

MANUAL FOR PAYROLL SOFTWARE

INDEX

Introduction

- 1. System
- 1.1.Password
- 1.2.Calculator
- 1.3.Calendar
- 1.4.Import

A Setup window

- A.1 Formula Setup
- A.2 Payroll Setup
- A.3 Bank Master
- A.4 Employee Master
- A.5 Arrear Entry
- A.6 Leave Encashment
- A.7 Late Plan Setup
- A.8 Salary Lock/Unlock

B Data Processing

- B.1 Pay Processing
- B.2 Canteen Processing
- B.3 Performance Analysis
- B.4 Hold Salary

C Report

- C.1 Payroll Report
- C.2 TOS Monthly Report

D Reimbursement

- D.1 Transaction
- D.2 Pay Amount

E Loan and Advances

- E.1 Load and Advance Setup
- E.2 Loan and advance adjustment

F TDS

F.1 TDS Calculation

F.2 Professional Tax

G Piece Setup

G.1 Piece Master

G.2 Piece Entry

H Final Setup

H.1 Bonus Processing

H.2 Gratuity Processing

H.3 Full and Final

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.

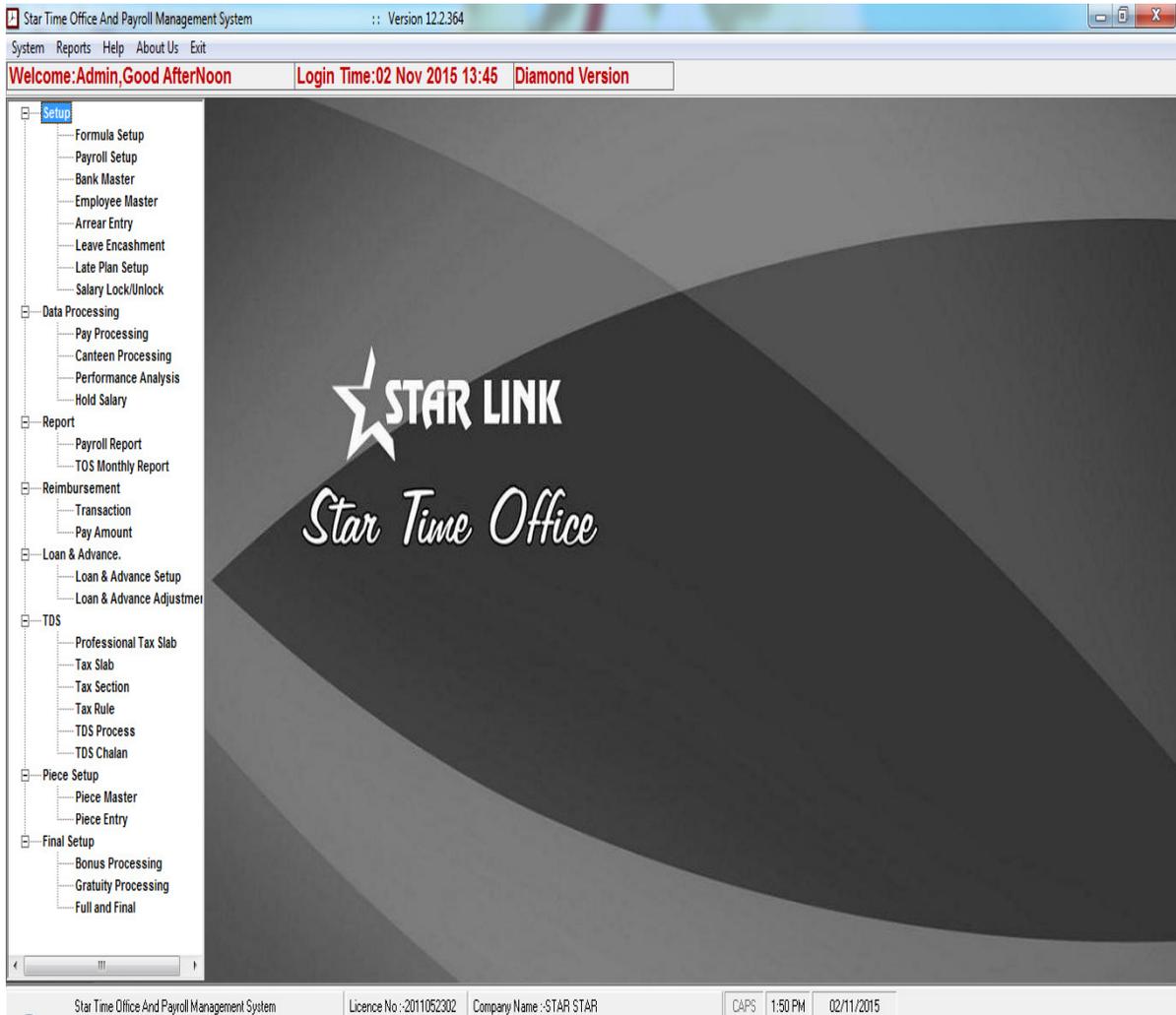


Figure 1: Main Window

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 2: Password Change Window

1.2. Calculator

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

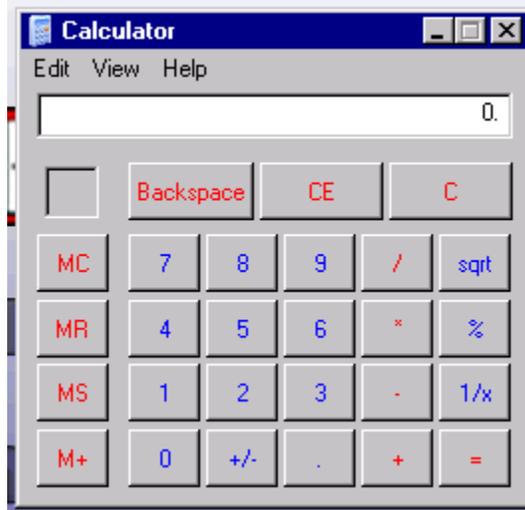


Figure 3: Calculator

1.3. Calendar

You can see calendar and set date from this option.

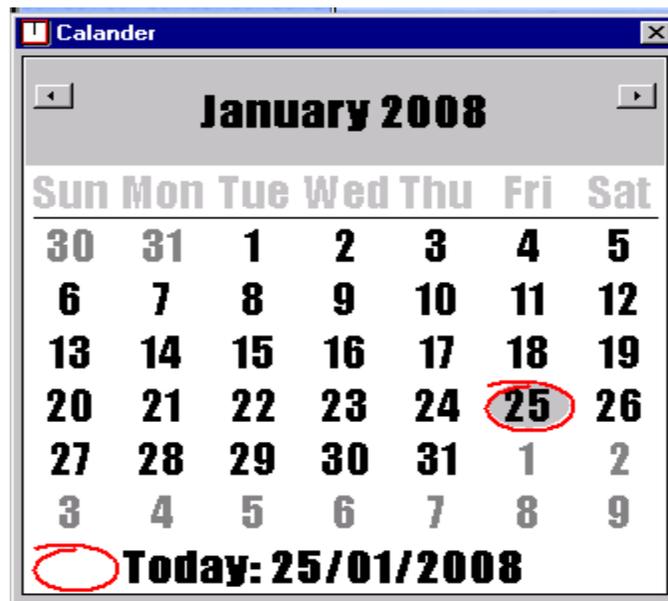


Figure 4: Calendar

1.4. Import

This option is used for import data from the excel sheet. If You are doing master feeding in the excel sheet, you have to careful of one thing ;The excel sheet is in the proper format(The format is given in the software.). If you want to know the proper format, press "Excel file structure" button. The proper format will shown in the excel sheet.

For import the data from the excel sheet press "Select Excel File" button, select file dialog box will open select the file in which you save the master data and press "Open" button, the selected excel file path will shown in the "Select File Textbox". Press "Import Data" button. Import data message will appear in the screen press "Ok" button. The import data process will do successfully.

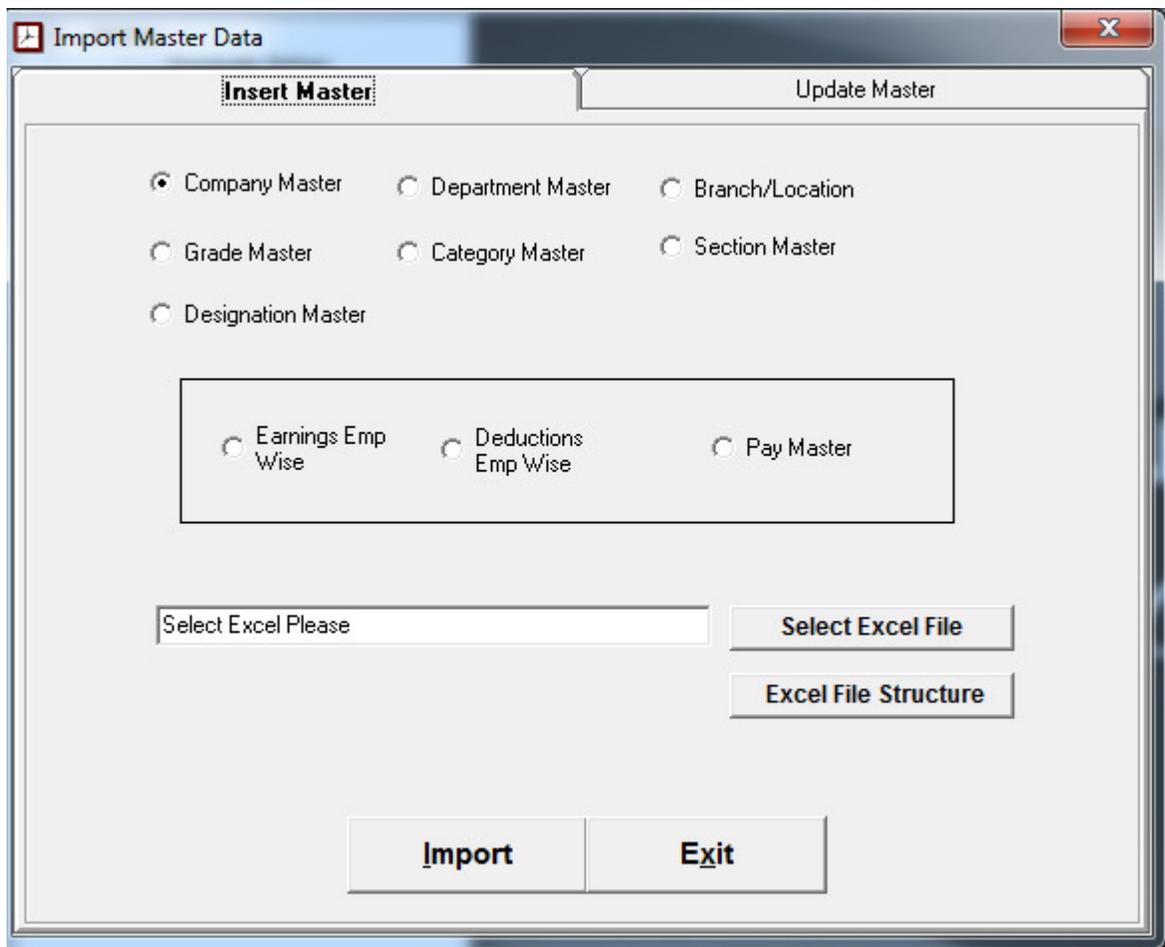


Figure 5: Import Data (insert Master)

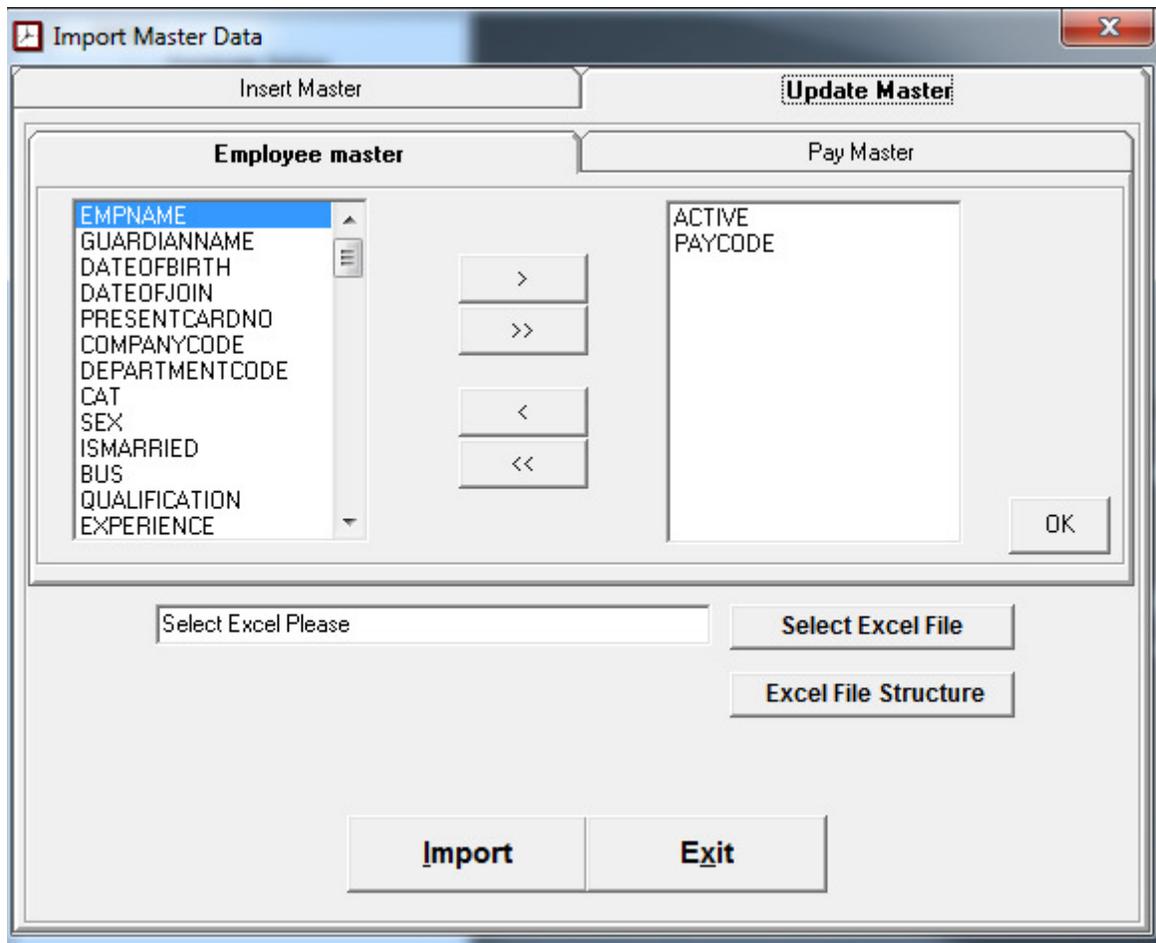


Figure 5: Import Data (Update Master)

A.1.1 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.

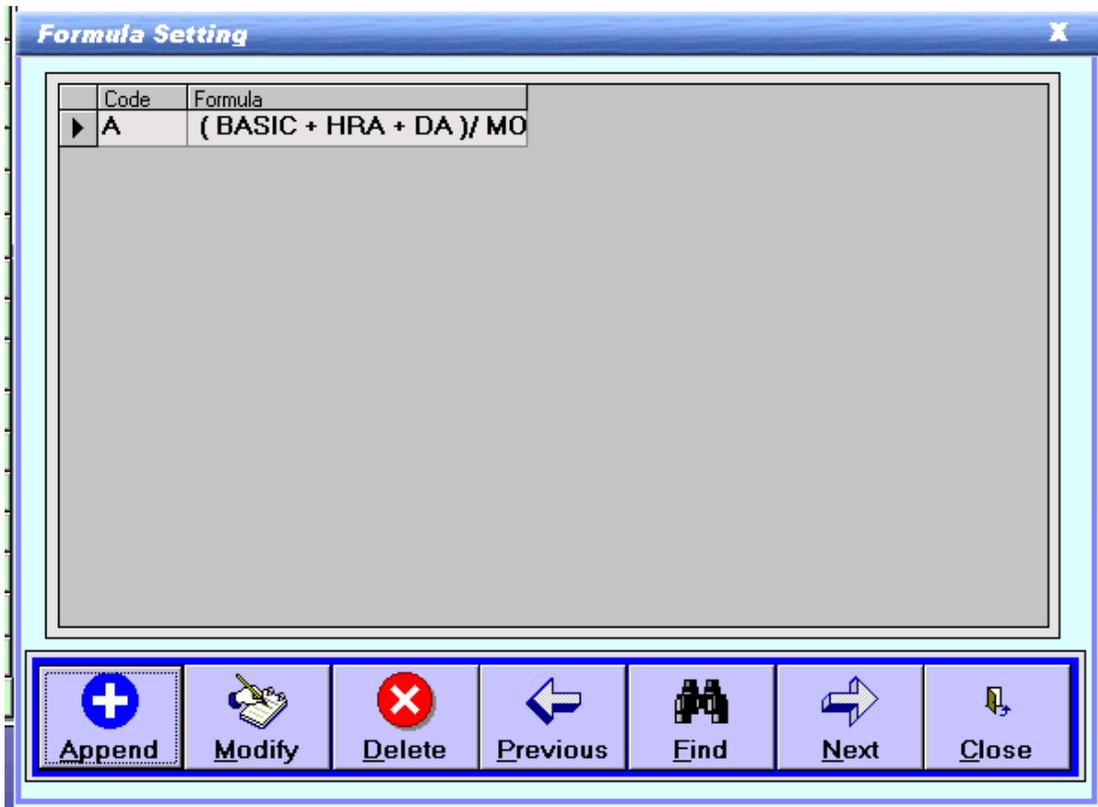


Figure A.1.1: Formula Setup-1

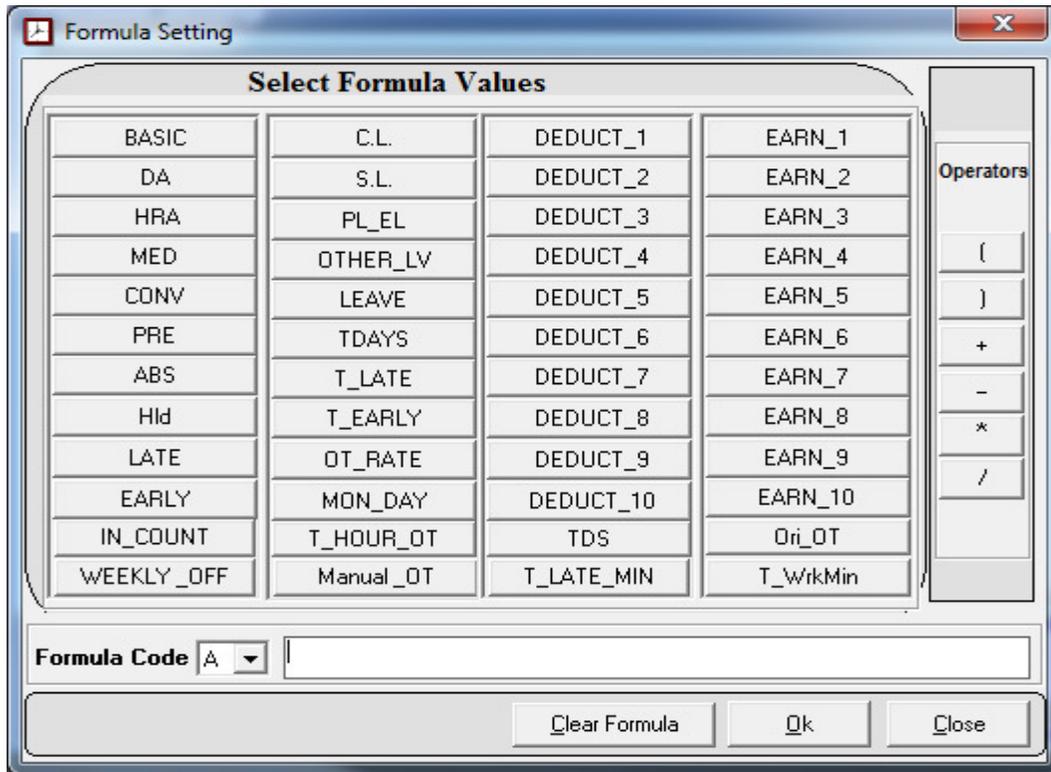


Figure A.1.2: Formula Setup-2

A.2.1 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:

1: **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		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	1		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
2		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	2		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
3		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	3		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
4		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	4		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
5		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	5		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
6		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	6		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
7		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	7		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
8		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	8		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
9		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	9		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
10		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>	10		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>
					TDS :		0000000.00	None	<input type="checkbox"/> <input type="checkbox"/>

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

Apply Close

Figure A.2.1: General Setup-1

2: 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 $\{\{\text{basic}/26\}*\text{years}\}$

The screenshot shows a software window titled "General Setup" with three tabs: "Gen Setup", "PF Setup", and "ESI Setup". The "Gen Setup" tab is selected and contains a sub-section titled "Bonus Wage Limit".

At the top of the "Gen Setup" tab, there are three sub-sections: "Bonus Wage Limit" (which is active), "Allowed", and "Extra Setup".

Under "Bonus Wage Limit", there are two radio buttons: "Bonus On Wage Limit" (selected) and "Bonus On Basic Pay".

Fields include:

- Minimum Working Days for Bonus: 000.00
- Bonus Wage Limit: 000000.00
- Bonus Amount Limit: 000000.00
- Bonus Rate: 000.00
- Total Maximum Bonus Limit: 000000.00
- Exgratia Limit: 999999.00
- Minimum Years For Gratuity: 0.00
- Gratuity Formula: ((BASIC + DA) * 15 / 26 * YEAR)
- Gratuity Maximum Amount Limit: 0000000.00
- Bonus Allowed on Arrier Also:
- Show Bonus On Salary Slip:
- Bonus Duration From: 19/09/2007
- To: 19/09/2007

Buttons at the bottom include "Apply To Selected Employees", "Apply", and "Close".

Figure A.2.2: Bonus/Gratuity Setup

3. **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".

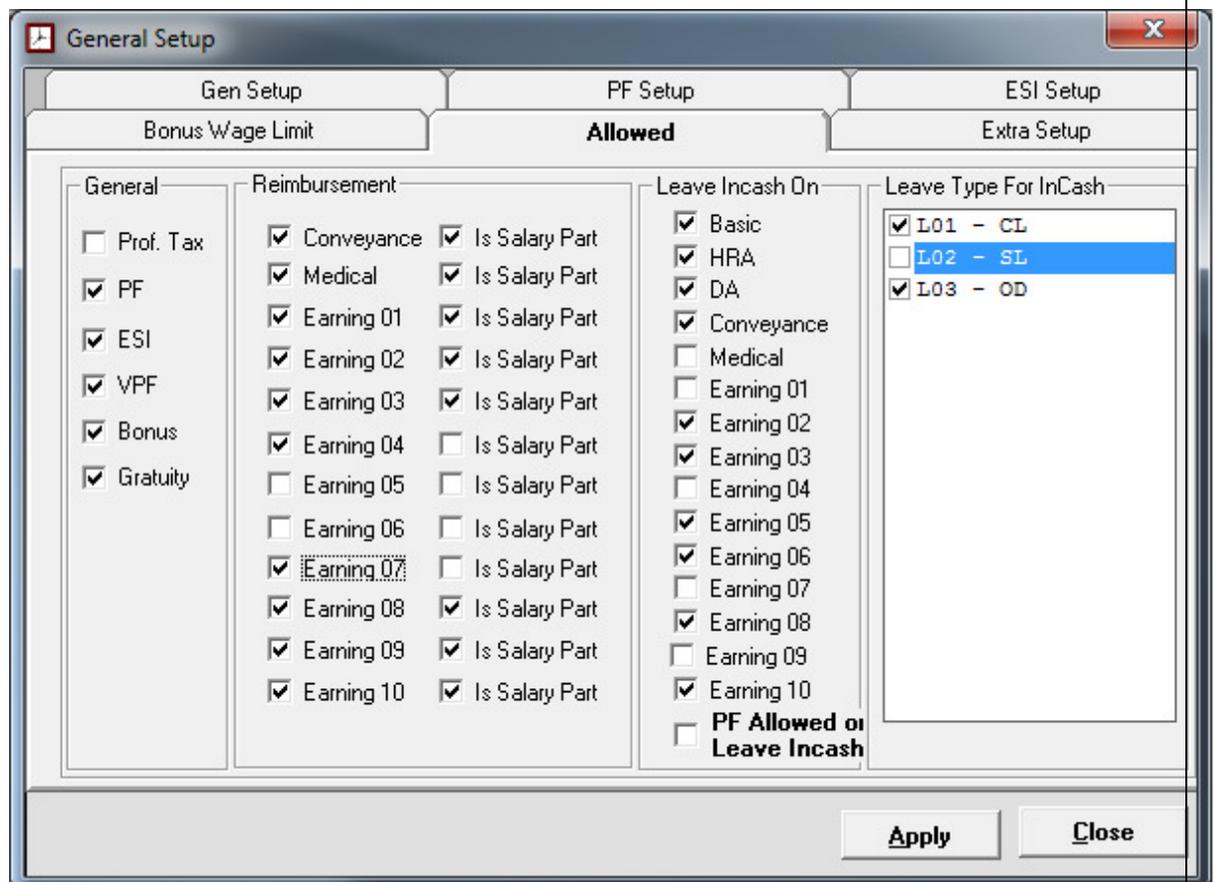


Figure A.2.3: Allowed

4. 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.

Bonus Wage Limit		Allowed		Extra Setup	
Gen Setup		PF Setup		ESI Setup	
Limit of PF Deduction	015000.00	Amount on Which PF will Deducted	Amount on Which VPF will Deducted		
Employer's PF Deduction	04.00	<input checked="" type="checkbox"/> Basic	<input type="checkbox"/> Basic	Limit of VPF Deduction	000000.00
Employer's EPF Deduction	03.00	<input type="checkbox"/> HRA	<input type="checkbox"/> HRA		
Employer's FPF Deduction	05.00	<input type="checkbox"/> DA	<input type="checkbox"/> DA		
Employee's PF Deduction	12.00	<input type="checkbox"/> Conveyance	<input type="checkbox"/> Conv		
Employee's VPF Deduction	00.00	<input type="checkbox"/> Medical	<input type="checkbox"/> Medical		
Rounding with Decimal Place of	0	<input type="checkbox"/> Earning 01	<input type="checkbox"/> Earning 01		
PF A/C 02	00.000	<input type="checkbox"/> Earning 02	<input type="checkbox"/> Earning 02		
PF A/C 21	00.000	<input type="checkbox"/> Earning 03	<input type="checkbox"/> Earning 03		
PF A/C 22	00.000	<input type="checkbox"/> Earning 04	<input type="checkbox"/> Earning 04		
Fix EDIL on Pf Limit Deduction	<input type="checkbox"/>	<input type="checkbox"/> Earning 05	<input type="checkbox"/> Earning 05		
Fixed	<input type="checkbox"/>	<input type="checkbox"/> Earning 06	<input type="checkbox"/> Earning 06		
On Work Days	<input type="checkbox"/>	<input type="checkbox"/> Earning 07	<input type="checkbox"/> Earning 07		
		<input type="checkbox"/> Earning 08	<input type="checkbox"/> Earning 08		
		<input type="checkbox"/> Earning 09	<input type="checkbox"/> Earning 09		
		<input type="checkbox"/> Earning 10	<input type="checkbox"/> Earning 10		

Figure A.2.4: PF Setup

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

Gen Setup		PF Setup		ESI Setup	
Bonus Wage Limit		Allowed		Extra Setup	
<input type="checkbox"/> Show Arrear On Salary Slip		Salary Head Percentage			
Welfare Fund Contribution		Basic	00.00		
Employer's Share	00.00	HRA	00.00		
Employee Share	00.00	Convenience	00.00		
Financial Year Duration		Medical	00.00		
Year From	10/2007	DA	00.00		
Year To	10/2007	Earning 01	00.00		
		Earning 02	00.00		
		Earning 03	00.00		
		Earning 04	00.00		
		Earning 05	00.00		
		Earning 06	00.00		
		Earning 07	00.00		
		Earning 08	00.00		
		Earning 09	00.00		
		Earning 10	00.00	Total	000.00

Figure A.2.5: Extra Setup

2. 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.

General Setup

Bonus Wage Limit Allowed Extra Setup

Gen Setup PF Setup **ESI Setup**

Amount on Which ESI will Deducted

Limit of ESI Deduction: 015000.00

Employer's ESI Deduction: 12.00

Employees ESI Deduction: 06.00

Rounding with Decimal Place of: 0

Allow ESI (Employer) on Fractional point upper Limit

Allow ESI (Employee) on Fractional point upper Limit

Allow ESI On Over Time

Allow ESI On Arrear

Basic

HRA

DA

Conveyance

Medical

Earning 01

Earning 02

Earning 03

Earning 04

Earning 05

Earning 06

Earning 07

Earning 08

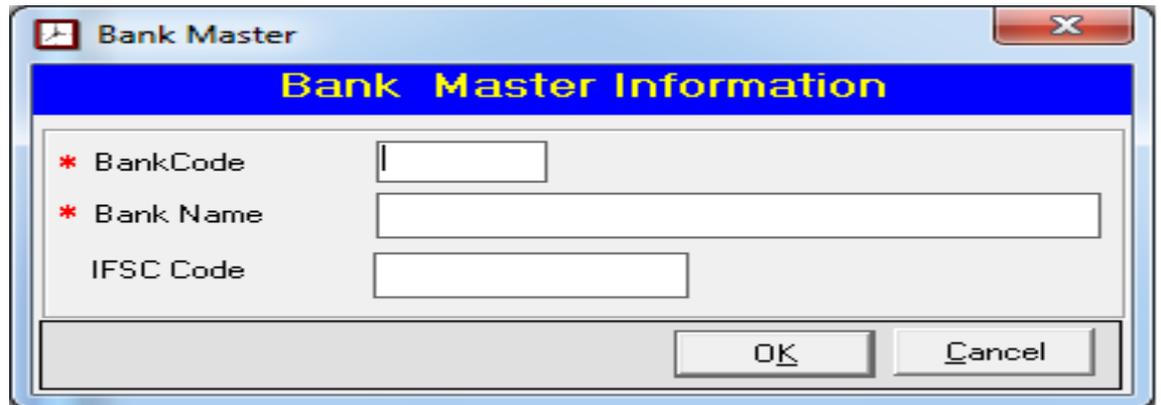
Earning 09

Earning 10

Apply Close

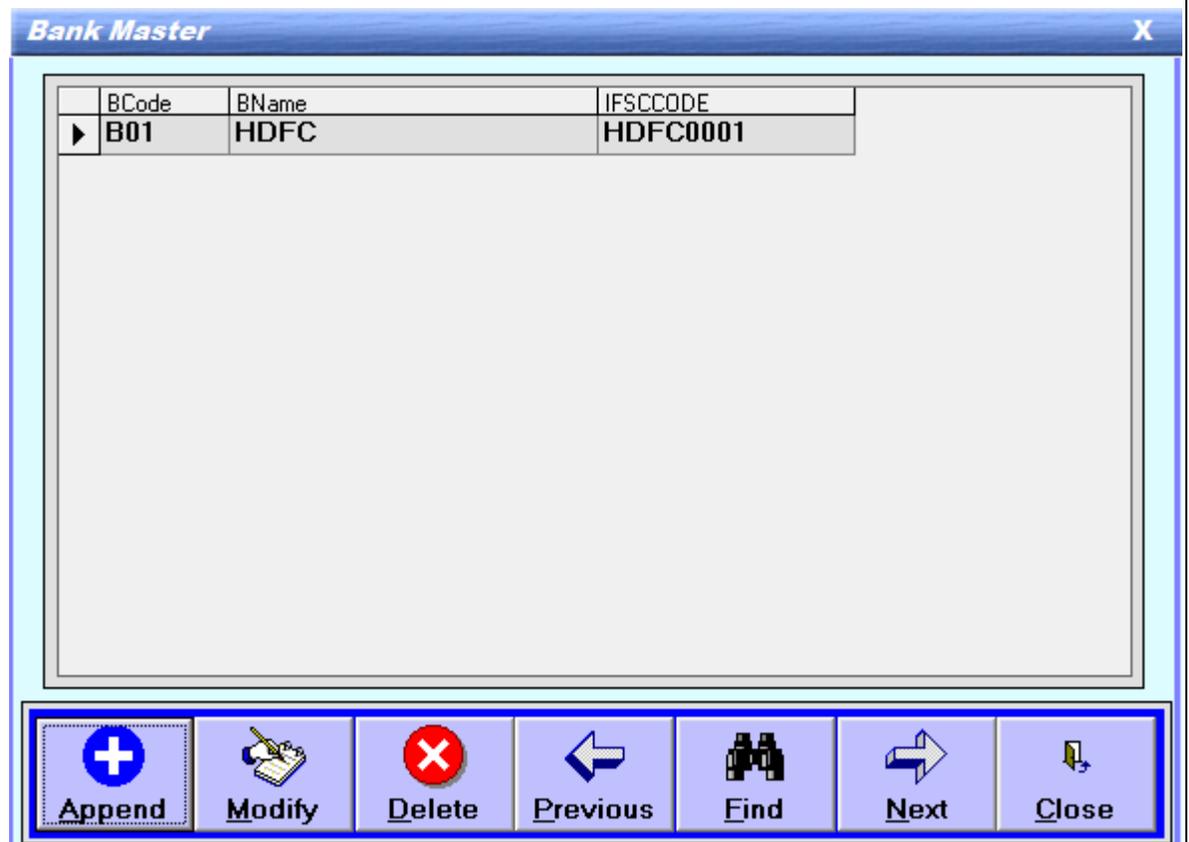
Figure A.2.6: ESI Setup

A.3.1 Bank Master:



A screenshot of a software window titled "Bank Master". The window has a blue header bar with the text "Bank Master Information" in yellow. Below the header, there are three input fields: "BankCode" with a red asterisk, "Bank Name" with a red asterisk, and "IFSC Code". Each field has a corresponding text box. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

Figure A.3.1: Bank Master



A screenshot of a software window titled "Bank Master" showing a data table and a toolbar. The table has three columns: "BCode", "BName", and "IFSCCODE". The first row contains the values "B01", "HDFC", and "HDFC0001". Below the table is a toolbar with seven icons and labels: "Append" (plus sign), "Modify" (pencil), "Delete" (red X), "Previous" (left arrow), "Find" (binoculars), "Next" (right arrow), and "Close" (hand cursor).

BCode	BName	IFSCCODE
B01	HDFC	HDFC0001

Figure A.3.2: Bank Master

A.4.Setup window

A.4.1 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.



Figure A.4.1: 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: 2222 Card No.: 0002222 Name: ALOK SRIVASTAV
 Gross Salary: Department: IT

Basic: 0015000.00 DA: 0003000.00 Fixed
 PF No: 00000000000 2121 Conveyance: 0001500.00 PDays
 ESI No: 0000000000001 Medical: 0000500.00 PDays
 PAN No: gashy0065j HRA: 0001000.00 PDays
 Payment by: Cash Q.T. Rate Per Hour: 000.00 None
 Bank Name: B01 HDFC TDS: 0001000.00 None
 Bank A/c No: 0000001111111 GGS Code:
 Type Of Employee: OnRoll P&GS Code:
 LIC ID:

Allowed

Prof. Tax
 PF PF Entry
 ESI No Limit
 VPF
 Bonus 00.00
 Gratuity
 Late Arrival

Gross Salary: 21150

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

Earning 1 to 5			Earning 6 to 10		
Description	Rate / Amt	Formula	Description	Rate / Amt	Formula
1	petrol 000100.00	P			
2	washing 000050.00	A			
3	0000000.00	None			
4	0000000.00	None			
5	0000000.00	None			

Buttons: OK, Close, Prevl PF NO, Prevl UAN NO, AADHAR NO, IFSC CODE, Nominee Information, Gen Setup

Figure A.4.2: Employee Setup-2

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

Paycode: Card No.: Name: ALOK SRIVASTAV
 Gross Salary: Department: IT

PF Details Entry

Limit of PF Deduction	<input type="text" value="015000.00"/>	<input type="checkbox"/> Fixed	Amount on Which PF will Deducted	Amt on Which VPF Will Deducted	Limit of VPF Deduction
Employer's PF Deduction	<input type="text" value="04.00"/>	<input type="checkbox"/> On Work Days	<input checked="" type="checkbox"/> Basic	<input type="checkbox"/> Basic	<input type="text" value="000000.00"/>
Employer's EPF Deduction	<input type="text" value="03.00"/>		<input type="checkbox"/> HRA	<input type="checkbox"/> HRA	
Employer's FPF Deduction	<input type="text" value="05.00"/>		<input type="checkbox"/> DA	<input type="checkbox"/> DA	
Employee's PF Deduction	<input type="text" value="12.00"/>		<input type="checkbox"/> Conveyance	<input type="checkbox"/> Conv	
Employee's VPF Deduction	<input type="text" value="00.00"/>		<input type="checkbox"/> Medical	<input type="checkbox"/> Medical	
Rounding with Decimal Place of	<input type="text" value="0"/>		<input type="checkbox"/> Earning 01	<input type="checkbox"/> Earning 01	
PF A/C 02	<input type="text" value="00.000"/>		<input type="checkbox"/> Earning 02	<input type="checkbox"/> Earning 02	
PF A/C 21	<input type="text" value="00.000"/>		<input type="checkbox"/> Earning 03	<input type="checkbox"/> Earning 03	
PF A/C 22	<input type="text" value="00.000"/>		<input type="checkbox"/> Earning 04	<input type="checkbox"/> Earning 04	
<input type="checkbox"/> Pension Employer's EPF Deduction <input type="text" value="00.00"/> Employer's FPF Deduction <input type="text" value="00.00"/>			<input type="checkbox"/> Earning 05	<input type="checkbox"/> Earning 05	
			<input type="checkbox"/> Earning 06	<input type="checkbox"/> Earning 06	
			<input type="checkbox"/> Earning 07	<input type="checkbox"/> Earning 07	
			<input type="checkbox"/> Earning 08	<input type="checkbox"/> Earning 08	
			<input type="checkbox"/> Earning 09	<input type="checkbox"/> Earning 09	
			<input type="checkbox"/> Earning 10	<input type="checkbox"/> Earning 10	

Figure A.4.3: PF Setup

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.

	Rates	Calculated Amount	
Basic	000000.00	000000.00	
D.A	00000.00	00000.00	
H.R.A	00000.00	00000.00	P.F 00000.00
Conveyance	00000.00	00000.00	V.P.F 00000.00
Medical	00000.00	00000.00	E.S.I 00000.00

Figure A.5.1: Arrear Entry

A.6 Leave Encash Entry:

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.

<u>Leave Description</u>	<u>Balance</u>	<u>Encash</u>
Casual leave	-001.00	000.00
Sick Leave	000.00	000.00

Figure A.6.1: Leave Encash Entry

A.7 Late Plan Setup:

Multiple Late Arrival Deduction Plan

Multiple Late Arrival Deduction Plan Master

PlanCode PlanName

Total Exemt Days: Serial No.

Late Minutes From: Late Minutes To:

Salary Percentage:

Sl No.	PlanCode	SerialNo	Exemt Days	LateMinutes From	LateMf

Select Salary Heads On Which Late

- Basic
- Hra
- Da
- Conveyance
- Medical
- Earning1
- Earning2
- Earning3
- Earning4
- Earning5
- Earning6
- Earning7
- Earning8
- Earning9
- Earning10

Paycode EmployeeName

Figure A.7: Late Plan Setup

A.8 Salary Lock/Unlock:-



The image shows a software dialog box titled "Salary Lock/Unlock". It contains four main sections:

- Unlock:** A section with a "Month & Year" dropdown menu set to "11/2015" and an "Unlock" button.
- Lock:** A section with the text "All previous month salary will lock before this month" and a "Month & Year" dropdown menu set to "11/2015", along with a "Lock" button.
- Report:** A section with "Month" and "To" dropdown menus both set to "03/11/2015" and a "Report" button.
- Change Password:** A section with three input fields labeled "Old Password", "New Password", and "Confirm Password", and a "Change Password" button.

Figure A.8: Salary Lock/Unlock

B. Data Processing:

B.1.1 Pay Processing

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

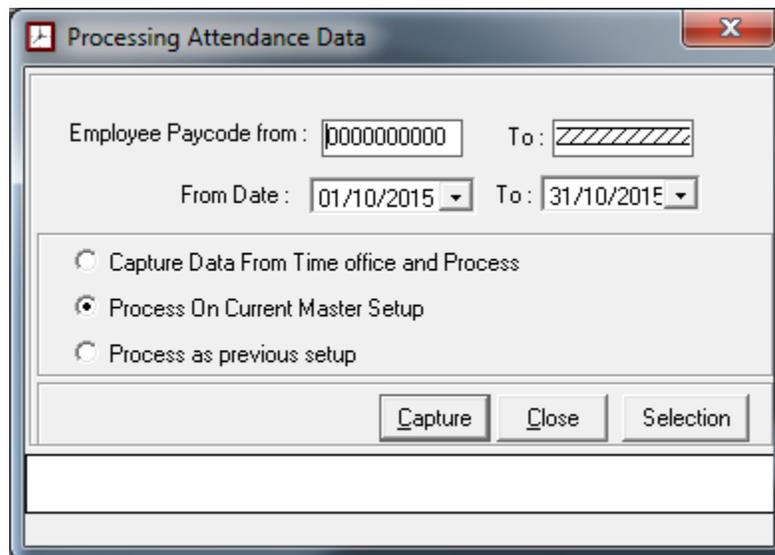


Figure B.1.1: Pay Processing

- 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.

B.2.1 Canteen Processing:

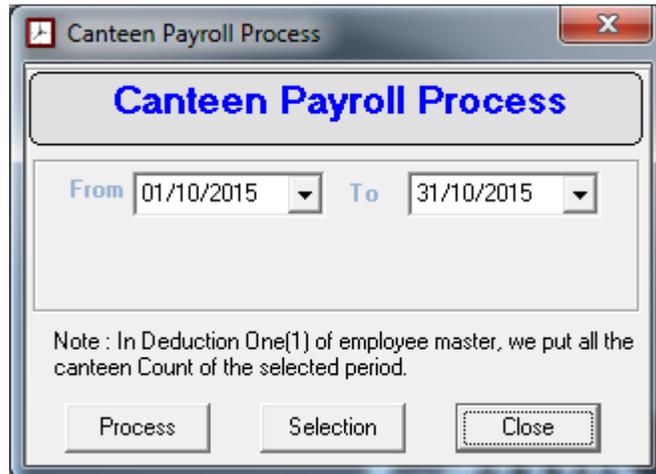


Figure B.2.1: Canteen Processing

B.3.1 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.

The screenshot shows a 'Data Maintenance' window with the following fields:

Pay Code	<input type="text"/>	Name :	
Month	10/2015	Department :	
Card No.	<input type="text"/>	Designation	

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"/>

Buttons:

Figure B.3.1: Performance Analysis

B.4.1 Hold Salary

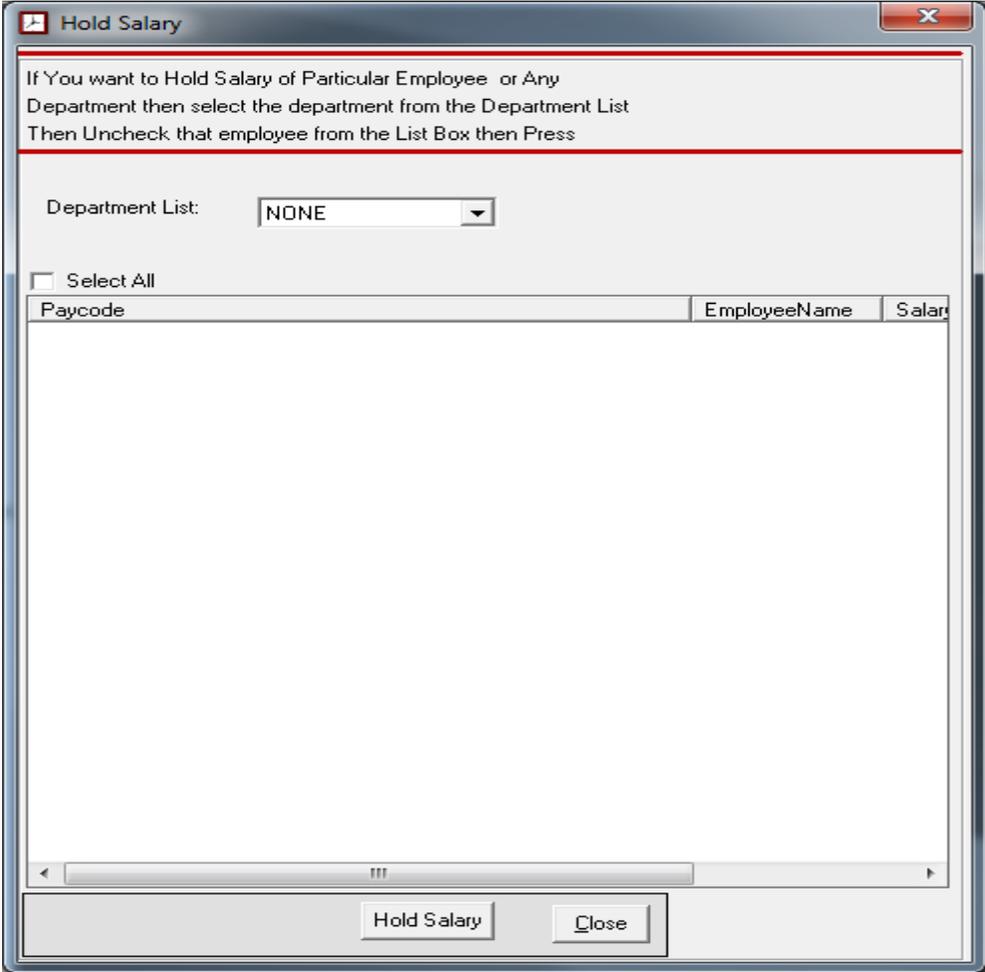


Figure B.4.1: Hold Salary

C:-Reports

C.1.1 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.

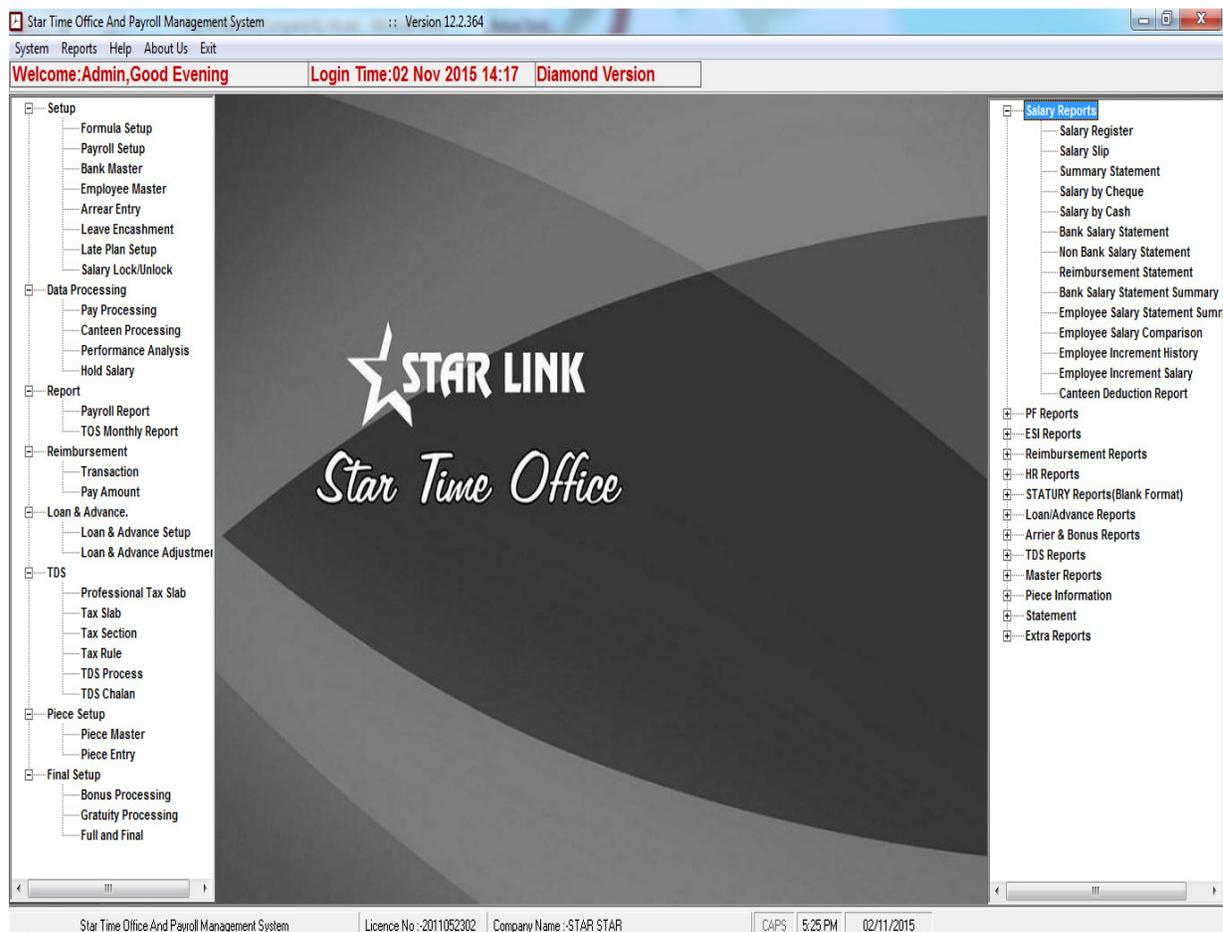


Figure c.1.1:- Reports

C.2.1 TOS Monthly Report:-

Monthly Attendance Report

From Date: 01/10/2015 To: 31/10/2015

Text Excel Word

- Performance Register
- Late Arrival Register
- Early Departure Register
- Absenteeism Register
- Over Time Register
- Over Stay Register
- Shift Schedule
- Lunch Duration Report
- Location Wise Punch
- Employee Wise Percentage
- Department Wise Percentage
- Employee wise Performance
- Employee Wise Attendance
- Employee Attendance Detail
- Department Wise Attendance
- Shift Wise Attendance
- Over Time Summary
- Over Time Summary New
- Employee Status
- Manual OT Deduction
- Night Shift Punch
- Muster Roll
- Form No - 12
- Form No - 12 New
- Form No - 25
- Form No - 25 New
- Form No - 26
- Early Departure
- Total Loss and OverStay
- Late and Over Stay

GatePass Reports

Lines Per Page: 58 Department Wise Skip:

Close Generate Selections...

Figure C.2.1:-TOS Monthly Reports

D.1.1 Reimbursement:

Reimb 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.

General	Reimbursement	Leave Incash On	Leave Type For InCash
<input type="checkbox"/> Prof. Tax	<input checked="" type="checkbox"/> Conveyance	<input checked="" type="checkbox"/> Basic	<input checked="" type="checkbox"/> L01 - CL
<input checked="" type="checkbox"/> PF	<input checked="" type="checkbox"/> Medical	<input checked="" type="checkbox"/> HRA	<input type="checkbox"/> L02 - SL
<input checked="" type="checkbox"/> ESI	<input checked="" type="checkbox"/> Earning 01	<input checked="" type="checkbox"/> DA	<input checked="" type="checkbox"/> L03 - OD
<input checked="" type="checkbox"/> VPF	<input checked="" type="checkbox"/> Earning 02	<input type="checkbox"/> Conveyance	
<input checked="" type="checkbox"/> Bonus	<input checked="" type="checkbox"/> Earning 03	<input type="checkbox"/> Medical	
<input checked="" type="checkbox"/> Gratuity	<input checked="" type="checkbox"/> Earning 04	<input type="checkbox"/> Earning 01	
	<input type="checkbox"/> Earning 05	<input checked="" type="checkbox"/> Earning 02	
	<input type="checkbox"/> Earning 06	<input checked="" type="checkbox"/> Earning 03	
	<input checked="" type="checkbox"/> Earning 07	<input type="checkbox"/> Earning 04	
	<input checked="" type="checkbox"/> Earning 08	<input checked="" type="checkbox"/> Earning 05	
	<input checked="" type="checkbox"/> Earning 09	<input type="checkbox"/> Earning 06	
	<input checked="" type="checkbox"/> Earning 10	<input checked="" type="checkbox"/> Earning 07	
		<input checked="" type="checkbox"/> Earning 08	
		<input type="checkbox"/> Earning 09	
		<input checked="" type="checkbox"/> Earning 10	
		<input type="checkbox"/> PF Allowed on Leave Incash	

Figure D.1.1: Reimbursement Setup

E. Loan/ Advance

E.1.1 :- Loan and 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.

The screenshot shows a software window titled "Loan & Advance Setup". The window contains the following elements:

- Left Panel:** Labels for "Pay Code", "ID No.", "Card No.", "Company", "Employee Name", "Department", and "Category", each with a corresponding input field.
- Right Panel:** Radio buttons for "View", "New", and "Delete" (with "View" selected). A checked checkbox for "Deduct From Salary". A dropdown menu for "Loan/Adv Type" currently showing "Advance". Radio buttons for "Advance" (selected) and "Loan".
- Bottom Section:** Two dropdown menus for "Advance Month" and "Transaction From Month", both set to "11/2015". Three input fields for "Total Advance", "Installment Amount", and "Number Of Installment".
- Footer:** "Save" and "Close" buttons.

Figure E.1.1: 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.

E.2.1 Loan/Advance Adjustment

The screenshot shows a software window titled "Loan & Advance Adjustment". It features several input fields and a set of radio buttons. The fields include "Pay Code", "ID No.", "Card No.", "Company", "Employee Name", "Department", and "Category". Below these fields are five radio buttons: "Advance", "Loan", "Salary(Inst_AMT)", "Cash(Cash_AMT)", and "Edit Installment". An "Adjustment Amount" field is present with the value "0". At the bottom of the window are "Save" and "Close" buttons.

Figure E.2.1: 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.

F.1.1 TDS calculation

The screenshot shows a software window titled "TDS Calculation (Proposed)". The interface is divided into several sections:

- Employee Information:** Fields for Paycode, Company Name, Employee Name, Designation, Department, and Date Of Join.
- Financial and Assessment Details:** Financial Year (From 2015 To 2016), Assessment Year (From 2016 To 2017), and Category (Male).
- Prev Employer Inc Detail:** Fields for Salary paid, Profession Tax Ded., PF Deducted, and Inc Tax Deducted.
- Calculation Mode:** Radio buttons for "Proposed", "Update TDS", and "Final". A "Refresh Calculation" button is next to "Update TDS".
- Actions:** "Save", "Delete", and "Close" buttons.
- Income and Tax Calculation:** A large grid area on the left and a list of calculation fields on the right. The fields include:
 - Basic, Hra, Conveance, Medical, DA, Other Ear., Gross Income, Yearly Income
 - Reim Inc., Reim Exem., PF, Prof Tax, Other Ded., Yearly Ded.
 - Yearly Exem., Taxable Income, Yearly Tax, Edu. Cess. (02.00 % on Yearly Tax), H. Edu. Cess. (01.00 % on Yearly Tax), US 79 A Rebat, Gross Tax, Monthly Tax
 - PF Exem., Con Exem., Hra Exem., Tax Pay, Due Tax

Figure F.1.1: TDS Calculation

F.2.1 Professional tax slab

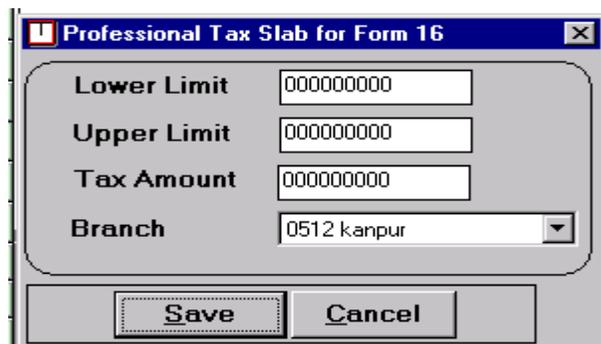
Professional tax always deduct from the gross salary.
Professional tax slab rates different from state to state because it comes under government jurisdiction. If an employee's salary is vary between from Rs. 3,000/- to Rs. 5000/- , professional tax will deduct Rs. 30/-.

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.



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

Figure F.2.1 : professional Tax Slab

G. Piece Setup

G.1.1 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.

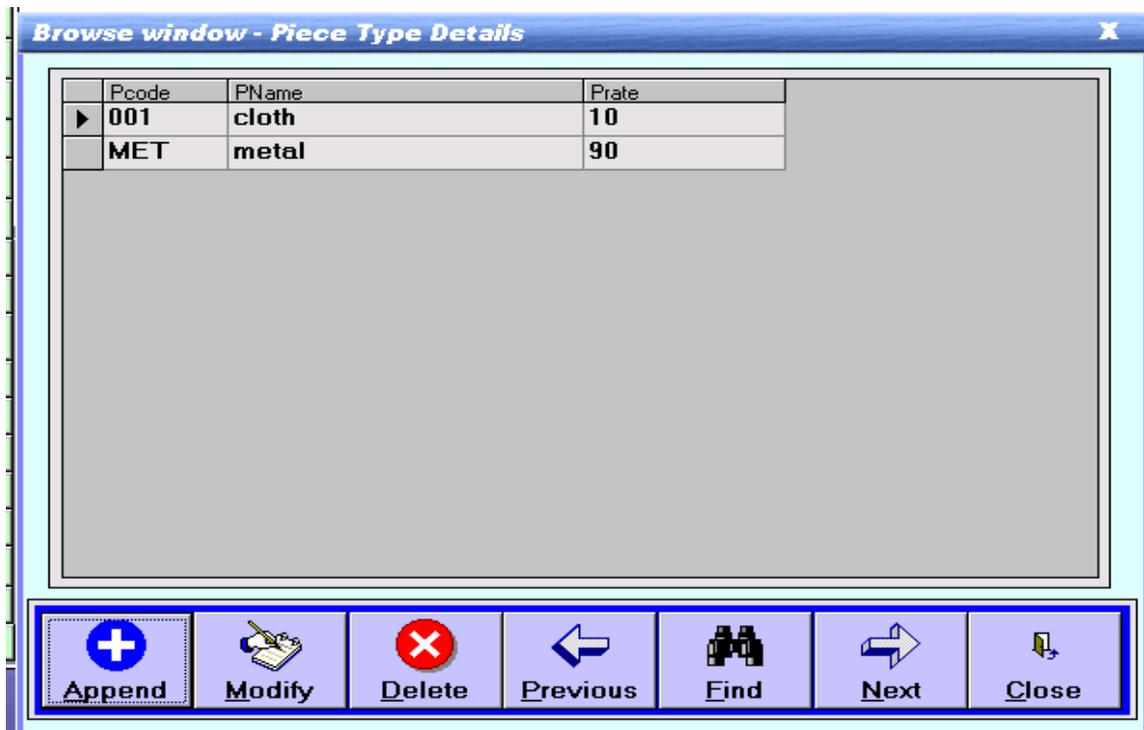


Figure G.1.1: Piece Master-1



Figure G.1.2: Piece Master-2

G.2.1 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.

Paycode	PieceCode	PieceRate	NoOfPiece	PieceAmd
▶ 2222	DSS	100	10	1000

Figure G.2.1:- Piece Entry

H. Final Setup

H.1.1 Bonus Processing:

In Bonus processing, you have to enter that date till that you want to process for bonus.

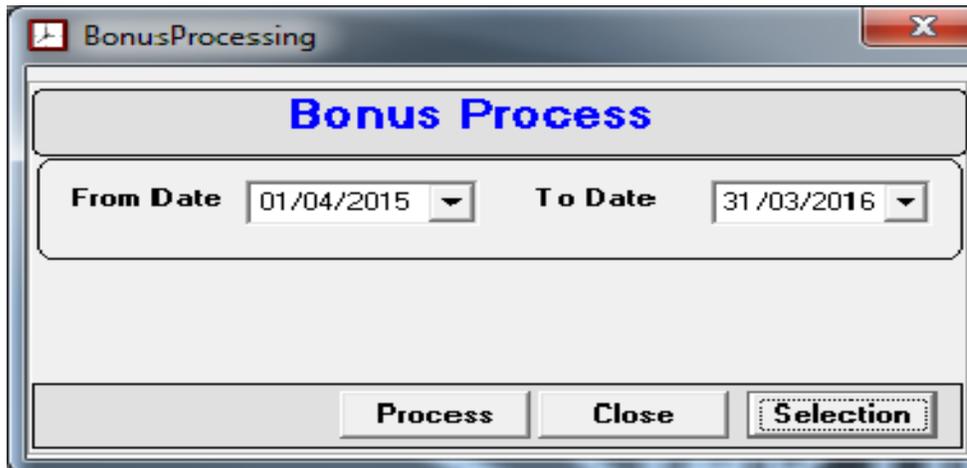


Figure H.2.1: Bonus Processing

H.2.1 Gratuity Process:

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

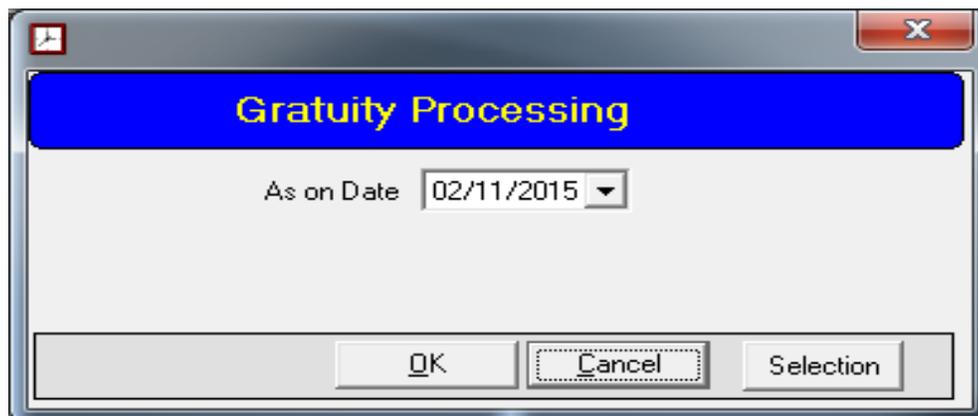


Figure H.2.1: Gratuity Process

H.2.3 Full and Final Entry:

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.

The screenshot shows a software window titled "Full And Final". At the top, there are three input fields: "Pay Code No. : []", "Leaving Date : 02/11/2015", and "Full And Final Date: 02/11/2015". Below these, the window is divided into two main sections: "Calculated Amount" on the left and "Reibursment Details" on the right. The "Calculated Amount" section includes fields for "Net Salary" (with a "Previous Month Also" checkbox), "Gratuity", "Leave for Incash", "Basic / Days" (set to 26), "Notice Days Paid" (radio button selected, value 000), "Notice DaysLess" (radio button unselected, value 000.00), "Basic / Days" (set to 30), "Pending Loan", "Pending Advance", "PF on Leave In Cash & Notice Days Paid" (checkbox unselected), "PF on NoticeDays" (checkbox unselected), "PF Amount", "VPF Amount", "EPF Amount", "FPF Amount", "Bonus Allowed" (checkbox unselected), "From Date" (01/04/2015), "To Date" (31/03/2016), and "Bonus Amount". The "Reibursment Details" section is currently empty. At the bottom of the "Calculated Amount" section, there is an "APPLY Settings" button. At the bottom right of the window, there are "Ok" and "Cancel" buttons. An "Extra" section at the bottom right contains fields for "Err Amt1", "Err Amt2", "Ded Amt1", and "Ded Amt2", all with values of 000000.00.

Figure H.2.3: Full & Final Entry

Exit: Close payroll software.