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Payroll
Integrated Financial Management System
October, 2011

User Manual - English
Version 1.0

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DOCUMENT RELEASE NOTICE

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Document details: User Manual for Payroll Application

Name	Version No.	Description
User Manual for Payroll Application	1.0	This document Explains about the Operations of Payroll Application

Revision details

Action taken	Preceding Page No.	New Page	Revision Description

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ABOUT THIS DOCUMENT

Purpose
The purpose of the operating manual document is to assist the users in using the Payroll module of IFMS

Intended Audience
This document is intended for the GoM committee and users of Payroll

Prerequisites
To be able to use this document, the users must have thorough knowledge of the requirements of the Payroll Application

Conventions Used
All procedures are given in a numbered list.
Essential related information is placed in a box as a **Note**.

House keeping of data
5 Years

LOGIN DETAILS

Login Page

Below is the Login Page from which you can loginto the system:-

Forgot Password

By clicking the 'Forgot Password', you can change your password from the screen shown below. Type your user name and click on **Submit.**

On clicking **Submit** you will have to fill the required fields mentioned in the screen below.

On clicking **Submit**, the system will validate and the old password will be reset to default password.

Home Page

This is the 'Home' screen which will be shown to you after you log in from your ID.

This is the Home screen for you, where your designation along with the office you are from, the Work List, Reports etc. At the top there are following sections -

1.1.1 Change Password

By clicking on the "Change Password" you can change your password from the screen shown below:-

1.1.2 Logout

On clicking the "Logout" the system will logout from the current screen and the Login Page will be shown.

New Post Creation

Work list > Payroll > Payroll Admin > New Post Creation

- This functionality is used for creating new permanent or temporary post
- Following screen will get opened after clicking New Post Creation

- The above screen reflects new posts already created.
- Hyperlinks are provided at the headings – Employee Name, Designation, Bill Group Name. **Click** on the hyperlink to sort the list according to the heading.

Add New Entry

- Click on Add New Entry for creating new permanent or temporary post
- Following screen will get appeared
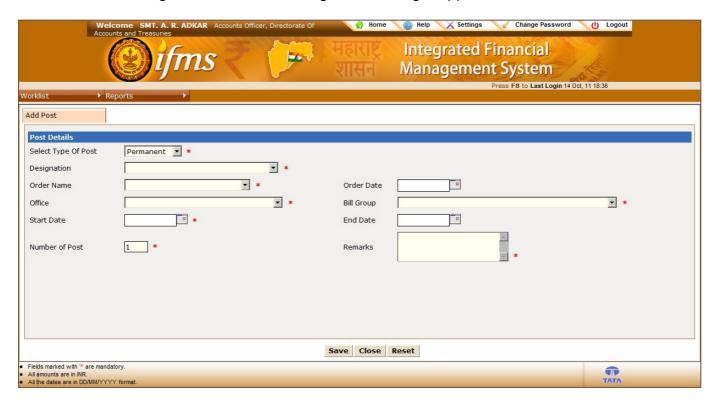
- Select type of post – Permanent or Temporary as required

1.1.3 Permanent Post Creation

- After selecting 'Permanent', following screen will get appeared –

Steps for creating a new Permanent Post –

1. **Select** Designation

2. **Select** Order Name

    Order Date will get displayed automatically

3. **Select** Office

4. **Select** Bill Group

5. **Select** Start Date of post

6. **Select** End Date of post (Not Mandatory)

7. **Enter** number of posts to be created

8. **Enter** Remarks

9. **Click** Save to create new posts

10. **Click** Reset to clear the data entered

1.1.4 Temporary Post Creation

After selecting 'Temporary', following screen will get appeared –

Select New Entry / Renewal

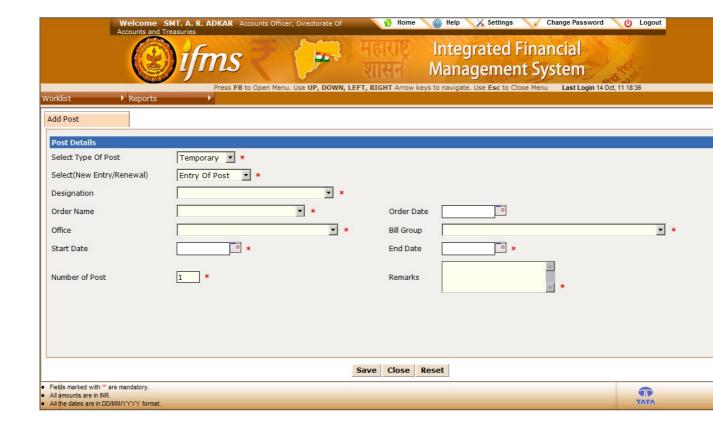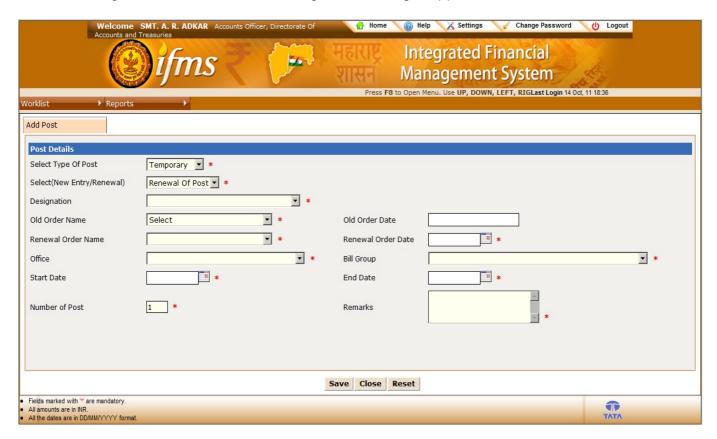After selecting '<u>Entry of Post</u>', following screen will get appeared –

1. **Select** Designation

2. **Select** Order Name

   Order Date will get displayed automatically

3. **Select** Office

4. **Select** Bill Group

5. **Select** Start Date of post

6. **Select** End Date of post

7. **Enter** number of posts to be created

8. **Enter** Remarks

9. **Click** Save to create new posts

10. **Click** Reset to clear the data entered

After selecting 'Renewal of Post', following screen will get appeared –

1. **Select** Designation

2. **Select** Order Name

   Order Date will get displayed automatically

3. **Select** Renewal Order Name

4. **Select** Renewal Order Date

5. **Select** Office

6. **Select** Bill Group

7. **Select** Start Date of post

8. **Select** End Date of post

9. **Enter** number of posts to be created

10. **Enter** Remarks

11. **Click** Save to create new posts

12. **Click** Reset to clear the data entered