

USER MANUAL

OF

WEB BASED PAYROLL SOFTWARE

INTRODUCTION

Fundamental Purpose of Payroll software is to generate Salary Reports. Moreover Payroll tenders other reports such as ESI reports, PF report, Loan/advance reports, Arrear/bonus reports, Full & final report, Master reports. It also allows you to do *Online PF & ESI challan submission* timely without much hassle.

1. Home Page

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2. Setup Module



2.1) Formula Setup

You can create new Formula for the calculation of earnings and deduction's over the salary. 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 wherein you see the following button's like append, modify, delete, previous, find, next and close.

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3. Payroll Setup

In this payroll setup, you can feed information about all employees by using general setup, bonus setup, applicable, PF setup, ESI setup and extra setup.

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There are 6 parameters in payroll setup:

3.1) Payroll Setup-General Page

1: General Setup: In general set up, 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 on selective employees.

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3.2) Payroll Setup – Applicable

This option is used for apply the setting for PF, VPF, ESI, Leave incash, Bonus Applicable.

- 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 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".

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3.3) Payroll Setup→PF :

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.

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3.4) Payroll Setup-ESI:

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.

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3.5) Payroll Setup→Bonus:

Bonus 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 clicking on this box.

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3.6). Leave Encashment:

- You can set the leave type which you want to encash
- You can set the formula for leave encashment.

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3.7): Payroll Setup \rightarrow Gratuity: You can set the formula for Gratuity.

- 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}

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3.8). Payroll Setup→LWF:

• You can set the formula for LWF.

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3.9) Financial Year: You can enter the current financial year

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3.11) Payroll Setup→LWF Setting:



• Add LWF Setting:- Click on " LWF Setting " .

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- After Clicking LWF Setting link text, ADD LWF setting page will be appear.
- In this page we can create state wise LWF setting.
- We can see below mention screen short and fill all required field and click in Add button.

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3.12) Payroll Setup→ Bonus Setup:

• Add Bonus Setup:- Click on " Add New Bonus Setting ".

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- After Clicking Add new Bonus Setting link text, ADD Bonus setting page will be appear.
- In this page we can create multiple of Bonus setting.
- After create bonus setting setup we can apply this individual different setup.
- In this setup we can create two type of bonus setup (Wages limit /Basic pay)
- We can see below mention screen short and fill all required field and click in Add button.

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3.13) Payroll Setup \rightarrow Payroll Corporate Policy \rightarrow Salary Details:

• In this tab we can update employee Salary Details in bulk. Like Basic Details, Earning Details and Deduction details

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-) Payroll Setup → Payroll Corporate Policy → Pay Detail :
 - In this tab we can update employee Pay Detail in bulk. Like Basic Details, Earning Details and Deduction details.

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Payroll Setup \rightarrow Payroll Corporate Policy \rightarrow PF Setting:

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Payroll Setup \rightarrow Payroll Corporate Policy \rightarrow VPF Setting:

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• Payroll Setup \rightarrow Payroll Corporate Policy \rightarrow ESI Setting:

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Payroll Setup \rightarrow Payroll Corporate Policy \rightarrow Payment Detail:

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4.1) Bank Master:

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• Update Bank Master

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Bank Name:	HDFC		
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5.1) Employee Master→Employee in payroll:

A.4.1 Employee setup:-

Like time office software, you have to add 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 a per day basis or fixed for a month.
- 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.

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

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6.1) Dynamic Report Setup→ Column Setup:

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6.2) Dynamic Report Setup→Dynamic Report Setup:

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• Add New Report:-

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• ADD Salary Slip Report:

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✤ We can create new report through this setup.

7.1) Employee Setup→ Employee File Setup:



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7.2) Advance/Loan→Advance:

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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.

2. 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 want to 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 has 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.

7.3) Advance/Loan \rightarrow Advance Details:

If an employee has taken loan or advance through this option this can be settled:

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8.1) Leave Encashment \rightarrow En-cash:

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.

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8.2) Leave Encashment→Encash Detail:

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9.1) Bonus \rightarrow Process: You can run the bonus process from this page.

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9.2) Bonus→Processed Detail:

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10.1) Gratuity→Process:

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10.2) Gratuity→Processed Detail:

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11.1) Arrear → Process

A.5 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.

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11.2) Arrear → Processed Details:

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11.1) Daily Salary Process → Process:

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By using this option, you can process for daily attendance data.

11.2) Daily Salary Process→ Processed:

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11.3) Salary Process → Salary Process:

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

- 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.

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11.4) Salary Process→Salary Processed:

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11.5) Salary Process \rightarrow Salary Lock/Unlock/Hold/Unhold: After processing you can lock the salary and also you can hold the salary.

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A002	Mulosch Sharma	002	002	001	009	28.00	28.00	26000.00	26000.00	3600,00	22400.00	Processed	
A003	Deepak Kumar	002	002	001	009	28.00	25.00	30000.00	30000.00	6600.00	23409.00	Processed	
A004	Aman Senger	002	002	001	009	28.00	28.00	50000.00	50000.00	3600.00	45400.00	Processed	
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11.6) Salary Process → Performance Analysis:

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12.1) Full & Final→View

This option is used for full and final entry for an employee. If an employee is leaving his/her 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 & 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.

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13.1.1) Import \rightarrow Arrear: You can upload the arrear salary through this page.

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13.2.1) Import \rightarrow Paid Days: You can upload the employee

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attendance for making salary through this page .

13.3.1) Import and Export \rightarrow Employee Details: You can upload and Export existing employee details, Salary details, pay description and salary earn and deduction through this page.

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13.3.2) Employee Lite: You can update the employee details, Salary details through this page.

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14.1.2) Report \rightarrow Dynamic Report \rightarrow Salary register:

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