

2016

TMU Group

# *Microsoft Navision 2013 R2*

## **[PAYROLL MANUAL]**

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## HR

### Manpower Requisition:

The screenshot displays a web application interface for managing manpower requisitions. The browser window title is "Edit - Manpower Requisition(Approved) - REQ-000002 - SKILL DEVELOPMENT". The application has a navigation bar with "HOME" and "NAVIGATE" tabs, and a "Master Management" link. Below the navigation bar is a toolbar with icons for View, Edit, Notes, Links, Refresh, Clear Filter, Go to, Previous, Next, and Page. The main content area is titled "REQ-000002 · SKILL DEVELOPMENT" and contains a "Manpower Requisition" form. The form is divided into two columns of fields. The left column includes: Requisition No. (REQ-000002), Requisition No. Series (REQ), Department Code (SKILL DEVELOPMENT), Unit Code (AHMEDABAD), Designation Code (D0001), Designation Description, Location, No. of Vacancy (4), Position open date, and Approx. Date of Recruitment (01/06/2015). The right column includes: Vacancy Type (Replacement), Approx. Budget (30,000.00), Job Description 1, Job Description 2, Reason of Recruitment, Skills Required (Efficient in Recruitment), HOD (A000006), HOD Name (BASANT KUMAR ARYA), Remarks, and Status (Approved). An "Activate Windows" watermark is visible in the bottom right corner of the screenshot, with a message: "Go to System in Control Panel to activate Windows." and an "OK" button. The Windows taskbar at the bottom shows the system tray with the date and time: "11:45 AM 10/17/2015".

Field	Value
Requisition No.	REQ-000002
Requisition No. Series	REQ
Department Code	SKILL DEVELOPMENT
Unit Code	AHMEDABAD
Designation Code	D0001
Designation Description	
Location	
No. of Vacancy	4
Position open date	
Approx. Date of Recruitment	01/06/2015
Vacancy Type	Replacement
Approx. Budget	30,000.00
Job Description 1	
Job Description 2	
Reason of Recruitment	
Skills Required	Efficient in Recruitment
HOD	A000006
HOD Name	BASANT KUMAR ARYA
Remarks	
Status	Approved

Department fill the Manpower Requisition according to the vancany requirement.

## Recruitment Management

After Manpower requisition, Recruitment team search the suitable candidates and fill the detail in the system and update the status accordingly.

The screenshot shows the 'Edit - Tracker Form - T-0000001' window. The form is titled 'Vendor Document' and contains the following fields:

Vendor Document No:	T-0000001	Position Description:	
Vacancy Requisition No:	REC-00003	Vacancy:	4
Department:	SKILL DEVELOPMENT	MRF RCVD-date:	20/06/2015
Department Description:	Skill Development	Status:	Open
Position:	D0001		

Below the form is a 'Tracker Sub Form' table:

Vendor...	Line No.	Recruiter Name	Position As...	Total Can...
T-0000001	10000	Avneet Kaur	20/06/2015	1

The Windows taskbar at the bottom shows the time as 11:47 AM on 10/17/2015.

## Fill Candidate Detail

The screenshot shows the 'Edit - Tracker Candidate' window. The table displays the following candidate details:

No.	Consultant Code	Candidate Name	Mobile No.	Date of Birth	E-Mail Id	Age	Qualification	Experience	Cur
T-0000001	Avneet Kaur	Ritesh	8527196618	12/06/1997		18	MBA	6	Tech

The Windows taskbar at the bottom shows the time as 11:47 AM on 10/17/2015.

## Letter of intent:

HR create the offer letter after finalized the candidate and create the offer Letter/FTC Letter.

LOI-000001

LOI No:	LOI-000001	Modify Joining Date:	<input type="checkbox"/>
LOI Series:	LOI	Expected Joining Date:	30/06/2015
Title:	Mr.	Last Expected Joining Date:	30/06/2015
First Name:	Ritesh	Reference Name:	
Middle Name:		Reference Mobile No:	
Last Name:		Job Description 1:	
Address:	6 Bahadur Shah	Job Description 2:	
Address 2:	Zafar Marg	HOD Code:	A000005
Address 3:	New Delhi	HOD Name:	Abul Bahl
City:	DELHI	PAN No.:	
Post Code:	110006	Date of Birth:	02/07/1977
Country:	in	Marital Status:	Single
Mobile Phone No.:	8800296475	Father Name:	
E-Mail ID:	m.yasar@mbdgroup.com	Last Employer:	
Sex:	Male	Previous Exp in years:	
Status:	LOI Generated	Previous Exp in months:	
Minimum Wages Type:		Qualification:	
Vacancy Requisition No.:	REQ-000002	Company Name:	
Branch Code:	AHM700000		

## Offer Letter

Print Preview

Offer Letter

DELHI 110006

**Sub: Offer Letter**

Dear Mr. Ritesh ,

With reference to the interview you had with us, we are pleased to offer you the position of "" at Grade "E-2" in the department of "Skill Development" with "" Your present area of posting will be and you will be report to Ahmedabad Branch .The Fixed salary (Compensation Package) is enclosed here as "Annexure A".

You will be required to join the office on or before **30-Jun-15** Kindly sign a copy of this letter in acceptance of the offer and return the same for our records.

The above offer of employment is valid and open for your acceptance for a period of **3 days** from the date of its issue, after which it will be deemed to be automatically withdrawn.

The company reserves a right to further extend the same in certain circumstances.

\*This offer is subject to successful clearance of Background Verification that would be conducted to verify the Education and Employment history provided by you on your date of joining\*

You are requested to bring the below mentioned, at the time of joining, this would facilitate smooth completion of the joining formalities.

- Medical Report duly filled in by a Medical Practitioner
- Copy of Relieving Letter/ Experience Certificates/ Last Salary Slip / Salary Certificate/ Form 16 from the previous employer (**Compulsory**)
- 3 Color Passport Size Photograph
- Copy of all Educational Certificates & Mark sheets
- Certificate/ Document confirming your date of birth
- Copy of PAN Card (**Compulsory**)

Congratulations and welcome to the Family.

Thanking You

For:

And when candidate join the company then HR create the Employee card.

LCI-000001

LCI

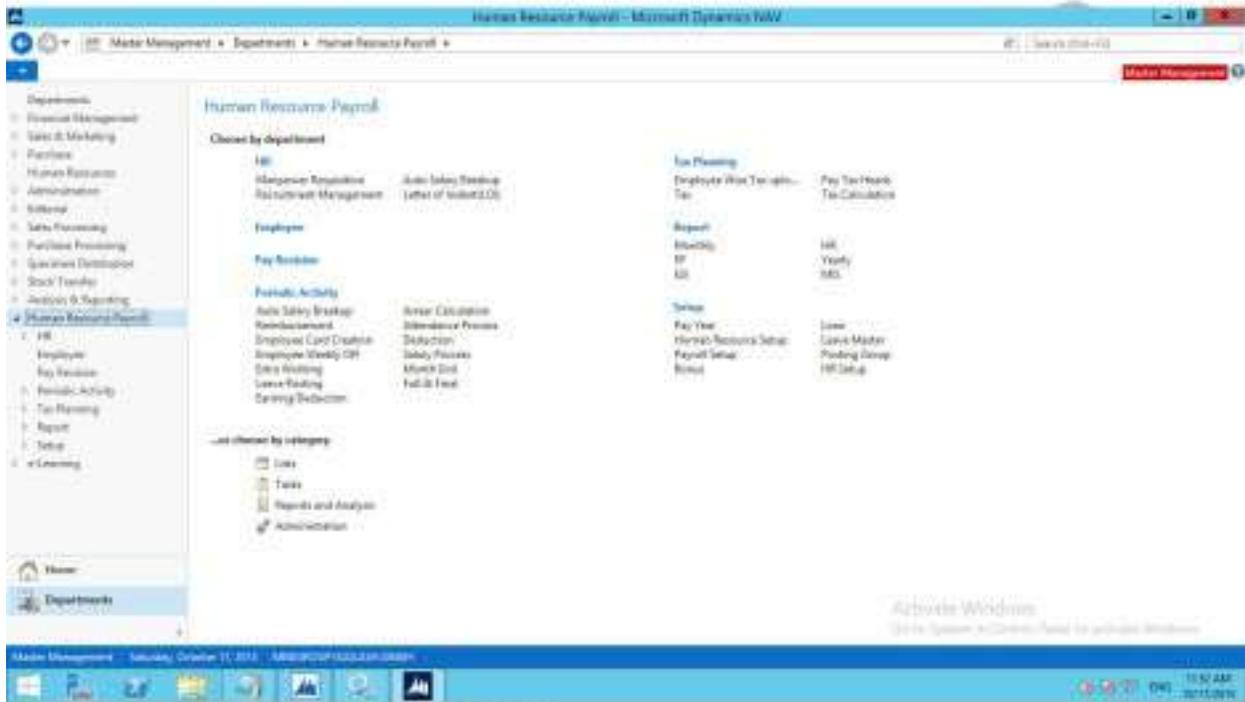
LCI No.	LCI-000001	Monthly Salary Date	
LCI Series	LCI	Expected Joining Date	08/08/2019
Title	NA	Last Reported Joining Date	08/08/2019
First Name	Naresh	Reference Name	
Middle Name		Reference Mobile No.	
Last Name		Job Description 1	
Address	8 Bhekar Path	Job Description 2	
Address 2	Defa Mang	HCO Code	400000
Address 3	New Delhi	HCO Name	Defa Mang
City	Delhi	PAR No.	
Post Code	110006	Date of Birth	08/01/1971
Country	IN	Marital Status	Single
Mobile Phone No.	980026472	Father Name	
E-Mail ID	naresh@hrgroup.com	Last Employer	
Sex	Male	Previous Exp in years	
Status	LCI Succeeded	Previous Exp in month	
Maximum Wage Type		Qualification	
Visiting Requirement No.	NA	Company Name	
Search Code	LCI-000001		

11:38 AM 08/11/2019

## Employee List

User has to create some of setup in Employee Card's for the proper information to be retrieve from the Document's

**GO TO: Module Human Resource Payroll**



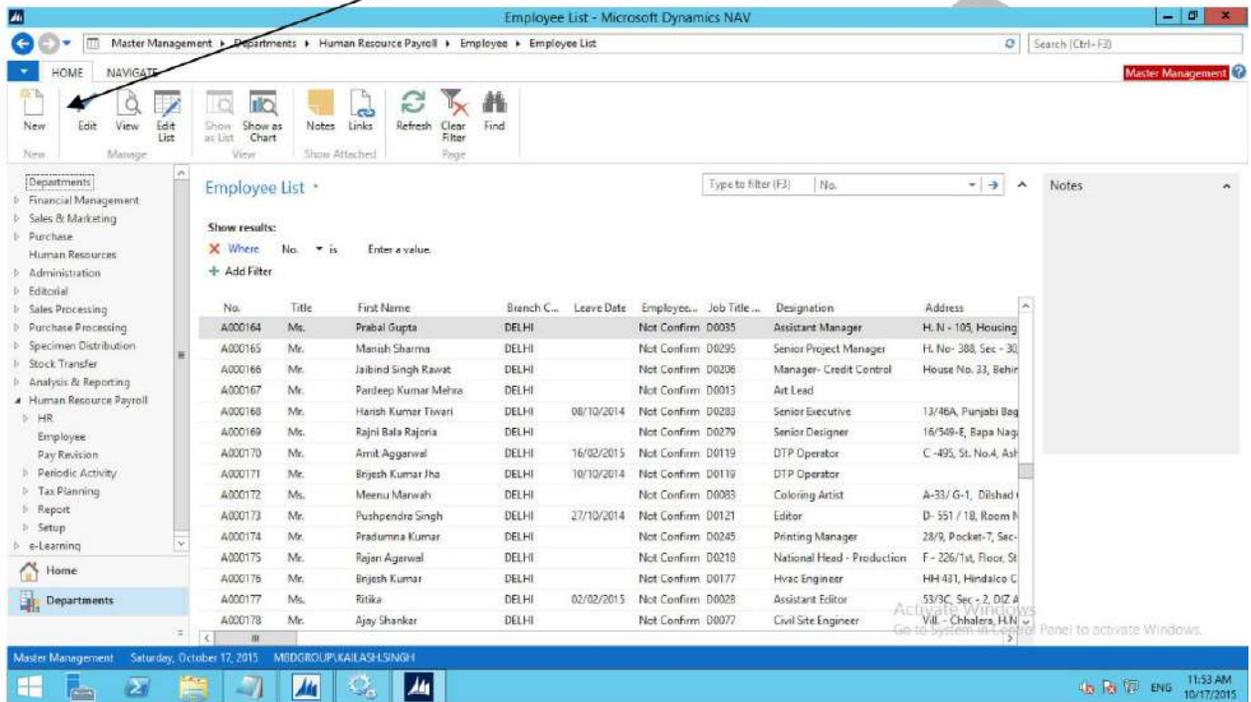
Now user has to First Create **Employee Card** (Follow these step shown below)

Click >Human Resource Payroll

▲ **Employee**

📁 **Employee List**

Click **New** (New Employee Creation / Modify Employee Information)



User has to fill the Information related to Employee > **General Tab**

Fields	Purpose
No.	Specifies the <b>System Generated No.</b> of the employee.
CARD No	Specifies the Old Card No of the Employee.
Title	Specifies the <b>Title</b> of the employee. (Mr. / Miss / Dr. etc.)
First Name	Specifies the <b>Name</b> of the employee.
Minimum Wages	Specifies the Employee Minimum Wages of their skills.
Sex	Specifies the <b>Sex</b> of the employee.(example male/female) <span style="float: right;">select from option list.</span>
Employment Date	Specifies the <b>Employment Date</b> of the employee.
Grade	Specifies the <b>Job Grade</b> of the employee to differentiate the level to whom it belong to.



Designation Code	Specifies the <b>Designation Code</b> of the employee, select from option list.
Designation Name	Specifies the <b>Designated Name</b> of the employee, auto fill after selection of code.
Department Code	Specifies the <b>Department Code</b> of the employee, select from option list.
Department Name	Specifies the <b>Department Name</b> of the employee, auto fill after selection of code.
PAN No	Specifies the <b>PAN No</b> of the employee.
Reporting In charge	Specifies the <b>Reporting In-charge</b> of the employee, select from the option list.
Reporting In charge Name	Specifies the <b>Reporting In-charge name</b> of the employee, auto fill after selection of code.
HOD	Specifies the <b>HOD Code</b> of the employee.
HOD Name	Specifies the <b>HOD Name</b> of the employee, select from option list
Band Level	Specifies the <b>Band Level</b> of the employee from option list. (Example. Junior Manag. / Middle Manag.)
Branch Code	Specifies the <b>Branch</b> of the employee, select from option list.
Department Code	Specifies the <b>Department</b> of the employee.
Place of posting	Specifies the <b>Place of Posting</b> of the employee, select from option list.
Employee Posting Group	Specifies the <b>Posting Group Setup</b> of the employee. (example. Director , Salary , Wages) user can select from the option list as per requirement
Business Posting Group	Specifies the <b>Posting Group Setup</b> of the employee. (Example. Director , Salary , Wages) user can select from the option list as per requirement
Employee Status	Specifies the <b>Status</b> of the employee which is joined in probation period is now confirmed or not
Type of Enrollment	Specifies the <b>Type of Enrollment</b> of the employee, select from option list.
Contract Start Date	Specifies the <b>Contract Start date</b> which is Type of enrollment is FTC.
Contract End Date	Specifies the <b>Contract End date</b> which is Type of enrollment is FTC.
BCG	Specifies the <b>BCG</b> of the employee. Check Yes if the BCG is signed on the timing of Joining
NDA	Specifies the <b>NDA</b> of the employee. Check Yes if the BCG is signed on the timing of Joining
IT Policy	Specifies the <b>IT Policy</b> of the employee. Check Yes if the BCG is signed on the timing of Joining

HOME NAVIGATE REPORT Master Management

Appointment Letter Dept/Grade/View Edit New Send for Approval Re-Open Send to Finance Notes Links Refresh Clear Filter Go to Previous Next

**Screen Short hereunder:**

A000164 · Prabal Gupta

Card No:	A00292	Branch Code **:	DELHI
Title:	Ms.	Place of Posting:	
Employee Name **:	Prabal Gupta	Employee Posting Group **:	SALARY
Minimum Wages Type:		Bus. Posting Group **:	SALARY
Sex **:	Female	Employee Status:	Not Confirm
Employment Date **:	22/05/2014	Region:	Delhi
Grade **:	M-1	Location Code:	
Designation Code **:	D0039	Type of Employment:	ONROLE
Designation Name:	Assistant Manager	Contract Start Date:	
Department Code **:	SUPPLY CHAIN	Contract End Date:	
Department Description:	Supply Chain Management	BCG:	<input type="checkbox"/>
Birth Date **:	27/10/1979	NDA:	<input type="checkbox"/>
Father Name:	Triloki Nathkanga	IT Policy:	<input type="checkbox"/>
PAN No:		Picture:	
Reporting Incharge **:	A000126		
Reporting Incharge Name:	Suzhil Verma		
HOD:			
HOD Name:			
Band Level **:			

Activate Windows  
Go to System in Control Panel to activate Windows.

OK

12:07 PM 10/17/2015



## Payroll Detail Tab

Fields	Purpose
Entitlement to ESI	Specifies the <b>Entitlement of ESI</b> of the employee. Check Yes if ESI is deducted from the Salary.
Entitlement to PF	Specifies the <b>Entitlement of PF</b> of the employee. Check Yes if PF is deducted from the Salary.
Entitlement to Bonus	Specifies the <b>Entitlement of Bonus</b> of the employee. Check Yes if employee is covered in Bonus ACT.
Bonus Rule	Specifies the <b>Bonus Rule</b> .
ESI No	Specifies the <b>ESI No</b> of the employee
ESI Dispensary	Specifies the <b>ESI Dispensary</b> of the employee
PF Compant Code	Specifies the <b>PF Company Code</b> .
PF No	Specifies the <b>PF No</b> of the employee
UAN NO	Specifies the <b>UAN No</b> of the employee
Salary Stop	Specifies the <b>Salary Stop</b> of the employee, for salary stop of employee check yes
Remarks	Specifies the <b>Remarks</b> , reason to be enter manually for Stop Salary
Status	Specifies the <b>Status</b> , of the employee, select from the option
Inactive Date	Specifies the <b>Inactive Date</b> , of the employee,
Reason of Leaving	Specifies the <b>Reason of Leaving</b> , of the employee,
No. of Month for Confirmation	Specifies the <b>No of Month for Confirmation</b> of the employee,
Confirmation Date	Specifies the <b>Confirmation Date</b> of the employee, it is Auto generated or Manually update by user
Gratuity not Applicable	Specifies of <b>Gratuity not applicable</b> of the employee for the gratuity report.
Gratuity paid Date	Specifies of <b>Gratuity Paid Date</b> of the employee for the gratuity report.

Screen Short hereunder:

The screenshot displays the 'Edit - Employee Card - A000217 - Vinay Sharma' window. The 'Payroll Detail' section contains the following information:

- Entitlement to ESI:
- Entitlement to PF:
- Entitled To Overtime:
- Emp Bonus Selected:
- Bonus Rule: [Dropdown]
- ESI No: [Text Field]
- ESI Dispensary: [Text Field]
- PF Compnay Code: [Dropdown]
- PF No: [Text Field]
- UAN No: [Text Field]
- Salary Stopped:
- Remarks: [Text Field]
- Status: Active [Dropdown]
- Inactive Date: [Text Field]
- Resignation Date: [Text Field]
- Reason of Leaving: [Text Field]
- No Of Month For Confirmation: 8 [Text Field]
- Confirmation Date: 01/05/2012 [Dropdown]
- Confirmation Remarks: [Text Field]
- Latest Pay Revision Date: 04/01/2015 [Dropdown]
- Latest Pay Effective Date: 04/01/2015 [Dropdown]
- Leave Date: [Text Field]
- Gratuity Not Applicable:
- Gratuity Paid Date: [Text Field]

The 'Pay Method' section includes:

- Payment Method: Cheque [Dropdown]
- Finance Bank Name: [Text Field]
- Account No: 3133107271 [Text Field]

At the bottom, there is a 'Communication' section and an 'Activate Windows' watermark.



## Pay Method

Fields	Purpose
Payment Method	Specifies the <b>Payment Method</b> of the employee, select from option list
Finance Bank Code	Specifies the <b>Bank</b> from whom transaction made of the employee.
Finance Bank Name	Specifies the <b>Bank Name</b> from whom transaction made of the employee.
Account No	Specifies the <b>Account No.</b> of the employee.

Screen Short hereunder:

**Edit - Employee Card - A000217 - Vinay Sharma**

HOME NAVIGATE REPORT Master Management

Appointment Letter: New Dept/Grade/Designation History: Manage View: Edit: New: Send for Approval: Process Re-Open: Send to Finance: Show Attached: Notes: Links: Refresh: Clear Filter: Page: Go to: Previous: Next

**A000217 - Vinay Sharma**

Remarks:  Gratuity Paid Date:

**Pay Method**

Payment Method:  Finance Bank Name:

Finance Bank Code:  Account No:

**Communication**

Address 1:  Permanent City:

Address 2:  Permanent State:

Address 3:  Permanent Contact No:

Post Code:  Extension:

City:  Mobile Phone No.:

Country Code:  E-Mail:

Old Code:  Company E-Mail:

Phone No.:  Home Page:

State:  Alt. Address Code:

State Description:  Alt. Address Start Date:

Search Name:  Alt. Address End Date:

Permanent Address:  Emergency Contact Person:

Activate Windows  
Go to System in Control Panel to activate Windows.  
OK

12:42 PM 10/17/2015

## Communication Tab

Fields	Purpose
Address	Specifies the <b>Address</b> of the employee
Address 2	Specifies the <b>Address 2</b> of the employee (example gali no. etc.)
Address 3	Specifies the <b>Address 3</b> of the employee (example near about place etc.)
Post Code	Specifies the <b>Pin Code</b> of the employee location
City	Specifies the <b>City</b> of the employee which is mention in post code.
State	Specifies the <b>State</b> of the employee
Country Code	Specifies the <b>Country</b> of the employee.
Permanent Address1.	Specifies the <b>Permanent Address 1.</b> of the employee.
Permanent Address2.	Specifies the <b>Permanent Address 2.</b> of the employee.
Permanent City	Specifies the <b>Permanent City</b> of the employee.
Permanent State	Specifies the <b>Permanent State</b> of the employee.
Permanent Contact No	Specifies the <b>Permanent Contact No</b> of the employee
Extension	Specifies the <b>Office Extension</b> of the employee
Mobile Phone No.	Specifies the <b>Mobile Phone No</b> of the employee
E-mail	Specifies the <b>Personal E-mail</b> of the employee
Company E-mail	Specifies the <b>Company E-mail</b> of the employee
Home Page	Specifies the <b>Web Site</b>
Emergency Contact Person	Specifies the <b>Emergency Contact Person</b>
Emergency Contact No	Specifies the <b>Emergency Contact No.</b>

Screen Short hereunder:

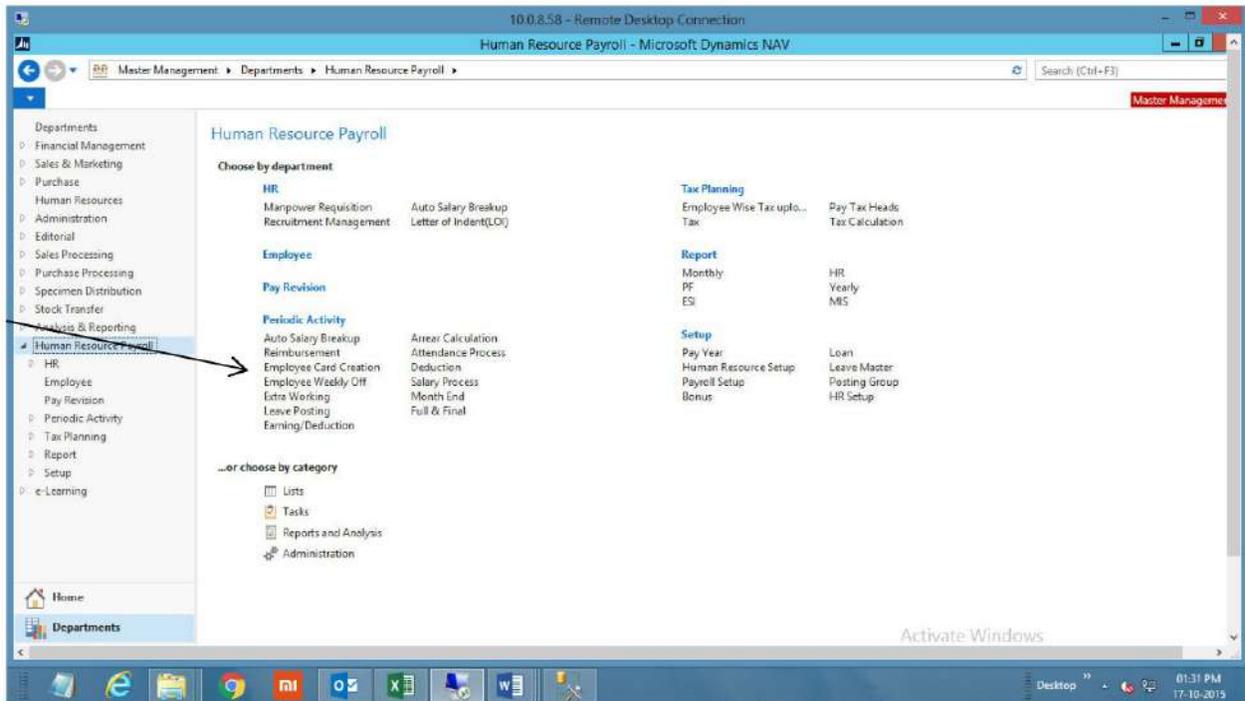
The screenshot displays the 'Communication' tab of an employee card for Vinay Sharma (ID: A000217). The form is organized into two columns of input fields. The left column includes fields for Address 1, Address 2, Address 3, Post Code, City, Country Code (set to IN), Old Code (A00132), Phone No., State, State Description, Search Name (VINAY SHARMA), Permanent Address 1, and Permanent Address 2. The right column includes Permanent City, Permanent State, Permanent Contact No., Extension, Mobile Phone No., E-Mail, Company E-Mail (vinay.sharma@mbdgroup.com), Home Page, Alt. Address Code, Alt. Address Start Date, Alt. Address End Date, Emergency Contact Person, and Emergency Phone No. The interface features a top navigation bar with 'HOME', 'NAVIGATE', and 'REPORT' tabs, and a bottom taskbar showing the system time as 12:45 PM on 10/17/2015.

## Personal

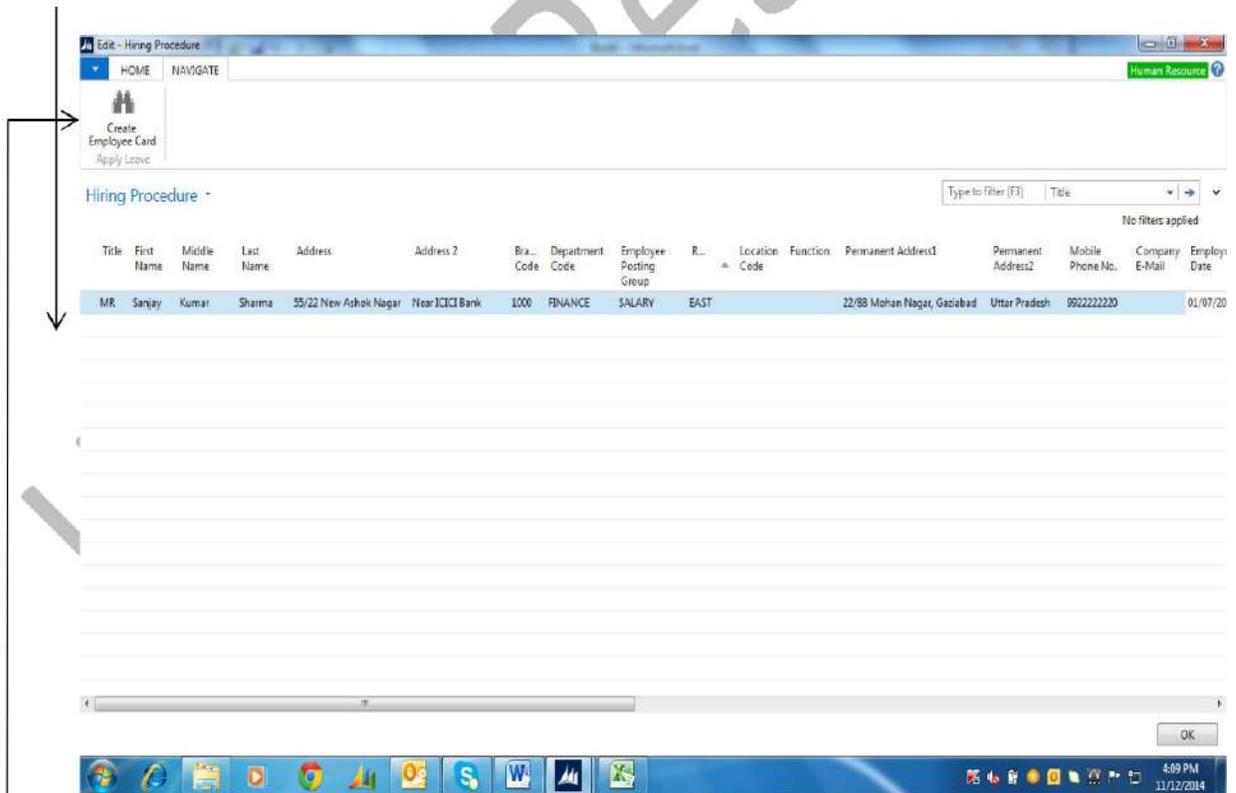
Fields	Purpose
Husband Name	Specifies the <b>Husband Name</b> of the employee
Blood Group	Specifies the <b>Blood Group</b> of the employee
Marital Status	Specifies the <b>Marital Status</b> of the employee
Marriage Date	Specifies the <b>Marriage Date</b> of the employee
Spouse Name	Specifies the <b>Spouse Name</b> of the employee
Spouse DOB	Specifies the <b>Spouse DOB</b> of the employee
No. of Children	Specifies the <b>No of Children</b> of the employee
Total Experience	Specifies the <b>Total Experience</b> of the employee
Relevant Experience	Specifies the <b>Relevant Experience</b> of the employee
Driving License	Specifies the <b>Driving License</b> of the employee
Valid Up-To	Specifies the <b>Valid Date of Driving License</b> of the employee
Voter ID	Specifies the <b>Voter ID</b> of the employee
Aadhar Card	Specifies the <b>Aadhar ID</b> of the employee
Previous Experience	Specifies the <b>Previous Experience</b> of the employee
Last Employer	Specifies the <b>Last Employer</b> of the employee
Health Card No.	Specifies the <b>Health Card No.</b> of the employee
LIC Policy No.	Specifies the <b>LIC Policy No.</b> of the employee
LIC ID	Specifies the <b>LIC ID</b> of the employee

Screen Short hereunder:

## Employee Card Creation(Manually)

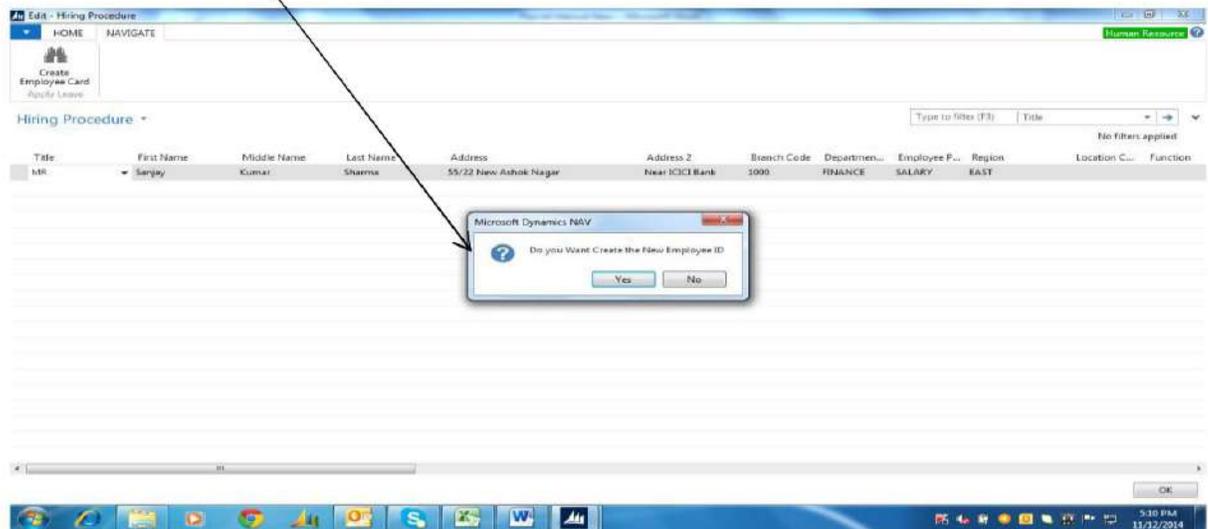


## User can Create New Employee

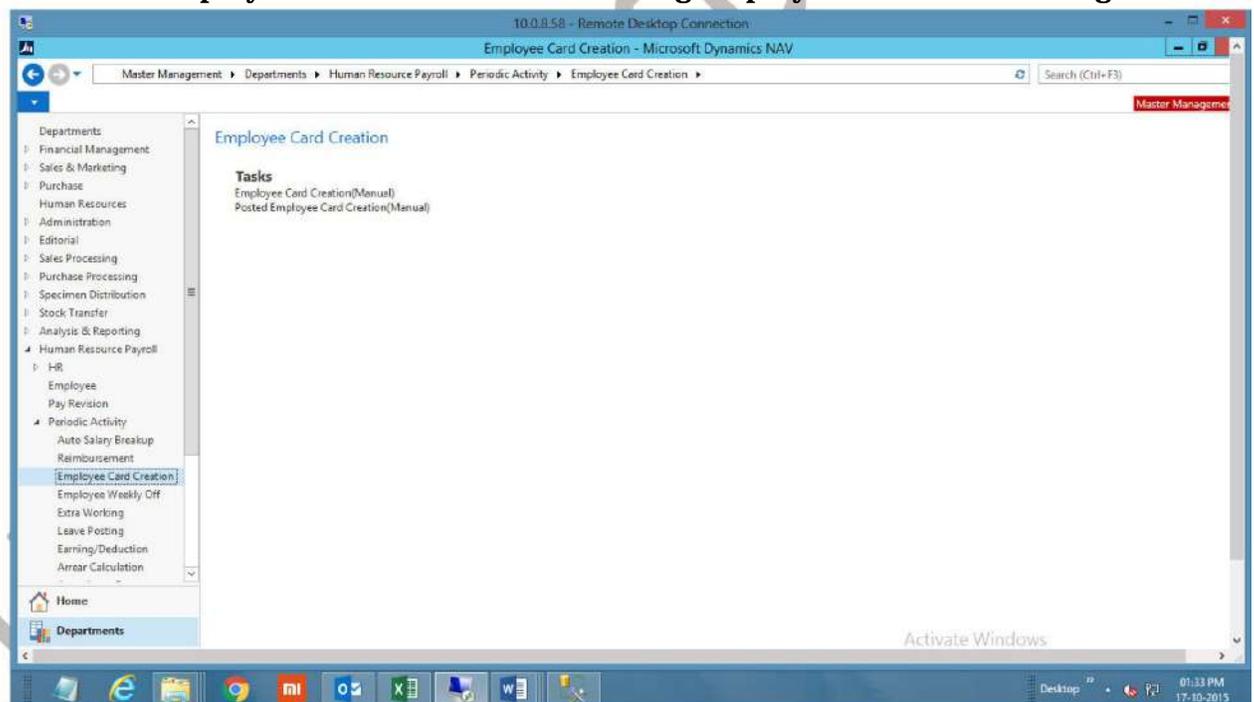


→ Create Employee Card

**Next Step Click Yes**



**Now New Employee document move to Posting Employee Card Creation Page.**



**Click Posted Employee Card Creation (Manual)**

## Next Step to update information in Employee Card

- Qualification
- Pay Element
- Leave Detail
- Loan
- Records Generations
- Dept/Grade/Designation History

10.0.8.58 - Remote Desktop Connection

Edit - Employee Card - A000164 - Prabal Gupta

HOME NAVIGATE REPORT

Send for Approval Picture Check List for E... Qualifications

Choose Company

Posted Reimbursement Bill Pay Elements Leave Detail Loan

Records Generation Branch Mapping Refresh

Employee

A000164 - Prabal Gupta

General

No.: A000164

Card No: A00292

Title: Mr.

Employee Name\*\*: Prabal Gupta

Minimum Wages Type:

Sex\*\*: Female

Employment Date\*\*: 22/05/2014

Grade\*\*: M-1

Designation Code\*\*: D0035

Designation Name: Assistant Manager

Department Code\*\*: SUPPLY CHAIN

Department Description: Supply Chain Management

Birth Date \*\*: 27/10/1979

Father Name: Triloki Nathkanga

PAN No:

Reporting Incharge \*\*: A000126

Reporting Incharge Name: Sushil Verma

Business Segment Code:

Branch Code \*\*: DELHI

Place of Posting:

Employee Posting Group \*\*: SALARY

Bus. Posting Group \*\*: SALARY

Employee Status: Not Confirm

Region: Delhi

Location Code:

Type of Employment: ON ROLE

Contract Start Date:

Contract End Date:

BCG:

NDA:

IT Policy:

Picture:

Activate Windows

Desktop 01:14 PM 17-10-2015

## Click Qualification (Update Information in Line)

Employee Qualifications

Qualification...	From Date	To Date	Type	Description	Institution/Company	Co...
E.COM	01/04/1997	08/04/2000	Full Time	Bachelor of Commerce	Dalh University	No

After update information in Line Click OK

## Pay Elements

- ▲ User has to Bifurcation of the Salary Structure of Employee

Pay Employee Elements

Employee No	Employee Name	Pay Structure Date	Pay Element Code	Description	Incl. In Pay Slip	Paid Category	Type	Amount (LCY)	Amount (LCY)	Percent	Days	Payment for Month (LCY)	Sales Office	Department Code	Already Paid (LCY)	BAU Forward
BL0291	SANJAY K.	01/07/2014	BASIC	BASIC SALARY	<input checked="" type="checkbox"/>	Monthly	Addition	10,000.00	10,000.00	0.00	0.00	0.00		ACC	0.00	
BL0291	SANJAY K.	01/07/2014	CONV	Conveyance Allowance	<input checked="" type="checkbox"/>	Monthly	Addition	5,000.00	5,000.00	0.00	0.00	0.00		ACC	0.00	
BL0291	SANJAY K.	01/07/2014	HRA	House Rent Allowance	<input checked="" type="checkbox"/>	Monthly	Addition	5,000.00	5,000.00	0.00	0.00	0.00		ACC	0.00	

20,000.00

## Leave Detail (Employee Leave Details)

Human Resource

HOME

View Edit New Delete Manage Notes Links Refresh Clear Filter Page Go to Previous Next

BL0291 - CL

Emplo... Code	Name	Leave code	No of Leaves Credited	Leaves Carried FWD	No of Leaves Availi...	No of Leaves Availi...	Leaves Encashed	Leave Balance	Date Filter	Remarks	Leaves Availed (Full) Prev	Leaves Availed (Half) Prev
BL0291	SANJAY KUMAR SHARMA	CL	15.00	0.00	0	0	0.00	0.00			0	0
BL0291	SANJAY KUMAR SHARMA	ML	0.00	0.00	0	0	0.00	0.00			0	0
BL0291	SANJAY KUMAR SHARMA	PL	15.00	0.00	0	0	0.00	0.00			0	0

OK

11:20 AM 12/12/2014

## Loan / Advances (Click New for New Record)

Human Resource

HOME ACTIONS NAVIGATE

View Edit New Delete Manage Loan Dimension Entry Process Notes Links Refresh Clear Filter Page Go to Previous Next

Loan Card

General

Code:

Purpose:

Loan Type:

Amount:

Start Date:

End Date:

No. of Months:

Rate of Interest:

Instalment Amount:

No. of Instalments:

Total Payable:

Total Interest:

Balance:

Completed:

Loan Amount Posted:

OK

11:27 AM 12/12/2014

**GO-TO > Action Tab (Create installment of Advance amount)**

Microsoft Dynamics NAV

Installments Created

OK

**Click OK**

**GO-TO > Navigate Tab**

▲ **Click Detail Button (View Loan Detail)**

Microsoft Dynamics NAV

View - Pay Employee Loan Detail - BL0291

Pay Date	Loan Amount	Repayment Date	Installment Deducted	Installment Amount	Interest	Principal	Lumpsum Payment	Balance	Paid Month	Paid Year
01/04/2014	500,000.00		13,889.00	13,889.00	0.00	13,888.89	0.00	486,111.11	0	0
01/05/2014	486,111.11		13,889.00	13,889.00	0.00	13,888.89	0.00	472,222.22	0	0
01/06/2014	472,222.22		13,889.00	13,889.00	0.00	13,888.89	0.00	458,333.33	0	0
01/07/2014	458,333.33		13,889.00	13,889.00	0.00	13,888.89	0.00	444,444.44	0	0
01/08/2014	444,444.44		13,889.00	13,889.00	0.00	13,888.89	0.00	430,555.56	0	0
01/09/2014	430,555.56		13,889.00	13,889.00	0.00	13,888.89	0.00	416,666.67	0	0
01/10/2014	416,666.67		13,889.00	13,889.00	0.00	13,888.89	0.00	402,777.78	0	0
01/11/2014	402,777.78		13,889.00	13,889.00	0.00	13,888.89	0.00	388,888.89	0	0
01/12/2014	388,888.89		13,889.00	13,889.00	0.00	13,888.89	0.00	375,000.00	0	0
01/01/2015	375,000.00		13,889.00	13,889.00	0.00	13,888.89	0.00	361,111.11	0	0
01/02/2015	361,111.11		13,889.00	13,889.00	0.00	13,888.89	0.00	347,222.22	0	0
01/03/2015	347,222.22		13,889.00	13,889.00	0.00	13,888.89	0.00	333,333.33	0	0
01/04/2015	333,333.33		13,889.00	13,889.00	0.00	13,888.89	0.00	319,444.44	0	0
01/05/2015	319,444.44		13,889.00	13,889.00	0.00	13,888.89	0.00	305,555.56	0	0
01/06/2015	305,555.56		13,889.00	13,889.00	0.00	13,888.89	0.00	291,666.67	0	0
01/07/2015	291,666.67		13,889.00	13,889.00	0.00	13,888.89	0.00	277,777.78	0	0
01/08/2015	277,777.78		13,889.00	13,889.00	0.00	13,888.89	0.00	263,888.89	0	0
01/09/2015	263,888.89		13,889.00	13,889.00	0.00	13,888.89	0.00	250,000.00	0	0
01/10/2015	250,000.00		13,889.00	13,889.00	0.00	13,888.89	0.00	236,111.11	0	0

## Loan Card update with the Detail of Employee Loan

The screenshot shows the 'New - Loan Card - BL0291 - Loan - LOAN-ADV - 10000' window. The 'General' tab is active, displaying the following details:

Field	Value
Code	LOAN-ADV
Purpose	LOAN & ADVANCE
Loan Type	Interest Free
Amount	500,000.00
Start Date	01/04/2014
End Date	01/03/2017
No. of Months	36
Rate of Interest	0.00
Installment Amount	13,889.00
No. of Installments	36
Total Payable	500,000.00
Total Interest	500,000.00
Balance	100%
Completed	<input type="checkbox"/>
Loan Amount Posted	<input type="checkbox"/>

The window includes a menu bar with 'HOME', 'ACTIONS', and 'NAVIGATE'. Below the menu are 'Details' and 'Close Loan' buttons. The title bar shows 'Human Resource'.

Next Step is to Generate Record Generation (Click Button)

The screenshot shows the 'Edit - Employee Card - BL0291 - SANJAY - KUMAR - SHARMA' window. The 'Employee Posting Group' is set to 'SALARY'. A dialog box titled 'Microsoft Dynamics NAV' is displayed in the foreground, containing the message 'Leave records generated.' and an 'OK' button. An arrow points from the text above to the 'Leave Records' button in the 'Payroll Details' section of the Employee Card form.

The Employee Card form displays the following information:

Field	Value
No.	BL0291
Card No.	
Title	MR
First Name**	SANJAY
Middle Name	KUMAR
Last Name	SHARMA
Address**	55/22 New Ashok Nagar
Address 2	Near ICICI Bank
Address 3	
Post Code	110001
City	Delhi
Country Code	IN
Phone No.	
State	
Search Name	SANJAY KUMAR SHARMA
Sex**	Male
Last Date Modified	12/12/2014
Branch Code**	1000
Branch Name	HC - Delhi
Department Code	FINANCE
Department Name	FINANCE
Employee Posting Group**	SALARY
Not Confirm	<input type="checkbox"/>
EAST	

The window includes a menu bar with 'HOME' and 'NAVIGATE'. Below the menu are various icons for 'Dimensions', 'Picture', 'Alternative Addresses', 'Relatives', 'Qualifications', 'Department', 'Nominee', 'Page Pay Leave Approval', 'Pay Elements', 'Leave Entitlement', 'Loan', 'Advance', 'Leave Records', 'Attendance Records', and 'Branch Mapping'. The title bar shows 'Human Resource'.

## Pay Revision:- Employee of the Specific field

New - Pay Template Revision Head - PR-0000010 - 106

Holotik-11-06-2014

HOME ACTIONS NAVIGATE

View New Post Bulk Post OneNote Notes Links Refresh Clear Filter Go to Previous Next

PR-0000010 - 106

General

Batch Name: REVISION Department Code: MAINT  
 Document No: PR-0000010 Emp Name: RAM KISHORE DHIMAN  
 Record Check:  Employee No: 103

Pay Template Revision Line

Find Filter Clear Filter

Pay Jo...	Pay Jo...	Docum...	Emplo...	Line No.	Pay Ele...	Description	Pay Structu...	Effective Da...	Amount	Fitment Amount	Percent	Revised Non D...
REVISION	PR-0000010			0					0.00	0.00	0.00	0

Total Increment: 0.00  
 Total Area: 0.00  
 Total Salary: 0.00

OK

THEN GOTO NAGIVATE Tab:- Click the Employee Wise button then system calculate the latest salary of that particular employee.

Amount Pay Structure Date Effective Date Fitment

New - Pay Template Revision Head - PR-0000011 - 49

Holotik-11-06-2014

HOME ACTIONS NAVIGATE

Employee wise Bulk Employee Wise Bulk Update Salary Revision

PR-0000011 - 49

General

Batch Name: REVISION Department Code: SM  
 Document No: PR-0000011 Emp Name: POONAM S MOOLCHANDANI  
 Record Check:  Employee No: 49

Pay Template Revision Line

Find Filter Clear Filter

Pay Jo...	Pay Jo...	Docum...	Emplo...	Line No.	Pay Ele...	Description	Pay Structu...	Effective Da...	Amount	Fitment Amount	Percent	Revised Non D...
REVISION	PR-0000011	49	0	BASIC	Basic	15-12-2014	15-12-2014	20,970.00	0.00	0.00	0	
REVISION	PR-0000011	49	0	CONA	Conveyance Allowance	15-12-2014	15-12-2014	800.00	0.00	0.00	0	
REVISION	PR-0000011	49	0	HRA	House Rent Allowance	15-12-2014	15-12-2014	10,161.00	0.00	0.00	0	
REVISION	PR-0000011	49	0	MEDA	Medical Allowance	15-12-2014	15-12-2014	1,250.00	0.00	0.00	0	
REVISION	PR-0000011	49	0	SPLA	Special Allowance	15-12-2014	15-12-2014	13,048.00	0.00	0.00	0	
REVISION	PR-0000011	49	0	UNFA	Uniform Allowance	15-12-2014	15-12-2014	3,000.00	0.00	0.00	0	
REVISION	PR-0000011		0					0.00	0.00	0.00	0	

Total Increment: 0.00  
 Total Area: 0.00  
 Total Salary: 0.00

OK

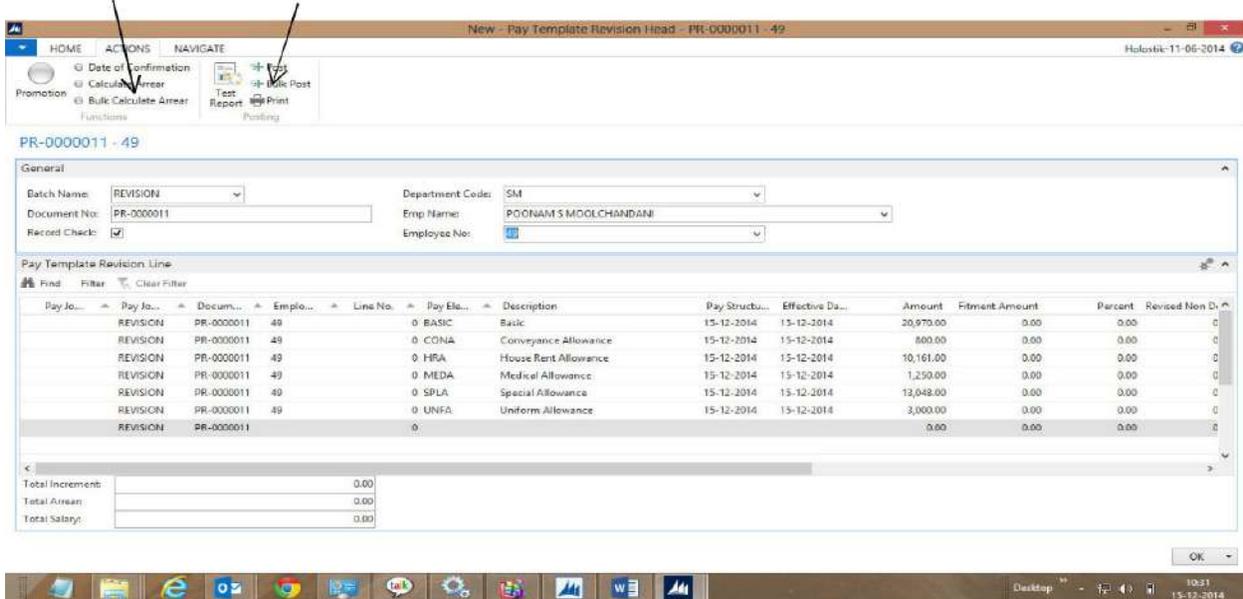
And user enter the Pay structure date and effective date with enter latest revised salary in Fitment Amount column.

**THEN GOTO ACTION TAB:**

**Click on Calculate Arrear and then Post the Revised Salary Structure.**

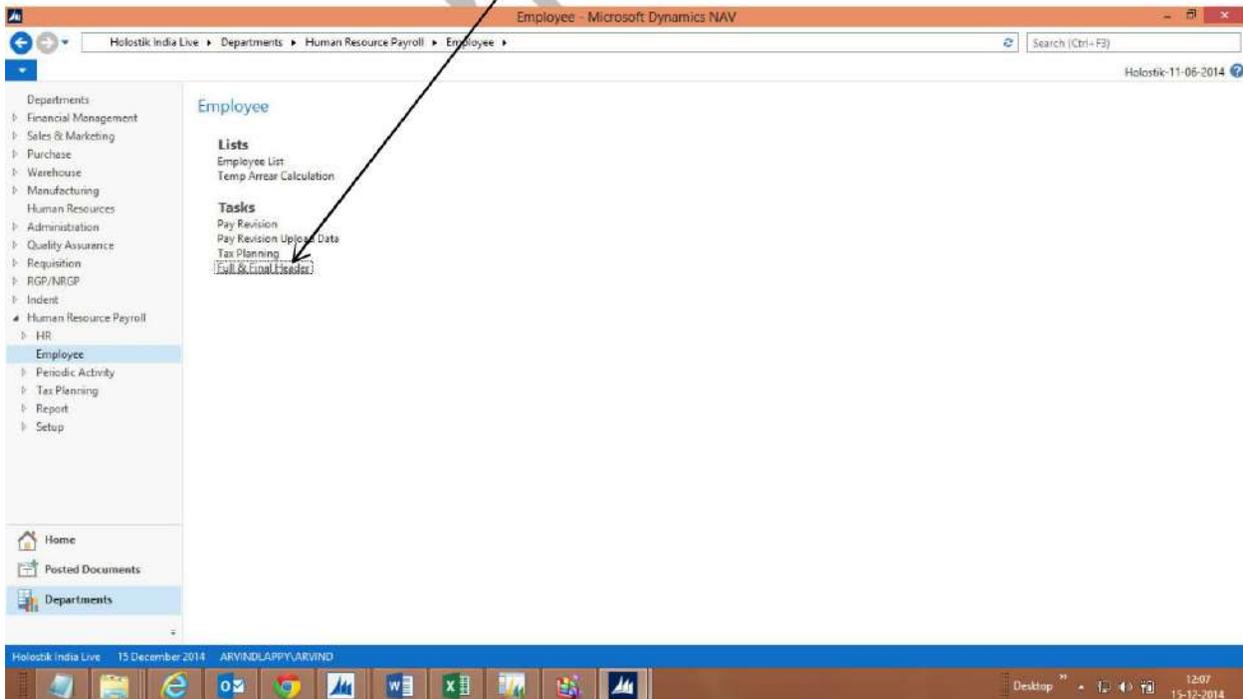
**Calculate Arrear**

**Post**



**FULL & Final Settlement:**

**IF employee resign the job then user will be enter the inactive date on the employee Card. After insert the inactive date user click the Full & Final Settlement Header-**



Then select the Employee ID and Then GOTO ACTION Tab:

Press the Calculate Salary--> Full & Final Report

Full & Final SubForm

Pay Item	Description	Pay Categ.	Type	Amt.	Actual Amount	Payable Amount	Employer Cont.	Employer Cont.	Salary	EPS Salary	Paid Days	Cont.
BANC	Bank	Monthly	Addition	✓	800.00	800.00	0.00	0.00	0.00	0.00	31.00	
BOND	Bond	Monthly	Addition	☐	90.00	90.00	0.00	0.00	0.00	0.00	0.00	
CORR	Conveyance Allowance	Monthly	Addition	☐	800.00	800.00	0.00	0.00	0.00	0.00	31.00	
EXGRAT	Exgratia	Monthly	Addition	☐	1.00	1.00	0.00	0.00	0.00	0.00	0.00	
GRATU	Gratuity	Monthly	Addition	☑	1,340.00	1,340.00	0.00	0.00	0.00	0.00	0.00	
HRA	House Rent Allowance	Monthly	Addition	☑	800.00	800.00	0.00	0.00	0.00	0.00	0.00	
LEAF	Leave Encashment	Monthly	Addition	☑	400.00	400.00	0.00	0.00	0.00	0.00	0.00	
PF	Provident Fund	Monthly	Deduction	☑	70.00	70.00	0.00	0.00	0.00	0.00	0.00	
SDA	Subsistence Allowance	Monthly	Addition	☑	300.00	300.00	0.00	0.00	0.00	0.00	0.00	
SDA	Special Allowance	Monthly	Addition	☑	1,700.00	1,700.00	0.00	0.00	0.00	0.00	0.00	

Document Data

## Employee Weekly OFF (Branch / Employee -wise Weekly Off can be defined in System)

- ▲ Select Branch Code
- ▲ Month
- ▲ Find Employee

Select the Weekly off in Line Employee Wise (Click Update Weekly Off)

Emp Code	Name	Current Month Process	Year	Weeks	BranchCode
BL0146	ANUJ	April	2014		1000
BL0154	VIVEK SHARMA	April	2014		1000
BL0156	GYAN SINGH BALMUDI	April	2014		1000
BL0157	RAMDHANI MANDAL	April	2014		1000
BL0158	RAJ BIHARI PRASAD	April	2014		1000
BL0159	RITU GUPTA	April	2014		1000
BL0160	KRISHAN KUMAR	April	2014		1000
BL0162	SUNIL	April	2014		1000
BL0163	VIKAS SHARMA	April	2014		1000
BL0165	JAI NARAYAN PANDEY	April	2014		1000
BL0274	DINESH BINDRA	April	2014		1000
BL0275	RAVI KUMAR	April	2014		1000
BL0276	R.P NAUTYAL	April	2014		1000
BL0277	SUNIL KUMAR	April	2014		1000
BL0278	MANISH SHARMA	April	2014		1000
BL0287	MD. AYUB	April	2014		1000
BL0291	SANJAY KUMAR SHARMA	April	2014		1000

## Leave Posting

Employee	Leave From	Leave To	Leave Code	Leave Type	Leave Description	Total Leave	Employee Name	Total Available	Total Available	Total Available	Total A
				Full		0.00		0.00	0.00	0.00	

(HR Department has to update the leave record of Employee manually by updating in Line)

**GO-TO> Navigate Button** (update the record in Line) **Click Yes**

**Record Move to Posted Leave Posting (After Posting)**

Employee	Leave From	Leave To	Leave Code	Leave Type	Leave Description	Total Leave	Employee Name	Total Available	Total Available	Total Available	Total A
A000865	04/05/2015	04/05/2015	CL	Full		1.00	MAHAVIR YADAV	7.00	7.00	7.00	36.00
A000865	04/05/2015	04/05/2015	SL	Full		1.00	MAHAVIR YADAV	7.00	7.00	7.00	36.00
A000866	04/05/2015	04/05/2015	CL	Full		1.00	PAVAN R. YADAV	7.00	7.00	7.00	39.00
A000868	05/05/2015	05/05/2015	CL	Full		1.00	AJAY SONI	5.00	7.00	7.00	34.00
A000868	05/05/2015	05/05/2015	SL	Full		1.00	AJAY SONI	5.00	7.00	7.00	34.00
A000869	05/05/2015	07/05/2015	EL	Full		3.00	SUNIL KOKADIA	7.00	7.00	7.00	40.00
A000869	08/05/2015	08/05/2015	CL	Full		1.00	SUNIL KOKADIA	7.00	7.00	7.00	40.00
A000869	11/05/2015	12/05/2015	SL	Full		2.00	SUNIL KOKADIA	7.00	7.00	7.00	40.00
A000871	11/05/2015	14/05/2015	EL	Full		4.00	SANJAY M. BAIRAGI	5.00	6.00	6.00	47.00
A000874	11/05/2015	11/05/2015	CL	Full		1.00	RAJESH BOSMIYA	6.00	7.00	7.00	55.00
A000874	12/05/2015	12/05/2015	SL	Full		1.00	RAJESH BOSMIYA	6.00	7.00	7.00	55.00
A000876	12/05/2015	12/05/2015	SL	Full		1.00	AMIT NATHWANI	6.00	7.00	7.00	51.00
A000877	12/05/2015	12/05/2015	EL	Half		0.50	JYOTISH U TRIVEDI	5.50	7.00	7.00	17.75
A000877	13/05/2015	13/05/2015	SL	Full		1.00	JYOTISH U TRIVEDI	5.50	7.00	7.00	17.75

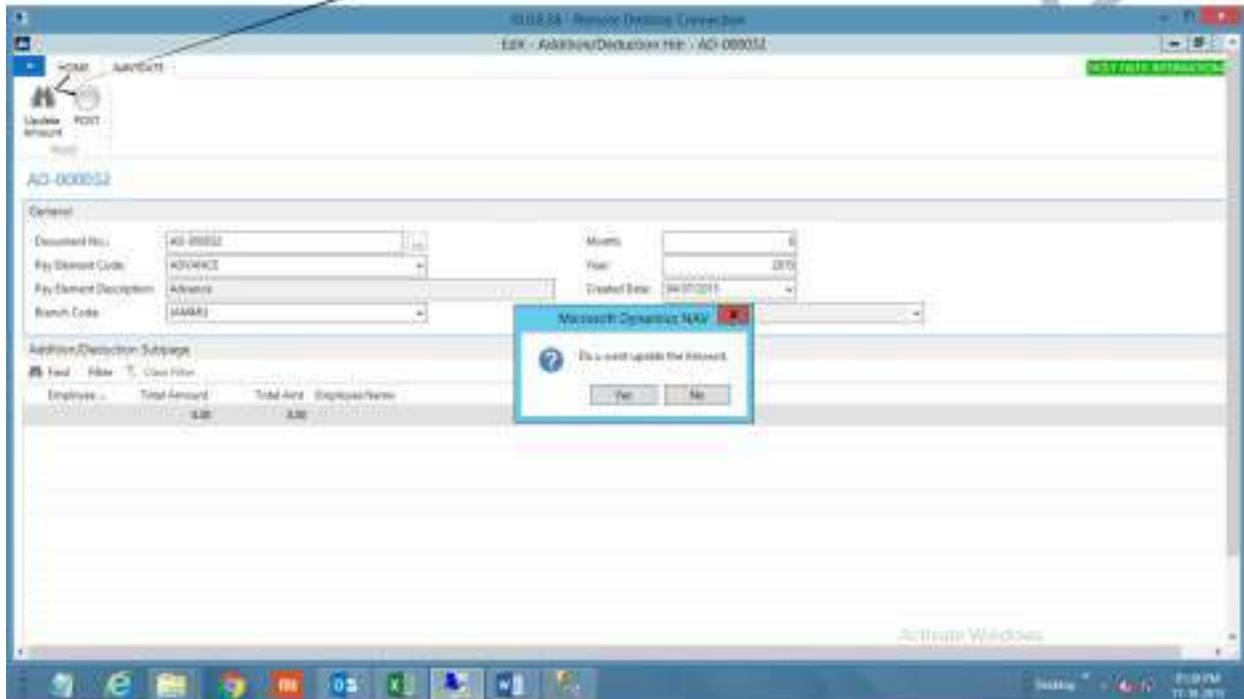
## Earning / Deduction

### ▲ Open Addition/Deduction List

Click New (Update New Record)

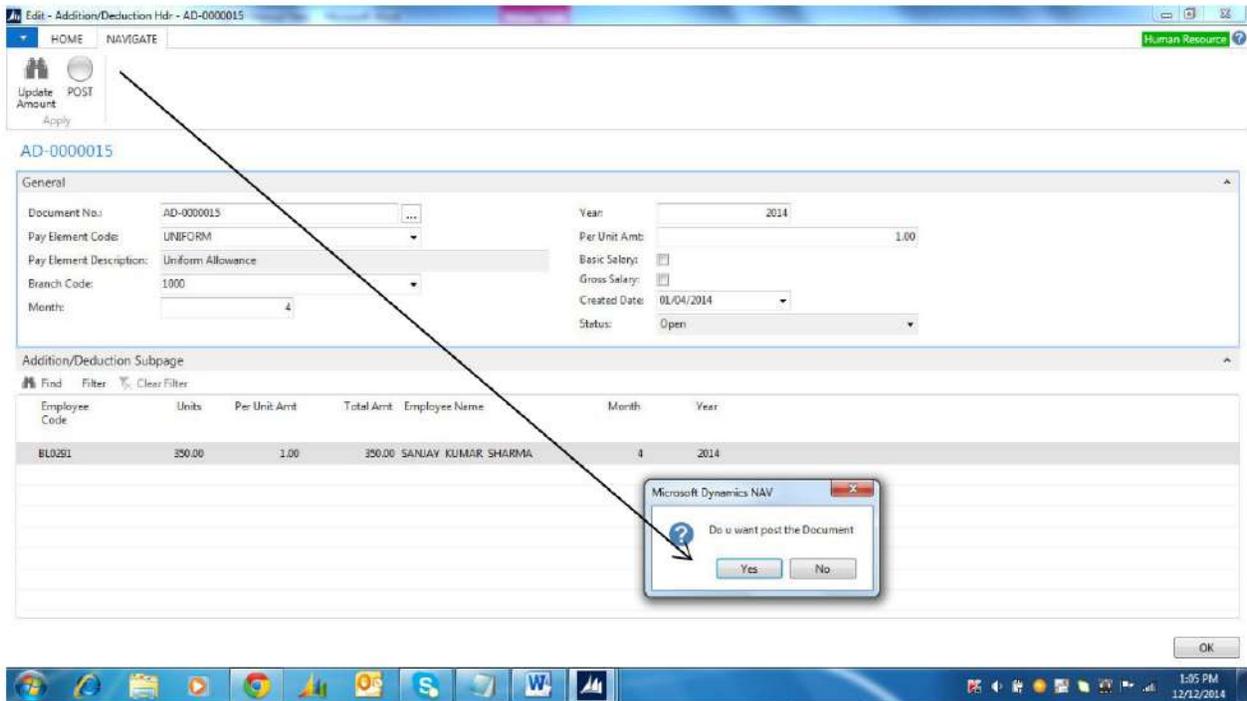
Update the Record Manually (Select the Employee Code at Line)

GO-TO > Navigate Tab for Update Line



Click Yes

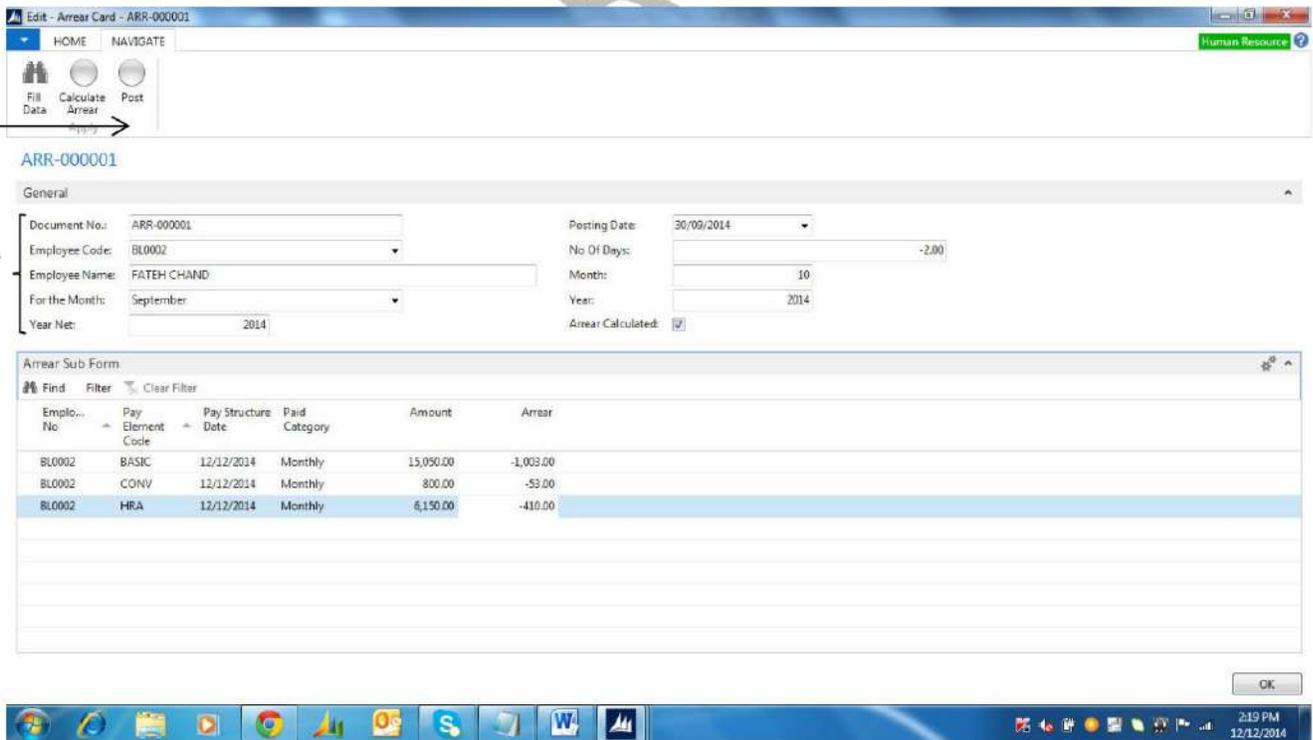
Next Activity is to Post the Information's which fill in Line (Click Post)



**Record Move to posted Additional/Deduction List (After Posting)\**

**Arrear Calculation**

**GO-TO > Arrear List**



**HR Department will update the Arrear Day's with related month**

**Click Fill Data (Update the Line) Click Post**

**Next Step**



**Temporary Shift Assign -if any employee shift have been change for the short period then you can entered the temporary shift in this screen.**

Empl.	Employee Name	Start	End	Shift Pat...	New Shift...	Shift Description	In time	End Time	Weekly Off	Status	Remarks
TMU00179	RAJU KUMAR (LINE MAN)	12-01-2017	17-01-2017	Fixed	63	20:00-08:00	20:00:00	08:00:00	Wednesday	Close	
TMU00196	AMAR SINGH	01-12-2016	15-02-2017	Fixed	10	09:00-17:30	09:00:00	17:30:00	Sunday	Close	
TMU00209	SACHIN KUMAR	01-12-2016	01-12-2016	Fixed	12	12:00-20:00	12:00:00	20:00:00	Sunday	Close	
TMU00209	SACHIN KUMAR	02-01-2017	02-01-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00		Close	
TMU00209	SACHIN KUMAR	04-01-2017	04-01-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00		Close	
TMU00209	SACHIN KUMAR	06-01-2017	06-01-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00		Close	
TMU00209	SACHIN KUMAR	07-01-2017	07-01-2017	Fixed	23	09:30-17:30	09:30:00	17:30:00		Close	
TMU00209	SACHIN KUMAR	09-01-2017	09-01-2017	Fixed	2	10:00-18:00	10:00:00	18:00:00		Close	
TMU00209	SACHIN KUMAR	10-01-2017	10-01-2017	Fixed	2	10:00-18:00	10:00:00	18:00:00		Close	
TMU00209	SACHIN KUMAR	19-01-2017	19-01-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00		Close	
TMU00258	ARVIND KUMAR(LINE MAN)	01-11-2016	28-02-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00	Sunday	Close	
TMU00258	ARVIND KUMAR(LINE MAN)	01-12-2016	15-02-2017	Fixed	10	09:00-17:30	09:00:00	17:30:00	Sunday	Close	
TMU00265	PIYUSH SAXENA	01-12-2016	15-02-2017	Fixed	10	09:00-17:30	09:00:00	17:30:00	Sunday	Close	
TMU00397	SHASHANK S.SHARMA	01-12-2016	31-01-2017	Fixed	40	09:45-18:00	09:45:00	18:00:00	Sunday	Close	
TMU00397	SHASHANK S.SHARMA	01-12-2016	15-02-2017	Fixed	10	09:00-17:30	09:00:00	17:30:00	Sunday	Close	
TMU00426	PRAMOD KR.SHARMA	01-12-2016	15-02-2017	Fixed	10	09:00-17:30	09:00:00	17:30:00	Sunday	Close	
TMU00458	YOGENDRA SINGH	01-12-2016	21-12-2016	Fixed	77	07:00-19:00	07:00:00	19:00:00		Close	
TMU00470	MOHD.HASNAIN	01-11-2016	28-02-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00	Friday	Close	

**Employee Actual Punch-System Generate the Attendance according to Device Punches.**

Empl.	Attend...	Employee Name	Status	Time From	Time To	Total Hours	Shift Code	Shift Time in	Shift Time ...	Shift Total ...	Employee ...	Loc...	Mor...
TMU00001	01-01-2017	AMIT KUMAR	Off-Day			0.00	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	02-01-2017	AMIT KUMAR	Present	11:56:00	22:06:00	10.17	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	03-01-2017	AMIT KUMAR	Present	12:00:00	22:10:00	10.17	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	04-01-2017	AMIT KUMAR	Present	12:07:00	22:14:00	10.12	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	05-01-2017	AMIT KUMAR	Present	11:49:00	22:03:00	10.33	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	06-01-2017	AMIT KUMAR	Present	12:05:00	22:12:00	10.12	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	07-01-2017	AMIT KUMAR	Present	11:48:00	22:02:00	10.23	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	08-01-2017	AMIT KUMAR	Off-Day			0.00	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	09-01-2017	AMIT KUMAR	Present	11:56:00	22:08:00	10.07	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	10-01-2017	AMIT KUMAR	Present	12:04:00	22:11:00	10.12	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	11-01-2017	AMIT KUMAR	Present	12:03:00	22:11:00	10.13	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	12-01-2017	AMIT KUMAR	Present			0.00	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	13-01-2017	AMIT KUMAR	Present			0.00	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	14-01-2017	AMIT KUMAR	Present	12:01:00	22:08:00	10.12	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	15-01-2017	AMIT KUMAR	Off-Day			0.00	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TMU00001	16-01-2017	AMIT KUMAR	Present	12:13:00	22:06:00	10.27	133	12:00:00	22:00:00	10:00:00	42500	<input checked="" type="checkbox"/>	<input type="checkbox"/>

▲ **Employee Daily Attendance Sheet (User can see the specific Employee Detail)**

Human Resource

HOME ACTIONS

View Edit Delete Notes Links Refresh Clear Filter Go to Previous Next

BL0002 · FATEH CHAND

Department Code: Employee No: BL0291

Branch Code:

Pay Daily Attendance

Home Leave Details Filter Clear Filter

Emplo... Code	Emp Name	Department Code	Attend Date	Year	Month	Status	Time In	Time Out	Late Comme...	Late Comme...	Hours Present	Extra Hours Work...	Off Day	Holi...	Leave Type	Leave Code	Off Type	Late Co...
BL0291	SANJAY KUMAR SHARMA	FINANCE	01/11/2014	2014	11	Present	9:00:00	6:00:00 PM			09:00	00:00						
BL0291	SANJAY KUMAR SHARMA	FINANCE	02/11/2014	2014	11	Off-Day					00:00	00:00	<input checked="" type="checkbox"/>				Full-Day	
BL0291	SANJAY KUMAR SHARMA	FINANCE	03/11/2014	2014	11	Present	9:00:00	6:00:00 PM			09:00	00:00						
BL0291	SANJAY KUMAR SHARMA	FINANCE	04/11/2014	2014	11	Pres...	9:00:00	6:00:00 PM			09:00	00:00						
BL0291	SANJAY KUMAR SHARMA	FINANCE	05/11/2014	2014	11	Leave					00:00	00:00			Full-Day	CL		
BL0291	SANJAY KUMAR SHARMA	FINANCE	06/11/2014	2014	11	Leave					00:00	00:00			Full-Day	CL		
BL0291	SANJAY KUMAR SHARMA	FINANCE	07/11/2014	2014	11	Leave					00:00	00:00			Full-Day	CL		
BL0291	SANJAY KUMAR SHARMA	FINANCE	08/11/2014	2014	11	Present	9:00:00	6:00:00 PM			09:00	00:00						
BL0291	SANJAY KUMAR SHARMA	FINANCE	09/11/2014	2014	11	Off-Day					00:00	00:00	<input checked="" type="checkbox"/>				Full-Day	
BL0291	SANJAY KUMAR SHARMA	FINANCE	10/11/2014	2014	11	Present	9:00:00	6:00:00 PM			09:00	00:00						
BL0291	SANJAY KUMAR SHARMA	FINANCE	11/11/2014	2014	11	Present	9:00:00	6:00:00 PM			09:00	00:00						
BL0291	SANJAY KUMAR SHARMA	FINANCE	12/11/2014	2014	11	Present	9:00:00	6:00:00 PM			09:00	00:00						
BL0291	SANJAY KUMAR SHARMA	FINANCE	13/11/2014	2014	11	Present	9:00:00	6:00:00 PM			09:00	00:00						
BL0291	SANJAY KUMAR SHARMA	FINANCE	14/11/2014	2014	11	Present	9:00:00	6:00:00 PM			09:00	00:00						

OK

### Regarding overall Detail of Month

### Next Step Employee Monthly Attendance

### GO-TO > Navigate Tab

- ▲ Select the Employee/ Branch
- ▲ Click Process Attendance
- ▲ View the Whole Month Attendance employee wise in single line

Human Resource

HOME NAVIGATE

Process Attendance Monthly Attendance

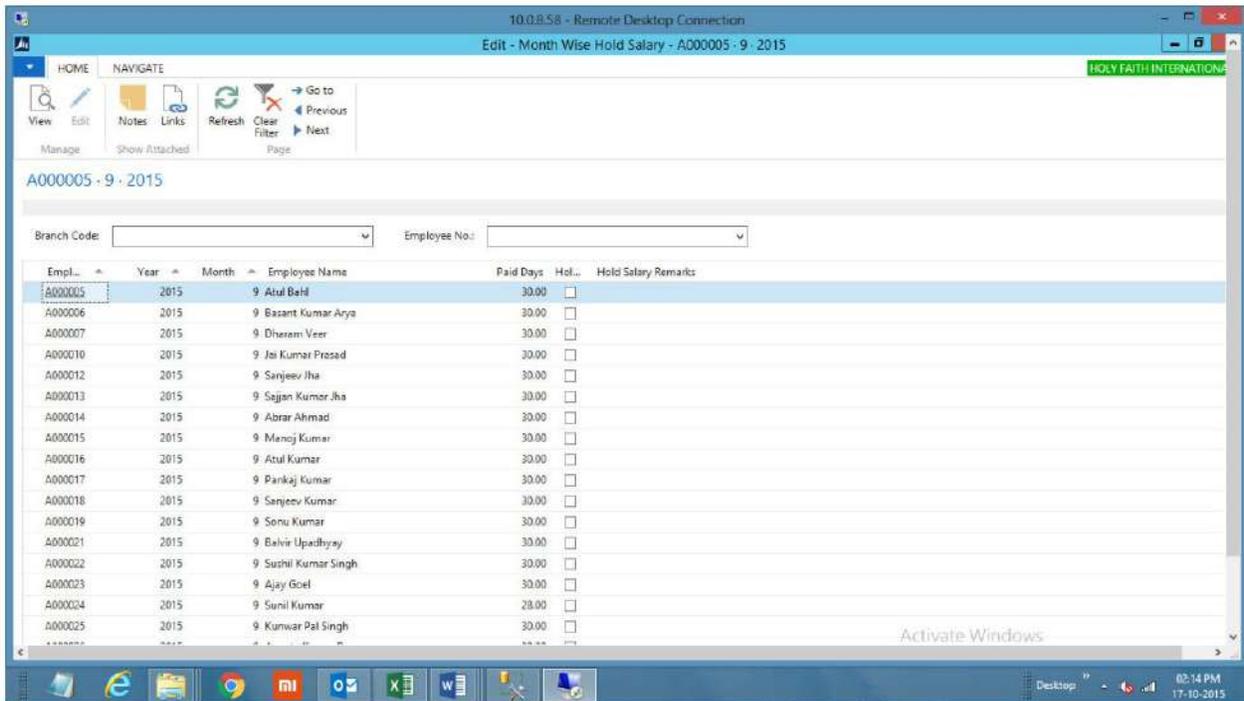
BL0291 · 11 · 2014

Branch Code: Employee No: BL0291

Employ... No	Year	Month	Employee Name	Pres... Days	Overtime Hours	Leave (Full-Days)	Leave (Half-Days)	Total CL	Total PL	Total ML	Total Leave	Total LWP	Hol... Day	Off Day	Late Co...	LWP Days (Half...)	LWP Days (Full...)	Paid Days
BL0291	2014	11	SANJAY KUMAR SHARMA	22	0.00	3	0	3.0	0.0	0.0	3.0	0.0	0	5	0	0	0	30.00

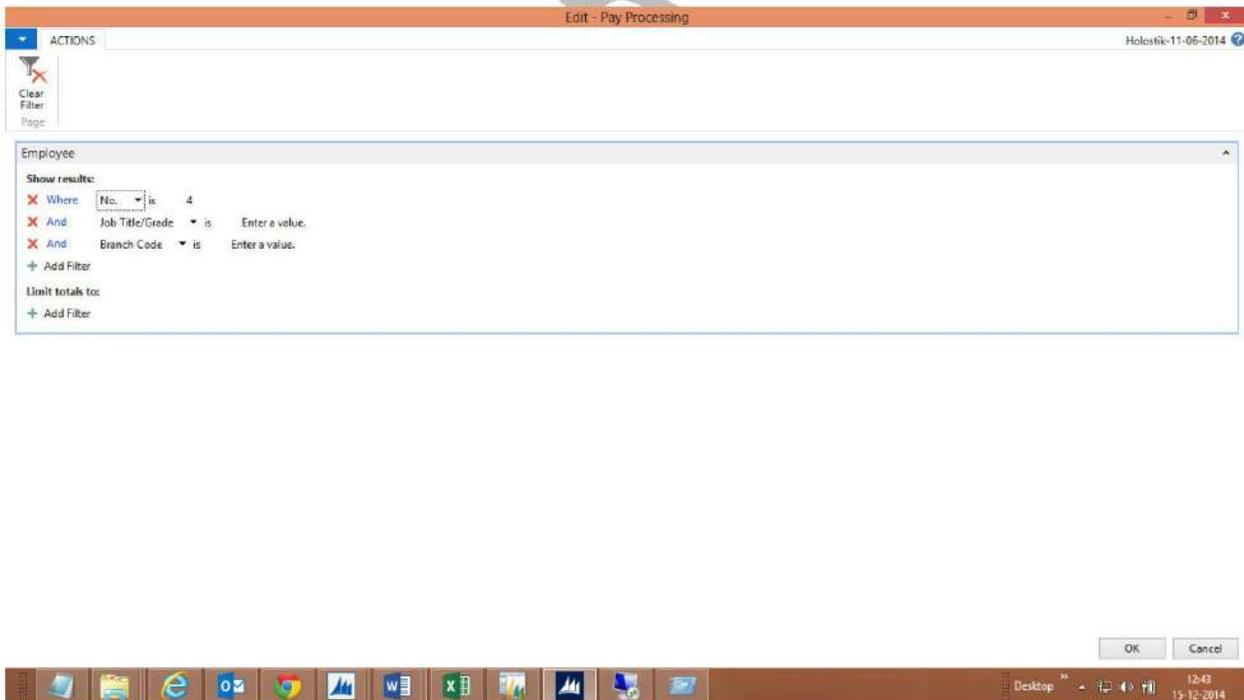
OK

### Month Wise Hold Salary—



Hold the salary for the particular month for the specify employee.

Next Step Monthly Payroll Salary Process—



After run this process all employee Salary will be calculated

Edit - Monthly Pay Processed

HOME

View OneNote Notes Links Refresh Clear Filter Page Go to

Manage Show Attached

Monthly Pay Processed

Current Processed

Net Pay

Filter Clear Filter

Pay Date	Incl...	Emplo...	Employee Name	Payable Amount	Payable Amou...	Gross Earning A...	Gross Earning	Gross Deduction	Reimbursement	Departmen...	Location C...	Branch
30-06-2014	<input checked="" type="checkbox"/>	1009	D.MERIN KUMAR	6,216.00	6,216.00	6,950.00	6,950.00	-734.00	0.00	NUM	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1010	MURALI BEHERA	6,475.00	6,475.00	7,250.00	7,250.00	-775.00	0.00	NUM	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1032	MATHIVAZHAGAN E.	6,069.00	6,069.00	6,800.00	6,800.00	-731.00	0.00	IE	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1070	R. GURUPATHAM	5,515.00	5,515.00	6,200.00	6,200.00	-685.00	0.00	IE	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1071	J. VINOTH KUMAR	5,515.00	5,515.00	6,200.00	6,200.00	-685.00	0.00	NUM	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1097	LDHANA SEKAR	6,667.00	6,667.00	7,600.00	7,600.00	-913.00	0.00	DCT	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1105	S.SAJESH	5,949.00	5,949.00	6,800.00	6,800.00	-851.00	0.00	EMB	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1174	N PALANIVEL	15,788.00	15,788.00	16,568.00	16,568.00	-780.00	0.00	DCT	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1192	PRATAP CHANDAN PADHI	7,336.00	7,336.00	8,200.00	8,200.00	-864.00	0.00	MAINT	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1195	KARTIKESWAR PATRA	5,038.00	5,038.00	5,800.00	5,800.00	-762.00	0.00	IE	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1231	DAYANIDHI BEHERA	5,122.00	5,122.00	5,800.00	5,800.00	-678.00	0.00	COMM	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1270	AJITA KUMAR DAS	5,295.00	5,295.00	6,000.00	6,000.00	-705.00	0.00	EMB	CHENNAI PL...	1400

Total Processed

Net Processed

OK

Desktop 12:44 15-12-2014

Then user will be check the salary detail (earning and deduction). After completion the checking, salary will be post for the accounts. Then GO TO-→Monthly Payroll Posting

Then Click on the Posting Button and Press the Post Button

View - Monthly Payroll Posting

HOME

View OneNote Notes Links Refresh Clear Filter Page Go to

Manage Show Attached

Monthly Payroll Posting

Posting Pending

Net Pay

Dimension Posting Filter Clear Filter

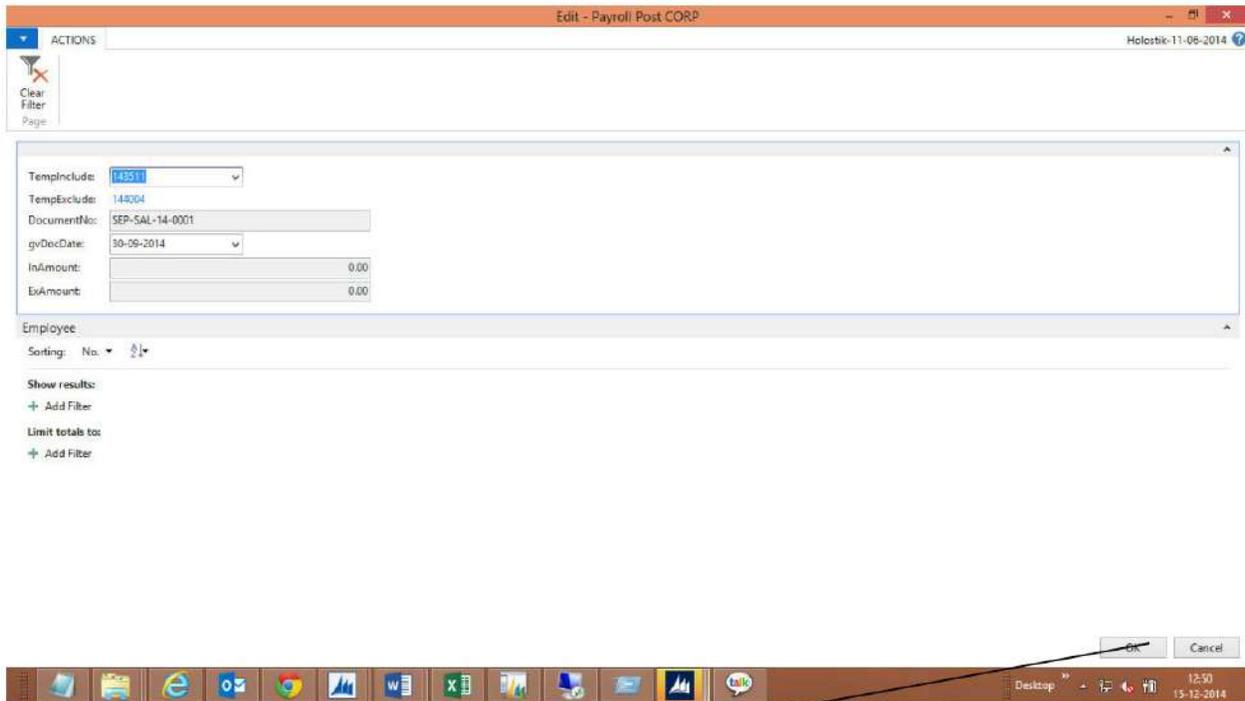
Pay Date	Incl...	Emplo...	Employee Name	Payable Amount	Payable Amou...	Gross Earning A...	Gross Earning	Gross Deduction	Reimbursement	Departmen...	Location C...	Branch
30-06-2014	<input checked="" type="checkbox"/>	1009	D.MERIN KUMAR	6,216.00	6,216.00	6,950.00	6,950.00	-734.00	0.00	NUM	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1010	MURALI BEHERA	6,475.00	6,475.00	7,250.00	7,250.00	-775.00	0.00	NUM	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1032	MATHIVAZHAGAN E.	6,069.00	6,069.00	6,800.00	6,800.00	-731.00	0.00	IE	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1070	R. GURUPATHAM	5,515.00	5,515.00	6,200.00	6,200.00	-685.00	0.00	IE	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1071	J. VINOTH KUMAR	5,515.00	5,515.00	6,200.00	6,200.00	-685.00	0.00	NUM	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1097	LDHANA SEKAR	6,667.00	6,667.00	7,600.00	7,600.00	-913.00	0.00	DCT	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1105	S.SAJESH	5,949.00	5,949.00	6,800.00	6,800.00	-851.00	0.00	EMB	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1174	N PALANIVEL	15,788.00	15,788.00	16,568.00	16,568.00	-780.00	0.00	DCT	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1192	PRATAP CHANDAN PADHI	7,336.00	7,336.00	8,200.00	8,200.00	-864.00	0.00	MAINT	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1195	KARTIKESWAR PATRA	5,038.00	5,038.00	5,800.00	5,800.00	-762.00	0.00	IE	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1231	DAYANIDHI BEHERA	5,122.00	5,122.00	5,800.00	5,800.00	-678.00	0.00	COMM	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1270	AJITA KUMAR DAS	5,295.00	5,295.00	6,000.00	6,000.00	-705.00	0.00	EMB	CHENNAI PL...	1400
30-06-2014	<input checked="" type="checkbox"/>	1271	ADITYA KUMAR MAHAPATRA	5,295.00	5,295.00	6,000.00	6,000.00	-705.00	0.00	NUM	CHENNAI PL...	1400

Posted

Close

Desktop 12:47 15-12-2014

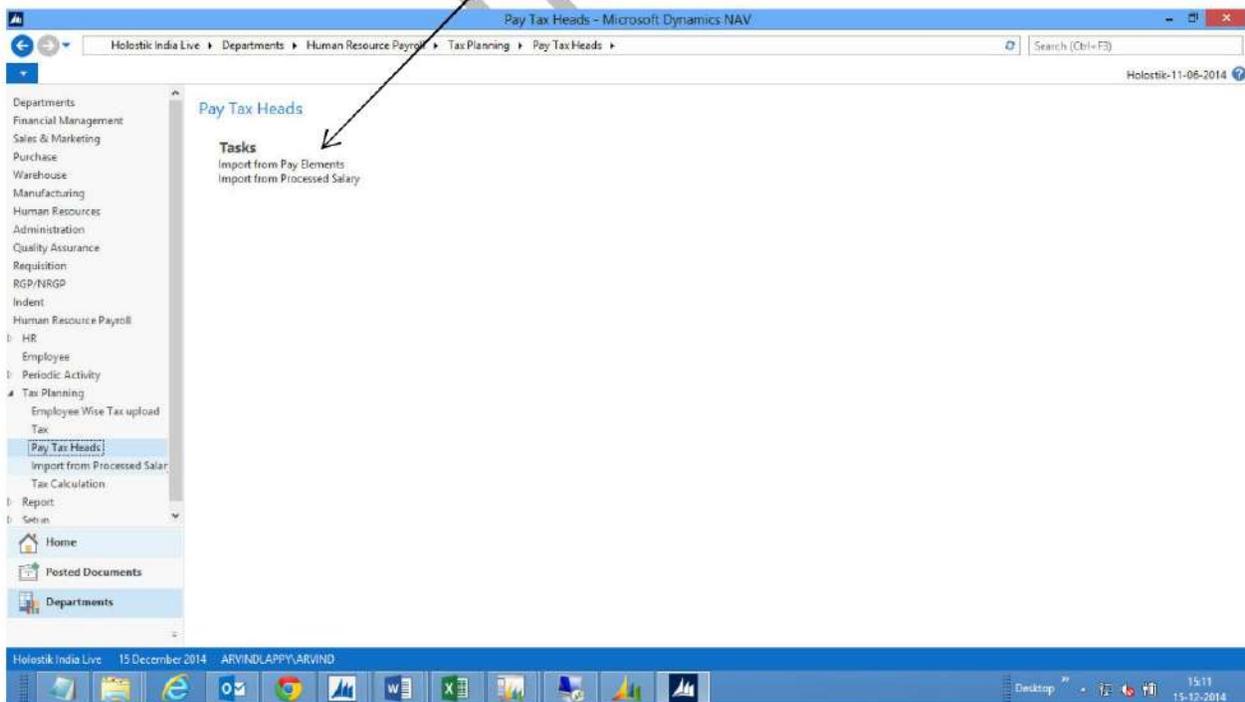
After Clicking the Post Button then another screen will be appear. Screen shot hereunder



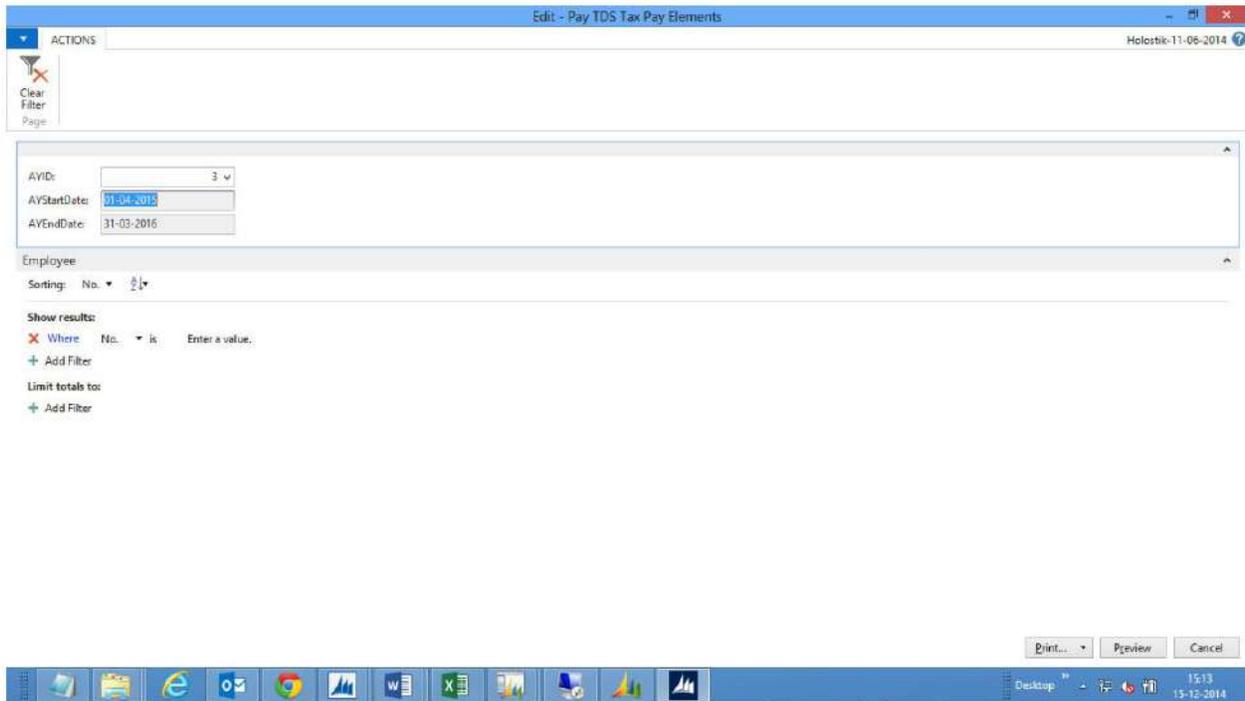
And after click the ok button, salary will be posted in the accounts.

### **Tax Planning:**

For the new employee, create the Import of Pay element.



And then select the Assessment year and press Ok.



**After create the import the Pay Element, User create the Import from Salary Processed. And then run the Tax Calculation Sheet**

**Import the Pay element –only run the new employee.**

**Import the Salary Processed—every month after post the salary.**

**Tax Calculation Sheet -- every month after post the salary.**

### **Investment Code**

**Create the Investment code for the tax Planning**

Edit - Investment Code

HOME

Investment Code

Type to filter (F3) Code No filters applied

Code	Code Description	Descrip...	Head No	Head No1
00D0	Handicapped Dependents	3	5	0
BOE	Repayment of loan for education	5	5	0
BOG	Donations	0	6	6
BOU	Physically handicapped	13	5	0
ANULINC	Annual Incentive	9	1	1
HOMEL0AN	Home Loan Repayment	11	6	9
LIC	LIC	1	6	9
MEDICLM-NS	Medicaid Non Senior	0	6	2
MEDICLM-S	Medicaid Senior	0	6	2
MUTUALFU..	Mutual Fund	10	6	9
NSC	NSC	6	6	9
PPF	PPF	3	6	9
SHORTDEPST	Fixed Deposit	5	6	9
TUITION	Tuition Fees	14	6	9
ULIP	ULIP	7	6	9
US24	Home loan Interest	0	2	0
YEARBONUS	Year Wise Bonus	10	1	1

OK

Desktop 13:00 15-12-2014

After Creating the Investment Code---> User upload the tax saving data

Edit - Tax Investment Data Upload

HOME

Tax Investment Data Upload

Type to filter (F3) Emp ID No filters applied

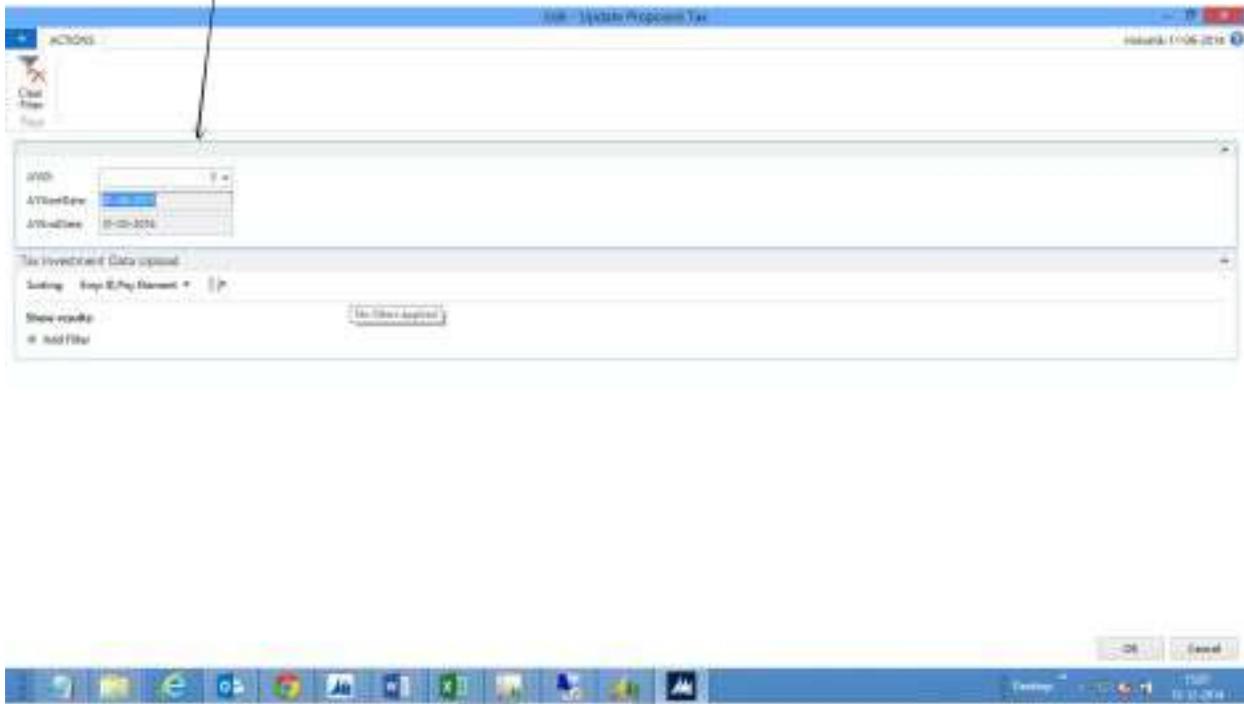
Emp ID	Pay Ele...	Amount	City
101	HRA	7,000.00	Metro
101	LIC	28,800.00	Metro
101	TUITION	32,150.00	Metro
101	UNFA	1,720.00	Metro
1018	HRA	11,000.00	Metro
1018	LIC	97,856.00	Metro
1018	MEDICLM-NS	5,229.00	Metro
1018	NSC	10,000.00	Metro
1018	TUITION	24,000.00	Metro
1018	UNFA	3,750.00	Metro
1026	HRA	6,500.00	Metro
1026	UNFA	1,800.00	Metro
1029	HRA	5,500.00	Metro
1029	LIC	6,428.00	Metro
1029	NSC	25,000.00	Metro
1029	UNFA	2,250.00	Metro
105	HRA	7,000.00	Metro
105	LIC	32,215.00	Metro
105	MEDICLM-NS	6,295.00	Metro
105	NSC	40,000.00	Metro

OK

Desktop 15:07 15-12-2014

After Uploaded the Tax saving data THEN GOTO: - Update Proposed Tax

Then Select the Assessment Year. And press the OK Button and tax investment will be updated on the Employee Tax Card.



Reports (User get these Information's in report's

Salary Register

Salary Register For Month of November-14.

						Rate of Salary			Earning Salary					Deduct ion Salary				
S. No	Employee Code	Employee Name	Branch Name	Department Name	Employee Posting Group	BASIC	HRA	CONV	Monthly Gross	Paid Days	BASIC earn	HRA Earn	CONV Earn	Gross Earning	Gross Deduction	Net Salary	Signature	Resignation Date
1	BL0002	FATEH CHAND	HO - Delhi	STORE S	SALARY	15050	6150	800	22000	30	15050	6150	800	22000	0	22000		
		<b>Gross Total</b>				<b>15050</b>	<b>6150</b>	<b>800</b>	<b>22000</b>		<b>15050</b>	<b>6150</b>	<b>800</b>	<b>22000</b>	<b>0</b>	<b>22000</b>		

## Salary Slip

Employee ID : BL0002	Employee Name : FATEH CHAND	Days Paid : 30	LWP:0	
Pay Mode :	Designation : INCHARGE	Department : STORES		
DOJ : Thursday, January 09, 1969	Account No : 094-325040-006	Location : HO - Delhi		
PAN No :	PF No:	ESI No :		
CLAVL:0 Bal. : 15	ELAVL:0	CL Bal. : 15	EL	
Description	Rate (Rs.)	Earning (Rs.)	Arrear Amt (Rs.)	Total Amt (Rs.)
BASIC SALARY	15050	15050	0	15050
Conveyance Allowance	800	800	0	800
House Rent Allowance	6150	6150	0	6150
<b>Total</b>	<b>22000</b>	<b>22000</b>	<b>0</b>	<b>22000</b>
<b>Total Earnings</b>				22000
<b>Net Payable</b>				<b>22000</b>
<b>RUPEES TWENTY TWO THOUSAND RUPEES AND ZERO PAISA ONLY</b>				
<b>This is computer generated sheet hence no signatures required.</b>				

### Employee Wise Leave Balance

#### Employee Wise Leave Detail for the Month of November-14.

Sr . No.	Employee ID	Employee Name	Date of Joining	Branch	Department	O/B CL	O/B ML	O/B PL	CL	ML	PL	CL S CL	CL S ML	CL S PL
1	BL0002	FATEH CHAND	9 Jan 1969	HO - Delhi	STORES	15.0	0.0	15.0	0.0	0.0	0.0	15.0	0.0	15.0

## Setup

### ▲ Leave Year

### Create Year

LeaveYear

Type	Year Start D...	Year End D...	Clos...
LeaveYear	01/04/2014	31/03/2015	

Pay Year

General

Year Start Date: 01/04/2015 Year End Date: 31/03/2015

OK

8:25 PM 12/12/2014

### Click Calendar Generation/Leave Crediting's/Leave Entitlements

Calendar Generation Leave Crediting's Leave Entitlements

Pay Year

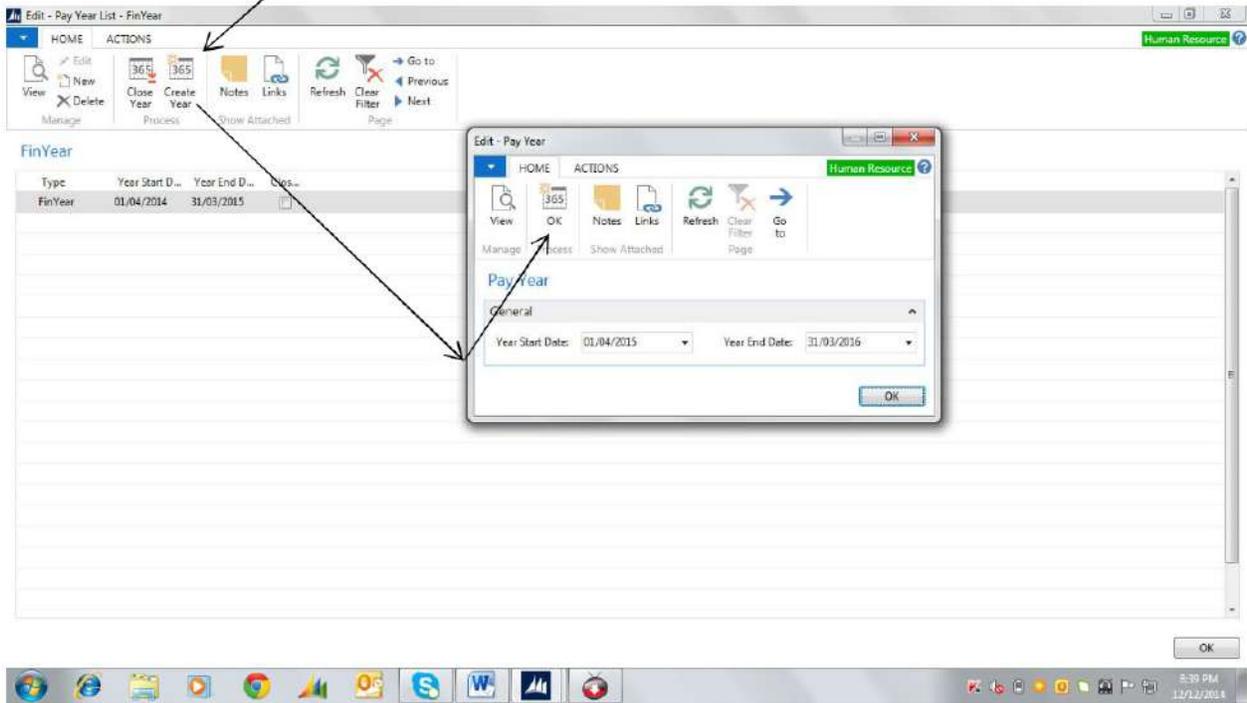
LeaveYear

Type	Year Start D...	Year End D...	Clos...
LeaveYear	01/04/2014	31/03/2015	

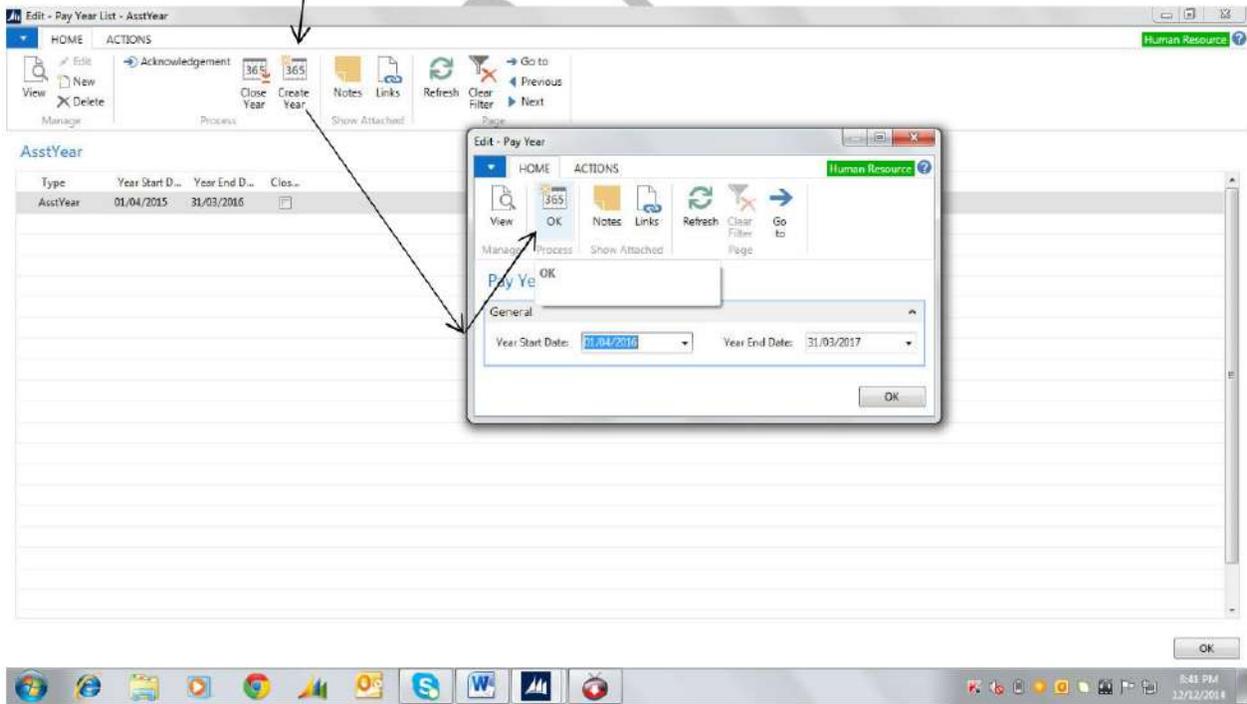
OK

8:34 PM 12/12/2014

➤ **Financial Year**



➤ **Assessment Year**



➤ PF Year

The screenshot shows a web application window titled "Edit - Pay Year List - PF Year". The main content area contains a table with the following data:

Type	Year Start D...	Year End D...	Closed
PF Year	01/03/2014	28/02/2015	<input type="checkbox"/>

An "Edit - Pay Year" dialog box is open, showing the "General" tab with the following fields:

- Year Start Date: 01/03/2015
- Year End Date: 31/03/2016

The taskbar at the bottom shows the system clock as 8:50 PM on 12/12/2014.

➤ ESI Year

The screenshot shows a web application window titled "Edit - Pay Year List - ESI Period". The main content area contains a table with the following data:

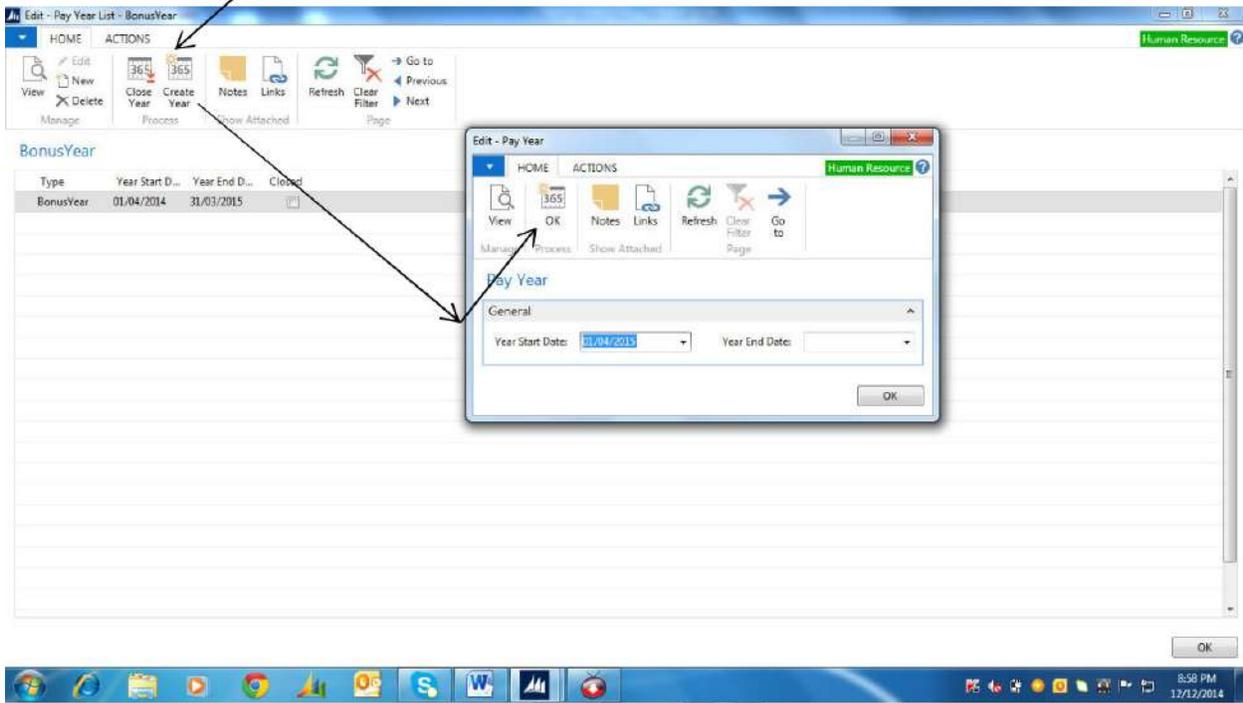
Type	Year Start D...	Year End D...	Closed
ESI Period	01/04/2014	30/09/2014	<input type="checkbox"/>
ESI Period	01/10/2014	31/03/2015	<input type="checkbox"/>

An "Edit - Pay Year" dialog box is open, showing the "General" tab with the following fields:

- Year Start Date: 01/04/2015
- Year End Date: 30/09/2015

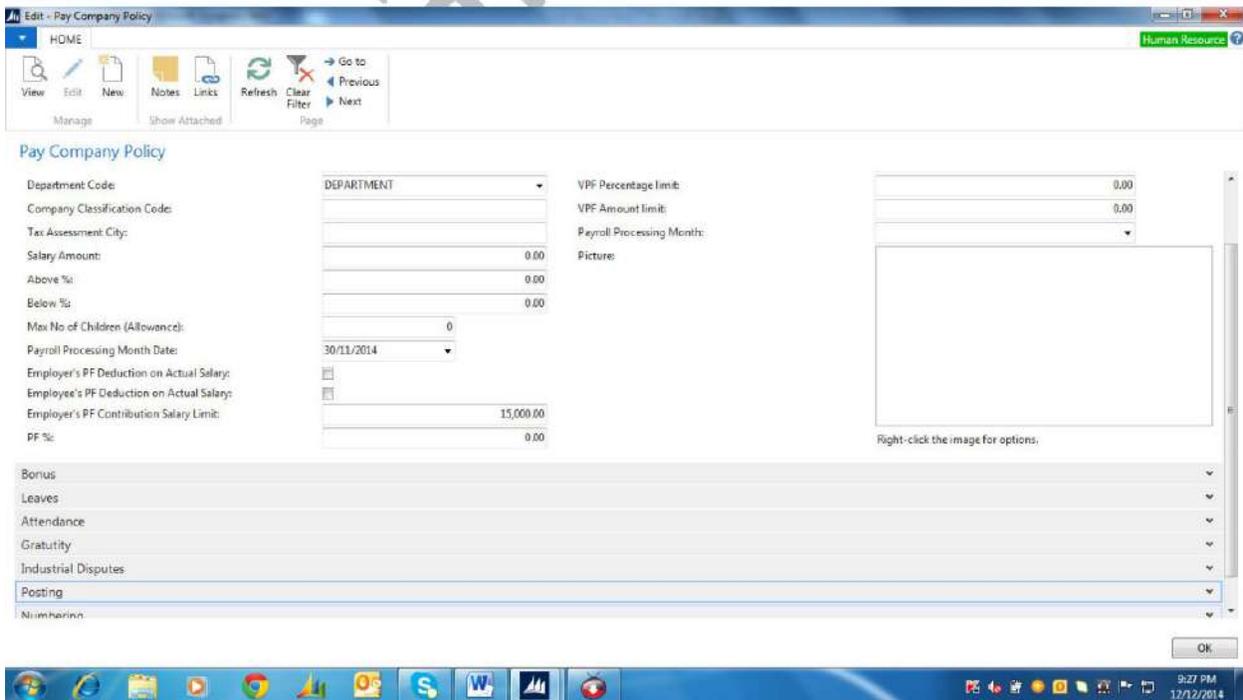
The taskbar at the bottom shows the system clock as 8:57 PM on 12/12/2014.

▲ Bonus Year



Human Resource Setup (User has to update the HR Setup as per Policy)

▲ General Tab



## ▲ Posting

**Pay Company Policy**

General  
Bonus  
Leaves  
Attendance  
Gratuity  
Industrial Disputes

**Posting**

Salary Payable Acct:	207010	Employer EPS Account:	241088
Part of Salary Payable Acct:	207010	Employer EDLI Account:	241087
Reimbursement Salary:		Cash Account:	
Employer PF Account:	241088	Bank Code:	BANK-0001
Employer Administration & Inspection Charges Account:	241087	Rounding Precision:	1.00
Administration & Inspection Charges Payable Account:	241087	Rounding Type:	To the nearest value
Employer ESI Account:	241080		

Numbering  
Policy

OK

9:35 PM  
12/12/2014

## ▲ Numbering

**Pay Company Policy**

General  
Bonus  
Leaves  
Attendance  
Gratuity  
Industrial Disputes

**Numbering**

Employee Nos.:	EMPLOYEE	Requisition No.:	REQ
Posted Payroll Nos.:	PAYROLL	LOI No.:	LOI
Employee Template:	PAYROLL	Tracker No.:	TRACKER
Employee Batch:		Addition/Deduction:	ADD/DED
Employee Loan No. Series:		Arrear No.:	ARREAR
Evaluation Method:	EMPLOYEE	Hiring Procedure:	HIRING

Policy

OK

9:39 PM  
12/12/2014

▲ Policy

**Pay Company Policy**

General

Bonus

Leaves

Attendance

Gratuity

Industrial Disputes

Posting

Numbering

**Policy**

Revised Amt Editable in Pay Revision:	<input checked="" type="checkbox"/>	Round each pay element:	<input checked="" type="checkbox"/>
LEAR Based on Leaving Date:	<input checked="" type="checkbox"/>	LE Percent dep on Basic:	<input type="text" value="100"/>
Full Final Salary calculation to be based on Leaving Date:	<input checked="" type="checkbox"/>	Employee selection allowed during Monthly Salary Posting:	<input checked="" type="checkbox"/>
Allow TDS manually in FE:	<input checked="" type="checkbox"/>	Use Branch Level Bank Accounts:	<input checked="" type="checkbox"/>
Check Leave Bal. available upto Year End:	<input checked="" type="checkbox"/>	Allow Document Date Posting:	<input checked="" type="checkbox"/>
PTDS only on Monthly elements:	<input checked="" type="checkbox"/>	Encashment Salary based on 30 days:	<input type="checkbox"/>
Calculate Variable Pay Element:	<input checked="" type="checkbox"/>	Encashment Sal based on 26 day:	<input checked="" type="checkbox"/>
Calculate Prev Mnt LeaveAmon:	<input checked="" type="checkbox"/>	Leave Crediting After 15th:	<input checked="" type="checkbox"/>

OK

**Provident Fund (User has to update the PF form as per PF Policy)**

**01/04/2014 - PF**

**General**

Effective Date:	01/04/2014	PF Salary Limit:	15,000.00
Employee PF %:	12.00	Inspection Charges (IDL):	0.01
Employer PF %:	3.67	EDL:	0.50
Employer EPS %:	8.33	PF Admin Charges:	1.10
Employer EPS Max. Limit:	1,000.00	Rounding Precision:	1.00
Max. Age Applicable For EPS:	58	Rounding Type:	To the nearest value

**Rounding Type:**

OK

▲ ESI

Edit - Company Policy ESI - 01/04/2014 - ESI

HOME

01/04/2014 - ESI

General

Effective Date: 01/04/2014 Rounding Precision: 1.00

Employee ESI: 1.75 Rounding Type: Up

Employer ESI: 4.75 Max. Age Applicable For EPS: 58

ESI Salary Limit: 15,000.00

Payroll Setup

▲ Pay Elements

Edit - Pay Elements - ADVANCE

HOME NAVIGATE

ADVANCE

Code	Description	Type	Paid Category	Basic Pay	Ded... For LWP	Included In Pay Slip	Leave Encashment	Overtime	PF	ESI	Bonus	Gratuity	Irregular	Calc. Depend On Heads	Description Tax	Pay Prod. Posting Group	Full & Final Settlement Element
ADVANCE	Advance Deduction	Deduction	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ADVANCE	<input type="checkbox"/>
BASIC	BASIC SALARY	Addition	Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Basic Salary	BASIC	<input type="checkbox"/>
BONUS	Bonus	Addition	Yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			BONUS	<input type="checkbox"/>
CCA	City Compensatory Allowance	Addition	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		City Compensatory Allowance	CCA	<input type="checkbox"/>
CONV	Conveyance Allowance	Addition	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Conveyance Allowance	CONV	<input type="checkbox"/>
ESI	Employee State Insurance	Deduction	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ESI	<input type="checkbox"/>
EXGRATIA	Exgratie	Addition	Yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			EXGRATIA	<input type="checkbox"/>
GRATUITY	Gratuity	Addition		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			GRATUITY	<input type="checkbox"/>
HRA	House Rent Allowance	Addition	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		House Rent Allowance	HRA	<input type="checkbox"/>
LEAR	LE at Retirement	Addition		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			LEAR	<input type="checkbox"/>
LEDS	LE During Service	Addition		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			LEDS	<input type="checkbox"/>
LOANDED	Loan Deduction	Deduction	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			LOANDED	<input type="checkbox"/>
MEDICAL	Medical Allowance	Addition	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Fixed Medical Allowances	MEDICAL	<input type="checkbox"/>
MOBDED	Mobile Deduction	Deduction	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			OTHDED	<input type="checkbox"/>
NP	Notice Pay	Deduction		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			NP	<input type="checkbox"/>
OT	OverTime	Addition	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			OT	<input type="checkbox"/>
OTHDED	Other Deduction	Deduction	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			OTHDED	<input type="checkbox"/>
OTHERS	Other Allowance	Addition	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			OTHERS	<input type="checkbox"/>
PF	Provident Fund	Deduction	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PF - Contribution to Provident...	PF	<input type="checkbox"/>

▲ Pay Branches (Use feature for Branch)

1000

Code	Name	Parent Branch	State Code
1000	HO - Delhi		1000
1101	Gr Noida Production Unit- I		1101
1102	Gr Noida Production Unit- II		1102
1200	Chennai		1200
1300	Mumbai		1300
1400	Banglore		1400
1500	Hyderabad		1500
1600	Kolkata		1600
1700	Ahmedabad		1700
1800	Lucknow		1800
1900	Chandigath		1900
2000	Jaipur		2000
2100	Pune		2100

OK

10:05 PM  
12/12/2014

▲ Pay Calendar (Step up for define Weekly OFF Day)

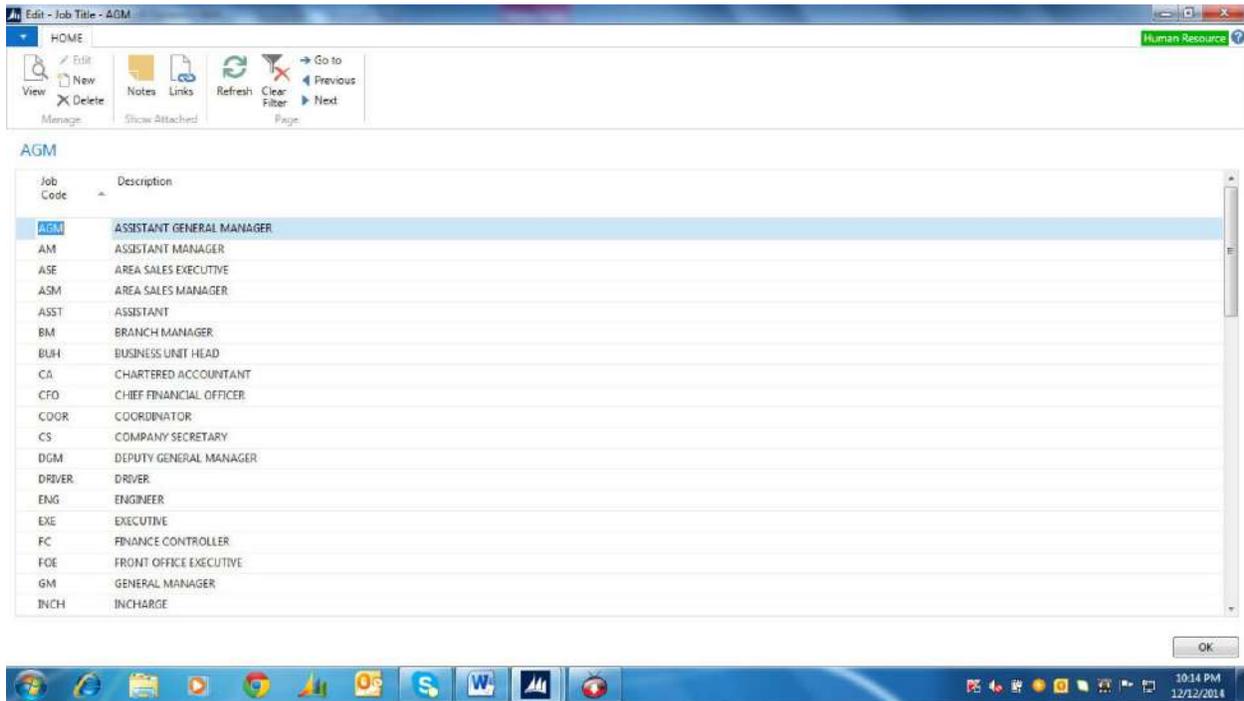
01/04/2014

Date	Description	OT Applicable	Off Type	Off Day	Holiday	Branch Code
05/04/2014		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	1800
05/04/2014		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	1900
05/04/2014		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	2000
05/04/2014		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	2100
06/04/2014		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1101
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1102
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1200
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1300
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1400
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1500
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1600
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1700
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1800
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1900
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2000
06/04/2014	Sunday	<input type="checkbox"/>	Full-Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2100
07/04/2014		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

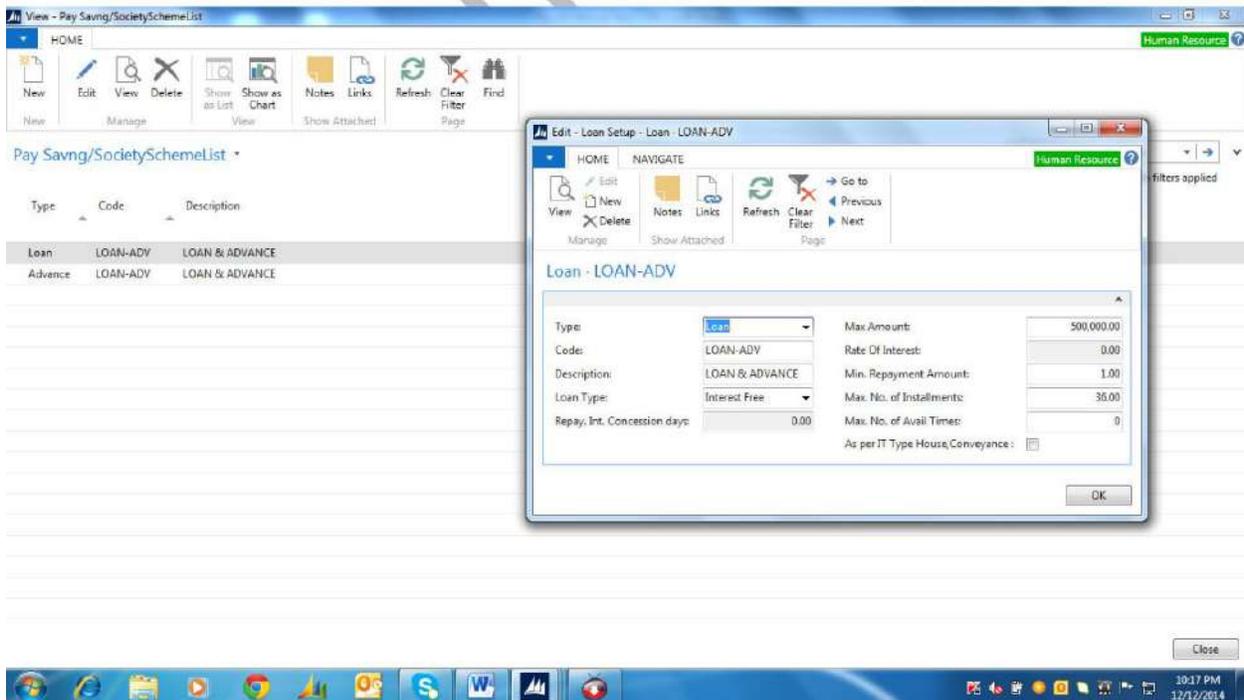
Close

10:08 PM  
12/12/2014

▲ Job Title List



▲ Loan / Advance List (Criteria of Loan & Advance can be defined as per Comp. Policy)



Same Criteria should be following for the Advance form

➤ Leaves Master (User has to update as per Company Policy)

**View - Pay Leave List**

HOME | Human Resource

Pay Leave List

Type to filter (F3) | Leave Code

No filters applied

Leave Code	Description	Total Leaves in Leave Year	Applica... During Probation	Encashment	Max Leave Encashment	FWD	Max Leave FWD	Disable	Max Monthly Applicable	Min Continuous Leave	Max Continuous Leave	MinContinuousLeaveDuringProb	MaxConti...	Crediting Interval For Regular	Crediting Interval For Prob	Crediting Sequence
PL	Privilege Leave	15.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	1Y	1Y	Before
ML	Medical Leave	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	1Y	1Y	Before
CL	Casual Leave	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	1Y	1Y	Before

Close

10:22 PM 12/12/2014

**Bonus Rule**

**Edit - Bonus Rule**

HOME | HOLY FAITH INTERNATIONAL

Bonus Rule

Type to filter (F3) | Code

No filters applied

Code	Description	Salary Limit	Bonus %	Maximum Bas...
B&DA-P16.00	Worker Bonus on Actual Basic &...	100,000.00	16.06	500,000.00
B&DA-P20	Worker Bonus on Actual Basic &...	100,000.00	20.00	500,000.00
S3500-B8400...	Staff Bonus on ceiling 3500 (Bon...	3,500.00	20.00	500,000.00
S3500-B8400...	Staff Bonus on ceiling 3500 (Bon...	3,500.00	8.33	10,000.00

Activate Windows  
Go to System in Control Panel to activate Windows.

OK

4:16 PM 10/17/2015

**Posting Group**

▲ Pay Business Posting Group

Code	Description	Auto Insert Defa...
DIRECTOR	DIRECTOR	<input checked="" type="checkbox"/>
SALARY	Staff	<input checked="" type="checkbox"/>
WAGES	Worker	<input checked="" type="checkbox"/>

▲ Pay Product Posting Group

Code	Description	Aut...
ADVANCE	Advance Deduction	<input checked="" type="checkbox"/>
BASIC	BASIC	<input checked="" type="checkbox"/>
BKP	BOOKS & PERIODICALS	<input checked="" type="checkbox"/>
BONUS	Bonus	<input checked="" type="checkbox"/>
BP	Business Promotion	<input checked="" type="checkbox"/>
BTA	Balance of Tour Advance	<input checked="" type="checkbox"/>
CCA	CITY COMPENSATORY ALLOWA...	<input checked="" type="checkbox"/>
CHMA	CHEMICAL ALLOWANCE	<input checked="" type="checkbox"/>
COMA	TELEPHONE/ MOBILE/ INTERNE...	<input checked="" type="checkbox"/>
CONA	CONVEYANCE ALLOWANCE	<input checked="" type="checkbox"/>
DA	DEARNESS ALLOWANCE	<input checked="" type="checkbox"/>
DRS	DRIVER SALARY	<input checked="" type="checkbox"/>
EDUA	EDUCATION ALLOWANCE	<input checked="" type="checkbox"/>
EMB	Excess Mobile Bill	<input checked="" type="checkbox"/>
ESI	Employee State Insurance	<input checked="" type="checkbox"/>
EXGRATIA	Bigratia	<input checked="" type="checkbox"/>
FCM	FUEL / VEHICLE MAINTENANCE	<input checked="" type="checkbox"/>
GHRD	Guest House Rent Deduction	<input checked="" type="checkbox"/>
GRATUTY	Gratuity	<input checked="" type="checkbox"/>
HRA	HOUSE RENT ALLOWANCE	<input checked="" type="checkbox"/>

▲ Pay general Posting Setup

Edit - Pay General Posting Setup - ADVANCE

HOME

Manage: View, Edit, New, Delete, OneNote, Notes, Links, Show Attached. Page: Refresh, Clear Filter, Go to, Previous, Next.

ADVANCE

Pay Bu...	Pay Pr...	G/L Code
DIRECTOR	COMA	515505
DIRECTOR	CONA	514006
DIRECTOR	DA	514006
DIRECTOR	DRS	523016
DIRECTOR	EDUA	514006
DIRECTOR	EMB	515505
DIRECTOR	ESI	143502
DIRECTOR	EXGRATIA	514009
DIRECTOR	FCM	519500
DIRECTOR	GHRD	514022
DIRECTOR	GRATUTY	514010
DIRECTOR	HRA	514006
DIRECTOR	LEAR	
DIRECTOR	LEDS	
DIRECTOR	LOANDED	242002
DIRECTOR	LOB	514006
DIRECTOR	LTA	514003
DIRECTOR	MEDA	514019
DIRECTOR	NP	
DIRECTOR	OT	514011

OK

Desktop 15:41 15-12-2014

▲ Employee Posting Group

Edit - Employee Posting Group - DIRECTOR

HOME

Manage: View, Edit, New, Delete, OneNote, Notes, Links, Show Attached. Page: Refresh, Clear Filter, Go to, Previous, Next.

DIRECTOR

Code	Description	Salary Paya...	Part Of Sala...	Bonus Paya...	Exgratis Pay...	Credit Curr...	Debit Rouan...	Credit Rou...	Debit Curre...	Reimburse...	PF Payable ...	Employer P...	TDS Payabl...	ESI Pay
DIRECTOR	DIRECTOR	143511	144004	143508	143509	523026	523026	523026	523026	144004	514015	143504	142008	143501
SALARY	SALARY	143511	144004	143508	143509	523026	523026	523026	523026	144004	514015	143504	142008	143501
WAGES	WAGES	143510	144004	143508	143509	523026	523026	523026	523026	144004	514015	143504	142008	143501

OK

Desktop 15:43 15-12-2014

# Department Masrter

Dept...	Department Description
ADMINISTRATION	Administration
ADMIN-PRO...	Administration (Project)
CUSTOMER...	Customer Support
DEFAULT	Default
DISPATCH	Supply Chain (Dispatch)
DTP	DTP
EDITORIAL	Editorial
EDITORIAL A...	Editorial Alchemie
EDITORIAL P...	Editorial Prusquest
EXPORT	Export
FINANCE A...	Finance & Accounts
HUMAN RES...	Human Resource
INTERNAL A...	Internal Audit
IT	IT
LEGAL	Legal
MANAGEME...	General Management
OPERATIONL...	Operations - E Learning
PERSONNEL	Personnel
PRODUCTION	Production
PROJECTS	Projects

Human Resource