

USER GUIDE TO GET STARTED IN FINACCT PAYROLL

1. After successful login to get the basic Payroll process running,
Users need to do few Master setup. This includes setting Employee details
Users should follow the link Payroll->Manage->Employee Master and update the details.



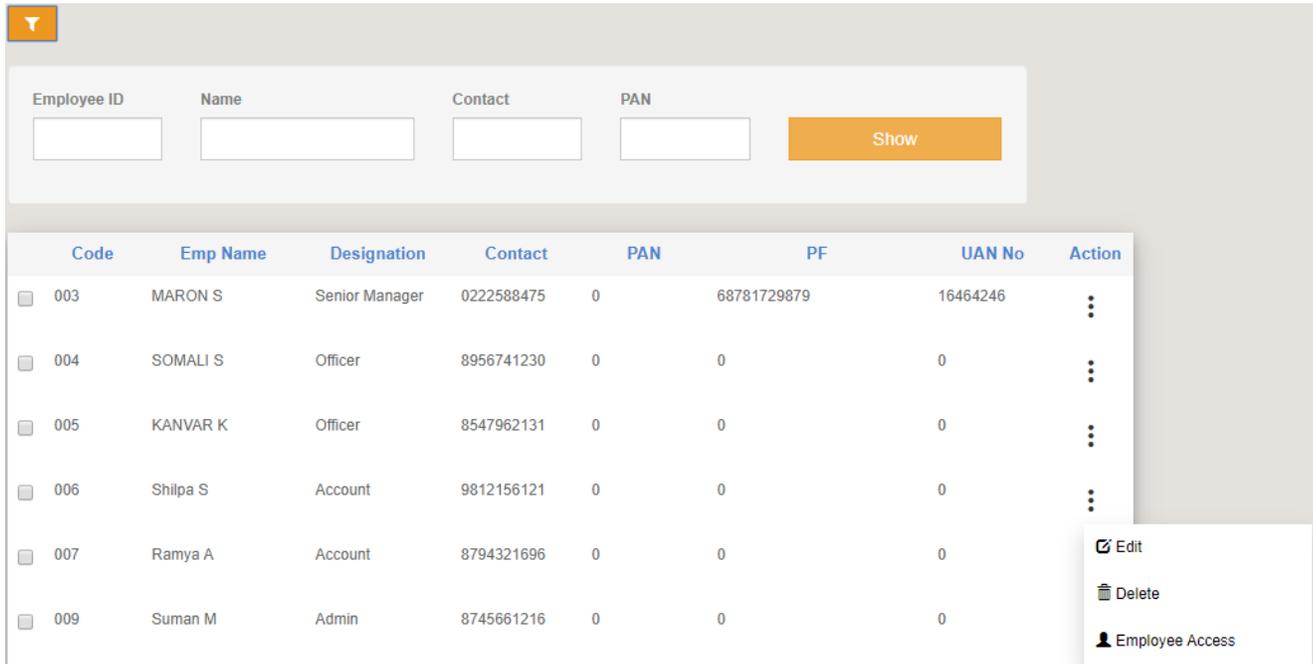
Employee Master Details

Employee Name New Employee ▼	First Name * <input type="text"/>	Last Name <input type="text"/>
Employee ID * <input type="text"/>	Date Of Birth * <input type="text"/>	Designation <input type="text"/>
Level Grade1 ▼	State * Select State ▼	City * Delhi ▼
Address <input type="text"/>	Contact * <input type="text"/>	Branch <input type="text"/>
Email * <input type="text"/>	ESI No <input type="text"/>	Bank A/C No * <input type="text"/>
Bank Name * HDFC Bank	Address <input type="text"/>	A/C IFSC Code <input type="text"/>
Date Of Joining * <input type="text"/>	CTC <input type="text"/>	PAN No * <input type="text"/>
PF No <input type="text"/>	UAN No <input type="text"/>	Gender Male ▼
Father/Husband Name <input type="text"/>	Relationship Father ▼	Username <input type="text"/>
Password <input type="text"/>	Country <input type="text"/>	

Add

Cancel

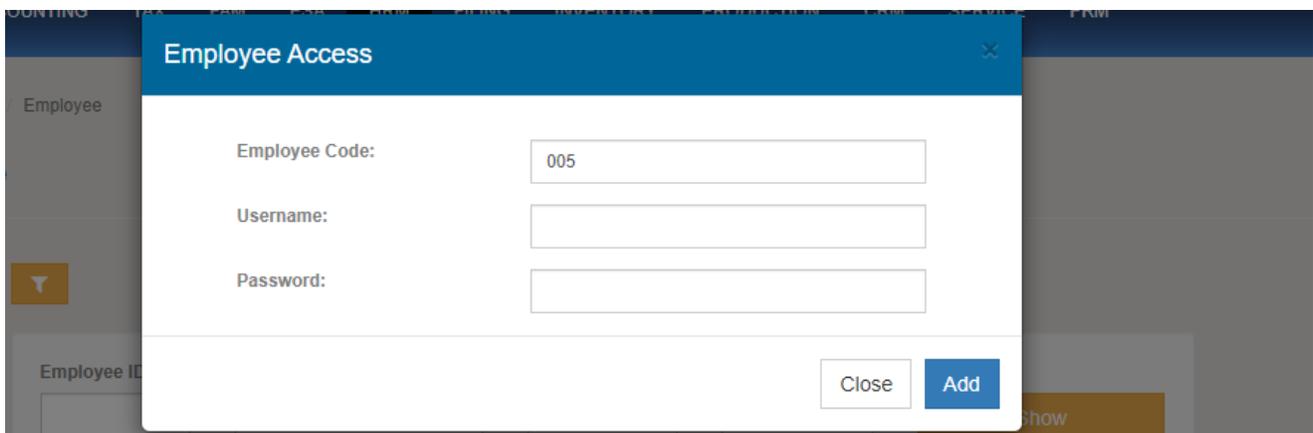
Besides adding basic employee details, admin can provide username and password to give employee login access to employee HRM portal. The employee master records are managed in following reports.



The screenshot displays an HRM portal interface. At the top, there is a search filter with four input fields labeled 'Employee ID', 'Name', 'Contact', and 'PAN', followed by an orange 'Show' button. Below the filter is a table listing employee records. The table has columns for 'Code', 'Emp Name', 'Designation', 'Contact', 'PAN', 'PF', 'UAN No', and 'Action'. The 'Action' column contains a vertical ellipsis icon for each row. A context menu is open over the row with Code '009', showing three options: 'Edit', 'Delete', and 'Employee Access'.

Code	Emp Name	Designation	Contact	PAN	PF	UAN No	Action
<input type="checkbox"/> 003	MARON S	Senior Manager	0222588475	0	68781729879	16464246	⋮
<input type="checkbox"/> 004	SOMALI S	Officer	8956741230	0	0	0	⋮
<input type="checkbox"/> 005	KANVAR K	Officer	8547962131	0	0	0	⋮
<input type="checkbox"/> 006	Shilpa S	Account	9812156121	0	0	0	⋮
<input type="checkbox"/> 007	Ramya A	Account	8794321696	0	0	0	⋮
<input type="checkbox"/> 009	Suman M	Admin	8745661216	0	0	0	⋮

Employee can be searched by any of the fields shown in the filter. **Employee Access** action adds the username and password if it was not added during employee master.



The screenshot shows a modal window titled 'Employee Access' with a close button (X) in the top right corner. The form contains three input fields: 'Employee Code:' with the value '005', 'Username:', and 'Password:'. At the bottom right of the modal are two buttons: 'Close' and 'Add'.

User have to setup Salary & TDS Deduction Details of Employees. Users should follow the link Payroll->Manage->Salary and update the below details.

5 Employee Salary Master

Employee Name *	Employee ID	Type
<input type="text" value="New Employee"/>	<input type="text"/>	<input type="text" value="Monthly"/>
PF Type	Basic *	DA
<input type="text" value="No PF"/>	<input type="text" value="000"/>	<input type="text" value="000"/>
HRA	Education Allowance	Special Allowance
<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>
LTA	CTC	Income From Other Source
<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>

Additional Components

[+ Add](#)

Details	Amount	Delete
Declared HRA	Landlord Name	Landlord Pan
<input type="text" value="000"/>	<input type="text"/>	<input type="text"/>
Medical Bills	ELSS (80C/80CC)	Mediclaime (80 DD)
<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>
Home Loan Interest(80EE)	Savings Act Interest (80TTA)	RGESS (80CCG)
<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>
Donation (80G)	Tax Relief	Previous Income
<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>
Previous Tax	Joining Year Update	Date of Salary Stop
<input type="text" value="000"/>	<input type="text" value="Yes"/>	<input type="text"/>
Reason of Leaving	Revised	Date of Salary Revision
<input type="text" value="Not Applicable"/>	<input type="text" value="No"/>	<input type="text"/>
ESI Applicable		
<input type="text" value="No"/>		

[Add](#) [Cancel](#)

Salary records can be managed in the following record.

Edit and Delete are two operations that can be performed in each salary master record.

ID	Name	Basic	DA	HRA	Special Allow	LTA	CTC	PF	80C	Action
003	MARON S	20,000.00	0.00	10,000.00	12,000.00	0.00	42,000.00	2,400.00	0.00	⋮
004	SOMALI S	18,000.00	6,000.00	8,000.00	4,000.00	0.00	40,000.00	2,160.00	0.00	✎ Edit
005	KANVAR K	20,000.00	5,000.00	11,000.00	4,067.00	0.00	41,667.00	2,400.00	0.00	🗑 Delete
006	Shilpa S	20,000.00	5,000.00	11,000.00	4,067.00	0.00	41,667.00	2,400.00	0.00	⋮
007	Ramya A	15,000.00	2,000.00	7,500.00	3,400.00	0.00	27,900.00	1,800.00	0.00	⋮
009	Suman M	10,000.00	2,000.00	5,500.00	2,567.00	0.00	21,667.00	1,200.00	0.00	⋮
010	Suhas K	12,000.00	2,000.00	6,000.00	3,400.00	0.00	25,000.00	1,440.00	0.00	⋮
012	Geeta C	3,500.00	500.00	2,500.00	1,900.00	0.00	10,000.00	420.00	0.00	⋮
013	Rajesh R	6,400.00	2,067.00	3,000.00	4,000.00	0.00	16,667.00	0.00	0.00	⋮

Hiring and Onboarding of employee:

First step is to raise Job Requisition with details of title, location, job function, skill set and budget. The following figure shows the form for Job Requisition.

Job Requisition

Job Title *	Location	Department*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Skillset *		
<input type="text"/>		
Job Function*		
<input type="text"/>		
Budget	Other	Phase *
<input type="text"/>	<input type="text"/>	Approval ▼
State *	Type	
Pending ▼	Full Time ▼	

[Add](#) [Cancel](#)

After requisition is raised, candidates are registered in the system with candidate details like name, contact, emails etc.

All requisitions are managed in the following records.

Job Title: ZM	Skill Set: Sales experience	⋮ Update Delete +Add Candidate
Location: Bangalore	CTC:	
Job Function: Team Handling	Phase: Approval	
Status: Pending		
Job Title: Technical Support for FinAcct	Skill Set: Software UI and ERP Domain Knowledge	⋮
Location: Bangalore	CTC: 500000	
Job Function: Technical Support	Phase: Open	
Status: Pending		

Add Candidate action for a given requisition in the requisitions report opens the New Candidate creation form as shown below.

 **Candidate Details**

Name *	Address	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact *	City *	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Education *	
<input type="text"/>	<input type="text"/>	
Experience Skills *		
<input type="text"/>		
Current Employer *	Current Salary *	Expected Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name, Contact, City, Education, Experience Skills, Current Employee and Salary details are mandatory fields to be needed.

To create next process of adding candidate selection, user need to go to candidate reports as shown below.

Name	Address	Previous Employer	Experience	Expected Salary
RK		Peacksoft		
rajesh@peacksoft.com				
Education:				
Previous Salary:				
Balaji	Chennai	ABC	7 years in sales	450000.0
balaji@soft.com				
Education: BE				
Previous Salary: 300000.0				

Start Selection action from action dropdown of a given candidate record will allow user to create new candidate selection or interview records where interviewer comments and recommendations are captured so as to take the selection of candidate towards confirming the candidate and providing Job Offer.

Interview Date *
Phase *
State *

Interview Comments *

Review *

Review 2

Final Assessment *

Selection *
Reviewing Manager

Job Selection records are managed in selection list in the following figure. Based on the review of job selection, next set of action is taken.

<p>Candidate:</p> <p>Comments: Done</p> <p>Phase: New</p> <p>Final Assessment: Selected</p>	<p>Interview Date: 06 Apr 2020</p> <p>Manager Review: Well</p> <p>State: Reviewed</p>	⋮
<p>Candidate: Balaji</p> <p>Comments: Accepted</p> <p>Phase: New</p> <p>Final Assessment: Selected</p>	<p>Interview Date: 10 Apr 2020</p> <p>Manager Review: Well</p> <p>State: Reviewed</p>	<p>⋮</p> <p>✎ Update</p> <p>✕ Delete</p> <p>➕ Add Job Offer</p>

Add Job Offer action for each Selection record confirms the candidate for the Job requisition and adds requisite job offer as shown below.



Job Offer

Joining Date *	Reference *	Place of Work *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Probation Period *	Notice Period *	Leave Days *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Assigned Job *		
<input type="text"/>		
Company Reference Person *	Designation *	Status *
<input type="text"/>	<input type="text"/>	Created ▼
Gross Salary *	Basic *	Special Allowance *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Allowance *	HRA *	Others
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bonus	Approver	
<input type="text"/>	Select Employee ▼	

All the job offers are managed in the following way. Once a job offer is added in the system with complete salary details and other basic formalities, user can generate offer letter report from the job offer records shown below.

Reference: KDT/29/11/2020	Start Date: 14 Apr 2020	<ul style="list-style-type: none"> Update Delete Offer Letter Add Employee
Joining Place: Whitefield, Bangalore	Notice Period: 1 month	
Probation Period: 1 month	Assigned Job: Support Engineer	
Salary: 400000.0		

Company Leaves:

Before adding employee leaves monthly for calculation of monthly salary payout, we need to define company leave policy and Holiday master.

Company Leave Policy master is shown in the following screenshot.

Company Leave Policy

Policy Name *	Location *	Department / Grade *
<input type="text"/>	<input type="text"/>	Department / Grade ▼
EL *	CL *	SL *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other leave	Other leave2	Entitled After DOJ
<input type="text"/>	<input type="text"/>	<input type="text"/>
Entitled Criterion	Accrual *	Carry Forward
<input type="text"/>	Monthly ▼	<input type="text"/>
Carry forward Expiry	Encashment	
<input type="text"/>	<input type="text"/>	

Policy can be defined for a given location and/or Department, Grade. It defines yearly EL, CL and SL and any other leaves, Entitled criterion, Accrual period, carry forward number and their expiry or per leave encashment.

User can define the holiday in the following way, so that proper holiday and absence calculation in monthly salary takes place.

Company Holiday

Holiday Name *

From Date *

To Date *

Department *

Name	Grade	From	To	Edit	Delete
Pongal	All	14/01/2019	14/01/2019		
Dussehra	All	04/10/2019	04/10/2019		
Diwali	All	27/10/2019	27/10/2019		

User have to update Leave Details of Employee for a given month.

Users should follow the link Payroll->Manage->Leave and update the below details.

Monthly Leave Details

Month Name *

Employee *

Working Days *

LOP *

EL(Used)

CL(Used)

XL(Used)

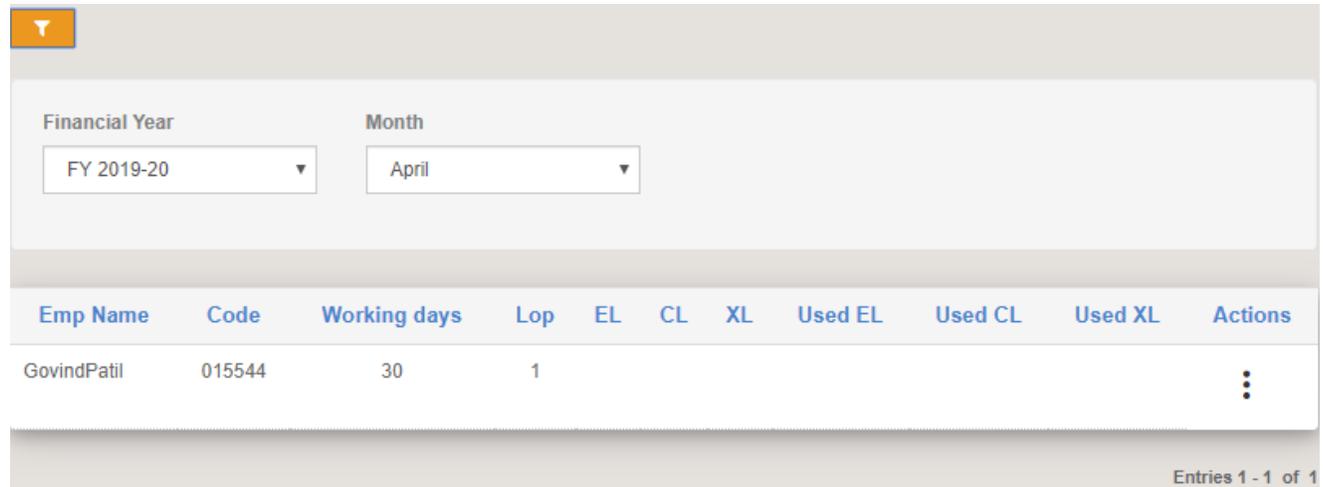
Here user have to update all leave details of employee

Working days – Number of working days of employee

LOP – loss of payment details of employee

EL (Used), CL (Used) and SL (Used) are optional field that can be filled up.

Monthly Leaves are managed from leave reports



The screenshot shows a web interface for managing leave reports. At the top, there are two dropdown menus: 'Financial Year' set to 'FY 2019-20' and 'Month' set to 'April'. Below these is a table with the following columns: Emp Name, Code, Working days, Lop, EL, CL, XL, Used EL, Used CL, Used XL, and Actions. A single row is visible for 'GovindPatil' with code '015544', 30 working days, and 1 Lop. An 'Actions' column with a vertical ellipsis icon is on the right. The bottom right corner of the table area says 'Entries 1 - 1 of 1'.

Emp Name	Code	Working days	Lop	EL	CL	XL	Used EL	Used CL	Used XL	Actions
GovindPatil	015544	30	1							⋮

User can update Employee **Claims/Bonus/Incentives**

Users should follow the link Payroll->Manage-> Claims

and update the below details.

Claims / Bonus / Incentives

Employee Name* Month* Type*

Date* Amount* Taxable Amount

Claims records are managed in the following record list.

Financial Year: FY 2015-16 | Month: All

Emp Name	Code	Date	Amount	Action
Vikash kumarShukla	PK/001	30 Apr 2018	2,000.00	⋮
HariR	PK1	24 May 2018	2,000.00	⋮
HariR	PK1	23 May 2018	2,500.00	⋮ ✎ Edit 🗑 Delete
RajeshKrishna	011	01 May 2018	1,000.00	⋮
RajeshR	013	01 Jun 2018	1,000.00	⋮

User can update Employee **Salary Advance**

Users should follow the link Payroll->Manage-> Advance and update the below details

▶▶ Salary Advance

Employee: * | Month: * | Date: *

Select Employee | Select Month |

Amount: *

Add | Cancel

Salary Advance records are managed in the following way.

Emp Name	Code	Date	Amount	Action
HariR	PK1	15 Aug 2018	15,000.00	⋮
RajeshR	013	18 May 2018	2,000.00	⋮
SagarGowda	PK117	28 Jun 2018	2,000.00	⋮
SamarK	002	30 Apr 2018	1,000.00	⋮
MARONS	003	23 Apr 2018	500.00	⋮
SOMALIS	004	25 Apr 2018	2,000.00	⋮

✎ Edit

🗑 Delete

Employee Attendance Management:

Company Attendance Policy is a master record that allows company to define a couple of policy parameters like Shift timing, allowable late time (minutes), Late Count for half day calculation per department/grade for a given time.

Company Attendance Policy

Policy Name *	From Date *	To Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Department/Grade *	Shift Timings	Tracking *
<input type="text" value="Grade1"/>	<input type="text"/>	<input type="text" value="Manual"/>
Allowable Late Time (min)	Late Count (for half day)	
<input type="text"/>	<input type="text"/>	

Name	Grade	Cycle Start	Cycle End	Edit	Delete
Excused Absenses	Grade1	01/03/2019	31/03/2019		
Policy 1	Grade2	01/04/2019	30/04/2019		

Employee Hourly Daily Attendance:

It helps company to track Daily attendance manually for a given month and employee by logging Time In and Time Out as shown below.

Attendance Log

Month * <input type="text" value="Select Month"/>	Employee * <input type="text" value="Select Employee"/>	
Date * <input type="text"/>	Working Hours * <input type="text"/>	
Time In (Hr) * <input type="text" value="Hour"/>	Time In (Min) * <input type="text" value="Min"/>	AM or PM * <input type="text" value="Select"/>
Time Out (Hr) * <input type="text" value="Hour"/>	Time Out (Min) * <input type="text" value="Min"/>	AM or PM * <input type="text" value="Select"/>

[Add](#) [Cancel](#)

Hourly Attendance can be managed by searching via employee name in a given month and financial year. The following day wise attendance for employee MARON S in the month of April in FY 2020-2021.

Attendance Log				
Employee Name		MARON S		
Monthly OT		0.0		
Date	Time In	Time Out	Working Hours	Action
02 Apr 2020	10:00 AM	07:00 PM	8.0	⋮
03 Apr 2020	10:00 AM	07:00 PM	8.0	⋮
06 Apr 2020	10:00 AM	07:00 PM	8.0	⋮
Total Working Hours			24.0	

Another way of managing monthly attendance of all the employees for a given month and financial year, is to show attendance for all 30 days less holidays and leave taken by employees in that month captured from employee leave request records.

Employee	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17	D18	D19	D20	D21	D22	D23	D24	D25	D26	D27
MURUGAN S	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P
Akshay Raj	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P
Ramesh More	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P
SILVER S	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P
SAMAR K	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P
JAIN K	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P
Ramesh Kumar	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P	P	P	P	P	WKH	WKH	P

Monthly Addition/Deduction:

Miscellaneous monthly addition and deduction as part of salary can be managed by explicitly adding addition and deduction entries for employee in a given month of a financial year. The following Monthly addition form allows user to add this entry.

 **Monthly Addition**

Month Name *

Select Month ▼

Employee*

Select Employee ▼

Addition Type 1*

Value*

000

Taxable*

Select ▼

Addition Type 2

Value

000

Taxable

Yes ▼

Addition Type 3

Value

000

Taxable

Yes ▼

Addition Type 4

Value

000

Taxable

Yes ▼

Add

Cancel

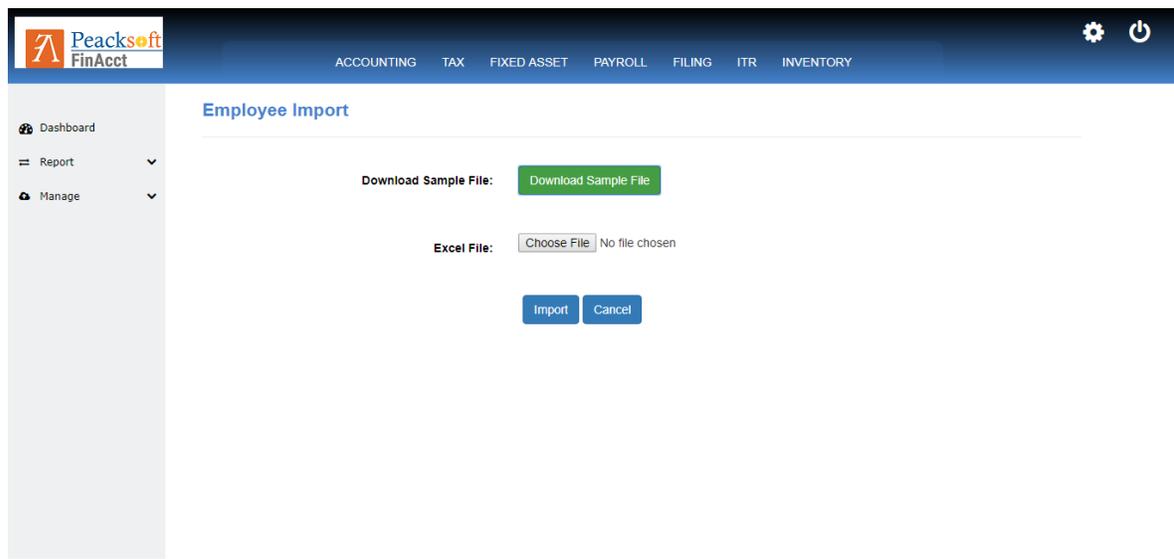
Monthly Deduction

Month Name *	Employee *
<input type="text" value="April"/>	<input type="text" value="Select Employee"/>
Deduction Type*	Value*
<input type="text" value="SSA Charge"/>	<input type="text" value="000"/>
Deduction Type	Value
<input type="text" value="SSA Charge"/>	<input type="text" value="000"/>
Deduction Type	Value
<input type="text" value="SSA Charge"/>	<input type="text" value="000"/>
Deduction Type	Value
<input type="text" value="SSA Charge"/>	<input type="text" value="000"/>
<input type="text" value="SSA Charge"/>	<input type="text" value="000"/>
<input type="text" value="SSA Charge"/>	<input type="text" value="000"/>
<input type="text" value="SSA Charge"/>	<input type="text" value="000"/>

Monthly Addition/Deductions are managed in the following way.

Emp Name	Code	Addition Type 1	Value	Addition Type 2	Value	Addition Type 3	Value	Addition Type 4	Value	Action
Randir Mishra	RM1	Travelling	10,000.00	Fooding	2,000.00		0.00		0.00	⋮

User can **Import Employee Details** in Bulk by using below Excel file format Users should follow the link Payroll->Manage->Employee Import and update the below details.



If user want to view the format, download Excel file format to Bulk number of Employee details

After entering all details in master, User is now ready to work with FinAcct payroll software

Employee Monthly salary details report is where user can find all employee Monthly salary details.

Users should follow the link Payroll->Report->Monthly salary and update the below details.

1st User have to select which financial year and month to view employee monthly salary and click option to show as below mention image

Financial Year: FY 2015-16
Month: All
Show

After clicking on the show button as mentioned above, the user can find all details as below shown image.

Financial Year: FY 2019-20
Month: April
Delete All
Export
Employee ID:
Name:
Salary Min: 0.0
Salary Max: 0.0
Search
Payment

Entries 1 - 42 of 42

Emp ID	Name	Basic	HRA	Spl Allow	Other Addition	Gross	PT	Income Tax	Recovered	Other Deduction	Salary	Action
003	MARON S	20,000.00	10,000.00	12,000.00	0.00	39,600.00	200.00	0.00	0.00	0.00	37,000.00	⋮
004	SOMALI S	18,000.00	8,000.00	4,000.00	0.00	37,840.00	200.00	0.00	0.00	0.00	35,480.00	✕ Delete
005	KANVAR K	20,000.00	11,000.00	4,067.00	0.00	39,267.00	200.00	0.00	0.00	0.00	36,667.00	IT
006	Shilpa S	20,000.00	11,000.00	4,067.00	0.00	39,267.00	200.00	652.23	652.23	0.00	36,014.76	Recovery
007	Ramya A	15,000.00	7,500.00	3,400.00	0.00	26,100.00	200.00	0.00	0.00	0.00	24,100.00	Get Payslip

✕ Delete
IT
Recovery
Get Payslip
Email Payslip

Delete All button deletes all the salary records and user can regenerate the monthly salary.

After selecting **Export** option it will download all Employee monthly salary details in Excel file format as below shown image

	A	C	D	E	F	G	H	I	J	K	L
1		Employee Monthly Salary for 01/04									
2	PEACKSOFT PTE. LTD.										
3	Bangalore										
4	Employee	Basic	HRA	Convenience	Spl. Allow	Med. Allow	Gross	IT	Recovered	Salary	
5											
6	VinayV	10000	4000	2000	2000	0	18200	0	0	16200	
7	SivaKumar	18000	8000	1600	7350	1250	37840	83	83	35397	

Recovery action opens the form to capture TDS Recovery or payment data with respect to Income Tax value.

TDS Recovery

Employee Name:

Month:

Payment:

Total Payable:

IT action shows the Income Tax computation as on date for complete financial year as shown below.

IT Computation:

Employee ID:	PK/001	Employee Name:	Vikash kumar
PF No:	000	PAN No:	000
Designation:	HR Manager	Employee Name:	04/01/2016

Particulars	Details	Amount (in Rs)
CTC	Salary, Bonus, Allowances etc	550000.00
Less: PF	Provident Details	26400.00
Gross Salary	(CTC - PF)	523600.00
Less: Professional Tax	Salary Deductions (PT)	2400.00
Less: (Conveyance + Medical)	Salary Deductions	40000.00
Less: HRA Exemptions u/s 10A	Salary Deductions (HRA)	0.00
Less: Other Exemptions	Deductions Vehicle Allow, telephone exp.(MISC)	0.00
Net Income Under Salaries (NET_INCOME)	Gross Income - exemptions ((CTC - PF) - (PT + CONV + HRA + MED_BILL + MISC))	476200.00
Less: Medical Insurance	Deductions u/s 80 D (80 D)	0.00
Less: Investments in PF, PPF, Life Ins., ELSS, NPS etc	Deductions u/s 80 C (80 C)	0.00
Less: Eligible Donations upto specified percentage	Deductions u/s 80 G (80 G)	0.00
Less: Total Deductions (80X)	(80C + 80D + 80G)	0.00
Less: Tax Benefit u/s 24	Interest Paid On Home Loan (US 24)	0.00
Less: Deduction u/s 80 TTA	Interest Received on Savings Bank A/C (80 TTA)	0.00
Total Deductions / Benefits	(80C + 80D + 80G + US 24 + 80 TTA)	0.00
Taxable Income	Tax Payable on this income (NET_INCOME - (80C + 80D + 80G + US 24 + 80 TTA))	471200.00
Income Tax	Tax on Total Income	0.00
Add: Education Cess	4% on Income Tax	0.00
Tax with cess		0.00
Less: Tax Credit	Upto Rs. 2000 if Taxable Income < Rs. 5 lakhs	0.00
Tax Liability		0.00
Tax Deducted		

Get Payslip action downloads the current month payslip in PDF format to local machine.

Email Payslip action will send the corresponding employee with payslip attached.

To check **annual salary** for any employee in a given financial year, user can check annual salary report and select financial year and employee details. The report is shown as below.

Financial Year	Employee ID	Employee Name										
FY 2019-20	Employee Code	Employee Name	Show									
Annual Salary Report for 2019-2020												
Employee Name: SOMALI S												
Employee Code:	004	DOJ:	21/11/2015									
Designation:	Officer	Bank A/c no:	0									
PF No.	0	Paid days:	240									
PAN No.	0											
LOP Days.	0											
Month	Basic	HRA	Spl Allow	Other Allow	Bonus	Earnings	EPF	PT	TDS	Deductions	Net Salary	
April	18000.00	8000.00	4000.00	3333.33	0.00	33333.33	2160.00	200.00	0.00	2360.00	35480.00	
May	18000.00	8000.00	4000.00	3333.33	0.00	33333.33	2160.00	200.00	48096.87	50456.87	-15116.87	
July	18000.00	8000.00	4000.00	3333.33	0.00	33333.33	2160.00	200.00	0.00	2360.00	35480.00	
Nov	18000.00	8000.00	4000.00	3333.33	0.00	33333.33	2160.00	200.00	0.00	2360.00	35480.00	
Dec	18000.00	8000.00	4000.00	3333.33	0.00	33333.33	2160.00	200.00	0.00	2360.00	35480.00	
Jan	18000.00	8000.00	4000.00	3333.33	0.00	33333.33	2160.00	200.00	0.00	2360.00	35480.00	
Feb	18000.00	8000.00	4000.00	3333.33	0.00	33333.33	2160.00	200.00	0.00	2360.00	35480.00	
Mar	18000.00	8000.00	4000.00	3333.33	0.00	33333.33	2160.00	300.00	0.00	2460.00	35380.00	
Total	144000.00	64000.00	32000.00	26666.67	0.00	266666.67	17280.00	1700.00	48096.87	67076.87	233143.13	

Company Salary Transaction report is the total Salary payout including salary, TDS, PT and other expense. This report has integration to financial accounting as shown below .

CTC (Dr)	PF (Cr)	PT (Cr)	ESI (Cr)	TDS (Cr)	Advance (Cr)	Deduction(Cr)	Employer Reimbursements	Employer PF	Employer ESI	Salary Payable	More
1154641.00	62810.28	6148.00	0.00	49554.06	0.00	0.00	0.00	62810.28	0.00	972528.78	⋮

Entries 1 - 1 of 1

- ✕ Delete
- £ Salary Expense
- \$ Salary Payment
- \$ TDS Salary Payment

Salary Expense action triggers expense management in accounting with already populated amount.

TDS Salary Payment action triggers Journal Transaction with Salary Payable amount and TDS amount as journal entry.

Payroll Compliance Report:

PF Details – Employee Provident Fund report for a given month shows the PF amounts per employee and total PF amount payable as statutory compliance.

PF report for the month of 01/04

Sl. No	PF A/c No.	UAN	Name	PF Earnings	EPF	Employer EPF Diff	Employer Pension
1	68781729879	16464246	MARON S	20,000.00	2,400.00	734.00	1,666.00
2	0	0	SOMALI S	18,000.00	2,160.00	661.00	1,499.00
3	0	0	KANVAR K	20,000.00	2,400.00	734.00	1,666.00
4	0	0	Shilpa S	20,000.00	2,400.00	734.00	1,666.00
5	0	0	Ramya A	15,000.00	1,800.00	551.00	1,250.00
6	0	0	Suman M	10,000.00	1,200.00	367.00	833.00
7	0	0	Suhas K	12,000.00	1,440.00	440.00	1,000.00
8	0	0	Priyanka A	15,000.00	1,800.00	551.00	1,250.00
9	0	0	Geeta C	3,500.00	420.00	128.00	292.00
10	01243597920168	0	Rajesh R	6,400.00	768.00	235.00	533.00
11	000	000	Vikash kumar Shukla	20,000.00	2,400.00	734.00	1,666.00
12	9874604561	872065538530	Hari R	20,000.00	2,400.00	734.00	1,666.00
35	BGBNG11032890000000006	100454296519	TAYLOR T	12,480.00	1,498.00	458.00	1,040.00
36	BGBNG11032890000000007	100454296516	CUTTER R	14,313.00	1,718.00	525.00	1,192.00
37	BGBNG11032890000000008	100454296518	SILVER S	6,000.00	720.00	220.00	500.00
38	BGBNG11032890000000009	100454296519	GOLD G	6,000.00	720.00	220.00	500.00
39	BGBNG11032890000000010	100454296532	COPPER D	6,000.00	720.00	220.00	500.00
40	812738	918273981237	Anagha C	7,500.00	900.00	275.00	625.00
41	0	0	Akshay Raj	20,000.00	2,400.00	734.00	1,666.00
42	00	00	Ramesh More	12,000.00	1,440.00	440.00	1,000.00
43	000	000	Kanish D	20,000.00	2,400.00	734.00	1,666.00
Grand Total				6,16,319.00	73,960.00	22,623.00	51,346.00
Account No:01(5+6) =							96,583.00
Account No:02(.85% of 4) =							5,239.00
Account No:10(7) =							51,346.00
EDLI Wages:			6,16,319.00	Account No:21 EDLI Wages * 0.5% =		3,082.00	
Pension Wages:			6,16,319.00	Account No:22 EDLI Wages * 0.01% =		62.00	

Professional Tax Report has the details of monthly total PT payout as per different slabs applicable for different states.

Financial Year		Month	
FY 2019-20		April	
PT Amount	Employee Count	PT Total Amount	
0.00	8	0.00	
30.00	1	30.00	
126.50	1	126.50	
16.50	1	16.50	
85.00	1	85.00	
182.50	2	365.00	
175.00	1	175.00	
200.00	26	5,200.00	
150.00	1	150.00	
Total	42	6,148.00	

Employee Monthly ESI details is the report where user can find all employee Monthly ESI details.

Users should follow the link Payroll->Report-> Monthly ESI and view the below details.

Emp Code	Insurance No	Insured Person	Days of Wages	Total Wages (INR)	Employee ESI	Employer ESI	Avg. Daily Wages	Still Working
003	0	MARON S	30	0.00	0.00	0.00	0.00	Yes
004	0	SOMALI S	30	37,840.00	0.00	0.00	1,261.33	Yes
005	0	KANVAR K	30	0.00	0.00	0.00	0.00	Yes
006	0	Shilpa S	30	39,267.00	0.00	0.00	1,308.90	Yes
007	0	Ramya A	30	0.00	0.00	0.00	0.00	Yes
009	0	Suman M	30	19,538.90	358.17	928.09	651.29	Yes
010	0	Suhas K	30	23,560.00	0.00	0.00	785.33	Yes
008	0	Priyanka A	30	23,200.00	0.00	0.00	773.33	Yes
012	0	Geeta C	30	9,145.58	167.65	434.41	304.85	Yes

After selecting financial year and month, user can give Export option which it will Export in Excel file format as below shown image.

	A	B	C	D	E	F	G	H	I	J	K
1	Employee Monthly ESIC for 01/8										
2	PEACKSOFT PTE LTD										
3	null										
4	SI. No	Insurance No	Insured Person	Days of Wages	Total Wages (INR)	Employee ESI	Employer ESI	Avg. Daily Wages	Still Working		
5											
6	1	45669	Vinay V	31	18200	0	0	587	Yes		
7	2		Siva Kumar	31	37840	0	0	1221	Yes		
8	3	13	Viswa Nathan	31	25500	0	0	823	Yes		
9	4	14	Samy	31	29767	0	0	960	Yes		
10	5	15	Karthik Raj	31	47600	0	0	1535	Yes		
11	6	16	Sharath Kumar	31	27487	0	0	887	Yes		
12	7	17	Vishnu Vardhan	31	35250	0	0	1137	Yes		
13	8	18	Madhan Kumar	31	27417	0	0	884	Yes		
14	9	78964455666	Jitender Kumar Shakya	31	25000	0	0	806	Yes		

Annual Bonus Report – As per wage and bonus act, employer is supposed to declare the bonus paid to the employee. This report has the provision of adding and displaying bonus paid to eligible employee.

Financial Year

FY 2015-16 Search

Sr. No	Name	Earnings	Basic	Eligible	Bonus Payable	Actual Bonus Paid	Add Bonus	
<input type="checkbox"/>	1	MARON S	0.00	20,000.00	Yes	1,666.00	0.00	+
<input type="checkbox"/>	2	SOMALI S	37,840.00	18,000.00	Yes	1,499.40	0.00	+
<input type="checkbox"/>	3	KANVAR K	0.00	20,000.00	Yes	1,666.00	0.00	+
<input type="checkbox"/>	4	Shilpa S	0.00	20,000.00	Yes	1,666.00	0.00	+
<input type="checkbox"/>	5	Ramya A	0.00	15,000.00	Yes	1,249.50	0.00	+
<input type="checkbox"/>	6	Suman M	0.00	10,000.00	Yes	833.00	0.00	+
<input type="checkbox"/>	7	Suhas K	0.00	12,000.00	Yes	999.60	0.00	+
<input type="checkbox"/>	8	Priyanka A	0.00	15,000.00	Yes	1,249.50	0.00	+
<input type="checkbox"/>	9	Geeta C	0.00	3,500.00	Yes	291.55	0.00	+
<input type="checkbox"/>	10	Rajesh R	0.00	6,400.00	Yes	533.12	0.00	+

Add Bonus button opens popup to add Bonus to the selected employee with date and amount.

Add Annual Bonus
✕

Employee:

Bonus (%):

Date:

Performance:

Sr. No	Name	Earnings	Basic	Eligible	Bonus Payable	Actual Bonus Paid	Add Bonus	
<input type="checkbox"/>	1	MARON S	0.00	20,000.00	Yes	1,666.00	0.00	+
<input checked="" type="checkbox"/>	2	SOMALI S	37,840.00	18,000.00	Yes	1,499.40	0.00	+

Annual wages report – this report shows the summary of wages, working days, wages paid etc.

Financial Year

FY 2019-20 ▼ Show

Annual Wages Report for 2019-2020

Employee Name	Gross	Deductions	Working Days	Not working Days	Wages Paid
MARON	314800.00	69150.00	240.00	0.00	245650.00
SOMALI	300220.00	67076.87	240.00	0.00	233143.13
KANVAR	314136.00	21502.90	240.00	0.00	292633.10
Shilpa	314136.00	44918.15	240.00	0.00	269217.85
Ramya	208800.00	16100.00	240.00	0.00	192700.00
Suman	163736.00	11300.00	240.00	0.00	152436.00
Suhas	188480.00	6352.03	240.00	0.00	182127.97
Priyanka	185600.00	16100.00	240.00	0.00	169500.00

Employee Self Service (ESS) Portal

Employee access is through ESS portal. Once HRMS admin gives access to any employee, employee can login to the portal and renders basic human resource activity to the company. The employee dashboard is the landing page after successful login and it has summary like employee personal details, leave details and expense claims details if any.

Personal Details			
First Name	Aditya	Last Name	Roy
Designation	Sr Manager	Level	Grade5
Address	J P Nagar, 2nd Phase	City	Bangalore
State	Karnataka	Contact	7563882945
PAN No	PTSTM31545Y	PF No	6547485994
Date of Joining	01/04/2019	CTC	4000000.0

Leave Details			
Leave Entitled	0.0	Leave Consumed	0.0
Leave Balance	0.0		

Expense Claims			
Claims Amount	0.0	Claims Settled	0.0
Claims Pending	0.0		

Employee On Boarding Details – This provides employee the option to add personal details, previous employment details, Dependent details and financial details.

Employee OnBording Details

Designation *

Sr Manager

Father Name

Debasish Mondal

Marital Status

single

Country

India

Blood Group

O

Personal Email

debamon@gmail.com

Spouse Name

Previous Employer

ABC Pvt Ltd.

Contact

9453457432

Employment Start

10/02/2018

End

10/01/2019

Previous Income

1000000

Tax Paid

56000

Dependent

Dependent Relationship

Father

Nominations

Debasish Mondal

Bank Name *

Address

Salary A/C No

A/C IFSC Code *

Add

Cancel

This information when confirmed gets added into employee master details added by admin.

Employee Investment Details – This detail is provided so that employee investment can be considered while computing income tax for the coming financial year.



Employee Investment Declaration

House Rent *

12500

Rent Landlord

Prakash Acharya

Landlord Address

BTM Layout, Bangalore

Landlord PAN

BTRT5678823

Rent Paid (Actual)

LTA (declared)

30000

LTA (Actual)

Home Loan Interest

150000

Deduction 80C (Declared)

100000

Deduction 80C (Actual)

Deduction 80CCC

25000

Deduction 80CCC (Actual)

Deduction 80CCD

Deduction 80CCD (Actual)

Deduction 80D

Deduction 80D (Actual)

Deduction 80E

Deduction 80E (Actual)

Deduction 80G

Deduction 80G (Actual)

Deduction 80TTA

Deduction 80TTA (Actual)

Add

Cancel

Employee Leave Request – Employee can apply for leave and leaves are forwarded to concerned admin personal. Leave request can be attended by concerned authority.

Leave Request

Type*

From Date *

To Date *

Leave Days *

Purpose *

Status*

Attachment

Choose File

No file chosen

Add

Cancel

Leave Request records can be managed by the following report

Date	Employee	Type	From	To	Status	Action
12 Mar 2020	Aditya Roy	EL	18 Mar 2020	20 Mar 2020	Submitted	⋮
18 Nov 2019	Aditya Roy	EL	20 Nov 2019	22 Nov 2019	Submitted	⋮

Employee Expense Claims – Employee can claim expense to company using this following form.

Expense Type *

From Date * To Date *

Claimed Amount* Bill Type*

Purpose* Status

Payout Month Amount Reimbursed

Attachment
 No file chosen

Admin can check and verify all the employee expense claims and approve and reject their payment.

Financial Year	From	To	Employee	
FY 2015-16 ▼	04/01/2019	04/15/2020	Select Employee ▼	
Employee Name		Randir Mishra		
Date	Employee	Amount	Status	Action
24 Mar 2020	Randir Mishra	10000.0	Approved	⋮
18 Mar 2020	Randir Mishra	1000.0	Rejected	⋮
18 Mar 2020	Randir Mishra	6000.0	Approved	⋮

