



We ♥ DevelopTrees

Payroll Setup

[EDIT](#)

Payroll Enabled	Yes
Payroll Date	5th of every month
Payroll AutoPilot	No
Advance Salary Requests	Enabled
Default Salary Structure	EDIT
Employee Notifications	EDIT

Payments & Compliance Setup

[EDIT](#)

Employee Salary Transfers	Yes
Contractor Payments	Yes
TDS Payment (employees)	Yes
TDS Payment (contractors)	Yes
PF Payment	No
ESI Payment	No
Professional Tax Payment	No

TDS Filing Setup

[EDIT](#)

Automated 24Q Filing	Yes
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Automated 26Q Filing **No**

Employee Data

[EDIT](#)Employee ID Prefix **-NA-**Employee Directory **Disabled**Additional Info Requested **Permanent Address, Highest Educational Qualification, Aadhaar Number, Blood Group**Separate contractor ID series **Disabled**

Holidays, Leaves & Attendance

[EDIT](#)Attendance Enabled **Yes**Weekend **Sun, 1st Sat, 2nd Sat, 3rd Sat, 4th Sat, 5th Sat**Types of Leaves **-NA-**Holidays **6**Track Shift Timings **Yes**Default Shift Timing **08:30 - 18:30**

Tax Deductions Setup

[EDIT](#)Updates Require Admin Approval **No**XPayroll Verification of Tax Deductions **Yes**

Tax Calculations to be done on	Amount declared by the employee
FBP Allowances taxable by default	Yes
Financial Year	Auto Select

Reimbursements Setup

EDIT

Reimbursements Enabled	Yes
Pay Reimbursements with Salary	Yes
Attachments compulsory	No

Documents Setup

EDIT

Compulsory Documents	Degree, Aadhaar, Bank Account Details, PAN CARD, SSC
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Contractor Payments Setup

EDIT

Invoices Compulsory	No
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API Access

EDIT

API Key	Not Set
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User Roles

CREATE/EDIT ROLES

Collaborators

Administrator	Daggubati Sravan Chowdary, PADIGAPATI MALLIKARJUNA REDDY
Human Resources	Raj Kumar Kunapareddy

Document Templates

EDIT

Available Templates	7
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Integrations

KlaarHQ	Disabled	EDIT
XPayroll	Disabled	EDIT

Employee Resignation Setup

Enabled	No	EDIT
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