

Features & Requirement

- Web Based Software
- Designed using State of art technology.

ASP.NET / Java Script + MS SQL/ MySQL

Or

PHP / Java Script / Python+ MY Sql

Main Features Required

- **Superadmin**
 - Options to Create Unlimited Admins, with rights to create given no of Users / Employees & for a given days.
 - Option to Restrict/ Delete Admins
 - Option to send Messages/ Reminders/ Alerts to Admin
- **Multiple Admin**
 - Multiple Users creation/ modification by Admin
 - Users can be created
 - User Level Rights can be created and managed
 - Role based Security Model/ Assign rights to Payroll Officers for Managing different groups of employees
- **Multiple Financial Years.**
- Log files to store all records.
- Interactive Admin & User Dashboard.
- Role Based Permission to Users
- Inbuilt Notification System
- Mailing/ SMS option to be sent to Users, with option to change SMTP Settings.
- Fully Responsive
- With Complete Source Code.
- Training to make understand our team of Source Code details.

Main Modules Required

- Flexible Structure Building Capability Of Earnings & Deductions
- Leave & Attendance ManagementLoans & Advance Management
- Payroll Processing
- Salary Reports (Payslips & Salary Sheet)
- Bank Transfer
- Reimbursement Management
- Arrears Calculation
- Other Payments
- PF Calculation & Reports
- ESIS Calculation & Reports
- Professional tax
- Income Tax Management
- Full & Final Settlement
- User Defined Reports
- Reporting
- Employee Data Import(Masters,Salary & Leave Record)
- HR Functions
- Reimbursement & Claim Management
- Online TDS Declaration Management
- User Right
- Employee Self Service Module

Modules in Details.

Flexible Structure Building Capability Of Earnings & Deductions

- Flexibility to add or modify any number of Salary Components – Earnings & Deductions
- User Defined Entry Field with unmatched flexibility for Formula, percentage or Customized Calculation
- Taxable & Non Taxable Earnings for Income Tax Calculations
- Payslip / Non Payslip Component
- Calculation based on Attendance
- Monthly or Yearly Payments
- Frequency of Salary Head
- Also compute various other components that do not appear in Payslip

Leave & Attendance Management

- Flexibility to add or modify any number of Salary Components – Earnings & Deductions
- User Defined Entry Field with unmatched flexibility for Formula, percentage or Customized Calculation
- Taxable & Non Taxable Earnings for Income Tax Calculations
- User Defined Holiday List
- Payslip / Non Payslip Component
- Calculation based on Attendance
- Monthly or Yearly Payments
- Frequency of Salary Head
- Also compute various other components that do not appear in Payslip

Loans & Advance Management

- User Definable Loans/Advances (Multiple)
- Loan Disbursement option with EMI option
- Automatic recovery of EMI & stops automatically once the Loan amount is totally recovered
- Auto calculation of Interest on Loans based on Flat Interest, Reducing Balance
- Lumpsum recovery of Loan
- Interest free Loan Perquisites as per Income Tax
- Loan Recovered, Loan Balances & Loans History – Employee wise
- Loan Ledger
- Online submission of Loan Application and supporting workflow

Payroll Processing

- Input information for all newly joined employees and resign left employees
- Create a new payroll month & Process Salary
- Over-ride facility for any Salary components
- Salary on Hold & Freezing of Salary in case of Termination of Employees
- Process by Exception – you only need to enter Pay and/or deduction information when there are changes
- Pro-rata calculations for employees based on Absenteeism
- Process & Print Payslips for groups or for selected employees
- Lock month facility to avoid changes in Processed Data

Salary Reports (Payslips & Salary Sheet)

- Automatically calculates all the income, deductions & Company Contributions as per the requirement
- Regular Payslips (with Logo) can be viewed or Emailed
- Reimbursement Payslips can be viewed or Emailed
- User defined Salary Sheets can be viewed
- Generates Cash / Cheque / Bank Transfer List
- Generate Bank Statement, Direct Electronic Bank transfer files & Covering Letter for Banks
- YTD salary Sheet & Summary of each employee
- Separate Payslips can be generated for Arrears, Medical, Reimbursement & LTA

Bank Transfer

- Bank Transfer Statement facility available for all the banks
- Soft copy format also available in Excel or any format specified by different banks
- Bank Transfer Statements can be generated for both Regular, Reimbursement Payments & Supplementary Payments
- Covering Letters
- Cheque / Bank Transfer / Cash List

Reimbursement Management

- Multiple Reimbursement Components like Medical , LTA & Customizable Reimbursement Components
- Upper limits can be specified – Employee wise or Grade wise
- Annual Limits or Monthly Accruals
- Opening Balance, Entitlement, Amount Reimbursed and Balance amount can be checked
- Reimbursement Payslips, Bank transfer statement for Reimbursement Component

Arrears Calculation

- Arrears calculation for any previous period / Retrospective effect
- Separate Payslips can be generated for the Arrears Components
- Bank transfer statement for Arrears Component

Other Payments

- Overtime Calculation
- Gratuity, Bonus & Exgratia Calculation
- Reimbursement – Medical, LTA or any other user definable reimbursement
- Supplementary Payments
- Monthly Reconciliation – allow us to compare the changes in the pay components from last month to this month or for any number of months

PF Calculation & Reports

- User defined PF Rate of Deduction for Employer & Employee
- Employee & Employer Contribution
- Automatic Bifurcation of EPF & EPS
- PF applicability check at Employee Level

- Options to Limit Maximum Salary for PF Deduction
- Form 5, 10, 12A, 3A, 6A, Challan & Reconciliation Statement

ESIS Calculation & Reports

- User defined ESIC Rate of Deduction for Employer & Employee
- ESIC applicability check at Employee Level
- ESIC Register, Form 5, 6 & Challan

Professional tax

- User definable State wise Slab
- PT applicability check at Employee Level
- Form III & Challan

Income Tax Management

- Auto calculations of Exemptions & Deductions and compute income tax payable for the entire year & the tax to be paid this month
- Auto calculation of TDS based on Projections
- Income Tax Projections with the options to deduct projected tds from Monthly Salary
- Prints Form 16, 12BA & Online Challan 281
- Quarterly e-TDS Return as per the NSDL format
- Income Tax Projections can be emailed in PDF format

Full & Final Settlement

- Employees Full & Final settlement can be prepared based on resignation of employees either in the current month or in the previous month
- Automatically calculates outstanding Loan balances, Notice pay and Leave Encashment, Gratuity and recovers all Loan balances and Income Tax.
- Generates Full & Final Settlement Calculation sheet for all the calculations done

User Defined Reports

- User Defined Reports with the option to choose from the available field, user can define his own customized columnar reports
- Sorting, Grouping, Sub-total, Grand-total & Conditions can be defined

Reporting

- Output reports to screen, printer, MS Word & Excel
- Option to preview Payslips / Salary Sheets or any other reports on screen before final printing
- Print Transaction & Master History for any period
- Generating report is made easy with an advanced filter function to select the relevant employees or groups for the report
- Prints any of our report for the previous periods\

Employee Management

- Data Import (Masters, Salary & Leave Record)
- Employee dashboard to provide appropriate notifications pertaining to announcements, anniversaries, birthdays, etc., to the users. This facilitates

employee engagement with co-workers and managers, thereby boosting morale. Employees can also access payslip at any given point,

HR Functions

- General Information
- Personal Information
- Address/ Contact details
- Employee Qualification
- Family Members/ Emergency contacts/ PF Nominee/ LIC Nominee/ Gratuity Nominee
- Work Experience
- Passport/Visa details
- LIC details
- Hobbies
- Achievements
- Vehicle/ Driving Licence details
- Employee Trainings
- Employee Appraisals/ Questions/ Question Groups/ Questionnaire Designer
- Employees Documents/ Photos / Attachments
- Employee Targets/ Commitments
- Employee Skills
- Complete Tracking of Employee Movement between Branches Departments/ Grades/ Designations
- Various Reminder

Reimbursement & Claim Management

- Creation of different reimbursement heads.
- Employee can submit Reimbursement claim online.
- Employee can attached soft copy of his reimbursement bills.
- Reimbursement balance, entitlement, Summary, Ledger
- Approval Workflow – Accepted & Rejected with auto mail Intimation

Online TDS Declaration Management

- Employee can submit Income Tax Declaration Online
- Employee can attached soft copy of his declaration proof
- Income Tax projection report – Projected & Actual Basis
- Approval Workflow – Accepted & Rejected with auto email Intimation

User Right

- Users can be created
- User Level Rights can be created and managed
- Role based Security Model/ Assign rights to Payroll Officers for Managing different groups of employees

Employee Self Service Module

- Each employee is provided with an online account
- Employees can login and view their
- Payslips
- Yearly Salary Register
- Loan / Advances Recovery/ Balance
- Reimbursement Payments / Balance / Status
- Income Tax Projections
- Submit their Income Tax Declarations
- Submit Leave Application
- Submit Reimbursement Bills.
- ESS gives employees direct access to their month-end / year-end paperwork. They can download, print and save these documents themselves
- Delivers significant cost & time savings for Payroll/HR department.
- Improves administrative responsiveness & efficiency.
- Enables greater employee satisfaction, fuels productivity