Zoho Payroll

Transforming payroll to be stress-free

ZOHO

WALL OF LOVE

★★★★★ 5/5

" We spend just 2 hours every month to run payroll for over 300 employees. And, Zoho Payroll has helped us achieve this feat.

BHAVOOK KHANNA

Account Manager, Geeks for Geeks

GeeksforGeeks

★★★★★ 5/5

" Our HR department now spends only 10% to 15% of their time on HR operations because of Zoho Payroll's tight integration with Zoho People. As a result, they get more time to do their core function of taking care of our employees and fostering relationships.

AMIT KAPUR

Managing Promoter, Vedatya Institute

VEDATYA

★★★★★ 5/5

" We save 70-odd business hours every month using Zoho Payroll. It has made our payroll process less painful. The systematic tax reports with graphical representation provide us with payroll insights and helps us take timely decisions.
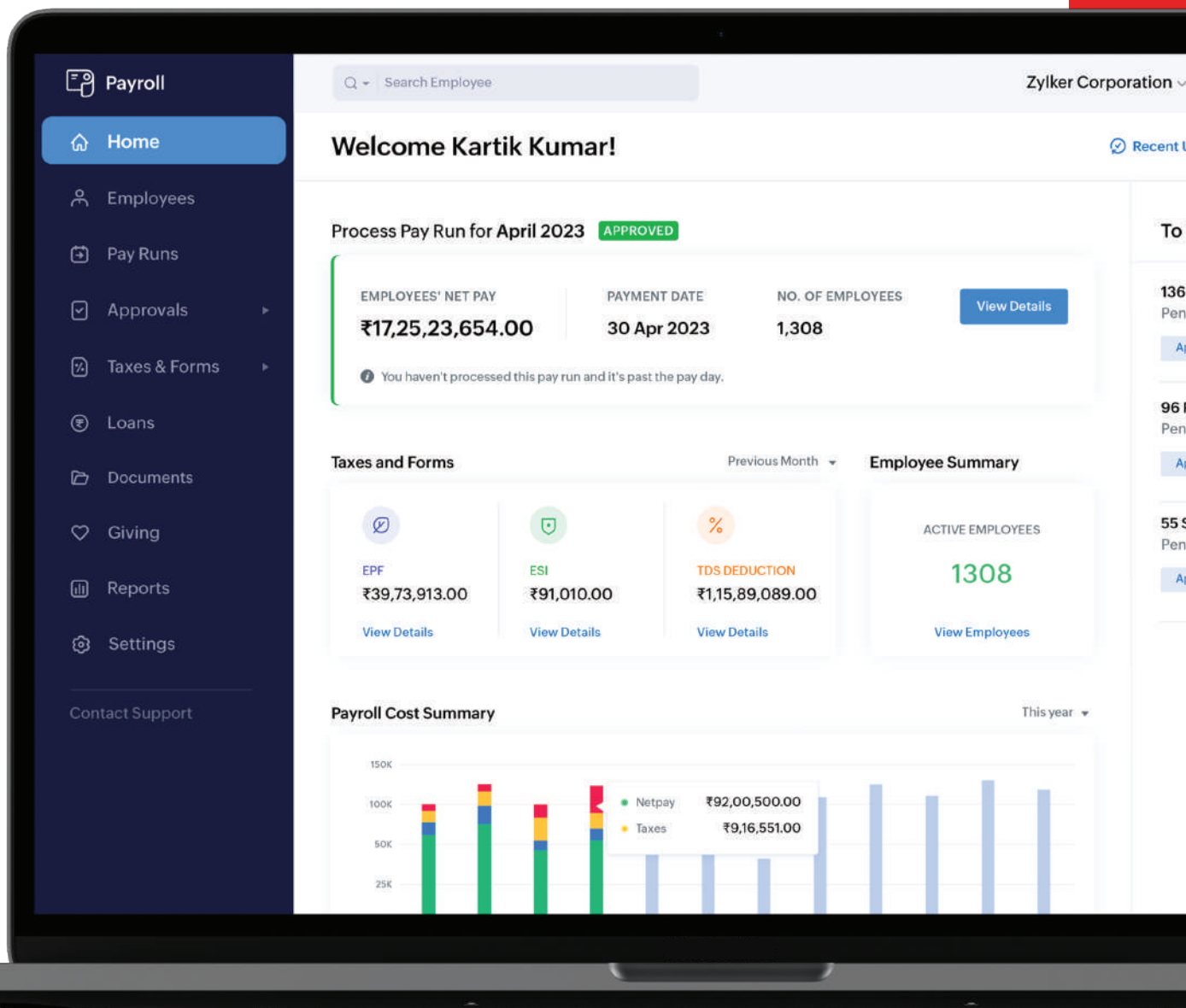
VIJU JOSE

Managing Director, Glenwood Developers

Meet Zoho Payroll

Integrated and cloud-based payroll software crafted for your business—Zoho Payroll helps you automate payroll calculations and statutory deductions so you can quickly pay employees online.

Refreshingly simple payroll that you will love

Minimal learning curve

Get the hang of Zoho Payroll in no time. A clutter-free UI, contextual feature hints, and an intuitive user experience ensures that you'll know your way around the product quickly.

Simple yet thorough setup

Organize and set up Zoho Payroll according to your organization's policy. From diverse salary structures and pay schedules to granular user access controls, you can make our program work exactly the way you want.

Compliance is key

Zoho Payroll has been designed to comply to all statutory Indian payroll laws. Keep your business on legal footing with accurate tax deductions for EPF, PT, LWF, and ESI—and don't forget automatic IT deductions.

Reduced workload for payroll staff

Skip collecting mountains of reimbursement receipts and investment proofs manually. Our self-service portal allows employees to submit their investment proofs directly into the application. Payroll staff can now add real-time comments, avoiding the hassle of back-and-forth emails.

Collaborate across departments

Eliminate back-and-forth emails and last-minute preparations between your HR, Payroll, and accounting teams. Manage LOP, reimburse business expenses with your payroll and automate payroll accounting with our in-house integrations.

Practical and insightful data

Get audit-ready with automatically generated reports that deliver actionable insights about your payroll. Understand your tax liabilities, payroll costs, and more. Automate internal audits with scheduled and timely reports sent to your auditors.
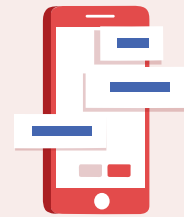
Empowering you to tackle payroll better

From getting payroll ready to closing out the pay period, Zoho Payroll keeps the process organized, easy, and efficient.
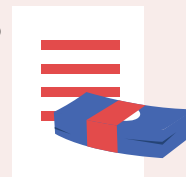
1 Employee onboarding

Import, add, and auto-sync employee details in seconds regardless of your workforce size. Accelerate employee onboarding with premade salary templates.

2 Custom salary components

From top executives to interns, you can choose earnings, allowances, deductions, reimbursements, and flexible benefit plans according to your organization's policy.

3

Pay schedule

With its clean and sleek interface, Zoho Payroll lets you easily pick your organization's payday and pay schedule so employees always know when to expect their salary.

4

LOP data sync

Generate accurate leave data as LOPs for each employee effortlessly through our integrated leave management system, or bulk import leave information directly into Zoho Payroll.
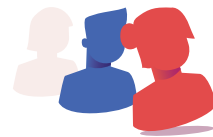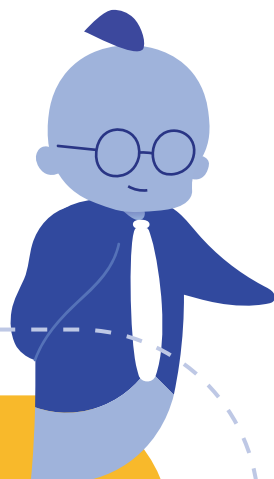
5

Multiple work locations

Distribute the same perfect payslips across all of your branches in different states, fully compliant with individual state laws.

6

Systemized administration

Payroll administrators get all the tools they need to get things done on time. Create user roles with unique permissions for your payroll staff, set deadlines for collecting proofs, and more.

Enhanced payroll integrity

Granular user roles

Differentiate roles played by each department to eliminate unauthorized access.
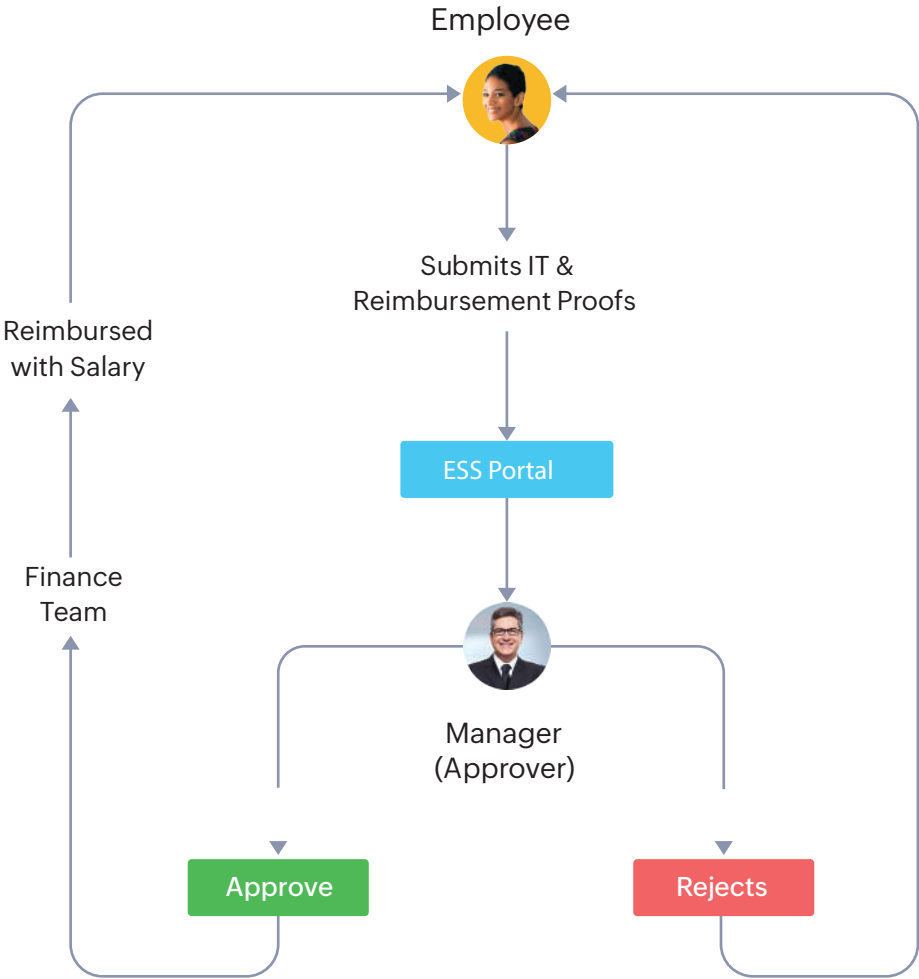
Secure collaboration

Present the same interface but let payroll staff see only what they need to based on their roles.

Audit trail reports

Know what's happening across your payroll department even when you are away.

Pre-defined approval workflows

Auto-triggered approvals ensure that employee requests are processed only after validation.

Employee

Submits IT & Reimbursement Proofs

Reimbursed with Salary

Finance Team

ESS Portal

Manager (Approver)

Approve

Rejects

Powerful payroll automation

Zoho Payroll makes It easy for you to get payroll ready yourself, but automations make it even easier to complete your payroll activities on time.

Here's what Zoho Payroll does automatically

Computation

Zoho Payroll factors in all earnings, salary revisions, deductions, and bonuses you've defined for your employees and calculates employee salaries automatically.

Salary payments

Zoho Payroll has joined hands with YES Bank and HSBC so you can initiate salary transactions without leaving the app.

Payslip distribution

Automatically send password protected payslips and tax worksheets online as soon as each pay run is completed. During the tax season, Form-16 can be generated and shared online as well.

Payroll accounting

Salaries are one of the biggest expenses for your organization. Integrate Zoho Payroll with Zoho Books and automate this arduous accounting process.

Statutory Compliance

Zoho Payroll makes taxes less taxing for Indian businesses. You can apply appropriate tax deductions, calculate mandatory government contributions, and share tax-compliant payslips.

✓ Adapt to changing tax laws

Stay confident of making accurate tax deductions always. Changing tax laws, interim budget updates, customized pay runs, multiple salary components, and multiple employee pay grades are all easily accounted for.

✓ Customizable statutory components

Choose statutory components that are applicable for your organisation. With Zoho Payroll you can tag the right statutory components (PF, PT, LWF, and ESI) for each employee.

✓ Control PF contributions

Zoho Payroll allows you to choose the earning components that have to be included in your PF computation. You can also override each employee's contribution at a rate of your choice.

✓ Location based statutories

Whether you have one office location or multiple branches across India, Zoho Payroll calculates professional tax, and labour welfare fund according to the local state regulations automatically.

Payroll Reporting

Steer your business clear of legal hassles, and maintain a clean statutory record with pre-formatted reports for faster tax-filing.

Payroll Overview

Get detailed information about your payroll costs. Generate reports, from employee salaries and reimbursements to overall payroll costs, in a single click.

Statutory reports

Maintain your clean statutory compliance record and generate reports for the tax authorities whenever called for. Zoho Payroll generates a summary of your EPF, ESI, and Professional Tax instantly.

Payroll

Q ▾ | Search Employee

- ⊘ Dashboard
- ⚇ Employees
- ⊞ Pay Runs
- ☑ Approvals ▸
- ⅗ Taxes & Forms ▸
- ₹ Loans
- ▢ Documents
- ♡ Giving
- ▥ Reports
- ⚙ Settings

Contact Support

⚇ Access My Portal
‹

Reports

Payroll Overview
- › Payroll Summary
- › Salary Register - Monthly
- › Employees' Salary Statement
- › Employees' Pay Summary
- › Payroll Liability Summary
- › Leave Encashment Summary
- › LOP Summary
- › Variable Pay Earnings Report
- › Scheduled Earnings Report

Declarations & Investments
- › FBP Declaration Report
- › Investment Declaration Report
- › Proof of Investment Report

Loan Reports
- › Loan Outstanding Summary

Statutory Reports
- › EPF Summary
- › EPF-ECR Report
- › ESI Summary
- › ESIC Return Report
- › PT Summary
- › PT Monthly Statement
- › PT Annual Return Statement
- › LWF Summary

Deduction Reports
- › Deductions Summary
- › Post-Tax Deductions Summary
- › Pre-Tax Deductions Summary
- › Donations Summary

Payroll Journal
- › Payroll Journal Summary

Employee Reports
- › Employees' CTC Deta
- › Reimbursement Sum
- › Employees' Perquisite
- › Employees' Full and F
- › Salary Revision Repo
- › Salary Revision Histo
- › Salary Withhold Repo

Taxes and Forms
- › Tax Deduction Summ
- › Form 24Q
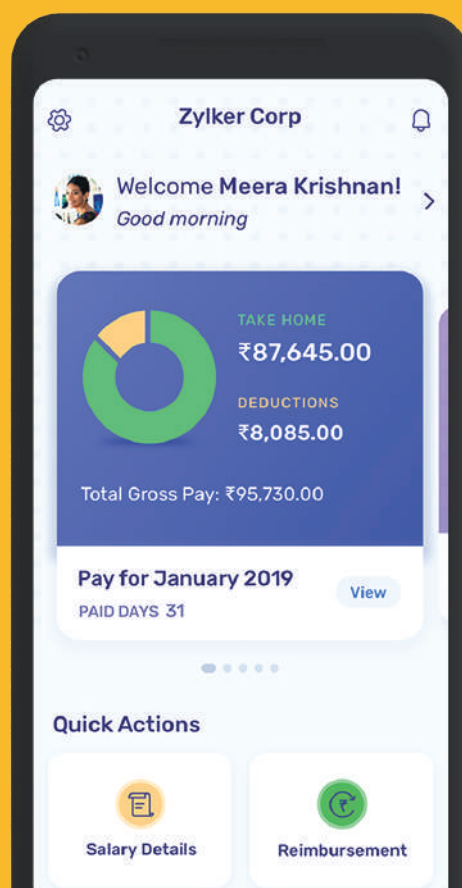
Activity
- › Activity Logs

An employee-friendly portal

Zoho Payroll is equipped with a simple and secure self-service portal that helps employees stay informed.

- ✓ **Download** payslips, TDS worksheets, and Form-16

- ✓ **Donate** for a social cause and reduce your taxable amount

- ✓ **Receive** notifications for proof submission deadlines and updates

- ✓ **View** personal or organisation-level documents uploaded by your employer.

- ✓ **Submit** IT declarations and Proof of Investments

- ✓ **Ask** clarifying questions in real-time to payroll admins

- ✓ **Track** loans and repayment summary

- ✓ **Claim** reimbursements and attach receipts

Bringing mobility to payroll

So employees can access their payroll information from wherever they are.

GET IT ON **Google Play**

Download on the **App Store**

Zylker Corp

Welcome **Meera Krishnan!**
Good morning

TAKE HOME
₹87,645.00

DEDUCTIONS
₹8,085.00

Total Gross Pay: ₹95,730.00

Pay for January 2019
PAID DAYS 31   View

Quick Actions

Salary Details   Reimbursement

Advanced functions for a hassle-free payroll

Formulae based earnings

Apply formulae to your salary components instead of manually calculating and ensure accuracy.

Reporting tags

Create Tags, associate them with employees and get detailed, customized payroll reports to gain deeper insights.

Scheduled earnings

Configure bonuses or variable pay for employees in advance as a part of any future pay runs.

Switching mid-year

Migrate to Zoho Payroll anytime of the year without missing a beat.

Off-cycle pay run

Do not wait until the next pay run to pay the bonus and withheld salaries.

Upload Documents

Store and share employee and organizational documents.

Online Salary Transfer

Auto-credit salaries to employee bank accounts via direct deposit with HSBC and YES Bank.

Full and Final settlement

Manage exit formalities, along with gratuity, notice pay and leave encashment for all parting employees.

Digitally sign form 16

Use our tailor made app to sign Form digitally -16 for all your employees in a click.

Embrace connected technology

Encourage department cooperation, and avoid working in silos. Payroll integration with HRMS, Accounting and expense reimbursement apps lets you experience payroll and administrative efficiency.
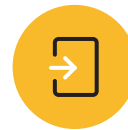
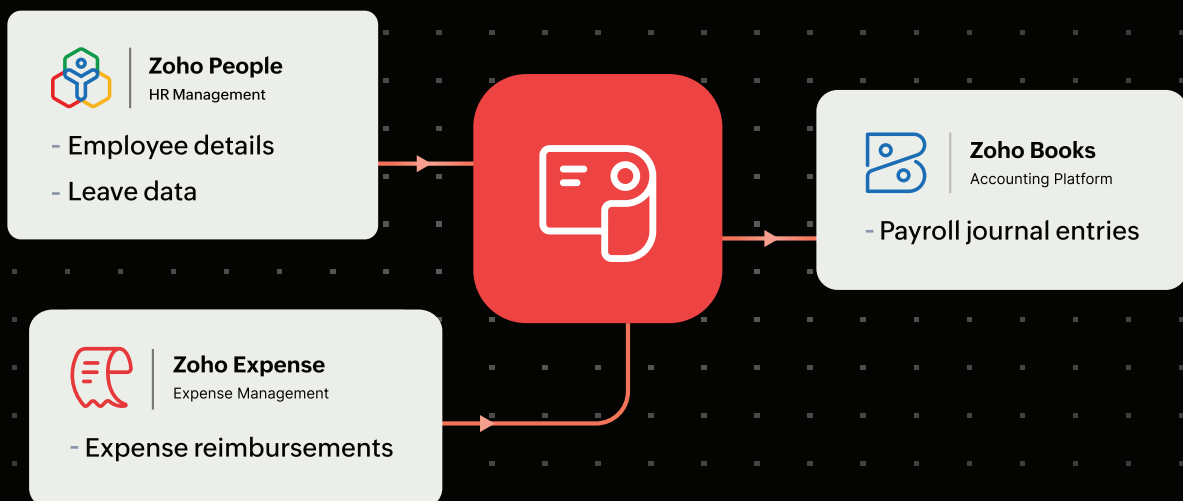Employee profiles and leave/attendance data is auto-synced as LOPs from Zoho People.

Business expenses are automatically mapped to the employees and reimbursed in one-shot with the upcoming pay-runs.

Payroll journal entries are posted automatically to Zoho Books.

Switch between integrated applications with the same login. Forget multiple passwords.

Zoho People
HR Management
- Employee details
- Leave data

Zoho Expense
Expense Management
- Expense reimbursements

Zoho Books
Accounting Platform
- Payroll journal entries

FREE	STANDARD	PROFESSIONAL
₹0 Free forever	**₹40** /Employee/Month Billed annually	**₹60** /Employee/Month Billed annually
Up to **10 employees**	Minimum **25 employees**	Minimum **50 employees**

FEATURES

Essential features to get started	**Includes everything in Free Plan**	**Includes everything in Standard Plan**
• Automatic payroll calculation	• Salary templates	• Bonus & off-cycle pay runs
• Automatic payslip generation	• Loans/Advances	• Reporting Tags
• Online salary payments through bank integrations	• Custom salary components - earnings, deductions	• Pay run and salary revision approvals
• Compliance - Income Tax, EPF, ESI, Statewise PT, LWF	• New joinee arrears	• Advanced salary components - scheduled components, formula-based components
• Automatic TDS worksheet	• Form 16 generation with digital signature	
• Pre-defined salary components	• Form 24Q, TDS challan recording	• Salary Hold
• Payslip templates	• Statutory bonus	• Customisable user roles and permissions
Salary Revision and Arrears	• Reimbursement proof approval	• Custom Fields
• LOP and LOP Reversal	• Proof of investments approval	• Custom reminders
• Employee self-service portal	• Pre-defined user roles and permissions	• Giving Module
• 40+ built-in payroll reports	• Letter templates	
• Integrations - Zoho Books, Zoho People, Zoho Expense		
✉ Email support forever	🎧 Voice and email support	🎧 Voice and email support

What else do you get?

Instant, customer-friendly support and onboarding consultation for Zoho Payroll with a 30-day free trial.

zoho.com/in/payroll

support@zohopayroll.com
sales@zohocorp.com

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Zoho
Payroll