

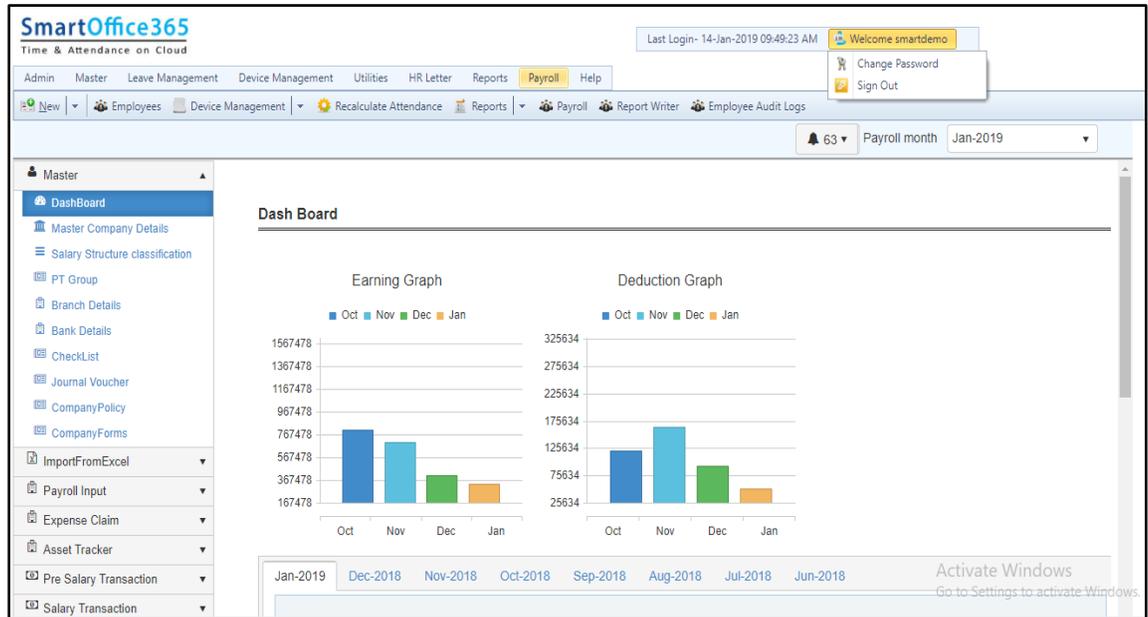
# SmartOffice365+Payroll

## Reference Book

The important fields or options are highlighted with this color in the background.

# SmartOffice Payroll and Biometrics Solutions Pvt. Ltd MASTER

## 1. Dashboard:



It shows the Earning and Deduction details of the entire company on the monthly basis.

## 2. Master company Details: Path: Payroll Master:

The screenshot shows the 'Master Company Details' form. The form fields are as follows:

Company Name	Smartoffice Payroll & Biometrics Solutions Pvt Ltd	Responsible Person	Suman
Company Address	648, 2nd Floor, Sri Janardhan Tower, 5th Main 1st Cro	Is Calculate Earned Gross	<input type="checkbox"/>
Company Phone No	8884402440	Email	sales@smartofficepayroll.com
Website	sales@smartofficepayroll.com	Consider as Master Company in Payslip	<input checked="" type="checkbox"/>
<input type="checkbox"/> IsOneTimeTaxapplicable <input type="checkbox"/> IsCalculateHRAMonthly <input type="checkbox"/> IsIndiCompanyForm16 <input type="checkbox"/> OT Approval Required			
Company Code	No. 01	Company GroupCode	No. 01
TAN	BLRS59540F	Account No.	
Company Type		Pan No.	AAACS8649D
MaxLossOnPropertyAmount	200000.00	Max80EEAmount	50000.00

An 'Activate Windows' watermark is visible at the bottom right.

In this, the details of the company should be provided. So that the same is reflected in Payslip, F-16 and other reports generated.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Company Name:** The name of the company

Responsible person: Name of the person who handles the business

**Company Address:** Complete address of the company (without special characters).

Is Calculate Earn Gross: This option should be used by those who want to first calculate the earned gross and then, divide the earned number into different components on a priority basis

Company Phone No: The contact number of the company

**Consider as Master Company in Payslip:** This option if checked, will print the master/ company details in the payslip or it will print the branch details.

One time Taxable: Tax will deduct in single shot i.e. in the same month in which the amount is earned.

**IsCalculateHRAMonthly:** HRA will be calculated on a monthly basis.

**OT Approval Required:** If you want Overtime to be approved before the OT hours are used in salary calculation. Check this box

**Email ID:** The email address of the responsible person.

**Website:** The website of the company

**Company Group Code:** The code of the company

**TAN:** Provide company TAN number, required in Income tax related areas (10 Digit ALPHANUMERIC)

**Company Type:** Type of the company (Govt sector, Public Sector, others)

**PAN No:** Enter the PAN number of Company

**MaxLossOnPropertyAmount and Max80EEAmount:** Maximum limitation of exemption, for more details can check in IT declaration part.

**TDS Month:** Tax deduction month (From which month TDS (Tax deducted at source) should start)

**Gratuity Earning Head:** Assign the salary head against which Gratuity earning should reflect

**Gratuity Deduction Head:** Assign the salary head against which Gratuity earning should reflect

**Multishift:** Under development.

**Upload Employee Photo:** Attach company logo and it will appear in your payslip.

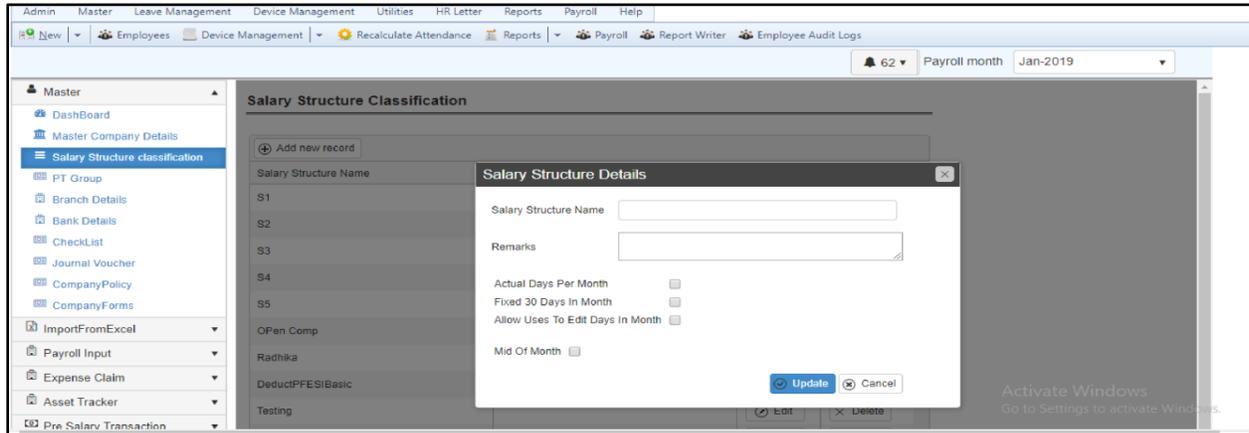
Click on **SAVE** to save the settings.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

### 3. Salary Structure Classification: we can define multiple structures

**A. We would like to provide different components to different group of people.**

**B. We would like the components calculation to be different for a different set of people.**



#### Steps To Add Salary Structure:

**In salary structure classification click on Add new record, a drop up menu appears headed**

#### Salary Structure Details

**Salary structure name:** Enter the name of a structure you want to create

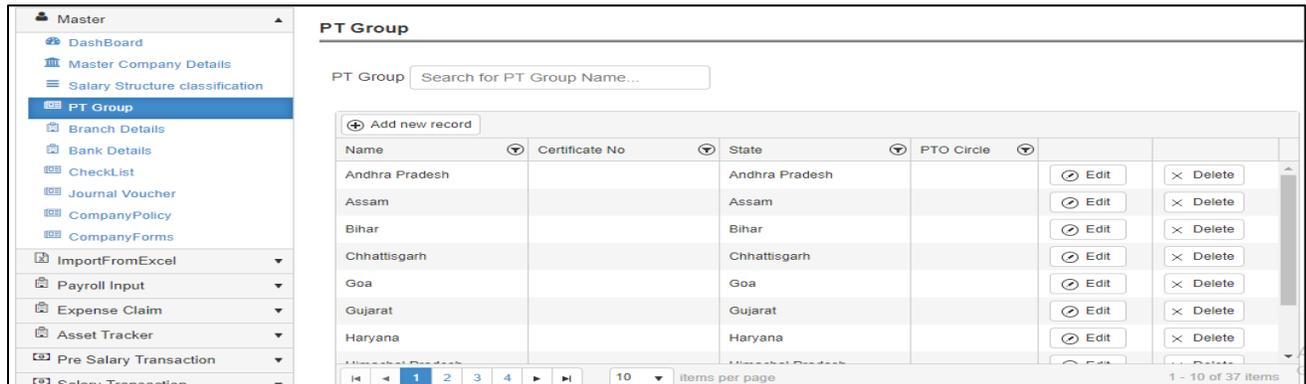
**Remarks:** Enter particular remarks for a structure.

**Select any one option given below:**

1. **Actual Days per Month:** Salary of an Employee is paid considering actual days in a month i.e. 31 days, 30 days, or 28 days. So check on this option if you want to pay salary on the bases of actual days in a month.
2. **Fixed 30 Days in Month:** Salary is paid considering constant fixed 30 days all the 12 months of a year irrespective of actual days in a month. If you want to pay salary on the bases of the same you can check this option.
3. **Allow User to Edit Days:** In a Month: As the name states that user can edit the days of a month as per company requirement. If you check this option you can edit days in payroll month.
4. **Mid Of Month:** Mid of Month is used when Companies has Different attendance. Month and Payroll Month. For example if the Attendance has to be taken from 20th or 21st for current month. Whereas, next processing salary from 1st to 30th then you would have to check this option.

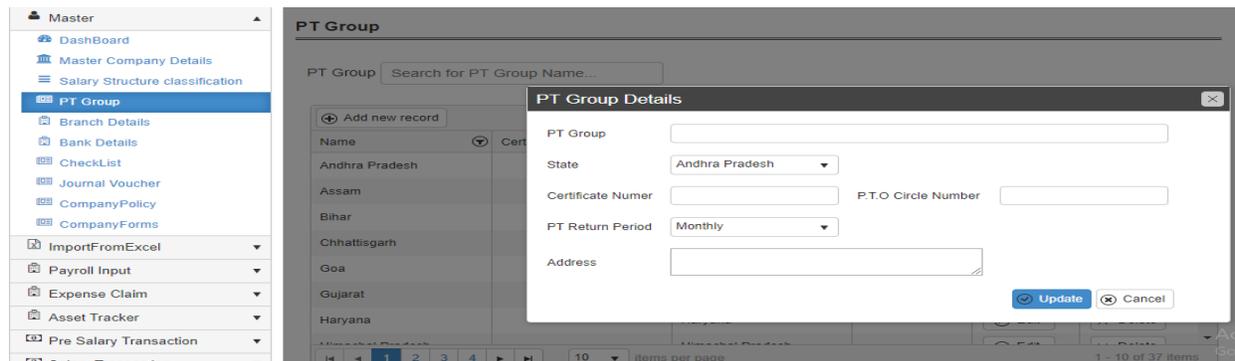
Click **Update** to save .

## 4. PT Group (professional Tax)



Professional tax is the tax set by the state governments in India. Anyone earning or income from salary or anyone practicing profession such as chartered accountant, company secretary, lawyer, doctor etc. are required to pay this professional tax. Different states have different rates and methods of collection. All the slabs are configured in the system but if you still need to include any new one you can use the below process.

### Adding a new Record



**PT Group:** Provide name of the PT group

**State:** Provide PT state

**Certificate Number:** Provide Certificate number of PT

**P.T.O circle Number:** Provide PTO circle number

**Address:** Provide complete address of the PT company (No special characters)

Click on **Update** to save.

## 5. Branch Details

Company	Responsible Person	PF Group	PT Group	ESI Group Name		
AP	AP	PF	Andhra Pradesh	AP	Edit	Delete
HO	KA	PF	Karnataka	KA	Edit	Delete
Tamil Nadu	TN	PF	Telangana	Tamil Nadu	Edit	Delete
MAH	MAH	PF	Maharashtra	MAH	Edit	Delete
Testing	Testing	PF	Karnataka	KA	Edit	Delete
33					Edit	Delete
BANGALORE-REGION	ckinfra	PF	Karnataka	KA	Edit	Delete
Default	Default	PF	Karnataka	KA	Edit	Delete

It shows the list of existing branch details. Use Edit to make changes in the record and Delete to delete the record.

### Adding a new Record

**Branch Details**

Branch Name:

Responsible Person:

State:

PF Group:

PT Group:

ESI Group:

Address:

ResPersonFatherName:

ResPersonDesignation:

Place:

BranchPANNo:

**Branch Name:** Provide the company branch name

**Responsible Person:** Provide the name of the responsible person/owner of the company

**State:** Provide the state where the company is located

**PF Group:** Provide PF Group name, if you want to create new PF group click on **PF GROUP** button then click to add new option, provide the group name and company PF Account Number click on update option.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

The screenshot displays the 'PF Group' management interface. At the top, there is a header 'PF Group' and a button '+ Add new record'. Below this is a table with the following columns: Name, PF Number, DBL File, and PF Extension. The table contains two rows: 'PF' with PF Number '123456749' and 'PF1' with PF Number '852'. A modal window titled 'PF Group Details' is overlaid on the table. It contains three input fields: 'PF Group', 'PF No.', and 'Address'. At the bottom of the modal, there are two buttons: 'Update' and 'Cancel'.

**PT Group:** Select the applicable state to calculate Professional Tax on regional Slab wise.

**ESI Group:** Provide ESI Group name, if you want to create new one, click on ESI GROUP button then click to add new option, Mention the group name with company ESI number and local office and update. Check the limit ESI Gross to Restrict ESI on cut-off amount, if applicable.

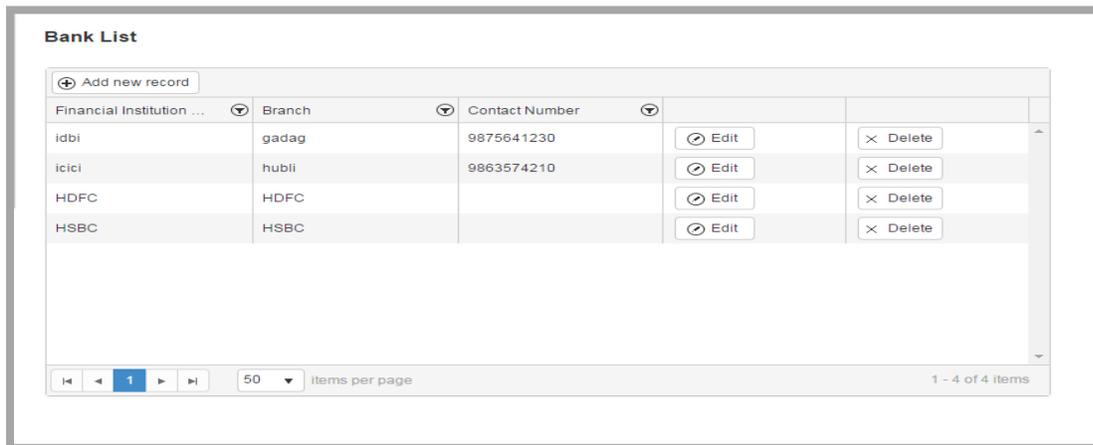
The screenshot displays the 'ESI Group' management interface. At the top, there is a header 'ESI Group' and a button '+ Add new record'. Below this is a table with the following columns: Name, ESI Number, and Local Office. The table contains four rows: 'AP' with ESI Number 'AP00', 'Tamil Nadu' with ESI Number 'TN00', 'KA' with ESI Number 'KA00', and 'MAH' with ESI Number 'MAH'. A modal window titled 'ESI Group Details' is overlaid on the table. It contains four input fields: 'ESI Group', 'ESI No.', 'ESI Local Office', and 'Address'. There is also a checkbox labeled 'LimitESI Gross'. At the bottom of the modal, there are two buttons: 'Update' and 'Cancel'.

**Address:** Provide the complete address of the company (without special characters)

**Branch PAN and Branch TAN NO:** If this is different company then you can mention PAN and TAN of the company. It will be valid after selecting "IsIndiCompanyForm16" option from master company.

Click on **Update** to save.

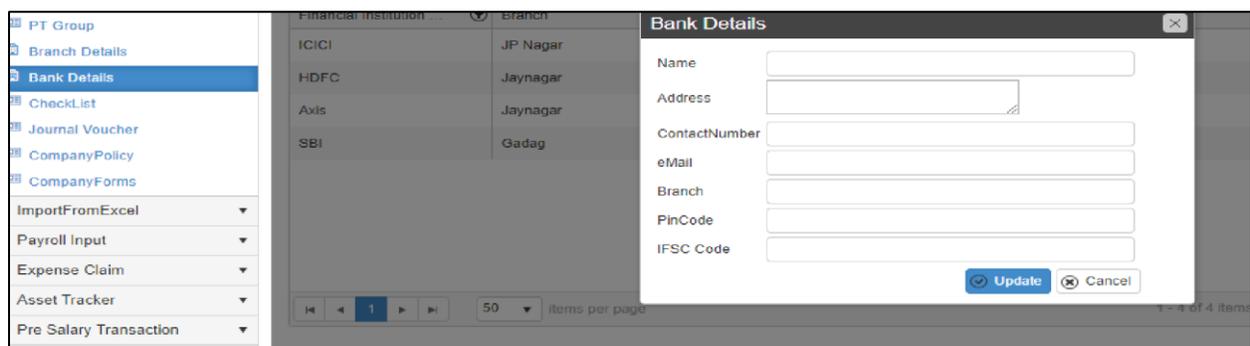
## 6. Bank Details



Financial Institution ...	Branch	Contact Number		
idbi	gadag	9875641230	Edit	Delete
icici	hubli	9863574210	Edit	Delete
HDFC	HDFC		Edit	Delete
HSBC	HSBC		Edit	Delete

It shows the list of existing bank details. Use **Edit** option to change the values. You can create all the banks in which your employees have the bank account. Based on this you will get bank statement and bank format (soft copy), the same you can send to your bank to transfer.

### Adding a new Record.



Financial Institution	Branch
ICICI	JP Nagar
HDFC	Jaynagar
Axis	Jaynagar
SBI	Gadag

Bank Details	
Name	<input type="text"/>
Address	<input type="text"/>
ContactNumber	<input type="text"/>
eMail	<input type="text"/>
Branch	<input type="text"/>
PinCode	<input type="text"/>
IFSC Code	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

**Name:** Provide name of the bank

**Address:** Provide the address of the bank

**Contact Number:** provide the contact details of the bank

**Email ID:** Provide the email address of the bank

**Branch:** Provide the branch name of the bank

**Pin code:** Provide the pin code

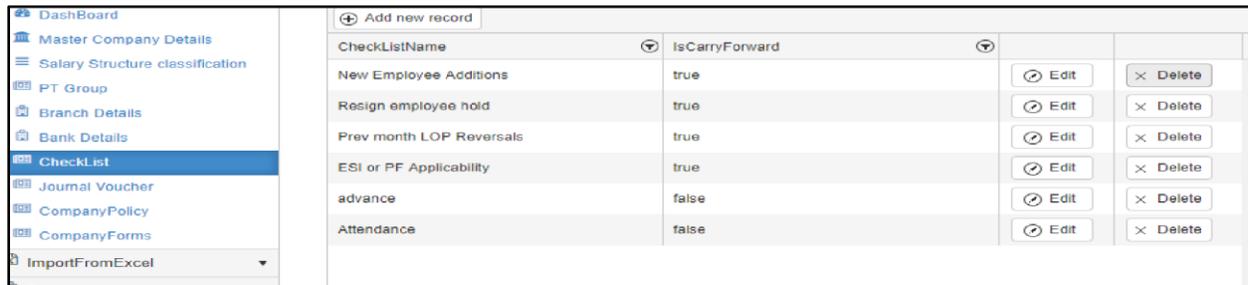
**IFSC code:** Provide the IFSC code of the bank

Click on **Update** to save.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

### 7 .Check list :

Check list works as a reminder. The check list will show up on your process payroll window so that you do not forget any important task like Addition or Resignation of any employee before processing the payroll.

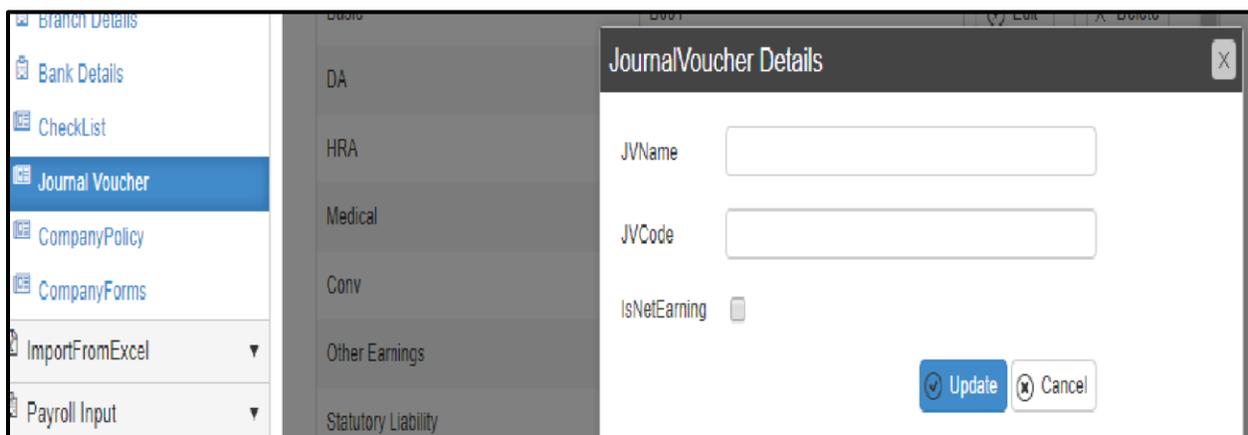


CheckListName	IsCarryForward	Edit	Delete
New Employee Additions	true	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Resign employee hold	true	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Prev month LOP Reversals	true	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ESI or PF Applicability	true	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
advance	false	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Attendance	false	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

### 8. [Journal Voucher\(click here\)](#) :

A Journal Voucher is an audit trail, carries a code and transaction amount. Normally after processing the salary, HR might have to give the salary sheet to account department to process the journal entries in accounting software. You will get directly the debit and credit amount sheet with salary components in SmartOffice. That report can be used to import the data in the accounting software.

Create the journal voucher heads by using add new record and the same have to be assigned for all components. Based on this you will get journal voucher report From “PAYOUT” window. The difference of the Total Salary Payable and the deductions is the Net salary payable. For the JV Name “Net salary” you can check the option “Is Net Earning” as shown below



DA	JVName	<input type="text"/>
HRA	JVCode	<input type="text"/>
Medical	IsNetEarning	<input type="checkbox"/>
Conv		
Other Earnings		
Statutory Liability		



# SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

## PAYROLL INPUT

### 1. Payroll Month

Payroll Month	Att Start	Att End
Jan-2019	01-Jan-2019	31-Jan-2019
Dec-2018	01-Dec-2018	31-Dec-2018
Nov-2018	01-Nov-2018	30-Nov-2018
Oct-2018	01-Oct-2018	31-Oct-2018
Sep-2018	01-Sep-2018	30-Sep-2018
Aug-2018	01-Aug-2018	31-Aug-2018
Jul-2018	01-Jul-2018	31-Jul-2018
Jun-2018	01-Jun-2018	30-Jun-2018
May-2018	01-May-2018	31-May-2018

**Payroll Month Details**

Payroll Month: Feb-2019

Begin Date: 01-Feb-2019

End Date: 28-Feb-2019

Salary Calendar Days: 28.00

DailyHours: 0.00

Is Locked:

In a company, payroll is the sum of all financial records of salaries for an employee, wages, bonus and deductions. In accounting, payroll refers to the amount paid to employees for services they provided during a certain period of time. That period of time refers to Payroll Month.

#### STEPS TO ADD PAYROLL MONTH:

**Payroll month:** Mention the processing month and year.

**Begin date:** Provide the beginning date of processing month.

**End date:** Provide the ending date of processing month.

**Salary calendar days:** In this option you can edit the days as per your company policy.

**Is Locked:** After completion of salary process, please lock the respective month. By this any, Unnecessary changes will not affect in processed data

Click **Update** to save or **Cancel** to close.

**2.Salary Heads:** The salary components constituting an employee's pay structure is called a Pay Head. A Pay Head may be an earning to the employee, or a deduction, which is recovered from employee salary. ... For example: Basic Pay is a fixed pay component whereas Variable Pay, Bonus is variable components. You can define any number of salary heads.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

### Steps To Add Salary Heads

Click on Add New Record option, a window “Add Edit Salary Head Option” appears

**Salary head name:** Mention the salary heads which you have in your company for salary calculation.

**Print name:** Enter the Name of salary head which you want to see in the payslip.

But you need not to create Basic and OT since these are default Earning Heads.

**FBP (Flexible Benefit Plan):** After selecting this option, automatically two options will be visible i.e. Declaration required and Pay as Proof submitted. If you want to collect proof or declaration against particular component before paying then you have to use these options.

**Is pay in salary slip:** If you want this salary to be paid through salary slip.

**Is show in net earnings:** If you want to show the calculations directly in net earnings, not as a separate component in payslip.

**Is pay in reimbursement pay slip:** If you want to show particular heads of calculation in reimbursement payslip instead of normal payslip.

**Show in Gross Rate:** By selecting these options, employees’ theoretical salary will reflect in employee’s individual payslip in actual column.

**Include In CTC Only:** If this amount is included in CTC then you have to select this option.

**Show in Annual Earning Only:** In payslip you will get the annual value of each component.

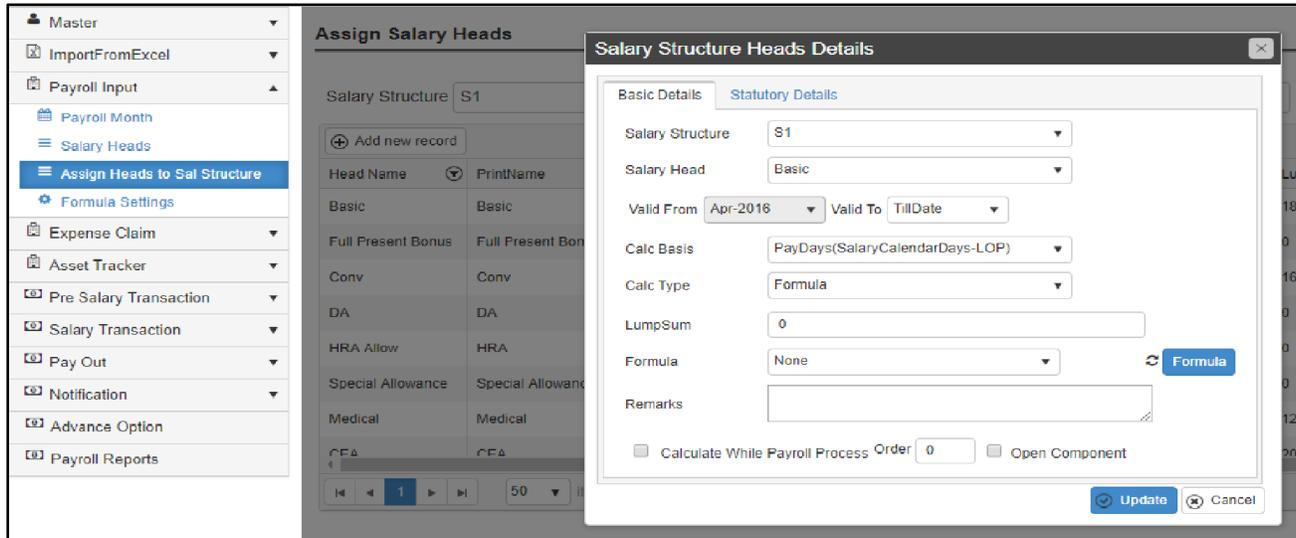
**Journal Voucher:** As explained in Page 5, you can assign the JV head to the salary heads.

Click **Update** to save or **Cancel** to close

### 3.Assign Heads to salary structure

Once we have created the structure next step will be to assign heads to the structure

#### Adding a New Record



#### Steps to Assign Heads to Salary Structure:

##### I. BASIC DETAILS:

**Salary structure:** select the salary structure for which you want to define the salary head.

**Salary head:** choose the salary head which you want to assign under this salary structure.

**Valid month:** From which month salary head to be valid for particular structure.

**Calculation Basis:** It means the base of paying salary whether on salary calendar days or pay days.

**A. Paydays :** Calculation will happen on Attendance i.e. Salary calendar days – LOP

**B. Salary calendar Days:** It will process whole amount of component means it will not consider any present or absent days of employees for calculation.

**Calculation Type:** It means the type on the bases of which you want to calculate on employees **Salary head. Here you can find three types of calculation.**

A. **Formula:** If the salary head is to be calculated based on formula then select the calculation type as formula and you have to create a formula as per your requirement from “Formula Setting” window. And have to assign the formula

B. **Manual:** To mention salary amount manually for employees, select the calculation type as manual. You can enter amount of salary head amounts manually in the employee view salary window.

C. **Lump sum:** If you want to keep the amount of salary head constant throughout financial year select lump sum and enter the amount in “Lumpsum” field. For ex: Medical Allowance or Conveyance Allowance.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Calculate while Process payroll:** If the calculation of the salary head is defined on a another component which will be pulled from Attendance or calculated during processing payroll then you can use this option.

**Example :** Overtime(Normally Overtime will not have theoretical/fix amount. it is depends on extra working hours, which you will get after process/recalculate the attendance data.

**Open Component:** This option is checked only when the particular component calculation is based on other component apart from the assigned Heads

The screenshot shows the 'Assign Salary Heads' interface with a modal window for 'Salary Structure Heads Details'. The modal window has two tabs: 'Basic Details' and 'Statutory Details'. Under 'Basic Details', there are checkboxes for 'PF (%)', 'ESI (%)', 'Vol PF', and 'PT'. The 'PF (%)' and 'ESI (%)' fields are set to '100'. Under 'Taxable/Settings', there are checkboxes for 'Fully Exempted' and 'Consider for Future Tax Projection', a 'NonTaxableUpperLimit' field with a value of '0', and a 'TDS Ref' dropdown menu set to 'None'. There are 'Update' and 'Cancel' buttons at the bottom of the modal window.

### STATUTORY DETAILS:

**PF:** Select the PF option if you want PF calculation to be done on the head you are defining.

**ESI:** Select this option if you want ESI calculation to be done on the head you are defining

**PT:** Select the PT option if you want PT calculation to be done on the head you are defining

**VOL PF:** Check VOL PF, if employee is contributing his share of PF more than 12%. They can increase on % wise or Amount wise in Pre-salary Transaction. ( [if you want to check click here](#) )

### Taxable settings:

**Fully exempted:** Check this option if the salary head is exempted from tax.

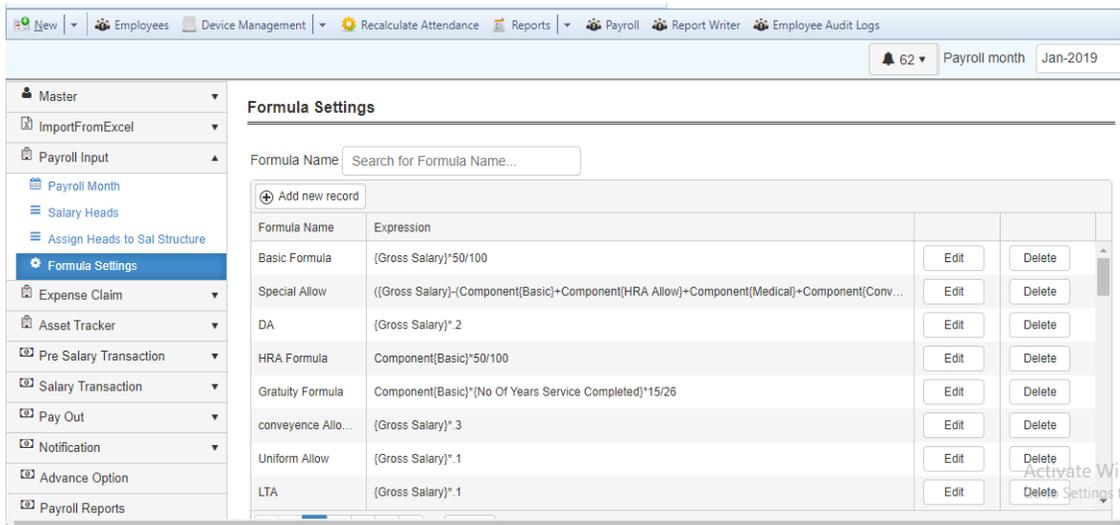
**Non-taxable upper limit:** check this option if it is not exempted from tax and also mention the exemption amount in side by block. Not relevant any more.

**Consider for future tax projection:** check this option and give TDS reference for tax calculation.

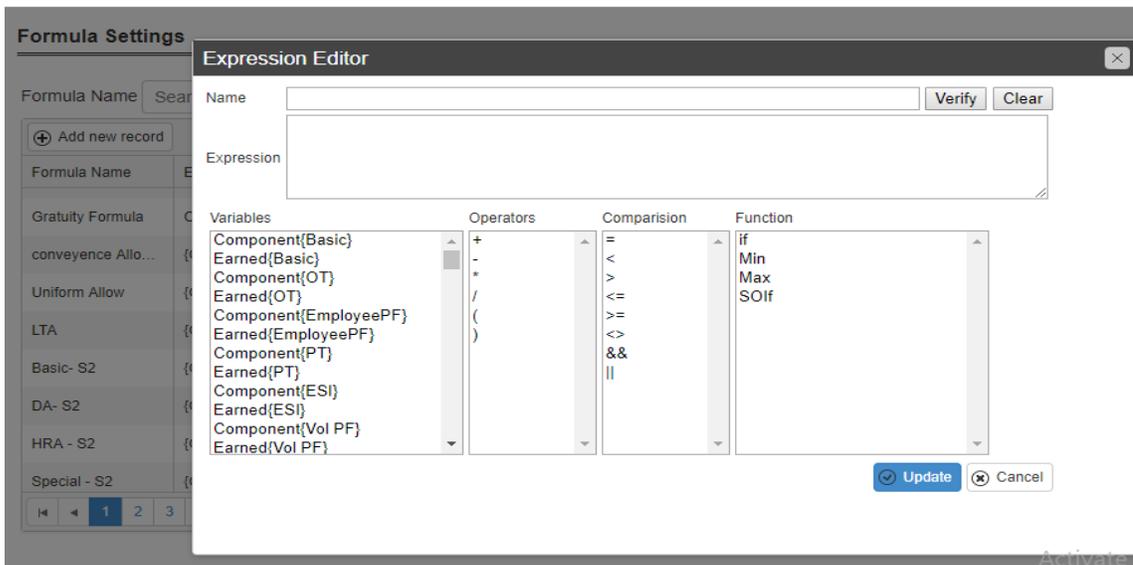
**TDS Ref** - select the applicable "TDS ref" from drop down list. This is very important for proper calculation of TDS

Click on **Update** to save or **Cancel** to close.

## 4 .Formula Setting



It shows the list of existing formulas. Use Edit to make changes. You can click on Add new record, if you want to add a new one.



**Name:** Provide the name for the formula

**Expression:** Provide the expression formula

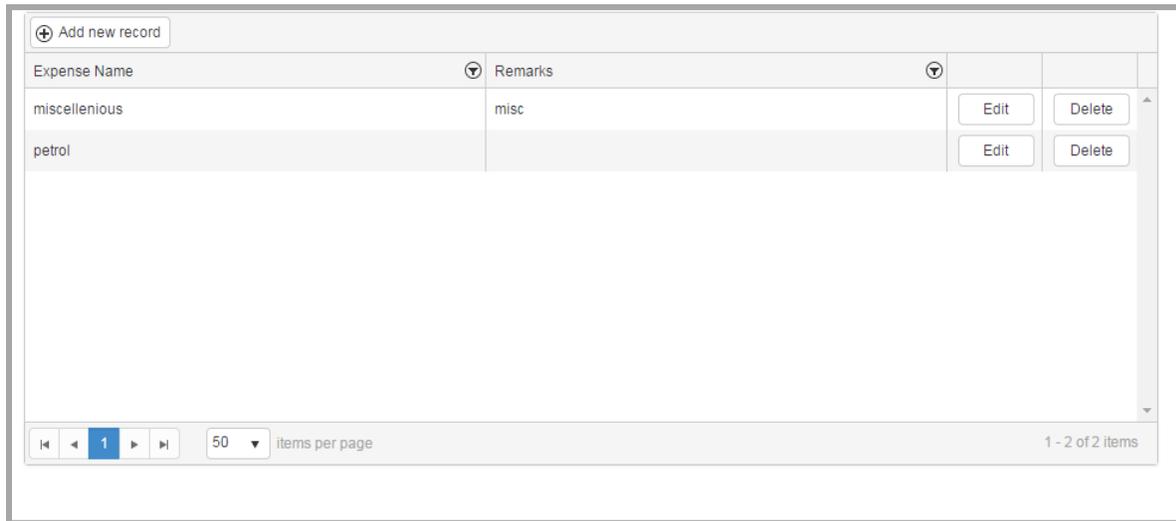
**Verify:** It is used to verify the expression

**Variables:** All components are available like Salary heads, shifts, OT and all deductions you can choose and define the formula. Double click to select the required variable. You can use the huge number of variable options pulled from Attendance to automate the salary calculations.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

# EXPENSE CLAIM

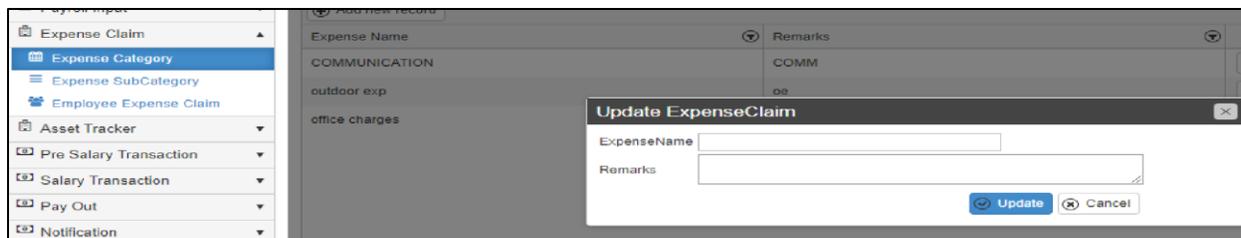
### 1. Expense Category



Expense Name	Remarks		
miscellaneous	misc	Edit	Delete
petrol		Edit	Delete

It shows the existing list of expense category. Use **Edit** to change and **Delete** to delete the record.

### Adding a new Record



Update ExpenseClaim

ExpenseName:

Remarks:

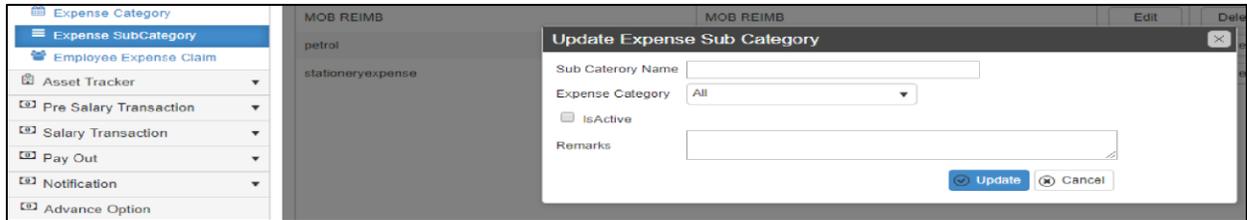
**Expense Name:** Here you can provide name for the Category of the expense claim. For example the category would be Travel or Conveyance and the sub category could be Petrol or Auto or Uber etc.

**Remarks:** Details for the expense claim

Click on **Update** to save or **Cancel** to close.

## 2. Expense Sub-category

It shows the existing list of expense subcategory. Use **Edit** to change and **Delete** to delete the record.



**Sub Category Name:** Name of the expense of sub category name

**Expense category:** selecting the existing expense category name

Tick to activate current sub category

**Remarks:** Details of expense sub category

Click on **Update** to save or **Cancel** to close

## 1. Employee Expense Claim

Employee Code	Employee Name	Expense Name	PayrollMonth	Amount	IsApproved			
<input type="text"/>	<input type="checkbox"/>							
2	B	MOB REIMB	Feb-2018	12.00	True		<a href="#">Download</a>	
Vijay	Vijay	MOB REIMB	Feb-2018	90.00	True		<a href="#">Download</a>	
Vijay	Vijay	MOB REIMB	Jan-2018	250.00	True		<a href="#">Download</a>	
Vijay	Vijay	MOB REIMB	Jan-2018	200.00	False		<a href="#">Download</a>	
abc	abc	MOB REIMB	Jan-2018	200.00	False		<a href="#">Download</a>	

It shows the existing list of expense claimed by the employee. Use **Edit** to change and **Delete** to delete the record. And also you can export the expense claim report to excel. You will see the various details of the expense claim also in this field like status – Approved in terms of True or False. Admin can directly approve the claim using the edit option after verifying the details.

## Adding a new Record or approving the submitted claim

The screenshot displays a web application interface. On the left is a navigation menu with items like 'ImportFromExcel', 'Payroll Input', 'Expense Claim', 'Expense Category', 'Expense SubCategory', 'Employee Expense Claim' (highlighted), 'Asset Tracker', 'Pre Salary Transaction', 'Salary Transaction', 'Pay Out', and 'Notification'. The main area shows a table with columns 'Employee Code' and 'Employee Name', currently displaying 'No records to display.'. A modal window titled 'Save ExpenseSubCategory Details' is open, containing the following fields: 'Employee' (dropdown with '1002-1002'), 'PayrollMonth' (dropdown with 'Jan-2019'), 'ExpenseSubCategory' (dropdown), 'Mode Of Payment' (dropdown with 'BankTransfer'), 'Amount' (text input), 'Invoice Number' (text input), 'InvoiceDate' (calendar icon), 'Is Approved' (checkbox), 'Approved By' (text input), 'EmployeeRemarks' (text area), and 'ManagerRemarks' (text area). A 'Select' button is below the remarks fields, and a 'Save' button with a green checkmark is at the bottom right of the modal.

Employee will be able to submit the expenses using the ESS (Employee self service option) and the same can be approved or rejected from here. You can also directly add a claim here.

**Employee Name:** Select the employee

**Payroll Month:** Select on which month you want to give this amount.

**Expense Sub-category:** Select expense sub-category

**Mode of Payment:** Select the mode of payment how the payment needs to be processed.

**Amount:** Enter the amount

**Invoice Number:** Enter the invoice number

**Invoice Date:** Select invoice date

**Is Approved:** We can approve the claim by checking this option. This option will be available only to the Admin.

**Employee Remarks:** Provide employee remarks

**Manager Remarks:** Provide manager remarks

Click on **Save**.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

### ASSET TRACKER

In order to use the setup, we will have to first create the Asset Group ex: Computer & Accessories. And then the Asset type ex: Laptop or Keyboard etc. And then you can add the Asset items as explained below

The screenshot shows a software interface for an asset tracker. A modal dialog box titled "AssetItem" is open over a table. The table has columns for "Asset Type Name", "Serial Number", "Purchase Date", "Employee Name", and "Cost". The first row shows "samsung" and "5856". The dialog box contains the following fields:

- AssetType: activa (dropdown)
- Condition: New (dropdown)
- SerialNumber: 125896 (text input)
- PurchaseDate: 05-Jun-2017 (date picker)
- EntryDate: 06-Jun-2017 (date picker)
- Cost: 45000 (text input)
- Manufacture: 2017 (text input)
- Brand: ACTIVA 4G (text input)
- Model: 4G (text input)
- Remarks: RED COLOUR (text input)

At the bottom of the dialog box are "Update" and "Cancel" buttons. The "Update" button is highlighted with a blue checkmark icon.

**Asset Type:** Select the asset type

**Condition:** Select the condition of asset

**Serial Number:** Enter the serial number of the asset

**Purchase Date:** Select the purchase date asset

**Entry Date:** Select the entry date of the asset

**Cost:** Select the cost of the asset

**Manufacture:** Enter the manufacture name of the asset

**Brand:** Enter the brand name of the asset

**Model:** Enter the model name of the asset

**Remarks:** Details of the asset

Click on **Update** to save or **Cancel** to close.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Now once the Asset is created you can update the details to whom the asset is being provided or already provided. The process of adding Assets can be done using the import option also.

### Adding a new Record

The screenshot shows a web application interface for adding a new record. A modal window titled "EmployeeAssetItem" is open, displaying the following fields:

- Asset Item: 147852
- Employee: bhavana-12
- IssueDate: 05-Jun-2017
- ReturnDate: 30-Dec-2017
- Issue Remarks: NEW VEHICLE
- Return Remarks: THEY WILL RETURN

At the bottom right of the modal, there are "Update" and "Cancel" buttons. The background shows a table with columns for Name, Serial Number, Issue Date, Return Date, and Employee Name, and a message "No items to display".

**Asset Item:** Select the asset item to be issued to the employee

**Employee:** Select the employee for whom the asset should be issued

**Issue Date:** Select the date of issue of the asset

**Return Date:** Select the Return date of the asset

**Issue Remarks:** Type the issue remarks

**Return Remarks:** Type the return remarks

Click on **Update** to save or **Cancel** to close.

**Asset Stock – This window will show you the status of total stock of each Asset type created.**

Asset Type Name	Total Asset	Allotted Asset	Available Asset
activa	1	1	0
samsung	1	0	1

The screenshot shows a table with the following data:

Asset Type Name	Total Asset	Allotted Asset	Available Asset
activa	1	1	0
samsung	1	0	1

The bottom of the window shows "1 - 2 of 2 items" and "50 items per page".

It shows the existing stock of assets like Asset name, Total assets, Total number of allotted asset and the available asset.

# SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

## EMPLOYEES

### Employee Details

**Employee Details**

Employee Name  Employee Code

[+ Add new Employee](#)

Emp Code	EmpName	Company	Category	Department	Designati...	Location	Status			
011	Sharma	SoftTech	GN	helpdesk	None	None	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>
012	Dewakar	Default	GN	Default	None	BANGALORE	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>
013	Ansar	Default	GN	Default	None	None	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>
014	Arthi Devi	SoftTech	GN	Default	None	None	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>
015	Salman	SoftTech	GN	helpdesk	SALES	None	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>
016	Azhar khan	Default	GN	Default	None	None	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>
017	Ayman	Default	GN	Default	None	None	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>
018	Amar	Default	GN	Default	None	None	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>
019	Sunil	TechIndia	GN	Default	SALES	None	Working	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Salary Details</a>

1 - 11 of 11 items

It shows the existing list of employees with fields like employee code, employee name, category, department, designation, location and status. Use **Edit** to change the details of employee and Click on **view salary details** to know the assigned salary structure for the employee.

### Adding a new Record

Employee personal details are same as in smartoffice365 time and attendance software.

The screenshot shows the 'Employee Details' form with the 'Personal Details' tab selected. The form contains the following fields and values:

Employee Name	Vijaya	Gender	Male <input type="radio"/> Female <input checked="" type="radio"/>
Employee Code	essl_290002	Photo	
Device Code	essl_290002	Company	Ahemedabad
Department	ACCOUNTS	Designation	ASSISTANT MANAG..
Category	CAT-1	Employment Type	Permanent
Grade	1	Team	A
Date of Joining	16-Jan-2017	Date of Confirmation	16-Jan-2017
Login Name	vijaya	Password	
Shift Roster	None	Shift Type	Single Shift in a Day
HolidayGroup	None	Shift Group	GS
Employee Location	None	Is Device Notification	<input type="checkbox"/>

Provide other details of the employee.

The screenshot shows the 'Employee Details' form with the 'Other Details' tab selected. The form contains the following fields and values:

Contact Details			
Official Phone	08372-66549	Extension	4521
Official Mobile	8884402449		
Father Name	MANASING	Contact Number	9242341366
eMail ID	vjlamani1@gmail.com	Blood Group	NA
Personal eMail ID	vjlamani1@gmail.com	Spouse Name	NA
Nominee 1	SHAKUNTALA	Nominee2	SHILPA
Date Of Birth	18-Sep-1995	Birth Place	Gadag
Residential Address	BEHIND GANESH HOSTEL J.T.		
Permanent Address	BEHIND GANESH HOSTEL J.T.		

Buttons: Update, Cancel

Provide the payroll details for the employee.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Employee Details**

Personal Details   Other Details   **Payroll Details**   Document Details   Seperation Details

Salary Calculate From: Dec-2017   Salary Structure: hourly concept

Mode of Payment: BankTransfer   Salary Calculation Method: MonthlyHour

Financial Institution: HDFC   Bank Account No: [ ]

Account Holder Name: 12   IFSC Code: [ ]

**PF / ESI / PT Details**

ESI No.  159   ESI Dispensary: 468

PF No.  98   **Get PF No**   UAN No: 854

DateOf Joining PF: 01-Jan-3000   [Calendar Icon]

DateOf Exit PF: 01-Jan-3000   [Calendar Icon]

PAN Number: [ ]   Ward/Circle: [ ]

**Other Details**

Metro    Contract Employee    Gratuity

ExcludePayroll    Zero Pension    Zero PT    Zero LWF

Override PF Setting    Restrict Employee PF Contri    Employer PF Restrict

**Salary Calculate From:** Select the month from which employee's salary calculation starts.

**Salary Structure:** Select the applicable salary structure.

**Mode of Payment:** Select the payment mode i.e. Bank Transfer, Cash or Cheque

**Salary Calculation Method:** i.e. Monthly, Monthly Hour, Daily or Daily Hour.

**Financial Institution:** Select the Bank institution in which bank employee has bank account.

When the mode of payment is Bank Transfer

**Bank Account Number:** Enter the Bank Account number of Employee.

**Account Holder Name:** Enter the Bank Account Holder name as seen in Pass book

**IFSC Code:** Enter the IFSC Code of Branch

**ESI No:** Check this box, if ESI needs to be deducted. And mention the ESI number.

**PF No:** Check mark the PF check box, if an employee comes under PF deduction. And mention the PF and UAN number, without UAN number PF Challan will not generate.

**ESI Dispensary:** Enter the number of ESI Dispensary.

**PAN Number:** Enter the PAN Number of Employee.

**Ward/Circle:** Enter the Ward/Circle of Employee.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

### Other Details:

**Metro:** Check the check box if employee belongs to the metro city.

**Contract Employee:** If the Employee is Contract based then check this box

**Gratuity:** Select this option if this employees under gratuity.

**Exclude Payroll:** If this box is checked, salary will not calculate for that particular employee

**Zero Pension:** In PF calculation 8.33% will go for pension Fund from Employer contribution, so if you don't want to calculate this 8.33% in pension fund then you can make it as zero then the whole 12% will go to EPF account.

**Zero PT:** To calculate Zero Professional Tax where employee salary is more than gross PT amount (Slab Rate).

**Zero LWF:** To calculate Zero LWF for particular employee, should select this option.

**Override PF Setting:** If company wants to modify the PF contribution policy for a selected few employees they can use this option.

**Restrict Employee PF Contri:** After selecting Override PF setting, if you want to restrict employee PF contribution then you can select this option.

**Employer PF Restrict:** After selecting Override PF setting, if you want to restrict employer PF contribution then you can select this option.

Provide document details of the employee.

### Employee Details

Personal Details   Other Details   Payroll Details   **Document Details**   Seperation Details

Driving License	<input type="text" value="JK/200457"/>	AadharCardNo	<input type="text" value="653892416"/>
RationCardNo	<input type="text" value="JK00256914"/>	PassportNo	<input type="text" value="J83EEEF"/>
VoterIdNo	<input type="text" value="JK45693623"/>		

Provide separation details of the employee. This is important so that the salary does not get calculated for a resigned employee and it also helps in Full & Final settlement.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Employee Details**

Personal Details   Other Details   Payroll Details   Document Details   **Seperation Details**

Status: Resigned

Res: Working

Res: Resigned

01-Mar-2017

Reason for Leaving: RETIREMENT

Tentative Leaving Date: 31-Mar-2017

Final Settlement Salary HoldFrom: None

Exit Details

Date of Leaving: 31-Mar-2017

Remarks: Retirement

Exit Interview Details

Exit Interview Date: 31-Mar-2017

Notes: NA

Update   Cancel

To resign employees, change the status as Resigned, Then mention the valid resignation date, reason, Tentative Leaving Date, Date of leaving and Exit Interview date.

### How to mention employee theoretical salary of employees:

**Employee Details**

Employee Name: Search Emp Name...   Employee Code: V   Salary Structure: All

+ Add new Employee

Emp Code	EmpName	Company	Category	Depart...	Designa...	Location	St...			
Varsha	Varsha	AP	S1	S2 SE		None	Working	Edit	Delete	View Salary Detail...
Vjay	Vjay	Tamil Nadu	S1	S2 SE		None	Working	Edit	Delete	View Salary Detail...
V1	V1	Tamil Nadu	PARADIGM1	S2 SE		None	Working	Edit	Delete	View Salary Detail...
V2	V2	Tamil Nadu	S1	S2 SE		None	Working	Edit	Delete	View Salary Detail...

After assigning the structure, click on view salary details from employee window, and mention the salary in Gross Salary field or CTC field as applicable. If the heads are defined on formula or Lump sum basis than it will be non-editable and will appear with grey background

EmployeeCode: SUDHAKAR-SUDHAKAR   View All Employee   Month/Year: May-2018

**Earning**

Basic	DA	HRA Allow	Conv	others
25000.00	19000.00	2500.00	1580.00	2000.00
0	0	0	0	0
0	0	0	0	0
<b>GrossSalary</b>	<b>CTC</b>	<b>Total</b>		
50000.00	0.00	50080		

# SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

## PRE SALARY TRANSACTIONS

### 1.EMPLOYEE ADVANCE

Employee Name  Employee Code

Emp Code	Emp Na...	Adv Name	Recover Fr...	P. Amo...	Installment...			
Ganesh	Ganesh	Advance-001	May-2016	13,000.00	13	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Premium"/>
Nida	Nida	Advance-001	May-2016	13,000.00	13	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Premium"/>
Lavisha	Lavisha	Advance-001	May-2016	13,000.00	13	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Premium"/>

1 - 3 of 3 items

It shows the existing advance details given to the employees by the organisation with the required information like, advance name, recover from (in month) principal amount, number of instalment. Use **Edit** to change the details of advance, click **Premium** to know about premium details of advance given.

### Adding new record of advance

**Allot Employee Advance**

Advance   Issue Date  Recover From  PrincipalAmount

Interest Rate  LumpSum  No Of Installment  Remarks   Not To Recover

<input type="checkbox"/>	Emp Code	EmpName	Company	Category	Department	Designation	Status
<input type="checkbox"/>	Ganesh	Ganesh	Rajasthan	Default	Finance	Senior Manager	Working
<input type="checkbox"/>	Joylin	Joylin	Maharashtra	Default	Operations	Executive	Working
<input type="checkbox"/>	Lavisha	Lavisha	Karnataka	Default	Executive	Executive	Working
<input type="checkbox"/>	Nida	Nida	Tamil Nadu	Default	Payroll	Executive	Working
<input type="checkbox"/>	Salma	Salma	Karnataka	Default	Accounts	Executive	Working
<input type="checkbox"/>	Vaishali	Vaishali	Maharashtra	Default	Operations	Senior Manager	Working
<input type="checkbox"/>	Vijaya	Vijaya	Tamil Nadu	Default	Payroll	Executive	Working
<input type="checkbox"/>	12	bhavana	collections	Level 1	mktg		Working

1 - 8 of 8 items

Provide detailed information about advance in this window:

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Advance:** Select the created advance heads from the blocks.

**Issue date:** Select the month from which month advance is to be issued.

**Recover date:** Select the month from which advance is to be recovered.

**Principal amount:** Total amount given to the employee should be mentioned.

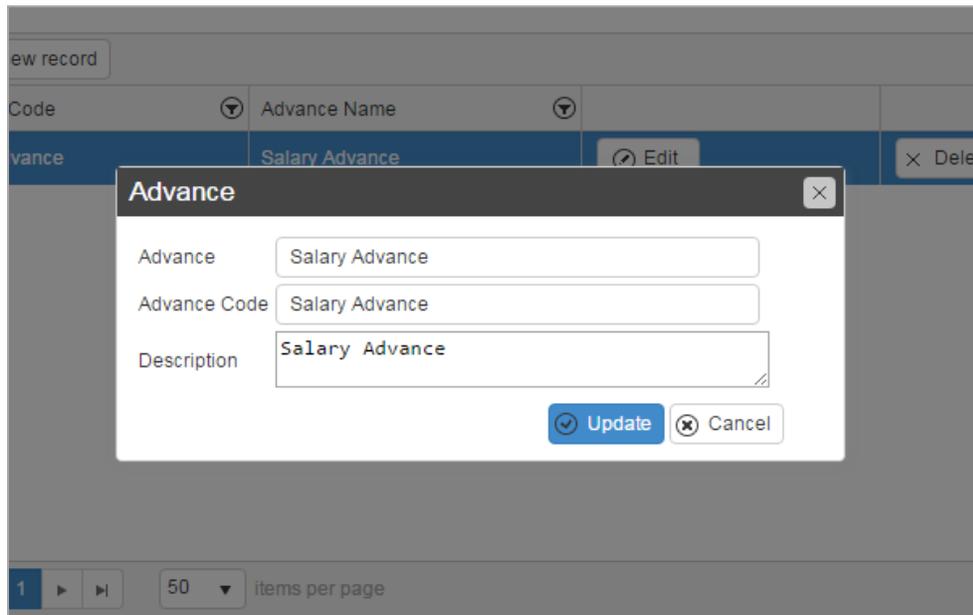
**Interest rate:** Rate of interest is to be calculated on advance which is to be mentioned.

**Lump sum:** Total amount to be recovered from employee.

**No of instalments:** Total in how many instalment advances is to be recovered should be mentioned.

**Remarks:** Provide the remarks.

### Adding a new Record for advance head:



The screenshot displays a software interface for managing advance heads. At the top, there is a search bar labeled "ew record". Below it is a table with columns for "Code", "Advance Name", and "Action". The first row shows "vance" under Code, "Salary Advance" under Advance Name, and "Edit" and "Delete" under Action. A modal window titled "Advance" is open, showing a form with three fields: "Advance" (containing "Salary Advance"), "Advance Code" (containing "Salary Advance"), and "Description" (containing "Salary Advance"). At the bottom of the modal are "Update" and "Cancel" buttons. The background table has a footer showing "1" items per page and "50 items per page".

Provide details for creating advance head:

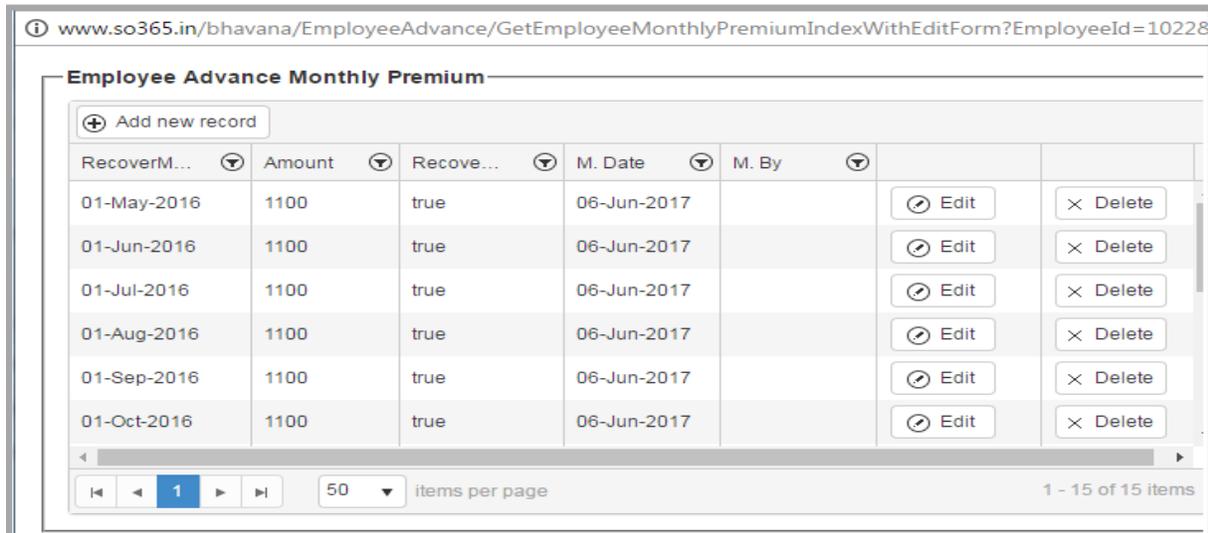
**Advance:** Provide advance head name

**Advance code:** Provide advance code for assigned head

**Description:** Give any description for the advance head.

To check premium of given advance can be checked by clicking premium from main window of employee advance.

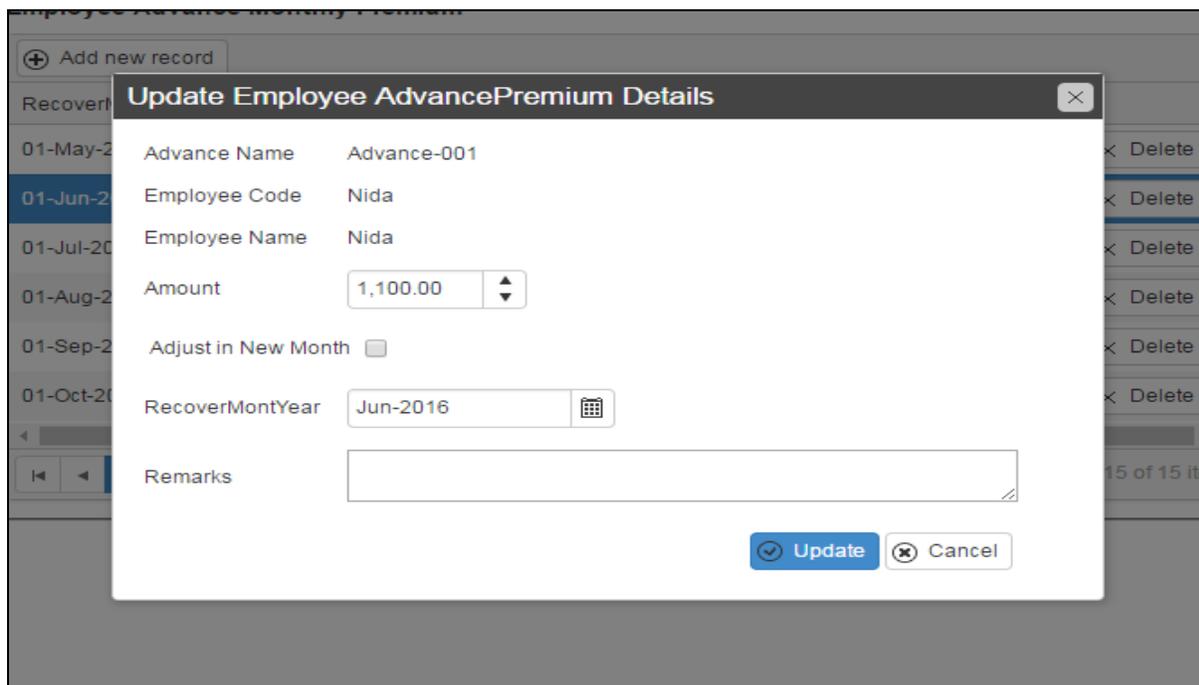
## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd



The screenshot shows a web application interface for managing employee advance monthly premiums. The URL is [www.so365.in/bhavana/EmployeeAdvance/GetEmployeeMonthlyPremiumIndexWithEditForm?EmployeeId=10228](http://www.so365.in/bhavana/EmployeeAdvance/GetEmployeeMonthlyPremiumIndexWithEditForm?EmployeeId=10228). The page title is "Employee Advance Monthly Premium". There is an "Add new record" button at the top left. Below it is a table with the following columns: "RecoverM...", "Amount", "Recove...", "M. Date", "M. By", and two columns for "Edit" and "Delete" actions. The table contains six rows of data, all with an amount of 1100 and a date of 06-Jun-2017. The "Edit" and "Delete" buttons are visible for each row. At the bottom of the table, there is a pagination control showing "1" of 15 items, "50" items per page, and "1 - 15 of 15 items".

RecoverM...	Amount	Recove...	M. Date	M. By		
01-May-2016	1100	true	06-Jun-2017		Edit	Delete
01-Jun-2016	1100	true	06-Jun-2017		Edit	Delete
01-Jul-2016	1100	true	06-Jun-2017		Edit	Delete
01-Aug-2016	1100	true	06-Jun-2017		Edit	Delete
01-Sep-2016	1100	true	06-Jun-2017		Edit	Delete
01-Oct-2016	1100	true	06-Jun-2017		Edit	Delete

If any employee is not in condition to pay the premium for a particular month, can adjust the month by clicking **EDIT** option from above window.



The screenshot shows a dialog box titled "Update Employee AdvancePremium Details". The dialog box contains the following fields and controls:

- Advance Name: Advance-001
- Employee Code: Nida
- Employee Name: Nida
- Amount: 1,100.00 (with up and down arrows)
- Adjust in New Month:
- RecoverMontYear: Jun-2016 (with a calendar icon)
- Remarks: (empty text area)

At the bottom of the dialog box, there are two buttons: "Update" and "Cancel".

Click to adjust in new month option and enter the amount, how much employee has paid for the current month and a new premium will be created in the new month for the difference.

## 2. EMPLOYEE ADDITIONAL EARNINGS

If any employees have additional earnings like **Commissions, Incentives** etc. then you can create those additional earnings in **Employee Additional Earnings**

Employee Code	Employee Name	Company	Department	EarningName	Pay Month	Amount
---------------	---------------	---------	------------	-------------	-----------	--------

Created additional earnings details will be displayed in this window. To add the additional earnings click on **ALLOT EMPLOYEE ADDITIONAL EARNING** a window will be appeared.

Emp Code	EmpName	Company	Category	Department	Designation	Status
<input type="checkbox"/> abc	abc	KA	Test	S2 SE		Working
<input type="checkbox"/> hourly	hourly	KA	S1	S2 SE		Working
<input type="checkbox"/> Radhika	Radhika	KA	S1	S2 SE		Working
<input type="checkbox"/> SUDHAKAR	SUDHAKAR	KA	S1	S2 SE		Working
<input type="checkbox"/> Vaishu	Vaishu	AP	S1	S2 SE		Working
<input type="checkbox"/> Vijay	Vijay	Tamil Nadu	S1	S2 SE		Working
<input type="checkbox"/> 0001	B1	KA	Test	S2 SE	Technical support	Working
<input type="checkbox"/> Test1	Test	KA	Test	S1 E		Working
<input type="checkbox"/> V1	V1	Tamil Nadu	S1	S2 SE		Working

**Additional earning:** select one of the created additional earning head.

**Pay month:** Select the month in which you are paying the additional earnings.

**Amount:** mention the amount of additional earning.

**Formula:** If selected additional earning is based on formula then you can select the formula.

(You have to define your formulas from Formula settings window from Payroll Input.)

Select the employee click to **Allot additional earning button**.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

### Create additional earning head.

From the Allot Employee Additional Earning, Click on create option

**AdditionalEarning Details**

AdditionalEarning: Incentive

Taxable

PF Depended PF (%) 0  PT Depended

ESIC Depended ESIC % 0

IsPaidInSalary Mode of Payment: BankTransfer

Journal Voucher: None

Description:

Bonus  Exgratia

Update Cancel

**Additional earning:** Give any additional which you want to create.

**Taxable:** check if earning is taxable.

**PF depended:** check in if PF is dependable on particular earning (mention %)

**PT depended:** check in if PT is dependable on particular earning.

**ESIC depended:** check in if ESIC is dependable on particular earning. (Mention %)

**Mode of payment:** select one of the modes of payment from block given.

If the Earning is Bonus or Gratuity, please select the relevant option so that the system will generate the concerned government form in the reports section.

Click on **Update** to save or **Cancel** to close.

### 3. EMPLOYEE ADDITIONAL DEDUCTIONS

If any employees have additional deductions like **damages, mobile charges** etc. then you can create those in **Employee Additional deductions**. Follow the same process as additional earnings. If its Fine, select the check box so the respective government form can be generated.

**AdditionalDeduction Details**

AdditionalDeduction: Extra Incentive

Journal Voucher: None

Fine

Description: Extra Incentive

Update Cancel

### 4 .EMPLOYEE IT DECLARATION

Under sec 92B, if the employee has taxable income being received from Employer in the form of salary, it is the responsibility of employer to deduct income tax from the salary of employees monthly on proportionate basis and deposit before the due date as prescribed. To update income of an employee from different sources, expenses against specific allowance, and submit investments made by them, we will have to use the path: Payroll →Advance Options → Employee IT Declaration. Alternatively you can use excel or the ESS option.

**Employee IT Declaration Details**

Employee Name  Employee Code

Employee Code	Employee Name	Company	Department	Category	
Ganesh	Ganesh	Rajasthan	Finance	Default	<input type="button" value="IT Declaration"/>
Joylin	Joylin	Maharashtra	Operations	Default	<input type="button" value="IT Declaration"/>
Lavisha	Lavisha	Karnataka	Executive	Default	<input type="button" value="IT Declaration"/>
Nida	Nida	Tamil Nadu	Payroll	Default	<input type="button" value="IT Declaration"/>
Salma	Salma	Karnataka	Accounts	Default	<input type="button" value="IT Declaration"/>
Vaishali	Vaishali	Maharashtra	Operations	Default	<input type="button" value="IT Declaration"/>
Vijaya	Vijaya	Tamil Nadu	Payroll	Default	<input type="button" value="IT Declaration"/>
Vishnu	Vishnu	Rajasthan	Finance	Default	<input type="button" value="IT Declaration"/>
12	bhavana	collections	mktg	Level 1	<input type="button" value="IT Declaration"/>

To add details of employee IT declaration click on **IT Declaration** of particular employee from the above window. TDS window will be opened in a new tab

**Employee TDS Exemption Details**

Financial Year -

Employee Code Ganesh Employee Name Ganesh Data of Joining 01-Jan-2017

IT Declaration | HRA Declaration | HouseProperty - SelfOccupied | HouseProperty - LetOut | Income From Previous Employment | Other Income

Particulars	Description	Max. Limit(Rs.)	Declared	Actual
PF Deduction	?	150000	<input type="text" value="97360"/>	<input type="text" value="97360"/>
80C - Deposit in NSC	?	150000	<input type="text" value="0"/>	<input type="text" value="0"/>
80C - Interest on NSC Reinvested	?	150000	<input type="text" value="0"/>	<input type="text" value="0"/>
80C - Life Insurance Premium	?	150000	<input type="text" value="12000"/>	<input type="text" value="12000"/>
80C - Mutual Fund	?	150000	<input type="text" value="1000"/>	<input type="text" value="1000"/>
80C - Principal Loan Repayment(Housing Loan)	?	150000	<input type="text" value="20000"/>	<input type="text" value="20000"/>
80C - Public Provident Fund	?	150000	<input type="text" value="0"/>	<input type="text" value="0"/>
80C - Stamp Duty & Registration Fee	?	150000	<input type="text" value="54000"/>	<input type="text" value="54000"/>
80C - ULIP of UTI/LIC	?	150000	<input type="text" value="0"/>	<input type="text" value="0"/>
80C - SUKANYA SAMRIDHI ACCOUNT	?	150000	<input type="text" value="0"/>	<input type="text" value="0"/>

### SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

In this IT declaration there is about 80D which means about medical exemptions. For which Slabs are given as below

Covered Individuals	Exemption Limit	Health Checkup Exemption	Total Deduction
Self & Family	INR 25,000	INR 5,000	INR 25,000
Self and Family + Parents	INR (25,000 + 25,000) = 50,000	INR 5,000	INR 55,000
Self and Family + Senior citizen Parents	INR (25,000 + 30,000) = 55,000	INR 5,000	INR 60,000
Self (Senior Citizen) and Family + Senior Citizen Parents	INR (30,000 + 30,000) = 60,000	INR 5,000	INR 65,000

For entering [House Rent Allowance](#) go to the next window.

IT Declaration		HRA Declaration		HouseProperty - SelfOccupied		HouseProperty - L	
<b>Yearly</b>	Metro <input checked="" type="checkbox"/>	Declared	144,000.00	Actual	156,000.00		
<b>Apr</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>May</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Jun</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Jul</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Aug</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Sep</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Oct</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Nov</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Dec</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Jan</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		
<b>Feb</b>	Metro <input checked="" type="checkbox"/>	Declared	12,000.00	Actual	13,000.00		

For house rent allowance condition is, if employee belongs to Metro, exemptions will be taken at 50% and if employee belongs to Non-metro then it will be taken at 40%.

For declaring [Self occupied property and interest paid on the same.](#)

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

The screenshot shows a web-based form for declaring self-occupied house property. It features several input fields and a submit button. The fields are: Property Address (text area), LoanSanctionAmount (0.00), InterestPaidDuringYear (0.00), PropertyValueAmount (0.00), LoanSanctionBefore Apr/2016 (checkbox), TotalEligibleDeduction (0.00), and EightyEEEExemptedAmount (0.00). A blue submit button with a checkmark icon is labeled 'Submit House Property SelfOccupied'.

### 80EE

This is the additional deduction available for the employees, but there are 4 conditions which must be satisfied for enjoying the exemptions u/s 80EE. Those are as follows:

- Value of property should be *less than or equal to 50 lakh*.
- Loan taken should be *less than or equal to 35 lakh*.
- Number of house owned should be only *1*.
- Loan should be sanctioned after *April 2016*.

If these conditions are fulfilled, additional deduction will be allowed up to 50000/- p.a.

If LOP is taken for deductions then rental value should be mentioned otherwise notional rent should be mentioned.

### For declaring Let out property

The screenshot shows a web-based form for declaring let-out house property. It features several input fields and a submit button. The fields are: Address (text area), Rent Received During the Year(Annual Value) (0.00), Interest Paid During the Year (0.00), MunicipalTaxPaid (0.00), RepairMaintainceCharge (0.00), and ITDeductionAmount (0.00). A blue submit button with a checkmark icon is labeled 'Submit House Property LetOut'.

**Notional rent:** it is the assumption amount to be taken for rent if no rent received during the year, if you need to report loss on LOP.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

According to the new income tax rules in the 2017 Loss on property has reduced to 2 lakh which will be deducted and balance amount will be carried forward to the next 8 year

For declaring employees [Income from previous employment and other source of Income.](#)

Income After Exemption	0.00	▲▼
ProfessionalTax	0.00	▲▼
ProvidentFund	0.00	▲▼
RawTax	0.00	▲▼
SurCharge	0.00	▲▼
Cess	0.00	▲▼
<input type="button" value="Submit Previous Employment Details"/>		

Enter name	0.00	▲▼
Enter name	0.00	▲▼
<input type="button" value="Submit Other Income"/>		

## 5 Employee Increment:

Here you can process employee salary increment by amount or by percentage on selected salary heads with effective month of increment. Increment can be defined only for formula based heads and Gross salary/CTC.

**Increment**

Salary Structure: S1 Employee Name: Search for Employee Name... Employee Code: Search for Employee Code...

Emp Code	EmpName	Company	Category	Department	Designation	Status	GrossS...	C
VHS0034	A	MAH	S1	S2 SE	Manager	Working	21,000.00	2
3	C	KA	S1	S1 E	Technical support	Working	48,400.00	4
Radhika	Radhika	KA	S1	S2 SE		Working	50,000.00	0
10000	10000	AP	S1	S2 SE		Working	10,000.00	0
Vaishu	Vaishu	AP	S1	S2 SE		Working	11,000.00	1

— Increment —

Salary Head: Gross & CTC

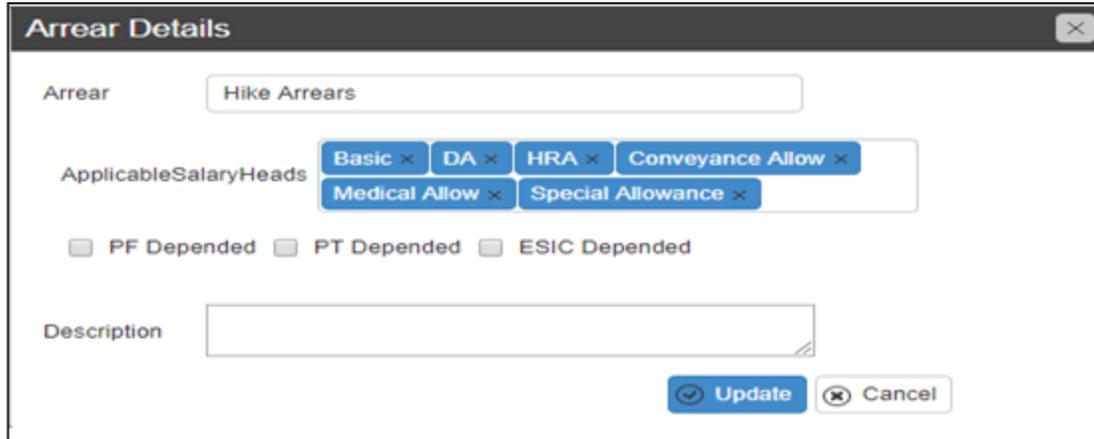
By Amount: 0.00

By Percentage: 0.00

Effective From: May-2018

## 6. EMPLOYEE ARREARS

If an employee is promised hike from the months that have already passed (ex: current month is July, but the employee is promised hike from April) then it is called as Hike Arrears. We can create these arrears in Employee Arrears option. We have to create Arrear master setup to specify the heads to be considered for Arrears calculation.



**Arrear:** Add arrear name.

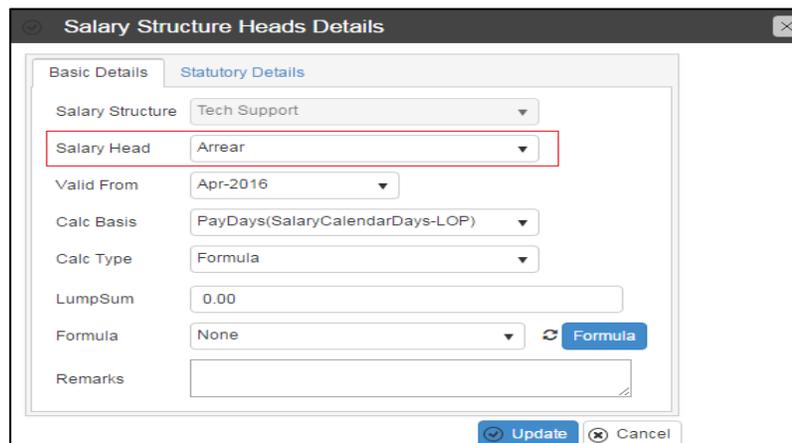
**Applicable salary heads:** Mention all heads to be included in Arrear calculation.

**Description:** provide if any description is required

Check if PF, PT & ESIC to be calculated on Arrears.

Click on **Update** to save or **Cancel** to close.

And then we have to assign Arrear as a head to the salary structure so that the system can store the Arrear value in a particular head



For the current month, in the employee view salary window specify the revised/incremented salary. Then in Arrear window click on Allot Arrear, below window will be displayed.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Allot Employee Arrear**

Arrear: Employee H...  PayMonth: Aug-2017 From: May-2017 To: Jul-2017 Ref Month: Aug-2017

PartialMonth Arrear: PartialMonth: Aug-2017 Days: 0.00  On Days ArrearPayDays: 0.00

<input type="checkbox"/>	Emp Code	EmpName	Company	Category	Department	Designation	Status
<input checked="" type="checkbox"/>	1	Vaishali	Gadag	Manager	Default		Working
<input type="checkbox"/>	5	Lavisha	Gadag	Manager	Default	Marketing Executive	Working
<input type="checkbox"/>	7	Salma	Gadag	Default	Default		Working
<input type="checkbox"/>	9	Vijayalakshmi	Gadag	Default	Default		Working
<input type="checkbox"/>	10	VIJAY KUMAR TOS...	Unimark	Default	Default		Working
<input type="checkbox"/>	14	Praveen	Gadag	Default	Default		Working
<input type="checkbox"/>	20	sumayya	Gadag	Default	Default		Working

**Arrear:** Select the arrear master from the list, which has been recently created.

**Pay month:** Select the month in which you want to pay.

**From:** Select the month from which arrear has to be paid.

**To:** Select the month till which arrear has to be paid.

**Ref month:** Select the month in which the revised/incremented salary has been specified/updated. Finally, Select the employee and click to **Allot arrear** to allot the arrears.

**Partial month arrear:** If any partial arrear is to be given then select the month in partial month and mention the days in days block. This is generated used for reversal of LOP or similar scenarios.

## 7.EMPLOYEE GRATUITY

Gratuity is a part of salary that is received by an employee from his/her employer in gratitude for the services offered by the employee in the company. Gratuity is a defined benefit plan and is one of the many retirement benefits offered by the employer to the employee upon leaving his job. It is given when a employee leaves the company after working in the same company for more than 5 years without gap.

Since it is paid to out going employees only, the employee status has to be changed to resigned and the DOL has to be updated as shown below.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

The screenshot shows the 'Employee Details' form with several fields highlighted in red. The 'Status' dropdown is set to 'Resigned'. Under 'Resignation Details', 'Resignation Submitted On' is '01-Jan-2017', 'Reason for Leaving' is 'RETIREMENT', and 'Tentative Leaving Date' is '01-Jan-2017'. Under 'Exit Details', 'Date of Leaving' is '01-Jan-2017'. Under 'Exit Interview Details', 'Exit Interview Date' is '01-Jan-2017'. The 'Remarks' and 'Notes' fields contain 'na'. At the bottom right, there are 'Update' and 'Cancel' buttons.

Select the same formula for Gratuity Calculation.

Click on Calculate, if once gratuity calculated successfully, then click on Update

The screenshot shows the 'Employee Gratuity Disbursement' form. The 'Employee' field is 'Vaishali-1'. 'DOJ' is '01-Jan-1900' and 'DOL' is '01-Jan-2017'. 'Payment Mode' is 'BankTransfer', 'DateOfPayment' is '01-Feb-2017', 'Cheque/DD No.' is '6002543', and 'ChequeDDDate' is '01-Feb-2017'. The 'Formula' dropdown is set to 'Gratuity Formula' and is highlighted with a red box. A 'Formula' button is next to it. 'Max Amount' is '1000000.00', 'NoOfYears' is '117', 'GratuityAmount' is '810000', 'ExemptedAmount' is '810000', and 'TaxableAmount' is '0'. 'Refer Month' is 'Apr-2017'. At the bottom right, there are 'Update', 'Calculate' (highlighted with a red box), and 'Cancel' buttons.

## 8. EMPLOYEE LEAVE ENCASHMENT

Leave Encashment refers to process of en-cashing leave or converting the Leave into Cash. This is generally followed when employee has unused balance of leaves at the end of the year or while processing F&F. In order to use this option, first the Leave Encashment Option in Leave type has to be enabled.

Update Leave Type

Master Definition

Name: Casual Leave Code: CL

Applicable to: All  Allow Negative Balance

Description:

Is Loss of Pay

Auto Leave Allotment

Allotment Type: Yearly Effective From: 1 Apr 2017

Day(s): 10.00 Carry forward limit: 5.00

Increase leave by: 0.00 When: 0 month of employment completed

Leave Encashment Minimum Balance: 0.00

Max Avail Leave Per Month: 0.00  Prorated

Leave 'Allotment From' Settings

Leave Date  Joining Date  Confirmation Date

Avail After  Days of Employment Completed

Save Close

### Assign Leave Encashment Salary Head to Salary Structure

Salary Structure Heads Details

Basic Details Statutory Details

Salary Structure: Tech Support

Salary Head: Leave Encashment

Valid From: Apr-2017

Calc Basis: PayDays(SalaryCalendarDays-LOP)

Calc Type: Formula

LumpSum: 0

Formula: None

Remarks:

Update Cancel

Now you can apply leave encashment in EMPLOYEE LAEVE ENCASHMENT option in pre salary transaction. To add new record, click on

SmartOffice Payroll and Biometrics Solutions Pvt. Ltd  
Add new record.

The screenshot shows a web form titled "Employee Leave Encashment Details". The form contains the following fields and controls:

- Employee:** A dropdown menu.
- LeaveType:** A dropdown menu.
- DOJ:** A date input field with a calendar icon.
- Formula:** A dropdown menu set to "None" and a blue "Formula" button with a refresh icon.
- Payment Mode:** A dropdown menu set to "BankTransfer".
- Max Amount:** A text input field containing "300000.00".
- EncashmentAmount:** An empty text input field.
- Leave Year:** A dropdown menu set to "2019".
- NoOfEncashLeave:** An empty text input field.
- Refer/Pay Month:** A dropdown menu set to "Jan-2019".
- Buttons:** Three buttons at the bottom right: "Update" (blue), "Calculate" (blue), and "Cancel" (white with a border).

**Employee:** Select the employee from the list.

**Leave type:** Select the Leave type, which you want to en-cash.

**Formula:** Mention the formula for calculating leave encashment.

**Payment Mode:** You can choose the relevant option. For resigned employee you can choose FFS.

**No of Encash Leave:** Mention the number of days for which you want to process leave encashment.

**Encashment Amount:** When all details are given, click on the Calculate button, amount will be calculated and get filled in automatically.

**Leave year:** Select the year for which the leaves are being encashed.

**Ref/pay month:** Select the month in which you want to pay encashment.

Click on **Update** to save or **Cancel** to close.

## 9. Lock IT Declaration:

Company usually follow time lines for submitting IT declaration by employee's. Accordingly, once the time line is over they would not look like the IT numbers and TDS calculations to keep changing. This can be prevented using lock IT declaration option.

**Lock IT Declaration**

Financial Year -

Employee

<input type="checkbox"/>	Employee Co...	Employee Na...	Company S ...	Category S N...	Department ...	Is Lock
<input type="checkbox"/>	VHS0034	A	MAH	S1	S2 SE	No
<input type="checkbox"/>	15	Vjayalakshmi	KA	S2	S1 E	Yes
<input checked="" type="checkbox"/>	2	B	AP	S1	S1 E	No
<input type="checkbox"/>	5	E	MAH	S2	S2 SE	No
<input type="checkbox"/>	6	F	MAH	S2	S2 SE	No
<input type="checkbox"/>	7	G	KA	S3	S3 TL	No

1 - 20 of 56 items

20 items per page

## SALARY TRANSACTION

### 1. HOLD EMPLOYEE SALARY

If you want to temporarily hold any employee's salary for any reasons, you can do it using this option. Just select the "Hold Month" & Employee whose salary needs to be kept on hold and click on Hold salary.

**Hold Employee Salary**

Hold Month  Hold Remarks

<input type="checkbox"/>	Emp Code	EmpName	Company	Category	Department	Designation	Status
<input type="checkbox"/>	1	Vaishali	Gadag	Manager	Default		Working
<input type="checkbox"/>	5	Lavisha	Gadag	Manager	Default	Marketing Executive	Working
<input checked="" type="checkbox"/>	7	Salma	Gadag	Default	Default		Working
<input type="checkbox"/>	9	Vijayalakshmi	Gadag	Default	Default		Working
<input type="checkbox"/>	10	VIJAY KUMAR TOS...	Unimark	Default	Default		Working
<input type="checkbox"/>	14	Praveen	Gadag	Default	Default		Working
<input type="checkbox"/>	20	sumaya	Gadag	Default	Default		Working

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**2.PROCESS PAYROLL:** This is the window where you can process the payroll. There are options to filter employee, category, designation, branch & structure etc.

Select the month of salary processing and click on Quick process to process payroll without payslip. At the bottom you have certain links providing you important notification and option to change certain setting to complete your payroll process accurately.

## 3.FULL AND FINAL SETTLEMENT

If any employee resigns from the company the final formalities can be completed through FFS i.e. full and final settlement.

Fill the details in separation details from employee's option. where we have to Select or enter the resignation Date and Date of leaving.

Once the Employee resignation and DOL is updated, you will have to go and stop the salary of the employees (path Advance option → Stop Salary → Select the employee). After this you can continue normally processing all the employee salary.

Once the notice period is over and all the formalities are completed, you can process Leave Encashment if applicable and any other Additional Earning or Deductions. After clicking the Full and Final Settlement this window will appear .Select the employee and select the reason for leaving and click process payroll amount will reflect in earnings and deduction

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Employee None Process Payroll

Resignation Details Earnings Deduction

**Resignation Details**

EmployeeCode  EmployeeName

Resignation Submitted on  Date of Leaving

Reason for Leaving ABANDONED Settlement Date

**Notice Period Days**

Is Notice Required

No of Days Served(DateOfLeaving-ResignationSubmittedOn)  Days

Sortfall in Notice(Absent Days during Notice Period)  Days

### 4.EMPLOYEE EARNED SALARY

Here you can check the employee's Earned Salary (Earnings and Deductions)

**Employee Earned Salary Rate Details**

Salary Structure FDM Salary Month Aug-2017 Employee

Employee Salary Rate Details

Drag a column header and drop it here to group by that column

Emp Code	Emp Name	TotalPayDays	Present Days	NetAmount	Basic	DA	HRA	CEA
Joylin	Joylin	4	0	2,359.00	1,290.00	387.00	903.00	26.00
Vaishali	Vaishali	4	0	26.00	0.00	0.00	0.00	26.00

**Salary structure:** Select the structure.

**Salary month:** select the salary month.

You can see the earned salary i.e. Employee Earnings and Deductions of the employee by double clicking on **NET AMOUNT** of a particular employee.

Salary Structure Employees

Employee Salary Rate Details

Drag a column header and drop it here to group by that column

Emp Code	Emp Name	TotalPayDays
1010	Shailendra Singh...	5
1011	Ankita Sharma	4
1012	Kiran Kumhar	4
1013	Mamta Yadav	4
1014	Deshraj Kundalwal	13.5
1016	Rajesh Kumar Jo...	4
1018	Kailash Chand B...	12.5
1019	Alav Sharma	4

**View Earned Salary Rate Details**

Employee Code 1010 Employee Name Shailendra Singh Negi

**Earnings**

- DA-242.00
- Special Allowance-363.00
- HRA-605.00
- Basic-1210.00

**Gross Total** 2420

**Deductions**

- EmployeePF-0
- PT-0.00
- ESI-0
- Vol PF-0.00
- TDS-0.00
- EmployeeLWF-0.00

**Deduction Total** 0

**Net Income** 2420

[View Attendance](#)





### 3. PAYSLIP

To get a pay slip this option will help you. Firstly generate Payslip in Generate payslip report

Employee Code	Employee Name	Company	Department	Email
000	000	Default	Default	
01	Manager	AP	S2 SE	support@smartofficepayroll.com
02	02	AP	S2 SE	selma@smartofficepayroll.com
1001	1001	AP	S2 SE	
333	333	AP	Default	
555	RAJ	Default	Default	
888	888	Default	Default	

After that go to Payslip option in the same section and once you have selected the month, click on employee code , Payslip will be generated in PDF format. You can even email the payslip to the employee using this option.

Smartoffice Payroll & Biometrics Solutions Pvt Ltd				
648, 2nd Floor, Sri Janardhan Tower, 5th Main 1st Cross, RBI East Layout, JP Nagar 7, Bangalore- 560078				
Payslip for the Month Jan-2019				
Employee :	000 : 000	Bank Name:		
Joining Date:	01-Apr-2018	Bank Account Number:		
Designation:		ESI No		
Department	Default	PAN No		
Location	11	LOP :	0.00	
Effective Work Days	31.00	PF NO:	000	
Pay Days	31.00	UAN No	000	
Earnings	Full	Actual	Deductions	Amount
Basic	19750.00	19750.00	EmployeePF	1800.00
DA	11850.00	11850.00	PT	200.00
HRA	7900.00	7900.00	ESI	700.00
Medical	500.00	500.00	Employer PF	1800.00
			Employer ESI	1900.00
			Loan+NR	4000.00
<b>Total Earnings (in Rs.)</b>	<b>40000.00</b>	<b>40000.00</b>	<b>Total Deductions (in Rs.)</b>	<b>6700.00</b>
Net Pay for the month :33300.00 (Thirty Three Thousand Three Hundred )				
<i>This is a system generated payslip and does not required signature</i>				

SmartOffice Payroll and Biometrics Solutions Pvt. Ltd  
**ADVANCE OPTION**

➤ **Form 24Q**

● **Form 24Q Callan Setting**

<b>Form24Q Employer Details</b>			
<b>1. Particulars of Return</b>			
Deductor Name	SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PVT LTD		
Type Of Deductor	COMPANY	Payment Section Code	Payments made to empl...
<b>2. Particulars of Deductor (Employer)</b>			
Has Address Changed Since Last Return	No	Branch / Division	
Flat No	648, 2ND FLOOR	Name of Premises / Building	JANARDHAN TOWER
Area / Location	JP NAGAR 7TH PHASE,	Town / City / District	BANGALORE
Road / Street / Lane	RBI EAST LAYOUT	State	KARNATAKA
PINCode	560087	Email	sales@smartofficepayroll.com
STDCode	080	TelephoneNo	87654321
Name	Chetan Jain	Area / Location	JP NAGAR 7TH PHASE,
Designation	PM	Town / City / District	Bangalore
FlatNo	648, 2ND FLOOR	State	KARNATAKA
Name of Premises/Building	JANARDHAN TOWER	PINCode	560078
Road / Street / Lane	RBI EAST LAYOUT	Email	chetan@smartofficepayroll.co
STDCode	080	TelephoneNo	78543612
Has Address Changed Since Last Return	No		
MobileNo	9844837354		
PANNo	AMAPJ2194C		
<b>3. Particulars of the Person Responsible for Deduction of Tax</b>			
<input type="checkbox"/> Form 24Q	<input type="checkbox"/> SuppressZeroGrossIncome		
<input type="checkbox"/> Form24QAnnexure1	<input type="checkbox"/> SuppressZeroTinAnnexureI		
<input checked="" type="checkbox"/> Form24QAnnexure2	<input type="checkbox"/> SuppressAddressInAnnexureII		
<input type="checkbox"/> SuppressZeroTinAnnexureII	<input type="checkbox"/> IncludeZeroTinTds		
<input type="checkbox"/> ExcludeEmployeesWithoutPANandZeroTinTds	<input type="checkbox"/> Form27A		

**1. Particulars of Return**

Type of Deductor: Select the type of deductor

Payment Section Code: Select the payment section code

**2. Particulars of Deductor (Employer)**

Fill all the information of Deductor

**3. Particulars of the Person Responsible for Deduction of Tax**

Fill all the information of Responsible person for tax deduction

**Click Save**

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

- **Form24Q Challan Details.**

The screenshot shows the 'Form 24Q Challan Details' interface. A modal window titled 'Form24QChallanDetails Details' is open, displaying the following fields:

Month	Apr-2016	Challan No	
Amount	0.00	Challan Deposit Date	01-Jan-0001
Raw Tax	0.00	SurCharge	0.00
Education Cess	0.00	Interest	0.00
Others	0.00	Late Pay Fee	0
Payment Date	01-Jan-0001	Deduction Date	01-Jan-0001
BSR Code		Minor Head Code	

Buttons at the bottom of the modal: Total Allocated Deductees, Calculate, Update, Cancel.

To fill the new record or details click on Add new record .Fill the all information and click on calculate it will calculate automatically. Click on update to save

- **Form24Q Return:**

In this option form24Q return can generate in text format by clicking on Generate

The screenshot shows the 'Form 24Q Return Filing' interface. The form contains the following fields:

- Quarter\*: Quarter 1
- Financial Year\*: 2017-2018
- Ack No/Token No\*
- ReceiptNo
- Filing Date\*

Captcha to Download CSI File: TKFCN

Upload CSI File: Choose File No file chosen Use this link to download the CSI file

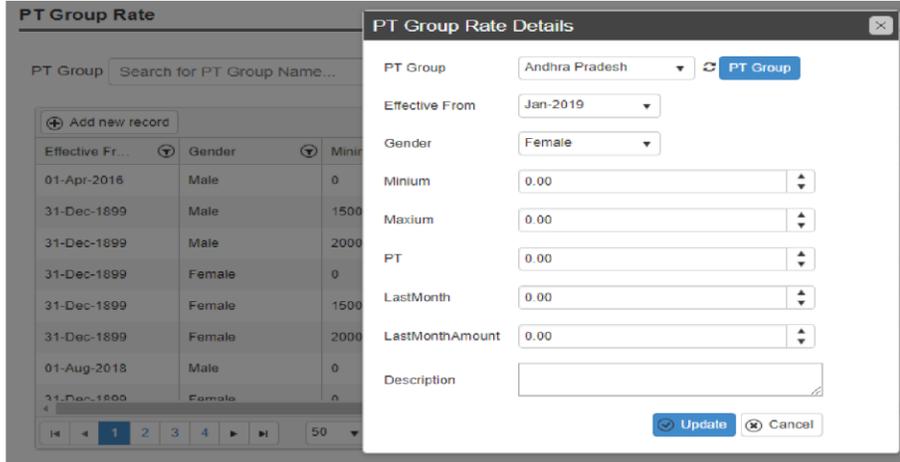
Buttons: Generate, Save

\* Fields which are marked is mandatory

- **configure statutory settings:**

### 1.Pt Rate Editor:

In this you can record PT slabs for state wise

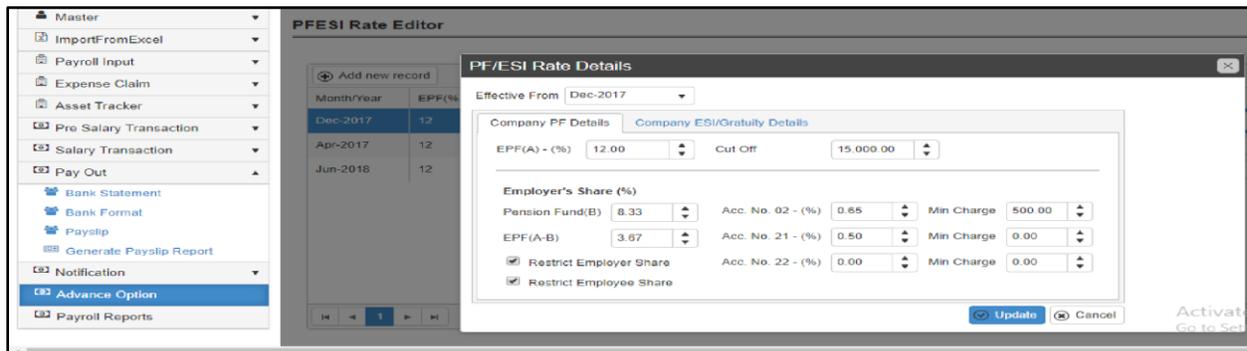


### 2.PF/ESI Rate Editor

Month/Year	EPF(%)	Pension Fund (%)	PF CutOff	ESIC Emp %	ESIC Empr %	ESIC CutOff	Gratuity %		
Apr-2017	12	8.33	15000	1.75	4.75	21000	0	Edit	Delete
Apr-2016	12	8.33	15000	1.75	4.75	15000	0	Edit	Delete

It shows the details of PF/ESI rate which already exists. Use **Edit** option to change the values of PF and ESI rates.

### Adding a new Record



**Effective from:** The month that the PF/ESI should be applicable.

[Company PF Details](#)

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**EPF (A):** The maximum percent (%) of PF amount should be deducted from the employee gross salary.

**Cut off:** The maximum Cut off salary for the employee was the PF should not be applicable.

### Employer's Share (%)

The maximum contribution from employer's (company)

1. Pension Fund
2. EPF(A-B)

### Company ESI/Gratuity Details

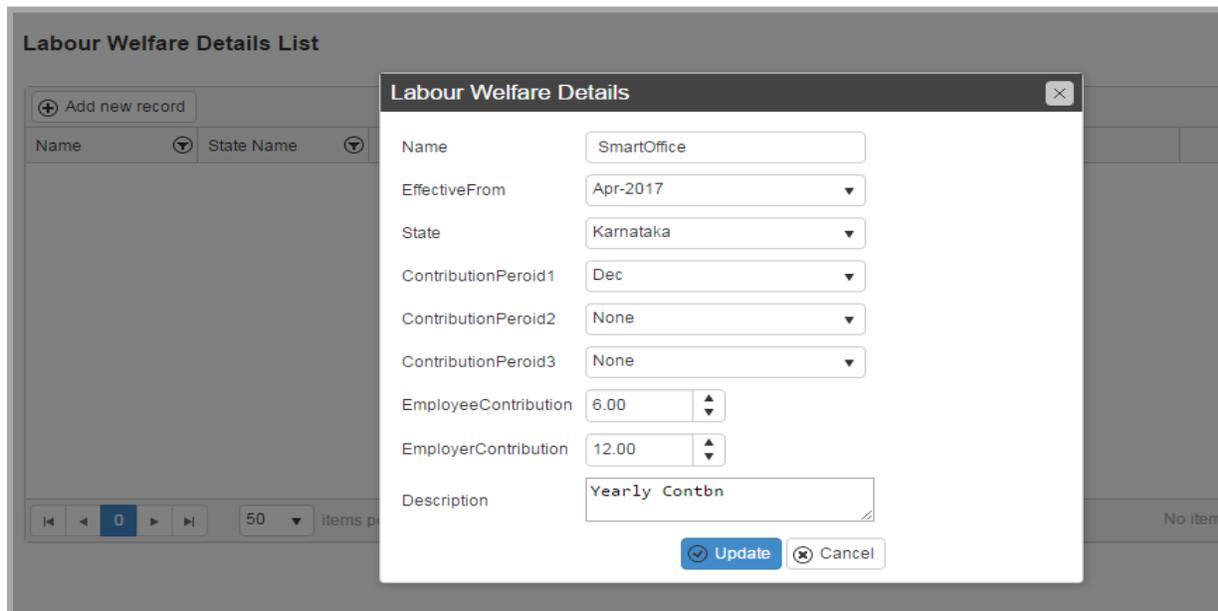
#### Employee State Insurance

It is a self-financing social security & health insurance scheme for Indian workers where the amount will be utilized by ESIC authorities for providing health facilities. You can update Employee %, Employer % and cut off of salary for the contribution of ESI. Once done, Click on **Update** to save.

### 3. Labour Welfare Details

Here you can add the **“Labour Welfare Fund Contribution”** according to Rules of your state.

**You should update Branchwise LWF contribution if you have many Branches in Different Locations**



The screenshot displays the 'Labour Welfare Details List' interface. A modal window titled 'Labour Welfare Details' is open, showing the following fields:

- Name: SmartOffice
- EffectiveFrom: Apr-2017
- State: Karnataka
- ContributionPeriod1: Dec
- ContributionPeriod2: None
- ContributionPeriod3: None
- EmployeeContribution: 6.00
- EmployerContribution: 12.00
- Description: Yearly Contbn

At the bottom of the modal, there are 'Update' and 'Cancel' buttons. The background shows a table with columns for Name and State Name, and a pagination control showing 0 items per page.

**Name:** Provide the name of the State where company's branch is located & LWF is applicable.

**Effective from:** Select the month from which this deduction should be applicable

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**State:** Select the state of branch where LWF is to be deducted

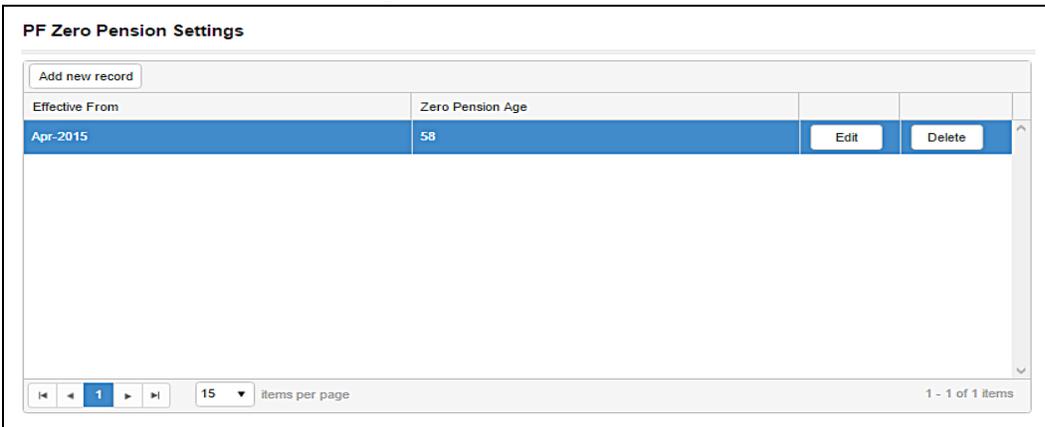
**Contribution Period:** Select the contribution period

**Employee Contribution:** Enter the employee contribution amount as per LWF slabs

**Employer contribution:** Enter the employer contribution amount as per LWF slabs

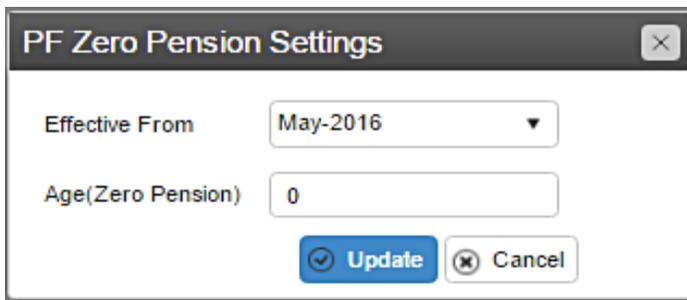
**Description:** You can provide additional details here, if required. Click on **Update** to save.

### 4. PF Zero Pension Setting



The screenshot shows a web application interface titled "PF Zero Pension Settings". At the top left, there is a button labeled "Add new record". Below this is a table with two columns: "Effective From" and "Zero Pension Age". The first row of the table has the values "Apr-2015" and "58". To the right of the table, there are two buttons: "Edit" and "Delete". At the bottom of the table, there is a pagination control showing "15 items per page" and "1 - 1 of 1 items".

Effective From	Zero Pension Age		
Apr-2015	58	Edit	Delete



The screenshot shows a dialog box titled "PF Zero Pension Settings". It has a close button (X) in the top right corner. The dialog contains two input fields: "Effective From" with a dropdown menu showing "May-2016" and "Age(Zero Pension)" with a text input field showing "0". At the bottom, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with an X icon).

**Effective from:** select the month.

**Age:** Mention the age after which you want to make pension as zero. This option is used for mentioning the age limit from when the entire contribution goes to Provident Fund.

## 5. Employer PF Restrictions:

**Restrict Employer PF**

Employee Name  Employee Code

Emp Code	EmpName	Company	Category	Department	<input type="checkbox"/> Restrict PF
011	Sharma	SoftTech	GN	helpdesk	<input type="checkbox"/>
012	Dewakar	Default	Default	Default	<input type="checkbox"/>
013	Ansar	Default	Default	Default	<input type="checkbox"/>
014	Arthi Devi	SoftTech	GN	Default	<input type="checkbox"/>
015	Salman	SoftTech	Default	helpdesk	<input type="checkbox"/>
016	Azhar khan	Default	Default	Default	<input type="checkbox"/>
017	Ayman	Default	Default	Default	<input type="checkbox"/>
018	Amar	Default	Default	Default	<input type="checkbox"/>

50 items per page 1 - 11 of 11 items

**Save**

This option is used to stop/Restrict the employer contribution in PF for particular employees.

Click **Save** to make changes.

## 6. EMPLOYEE VOLUNTARY PF:

If any Employee wants to contribute extra amount to PF, i.e. more than 12% then you can create **Employee Voluntary PF**. To create employee voluntary PF, click on CREATE VOLPF from Employee Vol PF List window.

**Allot Employee Employee VOL PF**

Effective From: Feb-2019  Is Vol PF % PF vol %: 0.00 PFVolAmount:

Emp Code	EmpName	Company	Category	Department	Designation	Status
<input type="checkbox"/> 000	000	I default	I default	I default	I default	Working
<input type="checkbox"/> rmc	RMC	AP	S1	S2 SE		Working
<input type="checkbox"/> 01	Manager	AP	Default	S2 SE		Working
<input type="checkbox"/> 02	02	AP	S1	S2 SE		Working
<input type="checkbox"/> 109	mehar	Default	Default	Default		Working
<input type="checkbox"/> 333	333	AP	Default	Default		Working
<input type="checkbox"/> 555	KALJ	I default	I default	I default		Working
<input type="checkbox"/> 999	999	Default	Default	Default		Working

50 items per page 1 - 10 of 10 items

**Allot Employee vol PF**

**Effective from:** select the month from which voluntary PF is to be calculated.

**Is VOLPF %:** You can contribute more than the PF ceiling of 12% that has been mandated by the government.

**PFVOLAmount:** mention the amount if it is not in %.

Select the employee and Click on **Allot Employee vol PF** to get create.

**Note:** If this has to work the Vol PF check box in the Assign heads to salary structure window has to be enabled. And it has to be enabled for all the heads on which you want voluntary PF calculation to happen.

## 7. PF and ESI Remittance Details:-

**Monthly PF/ESI Challan Details**

Payroll Month: Feb-2019

PF Challan Details | ESI Challan Details

ESI Amount Deposited: 0.00

ESI Deposited Date: 22-Jan-2019

ESI ChallanNo:

Update Cancel

We use this option to enter the Challan filed Details

## 8. PT Remittance Details

**PT Challan Details**

Payroll Month: Feb-2019

Company: AP

Amount: 0.00

Date: 22-Jan-2019

Challan No:

Update Cancel

We use this function to enter the Challan filed Details



## 2.Process Payroll Audit log

Here you can see the employee process payroll detail audit log , Click on view employee salary.

**Employee TDS Exemption Details**

Financial Year - Apr-2018 Employee Name Search for Employee Name... Employee Code Search for Employee Code...

Employee Id	Employee Code	Employee Name	Total Taxable Inco...	Tax Paya...	Tax Deduc...	
1	Del_1	xyz	-20,000.00	0.00	0.00	<a href="#">View Salary Details</a>
3	Del_1001	Pawan Kumar Pareek	-20,000.00	0.00	0.00	<a href="#">View Salary Details</a>
6	1010	Shailendra Singh Negi	-25,000.00	0.00	0.00	<a href="#">View Salary Details</a>
8	1014	Deshraj Kundalwal	-30,000.00	0.00	0.00	<a href="#">View Salary Details</a>
9	1018	Kallash Chand Bunkar	-32,000.00	0.00	0.00	<a href="#">View Salary Details</a>
11	1020	Sandhya Patel	-32,000.00	0.00	0.00	<a href="#">View Salary Details</a>
13	1025	Brijesh Kaisore	-32,000.00	0.00	0.00	<a href="#">View Salary Details</a>
14	1030	Diksha Rawat	-27,000.00	0.00	0.00	<a href="#">View Salary Details</a>
15	1033	Rajendra Singh Rathore	-25,000.00	0.00	0.00	<a href="#">View Salary Details</a>
17	1041	Arpit Vijayvargiya	-30,000.00	0.00	0.00	<a href="#">View Salary Details</a>

PayrollMont: Jan-2019

```
{10-Jan-2019 13:09:57}-@IsCalculateTax-True
{10-Jan-2019 13:09:57}-Begin-----
{10-Jan-2019 13:09:57}-TotalannualIncomeas-0
{10-Jan-2019 13:09:57}-@@EarnedAmount from earned for Salary Head Basic Amount is 10000.00 and Arrear Amount is 0 and Total Amount is -10000.00
{10-Jan-2019 13:09:57}-@@EarnedAmount from earned for Salary Head DA Amount is 2000.00 and Arrear Amount is 0 and Total Amount is -2000.00
{10-Jan-2019 13:09:57}-@@EarnedAmount from earned for Salary Head HRA Amount is 5000.00 and Arrear Amount is 0 and Total Amount is -5000.00
{10-Jan-2019 13:09:57}-@@EarnedAmount from earned for Salary Head Special Allowance Amount is 3000.00 and Arrear Amount is 0 and Total Amount is -3000.00
{10-Jan-2019 13:09:57}-TotalannualIncomeas from earned-20000.00
{10-Jan-2019 13:09:57}-TaxableBPAAmountEntitlement from earned-0
```

## 3.CHEQUE/CASH STATEMENT

Here you can generate Cheque/Cash Statement.

Salary Month Aug-2017  Include Employees with Salary Greater than zero

Employee Code	Employee Name	Department	Payment Mode	Net Earning	ChequeNumber
Vijaya	Vijaya	Payroll	Cash	5486	
Joylin	Joylin	Operations	Cheque	2359	<input type="text"/>
Nida	Nida	Payroll	Cash	206	

This window will be enabled only for the employees for whom you have selected cash/cheque as mode of payment in employee payroll Details. Edit Cheque Number if you are generating Cheque Statement and Save it

**4. Form 16** (or salary certificate in layman's language) is a certificate issued by an employer to all his employees for a particular financial year at the end of the said year reflecting the total salary paid and amount of tax deducted ('TDS') during the year. [Firstly Generate FORM 16 in Payroll Reports window – Income Tax Report –Form 16.](#)

Step 1(Generate Form 16 Part A) Step 2(Sign Form 16) Step 3(Upload Signed Form 16)

Financial Year Apr-2018

Filter Employee

Employee Code   IsExcat

Employee Name

Employee Category All

Employee Designation All

Employee Location All

Company All

Department All

Responsible Person

Responsible Person Name  Responsible Person Designation

Responsible Person Father Name  Place

Select **Financial year** and Select **Particular Employee** by entering **Employee Code** or **employee Name** in **Filter Employee**. Click on **Generate**.

After Generating FORM 16 the below shown Message appears.

```
("success":true,"message":"Form 16 generated successfully.")
```

Go to Form 16 option of **Advance window, IT And Form 16 Option. Form 16 section**, after selecting the year, double click on the Employee code for whom you want to generate FORM 16.

Form 16

Financial Year Apr-2017

Employee Name Search for Employee Name... Employee Code Search for Employee Code...

<input type="checkbox"/>	EmployeeCode	EmployeeName	Company	Department
<input checked="" type="checkbox"/>	1	Vaishali	Gadag	Default

FORM 16 will be generated in PDF format

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Form No. 16			
[See rule 31(1)(a)]			
Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source on Salary			
Name and address of the Employer		Name and Address of the Employee	
Smartoffice Payroll & Biometrics Solutions Pvt Ltd		B1	
648, 2nd Floor, Sri Janardhan Tower, 5th Main 1st Cross, RBI East Layout, JP Nagar 7, Bangalore- 560078			
PAN of the Deductor	TAN of the Deductor	PAN of the Employee	
AMAPG4192C	QWERT1234J		
CIT (TDS) Assessment		Period with the employer	
Address: The Commissioner of Income Tax (TDS) Room No.900A, 9th Floor, K. G. Mittal Ayurvedic Hospital Building, Charni Road, City : Mumbai Pin Code:400002		2018 - 2019	From To
		01-04-2017	31-03-2018
PART B(Annexure)			
DETAILS OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED			
1. Gross salary		26250.00	
(a) Salary as per provisions contained in section 17(1)			
(b) Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)			
(c) Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)			
(d) Total		26250.00	
2. Less : Allowance to the extent exempt under section 10			
Allowance	Rs.		
HRA Exemption	0.00		
Total	0.00		
3. Previous Employment Income as per Form 16/Declaration			0
3a. Balance(1-2+3)			26250.00

(B) other sections (e.g., 80E, 80G etc.) Under Chapter VIA	Gross Amount	Qualifying Amount	Deductible Amount
10. Aggregate of deductible amounts Rs under Chapter VI-A			2400
11. Total income (8-10) Rs.			23650
12. Tax on total income Rs.			0
13. Surcharge (on tax computed at S. No. 12) Rs.			0
14. Relief under section 89 (attach details) Rs.			0
15. Raw Tax After Rebate			0.00
16. Education Cess @ 3% on (tax at S. No. 12 plus surcharge at S. No. 13) Rs			0
17. Tax payable (13+15+16) Rs			0

Note -1. aggregate amount deductible under section 80C shall not exceed one lakh rupees  
2. aggregate amount deductible under the three sections , i.e., 80C, 80CCC and 80CCD, shall not exceed one lakh rupees

I KA, son/daughter of working in the capacity of do hereby certify that a sum of Rs 0.00 has been deducted at source and paid to the credit of the Central Government. I further certify that the information given above is true and correct based on the books of account, documents and other available records.

Place \_\_\_\_\_ Signature of the person responsible for deduction of tax \_\_\_\_\_  
Date 17-Mar-2018 Full Name: KA  
Designation \_\_\_\_\_

## ➤ Leave Travel Settings(LTA)

### 1.LTA Adjustment :

Leave Travel Allowance is the allowance or components paid by employers, with an intention to utilize the exemption option provided by the government. This exemption is available only against the travel done by employees or his family during his leave. Since LTA has a rule of block years (i.e. 4) and the limit of availing only 2 leave travels within a block, so the LTA balance needs to be tracked. This windows shows complete details of employee LTA earnings:- Current year earnings, C/F from Previous year and claimed amount etc.

FinancialYear | Apr - 2012 | Payroll Month | Aug-2017 | Go | Aug-2017 | CalculateLTA

EmployeeCode	EmployeeName	C. YearEarned	LastProcessMonth	LastProcessPayDay	P. YearCarryOver	ClaimAmount	BalanceAmount	CarryOverAmount
Lavisha	Lavisha	0	Jan-1900	0	0	0	0	0
Vaishali	Vaishali	0	Jan-1900	0	0	0	0	0
Vijaya	Vijaya	0	Jan-1900	0	0	0	0	0
Vishnu	Vishnu	0	Jan-1900	0	0	0	0	0
Salma	Salma	0	Jan-1900	0	0	0	0	0
Joylin	Joylin	0	Jan-1900	0	0	0	0	0
Nida	Nida	0	Jan-1900	0	0	0	0	0
Ganesh	Ganesh	0	Jan-1900	0	0	0	0	0
12	bhavana	0	Jan-1900	0	0	0	0	0

## 2.LTA Block year Breakups:

We use this function to enter the Challan filed Details

Block Period | 2014-2017 | Go

EmployeeCode	EmployeeName	FinancialYear	EarnedAmount	P. YearCarryOverAmount	Proof Amount	Paid as Taxable Amount	CarryForwardAmount
1	salma	2014	0	0	0	0	0
1	salma	2015	0	0	0	0	0
1	salma	2016	0	0	0	0	0
1	salma	2017	0	0	0	0.00	0.00
2	pooja	2014	0	0	0	0	0
2	pooja	2015	0	0	0	0	0
2	pooja	2016	0	0	0	0	0
2	pooja	2017	0	0	0	0.00	0.00
3	neha	2014	0	0	0	0	0
3	neha	2015	0	0	0	0	0
3	neha	2016	0	0	0	0	0
3	neha	2017	0	0	0	0.00	0.00
4	prisha	2014	0	0	0	0	0
4	prisha	2015	0	0	0	0	0

Page size: 50

- [Full And Final Settlement](#)

### 1.SETTLEMENT PAY SETTLEMENT PAYOUT STATEMENT

This is a statement which is generated when any **employee Resigns** from his Job. To make his full and final Statement,

Select the Month of Employee resignation and Click on Generate

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Settlement Payout Statement will be generated in excel format.

	A	B	C	D	E	F	G	H	I
1	EmployeeName	EmployeeCode	CompanySName	DepartmentSName	ModeOfPayment	FinancialInstitutionName	BankAccountNumber	ChequeNumber	NetEarning
2	Vaishali	1	Smartoffice	Accounts	Bank Transfer	Stae Bank of India	123456		56000
3									
4									
5									
6									

## 2.STOP EMPLOYEE SALARY (F &F)

### Stop Employee Salary

Pay Month  Employee Name  Employee Code

Employee Code	Employee Name	Payroll Month
---------------	---------------	---------------

To add the records of stop employee salary click on **STOP EMPLOYEE SALARY** option from the above window.

Salary Month

<input type="checkbox"/>	Emp Code	EmpName	Company	Category	Department	Designation	Status
<input type="checkbox"/>	Ganesh	Ganesh	Rajasthan	Default	Finance	Senior Manager	Working
<input type="checkbox"/>	Joylin	Joylin	Maharashtra	Default	Operations	Executive	Working
<input type="checkbox"/>	Lavisha	Lavisha	Karnataka	Default	Executive	Executive	Working
<input type="checkbox"/>	Nida	Nida	Tamil Nadu	Default	Payroll	Executive	Working
<input type="checkbox"/>	Salma	Salma	Karnataka	Default	Accounts	Executive	Working
<input type="checkbox"/>	Vaishali	Vaishali	Maharashtra	Default	Operations	Senior Manager	Working
<input type="checkbox"/>	12	bhavana	collections	Level 1	mktg		Working

1 - 7 of 7 items

Select the salary month and select the employee and click to stop salary button.

- **FBP/REIMBURSEMENT DETAILS**

### 1.REIMBURSEMENT APPROVED

Repayment of the expense expended by an employee is referred as Reimbursement. This option helps to submit proofs for Heads assigned under Flexible Benefit Plan. **It is mandatory to submit Proofs for those Heads which are assigned under Flexible Benefit Plan.** ([To understand how to create setup Click Here](#))

Created employee reimbursement is displayed in the window



The Reimbursements can be submitted from ESS but if you want to directly include form Admin login, click on **Add new record** button from the above window.

**Reimbursement Proff Details**

FBP Name: Medical Allowance

Employee: Praveen-14

InvoiceNumber: 1002

InvoiceDate: 01-Jan-2017

Amount: 12,000.00

Pay Month: Mar-2017

Is Approved:

Remarks: Reimbursement of MA

**Update**

**FBP Name:** Mention the name of allowance against which the proof needs to be submitted.

**Employee:** select the employee from whom the proof has been collected.

**Invoice number:** Mention invoice or bill number.

**Invoice date:** Mention invoice date.

**Amount:** Mention the amount to be reimbursed.

**Pay month:** Select the month in which the amount has to be paid.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Is approved:** If the proofs are fine, the admin can approve the same

**Remarks:** provide any remarks if required.

Click on **Update** to save.

**Note:** As part of the business logic, the system will check his eligibility and the amount earned till the last month before accepting the proof submission. So if the employee is submitting a proof of an amount more than what he has earned, then the system will reject the same.

And from the employee login, you will be able to submit a document as proof.

## 2.EMPLOYEE FBP DECLARATION

FBP stands for Flexible Benefit Plan. This is normally used when you want either declared to be submitted or proof to be submitted against a salary component from tax perspective. If you have check marked the option **“is Declaration required”** while creating Salary head (as shown in below image), then you should declare the amount in **“Employee FBP Declaration”**

To add the declaration amount of the employee click on **Employee FBP Declaration** option from Pre Transaction.(for set up Click here)

FBPType Monthly Financial Year Apr-2016

Delete Selected Records

<input type="checkbox"/>	EmployeeCode	EmployeeName	SalaryHeadName	Entitlement Amount	YearlyTotalAmount	FinancialYear	
<input type="checkbox"/>	5	Lavisha	Medical Allowance	15000.00	15000	2016	<input type="checkbox"/>
<input type="checkbox"/>	7	Salma	Medical Allowance	15000.00	10000	2016	<input type="checkbox"/>
<input type="checkbox"/>	9	Vijayalakshmi	Medical Allowance	15000.00	12000	2016	<input type="checkbox"/>
<input type="checkbox"/>	1	Vaishali	Medical Allowance	0	0.00	2016	<input type="checkbox"/>
<input type="checkbox"/>	14	Praveen	Medical Allowance	17471.00	15000	2016	<input type="checkbox"/>
<input type="checkbox"/>	20	sumayya	Medical Allowance	0	0.00	2016	<input type="checkbox"/>
<input type="checkbox"/>	30	joylinshwetha	Medical Allowance	0	0.00	2016	<input type="checkbox"/>
<input type="checkbox"/>	08372	GANESH	Medical Allowance	0	0.00	2016	<input type="checkbox"/>
<input type="checkbox"/>	10	VJAY KUMAR TOSNIWAL	Medical Allowance	0	0.00	2016	<input type="checkbox"/>
<input type="checkbox"/>	41	41	Medical Allowance	0	0	2016	<input type="checkbox"/>

Page size: 10 15 items in 2 pages

Enter the **declaration Amount** in Declaration column and click on **SAVE** to save the records. This can be done by the Individual employees from their ESS login also.

### 3.EMP REIMBURSEMENT ALLOTMENT

This window is related to FBP head. This will be applicable for the component “Pay as Proof submitted”. Here you can check the **Reimbursement allotted amount** to each employees. These are the monthly allotments of those salary heads which are assigned under **FBP (Flexible Benefit Plan)**.

Code	Name	SalaryHead	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1	salma	petrol allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	salma	medical allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	salma	Special Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	pooja	petrol allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	pooja	medical allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	pooja	Special Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	ncha	petrol allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	neha	medical allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	neha	Special Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	prisha	petrol allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	prisha	medical allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- **Other Settings**

#### 1.Employee proof of Investment:

Admin will be able to upload proof against IT declaration.

Employee Code	Employee Name	Company	Department	Category	
abc	abc	KA	S2 SE	Test	Proof of Investment
Eee	Ww	AP	S1 E	S1	Proof of Investment
hourly	hourly	KA	S2 SE	S1	Proof of Investment
Radhika	Radhika	KA	S2 SE	S1	Proof of Investment
SUDHAKAR	SUDHAKAR	KA	S2 SE	S1	Proof of Investment

#### 2.Export journal Voucher:

Path: Payroll → Payout

Prerequisite: In order to use this option, first the JV heads have to be created in the masters, then assigned to the required salary heads and finally that months payroll process should have been done. ([To understand how to create the setup,Click here](#))

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Export JV Details**

From Month: May-2016 To Month: May-2018

Export To Excel  Export To Excel SAP

SalaryHeadName	DebitCredit	JVName
Basic	Debit	Basic
OT	Debit	Other Earnings
EmployeePF	Credit	Employee PF
PT	Credit	Professional Tax
ESI	Credit	Employee ESI
TDS	Credit	TDS
Leave Encashment	Debit	Other Earnings
Arrear	Debit	Other Earnings
EmployeeLWF	Credit	LWFEmployee
PLI	Debit	Other Earnings
Bonus	Debit	Other Earnings
LateBy Deduction	Credit	Other Deductions

In tally and SAP application we can import the DR. and CR. Data from the Excel sheet which we have shown below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
JVCode	JVName	Debit	Credit	Tax Code	Federal Tax ID	Tax Amount	Gross Value	Primary Form Item	Branch	Material Type	GST/CENVAT Component	Loc.	Payment Block B
D001	DA	INR280.00	INR0										
O0011	Other Earnings	INR320.00	INR0										
C001	Conv	INR213.00	INR0										
SPP	Share Purchase	INR0	INR0.00										
Late2234567	Late Deduction	INR0	INR0.00										
Adv001	Advance	INR0	INR833.30										
EPF001	Employee PF	INR0	INR0										
PT001	Professional Tax	INR0	INR0.00										
EESI001	Employee ESI	INR0	INR10										
T00112	TDS	INR0	INR0.00										
L14789	LWFEmployee	INR0	INR0.00										
Net10001	Net Earning and Payables		INR-30.30										

### 3.Zero Pay Days Reasons:

We use this option to fill the Responsible person and employer details, when employee Esi challan zero

Master  ImportFromExcel  Payroll Input  Expense Claim  Asset Tracker  Pre Salary Transaction

**Zero Pay Days Reason - ESI Challan**

Jan-2019

Employeecode	EmployeeName	DepartmentSName	CompanySName	Reason
No records to display.				

### 4..Day Wise Salary Increment:

This option is generally used when the increment has to happen in the middle of the month. And this is applicable where companies define different salary from the date of confirmation or it is useful in similar scenarios. Click the allot employee salary increment it will open the window

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

**Allot Employee Salary Increment**

Increment Date  

<input type="checkbox"/>	Emp Code	EmpName	Company	Category	Department	Designation	Status
<input type="checkbox"/>	hourly	hourly	HO	S1	S2 SE		Working
<input type="checkbox"/>	nk	nk	33	Default	B2B		Working
<input type="checkbox"/>	Radhika	Radhika	HO	S1	S2 SE		Working
<input type="checkbox"/>	SUDHAKAR	SUDHAKAR	HO	S1	S2 SE		Working
<input type="checkbox"/>	Sujit	Sujit	GSA RETAIL LTD.	Default	Default		Working
<input type="checkbox"/>	testemp	testemp	AP	S1	S2 SE		Working
<input type="checkbox"/>	Varsha	Varsha	AP	S1	S2 SE		Working
<input type="checkbox"/>	0001	B1	HO	Test	S2 SE	Technical support	Working
<input type="checkbox"/>	FB1	FB1	HO	fb1	B2B		Working
<input type="checkbox"/>	Clam 1	Clam 1	AP	S1	S2 SE		Working

Items per page: 50 1 - 50 of 322 items

[Allot Employee Salary](#)

Select the increment date and employee to whom increment has to allot and click on the Allot Employee Salary.

How it works: The previous month salary will be used to calculate salary till the date of increment and the current month salary will be considered from the date of increment.

Ex: If Increment is processed on 10<sup>th</sup> of July 2018, if pre-confirmation salary is 10K and the post confirmation salary is supposed to be 15K. Then you can specify 15K in the month of July and process day wise salary increment for that employee.

### 5. Calculate Theoretical Salary :

Here, we can recalculate the theoretical number , by selecting particular month and click on updated

**Calculate Employee Theoretical Salary**

From Month

To Month

### 6. Employee LateEarlys Breakups

Here you can see breakups of employee LateEarlys deductions

SmartOffice Payroll and Biometrics Solutions Pvt. Ltd  
**7.MONTHLY HRA EXEMPTION**

EmployeeName	EmployeeCode	PayrollMonth	ActualHRAReceived	RentPaidAmount	BasicAmount	RentPaidLess10	Basic40Per	EligibleHRAExer
B	2	01-04-2016 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00
B	2	01-05-2016 00:00:00	7494.19	13000.00	23419.35	10658.07	9367.74	7494.19
B	2	01-06-2016 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00
B	2	01-07-2016 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00
B	2	01-08-2016 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00
B	2	01-09-2016 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00
B	2	01-10-2016 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00
B	2	01-11-2016 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00
B	2	01-12-2016 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00
B	2	01-01-2017 00:00:00	7040.00	13000.00	22000.00	10800.00	8800.00	7040.00

You will get the detailed information about HRA exemptions as per Govt rule.

**8.OT Breakups:**

We can check the OT breakup details like OT week off and OT weekdays both separately.

EmployeeName	CompanyId	EmployeeCode	EmployeeId	SalaryMonthYear	GrossSalary	CTC	TotalOT1	TotalOT2	OTRatePerHour	TotalOTRate	FinalExpression	OT1Str	OT2Str
A	4	VHS0034	1	01-04-2016 00:00:00	44000	0	0	0		0	44000.00/30/8*0.0*1.5+44000.00/30/8*0.0*2	0.0	0.0
B		1	2	3 01-04-2016 00:00:00	44000	0	2640	3120		31166.67	44000.00/30/8*44.0*1.5+44000.00/30/8*52.0*2	44.0	52.0
C		2	3	4 01-04-2016 00:00:00	44000	44000	0	0		0	44000.00/30/8*0.0*1.5+44000.00/30/8*0.0*2	0.0	0.0
E		4	5	5 01-04-2016 00:00:00	7000	7000	0	0		0	7000.00/30/8*0.0*1.25	0.0	0.0
F		4	6	6 01-04-2016 00:00:00	12000	12000	0	0		0	12000.00/30/8*0.0*1.25	0.0	0.0
D		2	4	11 01-04-2016 00:00:00	21000	21000	0	0		0	21000.00/30/8*0.0*1.25	0.0	0.0

**9. Payslip Gallery:**

You can choose the payslip format from payslip gallery. Choose the given one of payslip formats and click on Save.

<input checked="" type="radio"/> payslip1.jpg	Employee :	1 : A	Bank Name:	ICICI	
	Joining Date:	13-Feb-2016	Bank Account Number:	A1	
	Designation:	Technical support	ESI No	1141	
	Department	S1 E	PAN No		
	Location	Gadag	LOP :	1.00	
	Effective Work Days	31.00			
	Pay Days	30.00			
	<b>Earnings</b>	<b>Full</b>	<b>Actual</b>	<b>Deductions</b>	<b>Amount</b>
	Basic	20000.00	19355.00	PT	200.00
	DA	5000.00	4839.00	ESI	852.00
HRA	10000.00	9677.00	Employer ESI	2310.00	
Special Allowance	5000.00	4839.00	Adv+L	833.30	
Conv	1600.00	1548.00			
CEA	200.00	194.00			
Uniform	5000.00	4839.00			
Food Allowance	2200.00	2129.00			
<b>Total Earnings (in Rs.)</b>	<b>49000.00</b>	<b>48630.00</b>	<b>Total Deductions (in Rs.)</b>	<b>1885.00</b>	
Net Pay for the month :46745.00 (Forty Six Thousand Seven Hundred Forty Five )					
<i>This is a system generated payslip and does not required signature</i>					

Generate the Payslip from **Payout** Window.

- **PAYROLL REPORTS:**

- **PF PREPORTS**

To get reports relating to the PF then can click one of the options.

- 1.PF CHALLAN REPORT**

PF Challan Report generates in Excel Format. Here you can check the PF contribution in EDLI, Admin Charges and the Total Wages and PF wages etc.... Which you can use to upload in PF Website while filling.

To generate this Report you need to put UAN No in Employee Payroll Details.

The screenshot shows the 'Employee Details' form with the 'Payroll Details' tab selected. The form contains the following fields and options:

- Salary Calculate From: Apr-2017
- Salary Structure: Tech Support
- Mode of Payment: BankTransfer
- Financial Institution: State Bank of India
- Bank Account No: 1234567
- PF / ESI / PT Details section:
  - ESI No. (checked): 1234575
  - ESI Dispensary: 123456
  - PF No. (checked): 123458
  - Get PF No button
  - UAN No: 80024866 (highlighted with a red box)
  - DateOf Joining PF: 01-Jan-2017
  - DateOf Exit PF: 01-Jan-3000
- PAN Number: [Empty]
- Ward/Circle: [Empty]
- Other Details section:
  - Metro:
  - Contract Employee:
  - Gratuity:
  - Zero Pension:
  - Zero PT:
  - Zero LWF:

Generate the below given information to generate either text file or CSV file.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

### PF Challan Report

Month  PF Group

Filter Employee

Employee Code   IsExcat

Employee Name

Employee Category

Employee Designation

Employee Location

SalaryStructure

Employement Type

Filter Company

Filter Department

AP  
KA  
Tamil Nadu  
MAH  
Naraina

S2 SE  
S1 E  
S3 TL  
S4 M

Select All Deselect All Select All Deselect All

### PF CHALLAN REPORT

	A	B	C	D	E	F	G	H	I	J	K
1	UAN	Member Name	Gross Wages	EPF Wages	EPS WAGES	EDLI WAGES	EPF CONTRI REMITTED	EPS CONTRI REMITTED	EPF EPS DIFF REMITTED	NCP DAYS	REFUND OF ADVANCES
2		1 Lavisha	51600	35000	15000	35000	4200	1250	550	0	0
3		2 Salma	51600	35000	15000	35000	4200	1250	550	0	0
4		3 Vijayalakshmi	81600	56000	56000	56000	6720	1250	5470	0	0
5		5 Praveen	81600	80000	80000	80000	9600	1250	8350	0	0
6		7 sumayya	52000	50000	50000	50000	6000	0	1835	25	0
7		8 joylinshwetha	22000	20000	20000	20000	2400	0	734	25	0
8		4 VIJAY KUMAR TOSNIWAL	9552	5600	5600	5600	672	466	206	24	0
9		11 Shrikant	32000	30000	30000	30000	0	0	0	24	0
10		6 Bhavana	101600	70000	70000	70000	8400	1250	7150	0	0
11											
12											
13											
14											
15											
16	TotalPFGross	381600	Account1Amount	67037	Account10Amount	6716	Account2Amount	2480.4	Account22Amount	38.16	
17											

### ➤ PT REPORT :

#### 1.PT yearly Report

Here you can check the Yearly PT deducted of your employees.



➤ Income Tax Report

**1.Employee IT computation**

To get complete IT related detailed with calculation of exemption and deductions.

Year

Employee

Check Proof Submission

**Generate**

EmployeeNo	5	Name	5
PAN No		Gender	Male
Date Of Join:	01-Jan-2010	Date Of Birth	01-Jan-1987

**A) Taxable Income**

**(i) Monthly Income**

Pay Items	Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
TA	0	0	0	0	0	0	0	0	0	0	0	0	0
Basic	180000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00
DA	180000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00
HRA	24000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
OT	4355.00	0	4355.00	0	0	0	0	0	0	0	0	0	0
Bonus	15000.00	1250.00	1250.00	1250.00	1250.00	1250.00	1250.00	1250.00	1250.00	1250.00	1250.00	1250.00	1250.00
Leave Encashment	0	0	0	0	0	0	0	0	0	0	0	0	0
Salary Advance	0	0	0	0	0	0	0	0	0	0	0	0	0
	403355.00	33250.00	37605.00	33250.00	33250.00	33250.00	33250.00	33250.00	33250.00	33250.00	33250.00	33250.00	33250.00

**B) Deduction**

Pay Items	Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
EmployeePFAmount	43200.00	3600	3600.00	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600
EmployeeVolPFAmount	0.00	0	0.00	0	0	0	0	0	0	0	0	0	0
EmpESIAmount	6720.00	560	560.00	560	560	560	560	560	560	560	560	560	560
PTAmount	2400.00	200	200.00	200	200	200	200	200	200	200	200	200	200
TotTaxDeducted	133.00	0	133.00	0	0	0	0	0	0	0	0	0	0

**2.Employee IT Projection**

You can get an estimate or forecast of a future situation based on the numbers of present trends.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Employee Code - 5 Employee Name - 5 DOJ - 01-Jan-2010

**Total Gross Income**

Salary Head Name	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Basic	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	180000.00
DA	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	180000.00
HRA	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	24000.00
OT	-1.00	4355.00	-1.00	0	0	0	0	0	0	0	0	0	4353.00
Bonus	1250.00	1250.00	1250.00	0	0	0	0	0	0	0	0	0	3750.00

**A. Taxable Income - 392103.00**

**Others (PF & Taxes)**

Salary Head Name	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
PF_EmployeePFAmount	3600	3600.00	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	43200.00
PTAmount	200	200.00	200	200	200	200	200	200	200	200	200	200	2400.00
TotalTaxDeducted	0	132.00	0	0	0	0	0	0	0	0	0	0	132.00

### 3. [Form 16\(click here\)](#)

We Can generate fr16 from this window

Financial Year

Filter Employee  Filter Company  Filter Department

Employee Code   IsExcat

Employee Name

Employee Category

Employee Designation

Employee Location

Employement Type

Smartoffice  
Banglore

Default

Select All Deselect All Select All Deselect All

After clicking the generate below window will show that form number 16 generated successfully.

```
{"success":true,"message":"Form 16 generated successfully."}
```

### 4. TDS Break up report

You can generate TDS break up report then it will generate in excel sheet.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Salary Structure

SalaryMonth

Filter Employee

Employee Code   IsExcat

Employee Name

Employee Category

Employee Designation

Employee Location

Employement Type

Filter Company

Smartoffice  
Banglore

Filter Department

Default

Select All Deselect All Select All Deselect All

### ➤ Salary Advance Report :

#### 1. Advance report

You can see the advance reports about principal, Lumsum amount as well as instalment and other details.

Generated On: 01-Jul-2017 05:43 PM

Department:Default										
No	Code	Emp Name	Advance Name	Principal Amount	Total Installement	InstallmentAmount	Interest Amount	TotalAmountPaid	Total Installement paid	Closing Balance
1	13	13	Advance	5000.00	1	0	0.00	0	0	5000
2	13	13	Advance	6000.00	1	0	0.00	0	0	6000
3	12	12	Advance	5000.00	1	0	0.00	0	0	5000
4	12	12	Advance1	5000.00	1	0	0.00	0	0	5000

Page 1 of 1

#### 2. Advance transaction report

You can see the reports relating to the transaction of advance i.e. about loan issue date, recovery date amount recovered.

SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Advance Transaction Report

Generated On: 01-Jul-2017 05:45 PM

EmployeeCode -		1		Name - Vaishali		
No	Advance Name	Principal Amount	LoanIssueDate	Interest Rate	Recover On	Amount Recovered
1	Advance	40000.00	01-Jul-2016	0.00	01-Feb-2017	4000.00
2	Advance	40000.00	01-Jul-2016	0.00	01-Mar-2017	4000.00
3	Advance	40000.00	01-Jul-2016	0.00	01-Apr-2017	4000.00
4	Advance	40000.00	01-Jul-2016	0.00	01-May-2017	4000.00
5	Advance	40000.00	01-Jul-2016	0.00	01-Jun-2017	4000.00
6		40000.00	01-Jul-2016	0.00	1900-01-01	
EmployeeCode -		5		Name - 5		
No	Advance Name	Principal Amount	LoanIssueDate	Interest Rate	Recover On	Amount Recovered
1	Advance	40000.00	01-Jul-2016	0.00	01-Feb-2017	4000.00
2	Advance	40000.00	01-Jul-2016	0.00	01-Mar-2017	4000.00
3	Advance	40000.00	01-Jul-2016	0.00	01-Apr-2017	4000.00
4	Advance	40000.00	01-Jul-2016	0.00	01-May-2017	4000.00
5	Advance	40000.00	01-Jul-2016	0.00	01-Jun-2017	4000.00
6		40000.00	01-Jul-2016	0.00	1900-01-01	
EmployeeCode -		13		Name - 13		
No	Advance Name	Principal Amount	LoanIssueDate	Interest Rate	Recover On	Amount Recovered
1	Advance	5000.00	01-Apr-2017	0.00	01-May-2017	5000.00

### 3.Employee Reimbursement Allotment :

You can see the reports relating to the transaction Employee FBP allotments .

**Employee FBP Allotment**

Financial Year - Apr-2018    Theoretical    Employee Name Search for Employee    Employee Code Search for Employee

Code	Name	SalaryHead	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1	salma	petrol allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	salma	medical allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	salma	Special Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	pooja	petrol allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	pooja	medical allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	pooja	Special Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	neha	petrol allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	neha	medical allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	neha	Special Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	prisha	petrol allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	prisha	medical allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	prisha	Special Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### ➤ Salary Report

#### 1.Statutory register

You can generate PT report, PF report, ESI report and LWF report

**Monthly Statutory RegisterReport**

Month Jul-2017

Filter Employee     Filter Company     Filter Department

Employee Code: 7     IsExcat

Employee Name:

Employee Category: All

Employee Designation: All

Employee Location: All

Employement Type: All

Filter Company: AP, KA, Tamil Nadu, MAH, Naraina

Filter Department: S2 SE, S1 E, S3 TL, S4 M

Select All    Deselect All    Select All    Deselect All

LWF Report    PT Report    PF Report    ESI Report    Supplimentary PF Report

### LWF report

Smartoffice Payroll Software Solution PVT, Ltd					
Tangakoot Gadag 580101					
LWF Register for the Month of Dec-2016					
Sr No	Emp Name	Grade	Employee Share	Employer Share	Total
<b>Smartoffice</b>					
1	5		0.00	0.00	0.00
<b>Total for Smartoffice</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total -</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### PT report

Professional Tax Register for the Month of Dec-2016				
Sr No	Code	Emp Name	PT Salary	P Tax
<b>Smartoffice</b>				
1	5	5	32000.00	200.00
<b>Total for Smartoffice</b>			<b>32000.00</b>	<b>200.00</b>
<b>Grand Total -</b>			<b>32000.00</b>	<b>200.00</b>

### Profession Tax Summary

PTSlab	PT	Gender	Employee	Total PTGross	Total PT
Salary > 15001 and <=5000000	200	Male	1	32000.00	200.00
<b>Total</b>	<b>200</b>		<b>1</b>	<b>32000.00</b>	<b>200.00</b>
<b>Total Non Zero PT Employee Count</b>			<b>1</b>		

### PF report

Tangakoot Gadag 580101									
PF Code		Monthly PF Statement for the Month of Dec-2016							
Sr No	Code	Emp Name	Absent	PF Salary	PF	VPF	EPF	EPS	Total
<b>Smartoffice</b>									
1		5	27.00	15000	1800		550	0	2350
<b>Total for Smartoffice</b>			<b>27.00</b>	<b>15000</b>	<b>1800</b>		<b>550</b>	<b>0</b>	<b>2350</b>
<b>Grand Total -</b>			<b>27.00</b>	<b>15000</b>	<b>1800</b>		<b>550</b>	<b>0</b>	<b>2350</b>
<b>Account 1</b>			<b>2350</b>						
<b>Account 2</b>			<b>165</b>	<b>Account 10</b>		<b>0</b>			
<b>Account 21</b>			<b>75</b>	<b>Account 22</b>		<b>2</b>			

### ESI report

ESI Code		Monthly ESI Statement for the Month of Dec-2016					
Sr No	Emp Name	ESI Number	Days	ESI Salary	EmpCont	CompContr	Total
<b>Smartoffice</b>							
1	5		4.00	32000.00	560.00	1520.00	2080.00
<b>Total for Smartoffice</b>			<b>4.00</b>	<b>32000.00</b>	<b>560.00</b>	<b>1520.00</b>	<b>2080.00</b>
<b>Grand Total -</b>			<b>4.00</b>	<b>32000.00</b>	<b>560.00</b>	<b>1520.00</b>	<b>2080.00</b>

## 2. Salary dashboard report

You can see the salary dashboard regarding salary earning.

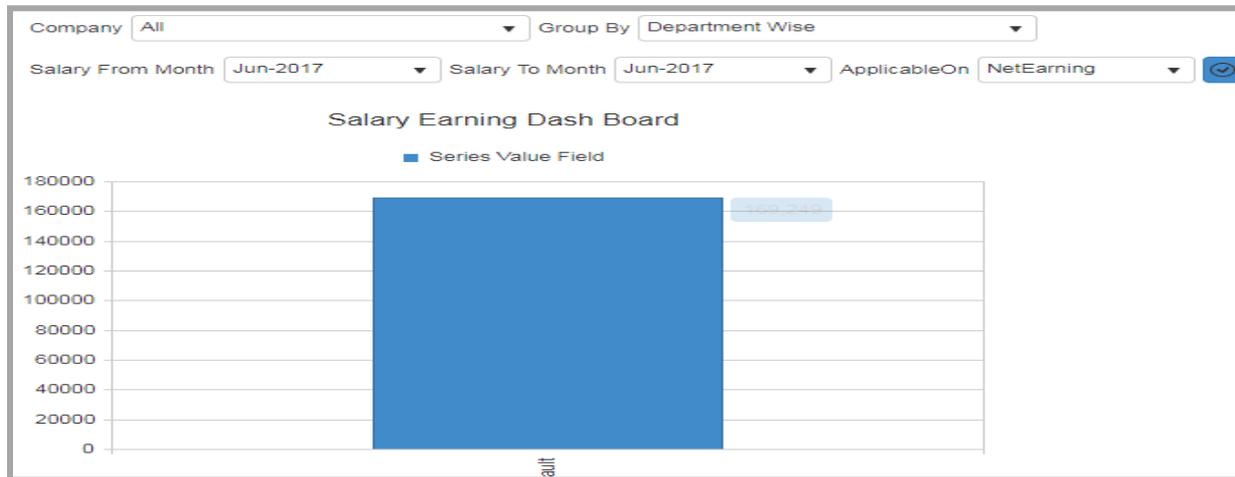
**Company:** Select the company

**Group By:** Select the group like Department wise, Category wise etc..

**Salary From Month:** Select the From Month

**Salary To Month:** Select the To Month

**Applicable on:** Select the applicable on which you want See the Dashboard.



**SmartOffice Payroll and Biometrics Solutions Pvt. Ltd**

**3.Earning report**

Select the from and to Months which earning report want to generate. By clicking generate, generate yearly summery, Earned/s Theoretical these window will show the report.

Earned V/S Theoretical Month Jun-2018 to Oct-2018																	
Employee Code	Employee Name	Days	Earning								Deduction						Remarks if any & Signature
			Basic	Commission	conveyance	DA	Education Allow	HRA Allow	Medical	Total	Damages	ESI	PF	PT	TDS	Total	
2358	Aarya	28.00	19506.67	2500.00	4688.13	4876.67	6720.00	5852.00	1166.67	201806.20	800.00	361.00	1800.00	200.00	1009.00	46909.00	
		30.00	20900.00		5023.00	5225.00	7200.00	6270.00	1250.00	344064.00							
		Diff	1393.33	-2500.00	334.87	348.33	480.00	418.00	83.33	142257.60							
	<b>Earned Total</b>		<b>110377.64</b>	<b>2500.00</b>	<b>10521.29</b>	<b>27594.41</b>	<b>15081.29</b>	<b>33113.29</b>	<b>2618.28</b>	<b>201806.20</b>	<b>800.00</b>	<b>2886.00</b>	<b>15552.00</b>	<b>400.00</b>	<b>27271.00</b>	<b>46909.00</b>	
	<b>Theoretical Total</b>		<b>195900.00</b>		<b>15069.00</b>	<b>48975.00</b>	<b>21600.00</b>	<b>58770.00</b>	<b>3750.00</b>	<b>344064.00</b>							

**Ye  
ar  
ly  
su  
m**

**mary rep**

Salary Sheet for Year 2015-2016						
Employee Name	Employee Code	Salary Had Name	Total	Jun-2018	Jul-2018	Aug-2018
Aarya	2358	<b>Basic</b>	<b>110377.64</b>	19506.67	87500.00	3370.97
		<b>HRA Allow</b>	<b>33113.29</b>	5852.00	26250.00	1011.29
		<b>DA</b>	<b>27594.41</b>	4876.67	21875.00	842.74
		<b>Medical</b>	<b>2618.28</b>	1166.67	1250.00	201.61
		<b>conveyance</b>	<b>10521.29</b>	4688.13	5023.00	810.16
		<b>Education Allow</b>	<b>15081.29</b>	6720.00	7200.00	1161.29
		<b>Commission</b>	<b>2500.00</b>		2500.00	
		<b>PF</b>	<b>15552.00</b>	1800.00	13125.00	627.00
		<b>ESI</b>	<b>2886.00</b>	361.00	2462.00	63.00
		<b>PT</b>	<b>400.00</b>	200.00	200.00	
		<b>TDS</b>	<b>27271.00</b>	1009.00	26262.00	
		<b>Damages</b>	<b>800.00</b>		800.00	
				<b>46180.14</b>	<b>194447.00</b>	<b>8088.06</b>

**Earn**

**ed v/s theoretical report**

Salary Sheet for Month Jun-2018 to Oct-2018												
Earning								Deduction				
conveyance	DA	Education Allow	HRA Allow	Medical	Total	Damages	ESI	PF	PT	TDS	Total	
2500.00	10521.29	27594.41	15081.29	33113.29	2618.28	201806.20	800.00	2886.00	15552.00	400.00	27271.00	46909.00
2500.00	10521.29	27594.41	15081.29	33113.29	2618.28	201806.20	800.00	2886.00	15552.00	400.00	27271.00	46909.00

### 4. Employee earned salary

**Earning Report**

Salary Structure All

SalaryMonth Jun-2017

Filter Employee

Employee Code

Employee Name

Employee Category All

Employee Designation All

Employee Location All

Employment Type All

IsExcat

Filter Company

Smartoffice

Banglore

[Select All](#) [Deselect All](#)

Filter Department

Default

[Select All](#) [Deselect All](#)

[Generate](#) [Generate Latest Gross And CTC](#)

Select the Salary Structure and Salary Month and click Generate or Generate Latest Gross and CTC it will generate in Excel Sheet.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Employee	EmployeeSalaryStru	Company	Departme	DOJ	PayDays	TotalEarni	Deduction	NetTotal	Basic	HRAAllow	DA	Medical	conveyan	Education	GratuityE	PF	Vol_PF	ESI	PT
2	2358	Aarya	Inspire	HO	B2B	01-04-200	28	42810.14	3370	39440.14	19506.67	5852	4876.67	1166.67	4688.13	6720	0	1800	0	361
3	2359	Anjani	Inspire	HO	B2B	01-03-201	4	3286	376	2910	2120	636	530	0	0	0	0	318	0	58
4																				
5																				

	A	B	C	D	E
1	EmployeeCode	EmployeeName	EffectiveFrom	GrossSalary	CTC
2	15	15	01-04-2017 00:00:00	35550.00	40000.00
3	5	E	01-01-2018 00:00:00	10000.00	0.00
4	6	SABNAM THAPA	01-04-2016 00:00:00	12000.00	12000.00
5	54321	12345	01-11-2017 00:00:00	15000.00	15000.00
6	14	RAJENDRA PRASAD	01-07-2017 00:00:00	34000.00	36450.00
7	15	15	01-12-2017 00:00:00	50000.00	50000.00
8	16	16	01-07-2017 00:00:00	0.00	0.00
9	369	open	01-11-2017 00:00:00	0.00	0.00
10	Radhika	Radhika	01-10-2018 00:00:00	50000.00	0.00
11	10000	10000	01-01-2018 00:00:00	10000.00	0.00
12	SUDHAKAR	SUDHAKAR	01-05-2018 00:00:00	50000.00	0.00
13	999	999	01-03-2018 00:00:00	15000.00	0.00
14	day29	day29	01-12-2017 00:00:00	25400.00	0.00
15	29day	29day	01-12-2017 00:00:00	25000.00	25000.00
16	hourly	hourly	01-08-2018 00:00:00	0.00	0.00
17	100	SUKANTA SUBODHI	01-01-2018 00:00:00	0.00	0.00
18	Test1	Test	01-05-2018 00:00:00	0.00	0.00

## 5.EMPLOYEE GRATUITY

Gratuity is a part of salary that is received by an employee from his/her employer in gratitude for the services offered by the employee in the company. Gratuity is a defined benefit plan and is one of the many retirement benefits offered by the employer to the employee upon leaving his job. It is given when a employee leaves the company after working in the same company for more than 5 years without gap.

Since it is paid to out going employees only, the employee status has to be changed to resigned and the DOL has to be updated as shown below.

The screenshot shows the 'Employee Details' form with several fields highlighted in red. The 'Status' dropdown is set to 'Resigned'. Under 'Resignation Details', 'Resignation Submitted On' and 'Tentative Leaving Date' are both set to '01-Jan-2017', and 'Reason for Leaving' is set to 'RETIREMENT'. Under 'Exit Details', 'Date of Leaving' is set to '01-Jan-2017'. Under 'Exit Interview Details', 'Exit Interview Date' is set to '01-Jan-2017'. The 'Remarks' and 'Notes' fields contain 'na'. The 'Update' button is visible at the bottom right.

Select the same formula for Gratuity Calculation.

Click on Calculate, if once gratuity calculated successfully, then click on Update

The screenshot shows the 'Employee Gratuity Disbursement' form. The 'Employee' dropdown is set to 'Vaishali-1'. The 'DOJ' is '01-Jan-1900' and 'DOL' is '01-Jan-2017'. 'Payment Mode' is 'BankTransfer', 'DateOfPayment' is '01-Feb-2017', and 'Cheque/DD No.' is '6002543'. The 'Formula' dropdown is set to 'Gratuity Formula' and is highlighted with a red box, with a 'Formula' button next to it. The 'Max Amount' is '1000000.00', 'NoOfYears' is '117', 'GratuityAmount' is '810000', 'ExemptedAmount' is '810000', and 'TaxableAmount' is '0'. The 'Refer Month' is 'Apr-2017'. The 'Calculate' button is highlighted with a red box, and the 'Update' button is visible at the bottom.

## 6.Salary reconciliation report

It is generated because to get a detailed report regarding the difference amount generated in the different months.

Addition(Employees Joined) -													
Employee Code	Employee Name												
	Total												
Deletion (Employees Left) -		Earning											
Employee Code	Employee Name	Arrear	Basic	CEA	DA	HRA	OT	Petrol Allowance	UA	Total	ESI	PT	Sal
Ganesh	Ganesh	6600.00	45000.00			13500.00				31500.00	96500.00	0	0
Joylin	Joylin		10000.00	200.00		3000.00	7000.00			20200.00		0	0
Nida	Nida		0.00						1600.00	1600.00		0	0
Salma	Salma		0.00	200.00		0.00		0.00	1700.00	1000.00	2800.00		0
Vaishali	Vaishali		0.00	200.00		0.00	0.00			200.00		0	0
Vijaya	Vijaya		60000.00						1600.00	61600.00		0	0
Vishnu	Vishnu		0.00			0.00				0.00		0	0
	<b>Total</b>	<b>6500.00</b>	<b>115000.00</b>	<b>600.00</b>	<b>16500.00</b>	<b>7000.00</b>	<b>0.00</b>	<b>4900.00</b>	<b>32500.00</b>	<b>183000.00</b>		<b>0</b>	<b>0</b>
Adjustment(Salary Difference)		Earning											
Employee Code	Employee Name	Basic	DA	ESI	HRA	PF	PT	TDS	Vol PF	Total	ESI	PT	TDS
Lavisha	Lavisha	-21667.00	-6500.00	0	-15167.00	0	0	0	0	-43334.00		0	0
	<b>Total</b>	<b>-21667.00</b>	<b>-6500.00</b>	<b>0</b>	<b>-15167.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-43334.00</b>		<b>0</b>	<b>0</b>

## 7.Hold Employee Salary

To generate hold employee salary Report.( [To understand how to create set up Click here](#))

SL No.	Employee Code	Employee Name	Pay Days	Net Earning
1	kkk	kkk	31	50000
2	kkk	kkk	0	50000
<b>Grand Total</b>			<b>31</b>	<b>100000</b>

### 8. Salary /Wages register

You can generate the report; meanwhile if you weren't reports according to the location, category, designation and employment type.

Salary/Wage Register For The Month of Apr-2017												
Name of the Establishment/Employer: Karnataka												
03-Jul-2017												
PF Code : 778899												
ESIC: 456												
PT Code : 4589												
LWF Code :												
Sr No	E. Code	Name	Designation	Attendance	Salary Heads	Rate	Eard Wages	Arrears	Deduction	Amount	Total	Sign
1	Lavisha	Lavisha	Executive	Day Wkd - 30.00 W.Hid - 5 Day Paid - 30.00	Basic DA HRA	25000.00 7500.00 17500.00	25000.00 7500.00 17500.00		EmployeePF PT ESI	3900.00 200.00 875.00	Gross Rate 50000.00 Earnings - 50000.00 Deduction - 4975.00 Net Pay - 45025.00	
2	Salma	Salma	Executive	Day Wkd - 30.00 W.Hid - 5 Day Paid - 30.00	CEA Petrol Allowance UA	200.00 1700.00 1000.00	200.00 1700.00 1000.00		Telephone ESI	500.00 51.00	Gross Rate 2900.00 Earnings - 2900.00 Deduction - 51.00 Net Pay - 2849.00	
Total For Karnataka				Day Wkd - 60.00 W.Hid - 10 Day Paid - 60.00	Basic DA HRA CEA Petrol Allowance UA	25000.00 7500.00 17500.00 200.00 1700.00 1000.00	25000.00 7500.00 17500.00 200.00 1700.00 1000.00	0 0 0 0 0 0	EmployeePF PT ESI Telephone	3900 200.00 926 500.00	Gross Rate 52900.00 Earnings - 52900.00 Deduction - 5026.00 Net Pay - 47874.00	

### 9. Employee CTC report

You can Generate the Employee CTC report of particular month  
 Select the year  
 Select the Month of which month want to generate  
 Select the Employee of which want to generate.

**Employee Compensation Structure**

EmployeeName - neha

Employee Code - 012

Component	Compensation
Open Component	2000.00
EmployerPF	0
EmployerESIC	0
Gratuity	0
<b>Total</b>	<b>2000</b>
<b>Total Cost to Company</b>	<b>2000</b>

I accept the above refered pay and benefits, including the term and conditions

Signature \_\_\_\_\_

## 10. Government Forms

Here you can generate employee biased government forms.

**Government Forms**

From Date:

Filter Employee

Employee Code:   IsExcat

Employee Name:

Employee Category:

Employee Designation:

Employee Location:

Employment Type:

Filter Company

Default: demo microware

On Role:

Off Role:

nrd

sodecia

ssrmcs ulsoorpwt

DSOFT

SHYAMA ENTERPRI

Rajat

[Select All](#) [Deselect All](#)

Filter Department

Default: technical dept

quality dept

production dept

[Select All](#) [Deselect All](#)

Form T Report
Form 9 Report
Form D Report
Form I Report
Form C Report

- **Form T Report (Muster Roll-cum-Register of Wages in lieu of )**

**Combined Muster Roll-cum-Register of Wages in lieu of**

- Forms I and II of Rule 22(4); Form IV of Rule 2R(2) and Forms V and VII of Rule 29(1) and (5) of Minimum Wages (Karnataka) Rules, 1958.
- Form I of Rule 3(1) of Payment of Wages (Karnataka) Rules, 1953.
- Form XIII of Rule 75 and Forms XV, XVII, XX, XXI, XXII and XXIII of Rule 76(1)(a)(i), (ii) and (iii) of Contract Labour (Regulation and Abolition) (Karnataka) Rules, 1974.
- Form XIII of Rule 43 and Forms XVII, XVIII, XIX, XX, XXI and XXII of Rule 46(2)(a), (c) and (d) of Inter-State Migrant Workmen (Regulation of Employment and Conditions of

Name & address of the Establishment: SmartOffice

Name of the Employee Father/Husband Name	Male/Female	Designation/Department	Date of Joining	ESI NO	PF No	Gross Salary
1	2	3	4	5	6	7
aman	Male		01-Aug-2018			10000.00

Attendance																No of days payable	Total OT Hours Worked
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Please mention date of suspension of employees, if any																0.00	00.00

Jan 2019												Deduction				Net Payable	Employee Signature/Thumb Impression
Earned Wages and Other Allowances												salary advance	TDS	Total			
Basic	bonus	DA	HRA	Leave Encashment	Open Basic	Total	damages	ESI	PF	PT							
26613.00	200.00	21290.00	5323.00	774.00	0.00	54200.00	100.00	368.00	1500.00	200.00	6000.00	2938.00	11406.00	42794.00			

- **Form 9 ( Overtime Report )**

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Not secure | www.so365.in/shreep/WebForms/PayrollReportViewer.aspx

1 of 1 Find | Next

**FORM No. 9**

**REGISTER OF OVERTIME AND PAYMENT**

Name and address of the Factory/ Establishment		Name and address of the Principal Employer		Name and address of the Contractor (if any) Place of Work;		Month / Year						
SHREE PLASTICS						Dec-2018						
Sl. No	Employee Name Father/Husband Name	SEX	Designation/ employment	Particulars of OT Work		Normal rate of wages per hour	Overtime wages per hour wages	Normal Piece rate of wages	OT Piece rate of wages	Total OT	Date of Payment	Signature/thumb impression of the Employee
				Date	Hours							
1	GORAKH GOSAVI	MALE	SUPERVISOR	06-Dec-2018	11:47					0	01-Jan-2019	
2	GORAKH GOSAVI	MALE	SUPERVISOR	20-Dec-2018	11:48					0	01-Jan-2019	

Signature of the Occupier/ Principal Employer/ Contractor -

- Form I (Fine & penalties)

Not secure | www.so365.in/Promas/WebForms/PayrollReportViewer.aspx

1 of 1 Find | Next

**FORM I**

[Rule 21(4)]

**Register of Fines**

Smartoffice 2

Sl.No.	Name	Father's/ Husband's name	Sex	Department	Nature and date of the offence for which fine imposed	Whether workman showed cause against fine or not, if so enter date	Rate of wages	Date and amount of fine imposed	Date on which fine realised	Remarks
1	aaa1		Male	Default			55000.00	200.00	01-Feb-2019	

- Form D – Total Amount of Bonus Amount )

**FORM D**

[See rule 5]

**ANNUAL RETURN - BONUS PAID TO EMPLOYEES FOR THE ACCOUNTING YEAR ENDING ON THE 30 March, 2019**

Name of the establishment and its complete postal address: Smartoffice , Smartoffice Bangalore

Nature of industry:

Name of the employer: Smartoffice

Total number of employees: 21

Number of employees benefitted by bonus payments: 6

Total amount payable as bonus under section 10 or 11 of the Payment of Bonus Act, 1965 as the case may be	Settlement, if any reached under section 18(1) or 12(3) of the Industrial Disputes Act, 1947 with date	Percentage of bonus declared to be paid	Total amount of bonus actually paid	Date on which payment made	Whether bonus has been paid to all the employees, if not, reasons for non-payment	Remarks
1	2	3	4	5	6	7
5700.00			5700.00			

Signature of the employer or his agent

- Form C -( Total Employees Bonus Report)

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

FORM 'C'														
[See rule 4(c)]														
BONUS PAID TO EMPLOYEES FOR THE ACCOUNTING YEAR ENDING ON THE 30 March, 2019														
Name of the establishment and its complete postal address: Smartoffice Smartoffice Bangalore														
No. of Working Days in the Year:														
Date on which Paid: 01-01-2019 00:00:00														
S.No.	Name of the employee.	Father's/Husband name.	Whether he has completed 15 years of age at the beginning of the accounting year	Designation	No. of days worked in the year	Total salary or wage in respect of the accounting year	Amount of bonus payable under section 10 or section 11, as the case may be	Deductions					Total sum deducted under Columns 9, 10, 10A and 11	Net amount payable (Column minus Column
								Puja bonus or other customary bonus paid during the accounting year	Interim bonus or bonus paid in advance	Amount of income tax deducted	Deduction on account of financial loss, if any, caused by misconduct of the employee			
1	2	3	4	5	6	7	8	9	11	12	13	14		
1	Anil	Rahul		Supervisor	333.00	522073.00	4200.00						4200.00	
2	salma	Rehman		Supervisor	291.00	83785.00	500.00						500.00	
3	Rahul	kiran		Supervisor	332.00	585933.00	1000.00						1000.00	

## 11. Employee Pay & Present Days Report:

It will show employee Pay and present days report and can select any one of these.

PayDays Report													
Generated On: 06-Feb-2019 11:04 AM													
Employee Code	Employee Name	Feb-2019											Total
23	Raj	4.00											4.00
3	neha	4.00											4.00
5	dhara	4.00											4.00
8	granth	4.00											4.00
9	dhara5	4.00											4.00
11	sandeep	4.00											4.00
12	akshay	4.00											4.00
17	rakesh yadav	4.00											4.00
18	vinayak prabav	4.00											4.00
19	On role	4.00											4.00
4	prisha	28.00											28.00
1	salma	20.00											20.00
1	Sandesh	4.00											4.00
kkk	kkk	0.00											0.00
111	nm	0.00											0.00
222	aaa1	28.00											28.00

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

### Employee Pay & Present Days Report

From Date  To Date  Report Type

Filter Employee

Employee Code   IsExcat

Employee Name

Employee Category

Employee Designation

Employee Location

Employement Type

Filter  Filter Department

AP KA Tamil Nadu MAH Naraina S1 E S3 TL S4 M

Select All Deselect All Select All Deselect All

## 12. Daily wages Report:

Daily hours and daily wages reports are generated from here.

### Monthly Statutory RegisterReport

From Date  To Date

Filter Employee

Employee Code   IsExcat

Employee Name

Employee Category

Employee Designation

Employee Location

Employement Type

Filter Company  Filter Department

AP KA Tamil Nadu MAH Naraina S2 SE S1 E S3 TL S4 M

Select All Deselect All Select All Deselect All

By clicking the Detailed Report it will generate like this.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

			Salary Sheet for Date 11-Jul-2018 to 18-Jul-2018	
			Earning	
Employee Code	Attendance Date	Employee Name	Basic	Total
2360	11-Jul-2018	Gay3	330	330
	12-Jul-2018	Gay3	330	330
	13-Jul-2018	Gay3	330	330
	14-Jul-2018	Gay3	330	330
	15-Jul-2018	Gay3	330	330
	16-Jul-2018	Gay3	330	330
	17-Jul-2018	Gay3	330	330
	18-Jul-2018	Gay3	330	330
		<b>Total</b>	<b>2640</b>	<b>2640</b>

### 13. Arrear SalarySheet:

You will get arrear breakup details like HRA, Da etc.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
EmployeeCode	EmployeeName	Basic	DA	HRA Allow	Special Allowance	Medical	Conv	CEA	Uniform	LTA	Food Allowance	Arr_Earning_Total	Arr_PF	Arr_ESI
2	B	1135.48	283.87	454.19	283.87							2157.41		
4	D	0.00	0.00	0.00	0.00	1350.00	0.00	0.00	2100.00	2100.00	0.00	5550.00		
0523	Basu	22000.00	11000.00	22000.00	0.00	1250.00	0.00	0.00			0.00	56250.00	0.00	0.00

### 14. Salary Revision Report:

Here you can check the employee detail salary revision report.

A	B	C	D	E	F	G	H	I	J	K	L	M
Employee	Employee DOJ	Revision1	Revision1	Revision1	Revision2	Revision2	Revision2	Revision2	Revision3	Revision3	Revision3Amount	
222	aman	01-08-2011	01-Dec-20		01-Nov-20				01-Aug-20			
222	aaa1	01-04-2011	01-Jan-20	05-Feb-20	55000.00	01-Apr-20	02-Feb-20	55000.00				

## REPORT WRITER

You can generate the report as how you want to customize.

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

Month/Year **Aug-2017**

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location
<input checked="" type="checkbox"/>	12	bhavana	collections	mktg	Level 1		None
<input type="checkbox"/>	Ganesh	Ganesh	Rajasthan	Finance	Default	Senior Manager	Jodhpur
<input type="checkbox"/>	Joylin	Joylin	Maharashtra	Operations	Default	Executive	Mumbai
<input type="checkbox"/>	Lavisha	Lavisha	Karnataka	Executive	Default	Executive	Bangalore
<input type="checkbox"/>	Nida	Nida	Tamil Nadu	Payroll	Default	Executive	Chennai
<input type="checkbox"/>	Salma	Salma	Karnataka	Accounts	Default	Executive	Bangalore
<input type="checkbox"/>	Vaishali	Vaishali	Maharashtra	Operations	Default	Senior Manager	Mumbai

Page Size: 10      7 items in 1 pages

**Salary Heads**

- Pay Days
- PresentDays
- Basic
- OT
- LOPReversal1
- LOPReversal2

**Classification Details**

- Company
- Location
- Department
- Designation
- Grade
- Team

**Other Details**

- Gender
- FatherName
- DOB
- DOJ
- DOC
- DOR

Select the options from salary heads, classification details and other details. Select the employee as well as month year.

Click **GENERATE** option to generate the report

Report will generate in excel format.

EmployeePayDetails - Excel (Product Activation Failed)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Employee	Employee	PayrollMc	Pay Days	PresentDays	Leave Enc	Arrear	Bonus	DA	HRA	PT	TDS	Location	SalaryStru	DOB	DOJ	DOC	DOR
2	222	aaa1	01-02-19	28	0	1964	0	0	22000	5500	200	3185	3 smart 123	01-Jan-87	01-Apr-18	01-Apr-18	01-Jan-00	
3																		
4																		
5																		
6																		

## EMPLOYEE AUDIT LOGS:

## SmartOffice Payroll and Biometrics Solutions Pvt. Ltd

It will show the last activity whatever we have been done in software.

Event Date					
From Date		03-Jul-2017	To Date		03-Jul-2017
EventDate	Entity	Entity/Values	ModifiedBy	ModifiedFromSystemIP	OperationName
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
03-Jul-2017	HoldEmployeesSalary	Name-HoldEmployeeSalaryId&&-0 Name-Empl	bhavana	10.225.118.130:ESSL-BIOMETRIC	AddEdit
03-Jul-2017	HoldEmployeesSalary	Name-HoldEmployeeSalaryId&&-0 Name-Empl	bhavana	10.225.118.130:ESSL-BIOMETRIC	AddEdit
03-Jul-2017	HoldEmployeesSalary	Name-HoldEmployeeSalaryId&&-0 Name-Empl	bhavana	10.225.118.130:ESSL-BIOMETRIC	AddEdit