

# STATEMENT OF WORK

*BUSINESS: Asset10 Software Private Limited*

**Products:**

***ZOHO People & Payroll***

## 1 CASE STUDY: ZOHO PEOPLE & ZOHO PAYROLL IMPLEMENTATION FOR ASSET10 SOFTWARE PRIVATE LIMITED

### Client Overview

Asset10 Software Private Limited, incorporated in 2021, is a technology company specializing in software publishing, consultancy, custom software development, and web solutions. The company engaged Zyenac Solutions to implement a cloud-based HR and payroll system to streamline HR operations, automate payroll processing, and ensure statutory compliance.

Asset10 contacted Zyenac Solutions to evaluate, implement, customize, and handhold the roll-out of Zoho People and Zoho Payroll.

### SUMMARY OF REQUIREMENTS & SOLUTION OFFERED

Following an initial business analysis and discovery workshop, the proposed solution focuses on delivering a tightly integrated HR and payroll platform using Zoho People and Zoho Payroll. The implementation covers employee lifecycle management (onboarding → payroll → offboarding), attendance & leave automation, statutory compliance, payroll automation, and reporting.

#### Zoho Applications (Based on Requirement)

- Zoho People
- Zoho Payroll
- **Deliverables**
  - End-to-end Implementation & Customization of Zoho People & Zoho Payroll
  - Data migration (employee master, attendance, salaries)
  - Statutory configuration and compliance mapping (PF, ESI, PT, professional tax where applicable)
  - Integration & sync between Zoho People and Zoho Payroll
  - Testing & Validation (Functional + Payroll accuracy checks)

- User Training, SOPs & Handholding for first 2 payroll cycles
- Documentation, UAT support and go-live assistance

## DETAILED REQUIREMENTS & PROPOSED SOLUTIONS

1. Employee Master & Organization Setup			
S.No	Development Type	Suggested Feature	Tasks / Specifications
1	Setup	Organization Structure	Configure company profile, branches, departments, roles, and reporting hierarchy
2	Setup	Employee Master	Create employee master form with mandatory fields (personal, bank, statutory IDs, joining details)
3	Setup	Document Management	Centralized repository for offer letters, IDs, agreements, certificates
4	Setup	Custom Fields & Templates	Add custom fields and templates required by Asset10 (project codes, billable flags)
5	Setup	Role-Based Access	Define user roles & permissions for HR, finance, managers, and employees
2. Onboarding & Offboarding			
S.No	Development Type	Suggested Feature	Tasks / Specifications
6	Workflow	Onboarding Automation	Digital onboarding checklist, document collection & verification workflows
7	Workflow	Offer & Joining	Template generation for offer letters and joining formalities
8	Workflow	Probation Tracking	Probation period reminders, confirmation workflows
9	Workflow	Offboarding & F&F	Exit checklist, asset return, final settlement calculation workflows
3. Attendance, Shifts & Time Management			
S.No	Development Type	Suggested Feature	Tasks / Specifications
10	Setup	Attendance Methods	Configure biometric/Mobile/GEO check-ins, web punch policies
11	Setup	Shift Schedules	Define shifts, weekly offs, flexible shift patterns
12	Workflow	Attendance Rules	LOP rules, grace time, late coming policies, overtime calculations
13	Workflow	Geo-fencing & IP Whitelisting	(If required) Restrict check-in to office locations or IP ranges

14	Workflow	Attendance Exceptions	Auto-regularization, manager approval flows for exceptions
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#### 4. Leave Management

S.No	Development Type	Suggested Feature	Tasks / Specifications
15	Setup	Leave Policies	Configure leave types, accrual rules, carry-forward, encashment
16	Workflow	Leave Approvals	Multi-level approval workflows and calendar visibility
17	Workflow	Balance & Reporting	Real-time leave balances in ESS and leave reports for managers

#### 6. Payroll Configuration & Statutory Compliance

S.No	Development Type	Suggested Feature	Tasks / Specifications
18	Setup	Payroll Structure	Define earnings, deductions, allowances, reimbursements and salary components
19	Setup	Statutory Setup	Configure PF, ESI, Professional Tax / PT, TDS, other state-specific taxes
20	Workflow	Salary Mapping	Map employee salary structure, CTC breakup, and pay cycles
21	Workflow	Reimbursements & Advances	Configure reimbursement workflows & advance salary handling
22	Workflow	Leave Encashment	Automate encashment logic for leaves on resignation/exit
23	Setup	Rehire & F&F	Ensure rehire flags and accurate full & final settlement calculations
24	Workflow	Payroll Approvals	Multi-level payroll approval and validation flows

#### 7. Payroll Processing, Payslips & Integrations

S.No	Development Type	Suggested Feature	Tasks / Specifications
25	Workflow	Auto Payroll Runs	Automate payroll runs using attendance & approved adjustments
26	Setup	Payslip Templates	Configure branded payslip templates and distribution settings
27	Workflow	Bank File Generation	Generate bank transfer files (CSV/NEFT) for salary disbursement
28	Integration	Zoho People ↔ Payroll	Ensure seamless sync of employee, attendance, leave & LOP data
29	Integration	Books/Finance Sync	Provide mapping requirements for Zoho Books/Finance (if required)

30	Setup	Statutory Reports	Set up statutory reports for PF/ESI/PT/TDS filings and generate required forms
31	Workflow	Audit Trail & Logs	Maintain logs for payroll changes, approvals, and user actions

## 8. Reports, Dashboards & Analytics

S.No	Development Type	Suggested Feature	Tasks / Specifications
32	Setup	Standard Reports	Headcount, payroll register, salary cost center, leave & attendance reports
33	Setup	Custom Reports	Custom BI reports (e.g., project-wise salary cost, bench reports)
34	Setup	Dashboards	HR and Payroll dashboards for leadership & finance teams

## 9. Testing, UAT & Training

S.No	Development Type	Suggested Feature	Tasks / Specifications
39	Testing	Functional Testing	Validate attendance rules, leave flows, payroll calculations
40	Testing	Payroll Accuracy Checks	Parallel payroll (dry runs) for 1–2 cycles to ensure accuracy
41	UAT	User Acceptance Testing	Coordinate UAT with HR and Finance stakeholders
42	Training	Training Sessions	Admin training, manager training, and end-user training (ESS)
43	Documentation	SOPs & Manuals	Handover guides, payroll run checklist, escalation matrix

## 10. General Activities & Governance

S.No	Category	Feature	Details
44	General	Data Migration	Employee master, historical attendance/payroll data (as agreed)
45	General	Roles & Permissions	Configure admin, payroll, HRBP, and manager access levels
46	General	Support	Post go-live support & handholding for first 2 payroll cycles
47	General	Project Management	Weekly status updates, issue logs, and change control
48	General	Documentation	End-to-end technical & functional documentation

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