



Web Based Payroll Management Software

# EasyPAY.web

Web Solution for your HR Workforce

- Integrated HR & Payroll
- Statutory Compliances

**INDIA**

Software Solutions available on

**TDS | Payroll | Fixed Asset | Service Tax**



### Flexible Structure building capability of Earnings & Deductions

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

### Leave & Attendance Management

- Leave Rules can be defined
- Yearly Credit of Leave / Pro rata basis
- Monthly Increment of Leave / Pro rata basis
- Carry forward facility for Balance Leave
- Encashment of Leave / Encashment in excess of Leave
- Leave utilisation & balance can be checked
- CL, PL, SL, Compensatory & Customizable Leaves
- Automatic Leave payout on termination of Employees (in Full & Final Settlement)
- Swipe card / Attendance machine if any can be linked to our software
- Attendance Arrears
- Monthly Attendance Register & Yearly Attendance Summary
- Attendance / Leave Ledger
- Submission of online Leave Application and Supporting Workflow.

### Loan & Advance Management

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

### Payroll Processing

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

### Salary Reports (Payslip & Salary Sheet)

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

### Bank Transfer

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



### Reimbursement Management

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

### Arrears Calculation

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

### Other Payments

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

### PF Calculation & Reports

- User defined PF Rate of Deduction for Employer & Employee
- Employee & Employer Contribution
- Automatic Bifurcation of EPF & EPS
- PF applicability check at Employee Level
- Options to Limit Maximum Salary for PF Deduction
- Form 5, 10, 12A, 3A, 6A, 9, 11, Challan & Reconciliation Statement

### ESIS Calculation & Reports

- User defined ESIC Rate of Deduction for Employer & Employee
- ESIC applicability check at Employee Level
- ESIC Register, Form 5, 7 & Challan

### Professional Tax

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

### Income Tax Management

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

### Full & Final Settlement

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

### User Defined Reports

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



## Discover Adequate Payroll Management

### HR Functions

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

### Reporting

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

### Employee Self Service Module (ESS)

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

### Workflow

- News
- Announcements
- Company Documents
- FAQ
- Kiosk
- Polls
- Query
- Surveys
- Leave Application
- Reimbursement Request
- TDS Declaration

### Other Add on Modules

- Integration of Payroll Software with Tally
- Journal Voucher Entries

### Data Import (Masters, Salary & Leave Record)

- Employee & Payroll Data if available in Excel can Imported to our software

### User Rights / Security

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

### Software Architecture

- Completely Web based product
- Designed using state of art technology. ASP.NET + MS SQL
- Software installation on clients machines are not required.
- All authorized personnel can login to the system and do the required functionality as per their rights



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