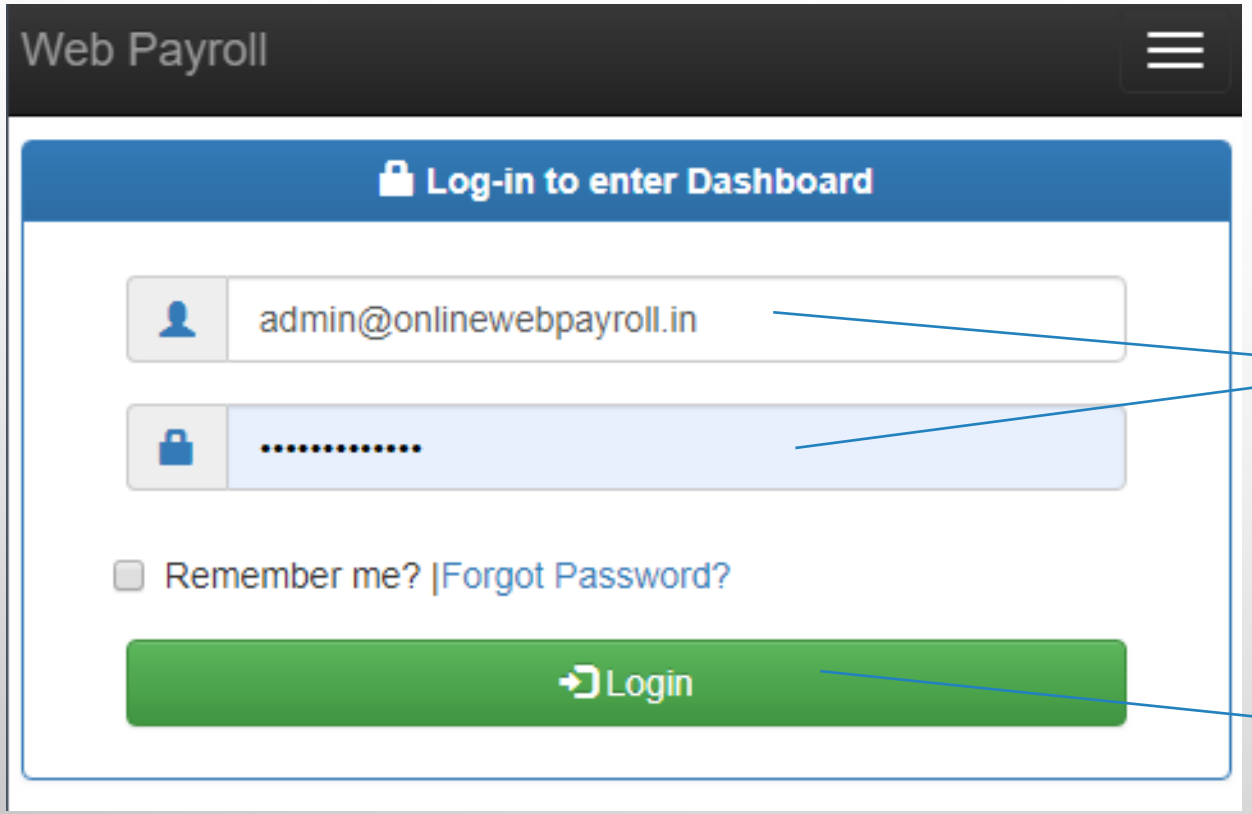
ONLINE WEB PARYOLL

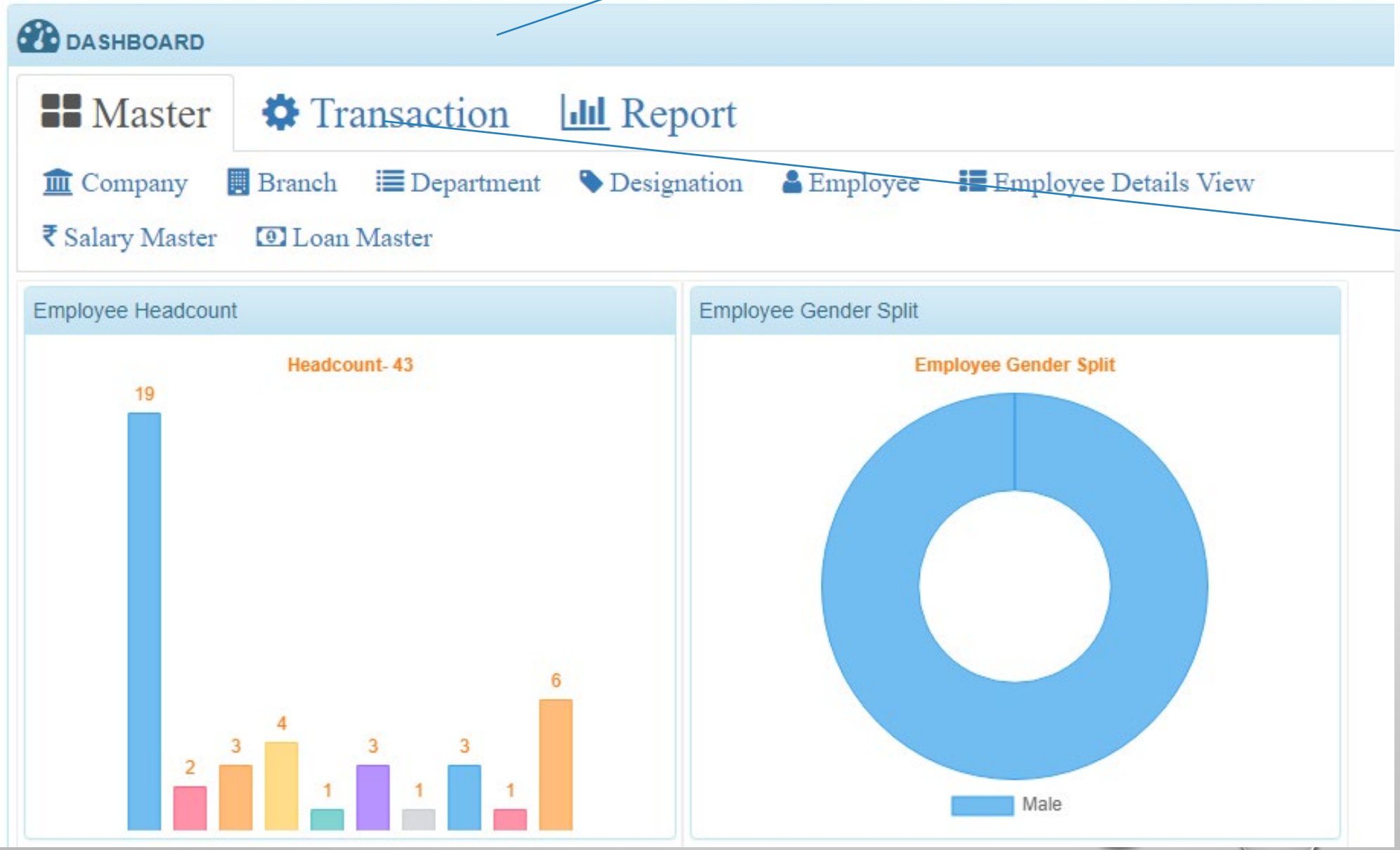
PROCESS MONTHLY SALARY



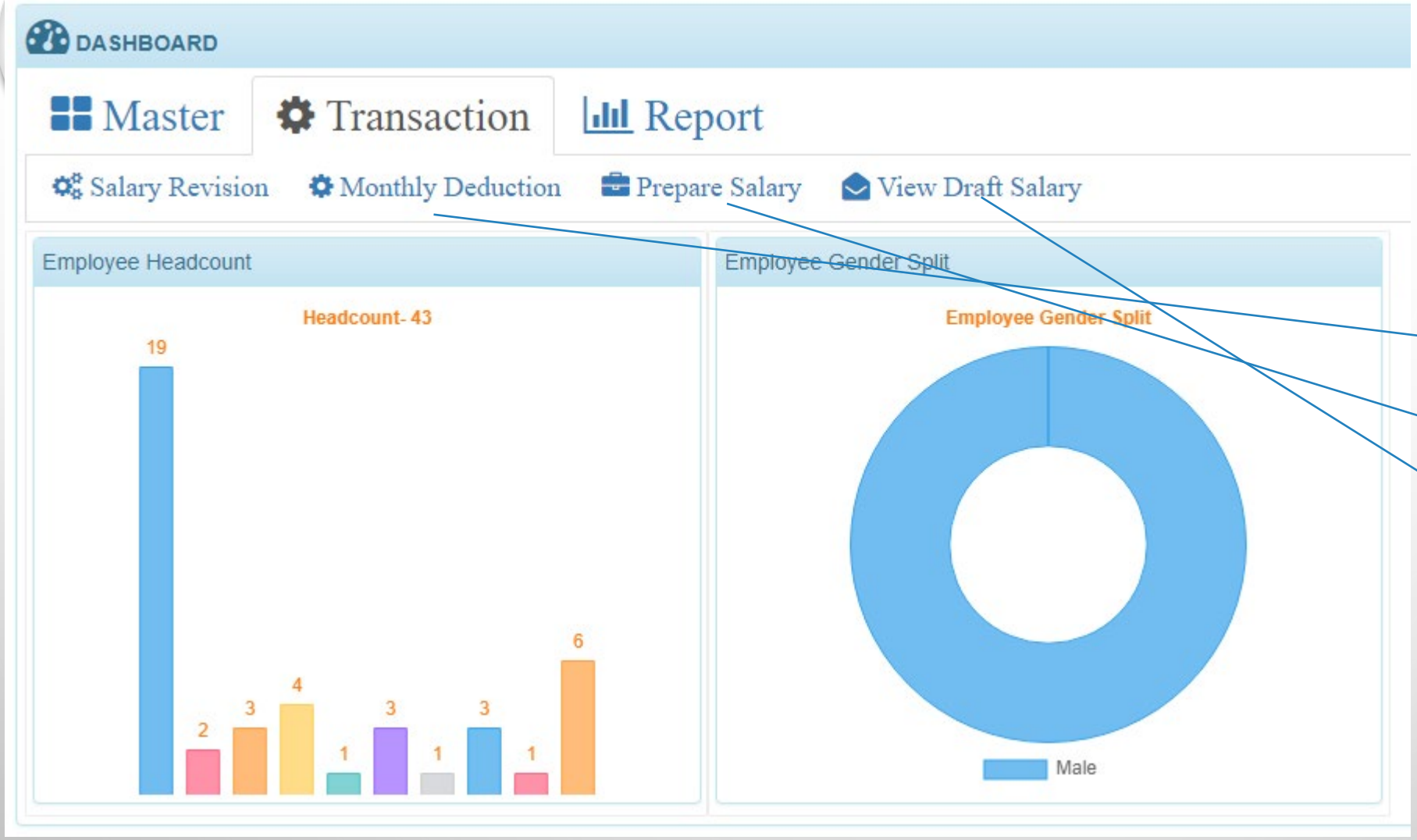
Add UserName & Passwrod
To enter the Dashboard

Click on Login

After Login
Dashboad Page look like this



To Process
Monthly Salary
Click on Transaction



Steps

1. Monthly Deduction
2. Prepare Salary
1. View Draft Salary

Steps

1. Select Branch

2. Select Month

3. Check all details,

4. Finally click on Process

Dashboard | Quick Link | DWARKA | 06/2019 | Process | Quick Link

Monthly Deduction

Branch	Employee	LoanCode	Type	LoanAmount	Balance	DednAmount	PaidBy
B001	BABLU YADAV	47286179	Advance	4465	4465	4465	Salary
B001	BHAGYA NARAYAN YADAV	47571218	Advance	3000	3000	3000	Salary
B001	LAL BABU MANDAL	43895768	Advance	3000	3000	3000	Salary
B001	MUSLIM	26180574	Advance	2000	2000	2000	Salary
B001	PANKAJ KUMAR PAL	82491552	Advance	2000	2000	2000	Salary
B001	PARMOD BHANDARI	04015334	Advance	1000	1000	1000	Salary
B001	PUSHPENDRA YADAV	48207878	Advance	3000	3000	3000	Salary
B001	RAJESH TIWARI	61658282	Advance	3000	3000	3000	Salary
B001	SACHIN YADAV	89892182	Advance	3000	3000	3000	Salary
B001	SHASHI KUMAR TIWARI	50233656	Advance	3000	3000	3000	Salary
B001	UJJWAL PARAMANIK	89586705	Advance	1500	1500	1500	Salary
B001	VIRENDER SINGH	07072496	Advance	1500	1500	1500	Salary
B001	VISHAL OJHA	11837993	Advance	3000	3000	3000	Salary

<< < 1 > >> Go to page: 1 Row count: 50 Showing 1-13 of 13

After monthly deduction process, click on Prepare Salary (Step-2)

1. Select Branch

2. Select Month

3.Click on Save Draft

Dashboard | DWARKA | 06/2019 | SaveDraft

Prepare Monthly Salary

NoOfEmp	Basic	DA	HRA	Conveyeance	Medical	LTA	Special	GrossSalary	PF	ESI	VPF	TDS	LoanAmount	NetDeduction	NetSalary
43	577300	0	0	0	0	0	0	577300	0	0	0	0	33465	33465	543835

Employee	Basic	DA	HRA	Conveyeance	Medical	LTA	Special	GrossSalary	PF	ESI	VPF	TDS	LoanAmount	NetDeduction	NetSalary	PaidDays
VIRENDER SINGH	16000	0	0	0	0	0	0	16000	0	0	0	0	1500	1500	14500	30
ARJUN AGGARWAL	28000	0	0	0	0	0	0	28000	0	0	0	0	0	0	28000	30
AMIT SHARMA	10400	0	0	0	0	0	0	10400	0	0	0	0	0	0	10400	30
NAVIN YADAV	8600	0	0	0	0	0	0	8600	0	0	0	0	0	0	8600	30
PREMBIR SINGH	11300	0	0	0	0	0	0	11300	0	0	0	0	0	0	11300	30
SANJEEV KUMAR	11700	0	0	0	0	0	0	11700	0	0	0	0	0	0	11700	30
PUSHPENDRA YADAV	8300	0	0	0	0	0	0	8300	0	0	0	0	3000	3000	5300	30
SANJOO KUMAR	11100	0	0	0	0	0	0	11100	0	0	0	0	0	0	11100	30
PRAVEEN KUMAR	42500	0	0	0	0	0	0	42500	0	0	0	0	0	0	42500	30
TARUN THUKRAL	40000	0	0	0	0	0	0	40000	0	0	0	0	0	0	40000	30
SHASHI KUMAR TIWARI	9600	0	0	0	0	0	0	9600	0	0	0	0	3000	3000	6600	30
BRIJENDRA PRATAP SINGH	13500	0	0	0	0	0	0	13500	0	0	0	0	0	0	13500	30

Step 3: View Draft Salary : Draft salary will look like below

Click on details link

Dashboard | Quick Link

Prepare Monthly Salary

Branch	MonthYear		NoOfEmp	Basic	DA	HRA	Conveyeance	Medical	LTA	Special	GrossSalary	PF	ESI	VPF	TDS	LoanAmount	NetDeduction	NetSalary			
DWARKA	06/2019		43	577300	0	0	0	0	0	0	577300	0	0	0	0	33465	33465	543835			

Table look like below after clicking details

Click on GenrateBulkFile to udate PF / ESI and PaidDays

06/2019 - Details

GenrateBulkFile | UploadBulkFile

Employee	Basic	DA	HRA	Conveyeance	Medical	LTA	Special	GrossSalary	PF	ESI	VPF	TDS	LoanAmount	NetDeduction	NetSalary	PaidDays	
AMIT SHARMA	10400	0	0	0	0	0	0	10400	0	0	0	0	0	0	10400	30	
ARJUN AGGARWAL	28000	0	0	0	0	0	0	28000	0	0	0	0	0	0	28000	30	
ASHOK YADAV	13800	0	0	0	0	0	0	13800	0	0	0	0	0	0	13800	30	
BABLU YADAV	9900	0	0	0	0	0	0	9900	0	0	0	0	4465	4465	5435	30	
BHAGYA NARAYAN YADAV	12200	0	0	0	0	0	0	12200	0	0	0	0	3000	3000	9200	30	
BINAY YADAV	8500	0	0	0	0	0	0	8500	0	0	0	0	0	0	8500	30	
BRIJENDRA PRATAP SINGH	13500	0	0	0	0	0	0	13500	0	0	0	0	0	0	13500	30	
DALIP DUTTA	12800	0	0	0	0	0	0	12800	0	0	0	0	0	0	12800	30	
DAREVAR YADAV	8800	0	0	0	0	0	0	8800	0	0	0	0	0	0	8800	30	

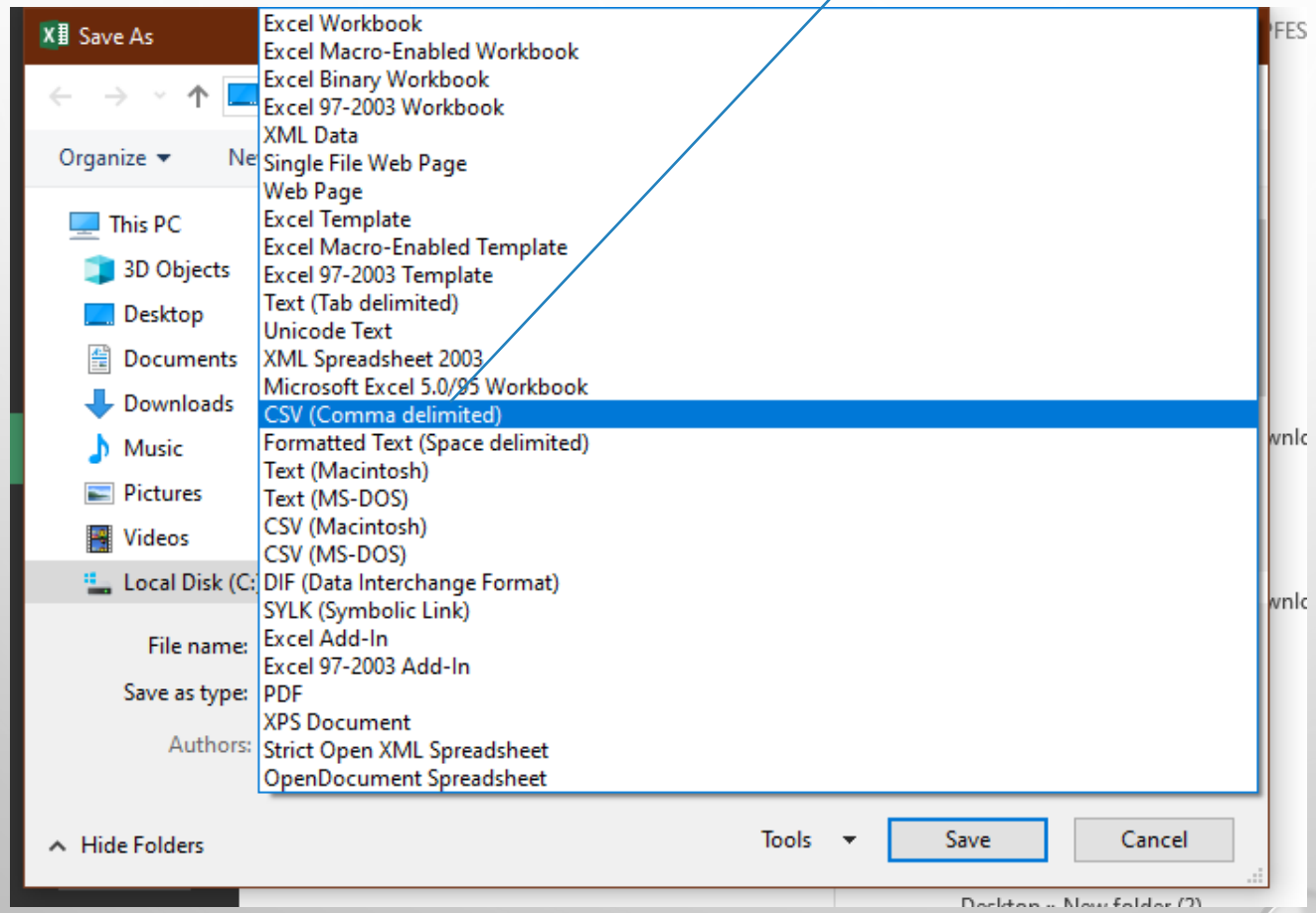
The excel file generated like below

1. Update PF amount (Column E)
2. Update ESI Amount (Column F)
3. Update Paid Days (Column G)

A	B	C	D	E	F	G
SalaryId	EmpCode	Name	MonthYear	PF	ESI	PaidDays
3	E003	AMIT SHARMA	Jun-19	0	0	30
2	E002	ARJUN AGGARWAL	Jun-19	0	0	30
29	E029	ASHOK YADAV	Jun-19	0	0	30
34	E034	BABLU YADAV	Jun-19	0	0	30
30	E030	BHAGYA NARAYAN YADAV	Jun-19	0	0	30
35	E035	BINAY YADAV	Jun-19	0	0	30
12	E012	BRIJENDRA PRATAP SINGH	Jun-19	0	0	30
20	E020	DALIP DUTTA	Jun-19	0	0	30
37	E037	DAREVAR YADAV	Jun-19	0	0	30
21	E021	DEVI LAL	Jun-19	0	0	30
14	E014	DHANAJAY TIWARI	Jun-19	0	0	30
39	E039	GOKUL SINGH	Jun-19	0	0	30
42	E042	JAGDEEP	Jun-19	0	0	30
33	E033	KANHIYA SRIVASTAVA	Jun-19	0	0	30

Notes:
Do not change any thing in column A, B,C D

After Feeling all info in Excel, From file click on Save As
And select CSV(Comma Delimited) and save the file



After preparation of CSV file. Click on UploadBulkFIle

Select the CSV file you save

PF / ESI and Paid Days will be updated

06/2019 - Details

GenrateBulkFile UploadBulkFile

Employee	Basic	DA	HRA	Conveyeance	Medical	LTA	Special	GrossSalary	PF	ESI	VPF	TDS	LoanAmount	NetDeduction	NetSalary	PaidDays	
AMIT SHARMA	10400	0	0	0	0	0	0	10400	0	0	0	0	0	0	10400	30	
ARJUN AGGARWAL	28000	0	0	0	0	0	0	28000	0	0	0	0	0	0	28000	30	
ASHOK YADAV	13800	0	0	0	0	0	0	13800	0	0	0	0	0	0	13800	30	
BABLU YADAV	9900	0	0	0	0	0	0	9900	0	0	0	0	4465	4465	5435	30	
BHAGYA NARAYAN YADAV	12200	0	0	0	0	0	0	12200	0	0	0	0	3000	3000	9200	30	
BINAY YADAV	8500	0	0	0	0	0	0	8500	0	0	0	0	0	0	8500	30	
BRIJENDRA PRATAP SINGH	13500	0	0	0	0	0	0	13500	0	0	0	0	0	0	13500	30	
DALIP DUTTA	12800	0	0	0	0	0	0	12800	0	0	0	0	0	0	12800	30	
DAREVAR YADAV	8800	0	0	0	0	0	0	8800	0	0	0	0	0	0	8800	30	

After CSV file upload, page autorefresh and now you can see PF/ ESI amount as below

Prepare Monthly Salary

Branch	MonthYear		NoOfEmp	Basic	DA	HRA	Conveyeance	Medical	LTA	Special	GrossSalary	PF	ESI	VPF	TDS	LoanAmount	NetDeduction	NetSalary			
DWARKA	06/2019		43	567967	0	0	0	0	0	0	567967	3300	300	0	0	33465	37065	530902			

Before process you can recheck by click on excel file

After finalize all details click on Process button
Make sure to check all details before this

When process button press, then it can not be reverse.

This way you can prepare monthly salary