



USER MANUAL

OF

WEB BASED PAYROLL SOFTWARE

INTRODUCTION

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

1. Home Page



2. Setup Module



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.

Pay Setup

General | **Applicable** | PP | EOT | Bonus | Leave Encasement | Vacation | LAW | Financial Year | Data Setup

Earning Details

Bank Total | SRA Total | DA Total | Dearness Allowance Total | Medical Total | OT Allowed Total | Tax and PF Total

Earning				Deduction			
Rate/Type	Rate/Amount	Formula	Round Off/Per	Description	Rate/Amount	Formula	Round Off/Per
Earn 1	1000.00	Earn1	+ [X] [Y]	D1	000.00	Deduction1	+ [X] [Y]
Earn 2	900.00	Earn2	+ [X] [Y]	D2	400.00	Deduction2	+ [X] [Y]
Earn 3	800.00	Earn3	+ [X] [Y]	D3	300.00	Deduction3	+ [X] [Y]
Earn 4	700.00	Earn4	+ [X] [Y]	D4	200.00	Deduction4	+ [X] [Y]
Earn 5	600.00	Earn5	+ [X] [Y]	D5	100.00	Deduction5	+ [X] [Y]
Earning6	0.00	None	+ [X] [Y]	Deduction6	0.00	None	+ [X] [Y]
Earning7	0.00	None	+ [X] [Y]	Deduction7	0.00	None	+ [X] [Y]
Earning8	0.00	None	+ [X] [Y]	Deduction8	0.00	None	+ [X] [Y]
Earning9	0.00	None	+ [X] [Y]	Deduction9	0.00	None	+ [X] [Y]
Earning10	0.00	None	+ [X] [Y]	Deduction10	0.00	None	+ [X] [Y]
Earning11	0.00	None	+ [X] [Y]	Deduction11	0.00	None	+ [X] [Y]
				Total	0.00	None	+ [X] [Y]

Save

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".

The screenshot shows the 'Pay Setup' interface in the STAR LINK system. The 'Applicable' tab is selected, and the 'Allow' section is active. The table below shows the configuration for various components, with checkboxes for PF, VPF, ESI, Bonus, and Leave Incash.

Component	Salary Credit Percentage	PF	VPF	ESI	Bonus	Leave Incash	PF allowed on leave incash
Basic	0	<input checked="" type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DA	0	<input checked="" type="checkbox"/>	<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"/>	<input type="checkbox"/>
Medical	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
Earning 2	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
Earning 4	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
Earning 6	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
Earning 8	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
Earning 10	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

The screenshot shows the 'Pay Setup' interface for PF configuration. The page header includes the STAR LINK logo, a customer helpline number (1800-11-8888), and a user name 'Welcome Admin'. The main navigation bar contains various menu items like 'Setup', 'Advance Loan', 'Leave Encashment', etc. The 'PF Setup' section is active, showing a grid of input fields for configuring PF deductions. The fields are organized into three columns:

Field	Value	Field	Value	Field	Value
PF Calculate on	Fixed	VPF Calculate on	Fixed	Employee VPF Deduction	12.00
Limit of PF Deduction	15000.00	Employee PF Deduction	12.00	Employer's FPF Deduction	4.33
Employer's PF Deduction	12.00	Employer's EPF Deduction	3.87	PF A/C 22	0.010
PF A/C 02	0.085	PF A/C 21	0.090	Employer's PF is Part of CTC	<input type="checkbox"/>
Limit of VPF Deduction	15000	Rounding with decimal place	0		

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

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.

The screenshot shows the STAR LINK Payroll Setup interface. At the top, there is a navigation bar with the STAR LINK logo and a customer help line. Below the navigation bar, the 'Pay Setup' section is active, with 'ESI Setup' selected. The form contains several fields and checkboxes for configuring ESI deductions. The 'Limit of ESI Deduction' is set to 2,00,000.00. The 'Employer's ESI Deduction' is set to 4.75%. The 'Employee ESI Deduction' is set to 1.75%. There are checkboxes for 'Allow ESI on Over Time' and 'Allow ESI on Arrear', both of which are checked. A 'Save' button is located at the bottom of the form.

STAR LINK
Customer Help Line: Toll-Free No. of India
1026 11 8888 (24 x 7)

Payroll Setup

Pay Setup

General Applicable PF ESI Bonus Leave Encashment Gratuity LAF Pensional Year Extra Setup

ESI Setup

Allow ESI Employer's on Fractional point upper Limit Allow ESI Employer's on Fractional point upper Limit Allow ESI on Over Time Allow ESI on Arrear

Limit of ESI Deduction: 2,00,000.00
Employer's ESI Deduction: 4.75%
Employee ESI Deduction: 1.75%

Rounding with decimal place: 0
Employer's ESI is Part of CTC:

Save

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 system. The form includes the following fields and options:

- Bonus On:** Wage Link (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:** 3.33
- Total Maximum Bonus:** 16000.00
- Employee Limit:** 10000.00
- Bonus Allowed on Arrear:**
- Show Bonus on Salary:**
- Slip:**

Buttons: Update

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 system. The form includes the following fields and options:

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

Leave Code	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)

Buttons: Update

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 STAR LINK Payroll Setup interface for Gratuity configuration. The page title is "Pay Setup" and the sub-section is "Gratuity". The interface includes a navigation menu with options: General, Applicable, PF, ESI, Bonus, Leave Encashment, Gratuity, LWF, Financial Year, and Extra Setup. The Gratuity section contains the following fields:

Field	Value
Minimum Year for Gratuity	5.00
Gratuity Form Uta	@BASIC*(LAWCER)*5*YEAR
Gratuity Maximum Amount Limit	2000000

An "Update" button is located below the fields.

3.8). Payroll Setup→LWF:

- You can set the formula for LWF.



The screenshot shows the STAR LINK Payroll Setup interface for LWF configuration. The page title is "Pay Setup" and the sub-section is "LWF". The interface includes a navigation menu with options: General, Applicable, PF, ESI, Bonus, Leave Encashment, Gratuity, LWF, Financial Year, and Extra Setup. The LWF section contains the following fields:

Field	Value
Employer Share	10.00
Employee Share	10.00

An "Update" button is located below the fields.

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



3.10) Extra setup:



3.11) Payroll Setup → LWF Setting:



- **Add LWF Setting:- Click on ” LWF Setting “ .**

The screenshot shows the 'LWF Setting' page. At the top, there is a navigation bar with links: Setup, Advance Loan, Leave Encashment, Bonus, Gratuity, Arrear, Daily Salary Process, Salary Process, Full & Final, Import, Reports. The page title is 'LWF Setting'. Below the title, there are several input fields:

- State: Delhi (dropdown)
- Deduction On: Percentage (dropdown)
- Amount Calculate on: Pay Salary (dropdown)
- Employer Share: 0.40 (input) Max 52 (input)
- Employee Share: 0.20 (input) Max 31 (input)

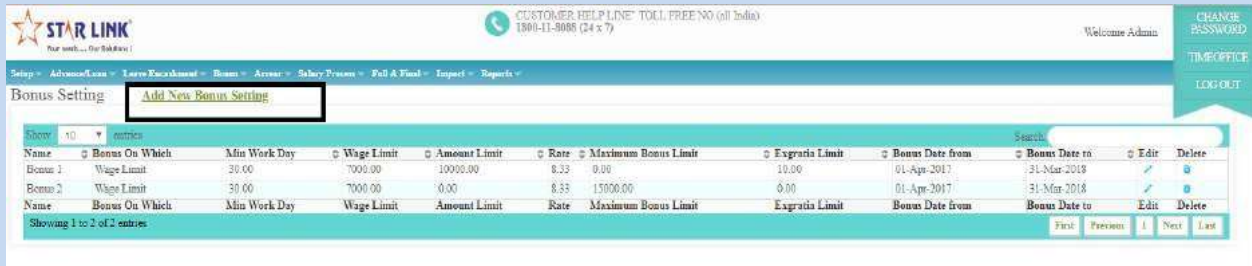
 There is a 'Deduction Slab' section with an 'Add' button. On the right side, there are links for 'CHANGE PASSWORD', 'TIMEOFFICE', and 'LOG OUT'. The user is logged in as 'Welcome Admin'.

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

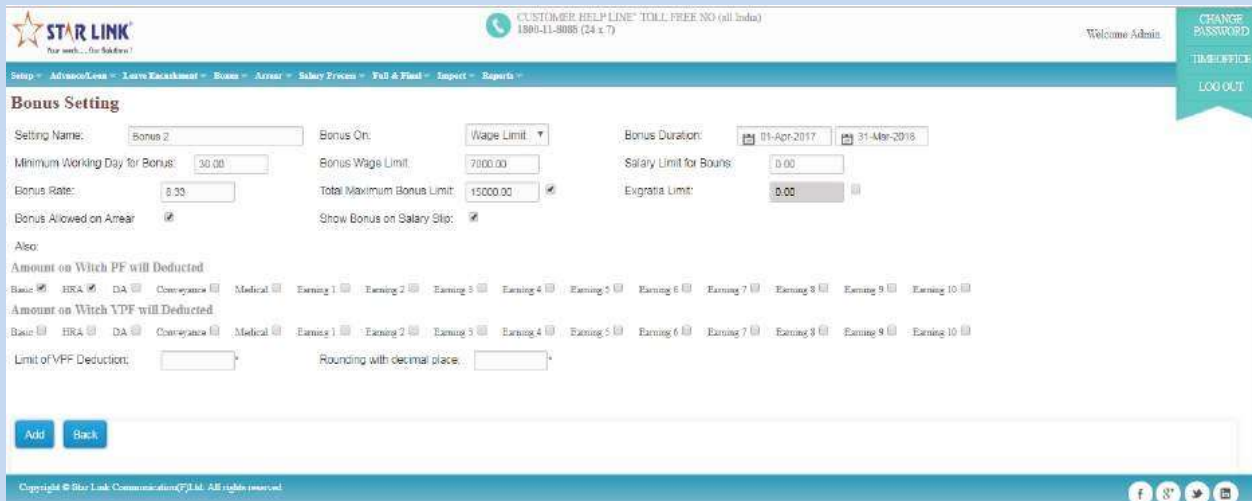
3.12) Payroll Setup → Bonus Setup:

The screenshot shows the 'Bonus Setup' page. At the top, there is a navigation bar with links: Setup, Advance Loan, Leave Encashment, Bonus, Gratuity, Arrear, Daily Salary Process, Salary Process, Full & Final, Import, Reports. The page title is 'Bonus Setup'. Below the title, there is a navigation menu on the left with options: Payroll Setup, LWF Setting, Bonus Setup, Payroll Corp, Bonus Setup. The main content area is empty. On the right side, there are links for 'CHANGE PASSWORD', 'TIMEOFFICE', and 'LOG OUT'. The user is logged in as 'Welcome Admin'.

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



- 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.



3.13) 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.

The screenshot shows the 'Update Payroll Employee Master' interface with the 'Salary Detail' tab selected. It features three main sections: 'Update Basic Details', 'Update Earning', and 'Update Deduction'.

Update Basic Details: Includes fields for Basic (9000), Medical (2000), TDS (0.00), DA (2000), HRA (8000), Bonus Setting (None), Conveyance (2000), and OT Rate per Hr (None).

Describe	Part of Gross	Rate/Amount	Formula
Earn 1	<input checked="" type="checkbox"/>	1000.00	Earn1
Earn 2	<input checked="" type="checkbox"/>	600.00	Earn2
Earn 3	<input checked="" type="checkbox"/>	600.00	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

Describe	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

•) 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.

The screenshot shows the 'Update Payroll Employee Master' interface with the 'Pay Detail' tab selected. It includes the following fields:

- Type of Employee: On Roll
- Prof. Tax:
- VPF:
- Late Arrival:
- PF:
- Bonus: []
- Gratuity:

Buttons for 'Update Pay Details' and 'Update Basic Details' are visible at the bottom of the form.

- **Payroll Setup → Payroll Corporate Policy → PF Setting:**

The screenshot shows the 'Update Payroll Employee Master' interface with the 'PF Setting' tab selected. The 'Update PF' section includes the following fields:

- PF 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 VPF Deduction: 8.33
- PF A/C D2: 0.088
- PF A/C 21: 0.052
- 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

- **Payroll Setup → Payroll Corporate Policy → VPF Setting:**

The screenshot shows the 'Update Payroll Employee Master' interface with the 'VPF Setting' tab selected. The 'Update VPF' section includes the following fields:

- Amount on Which VPF will Deducted: (Empty text box)
- VPF Calculate on: Fixed
- Limit of VPF Deduction: 15000
- Rounding with decimal place: 0

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

- **Payroll Setup → Payroll Corporate Policy → ESI Setting:**

The screenshot shows the 'Update Payroll Employee Master' interface with the 'ESI Setting' tab selected. The 'Update ESI' section includes the following field:

- ESI No Limit Ex on Limit

- **Payroll Setup → Payroll Corporate Policy → Payment Detail:**

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For web... On Site!!!

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 > Advance > 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:

STAR LINK
For web... On Site!!!

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 > Advance > Salary Process > Full & Final > Import > Reports >

Format Setup
Payroll Setup
Bank Master
Employee Master
Dynamic Report Setup

Bank Master

- **Add New Bank :-**

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For web... On Site!!!

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
TIME OFFICE
LOG OUT

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

Bank Master **Add New Bank**

Show: 10 entries

Code	Name	IFSC Code	Edit	Delete
B01	HDFC	HDFC0001		
B01	Bank of India	BI0000000000		

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

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For web... On Site!!!

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
TIME OFFICE
LOG OUT

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

Bank Master

Bank Code: B04

Bank Name: ICICI

IFSC Code: ICICI0004

Create Back

- **Update Bank Master**

The screenshot displays the 'Bank Master' update interface. At the top, the STAR LINK logo is on the left, and the customer helpline number 1800-41-8088 (24x7) is in the center. The user is logged in as 'Welcome Admin'. A navigation menu includes 'Setup', 'Advance/Leave', 'Leave Encashment', 'Home', 'Attend', 'Salary Process', 'Pay & Fund', 'Import', and 'Reports'. On the right, there are links for 'CHANGE PASSWORD', 'TIME OFFICE', and 'LOG OUT'. The main form has three input fields: 'Bank Code' with the value 'B02', 'Bank Name' with 'HDFC', and 'IFSC Code' with 'HDFC0000'. Below the fields are 'Update' and 'Back' buttons.

5.1) Employee Master → Employee in payroll:

A.4.1 Employee setup:-

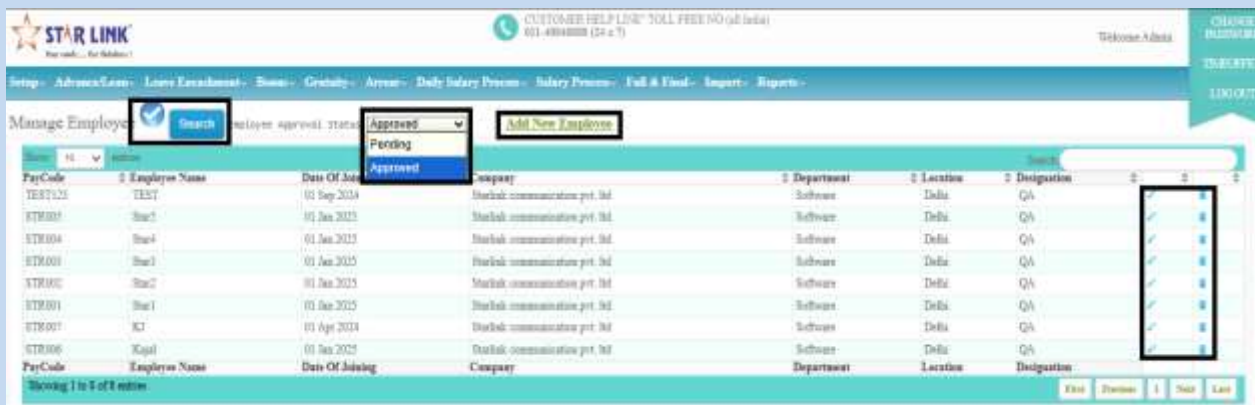
Like time office software, you have to add master feeding of all active employees in payroll software. There are following button in

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.

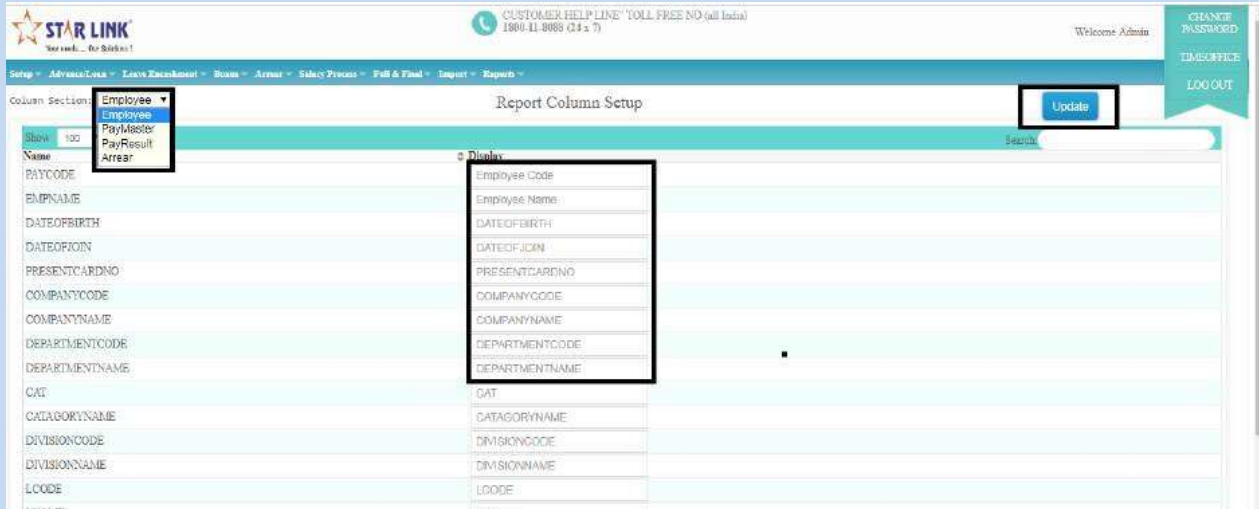
- ❖ If you want to activate PF, tick on it and you have to feed PF information of employee.



5.2) Employee Master → Employee not in payroll:



6.1) Dynamic Report Setup → Column Setup:



❖ You can rename the column name.

6.2) Dynamic Report Setup → Dynamic Report Setup:



- Add New Report:-

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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
Yearly Salary Summary	Yearly Salary Summary	Mapped		
Yearly Salary Detail	Yearly Salary Details	Mapped		
Yearly Arrear Summary	Yearly Arrears Summary	Mapped		
Yearly Arrear Detail	Yearly Arrears 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:

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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: **Salary Slip** Name:

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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: Salary Slip Name: Salary Slip Report Table: TUEmployee

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			

Available Fields:

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

Add Back

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For web... On Site

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 >

Payroll Dynamic Reports [Add New](#)

Type	Name	Column Mapping	Edit	Delete
Yearly Salary Summary	Yearly Salary Summary	Mapped		
Yearly Salary Detail	Yearly Salary Details	Mapped		
Yearly Arrear Summary	Yearly Arrear Summary	Mapped		
Yearly Arrear Detail	Yearly Arrear Details	Mapped		
Salary Slip	Salary Slip	Mapped		
Salary Register	Salary Register 2	Mapped		
Salary Register	Salary Register	Mapped		
Salary Slip	Salary Slip Report	No Mapped		
Salary Register	Salary Register 20190402	No Mapped		
Type	Name	Column Mapping	Edit	Delete

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

STAR LINK
For web... On Site

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 >

Create Report

Report Name:

Report Type:

Map Column:

4 items selected

Column	Selected
PAYCODE	<input type="checkbox"/>
GATEORIBITH	<input type="checkbox"/>
DATEOFJOIN	<input type="checkbox"/>
COMPANYNAME	<input type="checkbox"/>
DEPARTMENTCODE	<input type="checkbox"/>
DEPARTMENTNAME	<input type="checkbox"/>
CATEGORYNAME	<input type="checkbox"/>
DIVISIONCODE	<input type="checkbox"/>
DIVISIONNAME	<input type="checkbox"/>
LCODE	<input type="checkbox"/>
LNAME	<input type="checkbox"/>
GRADECODE	<input type="checkbox"/>
EMPNAME	<input checked="" type="checkbox"/>
PRESENTCARDNO	<input type="checkbox"/>
COMPANYCODE	<input type="checkbox"/>
CAT	<input type="checkbox"/>

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Payroll Dynamic Reports [Add New](#)

Type	Name	Column Mapping	Edit	Delete
Yearly Salary Summary	Yearly Salary Summary	Mapped		
Yearly Salary Detail	Yearly Salary Details	Mapped		
Yearly Arrear Summary	Yearly Arrear Summary	Mapped		
Yearly Arrear Detail	Yearly Arrear Details	Mapped		
Salary Slip	Salary Slip Report	Mapped		
Salary Slip	Salary Slip	Mapped		
Salary Register	Salary Register 20190402	No Mapped		
Salary Register	Salary Register 2	Mapped		
Salary Register	Salary Register	Mapped		
Type	Name	Column Mapping	Edit	Delete

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

- Add Salary Register Report:

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Salary Reports Setup

Report Type: Name:

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Payroll Dynamic Reports [Add New](#)

Type	Name	Column Mapping	Edit	Delete
Yearly Salary Summary	Yearly Salary Summary	Mapped		
Yearly Salary Detail	Yearly Salary Details	Mapped		
Yearly Arrear Summary	Yearly Arrear Summary	Mapped		
Yearly Arrear Detail	Yearly Arrear Details	Mapped		
Salary Slip	Salary Slip Report	Mapped		
Salary Slip	Salary Slip	Mapped		
Salary Register	Salary Register 20190402	No Mapped		
Salary Register	Salary Register 2	Mapped		
Salary Register	Salary Register	Mapped		
Type	Name	Column Mapping	Edit	Delete

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

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Create Report

Report Name:

Report Type:

Map Column: [Map Column](#)

5 items selected [Remove all](#)

<input type="checkbox"/>	COMPANYNAME	<input type="checkbox"/>	PAYCODE
<input type="checkbox"/>	DEPARTMENTCODE	<input type="checkbox"/>	EMPNAME
<input type="checkbox"/>	DEPARTMENTNAME	<input type="checkbox"/>	DATEOFBIRTH
<input type="checkbox"/>	CAT	<input type="checkbox"/>	DATEOFJDN
<input type="checkbox"/>	CATEGORYNAME	<input type="checkbox"/>	PRESENTCANDNO
<input type="checkbox"/>	DIVISIONCODE	<input type="checkbox"/>	COMPANYCODE
<input type="checkbox"/>	DIVISIONNAME		
<input type="checkbox"/>	LCODE		
<input type="checkbox"/>	LNAME		
<input type="checkbox"/>	GRADECODE		
<input type="checkbox"/>	GRADENAME		
<input type="checkbox"/>	DESIGCODE		

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

Payroll Dynamic Reports [Add New](#)

Type	Name	Column Mapping	Edit	Delete
Yearly Salary Summary	Yearly Salary Summary	Mapped		
Yearly Salary Detail	Yearly Salary Details	Mapped		
Yearly Arrear Summary	Yearly Arrear Summary	Mapped		
Yearly Arrear Detail	Yearly Arrear Details	Mapped		
Salary Slip	Salary Slip Report	Mapped		
Salary Slip	Salary Slip	Mapped		
Salary Register	Salary Register 20190402	Mapped		
Salary Register	Salary Register 2	Mapped		
Salary Register	Salary Register	Mapped		
Type	Name	Column Mapping	Edit	Delete

Showing 1 to 9 of 9 entries

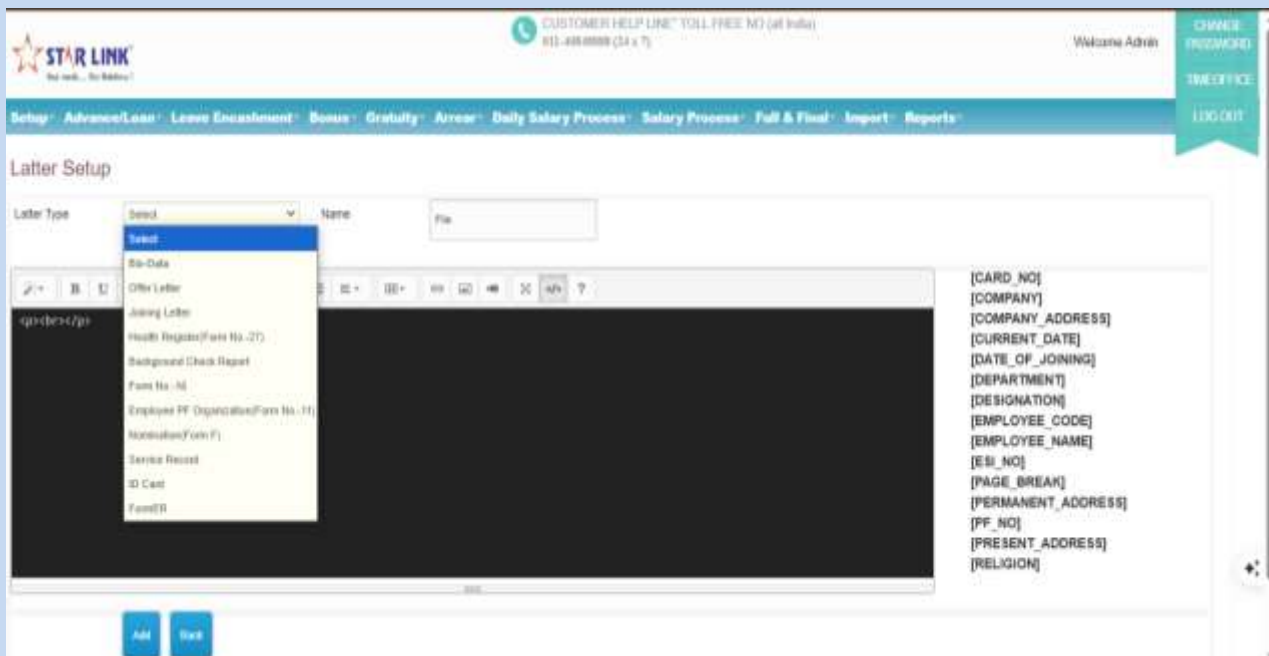
First Previous 1 Next Last

❖ We can create new report through this setup.

7.1) Employee Setup → Employee File Setup:



Add New File: We can create new report Employee file this setup



7.2) Advance/Loan→Advance:



The screenshot shows the 'Loan & Advance Form' in the STAR LINK web application. The form is divided into several sections: 'Employee detail', 'Advance detail', and 'Advance Detail'. In the 'Employee detail' section, there are fields for 'Paycode Code', 'Card No.', 'Name', 'Company', and 'Department'. The 'Advance detail' section contains fields for 'Loan/Advance Type', 'Advance Month', 'Transaction From', 'Advance Amount', 'Instalment Amount', 'No. of Instalment', and 'Process Advance'. A dropdown menu for 'Loan/Advance Type' is open, showing options: 'Advance', 'Personal Loan', 'Home Loan', 'Vehicle Loan', and 'Other Loan'. The 'Advance' option is selected. Below the form, there is a table titled 'Advance Detail' with columns: 'Advance Type', 'Advance Month', 'Request Date', 'Transaction Start', 'Amount', 'Instalment', 'Duration(Month)', 'Deduct From Salary', 'View Detail', 'Delete', 'Detail Month', 'Instalment', 'Cash Amount', 'Balance', and 'Deduct From Salary'. The table contains one row of data for an advance taken on 01 Jan 2018.

Advance Type	Advance Month	Request Date	Transaction Start	Amount	Instalment	Duration(Month)	Deduct From Salary	View Detail	Delete	Detail Month	Instalment	Cash Amount	Balance	Deduct From Salary
Advance	01 Jan 2018	02 Mar 2019	01 Jan 2018	10000.00	5000.00	2	Y			01 Jan 2018	5000.00	0.00	5000.00	Y
										01 Feb 2018	5000.00	0.00	0.00	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.

7.3) Advance/Loan → Advance Details:

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

The screenshot displays the 'Loan & Advance Details' page in the STAR LINK system. At the top, there is a navigation bar with options like 'Setup', 'Advance/Loan', 'Leave Encashment', 'Bloom', 'Arrear', 'Salary Process', 'Pay & Final', 'Import', and 'Reports'. Below this, there are filter dropdowns for 'Loan/Advance type' (set to 'Advance'), 'Advance month' (set to 'Jan'), 'Year' (set to '2018'), 'to' (set to 'Oct'), 'Year' (set to '2019'), and 'Transaction from' (set to 'Jan'), 'Year' (set to '2018'), 'to' (set to 'Apr'), 'Year' (set to '2020'). A 'Get Data' button is visible next to the filters. Below the filters, there are tabs for 'Summary', 'Details', and 'Generate Report'. The main area contains a table with the following columns: Paycode Name, Company, Department, Advance Type, Advance Month, Request Date, Transaction Start, Amount, Installment, Duration(Month), Deduct From Salary, and Adjustment. The table lists 15 entries, with the first few rows showing details for employees like Santosh Kumar Srivastava, Mihoshi Sharma, and Deepak Kumar. The 'Adjustment' column for each row contains a link labeled 'Adjustment'.

Paycode Name	Company	Department	Advance Type	Advance Month	Request Date	Transaction Start	Amount	Installment	Duration(Month)	Deduct From Salary	Adjustment	
A001	Santosh Kumar Srivastava	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	Mihoshi 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
A001	Ravi Max Loan 1	MOHAN GRAM	BREWERY WASHING	Advance	01 Jan 2018	03 Mar 2019	01 Jan 2018	10000.00	5000.00	2	Y	Adjustment

- Click on Adjustment link Text.

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Loan/Advance Adjustment Form

Employee detail

Paycode Code: A001 Card No: A001 Name: Sanjosh Kumar Suresh
 Company: MOHAN MEAKIN LIMITED MOHAN I Department: BREWERY WASHING

Advance Detail

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 00.00	
01 Feb 2018	5000.00	0.00	0.00	0.00		Y	Salary 00.00	

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 to Star Payroll

Encash
Table
Encash

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Leave Encashment

Leave Year: 2019 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	Accrued	Consumed	Encashed
A001	Ravi Shankar	MOHAN GRAM	TIME OFFICE NML	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	17.00	0.00	0.00

Showing 1 to 1 of 1 entries

Previous 1 Next

8.2) Leave Encashment → Encash Detail:

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Leave Encashment Details

Leave Year: 2017 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 MNL	BREWERY WASHING	ADD. SEC CUM VICE PRESIDENT FINANCE	11.00	6769.00	11.00
E003	Ravi Shankar	MOHAN GRAM	TIME OFFICE MNL	BREWERY WASHING	ADD. SEC CUM VICE PRESIDENT FINANCE	11.00	6346.00	11.00

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

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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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Bonus Processed Details

Bonus For year: 2017 Pay in: Apr 2018

Get Data

Generate Report

Paycode	Name	Company	Location	Department	Designation	From	To	Days	Wages	Wages For Bonus	Rate	Bonus Amount	PayMonthYear
B001	Ravi Bonus Case 1	002	002	001	005	01-Apr-2017	31-Mar-2018	31.00	3000.00	7500.00	8.33	0.00	01-Apr-2018
B002	Ravi Bonus Case 2	002	002	001	005	01-Apr-2017	31-Mar-2018	30.00	4000.00	21000.00	8.33	0.00	01-Apr-2018

10.1) Gratuity → Process:

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GRATUITY PROCESS

GRATUITY

month/year: Feb 2025

Get Data Gratuity Process

Payroll	Name	Company	Location	Department	Designation	Date Of Joining	Date Of Leaving	Period	Basic	DA	Gratuity	Paid
454811	INDRAJITHA SODHA	CO1	L17	D01	D41	01 Nov 2002	11 Dec 2013	11.00	12518.00	0.00	89420.00	N
DBCI071	RAJESH KAVI SHARMA	CO1	L17	D01	D41	08 Jun 2009	21 Mar 2023	16.26	12518.00	0.00	117389.30	N
DBCI074	VINAY DAME SARANI	CO1	L17	D01	D41	08 Jun 2009	21 Mar 2023	16.26	12518.00	0.00	117389.30	N
DBCI087	ROHRAJ SAKH THARU	CO1	L17	D01	D41	20 Feb 2009	21 Mar 2023	16.79	12518.00	0.00	118645.30	N
DBCI121	AMRIT K. DREDA	CO1	L17	D01	D01	01 Apr 2009	21 Mar 2023	16.10	12518.00	0.00	118943.30	N
DBCI148	KUNDESHAR S. GOSAI	CO1	L17	D01	D01	01 Nov 2009	21 Mar 2023	15.41	12518.00	0.00	111273.00	N
DBCI149	CHESAN MANDAM	CO1	L17	D01	D01	01 Nov 2009	21 Mar 2023	17.40	12518.00	0.00	111273.00	N
DBCI151	PURUSHOTAM BHADAL	CO1	L17	D01	D08	01 Nov 2009	21 Mar 2023	15.41	12518.00	0.00	111273.00	N
DBCI182	DEEPAK RAI	CO1	L17	D01	D01	07 Jan 2010	21 Mar 2023	11.20	12518.00	0.00	110124.00	N
DBCI183	SUDHINDRA NATH BARUDDEV PUNJ	CO1	L17	D01	D01	27 Sep 2010	21 Mar 2023	14.80	12518.00	0.00	107171.00	N

Showing 1 to 10 of 10 entries

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10.2) Gratuity → Processed Detail:

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GRATUITY PROCESS

GRATUITY

month/year: Feb 2025

Get Data Gratuity Process

Payroll	Name	Company	Location	Department	Designation	Date Of Joining	Date Of Leaving	Period	Basic	DA	Gratuity	Paid
DBCI302	ANJY PROMODHAI KAVAI	CO1	L17	D01	D41	01 Sep 2008		17	12518.00	0.00	130267	N
DBCI317	JASVEEDHI HANSARI	CO1	L17	D01	D08	09 Nov 2008		18	12518.00	0.00	118918	N
DBCI318	HANISH N JOSE	CO1	L17	D01	D40	01 Dec 2008		16	12518.00	0.00	116094	N
GC052	Dina S Valle	CO1	L19	D01	D05	20 Jul 2011		13	13811.00	0.00	67014	N

Showing 1 to 4 of 4 entries

11.1) Arrear→Process

A.5 Arrear Entry

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

When you will tick on paid day user, a window of "number of paid days will show and you can enter days.

Arrear Process

Employee detail

Paycode Code: ARR01

Card No: ARR01 Name: Ravi Arrear 1 Company: MOHAN GRAM Department: BREWERY WASHING

Arrear detail

Arrear Type: Remaining Pay Month: Mar 2018 For From: Feb 2018 Payable Days: Auto Calculate 4.00

Remarks: Remaining

Pay Month	Pay Month	Arrear Days Type	Pay Days Type	Arrear Days	Arrear Gross	Arrear Amount	PF	ESI	Net Pay	Remarks	Source	Detail
01 Mar 2018	01 Feb 2018	Remaining	Auto Calculate	4.00	23000.00	3286.00	1320.00	38.00	1908.00	After Manual Punch	Auto	

11.2) Arrear→Processed Details:

Arrear Processed Detail

Month/year: Feb 2018

Company: 002-MOHAN GRAM Year/month: Feb 2018

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-ML	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Manual	10.00	23000.00	7198.00	2770.00	4618.00
ARR03	Ravi Arrear 03	MOHAN GRAM	TIME OFFICE M-ML	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Auto Calculate	5.00	23000.00	3710.00	481.00	3218.00
ARR05	Ravi Arrear 5	MOHAN GRAM	TIME OFFICE M-ML	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Auto Calculate	5.00	23000.00	3904.00	2779.00	5125.00
ARR09	Ravi Arrear 9	MOHAN GRAM	TIME OFFICE M-ML	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Manual	10.00	29000.00	46715.00	4179.00	42596.00
LA001	Ravi Arrear-Import	MOHAN GRAM	TIME OFFICE M-ML	BREWERY WASHING	ADD. SEC. CUM VICE PRESIDENT FINANCE	01 Jan 2018	Remaining	Auto Calculate	8.00				

Showing 1 to 5 of 5 entries

11.1) Daily Salary Process → Process:



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

11.2) Daily Salary Process → Processed:



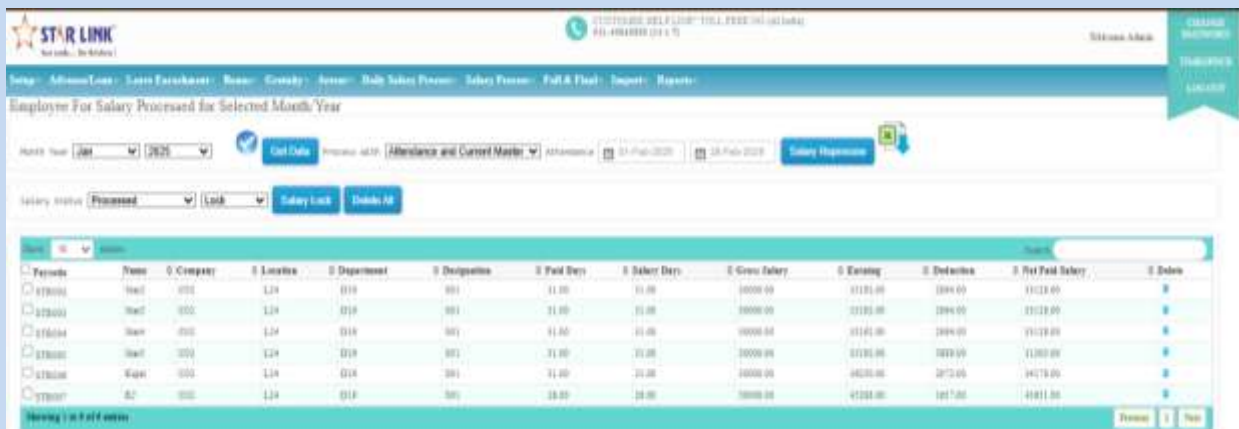
11.3) Salary Process → Salary Process:

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

- I. Capture Data from Time Office and process: If you want to give salary to employee for actual days, you have to run this process.
- II. Process on Current Master Setup: if you have made entry on performance analysis and process this option, report will generate on this captured data.
- III. Process on Previous Data: If you want to see report for previous month, run this process.



11.4) Salary Process → Salary Processed:



11.5) 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' screen. The interface includes a navigation menu, a search bar, and a table of employee salary records. The table columns are: Paycode, Name, Company, Location, Department, Designation, Paid Days, Salary Days, Gross Salary, Earning, Deduction, Net Paid Salary, and Status. The table contains 16 rows of data for various employees and arrears.

Paycode	Name	Company	Location	Department	Designation	Paid Days	Salary Days	Gross Salary	Earning	Deduction	Net Paid Salary	Status
A001	Santosh Kumar Srivastava	002	002	001	009	28.00	28.00	22000.00	22000.00	7640.00	14360.00	Processed
A002	Maklesh 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 Sengar	002	002	001	009	28.00	28.00	30000.00	30000.00	3600.00	26400.00	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 03	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

11.6) Salary Process→Performance Analysis:


The screenshot shows the 'Performance Analysis' screen. The interface includes a navigation menu, a search bar, and a form for employee details and paid days details. The employee details section shows: Paycode Code: ARR01, Card No: ARR01, Name: Ravi Arrear 1, Company: MOHAN GRAM, Department: BREWERY WASHING, Pay Month: Jan, 2019. The paid days details section shows: Present: 0, Absent: 0, Holiday: 0, Weekly Off: 0, Paid Days: 0, Total Days: 0, CL: 0, SL: 0, PUEL: 0, Other Leave: 0, OT Hours: 00.00, Late Hours: 05.00, Early Hours: 00.00, Late Days: 0, Early Days: 0. There are 'Save' and 'Clear' buttons at the bottom.

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.



STAR LINK
The work... Our Solution!

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

Welcome Admin

CHANGE PASSWORD
TIME OFFICE
LOG OUT

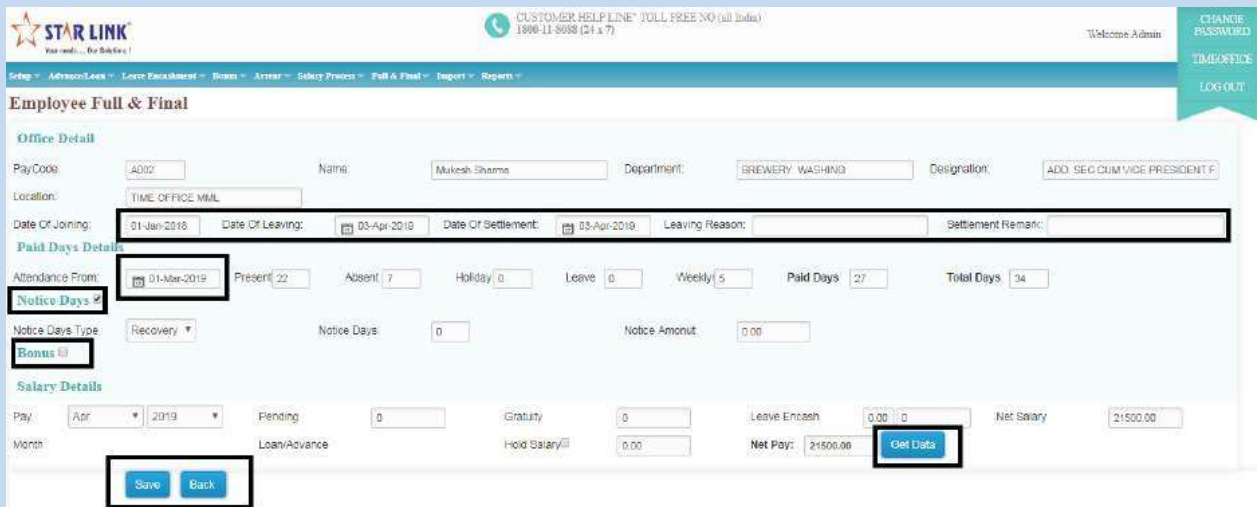
Setup → Advance/Leave → Leave Encashment → Bonus → Arrear → Salary Process → Full & Final → Import → Reports

Payroll Employee

Date From: 01-Mar-2019 to 31-Mar-2019 employee type: Active Get Data

Slno	ID	EmpNo	PayCode	Present CardNo	Employee Name	Company	Department	Location	Designation	Leaving Date	FNR
1021	00001021		A002		AMAR NATH SHARMA	MOHAN MEAKIN LIMITED MOHAN NAGAR	SECURITY	PATNA	INCHARGE BOTTLING HALL		✓
1068	00001068		A002		SATIYAPAL SINGH	KASAUJI DISTILLERY	SECURITY	DELHI	CLEER		✓
1072	00001072		A002		OM PRAKASH TYAGI	KASAUJI DISTILLERY	SECURITY	DELHI	ASTT BREWER		✓
1100	00001100		A002		B.S.KISOLI	SOLAN BREWERY	SECURITY	DELHI	BREWER IN CHIEF		✓
1102	00001102		A002		CHANDRA RANT TYAGI	MOHAN MEAKIN LIMITED MOHAN NAGAR	SECURITY	PANAB	CHEMIST		✓
A001	A001		A001		Suresh Kumar Srivastar	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE M.M.L.	ADD. SEC. CUM VICE PRESIDENT FINANCE	29-Mar-2019	✓
A002	A002		A002		Mukesh Sharma	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE M.M.L.	ADD. SEC. CUM VICE PRESIDENT FINANCE		✓
A003	A003		A003		Deepak Kumar	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE M.M.L.	ADD. SEC. CUM VICE PRESIDENT FINANCE		✓
A004	A004		A004		Aman Sengar	MOHAN MEAKIN LIMITED MOHAN NAGAR	BREWERY WASHING	TIME OFFICE M.M.L.	ADD. SEC. CUM VICE PRESIDENT FINANCE		✓
A005	A005		A005		Pavi Shankar	MOHAN GRAM	BREWERY WASHING	TIME OFFICE M.M.L.	ADD. SEC. CUM VICE PRESIDENT FINANCE		✓

Showing 1 to 10 of 80 entries



STAR LINK
The work... Our Solution!

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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

Employee Full & Final

Office Detail

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

Location: TIME OFFICE M.M.L.

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 Net Salary: 21500.00

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

Save Back Get Data

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



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



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



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



****The End****