

# HR & payroll

People / Core workflow guide

Organise employees, leave and payroll approvals.

## BUILD STATUS

Development preview 0.1.0. These diagrams describe the shipped core records and state actions. They are not interface screenshots. Full UI walkthrough and live Hostinger acceptance are pending.

## The record sequence

**1 Employees** Create this reference data first.

**2 Leave requests** References: employees

**3 Payroll** References: employees

## Follow the workflow

Create an employee, calculate a payroll record, approve it and record manual settlement.

## BEFORE YOU BEGIN

Sign in, select your workspace and open this system. Create referenced records first. Use fictional data for testing and protect any personal or confidential information.

# Know your records

Data reference / Inputs and computed values

## Employees

| Field        | Input type | How to use it                                       |
|--------------|------------|-----------------------------------------------------|
| Name         | text       | Plain text, up to 200 characters.                   |
| Staff number | text       | Plain text, up to 200 characters.                   |
| Email        | email      | A valid email address; demo examples are fictional. |
| Department   | text       | Plain text, up to 200 characters.                   |

## Leave requests

| Field       | Input type | How to use it                             |
|-------------|------------|-------------------------------------------|
| Employee id | ref        | Select a workspace record from employees. |
| Starts on   | date       | Calendar date (YYYY-MM-DD).               |
| Ends on     | date       | Calendar date (YYYY-MM-DD).               |
| Reason      | longtext   | Plain text, up to 12,000 characters.      |

# Know your records

Data reference / Continued

## Payroll

| Field       | Input type     | How to use it                                    |
|-------------|----------------|--------------------------------------------------|
| Employee id | ref            | Select a workspace record from employees.        |
| Period      | text           | Plain text, up to 200 characters.                |
| Basic       | money          | Non-negative amount; at most two decimal places. |
| Allowances  | money          | Non-negative amount; at most two decimal places. |
| Deductions  | money          | Non-negative amount; at most two decimal places. |
| Net         | computed money | Calculated by the server; not a user input.      |

Every record also has a workspace identifier, state, version and timestamps. Reference selection and server checks prevent a record from linking to another workspace.

# Operate with confidence

Actions, permissions and safe recovery

## Available state actions

| Record         | States                          | Actions                                 |
|----------------|---------------------------------|-----------------------------------------|
| Employees      | active                          | Reference data; no state action.        |
| Leave requests | requested > approved > rejected | approve to approved, reject to rejected |
| Payroll        | draft > approved > paid         | approve to approved, mark paid to paid  |

## Payroll calculation and approval

- Net pay equals basic pay plus allowances minus deductions. A negative result is rejected.
- Approval and marking payroll paid require an owner or manager. Mark paid records manual settlement.
- Statutory deductions, tax filings, bank payouts and dedicated employee self-service portals are not implemented by this core flow.

## Roles and subscription access

This confidential system requires a workspace owner or manager. Approval, verification, publishing, payroll settlement and journal posting require an owner or manager. Entitlements and record quotas are enforced on the server. Expired subscriptions become read only.

## Documents and recovery

- Use the record PDF action for a private document. CSV export requires an eligible plan. Attachments accept PDF/JPG/PNG up to 5 MB per file; demos cannot upload.
- A stale version or repeated action is rejected. Refresh, inspect the saved state and retry only when appropriate. Processed records cannot be edited as drafts.
- A PDF is a snapshot of recorded information. Ordinary business records do not receive the CEO signature, stamp or company seal automatically.