Housing Allowance Project

NEW SYSTEM Housing Allowance Project

Prepared By

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Approved By

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**Project Summary**

* Create new system for Managing Employee Housing Allowance.

**Check List:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EmpID | EmpName | House Amount | Contract Date | House Contract Date | Fix Amount | Months | Net Amount |

* HR Admin will Enter Employee ID , Housing amount , Housing contract start & end date,
* System will collect required data and create List of Employee with below Fields.
* HR admin will review save it & submit Housing Allowance request.

**Workflow->HR admin 110/114 ->Archiving 430/-> CTO 600-> FM 400**

**Calculation:**

* Housing Allowance Employee List.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EmpID | EmpName | House Amount | Contract Date | House Contract Date | Fix Amount | Months | Net Amount |
| ------- | ------ | ----- | ------------------ | ----- | - | ------ | ------ |
| - | ---------- | ------- | ------------------ | ------ | ---- | -- | ----- |

Calculate Allowance

* By clicking button (Calculate Allowance) system will calculate Housing Allowance for each Employee.
* System will **Compare** Employee **House Contract Date** and **Company Join Date**.
* If Housing Contract Date before Company Join date system will calculate from Company join date
* Else start form **Housing Contract date.**
* System will also **Compare Fix Amount** with **Housing Amount** if Housing amount more than fix amount Net Amount will be Fix amount.
* If Housing amount less than fix Amount Net amount will be Housing amount.

**Workflow->HR admin 110/114 ->Auditor 417/-> CTO 600-> FM 400**

**Payment:**

* System will allow HR Admin Manager Activity to download Employee Housing Allowance list as a excel file same as payroll process.

**Workflow-> CTO 600-> FM 400**