ERP FOR WINSOFT

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1. Project Overview?

Human Resource is the most fundamental resource for any organization. It is responsible for each and every decision taken, each and every work done and each and every result. Employees should be managed properly and motivated by providing best remuneration and compensation as per the industry standards. Payroll processing is the backbone of an organization's employee operational and satisfaction focus. This all things are managed by this system by providing user friendly interface and fully automated.

2. To what extend the system is proposed for?

The system can avoid too much man work and help to avoid paper works and manual calculations. Computerized payroll systems include complete employee information including loans, pay structures, reimbursements, salary slip generation and income tax management. Since everything is computerized, it is easy to handle calculations and manage printing activities.

3. Specify the Viewers/Public which is to be involved in the System?

1) Admin
2) Employees
3) Candidates

4. List the Modules included in your System?

Hiring and payroll modules from Human Resource Management System (HRMS).

5. Identify the users in your project?

1) Admin
2) Employees
3) Candidates

6. Who owns the system?

Winsoft Technologies

7. System is related to which firm/industry/organization?

Winsoft Technologies, IT based firm.

8. Details of person that you have contacted for data collection?

One of the Employee, who is working with this firm for many years.

9. Questionnaire to collect details about the project? (min 10 questions, include descriptive answers, attach additional docs (e.g. Bill receipts, certificate models), if any?)

 1) *What all functions are involved in Payroll?*

- *Balancing and reconciling payroll data*
- *Delivers payroll checks*
- *Depositing and reporting taxes*
- *Wage deductions*
- *Record keeping and verifying the reliability of pay data*
- *Maintains compliance with tax laws*
- *Records paperwork for new hires*
- *Edits existing employee files.*
- *Calculating reimbursements, bonuses, overtime and holiday pay*

2) What are the employer paid benefits?

- *Holidays*
- *vacations*
- *sick days*
- *insurance (health, dental, vision, life, disability)*
- *retirement plans*
- *profit-sharing plans*

3) What are the common mistakes happen during Payroll process?

- *Setting up Payroll Incorrectly*
- *Paying or deducting more money to employees account*
- *Forgetting to Record Paper Checks*
- *Submitting Deposits Late or Incorrectly*
- *Ignoring to run payroll on time.*

4) What all people involve in Payroll Processing?

Timekeeper: Responsible for ensuring that attendance and time is submitted by the reporting deadline. The employee acts as the timekeeper in the case of web time entry

Approver: Responsible for ensuring that time and attendance are approved and submitted by the reporting deadline.

Proxy: In the absence of approver's, authorized time and attendance

Department Administrator: Responsible for certifying that the process for gathering and maintaining the data needed, along with completing and reviewing the payroll report.

Financial Manager: Responsible for monitoring and verifying the accuracy of the payroll

5) What is Payroll source documents?

- *Time sheets*
- *Job sheets*
- *Time recorders*
- *Payroll registers*
- *Pay-in-slip (pay slip)*

6) What all detail must be checked before vouching of wages?

- *Checking Of Internal System*
- *Checking for proper Calculations*
- *Checking Of Wages Sheet*
- *Verifying computing Paying System*
- *Nature Of Payment*
- *Same Cash Paid And Drawn*
- *Checking Of Names*
- *Checking for authorized Signature*
- *Unpaid Wages*
- *Deductions*

7) What comes under Non-taxable wages?

Health or retirement benefits that are paid before taxes known as Non-taxable wages.

8) What are the common mistakes happen during Payroll process?

- *Setting up Payroll Incorrectly*
- *Paying or deducting more money to employees account*
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- *Submitting Deposits Late or Incorrectly*

- *Ignoring to run payroll on time.*

9) *Why the company keep documents and details of candidates?*

   If the candidate is not eligible for applied job the company will notify the candidate if there is any matching job vacancy as per candidate's eligibility.

10) *What Report Are Provided To Accounting Dept. From Payroll Every Month? What Reports Are Generate At End Month, Quarter & Year End In Payroll Dept.?*

   When preparing the payroll every month the accounts dept should be provided with the information such as status of the employee as if he is a permanent or on contract or in probation attendance and if there are any bonus to be given to the employee.