

PAYROLL SYSTEM

BASIC DEFINITION

Branch Payroll Setup

The screenshot shows a software window titled "Branch Payroll Setup - [PAY_F_007]". The window contains several input fields and checkboxes for configuring payroll settings. The fields are arranged in two columns. The left column includes: Days Per Month (30), Hours Per Day (8), Round Of Decimal (2), Normal Overtime Factor, Vacation Overtime Factor, Absent Day Factor, Close Day (30), In Overtime Min. Margin (0), Vac. Overtime Min. Margin (0), Document Expiry Calendar (dropdown), Overtime Previous Month (checkbox), and Time Sheet Flag (checkbox). The right column includes: First Off Day (Friday), Second Off Day (Friday), Calculation Method (dropdown), Overtime Code, Loan Code, Absent Code, Weekend Work Type (dropdown), Out Overtime Min. Margin (0), Time Format Mask (dropdown), Expiry Documents Warning Days (0), Limit Overtime with Period (checkbox), and Read Finger Print Machine (checkbox). A blue-bordered box at the bottom of the window contains the following text: "Use this screen to define number of working days per month, and number of hours per day, overtime rate, absent rate, whether the days of month is fixed as 30 days per month or the actual days for each month, round the decimal for employee salary, and off days".

Use this screen to define number of working days per month, number of hours per day, overtime rate, absent rate, whether the days of month is fixed as 30 days per month or the actual days for each month, round the decimal for employee salary, and off days. Also, you can define expiry warning dates for your documents. If you have also finger print machine you can integrate with it.

Employee Job Title

Employee Job Titles - [PAY_F_001]

Jobs

Job Code

English Name

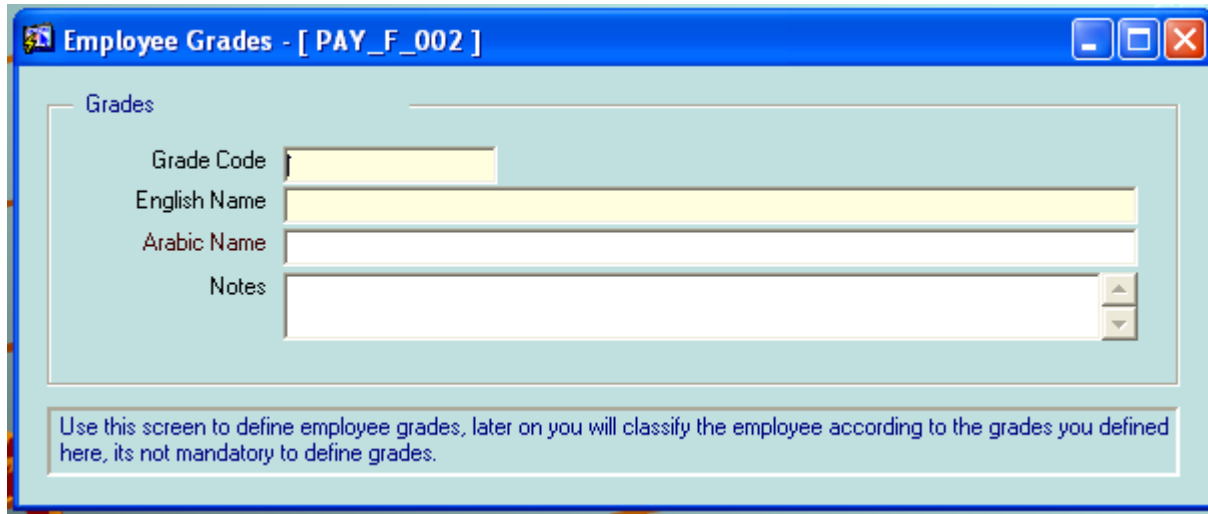
Arabic Name

Notes

Use this screen to define job title or professions for employees like general manager, financial manager, accountant, engineer,...

Use this screen to define job title or professions for employees like general manager, financial manager, and accountant, engineer and so on.

Employee Grades



Employee Grades - [PAY_F_002]

Grades

Grade Code

English Name

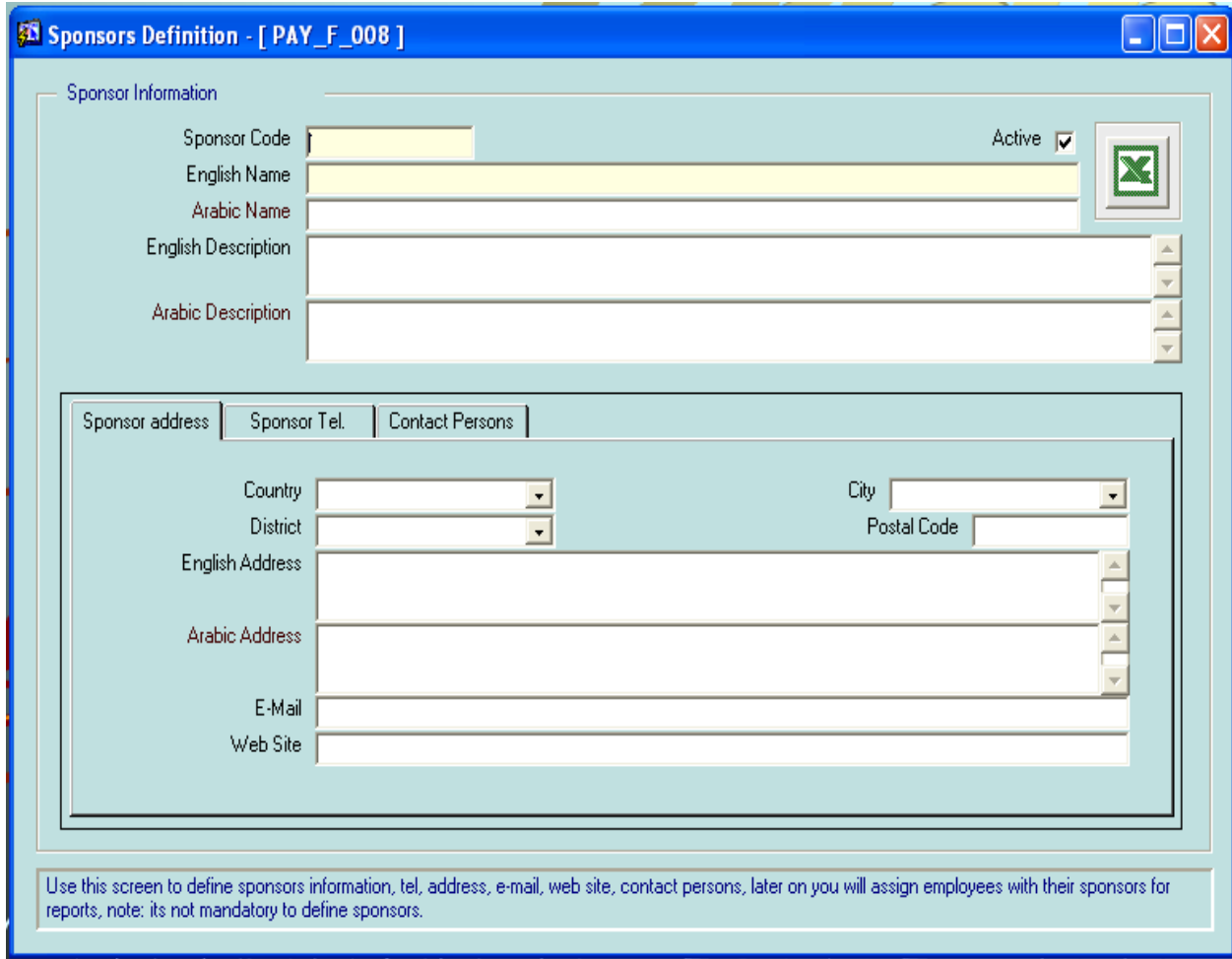
Arabic Name

Notes

Use this screen to define employee grades, later on you will classify the employee according to the grades you defined here, its not mandatory to define grades.


Use this screen to define employee grades. Later on, you will classify the employee according to the grades you defined here, it is not mandatory to define grades.

Sponsors Definition



Sponsors Definition - [PAY_F_008]

Sponsor Information

Sponsor Code Active 

English Name

Arabic Name

English Description

Arabic Description

Sponsor address | Sponsor Tel. | Contact Persons

Country City

District Postal Code

English Address

Arabic Address

E-Mail

Web Site

Use this screen to define sponsors information, tel, address, e-mail, web site, contact persons, later on you will assign employees with their sponsors for reports, note: its not mandatory to define sponsors.

Use this screen to define sponsors information, telephone, address, e-mail, web site, contact persons, later on you will assign employees with their sponsors for reports, note: it is not mandatory to define sponsors. Some of your labors, they are working under your sponsorship, other labors they are working on other sponsorship, so it is mandatory to define sponsorship here.

Employee Departments

Employee Departments - [PAY_F_004]

Bright Information System

Main Departments

Main Dept Code	English Name	Arabic Name

Sub Departments

Sub Dept Code	English Name	Arabic Name	Link To GL
			Link To GL
			Link To GL
			Link To GL
			Link To GL
			Link To GL
			Link To GL
			Link To GL
			Link To GL
			Link To GL
			Link To GL
			Link To GL

Branch Main Group Sub Group

Use this screen to define employee main departments, and for each department we define its sub departments, later on employee will be assigned to their departments, note: its mandatory to define departments

Use this screen to define employee main departments, and for each department we define its sub departments, later on employee will be assigned to their sub departments, note: it is mandatory to define departments such as financial department, IT department, marketing department, sales department and HR department. We can also define the company as a main department and all of these mentioned departments will be sub-departments.

Product Definition

Productions Definition - [PAY_F_003]

Productions

Production Code

English Name

Arabic Name

Job Code

Entitle Code

Price

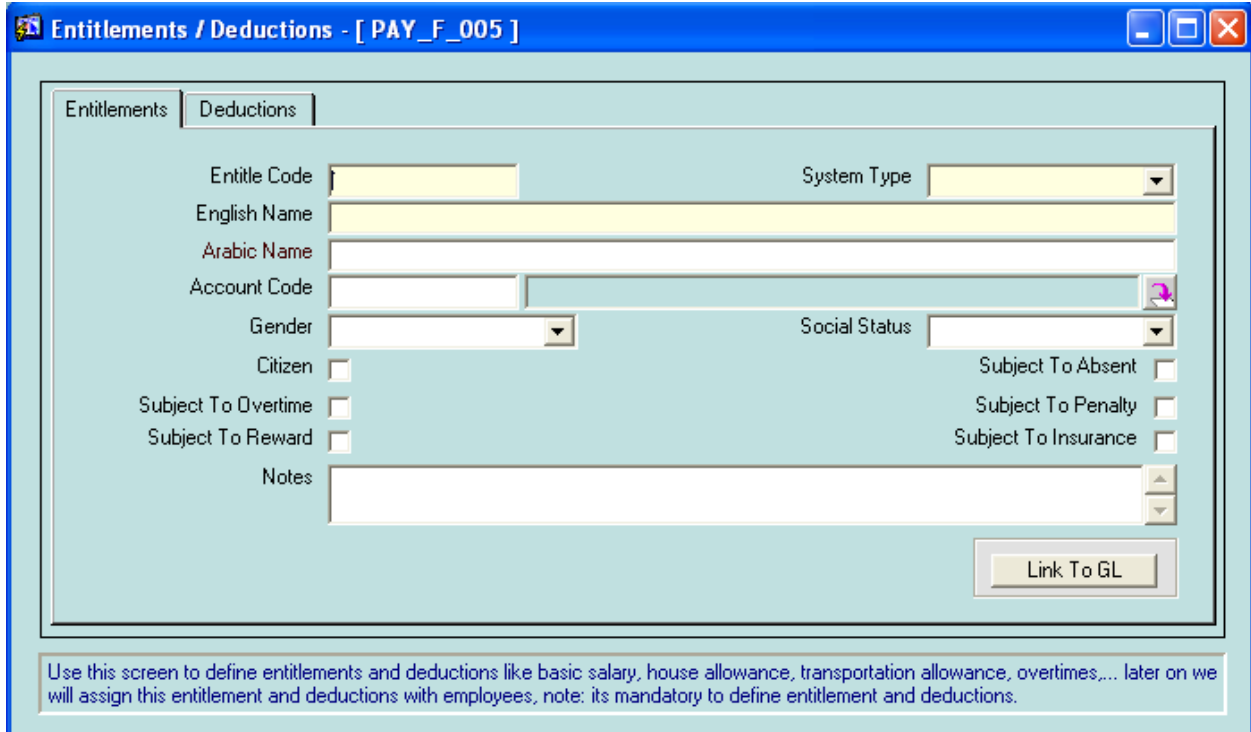
Notes

Active

Contracting company can use this screen to define productions, and give it price and assign it with job, we define productions for labor who work with productions, note: its not mandatory to define production

Contracting company can use this screen to define productions, and give price and assign it with each job, we define productions for labor who are working with productions, note: it is not mandatory to define production only for contracting companies. Some labors, they take part of their salaries per production, it means per the work they already finished as a sub-contractors.

Entitlements/Deductions



Entitlements / Deductions - [PAY_F_005]

Entitlements | Deductions

Entitle Code System Type

English Name

Arabic Name

Account Code

Gender Social Status

Citizen Subject To Absent

Subject To Overtime Subject To Penalty

Subject To Reward Subject To Insurance

Notes

Link To GL

Use this screen to define entitlements and deductions like basic salary, house allowance, transportation allowance, overtimes,... later on we will assign this entitlement and deductions with employees, note: its mandatory to define entitlement and deductions.

Use this screen to define entitlements and deductions like basic salary, house allowance, transportation allowance, overtimes and so on. Later on, we will assign this entitlement and deductions with employees, note: it is mandatory to define entitlement and deductions.

Formal Vacations

From Date	To Date	Vacation Type	Notes

Here, you will define all the formal vacation as per Qatar Law, such as National Day for Qatar, Eid Al Fater and Eid Al Dha.

Time Attendance Schedule

The screenshot shows a software window titled "Time Attendance Schedule - [PAY_F_014]". The window contains the following fields and sections:

- Schadual Name**: A text input field.
- User Code**: A text input field.
- English Name**: A text input field.
- Arabic Name**: A text input field.
- Notes**: A text area with scrollbars.
- Days**: A section containing a table with a header "Day" and five empty rows.
- Shifts**: A section containing:
 - Off Day**: A checkbox that is checked.
 - First Shift From**: A text input field.
 - First Shift To**: A text input field.
 - Two Shift**: A checkbox that is checked.
 - Second Shift From**: A text input field.
 - Second Shift To**: A text input field.

Use this screen to define the time attendance schedule and make shifts for each schedule. You can use this screen only if you have finger print machine.

Branch Schedule

The screenshot shows a software window titled "Branch Schedule - [PAY_F_015]". Inside the window, there are two panels. The left panel, titled "Branch Schedule", contains a table with three columns: "From Date", "To Date", and "Schedule". The right panel, titled "Branch Overtime", contains a table with two columns: "From Date" and "To Date". Both tables are currently empty and have vertical scroll bars on the right side. The interface has a light blue background and a blue title bar.

Use this screen to define the branch schedule as per time attendance schedule. You can use this screen only if you have finger print machine.

Delay Penalties

Delay Penalties - [PAY_F_016]

Delay Arrive

Delay Min.	Penalty Value	Hour	Day	Penalty Code	Penalty Name
		<input checked="" type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		

Early Departure

Early Leave Min.	Penalty Value	Hour	Day	Penalty Code	Penalty Name
		<input checked="" type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>		

Here you will define, the daily penalties either if there is delay arrive early departure. You can also select the penalties if it is hours or days and select the penalties code from penalties list.

Penalties List

Penalties List - [PAY_F_042]

Penalties List

Penalty Code

Penalty Primary Description

Penalty Secondary Description

Action English Description

Action Secondary Description

Notes

Here, you will define penalties list as per the Law what the first action, second action is and so on.

Employee Definition

Employee Information Employee Code <input type="text"/> English Name <input type="text"/> Arabic Name <input type="text"/> Department Code <input type="text"/> Manager Code <input type="text"/> Account Code <input type="text"/> Project Code <input type="text"/> Nationality <input type="text"/> Notes <input type="text"/>		 Citizen <input checked="" type="checkbox"/> Employee / Labor <input type="text"/> Gender <input type="text"/> Social Status <input type="text"/> Religion <input type="text"/>	On Work <input type="text"/> Browse <input type="text"/> Employee Family Vacation Balance Attendance Schedule
Other Information Contact Information Document Information Entitlements Deductions Document Scan User Defined Column Other Data Job Code <input type="text"/> Qualification <input type="text"/> Birth Date <input type="text"/> Sponsor Code <input type="text"/> Bank Code <input type="text"/> Ticket <input checked="" type="checkbox"/> Ticket Type <input type="text"/> Hours Per Day <input type="text"/> Auto Time Sheet <input checked="" type="checkbox"/> Auto Penalty <input checked="" type="checkbox"/>		Grade <input type="text"/> Blood Group <input type="text"/> No. Of Children <input type="text"/> Passport Location <input type="text"/> Bank Account No <input type="text"/> Ticket Every Months <input type="text"/> Ticket Class <input type="text"/> Fixed Overtime Value <input type="text"/> Auto Over Time <input checked="" type="checkbox"/> Apply EDS Calculation <input checked="" type="checkbox"/>	Employee Status On Work <input type="text"/> Last Leave Date <input type="text"/> Last Arrival Date <input type="text"/> Hire Date <input type="text"/> Termination Date <input type="text"/> Termination Reason <input type="text"/>
On Work <input type="text"/> On Vacation <input type="text"/> Suspend <input type="text"/> Terminated <input type="text"/> Escaped <input type="text"/> Passport Expired <input type="text"/> Drive License Expired <input type="text"/> Residence Expired <input type="text"/> Health Card Expired <input type="text"/> Insurance Expired <input type="text"/> Car License Expired <input type="text"/>			

In this screen you will define all the employee data, such as employee code, department, his manager, his account ledger if there is loan or advances, his project that he is working in if there is a project. For all of these details, you need to press F9 to select from the list of these details. You will also select which nationality, religion, social status, he is employee or labor.

Employee Definition

Other Information

Other Information	Contact Information	Document Information	Entitlements	Deductions	Document Scan	User Defined Column	Other Data
Job Code	<input type="text"/>	Grade	<input type="text"/>	Qualification	<input type="text"/>	Blood Group	<input type="text"/>
Birth Date	<input type="text"/>	No. Of Children	<input type="text"/>	Sponsor Code	<input type="text"/>	Passport Location	<input type="text"/>
Bank Code	<input type="text"/>	Bank Account No	<input type="text"/>	Ticket	<input checked="" type="checkbox"/>	Ticket Every Months	<input type="text"/>
Ticket Type	<input type="text"/>	Ticket Class	<input type="text"/>	Hours Per Day	<input type="text"/>	Fixed Overtime Value	<input type="text"/>
Auto Time Sheet	<input checked="" type="checkbox"/>	Auto Over Time	<input checked="" type="checkbox"/>	Auto Penalty	<input checked="" type="checkbox"/>	Apply EOS Calculation	<input checked="" type="checkbox"/>

In this tab, in the employee definition screen, You will also add other information related to the employee. Such as his job code, his qualification, his birthday, his bank accounts to transfer his salary to this bank account and so on.

Contact Information

Other Information	Contact Information	Document Information	Entitlements	Deductions	Document Scan	User Defined Column	Other Data
Business Phone	<input type="text"/>	Personal Phone	<input type="text"/>				
Business Mobile	<input type="text"/>	Personal Mobile	<input type="text"/>				
Country	<input type="text"/>	City	<input type="text"/>				
District	<input type="text"/>	Postal Code	<input type="text"/>				
English Address	<input type="text"/>						
Arabic Address	<input type="text"/>						
Business E-Mail	<input type="text"/>						
Personal E-Mail	<input type="text"/>						

In this screen, you will fill his contact information in his country.

Document Information

Other Information	Contact Information	Document Information	Entitlements	Deductions	Document Scan	User Defined Column	Other Data
Passport No	<input type="text"/>	Passport Issue Date	<input type="text"/>	Passport End Date	<input type="text"/>		
Drive License No	<input type="text"/>	Drive License Issue Date	<input type="text"/>	Drive License End Date	<input type="text"/>		
Residence No	<input type="text"/>	Residence Issue Date	<input type="text"/>	Residence End Date	<input type="text"/>		
Health Card No	<input type="text"/>	Health Card Issue Date	<input type="text"/>	Health Card End Date	<input type="text"/>		
Insurance No	<input type="text"/>	Insurance Issue Date	<input type="text"/>	Insurance End Date	<input type="text"/>		
Car No	<input type="text"/>	Car License Issue Date	<input type="text"/>	Car License End Date	<input type="text"/>		
Emp User No1	<input type="text"/>	Emp User Issue Date1	<input type="text"/>	Emp User End Date1	<input type="text"/>		
Emp User No2	<input type="text"/>	Emp User Issue Date2	<input type="text"/>	Emp User End Date2	<input type="text"/>		

In this sub screen, you will define all the documents information related to the employee. Such as, passport number, drive license number, residence number and insurance number what is the issue date for all of these documentation and what is the expiry date for all of these documentation. This sub screen is also integrated with the first screen (branch payroll setup) expiry documents warning days.

Document Scan

The screenshot shows a software interface with a light blue background. At the top, there is a horizontal menu with several tabs: "Other Information", "Contact Information", "Document Information", "Entitlements", "Deductions", "Document Scan" (highlighted with a red box), "User Defined Column", and "Other Data". Below the menu, the interface is divided into several sections. On the left, there is a "Document Type" dropdown menu, two radio buttons labeled "Portrait" and "Landscape", an "Image Path" text field with a yellow background, and a "Notes" text area. On the right, there is a vertical panel containing two buttons: "Query Document" and "Maximize / Print". Below these buttons is a large empty rectangular area, likely for displaying scanned documents. The entire interface is enclosed in a thin black border.

In this screen, you will scan all the documentation related to the employee like his passport, ID, and so on and attached it with his data.

User Defined Columns

In this screen, we will give you training for how to define additional fields related to the additional employee data if any and how it can be useful for your company.

Other Data

Other Information	Contact Information	Document Information	Entitlements	Deductions	Document Scan	User Defined Column	Other Data
-------------------	---------------------	----------------------	--------------	------------	---------------	---------------------	-------------------

Finger Print Code	<input type="text"/>	Country Entry No	<input type="text"/>
Medical Insurance Grade	<input type="text"/>	Health Care Company	<input type="text"/>
Health Care Limit	<input type="text"/>	Health Care Discount	<input type="text"/>
Escape Date	<input type="text"/>	Escape Register Date	<input type="text"/>

In this sub screen, you will define the finger print code for the employee if you have a finger print machine and also you can medical insurance company for this employee and so on.

Employee Provision

The screenshot shows a software window titled "Employee Provision - [PAY_F_055]". The interface includes the following elements:

- Year End Date:** A text input field.
- From Department:** A text input field with a dropdown arrow on the right.
- To Department:** A text input field with a dropdown arrow on the right.
- Report Main Title:** A text input field.
- Report Sub Title:** A text input field.
- Print Tabular:** A button located at the top right.
- Print By Department:** A button located at the top right.
- Total Employee Managed:** A button located at the bottom left.
- Calculate Provision:** A button located at the bottom right.

In this screen, you will make a provision for End of Services for all the employees starting from hired date till end of year and make a provision at the end of year as per the Qatari Law.

End of Service Reward

End of Service Reward - [PAY_F_056]

Employee Code Calculate Citizen

Job Department Basic Salary
 Gender Nationality House Allowance

Hire Date <input type="text"/>	Total Missed Days <input type="text" value="0"/>	Termination Reason
Termination Date <input type="text"/>	Total Days Due <input type="text"/>	<input checked="" type="radio"/> Termination
Working Days <input type="text"/>	Net Working Days <input type="text"/>	<input type="radio"/> Resignation
Last Missed Days <input type="text" value="0"/>	Previous Vacations <input type="text" value="0"/>	Month <input type="text"/>
	Vacation granted <input type="text" value="0"/>	Vacation Rate <input type="text"/>
	EOS Days Due <input type="text" value="0"/>	
EOS Allowance <input type="text"/>	Ticket <input type="text" value="0.00"/>	Calculated Reward <input type="text"/>
Vacation Allowance <input type="text"/>	Employee Deposit <input type="text" value="0.00"/>	
Delayed Salary <input type="text" value="0.00"/>	Deduction From Labority <input type="text" value="0.00"/>	
Due Loans <input type="text"/>	Notice Periode Deduction <input type="text" value="0.00"/>	
Other Deductions <input type="text" value="0.00"/>	Cancelation Expenses <input type="text" value="0.00"/>	
Other Entitles <input type="text" value="0.00"/>		

In this screen, you will issue the end of service reward for the employees whose already terminated or resigned as per the Qatari Law.

Vacation Entitlement

Vacation Entitlement - [PAY_F_057]

Employee Code

Job Department
 Gender Nationality
 Basic Salary House Allowance

Hire Date
 Vacation Start Date
 Working Days
 Last Missed Days
 Vacation return date

Total

Total Missed Days	0
Net Working Days	
Total Days Due	
Previous Vacations	0
Vacation granted	0
Vacation Allowance	
Delayed Salary	0.00
Due Loans	0.00

Month

Vacation Rate
 Vacation No

Type
 Vacation
 Vacation Allowance

In this screen, you will calculate the vacation entitlement for each employee as per the Qatari Law.

employees as per the schedule already saved before their data then you will get the schedule and make the update as per their attendance.

Employee Transaction Summary

Use this screen to enter summary for employee transactions like total attendance days and total absent days during certain month, also to entry summary for overtime hours during the month, to give penalty to employee or reward, and to enter productions employee done during the month, also if projects defined in the company use cost center to select the project with every transactions

Employee Transaction Daily

Use this screen to enter summary for employee transactions like total attendance days and total absent days during certain month, also to entry summary for overtime hours during the month, to give penalty to employee or reward, and to enter productions employee done during the month, also if projects defined in the company use cost center to select the project with every transactions

In this screen you will fill the loan for all the employees as per their projects.

Employee Vacation

The screenshot shows a software window titled "Employee Vacation - [PAY_F_025]". The window contains a form with the following fields and controls:

- Date:** 02-03-2010
- Employee Code:** [Empty text box]
- From Date:** [Empty text box]
- Approved By:** [Empty text box with a user selection icon]
- Notes:** [Empty text area with scrollbars]
- Return Date:** [Empty text box]
- Vacation Type:** [Dropdown menu]
- To Date:** [Empty text box]
- No. Of Days:** [Empty text box]
- Posted:** [Unchecked checkbox]

At the bottom right of the window, there is a status bar that reads "Total Pinding 0".

In this screen, you will define the type of vacation for the employee approved by started from date to date.

Employee Permission

Employee Permission - [PAY_F_026]

Employee Permissions

Request Date: 02-03-2010 Permission Date: 02-03-2010

Employee Code: []

From Time: [] To Time: []

First Shift: Second Shift:

Approved By: []

Notes: []

Hire Date: [] Last Permission Date: []

From Time: [] To Time: []

Posted:

Total Binding: 0

In this screen, you will fill all the permission already taken by the employee approved by from time to time.

Employee Mission

Employee Mission - [PAY_F_027]

Employee Missions

Mission Date: 02-03-2010

Employee Code: []

From Date: [] To Date: []

First Shift: Second Shift:

Mission Place: []

Approved By: []

Notes: []

Hire Date: [] From Time: [] Last Mission Date: [] To Time: []

Posted:

Total Binding: 0

In this screen, you will the employee mission approved by from date to date.

Employee Training Course

Employee Training Course - [PAY_F_028]

Employee Training Courses

Employee Code

Training Course

From Date To Date

Approved By

Course Grade Course Place

Notes

In this screen, you will fill the employee training course already taken approved by from date to date in which course agreed and course place.

Employee Hospital Entrance

Employee Hospital Entrance - [PAY_F_029]

Hospital Entrance History

Employee Code

From Date To Date

Hospital Name

Reason

Approved By

Notes

In this screen, you will the employee hospital entrance, what is the reason form date to date approved by.

Auto Time Sheet Close Day

Month	Close Day

You should define the auto time sheet closing date to start calculating salary in the next step.

Import Time Attendance

Import Time Attendance

From Employee

To Employee

From Department

To Department

Employee / Labor

Excel File Name Import Excel File

Total Employee Deleted Month Clear Time Sheet

You will import the time attendance in this screen and allocate the place of the file path.

Auto Time Sheet Preparation

Auto Time Sheet Preparation - [PAY_F_059]

Month: 03-2010 Employee / Labor: [Dropdown]

From Employee: [Input] [Arrow]

To Employee: [Input] [Arrow]

From Department: [Input] [Arrow]

To Department: [Input] [Arrow]

Total Employee Managed: [Input] Calc. Time Sheet Clear Time Sheet

In this screen, you will start calculating the time sheet per each employee for each department as per their over time already fed in the overtime screen.

Salary Preparation

Salary Preparation - [PAY_F_030]

Salary Calculation

Month: 03-2010 Employee / Labor: []

From Employee: [] []

To Employee: [] []

From Department: [] []

To Department: [] []

Total Employee Managed: []

Calculate Salary Clear Salary

In this screen you will make the salary preparation per month for each employee.

Post Salary to GL

Month	Journal Type	Salary Account	Notes	Posted
1				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

This screen is for making post salary to general ledger select the type of journal in general ledger and salary account in general ledger and then port.

QUERY

Employee Quick Statistics

The screenshot shows a window titled "Employee Quick Statistics - [PAY_F_044]". It contains a grid of statistics with the following data:

On Work	On Vacation	Suspend	Terminated	
0	0	0	0	
Passport Will Expire	Drive License Will Expire	Risedence Will Expire	Health Card Will Expire	Insurance Will Expire
0	0	0	0	0
Passport Expired	Drive License Expired	Risedence Expired	Health Card Expired	Insurance Expired
0	0	0	0	0

Double click any number shown for printing details of the number shown

In this screen, it will give you quick statistics for the employees such as who are on work, vacation, and so on by double clicking any number shown for printing details.

Employees Query

In this screen it will give you all the employee details and you can make it from job to job, from department to department and so on. You can also export it to Excel.

