

**PayTime^{SE}****Attendance & Payroll Application****Application We Provide....**

- ✓ PayTime (Desktop based Attendance & Payroll)
- ✓ PayTime ESS (Employee Self Service)
- ✓ PayTime SMS (SMS on Event)
- ✓ Web based Time Attendance
- ✓ Web based Payroll
- ✓ Work force Management System
- ✓ Bio-Login Application
- ✓ Access Control System

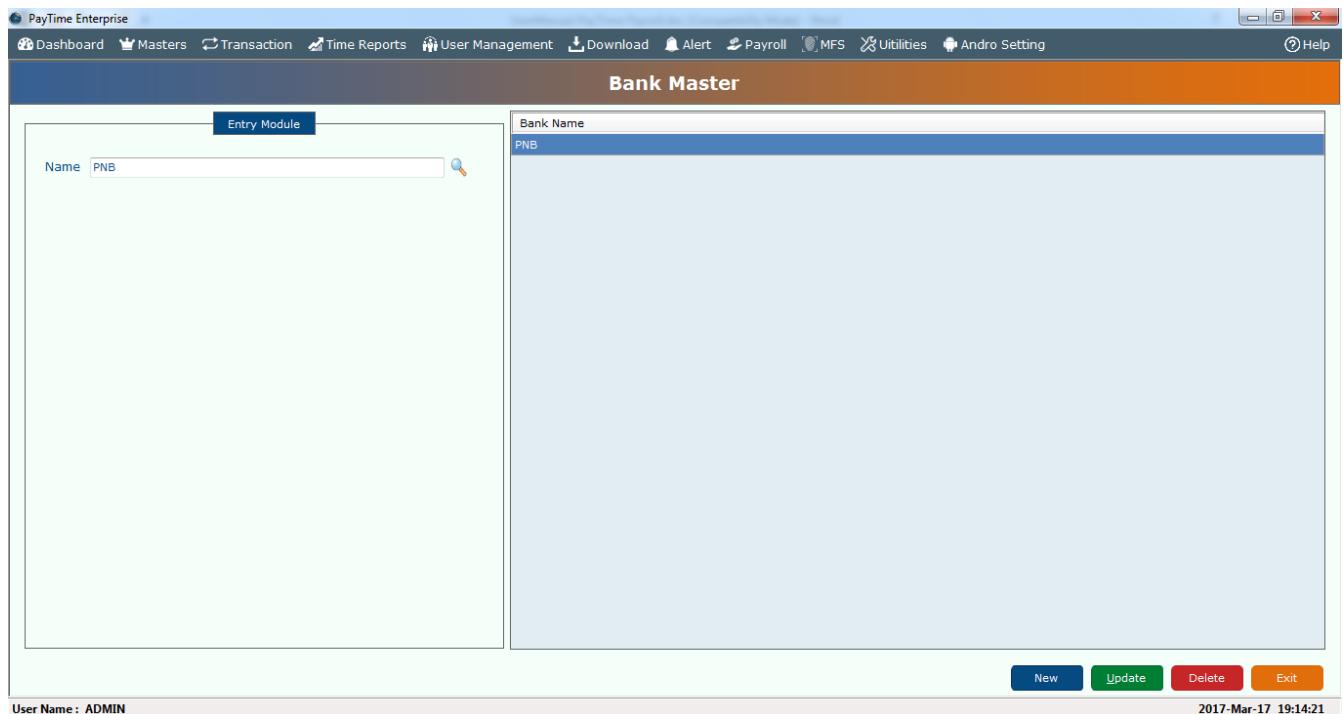
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1. Masters:-

- The Master Menu has the following Masters.
 - 1.1. Bank Master
 - 1.2. Allowance - Deduction Master
 - 1.3. Formula Builder
 - 1.4. Employee Payroll Master
 - 1.5. Payroll General Parameters



1.1 Bank Master



- Save all Banks in Bank Master.
- To add new Bank, Click on 'New' and Then fill Name click on 'Save'.
- On right side screen, it displays all Banks which already entered by you.
- It allows you to delete Bank entries on clicking on 'Delete'.

1.2 Allowance-Deduction Master

The screenshot shows the PayTime Enterprise software interface. The title bar reads "PayTime Enterprise". The menu bar includes "Dashboard", "Masters", "Transaction", "Time Reports", "User Management", "Download", "Alert", "Payroll", "MFS", "Utilities", "Andro Setting", and "Help". The main title "Allowance - Deduction Master" is displayed in an orange header bar. A dropdown menu "Type : Allowance" is open. On the left, there is an "Entry Module" section with a text input "Name : Enter Name" and a checkbox "Based On Paid Day(s)". On the right, a table lists allowances:

Name	Based On Paid Day(s)
Petrol	NO
HRA	NO

At the bottom, there are buttons for "Add New Allowance", "Save", "Delete", "Cancel", and "Exit". The status bar at the bottom shows "User Name : ADMIN", "2017-Mar-17 19:14:54", and "2017-Mar-17 19:14:54".

- Enter all Allowances and Deductions which will be available for Employees.
- If you have checked that Allowance-Deduction is **based on Paid Days** then it will be calculated based on Paid Days and if you have unchecked then it will be count as whole if employee will be present for one day or ten Days or whole Month.

1.3 Formula Builder

Formula Name	Expression Name
PF	IF (Basic<15000) THEN (Basic*12)/100 ELSE 0 ENDIF
ESIC	IF (Basic<15000) THEN (Basic*1.75)/100 ELSE 0 ENDIF
PT	IF (Basic>0 AND Basic<=5999) THEN 0 ELSEIF (Basic>6000 AND Ba...
LateDed	IF (Total LateIN(Count)>3) THEN ((Basic/26)/2)*(Total LateIN(Count))

User Name : ADMIN 2017-Mar-17 19:15:15

- Formula Builder allows you to build Formula on
 1. Allowances,
 2. Deductions,
 3. Operators (+,-,*,/),
 4. IF – ELSE,
 5. Component (Total Present, Absent, Late In, Early Out)
 6. Value(Digit Value)
- This Formula can applied to Employee's Payroll in next Master Entry.

1.4 Employee Payroll Master

Employee Payroll Master

Account Details EmpID : EMP456 EmpName : Rushil Koriya Bank Name : <input type="button" value="--- Select Any ---"/> A/C Number : <input type="text" value="Enter A/C Number"/> PAN Number : <input type="text" value="Enter PAN Number"/> PF Number : <input type="text" value="Enter PF Number"/> ESIC Number : <input type="text" value="Enter ESIC Number"/>											
Salary Details <input checked="" type="radio"/> Monthly <input type="radio"/> Daily <input type="radio"/> Hourly Basic : <input type="text" value="0"/> OT Rate : <input type="text" value="0"/> (Per Hour) Effective Date : Mar-2017											
Allowance Petrol : <input type="button" value="Manual"/> <input type="text" value="0"/> HRA : <input type="button" value="Manual"/> <input type="text" value="0"/>	Deduction Loan : <input type="button" value="Manual"/> <input type="text" value="0"/> LateDeduction : <input type="button" value="Manual"/> <input type="text" value="0"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>WagesType</th> <th>Effective From</th> <th>Basic</th> </tr> </thead> <tbody> <tr> <td>Monthly</td> <td>12/1/2016</td> <td>10000.00</td> </tr> <tr> <td>Monthly</td> <td>1/1/2017</td> <td>15000.00</td> </tr> </tbody> </table>	WagesType	Effective From	Basic	Monthly	12/1/2016	10000.00	Monthly	1/1/2017	15000.00
WagesType	Effective From	Basic									
Monthly	12/1/2016	10000.00									
Monthly	1/1/2017	15000.00									
Gross Earnings : <input type="text" value="0"/> Gross Deduction : <input type="text" value="0"/> Net Amout : <input type="text" value="0"/>											
<input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/>											

- All Allowance and Deduction entered in Master entry will be displayed in Employee Payroll Master.
- For those Allowance and Deductions, you can choose Formula which is created in Formula Master or can entered Manual Value.
- You also need to enter Effective Date (From when this Salary will be affected).

1.5 Payroll General Parameter

User Name : ADMIN 2017-Mar-17 19:16:29

Working Days Parameter

Salary Calculation Days : Month Total Days
0.00

Paid Days Parameter

Component : --- Select Any ---
Operator : --- Select Any --- Undo

Expression : Present Days (P)+Holiday Off Days (H)+Leave Days (L)+Week Off Days (W)

Save Exit

Working Days Parameter:-

Salary will be calculated on

- Fixed Days
- Month Total Days
- Month Total Days – Week Off
- Month Total Days – Holiday Off
- Month Total Days – (Week Off + Holiday Off)

Paid Days Parameter:-

- You can set Paid Days Parameters from here.
- Default Value is P (Present) + WO (Weekly Off) + HO (Holiday Off) + L (Leave)

2. Transaction:-

- The Transaction Menu has the following Manu items.
 - 2.1. Generate Salary
 - 2.2. Update Salary
 - 2.3. Lock/Unlock Salary



2.1 Generate Salary

The screenshot shows the PayTime Enterprise software interface. The title bar reads "PayTime Enterprise". The menu bar includes "Dashboard", "Masters", "Transaction", "Time Reports", "User Management", "Download", "Alert", "Payroll", "MFS", "Utilities", "Andro Setting", and "Help". The main title "Generate Salary" is displayed in an orange header bar. Below it, there are dropdown menus for "Month" (set to Mar-2017), "Company" (set to Test Company1), and "Branch" (set to None). On the left, a sidebar titled "Department Name" lists "--- Unsigned Dept ---", "SOFTWARE", and "Software Developer", with "Software Developer" selected. On the right, a table titled "Employee Details" lists employees with their EmpID, EmpName, and PunchID. The table contains four rows: EmpID 2 (Devyang Sathvara, PunchID 10), EmpID EMP123 (Meet Koriya, PunchID 25), EmpID EMP456 (Rushil Koriya, PunchID 45), and a selected row for EmpID 2. At the bottom, there are buttons for "Generate Salary" (blue) and "Exit" (orange), and status information: "User Name : ADMIN", "2017-Mar-17 19:18:26", and "Error Logs".

EmpID	EmpName	PunchID
2	Devyang Sathvara	10
EMP123	Meet Koriya	25
EMP456	Rushil Koriya	45

- It allows you to generate salary for selected Month.
- All Employees will be displayed whose Payroll Master Entry is done.

2.2 Update Salary

Update Salary

EmpID : EMP456 **EmpName : Rushil Koriya**

Salary Details	
Paid Days	20.00
Basic	9677.41
OT Salary	2525.00

Allowance	
Petrol	500.00
HRA	1000.00

Deduction	
Loan	700.00
LateDeduction	576.92

Total Earnings Total Deduction Net Salary

Update **Exit**

- It allows you to update Salary amount and you can also see Report for Employees who salary is updated.

2.3 Lock/Unlock Salary

The screenshot shows the PayTime Enterprise software interface with the title 'Lock/Unlok Salary'. The top menu bar includes options like Dashboard, Masters, Transaction, Time Reports, User Management, Download, Alert, Payroll, MFS, Utilities, Andro Setting, and Help. The main window has a header with 'Month: Jan-2017', 'Company: Test Comany1', and 'Branch: -- None --'. On the left, there's a list of 'Department Name' with checkboxes: '--- Unsigned Dept ---' (selected), 'SOFTWARE', and 'Software Developer'. On the right, there's a table of 'Emp ID', 'Emp Name', and 'Punch ID' with three rows: '2 Devyang Sathvara 10', 'EMP123 Meet Koriya 25', and 'EMP456 Rushil Koriya 45'. At the bottom, there are buttons for 'Lock' (radio button selected), 'Unlock', 'Save', and 'Exit'. The status bar at the bottom shows 'User Name: ADMIN', '2017-Mar-17 19:28:15', and '2017-Mar-17 19:28:15'.

- It allows you to Lock or Unlock salary for selected Month.
- If you lock salary of employee than you cannot regenerate Salary for selected Month.

3. Report:-

- The Menu has the following Reports.
 - 3.1. Salary Slip
 - 3.2. Salary Register
 - 3.3. Allowance Report
 - 3.4. Deduction Report
 - 3.5. Update Salary Report
 - 3.6. Negative Salary Report
 - 3.7. OT Salary Report



3.1 Salary Slip

Payslip

Company : Test Company1
Payslip for Month of Jan - 2017

Employee Details		Leave	PL	CL	SL	ML	EL	SP	C	Other	
Emp ID	EMP456	Sanctioned	20.00	10.00	10.00	0.00	10.00	10.00	10.00	40.00	
Name	Rushil Koriya	Consumed	0.00	7.50	6.00	0.00	0.00	0.00	0.00	0.50	
Wage Type	Monthly	Balance	20.00	2.50	4.00	0.00	10.00	10.00	10.00	39.50	
Department	Software Developer	P.F. No.									
Designation	Developer	ESI No.									
Paid Days :	20.00	A/C. No.									
P:	14.00	Basic :	9677.41								
WO:	3.00										
H:	0.00										
L:	3.00										
A:	11.00										
Earning		Deduction									
Petrol		500.00	Loan							700.00	
HRA		1000.00	LateDeduction							576.92	
OT		2,525.00									
Leave Encash		0.00									
Total Earnings :		13,702.41	Total Deductions :	1276.92							
Net Salary :	TWELVE THOUSAND FOUR HUNDRED TWENTY FIVE AND FORTY NINE PAISA ONLY										12,425.49

Current Page No.:1 Total Page No.:1 Zoom Factor:150%

3.2 Salary Register

SALARY REGISTER
PayTime E 2.0.0.0
132 Feet Ring Rd, Shyamal, Ahmedabad, Gujarat 380015

From: 01-Jan-2017 To: 31-Jan-2017

Emp ID	Emp Name	Wages Type	Month - Year	Paid Days	Basic	Petrol	HRA	OT Amount	Total Earnings	Total Deductions	Net Amount
EMP456	Rushil Koriya	Monthly	Jan - 2017	20.00	9677.41	500.00	1000.00	2525.00	13702.41	1276.92	12425.49

Current Page No.:1 Total Page No.:1 Zoom Factor: 110%

3.3 Allowance Report

ALLOWANCE REPORT
SEMITRONIK
AHMEDABAD

From: 01-Feb-2012 To: 29-Feb-2012

Emp ID	Emp Name	Wages Type	Month - Year	HRA
Department Name: 1				
101	A.G.PATEL	Monthly	Feb - 2012	1152.00
Department Name: 3				
703	GEETABEN G.GAJJAR	Monthly	Feb - 2012	576.00

3.4 Deduction Report

DEDUCTION REPORT
SEMITRONIK
AHMEDABAD

From: 01-Feb-2012 To: 29-Feb-2012

Emp ID	Emp Name	Wages Type	Month - Year	PF
Department Name: 1				
101	A.G.PATEL	Monthly	Feb - 2012	518.40
Department Name: 2				
505	HARISHBHAIK. PATEL	Daily	Feb - 2012	72.00
510	KOMALBEN K. PARATE	Hourly	Feb - 2012	18.00
Department Name: 3				
703	GEETABEN G.GAJJAR	Monthly	Feb - 2012	259.20

- The End -