



WHITE PAPER - HRWORKS

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

Ver. 1.12

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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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 :-

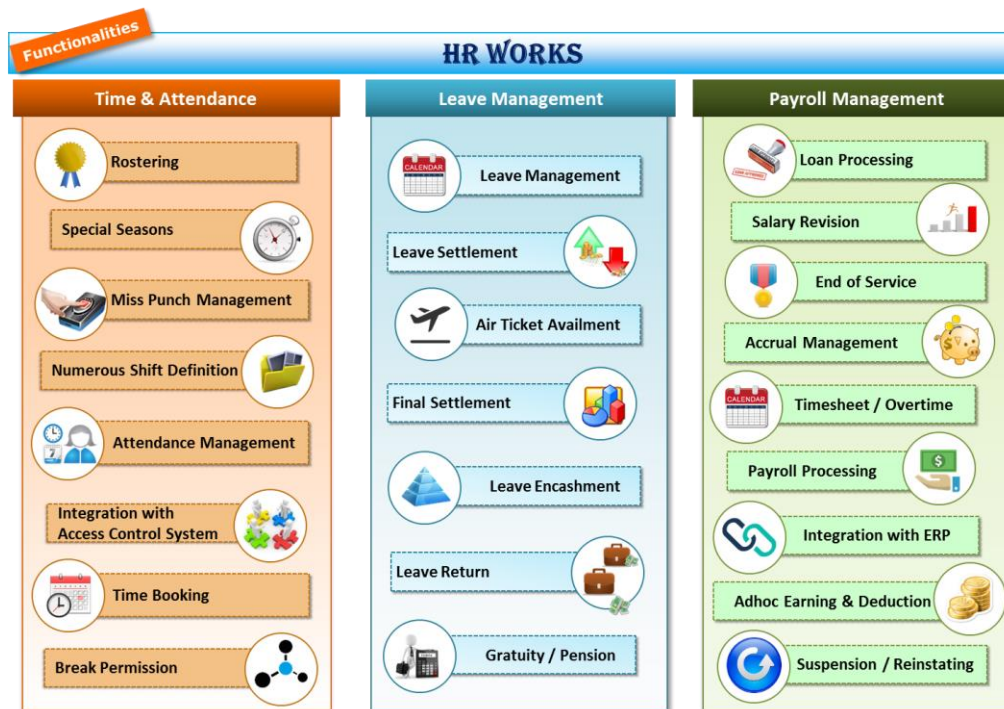


Fig: A Birds eye view of High Level capabilities of HR Works

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:-

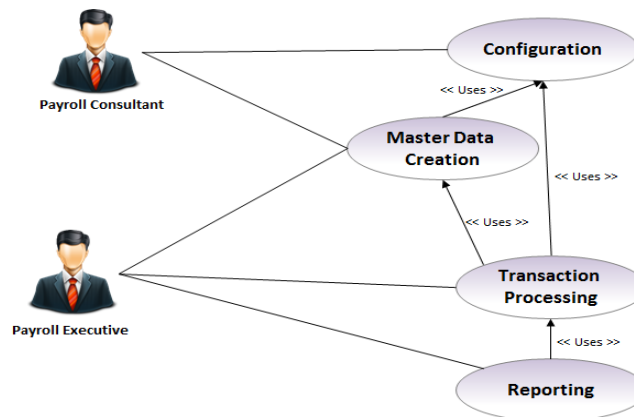


Fig: High Level - Use Case Diagram representing organization of functionalities in HR Works

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 :-

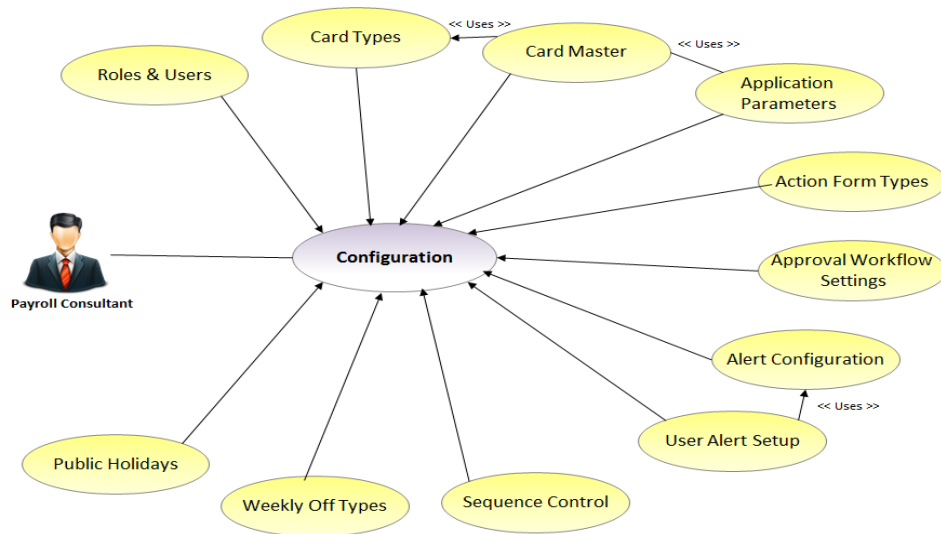


Fig : Low Level - Use Case Diagram representing functionalities w.r.t Configuration

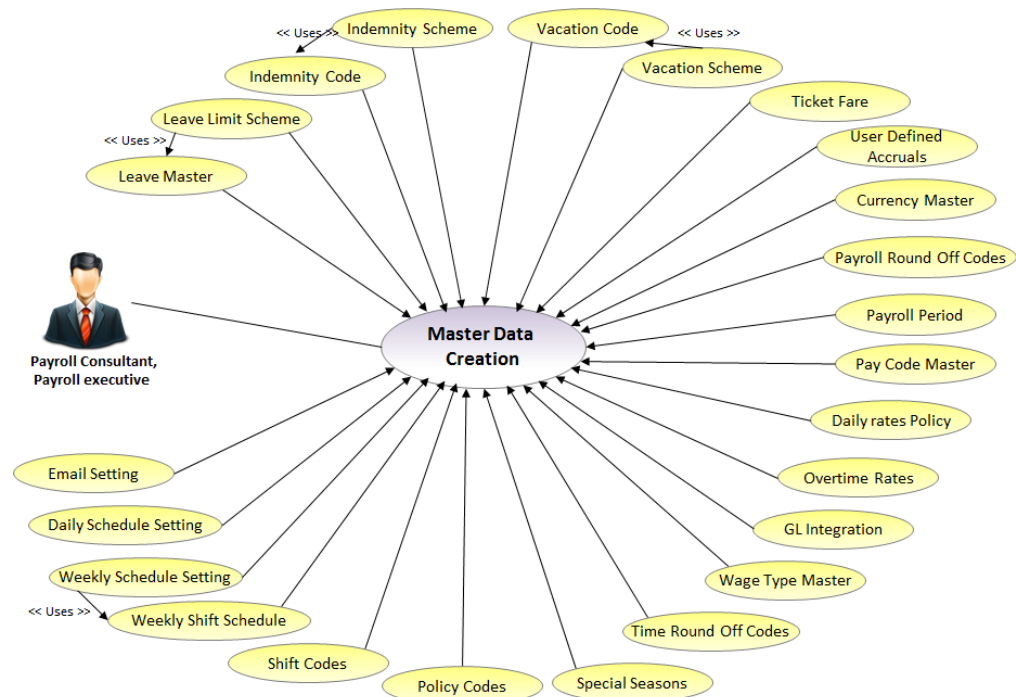


Fig : Low Level - Use Case Diagram representing functionalities w.r.t Master Data Creation

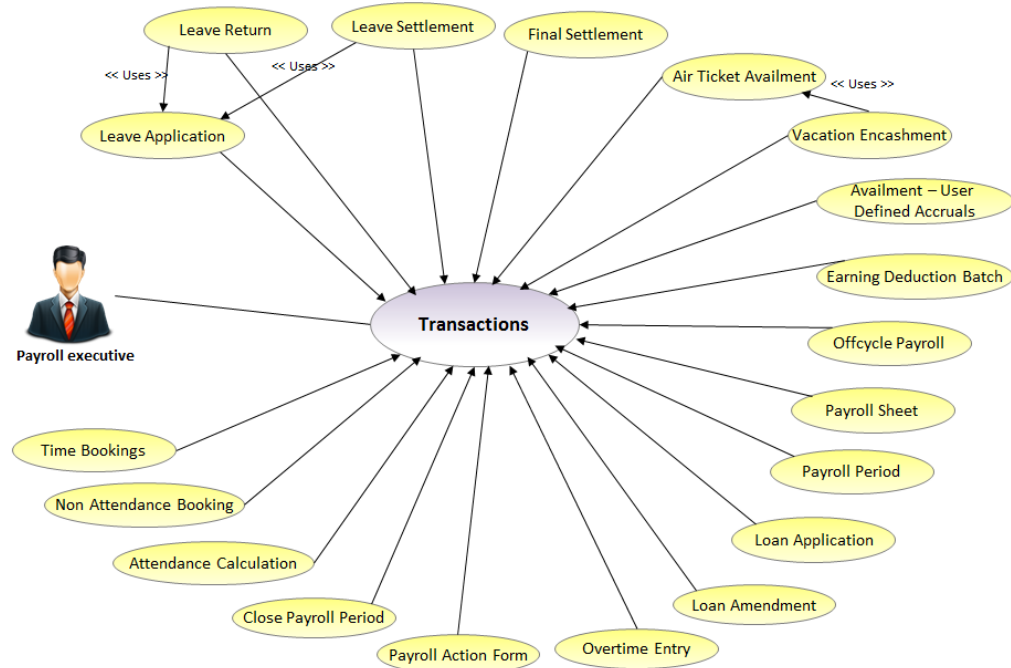


Fig : Low Level - Use Case Diagram representing functionalities w.r.t Transactions

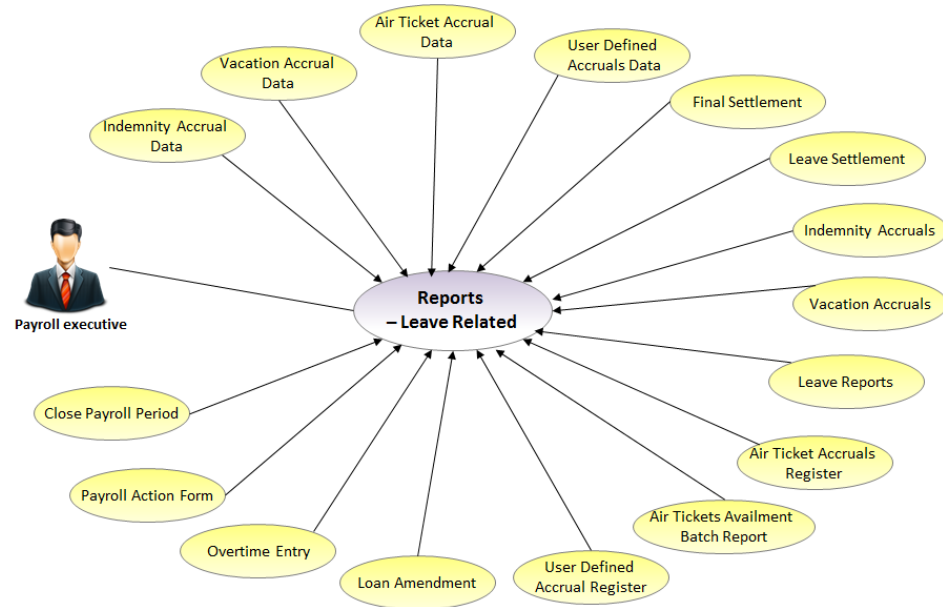


Fig : Low Level - Use Case Diagram representing functionalities w.r.t Leave Related Reports

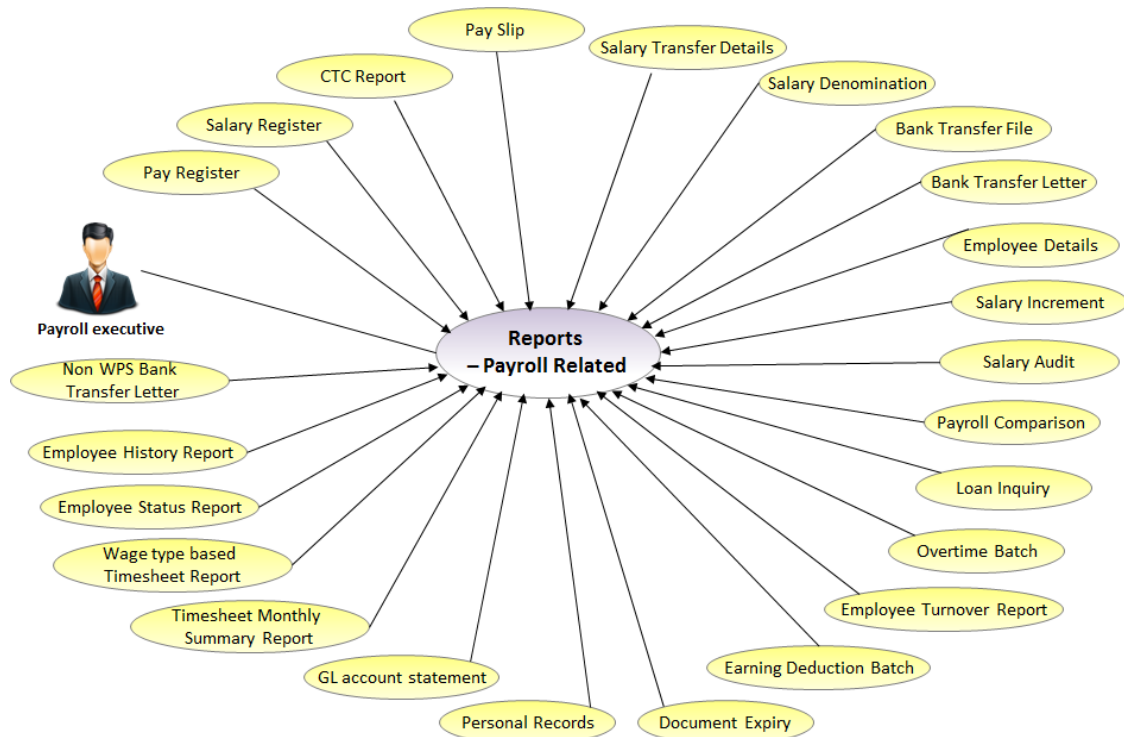


Fig : Low Level - Use Case Diagram representing functionalities w.r.t Payroll Related Reports

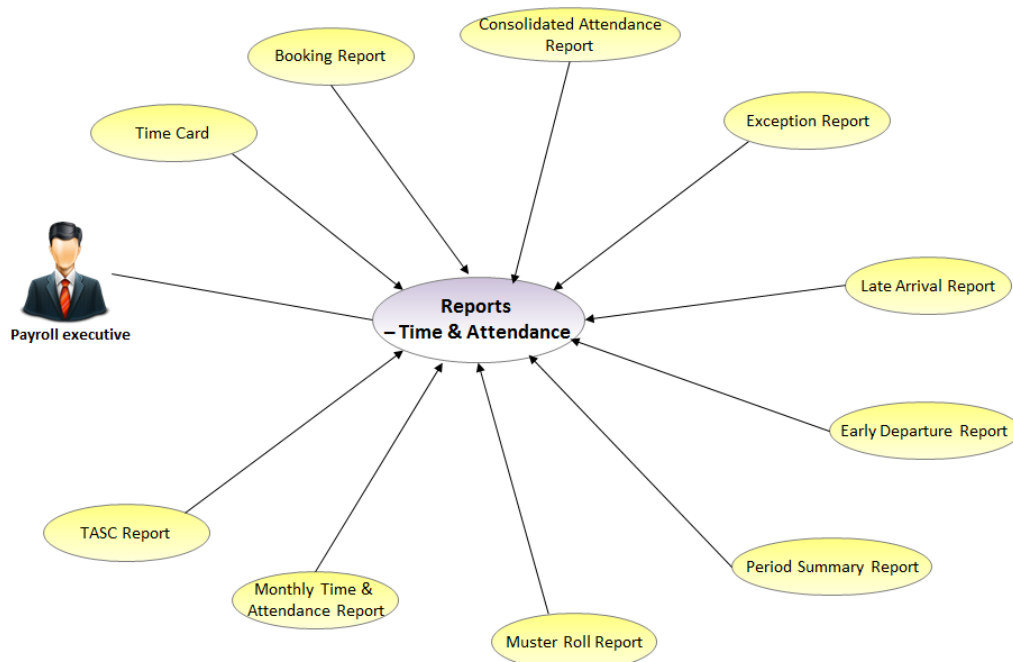


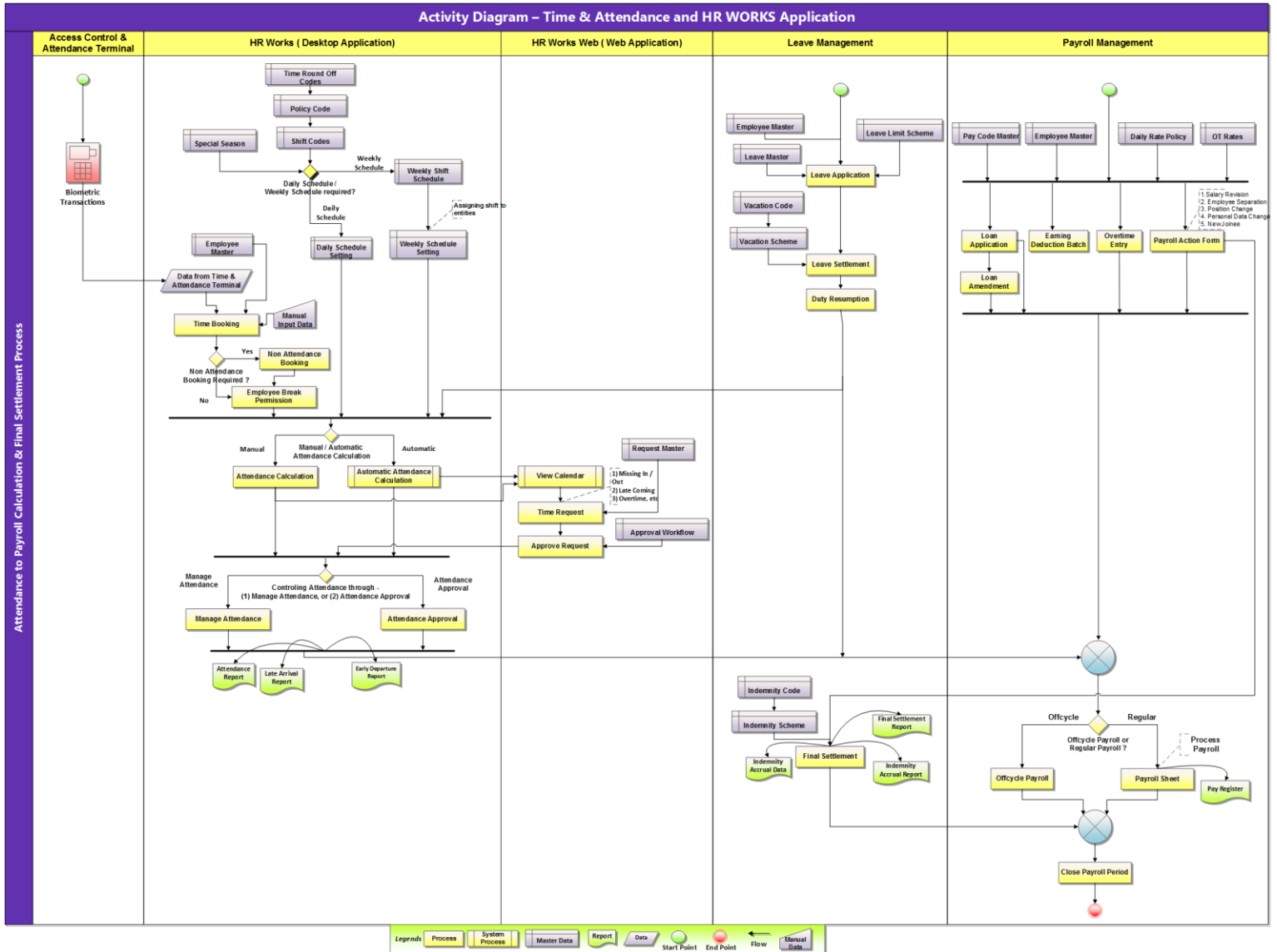
Fig : Low Level - Use Case Diagram representing functionalities w.r.t Time and Attendance Report

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 :-



3.2 Administration

3.2.1. User Management

3.2.1.1. Roles and Users

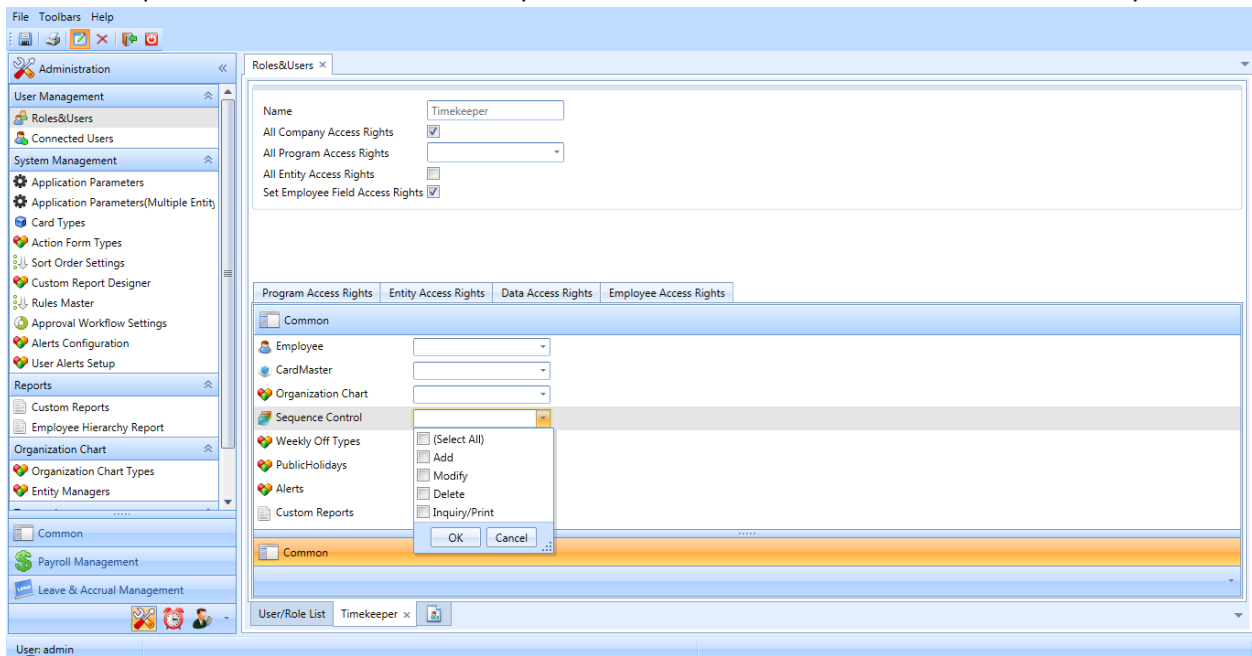
Roles and User master screen is to create new Roles & users in the system. Roles typically are the terms used to identify the user in the system and its role in the system. For example Leave Planner Approver, Leave Request Approver, HR Manager, Line Manager – Production.

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

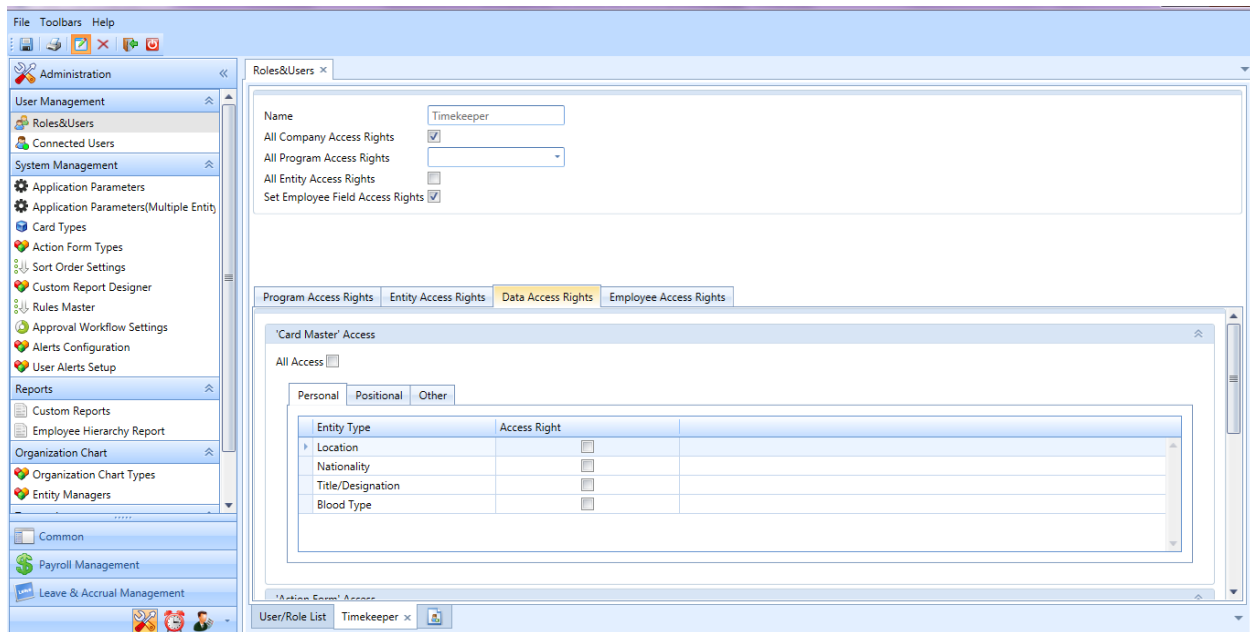
Program Access Rights

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.



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.

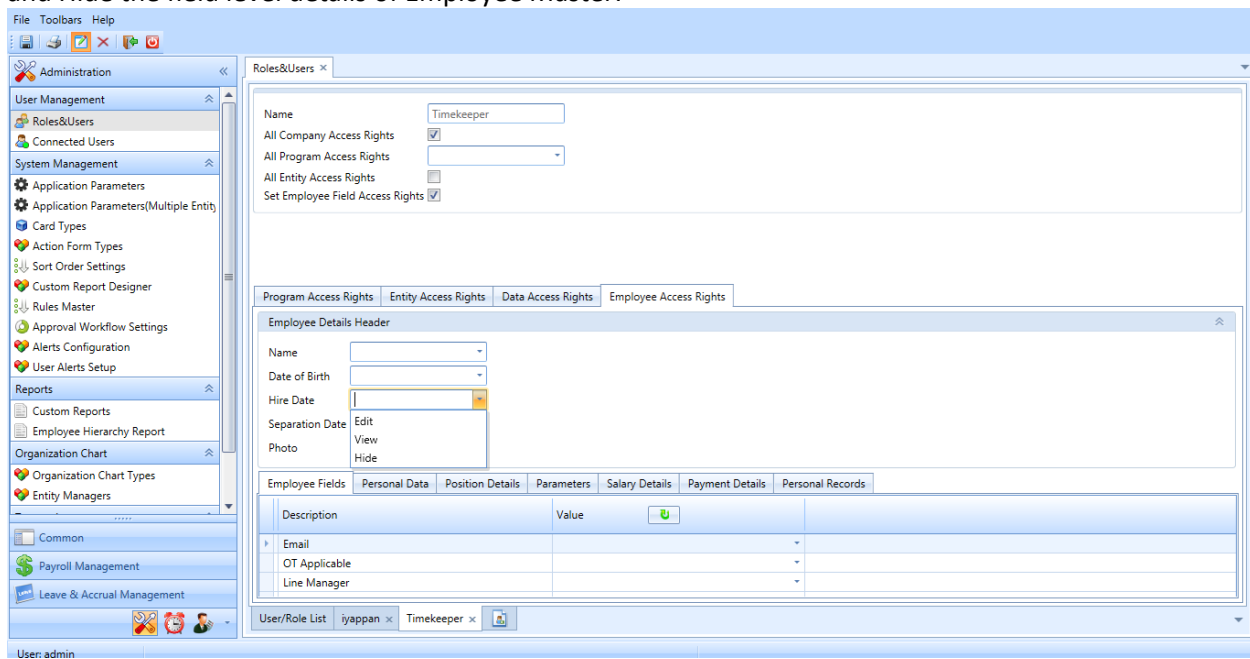


The screenshot shows the 'Roles&Users' window with the 'Timekeeper' role selected. The 'Data Access Rights' tab is active, displaying a table for 'Card Master' Access. The table has columns for 'Entity Type' and 'Access Right'. The 'Access Right' column has checkboxes for 'Edit', 'View', and 'Hide'.

| Entity Type | Access Right |
|-------------------|--------------------------|
| Location | <input type="checkbox"/> |
| Nationality | <input type="checkbox"/> |
| Title/Designation | <input type="checkbox"/> |
| Blood Type | <input type="checkbox"/> |

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.



The screenshot shows the 'Roles&Users' window with the 'Timekeeper' role selected. The 'Employee Access Rights' tab is active, displaying a table for 'Employee Details Header'. The table has columns for 'Description' and 'Value'. The 'Value' column has a dropdown menu with options: Edit, View, and Hide.

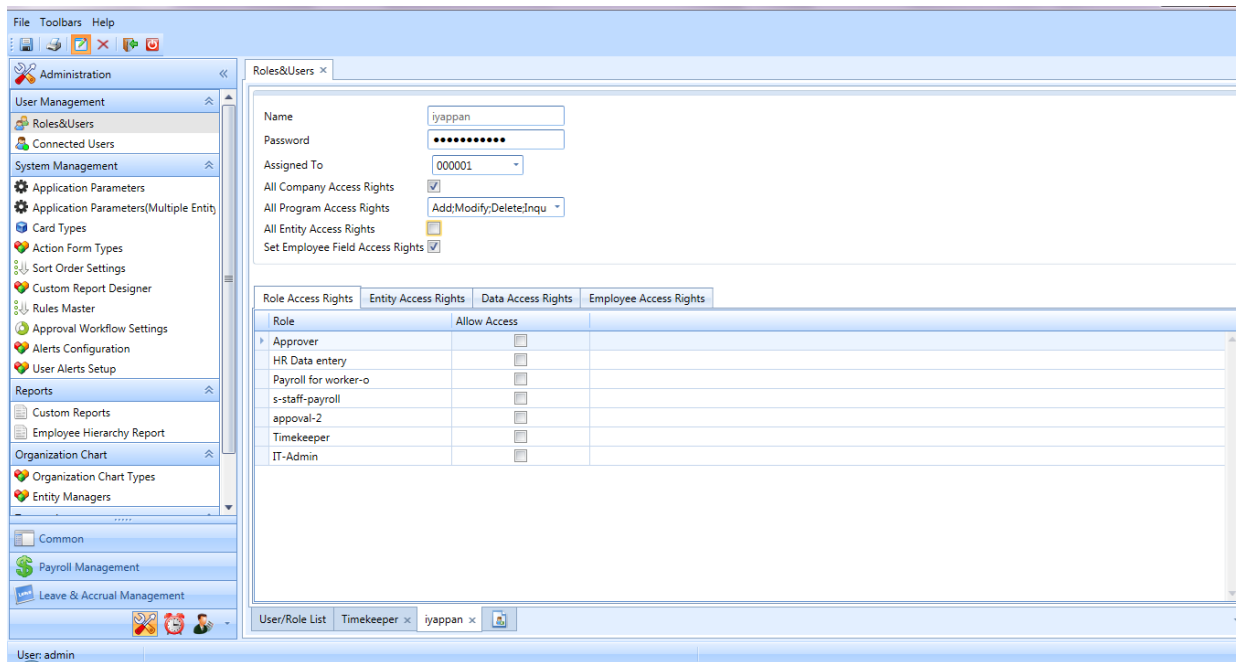
| Description | Value |
|---------------|----------------------|
| Email | <input type="text"/> |
| OT Applicable | <input type="text"/> |
| Line Manager | <input type="text"/> |

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:-



Roles&Users

Name: iyappan
 Password: [masked]
 Assigned To: 000001
☒ All Company Access Rights
☐ All Program Access Rights (Add;Modify;Delete;Inqu)
☐ All Entity Access Rights
☒ Set Employee Field Access Rights

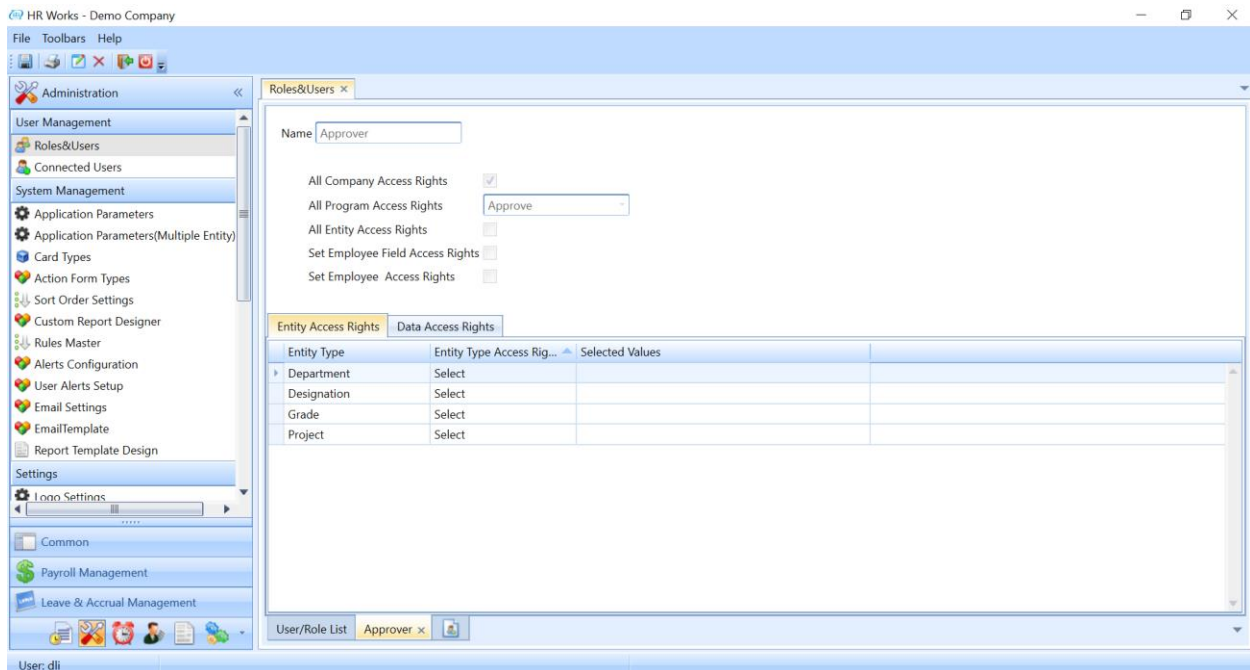
| Role | Allow Access |
|----------------------|--------------------------|
| Approver | <input type="checkbox"/> |
| HR Data entry | <input type="checkbox"/> |
| Payroll for worker-o | <input type="checkbox"/> |
| s-staff-payroll | <input type="checkbox"/> |
| approval-2 | <input type="checkbox"/> |
| Timekeeper | <input type="checkbox"/> |
| IT-Admin | <input type="checkbox"/> |

User/Role List: Timekeeper x iyappan x

User: admin

TAB Entity Access Rights

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



Roles&Users

Name: Approver

☒ All Company Access Rights
☐ All Program Access Rights (Approve)
☐ All Entity Access Rights
☐ Set Employee Field Access Rights
☐ Set Employee Access Rights

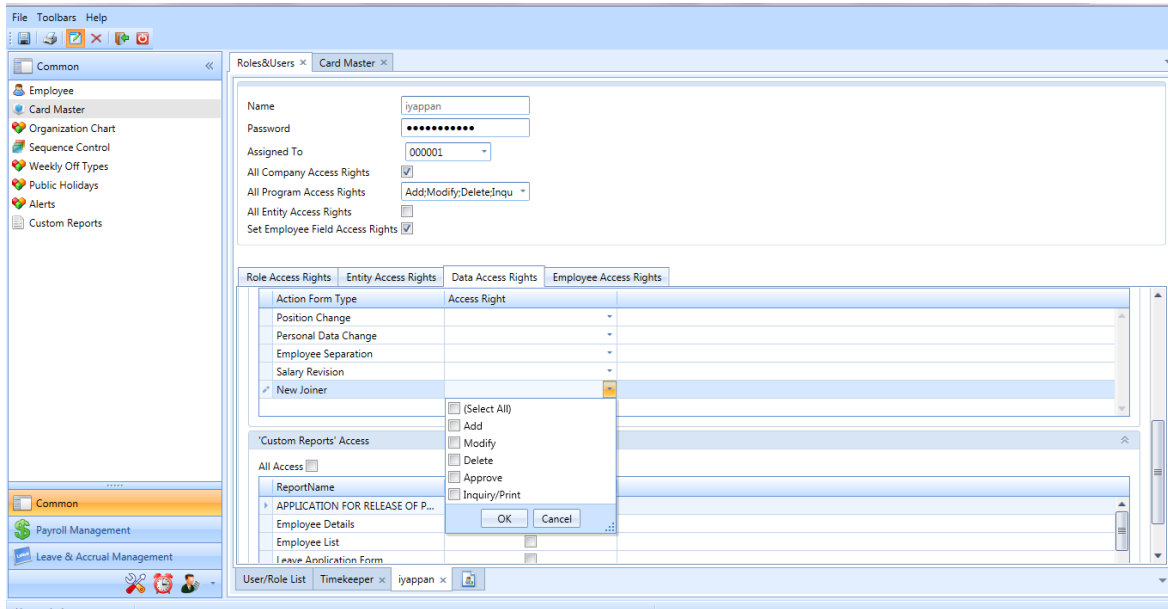
| Entity Type | Entity Type Access Rig... | Selected Values |
|-------------|---------------------------|-----------------|
| Department | Select | |
| Designation | Select | |
| Grade | Select | |
| Project | Select | |

User/Role List: Approver x

User: dli

TAB 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.



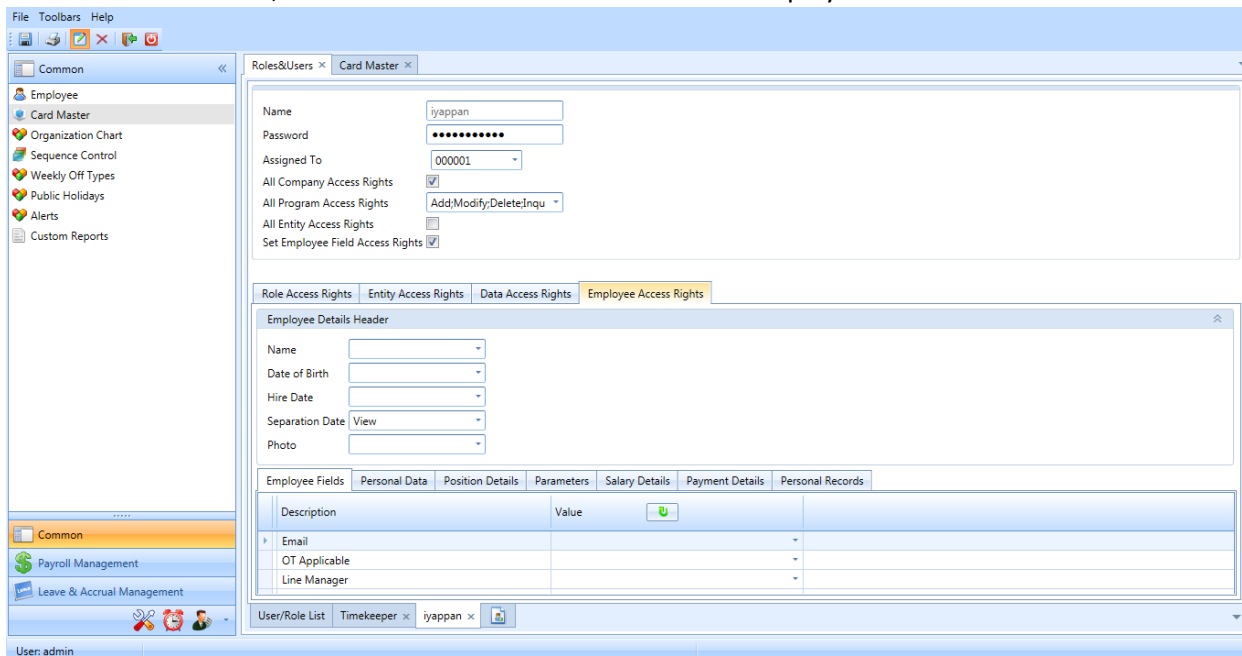
The screenshot shows the 'Roles/Users' window with the 'Card Master' tab selected. The user 'iyappan' is configured with the following access rights:

- Name: iyappan
- Password: [Redacted]
- Assigned To: 000001
- All Company Access Rights: ☒
- All Program Access Rights: Add/Modify/Delete/Inqu
- All Entity Access Rights: ☐
- Set Employee Field Access Rights: ☒

The 'Employee Access Rights' tab is active, showing a table with columns: Action Form Type, Access Right, and a list of access rights. The 'New Joiner' row is selected, and a context menu is open with options: (Select All), Add, Modify, Delete, Approve, and Inquiry/Print. The 'Custom Reports' section is also visible, showing a list of reports including 'APPLICATION FOR RELEASE OF P...', 'Employee Details', 'Employee List', and 'Leave Application Form'.

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.



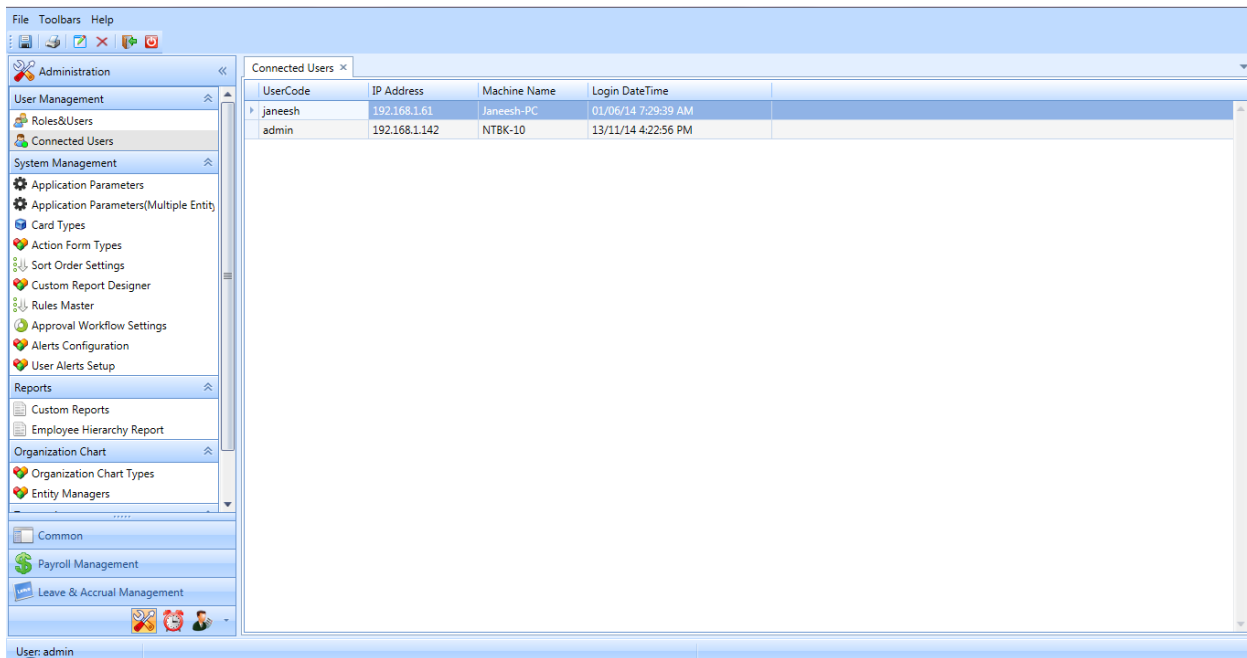
The screenshot shows the 'Roles/Users' window with the 'Card Master' tab selected. The user 'iyappan' is configured with the following access rights:

- Name: iyappan
- Password: [Redacted]
- Assigned To: 000001
- All Company Access Rights: ☒
- All Program Access Rights: Add/Modify/Delete/Inqu
- All Entity Access Rights: ☐
- Set Employee Field Access Rights: ☒

The 'Employee Access Rights' tab is active, showing the 'Employee Details Header' section with fields for Name, Date of Birth, Hire Date, Separation Date, and Photo. Below this, the 'Employee Fields' section is visible, showing a table with columns: Description, Value, and a list of fields including Email, OT Applicable, and Line Manager.

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

File Toolbars Help

Administration

User Management

- Roles&Users
- Connected Users

System Management

- Application Parameters
- Application Parameters(Multiple Entity)
- Card Types
- Action Form Types
- Sort Order Settings
- Custom Report Designer
- Rules Master
- Approval Workflow Settings
- Alerts Configuration
- User Alerts Setup

Reports

- Custom Reports
- Employee Hierarchy Report

Organization Chart

- Organization Chart Types
- Entity Managers

Common

- Payroll Management
- Leave & Accrual Management

User: admin

Application Parameters × Sequence Control × Card Master × User Defined Accruals × Employee × Card Types ×

| Description | Mandatory | Is Code Required | Show In Report Filter |
|-------------------|--------------------------|-------------------------------------|-------------------------------------|
| Location | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Nationality | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Title/Designation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Blood Type | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Parameters - Location

| Description | Data Type | Mandatory |
|-------------|-----------|-----------|
|-------------|-----------|-----------|

Personal Entity Positional Entity Other Cards User Defined Personal Records

Fig : Field created in Personal Entity Tab

TAB Positional Entity

File Toolbars Help

Common

- Employee
- Card Master
- Organization Chart
- Sequence Control
- Weekly Off Types
- Public Holidays
- Alerts
- Custom Reports

Common

- Payroll Management
- Leave & Accrual Management

User: admin

Card Types × Employee × Application Parameters × Card Master ×

| Description | Mandatory | Is Code Required | Have Data Security | Show In Report Filter |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Department | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Company | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sub-Department | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Section | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Job Group | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Job Class | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cost Category | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| OT Category | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Staff Category | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cost Centre | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Parameters - Department

| Description | Data Type | Mandatory |
|-----------------|------------------------|--------------------------|
| Department Head | Employee(This Company) | <input type="checkbox"/> |

Personal Entity Positional Entity Other Cards User Defined Personal Records

Fig : Field created in Positional Entity Tab

TAB Other Card

File Toolbars Help

Common Employee Card Master Organization Chart Sequence Control Weekly Off Types Public Holidays Alerts Custom Reports

Card Types Employee Application Parameters Card Master

| Description | Is Code Required |
|--------------------------|-------------------------------------|
| Type of Final Settlement | <input type="checkbox"/> |
| Payment Mode | <input type="checkbox"/> |
| Bank Code | <input checked="" type="checkbox"/> |
| Card Type | <input type="checkbox"/> |
| Destination | <input checked="" type="checkbox"/> |
| Documents | <input type="checkbox"/> |
| Grade | <input type="checkbox"/> |
| Probation | <input type="checkbox"/> |
| Qualifications | <input checked="" type="checkbox"/> |
| Relationship | <input type="checkbox"/> |
| Ticket Class | <input type="checkbox"/> |
| Time Types | <input checked="" type="checkbox"/> |

Parameters - Bank Code

| Description | Data Type | Link At. | Mandatory |
|-------------------------------|-----------|----------|-------------------------------------|
| Account No | String | Employee | <input type="checkbox"/> |
| Bank Account No | String | Entity | <input checked="" type="checkbox"/> |
| Agent ID/Routing code | String | Entity | <input type="checkbox"/> |
| Employer Unique ID | String | Entity | <input checked="" type="checkbox"/> |
| Employee personal No (MOL No) | String | Employee | <input type="checkbox"/> |

Personal Entity Positional Entity Other Cards User Defined Personal Records

User: admin

Fig : Field created in Other Cards Tab

TAB User Defined

File Toolbars Help

Common Employee Card Master Organization Chart Sequence Control Weekly Off Types Public Holidays Alerts Custom Reports

Card Types Employee Application Parameters Card Master

| Description | Data Type | Mandatory |
|-----------------|-----------|-----------|
| Employee Fields | | |

Parameters - Employee Fields

| Description | Data Type | Mandatory |
|----------------|------------------------|--------------------------|
| Email | String | <input type="checkbox"/> |
| OT Applicable | Bool | <input type="checkbox"/> |
| Marital Status | Marital Status | <input type="checkbox"/> |
| Religion Code | Religion | <input type="checkbox"/> |
| Sponsor | Sponsor | <input type="checkbox"/> |
| Line Manager | Employee(This Company) | <input type="checkbox"/> |

Personal Entity Positional Entity Other Cards User Defined Personal Records

User: admin

Fig : Field created in User Defined Tab

TAB Personal Records

File Toolbars Help

Common Employee Card Master Organization Chart Sequence Control Weekly Off Types Public Holidays Alerts Custom Reports

Card Types Employee Application Parameters Card Master

Description

Add New Record...

Address

UAE Documents

Telephone Number

Passport

Dependents

ERM Documents

Parameters - Address

| Description | Data Type | Mandatory |
|--------------|-----------|-------------------------------------|
| AddressLine1 | String | <input checked="" type="checkbox"/> |
| AddressLine2 | String | <input type="checkbox"/> |
| AddressLine3 | String | <input type="checkbox"/> |
| AddressLine4 | String | <input type="checkbox"/> |

Personal Entity Positional Entity Other Cards User Defined Personal Records

User: admin

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.

File Toolbars Help

Administration User Management Roles&Users Connected Users System Management Application Parameters Application Parameters(Multiple Entity) Card Types Action Form Types Sort Order Settings Custom Report Designer Rules Master Approval Workflow Settings Alerts Configuration User Alerts Setup Reports Custom Reports Employee Hierarchy Report Organization Chart Organization Chart Types Entity Managers Common Payroll Management Leave & Accrual Management

Action Form Types

| Description | Action Form Categories | Sequence Control |
|----------------------|--------------------------|-----------------------------|
| Position Change | Positional Entity Change | Position Change Action Form |
| Personal Data Change | Personal Entity Change | Action Form |
| Employee Separation | Employee Separation | Position Change Action Form |
| Salary Revision | Salary Change | Action Form |
| New Joiner | New Employee | Action Form |

Positional Entities - Position Change

| Select | Entity |
|-------------------------------------|----------------|
| <input checked="" type="checkbox"/> | Department |
| <input checked="" type="checkbox"/> | Company |
| <input checked="" type="checkbox"/> | Sub-Department |
| <input checked="" type="checkbox"/> | Section |
| <input checked="" type="checkbox"/> | Job Group |
| <input checked="" type="checkbox"/> | Job Class |
| <input checked="" type="checkbox"/> | Cost Category |
| <input checked="" type="checkbox"/> | OT Category |
| <input checked="" type="checkbox"/> | Staff Category |
| <input checked="" type="checkbox"/> | Cost Centre |

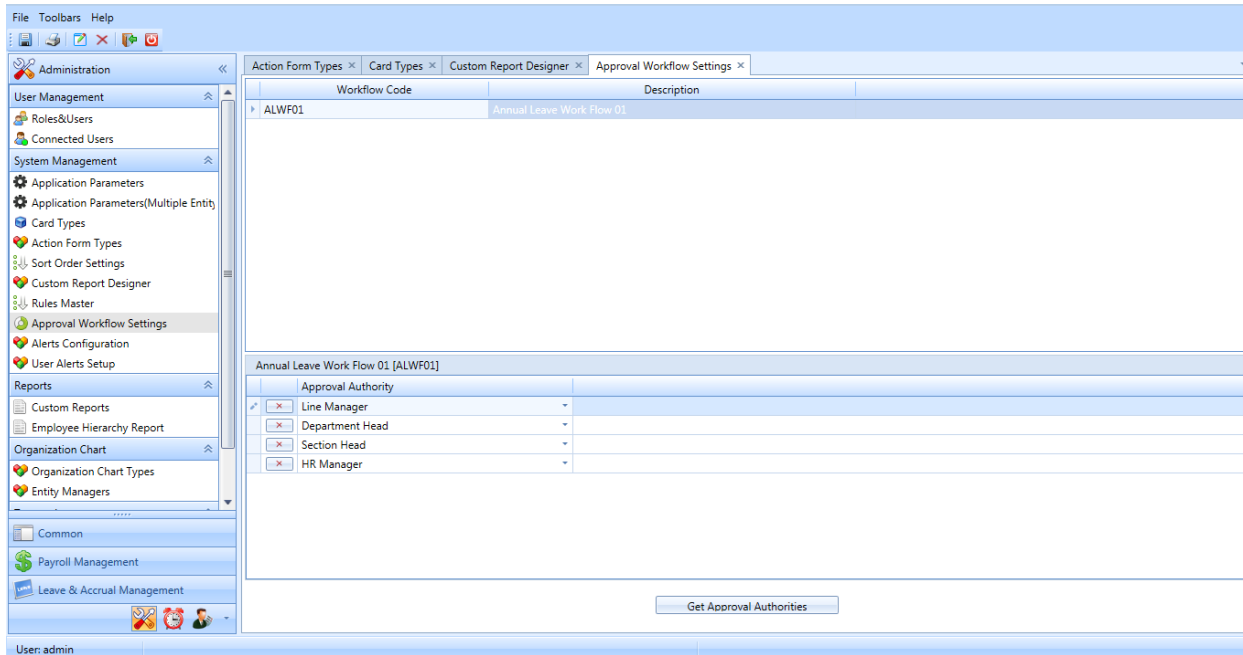
User: admin

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:-



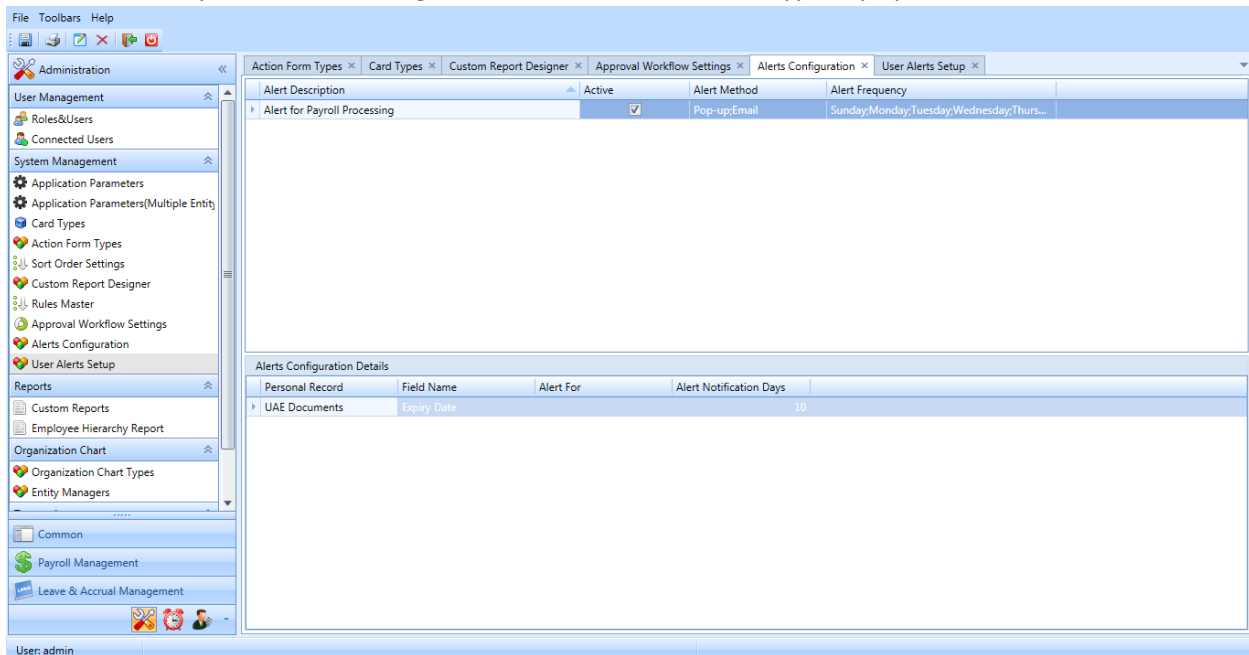
| Workflow Code | Description |
|---------------|---------------------------|
| ALWF01 | Annual Leave Work Flow 01 |

| Annual Leave Work Flow 01 [ALWF01] | |
|------------------------------------|--|
| Approval Authority | |
| Line Manager | |
| Department Head | |
| Section Head | |
| HR Manager | |

Get Approval Authorities

3.2.2.6. Alerts Configuration

HR Works has a provision of setting alerts based on a document type expiry.

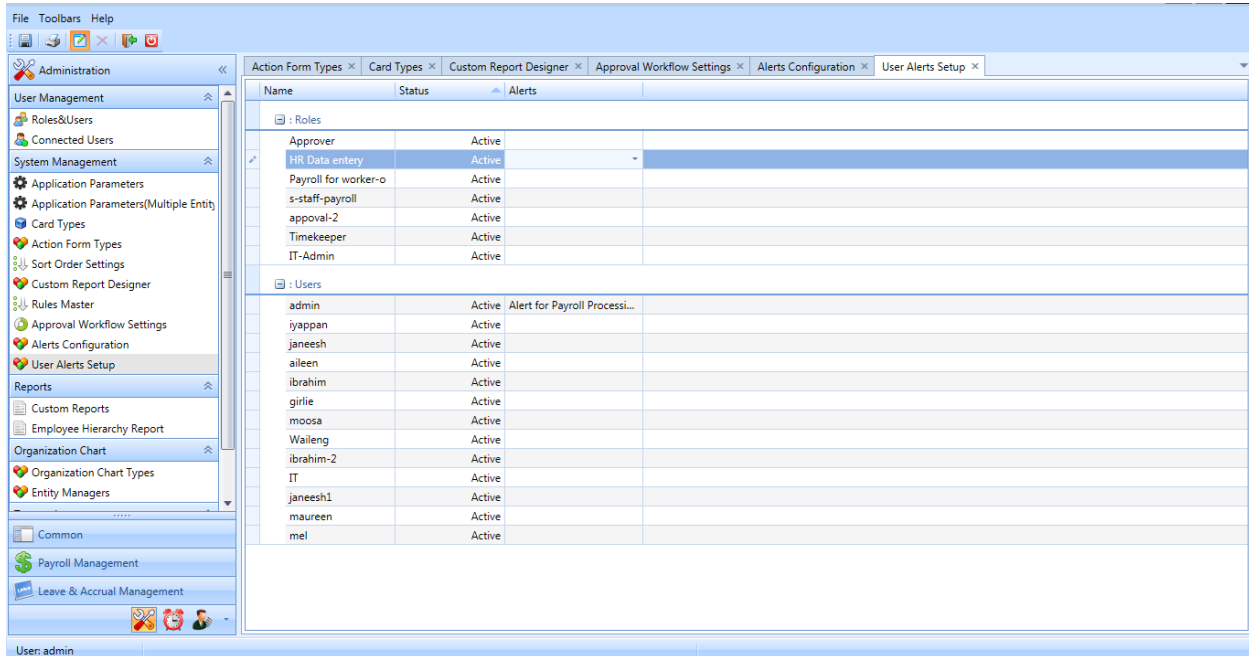


| Alert Description | Active | Alert Method | Alert Frequency |
|------------------------------|-------------------------------------|--------------|--|
| Alert for Payroll Processing | <input checked="" type="checkbox"/> | Pop-up;Email | Sunday;Monday;Tuesday;Wednesday;Thurs... |

| Alerts Configuration Details | | | | |
|------------------------------|-------------|-----------|-------------------------|-----------------|
| Personal Record | Field Name | Alert For | Alert Notification Days | Alert Frequency |
| UAE Documents | Expiry Date | | 10 | |

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.



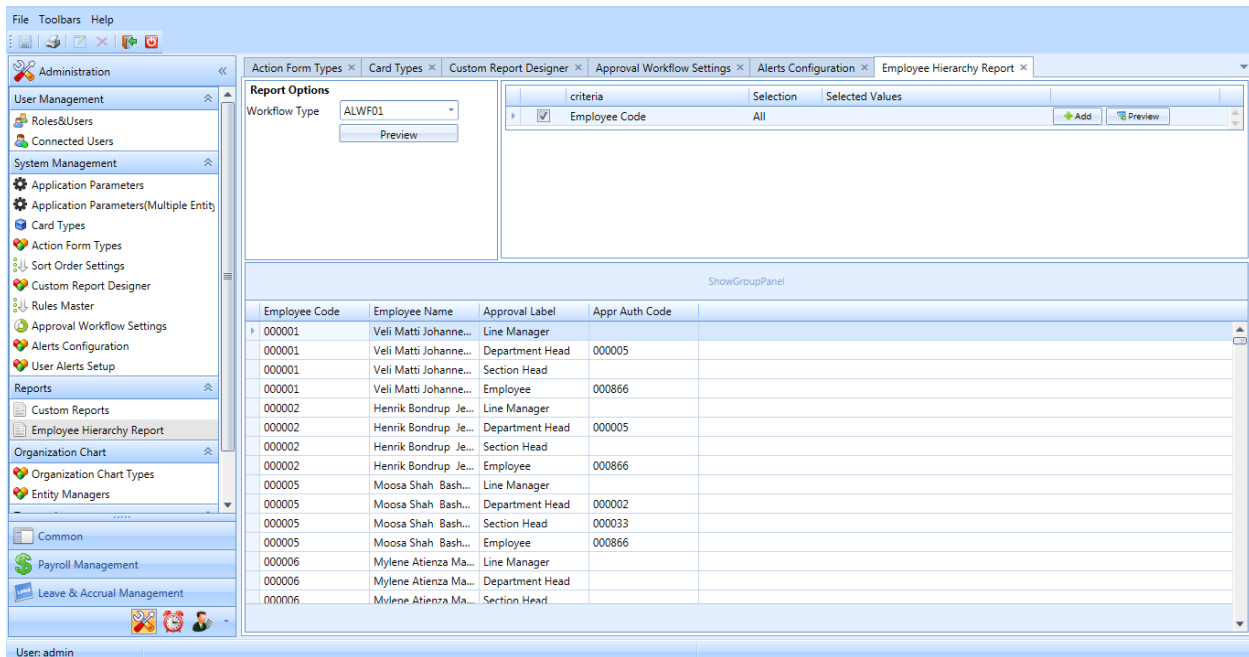
The screenshot shows the 'User Alerts Setup' configuration window. The left sidebar contains navigation options like Administration, User Management, System Management, Reports, Organization Chart, and Common. The main area displays a table with columns: Name, Status, Alerts, and a dropdown menu. The table is divided into two sections: Roles and Users.

| Name | Status | Alerts | |
|----------------------|--------|------------------------------|--|
| Roles | | | |
| Approver | Active | | |
| HR Data entry | Active | | |
| Payroll for worker-o | Active | | |
| s-staff-payroll | Active | | |
| approval-2 | Active | | |
| Timekeeper | Active | | |
| IT-Admin | Active | | |
| Users | | | |
| admin | Active | Alert for Payroll Process... | |
| iyappan | Active | | |
| janeesh | Active | | |
| alleen | Active | | |
| ibrahim | Active | | |
| girlie | Active | | |
| moosa | Active | | |
| Walleng | Active | | |
| ibrahim-2 | Active | | |
| IT | Active | | |
| janeesh1 | Active | | |
| maureen | Active | | |
| mel | Active | | |

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:-



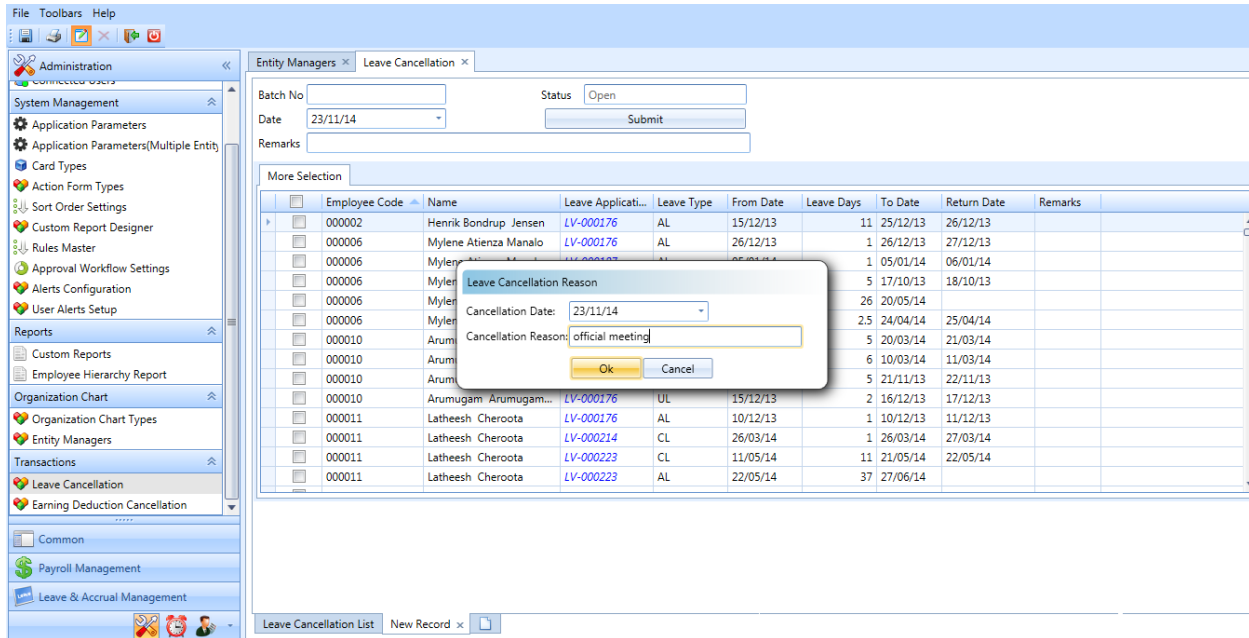
The screenshot shows the 'Employee Hierarchy Report' configuration window. The left sidebar contains navigation options like Administration, User Management, System Management, Reports, Organization Chart, and Common. The main area displays a table with columns: Employee Code, Employee Name, Approval Label, and Appr Auth Code. The table is divided into two sections: Report Options and a main data table.

| Employee Code | Employee Name | Approval Label | Appr Auth Code |
|---------------|-----------------------|-----------------|----------------|
| 000001 | Veli Matti Johanne... | Line Manager | |
| 000001 | Veli Matti Johanne... | Department Head | 000005 |
| 000001 | Veli Matti Johanne... | Section Head | |
| 000001 | Veli Matti Johanne... | Employee | 000866 |
| 000002 | Henrik Bondrup Je... | Line Manager | |
| 000002 | Henrik Bondrup Je... | Department Head | 000005 |
| 000002 | Henrik Bondrup Je... | Section Head | |
| 000002 | Henrik Bondrup Je... | Employee | 000866 |
| 000005 | Moosa Shah Bash... | Line Manager | |
| 000005 | Moosa Shah Bash... | Department Head | 000002 |
| 000005 | Moosa Shah Bash... | Section Head | 000033 |
| 000005 | Moosa Shah Bash... | Employee | 000866 |
| 000006 | Mylene Atienza Ma... | Line Manager | |
| 000006 | Mylene Atienza Ma... | Department Head | |
| 000006 | Mylene Atienza Ma... | Section Head | |

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 is 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.



The screenshot shows the 'Leave Cancellation' window in HR Works. The left sidebar contains a navigation menu with categories like Administration, System Management, Reports, Organization Chart, Transactions, Common, Payroll Management, and Leave & Accrual Management. The 'Leave Cancellation' option is selected under Transactions.

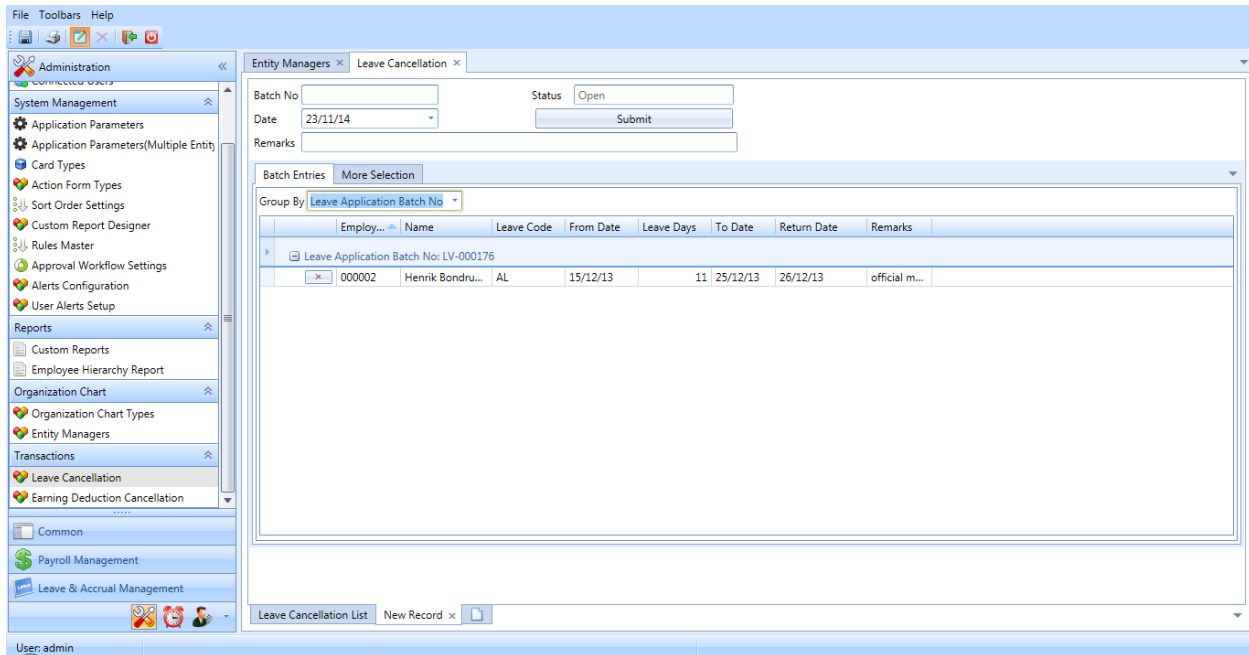
The main window has a header 'Entity Managers Leave Cancellation'. It includes fields for 'Batch No', 'Status' (set to 'Open'), 'Date' (23/11/14), and a 'Submit' button. Below these is a 'Remarks' field.

A 'More Selection' button is visible above a table of leave applications. The table has columns: Employee Code, Name, Leave Application..., Leave Type, From Date, Leave Days, To Date, Return Date, and Remarks. The data is as follows:

| Employee Code | Name | Leave Application... | Leave Type | From Date | Leave Days | To Date | Return Date | Remarks |
|---------------|-----------------------|----------------------|------------|-----------|------------|----------|-------------|---------|
| 000002 | Henrik Bondrup Jensen | LV-000176 | AL | 15/12/13 | 11 | 25/12/13 | 26/12/13 | |
| 000006 | Mylene Atienza Manalo | LV-000176 | AL | 26/12/13 | 1 | 26/12/13 | 27/12/13 | |
| 000006 | Mylene Atienza Manalo | LV-000176 | AL | 05/01/14 | 1 | 05/01/14 | 06/01/14 | |
| 000006 | Mylene Atienza Manalo | LV-000176 | AL | 17/10/13 | 5 | 17/10/13 | 18/10/13 | |
| 000006 | Mylene Atienza Manalo | LV-000176 | AL | 20/05/14 | 26 | 20/05/14 | 25/04/14 | |
| 000006 | Mylene Atienza Manalo | LV-000176 | AL | 24/04/14 | 2.5 | 24/04/14 | 25/04/14 | |
| 000010 | Arumugam Arumugam... | LV-000176 | UL | 20/03/14 | 5 | 20/03/14 | 21/03/14 | |
| 000010 | Arumugam Arumugam... | LV-000176 | UL | 10/03/14 | 6 | 10/03/14 | 11/03/14 | |
| 000010 | Arumugam Arumugam... | LV-000176 | UL | 21/11/13 | 5 | 21/11/13 | 22/11/13 | |
| 000010 | Arumugam Arumugam... | LV-000176 | UL | 16/12/13 | 2 | 16/12/13 | 17/12/13 | |
| 000011 | Latheesh Cheroota | LV-000176 | AL | 10/12/13 | 1 | 10/12/13 | 11/12/13 | |
| 000011 | Latheesh Cheroota | LV-000214 | CL | 26/03/14 | 1 | 26/03/14 | 27/03/14 | |
| 000011 | Latheesh Cheroota | LV-000223 | CL | 11/05/14 | 11 | 21/05/14 | 22/05/14 | |
| 000011 | Latheesh Cheroota | LV-000223 | AL | 22/05/14 | 37 | 27/06/14 | | |

A modal dialog titled 'Leave Cancellation Reason' is open, showing 'Cancellation Date' as 23/11/14 and 'Cancellation Reason' as 'official meeting'. It has 'Ok' and 'Cancel' buttons.

At the bottom, there are buttons for 'Leave Cancellation List' and 'New Record'.



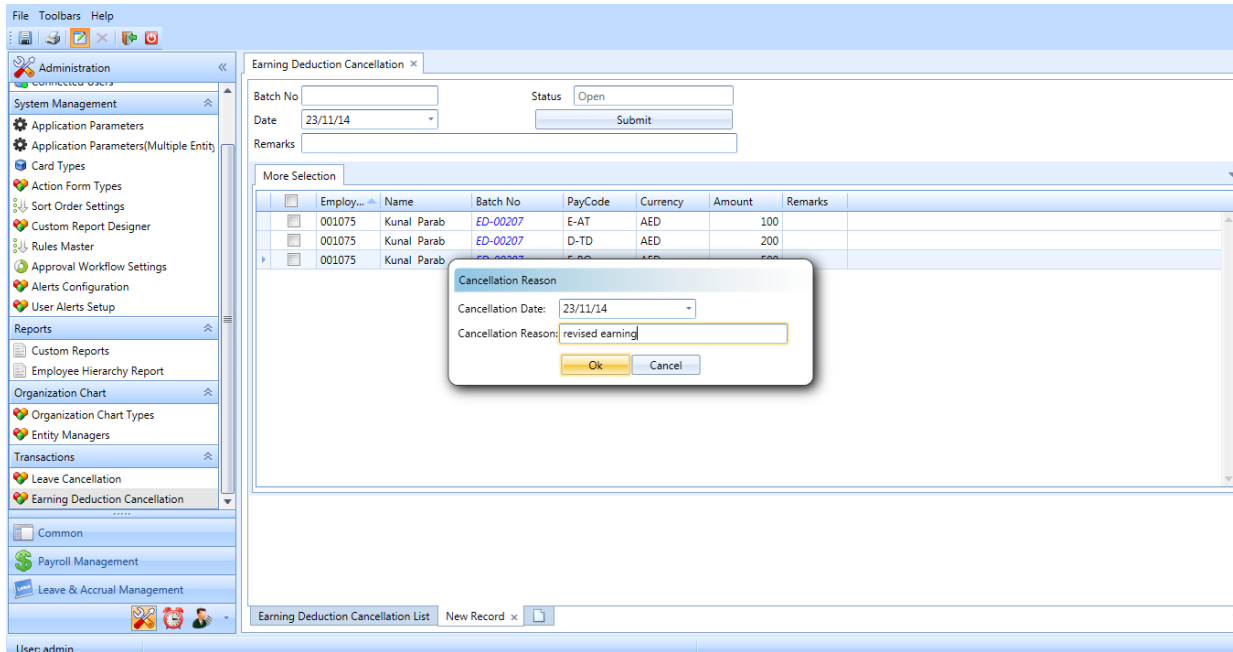
This screenshot shows the same 'Leave Cancellation' window, but with a filtered view. The 'Batch Entries' section is active, and the 'Group By' dropdown is set to 'Leave Application Batch No'. The table below shows only the entries for batch LV-000176.

| Employ... | Name | Leave Code | From Date | Leave Days | To Date | Return Date | Remarks |
|-----------|------------------|------------|-----------|------------|----------|-------------|---------------|
| 000002 | Henrik Bondru... | AL | 15/12/13 | 11 | 25/12/13 | 26/12/13 | official m... |

The bottom of the window shows the 'User: admin' status.

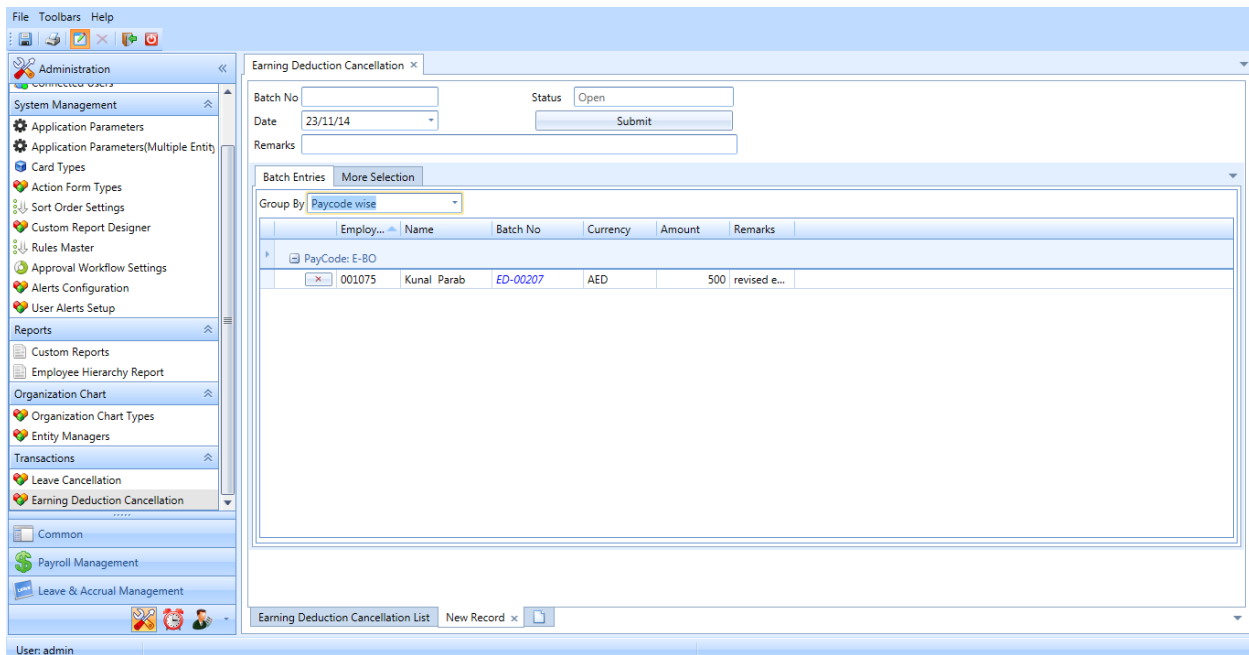
3.2.4.2. Earning Deduction Cancellation

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:-



The screenshot shows the 'Earning Deduction Cancellation' window. The 'Batch No' is 23/11/14 and the 'Status' is 'Open'. A 'Submit' button is visible. Below the form is a table with columns: Employ..., Name, Batch No, PayCode, Currency, Amount, Remarks. The table contains three rows for employee Kunal Parab with Batch No ED-00207 and PayCodes E-AT, D-TD, and E-BO. A modal dialog titled 'Cancellation Reason' is open, showing 'Cancellation Date: 23/11/14' and 'Cancellation Reason: revised earning'. The dialog has 'Ok' and 'Cancel' buttons.

| Employ... | Name | Batch No | PayCode | Currency | Amount | Remarks |
|-----------|-------------|----------|---------|----------|--------|---------|
| 001075 | Kunal Parab | ED-00207 | E-AT | AED | 100 | |
| 001075 | Kunal Parab | ED-00207 | D-TD | AED | 200 | |
| 001075 | Kunal Parab | ED-00207 | E-BO | AED | 500 | |



The screenshot shows the 'Earning Deduction Cancellation' window with the 'Batch Entries' tab selected. The 'Group By' dropdown is set to 'Paycode wise'. The table shows a single entry for employee Kunal Parab with Batch No ED-00207, PayCode E-BO, Currency AED, and Amount 500. The 'Remarks' column contains 'revised e...'. The 'Status' is 'Open' and the 'Date' is 23/11/14.

| Employ... | Name | Batch No | Currency | Amount | Remarks |
|-----------|-------------|----------|----------|--------|--------------|
| 001075 | Kunal Parab | ED-00207 | AED | 500 | revised e... |

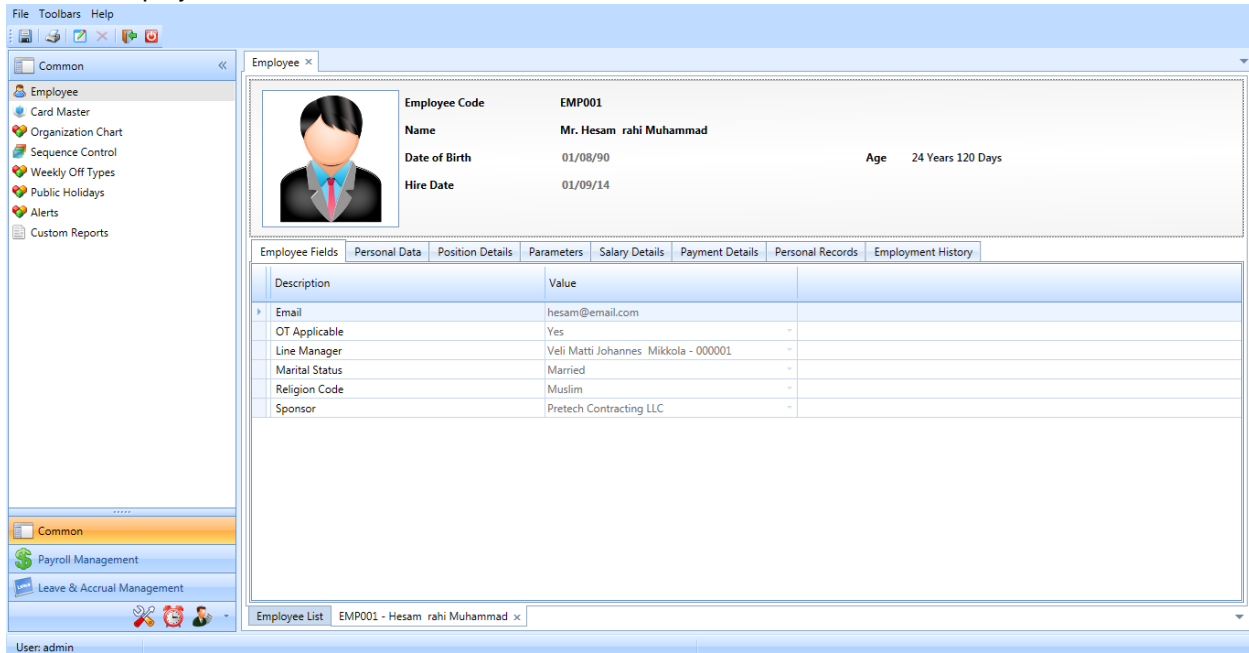
3.3 Common

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



The screenshot shows the 'Employee Master' form with the 'Employee Fields' tab selected. The form displays the following information:

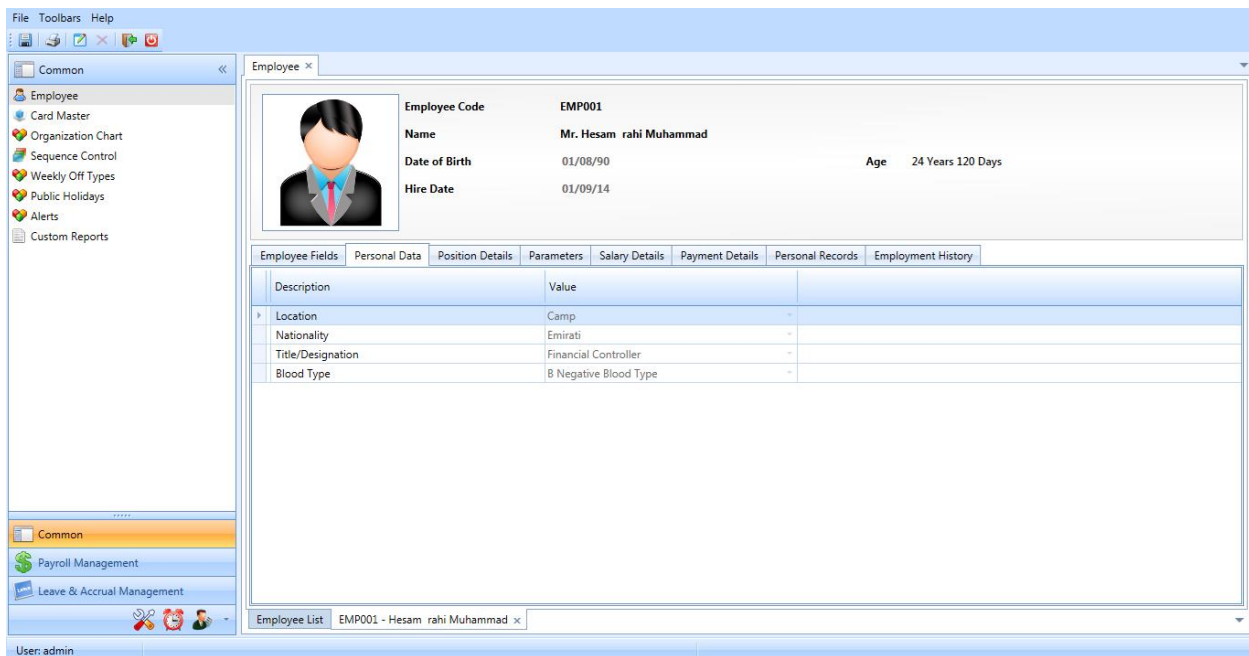
- Employee Code:** EMP001
- Name:** Mr. Hesam rahi Muhammad
- Date of Birth:** 01/08/90
- Age:** 24 Years 120 Days
- Hire Date:** 01/09/14

The 'Employee Fields' tab contains a table with the following data:

| Description | Value |
|----------------|--------------------------------------|
| Email | hesam@email.com |
| OT Applicable | Yes |
| Line Manager | Veli Matti Johannes Mikkola - 000001 |
| Marital Status | Married |
| Religion Code | Muslim |
| Sponsor | Pretech Contracting LLC |

The form also includes a sidebar with navigation options: Common, Employee, Card Master, Organization Chart, Sequence Control, Weekly Off Types, Public Holidays, Alerts, and Custom Reports. The bottom status bar shows 'User: admin'.

TAB Personal Data



The screenshot shows the 'Employee Master' form with the 'Personal Data' tab selected. The form displays the following information:

- Employee Code:** EMP001
- Name:** Mr. Hesam rahi Muhammad
- Date of Birth:** 01/08/90
- Age:** 24 Years 120 Days
- Hire Date:** 01/09/14

The 'Personal Data' tab contains a table with the following data:

| Description | Value |
|-------------------|-----------------------|
| Location | Camp |
| Nationality | Emirati |
| Title/Designation | Financial Controller |
| Blood Type | B Negative Blood Type |

The form also includes a sidebar with navigation options: Common, Employee, Card Master, Organization Chart, Sequence Control, Weekly Off Types, Public Holidays, Alerts, and Custom Reports. The bottom status bar shows 'User: admin'.

TAB Position Details

File Toolbars Help

Common Employee Card Master Organization Chart Sequence Control Weekly Off Types Public Holidays Alerts Custom Reports

Employee *

Employee Code EMP001

Name Mr. Hesam rahi Muhammad

Date of Birth 01/08/90 Age 24 Years 120 Days

Hire Date 01/09/14

Employee Fields Personal Data Position Details Parameters Salary Details Payment Details Personal Records Employment History

| Description | Value |
|----------------|--------------------------|
| Department | Finance |
| Company | Pretech Contracting LLC |
| Cost Category | COS/NON FACTORY |
| Cost Centre | Shop Floor - Cost Centre |
| Job Class | Management I |
| Job Group | Senior Management |
| OT Category | Fixed Rate |
| Section | Batching Plant |
| Staff Category | Staff |
| Sub-Department | Finance |

Employee List EMP001 - Hesam rahi Muhammad x

User: admin

TAB Parameters

File Toolbars Help

Common Employee Card Master Organization Chart Sequence Control Weekly Off Types Public Holidays Alerts Custom Reports

Employee *

Employee Code EMP001

Name Mr. Hesam rahi Muhammad

Date of Birth 01/08/90 Age 24 Years 120 Days

Hire Date 01/09/14

Employee Fields Personal Data Position Details Parameters Salary Details Payment Details Personal Records Employment History

| Description | Value | Default Value |
|--|-------|-----------------------------|
| Schemes for Password Protection in Payslip | | |
| Ticket Destination | | None |
| Weekly Off Type | | FRI-SAT |
| Ticket Frequency | | Yearly |
| Vacation Scheme | | AV - Annual Vacation Scheme |

Employee List EMP001 - Hesam rahi Muhammad x

User: admin

TAB Salary Details

File Toolbars Help

Common Employee x

Employee Code EMP001
 Name Mr. Hesam rahi Muhammad
 Date of Birth 01/08/90 Age 24 Years 120 Days
 Hire Date 01/09/14

Employee Fields Personal Data Position Details Parameters Salary Details Payment Details Personal Records Employment History

View History

| Pay Code | Value | Pay Type | Currency | Pay Amount |
|----------|---------|----------------|----------|------------|
| BASIC | Basic | Monthly Amount | AED | 4,000.00 |
| E-HRA | Housing | Monthly Amount | AED | 1,000.00 |

Total Salary (AED) : 5,000.00

Employee List EMP001 - Hesam rahi Muhammad x

User: admin

TAB Payment Details

File Toolbars Help

Common Employee x

Employee Code EMP001
 Name Mr. Hesam rahi Muhammad
 Date of Birth 01/08/90 Age 24 Years 120 Days
 Hire Date 01/09/14

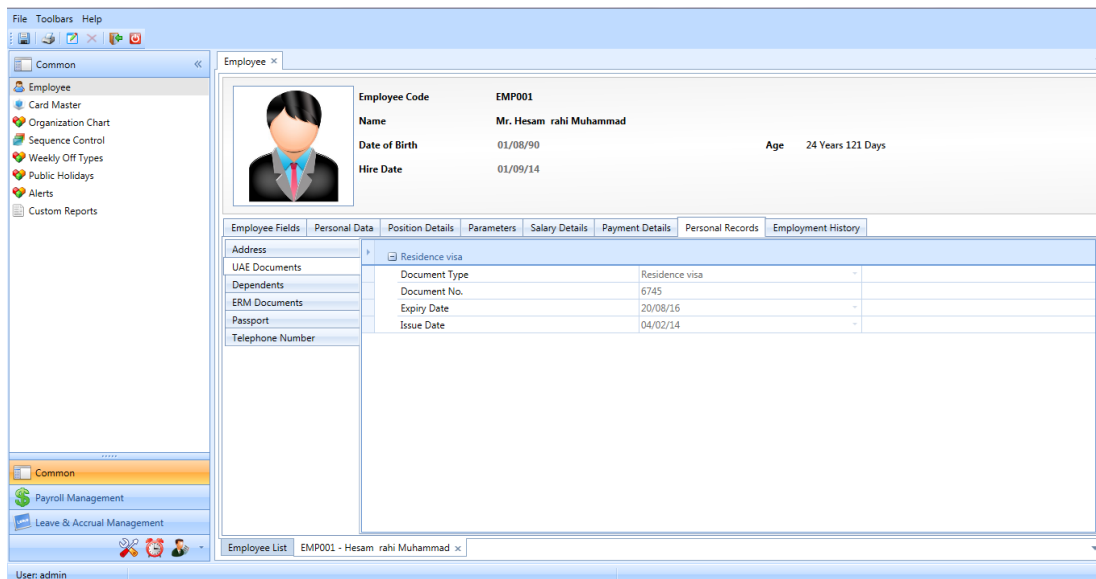
Employee Fields Personal Data Position Details Parameters Salary Details Payment Details Personal Records Employment History

| Description | Value |
|---------------|-------|
| Payment Mode | - |
| Employee Bank | - |
| Payment Bank | - |

Employee List EMP001 - Hesam rahi Muhammad x

User: admin

TAB Personal Records



File Toolbars Help

Common Employee Card Master Organization Chart Sequence Control Weekly Off Types Public Holidays Alerts Custom Reports

Employee Code EMP001

Name Mr. Hesam rahi Muhammad

Date of Birth 01/08/90 Age 24 Years 121 Days

Hire Date 01/09/14

Employee Fields Personal Data Position Details Parameters Salary Details Payment Details Personal Records Employment History

Address Residence visa

UAE Documents Document Type Residence visa

Dependents Document No. 6745

ERM Documents Expiry Date 20/08/16

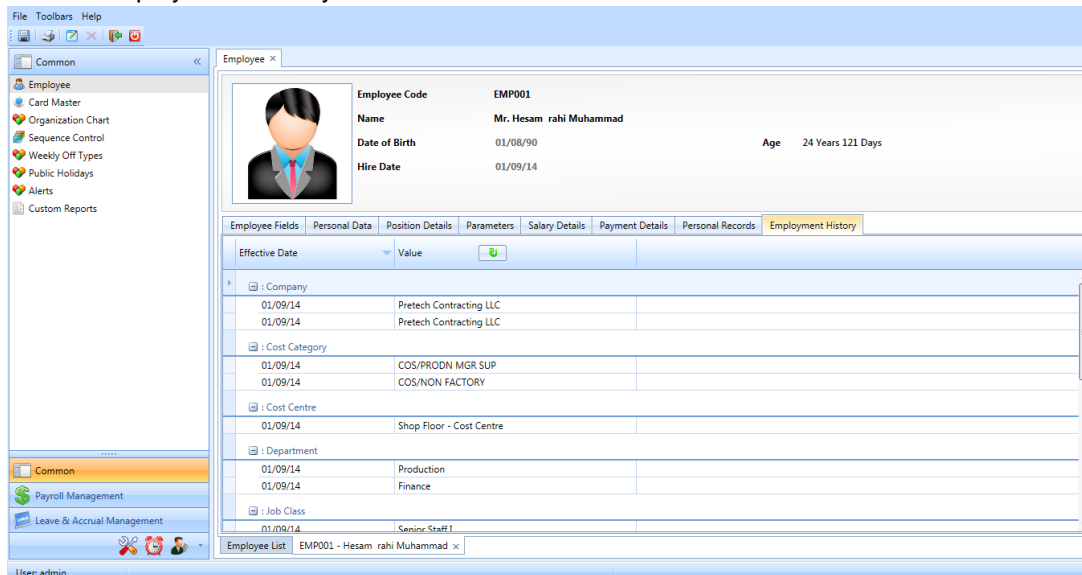
Passport Issue Date 04/02/14

Telephone Number

Employee List EMP001 - Hesam rahi Muhammad

User: admin

TAB Employment History



File Toolbars Help

Common Employee Card Master Organization Chart Sequence Control Weekly Off Types Public Holidays Alerts Custom Reports

Employee Code EMP001

Name Mr. Hesam rahi Muhammad

Date of Birth 01/08/90 Age 24 Years 121 Days

Hire Date 01/09/14

Employee Fields Personal Data Position Details Parameters Salary Details Payment Details Personal Records Employment History

Effective Date Value

Company

01/09/14 Pretech Contracting LLC

01/09/14 Pretech Contracting LLC

Cost Category

01/09/14 COS/PRODN MGR SUP

01/09/14 COS/NON FACTORY

Cost Centre

01/09/14 Shop Floor - Cost Centre

Department

01/09/14 Production

01/09/14 Finance

Job Class

01/09/14 Senior Staff 1

Employee List EMP001 - Hesam rahi Muhammad

User: admin

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

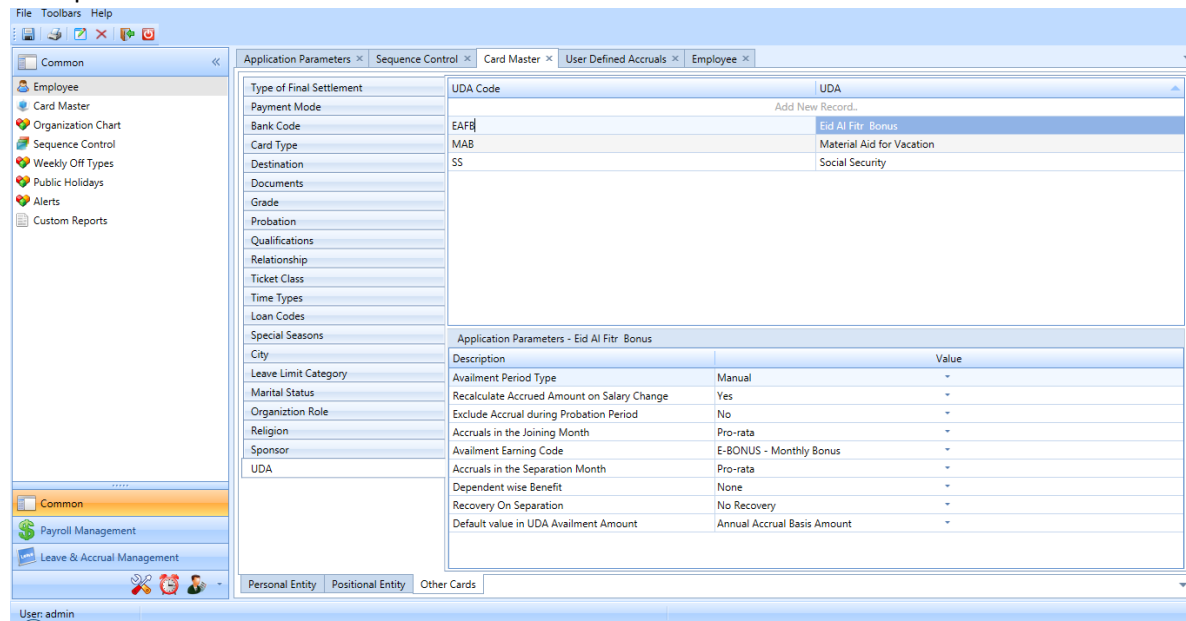
Parameters defined under this tab can be populated in Personal Entity tab in employee master and its value can be changed only through “payroll action form”.

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.



The screenshot displays the 'Employee' tab in the HR Works software. The interface includes a menu on the left with options like 'Employee', 'Card Master', 'Organization Chart', 'Sequence Control', 'Weekly Off Types', 'Public Holidays', 'Alerts', and 'Custom Reports'. The main area is divided into two sections: 'Application Parameters' and 'Application Parameters - Eid Al Fitr Bonus'.

Application Parameters

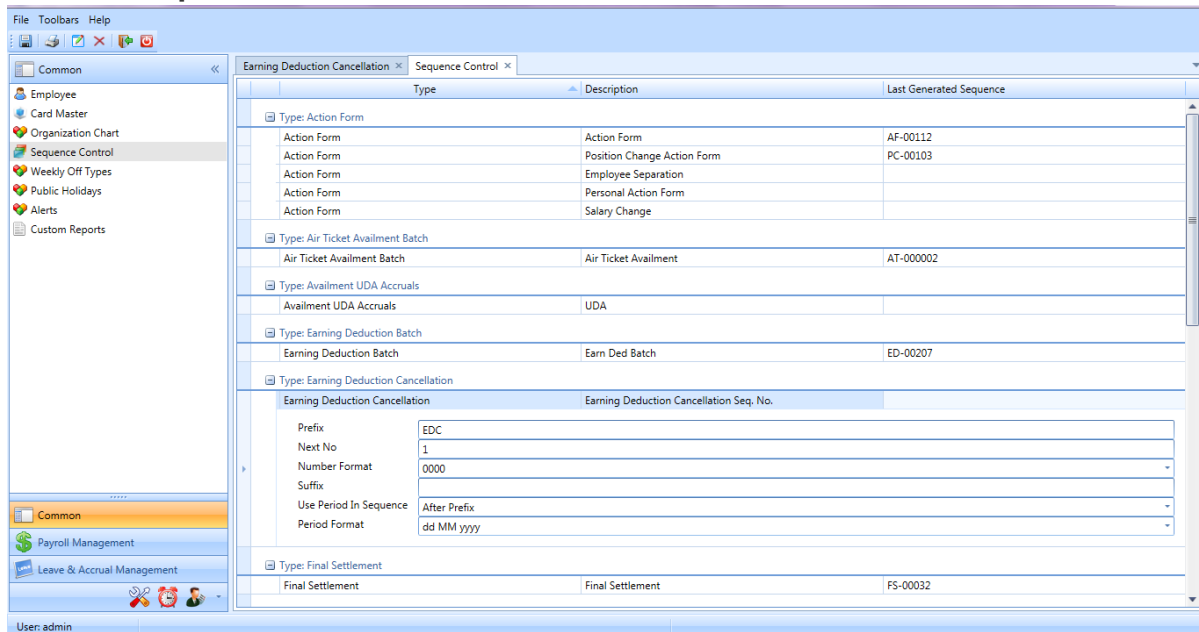
| Parameter | Value |
|--------------------------|----------|
| Type of Final Settlement | UDA Code |
| Payment Mode | UDA |
| Bank Code | EAFB |
| Card Type | MAB |
| Destination | SS |
| Documents | |
| Grade | |
| Probation | |
| Qualifications | |
| Relationship | |
| Ticket Class | |
| Time Types | |
| Loan Codes | |
| Special Seasons | |
| City | |
| Leave Limit Category | |
| Marital Status | |
| Organization Role | |
| Religion | |
| Sponsor | |
| UDA | |

Application Parameters - Eid Al Fitr Bonus

| Description | Value |
|---|-----------------------------|
| Availment Period Type | Manual |
| Recalculate Accrued Amount on Salary Change | Yes |
| Exclude Accrual during Probation Period | No |
| Accruals in the Joining Month | Pro-rata |
| Availment Earning Code | E-BONUS - Monthly Bonus |
| Accruals in the Separation Month | Pro-rata |
| Dependent wise Benefit | None |
| Recovery On Separation | No Recovery |
| Default value in UDA Availment Amount | Annual Accrual Basis Amount |

The bottom of the screen shows the 'User: admin' status and navigation tabs for 'Personal Entity', 'Positional Entity', and 'Other Cards'.

3.3.1.3. Sequence Control

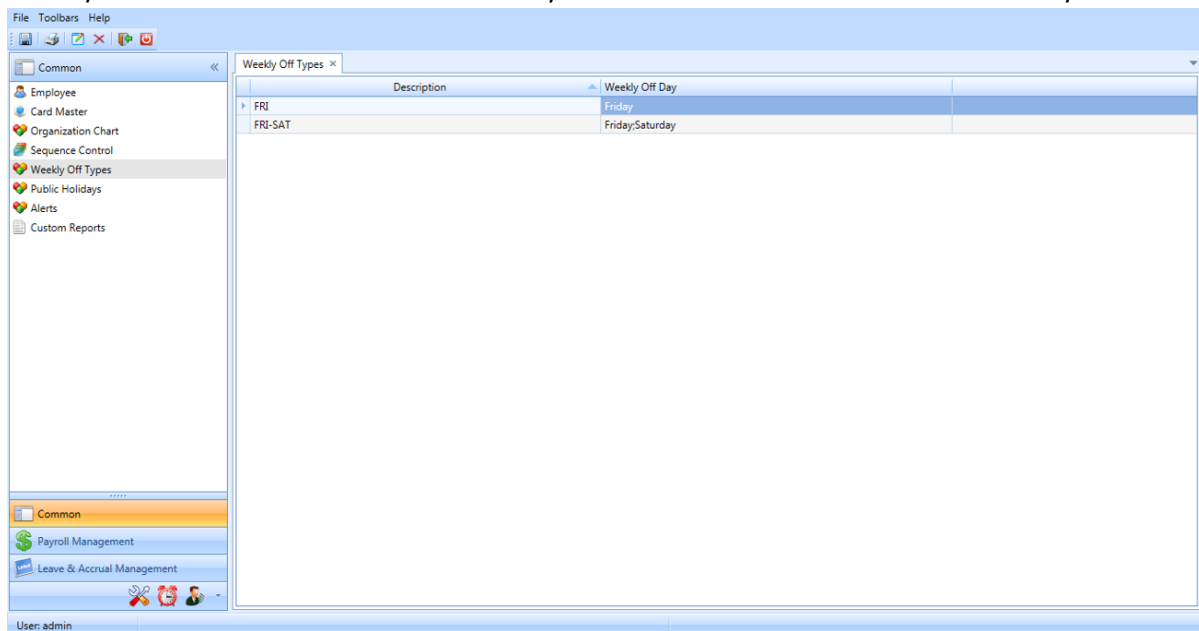


The screenshot shows the 'Sequence Control' window with the following data:

| Type | Description | Last Generated Sequence |
|---|-----------------------------|--|
| Type: Action Form | | |
| Action Form | Action Form | AF-00112 |
| Action Form | Position Change Action Form | PC-00103 |
| Action Form | Employee Separation | |
| Action Form | Personal Action Form | |
| Action Form | Salary Change | |
| Type: Air Ticket Availment Batch | | |
| Air Ticket Availment Batch | Air Ticket Availment | AT-000002 |
| Type: Availment UDA Accruals | | |
| Availment UDA Accruals | UDA | |
| Type: Earning Deduction Batch | | |
| Earning Deduction Batch | Earn Ded Batch | ED-00207 |
| Type: Earning Deduction Cancellation | | |
| Earning Deduction Cancellation | | Earning Deduction Cancellation Seq. No. |
| Prefix | EDC | |
| Next No | 1 | |
| Number Format | 0000 | |
| Suffix | | |
| Use Period In Sequence | After Prefix | |
| Period Format | dd MM yyyy | |
| Type: Final Settlement | | |
| Final Settlement | Final Settlement | FS-00032 |

3.3.1.4. Weekly Off Types

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

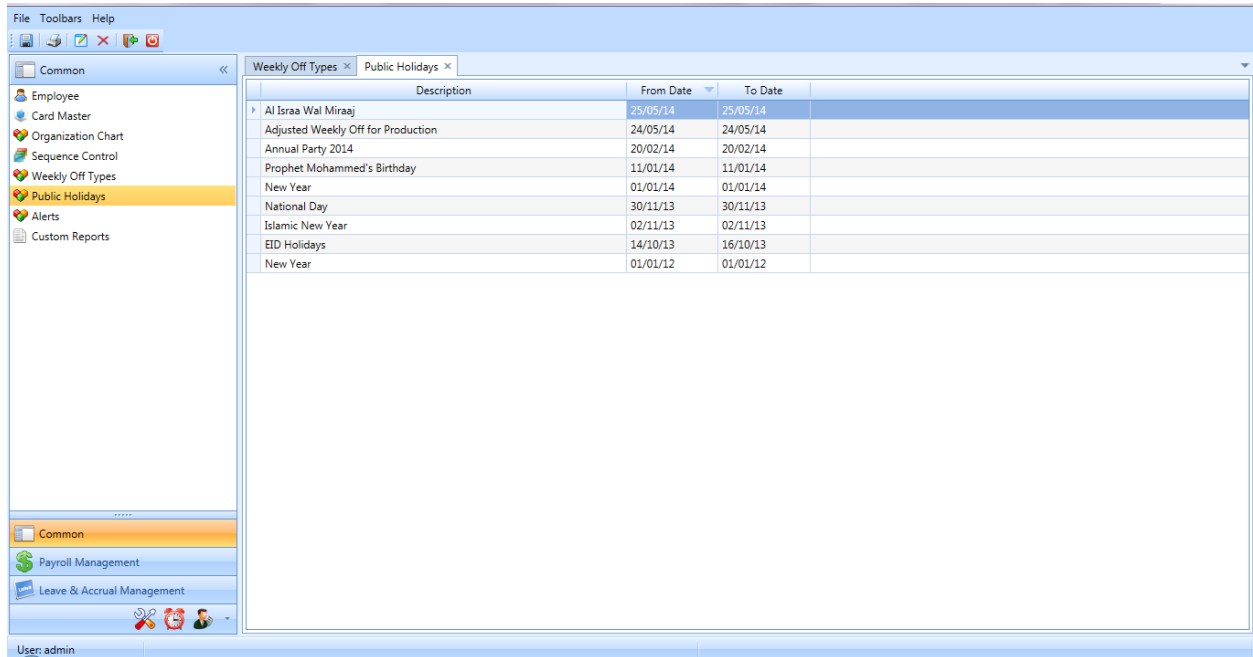


The screenshot shows the 'Weekly Off Types' window with the following data:

| Description | Weekly Off Day |
|-------------|-----------------|
| FRI | Friday |
| FRI-SAT | Friday:Saturday |

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

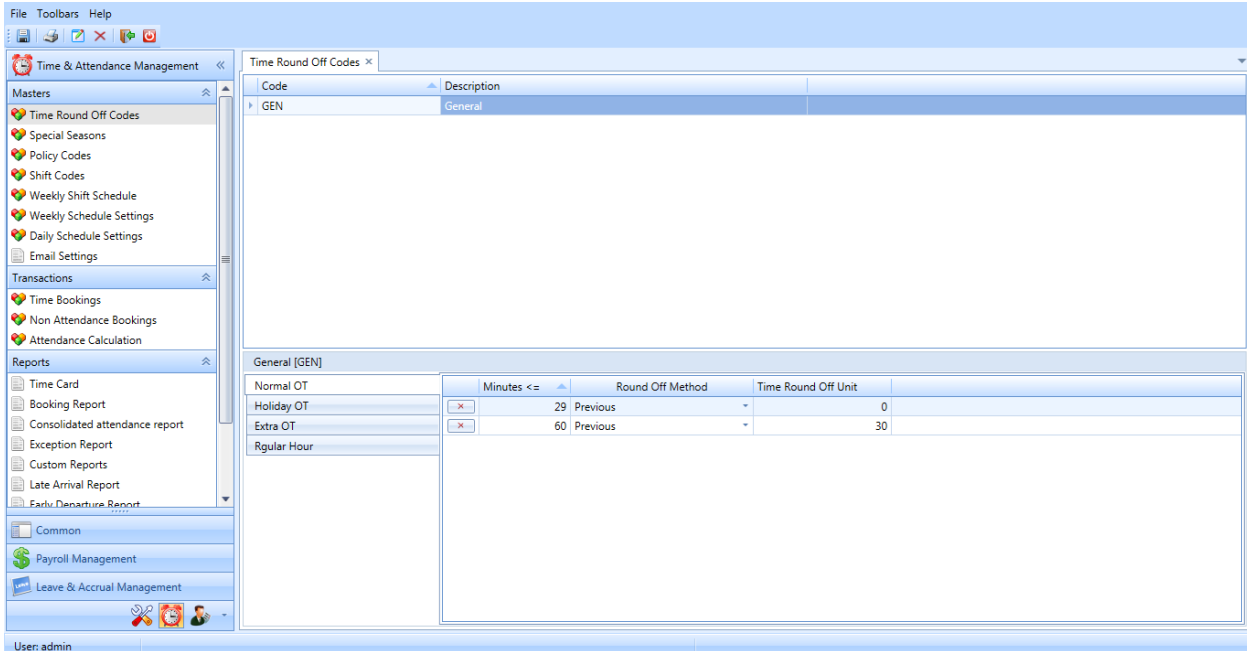
Any alerts created in the system can be viewed through this screen.

3.4 Time and Attendance Management

3.4.1. Master Data

3.4.1.1. Time Round Off Codes

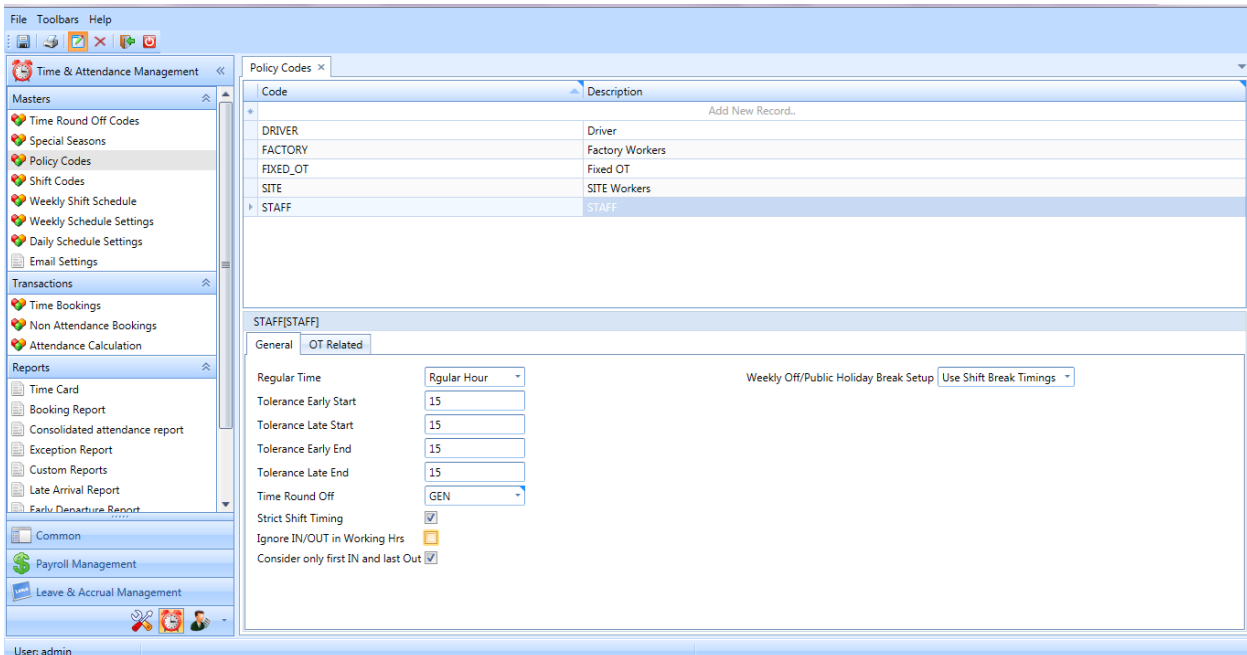
Time round off code can be defined in system and can be used to apply the rounding off of time in duty time calculation.



The screenshot shows the 'Time Round Off Codes' configuration window. The left sidebar contains a tree view with categories: Masters (Time Round Off Codes, Special Seasons, Policy Codes, Shift Codes, Weekly Shift Schedule, Weekly Schedule Settings, Daily Schedule Settings, Email Settings), Transactions (Time Bookings, Non Attendance Bookings, Attendance Calculation), and Reports (Time Card, Booking Report, Consolidated attendance report, Exception Report, Custom Reports, Late Arrival Report, Early Departure Report). The main area is titled 'Time Round Off Codes' and contains a table with columns 'Code' and 'Description'. A single record is visible: 'GEN' with description 'General'. Below this, a section titled 'General [GEN]' contains a table with columns: 'Normal OT', 'Minutes <= ', 'Round Off Method', and 'Time Round Off Unit'. The data rows are: 'Holiday OT' with '29' minutes and 'Previous' method, resulting in a '0' unit; 'Extra OT' with '60' minutes and 'Previous' method, resulting in a '30' unit; and 'Regular Hour'.

3.4.1.2. Policy Codes

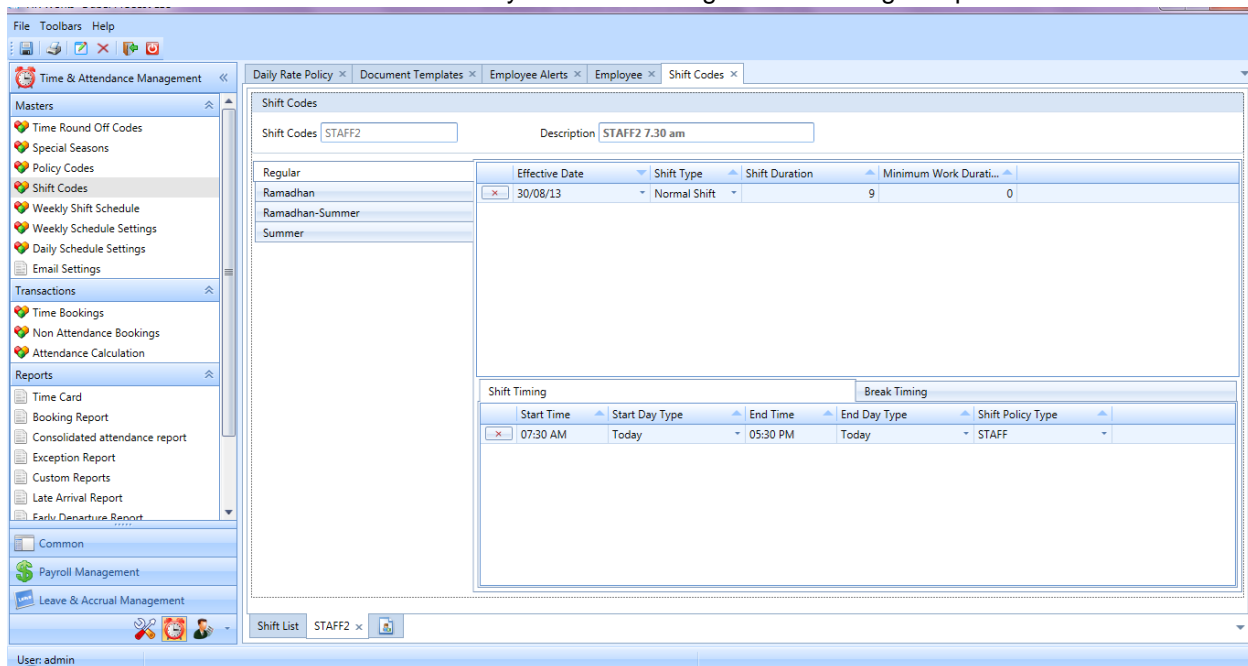
Policy for shift will be defined in the system. Various policies with respect to tolerance, overtime related, etc. can be defined in this screen.



The screenshot shows the 'Policy Codes' configuration window. The left sidebar is identical to the previous screen. The main area is titled 'Policy Codes' and contains a table with columns 'Code' and 'Description'. A single record is visible: 'STAFF' with description 'STAFF'. Below this, a section titled 'STAFF[STAFF]' contains a 'General' tab and an 'OT Related' tab. The 'General' tab has fields for 'Regular Time' (set to 'Regular Hour'), 'Tolerance Early Start' (15), 'Tolerance Late Start' (15), 'Tolerance Early End' (15), 'Tolerance Late End' (15), 'Time Round Off' (set to 'GEN'), 'Strict Shift Timing' (checked), 'Ignore IN/OUT in Working Hrs' (unchecked), and 'Consider only first IN and last Out' (checked). A 'Weekly Off/Public Holiday Break Setup' section is also visible with a 'Use Shift Break Timings' dropdown.

3.4.1.3. Shift Codes

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



Shift Codes

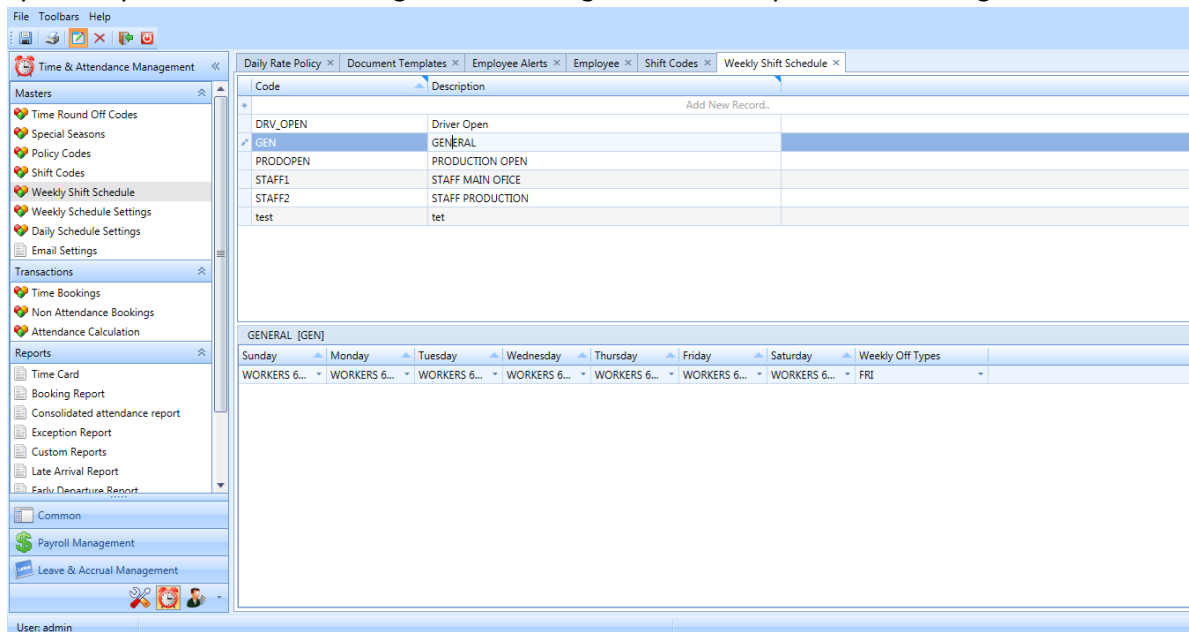
| Shift Codes | Description | Effective Date | Shift Type | Shift Duration | Minimum Work Duration |
|-------------|----------------|----------------|--------------|----------------|-----------------------|
| STAFF2 | STAFF2 7:30 am | 30/08/13 | Normal Shift | 9 | 0 |

Shift Timing

| Start Time | Start Day Type | End Time | End Day Type | Shift Policy Type |
|------------|----------------|----------|--------------|-------------------|
| 07:30 AM | Today | 05:30 PM | Today | STAFF |

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.



Weekly Shift Schedule

| Code | Description | Weekly Off Types |
|-----------|-------------------|------------------|
| DRV_OPEN | Driver Open | |
| GEN | GENERAL | |
| PRODOOPEN | PRODUCTION OPEN | |
| STAFF1 | STAFF MAIN OFFICE | |
| STAFF2 | STAFF PRODUCTION | |
| test | tet | |

Weekly Off Types

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| WORKERS 6... | WORKERS 6... | WORKERS 6... | WORKERS 6... | WORKERS 6... | WORKERS 6... | WORKERS 6... |

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.

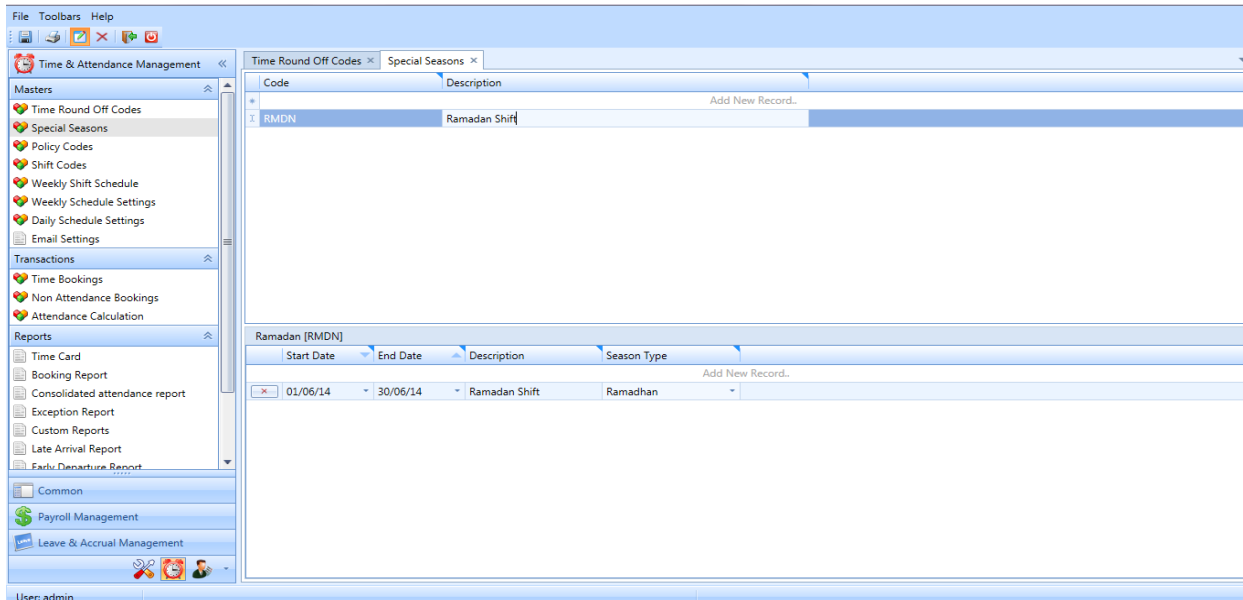
3.4.1.6. Daily Schedule Settings

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.



The screenshot displays the 'Special Seasons' configuration screen. The left sidebar contains a tree view with categories: Masters (Time Round Off Codes, Special Seasons, Policy Codes, Shift Codes, Weekly Shift Schedule, Weekly Schedule Settings, Daily Schedule Settings, Email Settings), Transactions (Time Bookings, Non Attendance Bookings, Attendance Calculation), and Reports (Time Card, Booking Report, Consolidated attendance report, Exception Report, Custom Reports, Late Arrival Report, Early Departure Report). The main window has tabs for 'Time Round Off Codes' and 'Special Seasons'. The 'Special Seasons' tab is active, showing a table with columns 'Code' and 'Description'. A record with Code 'RMDN' and Description 'Ramadan Shift' is listed. Below this, there is a section titled 'Ramadan [RMDN]' containing a table with columns 'Start Date', 'End Date', 'Description', and 'Season Type'. A record is shown with Start Date '01/06/14', End Date '30/06/14', Description 'Ramadan Shift', and Season Type 'Ramadhan'. The status bar at the bottom indicates 'User: admin'.

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:-

File Toolbars Help

Time & Attendance Management

Masters

- Time Round Off Codes
- Special Seasons
- Policy Codes
- Shift Codes
- Weekly Shift Schedule
- Weekly Schedule Settings
- Daily Schedule Settings
- Email Settings

Transactions

- Time Bookings
- Non Attendance Bookings
- Attendance Calculation

Reports

- Time Card
- Booking Report
- Consolidated attendance report
- Exception Report
- Custom Reports
- Late Arrival Report
- Farid Danachura Report

Common

Payroll Management

Leave & Accrual Management

User: admin

Time Bookings

criteria Selection Selected Values

Employee Code All Add

From Date 01/04/14 To Date 30/09/14 List Employees

| Code | Name |
|--------|------------------------------------|
| 000001 | Veli Matti Johannes Mikkola |
| 000002 | Henrik Bondrup Jensen |
| 000005 | Moosa Shah Basha Sheik |
| 000006 | Mylene Atienza Manalo |
| 000010 | Arumugam Arumugam Pillai |
| 000011 | Latheesh Cheroota |
| 000020 | Francisco Barba Octavo |
| 000030 | Mohammed Alamgir Mohammed Nur Baks |
| 000033 | Biju Varghese |
| 000034 | Lakhwinder Singh |
| 000036 | Rajesh Puthiyottu Kizhakkayil |
| 000037 | Janeesh Nanu Keloth |
| 000039 | Maneesh Kumar Kolorot Meethal |
| 000043 | Paramasivam Ovarasu Pillai |
| 000047 | Vineesh Kamalan |
| 000048 | Philip Mathlunkal John |
| 000050 | Rijo Chelakkadan Ouseph |
| 000052 | Stalin Augustine |
| 000054 | Sherin Palatty Poulouse |
| 000061 | Dinesh Cheruparambil Chandran |
| 000064 | Denny Puthussery Pappachan |

Employee List 000001 - Veli Matti Johannes Mikkola 000002 - Henrik Bondrup Jensen

File Toolbars Help

Time & Attendance Management

Masters

- Time Round Off Codes
- Special Seasons
- Policy Codes
- Shift Codes
- Weekly Shift Schedule
- Weekly Schedule Settings
- Daily Schedule Settings
- Email Settings

Transactions

- Time Bookings
- Non Attendance Bookings
- Attendance Calculation

Reports

- Time Card
- Booking Report
- Consolidated attendance report
- Exception Report
- Custom Reports
- Late Arrival Report
- Farid Danachura Report

Common

Payroll Management

Leave & Accrual Management

User: admin

Time Bookings

From Date 01/04/14 To Date 30/09/14 Display

| Transaction DateTime | Transaction Type | Machine ID | Remarks |
|----------------------|------------------|------------|-------------|
| Add New Record... | | | |
| 30/09/14 11:59:59 PM | IN | | Checked In |
| 30/09/14 11:59:59 PM | OUT | | Checked Out |

Employee List 000002 - Henrik Bondrup Jensen

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:-

File Toolbars Help

Time & Attendance Management

Masters

- Time Round Off Codes
- Special Seasons
- Policy Codes
- Shift Codes
- Weekly Shift Schedule
- Weekly Schedule Settings
- Daily Schedule Settings
- Email Settings

Transactions

- Time Bookings
- Non Attendance Bookings
- Attendance Calculation

Reports

- Time Card
- Booking Report
- Consolidated attendance report
- Exception Report
- Custom Reports
- Late Arrival Report
- Early Departure Report

Common

Payroll Management

Leave & Accrual Management

User: admin

EmpNonAttnBookings

criteria Selection Selected Values

Employee Code All Add

From Date 01/04/14 To Date 30/09/14 Category Meal Types List Employees

| Code | Name |
|--------|------------------------------------|
| 000001 | Veli Matti Johannes Mikkola |
| 000002 | Henrik Bondrup Jensen |
| 000005 | Moosa Shah Basha Sheik |
| 000006 | Mylene Atienza Manalo |
| 000010 | Arumugam Arumugam Pillai |
| 000011 | Latheesh Cheroota |
| 000020 | Francisco Barba Octavo |
| 000030 | Mohammed Alamgir Mohammed Nur Baks |
| 000033 | Biju Varghese |
| 000034 | Lakhwinder Singh |
| 000036 | Rajesh Puthiyottu Kizhakkayil |
| 000037 | Janeesh Nanu Keloth |
| 000039 | Maneesh Kumar Kolorot Meethal |
| 000043 | Paramasivam Ovarasu Pillai |
| 000047 | Vineesh Kamalan |
| 000048 | Philip Mathlunkal John |
| 000050 | Rijo Chelakkadan Ouseph |
| 000052 | Stalin Augustine |
| 000054 | Sherin Palatty Poullose |
| 000061 | Dinesh Cheruparambil Chandran |
| 000064 | Denny Puthussery Pappachan |

Employee List

File Toolbars Help

Time & Attendance Management

Masters

- Time Round Off Codes
- Special Seasons
- Policy Codes
- Shift Codes
- Weekly Shift Schedule
- Weekly Schedule Settings
- Daily Schedule Settings
- Email Settings

Transactions

- Time Bookings
- Non Attendance Bookings
- Attendance Calculation

Reports

- Time Card
- Booking Report
- Consolidated attendance report
- Exception Report
- Custom Reports
- Late Arrival Report
- Early Departure Report

Common

Payroll Management

Leave & Accrual Management

User: admin

EmpNonAttnBookings

From Date 01/04/14 To Date 30/09/14 Display

| Transaction DateTime | Transaction Type | Machine ID | Remarks |
|----------------------|------------------|------------|---------|
| Add New Record.. | | | |
| 30/09/14 1:59:59 AM | Break Fast | ACC001 | |
| 30/09/14 2:59:59 AM | Lunch | ACC001 | |

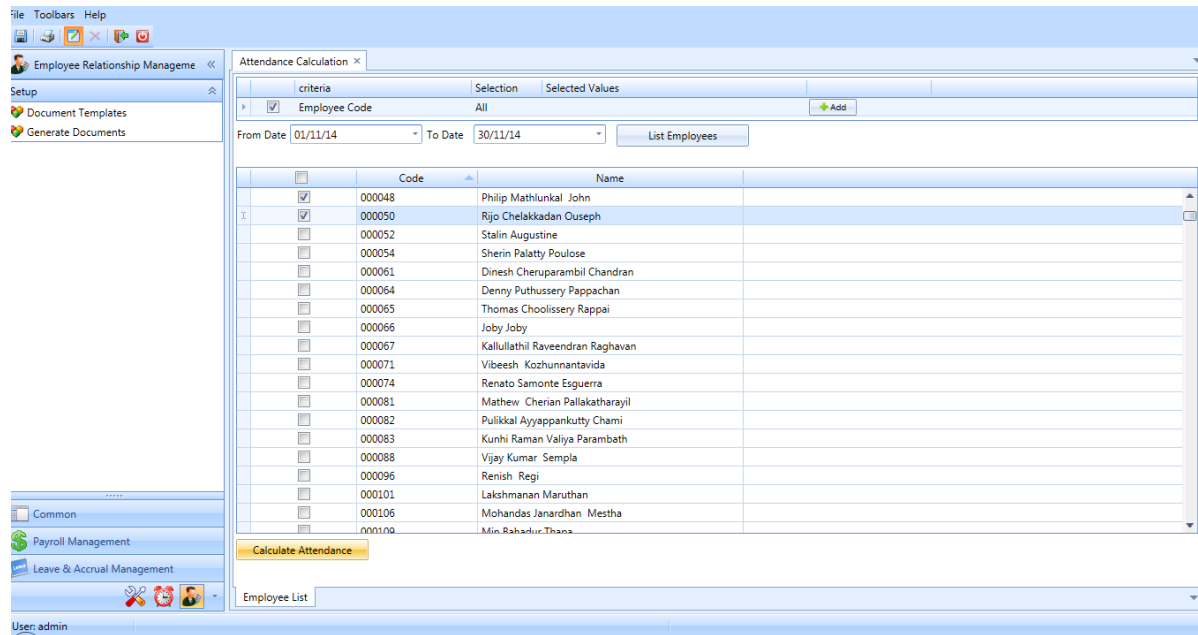
Employee List 000001 - Veli Matti Johannes Mikkola

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:-

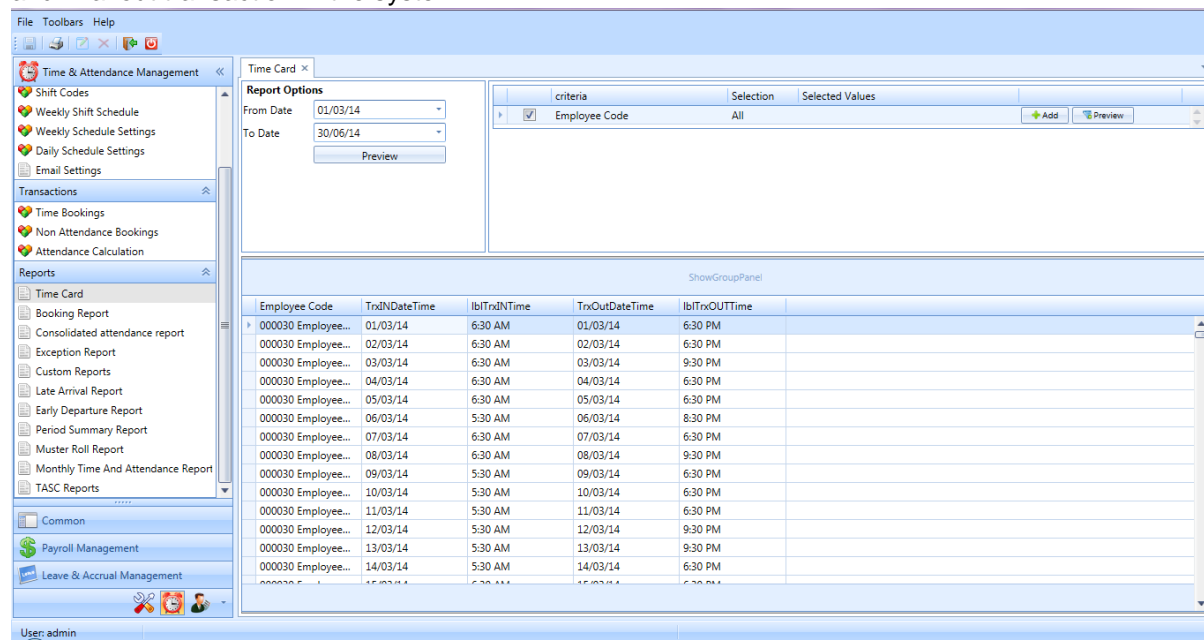


3.4.3. Reports

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

3.4.3.1. Time Card

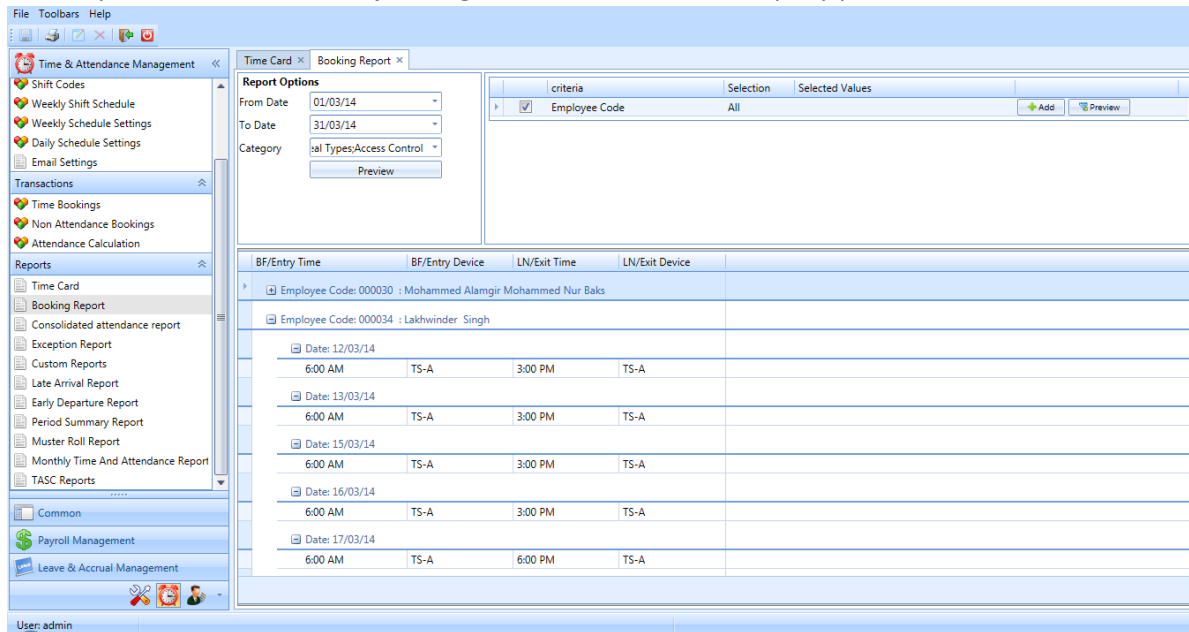
The “Time Card” report publishes the information of attendance in raw format. As such, it shows initial in and final out transaction in the system.



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

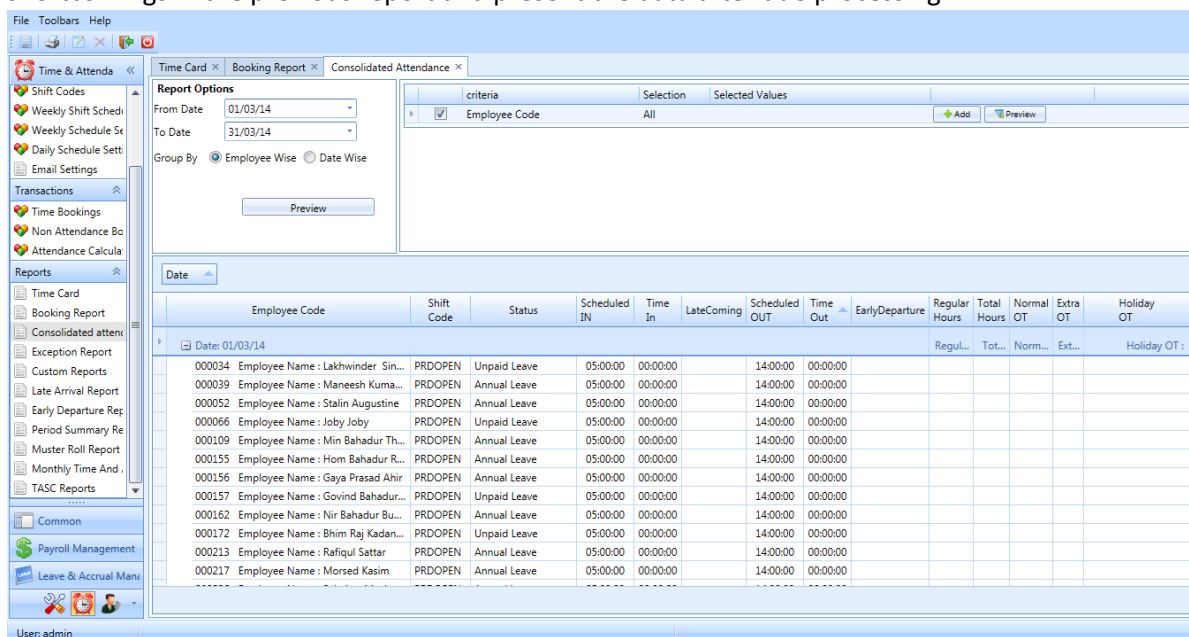
and may well could be used to just to get an access into the company premises.



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.

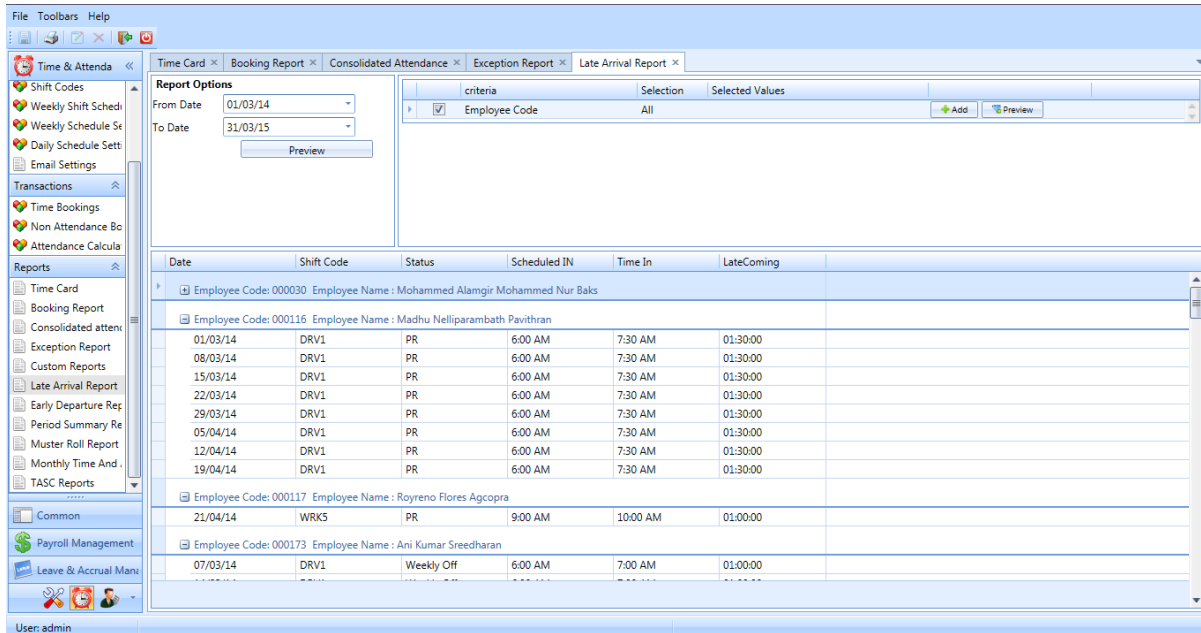


3.4.3.4. Exception Report

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.



Report Options

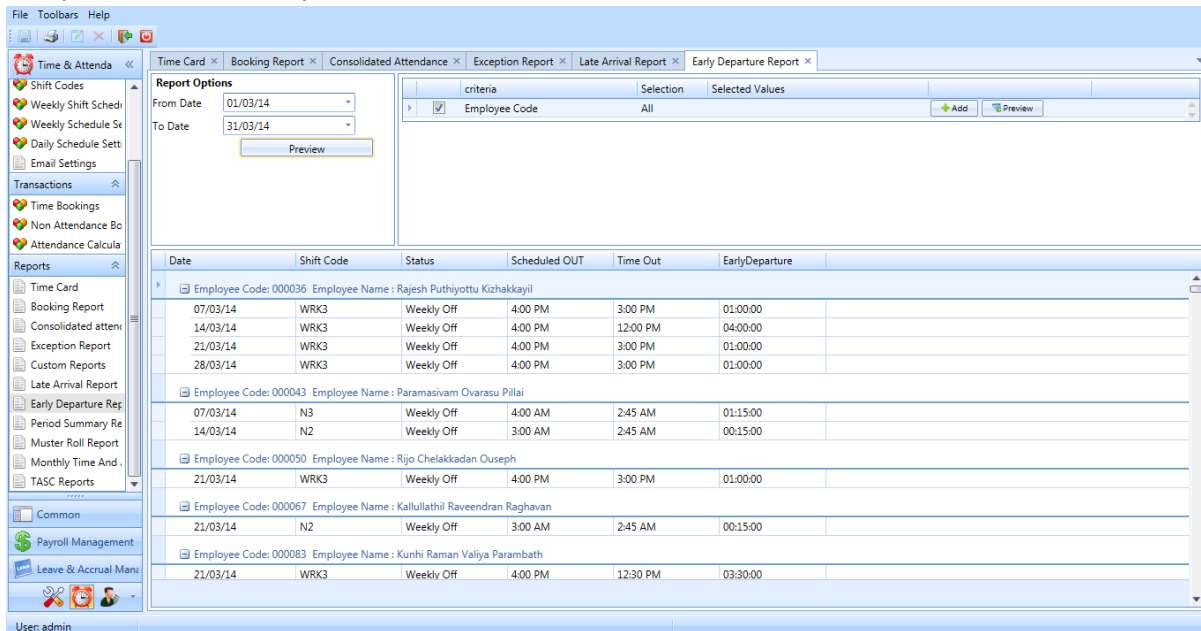
From Date: 01/03/14
To Date: 31/03/15
Preview

| Date | Shift Code | Status | Scheduled IN | Time In | LateComing |
|--|------------|------------|--------------|----------|------------|
| Employee Code: 000030 Employee Name : Mohammed Alamgir Mohammed Nur Baks | | | | | |
| Employee Code: 000116 Employee Name : Madhu Nelliparambath Pavithran | | | | | |
| 01/03/14 | DRV1 | PR | 6:00 AM | 7:30 AM | 01:30:00 |
| 08/03/14 | DRV1 | PR | 6:00 AM | 7:30 AM | 01:30:00 |
| 15/03/14 | DRV1 | PR | 6:00 AM | 7:30 AM | 01:30:00 |
| 22/03/14 | DRV1 | PR | 6:00 AM | 7:30 AM | 01:30:00 |
| 29/03/14 | DRV1 | PR | 6:00 AM | 7:30 AM | 01:30:00 |
| 05/04/14 | DRV1 | PR | 6:00 AM | 7:30 AM | 01:30:00 |
| 12/04/14 | DRV1 | PR | 6:00 AM | 7:30 AM | 01:30:00 |
| 19/04/14 | DRV1 | PR | 6:00 AM | 7:30 AM | 01:30:00 |
| Employee Code: 000117 Employee Name : Royreno Flores Agcopra | | | | | |
| 21/04/14 | WRK5 | PR | 9:00 AM | 10:00 AM | 01:00:00 |
| Employee Code: 000173 Employee Name : Ani Kumar Sreedharan | | | | | |
| 07/03/14 | DRV1 | Weekly Off | 6:00 AM | 7:00 AM | 01:00:00 |

User: admin

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.



Report Options

From Date: 01/03/14
To Date: 31/03/14
Preview

| Date | Shift Code | Status | Scheduled OUT | Time Out | EarlyDeparture |
|---|------------|------------|---------------|----------|----------------|
| Employee Code: 000036 Employee Name : Rajesh Puthiyottu Kizhakkayil | | | | | |
| 07/03/14 | WRK3 | Weekly Off | 4:00 PM | 3:00 PM | 01:00:00 |
| 14/03/14 | WRK3 | Weekly Off | 4:00 PM | 12:00 PM | 04:00:00 |
| 21/03/14 | WRK3 | Weekly Off | 4:00 PM | 3:00 PM | 01:00:00 |
| 28/03/14 | WRK3 | Weekly Off | 4:00 PM | 3:00 PM | 01:00:00 |
| Employee Code: 000043 Employee Name : Paramasivam Ovarasu Pillai | | | | | |
| 07/03/14 | N3 | Weekly Off | 4:00 AM | 2:45 AM | 01:15:00 |
| 14/03/14 | N2 | Weekly Off | 3:00 AM | 2:45 AM | 00:15:00 |
| Employee Code: 000050 Employee Name : Rijo Chelakkadan Ouseph | | | | | |
| 21/03/14 | WRK3 | Weekly Off | 4:00 PM | 3:00 PM | 01:00:00 |
| Employee Code: 000067 Employee Name : Kallulathil Raveendran Raghavan | | | | | |
| 21/03/14 | N2 | Weekly Off | 3:00 AM | 2:45 AM | 00:15:00 |
| Employee Code: 000083 Employee Name : Kunhi Raman Valiya Parambath | | | | | |
| 21/03/14 | WRK3 | Weekly Off | 4:00 PM | 12:30 PM | 03:30:00 |

User: admin

3.4.3.7. Period Summary Reports

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

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TASC Reports

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Exception Report

Period Summary Report

Report Options

From Date

01/03/14

To Date

31/03/14

Preview

criteria

Selection

Selected Values

☒ Employee Code

All

Add

Preview

ShowGroupPanel

| Employee Code | Name | PresentDays | Abs Days | Off Days | Re-Process Days | Leave days | Required Hours | Regular Hours | Short Hours | Total Hours | Abs. Hrs | Normal OT | Extra OT | Holiday OT |
|---------------|-----------------------------|-------------|----------|----------|-----------------|------------|----------------|---------------|-------------|-------------|----------|-----------|----------|------------|
| 000030 | Mohammed Alamgir Mo... | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 248 | 0 | 97 | 21 | 46 |
| 000034 | Lakhwinder Singh | 17 | 0 | 4 | 0 | 10 | 136 | 136 | 0 | 136 | 0 | 29 | 2 | |
| 000036 | Rajesh Puthiyottu Kizhak... | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 245 | 0 | 101 | 1 | 29 |
| 000039 | Maneesh Kumar Kolorot... | 0 | 0 | 4 | 0 | 27 | 0 | 0 | 0 | 0 | 0 | | | |
| 000043 | Paramasivam Ovarasu Pil... | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 247.3 | 0 | 92.3 | 2 | 35 |
| 000050 | Rijo Chelakkadan Ouseph | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 248 | 0 | 77.3 | | 34.3 |
| 000052 | Stalin Augustine | 0 | 0 | 4 | 0 | 27 | 0 | 0 | 0 | 0 | 0 | | | |
| 000054 | Sherin Palatty Poulouse | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 248 | 0 | 48 | | 36 |
| 000061 | Dinesh Cheruparambil C... | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 240 | 0 | 92 | 2 | 32 |
| 000064 | Denny Puthusseri Pappa... | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 248 | 0 | 107 | | 35.3 |
| 000065 | Thomas Choolisseray Rap... | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 248 | 0 | 99 | 1 | 36 |
| 000066 | Joby Joby | 10 | 0 | 4 | 0 | 17 | 80 | 80 | 0 | 96 | 0 | 27 | | 19 |
| 000067 | Kallullathi Raveendran R... | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 248 | 0 | 108 | | 35.3 |
| 000082 | Pulikkal Avannankutty... | 27 | 0 | 4 | 0 | 0 | 216 | 216 | 0 | 248 | 0 | 100 | | 35.3 |

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

FileToolsbarsHelp

Time & Attendance

Shift Codes

Weekly Shift Schedules

Weekly Schedule Settings

Daily Schedule Settings

Email Settings

Transactions

Time Bookings

Non Attendance Bookings

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Custom Reports

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Period Summary Report

Muster Roll Report

Monthly Time And Attendance

TASC Reports

Common

Payroll Management

Leave & Accrual Management

Time Card

Booking Report

Consolidated Attendance

Exception Report

Muster Roll Report

Monthly Time And Attendance Report

Report Options

From Date

01/03/14

To Date

31/03/14

Preview

criteria

Selection

Selected Values

☒ Employee Code

All

Add

Preview

| SINo | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Days Worked | LateIN Days | EarlyOut Days | OT Hours | | |
|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------|-------------|---------------|----------|--|--|
| Employee Code: 000030 Employee Name : Mohammed Alamgir Mohammed Nur Baks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | PR | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | 31 | 15 | 0 | 143 | | | |
| Employee Code: 000034 Employee Name : Lakhwinder Singh | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | L | L | L | L | L | L | L | L | L | L | PR | PR | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | 17 | 0 | 0 | 29 | | | | |
| Employee Code: 000036 Employee Name : Rajesh Puthiyottu Kizhakkaiyil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | PR | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | O | PR | PR | PR | 31 | 0 | 4 | 130 | | | | |
| Employee Code: 000039 Employee Name : Maneesh Kumar Kolorot Meethal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | 0 | 0 | 0 | 0 | | | |
| Employee Code: 000043 Employee Name : Paramasivam Ovarasu Pillai | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | 31 | 0 | 2 | 127 | | | | |
| Employee Code: 000050 Employee Name : Rijo Chelakkadan Ouseph | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | PR | PR | PR | PR | O | PR | PR | PR | 31 | 0 | 1 | 112 | | | |

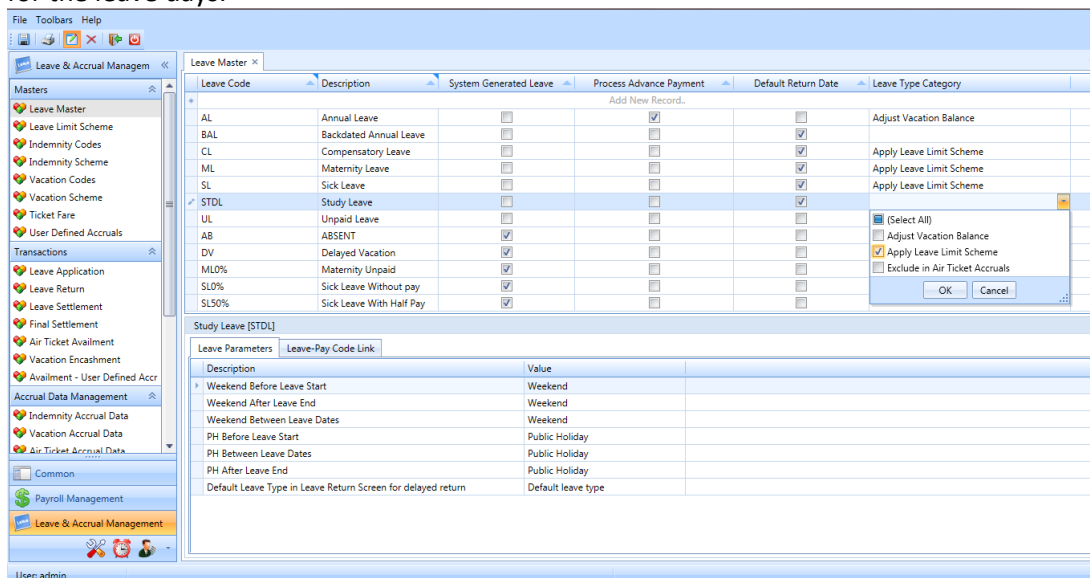
3.5 Leave & Accrual Management

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.



| Leave Code | Description | System Generated Leave | Process Advance Payment | Default Return Date | Leave Type Category |
|------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| AL | Annual Leave | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Adjust Vacation Balance |
| BAL | Backdated Annual Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Adjust Vacation Balance |
| CL | Compensatory Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Apply Leave Limit Scheme |
| ML | Maternity Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Apply Leave Limit Scheme |
| SL | Sick Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Apply Leave Limit Scheme |
| STDL | Study Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (Select All) |
| UL | Unpaid Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AB | ABSENT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DV | Delayed Vacation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| MLO% | Maternity Unpaid | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SLO% | Sick Leave Without pay | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SLSO% | Sick Leave With Half Pay | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Description | Value |
|--|--------------------|
| Weekend Before Leave Start | Weekend |
| Weekend After Leave End | Weekend |
| Weekend Between Leave Dates | Weekend |
| PH Before Leave Start | Public Holiday |
| PH Between Leave Dates | Public Holiday |
| PH After Leave End | Public Holiday |
| Default Leave Type in Leave Return Screen for delayed return | Default leave type |

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

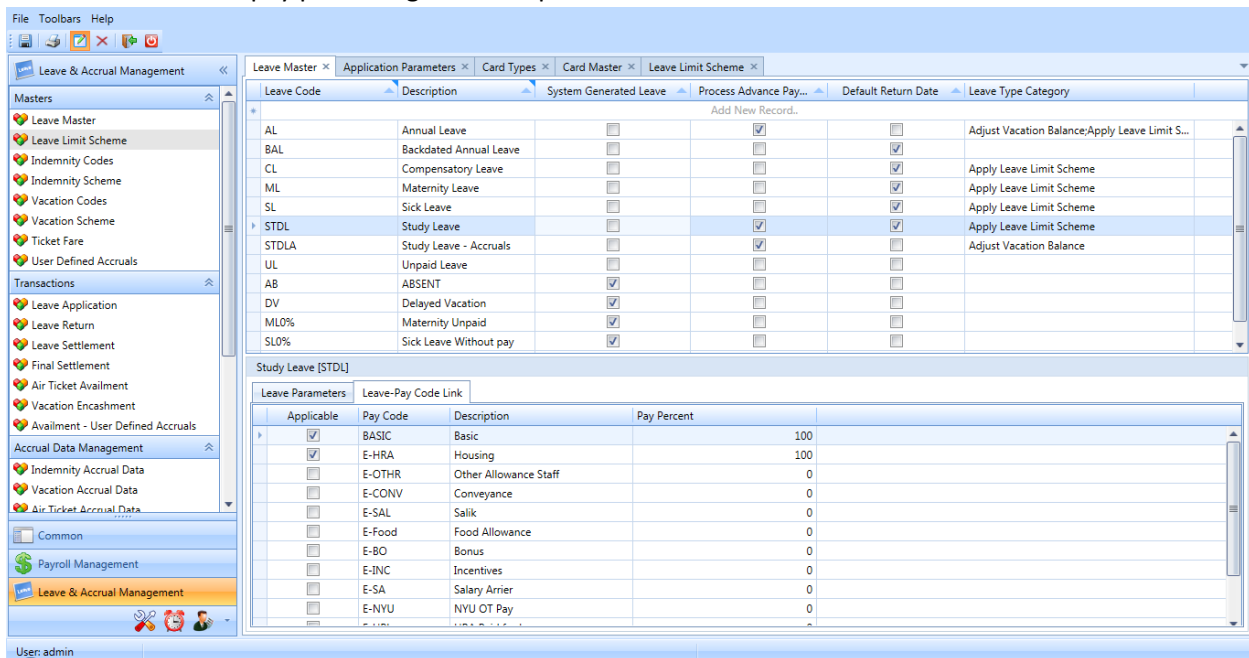
The leave type selected will be excluded from being counted for air ticket accruals.

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.



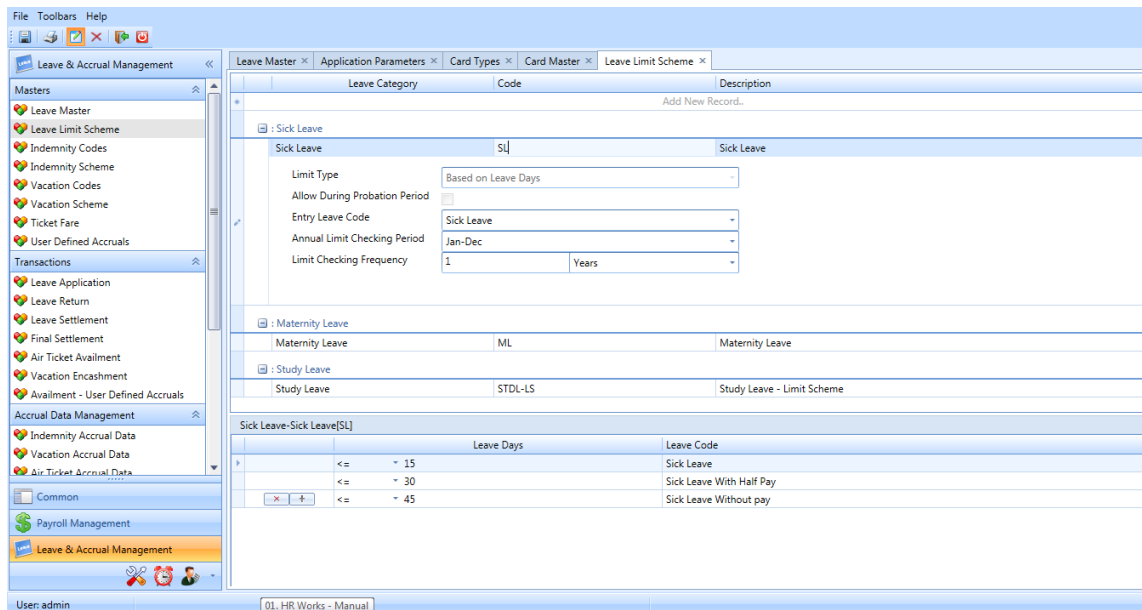
| Leave Code | Description | System Generated Leave | Process Advance Pay... | Default Return Date | Leave Type Category |
|------------|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|
| AL | Annual Leave | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Adjust Vacation Balance; Apply Leave Limit S... |
| BAL | Backdated Annual Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| CL | Compensatory Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Apply Leave Limit Scheme |
| ML | Maternity Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Apply Leave Limit Scheme |
| SL | Sick Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Apply Leave Limit Scheme |
| STD | Study Leave | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Apply Leave Limit Scheme |
| STDLA | Study Leave - Accruals | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Adjust Vacation Balance |
| UL | Unpaid Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AB | ABSENT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| DV | Delayed Vacation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ML0% | Maternity Unpaid | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| SL0% | Sick Leave Without pay | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Applicable | Pay Code | Description | Pay Percent |
|-------------------------------------|----------|-----------------------|-------------|
| <input checked="" type="checkbox"/> | BASIC | Basic | 100 |
| <input checked="" type="checkbox"/> | E-HRA | Housing | 100 |
| <input type="checkbox"/> | E-OTHR | Other Allowance Staff | 0 |
| <input type="checkbox"/> | E-CONV | Conveyance | 0 |
| <input type="checkbox"/> | E-SAL | Salik | 0 |
| <input type="checkbox"/> | E-Food | Food Allowance | 0 |
| <input type="checkbox"/> | E-BO | Bonus | 0 |
| <input type="checkbox"/> | E-INC | Incentives | 0 |
| <input type="checkbox"/> | E-SA | Salary Arrier | 0 |
| <input type="checkbox"/> | E-NYU | NYU OT Pay | 0 |

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 > Leave Limit Scheme



| Leave Category | Code | Description |
|-----------------|-------|----------------------------|
| Sick Leave | SL | Sick Leave |
| Maternity Leave | ML | Maternity Leave |
| Study Leave | STD-L | Study Leave - Limit Scheme |

| Leave Days | Leave Code |
|------------|--------------------------|
| <= 15 | Sick Leave |
| <= 30 | Sick Leave With Half Pay |
| <= 45 | Sick Leave Without pay |

Note – The option for “Leave Category” is coming from – card master “Leave Limit Category” and the the setting made in application 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.

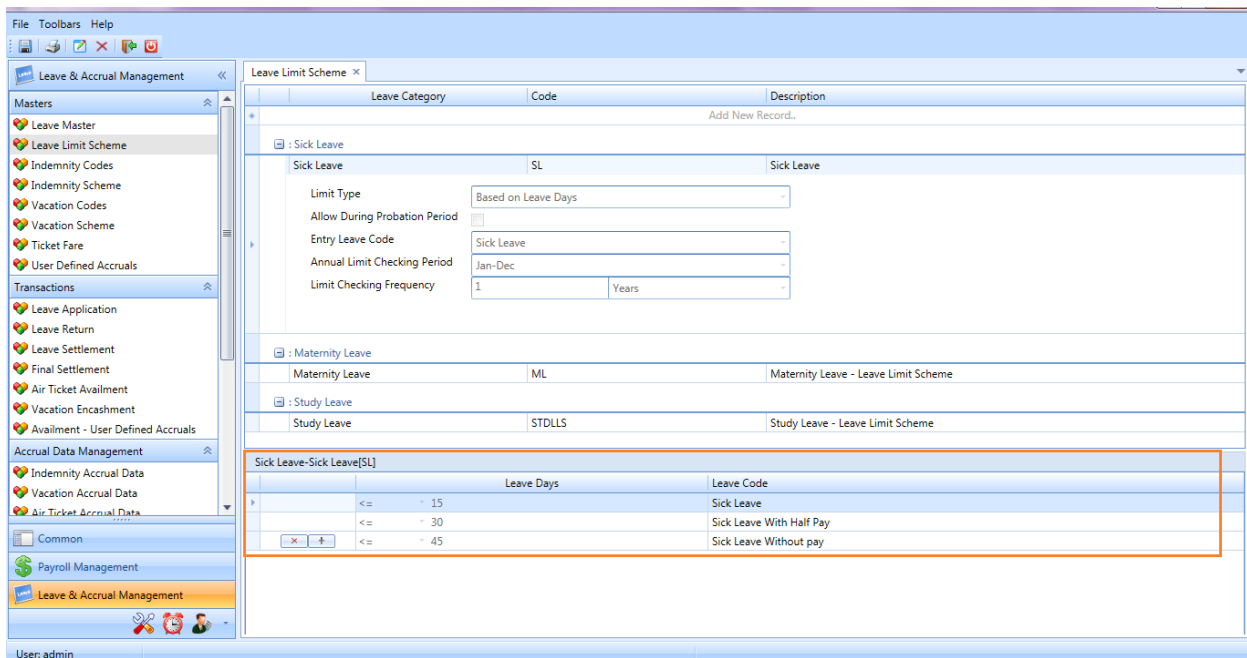
Limit Checking Frequency

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:-



Leave Limit Scheme

| Leave Category | Code | Description |
|-----------------|--------|--------------------------------------|
| Sick Leave | SL | Sick Leave |
| Maternity Leave | ML | Maternity Leave - Leave Limit Scheme |
| Study Leave | STDLLS | Study Leave - Leave Limit Scheme |

Sick Leave-Sick Leave[SL]

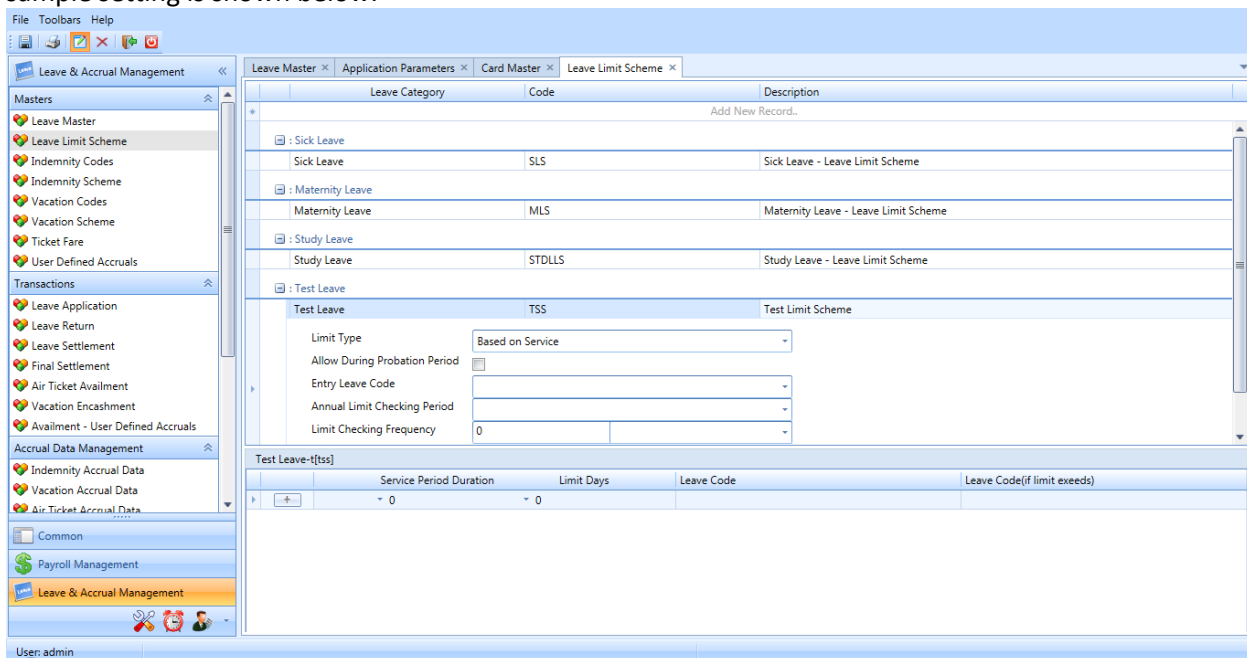
| Leave Days | Leave Code |
|------------|--------------------------|
| <= 15 | Sick Leave |
| <= 30 | Sick Leave With Half Pay |
| <= 45 | Sick Leave Without pay |

Test Leave-t[ss]

| Service Period Duration | Limit Days | Leave Code | Leave Code(if limit exceeds) |
|-------------------------|------------|------------|------------------------------|
| 0 | 0 | | |

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:-



Leave Master

| Leave Category | Code | Description |
|-----------------|--------|--------------------------------------|
| Sick Leave | SLS | Sick Leave - Leave Limit Scheme |
| Maternity Leave | MLS | Maternity Leave - Leave Limit Scheme |
| Study Leave | STDLLS | Study Leave - Leave Limit Scheme |
| Test Leave | TSS | Test Limit Scheme |

Test Leave-t[ss]

| Service Period Duration | Limit Days | Leave Code | Leave Code(if limit exceeds) |
|-------------------------|------------|------------|------------------------------|
| 0 | 0 | | |

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.

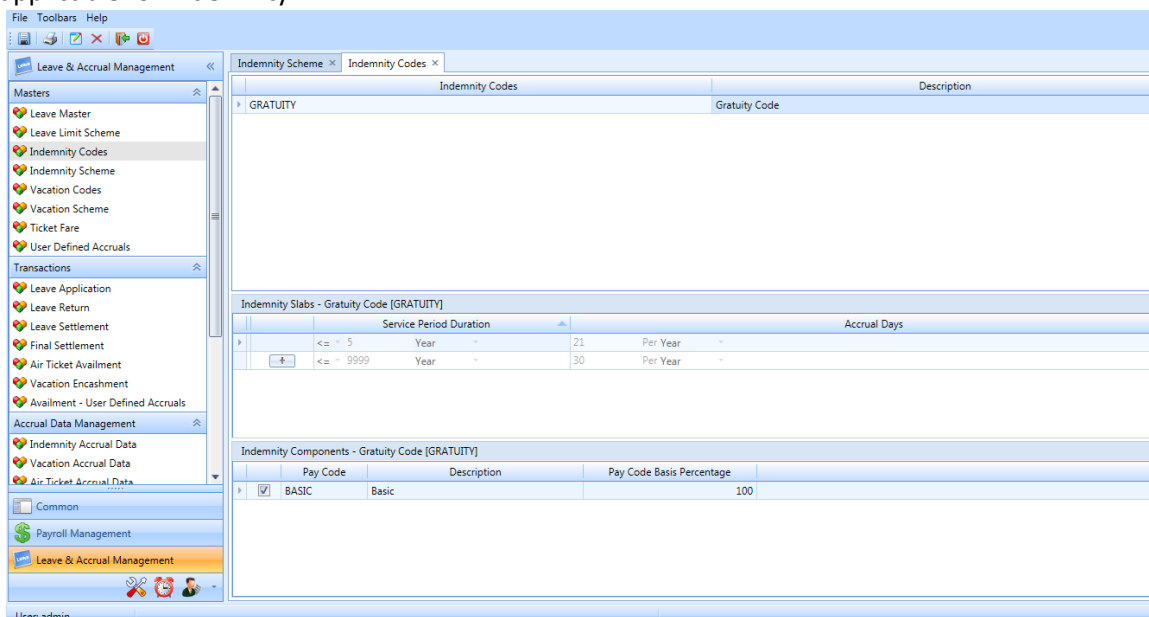
The following are the steps involved:-

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 during 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.



| Indemnity Codes | | | |
|-----------------|---------------|-------------|--|
| Indemnity Codes | Gratuity Code | Description | |
| GRATUITY | | | |

| Indemnity Slabs - Gratuity Code [GRATUITY] | | | |
|--|--------------|--|--|
| Service Period Duration | Accrual Days | | |
| <= 5 Year | 21 Per Year | | |
| <= 9999 Year | 30 Per Year | | |

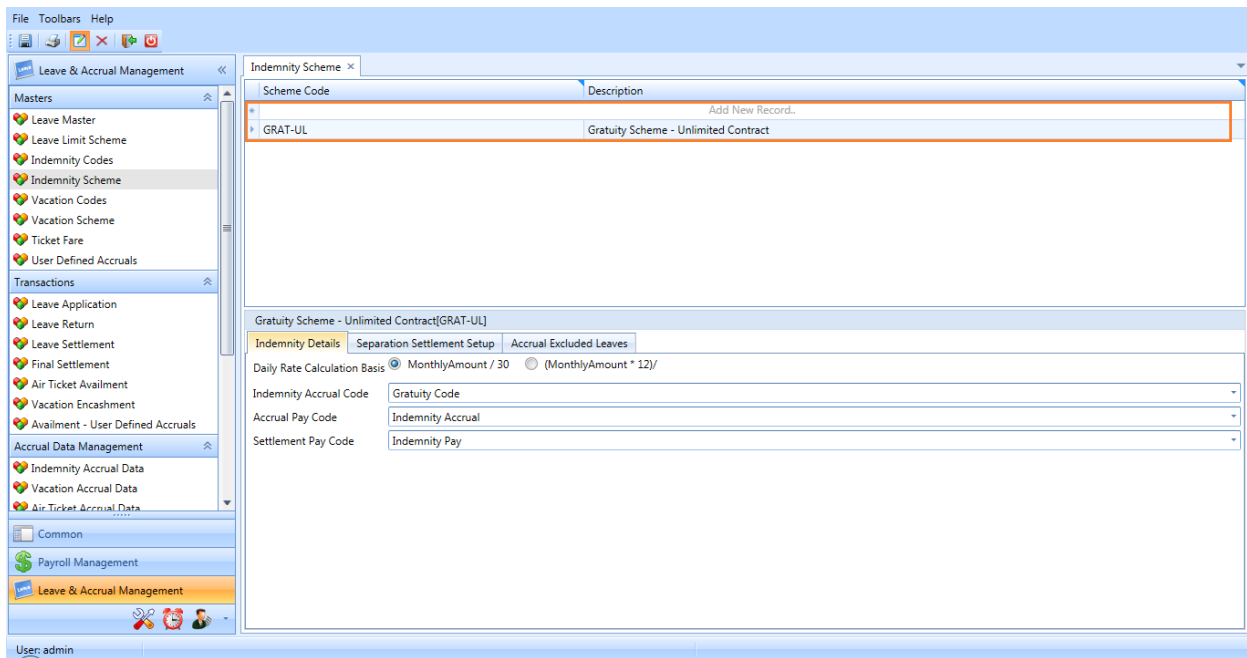
| Indemnity Components - Gratuity Code [GRATUITY] | | | |
|---|-------------|---------------------------|--|
| Pay Code | Description | Pay Code Basis Percentage | |
| <input checked="" type="checkbox"/> BASIC | Basic | 100 | |

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;-



File Toolbars Help

Leave & Accrual Management

Masters

- Leave Master
- Leave Limit Scheme
- Indemnity Codes
- Indemnity Scheme
- Vacation Codes
- Vacation Scheme
- Ticket Fare
- User Defined Accruals

Transactions

- Leave Application
- Leave Return
- Leave Settlement
- Final Settlement
- Air Ticket Availment
- Vacation Encashment
- Availment - User Defined Accruals

Accrual Data Management

- Indemnity Accrual Data
- Vacation Accrual Data
- Air Ticket Accrual Data

Common

Payroll Management

Leave & Accrual Management

User: admin

Indemnity Scheme

| Scheme Code | Description |
|-------------|--------------------------------------|
| GRAT-UL | Gratuity Scheme - Unlimited Contract |

Gratuity Scheme - Unlimited Contract[GRAT-UL]

Indemnity Details Separation Settlement Setup Accrual Excluded Leaves

Daily Rate Calculation Basis ☒ MonthlyAmount / 30 ☐ (MonthlyAmount * 12)/

Indemnity Accrual Code Gratuity Code

Accrual Pay Code Indemnity Accrual

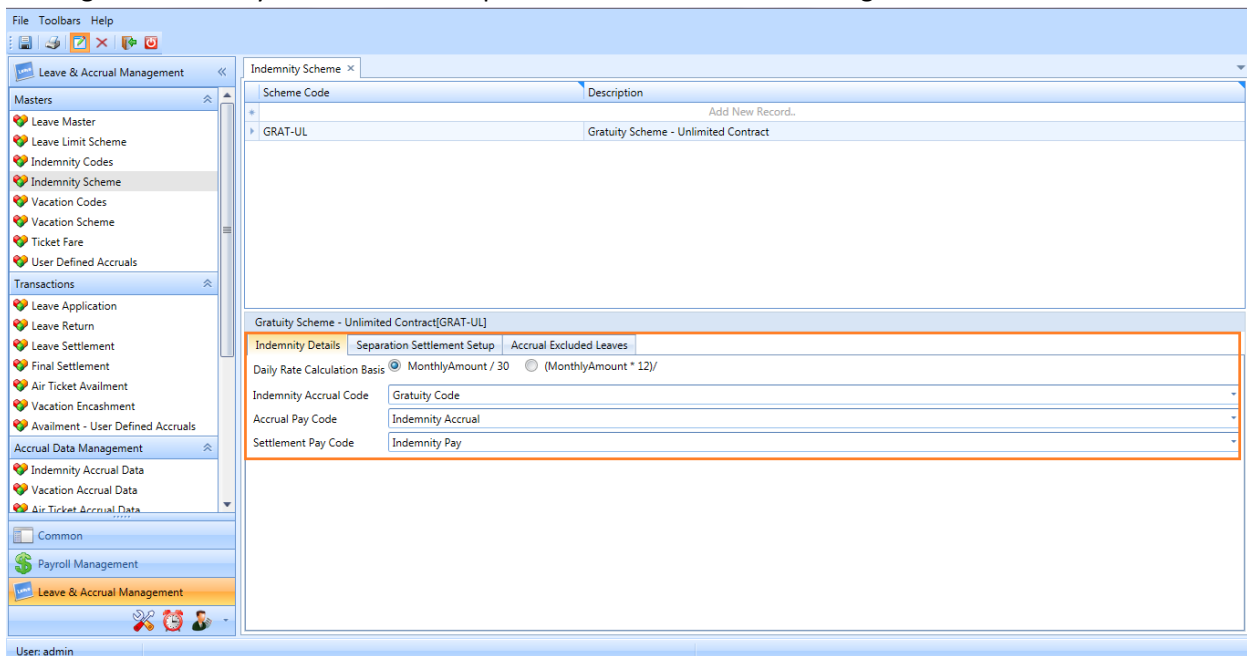
Settlement Pay Code Indemnity Pay

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.



File Toolbars Help

Leave & Accrual Management

Masters

- Leave Master
- Leave Limit Scheme
- Indemnity Codes
- Indemnity Scheme
- Vacation Codes
- Vacation Scheme
- Ticket Fare
- User Defined Accruals

Transactions

- Leave Application
- Leave Return
- Leave Settlement
- Final Settlement
- Air Ticket Availment
- Vacation Encashment
- Availment - User Defined Accruals

Accrual Data Management

- Indemnity Accrual Data
- Vacation Accrual Data
- Air Ticket Accrual Data

Common

Payroll Management

Leave & Accrual Management

User: admin

Indemnity Scheme

| Scheme Code | Description |
|-------------|--------------------------------------|
| GRAT-UL | Gratuity Scheme - Unlimited Contract |

Gratuity Scheme - Unlimited Contract[GRAT-UL]

Indemnity Details Separation Settlement Setup Accrual Excluded Leaves

Daily Rate Calculation Basis ☒ MonthlyAmount / 30 ☐ (MonthlyAmount * 12)/

Indemnity Accrual Code Gratuity Code

Accrual Pay Code Indemnity Accrual

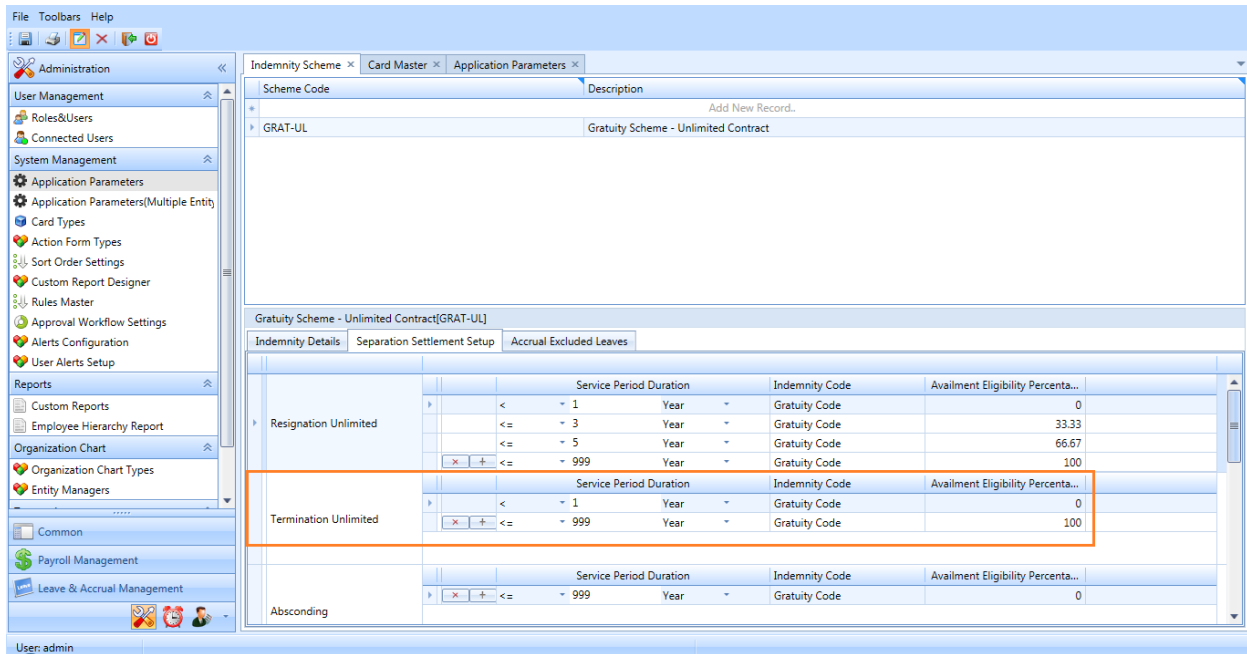
Settlement Pay Code Indemnity Pay

TAB Separation Settlement Setup

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

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 %.

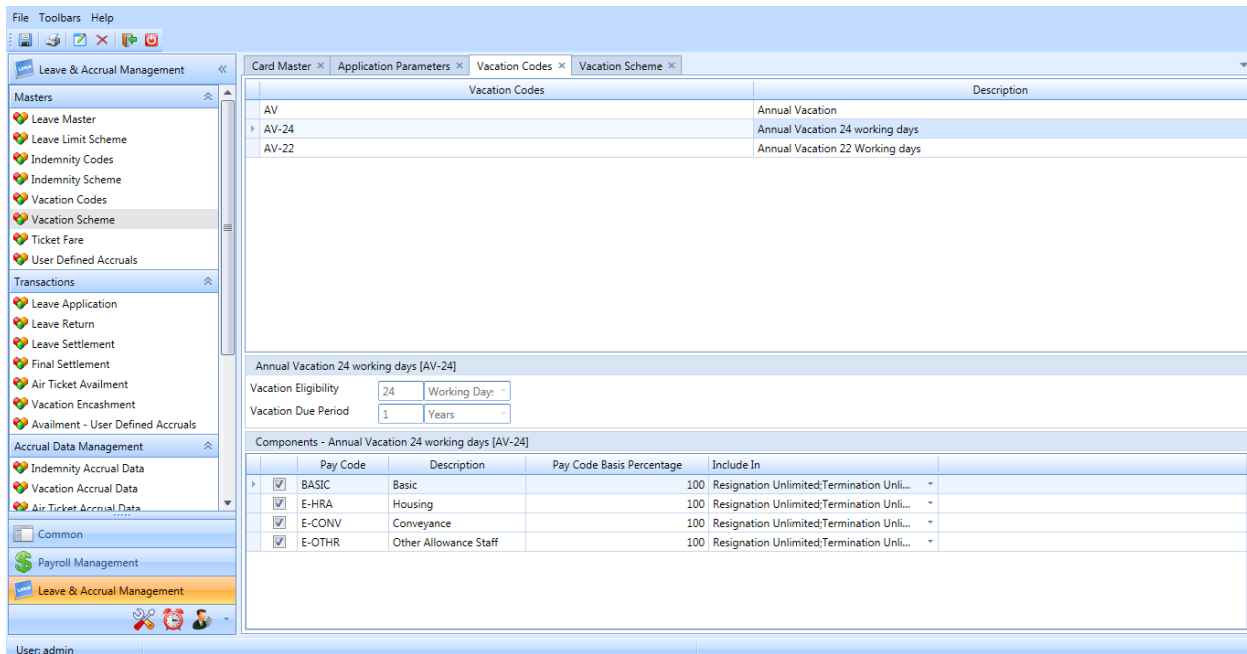


| Gratuity Scheme - Unlimited Contract[GRAT-UL] | | | |
|---|----|----------|-------|
| Indemnity Details | | | |
| Resignation Unlimited | <= | 1 Year | 0 |
| | <= | 3 Year | 33.33 |
| | <= | 5 Year | 66.67 |
| | <= | 999 Year | 100 |
| Termination Unlimited | <= | 1 Year | 0 |
| | <= | 999 Year | 100 |
| Absconding | <= | 999 Year | 0 |

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:-



| Vacation Codes | Description |
|----------------|---------------------------------|
| AV | Annual Vacation |
| AV-24 | Annual Vacation 24 working days |
| AV-22 | Annual Vacation 22 Working days |

Annual Vacation 24 working days [AV-24]

Vacation Eligibility: 24 Working Days

Vacation Due Period: 1 Years

| Components - Annual Vacation 24 working days [AV-24] | | | | |
|--|----------|-----------------------|---------------------------|---|
| | Pay Code | Description | Pay Code Basis Percentage | Include In |
| <input checked="" type="checkbox"/> | BASIC | Basic | 100 | Resignation Unlimited;Termination Unli... |
| <input checked="" type="checkbox"/> | E-HRA | Housing | 100 | Resignation Unlimited;Termination Unli... |
| <input checked="" type="checkbox"/> | E-CONV | Conveyance | 100 | Resignation Unlimited;Termination Unli... |
| <input checked="" type="checkbox"/> | E-OTHR | Other Allowance Staff | 100 | Resignation Unlimited;Termination Unli... |

Step 1 : Give a code 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

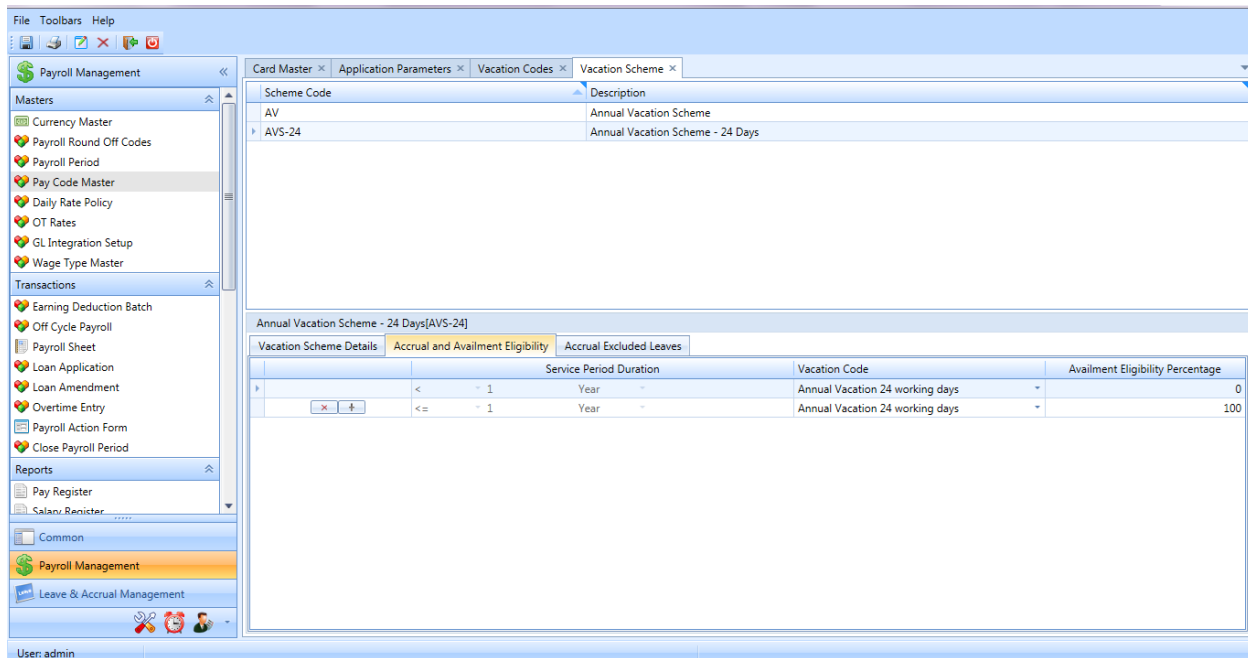
Step 2 : Check if the vacation accruals is to be recalculated on already accrued amount.

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,

File Toolbars Help

Common Employee Card Master Organization Chart Sequence Control Weekly Off Types Public Holidays Alerts Custom Reports

Card Master Application Parameters Ticket Fare

| Destination Code | Description |
|------------------|-------------|
| HEL | Helsinki |
| COPH | Copenhagen |
| MAA | Chennai |
| MNL | Manila |
| CCJ | Calicut |
| CGP | Chittagong |
| COK | Cochin |
| ATQ | Amritsar |
| IXE | Mangalore |
| TRV | Trivandrum |
| KHI | Karachi |
| TRZ | Trichy |
| KTM | Katmandu |

Chennai[MAA]

| Fare Type | Age Limit(Years) | Ticket Fare | Currency |
|-------------------|------------------|-------------|----------|
| CategoryII Infant | 2 | 0 | DIRHAM |
| CategoryII Child | 12 | 0 | DIRHAM |
| CategoryII Adult | 99 | 1800 | DIRHAM |
| CategoryI Infant | 2 | 0 | DIRHAM |
| CategoryI Child | 12 | 800 | DIRHAM |
| CategoryI Adult | 99 | 1200 | DIRHAM |

User: admin

3.5.1.8. User Defined Accruals

In HR Works , by 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.

File Toolbars Help

Leave & Accrual Management

Leave Limit Scheme Indemnity Codes Indemnity Scheme Vacation Codes Vacation Scheme Ticket Fare User Defined Accruals Transactions Leave Application Leave Return Leave Settlement Final Settlement Air Ticket Availment Vacation Encashment Availment - User Defined Accruals Accrual Data Management Indemnity Accrual Data Vacation Accrual Data Air Ticket Accrual Data User Defined Accruals Data

Card Master User Defined Accruals

| Accrual Category | Code | Description |
|-------------------|---------|---------------------------|
| Add New Record... | | |
| Eid Al Fitr Bonus | EAFBCDE | Eid Al Fitr Bonus - Rules |

User: admin

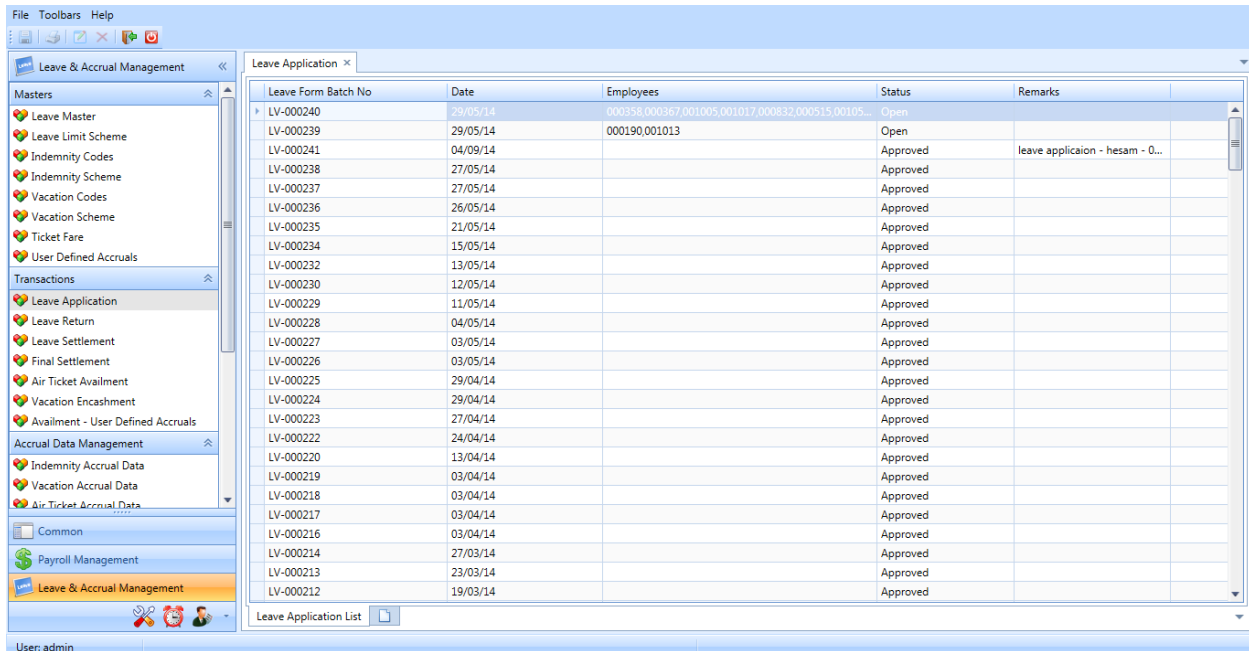
3.5.2. Transactions

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.

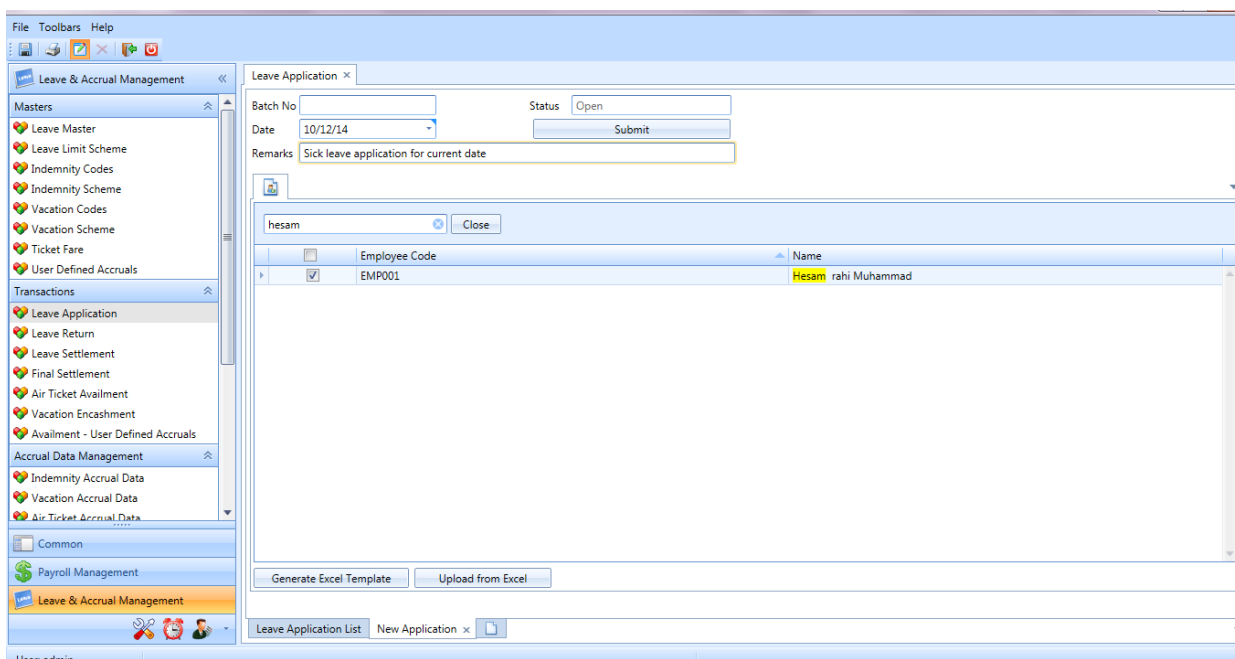
An authorized person who has access to the Payroll System can apply leave on someone else behalf. System also does have to apply for any “Leave Salary Advance” if applicable.

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



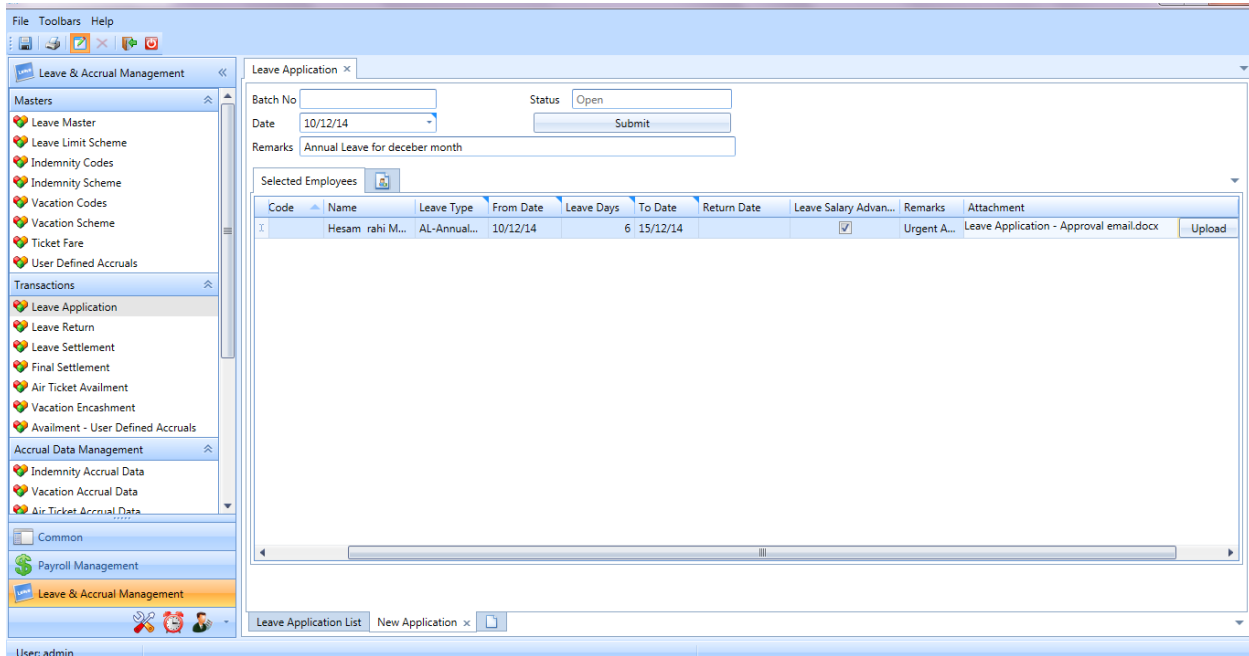
| Leave Form Batch No | Date | Employees | Status | Remarks |
|---------------------|----------|--|----------|----------------------------------|
| LV-000240 | 29/05/14 | 000358,000367,001005,001017,000832,000515,00105... | Open | |
| LV-000239 | 29/05/14 | 000190,001013 | Open | |
| LV-000241 | 04/09/14 | | Approved | leave application - hesam - 0... |
| LV-000238 | 27/05/14 | | Approved | |
| LV-000237 | 27/05/14 | | Approved | |
| LV-000236 | 26/05/14 | | Approved | |
| LV-000235 | 21/05/14 | | Approved | |
| LV-000234 | 15/05/14 | | Approved | |
| LV-000232 | 13/05/14 | | Approved | |
| LV-000230 | 12/05/14 | | Approved | |
| LV-000229 | 11/05/14 | | Approved | |
| LV-000228 | 04/05/14 | | Approved | |
| LV-000227 | 03/05/14 | | Approved | |
| LV-000226 | 03/05/14 | | Approved | |
| LV-000225 | 29/04/14 | | Approved | |
| LV-000224 | 29/04/14 | | Approved | |
| LV-000223 | 27/04/14 | | Approved | |
| LV-000222 | 24/04/14 | | Approved | |
| LV-000220 | 13/04/14 | | Approved | |
| LV-000219 | 03/04/14 | | Approved | |
| LV-000218 | 03/04/14 | | Approved | |
| LV-000217 | 03/04/14 | | Approved | |
| LV-000216 | 03/04/14 | | Approved | |
| LV-000214 | 27/03/14 | | Approved | |
| LV-000213 | 23/03/14 | | Approved | |
| LV-000212 | 19/03/14 | | Approved | |

Select the employee for which leave application is being created.



| Employee Code | Name |
|---------------|---------------------|
| EMP001 | Hesam rahi Muhammad |

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



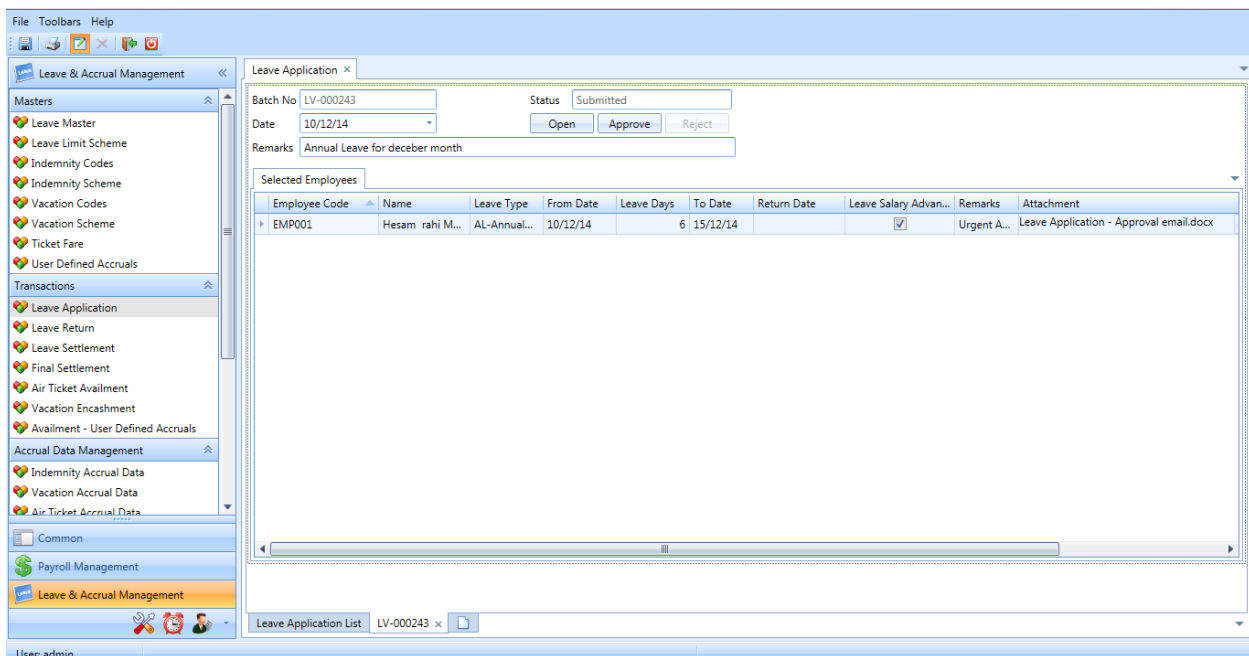
The screenshot shows the 'Leave Application' form in the HR Works system. The status is 'Open'. The form includes fields for Batch No., Date (10/12/14), and Remarks (Annual Leave for deceiver month). A 'Submit' button is visible. Below the form is a table for 'Selected Employees'.

| Code | Name | Leave Type | From Date | Leave Days | To Date | Return Date | Leave Salary Advan... | Remarks | Attachment |
|------|-----------------|--------------|-----------|------------|----------|-------------|-------------------------------------|-------------|---|
| | Hesam rahi M... | AL-Annual... | 10/12/14 | 6 | 15/12/14 | | <input checked="" type="checkbox"/> | Urgent A... | Leave Application - Approval email.docx |

At the bottom, there is a 'Leave Application List' and a 'New Application' button. The user is logged in as 'admin'.

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 transaction. The following button “Open” , “Approve” & “Reject” is available with the approver for his action. A prototype is shown below :-



The screenshot shows the 'Leave Application' form in the HR Works system. The status is 'Submitted'. The form includes fields for Batch No. (LV-000243), Date (10/12/14), and Remarks (Annual Leave for deceiver month). Buttons for 'Open', 'Approve', and 'Reject' are visible. Below the form is a table for 'Selected Employees'.

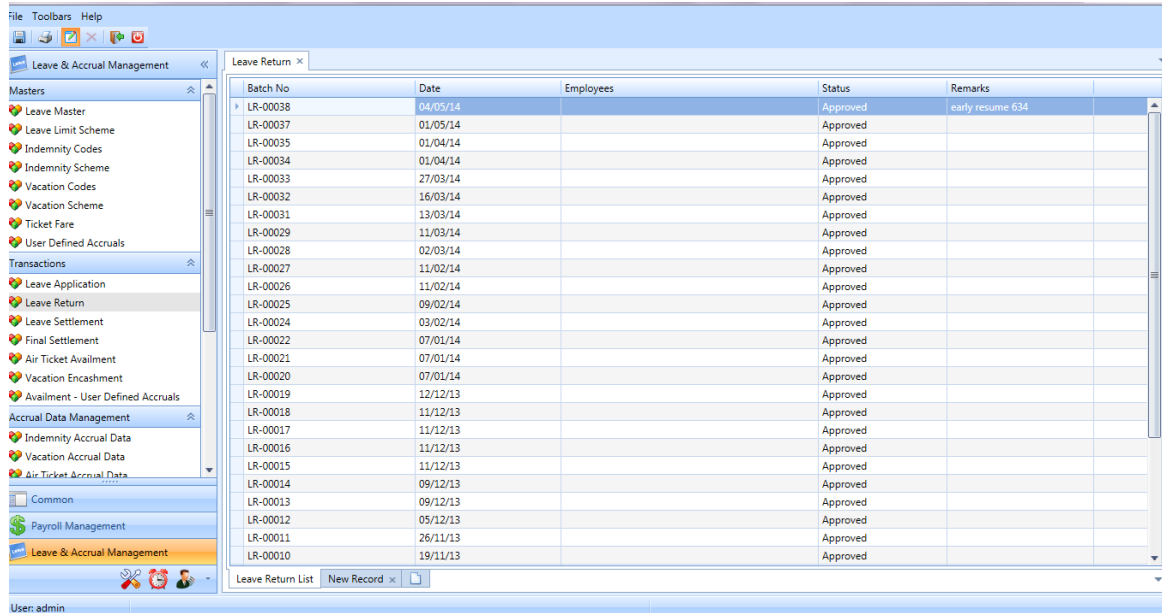
| Employee Code | Name | Leave Type | From Date | Leave Days | To Date | Return Date | Leave Salary Advan... | Remarks | Attachment |
|---------------|-----------------|--------------|-----------|------------|----------|-------------|-------------------------------------|-------------|---|
| EMP001 | Hesam rahi M... | AL-Annual... | 10/12/14 | 6 | 15/12/14 | | <input checked="" type="checkbox"/> | Urgent A... | Leave Application - Approval email.docx |

At the bottom, there is a 'Leave Application List' and a button for the selected application (LV-000243). The user is logged in as 'admin'.

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

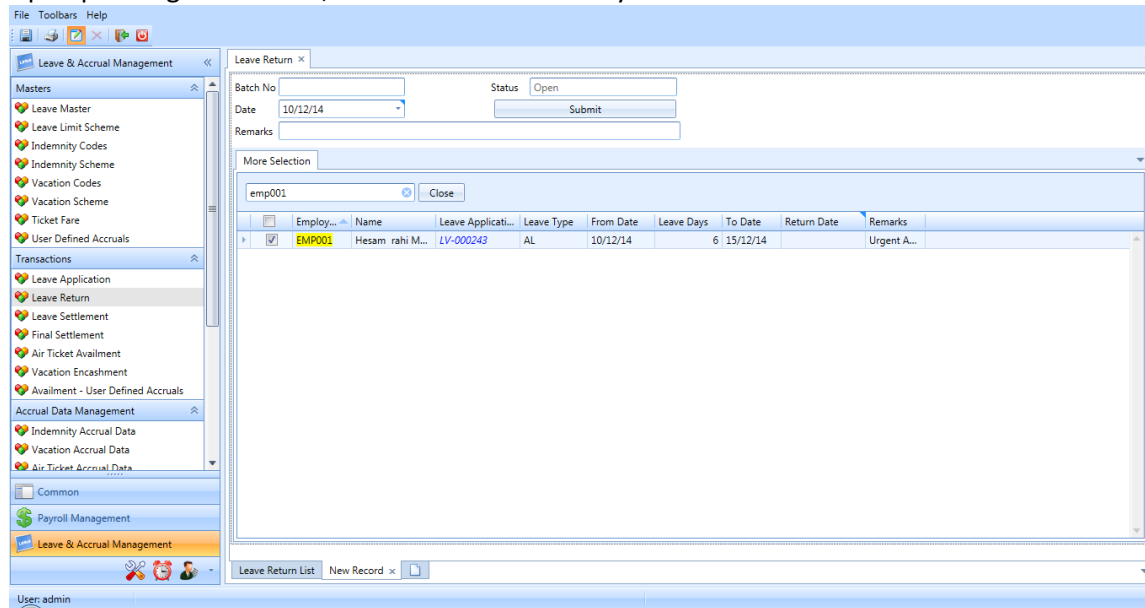


The screenshot shows the 'Leave Return' window with a list of transactions. The left sidebar contains a navigation menu with categories like Masters, Transactions, Accrual Data Management, Common, and Payroll Management. The main area displays a table with columns: Batch No, Date, Employees, Status, and Remarks.

| Batch No | Date | Employees | Status | Remarks |
|----------|----------|-----------|----------|------------------|
| LR-00038 | 04/05/14 | | Approved | early resume 634 |
| LR-00037 | 01/05/14 | | Approved | |
| LR-00035 | 01/04/14 | | Approved | |
| LR-00034 | 01/04/14 | | Approved | |
| LR-00033 | 27/03/14 | | Approved | |
| LR-00032 | 16/03/14 | | Approved | |
| LR-00031 | 13/03/14 | | Approved | |
| LR-00029 | 11/03/14 | | Approved | |
| LR-00028 | 02/03/14 | | Approved | |
| LR-00027 | 11/02/14 | | Approved | |
| LR-00026 | 11/02/14 | | Approved | |
| LR-00025 | 09/02/14 | | Approved | |
| LR-00024 | 03/02/14 | | Approved | |
| LR-00022 | 07/01/14 | | Approved | |
| LR-00021 | 07/01/14 | | Approved | |
| LR-00020 | 07/01/14 | | Approved | |
| LR-00019 | 12/12/13 | | Approved | |
| LR-00018 | 11/12/13 | | Approved | |
| LR-00017 | 11/12/13 | | Approved | |
| LR-00016 | 11/12/13 | | Approved | |
| LR-00015 | 11/12/13 | | Approved | |
| LR-00014 | 09/12/13 | | Approved | |
| LR-00013 | 09/12/13 | | Approved | |
| LR-00012 | 05/12/13 | | Approved | |
| LR-00011 | 26/11/13 | | Approved | |
| LR-00010 | 19/11/13 | | Approved | |

At the bottom, there are buttons for 'Leave Return List' and 'New Record'.

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

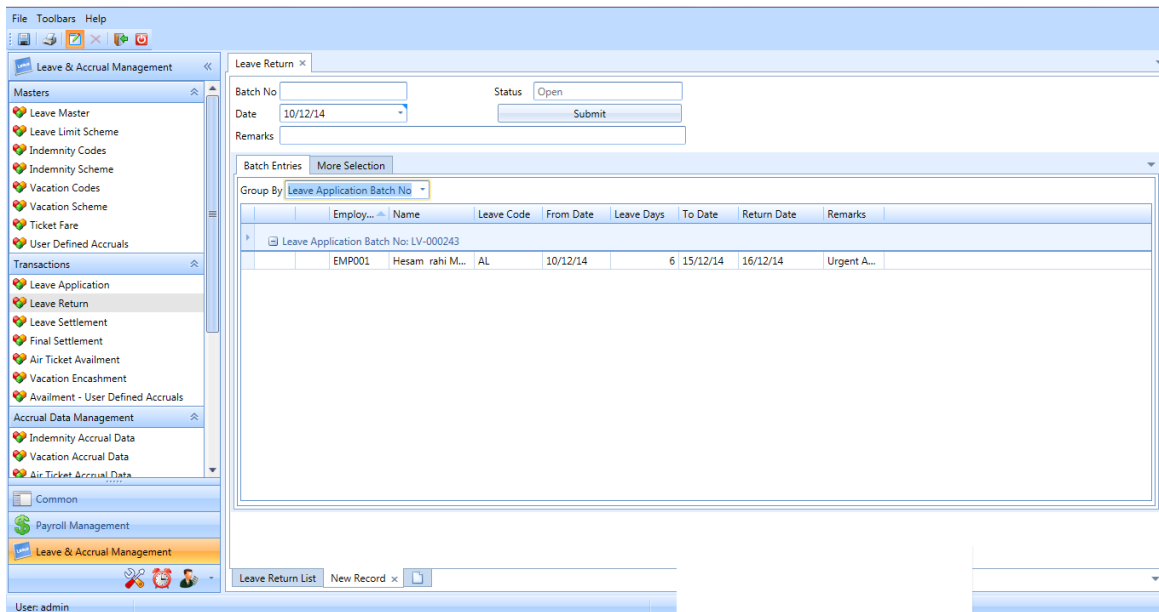


The screenshot shows the 'Leave Return' window with the 'New Record' form. The left sidebar is the same as the previous screenshot. The main area contains a form with fields for Batch No, Date (10/12/14), Status (Open), and Remarks. Below these fields is a 'More Selection' section with a table of employees.

| Employee | Name | Leave Applicati... | Leave Type | From Date | Leave Days | To Date | Return Date | Remarks |
|-------------------------------------|--------|--------------------|------------|-----------|------------|---------|-------------|-------------|
| <input checked="" type="checkbox"/> | EMP001 | Hesam rahi M... | LV-000243 | AL | 10/12/14 | 6 | 15/12/14 | Urgent A... |

At the bottom, there are buttons for 'Leave Return List' and 'New Record'.

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.



Leave Return

Batch No: Status:

Date:

Remarks:

Batch Entries:

Group By:

| Employ... | Name | Leave Code | From Date | Leave Days | To Date | Return Date | Remarks |
|---------------------------------------|-----------------|------------|-----------|------------|----------|-------------|-------------|
| Leave Application Batch No: LV-000243 | | | | | | | |
| EMP001 | Hesam rahi M... | AL | 10/12/14 | 6 | 15/12/14 | 16/12/14 | Urgent A... |

Leave Return List New Record

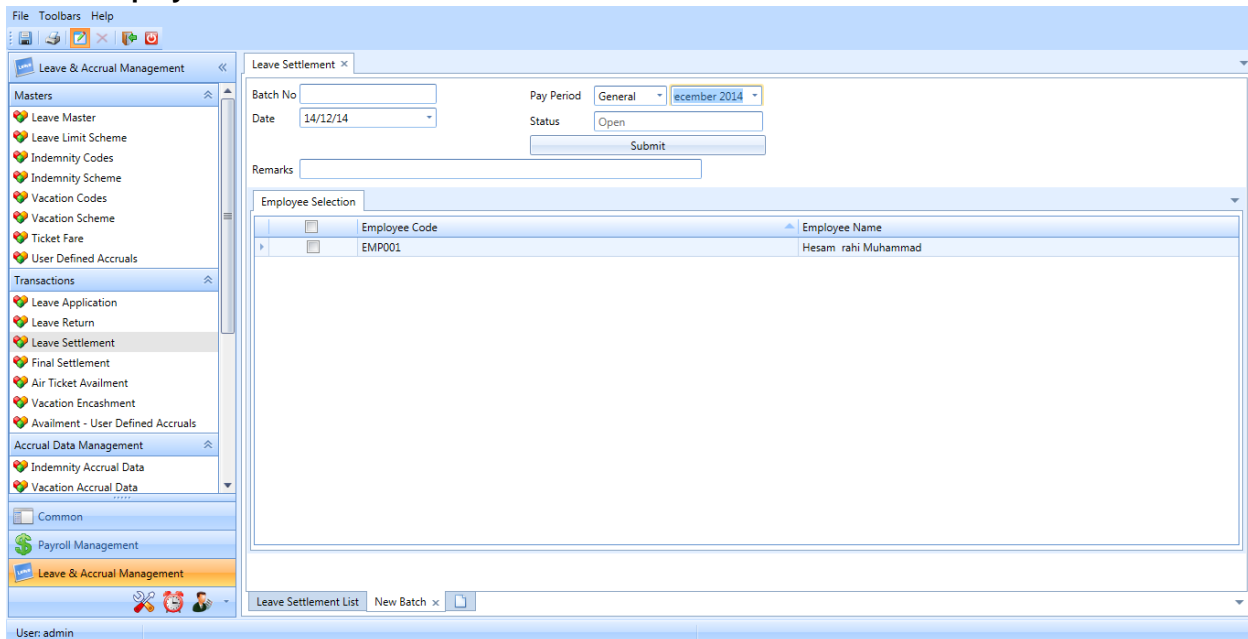
User: admin

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



Leave Settlement

Batch No: Pay Period:

Date: Status:

Remarks:

Employee Selection

| Employee Code | Employee Name |
|---------------|---------------------|
| EMP001 | Hesam rahi Muhammad |

Leave Settlement List New Batch

User: admin

TAB Calculate

File Toolbars Help

Leave & Accrual Management

Masters

- Leave Master
- Leave Limit Scheme
- Indemnity Codes
- Indemnity Scheme
- Vacation Codes
- Vacation Scheme
- Ticket Fare
- User Defined Accruals

Transactions

- Leave Application
- Leave Return
- Leave Settlement
- Final Settlement
- Air Ticket Availment
- Vacation Encashment
- Availment - User Defined Accruals

Accrual Data Management

- Indemnity Accrual Data
- Vacation Accrual Data
- Air Ticket Accrual Data

Common

Payroll Management

Leave & Accrual Management

User: admin

Leave Settlement

Batch No: Pay Period: General - eecember 2014 -

Date: 14/12/14 Status: Open

Submit

Remarks:

Calculate Employee Selection

Calculate

| Employee Code | Name | Exception | Action |
|---------------|---------------------|-----------------------------------|------------------------|
| EMP001 | Hesam rahi Muhammad | Payroll not Processed for earlier | Continue processing Pz |

Calculate

Leave Settlement List New Batch x

TAB Leave Settlement

File Toolbars Help

Leave & Accrual Management

Masters

- Leave Master
- Leave Limit Scheme
- Indemnity Codes
- Indemnity Scheme
- Vacation Codes
- Vacation Scheme
- Ticket Fare
- User Defined Accruals

Transactions

- Leave Application
- Leave Return
- Leave Settlement
- Final Settlement
- Air Ticket Availment
- Vacation Encashment
- Availment - User Defined Accruals

Accrual Data Management

- Indemnity Accrual Data
- Vacation Accrual Data
- Air Ticket Accrual Data

Common

Payroll Management

Leave & Accrual Management

User: admin

Leave Settlement

Batch No: LS-00026 Pay Period: General - eecember 2014 -

Date: 14/12/14 Status: Open

Submit

Remarks:

Calculate Leave Settlement

| Profession | Pay Period | BASIC | E-HRA | Other | Net |
|------------------|---------------|---------|--------|-------|---------|
| Employee: EMP001 | | | | | |
| | October 2014 | 3354.84 | 838.71 | -200 | 10578.5 |
| | November 2014 | 3466.67 | 866.67 | -200 | 10578.5 |
| | December 2014 | 1161.29 | 290.32 | 1000 | 10578.5 |

Leave Settlement List LS-00026 x

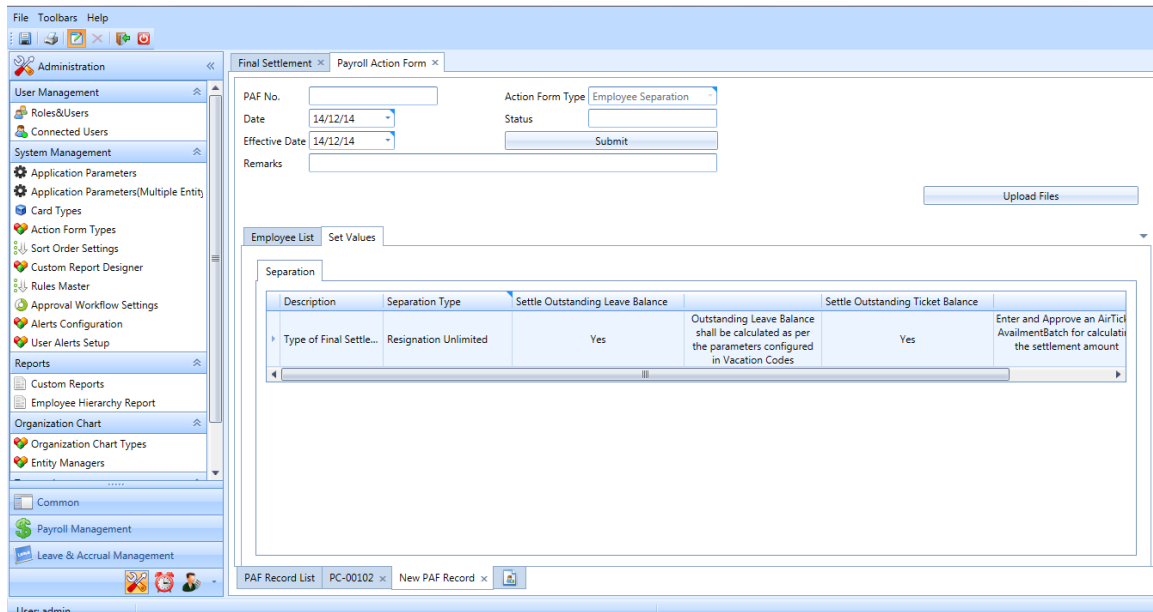
Submit and approve the transaction as usual of all the transaction in HR Works.

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”.

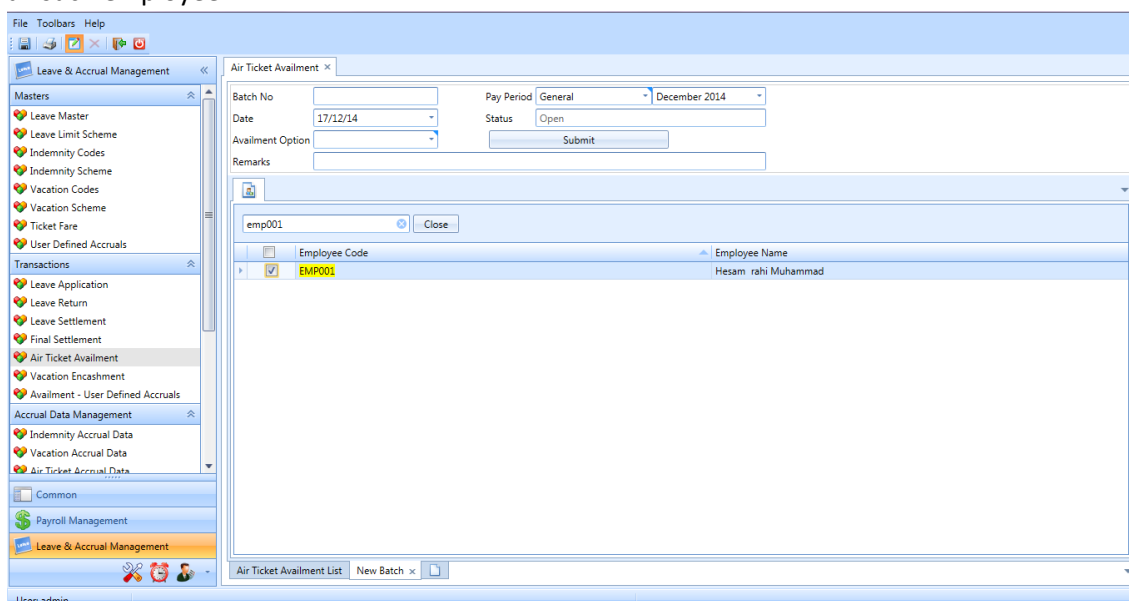


3.5.2.5. Air Ticket Availment

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:-

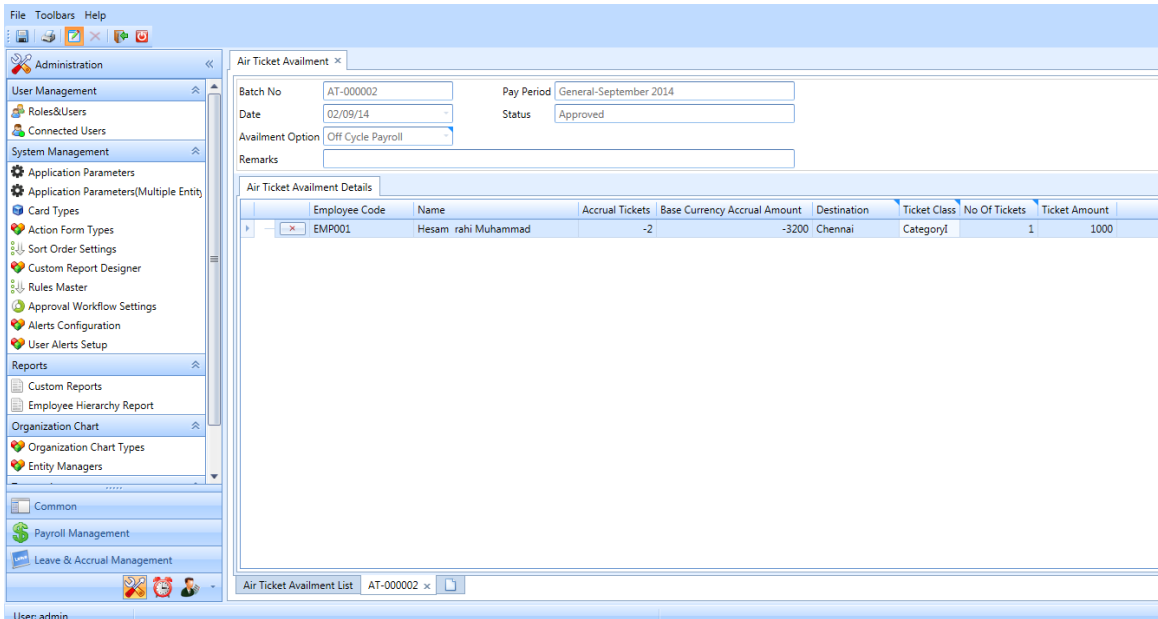


System will navigate to new screen, user need to mention number of ticket required required and

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:-



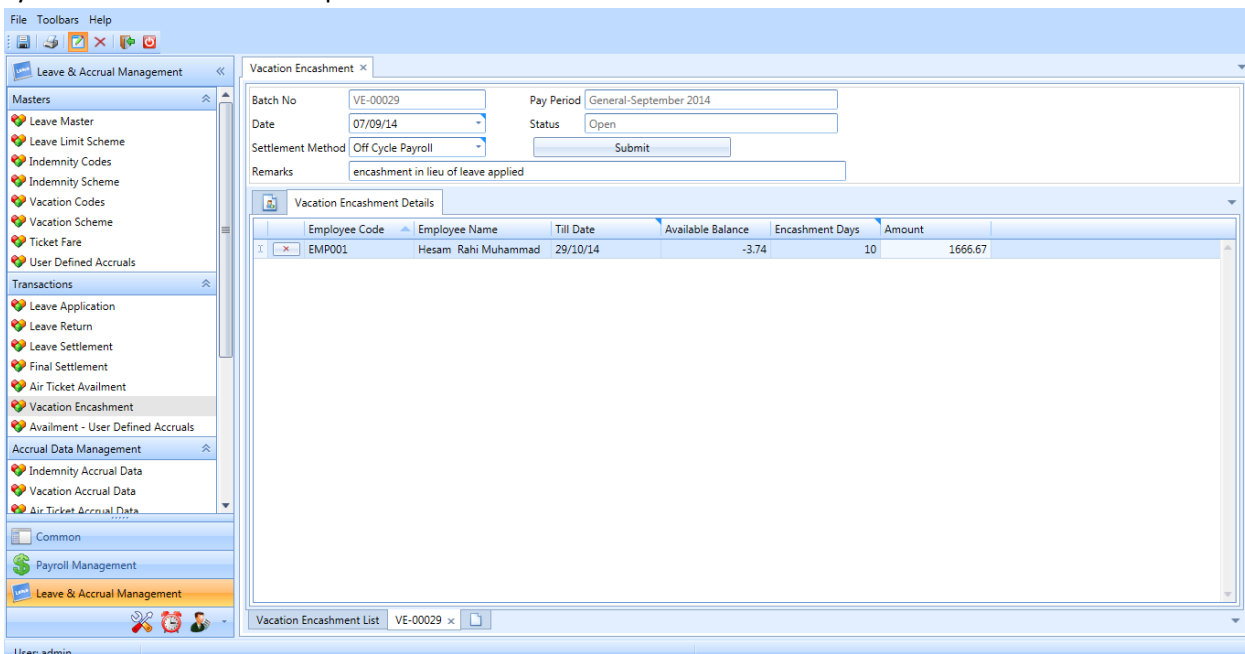
The screenshot shows the 'Air Ticket Availment' window. The left sidebar contains a navigation menu with categories like Administration, System Management, Reports, Common, Payroll Management, and Leave & Accrual Management. The main area displays the 'Air Ticket Availment Details' form. The form includes fields for Batch No (AT-000002), Pay Period (General-September 2014), Date (02/09/14), Status (Approved), and Availment Option (Off Cycle Payroll). Below the form is a table titled 'Air Ticket Availment Details' with columns: Employee Code, Name, Accrual Tickets, Base Currency Accrual Amount, Destination, Ticket Class, No Of Tickets, and Ticket Amount. The table contains one row for employee EMP001, Hesam rahi Muhammad, with 2 accrual tickets, a base currency amount of -3200, destination Chennai, ticket class CategoryI, 1 ticket, and a ticket amount of 1000. The bottom status bar shows 'Air Ticket Availment List' and 'AT-000002'.

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.

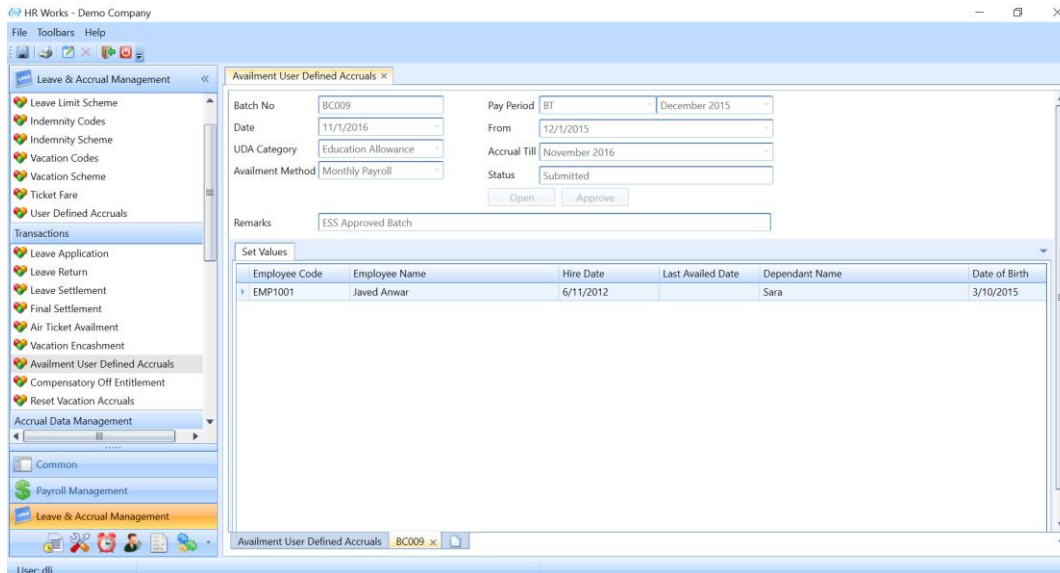


The screenshot shows the 'Vacation Encashment' window. The left sidebar contains a navigation menu with categories like Masters, Transactions, Accrual Data Management, Common, Payroll Management, and Leave & Accrual Management. The main area displays the 'Vacation Encashment Details' form. The form includes fields for Batch No (VE-00029), Pay Period (General-September 2014), Date (07/09/14), Status (Open), Settlement Method (Off Cycle Payroll), and Remarks (encashment in lieu of leave applied). Below the form is a table titled 'Vacation Encashment Details' with columns: Employee Code, Employee Name, Till Date, Available Balance, Encashment Days, and Amount. The table contains one row for employee EMP001, Hesam Rahi Muhammad, with a till date of 29/10/14, an available balance of -3.74, 10 encashment days, and an amount of 1666.67. The bottom status bar shows 'Vacation Encashment List' and 'VE-00029'.

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.



| Employee Code | Employee Name | Hire Date | Last Avail Date | Dependant Name | Date of Birth |
|---------------|---------------|-----------|-----------------|----------------|---------------|
| EMP1001 | Javed Anwar | 6/11/2012 | Last Avail Date | Sara | 3/10/2015 |

3.5.3. Reporting

3.5.3.1. Indemnity Accrual Data

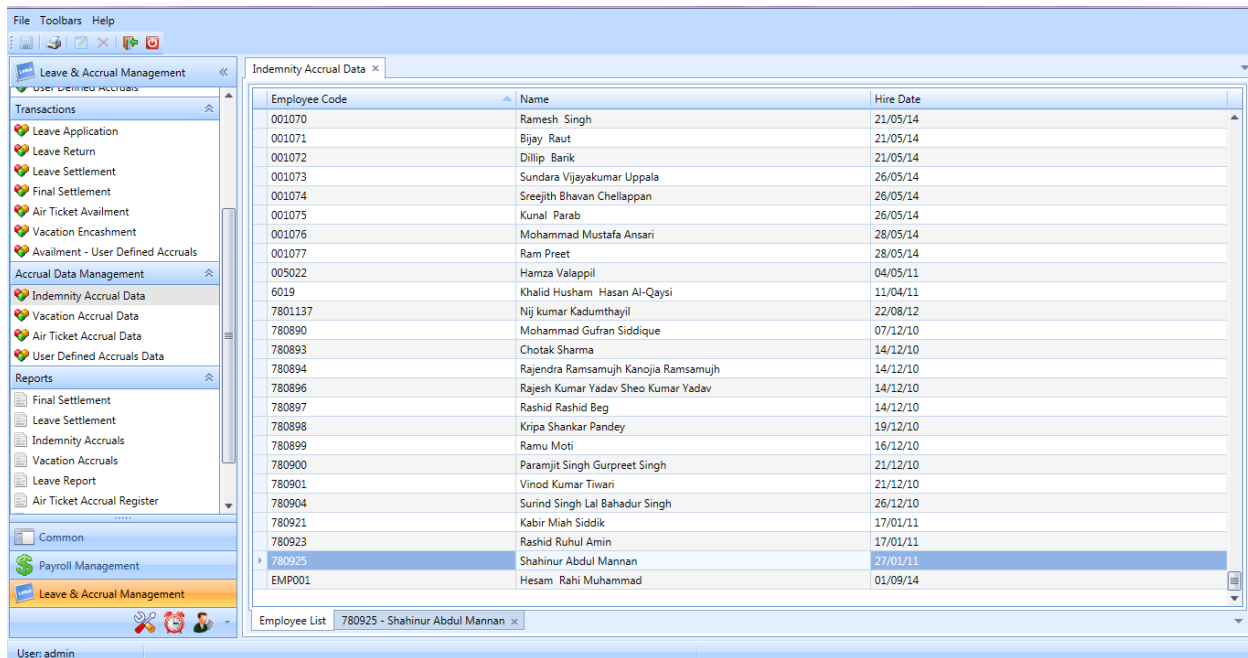
Based on the formula defined in the system, this report shows the accrued amount of indemnity accrued.

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.

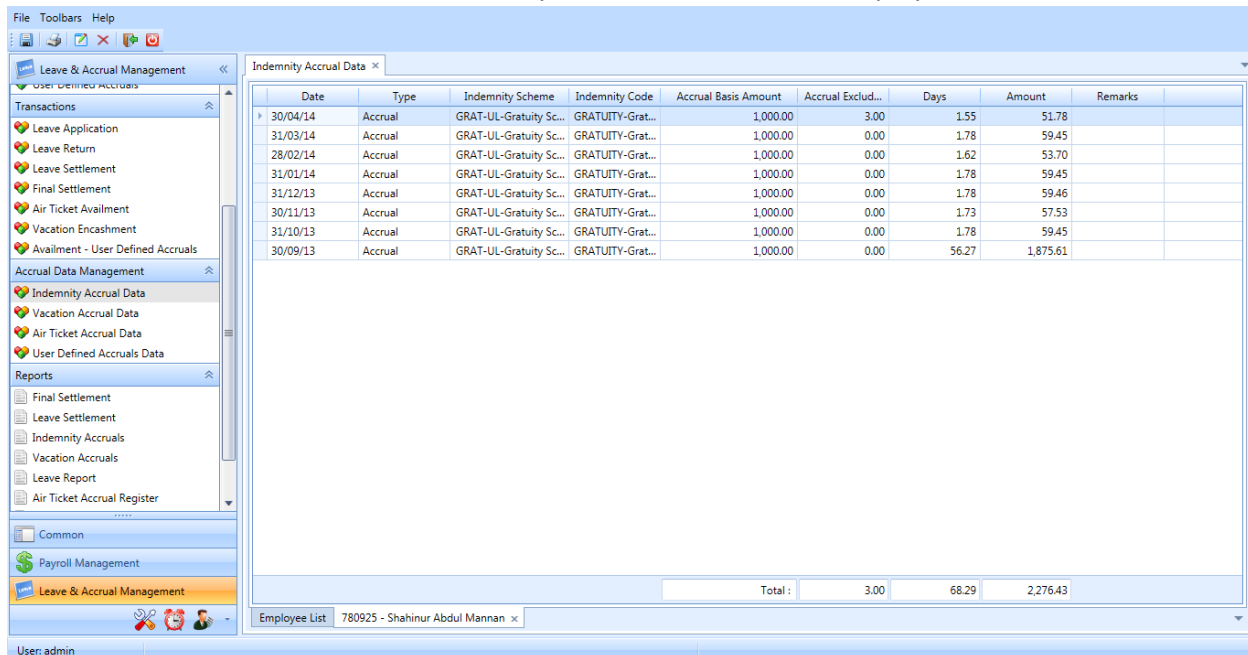
A prototype is shown as below.

Select the person whose accrued indemnity need to be shown.



| Employee Code | Name | Hire Date |
|---------------|--------------------------------------|-----------|
| 001070 | Ramesh Singh | 21/05/14 |
| 001071 | Bijay Raut | 21/05/14 |
| 001072 | Dillip Barik | 21/05/14 |
| 001073 | Sundara Vijaykumar Uppala | 26/05/14 |
| 001074 | Sreejith Bhavan Chellappan | 26/05/14 |
| 001075 | Kunal Parab | 26/05/14 |
| 001076 | Mohammad Mustafa Ansari | 28/05/14 |
| 001077 | Ram Preet | 28/05/14 |
| 005022 | Hamza Valappil | 04/05/11 |
| 6019 | Khalid Husham Hasan Al-Qaysi | 11/04/11 |
| 7801137 | Nij kumar Kadumthayil | 22/08/12 |
| 780890 | Mohammad Gufran Siddique | 07/12/10 |
| 780893 | Chotak Sharma | 14/12/10 |
| 780894 | Rajendra Ramsamujh Kanojia Ramsamujh | 14/12/10 |
| 780896 | Rajesh Kumar Yadav Sheo Kumar Yadav | 14/12/10 |
| 780897 | Rashid Rashid Beg | 14/12/10 |
| 780898 | Kripa Shankar Pandey | 19/12/10 |
| 780899 | Ramu Moti | 16/12/10 |
| 780900 | Paramjit Singh Gurpreet Singh | 21/12/10 |
| 780901 | Vinod Kumar Tiwari | 21/12/10 |
| 780904 | Surind Singh Lal Bahadur Singh | 26/12/10 |
| 780921 | Kabir Miah Siddik | 17/01/11 |
| 780923 | Rashid Ruhul Amin | 17/01/11 |
| 780925 | Shahinur Abdul Mannan | 27/01/11 |
| EMP001 | Hesam Rahi Muhammad | 01/09/14 |

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



| Date | Type | Indemnity Scheme | Indemnity Code | Accrual Basis Amount | Accrual Exclud... | Days | Amount | Remarks |
|----------|---------|------------------------|------------------|----------------------|-------------------|-------|----------|---------|
| 30/04/14 | Accrual | GRAT-UL-Gratuity Sc... | GRATUITY-Grat... | 1,000.00 | 3.00 | 1.55 | 51.78 | |
| 31/03/14 | Accrual | GRAT-UL-Gratuity Sc... | GRATUITY-Grat... | 1,000.00 | 0.00 | 1.78 | 59.45 | |
| 28/02/14 | Accrual | GRAT-UL-Gratuity Sc... | GRATUITY-Grat... | 1,000.00 | 0.00 | 1.62 | 53.70 | |
| 31/01/14 | Accrual | GRAT-UL-Gratuity Sc... | GRATUITY-Grat... | 1,000.00 | 0.00 | 1.78 | 59.45 | |
| 31/12/13 | Accrual | GRAT-UL-Gratuity Sc... | GRATUITY-Grat... | 1,000.00 | 0.00 | 1.78 | 59.46 | |
| 30/11/13 | Accrual | GRAT-UL-Gratuity Sc... | GRATUITY-Grat... | 1,000.00 | 0.00 | 1.73 | 57.53 | |
| 31/10/13 | Accrual | GRAT-UL-Gratuity Sc... | GRATUITY-Grat... | 1,000.00 | 0.00 | 1.78 | 59.45 | |
| 30/09/13 | Accrual | GRAT-UL-Gratuity Sc... | GRATUITY-Grat... | 1,000.00 | 0.00 | 56.27 | 1,875.61 | |
| Total : | | | | 3.00 | | 68.29 | 2,276.43 | |

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.

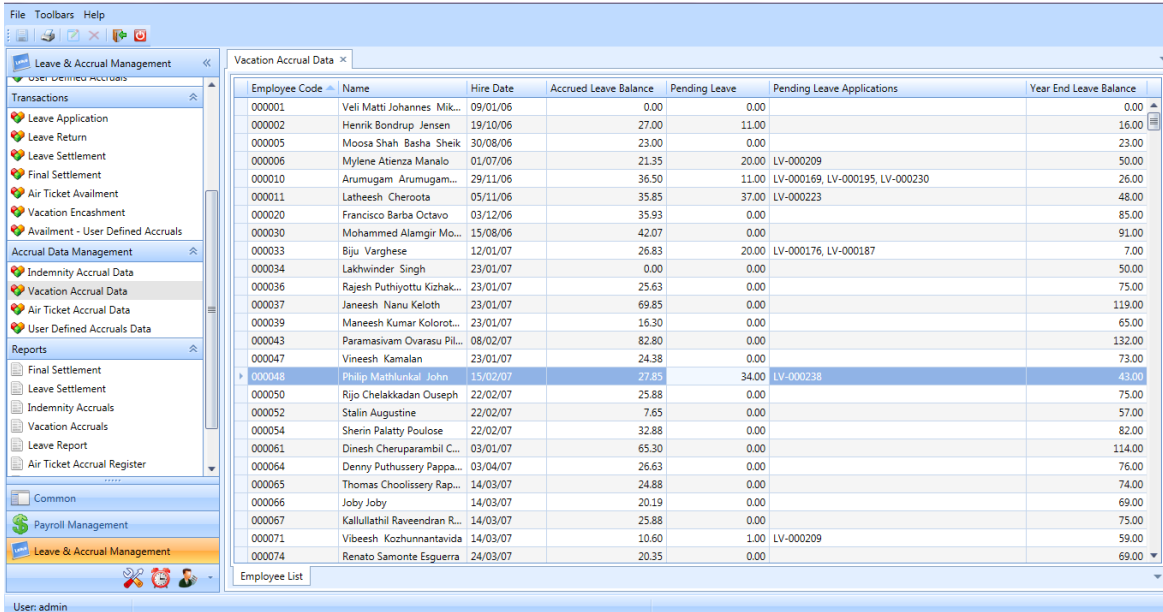
By further double clicking the record, one can check the amount accrued.

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.

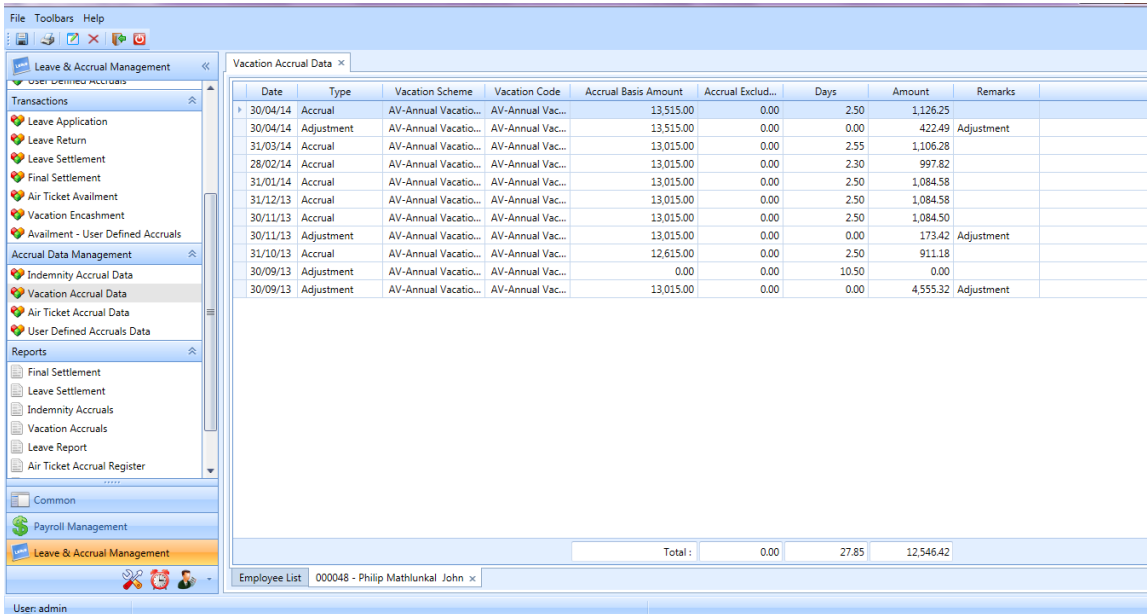
A prototype is shown as below.

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



| Employee Code | Name | Hire Date | Accrued Leave Balance | Pending Leave | Pending Leave Applications | Year End Leave Balance |
|---------------|-----------------------------|-----------|-----------------------|---------------|---------------------------------|------------------------|
| 000001 | Veli Matti Johannes Mik... | 09/01/06 | 0.00 | 0.00 | | 0.00 |
| 000002 | Henrik Bondrup Jensen | 19/10/06 | 27.00 | 11.00 | | 16.00 |
| 000005 | Moosa Shah Basha Sheik | 30/08/06 | 23.00 | 0.00 | | 23.00 |
| 000006 | Mylene Atienza Manalo | 01/07/06 | 21.35 | 20.00 | LV-000209 | 50.00 |
| 000010 | Arumugam Arumugam... | 29/11/06 | 36.50 | 11.00 | LV-000169, LV-000195, LV-000230 | 26.00 |
| 000011 | Latheesh Cheroota | 05/11/06 | 35.85 | 37.00 | LV-000223 | 48.00 |
| 000020 | Francisco Barba Octavo | 03/12/06 | 35.93 | 0.00 | | 85.00 |
| 000030 | Mohammed Alamgir Mo... | 15/08/06 | 42.07 | 0.00 | | 91.00 |
| 000033 | Biju Varghese | 12/01/07 | 26.83 | 20.00 | LV-000176, LV-000187 | 7.00 |
| 000034 | Lakhwinder Singh | 23/01/07 | 0.00 | 0.00 | | 50.00 |
| 000036 | Rajesh Puthiyottu Kizhak... | 23/01/07 | 25.63 | 0.00 | | 75.00 |
| 000037 | Janeesh Nanu Keloth | 23/01/07 | 69.85 | 0.00 | | 119.00 |
| 000039 | Maneesh Kumar Kolorot... | 23/01/07 | 16.30 | 0.00 | | 65.00 |
| 000043 | Paramasivam Ovarasu Pil... | 08/02/07 | 82.80 | 0.00 | | 132.00 |
| 000047 | Vineesh Kamalan | 23/01/07 | 24.38 | 0.00 | | 73.00 |
| 000048 | Philip Mathlunkal John | 15/02/07 | 27.85 | 34.00 | LV-000238 | 43.00 |
| 000050 | Rijo Chelakkadan Ouseph | 22/02/07 | 25.88 | 0.00 | | 75.00 |
| 000052 | Stalin Augustine | 22/02/07 | 7.65 | 0.00 | | 57.00 |
| 000054 | Sherin Palatty Poullose | 22/02/07 | 32.88 | 0.00 | | 82.00 |
| 000061 | Dinesh Cheruparambil C... | 03/01/07 | 65.30 | 0.00 | | 114.00 |
| 000064 | Denny Puthussery Pappa... | 03/04/07 | 26.63 | 0.00 | | 76.00 |
| 000065 | Thomas Choolissery Rap... | 14/03/07 | 24.88 | 0.00 | | 74.00 |
| 000066 | Joby Joby | 14/03/07 | 20.19 | 0.00 | | 69.00 |
| 000067 | Kallulathil Raveendran R... | 14/03/07 | 25.88 | 0.00 | | 75.00 |
| 000071 | Vibeesh Kozhunnantavida | 14/03/07 | 10.60 | 1.00 | LV-000209 | 59.00 |
| 000074 | Renato Samonte Esguerra | 24/03/07 | 20.35 | 0.00 | | 69.00 |

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



| Date | Type | Vacation Scheme | Vacation Code | Accrual Basis Amount | Accrual Exclud... | Days | Amount | Remarks |
|----------|------------|----------------------|------------------|----------------------|-------------------|-------|-----------|------------|
| 30/04/14 | Accrual | AV-Annual Vacatio... | AV-Annual Vac... | 13,515.00 | 0.00 | 2.50 | 1,126.25 | |
| 30/04/14 | Adjustment | AV-Annual Vacatio... | AV-Annual Vac... | 13,515.00 | 0.00 | 0.00 | 422.49 | Adjustment |
| 31/03/14 | Accrual | AV-Annual Vacatio... | AV-Annual Vac... | 13,015.00 | 0.00 | 2.55 | 1,106.28 | |
| 28/02/14 | Accrual | AV-Annual Vacatio... | AV-Annual Vac... | 13,015.00 | 0.00 | 2.30 | 997.82 | |
| 31/01/14 | Accrual | AV-Annual Vacatio... | AV-Annual Vac... | 13,015.00 | 0.00 | 2.50 | 1,084.58 | |
| 31/12/13 | Accrual | AV-Annual Vacatio... | AV-Annual Vac... | 13,015.00 | 0.00 | 2.50 | 1,084.58 | |
| 30/11/13 | Accrual | AV-Annual Vacatio... | AV-Annual Vac... | 13,015.00 | 0.00 | 2.50 | 1,084.50 | |
| 30/11/13 | Adjustment | AV-Annual Vacatio... | AV-Annual Vac... | 13,015.00 | 0.00 | 0.00 | 173.42 | Adjustment |
| 31/10/13 | Accrual | AV-Annual Vacatio... | AV-Annual Vac... | 12,615.00 | 0.00 | 2.50 | 911.18 | |
| 30/09/13 | Adjustment | AV-Annual Vacatio... | AV-Annual Vac... | 0.00 | 0.00 | 10.50 | 0.00 | |
| 30/09/13 | Adjustment | AV-Annual Vacatio... | AV-Annual Vac... | 13,015.00 | 0.00 | 0.00 | 4,555.32 | Adjustment |
| Total : | | | | 0.00 | | 27.85 | 12,546.42 | |

3.5.3.3. Air Ticket Accrual Data

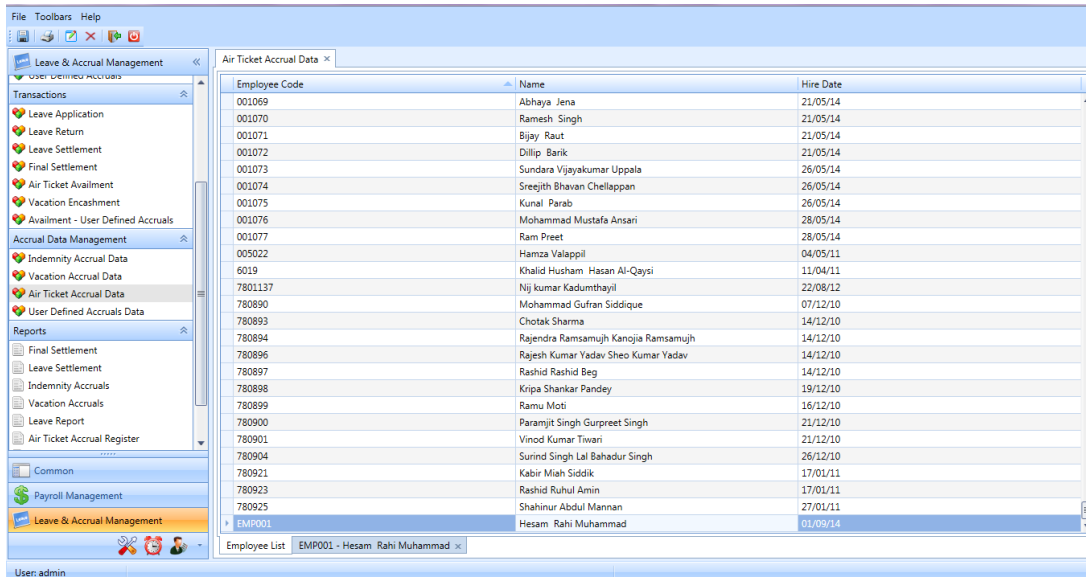
Based on the formula defined in the system, this report shows the accrued amount of Air Tickets.

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.

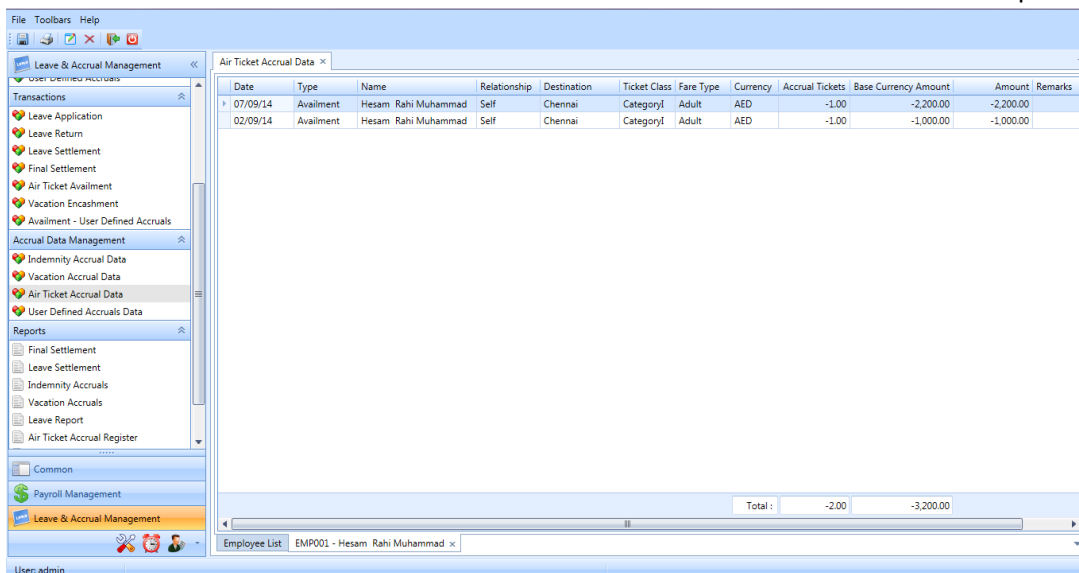
A prototype is shown as below.

Select the record whose accrued balance need to be viewed.



| Employee Code | Name | Hire Date |
|---------------|--------------------------------------|-----------|
| 001069 | Abhaya Jena | 21/05/14 |
| 001070 | Ramesh Singh | 21/05/14 |
| 001071 | Bijay Raut | 21/05/14 |
| 001072 | Dillip Barik | 21/05/14 |
| 001073 | Sundara Vijayakumar Uppala | 26/05/14 |
| 001074 | Sreejith Bhavan Chellappan | 26/05/14 |
| 001075 | Kunal Parab | 26/05/14 |
| 001076 | Mohammad Mustafa Ansari | 28/05/14 |
| 001077 | Ram Preet | 28/05/14 |
| 005022 | Hamza Valappil | 04/05/11 |
| 6019 | Khalid Husham Hasan Al-Qaysi | 11/04/11 |
| 7801137 | Nij kumar Kadumthayil | 22/08/12 |
| 780890 | Mohammad Gufran Siddique | 07/12/10 |
| 780893 | Chotak Sharma | 14/12/10 |
| 780894 | Rajendra Ramsamujh Kanojia Ramsamujh | 14/12/10 |
| 780896 | Rajesh Kumar Yadav Sheo Kumar Yadav | 14/12/10 |
| 780897 | Rashid Rashid Beg | 14/12/10 |
| 780898 | Kripa Shankar Pandey | 19/12/10 |
| 780899 | Ramu Moti | 16/12/10 |
| 780900 | Paramjit Singh Gurpreet Singh | 21/12/10 |
| 780901 | Vinod Kumar Tiwari | 21/12/10 |
| 780904 | Surind Singh Lal Bahadur Singh | 26/12/10 |
| 780921 | Kabir Miah Siddik | 17/01/11 |
| 780923 | Rashid Ruhul Amin | 17/01/11 |
| 780925 | Shahinur Abdul Mannan | 27/01/11 |
| EMP001 | Hesam Rahi Muhammad | 01/09/14 |

Double click the record to view the details of accruals in terms of number of air ticket and its equivalent amount.



| Date | Type | Name | Relationship | Destination | Ticket Class | Fare Type | Currency | Accrual Tickets | Base Currency Amount | Amount | Remarks |
|----------|-----------|---------------------|--------------|-------------|--------------|-----------|----------|-----------------|----------------------|-----------|---------|
| 07/09/14 | Availment | Hesam Rahi Muhammad | Self | Chennai | Category | Adult | AED | -1.00 | -2,200.00 | -2,200.00 | |
| 02/09/14 | Availment | Hesam Rahi Muhammad | Self | Chennai | Category | Adult | AED | -1.00 | -1,000.00 | -1,000.00 | |
| Total : | | | | | | | | | -2.00 | -3,200.00 | |

3.5.3.4. User Defined Accrual Data

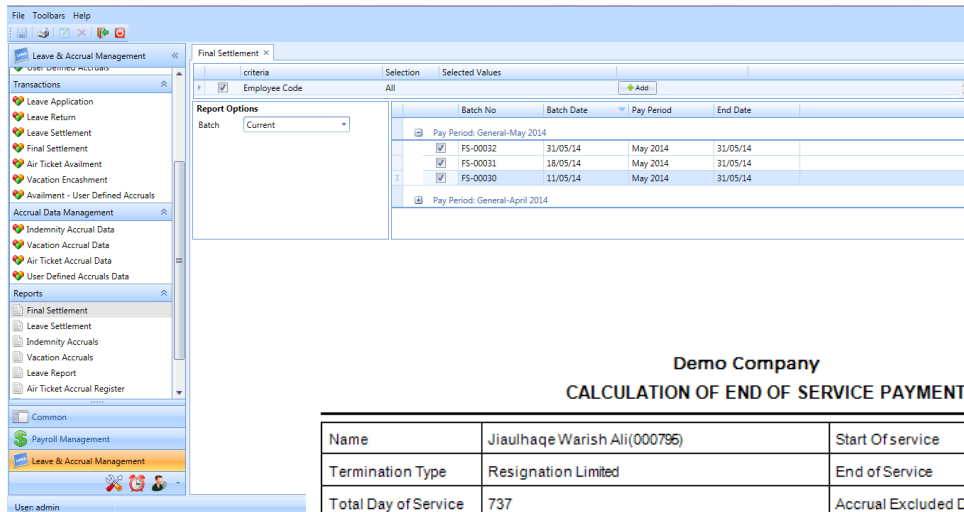
Any additional / user defined accruals which are defined as User Defined accruals, can have its report published through this screen.

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 | | | | 5,869.17 |
| Prepared By: | | | | Approved By: |
| <p>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.</p> <p>I also agree to and undertake to :</p> <ol style="list-style-type: none"> 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. | | | | |
| <p>I,Jiaulhaqe Warish Ali, have received the sum of : 5,869.17 DIRHAM</p> <p>Signature & date:</p> | | | | |

3.5.3.6. Leave Settlement

In HR Works, Leave settlement transaction is an alternative form of payroll processing transaction 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".

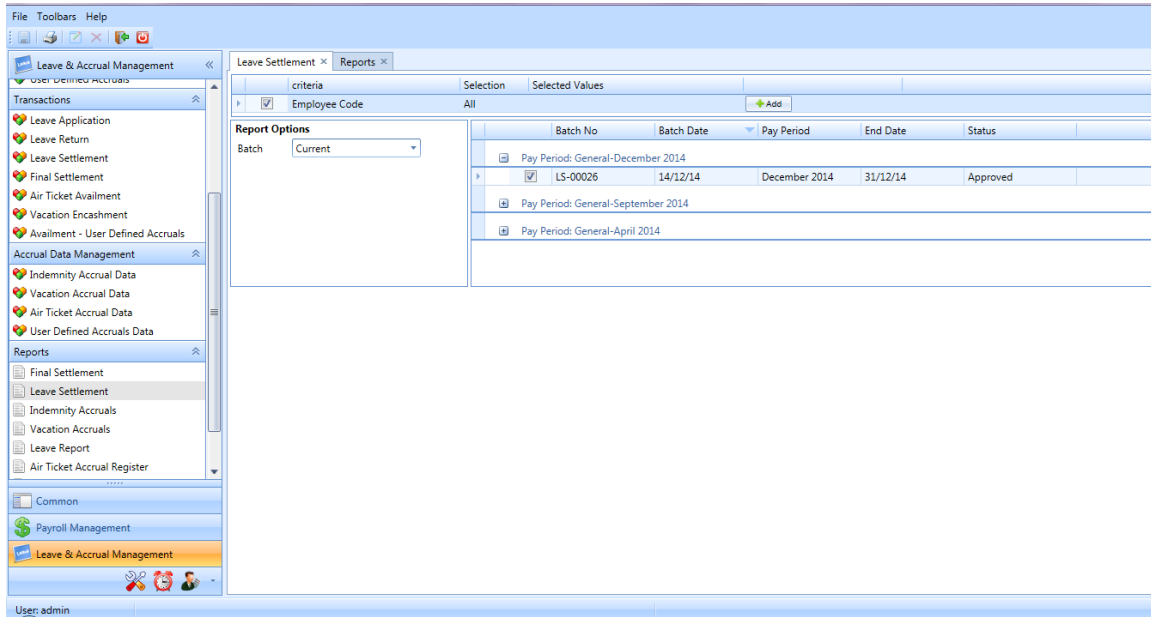
On opening the form, system publishes all the leave settlement record for current period or

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.



Demo Company

Leave Settlement

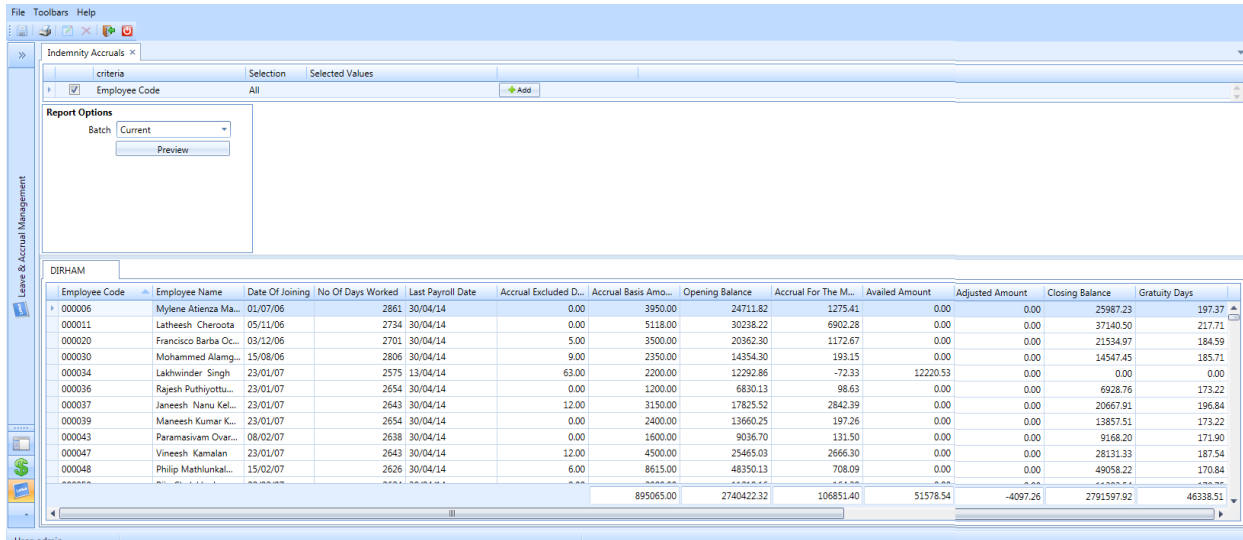
| | | |
|--|--|-------------------------|
| Company Name & Address : Dubai PreCast LLC | | Date : |
| Employee ID : EMP001 | Employee Name : Hesam Rahi Muhammad | |
| Hire Date : 01/09/14 | | |
| | | |
| Basic | 4,000.00 DIRHAM | |
| Housing | 1,000.00 DIRHAM | |
| Gross Salary | 5,000.00 | |
| Salary for the Month of : December-2014 | Length of Service : 3 Month/s 11 Day/s | |
| Leave Balance before settled : | 27.66 | |
| Leave Days Settled : | 6 | |
| Leave Encashed : | 0 | |
| Balance Leave Days : | 21.66 | |
| SETTLEMENT DETAILS | | |
| Earnings | | |
| Basic (No. Of Days: 61) | 7,982.80 | |
| Housing | 1,995.70 | |
| Total Pay | | 9,978.50 |
| Deductions | | |
| Cash Loan | 400.00 | |
| Total Deduction | | 400.00 |
| Allowances | | |
| Vacation Pay for the period from 10/12/14 To 15/12/14 | 1,000.00 | |
| Total Earning | | 1,000.00 |
| Gross Pay | | 10,578.50 |
| Net Amount Payable Ten thousand, five hundred seventy-eight and 50/100 | | 10,578.50 DIRHAM |
| <p>I Hesam Rahi Muhammad , hereby confirm that I have received all my leave salary for 6 days due for this period and I confirm that with receiving this amount I have no claim or due leave salary against the company from the date of joining the company till the date of this statement</p> | | |
| Authorised Company Signatory | Date | Employee's Signature |

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.



| Employee Code | Employee Name | Date Of Joining | No Of Days Worked | Last Payroll Date | Accrual Excluded D... | Accrual Basis Amo... | Opening Balance | Accrual For The M... | Availed Amount | Adjusted Amount | Closing Balance | Gratuity Days |
|---------------|-----------------------|-----------------|-------------------|-------------------|-----------------------|----------------------|-----------------|----------------------|----------------|-----------------|-----------------|---------------|
| 000006 | Mylene Atienza Ma... | 01/07/06 | 2861 | 30/04/14 | 0.00 | 3950.00 | 24711.82 | 1275.41 | 0.00 | 0.00 | 25987.23 | 197.37 |
| 000011 | Latheesh Cheroota | 05/11/06 | 2734 | 30/04/14 | 0.00 | 5118.00 | 30238.22 | 6902.28 | 0.00 | 0.00 | 37140.50 | 217.71 |
| 000020 | Francisco Barba Oc... | 03/12/06 | 2701 | 30/04/14 | 5.00 | 3500.00 | 20362.30 | 1172.67 | 0.00 | 0.00 | 21534.97 | 184.59 |
| 000030 | Mohammed Alang... | 15/08/06 | 2806 | 30/04/14 | 9.00 | 2350.00 | 14354.30 | 193.15 | 0.00 | 0.00 | 14547.45 | 185.71 |
| 000034 | Lakhwinder Singh | 23/01/07 | 2575 | 13/04/14 | 63.00 | 2200.00 | 12292.86 | -72.33 | 12220.53 | 0.00 | 0.00 | 0.00 |
| 000036 | Rajesh Puthiyottu... | 23/01/07 | 2654 | 30/04/14 | 0.00 | 1200.00 | 6830.13 | 98.63 | 0.00 | 0.00 | 6928.76 | 173.22 |
| 000037 | Janeesh Nanu Kel... | 26/03/07 | 2643 | 30/04/14 | 12.00 | 3150.00 | 17825.52 | 2842.39 | 0.00 | 0.00 | 20667.91 | 196.84 |
| 000039 | Manesh Kumar K... | 23/01/07 | 2654 | 30/04/14 | 0.00 | 2400.00 | 13660.25 | 197.26 | 0.00 | 0.00 | 13857.51 | 173.22 |
| 000043 | Paramasivam Ovar... | 08/02/07 | 2638 | 30/04/14 | 0.00 | 1600.00 | 9036.70 | 131.50 | 0.00 | 0.00 | 9168.20 | 171.90 |
| 000047 | Vineth Kamalan | 23/01/07 | 2643 | 30/04/14 | 12.00 | 4500.00 | 25465.03 | 2666.30 | 0.00 | 0.00 | 28131.33 | 187.54 |
| 000048 | Philip Mathlunkal... | 15/02/07 | 2626 | 30/04/14 | 6.00 | 8615.00 | 48350.13 | 708.09 | 0.00 | 0.00 | 49058.22 | 170.84 |
| | | | | | | 895065.00 | 2740422.32 | 106851.40 | 51578.54 | -4097.26 | 2791597.92 | 46338.51 |

3.5.3.8. Vacation Accruals

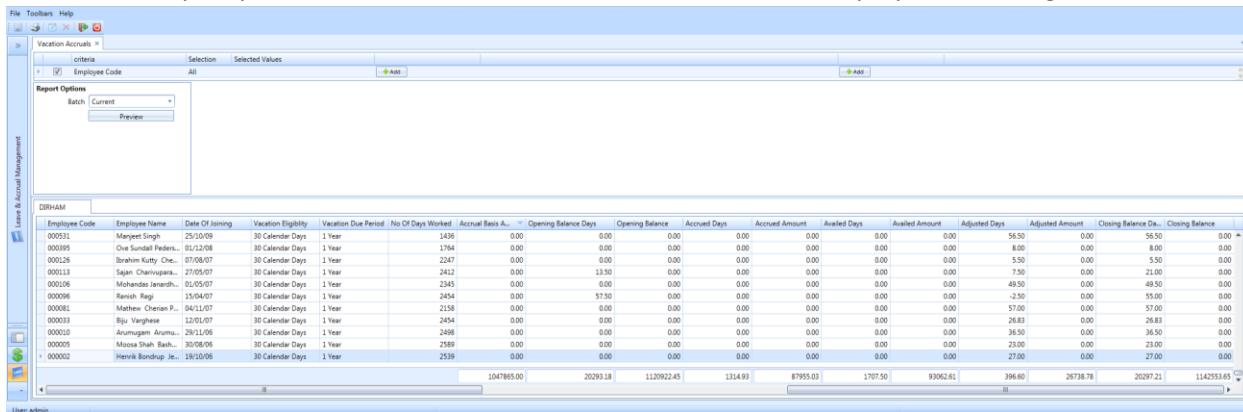
Based on the formula defined in the system, this report shows the accrued amount of vacation.

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.



| Employee Code | Employee Name | Date Of Joining | Vacation Eligibility | Vacation Due Period | No Of Days Worked | Accrual Basis A... | Opening Balance Days | Opening Balance | Accrued Days | Accrued Amount | Availed Days | Availed Amount | Adjusted Days | Adjusted Amount | Closing Balance Da... | Closing Balance |
|---------------|----------------------|-----------------|----------------------|---------------------|-------------------|--------------------|----------------------|-----------------|--------------|----------------|--------------|----------------|---------------|-----------------|-----------------------|-----------------|
| 000531 | Manjesh Singh | 25/10/09 | 30 Calendar Days | 1 Year | 1436 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 56.50 | 0.00 | 56.50 |
| 000595 | Chiranjeev Patel... | 01/12/08 | 30 Calendar Days | 1 Year | 1764 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 8.00 |
| 000126 | Sorathim Kuty Che... | 07/08/07 | 30 Calendar Days | 1 Year | 2247 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.50 | 0.00 | 5.50 |
| 000113 | Sajan Charuvanna... | 27/05/07 | 30 Calendar Days | 1 Year | 2412 | 0.00 | 13.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.50 | 0.00 | 21.00 |
| 000106 | Mohandes Jaramth... | 01/05/07 | 30 Calendar Days | 1 Year | 2345 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 49.50 | 0.00 | 49.50 |
| 000066 | Ramish Ragi | 15/04/07 | 30 Calendar Days | 1 Year | 2454 | 0.00 | 17.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1.50 | 0.00 | 95.00 |
| 000061 | Mathew Charles P... | 04/11/07 | 30 Calendar Days | 1 Year | 2158 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 57.00 | 0.00 | 57.00 |
| 000033 | Riju Varghese | 12/01/07 | 30 Calendar Days | 1 Year | 2454 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26.83 | 0.00 | 26.83 |
| 000010 | Arumugam Arumug... | 29/11/06 | 30 Calendar Days | 1 Year | 2498 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 36.50 | 0.00 | 36.50 |
| 000005 | Melissa Shah Rath... | 30/08/06 | 30 Calendar Days | 1 Year | 2589 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23.00 | 0.00 | 23.00 |
| 000002 | Henrik Bonstrup J... | 19/10/06 | 30 Calendar Days | 1 Year | 2539 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27.00 | 0.00 | 27.00 |
| | | | | | | 1047865.00 | 20293.18 | 1120922.45 | 1314.89 | 87955.03 | 1707.50 | 83062.81 | 396.60 | 26738.78 | 20297.21 | 1142593.63 |

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.

File Toolbars Help

Leave Report × Reports ×

criteria Selection Selected Values

☒ Employee Code All ➤ Add

Report Options

From Date: 01/12/14
To Date: 12/02/15
Status: ☒ Approved; ☐ Rejected
Leave Type: Study Leave - Accruals Preview

| Batch No | Batch Date |
|---|------------|
| <input checked="" type="checkbox"/> LV-000243 | 10/12/14 |
| <input checked="" type="checkbox"/> LV-000241 | 04/09/14 |
| <input checked="" type="checkbox"/> LV-000238 | 27/05/14 |
| <input type="checkbox"/> LV-000237 | 27/05/14 |
| <input type="checkbox"/> LV-000236 | 26/05/14 |
| <input type="checkbox"/> LV-000235 | 21/05/14 |
| <input type="checkbox"/> LV-000234 | 16/05/14 |

ShowGroupPanel

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

User: admin

On further clicking the print button, 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 Muham | 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.

File Toolbars Help

Air Ticket Accrual ×

criteria Selection Selected Values

☒ Employee Code All ➤ Add

Report Options

Batch: Current
Report Type: Employee's Summary Preview

EMP001

| Employee Code | Name | Date Of Joining | Termination Date | Destination Code | Ticket Rate | Ticket Class | Frequency | Ticket Eligibility | Last Availment Date | Outstanding Balance Tickets | Opening Balance | Accrual Totals | Accruals | Availment Tickets | Availments | Adjustment Tickets | Adjustments | Closing Balance Tickets | Closing Balance | |
|---------------|-------------------|-----------------|------------------|------------------|-------------|--------------|---------------|--------------------|---------------------|-----------------------------|-------------------|----------------|------------------|-------------------|------------|--------------------|-------------|-------------------------|-----------------|-------------------|
| 000006 | Mylena Alkassab | 02/07/06 | | NRHL | 2000.00 | Category I | Yearly | 1 | | 0.747222222222222 | 2000.000000000000 | 0.00 | 200.000000000000 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 200.000000000000 |
| 000011 | Luthfiyah Chandra | 05/11/06 | | CCP | 2000.00 | Category I | Yearly | 1 | | 0.336444444444444 | 700.000000000000 | 0.00 | 100.000000000000 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 100.000000000000 |
| 000030 | Frederica Barba | 05/12/06 | | NRHL | 2000.00 | Category I | Yearly | 1 | | 0.332555555555556 | 675.000000000000 | 0.00 | 73.3333333333333 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 73.3333333333333 |
| 000039 | Mohammed Alkassab | 12/10/06 | | CCP | 2000.00 | Category I | every 2 years | 0 | | 0.612888888888889 | 1200.000000000000 | 0.00 | 50.0000000000000 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 50.0000000000000 |
| 000054 | Luthfiyah Singh | 23/01/07 | | ATQ | 2000.00 | Category II | every 2 years | 0 | 12/04/14 | 1.25644444444444 | 2510.000000000000 | 0.00 | 28.0000000000000 | 1.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 2792.000000000000 |

User: admin

3.5.3.11. Air Ticket Availment Batch Report

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

File Toolbars Help

Leave & Accrual Management

- Leave Return
- Leave Settlement
- Final Settlement
- Air Ticket Availment
- Vacation Encashment
- Availment - User Defined Accruals
- Accrual Data Management
 - Indemnity Accrual Data
 - Vacation Accrual Data
 - Air Ticket Accrual Data
 - User Defined Accruals Data
- Reports
 - Final Settlement
 - Leave Settlement
 - Indemnity Accruals
 - Vacation Accruals
 - Leave Report
 - Air Ticket Accrual Register
 - Air Ticket Availment Batch Report
 - User Defined Accrual Register
 - Custom Reports
- Common
- Payroll Management
- Leave & Accrual Management

Air Ticket Availment Report

criteria Selection Selected Values

☒ Employee Code All [Add](#)

Report Options

Batch: Current [Preview](#)

| Batch No | Batch Date | Pay Period | End Date | Status |
|---|------------|----------------|----------|--------|
| Pay Period: General-September 2014 | | | | |
| <input checked="" type="checkbox"/> AT-000002 | 02/09/14 | September 2014 | 30/09/14 | A |
| Pay Period: General-April 2014 | | | | |
| <input checked="" type="checkbox"/> AT-000001 | 07/09/14 | April 2014 | 30/04/14 | A |

| Employee Code | Name | Batch No | Batch Date | Ticket Destination | Ticket Class | No Of Tickets | Ticket Amount | Status |
|---------------|--------------------|-----------|------------|--------------------|--------------|---------------|---------------|----------|
| EMP001 | Hesam Rahi Muha... | AT-000001 | 07/09/14 | Chennai | CategoryI | 1 | 2200 | Approved |
| EMP001 | Hesam Rahi Muha... | AT-000002 | 02/09/14 | Chennai | CategoryI | 1 | 1000 | Approved |

2.00 3200.00

User: admin

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

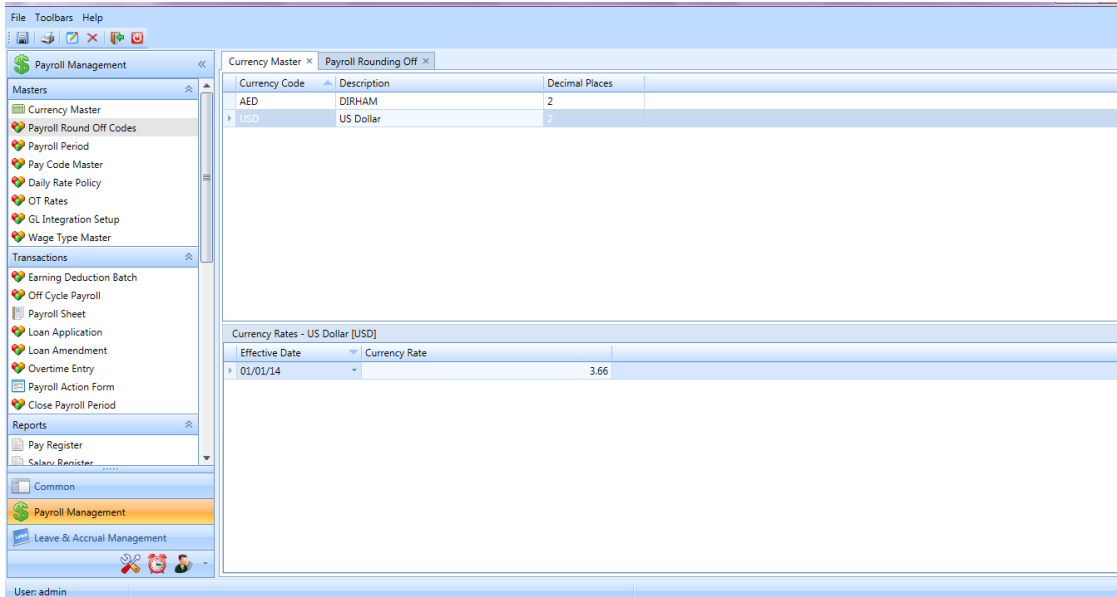
3.6.1. Master Data

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.

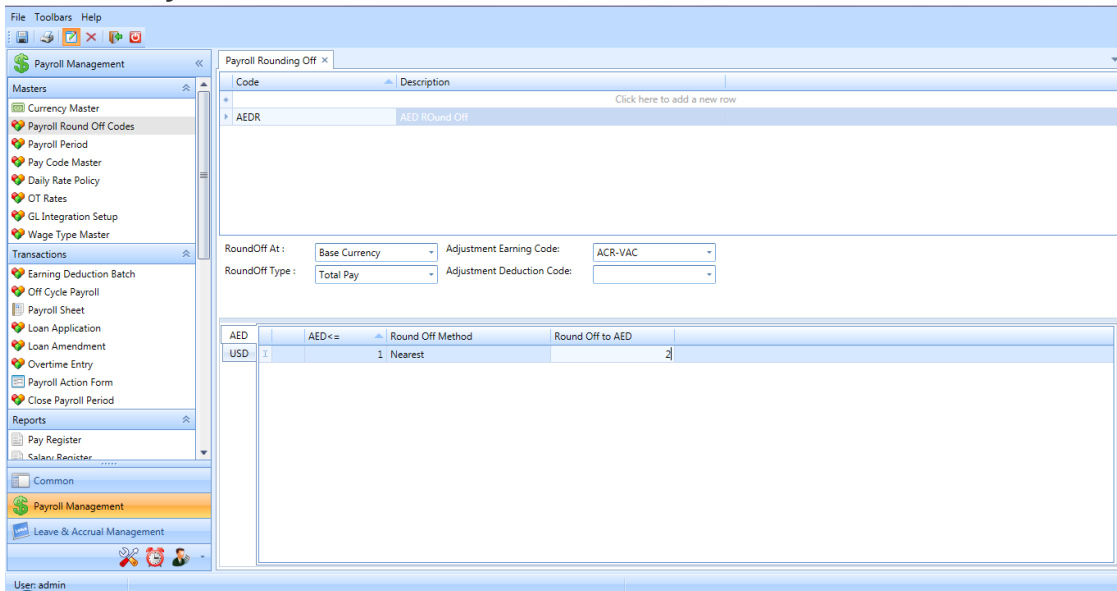
Masters -> Currency Master



| Currency Code | Description | Decimal Places |
|---------------|-------------|----------------|
| AED | DIRHAM | 2 |
| USD | US Dollar | 2 |

| Currency Rates - US Dollar [USD] | |
|----------------------------------|---------------|
| Effective Date | Currency Rate |
| 01/01/14 | 3.66 |

3.6.1.2. Payroll Round Off Codes



| Code | Description |
|------|---------------|
| AEDR | AED Round Off |

RoundOff At : Base Currency Adjustment Earning Code: ACR-VAC

RoundOff Type : Total Pay Adjustment Deduction Code:

| AED | AED <= | Round Off Method | Round Off to AED |
|-----|--------|------------------|------------------|
| USD | 1 | Nearest | 2 |

3.6.1.3. Payroll Period

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

File Toolbars Help

Payroll Management

Masters

- Currency Master
- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period

Reports

- Pay Register
- Salary Register

Common

- Payroll Management
- Leave & Accrual Management

User: admin

| Pay Period Code | Description | Period Type |
|-----------------|--------------|-------------|
| GEN | General | Monthly |
| SrStaff | Senior Staff | Monthly |

| Start Date | End Date | Description | Daily Regular Hours | Monthly Regular Hours |
|------------|----------|----------------|---------------------|-----------------------|
| 01/09/13 | 30/09/13 | September 2013 | 8 | 208 |
| 01/10/13 | 31/10/13 | October 2013 | 8 | 208 |
| 01/11/13 | 30/11/13 | November 2013 | 8 | 208 |
| 01/12/13 | 31/12/13 | December 2013 | 8 | 208 |
| 01/01/14 | 31/01/14 | January 2014 | 8 | 208 |
| 01/02/14 | 28/02/14 | February 2014 | 8 | 208 |
| 01/03/14 | 31/03/14 | March 2014 | 8 | 208 |
| 01/04/14 | 30/04/14 | April 2014 | 8 | 208 |
| 01/05/14 | 31/05/14 | May 2014 | 8 | 208 |
| 01/06/14 | 30/06/14 | June 2014 | 8 | 208 |
| 01/07/14 | 31/07/14 | July 2014 | 8 | 208 |
| 01/08/14 | 31/08/14 | August 2014 | 8 | 208 |

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.

File Toolbars Help

Payroll Management

Masters

- Currency Master
- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period

Reports

- Pay Register
- Salary Register

Common

- Payroll Management
- Leave & Accrual Management

User: admin

| Pay Code | Description | Type | Non Payable Allowance | Applicable Type |
|----------|--------------------------------|-----------|-------------------------------------|-------------------------------------|
| ACR-AT | Air Ticket Accrual | Earning | <input checked="" type="checkbox"/> | System Generated Include in CTC |
| ACR-IND | Indemnity Accrual | Earning | <input checked="" type="checkbox"/> | System Generated Include in CTC |
| ACR-VAC | Vacation Accrual | Earning | <input checked="" type="checkbox"/> | System Generated Include in CTC |
| BASIC | Basic | Earning | <input type="checkbox"/> | Pay Component Include in CTC |
| D-BT | Breach of Contract | Deduction | <input type="checkbox"/> | Temporary Earn Ded |
| D-CA | Cash Advance | Deduction | <input type="checkbox"/> | Temporary Earn Ded |
| D-CL | Cash Loan | Deduction | <input type="checkbox"/> | Temporary Earn Ded Loan & Retention |
| D-CP | Company Penalty | Deduction | <input type="checkbox"/> | Temporary Earn Ded |
| D-EID | Emirates ID | Deduction | <input type="checkbox"/> | Temporary Earn Ded |
| D-GAS | Gas Deduction | Deduction | <input type="checkbox"/> | Temporary Earn Ded |
| D-HI | Health Insurance | Deduction | <input type="checkbox"/> | Temporary Earn Ded |
| D-LSA | Leave Salary Advance Deduction | Deduction | <input type="checkbox"/> | System Generated |

| Leave Code | Description | Pay Percent |
|------------|--------------------------|-------------|
| AB | ABSENT | 0 |
| AL | Annual Leave | 100 |
| BAL | Backdated Annual Leave | 0 |
| CL | Compensatory Leave | 100 |
| DV | Delayed Vacation | 0 |
| ML | Maternity Leave | 100 |
| MLO% | Maternity Unpaid | 0 |
| SL | Sick Leave | 100 |
| SLO% | Sick Leave Without pay | 0 |
| SLSO% | Sick Leave With Half Pay | 50 |
| STDL | Study Leave | 100 |
| STDLA | Study Leave - Accruals | 100 |

Various salary component that normally used are undermentioned :-

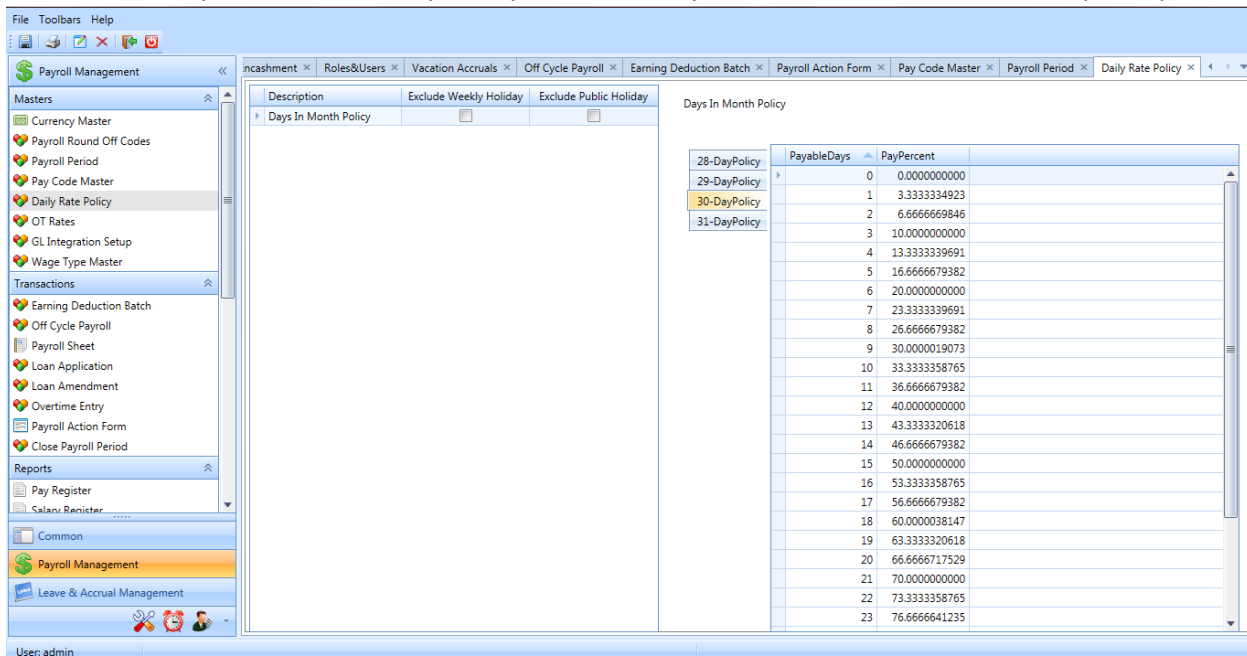
- ☞ Basic
- ☞ HRA
- ☞ Service Allowance
- ☞ Food Allowance
- ☞ Car Allowance
- ☞ General Allowance
- ☞ Fixed OT
- ☞ TRA

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.



| Days In Month Policy | PayableDays | PayPercent |
|----------------------|-------------|---------------|
| 0 | 0 | 0.0000000000 |
| 1 | 1 | 3.3333334923 |
| 2 | 2 | 6.6666669846 |
| 3 | 3 | 10.0000000000 |
| 4 | 4 | 13.3333339691 |
| 5 | 5 | 16.6666679382 |
| 6 | 6 | 20.0000000000 |
| 7 | 7 | 23.3333339691 |
| 8 | 8 | 26.6666679382 |
| 9 | 9 | 30.0000019073 |
| 10 | 10 | 33.3333358765 |
| 11 | 11 | 36.6666679382 |
| 12 | 12 | 40.0000000000 |
| 13 | 13 | 43.3333320618 |
| 14 | 14 | 46.6666679382 |
| 15 | 15 | 50.0000000000 |
| 16 | 16 | 53.3333358765 |
| 17 | 17 | 56.6666679382 |
| 18 | 18 | 60.0000038147 |
| 19 | 19 | 63.3333320618 |
| 20 | 20 | 66.6666717529 |
| 21 | 21 | 70.0000000000 |
| 22 | 22 | 73.3333358765 |
| 23 | 23 | 76.6666641235 |

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.

File Toolbars Help

Administration

User Management

- Roles & Users
- Connected Users

System Management

- Application Parameters
- Application Parameters(Multiple Entity)
- Card Types
- Action Form Types
- Sort Order Settings
- Custom Report Designer
- Rules Master
- Approval Workflow Settings
- Alerts Configuration
- User Alerts Setup

Reports

- Custom Reports
- Employee Hierarchy Report

Organization Chart

- Organization Chart Types
- Entity Managers

Common

- Payroll Management
- Leave & Accrual Management

User: admin

OT Rates

| OT Code | Description |
|---------|-----------------------|
| OTB | OverTime Basic Salary |
| OTBH | OverTime Basic + HRA |
| OTF | Over Time Fixed Rate |
| OTFV | OT Fixed and Variable |
| OTNS | Over Time Night Shift |

OT Rates - Over Time Fixed Rate [OTF]

| OTTypes | OT Rates | OT Rate Type | Currency | Pay Code |
|--------------|----------|--------------|----------|----------|
| Extra OT | 10 | Lump Sum | DIRHAM | E-OT |
| Holiday OT | 10 | Lump Sum | DIRHAM | E-OT |
| Normal OT | 10 | Lump Sum | DIRHAM | E-OT |
| Regular Hour | 0 | | | |

Components - Over Time Fixed Rate [OTF]

| Pay Code | Description | Pay Code Basis Percentage |
|----------|--------------------|---------------------------|
| BASIC | Basic | 100 |
| E-HRA | Housing | 0 |
| E-BO | Bonus | 0 |
| E-CONV | Conveyance | 0 |
| E-Food | Food Allowance | 0 |
| E-HPL | HRA Paid for Leave | 0 |
| E-INC | Incentives | 0 |
| E-LS | Leave Saalry Adj | 0 |

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.

HR Works - Demo Company

File Toolbars Help

Payroll Management

- Masters
- Currency Master
- Payroll RoundOff Codes
- Project Master
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master
- Transactions
- Earning Deduction Batch
- Off Cycle Payroll
- Off Cycle Reinstating
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry

Common

- Payroll Management
- Leave & Accrual Management

User: dli

GL Integration Setup[Step 1 of 3]

Initial Configuration

Segments 1 Wild Card Character * Account Separator

Pay Code GL Setup Entity Project

GL Distribution

GL Distribution By Entity ☒ Distribution Entities Project

Segment Configuration

| Segment | Max Size | Fixed Value | Entity Employee | Use in PayCode GLConfiguration |
|---------|----------|-------------|-----------------|-------------------------------------|
| 1 | 8 | | Employee | <input checked="" type="checkbox"/> |

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

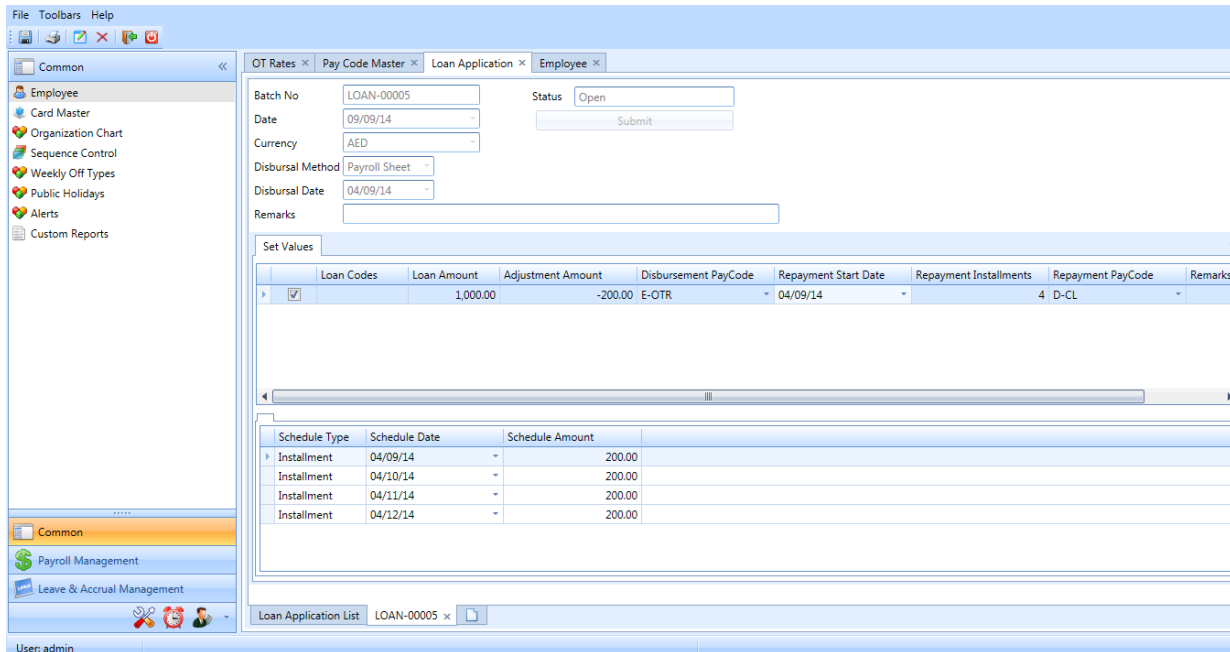
3.6.2.1. Loan Application

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

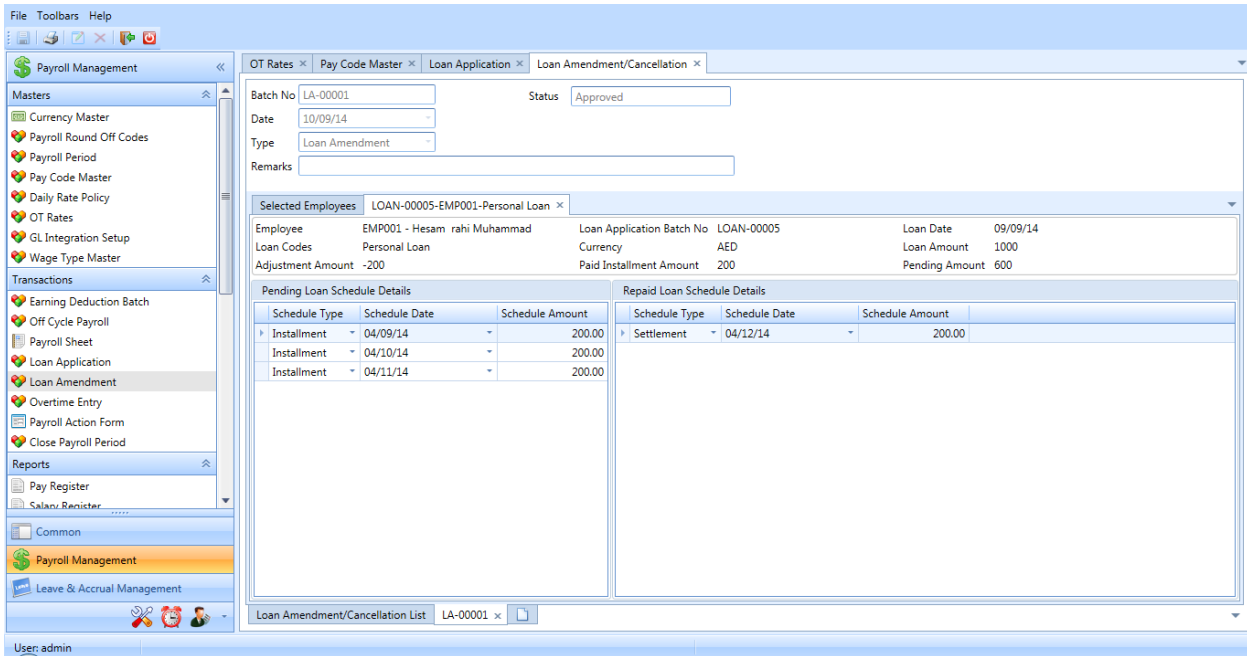
This functionality facilitates the amendment of the scheduled data related to retention. You will be able to void existing schedules, add new schedules and record the retained amounts or re-activate voided schedules with this application.

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”.



File Toolbars Help

Payroll Management

Masters

- Currency Master
- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period

Reports

- Pay Register
- Salary Register

Common

- Payroll Management
- Leave & Accrual Management

User: admin

OT Rates Pay Code Master Loan Application Loan Amendment/Cancellation

Batch No LA-00001 Status Approved

Date 10/09/14

Type Loan Amendment

Remarks

Selected Employees LOAN-00005-EMP001-Personal Loan

| Employee | Loan Codes | Personal Loan | Loan Application Batch No | Currency | Loan Date | Loan Amount | Pending Amount |
|------------------------------|---------------|---------------|---------------------------|----------|-----------|-------------|----------------|
| EMP001 - Hesam rahi Muhammad | Personal Loan | | LOAN-00005 | AED | 09/09/14 | 1000 | 600 |

Adjustment Amount -200 Paid Installment Amount 200

Pending Loan Schedule Details

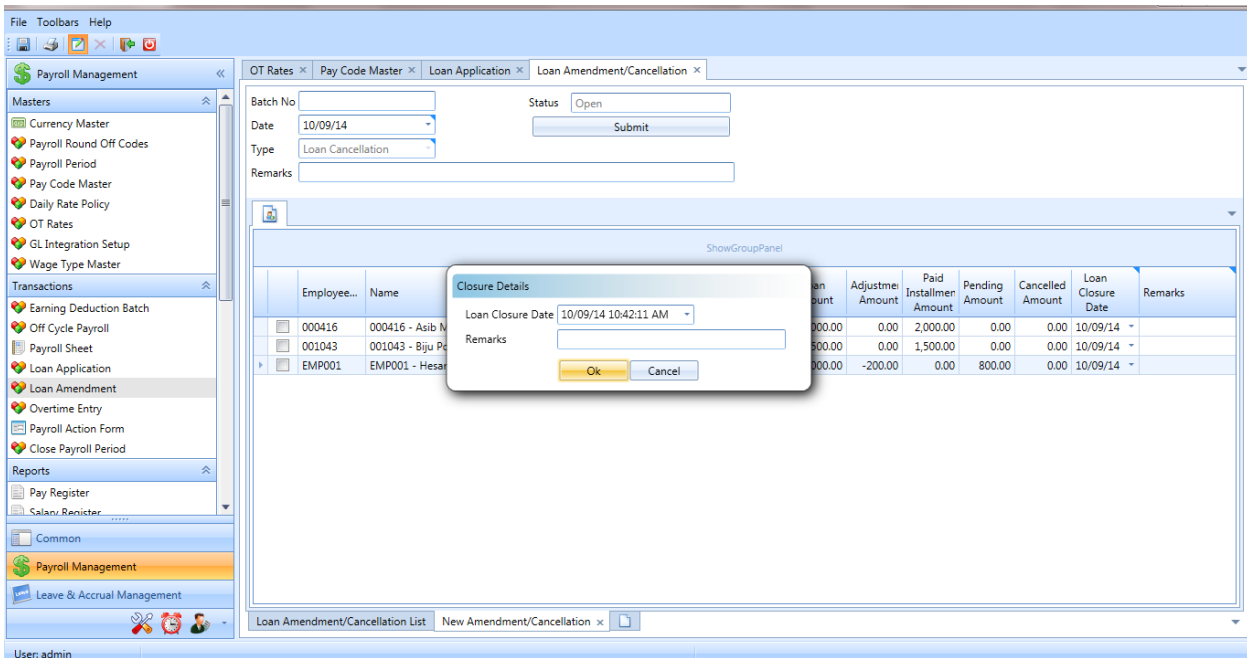
| Schedule Type | Schedule Date | Schedule Amount |
|---------------|---------------|-----------------|
| Installment | 04/09/14 | 200.00 |
| Installment | 04/10/14 | 200.00 |
| Installment | 04/11/14 | 200.00 |

Repaid Loan Schedule Details

| Schedule Type | Schedule Date | Schedule Amount |
|---------------|---------------|-----------------|
| Settlement | 04/12/14 | 200.00 |

Loan Amendment/Cancellation List LA-00001

- **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.



File Toolbars Help

Payroll Management

Masters

- Currency Master
- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period

Reports

- Pay Register
- Salary Register

Common

- Payroll Management
- Leave & Accrual Management

User: admin

OT Rates Pay Code Master Loan Application Loan Amendment/Cancellation

Batch No Status Open

Date 10/09/14

Type Loan Cancellation

Remarks

Submit

Closure Details

Loan Closure Date 10/09/14 10:42:11 AM

Remarks

Ok Cancel

| Employee | Name | Loan Amount | Adjustment Amount | Paid Installment Amount | Pending Amount | Cancelled Amount | Loan Closure Date | Remarks |
|----------|-----------------|-------------|-------------------|-------------------------|----------------|------------------|-------------------|---------|
| 000416 | 000416 - Asib M | 2000.00 | 0.00 | 2,000.00 | 0.00 | 0.00 | 10/09/14 | |
| 001043 | 001043 - Biju P | 1500.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 10/09/14 | |
| EMP001 | EMP001 - Hesam | 1000.00 | -200.00 | 0.00 | 800.00 | 0.00 | 10/09/14 | |

Loan Amendment/Cancellation List New Amendment/Cancellation

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.

File Toolbars Help

Payroll Management

Masters

- Currency Master
- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period

Reports

- Pay Register
- Salary Register

Common

- Payroll Management
- Leave & Accrual Management

User: admin

OT Rates x Pay Code Master x Earning Deduction Batch x Application Parameters x Loan Application x

Batch No: Status: Open

Date: 10/09/14

Effective Date: 07/09/14

Settlement Method:

Remarks:

Submit

Pay Code List

| Pay Code | Description | Currency | Amount |
|--|-------------------|----------|--------|
| <input type="checkbox"/> D-CP | Company Penalty | | 0 |
| <input type="checkbox"/> D-HI | Health Insurance | | 0 |
| <input type="checkbox"/> D-SADJ | Salary Adjustment | | 0 |
| <input checked="" type="checkbox"/> E-AT | Air Ticket | AED | 200 |

Employee List

emp001 Close

| Employee Code | Name |
|--|---------------------|
| <input checked="" type="checkbox"/> EMP001 | Hesam rahi Muhammad |

Generate Excel Template Upload from Excel

Earning Deduction List ED-00207 x New Batch x

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.

File Toolbars Help

Payroll Management

Masters

- Currency Master
- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period

Reports

- Pay Register
- Salary Register

Common

- Payroll Management
- Leave & Accrual Management

User: admin

OT Rates x Pay Code Master x Earning Deduction Batch x Application Parameters x Loan Application x

Batch No: ED-00207 Status: Approved

Date: 01/09/14

Effective Date: 07/09/14

Settlement Method: Payroll Sheet

Remarks:

Batch Entries

Paycode wise

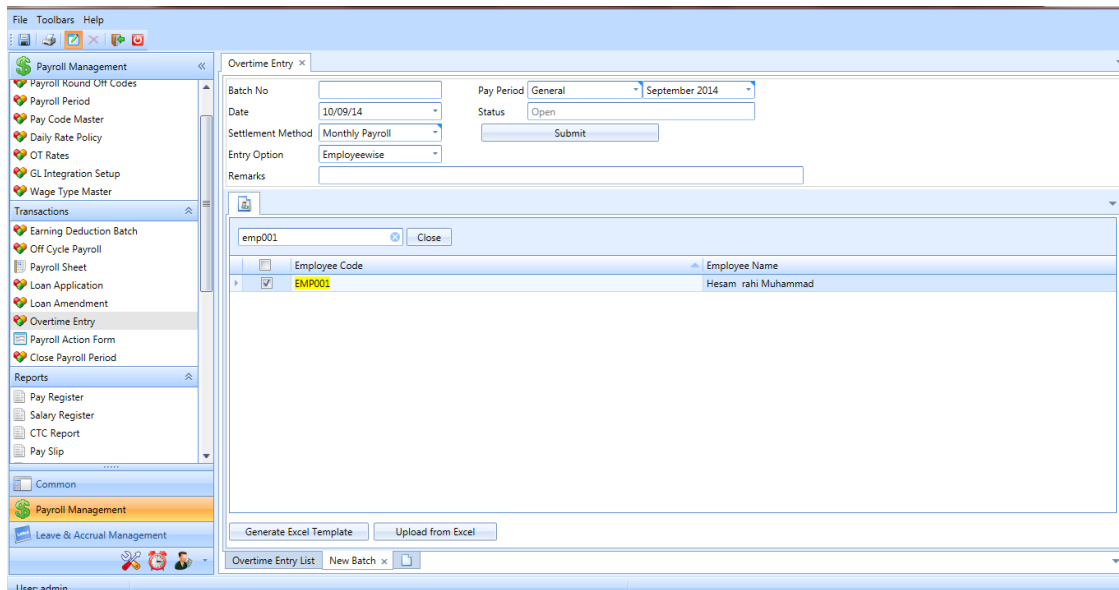
| Employee Code | Name | Currency | Amount | Remarks |
|--------------------------------------|---------------------|----------|--------|---------|
| Pay Code: D-TD-Transportation | | | | |
| 001075 | Kunal Parab | AED | 200.00 | |
| EMP001 | Hesam rahi Muhammad | AED | 200.00 | |
| Pay Code: E-AT-Air Ticket | | | | |
| 001075 | Kunal Parab | AED | 100.00 | |
| EMP001 | Hesam rahi Muhammad | AED | 50.00 | |
| Pay Code: E-BO-Bonus | | | | |
| 001075 | Kunal Parab | AED | 500.00 | |
| EMP001 | Hesam rahi Muhammad | AED | 500.00 | |

Earning Deduction List ED-00207 x

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



File Toolbars Help

Payroll Management

Payroll Kound Off Codes

Payroll Period

Pay Code Master

Daily Rate Policy

OT Rates

GL Integration Setup

Wage Type Master

Transactions

Earning Deduction Batch

Off Cycle Payroll

Payroll Sheet

Loan Application

Loan Amendment

Overtime Entry

Payroll Action Form

Close Payroll Period

Reports

Pay Register

Salary Register

CTC Report

Pay Slip

Common

Payroll Management

Leave & Accrual Management

Users: admin

Overtime Entry

Batch No

Date 10/09/14

Pay Period General

Status Open

Settlement Method Monthly Payroll

Entry Option Employeewise

Submit

Remarks

emp001

Employee Code

Employee Name

EMP001

Hesam rahi Muhammad

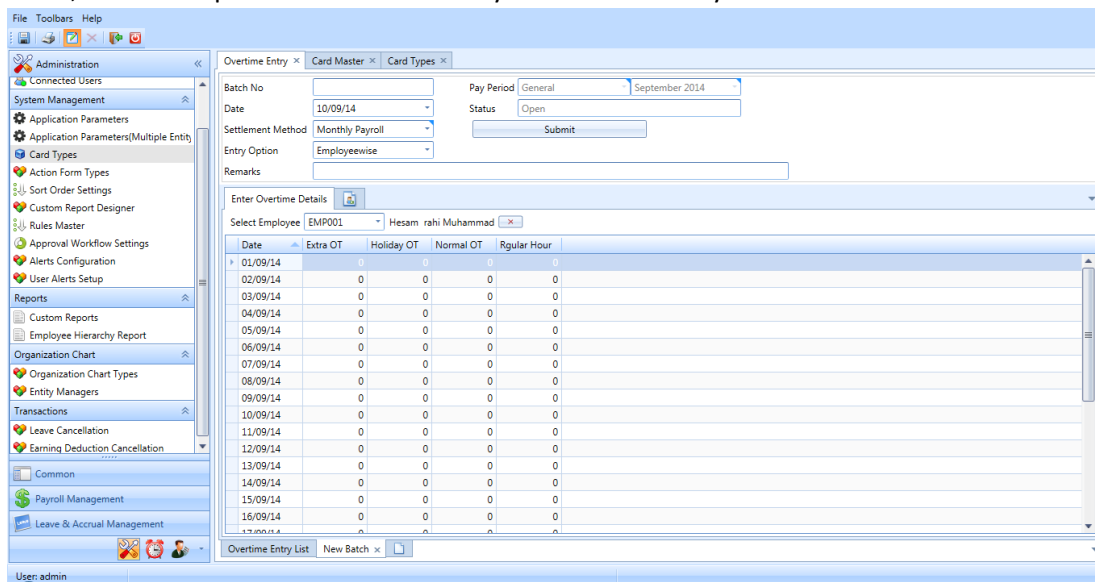
Generate Excel Template

Upload from Excel

Overtime Entry List

New Batch

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.



File Toolbars Help

Administration

Connected Users

System Management

Application Parameters

Application Parameters(Multiple Entity)

Card Types

Action Form Types

Sort Order Settings

Custom Report Designer

Rules Master

Approval Workflow Settings

Alerts Configuration

User Alerts Setup

Reports

Custom Reports

Employee Hierarchy Report

Organization Chart

Organization Chart Types

Entity Managers

Transactions

Leave Cancellation

Earning Deduction Cancellation

Common

Payroll Management

Leave & Accrual Management

Users: admin

Overtime Entry

Batch No

Date 10/09/14

Pay Period General

Status Open

Settlement Method Monthly Payroll

Entry Option Employeewise

Submit

Remarks

Enter Overtime Details

Select Employee EMP001

Hesam rahi Muhammad

| Date | Extra OT | Holiday OT | Normal OT | Regular Hour |
|----------|----------|------------|-----------|--------------|
| 01/09/14 | 0 | 0 | 0 | 0 |
| 02/09/14 | 0 | 0 | 0 | 0 |
| 03/09/14 | 0 | 0 | 0 | 0 |
| 04/09/14 | 0 | 0 | 0 | 0 |
| 05/09/14 | 0 | 0 | 0 | 0 |
| 06/09/14 | 0 | 0 | 0 | 0 |
| 07/09/14 | 0 | 0 | 0 | 0 |
| 08/09/14 | 0 | 0 | 0 | 0 |
| 09/09/14 | 0 | 0 | 0 | 0 |
| 10/09/14 | 0 | 0 | 0 | 0 |
| 11/09/14 | 0 | 0 | 0 | 0 |
| 12/09/14 | 0 | 0 | 0 | 0 |
| 13/09/14 | 0 | 0 | 0 | 0 |
| 14/09/14 | 0 | 0 | 0 | 0 |
| 15/09/14 | 0 | 0 | 0 | 0 |
| 16/09/14 | 0 | 0 | 0 | 0 |

Overtime Entry List

New Batch

Fig :

Employee wise overtime entry details

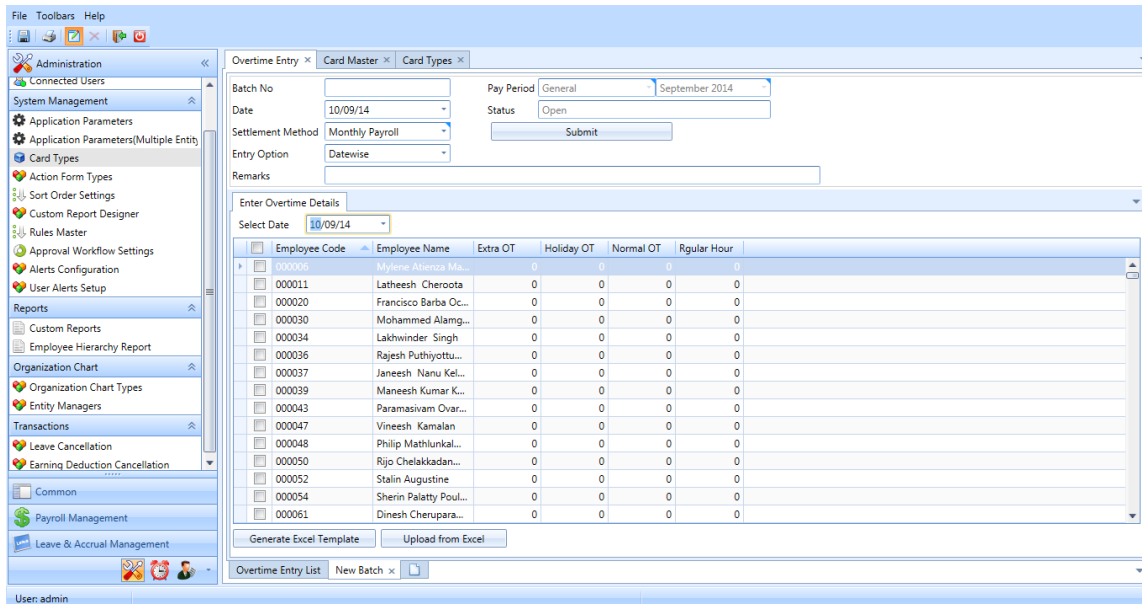


Fig :

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.

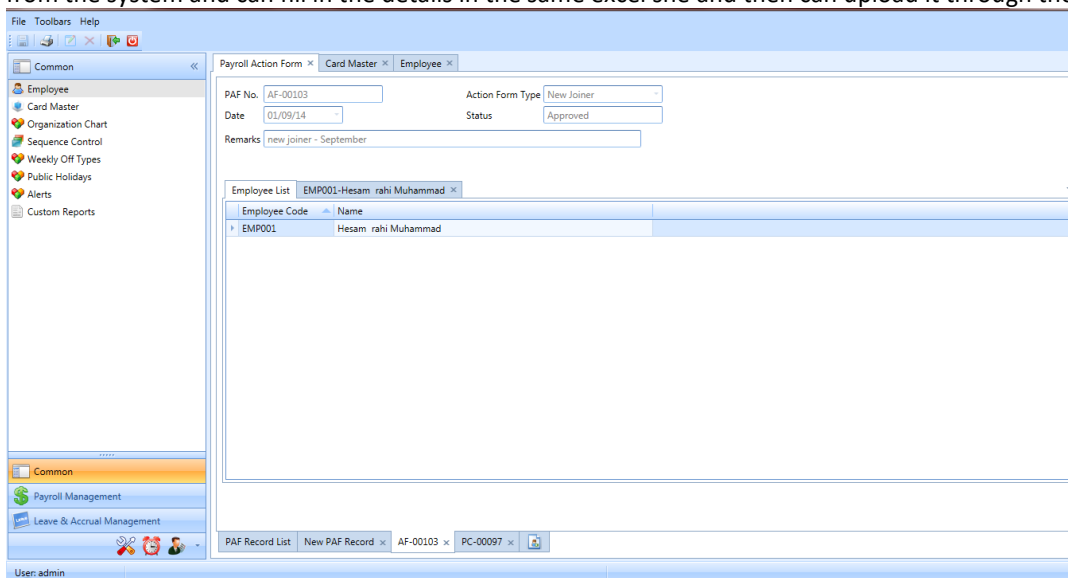


Fig : Payroll action form with New Joiner Option

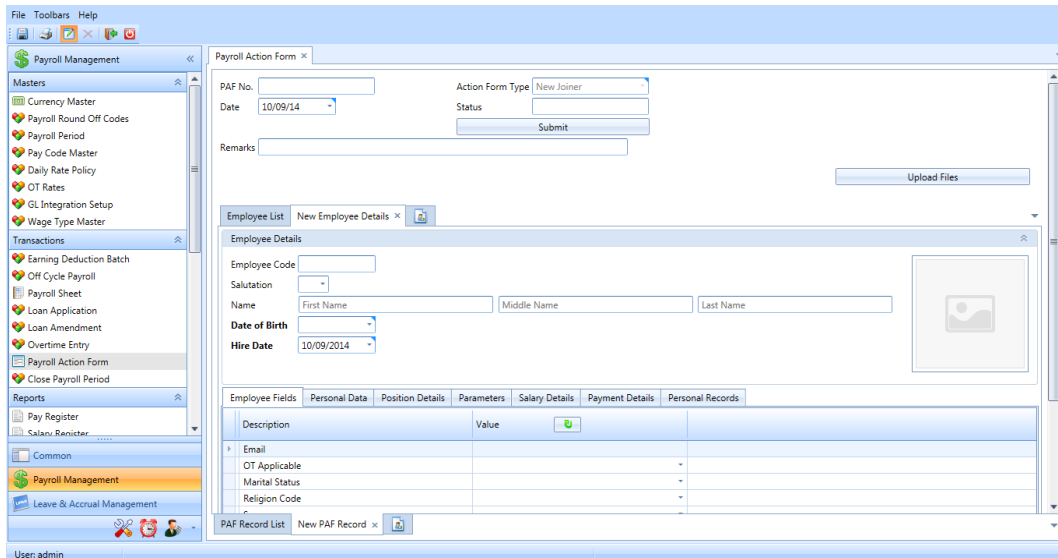


Fig : Payroll action form on clicking new instance creation for employee master

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.

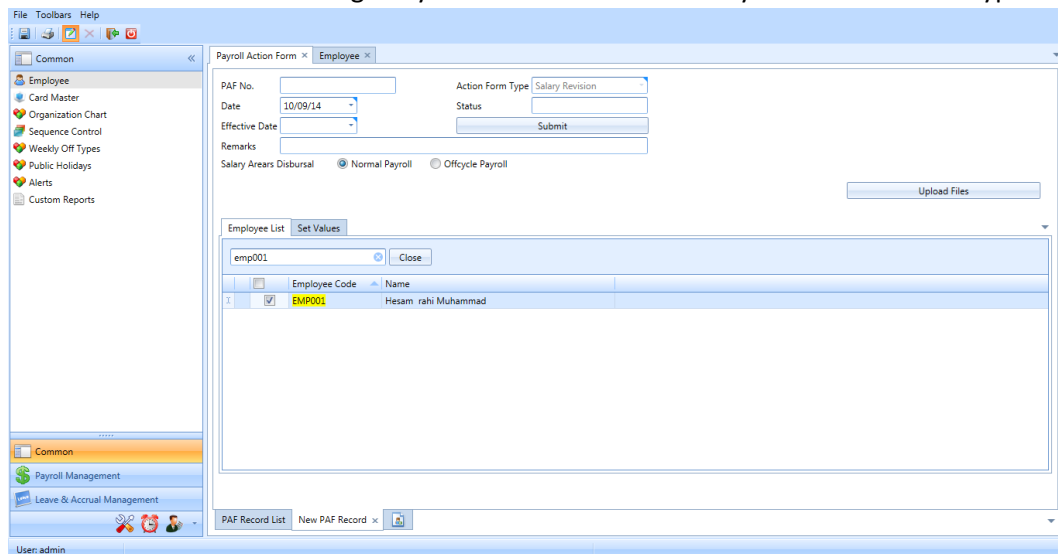
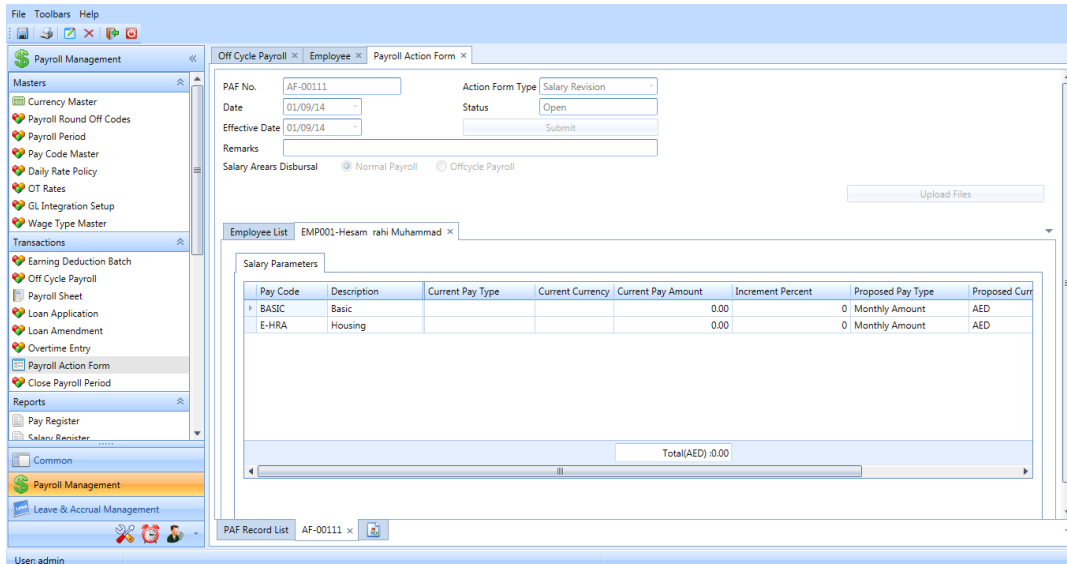


Fig : Payroll action form with Salary Revision option



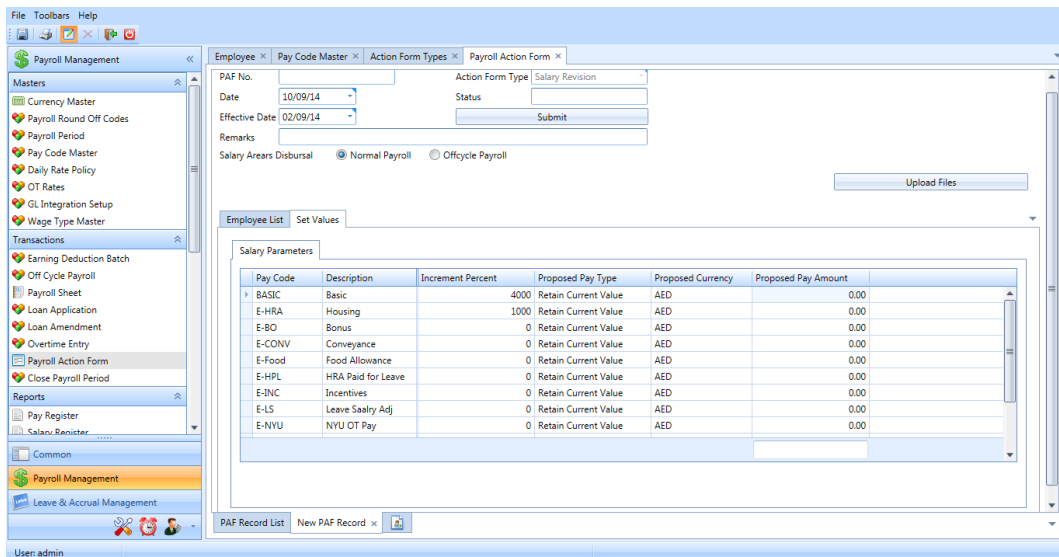
The screenshot shows the 'Payroll Action Form' for 'Salary Revision'. The form includes fields for PAF No. (AF-00111), Date (01/09/14), Effective Date (01/09/14), and Status (Open). There is a 'Submit' button and a 'Remarks' field. Below these are radio buttons for 'Normal Payroll' (selected) and 'Offcycle Payroll'. An 'Upload Files' button is also present.

The 'Employee List' section shows 'EMP001-Hesam rahi Muhammad'. Below this is the 'Salary Parameters' table:

| Pay Code | Description | Current Pay Type | Current Currency | Current Pay Amount | Increment Percent | Proposed Pay Type | Proposed Curr |
|----------|-------------|------------------|------------------|--------------------|-------------------|-------------------|---------------|
| BASIC | Basic | | | 0.00 | 0 | Monthly Amount | AED |
| E-HRA | Housing | | | 0.00 | 0 | Monthly Amount | AED |
| | | | | Total(AED) -0.00 | | | |

The bottom of the window shows 'PAF Record List' with 'AF-00111' and a 'User: admin' status.

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



The screenshot shows the 'Payroll Action Form' for 'Salary Revision'. The form includes fields for PAF No. (AF-00111), Date (10/09/14), Effective Date (02/09/14), and Status (Open). There is a 'Submit' button and a 'Remarks' field. Below these are radio buttons for 'Normal Payroll' (selected) and 'Offcycle Payroll'. An 'Upload Files' button is also present.

The 'Employee List' section shows 'Set Values'. Below this is the 'Salary Parameters' table:

| Pay Code | Description | Increment Percent | Proposed Pay Type | Proposed Currency | Proposed Pay Amount |
|----------|--------------------|-------------------|----------------------|-------------------|---------------------|
| BASIC | Basic | 4000 | Retain Current Value | AED | 0.00 |
| E-HRA | Housing | 1000 | Retain Current Value | AED | 0.00 |
| E-BO | Bonus | 0 | Retain Current Value | AED | 0.00 |
| E-CONV | Conveyance | 0 | Retain Current Value | AED | 0.00 |
| E-Food | Food Allowance | 0 | Retain Current Value | AED | 0.00 |
| E-HPL | HRA Paid for Leave | 0 | Retain Current Value | AED | 0.00 |
| E-INC | Incentives | 0 | Retain Current Value | AED | 0.00 |
| E-LS | Leave Salary Adj | 0 | Retain Current Value | AED | 0.00 |
| E-NYU | NYU OT Pay | 0 | Retain Current Value | AED | 0.00 |

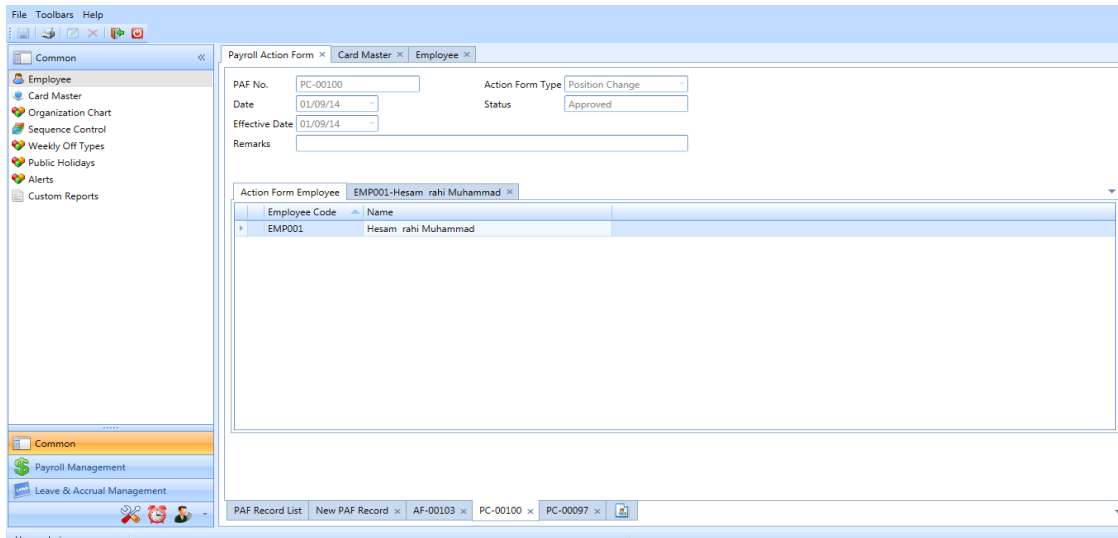
The bottom of the window shows 'PAF Record List' with 'New PAF Record' and a 'User: admin' status.

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.

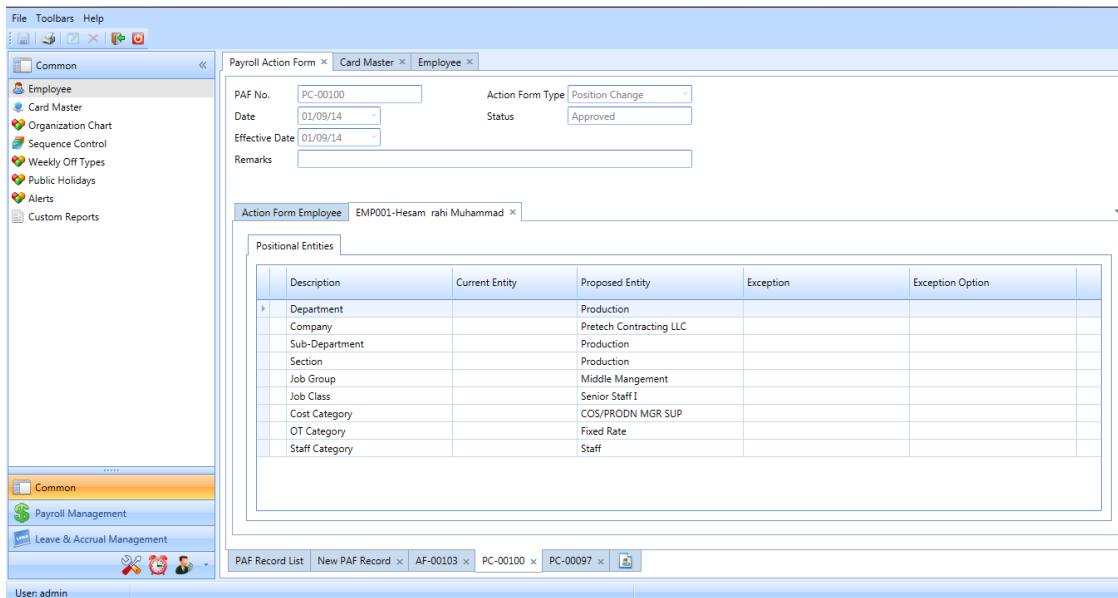


The screenshot shows the 'Payroll Action Form' window with the 'Employee' tab selected. The form includes fields for PAF No. (PC-00100), Date (01/09/14), Effective Date (01/09/14), and Status (Approved). The 'Remarks' field is empty. Below these fields, the 'Action Form Employee' section displays a table with one record for Employee Code EMP001 and Name Hesam rahi Muhammad.

| Employee Code | Name |
|---------------|---------------------|
| EMP001 | Hesam rahi Muhammad |

Fig :

Payroll action form with Position Change option



The screenshot shows the 'Payroll Action Form' window with the 'Employee' tab selected. The form includes fields for PAF No. (PC-00100), Date (01/09/14), Effective Date (01/09/14), and Status (Approved). The 'Remarks' field is empty. Below these fields, the 'Action Form Employee' section displays a table with one record for Employee Code EMP001 and Name Hesam rahi Muhammad. The 'Positional Entities' section shows a table with columns: Description, Current Entity, Proposed Entity, Exception, and Exception Option.

| Description | Current Entity | Proposed Entity | Exception | Exception Option |
|----------------|----------------|-------------------------|-----------|------------------|
| Department | | Production | | |
| Company | | Pretech Contracting LLC | | |
| Sub-Department | | Production | | |
| Section | | Production | | |
| Job Group | | Middle Management | | |
| Job Class | | Senior Staff I | | |
| Cost Category | | COS/PRODN MGR SUP | | |
| OT Category | | Fixed Rate | | |
| Staff Category | | Staff | | |

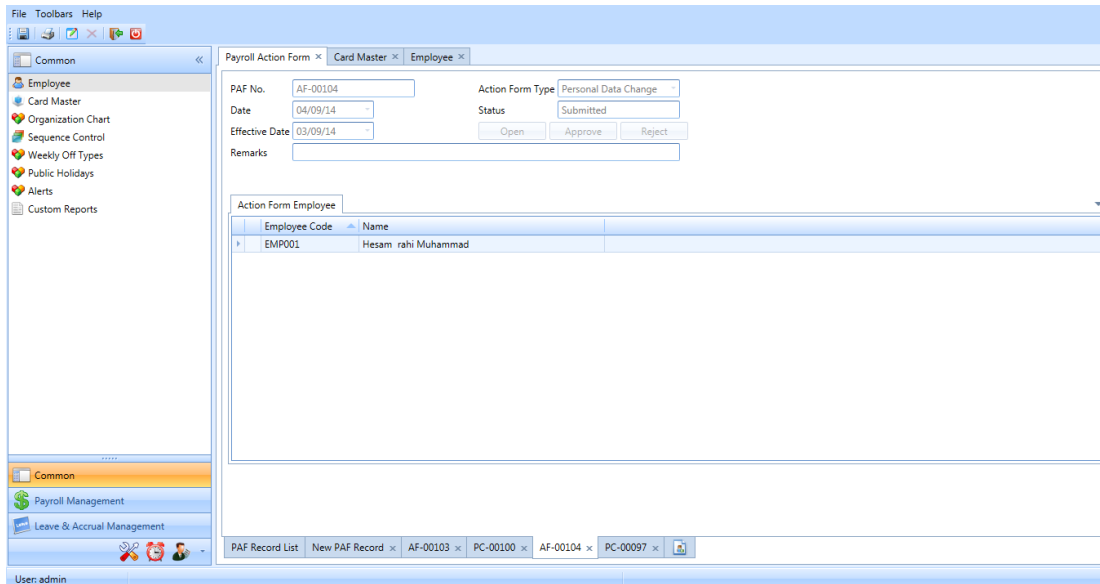
Fig :

Payroll action form on clicking employee records

3.6.2.5.4. Personal Data Change

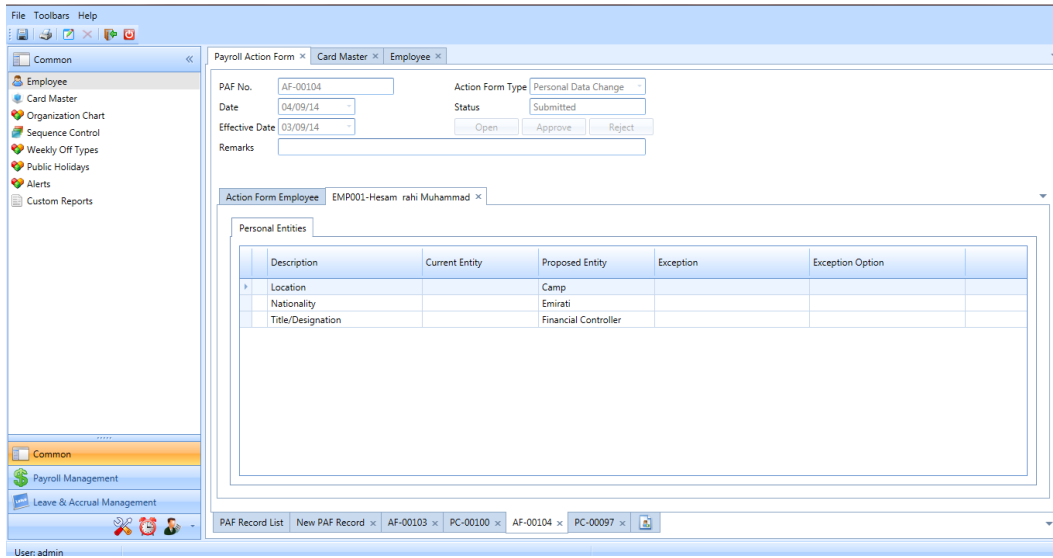
Personal Entity or Personal Data are specific to the employee and is not based on his position in the company.

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



The screenshot shows the 'Payroll Action Form' window with the 'Employee' tab selected. The form includes fields for PAF No. (AF-00104), Date (04/09/14), Effective Date (03/09/14), and Status (Submitted). The 'Action Form Type' is set to 'Personal Data Change'. Below these fields is a table for 'Action Form Employee' with one entry: EMP001, Hesam rahi Muhammad. The bottom of the window shows a tab bar with 'PAF Record List', 'New PAF Record', and several record tabs including 'AF-00103', 'PC-00100', 'AF-00104', and 'PC-00097'.

Fig : Payroll action form with Personal Data Change option



This screenshot shows the 'Payroll Action Form' with the 'Personal Data Change' option selected. The 'Action Form Employee' tab is active, showing a table for 'Personal Entities'. The table has columns: Description, Current Entity, Proposed Entity, Exception, and Exception Option. The data rows are: Location (Camp), Nationality (Emirati), and Title/Designation (Financial Controller). The bottom of the window shows the same tab bar as the previous figure.

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.

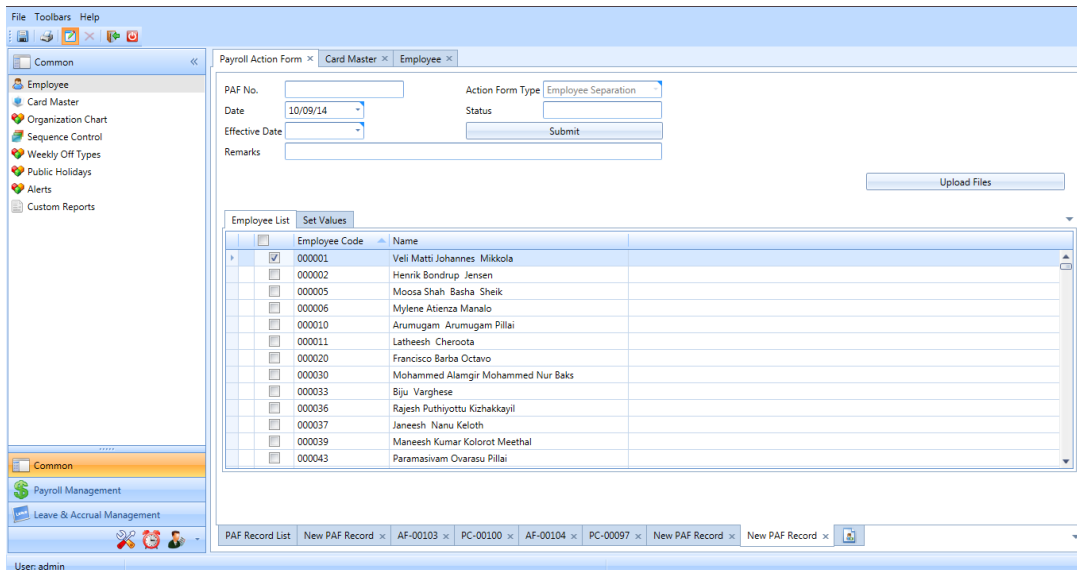


Fig : Payroll action form with Employee Separation option

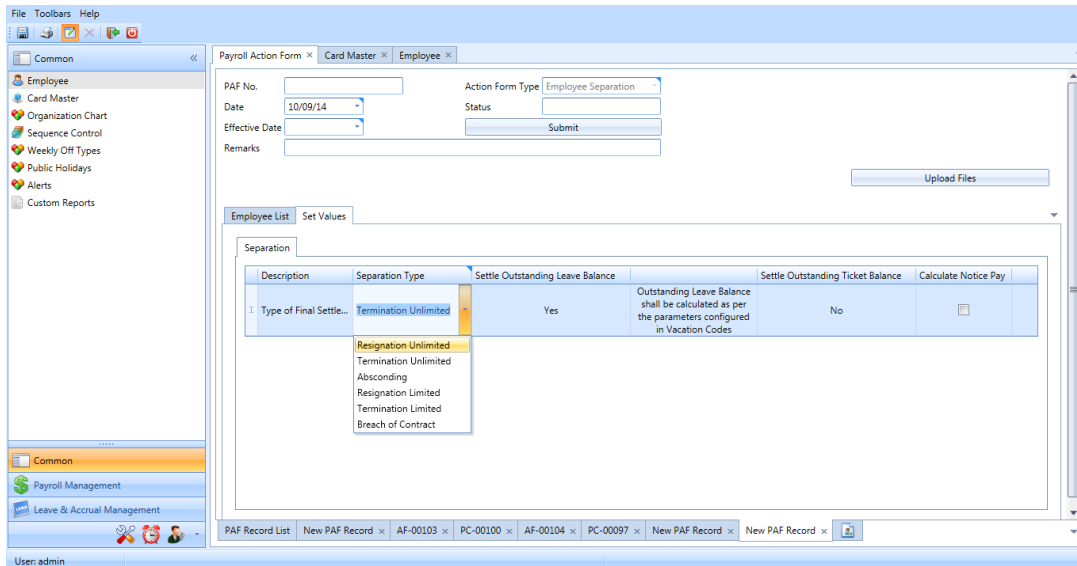


Fig : Set

Values functionalities whilst employee separation action

In the above form, user will have to select 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.

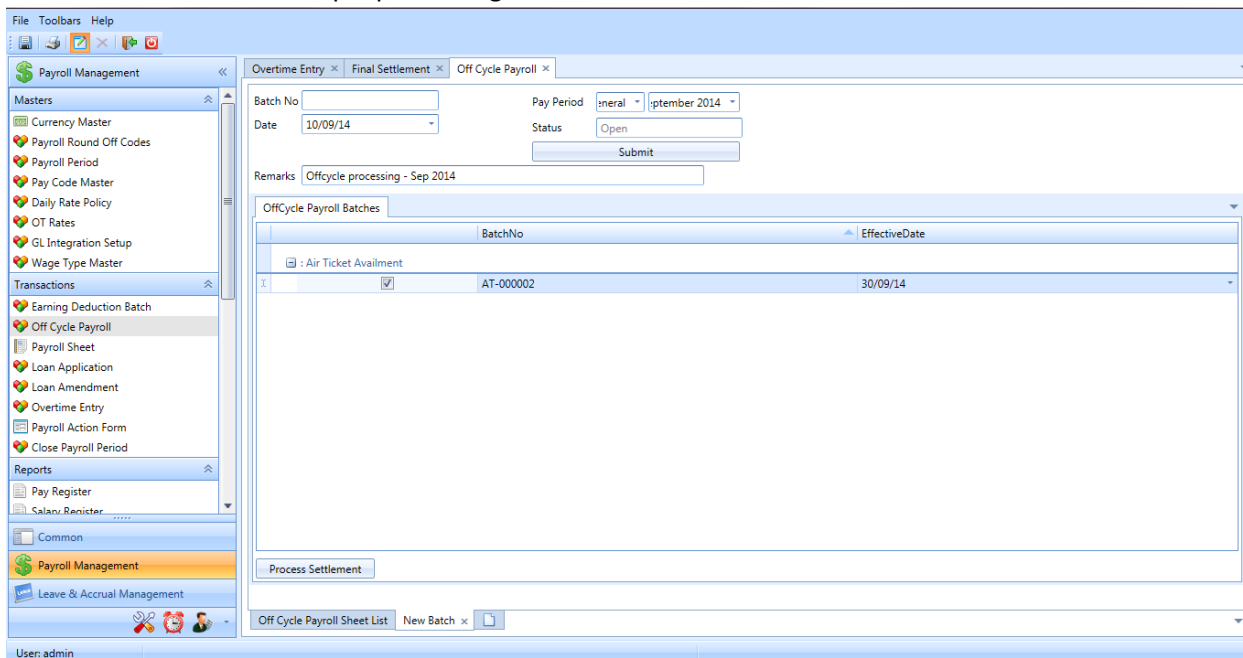
3.6.2.6. Offcycle Payroll

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



File Toolbars Help

Payroll Management

Masters

- Currency Master
- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period

Reports

- Pay Register
- Salary Register

Common

- Payroll Management
- Leave & Accrual Management

User: admin

Overtime Entry Final Settlement Off Cycle Payroll

Batch No: Pay Period: Internal September 2014

Date: 10/09/14 Status: Open

Submit

Remarks: Offcycle processing - Sep 2014

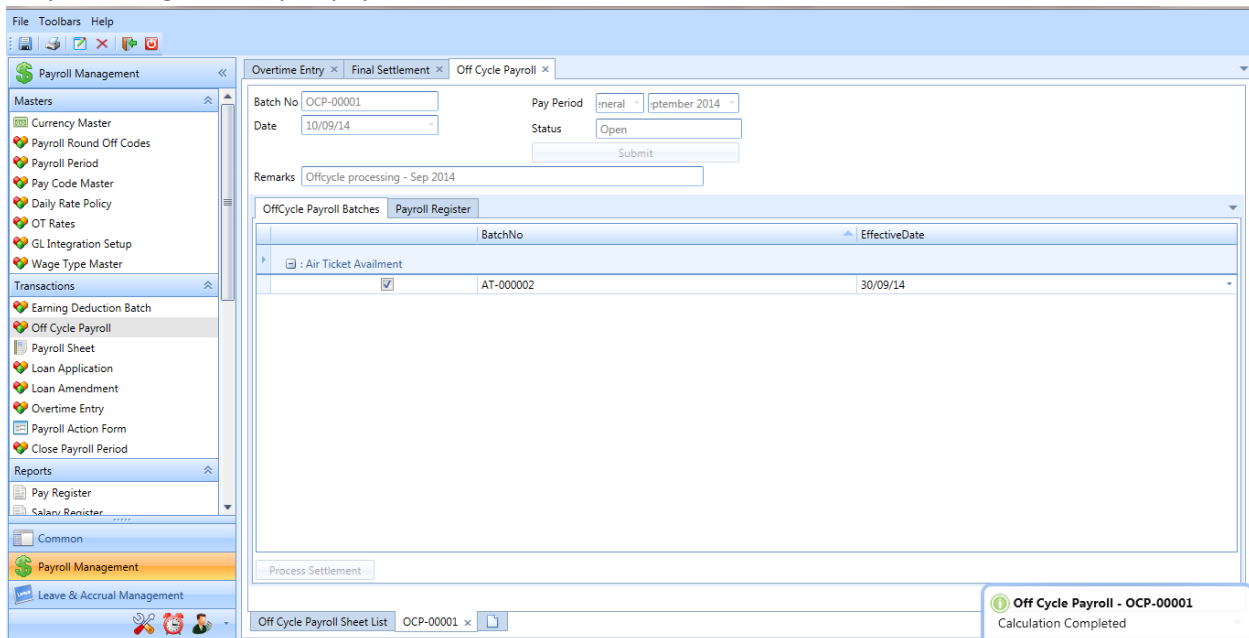
OffCycle Payroll Batches

| BatchNo | EffectiveDate |
|-----------|---------------|
| AT-000002 | 30/09/14 |

Process Settlement

Off Cycle Payroll Sheet List New Batch

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



File Toolbars Help

Payroll Management

Masters

- Currency Master
- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period

Reports

- Pay Register
- Salary Register

Common

- Payroll Management
- Leave & Accrual Management

User: admin

Overtime Entry Final Settlement Off Cycle Payroll

Batch No: OCP-00001 Pay Period: Internal September 2014

Date: 10/09/14 Status: Open

Submit

Remarks: Offcycle processing - Sep 2014

OffCycle Payroll Batches

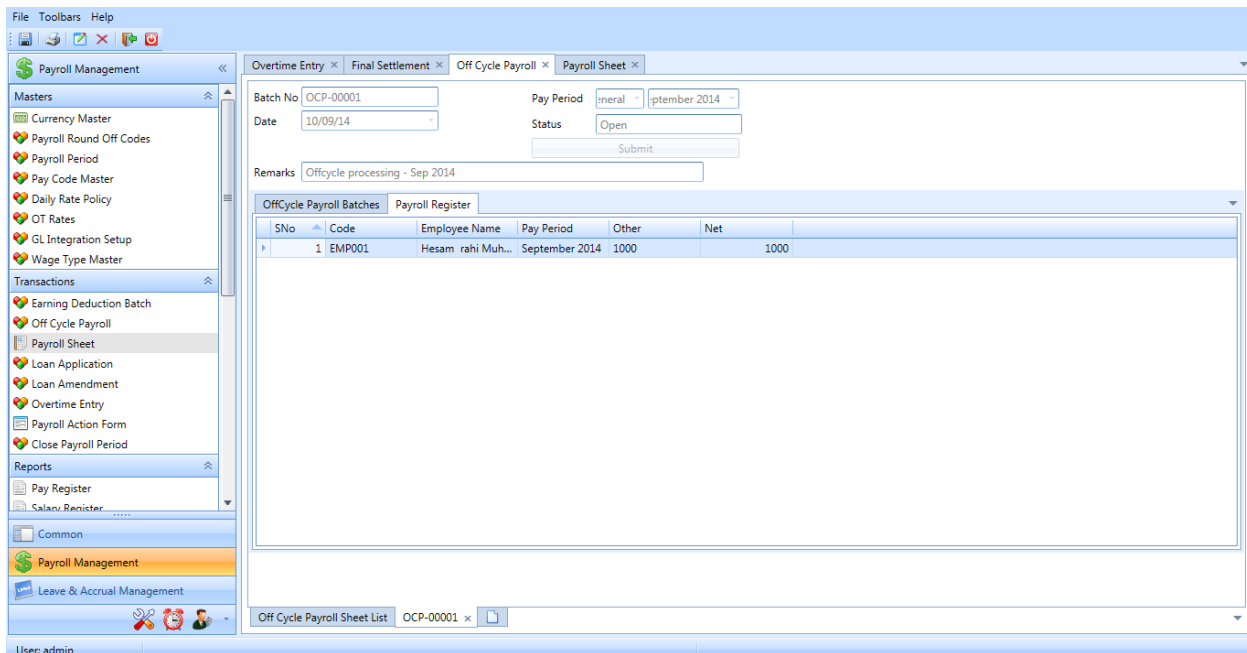
| BatchNo | EffectiveDate |
|-----------|---------------|
| AT-000002 | 30/09/14 |

Process Settlement

Off Cycle Payroll Sheet List OCP-00001

Off Cycle Payroll - OCP-00001
Calculation Completed

One would be able to see the recorded transaction in the "payroll Register" tab post 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.

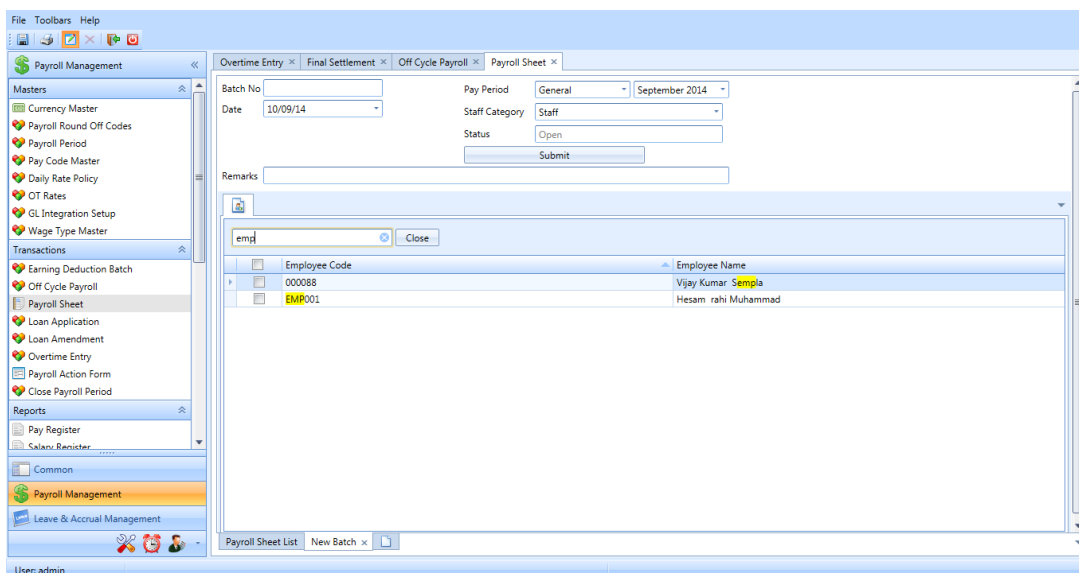
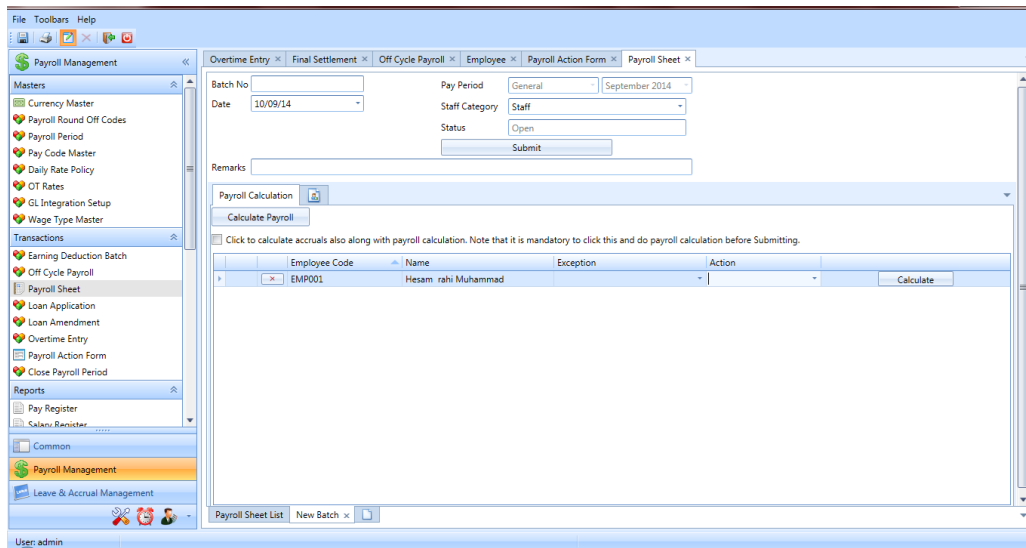


Fig : Shows the selection of employee screen



Batch No: PB-00032 Pay Period: General September 2014

Date: 10/09/14 Staff Category: Staff Status: Open

Remarks:

Payroll Calculation

Calculate Payroll

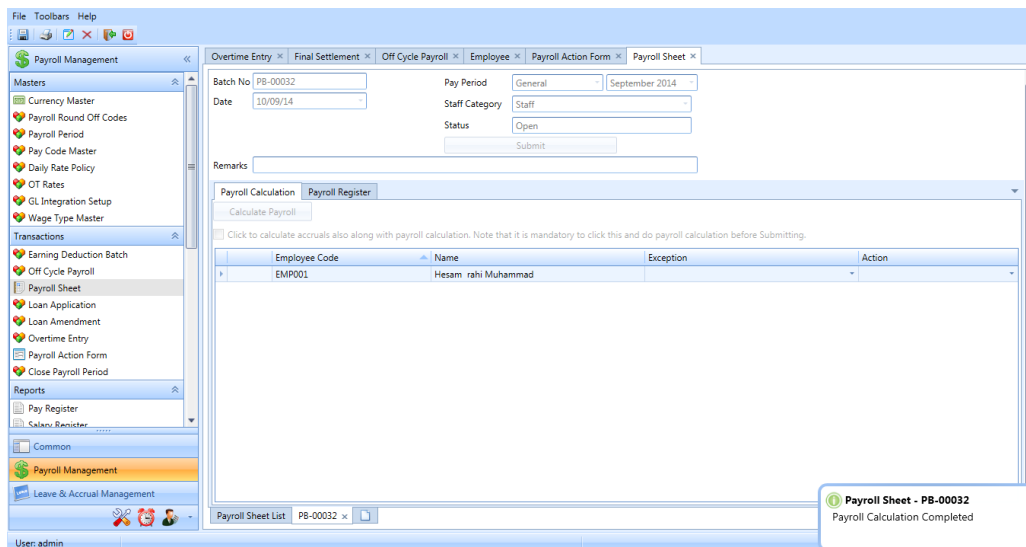
Click to calculate accruals also along with payroll calculation. Note that it is mandatory to click this and do payroll calculation before Submitting.

| Employee Code | Name | Exception | Action |
|---------------|---------------------|-----------|-----------|
| EMP001 | Hesam rahi Muhammad | | Calculate |

Payroll Sheet List New Batch

User: admin

Fig : Shows the “calculate” button for payroll on the top of payroll component and at the row level



Batch No: PB-00032 Pay Period: General September 2014

Date: 10/09/14 Staff Category: Staff Status: Open

Remarks:

Payroll Calculation Payroll Register

Calculate Payroll

Click to calculate accruals also along with payroll calculation. Note that it is mandatory to click this and do payroll calculation before Submitting.

| Employee Code | Name | Exception | Action |
|---------------|---------------------|-----------|--------|
| EMP001 | Hesam rahi Muhammad | | |

Payroll Sheet List PB-00032

User: admin

Payroll Sheet - PB-00032
Payroll Calculation Completed

Fig : Shows payroll successfully processed

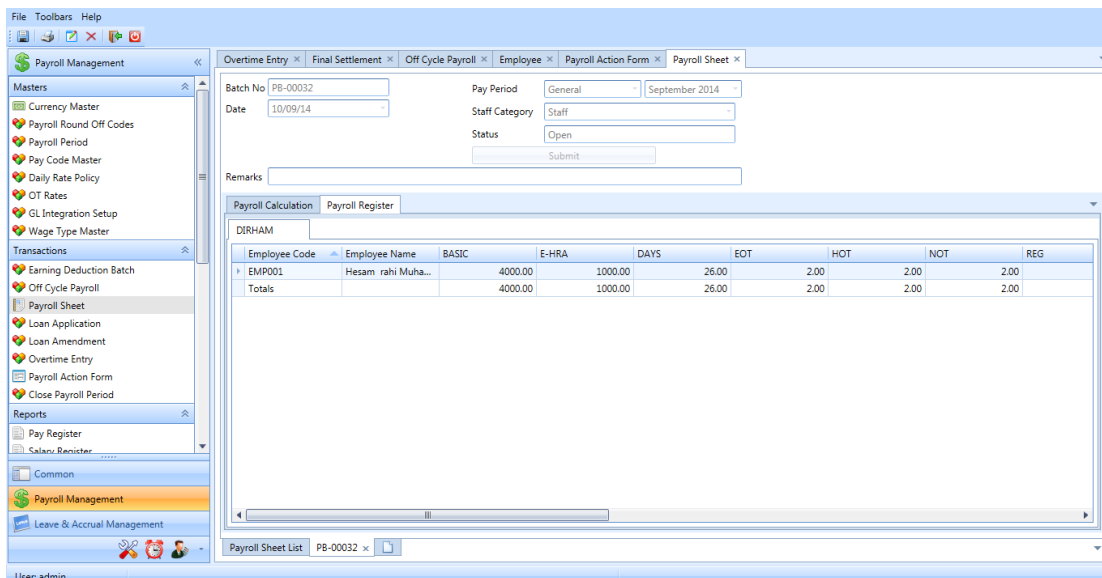


Fig : Post payroll processing, system shows the payroll register tab figuring out the processed records

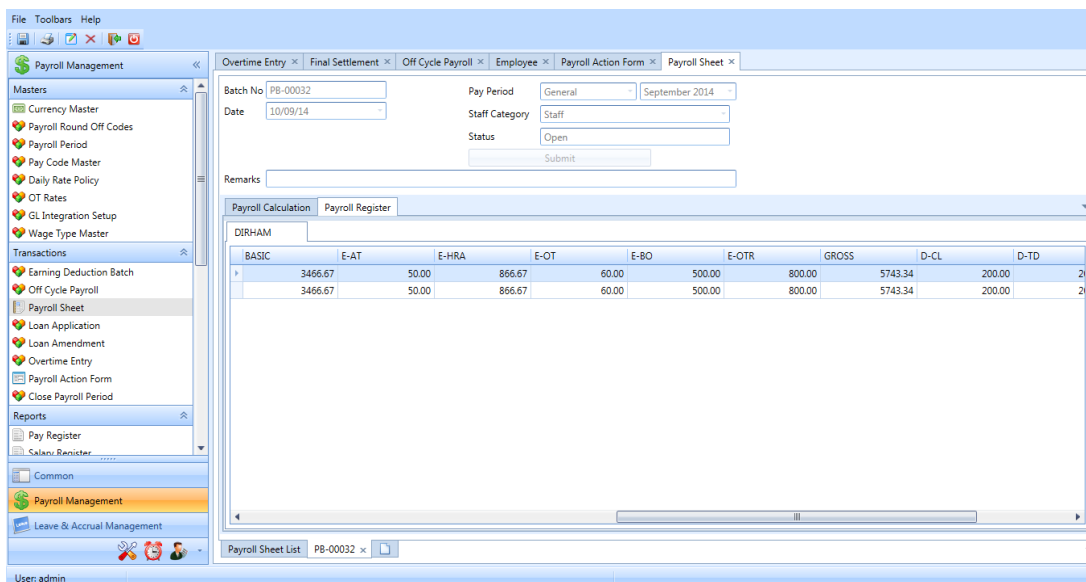


Fig : Payroll Register Continues

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 |

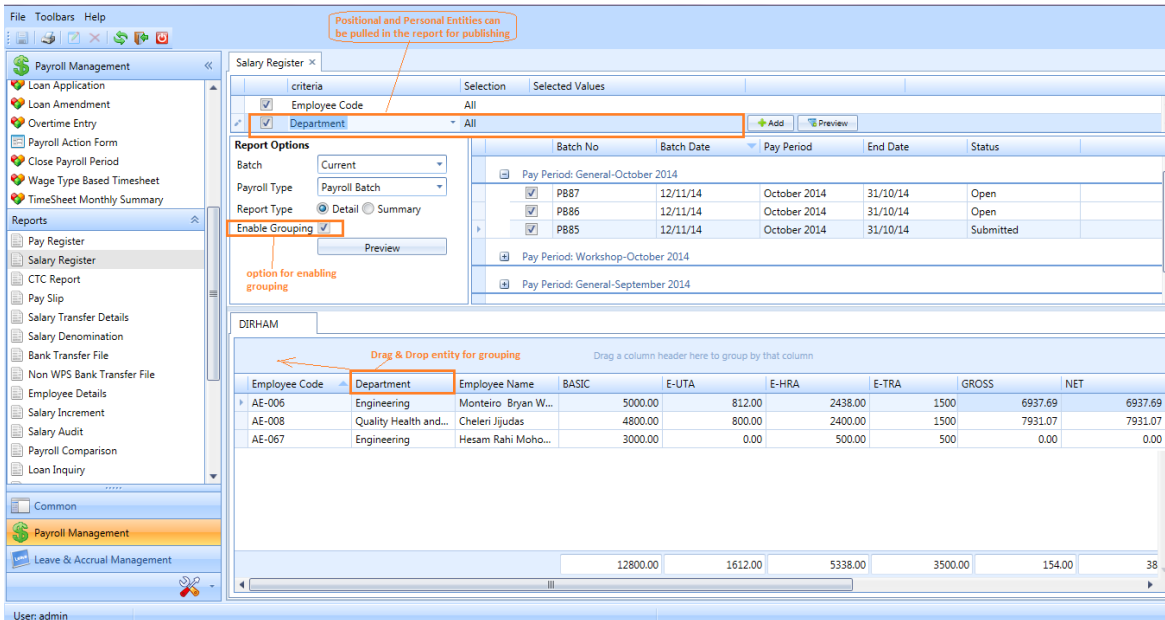
Fig : Pay Register Report output

3.6.3.2. Salary Register

Salary Register report option is used for printing the payable component to employee. The report thus 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



Positional and Personal Entities can be pulled in the report for publishing

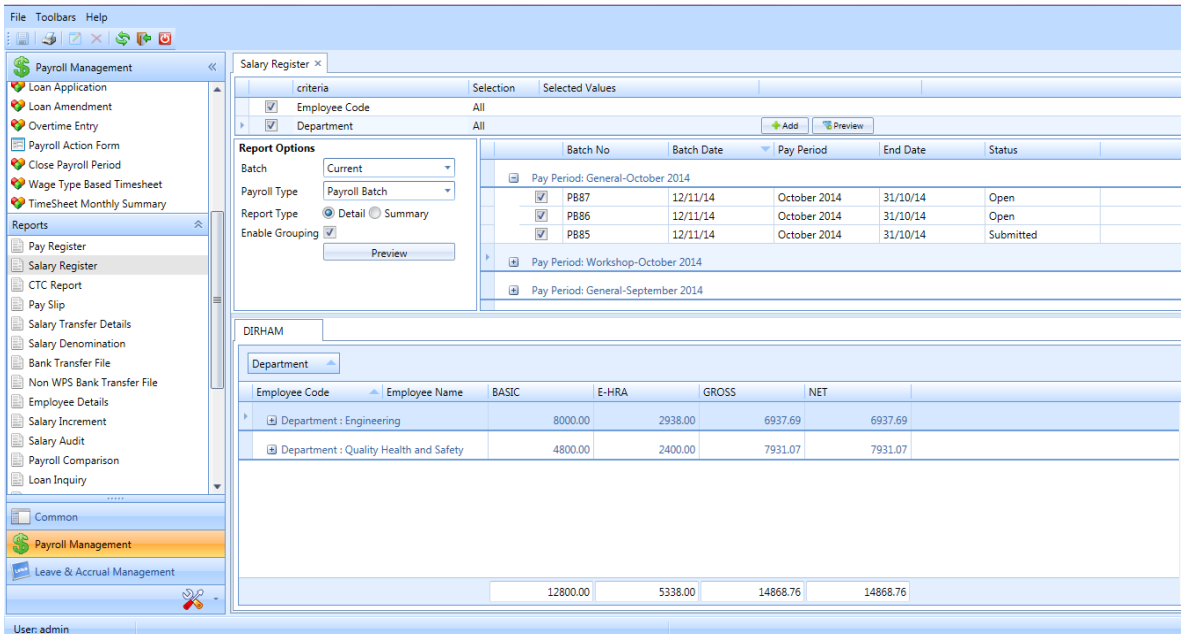
option for enabling grouping

Drag & Drop entity for grouping

| Batch No | Batch Date | Pay Period | End Date | Status |
|------------------------------------|------------|--------------|----------|-----------|
| Pay Period: General-October 2014 | | | | |
| PB87 | 12/11/14 | October 2014 | 31/10/14 | Open |
| PB86 | 12/11/14 | October 2014 | 31/10/14 | Open |
| PB85 | 12/11/14 | October 2014 | 31/10/14 | Submitted |
| Pay Period: Workshop-October 2014 | | | | |
| Pay Period: General-September 2014 | | | | |

| Employee Code | Department | Employee Name | BASIC | E-UTA | E-HRA | E-TRA | GROSS | NET |
|---------------|-----------------------|---------------------|----------|-------|---------|---------|---------|---------|
| AE-006 | Engineering | Monteiro Bryan W... | 5000.00 | | 812.00 | 2438.00 | 1500 | 6937.69 |
| AE-008 | Quality Health and... | Cheleri Jijudas | 4800.00 | | 800.00 | 2400.00 | 1500 | 7931.07 |
| AE-067 | Engineering | Hesam Rahi Moho... | 3000.00 | | 0.00 | 500.00 | 500 | 0.00 |
| | | | 12800.00 | | 1612.00 | 5338.00 | 3500.00 | 154.00 |
| | | | | | | | | 38 |

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.



| Employee Code | Employee Name | BASIC | E-HRA | GROSS | NET |
|--|---------------|----------|---------|----------|----------|
| Department : Engineering | | 8000.00 | 2938.00 | 6937.69 | 6937.69 |
| Department : Quality Health and Safety | | 4800.00 | 2400.00 | 7931.07 | 7931.07 |
| | | 12800.00 | 5338.00 | 14868.76 | 14868.76 |

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.

File Toolbars Help

Payroll Management

- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period
- Wage Type Based Timesheet
- TimeSheet Monthly Summary

Reports

- Pay Register
- Salary Register
- CTC Report
- Pay Slip
- Salary Transfer Details
- Salary Denomination
- Bank Transfer File
- Non WPS Bank Transfer File
- Employee Details
- Salary Increment
- Salary Audit
- Payroll Comparison
- Loan Inquiry

Common

Payroll Management

Leave & Accrual Management

User: admin

CTC Report

criteria Selection Selected Values

Employee Code All

Report Options

Payroll Type Payroll Batch

Report Type Detail Summary

Enable Grouping

Preview

Select All Batch No Batch Date Start Date End Date Status

Pay Period: General-October 2014

| Batch No | Batch Date | Start Date | End Date | Status |
|----------|------------|------------|----------|-----------|
| PB87 | 12/11/14 | 01/10/14 | 31/10/14 | Open |
| PB86 | 12/11/14 | 01/10/14 | 31/10/14 | Open |
| PB85 | 12/11/14 | 01/10/14 | 31/10/14 | Submitted |

Pay Period: Workshop-October 2014

| Batch No | Batch Date | Start Date | End Date | Status |
|----------|------------|------------|----------|--------|
| PB84 | 12/11/14 | 21/09/14 | 20/10/14 | Open |

Pay Period: General-September 2014

DIRHAM

| Employee Code | Employee Name | BASIC | ACR-IND | ACR-INS | ACR-AT | ACR-WC | E-FUD | GROSS |
|---------------|------------------------|----------|---------|---------|--------|--------|--------|----------|
| AE-006 | Monteiro Bryan Wencesl | 4800.00 | 456.80 | 224.25 | 245.42 | 92.40 | 0.00 | 5887.79 |
| AE-008 | Cheleri Jijudas | 4726.15 | 281.46 | 224.25 | 219.58 | 45.60 | 0.00 | 5531.05 |
| AE-032 | Henry Bony | 1449.00 | 105.25 | 224.25 | 184.78 | 11.32 | 378.00 | 2361.04 |
| AE-067 | Hesam Rahi Moho... | 0.00 | 62.42 | 0.00 | 174.17 | 38.40 | 0.00 | 9408.33 |
| | | 10975.15 | 905.93 | 672.75 | 823.95 | 187.72 | 378.00 | 23188.21 |

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

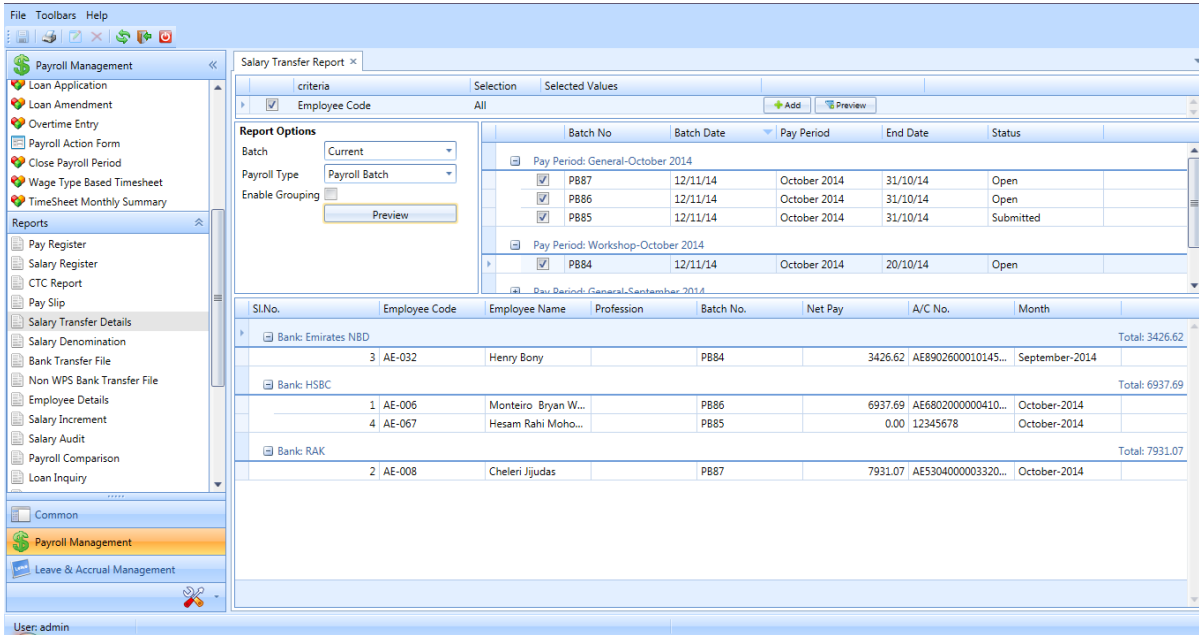
| | | |
|--|------------------------|-----------------|
| NAME | Monteiro Bryan Wencesl | |
| EMPLOYEE ID | AE-006 | |
| HIRE DATE | 20/10/13 | |
| Contract | Permanent | |
| Designation | Designer | |
| OVERTIME DETAILS | | |
| NOT | 61 Hours | |
| Regular | 192 Hours | |
| MONTHLY EMOLUMENTS | | PAYABLE |
| Basic | 4,750.00 | 4,800.00 |
| Utility Allowance | 812.00 | 0.00 |
| Housing | 2,438.00 | 0.00 |
| Normal OT | | 2,137.69 |
| Transport Allowance | 1,500.00 | 0.00 |
| GROSS PAY: | | 6,937.69 |
| NET PAY (DIRHAM) | | 6,937.69 |
| Six thousand, nine hundred thirty-seven and 69/100 | | |
| Payment Details | | |
| Payment Mode: | Wage Protection System | |
| Bank Name : | HSBC | |
| Account No : | AE68020000041069345001 | |

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”

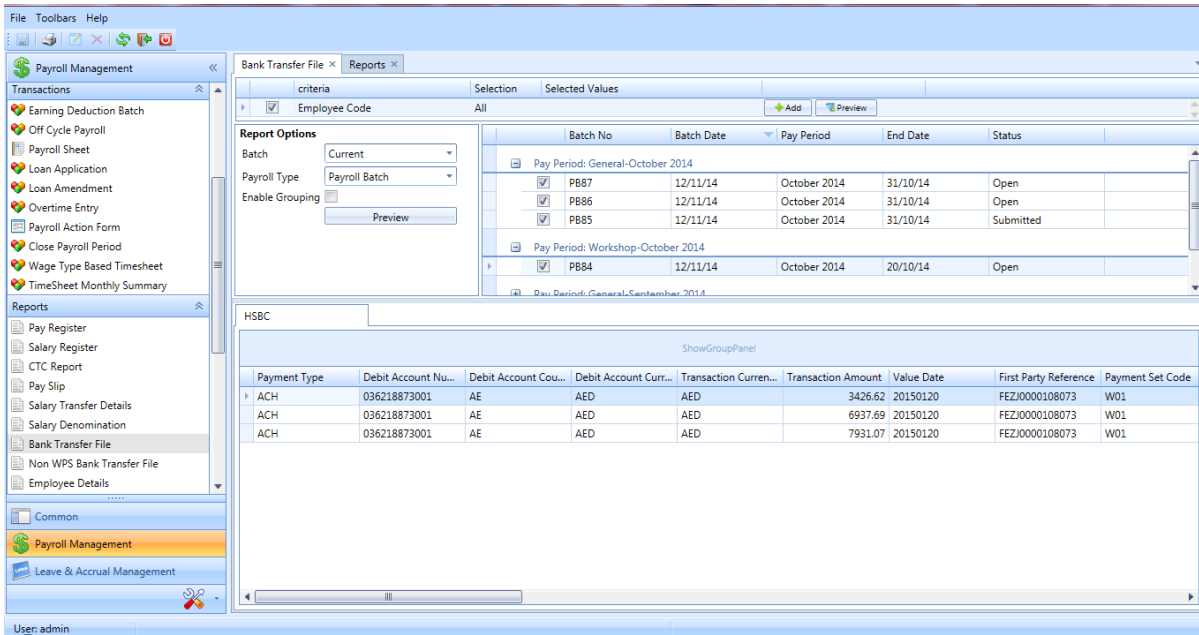


| SLNo. | Employee Code | Employee Name | Profession | Batch No. | Net Pay | A/C No. | Month |
|---------------------------|---------------|---------------------|------------|-----------|---------|--------------------|----------------|
| Bank: Emirates NBD | | | | | | | |
| 3 | AE-032 | Henry Bony | | PB84 | 3426.62 | AE8902600010145... | September-2014 |
| Bank: HSBC | | | | | | | |
| 1 | AE-006 | Monteiro Bryan W... | | PB86 | 6937.69 | AE6802000000410... | October-2014 |
| 4 | AE-067 | Hesam Rahi Moho... | | PB85 | 0.00 | 12345678 | October-2014 |
| Bank: RAK | | | | | | | |
| 2 | AE-008 | Cheleri Jigudas | | PB87 | 7931.07 | AE5304000003320... | October-2014 |

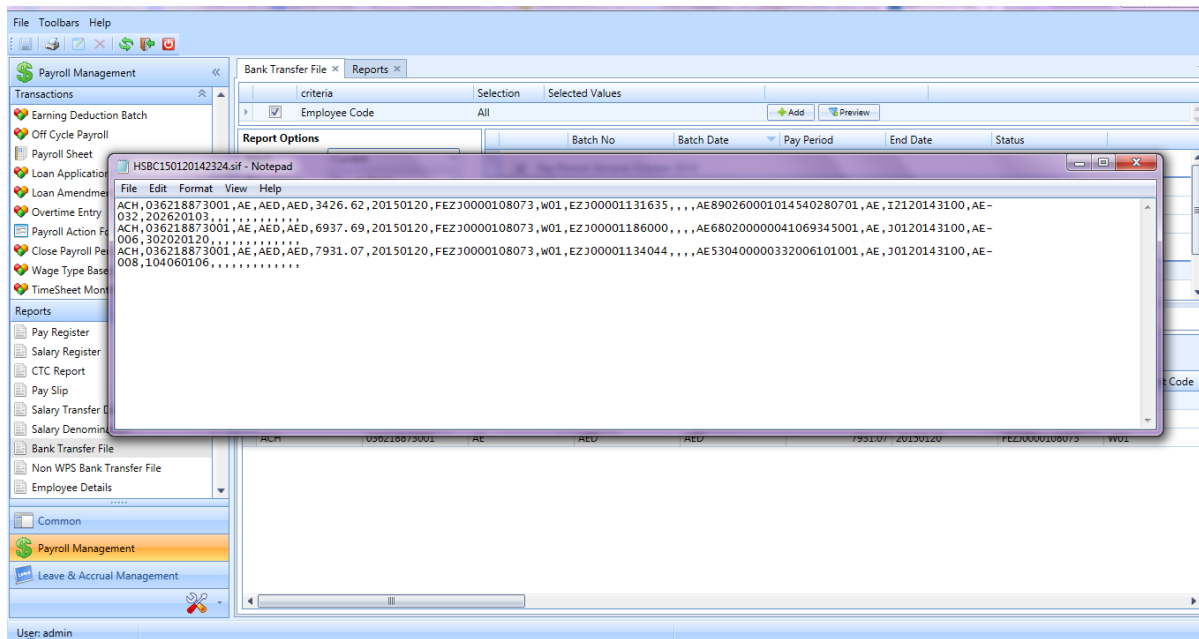
3.6.3.6. Bank Transfer File

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.

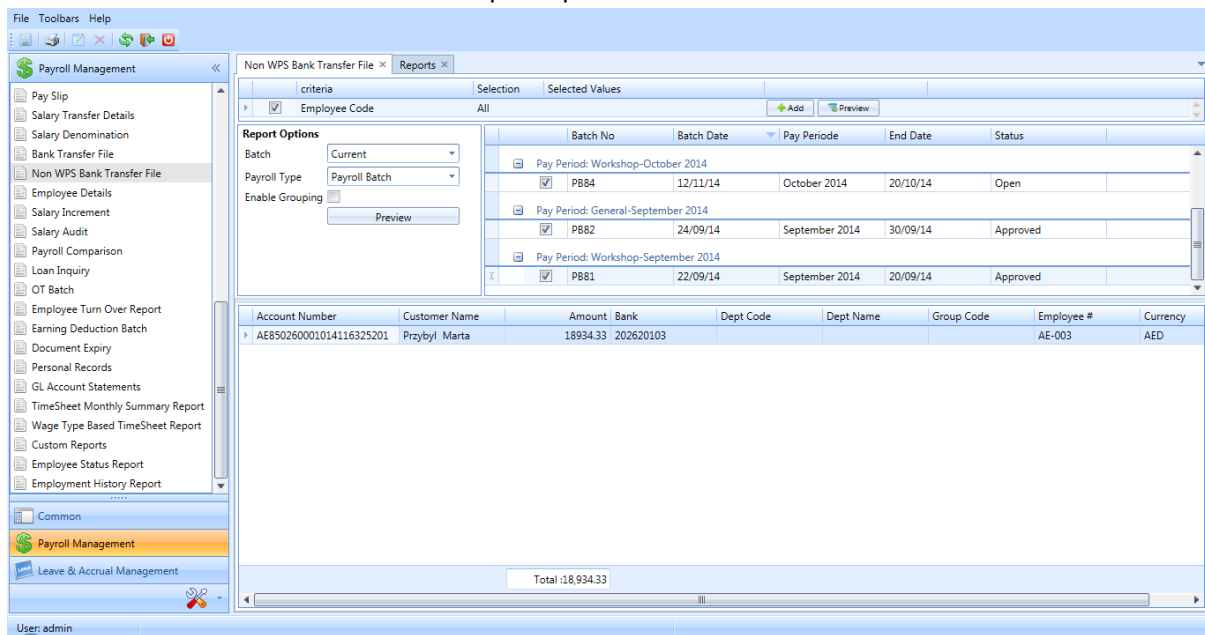


| Payment Type | Debit Account Nu... | Debit Account Cou... | Debit Account Curr... | Transaction Curren... | Transaction Amount | Value Date | First Party Reference | Payment Set Code |
|--------------|---------------------|----------------------|-----------------------|-----------------------|--------------------|------------|-----------------------|------------------|
| ACH | 036218873001 | AE | AED | AED | 3426.62 | 20150120 | FEZ/0000108073 | W01 |
| ACH | 036218873001 | AE | AED | AED | 6937.69 | 20150120 | FEZ/0000108073 | W01 |
| ACH | 036218873001 | AE | AED | AED | 7931.07 | 20150120 | FEZ/0000108073 | W01 |



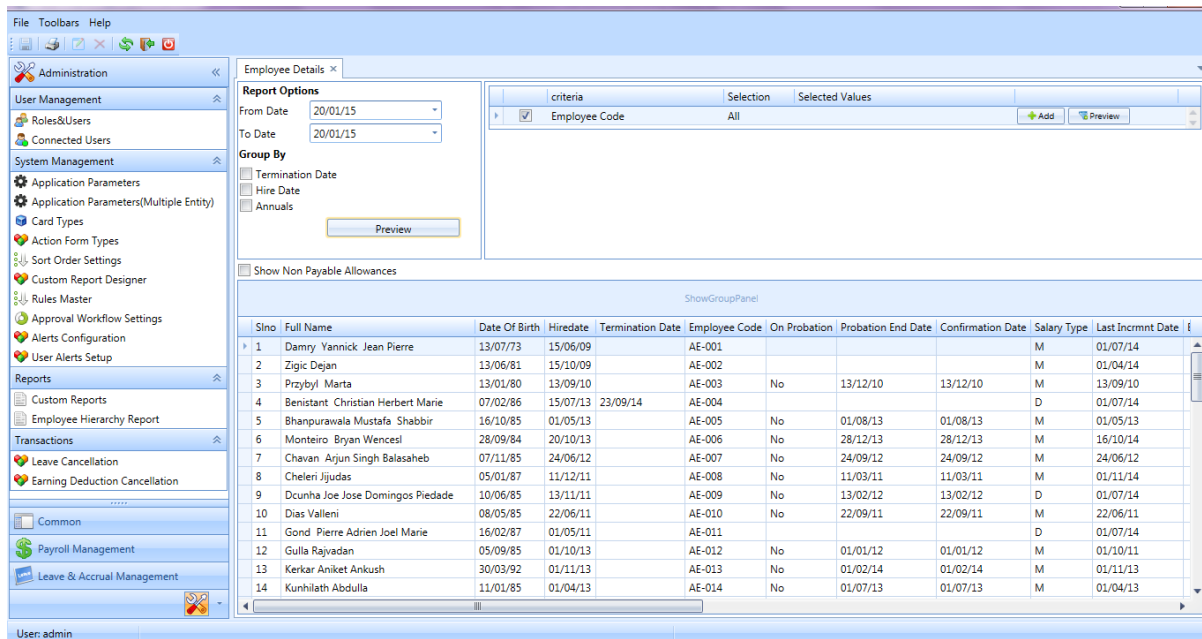
3.6.3.7. Non Bank Transfer File

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.

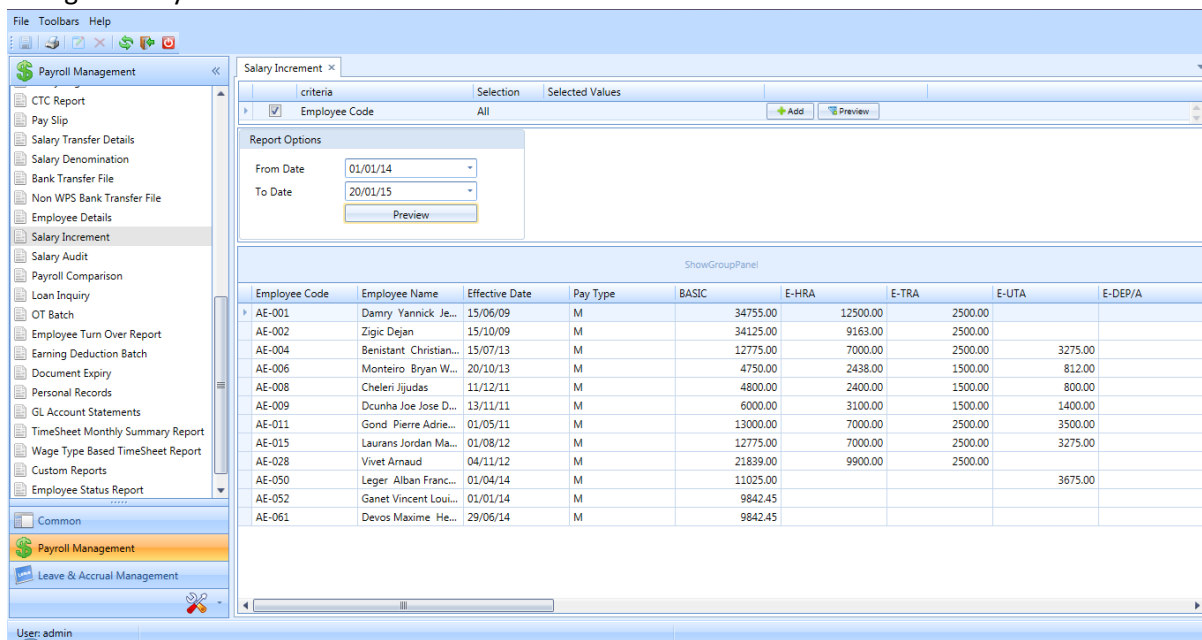


The screenshot shows the 'Employee Details' report window. The left sidebar contains navigation options like Administration, User Management, System Management, Reports, Transactions, Common, Payroll Management, and Leave & Accrual Management. The main window has a 'Report Options' section with 'From Date' and 'To Date' set to 20/01/15. Below this is a 'Group By' section with checkboxes for Termination Date, Hire Date, and Annuals. A 'Preview' button is present. The main data area is a table with columns: Sino, Full Name, Date Of Birth, Hire Date, Termination Date, Employee Code, On Probation, Probation End Date, Confirmation Date, Salary Type, and Last Incrmt Date. The table lists 14 employees with their respective details.

| Sino | Full Name | Date Of Birth | Hire Date | Termination Date | Employee Code | On Probation | Probation End Date | Confirmation Date | Salary Type | Last Incrmt Date |
|------|-----------------------------------|---------------|-----------|------------------|---------------|--------------|--------------------|-------------------|-------------|------------------|
| 1 | Damry Yannick Jean Pierre | 13/07/73 | 15/06/09 | | AE-001 | | | | M | 01/07/14 |
| 2 | Zigic Dejan | 13/06/81 | 15/10/09 | | AE-002 | | | | M | 01/04/14 |
| 3 | Przybyl Marta | 13/01/80 | 13/09/10 | | AE-003 | No | 13/12/10 | 13/12/10 | M | 13/09/10 |
| 4 | Benistant Christian Herbert Marie | 07/02/86 | 15/07/13 | 23/09/14 | AE-004 | | | | D | 01/07/14 |
| 5 | Bhanpurawala Mustafa Shabbir | 16/10/85 | 01/05/13 | | AE-005 | No | 01/08/13 | 01/08/13 | M | 01/05/13 |
| 6 | Monteiro Bryan Wencesl | 28/09/84 | 20/10/13 | | AE-006 | No | 28/12/13 | 28/12/13 | M | 16/10/14 |
| 7 | Chavan Arjun Singh Balasaheb | 07/11/85 | 24/06/12 | | AE-007 | No | 24/09/12 | 24/09/12 | M | 24/06/12 |
| 8 | Cheleri Jjudas | 05/01/87 | 11/12/11 | | AE-008 | No | 11/03/11 | 11/03/11 | M | 01/11/14 |
| 9 | Dcunha Joe Jose Domingos Piedade | 10/06/85 | 13/11/11 | | AE-009 | No | 13/02/12 | 13/02/12 | D | 01/07/14 |
| 10 | Dias Valleri | 08/05/85 | 22/06/11 | | AE-010 | No | 22/09/11 | 22/09/11 | M | 22/06/11 |
| 11 | Gond Pierre Adrien Joel Marie | 16/02/87 | 01/05/11 | | AE-011 | | | | D | 01/07/14 |
| 12 | Gulla Rajvadan | 05/09/85 | 01/10/13 | | AE-012 | No | 01/01/12 | 01/01/12 | M | 01/10/11 |
| 13 | Kerkar Aniket Ankush | 30/03/92 | 01/11/13 | | AE-013 | No | 01/02/14 | 01/02/14 | M | 01/11/13 |
| 14 | Kunhilath Abdulla | 11/01/85 | 01/04/13 | | AE-014 | No | 01/07/13 | 01/07/13 | M | 01/04/13 |

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.



The screenshot shows the 'Salary Increment' report window. The left sidebar contains navigation options like Payroll Management, CTC Report, Pay Slip, Salary Transfer Details, Salary Denomination, Bank Transfer File, Non WPS Bank Transfer File, Employee Details, Salary Increment, Salary Audit, Payroll Comparison, Loan Inquiry, OT Batch, Employee Turn Over Report, Earning Deduction Batch, Document Expiry, Personal Records, GL Account Statements, TimeSheet Monthly Summary Report, Wage Type Based TimeSheet Report, Custom Reports, and Employee Status Report. The main window has a 'Report Options' section with 'From Date' set to 01/01/14 and 'To Date' set to 20/01/15. Below this is a 'Preview' button. The main data area is a table with columns: Employee Code, Employee Name, Effective Date, Pay Type, BASIC, E-HRA, E-TRA, E-UTA, and E-DEP/A. The table lists 14 employees with their respective salary details.

| Employee Code | Employee Name | Effective Date | Pay Type | BASIC | E-HRA | E-TRA | E-UTA | E-DEP/A |
|---------------|------------------------|----------------|----------|----------|----------|---------|---------|---------|
| AE-001 | Damry Yannick Je... | 15/06/09 | M | 34755.00 | 12500.00 | 2500.00 | | |
| AE-002 | Zigic Dejan | 15/10/09 | M | 34125.00 | 9163.00 | 2500.00 | | |
| AE-004 | Benistant Christian... | 15/07/13 | M | 12775.00 | 7000.00 | 2500.00 | 3275.00 | |
| AE-006 | Monteiro Bryan W... | 20/10/13 | M | 4750.00 | 2438.00 | 1500.00 | 812.00 | |
| AE-008 | Cheleri Jjudas | 11/12/11 | M | 4800.00 | 2400.00 | 1500.00 | 800.00 | |
| AE-009 | Dcunha Joe Jose D... | 13/11/11 | M | 6000.00 | 3100.00 | 1500.00 | 1400.00 | |
| AE-011 | Gond Pierre Adrie... | 01/05/11 | M | 13000.00 | 7000.00 | 2500.00 | 3500.00 | |
| AE-015 | Laurans Jordan Ma... | 01/08/12 | M | 12775.00 | 7000.00 | 2500.00 | 3275.00 | |
| AE-028 | Vivet Arnaud | 04/11/12 | M | 21839.00 | 9900.00 | 2500.00 | | |
| AE-050 | Leger Alban Franc... | 01/04/14 | M | 11025.00 | | | 3675.00 | |
| AE-052 | Ganet Vincent Loui... | 01/01/14 | M | 9842.45 | | | | |
| AE-061 | Devos Maxime He... | 29/06/14 | M | 9842.45 | | | | |

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.

File Toolbars Help

Payroll Management

Salary Audit

criteria Selection Selected Values

Employee Code All

Report Options

From Date January-2014

To Date January-2015

Preview

| Period | Employee Name | Profession | Project | Batch No. | Hire Date | Currency | BASIC | E-UTA |
|-----------------------|----------------------|------------|---------|-----------|-----------|----------|------------|-------|
| Employee Code: AE-009 | | | | | | | | |
| September 2014 | Dcunha Joe Jose D... | | | P862 | 13/11/11 | DIRHAM | 54000.00 | 1 |
| August 2014 | Dcunha Joe Jose D... | | | P877 | 13/11/11 | DIRHAM | 6000.00 | |
| July 2014 | Dcunha Joe Jose D... | | | P874 | 13/11/11 | DIRHAM | 6000.00 | |
| June 2014 | Dcunha Joe Jose D... | | | P857 | 13/11/11 | DIRHAM | 6000.00 | |
| May 2014 | Dcunha Joe Jose D... | | | P837 | 13/11/11 | DIRHAM | 6000.00 | |
| April 2014 | Dcunha Joe Jose D... | | | P832 | 13/11/11 | DIRHAM | 6000.00 | |
| March 2014 | Dcunha Joe Jose D... | | | P831 | 13/11/11 | DIRHAM | 6000.00 | |
| February 2014 | Dcunha Joe Jose D... | | | P824 | 13/11/11 | DIRHAM | 6000.00 | |
| Jan 2014 | Dcunha Joe Jose D... | | | P821 | 13/11/11 | DIRHAM | 6000.00 | |
| | | | | | | | 43200.00 | |
| | | | | | | | 42750.00 | |
| | | | | | | | 2634856.43 | 38 |

User: admin

3.6.3.11. Payroll Comparison

It compare payroll records of 2 adjacent period

File Toolbars Help

Payroll Management

Payroll Comparison

criteria Selection Selected Values

Employee Code All

Report Options

Date August-2014

Preview

| Employee Name | Employee Code | July-2014 | August-2014 | Difference |
|---|---------------------|------------|-------------|------------|
| : Increase In Earning | | | | |
| Current Month : 23245.85, Previous Month : 9281.74, Difference : 13964.11 | | | | |
| : Basic | | | | |
| Current Month : 6430.80, Previous Month : 2916.92, Difference : 3513.88 | | | | |
| Ali Kousar | AE-045 | 0.00 | 374.08 | 374.08 |
| Palan Ritesh Vaman | AE-054 | 2916.92 | 3950.00 | 1033.08 |
| Ramachandran Bal... | AE-040 | 0.00 | 2106.72 | 2106.72 |
| : Deployment Allowance A \$135 | | | | |
| Current Month : 4459.05, Previous Month : 990.90, Difference : 3468.15 | | | | |
| Gandon Nicolas Ro... | AE-051 | 990.90 | 4459.05 | 3468.15 |
| : Deployment Allowance B \$100 | | | | |
| Current Month : 3303.00, Previous Month : 0.00, Difference : 3303.00 | | | | |
| AE-059 | Guidex Maxime Ch... | 0.00 | 3303.00 | 3303.00 |
| : Food Allowance | | | | |
| Current Month : 5103.00, Previous Month : 2457.00, Difference : 2646.00 | | | | |
| AE-029 | Ansari Akbar Imam | 378.00 | 546.00 | 168.00 |
| Bhakta Bhashith | AE-030 | 441.00 | 546.00 | 105.00 |
| Fernandez John Ra... | AE-039 | 63.00 | 546.00 | 483.00 |
| Gopalakrishna Pilla... | AE-038 | 357.00 | 546.00 | 189.00 |
| Henry Bony | AE-032 | 231.00 | 252.00 | 21.00 |
| Hussain Navar | AE-035 | 0.00 | 483.00 | 483.00 |
| | | 161,377.54 | 109,187.37 | -50,590.17 |

User: admin

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.

File Toolbars Help

Payroll Management <<

- Payroll Round Off Codes
- Payroll Period
- Pay Code Master
- Daily Rate Policy
- OT Rates
- GL Integration Setup
- Wage Type Master

Transactions >>

- Earning Deduction Batch
- Off Cycle Payroll
- Payroll Sheet
- Loan Application
- Loan Amendment
- Overtime Entry
- Payroll Action Form
- Close Payroll Period
- Wage Type Based Timesheet
- TimeSheet Monthly Summary

Reports >>

- Pay Register
- Common
- Payroll Management
- Leave & Accrual Management

User: admin

Loan Inquiry Report × Reports × Loan Amendment/Cancellation ×

criteria Selection Selected Values

☒ Employee Code All

Select Loan Record Status: Open/Closed/Cancelled

Status Name

| Employee Code | Loan Application Batch No. | Loan Codes | Loan Date | Loan Currency | Loan Amount | Adjustmen Amount | Paid Installmen Amount | Pending Amount | Cancelled Amount | Loan Amendments | Last Installment Date |
|--|----------------------------|-----------------|-----------|---------------|-------------|------------------|------------------------|----------------|------------------|-----------------|-----------------------|
| Status: Open | | | | | | | | | | | |
| Name: AE-001 - Damry Yannick Jean Pierre | | | | | | | | | | | |
| AE-001 | LOAN0022 | House Rent A... | 29/06/14 | AED | 185,000... | 0.00 | 46,250.01 | 138,750.00 | 0.00 | | 20/06/15 |
| Name: AE-013 - Kerkar Aniket Ankush | | | | | | | | | | | |
| Name: AE-028 - Vivet Arnaud | | | | | | | | | | | |
| Name: AE-031 - Hentry Niju | | | | | | | | | | | |
| Name: AE-051 - Gandon Nicolas Roger Alain | | | | | | | | | | | |
| Name: AE-060 - Pinto De Matos Paulo Fernando | | | | | | | | | | | |
| Name: AE-063 - Georgakopoulos Vasilios | | | | | | | | | | | |
| Status: Closed | | | | | | | | | | | |
| Status: Cancelled | | | | | | | | | | | |

3.6.3.13. OT Batch Report

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

File Toolbars Help

Payroll Management <<

- Pay Slip
- Salary Transfer Details
- Salary Denomination
- Bank Transfer File
- Non WPS Bank Transfer File
- Employee Details
- Salary Increment
- Salary Audit
- Payroll Comparison
- Loan Inquiry
- OT Batch
- Employee Turn Over Report
- Earning Deduction Batch
- Document Expiry
- Personal Records
- GL Account Statements
- TimeSheet Monthly Summary Report
- Wage Type Based TimeSheet Report
- Custom Reports
- Employee Status Report
- Employment History Report

Common

Payroll Management

Leave & Accrual Management

User: admin

Loan Inquiry Report × Reports × Loan Amendment/Cancellation × OT Batch Report ×

criteria Selection Selected Values

☒ Employee Code All

Report Options

Batch History

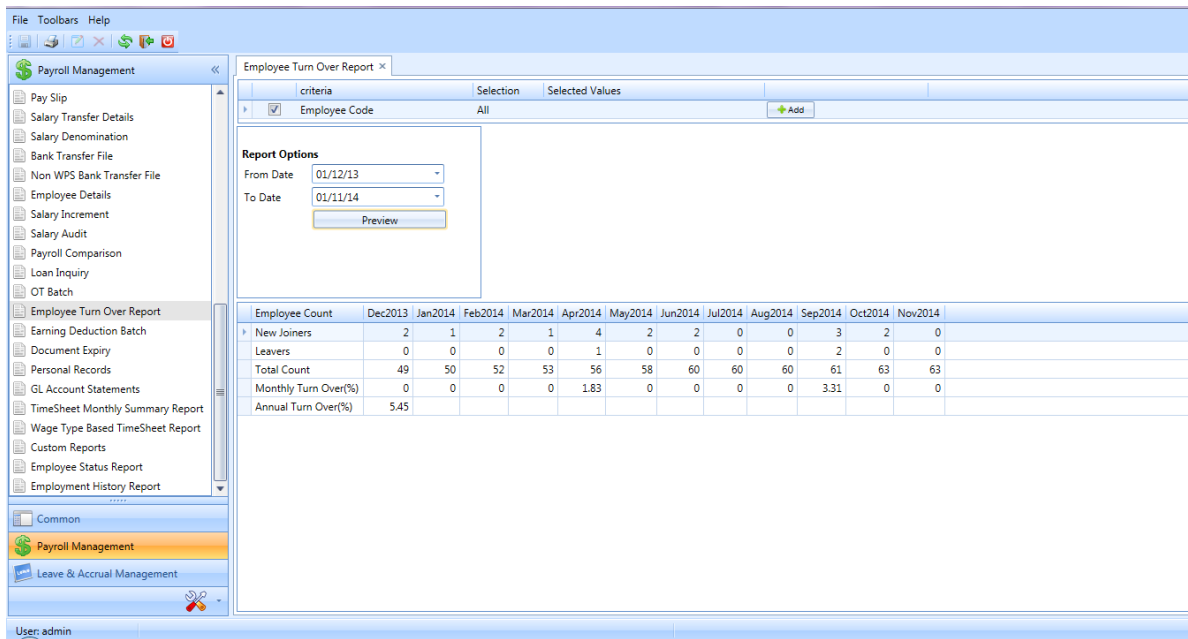
| Batch No | Batch Date | Pay Period | End Date |
|----------------------------------|------------|------------|----------|
| Pay Period: General-August 2014 | | | |
| Pay Period: Workshop-August 2014 | | | |
| Pay Period: General-July 2014 | | | |
| Pay Period: General-June 2014 | | | |
| Pay Period: Workshop-June 2014 | | | |

Period

| Employee Code | Employee Name | NOT | HOT | Standard |
|------------------------|---------------------|-----|-----|----------|
| Period: August-2014 | | | | |
| AE-031 | Hentry Niju | 76 | 33 | 200 |
| Period: September-2014 | | | | |
| AE-008 | Cheleri Jijudas | | 8 | |
| AE-014 | Kunhilath Abdulla | 35 | 60 | |
| AE-023 | Nidoolil Abdul Rauf | 5 | | |
| AE-058 | Viswambharan Shi... | 30 | | |
| AE-031 | Hentry Niju | 42 | 9 | 208 |
| | | 188 | 110 | 408 |

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.

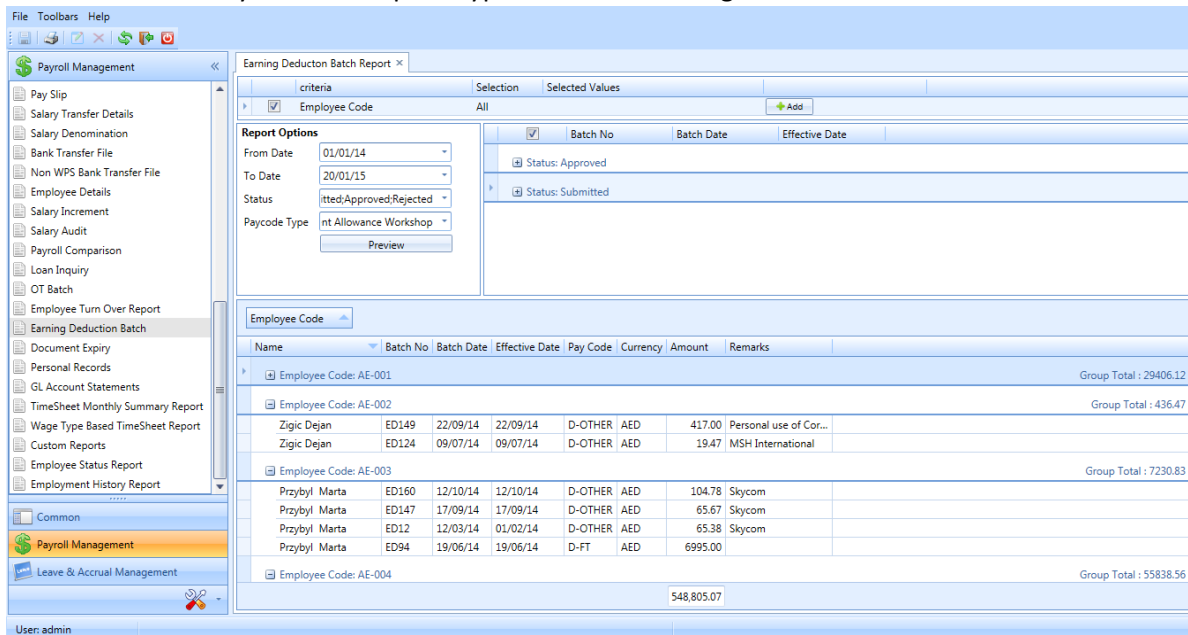


The screenshot shows the 'Employee Turn Over Report' window. The left sidebar lists various payroll management options, with 'Employee Turn Over Report' selected. The main window has a 'criteria' section with 'Employee Code' set to 'All'. Below this, 'Report Options' include 'From Date' (01/12/13) and 'To Date' (01/11/14), with a 'Preview' button. The main data table shows employee counts and turnover percentages across months from Dec 2013 to Nov 2014.

| Employee Count | Dec2013 | Jan2014 | Feb2014 | Mar2014 | Apr2014 | May2014 | Jun2014 | Jul2014 | Aug2014 | Sep2014 | Oct2014 | Nov2014 |
|----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| New Joiners | 2 | 1 | 2 | 1 | 4 | 2 | 2 | 0 | 0 | 3 | 2 | 0 |
| Leavers | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| Total Count | 49 | 50 | 52 | 53 | 56 | 58 | 60 | 60 | 60 | 61 | 63 | 63 |
| Monthly Turn Over(%) | 0 | 0 | 0 | 0 | 1.83 | 0 | 0 | 0 | 0 | 3.31 | 0 | 0 |
| Annual Turn Over(%) | 5.45 | | | | | | | | | | | |

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.

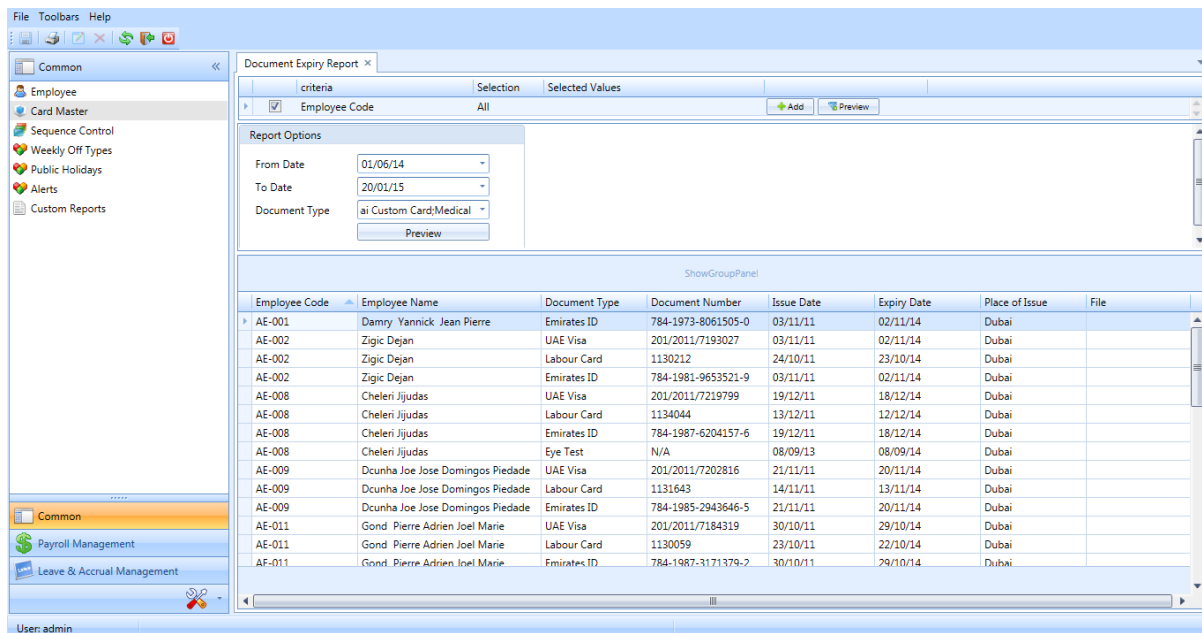


The screenshot shows the 'Earning Deduction Batch Report' window. The left sidebar lists various payroll management options, with 'Earning Deduction Batch' selected. The main window has a 'criteria' section with 'Employee Code' set to 'All'. Below this, 'Report Options' include 'From Date' (01/01/14), 'To Date' (20/01/15), 'Status' (Approved/Rejected), and 'Paycode Type' (nt Allowance Workshop). There is a 'Preview' button. The main data table shows employee details, batch numbers, dates, pay codes, currency, and amounts, grouped by employee code.

| Name | Batch No | Batch Date | Effective Date | Pay Code | Currency | Amount | Remarks |
|--|----------|------------|----------------|----------|----------|------------|------------------------|
| Employee Code: AE-001 Group Total : 29406.12 | | | | | | | |
| Employee Code: AE-002 Group Total : 436.47 | | | | | | | |
| Zigic Dejan | ED149 | 22/09/14 | 22/09/14 | D-OTHER | AED | 417.00 | Personal use of Cor... |
| Zigic Dejan | ED124 | 09/07/14 | 09/07/14 | D-OTHER | AED | 19.47 | MSH International |
| Employee Code: AE-003 Group Total : 7230.83 | | | | | | | |
| Przybyl Marta | ED160 | 12/10/14 | 12/10/14 | D-OTHER | AED | 104.78 | Skycom |
| Przybyl Marta | ED147 | 17/09/14 | 17/09/14 | D-OTHER | AED | 65.67 | Skycom |
| Przybyl Marta | ED12 | 12/03/14 | 01/02/14 | D-OTHER | AED | 65.38 | Skycom |
| Przybyl Marta | ED94 | 19/06/14 | 19/06/14 | D-FT | AED | 6995.00 | |
| Employee Code: AE-004 Group Total : 55838.56 | | | | | | | |
| | | | | | | 548,805.07 | |

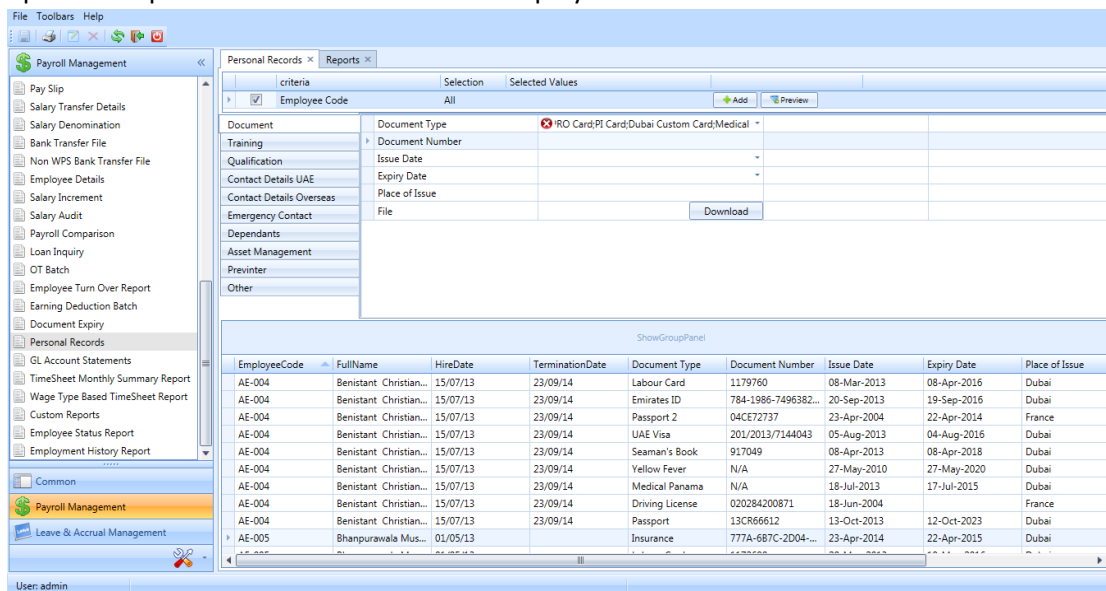
3.6.3.16. Document Expiry Report

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

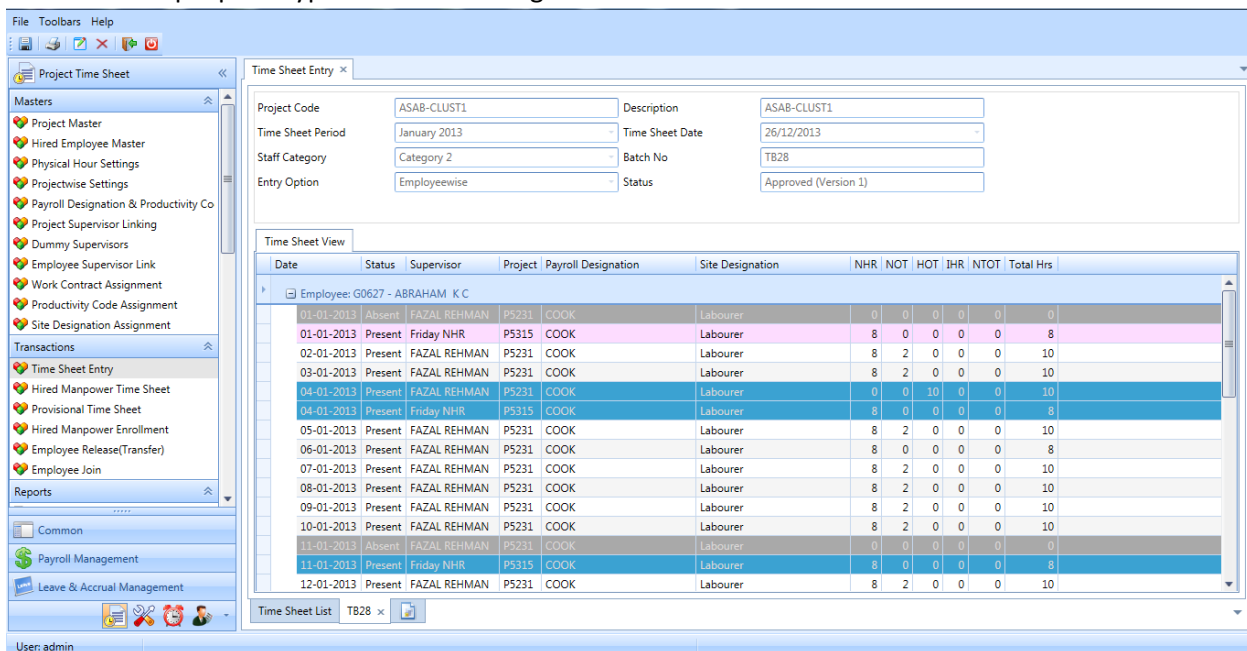
Currency: DIRHAM

| 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 shown in the fig below.



File Toolbars Help

Project Time Sheet

Masters

- Project Master
- Hired Employee Master
- Physical Hour Settings
- Projectwise Settings
- Payroll Designation & Productivity Co
- Project Supervisor Linking
- Dummy Supervisors
- Employee Supervisor Link
- Work Contract Assignment
- Productivity Code Assignment
- Site Designation Assignment

Transactions

- Time Sheet Entry
- Hired Manpower Time Sheet
- Provisional Time Sheet
- Hired Manpower Enrollment
- Employee Release(Transfer)
- Employee Join

Reports

- Common
- Payroll Management
- Leave & Accrual Management

User: admin

Time Sheet Entry

Project Code: ASAB-CLUST1 Description: ASAB-CLUST1

Time Sheet Period: January 2013 Time Sheet Date: 26/12/2013

Staff Category: Category 2 Batch No: TB28

Entry Option: Employee-wise Status: Approved (Version 1)

Time Sheet View

| Date | Status | Supervisor | Project | Payroll Designation | Site Designation | NHR | NOT | HOT | IHR | NTOT | Total Hrs |
|------------|---------|--------------|---------|---------------------|------------------|-----|-----|-----|-----|------|-----------|
| 01-01-2013 | Absent | FAZAL REHMAN | P5231 | COOK | Labourer | 0 | 0 | 0 | 0 | 0 | 0 |
| 01-01-2013 | Present | Friday NHR | P5315 | COOK | Labourer | 8 | 0 | 0 | 0 | 0 | 8 |
| 02-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 2 | 0 | 0 | 0 | 10 |
| 03-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 2 | 0 | 0 | 0 | 10 |
| 04-01-2013 | Present | Friday NHR | P5315 | COOK | Labourer | 0 | 0 | 10 | 0 | 0 | 10 |
| 04-01-2013 | Present | Friday NHR | P5315 | COOK | Labourer | 8 | 0 | 0 | 0 | 0 | 8 |
| 05-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 2 | 0 | 0 | 0 | 10 |
| 06-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 0 | 0 | 0 | 0 | 8 |
| 07-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 2 | 0 | 0 | 0 | 10 |
| 08-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 2 | 0 | 0 | 0 | 10 |
| 09-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 2 | 0 | 0 | 0 | 10 |
| 10-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 2 | 0 | 0 | 0 | 10 |
| 11-01-2013 | Absent | FAZAL REHMAN | P5231 | COOK | Labourer | 0 | 0 | 0 | 0 | 0 | 0 |
| 11-01-2013 | Present | Friday NHR | P5315 | COOK | Labourer | 6 | 0 | 0 | 0 | 0 | 6 |
| 12-01-2013 | Present | FAZAL REHMAN | P5231 | COOK | Labourer | 8 | 2 | 0 | 0 | 0 | 10 |

Time Sheet List TB28 x

This detailed report will further be filtered based on the selection criteria as shown below.

Project Code: ASAB-CLUST1 Description: ASAB-CLUST1
 Time Sheet Period: January 2013 Time Sheet Date: 26/12/2013
 Staff Category: Category 2 Batch No: TB28
 Entry Option: Employeewise Status: Approved (Version 1)

Set Time sheet Details

Select Project: ASAB-CLUST1 ASAB-CLUST1
 Time Sheet Date: 13/01/2015
 Time Sheet Period: March 2013
 Staff Category:
 Entry Option: Employeewise

Ok Cancel

| Date | Employee | HOT | IHR | NTOT | Total Hrs | |
|------------|--|-----|-----|------|-----------|----|
| 01-01-2013 | | 0 | 0 | 0 | 8 | |
| 02-01-2013 | | 0 | 0 | 0 | 10 | |
| 03-01-2013 | | 0 | 0 | 0 | 10 | |
| 04-01-2013 | | 10 | 0 | 0 | 10 | |
| 05-01-2013 | | 0 | 0 | 0 | 8 | |
| 06-01-2013 | | 0 | 0 | 0 | 10 | |
| 06-01-2013 | Present FAZAL REHMAN P5231 COOK Labourer | 8 | 0 | 0 | 0 | 8 |
| 07-01-2013 | Present FAZAL REHMAN P5231 COOK Labourer | 8 | 2 | 0 | 0 | 10 |
| 08-01-2013 | Present FAZAL REHMAN P5231 COOK Labourer | 8 | 2 | 0 | 0 | 10 |
| 09-01-2013 | Present FAZAL REHMAN P5231 COOK Labourer | 8 | 2 | 0 | 0 | 10 |
| 10-01-2013 | Present FAZAL REHMAN P5231 COOK Labourer | 8 | 2 | 0 | 0 | 10 |

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.

File Toolbars Help

Payroll Manager

criteria Selection Selected Values

Employee Code All

Report Options

Date: 20/01/15

Preview

ShowGroupPanel

| Employee Code | Name | Designation | Project | DOJ | Nationality | Passport Number | Passport Expiry | Residence Permit E... | Emp Status | Leave Startdate | Leave End Date |
|---------------|------------------------|-------------|---------|----------------------|-------------|-----------------|-----------------|-----------------------|-------------------|-----------------|----------------|
| AE-001 | Damry Yannick Je... | | | 15/06/09 12:00:00... | French | | | | Working | | |
| AE-002 | Zigic Dejan | | | 15/10/09 12:00:00... | Australian | | | | Working | | |
| AE-003 | Przybyl Marta | | | 13/09/10 12:00:00... | Polish | | | | Working | | |
| AE-004 | Benistant Christian... | | | 15/07/13 12:00:00... | French | | | | Employee Resigned | | |
| AE-005 | Bhanpurawala Mus... | | | 01/05/13 12:00:00... | Indian | | | | Working | | |
| AE-006 | Monteiro Bryan W... | | | 20/10/13 12:00:00... | Indian | | | | Working | | |
| AE-007 | Chavan Arjun Sing... | | | 24/06/12 12:00:00... | Indian | | | | Employee Resigned | | |
| AE-008 | Cheleri Jijudas | | | 11/12/11 12:00:00... | Indian | | | | Working | | |
| AE-009 | Dcunha Joe Jose D... | | | 13/11/11 12:00:00... | Indian | | | | Working | | |
| AE-010 | Dias Valleri | | | 22/06/11 12:00:00... | Indian | | | | on leave | 02/01/2015 | 12/02/2015 |
| AE-011 | Gond Pierre Adrie... | | | 01/05/11 12:00:00... | French | | | | Working | | |
| AE-012 | Gulla Rajvadan | | | 01/10/13 12:00:00... | Indian | | | | Working | | |
| AE-013 | Kerkar Aniket Anku... | | | 01/11/13 12:00:00... | Indian | | | 24-Nov-2016 | Working | | |
| AE-014 | Kunhith Abdulla | | | 01/04/13 12:00:00... | Indian | | | | Working | | |
| AE-015 | Laurans Jordan Ma... | | | 01/08/12 12:00:00... | French | | | | Working | | |
| AE-016 | Manyala Helida Aw... | | | 01/10/13 12:00:00... | Kenyan | | | | Working | | |

User: admin

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.

File Toolbars Help

Payroll Management

Employment History Report

Report Options

From Date: 01/09/14

To Date: 20/01/15

Preview

| criteria | Selection | Selected Values |
|---|-----------|-----------------|
| <input checked="" type="checkbox"/> Employee Code | All | |

Employee Code Name Date Of Joining Effective Date Department Designation Contract Staff Type

| | | | | | | | |
|--------|----------------------|----------|----------|-----------------------|----------------------|-----------|----------|
| AE-020 | Miniano Santa Eva... | 01/02/12 | 01/02/12 | Admin and Accounts | Accountant | Permanent | Office |
| AE-021 | Naik Baburao Shan... | 01/05/13 | 01/05/13 | Engineering | Designer | Permanent | Office |
| AE-022 | Navelkar Vaman Ja... | 13/11/11 | 13/11/11 | Project | Production Manager | Permanent | Office |
| AE-023 | Nidoolil Abdul Rauf | 18/10/11 | 18/10/11 | Admin and Accounts | Driver | Permanent | Office |
| AE-024 | Sarmalkar Sameer... | 16/12/12 | 16/12/12 | Engineering | Designer | Permanent | Office |
| AE-025 | Shafeeqe Moha... | 08/09/13 | 08/09/13 | Engineering | Calculation Engineer | Permanent | Office |
| AE-026 | THALAKKATTU SA... | 01/08/12 | 01/08/12 | Project | Procurement Coord... | Permanent | Office |
| AE-027 | Valiya Vijil Purayil | 24/03/13 | 24/03/13 | Quality Health and... | QC Inspector | Permanent | Office |
| AE-028 | Vivet Arnaud | 04/11/12 | 04/11/12 | Engineering | Engineering Mana... | Permanent | Office |
| AE-029 | Ansari Akbar Imam | 07/11/12 | 07/11/12 | Workshop | Fitter C1 | Permanent | WorkShop |
| AE-030 | Bhakta Bashisth | 01/07/12 | 01/07/12 | Workshop | Welder B3 | Permanent | WorkShop |
| AE-031 | Hentry Niju | 01/08/11 | 01/08/11 | Workshop | Workshop Supervis... | Permanent | WorkShop |
| AE-032 | Henry Bony | 01/07/12 | 01/07/12 | Workshop | Fitter B1 | Permanent | WorkShop |
| AE-033 | Chatla Raja Rao | 01/08/11 | 01/08/11 | Workshop | Fitter C1 | Permanent | WorkShop |
| AE-034 | Hussain Mohamma... | 01/07/13 | 01/07/13 | Workshop | Fitter B1 | Permanent | WorkShop |
| AE-035 | Hussain Nayar | 01/07/13 | 01/07/13 | Workshop | Welder A3 | Permanent | WorkShop |
| AE-036 | Patel Babubhai Ba... | 01/03/12 | 01/03/12 | Workshop | Welder D1 | Permanent | WorkShop |
| AE-037 | Patel Chandra Bhan | 01/08/11 | 01/08/11 | Workshop | Welder D1 | Permanent | WorkShop |

User: admin

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.

File Toolbars Help

Employee Relationship

Setup

Document Templates

Generate Documents

Generate Documents

Report Options

Document Template: Resume Work

| criteria | Selection | Selected Values |
|---|-----------|-----------------|
| <input checked="" type="checkbox"/> Employee Code | All | |

| Description | Data Type | Value |
|-------------|-----------|----------------------|
| Resume Work | DateTime | 20/01/15 |
| Remarks | String | Test Resume for Demo |

User: admin

4.0 Technical Specification

4.1 Deployment / Architecture Diagram

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

