

Payroll (Updates)

Asana Task Need to Discussed

1. Employee can update bank IBAN # on Employee portal for RTGS (1.Asana)

Employee can update bank IBAN # on Employee portal for RTGS.

There is no Sync Policy defined for Employee Bank. Changes in Employee Portal will not sync currently. Please Discuss the Policy to be implemented.

So why you are making this without sync policy, obviously if employee add IBN no./bank etc and if not shown in admin portal so what is the use of it??

Yes that was my mistake, I forgot that this might need sync policy neither none from you has informed prior.

However Provide the Sync Policy to be implemented...

Sync Policy to consider

1. It will be one way Direction i.e. from Employee Portal to Admin Portal
2. Or it will be Two way Direction?

If Two Way Direction What would be the sequence?

- a. Employee Portal to Admin Portal First?
- b. Admin Portal to Employee Portal First?

2. Comparison Report of Salary Between 2 month (2.Asana)

Sample given by Shaikh Kumail sahib

<u>HBMC Salary</u>	
Jun-19	1,560,652
Jul-19	1,513,652
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Difference	47,000
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Abbas Shabbir	(25,000)
Mohammad Adil	(19,000)
Incentive	
Incentive to Sulaiman Khan	(3,000)
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3. Leave indication required through SMS and email to Approval authority and after approval indication to request authority (3.Asana)

- a. If user prepare leave from employee/admin portal and submitted, leave will post

through message and email to deploy 1 or more than 1 admin.

- b. Full requested leave open in message and email and from there admin can also approved/rejected (remarks column required) the leave.
- c. After approved/rejected a message & email send to user for confirmation

Confirmation message:

- a. Dear Employee, Your leave application no.1 is rejected due to (reason)
- b. Dear Employee, Your leave application no.1 is approved with pay/without pay from 01/01/2020 to 15/01/2020. Your leave balance for year 2020-2021 is 5 out of 20.
- d. All other process remain same as per current policy

4. SMS service required for intimation of salary, Medical, Scholarship. No figures, simple message like 'Salary dispatch/deposit for the month of (4. Asana)

- a. If any development for payment on employee, message should be sent to employee.
- b. Message button appears on final payment window, will be excess manually.

Two type of Confirmation message:

- c. If prepare cheque, then message will be " Your salary for August 2020, is ready please collect" - " Your Enayat cheque is ready, please collect"
- d. If account transfer, then message will be " Your salary for August 2020, is deposited in your account" - " Your Enayat is deposited in your account"

5. We can sync/transfer company/data to BM at any time if we want (5.Asana)

A perfect Procedure cannot be created ... already informed earlier and when still needed we did it manually. This will surely cause issues. And as In formed, we will do the needful depending on the issue arise.. This is what we did i.e. remove the duplicate manually.

Note:

Sync Procedure already working but that will be done within same Application

Here the Application is different. Sync cannot work within two different application i.e. 2 different databases

6. HOD can apply leave, Enayat, scholarship in personal employee panel of their department (6.Asana)

Written SOP requires...

- 1. How to Define HOD? Considering that particular employee may be registered in multiple department or company.
- 2. Currently there are two panels Employee Panel and Admin Panel. Do we need another Panel for HOD?

3. Admin Panel already have an option to add Allowances and Leave on behalves of Employee

7. Cheque and bank account posting policies required as per email given by AAK and discuss in meeting with Taher bs. (7.Asana)

ACCOUNTING ENTRIES

SALARY Present Status: **(Yes)**

Bank side

1 Entry as per statement

Account head side

1 Entry as per statement

Medical Present Status: **(Payroll... One to One transaction.. .. individual on both head)**

Bank side

1 Entry as per statement

Account head side

Individual

Enayat Present Status: **(Payroll One to One Transaction.... individual on both side)**

Bank side

1 Entry as per statement

Account head side

Individual

Scholarship Present Status: **(Payroll One to One Transaction.... individual on both side)**

Bank side

1 Entry as per statement

Account head side

Individual

8. Required approval process on opening of employee registration first time and then any changes in salary portal (8.Asana)

1. When user register new employee, complete work and save, a popup shows your request send for approval, before approved from concern user profile shows as draft, after approved from concern user employee will add in concern department/company.
2. If users add/edit any field in salary portal and save, popup shows your request send for approval, after approved from concern user, salary saved.

9. Required restriction on policies allowance/leave etc, company / department / employee wise (9.Asana)

As per Huzaifa Bhai

I think this is Defining Policies Company Wise, Department Wise and Employee Wise.

This is how it will work.

1. First System will check the policy for Employee
2. Second if Policy not defined for Employee it will check the Policy for Department
3. Third if still Policy not defined for Department, it will check for Company.

Now what if Policy is defined on Department but Employee is not allowed for any Allowances.

He will still able to get the Department Policy.

Our Answer

As discuss earlier meeting in BM, Currently we have all allowance/leave etc policies apply on directly employee, we required policies either company/department/employee wise.

For e.g, In Hatimi if user defines medical policy on Company, then apply on all department/employee and edited on department/employee. Similarly if user define any policy on department it applies on all employee in concern department and editable on employee.

10. Required options save or submit as per policy on employee panel through company / department / employee wise (10.Asana)

1. If employee can submit allowance application through admin, user only use save button to proceed their application.
2. Similarly same user precede leave application without through admin, can directly submit their application.
3. Required save & submit button on company/department/employee/allowance.

Asana Task in running

1. SESI report with few fields update in system (Asana assign to Huzaifa)

Pending

1. Employee rights on budget, current on department
2. In salary tax computation if Car is provided to an employee, 5% of the value of the Car shall be added in income of the Employee and tax will be calculated accordingly, Car Value Rs 2,602,000 5% will $2,602,000 \times 5\% = \text{Rs } 130,100$ Rs 130,100 shall be added in Total Income for the year, This has to be done in Payroll software for Tax calculation for those person to whom the car has been provided.

3. Probation/Contract currently in employee profile, it has been required in employee registration with policy.

Bugs

1. If change allowance document date document doesn't transfer year
2. In salary generate option, if user un-tick some employee and edit other employee after save all employee remain tick and total shows Zero
3. In every screen if we can go on page 6 and work, after that it will going on first page
4. How to check Exclude payroll salary?
5. Attendance upload issue (should upload multiple times, Should holiday tag, should leave tag, etc.)

To Be Discussed

1. Discussed about cancel entry.