

Payroll Updates

Pending Asana Tasks

1. Comparison Report of Salary Between 2 month. [7 Hrs]

New Report required.

Input Filter: Department, First Date, Second Date

OUT PUT

HBMC Salary	
JUN 19	1,560,652
JUL 19	1,513,652
	47,000
Abbas Shabbir	(25,000)
Mohammad Adil	(19,000)
Salman Khan	(3,000)

Report will be calculated against the Gross Amount in payroll register.

2. Leave indication required through SMS and email to Approval authority and after approval indication to request authority (3.Asana) [6 Hrs]

- 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. [3 Hrs]

In company setting, need to add 2 fields

- Approval Authority Email: having multiple email comma separated.
- Approval Authority Mobile: having multiple mobile no. comma separated.

User will prepare leave from employee panel and submit the request. On submit request email and SMS will be sent to Approval Authority.

- Full requested leave open in message and email and from there admin can also approved/rejected (remarks column required) the leave.

Approve and Reject from Email is not possible as we are working on IP based system not from Domain

- After approved/rejected a message & email send to user for confirmation. [3 Hrs]

Confirmation message:

- Dear Employee, Your leave application no.1 is rejected due to (reason).
- 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.

3. SMS service required for intimation of salary, Medical, Scholarship. No figures, simple message like 'Salary dispatch/deposit for the month of (4. Asana) **[8 Hrs]**

SMS will be sent by clicking on the button on Individual Cheque / Bank Letter.

Popup will be open to send SMS through AJAX.

On Individual Cheque following message needs to be sent. "Your salary for August 2020, is ready please collect" – "Your Enayat cheque is ready, please collect" **[4 Hrs]**

If account transfer, then message will be "Your salary for August 2020, is deposited in your account" – "Your Enayat is deposited in your account" **[4 Hrs]**

4. HOD can apply leave, Enayat, scholarship in personal employee panel of their department (6.Asana) **[12 HRs]**
 - a. 2 New Form will be created for Leave Request and Allowance Request respectively. **[6 Hrs]**
 - b. HOD User will have the rights of this Form.
 - c. HOD User can be defined by adding/selecting departments on "User Form". **[2 Hrs]**
 - d. HOD will see the list of "Pending Verification" and "Requested" document of their assigned departments. "Requested" document cannot be edited.
 - e. HOD can also able to apply the Leave / Allowance for their department's employee. **[2 Hrs]**
 - f. HOD will verify the document and will mark the document as Requested. **[2 Hrs]**
 - g. Requested document will be sync to BM for approval / Rejection. **[Already working]**

5. Late adjustment Option before Payroll Generate.

-Adjust with Yearly Leave

-Adjust with Attendance Deduction

-Waive

6. Required restriction on policies allowance/leave etc, company / department / employee wise (9.Asana). [Need to Define policies on Company wise than Department wise if needed and then Employee wise when needed.] **[35 Hrs]**
 - a. Leave / Allowances Policies needs to be defined on 3 Section
 - i. Company Policy **[5 Hrs]**
 - ii. Department Policy **[3 Hrs]**
 - iii. Employee Policy **[2 Hrs]**
 - b. Following Needs to be handled in Policies
 - i. Yearly Allocated Leave
 - ii. Attendance Exempted
 - iii. Allowance Policy: Allowance Type, Allowance Category, Relation, Scholarship On, Scholarship Value

- c. Following Form / Reports Needs changes in Order to check the Policy on Employee First than Department and then Company
 - i. Generate Payroll **[4 Hrs]**
 - ii. Manual Payroll **[2 Hrs]**
 - iii. Allowance Form [Admin Panel, HOD Panel, Employee Panel] **[16 Hrs]**
 - iv. Attendance Form **[3 Hrs]**
- 7. Required options save or submit as per policy on employee panel through company / department / employee wise (10.Asana) **[4 Hrs]**
 - a. Nothing to do with Department and Employee wise.
 - b. No Sync Policy required.
 - c. In Company Setting [Admin Panel] Needs 2 option **[1 Hrs]**
 - i. Leave Request Verified by (User / Admin)
 - ii. Allowance Request Verified by (User / Admin)
 - d. Any Leave / Allowance created through Employee panel has an option to either "Save" or "Request" for Approval. Once user click on Request, system will check the company policy. If it is Verified by User, the Status of the Document will be "Requested" else If it is Verified by Admin, the Status of the Document will be "Pending Verification" **[3 Hrs]**
 - e. "Pending Verification" document needs to be verified by HOD [See Point 6]
 - f. "Requested" document will be Sync to BM for Approval or Rejection [Already working]