



Features – Payroll Specialist

Payroll Specialist - Payroll Management Software

Payroll Specialist is very easy, flexible and user-friendly Payroll Management software for India that takes care of all your requirements relating to management of employee's Payroll. This payroll Software, offers user defined Earning / Deduction / Loan Heads & Component Master. The Software generates all the outputs & statutory reports required by a Payroll application. Payroll Software covers all legal requirements PF, TDS, ESIC, Professional Tax. Most of the legal calculations are parameterized. Also regular upgrades are provided for changes in the laws.

Payroll management Software helps in managing the all payroll department activities like attendance, salary generation, leave management, loan & advance scheduling / management, pf, esic & other deductions, allowances, promotion & appraisal.

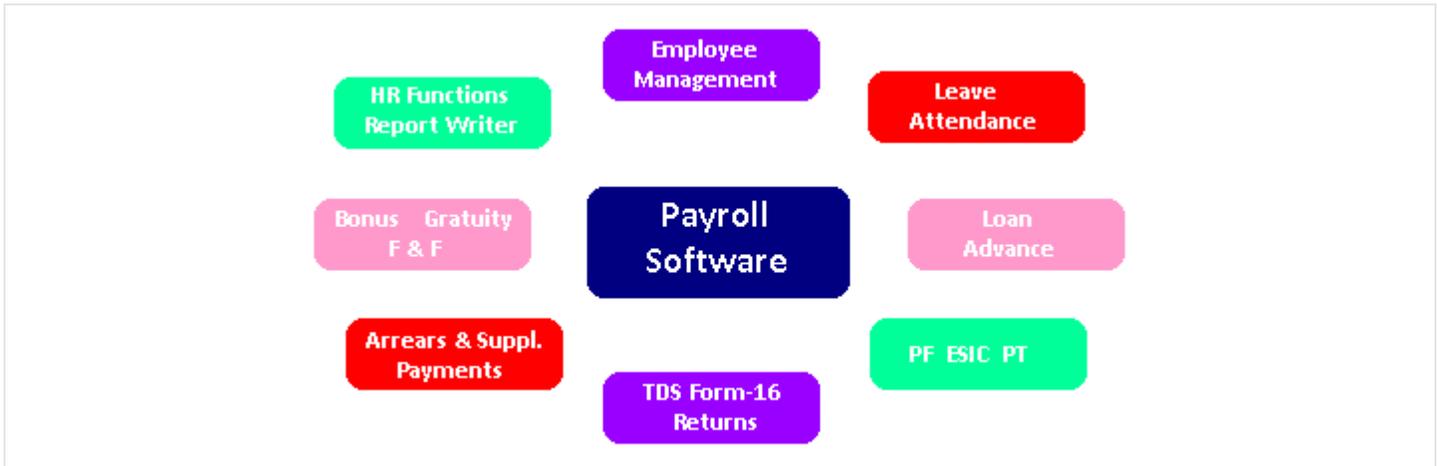
Key Highlights:

- ◆ Flexibility to add or modify any number of Salary Components - Earnings & Deductions
- ◆ Calculation based on Attendance
- ◆ Monthly or Yearly Payments
- ◆ Input information for all newly joined employees and resign left employees
- ◆ Create a new payroll month & Process Salary
- ◆ Salary on Hold & Freezing of Salary in case of Termination of Employees
- ◆ Pro-rata calculations for employees based on Absenteeism
- ◆ Process & Print Pay slips for groups or for selected employees
- ◆ Lock month facility to avoid changes in Processed Data
- ◆ Data importing from Excel.
- ◆ Multi User/ User Level Access.
- ◆ Report Writer to add/ modify user defined reports with available fields.
- ◆ User defined PF/ ESIC rate of deduction for Employee and Employer.
- ◆ PF applicability at Employee level.
- ◆ Complete drilldown of monthly salary, employee wise yearly salary details are available on screen.
- ◆ Manage your own Security.
- ◆ Computerized payroll eliminates the stress of processing all the records.
- ◆ Payroll Software helps save much time.
- ◆ Output reports to screen, printer, MS Word ,PDF & 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.

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Salary Components/Heads

- ◆ Flexibility to add n number of Earning/ Deduction Components.
- ◆ Components can be fixed or Formula base.
- ◆ Prorata calculation option available
- ◆ Option to print in payslip (yes/no).

Employee Management

- ◆ Support to unlimited number of employees in single company.
- ◆ Employee details can easily be maintained like (Location, Department, Grade, Designation, Division, Unit) with Master Details, Personal details and Educational Qualifications also.
- ◆ Employee Payment details can be easily managed.
- ◆ Employee Salary details will be managed with history of increments.
- ◆ Employee Bank details can be easily managed with bank account numbers.

HR Information

- ◆ Employee Master Details, Personal Information, Passport , Family, Bank.
- ◆ Employee Previous Job Experience
- ◆ Any Kind of document attachment
- ◆ Recoverable Asset Management
- ◆ Head Count Analysis with multi level selection.
- ◆ Reminders for Birthdays, Anniversaries, Retirements
- ◆ Employee Left / Retired / Terminated Reports

Leave Attendance

- ◆ Grade wise / Employee Wise Leave management
- ◆ Leave rules can be defined.
- ◆ Facility to define CL, SL, PL and user defined leaves.
- ◆ Monthly/Yearly increment option is available.

Loan/ Advance

- ◆ Facility to add any number of user defined Loan and Advances.
- ◆ Automatic recovery of Loan/Advances installment amount in salary processing.

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- ◆ Automatic interest calculation for Loan.
- ◆ Automatic calculation for Perquisite (interest free loan) for Tax Calculation.
- ◆ Freeze of Installment after complete recovery automatically.

PF

- ◆ Calculation of Employee & Employer part during salary processing.
- ◆ PF Sheet/ Summary can be prepared.
- ◆ Automatic preparation of ECR(Electronic Challan Cum Return) file for filing .
- ◆ PF Form 5, 10, Challan, 12A can be pulled out with single click of button.
- ◆ Yearly PF Form 3A and 6A available.

ESIC

- ◆ Calculation of Employee & Employer part during salary processing.
- ◆ ESIC Sheet/ Summary can be prepared.
- ◆ Automatic preparation of Excel template for monthly filing.
- ◆ ESIC Challan can be prepared with ESIC Form 5 & 7.

Professional Tax

- ◆ Option to define Professional Tax (PTAX) slabs for different states.
- ◆ Automatic calculation of PTAX according to the defined slabs.
- ◆ PTAX Challan can be prepared.
- ◆ Return for Professional Tax can be prepared.

TDS

- ◆ Automatic calculation of TDS on the basis of investments.
- ◆ Declared / Made both types of investments can be managed.
- ◆ Able to generate TDS Projections.
- ◆ Quarterly Return(24Q) can be prepared.
- ◆ Yearly form 16 can be generated.

Arrears

- ◆ Arrears calculation option is available for Earning & Deduction Heads.
- ◆ Automatic arrear calculation for Different periods.
- ◆ Employee & Heads filter option is available for Arrears calculation.
- ◆ Arrears can also be calculated for fraction of periods.
- ◆ Arrears calculation on the basis of attendance.

Bonus

- ◆ Automatic Bonus calculation as per the defined rules.
- ◆ Bonus register can be generated.
- ◆ Option to pay bonus with salary or as supplementary payment

Gratuity

- ◆ Gratuity calculation rule can be defined in Calculation Table
- ◆ Automatic calculation of Gratuity at the time of Full and Final.
- ◆ Gratuity calculation can be checked at any time of period.

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Reimbursement

- ◆ Any number of heads can be created for Reimbursement.
- ◆ Reimbursement accrual processing option is available.
- ◆ Reimbursement can be processed with monthly salary or Quarterly, Half yearly or yearly.
- ◆ Bill submission option is available for Reimbursement heads.
- ◆ Different types of reports available like (Reimbursements Pending, Cleared, bill submission etc).

Supplementary Payments

- ◆ Any type of payments (Extra to monthly salary) can be managed with the help of supplementary payments.
- ◆ Automatic calculation of payments on basis of Days & Month Basis.
- ◆ Option to generate separate payslip for supplementary payments.

Full & Final Settlement

- ◆ Full & Final Settlement can be managed for the left employees.
- ◆ Full & Final Report can be generated with Employee History.
- ◆ Option to add/ modify payments at the time of Full & Final Calculation.
- ◆ Automatic Recovery of Pending Loan/ Advances at the time of Full & Final Calculation.

Leave Encashment

- ◆ Leave calculation formula can be defined.
- ◆ Leave Encashment can be done with Salary or from Supplementary payments.
- ◆ Automatic calculation of Leave Encashment at the time of FNF Settlements.
- ◆ Any number of days can be Encashed.

Report Writer

- ◆ Report Writer option is available to Add/ Modify reports as per user requirements.
- ◆ All heads are available to add in the reports.
- ◆ Any no. of reports can be created.
- ◆ Easy Add or Remove Heads from the reports.
- ◆ Summary or Details options for reports.

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