

## Product updates – In 2021 & Before

- Multi Level Approval

- ✓ Workflow and multiple approval for Leave, OD, Regularization and Expense Claim
- ✓ 4 levels of Approvals feasible
- ✓ Approvals can be level based or on full faith basis
- ✓ Option to check the status at each level

- Advanced version Expense Claims

- ✓ Various additional fields for each standard expense
- ✓ Daily and Monthly limitations for each level
- ✓ Define various expense policy's and allot employee wise
- ✓ Pay in Salary or separately + Show in Payslip or Reimbursement Payslip

- More compliance Reports added

- ✓ Form 21 (Annual Return Factories Act)
- ✓ Form 14 (Leave with wages)
- ✓ LWF Return for Punjab
- ✓ Form 11 (PF Declaration while joining)
- ✓ Monthly New joinee & Left Employee Report
- ✓ Form F (Nomination)

- Setup to define Compliance related restrictions

- ✓ Various restrictions in terms of Work on Week off and Holidays. Time related restrictions on OT, Daily/Weekly/Monthly have been introduced. Restrictions on Number of shifts and number of Employees to be working in shift introduced. Allotment and application of various leaves

- Other important updates so far..

- ✓ Userdefined calculation of Paydays and Salary Calendar days
- ✓ Inclusion of Ramco format of Journal Voucher
- ✓ Parallel Database Import - To import the device logs from third party application in to our software
- ✓ Delinking of Reimbursements from Year end proof submission process
- ✓ Inclusion of Reimbursement Report
- ✓ Inclusion of more information in the Salary/Wage register report for use of consultants and outsourcing