EPORDO

EPORDO | Cloud Attendance | Payroll

Payroll Overview and Architecture Framework

Product capabilities, six-layer configuration model, and core concepts

EPORDO Payroll - Product Overview & Architecture Framework

Audience: HR leaders, payroll managers, implementation consultants, overseas customers evaluating or deploying EPORDO

Next step after reading: 02 - Quick Start Guide

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1. What Is EPORDO Payroll?

EPORDO Payroll is a **configurable payroll engine** built into **EPORDO Cloud Attendance**. It lets your organization:

- Define **how pay is calculated** (earnings, deductions, employer costs, tax)
- Connect to **attendance and HR data** without custom development
- Run **approved, locked pay cycles** with full audit history
- Support **monthly, weekly, biweekly, or daily** pay frequencies
- Operate in **any country** by configuring local rules-not by relying on pre-built country packs

  There is **no hidden "default country tax"**. The calculation engine uses exactly what you configure. If a rule is not defined, it does not apply.

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2. Who Is This For?

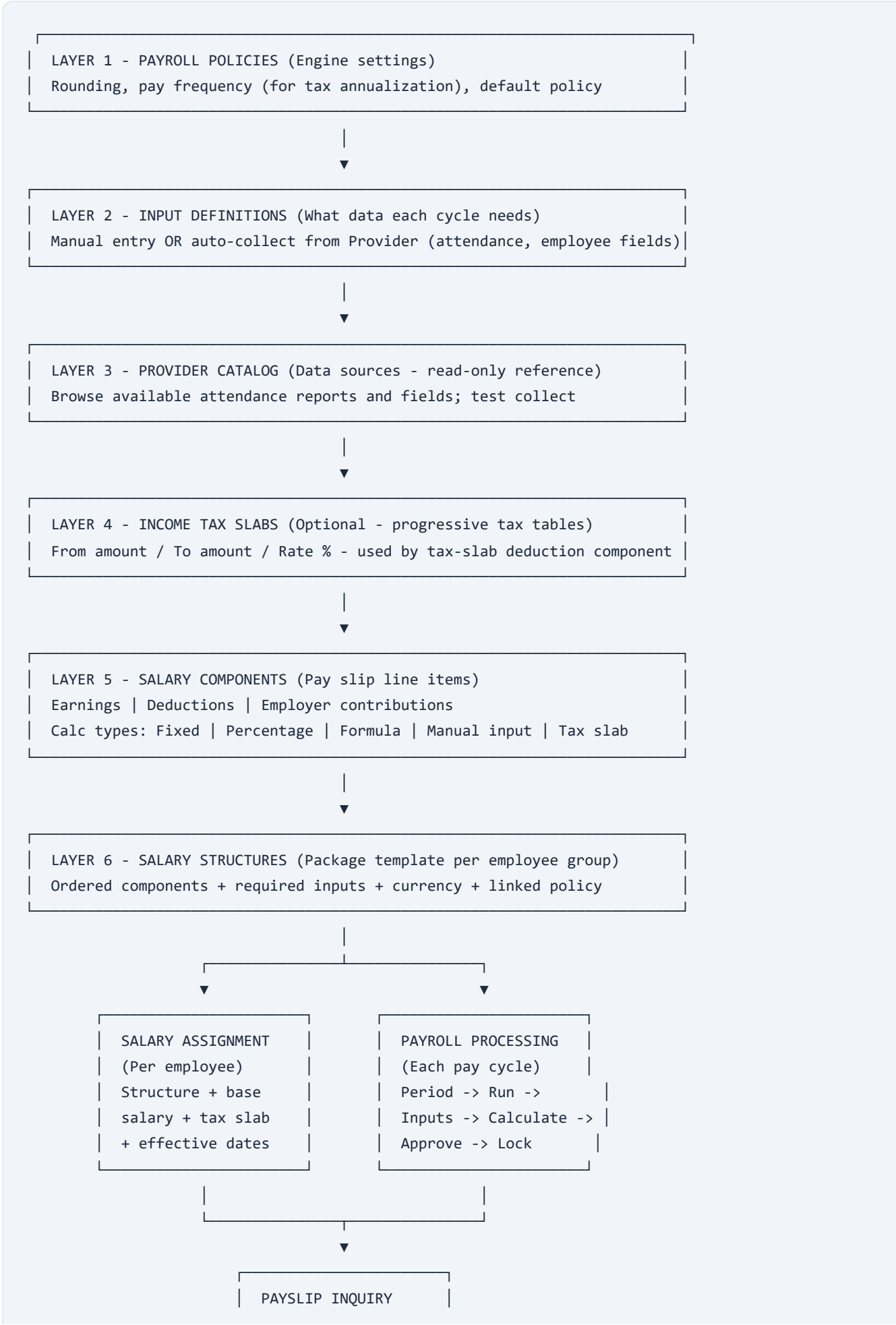
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3. Core Capabilities at a Glance

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4. Architecture Framework - Six Configuration Layers

EPORDO Payroll is organized in **six layers**. Configure them **top to bottom** once; then repeat only **Assignment** and **Processing** each pay cycle.


LAYER 1 - PAYROLL POLICIES (Engine settings)
Rounding, pay frequency (for tax annualization), default policy
LAYER 2 - INPUT DEFINITIONS (What data each cycle needs)
Manual entry OR auto-collect from Provider (attendance, employee fields)
LAYER 3 - PROVIDER CATALOG (Data sources - read-only reference)
Browse available attendance reports and fields; test collect
LAYER 4 - INCOME TAX SLABS (Optional - progressive tax tables)
From amount / To amount / Rate % - used by tax-slab deduction component
LAYER 5 - SALARY COMPONENTS (Pay slip line items)
Earnings | Deductions | Employer contributions
Calc types: Fixed | Percentage | Formula | Manual input | Tax slab
LAYER 6 - SALARY STRUCTURES (Package template per employee group)
Ordered components + required inputs + currency + linked policy
SALARY ASSIGNMENT
(Per employee)
Structure + base
salary + tax slab
+ effective dates
PAYROLL PROCESSING
(Each pay cycle)
Period -> Run ->
Inputs -> Calculate ->
Approve -> Lock
PAYSLIP INQUIRY

```
                        |  View | Export | Print|
                        └──────────────────────┘
```

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5. Five Core Concepts (Glossary)

Map these to familiar international payroll terms:

Concept relationships

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 Period          = WHEN you pay (date range)
Structure       = HOW you calculate (components + formulas)
Assignment      = WHO gets WHICH structure and base salary
Run             = ONE execution of payroll for that period
Policy          = ENGINE behavior (rounding, frequency)
```

Important rules:

- One run can include **many structures** (each employee uses their own assignment).
- **Mid-period structure changes do not auto-split** pay-align changes to period boundaries.
- A **Period** does not create attendance data-it only defines the date window.

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6. Module Structure - Four Menus

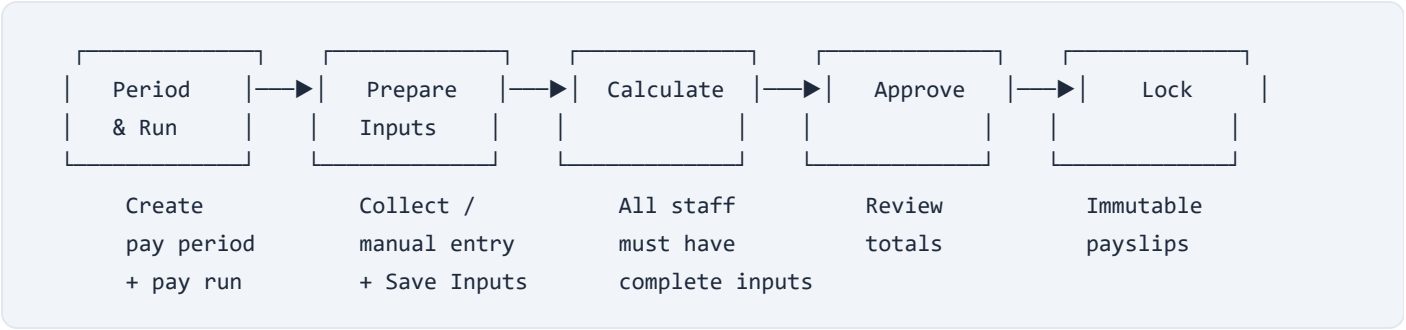
```
 EPORDO Cloud Attendance
└── Payroll
    ├── Payroll Settings      <- Configure once (6 tabs)
    ├── Salary Assignment     <- Assign employees
    ├── Payroll Processing    <- Run each cycle (5 steps)
    └── Payslip Inquiry       <- Query and export
```

Payroll Settings - Six tabs (in order)

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7. Payroll Processing Workflow - Five Steps

Every pay cycle follows the same path:



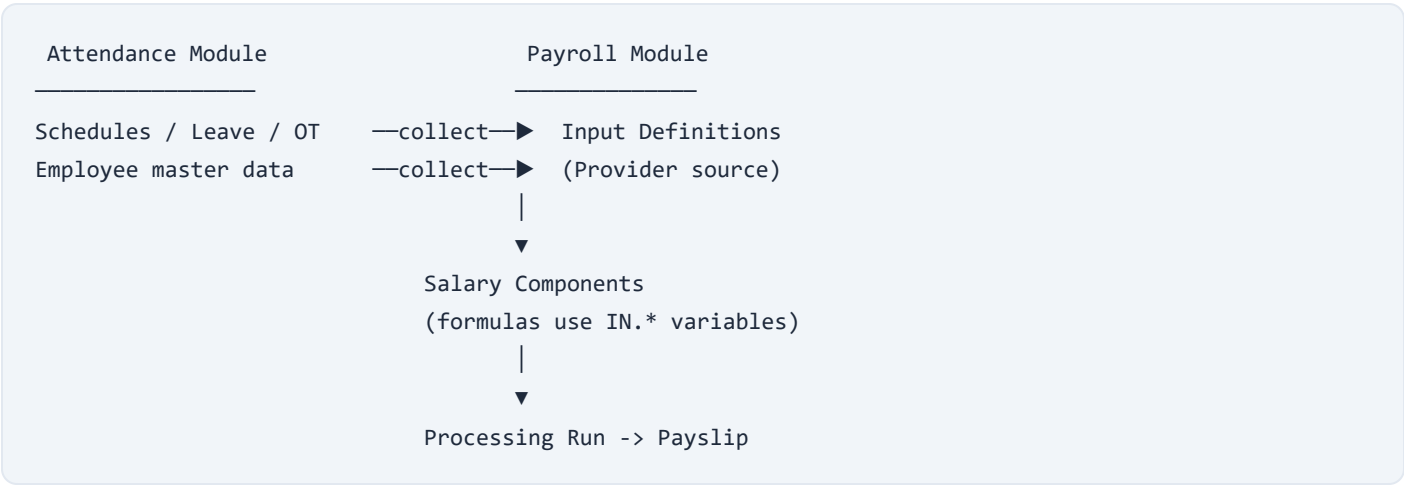
Run status flow: `Draft` -> `Calculated` -> `Approved` -> `Locked` (or `Void` for corrections)

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8. How Payroll Connects to Attendance

EPORDO keeps **attendance maintenance** and **payroll calculation** separate but linked:

Design benefit: You control exactly which attendance data affects each pay cycle. Payroll does not silently pull data you did not define.



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9. Component Model - Three Types, Five Calculation Methods

Component types

Calculation methods

Structure ordering rule

Components calculate **in sequence**. Dependencies must come first. **Tax slab deductions must appear after all taxable earnings.**

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10. International Deployment Highlights

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11. Feature Comparison - Why EPORDO Payroll Fits Global Operations

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12. Recommended Implementation Path

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 Phase 1 - Design (1-2 days)
  - Define pay components and structure for one employee group
  - Decide manual vs auto-collected inputs
  - Confirm tax approach (slab or none)

Phase 2 - Configure (2-3 days)
  - Complete Layers 1-6 in Payroll Settings
  - Assign pilot employees

Phase 3 - Pilot run (1 day)
  - One period, one run, spot-check calculations
  - Approve, lock, export payslips

Phase 4 - Go live
  - Roll out assignments; train payroll staff on monthly cycle
  - Use go-live checklist in Complete User Guide
```

Start here: 02 - Quick Start Guide

Full reference: 03 - Complete User Guide