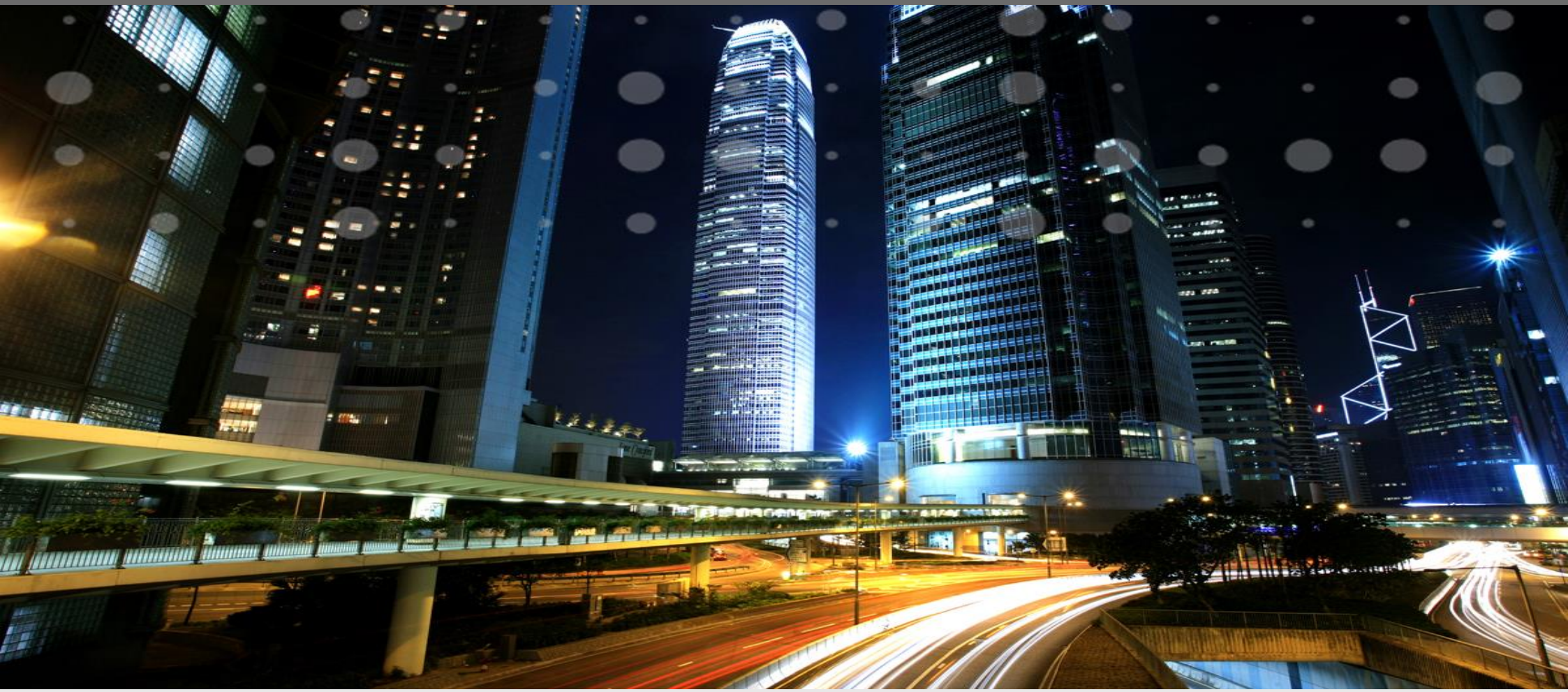


# eXperts People 365

HRMS and Payroll solution by Business Experts Gulf



# eXperts People 365

## Features

### Setup Area:

1. **Grade:**
  - 1.1. System allow us to create multiple number of grades.
  - 1.2. Salary scale (Min/Max).
  - 1.3. Notice Period.
  - 1.4. Air ticket Types for employee and dependents.
  - 1.5. Air ticket covert Children/spouse.
  - 1.6. Insurance covert.
  - 1.7. Schooling allowance child count.
  - 1.8. Schooling allowance Child per annum.
  - 1.9. **(Club membership in need) \***

Grade ↑	Maximum Salary	Min Salary Percent	Min Salary Amount	Mid Salary Percent	Mid Salary Amount	Notice In Months	Schooling Allowance Child Count	Schooling Allowance/Child/Annum	Employee's Air Ticket Type	Dependants' Air Ticket Type	Covered Children - Insurance
CEO	120,008.00	60.00	72,004.80	80.00	96,006.40	3	3	20,000.00	Business	Business	3
SL10	9,204.00	60.00	5,522.40	80.00	7,363.20	1	3	20,000.00	Economy	Economy	0
SL11	11,505.00	60.00	6,903.00	80.00	9,204.00	1	3	20,000.00	Economy	Economy	3
SL12	20,134.00	60.00	12,080.40	80.00	16,107.20	1	3	20,000.00	Economy	Economy	3
SL13	25,167.00	60.00	15,100.20	80.00	20,133.60	1	3	20,000.00	Economy	Economy	3
SL14	31,459.00	60.00	18,875.40	80.00	25,167.20	1	3	20,000.00	Economy	Economy	3
SL15	39,324.00	60.00	23,594.40	80.00	31,459.20	2	3	20,000.00	Economy	Economy	3
SL16	49,155.00	60.00	29,493.00	80.00	39,324.00	2	3	20,000.00	Business	Economy	3
SL17	61,444.00	60.00	36,866.40	80.00	49,155.20	2	3	20,000.00	Economy	Economy	3
SL18	86,006.00	60.00	51,603.60	80.00	68,804.80	3	3	20,000.00	Business	Economy	3
SL19	96,006.00	60.00	57,603.60	80.00	76,804.80	3	3	20,000.00	Business	Economy	3
SL20	120,008.00	60.00	72,004.80	80.00	96,006.40	3	3	20,000.00	Business	Business	3
SL8	5,891.00	60.00	3,534.60	80.00	4,712.80	1	3	20,000.00	Economy	Economy	3
SL9	7,363.00	60.00	4,417.80	80.00	5,890.40	1	3	20,000.00	Economy	Economy	3

2. **Leave management:**
  - 2.1. System allow us to create multiple number of leave type with different setup.
    - 2.1.1. Is Annual leave?
    - 2.1.2. Is Approval required.
    - 2.1.3. Country.
    - 2.1.4. Fixed balance or accrual.

- 2.1.5. Encashable.
- 2.1.6. Leave days
- 2.1.7. Is Half day?
- 2.1.8. Gender.
- 2.1.9. Religion.
- 2.1.10. Unpaid allowed IF annual Leave balance.
- 2.1.11. Leave days Limit apply.
- 2.1.12. Display balance.
- 2.1.13. Negative days allowed.
- 2.1.14. Is Unpaid leave.
- 2.1.15. Replacement employee.
- 2.1.16. Cash advance.
- 2.1.17. Exclude Holiday.
- 2.1.18. Replacement required.
- 2.1.19. Replacement eligibility days.
- 2.1.20. Cash advance limit.
- 2.1.21. Prorated.
- 2.1.22. Upfront accruals.
- 2.1.23. Probation included.
- 2.1.24. Allowed only accrued.
- 2.1.25. Defined the Carry forward and the Expiration in month.
- 2.1.26. Batch job can be manually and automatically.

The screenshot shows the SAP Finance and Operations interface for configuring a Leave Type. The main configuration area is for 'Accident leave'. The left sidebar lists various leave types, with 'Accident leave' selected. The main area displays the configuration details for 'Accident leave'.

SETUP DETAILS	Is Approval Required	Is Half Day?	Display Balance	Exclude Holidays	Upfront Accruals
Leave type: Accident leave	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Description: Accident leave	Country: _____	Gender: _____	Negative Days Allowed: 0.00	Replacement Required: No <input type="checkbox"/>	Probation Included: No <input type="checkbox"/>
Earning code: 38	Fixed Balance or Accrual: Fixed	Religion: _____	Is Unpaid Leave: No <input type="checkbox"/>	Replacement Eligibility Days: 0.00	Is Equation Description: ((Gross Salary/Period calenda...
Is Annual Leave?: No <input type="checkbox"/>	Encashable: No <input type="checkbox"/>	Unpaid Allowed IF Annual Leave B...: No	Replacement Employee: Current Company	Cash Advance Limit: 0	
Leave Days: Calendar	Leave Days Limit Applied: Yes <input checked="" type="checkbox"/>	Cash Advance: No <input type="checkbox"/>	Prorated: No <input type="checkbox"/>		

3. **Benefits and deduction:**

3.1. Air ticket setup:

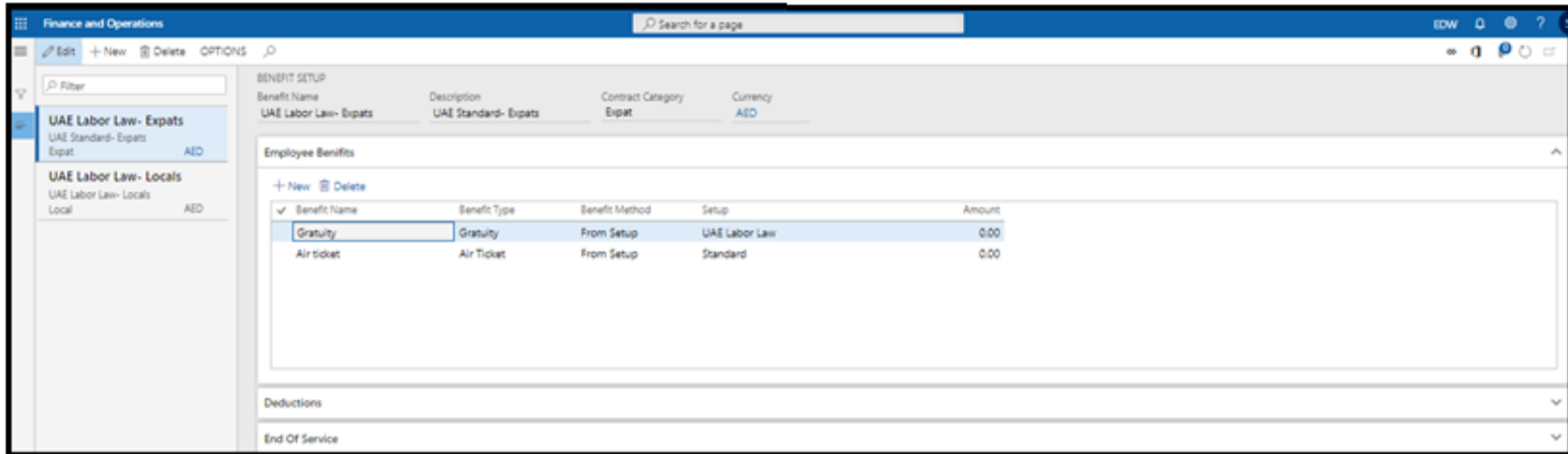
- 3.1.1. Ticket type.
- 3.1.2. Link with Grade.
- 3.1.3. Country/region.
- 3.1.4. City.
- 3.1.5. Effective and expiration date.
- 3.1.6. Amount for adult/ child /infant.
- 3.1.7. Ticket can be given in two options (calendar year by selecting a specific month to process the ticket/ Anniversary).

The screenshot displays the 'AIR TICKET SETUP' configuration page. At the top, there's a search bar and navigation options like 'Edit', '+ New', and 'Delete'. Below that, a summary row shows 'Standard' for the setup name and description, '25' for the earning code, 'Calendar Year' for the ticket given type, and '7/1/2019' for the ticket month. A table below lists the specific ticket setups with their respective grades, locations, and amounts for adults, children, and infants.

Ticket Type	Grade	Country/region	City	Effective	Expiration	Amount Adult	Amount Child	Amount Infant
Economy	SL10	LBN	Beirut	1/1/2019	12/31/2019	1,500.00	0.00	0.00
Economy	SL18	LBN	Beirut	1/1/2019	12/31/2019	1,500.00	1,000.00	500.00
Economy	SL19	LBN	Beirut	1/1/2019	12/31/2019	2,000.00	1,500.00	1,000.00
Economy	SL20	LBN	Beirut	1/1/2019	12/31/2019	2,000.00	1,000.00	500.00
Business	CEO	LBN	Beirut	1/1/2019	12/31/2019	12,000.00	2,000.00	1,500.00
Business	SL18	LBN	Beirut	1/1/2019	12/31/2019	2,000.00	1,500.00	1,000.00
Business	SL19	LBN	Beirut	1/1/2019	12/31/2019	5,000.00	3,000.00	2,000.00

### 3.2. Benefits and deduction setup:

- 3.2.1. This form link with Position before creating an employee we need to select the profile.
- 3.2.2. Defining the benefits/ deduction/ End of service based on the setup per each.



### 3.3. Pension and insurance:

3.3.1. Defining the Pension and insurance and the equation per each also we have an option to make it slab based.

The screenshot displays the SAP Finance and Operations interface for defining Pension and Insurance details. The main header is "Finance and Operations" with a search bar. Below the header, there are navigation options: "Edit", "+ New", "Delete", and "OPTIONS". A filter box is present with the text "Filter".

The left sidebar shows a list of items:

- Pension Employee Contrib...  
Pension Employee Contribution  
50
- Pension Employer contribu...  
Pension Employer contribution  
51

The main content area is titled "PENSION AND INSURANCE DETAILS" and contains the following information:

Insurance name	Description
Pension Employee Contribution	Pension Employee Contribution

**Earning details**

Earning Code ID	Description	Is slab based	Salary Benefit
50	Pension Deduction	No <input type="checkbox"/>	Basic

**Equation details**

Insurance equation:  $((Gross\ Salary - Other\ Allowanc...$  [Equation](#)

1.

- 4. **Loan management:**
  - 4.1. Select Loan types
  - 4.2. Option to set if One time or installments and if workflow needed or not.

The screenshot displays the 'Finance and Operations' application interface. At the top, there is a search bar with the text 'Search for a page'. Below this, a navigation bar includes 'Edit', '+ New', 'Delete', and 'OPTIONS'. A left-hand navigation pane contains a 'Filter' input field and a list of loan types: 'Housing Advance', 'Other Advances', 'Education advance', and 'Salary Advance'. The 'Housing Advance' option is currently selected and highlighted in blue. The main content area is titled 'LOAN SETUP' and contains a table with the following data:

Loan Type Name	Description
Housing Advance	Housing Advance

Equation			
Earning Code ID	Description	Loan Type	Workflow Enabled
46	Advance	Installments	Yes <input checked="" type="checkbox"/>

5. **Gratuity:**

5.1. Defining of EOS Equation (Termination and resignation).

Finance and Operations Search for a page

Edit + New Delete OPTIONS

Filter

**UAE Labor Law**  
20  
Gratuity

**GRATUITY SETUP**

Gratuity Setup Name	Description	Equation Description	Equation
UAE Labor Law	Gratuity	Basic Salary/365	Equation

**Gratuity Posting**

Gratuity accrual	Gratuity EOS	Gratuity Variance
20	21	22

**Gratuity Accrual**

Gratuity Accrual Days Per month	Gratuity Accrual Days Maximum	BASIC PER DAY CALCULATION	Equation
1.00	730	Equation Description	Equation
Gratuity Accrual Days Per month	After Year	Basic Salary/12	
1.50	5	Basic Per Day Calculation	
		PR1/12	

**Termination**

+ New Delete

Contract Type	From year	To Year	Fixed Days	Yearly Accrual Days	Description
Unlimited	5.00	25.00	5.00	1.50	
Unlimited	0.00	5.00	0.00	1.00	



6. **Overtime:**

6.1. Three equations can be set for Overtime as per company policy.

6.2. Workflow can be enable/ amount can be fix.

The screenshot displays the 'Overtime Setup' configuration page. The top navigation bar includes 'Finance and Operations' and a search bar. Below the navigation bar, there are options for 'Edit', '+ New', 'Delete', and 'OPTIONS'. A filter box is present on the left side. The main content area is divided into two sections: 'Equation' and 'Setup'.

**OVERTIME SETUP**

Setup name	Description
Standard	Standard

**Equation**

Normal OT Earning Code	Equation	Equation
23	Basic Salary/Days in a month*...	Equation
24	Basic Salary/Days in a month*...	Equation
25	Gross Salary/Annual Leave*1.50	Equation

**Setup**

Workflow Enabled No <input type="checkbox"/>	Auto Workflow Submission Yes <input checked="" type="checkbox"/>	OverTime Calculation From None
Auto PostFor Payroll No <input type="checkbox"/>	Calculated By None	Group By Employee No <input type="checkbox"/>
Max Overtime Amount Limit 0.00	Forward Date Only No <input type="checkbox"/>	Manual Journal Allowed No <input type="checkbox"/>

7. **Tax management:**

7.1. Option to select tax slab details/ taxable earning/ tax details.

**TAX MANAGEMENT**

Tax type name	Description
---------------	-------------

---

**Earning code**

Earning Code ID	Description
-----------------	-------------

---

**Tax details**


**TAX EXEMPTION DETAILS**

Salary Benefit	Amount exempted after tax calcul...
<input type="text" value=""/>	<input type="text" value="0.00"/>
Amount exempted before tax calc...	
<input type="text" value="0.00"/>	

**TAX SLAB DETAILS**

+ Add  Remove

<input checked="" type="checkbox"/>	Minimum am...	Maximum am...	Tax amount p...	Tax amount	Tax ceiling
-------------------------------------	---------------	---------------	-----------------	------------	-------------



We didn't find anything to show here.

---

**Taxable earnings**

+ Add  Remove

<input checked="" type="checkbox"/>	Earning code	Description	Salary Benefit	Maximum am...	Tax amount p...
-------------------------------------	--------------	-------------	----------------	---------------	-----------------

8. **Scheduling:**

8.1. To define the Calendars/ working time template. Depend on each company.

Finance and Operations Search for a page

Edit Compose working times OPTIONS

PAYROLL : PAYROLL

### Working times

Working days

✓ Date ▼	Day	Week	Month	Control	Closed for pic...	Earning code defined below
9/9/2019	Monday	37	September	Open		
9/10/2019	Tuesday	37	September	Open		
9/11/2019	Wednesday	37	September	Open		
9/12/2019	Thursday	37	September	Open		
9/13/2019	Friday	37	September	Closed	✓	
9/14/2019	Saturday	37	September	Closed	✓	
9/15/2019	Sunday	37	September	Open		
9/16/2019	Monday	38	September	Open		
9/17/2019	Tuesday	38	September	Open		
9/18/2019	Wednesday	38	September	Open		
9/19/2019	Thursday	38	September	Open		
9/20/2019	Friday	38	September	Closed	✓	
9/21/2019	Saturday	38	September	Closed	✓	

Working times

+ Add Remove

✓ Calendar ↑ ▼	From	To	Efficiency in percentage	Property	Earning code
Payroll	09:00 AM	05:00 PM	100.00		

9. **Earnings and deduction code:**

9.1. Full setup in this screen once create new earning or deduction code.

9.2. Option to upload earning and deduction code.

The screenshot shows the 'Finance and Operations' system interface. At the top, there is a search bar and navigation options like 'Edit', '+ New', 'Delete', 'Maintain versions', 'Upload Earning Codes', and 'As of date'. Below this is a table of 'EARNING CODES' with columns for 'Earning Code ID', 'Unit of measure', 'Description', and 'Ignore Holidays in Sandwich'. The first entry is '1', 'Hours', 'Basic Salary', and 'No'. A left sidebar contains a list of earning codes: '1 Basic Salary', '10 Number of Days in a Year', '11 Annual Leave', '12 Unpaid Leave', '13 Accrual Months', '14 Full Gross Salary', and '15 Full Basic pay slip'. The main area displays the 'General' settings for the selected 'Basic Salary' code. These settings include: 'RATE CALCULATION RULE' (Payroll Rate Basis: Hourly), 'CHECKGROUP' (is Basic Code: Yes), 'Included In Leave' (No), 'Is Leave Code' (No), 'Earning code' (0), and 'Is taxable code' (No). Other settings include 'Basis earning code group', 'Included In OverTime' (Yes), 'Included in Gratuity' (Yes), 'Leave Priority Sandwich' (0), 'Is Overtime Code' (No), and 'Is Absence Code' (No). 'Retroactive earning' is set to 'No', 'Included in Late Deductions' is 'No', 'Included in Encashment' is 'Yes', 'Element Type' is 'Recurring Earning', and 'Is Gratuity Code' is 'No'.

10. **Fixed compensation:**

10.1. Depend on each company policy what are the fixed compensation.

The screenshot displays the SAP Finance and Operations interface for configuring a Fixed Compensation Plan. The left sidebar lists various compensation types, with 'Basic' (Basic Salary) selected. The main area shows the configuration for the 'Basic Salary' plan under the 'General' tab. The 'Range utilization matrix' section is currently empty, displaying a message: 'We didn't find anything to show here.'

**Finance and Operations** Search for a page

FIXED COMPENSATION PLANS

Plan	Description
Basic	Basic Salary

**General**

Effective date	Expiration date	Earning code	Recommendation allowed	Currency	Pay rate conversion
1/1/2018	Never	1	No <input type="checkbox"/>	AED	Monthly

Control point

**Range utilization matrix**

+ Add Remove

Utilization percent	Increase modifier percent
---------------------	---------------------------

We didn't find anything to show here.

11. **HR process:**

11.1. Employee contract setup.

11.2. Fill HR master sheet.

Save OPTIONS

### Employee Contract Setup

Employee Contract Calculation Setup Details

Other Allowance Plan: Other  
Default Action (For Fixed Compen...): Hire

...

Plan	Contract Category	Exclude from Distribution	Amount	Calculated Gross %	Actual Gross %	Apply Child Count	Apply Schooling Allowance Cap (Limit)	Allocated For (Child Count)
Basic	All	<input type="checkbox"/>	0.00	60.00		<input type="checkbox"/>	<input type="checkbox"/>	0
Child	Local	<input type="checkbox"/>	600.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
General	Expat	<input type="checkbox"/>	0.00	40.00		<input type="checkbox"/>	<input type="checkbox"/>	0
Housing	Local	<input type="checkbox"/>	0.00		20.00	<input type="checkbox"/>	<input type="checkbox"/>	0
Schooling	Local	<input type="checkbox"/>	0.00		10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3
Social	Local	<input type="checkbox"/>	1,000.00			<input type="checkbox"/>	<input type="checkbox"/>	0

12. **Payroll setup:**

- 12.1. Payroll parameter.
- 12.2. Shift master.
- 12.3. Roaster shift (rotation between shift).
- 12.4. Workflow configuration.
- 12.5. Design dynamics reports (Payroll report/ Salary sheet report).
- 12.6. Calculation factors.

The screenshot displays the 'Payroll parameters' configuration page. The page is titled 'Finance and Operations' and 'Payroll parameters'. It contains several sections for configuration:

- BENEFITS**: Bonus Earning Code (dropdown menu) set to 4.
- PAYROLL POSTING**: Payroll Posting (dropdown menu) set to Payroll; Payroll Journal NameId (dropdown menu) set to PJ.
- PAYROLL CALCULATION**: Number Of Days Per Year (text input) set to 365.00; Number Of Days Per Week (text input) set to 5.00; Number Of Days Per Month (text input) set to 30.00; Payroll Month Calculation Type (dropdown menu) set to Actual; Payroll Over Time Cut Off Day (text input) set to 31; Leave Salary CutOff Day (text input) set to 25.
- GRATUITY**: Gratuity Calculation Enabled (checkbox) set to Yes; Suppress Gratuity Warnings (Ea...) (checkbox) set to Yes.

A sidebar on the left lists the following categories: Number sequences, Time Attendance, Equation details, Tax, Employee, and Loan.

## Shift Master

### Shift Master

✓ Shift Name ↑	Description	Is Rotational	Is Off	Accept Entrance Time S...	Grace Time Check In(Minutes)	Start Time	Accept Entrance Time E...	Lunch Break (Minut...	Accept Exit Time Start	End Time
Operation	6 Days (8 AM to 8 PM)			08:00:00 AM	30	08:00:00 AM	12:00:00 AM	60	12:00:00 AM	08:00:00 PM
Standard	5 Days (8:30 AM to 4:30 PM)			08:00:00 AM	30	08:30:00 AM	12:00:00 AM	60	12:00:00 AM	04:30:00 PM

### Shift Master Periodic

+ New Delete

✓ Employee type	Personnel Number	Name	Shift Name	From Date	To Date
None					

### Shift Master Days

+ New Delete

✓ Day Names ↑	Start Time	End Time	Lunch Break (...)	Grace Time	Total Working...
Saturday	08:00:00 AM	08:00:00 PM	60	0	11.00

### Absence Setup

#### ABSENCE EQUATION

Absence Earning Code  Absence Equation

#### PENALTY EQUATION

Penalty Earning Code  Penalty Equation

#### HAS PENALTY

Has Penalty  
No



13. **Posting Profile:**

13.1. Defined the earning code/ Main account ID/ Offset account to link between Payroll module as subledger and the GL module.

The screenshot displays the 'PAYROLL POSTING PROFILE' configuration interface. The top navigation bar includes 'Finance and Operations' and a search bar. Below the navigation, there are options for 'Edit', '+ New', 'Delete', and 'OPTIONS'. A filter box is present, and the 'Payroll' module is selected in the left sidebar. The main content area shows the 'PAYROLL POSTING PROFILE' configuration with the following details:

- Profile Name: Payroll
- Profile Description: Payroll

The 'Posting Profile' table is as follows:

Posting Profile						
+ Add - Remove						
✓	Earning Code ID	Posting Profile	Worker/Group Name	Departement	Main Account ID	Offset Account
	1	All			4010001	4010000
	2	All			4010002	4010000
	3	All			4010003	4010000
	40	All			4010004	4010000
	5	All			4010005	4010000
	41	All			4010006	4010000

14. **Inquiries Area:**

14.1. HR master sheet.

HR MASTER SHEET											
Filter											
Initials	Personnel number	Worker	Hire Date	Worker type	Position	Description	Job	Company accounts ID	Department	Office location	Grade
	10001		1/1/2019	Employee	000002	Chief Executive Officer	Executive Director	EDW	Chief executive office		CEO
	10003		1/15/2018	Employee	000003	Company Administrator	Administrator	EDW	Humar Resources	Dubai	SL19
	10004		1/2/2019	Employee	000004	Accountant	Administrator	EDW	Accounts		
	10005		1/2/2019	Employee	000006	Head-Project Management O...	Director	EDW	PMO		
	10007		1/2/2019	Employee	000007	Company Driver	Driver	EDW	Humar Resources		SL10
	10009		1/2/2019	Employee	000008	Head-Human Resources	Director	EDW	Humar Resources		
	10010		1/2/2019	Employee	000009	Cleaner	Cleaner	EDW	Humar Resources		SL19
	10013		5/23/2005	Employee	000011	Head of Operations	Sr. Director	EDW	Operations		SL19
	10008		1/2/2019	Employee	000012	Head of Information Technol...	Sr. Director	EDW	Information Technology		
	10014		1/2/2019	Employee	000013	QA Engineer	Officer	EDW	Information Technology		
	10015		1/2/2019	Employee	000014	Project Manager	Manager	EDW	PMO		
	10016		1/2/2019	Employee	000015	Sr. Mobile Payment Developer	Sr. Officer	EDW	Information Technology		
	10017		1/2/2019	Employee	000016	Mobile Payment Developer	Officer	EDW	Information Technology		
	S101		1/1/2000	Employee				EDW			
	10000		1/1/2019	Employee	000031	AX Functional Consultant	AX Functional Consultant	EDW	Information Technology		SL16
	10024		5/14/2019	Employee	000052	Cleaner	Cleaner	EDW	Humar Resources		SL17
	000011		5/23/2005	Employee	000061	Testing	Officer 2	EDW	Accounts	Dubai	CEO
	000012		5/13/2019	Employee	000062	Sales Director	Sales Director	EDW	PMO		CEO
	100026		2/14/2019	Employee	000018	Operations Manager	Manager	EDW	Operations		SL20
	100030		1/1/2018	Employee	000082	Sr. Officer	Sr. Officer	EDW	Accounts	Abu Dhabi	SL19
	100035			Employee				EDW			
	100040		5/22/2005	Employee	000102	Driver	Driver	EDW	Legal		SL11
	100045		2/6/2019	Employee	000112	Officer	Officer	EDW	Accounts		SL17
	100047		1/13/2019	Employee	000115	AX Functional Consultant	AX Functional Consultant	EDW	Information Technology		SL16
	100050		1/1/2019	Employee	000010	Legal Manager	Manager	EDW	Legal		SL18

14.2. Air ticket Details view.

15. **Reports:**

15.1. Gratuity report.

From pay period 6/1/2019 12:00:00 AM							
To pay period 6/30/2019 12:00:00 AM							
Sl.	Employee Id	Employee Name	Designation	Department	Basic Salary	Years of Service	Gratuity Amount
1	10003		Company Administrator	Humar Resources	28,200.00	1.45	0.00
2	100035		Company Administrator	Humar Resources	28,200.00	119.57	14,100.00
3	100047		AX Functional Consultant	Information Technology	28,200.00	0.46	7,050.00
4	100072		Account specialist	Accounts	45,000.00	0.04	1,875.00
5	100083		Procurement specialist	Product	28,200.00	0.03	0.00
6	100084		GM	Operations	28,200.00	0.07	2,036.67
7	100095		Associate	Legal	28,200.00	0.41	11,750.00
8	100110		Chief executive officer	Chief executive office	28,200.00	0.12	3,411.29
9	100120		Chief executive officer	Chief executive office	28,200.00	119.57	14,100.00
10	100126		Chief financial officer	Operations	28,200.00	4.93	14,100.00
11	100135		Chief financial officer	Operations	28,200.00	119.57	16,450.00
12	100142		Chief financial officer	Operations	28,200.00	119.57	16,450.00
13	100145		Chief financial officer	Operations	28,200.00	119.57	16,450.00
				<b>Total Amount:</b>	<b>383,400.00</b>		<b>117,772.96</b>

15.2. Employee Insurance report.

Insurance Report								
09/03/2019 Page 1 of 2								
Relation	Insured Code	Insured Name	Effective Date	Marital Status	Gender	Nationality	Date of Birth	Age
Self	00		1/1/2019	Married	Male		10/17/1994	24
Child	01		1/15/2019	Single	Female		6/2/2018	1
Child	02		1/15/2019	Single	Male		6/2/2006	13
Child	03		1/15/2019	Single	Male		6/24/2001	18
Child	03		1/15/2019	Single	Female		6/11/1991	28
Spouse	04		1/15/2019	Married	Female		6/30/1980	39
Self	20		5/14/2019	Married	Male		6/18/1975	44
Child	2		5/14/2019	Single	Male		5/7/2010	9
Spouse	1		5/14/2019	Married	Female		8/5/1977	42
Self	500		1/1/2018	Married	Male		5/29/1971	48
Child	112		1/1/2019	Single	Male		5/3/2005	14
Child	113		1/1/2019	Single	Female		6/14/2011	8
Child	114		1/1/2019	None	Female		5/15/2016	3
Spouse	111		1/1/2019	Married	Female		5/4/1979	40
Self	001		7/27/2014	None	None		6/3/1982	37
Child	0003		1/15/2019	Single	Female		5/1/2018	1
Child	0004		1/15/2019	Married	Male		6/8/2005	14
Child	0005		1/15/2019	Single	Male		6/1/2002	17
Child	0005		1/15/2019	Single	Female		6/8/2000	19
Spouse	002		1/15/2019	Married	Female		6/2/1990	29

15.3. Employee Pay slip.

Pay Slip for Pay Period September 2019				Date Generated	
		Period Start Date	9/1/2019	9/3/2019 7:22:02 AM	
		Period End Date	9/30/2019		
Employee Number	100154	Employee Name	TEST 3		
Designation	Accountant	Joining Date	1/1/2018		
Department	Accounts	Payment Method	Check		
Days Worked	30	Currency	AED		
EARNINGS			DEDUCTIONS		
	Actual	Payable	Code Name	Accounting Currency Amt	
Basic Salary	30,000.00	30,000.00			
General Allowance	18,800.00	18,800.00			
<b>Total Earnings</b>	<b>48,800.00</b>	<b>48,800.00</b>	<b>Total Deductions</b>		
			<b>Net Amount Paid</b>	<b>48,800.00</b>	
Leave Details			Bank Details		
Opening Leave Balance	0		Bank		
Leave Used	5		Branch		
Accrued Leave	22		A/C No.		
Closing Balance	17		Routing Code		
DEDUCTION DETAILS					
Total Amount Payable	Monthly Installment	Instalments Paid	Balance Payable		
OVERTIME DETAILS					
Overtime Days			Overtime Amount		
0			0.00		

15.4. Employee salary sheet.

Staff/Worker Salary Sheet														
Pay cycle		Monthly												
From pay period		7/1/2019 - 7/31/2019												
To pay period		7/1/2019 - 7/31/2019												
S.No	Personnal Number	Employee Name	Department	Designation	Salary Statement Number	Pay Period	Pay Days	Bank Details	Salary Details					
								Bank account number	Basic Salary	General Allowance	Pension Deduction	Leave Advance Salary	Unpaid Leave	Accident leave
1	100083		Product	Procurement specialist		07/01/2019 - 07/31/2019	31.00		28,200.00		(1,930.00)	60,000.00		
2	100085		Accounts	Analyst		07/01/2019 - 07/31/2019	31.00		28,200.00	18,800.00				(3,090.41)
3	100110		Chief executive office	Chief executive officer		07/01/2019 - 07/31/2019	31.00		28,200.00	18,800.00		60,000.00		
4	100118		Chief executive office	HR adviser		07/01/2019 - 07/31/2019	31.00		28,200.00	18,800.00		9,096.77		
5	100035					07/01/2019 - 07/31/2019	31.00	07033123	28,200.00	18,800.00		60,000.00		
6	100135					07/01/2019 - 07/31/2019	31.00		28,200.00	18,800.00				(12,129.03) (6,822.58)
7	100095		Legal	Associate		07/01/2019 - 07/31/2019	31.00		28,200.00	18,800.00				
8	100120					07/01/2019 - 07/31/2019	31.00		28,200.00	18,800.00				
9	100145					07/01/2019 - 07/31/2019	31.00		28,200.00	18,800.00				
10	100142					07/01/2019 - 07/31/2019	31.00		28,200.00	18,800.00				
									<b>282,000.00</b>	<b>169,200.00</b>	<b>(1,930.00)</b>	<b>189,096.77</b>	<b>(15,219.44)</b>	<b>(6,822.58)</b>
<u>Prepared By</u>			<u>Reviewed By</u>					<u>Approved By</u>						

15.5. Final settlement.

15.6. Leave accrual report.

## Leave Accrual Report

From pay period 1/1/2019 12:00:00 AM

To pay period 2/28/2019 12:00:00 AM

Sl.	Employee Id	Employee Name	Designation	Department	Gross Salary	Accrual Leave	Leave Amount	Leave Taken	Balance
1	100035				47,000.00	4.33	9,250.45	0	4.33
2	100047		AX Functional Consultant	Information Technology	47,000.00	10	21,363.64	0	10.00
3	100050		Legal Manager	Legal	47,000.00	0	0.00	0	0.00
4	100061		Administrator	Legal	47,000.00	10	0.00	0	10.00
5	100095		Associate	Legal	47,000.00	11.83	25,273.18	0	11.83
6	100119		HR assistant	Humar Resources	50,000.00	11.54	26,227.27	2.73	8.81
7	100120		HR assistant	Humar Resources	47,000.00	3.67	7,840.45	0	3.67
8	100126		Chief financial officer	Operations	47,000.00	14.33	30,614.09	0	14.33
9	100135		Chief financial officer	Operations	47,000.00	3.67	7,840.45	0	3.67
10	100142		Chief financial officer	Operations	47,000.00	3.67	7,840.45	0	3.67
11	100145		Chief financial officer	Operations	47,000.00	3.67	7,840.45	0	3.67
				<b>Total Amount:</b>	<b>520,000.00</b>		<b>144,090.45</b>	<b>2.73</b>	<b>73.98</b>

15.7. Leave report.

		09/03/2019 Page 1 of 1					
		<b>Leave Details</b>					
Emp No	Emp Name	Leave Type	Date Of Join	Leave Start Date	Leave End Date	No Of days Taken	Balance
10003		Compassionate Leave	1/15/2018	8/5/2019	8/9/2019	5.00	5.00
100030		Annual leave	1/1/2018	8/1/2019	8/14/2019	10.00	(28.45)
100030		Annual leave	1/1/2018	8/1/2019	8/14/2019	10.00	(28.45)
100030		Annual leave	1/1/2018	8/1/2019	8/14/2019	10.00	(28.45)
100030		Annual leave	1/1/2018	8/18/2019	8/31/2019	10.00	(28.45)
100035		Annual leave	7/27/2014	8/1/2019	8/14/2019	10.00	7.55
100119		Sick Leave	1/10/2019	8/20/2019	9/23/2019	35.00	30.00
100118		Sick Leave	1/20/2019	8/25/2019	10/13/2019	50.00	40.00
100085		Sick Leave	1/27/2019	8/25/2019	10/13/2019	50.00	40.00
100072		Sick Leave	6/17/2019	8/11/2019	9/29/2019	50.00	40.00
100117		Sick Leave	1/10/2018	8/11/2019	8/30/2019	20.00	72.00
100117		Hajj Leave	1/10/2018	8/4/2019	8/18/2019	15.00	0.00
100107		Unpaid Leave	7/5/2019	8/11/2019	8/20/2019	10.00	(10.00)
100135		Sick Leave	8/1/2014	8/15/2019	9/8/2019	25.00	65.00
100145		Sick Leave	8/1/2014	8/15/2019	9/8/2019	25.00	65.00
100150		Sick Leave	1/1/2016	8/15/2019	10/3/2019	50.00	40.00
10007		Annual leave	1/2/2019	8/5/2019	8/8/2019	4.00	14.85
10007		Annual leave	1/2/2019	8/18/2019	8/22/2019	5.00	14.85
100152		Sick Leave	1/1/2018	8/15/2019	10/3/2019	50.00	40.00
100153		Unpaid Leave	1/1/2018	8/27/2019	9/5/2019	10.00	(10.00)
100154		Unpaid Leave	1/1/2018	8/27/2019	9/5/2019	10.00	(10.00)
10010		Annual leave	1/2/2019	8/7/2019	8/10/2019	2.00	32.65



15.8. Employee benefits report.

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### Employee Benefits

	Name	Accrual Type	Amount
<b>10000</b>		Air Ticket	125.00
		Gratuity	2,350.00
		Air Ticket	41.67
		Air Ticket	83.33
		Air Ticket	125.00
		Air Ticket	125.00
		Air Ticket	125.00
		<b>Total</b>	<b>2,975.00</b>
<b>10003</b>		Pension	3,531.61
		<b>Total</b>	<b>3,531.61</b>
<b>100030</b>		Pension	6,470.00
		<b>Total</b>	<b>6,470.00</b>
<b>100035</b>		Air Ticket	416.67
		Leave	3,284.95
		Gratuity	2,350.00
		Air Ticket	91.40
		Air Ticket	45.70
		Air Ticket	91.40
		Air Ticket	91.40
		<b>Total</b>	<b>6,371.51</b>

2.

15.9. Employee History report.

09/03/2019 Page 1 of 2								
<b>Employee History</b>								
Emp No	Emp Name	Nationality	Effective Change Date	Grade	Basic Salary	General Allowance	Bonus Paid	Position
10024			5/14/2019	SL17	28,200.00	0.00	1176.470588	Cleaner
10024		LBN	8/26/2019	SL17	28,200.00	0.00	1176.470588	Cleaner
000012			1/1/2019	CEO	24,000.00	0.00	2272.727273	Sales Director
100083			6/19/2019	SL20	28,200.00	0.00	0	Procurement specialist
100072			6/16/2019	SL19	45,000.00	30,000.00	0	Account specialist
100110			1/1/2019	SL14	28,200.00	18,800.00	0	Chief executive officer
10013			5/23/2005	SL19	0.00	0.00	0	Head of Operations
100026			12/31/2017	SL20	28,200.00	18,800.00	2272.727273	Operations Manager
100045			2/6/2019	SL17	6,000.00	4,000.00	0	Officer
100070			6/16/2019	SL13	0.00	0.00	0	Analyst
100050			1/1/2019	SL18	28,200.00	0.00	0	Legal Manager
100141			12/31/2009	SL14	28,200.00	18,800.00	0	Administrator
100126			7/26/2014	SL19	28,200.00	18,800.00	0	Chief financial officer
100084			2/13/2019	SL17	28,200.00	18,800.00	0	GM
100116			12/31/2018	SL10	28,200.00	18,800.00	0	Financial Advisor
10007			12/31/2018	SL10	0.00	0.00	1176.470588	Company Driver
100106			12/31/2018	SL19	28,200.00	18,800.00	0	Sales
100155			12/31/2009	SL10	28,200.00	18,800.00	0	Accountant
100118			12/31/2018	SL19	28,200.00	18,800.00	0	HR adviser
100118			8/25/2019	SL19	28,200.00	18,800.00	0	HR adviser
100061			2/10/2019	SL16	28,200.00	0.00	0	Administrator



15.11. Payroll comparison report.

Employee Salary Comparison										
S.NO	Personnel Number	Employee Name	Department	Designation	01/01/2019 - 01/31/2019			02/01/2019 - 02/28/2019		
					Basic Salary	Child Allowance	General Allowance	Basic Salary	Child Allowance	General Allowance
1	10000				28,200.00		18,800.00			
2	10003				15,464.52	658.06				
3	100030				28,200.00	1,200.00				
4	100035				28,200.00		18,800.00	28,200.00		18,800.00
5	100047				17,283.87		11,522.58	28,200.00		18,800.00
6	100050				28,200.00			28,200.00		
7	100060				17,283.87		11,522.58			
8	100061							19,135.72	814.28	
9	100095							28,200.00		18,800.00
10	100117				8,516.13		5,677.42			
11	100119				11,612.90		7,741.94	30,000.00		20,000.00
12	100120				28,200.00		18,800.00	28,200.00		18,800.00
13	100126				28,200.00		18,800.00	28,200.00		18,800.00
14	100135				28,200.00		18,800.00	28,200.00		18,800.00
15	100142				28,200.00		18,800.00	28,200.00		18,800.00
16	100145				28,200.00		18,800.00	28,200.00		18,800.00
					<b>323,961.29</b>	<b>1,858.06</b>	<b>168,064.52</b>	<b>302,935.72</b>	<b>814.28</b>	<b>170,400.00</b>

15.12. Payroll worker bank details

To [REDACTED]  
The Branch Manager ,ARE  
..

Ref:Current Account No. : [REDACTED]  
Sub: Salary Transfer for January 1

Dear Sir,

Kindly transfer salary as per following details

Employee Id	Employee Name	Bank A/C Number	Bank Name	Bank Branch	Amount
10000	[REDACTED]	[REDACTED]	ENBD	ENBD	47,000.00
					47,000.00

Yours Sincerely,

[REDACTED]

**Authorised Signatory** **Authorised Signatory**

16. **Periodic Area:**

- 16.1. Generate salary statement.
  - 16.2. Un-post Salary statement.
  - 16.3. Post Salary statement.
  - 16.4. Generate salary journal.
  - 16.5. Generate carry forward Leave balance.
  - 16.6. Update All leave balance.
- 3.

17. **Common section:**

- 17.1. Section including Employee/ worker/ past worker/ pending worker.
- 17.2. Section for Position/ open position/ Jobs.
- 17.3. Section for Overtime/ Overtime journal/ Create overtime journal/ Process overtime/ employee overtime list/ Upload overtime journal.
- 17.4. Bulk increment used for incrementing a department instead of individual employee.
- 17.5. Salary statement after generating the salary.

**EARNINGS STATEMENT**

Pay period:  EarningBatchNo:

Filter:

✓ Earnings statement...	↓ Worker	Personnel number	Pay cycle	Pay period	Journal batch number	Post
		100154	Monthly	9/1/2019	9/30/2019	
		10003	Monthly	11/1/2019	11/30/2019	
		100150	Monthly	8/1/2019	8/31/2019	✓
		100142	Monthly	8/1/2019	8/31/2019	
		100142	Monthly	7/1/2019	7/31/2019	
		100142	Monthly	6/1/2019	6/30/2019	
		100142	Monthly	5/1/2019	5/31/2019	
		100142	Monthly	4/1/2019	4/30/2019	
		100142	Monthly	3/1/2019	3/31/2019	

**Earnings statement lines**

✓ Earnings date ↑	Position	Earning code	Description	Amount	Payment status
9/30/2019	000257	1	Basic Salary	30,000.00	None
9/30/2019	000257	40	General Allowance	18,800.00	None

**Benefit Accrual as Accrual**

✓ Accrual Type	Personnel number	Employee name	Dependant	Department	Joining Date	Current Amo...
Air Ticket	100154	TEST 3		Accounts	1/1/2018 05:00:00 AM	125.00
Leave	100154	TEST 3		Accounts	1/1/2018 05:00:00 AM	2,982.22
Gratuity	100154	TEST 3		Accounts	1/1/2018 05:00:00 AM	2,500.00

- 17.6. Variable allowance and deduction.
- 17.7. Time attendance.
- 17.8. Time attendance journal.
- 17.9. Option to Upload time attendance.
- 17.10. Gratuity accruals/ Air ticket and leave accrual.
- 17.11. Loan request/ Employee Loan details.
- 17.12. Leaves management request/ Leave transaction and Leave encashment.
- 17.13. Export file (SIF file)
- 17.14. Bulk increment\***
- 17.15. HR Process:*
  - 17.15.1. Grievance request.
  - 17.15.2. Letter requisition request.
  - 17.15.3. Creation of Employee contract.
  - 17.15.4. Bonus distribution form.
  - 17.15.5. Manage request (HR request report).