

**Dewan**  
**Consulting**



# Payroll System

Program Features

# **Table of contents**

- **Program features**
- **System reports**
- **Screen shots**
- **Scope and approach**

# 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

- 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.

# 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 - 01

Field Code	Description
00001	USD - Salary
00010	Basic Salary
00030	Special Increase
00040	Old Special Increase
00080	Transportation Allowance
00090	Representation Allowance
00170	Daily Rate - Fixed No. Days Per Month
00180	Hourly Rate - Fixed No. Hours Per Month
00210	OverTime Hours - OT 01 x 1.35 - H
00220	OverTime Hours - OT 02 x 1.70 - H
00230	OverTime Hours - OT 02 x 2.00 - H
00250	Overtime Equivelant Hours
00280	Overtime Amount
00290	Total OverTime
00308	YARD-DAYS
00309	YARD-RATE
00310	YARD
00318	ON TICKET-DAYS
00319	ON TICKET-RATE
00320	ON TICKET
00328	OVER STAY-DAYS
00329	OVER STAY-RATE
00330	OVER STAY
00340	Risk Premium
00350	Out Of Country
00360	Official Holidays

Field Code: 00001  
 Variable Field Name: USD\_Salary  
 Short Description: USD - Salary  
 Long Description: USD - Salary  
 Field Type: SYSTEM FIELD  
 Entry Method: AMOUNT  
 Entry Duration: MONTHLY  
 Equation:   
 Field Name: VarF\_000  
 Date Field Name:   
 Account Code:   
 Main Payroll Element  
 Zero - Payment Transactions  
 Allow User Edit  
 Excluded From Gross & Net  
 Visible  
 Disabled Field  
 Tax Exempted  
 Included in SI-Basic  
 Included in SI-Variable  
 Syndicate Membership, Medical Insurance and Life Insurance Exempted

Figure - 02

Currency Code	Year	Month	Exchange Rate
EGP	2012	12	1.0000000
EGP	2013	01	1.0000000
USD	2013	01	6.5709000
EGP	2013	02	1.0000000
USD	2013	02	6.7209000
EGP	2013	03	1.0000000
USD	2013	03	6.7712000
EGP	2013	04	1.0000000
USD	2013	04	6.8765000
EGP	2013	05	1.0000000
USD	2013	05	6.9660000
EGP	2013	06	1.0000000
USD	2013	06	6.9835000
EGP	2013	07	1.0000000
USD	2013	07	6.9928000
EGP	2013	08	1.0000000
USD	2013	08	6.9790000
EGP	2013	09	1.0000000
USD	2013	09	6.8842000
EGP	2013	10	1.0000000
USD	2013	10	6.8809000
EGP	2013	11	1.0000000
USD	2013	11	6.8784000
EGP	2013	12	1.0000000
USD	2013	12	6.8768000

Currency Code: EGP  
 Year: 2012  
 Month: 01  
 Exchange Rate: 1.0000000

Figure - 03

**Employee Setup Data**

Employee Code	13214	SAP - NO.		Marital Status	Married
Employee Name	Adel Abdallah Mahmoud Ismail عادل عبد الله محمود اسماعيل			Sex	Mal
				Nationality	EGYPTIAN
Address				Social Insurance No.	
Telephone				ID - Number	
E-Mail Address	Adel.abdallah@exprogroup.com			Bank	N S G B - Bank
Date of Birth	01/01/1980	Salary Table RC		Account No.	46220670081013
Contract Date	01/05/2006	E/L Entitled	0.00	Branch No.	
Employment Date	01/05/2006	Pro. Tax	0.00	A/L Entitled	0.00
Terminato Date		Payment Curr.	EGP	E/L Entitled	0.00
				Retired	
Country	EXPRO - Egypt			Hold Salary	
Department	Well Test			Remove From PS	
Cost Center	1021052672			Pay Transactions	
Job	Assistant Operator 2			Salary Details	

**Employee Locator**

Employee Code	Employee Name
13214	Adel Abdallah Mahmoud Ismail
13215	Adel Ismail El Haddad
13216	Adel Ahmed Salama
13217	Ahmed Essa Youssef
13218	Emad Sadek Abdel Hamid
13219	Fawzi Taha
13220	Yasser Mahmoud Ibrahim
13221	Ashraf Abdel Kader El Guandy
13222	Dias Hussein Mohamed El Hwany
13223	Mohamed Abdel Moneim Ahmed Mohamed
13224	Gamal Mostafa Omar
13225	Ashraf Abdel Moneim Abdallah Ibrahim
13226	Magdy Ibrahim Ahmed Ismail
13227	Mohamed Serag El Din Hebl
13228	Fady Fawzi Mohamed
13229	Anis Ibrahim Farag
13230	Anis Mahrous Mohamed Mostafa
13231	Ayman Abdel Moneim Abdel Same
13232	Essam Abdel Gawad Mohamed
13233	Mohamed Ayed Abdel Rahman
13234	Mohamed Saeed Damarany
13235	Mohamed Saeed Mahmoud Abdel Moneim
13236	Rami Said
13237	Mohamed Kamel Attia Gabr
13239	Hossain Hassan
13243	Ramy Hussein Salam
13253	Hany Mostafa Mahmoud
13254	Youssef El Sayed Ibrahim
13255	Abdel Salam Mekky
13256	Ahmed Mohamed Salah Mohamed Ousay
13258	Aly Hassan Baghdadly
13259	Amr Salah El-Seddawy
13260	Ehab Mohamed Emam Mohamed
13261	El Sayed El Sayed Gad El Sayed

Figure - 04

**Employee Social Insurance**

Employee Code	13214	Adel Abdallah Mahmoud Ismail	
SI - Basic Salary	912.50		
SI - Variable Salary	1380.00		
EE - Basic Share	127.75	ER - Basic Share	237.25
EE - Variable Share	151.80	ER - Variable Share	331.20
	279.55		568.45
EE - M. Basic Share	0.00	ER - M. Basic Share	9.13
EE - M. Variable Share	0.00	ER - M. Variable Share	0.00
	0.00		9.13
	279.55		577.58

Record Calculation Flag: 0 - Normal Record  
 1 - Recalculate Based on SI Salaries  
 2 - Recalculate Based on Current Salary

Figure - 05

The screenshot shows the 'BaseForm' window for employee 'Adel Abdallah Mahmoud Ismail' (Employee Code: 13214). The interface is divided into three main sections: Basic, Salary, and Deductions.

Employee Code	Employee Name	Pay Transactions	Year	Month
13214	Adel Abdallah Mahmoud Ismail	<input type="checkbox"/>	2013	12

  

Category	Value	Category	Value	Category	Value
Basic	4652.84	USD - Salary	886.00	Other SI-Inst.	0.00
SP. INC.	0.00	DailyRate	203.09	Mobile	0.00
Old SP. INC.	1440.00	HourlyRate	29.29	Personal	0.00
Transportation	150.00	OT Hours EQ.	0.00	Advances	0.00
Representation	0.00	Annual Leave Days	0.00	Adjustments	0.00
OT 01 x 1.35 - H	0.00	Casual Leave	0.00	TaxableDeductions	0.00
OT 02 x 1.70 - H	0.00	Life Ins. Inst.	0.00	NT. Deductions	0.00
OT 02 x 2.00 - H	0.00	Severance	507.74	Other Inst.	0.00
Overtime Amount	0.00	13th Moncth Acc.	507.74	Date From	
Total OverTime	0.00			Date To	
YARD-DAYS	0.00			Absence Days	0.00
YARD-RATE	54.00			Penalty Days	0.00
YARD	0.00			UnPaid Days	0.00
ON TICKET-DAYS	30.00			Sick L.25% - Days	0.00
ON TICKET-RATE	180.00			Sick L.15% - Days	0.00
ON TICKET	5400.00			Sick L.100% Days	0.00
OVER STAY-DAYS	16.00			Absence Value	0.00
OVER STAY-RATE	90.00			Penalty Value	0.00
OVER STAY	1440.00			UnPaid Value	0.00
Risk Premium	0.00			Sick Leave Value	0.00
Out Of Country	0.00			UnAtt. Days Value	0.00
Official Holidays	90.00				
TX A/L Payment	0.00				
NT A / L Payment	0.00				

Figure - 06

The screenshot shows the 'System Report Manager' window. It includes configuration fields for reports and a list of available reports.

Configuration Fields:

- Reports File Path: D:\P A Y R O L L - OUTSOURCING\SC JOHNSON\REPORTS
- Export File Path: D:\P A Y R O L L - OUTSOURCING\SC JOHNSON\OUT-BOX
- Export Initials: JWX
- Year: 2013
- Month: 12
- Text File Record Length: 0
- Value Date: 31/12/2013

Buttons: Save, Print, Exit

Report ID	Report File Name	Export Name	Export Method	Selectec	Printed
010-010	Payroll Detailed - 00.RPT	Payroll Detailed By Employee	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-020	Payroll Detailed - 03.RPT	Payroll Detailed By CostCenter	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-090	Payroll Detailed - 00 - Excel.RPT	Payroll Detailed By Employee - EXCEL	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
020-010	Payroll Summary - 03.RPT	Payroll Summary By CostCenter	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
040-010	Payroll Banks Report.RPT	Payroll Banks Report	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
040-070	HSBC - Bank Report EGP - AutoPay.RPT	HSBC - Bank Report EGP - AutoPay	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
050-010	Payroll Monthly Overtimes.RPT	Payroll Monthly Overtimes	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
060-010	Payroll Social Insurance.RPT	Payroll Social Insurance	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
070-010	Payroll Annual Vacation Balance.RPT	Payroll Annual Vacation Balance	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090-010	Payslip.RPT	Payslip	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090-020	SinglePagePayslip.rpt	PAYSLIPS	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090-030	Payslip - Printed.RPT	PaySlip Printed Copy	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
XXX-010	PS LETTER 01.RPT	Profit Share Letters 01	4	<input type="checkbox"/>	<input type="checkbox"/>
XXX-020	PS LETTER 01 - Printed Letters.RPT	Profit Share Letters 01 Printed Copy	4	<input type="checkbox"/>	<input type="checkbox"/>
XXX-030	PS LETTER 01 - Single Letter.RPT	PS-LETTER01	7	<input type="checkbox"/>	<input type="checkbox"/>
XXX-040	PS LETTER 02.RPT	Profit Share Letters 02	4	<input type="checkbox"/>	<input type="checkbox"/>
XXX-050	PS LETTER 02 - Printed Letters.RPT	Profit Share Letters 02 Printed Copy	4	<input type="checkbox"/>	<input type="checkbox"/>
XXX-060	PS LETTER 02 - Single Letter.RPT	PS-LETTER02	7	<input type="checkbox"/>	<input type="checkbox"/>

Figure - 07

ST\_SocialInsuranceReCalculation

**SETUP**

Medical Refund  
13th Month  
Profit Share  
A / L Payment  
Labor Day Bonus  
Retroactive Amounts  
Taxable Earnings  
Non Taxable Earnings

Basic Salary  
Project Allowance

Special Increase  
Old Special Increase  
Transportation Allowance  
Representation Allowance  
Total OverTime  
Sales Incentives

**Social Insurance Ceilings**

Employee	Basic	Variable
Basic	987.50	1380.00
Employer	Basic	987.50
	Variable	1380.00

**Calculation Rules**

Calculate New SI Basic Salary	Get Values From Period	Year	2013	Month	12
<input checked="" type="checkbox"/>	Get Values From Period	Year	2013	Month	12
<input checked="" type="checkbox"/>	Get Avarage Values From Period	Year	2012	Month	01
		Year	2012	Month	12

Update Setup Files

Calculate

Review

Apply

Exit

Figure - 08

Send Files By E-mail

Payroll Period: 2013 12

Sent On Behalf Of Name: JohnsonWax@PayRoLL-EG.com

Attachmet Folder: D:\P A Y R O L L - O U T S O U R C I N G \ S C J O H N S O N \ O U T - B O X \ 2 0 1 3 1 2 \ P A Y S L I P S - E N X X X . P D F

Attachmet File Name: JW X - 2 0 1 3 1 2 P A Y S L I P S - E N X X X . P D F

E-Mail Subject: December 2013 - PAYS LIP

E-Mail Body: Dear XXX,  
Please find attached December 2013, Pay Slip

Save

Send

Exit

# 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.