

Table of Contents

1. FEATURES.....	2
2. PAYROLL MANAGEMENT SYSTEM.....	2
2.1 SALARY HEADS.....	2
2.2 PAY FIXING.....	3
2.3 MONTHLY ALLOWANCE AND DEDUCTION.....	3
2.4 PAY REVISION.....	3
2.5 LOAN.....	3
2.6 ADVANCES.....	3
2.7 SALARY PROCESS.....	4
3. REPORTS.....	4
3.1 SALARY SLIP.....	4
3.2 SALARY PROCESS SUMMARY REPORT.....	4
3.3 SALARY PAYMENT.....	4
3.4 SALARY CERTIFICATE ISSUE.....	4
4. HR MANAGEMENT.....	5
4.1 FINANCIAL YEAR.....	5
4.2 REGION MASTER.....	5
4.3 BRANCH MASTER.....	5
4.4 COMPANY MASTER.....	5
4.5 UNIT MASTER.....	5
4.6 DEPARTMENT MASTER.....	5
4.7 DESIGNATION MASTER.....	5
4.8 COMPUTER AWARENESS MASTER.....	5
4.9 EMPLOYEE MASTER.....	5
4.10 DISCIPLINARY ACTION MASTER.....	6
5. IN HR MANAGEMENT WE INCLUDES.....	6
5.1 EMPLOYEE DESIGNATION TRANSFER.....	6
5.2 EMPLOYEE DISCIPLINARY ACTION.....	6
5.3 PERFORMANCE ASSESSMENT.....	6
5.4 EMPLOYEE RESIGNATION.....	7
5.5 LEAVE MANAGEMENT.....	7
5.5.1 LEAVE MASTER.....	7
5.5.2 ATTENDANCE.....	7
5.5.3 LEAVE CARRY FORWARD.....	8
5.6 USER MANAGEMENT.....	8

PAYROLL AND HR MANAGEMENT

EyeT is very happy to introduce you our new project 'Payroll and HR Management System' a complete package for automating the Payroll and HR sections of a company .Fast and accurate Payroll processing is essential for any organization. Our Payroll system provides a fully functional Payroll Processing and Management system, integrated with the Human Resource Management. The Payroll and HRD describes the combination of traditionally administrative personnel functions with performance, Employee Relations and resource planning.

1. FEATURES

- User –Friendly Environment
- Effective staff Management System- Complete, Accurate Employee Information
- Gain Greater Control of Your Payroll Processing
- It is flexible and customizable to suit individual Companies
- A powerful payroll system integrate with HR management
- Reduces the amount of time that human resources department spends for managing employee information.
- Tracks Record easily with suitable search criteria's and reports

2. PAYROLL MANAGEMENT SYSTEM

This payroll management gives the management the flexibility of creating salary heads, salary formula, creating each employee's salary structure based on designation and experience and finally the pay slip generation.

The major forms included here are

2.1 SALARY HEADS

Salary Heads Form is used to enter Different Salary Heads that are applicable for an Employee. Here the user can enter the salary head name, its short code and is it calculated as an allowance or deduction .We have Basic ,PF and DA as default values here and they will not get deleted at all cost.

2.2 PAY FIXING

This Form is used to set the Salary heads and respective Amount for Employees. Here User details with all salary heads displayed when we select department designation and company and can enter the amount and select is it applicable for employee and 'is it fixed or not' .

2.3 MONTHLY ALLOWANCE AND DEDUCTION

This form is used to set the monthly Allowances/Deductions for an Employee before Salary Process. Here it will display the salary heads which are set as 'not fixed' in pay fixing details. When the user select month, year, and employee then that employee's variable salary heads displayed there. Data can save after entering amount.

2.4 PAY REVISION

This is for entering the revised salary details of Employees. When the User Select Department, Designation and Employee then that Employee's Fixed Salary Heads except DA and PF will displayed there. User can enter the new amount, revision date and 'with effect from date'.

2.5 LOAN

It will keep the details of loans taken by employees. Here the user can select the employee name And enter Loan Name, Loan Received Date, Loan Amount, EMI Amount, Interest Amount and Repayment Start Date. After click on Process button each month's amount will be displayed. This Amount will consider at the time of salary processing and that much amount (EMI+Interest) gets deducted from salary.

2.6 ADVANCES

It will keep the details of advances taken by employee .Here the user can select the employee name, and can enter the advance details like Advance Received Date, Advance Repay Month, Advance Amount and Remarks. This Advance Repay Month and Advance Received Month must be same. This whole Advance Amount will consider at the time of salary processing and that much amount gets deducted from salary.

2.7 SALARY PROCESS

Here it shows salary of employees for the selected month. Here we can select salary month and Process Date. Here we can process salary in each employee wise or region, branch and unit wise. Here for salary process it considers Allowances and Deductions, Advances and Loans, Pay Revision and Attendance details (i.e., no. of absents and no. of Loss of Pay Leave).

3. REPORTS

Here we have Salary slip and Salary Process Summary Report.

3.1 SALARY SLIP

It shows detailed Salary details of each employee in a particular month.

It based on

- Salary Month
- Employee

3.2 SALARY PROCESS SUMMARY REPORT

It shows summary report of all employees in a particular month

Salary Process summary report based on

- Salary month
- Employee Wise.

3.3 SALARY PAYMENT

This form is used to keep the details of Salary Payments. When the User selects an employee then all payment details will be displayed and we can enter Paid Amount, Paid date and

Remarks. Salary Payment Report is based on

- All
- Date Wise
- Employee Wise

3.4 SALARY CERTIFICATE ISSUE

This form is used to keep the details of issued salary certificates. When the User select employee then designation will fill automatically. User can enter Issue Date, Salary Month and Remarks.

4. HR MANAGEMENT

HR Management is for entering the HR functions in the Company . The Employee selection to Termination, leave management and attendance management is handled by this module. Before entering the functions user has to enter the basic details in master forms .Here in HR we have;

4.1 FINANCIAL YEAR

This form is used to enter the names of Financial Year. The Financial year setting is mainly used for Leave Carry forwarding. Only one financial year is active at a time.

4.2 REGION MASTER

Region Master is for entering the details of region offices under the company. Here it includes Name of region office and its details.

4.3 BRANCH MASTER

Branch Master is for entering the details of branches in each region.

4.4 COMPANY MASTER

This is the master form for entering the company details. These details include Company address, Place, State, Phone and Email.

4.5 UNIT MASTER

Unit Master is for entering the details of units under the Company.

4.6 DEPARTMENT MASTER

Department master is for entering the department names.

4.7 DESIGNATION MASTER

Designation Master is for entering the details of designations in each Department. Here at If first the user has to select the department and can enter the designation name there.

4.8 COMPUTER AWARENESS MASTER

This is the master form for entering the computer awareness details.

4.9 EMPLOYEE MASTER

Employee Master is for entering the basic details of all employees in the company. Here it captures all the employee related data; it includes Personal details, official details, qualification

details, educational details and experience details. There is an additional field for marking ' Is joining report ok' ,Employee's functioning(i.e. attendance, leave, loan, advance and salary processing) starts only after checking the field 'is joining report ok' .

4.10 DISCIPLINARY ACTION MASTER

This Master form is for entering the details of disciplinary action taken against employees.

5. IN HR MANAGEMENT WE INCLUDES

5.1 EMPLOYEE DESIGNATION TRANSFER

This is for entering the transfer details of employees. Here when the user select the employee name its current employment details displayed there ,then user can enter the transfer details after selecting transfer type (promotion or demotion) and transfer date .By the help of this form User can transfer the employee to other Company, Region, Branch, Unit, Department and Designation. Reports are there based on criteria's

- All
- Employee Name
- Department
- Region
- Date of Join

5.2 EMPLOYEE DISCIPLINARY ACTION

This is for entering the details of disciplinary action taken against employees' .Here User can save the data after selecting employee name, date, action and entering the reason for that action. Reports are there based on

- Date Wise
- Employee Wise
- Action Wise

5.3 PERFORMANCE ASSESSMENT

This is for entering the details of performance monitoring of employee's .By the help of Performance Assessment Management can analyze the Performance of each Employee. The Promotion, Demotion, Salary increment etc should fix by the analysis of Performance Assessment Entry. It will do once in a year. In case of devotee, it should enter the details of 'spiritual activites' also. Reports are based on

- Employee Wise

5.4 EMPLOYEE RESIGNATION

Employee Resignation is for entering the Resignation/Termination details of Employees. Here User can accept the resignation or termination of the employee after selecting employee name, Apply Date, Relieve Date and entering the reason.

5.5 LEAVE MANAGEMENT

Leave management is for managing the leave details for employees' .Here the management can allocate the number of days for each category of leave in one year, we can also set the carry forward limit for leaves .Leave details are marked with the attendance and it will consider at the time of salary process.

5.5.1 LEAVE MASTER

Leave Master is used to enter various Leaves arising in the Company. Here they have the option to enter the leave name, maximum no. of leaves in a month, maximum limit for leave carry forwarding , maximum no. of leaves per and option for selecting 'Is it compensatory' , 'is it loss of pay' , ' is it consider in first year of employment ' etc . Here Sick leave will consider only after 1 year of employment. Maximum limit for leave carry forwarding is 30 here.

5.5.2 ATTENDANCE

Attendance is for marking the attendance of employees. . The attendance can either be imported from an excel sheet or enter directly. If the attendance for a session of a particular date exists then it will be displayed. This can be modified before the close of that financial year, if need be. Here in grid user can enter the details of employee like date of attendance, 'is present or absent' and leave details also (Is leave taken on compulsory day or not, and if not then leave type etc). Attendance of employee will calculate only If that employee's 'joining report is ok' .In case of salary process, it considers the attendance details also. If an employee takes leave and if that leave is not applicable to him or the limit is exceeded then it will be notified. The Reports are;

- All
- Employee wise
- Designation Wise
- Department Wise

5.5.3 LEAVE CARRY FORWARD

This form is used to carry forward the leaves from one financial period to another. The current and the carry forward financial year are to be selected. After the carry forward the Current financial year is changed to Inactive and the carry forwarded financial year is changed to Active.

5.6 USER MANAGEMENT

User Management is used to create or edit the user details. That means to Create or edit the Username and Password of users.