Software Objective

Saral PayPack – The Complete Payroll Solution

Objective of the Software

As we understood from the market, Main objective to handle Salary Processing on Web Module is due to below needs.

1. Employees should be able to view their Salaries, Loans, Leave on line
2. Employees need to apply for Leave on line and the sanction happen on line and the summary should be considered for salary calculation
3. Employees need to have the facility to enter the reimbursement details on line and that data to be updated in Salary Calculation Package.
4. Employees will mark the change in their address; Utility should be able to update such records.

Solution

Solution what Relyon Provides

1. **Saral PayPack** will be deployed in Desktop / Server with the features mentioned below.
2. Web space will be created (Either on Customer Web Site / Relyon Web Site) which will be on unique URL. [Web host should My SQL database]
3. There will be facility to upload the database to web server to push the data to web Server.
4. There will be 7 Type of user
   a. Administrator
   b. Sanction Authority/Team Leader
   c. HR
   d. Accounts
   e. Management
   f. Asset Manager
5. Employee
6. Admin will have the permission to create bulk users at a time and only the people with administration level password will be able to upload the data to server. Admin will have the ability to mark some employees as Sanction authorities and using a tool he will be allowed to mark Employees against sanction authorities.
7. Sanction authorities will be eligible
   a) Sanction Leaves to employees who have applied for leave
   b) View their sub ordinate Salary details, if permitted by administrator to do so.
8. Employee will have
   a. The Facility to view his details (Salary / Arrears / Bonus / Advance / Loan / Leaves (Leave Balance)
   b. Facility for data input (Only data entries the end user will be able to do will be)
      i. Change in address
      ii. Apply for leave
      iii. Leave notes to Payroll officer
   c. Change password
9. Management will have permission to view complete MIS
10. HR will have update on all happenings
11. Accounts will have details of reimbursements
12. Asset Manager will have track of all assets issues to employees.
13. There will be tool to download the data entries done in the web and the importer with detailed interface to port the data to Saral PayPack.

Why not the complete Salary Processing facilities online:

1. Web applications are comparatively slow and difficult to manage. Deployment and Maintenance will be Issue.
2. Except for above requirement there is actually there is no need to manage the data online as Salaries are month end process (Month Beginning) which is done by small team (Most of the time centralized team).
3. Asset Management and similar stuff are not part of Payroll, However Relyon has made these things available online.

Features

The Features of Saral PayPack [Desktop] Includes:

- ☒ Flexible salary definition with formula/slab etc.,
- ☒ Integration with Attendance Monitoring Systems
- ☒ Data Importing & Interface with Excel for Import & Export of Various data
- ☒ Customization facility of Reports & Salary Heads to suit the needs
- ☒ Capable of handling of ESI, PF & PT processing / Reporting
- ☒ Flexible definition of working days / holidays depending on leave groups
- ☒ Complete leave management
- ☒ HR details Management
- ☒ TDS Computation, eTDS Generation & Printing of TDS certificates and Returns
- ☒ Exporting Salary details to Accounting Software
- ☒ Network Compatible Client Server Architecture with optional backend, available with Oracle/MS SQL/My SQL/MS Access
- ☒ Wide list of printable Reports

Deployment

Deployment Methodology under above charge list:

1. On the very first of implementation process begins, Installation, Registration, Net work Configuration of the software will be taken cared
2. Initially a 4-6 hours training will be given on full package to make User Department to be aware of each functionalities and the methodology followed in our product.
3. We will be handing over the Zip file "Initial Required Data.zip" which will have various excel template for capturing initial Master Data.
4. Client Company has to fill up Employee Master Details, in EmployeeMaster1.xls which would be available in Initial Required Data.zip. Instruction to fill the data in Spread Sheet given in the First Sheet of the xls file.
5. Client Company has to provide Salary Rate Details, in SalaryRate1.xls which would be available in Initial Required Data.zip. Instruction to fill the data in Spread Sheet given in the First Sheet of the xls file.
   Note: Only enter the Lumsum Heads value, if any head is calculated on formula, it is not required to enter the calculated value. If any head you are paying as per calculation please mention the formula, Example, HRA= Basic x 40%
6. From which month salary processing we need to start, kindly inform
7. Kindly fill up HR Details in HRDetails1.xls which would be available in Initial Required Data.zip. This data is required only when you want to make it available additional information of employee.
8. Leave details required to be entered in the LeaveDetails1.xls which would be available in Initial Required Data.zip (Including Leave Allotment, Leave claimed). Instruction to fill the data in Spread Sheet given in the First Sheet of the xls file
   Note: Leave allotment details have to be entered in the same template -> Leave Allotment Sheet.
9. Reimbursement /Loan/Advance/Insurance/SSS/Incentive/Bonus/ Other details (If any) please inform us in the email.
10. Indicate PF & ESI applicability in Employee Master1.xls to ensure the coverage of the same.

11. After confirmation of all data available in above formats our implementation engineer 2nd visit will be scheduled to the client place.
12. Based on above input, we will be doing trail run of the software and we will be providing an Salary Sheet for your confirmation and verification.
13. After Confirmation of Salary Sheet Matching with previous record, we will be scheduling 3rd visit of our engineer to your place for explaining the detail procedure to handle monthly processing of Salary.
14. Then we will be hosting an website where your employees can see their data in www.salaydetails.com/yourcompanyname
15. After hosting the data on web, we will be providing an Log in user Name and Password through email to access this link to know their salary details to the email id which is mentioned in EmployeeMaster1.xls
16. If your organization wants to use our online Leave Management, we can give link for a sanction Authority, where an employee can apply leave through online and all applied leave can go to defined sanction authorities. Once Sanction authorities approve the leave, it will get effected in all required area.
17. Then we will be intimating each employee to make Investment details declaration through our website in their login for TDS calculation.
18. Please note that whenever an implementer is scheduled to visit your place, please provide appointment from 9.30 AM to 7.00 PM, any deficit in usage of our implementer working hours will be an loss to client company and Relyon will not be deputing in future additional person for compensating this loss of usage of person timings.

Advantages

Advantages of Saral PayPack
- Database Choice
- Locking Month
- Holding Salary
- HR Function
- Month Creation
- Leave Management
- Payroll Calendar
- Sample File
- and much more….

Reports

Monthly Reports
- Salary Sheet
- Pay Slip
- Bank Statement
- Attendance Details
- Salary Abstract
- Overtime Report
- Additional payments / Deduction Report
- Hold Salary Report
- Variance Statement

Employee Related Reports
- Employee Details
- Contact Details
- Open Salary Certificate
- Date Related Report

Statutory Reports
- PF Report
- PT Report
- ESI Report
- Bonus Report
- Gratuity Report
- TDS Report

Additional Reports
- Advance
- Leave
- Salary Certificate
- Arrears

Plus several HR Details Report

Environment

System Requirements for Desktop

- Processor : Intel P IV or higher processor / AMD
- Operating System : Microsoft Windows XP / 2000 / 2003 / NT / Vista
- Memory : 512 MB of RAM or more
- Display : VGA Monitor or SVGA monitor recommended
- Hard Disk : 500 MB or above free hard disk space
- CD-ROM : CD-ROM Drive for installation
- Display Properties : 800 X 600 or above pixels as screen area settings

NOTE:

Program comes with default MSSQL 2005 Express Edition Back End, if any other MSSQL version backend is required, user needs to install Licensed Version of Database Server with sufficient client licenses.

Development Environment

- **Front End** : **Visual Basic, .Net**
- **Back End** : **MS SQL 2005 Express edition.**
- Operating System : Windows XP/ 98/ 2000/ ME / Vista / 7
- Reporting Tools : Active Reports, Active XL, Relyon DOS Report Writer
- Help Development Tool : HTML Help
- Word Processor : Word
- Spread Sheet : Excel

3rd Party Components Used @ Relyon Softech Ltd

- Quick Report : For Reporting
- AXLR : For Customizable Excel Report
- Ultra Tool Bar : For Menu Display
- Active Report : For Reporting

Prerequisites to Deploy Online Plug-in:

Below are the Prerequisites needed to deploy the Online Plug-in for Saral PayPack. User should make sure, these are available or provided by the System administrator [or the service provider].

Web space (Disk Space)	Minimum 100 MB for each company
Total Database Space	Minimum 400 MB for each company
Band width per Month	5 MB Bandwidth Per Month Per Employee
Domain Hosted	1 domain with name is required to be given
Pop3 E-Mail Id	1 email id with at least 50MB Space
Scripting	PHP 5.0 and above, Flash, XML, it should support
Database	Data base with the name "Client Company" need to created by using MySQL 4.0 and above version
Other application	Win Zip 7.0 and above
FTP account	User Name & Password of FTP account.
Operating System	Windows / Linux

Editions

Difference between Saral PayPack Professional, Standard and Premium
In the Saral PayPack **Standard** edition, Limitation is Only 2 Files with max. 300 Employees can be created.
In the Saral PayPack **Premium** edition, there are no limitations, as it allows user to use all Features of Saral PayPack with unlimited company file creation.

General Terms

General Terms:
- The software and the updation are provided only through Internet download. CD containing software or any soft copy related to the software will not be provided.
- 1 Year free online (both email & telephonic) support will be provided. After successful completion of one year, these services can be extended by renewing AMC.
- Company will be delivering all the reports which is readily available in our Present version of Saral PayPack.

Annual Maintenance Contract

Commercials' & Services covered under Saral PayPack Software Annual Maintenance Contract:
- AMC Means, it is a pure support and handholding of customers. It has nothing to do with providing any updation, Registration key, handling bug etc.
- Customer Can get into an AMC contract with Relyon directly or Any Channel Partner or any person who can support our product.
- AMC will be renewed on 12 Monthly (Calendar Year) Basis, that means if we sell Saral PayPack to an customers during June-08, he can get into AMC with any above people from June-09.
- AMC can have element of Online Support, Onsite Support, Additional any kind of handholding based on client requirement.
- Telephone support will be given during duty hours/days of Relyon from Bangalore office.
- Online support/e-mail support will be given during duty hours/days of Relyon.
- In case if Relyon is undertaking AMC, terms of AMC will be as follows.
- AMC price will be decided by Relyon employee or partner based on support requirement. (Which is exclusive of updation)
- AMC on customization will be charged/quoted based on complexity of the customization.
- Relyon will be providing free online support during the said 12 Month (Calendar Year) through telephone, email and cross loop (Remote desktop access system) during working hours of Relyon from Bangalore office.
- Relyon executive will be visiting onsite free of cost, however Travelling, Boarding and lodging actual expenses has to be reimbursed from nearest city among these listed cities of India. The listed Cities are Delhi, Jaipur, Ahmedabad, Indore, Kolkata, Hyderabad, Mumbai, Chennai and Bangalore.
- The above free visit will be extended to the client to the maximum of 2 visits to SPP-Standard users and 3 visits to SPP-Premium users. In case if client wants our engineer to be visited more than the specified visit, client will have to pay Rs 3000/-+ ST Per Man day which is in addition to Actual Travel, Boarding and Lodging expense.

Software Updation

Commercials & Services covered under Saral PayPack Updation:
- Updation Means, user will get Regular Feature updation of Payroll, enhancement in PF, ESI, PT and Income Tax Module.
- Updation of product will happen Financial Year wise. That means if any one purchases on 1st April, he will get updation of those product till 31st March of next year.
- Sales of Updation of the Saral PayPack will be through Online. Existing users can visit

www.saralpaypack.com and buy updation through Credit Card and get the activation for the updated Version.

- The price of updation will be 10% of the Saral PayPack original price for all 3 editions and Relyon will review updation price year on year.
- After making payment through credit card or Relyon currency by entering Relyon Unique identification no, Our online support will ask for updation of contact details, after confirmation, we will be asking the new computer id then backend, software will connect these data to our registration program and generate the soft key for the end user.
- User will be getting one time telephonic support from Bangalore about new updated version at the cost mentioned. Please note if any user purchases only updation of the software, Relyon will not be providing any free telephonic or online support for one year.
- Relyon will provide free updation in case of any statutory changes or improvement in version during Financial Year 2011-12.
- One time software downloadable option will be supplied to the company during every financial year beginning.
- Downloading facility will be made available in www.saralpaypack.com for small and interim changes during the financial year in the form of Patch files
- At the beginning of every financial year one time, four hours training can be given at your office free of cost to update the latest changes during the year.
- Updating the software will be done free of cost during the contract period.
- Any software defects, runtime errors, in the captioned software will be rectified and the software will be supplied to your office.