



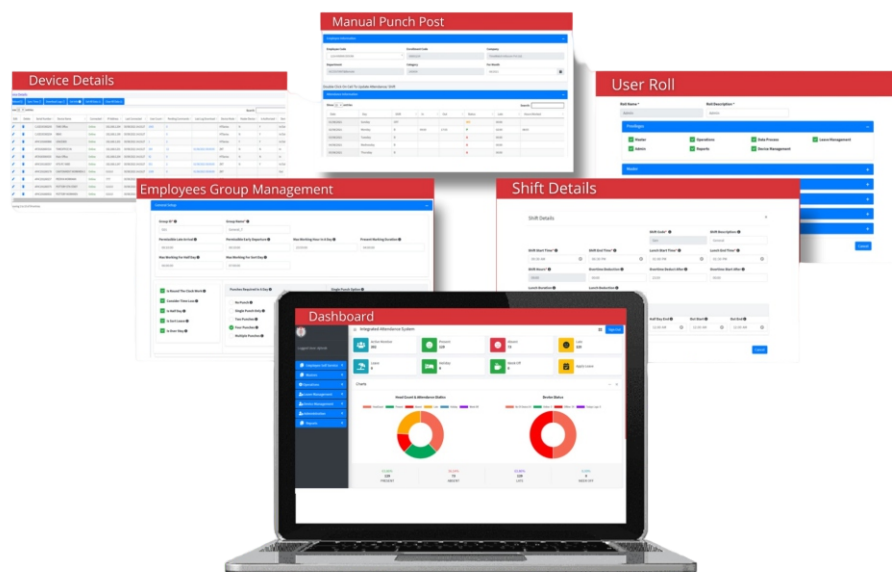
**iAS eVe**

Time & Attendance Software

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# iAS eVe

Time & Attendance Software



Time & Attendance



Payroll System



Leave Management



Salary Features



Reimbursement Management



PF & ESI Calculation



HR Functions



Interactive Dashboard and Reports



Income Tax Management



Full & final Settlement



Integration with Tally(Optional)

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## Attendance Management

- Supports fetching data from different sources like swiping cards, biometric, etc.
- Manage attendance, access, permissions, overtime, leave, compensatory off, late coming, etc.
- Multiple parameter settings with different shifts
- Rotational Shift support with shift patterns
- Integration with payroll software is also possible(Optional)



## Leave Management

- Admin customized rules can be defined
- Yearly credit of leaves or Pro-rata basis
- Carry forward facility for balance leaves
- Encashment of excess leaves available
- Leaves utilization & balance access feature for employees
- CL, PL, SL, Compensatory & Customized Leaves by Admin
- Monthly/yearly Attendance Report



## Payroll Management

- Adding/Deleting employees with input & exit
- Create a new payroll month & Process the Salary
- The Salary on hold or freezing feature for selected employees
- Pro-rata calculations for employees based on absenteeism
- Process & Print Pay slips for groups or selected employees
- Lock month facility to avoid changes in Processed Data

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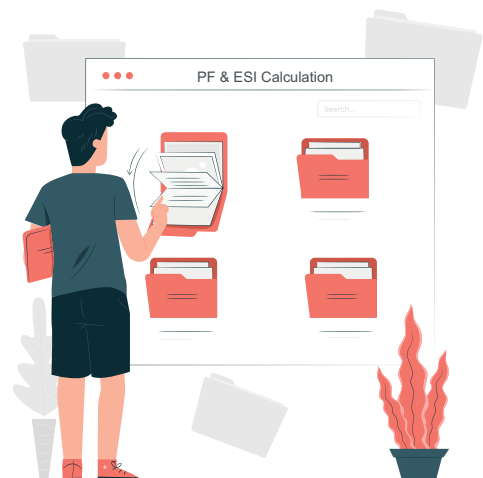
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## Salary Features

- Automatic calculation of all the income, deductions & Company Contributions
- A monthly payslip with the client logo can be downloaded/emailed
- Reimbursement Payslips can be viewed or Emailed
- The customizable salary sheets feature
- Cash, Cheque, and Bank Transfer List can be generated
- Bank Statement, Direct Electronic Bank transfer files & Covering letters for Banks can be generated
- Year to Date salary Sheet & Summary of each employee
- Separate Payslips for Arrears, Medical, Reimbursement & LTA

## PF & ESI Calculation

- Customizable PF Rate of Deduction for Employer & Employee
- Automatic Bifurcation of EPF & EPS PF & ESIC applicability check at Employee Level
- PF applicability check at Employee Level & Options to Limit Maximum Salary for PF Deduction
- Auto-generation of Electronic Challan cum Return file.
- Form 5, 10, 12A, 3A, 6A, 9, 11, Challan & Reconciliation Statement
- Monthly Excel sheet for uploading on ESIC Website



## HR Functions

- Employee Professional & Personal information
- Employee Qualification & Work Experience
- Employee Photo
- Family Members & Emergency contacts

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## Employee Self Service

- Employees are provided with personal accounts
- Employees can submit Leave applications, Reimbursement Bills, Income Tax Declarations
- The employee can view reimbursement payments, balance/status, Income Tax Projections
- Holistics view of month-end and year-end paperwork for employees

## Income Tax Management

- Auto calculation of Income Tax payable calculation for the month/year
- Auto calculations of Exemptions & Deductions and Auto calculation of TDS based on Projections
- Income Tax Projections with the options to deduct projected TDS from Monthly Salary
- Prints Form 16, 16AA, 12BA & Challan 281 Quarterly e-TDS Return as per the NSDL format
- Income Tax Projections can be emailed in PDF format



## Full & Final Settlement

- Full & Final Settlement preparation of current/previous month
- Automatically calculates outstanding Loan balances, Notice pay and Leave Encashment, Gratuity and
- Auto recovers all Loan balances and Income Tax
- Full & Final Settlement Calculation sheet generation



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## Reimbursement


- Multiple Reimbursement Components like Medical, LTA & Customizable Reimbursement Components
- Upper limits can be specified – Employee wise or Grade wise
- Annual Limits or Monthly Accruals
- Opening Balance, Entitlement, Amount Reimbursed, and Balance amount can be checked
- Reimbursement Pay slips, Bank transfer statement for Reimbursement Component





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