Product Profile

Saral PayPack – The Complete Payroll Solution

Payroll

The Performance Appraisal-Payroll is one of a series of accounting transactions dealing with the process of paying employees for services rendered, after processing of the various requirements for withholding of money from the employee for payment of payroll taxes, insurance premiums, employee benefits, garnishments and other deductions.

In a company, payroll is the sum of all financial records of salaries, wages, bonuses, and deductions. Today, the requirements are manifold like, Muster Roll and Salary slips, Statutory compliance, automation of pay advises, Income Tax Computation, deduction of TDS from Salaries and host of MIS reports including Attendance interface.

Need for Payroll

The task of payroll becomes complicated in today's industries due to multiple statutory requirements, MIS requirements, calculations based on slabs, formulas and other HR policies.

Being Payroll as one of the important task of HR, the opportunities are growing rapidly for the position of HR and it is necessary for everyone who is dreaming of a HR job or for the position of an Accountant in a company or firm to study the entire process of Payroll.

Saral PayPack – The Complete Payroll solution

Saral Pay Pack has its pride as the first large scale Vertical solution from Relyon. This package is a simple yet, an exclusive package for maintaining and calculating salaries of employees at different levels of different companies. The package also helps in generating various reports including statutory forms.

Saral PayPack, The complete payroll solution make this complicated function of HR look much easier. The software is user-friendly, with user-definable preferences like Salary Heads and Salary structures, huge library of periodical statutory reports required under PF & ESI, TDS Law, Advance Register, Leave Register, flexible reporting and many more.

Features

The Features of Saral PayPack 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 default pricing:

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 made 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. 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
⇨ Date Related Report

Plus several HR Details Report

Statutory Reports

⇨ PF Report
⇨ ESI Report
⇨ PT Report
⇨ Bonus Report
⇨ Gratuity Report
⇨ TDS Report

Additional Reports

⇨ Advance
⇨ Leave
⇨ Salary Certificate
⇨ Open Salary Certificate
⇨ Arrears

Environment

System Requirements

❖ 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 Access Back End, if any other 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
❖ 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

Versions

Saral PayPack **Professional** Version will not be having below features out the above listed features which are available in **Premium** Version.

1. Attendance Setting
   a. Attendance – Daily and Hourly
   b. Allotment – Between Dates, Calendar Year and Financial Year
2. Percentage wise PF and ESI applicability to Salary Heads in Assign heads to Salary Structure.
3. Employee Classification changes in between month. (i.e., user can change classification detail at 1st of every month only)
4. Rotating Weekly Holiday Setting
5. Automatic Leave Allotment Configuration
6. Periodic Incentive (in Standing Instructions)
7. Gratuity
8. LTA
9. Medical Reimbursement
10. Food Coupons
11. Reimbursement
12. Flexi Pay
13. Hold/Release Salary
14. Arrears (Similar feature called Salary Adjustment will be given)
15. Full and Final Settlement
16. Whole Year Summary
17. Journal Voucher
18. Favorite Configuration
19. Payroll Calendar
20. Denomination
21. Query Builder
22. Edit Templates

The Professional version will **ALLOW**

1. Multiple Company creation
2. Unlimited employee creation

In the Saral PayPack **Standard** Version Limitation is Only 2 Files with max. 300 Employees can be created.

In the Saral PayPack **Premium** Version, 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.
- Relyon will be charging 10% of the Product price towards AMC (Which is exclusive of updation)
- 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 1 visit to SPP-Professional users, 2 visit to SPP-Standard users, 3 visit 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 1500/- + 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 the 3 versions.
- 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 2008-09.
- 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.