



SunPlus

Payroll System Initial Requirements

June 2013



Organization's Basic Information

Organization's Name

Organization's ORGID

System Language

Yes/No:
Data Transfer from
Another System?

Organization's Departments

Please enter the names of all of the organization's departments:

Employees

Please enter Yes or No to indicate whether this type of employee is associated with the organization:

- Regular Employee
- Retiree
- Contract Employee
- Hourly Employee
- Intern
- Other



Employee Type Details

- Ministers / Pastors are Regular Employees of the organization
 - If No, provide details of their employee type

- Interns
 - Please provide details of the intern relationship to organization

- Non-employee Workers
 - How are non-employee workers paid?

 - Are payments to non-employee workers taxable?

Other Employee-Related Questions

- Employee can have more than one contract relationship with the organization.
 - For instance, can a teacher be assigned to two schools within the system?

Yes _____ No _____

- Transfer of Employee from one organization to another affects payment calculation in some way:
 - Describe in detail; for instance, how it affects Vacation Accrual, etc.

- Describe any effect Employee Disability has on Salary:

Payment Types

Earnings

- Salary
- Overtime
- Vacation
- Christmas Bonus
-
-
-

Deductions

- Cash Advance (Yes/No)
- Taxes
- Travel Expense
- Medical
-
-
-

Other

(not affecting Salary)

- Retirement provision
-
-
-
-



Salary Distribution

- Monthly
- Semi-Monthly
- Bi-Weekly
- Weekly
- Other

Salary Adjustments

For each Employee Type listed on page 2, provide salary adjustment details:

- Regular Employee
- Missionary
- Teacher

Accruals

- **Vacation Day Accrual**

- Number of vacation days per year _____
- Accumulated vacation days are business days Yes _____ No _____
- Additional payment is associated with the leave Yes _____ No _____
 - If Yes, describe:
- Employee can transfer vacation days from one year to next Yes _____ No _____
 - If Yes, describe particulars:
- Employee must sign a document associated with taking leave Yes _____ No _____
- Any other details of Vacation accrual:



- **Annual Leave Accrual**

- Number of Annual Leave days per year _____
- Annual Leave days are business days Yes _____ No _____
- Additional payment is associated with Annual Leave Yes _____ No _____
 - If Yes, describe:
- Employee can transfer Annual Leave days from one year to next Yes _____ No _____
 - If Yes, describe particulars:
- Employee must sign document associated with taking Annual Leave Yes _____ No _____

- **Medical Leave**

- Details of Medical Leave policy

- **Maternity Leave**

- Details of Maternity Leave policy

- **Paternity Leave**

- Organization offers Paternity Leave Yes _____ No _____
 - If Yes, describe policy:

- **Remuneration Leave**

- Organization offers Remuneration Leave Yes _____ No _____
 - If Yes, describe Remuneration Leave policy:



Allowances

Transportation Allowance

- Organization gives Transportation Allowance
 - If Yes, list employee types that are eligible to receive Transportation Allowance

Housing Allowance

- Organization gives Housing Allowance
 - If Yes, list employee types that are eligible to receive Housing Allowance

Telephone Allowance

- Organization gives Telephone Allowance
 - If Yes, list employee types that are eligible to receive Telephone Allowance

Other Allowances

- Please list any other allowances and the employee types eligible to receive each allowance

Retirement Plan

Please describe how Retirement is handled:

Health Plans

Please describe Health Plan(s):



Taxes

- Please list and describe the organization's country taxes:

- List how each type of tax applies to each Employee Type:

Listings, Reports, and Payslips

Please collect sample copies of all required Payroll-related listings, reports, and pay slips, including all legal reports that must be submitted to the government or bank(s) regarding taxes or any statutory requirements. Your implementer will need these at implementation time.

Data Item Definition

Definition of Data Items is the most important part of the implementation process. As you prepare for implementation, your organization must ensure that all Data Items and payroll-related requirements of the organization's country are included in this document.

A Data Item is defined as a financial component of an employee's Net Pay. Data Items include, but are not limited to, Salary, Allowances, Deductions, and Bonuses. The monetary value of a Data Item for a given employee will be determined by a mathematical formula. Mathematical calculations determine:

- Earnings
- Deductions
- Other Items