2019

HRMS&PAYROLL Module

Office MANUAL

Baby Phogat and Rajender Computer Programmer
CCSHAU,Hisar
4/5/2019

Login Procedure

1. Open CCS HARYABA AGRICULTURE UNIVERSITY Website: hau.ac.in

2. Click→   e-Governance in Quick Links

3. Enter your Employee code (user name) and password (Default password is hau@123)

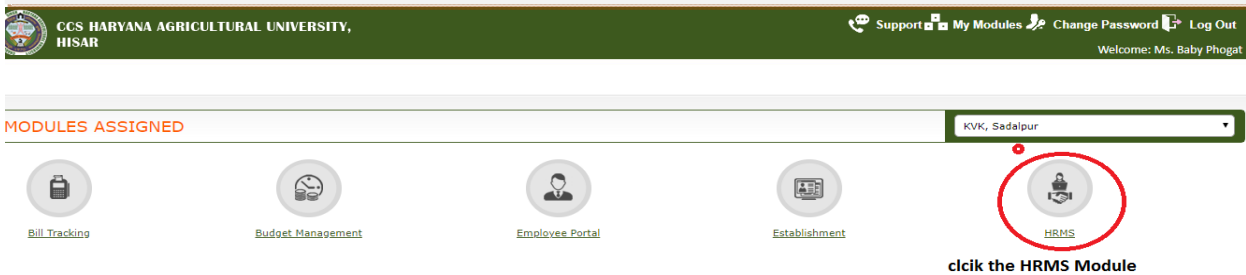**CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

Login

Username: haucode

Password: hau@123 Default Password

Sign In

To protect your privacy, remember to sign out

6. Click on → HRMS for Salary , Registration of New Employee , and Employee Detail

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
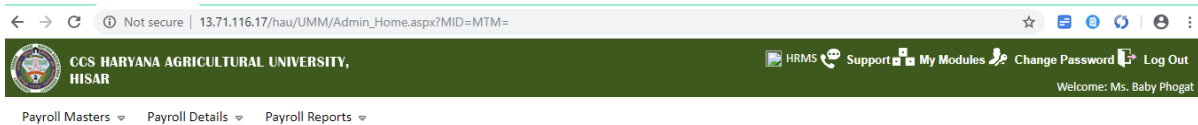
Support My Modules Change Password Log Out

Welcome: Ms. Baby Phogat

MODULES ASSIGNED

KVK, Sadalpur

Bill Tracking   Budget Management   Employee Portal   Establishment   HRMS

clcik the HRMS Module

After Click -> Open the Page(image below)

Not secure | 13.71.116.17/hau/UMM/Admin_Home.aspx?MID=MTM=

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

HRMS Support My Modules Change Password Log Out

Welcome: Ms. Baby Phogat

Payroll Masters ▽   Payroll Details ▽   Payroll Reports ▽

Payroll Master – Its menu use for authority

HISAR

Welcome: Ms. Baby Phogat

Payroll Masters ▽   Payroll Details ▽   Payroll Reports ▽

Create Financial Year	Association Master	Employee Master
Change Financial Year	Nature Master	Employee Master Scheme Wise
Formula Master	Loan Nature Master	Retired Employee Details
DDO Department Mapping	DA Rate Master	Quarter Master
Designation Fund Type Mapping	Salary Head Master	Quarter Category Master
PayMatrix Master	Head Slab Master	Employee Head Assign
Bank Master	Grade Master	GPF Optional Share

Location   :   --Select Location--   DDO   :   --Select DDO--

Sr. No.	Payroll Master	ADMIN Process
1	Create Financial Year	Payroll Master ->submenu, User create the financial year 2014-2015,2015-2016 etc Goto -> Financial year-> select the year and click on save button
2	Change Financial Year	If user want to change financial year then goto this page and select the year after click on CHANGE button
3	Formula Master	In this menu , User added and change salary formula eg.(Basic Pay,Grade Pay , NPA) like GPF - ("1")*6/100 etc.3
4	DDO Department Maping	Using this page user can map DDO with department
5	Designation Fund Type Maping	Using this page, User can map desgination with fund types
6	Pay Matrix Master	Using this page to add pay matrix for admin
7	Bank Master	Add different bank account by this page.
8	Association Master	Admin mange the association fee by this page
9	Loan Nature Master	In this page we add type of loan
10	DA Rate Master	Using this page ,Admin can change DA Rate percentage+
11	Salary Head Master	By this page create salary head
12	Head Slub Master	Page used to categorize head by formula
13	Grade Master	Create grade
14	Retired Employee Master	Retired Employee Master use for keep retired employee record
15	Quarter Master	Manage the quarter number
16	Quarter Category Master	Admin manage the quarter type and base fees
17	Employee Head Assign	By this page admin process the increment by single head
18	Employee Master	Employee Master page manage the HAU employee detail and salary

.

🏠 Payroll Masters > Bank Master   ?

📝 Bank Master

Bank Name	: ✏ SBI *	Branch Name	: ✏ SBI,HAU *
City	: ✏ HISAR *	State	: ✏ Haryana *
IFSC Code	: ✏ SBIN001566	MICR Number	: ✏
First Contact Person	: ✏	First Contact Number	: ✏
Second Contact Person	: ✏	Second Contact Number	: ✏
Account Number	: ✏ *	Address	: 💬
Remarks	: 💬		

SAVE   **RESET**

📝 *List of Banks*

Payroll Masters ▾   Payroll Details ▾   Payroll Reports ▾

■ Payroll Masters > Employee Master

Employee Master

Employee Search   *Show / Hide*

Employee Code	:	hau01944	Manual Employee Code	:	
Employee Name	:		Controlling Office	:	--Select Controlling Office-- ▼
Location	:	--Select Location-- ▼	DDO	:	--Select DDO-- ▼
Designation	:	-- Select Designation -- ▼	Department	:	--Select Department-- ▼
Nature Type	:	-- Select Nature Type -- ▼	Section	:	-- Select Section -- ▼
Fund Type	:	-- Select Fund Type -- ▼	Posting City	:	-- Select Posting City -- ▼
Scheme Group	:	--Select Scheme Group-- ▼	Employee Status	:	-- All Employee -- ▼
Scheme Code	:	-- Select Scheme Code -- ▼	Sort By	:	Employee Code ▼
Click on view button. Type of Medical Allowance	:	-- Select Medical Allowance Type -- ▼			

VIEW   **RESET**

Main Detail

Employee Code	:	HAU02711 * 🔍	Employee Code (M)	:	*
Employee Name	:	Dr. ▼	*	Father/Husband Name	:	
ID Card No.	:		Order No. of First Appointment	:	
Gender	:	-- Select Gender -- ▼ *	Category	:	-- Select Caste Category -- ▼ *
Religion	:	-- Select Religion -- ▼ *	Marital Status	:	-- Select Marital Status -- ▼ *
Date of Birth	:	🗓 *	Email Id	:	
PAN Number	:		ECR No.	:	
Aadhaar Number	:		ECR Page No.	:	
Library Card Number	:	*	Remarks	:	

Bank Detail

Pay Mode	:	Bank ▼ *	Account No.	:	
Bank	:	-- Select Bank -- ▼			

Other Detail

Actual Controlling Office	:	--Select Controlling Office-- ▼ *	Posting Controlling Office	:	--Select Controlling Office-- ▼
Actual DDO	:	--Select DDO-- ▼ *	Posting DDO	:	--Select DDO-- ▼

How Generate the HAU New Code Process

Asterisk mark (*) Field are mandatory

Main Detail

Employee code – fill the employee code

| Employee Name | Gender | Religion |
| Category | Marital Status | Library Card Number |

Bank Detail

pay mode –Select the payment mode like bank, cheque, cash

Bank – bank name   Account Number-00000000000,

Other Detail

| Actual Controlling Office | Actual Location - eg. Hisar | Actual Department |

| Date of Appointment | Date of Joining | Nature Type |
| Fund Type | Scheme | Scheme code |

Define Salary type

| Salary Type | Post | Work designation |

| LevelType | Level Number |

cell number   Quartor Number

after this field user click on [HEADS] button and click on [SAVE] button

HAU Employee code generate eg. hau00001.

Images are below

Other Detail

Field	Value		Field	Value
Actual Controlling Office	--Select Controlling Office-- ▼ *		Posting Controlling Office	--Select Controlling Office-- ▼
Actual DDO	--Select DDO-- ▼ *		Posting DDO	--Select DDO-- ▼
Actual Location	--Select Location-- ▼ *		Posting Location	--Select Location-- ▼
Actual Department	--Select Department-- ▼ *		Posted Department	--Select Department-- ▼
Section	-- Select Section -- ▼		Posted Section	-- Select Section -- ▼
Date of Appointment	🗓*		Date of Joining	🗓*
Discipline	-- Select Discipline Name -- ▼		Last Appointment Date	🗓
Date of Retirement	🗓		Last Joining Date	🗓
Nature Type	-- Select Nature Type -- ▼ *		Employee's Left Status	NO ▼ -- Select Reason -- ▼
Fund Type	-- Select Fund Type -- ▼ *		Leaving Date	🗓
Scheme	--Select Scheme Group-- ▼ *			
Scheme Code	-- Select Scheme Code -- ▼ *		Leaving Remarks	✎
Reporting To	-- Select Reporting To -- ▼			
Increment Due Date	🗓		PF Bank	--Select PF Bank-- ▼
On Deputation?	☐		PF Number/PRAN Number	✎
Welfare Number	✎		From DDO	✎
PF Balance	✎		PG Teacher Code	✎

Field	Value		Field	Value
PF Balance	✎		PG Teacher Code	✎
SI Prem. No.	✎		Association	-- Select Association -- ▼
Additional Charge	✎		Type of Medical Allowance	-- Select Medical Allowance Type - ▼
Employee Type	HAU ▼		Medical Allowance Effective From	🗓
Stop Salary	☐		Is Handicapped?	☐
Stop Salary Effective From				
Stop GPF	☐		Stop Attendance	☐
HRA/HRD Not Applicable	☐		Is Gazetted?	☐
			Work Details	💬

Define Salary Structure

Field	Value		Field	Value
Salary Type	-- Select Salary Type -- ▼ *		Posting Station	-- Select Posting City -- ▼
Post	-- Select Designation -- ▼ *		Working Designation	-- Select Designation -- ▼ *
Department Specialization	-- Select Specialization -- ▼		Posted Department Specialization	-- Select Specialization -- ▼
Grade	-- Select Grade -- ▼ *		Current Grade	--Select Current Grade-- ▼ *
Level Type	--Select Level-- ▼		Level Number	--Select Level Number-- ▼
Cell Number	--Select Cell Number-- ▼		Grade Pay	✎ 0
Current Grade Pay	✎ 0		PF Type	-- Select PF Type -- ▼

Field	Value		Field	Value
Post	-- Select Designation -- ▼ *		Working Designation	-- Select Designation -- ▼ *
Department Specialization	-- Select Specialization -- ▼		Posted Department Specialization	-- Select Specialization -- ▼
Grade	-- Select Grade -- ▼ *		Current Grade	--Select Current Grade-- ▼ *
Level Type	--Select Level-- ▼		Level Number	--Select Level Number-- ▼
Cell Number	--Select Cell Number-- ▼		Grade Pay	✎ 0
Current Grade Pay	✎ 0		PF Type	-- Select PF Type -- ▼
Quarter No.	-- Select Quarter -- ▼		Basic	✎ 0 *
Quarter Effective From				
Increment Percentage	✎ 3		Special Pay	✎ 0
Current Special Pay	✎ 0		CA	✎
Current CA	✎ 0		Special Allowance	✎
Current Special Allowance	✎		Personal Pay	✎ 0
Phd. Allowance	✎ 0		GPF Share Percentage	✎
Month	APRIL ▼		Year	2019 ▼

HEADS   **RESET**

Salary Process

Step 1-

GO to **PayrollDetial->Employee Master** Page and Click on [HEADS] button

In Images below some field are necessary to caluculate the salary automatically. Mandatory field are circle in image.

Other Detail

Field	Value		Field	Value
Actual Controlling Office	CFST ▼ *		Posting Controlling Office	CFST ▼
Actual DDO	Director, CFST ▼ *		Posting DDO	Director, CFST ▼
Actual Location	CFST, Hisar ▼ *		Posting Location	CFST, Hisar ▼
Actual Department	Centre of Food Science and Techn ▼ *		Posted Department	Centre of Food Science and Techn ▼
Section	-- Select Section -- ▼		Posted Section	-- Select Section -- ▼
Date of Appointment	21/04/1980 🗓 *		Date of Joining	21/04/1980 🗓 *
Discipline	-- Select Discipline Name -- ▼		Last Appointment Date	🗓
Date of Retirement	30/04/2019 🗓		Last Joining Date	🗓
Nature Type	Permanent ▼ *		Employee's Left Status	NO ▼ -- Select Reason -- ▼
Fund Type	Non-Plan ▼ *		Leaving Date	🗓
Scheme	Agri.(B)-State ▼ *			
Scheme Code	560	T-5 Agri.(B)-State ▼ *		Leaving Remarks	✎
Reporting To	-- Select Reporting To -- ▼			
Increment Due Date	01/07/2019 🗓		PF Bank	SBI ▼
On Deputation?	☐		PF Number/PRAN Number	✎ 4962
Welfare Number	✎		From DDO	✎
PF Balance	✎ 0		PG Teacher Code	✎

Field	Value		Field	Value
Salary Type	Seventh Pay Scale ▼ *		Posting Station	Hisar ▼
Post	Professor ▼ *		Working Designation	Director ▼ *
Department Specialization	Food & Nutrition ▼		Posted Department Specialization	Food & Nutrition ▼
Grade	37400-67000-0---(10000) ▼ *		Current Grade	37400-67000-0---(10000) ▼ *
Level Type	Academic Level ▼		Level Number	L14 ▼
Cell Number	--Select Cell Number-- ▼		Grade Pay	✎ 0
Current Grade Pay	✎ 0		PF Type	GPF ▼
Quarter No.	-- Select Quarter -- ▼		Basic	✎ 199600 *
Quarter Effective From				
Increment Percentage	✎ 3		Special Pay	✎ 0
Current Special Pay	✎ 0		CA	✎ 0
Current CA	✎ 0		Special Allowance	✎ 0
Current Special Allowance	✎ 0		Personal Pay	✎ 0
Phd. Allowance	✎ 0		GPF Share Percentage	✎
Month	APRIL ▼		Year	2019 ▼

Mandatory Field

[HEADS] [RESET]

After this some heads calculate automatically and some fill manual

Earnings Head   Deductions Head

S.No.	Description	Mapping	Amount	Effective From	Manual	S.No.	Description	Mapping	Amount	Effective From	Manual
1	Basic Pay	NO	199600	21/04/1980	☐	1	GPF (SUB)	NO	19960	21/04/1980	☐
2	Grade pay	NO	0	21/04/1980	☐	2	GPF (Opt)	NO	39920	21/04/1980	☑
3	NPA	NO	0	21/04/1980	☐	3	GPF Pension Contribution	NO	19960	01/01/2000	☐
4	HC Allo	YES	0	21/04/1980	Click manual	4	CPF (Sub)	NO	0	21/04/1980	☐
5	HRA	NO	7698	21/04/1980	☑	5	CPF (Opt)	NO	0	21/04/1980	☐
6	ADA	YES	17964	21/04/1980	☐	6	CPF Pension Contribution	NO	0	01/01/2000	☐
7	Cycle-Alow	NO	0	21/04/1980	☐	7	NPS	NO	0	21/04/1980	☐
8	PP	NO	0	21/04/1980	☑	8	GS LIS	Y	180	19/05/2048	☐
9	FMA	NO	1000	21/04/1980	☐	9	SCLUB	NO	0	21/04/1980	☐
10	SP	NO	0	21/04/1980	☐	10	Elec.	NO	0	21/04/1980	☐
11	Con. Alow	NO	0	21/04/1980	☐	11	FC	YES	100	21/04/1980	☑
12	IRF	YES	0	21/04/1980	☐	12	CC	YES	0	21/04/1980	☑
13	SA	YES	0	21/04/1980	☐	13	W.A.	NO	0	21/04/1980	☐

Payroll Masters ▽   Payroll Details ▽   Payroll Reports ▽

18	Festival Allo	NO	0	21/04/1980	☐	18	M. Rec.	NO	0	21/04/1980	☐
19	Rec. (Salary)	NO	0	21/04/1980	☐	19	Rec	NO	0	21/04/1980	☐
20	Veh. Charg.	NO	0	21/04/1980	☐		Total Earnings :	226262.00			
21	Wash Alw	NO	0	21/04/1980	☐		Income Tax :				
22	Sump. Alw	NO	0	21/04/1980	☐		Total Deductions :	60200.00			
23	Wel Alw	NO	0	21/04/1980	☐		Net Pay :	166062.00			
24	RFA	NO	0	21/04/1980	☐						
25	ADA ON HCA	NO	0	21/04/1980	☐						
26	GSLIS In.	YES	0	21/04/1980	☐						

Document Details

S.No.	Document
1	pdf service book
2	Photo

UPDATE   **RESET**

Click on Update

Step 2: GO TO

Payroll Details → Employee Attendance

Employee Attendance

Employee Code :	[✎]
Employee Name :	[✎]
Location :	-- Select Location -- ▼
Designation :	-- Select Designation -- ▼
Nature Type :	-- Select Nature Type -- ▼
Month :	APRIL ▼ *
Year :	2019 ▼ *
Salary Type :	Regular Salary ▼

Magnifier do the work of search

Manual Employee Code :	[✎]
Controlling Office :	--Select Controlling Office-- ▼
DDO :	--Select DDO-- ▼
Department :	-- Select Department -- ▼
Fund Type :	-- Select Fund Type -- ▼
Scheme :	--Select Scheme Group-- ▼
Parent Scheme :	-- Select Parent Scheme -- ▼
Fund Type :	-- Select Fund Type -- ▼
Scheme :	--Select Scheme Group-- ▼
Child Scheme :	-- Select Child Scheme -- ▼

press the View button

[VIEW] [RESET]

After Pressing the VIEW BUTTON , Its shows the employee list (Image below).

In this Image USER found multicheck box option for multi selection the employee and press the process button. Month and Year verify by user, Attendance process is complete

[VIEW] [RESET]

List of Employee (Attendance Not Marked)

☐All	S.No.	Employee Code	Employee Name	Location	Department	Designation	Salary Type
				KVK, Sadalpur	KVK, Sadalpur	DES	Seventh Pay Scale
				KVK, Sadalpur	KVK, Sadalpur	DES	Seventh Pay Scale
☐	3	HAU00388	S.K. Dhanda	KVK, Sadalpur	KVK, Sadalpur	Coordinator	Seventh Pay Scale
☐	4	HAU00389	Vinita Jain	KVK, Sadalpur	KVK, Sadalpur	Principal Extension Specialist	Seventh Pay Scale
☐	5	HAU00390	Narender Kumar	KVK, Sadalpur	KVK, Sadalpur	DES	Seventh Pay Scale

this Check box use for selection all employee single click

User select optionally employee by this checkbox click

Total 11 Employee Found!

[PROCESS] [UNPROCESS] [RETURN]

Record Not Found!

🏠Payroll Details > **Attendance Adjustment by this page user manage the salary if employee attendance is short or other reason**

🏠 Payroll Details > Attendance Adjustment

Attendance Adjustment

Employee Code	:	✎	Employee Code (M)	: ✎
Employee Name	:	✎	DDO	: [113] Sr. Coordinator, KVK, Sada ▾
Location	:	-- Select Location -- ▾	Department	: -- Select Department -- ▾
Designation	:	-- Select Designation -- ▾	Nature Type	: -- Select Nature Type -- ▾
Posting City	:	-- Select Posting City -- ▾	PF Type	: -- Select PF Type -- ▾
Sort By	:	Employee Code ▾	Fund Type	: -- Select Fund Type -- ▾
Month	:	APRIL ▾ *	Scheme	: --Select Scheme Group-- ▾
Year	:	2019 ▾ *	Scheme Code	: -- Select Scheme Code -- ▾
			Salary Type	: Regular Salary ▾

VIEW　**RESET**

List of Employee (Attendance Marked)

[Note PBS / P : Present Before Suspended / Promotion And PAS / P : Present After Suspended / Promotion And SD - Stop All Deductions]

S.No.	Employee Code (M)	Employee Name	Location	Designation	T Days	Present	EOL	P Days	PBS/P	PAS/P	SD	Remarks
1	HAU00387	Pooja Rani	KVK, Sadalpur	DES	30.00	30.00	0.00	30.00	0.00	0.00	☐	

EOL is a option which days employee not come the value put in this box eg. user want to paid any emp 6 days salary the user entered eol value is 24 days

SAVE　**RETURN**　　after this click on save button

Step 3:- if Employee have any type to loan then before process the salary User need to entered emp loan for correct deduction . all type loan page are show in Payroll Detail menu ,

Payroll Detail->EmployeenLoan /advance Transaction

1.CPF Advance 2. Festive Loan 3.GPF Advance 4.HBL 5.Wheat Loan Advance 6. CO-opt Bal

In this page total amount and installment amount two type input which fill by user. After final payment user stop the loan deduction by suppress button.

loan/adv. Type is a select box.User select the loan/adv type by this box eg. CPF advance

Employee Code/Name	:		Allotment/Order No.	:	--Select Allotment/Order No.-- ▼
Employee	:	-- Select Employee -- ▼ *	Employee Name	:	
Designation	:		Department	:	
Loan/Adv. Type	:	Mari Loan ▼ *	Loan/Adv. Nature	:	-- Select Loan/Adv. Nature -- ▼ *
Account No.	:		Dated	:	🗓*
Loan From City	:	--Select Loan From City-- ▼ *	Remarks	:	
Select Bank	:	-- Select Bank -- ▼			

Suppress checkbox use for loan close.

Loan/Adv.	Total Amount	Cash Recovery	Installment Amount	Total Installment	Left Installment	Balance Amount	Interest	Suppress
Mari Loan	0		0	0	0	0		☐

Interest	Total Amt.	Cash Recov.	Install. Amt.	Tot. Install.	Left Install.	Balance Amt.	Suppress
M Loan Int	0	0	0	0	0	0	☐

Calculate Interest

SAVE **RESET**

Insurance Transaction Page-> LIC,GSLIS,GIS all type transaction entry manage by this page.

🏠 Payroll Details > Insurance Transaction

Insurance Transaction

Employee Code/Name	:		Employee Name	:	
Employee	:	-- Select Employee -- ▼ *	Department	:	
Designation	:		Dated	:	🗓*
Insurance Name	:	-- Select Insurance Name -- ▼ *	Policy Number	:	*
Monthly Installment	:	*	Total Contribution	:	
Last Insurance Date	:	09/04/2019 🗓*	Insurance Details	:	
Total Installments	:		Suppress	:	☐
Effect Type	:	Monthly ▼	Remarks	:	💬

SAVE **RESET**

List of Insurance Transaction Details

Marriage Loan Bill

F.Y (2019-2020)

Loan Type	:	Marriage Loan ▼ *
Department	:	Sr. Coordinator, KVK, Sadalpur ▼ *
Bill No.	:	
Fund Type	:	-- Select Fund Type -- ▼ *
SOE	:	-- Select SOE -- ▼ *
Alloted Budget	:	0.00
Expense Consume	:	0.00
Provision	:	0.00
Sanction Accorded by	:	Sr. Coordinator, KVK, Sadalpur ▼ *
Auditor Type	:	⦿ Internal ◯ External
Auditor	:	-- Select Auditor -- ▼ *
In Favour Of	:	✎ *
Remarks	:	💬

Reissue Bill	:	-- Select Bill No -- ▼ (Objection Bills If Any)
Sub-Department	:	-- Select Sub-Department -- ▼ *
Manual Bill No.	:	✎ *
Scheme	:	-- Select Scheme -- ▼ *
Bill Date	:	09/04/2019 🗓*
Balance	:	0.00
Advance Consume	:	0.00
Provision File No	:	--Select File No-- ▼
Vide Date	:	🗓
Vide No.	:	✎
Sub Voucher No	:	✎

Employee Search

Employee Code	:	✎	Employee Name	:	✎
Location	:	-- Select Location -- ▼	Department	:	-- Select Department -- ▼

Step 4:-Electricity Unit Details page manage the record of electricity. Asterick (*) are mandatory field

Electricity Unit Details

Employee Code	:	
Employee Name	:	✎
Location	:	-- Select Location -- ▼
Designation	:	-- Select Designation -- ▼
osting City	:	-- Select Posting City -- ▼
PF Type	:	-- Select PF Type -- ▼
Month	:	APRIL ▼ *
Year	:	2019 ▼ *

Put the value of emp code for single employee and ddo and department value show all emp

Employee Code (M)	:	✎
DDO	:	-- Select DDO -- ▼
Department	:	-- Select Department -- ▼
Nature Type	:	-- Select Nature Type -- ▼
Fund Type	:	-- Select Fund Type -- ▼ *
Scheme	:	-- Select Scheme -- ▼ *
Sort By	:	Employee Code ▼

Press the view button

VIEW **RESET**

List of Employee (Salary Not Processed)

S.No.	Emp Code	Employee Name	Department	Designation	Water charge	Sewer charge	Fan charge	Electricity Charges
1	HAU02557	Sushila Devi	Campus Hospital	Staff Nurse	0.00	0.00	0.00	
2	HAU00005	V.S.Hooda	Horticulture	Assistant Scientist	0.00	0.00	0.00	

After view button User found the emp list (Image above) where entered the value water Charge ,Sewer Charge ,Fan Charge and Electricity Charge

SAVE **RETURN**

press the Save button to create record

Step 5: Auto Salary Process page is final stage of Salary process. After all entry User **Process** the salary for Salary bill creation.if User forget any entry then user select the checkbox which employee forget entry and press the **UNPROCESS** button .

Auto Salary Process

Employee Code	:	🖉
Employee Name	:	🖉
Location	:	-- Select Location -- ▼
Designation	:	-- Select Designation -- ▼
Nature Type	:	-- Select Nature Type -- ▼
Month	:	APRIL ▼ *
Year	:	2019 ▼ *

Manual Employee Code	:	🖉
Controlling Office	:	Directorate of Extension Education ▼
DDO	:	[113] Sr. Coordinator, KVK, Sada ▼
Department	:	-- Select Department -- ▼
Fund Type	:	ICAR ▼ *
Scheme Group	:	ICAR ▼ *
Scheme Code	:	5701	D(B) DEE-11-ICAR ▼ *
Salary Type	:	Regular Salary ▼

VIEW **RESET**

List of Employee (Salary Not Processed)

All	S.No.	Emp Code	Employee Name	Location	Department	Designation	Salary Type
☐	1	HAU00387	Pooja Rani	KVK, Sadalpur	KVK, Sadalpur	DES	Seventh Pay Scale

List of Employee (Salary Processed)

All	S.No.	Emp Code	Employee Name	Location	Department	Designation	Salary Type	Status

Total 0 Employee Found!

List of Employee (Salary Locked)

S.No.	Emp Code	Employee Name	Location	Department	Designation	Salary Type	Status

Total 0 Employee Found!

PROCESS **UNPROCESS**

List to Employee:- shows the list of employee which salary is final.

List of Employee (Salary Locked): shows the list of employee which salary bill created

🏠 Payroll Details > Salary Bill Creation   **?**

Salary Bill Creation

Controlling Office	:	Directorate of Extension Education ▼ *
DDO	:	--Select DDO-- ▼
Fund Type	:	-- Select Fund Type -- ▼
Month	:	APRIL ▼ *
Bill Type	:	Regular Bill ▼
Budget Department	:	[103] Comptroller ▼ *

Sort By	:	Employee Code ▼
Scheme Group	:	▼
Scheme	:	-- Select Scheme -- ▼
Year	:	2019 ▼ *
Sub-Department	:	- ▼ *

VIEW   **RESET ALL**

List of Employee (Salary Processed)

Total 0 Employee Found!

Create Salary Bills   **RESET**

List of Salary Bills (Not Sent for Pre Audit)

Note: Red Color Bill Numbers are rejected by Department.

Total 0 Salary Bill Created!

Auditor Type   : ⦿ Internal ◯ External

Auditor   : -- Select Auditor -- ▼ *

Send To Pre Audit   **RESET**

List of Salary Bills (Sent for Pre Audit)

Note: Green Color Bill Numbers are approved by Department.
Note: Red Color Bill Numbers are rejected by Department.

Total 0 Salary Bills Transferred To Account!

PRINT BILL

After Salary bill Create User go to next step in Bill Tracking Module , HRMS Module only Salary bill Created

📝 HRMS Bill

F.Y (2019-2020)

Bill Type	:	-- Select Bill Type -- ▼ *
Salary Bill	:	-- Select Salary Bill -- ▼ *
Bill No.	:	
Month	:	-- Select Month -- ▼ *
DDO/Department	:	Sr. Coordinator, KVK, Sadalpur ▼ *
Fund Type	:	-- Select Fund Type -- ▼ *
In Favour Of	:	✎ *
Salary Department	:	Sr. Coordinator, KVK, Sadalpur ▼ *

Bill Date	:	09/04/2019 📅 *
Manual Bill No.	:	✎ *
Year	:	-- Select Year -- ▼ *
Sub-Department	:	-- Select Sub-Department -- ▼ *
Scheme	:	-- Select Scheme -- ▼ *
Salary Bill Type	:	Regular ▼ *
Is Ex-Gratia Bill	:	☐ Is Ex-Gratia

Pay, SP, NPA, HRA, M.C. etc.
Alloted Budget	:	0.00	Balance	:	0.00
Expense Consume	:	0.00			

Dearness Allowance (ADA)
Alloted Budget	:	0.00	Balance	:	0.00
Expense Consume	:	0.00			

CPF /GPF/ NPS
Alloted Budget	:	0.00	Balance	:	0.00
Expense Consume	:	0.00			

Auditor Type	:	⦿ Internal ◯ External
Auditor	:	-- Select Auditor -- ▼ *
Remarks	:	💬 *
Sub Voucher No	:	✎
Submit Bill	:	☐
Upload Bills	:	Choose File
		File size should not be more than 10 MB

Show Upload Files

SAVE **RESET**

Hide Search Criteria

📝 Search Bill(s)

From Date	:	01/04/2019 📅 *
Department	:	Sr. Coordinator, KVK, Sadalpur ▼
Fund Type	:	-- Select Fund Type -- ▼
SOE	:	-- Select SOE -- ▼
Bill No	:	✎

To Date	:	31/03/2020 📅 *
Sub-Department	:	-- Select Sub-Department -- ▼
Scheme	:	-- Select Scheme -- ▼
Manual Bill No.	:	✎
Bill Amount	:	✎

SEARCH **RESET**

Scheme Wise Employee Master

Employee Search   *Show / Hide*

Employee Code	:	[ ]	Manual Employee Code	:	[ ]
Employee Name	:	[ ]	Controlling Office	:	--Select Controlling Office-- ▼
Location	:	--Select Location-- ▼	DDO	:	--Select DDO-- ▼
Designation	:	-- Select Designation -- ▼	Department	:	--Select Department-- ▼
Nature Type	:	-- Select Nature Type -- ▼	Section	:	-- Select Section -- ▼
Fund Type	:	-- Select Fund Type -- ▼	Posting City	:	-- Select Posting City -- ▼
Scheme Group	:	--Select Scheme Group-- ▼	Employee Status	:	-- All Employee -- ▼
Scheme	:	-- Select Scheme Code -- ▼	Sort By	:	Employee Code ▼
Type of Medical Allowance	:	-- Select Medical Allowance Type -- ▼			

VIEW   **RESET**

List of Employee(s)

S. No.	Employee Code	Employee Name	Controlling Officer	Department	Designation	Posting Department	Scheme	EDIT	DELETE
1	HAU00007	Dr. S. S. Punia	A&AO, COA	Agronomy	Principal Scientist	A&AO, COA	C(B) AGRO-8-ICAR	✎	🗑

Main Detail

Employee Code	:	✎ HAU02716	Employee Code (M)	:	✎ *
Employee Name	:	Dr. ▼ ✎	Father/Husband Name	:	✎
ID Card No.	:	✎	of First Appointment	:	✎
Gender	:	-- Select Gender -- ▼ *	Category	:	-- Select Caste Category -- ▼ *
Religion	:	-- Select Religion -- ▼	Marital Status	:	-- Select Marital Status -- ▼ *
Date of Birth	:	[ ] 📅*	Email Id	:	✎
PAN Number	:	✎	ECR No.	:	✎
Aadhaar Number	:	✎	ECR Page No.	:	✎
Library Card Number	:	✎ *	Remarks	:	💬

> **HAU Code which automatic generate.**
>
> **Asterisk (*) Field are Mandatory.**

Bank Detail

Pay Mode	:	Bank ▼ *	Account No.	:	✎
Bank	:	-- Select Bank -- ▼			

Other Detail

Actual Controlling Office	:	--Select Controlling Office-- ▼ *	Posting Controlling Office	:	--Select Controlling Office-- ▼
Actual DDO	:	--Select DDO-- ▼ *	Posting DDO	:	--Select DDO-- ▼
Actual Location	:	--Select Location-- ▼ *	Posting Location	:	--Select Location-- ▼
Actual Department	:	--Select Department-- ▼ *	Posted Department	:	--Select Department-- ▼
Section	:	-- Select Section -- ▼	Posted Section	:	-- Select Section -- ▼
Date of Appointment	:	[ ] 📅*	Date of Joining	:	[ ] 📅*
Discipline	:	-- Select Discipline Name -- ▼	Last Appointment Date	:	[ ] 📅
Date of Retirement	:	[ ] 📅	Last Joining Date	:	[ ] 📅
Nature Type	:	-- Select Nature Type -- ▼ *	Employee's Left Status	:	NO ▼ -- Select Reason -- ▼
First Fund Type	:	-- Select Fund Type -- ▼ *	Leaving Date	:	[ ] 📅
First Scheme	:	--Select Scheme Group-- ▼ *			
First Sub Scheme	:	-- Select Scheme Code -- ▼ *	Reporting To	:	-- Select Reporting To -- ▼
Second Fund Type	:	-- Select Fund Type -- ▼ *	Leaving Remarks	:	✎
Second Scheme	:	--Select Scheme Group-- ▼ *			
Second Sub Scheme	:	--Select Scheme Code-- ▼ *			
Increment Due Date	:	[ ] 📅	PF Bank	:	--Select PF Bank-- ▼
On Deputation?	:	☐	PF Number/PRAN Number	:	✎
Welfare Number	:	✎	From DDO	:	✎
PF Balance	:	✎	PG Teacher Code	:	✎

SI Prem. No.	:	[✎]	Association	:	-- Select Association -- ▼
Additional Charge	:	[✎]	Type of Medical Allowance	:	-- Select Medical Allowance Type - ▼
Employee Type	:	HAU ▼	Effective From	:	[📅]
Stop Salary	:	☐	Is Handicapped?	:	☐
Stop GPF	:	☐	Stop Attendance	:	☐
HRA/HRD Not Applicable	:	☐	Is Gazetted?	:	☐
			Work Details	:	[💬]

📝 *Define Salary Structure*

Salary Type	:	-- Select Salary Type -- ▼ *	Posting Station	:	-- Select Posting City -- ▼
Post	:	-- Select Designation -- ▼ *	Working Designation	:	-- Select Designation -- ▼ *
Department Specialization	:	-- Select Specialization -- ▼	Posted Department Specialization	:	-- Select Specialization -- ▼
Grade	:	-- Select Grade -- ▼ *	Current Grade	:	--Select Current Grade-- ▼
Level Type	:	--Select Level-- ▼ *	Horizontal Level	:	--Select Level Number-- ▼
Vertical Level	:	--Select Cell Number-- ▼	Grade Pay	:	[✎] 0
Current Grade Pay	:	[✎] 0	PF Type	:	-- Select PF Type -- ▼
Quarter No.	:	-- Select Quarter -- ▼	Basic	:	[✎] 0 *
Increment Percentage	:	[✎] 3	Special Pay	:	[✎] 0
Current Special Pay	:	[✎] 0	CA	:	[✎]
Current CA	:	[✎] 0	Special Allowance	:	[✎]
Current Special Allowance	:	[✎]	Fund Type	:	-- Select Fund Type -- ▼ *
Phd. Allowance	:	[✎] 0	Scheme	:	--Select Scheme Group-- ▼ *
Personal Pay	:	[✎] 0	First Scheme	:	-- Select Scheme -- ▼ *
			GPF Share Percentage	:	[✎]

Note->Basic are entered manual in double scheme case

In First scheme User select the ICAR Scheme and Second Scheme is State ,after this User click on HEADS button

[HEADS] [RESET]

After click HEADS button the image below are open.

Earnings Head   *Deductions Head*

S.No.	Description	Mapping	Amount	Effective From	Manual	S.No.	Description	Mapping	Amount	Effective From	Manual
1	Basic Pay	NO	191200	16/12/1983 📅	☐	1	GPF (SUB)	NO	19120	16/12/1983 📅	☐
2	Grade pay	NO	0	16/12/1983 📅	☐	2	GPF (Opt)	NO	58140	16/12/1983 📅	☐
3	NPA	NO	0	16/12/1983 📅	☐	3	CPF (Sub)	NO	0	16/12/1983 📅	☐
4	HC Allo	YES	0	16/12/1983 📅	☐	4	CPF (Opt)	NO	0	16/12/1983 📅	☐
5	HRA	NO	7479	16/12/1983 📅	☐	5	NPS	NO	0	16/12/1983 📅	☐
6	ADA	YES	17208	16/12/1983 📅	☐	6	SCLUB	NO	0	16/12/1983 📅	☐
7	Cycle-Alow	NO	0	16/12/1983 📅	☐	7	Elec.	NO	0	16/12/1983 📅	☐
8	PP	NO	0	16/12/1983 📅	☑	8	FC	YES	100	16/12/1983 📅	☑
9	FMA	NO	1000	16/12/1983 📅	☐	9	CC	YES	0	16/12/1983 📅	☑
10	SP	NO	0	16/12/1983 📅	☐	10	W.A.	NO	0	16/12/1983 📅	☐
11	Con. Alow	NO	0	16/12/1983 📅	☐	11	EPF(NPS)	NO	0	16/12/1983 📅	☐
12	IRF	YES	0	16/12/1983 📅	☐	12	L. Fee	NO	0	16/12/1983 📅	☐
13	SA	YES	0	16/12/1983 📅	☐	13	EWF	YES	90	16/12/1983 📅	☑
14	SSA	NO	0	16/12/1983 📅	☐	14	UF	NO	0	16/12/1983 📅	☐

15	HWA	NO	0	16/12/1983	☐	15	M. Rec.	NO	0	16/12/1983	☐
16	Livers	NO	0	16/12/1983	☐	16	Rec	NO	0	16/12/1983	☐
17	VA (E)	NO	0	16/12/1983	☐						
18	Festival Allo	NO	0	16/12/1983	☐						
19	Rec. (Salary)	NO	0	16/12/1983	☐						
20	Veh. Charg.	NO	0	16/12/1983	☐						
21	Wash Alw	NO	0	16/12/1983	☐						
22	Sump. Alw	NO	0	16/12/1983	☐						
23	Wel Alw	NO	0	16/12/1983	☐						
24	RFA	NO	0	16/12/1983	☐						
25	ADA ON HCA	NO	0	16/12/1983	☐						
26	GSLIS In.	YES	0	16/12/1983	☐						

Total Earnings : 216887.00
Total Deductions : 77450.00

Document Details

UPDATE   **RESET**

Step 2: ALL loan/Expenditure /Insurance entry are same .

Step 3:**Employee Attendance ->** in double scheme User process the attendance in both scheme .

🏠 Payroll Details > Employee Attendance

Employee Attendance

Employee Code	:	✎	🔍		Manual Employee Code	:	✎	
Employee Name	:	✎			Controlling Office	:	--Select Controlling Office-- ▼	
Location	:	-- Select Location -- ▼			DDO	:	--Select DDO-- ▼	
Designation	:	-- Select Designation -- ▼			Department	:	-- Select Department -- ▼	
Nature Type	:	-- Select Nature Type -- ▼			Fund Type	:	-- Select Fund Type -- ▼	
Month	:	APRIL ▼ *			Scheme	:	--Select Scheme Group-- ▼	
Year	:	2019 ▼ *			Parent Scheme	:	-- Select Parent Scheme -- ▼	
Salary Type	:	Regular Salary ▼			Fund Type	:	-- Select Fund Type -- ▼	
					Scheme	:	--Select Scheme Group-- ▼	
					Child Scheme	:	-- Select Child Scheme -- ▼	

Note: Parent scheme is first scheme mandatory

Child scheme is second scheme after process the attendance

VIEW   **RESET**

step4:PayrollDetail->AutoSalaryProcessSchemeWise

User process double scheme employee salary in both scheme.

Step 5: SalaryBillCreation page create the salary bill

Auto Salary Process Schemewise

Employee Code	:	✎	🔍		Manual Employee Code	:	✎	
Employee Name	:	✎			Controlling Office	:	--Select Controlling Office-- ▼	
Location	:	-- Select Location -- ▼			DDO	:	--Select DDO-- ▼	
Designation	:	-- Select Designation -- ▼			Department	:	-- Select Department -- ▼	
Nature Type	:	-- Select Nature Type -- ▼			Fund Type	:	-- Select Fund Type -- ▼ *	
Month	:	APRIL ▼ *			Scheme	:	--Select Scheme Group-- ▼ *	
Year	:	2019 ▼ *			Scheme Code	:	-- Select Scheme Code -- ▼ *	
					Salary Type	:	Regular Salary ▼	

VIEW   **RESET**

Stop Salary Process

Step1: in Employe Master page User click on Stop Salary check box and update the detail

Step 2:PayrollDetails-->Employee Attendace page use to mark attendance .

Employee Attendance

Employee Code	:	hau01944 🔍	Manual Employee Code	:	
Employee Name	:	Baby Phogat	Controlling Office	:	Directorate of Extension Education ▼
Location	:	-- Select Location -- ▼	DDO	:	[113] Sr. Coordinator, KVK, Sada ▼
Designation	:	Computer Programmer ▼	Department	:	KVK, Sadalpur ▼
Nature Type	:	-- Select Nature Type -- ▼	Fund Type	:	ICAR ▼
Month	:	APRIL ▼ *	Scheme	:	ICAR ▼
Year	:	2019 ▼ *	Parent Scheme	:	5701	D(B) DEE-11-ICAR ▼
Salary Type	:	Stop Salary ▼	Fund Type	:	-- Select Fund Type -- ▼
			Scheme	:	--Select Scheme Group-- ▼
			Child Scheme	:	-- Select Child Scheme -- ▼

Salary Type: User select the stop salary

VIEW   **RESET**

List of Employee (Attendance Not Marked)

☐ All	S.No.	Employee Code	Employee Name	Location	Department	Designation	Salary Type
☐	1	HAU01944	Baby Phogat	KVK, Sadalpur	KVK, Sadalpur	Computer Programmer	Seventh Pay Scale

List of Employee (Attendance Marked)

☐ All	S.No.	Employee Code	Employee Name	Location	Department	Designation	Salary Type

After process the salary employee shows in attendance Marked box but User want to change anything then select the employee by checkbox and press the UNPROCESS button

Total

List of Employee (Attendance Locked)

S.No.	Employee Code	Employee Name	Location	Department	Designation	Salary Type

After salary bill Creation Attendance locked and no one can change User.

Total 0 Employee Found!

PROCESS   **UNPROCESS**   **RETURN**

Record Not Found!

Pay Stopped Salary

Employee Code	:		Manual Employee Code	:	
Employee Name	:		DDO	:	[113] Sr. Coordinator, KVK, Sada ▾ *
Location	:	-- Select Location -- ▾	Department	:	-- Select Department -- ▾
Designation	:	Sr. Tractor Mechanic ▾	Nature Type	:	-- Select Nature Type -- ▾
Posting City	:	-- Select Posting City -- ▾	Fund Type	:	-- Select Fund Type -- ▾
Scheme	:	-- Select Scheme -- ▾	Description	:	
Salary Month	:	JANUARY ▾ *	Pay Month	:	APRIL ▾ *
Salary Year	:	2019 ▾ *	Pay Year	:	2019 ▾ *
Sort By	:	Employee Code ▾			

Select the number of month salary due in SalaryMonth box after press the view button and

VIEW **RESET**

Record Not Found!

Step4:Auto Salary Process

Auto Salary Process

Employee Code	:	hau01944 🔍	Manual Employee Code	:	
Employee Name	:	Baby Phogat	Controlling Office	:	Directorate of Extension Education ▼
Location	:	-- Select Location -- ▼	DDO	:	[113] Sr. Coordinator, KVK, Sada ▼
Designation	:	Computer Programmer ▼	Department	:	KVK, Sadalpur ▼
Nature Type	:	-- Select Nature Type -- ▼	Fund Type	:	ICAR ▼ *
Month	:	APRIL ▼ *	Scheme Group	:	ICAR ▼ *
Year	:	2019 ▼ *	Scheme Code	:	5701	D(B) DEE-11-ICAR ▼ *

> Salary type must be select Stop salary

VIEW **RESET**

List of Employee (Salary Not Processed)

☐ All	S.No.	Emp Code	Employee Name	Location	Department	Designation	Salary Type
☐	1	HAU01944	Baby Phogat	KVK, Sadalpur	KVK, Sadalpur	Computer Programmer	Seventh Pay Scale

Check box

> After Click View button User select the employee by Checkbox and Click on Process button for salary process

List of Employee (Salary Processed)

☐ All	S.No.	Emp Code	Employee Name	Location	Department	Designation	Salary Type	Status

> after salary process the employee list shows in salaryProcessed , if User want to change in list then select the employee by checkbox and press the UNPROCESS button

Total 0 Employee Found!

List of Employee (Salary Locked)

S.No.	Emp Code	Employee Name	Location	Department	Designation	Salary Type	Status

> after salary bill generate emp list show in salaryLocked part, no one can change by USER

Total 0 Employee Found!

PROCESS **UNPROCESS**

Salary processed Successfully!

Salary Bill Creation

Controlling Office	:	--Select Controlling Office-- ▼ *
DDO	:	--Select DDO-- ▼
Fund Type	:	-- Select Fund Type -- ▼
Month	:	APRIL ▼ *
Bill Type	:	Stop Salary Bill ▼
Budget Department	:	-- Select Department -- ▼ *

Sort By	:	Employee Code ▼
Scheme Group	:	▼
Scheme	:	-- Select Scheme -- ▼
Year	:	2019 ▼ *
Sub-Department	:	▼ *

VIEW   **RESET ALL**

List of Employee (Salary Processed)

Create Salary Bills   **RESET**

Arrear Process

Step1: Arrear process page we can select the employee to pay arrear.

Arrear Process

Employee Code	:	
Employee Name	:	
Nature Type	:	-- Select Nature Type -- ▼
Fund Type	:	ICAR ▼ *
Scheme Group	:	ICAR ▼ *
Scheme Code	:	5701 | D(B) DEE-11-ICAR ▼ *
Pay Month	:	APRIL ▼ *
Pay Year	:	2019 ▼ *
Employee Type	:	Not left ▼
Remarks	:	

Controlling Office	:	Directorate of Extension Education ▼ *
DDO	:	[113] Sr. Coordinator, KVK, Sad ▼
Department	:	-- Select Department -- ▼
Designation	:	-- Select Designation -- ▼
Arrear Type	:	DA Arrear ▼
From Date	:	01/03/2019 *
To Date	:	01/04/2019 *
Salary Type	:	Seventh Pay Scale ▼
TDS %	:	5 ▼
Arrear Reason	:	-- Select -- ▼

Note-Arrear type-1. DA Arrear
            2.Other Arrear
Other Arrear(pay,revisepay,hra etc)
From date and ToDate -due arrear date
TDS-give the percentage option
Arrear Reason-must be select by user
Asterisk(*) field are mandatory .
After this USER click the view button.

VIEW   **RESET**

List of Employee (Arrear Not Processed)

☐ All	S.No.	Emp Code	Name	Department	Designation	Fund Type	Scheme	Salary Type
☐	1	HAU00034	M.K Singh	KVK, Sadalpur	DES	ICAR	5701	Seventh Pay Scale
☐	2	HAU00388	S.K. Dhanda	KVK, Sadalpur	Coordinator	ICAR	5701	Seventh Pay Scale
☐	3	HAU00389	Vinita Jain	KVK, Sadalpur	Principal Extension Specialist	ICAR	5701	Seventh Pay Scale
☐	4	HAU00390	Narender Kumar	KVK, Sadalpur	DES	ICAR	5701	Seventh Pay Scale
☐	5	HAU01943	Satyavir Singh	KVK, Sadalpur	Technical Assistant	ICAR	5701	Seventh Pay Scale
☐	6	HAU01944	Baby Phogat	KVK, Sadalpur	Computer Programmer	ICAR	5701	Seventh Pay Scale

List of Employee (Arrear Processed)

☐ All	S.No.	Emp Code	Name	Department	Designation	Fund Type	Scheme	Salary Type

after arrear processed inbox show the list of employee which pay to arrear, if user want to change in list then click on checkbox and press the **UN-PROCESS** button

Total 0 Employee Found!

List of Employee (Salary / Arrear Lock)

S.No.	Emp Code	Name	Department	Designation	Fund Type	Scheme	Salary Type

after arrear bill creation arrear lock show the final list of employee and User no one can change

Total 0 Employee Found!

PROCESS   **UN-PROCESS**

In above image User select by al☐ checkbox select all employee with single click and by mutli checkbox option User select more then one employeee. After selection the employee User press the PROCESS button

Step2: Arrear Adjustment page using the arrear calculation check and change manual.

Arrear Adjustment

Employee Code	:		Controlling Office	:	Directorate of Extension Education ▼ *
Employee Name	:		DDO	:	--Select DDO-- ▼
Fund Type	:	ICAR ▼	Department	:	-- Select Department -- ▼
Scheme Group	:	ICAR ▼	Designation	:	-- Select Designation -- ▼
Scheme Code	:	5701 | D(B) DEE-11-ICAR ▼	Pay Month	:	APRIL ▼ *
Arrear Type	:	DA Arrear ▼ *	Pay Year	:	2019 ▼ *
Arrear Reason	:	-- Select -- ▼ *			

Fill the mandatory field Controlling Office,DDO ,FUND TYPE,ARREAR TYPE,REASON,PAY MONTH,PAY YEAR CLICK VIEW Button

[VIEW] [RESET]

selected employee list show after arrear process

List of Employee (Arrear Processed And Not Locked)

S.No.	Emp Code	Name	Department	Designation	Fund Type	Scheme	Salary Type	CHANGE
1	HAU00388	S.K. Dhanda	KVK, Sadalpur	Coordinator	ICAR	5701	Seventh Pay Scale	CHANGE

User want to change in earning head then click on CHANGE button and select the month in which user want to change and check the arrear

Select Arrear Month / Year

Arrear Month/Year : MARCH - 2019 ▼ *

Change Earnings Head

S. No.	Description	Drawn Amount	Due Amount	Difference Amount
1	Basic Pay	0.00	0.00	0.00
2	Grade pay	0.00	0.00	0.00
3	NPA	0.00	0.00	0.00
4	HC Allo	0.00	0.00	0.00
5	HRA	0.00	0.00	0.00
6	ADA	15498.00	0.00	-15498.00
7	Cycle-Alow	0.00	0.00	0.00
8	PP	0.00	0.00	0.00
9	FMA	0.00	0.00	0.00
10	SP	0.00	0.00	0.00
11	Con. Alow	0.00	0.00	0.00
12	IRF	0.00	0.00	0.00

Change Deductions Head

S. No.	Description	Drawn Amount	Due Amount	Difference Amount
1	GPF (SUB)	0.00	0.00	0.00
2	GPF (Opt)	0.00	0.00	0.00
3	GPF Pension Contribution	0.00	0.00	0.00
4	CPF (Sub)	0.00	0.00	0.00
5	CPF (Opt)	0.00	0.00	0.00
6	NPS	0.00	0.00	0.00
7	Elec.	0.00	0.00	0.00
8	FC	0.00	0.00	0.00
9	CC	0.00	0.00	0.00
10	W.A.	0.00	0.00	0.00
11	L. Fee	0.00	0.00	0.00
12	EWF	0.00	0.00	0.00

S. No.	Description	Drawn Amount	Due Amount	Difference Amount
14	SSA	0.00	0.00	0.00
15	HWA	0.00	0.00	0.00
16	Livers	0.00	0.00	0.00
17	VA (E)	0.00	0.00	0.00
18	Festival Allo	0.00	0.00	0.00
19	Rec. (Salary)	0.00	0.00	0.00
20	Veh. Charg.	0.00	0.00	0.00
21	Wash Alw	0.00	0.00	0.00
22	Sump. Alw	0.00	0.00	0.00
23	Wel Alw	0.00	0.00	0.00
24	RFA	0.00	0.00	0.00
25	ADA ON HCA	0.00	0.00	0.00
26	GSLIS In.	0.00	0.00	0.00

S. No.	Description	Drawn Amount	Due Amount	Difference Amount
14	M. Rec.	0.00	0.00	0.00
15	Rec	0.00	0.00	0.00

Total Earnings : -15498.00
Total Deductions : 0.00
IT : 0.00
Net Pay : -15498.00

[UPDATE] [RESET]

after checking all heads User click on Update button the process is finalized.

Step3:ArrearBillCreation page using the create arrear bill.

link-PayrollDetail->ArrearBillCreation

Arrear Bill Creation

Controlling Office	:	Directorate of Extension Education ▼ *	Fund Type	:	ICAR ▼ *
DDO	:	--Select DDO-- ▼	Scheme Group	:	ICAR ▼
Month	:	APRIL ▼ *	Scheme	:	5701	D(B) DEE-11-ICAR ▼
Year	:	2019 ▼ *	Budget Department	:	[111] A&AO, DEE ▼ *
Arrear Type	:	DA Arrear ▼ *	Sub-Department	:	-- Select Sub-Department -- ▼ *
Arrear Reason	:	-- Select -- ▼		

VIEW   **RESET ALL**

List of Employee (Arrear Processed)

☐ All	S.No.	Code	Name	Designation	FundType	Scheme	Gross Amount	Total Deductions	NetPay
☑	1	HAU00388	S.K. Dhanda	Coordinator	ICAR	5701	-15498.00	0.00	-15498.00

select employee by this page

click

Total 1 Employee Found!

Create Arrear Bills   **RESET**

Step4: Click on BillTracking Module

MODULES ASSIGNED

KVK, Sadalpur ▼

Bill Tracking   Budget Management   Employee Portal   Establishment   HRMS

Bill Tracking Module->User goto Bills menu and select the HRMS BILL

Masters ▽   **Bills** ▽   Approval Process ▽   Reports ▽   Bill Configurations ▽

Temporary Advance Bill	Imprest Advance Bill	Imprest Bill
Refund Security Bill	Contingent Bill	Medical Bill
Travelling Allowance	Salary Deduction/Tax Bill	HRMS Bill click hrms bill for arrear bill creation
Income Transfer Bill	Transfer Bill	Budget Expenditure Transfer
Expenditure Provision		

📝 HRMS Bill

Bill Type	:	Arrear ▼ *
Salary Bill	:	-- Select Salary Bill -- ▼ *
Bill No.	:	
Month	:	-- Select Month -- ▼ *
DDO/Department	:	Sr. Coordinator, KVK, Sadalpur ▼ *
Fund Type	:	-- Select Fund Type -- ▼ *
In Favour Of	:	✎ *
Salary Department	:	Sr. Coordinator, KVK, Sadalpur ▼ *

Bill Date	:	09/04/2019 📅 *
Manual Bill No.	:	✎ *
Year	:	-- Select Year -- ▼ *
Sub-Department	:	-- Select Sub-Department -- ▼ *
Scheme	:	-- Select Scheme -- ▼ *
Salary Bill Type	:	Regular ▼ *
Is Ex-Gratia Bill	:	☐ Is Ex-Gratia

Pay, SP, NPA, HRA, M.C. etc.

Alloted Budget	:	0.00	Balance	:	0.00
Expense Consume	:	0.00			

Dearness Allowance (ADA)

Alloted Budget	:	0.00	Balance	:	0.00
Expense Consume	:	0.00			

CPF /GPF/ NPS

Alloted Budget	:	0.00	Balance	:	0.00
Expense Consume	:	0.00			

Auditor Type	:	◉ Internal ○ External
Auditor	:	-- Select Auditor -- ▼ *
Remarks	:	💬 *
Sub Voucher No	:	✎
Submit Bill	:	☐
Upload Bills	:	Choose File
		File size should not be more than 10 MB

Show Upload Files

SAVE **RESET**

📝 Search Bill(s)

From Date	:	01/04/2019 📅 *
Department	:	Sr. Coordinator, KVK, Sadalpur ▼
Fund Type	:	-- Select Fund Type -- ▼
SOE	:	-- Select SOE -- ▼
Bill No	:	✎

To Date	:	31/03/2020 📅 *
Sub-Department	:	-- Select Sub-Department -- ▼
Scheme	:	-- Select Scheme -- ▼
Manual Bill No.	:	✎
Bill Amount	:	✎

SEARCH **RESET**

S.No.	Bill Date	Bill No.	BillType	Gross Amount	Net Amount	EDIT	DELETE	UNDO SUBMIT BILL	PRINT With Budget	PRINT Without Budget	BANK SHEET

1

OLD Arrear Process

Old arrear processs are all step like as arrear process. old arrear process page used for which data record are not saved in ERP software.

old arrear adjustment page data are enter mannual.

Step1: PayrollDetails ->educationAllowanceBillProcess , user search the employee by controlling office and click on select button for enter information

'Employee Search'

Employee Code	:	[✎]
Employee Name	:	[✎]
Remarks	:	[✎]

Controlling Office	:	College of Basic Science and Huma ▼ *
DDO	:	--Select DDO-- ▼
Department	:	-- Select Department -- ▼

Clickon Select

SEARCH   RESET

'List of Employee(s)'

S.No.	EmpCode	Emp Name	Designation	Department	Employee Status	SELECT
1	HAU00226	Ajay Pal	Assistant Professor	Biochemistry	Regular	[✎]
2	HAU01579	Amar Bahadur	Sr. Lab. Assistant	Biochemistry	Regular	[✎]
3	HAU00628	Amit Saini	Lab. Assistant	Dean office, COBS&H	Regular	[✎]
4	HAU02186	Anand Singh Negi	Assistant	Physics	Regular	[✎]

S. No.	Employee Code	Employee Name	From Date	To Date	SELECT	DELETE
1	HAU00226	Ajay Pal	[____] 🔲	[____] 🔲	[✎]	🗑

S.No.	Employee Code	Parent Name	Child Name	Date Of Birth	Class	School Name	Total Amount	Income Tax	Net Amount	DELETE
1	HAU00226	Ajay Pal	[✎]	[____] 🔲	[✎]	[✎]	[✎]	[✎]	[✎]	🗑

ADD

This image above window help to user enter education amount and record. ADD button help to User to add more then one child record and delete button use for erasing mistake record

Submit bill checkbox used for approval level the

Submit Bill : [ ]

Save use for keep record

SAVE   RESET

Show Search Criteria

bu

Show search Criteria use for searching bill for any updation and checking.

Education Allowance Bill

Reissue Bill :	-- Select Bill No -- ▼	(Rejected Bills If Any)

Budget Department :	Comptroller ▼ *		**Sub-Department** :	-- Select Sub-Department -- ▼ *
Bill No. :			**Manual Bill No.** :	✎	*
Fund Type :	-- Select Fund Type -- ▼ *		**Scheme** :	-- Select Scheme -- ▼ *
SOE :	-- Select SOE -- ▼ *		**Bill Date** :	10/04/2019 ▦ *
Alloted Budget :	0.00		**Balance** :	0.00
Expense Consume :	0.00		**Advance Consume** :	0.00
Provision :	0.00		**Provision File No** :	--Select File No-- ▼
Sanction Accorded by :	Sr. Coordinator, KVK, Sadalpur ▼ *		**Vide Date** :	▦
Auditor Type :	⦿ Internal ◯ External		**Vide No.** :	✎
Auditor :	-- Select Auditor -- ▼ *		**Sub Voucher No** :	✎
In Favour Of :	✎	*		**In Favour Of IT** :	✎
Bill Department :	Sr. Coordinator, KVK, Sadalpur ▼ *			
Remarks :	💬			

After entry completion ,User use this page of education allowance bill creation

LTC PROCESS

Step1: PayrollsDetail->LTC PROCESS page use for select and make bill which employee give the application of LTC .LTC user First come first serve method .

Employee LTC Process

Employee Code	:	✏ │	Controlling Office :	College of Basic Science and Huma ▼
Employee Name	:	✏	DDO :	--Select DDO-- ▼
Block Year	:	01 Jan 2016 - 31 Dec 2019 ▼	Department :	-- Select Department -- ▼
Month	:	APRIL ▼ *	Section :	-- Select Section -- ▼
Year	:	2019 ▼ *	Designation :	-- Select Designation -- ▼
DA Rate	:	5 ▼ *	Salary Type :	Seventh Pay Scale ▼ *
OLD LTC	:	☐		

VIEW

List of Employee (LTC Not Processed)

☐ All	S.No.	Employee Code	Employee Name	Location	Department	Designation	Basic	GP	ADA	IT
☐	1	11436	Savita Vermani	COBS&H, Hisar	Sociology	Professor	80000.0(	0.00	4000.00	0
☐	2	HAU02651	Anuj Rana	COBS&H, Hisar	Microbiology	Assistant Scientist	57700.0(	0.00	2885.00	0

◀

0 Employee Found!

PROCESS   **UNPROCESS**

Step 2: LTC bill Creation bill used for which employee process by LTC process page.

LTC Bill Creation

Controlling Office	:	--Select Controlling Office-- ▼ *	Bill Department :	Sr. Coordinator, KVK, Sadalpur ▼ *
Budget Department	:	Comptroller ▼ *	Sub-Department :	-- Select Sub-Department -- ▼ *
Fund Type	:	-- Select Fund Type -- ▼	Scheme :	-- Select Scheme -- ▼ *
SOE	:	-- Select SOE -- ▼ *	Bill Date :	10/04/2019 📅 *
Alloted Budget	:	0.00	Balance :	0.00
Month	:	APRIL ▼ *	Year :	2019 ▼ *

VIEW   **RESET ALL**

List of Employee (LTC Processed)

Auditor Type : ◉ Internal ◯ External

Auditor : [-- Select Auditor -- ▼] *

In Favour Of Bank : [✎ |] *

[Create LTC Bills] [RESET]

Show Upload Files

Salary Increment Process

PayrollDetails->Salary Increment by this page User do the process of Salary Increment and Fill the asterisk(*) mark box be careful. After **View** button show the list of employee and select multicheckbox which employee process the increment and press the **Process** button.

Salary Increment

Employee Code	:	[✎	]	**Manual Employee Code** :	[✎	]
Employee Name	:	[✎	]	**DDO** :	[[113] Sr. Coordinator, KVK, Sada ▼] *
Location	:	[-- Select Location -- ▼]	**Department** :	[-- Select Department -- ▼]
Designation	:	[-- Select Designation -- ▼]	**Nature Type** :	[-- Select Nature Type -- ▼]
Posting City	:	[-- Select Posting City -- ▼]	**Primary Filter By** :	[Location ▼]
Transaction Date	:	[🗓] *	**Secondary Sort By** :	[Employee Code ▼]
From Date	:	[🗓] *	**To Date** :	[🗓] *
Fund Type	:	[-- Select Fund Type -- ▼]	**Scheme** :	[-- Select Scheme -- ▼]
PF Type	:	[-- Select PF Type -- ▼]	**Class Type** :	[-- Select Class -- ▼]
Employee Type	:	[-- Select Employee Type -- ▼]		

[VIEW] [RESET]

PAYROLL REPORT

Payroll reports section used for download various report like Salary Slip Register Report, Deduction Detail, Bank Statement, Loan Order Statement, List of Employees, Month/Year Wise Register, Employee Wise Deduction Details, Monthly Salary Status Report, Quarter List, Quarter Transaction Details

Per Page give the option like controlling office ,ddo, month,year and press view button show the detail of employee and preview button show the summary of report

Arrear Bank Statement	Yearly Status Report	List of Masters
Monthly Arrear Status Report		

Salary Reports (Salary Slip/Register)

Employee Code	:	[✎]	Employee Code(M)	:	[✎]
Employee Name	:	[✎]	Controlling Office	:	Directorate of Extension Education ▼ *
Location	:	-- Select Location -- ▼	DDO	:	--Select DDO-- ▼
Designation	:	-- Select Designation -- ▼	Department	:	-- Select Department -- ▼
Nature Type	:	-- Select Nature Type -- ▼	PF Type	:	-- Select PF Type -- ▼
Sort By	:	Employee Code ▼	Fund Type	:	-- Select Fund Type -- ▼
Month	:	APRIL ▼ *	Scheme	:	-- Select Scheme -- ▼
Year	:	2019 ▼ *	Class Type	:	-- Select Class Type -- ▼
Report Type	:	Pay Sheet ▼	Row in a Page	:	30 *
Employee Type	:	All Employees ▼	Salary Type	:	Regular Salary ▼
Is Ex-Gratia?	:	☐	Bill No.	:	▼

VIEW   **RESET**

List of Employee

S.No.	Emp Code	Employee Name	Location	Department	Designation	Salary Type
1	HAU01944	Baby Phogat	KVK, Sadalpur	KVK, Sadalpur	Computer Programmer	Seventh Pay Scale

Total 1 Employee Found!

PREVIEW

FLOW CHART SALARY

```
        ( Procedure for Salary
                Process )                    ──────────────►

                 │
                 ▼
        ┌────────────────────┐       ┌────────────────────┐
        │ Click on Employee  │       │ Click on Employee  │
        │ Attendance and     │       │ Attendance         │
        │ process attendance │       │ Adjustment to      │
        │ for that           │       │ Adjust the         │
        │ particular Month   │       │ attendance if      │
        └────────────────────┘       │ Required           │
                 │                    └────────────────────┘
                 ▼
        ┌────────────────────┐
        │ Click on Auto      │
        │ Salary Process and │
        │ process/Unprocess  │
        │ Salary for that    │
        │ particular Month   │
        └────────────────────┘
                 │
                 ▼                              No
              ◇ Click on Salary Slip/ ──────────►
              RegisterReport to
              check whether the
              salary processed is
              correct ornot
                 │
                Yes
                 ▼
        ┌────────────────────┐
        │ Go to Salary Bill  │
        │ Creation And       │
        │ create bill        │
        └────────────────────┘
                 │
                 ▼
        ┌────────────────────┐
        │ Now go to Bill     │
        │ Tracking Module--> │
        │ HRMSBills          │
        │ And fetch that     │
        │ bill and submit it │
        │ to the DDO         │
        └────────────────────┘
                 │
                 ▼
        ┌────────────────────┐
        │ Now go to Bill     │
        │ Tracking Module--> │
        │ DeductionBills     │
        │ And fetch that     │
        │ billand submit it  │
        │ to the DDO         │
        │ forDeductions      │
        └────────────────────┘
                 │
                 ▼
        ( Now take all the necessary
                Printout )
```