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01.701.01 – Employee Master


PROCESS OVERVIEW

This Master form is used to define details of employee like his/her personal details, Official details, Qualifications & Family details.


We can import employee details through given Excel Template. We can put Left date for employees as well as we can manage their promotions, transfers & confirmations through this form. Employee details defined here can be used for different required process like attendance generation, Leave management, salary generation, Bank statement generation, Pay slip generation & others

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Entity	Field	Entity Master
Division	Field	Division Master
Grade	Grade master	If required grade is not available in LOV then you can create new grade by clicking on O button
Department	Department Master	If required grade is not available in LOV then you can create new Department by clicking on O button
Designation	Designation Master	If required grade is not available in LOV then you can create new Designation by clicking on O button
Category	Category Master	We can configure auto generation of employee code on the basis of category

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Location	Configuration master	T Code ="0", Tnature ="EPAY"
Bank	Field	Bank Master
Plant	Field	Plant Master
Payment Mode	Field	Drop down List
Wage basis	Field	Drop down List
Sub Acc	Subsidiary Ledger Account Master	With Schedule "S" Only
Sal Advance Acc	Account master	When Sub acc feature not used
Loan Acc	Account Master	When Sub acc feature not used
Tour Adv Acc	Account Master	When Sub acc feature not used
Cost Code	Field	Cost Master
Off Day	Field	Drop Down list
Addl Off Day	Drop Down list	In case of more than 1 weekly off
Shift	Field	Shift Master
Skill Status	Field	View_emp_skill_set
Reporting To	Field	Employee Master
Itax Category	View_itax_catg	Income tax category wise configuration is done in ERP system
State Code	State mast	State mast
Blood Group	View_emp_blood_group	View_emp_blood_group
Qlfn Code	Field	Qualification Master

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Subject Code	Field	Subject Master
University Code	Field	University Master
Relation	Field	Relation master
Occupation	Field	Occupation Master

KEY FEATURES

- Auto generation of employee code can be set here
- Logics for FPF contribution end date are inbuilt in ERP system.
- Employee details can be copied from the recruitment process by clicking on Copy employee button.
- Employee detail can be imported through EXCEL templates.
- Payment mode identification helps to generate bank statement, Cash statement or cheque statement for the employee.
- You can select wage basis for employee for making monthly, weekly or daily payments.
- Employee wise reporting structure can be set in system by putting employee code of reporting authority in employee master
- Linking employee's subaccount with employee here enable us to post their advances, loans & net payables sub account wise.
- Date wise employee history can be managed through Event date feature.
- Probation period can be defined for each employee can be extended if required
- Employee Left reason details can be entered while putting left date.
- When you put left date for employee, it will show for how many days attendance has been prepared.
- If some employee is having voluntary PF Amount then it can be put under PF amount option so that it will add in total PF amount.
- In order to get Education allowance exemption in form 16, marriage date should be entered & no of children has to be entered
- Address entered under Permanent, Local & Emergency shall reflect leave application entry form.

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PROCESS DETAILS

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Payroll Series F C
 Division F C
 Department F C
 Category F C

Employee Master
 Sub Acc Code Wage Basis
 Designation F C
 Grade F C
 Employee F C
 Reporting To

Show Data


Employee	Employee Name	Div	Loc	Grade	Category	Department	Designation	Join Date
00009	NARENDRA KR. SINGH	J7	J7	G1	Permanent Worker	INSPECTION	OPERATOR	25-06-1982
00015	SURENDRA SINGH ARORA	J7	J7	G1	Permanent Worker	JACKETING	OPERATOR	26-06-1982
00016	BALINDER RAZAK	J7	J7	G1	Permanent Worker	JACKET STORE	OPERATOR	25-06-1982
00017	JAMEDER ROY	J7	J7	G1	Permanent Worker	FRICTION CALENDER	OPERATOR	03-01-1984
00018	ASHOK KUMAR JHA	J7	J7	G1	Permanent Worker	PRESS CURING	OPERATOR	25-06-1982
00024	NURULLAH SHEIKH	J7	J7	G1	Permanent Worker	JACKETING	OPERATOR	25-06-1982
00026	GOKUL PANDE	J7	J7	G1	Permanent Worker	CALENDER	OPERATOR	25-06-1982
00027	KAPILDEV YADAV	J7	EP	G1	Permanent Worker	CALENDER	OPERATOR	25-06-1982
00038	RAMNIDHI ALGU PRAJAPATI	J7	J7	G1	Permanent Worker	CALENDER	OPERATOR	20-07-1982
00040	CHANDESHWAR JHA	J7	J7	G1	Permanent Worker	CALENDER	OPERATOR	20-07-1982
00043	MAGISTER YADAV	J7	J7	G1	Permanent Worker	PRESS CURING	OPERATOR	01-12-1983
00048	PURINDER JHA	J7	J7	G1	Permanent Worker	CALENDER	OPERATOR	01-08-1982
00050	JAGNNATH JHA	J7	J7	G1	Permanent Worker	INSPECTION	OPERATOR	01-12-1983
00057	JAINANDAN SAHANI	J7	J7	G1	Permanent Worker	CALENDER	OPERATOR	12-08-1982
00061	KAMRU ZAMA	J7	J7	G1	Permanent Worker	JACKET STORE	OPERATOR	12-08-1982
00068	JAGDISH YADAV	J7	J7	G1	Permanent Worker	PROFILE CALENDER	OPERATOR	21-08-1982
00076	RAJDHARI YADAV	J7	J7	G1	Permanent Worker	FRICTION CALENDER	OPERATOR	20-11-1983
00080	ARUN KUMAR JHA	J7	J7	G1	Permanent Worker	DOUBLE DRUM CUTTING	OPERATOR	14-10-1982

Sub Acc Code

☒ Present
☐ Ex-employees
☐ All


View Record

BUTTONS	DESCRIPTION
Show Data	To populate the Employee Master data as per the filters selected.
Add	To Add new record.
Edit	To Edit the selected record. Employee code cannot be changed.
Delete	To Delete selected record. It is possible only if the selected Employee code is not used in any master relationship or in any transaction.

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Find	To find Employee master
View	To View the selected record.
Print	To generate the output of Employee master.
Exit	To Exit from the form.
Import	To Import employee master through Excel Template
Present	To Display present Employee
Ex –Employees	To display all left employees
All- Employee	To display left as well as present employees


FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Payroll Series	Location/Series	O	To Select Series by clicking on F button
Division	Division Filter	O	To select division code By clicking F button
Department	Department Master	O	Select the department from the LOV (List of Value) by pressing F button
Category	Category filter	O	Category Filter
Sub Acc code	Sub account filtration	O	To select from drop down list to check whether sub account code is linked or not
Designation	Designation Master	O	Select the department from the LOV (List of Value) by pressing F button
Grade	Grade Master	O	Select the department from the LOV (List of Value) by pressing F button

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Employee	Employee master	O	- To select list of employees from employee master. Multiple employees can be filtered if required
Reporting To	Employee master	O	- To select list of employees from employee master who have marked as reporting To I

Work Step – To Add Employee

Step 1 Press 'Add' Button.

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FM317 -- Employee Master[0:EPAY]

Employee Details | Address | Personal Details | Qualification Details | Family Details

Employee Details

Employee & Name: 00009 **NARENDRA KR. SINGH** E **Copy Employee**

Father/Husband's Name: RAMSWARUP SINGH

Mother Name: .

Gender: Male Birth Date: 20-08-1961

Join Date: 25-06-1982 P

Date Of Confirmation: .

Date of Separation: . R

Retirement Date: .

Status Details

Entity: PT LHS TRANSMISSIONS LIMITED

Division: J7 MIDC

Grade: G1 HELPER O

Department: INSP INSPECTION O

Designation: OPETR OPERATOR O

Category: PW Permanent Worker

Location: J7 - MIDC Plant Payroll

Bank: SBIR STATE BANK OF INDIA (RAVI NAGAI) O

Area Zone: . O

Bank Account: 10199571154

Payment Mode: B-Bank

Wage Basis: M-Monthly

Generate Emp Code

Other Details

Sub Acc: .

Sal Adv Acc: .

Loan Acc: .

Tour Adv Acc: .

Cost Center: .

TIER: .

Off Day: Wednesday

Add. Off Day: .

Add. Off day for Week: . F C

Shift: G 09:00 17:30

Skill Status: S - SKILLED

Reporting To: 91033 SACHIN WANKHEDE

ESIC No: 2300722942

ESIC Dispensary: .

PAN No: 0

Itax Catg: ML MALE

Status Details will be effective from event date

Event Date: 04-06-2018

Save Cancel Next

Step 2 if we have set auto employee code generation then employee code will be auto generated else we have enter it manually

Step 3 to go next field you can put cursor in that field or you can simply click TAB button to move to next field & Shift TAB to move to previous field in same sequence.

Step 4 Enter all fields marked with * as they are mandatory fields. Fields without * mark are not mandatory & can be left blank.

Step 5 Press "Save" to save record & "Next" to move to next tab

Optional Data Fields


Department

Designation

Category

Bank


Bank Account no

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Sub Acc, SADV Acc, Loan Acc, Tour Adv Acc, Cost Center, TIER, Additional off Day,
 ESIC no, ESIC dispensary, PANNO, ITAX Category
 Qualification Details – Complete TAB,

Input Field Level Information (Employee Details TAB)


FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Employee Name	Code & Name	R	If set auto generated it will generate on the basis of logic set else has to be entered manually
Father/Husband's Name	Name of Father or husband	R	To enter Father's Name or husband
Mother Name	Name of mother	R	To enter mother's Name
Gender	To enter whether Male or Female	R	To select from drop down list
Birth Date	To Enter birth Date	R	To Enter Birth Date in Date-month-Year format it can be DD-MON-RRRR or DD/MM/RRRR/ or DD.MON.RRRR anything but only thing we have to make sure that it should be in Date-month-Year sequence
Join date	To Enter join Date	R	To Enter Join Date of employee. Probation period can also entered here
Date of Confirmation	To enter confirmation date	O	If you enter probation days then date of confirmation can be calculated automatically else it can be entered manually as well
Date of Separation	Date of leaving	O	To be entered when it employee leaves organization
Retirement Date	Date of Retirement	O	Retirement date to be entered

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Entity	Entity Code	R	To select Entity Code by pressing F9 button
Division	Division Code	R	To select Division Code by pressing F9 button
Grade	Grade code	R	To select Grade code by Pressing F9. If desired code is not found in list then you can create new one by clicking on O button
Department	Department Code	O	To select Department code by Pressing F9. If desired code is not found in list then you can create new one by clicking on O button
Designation	Designation Code	O	To select Designation code by Pressing F9. If desired code is not found in list then you can create new one by clicking on O button
Category	Employee Category	R	To select Category code by Pressing F9.
Location	Location/Payroll Series	R	To select employee location from dropdown list
Bank	Bank Code	O	Select Bank Code if payment mode is bank & shall be reflected in bank statement
Plant code	Plant code	O	To select plant code
Bank Account no	Bank account no of employee	O	To Enter bank account no of employee
Payment Mode	Payment mode for payment of salary	R	To enter Payment mode of salary
Wage Basis	Payment wage basis for employee	R	To set whether monthly/Daily/Fortnightly or weekly payment would be done to employee
Sub Acc	Linking sub account code of employee	O	To Link subaccount Code of employee

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Sal Adv Acc	Linking of Salary advance ledger of employee	O	To link GL code from salary advance for employee. Shall be used only if sub account feature is not in use
Loan Adv Acc	Linking of loan advance ledger of employee	O	To link GL code from Loan advance for employee. Shall be used only if sub account feature is not in use
Tour Adv Acc	Linking of Tour advance ledger of employee	O	To link GL code from Tour advance for employee. Shall be used only if sub account feature is not in use
Cost Center	Cost Center for employee	O	Entry of Cost center of employee
Off Day	Weekly off for employee	R	To enter weekly off for employee through drop down list
Additional Off Day	Additional Weekly off for employee	O	To Enter additional weekly off for employee like Saturday or any other day apart from regular weekly off
Additional Off Day for Week	Which additional day would be weekly off like 2 nd or 4 th	O	In Case of Saturday to set which Saturday would be weekly off like 2 nd or 4 th .
Shift	Shift Code	R	To enter default shift code of employee
Skill status	Skill Status	O	To Enter skill status from drop down list.
Reporting To	Reporting To for employee	O	To set reporting authority of employee
ESIC no	ESIC no	O	To enter ESIC No of employee
PAN No	Pan number of employee	O	To set PAN number for employee used for income tax purpose


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ESIC Dispensary	To enter ESIC Dispensary	O	To Enter ESIC Dispensary for employee
ITax Catg	Income Tax Category	O	To Enter Income Tax Category

R = Required, O = Optional, C = Conditional

Event Date Logic

- We track history of employee with the help of Event Date field.
- When you make entry of joining employees then there is no need to enter event date as system will take 1st date of month as first event date.
- But after that whenever you make any changes in employee master then it is required to enter event date so that those changes shall be applicable from that particular date.
- This will help us to track changes. For ex. If employee joins on 17-Jan-2018 then you don't need to enter any event date as system will take its event date as 01-Jan-2018. But after that if department for employee is changed from 01st Mar-2018 then you have to simply edit the employee master, change the department code by selecting new one by pressing F9 & put event date as 01-Mar-2018.
- This will create new record in employee status list with given event date & you can get proper report.
- In same way of joining, you don't need to put any event date while employee is leave organization.

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LHS TRANSMISSIONS LIMITED - (PT) (18-19) , U : Shashank Maheshwari, 04-06-2018

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FM317 -- Employee Master[0:EPAY]

Employee Details | **Address** | Personal Details | Qualification Details | Family Details

Address

Local

Address
City
District
State Code
Country
Pin
Phone
Mobile
Official Mail ID

Permanent

☐ Same As Local Address

Address
City
District
State Code
Country
Pin
Phone
Mobile
Email


Emergency Address

Person To Be Contacted
Phone
Mobile
Address


Back Save Cancel Next

Input Field Level Information (Address TAB)

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Address (Local)	Address of employee	O	To Enter local Address for employee
City	City of employee	O	To Enter Current City of employee
District	District of employee	O	To enter Current District for employee
State Code	State of employee	O	State Code for employee
Country	Country for employee	O	Country for employee

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Phone no	Phone no of employee	<input type="radio"/>	Phone no of employee other than mobile
Mobile	Mobile no of employee	<input type="radio"/>	Mobile no of employee
Official Mail Id	Official Mail ID of employee	<input type="radio"/>	Email address of employee for official communication
Retirement Date	Date of Retirement	<input type="radio"/>	Retirement date to be entered
Same as Local Address	Same address as local	<input type="radio"/>	Same address would be copied from local address if there is change the you have to enter all fields for permanent address same as local address
Person to be contacted	Person who knows employee	<input type="radio"/>	Person to be contacted in case of Emergency
Phone	Phone no of person	<input type="radio"/>	Phone no of employee whose named entered in previous employee
Mobile	Mobile no of Emergency contact	<input type="radio"/>	Mobile no of emergency contact
Address	Address of Emergency Contact	<input type="radio"/>	Address of Emergency Contact

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FM317 -- Employee Master[0:EPAV]

Employee Details | Address | **Personal Details** | Qualification Details | Family Details

Personal Details

Dependents
 Marriage Date
 Blood Group
 No Of Daughter
 No of Son
 Caste
 Religion
 Vehicle No
 Vehicle Type
 Driving License
 Passport No
 Passport Expiry Date

Paycode
 Card No.

PF Details

IFSC Code
 EPF No
 PF Join Date
 PF Amount


UAN No
 Aadhar No
 Voter Id

Employee Salary Details


Back Save Cancel Next

Input Field Level Information (Personal Details TAB)

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Dependents	No of Dependents	O	To Enter no of dependents for employee
Marriage Date	Marriage Date	O	Marriage Date for employee
Blood Group	Blood group of employee	O	Blood group for employees
No of daughter	No of Daughter	O	No of Daughter for employee. Shall be used in Education allowance exemption for form 16
No of Son	No of son	O	No of Son for employee. Shall be used in Education allowance exemption for form 16

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Caste	Caste of employee	<input type="radio"/>	Caste of employee
Religion	Religion of employee	<input type="radio"/>	Religion of employee
Vehicle no	Vehicle no of employee	<input type="radio"/>	Vehicle no of vehicle employees having
Vehicle Type	Vehicle type of employee	<input type="radio"/>	Type of vehicle employee having
Driving License	Same address as local	<input type="radio"/>	Same address would be copied from local address if there is change the you have to enter all fields for permanent address same as local address
Passport No	Passport no	<input type="radio"/>	Passport no of employees
Passport Expiry Date	Passport Expiry Date	<input type="radio"/>	To enter passport expiry date
Pay code	Pay code no of employee	<input type="radio"/>	Pay code no of employee
Card no	Card no of employee	<input type="radio"/>	Card no of employees for time office management Purpose
IFSC Code	IFSC code	<input type="radio"/>	IFSC Code of employee's bank for salary payment
UANNO	UAN no	<input type="radio"/>	Entry of UAN no of employee
EPF No	EPF No	<input type="radio"/>	EPF No of employee
Aadhar no	Aadhar no	<input type="radio"/>	Aadhar no of employee
Pf Join Date	PF join Date for employee	<input type="radio"/>	Pf Deduction start date for employee
PF Amount	PF Amount for Voluntary PF	<input type="radio"/>	PF deduction for Voluntary Pf Deduction
Voter ID	Voter Id Card	<input type="radio"/>	Voter ID Card no for employee

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FM317 -- Employee Master[0:EPAY]

Employee Details | Address | Personal Details | **Qualification Details** | Family Details


Employee Qualification

Sno	Qlfn Code	Subject Code	Batch Year	Year Of Passing	Percentage	Grade
D 1	University Code		Completion Mode	Full Time		
D	University Code		Completion Mode			
D	University Code		Completion Mode			
D	University Code		Completion Mode			
D	University Code		Completion Mode			
D	University Code		Completion Mode			
D	University Code		Completion Mode			
D	University Code		Completion Mode			

Back Save Cancel Next

Input Field Level Information (Qualification Details TAB)

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Qlfn Code	Qualification for employee	O	Qualification of employee selected by pressing F9
Subject Code	Main Subject for qualification	O	Press F9 to select subject
Batch Year	Batch Year for passing that qualification	O	Batch Year for Passing that qualification
Year of Passing	Year of passing	O	Year of passing for particular qualification
Percentage	Percentage	O	Percentage scored for that qualification
Grade	Grade for qualification	O	Grades achieved for qualification

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University Code	University for qualification	O	University/ Board through particular degree is cleared
Completion mode	Completion mode of qualification	O	Whether degree completed is part time of full time

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FM317 -- Employee Master[0:EPAY]

Employee Details Address Personal Details Qualification Details **Family Details**


Family Details

Sno	Person Name	Relation	DOB	Marrg Dt	BldGrp	Occupation
D 1		Staying Together Yes	Whether Dependent Yes			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation
D		Staying Together	Whether Dependent			Occupation

Back Save Cancel

Input Field Level Information (Family Details TAB)

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Person Name	Name of family Member	O	Family person name
Relation	Relation with person	O	Employee's Relation with person. Press F9 for help

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DOB	Date of birth of family member	<input type="radio"/>	Date of birth for family member
Marriage Date	Marriage Date	<input type="radio"/>	Marriage date with person if he/she is husband/wife
Blood group	Blood group of employee	<input type="radio"/>	Blood group of family person
Occupation	Occupation of family person	<input type="radio"/>	Occupation of family person. Press f9 for help
Staying Together	Status with person	<input type="radio"/>	Whether person is staying together or no
Whether Dependent	Whether family person is dependent or not	<input type="radio"/>	Whether person is dependent or no

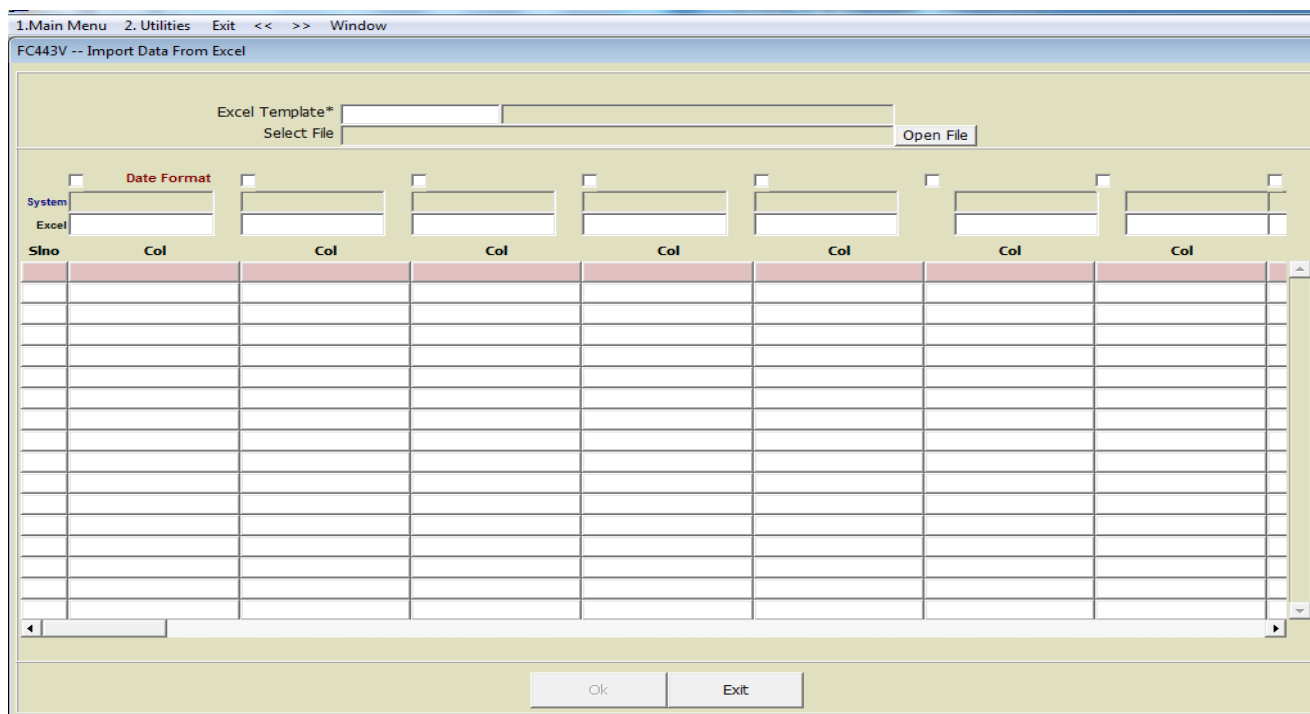
Print Button Function

In the initial screen of process 01.701.01 the 'Print' button takes to report generation from where master report would be generated.

Import Button Function

To import employee master data through excel format you have to prepare data in prescribed format. When you click on Import button, system will open new window for import of Excel file as follows

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Prerequisite for Import of Master Data

- Step 1:- Configure Engine named "EMP_MAST"
- Step 2:- Engine type should be "EXCEL"
- Step 3:- configure master column as engine column
- Step 4:- Give rights to user who is supposed to import data.

Steps to Import Data

- Step 1:- Click on Import button.
- Step 2:- Click F9 in Excel Templates field.

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Step 3:- Select option "EMP_MAST"

Step 4:- Press open file option & select excel file from browse window.

Step 5:- Once data is download click OK.

Step 6:- It will take you to another window once you data there, employee master import would be complete.