

## INTRODUCTION

Payroll management module is used to aid in automating and providing timely and accurate payroll processing for all types of employees. Payroll module has built-in functions to accommodate the life cycle of payroll processing. Payroll module can be integrated with existing applications or be customized for your environment. Payroll software can also create special payroll runs, evaluate data and reconcile payrolls and quarter-ends with online analyses, generate cost accounting and labor distribution reports, secure sensitive payroll information, and prepare payroll taxes.

## Objective

Maintain employee's payroll without manual errors and effectively and efficiently.

## AREA OF APPLICATION

- Large & Small scale Companies
- Bank
- Schools & Colleges
- Factories
- Hotels
- Hospitals
- Project Sites

## FEATURES & Advantages

### General System Features

- Multiple Companies and Multiple user facilities.
- Configure / establish user roles / permissions.
- Accurate/Instant/Automatic employee Payroll Generation.

### Administration Features

- Advance Management Calculation
- Loan management
- Define Holidays.
- Define Leave details.
- Overtime Hours Calculation.
- Bonus Calculation
- Gratuity Calculation
- Backup Database.

### Entry Features

- Eliminates manual data entry errors.

### Management Feature

- Total control to Working Period such as Day, Week and Month wise Report.
- Eliminates need of dedicated Payroll Management Department.
- Eliminates need of dedicated PC for Payroll management.

## Modules

- 1) Employee Basic Salary
  - i. Fixed Salary
  - ii. Per Day Salary
- 2) Calculation of Different Taxes i.e. PF, Professional Tax, etc.
- 3) Calculation of Different allowances i.e. Medical Allowances, HRA, and Education Allowances etc.
- 4) Advance
  - i. Advance Payment
  - ii. Carry forward of Advance
- 5) Holiday
- 6) Overtime Calculation and adjustment (On roll / Off roll adjustment)
- 7) Loan Management
  - i. Loan Types
  - ii. Loan Installment and their Adjustment
- 8) Leave Calculation
- 9) Gratuity Calculation
- 10) Bonus Calculation (Fix or Percentage Base)
- 11) Employee Salary Register Creation
- 12) Employee Pay slip Generation

## Reporting

- a. Salary Register
- b. Pay slip
- c. PF Monthly Challan
- d. Different forms i.e. 3A, 6A Revised, 12A
- e. Reports of different Taxes
- f. Reports of different allowances
- g. Employee's Overtime Amount Report
- h. Employee's Advance Amount Report
- i. Employee's Loan Amount Report
- j. Employee's Loan Installment Report
- k. Employee's Gratuity Report
- l. Bonus Report
- m. Customized report as per client requirement