eGov Payroll Management System Online Help

(Release 1.3)

eGovern

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Payroll Overview

EIS Payroll is a software package developed exclusively for urban local bodies (ULBs). Establishment expenses constitute one of the largest expense areas incurred by any government body. The government is also one of the largest employers in the country.

The salient features of eGov EIS Payroll make it a productivity tool for government bodies:

- Ability to define accounting heads for itemized earnings and deductions.
- Ability to define customized payhead rules to suit your business requirements.
- Salary computation with formulas for calculation of different accounting heads.
- Management of employee loans and salary advances.
- Payscale management: Payscales can be created, modified, and assigned.
- Automatic Reports:
    - MIS: Salary Summary
    - Regulatory: PF Report, Gratuity Report
- Automatic integration with the Financial Accounting function available in eGov Financials.

While eGov EIS Payroll maintains details of payscales and details of loans and advances, it is necessary that there is integration with eGov Financials. This is so that:

- Summary salary bills created and approved in eGov EIS Payroll are sent to eGov Financials where a Journal Voucher for the same is passed.
- Payment Vouchers for advance disbursements and loan remittances are passed.
- Employee PF Balances are maintained.

Logging on to the Application

eGov applications are Web-based and can be accessed from a Web browser. The system can be accessed either by typing the URL of application in the Address bar or by accessing the site from the city Web site. When you type the URL in the Address bar, the login page is displayed.

Login Screen

User Roles

A user role is assigned to each employee of a ULB, when an employee record is created. What is important to note is that a user role for the purpose of working with eGov applications is different from the employee designation within the ULB. To illustrate, an employee with a designation of Senior Accountant could have a user role Super User. With this user role, the employee would have wide access to all the features of the application.

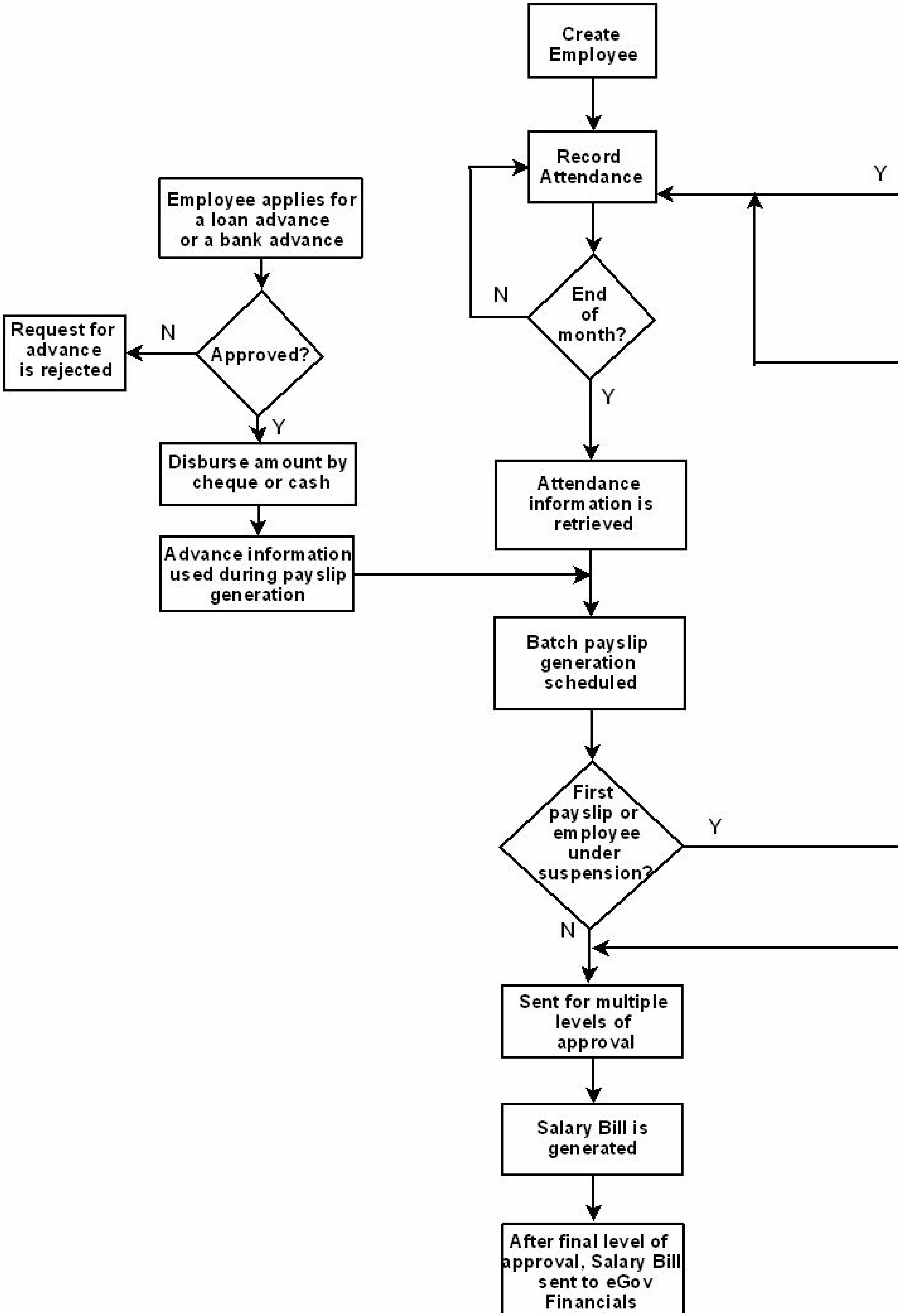
Process Flow

It is possible to maintain employee records, track employee attendance, and generate employee payslips and reports with eGov Employee Information System (EIS). All employee information is recorded in the EIS. This includes information relevant to the employee such as personal details, bank details, employment details, and so on. EIS maintains employee work history details for the organization that include previous designations, departments, payscales, and so on.

eGov EIS also serves as a means to record employee attendance. It is possible to maintain complete employee attendance history, track the type of leave applied or taken, dates and the number of leave days taken by the employee. It is also possible to track holidays on which employees have worked and enable them to avail of a holiday on a regular working day (CompOff). EIS also accounts for encashment of leave at the end of every year for an employee. All attendance information is sent to eGov Payroll System periodically.

Attendance information is used when employee payslips are generated. It is possible to include earnings and deductions when calculating an employee's pay. Salary Bills are created and after being approved by different approving authorities such as Department, Accounts, and Audit, the Salary Bill is sent to eGov Financials. Salary Bills can be viewed in eGov Financials alone. The Journal Vouchers for the Salary Bills are generated in eGov Financials.

Payslips are generated by eGov Payroll System in batches or manually. The process flow of eGov Payroll System when it is integrated with eGov EIS is presented in the figure that follows.


Create Employee
Record Attendance
Y
Employee applies for a loan advance or a bank advance
N
End of month?
Request for advance is rejected
N
Approved?
Y
Y
Disburse amount by cheque or cash
Attendance information is retrieved
Advance information used during payslip generation
Batch payslip generation scheduled
First payslip or employee under suspension?
Y
N
Sent for multiple levels of approval
Salary Bill is generated
After final level of approval, Salary Bill sent to eGov Financials

Introduction to Payroll Masters

In order to work with the Payroll features it is necessary to have several Masters set up. Controlling these details from a single Masters repository helps to maintain consistent details.

For more information on Payroll Masters, see the following topics:

- Payhead Details
- Payscale Masters
- User-Defined Payhead Rules
- Bulk Updation of Payheads

 Send comments on this topic.

Introduction

Payheads define the salary components of an employee payslip. A payhead can be defined using a unique set of attributes that need to be defined only once. A payhead once defined can be mapped to many payscales.

These payscales are subsequently assigned to an employee and are used during payslip calculations.

Payheads are defined in Payhead Masters.

For more information on Payhead, see the following topics:

- Creating a Payhead
- Viewing a Payhead
- Modifying a Payhead

Creating a Payhead

There are two types of payheads, namely payheads for deductions and payheads for earnings.

To create a payhead, perform the following steps:

1. In the **Payroll** menu, click **Payroll Masters**.
2. Click **Payhead** and then click **Create**.
   Payhead screen is displayed.
3. Enter the details as described in Table 1.
4. Click one of the following options:
   - **Submit** to create deduction payhead/earning payhead.
   - **Cancel** to cancel the payhead details entered.

Table 1: Creating a Payhead

Field	**Description**
Name:	Type the name of the payhead. This should be a unique name.
*Order	The **Order** field displays the number of payheads created in the eGov application till date.
*Description	Type a brief description of the payhead.
*Local description	Type a specific description of the payhead.
*Type	Select one of the following options from the **Type** drop-down list: • **Deductions**: when a payhead value needs to be deducted from the income • **Earnings**: when a payhead value needs to be added to the income
*Category	If you have chosen **Deduction** from the **Type** drop-down list, do **Step a**, else do **Step b**. **a**) Select one of the following options-based on the type of payhead deduction-from the **Category** drop-down list: • **Deduction-Tax** • **Deduction-Advances** • **Deduction-Bank Loan** • **Deduction-Other** **b**) Select one of the following options- based on the type of earnings-from the Category drop-down list: • **Earning-Pay** • **Earning-Allowance**
*Calculation Type	If you have chosen **Deduction** from the **Type** drop-down list, do **Step a**, else do **Step b**. **a)** Select one of the following options from the **Calculation** Type drop-down list: • **Monthly Flat Rate**: Select this when a fixed deduction amount needs to be deducted. • **Computed Value**: Select this when a deduction needs to be computed based on a percentage. **b**) Select one of the following options from the **Calculation** Type drop-down list: • **Monthly Flat Rate**: Select this when a fixed amount needs to be added. • **Computed Value**: Select this when earning needs to be computed based on a percentage. • **Slab based**: Select this when an earning is defined based on slabs. These slabs are defined in eGov Financials and are mapped using the Account Code. • **Rule-based**: Select this when you need to calculate earnings based on rules that have been defined by you. See Creating User-Defined Payhead Rules for more information.

Recovery Account	Click the name of the recovery account in the **Recovery Account** field. **NOTES**: • **Recovery Account** drop-down list will be displayed only if you have chosen **Deduction Tax / Deduction Bank Loan / Deduction Other** from the **Category** drop-down list. • **Deduction-Advances** do not have a recovery account. The Account Name for advances needs to be entered manually. This account is set up in eGov Financials.
* %Basis	If the **Calculation Type** is **Computed Value**, click the name of the payhead based on which the percentage needs to be calculated in the **% Basis** drop-down box. For example, if the payhead PF or DA needs to be calculated as a percentage of Basic, select **Computed Value** from the **Calculation Type** drop-down list and **Basic** from the **% Basis** drop-down list.
*Slab Details	If the **Calculation type** is based on **slabs**, select the name of the payhead for which the slabs are defined-from the **Slab Details** drop-down list. The new payhead is calculated based on the slabs you select.
Account Code Account Name	The Account Name and Account Code are displayed automatically
*Is Attendance Based	Select **Is Attendance Based** check box when the payhead needs to be calculated based on the employee's attendance. Here, the payhead is pro-rated based on the attendance. **NOTE**: Cannot be selected when **Calculation Type** is **Monthly Flat Rate**.
Is Recomputed	Select **Is Recomputed** check box when the payhead needs to have the same value as the previous payslip or needs to be recomputed for every payslip. For example, if the payhead is Category: Computed Value, and is calculated on a percentage, then the value needs to be recalculated every month. **NOTE**: Cannot be selected when **Calculation Type** is **Monthly Flat Rate**.
Is Recurring	Select **Is Recurring** check box when the payhead needs to be added to every subsequent payslip.
Taxable	Select the **Taxable** check box if the payhead is taxable.
Interest Bearing	Select the **Interest Bearing** check-box when the payhead is interest bearing. When you select the check box, the following are displayed: • **Interest Account Code**: Type the Interest account number • **Account Name**: Type the Interest account name
*Is Basic Rate Capture	Select **Is Basic Rate Capture** check box when you need to capture the information from the payroll details. This may not be applicable for contract employees.

Viewing a Payhead

To view a Payhead, perform the following steps:

1. In the **Payroll** menu, click **Payroll Masters**.
2. Click **Payhead** and then click **View**.
   Search Payhead screen is displayed.
3. Select the name of the payhead you want to view from the **Payhead Name** drop-down list.
4. Click **View** to view the payhead details:
5. Click **Print** to print the payhead details.

Modifying a Payhead

To Modify a Payhead, perform the following steps:

1. In the **Payroll** menu, click **Payroll Masters**.
2. Click **Payhead** and then click **Modify**.
   Search Payhead screen is displayed.
3. Select the name of the payhead you want to modify from the **Payhead Name** drop-down list.
4. Click **Modify**.
   The Payhead details screen is displayed.
5. Make necessary modifications and mention the changes that were made in the **Remarks** field.
6. Click **Submit** to save the changes made.

NOTE: If a payhead is modified, this will not be reflected in the payslips that are already generated, but only in future payslips.

Introduction

Occasionally, the standard calculation types such as Slab Based, Monthly Flat Rate, and Computed Value may not suit your requirement of defining a payhead.

For example, assume that you want to define a payhead "DA" that needs to be calculated as (10% of Basic + 5% of HRA), and another payhead "PF" as (12% of Basic + 750).

In such cases, you can define a customized rule to compute payheads to suit your business requirements.

Read the following topics for more information on payhead rules:

- Creating a Payhead Rule
- Viewing a Payhead Rule

Creating a Payhead Rule

To create a payhead rule, perform the following steps:

1. In the **Payroll** menu, click **Payroll Masters.**
2. Click **Payhead Rule** and then click **Create**.
   Create Payhead Rule page is displayed.
3. Select the payhead- for which you want to define a rule- from the **Salarycode** drop-down list.
4. Specify the date from which the payhead is on effect- in the **Effective from** field.
5. Specify a description about the payhead rule in the **Description** field.
6. Specify the path of the file where the rule is defined in the **Rule File Path** field.
7. Click one of the following options:
   - **Submit** to save the payhead rule details entered
   - **Cancel** to cancel the details entered

Viewing Payhead Rules

To view a payhead rule, perform the following steps:

1. In the **Payroll** menu, click **Payroll Masters.**
2. Click **Payhead Rule** and then click **View**.
   Search Payhead screen is displayed.
3. Select the payhead rule you want to view- from the **Payhead Name** drop-down list.
4. Click **View** to view the following details:
   - **Salary code**
   - **The date from which the rule is on effect**
   - **Description**
   - **Rule file path**

Introduction

Every employee needs to be assigned a payscale. Before payscales are assigned, they need to be defined in the Payscale Master.

In the Payscale Master, you can specify the payhead components of the payscale and the increments associated to the payscale.

Each payscale is associated with a rule script based on which annual increment will be calculated and added to the employees' payscales when they are due for the same. The employees whose salary fall in a specific payscale will get an increment based on rules specified in the associated script. Employees who have not completed the required probation period are not eligible to receiving an increment.

When a payscale is assigned to an employee, the eGov application verifies that the Basic component in the employee payslip is within the payscale assigned to the employee. For example, consider an employee is assigned a payscale range of 3550 to 5550. This means that the employee's Basic can only be between Rs. 3550 to Rs. 5550.

For more information on payscale masters, see the following topics:

- Creating Payscale Details
- Viewing Payscale Details
- Modifying Payscale Details
- Assigning Payscales to Employees
- Viewing the Payscale assigned to an Employee

Creating a Payscale

To define a payscale, perform the following steps:

1. In the **Payroll** menu, click **Payroll Masters**.
2. Click **Payscale**, and then click **Create**.
   Payscale Create screen is displayed.
3. Enter the details as described in Table 2.
4. Click one of the following options:
   - **Save & View**: To save the values entered and to view the same
   - **Save & New**: To save the payscale details and open a new screen for creating another payscale
   - **Cancel**: To cancel the values entered

Table 2: Creating Payscale Masters

Field	Description
*Payscale Name	Type the name of the payscale. **NOTE**: We recommend that you name the payscale based on the payscale range. For example, consider the maximum amount of the Basic component is Rs. 5000 and the minimum amount of the Basic component is Rs. 3000, then you can use 3000-5000 as the Payscale Name. If the increment for this payscale is Rs. 50, you can also use 3000-50-5000 as the Payscale Name.
Pay Commission	Type the number of the pay commission that has approved the payscale.
*Grade	Select the grade of the employee at the time of joining the organization-from the **Grade** drop-down list. The available grades are A, B, C, and D.
*Type	Select one of the following options from the **Type** drop-down list: • Ordinary • Selection • Special
*Effective From(dd/mm/yyyy)	Type the date from which the payscale is on effect. Format: dd/mm/yyyy.
*Amount From To	Type the minimum amount and the maximum amount of the Basic component in **Amount from** and **To** fields respectively. For example, if the Basic can have the minimum amount as Rs.3550 and the maximum amount as Rs. 5550, type 3550/5550.
Rule Script	Select a rule script to be used for increment calculation from the **Rule Script** drop-down list.
Earning	
Pay Head	Select the name of the relevant payhead component from the **Payhead** drop-down list.
Calculation Type	Based on the payhead type**Calculation Type** will be displayed.
%Basis	Based on the payhead type % Basis is displayed. **NOTE**: The Calculation Type field and the % Basis field cannot be edited

Amount	Perform the following steps: • When the **Calculation Type** is **Monthly Flat Rate**, type the amount in the **Amount** field. For example, suppose the payhead component Basic for a payscale is Rs. 10,000. When you click the payhead component as Basic, in the **Calculation Type** field: **Monthly Flat Rate** is displayed. To specify the Basic as Rs. 10,000, type 10000 in the **Amount** field. • When the **Calculation Type** is **Computed Value**, type the percentage value in the **% Amount** field. For example, suppose the payhead component DA needs to be calculated as 10% of the Basic. When you click the payhead component as DA, in the **Calculation Type** field, Computed Value is displayed and in the **% Basis** field, Basic is displayed.To assign DA as 10% of Basic, type 10 in the % Amount field. • When the **Calculation Type** is **Slab-Based**, the Amount is taken based on the slabs defined in the Recovery account. This is defined in the relevant payhead. **NOTE**: To add/delete a payhead row, click the Add/Delete icons.
Increment Details	
Amount From	Type the minimum payscale value.
Amount To	Type the maximum payscale value.
Increment Amount	Type the increment amount. For example, to add an increment of Rs. 50 to the payscale 3000-5000, type 3000 in the **Amount From** field, type 5000 in the **Amount To** field and type 50 in the Increment Amount field. To assign multiple increment values, click the + icon. When adding multiple increment values, ensure that: • The first value in the **Increment From** field should be the same value as the minimum payscale. • The last value in the **Increment To** field should be the same value as the maximum payscale. • All Increment values lie within the payscale range. • Each Increment From value should begin at the number that immediately succeeds the preceding Increment To value. For example, to create multiple increments for the previous example for the payscale 3000-5000, the following details are entered: **Increment From** / **Increment To** / **Increment** 3000 / 4000 / 100 4001 / 4500 / 150 4501 / 5000 / 200
Gross Pay	The gross pay amount is displayed.

Viewing a Payscale

To view a Payscale, perform the following steps:

1. In the **Payroll** menu, click **Payroll Masters**.
2. Click **Payscale**, and then click **View**.
   Search PayScale screen is displayed.
3. Select the Payscale you want to view from the **PayScale Name** drop-down list.
4. Click **View PayScale**.
   The Payscale details page is displayed.
5. Click one of the following options at the bottom of the page:
   - **Print**: To print the page
   - **Back**: To go back to the Search Payscale screen
   - **Close**: Tp close the payscale page

Modifying a Payscale

To modify a Payscale, perform the following steps:

1. In the **Payroll** menu, click **Payroll Masters**.
2. Click **Payscale**, and then click **Modify**.
   Search PayScale screen is displayed.
3. Select the payscale you want to modify from the **PayScale Name** drop-down list.
4. Click **Modify PayScale.**

The Payscale Modify screen is displayed where you can make the necessary changes. For field descriptions, see Creating a Payscale.

NOTE: If any changes are made while calculating a payslip that is being processed manually, you need to click **Recompute Deductions** to display the modified values.

Assigning a Payscale to an Employee

To assign a payscale to an employee, perform the following steps:

1. In the **Payroll** menu, click **Employee-Payroll**.
2. Click **Modify**.
   Employee Search screen is displayed.
3. Enter the details to search for an employee and assign a payscale to him/her. See [Table 3](#) for field descriptions.
4. Click **Submit**.
   Depending on the search criteria, a list of employee records is displayed. You can see the name, employee code, designation and department of each of the employees.
5. To assign a payscale to an employee, click the **Modify** link in the relevant row.
   Payroll Details Page is displayed.
6. Enter the details as described in [Table 4.](#)
7. Click one of the following options:
   - **Save**: To save the payscale assigned
   - **Close**: To close the page without saving the details

Table 3: Finding an Employee Record

Field	**Description**
Designation	Select the designation of the employee from the **Designation** drop-down list.
Department	Select the department of the employee from the **Department** drop-down list.
Employee Code	Type the employee code.
Employee Name	Type the name of the employee.
Status	Select the status of the employee from the **Status** drop-down list
Functionary	Select the functionary from the **Functionary** drop-down list.
Type	Enter the type of employment from the **Type** drop-down list.

Table 4: Payscale

Field	**Description**
Employee Status	Select the status of the employee from the **Employee Status** drop-down list.
Govt Order No.	Type the Employment Order number that is issued by the government.
Mode of Recruitment*	Select the method of recruitment of the employee from the **Mode of Recruitment** drop-down list.
Recruitment Type*	Select the recruitment type of the employee from the **Recruitment Type** drop-down list.
Category	Select the employee work category from the **Category** drop-down list.
GPF Account No	Type the General Provident Fund account number of the employee.
Pay Fixed In	Select the pay from the **Pay Fixed In** drop-down list.
Payment Method	Select the mode of payment from the **Payment Method** drop-down list.
Posting Type	Select the type of posting from the **Posting Type** drop-down list.
Employee Type	Select the type of employment from the **Employee Type** drop-down list.
Payscale Details	
*Effective Date (dd/mm/yyyy)	Type the date from when the Payscale comes into effect.
Grade	Type the grade of the employee at the time of joining the organization.
*Payscale Name	Select the payscale of the employee from the **Payscale Name** drop-down list.
*Annual Increment Date(dd/mm)	Type the date from when the annual increment becomes effective.
Basic From	Displays the minimum amount that should be paid to the employee. This is based on the selected payscale name.

Stagnant Pay	Stagnation increment is the concept of giving increment to such employees who have reached the maximum limit of their payscale. Select the **Stagnant Pay** check box if you want to increase the basic pay of an employee whose payscale has reached the maximum limit. Such employees will get a fixed increment every month till a new payscale is assigned to them through a pay commission.You can change the basic amount for such employees above their payscale range. **NOTE:** To add/delete a Payscale row, click **Add Row / Delete Row.**
Account Details	
Bank Name*	Select the bank in which the employee has an account from the **Bank Name** drop-down list.
Branch Name*	Select the branch of the bank where the employee has an account from the **Branch Name** drop-down list.
Account Number*	Type the account number of the employee.
Salary Account	Click one of the following options: • **Yes**: If it is a salary account • **No**: If it is not a salary account

Viewing the Payscale Assigned to an Employee

To view the payscale assigned to an employee, perform the following steps:

1. In the **Payroll** menu, click **Employee-Payroll**
2. Click **View** to view the payscale details of the employee.
   Employee Search screen is displayed.
3. To view the payscale assigned to an employee, enter the search details. See Table 3 for field descriptions.
4. Click **Submit**.
   Depending on the search criteria, a list of employee records is displayed. You can see the name, employee code, designation and department of each of the employees.
5. To view the payscale of an employee, click the **view** link in the relevant row.
   Payroll Details Page is displayed.
6. Click **Close** to close the page.

Modifying the Payscale assigned to an Employee

To modify the Payscale assigned to an Employee, perform the following steps:

1. In the **Payroll** menu, click **Employee-Payroll.**
2. Click **Modify**.
   Employee Search screen is displayed.
3. To modify the payscale assigned to an employee, enter the search details. See Table 3 for field descriptions.
4. Click **Submit**.
   Depending on the search criteria, a list of employee records is displayed. You can see the name, employee code, designation and department of each of the employees.
5. To modify the payscale of an employee, click the **Modify** link in the relevant row.
   Payroll Details Page is displayed.
6. Enter the details as described in Table 4.
7. Click one of the following options:
   - **Save**: To save the changes made
   - **Close**: To close the page without saving the details

Introduction

When you need to update payhead details of all the employees in your organization, instead of changing each employee's payhead details individually, you can update them globally.

For example, the government has announced a Dearness Allowance (DA) hike of 1000 rupees for all employees of the ULBs for a specific month on account of a festival. In such situations, you can update the DA hike in bulk.

Read the following topics for more information on bulk updation:

- Making a Bulk Updation
- Viewing Bulk Updation Details
- Modifying Bulk Updation Details

Making a Bulk Updation

To update payhead details in a bulk, perform the following steps:

1. In the **Payroll** menu, click **Bulk Updation Master**.
2. Click **Create**.
   Bulk Updation Rule Master page is displayed.
3. Enter the details as described in Table 5.
4. Click one of the following options:
   - **Create**: To save the bulk updation details
   - **Close**: To close the page without saving the details

Table 5: Making a Bulk Updation

Field	Description
*Category Type	Select one of the following options from the Category Type drop-down list: • **Earnings**: To bulk update the earnings • **Deductions**: To bulk update the deductions
*Pay Head	Perform one of the following options: • To specify the type of earnings such as DA, Basic, and HRA, select the applicable option from the **Pay Head** drop-down list • To specify the type of deductions such as PF and advance, select the applicable option from the **Pay Head** drop-down list.
*Calculation Type	The calculation type is displayed automatically.
*Amount	Type the increment/deduction amount in the **Amount** field. For example, if the government decides to increase Professional Tax by 50 rupees, you need to type 50 in the **Amount** field.
Month	Select the month-in which the bulk updation is made-from the **Month** drop-down list.
Financial Year	Select the financial year from the **Financial Year** drop-down list.

Viewing Bulk Updation Details

To view the bulk payhead details that are created, perform the following steps:

1. In the **Payroll** menu, click **Bulk Updation**.
2. Click **View**.
   Search Bulk Updation Rule page is displayed.
3. Select the month- for which you want to see the bulk updation details- from the **Month** drop-down list.
4. Select the financial year- for which you want to see the bulk updation details- from the **Financial Year** drop-down list.
5. Click **Submit**.
   Depending on the search criteria, a list of payheads that are bulk updated is displayed.
6. To view a payhead click the **view** link in the relevant row.
   Bulk updation details are displayed.
7. Click **Close** to close the page.

Modifying Bulk Updation Details

To modify the bulk updation details, perform the following steps:

1. In the **Payroll** menu, click **Bulk Updation**.
2. Click **Update**. You get the Modify Bulk Updation Rule Master page.
3. Select the month- for which you want to modify the bulk updation details- from the **Month** drop-down list.
4. Select the financial year- for which you want to modify the bulk updation details- from the **Financial Year** drop-down list.
5. Click **Submit**.
   Depending on the search criteria, a list of payheads is displayed.
6. To modify the bulk updation details of a payhead, click the **Modify** link in the relevant row.
   Bulk updation details are displayed.
7. Make necessary modifications and click one of the following options:
   - **Modify**: To save the changes made
   - **Close**: To close the screen without saving the changes

Introduction to Payroll Transactions

eGov EIS Payroll is a fund-based accounting system that generates the salary payslips for the employees in an organization. It calculates the payslip of each employee based on the Payscale and Payhead assigned to each of them. Employee payslips are processed manually or generated in batches and sent for approval.

eGov Payroll system helps to manage the salary advances awarded to an employee and also to maintain employee Provident Fund details.

See the following topics for more information:

- Employee Payslip.
- Salary Advances
- Employee Provident Fund

Introduction

Employee payslips are processed manually or generated in batches and sent for approval. An employee payslip details all the payment components remitted to an employee. It includes all the earnings and deductions of an employee for a specific time-period.

The Basic, Earnings such as DA, HRA, CCA, travel allowance, medical allowance, pension allowance, commission, increment, and Deductions such as income tax, professional tax, advance, and Other Deductions such as Municipal Union Fund are all considered during payslip generation.

The Payscale Master:

- Specifies the relevant linked payheads for each employee.
- Adds Payhead-Earnings to an employee payslip only when specified.
- Calculates the Payhead-Earning based on the Calculation Type, Percentage values and Attendance.

See table to know how Payhead-Earnings are calculated for each calculation type:

Calculation Type	Is Attendance Based?	Is Recomputed?	Description
Monthly Flat Rate	Y	Y	Earning is pro-rated based on the employee attendance
Computed Value	N	Y	Earning is recomputed
Computed Value	Y	Y	Earning is recomputed and then pro-rated based on the employee attendance
Slab-based	N	Y	Earning is recomputed
Slab-based	Y	Y	Earning is recomputed and then pro-rated based on the employee attendance

Based on the Payhead Deduction, the following is done:

- For Deduction-Bank Loan: The monthly deduction for the bank loan is deducted from the payslip.
- For Deduction-Advances : The monthly advance deduction amount is deducted from the payslip.
- For Deduction-Tax and Deduction-Other: When the deduction is mapped to:
    - An automatic recovery account, the slab details in eGov Financials provide the deduction amount.
      NOTE: An automatic recovery account has a fixed deduction amount or percentage.
    - A manual recovery account or not mapped to any account, the deduction amount is the same as that of the previous month.
      NOTE: For a manual recovery account, the deduction needs to be calculated manually every time.
- Increments: Based on the increments defined in the Payscale Master, an increment is added to the Basic, if applicable.

After the payslips are processed, any errors encountered during generation of batch payslips will be sent as an unprocessed payslip with the reason for failure.

For more information on Payslips, see the following topics:

- Generating Batch Payslips
- Resolving Unprocessed Payslips
- Creating Exception Payslips
- Viewing Exception Payslips
- Viewing/Modify/Approve/Reject Payslip Exception
- Creating a Supplimentary Payslip
- Viewing an Employee's Payslip
- Modifying Payslips
- Approving Payslips

Generating Batch Payslips

eGov Payroll automates the process of generating payslips every month. All the monthly payslips can be batched and generated based on a schedule.

For effective batch generation of employee payslips, ensure that:

- Employees in the batch are active and attendance has been maintained for them all.
- Employees in the batch do not have any approved payroll exceptions.
- Employees in the batch have an approved payslip for the previous month.

After an authorized ULB employee makes a request to generate batched payslips in the eGov application, the payslips for the current month are generated based on the previous month's payslips. Employee payslips are calculated based on the payscales defined in the Payscale Master.

To generate batch payslips, perform the following steps:

1. In the **Payroll** menu, select **Payslip**.
2. Click **Generate batch payslips** to open the Batch Payslips screen.
3. Type the date from which the payslips need to be generated in the **From Date** field.
4. Type the date till which the payslips need to be generated in the **To Date** field.
   For example, to generate a payslip for the month of February 2008:
   In the From Date field, type 25/01/2008 and In the To Date field, type 24/02/2008.
5. To generate payslips for a department, click the relevant department from the **Department List** drop-down list.
6. In the **Comments** field, type comments, if any.
7. Click **Generate Pay Slips** to generate payslips of all the active employees.
   The following message is displayed: *Payslips have been scheduled to be generated. This process will take some time depending on the number of payslips. Please check back later.*
   If the payslips have been generated, the following message is displayed: *Payslips have been scheduled to be generated.*
8. Click **OK**. The payslips are generated based on a pre-defined schedule. After the payslips are generated, they are sent for approval. You can view the batched payslips in the PDF format.

Resolving an Unprocessed Payslip

During batch generation, some employee payslips are not generated. These payslips are known as unprocessed payslips. All unprocessed payslips have to be processed manually and then sent for approval.

Reasons for not getting the payslips generated could be as follows:

- No approved payslip for the previous month exists. This occurs when the payslip of a new employee is sent for batch generation.
- Errors occur during batch generation. For this, you need to manually check the reason the error has occurred and rectify it. Errors could occur when:
  - The employee's basic pay exceeds the assigned payscale due to an increment.
  - No designation or department has been assigned to the employee
  - Payheads have not been defined correctly
  - The salary is a negative value
- An exception situation has occurred. For example, the employee has been suspended, or has resigned from the organization. See Creating Exception Payslips for details.

To view a list of unprocessed payslips and resolve them, perform the following steps:

1. In the **Payroll** menu, click **Payslip**.
2. Click **Unprocessed payslip**s to open the Batch Payslip Failure Details screen.
3. To search for unprocessed payslips, enter the details as described in Table 6.
4. Click **Search Payslips**.
   A list of unprocessed payslips is displayed with the employee name, employee code, department name, payslip date, and the reason for which the payslip remains unprocessed.

   Based on the reason in the **Remarks** field, you have to resolve the error. See Table 7 for more information. The payslips needs to be processed manually based on the reason for payslip failure. If there are no previously approved payslips, all details in the payslip have to be manually entered.

5. To resolve the error in a payslip, click **Resolve** in the row.
   The Generate Payslip screen is displayed where you can edit the following details:
   - % field to calculate the Earnings based on the Calculation Type
   - % Basis field to calculate the Earnings based on the Basic
   - Amount earned for the relevant payhead
   - Deduction amount for Taxes
   - Amount for Other Deductions
   - Deduction amount for Advance Adjustments, if the employee has taken an advance
6. If the Payroll Master has been recently updated click **Recompute Deductions** to recalculate the payhead values.

NOTE: The recalculated payhead values need to be saved. If this is not done, the previous payhead values are used during payslip generation.

7. After the details have been entered, the **NET PAY** is displayed.
8. Click one of the following options:
- **Save & View**. This saves the unprocessed payslip and the payslip is displayed.
- **Save & New**. This saves the payslip and opens another Generate Payslip screen.
- **Cancel** to discard the details entered in this screen.

NOTE: In the employee payslip, click the following options:

- **+ icon** to add another row for the payhead component such as HRA, DA, Advance Adjustments, Other Deductions and so on.
- **- icon** to delete a payhead component row.

Table 6: Searching Unprocessed Payslips

Field	Description
*Month	Select the month-for which you want to see the unprocessed payslips -from the **Month** drop-down list.
*Year	Select the year-for which you want to see the unprocessed payslips -from the **Year** drop-down list.

Department List	Select a department from the **Department List** drop-down list-to see the unprocessed paylips of the employees-in that department.
Functionary List	Select the functionary from the **Functionary List** drop-down list.
Employee Code	To find the unprocessed pay slip of a particular employee, type his/her employee code.
All Errors	To view all types of error payslips, select the **All Errors** check box. If the check box is not selected, then the error payslips of the selected month alone will be displayed.

Table 7: Resolving Error

Reason in the Remarks column	**Description**	**To Resolve Error**
Previous payslip does not exist	This is displayed when no approved payslip exists for the previous month. Typical for a new employee.	Create a new employee payslip.
Negative total	This is displayed when the deductions of the employee exceed the earnings.	Remove deductions that need to be paid this month and divide it across other months.
End of his tenure	This is displayed if the employee retires in the current month.	Create a supplementary payslip for final settlement fpr the employee based on the attendance.
Exception created	This is displayed when the employee is marked for an exception payslip. See Payslip Exception for details.	Generate (or do not generate) employee payslip based on the exception. For example, if the employee is retiring from the organization, and a payroll exception has been created, the payslip needs to be generated manually.
Payslip already exists	This is displayed when the employee payslip has already been generated.	Check the reason for the duplicate payslip.
Basic exceeds his limit	This is displayed when the basic salary component exceeds the assigned payscale limit when an increment is added.	You can do one of the following: 1. Change the payscale assigned to the employee. 2. Decrease the increment value.

Creating Exception Payslips

During the batch generation of payslips, some payslips are exempted due to some reason. These payslips are manually generated.

To create a payslip exception, perform the following steps:
1. In the **Payroll** menu, click **Payslip Exceptions**.
2. Click **Create** to display the Generate Exception screen.
3. To create an exception payslip, enter the details as described in Table 8.
4. Click one of the following options:
   - **Create**: To create the exception payslip
   - **Cancel**: To cancel the values entered
   - **Close**: To close the page without saving the details.
5. After creating the exception payslip, click **Close** to close the screen.

Table 8: Creating Exception Payslips

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>*Year</td><td>Select the year for which the payslip exception should be generated from the Year drop-down list.</td></tr>
<tr><td>*Month:</td><td>Select the month for which the payslip exception should be generated from the Month drop-down list.</td></tr>
<tr><td>*Created On</td><td>Type today's date in dd/mm/yyyy format.</td></tr>
<tr><td>*Code</td><td>Type the employee code.</td></tr>
<tr><td>Name</td><td>When you enter the employee code, the employee name is automatically displayed.</td></tr>
<tr><td>*Action</td><td>Select one of the following options from the Action drop-down list:
Designation Change
PayScaleHeader
Supplementary Pay
Suspend Pay</td></tr>
<tr><td>*Reason</td><td>Select the reason for exception from the Reason drop-down list. This list is based on the Action selected. See the following Table for more information:
<table>
<tr><th>Action</th><th>Reason</th><th>Description</th></tr>
<tr><td>Designation Change</td><td>Promotion or Demotion</td><td>Select this option when the employee is promoted or demoted.</td></tr>
<tr><td>PayScaleHeader</td><td>Change in employee pay scale</td><td>Select this option when the payscale of the employee is modified.</td></tr>
<tr><td rowspan="2">Supplementary Pay</td><td>Leave</td><td>Select this option when the employee has taken approved leave for a long time period.</td></tr>
<tr><td>Suspension</td><td>Select this option when the employee has been suspended. This could be for reasons such as irregularity in attendance, breaking rules repetitively, and so on.</td></tr>
<tr><td rowspan="3">Suspend Pay</td><td>Deputation</td><td>Select this option when the employee is deputed to another region.</td></tr>
<tr><td>Resignation</td><td>Select this option when the employee has resigned.</td></tr>
<tr><td>Termination</td><td>Select this option when the</td></tr>
</table></td></tr>
</table>

*Comments	Type comments, if you have any. To add another exception: • For the same employee: Click **Add row** and type the same employee code. A message: *Duplicate Selection of Employee code is displayed.* Click **OK** and enter the exception details. • For a different employee: Click **Add row** and enter the exception details.
SR Entry	

Viewing / Modifying / Approving / Rejecting an Exception Payslip

To view an exception payslip, perform the following steps:
1. In the **Payroll** menu, click **Payslip Exception**.
2. Click **View / Approve / Reject**.
   Show Exception screen is displayed.
3. Select an Year from the **Year** drop-down list to search for the employee exception created in this year.
4. Select a month from the **Month** drop-down list to search for the employee exception created in this month.
5. Select one of the following states of exception from the **Exception State** drop-down list:
   - **Created** to view the employee exceptions that are created but not approved.
   - **Approved** to view the employee exceptions that are approved.
   - **Closed** to view the employee exceptions that have expired.

NOTE: To view all employee exceptions, do not select any exception state

6. Click **Search**.
   A list of exception reports is displayed depending on the search criteria.
7. To view an exception report, click the **view** link in the relevant row.
   The employee exception report is displayed.
8. You can now:
   - Click **Close** to close the screen after you view the details.
   - Click **Show Exceptions** to go back to the Show exceptions screen.
   - Modify, approve, or reject the exception payslip

9. Click the employee code to open the Modify/Accept/Reject Exception screen.
10. You can now:
   - Modify employee exception details. The following details can be modified:
     - **Year**
     - **Month**
     - **Created On**
     - **Action**
     - **Reason**
     - **Comment**

     After the details are modified, click **Modify** to save the changes.
   - Accept the exception details that are displayed. This would require the following:
     - In the From Date field, type the date on which the exception starts to take effect in the dd/mm/yyyy format.

       NOTE: The From Date should be after the Created On date.

     - In the To Date field, type the date on which the exception ends in the dd/mm/yyyy format.
     - Click **Accept**

11. Reject the exception details that are displayed. To do this, click **Reject**

Creating a Supplementary Payslip

Supplementary payslips are payslips that are generated for an employee in addition to the monthly payslip. Supplementary payslips can be generated:

- To claim leave encashment. This is generated when employees are entitled to an encashment based on earned leave they did not avail.
- To claim final settlement. This is generated when employees are entitled for settlement at the end of their employment tenure.
- To claim arrears. This is generated when employees have arrears due to them.

More than one supplementary payslip can be generated for an employee per month.

To generate a supplementary payslip, perform the following steps:

1. In the **Payroll** menu, click **Payslip**.
2. Click **Supplementary payslips** to open the Supplementary Payslip screen.
3. To create a supplementary payslip, enter the details as described in Table 9.
4. Click **Create** to open the Generate Payslip screen.
5. In the Generate Payslip screen, the payslip details are displayed. Modify earnings or deductions as required to calculate the net pay. You can:
   - Click the + icon to add a row for payhead component such as HRA, DA, Advance Adjustments, Other Deductions and so on.
   - Click the - icon to delete a row for the payhead component such as HRA, DA, Advance Adjustments, Other Deductions and so on.
   - Click **Recompute Deductions** to recalculate the payhead values if the Payroll Master has been modified.

NOTE: If you click **Recompute Deductions** you need to save the recalculated payhead values otherwise the previous payhead values are used during payslip generation.

6. Click one of the following options:
   - **Save & View**: To save the supplementary payslip and display the payslip in the print format
   - **Save & New**: To save the supplementary payslip and create a new supplementary payslip
   - **Cancel**: To discard the details entered in this screen

Table 9: Creating Supplementary Payslips

Field	Description
*Employee Code	Type the employee code.
Employee name	Employee Name is automatically displayed.
*Month	Select the month for which you want to generate the payslip from the **Month** drop-down list.
*Year	Select the year for which you want to generate the payslip from the **Year** drop-down list.
*Type	Perform the following in the **Type** drop-down list: • To create a supplementary payslip for leave encashment, click **Leave Encashment**. The number of Paid days will be displayed automatically for the employee. • To create a supplementary payslip for arrears, click **Arrear PaySlip** . The following message is displayed: *Check Report*. This is an alert to manually check the report for the number of days the employee needs to be paid. • To create a supplementary payslip for final settlement, click **Final Settlement PaySlip**. The following message is displayed: *Attention! Please make sure that the Final Settlement Report has been signed off before proceeding.* This is an alert to manually check the report for the number of days the employee needs to be paid.
*Paid Days	Type the number of days for which the employee needs to be paid for Arrear payslip and Final Settlement payslip.
*Total Days	The total number of working days is displayed automatically.
*Reason	Type the reason for generating the supplementary payslip.

Viewing an Employee's Payslip

Old payslip records of the employees are also maintained in eGov Payroll system. To view the payslip of an employee, perform the following steps:

1. In the **Payroll** menu, click **Payslip**.
2. Click **View payslips** to open the View Payslips screen.
3. To search for the payslip, enter the employee code in the **Employee Code** field.
4. Select the Department to which the employee belongs -from the **Department** drop-down list.
5. To view the payslip of a particular month, select that month and year from the **Month/Year** drop-down lists.

NOTE: Select the relevant financial year. To view a payslip for January 2008, click 2007-2008 in the Year field. To view a payslip for January 2009, click 2008-2009 in the Year field.

6. Click one of the following options:
   - **View Payslip**: To view the payslip of the employee. All the payslip related information such as Employee Code, Employee Name, Designation, Gross Pay, Net Pay and Pay type are displayed.
   - **Generate PDF**: To generate a pdf of the payslip

In the List of payslips screen, a list of payslips with corresponding payslip types is displayed for the employee. The payslip types can be normal, supplementary, or exception payslips.

Modifying an Employee Payslip

Only employees that are assigned to approve an employee payslip can modify it.

To modify an employee payslip, perform the following steps:

1. Click the name of the payslip under the Task folder. This displays the payslip with details such as the employee's Name, Designation, Fund, Function, Net pay, and so on.
2. Click on the Employee name link to display the employee payslip.
3. The following payslip details can be modified:
   - Details such as Amount, % Basis (if Computed Value) for the payheads
   - Deductions such as Provident Fund, Taxes, and so on
   - Gross Pay
   - Net Pay
4. Click **Save** to save the modifications.
5. In the Approve Payslip screen, type the modifications you made in the Observation field.

About Deduction Reference Number

Every month, employees make payments to external agencies such as LIC, Income Tax Department, and Banks for various services. Such employees may opt to make remittance to these agencies through deductions from salary every month. One employee may be associated with multiple deductions such as professional tax, LIC or insurance premiums, home loan, personal loan. To track these deductions and reflect them in the payslips, you can add a reference number to each of the deductions while modifying payslips.

Approving an Employee Payslip

After employee payslips are generated (manually or by batch generation), the payslips have to be approved by the concerned officer. Only a ULB employee with the required privileges can approve a payslip. He/She can access the payslips pending for approval from his/her inbox.

In the Payslip Approval screen, payslips that are pending approval are grouped based on the employee department and the month in which the payslip was generated. Each grouped set of payslips is displayed with a task. A task indicates the number of payslips that are pending approval for each set of payslips.

To approve a payslips, perform the following steps:

1. In the **Payroll** menu, select **Payslip**.
2. Click **Approve** to open the Payslip Approval screen.
   Only payslips that are assigned to the employee are displayed here.
3. Click the name of the payslip under the **Task** folder. This displays the payslip with details such as the employee's Name, Designation, Fund, Function, Net pay, and so on.
   The payslip details can be modified as required and saved. See Modifying an employee payslip.
4. Click the **View** link to view the employee payslip.
5. In the **observation** field, type comments such as the reason for rejecting/approving/modifying the payslip.
6. You can do one of the following:
   - Select the **Accept** check box to approve the displayed payslip
   - Select the **Reject** check box to reject the approval request for the payslip.
7. Click **Submit**.
   The following message is displayed: *Executed Successfully*.

The approved payslips are sent for the next level of approval. After the payslips are approved by all the levels, a Salary Bill is generated based on the Department, Fund, Functionary, and Function of the employee.

Introduction

A salary advance is a payment issued to an employee in the form of a short-term loan, for emergency situations, on a date in advance of the employee’s regularly scheduled payday.

The amount of the advance is based on a percentage of the net of forthcoming wages.
Advances are recovered in the form of monthly deductions from an employee's salary. For the purpose of payroll deduction, advances are of two types:

- Advances provided to employees by the ULB for a variety of personal reasons are deducted in monthly installments.
- Bank loans of an employee that the ULB undertakes to withhold and remit installments directly to the bank from the employee's salary.

After an advance request is created it needs to be sanctioned by the concerned officer. Only a ULB employee with the required privileges can sanction an advance. For this reason, the item Sanction Advance appears as an Inbox item for the employee's superior. After an advance is sanctioned, a sanction number is assigned for the advance. The advance is now ready for disbursal.

NOTE: Only advances awarded by the ULB to an employee need to be sanctioned. Advances that are Bank Loans are sanctioned as soon as the advance is created.

For more information on Salary Advance, see the following topics:

- Creating a Salary Advance Record
- Viewing a Salary Advance Record
- Modifying a Salary Advance Record
- Sanctioning a Salary Advance

Creating a Salary Advance Record

Two types of salary advances are available to employees:

- Advance where no interest is payable
- Advance where interest is payable

To create a salary advance record for an employee in eGov Payroll system, perform the following steps:

1. In the **Payroll** menu, click **Advance**.
2. Click **Create** to open the Salary Advance Creation screen.
3. Enter the details as described in Table10.
4. Click one of the following options:
   - **Save**: To save the record. The Salary Advance record that is created is displayed. You can print this page if you want.
   - **Save and New**: To save the record and open another Salary Advance Creation screen
   - **Cancel** : To reset the values entered
   - **Close**: To close the screen without saving the details

Table 10: Creating a Salary Advance

Field	**Description**
*Employee Code	Type the Employee Code (numeric).
Employee Name	The Employee Name is automatically displayed.
*Advance	Select the option that represents the advance being taken from the **Advance** drop-down list.
Advance Type	Select one of the following options from the **Advance Type** drop-down list. • **Interest Bearing** • **Non-Interest Bearing**
*Advance Amount	Enter the Salary Advance Amount in the **Advance Amount** field.
Interest %	If the **Advance Type** is **Interest Bearing**, enter the Interest percentage in the **Interest %** field.
Interest Type	If the **Advance Type** is **Interest Bearing**, enter the type of Interest in the **Interest Type** field.
*Number of Installment	Enter the number of installments given to clear the advance.
Interest Amount	If the **Advance Type** is **Interest Bearing**, enter the Interest amount in the **Interest Amount** field.
*Total Amount	Depending on the Advance type you have selected, the total amount to be paid is displayed. If you have selected: • **Interest Bearing** as the **Advance Type**, then **Total Amount= Advance Amount+Interest Amount** • **Non-Interest Bearing** as the **Advance Type**, then **Total Amount=Advance Amount**
*Monthly Payment	When you enter the number of installments in the Number of Installment field, the amount to be paid every month is automatically displayed-in the Monthly Payment field.
*Payment Method	Select the mode of payment from the **Payment Method** drop-down field. **NOTES**: • If the option selected is **Cash**, the employee receives the entire amount in cash. • If the option selected is **Direct Bank Transfer**, Payroll verifies whether the employee has a valid bank account. If this is not the case, an error message is displayed.
Maintain Schedule	Select the **Maintain Schedule** check box to maintain schedule for advances that are interest bearing.

Viewing a Salary Advance Record

To view a salary advance record of an employee in eGov Payroll system, perform the following steps:

1. In the **Payroll** menu, click **Advance**.
2. Click **View** to open the Search Salary Advance screen.
3. Type the employee code in the **Employee Code** field.
4. Type the employee name in the **Employee Name** field.
5. Click **Search**.
   The list of salary advances received by the employee is displayed.
6. To view the advance details received by the employee, click the **VDHDED** link in the relevant row.
   You can view the following details in the View Advance screen:
   - **Employee Name**
   - **Employee Code**
   - **Name of the Advance**
   - **Advance Amount**
   - **Advance Type**
   - **Interest Amount**
   - **Monthly Payment**
   - **Pending Amount**
   - **Status**
7. Click one of the following options:
   - **Print**:To print the page
   - **Close**: To close the page

Modifying a Salary Advance Record

Occasionally, you may need to change the advance/loan details in situations such as the following:

- Employee wants to pay back the remaining amount in number of installments lesser than what was specified earlier.
- Employee wants to pay back the remaining amount as a lump sum.
- Employee wants to increase the number of installments

When an advance/loan is in the "created" state, you can modify the following information:

- Advance Amount
- Monthly amount to be paid
- Number of installments
- Payment method

When an advance/loan is in the "approved" state, you can modify the following information:

- Advance Amount
- Monthly amount to be paid
- Number of installments

NOTE: After an advance/loan is disbursed, you can change the monthly installment amount and the pending amount, which is generated automatically by the system.

To modify a salary advance record of an employee in eGov Payroll system, perform the following steps:

1. In the **Payroll** menu, click **Advance**.
2. Click **Modify** to open the Search Salary Advance screen.
3. Type the employee code in the **Employee Code** field.
4. Type the employee name in the **Employee Name** field.
5. Click **Search**.
   The list of salary advances received by the employee is displayed.
6. To modify the advance details received by the employee, click the **VDHDED** link in the relevant row.
   The salary advance page is displayed where you can make necessary modifications.
7. Enter comments in the **Remarks** field.

6. Click one of the following options:
   - **Modify**:To save the changes made
   - **Close**: To close the page

Sanctioning a Salary Advance

After an advance request is created it needs to be sanctioned by the concerned officer. Only a ULB employee with the required privileges can sanction an advance.

NOTE: Only advances awarded by the ULB to an employee need to be sanctioned. Advances that are Bank Loans are sanctioned as soon as the advance is created.

To sanction the salary advance awarded to an employee, perform the following steps:

1. In the **Payroll** menu, click **Advance**.
2. Click **Sanction** to open the Salary Advance Sanction screen where you can search for the employee whose advance you wish to sanction.
3. Type the employee code in the **Employee Code** field.
4. Type the employee name in the **Employee Name** field.
5. Click **Search**.
   The list of advances that have not been sanctioned for the employee are displayed.
6. In the Advance column, click on the name of the advance that needs to be sanctioned. This opens the Sanction Advance screen that contains all details of the advance.
   In the Sanction Advance screen, the following fields can be modified:
   - **Sanction Amount**
   - **Number of Installments**
   - **Interest Amount**
   - **Monthly Payment**
   - **Payment Method**
7. In the **Sanction No.** field type the sanction number for this particular advance.
8. Click the **calendar** icon beside the **Sanction/Rejection Date** field, to specify the date of the sanction.
9. The **Sanction/Reject By** field contains the login ID of the person who has logged into eGov Payroll.
10. Click one of the following options:
    - **Sanction** to sanction this advance. The message Advance sanctioned successfully is displayed.
    - **Sanction and next** to sanction this advance and go on to sanction another advance.
    - **Reject** to reject this advance application.

Introduction

Provident Fund is a fund to which both the employees and employer make a contribution every month, and the amount along with its interest is returned to the employee at the time of his/her retirement.

Provident Fund Scheme takes care of following needs of the employees:

- Retirement
- Medical Care
- Family obligation
- Education of Children
- Financing of Insurance Polices

Maintaining employee Provident Fund details is a statutory requirement. To maintain the details, you need to have the following accounts set up:

- PF Liability Account--created and managed in the eGov Financials module
- PF Interest Expense Account-created and managed in the eGov Financials module

Each month, a Provident Fund deduction (PF Subscription) is made from the employee's salary and automatically credited to the PF Liability Account.

Interest is calculated on the PF amount on the last day of the month or the last day of the year based on how the PF Liability Account is set up.

For details on how to set up a PF Account, see Setting up PF.
The figure that follows shows the activities and interfaces for setting up a PF Account in EIS-Payroll.

Employee PF Accounts
When computing the interest for individual employee PF accounts, the following are considered: Employee PF Subscription amounts till date + Interest on Employee PF Subscriptions - PF Loan Withdrawals.

For details of how to view the details of an employee's PF Account, see PF Reports.

Provident Fund Account Setup

To set up a PF Account, perform the following steps:
1. In the **Payroll** menu, click **Provident Fund**.
2. Click **PF Setup**.
   The Provident Fund screen is displayed.
3. Type the PF liability account number in the **PF Liability Account** field.
4. Type the PF Interest Account Number in the **PF Interest Expense Account** field.
5. Click **Save** to open the **PF Interest Rates** screen.

Now, you need to specify the frequency to trigger the calculation of PF interest. The frequency can be one of the following:
- **Monthly**: The interest is calculated on a monthly basis according to the rate of interest on the date of calculation, and the amount is credited into the PF Interest Account.
- **Yearly**: The interest is calculated on an yearly basis according to the rate of interest on the date of calculation, and the amount is credited into the PF Interest Account.

When an annual interest rate is specified, it is pro-rated for every month. Different interest rates can be indicated across a year based on prevailing market conditions.

6. Select the frequency from the **Frequency** drop-down list.
7. Enter the details as described in Table 11.
8. Click one of the following:
   - **Save** to save the details.
   - **Close** to close the page without saving the details.

Table 11: PF Interest Rates

Field	**Description**
Date From*	Type the date from when the rate of Interest comes into effect.
Date To	Type the date till when the rate of Interest is effective.
Annual Rate of Interest*	Type the annual rate of interest for the period above.
NOTES: • To specify another rate of interest for a different period, click **Add Row**. • To remove any row, click **Delete Row**.	

Contribution Provident Fund Setup

Contribution Provident Fund (CPF) is an amount which is remitted every month by the employer. The amount along with the PF will be credited into the employee's account on his/her retirement.

To set up the contribution provident fund, perform the following steps:
1. In the **Payroll** menu, click **Provident Fund**.
2. Click **CPF Setup**.
3. Enter the details as described in Table 12.
4. Click **Submit** to save the settings.

Table 12: CPF Setup

Field	Description
*Tds	Select **Contribution to Provident Fund** from the the drop-down list.
*CPF Expense Account	Type the CPF Expense Account in the **CPF Expense Account** field.
*Rule Script	Select the rule script for calculating the CPF from the **Rule Script** drop-down list.

Contribution Provident Fund Trigger

Based on the CPF setup, you can trigger the employer contribution to provident fund.

To trigger the CPF for a batch of employees, perform the following steps:

1. In the **Payroll** menu, click **Provident Fund**.
2. Click **CPF Trigger**.
3. Select the month- in which you need to trigger the CPF remittance- from the **Month** drop-down list.
4. Select the financial year from the **Financial Year** drop-down list.
5. Click one of the following options:
   - **Trigger:** To trigger the CPF for the batch of employees
   - **Close:** To close the screen without saving the details

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Introduction

You can generate reports to analyze salary details of each employee in your organization. The reports include information such as:

- **Employee Code**
- **Employee Designation**
- **Employee Name**
- **Date of Joining**
- **Salary Details**

For more information on generating reports, see the following topics:

- Pay Summary Report
- Payslips Exception Report
- Payslip History Report
- Departmentwise Pay Summary Report
- Provident Fund Report

Generating a Pay Summary Report

The pay summary reports shows monthwise salary breakups of an employee for a specific financial year.

To generate the Pay Summary report of an employee, perform the following steps:

1. In the **Payroll** menu, select **Reports**.
2. Click **Pay Summary.**
   Pay Summary Report screen is displayed.
3. Type the employee code in the **Employee Code** field.
4. Select the financial year-for which the report needs to be generated-from the **Financial Year** drop-down list.
5. Click **Submit** to generate the Pay Summary report.

The following details are displayed in the Pay Summary:

- **Employee Code**
- **Employee Name**
- **Employee Designation**
- **Date of Joining**
- **Earnings and Allowances**-breakup of individual earnings and allowances and their total
- **Deductions**-breakup of individual deductions including loan recoveries and their total
- **Net Pay**

Generating a Payslip Exception Report

A Payslip Exception Report enables you to identify the errors before running the actual payslip generation process.

Occasionally, you get some errors while generating payslips of some employees because of reasons such as:

- Payslip currently exists for the employee for the selected period.
- Employee does not have assignment for the current period.
- Net pay is negative for the employee.

NOTE: We recommend that you generate a payslip exception report and make the necessary corrections in the employee data before generating batch payslips.

To generate a Payslip exception report, perform the following steps:

1. In the **Payroll** menu, click **Reports**.
2. Click **Payslip Exception Report**.
   Exception Payslip Report page is displayed.
3. To search for exception payslips, enter the details as described in Table 14.
4. Click **Search exception payslips**.
5. Click **Search exception payslips**.
   A report is generated depending on the search criteria. It includes information such as:
   - Name of the employee whose payslip is not generated
   - Employee code
   - Department name
   - The period of payslip exception
   - Reason for not generating payslips

6. Click **Close** to close the screen.

Table 14: Generating a Payslip Exception report

Field	**Description**
From Date (dd/mm/yyyy) *	Type the date so that you get a report on payslip exceptions starting from this date.
To Date (dd/mm/yyyy) *	Type the date so that you get a report on payslip exceptions till this date.
Department List	To generate departmentwise report, select the department name from the **Department List** drop-down list.
Functionary List	To generate functionarywise report, select the functionary name from the **Functionary List** drop-down list.

Generating a Payslip History Report

The pay summary reports shows monthwise salary breakups of an employee for a specific period. Example, salary breakups of an employee between January 2008 and August 2009.

To generate a payslip history report, perform the following steps:

1. In the **Payroll** menu, click **Reports**.
2. Click **Payslip History**.
   Payslip History Report page is displayed.
3. Type the employee code of the employee-whose payslip history you want to view-in the **Employee Code** field.
4. Select the month and year-from when you want to view the report-in the **Month** and **Year** drop-down lists respectively.
5. Select the month and year-till when you want to view the report-in the **Month** and **Year** drop-down lists respectively.
6. Click **Submit**.

The payslip history of the employee is displayed. You can see the following details:

- Employee Code
- Employee Name
- Date of Joining
- Earnings and Allowances in each of the months--breakup of individual earnings and allowances and their total
- Deductions in each of the months--breakup of individual deductions including loan recoveries and their total
- Net Pay

7. To save the payslip report to excel/pdf format, click the **Excel/PDF** link.

Departmentwise Payhead Summary

ULBs include many departments. Each department consists of multiple employees. You may need to find the payments that have been made to all employees who belong to a specific department for a specific period.

To generate such a report, perform the following steps:

1. In the **Payroll** menu, click **Reports**.
2. Click **Department Payhead Summary**.
   Department Payhead Summary page is displayed.
3. Type the date - from when you want to view the report-in the **From Date** field.
4. Type the date - till when you want to view the report-in the **To Date** field.
5. Select the departments from the **Department** drop-down list and click the **>** icon.
6. Click **Submit** to display the report.

Viewing an Employee PF Report

Using an Employee PF Report, you can view employees' PF account details such as the amount deducted from salary as PF, PF interest earned, details of PF loans if taken, and the balance amount for a given time period.

To view an employee's PF report, perform the following steps:

1. In the **Payroll** menu, click **Provident Fund**.
2. Click **PF Report**.
   Provident Fund Report screen is displayed.
3. To search for the report enter the details as described in Table 15.
4. Click one of the following options:
   - **Search** to display the report
   - **Cancel** to discard the details entered
   - **Print Preview** to view how the report would look when printed.

   The details in the Provident Fund Report are as follows:
   - **Date**: The date on which the transaction occurred.
   - **Type**: This could be as follows:
     - **PF Subscription**: Monthly deduction from employee's salary.
     - **PF Interest Earned**: Interest earned on the amount in the employee's PF Account. This takes into account credits such as the employee's PF subscription plus accumulated interest on PF subscriptions and debits like the PF Loan Withdrawal Amount.
     - **PF Loan Withdrawal**: Deduction from employee's PF Account towards a loan against PF taken by the employee.
     - **Balance**: This is the amount remaining after each deduction and earning in the account.
5. To export the report into Excel/PDF, click the **Excel/PDF** link.

Table 15: Viewing an Employee PF Report

Field	**Description**
Employee Code *	Type the employee code of the employee.
Name	The name of the employee is automatically displayed.
From Date *	Type the date so that you get the employee PF report starting from this date. You can enter the date also by clicking the calendar icon.
To Date *	Type the date so that you get the employee PF report till this date.

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