

1. Define Salary Structure:

- **Inputs:** Basic pay, HRA, allowances, deductions (EPF, ESIC, etc.).

- **Process:**

1. HR accesses the system and navigates to the "Define Salary Structure" module.
2. Inputs the details of each component (basic pay, HRA, allowances, deductions).
3. Saves the defined salary structure in the system.

- **Outputs:** Defined salary structure saved in the system.

2. Set Salary Bank Account:

- **Inputs:** Employee details, bank account information.

- **Process:**

1. HR selects the "Set Salary Bank Account" option.
2. Inputs the employee's bank account details.
3. Links the bank account to the respective employee profile.

- **Outputs:** Employee's salary bank account linked in the system.

3. Link Employee to Salary Structure:

- **Inputs:** Employee details, predefined salary structures.

- **Process:**

1. HR selects the "Link Employee to Salary Structure" option.
2. Chooses the employee from the database.
3. Assigns the appropriate predefined salary structure to the selected employee.

- **Outputs:** Employee linked to the predefined salary structure.

4. Salary Components:

- **Inputs:** Loan details (amount, tenure, EMI), advance details (amount).

- **Process:**

1. HR accesses the "Salary Components" module.
2. Defines loan structures including loan amount, tenure, and EMI.
3. Sets up advances with options for partial or full deduction.
4. Adjusts for bonuses, increments, and Loss of Pay (LOP) due to absenteeism.
5. Updates or revises existing salary structures if necessary.

- **Outputs:** Defined loan and advance structures, updated salary components.

5. Monthly Salary Calculations:

- **Inputs:** Attendance records, leave balance, predefined salary structures, loan details, advances.

- **Process:**

1. System retrieves attendance records and leave balances for the month.
2. Calculates the per day salary based on the predefined salary structure and net working days.
3. Adjusts for leave deductions and marks LOP for absenteeism.
4. Deducts loan EMIs and advances from the monthly salary.
5. Computes the net payable amount for each employee.

- **Outputs:** Calculated monthly salaries, deductions, and net payable amounts.

6. Reports:

- **Inputs:** Employee data, salary details, loan and advance records.

- **Process:**

1. HR selects the desired report option from the system.
2. Generates employee pay slips based on attendance, leave balance, loans, advances, and deductibles.
3. Creates a monthly salary report summarizing salary details for all employees.
4. Generates payroll summary reports providing insights into payroll expenses.
5. Customizes reports based on specific requirements.

- **Outputs:** Generated pay slips, monthly salary reports, payroll summary reports, custom reports.