

Timewatch Payroll Management Software

2005 Edition

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Developed and Owned by :

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The purpose of this PAYROLL software is to provide proper computerized maintenance of salary. It can easily capture the employee's attendance data from the TimeWatch TimeOffice software and generate all the payroll-related reports like **Pay slip, PF, FPF, ESI, Bonus, Advance Statement, Loan Statement** etc.

On loading the PAYROLL software through TimeWatch TimeOffice 2005 Edition Please select **Payroll Management** sub menu from **System** menu or Press **Ctrl+P**.

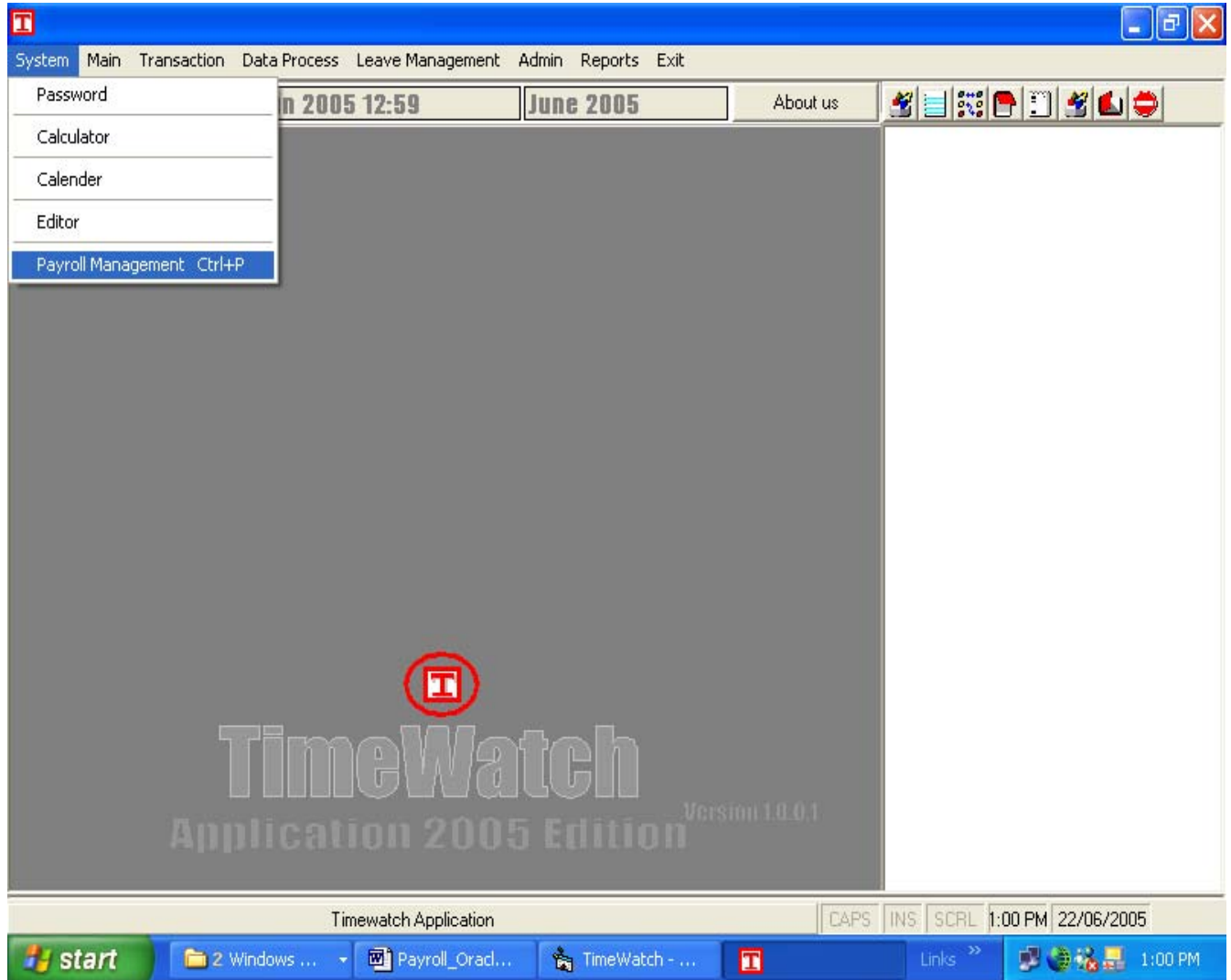


Fig. 1



Fig. 2

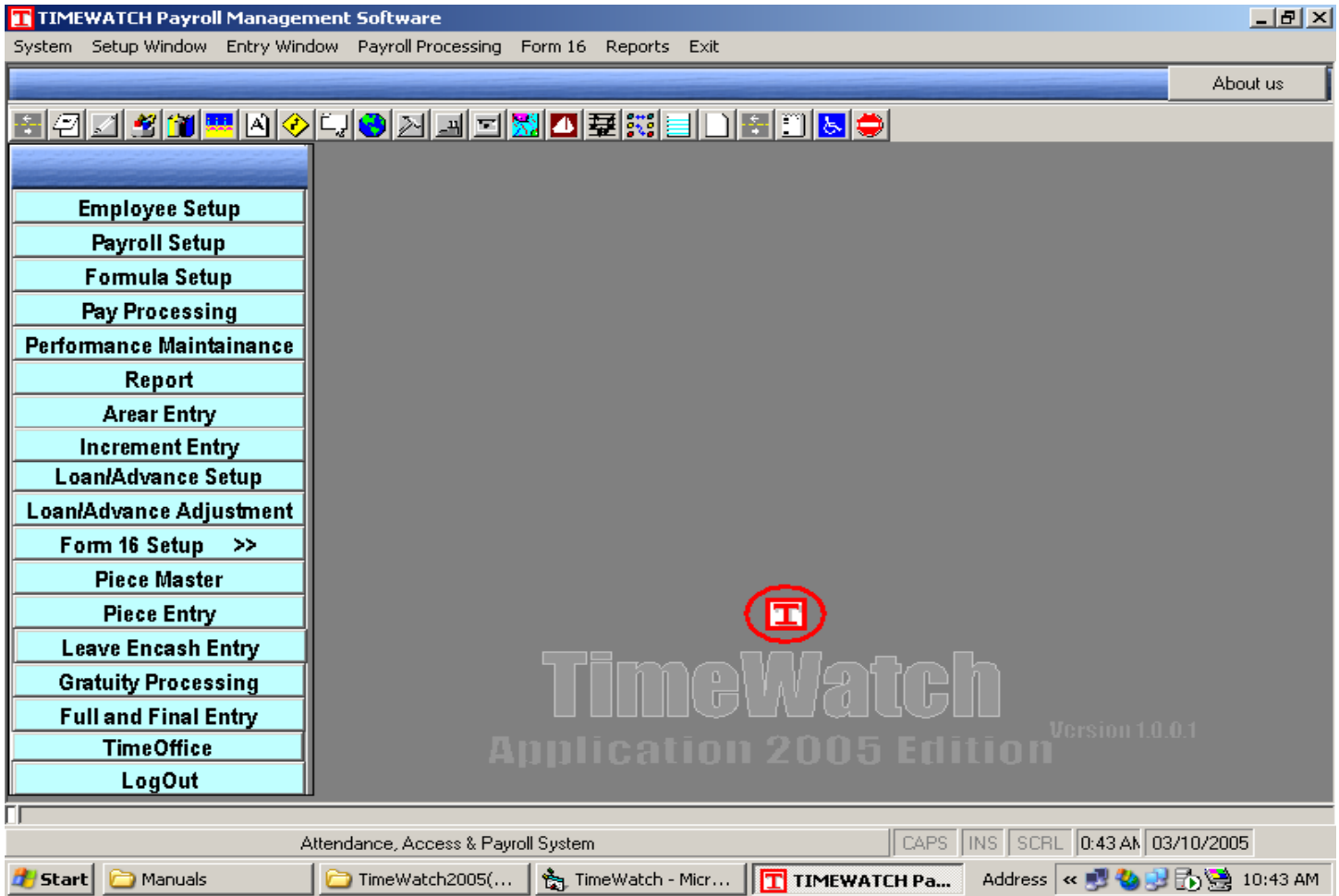


Fig. 3

Once you get the Payroll operation screen you will find a screen as shown in Fig. 3. The commonly used options are available as large Button, arranged vertically on the left hand side of the screen. You can select options through Application Menu also.

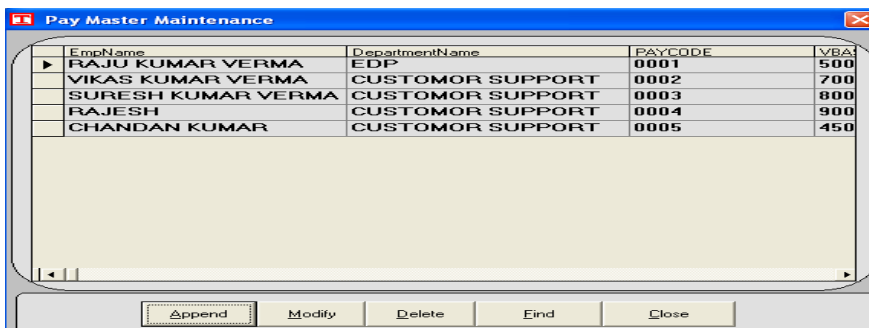


Fig. 4 :

1. EMPLOYEE SETUP

This is the very first option through which Master entries for Payroll are done. By selecting this option, you can Add, Modify or Delete records in the Payroll Master. On selecting this option the entry screen looks Fig. 4 :

APPEND

This option facilitates for adding the new employee record. On selecting the APPEND button the software asks for the employee Paycode number Getting the valid Paycode number (available in TIME OFFICE software) the entry screen looks like Fig 5. Otherwise it displays a message “Invalid paycode “.

The screenshot shows a software window titled "Master Information" with the following fields and sections:

- Paycode:** [Text Field]
- Card No.:** [Text Field]
- Name:** [Text Field]
- Department:** [Text Field]
- Effectuated From:** 10/2005 [Dropdown]
- Gross Amount:** [Text Field]
- Basic:** [Text Field]
- DA:** [Text Field] [Fixed] [Dropdown]
- Conveyance:** [Text Field] [Fixed] [Dropdown]
- Medical:** [Text Field] [Fixed] [Dropdown]
- HRA:** [Text Field] [Fixed] [Dropdown]
- O.T. Rate Per Hour:** [Text Field] [None] [Dropdown]
- TDS:** 00000.00 [None] [Dropdown]
- Allowed:**
 - Prof. Tax
 - PF Under Limit
 - ESI
 - VPF
 - Bonus
 - Graduty
- PF No.:** [Text Field]
- ESI No.:** [Text Field]
- PAN No.:** [Text Field]
- Payment by:** Cheque [Dropdown]
- Bank A/c No.:** [Text Field]
- Type Of Employee:** OnRoll [Dropdown]
- Deduction 1 to 5:**

Description	Rate / Amt	Formula
1	00000.00	None
2	00000.00	None
3	00000.00	None
4	00000.00	None
5	00000.00	None
- Deduction 6 to 10:** [Empty Table]
- Earning 1 to 5:**

Description	Rate / Amt	Formula
1	00000.00	None
2	00000.00	None
3	00000.00	None
4	00000.00	None
5	00000.00	None
- Earning 6 to 10:** [Empty Table]

Fig.5

Paycode : The paycode that you will be specifying here should already exist in the Time Office Software. Otherwise you will not be allowed to proceed further.

Card No, Name & Department : Once you specify a valid Paycode and move out of the Paycode field, the Card No., Name and Department fields will appear automatically according to the master entries made in the Time Office.

BASIC : In this field you specify the monthly Basic Salary of the employee. The monthly salary will be calculated on this amount depending upon the payable days for the month.

DA : The monthly Dearness Allowance is to be entered in this field. The monthly calculation will depend upon the days payable for the month.

PF No. : If the employee is covered under the PF scheme, his/her PF number (as provided by the Govt. authority) should be entered here.

ESI No. : If the employee is covered under the ESI scheme, his/her ESI number (as provided by the Govt. authority) should be entered here.

PAN No. : This is permanent Account No for Income Tax Purpose.

Payment By : Payment Mode of Salary i.e. CASH/CHEQUE.

Bank A/c No. : Employee's Bank Account No.

Type of Employee : For Employee Type selection. i.e. On Roll/ Daily Wages/ Piece Rate

Gross Bifurcation : Button near Gross Amount is used to calculated salary structure defined in Setup.

HRA : This is the House Rent Allowance. The software facilitates two types of entries:
a. **Fixed** : Fixed Amount (either employee present 0 day or 30 days full amount specified in Text Box.
b. **Pdays** : Calculated according to the present status. If employee present only 10 days salary will calculated of 10 days only.

PF : This is the amount of the Provident Fund and the entry is same as the HRA.

Under Limit : This check box is used to calculate PF of employee as per defined PF limit only. In case of amount on which PF is greater than Limit Value PF will deducted on PF limit value.

FPF : This is the amount of the Family Pension Fund and the entry is same as the HRA.

ESI : This is the amount of the Employees State Insurance and the entry is same as the HRA.

OT RATE Per Hour : This is required for the calculation of the overtime.

FORMULS : Here you choose formula for HRA, PF, FPF, ESI, OT Rate / Hours and all Deduction & Earning which should be previously declare through Formula setting option (**more on formula under the section Formula Setting**).

DEDUCTIONS: The software asks for ten possible types (can be defined by the user) of DEDUCTIONS. You can describe the Name/Reason of the deduction, the fixed amount or the formula for the calculation of the deduction. The concept of calculation using the formula is same as that of HRA.

EARNINGS : The software asks for ten possible types (can be defined by the user) of EARNINGS. You can describe the name of the earnings, the fixed amount or the formula for the calculation of the said earning. The concept of calculation using the formula is same as that of the HRA.

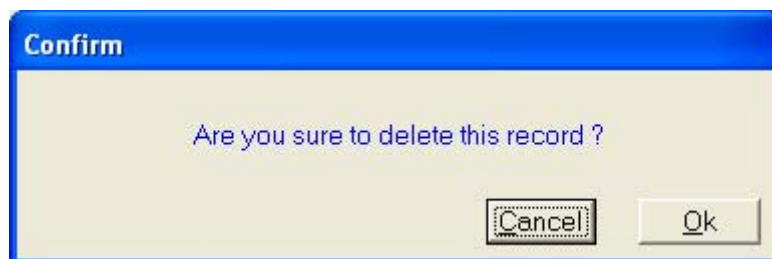
MODIFY

This option facilitates for modification of information of the existing employee's record. Selecting the Modify button the details of the selected row is displayed. So before you click the Modify button first you should click on the desired row in the displayed table. You can also make use of the Find Paycode No. button to quickly jump to the desired record.

DELETE

This option facilitates for deletion of selected employee record. Similar to the Modify option, first you should click on the desired record in the table. For quick searching you can use the Find Paycode No button.

When you click Delete button then the following screen appears:



Pic 6

If you click Yes button then selected employee record will be deleted.

2. PAY PROCESSING

This option is used to capture the attendance data from the **TIMEWATCH** software. On selection, the software asks for the employee Paycode range i.e. the employees for whom you want to capture attendance data and the date range i.e. the starting and ending date for which you want to capture data.

After capturing the attendance data from the TIMEWATCH Time Office System start processing automatically that the system makes all the calculations, which you can view in the different reports provided under the Report Generation option. On selecting the processing option the screen looks like the Fig. 7.

You should enter the month and year for which you want to do processing. Suppose you want to process the data of August 2001 then choose this month and year and then click Process button for processing of August 2001 data.

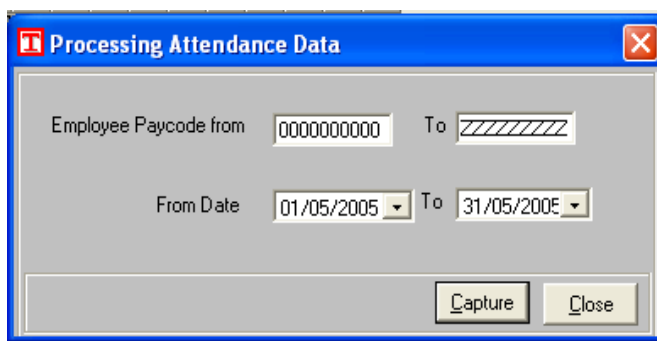


Fig. 7

Click the Capture button for capturing the data from TIMEWATCH Time Office software. While capturing data for different Paycodes, the system will show the Paycode for which it currently capturing data. When this is completed, the screen like Fig. 8 appears. Now click OK button.

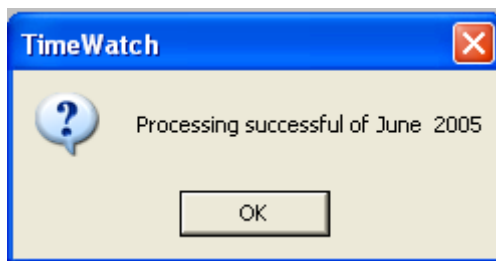


Fig. 8

3. PERFORMANCE ANALYSIS

After capturing data from the TIMEWATCH Time Office if you want to do any modifications manually (in Attendance, Deductions or Earnings for a particular month and year for a particular employee) in the captured data then select the **Performance Analysis** option for doing so. This option can be run only after capturing data from the **TIMEWATCH** Time Office software. The screen looks similar to the Fig. 9.

Field	Value
Paycode	0003
Date	06/2005
Name	EMPLOYEE THREE
Card No.	00000003
Department	SS
Days Worked	21.00
Absent / LWP	05.00
O.T. Hours	00.00
Late Hours	000.00
Early Hours	000.00
WO	04.00
CL	00.00
SL	00.00
PL/EL	00.00
Other Leave	00.00
Late Days	00.00
Early Days	00.00
Holidays	00.00

Fig. 9

Enter Paycode and then choose Month & Year and press tab button. The system will display all the details of particular employee.

- Days Worked : This is the number of days Present in the month.
- Absent / LWP : This is the number of days absent or leaves without pay.
- O.T.Hours : This is the total Over Time Hrs. in the month.
- Late Hours : This is the total Late Hrs. for the month.
- Early Hours : This is the total Early Hrs. for the month i.e. the total Early Departure hour of the month.
- Advance : This is the Advance amount to be deducted.
- Loan : This is the Loan amount to be deducted on the month.
- CL : This is the number of Casual leaves taken in the month.
- SL : This is the number of Sick leaves taken in the month.
- PL / EL : Total Privilege leave or Earned leave taken in the month.
- Late Days : This is the total Late days of the month.
- Early Days : This is the total Early days of the month i.e. the total number of days the employee has departed earlier than the shift end time (after accounting for the Permissible Early Departure)
- Other Leave : Any other type of leave taken in the month.
- Holidays : This is the number of Declared Holidays in the month.
- WO : This is the total number of Weekly Offs in the month.

Please note that after you make any changes through the PERFORMANCE ANALYSIS option always select NO against the message when you are running the PAY PROCESSING else all your manual changes will be lost.

4. PAYROLL SETUP

On selecting the Append or Modify button the screen that will appear is shown in Fig. 10.

General Setup

Bonus/Gratuity Setup Allowed Reimbursement Setup

Gen Setup **PF Setup** **ESI Setup**

Earnings

Description	Rate / Amt	Formula	Round
1 HRA	09000.00	None	<input type="checkbox"/>
2	00000.00	A	<input type="checkbox"/>
3	00000.00	B	<input type="checkbox"/>
4	00000.00	None	<input type="checkbox"/>
5	00000.00	None	<input type="checkbox"/>
6	00000.00	None	<input type="checkbox"/>
7	00000.00	None	<input type="checkbox"/>
8	00000.00	None	<input type="checkbox"/>
9	00000.00	None	<input type="checkbox"/>
10	00000.00	None	<input type="checkbox"/>

Basic Round Conveyance Round
 Hra Round Medical Round
 DA Round OT Amount Round

Deductins

Description	Rate / Amt	Formula	Round
1	00000.00	None	<input type="checkbox"/>
2	00000.00	None	<input type="checkbox"/>
3	00000.00	None	<input type="checkbox"/>
4	00000.00	None	<input type="checkbox"/>
5	00000.00	None	<input type="checkbox"/>
6	00000.00	None	<input type="checkbox"/>
7	00000.00	None	<input type="checkbox"/>
8	00000.00	None	<input type="checkbox"/>
9	00000.00	None	<input type="checkbox"/>
10 TDS	00000.00	None	<input type="checkbox"/>

Apply Close

Fig. 10

General Setup

Bonus/Gratuity Setup Allowed Extra Setup

Gen Setup **PF Setup** ESI Setup

Limit of PF Deduction 000000.00

Employer's PF Deduction 00.00

Employer's EPF Deduction 00.00

Employer's FPF Deduction 00.00

Employees PF Deduction 00.00

Employees VPF Deduction 00.00

Rounding with Decimal Place of 0

PF A/C 02 00.00

PF A/C 21 00.00

PF A/C 22 00.00

Amount on Which PF will Deducted

Basic
 HRA
 DA
 Conveyance
 Medical
 Earning 01
 Earning 02
 Earning 03
 Earning 04
 Earning 05
 Earning 06
 Earning 07
 Earning 08
 Earning 09
 Earning 10

Apply Close

Fig 11

General Setup

Bonus/Gratuity Setup Allowed Extra Setup

Gen Setup PF Setup **ESI Setup**

Limit of ESI Deduction 000000.00

Employer's ESI Deduction 00.00

Employees ESI Deduction 00.00

Rounding with Decimal Place of 0

Amount on Which ESI will Deducted

Basic
 HRA
 DA
 Conveyance
 Medical
 Earning 01
 Earning 02
 Earning 03
 Earning 04
 Earning 05
 Earning 06
 Earning 07
 Earning 08
 Earning 09
 Earning 10

Apply Close

Fig 12

General Setup

Gen Setup PF Setup ESI Setup

Bonus/Graduty Setup Allowed Extra Setup

Minimum Working Days for Bonus: Minimum Years For Graduty:

Bonus Wage Limit:

Bonus Amount Limit:

Bonus Allowed on Arrier Also:

Bonus Rate:

Graduty Formula:

Apply **Close**

Fig. 13

General Setup

Gen Setup PF Setup ESI Setup

Bonus/Graduty Setup **Allowed** Extra Setup

General

- Prof. Tax
- PF
- ESI
- VPF
- Bonus
- Graduty

Reimbursement Allowed

- Conveyance
- Medical
- Earning 01
- Earning 02
- Earning 03
- Earning 04
- Earning 05
- Earning 06
- Earning 07
- Earning 08
- Earning 09
- Earning 10

Leave Incash On

- Basic
- HRA
- DA
- Conveyance
- Medical
- Earning 01
- Earning 02
- Earning 03
- Earning 04
- Earning 05
- Earning 06
- Earning 07
- Earning 08
- Earning 09
- Earning 10
- PF Allowed on Leave Incash

Leave Type For InCash

Apply **Close**

Fig. 14

General Setup

Gen Setup PF Setup ESI Setup

Bonus/Graduty Setup Allowed **Extra Setup**

Gross Bifercation

Head	Percentage	Head	Percentage
Basic	<input type="text" value="000"/>	Earning-01	<input type="text" value="000"/>
DA	<input type="text" value="000"/>	Earning-02	<input type="text" value="000"/>
HRA	<input type="text" value="000"/>	Earning-03	<input type="text" value="000"/>
Conveyance	<input type="text" value="000"/>	Earning-04	<input type="text" value="000"/>
Medical	<input type="text" value="000"/>	Earning-05	<input type="text" value="000"/>
		Earning-06	<input type="text" value="000"/>
		Earning-07	<input type="text" value="000"/>
		Earning-08	<input type="text" value="000"/>
		Earning-09	<input type="text" value="000"/>
		Earning-10	<input type="text" value="000"/>

Apply **Close**

Fig. 15

In the Setup screen, six tags are visible. i.e General Setup, PF Setup, ESI Setup, Bonus/Gratuity Setup , Allowed, Reimbursement Setup.

In Fig. 10, the screen shows the options with the **Gen. Setup** tag active. Here you can specify that what are other extra earnings and deductions are allowed in the company. These will come automatically in earning and deduction tab in **Employee Setup**.

In Fig. 11, the screen shows the options with the PF **Setup** tag active. Here you can specify PF Deduction parameter. **Amount on Which PF will Deducted** ensure that PF will deducted on selected amount. For example if you select BASIC, HRA, DA and Earning1 then PF will deduct on sum of these value.

LIMIT of PF Deduction : Used to define PF Limit. If case if you put 6500 then PF will deducted on 6500 only whenever total salary exceed 6500.

Employer's PF Deduction : Used to define percentage of PF given by employer.

Employer's EPF Deduction and Employer's FPF Deduction : Bifurcation of PF deduction of **Employer's PF Deduction**.

Employee's PF Deduction : Used to define percentage of PF of employee.

Employee's VPF Deduction : Used to define percentage of VPF of employee.

Rounding with Decimal place of : is the value by which the PF amount will be rounded.

EF A/C 02, EF A/C 21, EF A/C 22 : Percentage of distribute PF of different PF account.

In Fig. 12, the screen shows the options with the **ESI Setup** tag active. Here you can specify ESI Deduction parameter. **Amount on Which ESI will Deducted** ensure that PF will deducted on selected amount. For example if you select BASIC, HRA, DA and Earning1 then PF will deduct on sum of these value.

The ESI Employer Contribution is the rate of contribution of the Employer. Rate of round off ESI is the value by which the ESI amount will be rounded. You can also specify which figures are to be rounded. Max. PF limit is the maximum limit after which the PF will be deducted only on this value. In the date field you can specify the date on which the changes are made.

In Fig. 13, the screen shows the options with the **Bonus/ Gratuity Setup** tag active. Here you can specify parameters for Calculating Bonus and Gratuity.

Minimum Working day for Bonus : User has to specify that how many days employees should work to avail bonus in a year.

Bonus Wage Limit : Specify Basic Limit for Bonus. I.e. if you enter 6500 then employees having basic more that 6500 will not be eligible for bonus.

Bonus Amount limit : Indicate what Maximum Bonus employees can get.

Bonus Allowed on Arrier Also : If this check box is checked then bonus will calculated on arrier received by employee during the year.

Bonus Rate : Amount of bonus rate.

Minimum Year for Gratuity : Used to ensure gratuity calculation. I.e. if value is 4 then employees those service with company is less then specified value will not be eligible for bonus.

Gratuity Formula : To calculate formula for gratuity. I.e. **(((basic 15)/26)*year)**

In Fig. 14, the screen shows the options with the **Extra Setup** tag active. Here you can specify parameters General Setup.

General : Here you can select options which is allowed for salary calculation for your organization. All selected parameters will marked automatically in Employee Setup whenever you will open window for adding a employee. But you unmarked it if it is not applicable for that employee.

Reimbursement : All option selected here will only printed on reimbursement report. These earnings will not printed on other salary report like Salary Slip or Salary Register.

Leave In cash On : Used for Leave Incash Purpose Only. During Leave incash amount will calculated on basis of selected fields in this head.

Leave Type for InCash : Used to specified leave for Incash purpose. Only those LeaveType added here can be incash.

In Fig. 15, the screen shows the options with the Gross Bifurcation tag active. Here you can specify parameters for Calculating Salary structure. Please add percentage of all heads and where ever you press calculate button after feeding gross in employee setup salary structure will calculated automatically as per percentage you defined here.

After you make any changes in this screen you must click the Apply button to make save the changes.

5. FORMULA SETUP

You can define the formula under given field names. Each formula should have a unique code. These formulas are used for computing elements of salary as defined in the master. When you choose Formula Setting option then screen looks like the figure shown in Fig. 16.

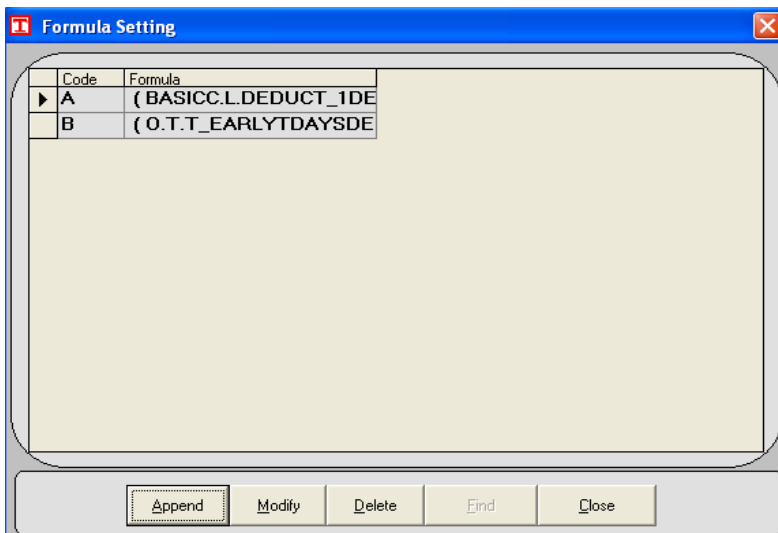


Fig 16

Append : If you want to add new formula then click Append button then the screen similar to Fig. 16 will be displayed.

Permissible operations while setting up the formula are Add (+), Subtract (-), Multiply (*), and Divide (/) Use the signs shown in the bracket while defining the formula.

Points to be taken care of:

- All formulas must be included within the parenthesis i.e. ()
- There should be at least one blank space before and after any field name or operator sign.
- You can make conditions in the Formula by using the standard IF-THEN-ELSE structure as shown in the example :

$$\text{IF} ((\text{BASIC} / \text{MON_DAY}) * \text{TDAYS}) >> 6500 \text{ THEN} (6500 * \text{PF}) / 100 \text{ ELSE} (((\text{BASIC} / \text{MON_DAY}) * \text{TDAYS}) * \text{PF}) / 100$$
Please note that for Greater Than symbol ">" use ">>", for Less Than symbol "<" use "<<", for Gerater Than Equal To symbol ">=" use ">=" and for Less Than Equal To symbol "<=" use "<=" signs.
- If you want to include an already defined formula in some other formula then you should write the formula code within <>. For example suppose you have defined a formula $A = ((\text{BASIC}/\text{MON_DAY}) * \text{TDAYS}) * \text{HRA} / 100$. Now you want to use this formula, defined as A, in another formula J, then you should define the formula as $J = \text{IF} (((\text{BASIC} / \text{MON_DAY}) * \text{TDAYS}) + <A>) < 6500 \text{ THEN} ((((\text{BASIC} / \text{MON_DAY}) * \text{TDAYS}) + <A>) * \text{ESI}) / 100) \text{ ELSE} 0$
- For writing formula for OT, kindly note that OT Rate has to be converted to rate per minute. So proper conversion has to be done.

In the **Formula code** select the formula code like A for deduction. You can set formula for All 10 types of Deduction and Earning.

Modify : If you want to Modify existing formula then click Modify button then the screen similar to Fig 12 will be displayed. When you change the formula then click ok button.

Delete : If you want to Delete the existing formula then click Delete button. Then the selected formula will be deleted.

Close : If you want to exit from the formula setting then click the close button.

The Formula definition screen looks like the screen shown in Fig. 17.

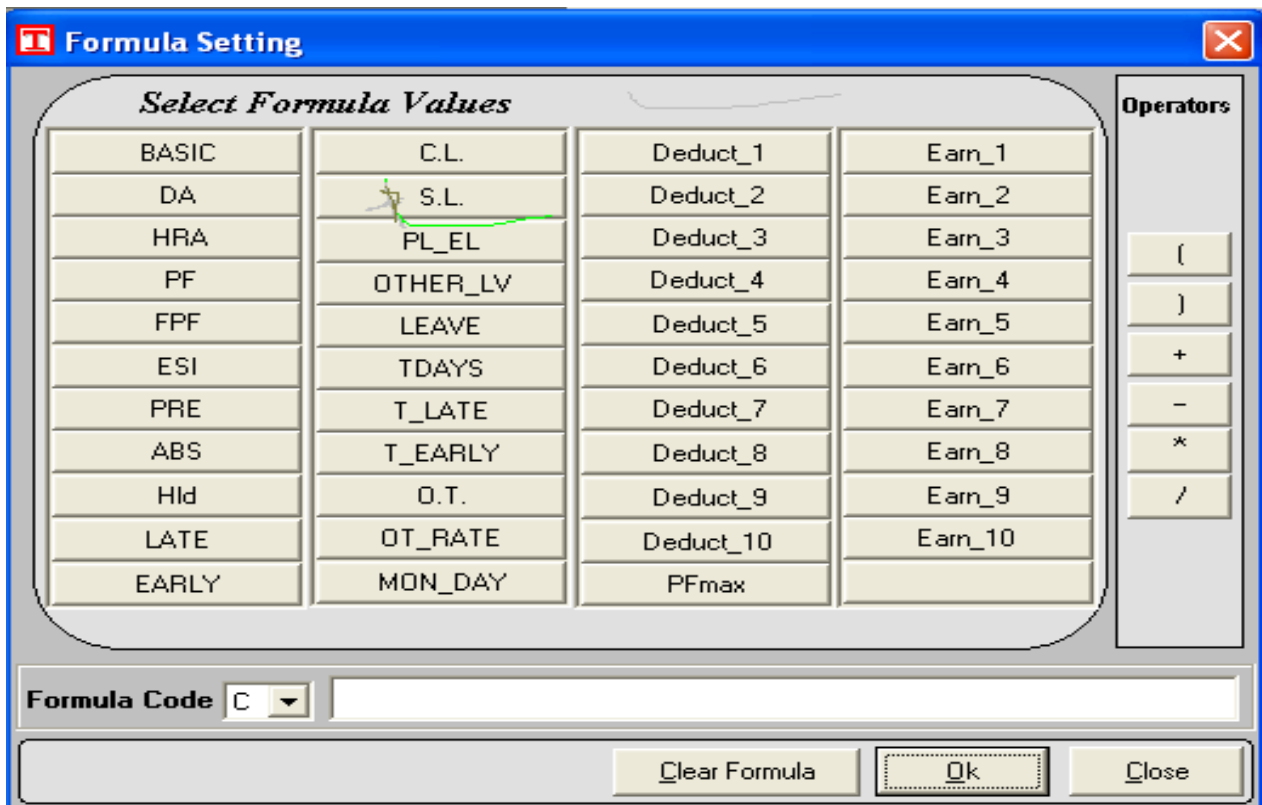


Fig. 17

Note:

Make sure that the formula is properly set here before using it for computation in the Payroll Master or Manual Data Maintenance.

You can input maximum 200 characters in each formula.

Before deleting a formula, make sure that the same is not used in the Master or Manual Data Maintenance.

6. AREAR ENTRY

When any increment is to be given with effect from previous month(months), then you have to make the Arrear entry. The Arrear Entry option is available under the Data Maintenance option of the Payroll menu. On selection of the Arrear Entry option, the screen similar to Fig. 18 will appear.

Kindly Fill up following Earning fields with their respective Increased By Amounts

Paycode Number Payable In the Month of For Month

	Rates	Calculated Amount		
Basic	00000.00	00000.00		
D.A	00000.00	00000.00		
H.R.A	00000.00	00000.00	P.F	00000.00
Conveyance	00000.00	00000.00	V.P.F	00000.00
Medical	00000.00	00000.00	E.S.I	00000.00
EARN_1	00000.00	00000.00		

Payable Days Selection
 As Per Actual Paid Days
 Paid Days by User

APPLY Settings

Fig. 18

7. REIMBURSEMENT MAINTENANCE:

Reimbursement Maintenance is used to maintain Reimbursement amount through Paycode range and Date range wise. All operations are at the left side of window.

i.e. for clear reimbursement of paycode 0001 of the month of July 2005 enter 0001 in paycode from text box and 07/2005 in month from text box. All related data will appear in grid box. select appropriate data and use operation button to execute.

Reimbursement Maintenance

* Paycode From * To

* Month from * To

8. INCREMENT ENTRY

This Option is used to defined Increment of employees.

EFFECTED FROM : Please select month and year of starting of increment. From Effected from month onwards salary of given paycode will calculated as you defined here.

Increment Amount : Specify Amount of Increment here. Please press Calculator button attached here to calculated increment amount of all related fields if you defined Gross Bifurcation in Payroll Setup window. If you want to changed manually.

Other feature are same as defined in Employee Setup.

9. LOAN SETUP

This option facilitates to enter the Advance or Loan taken by the employees. At the time of processing of the attendance data the software will consider the Advance / Loan installment amount as a deduction. On selection of the Advance / Loan Entry option the screen similar to Fig. 5 appears. The left side is the Advance part and the right side is the Loan part.

Fig 19

You should specify the Paycode for which you want to make an entry. On specifying the valid paycode, the Card No., Name and the Department appear automatically. The details of the Advance/Loan already taken by the employee also appears on the appropriate side (you can select the Loan ID./Advance ID. if more than Advance/Loan are taken). If you want to delete any Advance/Loan already given then you can select the appropriate Advance/Loan ID from the drop down list and then click the Delete button. Please note that if you delete the Advance/Loan entry for a month for which you have captured and processed data in Payroll then after deleting the entry you should Capture and Process the data once again for that employee for that month onwards.

For both, Advance and Loan, the number of installments will be calculated by the system itself.

While making entry for Advance/Loan, whatever date you specify as the Installment Date, the deduction will start from that month only and will continue till the balance amount becomes zero.

In case you make more than one Advance entry for an employee in the same month, then the total Advance deduction amount will be the sum of the individual installments for the month.

In case of Loan, suppose you have made an entry for which the deductions will be done for Ten months. Now before this Loan is recovered in full, you make another Loan entry, then in that case the previous balance Loan amount will be merged with this new Loan amount and the installment of deduction will be the new installment amount only.

On selecting Advance/Loan button, the above screen further changes to the one as shown in Fig 19.

10. LOAN ADJUSTMENT

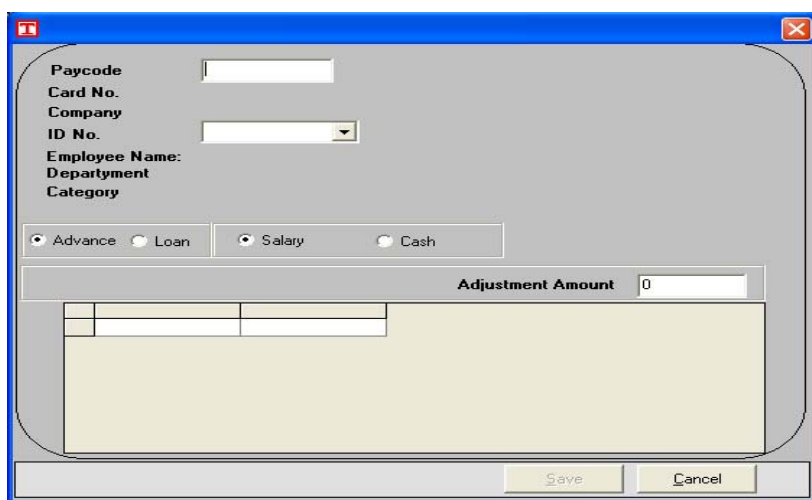


Fig. 20

You can adjust Loan / Advance through this option. To Proceed further you have to enter Paycode and select ID No of loan or advance given to employee. You can specify mode of settlement as it is getting deducted from salary or paid by cash.

11. FORM 16 SETUP

8.1 STANDARD DEDUCTION SLAB

User have to define Lower Limit and Upper Limit along with Factor 1,Factor 2 and Fixed deduction as per government rules for standard deduction in income to avoid TDS. If any changes comes into effects user can change it accordingly.

The dialog box titled "Standard Deduction Slab of Form 16" contains five input fields and two buttons. The fields are: Lower Limit (000000000), Upper Limit (000000000), Factor 1 (00), Factor 2 (00), and Fixed Deduction (000000000). The buttons are "Save" and "Cancel".

Fig 21

8.2 TAX SLAB

The dialog box titled "Tax Slab for Form 16" contains four input fields and one button. The fields are: Lower Limit (000000000), Upper Limit (000000000), Precent (000), and Fixed Tax (000000000). The button is "Save".

Fig 22

User have to define Lower Limit and Upper Limit along with percentage and Fixed tax as per government rules for applicable tax slab . If any changes comes into effects user can change it accordingly.

8.3 SURCHARGE RATE

The dialog box titled "General Setup for Form 16" contains five input fields and one button. The fields are: Amount (000080000), Precent (020), Surcharge (002), Qulify Rate (020), and Women Tax Deduction (000005000). The button is "Save".

Fig 23

This option is used to specify percentage, surcharge rate, qualify rate and women tax deduction here.

8.4 PROFESSIONAL TAX SLAB

Here, user can specify Lower limit, Upper Limit and Tax amount for calculating Professional tax.

Professional Tax Slab for Form 16

Lower Limit: 000000000

Upper Limit: 000000000

Tax Amount: 000000000

Save Cancel

Fig 24

8.5 FORM16 (PROPOSED)

Form 16 (Page 1 of 3)

FORM NO. 16
[See Rules 31(1)(a)]
Certificate under section 203 of the Income Act, 1961 for tax deducted at source from income chargeable under the head "Salaries"

Name and Address of the Employer: _____
Name, Designation of the Employee: _____

PAN/GIR No. _____ TAN: _____ PAN No. _____

TDS Circle where Annual Return/Statement under Section 206 is to be filled: _____

PERIOD FROM: Apr/2005 TO: Mar/2006 ASSESSMENT YEAR: 2006 -- 2007

DETAIL OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED

1. GROSS SALARY			Basic		Process Query
2. Less : Allowance to the extent exempt			H.R.A		
(a) Conveyance			Conveyance		Refresh Calculation
(b) HRA [Actually payed]			Leave Salary		
3. Balance (1 - 2)			Bonus		Delete
4. DEDUCTIONS			Int. On Loan		
(a) Standard Deduction					Close
(b) Entertainment Allowance					
(c) Tax on Employment					
5. Aggregate of 4 (a to c)					
6. Inc. Chargeable under the head Salaries (3-5)					

This option is used to update employee that what amount they have to pay in tax in financial year.

8.6 FORM16 (FINAL)

Form 16 (Page 1 of 3)

FORM NO. 16
[See Rules 31(1)(a)]
Certificate under section 203 of the Income Act, 1961 for tax deducted at source from income chargeable under the head "Salaries"

Name and Address of the Employer: _____
Name, Designation of the Employee: _____

PAN/GIR No. _____ TAN: _____ PAN No. _____

TDS Circle where Annual Return/Statement under Section 206 is to be filled: _____

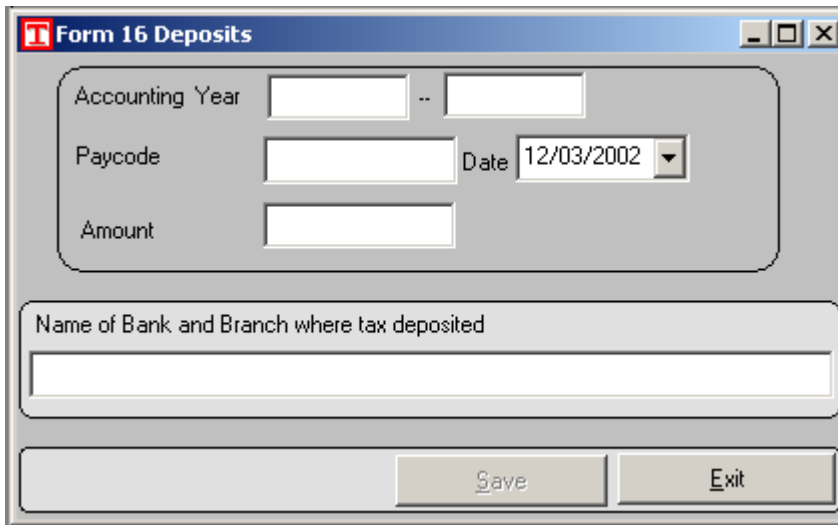
PERIOD FROM: Apr/2005 TO: Mar/2006 ASSESSMENT YEAR: 2006 -- 2007

DETAIL OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED

1. GROSS SALARY			Basic		Process Query
2. Less : Allowance to the extent exempt			H.R.A		
(a) Conveyance			Conveyance		Refresh Calculation
(b) HRA [Actually payed]			Leave Salary		
3. Balance (1 - 2)			Bonus		Delete
4. DEDUCTIONS			Int. On Loan		
(a) Standard Deduction					Close
(b) Entertainment Allowance					
(c) Tax on Employment					
5. Aggregate of 4 (a to c)					
6. Inc. Chargeable under the head Salaries (3-5)					

This window is used to prepare form 16. Here, user will all options related to form16.

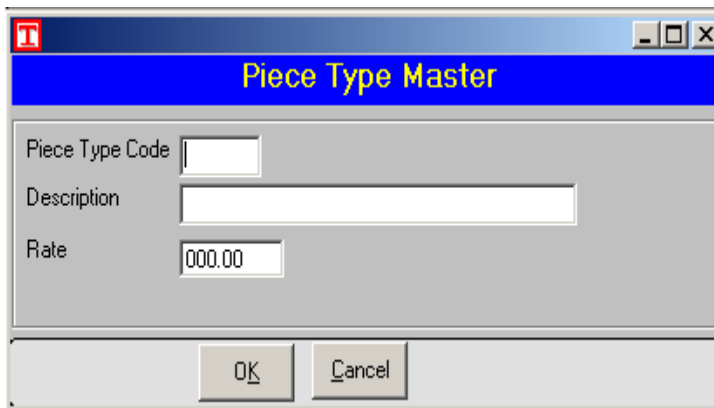
8.7 FORM16 (RETURN)



Used to keep track of form16 deposit details. Specify Accounting year from to, paycode of which is getting deposited, date of operation, Amount which is geeing deposited and bank details.

12. PIECE MASTER :

This option is used to define piece with rate. Applicable to calculate salary for **piece rate** type employee only.



12. PIECE ENTRY :

To add daily performance of Piece Rate Employee this option is used. User has to fill all piece and quantity related to selected employee with date of production. It helps to generate proper salary of salated employee.

Date : 04/10/2005 Emp Code :

Employee Name:
 Department
 Company
 Category

Select Piece Type Rate No. of Piece

 000.00

13. LEAVE ENCASHMENT ENTRY :

Leave Encash Entry

Paycode Number For Year Payable In the Month of 03/2000

Name
 Card No.
 Designation
 Company
 Department
 Category

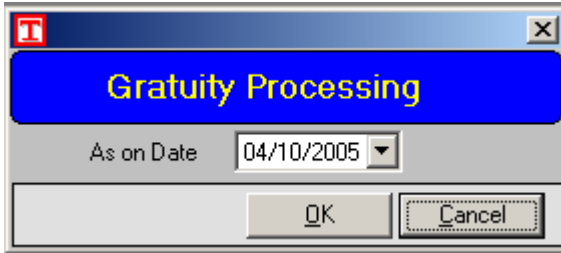
<u>Leave Description</u>	<u>Balance</u>	<u>Encash</u>

<u>Leave Description</u>	<u>Balance</u>	<u>Encash</u>

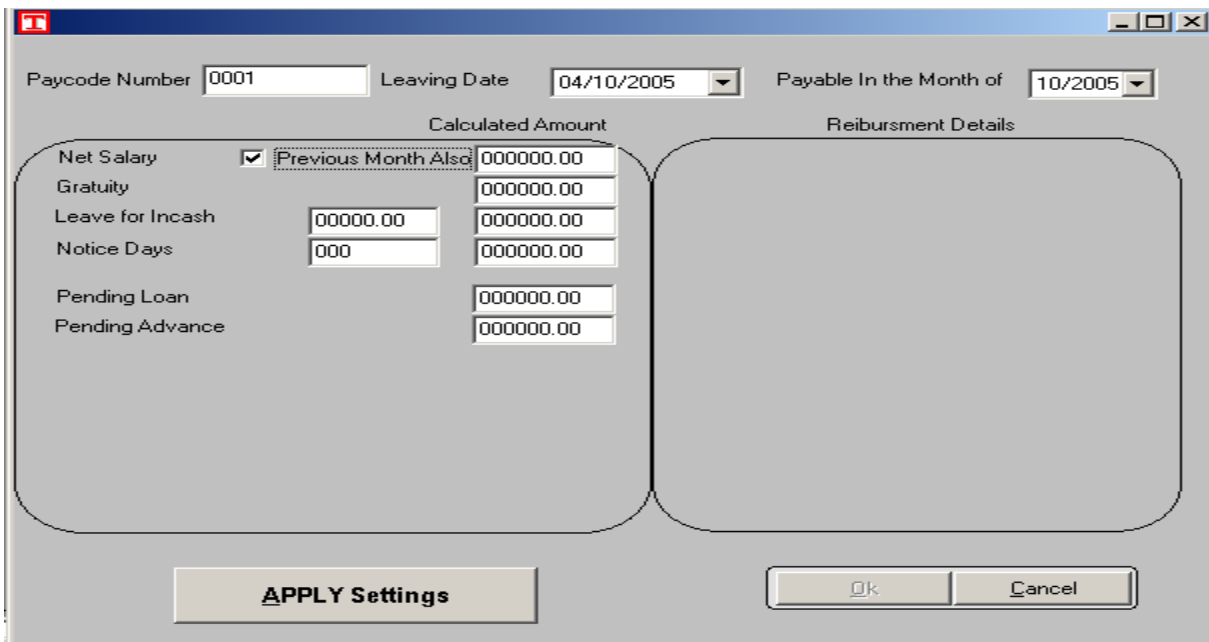
Option is used to In cash balance leaves. To execute please select paycode, Year and payable month and all in cash type leave will display with balance.

14. **GRATUITY PROCESSING :**

Used to calculate gratuity of eligible employee who completed specified gratuity period.



15. **FULL AND FINAL ENTRY :**



In case of resignation and termination this option can be used.

Leaving Date : Date of Leaving of Employee.

Payable Month : month when this amount will be payable.

Notice Day : No of Notic Days.

Leave Incash : No of Balance leave.

Other option will calculated automatically when user click on apply settings. Please press OK to save calculated amount.

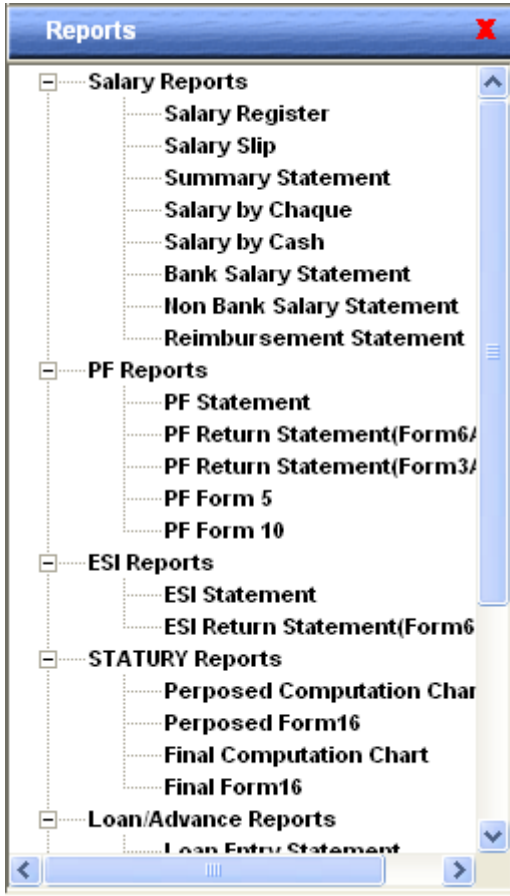


Fig. 20

After doing the processing you can generate various types of reports through the Report option. On selecting the Report option the screen looks like Fig.19

Sorting : In this option you generate a report through sorting order like paycode, Employee Name, Department + Paycode and Department + Name wise sorting.

Selection : You can make selection of data for reports. You can make selection of Paycode, Company, Department and Category. The selection screen looks like Fig. 21.

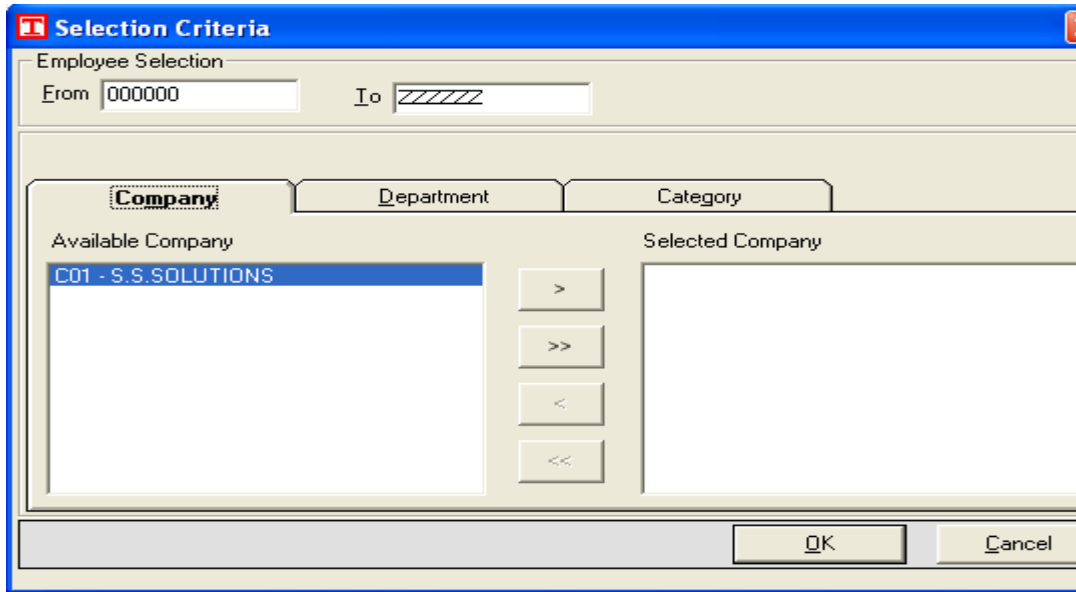


Fig. 21.

Salary Register

Salary Register shows the details of all the earnings, deductions, gross pay and net pay of a month in the form of a register.

On selecting the salary register option, if you want to report in employee Paycode range and particular department, category, and shift then click selection option. After selection click generate button for generating the report.

Salary Slip

The salary slip shows the details of all earnings, deductions, gross pay and net pay for all the employees of a month. For each employee a separate slip will be printed.

On selecting the salary slip option, if you want the report an employee Paycode range and particular department, category, and shift then click selection option. After selection click generate button for generating the report.

PF Statement

This report shows the details of provident fund (PF) for number of days, amount on which provident fund and family pension fund (FPF) calculated, employee's contribution, employer's contribution etc.

On selecting the PF Statement option, if you want to report in employee Paycode range and particular department, category, and shift then click selection option. After selection click generate button for generating the report.

ESI Statement

This report shows details of Employee State Insurance (ESI) amount calculated. It shows the employer's contribution, the employee's contribution, amount on which ESI deducted etc.

On selecting the ESI Statement option, if you want to report in employee paycode range and particular department, category, and shift then click selection option. After selection click generate button for generating the report. This report generation is based on the declaration of the employee state insurance in the master maintenance.

If you want the ESI report of those employee's whose earning gross salary is less than 3000.00. In the PAYROLL software, there is a provision for this type of conditional ESI statement printing.

BONUS Statement

This report shows the details of earning of every month, total amount on which bonus is to be calculated and bonus amount. The formula for Bonus is based on the basic salary multiplied with total payable days divided by the Bonus Rate percentage.

On selecting the BONUS Statement option, if you want to report in employee paycode range and particular department, category, and shift then click selection option. After selection click generate button for generating the report.

ADVANCE / LOAN Statement

This report shows the status of advance / loan (the advance / loan amount, number of installments paid and total number of installments etc.).

On selecting the ADVANCE / LOAN Statement option, if you want to report in employee paycode range and particular department, category, and shift then click selection option. After selection click generate button for generating the report.

ARREAR Report

Look wise it is very much similar to the Salary Slip with the difference that it contains only the Earnings and Deductions given as Arrear payment made through the Arrear Entry option under the Data Maintenance menu.

SUMMARY Statement

This report gives the department wise breakup of the various Earnings and Deductions. It shows the Basic, DA, HRA, Over Time and Other Earnings (sum of all the ten extra earnings fields), Total Earnings. On the deduction side, it shows the ESI, PF, Loan, Advance, Other Deductions (sum of all the ten extra deduction fields), Total deduction and the Net Pay.

You cannot select any Sort order for this report. It will always come sorted on Department.

Loan Application Form

This report shows the details of the Loan details of the loan entries made between the date range specified during the report generation. It shows the Paycode, Employee name, Date of Appointment, Basic Pay rate, Loan granted and Installment rate of loan deduction.

Loan Deduction Statement

This report shows the Loan Installment deduction details for the given month. It gives the employee details like Paycode, Employee's Name, Parent's Name, Department, Date of Join and the Installment amount of Loan deducted. At last it also prints the Grand Total of the Installment Amount.

Loan Statement

The Loan Statement report gives the Loan Outstanding details on a particular month as selected. It shows the employee details such as Paycode, Employee Name, Department, Date of Appointment, Basic Pay rate, Total Loan granted, Installment rate and the Balance Outstandings.

Advance Deduction Statement

This report shows the Advance amounts deducted for the month as selected by you.

MASTER Information

Master Information report gives you a picture of the details that you have entered during the Payroll Master creation. It gives the details of the Basic, DA, HRA, PF, FPF, ESI, OT, the Earnings (Max. 10) and the Deductions (Max. 10) rate details entered in the Payroll Master.

P.F. Return Statement (Form 6A)

This is a statutory report required by the P.F office on yearly basis. This report basically shows the P.F deductions for all the employees during the given period in a consolidated form.

P.F. Return Statement (Form 3A)

This is also a statutory report yearly required by the P.F office. This report shows the employee wise monthly details of the P.F deductions during the selected period. It shows both Worker's as well as the Employer's contribution.

P.F. Form 5

This report a statutory report required by the P.F Office for allocation of P.F number for the newly joined employees. So this report contains the list of only those employees who have joined between the dates specified as From and To dates. The date of joining will be taken from the Employee master of the Time Office software.

P.F. Form 10

This statutory report is required by the P.F office to take consequential action for those employees who have left their service during the specified date range. So this report contains the necessary details of only those employees whose date of leaving the service falls between the From and To date. The leaving date can be entered through the Time Office Software.

E.S.I. Return Statement (Form 6)

This is a statutory report required by the E.S.I office on yearly basis. This report gives the details of the E.S.I deduction in a consolidated form for the selected period for the employees who are covered under the E.S.I scheme.

Bonus Payment Form

This report shows the bonus paid to the employees during the From date and To date. Calculation will be done on the Net Pay for the months. The bonus rate will be entered before the report generation.

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