

Subject: Payroll and Invoice Module Requirement

I want to share the requirements for our payroll and invoicing system. Please go through the details below:

Payroll Structure

1. Regular Employees

- Salary will be calculated based on attendance.
- Salary also depends on target achievement as per the chart below.

Target Achievement Chart (Salary % Payout):

- 0–19.99% target → 15% salary
- 20–29.99% target → 30% salary
- 30–39.99% target → 40% salary
- 40–49.99% target → 50% salary
- 50–59.99% target → 60% salary
- 60–69.99% target → 70% salary
- 70–79.99% target → 80% salary
- 80–89.99% target → 90% salary
- 90–100% target → 100% salary

2. Team Leaders

- Fixed salary + 7% incentive based on performance.
- Incentive is calculated per sale.
- Team members' salaries and incentives will be defined by the team leader.
- Example: If a team member gets 3% incentive, the remaining from the 7% goes to the team leader.
- Same model will apply to Territory Managers.

3. Hierarchy

- State Head → Territory Manager → District Manager → Sales Executive.
- State Head will have Territory Managers under them.
- Territory Managers will have District Managers under them.
- District Managers will have Sales Executives under them.
- There will also be direct employees under the company.

4. Salary Slip

- Salary slip should clearly show salary (attendance + target based), incentives, and any extra payment given.
- A blank column should be available for me to enter additional payments (if I want to pay someone extra).
- Salary slips should auto-generate on the 1st of every month.
- An Excel file with all employee salary data should also be generated for salary disbursement.

Invoice Requirement

- We are using **Zoho Invoice** for creating invoices.
- Please review Zoho Invoice and let me know how you can integrate or set up the invoice module for us.

Timeline

Kindly confirm by **today 4 PM** when you will be able to deliver this system. We want this done at the earliest.