

Payroll
Integrated Financial Management System
October, 2011

User Manual - English
Version 1.0

October, 2011

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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

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LOGIN DETAILS

Login Page

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

On clicking the keyboard icon, you can enter the password using the Virtual Keyboard.

Copyright © 2011 Tata Consultancy Services Limited
Site best viewed in Microsoft Internet Explorer 6.0+ in 1024x768 resolution.

Virtual Keyboard

Copyright © 2011 Tata Consultancy Services Limited
Site best viewed in Microsoft Internet Explorer 6.0+ in 1024x768 resolution.

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**.

Welcome

Home Help Settings Change Password Logout

ifms Integrated Financial Management System

Press F8 to Op:

Forgot Password

Please enter your Valid User Name to Reset Password.

User Name *

Submit Reset Previous Next Cancel

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

Welcome

Home Help Settings Change Password Logout

ifms Integrated Financial Management System

to Open Menu. Use UP, DOWN, LEFT, RIGHT Arrow keys to navigate. Use Esc to Close Menu

Forgot Password

Please enter your Valid User Name to Reset Password.

User Name *

Birth Date *

Secret Question *

Secret Answer *

Note : Please enter valid answer of your Secret Question and valid Birth Date.
On Successful validation, your old password will be reset to default password.

Submit Reset Previous Next Cancel

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:-

Welcome Mr Pension_Clerk1 Pension Auditor1, PAO MUMBAI - Bandra

Change Password Logout

ifms Integrated Financial Management System

Press F8 to Open Menu. Use UP, DOWN, Last Login 14 Sep, 11 14:02

Change Password

Note: Password should meet the following criterias:
(1) Number of characters should be between 8 to 16.
(2) Atleast one special character and
(3) Atleast one numeric character.
(4) The password needs to be changed every 15 days
(5) While changing the password please ensure that the new password is not similar to the last three passwords
(6) In case of loss of password please contact onsite coordinator

Old Password *

New Password *

Confirm New Password *

On clicking the **Save** the new password will be set.

Save Reset

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

Welcome SMT. A. R. ADKAR Accounts Officer, Directorate Of Accounts and Treasuries

Home Help Settings Change Password Logout

ifms Integrated Financial Management System

Press F8 to Open Menu. Use UP, DOWN, LEFT, RIGHT Arrow keys to nLast Login 14 Oct, 11 18:36

Worklist Reports

Current Module : Payroll Screen Number : 511 Current Path : Worklist > Payroll > Payroll Admin > New Post Creation

View Post Details

Add new Entry

189 Records found, displaying 1 to 20 Records.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Serial Number	Employee Name	Post Name	Post Type	Designation	Bill Group Name
1	Baban Pandurang Bhalerao	a.d.t.p1000159	Temporary	Assistant Director	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
2	Sarika Mangesh Acharekar	Accounts Clerk 1000151	Permanent Post	Accounts Clerk	
3	Slesha Shivaji Ambolkar	Accounts Clerk 1000154	Temporary	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
4	Sushma Balu Jagdale	Accounts Clerk 1000195	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
5	Girish Ramchandra Khade	Accounts Clerk 1000212	Permanent Post	Accounts Clerk	
6	Kshama Suresh Nalawade	Accounts Clerk 1000228	Permanent Post	Accounts Clerk	
7	Priti Sushil Pawar	Accounts Clerk 1000243	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
8	Shweta Deepak Sonawane	Accounts Clerk 1000266	Temporary	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
9	Priya Jayprakash Wadekar	Accounts Clerk 1000283	Temporary	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
10	Devendra Baban Chormare	Accounts Clerk 1000290	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
11	Omkar Suryakant Shende	Accounts Clerk 1000292	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
12	Rajesh Ramchandra Khargawkar	Accounts Clerk 1000293	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
13	Vaishali Vinayak Pingale	Accounts Clerk 1000296	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
14	Jauwant Pandurang Meher	Accounts Clerk1000222	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
15	VACANT	Accounts Clerk1000308	Permanent Post	Accounts Clerk	Bill for Accounts Training Class.-A,B,B N Gz,C,D-Both Permanent
16	VACANT	Accounts Clerk1000309	Permanent Post	Accounts Clerk	Bill for Accounts Training Class.-A,B,B N Gz,C,D-Both Permanent
17	S S Methar	Accounts Clerk1000312	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
18	M M Haldankar	Accounts Clerk1000313	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
19	K A APRADH	Accounts Clerk1000325	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent
20	VACANT	Accounts Clerk1000335	Permanent Post	Accounts Clerk	Bill for Directorate of Accounts and Treasuries.-A,B,B N Gz,C,D-Both Permanent

Export options: CSV Excel XML PDF

• Fields marked with * are mandatory.
• All amounts are in INR.
• All the dates are in DD/MM/YYYY format.

TATA

- 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

Welcome SMT. A. R. ADKAR Accounts Officer, Directorate Of Accounts and Treasuries

Home Help Settings Change Password Logout

ifms Integrated Financial Management System

Press F8 to O Last Login 14 Oct, 11 18:36

Worklist Reports

Add Post

Post Details

Select Type Of Post	-- Select -- *		
Select(New Entry/Renewal)	-- Select -- *		
Designation	Select *		
Order Name	Select *	Order Date	
Old Order Name	Select *	Old Order Date	
Renewal Order Name	Select *	Renewal Order Date	
Office	Select *	Bill Group	Select *
Start Date		End Date	
Number of Post	1 *	Remarks	

Save Close Reset

• Fields marked with * are mandatory.
• All amounts are in INR.
• All the dates are in DD/MM/YYYY format.

TATA

- Select type of post – Permanent or Temporary as required

1.1.3 Permanent Post Creation

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

Welcome SMT. A. R. ADKAR Accounts Officer, Directorate Of Accounts and Treasuries

Home Help Settings Change Password Logout

ifms Integrated Financial Management System

Press F8 to Last Login 14 Oct, 11 18:36

Worklist Reports

Add Post

Post Details

Select Type Of Post Permanent *

Designation *

Order Name *

Office *

Start Date *

Number of Post 1 *

Order Date

Bill Group *

End Date

Remarks *

Save Close Reset

• Fields marked with * are mandatory.
• All amounts are in INR.
• All the dates are in DD/MM/YYYY format.

TATA

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 –

The screenshot displays the IFMS web application interface. At the top, a navigation bar includes a welcome message for SMT. A. R. ADKAR, Accounts Officer, Directorate Of Accounts and Treasuries, and links for Home, Help, Settings, Change Password, and Logout. The main header features the IFMS logo, a map of Maharashtra, and the text 'महाराष्ट्र शासन' and 'Integrated Financial Management System'. Below the header, a breadcrumb trail shows 'Worklist' and 'Reports'. The 'Add Post' section is active, showing a 'Post Details' form. The form includes fields for 'Select Type Of Post' (Temporary), 'Select(New Entry/Renewal)' (Entry Of Post), 'Designation', 'Order Name', 'Office', 'Start Date', 'Number of Post' (1), 'Order Date', 'Bill Group', 'End Date', and 'Remarks'. Fields marked with an asterisk (*) are mandatory. At the bottom, there are 'Save', 'Close', and 'Reset' buttons. A footer note states: 'Fields marked with * are mandatory. All amounts are in INR. All the dates are in DD/MM/YYYY format.' The TATA logo is visible in the bottom right corner.

Welcome SMT. A. R. ADKAR Accounts Officer, Directorate Of Accounts and Treasuries

Home Help Settings Change Password Logout

ifms महाराष्ट्र शासन Integrated Financial Management System

Press F8 to Open Menu. Use UP, DOWN, LEFT, RIGHT Arrow keys to navigate. Use Esc to Close Menu Last Login 14 Oct, 11 18:36

Worklist Reports

Add Post

Post Details

Select Type Of Post Temporary *

Select(New Entry/Renewal) Entry Of Post *

Designation *

Order Name *

Office *

Start Date *

Number of Post 1 *

Order Date *

Bill Group *

End Date *

Remarks *

Save Close Reset

• Fields marked with * are mandatory.
• All amounts are in INR.
• All the dates are in DD/MM/YYYY format.

TATA

Select New Entry / Renewal

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

Welcome SMT. A. R. ADKAR Accounts Officer, Directorate Of Accounts and Treasuries

Home Help Settings Change Password Logout

ifms Integrated Financial Management System

Press F8 to Open Menu. Use UP, DOWN, LEFT, RIGHT Arrow keys to Last Login 14 Oct, 11 18:36

Worklist Reports

Add Post

Post Details

Select Type Of Post Temporary *

Select(New Entry/Renewal) Entry Of Post *

Designation *

Order Name *

Office *

Start Date *

Number of Post 1 *

Order Date

Bill Group *

End Date *

Remarks *

Save Close Reset

• Fields marked with * are mandatory.
• All amounts are in INR.
• All the dates are in DD/MM/YYYY format.

TATA

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 –

Welcome SMT. A. R. ADKAR Accounts Officer, Directorate Of Accounts and Treasuries

Home Help Settings Change Password Logout

ifms Integrated Financial Management System

Press F8 to Open Menu. Use UP, DOWN, LEFT, RIGHT Last Login 14 Oct, 11 18:36

Worklist Reports

Add Post

Post Details

Select Type Of Post: Temporary *

Select(New Entry/Renewal): Renewal Of Post *

Designation: *

Old Order Name: Select *

Renewal Order Name: *

Office: *

Start Date: *

Number of Post: 1 *

Old Order Date: *

Renewal Order Date: *

Bill Group: *

End Date: *

Remarks: *

Save Close Reset

• Fields marked with * are mandatory.
• All amounts are in INR.
• All the dates are in DD/MM/YYYY format.

TATA

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