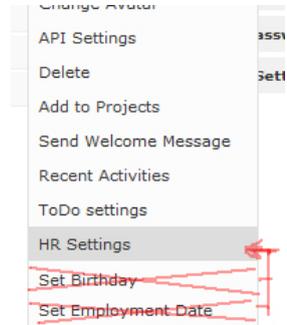


Activecollab HR Manager – v1.2(Update) - Requirements

The update should contain and cover the ability to administrator and HR manager to define whether user is contractor or employee, and define whether user is working on fixed monthly rate or hourly rate. We should also have a feature to set pay rate to different users for billable and non-billable hours.

User can also go from monthly rate to hourly rate and vice versa any time and statistics should be saved for previous months.

The hourly rate is fixed based on the month we are on. If we change it it will only affect current month and further months.



- 1) Organize all HR Manager settings into one tab at users' profile, where we should define birthdays, employment date, set whether user is employee or contractor and whether user works on monthly rate or hourly rate;
- 2) Contractor or Employee will be displayed at user profile along with information about monthly or hourly rate;

A screenshot of a user profile for 'Dima Mardachev'. The profile includes a 'ShadowViewer' button and a breadcrumb trail: Dashboard > People > USWebStyle > Dima Mardachev > Profile. The profile details are as follows:

Name	Dima Mardachev
Company	PHP Developer in USWebStyle
Role	Member, Contractor
Birthday	05.07.1988
Employment Date	05.08.2010
Rate	Hourly

Contact information:

- Email: dima@uswebstyle.com
- Mobile #: +375 29 7464666
- Skype: mardachevdy

Activity:

- Last visit: 12 days ago
- Local time: 17:50

- 3) If user is working on pay rate, we should define at HR Settings what is hourly rate for billable and non billable hours; All calculations on Salary Tab and HR Manager tab will be based on pay rate stated in Settings at each user profile and billable and non-billable hours of this user.

A screenshot of the 'HR Settings' form for 'Alexander Kobets'. The form includes:

- Birthday:
- Employment Date:
- Salary Settings section (highlighted in yellow):
 - User Type:
 - Billable Hours: /h
 - Non-Billable Hours: /h
 - Rate:
- Submit button

- 4) HR Manager tab: We should see – Payrate(h), Logged Hours, Billable Hours, Non-Billable hours, and Salary. Events won't affect the calculations as they are for users who work on monthly basis. There won't be Legend as we won't have any events.

The screenshot shows the 'General page' for HR Manager Dima Mardachev. It features a calendar view for the month of 2010, with the 9th of the month highlighted. The calendar cells contain the name 'Dima Mardachev'. Below the calendar is a 'Statistics' section with the following data:

Working: 22 days	Rate(Billable Hours): 18/hour
Days Off: 8 days	Rate(Non-Billable Hours): 16/hour
Freelance: 14 days	Logged: 122 hours
Rate: Hourly	Billable: 121 hours
Payout Result: $(0/1*10 + 2/1*12)/22*rate + 0/22*rate = 272.73$	Non-Billable: 1 hour

- 5) Salary Tab: at the rate field we should see the hourly rate this way – 18/h for those who work on hourly rate or we can add extra field to define only hourly rates for users who work on hourly rates. We should also change hourly rate when we click on username or edit icon with getting all information about user that is entered at HR Manager settings at user profile;

The screenshot shows the 'Salary' tab in the HR Manager interface. It displays a table with the following columns: Person, Rate, Payout, Withdrawn, Hours(L/B/NB), and Bonus. The data is as follows:

Person	Rate	Payout	Withdrawn	Hours(L/B/NB)	Bonus
Vit Sheff	20/h	45.00	0	122/121/1	13.00
Sonit Barton	0	0.00	0	0	0
Anna Kithen	230	230.00	0	0	0
TOTAL:	275	275	0	122/121/1	13

On the right side of the table, there are two buttons: 'All Companies' and 'USWebStyle'.

- 6) Next to billable and non-billable hours there should be link to user time reports. We should have a feature to pay for the specific number of hours and close the month based on time reports + we should define number of hours to be worked each month or week.

Edit Salary

Add Bonus



Dashboard > HR Manager > Salary > Edit

< 2010/10

11 / 2010

2010/12 >

Name	Vit Sheff	+ we have Rate type here and contractor or employee. Logged Hours, billable hours this month, non-billable this month	
Company	HR Manager in USWebStyle		
Role	Member		
Payout	45.00		

Rate: Billable Hours /h Non-Billable Hours /h

Withdrawn:

Amount	Description	Due on	Created on	Status	
13	sfsdf	12 Days Late	Oct 01, 2010	Open	

Submit