



**USER MANUAL**

**OF**

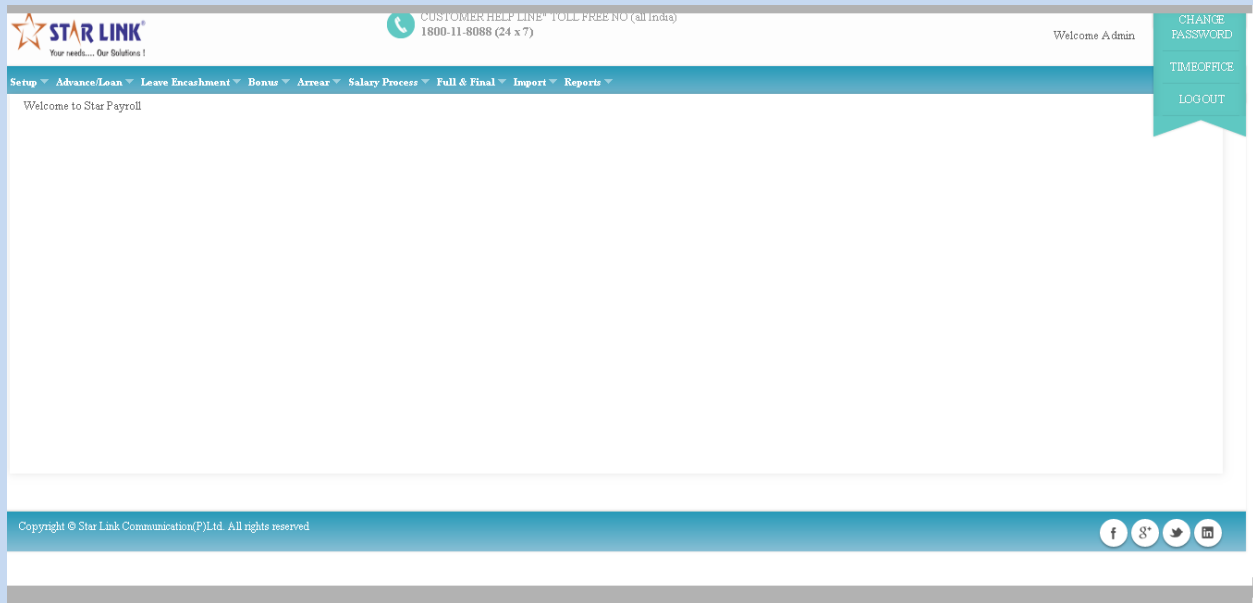
**WEB BASED PAYROLL SOFTWARE**

STAR LINK COMMUNICATION PVT. LTD

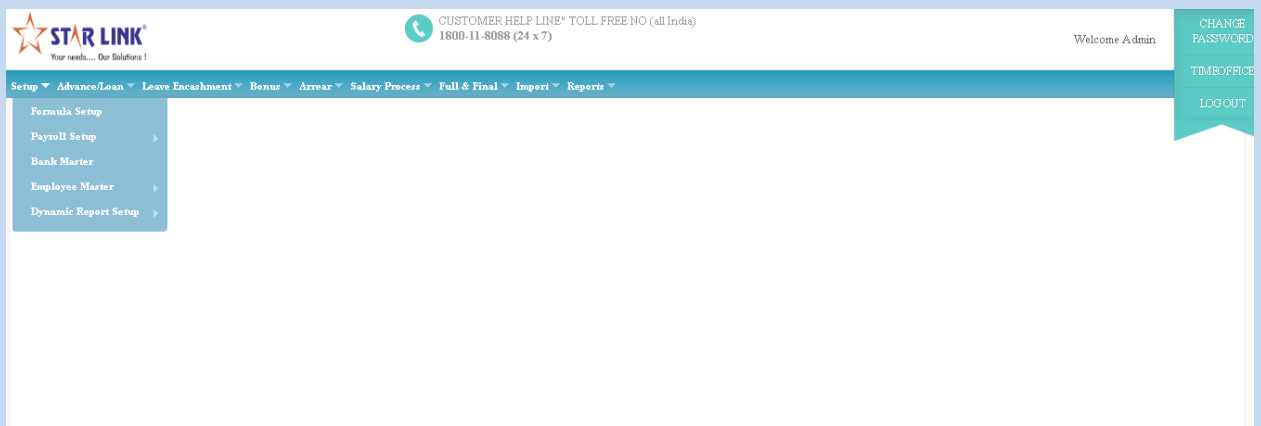
# INTRODUCTION

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



## 2. Setup Module



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## 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.

The screenshot shows the STAR LINK Formula Setup window. The top navigation bar includes the STAR LINK logo, a customer help line number (1800-11-8088), and a welcome message to Admin. The main menu bar contains tabs for Setup, Advance/Loan, Leave Encashment, Bonus, Arrear, Salary Process, Full & Final, Import, and Reports. The Formula Setup tab is active, displaying a list of formulas with columns for Name, Description, and Formula. The list includes formulas for TEA, Spl All, Eam 13, Eam 12, Eam 9, Eam 8, Eam 7, Eam 6, Eam 5, and Eam 4. Each formula entry has an Edit button and a Delete button. The bottom of the window shows a copyright notice for Star Link Communication (P) Ltd. and social media icons.

Name	Description	Formula	Edit	Delete
TEA	Tea Ded	((("DEDUCT_1")**PRE))		
Spl All	Special Allowance	((("EARN_1")/"MON_DAY")**TDAYS)		
Eam 13	F2	CASE WHEN "PRE">15 OR "ABS">5 THEN 0 ELSE 1		
Eam 12	F1	CASE WHEN ("BASIC"+"DA"+"HRA"+"MED"+"CONV")<15000 THEN 200 ELSE CASE WHEN ("BASIC"+"DA"+"HRA"+"MED"+"CONV")>15000 AND ("BASIC"+"DA"+"HRA"+"MED"+"CONV")<20000 then 400 else 0 end end		
Eam 9	Earning 9	((("EARN_9")/"MON_DAY")**TDAYS)		
Eam 8	Earning 8	((("EARN_8")/"MON_DAY")**TDAYS)		
Eam 7	Earning 7	((("EARN_7")/"MON_DAY")**TDAYS)		
Eam 6	Earning 6	((("EARN_6")/"MON_DAY")**TDAYS)		
Eam 5	Earning 5	((("EARN_5")/"MON_DAY")**TDAYS)		
Eam 4	Earning 4	((("EARN_4")/"MON_DAY")**TDAYS)		

## 2.2 Formula Setup Add

The screenshot shows the STAR LINK Payroll Formula Setup window. The top navigation bar includes the STAR LINK logo, a customer help line number (1800-11-8088), and a welcome message to Admin. The main menu bar contains tabs for Setup, Advance/Loan, Leave Encashment, Bonus, Arrear, Salary Process, Full & Final, Import, and Reports. The Payroll Formula Setup tab is active, displaying a form for creating a new formula. The form includes fields for Name, Discription, and Formula Code. Below these fields are sections for Paycomponet, Attendance Value, Operators, and Condition. The Paycomponet section includes buttons for BASIC, DA, HRA, MED, CONV, TDS, EARN\_1, EARN\_2, EARN\_3, EARN\_4, EARN\_5, EARN\_6, EARN\_7, EARN\_8, EARN\_9, and EARN\_10. The Attendance Value section includes buttons for PRE, ABS, HLD, LEAVE, WEEKLY\_OFF, TDAYS, CL, SL, PL\_EL, OTHER\_LV, IN\_COUNT, LATE, T\_LATE, T\_LATE\_MIN, EARLY, T\_EARLY, MON\_DAY, OT\_RATE, T\_HOUR\_OT, MANUAL\_OT, ORI\_OT, and T\_WRKMIN. The Operators section includes buttons for (, ), +, -, \*, /, >, <, =, 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9. The Condition section includes buttons for IF, ELSE, CASE, WHEN, THEN, END, BEGIN, AND, OR, and BETWEEN. The bottom of the window shows a copyright notice for Star Link Communication (P) Ltd. and social media icons.

Payroll Formula Setup

Name:  Discription:

Formula Code:

Paycomponet

BASIC DA HRA MED CONV TDS EARN\_1 EARN\_2 EARN\_3 EARN\_4 EARN\_5 EARN\_6 EARN\_7 EARN\_8 EARN\_9 EARN\_10

DEDUCT\_1 DEDUCT\_2 DEDUCT\_3 DEDUCT\_4 DEDUCT\_5 DEDUCT\_6 DEDUCT\_7 DEDUCT\_8 DEDUCT\_9 DEDUCT\_10

Attendance Value

PRE ABS HLD LEAVE WEEKLY\_OFF TDAYS CL SL PL\_EL OTHER\_LV

IN\_COUNT LATE T\_LATE T\_LATE\_MIN EARLY T\_EARLY MON\_DAY OT\_RATE T\_HOUR\_OT MANUAL\_OT ORI\_OT T\_WRKMIN

Operators

( ) + - \* / > < = 0 1 2 3 4 5 6 7 8 9

Condition

IF ELSE CASE WHEN THEN END BEGIN AND OR BETWEEN

Clear Formula Back Create

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## 2.3 Formula Setup Edit

The screenshot shows the 'Payroll Formula Setup' page in the STAR LINK application. The header includes the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message ('Welcome Admin'). A navigation menu at the top lists various setup options: Setup, Advance/Loan, Leave Encashment, Bonus, Arrear, Salary Process, Full & Final, Import, and Reports. On the right, there are links for 'CHANGE PASSWORD', 'TIMEOFFICE', and 'LOGOUT'.

The main content area is titled 'Payroll Formula Setup'. It contains the following fields and buttons:

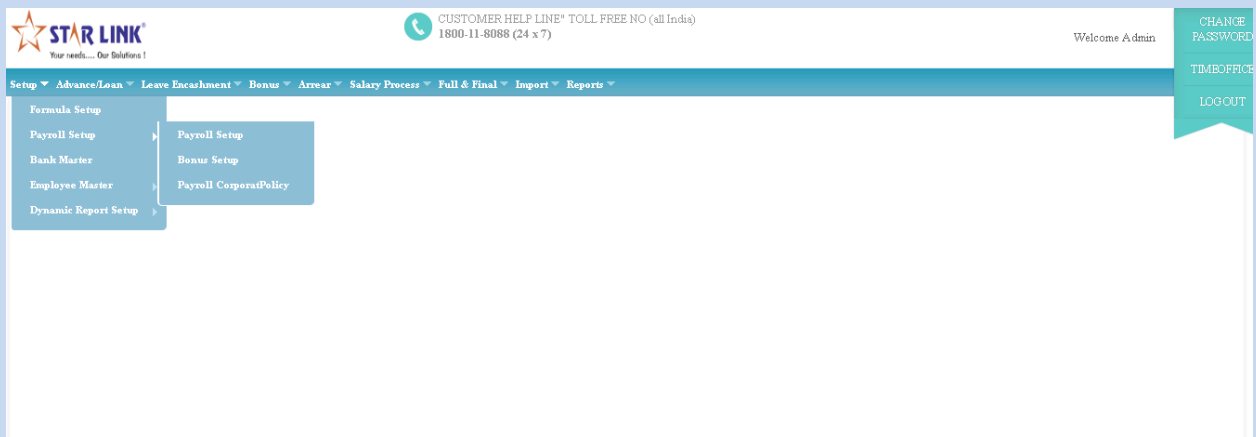
- Name:** A text box containing 'Earn 13'.
- Discription:** A text box containing 'F2'.
- Formula Code:** A large text area containing the formula: `CASE WHEN "PRE">=15 OR "ABS">5 THEN 0 ELSE 1`.
- Paycomponet:** A section with buttons for various payroll components: BASIC, DA, HRA, MED, CONV, TDS, EARN\_1, EARN\_2, EARN\_3, EARN\_4, EARN\_5, EARN\_6, EARN\_7, EARN\_8, EARN\_9, EARN\_10, DEDUCT\_1, DEDUCT\_2, DEDUCT\_3, DEDUCT\_4, DEDUCT\_5, DEDUCT\_6, DEDUCT\_7, DEDUCT\_8, DEDUCT\_9, DEDUCT\_10.
- Attendance Value:** A section with buttons for attendance-related values: PRE, ABS, HLD, LEAVE, WEEKLY\_OFF, TDAYS, CL, SL, PL\_EL, OTHER\_LV, IN\_COUNT, LATE, T\_LATE, T\_LATE\_MIN, EARLY, T\_EARLY, MON\_DAY, OT\_RATE, T\_HOUR\_OT, MANUAL\_OT, ORI\_OT, T\_WRKMIN.
- Operators:** A section with buttons for mathematical operators: (, ), +, -, \*, /, >, <, =, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9.
- Condition:** A section with buttons for conditional logic: IF, ELSE, CASE, WHEN, THEN, END, BEGIN, AND, OR, BETWEEN.
- Buttons:** At the bottom of the form area are buttons for 'Clear Formula', 'Back', and 'Update'.

The footer of the page contains the copyright notice 'Copyright © Star Link Communication(P) Ltd. All rights reserved' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

## 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.


There are 6 parameters in payroll setup:



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### 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.



CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE  
PASSWORD  
TIMECLOCK  
LOGOUT

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

Pay Setup

GeneralApplicablePFESI BonusLeave EncashmentGratuityLWFFinancial YearExtra Setup

Round Details

Basic Round ☒HRA Round ☒DA Round ☒Conveyance Round ☒Medical Round ☒OT Amount Round ☒Is Part of Gross ☒

Earning





Description	Rate/Amount	Formula	Round	GrossPart
Earn 1	1000.00	Earn1 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Earn 2	900.00	Earn2 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Earn 3	800.00	Earn3 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Earn 4	700.00	Earn4 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Earn 5	600.00	Earn5 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Earning6	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Earning7	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Earning8	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Earning9	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Earning10	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Deduction

Description	Rate/Amount	Formula	Round	GrossPart
D1	500.00	Deduction1 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D2	400.00	Deduction2 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D3	300.00	Deduction3 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D4	200.00	Deduction4 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D5	100.00	Deduction5 ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deduction6	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deduction7	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deduction8	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deduction9	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deduction10	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TDS	0.00	None ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Update


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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".



CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE  
PASSWORD

TIMEOFFICE

LOGOUT

Setup ▾ Advance Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

Pay Setup

GeneralApplicablePFESI BonusLeave EncashmentGratuityLWFFinancial YearExtra Setup

Allow





Professional Tax ☒ PF ☒ VPF ☒ ESI ☒ Bonus ☒ Gratuity ☒

Applicable

Description	Salary Head Percentage	PF	VPF	ESI	Leave Encash	Bonus Applicable
Basic	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HRA	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DA	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conveyance	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 2	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 3	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 4	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 5	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 6	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 7	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 8	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 9	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning 10	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update


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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.



CUSTOMER HELP LINE" TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

Pay Setup

GeneralApplicablePFESIBonusLeave EncashmentGratuityLWFFinancial YearExtra Setup

PF Setup

PF Calculate onFixedVPF Calculate onFixed

Limit of PF Deduction:15000.00Employee PF Deduction:12.00Employee VPF Deduction:12.00

Employer's PF Deduction:12.00Employer's EPF Deduction:3.67Employer's FPF Deduction:8.33

PF A/C 02:0.085PF A/C 21:0.050PF A/C 22:0.010

Limit of VPF Deduction:15000Rounding with decimal place:0Employer's PF is Part of CTC:☐

Note:-  
PF will be deducted according to PF limit(if check marked is applicable for Fixed and OnWorkDays)  
PF will be deducted without considering the limit of PF(If check marked is applicable only for OnWorkDays)


Update

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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.



CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

Pay Setup

GeneralApplicablePFESI BonusLeave EncashmentGratuityLWFFinancial YearExtra Setup

ESI Setup

Allow ESI(Employer's) on Fractional point upper Limit ☒

Allow ESI(Employee) on Fractional point upper Limit ☒

Allow ESI on Over Time ☒

Allow ESI on Arrear ☒

Limit of ESI Deduction: 21000.00 \*

Employer's ESI Deduction: 4.75 \*

Employee ESI Deduction: 1.75 \*

Rounding with decimal place: 0 \*

Employer's ESI is Part of CTC: ☐

Update



### 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.

The screenshot shows the 'Bonus Setting' form in the STAR LINK software. The form is titled 'Pay Setup' and has tabs for General, Applicable, PF, ESI, Bonus, Leave Encashment, Gratuity, LWF, Financial Year, and Extra Setup. The 'Bonus' tab is selected. The form contains the following fields and values:

- Bonus On: Wage Limit (dropdown)
- Bonus Duration: 01-Apr-2017 to 31-Mar-2018
- Minimum Working Day for Bonus: 30.00
- Bonus Wage Limit: 7000.00
- Bonus Amount Limit: 10000
- Bonus Rate: 8.33
- Total Maximum Bonus: 10000.00
- Exgratia Limit: 10000.00
- Bonus Allowed on Arrear: ☒
- Show Bonus on Salary: ☒
- Also: (empty field)
- Slip: (empty field)

There is an 'Update' button at the bottom of the form. The footer of the page reads 'Copyright © Star Link Communication(P) Ltd. All rights reserved'.

### 3.6). Leave Encashment:

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

The screenshot shows the 'Leave Encashment' form in the STAR LINK software. The form is titled 'Pay Setup' and has tabs for General, Applicable, PF, ESI, Bonus, Leave Encashment, Gratuity, LWF, Financial Year, and Extra Setup. The 'Leave Encashment' tab is selected. The form contains the following fields and values:

- PF Allow on Leave Encashment: ☒
- Pay with Salary: ☐
- Pay On Month Days: 26.00

There is a table of leave types with checkboxes for selection:

Leave Field	Leave Code	Description
<input type="checkbox"/>	L01	CL CASUAL LEAVE
<input type="checkbox"/>	L02	SL SICK LEAVE
<input checked="" type="checkbox"/>	L04	EL EARNED LEAVE
<input type="checkbox"/>	L05	SPL SPECIAL LEAVE
<input type="checkbox"/>	L08	PL Paid Leave
<input type="checkbox"/>	L11	EIP Employment Injury Period Days(Paid Days)
<input type="checkbox"/>	L12	EIP Employment Injury Period Days(UnPaid Days)

There is an 'Update' button at the bottom of the form. The footer of the page reads 'Copyright © Star Link Communication(P) Ltd. All rights reserved'.

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### 3.7): Payroll Setup→ 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  $\{\{basic/26\} * years\}$

The screenshot shows the 'Gratuity' setup form in the STAR LINK system. The form is titled 'Pay Setup' and has tabs for General, Applicable, PF, ESI, Bonus, Leave Encashment, Gratuity, LWF, Financial Year, and Extra Setup. The 'Gratuity' tab is selected. The form contains the following fields:

- Minimum Year for Gratuity: 5.00
- Gratuity Formula:  $\{((BASIC * DAY26) / 15) * YEAR\}$
- Gratuity Maximum Amount Limit: 2000000

An 'Update' button is located at the bottom of the form.

### 3.8). Payroll Setup→LWF:

- You can set the formula for LWF.

The screenshot shows the 'LWF' setup form in the STAR LINK system. The form is titled 'Pay Setup' and has tabs for General, Applicable, PF, ESI, Bonus, Leave Encashment, Gratuity, LWF, Financial Year, and Extra Setup. The 'LWF' tab is selected. The form contains the following fields:

- Employer Share: 20.00
- Employee Share: 10.00

An 'Update' button is located at the bottom of the form.

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

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a welcome message for Admin. A navigation menu is visible below the header. The main content area is titled "Pay Setup" and contains a sub-menu with tabs: General, Applicable, PF, ESI, Bonus, Leave Encashment, Gratuity, LWF, Financial Year, and Extra Setup. The "Financial Year" tab is selected, displaying the "Financial Year Duration" section. This section includes a "Duration:" label, two date pickers (01-Apr-2017 and 31-Mar-2018), and an "Update" button.

### 3.10) Extra setup:

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a welcome message for Admin. A navigation menu is visible below the header. The main content area is titled "Pay Setup" and contains a sub-menu with tabs: General, Applicable, PF, ESI, Bonus, Leave Encashment, Gratuity, LWF, Financial Year, and Extra Setup. The "Extra Setup" tab is selected, displaying the "Arrear" section. This section includes a "Show Arrear on Salary Slip:" label, a checked checkbox, and an "Update" button.

### 3.11) Payroll Setup → Bonus Setup:

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a welcome message for Admin. A navigation menu is visible below the header. The main content area is titled "Payroll Setup" and contains a sub-menu with tabs: Formula Setup, Payroll Setup, Bank Master, Employee Master, and Dynamic Report Setup. The "Payroll Setup" tab is selected, displaying the "Bonus Setup" section. This section includes a "Bonus Setup" label, a "Payroll Corporate Policy" label, and a "Bonus Setup" button.

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

The screenshot shows the STAR LINK web application interface. At the top, there's a header with the STAR LINK logo, a customer help line number (1800-11-9088), and a 'Welcome Admin' message. A navigation menu includes 'Setup', 'Advance/Loan', 'Leave Encashment', 'Bonus', 'Arrear', 'Salary Process', 'Full & Final', 'Import', and 'Report'. The 'Bonus' menu is expanded, showing 'Add New Bonus Setting' as the selected option. Below the menu, there's a table with columns: Name, Bonus On Which, Min Work Day, Wage Limit, Amount Limit, Rate, Maximum Bonus Limit, Exgratia Limit, Bonus Date from, Bonus Date to, Edit, and Delete. The table contains two entries: 'Bonus 1' and 'Bonus 2'. At the bottom of the table, there are pagination controls: 'Showing 1 to 2 of 2 entries', 'First', 'Previous', '1', 'Next', and 'Last'.

- 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.

The screenshot shows the STAR LINK web application interface for the 'Bonus Setting' form. The form is titled 'Bonus Setting' and contains several input fields and checkboxes. The fields include: 'Setting Name' (with a dropdown menu), 'Bonus On' (with a dropdown menu), 'Bonus Duration' (with date pickers), 'Minimum Working Day for Bonus' (with a text input), 'Bonus Wage Limit' (with a text input), 'Salary Limit for Bouns' (with a text input), 'Bonus Rate' (with a text input), 'Total Maximum Bonus Limit' (with a text input and a checkbox), 'Exgratia Limit' (with a text input and a checkbox), 'Bonus Allowed on Arrear' (checkbox), and 'Show Bonus on Salary Slip' (checkbox). Below these fields, there are sections for 'Also:' and 'Amount on Witch PF will Deducted'. The 'Also:' section includes checkboxes for 'Basic', 'HRA', 'DA', 'Conveyance', 'Medical', 'Earning 1', 'Earning 2', 'Earning 3', 'Earning 4', 'Earning 5', 'Earning 6', 'Earning 7', 'Earning 8', 'Earning 9', and 'Earning 10'. The 'Amount on Witch VPF will Deducted' section includes checkboxes for 'Basic', 'HRA', 'DA', 'Conveyance', 'Medical', 'Earning 1', 'Earning 2', 'Earning 3', 'Earning 4', 'Earning 5', 'Earning 6', 'Earning 7', 'Earning 8', 'Earning 9', and 'Earning 10'. At the bottom of the form, there are two text inputs: 'Limit of VPF Deduction' and 'Rounding with decimal place'. At the very bottom, there are two buttons: 'Add' and 'Back'. The footer of the page contains the copyright notice 'Copyright © Star Link Communication P/Ltd. All rights reserved' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

### 3.12.1) Payroll Setup →Payroll Corporate Policy→Salary Details:

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

CUSTOMER HELP LINE\* TOLL FREE NO (all India)

1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD

TIME OFFICE

LOG OUT

Setup > Advance/Loss > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Update Payroll Employee Master

Salary Detail

Pay Detail

PF Setting

VPF Setting

ESI Setting

Payment Details

Update Basic Details

Basic

9000

DA

2000

Paid Days

Conveyance

2000

Fixed

Medical

2000

Paid Days

HRA

5000

Paid Days

OT Rate per Hr

None

Part of Gross

TDS

0.00

None

Bonus Setting

None

Update Earning

Update Deduction

Description	(Part of Gross)	Rate/Amount	Formula
Earn 1	<input checked="" type="checkbox"/>	1000.00	Earn1
Earn 2	<input checked="" type="checkbox"/>	900.00	Earn2
Earn 3	<input checked="" type="checkbox"/>	800.00	Earn3
Earn 4	<input checked="" type="checkbox"/>	700.00	Earn4
Earn 5	<input checked="" type="checkbox"/>	600.00	Earn5
Earning6	<input type="checkbox"/>	0.00	None
Earning7	<input type="checkbox"/>	0.00	None
Earning8	<input type="checkbox"/>	0.00	None
Earning9	<input type="checkbox"/>	0.00	None
Earning10	<input type="checkbox"/>	0.00	None

Description	(Part of Gross)	Rate/Amount	Formula
D1	<input checked="" type="checkbox"/>	500.00	Deduction1
D2	<input checked="" type="checkbox"/>	400.00	Deduction2
D3	<input checked="" type="checkbox"/>	300.00	Deduction3
D4	<input checked="" type="checkbox"/>	200.00	Deduction4
D5	<input checked="" type="checkbox"/>	100.00	Deduction5
Deduction6	<input type="checkbox"/>	0.00	None
Deduction7	<input type="checkbox"/>	0.00	None
Deduction8	<input type="checkbox"/>	0.00	None
Deduction9	<input type="checkbox"/>	0.00	None
Deduction10	<input type="checkbox"/>	0.00	None

### 3.12.2) ) 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.

CUSTOMER HELP LINE\* TOLL FREE NO (all India)

1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD

TIME OFFICE

LOG OUT

Setup > Advance/Loss > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Update Payroll Employee Master

Salary Detail

Pay Detail

PF Setting

VPF Setting

ESI Setting

Payment Details

Pay Detail

Type of Employee:

On Roll

Prof. Tax

☒

PF

☒

VPF

☒

Bonus

☒

Gratuity

☒


Late Arrival

☐

Update Pay Details

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### 3.12.3) Payroll Setup → Payroll Corporate Policy → PF Setting:



CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE  
PASSWORD

TIMEOFFICE

LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Update Payroll Employee Master

Salary DetailPay DetailPF SettingVPF SettingESI SettingPayment Details

Update PF

PF Calculate onFixed

Limit of PF Deduction:15000.00

Employee PF Deduction:12.00

Employee VPF Deduction:12.00

Employer's PF Deduction:12.00

Employer's FPF Deduction:8.33

PF A/C 02:0.085


PF A/C 21:0.050

PF A/C 22:0.010

Amount on Which PF will Deducted

Basic☒HRA☐DA☒Conveyance☐Medical☐Earning 1☐Earning 2☐Earning 3☐Earning 4☐Earning 5☐Earning 6☐Earning 7☐Earning 8☐Earning 9☐Earning 10☐

### 3.12.4) Payroll Setup → Payroll Corporate Policy → VPF Setting:



CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE  
PASSWORD

TIMEOFFICE

LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Update Payroll Employee Master

Salary DetailPay DetailPF SettingVPF SettingESI SettingPayment Details

Update VPF

Amount on Which VPF will Deducted


VPF Calculate onFixed

Basic☒HRA☐DA☒Conveyance☐Medical☐Earning 1☐Earning 2☐Earning 3☐Earning 4☐Earning 5☐Earning 6☐Earning 7☐Earning 8☐Earning 9☐Earning 10☐

Limit of VPF Deduction:15000

Rounding with decimal place:0

### 3.12.5) Payroll Setup → Payroll Corporate Policy → ESI Setting:



CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE  
PASSWORD

TIMEOFFICE

LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Update Payroll Employee Master

Salary DetailPay DetailPF SettingVPF SettingESI SettingPayment Details

Update ESI

ESI☒No Limit☐ESI on Limit☐

### 3.12.6) Payroll Setup → Payroll Corporate Policy → Payment Detail:

The screenshot shows the 'Update Payroll Employee Master' page with the 'Payment Details' tab selected. It includes a 'Payment By' dropdown set to 'Bank' and a 'Bank Name' dropdown set to 'HDFC'. A blue 'Update Payment' button is visible.

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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

### Update Payroll Employee Master

Salary Detail Pay Detail PF Setting VPF Setting ESI Setting **Payment Details**

Update Payment

Payment By: Bank Bank Name: HDFC

### 4.1) Bank Master:

The screenshot shows the 'Bank Master' page in the STAR LINK system. The 'Add New Bank' button is highlighted with a red box. The left sidebar shows the navigation menu with 'Bank Master' selected.

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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

Formula Setup  
Payroll Setup  
Bank Master  
Employee Master  
Dynamic Report Setup

**Bank Master**

- Add New Bank :-

The screenshot shows the 'Bank Master' table with two entries. The 'Add New Bank' button is highlighted. The table has columns for Code, Name, IFSC Code, Edit, and Delete.

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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

### Bank Master

**Add New Bank**

Show 10 entries

Code	Name	IFSC Code	Edit	Delete
B02	HDFC	HDFC00001	<a href="#">Edit</a>	<a href="#">Delete</a>
B01	Bank 01	BBBBBBBBBB	<a href="#">Edit</a>	<a href="#">Delete</a>
Code	Name	IFSC Code	Edit	Delete

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

The screenshot shows the 'Bank Master' form for adding a new bank. It includes input fields for 'Bank Code', 'Bank Name', and 'IFSC Code'. The 'Bank Code' field is pre-filled with 'B04'. There are 'Create' and 'Back' buttons at the bottom.

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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

### Bank Master

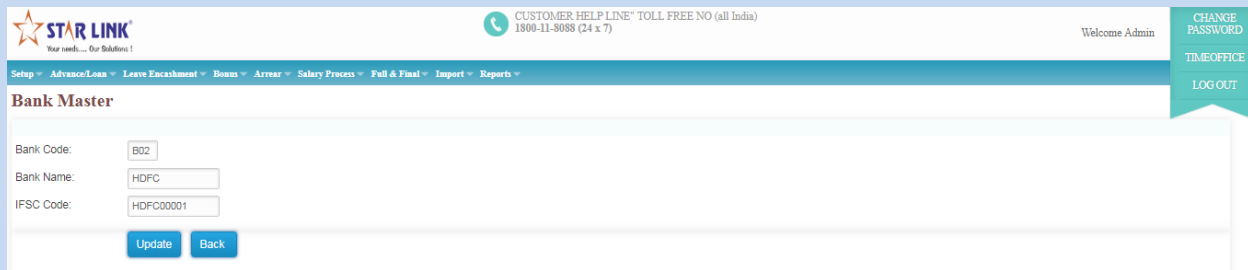
Bank Code: B04

Bank Name: ICIC

IFSC Code: ICIC0004

Create Back

- **Update Bank Master**



The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-9088), and a welcome message for the Admin. A navigation menu is visible below the header. The main content area is titled 'Bank Master' and contains a form with three input fields: 'Bank Code' (with the value 'B02'), 'Bank Name' (with the value 'HDFC'), and 'IFSC Code' (with the value 'HDFC00001'). Below the input fields are two buttons: 'Update' and 'Back'.

## 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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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Formula Setup  
Payroll Setup  
Bank Master  
Employee Master  
Dynamic Report Setup

Employee in payroll  
Employee not in Payroll

Active  
InActive  
All

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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Manage Payroll Employee

Add New Employee

PayCode	Employee Name	Date Of Joining	Company	Department	Location	Designation
1068	SATYAPAL SINGH	02 Feb 1982	KASAU LI DISTILLERY	SECURITY	DELHI	CLERK
A001	Santosh Kumar Srivastav	01 Jan 2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE
L005	Ravi Loan5	01 Jan 2018	MOHAN GRAM	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE
P001	Ravi Shankar Kumar	01 Jan 2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	ADMINISTRATIVE BLOCK	BREWER IN CHIEF
P003	Ravi Shankar Case3	01 Jan 2018	MOHAN GRAM	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE
A005	Ravi Shankar	01 Jan 2017	MOHAN GRAM	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE
E002	Ravi Shankar	01 Jan 2018	MOHAN GRAM	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE
E003	Ravi Shankar	01 Jan 2018	MOHAN GRAM	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE
E004	Ravi Shankar	01 Jan 2018	MOHAN GRAM	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE
I004	Ravi Shankar	01 Jan 2018	MOHAN GRAM	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE

Showing 1 to 10 of 60 entries

First Previous 1 2 3 4 5 6 Next Last

## 5.2) Employee Master→Employee not in payroll:

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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Formula Setup  
Payroll Setup  
Bank Master  
Employee Master  
Dynamic Report Setup

Employee in payroll  
Employee not in Payroll

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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >


Manage Payroll Employee

PayCode	Employee Name	Date Of Joining	Company	Department	Location	Designation
1116	AMANDEEP SINGH	16 Jan 2014	KASAU LI DISTILLERY	SECURITY	KOLKATTA	ASSISTANT CHEMIST
K2032	AMAR DEEP	01 Jul 1988	KASAU LI DISTILLERY	DISTILLERY (ENGINEERING)	kasauli	WIREMAN - B
K1032	BALWANT SINGH	01 Feb 1984	KASAU LI DISTILLERY	DISTILLERY (ENGINEERING)	kasauli	FOREMAN A
K3003	BELI RAM	01 Nov 1990	KASAU LI DISTILLERY	DISTILLERY CO2	kasauli	ADM PEON
K2037	BHAGENDER SINGH	01 Nov 1990	KASAU LI DISTILLERY	DISTILLERY (ENGINEERING)	kasauli	HELPER
K5005	BHAVANI SHANKAR	01 Sep 2014	KASAU LI DISTILLERY	DISTILLERY CO2	kasauli	JUNIOR CHEMIST
K1033	BHUPENDER DUTT	01 Mar 2016	KASAU LI DISTILLERY	DISTILLERY CO2	kasauli	CHEMIST
K1017	BRHAM DASS	01 Oct 1988	KASAU LI DISTILLERY	DISTILLERY (ENGINEERING)	kasauli	FOREMAN A
K003	CAPT.MANSA RAM	15 Sep 1998	KASAU LI DISTILLERY	ADM BLOCK (GENERAL)	kasauli	SECURITY OFFICER
K2050	CHANDI RAM	01 Mar 2016	KASAU LI DISTILLERY	DISTILLERY GENERAL	kasauli	HELPER

Showing 1 to 10 of 1,045 entries

First Previous 1 2 3 4 5 106 Next Last

STAR LINK COMMUNICATION PVT. LTD



CUSTOMER HELP LINE\* TOLL FREE NO (all India)

1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD

TIME/OFFICE

LOG OUT

Setup

Advance/Leave

Leave Encashment

Bonus

Arrear

Salary Process

Full & Final

Import

Reports

Pay Employee Master

Salary detail

Pay Detail

PF Setting

Office Detail

PayCode: 1115

Name: AMANDEEP SINGH

Date Of Joining: 16 Jan 2014

Department: SECURITY

Designation: ASSISTANT CHEMIST

Location: KOLKATTA

Basic Details

Basic: 9000

DA: 2000

Paid Days: 7

Conveyance: 3000

Paid Days: 7

Medical: 4000

Paid Days: 7

HRA: 5000

Paid Days: 7

OT Rate per Hr: 0.00

None

Part of Gross

TDS: 0.00

None

Gross Salary: 27000

Get Salary Breakup


Bonus Setting: None

Earning

Description	(Part of Gross)	Rate/Amount	Formula
Earn 1	<input checked="" type="checkbox"/>	1000.00	Earn1
Earn 2	<input checked="" type="checkbox"/>	900.00	Earn2
Earn 3	<input checked="" type="checkbox"/>	800.00	Earn3
Earn 4	<input checked="" type="checkbox"/>	700.00	Earn4
Earn 5	<input checked="" type="checkbox"/>	600.00	Earn5
Earning6	<input type="checkbox"/>	0.00	None
Earning7	<input type="checkbox"/>	0.00	None
Earning8	<input type="checkbox"/>	0.00	None
Earning9	<input type="checkbox"/>	0.00	None
Earning10	<input type="checkbox"/>	0.00	None

Deduction

Description	(Part of Gross)	Rate/Amount	Formula
D1	<input checked="" type="checkbox"/>	500.00	Deduction1
D2	<input checked="" type="checkbox"/>	400.00	Deduction2
D3	<input checked="" type="checkbox"/>	300.00	Deduction3
D4	<input checked="" type="checkbox"/>	200.00	Deduction4
D5	<input checked="" type="checkbox"/>	100.00	Deduction5
Deduction6	<input type="checkbox"/>	0.00	None
Deduction7	<input type="checkbox"/>	0.00	None
Deduction8	<input type="checkbox"/>	0.00	None
Deduction9	<input type="checkbox"/>	0.00	None
Deduction10	<input type="checkbox"/>	0.00	None



CUSTOMER HELP LINE\* TOLL FREE NO (all India)

1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD

TIME/OFFICE

LOG OUT

Setup

Advance/Leave

Leave Encashment

Bonus

Arrear

Salary Process

Full & Final

Import

Reports

Pay Employee Master

Salary detail

Pay Detail

PF Setting

Pay Detail

PF No: 0

ESI No: 0714377134

PAN No:

Type of Employee: On Roll

GGGS Code:

P&GS Code:

Prof. Tax: ☒

PF: ☒

ESI: ☒ No Limit ☒ Esi on Eamir

VPF: ☒

Bonus: ☒ 0.00

Gratuity: ☒

Late Arrival: ☐

Prev PF No:

Prev UAN No:

PF UAN No:

LIC Id:

Adhar No:

Payment Detail


Payment By: Bank

Bank Name: Select

Bank Account No: 0341000403791984

Add

Back



CUSTOMER HELP LINE\* TOLL FREE NO (all India)

1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD

TIME/OFFICE

LOG OUT

Setup

Advance/Leave

Leave Encashment

Bonus

Arrear

Salary Process

Full & Final

Import

Reports

Pay Employee Master

Salary detail

Pay Detail

PF Setting

PF Setting

PF Calculate on: Fixed

VPF Calculate on: Fixed

Limit of PF Deduction: 15000.00

Employee PF Deduction: 12.00

Employee VPF Deduction: 12.00

Employer's PF Deduction: 12.00

Employer's EPF Deduction: 3.67

Employer's PPF Deduction: 8.33

PF A/C 02: 0.085

PF A/C 21: 0.050

PF A/C 22: 0.010

Amount on Which PF will Deducted

Basic ☒

HRA ☐

DA ☒

Conveyance ☐

Medical ☐

Earning 1 ☐

Earning 2 ☐

Earning 3 ☐

Earning 4 ☐

Earning 5 ☐

Earning 6 ☐

Earning 7 ☐

Earning 8 ☐

Earning 9 ☐

Earning 10 ☐

Amount on Which VPF will Deducted

Basic ☒

HRA ☐

DA ☒

Conveyance ☐

Medical ☐

Earning 1 ☐

Earning 2 ☐

Earning 3 ☐

Earning 4 ☐

Earning 5 ☐

Earning 6 ☐

Earning 7 ☐

Earning 8 ☐

Earning 9 ☐

Earning 10 ☐

Limit of VPF Deduction: 15000

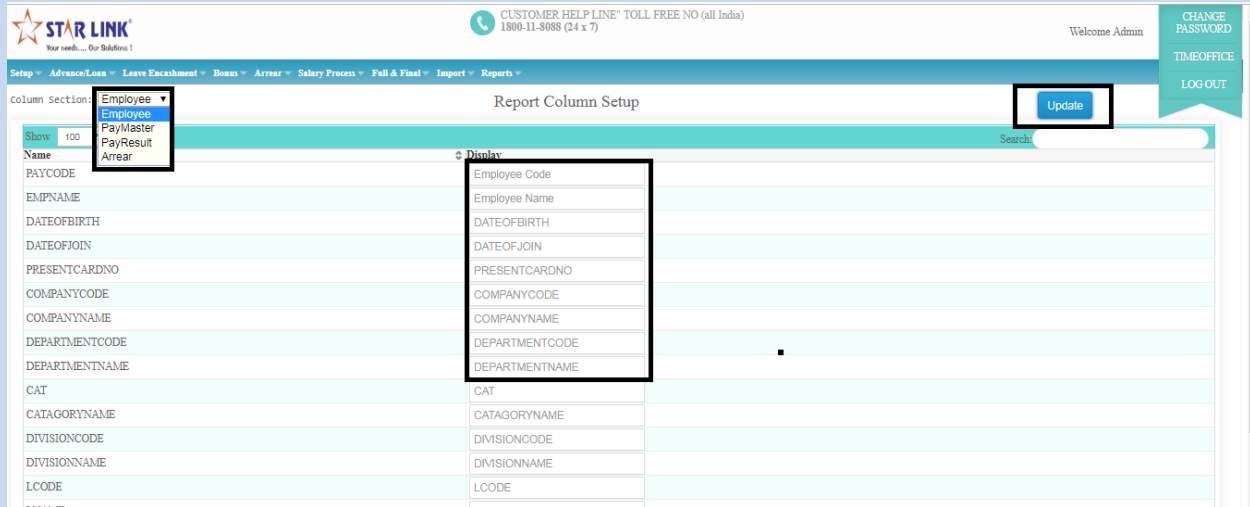
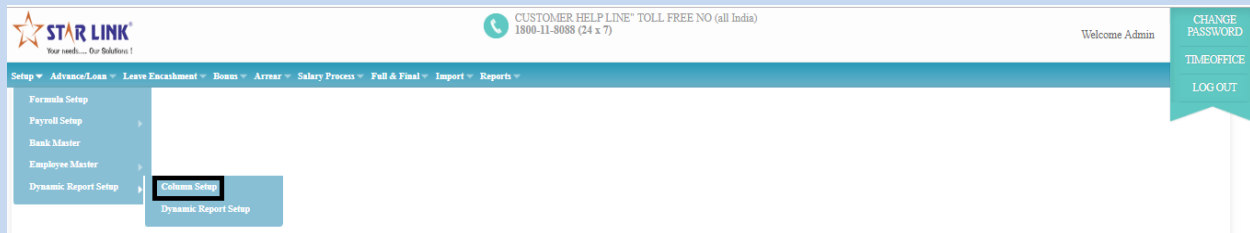
Rounding with decimal place: 0.00

Add

Back

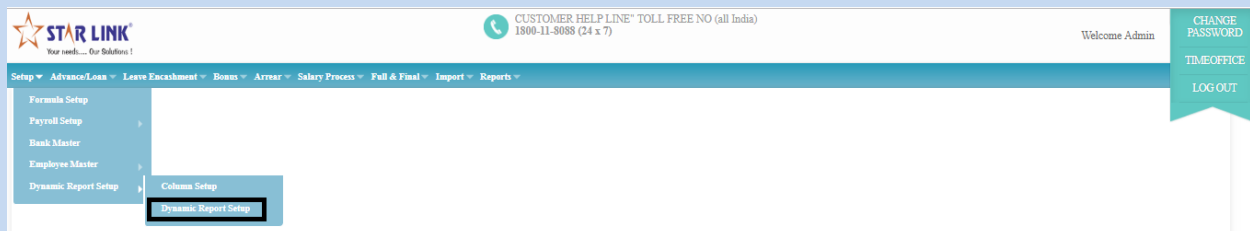
STAR LINK COMMUNICATION PVT. LTD

## 6.1) Dynamic Report Setup → Column Setup:



❖ You can rename the column name.

## 6.2) Dynamic Report Setup → Dynamic Report Setup:



- **Add New Report:-**

CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Payroll Dynamic Reports **Add New**

Type	Name	Column Mapping	Edit	Delete
YearlySalarySummary	Yearly Salary Summary	Mapped		
YearlySalaryDetail	Yearly Salary Details	Mapped		
YearlyArrearSummary	Yearly Arrears Summary	Mapped		
YearlyArrearDetail	Yearly Arrear Details	Mapped		
Salary Slip	Salary Slip	Mapped		
Salary Register	Salary Register 2	Mapped		
Salary Register	Salary Register	Mapped		
Type	Name	Column Mapping	Edit	Delete

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

- **ADD Salary Slip Report:**

CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Salary Reports Setup

Report Type: **Select** (Salary Slip selected)  
Name:   
Table:

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

LOG OUT

Salary Reports Setup

Report Type: Salary Slip  
Name: Salary Slip Report  
Table: TblEmployee

Star Link Communication PVT. Ltd.  
Pay Slip for the month of April-2018  
Delhi

Employee Code	: [PAYCODE]	Name	: [EMPNAME]
Payable Days	:	Bank Ac No.	:
Arrear Days	:	Father Name	:
Birth Date	:	Bank Name	:
Branch	:	Sub Branch	:
Over time Hours	:	Esl No.	:
PF No.	:		
Leave Name	Opening Balance	Availed Leave	Closing Balance
CL			
PL			
SL			

[PAYCODE]  
[EMPNAME]  
[DATEOFBIRTH]  
[DATEOFJOIN]  
[PRESENTCARDNO]  
[COMPANYCODE]  
[COMPANYNAME]  
[DEPARTMENTCODE]  
[DEPARTMENTNAME]  
[CAT]  
[CATAGORYNAME]  
[DIVISIONCODE]  
[DIVISIONNAME]  
[LCODE]  
[LNAME]  
[GRADECODE]  
[GRADENAME]

**Add** Back

STAR LINK COMMUNICATION PVT. LTD



CUSTOMER HELP LINE\* TOLL FREE NO (all India)

1800-11-8088 (24 x 7)

Welcome Admin

CHANGE  
PASSWORD  
TIME/OFFICE  
LOG OUT

Setup
Advance/Loan
Leave Encashment
Bonus
Arrear
Salary Process
Full & Final
Import
Reports

Payroll Dyanamic Reports

Add New

Show 10 entries

Search

Type	Name	Column Mapping	Edit	Delete
YearlySalarySummary	Yearly Salary Summary	Mapped		
YearlySalaryDetail	Yearly Salary Details	Mapped		
YearlyArrearSummary	Yearly Arrears Summary	Mapped		
YearlyArrearDetail	Yearly Arrear Details	Mapped		
SalarySlip	Salary Slip Report	Mapped		
SalarySlip	Salary Slip	Mapped		
SalaryRegister	Salary Register 20190402	No Mapped		
SalaryRegister	Salary Register 2	Mapped		
SalaryRegister	Salary Register	Mapped		
Type	Name	Column Mapping	Edit	Delete

Showing 1 to 9 of 9 entries

First
Previous
1
Next
Last

CUSTOMER HELP LINE\* TOLL FREE NO (all India)

1800-11-8088 (24 x 7)

Welcome Admin

CHANGE  
PASSWORD  
TIME/OFFICE  
LOG OUT

Setup
Advance/Loan
Leave Encashment
Bonus
Arrear
Salary Process
Full & Final
Import
Reports

Create Report

Report Name

Report Type

Map Column:

6 Items selected

COMPANYNAME	+	PAYCODE	-
DEPARTMENTCODE	+	EMPNAME	-
DEPARTMENTNAME	+	DATEOFBIRTH	-
CAT	+	DATEOFJOIN	-
CATAGORYNAME	+	PRESENTCARDNO	-
DIVISIONCODE	+	COMPANYCODE	-
DIVISIONNAME	+		
LCODE	+		
LNAME	+		
GRADECODE	+		
GRADENAME	+		
DESIGCODE	+		

CUSTOMER HELP LINE\* TOLL FREE NO (all India)

1800-11-8088 (24 x 7)

Welcome Admin

CHANGE  
PASSWORD  
TIME/OFFICE  
LOG OUT

Setup
Advance/Loan
Leave Encashment
Bonus
Arrear
Salary Process
Full & Final
Import
Reports

Payroll Dyanamic Reports

Add New

Show 10 entries

Search

Type	Name	Column Mapping	Edit	Delete
YearlySalarySummary	Yearly Salary Summary	Mapped		
YearlySalaryDetail	Yearly Salary Details	Mapped		
YearlyArrearSummary	Yearly Arrears Summary	Mapped		
YearlyArrearDetail	Yearly Arrear Details	Mapped		
SalarySlip	Salary Slip Report	Mapped		
SalarySlip	Salary Slip	Mapped		
SalaryRegister	Salary Register 20190402	Mapped		
SalaryRegister	Salary Register 2	Mapped		
SalaryRegister	Salary Register	Mapped		
Type	Name	Column Mapping	Edit	Delete

Showing 1 to 9 of 9 entries

First
Previous
1
Next
Last

❖ We can create new report through this setup.

STAR LINK COMMUNICATION PVT. LTD

## 7.1) Advance/Loan→Advance:

The screenshot shows the STAR LINK web application interface. The top navigation bar includes the STAR LINK logo, a customer help line number (1800-11-8088), and a 'Welcome Admin' message. The main menu on the left lists various options: Setup, Advance/Loan, Leave Encashment, Bonus, Arrear, Salary Process, Full & Final, Import, and Reports. The 'Advance/Loan' option is highlighted, and a sub-menu is visible with 'Advance' and 'Advance Details' options. The 'Advance' option is selected, leading to the 'Loan & Advance Form' page. This page contains fields for Employee detail (Paycode Code, Card No., Name, Company, Department), Advance detail (Loan/Advance Type, Advance Month, Transaction From, Advance Amount, Installment Amount, No. of Installment, Process Advance), and an 'Advance Detail' table. The 'Advance' option is selected in the 'Loan/Advance Type' dropdown, and the 'Process' button is highlighted. The 'Advance Detail' table shows a list of advances with columns for Advance Type, Advance Month, Request Date, Transaction Start, Amount, Installment, Duration(Month), Deduct From Salary, View Detail, and Delete.

Advance Type	Advance Month	Request Date	Transaction Start	Amount	Installment	Duration(Month)	Deduct From Salary	View Detail	Delete
Advance	01 Jan 2018	02 Mar 2019	01 Jan 2018	10000.00	5000.00	2	Y		

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.

### 7.2) Advance/Loan→ Advance Details:

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




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Welcome Admin

CHANGE  
PASSWORD  
 TIME OFFICE  
 LOG OUT

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

#### Loan & Advance Details

Loan/Advance Type: Advance
 Advance Month: Jan 2018 To Oct 2019
 Transaction From: Jan 2018 To Apr 2020


 Get Data

Summary Details Generate Report

Paycode	Name	Company	Department	Advance Type	Advance Month	Request Date	Transaction Start	Amount	Installment	Duration(Month)	Deduct From Salary	Adjustment
A001	Santosh Kumar Srivastav	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	Advance	01 Jan 2018	02 Mar 2019	01 Jan 2018	10000.00	5000.00	2	Y	Adjustment
A002	Mukesh Sharma	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	Advance	01 Jan 2018	02 Mar 2019	01 Mar 2018	10000.00	2500.00	4	Y	Adjustment
A003	Deepak Kumar	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	Advance	01 Jan 2018	02 Mar 2019	01 Feb 2018	10000.00	3000.00	4	Y	Adjustment
A004	Aman Senger	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	Advance	01 Jan 2018	02 Mar 2019	01 Feb 2018	10000.00	2500.00	4	N	Adjustment
AD001	Ravi AD001	MOHAN GRAM	BREWERY WASHING	Advance	01 Jan 2018	06 Mar 2019	01 Feb 2018	5000.00	1000.00	4	Y	Adjustment
AD002	Ravi AD002	MOHAN GRAM	BREWERY WASHING	Advance	01 Jan 2018	07 Mar 2019	01 Feb 2018	5000.00	1000.00	3	N	Adjustment
AD003	Ravi AD003	MOHAN GRAM	BREWERY WASHING	Advance	01 Jan 2018	07 Mar 2019	01 Feb 2018	5000.00	1000.00	3	N	Adjustment
AD004	Ravi AD004	MOHAN GRAM	BREWERY WASHING	Advance	01 Jan 2018	07 Mar 2019	01 Feb 2018	5000.00	1000.00	4	N	Adjustment
AD005	Ravi AD005	MOHAN GRAM	BREWERY WASHING	Advance	01 Jan 2018	07 Mar 2019	01 Feb 2018	5000.00	1000.00	5	N	Adjustment
J001	Ravi Mix Loan 1	MOHAN GRAM	BREWERY WASHING	Advance	01 Jan 2018	09 Mar 2019	01 Jan 2018	10000.00	5000.00	2	Y	Adjustment

Showing 1 to 10 of 15 entries
 Previous 1 2 Next

- Click on Adjustment link Text.



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Welcome Admin

CHANGE PASSWORD  
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LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

### Loan/Advance Adjustment Form

**Employee detail**

Paycode: A001 Card No: A001 Name: Santosh Kumar Srivastav  
Company: MOHAN MEAKIN LIMITED MOHAN DEPARTMENT: BREWERY WASHING

**Advance Detail**

Show 10 entries

Deduct Month	Installment	Balance	Salary Amount	Cash Amount	Adjustment Date	Deduct From Salary	Adjustment Amount	Reason
01 Jan 2018	5000.00	5000.00	0.00	0.00		Y	Cash 0.00	Adjustment
01 Feb 2018	5000.00	0.00	0.00	0.00		Y	Salary 00.00	Adjustment

Showing 1 to 2 of 2 entries

Previous 1 Next

## 8.1) Leave Encashment → 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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Welcome Admin

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Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Welcome to Star Payroll

Encash  
Delete  
Encash

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Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

### Leave Encashment

Leave Year: 2018 Leave: EARNED LEAVE Get Data Month Year: Mar 2019 Month Days: 26.00 Pay with Salary: Encash Generate Report

Paycode	Name	Company	Location	Department	Designation	Accured	Consumed	Encashed	Balance
0004	Ravi Shankar	MOHAN GRAM	TIME OFFICE MML	BREWERY WASHING	ADD. SEC CUM VICE PRESIDENT FINANCE	17.00	0.00	0.00	11.00

Showing 1 to 1 of 1 entries

Previous 1 Next

## 8.2) Leave Encashment→Encash Detail:

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LOG OUT

Setup > Advance/Leave > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Leave Encashment Details

Leave Year: 2018 Leave: EARNED LEAVE Get Data

Generate Report

Paycode	Name	Company	Location	Department	Designation	Encash Leave	Amount	Encash Leave
E002	Ravi Shankar	MOHAN GRAM	TIME OFFICE MML	BREWERY WASHING	ADD. SEC CUM VICE PRESIDENT FINANCE	11.00	6769.00	11.00
E003	Ravi Shankar	MOHAN GRAM	TIME OFFICE MML	BREWERY WASHING	ADD. SEC CUM VICE PRESIDENT FINANCE	11.00	6346.00	11.00

Previous 1 Next

## 9.1) Bonus→Process: You can run the bonus process from this page.

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Welcome Admin

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TIME OFFICE  
LOG OUT

Setup > Advance/Leave > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Bonus process

From date: 01-Apr-2017 To Date: 31-Mar-2018

Bonus For Year: 2017 Pay in: Apr 2018

Select Employee: process

## 9.2) Bonus→Processed Detail:

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Welcome Admin

CHANGE PASSWORD  
TIME OFFICE  
LOG OUT

Setup > Advance/Leave > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Bonus Processed Details

Bonus For Year: 2017 Pay in: Apr 2018

summary details Generate Report

Get Data

Paycode	Name	Company	Location	Department	Designation	From	To	Days	Wages	Wages For Bonus	Rate	Bonus Amount	Pay Month Year
B001	RAVI Bonus Case 1	002	002	001	009	01 Apr 2017	31 Mar 2018	31.00	2000.00	7000.00	8.33	0.00	01 Apr 2018
B002	Ravi Bonus Case 2	002	002	001	009	01 Apr 2017	31 Mar 2018	90.00	6000.00	21000.00	8.33	0.00	01 Apr 2018

Previous 1 Next

## 10.1) 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.

Pay Month	For Month	Arrear Days Type	Pay Days Type	Arrear Days	Arrear Gross	Arrear Amount	PF	ESI	Net Pay	Remarks	Source	Delete
01 Mar 2018	01 Feb 2018	Remaining	Auto Calculate	4.00	23000.00	3286.00	1320.00	58.00	1908.00	After Manual Punch	Auto	


## 10.2) Arrear→Processed Details:

Paycode Name	Company	Location	Department	Designation	Arrear Month	Arrear Type	Days Type	Arrear Days	Arrear Gross	Earning	Deduction	Net Paid
ARR02 Ravi Arrear 2	MOHAN GRAM	TIME OFFICE M.M.L	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Manual	10.00	23000.00	7419.00	2770.00	4649.00
ARR03 Ravi Arrear03	MOHAN GRAM	TIME OFFICE M.M.L	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Auto Calculate	5.00	23000.00	3710.00	491.00	3219.00
ARR05 Ravi Arrear 5	MOHAN GRAM	TIME OFFICE M.M.L	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Auto Calculate	5.00	23000.00	7904.00	2779.00	5125.00
ARR09 Ravi Arrear 9	MOHAN GRAM	TIME OFFICE M.M.L	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Manual	50.00	29000.00	46775.00	4179.00	42596.00
IA001 Ravi Arrear Import	MOHAN GRAM	TIME OFFICE M.M.L	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Auto Calculate	8.00				

## 11.1) 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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Welcome Admin

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Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

Employee For Salary Process for Selected Month/Year

Attendance From  To  Month Year

☒ Get Data Process With


Show 10 entries

Paycode	Name	Company	Location	Department	Designation	Present	Absent	Holiday	Leave	WO	Paid Days	Attendance Dias
1021	AMAR NATH SHARMA	C01	LO1	DE1	IBH	26	0	0	0	5	31	31
1068	SATYAPAL SINGH	003	LO2	DE1	858	23	2	2	0	4	29	31
1072	OM PRAKASH TYAGI	003	LO2	DE1	E76	22	3	2	0	4	28	31
A005	Ravi Shankar	002	002	001	009	0	25	2	0	4	6	31
AD001	Ravi AD001	002	002	001	009	25	0	2	0	4	31	31
AD002	Ravi AD002	002	002	001	009	25	0	2	0	4	31	31
AD003	Ravi AD003	002	002	001	009	25	0	2	0	4	31	31
AD004	Ravi AD004	002	002	001	009	25	0	2	0	4	31	31
AD005	Ravi AD005	002	002	001	009	25	0	2	0	4	31	31
ARR04	Ravi Arrear 4	002	002	001	009	25	0	2	0	4	31	31

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

## 11.2) Salary Process→Salary Processed:



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Welcome Admin

CHANGE  
PASSWORD  
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LOG OUT

Setup ▾ Advance/Loan ▾ Leave Encashment ▾ Bonus ▾ Arrear ▾ Salary Process ▾ Full & Final ▾ Import ▾ Reports ▾

Employee For Salary Processed for Selected Month/Year

Month Year

☒ Get Data Process With  Attendance

Show 10 entries

Paycode	Name	Company	Location	Department	Designation	Paid Days	Salary Days	Gross Salary	Earning	Deduction	Net Paid Salary
A001	Santosh Kumar Srivastav	002	002	001	009	28.00	28.00	22000.00	22000.00	7640.00	14360.00
A002	Mukesh Sharma	002	002	001	009	28.00	28.00	26000.00	26000.00	3600.00	22400.00
A003	Deepak Kumar	002	002	001	009	28.00	28.00	30000.00	30000.00	6600.00	23400.00
A004	Aman Senger	002	002	001	009	28.00	28.00	50000.00	50000.00	3600.00	46400.00
ARR01	Ravi Arrear 1	002	002	001	009	24.00	28.00	23000.00	19714.00	2640.00	17074.00
ARR02	Ravi Arrear 2	002	002	001	009	28.00	28.00	23000.00	30419.00	5410.00	25009.00
ARR03	Ravi Arrear03	002	002	001	009	28.00	28.00	23000.00	26710.00	3131.00	23579.00
ARR04	Ravi Arrear 4	002	002	001	009	23.00	28.00	23000.00	18893.00	2640.00	16253.00
ARR05	Ravi Arrear 5	002	002	001	009	28.00	28.00	23000.00	30904.00	5419.00	25485.00
ARR06	RAVI Arrear 6	002	002	001	009	28.00	28.00	23000.00	23000.00	2640.00	20360.00

Showing 1 to 10 of 30 entries

Previous 1 2 3 Next

### 11.3) Salary Process→Salary Lock/Unlock/Hold/Unhold: After processing you can lock the salary and also you can hold the salary.

The screenshot shows the 'Employee For Salary Lock/Unlock and Hold/Unhold for Selected Month/Year' interface. It includes a navigation menu, a header with the STAR LINK logo and contact information, and a table of employee salary data. The table has columns for Paycode, Name, Company, Location, Department, Designation, Paid Days, Salary Days, Gross Salary, Earning, Deduction, Net Paid Salary, and Status. The data is filtered for February 2018, and the 'Lock' button is visible.

Paycode	Name	Company	Location	Department	Designation	Paid Days	Salary Days	Gross Salary	Earning	Deduction	Net Paid Salary	Status
A001	Santosh Kumar Srivastav	002	002	001	009	28.00	28.00	22000.00	22000.00	7640.00	14360.00	Processed
A002	Maresh 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	28.00	30000.00	30000.00	6600.00	23400.00	Processed
A004	Aman Senger	002	002	001	009	28.00	28.00	50000.00	50000.00	3600.00	46400.00	Processed
ARR01	Ravi Arrear 1	002	002	001	009	24.00	28.00	23000.00	19714.00	2640.00	17074.00	Processed
ARR02	Ravi Arrear 2	002	002	001	009	28.00	28.00	23000.00	30419.00	5410.00	25009.00	Processed
ARR03	Ravi Arrear 3	002	002	001	009	28.00	28.00	23000.00	26710.00	3131.00	23579.00	Processed
ARR04	Ravi Arrear 4	002	002	001	009	23.00	28.00	23000.00	18893.00	2640.00	16253.00	Processed
ARR05	Ravi Arrear 5	002	002	001	009	28.00	28.00	23000.00	30904.00	5419.00	25485.00	Processed
ARR06	RAVI Arrear 6	002	002	001	009	28.00	28.00	23000.00	23000.00	2640.00	20360.00	Processed

### 11.4) Salary Process→Performance Analysis:

The screenshot shows the 'Performance Analysis' interface. It includes a navigation menu, a header with the STAR LINK logo and contact information, and a form for employee details and paid days details. The form has fields for Paycode Code, Card No., Name, Company, Department, Pay Month, and Total Days. The 'Paid Days Details' section includes fields for Present, Absent, Holiday, Weekly Off, Paid Days, Total Days, CL, SL, PL/EL, Other Leave, OT Hours, Late Hours, Early Hours, Late Days, and Early Days. The 'Process Salary' button is visible.

Paycode Code	Card No.	Name	Company	Department	Pay Month	Total Days
ARR01	ARR01	Ravi Arrear 1	MOHAN GRAM	BREWERY WASHING	Jan 2019	0

### 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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Welcome Admin

CHANGE PASSWORD  
TIMEOFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Payroll Employee

Date From: 01-Mar-2019 To: 31-Mar-2019 Employee Type: Active

Get Data

PayCode	Present CardNo	Employee Name	Company	Department	Location	Designation	Leaving Date	FNE
1021	00001021	AMAR NATH SHARMA	MOHAN MEAKIN LIMITED MOHAN NAGAR	SECURITY	PATNA	INCHARGE BOTTLING HALL		✓
1068	00001068	SATYAPAL SINGH	KASAU LI DISTILLERY	SECURITY	DELHI	CLERK		✓
1072	00001072	OM PRAKASH TYAGI	KASAU LI DISTILLERY	SECURITY	DELHI	ASTT BREWER		✓
1100	00001100	B.S KHOLI	SOLAN BREWERY	SECURITY	DELHI	BREWER IN CHIEF		✓
1102	00001102	CHANDRA KANT TYAGI	MOHAN MEAKIN LIMITED MOHAN NAGAR	SECURITY	PANJAB	CHEMIST		✓
A001	A001	Santosh Kumar Srivastav	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE	25 Mar 2019	✓
A002	A002	Mukesh Sharma	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE		✓
A003	A003	Deepak Kumar	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE		✓
A004	A004	Aman Senger	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE		✓
A005	A005	Ravi Shankar	MOHAN GRAM	BREWERY WASHING	TIME OFFICE MML	ADD. SEC CUM VICE PRESIDENT FINANCE		✓

Showing 1 to 10 of 60 entries

Previous 1 2 3 4 5 6 Next

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Welcome Admin

CHANGE PASSWORD  
TIMEOFFICE  
LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Employee Full & Final

Office Detail

PayCode: A002 Name: Mukesh Sharma Department: BREWERY WASHING Designation: ADD. SEC CUM VICE PRESIDENT F

Location: TIME OFFICE MML

Date Of Joining: 01-Jan-2018 Date Of Leaving: 03-Apr-2019 Date Of Settlement: 03-Apr-2019 Leaving Reason: Settlement Remark:

Paid Days Details

Attendance From: 01-Mar-2019 Present: 22 Absent: 7 Holiday: 0 Leave: 0 Weekly: 5 Paid Days: 27 Total Days: 34

Notice Days

Notice Days Type: Recovery Notice Days: 0 Notice Amount: 0.00

Bonus

Salary Details

Pay: Apr 2019 Pending: 0 Gratuity: 0 Leave Encash: 0.00 0 Net Salary: 21500.00

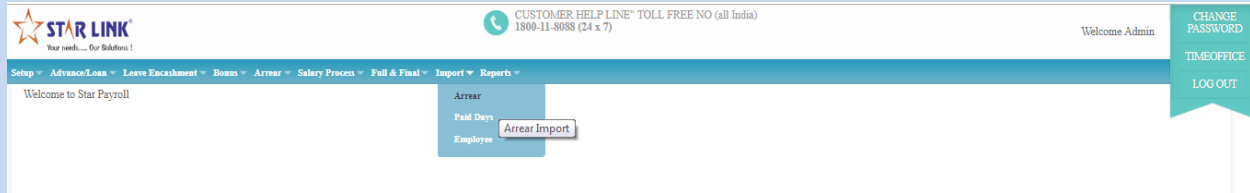
Month: Loan/Advance: Hold Salary: 0.00 Net Pay: 21500.00

Get Data

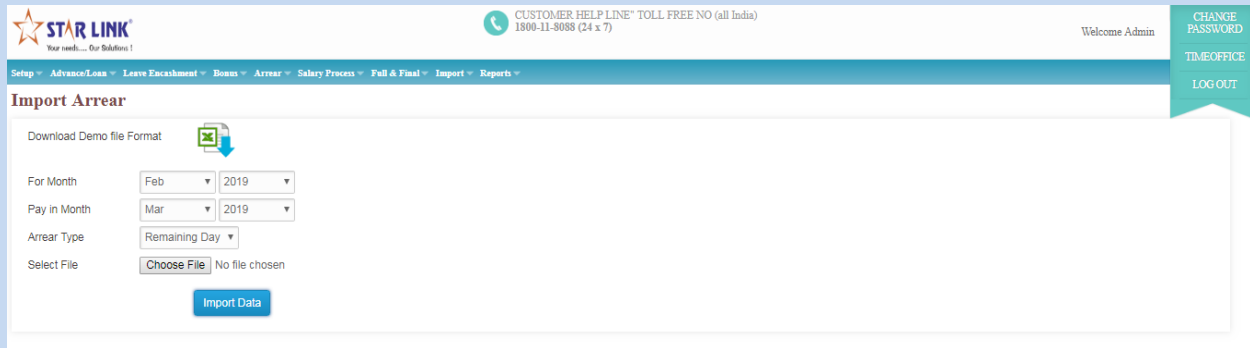
Save Back

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

STAR LINK COMMUNICATION PVT. LTD

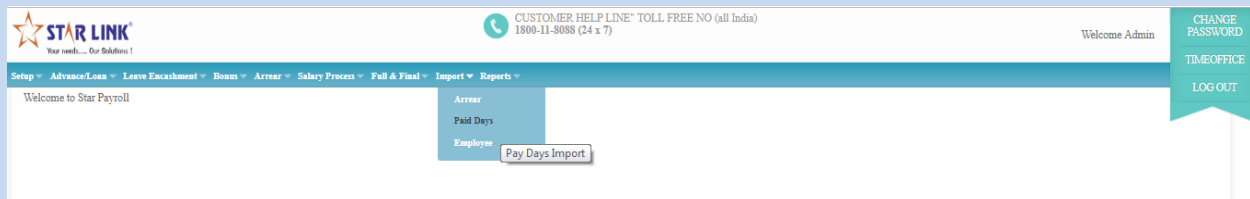


The screenshot shows the STAR LINK Payroll System Home Page. The header includes the STAR LINK logo, a customer help line number (1800-11-9088), and a welcome message for Admin. The main navigation menu includes Setup, Advance/Loan, Leave Encashment, Bonus, Arrear, Salary Process, Full & Final, Import, and Reports. A sidebar menu on the right contains links for Arrear, Paid Days, Employee, and Arrear Import. The main content area displays a welcome message and a button for Arrear Import.



The screenshot shows the STAR LINK Payroll System Import Arrear Page. The header includes the STAR LINK logo, a customer help line number (1800-11-9088), and a welcome message for Admin. The main navigation menu includes Setup, Advance/Loan, Leave Encashment, Bonus, Arrear, Salary Process, Full & Final, Import, and Reports. A sidebar menu on the right contains links for Change Password, Time Office, and Log Out. The main content area displays the Import Arrear form, which includes a download demo file format button, a form for selecting the month and year (Feb 2019), a form for selecting the pay month and year (Mar 2019), a form for selecting the arrear type (Remaining Day), and a form for selecting the file (Choose File). An Import Data button is also present.

**13.2.1) Import → Paid Days: You can upload the employee attendance for making salary through this page .**



The screenshot shows the STAR LINK Payroll System Import Paid Days Page. The header includes the STAR LINK logo, a customer help line number (1800-11-9088), and a welcome message for Admin. The main navigation menu includes Setup, Advance/Loan, Leave Encashment, Bonus, Arrear, Salary Process, Full & Final, Import, and Reports. A sidebar menu on the right contains links for Change Password, Time Office, and Log Out. The main content area displays the Import Paid Days form, which includes a download demo file format button, a form for selecting the month and year (Mar 2019), a form for selecting the file (Choose File), and an Import Data button.

**13.3.1) Import → Employee Details:**

CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
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Welcome Admin

CHANGE  
PASSWORD

TIMEOFFICE

LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Welcome to Star Payroll

Arrear

Paid Days

Employee

Pay Employee Import

CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
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Welcome Admin

CHANGE  
PASSWORD

TIMEOFFICE

LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

**Import Employee Payroll Data**

Download Demo file Format

Import Type: Salary Details

Select File:  No file chosen

## 14.1.1) Report→ Dynamic Report→Salary register:

CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

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TIMEOFFICE

LOG OUT

Setup > Advance/Loan > Leave Encashment > Bonus > Arrear > Salary Process > Full & Final > Import > Reports >

Welcome to Star Payroll

Dynamic Salary Report

Custom Report

FF

ESI Report

Loan Advance

Bonus Report

Master Report

Statement Report

Salary Slip

Salary Register

Yearly Salary Detail

Yearly Salary Summary

Yearly Arrear Detail

Yearly Arrear Summary

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**Dynamic Reports**

Report Type: Salary Register

Year/Month: Salary Slip

Generate Type: Yearly Salary Detail

Select Employee: Yearly Arrear Detail

Report: Salary Register

Employee per Page: 1





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### Dynamic Reports

Report Type: Salary Register ▾

Report: Salary Register ▾

Year/Month: Mar ▾ 2019 ▾

Employee per Page: 1 ▾

Generate Type: Excel ▾

Select Employee:

Generate

STAR LINK COMMUNICATION PVT. LTD