



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 our report for the previous periods.

Employee Self Service Module

- 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

- 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

Software Architecture

- Completely Web based product
- Designed using State of art technology. ASP.NET 3.5 + 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



MUMBAI

Tel : 022 - 66278601 / 66278602
Cell : 9867307971 / 9769468105

DELHI

Cell : 9891008988 / 9891008473

Email : sales@sensysindia.com
Website : www.sensysindia.com

TDS | Payroll | Fixed Asset | Service Tax



Web Solution for your HR Workforce

INDIA

- Integrated HR & Payroll
- Statutory Compliances

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 & LT

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
- 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 this 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, 6 & 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 this month
- Auto calculation of TDS based on Projections
- Income Tax Projections with the options to deduct projected TDS from Monthly Salary
- Prints Form 16, 16AA, 12BA & 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