

Human Resource & Payroll

1. Create Employees

A. Employee Details

- a. Employee Name
- b. Employee ID
- c. Date of Join
- d. Designation
- e. GL Account – Drop Down List
- f. Attach Picture
- g. Contact Number
- h. Contact Number in home country
- i. Passport No.
- j. Expiry Date – Require notification once expired
- k. Attach Passport
- l. Visa No.
- m. Expiry Date – Require notification once expired
- n. Attach Visa
- o. Qatar ID No.
- p. Expiry Date – Require notification once expired
- q. Attach QID
- r. Employment Contract Expiry Date – Require notification once expired
- s. Attach Employment Contract

B. Salary Details

- a. Basic Salary
- b. House Rent Allowance
- c. Transportation Allowance
- d. Telephone Allowance
- e. Food Allowance
- f. Other Allowance
- g. Leave entitlement per year – Days
- h. Ticket to home country per year
- i. Budgeted ticket amount
- j. Gratuity entitlement per year – Days

C. Bank Details

- a. IBAN
- b. Bank Name
- c. Branch

2. Vacation Application, Recording & Provision

A. Vacation Application

- a. Date
- b. Employee Name – Drop Down List
- c. Employee ID – Auto fill
- d. QID Number – Auto Fill
- e. Passport Number – Auto Fill
- f. Designation – Auto Fill
- g. Date of Joining – Auto Fill
- h. Last Vacation – Auto Fill
- i. Table Starts Here
- j. Total Days of Service - Calculation
- k. Days of vacation - Calculation
- l. Entitlement - Calculation
- m. Applied leave - Calculation
- n. Approved Leave
- o. Vacation Pay - Calculation
- p. Vacation Travel - Calculation
- q. Save / Print

B. Vacation Recording

- a. Date
- b. Employee Name
- c. Employee ID
- d. Vacation Starts
- e. Vacation Ends
- f. No of days of vacation
- g. Save

C. Provision for Vacation Pay, Vacation Travel, Indemnity & ID Renewal

- 1. Vacation Pay (Table)
 - a. Serial No - Auto

- b. Employee Name – (Auto Fill)
 - c. Employee ID – (Auto Fill)
 - d. QID – (Auto Fill)
 - e. Date of Join – (Auto Fill)
 - f. Basic Salary – (Auto Fill)
 - g. Date of Calculation
 - h. Total Days of Service – (Auto Fill)
 - i. Total Days of vacation – (Auto Fill)
 - j. Vacation Entitlement – (Auto Fill)
 - k. Amount – (Auto Fill)
 - l. Print / Save
2. Vacation Travel (Table)
- a. Serial No – Auto
 - b. Employee Name – (Auto Fill)
 - c. Employee ID – (Auto Fill)
 - d. QID – (Auto Fill)
 - e. Date of Join – (Auto Fill)
 - f. Budgeted Ticket – (Auto Fill)
 - g. Date of Calculation
 - h. Total Days of Service – (Auto Fill)
 - i. Total Days of vacation – (Auto Fill)
 - j. Ticket Entitlement – (Auto Fill)
 - k. Amount – (Auto Fill)
 - l. Print / Save
3. Staff Indemnity (Table)
- a. Serial No - Auto
 - b. Employee Name – (Auto Fill)
 - c. Employee ID – (Auto Fill)
 - d. QID – (Auto Fill)
 - e. Date of Join – (Auto Fill)
 - f. Basic Salary – (Auto Fill)
 - g. Date of Calculation
 - h. Total Days of Service – (Auto Fill)
 - i. Indemnity Entitlement – (Auto Fill)

- j. Amount – (Auto Fill)
- k. Print / Save
- 4. RP Renewal Accrual
 - a. Serial No – Auto
 - b. Employee Name – (Auto Fill)
 - c. Employee ID – (Auto Fill)
 - d. QID – (Auto Fill)
 - e. Date of Join – (Auto Fill)
 - f. ID Renewal Charges – (Auto Fill)
 - g. Date of Calculation
 - h. QID Expiry Date – (Auto Fill)
 - i. No. of days from renewal – (Auto Fill)
 - j. Amount – (Auto Fill)
 - k. Print / Save
- 5. Payroll & Time Sheet
 - a. Please provide your design