



## User Manual of Payroll Module



## 1. General Information

### 1.1 Acronyms and Abbreviations:

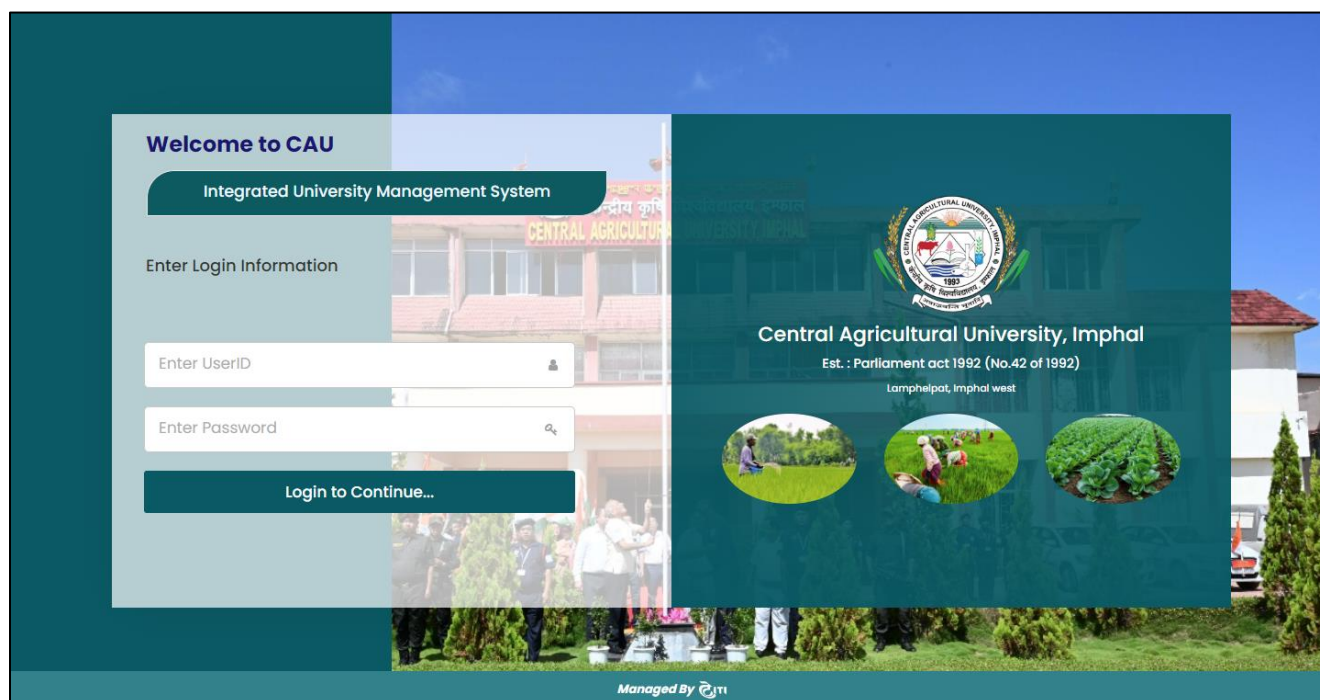
<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	CL	Casual leave
4	EOL	Extra Ordinary Leave
5	HPL	Half Pay Leave

Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **CAU ERP** Login Page.

<http://120.138.8.151:8080/cau-iums/>

**Note:** If user clicks on the above-mentioned link then application will be launched in default browser.

User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'Username' & 'Password':

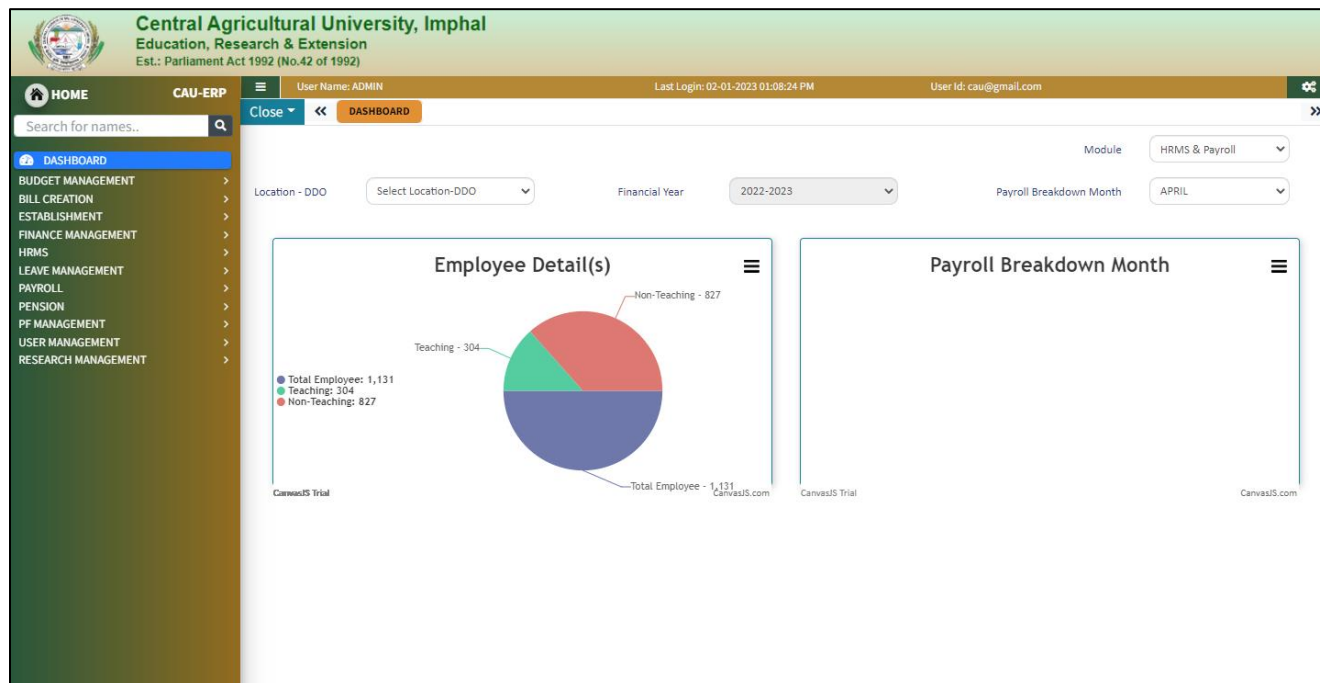


The screenshot displays the CAU login interface. On the left, a light blue sidebar contains the text 'Welcome to CAU' and 'Integrated University Management System'. Below this, it prompts the user to 'Enter Login Information' with input fields for 'Enter UserID' and 'Enter Password', followed by a 'Login to Continue...' button. The main area features a dark teal background with the CAU logo, the university's name 'Central Agricultural University, Imphal', its establishment details 'Est. : Parliament act 1992 (No.42 of 1992)', and location 'Lamphepat, Imphal west'. Three circular images at the bottom show agricultural activities. The footer indicates 'Managed By CITI'.

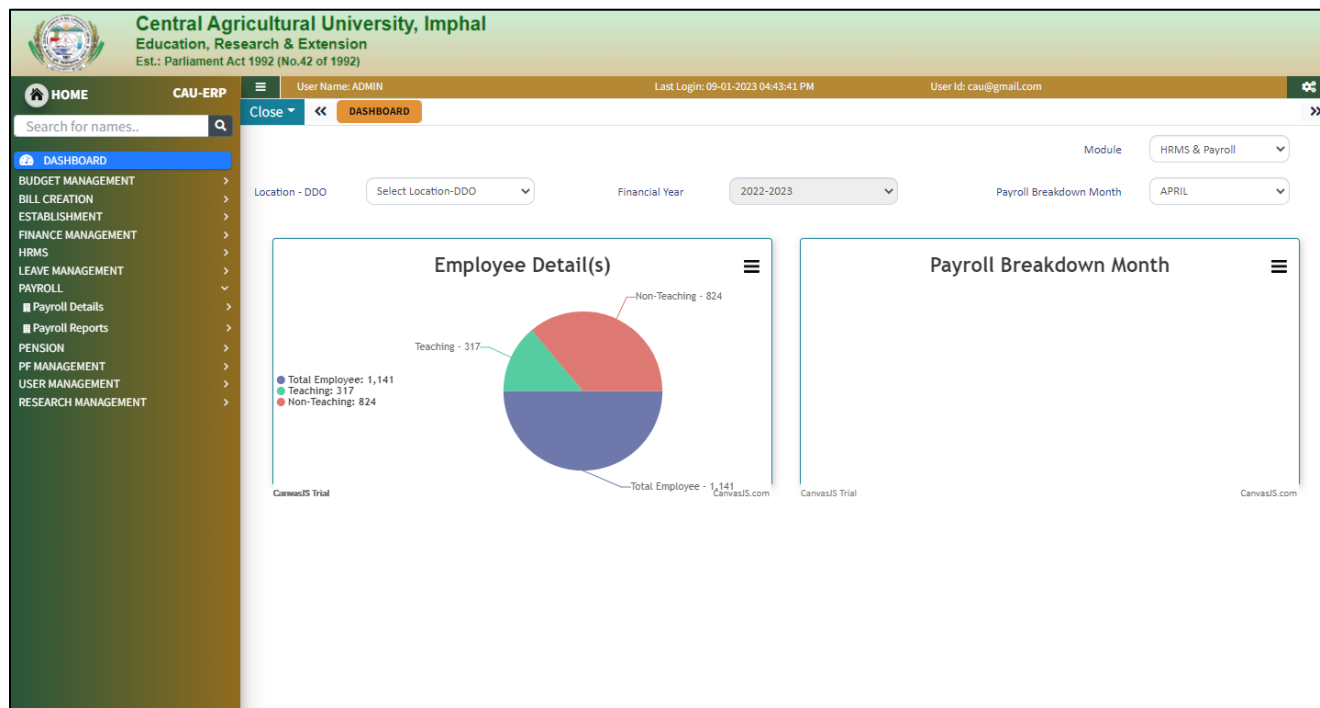
Enter the valid 'User ID' and 'Password',  
For Example: User ID- **cau@gmail.com** and Password-**cau@123** then click on 'Login to Continue...'  
button to navigate to 'Module Home Page' as shown below:



## User Manual Document (Payroll Module)



- Click on 'Payroll' menu from left side, then sub menu list will be displayed as 'Payroll Details' & 'Payroll Reports' as shown below:





## User Manual Document (Payroll Module)

- Click on 'Payroll Details' menu, then sub menu list will be displayed as shown below:

Central Agricultural University, Imphal  
Education, Research & Extension  
Est.: Parliament Act 1992 (No.42 of 1992)

HOME CAU-ERP User Name: ADMIN Last Login: 09-01-2023 04:43:41 PM User Id: cau@gmail.com

Search for names...

Close << DASHBOARD >>

Module: HRMS & Payroll

Location - DDO: Select Location-DDO Financial Year: 2022-2023 Payroll Breakdown Month: APRIL

**Employee Detail(s)**

Teaching - 317 Non-Teaching - 824

Total Employee: 1,141

CanvasJS Trial

**Payroll Breakdown Month**

CanvasJS Trial



## User Manual Document (Payroll Module)

### • Payroll Details

#### 1. Loan Apply:

Using this page, User can apply for the Loan/Advance on the behalf of employee whose left status is 'No' on 'Create & Mange Employee' page.

**Note:** This page can also be used from 'Employee Portal' section for respective users.

• Click on 'Loan Apply' menu link, under 'Payroll Details' sub menu, then page will open as shown below:

Loan Apply

Advance Search

New Record

Financial Year : 01/04/2022-31/03/2023

Location \*

Select Location

DDO \*

Select DDO

Apply No. \*

Apply No.

Employee Code \*

Select Employee Code

Employee Name \*

Employee Name

Department \*

Department

Designation \*

Designation

PF Type

PF Type

Loan/Advance Type \*

Select Loan/Advance Type

Dated \*

17/01/2023

Amount(Rs.) \*

Amount

Save

Reset

List of Loan/Advance(s)

Run Date : 17-01-2023 13:52:43

Download

Show 10 entries

S.No.	Location	DDO	Employee Name	Loan/Advance Type	Apply No.	Dated	Amount	Edit	Delete
1	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	GPF Advance	COCS-COCS-22-23-1	01/10/2022	41250.00	<a href="#">Edit</a>	<a href="#">Delete</a>
2	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	GPF Advance	COCS-COCS-22-23-2	01/10/2022	50000.00	<a href="#">Edit</a>	<a href="#">Delete</a>
3	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	HBA	COCS-COCS-22-23-3	01/10/2022	38810.00	<a href="#">Edit</a>	<a href="#">Delete</a>
4	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	Interest-HBA	COCS-COCS-22-23-4	01/10/2022	20370.00	<a href="#">Edit</a>	<a href="#">Delete</a>
5	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	GPF Advance	COCS-COCS-22-23-5	01/10/2022	37640.00	<a href="#">Edit</a>	<a href="#">Delete</a>
6	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	Budhindra Nath Hazarika	GPF Advance	COHFA-COHA-22-23-1	01/11/2022	399816.00	<a href="#">Edit</a>	<a href="#">Delete</a>
7	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	U. Chaoba Singh	GPF Advance	COA-COAI-22-23-1	01/11/2022	20000.00	<a href="#">Edit</a>	<a href="#">Delete</a>
8	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	Moirangthem Chaoba Singh	GPF Advance	COA-COAI-22-23-2	01/11/2022	1700.00	<a href="#">Edit</a>	<a href="#">Delete</a>



## User Manual Document (Payroll Module)

9	College of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	Test Employee	Festival Advance	CPGAS-COPG-22-23-2	28/12/2022	10000.00	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Directorate of Research, CAU HQ, Imphal	Directorate of Research, CAU HQ, Imphal	Krishna Test	GPF Advance	DOR-DORI-22-23-1	28/12/2022	10000.00	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 14 entries

Previous **1** 2 Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.

**Note:** i). For admin user, location & DDO drop down will be displayed as enabled and user can select value as per their requirement.

ii). For college user, location & DDO will be displayed as selected as per logged in user.

- Click on **'Save'** button, then system will display message as **'Loan Apply Successfully!'** and record will get added in **'List of Loan/Advance(s)'** table.
- On page load, it will display all saved loans/advances in **'List of Loan/Advance(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created loan/advance by clicking on **'Edit'** button from saved loans/advances in **'List of Loan/Advance(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Payroll Module)

### 2. Loan /Advance Order Master:

Using this page, User can create loan order for all the Loan Type, only one loan order will be created for one Loan/Advance Type.

- Click on 'Loan /Advance Order Master' menu link, under 'Payroll Details' sub menu, then page will open as shown below:

**Loan Order Master**Advance Search

New Record

Location \*

Select Location

Order No. \*

Order No.

Approved By \*

Select Approved By

Remarks

Remarks

DDO \*

Select DDO

Sanctioned By \*

Select Sanctioned By

Loan/Advance Type \*

Select Loan/Advance Type

Save

Reset

List of Loan/Advance Order(s)

Run Date : 17-01-2023 14:37:44

Download

Show 10 entries

S.No.	Location	DDO	Loan/Advance Type	Order No.	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Computer Advance	Com/Ord/001	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Collage of PG Studies in Agricultural Sciences, Umiyam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiyam, Ri Bhoi District, Meghalaya	Computer Advance	555	<a href="#">Edit</a>	<a href="#">Delete</a>
3	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	GPF Advance	GPFA/Ord/001	<a href="#">Edit</a>	<a href="#">Delete</a>
4	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	HBA	HBA/Loan/001	<a href="#">Edit</a>	<a href="#">Delete</a>
5	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Interest-HBA	HBA/Int/001	<a href="#">Edit</a>	<a href="#">Delete</a>
6	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	GPF Advance	GPFA/Ord/001	<a href="#">Edit</a>	<a href="#">Delete</a>
7	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroiseмба, Imphal	GPF Advance	GPFA/Ord/001	<a href="#">Edit</a>	<a href="#">Delete</a>
8	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	HBA	HBA/Loan/001	<a href="#">Edit</a>	<a href="#">Delete</a>
9	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Conveyance Advance	Conv/Ord/001	<a href="#">Edit</a>	<a href="#">Delete</a>
10	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Interest-HBA	HBA/Int/001	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 15 entries

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#### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.

**Note:** i). For admin user, location & DDO drop down will be displayed as enabled and user can select value as per their requirement.





ii). For college user, location & DDO will be displayed as selected as per logged in user.

- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Loan/Advance Order(s)'** table.
- On page load, it will display all loan/advance orders in **'List of Loan/Advance Order(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created loan/advance order by clicking on **'Edit'** button from saved loan/advance orders in **'List of Loan/Advance Order(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Payroll Module)

### 3. Loan/Advance Allotment:

Using this page, Authorized user can Allot/Sanction the loan amount against applied loan amount by user.

- Click on 'Loan/Advance Allotment' menu link, under 'Payroll Details' sub menu, then page will open as shown below:

Loan Allotment

Advance Search

New Record

Location \*

Select Location

DDO \*

Select DDO

Loan/Advance Type \*

Select Loan/Advance Type

Loan/Adv Nature \*

Select Loan/Adv Nature

Order No. \*

Order No

Employee Code \*

Select Employee Code

Employee Name \*

Employee Name

Department \*

Department

Designation \*

Designation

Class \*

Class

Apply No. \*

Select Apply No.

Allotment Date \*

Allotment Date

Requested Amount \*

Requested Amount

Sanctioned Amount \*

Sanctioned Amount

Adjustment Amount \*

Adjustment Amount

Allotted Amount \*

Allotted Amount

Installment Amount \*

Installment Amount

Total No. of Installments \*

Total No.Of Installments

Remarks

Remarks

Is Interest Calculated \*

☐

Interest Percentage \*

0.00

Interest Amount

Interest Installment No. \*

Interest Installment No.

Interest Installment Amount

Interest Installment Amount

Save

Reset

List of Employee Loan/Advance Allotted

Run Date : 17-01-2023 15:04:26

Download

Show 10 entries

S.No.	Location	DDO	Employee Name	Order No.	Date	Req. Amount	Allo. Amount	Inst. Amount	Total Installments	Edit	Delete
1	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	GPfAd/Ord/001	01/10/2022	41250.00	41250.00	20625.00	2	<a href="#">Edit</a>	
2	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	GPfAd/Ord/001	01/10/2022	50000.00	50000.00	25000.00	2	<a href="#">Edit</a>	
3	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	HBA/Loan/001	01/10/2022	38810.00	38810.00	19405.00	2	<a href="#">Edit</a>	
4	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	HBA/Int/001	01/10/2022	20370.00	20370.00	10185.00	2	<a href="#">Edit</a>	



## User Manual Document (Payroll Module)

5	College of Community Science, Tura, Meghalaya	College of Community Science, Tura, Meghalaya	Jyoti V. Vastrad	GPFA/Ord/001	01/10/2022	37640.00	37640.00	18820.00	2	<a href="#">Edit</a>
6	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	Budhindra Nath Hazarika	GPFA/Ord/001	01/11/2022	399816.00	399816.00	16659.00	24	<a href="#">Edit</a>
7	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	U. Chaoba Singh	GPFA/Ord/001	01/11/2022	20000.00	20000.00	10000.00	2	<a href="#">Edit</a>
8	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	Moirangthem Chaoba Singh	GPFA/Ord/001	01/11/2022	1700.00	1700.00	1700.00	1	<a href="#">Edit</a>
9	College of Food Technology, Lamphelpat, Manipur	COFT, Imphal, Manipur	Krishna Test 1	8	28/12/2022	25000.00	23000.00	2300.00	3	<a href="#">Edit</a>
10	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	Vabhav Test	GPFA/Ord/001	30/12/2022	15000.00	15000.00	1500.00	10	<a href="#">Edit</a>

Showing 1 to 10 of 10 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.

**Note:** i). For admin user, location & DDO drop down will be displayed as enabled and user can select value as per their requirement.

ii). For college user, location & DDO will be displayed as selected as per logged in user.

- In 'Loan/Advance Type' drop down all the active loan type heads will be displayed.
- 'Loan/Adv. Nature' will be displayed as per the selected value from 'Loan/Adv. Type' drop down (Created under 'Salary Head Master' page in HRMS).
- 'Order No' will be displayed as auto filled as per the selected value from 'Loan/Adv. Type' drop down (Created in 'Loan Order Master' page).
- Select value from 'Employee Code' drop down. In 'Employee Code' drop down all those employees will be displayed who has applied for the loan selected under 'Loan/Adv. Type' drop down.
- As per the selected value from 'Employee Code' drop down 'Employee Name', 'Department', 'Designation' & 'Class' will be filled automatically.

**Note:** Date will be selected by calendar selection only.

- 'Requested Amount' will be auto filled as per the selected employee from 'Employee Code' drop down (Requested amount from 'Loan Apply' page.).
- Enter amount in 'Sanctioned Amount' text box, it cannot be greater than the requested amount.
- Enter amount in 'Adjustment Amount' text box, if any (Adjustment amount will be deducted from entered sanctioned amount and rest amount will be displayed in 'Allotted Amount'.
- Enter 'Installment Amount', as per the entered installment amount 'Total No of Installment' value will be calculated automatically. (No. of Installment will be calculated automatically as per the 'Allotted Amount' & 'Installment Amount'.).
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Employee Loan/Advance Allotted**' table.
- On page load, it will display all loans/advances in '**List of Employee Loan/Advance Allotted**' table.



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## User Manual Document (Payroll Module)

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- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created loan/advance by clicking on '**Edit**' button from saved loans/advances in '**List of Employee Loan/Advance Allotted**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Payroll Module)

### 4. Loan/Advance Transaction:

Using this page, Authorized user can see the loan status like Loan Balance Amount, Balance EMI, Total Deducted EMI etc. Also from this page user can suppress any running loan (if required).

**Note:** If any employee doesn't want to deduct loan amount for any particular period then suppress functionality can be used date wise and after salary process for respective months(s), loan EMI will not be deducted from salary.

- Click on 'Loan/Advance Transaction' menu link, under 'Payroll Details' sub menu, then page will open as shown below:

**Employee Loan/Adv. Transaction**

Searching Criteria

Location \*

College of Community Science, Tura, Meghalaya

DDO \*

College of Community Science, Tura, Meghalaya

Loan/Advance Type

Select Loan/Advance Type

Financial Year \*

01/04/2022~31/03/2023

Employee Code

Select Employee Code

Loan/Adv Nature

Loan/Adv Nature

Employee Name

Employee Name

Department

Select Department

Designation

Select Designation

Search

Reset

List of Employee Loan/Advance Transaction Details

Run Date : 18-01-2023 16:07:45

Download

Show

All

entries

S.No.	Employee Name	Employee Code(M)	Loan Type	Apply No.	Loan Amount	Inst. Amount	Recovery Amount	Paid Amount	Bal Amount	Tot No.of
1	Jyoti V. Vastrad	COCs-0001	GPF Advance	COCs-COCs-22-23-1	41250.00	20625.00	0.00	41250.00	0.00	
2	Jyoti V. Vastrad	COCs-0001	GPF Advance	COCs-COCs-22-23-2	50000.00	25000.00	0.00	50000.00	0.00	
3	Jyoti V. Vastrad	COCs-0001	GPF Advance	COCs-COCs-22-23-5	37640.00	18820.00	0.00	37640.00	0.00	
4	Jyoti V. Vastrad	COCs-0001	HBA	COCs-COCs-22-23-3	38810.00	19405.00	0.00	38810.00	0.00	
5	Jyoti V. Vastrad	COCs-0001	Interest-HBA	COCs-COCs-22-23-4	20370.00	10185.00	0.00	20370.00	0.00	

Showing 1 to 5 of 5 entries

Previous

1

Next

Save

### ⇒ Steps to view loan details & manage suppress functionality:

- User Select 'Location' & 'DDO' against any particular loan/allotment to view loan details & manage suppress functionality.
- In 'Loan/Advance Type' drop down all allotted loan heads will be displayed.
- Financial year will be displayed as auto selected as per active financial year.



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## User Manual Document (Payroll Module)

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- In 'Employee Name Code' drop down on all those employees will be displayed to which loan amount has already been allotted.
- 'Order No' will be displayed as auto filled as per the selected value from 'Loan/Adv. Type' drop down (Created in 'Loan Order Master' page).
- Select value from 'Employee Code' drop down. As per the selected value from 'Employee Code' drop down 'Employee Name', 'Department', 'Designation', 'Allotment/Order No.', 'Loan/Adv. Nature' and 'Account Number' will be filled automatically.
- Click on '**Search**' button, then it will display all the allotted Loans in '**List of Employee Loan/Advance Transaction Details**' table.
- User can select '**Suppress**' check box (If required).
- As per selected '**Suppress**' check box, 'Suppress Date' field will be enabled, user can manage date accordingly.
- Click on '**Save**' button, suppress details will be saved with suppress date and after salary process EMI deduction will be stopped until suppress check box is marked.



## User Manual Document (Payroll Module)

### 5. Employee Loan Recovery:

Using this page, Authorized user can manage the part payment against any allotted/running loan amount.

- Click on 'Employee Loan Recovery' menu link, under 'Payroll Details' sub menu, then page will open as shown below:

#### Employee Loan Recovery

Advance Search Q

New Record

Location \*  
Select Location

DDO \*  
Select DDO

Loan/Advance Type \*  
Select Loan/Advance Type

Employee Code \*  
Select Employee Code

Employee Name \*  
Employee Name

Apply No. \*  
Select Apply No

Designation \*  
Designation

Loan Date \*  
Loan Date

Order No. \*  
Order No

Account No. \*  
Account No

Loan/Adv Nature \*  
Loan/Adv Nature

Loan Amount \*  
Loan Amount

Balance Amount \*  
Balance Amount

Ins. Amount \*  
Ins. Amount

Dated \*  
Date

Year \*  
2022-2023

Pre. Recovery \*  
Pre. Recovery

Recovery Amount \*  
Recovery Amount

Remarks  
Remarks

Save Reset

List of Employee Loan Recovery

Run Date : 10-02-2023 11:17:23

Download

Show All entries

S.No.	Location	DDO	Employee code(M)	Employee name	Loan/Advance Type	Apply No.	Loan Amount	Paid Recovery	Date of Recovery	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	test12333	CAU Test Loan	Computer Advance	CPGAS-COPG-23-24-1	4000.00	500.00	01/01/2023	Edit	Delete
2	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	1234	CAU Test GPF	GPF Advance	HQ-CPGAS-22-23-2	5000.00	500.00	01/01/2023		

Showing 1 to 2 of 2 entries

Previous 1 Next

#### ⇒ Steps to Make Part Payment:

- User Select 'Location' & 'DDO' to manage the part payment against allotted loan amount.

**Note:** i). For admin user, location & DDO drop down will be displayed as enabled and user can select value as per their requirement.

ii). For college user, location & DDO will be displayed as selected as per logged in user.

- In 'Loan/Advance Type' drop down all the allotted loan will be displayed.



- In 'Employee Code' drop down all those employees will be displayed for which loan has been allotted.
- Select value from 'Employee Code' drop down, as per the selected value from drop down 'Employee Name', 'Designation', 'Loan Date', 'Order No.', 'Account Number', 'Loan/Adv. Nature', 'Loan Amount', 'Balance Amount' and 'Ins. Amount' will be filled automatically.
- Select payment date from 'Date' calendar box.
- 'Year' drop down will be displayed as auto filled as per active financial year.
- In 'Pre. Recovery' text box, value will be displayed as disabled (If any payment has been made previously against the selected loan then that amount will be displayed under this text box).
- User enter the Amount in 'Recovery Amount' text box, whatever amount has to be paid against loan, entered amount will reflect in 'Loan/Advance Transaction' page after salary process.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Employee Loan Recovery**' table.
- On page load, it will display all saved loans/advances in '**List of Employee Loan Recovery**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created loan payment details by clicking on '**Edit**' button from saved records in '**List of Employee Loan Recovery**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.





## User Manual Document (Payroll Module)

### 6. Insurance Transaction:

From this page, Authorized user can manage all the Insurance details, like policy no., policy start date, policy end date, policy type (Monthly, Quarterly, Half Yearly etc.).

- Click on 'Insurance Transaction' menu link, under 'Payroll Details' sub menu, then page will open as shown below:

### Insurance Transaction

[Advance Search](#)[New Record](#)

Location \*

Select Location

Employee Code/Name \*

Select [Employee Code]-Employee Name

Department

Insurance Name \*

Select Insurance Name

Date \*

Enter Date

Effect Type \*

Select Effect Type

Total Contributions \*

0

Insurance Details

Enter Insurance Details

Suppress

☐

DDO \*

Select DDO

Employee Name

Designation

Installment Amount \*

Enter Installment Amount

Last Insurance Date \*

Enter Last Insurance Date

Total Installments \*

Policy Number \*

Enter Policy Number

Remarks

Enter Remarks

Save

Reset

List of Insurance Transaction

Run Date : 10-02-2023 11:45:31

Download

Show 10 entries

Showing 1 to 10 of 805 entries

Previous

1

2

3

4

5

...

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Next



⇒ **Steps to create New Record:**

- User Select '**Location**' & '**DDO**' to manage all the Insurance details of any employee.

**Note:** i). For admin user, location & DDO drop down will be displayed as enabled and user can select value as per their requirement.

ii). For college user, location & DDO will be displayed as selected as per logged in user.

- In 'Employee Code' drop down all the employee will be displayed whose left status (From Employee Master page) is 'No'.
- Select value from 'Employee Code/Name' drop down, 'Employee Name', 'Department', 'Designation' etc. will be filled automatically.
- In 'Insurance Name' drop down, all the active Insurance type heads (Insurance type deduction head from salary head master) will be displayed and also GIS Insurance name will be displayed (will come from GIS Master page.).
- User will select the date by calendar selection only, as per the selected date, insurance will be started.
- User will select last insurance date by calendar selection only, as per the selected last insurance date insurance deduction will be stopped (Total Installment will be displayed as auto filled as per entered value in 'Date', 'Last Insurance Date' & 'Effect Type').
- Enter 'Installment Amount' & 'Policy No.'.
- In 'Total Contributions' field value will be auto filled as per the salary process (If salary is processed for 1 month from Insurance start date then 1 will be displayed in this drop down, if salary is processed for 2 months from Insurance start date then 2 will be displayed in this drop down and so on.)
- 'Suppress' check box will be used to stop deduction of Installment amount from salary for any particular time period. (Means insurance installment amount will not be deducted from salary till suppress check box is mark.).
- Select value from 'Effect Type' drop down like monthly, quarterly, etc. as per the selected value from this drop down installment amount will be deducted from salary.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Insurance Transaction**' table.
- On page load, it will display all insurance in '**List of Insurance Transaction**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created insurance by clicking on '**Edit**' button from saved insurance in '**List of Insurance Transaction**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 7. Employee Attendance:

Using this page, Authorized user can mark/Unmark the attendance of only those employees whose left status is 'No' from 'Create & Manage Employee'.

- From 'Create & Manage Employee' page, employee must be existed in attendance month.
- From this month attendance will be marked for selected month only.

All the employee whose attendance has been marked will be displayed on 'Attendance Adjustment' page, 'Auto Salary Process' page and 'Manual Income Tax Process' page.

**Note:** 1) For Attendance Adjustment, Authorized user need to open 'Attendance Adjustment' page after process attendance from 'Employee Attendance' page.

2) To enter Income Tax amount, Authorized user need to open 'Manual Income Tax Process' page and enter income tax amount for that particular month after attendance process.

3) If Designation, Department, Fund Type, Nature, Posting City, Budget Head, Account No. etc. has been changed/updated then it will be reflected on all the concern payroll reports after attendance process.

- Click on '**Employee Attendance**' menu link, under '**Payroll Details**' sub menu, then page will open as shown below:

**Employee Attendance**

Searching Criteria

Location \*

Select Location

▼

Year \*

2022-2023

▼

Employee Code\Name

Select Employee Name

▼

Employee Code(M)

Employee Code(M)

▼

Designation

Select Designation

▼

Posting City

Select Posting City

▼

Class

Select Class

▼

DDO \*

Select DDO

▼

Month \*

Select Month

▼

Employee Name

Employee Name

▼

Department

Select Department

▼

Nature Type

Select Nature Type

▼

Fund Type

Select Fund Type

▼

View

Reset



## User Manual Document (Payroll Module)

Unprocessed Attendance

Processed Attendance

Locked Attendance

UnProcessed Attendance

Show 

All

 entries

All <input type="checkbox"/>	S.No	Location	DDO	Employee Code	Employee Name	Department	Designation	Nature Type	Posting City	Fund Type
<input type="checkbox"/>	1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	HQ/VCO-0001	Anupam Mishra	VC Office	Vice Chancellor	Permanent	Imphal	Plan
<input type="checkbox"/>	2	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	HQ/VCO-0002	Priyananda Thokchom	VC Office	Assistant Registrar	Permanent	Imphal	Plan
<input type="checkbox"/>	3	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	HQ/VCO-0003	Soubam Anilkumar Singh	VC Office	Computer Operator	Permanent	Imphal	Plan
<input type="checkbox"/>	4	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	HQ/VCO-0004	Ch. Amarjit Singh	VC Office	Jr. Stenographer	Permanent	Imphal	Plan
<input type="checkbox"/>	5	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	HQ/VCO-0005	Tilleshwari Yumnam	VC Office	Lower Division Clerks (LDC)	Permanent	Imphal	Plan
<input type="checkbox"/>	6	CAU, Head	Comptroller Office,	HQ/VCO-0006	M. Dineshchandra	VC Office	Multi Tasking	Permanent	Imphal	Plan

Showing 1 to 101 of 101 entries

Previous 

1

 Next

ProcessReset

### ⇒ Steps to Process the Attendance:

- Enter all the required credentials, **Location, DDO, Year & Month** (Year & Month will be displayed as per the active financial year) and click on the **'View'** button, all those employees will be displayed under **'Unprocessed Attendance'** panel, whose attendance has not been marked (**Processed**).
- Select the employee(s) to whom attendance need to process (by marking the **'All'** check box) and click on the **'Process'** button.
- After clicking on the **'Process'** button, attendance will be marked (processed) for the selected month for all the selected employee(s) and employee(s) will be moved to 'Processed Attendance' panel, and also this employee would be available to process the salary (on 'Auto Salary Process' page), available to enter income tax (on 'Manual Income Tax Process' page) and available to adjust attendance (on 'Attendance Adjustment' page).
- Employee(s) whose salary has been processed will be displayed under 'Locked Attendance' panel.

### ⇒ Steps to Un-Process the Attendance:

- From 'Processed Attendance' panel, select the employee(s) to whom attendance need to Un-Process (by marking the 'All' check box) and click on the **'Unprocess'** button.
- After clicking on the **'Unprocess'** button, attendance will be unprocessed for selected employee and these employees will be moved to 'Unprocessed Attendance' panel.



## User Manual Document (Payroll Module)

### 8. Attendance Adjustment:

Using this page, Authorized user can adjust the attendance for employee(s) whose attendance has been marked and salary has not been processed.

**Note:**1) From 'Employee Attendance' page, attendance is processed month wise, but if any employee has availed leave, then it will be managed from this page.

2) Any employee has joined/left in mid of month then no need to adjust attendance, it will automatically consider after attendance process from 'Employee Attendance' page.

- Click on '**Attendance Adjustment**' menu link, under '**Payroll Details**' sub menu, then page will be opened as shown below:

#### Attendance Adjustment

Searching Criteria

Financial Year : 01/04/2022~31/03/2023

Location \*  
CAU, Head Quarter

DDO \*  
Comptroller Office, CAU HQ, Imphal

Year \*  
2022-2023

Month \*  
January

Employee Code  
Anupam Mishra (VCO-0001)

Employee Name  
Anupam Mishra

Manual Employee Code  
VCO-0001

Designation  
Vice Chancellor

Department  
VC Office

Nature Type  
Permanent

Posting City  
Imphal

PF Type  
DCPF

Fund Type  
Plan

Note: Attendance can be adjusted for those Employee whose Salary has not been processed for selected Month/Year.

View

Reset

List of Employee(s)

Run Date : 10-01-2023 11:45:31

Download

Show All entries

<input type="checkbox"/> ALL	S.No.	Emp Code(M)	Employee Name	Location	Designation	T. Days	Available Days	Present	CL	EOL	HPL	Medical Leave	Remarks
<input type="checkbox"/>	1	VCO-0001	Anupam Mishra	CAU, Head Quarter	Vice Chancellor	31	31.0	31.0	0.0	0.0 <input type="checkbox"/>	0.0 <input type="checkbox"/>	0.0	

Showing 1 to 1 of 1 entries

Previous

1

Next

Save

Reset



⇒ **Steps to adjust the attendance:**

- Enter all the required credentials, **Location, DDO, Year & Month** (Year & Month will be displayed as per the active financial year) and click on the **'View'** button, all those employees will be displayed under 'List of Employee (s)' grid, whose attendance has been marked/processed.
- Select the employee and manage the attendance (if any).
- Click on **'Save'** button, then system will display message for the user as **'Record Saved Successfully!'** and salary will be processed as per adjusted attendance.
- If salary has been processed of any employee for selected month, then for the same month attendance cannot be adjusted.



## User Manual Document (Payroll Module)

### 9. Auto Salary Process:

Using this page, Authorized user can process/un-process the salary of those employees whose attendance has been processed from 'Employee Attendance' page or attendance has been adjusted (if any) from 'Attendance Adjustment' page.

- Click on '**Auto Salary Process**' menu link, under '**Payroll Details**' sub menu, then page will be opened as shown below:

**Auto Salary Process**

Searching Criteria

Location \*  
CAU, Head Quarter

DDO \*  
Comptroller Office, CAU HQ, Imphal

Salary Year \*  
2022-2023

Salary Month \*  
January

Employee Code\Name  
Anupam Mishra (VCO-0001)

Employee Name  
Anupam Mishra

Employee Code(M)  
VCO-0001

Department  
VC Office

Designation  
Vice Chancellor

Nature Type  
Permanent

Posting City  
Imphal

Fund Type  
Plan

Class  
Teaching

Is Pay Stop Salary  
☐

View

Reset

Unprocessed Salary

Processed Salary

Locked Salary

UnProcessed Salary

Show 

All

 entries

All <input type="checkbox"/>	S.No	Employee Code	Employee Name	Department	Designation	Nature Type	Posting City	PF Type	Fund Type
<input type="checkbox"/>	1	HQ/VCO-0001	Anupam Mishra	VC Office	Vice Chancellor	Permanent	Imphal	DCPF	Plan

Showing 1 to 1 of 1 entries

Previous

1

Next

Process

Reset

#### ⇒ Steps to process the salary:

- Enter all the required credentials, **Location, DDO, Year & Month** (Year & Month will be displayed as per the active financial year) and click on the '**View**' button, all those employees will be displayed under '**Unprocessed Salary**' panel, whose attendance has been marked but salary has not been processed.
- User will select the employee(s) (by marking the 'All' check box) and click on the '**Process**'.
- After clicking on the '**Process**' button, salary will be processed for selected employee and these employees will be moved to '**Processed Salary**' panel.
- Employee(s) whose salary has been processed for next month or salary bill has been generated, will be displayed under '**Locked Salary**' panel.



⇒ **Steps to Un-Process the salary:**

- From **'Processed Salary'** panel, select the employee(s) to whom salary need to Un-Process (by marking the 'All' check box) and click on the **'Unprocess'** button.
- After clicking on the **'Unprocess'** button, salary will be unprocessed for selected employee and those employees will be moved to **'Unprocessed Salary'** panel.

⇒ **Steps to Pay Stopped Salary:**

- User can process the Stopped salary as well by marking **'Is Pay Stop Salary'** check box, two extra drop down (Pay Year & Pay Month) will be displayed after clicking this check box.
- User can select month & year for which salary had been processed and then process the salary.





## User Manual Document (Payroll Module)

### 10. Manual Income Tax Process:

Using this page, Authorized user can save 'Income Tax' amount manually (month wise) for all the employee whose attendance has been processed but salary has not been processed, once income tax amount is entered for employee then from next month onwards same amount displayed in editable mode so that user can change as per their requirement.

- Click on 'Manual Income Tax Process' menu link, under 'Payroll Details' sub menu, then page will open as shown below:

**Manual Income Tax Process**

Searching Criteria

Location \*  
CAU, Head Quarter

DDO \*  
Comptroller Office, CAU HQ, Imphal

Employee Code\Name  
Anupam Mishra(VCO-0001)

Employee Name  
Anupam Mishra

Employee Code(M)  
VCO-0001

Department  
VC Office

Designation  
Vice Chancellor

Nature Type  
Permanent

Year \*  
2022-2023

Posting City  
Imphal

Month \*  
January

View

Reset

List of Tax Process(s)

Run Date : 10-01-2023 12:23:59

Show All entries

All	S.No	Employee Code	Employee Name	Department	Designation	Nature Type	Posting City	Income Tax
<input type="checkbox"/>	1	HQ/VCO-0001	Anupam Mishra	VC Office	Vice Chancellor	Permanent	Imphal	0.00

Showing 1 to 1 of 1 entries

Previous

1

Next

Update

#### ⇒ Steps to Save Income Tax amount:

- User Select 'Location' and 'DDO'. (If any college/location will use this page, concern location & DDO will be displayed as auto filled.

- Select employee from 'Employee Code\Name' drop down.

**Note:** 1) In 'Employee Code' drop down all those employees will be displayed whose left status is 'No' from 'Create & Manage Employee' page and attendance has been marked for that particular month.

2) As per the selected value from 'Employee Code\Name' drop down 'Employee Name', 'Employee Code (M)', 'Location' will be filled automatically (these details has been saved in 'Create and Manage Employee' page).

- User can search record by selecting 'Department', 'Designation', 'Nature Type' & 'Posting City' also.



- Selects '**Year**' & '**Month**' (Year & Month will be displayed as per the active financial year).
- Click on the '**View**' button, all the employee whose attendance has been processed for the selected criteria will be displayed under '**List of Tax Process(s)**' table.
- Selects the employee by marking the 'All' check box & enter the value in 'Income Tax' text box.
- Click on the '**Save**' button, Income Tax amount save successfully for selected month and it will be displayed on '**Salary Slip**' after salary process from '**Auto Salary Process**' page.

**Note:** If salary of any employee has been processed for selected month then user cannot update Income Tax amount for that employee.



## User Manual Document (Payroll Module)

### 11. Arrear Configuration:

Using this page, Authorized user can configure all the earning & deduction head for arrear calculation, in arrear calculation & reports, only configured heads will be displayed.

- Click on 'Arrear Configuration' menu link, under 'Payroll Details' sub menu, then page will be opened as shown below:

**Arrear Configuration**Advance Search

New Record

Location \*

Select Location

DDO \*

Select DDO

Arrear Type \*

Select Arrear Type

Head \*

Select Head

Order No. \*

Order No.

Save

Reset

List of Arrear Configuration(s)

Run Date : 10-02-2023 12:23:27

Download

Show 10 entries

S.No.	Location	DDO	Head Name	Order No.	Arrear Type	Edit	Delete
1	Collage of PG Studies in Agricultural Sciences, Umiyam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiyam, Ri Bhoi District, Meghalaya	Basic Pay	1	Increment Arrear	Edit	Delete
2	CAU, Head Quarter	Registrar Office, CAU HQ, Imphal	Basic Pay	1	Increment Arrear	Edit	Delete
3	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Basic Pay	1	Increment Arrear	Edit	Delete
4	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Dearness Allowance	3	Increment Arrear	Edit	Delete
5	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	DCPF	4	Increment Arrear	Edit	Delete
6	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	DCPS (Employees)	5	Increment Arrear	Edit	Delete
7	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	NPA	6	Increment Arrear	Edit	Delete
8	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	DPCS (Employers)	7	Increment Arrear	Edit	Delete
9	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Special Duty Allowance	8	Increment Arrear	Edit	Delete
10	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	NPS Employee Contribution	9	Increment Arrear	Edit	Delete

Showing 1 to 10 of 33 entries

Previous

1

2

3

4

Next



⇒ **Steps to create new record:**

- User Select '**Location**' and '**DDO**'. (If any college/location will use this page, concern location & DDO will be displayed as auto filled.

- Enter all the required credentials and click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Arrear Configuration(s)**' table.

**Note:** All the created Head from 'Salary Head Master' page (All the 'Earning Heads' & 'Other Type Deduction Head' will be displayed) will be displayed under 'Head' drop down.

- On page load, it will display all saved configurations in '**List of Arrear Configuration(s)**' table.
- Click on '**Advance Search**' link, on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created arrear by clicking on '**Edit**' button from saved configurations in '**List of Arrear Configuration(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 12. Arrear Process:

Using this page, Authorized user can process/unprocessed the arrear for those employees whose salary has already been processed for any particular month(s).

- Click on '**Arrear Process**' menu link, under '**Payroll Details**' sub menu, then page will open shown below:

**Arrear Process**

Searching Criteria

Location \*  
CAU, Head Quarter

DDO \*  
Comptroller Office, CAU HQ, Imphal

Employee Name\Code  
Shubham test(Cautest123)

Employee Name  
Shubham test

Employee Code(M)  
Cautest123

Department  
Academic Section

Designation  
A/c.Asstt.

Nature Type  
Permanent

Posting City  
Imphal

Class \*  
Non-Teaching

Arrear Type \*  
Increment Arrear

Pay Year \*  
2023-2024

Pay Month \*  
May

From Date \*  
01/04/2023

To Date \*  
30/04/2023

View

Reset

Unprocessed Arrear

Processed Arrear

Locked Arrear

UnProcessed Arrear

Show All entries

All	S.No	Employee Code	Employee Name	Department	Designation	Nature Type	Posting City	Transfer to PF
<input type="checkbox"/>	1	CPGAS/HQ-0108	Shubham test	Academic Section	A/c.Asstt.	Permanent	Imphal	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Process

Reset

Previous 1 Next

### ⇒ Steps to Process Arrear:

- Select all the required credentials like **Location, DDO, Class, Arrear Type, Pay Year, Pay Month & Duration (From Date & To Date)** and click on the '**View**' button, all those employees will be displayed under '**Unprocessed Arrear**' panel, whose salary has already been processed.
- User will select the employee(s) (by marking the 'All' check box) and click on the '**Process**'.
- After clicking on the '**Process**' button, Arrear will be processed for selected employee and these employees will be moved to '**Processed Arrear**' panel.

**Note:** 1) All the employee whose salary has been processed previously (eligible for Arrear) will be displayed in table.



2) Salary must not be processed for selected 'Pay Month'. Selected pay month salary will be processed after arrear process.

3) In any selected 'Pay Month' all the 'Arrear Type' can be processed (One arrear type will be processed once in selected 'Pay Month').

4) Arrear Type stands for Increment Arrear, DA Arrear, HRA Arrear and Other Arrear.

- Arrear will be processed for selected employee(s) and employees will be moved to 'Processed Arrear' panel.

**Note:** Processed Arrear will be displayed on 'Arrear Adjustment' & 'Arrear Report' page.

- Employee(s) whose Arrear has been processed for next month or Arrear bill has been generated, will be displayed under 'Locked Arrear' grid.



### 13. Arrear Adjustment:

Using this page, Authorized user can make adjustments in arrear amount after processing the Arrear of employee(s) from 'Arrear Process' page.

Once arrear adjustment is done then only adjusted amount is considered as a final arrear amount and as per the selected pay month arrear amount will be displayed in salary slip.

- Click on 'Arrear Adjustment' menu link, under 'Payroll Details' sub menu, then page will be opened as shown below:

#### Arrear Adjustment

Searching Criteria

Location \*

CAU, Head Quarter

DDO \*

Comptroller Office, CAU HQ, Imphal

Employee Code\Name

Raghav(01245)

Employee Name

Raghav

Employee Code(M)

01245

Department

Academic Section

Designation

Artist

Nature Type

Permanent

Posting City

Imphal

Arrear Type \*

Increment Arrear

Pay Year \*

2023-2024

Pay Month \*

May

View

Reset

Processed Arrear

List Of Heads

Processed Arrear

Show 

All

 entries

S.No	Employee Code	Employee Name	Department	Designation	Nature Type	Posting City	Edit
1	CPGAS/HQ-0123	Raghav	Academic Section	Artist	Permanent	Imphal	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Previous1Next

#### ⇒ Steps to arrear adjustment:

- Select 'Location' & 'DDO' and concern department will make adjustments in arrear amount
- Select employee from 'Employee Code\Name' dropdown.
- As per the selected employee from 'Employee Code\Name' drop down, 'Employee Name', 'Employee Code(M)', 'Location', 'Department', 'Designation', 'Nature Type' and 'Posting City' will be displayed as auto filled.
- Select 'Pay Year', 'Pay Month' & 'Arrear Type' as per the requirement and click on the 'View' button. All the employee will be displayed in 'Processed Arrear' panel.
- From searched employee, click on the 'Edit' link, then processed arrear amount (with earning & deduction) will be displayed under 'List of Heads' panel, user can make change/update in calculated arrear amount and click on 'Save/Update' button.



## User Manual Document (Payroll Module)

### Arrear Adjustment

Searching Criteria

Location \*

CAU, Head Quarter

DDO \*

Comptroller Office, CAU HQ, Imphal

Employee Code\Name

Raghav (01245)

Employee Name

Raghav

Employee Code(M)

01245

Department

Academic Section

Designation

Artist

Nature Type

Permanent

Posting City

Imphal

Arrear Type \*

Increment Arrear

Pay Year \*

2023-2024

Pay Month \*

May

View

Reset

Processed Arrear

List Of Heads

List Of Heads

Month and Year

April-2023

Show

All

entries

Earning Head

S.No	Description	Arrear Amount	To Be Paid	Remarks
1	Basic Pay	15000.00	15000.00	
2	Dearness Allowance	6300.00	6300.00	
3	House Rent Allowance	1350.00	1350.00	
4	Special Duty Allowance	1500.00	1500.00	
5	DCPF University Share	0.00	54000.00	

Showing 0 to 0 of 0 entries

Previous

1

Next

Show

All

entries

Deduction Head

S.No	Description	Arrear Amount	To Be Paid	Remarks
1	DCPF	0.00	50000.00	

Showing 0 to 0 of 0 entries

Previous

1

Next

Total Earnings

78150.00

Total Deductions

50000.00

Net Pay

28150.00

Total Arrear Installments \*

1

Update

Reset





## User Manual Document (Payroll Module)

### 14. Manage Earning/Deduction Head:

Using this Page, User can manage other type earning & deduction head (like Bonus, Other Allowances etc.), Saved earning/deduction amount will be visible for salary processed month only (It will not be visible for next month salary).

- Click on **'Manage Earning/Deduction Head'** menu link, under **'Payroll Details'** sub menu, then page will be opened as shown below:

**Manage Earning/Deduction Head**

Searching Criteria

Location \*CAU, Head Quarter

DDO \*Comptroller Office, CAU HQ, Imphal

Year \*2023-2024

Month \*May

Employee Code\NameRaghav (01245)

Employee NameRaghav

Employee Code(M)01245

DepartmentAcademic Section

DesignationArtist

Nature TypePermanent

Posting CityImphal

Head Type \*Earning

Earning/Deduction Head \*B. Pay/ after Pension

ViewReset

List of Employee(s)

Run Date : 05-06-2023 12:59:32

Show All entries

All	S.No	Employee Code(M)	Employee Name	Department	Designation	Nature Type	Posting City	GPF Refund	Installment No	Installment Amt
<input checked="" type="checkbox"/>	1	01245	Raghav	Academic Section	Artist	Permanent	Imphal	15000.00	1	15000

Showing 1 to 1 of 1 entries

Previous1Next

Save

#### ⇒ Steps to View Manage Earning/Deduction Head:

- User Select **'Location'** and **'DDO'**. (If any college/location will use this page, concern location & DDO will be displayed as auto filled.

- Select employee from **'Employee Code\Name'** drop down.

**Note:** 1) In **'Employee Code'** drop down all those employees will be displayed whose left status is **'No'** from **'Create & Manage Employee'** page and attendance has been marked for that particular month.

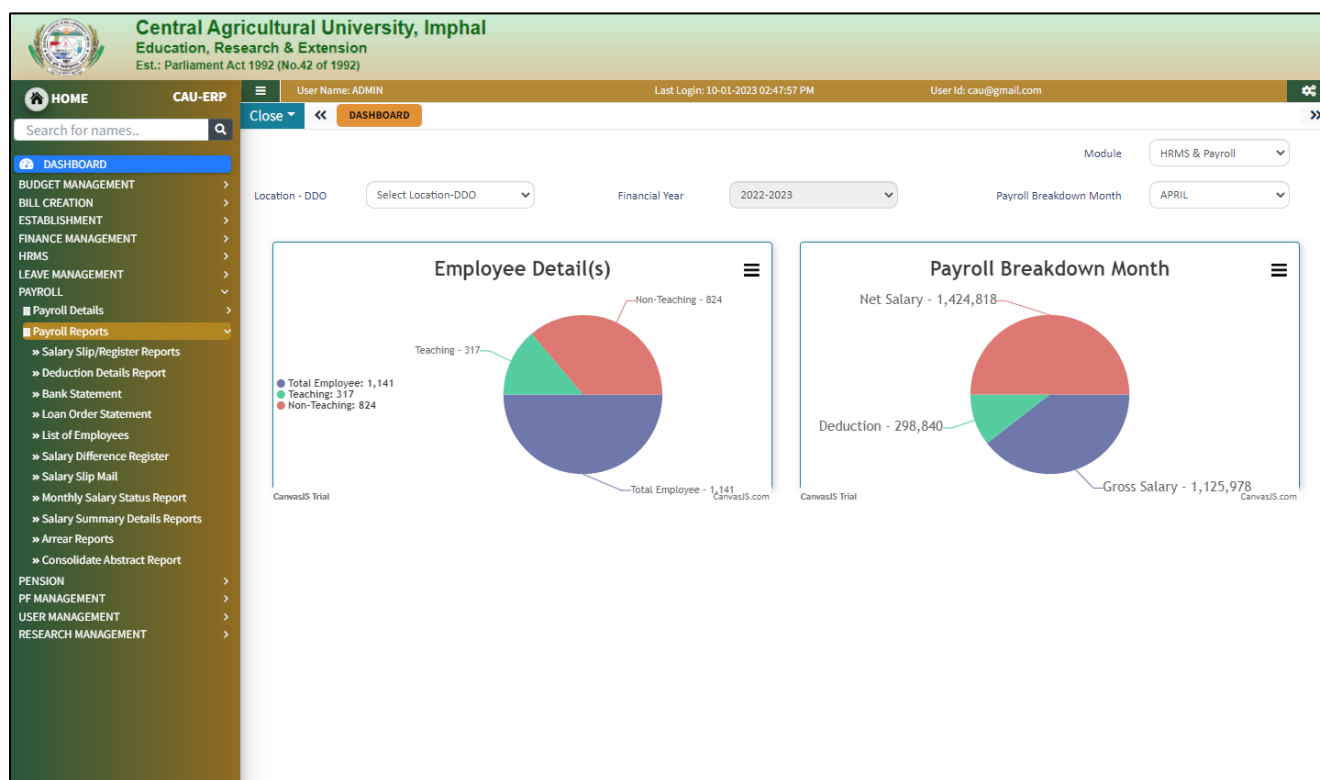
3) As per the selected value from **'Employee Code\Name'** drop down **'Employee Name'**, **'Employee Code (M)'**, **'Location'** will be filled automatically (these details has been saved in **'Create and Manage Employee'** page).

- User can search record by selecting **'Department'**, **'Designation'**, **'Nature Type'** & **'Posting City'** also.

- Selects 'Year' & 'Month' (Year & Month will be displayed as per the active financial year).
- Click on the 'View' button, all the employee whose attendance has been processed for the selected criteria will be displayed under 'List of Employee(s)' table.
- Selects the employee by marking the 'All' check box & enter the value in text box.
- Click on the 'Save' button, Amount save successfully for selected month and it will be displayed on 'Salary Slip' after salary process from 'Auto Salary Process' page.

**Note:** If salary of any employee has been processed for selected month then user cannot update amount for that employee.

- Click on 'Payroll Reports' menu, then sub menu list will be displayed as shown below:





## User Manual Document (Payroll Module)

### • Payroll Reports

#### 1. Salary Slip/Register Reports:

Using this page, Authorized user will be able to print 'Monthly Salary Slip' and 'Monthly Salary Register', only for those employees whose salary has been processed from 'Auto Salary Process' page.

- Click on 'Salary Slip/Register Reports' menu link, under 'Payroll Reports' sub menu, then page will be opened as shown below:

### Salary Slip Or Register Report

Searching Criteria

Location \*

CAU, Head Quarter

DDO \*

Comptroller Office, CAU HQ, Imphal

Year

2022-2023

Month \*

January

Employee Code\Name

Anupam Mishra (VCO-0001)

Employee Name

Anupam Mishra

Employee Code(M)

VCO-0001

Department

VC Office

Designation

Vice Chancellor

Nature Type \*

Permanent

Posting City

Imphal

Fund Type

Plan

Class

Teaching

Category

General

Report Type

Monthly Salary Slip

Salary Bill Type

Regular

Pay Stop Salary

☐

Without Zero

☒

Search

Reset

Print

List of Employees

Run Date : 10-01-2023 14:56:39

Show 

All

 entries

S.No	Manual Emp. Code	Employee Name	Department	Designation	Print
1	VCO-0001	Dr Anupam Mishra	VC Office	Vice Chancellor	<a href="#">Print</a>

Showing 1 to 1 of 1 entries

Previous

1

Next

#### ⇒ Steps to generate Salary Slip/Register Report and Salary Register Report:

- Enter all the required credentials like Location, DDO, Employee Code\Name, Month and Report Type then click on 'Search' button, employee details will display under 'List of Employees' grid.
- Click on 'Print' button to print consolidated report (Salary Slip/Salary Register) of all employee in a single PDF file.
- Click on 'Print' button (under 'List of Employee' grid), to print individual report (Salary Slip) of any one employee in a PDF file.

**Note:** User need to select value from 'Report Type' drop down, report will generate accordingly.



## User Manual Document (Payroll Module)

### ⇒ Salary Slip Report:

**CENTRAL AGRICULTURAL UNIVERSITY**  
 Iroisemba, Imphal, Manipur-795004; E-mail : registrar.cau@gov.in  
 Phone: 0385 241 5933; Website:https://cau.ac.in  
**Pay Slip for the Month of February 2023**

**Date & Time : 05-06-2023 13:59:31**


Employee Name	: Mr Oinam Panthing Singh	Designation	: Computer Operator
Employee Code	: HQ-573	Basic Pay	: 63100.00
Date of Next Increment	:	Bank Account No.	: 30606623899
Bank Name	:	PAN	: AAQPO5087K
NPS/GPF No.	:	Pay Level	: 10
Location/College	: CAU, Head Quarter		

Gross Salary		Deductions	
Basic Pay	63100.00	Income Tax	2886.00
Dearness Allowance	23978.00	DCPF	8708.00
House Rent Allowance	5679.00	GIS	200.00
Special Compensatory Allowance	2250.00	LIC	4716.00
Transport Allowance	4968.00		
Special Duty Allowance	6310.00		
<b>Gross Pay</b>	<b>1,06,285</b>	<b>Total Deductions</b>	<b>16,510</b>

**Net Pay: 89,775/- Rupees: (Eighty nine thousand seven hundred seventy five only)**  
**DCPF University Share: 12,191/- Rupees: (Twelve thousand one hundred ninety one only)**

This is a computer generated pay slip, hence signature is not required

### ⇒ Salary Register Report:

<div><div><div>CENTRAL AGRICULTURAL UNIVERSITY</div><div>Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West</div><div>Salary Register Report for the Month of :February 2023</div></div></div>																							
S.No:	Employee Code(M):	Employee Name:	Designation:	Basic Pay	Dearness Allowance	House Rent Allowance	Special Compensatory Allowance	Transport Allowance	Special Duty Allowance	Special Allowance	DCPF University Share	Gross Pay	DCPF	GIS	License Fee	Water Charges	LIC	GPF Refund	Medical Advance	Income Tax	GPF Subscription	Total Deductions	Net Pay
1	HQ-227	A. Chandramani Singh	Head Assistant	56900	21622	5121	1800	2484	5690	0	0	93617	0	125	0	0	3890	4200	0	9502	4000	21717	71900
2	HQ-151	A.Surjit	Accountant	43600	16568	3924	1800	2484	4360	0	0	72736	0	125	0	0	0	0	0	14670	40000	54795	17941
3	HQ-299	A.Surjit Singh	Multi Tasking Staff (MTS)	31100	11818	2799	1800	2484	3110	0	6009	59120	4292	60	0	0	567	0	0	0	0	4919	54201
4	HQ-497	Athokpam Somorjit Singh	Jr. Stenographer	28700	10906	2583	1800	2484	2870	0	5545	54888	3961	0	0	0	3034	0	0	0	0	6995	47893



## 2. Deduction Details Report:

Using this page, Authorized user will be able to print monthly deduction reports for all those employees whose salary has been processed from 'Auto Salary Process' page.

- Click on '**Deduction Details Reports**' menu link, under '**Payroll Reports**' sub menu, then page will be opened as shown below:

**Deduction Details Report**

Searching Criteria

Location *	Select Location	DDO *	Select DDO
Year	2022-2023	Month *	Select Month
Employee Code\Name	Select [Employee Code]-Employee Name	Employee Name	Enter Employee Name
Employee Code(M)	Enter Employee Code(M)	Department	Select Department
Designation	Select Designation	Nature Type	Select Nature Type
Posting City	Select Posting City	Fund Type	Select Fund Type
Class	Select Class	Category	Select Category
Deduction Type *	Select Deduction Type	Deduction Head *	Select Deduction Head

Print

Reset

### ⇒ Steps to generate Deduction Details Report:


- Enter all the required credentials like Location, DDO, Employee Code\Name, Month, Deduction Type & Deduction Head then click on '**Print**' button, it will generate deduction report as per selected 'Deduction Type' & 'Deduction Head'.

**Note:** From Deduction Reports, user can generate Reports for Loan, Advance, Insurance, Others, Income Tax, Miscellaneous Deduction etc.



## User Manual Document (Payroll Module)

⇒ DCPF Report:

 <div> <b>CENTRAL AGRICULTURAL UNIVERSITY</b>            Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West  <b>Deduction Details of DCPF - February 2023</b> </div> <div> <b>Date &amp; Time : 05-06-2023 14:28:01</b>  <b>Financial Year : 2022-2023</b> </div>				
S.No.	Employee Code(M)	Employee Name and Designation	PRAN No	DCPF
1	VCO-0001	Anupam Mishra, Vice Chancellor		19000.00
2	347	Priyananda Thokchom, P.S.		8459.00
3	449	Soubam Anilkumar Singh, Computer Operator		6017.00
4	525	Ch. Amarjit Singh, Jr. Stenographer		3961.00
5	512	Tilleshwari Yumnam, Lower Division Clerks (LDC)		3091.00
6	309	M. Dineshchandra Singh, Multi Tasking Staff (MTS)		4292.00
7	500	M. Vivekananda Meetei, Multi Tasking Staff (MTS)		2801.00
8	511	H. Dijen Singh, Multi Tasking Staff (MTS)		2801.00
9	435	H. Shyam Snigh, Multi Tasking Staff (MTS)		3050.00
10	HQ-453	Langpoklakpam Basanta Singh, Deputy Registrar		13372.00
11	REG-0008	Yensemam Surchand Meitei, Upper Division Clerk		4871.00
12	294	Catherine Lamthiennieng, Upper Division Clerk		4871.00
13	523	Hidam Kirankumar Meitei, Jr. Steno G-III		3961.00
14	492	Haobijam Renuka Devi, Lower Division Clerks (LDC)		3091.00
15	494	Moirangthem Lanjita Devi, Lower Division Clerks (LDC)		3091.00
16	491	Kumam Suraj Singh, Lower Division Clerks (LDC)		3091.00
17	308	H. Ananda Singh, Driver		4871.00
18	300	Laishram Dinesh Singh, Multi Tasking Staff (MTS)		4292.00
19	304	Kolom Goura Singh, Multi Tasking Staff (MTS)		4292.00
20	477	Marco Moirangthem, Multi Tasking Staff (MTS)		2884.00



## User Manual Document (Payroll Module)

### 3. Bank Statement:

Using this page, Authorized user will be able to print monthly bank statement reports for all those employees whose salary has been processed.

Generated report will be sent to bank for salary transfer.

- Click on '**Bank Statement**' menu link, under '**Payroll Reports**' sub menu, then page will be opened as shown below:

**Bank Statement**

Searching Criteria

Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal
Year	2022-2023	Month *	January
Employee Code\Name	Anupam Mishra (VCO-0001)	Employee Name	Anupam Mishra
Employee Code(M)	VCO-0001	Department	VC Office
Designation	Vice Chancellor	PF Type	DCPF
Nature Type	Permanent	Fund Type	Plan
Class	Teaching	Category	General
Report Type	<div>Report in Excel</div> <div>Report in Excel</div> <div>Report in PDF</div>		

Print

Reset

#### ⇒ Steps to print bank statement:

- Enter all the required credentials like Location, DDO, Month & Report Type then click on '**Print**' button; it will generate bank statement report.



## User Manual Document (Payroll Module)

### ⇒ Bank statement (In EXCEL):

Receiving Party Code	Receiving Party Name	Transaction Code	Transaction Key	Component Code	Expense Type	Amount	Remarks	Action Type	Account Number	Payment Method	NarrationForPassBook
VAININ00036266	Anupam Mishra	GP		B	R	172810		A	10462449558		
VAININ00379128	Priyananda Thokchom	GP		B	R	93975		A	20062584450		
VAININ00379268	H.Dijen	GP		B	R	32628		A	20259032212		
VAININ00379481	L. Basanta Singh	GP		B	R	119361		A	10763706558		
VAININ00380586	Lunkhothang	GP		B	R	74794		A	10929384487		
VAMNW00006206	K.Arun Kumar Singh	GP		B	R	65322		A	20315039125		
VAININ00379512	H.Kiran Kumar Meitei	GP		B	R	42046		A	37640224509		
VAININ00380379	M. Lanjita Devi	GP		B	R	35711		A	33241542138		
VAININ00380393	H.Anand Singh	GP		B	R	54202		A	30095971127		
VAININ00380397	Y Rajen Singh	GP		B	R	44140		A	10329800738		
VAININ00380401	M. Surjit Singh	GP		B	R	51566		A	10929384307		
VAININ00380532	L.Dinesh Singh	GP		B	R	49132		A	30103509542		
VAININ00380403	K.Goura Singh	GP		B	R	49253		A	30132107984		
VAININ00380539	Marco Moirangthem	GP		B	R	33509		A	31650747870		
VAININ00380552	K. Obed Kamei	GP		B	R	32973		A	36173110566		
VAININ00378711	Kh. Surjit Kumar Singh	GP		B	R	33960		A	34449669945		
VAININ00378676	Ch.Yaipha	GP		B	R	35711		A	30730519330		
VAININ00378824	R.P.Pandey	GP		B	R	64145		A	10929466836		
VAININ00378836	A.Somorjit Singh	GP		B	R	43204		A	37109718448		
VAININ00378813	L.Dharmochand Singh	GP		B	R	35711		A	32501477158		
VAININ00378719	M.Kennedy Meitei	GP		B	R	35711		A	20265333507		
VAININ00378639	N.Okendro Singh	GP		B	R	52545		A	10929401936		
VAININ00378727	N.Sanjib Singh	GP		B	R	33480		A	20048150021		
VAININ00378668	Md. Azad Khan	GP		B	R	55808		A	10929384624		





## User Manual Document (Payroll Module)

### 4. Loan Order Statement:

Using this page, Authorized user will able to print loan order statement report for any specific location & loan.

- Click on 'Loan Order Statement' menu link, under 'Payroll Reports' sub menu, then page will be opened as shown below:

Loan Order Statement

Searching Criteria

Location \*

College Of Agriculture, Imphal, Manipur

DDO \*

College of Agriculture, CAU, Iroisemba, Imphal

Year

2022-2023

Month \*

December

Allotment/Order No. \*

GPFAd/Ord/001

Print

Reset

#### ⇒ Steps to generate Loan Order Statement:

- Enter all the required credentials like Location, DDO, Month & Allotment/Order No then click on 'Print' button; it will generate loan order statement report.

#### ⇒ Loan Order Statement Report:

**CENTRAL AGRICULTURAL UNIVERSITY**  
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West

**LOAN ORDER STATEMENT OF ORDER - GPFAd/Ord/001 FOR THE MONTH OF FEBRUARY-2023**

Date & Time : 05-06-2023 14:31:47

Financial Year : 2022-2023

The Sanction is here by accorded to draw an advance amount to the following employees of this University out of their own subscriptions towards the provident Fund noted against each.

The recovery is to be made in the installments mentioned against their names from the next month in which the advance is drawn.

**DDO Name: College of Community Science, Tura, Meghalaya**

S.No.	Employee Code(M)	Employee Name	Amount Sanctioned	No. of Installment	Amount of Installment P.M	Paid Installment	Balance Installment	Amount Adjust against Previous Loan	Total Of Net Loan Payable
1	COCS-0001	Jyoti V. Vastrad	41,250.00	2	20,625.00	2 /2	0 /2	0.00	41,250.00
2	COCS-0001	Jyoti V. Vastrad	50,000.00	2	25,000.00	2 /2	0 /2	0.00	50,000.00
3	COCS-0001	Jyoti V. Vastrad	37,640.00	2	18,820.00	2 /2	0 /2	0.00	37,640.00
4	COCS-0001	Jyoti V. Vastrad	82,500.00	4	20,625.00	2 /4	2 /4	0.00	82,500.00
5	COCS-0001	Jyoti V. Vastrad	100,000.00	4	25,000.00	2 /4	2 /4	0.00	100,000.00
<b>Total Amount (Rs.)</b>									<b>311,390.00</b>

Copy to:-

- The concerned DDO with the request to deduct the said amount from the salary of the person concerned every month and to mentioned the sanction No. and Emp No.
- Person Concerned

Jyoti V. Vastrad

**APPROVED BY**

Jyoti V. Vastrad

**SANCTIONED BY**

Page No : 1



## User Manual Document (Payroll Module)

### 5. List of Employees:

Using this page, Authorized user will be able to fetch the details of employee as per the saved record in 'Create & Manage Employee' page.

- Click on 'List of Employees' menu link, under 'Payroll Reports' sub menu, then page will be opened as shown below:

**Employee List**

Searching Criteria

Location \*  
CAU, Head Quarter

DDO \*  
Comptroller Office, CAU HQ, Imphal

Employee Code  
Anupam Mishra(VCO-0001)

Employee Name  
Anupam Mishra

Employee Code(M)  
VCO-0001

Department  
VC Office

Designation  
Vice Chancellor

PF TYPE  
Select PF Type

Nature Type  
Permanent

Class  
Teaching

Search

Reset

Print

List of Employees

Run Date : 10-01-2023 15:28:26

Download

Show All entries

S.No.	Emp Code(M)	Employee Name	Department	Designation	Nature Type	PAN No.	Mobile No.	Date of Joining	Date of Retirement	NPS/GPF No	Bank Name	Account No.
1	VCO-0001	Anupam Mishra	VC Office	Vice Chancellor	Permanent	AGIPM1690G	9999999999	17/10/2020				10462449558

Showing 1 to 1 of 1 entries


Previous

1

Next

### ⇒ Steps to generate Employee List:

- Enter all the required credentials like Location & DDO then click on 'Search' button; Employee details will be displayed under 'List of Employees' table.
- Click on 'Print' button, it will open employee detail in PDF as shown below:

<div><div><b>CENTRAL AGRICULTURAL UNIVERSITY</b> Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West <b>EMPLOYEE(S) DETAILS</b></div><div>Date &amp; Time : 05-06-2023 15:03:09 Financial Year : 2022-2023</div></div>												
S.No.	Employee Code(M)	Employee Name	Department	Designation	Nature Type	PAN No.	Mobile No.	Date of Joining	Date of Retirement	NPS/GPF No	Bank Name	Account No.
1	VCO-0001	Anupam Mishra	VC Office	Vice Chancellor	Permanent	AGIPM1690G	9999999999	17/10/2020				10462449558
2	347	Priyananda Thokchom	Administration	P.S.	Permanent	ALSTP7959C	7085052538	06/03/2010				20062584450
3	449	Soubam Anilkumar Singh	VC Office	Computer Operator	Permanent	CGIPS1278J	9089562861	03/03/2016	31/01/2041			20131334173
4	525	Ch. Amarjit Singh	VC Office	Jr. Stenographer	Permanent	DUVPS6727J	9863161771	08/02/2019	31/01/2051			38267989917
5	512	Tileshwari Yumnam	VC Office	Lower Division Clerks (LDC)	Permanent	AMWPY5704D	6009790960	06/11/2018	31/03/2049			20278096503
6	309	M. Dineshchandra Singh	VC Office	Multi Tasking Staff (MTS)	Permanent	CZUPS3342G	7005562402	09/11/2006	28/02/2043			30119077104
7	500	M. Vivekananda Meitei	VC Office	Multi Tasking Staff (MTS)	Permanent	CWDPM0834M	8974639938	08/11/2018	31/03/2042			34662812940
8	511	H. Dijen Singh	VC Office	Multi Tasking Staff (MTS)	Permanent	LHRPS0998A	8014848575	06/11/2018	28/02/2041			20259032212
9	435	H. Shyam Singh	VC Office	Multi Tasking Staff (MTS)	Permanent	GPLPS7710M	7005570384	03/03/2016	31/01/2034			35284815679
10	134	S. Chaoba Singh	VC Office	Driver	Permanent	CHRP51772F	9402881156	08/07/1997	31/12/2027			10329767982



## User Manual Document (Payroll Module)

### 6. Salary Difference Register:

Using this page, Authorized user will be able to generate 'Salary Difference Register', difference of salary will be calculated between last month salary and current month salary for those employee whose salary has been processed and whose stopped salary has been paid.

- Click on 'Salary Difference Register' menu link, under 'Payroll Reports' sub menu, then page will be opened as shown below:

#### Salary Difference Register

Searching Criteria

Location \*  
CAU, Head Quarter

DDO \*  
Comptroller Office, CAU HQ, Imphal

Year  
2022-2023

Month \*  
November

Employee Code\Name  
Select Employee Name

Employee Name  
Enter Employee Name

Employee Code(M)  
Enter Employee Code(M)

Department  
Select Department

Designation  
Select Designation

Nature Type  
Select Nature Type

Posting City  
Select Posting City

Fund Type  
Select Fund Type

Class  
Select Class

Category  
Select Category

Pay Stop Salary  
☐

Search

Reset

Print

List of Employee(s)

Run Date : 10-01-2023 15:39:12

Download

Show 10 entries

S.No	Employee Code	Employee Name	Department	Designation	Print
1	HQ/VCO-0001	Anupam Mishra	VC Office	Vice Chancellor	<a href="#">Print</a>
2	HQ/VCO-0002	Priyananda Thokchom	VC Office	Assistant Registrar	<a href="#">Print</a>
3	HQ/VCO-0003	Soubam Anilkumar Singh	VC Office	Computer Operator	<a href="#">Print</a>
4	HQ/VCO-0004	Ch. Amarjit Singh	VC Office	Jr. Stenographer	<a href="#">Print</a>
5	HQ/VCO-0005	Tilleshwari Yumnam	VC Office	Lower Division Clerks (LDC)	<a href="#">Print</a>
6	HQ/VCO-0006	M. Dineshchandra Singh	VC Office	Multi Tasking Staff (MTS)	<a href="#">Print</a>
7	HQ/VCO-0007	M. Vivekananda Meetel	VC Office	Multi Tasking Staff (MTS)	<a href="#">Print</a>
8	HQ/VCO-0008	H. Dijen Singh	VC Office	Multi Tasking Staff (MTS)	<a href="#">Print</a>
9	HQ/VCO-0009	H. Shyam Snigh	VC Office	Multi Tasking Staff (MTS)	<a href="#">Print</a>
10	HQ/VCO-0010	S. Chaoba Singh	VC Office	Driver	<a href="#">Print</a>

Showing 1 to 10 of 94 entries

Previous

1

2

3

4

5

...

10

Next



⇒ **Steps to generate Salary Difference Register Report:**

- Enter all the required credentials like Location, DDO & Employee Code\Name then click on '**Search**' button, employee details will display under 'List of Employees' grid.
- Click on '**Print**' button to print consolidated report of all employee in a single PDF file.
- Click on '**Print**' button to print individual report of any one employee in a PDF file.



## User Manual Document (Payroll Module)

### 7. Salary Slip Mail:

Using this page, Authorized user will be able send the salary slip to the employee through mail (only for those employees whose salary has been processed).

To send mail, user will have to generate salary slip from 'Salary Slip & Register Report' page.

- Click on 'Salary Slip Mail' menu link, under 'Payroll Reports' sub menu, then page will be opened as shown below:

**Salary Slip Mail**

Searching Criteria

Location \*  
CAU, Head Quarter

Employee Code\Name  
Select Employee Code

Employee Code(M)  
Enter Employee Code(M)

Designation  
Select Designation

Posting City  
Select Posting City

Year \*  
2022-2023

Month \*  
November

Without Zero  
☒

DDO \*  
Comptroller Office, CAU HQ, Imphal

Employee Name  
Enter Employee Name

Department  
Select Department

Nature Type  
Select Nature Type

Fund Type  
Select Fund Type

Category  
Select Category

Pay Stop Salary  
☐

Search

Reset

List of Employees

Run Date : 10-01-2023 15:50:03

Download

Show All entries

All	S.No	Employee Code	Employee Name	Location	Department	Designation	Email ID
<input type="checkbox"/>	1	VCO-0001	Anupam Mishra	CAU, Head Quarter	VC Office	Vice Chancellor	vcofficecau@yahoo.in
<input type="checkbox"/>	2	347	Priyananda Thokchom	CAU, Head Quarter	VC Office	Assistant Registrar	priya.thok@rediffmail.com
<input type="checkbox"/>	3	449	Soubam Anilkumar Singh	CAU, Head Quarter	VC Office	Computer Operator	soubamanil864@gmail.com
<input type="checkbox"/>	4	525	Ch. Amarjit Singh	CAU, Head Quarter	VC Office	Jr. Stenographer	amarjitachabung1991@gmail.com
<input type="checkbox"/>	5	512	Tilleshwari Yumnam	CAU, Head Quarter	VC Office	Lower Division Clerks (LDC)	tileyumnam@gmail.com
<input type="checkbox"/>	6	309	M. Dineshchandra Singh	CAU, Head Quarter	VC Office	Multi Tasking Staff (MTS)	mdcluwang@rediffmail.com
<input type="checkbox"/>	7	500	M. Vivekananda Meetei	CAU, Head Quarter	VC Office	Multi Tasking Staff (MTS)	vivekm81@gmail.com

Showing 1 to 94 of 94 entries

Previous 1 Next

Create Salary Slips to Send Mail

All	S.No	Employee Code	Employee Name	Location	Department	Designation	Email ID
<input type="checkbox"/>	1	VCO-0001	Anupam Mishra	CAU, Head Quarter	VC Office	Vice Chancellor	vcofficecau@yahoo.in
<input type="checkbox"/>	2	HQ-279	Nongthombam Okendro Singh	CAU, Head Quarter	Comptroller Office	Driver	test1232@gmail.com

Send



⇒ **Steps to send salary slip mail:**

- Enter all the required credentials like Location, DDO, Year & Month then click on '**Search**' button, employee details will display under 'List of Employees' grid.
- From 'List of Employees' table, select the employee(s) and click on b button it will move to next table.
- Select employee to send their salary slip click on '**Send**' button, once salary slip has been sent a confirmation message will be displayed to user.

**Note:** 1) After clicking on 'Send' button, it may take 10 min to receive salary slip by employee (on Registered mail).

2) Employee can check their salary slip on Employee Portal Also.



## 8. Monthly Salary Status Report:

Using this page, Authorized user will be able to print the status of the processed salary for the selected month & year.

- Click on '**Monthly Salary Status**' menu link '**Payroll Reports**' sub menu, then page will be opened as shown below:

**Monthly Salary Status Report**

Searching Criteria

Location \*

Select Location

▼

Year \*

2022-2023

▼

Nature Type \*

Select Nature Type

▼

DDO \*

Select DDO

▼

Month \*

Select Month

▼

Print

Reset

### ⇒ Steps to generate Monthly Salary Status Report

- Enter all the required credentials like Location, DDO, Year, Month and Nature Type then click on '**Print**' button, it will generate report as shown below:

**CENTRAL AGRICULTURAL UNIVERSITY**  
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West  
**Monthly Salary Status Report - February 2023**

**Date & Time :** 05-06-2023 15:06:31  
**Financial Year :** 01/04/2022~31/03/2023

S No.	Total Employee	Salary Processed	Amount	Pending
1	95	95	5364709.00	0



## User Manual Document (Payroll Module)

### 9. Salary Summary Details Report:

Using this page, Authorized user will be able to print the summary of the processed salary for the selected month & year.

- Click on '**Salary Summary Details Report**' menu link, under '**Payroll Reports**' sub menu, then page will be opened as shown below.

**Salary Summary Detail Report**


Searching Criteria

Location *	Select Location	DDO *	Select DDO
Year	2022-2023	Month *	Select Month
Employee Code\Name	Select [Employee Code]-Employee Name	Employee Name	Enter Employee Name
Employee Code(M)	Enter Employee Code(M)	Department	Select Department
Designation	Select Designation	Nature Type *	Select Nature Type
Posting City	Select Posting City	Fund Type	Select Fund Type
Class	Select Class	Category	Select Category

PrintReset

#### ⇒ Steps to generate Salary Summary Details Report:

- Enter all the required credentials like Location, DDO, Month and Nature Type then click on '**Print**' button, it will generate report as shown below:



**CENTRAL AGRICULTURAL UNIVERSITY**  
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West  
**Salary Summary Details For Month - February 2023**

Date & Time : 05-06-2023 15:07:44

Financial Year : 01/04/2022~31/03/2023

S No.	Earnings	Deductions	Net Pay
1	7169707.00	1804998.00	5364709.00
Total (Rs.)	7169707.00	1804998.00	5364709.00





## User Manual Document (Payroll Module)

### 10. Arrear Report:

Using this page, Authorized user will be able to print 'Arrear Report' only for those employees whose arrear has been processed from 'Arrear Process' page.

- Click on 'Arrear Reports' menu link, under 'Payroll Reports' sub menu, then page will be opened as shown below:

Arrear report

Searching Criteria

Location \*

Select Location

DDO \*

Select DDO

Year

2022-2023

Month \*

Select Month

Employee Code\Name

Select Employee Name

Employee Name

Enter Employee Name

Employee Code(M)

Enter Employee Code(M)

Department

Select Department

Designation

Select Designation

Nature Type \*

Select Nature Type

Posting City

Select Posting City

Fund Type

Select Fund Type

Category

Select Category

Class \*

Select Class

Report Type

Salary Arrear report

Arrear Type \*

Select Arrear Type


Search

Reset

Print

### ⇒ Steps to generate Arrear Reports:

- Enter all the required credentials like Location, DDO, Employee, Month, Class and Arrear Type then click on 'Search' button, employee details will display under 'List of Employees' grid.
- Click on 'Print' button to print Arrear Report as shown below:



CENTRAL AGRICULTURAL UNIVERSITY

Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West

Arrear Report

Statement showing the particulars of Revised Increment Arrear Enhanced w.e.f. 1st.May.2022 arrears from 01/04/2022 to 30/04/2022

Dated 20-01-2023

Sl. No	Empl oy Code (M)	Employee Name	Designati on	Period month and year	Basic and GP	Basic Pay				Dearness Allowance				House Rent Allowance				Net Total				
						Eligibil ity Basic Pay	Drawn Basic Pay	Differ ence	Total Month and day's	Total	Eligibil ity Dearne ss Allowa nce	Drawn Dearne ss Allowa nce	Differ ence	Total Month and day's	Total	Eligibil ity House Rent Allowa nce	Drawn House Rent Allowa nce		Differ ence	Total Month and day's	Total	
1	123	Rahul Singh	Assistant-I	01/04/2022 to 30/04/2022	0	20000	10000	10000	30 days	10000	7600	3400	4200	30 days	4200	5400	2700	2700	30 days	2700	16900	
Grand Total						0	20000	10000	10000		10000	7600	3400	4200		4200	5400	2700	2700		2700	16900

Passed for Rs.16900/- (Rupees :Sixteen thousand nine hundred only )

Registrar