

# THOMSON REUTERS

## PayPac



## PAYROLL MANAGEMENT SOFTWARE

PayPac is a flexible payroll solution that takes care of legal compliance such as PF, ESIC, TDS and Professional Tax. It helps automate the complex payroll function into a simple process month after month. Over a thousand companies across multiple industries use PayPac to process their payroll.

### Key Features include:

- Easy and quick implementation of master data through import from excel.
- A simple interface for user to define any complex formula for creating earning or deduction component.
- Offers complete flexibility in customizing payslip in header, footer, earning and deduction components.
- Payslips can be emailed.
- Disbursement of salary through cheque and bank transfer.
- eFiling of PF, ESIC and TDS.
- Arrear calculations for any pay component for any period using automatic or manual process, option to import arrear through excel.
- Option to parameterize reimbursement monthly or annually and print reimbursement register.
- Loan management module.
- Full and final settlement.
- Print appointment, increment and experience letters.
- Integrates with Tally journal and Navision.

The key features mentioned above are available through various modules within the product. You can pick and choose what suits your organizations needs accordingly.



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## EMPLOYEE SELF SERVICE MODULE

Employee self service module is a web based add-on module. An employee can login and view payslips for each month, Tax estimation statement, annual salary statement, leave, loan and reimbursement details. Employee can also enter and update investment intent and payroll admin can download those details for updating in PayPac.

Investment Declaration - Employee can submit investment declaration online. The same can be exported in excel to update in SaITds (software for TDS compliances).

Post Query - Employees have an option to post queries to admin and get clarification from them through “My Query Status”.

Proof Submission - Employees can update investment proof details.

## LEAVE MANAGEMENT MODULE

Leave Management module is a web-based module under the PayPac Management Software that helps tailor leave types and create complex leave policies for any type of industry set up at multiple locations.

**Salient features of the leave management software include:**

- Online based leave management module
- Configurable role based privileges
- Catering to various leave types
- Allocating leave using flexible methods
- Enforcing complex leave policies
- Time-saving records on leave balance calculations

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For further information, or to meet with a representative, contact our sales team

080-67205000 | [sales@systemsoftwares.com](mailto:sales@systemsoftwares.com).

