

OFSY™

PAYROLL MANAGEMENT

OFSY Payroll maintains all information related to employees e.g., maintenance of Monthly Attendance, Leave & Overtime records; Details of all Pay, Allowances and Deduction made through Monthly pay sheet. It also maintains statutory records of Provident Fund, Employees State Insurance, Professional Tax and various management reports related to Attendance, Pay & Deductions.

PAYROLL MANAGEMENT

Pay Grade: This section is used for creating different grades across the Organisation.

Pay Head: This is a basic entity in the Payroll module. Salary Definition, Salary Calculation, and other activities are done with respect to Pay Heads.

Pay Slip: This link defines the visibility of pay heads in the pay slip. The hierarchy of the sequence of Pay Heads to be shown will be specified here. Sequence for Pays, Allowance and Deduction will be separately defined.

Organisation: Organisation level Information required for the pay slip generation is taken in this section. Such as, Company Information, Attendance Details, Payment Calculation Period, Salary Calculation Period.

Attendance Shortfall: This section is used for specifying the attendance shortfall for an employee.

Manual Head Setting: This link allows you to specify the values for MANUAL type Pay Heads for particular employee for a specified period of time.

Pay Slip Generation: This is a most important activity in Payroll Module. Salary calculation is done automatically. All the pay heads, except for MANUAL type pay heads, will be calculated by the system or the values will be taken from the master settings for each pay head. Each Salary calculation will be done for a specific period (current month basis/fortnightly /30 days basis etc.).

Reports: This link gives the detailed report of the payroll activities.

- ✓ Salary Report
- ✓ Provident Fund Employee Wise Report
- ✓ Provident Fund Annual Report
- ✓ Loan Report
- ✓ Attendance Report
- ✓ Employee Salary Report
- ✓ Professional Tax Monthly Report
- ✓ Professional Tax Annual Report
- ✓ Provident Fund Monthly Report

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OFSY™

Extending Your Business Reach

Your Complete & Secure One-Stop Solution For Office Automation.

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