

Lawyer Payroll

NEW SYSTEM FOR LAWYER PAYROLL AND RELATED PROCESSES

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Project Summary

Create new system for Lawyer's Payroll and Related processes in Badran Lawyer Module.

1. Lawyers Absent
2. Lawyers Penalty
3. Lawyers Overtime
4. Lawyers Ithafa
5. Lawyers Payroll

1. Lawyers Absent

Absent system will be applicable only to lawyers who have Monthly salary Contract.

Absents of Lawyers will be collected from ZK Machine with same rules and policies as HR Module. Lawyers can submit for absent removal and it will generate a checklist workflow (same as HR Module).

Work Flow: Legal Manager → CEO → FM

2. Lawyers Penalty

System for penalty Applying and penalty removal with work flow (same as in HR Module)

Work Flow: Legal Manager → CEO → FM

3. Lawyers Overtime

Functionalities and Forms same as in HR Module

Work Flow: Legal Manager → CEO → FM

4. Lawyers Ithafa

Functionalities and Forms same as in HR Module

Work Flow: Legal Manager → CEO → FM

5. Lawyers Payroll

Lawyers Payroll will be generated as follows.

1. **Monthly Salaried Contract:** Payroll will calculate as Monthly Salary + Overtime Amount + Ithafa Amount - Penalty Amount - Absent Amount
2. **Lawyers On Contract Basis :** Payroll will calculate as Ithafa Amount-Penalty Amount

Stages will be:

a. **Check List**

Work flow: Legal Manager → CEO → FM

b. **Salary Calculation**

Work flow: Legal Manager → CEO → FM

c. **Salary Payment**

Work flow: Legal Manager → CEO → FM