Dewan Consulting



Payroll System

Program Features

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Program features

- The System maintains all tax authority rules, regulations and limits through a user friendly interface that includes 7 tax slices with minimum and maximum limits.
- The System includes tax exemption limits for syndicate member ship, medical and life insurance according to Egyptian tax law, which also can be updated by the user.
- The System handling professional tax for consultant employees and expat tax for foreign expert employees.
- The System allows the user to setup tax reconciliation based on monthly calculation or at the end of the year, also when termination of employee.
- Social Insurance setup that allows maintaining social insurance limits defined by law for regular and retired employees.
- The System allow users to define up to 6 different levels of company organization structure such as department, sector, job, section etc. with unlimited number of records for each organization type.
- Bank setup maintains company banks in order to allow employees to get their salaries by bank transfer.
- The System allows paying salaries with different currencies, and maintaining monthly currency exchange rate for tax and social insurance calculations (See Screen Shots Figure 02).
- The System allows the user to setup each payroll item (Allowances, Earnings and Deduction) with Names, types, payment method and all other calculation rules including fields based on equations (See Screen Shots Figure 01).
- The Employee setup data including all employee data needed for salary calculations, social insurance and tax authority reports (See Screen Shots Figure 03).
 - Arabic and English Name
 - Telephone and Address
 - Marital Status, Sex and Nationality
 - ID Number and Social Insurance Number



Payroll System

Payment Method (Cash, Payment Checks and Bank Transfer including all employee bank data)

- Payment Currency (you can define different payment currency for each employee)
- Vacation balance (to keep track with employee Annual Leave vacations)
- Employee organization structure
- Employee's E-Mail in order to allow the system to send the employee's pay slip by mail.
- Define professional tax for all consultants.
- The System handles payment of transactions only for terminated employees with any type of payroll earnings or deductions.
- The System maintains hold employees to stop salary payment without termination for any employee.
- The System handles social insurance for employee and employer share calculations based on specific basic and variable salary or automatic calculations based on employee's salary (See Screen Shots Figure - 04).
- The System calculates employee's salary direct during salary items data entry and allow user to view tax calculation and employee net salary (See Screen Shots Figure - 05).
- The System provides batch processing to process all employees salary with salary viewer watching window.
- The System keeps track and maintain all employee's salary history from employment date up to current month.
- The System allows user to calculate Basic and last year average variable salary according to social insurance law (See Screen Shots Figure - 07).
- The System allows the user to print all monthly reports direct by one click through system report manager (See Screen Shots Figure - 06).
- The System allows the user to send pay slips by e-mail on monthly basis (or any other letters) to employees directly by using send files by e-mail feature (See Screen Shots Figure - 08).
- The System keeps track and handle special increase calculations with employee history.



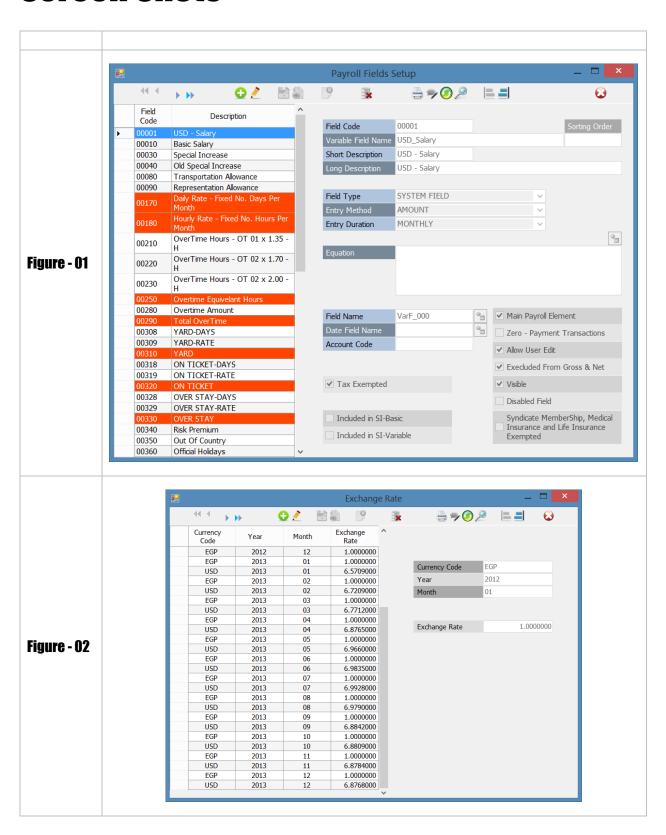
Payroll System

System Reports

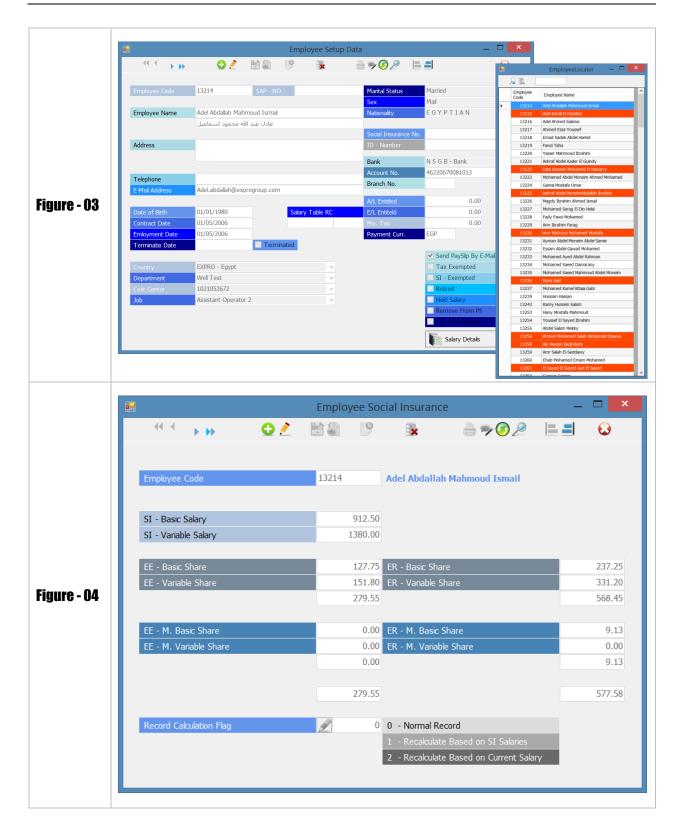
- All system reports designed to export as excel, word, text and PDF file format.
- System provide review reports for all data entry screens.
- Monthly transaction report including all employees transactions.
- Overtime calculation report monthly and year to date.
- Leaves transaction report including opening and closing balances monthly and year to date.
- Salary detailed report printed by all company organization types by department, cost center, section and job.
- Salary summary reports.
- Pay Slip.
- Social insurance reports by company, cost center and social insurance office.
- Bank transfer letters.
- Bank electronic transfer file if required for the bank.
- Cash or payment check employees.
- Year to date salary history detailed and summary.
- Accounting Journal report.



Screen Shots









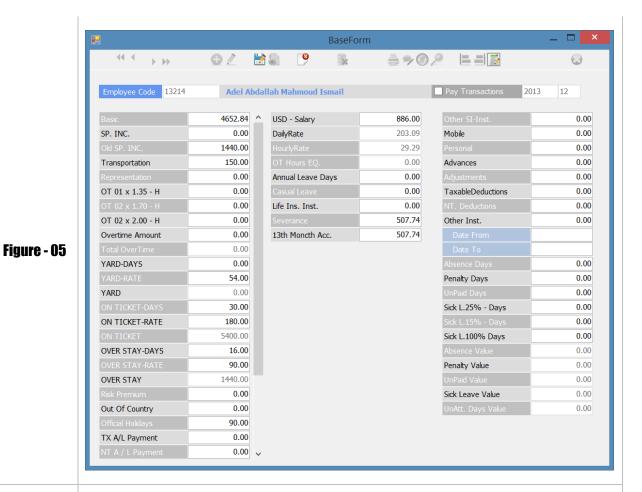
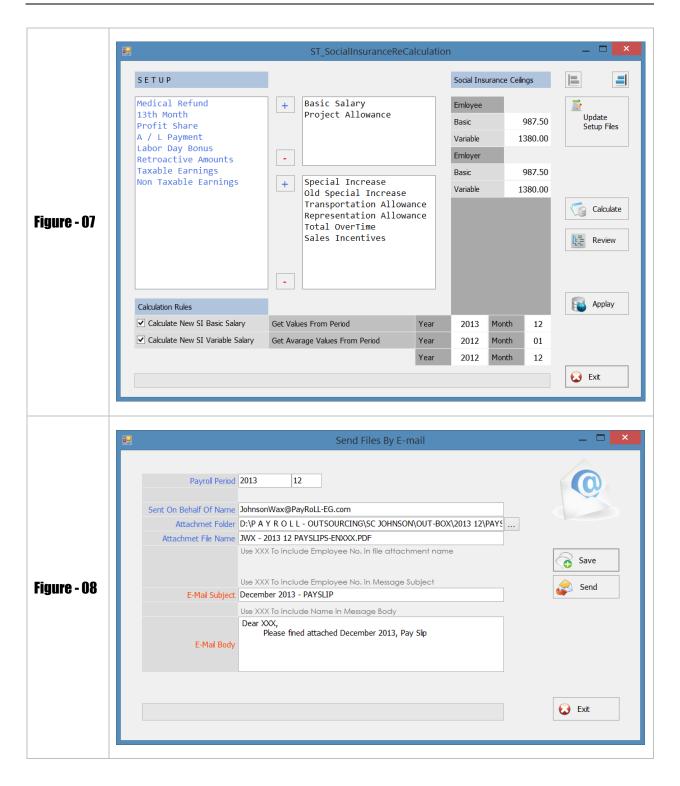


Figure - 06

Rep	Reports File Path D:\P A Y R O L L - OUTSOURCING\SC JOHNSON\REPOR								0.	
-	oort File Path		D:\P A Y R O L L - OUTS	G\SC_1OHNSON\OLIT-BOX				Save Save		
	Export Initials JWX Year			3/50 30111 150	2013	Month	12			
·							12	Print		
Text File Record Length			0	Value I	Date	31/12/2013				
									Exi	t
	Report Repor		rt File Name		Export Name			Export Method	Selected	Printe
•	010-010	Payroll Detailed - 00.RPT			Payroll Detailed By Employee			4	✓	
	010-020	Payroll Detailed - 03.RPT			Payroll Detailed By CostCenter			4	~	
	010-090	Payroll Detailed - 00 - Excel.RPT			Payroll Detailed By Employee - EXCEL			2	~	
	020-010	Payroll Summary - 03.RPT			Payroll Summary By CostCenter			4	~	
	040-010	Payroll Banks Report.RPT			Payroll Banks Report			4	✓	
	040-070	HSBC - Bank Report EGP - AutoPay.RPT			HSBC - Bank Report EGP - AutoPay			2	~	
	050-010	Payroll Monthly Overtimes.RPT			Payroll Monthly Overtimes			4	~	
	060-010	Payroll Social Insurance.RPT			Payroll Socia	Insurance		4	~	
	070-010	Payroll Annual Vacation Balance.RPT			Payroll Annual Vacation Balance			4	~	
	090-010	Payslip.RPT			Payslip			4	~	
	090-020	SinglePagePayslip.rpt			PAYSLIPS			7	~	
	090-030	Payslip - Printed.RPT			PaySlip Printed Copy			4	~	
	XXX-010	PS LETTER 01.RPT			Profit Share Letters 01			4		
	XXX-020	PS LETTER 01 - Printed Letters.RPT			Profit Share Letters 01 Printed Copy			4		
	XXX-030	PS LETTER 01 - Single Letter.RPT			PS-LETTER01			7		
	XXX-040	PS LETTER 02.RPT			Profit Share Letters 02			4		
	XXX-050	PS LETTER 02 - Printed Letters.RPT			Profit Share Letters 02 Printed Copy			4		
	XXX-060	PS LETTER 02 - Single Letter.RPT			PS-LETTER02			7		







Payroll System

Scope and approach

We understand that the goal of our work is to provide accurate and reliable payroll calculations according to the standards of Egypt's legal and taxation laws.

Our approach of work will be as in the following steps:

- Providing detailed system overview.
- Studying current payroll system.
- Detailed analyses of payroll benefits including allowances, earnings and deductions with all calculation rules and regulations.
- Define all departments needed reports.
- System customization.
- Training preparation.
- Pilot data preparation, training and system testing.
- Actual data preparation and data entry process, we can provide (Database Import System) that will be with extra cost, to import data from excel sheets direct to the system to help company in data entry process.
- Payroll calculation and data review.