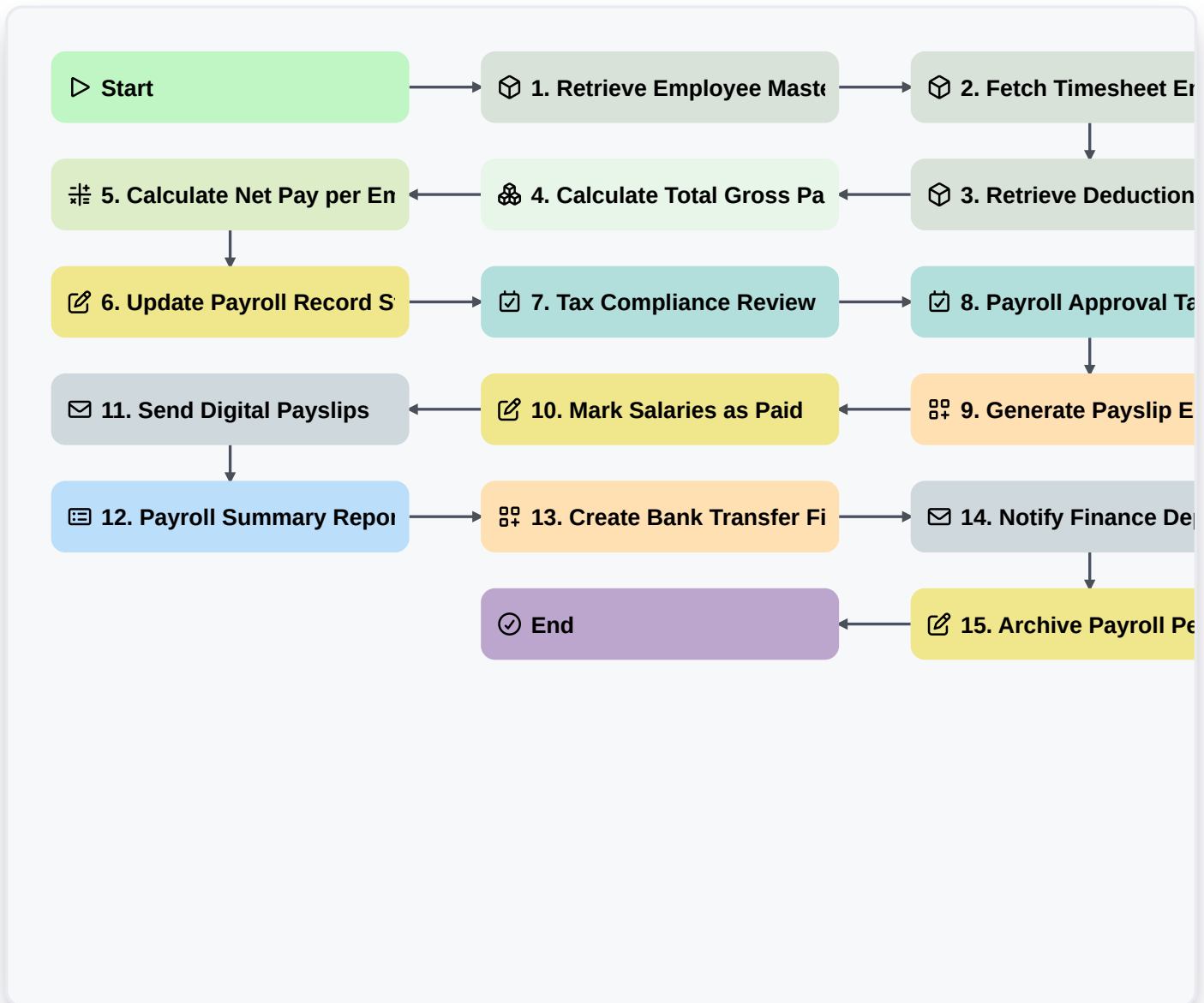


# Payroll Processing And Management



## Start

Start of the Workflow/Process.

## 1. Retrieve Employee Master Data

Fetch all active employee profiles, including hourly rates, salaries, and tax information from the Employee Data Model.

## 2. Fetch Timesheet Entries

Retrieve all approved timesheet entries for the current pay period.

## 3. Retrieve Deductions and Bonuses

Fetch all one-time bonus or deduction entries (e.g., unpaid leave, commissions) linked to employees for the current period.

## 4. Calculate Total Gross Pay

Sum the base salaries and overtime pay for all employees to determine total company payroll liability.

## 5. Calculate Net Pay per Employee

Execute formula:  $(Gross\_Pay + Bonuses) - (Taxes + Insurance + Deductions)$  for each individual entry.



## **6. Update Payroll Record Status**

Update the 'Payroll Period' entry status from 'Draft' to 'Processing'.

## **7. Tax Compliance Review**

Create a task for the Finance Manager to verify tax withholdings against local regulations.

## **8. Payroll Approval Task**

Create a task for the Department Head to review and approve the final payroll calculation.

## **9. Generate Payslip Entries**

Create new entries in the 'Payslips' data model for each employee, containing the breakdown of the current period's pay.

## **10. Mark Salaries as Paid**

Update the status of the processed payroll entries to 'Disbursed'.

## **11. Send Digital Payslips**

Send an automated email to each employee containing their individual payslip summary or a link to view it.

## **12. Payroll Summary Report**

Generate a comprehensive PDF/Excel report summarizing total company expenditure, tax liabilities, and net distributions.

## **13. Create Bank Transfer File**

Create a structured data entry (or CSV format entry) intended for upload to the corporate banking portal.

## **14. Notify Finance Department**

Send an email to the Accounting team notifying them that the payroll funds have been released and the bank transfer is ready.

## **15. Archive Payroll Period**

Update the Payroll Period data model to set the status to 'Closed' for the current month.

## **End**

End of the Workflow/Process.