



IN THE BUSINESS OF YOUR SUCCESS™

Payroll on Cloud

Version 3.0



Payroll on Cloud



- ▶ Robust and scalable payroll solution for Small, mid sized and large clients
- ▶ Highly configurable system with a built-in rule engine that can accommodate complex payroll logic
- ▶ Multi-Country solution with multi-lingual support
- ▶ Cloud based solution, multi-tenantable
- ▶ Integrates with other business solutions & ERP by using intelligent adapters
- ▶ One solution that offers integrated HRIS, Time and Attendance, and Absence Management solution

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नमस्ते



Investment Declaration & Proof Submission

Report	Sl.No	Group Name	Select
Cost	1	Employee Wise	<input checked="" type="checkbox"/>
Staff	2	Cader	<input type="checkbox"/>
Work	3	Grade	<input type="checkbox"/>
	4	Designation	<input type="checkbox"/>
	5	Department	<input type="checkbox"/>
	6	Branch	<input type="checkbox"/>

For tax calculations, employees need to submit their investment declarations. Payroll system provides the Declarations module, which employees can use to declare their investments. Employees need to submit proofs for their investments. Online submission of proofs makes year-end activities hassle free.

Time & Attendance (T&A)

Sl.No.	Shift Id	Description
1		
2		
3		

Modify Shift Master

Shift ID * : GS

Shift In Time * : 09:00

T&A, a module integrated with C8 can be configured for more than 200 variable parameters across employee groups and overlapping shifts. Unique flexible time collection feature makes it device independent and can capture source data from a various h/w devices. It provides granular reports for HR Managers. Features such as employee leave calendar and shift rosters make it a very useful tool for shift managers.

Easy Online Submission & Approval

Gone are the days when employees would have to fill out claim forms manually and save a number of paper bills to submit along with their claims. Claims' forms can now be filled online, and bills can be scanned and attached along with claims. With online claims, the claim approvers are also saved from the hassles of collecting huge number of paper bills and matching them with the submitted claims. Reimbursements are now processed quickly and easily.

Reports

EMPLOYEE INFORMATION		PAYROLL INFORMATION	
EMPCODE	: 10001	PAN NO	
EMPNAME	: Adv	PF NO	
DESIGNATION	: ASSISTANT	PAID DAYS	
DOJ	: 01/10/2009	LOP DAYS	
DEPARTMENT	: FR	ACCOUNT NO	
LOCATION	: TC	NJ ARREAR	

Reports provided by payroll system include monthly pay slips and tax slips, social security reports, leave balance reports, reports related to personnel data such as summary of confirmed employees, and Attrition report. In addition to in-built reports, system also provides customized reports and Report Builder to generate exclusive reports.



Rule Map Configuration

Seasonal/Project requirements may require employees from various industries to work overtime. Employees may be compensated for the additional hours worked either with allowances or compensatory off days. Some industries may also provide their employees flexibility in working hours or work from home options on certain days. T&A allows the configuration of all these additional settings whenever they are required.

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Leave and Holiday Setup

The screenshot shows the ADP software interface for 'Leave Application - Apply Leave'. At the top, there are buttons for 'SELECT COMPANY' and 'SELECT MONTH'. Below these are tabs for 'Master', 'Holidays', 'Shift', 'Swipe Card', and 'Data Transfer'. The main area is titled 'Leave Application - Apply Leave' and contains fields for 'Emp. No.' (EF019), 'Name' (S KUMAR), 'Apply Date' (07/01/2014), and 'From Date' (01/01/2014). There are also fields for 'Leave' and 'Reason', with a 'Select' button and a 'Search (Description/Code)' field. A table with a 'Description' column is partially visible at the bottom.

For accurate attendance tracking, organizations may need to pre-determine the leave and holiday allocations for a calendar year, and set the leave and holiday allocations in their attendance tracking systems. T&A allows organizations to create leave and holiday roster for different employee groups and locations, and map the holiday rules to the employees appropriately. Similarly, different employee groups may have different leave allocation. Leave groups can be created, and employees can be mapped to their leave groups for effective attendance and leave tracking.

Flexible Time Collection Methods

The screenshot shows the 'Device Setup' form in the ADP software. It includes a 'Device Name*' field, an 'IN/ OUT Status' section with radio buttons for 'A) Not Available', 'B) Available In swipe data' (selected), and 'C) Reader ID is used to Identify'. There are also fields for 'In Time Value' (0900) and 'Out Time Value' (1800), a 'Transfer String' field, and a 'File Format For Device Output File' dropdown menu.

Organizations may have multiple devices to track the in and out time of their employees. The devices used vary across organizations. While some organizations may use biometric devices, others may use access card time clocks or voice recognition devices. T&A offers compatibility with most of these time tracking devices.

Mobility

ADP payroll comes with a mobile solution. Organizations can now enable their employees to access reports, submit leave and expense details etc. from their mobile devices, and supports IOS and Android based platforms.



A Complete Solution

ADP Payroll is a cloud-based comprehensive solution that addresses the payroll requirements of organizations. HRIS, Time and Attendance and leave management are integrated as one solution.

The built-in Rule engine for building complex calculations logic is customizable and can be configured to any organization/country requirement.

The solution is already configured and tested for countries namely Sri Lanka, Maldives, Bangladesh, Dubai, Malaysia, Singapore, Philippines, Hong Kong, Macau and Mauritius. It also supports multiple languages.

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Payroll Management



Professional Tax Groups Settings

Group Name

Default PTAX Group

Prof Tax Group

Group Name

Deduction Option:

Default PTAX Group

Monthly Quarterly Half Yearly Yearly

Additional Recovery Months

Additional Recovery Months 1 None

Based on organizational needs, before executing the payroll process, the master data can be configured for different organizations based on various parameters. Payment periods, employee groups, leave groups, approval settings, ESS settings, and various other master data configuration can be done by using C8. This automates processes and eliminates the need for running live payroll for varied groups.

Statutory Management



PF Reporting Group Settings

Group Name

Default PF Group

PF Reporting Group

Group Name

Print Name

Establishment Code

Default PF Group

Demo Pvt Ltd

TNAMB003670600 Establishment Status

ADP payroll has a powerful system that can handle intricate deduction schemes such as social security contributions, pension schemes, provident funds, health benefit schemes and many other deduction components for various countries. Employees can be segregated based on certain statutory requirements, deduction types, earning components, etc. to make statutory calculations easier and simpler.

Expense Claims



New Medical Claim

Employee Code: 10001

Employee Name: Arvind Desai

Add Claim Item

Sl.	Bill Number	Bill Date	Claiming For
1	*	*	Self

ESS provides multiple expense claim categories such as Medical, LTA, Fuel, and Phone reimbursement claims, for which users can place their individual claims. Availability of various expense claim categories ensures that employees have clarity on the claim amounts approved for each one of the expense categories.

Master Data Configuration

The master data for earnings and deductions can be imported for payroll management. Based on the master data input, formulae can be established for computations of salaries and taxes. The provision for including arrear payments to salaries is also provided. After all the parameters have been established, payroll process can be initiated, which then generates pay slips, tax slips, and other reports.



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Document Management



Final Settlement Input	
Select Input Menu	
<input checked="" type="radio"/> Leave Encashment	Emp. No.
<input type="radio"/> Notice Period Details	Join Date
<input type="radio"/> Master Salary for Computation	Settlement Paid?
<input type="radio"/> Gratuity	
<input type="radio"/> Unpaid Salary	Leave Encashment

Employees can download common documents such as year end tax declaration, organization policies and procedure documents uploaded for their use, by account managers. ESS facilitates this document sharing process. Employees can also change their login passwords, and post queries.

Exit & Transfer Process



ADP			
SELECT COMPANY		SELECT MONTH	
		September	
Masters Employee Master Master Salary Monthly Inputs Piv. Month Process			
Add Employee			
Employee No. *	1234	Name *	Mr Demo
DOB	01/01/1973	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
		Marital Status	<input type="radio"/> Married <input checked="" type="radio"/> Unmarried
Father's Name	Demo		
Mother's Name	Demo		
Spouse's Name			
No. of Children		Blood Group	
			Notice Days
Job Details Address/Contact Details Personal Details Payment Details			

HR can perform internal transfers for employees and manage their exit process. The Exit module extends its support until the Full & Final settlement stage, which makes it an end-to-end solution for employee data management.

Secure Transactions



The payroll solution is deployed over a HTTPS protocol thereby ensuring secure access to client information. Client administrators can create/delete/modify user access and user privileges on the application. All transactions in the application are audit trailed, and thus provides for greater monitoring and tighter controls.

HRIS

HR users can manage employee details, upload and download employee master data, and manage the expense submission details. In addition to these tasks, an HR user can also modify demographic and salary data. Features like onboarding, rewards and recognition are an add-on to the HRIS platform.



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