

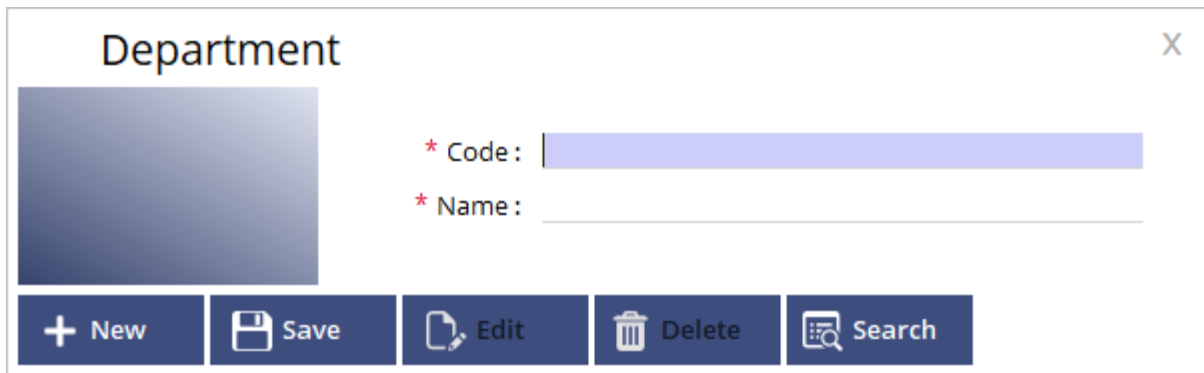
Payroll Management System

Introduction

Now a day, companies try to enhance their management and have a better control over their employees. In order to fulfill these requirements more efficiently and effortlessly they will require Payroll Management solution. Payroll management is one of the modules in **atACC ERP 19** which satisfies the needs of a company to manage all details of an employee and their maintenance. It has provisions to record the employee's complete personal data (citizen identity number, name, surname, date of birth etc.), details of education, employment, experience, passport, visa, annual leaves, payroll, provision to make advance salary and loan for employee's and so on. Payroll Management will meet the needs for managing the personal data, system authentication and authorization of an employee.

Department

- Select Payroll System > Master > Department

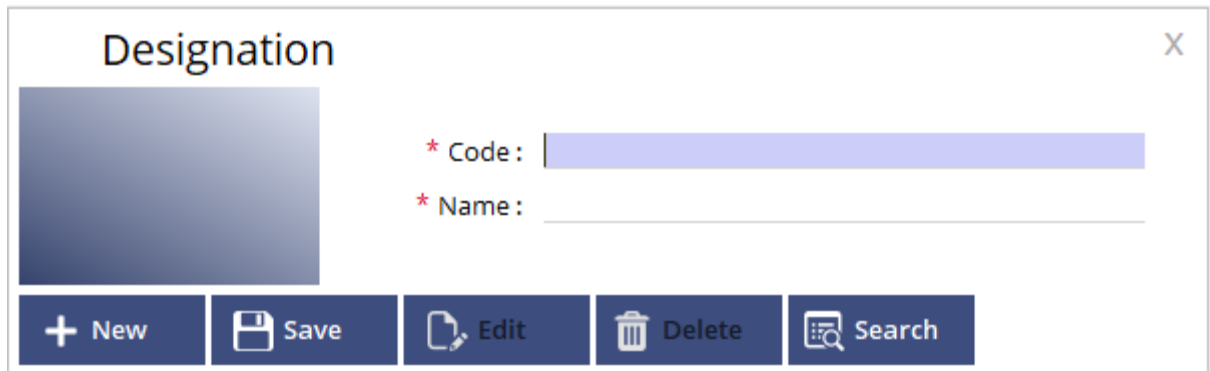


The screenshot shows a web-based form titled "Department" with a close button "X" in the top right corner. On the left side of the form, there is a large, empty blue rectangular area. To the right of this area, there are two input fields, both marked with a red asterisk to indicate they are required. The first field is labeled "* Code :" and the second is labeled "* Name :". Below the input fields, there is a horizontal toolbar with five buttons: "+ New" (with a plus icon), "Save" (with a floppy disk icon), "Edit" (with a document and pencil icon), "Delete" (with a trash can icon), and "Search" (with a magnifying glass icon).

You may create as many departments as you want you to, based on your requirement. The Dept. code by default will be system generated and if you to change it then you may change it as well. Enter the name and click save to create a new Service Department.

Designation

- Select Payroll System > Master > Designation

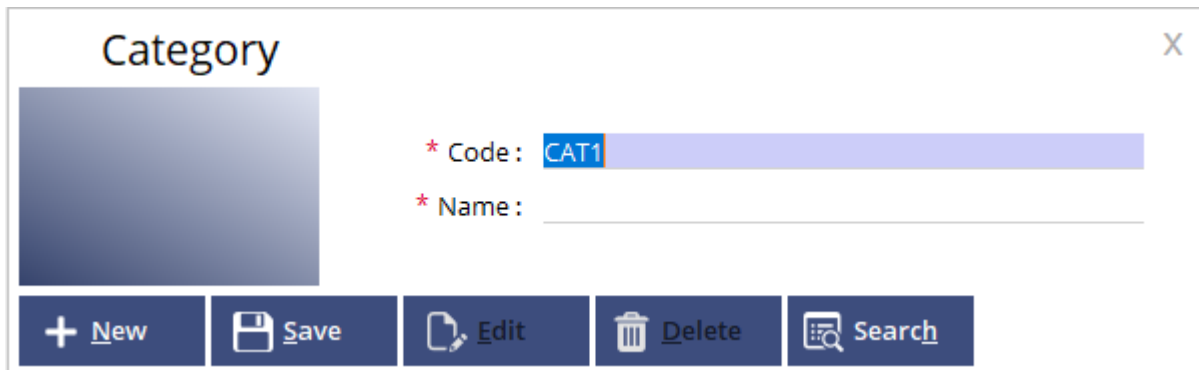


The screenshot shows a window titled "Designation" with a close button (X) in the top right corner. On the left side, there is a large, empty blue rectangular area. To the right of this area, there are two input fields: "* Code :" followed by a light blue text box, and "* Name :" followed by a white text box. At the bottom of the window, there is a dark blue toolbar with five buttons: "+ New", "Save" (with a floppy disk icon), "Edit" (with a pencil icon), "Delete" (with a trash can icon), and "Search" (with a magnifying glass icon).

Create the Designation's respective employee's working in your organization from this form. The Code will be system generated by default and then enter the designation name to save the form and a new designation will be created.

Category

- Select Payroll System > Master > Category

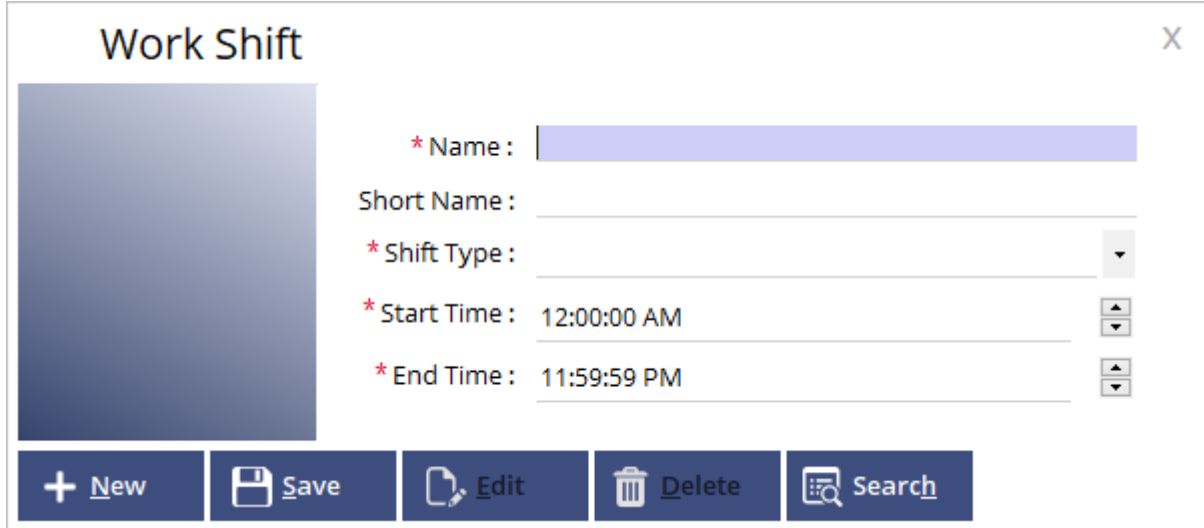


The screenshot shows a window titled "Category" with a close button (X) in the top right corner. On the left side, there is a large, empty blue rectangular area. To the right of this area, there are two input fields: "* Code :" followed by a light blue text box containing the text "CAT1", and "* Name :" followed by a white text box. At the bottom of the window, there is a dark blue toolbar with five buttons: "+ New", "Save" (with a floppy disk icon), "Edit" (with a pencil icon), "Delete" (with a trash can icon), and "Search" (with a magnifying glass icon).

You may create categories for employees like A-Level employee, B-Level employee etc. in order to group them and later on set salary for that particular category which will affect all the salary of employees under the same.

Work Shift

- Select Payroll system > Master > Work Shift



The screenshot shows a web form titled "Work Shift" with a close button (X) in the top right corner. On the left side, there is a large, empty blue rectangular area. The form fields are as follows:

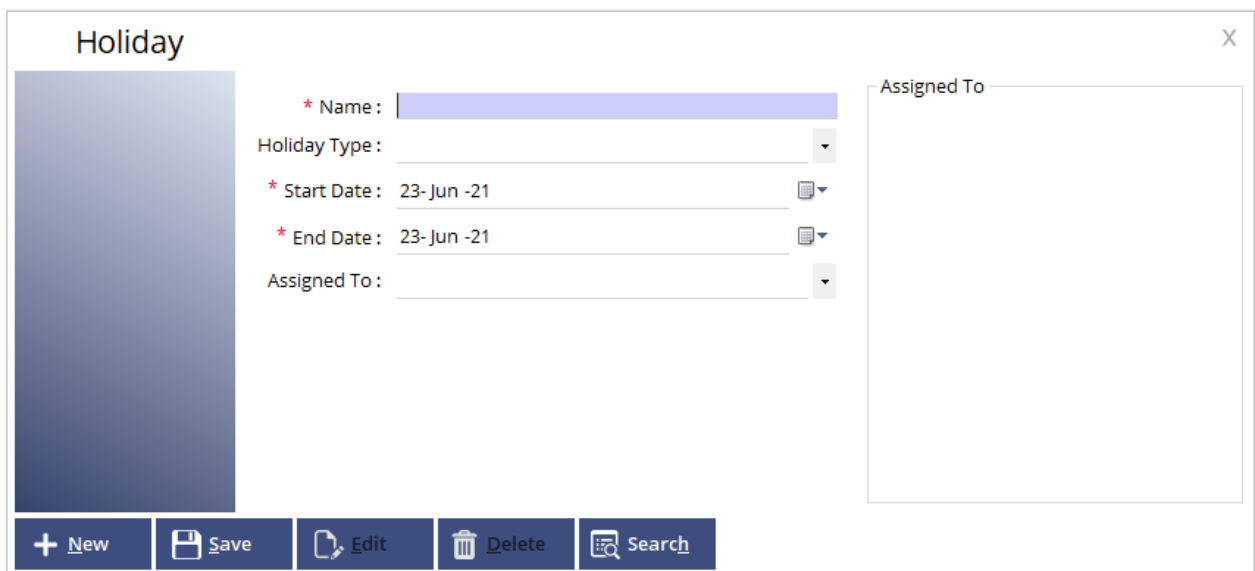
- * Name: [Text input field]
- Short Name: [Text input field]
- * Shift Type: [Dropdown menu]
- * Start Time: 12:00:00 AM [Time input field with up/down arrows]
- * End Time: 11:59:59 PM [Time input field with up/down arrows]

At the bottom of the form, there is a dark blue toolbar with five buttons: "+ New", "Save", "Edit", "Delete", and "Search".

You may add work shift for employees from this form. You may enter the employee name and add a short name also for them which is not a mandatory field. You may choose from the Shift types like Work shift, break hours, Over time etc. As a last step you may add the start and end time for each shift of that particular employee.

Holiday

- Select Payroll system > Master > Holiday



The screenshot shows a web form titled "Holiday" with a close button (X) in the top right corner. On the left side, there is a large, empty blue rectangular area. The form fields are as follows:

- * Name: [Text input field]
- Holiday Type: [Dropdown menu]
- * Start Date: 23-Jun -21 [Date input field with calendar icon]
- * End Date: 23-Jun -21 [Date input field with calendar icon]
- Assigned To: [Dropdown menu]

At the bottom of the form, there is a dark blue toolbar with five buttons: "+ New", "Save", "Edit", "Delete", and "Search".

On the right side of the form, there is a large, empty rectangular box labeled "Assigned To".

Name: Enter the name of Holiday

Holiday Type: Choose from the types to specify whether it is Vacation or an actual Holiday.

Start Date/End Date: Specify the start and end date of the Holidays

Assigned to: Choose the category which the Holiday is assigned to.

Salary period

➤ Select Payroll System > Master > Salary Period

The screenshot shows a software window titled "Salary Period". On the left side, there is a large, vertical blue sidebar. The main content area contains several input fields:

- * Name : [Text input field, highlighted in blue]
- * Year : 2021 [Dropdown menu]
- * Start Date : 23- Jun -21 [Date picker]
- * End Date : 23- Jun -21 [Date picker]
- * Working Days : [Text input field]
- Remarks : [Text input field]

At the bottom of the window, there is a dark blue toolbar with the following icons and labels from left to right:

- + New
- Save
- Edit
- Print
- Delete
- Search

Name: Specify the name of the salary.

Year: Select the year in which the salary period is under.

Start Date/End Date: Specify the start and end date of the salary period.



Working Days: Mentioned the number of working days in that particular salary period.

Remarks: To add any additional text or reference related to this particular salary period.

Employee

➤ Select Payroll System > Master > Employee

Employee

Contact Details

Official Details

Emergency Contact

Statutory Details

Bank Details

PF & ESI Details

Educational Details

Experience Details

Documents

* Code: EMP14 Rejoining: _____

* Name: _____

Account: _____

Description: _____

* Employee Type: _____

User Role: [None] _____

* Branch: Main Branch _____

Status: Active Inactive

Address 1: _____

Address 2: _____

Address 3: _____

City: _____ State: _____

Country: India _____ Postal Code: _____

Telephone: _____ Mobile: _____

Email: _____ Date of Birth: 23-Jun -21 _____

Gender: _____ Religion: _____

Blood Group: _____ Marital Status: _____

Father Name: _____

Spouse Name: _____

+ New Save Edit Delete Search

Contact Details:

From this form you may add all the necessary data for an employee and add them to your payroll. It is under the contact details tab where you provide all the basic details of an employee starting from their name to their designation and details as such. You may even mention the employee name in the rejoining column if that particular employee has relieved before.

Official Details:

Under the official details section, you may add all the work related details of that particular employee starting from their Department, Designation to their salary frequency to whom they should even report to and all rest of the official details as such.

Emergency Contact:

Under the emergency contact section, you may provide their alternate address and details for further reference.

Statutory Details:

In this section you may add the employee passport and visa details, were you can even attach any type of related documents as well.

Bank Details:

Here you may add the employee bank details.

PF & ESI Details:

You may add the employee P.F number and dates as well as E.S.I number and details along with dates for the records

Educational Details:

Here you may add all the employee details like the College/University were they have graduated and their credits as well.

Experience Details:

You may add the employee past experience details in this section all you have to do is mention their previous company name, designation and dates of joining and relieving over there.

Documents:

If you want to attach any other documents of this particular employee, then you can make use of this document section and add as many documents as you want to.

Salary Component

➤ Select Payroll System > Salary Component

Salary Component X

* Name :

* Short Name :

* Account :

* Group Under : Salaries ▼

Description :

* Component Type : Earning ▼

System Type : [None] ▼

Expression Type : Fixed Value ▼ ...

Value :

Status : Active Inactive

+ New Save Edit Delete Search

Name: Enter the name of the salary component.

Short Name: Enter the Short name of the salary component.

Account: Account name will be same as the name of the salary component which you've entered.

Group under: Specify whether if this particular component comes under Salaries or incentives etc.

Description: You may enter any description as reference to the component.

Component type: Specify the component type like if it's an Earning or deduction etc.

System type: If the component is selected as deduction then they shall mention the system types like advance or loan repayment etc.

Expression Type: You can choose from either fixed value or you may create multiple salary components and create a formula to calculate the salary of each employee after their earnings and deduction.

Value/Expression: The Value or Expression will be shown in this column.

Category wise salary

- Select Payroll System > Master > Category wise salary

Category wise Salary

* Category :

* Effect From : 23-Jun -21

Annual CTC :

Salary Component Type :

Salary Component :

Earning

	Salary Component	Expression
*		

Deduction

	Salary Component	Expression
*		

This is the section in which we assign the salary for a particular category of employees.

Category: Choose the category of the employees.

Effect from: Choose the date from which this particular salary component should take effect from.

Annual CTC: Mention the Annual cost to company.

Salary Component type: Assign the previously created salary component type.

Salary Component: Choose from the previously created salary components.

The total Earnings and Deduction of that part will be shown over there.

Employee wise salary

Employee wise Salary

* Employee :

* Effect From : 23-Jun -21

Annual CTC :

Salary Frequency :

Salary Component Type :

Salary Component :

Add

Earning

Salary Component	Expression
*	

Deduction

Salary Component	Expression
*	

+ New Save Edit Delete Search

We can assign salary for a specific employee from this form.

Employee: Specify the employee name.

Effect from: Choose the date from which this particular salary component should take effect from.

Annual CTC: Mention the Annual cost to company.

Salary Frequency: Specify the Salary frequency like daily, monthly etc.

Salary Component type: Assign the previously created salary component type.

Salary Component: Choose from the previously created salary components.

Leave Opening

Leave Opening X

Employee Name : Year : 2021 ▲▼

Leave Opening : Consumed Leave :

Compensatory Off : Encash :

Previous Year :

Balance :

+ New Save Edit Print Cancel Search

You may add-up and specify all the allotted and deducted leave for each employee here.

Employee name: Specify the name of employee here.

Leave opening: Mention the number of leave opening available for each employee for this year.

Compensatory Off: Additional leave available for an employee.

Previous year: Mention the no. of leave carry forward from the previous year.

Year: Choose the year you want to assign the leave.

Consumed leave: Leave consumed by each employee will be shown here.

Encash: If the employee has converted any of their leave as payment then the same will be shown in that column.

Balance: The total number of leave available will be shown in the balance column.

Attendance

Attendance X

Employee : [Leave Approved](#)

Attendance Date : 28-Jun -21 Leave Type : [None]

Over Time : (in hours) Leave Mode : [None]

	Shift	Attendance Type	Attendance Time
*	<input type="text"/>	<input type="text"/>	

+ New Save Edit Print Cancel Search

You may mark the Attendance of each employee here.

Employee: Specify the name of employee here.

Attendance Date: Mention the date which you want to mark the Attendance.

Over Time: Enter the Overtime consumed by the employee on hourly basis.


Leave Approved: You may call an approved leave from the attendance form using this button.


Leave Type: Specify whether the type of leave such as casual, LOF etc.

Leave Mode: Specify the leave mode such as forenoon, afternoon or full day.

Advance Salary

Advance



Voucher No : _____ Voucher Date : 28-Jun -21  X

* Employee Name : * No. of Installment : _____
* Amount : _____ Installment Amount : 0.00
Repayment From : 28-Jun -21 







Installment Details

	Date	Amount
*		

Payment

Mode Of Payment : Cash 
Payment Account : Cash Account 
Amount : 0.00

Repaid : 0.00
Balance : 0.00

 New  Save  Edit  Print  Cancel  Search

You may provide Advance salary for your employees from this window and collect the payment back on installment basis.

Employee Name: Specify the name of employee here.

Amount: Enter the amount which is providing as advance amount.

No. of Installment: Mention the no. of installments required to pay back the advance amount.

Installment Amount: Enter the installment amount to be deducted from the employee.

Repayment from: Schedule the repayment start date.

Mode of Payment: Specify the mode of payment to pay the amount.

Payment Account: Specify the payment account.

Amount: Advance salary will be shown here.

Repaid: The amount repaid by the employee will be shown here.

Balance: The balance amount to be paid will be shown here.

Loan

Loan Voucher No : LON1 Voucher Date : 28-Jun -21

* Employee Name : _____ * No. of Installment : _____
Amount : _____ Installment Amount : 0.00
* Interest : _____ 0.00
Total Amount : 0.00
Repayment From : 28-Jun -21

Installment Details **Payment**

Date	Amount
*	

Mode Of Payment : Cash
Payment Account : Cash Account
Amount : 0

Repaid : 0.00
Balance : 0.00

+ New Save Edit Print Cancel Search

You may provide Loan for your employees from this window and collect the payment with interest as well back on installment basis.

Employee Name: Specify the name of employee here.

Amount: Enter the amount which is providing as advance amount.

No. of Installment: Mention the no. of installments required to pay back the advance amount.

Interest: You may specify the interest payment to be calculated

Installment Amount: Enter the installment amount to be deducted from the employee.

Repayment from: Schedule the repayment start date.

Mode of Payment: Specify the mode of payment to pay the amount.

Payment Account: Specify the payment account.

Amount: Advance salary will be shown here.

Repaid: The amount repaid by the employee will be shown here.

Balance: The balance amount to be paid will be shown here.

Leave Request

Leave Request Voucher No : Voucher Date : ⌵ X

* Employee Name :

* Leave Type : ⌵ * From Date : ⌵

Report To : ⌵ * To Date : ⌵

Status : ⌵

Reason For Leave :

You may enter the leave request for each Employee from this form.

Employee Name: Specify the name of employee here.

Leave Type: Specify the leave type such as Causal, LOP etc.


Report to: Mention the name of their superior to whom they should report to.

Reason for leave: You may specify the reason for leave in detail here.

From Date/ To date: Specify the from and to date for the leave to be issued.

Status: Status of the leave request if it's still pending or approved etc. will be shown here.

Leave Approval

Leave Approval Voucher No : _____ Voucher Date : 28-Jun -21 


Leave Req.


* Employee Name : _____

* Leave Type : _____

Report To : [None] _____

Reason For Leave

* From Date : 28-Jun -21 

* To Date : 28-Jun -21 


Status : Approved _____

H.R : [None] _____

+ New **Save** **Edit** **Print** **Search**

User may approve or deny a leave request from this Leave approval form. All the content from the leave request form will be shown here and you may call a leave request directly using the leave req. button in the top right corner and change the status of the same and also specify the H.R manager who approved or denied the request.

Relieve request


Relieve Request Voucher No : _____ Voucher Date : 28-Jun -21 

* Employee Name : _____

* Relieve Type : _____

Report To : [None] _____

Reason For Relieve :

* Relieving Date : 28-Jun -21 

Status : Pending _____

+ New **Save** **Edit** **Print** **Cancel** **Search**

The form is pretty much very similar to the leave request form and you may add all the information for relieving the employee. Such as mention the relieve type such as relieve, retirement or voluntary retirement etc.

Relieve Approval

Relieve Approval

Voucher No : Voucher Date : 28-Jun -21 📄 X

[Relieve Req.](#)

* Employee Name :

* Relieving Date : 28-Jun -21 📄

* Relieve Type :

Status :

Report To :

H.R :

Reason For Relieve :

[+ New](#) [Save](#) [Edit](#) [Print](#) [Search](#)

You may call the previously created Relieve request to this form and update its status whether if its approved or denied etc. and mentioned the authorized personnel who did the same.

Salary Processing

Payroll system > Process > Salary processing

Salary Processing Voucher No : SALPRO1 Processing Date : 29-Jun -21

Salary Period : + Department : Employee :
Payroll Manager : Designation :
Category :
Employee Type :

Employee	Total Earning	Total Deduction	Net Amount
*			

Details

Earning Component	Value	Deduction Component	Value
*		*	

+ New Save Edit Print Cancel Search **Grand Total**

User may process the employee salary from this form.

Salary period: Specify the salary period, if you want to create a new period you may click the ‘+’ button on the right hand side of the combo box and create a new salary period.

Payroll Manager: Mention the name of the payroll manager who is processing the payment.

Department: Mention the department to which the payment is processed.

Designation: Mention the Designation to which the payment is processed.

Category: Mention the Category to which the payment is processed.

Employee Type: Mention the Employee Type to which the payment is processed.

Employee: Mention the Employee to which the payment is processed.

After you assign salary against any of the above mentioned option, the details will be show in the grid below and you may press the add button to add anything additional.

Salary Payment

Payroll System > Process > Salary Payment

Salary Payment Voucher No : SALPAY1 Payment Date : 29-Jun -21

Mode : Processing No : **Select**

Bank / Cash Account : Salary Period :

Payroll Admin : Payroll Manager :

Employee	Total Earning	Total Deduction	Net Amount	Payment Amount
*				

Grand Total

From this form user may choose the salary payment mode and corresponding cash/bank account name as well. Specify the name of the authorized person as Payroll Admin. User may now easily call the processed salary by clicking the select button and then choose from all the voucher numbers specified and also you may multi-select the employees from the list. You may preview all the details of each employee in the grid and once you save the form the payment will be reflected in the employees account.

Employee Report

Payroll System > Reports > Employee report

Employee Report X

Search By

Employee

Official Details

Employee wise

Name :

Official Details

Employee Type :

User Role :

Department :

Designation :


Category :


Appointed As :


Salary Frequency :

Work Shift :

Branch :

 Preview

 Print

 Design

You may check all the details of an Employee from this report. User can check by 2 search methods like Employee and Official Details. If we search by Employee, then you can filter by the employee name and preview the report. IF you search by Official Details then there will be many filtering options to preview the employee details.

Salary Component settings

Payroll system > Reports > Salary Component settings

Salary Component Settings Report X

Search By

Employee

Official Details

Employee wise

Name :

Official Details

Employee Type :

User Role :

Department :

Designation :

Category :

Appointed As :

Salary Frequency :

Work Shift :

Branch :

As On :

Preview Print Design

You may check salary component setting of each Employee from this report. User can check by 2 search methods like Employee and Official Details. If we search by Employee, then you can filter by the employee name and preview the report. IF you search by Official Details then there will be many filtering options to preview the employee details. You may specify a date and the reports will be generated as on that particular date.

Document List

Payroll System > Report > Document List

Document List

X

Search By

- All
- Passport
- Visa
- Other Documents

Employee Name :

Employee Type : All

Department : All

Designation : All

Category : All

Branch : Main Branch

Reports To : All

Document Name :

Expiry

As On : 01- Jul -21

With In : 0 (Days)

You may check all the document details from this report. User can check by 4 search methods like Passport, visa, other documents or you may choose all to preview details of all the documents added. If we search by Employee name, then you can filter by the employee name and preview the report. Likewise, you may filter the criteria by different types and preview the report. You may specify the expiry date as well and the reports will be generated as on that particular date or else you may enter the no. of days with in range like 10 days etc. and the documents that about to be expired in 10 days will be shown.

Leave Opening Report

Payroll System > Reports > Leave opening report

Leave Opening Report X

Search By

All

Year Wise

Employee Name :

Employee Type : All ▼

User Role : All ▼

Department : All ▼

Designation : All ▼

Category : All ▼

Appointed As : All ▼


Salary Frequency : All ▼


Work Shift : All ▼


Branch : Main Branch ▼

Year

Year : 2021 ▲▼

 Preview

 Print

 Design

Using this report, the user may preview the leave opening using different criteria's and if the year wise option is chosen then user may preview the same with a specific year.

Attendance Report

Payroll System > Report > Attendance Report

Attendance Report

Report Format

Employee wise
 Date wise

Search By

All
 Check In
 Check Out

Employee Name :

Employee Type : All

User Role : All

Department : All

Designation : All

Category : All

Appointed As : All

Salary Frequency : All

Branch : Main Branch

Leave Type : All

Leave Mode : All

Shift Type : All

Period

01- Jul -21 To 01- Jul -21 Time

There are two different report formats and three search by option to choose from and based on the same there are more than ten filtering option to preview the Attendance report.

Advance Report

Payroll System > Reports > Advance Report

Advance Report

X

Search By

Employee

Official Details

Voucher No.

Employee wise

Name :

Official Details

Employee Type :

User Role :

Department :

Designation :

Category :

Appointed As :

Salary Frequency :

Work Shift :

Branch :

Voucher Number

Voucher No :

Period

01- Jul -21 To 01- Jul -21 Time

There will be three search by methods Employee, Official Details and Voucher No. based on the same there will be additional filtering options to preview the Advance payment report as well.

Loan Report

Payroll System > Reports > Loan report

Loan Report

Search By

Employee

Official Details

Voucher No.

Employee wise

Name :

Official Details

Employee Type :

User Role :

Department :

Designation :

Category :

Appointed As :

Salary Frequency :

Work Shift :

Branch :

Voucher Number

Voucher No :

Period

01- Jul -21 To 01- Jul -21 Time

There will be three search by methods Employee, Official Details and Voucher No. based on the same there will be additional filtering options to preview the Loan payment report as well.

Leave Report

Payroll system > Reports > Leave report

Leave Report

X

Search By Status

All
 Approved
 Rejected
 Pending

Employee Name :

Employee Type : All

User Role : All

Department : All

Designation : All

Category : All

Appointed As : All

Salary Frequency : All

Work Shift : All

Branch : Main Branch

Leave Type : All

Reports To :

Period

01- Jul -21 To 01- Jul -21 Time

User may search by the Leave report as Approved, Rejected, pending or All in which all the other three will be included. You may filter using more than 10 criteria's as well to preview the same in a specific period of time.

Relieve Report

Payroll system > Reports > Relieve report

Relieve Report

Search By Status

All
 Approved
 Rejected
 Pending

Employee Name :

Employee Type : All

User Role : All

Department : All

Designation : All

Category : All

Appointed As : All

Salary Frequency : All

Work Shift : All

Branch : Main Branch

Relieve Type : All

Reports To :

Period

01- Jul -21 To 01- Jul -21 Time

User may search by the Relieve report as Approved, Rejected, pending or All in which all the other three will be included. You may filter using more than 10 criteria's as well to preview the same in a specific period of time.

Salary Processing

Payroll System > Reports > Salary processing

Salary Processing

Report Format

Summarised

Employee Name :

Employee Type : All

Department : All

Designation : All

Category : All

Branch : Main Branch

Salary Period : All

Payroll Manager :

Voucher Number

Voucher No :

Period

01- Jul -21 To 01- Jul -21 Time

Today Week Month Year FY

One of the important reports under the payroll system that deals with the payment processing of the employee salary. User may filter using all the data entered from criteria to preview the salary processing report.

Salary Payment

Payroll System > Reports > Salary Payment

Salary Payment

X

Report Format
 Summarised

Search By
 All Payment
 Cash Payment
 Bank Payment

Employee Name : _____
Employee Type : All
Department : All
Designation : All
Category : All
Branch : Main Branch
Salary Period : All
Payroll Admin : _____

Voucher Number
Voucher No : _____

Period
01- Jul -21 To 01- Jul -21 Time

You may search by Cash or bank payment or choose All payment to preview the report of salary payment and there are almost all the criteria to filter and generate the report.

Salary Slip

Payroll System > Reports > Salary Slip

Salary Slip

X

Search By

Employee

Official Details

Employee wise

Name :

Official Details

Employee Type :

User Role :

Department :

Designation :

Category :

Appointed As :

Salary Frequency :

Work Shift :

Branch :

Period

01- Jul -21 To 01- Jul -21 Time

User may generate salary slip for employees using this report and there are many criteria to filter and preview the same.