



Payroll

User Guide

Version 5.5

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BUSINESS PROCESS: PAYROLL

■ Scenario 1 Details: Mapping an Employee to Payset and specifying Payment Methods for Payroll processing

To create Period Unit, Attendance Type, Payroll Calendar, Payroll, Process Period, Pay Element, Payset, Payset – Element Mapping, Payset – Employee Mapping

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates Period Unit	Payroll Manager	Payroll General Information	Create Period Unit	Create Period Unit	<ul style="list-style-type: none"> ▶ Define Period Unit Code ▶ Define Period Unit Description ▶ Specify Conversion factor against base period unit - Hour ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value is "Selective Org. Units", then take link and go to next page. ▶ Give Search Conditions ▶ Among the listed OUs select the concerned OUs and map.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
2.	User Creates Attendance Types	Payroll Manager	Payroll General Information	Create Attendance Type	Create Attendance Type	<ul style="list-style-type: none"> ▶ Define Attendance Type Code ▶ Define Attendance Type Description ▶ Select Period Unit of Attendance Type ▶ Select Attendance Type Mode: ARS/ Formula / Direct Entry ▶ Give Effective From Date ▶ Specify whether, attendance output in days or not ▶ If ARS or Formula, is selected, specify Rule name ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value is "Selective Org. Units", then take link and go to next page. ▶ Give Search Conditions ▶ Among the listed OUs select the concerned OUs ▶ Specify Comment, if any

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	User Creates Payroll Calendar	Payroll Manager	Payroll Definition	Create Payroll Calendar	Create Payroll Calendar	<ul style="list-style-type: none"> ▶ Define Payroll Calendar Code ▶ Define Payroll Calendar Description ▶ Select a Period Unit ▶ Select a Payment Frequency ▶ Specify Minimum Units in selected period unit ▶ Specify Maximums Units in selected period unit ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value is "Selective Org. Units", then take link and go to next page. ▶ Give Search Conditions ▶ Among the listed OUs select the concerned OUs ▶ Specify Comments, if any

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
4.	User Creates Payroll	Payroll Manager	Payroll Definition	Create Payroll	Create Payroll	<ul style="list-style-type: none"> ▶ Define Payroll Code ▶ Define Payroll Short Description ▶ Define Payroll Long Description ▶ Select a Payroll Calendar, under which payroll is being defined ▶ Specify Payroll Type as Regular ▶ Specify Payroll Country. (this payroll country shall be used in order to determine to invoke Tax Engine) ▶ Specify paycheck date.
5.	User Creates Process Period	Payroll Manager	Payroll Definition	Create Process Period	Create Process Period	<ul style="list-style-type: none"> ▶ Process Alias ▶ Process Period Description ▶ Process Period From Date ▶ Process Period To Date ▶ Select a Financial Year, in which Financial entry of salary accounting should be posted ▶ Specify a Financial Period, in

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>which Financial Entry of salary accounting should be posted</p> <ul style="list-style-type: none"> ▶ Specify Comments, if any ▶ On successful creation of Process Period, a running number of Process Period, under a Payroll Calendar will be created
6.					Specify Payroll Cut Off Date	<ul style="list-style-type: none"> ▶ Specify the date after which, no attendance entry can be made for a Payroll – Process Period, as Cut off date ▶ Specify Pay Check date for a Payroll – Process Period, if it is different that what is specified for Payroll
7	User Creates Pay Element	Payroll Manager	Pay Element	Create Pay Element	Define Pay Element	<ul style="list-style-type: none"> ▶ Define Pay Element Code ▶ Define Pay Element Description ▶ Define Alias ▶ Select Pay Element Classification

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> ▶ Select Cash Flow Posting ▶ Specify whether pay element is recurring or not can this attribute can be modified at payset level or not ▶ Specify whether pay element is taxable or not can this attribute can be modified at payset level or not ▶ Specify whether pay element requires separate round off or can this attribute can be modified at payset level or not ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value is "Selective Org. Units", then take link and go to next page. ▶ Give Search Conditions ▶ Among the listed OUs select the concerned OUs
8.					Map Accumulators	<ul style="list-style-type: none"> ▶ If pay element value is to be considered for a Pay Element,

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>then:</p> <ul style="list-style-type: none"> ▶ Select Accumulator, in whose computation, value of this pay element should be taken into account ▶ Specify whether element value should be added or subtracted to accumulator ▶ Periods for which accumulator value should be computed: Monthly, Quarterly, Yearly & Till Date. ▶ % of Pay Element value to be taken into account for computation of accumulator value
9	User Creates Payset	Payroll Manager	Payset Information	Create Payset	Create Payset	<ul style="list-style-type: none"> ▶ Select Payroll under which Payset is to be created ▶ Define Payset Code ▶ Define Payset Short Description ▶ Define Payset Long Description ▶ Select Payset currency ▶ Specify Round Type & Round

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>Factor</p> <ul style="list-style-type: none"> ▶ Specify Minimum Take Home Pay ▶ Specify Comment, if any ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value is "Selective Org. Units", then take link and go to next page. ▶ Give Search Conditions ▶ Among the listed OUs select the concerned OUs
10.	User maps Payset – Pay Element	Payroll User	Payset Information	Map Payset – Pay Element	Map Payset – Pay Element	<ul style="list-style-type: none"> ▶ Specify Search Criteria ▶ Execute search by pressing "Search " button in search criteria button ▶ Select a Payset ▶ Enter a Pay Element ▶ Specify Priority in which this Pay Element should be processed while payroll

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						<p>processing</p> <ul style="list-style-type: none"> ▶ Specify Effective From Date for Payset - Pay Element mapping ▶ If while defining pay element attributes are set as modifiable at payset – pay element level, specify following attributes of Pay Element: <ul style="list-style-type: none"> ▶ Recurring ▶ Taxable ▶ Project for Tax ▶ Separate Round Off ▶ Whether pay element is payable or not ▶ If pay element is deduction, whether unrecovered amount should be dropped or to be recovered in next process period ▶ If pay element is deduction and for a process period it can not be recovered in full due to MTHP or negative pay, whether pay element value

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>can be recovered in part of not</p> <ul style="list-style-type: none"> ▶ Whether this pay element override MTHP calculation or not ▶ If Pay Element is attendance based, select attendance type other wise select "None" ▶ If Pay element value is based in unit select unit and specify per unit for which pay element rate is to be mentioned. If Pay Element is Calendar based, select "Calendar" in basis combo ▶ Specify round type & round factor for rounding of Pay Element ▶ Specify whether this pay element is to be taken for Arrears computation ▶ Specify comments, if any ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>is "Selective Org. Units", then take link and go to next page.</p> <ul style="list-style-type: none"> ▶ Give Search Conditions ▶ Among the listed OUs select the concerned units
11.					Recurring Pay Element	<ul style="list-style-type: none"> ▶ If Pay Element is Recurring, specify: ▶ Amount or Rule ▶ Effective From and to Process Period ▶ Whether this value to be taken for arrears for not ▶ Specify comments, if any
12.					Non Recurring Pay Element	<ul style="list-style-type: none"> ▶ If Pay Element is Non Recurring, specify: ▶ Value or Rule ▶ Process Period ▶ Whether this value to be taken for arrears for not ▶ Specify comments, if any

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
13.	Map Employee to Payset	Payroll User	Employee Payroll Setup	Map Payset - Employee	Select Payset for Employee Mapping	<ul style="list-style-type: none"> ▶ Select a Payroll ▶ Select Employment Unit – Payset
14.					Payset – Employee Mapping	<ul style="list-style-type: none"> ▶ Enter Employee Code ▶ Enter Assignment ▶ Specify Process Period From which this mapping shall be effective ▶ Specify Process Period until which this mapping shall be effective ▶ Specify whether this payroll is primary or not. For an Employee – Assignment, there can be only one regular payroll for a process period
15.	User wants to Specify Employee Payment method	Payroll User	Employee Payroll Setup	Set Employee Payment Method	Select Employee for Payment Method	<ul style="list-style-type: none"> ▶ Select a Payroll – Payset, for which an employee - Assignment's, payment method is to be specified ▶ Specify search criteria & execute search by pressing search button ▶ Select an Employee –

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						Assignment
16.					Set Employee Payment Method	<ul style="list-style-type: none"> ▶ If more than one payment methods are to be specified in terms of "Amount, specify priority, in which such payments shall be made. It will be used in case of the sum of all amount is less than net pay ▶ If more than one payment methods are to be specified in terms of "Amount, specify Default Pay method. It will be used in case of net payment is more than the sum of amount specified against each payment method. ▶ Select Payment Mode ▶ If Payment Mode is Bank Transfer, select Account type, specify Account number

■ **Scenario 2 Details: An Employee Joins and his Payroll setup is to be made**

Employee – Assignment – Payset mapping & Payment Method to be specified

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User maps employee – assignment to a Payset	Payroll User	Employee Payroll Setup	Map Payset – Employee	Select Payset for Employee Mapping	<ul style="list-style-type: none"> ▶ Select a Payroll ▶ Select Employment Unit – Payset
2.					Payset – Employee Mapping	<ul style="list-style-type: none"> ▶ Enter Employee Code ▶ Enter Assignment ▶ Specify Process Period From which this mapping shall be effective ▶ Specify Process Period until which this mapping shall be effective ▶ Specify whether this payroll is primary or not. For an Employee – Assignment, there can be only one regular payroll for a process period ▶ If mapping pertains to already processed process period set arrears combo to “Yes’
3.	User wants to specify Payment				Select Employee for	<ul style="list-style-type: none"> ▶ Select a Payroll – Payset, for which an employee -

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	method of Employee				Payment Method	<p>Assignment's, payment method is to be specified</p> <ul style="list-style-type: none"> ▶ Specify search criteria & execute search by pressing search button ▶ Select Employee – Assignment
4.					Set Employee Payment Method	<ul style="list-style-type: none"> ▶ If more than one payment methods are to be specified in terms of "Amount, specify priority, in which such payments shall be made. It will be used in case of the sum of all amount is less than net pay ▶ If more than one payment methods are to be specified in terms of "Amount, specify Default Pay method. It will be used in case of net payment is more than the sum of amount specified against each payment method. ▶ Select Payment Mode ▶ If Payment Mode is Bank Transfer, select Account type, specify Account number

■ **Scenario 3 Details: An Employee Joins and his one or more Pay Elements value is / are different than value specified for Payset**

Employee – Assignment – Payset – Pay Element exceptional value

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User specifies Pay Element value for an Employee – Assignment for a Payset	Payroll User	Employee - Pay Element Value	Set Recurring Values – Element wise	Select Recurring Pay Element	<ul style="list-style-type: none"> ▶ Select Payroll ▶ Select Payset ▶ Specify Search Criteria ▶ Select a Pay Element
2.					Map Recurring Pay Element to Employees	<ul style="list-style-type: none"> ▶ Enter Element Code ▶ Specify Amount or Rule ▶ Specify Process Period from which this pay element value is effective ▶ Specify Process Period, until which this pay element value shall be applicable, (this is not mandatory)

■ **Scenario 4 Details: All the Workers Salary has been changed retrospectively and arrears are to be paid through a common payable element.**

Modify the compensation with value, Define Arrears Set, Compute Arrears, Authorise arrear set

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User want to modify the compensation	Payroll Manager	Employment Compensation Information	Record Employment compensation	Edit/ Delete Base Salary details	<ul style="list-style-type: none"> ▶ Select the employees for whom compensation as changed. (do one after the other) ▶ Enter the New Compensation amount ▶ Select Modification option as new Update ▶ Give the new Effective date ▶ Save/Authorize
2.	User wants to Pay Elements to be paid in Arrears	Payroll Manager	Payroll Arrears	Define Arrears Set	Define Arrears Set	<ul style="list-style-type: none"> ▶ Enter a arrear set id, Description ▶ Select Arrear payroll and Select Payset for which Arrears is to be computed ▶ Specify Process Periods for which Arrears is to be computed ▶ Specify Process Period in which arrears is to be paid ▶ Select arrears payable payroll and Payset

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> ▶ Specify arrears payable Process Period in which arrears is to be paid. ▶ Select the Common Arrear Pay Element ▶ Enter the common arrear payement code. ▶ Specify Pay Elements to be processed in arrears processing in the arrear Pay element Multiline ▶ Do not give the arrear amount and Payable arrear element code.
3.	User wants to Process Arrears	Payroll Manager	Payroll Arrears	Compute Arrears	Compute Arrears	<ul style="list-style-type: none"> ▶ Specify arrear set id for which arrears needs to be computed ▶ Press the get button. ▶ Select process for all employees check box ▶ Save parameters ▶ After session id is displayed process arrears
4.	User want to Authorise the Arrears	Payroll Manager	Payroll Arrears	Authorize arrears	Authorize arrears	<ul style="list-style-type: none"> ▶ Specify arrear set id for which arrears needs to be authorized ▶ Press the get button.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> ▶ Save parameters ▶ After session id is displayed process arrears

- **Scenario 5 Details: Workers Salary has been changed retrospectively and arrears are Processed to be paid for certain employees through a common payable element.**

Modify the compensation with value, Define Arrears Set, Compute Arrears, Authorize arrears

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User want to modify the compensation	Payroll Manager	Employment Compensation Information	Record Employment compensation	Edit/ Delete Base Salary details	<ul style="list-style-type: none"> ▶ Select the employees for whom compensation has to be changed. ▶ Enter the New Compensation amount ▶ Select Modification option as new Update ▶ Give the new Effective date Save/Authorize
2.	User wants to Pay Elements to be paid in Arrears	Payroll Manager	Payroll Arrears	Define Arrears Set	Define Arrears Set	<ul style="list-style-type: none"> ▶ Enter a arrear set id, Description ▶ Select Arrear payroll and Select Payset for which Arrears

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>is to be computed</p> <ul style="list-style-type: none"> ▶ Specify Process Periods for which Arrears is to be computed ▶ Specify Process Period in which arrears is to be paid ▶ Select arrears payable payroll and Payset ▶ Specify arrears payable Process Period in which arrears is to be paid. ▶ Select the Common Arrear Pay Element ▶ Enter the common arrear pay element code. ▶ Select the process only exception employees check box ▶ Specify Pay Elements to be processed in arrears processing in the arrear Pay element Multiline ▶ Do not give the arrear amount and Payable arrear element

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						code.
3.	User want to specify the employee names for whom alone arrears needs to be processed	Payroll Manager	Payroll Arrears	Define arrear set	Specify Exception employees	<ul style="list-style-type: none"> ▶ Enter the employee names for whom alone arrears needs to be computed in the multilane ▶ Process (yes/no) column should be made as "yes"
4.	User wants to Process Arrears	Payroll Manager	Payroll Arrears	Compute Arrears	Compute Arrears	<ul style="list-style-type: none"> ▶ Specify arrear set id for which arrears needs to be computed ▶ Press the get button. ▶ Select process for all employees check box ▶ Save parameters ▶ After session id is displayed process arrears ▶
5.	User want to Authorise the Arrears	Payroll Manager	Payroll Arrears	Authorize arrears	Authorize arrears	<ul style="list-style-type: none"> ▶ Specify arrear set id for which arrears needs to be authorized ▶ Press the get button. ▶ Save parameters ▶ After session id is displayed process arrears

- **Scenario 6 Details: Workers Salary has been changed retrospectively and arrears are Processed to be paid through a Different payelements element.**

Modify the compensation with value, Define Arrears Set, Compute Arrears, Authorise arrears

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User want to modify the compensation	Payroll Manager	Employment Compensation Information	Record Employment compensation	Edit/ Delete Base Salary details	<ul style="list-style-type: none"> ▶ Select the employees for whom compensation has to be changed. ▶ Enter the New Compensation amount ▶ Select Modification option as new Update ▶ Give the new Effective date ▶ Save/Authorize
2.	User wants to Pay Elements to be paid in Arrears	Payroll Manager	Payroll Arrears	Define Arrears Set	Define Arrears Set	<ul style="list-style-type: none"> ▶ Enter a arrear set id, Description ▶ Select Arrear payroll and Select Payset for which Arrears is to be computed ▶ Specify Process Periods for which Arrears is to be computed ▶ Specify Process Period in

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>which arrears is to be paid</p> <ul style="list-style-type: none"> ▶ Select arrears payable payroll and Payset ▶ Specify arrears payable Process Period in which arrears is to be paid. ▶ Specify Pay Elements to be processed in arrears processing in the arrear Pay element Multiline ▶ Enter the pay element code in Payable arrear element code though which the arrears has to be paid for the pay element
3.	User wants to Process Arrears	Payroll Manager	Payroll Arrears	Compute Arrears	Compute Arrears	<ul style="list-style-type: none"> ▶ Specify arrear set id for which arrears needs to be computed ▶ Press the get button. ▶ Select process for all employees check box ▶ Save parameters ▶ After session id is displayed process arrears
4.	User want to Authorise the	Payroll Manager	Payroll Arrears	Authorize arrears	Authorize arrears	<ul style="list-style-type: none"> ▶ Specify arrear set id for which

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	Arrears					<p>arrears needs to be authorized</p> <ul style="list-style-type: none">▶ Press the get button.▶ Save parameters▶ After session id is displayed process arrears

■ **Scenario 7 Details: A Worker has to be paid new amount for a pay -element (without modifying the compensation)**

Define Arrears Set, Compute Arrears, Authorize Arrears

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User wants to Pay Elements to be paid in Arrears	Payroll Manager	Payroll Arrears	Define Arrears Set	Define Arrears Set	<ul style="list-style-type: none"> ▶ Enter a arrear set id, Description ▶ Select Arrear payroll and Select Payset for which Arrears is to be computed ▶ Specify Process Periods for which Arrears is to be computed ▶ Specify Process Period in which arrears is to be paid ▶ Select arrears payable payroll and Payset ▶ Specify arrears payable Process Period in which arrears is to be paid. ▶ Specify Pay Elements to be processed in arrears processing in the arrear Pay element Multiline ▶ Specify the New amount in the Amount column.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> ▶ Enter the pay element code in Payable arrear element code though which the arrears has to be paid for the pay element
2.	User wants to Process Arrears	Payroll Manager	Payroll Arrears	Compute Arrears	Compute Arrears	<ul style="list-style-type: none"> ▶ Specify arrear set id for which arrears needs to be computed ▶ Press the get button. ▶ Select process for all employees check box ▶ Save parameters ▶ After session id is displayed process arrears
3.	User want to Authorise the Arrears	Payroll Manager	Payroll Arrears	Authorize arrears	Authorize arrears	<ul style="list-style-type: none"> ▶ Specify arrear set id for which arrears needs to be authorized ▶ Press the get button. ▶ Save parameters ▶ After session id is displayed process arrears

■ **Scenario 8 Details: An employee is separated exit payroll has to be processed after his separation**

Define Exit payroll, payset, Map separated employee to the exit payroll

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User Creates Payroll	Payroll Manager	Payroll Definition	Create Payroll	Create Payroll	<ul style="list-style-type: none"> ▶ Define Payroll Code ▶ Define Payroll Short Description ▶ Define Payroll Long Description ▶ Select a Payroll Calendar, under which payroll is being defined ▶ Specify Payroll Type as "Exit" ▶ Specify Payroll Country. (this payroll country shall be used in order to determine to invoke Tax Engine) ▶ Specify paycheck date.
2.	User Creates Payset	Payroll Manager	Payset Information	Create Payset	Create Payset	<ul style="list-style-type: none"> ▶ Select Payroll(Exit Type) under which Payset is to be created ▶ Define Payset Code ▶ Define Payset Short Description ▶ Define Payset Long Description

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> ▶ Select Payset currency ▶ Specify Round Type & Round Factor ▶ Specify Minimum Take Home Pay ▶ Specify Comment, if any ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value is "Selective Org. Units", then take link and go to next page. ▶ Give Search Conditions ▶ Among the listed OUs select the concerned OUs
3.	User maps the Exit Payroll to Regular Payroll	Payroll Manager	Payset Information	Map Exit Payroll to Regular Payroll	Map Exit Payroll to Regular Payroll	<ul style="list-style-type: none"> ▶ Select the Exit payroll ▶ Select the Exit Payset ▶ Select the Regular Payroll ▶ Select the Regular Payset. ▶ Save

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
4.	Map Employee to Payset	Payroll User	Employee Payroll Setup	Map Payset - Employee	Select Payset for Employee Mapping	<ul style="list-style-type: none"> ▶ Select the exit Payroll ▶ Select Employment Unit – Payset
5.					Payset – Employee Mapping	<ul style="list-style-type: none"> ▶ Enter Employee Code who is separated ▶ Enter Assignment ▶ Specify Process Period From which this mapping shall be effective ▶ Specify Process Period until which this mapping shall be effective ▶ Specify whether this payroll is primary or not.

- **Scenario 9 Details: An Employee is not separated exit payroll has to be processed for the current process period by closing the regular payroll-payset with precedent process period.**

Define Exit payroll, payset, Map separated employee to the exit payroll

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User Creates Payroll	Payroll Manager	Payroll Definition	Create Payroll	Create Payroll	<ul style="list-style-type: none"> ▶ Define Payroll Code ▶ Define Payroll Short Description ▶ Define Payroll Long Description ▶ Select a Payroll Calendar, under which payroll is being defined ▶ Specify Payroll Type as "Exit" ▶ Specify Payroll Country. (this payroll country shall be used in order to determine to invoke Tax Engine) ▶ Specify paycheck date.
2.	User Creates Payset	Payroll Manager	Payset Information	Create Payset	Create Payset	<ul style="list-style-type: none"> ▶ Select Payroll(Exit Type) under which Payset is to be created ▶ Define Payset Code ▶ Define Payset Short Description

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> ▶ Define Payset Long Description ▶ Select Payset currency ▶ Specify Round Type & Round Factor ▶ Specify Minimum Take Home Pay ▶ Specify Comment, if any ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value is "Selective Org. Units", then take link and go to next page. ▶ Give Search Conditions ▶ Among the listed OUs select the concerned OUs
3.	User maps the Exit Payroll to Regular Payroll	Payroll Manager	Payset Information	Map Exit Payroll to Regular Payroll	Map Exit Payroll to Regular Payroll	<ul style="list-style-type: none"> ▶ Select the Exit payroll ▶ Select the Exit Payset ▶ Select the Regular Payroll ▶ Select the Regular Payset.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> ▶ Save
4.	Un-mapping employee from regular payroll payset	Payroll Manager	Payset Information	Employee Payroll Setup	Map Payset - Employee	<ul style="list-style-type: none"> ▶ Select regular payroll- Payset to which the Employee is mapped. ▶ Close the mapping by giving the To process period. ▶ Save
5.	Map Employee to Payset	Payroll User	Employee Payroll Setup	Map Payset - Employee	Select Payset for Employee Mapping	<ul style="list-style-type: none"> ▶ Select the Exit Payroll - Payroll ▶ Select Employment Unit – Payset
6.					Payset – Employee Mapping	<ul style="list-style-type: none"> ▶ Enter the Employee Code of the employee who needs to be mapped in exit payroll. ▶ Enter Assignment ▶ Specify Process Period From which this mapping shall be effective ▶ Specify Process Period until which this mapping shall be effective ▶ Specify whether this payroll is primary or not.

- **Scenario 10 Details: An Employee is not separated exit payroll has to be processed for the current process period by without closing the Regular payroll-payset with precedent process period.**

Define Exit payroll, payset, Map separated employee to the exit payroll

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User Creates Payroll	Payroll Manager	Payroll Definition	Create Payroll	Create Payroll	<ul style="list-style-type: none"> ▶ Define Payroll Code ▶ Define Payroll Short Description ▶ Define Payroll Long Description ▶ Select a Payroll Calendar, under which payroll is being defined ▶ Specify Payroll Type as "Exit" ▶ Specify Payroll Country. (this payroll country shall be used in order to determine to invoke Tax Engine) ▶ Specify paycheck date.
2.	User Creates Payset	Payroll Manager	Payset Information	Create Payset	Create Payset	<ul style="list-style-type: none"> ▶ Select Payroll (Exit Type) under which Payset is to be created ▶ Define Payset Code ▶ Define Payset Short

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						Description <ul style="list-style-type: none"> ▶ Define Payset Long Description ▶ Select Payset currency ▶ Specify Round Type & Round Factor ▶ Specify Minimum Take Home Pay ▶ Specify Comment, if any ▶ Select One of the Values from the "Applicable To" Combo ▶ Save the Data ▶ If in Applicable to combo value is "Selective Org. Units", then take link and go to next page. ▶ Give Search Conditions ▶ Among the listed OUs select the concerned OUs
3.	User maps the Exit Payroll to Regular Payroll	Payroll Manager	Payset Information	Map Exit Payroll to Regular Payroll	Map Exit Payroll to Regular Payroll	<ul style="list-style-type: none"> ▶ Select the Exit payroll ▶ Select the Exit Payset ▶ Select the Regular Payroll

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> ▶ Select the Regular Payset. ▶ Save
4.	Hold/ Release Salary Process	Payroll Manager	Employee Payroll Setup	Hold /Release Salary Process	Hold /Release Salary Process	<ul style="list-style-type: none"> ▶ Select regular payroll- Payset to which the Employee is mapped. ▶ Enter the employee code ▶ Search the employee code ▶ Enter the process period from which payroll processing has to be held for the employee ▶ Save
5.	Map Employee to Payset	Payroll User	Employee Payroll Setup	Map Payset - Employee	Select Payset for Employee Mapping	<ul style="list-style-type: none"> ▶ Select the exit payroll Payroll ▶ Select Employment Unit – Payset
6.					Payset – Employee Mapping	<ul style="list-style-type: none"> ▶ Enter Employee Code who needs to be mapped in exit payroll. ▶ Enter Assignment ▶ Specify Process Period From which this mapping shall be effective ▶ Specify Process Period until

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>which this mapping shall be effective</p> <ul style="list-style-type: none"> ▶ Specify whether this payroll is primary or not.

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