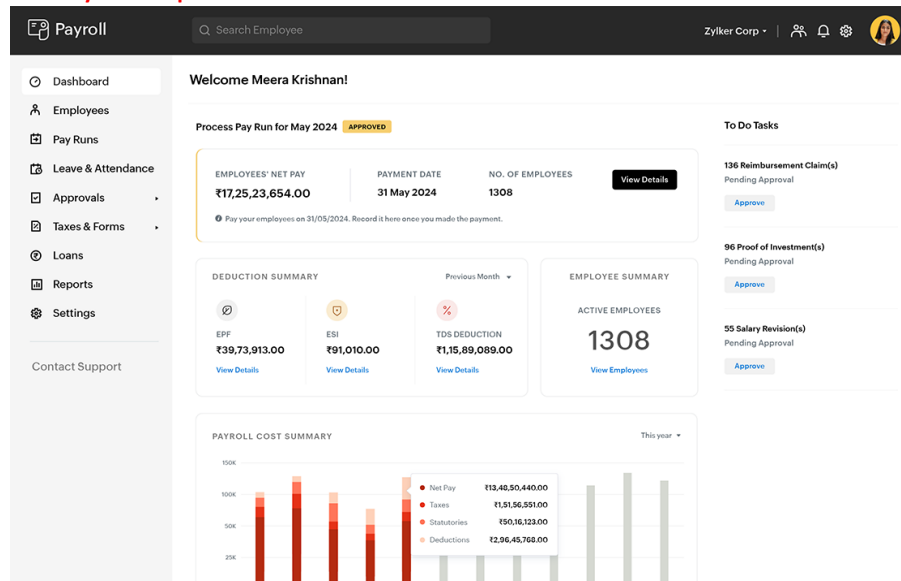


HR Payroll Module

1. Payroll Setup - Dashboard



2. Employee –

A. Overview should be same

The Employee Overview page for Ameer Shah (EMP ID: 1000) displays a sidebar with navigation options and a main content area with tabs for Overview, Salary Details, Payslips, Loans, and Documents. A 'Need Your Attention' alert indicates that an invite has been sent to the employee to access the Employee Self Service Portal, but it has not been accepted. A red box highlights the 'Initiate Exit Process' button. The employee's profile includes a photo, name, and title (Analyst). The 'BASIC INFORMATION' section lists contact details and dates. The 'Personal Information' section includes birth date, ID, email, and addresses. The 'Payment Information' section shows the payment mode as Cheque.

Field	Value
Email	ameershahsaa@zykera.com
Phone	1234124212
Gender	Male
Date of Joining	01 Jan 2025
Date of Confirmation	01 Jan 2025
Finance	Finance
Organization Address	Kuwait
Contract Type	Permanent
Contract Duration	Unlimited Contract

Field	Value
Date of Birth	06 Jan 2001
Iqama/National ID	2345678912
Personal Email Address	ameer.shah@zykemail.com
Present Residential Address	12, King Abdulaziz Street Al-Faisallah District Riyadh Ar Riyad - 11564
Permanent Address	12, King Abdulaziz Street Al-Faisallah District Riyadh Ar Riyad Saudi Arabia - 11564

Field	Value
Payment Mode	Cheque

B. Salary details

- Basic details should be auto calculated – Also add a column of % after calculation type.
 - Basic – 50% of CTC - (cannot be 0)
 - HRA - cannot be more than 40 % - (cannot be 0)
 - CCA – Remaining amount after calculating HRA and Basic - (cannot be 0)
 - Other allowance – (can be 0)
 - Incentives - (can be 0)
- This details will be filled at the time of onboarding in payroll section

Payroll

Dashboard

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Pay Runs

Revisions Approval

Loans

Giving

Documents

Reports

Settings

Contact Support

Search Employee

Zyker KSA

Ameer Shah's Profile

1

2

3

4

5

Basic Details

Salary Details

Personal Details

Payment Information

Documents

SALARY COMPONENTS	CALCULATION TYPE	MONTHLY AMOUNT	ANNUAL AMOUNT
Earnings			
Basic	Fixed amount	10000.00	120000
Housing Allowance	Fixed amount	500.00	6000
Cost of Living Allowance	Fixed amount	500.00	6000
Children Social Allowance	Fixed amount	0.00	0
Other Allowance	Fixed amount	500.00	6000
Total Gross Pay		SAR 11500	SAR 138000

Save and Continue

Cancel

3 . Payment information –

- it should reflect the bank details, where salary will be credited. (Bank holder name, Bank name, Ifsc code, Account number, Pan Number)

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Search Employee

Zyker KSA

Ameer Shah's Profile

1

2

3

4

5

Basic Details

Salary Details

Personal Details

Payment Information

Documents

How would you like to pay this employee?*

Manual Bank Transfer

Download Wage file and process the payment through WPS or your bank's website

Cheque

Cash

Save and Continue

Skip

* indicates mandatory fields

C. Pay slip Same as employee payroll portal.

- Should be auto generated once payment is done

ReachOut Media Tech Pvt. Ltd.					
Payslip For the month Of February 2025					
EMPLOYEE PAY SUMMARY			<div>Employee Net Pay</div> <div>Rs : 38655:00</div> <div>Paid Days :28 LOP Days :0</div>		
Employee Name : Bhushan Dhake					
Designation : Digital Marketing Manager					
Date of Joining : 30-Jan-2025					
Pay Period : 28 Days					
Pay Date :					
EARNINGS	AMOUNT	YTD	DEDUCTIONS	AMOUNT	YTD
Basic	18,250.00	18,250.00	Professional Tax	200.00	200.00
House Rent Allowance	10,950.00	10,950.00			
CC Allowance	7,300.00	7,300.00			
Adjustment If Any	2,355.00	2,355.00			
Gross Earning	38,855.00	38,855.00	Total Deduction	200.00	200.00
NET PAY				AMOUNT	
Gross Earning				38,855.00	
Total Deductions				200.00	
Total Payable				38,655.00	
Total Net Payable Rs-38655/- (Thirty Eight Thousand Six Hundred Fifty Five)					
**Total Net Payable = Gross Earnings - Total Deductions					
This document is system generated , therefore a signature is not required					

D. Loan

Show table as below – add Date/Month/Year

EMPLOYEE NAME		STATUS	LOAN AMOUNT	AMOUNT REPaid	REMAINING AMOUNT
Ibrahim (1009)		Open	SAR10,000.00	SAR0.00	SAR10,000.00

3. Salary appraisal – When approved from HRMS should reflect in Salary appraisal section –

- Employee name
 - Previous salary
 - Approval Status of Reporting manager and HR
 - Remark if any
- **Below mention image should have only above mention content
- **Should be updated month wise

All Revisions -							+ Revise Salary	Send Revision Letters	Share	Filter	Help
FILTER BY: Select Payout Month Select an Employee											
<input type="checkbox"/>	EMPLOYEE NAME	REVISION TYPE	EFFECTIVE FROM	PAYOUT MONTH	STATUS	PREVIOUS PAY	REVISED PAY				
<input type="checkbox"/>	Sara Al-Rashid (1001)	Flat Amount	February, 2025	Mar 2025	Pending	SAR110,400.00	SAR110,400.00				
<input type="checkbox"/>	Ibrahim Alfaqieh (1003)	Flat Amount	February, 2025	Mar 2025	Pending	SAR2,427,600.00	SAR2,427,600.00				

If we click in the name on the above image it should redirect to below mention image –

** Show Previous salary Details

** Payout preference - (Rename as salary revision)

** Add Salary revision %

** Once **submitted** the old salary str will change to new salary str automatically from the month of Payout.

Salary Revision for Ameer Shah

Previous Pay
SAR138,000.00

Previous Monthly Salary
SAR11,500.00

SALARY COMPONENTS	CALCULATION TYPE	MONTHLY AMOUNT	ANNUAL AMOUNT
Earnings			
Basic	Fixed amount	<input type="text" value="15000.00"/>	180000
Housing Allowance	Fixed amount	<input type="text" value="750.00"/>	9000
Cost of Living Allowance	Fixed amount	<input type="text" value="750.00"/>	9000
Children Social Allowance	Fixed amount	<input type="text" value="0.00"/>	0
Other Allowance	Fixed amount	<input type="text" value="750.00"/>	9000
Total Gross Pay		SAR 17250	SAR 207000

Payout Preferences *

Revised Salary effective from

ⓘ

Payout Month

ⓘ

[Note: Zoho Payroll will automatically calculate any arrears in the salary and process them in the payout month, eliminating the need for manually adding arrear components.

Submit

Cancel

4. Loan

- Show for all employee
- add Date/Month/Year
- Filter department wise, Yearly, Monthly

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All Loans -

View Loan Repayments

Create Loan

FILTER BY: Select an Employee

EMPLOYEE NAME	STATUS	LOAN AMOUNT	AMOUNT REPAYD	REMAINING AMOUNT
Ibrahim (1009)	Open	SAR10,000.00	SAR0.00	SAR10,000.00

5. Reports –

A. Payroll Overview – Show monthly Register

Feb 2025

Include Employee Details

Customize Report

Export as

Zyiker Industries

Employees' Salary Register for February, 2025

ID	NAME	EARNINGS					GROSS PAY	GENERAL ORGANIZATION FOR SOCIAL INSURANCE	GOSI SANED
		BASIC	HOUSING ALLOWANCE	COST OF LIVING ALLOWANCE	CHILDREN SOCIAL ALLOWANCE	OTHER ALLOWANCE			
1	Saudi	SAR12,000.00	SAR1,000.00	SAR1,000.00	SAR0.00	SAR0.00	SAR14,000.00	SAR1,170.00	SAR97.50
2	Abdul Kader Kara	SAR10,000.00	SAR10,000.00	SAR0.00	SAR0.00	SAR30,000.00	SAR50,000.00	SAR0.00	SAR0.00
7	Hashem Etaleih	SAR10,000.00	SAR20,000.00	SAR0.00	SAR0.00	SAR20,000.00	SAR50,000.00	SAR0.00	SAR0.00
3	Hashem Etaleih	SAR10,000.00	SAR20,000.00	SAR0.00	SAR0.00	SAR20,000.00	SAR50,000.00	SAR0.00	SAR0.00
4	Ibrahim Alfagieh	SAR10,000.00	SAR30,000.00	SAR0.00	SAR0.00	SAR10,000.00	SAR50,000.00	SAR0.00	SAR0.00
5	Mohammad Abbas U...	SAR50,000.00	SAR10,000.00	SAR0.00	SAR10,000.00	SAR30,000.00	SAR100,000.00	SAR4,050.00	SAR450.00
6	Abdul Kader Kara	SAR10,000.00	SAR10,000.00	SAR0.00	SAR0.00	SAR30,000.00	SAR50,000.00	SAR0.00	SAR0.00
8	Ibrahim Alfagieh	SAR10,000.00	SAR30,000.00	SAR0.00	SAR0.00	SAR10,000.00	SAR50,000.00	SAR0.00	SAR0.00
9	Mohammad Abbas U...	SAR50,000.00	SAR10,000.00	SAR0.00	SAR10,000.00	SAR30,000.00	SAR100,000.00	SAR4,050.00	SAR450.00
10	Abdul Kader Kara	SAR10,000.00	SAR10,000.00	SAR0.00	SAR0.00	SAR30,000.00	SAR50,000.00	SAR0.00	SAR0.00
11	Hashem Etaleih	SAR10,000.00	SAR20,000.00	SAR0.00	SAR0.00	SAR20,000.00	SAR50,000.00	SAR0.00	SAR0.00

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The Loss of Pay (LOP) Summary provides valuable insights into instances of employees experiencing a loss of pay. Key columns include Employee Name, LOP Days, LOP Reversal Days, and Actual LOP Days. This report helps you track and manage instances where employees have experienced a loss of pay.

Zylinker Industries
LOP Summary
01 Jan 2025 to 31 Dec 2025

c. Variable Pay Earnings Report (Incentive, Allowance, Salary appraisal)

Zyker Industries
Variable Pay Earnings Report - Bonus
01 Jan 2025 to 31 Dec 2025

[illegible]