MANUAL
FOR
PAYROLL SOFTWARE

INDEX

STAR LINK COMMUNICATION PVT. LTD.

STAR LINK COMMUNICATION PVT. LTD.

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.
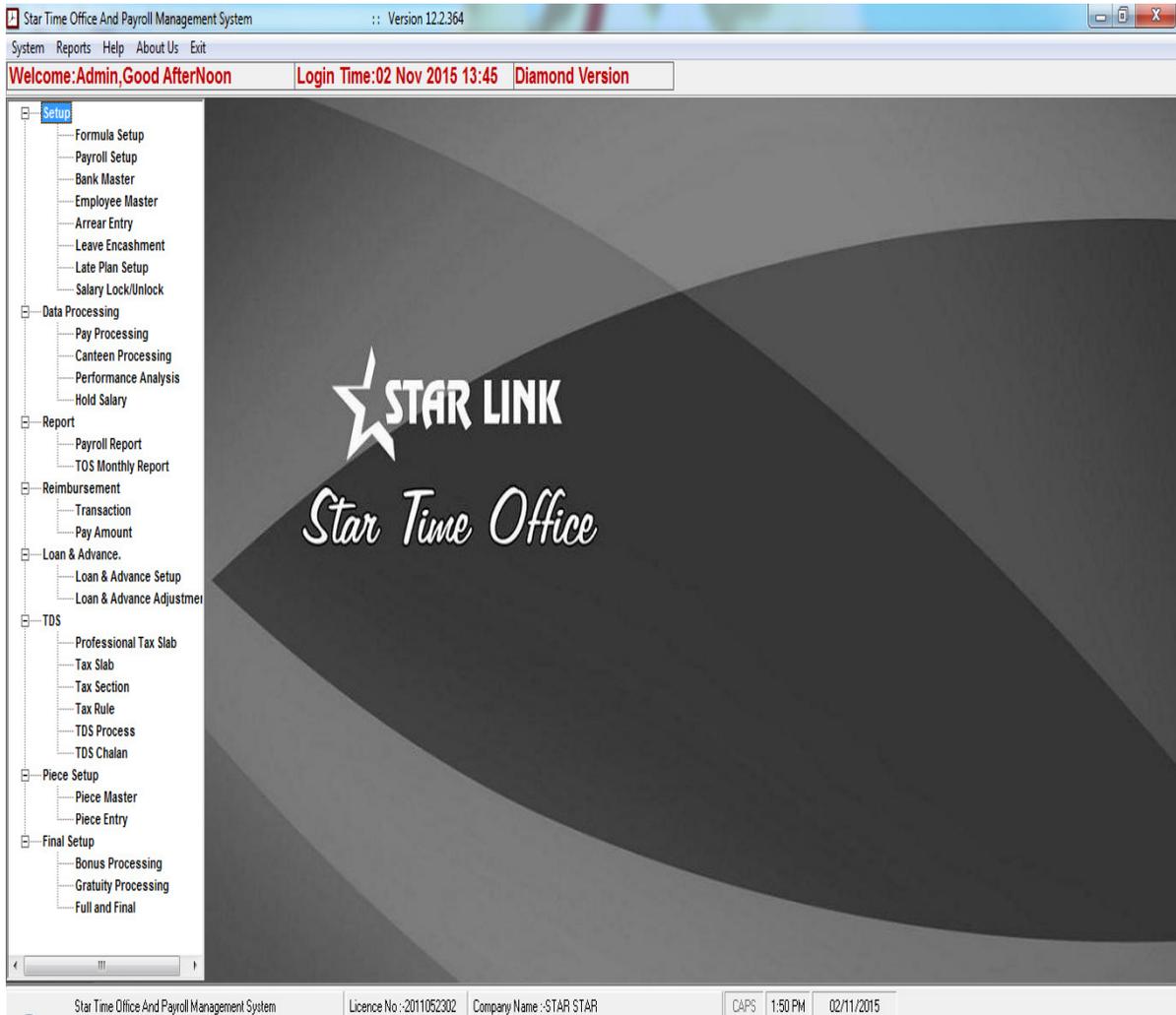

Figure 1: Main Window

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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

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1.2. Calculator

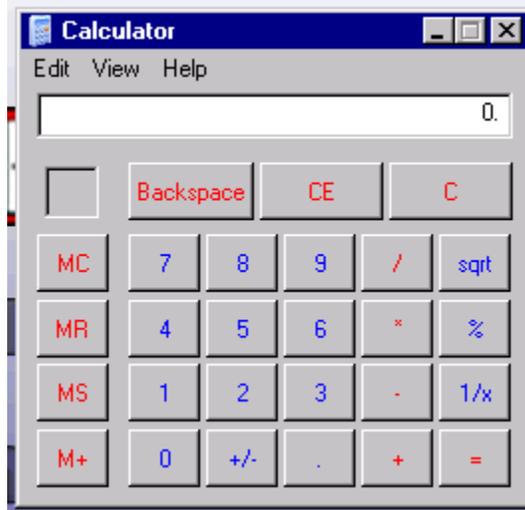You can do any mathematical calculation through this calculator as you do through the pocket calculator.

Figure 3: Calculator

1.3. Calendar
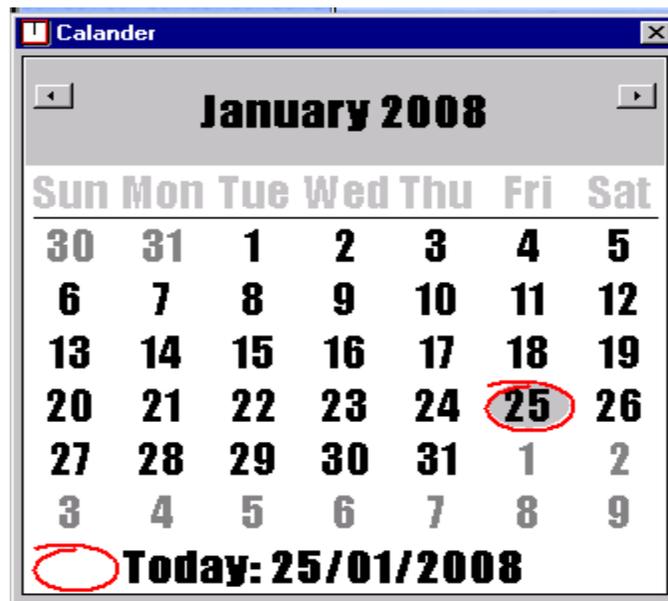
You can see calendar and set date from this option.

Figure 4: Calendar

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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.
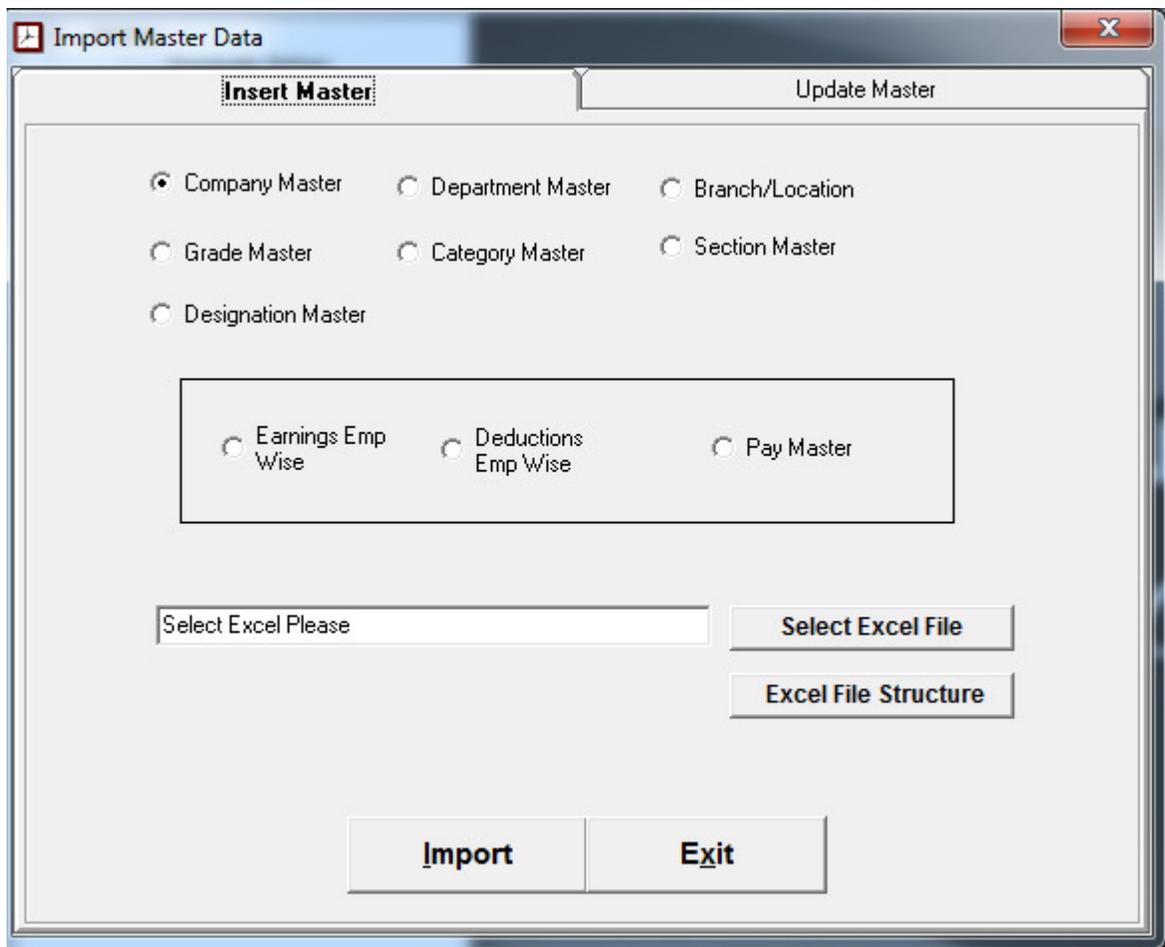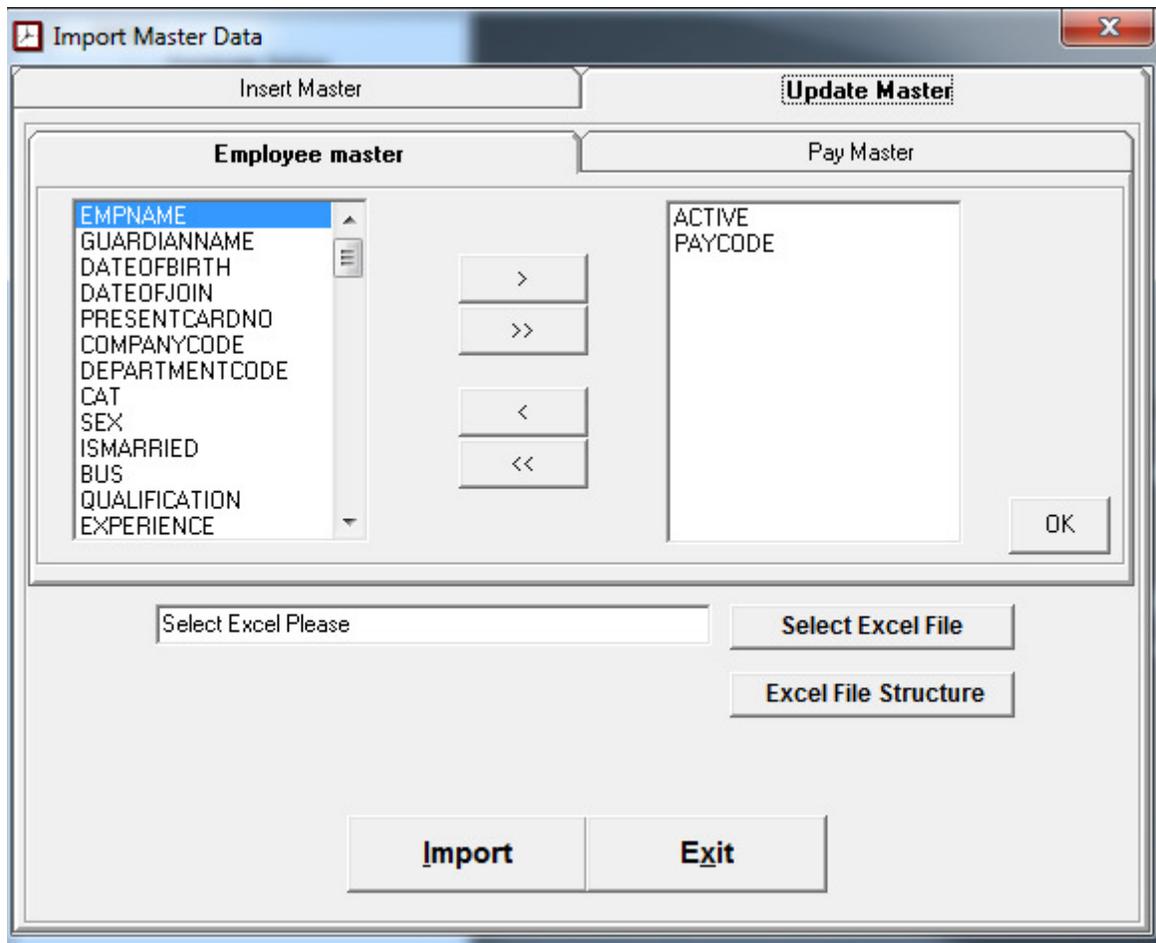

Figure 5: Import Data (insert Master)

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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.
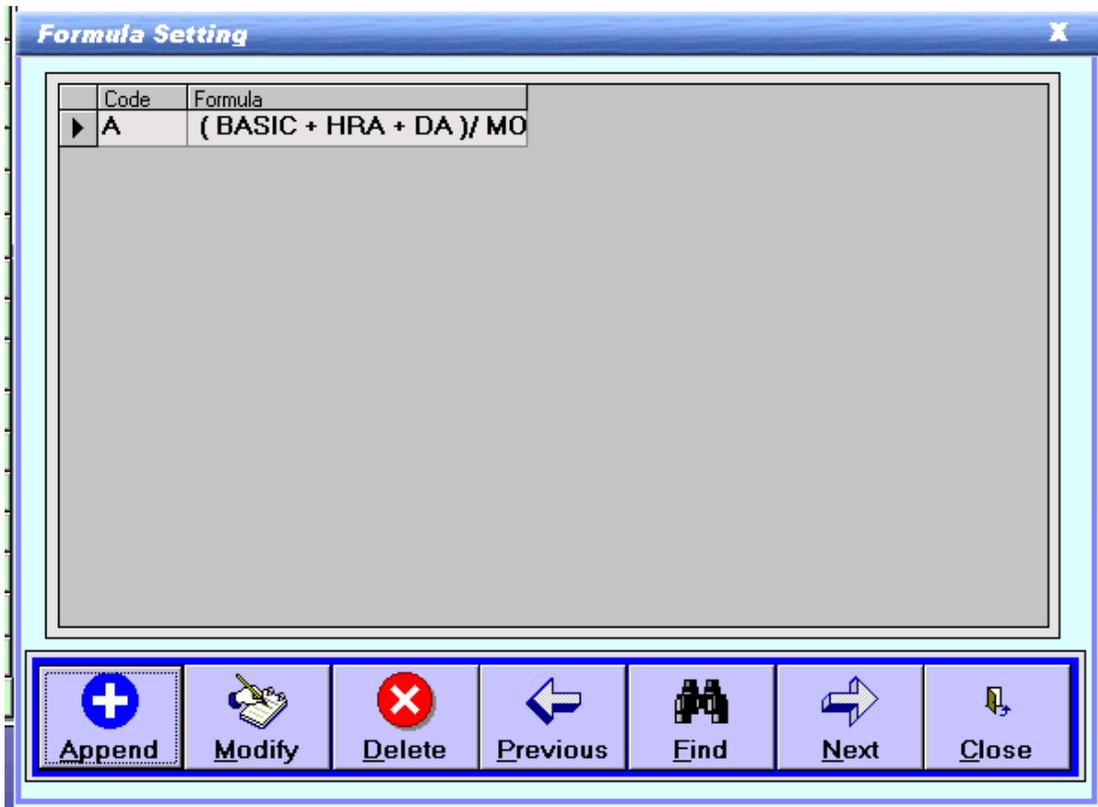

Figure A.1.1: Formula Setup-1

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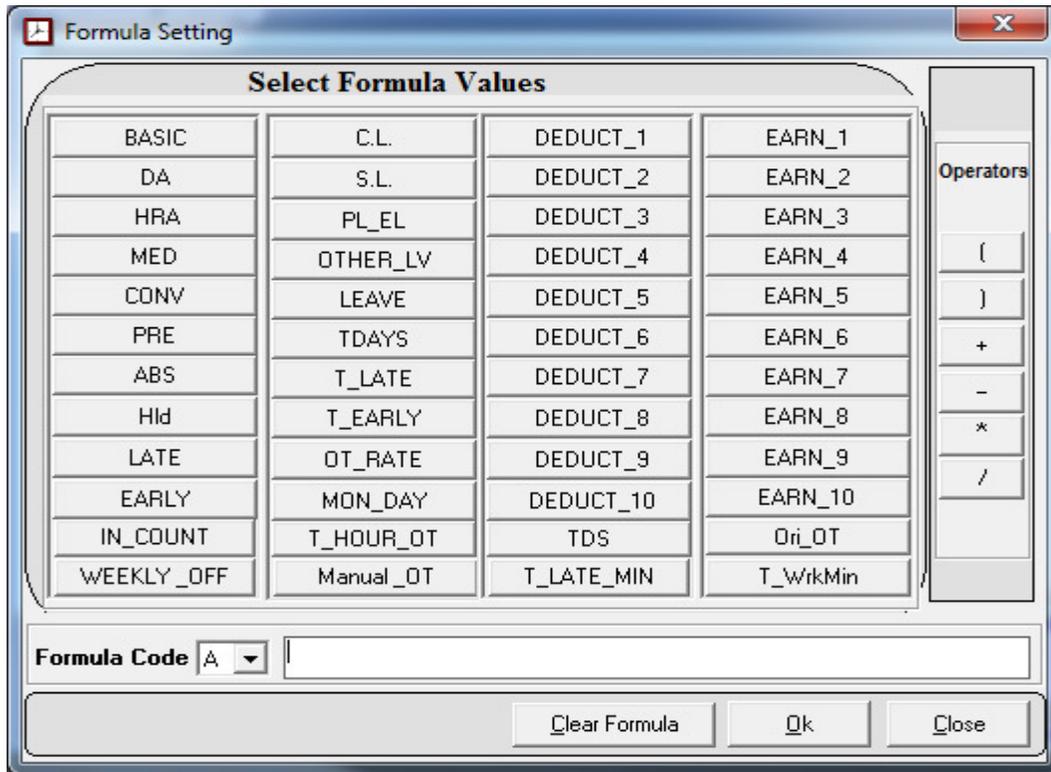
Figure A.1.2: Formula Setup-2

The dialog "Formula Setting" titled "Select Formula Values" contains the following values:

BASIC	C.L.	DEDUCT_1	EARN_1
DA	S.L.	DEDUCT_2	EARN_2
HRA	PL_EL	DEDUCT_3	EARN_3
MED	OTHER_LV	DEDUCT_4	EARN_4
CONV	LEAVE	DEDUCT_5	EARN_5
PRE	TDAYS	DEDUCT_6	EARN_6
ABS	T_LATE	DEDUCT_7	EARN_7
Hld	T_EARLY	DEDUCT_8	EARN_8
LATE	OT_RATE	DEDUCT_9	EARN_9
EARLY	MON_DAY	DEDUCT_10	EARN_10
IN_COUNT	T_HOUR_OT	TDS	Ori_OT
WEEKLY_OFF	Manual_OT	T_LATE_MIN	T_WrkMin

Operators: ( ) + - * /

Formula Code: A

Clear Formula   Ok   Close

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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.

Figure A.2.1: General Setup-1

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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 {{basic/26}*years}

Figure A.2.2: Bonus/Gratuity Setup

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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
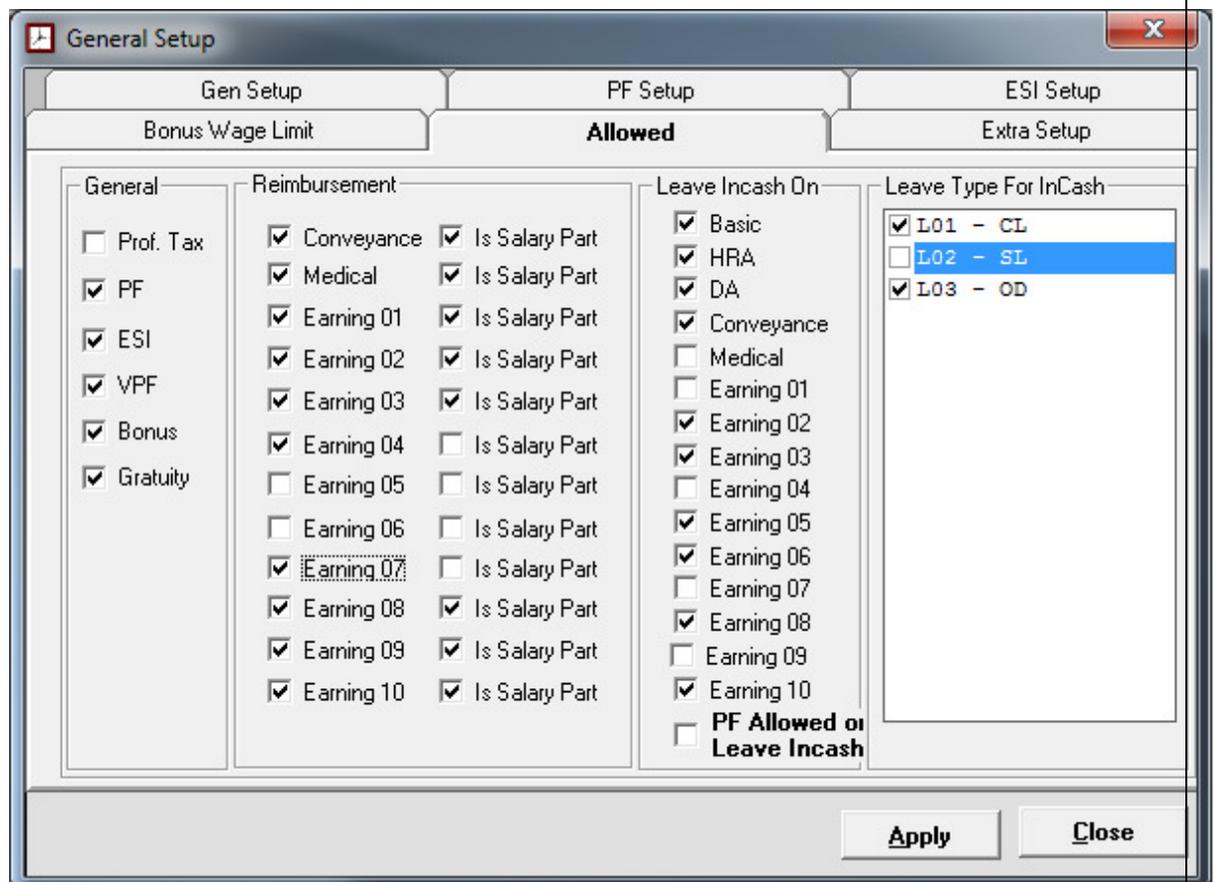
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4. PF Setup: In PF setup, employer can set limit of basic salary on which PF from the employee salary.

- ❖ 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.

Figure A.2.4: PF Setup

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

Figure A.2.5: Extra Setup

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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.

Figure A.2.6: ESI Setup

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A.3.1 Bank Master:

Figure A.3.1: Bank Master

Figure A.3.2: Bank Master

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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.

Pay Master Maintenance   X

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

➕ Append	✏️ Modify	❌ Delete	⬅️ Previous	🔍 Find	➡️ Next	🚪 Close

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.

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.

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.

Figure A.5.1: Arrear Entry

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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.

Figure A.6.1: Leave Encash Entry

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A.7 Late Plan Setup:

Figure A.7: Late Plan Setup

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A.8 Salary Lock/Unlock:-

Figure A.8: Salary Lock/Unlock

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B. Data Processing:

B.1.1 Pay Processing

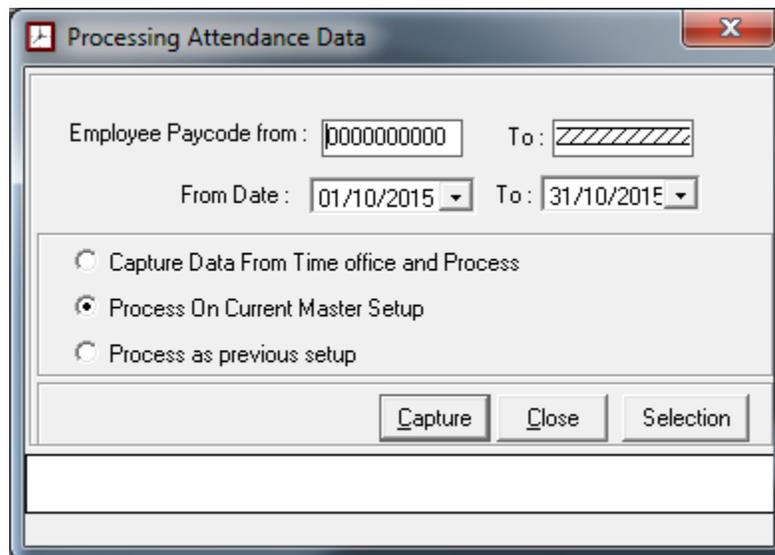By using this option, you can process for attendance data. There is three types of data, you can process:

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.

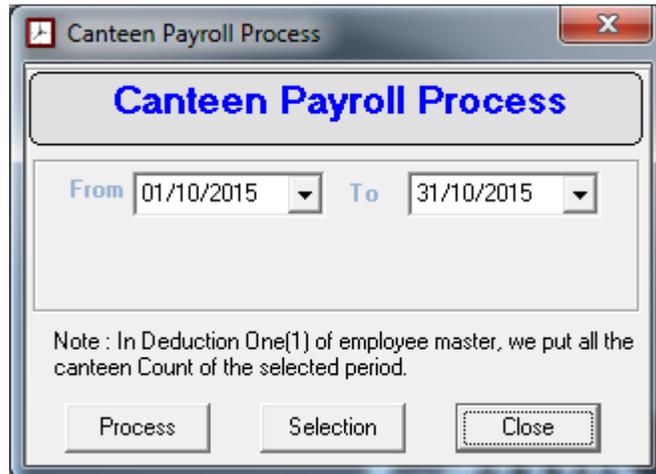III. Process on Previous Data: If you want to see report for previous month, run this process.

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B.2.1 Canteen Processing:

Figure B.2.1: Canteen Processing

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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.

Figure B.3.1: Performance Analysis

B.4.1 Hold Salary

Figure B.4.1: Hold Salary

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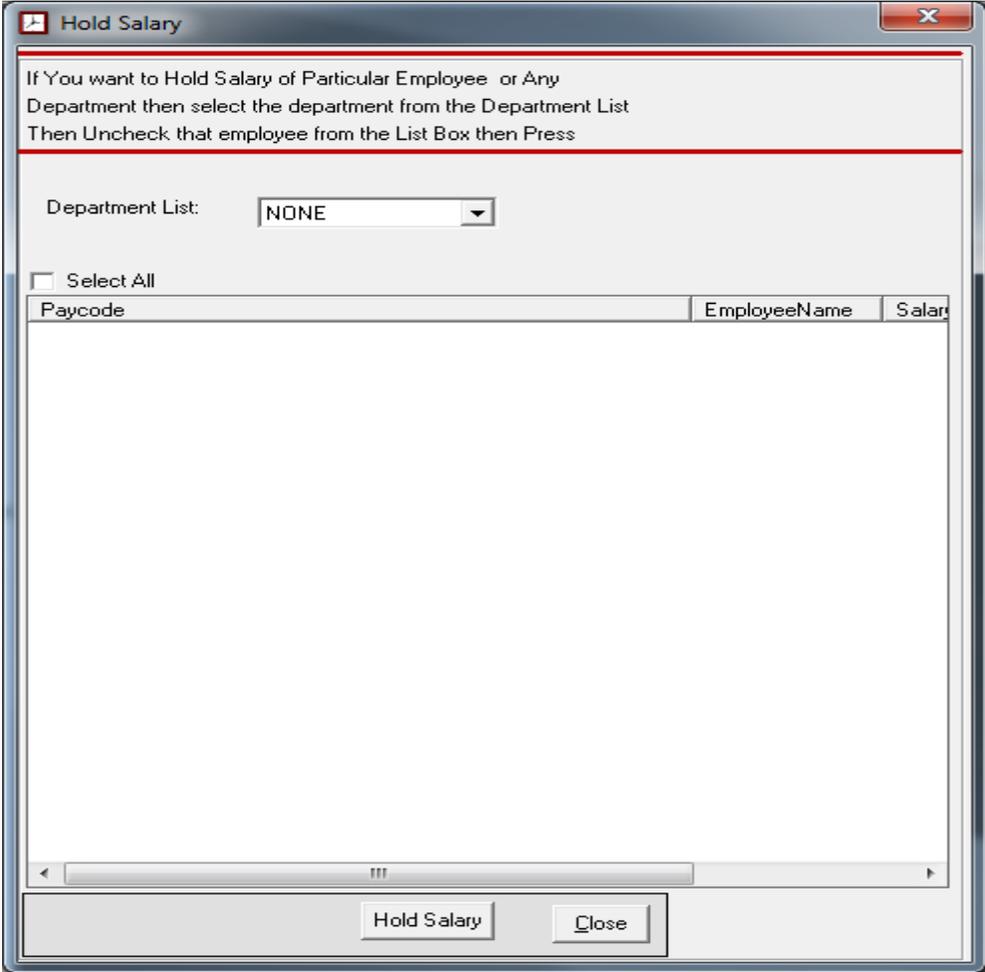
C:-Reports

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.
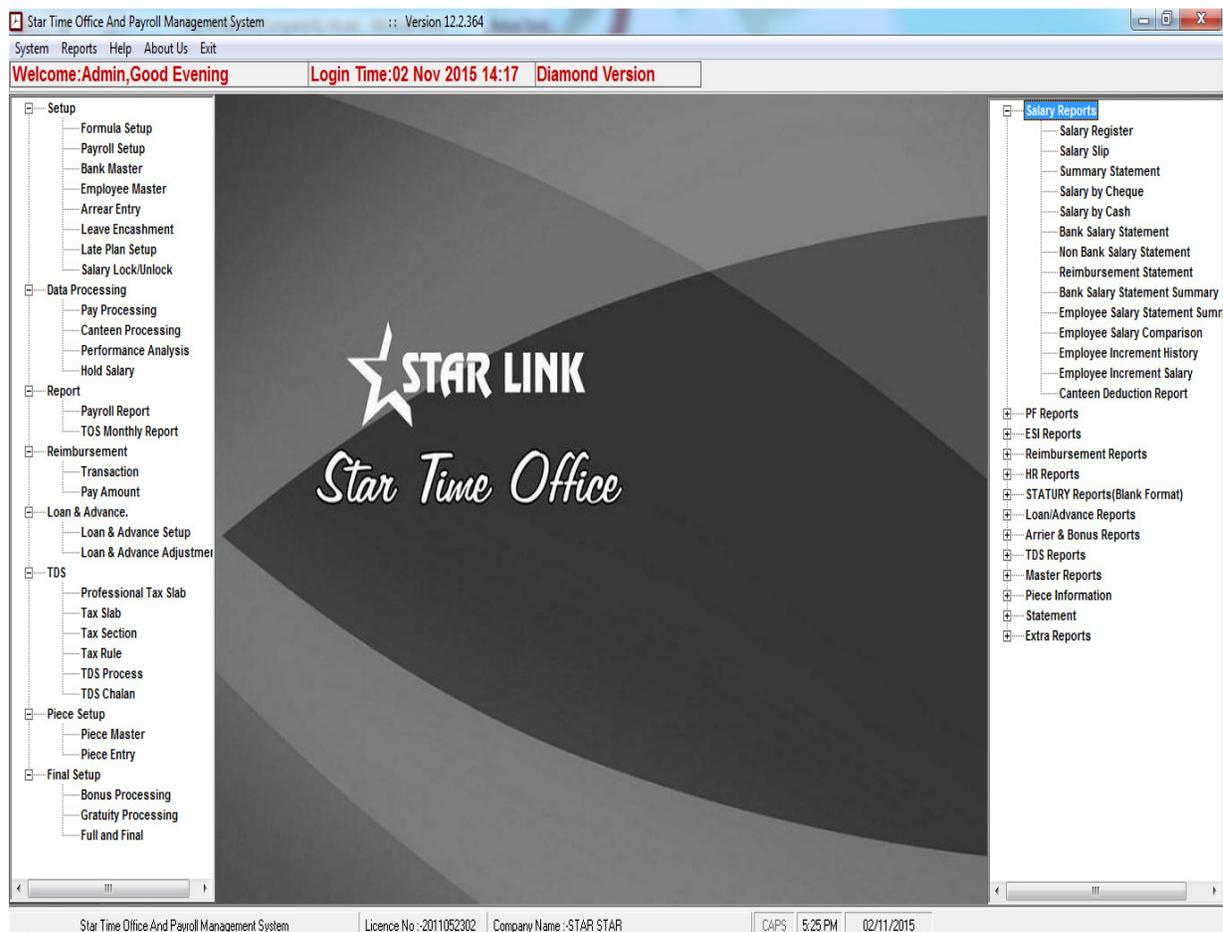

Figure c.1.1:- Reports

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C.2.1 TOS Monthly Report:-

Figure C.2.1:-TOS Monthly Reports

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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.

Figure D.1.1: Reimbursement Setup

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D.1.2 Reimb 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.

Figure D.1.2: Reimbursement Transaction

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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.

Figure E.1.1: Loan/Advance Setup

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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

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.

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F.1.1 TDS calculation

Figure F.1.1: TDS Calculation

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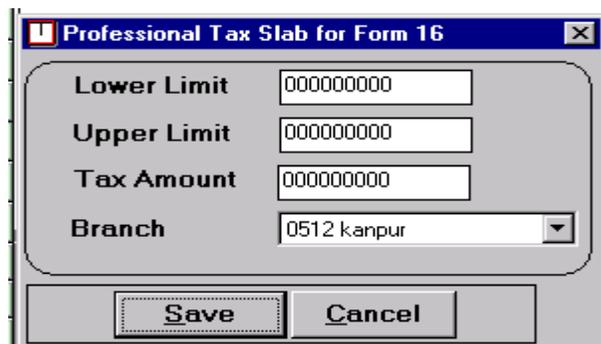
F.2.1 Professional tax slab

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.

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.
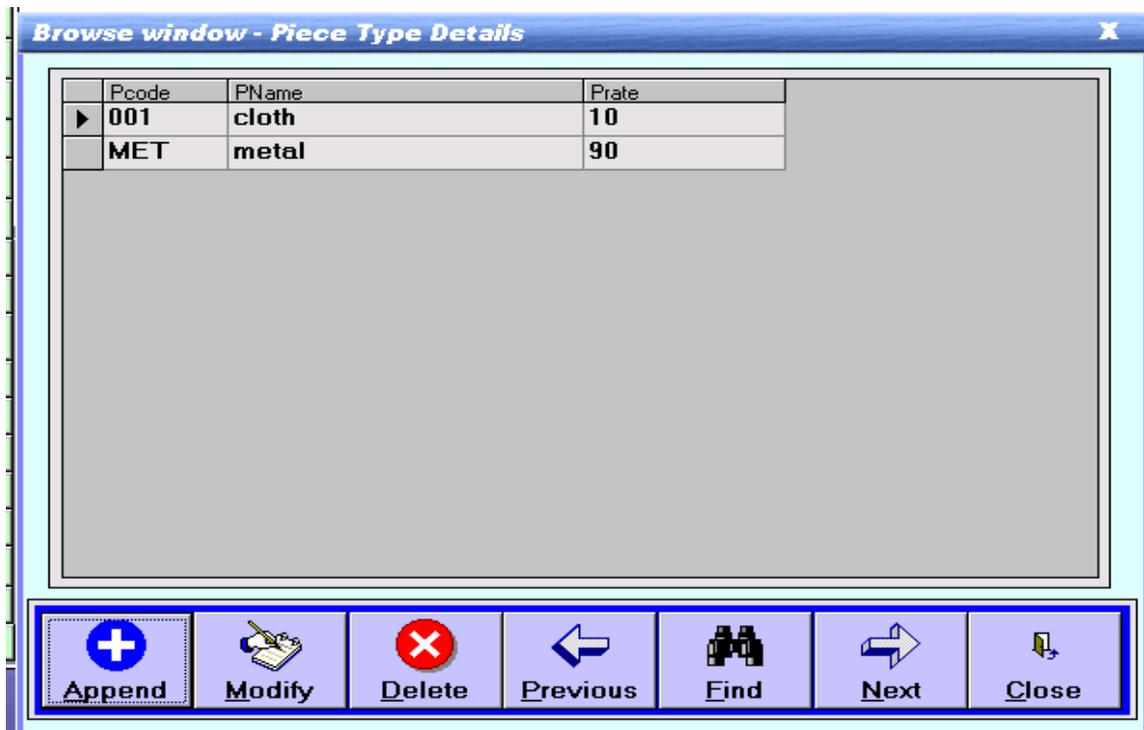

Figure G.1.1: Piece Master-1

Figure G.1.2: Piece Master-2

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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.

Figure G.2.1:- Piece Entry

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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.
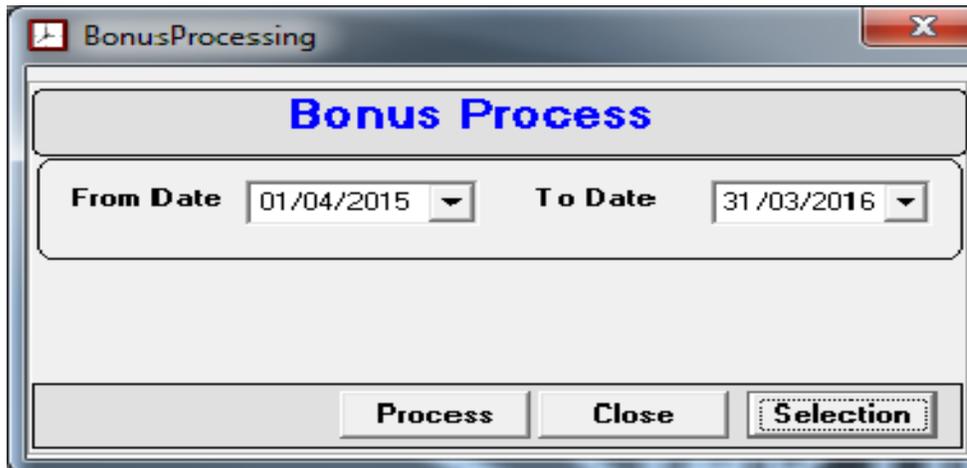

Figure H.2.1: Bonus Processing

H.2.1 Gratuity Process:

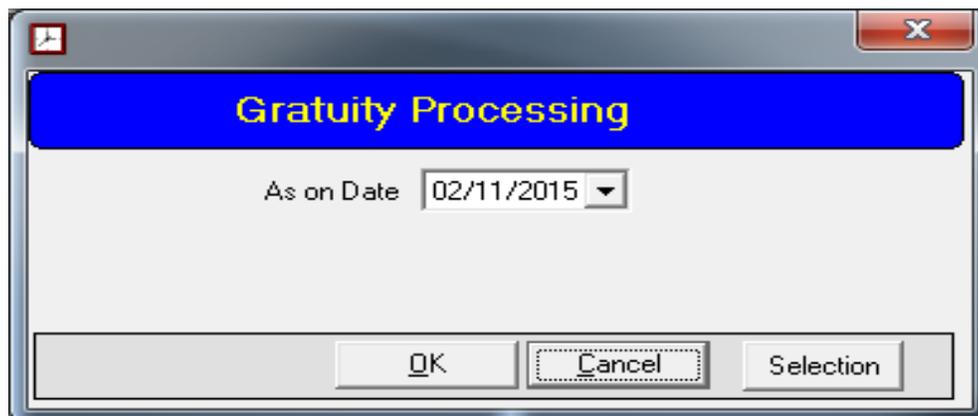In gratuity process, you have to enter that date till that you want to process for gratuity.

Figure H.2.1: Gratuity Process

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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.

Figure H.2.3: Full & Final Entry

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Exit: Close payroll software.

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