



paywell- PAYROLL MANAGEMENT SYSTEM

BY BPHOENIX BUSINESS SOLUTIONS

Product overview

- “paywell” is a windows based application developed using latest .NET technologies with power of RDBMS like Microsoft SQL as backend.
- “paywell” will capture process from employee joining till Full and Final processing including auto generation of complete statutory compliances like PF,PT,TDS,ESIC,BONUS,WAGE on few clicks. Below are some of the highlights of “paywell” payroll system.

- ✓ Provision to define any comprehensive pay structure, attendance & Overtime policies & leave rules with user friendly configurations screens.
- ✓ Complete set of reports to furnish statutory compliances.
- ✓ Integration with existing biometric & ERP System.
- ✓ Full/Partial Salary Processing with graphical trend and Summary.
- ✓ RTGS input file for Salary Payments & JV output.
- ✓ Online salary calculation with every attendance processed.
- ✓ Auto credit of Privilege leave/Over Time/COFF.
- ✓ Entitlement , Carry Forward & Encashment of Leaves.
- ✓ Attendance entry with Auto & Manual mode.
- ✓ Summary amounts at every screens for validation.
- ✓ Full & Final Settlement from the System.
- ✓ Bonus, Incentive, Variable , Donation etc. management.
- ✓ Arrears Management , EMI based loan & Advance.

- ✓ Employee Self Service portal for employees.
- ✓ Notifications via Email & SMS & Auto email reporting.
- ✓ Multiple companies payroll from the same system.
- ✓ Variety of MIS & Output reports for Employee & HR.
- ✓ Dashboard at Employee Self Service portal.
- ✓ Common message publishing to all employees via system.
- ✓ IT declaration screen for Employees.
- ✓ Leave , Loan, Shift Change, Mispunch, Out station duty online applications for Employees.
- ✓ Users & their rights Management.
- ✓ Employee Documents Management.
- ✓ Online updated Time sheet & Shift allocation sheet.
- ✓ Dashboard for HR screen with latest trend and summary.
- ✓ Detailed & easy to understand Salary Slip.
- ✓ Import & Export data from & to Excel.

PayWell – Features and Functions

Employee Management

- Employee master data management which includes :
 - ✓ Personal & Dependent’s Information
 - ✓ Designation, grade & Qualifications
 - ✓ Past company experience
 - ✓ PF & Bank ACs details
 - ✓ Cost to Company (CTC)
 - ✓ Contact information
 - ✓ Income Tax Savings declaration
 - ✓ Employee Documents Management

Shift and Attendance Management

- ✓ Company wise shift configuration
- ✓ Mass shift allocation with user friendly screen
- ✓ Shift change alerts & tracking
- ✓ Shift data Import/Export from excel
- ✓ Attendance entry with auto & manual mode
- ✓ Attendance entry integration with biometric
- ✓ Comprehensive & Configurable Attendance policy.
- ✓ Attendance data Import/Export from excel

Leave Management

- ✓ Leave Types generation
- ✓ Email/SMS alerts for leave application
- ✓ Leave approval, rejection & cancellation with Employee Self service workflow
- ✓ Leave usage trends & graphs
- ✓ Configurable leave rules as per labor law
- ✓ Employee wise leave entitlement
- ✓ Leave encashment & carry forward
- ✓ Auto leave credit to employee as per the configuration for applicable leaves

Salary Management

- ✓ Full and Partial Salary processing
- ✓ Multiple Salary calculation options
- ✓ Monthly Headcount Analysis with Payout, Monthly Reconciliation & Graphical Representation of data.
- ✓ Employee wise Salary Account Masters
- ✓ Based on CTC & IT declaration, yearly Salary Pay out Projection.
- ✓ Bank Transfer TXT files for Salary Payable
- ✓ Expense JV generation with Salary Process

PayWell – Features and Functions

Other Earning and Deductions Mgt

- ✓ Flexibility to add n number of Earning/ Deduction Components which can be fixed or formula based
- ✓ Recurring earning/deduction amount process in single shot for entire year
- ✓ Calculate Earnings/Deductions as defined in CTC or based on basic/gross amount or with a fixed amount options, like Bonus, Donation, Sodexo etc.

Overtime and COFF Management

- ✓ Configurable Overtime & COFF rules Company, Department , grade wise
- ✓ Employee wise provision to define eligibility for Overtime or COFF
- ✓ Auto Overtime or COFF credit to employee as per configured rule and rate
- ✓ COFF usage tracking with COFF application/approval/rejection though ESS
- ✓ COFF or Overtime payout based on basic or gross options

TDS, PT, ESI and PF Management

- ✓ Employee wise provision to define eligibility for PF,TDS,ESI,PT
- ✓ Automatic calculation of TDS based on the basis of Investments
- ✓ TDS adjustments in last months based on amount declared & actuals
- ✓ Reports for Compliance – TDS, PF , ESI, Bank Transfer
- ✓ PF & ESI calculations & limits based on the configurations and government policy

Loan and Advance Management

- ✓ Facility to add any number of user defined Loan and Advances
- ✓ Automatic recovery of Loan/Advances installment amount in salary processing
- ✓ Automatic interest calculation for Loan/Advances
- ✓ Freeze of Installment after complete recovery automatically
- ✓ Auto and Manual Configuration of EMIs with later on adjustment facility

PayWell – Features and Functions

Arrear & Bonus Management

- ✓ Arrears calculation for Salary Increment, Overtime adjustments, missed working days adjustments & others to handle any kind of Arrears to be given
- ✓ Pro rata based arrear calculations with respective effect for TDS,PT,PL & PF
- ✓ Arrear calculation for Different periods
- ✓ Automatic Bonus calculation as per the defined rules

Masters Management

- Flexible masters screens to add/disable various master values
- ✓ Employee Master
- ✓ Salary Component Master
- ✓ PT & TDS Slabs Master
- ✓ Company, Shift, Holiday Master
- ✓ Leave type & Entitlement Masters
- ✓ Transport route Master
- ✓ Leave , Overtime, COFF rule masters
- ✓ Week off, IT Savings Scheme masters

Utility Management

- ✓ User Master for access to ESS or Admin Module
- ✓ User Rights Screen enables permissions to user for master, transactions or reports
- ✓ Notice or Alert Message to employee using Configure Message board screen
- ✓ Manage Favourites Items by adding or removing them from Favourites Screen
- ✓ List of open screens on single click & jump to any open screen

Workflow Management

- ✓ Email Or SMS to Approver for every application made by Employee
- ✓ Email Or SMS to Employee for every approval made by approver
- ✓ Daily Attendance /Absent ratio % Email to HR department / grade/ company wise
- ✓ Auto email notifications to employee & HR for pending action Items
- ✓ Over all daily status report to HR with projection of expected pay out & attendance

PayWell – Reporting Management

Statutory Reports

- Labour & Wages Register
- PF,TDS,ESIC Challans
- PF, TDS, ESIC Ledger
- Professional Tax Reports
- PF Forms –6A,9,3A,5,10,5A
- ESIC Forms- 5,6/6A,7
- PF,TDS,ESIC Registers

Leave Reports

- Leave Ledger
- Leave Summary
- Accumulated Leave Status
- Leave Application
- Leave Approval
- Leave Encashment
- Leave Entitlement

Attendance Reports

- Attendance Details
- Attendance Summary
- Daily Attendance Report
- Daily Absent Report
- Early Going/Late Coming
- In/Out Summary
- Monthly Attendance

Salary Reports

- Salary Register
- Salary Summary
- Bank Transfer Statement
- Salary Cash/Cheque report
- Salary JV/Head details
- Salary Slip
- Salary –CTC Trend reports

Loan/Advance Reports

- Detailed Loan Register
- Detailed Advance Register
- Loan & Advance Summary
- Loan EMI details reports
- Employee wise Registers for Advance & Loan
- Advance/Loan Trend

Shift reports

- Detailed Loan Register
- Detailed Advance Register
- Loan & Advance Summary
- Loan EMI details reports
- Employee wise Registers for Advance & Loan
- Advance/Loan Trend

Arrear Reports

- Working Days Arrear
- Salary Increment Arrear
- Overtime Arrear
- Other Arrear Report
- Arrear Summary Report
- Arrear Register

OT/COFF reports

- Overtime/COFF Register
- Daily Overtime
- Employee OT Summary
- Employee OT Vouchers
- Employee COFF Summary
- COFF Ledger
- COFF Credit Report

Employee Self Service Portal (ESS)



Employee Application Transactions to ;

Manage Leave, COFF, Mispunch, Out station Duty, Shift Change

Complete IT Declaration

View Personal Time Sheet & Shift view

Display Salary Computation with all deductions

Apply for Loan/Advance

Download printable forms

Generate Reports for leave, salary, attendance, TDS, IT declaration etc.

Project Planning & Implementation

