**PROCESS**

**Daily Attendance:**

On daily basis branch manager is required to mark attendance against the list of employees of the branch. There will be 3 radio buttons (P – Present, A – Absent, L – Leave) against each employee name and an appropriate radio button is required to be marked. Employees cannot be marked as present against Sundays and holidays.

**Loan:**

Payroll manager is required to enter loan information against respective employee. Information required to be captured against a loan are: employee, loan amount, emi amount, emi start month (and year), no of emi.

**Salary Processing:**

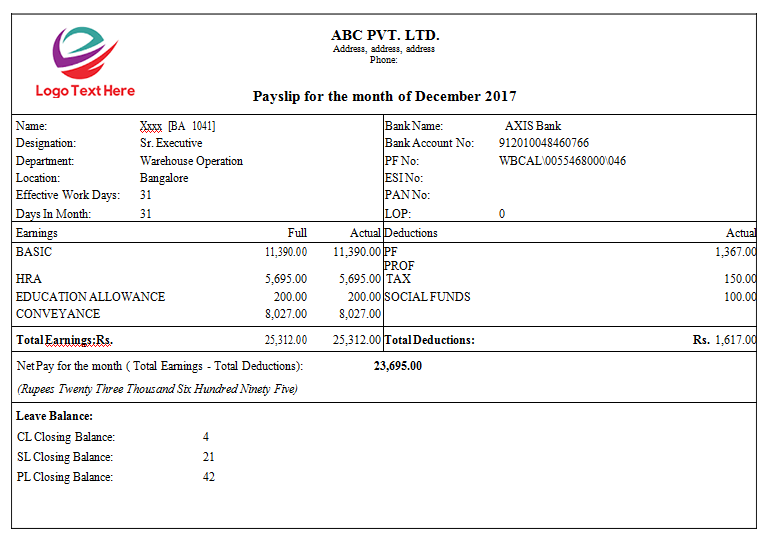
Payroll Manager is required select a salary month (and year), and click the button ‘Process Salary’. System will check if the salary is already processed for the required month and if not, system will proceed and prepare the salary slips of the employees.

Important rules for salary processing:

1. Holidays will be considered as working days if employee is present either preceding day or following day of the holiday.
2. Leave calculation: no of consumed leave ( for all types of leave ) will be calculated based on the ‘no of days leave taken’ plus any Sundays and holidays that fall within the consecutive leave taken.
3. Working days of a month for an employee: No of days marked as present, plus leave days not exceeding allotted limit, minus leave days exceeding allotted limit.

Salary processing and salary slip will not consider the following:

1. Arrears
2. Overtimes (work for Sunday, holiday)
3. Bonus and incentives.

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**DATABASE**

**Master Tables:**

1. **mst\_control** : To hold organization name, address, financial year from to dates, pf percentage, pf\_upper\_limit, social fund amount, and other parameters.
2. **mst\_salary\_components** : To hold list of salary components (benefits and deductions such basic, hra, education\_allowance, conveyance, pf, esi, prof. tax, social funds, tds, etc. Also parameters for each salary component such as flg\_fixed,sl\_no. Components marked as flg\_fixed = ‘Yes’, position of appearance and associated calculation process is programmatically defined that user cannot alter.
3. **mst\_category** : To hold categories of the employees so that each employees can be marked category wise accordingly.
4. **mst\_emp**: To hold employee name, address, email, other contact details, bank account details, pf no, esi no, pan no, joining date, termination date, leave balance (cl,sl,pl).
5. **mst\_emp\_branch**: To hold employee wise posting branch, e.g. employee\_id, branch\_id, assignment\_ date\_from, assignment\_date\_to,flg\_active ( Y = active, N = inactive. When a new record for an employee is added all other records related to the same employee should be marked inactive automatically).
6. **mst\_emp\_paystructure**: To hold employee wise pay structure information to record joining and subsequent salary structure. E.g. **paystructure\_id**, employee\_id, effective\_date\_from, flg\_active ( Y = active, N = inactive. When a new record for an employee is added all other records related to the same employee should be marked inactive automatically).
7. **mst\_emp\_paystructure\_detail**: To hold **paystructure\_id** wise pay structure with selected ‘salary component id’ and amount.
8. **mst\_branch**: To hold branch details of the organization, e.g. branch\_id, branch\_name, state\_id, branch manager id (employee\_id).
9. **mst\_state**: To hold state related information; eg. state\_id, state name, country\_id.
10. **mst\_country**: To hold country names and country\_id.
11. **mst\_state\_profesional\_tax**: To hold state wise (also slab wise) applicable professional tax amount.
12. **mst\_holiday**: To hold year wise, state\_id wise holiday dates.

**Tran Tables:**

1. **z\_attendance**: Branch wise and date wise attendance record to contain attn\_id,branch\_id, date.
2. **z\_attendance\_detail**: attn\_id wise,date wise, employee id wise flg\_attendance (P – Present, A – Absent, L – Leave),update\_date\_time.
3. **z\_salary**: salary\_id, salary\_year,salary\_month, processing\_date, processed\_by.
4. **z\_salary\_slip**: salary\_slip\_id, salary\_id, emp\_id, loan\_id.
5. **z\_salary\_slip\_detail**: salary\_slip\_detail \_id,salary\_slip\_id, salary\_component\_id, component\_amount, loan\_adj\_amount.
6. **z\_loan**: loan\_id, emp\_id,loan\_amt, emi\_amt,no\_of\_emi, no\_of\_emi\_complete, emi\_start\_month, emi\_start\_year, flg\_active.

Ref:

TDS > <https://www.quora.com/How-much-TDS-will-be-deducted-from-my-salary-My-CTC-is-25000-Per-Month>

Components of Salary Slip > <https://kredily.com/salary-slip-format-excel-word/?utm_medium=SalarySlipComponents07052019&utm_source=Quora>

mst\_branch,

mst\_company,

mst\_country,

mst\_designation,

mst\_emp,

mst\_emp\_branch,

mst\_emp\_paystructure,

mst\_emp\_paystructure\_detail,

mst\_holiday,

mst\_salary\_components,

mst\_state,

mst\_state\_profesional\_tax,

user\_mst,

z\_attendance,

z\_attendance\_detail,

z\_attendance\_temp,

z\_attendance\_temp\_detail,

z\_emp\_weekly\_off,

z\_loan,

z\_salary,

z\_salary\_slip,

z\_salary\_slip\_detail,

clix\_payroll (db name )