HR & PAYROLL (HRMS)

Module Details	User Interface	Report
HR & PAYROLL (HRMS)		
	Document Name Entry Master	User Login credential
	Employee Master	Employee Info
	Employee Search	Leave Register
	Employee Otp Approval	Pay Slip
	Password Change	Attendance Report
	Office Hours	Loan Advance Report
	Employee Duty shift Setup	Salary Details Report
	Holiday Name Entry	Employee Details
	Public Holiday Master	Form 7 Report
	Employee Public Holiday Setup	Salary Register
	Leave type	Attendance Report Details
	Leave Manager	Pay Slip Multi Print
	Employee Leave Setup	Employee Statement
	Leave Application	
	Leave Approval	
	Rule Name Master	
	Rule Manager SetUp	
	Rule Manager Set Up Register	
	Salary Allowance	
	Salary Configuration	
	Bonus Type Master	
	Bonus Setting	
	Salary Manager	
	Salary Manager Bulk Insert	
	Deduction Manager	
	Day Adjustment	
	Day Adjust Approval	
	Client Visit Application	
	Client Visit Approval	
	Miscellaneous	
	Miscellaneous Approval	
	Compensate Day	

	Application	
	Bulk Attendance	
	Attendance Filter Access File	
	Attendance Excel File	
	Attendance Filter Excel File	
	Employee All Day Present	
	Reset Over Time	
	Employee Advance	
	Loan Check	
	Company wise Benefits	
	Bank Letter	
	Employee Transfer	
	Employee All Present	
	Employee Bulk Insert	
	Salary Generator Bulk	
	Salary Generator Single	
	Employee Payment	
	Advance Loan Approval	

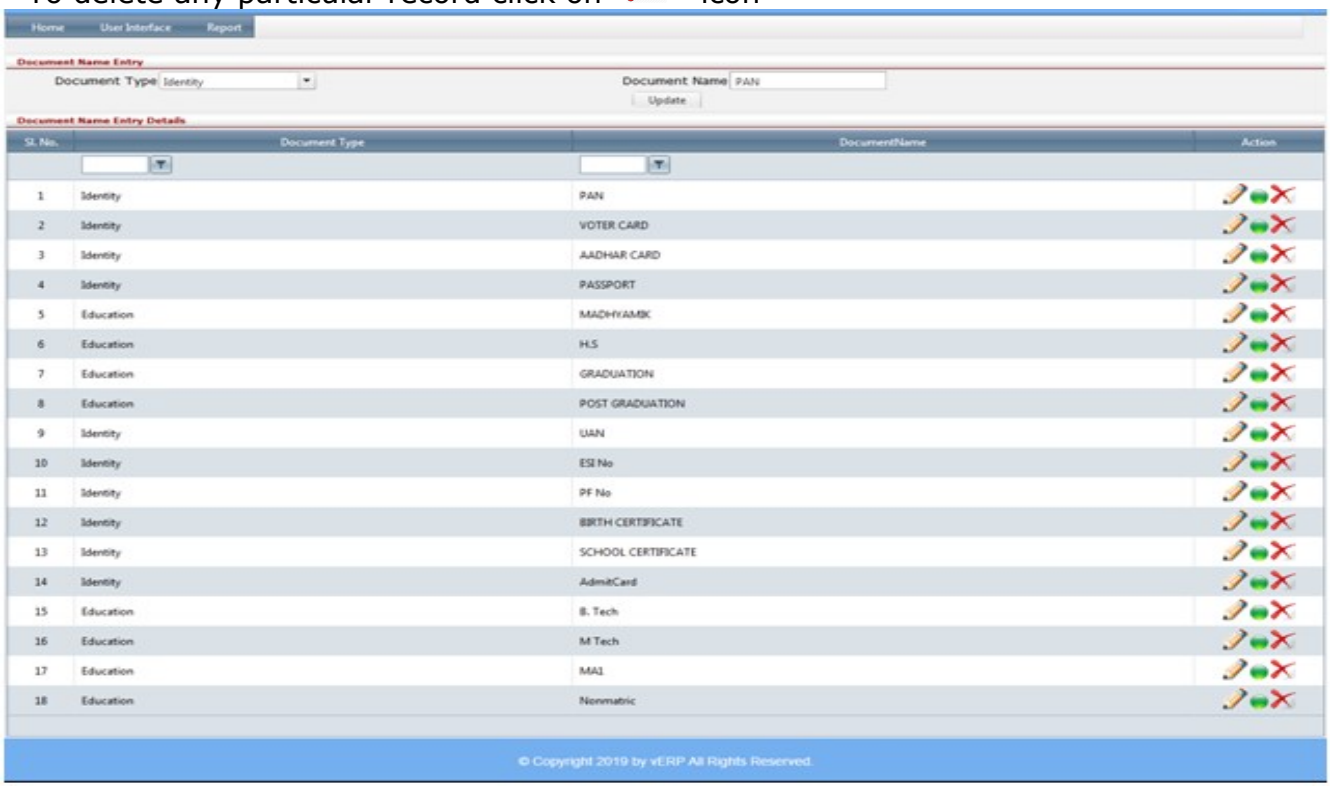
HR & PAYROLL (HRMS)

Payroll is the process by which employers pay an employee for the work they have completed. ... An effective and efficient payroll process ensures that employees are paid accurately and consistently and gives HR the chance to focus on other aspects of their job.

Document Name Entry Master

The entry name is a useful mnemonic means of identifying a sequence, but, unlike the accession number, it is not a stable identifier. ... We remind users that they should always use the primary accession number of an entry in any citation and link since it is the only unique stable identifier for an entry

- Click on User interface button to select the Document Name Entry Master
- Then enter Document type & Document name.
- Click on "save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Employee Master

The employee Master provides information for payroll processing and salary details. Employee information from the Compensation and Employment tabs is used in processing payroll. For example, Pay Groups are associated with companies and determine the frequency of the employee's pay.

- Click on User interface button to select the Employee Master
- Then enter all the relevant data of that particular Employee Details
- Click on “save” button to save the records

Home | User Interface | Report

Employee Details

Company* : S.S. Enterprise
Employee Code* : SSEPL20192 — Auto Generation
First Name:* : Durga
Last Name* : Saha
Department* : Human Resources
Higher Authority Branch/Project : Head Office
Higher Authority : Managing Director (Man
Date Of Joining : 01 Apr 2019 — Service : 0 Years 1 Month 12 Days
Employee Type* : Full Time
Third Party Type : Employee
Working Status: Working
Reference Employee Name : SUMAN SAHA

Employee Category : Salaried Employee
Biometric Code :
Middle Name: Pada
Project/Branch* : Head Office
Designation* : HR Manager
Select Higher Authority Name : Suman Saha
Email Adress: 2dpsaha@gmail.com
Mobile No : * 7871350352
Third Party : ThirdParty Not Present
Probation Period(Days) : 0.00
Reference Phone No : 993248651

Personal Information

Date Of Birth : 01 Jan 1961 — Age : 58 Years 4 Month 13 Days
Nationality* : INDIAN
Cast: GEN
Blood Group : O+
Identification Mark:

Gender : Male Female Transit
Religion* : HINDU
Physical Disability: Yes No
Marital Status* : Single

Family Details

Name: | Relationship: -----SELECT----- | Date Of Birth: | Aadhar No:
Aadhar Status: Verified Not Verified | Address: | Contact No: | Aadhar Number Check

Add

Sl. No.	Name	Relationship	Date Of Birth	Aadhar No	Aadhar Status	Address	Contact No	Action
No records to display.								

Nominee Details

Name: | Relationship: -----SELECT----- | Date Of Birth: | Aadhar No:
Aadhar Status: Verified Not Verified | Address: | Contact No: | Aadhar Number Check

Add

Sl. No.	Name	Relationship	Date Of Birth	Aadhar No	Aadhar Status	Address	Contact No	Action
No records to display.								

Educational Information

Highest Qualification: -----SELECT-----

Qualification	Year	Specialization	School	Board	Marks	Action
MADHYAMIK						Want to add Document

Add

Contact Information

Permanent Contact Information

Address* : Baikara
Country* : India
State* : West Bengal
Pin* : 743245

Address1 : North 24 parganas
Zone* : East
City : Gaighata

Correspondance Contact Information (Same as Above)

Address* : Baikara
Country* : India
State* : West Bengal
Pin* : 743245
Email Address2 :

Address1 : North 24 parganas
Zone* : East
City : Gaighata
Phone :
Mobile No2 :

Professional Information

Status* : Fresher Experience

Other Information

Bank Name :
Account No. :

Branch Name :
IFSC Code :

Identity Type	Identity No	Valid Upto	Attachments
PAN			Browse... No file selected.

Identity Proof : Add

Status
Card No :
User Id : Emp Code Mobile No Others — 7871350352
Picture : Browse... No file selected.

Other Details :
Proxy No :
User Type : User
Signature : Browse... No file selected.

Update | Reset

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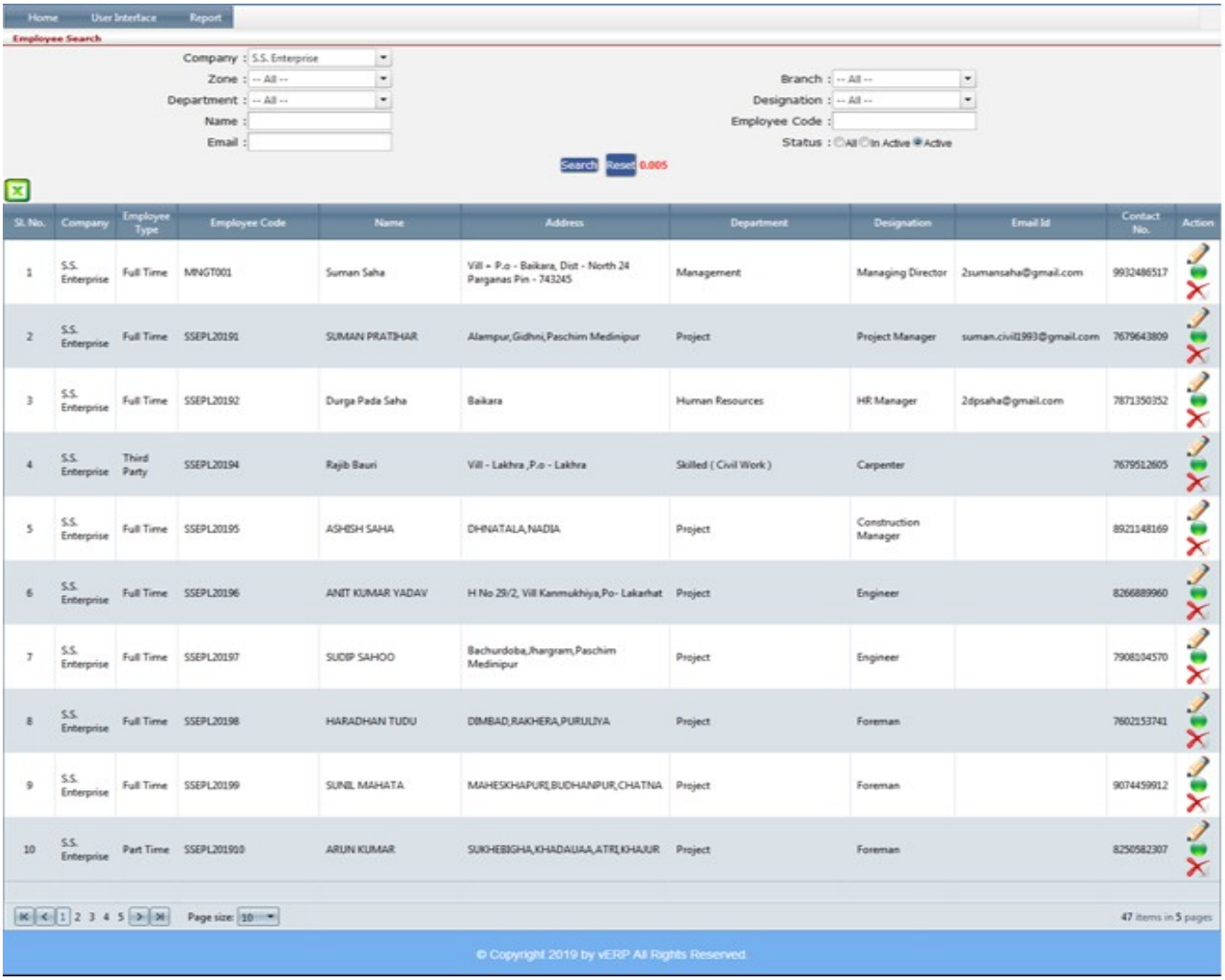
Employee Search

An employee is someone who gets paid to work for a person or company. Workers don't need to work full time to be considered employees—they simply need to be paid to work by an employer (the person or business that pays them).

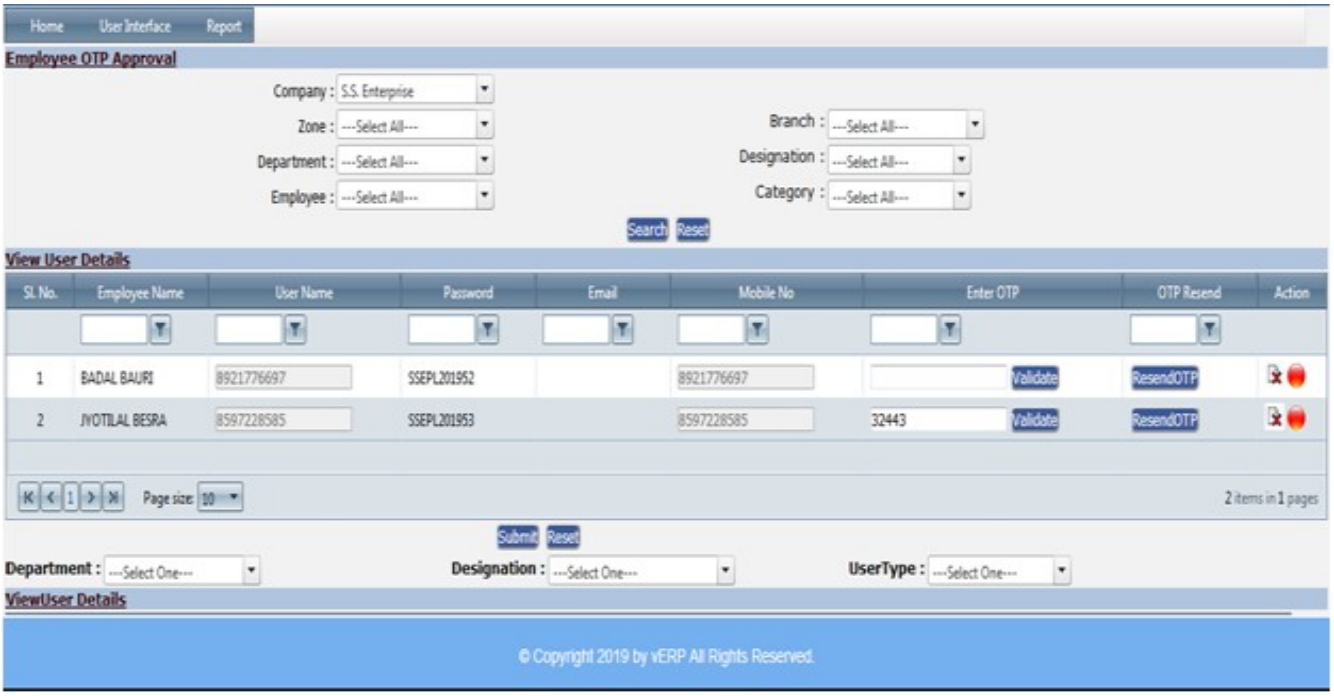
- Click on User interface button to select the Employee Search
- Then enter all the relevant data of that particular Employee Search
- Click on "Search" button to get the Employee Details
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Employee Otp Approval

Once approved by your employer, the online claim facility (after at least two months of leaving the job) can be used to receive the PF funds into one's bank account.

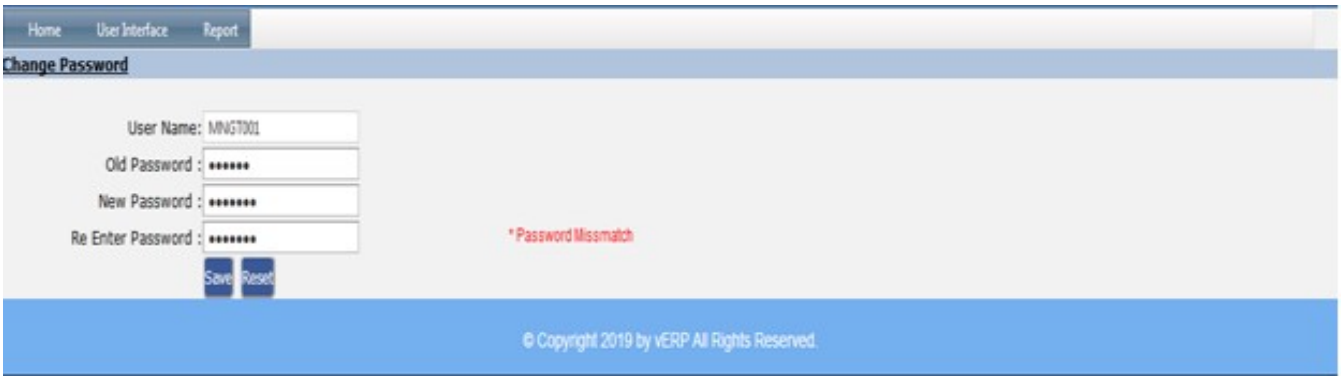
- Click on User interface button to select the Employee Otp Approval
- Then enter all the relevant data of that particular Employee Otp Approval
- Click on "Search" button to get the User Details
- To Enter OTP
- Then Click on "" active icon
- Click on "Submit" button to save the records



Password Change

You can change your password for security reasons or reset it if you forget it.

- Click on User interface button to select the Password Change
- Then enter User name, Old Password & New password
- Click on "Save" button to Change password



Office Hours

The time during the day when people work in an office Our office hours are 8:30 to 4:00 Monday through Friday.

- Click on User interface button to select the Office Hours
- Then enter all the relevant data of that particular Office Hours
- Click on "Add" button to get the Office Hours
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon

Home | User Interface | Report

Office Time Manager

Office Hours Name * : Project Salaried Employee
Creation Date * : 14 Feb 2019
Time In * : 08:00
Working Hours : 12:00:00
Total Working Hours : 11:00:00
Days : Monday
Present : Yes No

Shift Name * : Day
Time Out * : 20:00
Rest Time(Minutes) : 60
Daily Working Hours : 12:00:00
Days Of Weeks : All 1st 2nd 3rd 4th 5th

Add Reset

Sl. No.	Week Name	Monthy Week Day No	Shift Present	Time In	Time Out	Working Hours(Minutes)	Rest Time(Minutes)	Total Working Hours(Minutes)	Action
1	Sunday	1	False	0	0	0	0	0	
2	Sunday	2	False	0	0	0	0	0	
3	Sunday	3	False	0	0	0	0	0	
4	Sunday	4	False	0	0	0	0	0	
5	Sunday	5	False	0	0	0	0	0	
6	Monday	1	True	08:00	20:00	720	60	660	
7	Monday	2	True	08:00	20:00	720	60	660	
8	Monday	3	True	08:00	20:00	720	60	660	
9	Monday	4	True	08:00	20:00	720	60	660	
10	Monday	5	True	08:00	20:00	720	60	660	
11	Tuesday	1	True	08:00	20:00	720	60	660	
12	Tuesday	2	True	08:00	20:00	720	60	660	
13	Tuesday	3	True	08:00	20:00	720	60	660	
14	Tuesday	4	True	08:00	20:00	720	60	660	
15	Tuesday	5	True	08:00	20:00	720	60	660	
16	Wednesday	1	True	08:00	20:00	720	60	660	
17	Wednesday	2	True	08:00	20:00	720	60	660	
18	Wednesday	3	True	08:00	20:00	720	60	660	
19	Wednesday	4	True	08:00	20:00	720	60	660	
20	Wednesday	5	True	08:00	20:00	720	60	660	
21	Thursday	1	True	08:00	20:00	720	60	660	
22	Thursday	2	True	08:00	20:00	720	60	660	
23	Thursday	3	True	08:00	20:00	720	60	660	
24	Thursday	4	True	08:00	20:00	720	60	660	
25	Thursday	5	True	08:00	20:00	720	60	660	
26	Friday	1	True	08:00	20:00	720	60	660	
27	Friday	2	True	08:00	20:00	720	60	660	
28	Friday	3	True	08:00	20:00	720	60	660	
29	Friday	4	True	08:00	20:00	720	60	660	
30	Friday	5	True	08:00	20:00	720	60	660	
31	Saturday	1	True	08:00	20:00	720	60	660	
32	Saturday	2	True	08:00	20:00	720	60	660	
33	Saturday	3	True	08:00	20:00	720	60	660	
34	Saturday	4	True	08:00	20:00	720	60	660	
35	Saturday	5	True	08:00	20:00	720	60	660	

Update Reset

Office Hour Details - Show

Sl. No.	Office Hours Name	Shift Name	Entry By	Entry Date	Action
1	Project Salaried Employee	Day		14 Feb 2019	
2	Project Heml (unskilled)	Day		08 Mar 2019	
3	Project HEML (Skilled)	Day		08 Mar 2019	
4	Head Office	Day	Suman Saha	23 Apr 2019	
5	Project GACL (Skilled/Unskilled)	Day	Suman Saha	02 May 2019	

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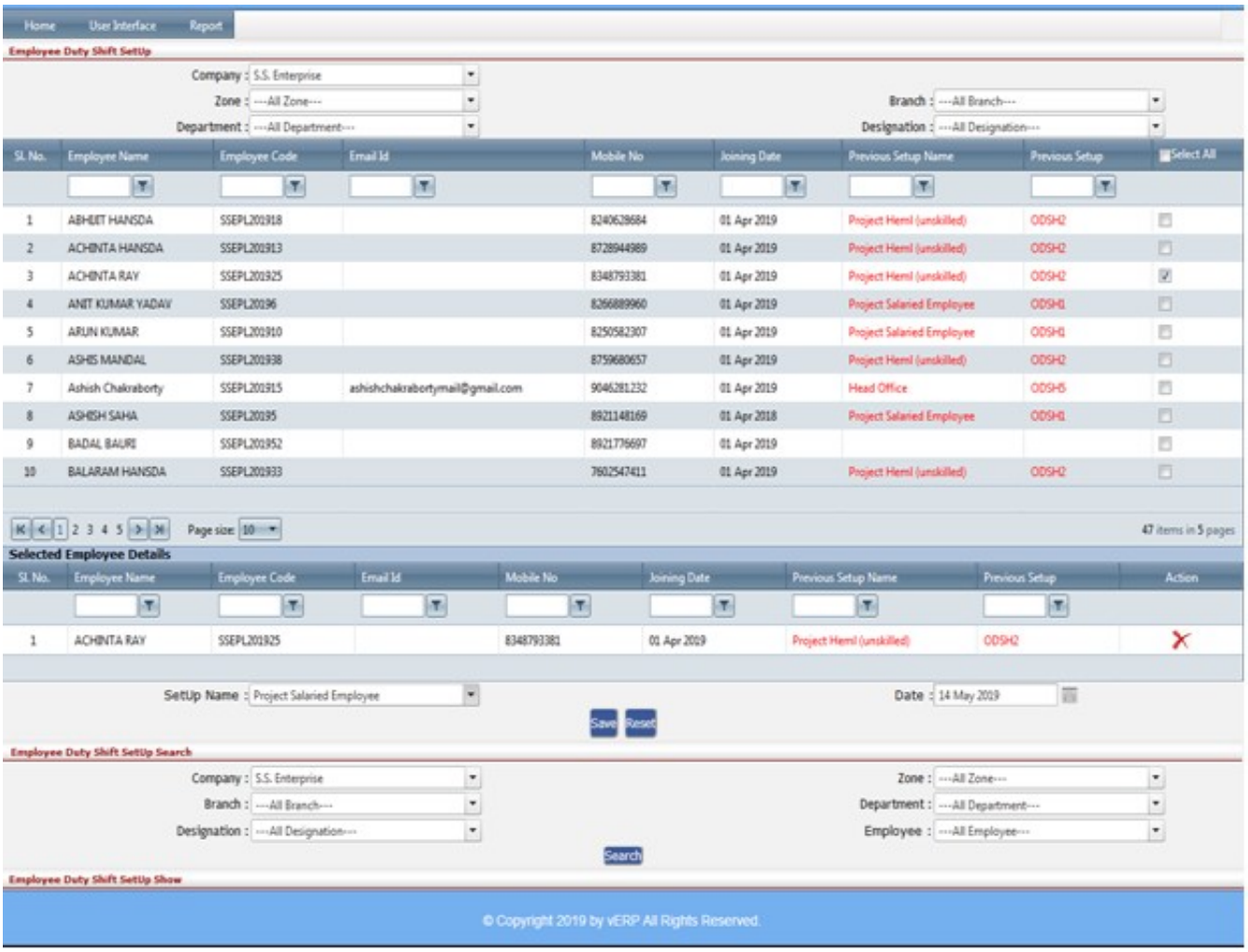
Employee Duty shift Setup

Shift work is an employment practice designed to make use of, or provide service across, all 24 hours of the clock each day of the week (often abbreviated as 24/7). The practice typically sees the day divided into shifts, set periods of time during which different groups of workers perform their duties.

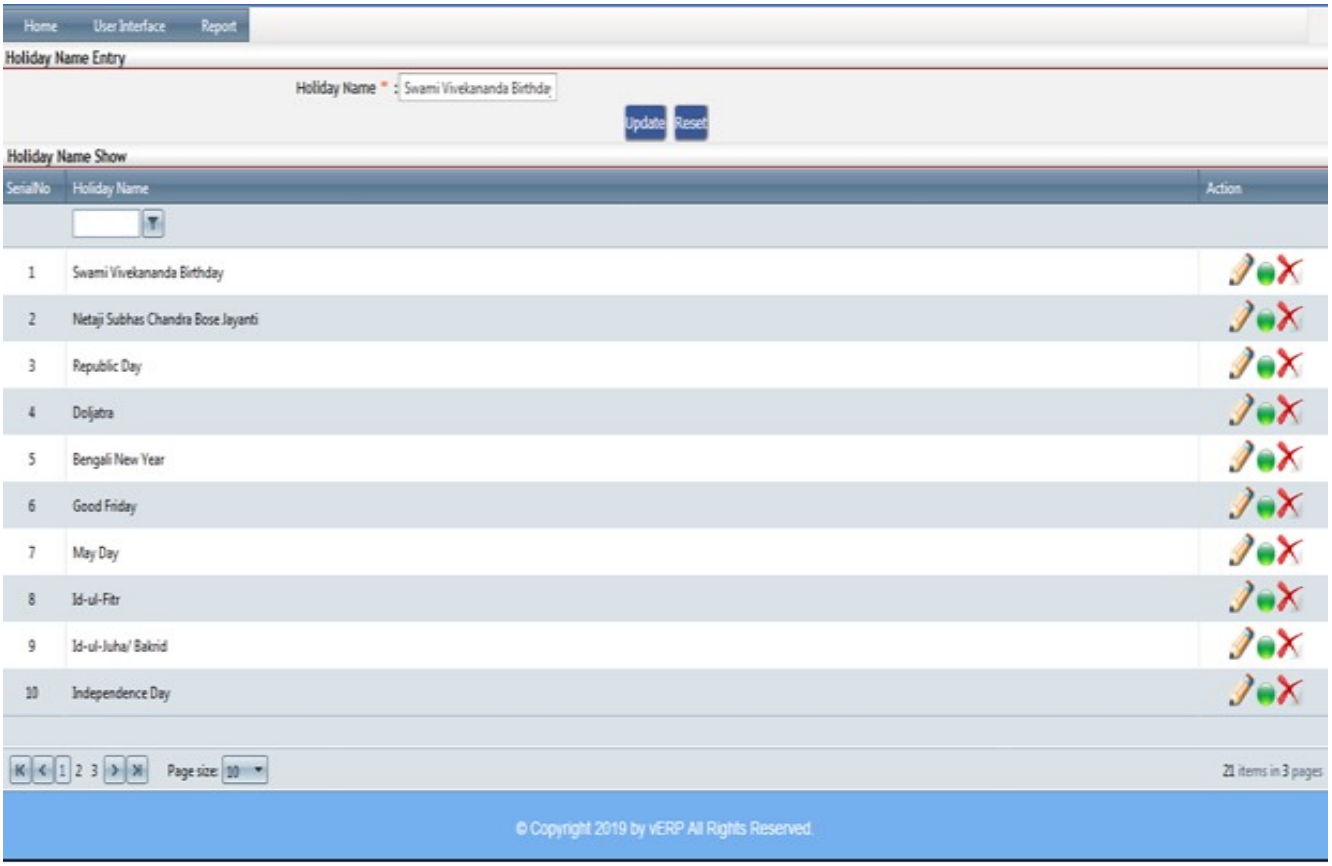
- Click on User interface button to Employee Duty shift Setup
- Then enter all the relevant data of that particular Office Hours
- To Select the employee to get the details of Employee Details
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Holiday Name Entry

The leave policy and holiday entitlement in every organization is defined in compliance with the concerned state's Shop and Establishment Act. ... Such a catalogue of optional holidays is termed as Restricted Holidays.

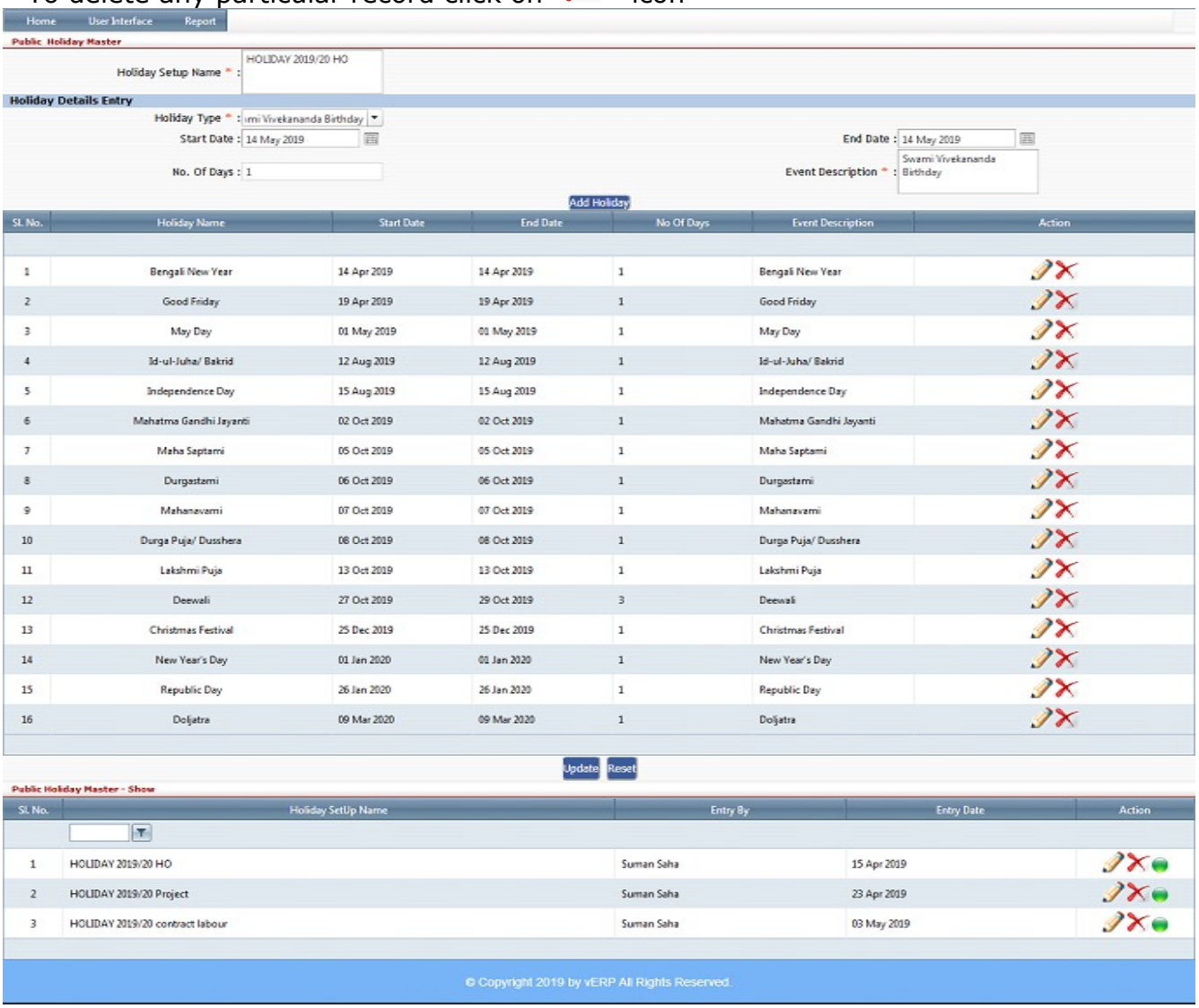
- Click on User interface button to Holiday Name Entry
- Then enter the Holiday Name
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Public Holiday Master

A public holiday, national holiday or legal holiday is a holiday generally established by law and is usually a non-working day during the year. Sovereign nations and territories observe holidays based on events of significance to their history, such as the National Day.

- Click on User interface button to Holiday Name Entry
- Then enter all the relevant data of that particular Holiday Name Entry
- Click on "Add Holiday" button to Add Holiday the records
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



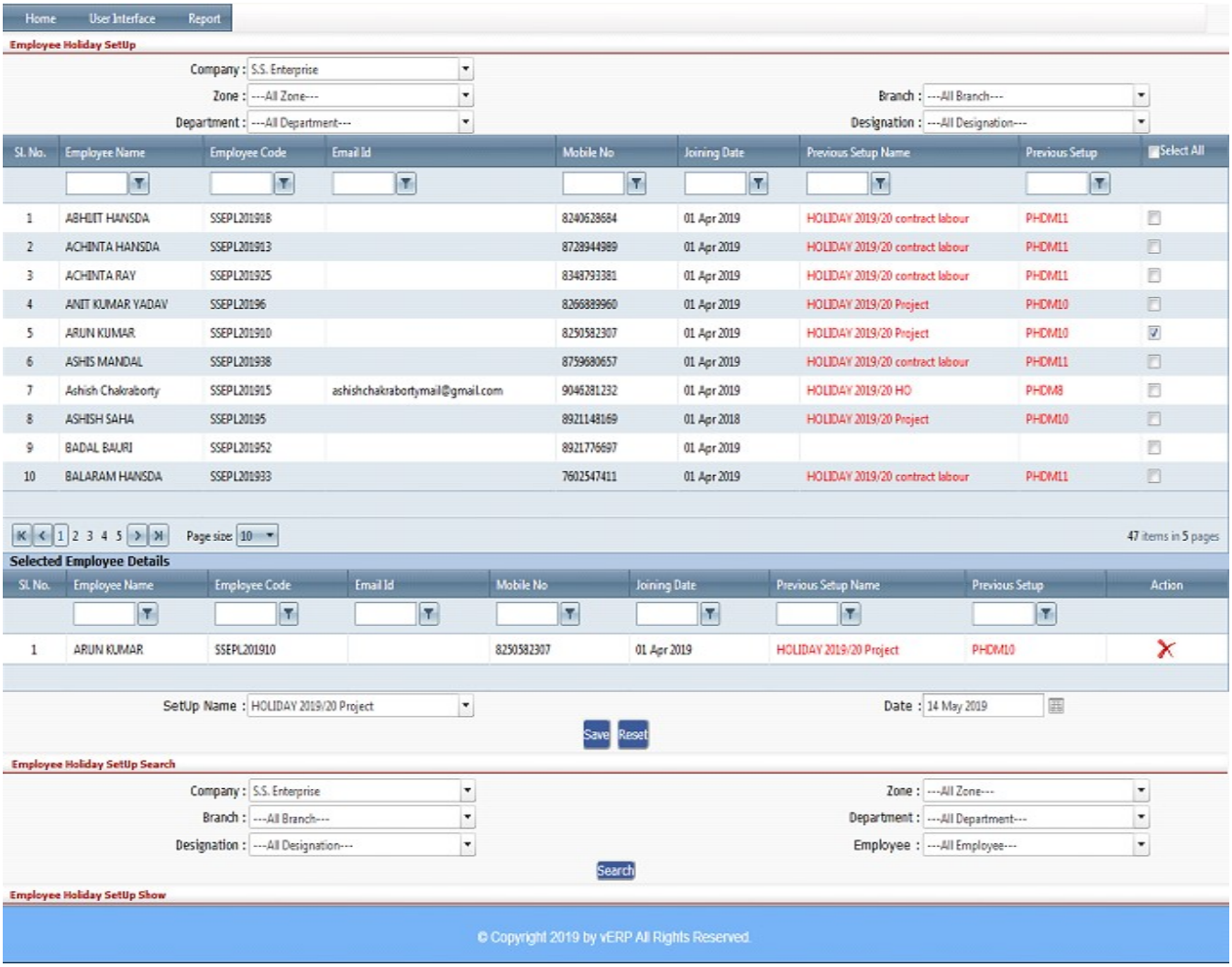
Sl. No.	Holiday Name	Start Date	End Date	No Of Days	Event Description	Action
1	Bengali New Year	14 Apr 2019	14 Apr 2019	1	Bengali New Year	
2	Good Friday	19 Apr 2019	19 Apr 2019	1	Good Friday	
3	May Day	01 May 2019	01 May 2019	1	May Day	
4	Id-ul-Juha/ Bakrid	12 Aug 2019	12 Aug 2019	1	Id-ul-Juha/ Bakrid	
5	Independence Day	15 Aug 2019	15 Aug 2019	1	Independence Day	
6	Mahatma Gandhi Jayanti	02 Oct 2019	02 Oct 2019	1	Mahatma Gandhi Jayanti	
7	Maha Saptami	05 Oct 2019	05 Oct 2019	1	Maha Saptami	
8	Durgastami	06 Oct 2019	06 Oct 2019	1	Durgastami	
9	Mahanavami	07 Oct 2019	07 Oct 2019	1	Mahanavami	
10	Durga Puja/ Dusshera	08 Oct 2019	08 Oct 2019	1	Durga Puja/ Dusshera	
11	Lakshmi Puja	13 Oct 2019	13 Oct 2019	1	Lakshmi Puja	
12	Deewali	27 Oct 2019	29 Oct 2019	3	Deewali	
13	Christmas Festival	25 Dec 2019	25 Dec 2019	1	Christmas Festival	
14	New Year's Day	01 Jan 2020	01 Jan 2020	1	New Year's Day	
15	Republic Day	26 Jan 2020	26 Jan 2020	1	Republic Day	
16	Doljatra	09 Mar 2020	09 Mar 2020	1	Doljatra	

Sl. No.	Holiday SetUp Name	Entry By	Entry Date	Action
1	HOLIDAY 2019/20 HO	Suman Saha	15 Apr 2019	
2	HOLIDAY 2019/20 Project	Suman Saha	23 Apr 2019	
3	HOLIDAY 2019/20 contract labour	Suman Saha	03 May 2019	

Employee Public Holiday Setup

Public Holidays may be fixed to a specific work location, defined in HR> Locations option. Having these setup allows Wagemaster to automatically implement the public holiday requirements of the awards when producing the pay slips. You now need to choose the payment conditions

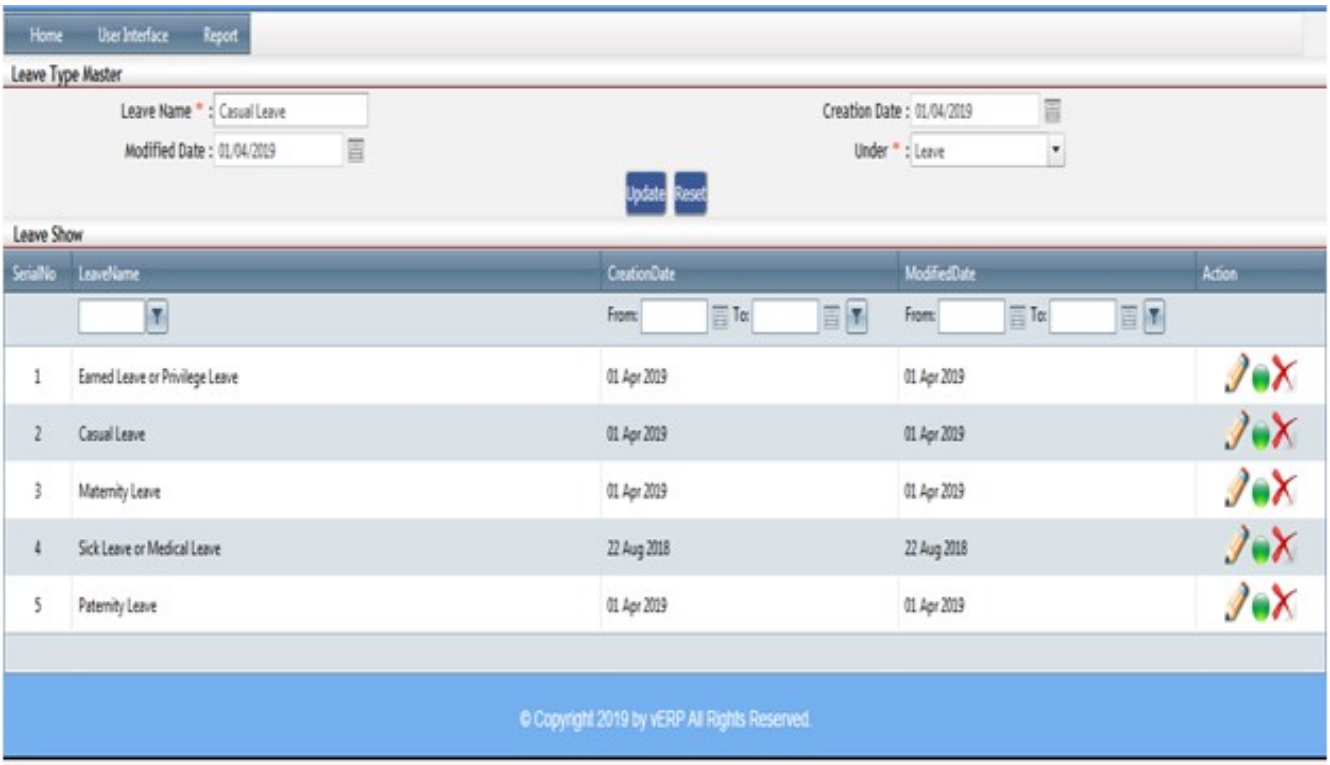
- Click on User interface button to Employee Public Holiday Setup
- Then enter all the relevant data of that particular Employee Public Holiday Setup
- Select employee check box get the employee details
- Click on "Add Holiday" button to Add Holiday the records
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Leave type

Leave Type refers to the types of leaves allocated to an Employee which they can use while making Leave Applications. You can create any number of Leave Types based on your company's requirements.

- Click on User interface button to Leave type
- Then enter all the relevant data of that particular Leave type
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Leave Manager

Employee leave management (or time-off management) encompasses the processes and policies of managing employee time-off requests, such as vacation, holidays, sick leave, and parental leave.

- Click on User interface button to select the Leave Manager
- Then enter all the relevant data of that particular Leave Manager
- Click on "Add Leave Setup" button to get the Leave Details
- Click on "Add Leave" button to save the Leave records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon

Home User Interface Report

Leave Manager

Leave Manager Name * : Leave (Management) 20 yes

Leave Type * : Casual Leave

Total Leave * :

Prodata Rate (%) * :

Leave Start Duration(Months) * :

Leave End Duration(Months) * :

Add Leave SetUp

LeaveName	TotalLeave	ProdateRate	Leave Start Duration Month	Leave End Duration Month	Action
Casual Leave	12	1	1	3	

Carry Forward : Yes No

Encashment : Yes No

Auto Approved : Yes No

Leave Applicable From * : Financial Year

Is DayAbsent : No

Leave Application * : After

No. of Days * : 2.00

Leave Auto Debit : No

Presence Dependent : Yes No

Presence Details

Document Required : Yes No

Document Details

AddLeave Reset

Sl. No.	Leave Name	Is CarryForward	Leave Start Date	Leave Applicable From	Doc Required	Leave Process	Processing Days	Encashment	Auto Approve	Applicable Encashment Month	Leave Calculate On	Leave Applicable	Applicable Value	Is Presence	Action
1	Earned Leave or Privilege Leave	False	01 Apr 2019	Joining Date	False	Before	2	False	False	0	0	0	0.00000	False	
2	Casual Leave	False	01 Apr 2019	Joining Date	False	Before	2	False	False	0	0	0	0.00000	False	
3	Maternity Leave	False	01 Apr 2019	Joining Date	False	Before	10	False	False	0	0	0	0.00000	False	
4	Sick Leave or Medical Leave	False	01 Apr 2019	Joining Date	False	Both	1	False	False	0	0	0	0.00000	False	

Update Reset

Leave Manager Details

Sl. No.	Leave SetUp Name	Entry By	EntryDate	Action
1	Leave (Management) 20 year	Suman Saha	24 Apr 2019	
2	Leave (Contract labour) 20 year	Suman Saha	24 Apr 2019	

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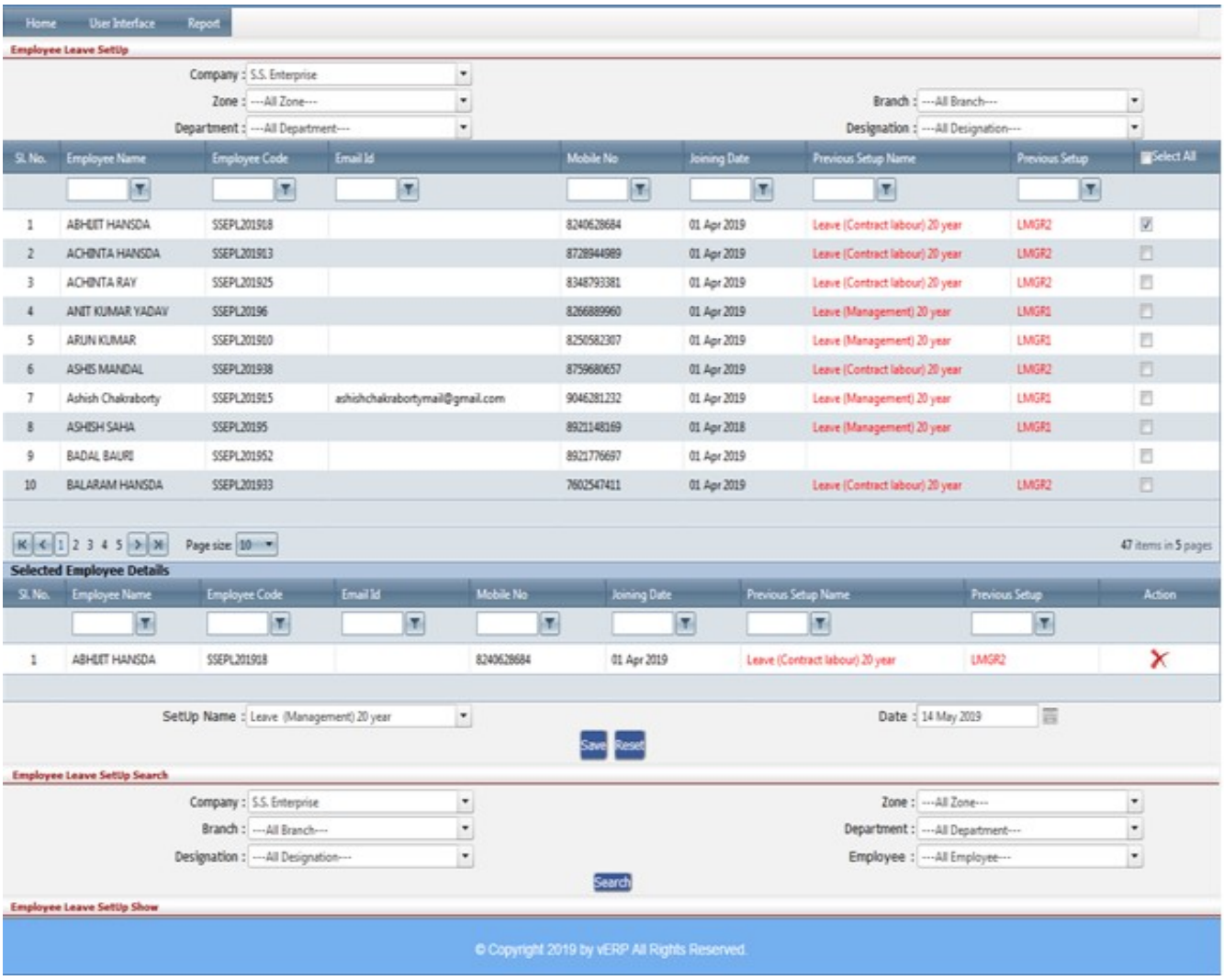
Employee Leave Setup

Set up leave for your employees so they accrue the correct amount each pay and they're paid correctly when they take leave. Add any additional leave types in Payroll settings, then assign them to your employees.

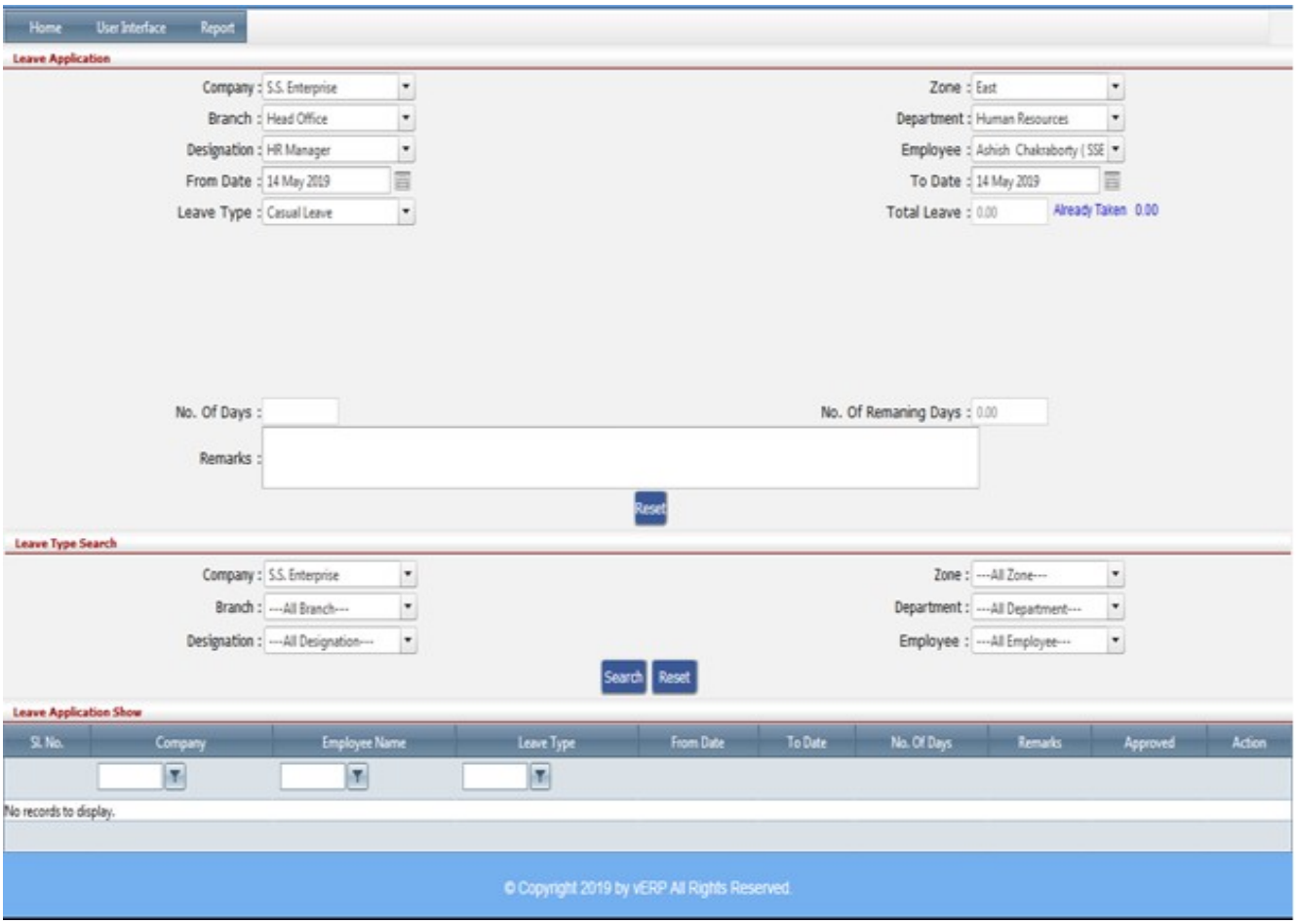
- Click on User interface button to Employee Leave Setup
- Then enter all the relevant data of that particular Employee Leave Setup
- Select employee Leave check box get the employee details
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Leave Application

A leave application is a professional way of asking for a pause from work for a specific period of time. ... Your leave application should be brief, genuine and should have sufficient details with the reason for your absence.

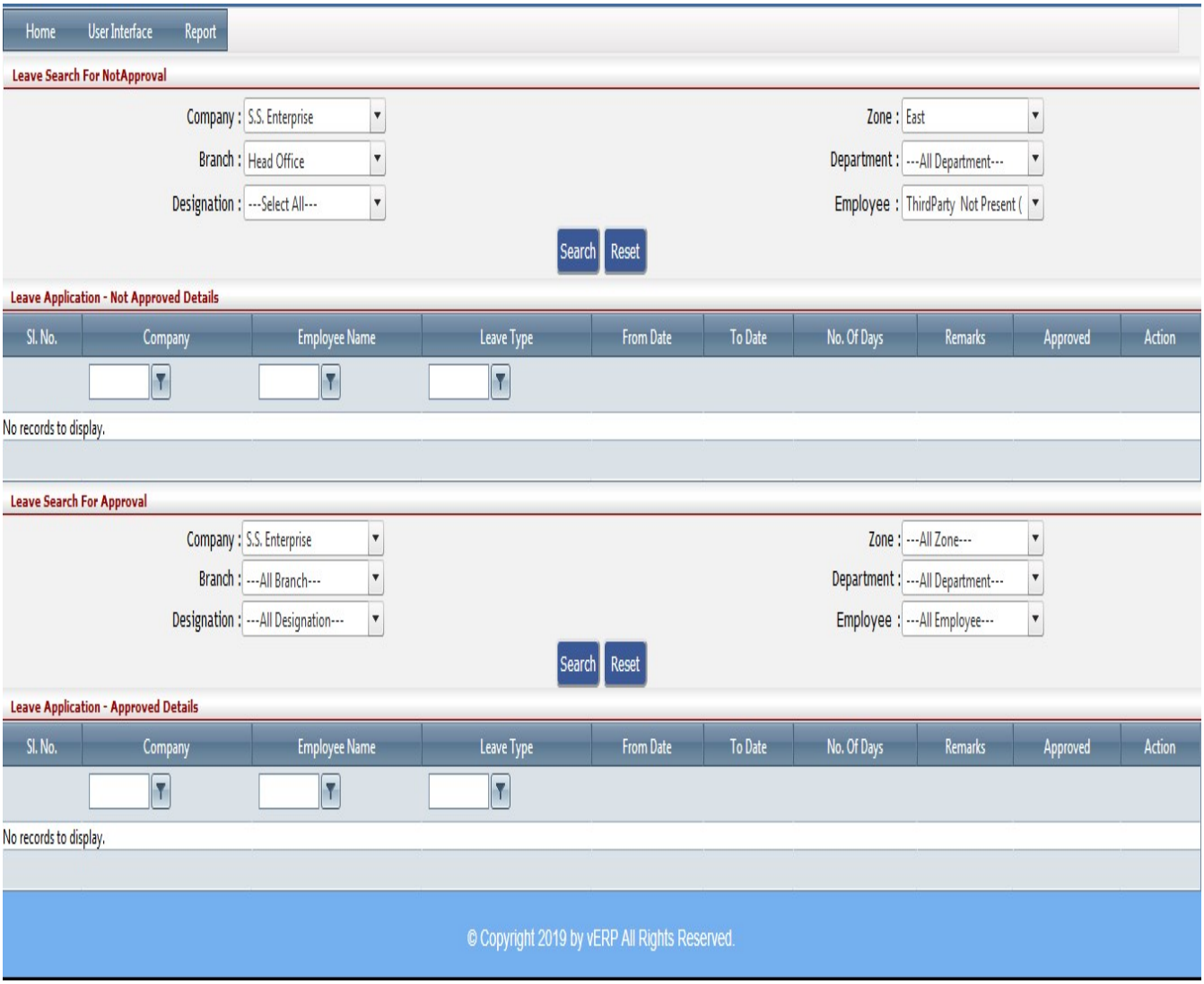
- Click on User interface button to Leave Application
- Then enter all the relevant data of that particular Leave Application
- Click on "Save" button to save the records
- Click on "Search" button to get the Leave application
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Leave Approval

The supervisor independently verifies whether the employee has the leave available before approving a request for paid leave. ... If the leave is not approved, the supervisor returns a copy of the form to the employee stating the reason the leave was not approved.

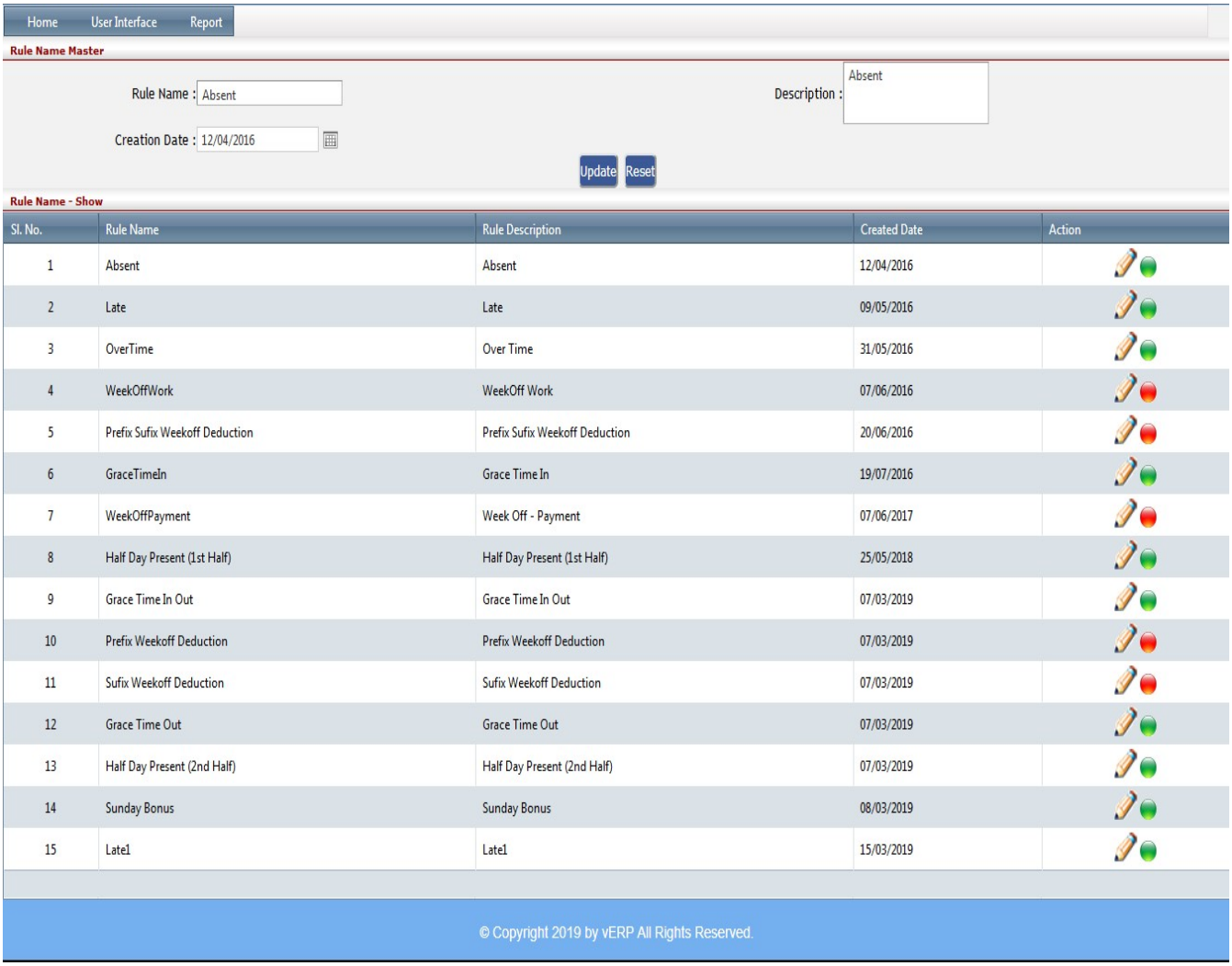
- Click on User interface button to Leave Approval
- Then enter all the relevant data of that particular Leave Approval
- Click on "Save" button to save the records
- Click on "Search" button to get the Leave application Details
- Click on "Approved" button to Approved the Leave
- To Reject any particular record click on "Reject" icon



Rule Name Master

Just because another's workspace is within reach of your desk doesn't make it common domain. Treat each person's space as if it was a private office. Do not help yourself to anything on their desk or in their area. Ask first or go to the supply closet if you need a pen or a stapler.

- Click on User interface button to Rule Name Master
- Then enter all the relevant data of that particular Rule Name Master
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon

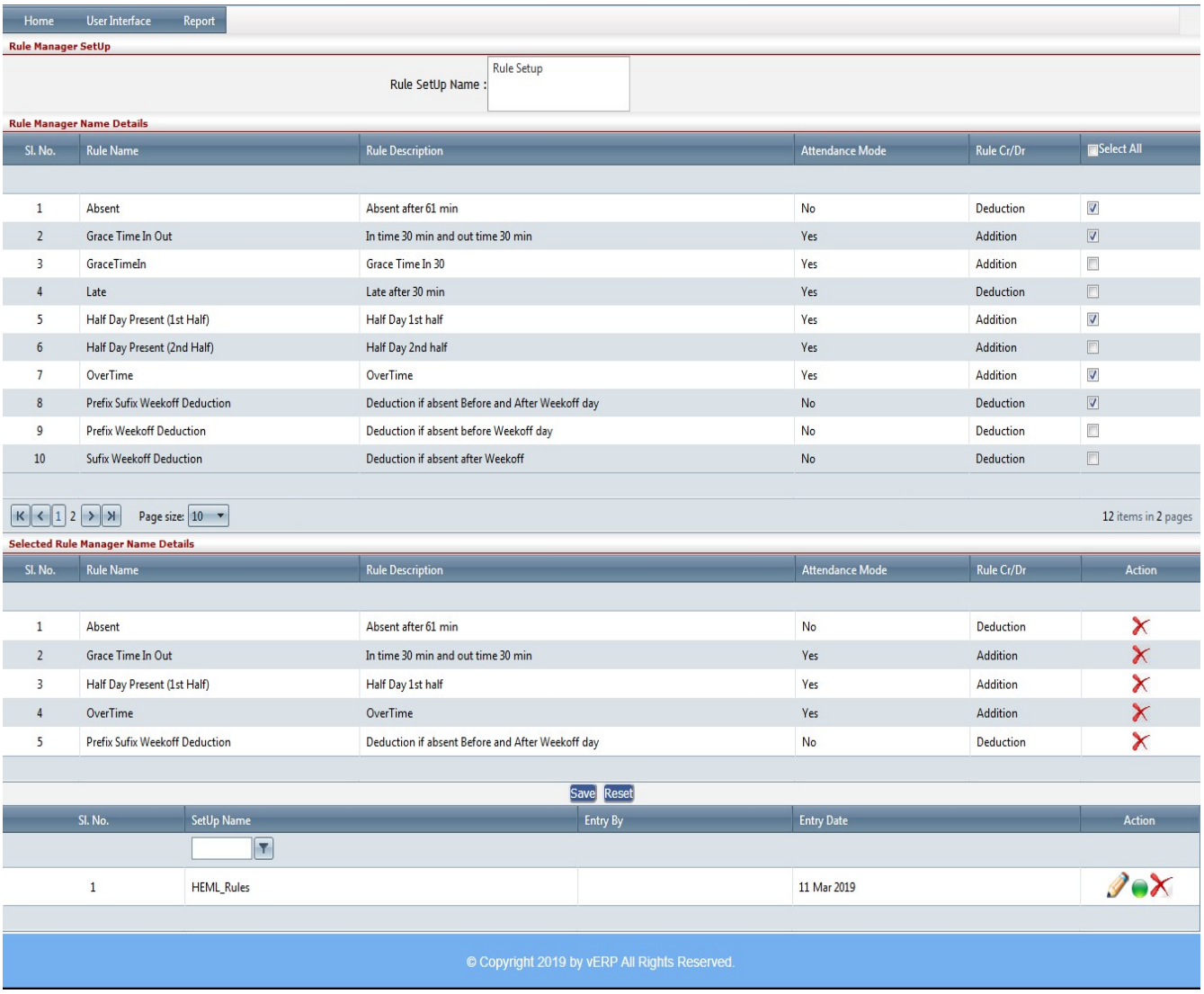


Sl. No.	Rule Name	Rule Description	Created Date	Action
1	Absent	Absent	12/04/2016	
2	Late	Late	09/05/2016	
3	OverTime	Over Time	31/05/2016	
4	WeekOffWork	WeekOff Work	07/06/2016	
5	Prefix Sufix Weekoff Deduction	Prefix Sufix Weekoff Deduction	20/06/2016	
6	GraceTimeIn	Grace Time In	19/07/2016	
7	WeekOffPayment	Week Off - Payment	07/06/2017	
8	Half Day Present (1st Half)	Half Day Present (1st Half)	25/05/2018	
9	Grace Time In Out	Grace Time In Out	07/03/2019	
10	Prefix Weekoff Deduction	Prefix Weekoff Deduction	07/03/2019	
11	Sufix Weekoff Deduction	Sufix Weekoff Deduction	07/03/2019	
12	Grace Time Out	Grace Time Out	07/03/2019	
13	Half Day Present (2nd Half)	Half Day Present (2nd Half)	07/03/2019	
14	Sunday Bonus	Sunday Bonus	08/03/2019	
15	Late1	Late1	15/03/2019	

Rule Manager SetUp

A manager should be a thinker, a leader, and a friend to the employees in the office. Managers create rules and ensure that they are followed, but there are also rules that good managers need to adhere to themselves.

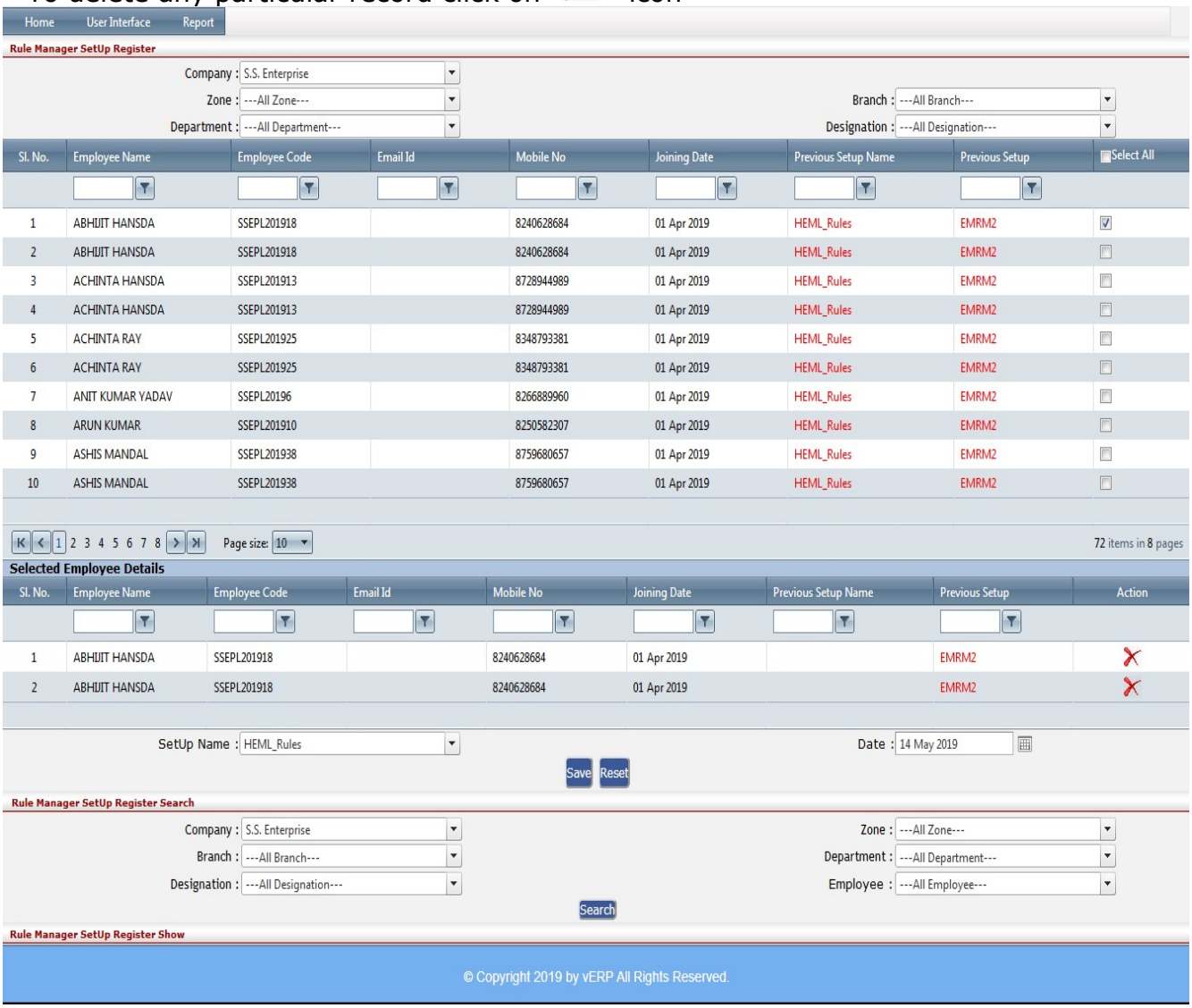
- Click on User interface button to Rule Manager SetUp
- Then enter all the relevant data of that particular Rule Manager SetUp
- Select employee Leave check box get the employee details
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Rule Manager Set Up Register

A manager should be a thinker, a leader, and a friend to the employees in the office. Managers create rules and ensure that they are followed, but there are also rules that good managers need to adhere to themselves.

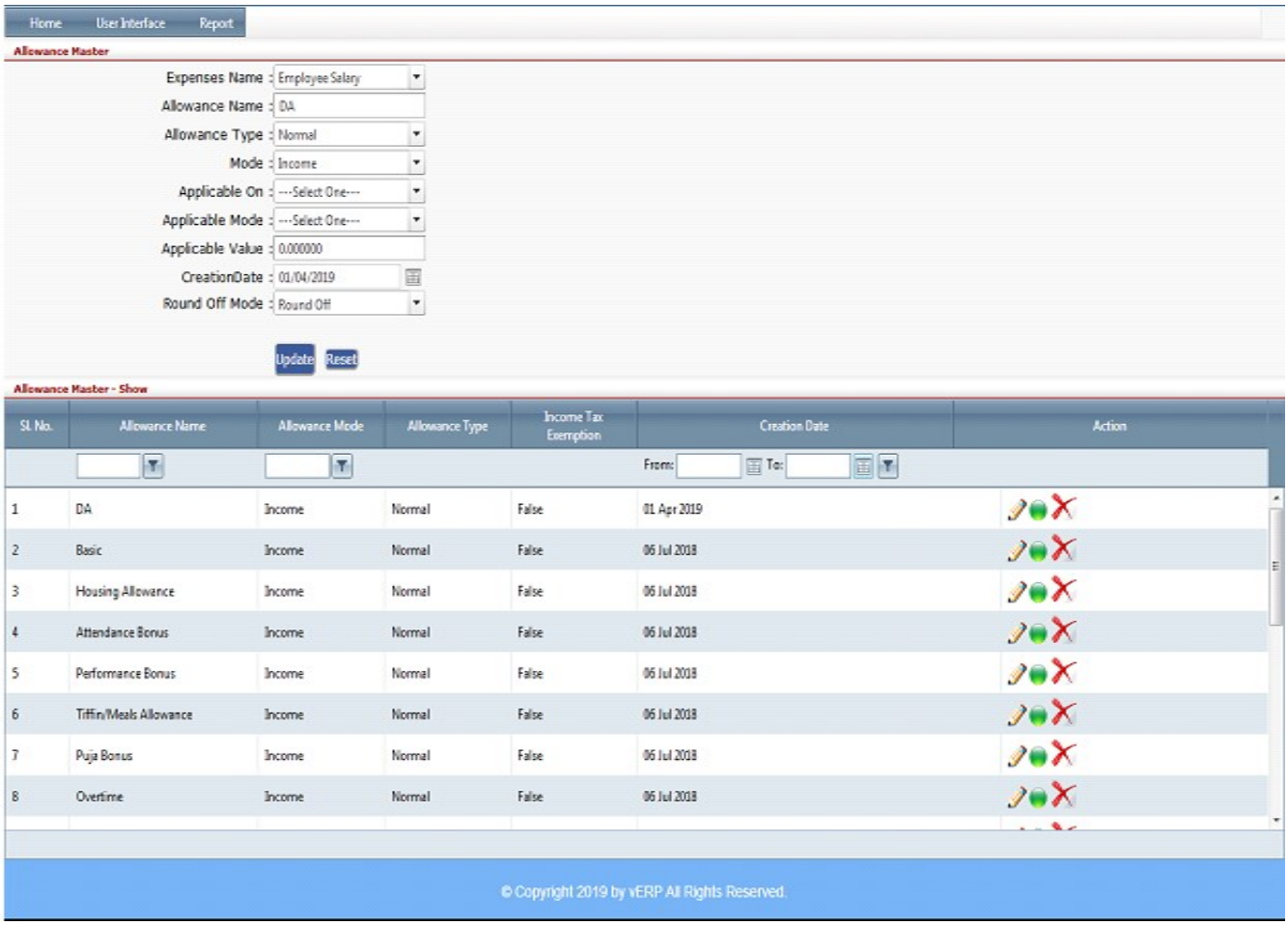
- Click on User interface button to Rule Manager SetUp Register
- Then enter all the relevant data of that particular Rule Manager SetUp Register
- Select employee Leave check box get the employee details
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Salary Allowance

Any monetary benefit offered by the employer to its employees for meeting expenditures, over and above the basic salary are known as Salary Allowances. The employers offer various kinds of additional benefits in monetary terms to their employees over and above the basic salary, which are known as salary allowances.

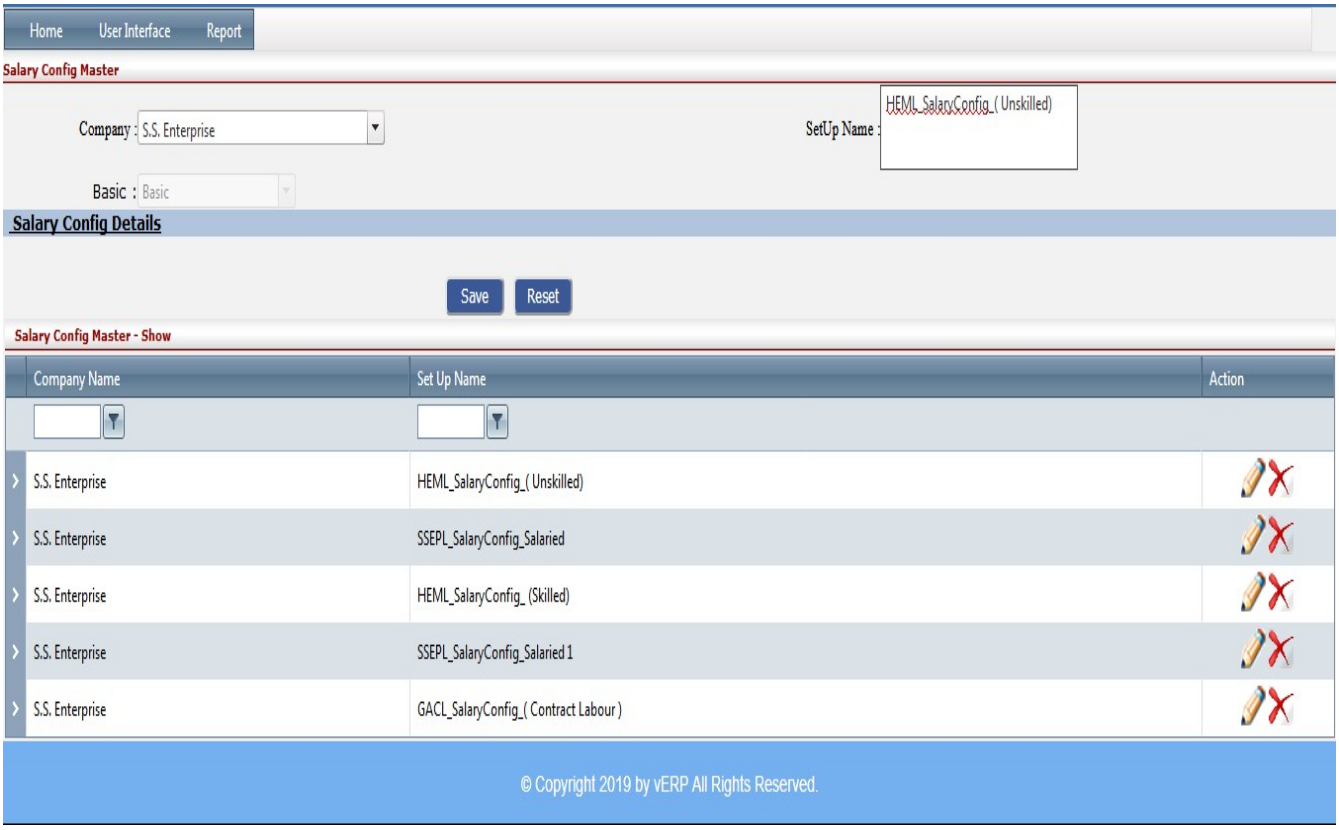
- Click on User interface button to Rule Salary Allowance
- Then enter all the relevant data of that particular Salary Allowance
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" icon



Salary Configuration

Configuration to install hr_payroll module. OpenERP provides the following features for efficient payroll management process:- Salary rule: are used to compute data like allowances, deductions, net, taxes, contribution registers, etc. You can define salary rules by using the expression.

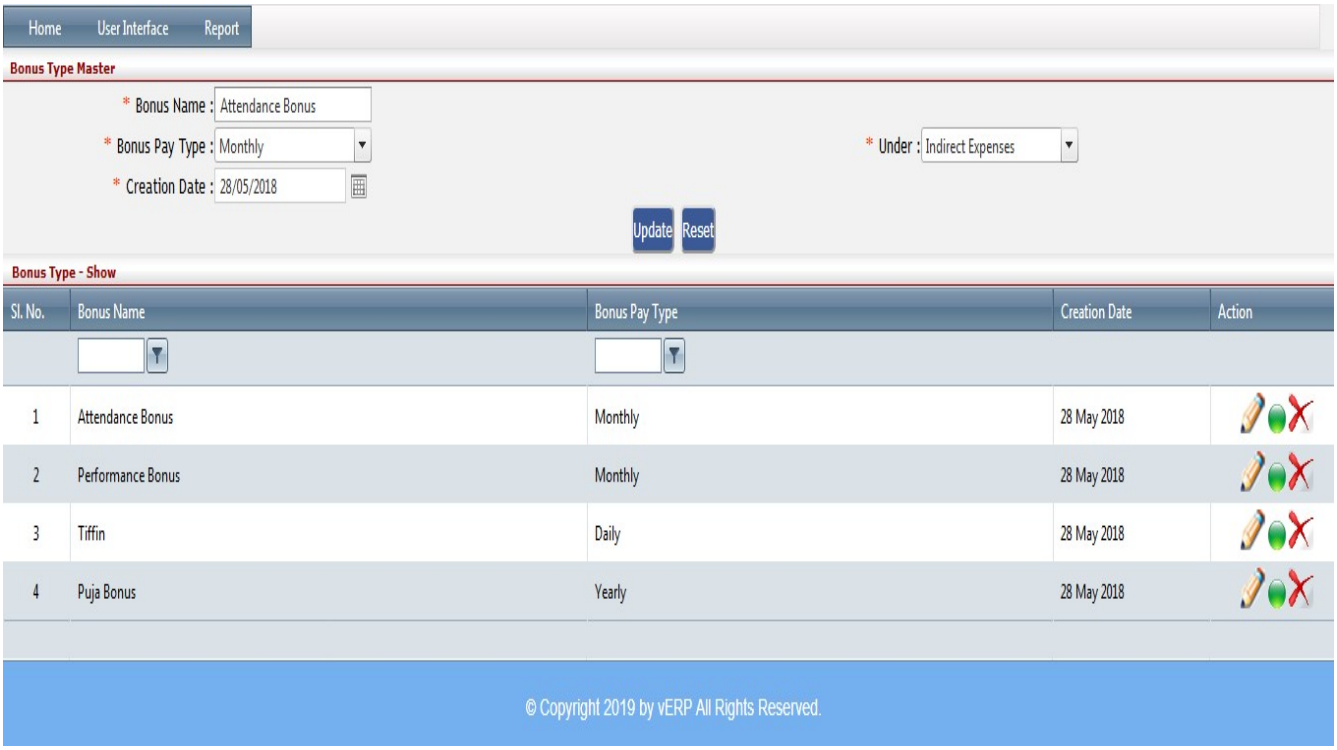
- Click on User interface button to select the Salary Configuration
- Select Company and Put setup Name get the Salary Config Details.
- Enter the salary Configuration details.
- Click on "save" button to save the records
- To Edit a particular record, click on " "pencil icon.
- Click on "Update" button to update the records
- To delete any particular record click on " " Delete icon



Bonus Type Master

The most common type of bonus is given annually based on an employee's annual base salary. Each employee is assigned a target bonus, in most companies, that reflects a possible bonus at the end of the year.

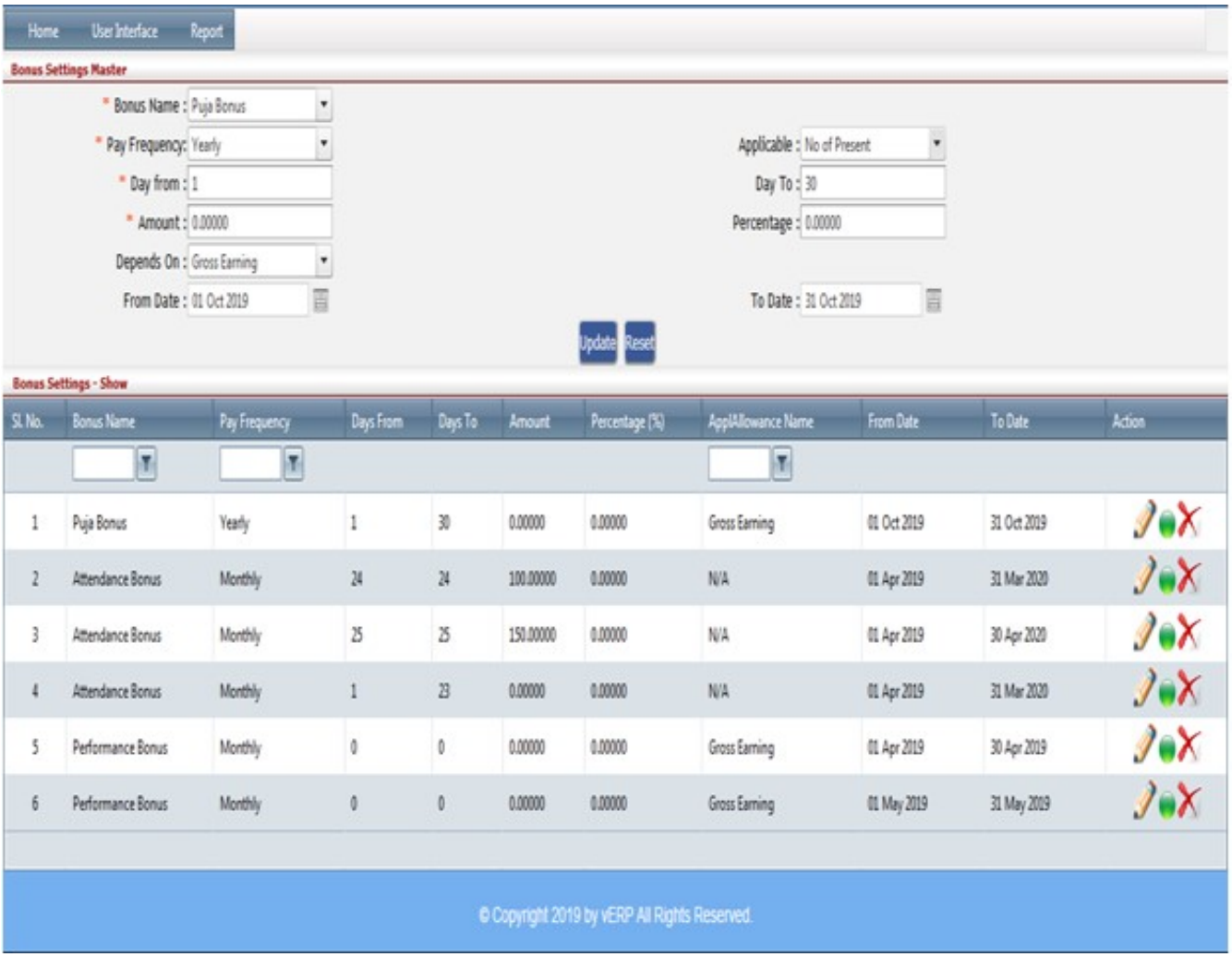
- Click on User interface button to Bonus Type Master
- Then enter all the relevant data of that particular Bonus Type Master
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" Delete icon



Bonus Setting

Bonus pay is money you give employees beyond their existing base wages. Bonus pay is a type of supplemental wage. Bonus wages can be given as a reward or gift. You might give a bonus to all employees or only a select few. And, you can determine the payroll bonus amount to give each employee

- Click on User interface button to Bonus Setting
- Then enter all the relevant data of that particular Bonus Setting
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" Delete icon



Salary Manager

A manager who is paid a salary receives a flat sum for all hours worked. There are benefits and drawbacks for both structures. The Fair Labor Standards Act governs which types of managers meet eligibility requirements for hourly pay and which are eligible to receive a salary.

- Click on User interface button to Salary Manager
- Select Company and Employee to assign
- Add Salary details here
- Check extra allowances like Tiffin, Puja, Attendance Bonus, Performance etc. if applicable
- Select period
- Click SAVE to assign salary structure to the respective employee
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To delete any particular record click on "" Delete icon

Home | User Interface | Report

Salary Manager

Company : NEOGI TECHNOLOGIES A
Branch : Head Office
Designation : Accountant
Config Name: NTARPL Config Setup
Basic : 16400
Old Total : 0
Attendance Rate : 35.00000

Zone : East
Department : FINANCE & ACCOUNTIN
Employee Name : MITADRU MUKHERJEE (
Basic: BASIC
Total 19515
Overtime Rate: 35.00000
Performance Rate : 60.00000

Sl. No.	Bonus Name	Bonus Pay Type	Select All
1	ATTENDANCE BONUS	Monthly	
2	PERFORMANCE BONUS	Quarterly	
3	TIFFIN	Daily	
4	PUJA BONUS	Yearly	

Selected Bonus Type

Sl. No.	Bonus Name	Bonus Pay Type	Action
1	ATTENDANCE BONUS	Monthly	
2	PERFORMANCE BONUS	Quarterly	
3	TIFFIN	Daily	
4	PUJA BONUS	Yearly	

Payment Mode : Bank Transfer
Period From: 01/04/2018
Period To: 31/03/2019
Last Increment Date: 01/04/2018

Sl No	Allowance Name	Fixed Amount	AllowanceOn	Percentage Amount	Amount
1	BASIC	16400	Fixed	0	16400
2	HRA	0	BASIC.	33.33	5466
3	ATTENDANCE BONUS	0	Fixed	0	0
4	PERFORMANCE BONUS	0	Fixed	0	0
5	TIFFIN	0	Fixed	0	0
6	PUJA BONUS	0	Fixed	0	0
7	OVERTIME	0	Fixed	0	0
8	PF	0	BASIC.	12.00	1968
9	ESI	0	BASIC.HRA.ATTENDANCE BONUS.TIFFIN.OVERTIME.	1.75	383

Update | Reset

Salary Manager Search

Company : NEOGI TECHNOLOGIES A
Branch : ---All Branch---
Designation : ---All Designation---
Zone : ---All Zone---
Department : ---All Department---
Employee : ---All Employee---

Search | Reset

Salary Manager - Show

Company Name	Zone Name	Branch Name	Department Name	Designation Name	Employee Code	Employee Name	Basic Amount	Current Total Salary	ROT Rate	Performance Rate	Payment Mode	Period From	Period To	Action
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	FINANCE & ACCOUNTING	Accountant	NTR195	MITADRU MUKHERJEE	16400	19515	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	North	Head Office	FINANCE & ACCOUNTING	Accountant	NTR134	SANCHITA MANDAL	10900	12971	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	PRODUCTION-STORE-PURCHASE(NTR)	Head Store Keeper	NTR122	SUDIP KUMAR GHOSH	20000	23799	35	60	Bank Transfer	01 Apr 2019	31 Mar 2020	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	PRODUCTION-STORE-PURCHASE(NTR)	Assistant Store Keeper	NTR207	BISWANATH ROY	9500	11304	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-1	Operator	NTR066	ABDUL MONDAL MALEK	10000	11900	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-1	Operator	NTR192	AMRITA MONDAL	11200	13328	35	35	Bank Transfer	01 Apr 2018	31 Mar 2019	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-3	Operator	NTR0010	ANOWAR HOSSAIN MONDAL	14600	17373	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-2	Operator	NTR012	ARUN DAS	12150	14459	35	60	Bank Transfer	01 Aug 2018	31 Mar 2019	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-3	Operator	NTR011	ARUN DAS	13200	15708	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019	
NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	Quality Control	QADD	NTR202	AVISEK GHOSH	15450	18385	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019	

1 2 3 4 5 6 7 8

Page 1 of 8, items 1 to 10 of 76.

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Salary Manager Bulk Insert

A Bulk insert is a process or method provided by a database management system to load multiple rows of data into a database table.

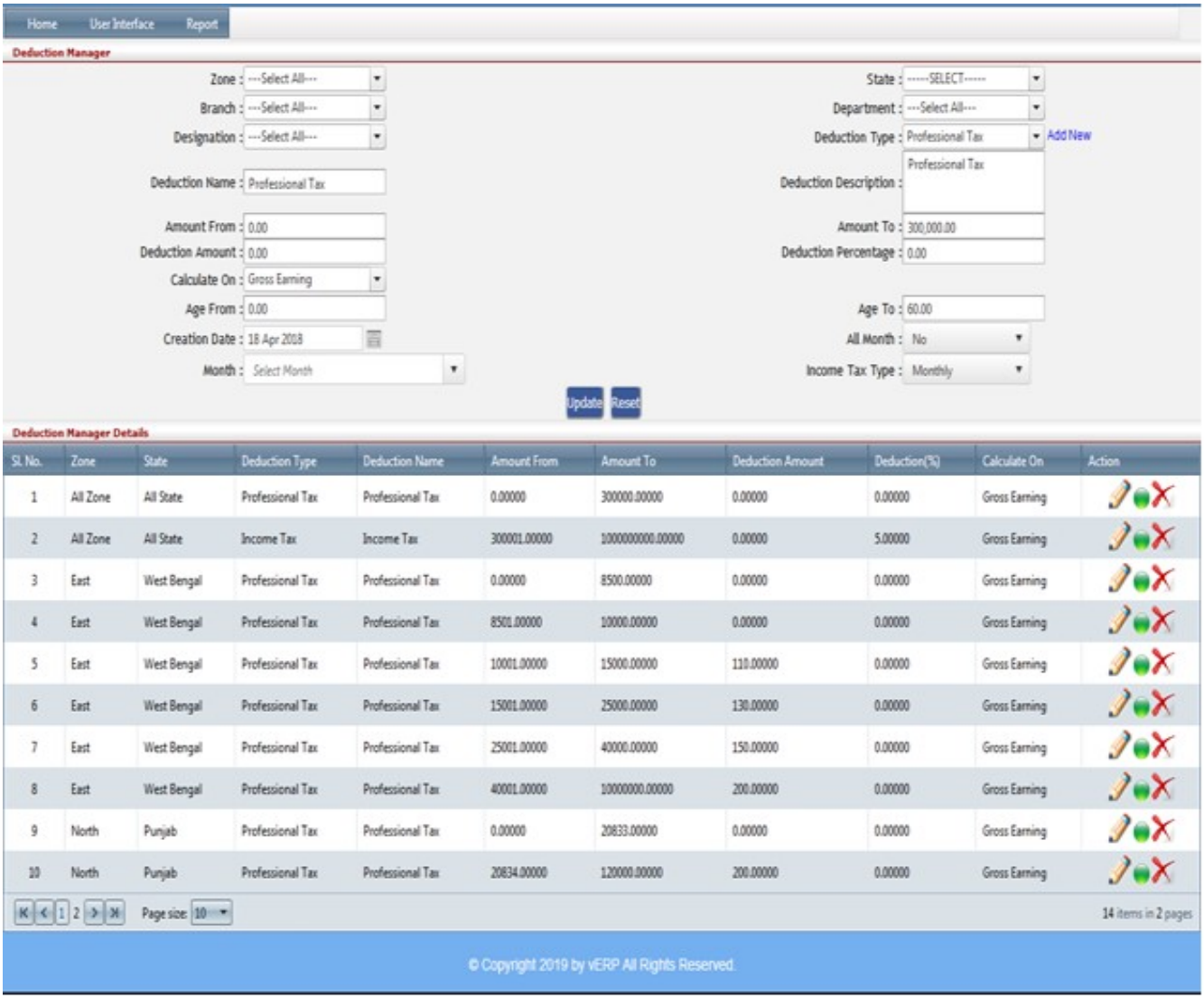
- Click on User interface button to Salary Manager Bulk Insert
- Select Company
- Click on Browse Button to select upload file
- Click on "Save" button to save the records

SL No.	Company Name	Zone Name	Branch Name	Department Name	Designation Name	Employee Code	Employee Name	Basic Amount	Current Total Salary	ROT Rate	Performance Rate	Payment Mode	Period From	Period To
1	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-1	Operator	NTR066	ABDUL MONDAL MALEK	10080	11900	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019
2	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-1	Operator	NTR192	AMRITA MONDAL	11200	13328	35	35	Bank Transfer	01 Apr 2018	31 Mar 2019
3	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-3	Operator	NTR0010	ANOWAR HOSSAIN MONDAL	14680	17373	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019
4	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-2	Operator	NTR012	ARUN DAS	12150	14459	35	60	Bank Transfer	01 Aug 2018	31 Mar 2019
5	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-3	Operator	NTR011	ARUN DAS	13200	15708	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019
6	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	OFFICE	Computer Operator	NTR204	ARUNAVA GHOSH	14320	17041	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019
7	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	SALES-MARKETING-DESPATCH(NTR)	HO Sales & Marketing	NTR162	ASHOK KUMAR CHATTERJEE	16490	19622	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019
8	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	Quality Control	QADD	NTR202	AVISEK GHOSH	15450	18385	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019
9	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-2	Operator	NTR019	BARUN MONDAL	16750	19932	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019
10	NEOGI TECHNOLOGIES AND RESEARCH PVT. LTD.	East	Head Office	MS-2	Operator	NTR179	BIBHAS PAUL	17120	20373	35	60	Bank Transfer	01 Apr 2018	31 Mar 2019

Deduction Manager

Deduction manager (also referred to as claims management) is the oversight of the method of payment that manufacturers use where they will charge the customer the full amount of the bill, and the customer can deduct, or short pay, what is owed back to them.

- Click on User interface button to select the Deduction Manager
- Enter the details Record
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" Delete icon

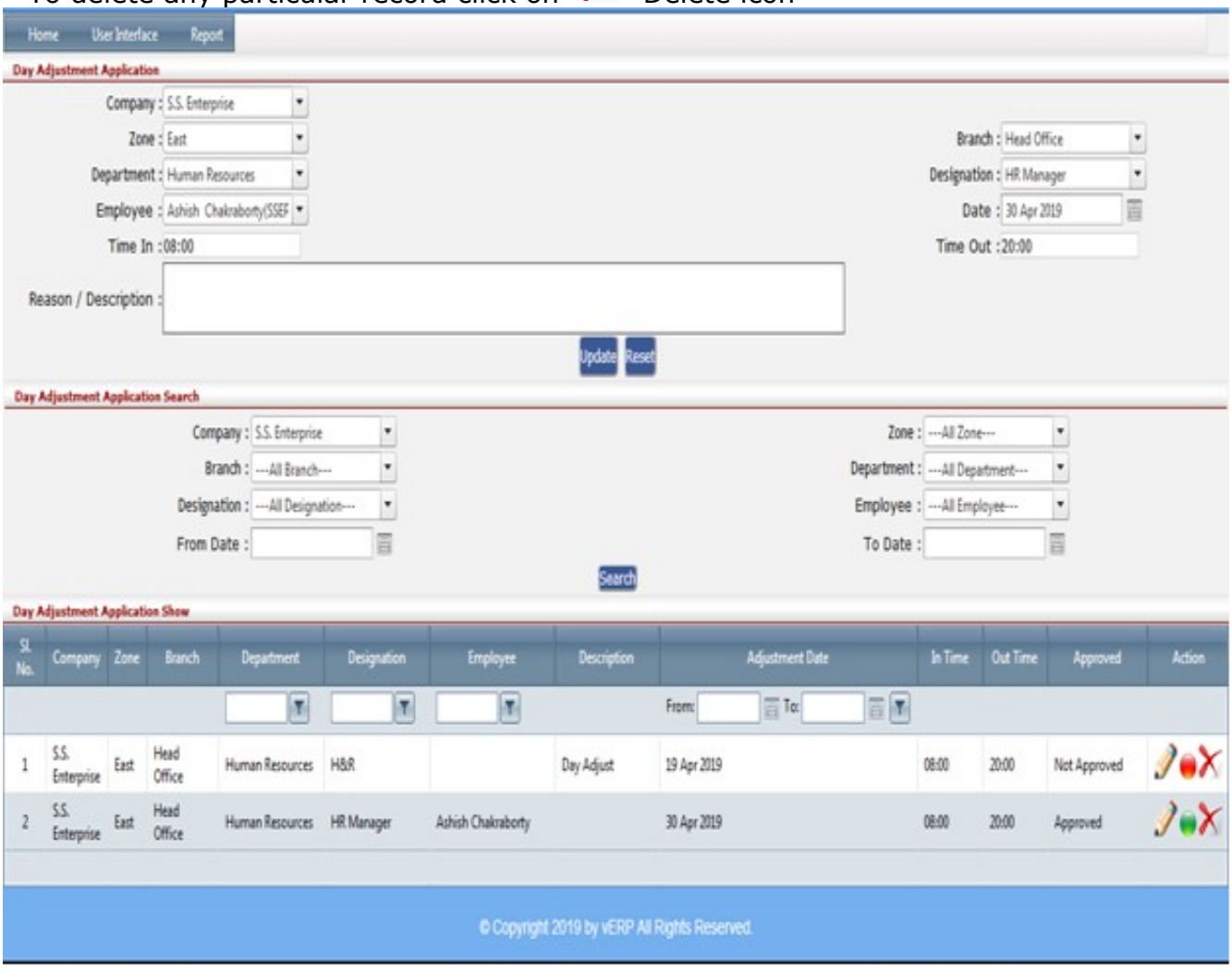


Sl No.	Zone	State	Deduction Type	Deduction Name	Amount From	Amount To	Deduction Amount	Deduction(%)	Calculate On	Action
1	All Zone	All State	Professional Tax	Professional Tax	0.00000	300000.00000	0.00000	0.00000	Gross Earning	
2	All Zone	All State	Income Tax	Income Tax	300001.00000	1000000000.00000	0.00000	5.00000	Gross Earning	
3	East	West Bengal	Professional Tax	Professional Tax	0.00000	8500.00000	0.00000	0.00000	Gross Earning	
4	East	West Bengal	Professional Tax	Professional Tax	8501.00000	10000.00000	0.00000	0.00000	Gross Earning	
5	East	West Bengal	Professional Tax	Professional Tax	10001.00000	15000.00000	110.00000	0.00000	Gross Earning	
6	East	West Bengal	Professional Tax	Professional Tax	15001.00000	25000.00000	130.00000	0.00000	Gross Earning	
7	East	West Bengal	Professional Tax	Professional Tax	25001.00000	40000.00000	150.00000	0.00000	Gross Earning	
8	East	West Bengal	Professional Tax	Professional Tax	40001.00000	10000000.00000	200.00000	0.00000	Gross Earning	
9	North	Punjab	Professional Tax	Professional Tax	0.00000	20833.00000	0.00000	0.00000	Gross Earning	
10	North	Punjab	Professional Tax	Professional Tax	20834.00000	120000.00000	200.00000	0.00000	Gross Earning	

Day Adjustment

Working-day adjustment is a part of the calendar adjustment which focusses on the changing number of working days (Monday - Friday) in the various months and their effect on statistical indicators (e.g. industrial production, production in construction) for these months.

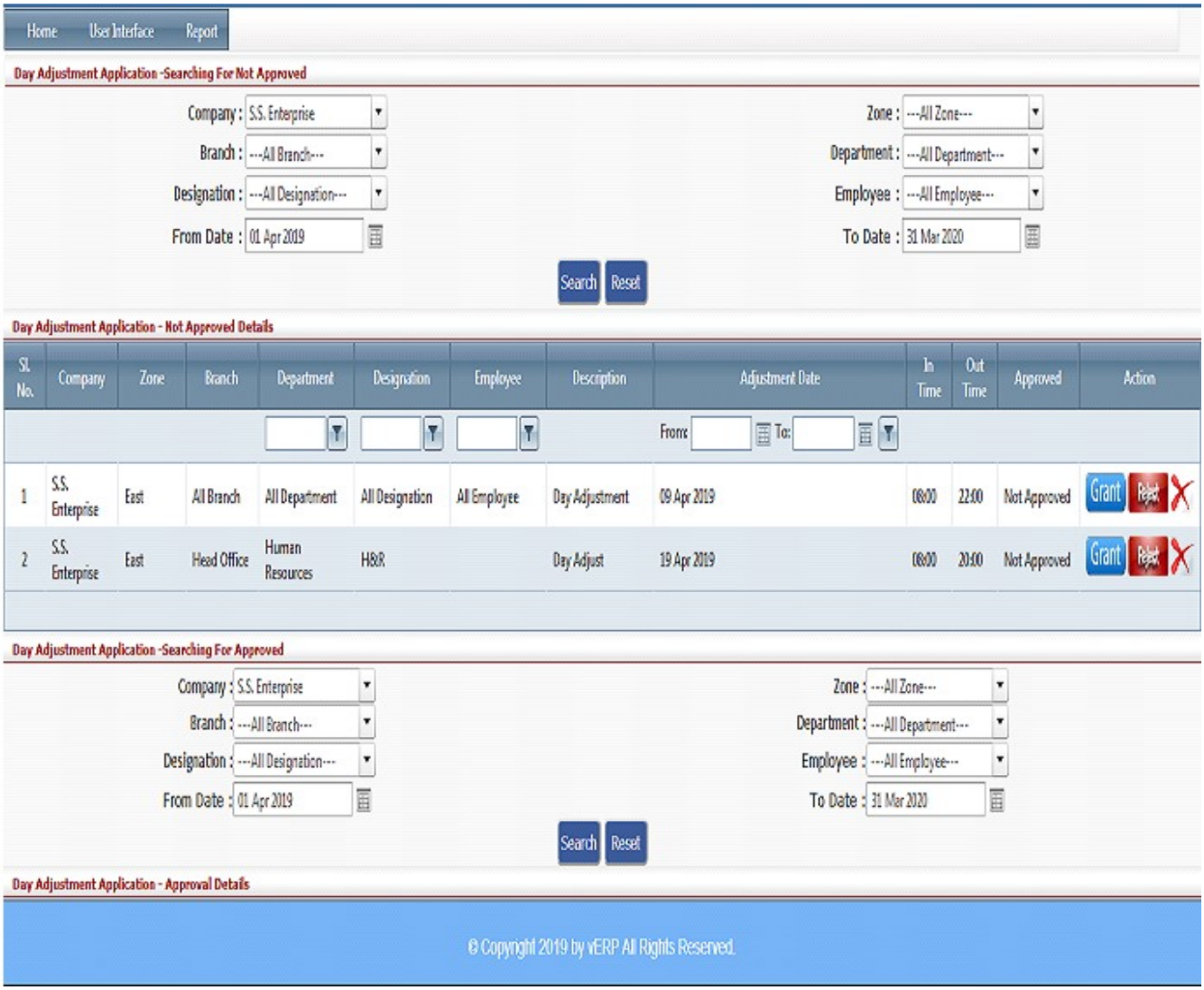
- Click on User interface button to select the Day Adjustment
- Enter the details Record
- Enter the description
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" Delete icon



Day Adjust Approval

Working-day adjustment is a part of the calendar adjustment which focusses on the changing number of working days (Monday - Friday) in the various months and their effect on statistical indicators (e.g. industrial production, production in construction) for these months.

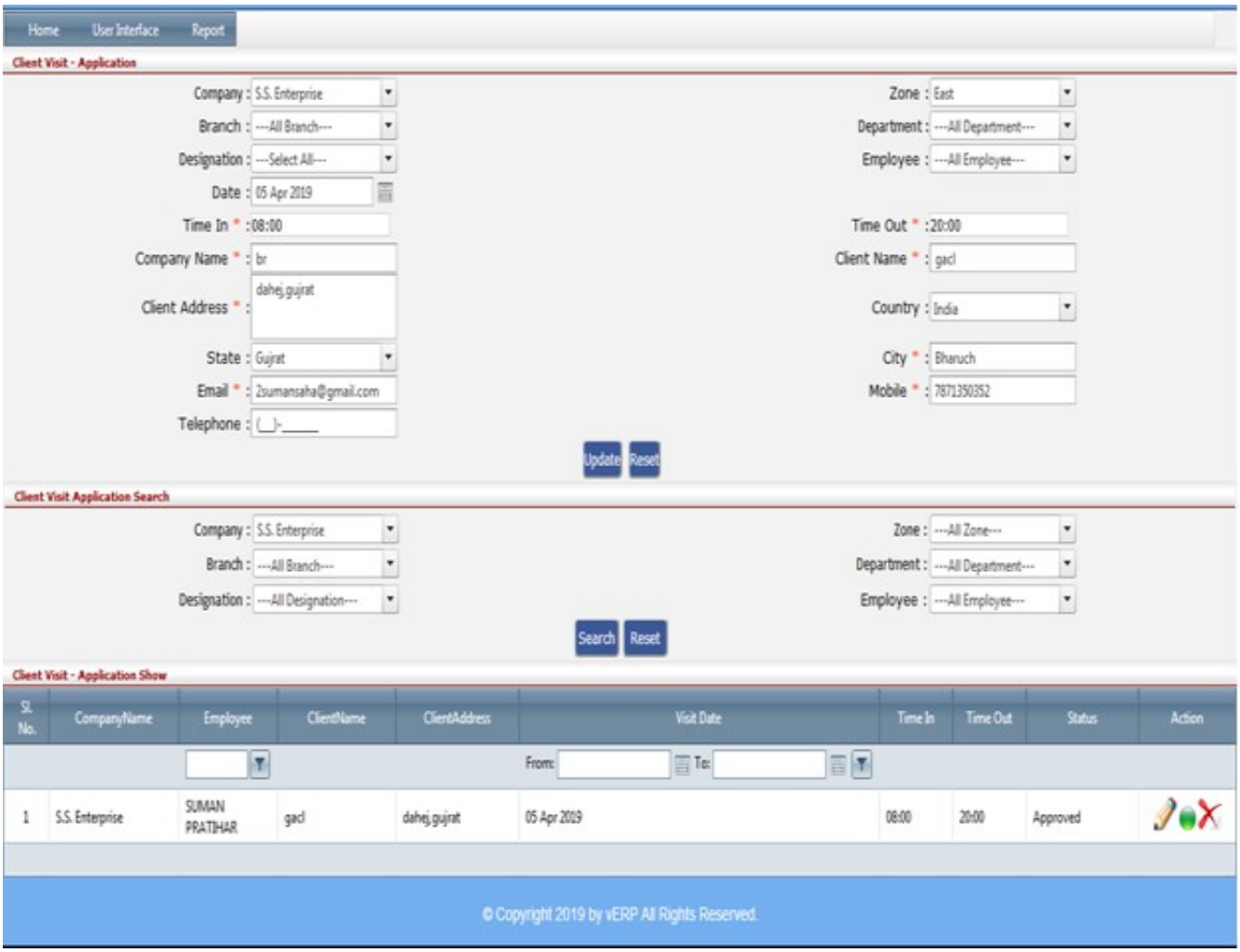
- Click on User interface button to select the Day Adjust Approval
- Enter the details Record
- Enter the description
- Click on "Search" button to get the Day Adjustment Approval.
- To Grant / Reject any particular record click on "Grant / Reject" icon
- To delete any particular record click on "✗" Delete icon



Client Visit Application

A program of customer visits typically involves visiting at least a dozen customers in a planned and systematic program. A combination of face to face guided discussion with buyers and users and a walk-through the production (or product-use) areas is generally most productive. Purpose.

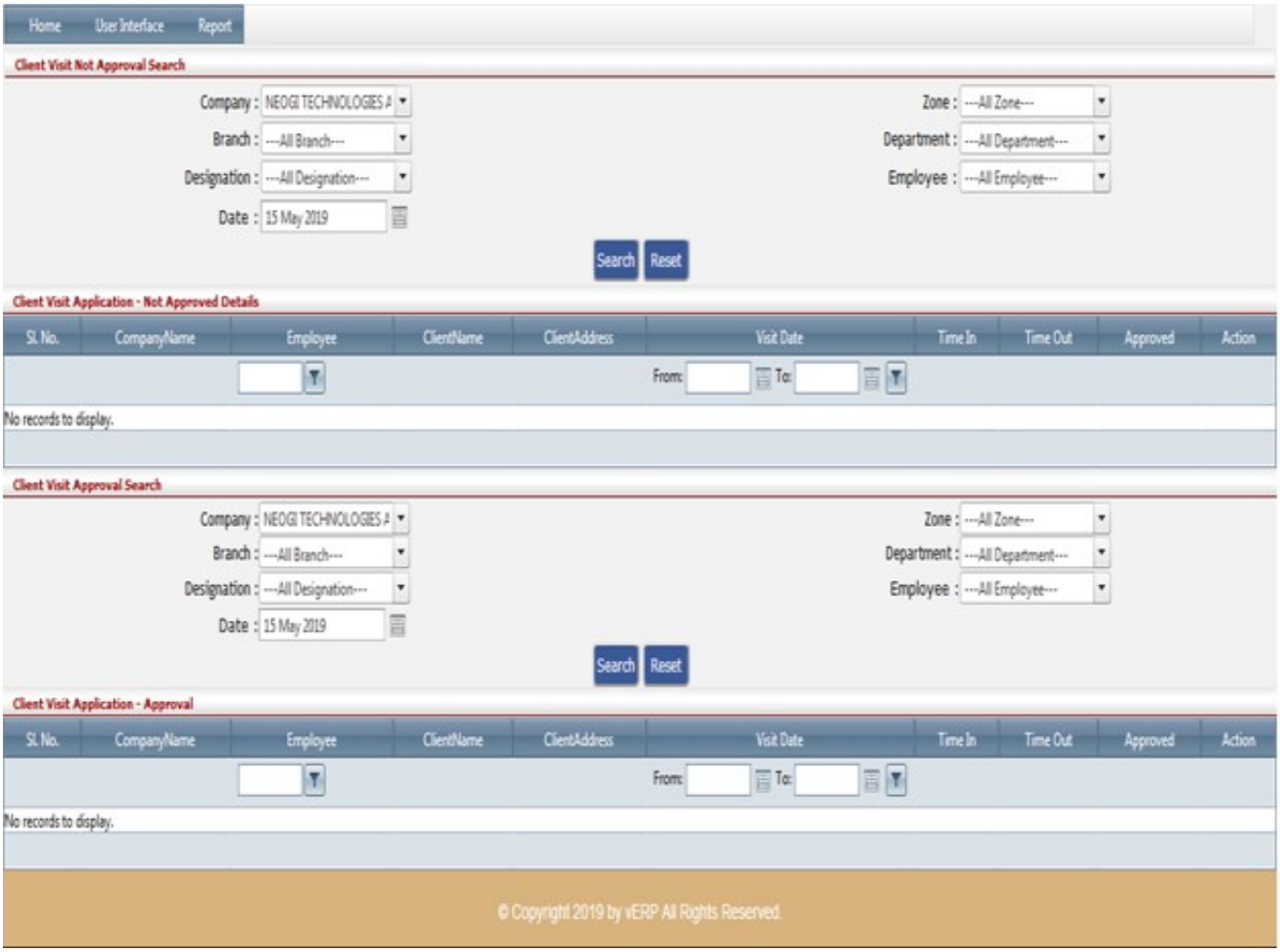
- Click on User interface button to select the Client Visit Application
- Then enter all the relevant data of that particular Client Visit Application
- Click on "Save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" Delete icon



Client Visit Approval

Applicant's clients' approval means a letter/document/statements issued by clients for a specific product, assuring that the product met their specifications and works correctly in its intended application.

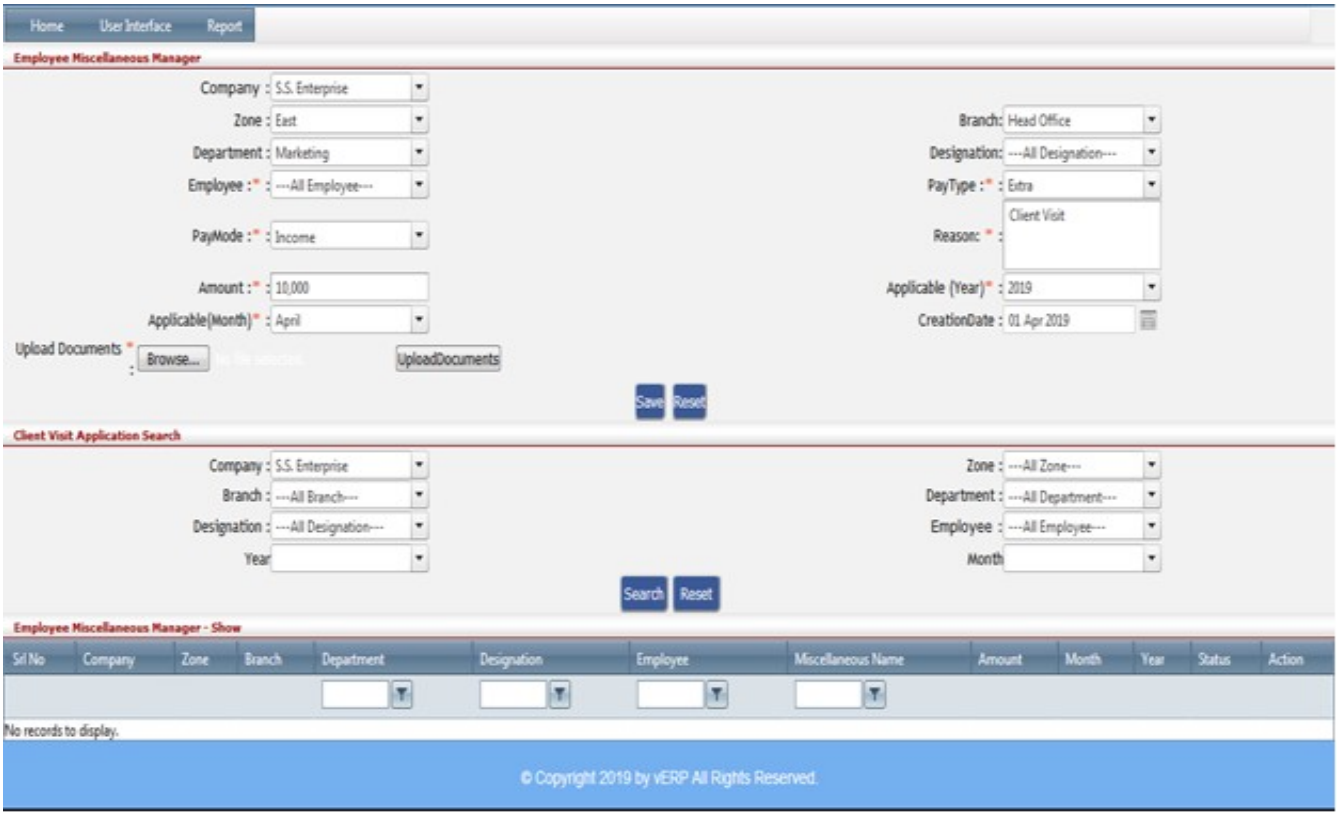
- Click on User interface button to select the Client Visit Approval
- Then enter all the relevant data of that particular Client Visit Approval
- Click on "Search" button to get the Client Visit Approval.
- To Grant / Reject any particular record click on "Grant / Reject" icon
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To delete any particular record click on "" Delete icon



Miscellaneous

The definition of miscellaneous is people or things that are varied or mixed and cannot easily be categorized or grouped. An example of miscellaneous is a gathering of a bunch of people who have little in common and who can't be easily grouped into different groups.

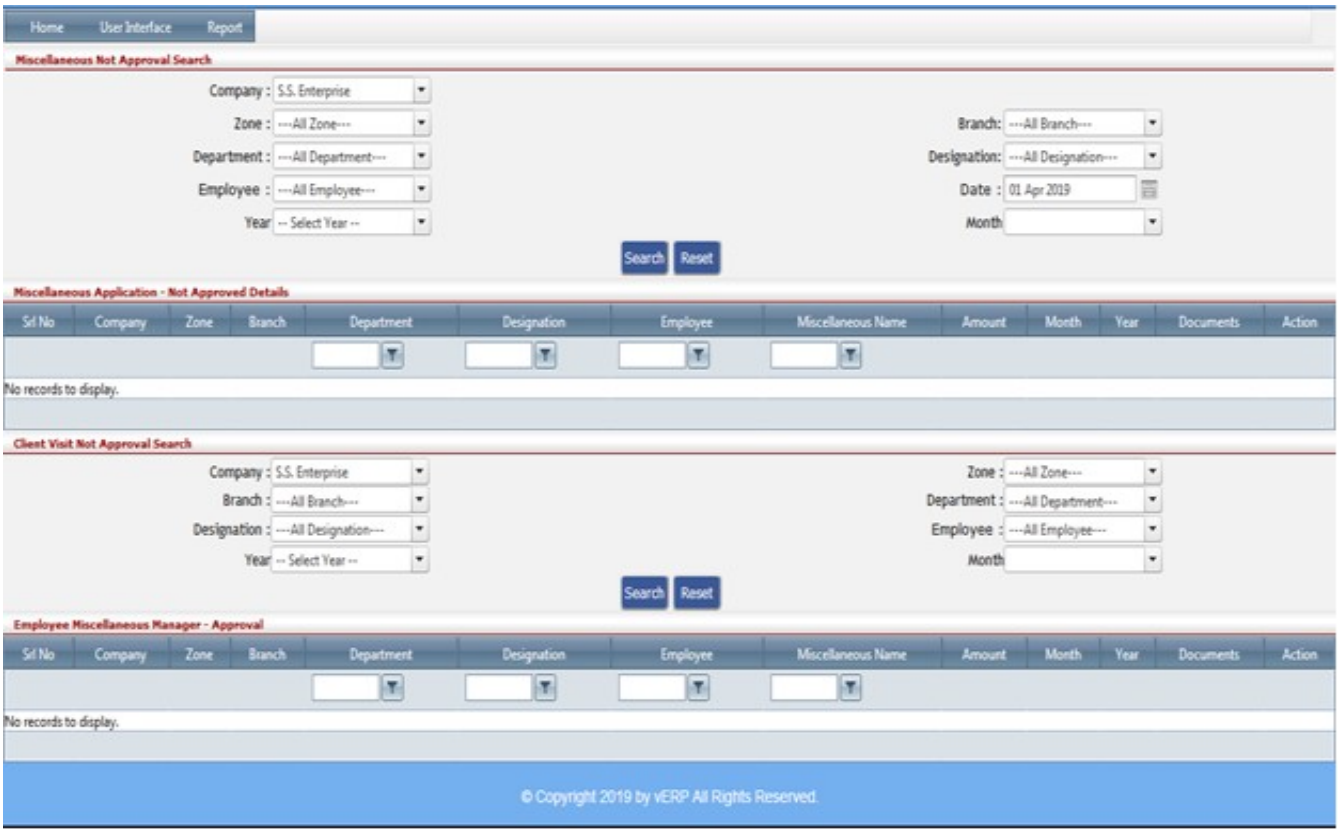
- Click on User interface button to select the Miscellaneous
- Then enter all the relevant data of that particular Miscellaneous
- Click on "save" button to save the records
- Click on "Choose File" button to select the file
- Click on "Upload Document" button to Uploaded the file.
- Click on "save" button to save the records



Miscellaneous Approval

The definition of miscellaneous is people or things that are varied or mixed and cannot easily be categorized or grouped. An example of miscellaneous is a gathering of a bunch of people who have little in common and who can't be easily grouped into different groups.

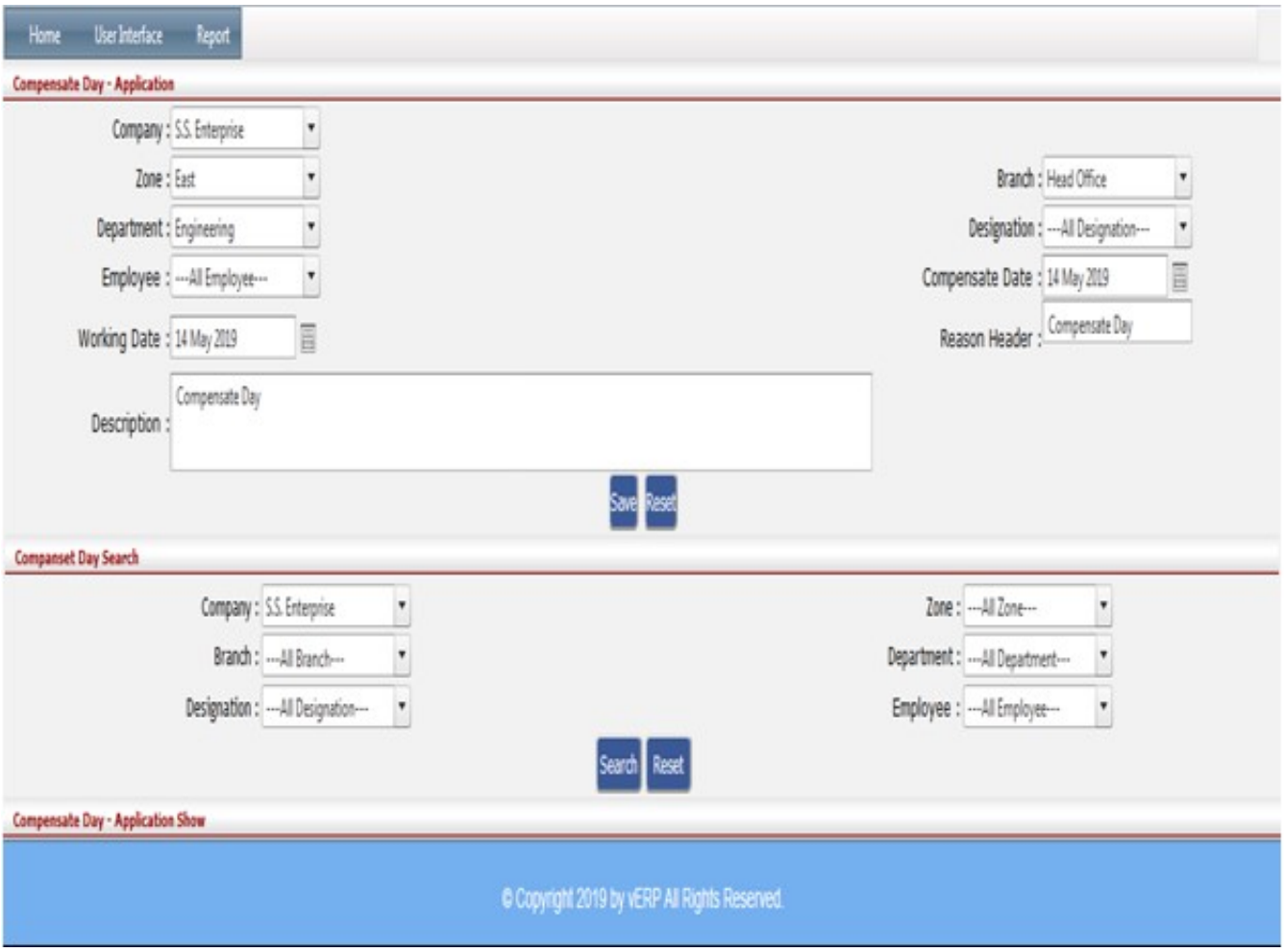
- Click on User interface button to select the Miscellaneous Approval
- Then enter all the relevant data of that particular Miscellaneous Approval
- Click on "Search" button to get the Client Visit Approval.
- To Grant / Reject any particular record click on "Grant / Reject" icon
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To delete any particular record click on "" Delete icon



Compensate Day Application

In my company we call it "TOIL" (Time Off In Lieu, also used by government advice agencies —in this case in reference to overtime compensation). It may be for when one works on a day one is not contracted to do, or in compensation for having worked overtime on a particular day or days.

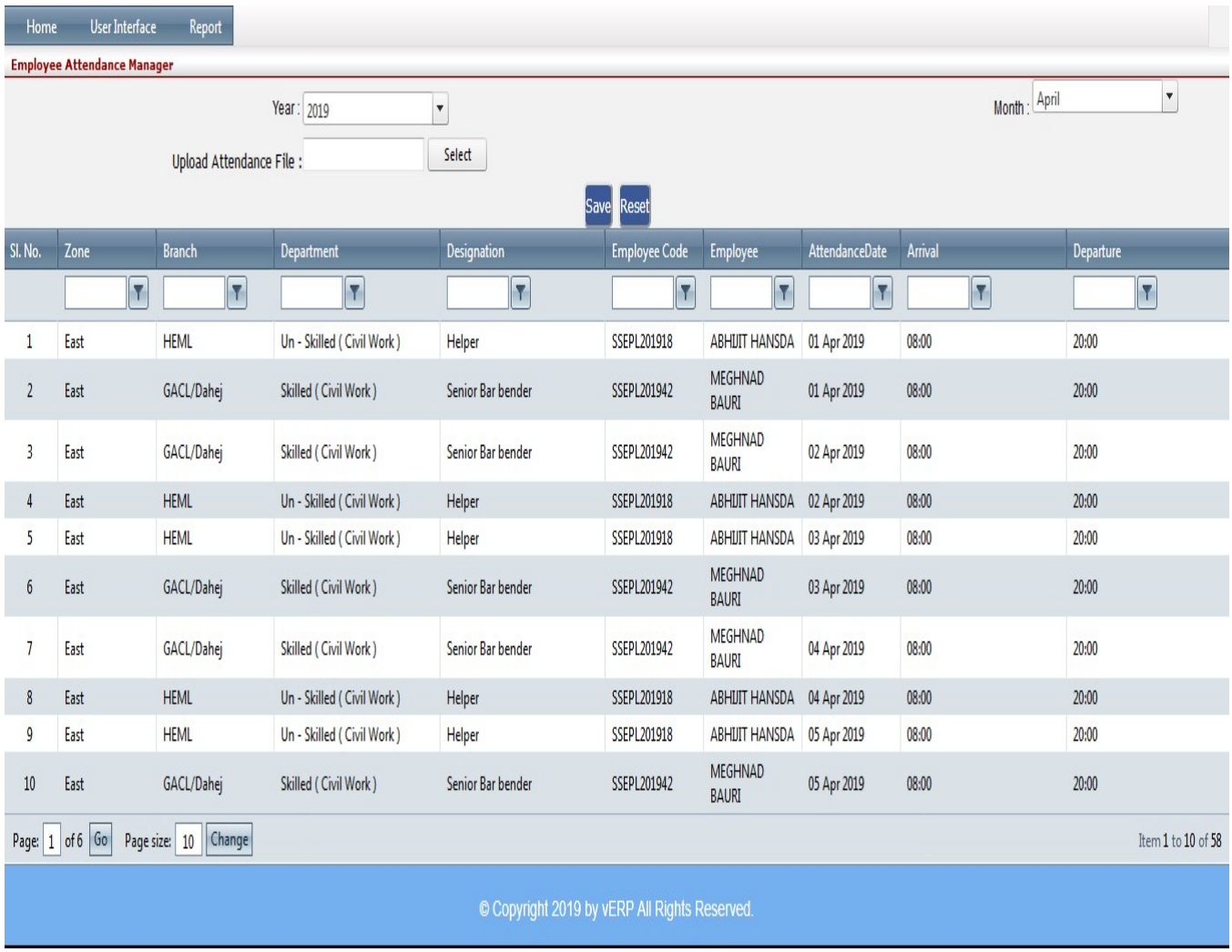
- Click on User interface button to Compensate Day Application
- Then enter all the relevant data of that Compensate Day Application
- Click on "save" button to save the records
- Search Details- Put a proper date range from Date to Date.
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" Delete icon



Bulk Attendance

Bulk attendance is used to add the attendance of the multiple employees in bulk format at the same time in the form of an excel sheet. ... Regular Format – In this format, you can upload attendance in bulk for day and night shift both for multiple employees.

- Click on User interface button to select the Bulk Attendance
- To select Year & Month
- Click on "Select" button to choose the file.
- Click on "save" button to save the records

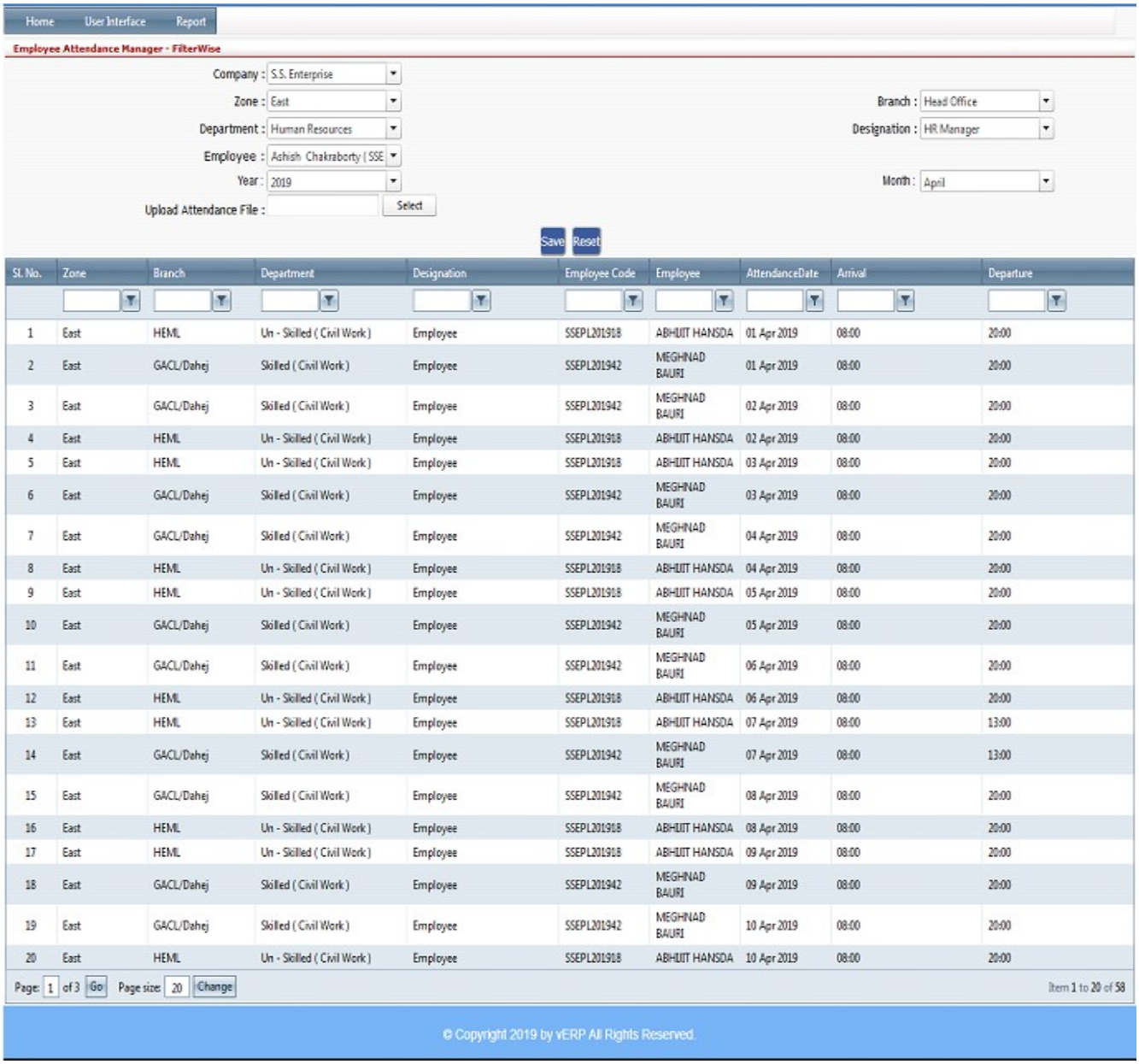


Sl. No.	Zone	Branch	Department	Designation	Employee Code	Employee	AttendanceDate	Arrival	Departure
1	East	HEML	Un - Skilled (Civil Work)	Helper	SSEPL201918	ABHIJIT HANSDA	01 Apr 2019	08:00	20:00
2	East	GACL/Dahej	Skilled (Civil Work)	Senior Bar bender	SSEPL201942	MEGHNAD BAURI	01 Apr 2019	08:00	20:00
3	East	GACL/Dahej	Skilled (Civil Work)	Senior Bar bender	SSEPL201942	MEGHNAD BAURI	02 Apr 2019	08:00	20:00
4	East	HEML	Un - Skilled (Civil Work)	Helper	SSEPL201918	ABHIJIT HANSDA	02 Apr 2019	08:00	20:00
5	East	HEML	Un - Skilled (Civil Work)	Helper	SSEPL201918	ABHIJIT HANSDA	03 Apr 2019	08:00	20:00
6	East	GACL/Dahej	Skilled (Civil Work)	Senior Bar bender	SSEPL201942	MEGHNAD BAURI	03 Apr 2019	08:00	20:00
7	East	GACL/Dahej	Skilled (Civil Work)	Senior Bar bender	SSEPL201942	MEGHNAD BAURI	04 Apr 2019	08:00	20:00
8	East	HEML	Un - Skilled (Civil Work)	Helper	SSEPL201918	ABHIJIT HANSDA	04 Apr 2019	08:00	20:00
9	East	HEML	Un - Skilled (Civil Work)	Helper	SSEPL201918	ABHIJIT HANSDA	05 Apr 2019	08:00	20:00
10	East	GACL/Dahej	Skilled (Civil Work)	Senior Bar bender	SSEPL201942	MEGHNAD BAURI	05 Apr 2019	08:00	20:00

Attendance Filter Access File

Employee who attends school regularly have been shown to achieve at higher levels than employee who do not have regular attendance. This relationship between attendance and achievement may appear early in an employee's career. ... Research shows that attendance is an important factor in employee's achievement.

- Click on User interface button to select the Attendance Filter Access File
- Then enter all the relevant data of that particular Attendance Filter Access File
- Click on "Select" button to choose the file.
- Click on "save" button to save the records

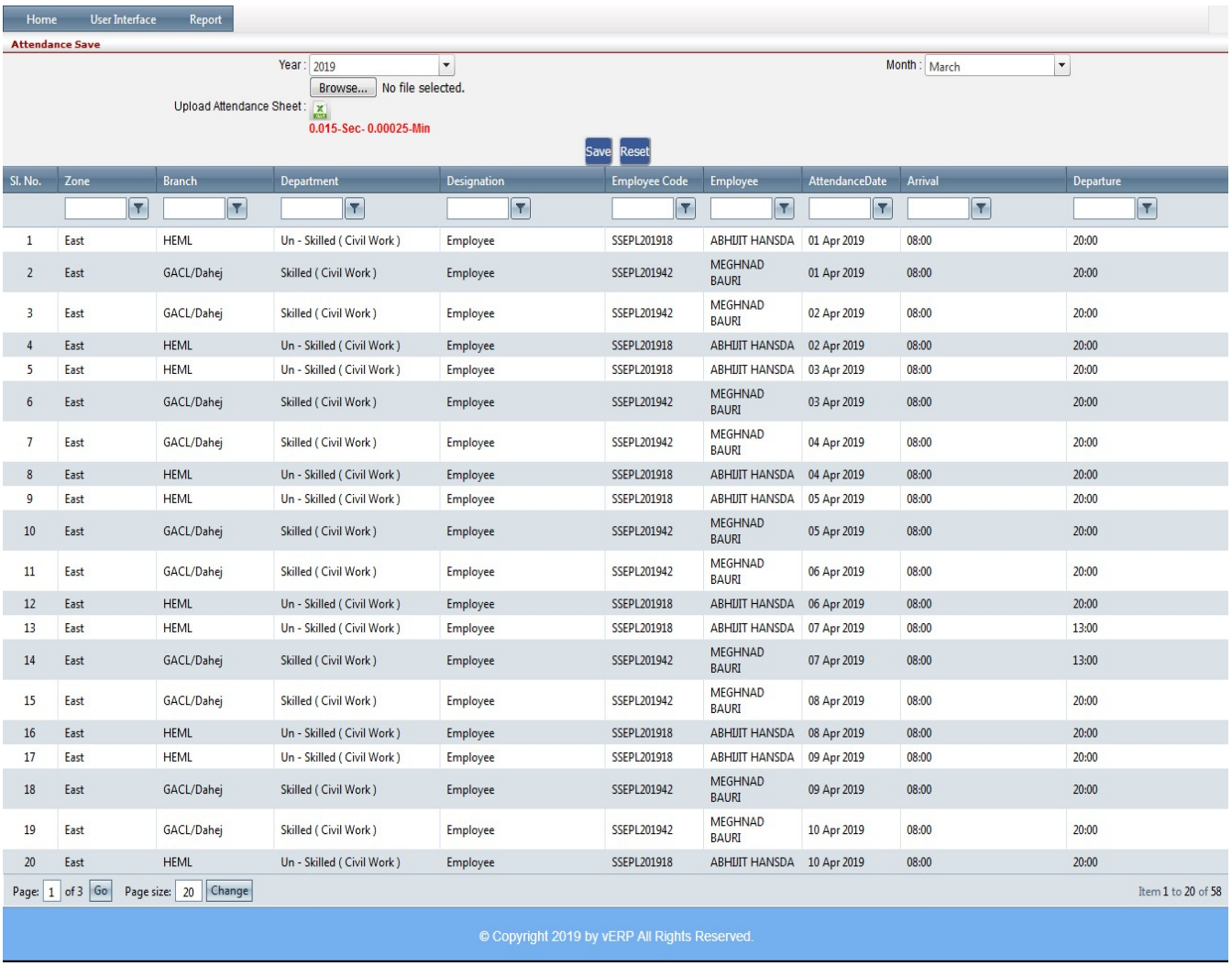


Sl. No.	Zone	Branch	Department	Designation	Employee Code	Employee	AttendanceDate	Arrival	Departure
1	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	01 Apr 2019	08:00	20:00
2	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	01 Apr 2019	08:00	20:00
3	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	02 Apr 2019	08:00	20:00
4	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	02 Apr 2019	08:00	20:00
5	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	03 Apr 2019	08:00	20:00
6	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	03 Apr 2019	08:00	20:00
7	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	04 Apr 2019	08:00	20:00
8	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	04 Apr 2019	08:00	20:00
9	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	05 Apr 2019	08:00	20:00
10	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	05 Apr 2019	08:00	20:00
11	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	06 Apr 2019	08:00	20:00
12	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	06 Apr 2019	08:00	20:00
13	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	07 Apr 2019	08:00	13:00
14	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	07 Apr 2019	08:00	13:00
15	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	08 Apr 2019	08:00	20:00
16	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	08 Apr 2019	08:00	20:00
17	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	09 Apr 2019	08:00	20:00
18	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	09 Apr 2019	08:00	20:00
19	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	10 Apr 2019	08:00	20:00
20	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	10 Apr 2019	08:00	20:00

Attendance Excel File

Bulk attendance is used to add the attendance of the multiple employees in bulk format at the same time in the form of an excel sheet. ... Regular Format – In this format, you can upload attendance in bulk for day and night shift both for multiple employees.

- Click on User interface button to select the Attendance Excel File
- To select Year & Month
- Click on "Select" button to choose the file.
- Click on "save" button to save the records

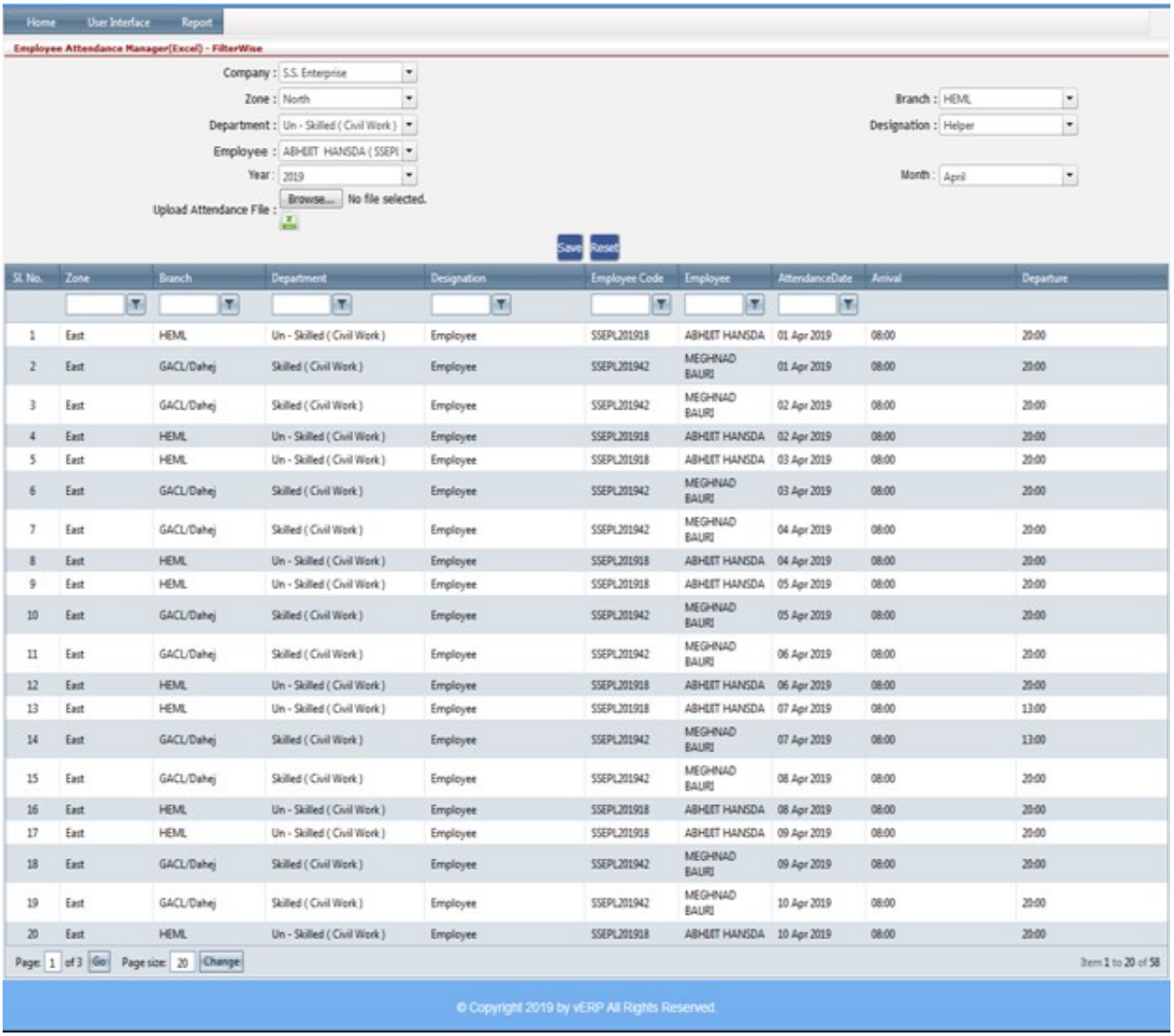


Sl. No.	Zone	Branch	Department	Designation	Employee Code	Employee	AttendanceDate	Arrival	Departure
1	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	01 Apr 2019	08:00	20:00
2	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	01 Apr 2019	08:00	20:00
3	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	02 Apr 2019	08:00	20:00
4	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	02 Apr 2019	08:00	20:00
5	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	03 Apr 2019	08:00	20:00
6	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	03 Apr 2019	08:00	20:00
7	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	04 Apr 2019	08:00	20:00
8	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	04 Apr 2019	08:00	20:00
9	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	05 Apr 2019	08:00	20:00
10	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	05 Apr 2019	08:00	20:00
11	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	06 Apr 2019	08:00	20:00
12	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	06 Apr 2019	08:00	20:00
13	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	07 Apr 2019	08:00	13:00
14	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	07 Apr 2019	08:00	13:00
15	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	08 Apr 2019	08:00	20:00
16	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	08 Apr 2019	08:00	20:00
17	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	09 Apr 2019	08:00	20:00
18	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	09 Apr 2019	08:00	20:00
19	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	10 Apr 2019	08:00	20:00
20	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	10 Apr 2019	08:00	20:00

Attendance Filter Excel File

Bulk attendance is used to add the attendance of the multiple employees in bulk format at the same time in the form of an excel sheet. ... Regular Format – In this format, you can upload attendance in bulk for day and night shift both for multiple employees.

- Click on User interface button to select the Attendance Filter Excel File
- Then enter all the relevant data of that particular Attendance Filter Excel File
- Click on "Select" button to choose the file.
- Click on "save" button to save the records



Sl. No.	Zone	Branch	Department	Designation	Employee Code	Employee	AttendanceDate	Arrival	Departure
1	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	01 Apr 2019	08:00	20:00
2	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	01 Apr 2019	08:00	20:00
3	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	02 Apr 2019	08:00	20:00
4	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	02 Apr 2019	08:00	20:00
5	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	03 Apr 2019	08:00	20:00
6	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	03 Apr 2019	08:00	20:00
7	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	04 Apr 2019	08:00	20:00
8	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	04 Apr 2019	08:00	20:00
9	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	05 Apr 2019	08:00	20:00
10	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	05 Apr 2019	08:00	20:00
11	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	06 Apr 2019	08:00	20:00
12	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	06 Apr 2019	08:00	20:00
13	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	07 Apr 2019	08:00	13:00
14	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	07 Apr 2019	08:00	13:00
15	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	08 Apr 2019	08:00	20:00
16	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	08 Apr 2019	08:00	20:00
17	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	09 Apr 2019	08:00	20:00
18	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	09 Apr 2019	08:00	20:00
19	East	GACL/Dahej	Skilled (Civil Work)	Employee	SSEPL201942	MEGHNAD BAURI	10 Apr 2019	08:00	20:00
20	East	HEML	Un - Skilled (Civil Work)	Employee	SSEPL201918	ABHIJIT HANSDA	10 Apr 2019	08:00	20:00

Employee All Day Present

The present is the time that is associated with the events perceived directly and in the first time, not as a recollection or a speculation. It is a period of time between the past and the future, and can vary in meaning from being an instant to a day or longer.

- Click on User interface button to select the Employee All Day Present
- Then enter all the relevant data of that particular Employee All Day Present
- Click on "save" button to save the records

Reset Over Time

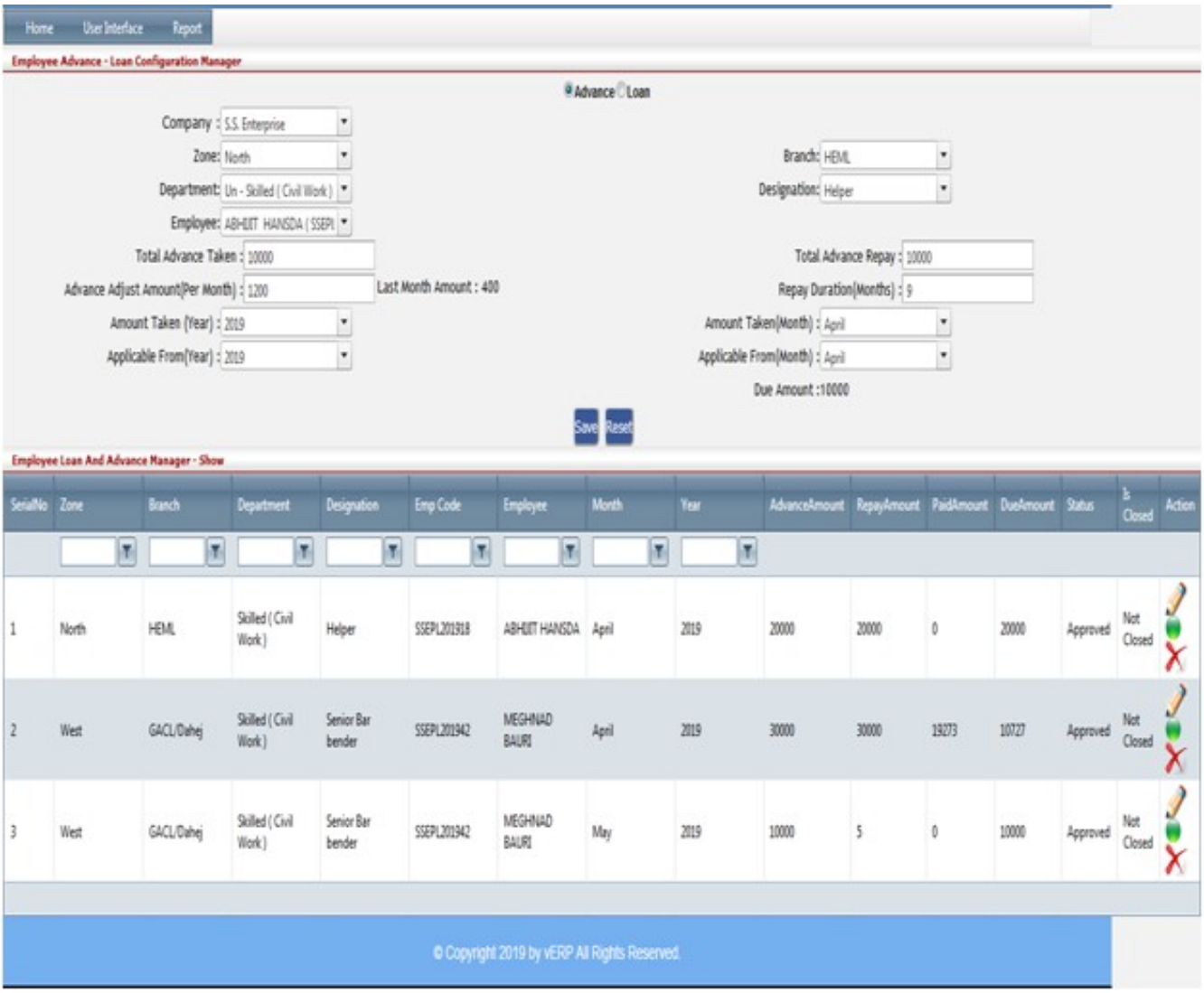
A reset date is a point in time when the initial fixed interest rate on an adjustable-rate mortgage (ARM) changes to an adjustable rate. ... After the initial reset date, the interest rate becomes variable and changes according to the terms established in the borrower's credit agreement.

- Click on User interface button to select the Reset Over Time
- Then enter all the relevant data of that particular Reset Over Time
- Click on "Search" button to get the overtime Details.
- Click on "save" button to save the records

Employee Advance

A payroll advance is where the company offers an employee part of their pay in advance - essentially a short term loan. This may help the employee get through a tough financial patch, or pay a significant upfront cost (like the deposit on an apartment). Expense advances are fundamentally different.

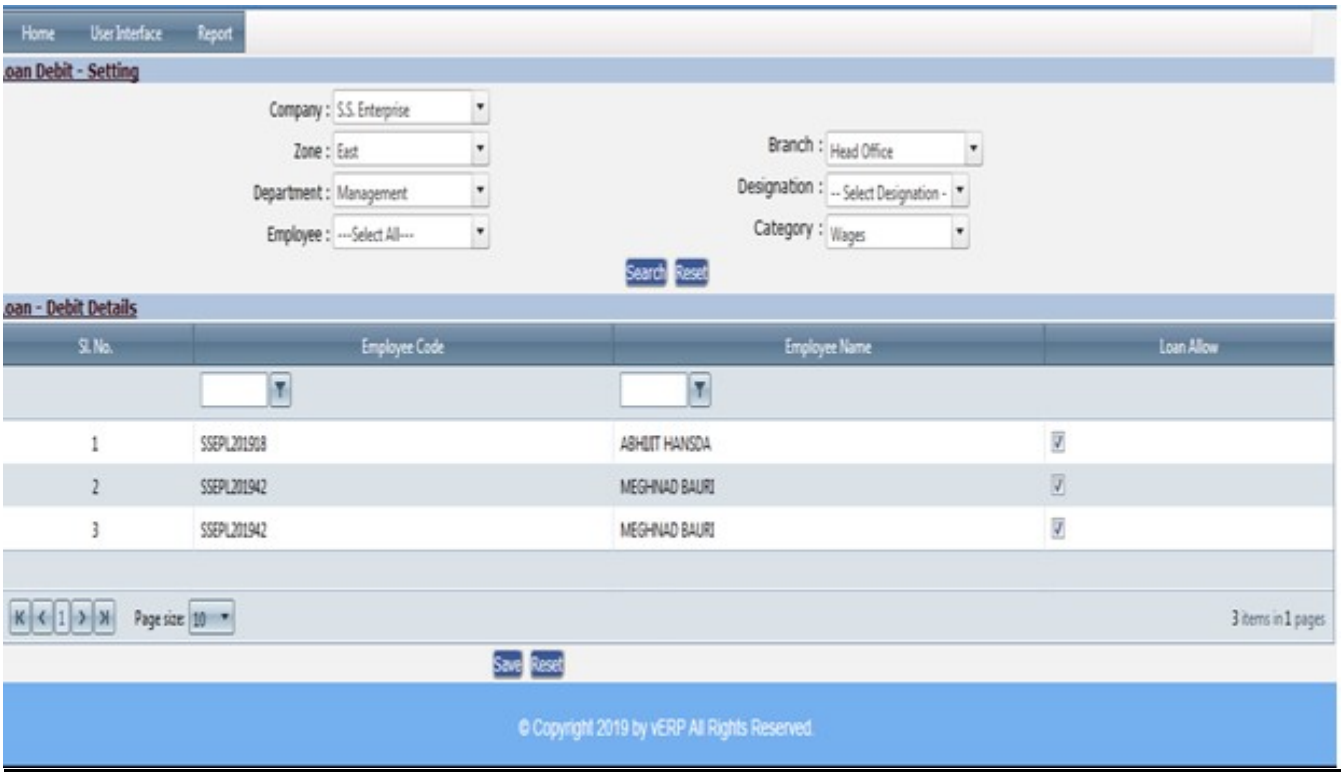
- Click on User interface button to select the Reset Employee Advance
- Then enter all the relevant data of that particular Employee Advance
- Click on "save" button to save the records
- To update a particular record, click on "" icon.
- Click on "Update" button to update the records
- To Active / Inactive any particular record click on "" icon
- To delete any particular record click on "" Delete icon



Loan Check

A person can check the loan status by calling the customer care numbers for any financial queries including Personal loan. You can also directly go to the branch you apply at to meet the officer in charge to know the status of your personal loan application.

- Click on User interface button to select the Loan Check
- Then enter all the relevant data of that particular Loan Check
- Click on "Search" button to get the loan debit details then select loan.
- Click on “save” button to save the records



Company wise Benefits

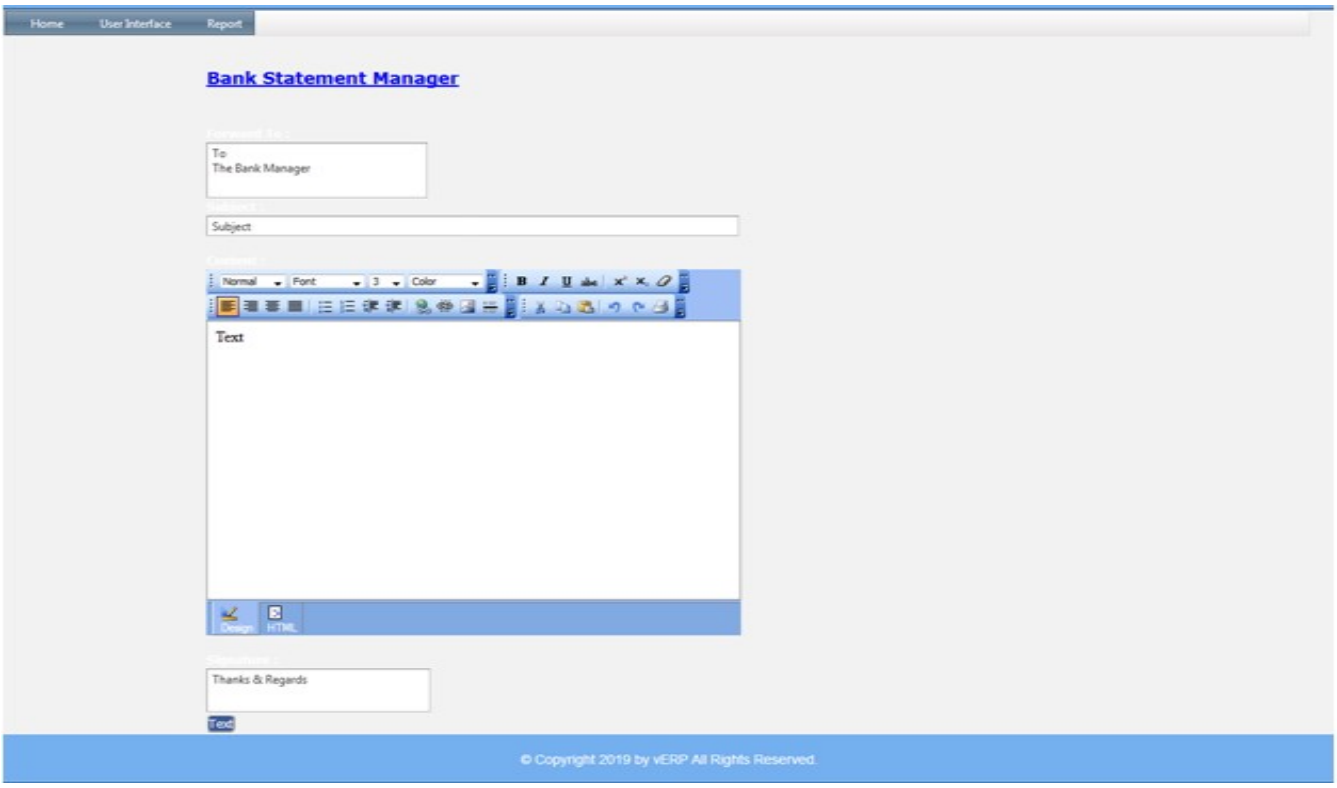
Benefits are any perks offered to employees in addition to salary. The most common benefits are medical, disability, and life insurance; retirement benefits; paid time off; and fringe benefits. Benefits can be quite valuable.

- Click on User interface button to select the Company wise Benefits
- Then enter all the relevant data of that particular Loan Check
- Click on "" icon to get the company benefit.

Bank Letter

A bank account opening letter is usually written to the bank manager, requesting him/her to allow you to open a bank account in their bank. ... Bank letters make the recipient understand the message you want to deliver to them through the letter. This way, you can get the response you need and can do the needful.

- Click on User interface button to select the Bank Letter
- Then enter all the relevant data of that particular Bank Letter
- Click on "save" button to save the records



Employee Transfer

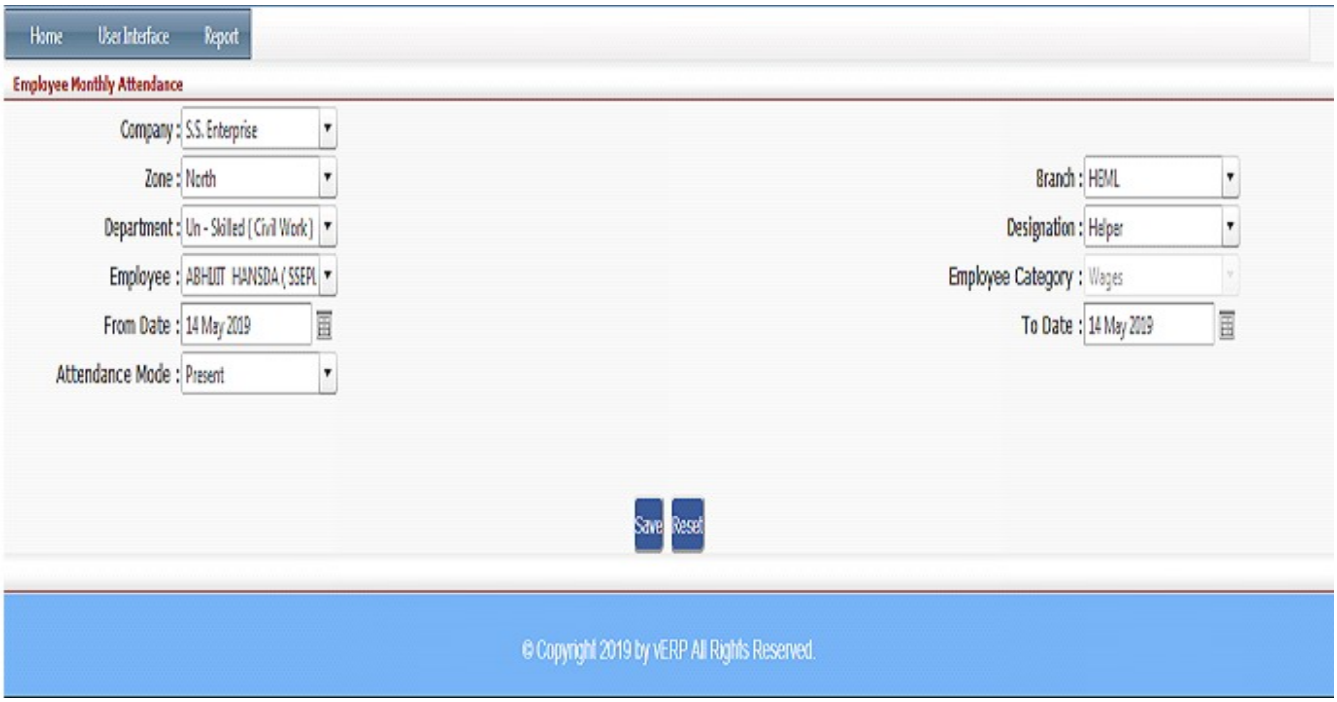
Employee transfer is the most important part of an organization which allows the company to shift, the employee from one department to the other.

- Click on User interface button to select the Employee Transfer
- Then enter all the relevant data of that particular Employee Transfer
- Click on "Search" button to get the Employee Transfer.

Employee All Present

Promotion implies upgrading of an employee to a higher position carrying higher status, pay and responsibilities. ... Job rotation, involves transfer of employees from one job to another on the lateral basis.

- Click on User interface button to select the Employee All Present
- Then enter all the relevant data of that particular Employee All Present
- Click on "save" button to save the records



Employee Bulk Insert

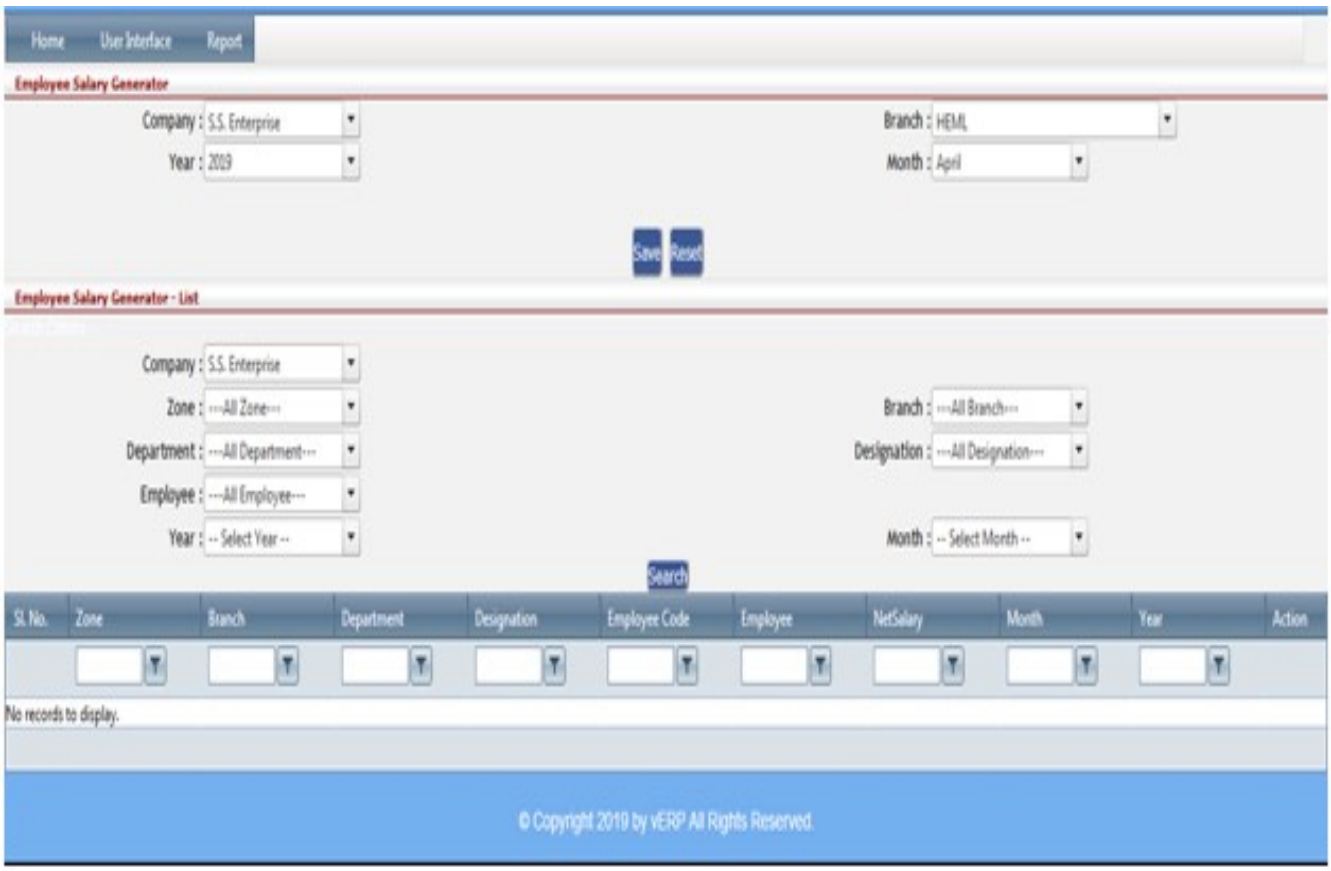
A Bulk insert is a process or method provided by a database management system to load multiple rows of data into a database table.

- Click on User interface button to select the Employee Bulk Insert
- Then enter all the relevant data of that particular Employee Bulk Insert
- Click on Browse button to select the bulk employee excel file.
- Click on "save" button to save the records

Salary Generator Bulk

A salary is a form of payment from an employer to an employee, which may be specified in an employment contract. It is contrasted with piece wages, where each job, hour, or other unit is paid separately, rather than on a periodic basis.

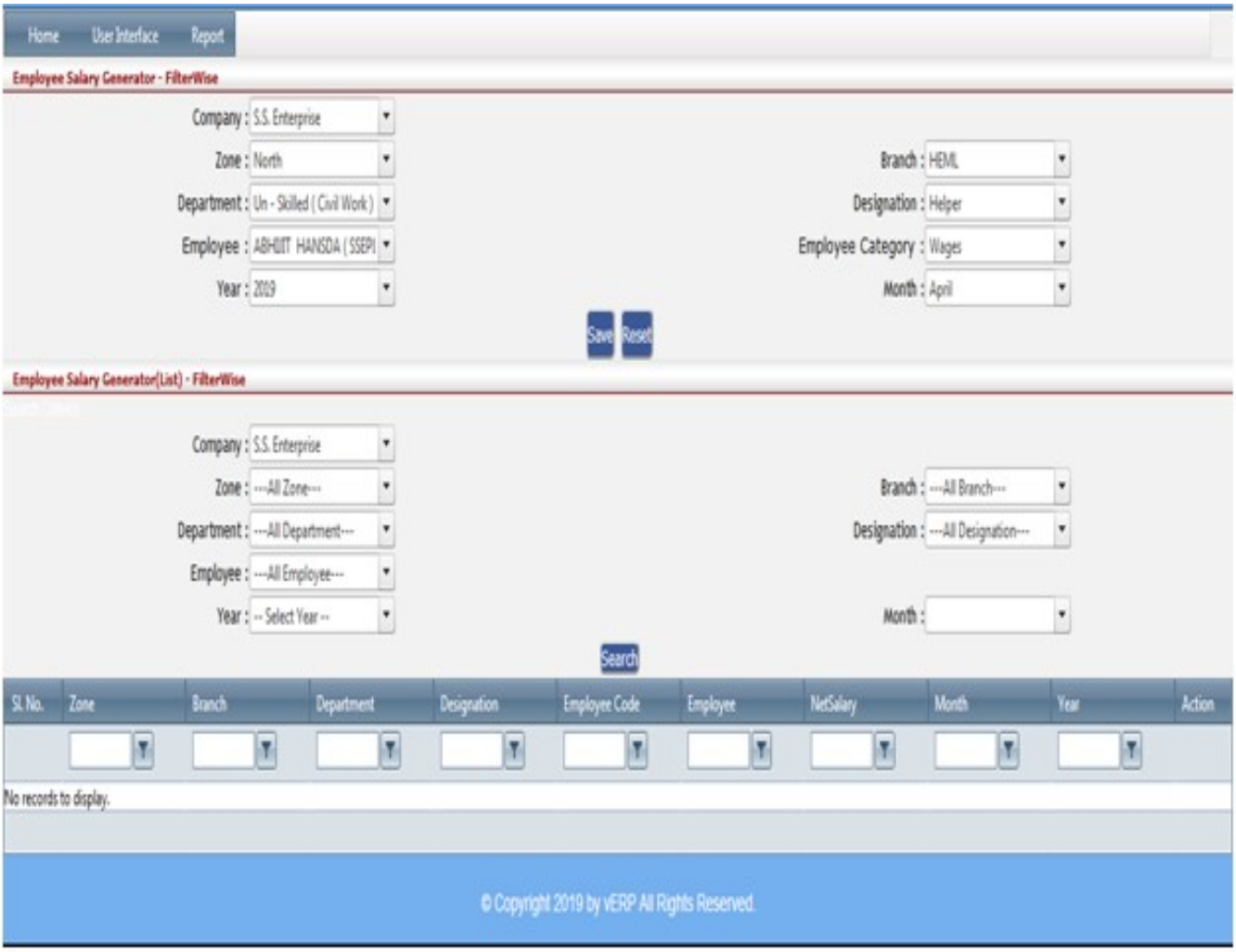
- Click on User interface button to select the Salary Generator Bulk
- Then enter all the relevant data of that particular Salary Generator Bulk
- Click on "save" button to save the records
- Click on "Search" button to get the Employee Salary Generator - List
- To delete any particular record click on " " icon



Salary Generator Single

A salary is a form of payment from an employer to an employee, which may be specified in an employment contract. It is contrasted with piece wages, where each job, hour, or other unit is paid separately, rather than on a periodic basis.

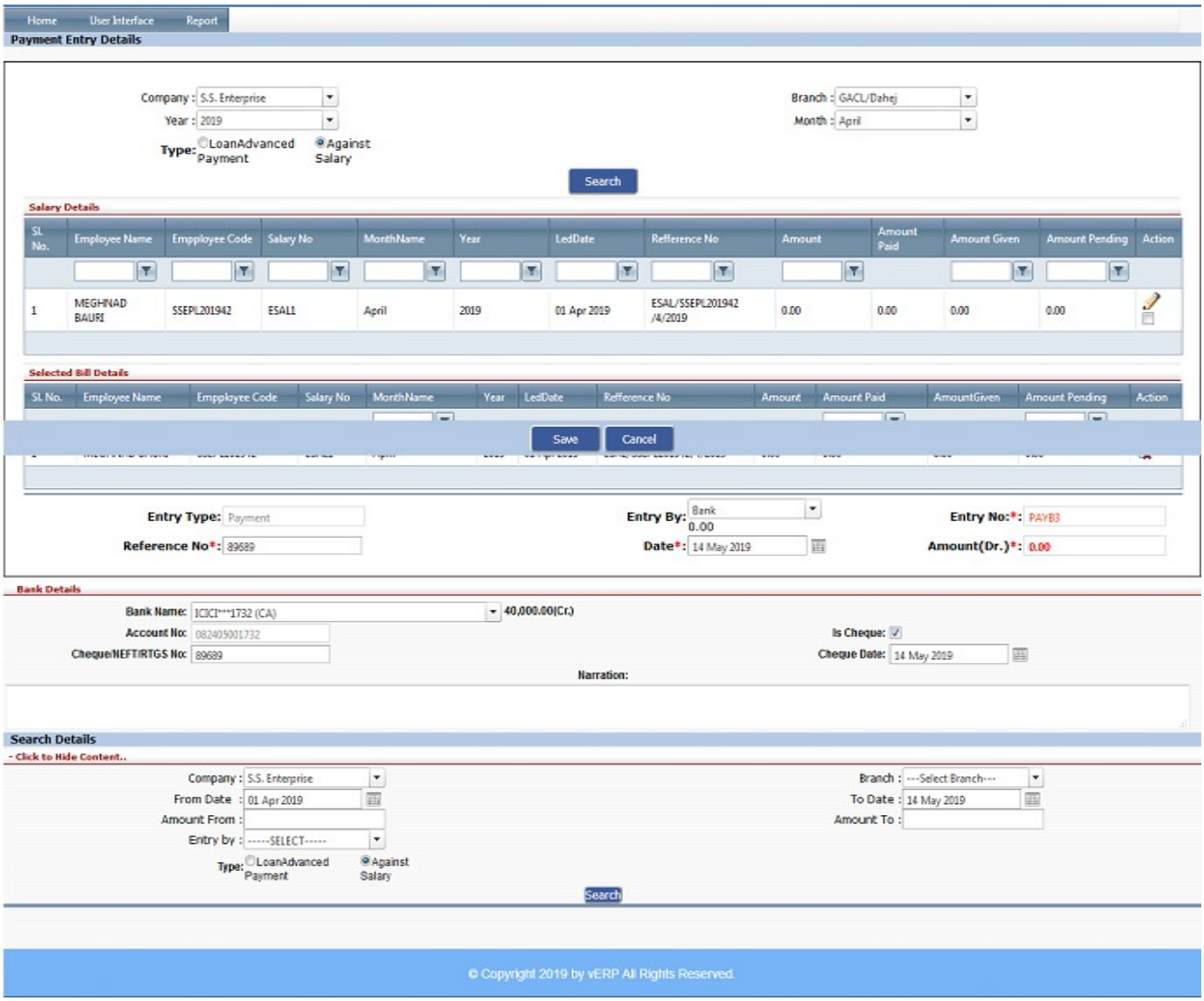
- Click on User interface button to select the Salary Generator Bulk
- Then enter all the relevant data of that particular Salary Generator Bulk
- Click on "save" button to save the records
- Click on "Search" button to get the Employee Salary Generator - List
- To delete any particular record click on " " icon



Employee Payment

Payroll is a list of employees who get paid by the company. Payroll also refers to the total amount of money employer pays to the employees. ... The actual calculation of gross salary, statutory as well as non-statutory deductions, and arriving at the net pay. Releasing employee salary. Depositing dues like TDS, PF, etc.

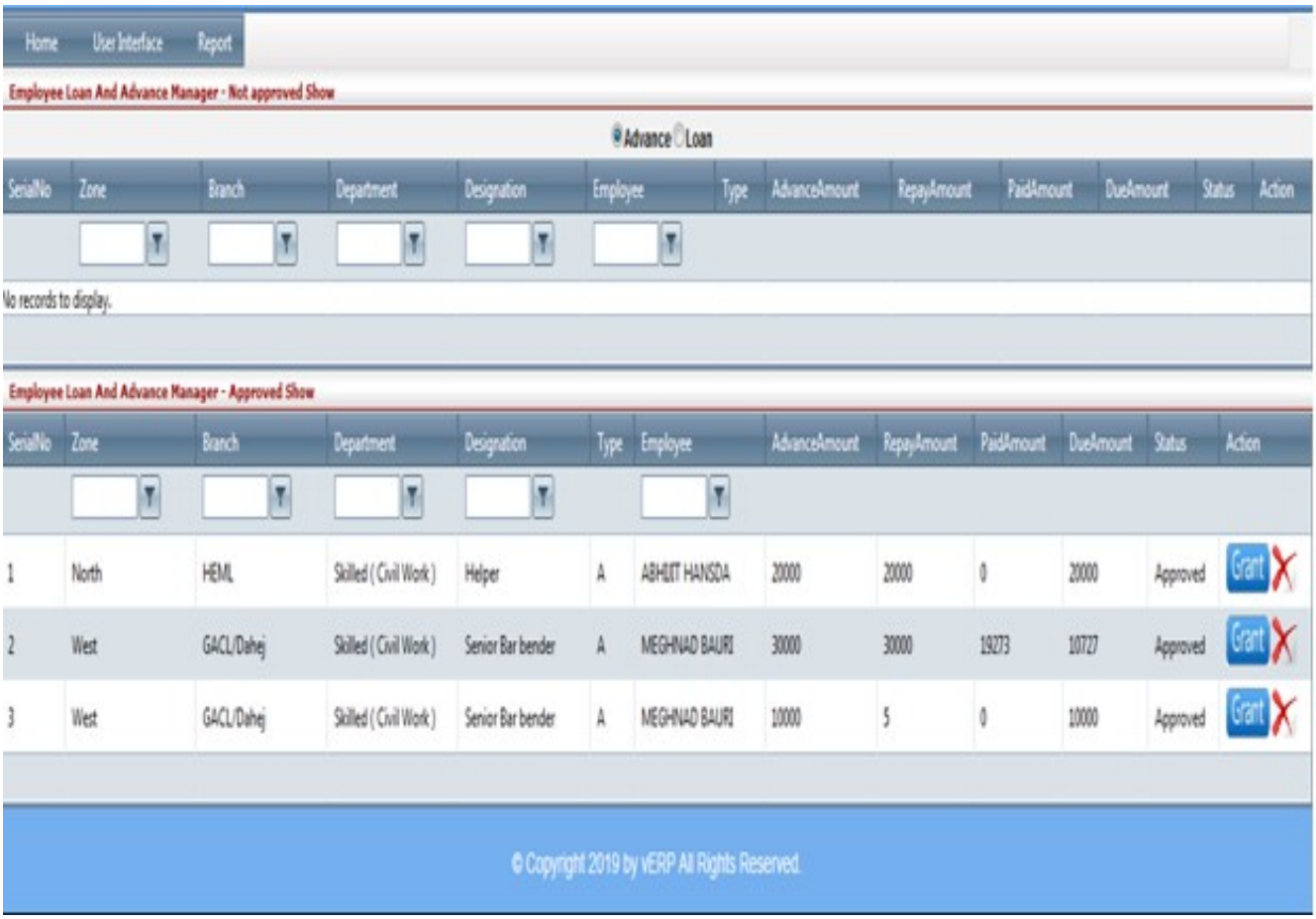
- Click on User interface button to select the Employee Payment
- Then enter all the relevant data of that particular Employee Payment
- Click on "Search" button to get the Employee Salary Details
- Click on "save" button to save the records
- To update a particular record, click on "" icon.
- To delete any particular record click on "" icon



Advance Loan Approval

Advance Salary is a short-term loan against your salary, provided to meet some urgent personal needs. The loan amount can be as high as 2.5 times of your Net Salary.

- Click on User interface button to select the Advance Loan Approval
- Then enter all the relevant data of that particular Advance Loan Approval
- Click on "Grant" icon button to save the records
- To delete any particular record click on " " icon



Reports

User Login credential

The user credentials are typically some form of "username" and a matching "password", and these credentials themselves are sometimes referred to as a login (or a logon or a sign-in or a sign-on). In practice, modern secure systems often require a second factor such as email or SMS confirmation for extra security.

- Click on Report button to select the User Login credential
- Then enter all the relevant data of that particular User Login credential
- Click on "Search " button to get the User Login credential

User Credential

Company : S.S. Enterprise Branch : HEML Employee : --Select Employee -- Search Reset Home

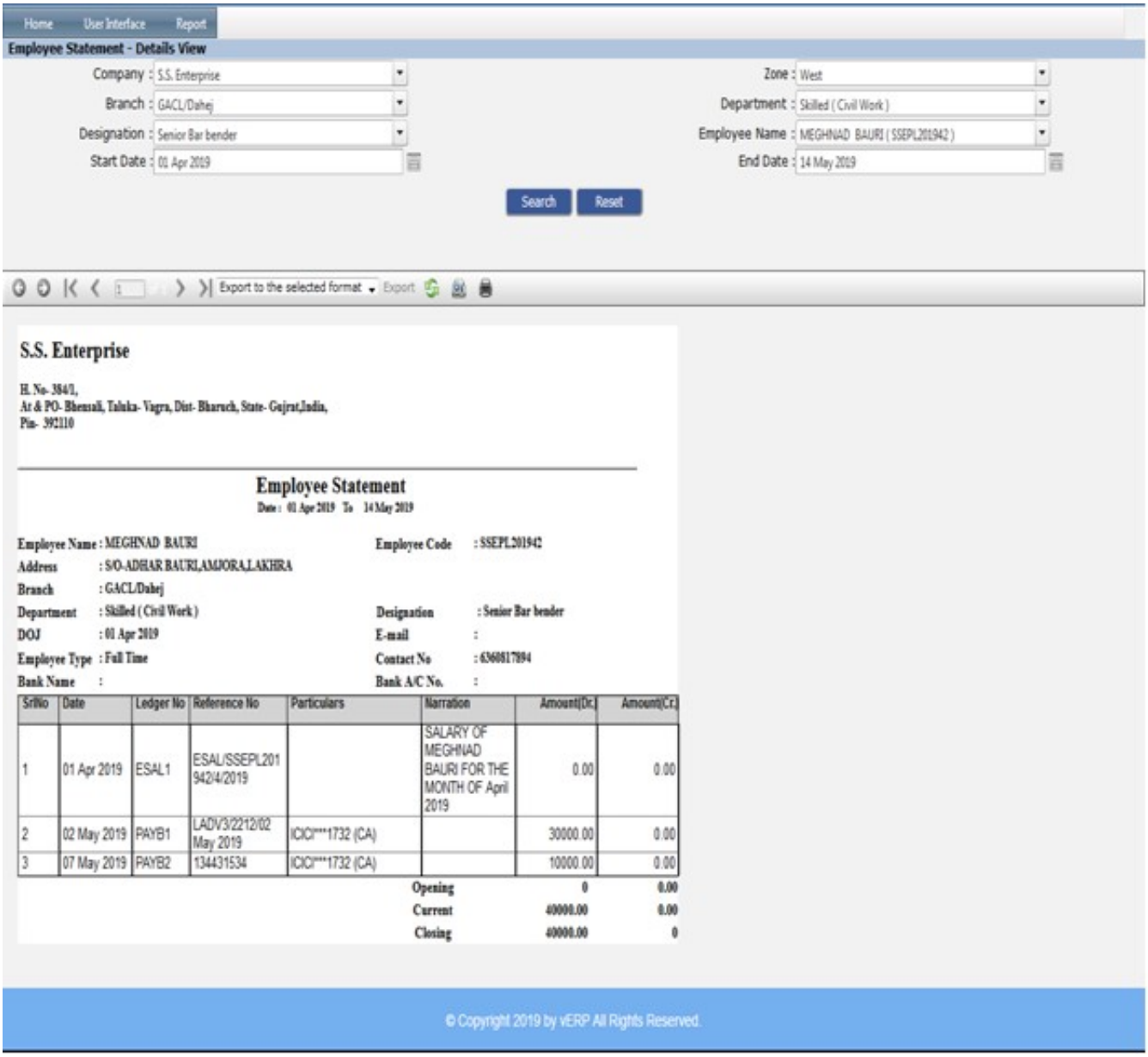
User Details

Sl. No.	Company Name	Branch Name	Emp Name	User Type	User Name	Password	Active
1	S.S. Enterprise	HEML	ASHISH SAHA	User	8921148169	8921148169	True
2	S.S. Enterprise	HEML	ANIT KUMAR YADAV	User	9639546646	9639546646	True
3	S.S. Enterprise	HEML	SUDIP SAHOO	User	7908104570	7908104570	True
4	S.S. Enterprise	HEML	HARADHAN TUDU	User	7602153741	7602153741	True
5	S.S. Enterprise	HEML	SUNIL MAHATA	User	9074459912	9074459912	True
6	S.S. Enterprise	HEML	ARUN KUMAR	User	8250582307	8250582307	True
7	S.S. Enterprise	HEML	HEMLAL MURMU	User	6239823815	6239823815	True
8	S.S. Enterprise	HEML	ACHINTA HANSDA	User	8728944989	8728944989	True
9	S.S. Enterprise	HEML	MAHADEV MURMU	User	6239580946	6239580946	True
10	S.S. Enterprise	HEML	GANESH NANDI	User	8670967857	8670967857	True
11	S.S. Enterprise	HEML	ABHIJIT HANSDA	User	8240628684	8637330308	True
12	S.S. Enterprise	HEML	NIRANJAN MURMU	User	6296280640	6296280640	True
13	S.S. Enterprise	HEML	GANESH TUDU	User	7407810681	7407810681	True
14	S.S. Enterprise	HEML	SANJAY SAREN	User	9635988414	9635988414	True
15	S.S. Enterprise	HEML	KRISHNA MAHATA	User	7358667165	7358667165	True
16	S.S. Enterprise	HEML	LAXMISWAR MAJHI	User	6238072785	6238072785	True
17	S.S. Enterprise	HEML	SHIBU ROY	User	8016610985	8016610985	True
18	S.S. Enterprise	HEML	ACHINTA RAY	User	8348793381	8348793381	True
19	S.S. Enterprise	HEML	KALIPADA MALLIK	User	8967859187	8967859187	True
20	S.S. Enterprise	HEML	SUDHIR RAY	User	9337339298	9337339298	True
21	S.S. Enterprise	HEML	BALARAM KARMAKAR	User	8310976286	8310976286	True
22	S.S. Enterprise	HEML	MANOJ BASAK	User	9593742117	9593742117	True
23	S.S. Enterprise	HEML	UTTAM BASAK	User	6284003347	6284003347	True
24	S.S. Enterprise	HEML	UTTAM KISKU	User	9564421279	9564421279	True
25	S.S. Enterprise	HEML	DHANANJOY MURMU	User	9635027296	9635027296	True
26	S.S. Enterprise	HEML	BALARAM HANSDA	User	7602547411	7602547411	True
27	S.S. Enterprise	HEML	BHAJU BASAK	User	7364813104	7364813104	True
28	S.S. Enterprise	HEML	SANTOSH MANDAL	User	9564346699	9564346699	True
29	S.S. Enterprise	HEML	RABI TANTI	User	7044846666	7318629883	True
30	S.S. Enterprise	HEML	BIKASH BASAK	User	9733673368	9733673368	True
31	S.S. Enterprise	HEML	ASHIS MANDAL	User	8759680657	8759680657	True
32	S.S. Enterprise	HEML	BADAL BAURI	User	8921776697	8921776697	False
33	S.S. Enterprise	HEML	JYOTILAL BESRA	User	8597228585	8597228585	False

Employee Info

An employee is someone who gets paid to work for a person or company. Workers don't need to work full time to be considered employees—they simply need to be paid to work by an employer (the person or business that pays them).

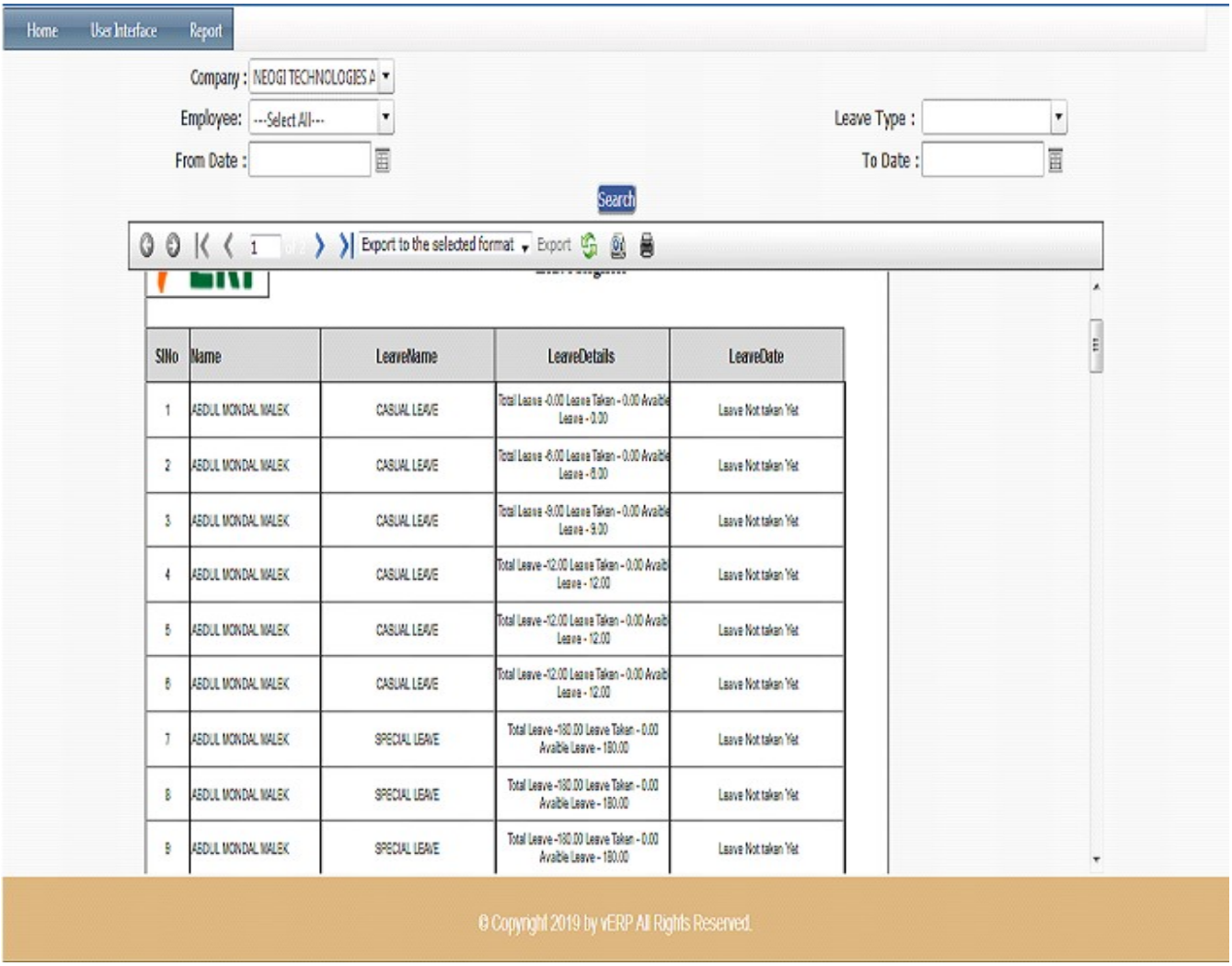
- Click on Report button to select the Employee Info
- Then enter all the relevant data of that particular Employee Info
- Click on "Search " button to get the Employee Statement Details
- Click on "Export" button to export it to MS-Excel



Leave Register

The type of leave which the employees earn as they work for an organisation for a specified number of days. The privilege leave is sanctioned to the employees without any salary deductions. ... The employees are usually allowed to accumulate their privilege leaves and even encash them in case they are not availed.

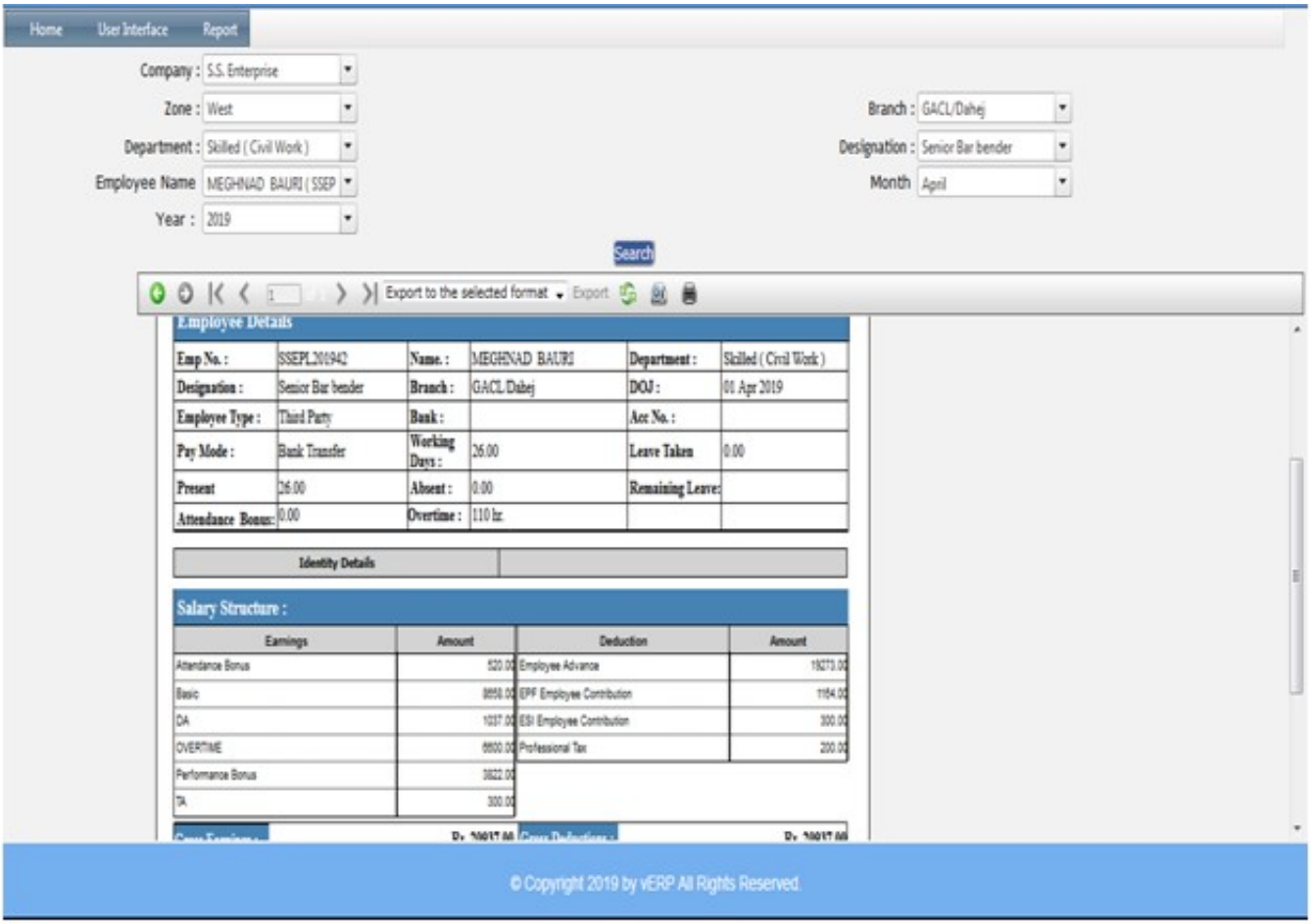
- Click on Report button to select the Leave Register
- Then enter all the relevant data of that particular Leave Register
- Click on "Search " button to get the Leave Register Details
- Click on "Export" button to export it to MS-Excel



Pay Slip

A salary slip is a document issued by an employer to an employee. It contains a detailed description of the employee's salary components like HRA, LTA, Bonus paid etc and deductions for a specified time period, usually a month. It may be issued on paper or mailed to the employee.

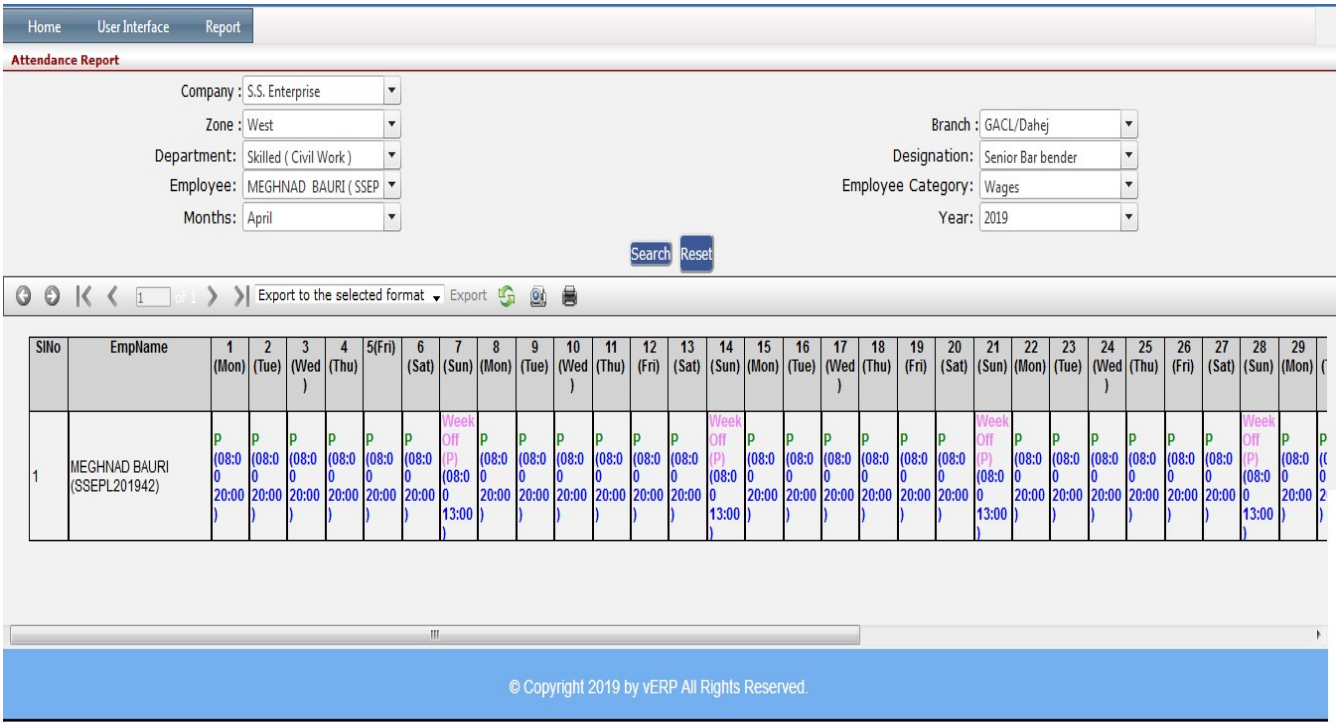
- Click on Report button to select the Pay Slip
- Then enter all the relevant data of that particular Pay Slip
- Click on "Search " button to get the Pay Slip Details
- Click on "Export" button to export it to MS-Excel



Attendance Report

Attendance Report shows the attendance status for the students which are date and period specific. ... Then select the date range for which you want to generate the report and click on Go. This will generate the attendance report.

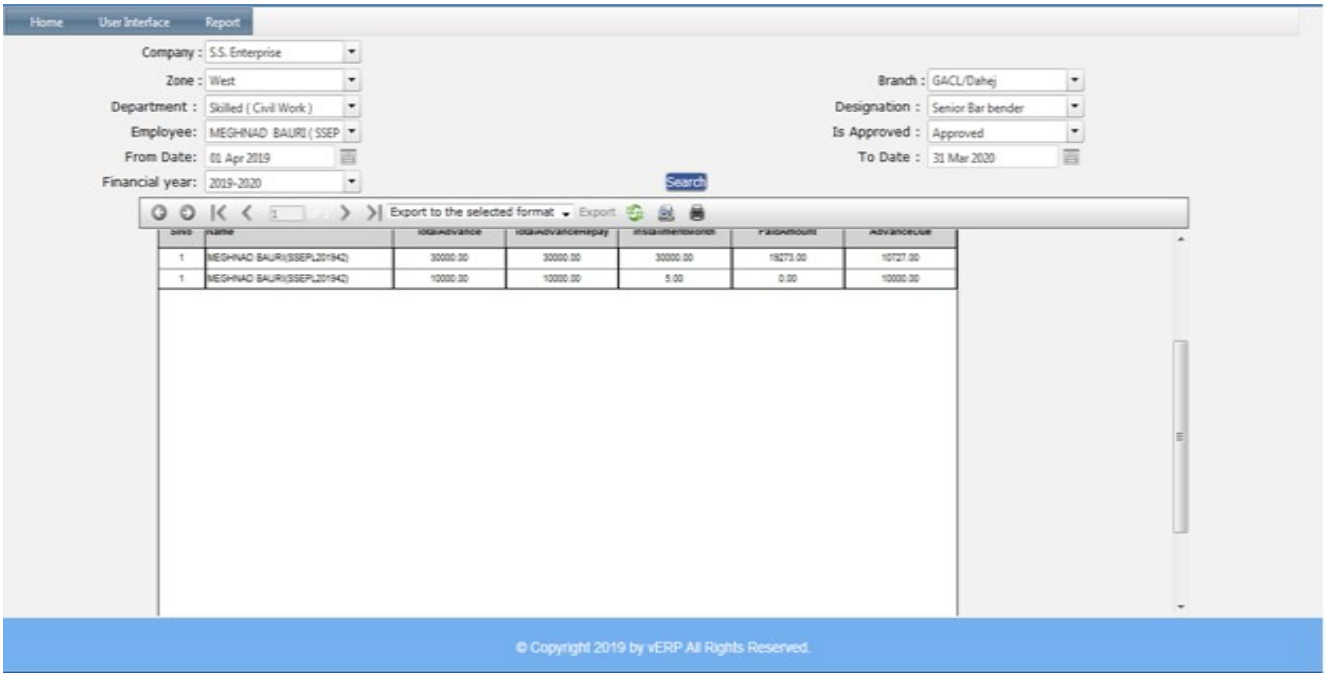
- Click on Report button to select the Attendance Report
- Then enter all the relevant data of that Attendance Report
- Click on “Search ” button to get the Pay Attendance Report
- Click on "Export" button to export it to MS-Excel



Loan Advance Report

Loans and advances are general descriptions of debt obligations companies owe and must show on their balance sheet as part of total liabilities. Formal contracted loans are typically designed as "notes payable" on a balance sheet, whereas advances or purchases on credit are recorded as accounts payable

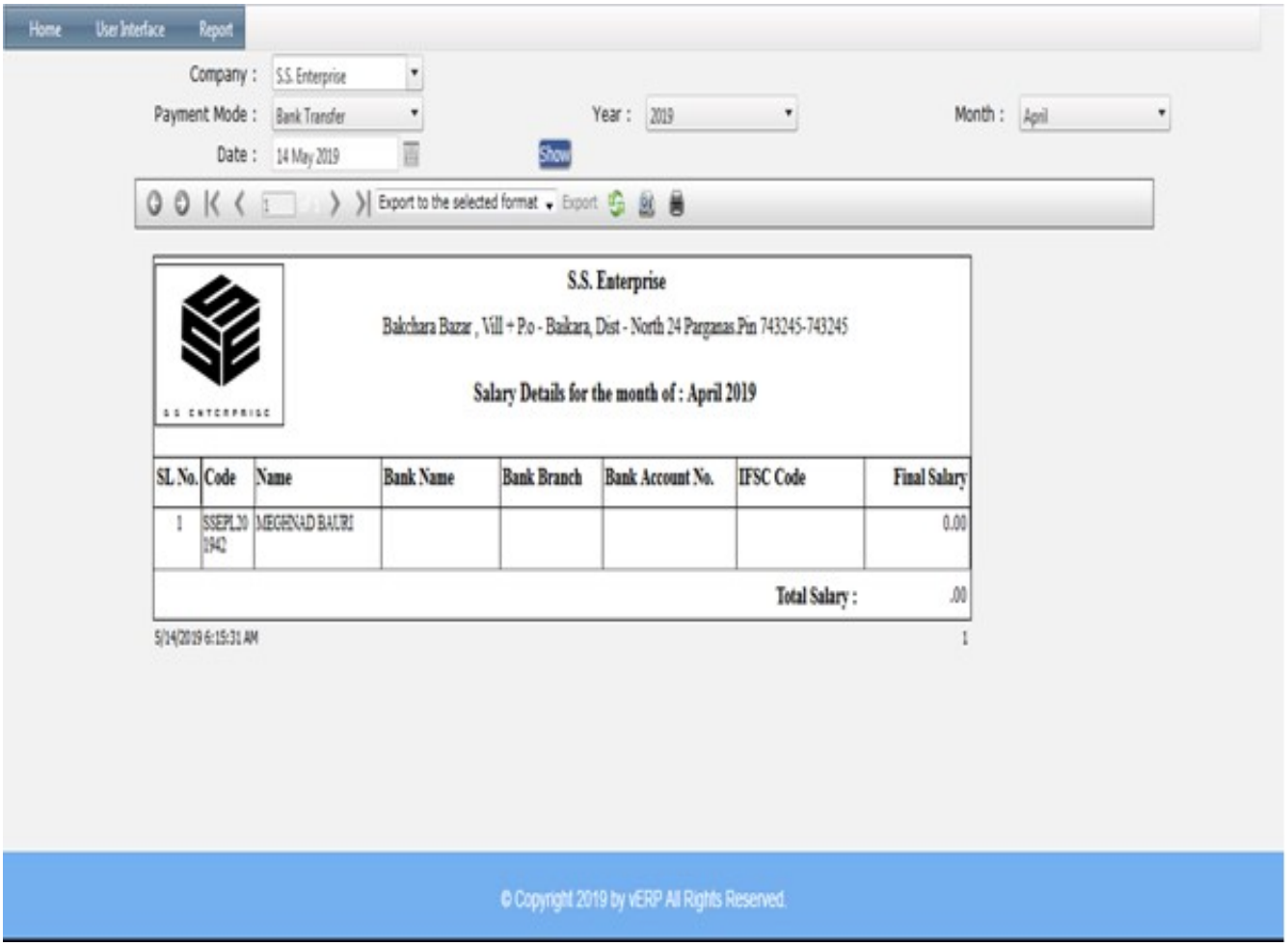
- Click on Report button to select the Loan Advance Report
- Then enter all the relevant data of that Loan Advance Report
- Click on "Search " button to get the Loan Advance Report
- Click on "Export" button to export it to MS-Excel



Salary Details Report

Salary structure refers to every detail of the offered compensation, along with the minute break-up of every component of the compensation. Any change introduced in the salary structure can bear on aspects, including tax exemptions that the employee intends on claiming.

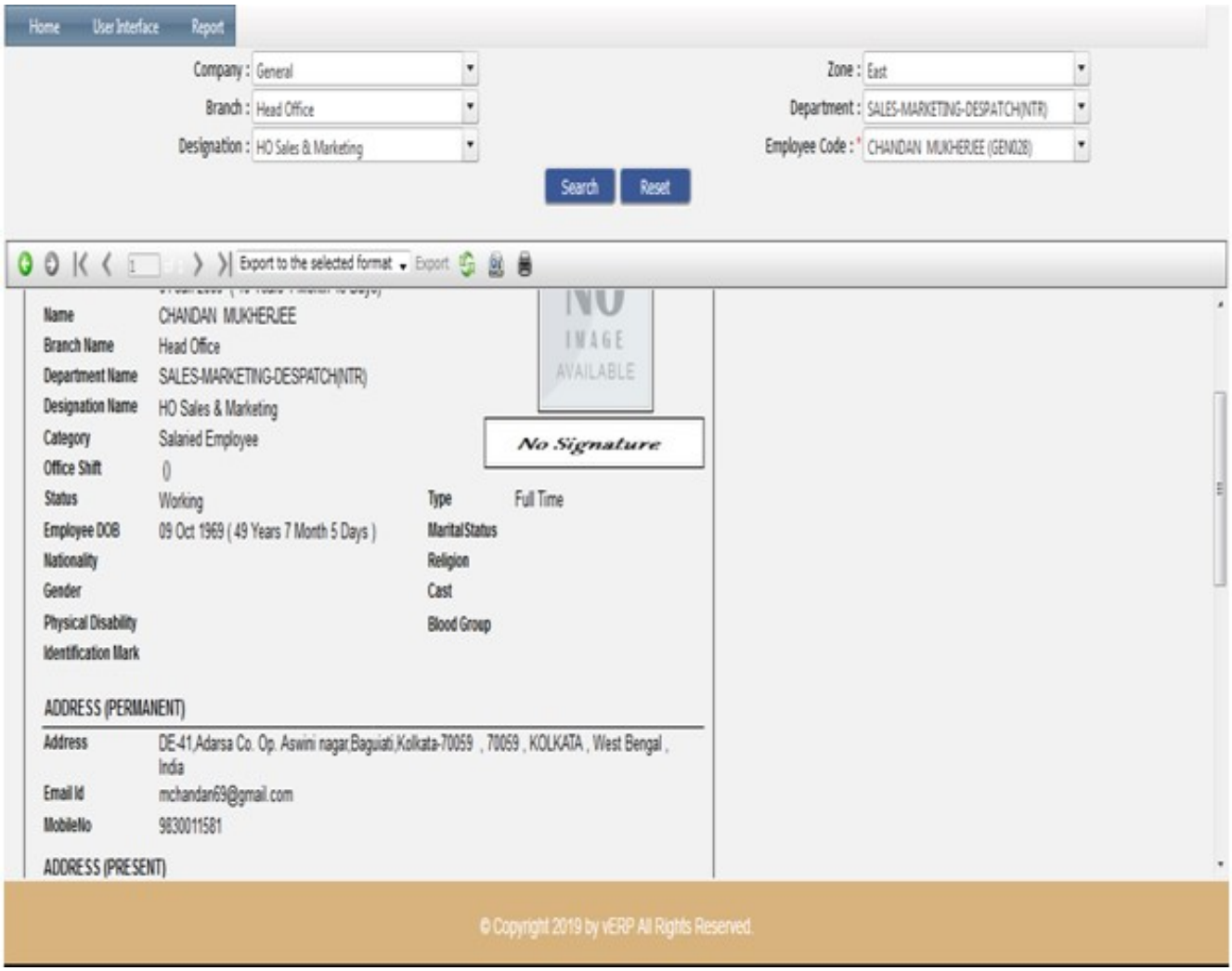
- Click on Report button to select the Salary Details Report
- Then enter all the relevant data of that Salary Details Report
- Click on "Search " button to get the Salary Details Report
- Click on "Export" button to export it to MS-Excel



Employee Details

The Employee Details reports shows you a list of employees along with their personal information. This can be especially helpful at the end of the year when reviewing info for employee

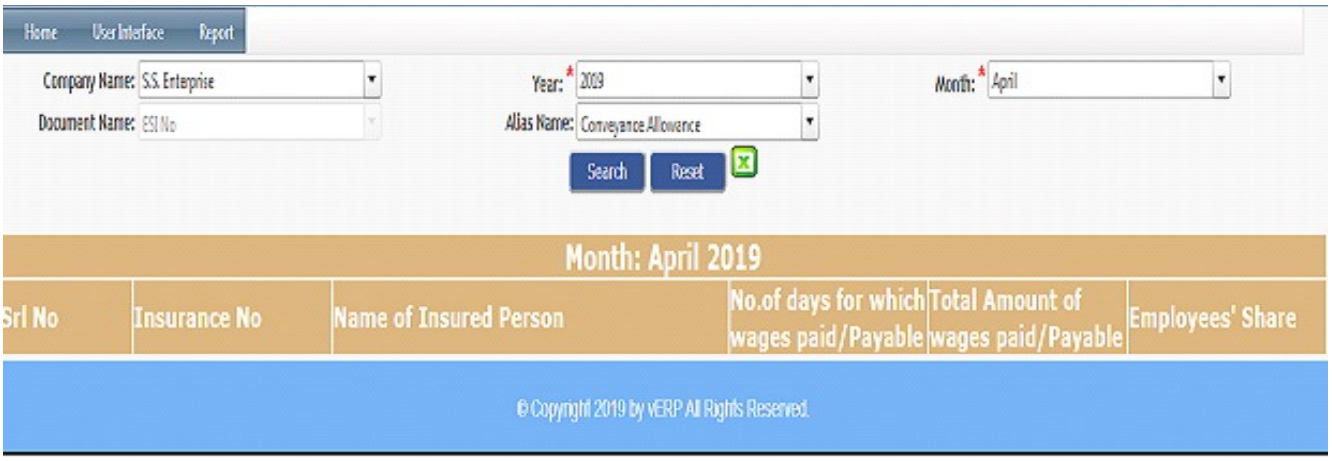
- Click on Report button to select the Employee Details
- Then enter all the relevant data of that Employee Details
- Click on "Search " button to get the Employee Details
- Click on "Export" button to export it to MS-Excel



Form 7 Report

When your employer finds out about your injury, they must file the Employer's Report of Injury/Disease (Form 7) with the Workplace Safety and Insurance Board (WSIB). They have to do this within 3 business days of learning about your accident or injury.

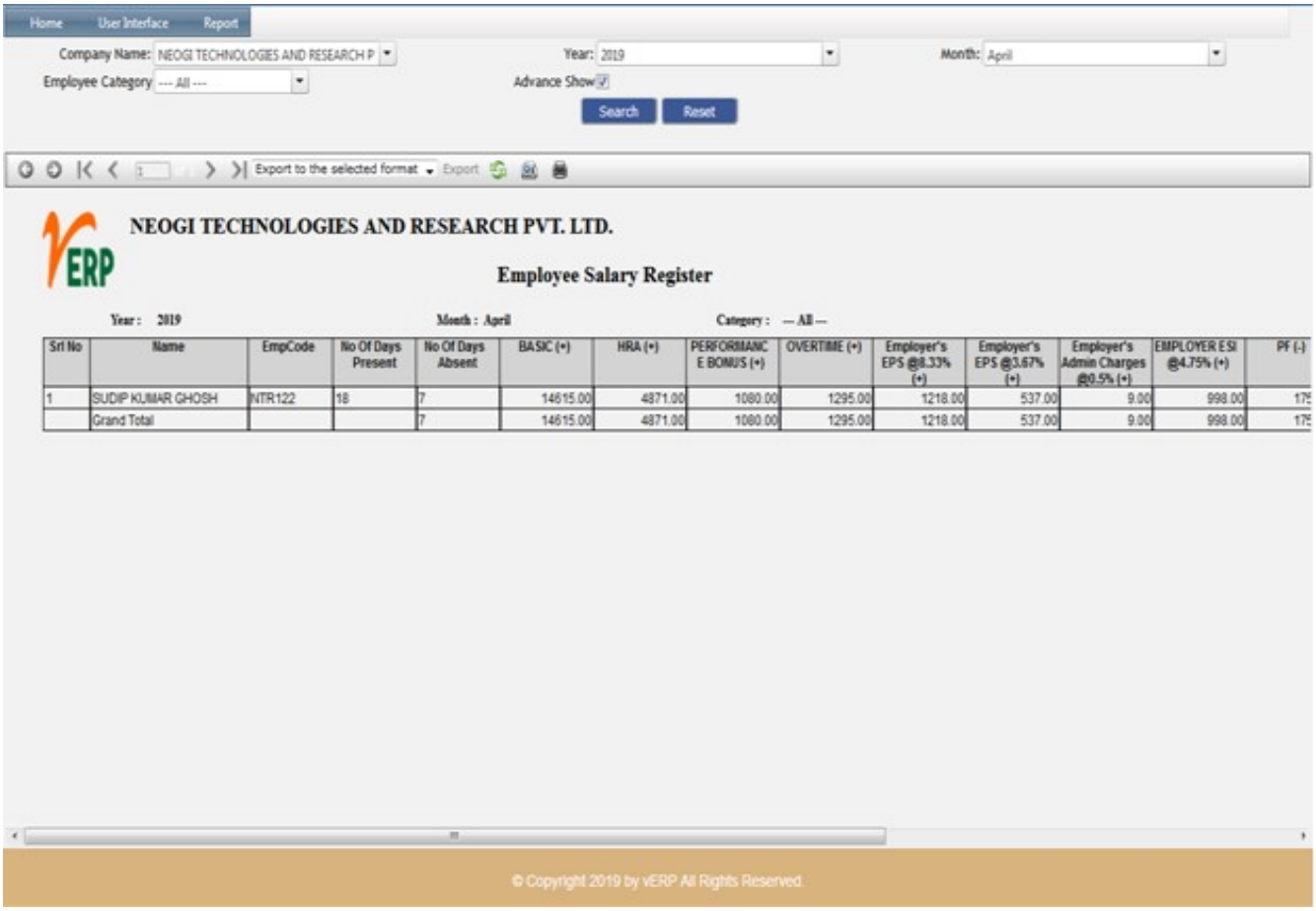
- Click on Report button to select the Form 7 Report
- Then enter all the relevant data of that Form 7 Report
- Click on "Search " button to get the all employees with their insurance details will be displayed
- Click on "Excel" icon to export it to MS-Excel



Salary Register

A payroll register is a record of all pay details for employees during a specific pay period. The payroll register lists information about each employee for things such as gross pay, net pay, and deductions. The register also lists the totals for all employees combined during the period.

- Click on Report button to select the Salary Register
- Then enter all the relevant data of that Salary Register
- Click on "Search " button to get the Salary Register
- Click on "Export" button to export it to MS-Excel

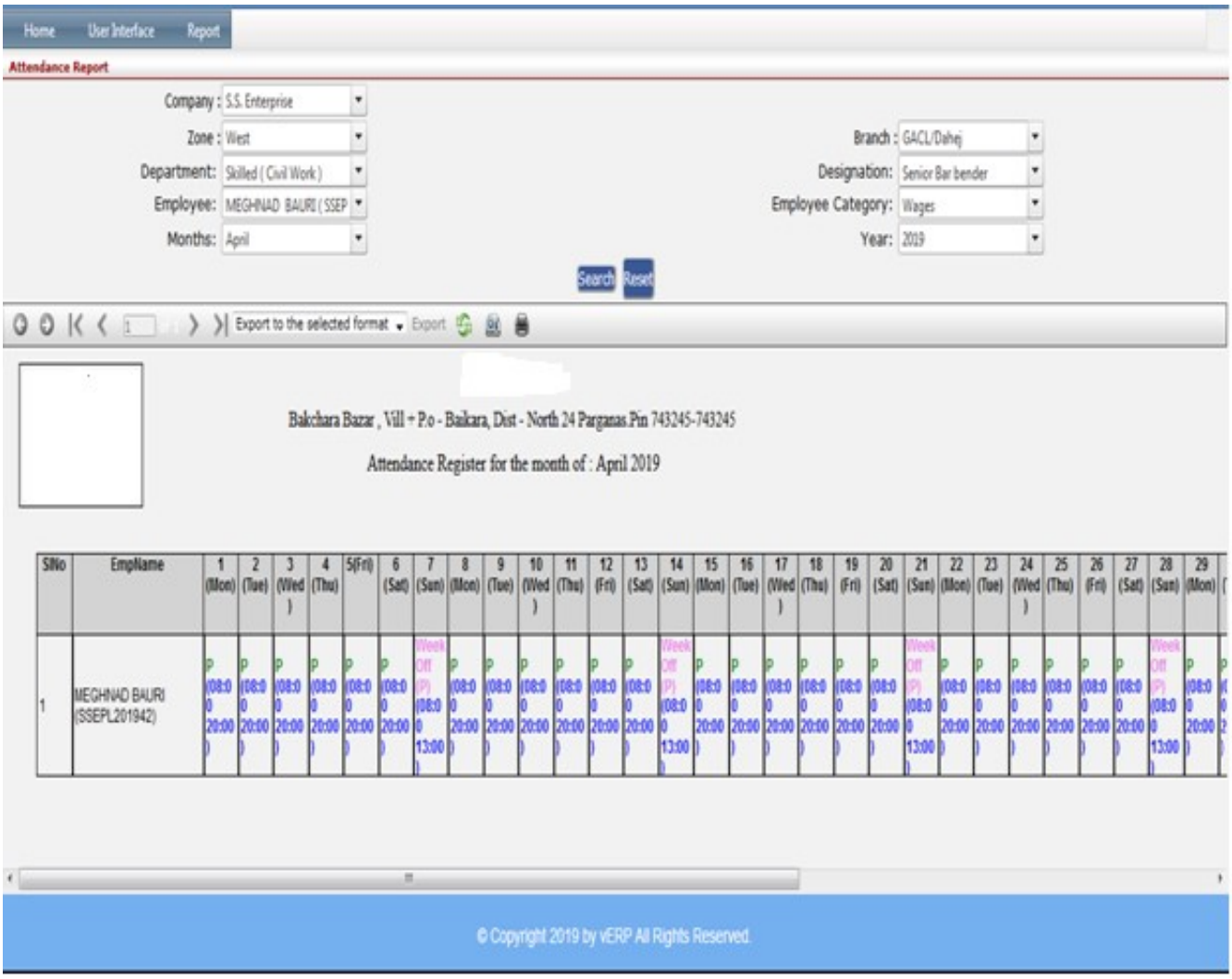


Srl No	Name	EmpCode	No Of Days Present	No Of Days Absent	BASIC (+)	HRA (+)	PERFORMANCE BONUS (+)	OVERTIME (+)	Employer's EPS @8.33% (+)	Employer's EPS @3.67% (+)	Employer's Admin Charges @0.5% (+)	EMPLOYER ESI @4.75% (+)	PF (-)
1	SUDIP KUMAR GHOSH	NTR122	18	7	14615.00	4871.00	1080.00	1295.00	1218.00	537.00	9.00	998.00	175
	Grand Total			7	14615.00	4871.00	1080.00	1295.00	1218.00	537.00	9.00	998.00	175

Attendance Report Details

Attendance Report shows the attendance status for the Employee which are date and period specific. ... This will generate the attendance report. The report can be downloaded in excel format from the excel icon above.

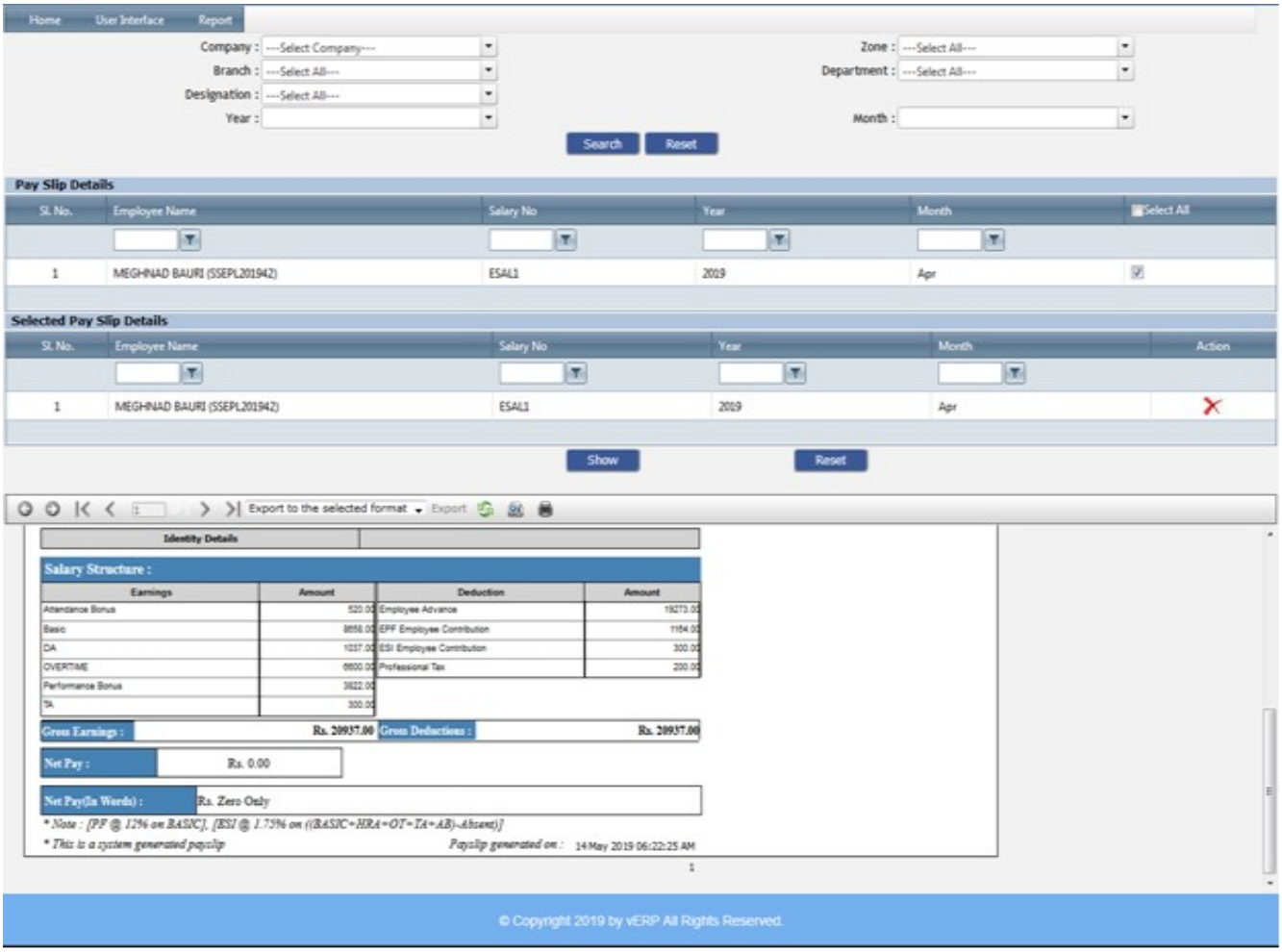
- Click on Report button to select the Attendance Report Details
- Then enter all the relevant data of that Attendance Report Details
- Click on "Search " button to get the Attendance Report Details
- Click on "Export" button to export it to MS-Excel



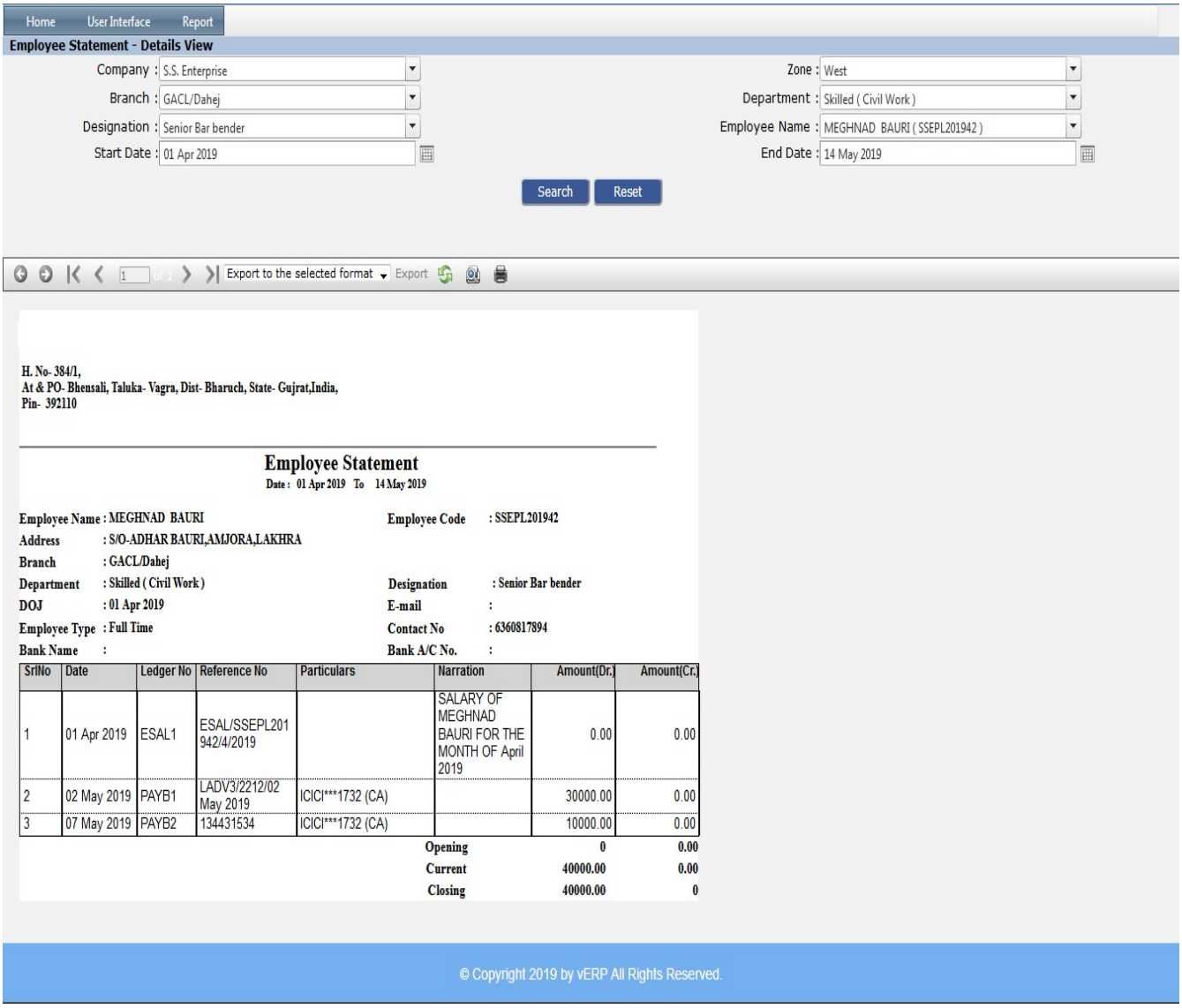
Pay Slip Multi Print

A salary slip is a document issued by an employer to an employee. It contains a detailed description of the employee's salary components like HRA, LTA, Bonus paid etc and deductions for a specified time period, usually a month. It may be issued on paper or mailed to the employee

- Click on Report button to select the Pay Slip Multi Print
- Then enter all the relevant data of that Pay Slip Multi Print
- Click on "Search " button to get the Pay Slip details
- Click on "Show" button to get the report
- Click on "Export" button to export it to MS-Excel



Employee Statement

An employee work statement is a document that states exactly what each of the employees' duties is and the job they have to complete in a day or for a longer period of time. The employee work statement differs from a job description.

- Click on Report button to select the Employee Statement
- Then enter all the relevant data of that particular Employee Statement
- Click on "Search " button to get the Employee Statement
- Click on "Export" button to export it to MS-Excel