

# Payroll Management System



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Payroll Management System developed by Bulwark Systems targets specifically Enterprises. It has all the features of Payroll processes that a typical HR/Accounts dept. of a small/medium/large sized company follows. The software covers all the forms which the Government of India has made compulsory for the Indian firms to adopt with respect to their employees.

It is much simpler for the person who operates the software of Payroll process. He doesn't have to deal with those bulky registers during the payroll generation. Here all the processes are categorized, giving a very simple interface to the end user.

The software starts off from formation of a Company. After filling up the entire Employee related information and the group or department he is recruited, assign the employee a salary structure. Now we can start generating and managing payroll processes for that particular Employee. Also the end user has the option of creating his own salary structures and salary formulae.

The pay slip is generated after the attendance is marked for that month. The software can also manage the Company and the Bank holidays.

Payroll software can generate all the reports related to company, employee, attendance/leave, payroll, Government forms (Forms 1, 3, 5, 6, 10, 12, 19, etc). Management will get a clear view about the Payroll and Attendance of the Employees through the MIS (Management Information Reports) generated by the software.

For giving restricted access to the front end user and full access to the main HR authorized person it is possible to configure the software by the user side.

Major Modules of Payroll Management System are described below

## Major Modules of Payroll Management System

- **Employee Profile**
- **Leave Management System**
- **Time Management System**
- **Payroll Management System**
- **Employee Transfer, Promotions & Increments**
- **HRD Procedures**
- **Income Tax Management (TDS)**
- **Reports (E.S.I.C & Provident Fund Statements and Challans, Government Forms, etc.)**

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## Major Modules of Payroll Management System

### Personal Profile captures the details like

Full Name  
Address (both Present and Permanent)  
Date of Birth  
Gender  
Phone Number  
Email  
Emergency Contact Number  
Marital Status  
Blood Group  
Passport Number, Issued at details and Expiry date  
Driving License Number  
Nationality  
Reference

### Family details captured by the software are

Name  
Relationship  
Date of Birth  
Occupation  
Dependant or not

### Education details captured by the software are

Qualification (B.Sc., B.Com. BE, MBA, etc.)  
Institute/University Attended  
Period of educational course  
Passed with what Class and Marks

### Skill set details will capture

Skills proficient in  
Experience in that particular Skill

### Official Profile captures the details like

Date of Joining  
Probation Period  
Confirmation Date  
PAN, ESIC, PF Number  
Family PF Number  
Mode of Payment (Cheque, Cash, Bank Transfer)  
Bank Account Number (in case of Bank Transferred salary) and Bank name  
Company, Department, Designation of the Employee  
Grade (A, B, C, etc) and Employee Type (Contract, Permanent, Part time, Temporary, etc.)  
Reporting Authority name (like Head of Department or immediate Boss)  
Insurance Company Name and Insurance Number  
Credit card given or not details  
Eligible for over time

**Employee Profile shall include the Personal Profile, Official Profile, Family details, Qualification, and Education details. This comprehensive feature captures all the Employee related data.**

### Skill set details will capture

Experience details capture all the details of the previous employers of the Employee like

Previous Company Names  
Duration of Working  
Starting Designation while entering the Company and  
Last Designation while leaving the company  
Salary drawn in the previous Companies  
Skills of the Employee

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## Leave Management System

A) When an Employee applies for leave he can know how many leaves are in balance (Casual Leave, Privilege Leave, Sick Leave, etc) through Leave Management System.

B) We can categorize Leaves into encashable leaves/ non encashable leaves.

C) The management allocates the number of days for each category of leave in one year. We can also set the carry forward limit for leaves.

**During Leave Application, the software captures the following data**

Leave Application Date

Leave type, like Casual Leave, Privilege Leave (shows the Balance Leaves to the Employee while applying)

Leave Period i.e. the total number of days for which the leave is applied

Reason for applying the Leave

Address and Contact Number during Leave, in case of Emergency purposes

Leave Approval is done by the HR Department .The Leave which the Employee has applied for, can be Approved fully or partly

The details given in the leave application are linked to the payroll system and the Employee's Salary is generated in accordance with his attendance.

**Employee Profile shall include the Personal Profile, Official Profile, Family details, Qualification, and Education details. This comprehensive feature captures all the Employee related data.**

### Skill set details will capture

Experience details capture all the details of the previous employers of the Employee like

Previous Company Names

Duration of Working

Starting Designation while entering the Company and

Last Designation while leaving the company

Salary drawn in the previous Companies

Skills of the Employee

## Time Management System

Employees are assigned to different shifts. (Note: It doesn't matter if there is just single shift in the office)

The management can define Shifts and the following data is captured

- Shift name
- Shift number
- Shift period
- Shift start timing and End timing
- Late Coming Limit and Late sitting limit
- Over time in minutes
- Break time (Lunch, Breakfast, etc)
- Description related to Shift
- Weekly off (can be any day in the week)

The time management takes care of physical absence due to travel undertaken for official purposes (in case of marketing personnel, etc.)

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**Payroll Management System gives your Management the flexibility of creating Salary Heads, Salary Formulae, Professional Tax Slab, creating own Salary Structures and finally simple click Pay slip generation.**

While creating Salary Heads the following information is captured

- Salary type
- Percentage of basic (e.g. Provident Fund = 12% of Basic)

In case of Professional Tax Slabs, the user can enter the Lower Range and Upper range and the corresponding Tax amount.

The Pay slip generation is a simple and an automated process. Here the Salary for a particular Employee is generated in accordance with his Attendance for that particular month.

During pay slip generation it is also possible to add any incentive or any earning/deduction head for a particular month

### **Employee Transfer/ Promotion/ Increments:**

Through this module the Employee can be promoted, demoted, transferred to a different branch or just simply given an increment through improved grade.

The past history of the salary structure is kept in records and is available for presenting it to the management in the future.

### **HRD Procedures:**

HRD Procedures like Bonus, Final Settlement, Encashable Leaves Status, and Leave Updating is also provided through the software.

Approvals of the Leave applications of the Employees as well as the Leave Travel Allowance application of the Employees are also included in HRD Procedures. The Employee can also apply for The Leave Travel Allowance through the software.

### **Income Tax Management (TDS):**

HR can maintain the Tax deducted at source details after the employee gives his projections for the financial year's investment. According to the projected details, the Income Tax shall be deducted per month from the salary of the employee. When the accurate details on the basis of hard copy reports of investments are fed into the software, then TDS is recalculated and accurate amount is deducted in the form of Income Tax. Form 16 is generated for all the employees. Form 24 is also generated in Excel sheet.

**Reports are generated.**

## **Government Forms**

- ESIC Challans
- PF Challans
- PT Challans
- Form 6A (Employees Yearly PF Contribution)
- Form 3 - (For Professional Tax)
- Form 12A (Revised) - Employee's Monthly PF Contribution
- Form 3A (Revised) Details of Employees Pension Fund Scheme Yearly
- Form 19 (Claiming Employees Provident Funds Dues)
- Form 10 C - Pension (For Claiming PF Withdrawal)
- Form 10 (Employee's PF Organization for Resigned Employee's)
- Form 5 (Return of Additions of the Employees)
- Form 1 (ESIC Declaration Form for Employee ESIC Regulation 12 & 13)
- Form 6 (Return of Contributions ESIC Regulation 26)
- Form - 3 (ESIC Regulation 14)
- Form 16
- Form 24

## **Software Customization**

**This software is fully customizable according to your needs. Our main aim is to provide you with a solution that will be cost effective with no compromise in quality and service.**

## Contact Information



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