**CGD Marketing Salary Process**

**Meeting Minutes**

**Meeting Time:** 16-Jan-2022 3:45 PM

**Meeting Agenda:**

Presenting a Demo on CGD Marketing Salary Process Web Application & Further Requirement Collection.

**Software Demo Detail:**

1. Web Application Login for Access Control.
2. Configuration Page according to Salary Calculation Rules.
3. Running a Salary Process for a Salary Period.
4. View Processed Salary Report containing Employee wise Grade Salary.

**Observations & Decisions:**

1. Division, Region, Territory column will be added in Salary Report.
2. Physical Attendance = Number of Sales Days
3. CGD HR will upload  
   a. Leave Days  
   b. Holidays  
   c. Payable Days  
   d. Other Incentives  
   e. Eid Bonus

For each Employee before starting the salary process.

1. CGD HR will provide the names of all the “Other Incentives” (**Immediate**)
2. CGD HR will provide the upload format for “3” (**Immediate**)
3. CGD HR will provide the Final Salary Report format so that the report is exported accordingly. (**Immediate**)
4. After getting “4”, “5” & “6”, Development Team of IT Department will make the modifications in the existing Developed web application according to new requirements.
5. IT Department will assess the possibility of posting employee wise salary cost in Oracle Payroll.

Otherwise total salary cost will be posted as usual.