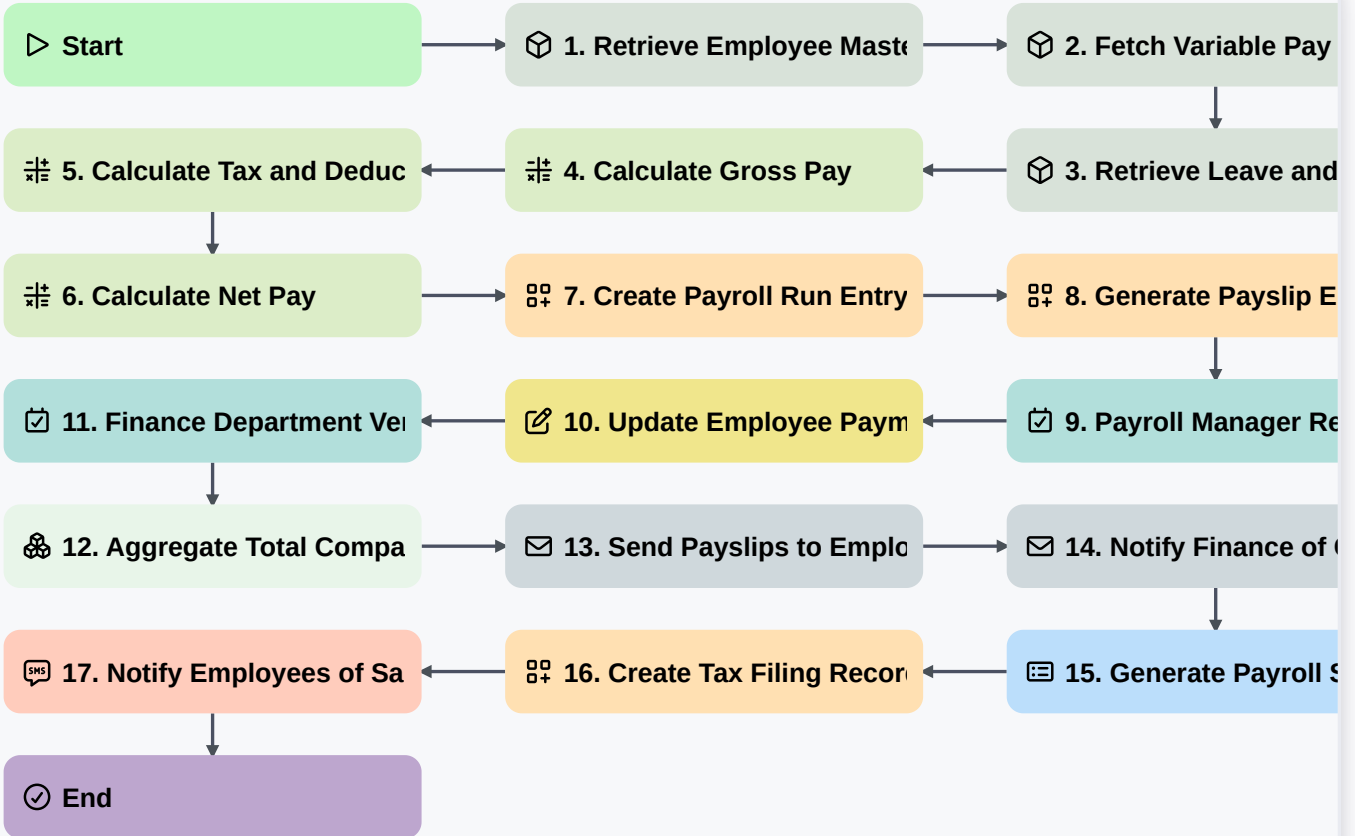


Payroll Processing And Integration Template



Start

Start of the Workflow/Process.

1. Retrieve Employee Master Data

Fetch all active employee records including base salary, hourly rates, and bank details from the Employee Data Model.

2. Fetch Variable Pay Data

Get all approved overtime, bonuses, and commission entries for the current pay period.

3. Retrieve Leave and Absence Records

Get all unpaid leave and docked-hour entries to calculate salary deductions.

4. Calculate Gross Pay

Sum base salary, overtime, and bonuses, then subtract unpaid leave deductions.

5. Calculate Tax and Deductions

Apply tax percentages and social security formulas to the Gross Pay amount.

6. Calculate Net Pay

Subtract all calculated taxes and deductions from the Gross Pay.

7. Create Payroll Run Entry

Create a new record in the Payroll Runs data model containing the period dates and total disbursement amount.

8. Generate Payslip Entries

Create individual payslip entries for each employee for the current period.

9. Payroll Manager Review

Assign a task to the Payroll Manager to review and approve the calculated payroll totals.

10. Update Employee Payment Status

Update the status of employee records to 'Paid' once the payroll run is finalized.

11. Finance Department Verification

Assign a task to the Finance team to verify funds availability for the total net pay amount.

12. Aggregate Total Company Payroll Cost

Sum the Net Pay of all payslip entries to get the total cash outflow for the period.

13. Send Payslips to Employees

Send an automated email to each employee with their individual payslip details/attachments.

14. Notify Finance of Completed Payroll

Send an email to the Finance department confirming that the payroll run is ready for disbursement.

15. Generate Payroll Summary Report

Create a comprehensive report summarizing total gross pay, total taxes, and total net pay for the period.

16. Create Tax Filing Record

Create an entry in the Tax Compliance data model to track the total tax liabilities for the month.

17. Notify Employees of Salary Credit

Send an SMS notification to employees once the bank transfer has been initiated.

End

End of the Workflow/Process.