WHITE PAPER - HRWORKS

White Paper on HR Works (Payroll Application by DLI-IT)

ABSTRACT

This document provides an in-depth understanding of HR-Works as a product by means of detail explanation of various functionalities available in it. Covering – Leave Management, Loan Processing, Salary Revision, Payroll Processing, Final Settlement, Pluggable add on - Time and Attendance, and many more.

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DLI-IT GROUP
Solutions and Beyond

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1.0 Executive Summary

This document provides an in-depth understanding on HR Works as a product by detailing out on the complete functionalities available in HR Works Application covering through – Leave Processing, Loan Processing, Salary Revision, Payroll Processing, Final Settlement, pluggable add on like Time and Attendance, and many more.

DLI is operating throughout in Middle East with its Head Quarter located in Dubai. DLI is specialize into catering to various industries organization need of software with respect to Payroll and Human Resource related software ranging from Employee Self Service, Time and Attendance System, Performance Management System, Recruitment Management System and Training Management System.

HR Works as an application serve the purpose of small through large scale organization's Payroll and Human Resource Department need.

HR Works is an application developed on C# technology and are meant to serve the purpose of HR & Payroll Department's business process of the organization. The following are the key capabilities of HR Works.

- ☞ Leave Processing
- ☞ Loan Processing
- ☞ Accrual Management
- ☞ Leave Settlement
- ☞ Time & Attendance (plug in)
- ☞ Earning & Deduction
- ☞ Payroll Management
- ☞ Salary Revision
- ☞ End of Service

2.0 Business Challenge

All departments within an organization must prove their value and contributions to the overall business strategy, and the same is true with HRM. As companies are becoming more concerned with cutting costs, HRM departments must show the value they add to the organization through alignment with business objectives. Being able to add value starts with understanding some of the challenges of businesses and finding ways to reduce a negative impact on the business. This section will discuss some of the HRM challenges

Technology

Technology has greatly impacted human resources and will continue to do so as new technology is developed. Through use of technology, many companies have virtual workforces that perform tasks from nearly all corners of the world. When employees are not located just down the hall, management of these human resources creates some unique challenges. For example, technology creates an even greater need to have multicultural or diversity understanding. Since many people will work with individuals from across the globe, cultural sensitivity and understanding is the only way to ensure the use of technology results in increased productivity rather than decreased productivity due to miscommunications.

Payroll Calculation

In computing employees' hours of work, employers may disregard insignificant amounts of working time beyond an employee's normal work schedule.

Calculating Overtime

One of the biggest challenges payroll teams face is calculating overtime. Calculating overtime requires a series of calculations including regular rate of pay, overtime rate of pay and the amount of overtime pay due.

Deducting from paychecks

Taxes have never been simple, and paying taxes in the form of payroll deductions is no exception. There are a few challenges to reporting and deducting taxes appropriately for today's payroll department. Some of those include multi-state taxation, anti-wage theft laws and avoiding accidental over-payments, all of which may be enforced differently in each state.

Paying employees

It's important to remember that no one payment method is going to make every single employee happy. The payroll team must be flexible in how they pay employees in a way that is acceptable to them, as long as it complies with the law and company policies.

Employees have the right to decide if they will be paid by direct deposit or by paper check. They can also choose how much is deducted from their pay according to how they file their taxes.

Because taxes, deductions and gifts from the company are all complicated pieces of an employee's salary, it's important they understand how they factor into take-home pay.

3.0 Product Description

HR Works is an affordable and feature-rich human resource management solution designed to meet the needs of any kinds of organizations. It provides an easy to use, intuitive interface for HR departments, administrators and other users and comes with a set of features which includes Employee Management, Leave Management, Payroll and Accruals, Final Settlement, Salary Revision, Extensive coverage on Reporting, pluggable Time & Attendance module and many more as shown in the fig below :-
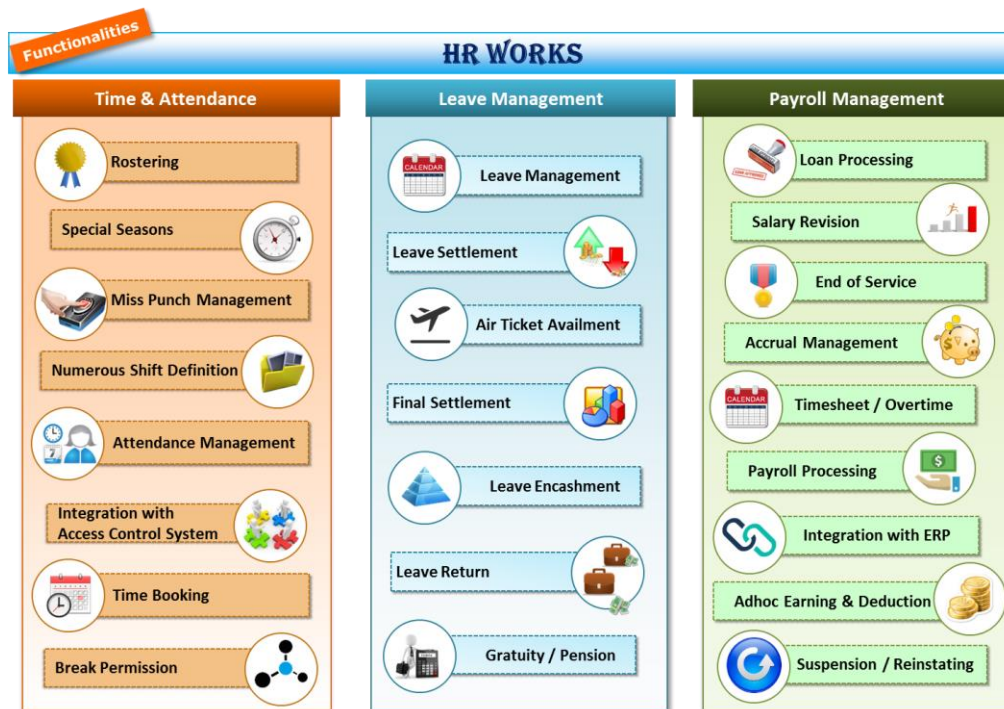
Fig: A Birds eye view of High Level capabilities of HR Works

HR Works is designed to help you in streamlining your employee resources and improve the HR processes and activities in your organization, by facilitating fast, effective, and accurate HR Management.

All the functionalities that are available in the system are further arranged in the order of their relevance – Configuration, Master Data, Transaction Processing and Reports. From a broad level user perspective this can be used by user in the fashion as depicted through Use Case Diagram as below:-
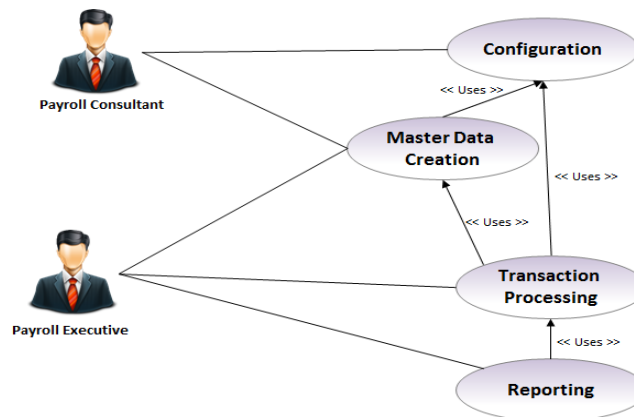
Fig: High Level - Use Case Diagram representing organization of functionalities in HR Works

These high level use cases are further explored into its low level to various system use cases as depicted in the following use cases diagrams :-
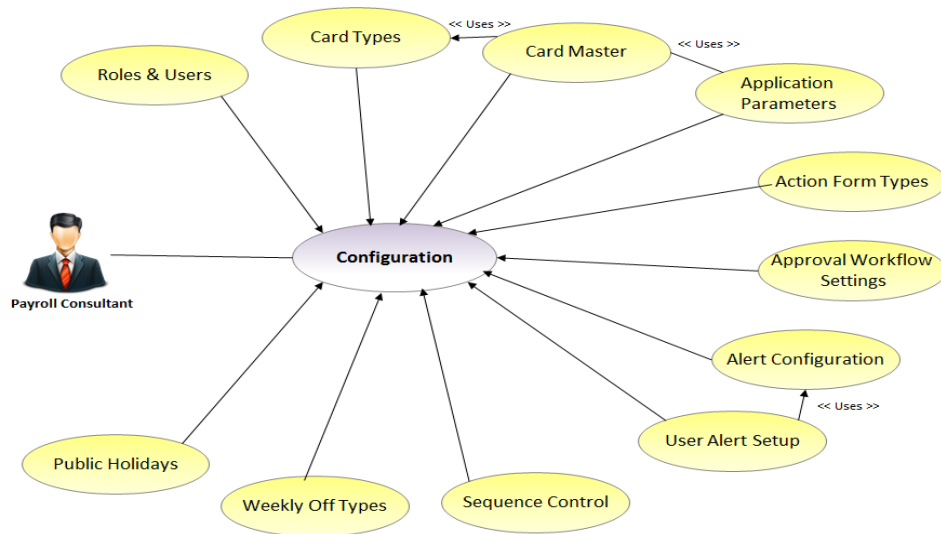
Fig: Low Level - Use Case Diagram representing functionalities w.r.t Configuration
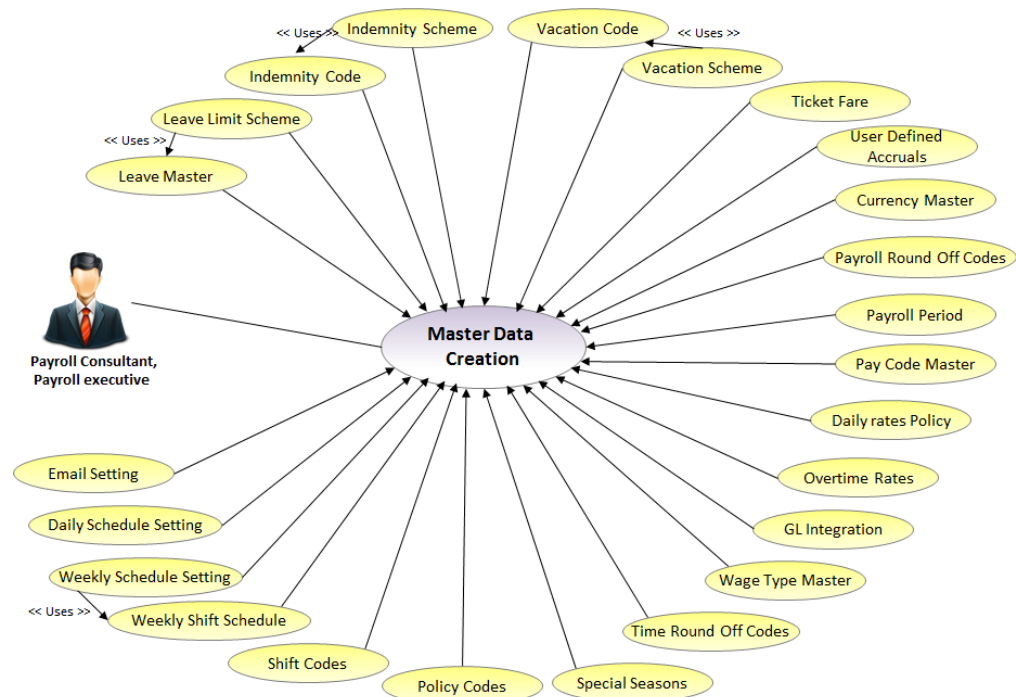
Fig : Low Level - Use Case Diagram representing functionalities w.r.t Master Data Creation
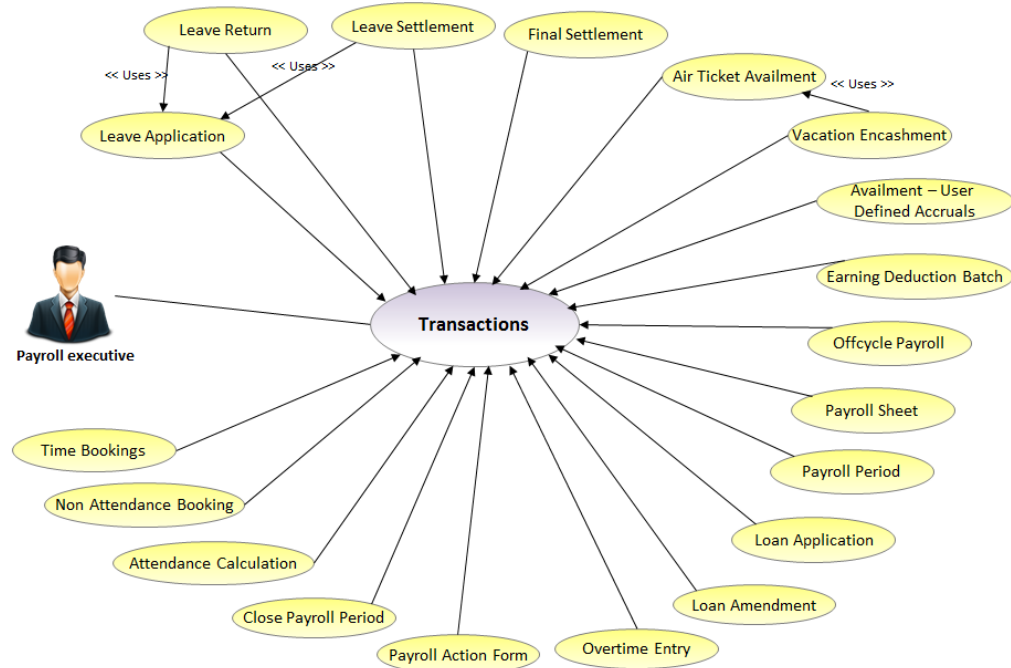
Fig : Low Level – Use Case Diagram representing functionalities w.r.t Transactions
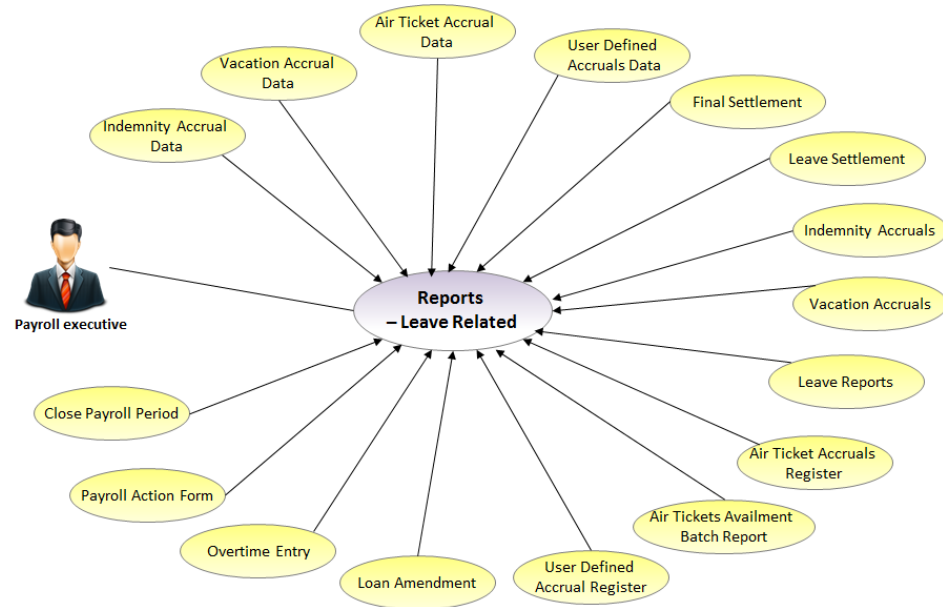
Fig : Low Level - Use Case Diagram representing functionalities w.r.t Leave Related Reports
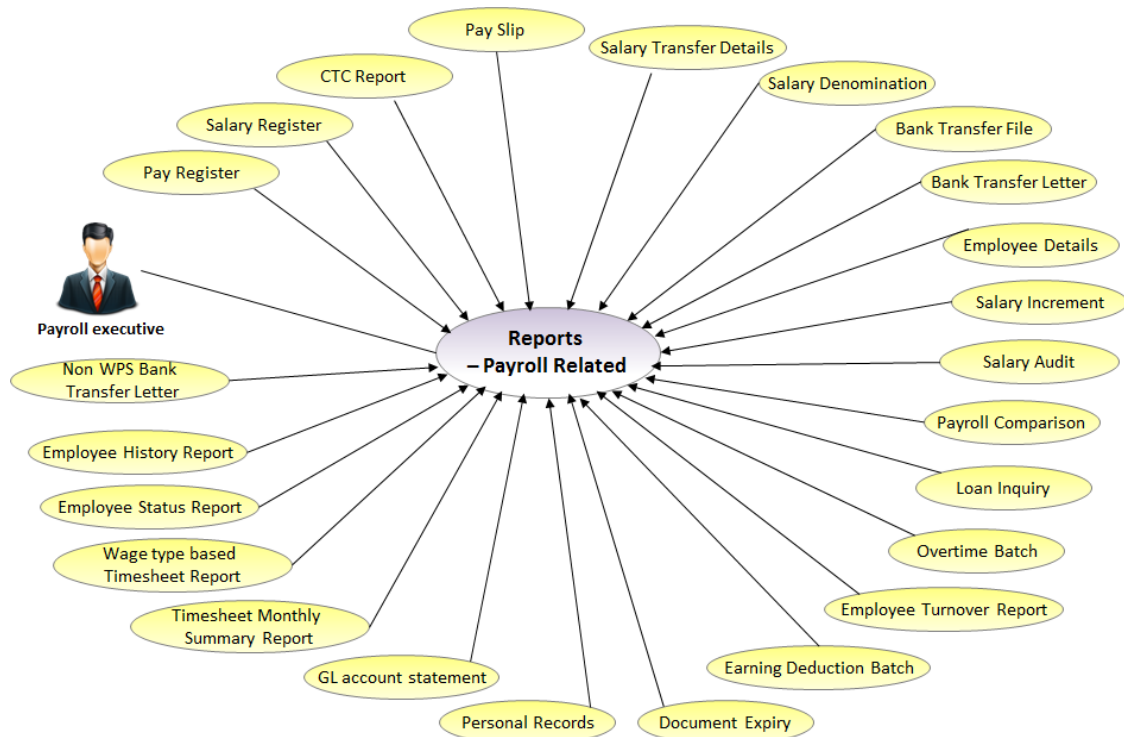
Fig : Low Level - Use Case Diagram representing functionalities w.r.t Payroll Related Reports
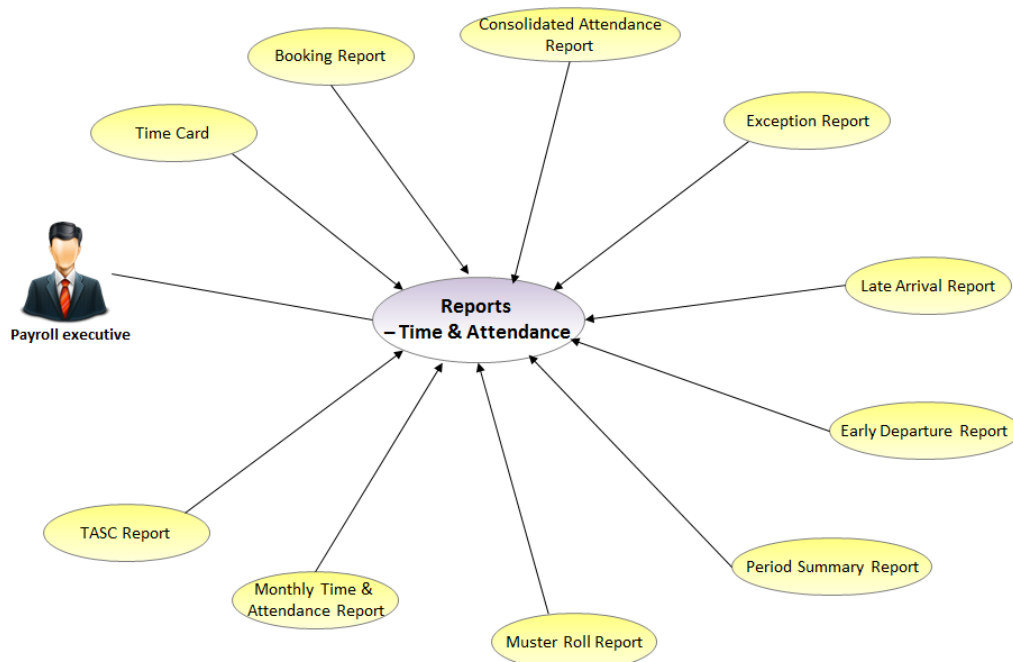
Fig : Low Level - Use Case Diagram representing functionalities w.r.t Time and Attendance Report

Each of the above category which are represented through High Level Use Cases are segregated based on their relevance in the system module wise.

3.1 System Process Flow

The HR Works application functionalities are normally grouped under three sub module viz **Leave Management, Payroll Management and Time & Attendance**; and one Administration

area which generates system behaviour, master data for application functionalities. Apart from this the configurable settings are also discussed through this document. These five components are discussed throughout in this document and the sub module wise transactions are depicted in the following Swim lane diagram :-

Activity Diagram – Time & Attendance and HR WORKS Application
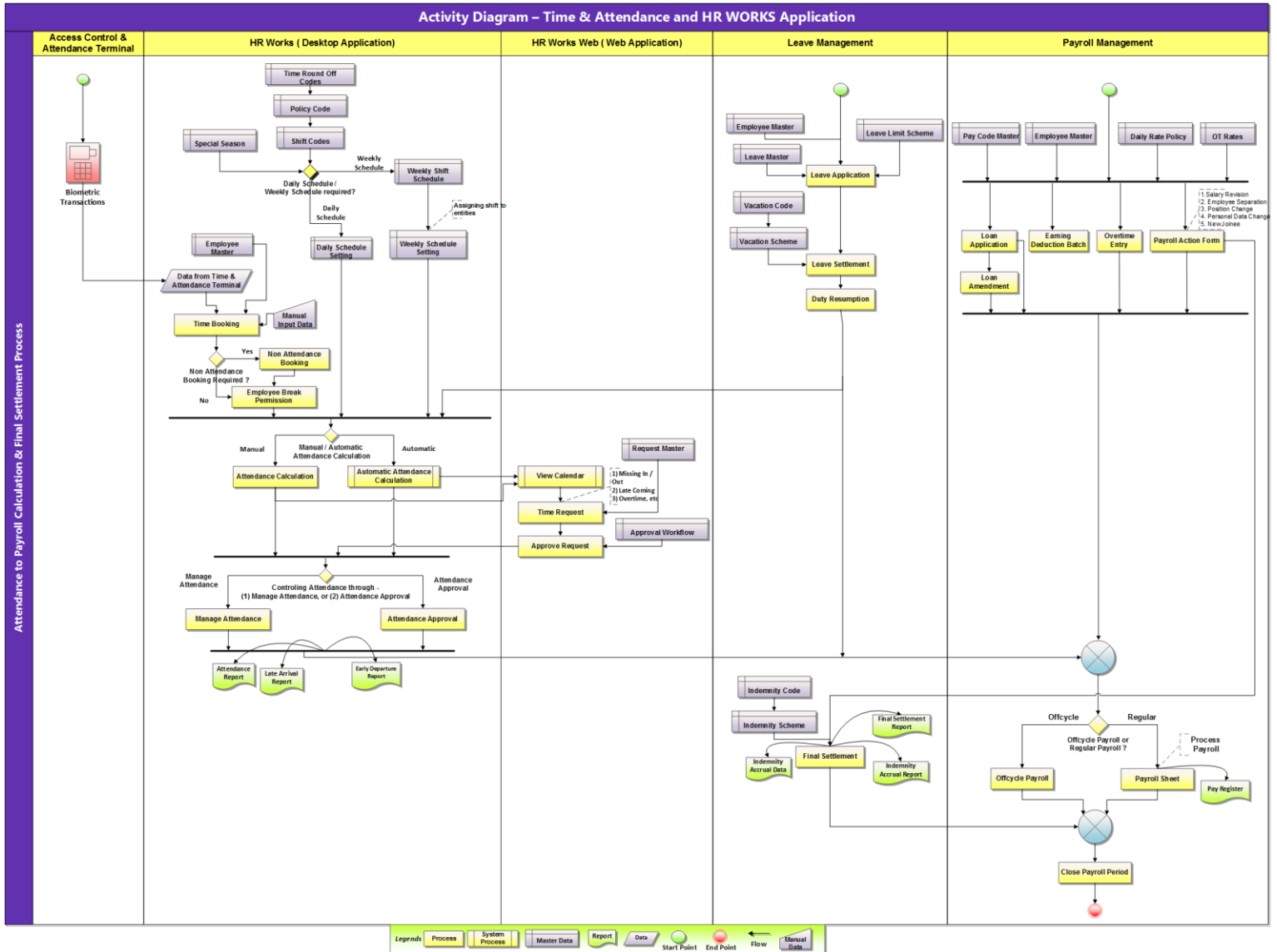
3.2   Administration
3.2.1. User Management
3.2.1.1. Roles and Users
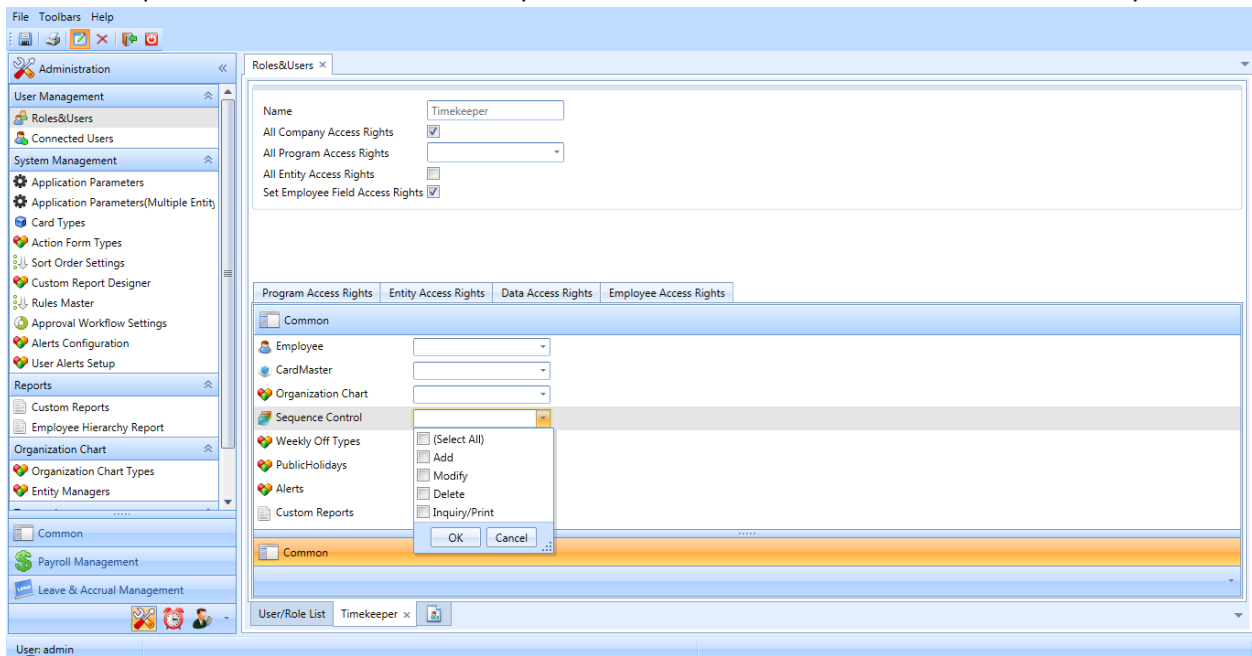
Roles and User master screen is to create new Roles & users in the system. Roles typically are the terms used to identify the user in the system and its role in the system. For example Leave Planner Approver, Leave Request Approver, HR Manager, Line Manager – Production.

User will have to create role that will ultimately be assigned to a user which will enable user to use the system based on menu authorization.

Creating Role
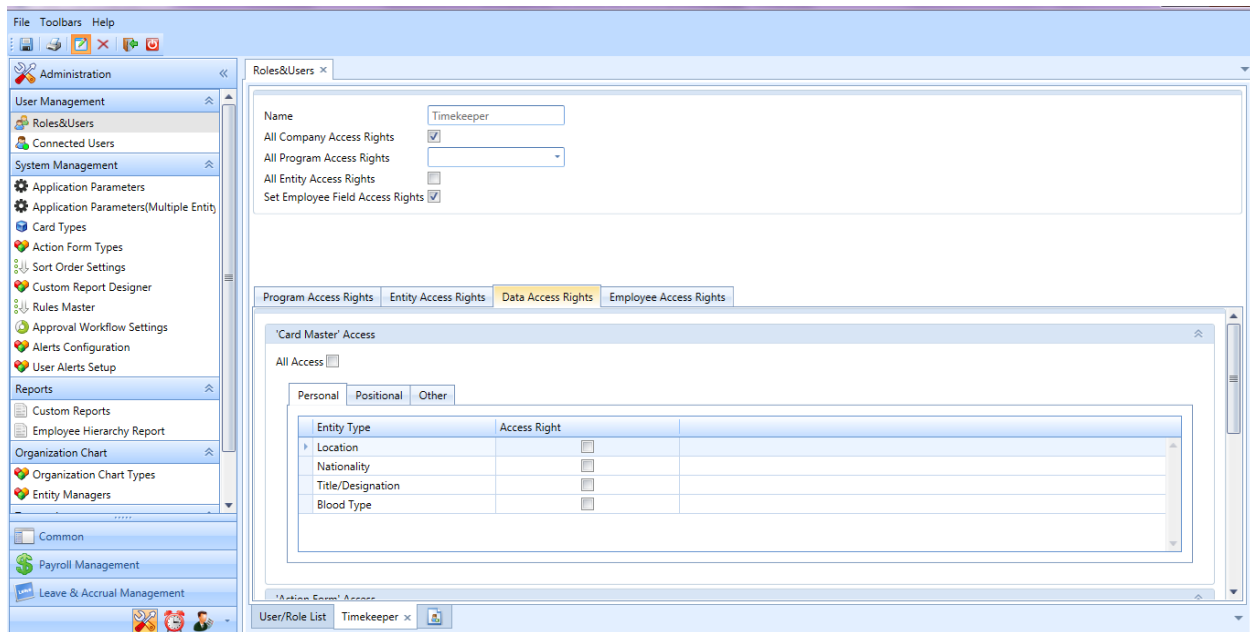
TAB **Program Access Rights**

You can define the access of this user to various component of employee master based on the option you select here i.e – Add, Modify, Delete, Inquiry / Print. Based on this setting the assigned "Role" Holder can perform these action on the respective form available in "Common" Folder of the system.

TAB **Data Access Rights**

You can define the access of a user to various component which forms the foundation of system. For example, in the below mention screen the Role "Timekeeper" can be assigned with Location, Nationality, Title / Designation from personal tab from Card Master form.

TAB **Employee Access Rights**

You can define the access of this user to various component of employee master based on the option you select here i.e. - Edit, View, Hide. Based on this setting the assigned "Role" Holder can Edit, View and Hide the field level details of Employee Master.

Creating User

Once the role is created in the system, user can be defined and this role can be assigned to him as shown below:-

TAB **Role Access Rights**

Once the role is created in the system, user can be defined and this role can be assigned to him as shown below:-
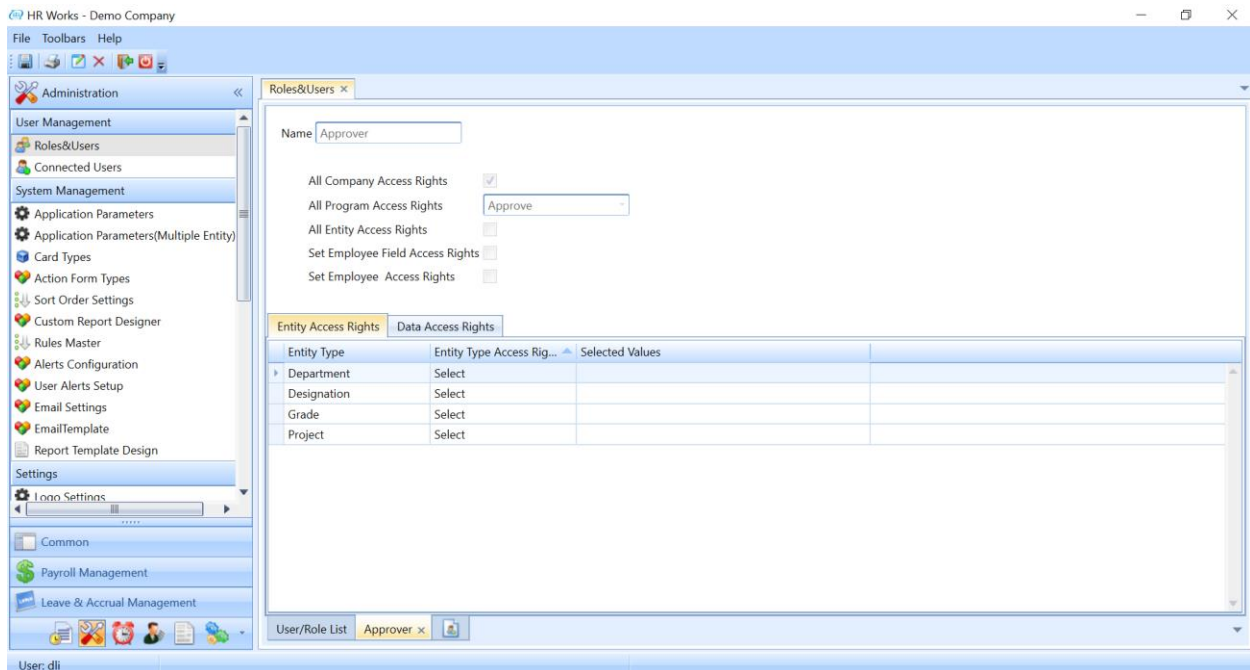
Entity Access Rights

Entity access right tab enables the assignment of entity from position entity tab to this user as shown below:-
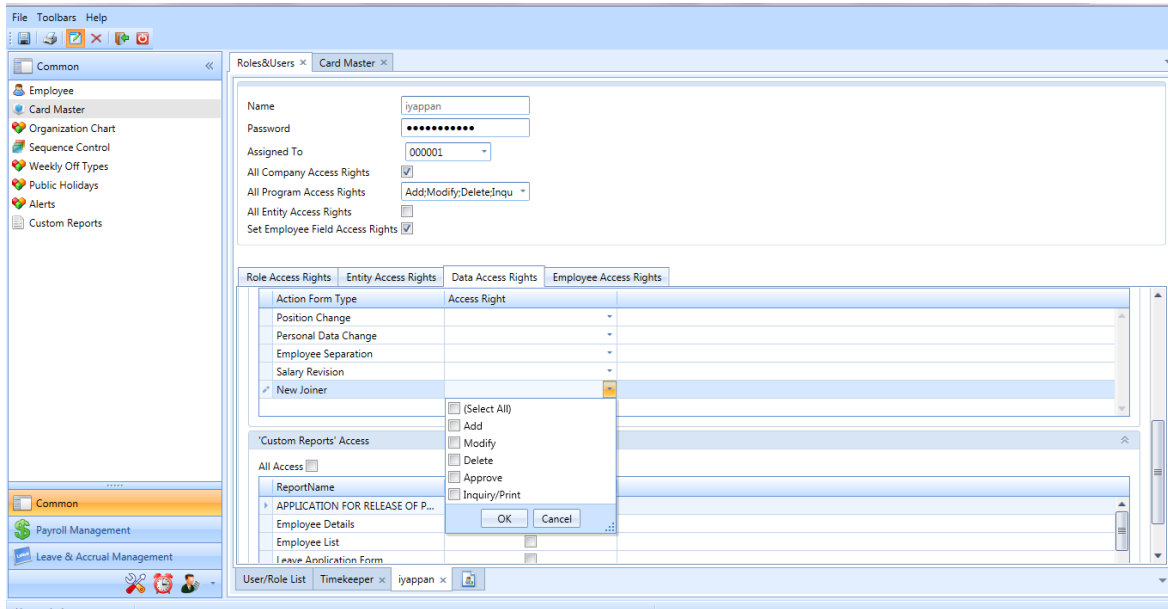
Data Access Rights

One can assign master level data access to the user in subject for the following level master – Card Master, Action Form and Custom Reports.

TAB **Employee Access Rights**

Just like role, for user also, you can define the access of this user to various component of employee master based on the option you select here i.e. - Edit, View, Hide. Based on this setting the assigned "Role" Holder can Edit, View and Hide the field level details of Employee Master.

3.2.1.2. Connected Users

At any point of time, one can see how many user are connected in the system by the form in HR Works > Administration > Connected Users
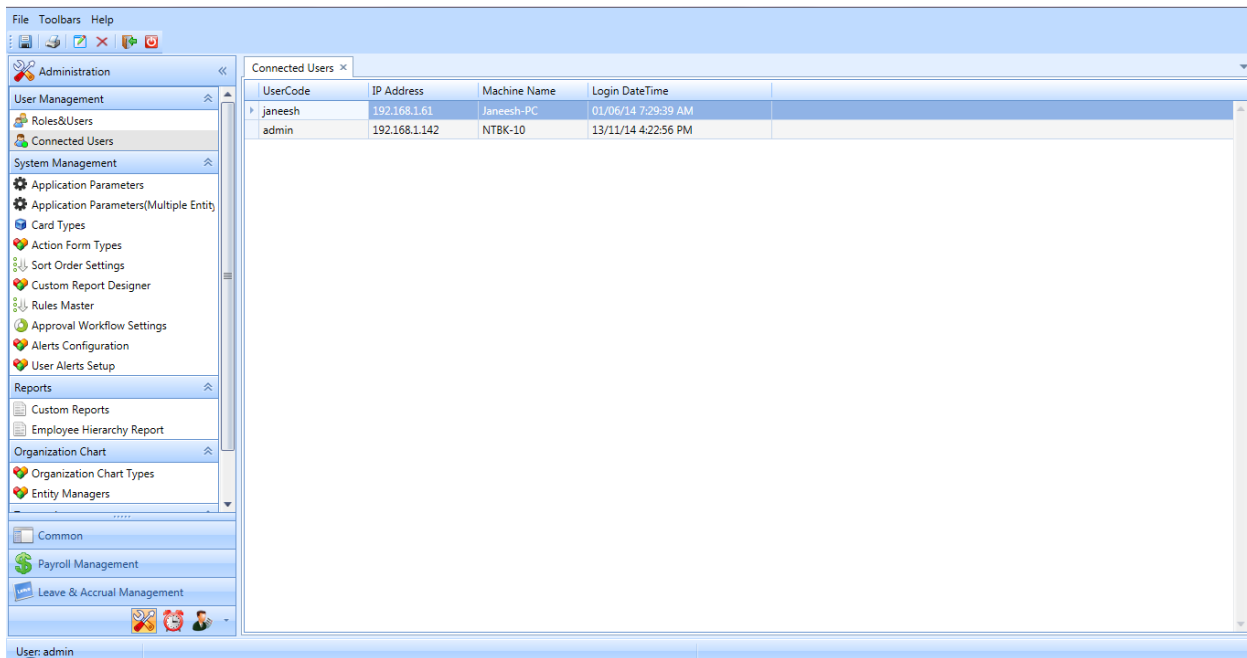
3.2.2. System Management

3.2.2.1. Application Parameters

Application parameter is the central part of the system which controls the configurable master behavior and place of configuration and the system behavior as a whole by assigning value to the system parameters at the following undermentioned levels. These system parameters can be called upon in the system by activating it in the database.

3.2.2.2. Card Types

Card Type is master screen used by the administrator to create system field details which could be used in various functionalities across the system.

It comprise of 5 tab – Personal Entity, Positional Entity, Other Cards, User Defines and Personal Records. The field created in respective tab could be publish in employee master (with settings through application parameter) under the same tab heading.A prototype screen is shown below:-

TAB Personal Entity

Fig : Field created in Personal Entity Tab

TAB Positional Entity

Fig : Field created in Positional Entity Tab

ᴛᴀʙ Other Card

Fig : Field created in Other Cards Tab

ᴛᴀʙ User Defined

Fig : Field created in User Defined Tab

TAB Personal Records

Fig : Field created in Personal Records Tab

3.2.2.3. Action Form Types

The HR Works Action Form Type feature allows you to set up predefined actions and to create forms that will be used to enter the required data while performing those actions. When you create a new Action form, you can add the fields that you require in the form. You can also link the action forms to any of the HR Works modules such as Payroll.

3.2.2.4. Sort Order Settings

It helps in arranging the order of the fields that appear in the employee master

3.2.2.5. Approval Workflow Settings

This option helps in defining the approval workflow for one or all the employee in the company. For this, one need to define entities first in card types and card master and need to set its value as either "employee (all companies)" or "employee (this company)" based on this setting user can define workflow . A sample workflow ALWF01 has been created as below:-
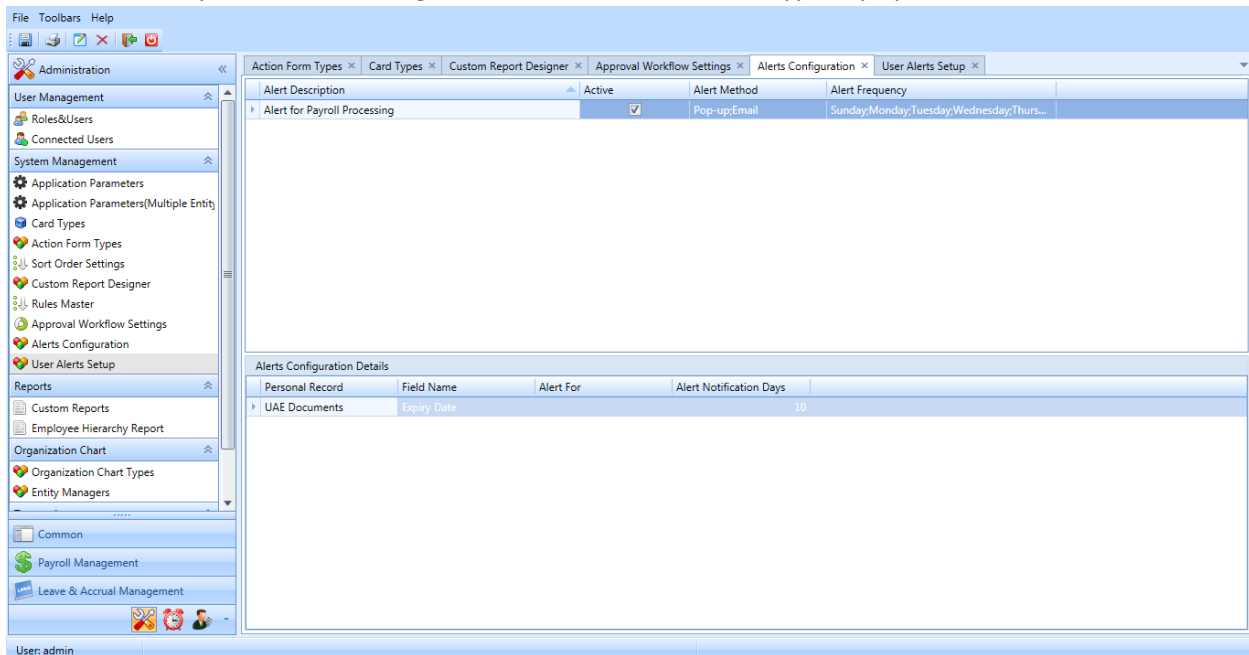
3.2.2.6. Alerts Configuration

HR Works has a provision of setting alerts based on a document type expiry.
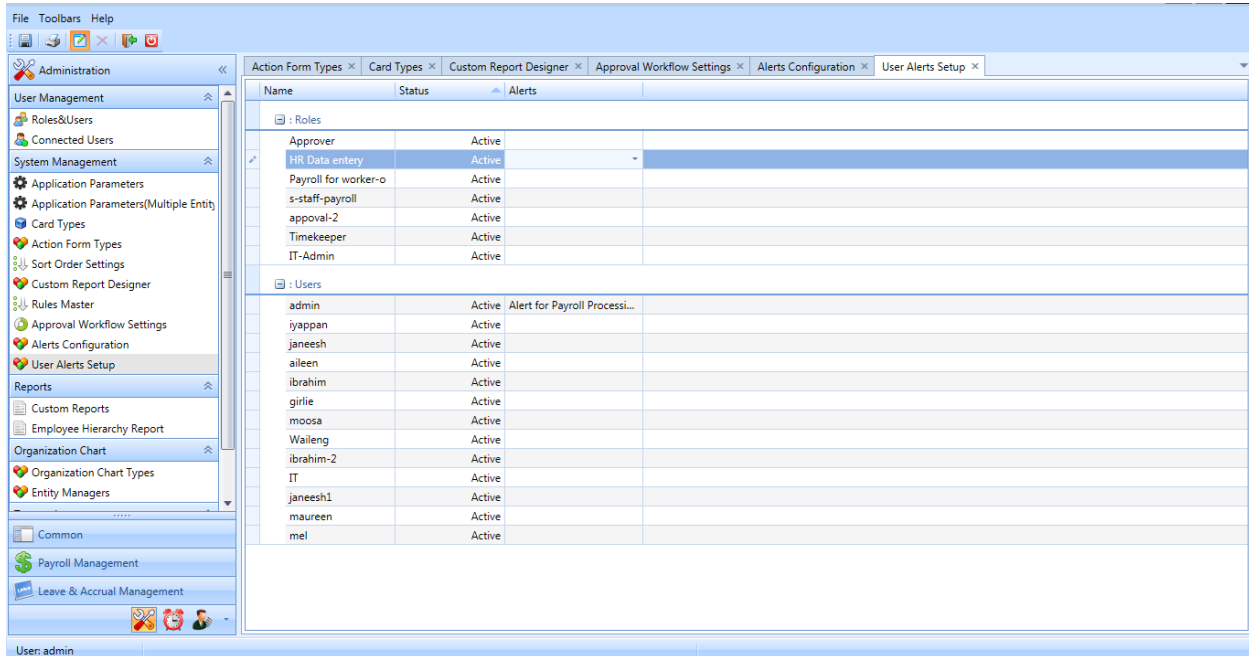
3.2.2.7. User Alerts Setup

In this screen, one can link the user alert defined in the previous section to the user created in the system.

3.2.3. Reports

3.2.3.1. Employee Hierarchy Report

It shows the relation between employee and its approver labeled with Entity Title. A sample is shown below:-

3.2.4. Transactions
3.2.4.1. Leave Cancellation

Leave cancellation is a facility available in HR Works for all those cases wherein leave in requested by employee, approved by manager and has been frozen to be edited by normal employee. In this case, this transaction right resides with manager and manager would be able to cancel the leave at any point of time.

3.2.4.2. Earning Deduction Cancellation

Once an earning and deduction batch is created and frozen, it may not be edited by a normal employee, however in rarest case a Manager (Payroll Manager) may reserve the right to cancel the earning and deduction batch. This can be done as shown below:-

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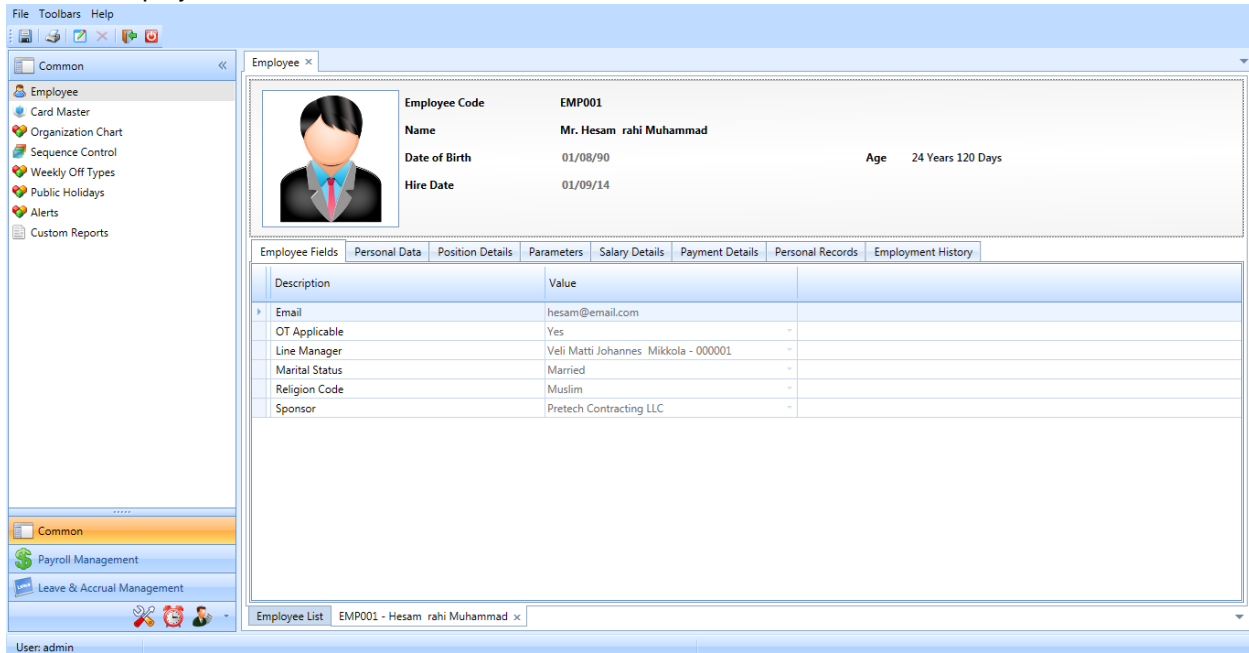
3.3   Common
3.2.1. Master Data
3.3.1.1. Employee Master

Employee Master is used to capture employee information. The information collected are encapsulated under the following tab:-

TAB Employee Fields

TAB Personal Data

TAB Position Details

TAB Parameters

TAB Salary Details

TAB Payment Details

TAB Personal Records

TAB Employment History

3.3.1.2. Card Master

Card Master is master screen used to define various parameters and its values that would be used by system for its various functioning.

The field created in Card Types can be used in Card Master to assign values to it.

It consist of three tab as shown in the prototype screen below, these are: - (a) Personal Entity, (b) Positional Entity and (c) Other Cards
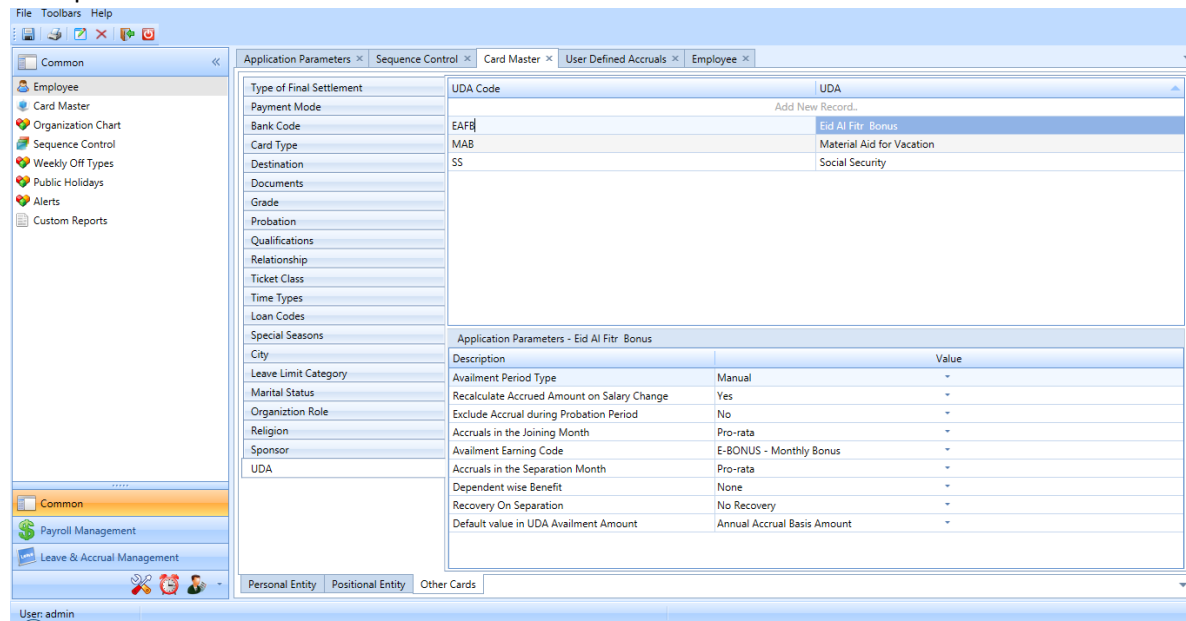
TAB Personal Entity

Parameters defined under this tab can be populated in Personal Entity tab in employee master and its value can be changed only through "payroll action form".

TAB Positional Entity

Parameters defined under this tab can be populated in Positional Entity tab in employee master and its value can be changed only through "payroll action form".

TAB Other Cards

The parameters and its value defined under this tab can be pulled into "personal Records" and 'Employee Fields" in employee master. Its values can be changed directly from the employee master. A sample scree is show below.

3.3.1.3. Sequence Control

3.3.1.4. Weekly Off Types

Weekly off master will be maintained in the system to exclude the accrual in week off days.

3.3.1.5. Public Holidays

This master will be used to declare non active day in working days list. All public holiday will be treated as paid holiday.

3.3.1.6. Alerts
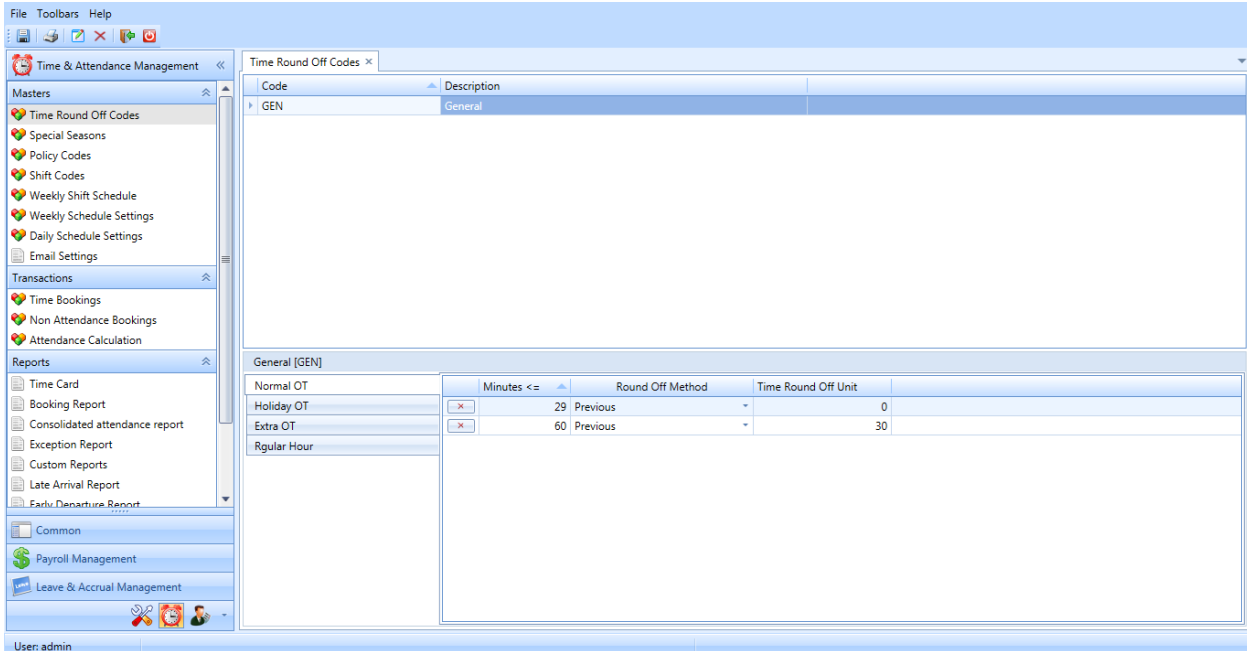
Any alerts created in the system can be viewed through this screen.
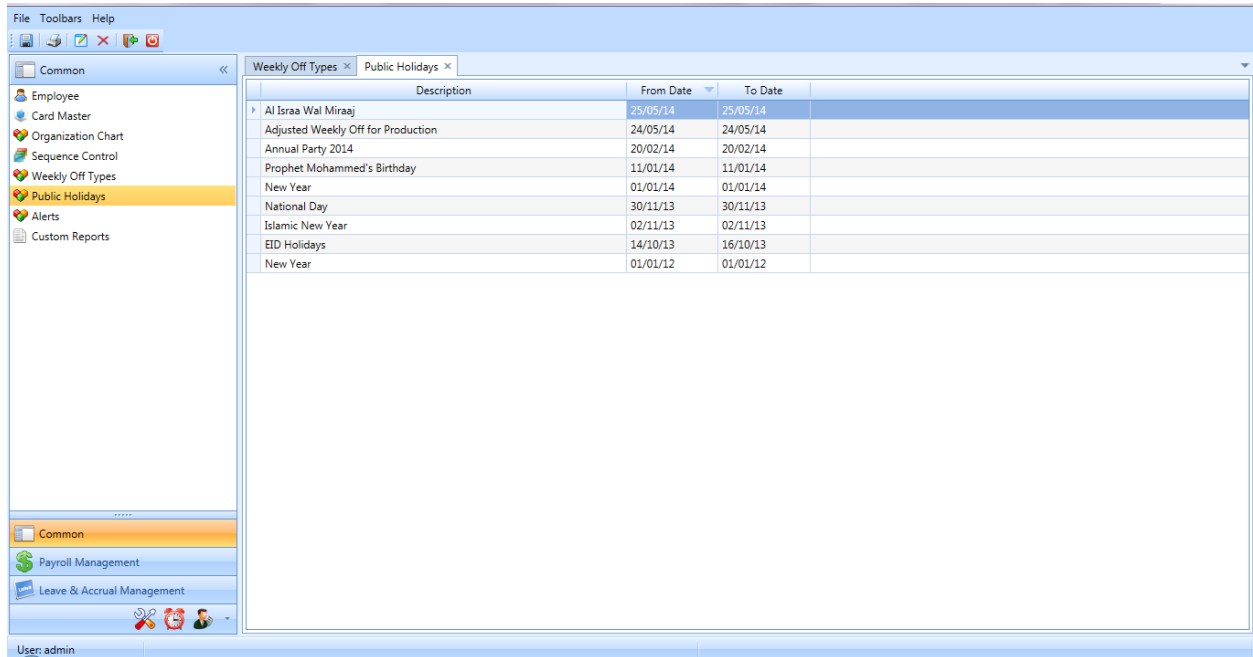
3.4 Time and Attendance Management
3.4.1. Master Data

3.4.1.1. Time Round Off Codes

Time round off code can be defined in system and can be used to apply the rounding off of time in duty time calculation.

3.4.1.2. Policy Codes

Policy for shift will be defined in the system. Various policies with respect to tolerance, overtime related, etc. can be defined in this screen.

3.4.1.3. Shift Codes

Various Shift codes will be defined in the system for defining the shift timing of a particular shift.
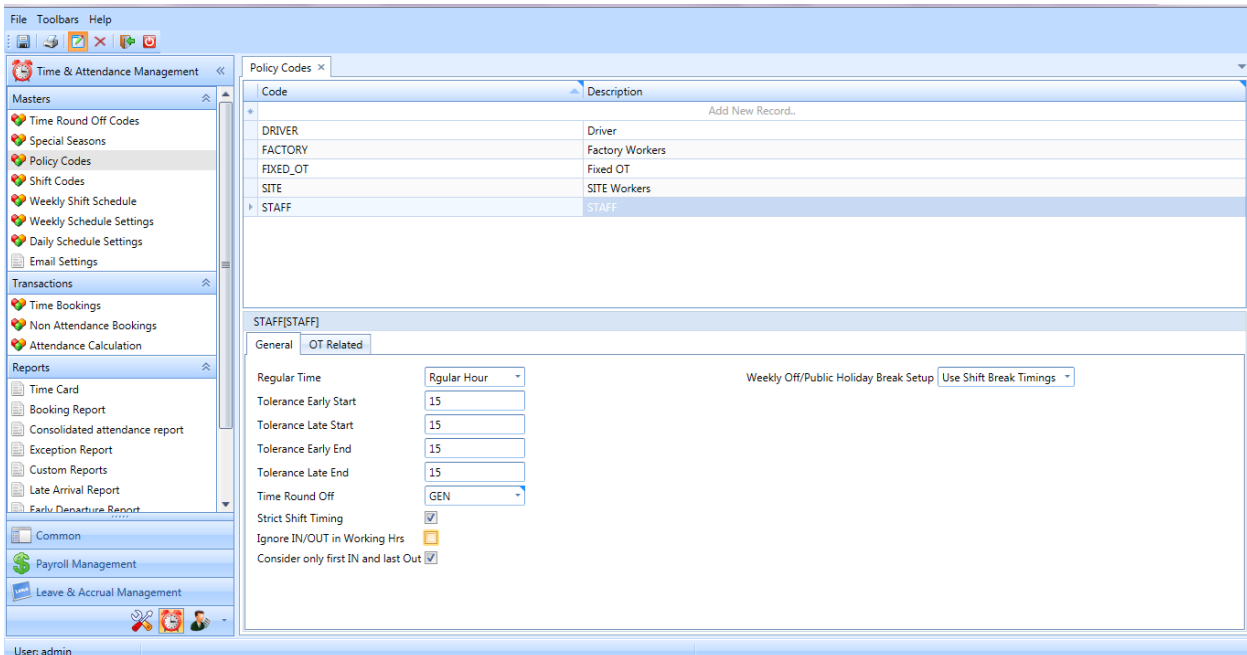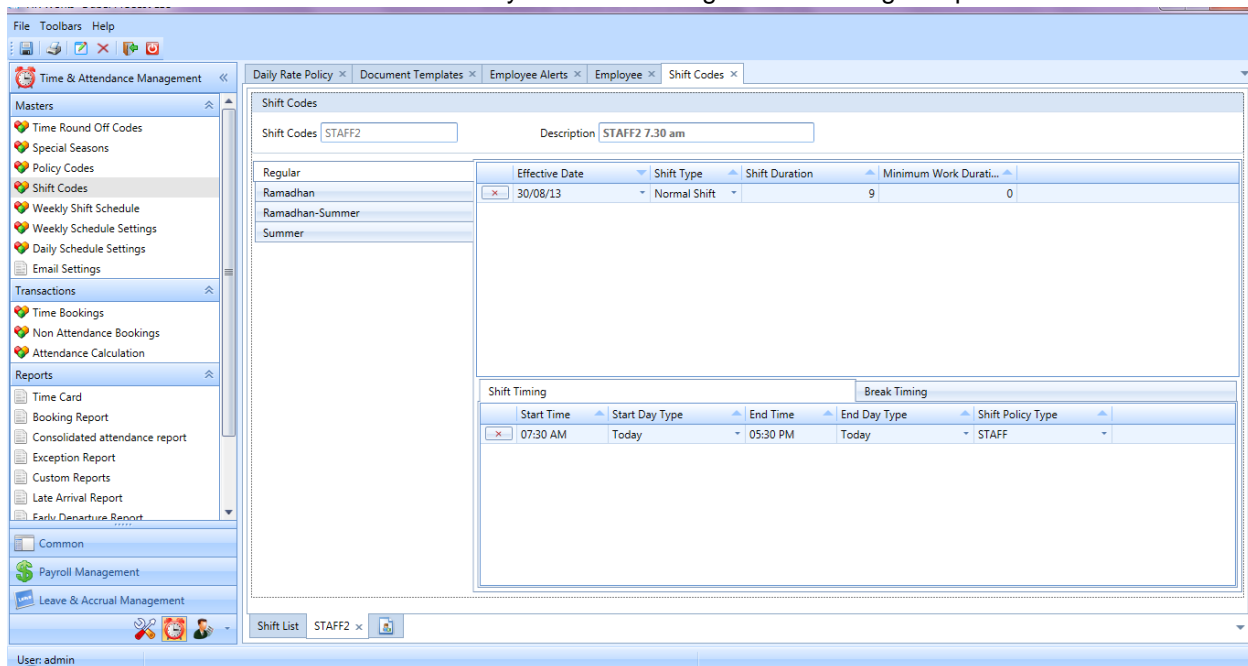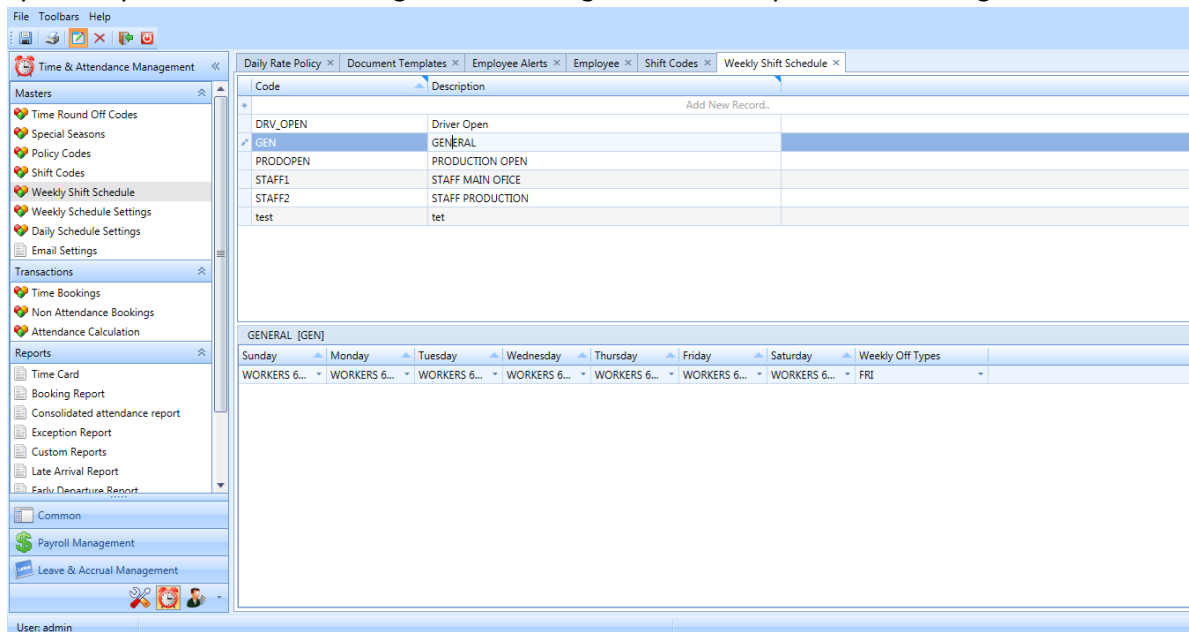

3.4.1.4. Weekly Shift Schedule

Using the shift code defined in the shift code screen, one can define the whole week schedule in the system. System will then be using the shift timing define in the system to match against actual entries.

3.4.1.5. Weekly Schedule Settings

Weekly schedule defined the "weekly shift schedule" screen can be assigned to various entity including employee, department or company.
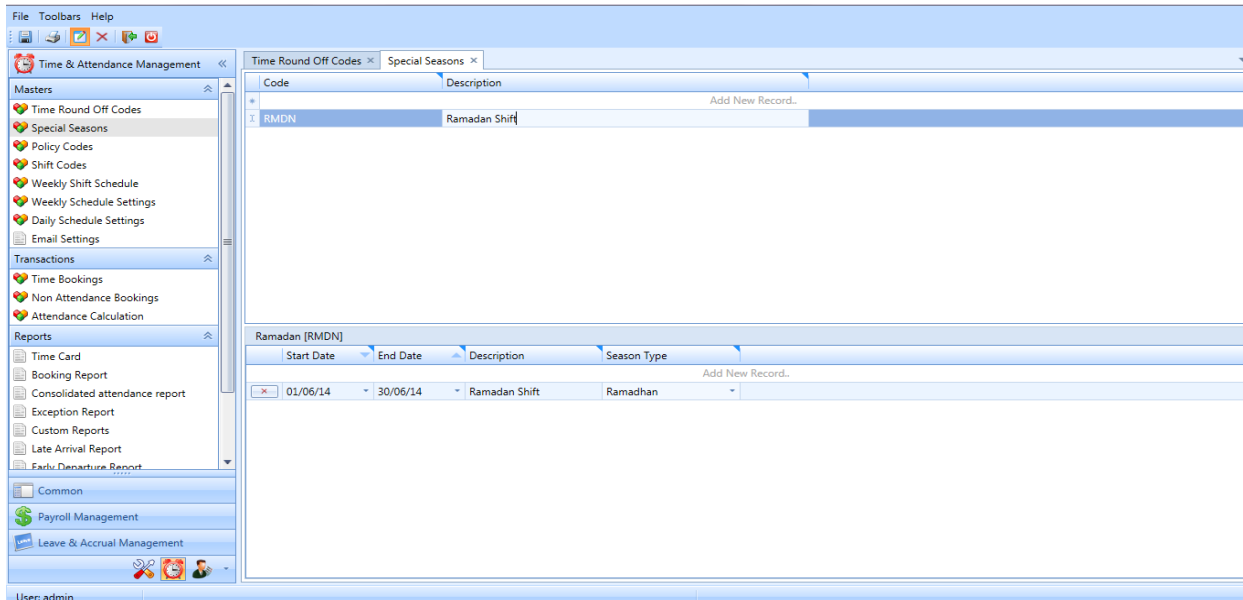
3.4.1.6. Daily Schedule Settings

Daily shift code defined in the "daily shift code" screen can be used to assigned to various employee

through this screen.

3.4.1.7. Special Seasons

For special season, shift timings will be defined in the system through this screen. Special season rule over the regular shift defined in the system.

3.4.2. Transactions

3.4.2.1. Time Bookings

Time records for all the employee will come from time and attendance terminal and will be displayed in this menu. It will display In and Out time of the employee based on the swiping in and swiping out of proximity card.

Timekeeper still have provision to overwrite these data based on the requirement.

A sample screen is displayed below:-

3.4.2.2. Non Attendance Bookings

If an employee is moving out of the premises for non-working hour, the same can be recorded in the system based on logic defined for the same. These non-working hour will come from the Time and attendance terminal and will be displayed in this menu.

Timekeeper will have the right to overwrite the date in it based on the requirement.

A sample screen is displayed below:-

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3.4.2.3. Attendance Calculation

For a given window period, based on the inputs of masters from Time and attendance module, employee master, holidays and weekly off days, this transaction will allow user to calculate attendance in the system.

These attendance data will then be displayed in "Consolidated Attendance Report ".

A sample screen of the transaction is displayed below:-
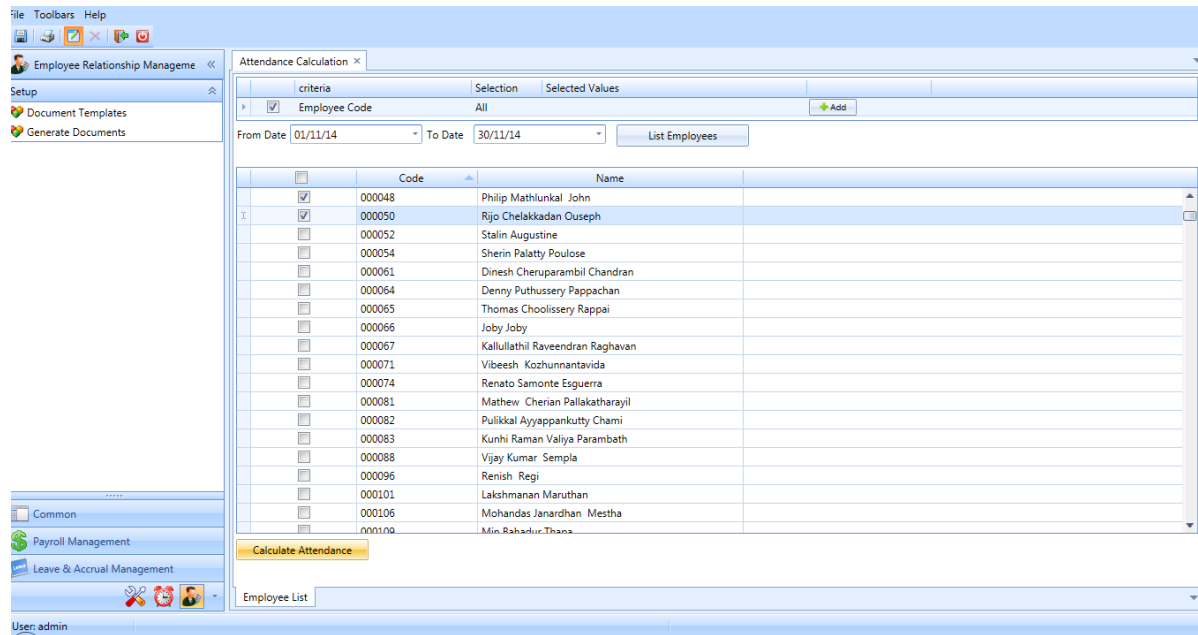
3.4.3. Reports

Reports from Time and Attendance module are detailed in this section.

3.4.3.1. Time Card
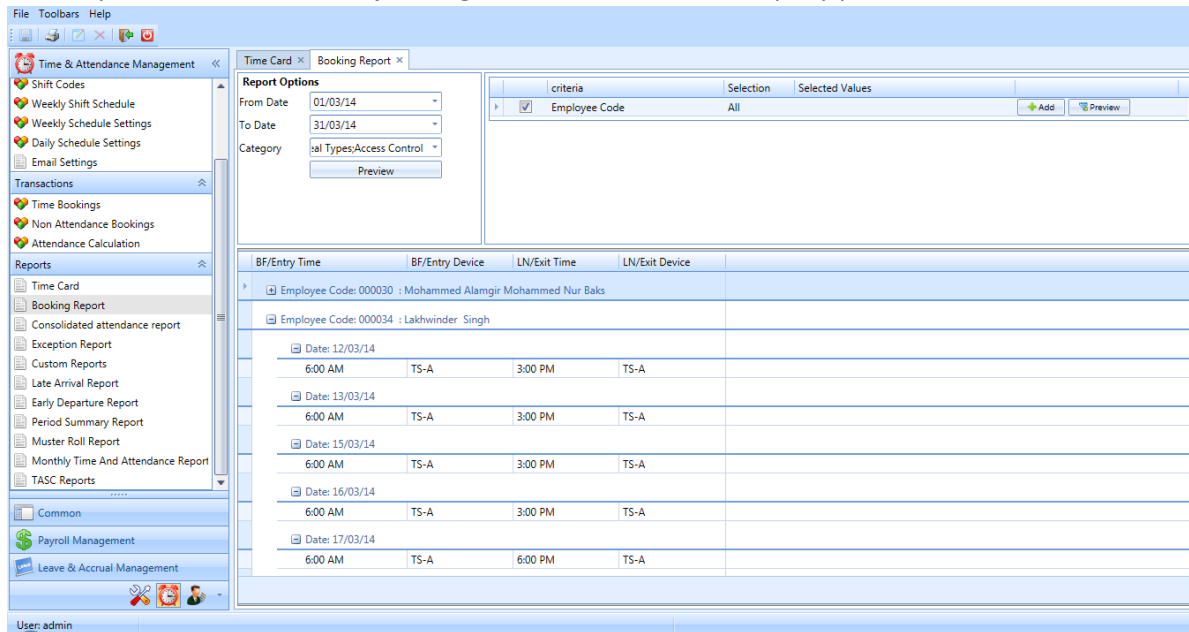
The "Time Card" report publishes the information of attendance in raw format. As such, it shows initial in and final out transaction in the system.
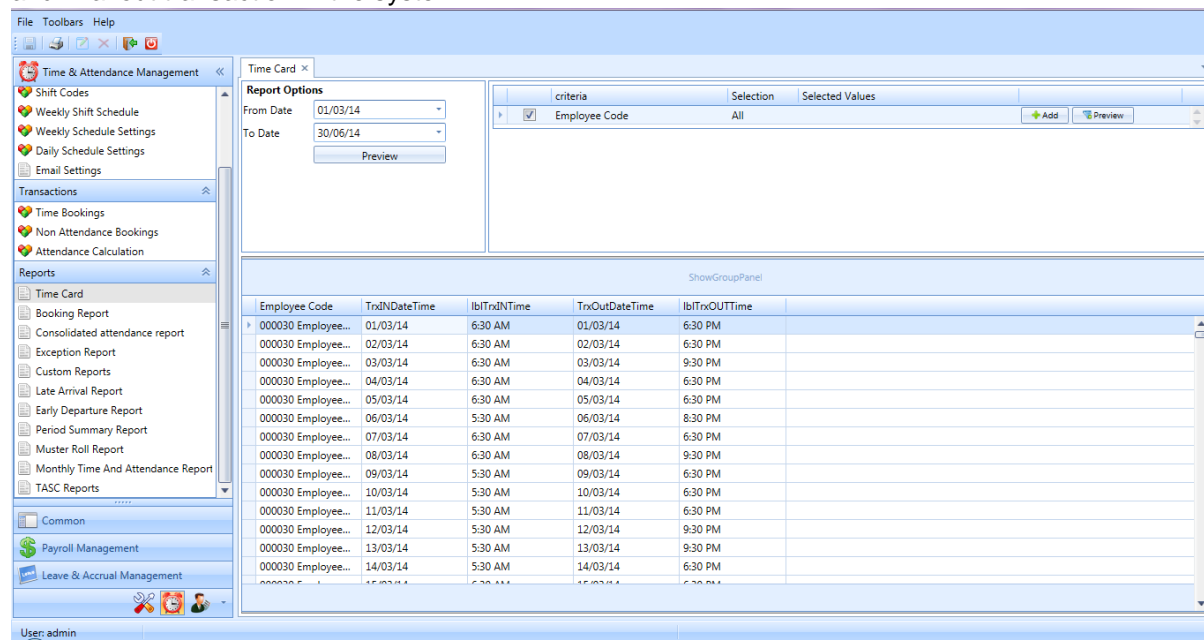
3.4.3.2. Booking Report

It process the attendance in the system and segregate and present the data based on the utilization of swiping card. For example a swiping card may be used for marking attendance, while going for lunch
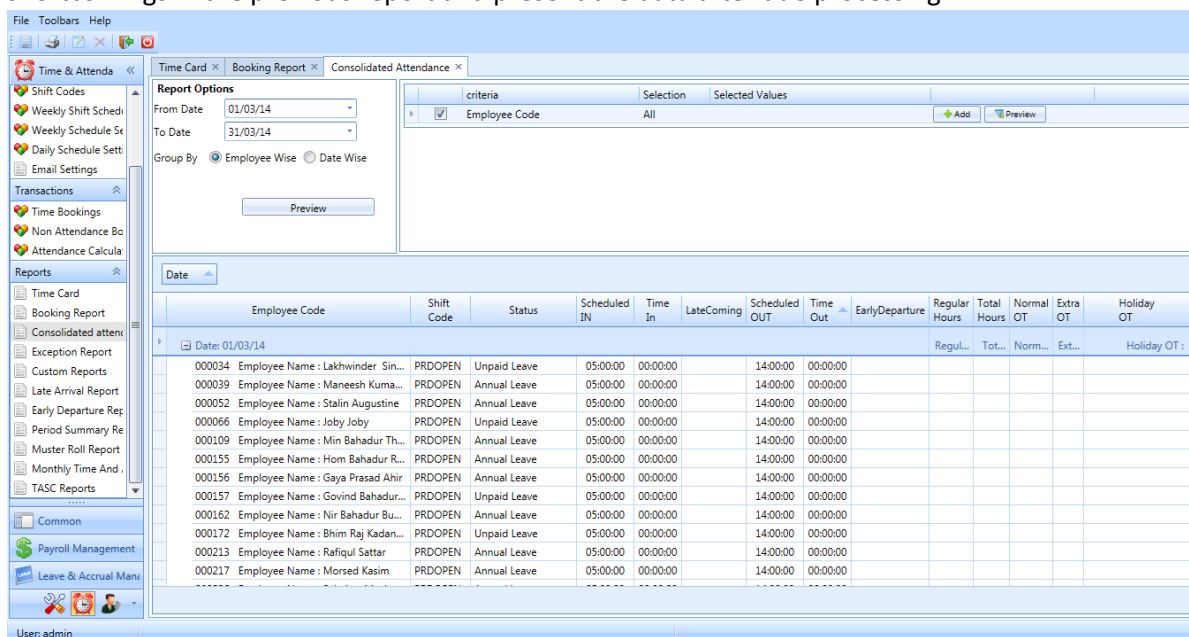
and may well could be used to just to get an access into the company premises.

3.4.3.3. Consolidate Attendance Report

The "Time Card" report publishes the information of attendance in raw format. As such, it shows initial in and final out transaction in the system. However it does not highlight the numerous transaction happen in-between for example – an employee might have swiped out to go for meal, or he may go out for some business meeting and could have come back after some time.

To get to know the exact time spent on work or on a project for that matter, all the intermediate datas required to be processed based on the behavior defined in the system. This report cover this shortcomings in the previous report and present the data after due processing.
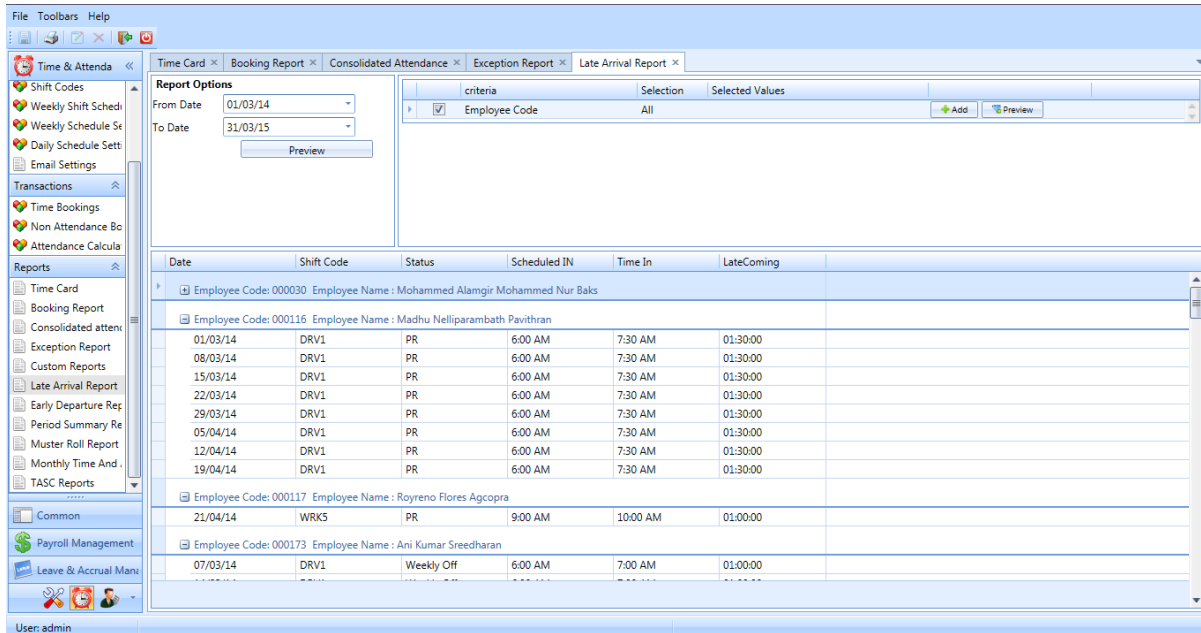
3.4.3.4. Exception Report

If there is some mispunch it will be highlighted in this report.

3.4.3.5. Late Arrival Reports

Based on the late coming to the work area, this report option will show the records of all such exception where user comes late than the scheduled time.

3.4.3.6. Early Departure Reports

Based on the early departure from the work area, this report option will show the records of all such exception where user departed earlier than scheduled time.

3.4.3.7. Period Summary Reports

For a particular selected window period, system will display employee wise, the summary of overall

number of days worked, Leave taken, Present Days, Short Hours , Regular Hours, Total Hours, Absent Hours including various overtime hours.

3.4.3.8. Muster Roll Reports

This reports gives a bird eye view of the employee attendance for a selected period range. It highlight the off day entry, the mispunch entry, late in and early check out

3.5 Leave & Accrual Management
3.5.1. Master Data

3.5.1.1. Leave Master

Leave Master contains several types of Leave. Each leave type has a unique leave code.

HR works gives you the freedom to set up as many types of leave as you wish along with a set of parameters. You can define the percentage of the pay that is paid to an employee, when a leave of that type is availed. When you record the leaves availed by an employee (using the Employee Leave application), you will use one of these codes to indicate the type of leave being availed. Depending on the parameters that you set up here, payroll calculation will calculate the eligible pay and the accruals for the leave days.

You can invoke the leave Master entry screen by making the following selection.

Leave Code & Description

- You may enter alphanumeric leave code and description

System Generated Leave

- System Generated leave means leave generated while doing payroll, Eg: Delayed leave if the employee dint come after his vacation end date. This delayed leave will write automatically while doing Payroll.

Process Advance Payment

- This check box is for advance payment for Leave. Usually it's for Annual Leave.

Default Return Date

- If we click the Default Return date flag then in leave application screen while entering leave To Date it Default return date directly.

Leave Type Category

This Leave Type Category describes three types of leave type categories,

1. Select All

Select all specifies adjust vacation balance and apply leave limit scheme categories.

2. Adjust Vacation Balance

This leave type category is for Annual Leaves. If we check this flag then those leaves taken reflects in vacation accrual balance and amount calculation.

3. Apply Leave Limit Scheme

The leave type selected with Apply leave limit scheme work accordingly to the setup we made in leave limit Scheme.

4. Exclude in Air Tickets Accruals
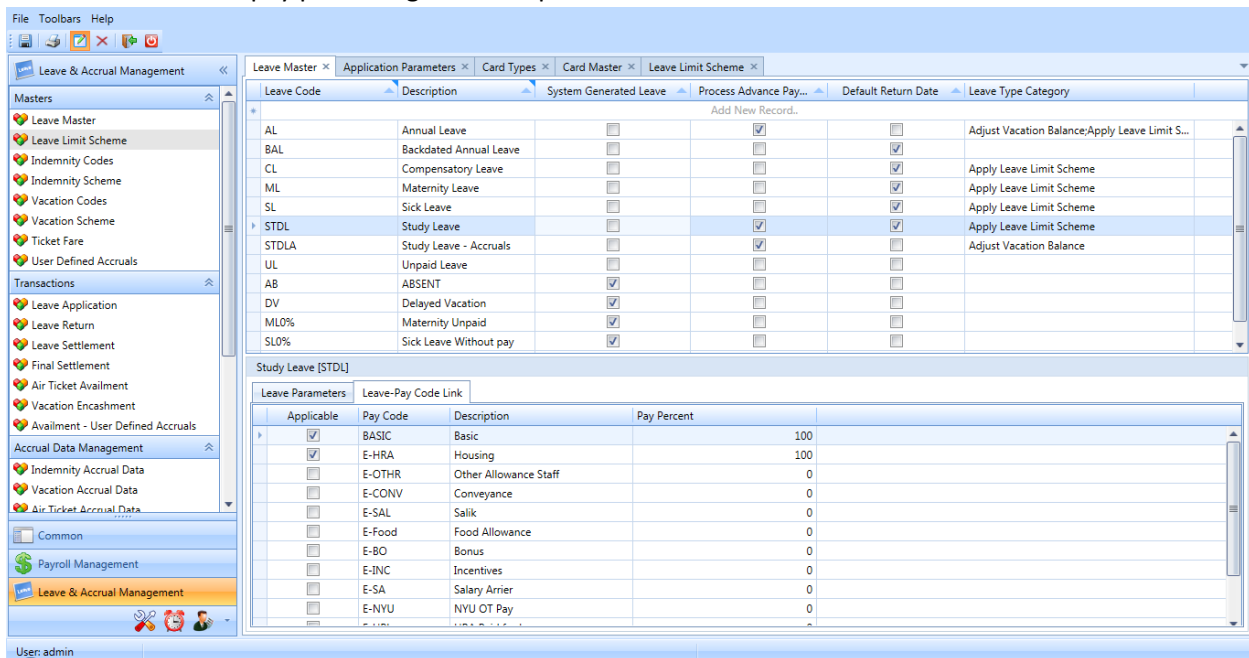
The leave type selected will be excluded from being counted for air ticket accruals.

TAB **Leave Parameters**

Here we can set how we need to handle holidays and off days between, after or before leave.Eg:If we are entering leave for a range of days and in between if Off days there, we can set it as off day itself or can treat those days as leave

TAB **Leave Pay Code Link**

Here we can set the pay percentage for that particular Leave for basic and each earn codes.

3.5.1.2.   Leave Limit Scheme

HR works defines several types of leave schemes. It is also possible to administer different leave schemes for different employees. It is available at:

Masters > L**eave Limit Scheme**

Note – The option for "Leave Category" is coming from – card master "Leave Limit Category" and the the setting made in appliction parameter as shown in the above screenshots.

Code

You may enter the alphanumeric leave type code here of size up to 10 characters.

Limit Type

We can set the Limit Type in two methods

1. **Based on service**

If we set based on service, then the leave limit will calculate based on employee's service. This means that this type of leave type can be availed once in lifetime of service in that company.

2. **Based on Leave Days**

This describes, Limit type is based on Employee Leave Days.

Allow During Probation Period

This checkbox describes, limit type is permitted during probation period.

Entry Leave Code

This describes, Leave Codes.

Annual Limit Checking Period

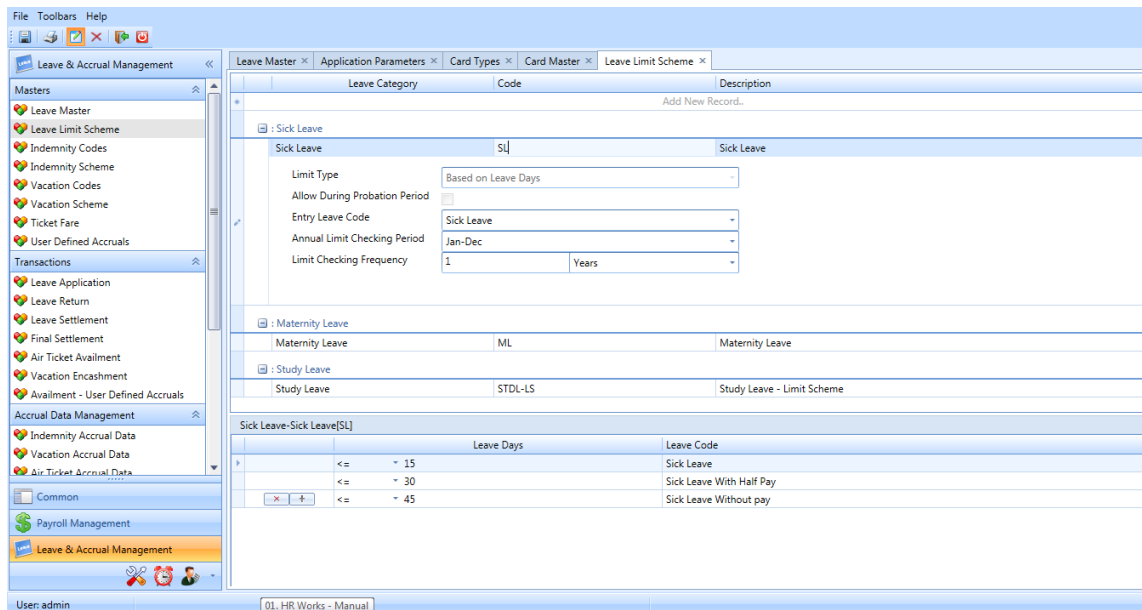Here we can set the leave limit period in months,Eg: Jan-Dec, Jun-May, based on joining date. This means system will start counting type availment of leaves based on the value defined here.
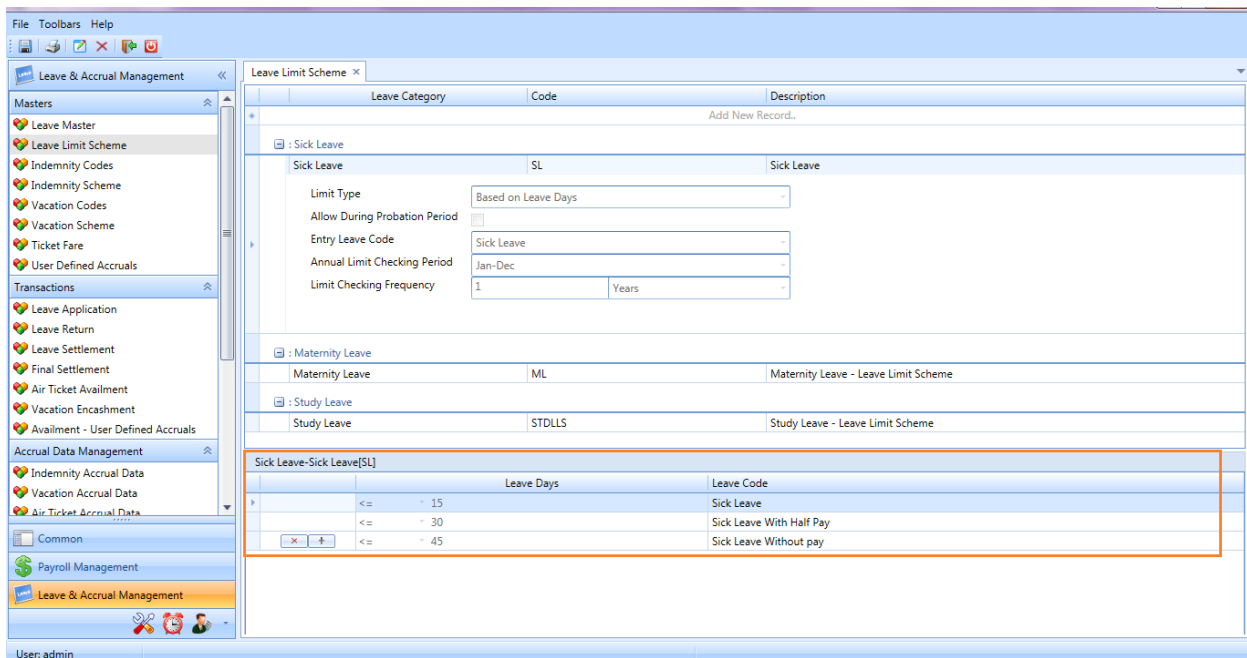
Limit Checking Frequency

This describes the frequency limit in years or months or days. System will check the availment of the leave once in a period defined here. If it is year then based on parameter defined in "Annual Limit Checking Period" system will check the leave availment.

Based on the limit type set up the lower pane data will be different, if the type is based on leave days then enter leave days as shown above.

<<Leave Type>> – Leave Limit Scheme

One can take the help of mathematical symbol to define the condition for Leave Limit Scheme.For example – a sick could be 15 days paid leave, 15 to 30 days could be half paid and anything greater than 30 days and less than 45 days is unpaid leave. This scenario can be configured as shown in the system below:-
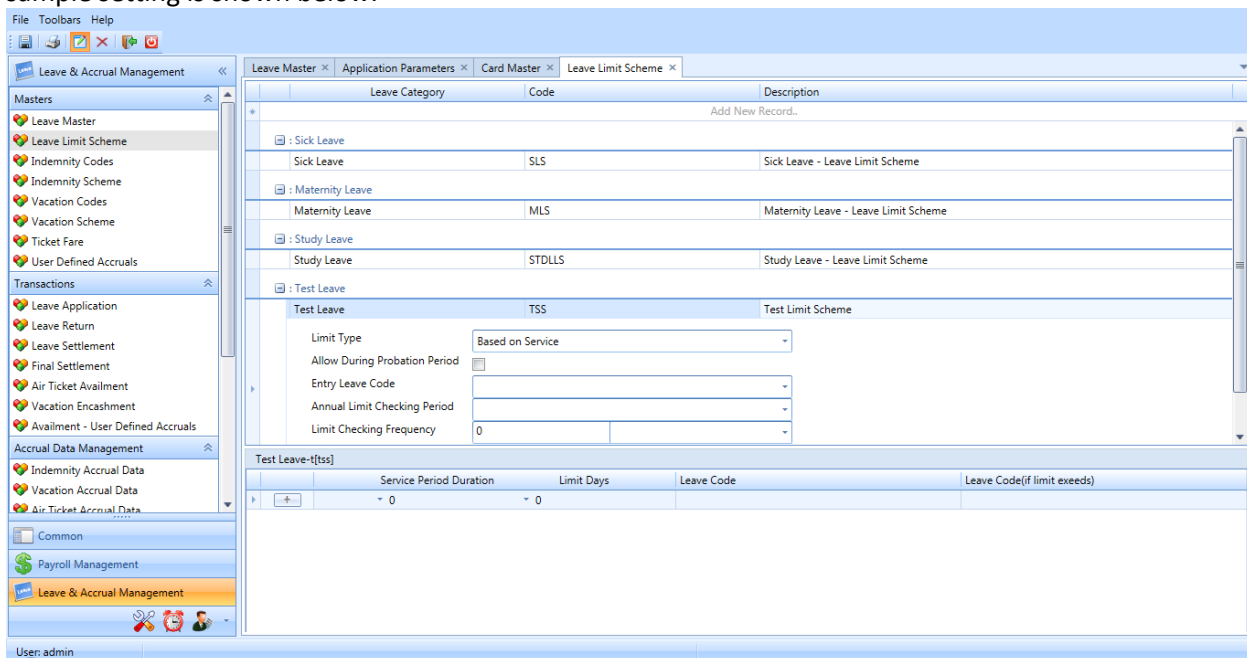
Service Period duration

If the Limit Type is based on Service, Service Period Duration is displayed for the Leave Category. A sample setting is shown below:-

Limit Days

If the Selected Limit type is based on service, its Limit Days will be in Years, Months or Days.

Leave Code

It describes leave type codes.

3.5.1.3. Indemnity Codes

Indemnity / Gratuity definition in the system start with defining the indemnity code. In HR works indemnity is defined in terms of no. of days, salaries in days and assorting of various salary component. The following are the steps involved:-

    1. Define a code and its description

    2. Define indemnity slabs:-

HRW supports infinite slabs while defining the business rule for calculating the indemnity. Each slab has two sections, one for the Service Period Duration and the other for the accrual days to be accrued dur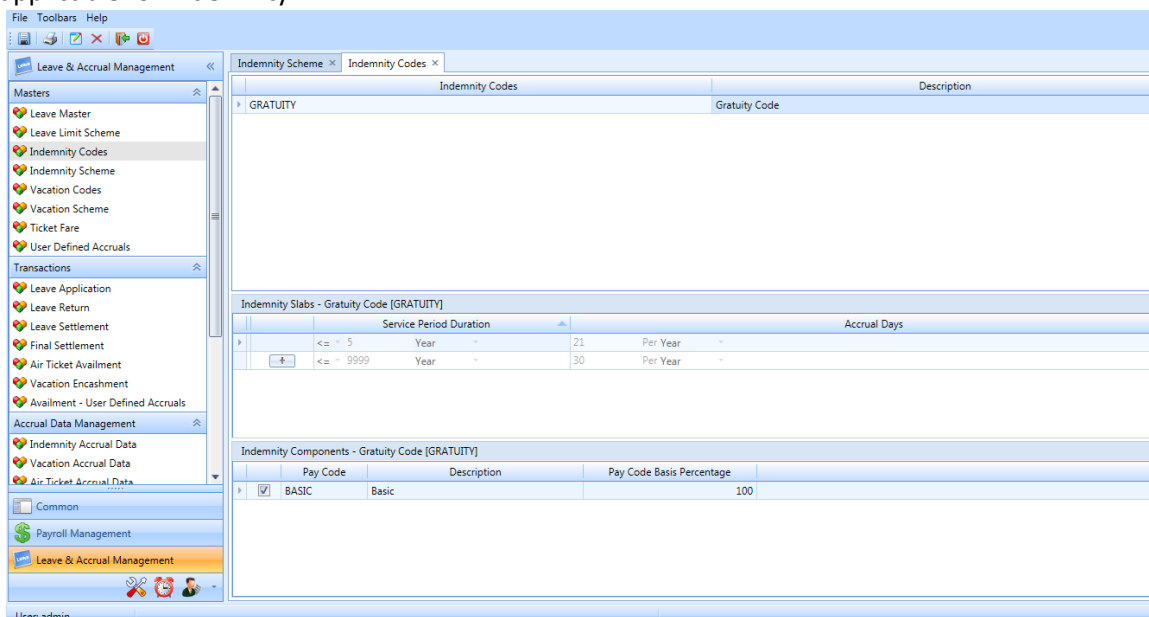ing those years. Number of years shall be counted from the 'Hire Date' mentioned in the Basic data screen of employee maintenance. You may enter a high value (e.g. 999) in the year's field to indicate the top of the slab. The data shown in the image below is interpreted as:

Accrue 21 days of salary every year, during the first 5 years of the employee's service towards indemnity.

Accrue 30 days of salary every year, for every additional year until the employee is no more with the

3. Select the component which is applicable for Indemnity. In current example, basic component is applicable for indemnity.

3.5.1.4.   Indemnity Scheme

Indemnity scheme is the next step of indemnity configuration. This is further elaboration of Indemnity formula in the system.

The following are the steps involved in this setting:-

 Step 1 : Define a unique code for this scheme and give a description to it. As shown below;-
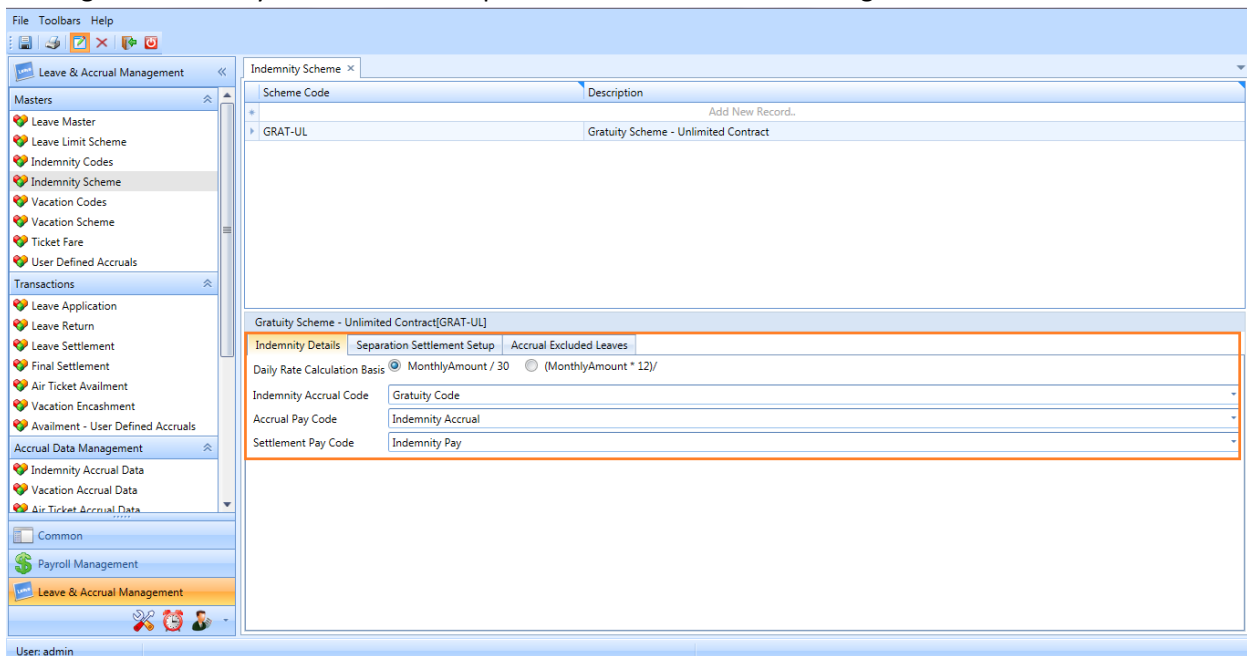
TAB Indemnity Details

Step 2 : Apply the gratuity code which was created in the previous step to this scheme.

Step 3 : Assigne a pay component (which is created though 'Pay Code Master ") to the field "Accrual Pay Code"

Step 4 : Assigne a pay component (which is created though 'Pay Code Master ") to the field "Settlement Pay Code". This will used at the time of final settlement after employee separation while settling the indemnity accrued over the period of his service with the organization.
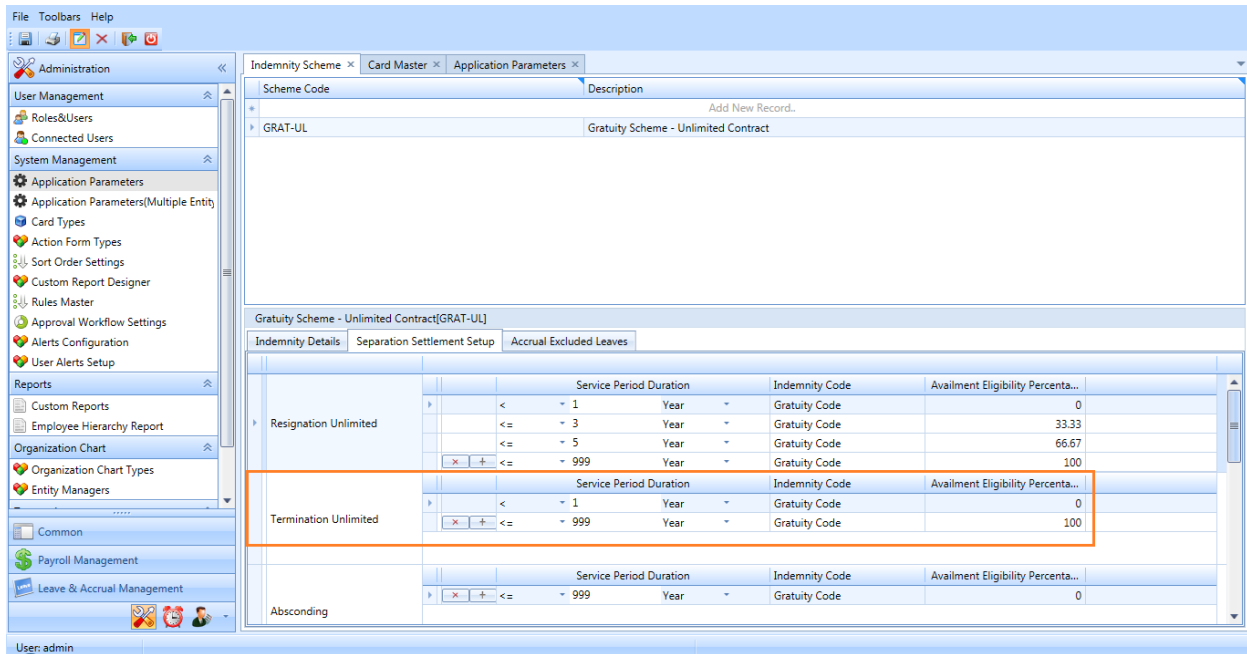

TAB Separation Settlement Setup

In business, different types of separation may call for different types of processing of Indemnity

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accruals. This tab enables the consultant to create different processing mechanism for different types of separation types.

In this fig, for the separation type- "Termination Unlimited" for a service under 1 year, "Gratuity Code " as defined in the Gratuity Code Master is applicable and the percentage of pay applicable is 0 %. Whereas, for a service period of more than 1 year, "Gratuity Code" is applicable and the percentage of payment is 100 %.
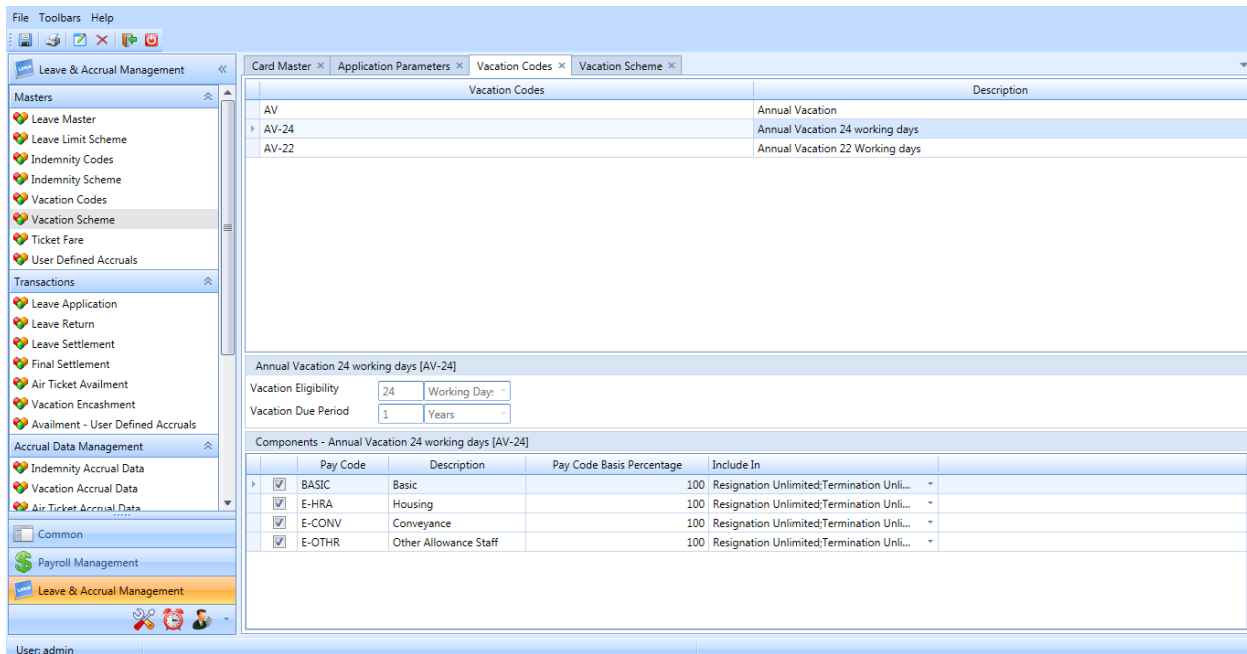

3.5.1.5. Vacation Codes

The vacation is treated differently from other leaves as the employee gets the vacation pay in advance, unlike other leaves.

The following are the steps to be followed while configuring Vacation Code:-

Step 1 : Give a code a and description to the vacation type .

Step 2 : Vacation eligibility : define a period for which the vacation is applicable .

Step 3 : Vacation Due Period : Define a duration in which this vacation get accrue. Eg once in a year, etc.

Step 4 : Components: Link all the component which should get accrued through this vacation code over the period of service. All the linked component will get accrued and will be eligible for advance payment.

3.5.1.6. Vacation Scheme

Vacation scheme is further elaboration of formula for Vacation. The following are the tab involved in this:-

Step 1 : Create a Code and description for this vacation scheme.

**TAB** **Vacation Scheme Details**

Step 2 : Check if the vacation accruals is to be recalculated on already accrued amount.

Step 3 : Daily rate calculation basis: Select either (a) Monthly amount / 30 which means per day calculation of equals month amount (which comes through salary definition) divided by 30. Or, (b) Monthly Amount multiply by 12 divided by no. of days in a year. Normally the number of days in a year is taken as 365.

Step 4 : Assign a pay code master value to the following parameters :- (a) Accrual Pay Code (b) Settlement Pay Code (c) Vacation encashment Pay Code.

TAB **Accrual & Availment Eligibility**

Step 5 : Derive various slab applicable for a duration. In the attached screenshot, the vacation accrual for a service under one year is defined as 0 percent and it is 100 % for a service more than 1 year.
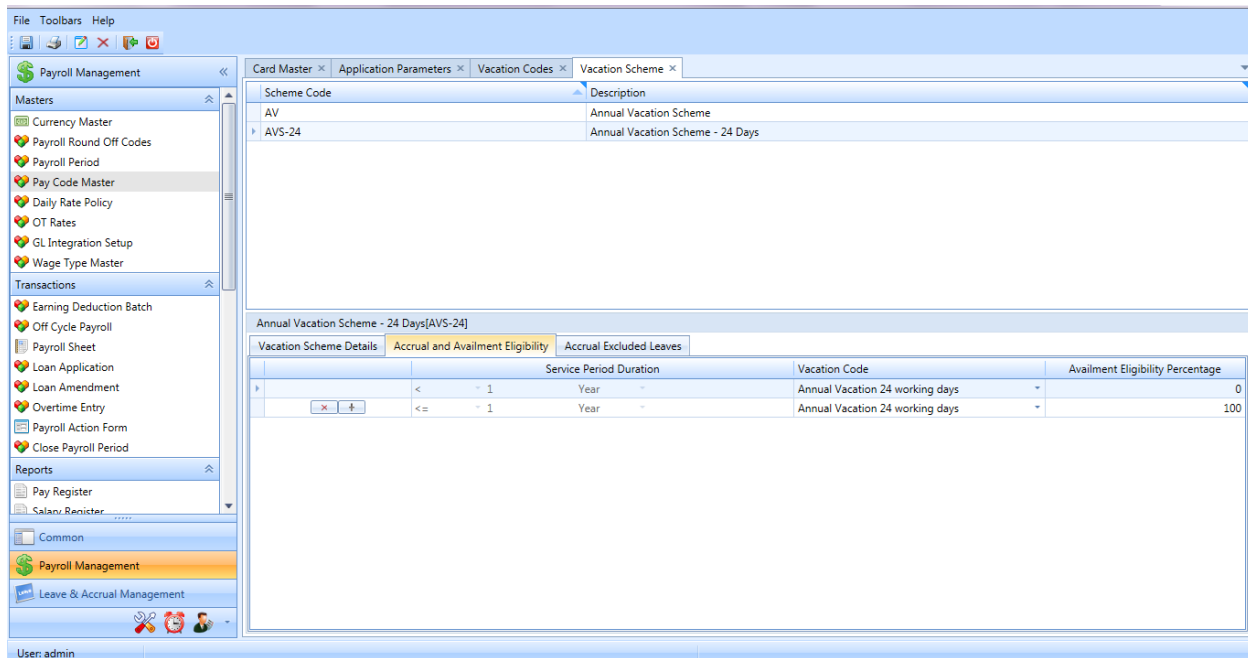
TAB **Accrual Excluded Leaves**

Step 6 : Select those leaves on which vacation accrual is not applicable.

3.5.1.7. Ticket Fare

Ticket Fare is used for the purpose of air ticket fare accrual. You shall have at least one record corresponding to each airline destination that your employees fly to.

You may assign the destination code to the individual employees. Once they are assigned to the employee, HR works will automatically accrue the air ticket amount for those employees. You can view the accrued air ticket amount for an employee by using the 'Air Ticket Accrual Data' application available under the menu 'Accrual Data Management'.

A sample prototype is shown in the fig below. One can go to "Ticket Fare" and for each destination assign a value in amount as shown below. For Chennai location,

3.5.1.8. User Defined Accruals

In HR Works , be default there are three accruals maintained through the system , there are –
Indemnity Accrual (Gratuity) , Vacation Accrual and Air Ticket Accruals.

User defined accrual is the feature which enable consultant to configure additional accruals in the
system. Example of typical additional accruals could be –Schooling Allowance.

3.5.2. Transactions

3.5.2.1. Leave Application

In this transaction, one can apply for a leave when an employee is going on a leave or has come back from leave and is entering back dated leave application.
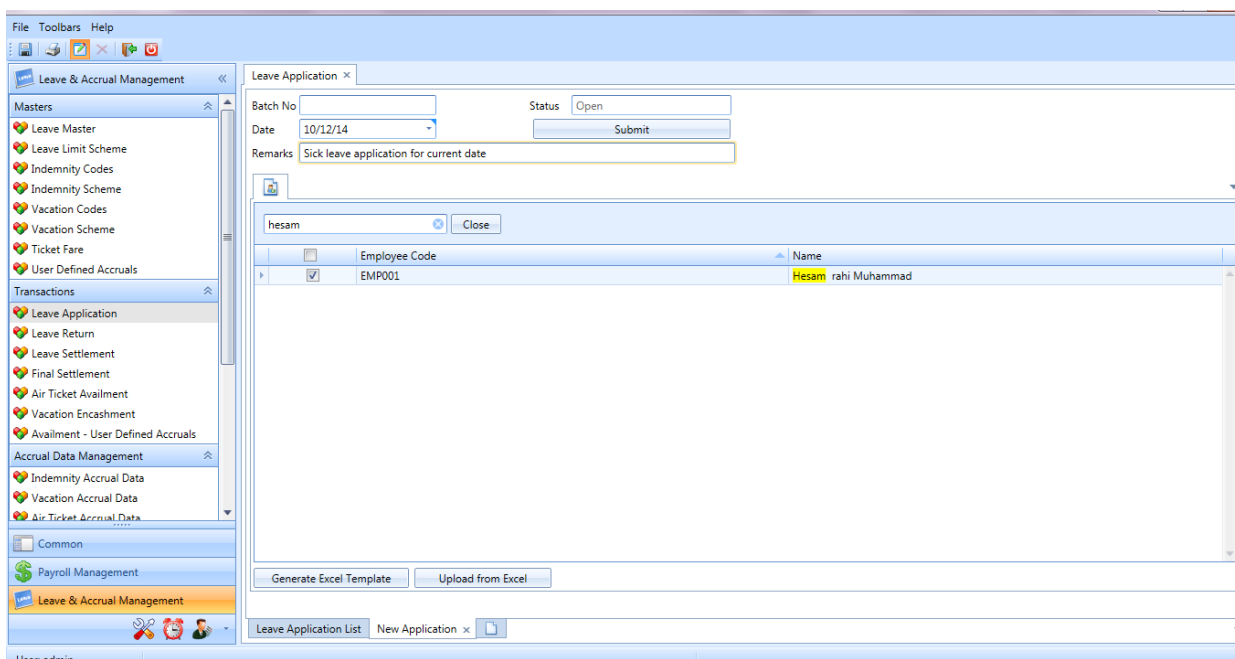
An authorized person who has access to the Payroll System can apply leave on someone else behalf. System also does have to apply for any "Leave Salary Advance" if applicable.

The entry screen and the transaction screen of Leave Application is shown below:-

Select the employee for which leave application is being created.

Input the data as per the requirement in the leave application fom. A prototype is represented as below.

The transactions in HR Works system is passed through 3 stages of validation which are – Save , Submit and Approve. One can save a transaction being created in the system for later submission, "Submit" action will submit the transaction to the approver for approval. The third stage is approval, "approve" action will lead to this state of the transaction.

Approver is responsible for approving / rejecting the transaction. Approver can also open the transaction to open the transcation. The following button "Open" , "Approve" & "Reject" is available with the approver for his action. A prototype is shown below :-
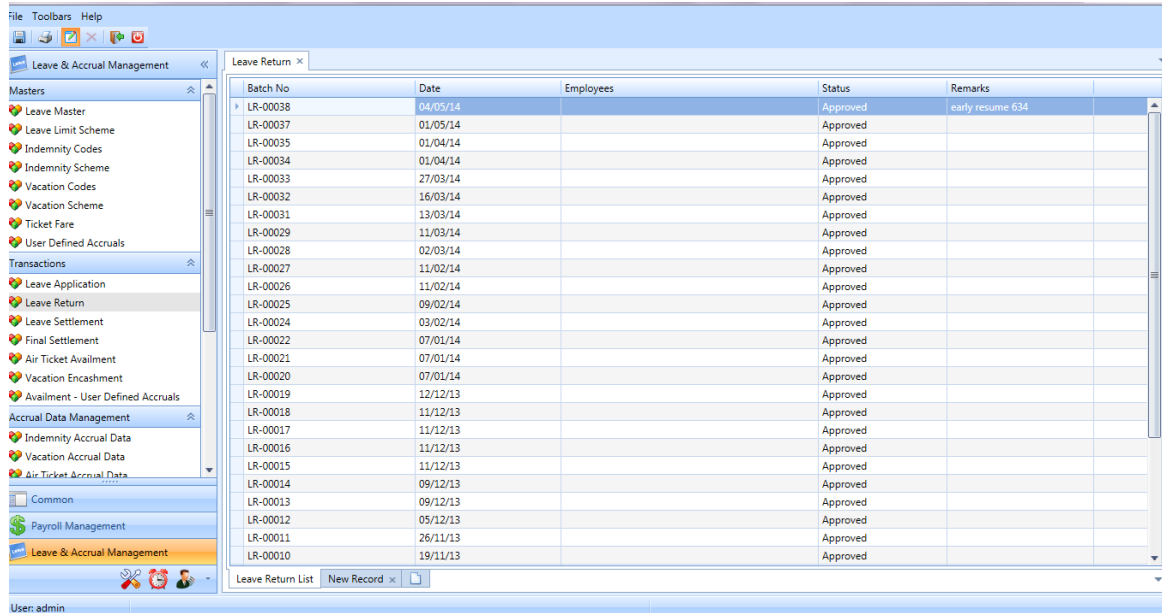
3.5.2.2. Leave Return

Here one can apply for a leave when an employee is going on a leave or has come back from leave and is entering back dated leave application.

User need to open the leave return, upon open the leave return the following screen popout listing out as shown below

Upon pressing new record, user will be able to carry out transaction

Rightclick on the concern record and click add to the list, system will filter the record for transaction. User then will be able to save, submit and approve the form.

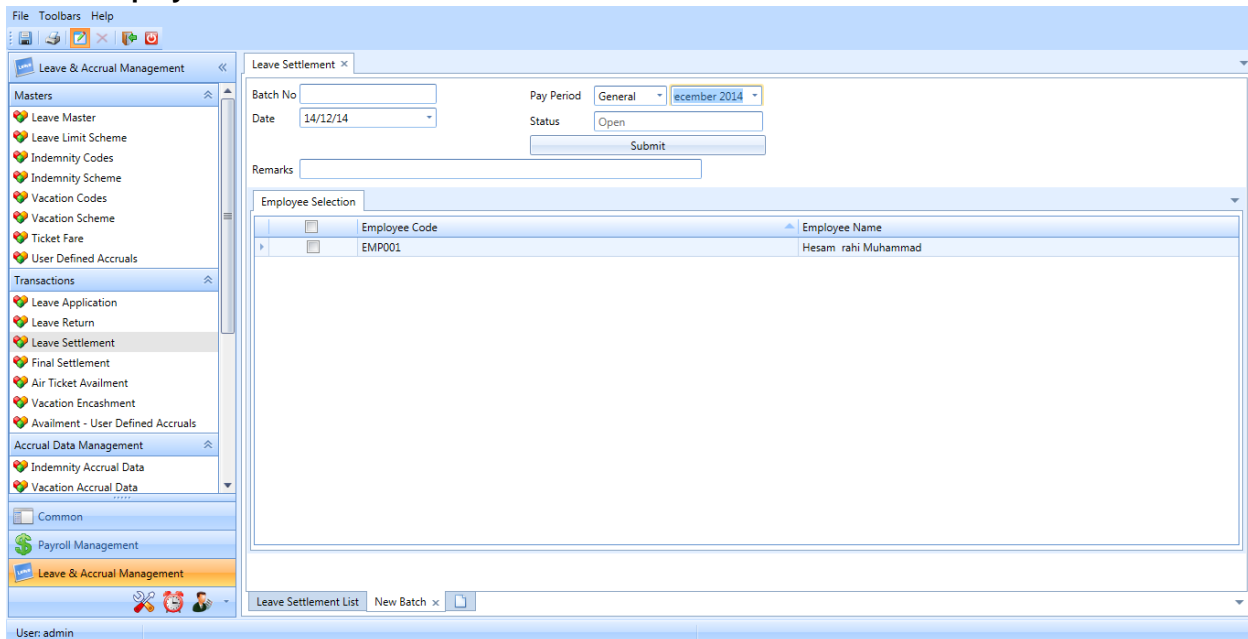## 3.5.2.3. Leave Settlement

Leave Settlement is used to process payroll for all those employee who has enrolled for advance leave payment and are scheduled to go or have gone on annual leave.

Based on the configuration, system can issue the advance salary if there is any request. This advance given to employee shall be treated as advance which could later be settled in the next payroll period.

TAB Employee Selection

TAB Calculate
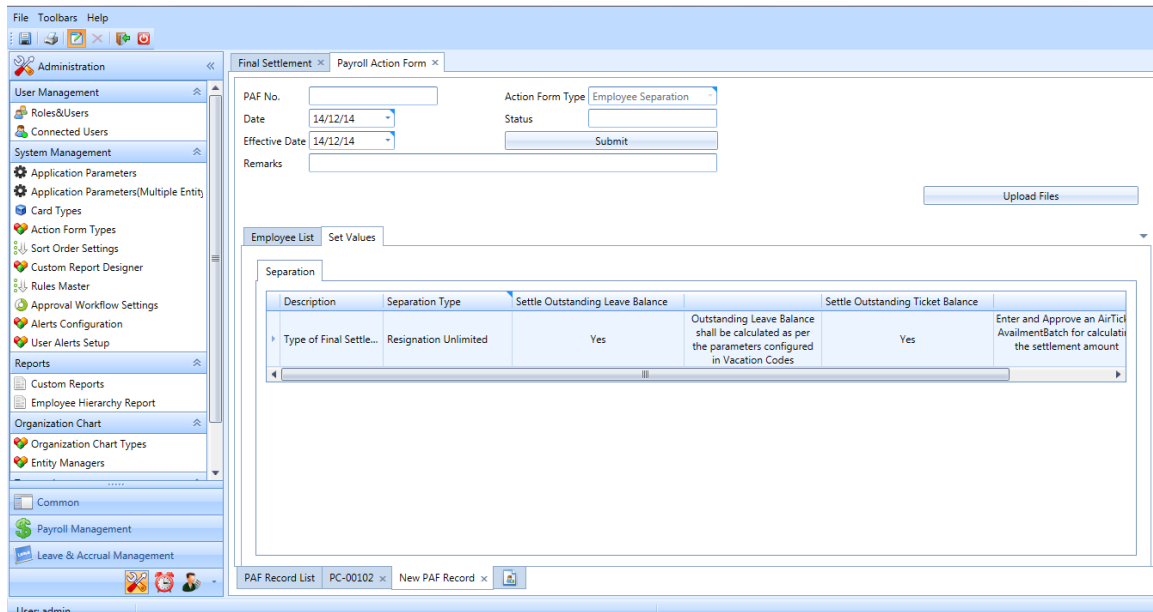
TAB Leave Settement

Submit and approve the transaction as usual of all the transaction in HR Works.

3.5.2.4. Final Settlement

Final settlement transaction comes into picture following "Payroll Action Form" -> "Employee Separation" transaction. During employee separation from the organization, all the accruals component which gets accrued over employee's association with the company get disbursed through this process. Moreover, system may process Leave Encashment for the accrued leaves and Air Ticket Encashment for the accrued air ticket fraction.

Following steps are to be followed to complete transaction:-

1. The transaction as usual of HR works start with populating the listing of historical "Final Settlement".
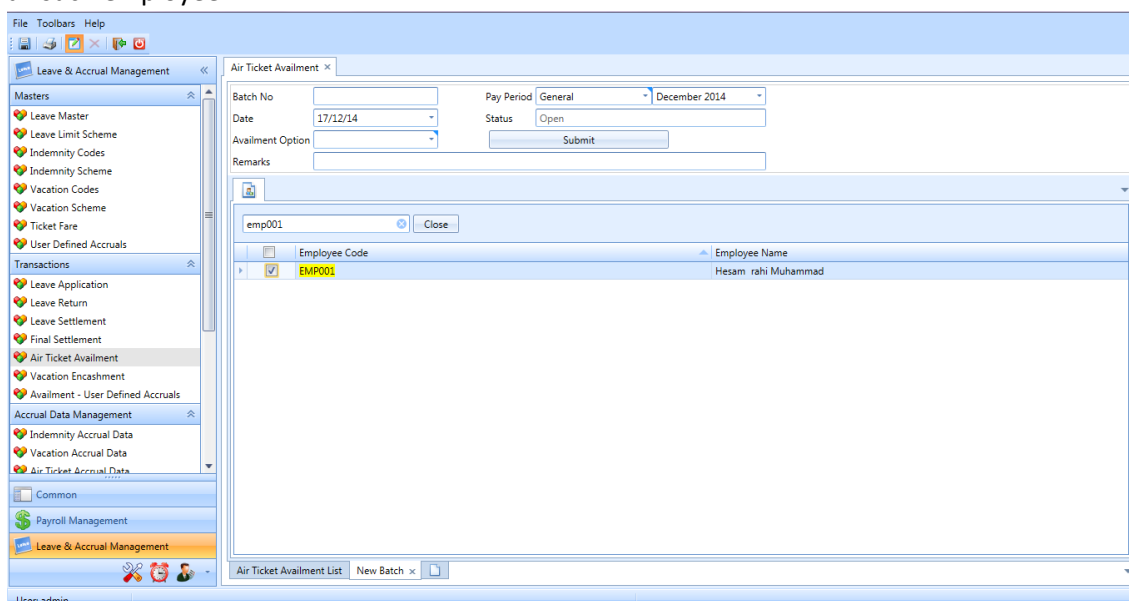

3.5.2.5. Air Ticket Availment

The employees who are proceeding on vacation may be eligible to get their air ticket from the company. The accrued air ticket balance shall indicate the employee's eligibility for the air ticket. When you issue the ticket to the employee or pay cash in Hand, you need to make necessary adjustment to the accrued air ticket balance. This is done using the Air Ticket Availment application under the Transactions menu.

Transactions ->Air Ticket Availment

User need to open and select the employee who has requested for Air Ticket, right click to select all such employee:-
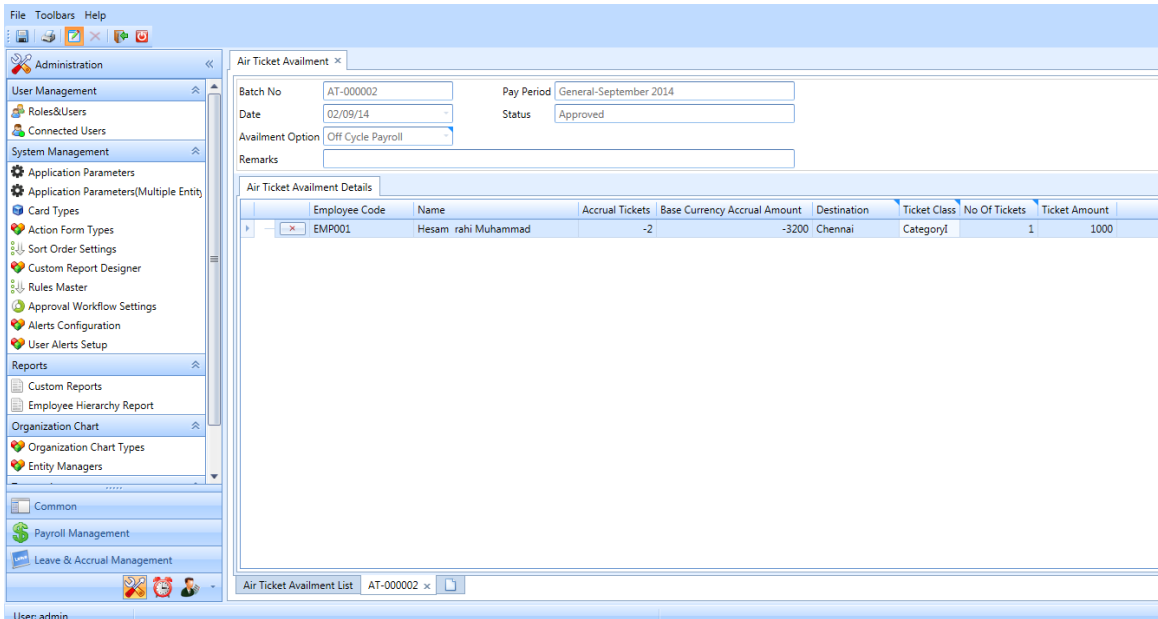
System will navigate to new screen, user need to mention number of ticket required required and

system will populate the amount of the ticket.

   In case of dependence existing in system for an employee, system will allow the user to request for the dependence ticket as well.(Note that the dependent record are normally defined in the system in employee master > Personal Records > Dependents)

   User is required to submit and approve (approval may happen by someone else who is assigned the authority of approval) the transactions shown in the fig below:-

3.5.2.6. Vacation Encashment

In this application, you can store the employee's encashment days. You can invoke this application by making the selection.

Transactions ->Vacation Encashment

   One can mention the number of days which an employee is requesting for encashment and system will calculate the equivalent amount based on formula defined in "Vacation Scheme "Master.

3.5.2.7. Availment – User Defined Accruals

Any addition accruals which is defined through User Defined Accruals means, can be processed through this form. For example – School Allowance, Pension Fund, etc.

User can able to apply request for UDA Accruals through this form and system will process the request and dispense the accrued amount through regular payroll, off cycle payroll or outside the system.

3.5.3. Reporting

3.5.3.1. Indemnity Accrual Data
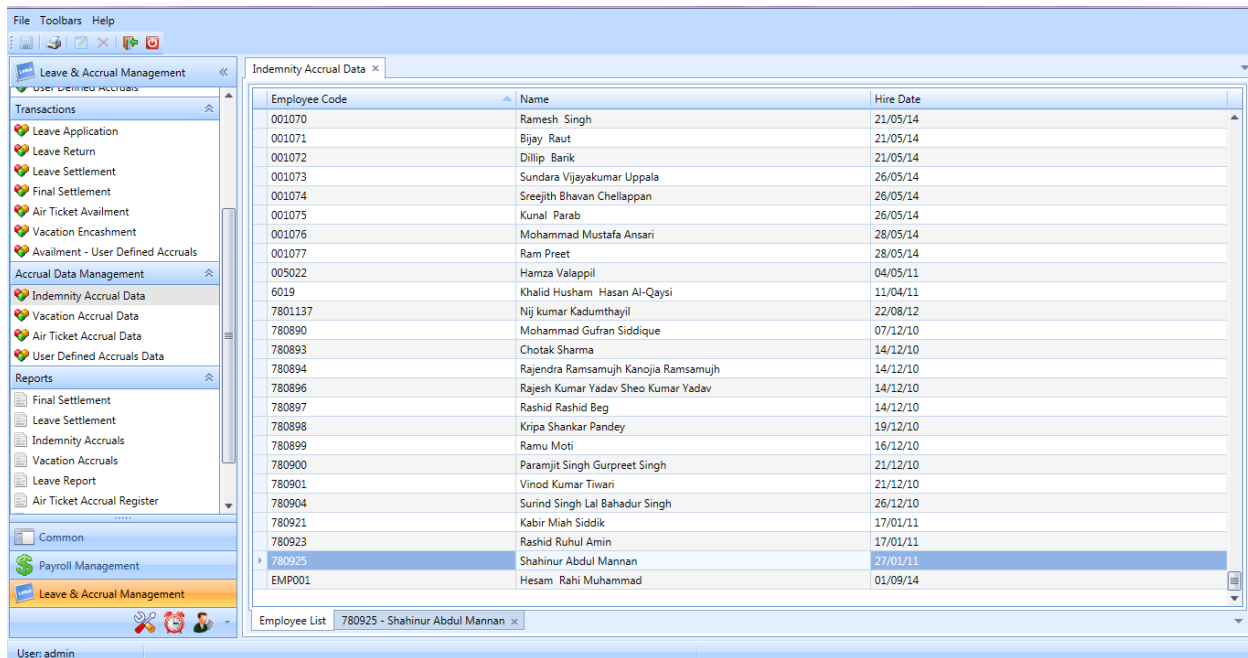
Based on the formula defined in the system, this report shows the accrued amount of indemnity accrued.

System, by itself take care of the disbursement of indemnity at the time of final settlement. However, at any point of time, one can review the accrued indemnity in terms of days and amount.

The system has provision of adjustment in the accrued indemnity through this screen. A prototype is shown as below.
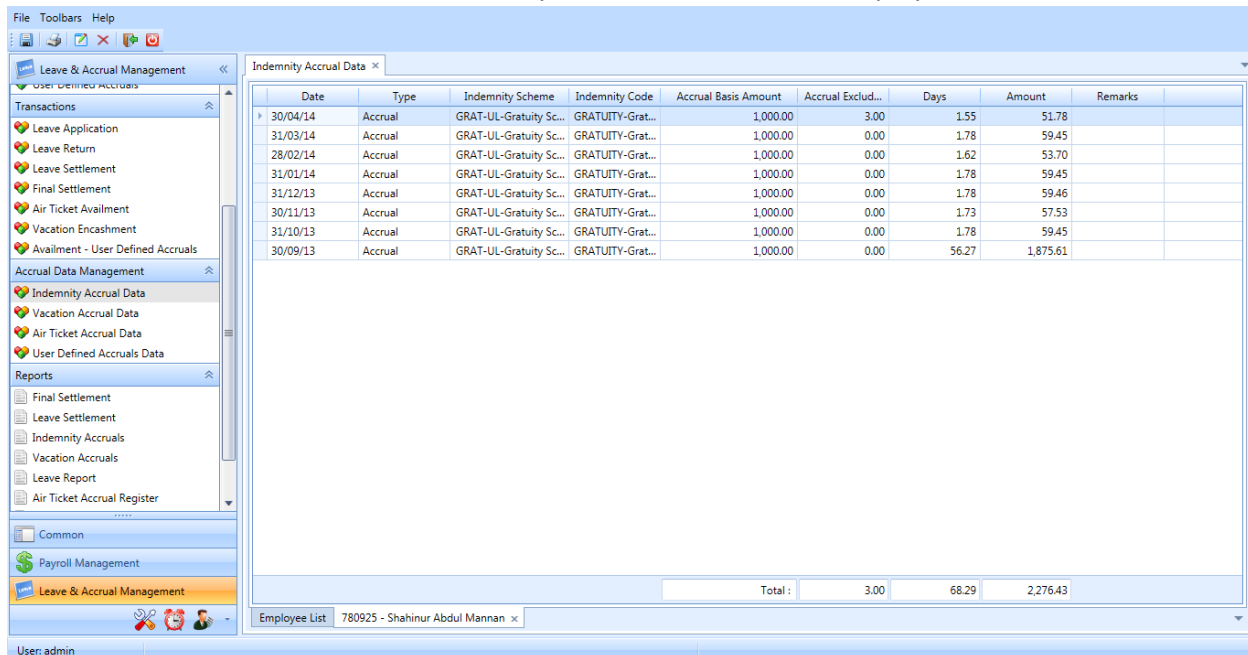
Select the person whose accrued indemnity need to be shown.

Double click the record to view the indemnity records of the selected employee.

3.5.3.2. Vacation Accrual Data

Based on the formula defined in the system, this report shows the accrued amount of vacation.

On opening the form, system publishes the year end leave balance as per the formula applied in the system, pending leave that is applied, approved and not yet consumed and accrued leave balance as per the vacation scheme formula applied in the system.
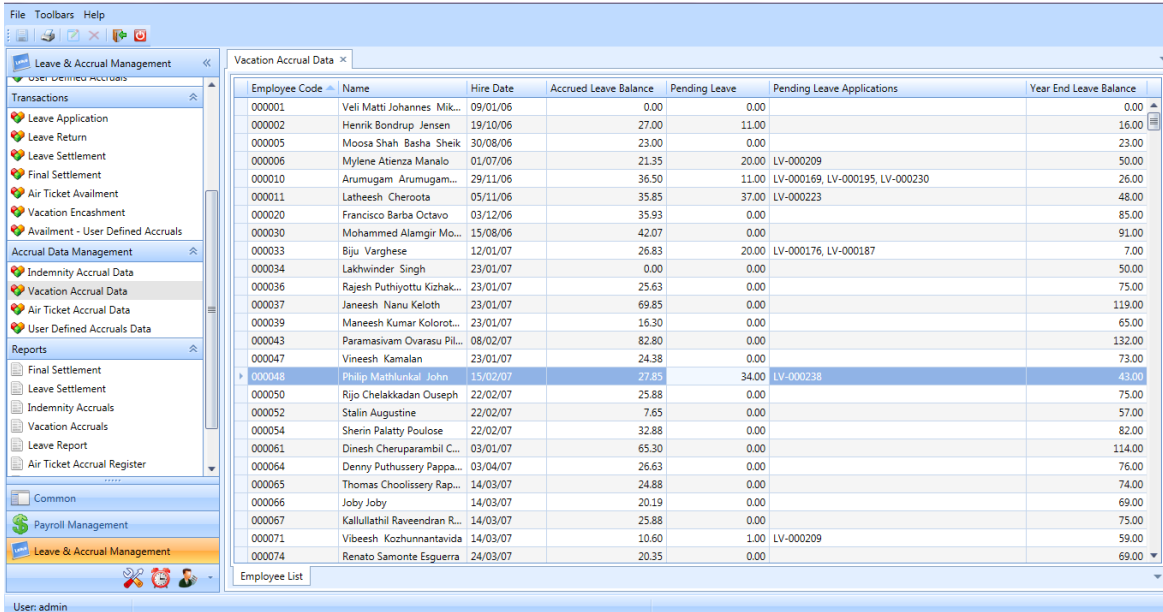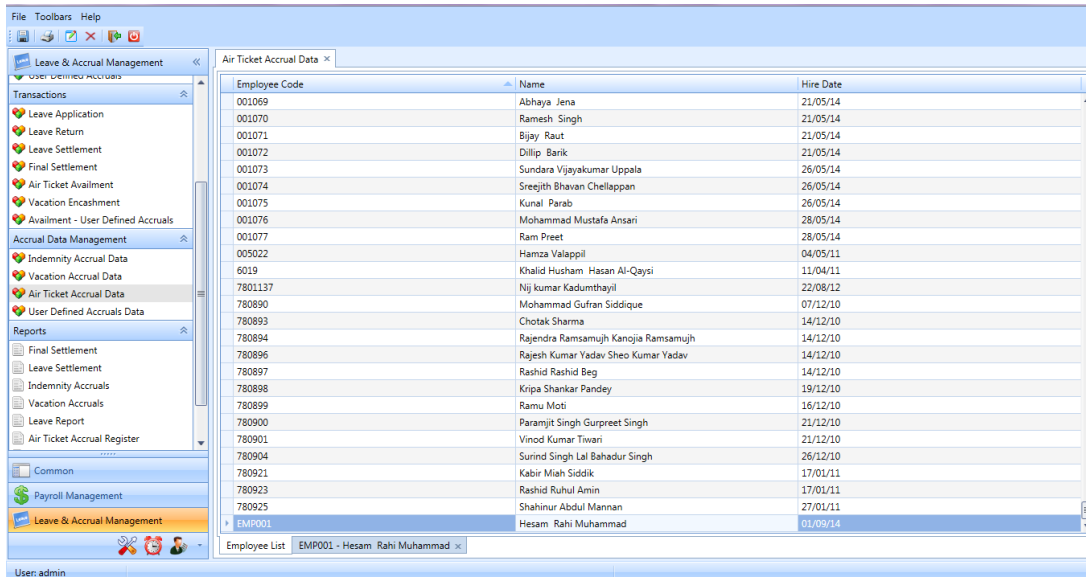
By further double clicking the record, one can check the amount accrued.

Disbursement of vacation accrued payment happen through "Leave Settlement" transaction in HR Works. However, at any point of time, one can review the accrued vacation record in terms of days and amount.

This functionality provides 2 way provision – to review the accrued data and to make adjustment.
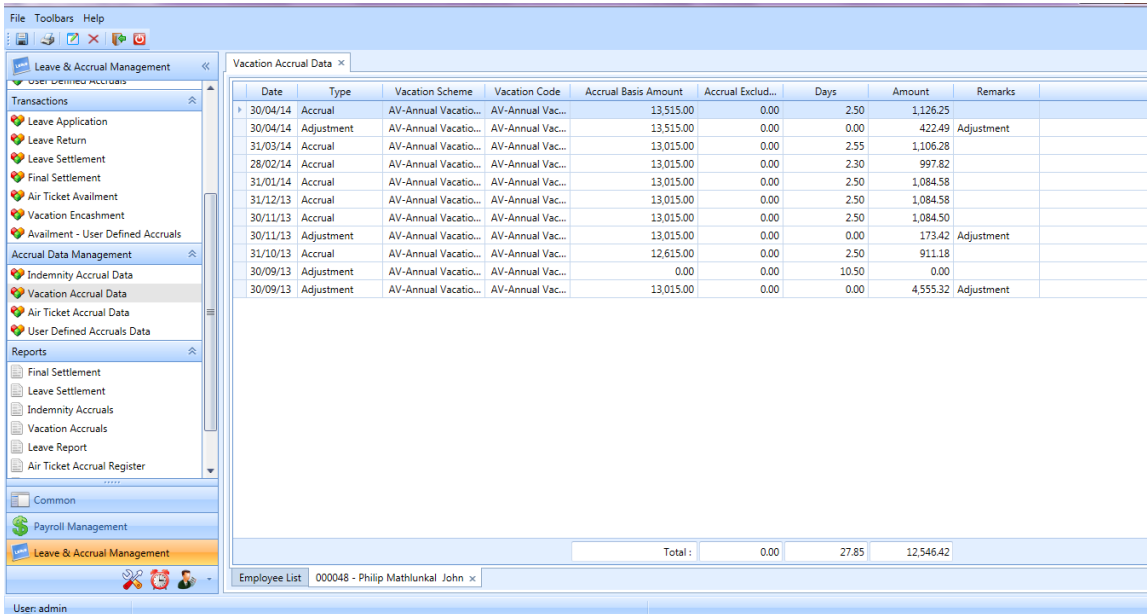
A prototype is shown as below.

Select the record whose accrued vacation balance need to be viewed.

Double click the record to view the vacation accrued amount of the selected employee.

3.5.3.3. Air Ticket Accrual Data

Based on the formula defined in the system, this report shows the accrued amount of Air Tickets.

On opening the form, system publishes the employee record with hire dates. By further double clicking the record, one can check the amount and number of ticket accrued.

Disbursement of Air Ticket accrued payment happen through "Air Ticket Availment" transaction in HR Works. However, at any point of time, one can review the accrued vacation record in terms of days and amount.
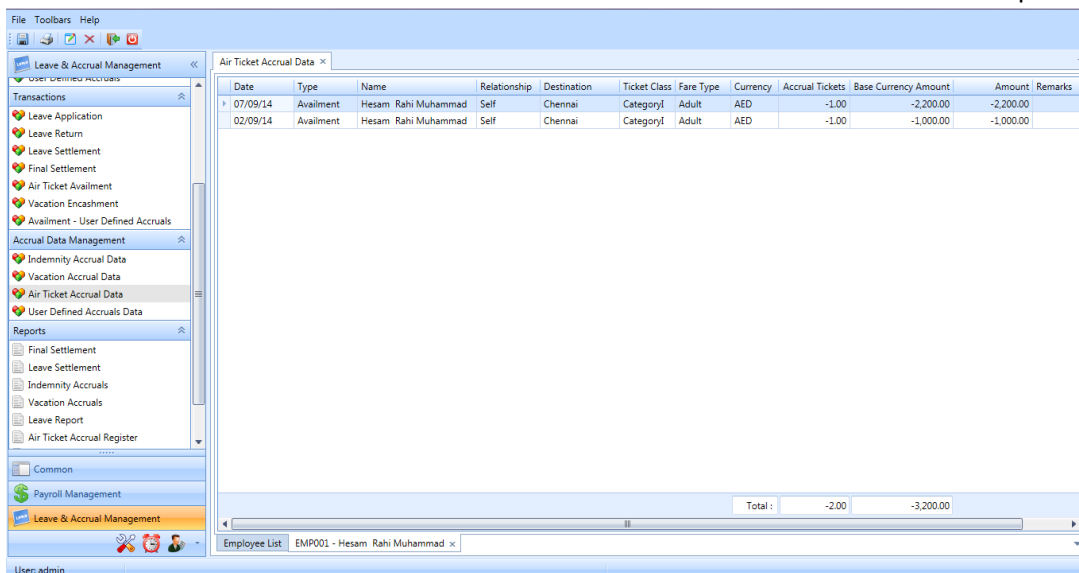
A prototype is shown as below.

Select the record whose accrued balance need to be viewed.

Double click the record to view te details of accruals in terms of nomber of air ticket and it equivalent amount.
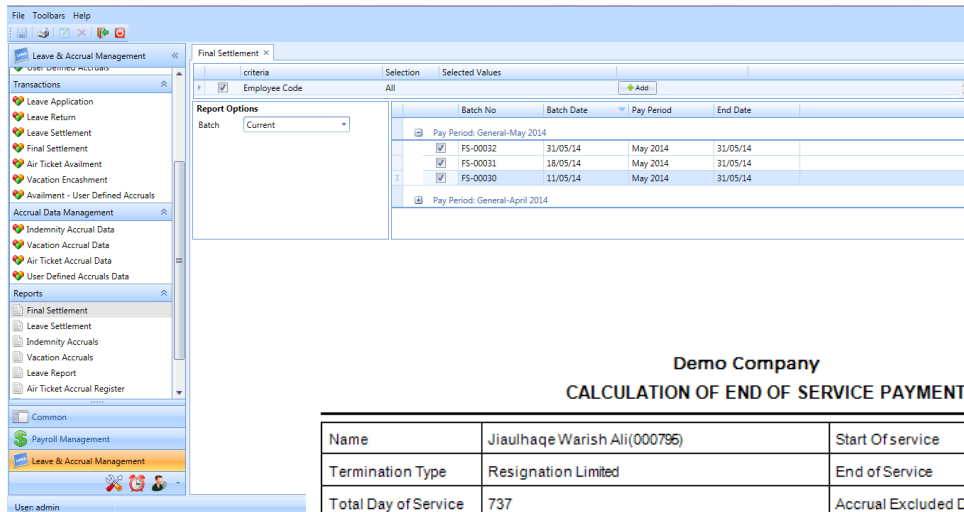

3.5.3.4. User Defined Accrual Data

Any additional / user defined accruals which are defined as User Defined accruals, can have its report published through this screen.

3.5.3.5. Final Statement

This report shows all the record which was created through "Final Separation" as an action in "Action Form" screen.

On opening the screen one can see all the final separation record recorded during a particular period – current of historical. One can then press view report option to publish the report.

A prototype is shown below.

Demo Company
CALCULATION OF END OF SERVICE PAYMENT

Name	Jiaulhaqe Warish Ali(000795)		Start Of service	25-Apr-2012
Termination Type	Resignation Limited		End of Service	01-May-2014
Total Day of Service	737		Accrual Excluded Days	0

Current Salary

Basic	1,020.00	DIRHAM	
Food Allowance	150.00	DIRHAM	
Total	1,170.00	DIRHAM	

Settlement Details

Basic					1,052.90
Vacation Pay					2,057.00
OverTime					1,167.74
Food Allowance					154.84
Monthly Bonus					30.00
VacationPay(Termination)			Leave Balance	0.00 Days	0.00
Gratuity Amount	1,020.00		Gratuity Days	42.40 Days	1,441.69
TotalEarning					**5,904.17**

Deductions

Gas Deduction		35.00
Total Deduction		**35.00**
Net Pay		**5,869.17**

TOTAL PAYABLE	**Five thousand, eight hundred sixty-nine and 17/100**	**5,869.17**

Prepared By:	Approved By:

I Jiaulhaqe Warish Ali, unconditionally and irrevocably declare that with Five thousand, eight hundred sixty-nine and 17/100 DIRHAM (DIRHAM 5,869.17/-) there are no outstanding monies by way of compensation or remuneration or other sums whatsoever due to me from Dubai PreCast LLC either in respect of my employment by Dubai PreCast LLC or in respect of any other matters associated therewith and that I have no claims against Dubai PreCast LLC whatsoever.

I also agree to and undertake to :

1. Keep confidential any information of a confidential nature which has come into my possession or of which I am aware in relation to the business and operation of Dubai PreCast LLC.

2. Immediately take all necessary steps and to co-operate with Dubai PreCast LLC to cancel my employment visa and health insurance and return to Dubai PreCast LLC any and all documents, keys and any other items that belong to Dubai PreCast LLC, which are currently in my possession.

I,Jiaulhaqe Warish Ali,have recieved the sum of : 5,869.17 DIRHAM

Signature & date:

3.5.3.6. Leave Settlement

In HR Works, Leave settlement transaction is an alternative form of payroll processing tarnation for all those employees who has applied for annual leave and wanting to avail vacation amount in advance. This transaction generate payroll along with advance for all those. This report shows all the record which was processed through "Leave Settlement".
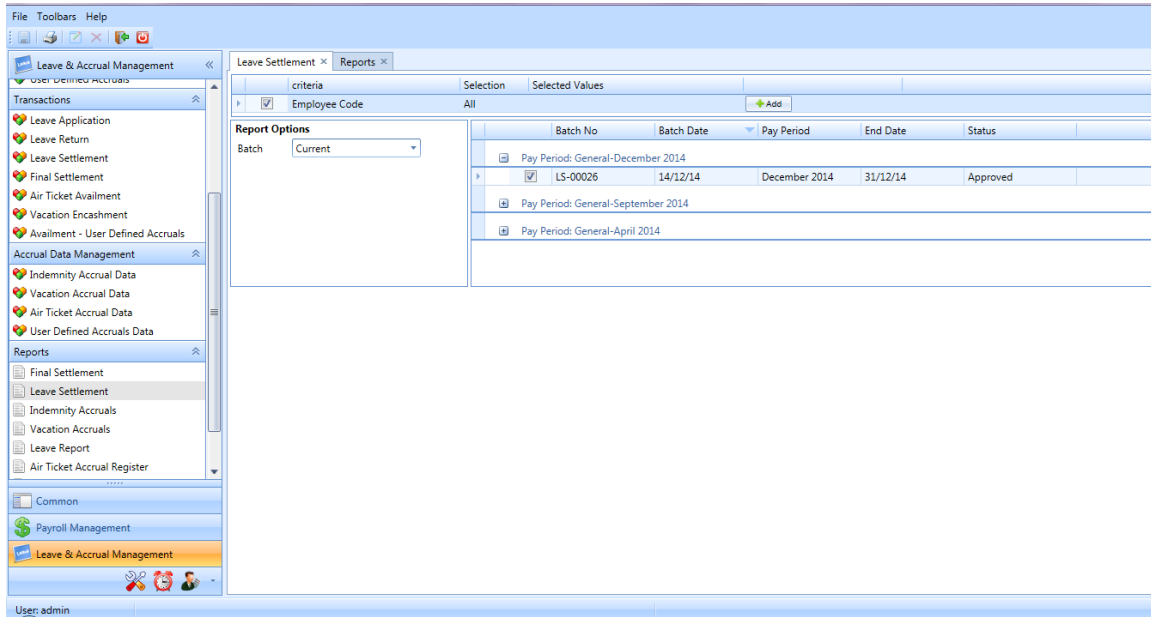
On opening the form, system publishes all the leave settlement record for current period or

historical depending on selection.

By selecting the record and clicking view, one can publish the salary slip which comes along with vacation advance data.

A prototype is shown as below.

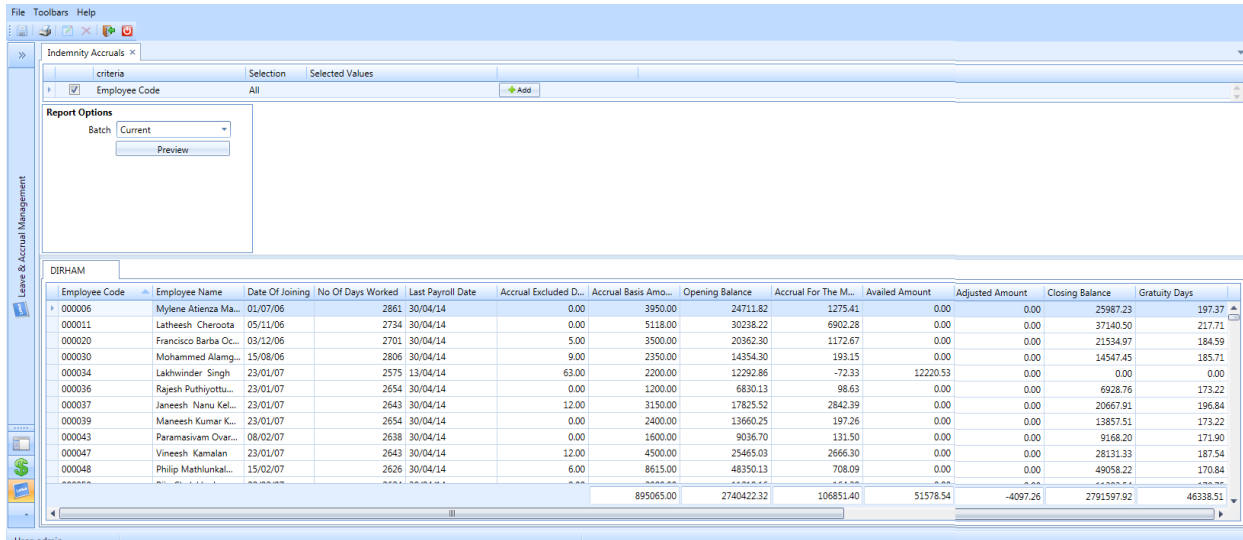Select the record whose salary slip need to be viewed.

3.5.3.7. Indemnity Accruals

Based on the formula defined in the system, this report shows the accrued amount of indemnity accrued.

System, by itself take care of the disbursement of indemnity at the time of final settlement. However, at any point of time, one can review the accrued indemnity in terms of days and amount.

A prototype is shown as below.

This report publishes indemnity accrual information of all the employee in the organization.

3.5.3.8. Vacation Accruals

Based on the formula defined in the system, this report shows the accrued amount of vacation.

On opening the form, system publishes the year end leave balance as per the formula applied in the system, pending leave that is applied, approved and not yet consumed and accrued leave balance as per the vacation scheme formula applied in the system.

By further double clicking the record, one can check the amount accrued.

Disbursement of vacation accrued payment happen through "Leave Settlement" transaction in HR Works. However, at any point of time, one can review the accrued vacation record in terms of days and amount.

A prototype is shown as below.

This report publishes vacation accrual information of all the employee in the organization.

3.5.3.9. Leave Report

It's a report register that list out leave records applied in the system through leave application. Additional selection parameters is available in the system to filter in and filter out the desired data.

On further clcking the print butoon , the below format can be printed out from the system.

Employee Code	Employee Name	Leave Code	Description	From Date	No Days	To Date	Return Date	Batch No	Batch Date	Status
EMP001	Hesam Rahi Muhamm	AL	Annual Leave	10/12/14	6	15/12/14	16/12/14	LV-000243	10/12/14	Approved

3.5.3.10. Air Ticket Accrual Register

It's a report register that list out air ticket accrual records created by the system based on the formula applied. Additional selection parameters is available in the system to filter in and filter out the desired data.

3.5.3.11. Air Ticket Availment Batch Report

This option shows the records created in the system through "Air Ticket Availment" screen.

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3.5.3.12. User Defined Accrual Register

This option shows the records created in the system through "UDA availment" screen.

3.6   Payroll Management
3.6.1. Master Data
3.6.1.1. Currency Master
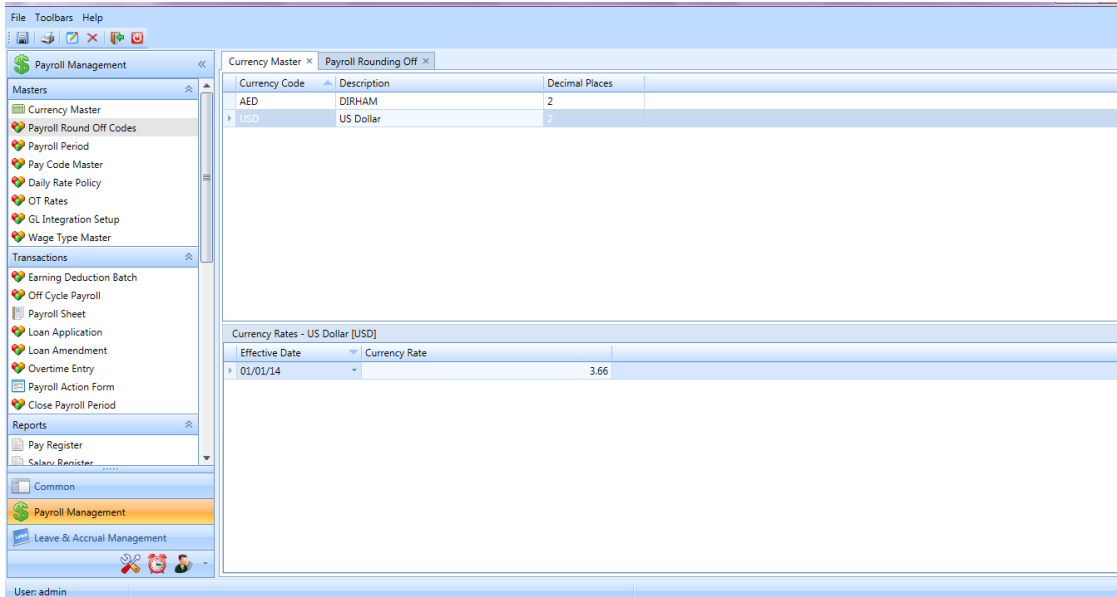
Currency code table stores the currencies that you intend to use in HR Works. If salaries of all your employees are paid in a single currency (e.g. your local currency), you need to define only one record here. But if salaries are paid in different currencies, you need to define record for each of those currencies.

You can invoke the Currency Master Entry screen by making the following selection.
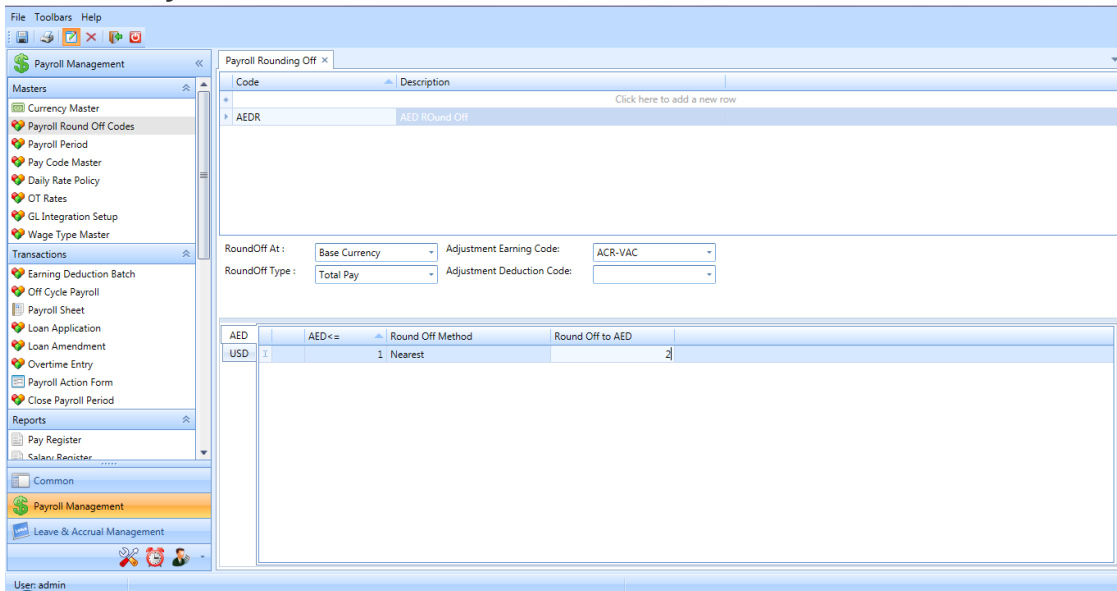
Masters ->Currency Master

3.6.1.2. Payroll Round Off Codes

3.6.1.3. Payroll Period

Used to define various payroll period and group related to it.

3.6.1.4. Pay Code Master

Pay code master is the heading under which you want the component of salary to be categorized under.

The component for whom the process is being configured will appear under this pay code heading.

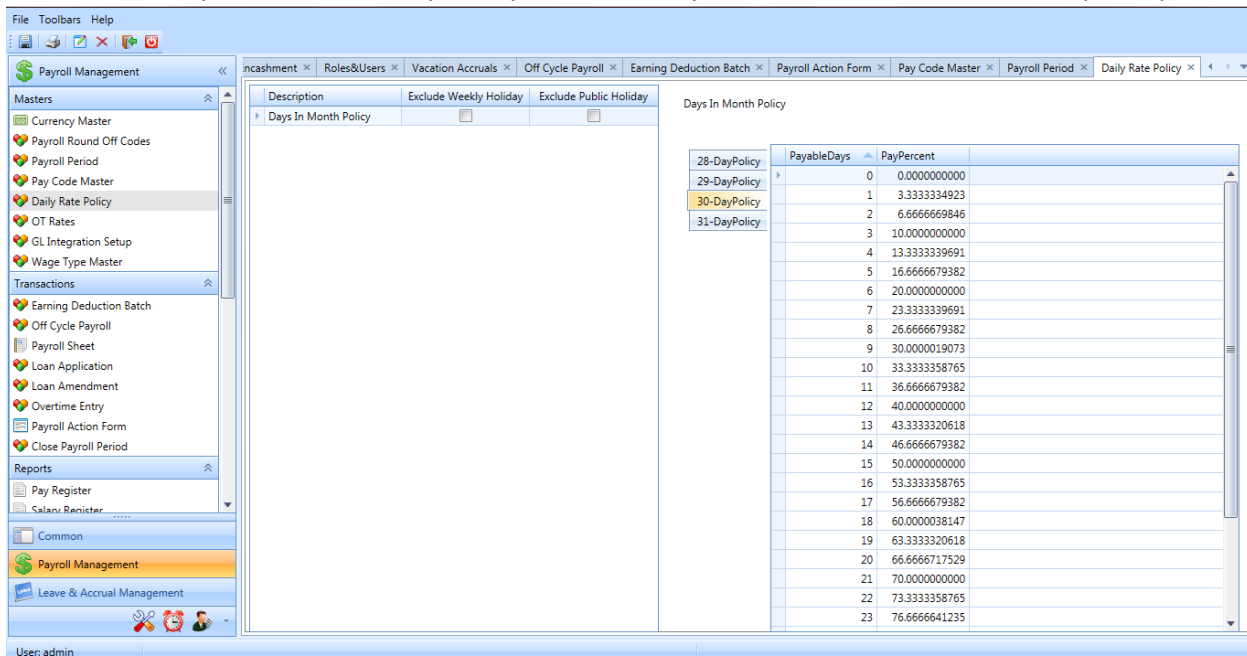Various salary component that normally used are undermentioned :-
- ☞ Basic
- ☞ HRA
- ☞ Service Allowance
- ☞ Food Allowance
- ☞ Car Allowance
- ☞ General Allowance
- ☞ Fixed OT
- ☞ TRA

Various types of E/D codes required for each of the categories?
- ☞ Site Allowance
- ☞ Back pay (To handle any miscalculations)
- ☞ Bonus
- ☞ Telephone,
- ☞ Utility,
- ☞ Air Ticket,
- ☞ Food,
- ☞ Traffic Fine,
- ☞ Punishment (should be handled through leave),
- ☞ Penalty,
- ☞ Courier Charges,
- ☞ OTHER
- ☞ ID Deduction, Traffic Fine

3.6.1.5. Daily Rate Policy

HR Works application works on the basis of calculation of salary on daily basis. Based on the changing number of days in month, system will be configured to arrive at daily salary applicable. For a particular month this salary will then be multiplied by number of days in a month to arrive at monthly salary.

3.6.1.6. OT Rates (Overtime Rates)

Overtime rates will be applicable for assigning rates for overtime component of salary calculation. Various overtime rates can be defined in the system and can be called up while calculating Overtime.

3.6.1.7. GL Integration Setup

GL integration of various pay code master with user defined GL Account can be done through this screen. This steps usually involved when an integration is required between HR Works and third party application.

3.6.1.8. Wage Type Master

Wage type master can be created for various group if the timesheet functionality is required in HR Works.
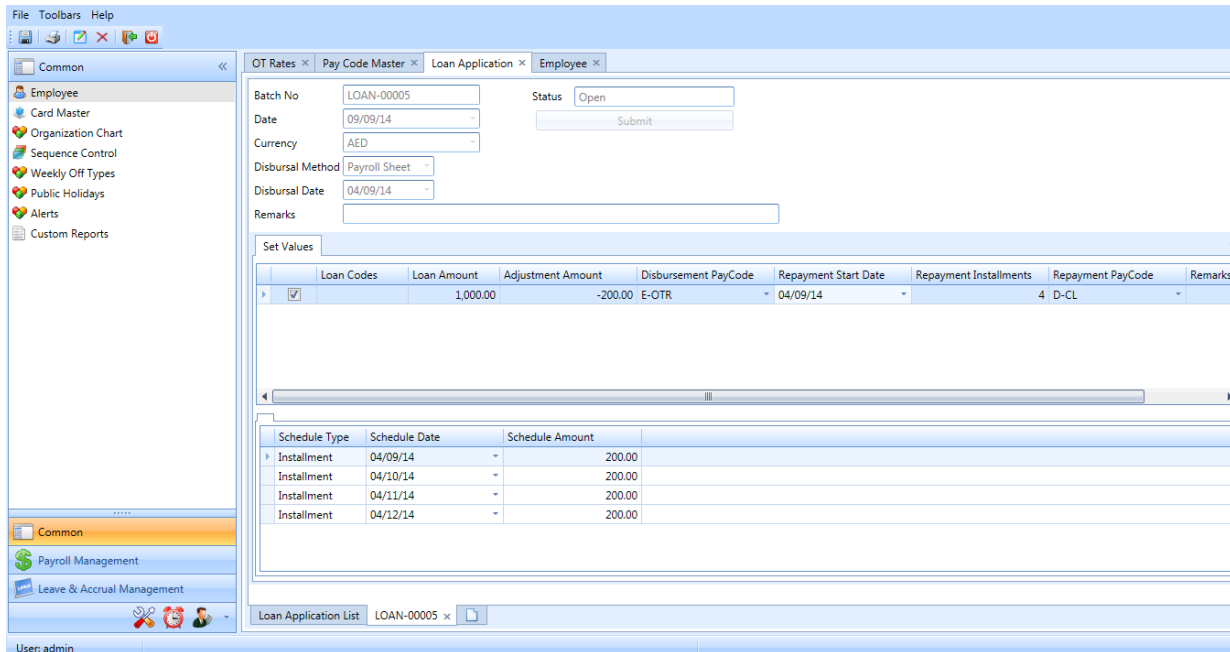
3.6.2. Transactions

3.6.2.1. Loan Application

Various types of Loans can be created in the system at the master level based on the business requirements. This master can be created in "Pay Code Master" with the applicable type as "Loan & Retention".

This transaction enables the user to enter loan application details for an employee in the organization. This is the application to record the details of the loan or advance extended to the employee.

Loan application are captured with the principal repayable in installments. Installment amounts is computed based on the time period defined and mentioned in the transaction it should be repaid in. The interest amount, if any, that need to be levy o the principal loan amount should be adjusted in the "adjusted amount" field.

When the employee takes a Loan/Salary Advance, HR / Authorized person will be configuring the same in the system setting up the Loan Amount and fixing the number of Instalments. The deduction will happen automatically through the payroll based on the instalment schedule.

3.6.2.2. Loan Amendment
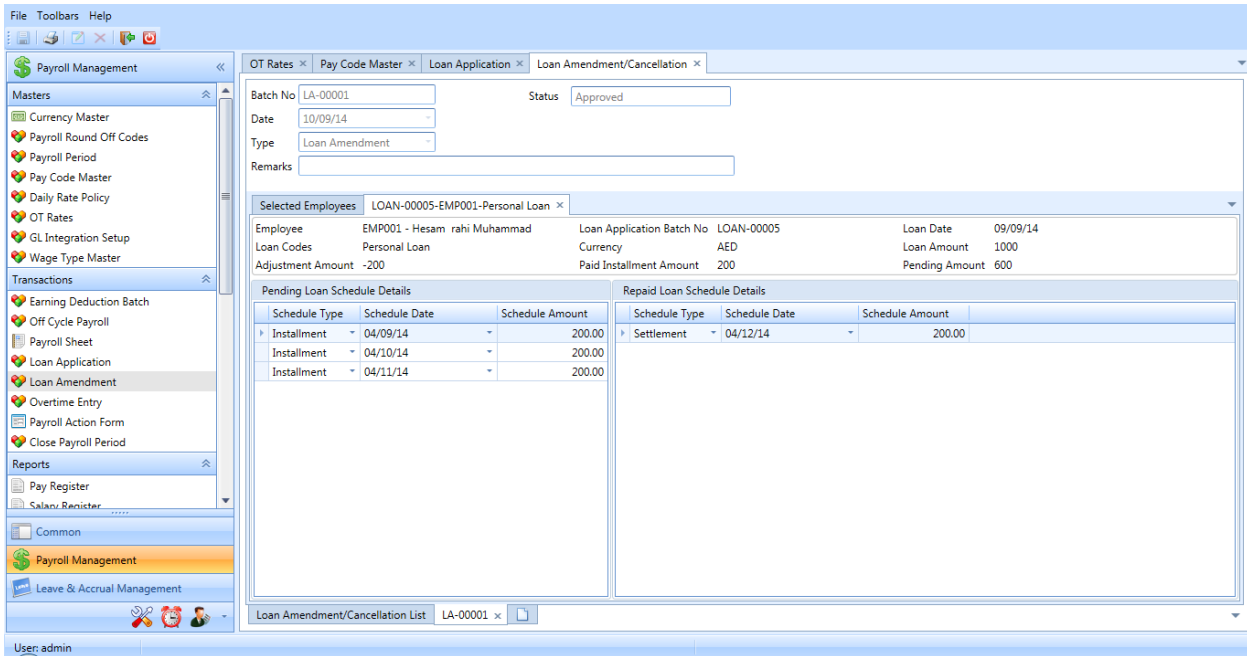
This functionality facilitates the amendment of the scheduled data related to retention. You will be able to void existing schedules, add new schedules and record the retained amounts or re-activate voided schedules with this application.

System has the provision to amend the existing loans if required. The following action can be take using this functionality,

☞ Postpone the Instalment
☞ Record the part payment by the employee if paid back outside the payroll
☞ Close the loan completely if paid back outside the payroll

There are two options available to carry out amendment:-

* Loan Amendment – Is for changing the schedule type and /or changing the schedule date. One may want to settle the loan outside the payroll system or may want to void it, in that case it is possible to change the schedule type to "void".

- Loan Cancellation – Is for cancelling the outstanding amount of loan. While after selecting the option as "Loan Cancellation", system will ask the closure dates, from this closure dates onwards, the loan will cease to be in effect.

3.6.2.3. Earning Deduction Batch

Variables (adhoc) Earning and Deductions (e.g. Canteen) are entered through this transaction form.

In this application, you will record the details of temporary earnings/deductions that employees availed during the current payroll period.

Provision has been provided to enter Employees for an allowance code and allowance code for employee to ease the data entry.

Post filling of above details, once the user right to add the details to the batch, system will assume the following state of the transaction as shown below.

3.6.2.4. Overtime Entry

Organizations provide incentives to employees who work for hours longer than the usual office hours. These employees are said to be on Overtime (OT). The overtime salary for an employee also need to reflect on pay slip.

In HR Works, this transaction form facilitates manual OT entry of an employee. HR works contain

On clicking the right and adding the record to batch, system will arrive at the following form. Here system has provision of entering overtime (a) Employee Wise , and (b) Date Wise. On oth of these cases, user can input te details in as many overtime as many it is created.

Fig :

Employee wise overtime entry details
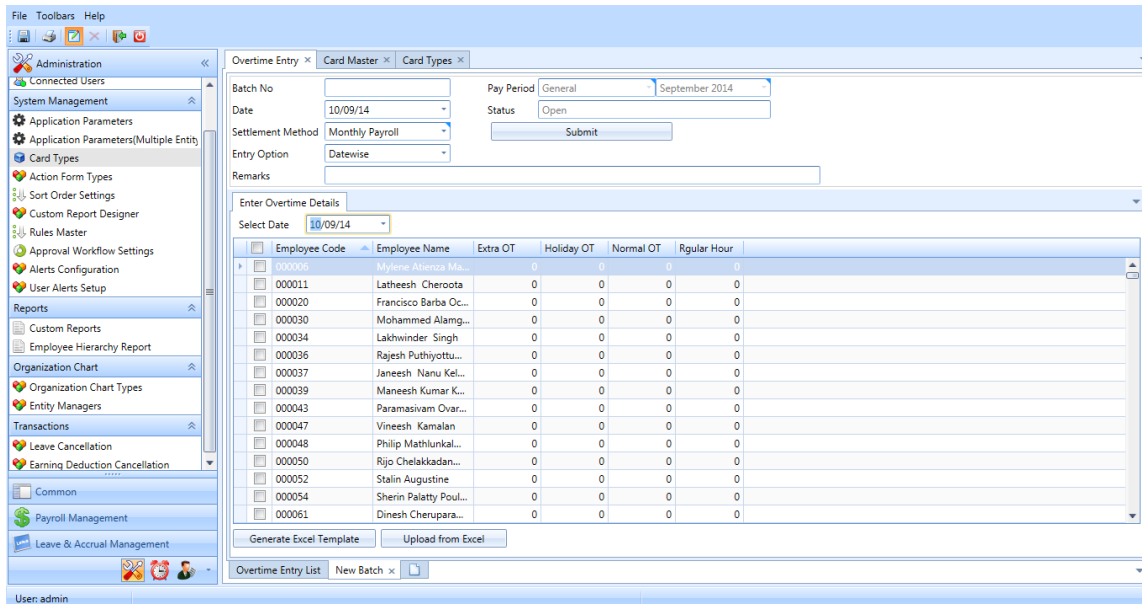
Date wise overtime entry transactions

User also have option of bulk uploading from excel sheet of the overtime data.

3.6.2.5. Payroll Action Form

This process performs different actions, such as Employee Join, Employee Separation, Salary Revision, Personal Data Change, and Position Data Change.

You may invoke the relevant screen by making the selection as per above Payroll Action Type from the main screen of HR Works.

3.6.2.5.1. New Joiner

Any new employee whose record need to be updated / uploaded in the system can be done through this action type. User will select this option and will enter the details manually one by one in the screen

Facility for bulk upload of data is also provided for the ease of use. One can generate the excel template from the system and can fill in the details in the same excel she and then can upload it through the same form.
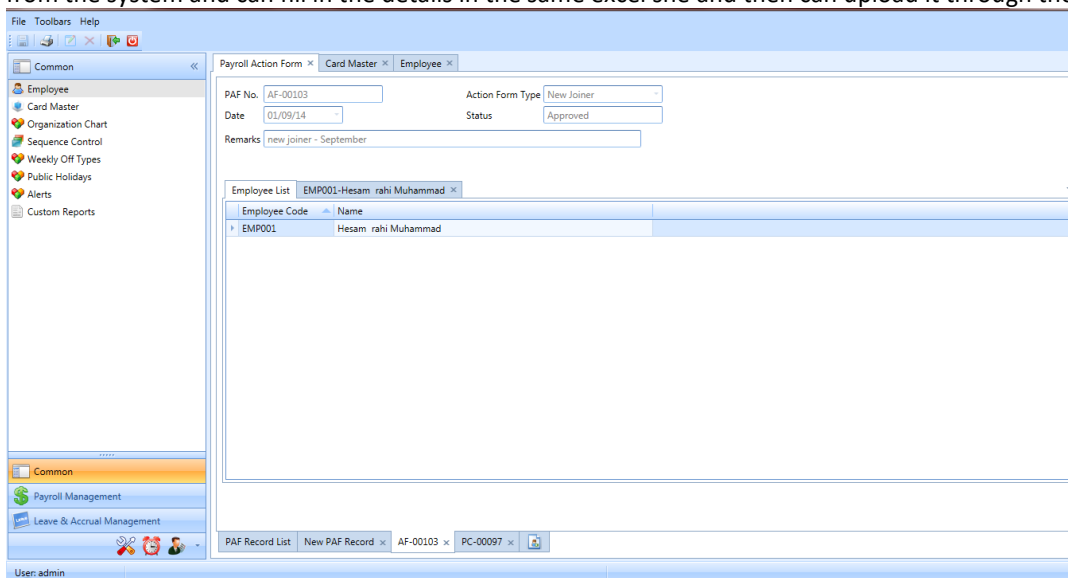
Fig : Payroll action form with New Joiner Option

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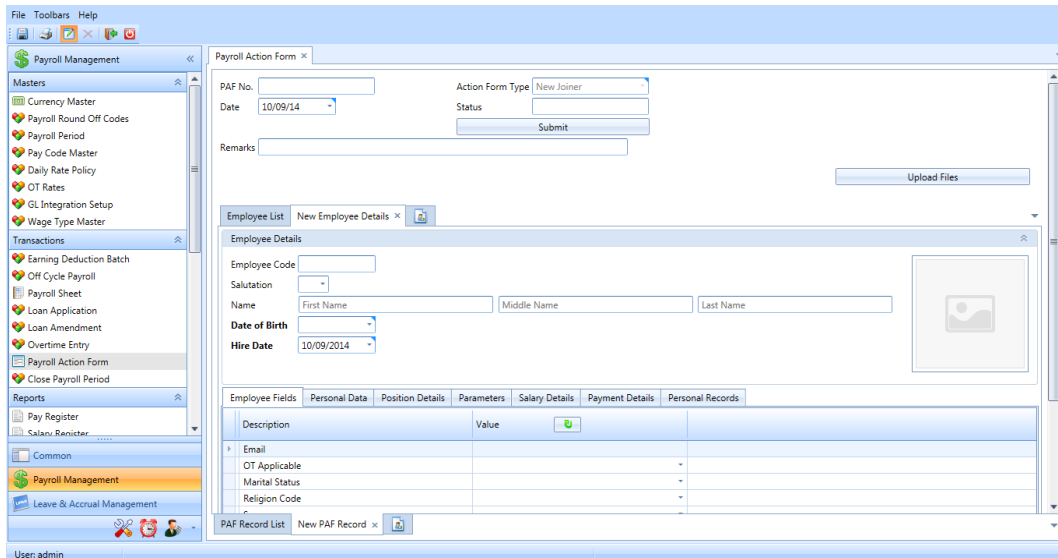
Fig : Payroll action form on clicking new instance cretion for employee master

3.6.2.5.2. Salary Revision

Salary revision action type is used for making a revision of salary for employees. In business process, salary revision along with other credentials change may happen at any point of time of the financial year. However the revised salary could be disburse at some suitable time based on company's discretion.

This is enabled through Payroll Action form with salary revision as action type.

Fig : Payroll action form with Salary Revision option

Fig : Payroll action form - Salary Revision -for recording the initial salary

Fig : Payroll action form – Salary Revision – for updating the salary

3.6.2.5.3. Position Change

Position is the name given to category of employee credentials which is specific to the company and is used in the company for defining employee status in that company.

These could be Company, Cost Centre, Department, Location, Grade, etc.
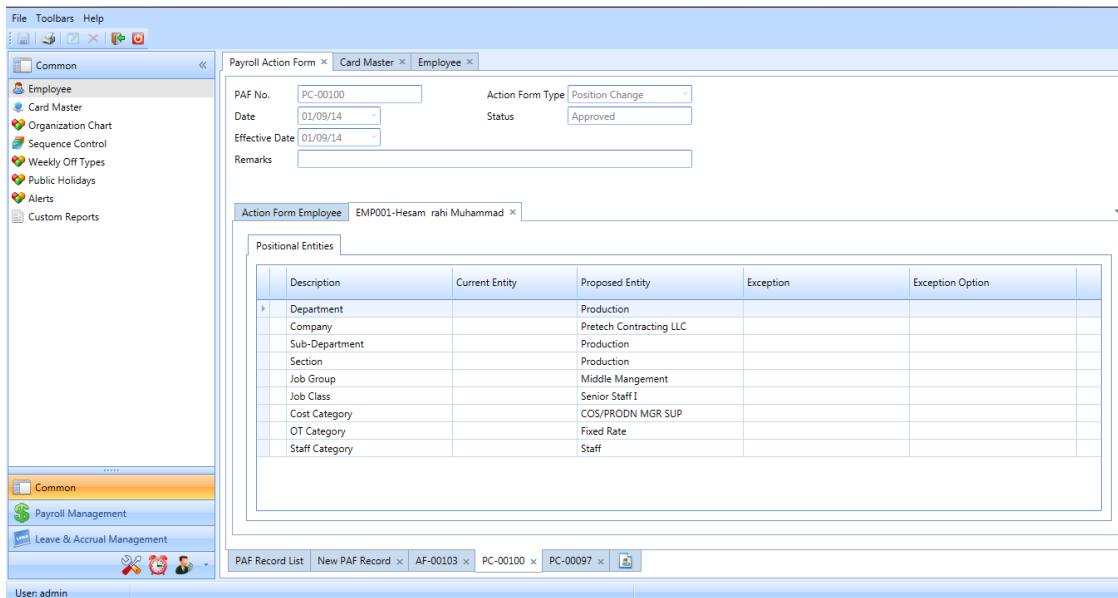
Fig :

Payroll action form with Position Change option

Fig :

Payroll action form on clicking employee records

3.6.2.5.4. Personal Data Change
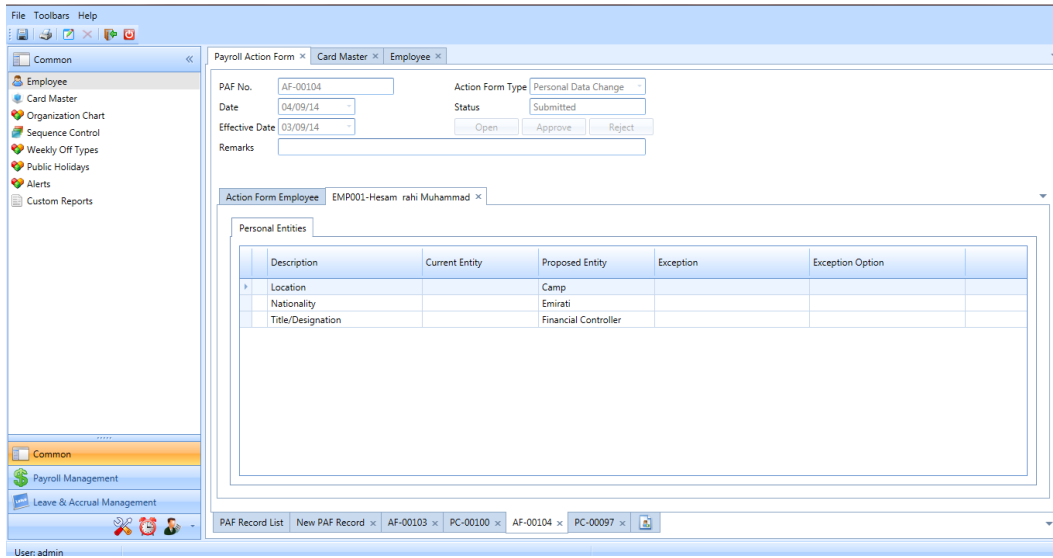
Personal Entity or Personal Data are specific to the employee and is not based on his position in the company.

These could be Nationality, Religion, Blood Type, etc.

Fig : Payroll action form with Personal Data Change option

 Fig : Payroll action form on clicking employee records

3.6.2.5.5. Employee Separation

There are 4 separation types, they are employee termination, resignation, absconding and transfer.
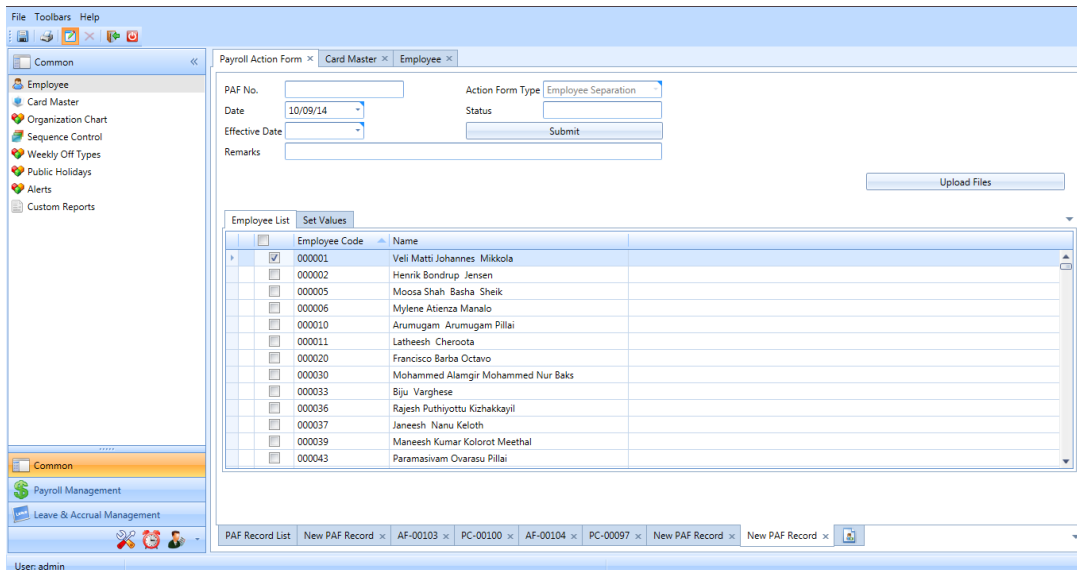
Fig : Payroll action form with Employee Separation option
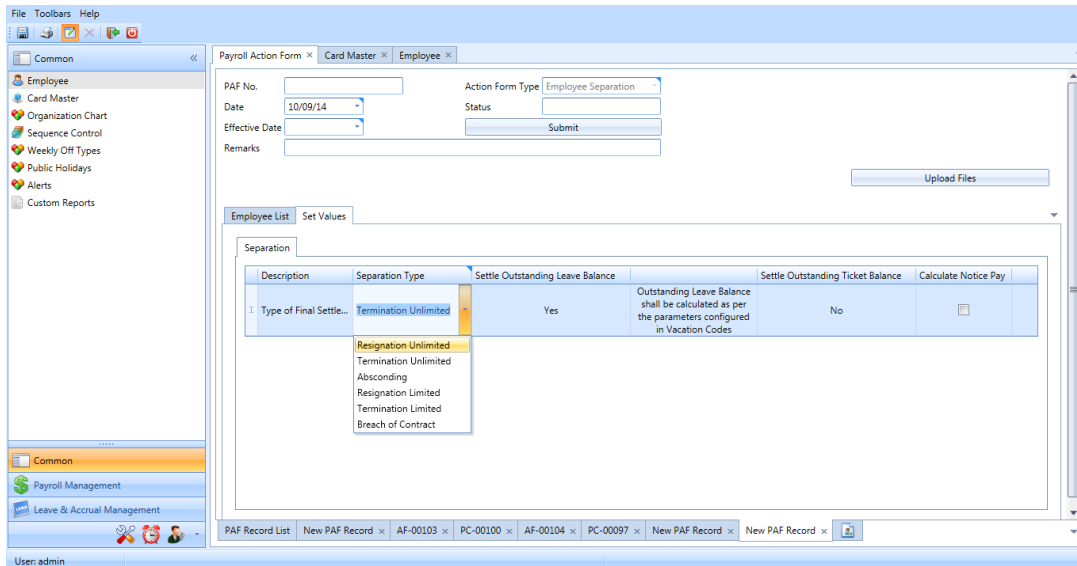
Fig : Set Values functionalities whilst employee separation action

In the above form, user will have to slect the separation type out of the options configured in master. User may also provide the data inputs for settling – (1) Accrued Leave Balance (2) Outstanding Leave Balance.
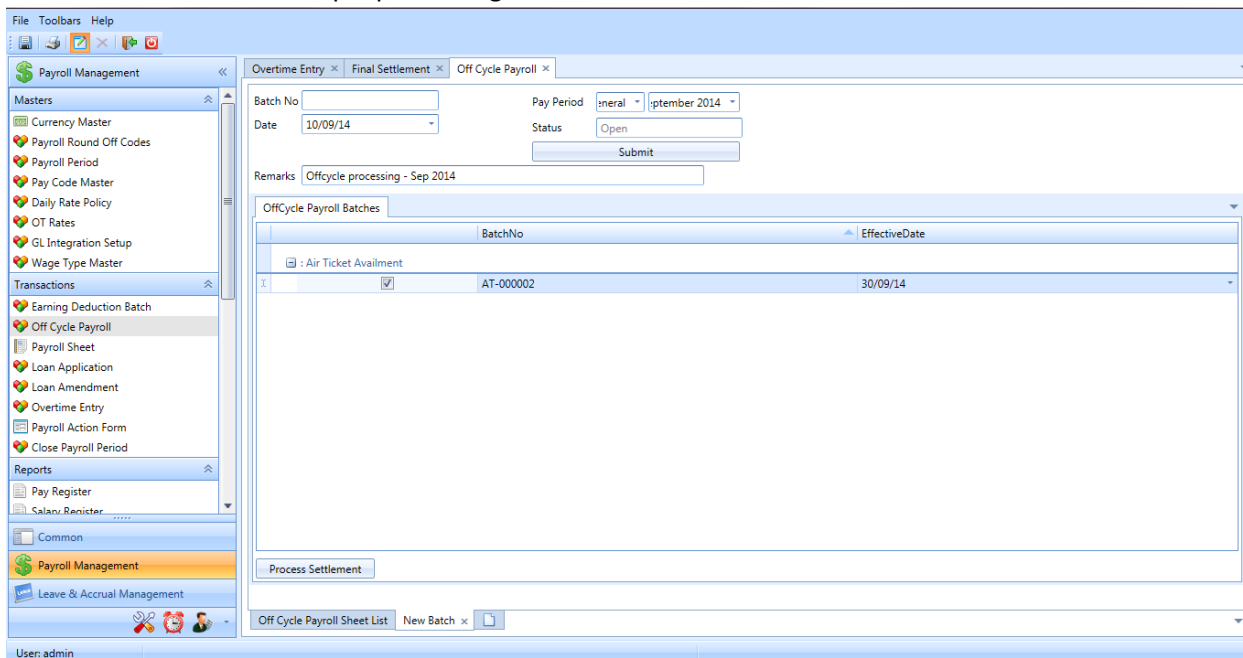
3.6.2.6. Offcycle Payroll

In HR Works, Payroll can be processed through the following means:-
(a) Regular Payroll Processing (Monthly Payroll Processing)
(b) Offcycle Payroll Processing, and
(c) Outside Payroll System

In the second type i.e. in Off cycle Payroll, the processing could be made without affecting the regular monthly payroll processing and thus by so as not to reflect in the payment slip. This transaction enables the user to process payment for all the transactions whose settlement method was selected as "Off Cycle Payroll".

While carrying out this transaction, user will able to see all the accrued records and will able to take action on them. A sample processing of this transaction is shown below:

On processing the Offcycle payroll , the final state of the form would be as shown:-

One would be ale to see the recorded transaction in the "payroll Register" tab pos the transaction is successfully saved. This is as shown below :-

3.6.2.7. Payroll Sheet

It is in this system process wherein user can actually calculates the pay for the employee considering various parameters defined for the employee. Apart from Payroll Calculation, this process also calculates accruals.

The payroll sheet processing engine activates and finishes all components logics before arriving at the required payroll details and generates salaries entries.

Payroll can be processed as a batch in the system which will be followed by a single level approval. The Payroll process can be done unlimited number of times till this is approved. During the payroll, Apart from the salary necessary accrual and G/L entries also will be generated during payroll processing. Through this option payroll processing can be done for few or all the employees depending on selection.
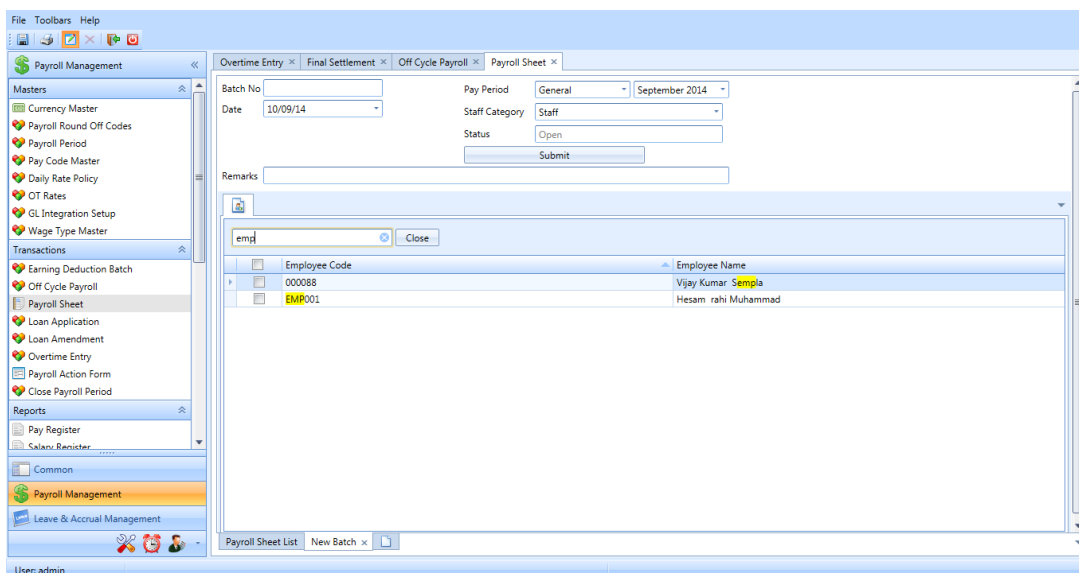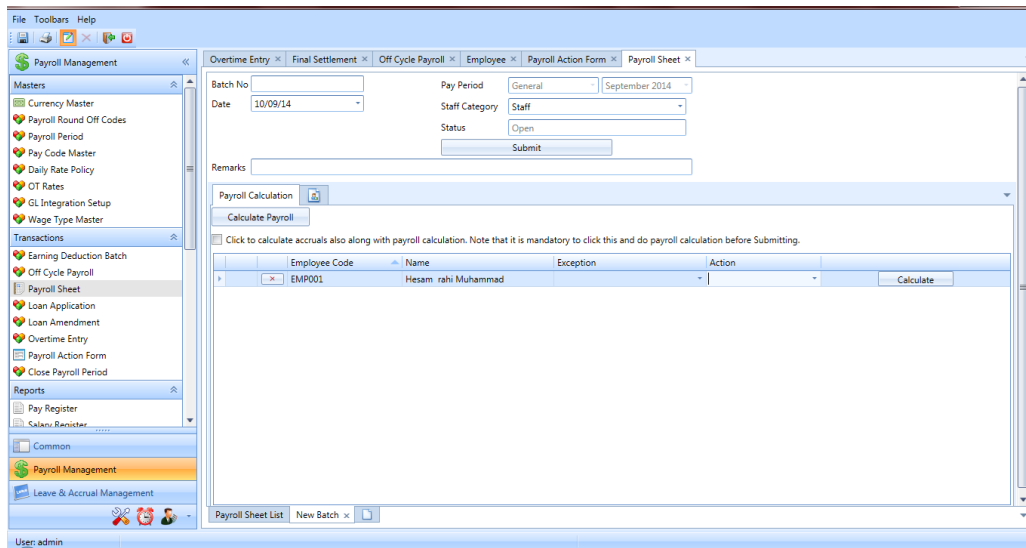
Fig : Shows the selection of employee screen
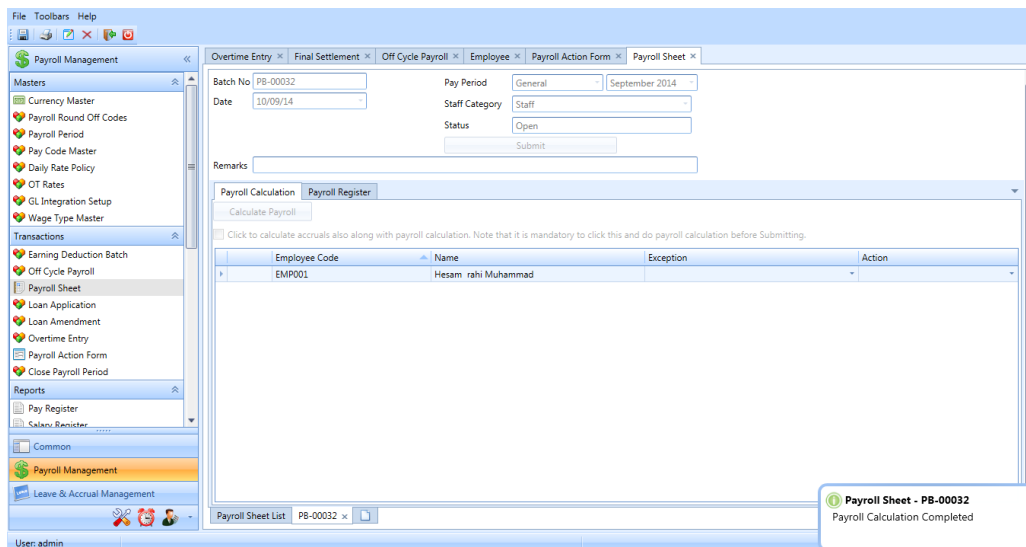
Fig : Shows the "calculate" button for payroll on the top of payroll componennt and at the row level

Fig : Shows payroll successfully processsded
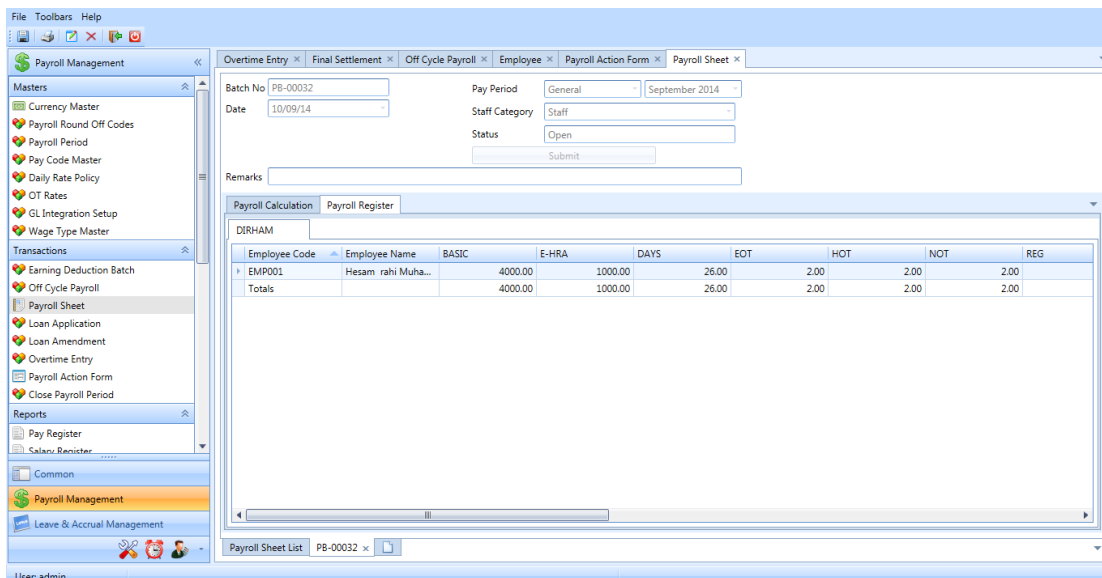
Fig : Post payroll processing, system shows the payroll register tab figuring out the processed records
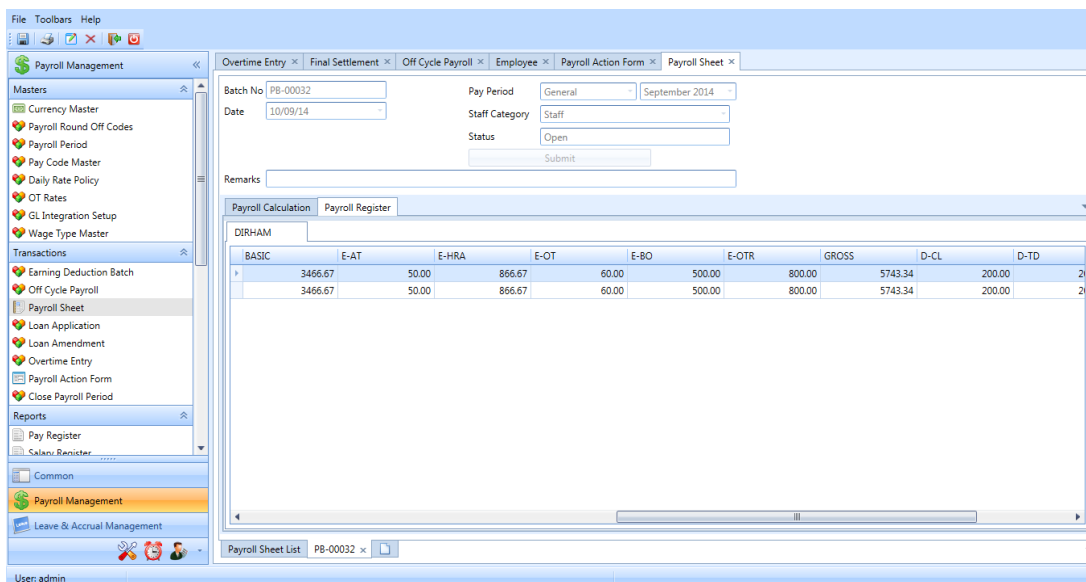
Fig : Payroll Register Continues

3.6.2.8. Close Payroll Period

Post "payroll sheet" transaction, system advance the current period to the next period. Post the payroll sheet processing, user would be able to close the payroll period to freeze the transaction entries in the system. However, system would not allow the closing of the period if the payroll processing is pending even for a single employee.

3.6.3. Reports

Numerous reports options are available in "Payroll Management" module. With respect to reporting part, HR Works has been equipped with enhanced functionality of having the report published with various "positional entity" and "personal entity" parameters defined in the system. Furthermore, these report options have also come along with slice and dice analytics features.

3.6.3.1. Pay Register

It is another form of salary slip which shows all the components including accruals employee wise. A sample format is shown in the fig below.

EmployeeCode: AE-006		Name:	Monteiro Bryan Wencesl		Hire Date:	20/10/13
From : 01/10/14		To:	31/10/14			

Time Transaction Details:

Present Days	:	20	NOT:	61	
Weekly Holidays	:	9	Regular:	192	
Calendar Holidays	:	4			
Vacation Days	:	0			
Payable Days	:	0			

Pay Details :

Period(From To)	Description	Record Type	Defn Amount & Currency	Pay Amount & Currency	Functional Currency Amount
Payable Allowances					
01/10/14 31/10/14	Basic		0.00 AED	4,800.00 AED	4,800.00
01/10/14 31/10/14	Basic	Monthly	5,000.00 AED	0.00 AED	0.00
01/10/14 31/10/14	Basic	Monthly	4,750.00 AED	0.00 AED	0.00
01/10/14 31/10/14	Utility Allowance	Monthly	812.00 AED	0.00 AED	0.00
01/10/14 31/10/14	Utility Allowance	Monthly	812.00 AED	0.00 AED	0.00
01/10/14 31/10/14	Housing	Monthly	2,438.00 AED	0.00 AED	0.00
01/10/14 31/10/14	Housing	Monthly	2,438.00 AED	0.00 AED	0.00
01/10/14 31/10/14	Normal OT		0.00 AED	2,137.69 AED	2,137.69
01/10/14 31/10/14	Transport Allowance	Monthly	1,500.00 AED	0.00 AED	0.00
01/10/14 31/10/14	Transport Allowance	Monthly	1,500.00 AED	0.00 AED	0.00
				Total:	**6,937.69**
Non Payable Allowances					
01/10/14 31/10/14	Vacation Accrual			1,113.46 AED	1,113.46
01/10/14 31/10/14	Indemnity Accrual			456.80 AED	456.80
01/10/14 31/10/14	Insurance Cost			224.25 AED	224.25
01/10/14 31/10/14	Air Ticket Accrual			245.42 AED	245.42
01/10/14 31/10/14	Workmen's Compensation Cost			19,250.00 AED	92.40
01/10/14 31/10/14	Life Insurance Cost			19,250.00 AED	68.92
				Total:	**2,201.25**
				Grand Total:	**9,138.94**
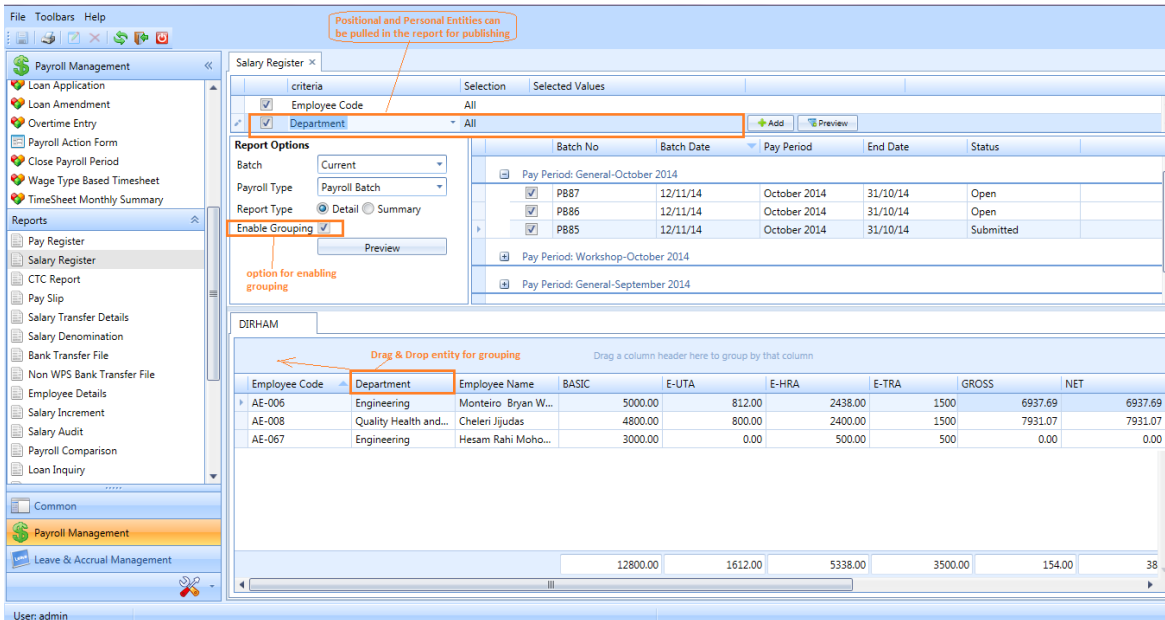
Fig : Pay Register Report output

3.6.3.2. Salary Register

Salary Register report option is used for printing the payable component to employee. The report thusby published is in listing form employee wise. User can select the batch number to be used for printing the report.

Furthermore, the report can be printed for all the payable processing in the system – (1) payroll Processing, (2) Offcycle Processing, (3) Leave Settlement and (4) Final Settlement

A sample report format is shown in the below fig

Grouping can be done based on the entity, user need to drag and drop the column on the space above as shown in the fig below.

3.6.3.3. CTC Report

This report shows the actual cost incurred by the company in keeping an employee. Apart from just earning and deduction i.e. pay component, all other non-payable allowance can also be shown in this report. However, the same depends on the end user, whether to include a pay component or Non Payable Allowance in CTC report.

A sample report format is shown in the below figure.

3.6.3.4. Payslip

This option is used for generating Salary Certificate. Standard Salary Certificate is available in HR Works. A sample is shown below

3.6.3.5. Salary Transfer Details

This option is used for generating records of all the employee whose salary is configured to transferred to given bank.

Note: Mode of payment can be selected from "Payment Details"

3.6.3.6. Bank Transfer File

Based on the payment processing batch section, HR works can generate WPS file to be forwarded to bank.

The below figure represent how batches can be selected in the system and based on this, WPS file (with .sif extension) can be generated.
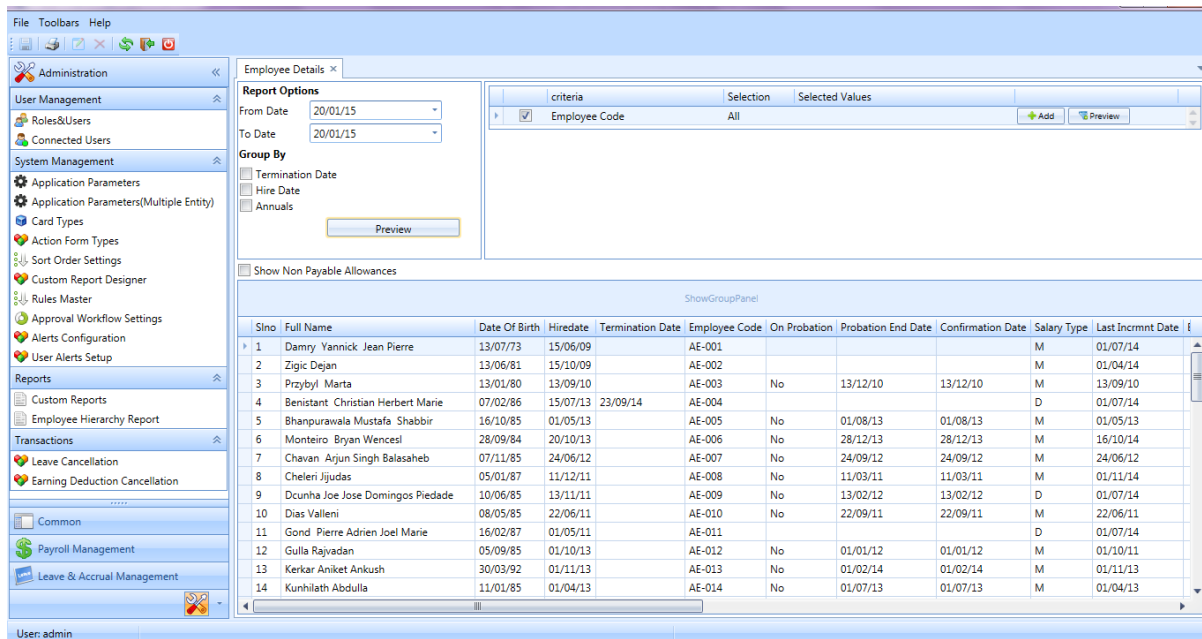
3.6.3.7. Non Bank Transfer File

An employee whose salary may not be transfer through WPS, and it is getting transfer through some other means will find its record in this report option.
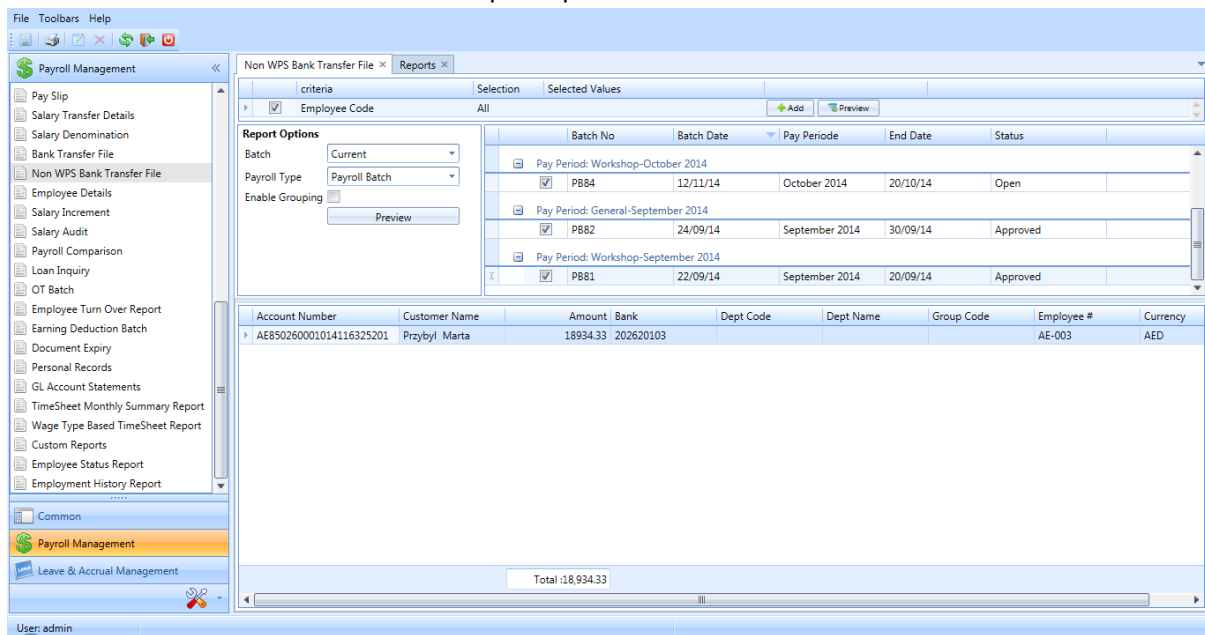
3.6.3.8. Employee Details

It shows all the record from employee master.

3.6.3.9. Salary Increment

It shows all the employee whose salary has been changed in the period selected. It also shows the changed salary structure.

3.6.3.10. Salary Audit

An employee may go through a series of revision on its salary, this report options shows the trails of his salary between a selected periods.

3.6.3.11. Payroll Comparison

It compare payroll records of 2 adjacent period

3.6.3.12. Loan Inquiry Report

An employee may be given certain amount of loan .In HR Works, Loan Application and Loan Amendment handles the overall process of loan disbursement and loan repayment respectively.

At any point of time, the status of a loan can be assessed through this report option. It shows the initial amount of loan disbursed, loan repaid so far and what is the balance amount.

3.6.3.13. OT Batch Report

For a selected period, it shows the overtime data of all the employee with overtime.

3.6.3.14. Employee Turnover Report

For a selected period, it shows the turnover records of employee. System takes the count of New Joiner, Leavers and total count, thusby it display the turnover in percentage.
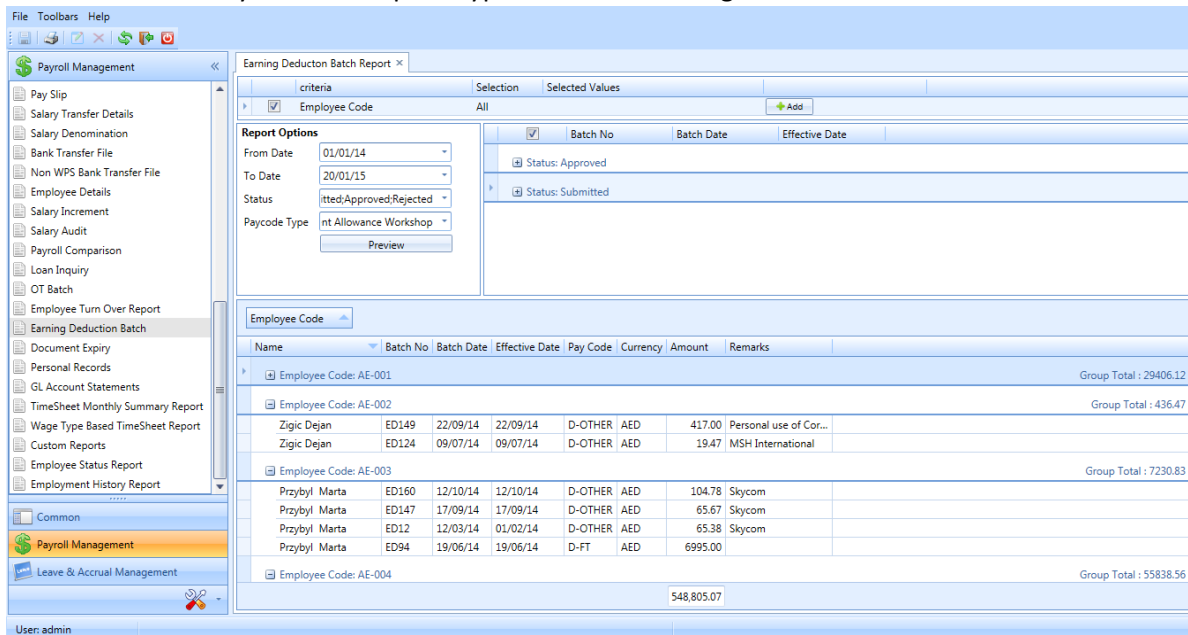
3.6.3.15. Earning Deduction Batch Report

For a selected window of period, system can show records all the record of earning and deduction transaction made by the user. A prototype is shown in the fig below.
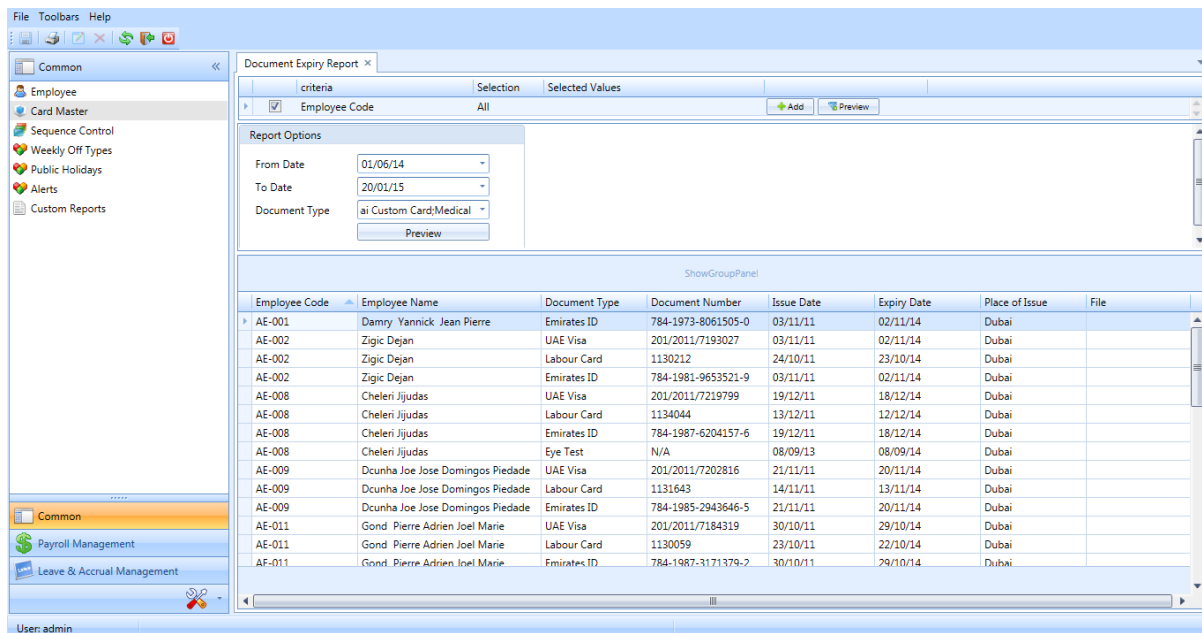

3.6.3.16. Document Expiry Report

Getting to know the expiry of a document is crucial in business environment .HR Works has provision of tracking the expiry of a document type for each employee. This report shows, for a selection window period, all the document that is expired.

3.6.3.17. Personal Records Report

In HR Works, some of the employee related information can be uploaded under "Personal Records" tab, where normally, all such information which is personal to employee are maintained. This report option is to publish the same records for employees.
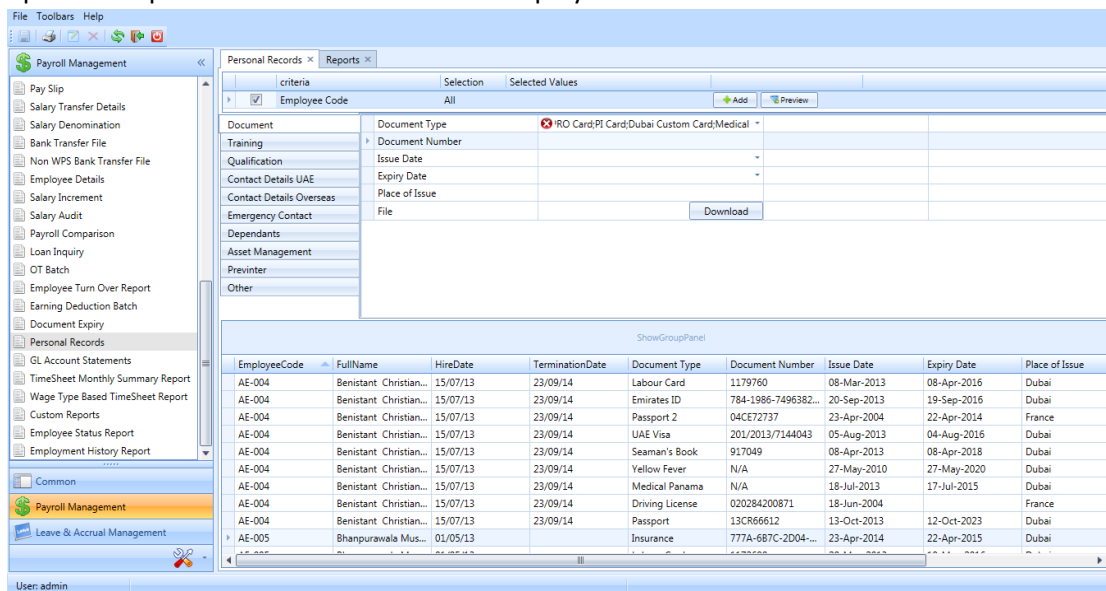
3.6.3.18. GL Account Statement

HR Works is blessed with functionality to enable accounting entry based on the various pay component used in the system. At each payment processing process, system can generate information suggesting which account to be debited and which one to credit.

A sample report suggesting the same is depicted in the figure below wherein an employee's salary is processed in the system. The blank column under "Account Code "Head will have all the GL accounts mention.
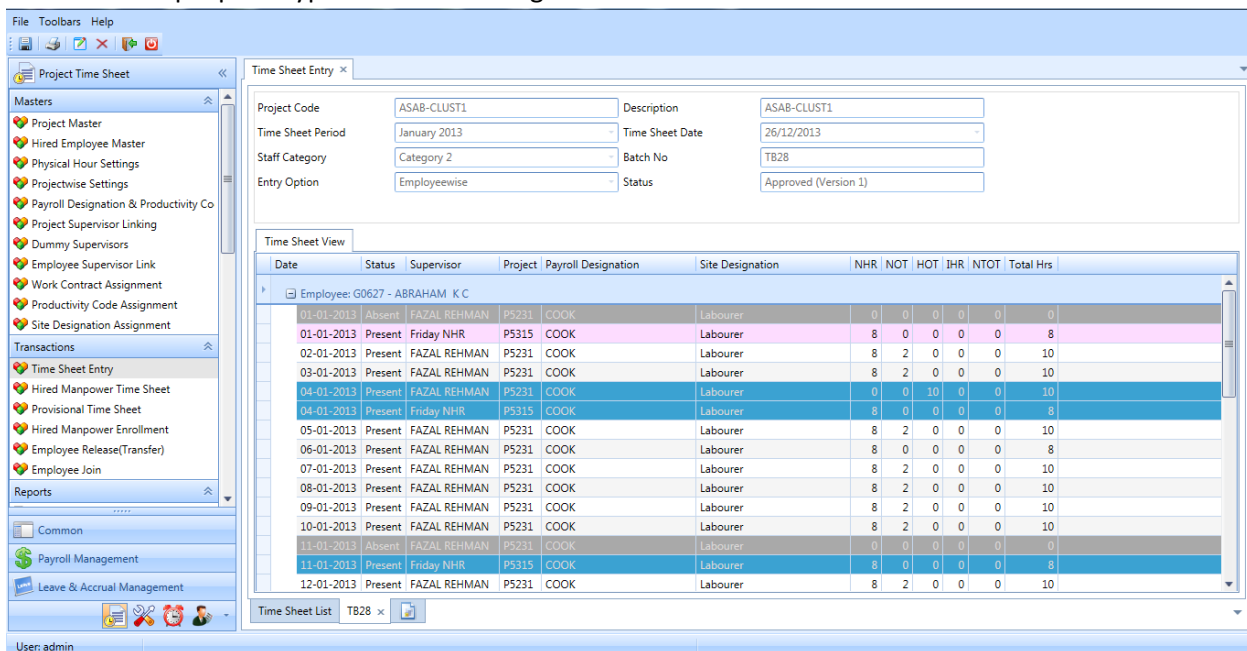
Demo Company

STATEMENT OF ACCOUNTS

Currency: DIRHAM

Employee Code	Employee Name	Account Code	Pay Element	Debit	Credit
Payroll Period:	October-2014				
AE-006	Monteiro Bryan Wencesl				
			BASIC	4,800.00	0.00
			BASIC	0.00	4,800.00
			E-NOT	2,137.69	0.00
			E-NOT	0.00	2,137.69
			ACR-VAC	1,113.46	0.00
			ACR-VAC	0.00	1,113.46
			ACR-IND	456.80	0.00
			ACR-IND	0.00	456.80
			ACR-INS	224.25	0.00
			ACR-INS	0.00	224.25
			ACR-AT	245.42	0.00
			ACR-AT	0.00	245.42
			ACR-WC	92.40	0.00
			ACR-WC	0.00	92.40
			ACR-LIF	68.92	0.00
			ACR-LIF	0.00	68.92
			Net Pay	0.00	0.00
				9,138.94	9,138.94

3.6.3.19. Project Timesheet Summary Report

Project timesheet report will show employee wise time spent in a project(if project is applicable for an organization). This time entry will further be categorized into Regular, OT and Bonus as per requirement.

A sample prototype is sown in the fig below.

This detailed reprot will fuher be filtered based on the selection criteria as shown below.

3.6.3.20. Employee Status Report

This report is basically to get to know the status of employees in organization. It is published based on as on date. Employee wise, along with status – Resigned, Working, etc. can be displayed in this report.

3.6.3.21. Employment History Report

During his association with organization, an employee may undergo a series of profile changes for example – Department, Designation, location, etc.

This report will show the audit trails of all the changes happen in the system in row wise manner.

3.7 Employee Relationship Management - Module
3.7.1. Transaction

3.7.1.1. Generate Documents

Based on the template created in the system, document be generated from the system by selecting the required option. In the below sample screen, "Resume Work" has been chosen for print.

Value of the variable i.e. Date and Time and Remarks can be mentioned on the fly while printing the document.

4.0 Technical Specification

4.1 Deployment / Architecture Diagram

4.2.1. Deployment Diagram for HR Works Desktop Application, & Time and Attendance Application