

EasyPAY

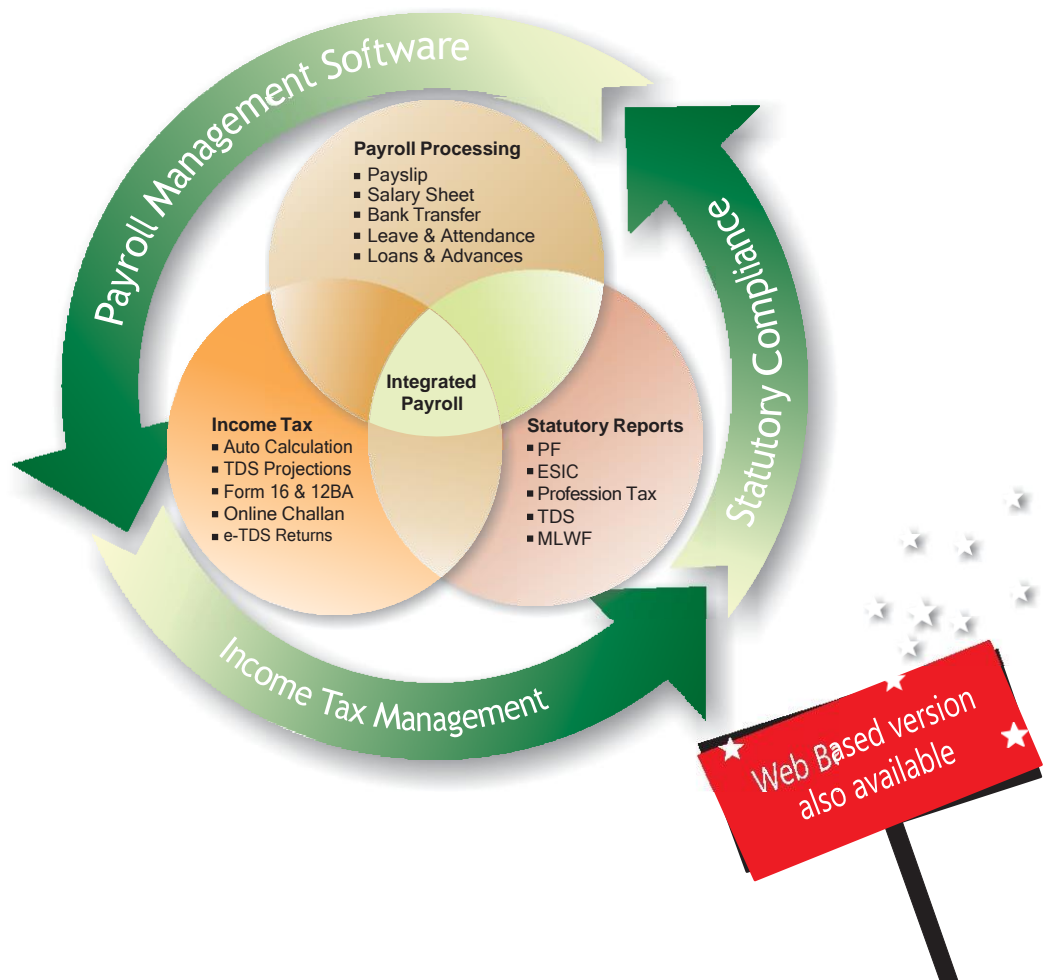
Payroll Software



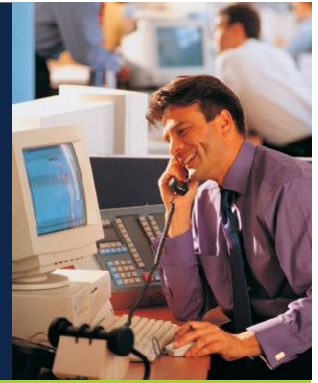
EasyPAY is very easy, flexible and user-friendly Payroll Management Software that takes care of all your requirements relating to accounting and management of employees' payroll. This versatile user friendly package offers user defined Earning / Deduction / Loan Heads & Calculation Formulae / Tables. The package generates all the outputs & statutory reports required by a Payroll application. Every report gives the user selection of Branch, Department, Grade, Designation etc. and other parameters to generate output as per requirement. Outputs can be on Screen, Printer or in a file format (Word, Excel, Acrobat) etc.

EasyPAY offers very high flexibility in defining various Allowances, Deductions, Leave rules etc. for the employees and all formula for PF, FPF, ESIC, Profession Tax, Income Tax etc. are definable and changeable at user's end.

Our Payroll is designed, as a long-term solution to your changing business needs. It is suitable for anything from one to many thousands of active employees and adapts easily to fluctuations in staffing levels. With optional networking, up to fifty users can view and update your payroll system simultaneously. Having extremely versatile features, EasyPAY is excellent for businesses operations with 10 or 10000 employees.



Positive Payroll Administration



Flexible Structure building capability of Earnings & Deductions

- Flexibility to add or modify any number of Salary Components - Earnings & Deductions
- User Defined Entry Field with unmatched flexibility for Formula, percentage or Customized Calculation
- Taxable & Non Taxable Earnings for Income Tax Calculations
- Payslip / Non Payslip Component
- Calculation based on Attendance
- Monthly or Yearly Payments
- Frequency of Salary Head
- Also compute various other components that do not appear in Payslip

Leave & Attendance Management

- Leave Rules can be defined
- Increment of Leave on Pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leave
- Leave Utilisation & Balance can be checked
- CL, PL, SL, Compensatory & Customizable Leaves
- Automatic Leave payout on termination of Employees (in Full & Final Settlement)
- **Swipe card / Attendance machine if any can be linked to our software**

Loan & Advance Management

- User Definable Loans/Advances (Multiple)
- Loan Disbursement option with EMI option
- Automatic recovery of EMI & stops automatically once the Loan amount is totally recovered
- Auto calculation of Interest on Loans based on Flat Interest, Reducing Balance
- Lump sum recovery of Loan
- Interest free Loan Perquisites as per Income Tax
- Loan Recovered, Loan Balances & Loans History – Employee wise
- Loan Ledger.
- Online submission of Loan Application and supporting workflow

Payroll Processing

- Input information for all newly joined employees and exit left employees
- Create a new payroll month & Process Salary
- Over-ride facility for any salary components
- Salary on hold & Freezing of salary in case of termination of employees
- Process by Exception - you only need to enter Pay and/or deduction information when there are changes
- Pro-rata calculations for employees based on absenteeism
- Process & Print Payslips for groups or for selected employees
- Lock month facility to avoid changes in Processed Data

Salary Reports (Payslip & Salary Sheet)

- Automatically calculates all the income, deductions & Company Contributions as per the requirement
- Regular Payslips (with Logo) can be viewed or emailed
- Reimbursement Payslips can be viewed or Emailed
- User defined Salary Sheets can be viewed
- Generates Cash / Cheque / Bank Transfer List
- Generate Bank Statement, Direct Electronic Bank transfer files & Covering Letter for Banks
- YTD salary Sheet & Summary of each employee
- Separate Payslips can be generated for Arrears, Medical, Reimbursement & LTA
- Salary Analysis

Quality Payroll Assurance



Bank Transfer

- Bank Transfer Statement facility available for all the banks
- Soft copy format also available in Excel or any format specified by different banks
- Bank Transfer Statements can be generated for both Regular, Reimbursement Payments & Supplementary Payments
- Covering Letters
- Cheque / Bank Transfer / Cash List

Arrears Calculation

- Arrears calculation for any previous period / Retrospective effect
- Separate Payslips can be generated for the Arrears Components
- Bank transfer statement for Arrears Components

Other Payments

- Arrears Calculations
- Overtime, Gratuity, Bonus & Exgratia Calculation
- Reimbursement - Medical, LTA or any other user definable reimbursement
- Supplementary Payments
- Monthly Reconciliation - allow us to compare the changes in the pay components from last month to current month or for any number of months

PF Calculation & Reports

- User defined PF Rate of Deduction for Employer & Employee
- Employee & Employer Contribution
- Automatic Bifurcation of EPF & EPS
- PF applicability check at Employee Level & Options to Limit Maximum Salary for PF Deduction
- Auto generation of Electronic Challan cum Return (.ECR) file.
- Form 5, 10, 12A, 3A, 6A, 9, 11, Challan & Reconciliation Statement

ESIS Calculation & Reports

- User defined ESIC Rate of Deduction for Employer & Employee
- ESIC applicability check at Employee Level
- Monthly Excel sheet for direct uploading on ESIC Website
- ESIC Register, Form 5, 6 & Challan

Professional Tax

- User definable State wise Slab
- PT applicability check at Employee Level
- Form III & Challan

Income Tax Management

- Auto calculations of Exemptions & Deductions and compute Income Tax payable for the entire year & the tax to be paid this month
- Auto calculation of TDS based on Projections
- Income Tax Projections with the options to deduct projected TDS from Monthly Salary
- Prints Form 16, 16AA, 12BA & Challan 281
- Quarterly e-TDS Return as per the NSDL format
- Income Tax Projections can be emailed in PDF format

Discover Adequate Payroll Management



User Defined Reports

- User Defined Reports with the option to choose from the available field, user can define his own customized columnar reports
- Sorting, Grouping, Sub-total, Grand-total & Conditions can be defined

Reporting

- Output reports to screen, printer, MS Word & Excel
- Option to preview Payslips / Salary Sheets or any other reports on screen before final printing
- Print Transaction & Master History for any period
- Generating report is made easy with an advanced filter function to select the relevant employees or groups
- Prints any of our report for the previous periods.

HR Functions

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| ■ General Information | ■ Passport/Visa details |
| ■ Personal Information | ■ LIC details |
| ■ Address/ Contact details | ■ Hobbies |
| ■ Employee Qualification | ■ Achievements |
| ■ Family Members/ Emergency contacts | ■ Vehicle/ Driving Licence details |
| ■ PF Nominee/ LIC Nominee/ Gratuity Nominee | ■ Employees Documents/ Photos / Attachments |
| ■ Work Experience | ■ Employee Skills |

Other Add on Modules

- **Web based Employee Self Service - Employee can view Payslip, Salary Sheet, Leave details etc.**
- Integration of Payroll Software with Tally
- Journal Voucher Entries

Data Import (Masters, Salary & Leave Record)

- Employee & Payroll Data if available in Excel can Imported to our software

User Rights

- Users can be created
- User Level Rights can be created and managed
- Role based Security Model/ Assign rights to Payroll Officers for Managing different groups of employees



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