



## ODOO INDIAN PAYROLL MANAGEMENT SYSTEM

Payroll system in India could become complex due to the many laws enforced on organizations. Earlier, payroll management in India was done involving a lot of paperwork which was a cumbersome procedure to follow for the employees of the human resource and finance department. Apart from documenting and managing files, the chances of committing errors were high. This procedure was time-consuming and impacted the overall productivity of the company.

Pragmatic Techsoft has developed a revolutionary software for Payroll Management System that promises to change the way Payroll activities have been handled so far in India. This Odoo system is capable of generating the payroll of employees. Odoo Payroll management allowed the employees to get all the information they want with regard to their salary processing, deductions and leave management faster and with more accuracy. This comprehensive module has links with many sub features, such as employee details, Computation offered salary, employee portal, investment declaration of employees for IT, TDS calculation based on investment given by employees, leave and allowances, travel and other sub features that make generation of salary slip of employee possible. This module organizes all the tasks of employee payment and the filing of employee taxes in a simple way. These tasks include keeping track of calculating wages, withholding taxes and deductions.

- Gather all information concerning each employee at one place
- Keep track of your employee's job title and status, salary structure, probation period duration, basic wage, contract type and dates, and their schedule
- Employee personal document uploads
- Efficiently calculates all the deductions pertaining to statutory compliances such as Provident Fund and Professional Tax as well as TDS
- Define salary structure functionality allows you to create salary structure and assign them to employees. A salary structure has major impact on Taxation
- Investment declaration through employee login
- Employee portal
- Leaves Request and approval

- For the employee a contract gives them hiring date and hour wage or salary, salary structure, working schedule etc
- Payslips batches create payslips for various employees at a time. It's like a register which holds payslips of various employees
- Salary statement

#### ❖ Control and access employee information.

- Store, view and easily access essential employee data
- employees to their Odoo user account and facilitate easy access rights management and enable auto completion features for relevant employee forms
- Employee personal document upload through employee portal
- Investment declarations for TDS calculation

The screenshot displays the Odoo Human Resources interface for employee Jennie Fletcher. The top navigation bar includes links for Human Resources, Policy Documents, Recruitment, Attendances, Leaves, Payroll, and Configuration. The user is logged in as Mitchell Admin. The main content area shows the employee's profile with a photo and name. Below the profile, there are tabs for Work Information, Private Information, HR Settings, Employee Attachments, Asset Tracking, and IT Declaration. The 'Employee Attachments' tab is currently selected, showing a table with columns for Financial Year and Locking Date. The 'IT Declaration' tab is also visible, showing a table with columns for Financial Year and Locking Date. Two red arrows point from text boxes to the 'Employee Attachments' and 'IT Declaration' tabs. The 'Employee Attachments' tab has a red box labeled 'Employee documents upload' and the 'IT Declaration' tab has a red box labeled 'Investment declaration of employees for particular Financial-year'.

❖ **Define employee contract.**

- Contract includes everything required to compute the salary slip of an employee.
- This is important as Payslips are generated on the basis of salary structure which consists of Allowances, Deductions etc.

The screenshot displays the 'Contract For Jennie Fletcher' form in a Human Resources system. The form is divided into several sections:

- Employee Information:**
  - Employee: Jennie Fletcher
  - Department: Research & Development
  - Job Position: Experienced Developer
- Employee Category and Salary Structure:**
  - Employee Category: Employee
  - Salary Structure: Marketing Executive
- Contract Status:** Active (indicated by a green 'Active' button)
- Contract Details:** Contract Details, Salary Information, Salary Computation (Salary Information is selected)
- Salary and Advantages:**
  - CTC: 1,400,000.00
  - Monthly Gross Amount: 94133
- Allowance:**
  - Driver Salary: ☒
  - House Rent: 10,000

❖ **Generate Pay-Slip with just a click.**

- can generate payslip for an individual employee from Employee Payslips menu.
- can confirm the Payslip which does calculation of various salary rules which are configured in Salary Structure

Human Resources
Human Resources
Policy Documents
Recruitment
Attendances
Leaves
Payroll
Configuration
C 4
Mitchell Admin

Employee Payslips / Salary Slip of Jennie Fletcher for December-2018

Save
Discard
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Confirm
Compute Sheet
Cancel Payslip
Apply Leave
Draft

Employee
Jennie Fletcher

Period
12/01/2018 - 12/31/2018
Contract
Contract For Jennie Fletcher
Reference
SLIP/015
Structure
Marketing Executive
Payslip Name
Salary Slip of Jennie Fletcher for December-2018
Credit Note
☐

7 Payslip

Worked Days & Inputs
Salary Computation
Details By Salary Rule Category
Accounting Information

Name	Code	Category	Rule	Amount	Total
Basic Salary	BASIC	Basic	Basic Salary	46,666.67	46,666.67
House Rent Allowance	HRA	Allowance	House Rent Allowance	46,666.67	46,666.67
Conveyance Allowance	CA	Allowance	Conveyance Allowance	800.00	800.00
Gross	GROSS	Gross	Gross	94,133.33	94,133.33
Provident Fund	PF	Deduction	Provident Fund	-1,800.00	-1,800.00
Professional Tax	PT	Deduction	Professional Tax	-200.00	-200.00
Net Salary	NET	Net	Net Salary	92,133.33	92,133.33

- ❖ You can view the **salary slips** for the current pay period or for the pay periods for which the salary has been received.

**YourCompany**  
**1725 Slough Ave.**  
**Pay Slip**

Salary Slip of Jennie Fletcher for December-2018

Employee Details		Payment Details			Location Details	
Emp. No.	0	Bank Name			Location	Building 1, Second Floor
Designation	Experienced Developer	Account Number			Base Br	
PAN		Days paid			No. of Days	0.0
UAN		DOB			Date of joining	
		Leave Balance	SL: 0	SL: 0	CL: 0	VL: 0

Earnings	Current(INR)	Deductions	Amount (INR)
Basic Salary	46,666.67	Provident Fund	-1,800.00
House Rent Allowance	46,666.67	Professional Tax	-200.00
Conveyance Allowance	800.00		
<b>Total Earnings</b>	<b>94,133.33</b>	<b>Total Deductions</b>	<b>-2000.0</b>

<b>Retirals</b> as on month end	<b>Provident Fund*</b>	<b>Net Pay</b>	<b>92133</b>
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\*Total PF collected till date

Projected annual Tax information		Chapter VIA Relief	
Annual Income*	0.0	Net Tax Income r/o	0.0
Professional Tax	2,400.0	Total Tax Payable	0.0
Chapter VIA relief	0.0	Tax Deducted till date	0.0
		Balance Tax	0.0

Investment Description

❖ Define the IT Declarations, deductions.

Human Resources

Human ResourcesPolicy DocumentsRecruitmentAttendancesLeavesPayrollConfiguration

Mitchell Admin

Employees / Jennie Fletcher

EditCreate

PrintAttachment(s)Action

13 / 29

Jennie Fletcher

Employee

Attendance

0 Contracts

0.00 Leaves Left

0 Payslips

Timesheets

Active

Work InformationPrivate InformationHR SettingsEmployee AttachmentsAsset TrackingIT Declaration

Financial Year

2018-19

Locking Date

02/19/2019

Send messageLog noteSchedule activity

(3) Follow1

Yesterday

OdooBot - a day ago

Human Resources

Human Resources

Policy Documents

Recruitment

Attendances

Leaves

Payroll

Configuration

C<sup>2</sup>

Mitchell Admin

IT Section / male

Edit

Create

Attachment(s)

Action

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Person

IT slabs for TDS calculation based based on taxable income

Male

From	To	Tax(%)	Estimated Tax
0.00	300,000.00	0.00	0.00
300,001.00	500,000.00	5.00	9,999.95
500,001.00	1,000,000.00	20.00	99,999.80
1,000,001.00	1,000,000,000,000.00	30.00	299,999,699,999.70

❖ **Manage the payroll processes according to the salary structure.**

- Salary Structure is a component that decides what should be the Salary of an employee, considering factors such as the individual's category in an organization.
- It defines a set of rules usually applied to a category of employees. Salary calculation after considering all the allowances, deductions and incentives (if any) etc.
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Human Resources				
Human Resources Policy Documents Recruitment Attendances Leaves Payroll Configuration				
C Mitchell Admin				
Salary Rules				
Create Import Search...				
Filters Group By Favorites 1-50 / 50				
<input type="checkbox"/> Name	Code	Category	Contribution Register	
<input type="checkbox"/> Basic Salary	BASIC	Basic		
<input type="checkbox"/> House Rent Allowance	HRA	Allowance	House Rent Allowance Register	
<input type="checkbox"/> Conveyance Allowance	CA	Allowance		
<input type="checkbox"/> Dearness Allowance	DA	Allowance		
<input type="checkbox"/> Transport/Conveyance Allowance	TCA	Allowance		
<input type="checkbox"/> Conveyance Allowance For Gravie	CAGG	Allowance		
<input type="checkbox"/> Meal Voucher	MA	Allowance	Meal Voucher Register	
<input type="checkbox"/> Get 1% of sales	SALE	Allowance		
<input type="checkbox"/> Child Education Allowance	CHEA	Allowance		
<input type="checkbox"/> Child Hostel Allowance	CHEAH	Allowance		
<input type="checkbox"/> Grade/Special/Management/Supplementary Allowance	SA	Allowance		
<input type="checkbox"/> City Compensatory Allowance	CBDA	Allowance		
<input type="checkbox"/> City Allowance for Metro city	CMETRO	Allowance		
<input type="checkbox"/> City Allowance for Non Metro city	CNMETRO	Allowance		
<input type="checkbox"/> Arrears	ARRE	Allowance		
<input type="checkbox"/> Leave Travel Allowance	LTA	Allowance		
<input type="checkbox"/> Leave Encashment	LE	Allowance		
<input type="checkbox"/> Performance Incentive	PI	Allowance		

❖ **CTC Report.**

- Total salary package and benefits offered to employee for the given contract.
- It is to help the prospective employer know your current gross salary and helpful to negotiate salary at the time of recruitment.

Monthly Gross Amount.pdf

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136.11%

Thumbnails

## Gross Salary Break Up

Earnings	Current(INR)	Deductions	Amount (INR)
Basic	50000.0	Employee's PF Contribution	-1800.0
House Rent Allowance	20000.0	Professional Tax	-200.0
Conveyance Allowance	800.0		
Transport/Conveyance Allowance	800.0		
Medical Allowance	1250.0		
Employer's PF Contribution	6000.0		
Sp. Allowance	46150.0		
<b>Total Earnings</b>	<b>125000.0</b>	<b>Total Deductions</b>	<b>-2000.0</b>

**Monthly Net Pay** 123000.0

### ❖ Leave balance computation on payslip.

➔ Leave balance on Payslip

l.pdf

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113.42%

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Pay Slip

Employee Details		Payment Details		Location Details	
Emp. No.	EMP004	Bank Name	CBC - CREGBEBB	Location	
Designation	Consultant	Account Number	9866569852	Base Br	Pune
PAN	AHJDH5656D	Days paid	31.0	No. of Days	31.0
UAN	6511215454	DOB	07/12/1988	Date of Joining	03/02/2011
		Leave Balance	EL: 10.0 SL: 0 CL: 4.0 VL: 10.0		

Earnings	Current(INR)	Deductions	Amount (INR)
Basic	50,000.00	Tax Deducted at Source	-20,904.50
House Rent Allowance	20,000.00	Professional Tax	-200.00
Conveyance Allowance	800.00	Employee's PF Contribution	-1,800.00
Transport/Conveyance Allowance	800.00		
Medical Allowance	1,250.00		
Employer's PF Contribution	6,000.00		
Sp. Allowance	46,150.00		
<b>Total Earnings</b>	<b>125,000.00</b>	<b>Total Deductions</b>	<b>-22904.5</b>

**Retirals** **Provident Fund\***

as on Month end 93600.0

\*Total PF collected till date

**Net Pay (INR)** 101896.0

Projected annual Tax Information				Chapter VIA Relief	
Annual Income*	1,004,198.0	Net Tax Income r/o	834,198.0	80C	50000.0
Professional Tax	2,400.0	Total Tax Payable	79,339.6	Exemption under chapter VIA	120000.0
Chapter VIA relief	170,000.0	Tax Deducted till date	0.0		
		Balance Tax	79339.6		

Investment Description			
LC PREMIUM	50000.0	Interest on Homeloan	120000.0

### ❖ Employee Leave Request.

➔ It allows employees to request leaves.



- Managers can review requests for leaves and approve or reject them. This way you can control the overall leave planning for the company or department.

## ❖ Leave application response

- The approver can find leave requests awaiting approval.
- The approver can select a pending request to refuse or approve the request.

Group	Employee	Request Type	Description	Number of Days	Start Date	End Date	Leave Type	Status
Casual Leaves (3)				24.00				
Sick Leaves (1)				-3.00				
	Pieter Parker	Leave Request	Doctor Appointment	-3.00	09/20/2017 05:30:00	09/22/2017 05:30:00	Sick Leaves	Approved
Compensatory Days (2)				4.00				
Unpaid (1)				7.00				
	Pieter Parker	Allocation Request	Summer Vacation	7.00	09/23/2017 05:30:00	09/25/2017 05:30:00	Unpaid	To Approve
Earned/Vacation Leaves (1)				10.00				
	Hemant	Allocation Request	Hemant on Earned/Vacation Leaves	10.00			Earned/Vacation Leaves	Approved
Maternity Leaves (1)				-5.00				
				37.00				

## ❖ Employee Salary Details



- On the selection of an employee the Reference, Contract, Structure, Description, Worked Days and Input data.
- Payslip lines will appear and will be calculated based on the sequence provided on salary rules.

**Human Resources** Human Resources Policy Documents Recruitment Attendances Leaves Payroll Configuration Mitchell Admin

Employee Payslips / Salary Slip of Jennie Fletcher for December-2018

Save Discard 2 / 2

Confirm Compute Sheet Cancel Payslip Apply Leave Draft

**Employee**  
Jennie Fletcher

Period: 12/01/2018 - 12/31/2018 Contract: Contract For Jennie Fletcher

Reference: SLIP/015 Structure: Marketing Executive

Payslip Name: Salary Slip of Jennie Fletcher for December-2018 Credit Note: ☐

7 Payslip

Worked Days & Inputs Salary Computation Details By Salary Rule Category Accounting Information

Name	Code	Category	Rule	Amount	Total
Basic Salary	BASIC	Basic	Basic Salary	46,666.67	46,666.67
House Rent Allowance	HRA	Allowance	House Rent Allowance	46,666.67	46,666.67
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Provident Fund	PF	Deduction	Provident Fund	-1,800.00	-1,800.00
Professional Tax	PT	Deduction	Professional Tax	-200.00	-200.00
Net Salary	NET	Net	Net Salary	92,133.33	92,133.33

Earning and deduction heads in payslip

## ❖ PAYSLIP BATCH

- You can create payslips for various employees at a time. It's like a register which holds payslips of various employees created through 'Generate Payslips' wizard

**Human Resources** Human Resources Policy Documents Recruitment Attendances Leaves Payroll Configuration Mitchell Admin

Payslips Batches / Dec-2018

Save Discard 1 / 1

Close Generate Payslips Draft Close

**Name**  
Dec-2018

Period: 12/01/2018 - 12/31/2018 Credit Note: ☐

Made Payment Advice? ☐

**Payslips**

Reference	Employee	Payslip Name	Date From	Date To	Status
SLIP/016	Archana patil	Salary Slip of Archana patil for December-2018	12/01/2018	12/31/2018	Draft
SLIP/017	Jennie Fletcher	Salary Slip of Jennie Fletcher for December-2018	12/01/2018	12/31/2018	Draft

Add a line

