

# **MANUAL FOR PAYROLL SOFTWARE**

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### **INTRODUCTION**

Payroll software is basically for generate salary reports, ESI reports, PF report, Reimbursement reports, Loan/advance reports, arrear/bonus reports, master reports , piece information and statement.

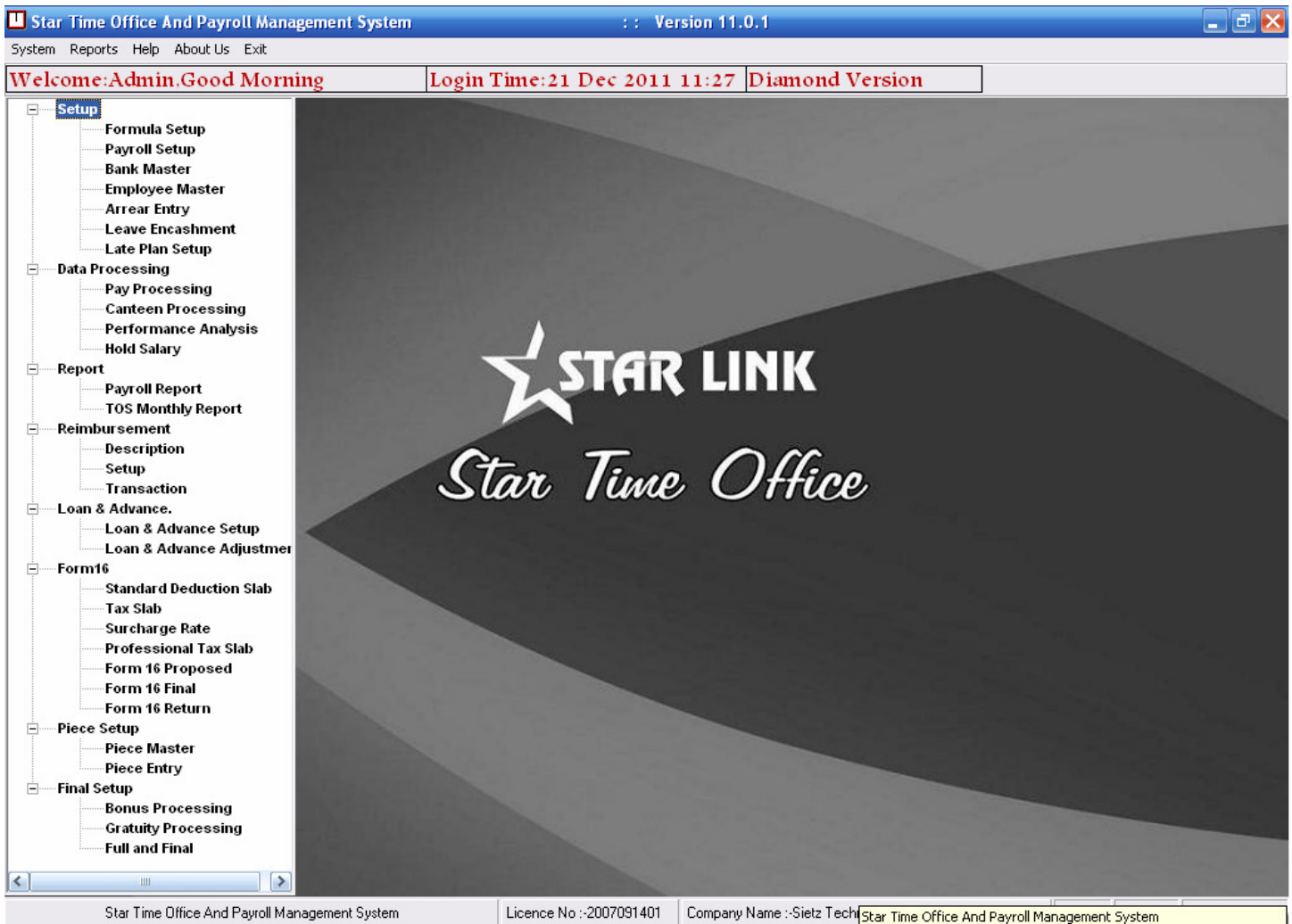


Figure : Main Window

## 1. System

In system you can change password, and see calendar and use calculator and import data.

### 1.1. Password

You can set password to restrict unauthorized user for access the time office software. If you are giving password first time, you have to leave blank the old password textbox and enter password which you want to give in the new password textbox then confirm it in the confirm new password textbox Press "Ok" button to activate the new password. You can change password through this option. Enter old password in the old password textbox and continue the same process as new password creation and press "Ok". The new password will activate after pressing "Ok" button.

To cancel the new password creation process press "Cancel" button.

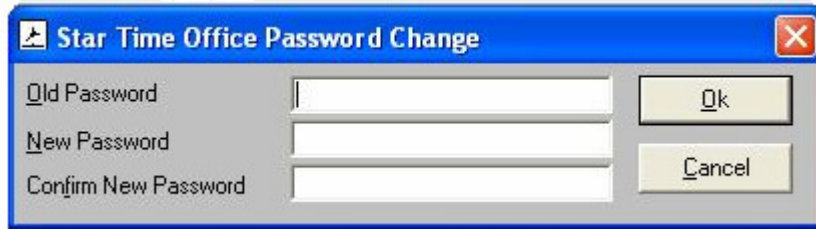
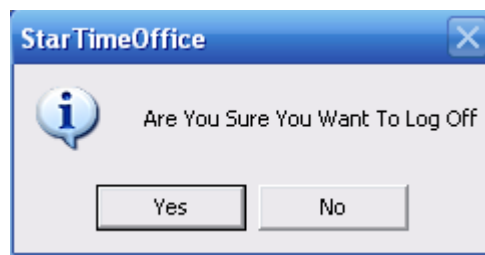


Figure : Password Change Window

## 1.2. Log Off User

You can use this option for logoffuser for change the user. To cancel the LogOffUser press "No" button



## 1.3. Calculator

You can do any mathematical calculation through this calculator as you do through the pocket calculator.

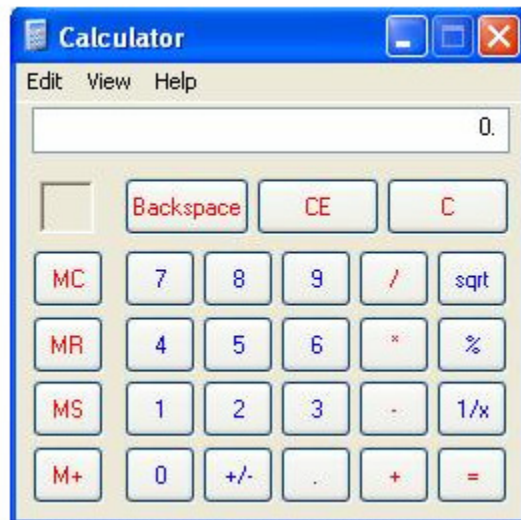


Figure : Calculator

## 1.4. Calendar

You can see calendar and set date from this option.

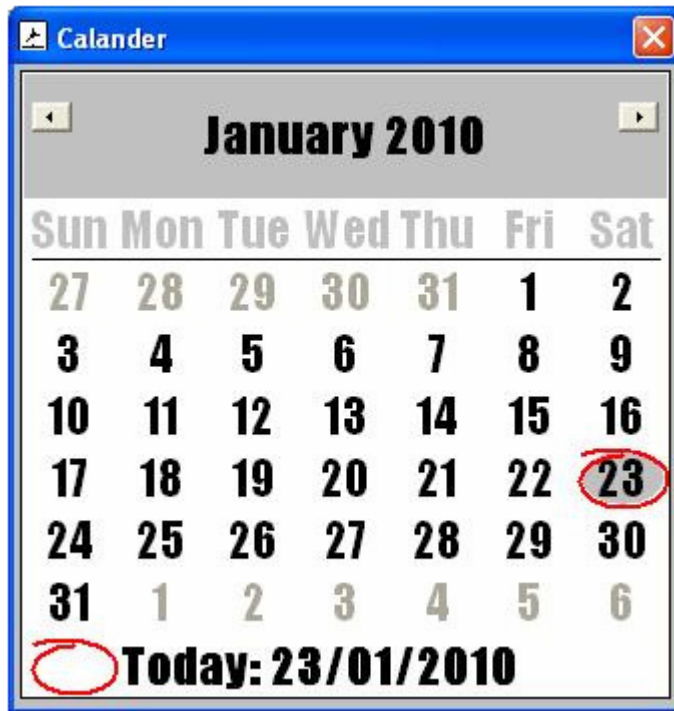


Figure : Calendar

## Tree View Structure

### A. Setup

#### 1. Formula setup

You can create Formula for the further calculation of earnings and deduction's over the salary through this option of the payroll software. You can also do modification in the existing formula and search the formula and delete the existing formula. When you press the Formula setup tab of setup window menu , you will see a Formula setting window in which you see the following button's like append, modify, delete, previous, find, next and close.

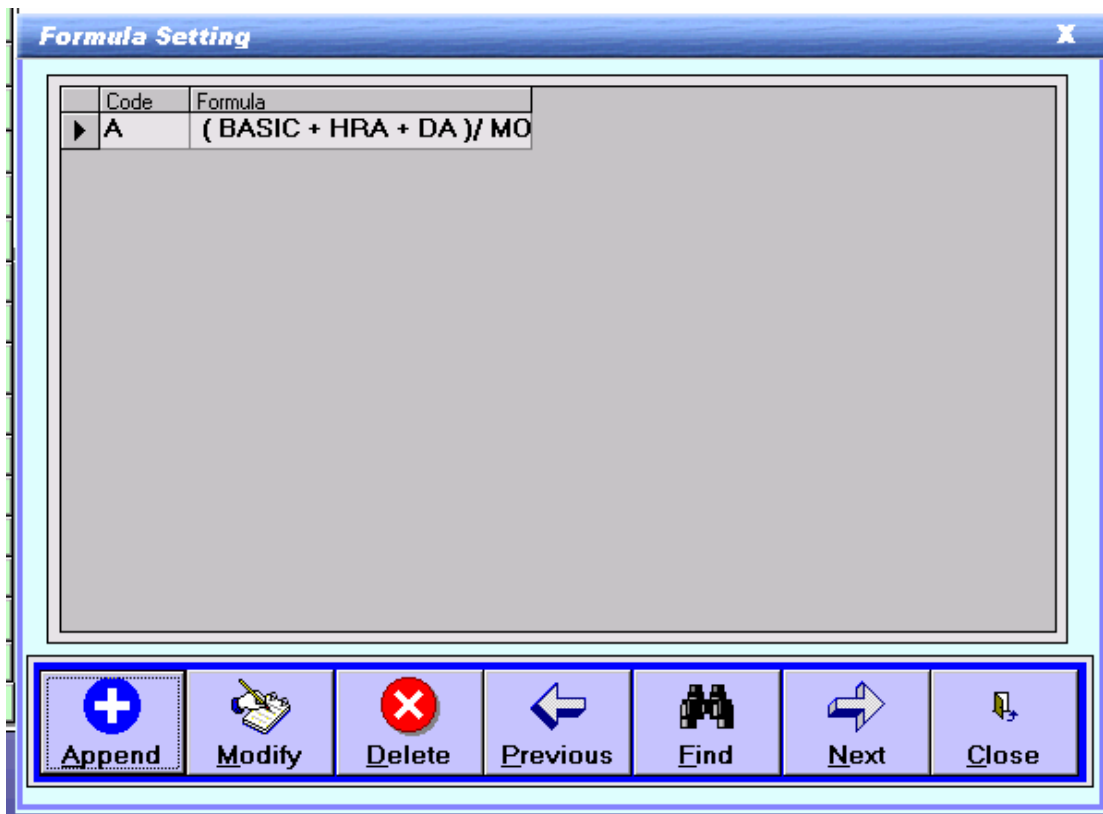


Figure : Formula Setup-1

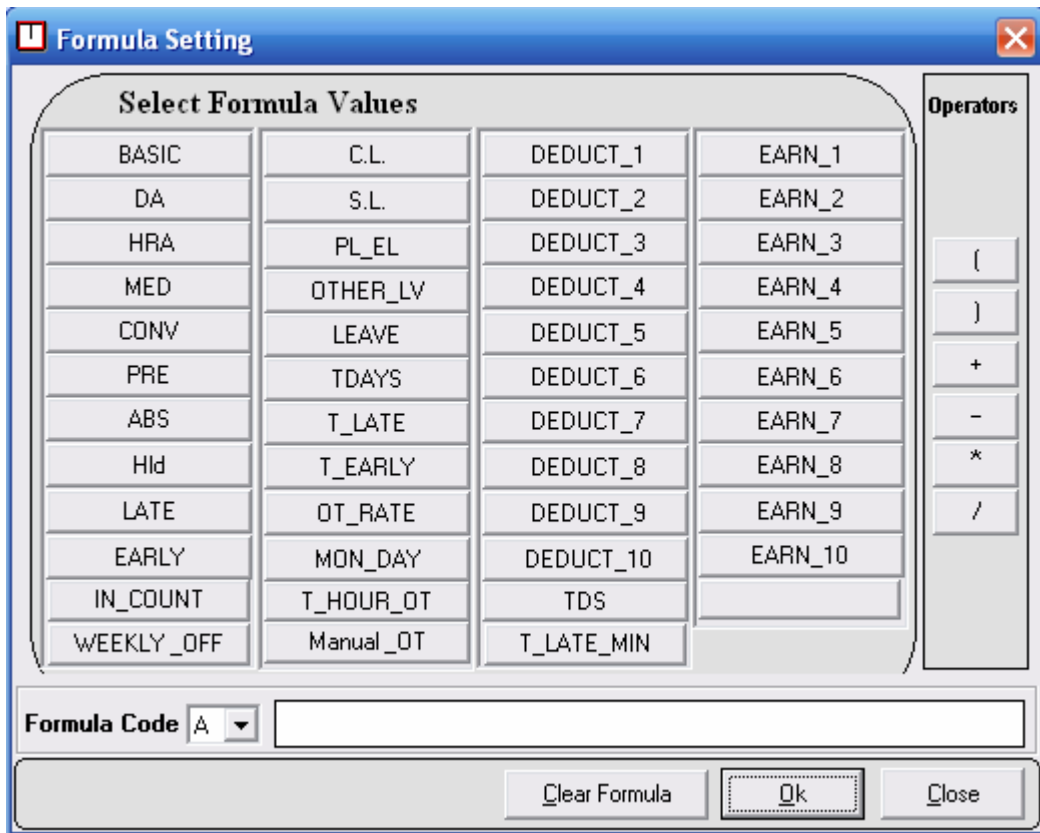


Figure : Formula Setup-2

## 2. Payroll setup

In this payroll setup, you can feed information about all employees by using general setup, bonus setup, allowed, PF setup, ESI setup and extra setup. There are 6 parameters in payroll setup:

- i. **General Setup:** In general set you can set earnings and deductions on rate per amount by using formulas which you made in formula setup. You can allot these earnings and deductions and TDS to selective employees.

Earnings					Deductions						
	Description	Rate / Amt	Formula	Rnd	S		Description	Rate / Amt	Formula	Rnd	S
1	Prod Award	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Other	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Basic Round       Conveyance Round  
 Hra Round         Medical Round  
 DA Round          OT Amount Round

TDS :      0000000.00      None     

Apply      Close

- i. **Bonus/Gratuity Setup:** You can give bonus to employee on wages or on basic pay.
  - ❖ You have to enter minimum working days on which you want to give bonus.
  - ❖ You can set bonus wages limit.
  - ❖ You can set bonus amount limit.
  - ❖ You can set bonus rate.
  - ❖ You can allow bonus on arrear by ticking on this box.
  - ❖ You can set minimum year for gratuity but it will apply when an employee work more than 5 years.

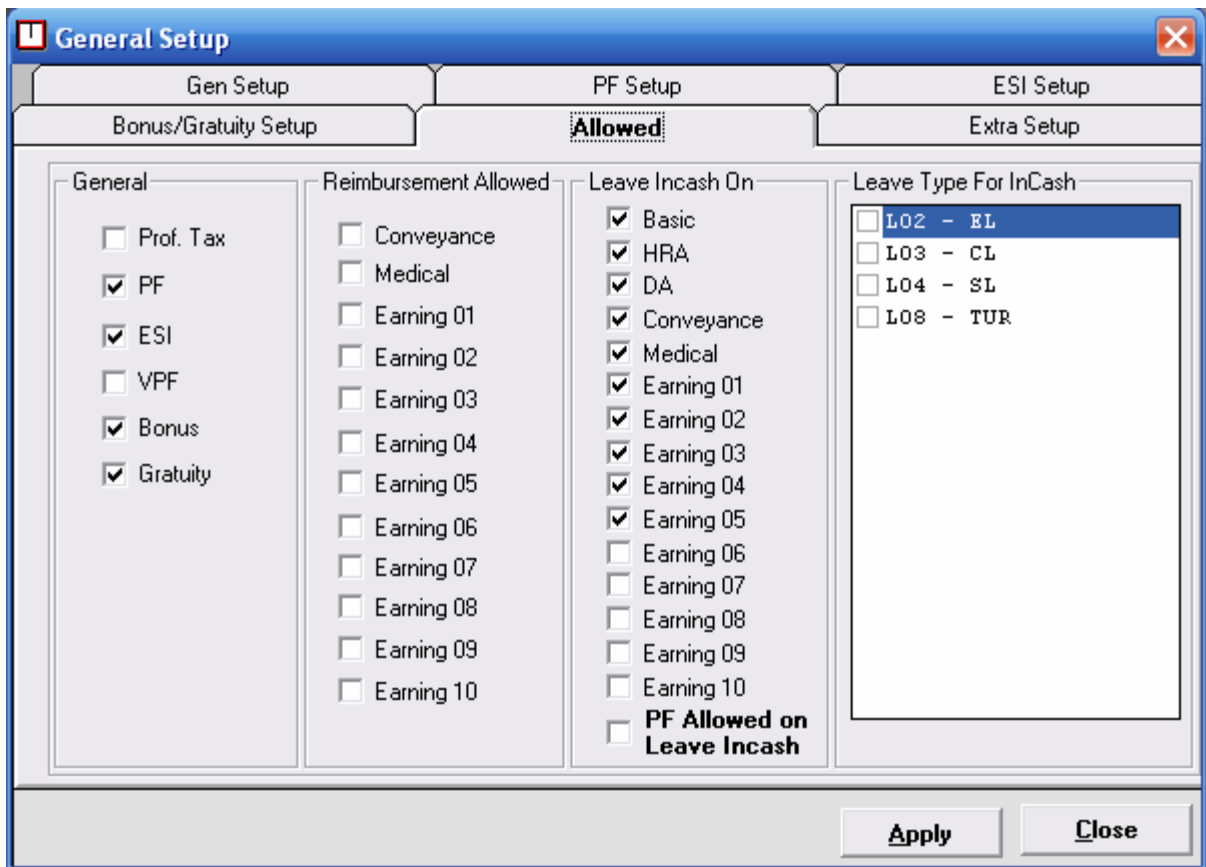


- ❖ By tick on the box show “bonus on salary slip”, you can add this option in salary slip and can also set for 6 months for which you are giving bonus.

Gratuity will automatically calculate through formula  
 $\{\{basic/26\} * years\}$

- ii. **Allowed:** This option is used for activating reimbursement and leave incash on.
  - ❖ In General if you tick on options Prof. Tax, PF, ESI, VPF, Bonus, Gratuity, and then ticks will automatically generate in employee setup.
  - ❖ If you want to give reimbursement but don't want to show on salary slip but want to maintain in software, you have to tick on boxes in reimbursement.

If you want to leave incash on basic ,HRA, DA , earnings then you have to tick on boxes in Leave Incash on. and if you want to deduct PF on leave incash , tick on “PF allowed on leave incash on”.



- iii. **PF Setup:** In PF setup, employer can set limit of basic salary on which PF from the employee salary.
- ❖ By tick on fixed on limit of basic salary will be fixed.
  - ❖ You can set percentage of PF deduction will be deducted from employer's account. This PF will be deducting into 2 parts.
    1. Percentage of Employee PF (EPF) will deduct from employer's account.
    2. Percentage of Family PF (FPF) will deduct from employer's account.
  - ❖ Employee's PF deduction: This percentage of amount will be deduct from employee's salary.
  - ❖ PF A/C 02, PF A/C 21, and PF A/C 22: Some amount of PF will be deposited in government's account.
  - ❖ Amount on which PF will deduct: you can select option on which you want to deduct PF.

**General Setup**

Bonus/Gratuity Setup      Allowed      Extra Setup

Gen Setup      **PF Setup**      ESI Setup

Limit of PF Deduction: 006500.00     Fixed

Employer's PF Deduction: 12.00     On Work Days

Employer's EPF Deduction: 03.67

Employer's FPF Deduction: 08.33

Employee's PF Deduction: 12.00

Employee's VPF Deduction: 00.00

Rounding with Decimal Place of: 0

PF A/C 02: 01.100

PF A/C 21: 00.500

PF A/C 22: 00.010

Fix EDIL on Pf Limit Deduction:

**Amount on Which PF will Deducted**

Basic

HRA

DA

Conveyance

Medical

Earning 01

Earning 02

Earning 03

Earning 04

Earning 05

Earning 06

Earning 07

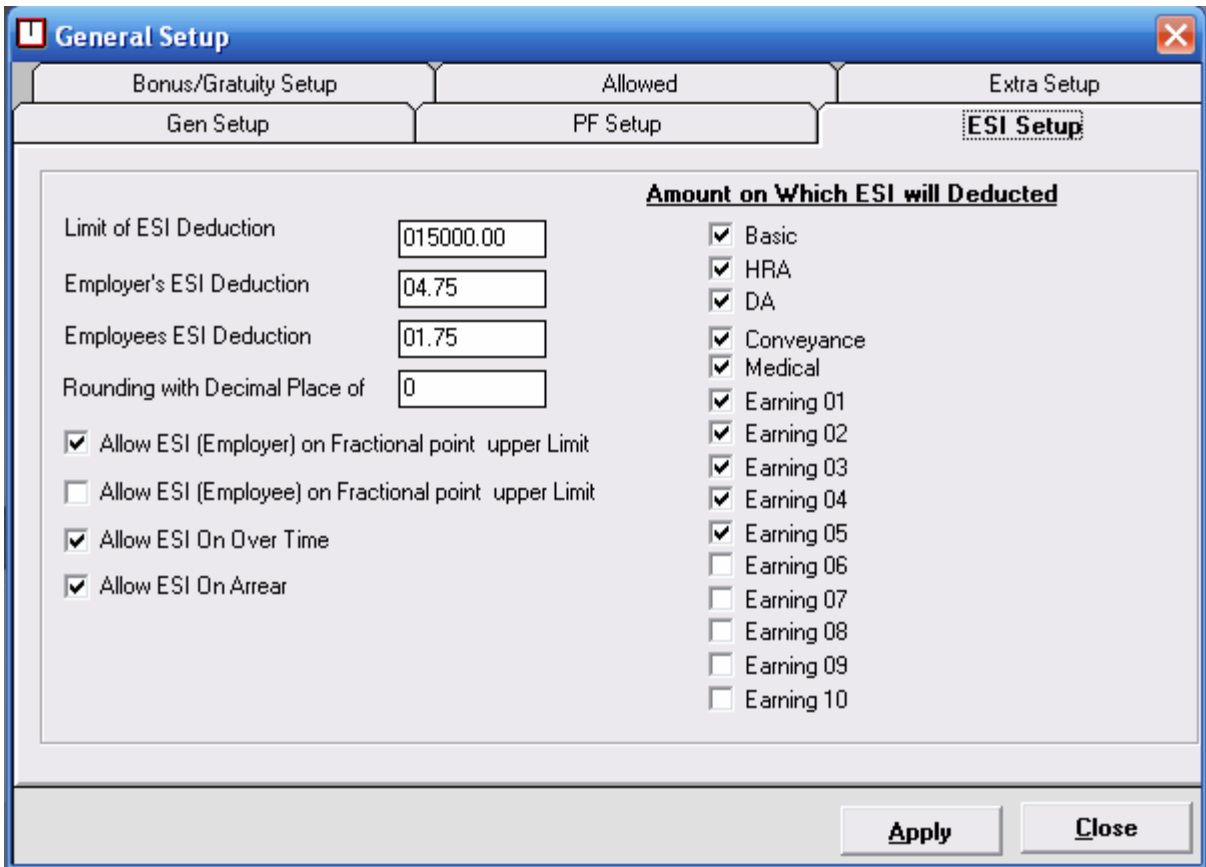
Earning 08

Earning 09

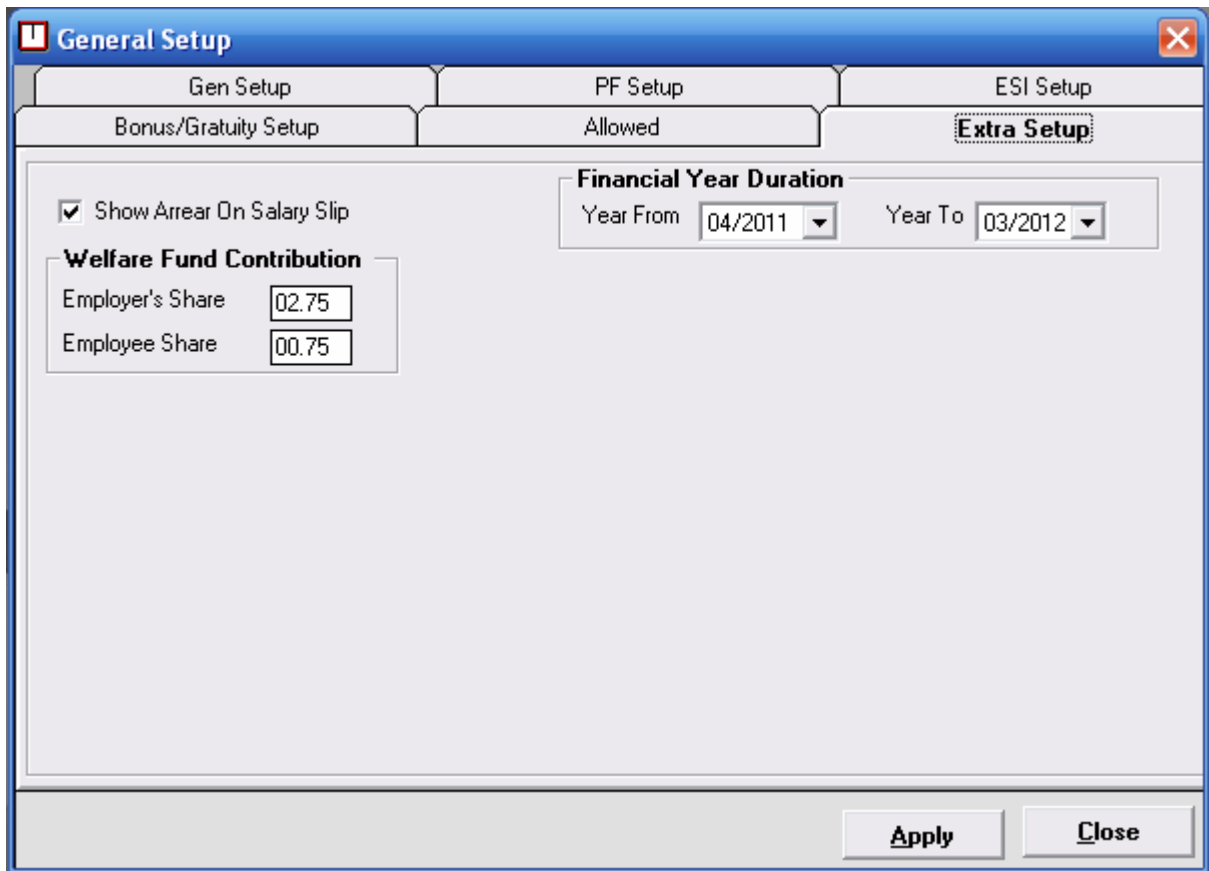
Earning 10

Apply    Close

- iv. **ESI Setup:** This option is used for ESI setup.
- ❖ Limit of ESI deduction: You can set a amount of salary on which you can deduct ESI.
  - ❖ Employer's ESI deduction: Percentage of ESI which will be deducted from employer's account.
  - ❖ Employee's ESI deduction: Percentage of ESI which will be deducted from employee's account.
  - ❖ Allow ESI on Over Time: Check on this box and allow ESI on overtime.
  - ❖ Allow ESI on Arrear: check on this box and allow ESI on arrear.
- Amount on which ESI will be deducted: By check selective boxes on which you want to deduct ESI.



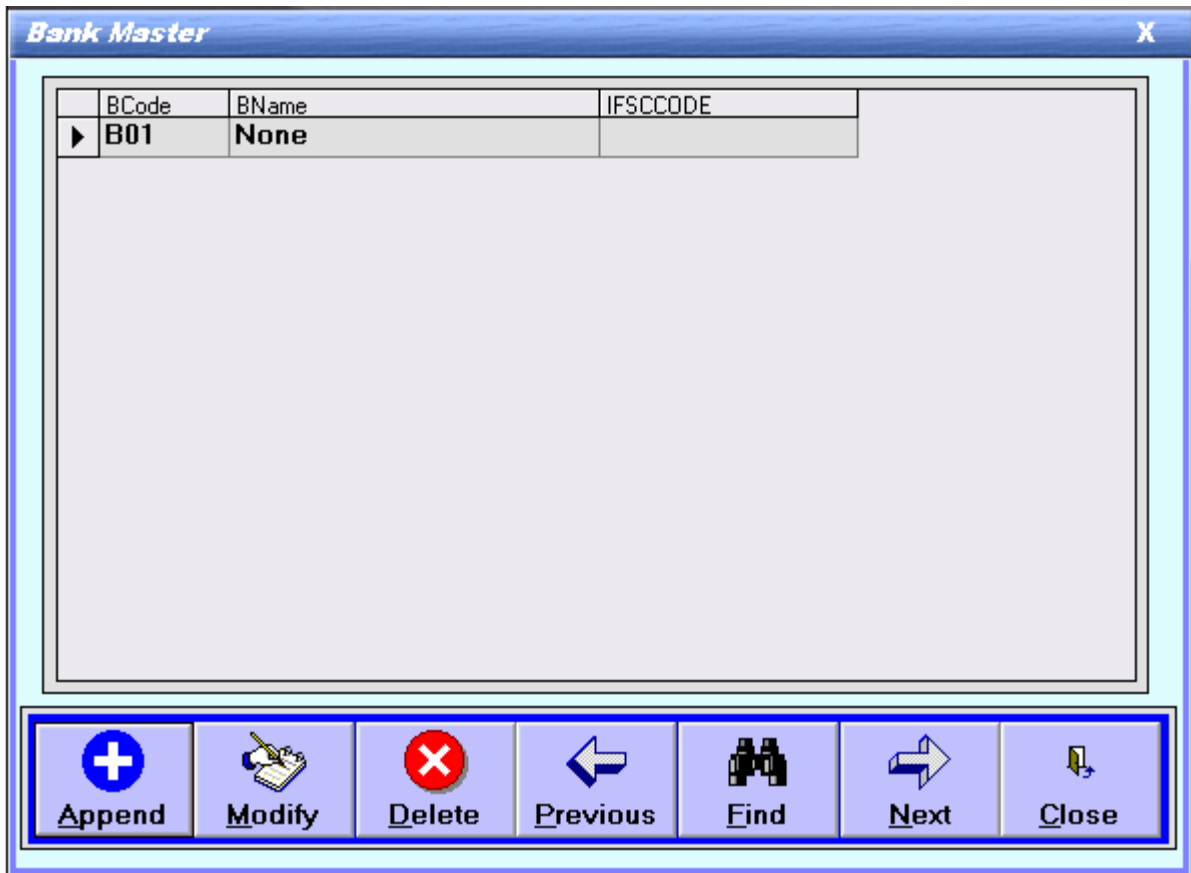
v. Extra Setup: This option is used to create financial year in the starting of the year.



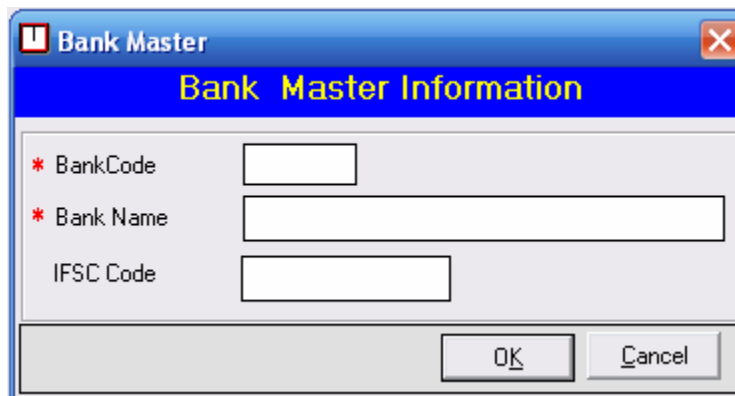
### 3. Bank Master

You can create bank master to assign it to employee. And you can also generate any report bank wise.

When you open bank master it will show you bank code, bank name and bank IFSC code



When you click on append bank you will find the below box to enter bank detail . Here bank code and bank name it compulsory field.



#### 4. Employee setup

Like time office software, you have to do master feeding of all active employees in payroll software. There are following button in employee setup:

**Append:** By using this button, you have to create new employee setup.

- ❖ Enter payroll code in this setup. This payroll code should be unique.
- ❖ You have to set Basic salary for an employee.
- ❖ Enter PF No., ESI No and PAN No.
- ❖ You can select payment to employee by cash or by cheque or by Bank.
- ❖ Enter employee's account no.
- ❖ You can set employee's working on daily wages or on roll or piece rate.
- ❖ You can set DA, Conveyance, medical and HRA on per day basis or fixed for month.

Pay Master Maintenance			
code	EmpName	DepartmentName	PAY
0015	DEERAJ BHAN	MARKETING	001
9999	NAVEEN	HR	999
A0059	SAURABH PARASHAR	MAINTENANCE	A00
A0062	RAVINDRA PRASHAD PAI	INJECTION MOULDING	A00
A0063	SAURAV RAI	MAINTENANCE	A00
E0001	RAMESH DHAR	CEO	E00
E0004	N.K TIWARI	MAINTENANCE	E00
E0008	SHYAMVEER SINGH	FINISHING	E00
E0013	MANESH FOTEDAR	PRODUCTION ENGINEER	E00




Figure : Employee Setup-1

- ❖ You can set earnings and deductions in the employee setup.
- ❖ You can set P& GS code, GGS code and LIC ID to employee.
- ❖ You can tick on professional tax, ESI, VPF, Gratuity for activate these options.

**Master Information**

Paycode: 0001 Card No.: 00000001 Name: JEETENDER KR KHANNA  
 Department: ACCOUNTS

Basic: 0020000.00 DA: 0000000.00 PDays: [v]  
 PF No: DL/17266 59 Conveyance: 0000800.00 PDays: [v]  
 ESI No: 0 Medical: 0001200.00 PDays: [v]  
 PAN No.: [v] HRA: 0006000.00 PDays: [v]  
 Payment by: Cheque O.T. Rate Per Hour: 000.00 None: [v]  
 Bank A/c No.: [v] TDS: 0000000.00 None: [v]  
 Type Of Employee: OnRoll GGS Code: [v] LIC ID: [v]  
 P&GS Code: [v] BANK NAME: B01 None

**Total Gross Salary: 28000**

**Allowed**

Prof. Tax  
 PF PF Entry  
 ESI No Limit  
 VPF  
 Bonus 08.33  
 Gratuity  
 Late Arrival

Deduction 1 to 5			Deduction 6 to 10		
Description	Rate / Amt	Formula	Description	Rate / Amt	Formula
1	[v]	0000000.00	None	[v]	[v]
2	[v]	0000000.00	None	[v]	[v]
3	[v]	0000000.00	None	[v]	[v]
4	[v]	0000000.00	None	[v]	[v]
5	[v]	0000000.00	None	[v]	[v]

Earning 1 to 5			Earning 6 to 10		
Description	Rate / Amt	Formula	Description	Rate / Amt	Formula
1	Prod Award	0000000.00	None	[v]	[v]
2	Other	0000000.00	None	[v]	[v]
3	[v]	0000000.00	None	[v]	[v]
4	[v]	0000000.00	None	[v]	[v]
5	[v]	0000000.00	None	[v]	[v]

Buttons: OK, Close, Nominee Information, Gen Setup

Figure : Employee Setup-2

- ❖ If you want to activate PF, tick on it and you have to feed PF information of employee.



PF Details Entry		Amount on Which PF will Deducted	
Limit of PF Deduction	<input type="text" value="006500.00"/>	<input type="checkbox"/> Fixed	<input checked="" type="checkbox"/> Basic
Employer's PF Deduction	<input type="text" value="12.00"/>	<input checked="" type="checkbox"/> On Work Days	<input type="checkbox"/> HRA
Employer's EPF Deduction	<input type="text" value="03.67"/>		<input checked="" type="checkbox"/> DA
Employer's FPF Deduction	<input type="text" value="08.33"/>		<input type="checkbox"/> Conveyance
Employee's PF Deduction	<input type="text" value="12.00"/>		<input type="checkbox"/> Medical
Employee's VPF Deduction	<input type="text" value="00.00"/>		<input type="checkbox"/> Earning 01
Rounding with Decimal Place of	<input type="text" value="0"/>		<input type="checkbox"/> Earning 02
PF A/C 02	<input type="text" value="01.100"/>		<input type="checkbox"/> Earning 03
PF A/C 21	<input type="text" value="00.500"/>		<input type="checkbox"/> Earning 04
PF A/C 22	<input type="text" value="00.010"/>		<input type="checkbox"/> Earning 05
			<input type="checkbox"/> Earning 06
			<input type="checkbox"/> Earning 07
			<input type="checkbox"/> Earning 08
			<input type="checkbox"/> Earning 09
			<input type="checkbox"/> Earning 10

<input checked="" type="checkbox"/> Pension	
Employer's EPF Deduction	<input type="text" value="08.33"/>
Employer's FPF Deduction	<input type="text" value="03.67"/>

Figure : PF Setup

#### 6. Arrear Entry

By using this option, you can set arrear for a month or multiple months. You can also set basic salary, DA, HRA, Conveyance, medical and incentive on which you want to give arrear. You can give arrear to employee by two types: 1- as per actual paid days, paid days by user. When you will tick on paid day user, a window of "number of paid days will show and you can enter days.

**Kindly Fill up following Earning fields with their respective Increased By**

Pay Code No.  Payable In the month of  For month

	Rates	Calculated Amount	
Basic	<input type="text" value="000000.00"/>	<input type="text" value="000000.00"/>	
D.A	<input type="text" value="00000.00"/>	<input type="text" value="00000.00"/>	
H.R.A	<input type="text" value="00000.00"/>	<input type="text" value="00000.00"/>	P.F <input type="text" value="00000.00"/>
Conveyance	<input type="text" value="00000.00"/>	<input type="text" value="00000.00"/>	V.P.F <input type="text" value="00000.00"/>
Medical	<input type="text" value="00000.00"/>	<input type="text" value="00000.00"/>	E.S.I <input type="text" value="00000.00"/>
Prod Award	<input type="text" value="00000.00"/>	<input type="text" value="00000.00"/>	
Other	<input type="text" value="00000.00"/>	<input type="text" value="00000.00"/>	

OneMonth  Multiple Months

Payble Days Selection  
 As Per Actual Paid Days  
 Paid Days by User

Month Arrear Days  
 Remaining Days  
 Increment Days

**APPLY Settings**

Figure : Arrear Entry

7. Leave Encashment

This option is related to leave accrual of time office software. You can see how many leaves are balanced in leave accrual and when you will enter paycode in Leave Encash Entry window and press "tab", information of that employee will automatically show on that window. And balance leaves will show with leave description will show in leave encash window. You have to enter number of leaves you want to encash.

Pay Code No.  For Year  Payable In the Month of

Name  
Card No.  
Designation  
Company  
Department  
Catagory

Month Days

OK  
Close

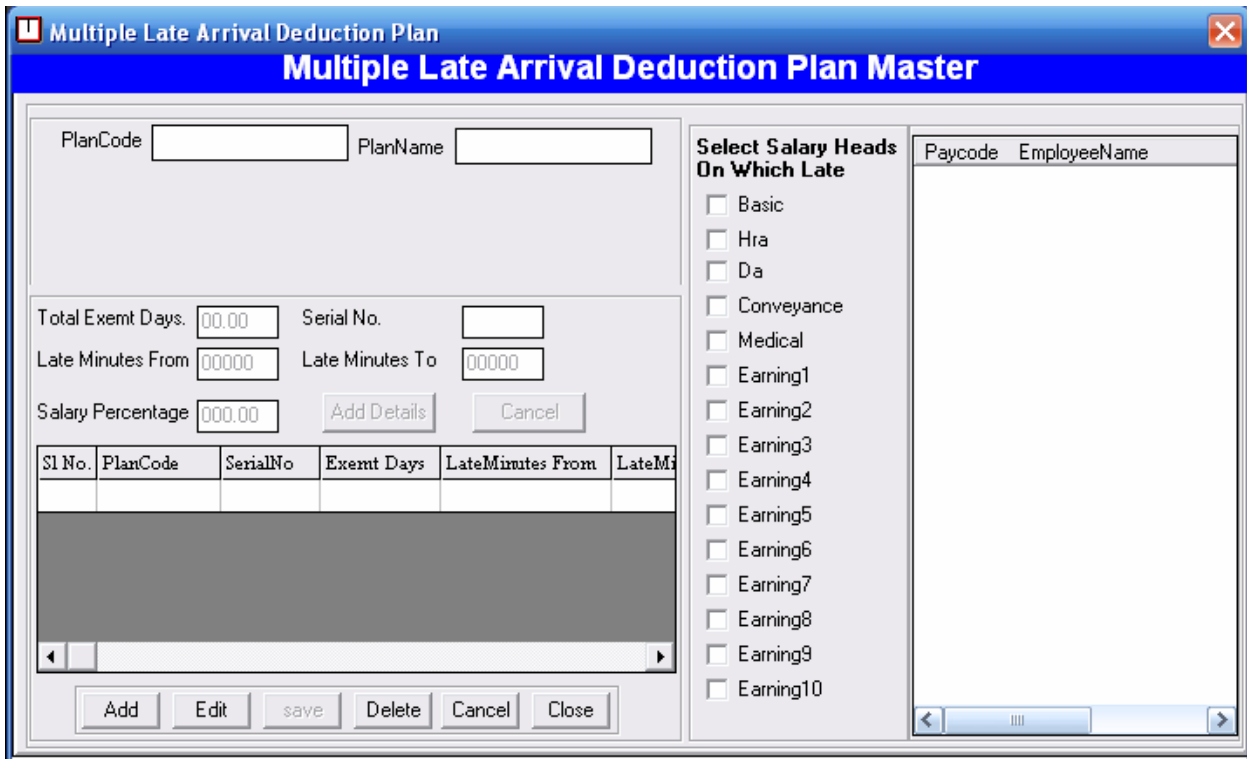
<u>Leave Description</u>	<u>Balance</u>	<u>Encash</u>

<u>Leave Description</u>	<u>Balance</u>	<u>Encash</u>

Figure : Leave Encash Entry

#### 8. Late Plan Setup

From this window you can create multiple late plan to deduct from salary. You can create multiple plan and assign it to selected employee according to company or branch or grade or employee etc.



## I. Data Processing

### 1. Pay Processing

By using this option, you can process for attendance data. There is three types of data, you can process:

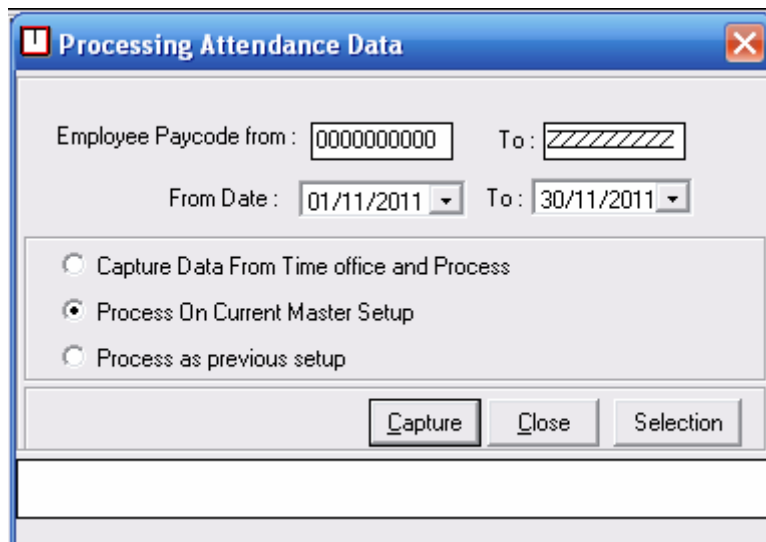


Figure : Pay Processing

- I. Capture Data from Time Office and process: If you want to give salary to employee for actual days, you have to run this process.

- II. Process on Current Master Setup: if you have made entry on performance analysis and process this option, report will generate on this captured data.
- III. Process on Previous Data: If you want to see report for previous month, run this process.

## 2. Canteen Processing

By Using this option you can get the canteen count at deduction one(1) and after that using formula you can calculate it's amount and deduct it from salary.

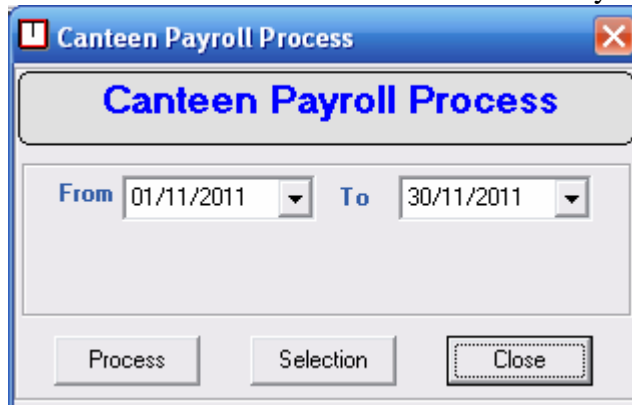


Figure : Canteen Processing

## 3. Performance Analysis

By using this window you can maintain an employee's data. You can set how many days that employee worked? His absent, his OT hours, Late hours, Early hours, WO, CL,SL,PL/EL, Other leave, Late days, Early days, Holiday.

Data Maintenance			
Pay Code	<input type="text"/>	Date	11/2011
		Name :	<input type="text"/>
		Card No.	<input type="text"/>
		Department :	<input type="text"/>
Days Worked	<input type="text" value="00.00"/>	CL	<input type="text" value="00.00"/>
Absent / LWP	<input type="text" value="00.00"/>	SL	<input type="text" value="00.00"/>
O.T. Hours	<input type="text" value="00.00"/>	PL/EL	<input type="text" value="00.00"/>
Late Hours	<input type="text" value="000.00"/>	Other Leave	<input type="text" value="00.00"/>
Early Hours	<input type="text" value="000.00"/>	Late Days	<input type="text" value="00.00"/>
WO	<input type="text" value="00.00"/>	Early Days	<input type="text" value="00.00"/>
Holidays	<input type="text" value="00.00"/>	Total PayableDays	<input type="text" value="00.00"/>
		<input type="button" value="Ok"/>	<input type="button" value="Close"/>

Figure : Performance Analysis

#### 4. Hold Salary

By using this option you can hold the employee salary for particular period and when you want to unhold this employee salary then you can also remove the check mark from there.

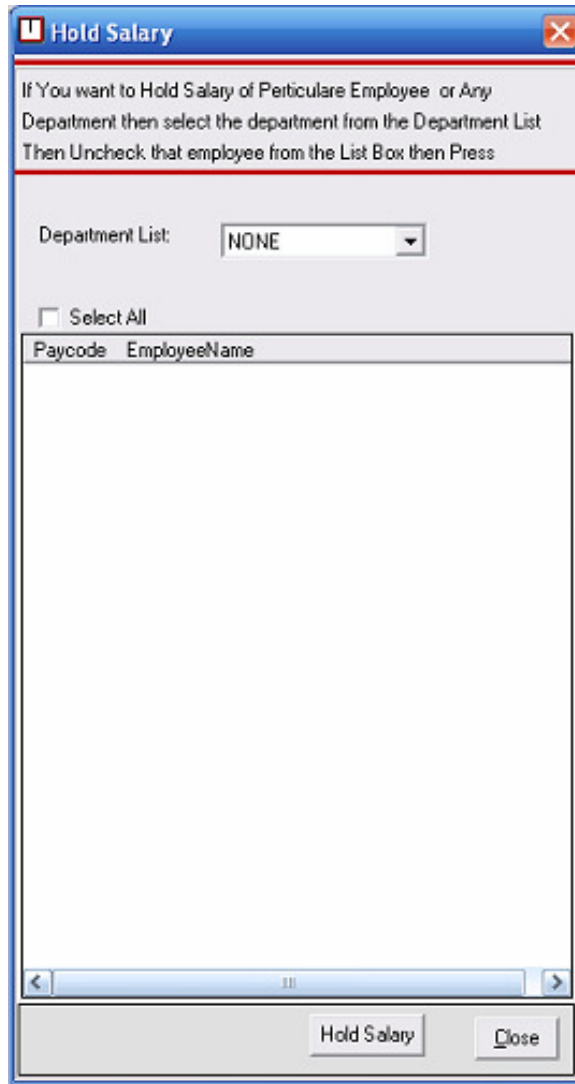


Figure : Hold Salary

## J. Report

### 1 Payroll Report

In this section you can generate Salary Reports, PF reports, ESI reports, Reimbursement reports, Statuary reports, Loan/Advance reports, Arrear & Bonus reports, Master reports, Piece information, and statement.

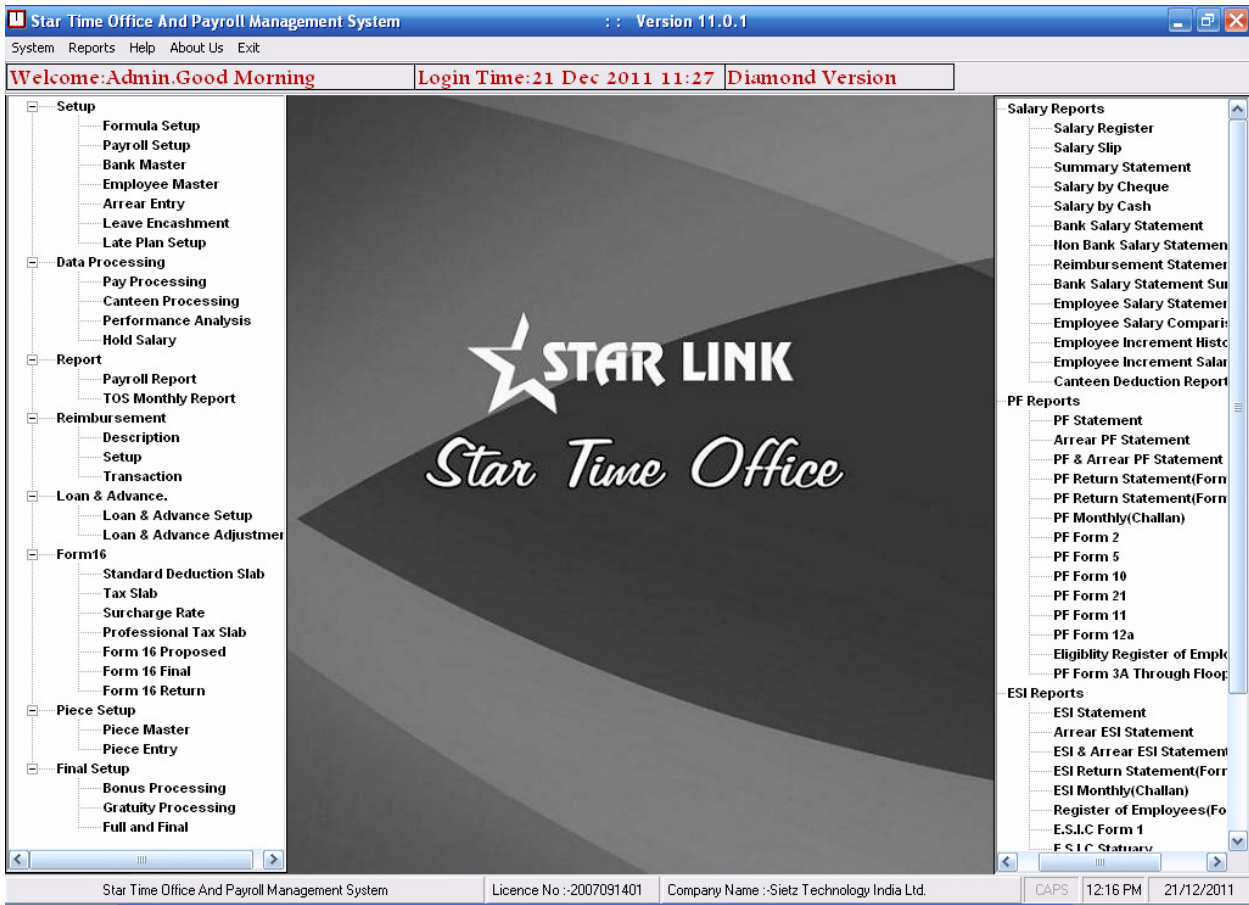
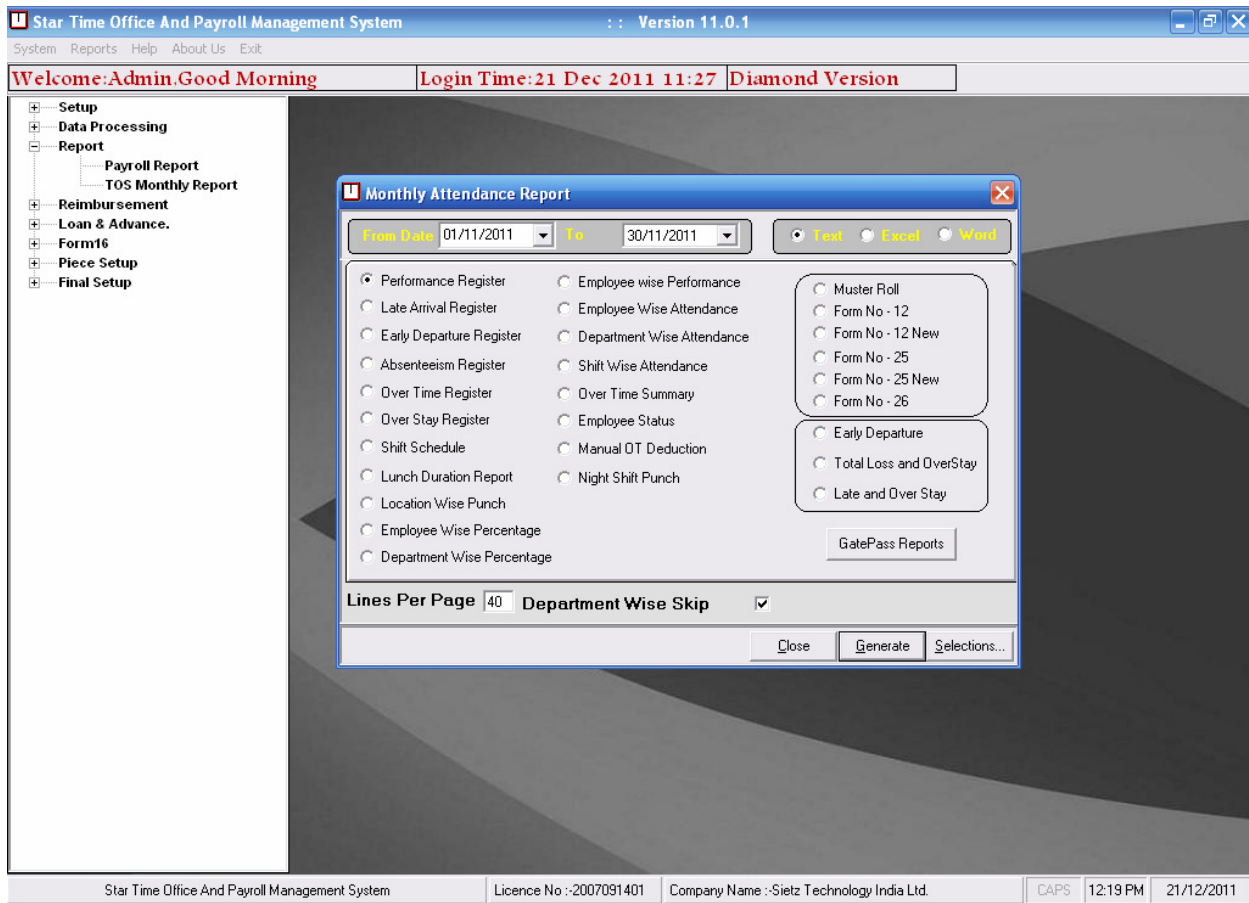


Figure : Payroll Reports

2. TOS Monthly Reports

You Can also view time office Monthly report form here





## K. Reimbursement

### 1. Description

You can give name of Reimbursement which you are giving to employee like incentive, OW, etc but you don't want to show this reimbursement on salary slip but want to maintain it in software.

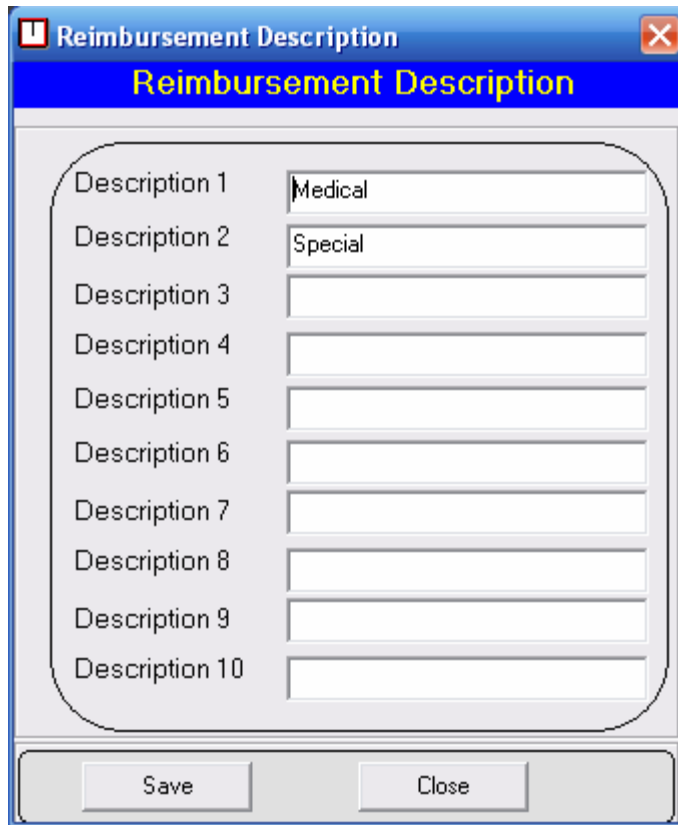


Figure : Reimbursement Description

## 2. Setup

In this setup, you can see reimbursement description will automatically show. Just enter payroll code and press "tab" and details of that employee will automatically generate.

You can set financial year. Now you feed opening balance for these reimbursement and then save this setup.

Category	Amount
Medical	00000.00
Special	00000.00
	00000.00
	00000.00
	00000.00
	00000.00
	00000.00
	00000.00
	00000.00
	00000.00
	00000.00
<b>Total</b>	<b>000000.00</b>

Figure : Reimbursement Setup

### 3. Transaction

After completing reimbursement setup, you open reimb transaction. Just enter paycode and press "tab" and opening balance of reimbursement will automatically show in employee monthly reimbursement paid window. Now you can give values of these reimbursements on monthly basis and this total amount should not exceed more than total amount of opening balance.

**Employee Monthly Reimbursement**

**Employee Monthly Reimbursement Paid**

Pay Code: 1211016      Month: 12/2011

Name: GAYA PRASSAD      Card No: 01211016

Department: TRACK-1      Designation: SR. OPERATOR

	Total Amount	Opening Bal.
Medical	0	50000
Special	0	60000
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
<b>Total</b>	0	110000

Close      Save

Figure : Reimbursement Transaction

**L. Loan & Advance**

1. Loan & Advance Setup

You can make entries of advance or Loan through this option. First you have to enter payroll number of a employee and press button tab to details of that employee like card no, company, employee name, department and category will automatically come on the screen.

**I. Entries about Advance:**

- ❖ If you want to take advance, tick on advance.
- ❖ Company ID number will automatically generate in the case of advance.
- ❖ If you want to deduct that advance from salary, tick on box (deduct from salary).
- ❖ You have to select on advance type by option advance/loan type.

- ❖ If you can see entry of existing advance, just tick on box (view).
- ❖ By clicking on new to create new window for advance. You can enter month in which employer is giving advance, total advance, you can make amount in installment and number of installment will be generated automatically.
- ❖ By clicking on delete, you can delete existing window for advance.

Figure : Loan/Advance Setup

## II. Entries for loan:

- ❖ If you want to take loan, tick on box (loan).
- ❖ If you want to deduct that loan from salary, tick on box (deduct from salary).
- ❖ You have to select on Loan type(personal loan, home loan, vehicle loan, other loan) by option advance/loan type.
- ❖ If You can see existing loan, just tick on box (View).
- ❖ By clicking on new to create new window for Loan. You can enter month in which bank is approved loan, total

loan, you can make amount in installment and number of installment will be generated automatically.

- ❖ By clicking on delete, you can delete existing window for loan.

## 2. Loan & Advance Adjustment

The screenshot shows a software window titled "Loan & Advance Adjustment". The window contains the following fields and controls:

- Pay Code :** [Text Input Field]
- ID No.** [Text Input Field]
- Card No.** [Text Input Field]
- Company** [Text Input Field]
- Employee Name:** [Text Input Field]
- Department** [Text Input Field]
- Category** [Text Input Field]
- Radio buttons for selection:  Advance,  Loan,  Salary,  Cash,  Adjust Installment,  Add New Installment
- Adjustment Month** [Dropdown Menu: Dec/2011]
- Adjustment Amount** [Text Input Field: 0]
- Buttons: Save, Cancel

Figure : Loan/Advance Adjustment

If an employee took some loan or advance and he want to return it as soon as possible, he will use this option.

### M. Form 16

#### 1. Standard Deduction Slab

- If income is varying from Rs. 75,000/- to Rs. 5, 00,000, standard deductions will 40% of salary or 30,000 whichever is lower.
- If above Rs. 5, 00,000/- , Standard deduction will be Rs. 20,000.

Standard Deduction Slab of Form 16

Lower Limit	000000000
Upper Limit	000000000
Factor 1	00
Factor 2	00
Fixed Deduction	000000000

Save  
Cancel

Figure : standard Tax Deduction

2. Tax Slab

This Tax slab is also known as income tax slab. Example: If an employee's income is Rs. 2, 40,000.

**Slab 1:-** Lower limit: If lower income is 50,000

Upper limit: upper income is 1, 10,000.

Percentage of tax: 0%

Fixed tax: No tax will be deducted.

**Slab 2:-** The next Rs. 50,000/- is taxable at 10/-.

**Slab 3:-** The remaining amount is taxable at 20/-.

**Total tax will be:** 0+10% of Rs.50, 000+ 20% of Rs.80, 000=Rs. 21,000/-

Tax Slab for Form 16

Lower Limit	Upper Limit	Precent	Fixed Tax
000000000	000000000	000	000000000

Save

Figure : Tax Slab

3. Surcharge Rate

Surcharge is applicable if total income exceeds Rs. 8.5 lakh for annual year 2005-06 and Rs. 10 lakh for Annual year 2006-07.

Amount	Percent	Surcharge	Qualify Rate	Women Tax Deduction
000000000	000	000	000	000000000

Save

Figure : Surcharge Rate

#### 4. Professional Tax Slab

Professional tax always deduct from the gross salary. Professional tax slab rates different from state to state because it comes under government jurisdiction. If an employee's salary is vary between from Rs. 3,000/- to Rs. 5000/- , professional tax will deduct Rs. 30/-.

Lower limit: you have to put lower limit of salary.

Upper limit: you have to put upper limit of the salary.

Tax amount: you have to put professional tax amount.

Branch: you have to select City or state where it'll applicable.

Lower Limit	000000000
Upper Limit	000000000
Tax Amount	000000000
Branch	0512 kanpur

Save Cancel

Figure : professional Tax Slab

#### 5. Form 16 Proposed

If an employee's income is greater than fixed amount, he has to pay income tax for it. It is a certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source from income



chargeable under the head "Salaries".

**Form 16 (Page 1 of 3)** \_ \_ X

**FORM NO. 16**  
[See Rules 31(1)(a)]

Certificate under section 203 of the Income Act, 1961 for tax deducted at source from income chargeable under the head "Salaries"

Name and Address of the Employer		Name, Designation of the Employee	
Woco Motherson Elastomer Limited		NAVEEN	
Office & Works: D-3, Sector - 11, Noida - 201		NONE	
11, Noida - 201301			
PAN/GIR No. <input type="text"/>	TAN: <input type="text"/>	PAN No. APPLIED FOR <input type="text"/>	
TDS Circle where Annual Return/Statement under Section 206 is to be filled: <input type="text"/>		PERIOD FROM <input type="text"/> TO <input type="text"/> ASSESSMENT YEAR <input type="text"/> -- <input type="text"/>	
		Apr /2008 <input type="text"/> Mar /2009 <input type="text"/> 2009 -- 2010	

**DETAIL OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED**

1. GROSS SALARY		60000.00		
2. Less : Allowance to the extent exempt				
(a) Conveyance	0.00			
(b) HRA [ Actually payed <input type="text"/> ]	0.00	0.00		
3. Balance (1 – 2)		60000.00		
4. DEDUCTIONS				
(a) Standard Deduction	.00			
(b) Entertainment Allowance	<input type="text"/>			
(c) Tax on Employment	.00			
5. Aggregate of 4 (a to c)	.00			
6. Inc. Chargeable under the head Salaries (3-5)		60000.00		
7. Add. other income reported by the employee				
8. GROSS TOTAL INCOME (6+7)		60000.00		

**GROSS BIFURCATION**

**Basic**

**H.R.A**

**Conveyance**

**Leave Salary**

**Bonus**

**Int. On Loan**

Process Query

Refresh Calculation

Delete

Close

Next >>

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Figure : Form 16(perposed)-1

Form 16 (Page 2 of 3)			
9. Deduction under chapter (VI - A)	Gross Amount	Qualifying Amount	Deductible Amount
(a) Mediclaim	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Donation	<input type="text"/>	0.00	0.00
(c) Interest on Housing Loan	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) LIC 80 CC	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Aggregate of deductible amount under chapter VI-A			0.00
11. TOTAL INCOME (8 – 10)			60000.00
12. Tax on Total Income			.00
13. Rebate/Relief under chapter VIII	Gross Amount	Qualifying Amount	Tax/Rebate Relief
I. Under Section 88 (Please Specify)			
(a) Provident Fund	9300.00	0.00	
(b) LIC (Premium)	<input type="text"/>	0.00	
(c) N S C	<input type="text"/>	0.00	
(d) Interest accrued on N S C	<input type="text"/>	0.00	
(e) Pm Amt of Housing Loan	<input type="text"/>	0.00	
(f) Education Allowance	0.00	0.00	
(g) Investment in bonds	<input type="text"/>	0.00	
(h) <input type="text"/>	<input type="text"/>	0.00	
(i) [ Total (a) to (h) ]	9300.00	0.00	0.00
II. Under Section 88A (Please Specify)			
(a) <input type="text"/>	<input type="text"/>	0.00	
(b) <input type="text"/>	<input type="text"/>	0.00	
(c) Total [ (a) + (b) ]	0.00	0.00	
III. Under Section 88C			
Women Employee	<input type="text"/>	<input type="text"/>	
Deduction of Income Tax	<input type="text"/>	<input type="text"/>	
IV. Under Section 89 (Attach Details)			
	<input type="text"/>	<input type="text"/>	

8. Gross Total Income B/F

60000.00

0.00

60000.00

.00

✓ Refresh Calculation

Next >>

<< Back

2008

Figure : Form 16 (Perposed)-2

14. Aggregate tax rebates and relief at 13 above [ I (h) + II (c) + III + IV ]		0.00
15. Tax Payable ( 12 - 14 )		0.00
(a) Surcharge		0.00
(b) Total Tax Payable		0.00
16. LESS : TAX DEDUCTED AT SOURCE		0.00
17. Tax Payable / Refundable ( 15 - 16 )		0.00

Figure : Form 16(Perposed)-3

6. Form 16 Final

Employee has to fill this form at the time of full & final.

**Form 16 (Page 1 of 3)** \_ \_ X

**FORM NO. 16**  
[See Rules 31(1)(a)]

Paycode:  Certificate under section 203 of the Income Act, 1961 for tax deducted at source from income chargeable under the head "Salaries"

Name and Address of the Employer		Name, Designation of the Employee	
<input type="text" value="Woco Motherson Elastomer Limited"/>		<input type="text" value="NAVEEN"/>	
<input type="text" value="Office &amp; Works: D-3, Sector - 11, Noida - 201"/>		<input type="text" value="NONE"/>	
<input type="text" value="11, Noida - 201301"/>			
PAN/GIR No. <input type="text"/>	TAN: <input type="text"/>	PAN No. <input type="text" value="APPLIED FOR"/>	

TDS Circle where Annual Return/Statement under Section 206 is to be filled:

PERIOD ASSESSMENT YEAR

FROM TO

--

**DETAIL OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED**

1. GROSS SALARY							
2. Less : Allowance to the extent exempt							
(a) Conveyance	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>				
(b) HRA [ Actually payed <input type="text"/> ]	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>				
3. Balance (1 – 2)			<input type="text" value="0.00"/>				
4. DEDUCTIONS							
(a) Standard Deduction	<input type="text" value=".00"/>						
(b) Entertainment Allowance	<input type="text"/>						
(c) Tax on Employment	<input type="text" value=".00"/>						
5. Aggregate of 4 (a to c)	<input type="text" value="0.00"/>						
6. Inc. Chargeable under the head Salaries (3-5)			<input type="text" value="0.00"/>				
7. Add. other income reported by the employee			<input type="text"/>				
8. GROSS TOTAL INCOME (6+7)			<input type="text" value="0.00"/>				

**GROSS BIFURCATION**

**Basic**

**H.R.A**

**Conveyance**

**Leave Salary**

**Bonus**

**Int. On Loan**

Click me to process your query!

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Figure : Form 16(Final)-1

**Form 16 (Page 2 of 3)**

9. Deduction under chapter (VI - A)			8. Gross Total Income B/F
Gross Amount	Qualifying Amount	Deductible Amount	
(a) Mediclaim			6100.00
(b) Donation	0.00	0.00	
(c) Interest on Housing Loan			
(d) LIC 80 CC			0.00
10. Aggregate of deductible amount under chapter VI-A			6100.00
11. TOTAL INCOME (8 - 10)			.00
12. Tax on Total Income			
13. Rebate /Relief under chapter VIII			
I. Under Section 88 (Please Specify)			
(a) Provident Fund	0.00	0.00	<input checked="" type="checkbox"/> Refresh Calculation <input type="button" value="Next &gt;&gt;"/> <input type="button" value="Back &lt;&lt;"/>
(b) LIC (Premium)		0.00	
(c) NSC		0.00	
(d) Interest accrued on NSC		0.00	
(e) Pm Amt of Housing Loan		0.00	
(f) Education Allowance	0.00	0.00	
(g) Investment in bonds		0.00	
(h)		0.00	
(i) [ Total (a) to (h) ]	0.00	0.00	
II. Under Section 88A (Please Specify)			
(a)		0.00	
(b)		0.00	
(c) Total [ (a) + (b) ]	0.00	0.00	
III. Under Section 88C Women Employee Deduction of Income Tax			
IV. Under Section 89 (Attach Details)			

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Figure: Form 16(Final)-2

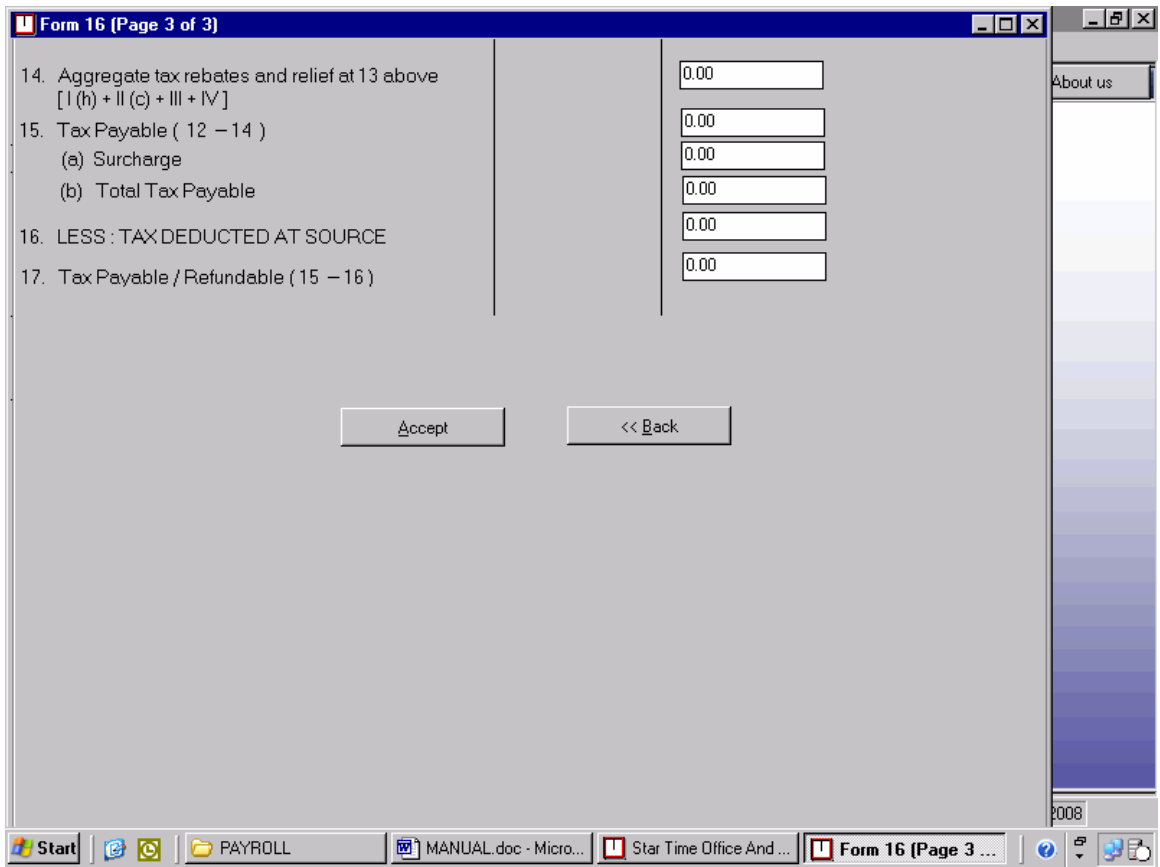


Figure : Form 16(Final)-3

7. Form 16 Return

This is basically used for deposit tax to bank. You have to enter account year from to till. And paycode of the employee and amount of tax and branch & band where he want to deposit tax.

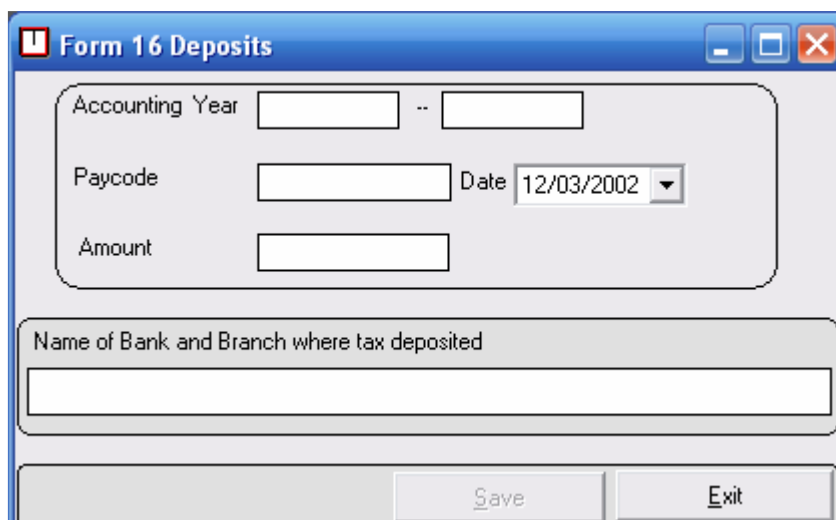


Figure 33: Form Deposit

## N. Piece Setup

### 1. Piece Master

This option is used in Export houses. You can set piece code and what type of work an employee did (name of work) and per rate a employer want to give on that piece.

You can create new piece master and modify to edit in existing Piece master and delete to delete in existing piece master, etc.

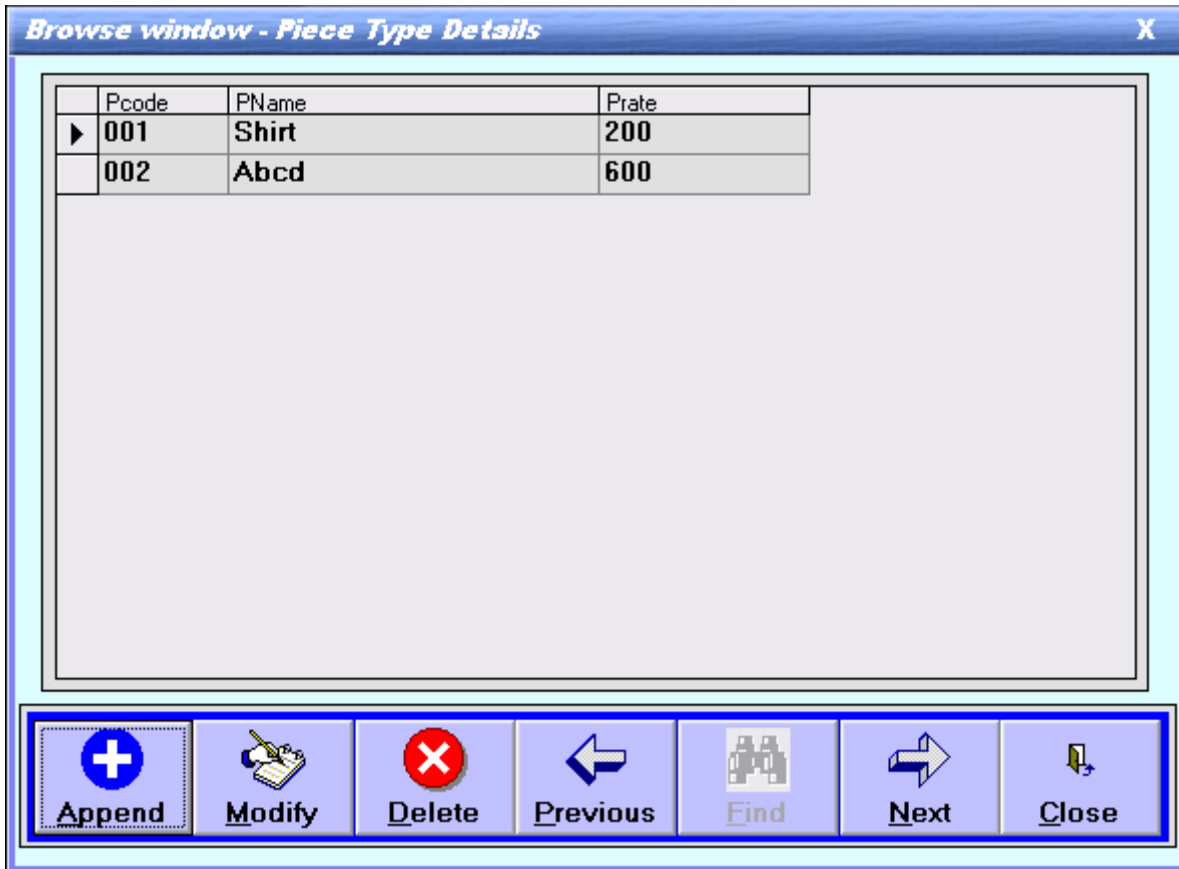


Figure : Piece Master-1

**Piece Type Master**

Piece Type Code

Description

Rate

OK Cancel

Figure : Piece Master-2

2. Piece Entry

In this piece entry, you enter paycode and press "tab" and detail of that employee will automatically show on screen. You can select date on which you want to give salary. And select piece type and enter no of piece you that employee have made and then save, total amount will be calculated automatically.

**Piece Entry**

Date :

Emp Code :

Employee Name: AJAY SHARMA

Department: PRODUCTION

Company: DRISH SHOES LTD. PANCHKULA

Category: STAFF

Select Piece Type  Rate

No. of Piece

Paycode	PieceCode	PieceRate	NoOfPiece	PieceAmou
▶ 3901409	001	200	2	400

Save Cancel

Figure: Piece Entry



## O. Final Setup

### 1. Bonus Processing

Using this option if you have not done the bonus setup previously and you want to calculate the bonus for previous month data then you can use this option.

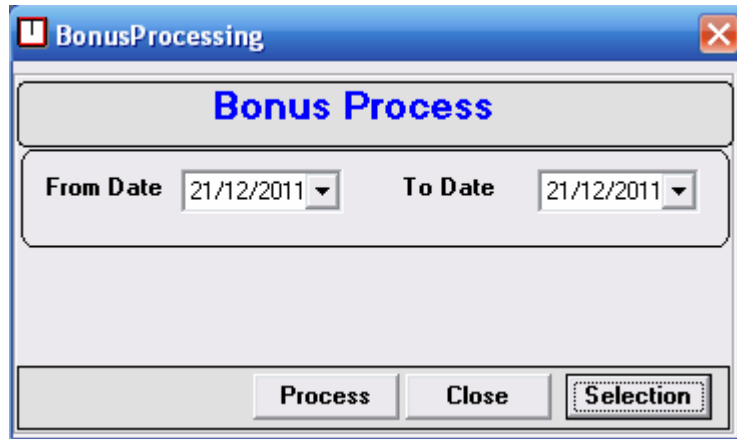


Figure: Bonus Processing

### 2. Gratuity Processing

In gratuity process, you have to enter that date till that you want to process for gratuity.

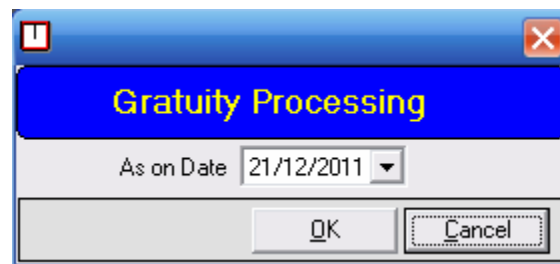


Figure : Gratuity Process

### 3. Full and Final

This option is used for full and final entry for an employee. If an employee is leaving his job, enter paycode and enter resign date and enter payable month in which you give him all amount.

- ❖ Tick on box Net Salary with previous month's salary.
- ❖ You can enter Gratuity's amount.
- ❖ You can select leaves for incash.

- ❖ If an employee has resigned one month before, employer has to pay for 30 days in Notice Days Paid.
- ❖ This full n final window will show pending loan/advance.
- ❖ If you tick on PF on leave encash in option allowed on payroll setup, pressing apply setting, amount will automatically come in PF on leave in cash portion in full & final window.

Figure: Full & Final Entry

## 2. Reports

### 2.1 Payroll Report

In this section you can generate Salary Reports, PF reports, ESI reports, Reimbursement reports, Statuary reports, Loan/Advance reports, Arrear & Bonus reports, Master reports, Piece information, and statement.

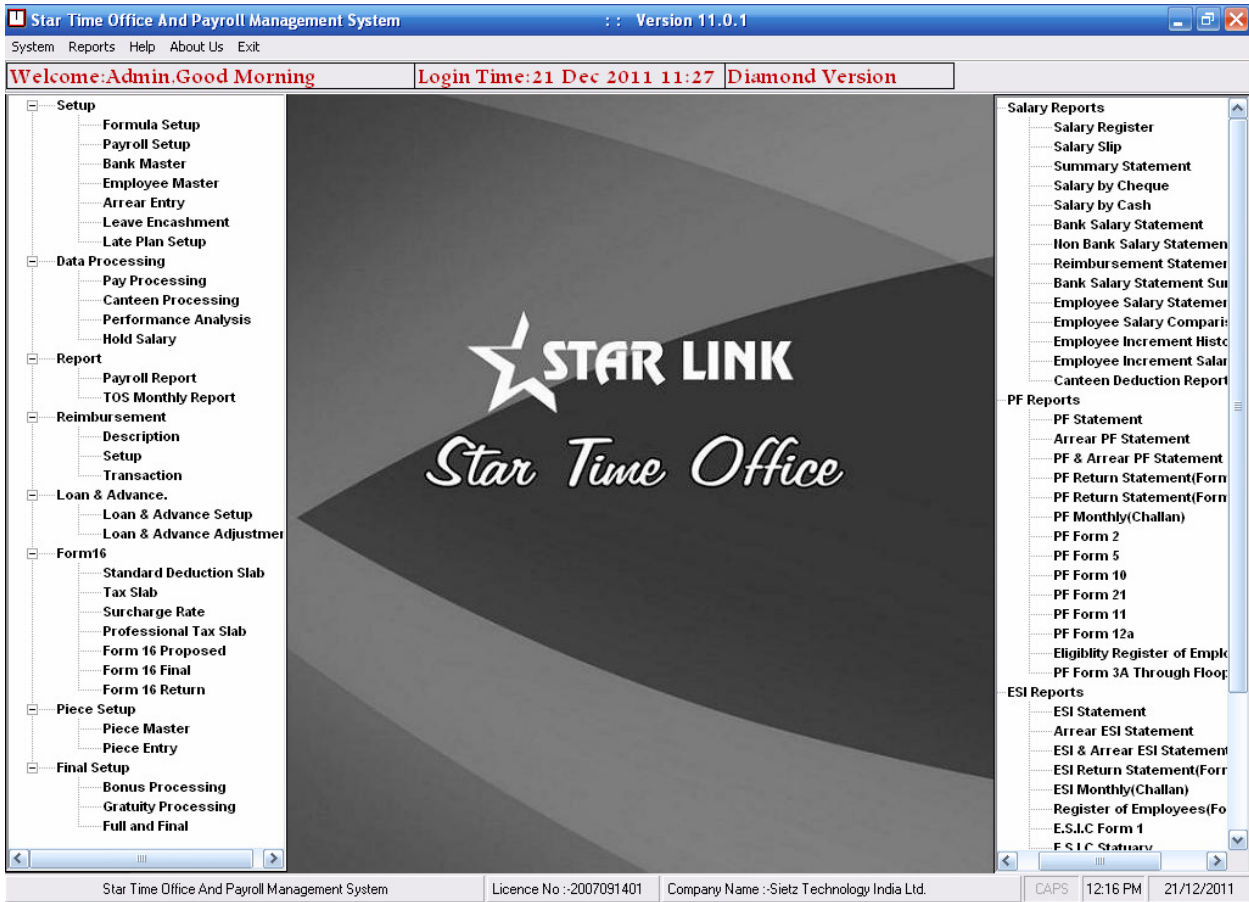
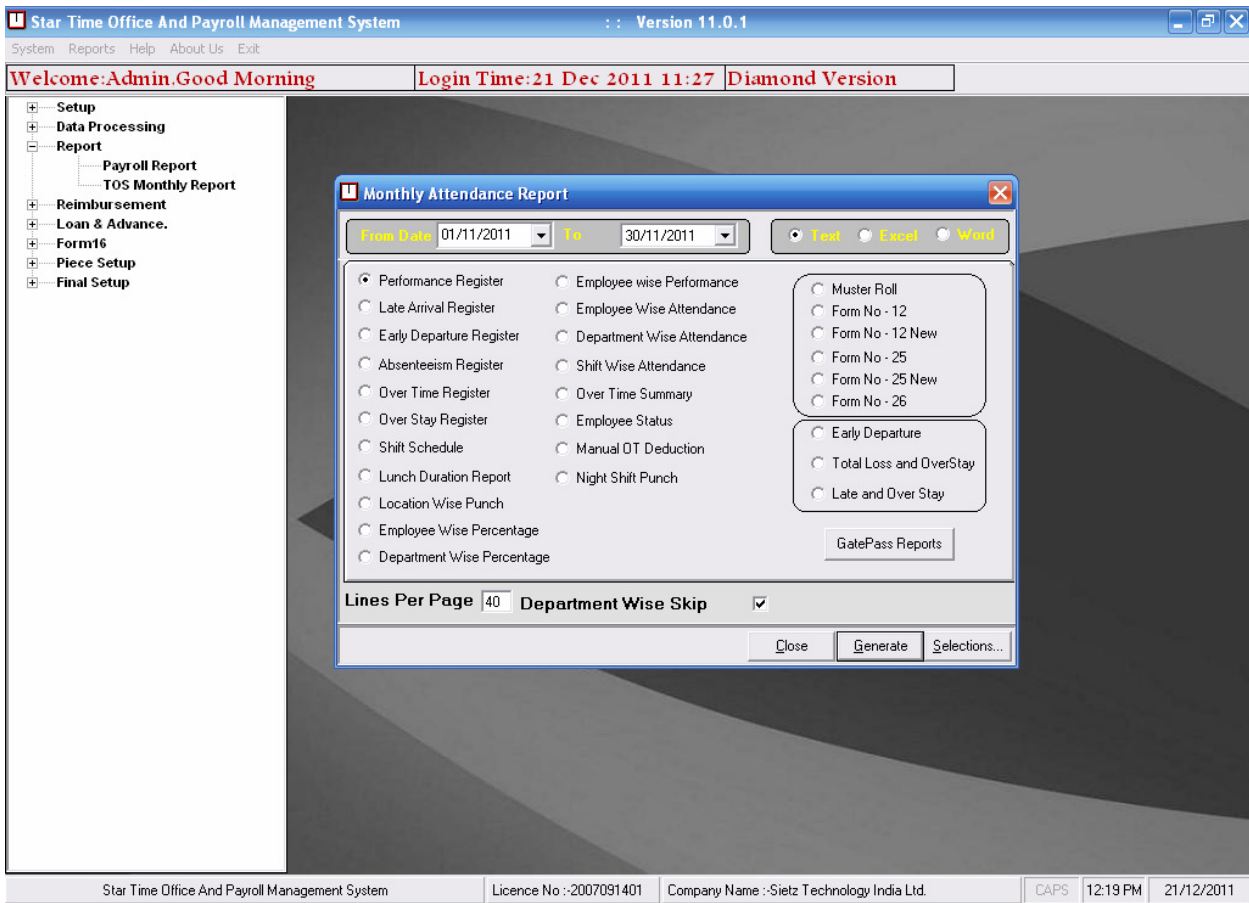


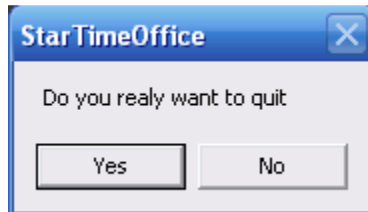
Figure: Payroll Reports

## 2.2 TOS Monthly Reports

You Can also view time office Monthly report form here



3. **Exit:** Close payroll software.



**THANK YOU**