You have just been appointed as the Finance Manager of Noohra Business Corporation (A private corporation established in Ghana).

One challenge the company has been facing is the preparation of a comprehensive payroll that is Automated to take care of routine changes like staff promotions, educational upgrades, staff loan deduction, Tax computation, etc.

You have just received the salary structure and staff data from the HR Department.

Below are the prescribed payroll policies of Noohra Business Corporation:

- 1. Staff with Masters Qualification basic salary are increased by 20%
- 2. Staff with First Degree Salary are increased by 10%
- 3. Any other qualification is graded as per position.
- 4. Staffs with professional qualifications enjoy a professional allowance of 20% of their basic salary
- 5. Transportation and Rent allowance is 15% of the Basic Salary
- 6. Risk and Lunch allowance is 10% of the Basic Salary
- 7. Only permanent staffs contribute to PF at a rate of 5% and the company pays additional 7%. This contribution is not compulsory and the company pays the 7% additions for those contributing.
- 8. Some staff also do personal pension contributions to Tier 3
- 9. All Staff are entitled to a staff loan at a rate 0f 12% per annum up to a period not exceeding five years. The company also gives advances to staff to repay within a maximum period of six months at no interest.

## Task:

- 1. You are to prepare a master payroll that is in sync with the company's salary structure to automate staff salaries per their position, qualifications, and years of experience.
- 2. The payroll should be able to handle auto deductions of staff loans and advances.