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| **SL#** | **Name of Entities** | **Address** | **Logo** |
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| **SL#** | **Name of Branches** |  |
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| **No. of Employees:** |  |
| **Weekend:** |  |
| **Is Weekend Excluded from Leaves?** |  |
| **Leave Cycle:** | Calendar Basis Date of Joining |
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| **Leave Rule** | |
| **Annual Leave Rule:** | No. of Days Entitled:  Carry Forward (yes/no):  No. of Days Carry Forward:  Leave can be availed from date of joining (yes/no):  Leave can be availed after completing of provision period (yes/no):  If any other condition? Explain : |
| **Sick Leave Rule:** | Default rule:  First 15 days full pay  Next 30 days half pay  Next 45 days unpaid  If any other condition? Explain : |
| **Unpaid Leave Rule:** | No. of Days Entitled:  If any other condition? Explain : |
| **Maternity Leave Rule:** | Default rule:  45 days full pay upon completion of 1 year  45 days half pay upon the service period is less than 1 year  If any other condition? Explain : |
| **Marriage Leave Rule:** | No. of Days Entitled:  If any other condition? Explain : |
| **Others Leave with Rule:** |  |
| Employee can apply leave more than his/her balanceleave(yes/no)?  (**if the answer is yes**, system will automatic make unpaid days at the time of payroll processing, if no leave balance left) | |

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| Loan/Advance is applicable (yes/no)? |  |
| Expense Claim is applicable (yes/no)?  (*Employee & Company both side*) |  |
| Air ticket is applicable (yes/no)? | If yes,  No. of Ticket Amount  Mention value based on selection: |
| Business Trip Management is applicable (yes/no)? |  |
| Training Management is applicable (yes/no)? |  |
| Payroll Period? | Monthly Cut-Off Date  Mention day, if it is cut-off date **i.e. 20 to 19 next month** |
| Salary Payment Mode | WPS Bank Cash/Cheque |
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| **Payroll Formula** | |
| Salary Formula |  |
| LOP Formula |  |
| Leave Salary Formula |  |
| Overtime Formula |  |
| Indemnity Formula |  |

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| **IndemnityRule** | | | |
| **Slab** | **From Year** | **To Year** | **No of days entitled** |
| Slab-1 | 1 | 3 | 14 days per year |
| Slab-2 | 3 | 99 | 21 days per year |
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| **Employee/Manager Self-Service Workflow** | | | | | |
| **ESS Module** | **Employee Request** | **HR – Final Approver** |  |  |  |
| Leave | ✓ | ✓ |  |  |  |
| Loan/Advance |  | ✓ |  |  |  |
| Expense Claim | ✓ |  |  |  |  |
| Air Ticket |  | ✓ |  |  |  |
| Business Travel |  | ✓ |  |  |  |
| Profile Update |  | ✓ |  |  |  |
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