**SYR2021-002 RFI**

1. RFI Title: Customization and integration of payroll module
2. 1.2.1 Background: The Norwegian Red Cross is supporting the Syrian Arab Red Crescent (SARC) in implementing a new ERP software that is Microsoft Dynamics.

The Syrian Arab Red Crescent (SARC) is an independent humanitarian organization founded in 1942 under decree No/540/1942 and decree No/117/1966. Its headquarters is in Damascus and it has 14 branches in the 14 governorates of Syria plus 75 sub-branches. SARC is part of the Red Cross Red Crescent movement which is the world’s largest humanitarian network governed by the seven fundamental principles of humanity, impartiality, neutrality, independence, voluntary service, unity and universality. The ongoing crisis in Syria coupled with the enormous humanitarian needs in the country has resulted in increased pressure on having a reliable automated financial, HR and procurement management systems within SARC.

However, the Microsoft Dynamics do not have a payroll module that can be implemented as-is in accordance with SARC functional requirements and the Syrian regulations concerning social security and income tax. Accordingly, the Norwegian Red Cross is looking for a payroll module that could be integrated within Microsoft Dynamics at SARC.

1. 1.2.2 Specification of Demands: The Norwegian Red Cross aims to implement payroll module at SARC with the following minimum requirements:
* It should be integrated within the ERP system that is currently being implemented at SARC;
* It should also be integrated with the fingerprints system currently used at SARC that is SQL server installed on windows server 2012 R2 with suprema BioStar v 2.7.0.50 access control system with time attendance management software.
* It should be customized in accordance to SARC functional requirements and the Syrian rules and regulations concerning social security and income tax.
* It should automatically update the GL accounts for each payroll type such as basic salary, transportation, etc…
* It should allow for data analysis at each employee level.
* For more details on SARC functional requirements with respect to the payroll module, refer to appendix A at the end of this document.
1. 1.3 Delivery time: Implementation of payroll module should be delivered within a maximum period of two months following the signature of contract.

**Appendix A:**

| Requirements | Comments |
| --- | --- |
|  | Ability to capture and record time attendance that can be linked to department, employee, branch, donation or project code. |  |
|  | Provide ability to calculate salaries on defined pay rates per employee in the period. |  |
|  | Provide ability to perform regular payroll processing (example. print checks, reports) on monthly cycles. |  |
|  | Ability to automate payroll entries to GL and to perform automated allocation to projects  |  |
|  | Ability to support payroll related reporting requirements (statutory and regulated)  |  |
|  | Ability to make adjustments after payroll run |  |
|  | Ability to run retro payment for salary adjustments |  |
|  | Ability to automatically calculate employee and employer taxes and social security |  |
|  | Ability to maintain audit logs of changes to employee records |  |
|  | Ability to make adjustments after payroll run |  |
|  | Ability to run retro pay for adjustments |  |
|  | Ability to support Payroll exception reporting |  |
|  | Ability to rollback payroll runs |  |