

## **SQIT Localized HR & Payroll Features on Business Central**

### **Our Business Central Payroll has the following features available**

- ✚ Time & Attendance Management
- ✚ Benefits/deductions
- ✚ Compensation Management like basic salary etc
- ✚ Loan Management
- ✚ Overtime/under time
- ✚ Public holidays
- ✚ Air tickets
- ✚ Payroll posting to general ledger
- ✚ Final settlement processing
- ✚ Employee Electronic Records management like education, passport etc.
- ✚ Leave Management

### **Time & Attendance**

- ✚ Maintain Time Sheets for employees
- ✚ Overtime Calculation
- ✚ On Workdays
- ✚ Off days / Half days
- ✚ Public Holidays
- ✚ Manage Attendance of Employees who do not require Time Sheets
- ✚ Integration of Timesheets to T&A terminal devices
- ✚ Ramadan Work timing calculations accommodated
- ✚ Shifts
- ✚ Defining Shifts or Rosters at Branch/ Employee level
- ✚ Timesheet for Shift employees
- ✚ Overtime Calculations

### **Employees Benefits Accruals**

- ✚ All benefits can be accrued in the system.
- ✚ Air Tickets:
  - Accrual of Air tickets for Adult/Child Infant
  - Encashment
  - Carry forward & Carry back Option

### **Leaves**

- ✚ Availability of Entitled/Accrued/Remaining Leave Balances at any point of time.
- ✚ Annual leave Encashment
- ✚ Carry forward & Carry back Option

## Gratuity

- ✦ Any number of Configurable Gratuity rules can be defined as they vary in every country.
- ✦ Gratuity Encashment

## Allowances

- ✦ House rent allowance, Fuel Allowance, Water & Electricity, Transportation allowance, Telephone allowance

## Miscellaneous

- ✦ Any benefit item assigned to an employee whom must be accrued can be categorized under miscellaneous.

## Payroll Setup

- ✦ Unlimited Earnings and Deductions
- ✦ Set of Earning/Deduction codes linked to employees
- ✦ Definition of Calendars, Payroll periods
- ✦ Specific general ledger account linked to each type of payroll expense
- ✦ Definition of various Overtime, Absence and benefit pay elements
- ✦ Provision for additional monthly inputs

## Payroll Process

- ✦ Processing of payroll for different periods, based on class of employee.
- ✦ Temporary payroll runs for review and approval prior to actual confirmation and posting of the payroll.
- ✦ Facility to include/exclude contractors or any other employees for a payroll run.
- ✦ Pay slip generation for all employees.
- ✦ Leave salary processing before an employee goes on leave.
- ✦ Payroll Posting to GL.

## Loans & Advances

- ✦ Loans are processed when an request for a loan.
- ✦ Multiple loans for a single employee can be handled.
- ✦ Loan payments are processed automatically through the payroll at the end of each pay period.
- ✦ Employee Loan instalments and Repayment schedule/reschedule reports available
- ✦ Advances taken by employees are also processed.
- ✦ Other loans (Employee fixed assets –laptop-car-phone-furniture-mattress...)

### ✦ End of Service