eZee FrontDesk
Pay Roll Module Manual

'Payroll' module is used to manage the salary for the employees. The module allows you to make pay slips based on the employees leaves and attendance. System also allows the calculation of deductions and earnings.

I Configuration

1. Department

Department section allows you to create/manage different departments that are available in the company.

If you click on this option, the system will show the list of departments that are already defined in the system. For Instance: Human resource, management, accounts and sales.

i) **New:** New option allows you to create a new department.

- **Alias:** Alias can be termed as a short name to refer the main item.
- **Name:** Here you can define the name of the department.
- **Description:** Here you can give a small description of the department.

Head of Department Information

- **Name:** Here you define the name of the head of the department.
- **Contact Number:** Here you define the contact of the head of the department.
- **Designation:** Here you define the designation of the head of the department.

ii) **Edit:** Edit option allows you to modify details of previously created department. All the options are same as creating a new department.

iii) **Delete**: Delete option allows you to delete a previously created department

2. Branch

Branch section allows you to create/manage different branches that are available in the company.

If you click on the branch option then the system will show the list of branches that are already defined in the system. For Instance: New York, Florida and Chicago.

i) **New:** New option allows you to create a new branch.

- **Alias:** Alias can be termed as a short name to refer the main item.
- **Name:** Here you define the name of the branch.

Contact Information

- **Contact Person:** Here you define the name of the head of the branch.
- **Phone(s):** Here you define the contact of the head of the branch. There are two fields given in order to fill the contact information.

Address Information

Here you can enter the address details like address, city, state, zip code and country.

ii) **Edit:** Edit option allows you to modify details of previously created branch. All the options are same as creating a new branch.

iii) **Delete:** Delete option allows you to delete a previously created branch.
Note: Alias, name and description fields are common for all screens.

3. Shift

Shift section allows you to create/manage different shifts that are available in the company.

If you click on the option 'Shift' then the system will show the list of shifts that are already defined in the system. For Instance: Morning, Evening and Night.

i) **New:** New option allows you to create a new shift.

- **Start Time / End Time:** This field gives the details of the start time and end time of the shift.

- **Break Time:** Here you can enter details of the break time allocated to the shift. The time needs to be entered in minutes.

- **Break:** Here you can select details of the break allocated to the shift. The options available are lunch and tea. You can uncheck the options that are not allocated to the shift.

- **Working Hours:** Here you can enter details of the minimum working hours to be done by the shift.

- **Day:** Here you can select details of the days allocated to the shift. The options available are all days of the week from Sunday to Saturday. You can uncheck the options that are not allocated to the shift.

- **Count Over time after:** Enter the time in minutes which should be considered as over time after the regular hours of duty.

- **Count Short time before:** Enter the time in minutes which should be considered as Short time during the regular hours of duty.

- **Mark as Half Day if hours between:** enter the range of number of hours that will notify the system to mark the shift as half day

ii) **Edit:** Edit option allows you to modify details of a previously created shift. All the options are same as creating a new shift.

iii) **Delete:** Delete option allows you to delete a previously created shift.

4. Designation

Designation section allows you to create/manage different designations that are available in the company.
If you click on "Designation" then the system will show the list of designations that are already defined in the system. For instance: Manager, house keeper and receptionist.

i) **New:** New option allows you to create a new designation.

Departments
Department: This field allows you to select details of the departments allocated to employee. You can uncheck the options that are not allocated to the designation. If the system has more than five departments you can use the scroll to view other departments.

ii) **Edit:** Edit option allows you to modify details of previously created designation. All the options are same as creating a new designation.

iii) **Delete:** Delete option allows you to delete a previously created designation.

5. Scale

Scale section allows you to create/manage different pay scales that are available in the company.
If you click on the option scale then the system will show the list of scales that are already defined in the system. For Instance: Grade 1, Grade 2 and Grade 3.

i) New: New option allows you to create a new scale.

ii) Edit: Edit option allows you to modify details of previously created scale. All the options are same as creating a new scale.

iii) Delete: Delete option allows you to delete previously created scale.

6. Job Type

Job Type section allows you to create/manage different job types that are available in the company.

If you click on the 'Job Type' option then the system will show the list of job types that are already defined in the system. For instance: Manager, Cook and Security.

i) New: New option allows you to create a new job type.

ii) Edit: Edit option allows you to modify details of previously created job type. All the options are same as creating a new job type.

iii) Delete: Delete option allows you to delete previously created job type.

iv) Default: On clicking this button, the software will add 6 basic job types which are – Contract, General, Permanent, Probation, Temporary, and Trainee.

7. Category

Category section allows you to create/manage different category types that are available in the company.

If you click on the option 'Category' then the system will show the list of category types that are already defined in the system. For Instance: Manager and Supervisor.

i) New: New option allows you to create a new category.

ii) Edit: Edit option allows you to modify details of previously created category. All the options are same as creating a new category.

iii) Delete: Delete option allows you to delete previously created category.

8. Religion

Religion section allows you to create/manage different religions that your employees follow in the company.

If you click on the 'Religion' option then the system will show the list of religions that are already defined in the system. For Instance: Christianity, Buddhism and Hinduism.

i) New: New option allows you to create a new religion.

ii) Edit: Edit option allows you to modify details of pr**eviou**sly created religion. All the options are same as creating a new religion.

iii) Delete: Delete option allows you to delete previously created religion.

9. Bank

Bank section allows you to create the different banks that the company deals with.

If you click on the option "Bank" then the system will show the list of banks that are already defined in the system. For Instance: Bank of America, Citibank and JPMorgan Chase.

i) New: New option allows you to create a new bank.

ii) Edit: Edit option allows you to modify details of a previously created bank. All the options are same as creating a new bank.

iii) Delete: Delete option allows you to delete a previously created bank.

10. Pay Head

Pay head section allows you to create the different pay heads that are available in the company. Pay heads can be calculated on a flat rate or computed or on attendance.

If you click on the option 'Pay Head' then the system will show the list of pay heads that are already defined in the system.

i) New: New option allows you to create a new pay head.

- **Pay head:** Here you define the name of the pay head.

- **Pay head Type:** This option allows you to select a pay head type.

- **Deduction from employees:** You can select this option if you want to calculate employee's deductions. For instance: Federal Income Tax, State Retirement Systems and Industrial Insurance
- **Earning for employees:** You can select this option if you want to calculate employee's earnings. For Instance: HRA and DA
- **Employees Statutory Deduction:** You can select this option if you want to calculate employee's mandatory deductions. For Instance: Garnishments and Child Support.
- **Employers Statutory Contribution:** You can select this option if you want to calculate employer's mandatory earnings.
- **Loan and Advance:** You can select this option if you want to calculate employee's loan or advance.
- **Re-imbursement to employees:** You can select this option if you want to reimbursing or payback employee.

- **Account Group:** This option allows you to select an account group which will hold all the calculations. There are lots of options available in the system; you can select the desired account group.

- **Calculation Type:** This option allows you to define what type of calculation you will be using.

  - **Computed:** This option allows you to make calculations based on formulas.
  - **Flat Rate:** This option allows you to define fixed values for the pay head. This option can be used to define basic salary.
  - **On Attendance:** This option allows you to make calculations based on employees Attendance.
  - **Over Time:** This option allows you to make calculations based on the over time the employee has clocked for the calculation period you will select below.
  - **Short Time**: This option allows you to make calculations based on the short time the employee has clocked for the calculation period you will select below.
  - **User Defined:** This option allows you to make user defined calculations.

- **Calculation Period:** This option allows you to define the period of calculation. The available options are Daily, fortnight, monthly, six months, weekly and yearly.

  Note: If the calculation type is selected as computed then you will get option to define pay head.

Pay Head Detail Information

- **Compute**

  - **Compute on specified formula:** This option allows you to create formulas. If this option is selected then you will be able to define amount range and 'Add' option will be enabled.
  - **Current deduction total:** This option allows you to calculate deductions.
  - **Current earning total:** This option allows you to calculate earnings.
  - **Current subtotal:** This option allows you to define subtotal.

- **Specified Formula**

  You can click on the button given at extreme rights to enter the formula.

- **Add pay head:** This option allows adding values to pay head. If this option is selected then you will be allowed to select a pay head on which calculation needs to be done.

  ❖ **Divide by attendance:** This option allows you to divide value by attendance of the employee.

  ❖ **Multiply with attendance:** This option allows you to multiply value by attendance of the employee.

  ❖ **Subtract pay head:** This option allows you to subtract values from pay head. If this option is selected then you will be allowed to select a pay head on which calculation needs to be done.

- **Effective Date:** You can select the option to define the effective date for the calculations given below.

- **Amount From To:** You can specify range from value in the two boxes 'From' and 'To'.

- **Slab Type:** You can specify the slab type as percentage or value based on data provided in the field 'From' and 'To'.

  o **Value Basis:** You can specify the value that will be used for the formula. For instance: If for an amount 1 to 5000 we want 5% to be calculated then you can specify 5 in value basis and slab type as percent.

  Buttons provided at bottom
- **Add:** Allows adding formulas.

- **Edit:** Allows changing previously created formulas.

- **Remove:** Allows removing previously created formulas.

  ii) Edit: Edit option allows you to modify details of previously created pay head. All the options are same as creating a new pay head.
  iii) Delete: Delete option allows you to delete previously created pay head.

11. Leave Type

Leave type section allows you to create the different leave types that the company allows the employees to take.
If you click on the 'Bank' option then the system will show the list of leave types that are already defined in the system. For instance: Sick Leave, Casual Leave and Earned Leave.
  i) New: New option allows you to create a leave.
  ii) Edit: Edit option allows you to modify details of previously created leave. All the options are same as creating a new leave.
  iii) Delete: Delete option allows you to delete previously created leave.

12. Employee

Employee section allows you to create the different employees that are available in the company.
  List
  If you click on the option employee then the system will show the list of employee that is already defined in the system.

- **Search Criteria**

The top panel allows you to do search from the desired employee from the list of all employees.

- o **First Name:** If you want to do a search based on employee first name then you can select this option.
- o **Last Name:** If you want to do a search based on employee last name then you can select this option.
- o **Department:** If you want to do a search based on employee department then you can select this option. There is an option to select the department from a list of all departments available in the system.

- o **Designation:** If you want to do a search based on employee designation then you can select this option. There is an option to select the designation from a list of all designations available in the system.
- o **Branch:** If you want to do a search based on employee branch then you can select this option. There is an option to select the branch from a list of all branches available in the system.
- o **Shift:** If you want to do a search based on employee shift then you can select this option. There is an option to select the shift from a list of all shifts available in the system.
- o **Joined From:** If you want to do a search based on employee joining date then you can select this option.
- o **Joined To:** If you want to do a search based on employee confirmation date then you can select this option.

Options provided at bottom

- o **Active:** If you select this option then you can see a listing of all active employees.
- o **Terminate:** If you select this option then you can see a listing of all terminated employees.
- o **All:** If you select this option then you can see a listing of all employees.

Buttons provided at bottom

i) **Enroll Card**

- o **Enroll New Card:** If you select an employee from the list and select this option then you can swipe a card and assign a card to an employee.

- o **Delete Enroll Card:** If you select an employee from the list and select this option then you can delete previously assigned card for the employee.

ii) **Import**

You can import the list of your employees using this feature. First of all, you will have to click on 'get file format' to get the format of the file you can import the data. Copy & paste the employee list in it and then click on 'import' to import the list.

- **Main Info. Tab**

  - **General Information block:** In this block you can fill the last name and first name of the employee and a display name for the employee.

  - **Login Information block:** In this block you can fill the login name and password of the employee.

  - **Employee Image block:** In this block you can assign the image of the employee. ⊕ Option allows you to add image and ⊖ allows you to remove an assigned image.

  - **Official Information block:** In this block you can fill the joining, confirmation and resignation date. You can add other details like branch, job type, category, department, designation and scale/grade of the employee.

  - **Working Information block:** In this block you can fill the shift information, break information and working days of the employee.

- **Active:** At the extreme bottom left of the screen there is a check option "Active". You can check this option if the employee is currently in the organization, and you can uncheck this option if the employee has resigned.

- **Personal Detail Tab**

  - **Address Information block:** In this block you can fill the present and permanent address of the employee. The system provides with an option of copy present address - you can use the option if both present and permanent address is same. Fields in address are address, city, zip code, state, country and phone.

  - **Other Information block:** In this block you can provide gender details, birth and anniversary date, email, ward number and GIR number for the employee.

  - **Family Information block:** In this block you can fill father/husband, mother's name, marital status, spouse and number of dependents for the employee.

  - **Identity Information block:** In this block you can fill the height and personal Identity information for the employee. Personal Identity information has an option to select from the list: driver license, passport, national ID, employee card and state ID.

  - **Nationality/Religion Information block:** In this block you can fill the nationality and religion for the employee. Religion has an option to select from the predefined religions entered in the system.

- **Other Personal Detail Tab**

  - **Emergency Information block:** In this block you can select the blood group of the employee from the list which has all the blood groups listed. You can also enter the contact number and name of the contact person who needs to be contacted in case of emergency.

- o **Nominee Information block:** In this block you can fill the relation type, nominee name, birth date, address, city, zip code, state and country of the nominee to the employee.

- o **Educational Information block:** In this block you can fill the educational details of the employee.

  - There are three buttons provided in order to manage details. Buttons available are '*new*', '*edit*' and '*delete*'. Fields to be entered are '*degree*', '*class*', '*subject*' and '*institute*'.

- o **Family Members Information block:** In this block you can fill the family member's details of the employee.

  - There are three buttons provided in order to manage details. Buttons available are '*new*', '*edit*' and '*delete*'. Fields to be entered are '*name*', '*date of birth*', '*relation*' and guardian information such as '*guardian*' and '*relation with guardian*'.

- **Payment Detail Tab**

  - o **Payment mode block:** In this block you can define the mode of payment for the employee. The available options are cash, bank and transfer. If you select the option 'transfer' there is an option ECS which has a check option to select ECS.

  - o **Payment detail block:** In this block you can define the bank information and account information of the employee. Under bank information you can specify bank name, branch code and address. Under account information you can define the account number and account type.

  - o **Salary detail block:** In this block you can define salary details for the employee.

    - o There are three buttons provided in order to manage details. Buttons available are '*new*', '*edit*' and '*delete*'. Fields to be selected are '*Effective Date*' and '*Pay Head*'.

- **Other Official Detail Tab**

  - o **Previous Employer block:** In this block you can fill the details of the employee's previous jobs.

    - There are three buttons provided in order to manage details. Buttons available are *new*, *edit* and *delete*. Fields to be selected are *company name*, *join date*, *join designation*, *leave date*, and *leave designation*, *salary* and *achievements of the employee*.

  - o **Amendment Details block:** In this block you can fill the details of the changes in various categories.

    - There are three buttons provided in order to manage details. Buttons available are *new*, *edit* and *delete*. Fields to be selected are '*Effective Date*' and '*Amendment In*'. Under '*Amendment In*' you can make a

selection from the available options: **scale**, **category**, **designation**, **department** and **branch**.

- o **Leave Details block:** In this block you can fill the details of the employee's leaves.

    - There are three buttons provided in order to manage details. Buttons available are **new**, **edit** and **delete**. Fields to be selected are **leave type** and **number of leave/month**. Under leave type you can make a selection from the available options that were been entered earlier in the system.

iv) Edit: Edit option allows you to modify details of previously created employee. All the options are same as creating a new employee.

v) Delete: Delete option allows you to delete previously created employee.

13. Holiday
Holiday section allows you to create the list of employee holidays that are available in the company.

- • **Search Criteria**

The top panel allows you to do a search to find the desired employee holiday from the list of all employees.
- o **Name:** If you want to do a search based on holiday name then you can select this option.
- o **Year:** If you want to do a search based on holiday taken in year then you can select this option.
- o **Employee:** If you want to do a search based on employee name then you can select this option. The list allows you to select name of employee.
- o **Month:** If you want to do a search based on holiday taken in month then you can select this option.
- o **Date:** If you want to do a search based on holiday taken on a specific date then you can select this option.
- o **Day:** If you want to do a search based on holiday taken on a day then you can select this option. The option allows you to select a day from all days of the week.

i) New: You can select this option if you want to add a new employee holiday.
- • **Employees:** This option has a list of all the employees; you can select the name of the employee from the list by putting a check mark on it.

- • **Holiday Information**

    - o **Name:** This option allows you to enter the name of the holiday.

    - o **Date:** This option allows you to enter the date of the holiday.

- • **Weekly Holiday Information**

o **Name:** This option allows you to enter the name of the holiday.

o **From Date:** This option allows you to enter the starting date of the weekly holiday.

o **To Date:** This option allows you to enter the ending date of the weekly holiday.

o **Day:** This option allows you to enter the days of the weekly holiday. You get an option to select days from the list of all weekdays. You have to check the check box.

ii) Edit: Edit option allows you to modify details of a previously created employee holiday. All the options are same as creating a new employee holiday.

iii) Delete: Delete option allows you to delete previously created employee holiday.

II Operation

1. Time Sheet

Time sheet section allows you to manage the time sheet of employees.

Shift Information:

Shift information allows you to select date and employee and see the shift details based on the details provided.

Buttons provided at the bottom

- **Login:** Login option allows you to do a login for the selected employee. You are provided with a screen to enter the time and date of login. Remarks option is very much important as it will manage the record if the employee did not login for the day.

- **Add:** Add option allows you to do 'Enter In' and 'Out Time' for the selected employee. You are provided with a screen to enter the In Time and Date and Out Time and Date for the shift. Remarks option is very much important as it will manage the record why the employee did not do a login. This operation is generally for a past date.

- **Edit:** Shift option allows you to modify the details for the selected employee. You are provided with a screen to enter the In Time and Date and Out Time and Date for the shift. Remarks option is very much important as it will manage the record why you changed the details.

- **Void:** Shift option allows you to remove previous details for the selected employee. Remarks option is very much important as it will manage the record why you void the details.

2. Export Data

Selecting the option gives you a data export wizard.
On the **first screen** you need to select a folder which will be the export path where we want the details to be exported.
Please click on next to go to next step of the wizard.
Second screen allows you to select what data needs to be exported. The available options are holiday, time sheet and leave application. You can select the respective details that need to be exported. If all the details have to be exported then you have to check the option 'Select All'.

Click on 'Next' to go to next step of the wizard.
Third screen allows you to filter the data

- **Select Date:** Date selection allows you to take data for all the date by selecting the option all. If you want to do a selection based on date range then you can specify the date range by entering the 'From' and 'To' date.

- **Select Employee:** You can make a selection for the employee from the list of employees. You can click on the symbol ⊞ to see a list of all the employees.

  Click on 'Next' to go to next step of the wizard.
  Fourth screen will give you a confirmation that the data export was successful and will also give a complete path of the exported file. File generated will be .xml. You can click on button 'Finish' to complete the process.

3. Import Data

By selecting this option it gives you a data import wizard. Please contact eZee support for import as it allows import from some external timesheet.

4. Login Status

By selecting this option a list of all the employees that is 'Logged In' for the current working date is displayed. Total count of the logged in can be seen at the bottom left corner.

- **Search Criteria**

  o **Status: "**Status" option has a selection which is All, In and Out. 'All' will give complete listing. 'In' will list the employees who are in. 'Out' will list employees who has done sign out for the reasons may be a lunch or a tea break.

  o **Name: "**Name" option allows you to search for a specific employee based on name.

5. Pay Slip

List

Selecting this option gives you a list of all the pay slips that are already made in the system.

Buttons provided at the bottom

i) Paid: Paid button allows you to make a payment for the pay slip. You have to select the name of the employee from the list. When you click on the button 'Paid' another screen appears where you have to enter details for the payment done.

- **Voucher No.:** This option allows you to enter the detail of the voucher number used to make the payment.
- **Date:** This option allows you to enter the date on which the payment was done.
- **Employee:** This option shows you the name of the employee whom the payment was done.
- **Payment mode:** This option allows you to select the mode of payment. You can select the payment mode from the list of available options.
- **Cheque No.:** This option allows you to enter the cheque number if the mode of payment was cheque.
- **Amount:** This option shows you the amount that is to be paid to the employee.

ii) New: You can select this option if you want to create a new pay slip.

Search Employee's Work Details:

- Enter/select the employee name for whom you want to print the salary slip and select the year and the month. Click on 'Get Data' button and all the information related to 'Pay Slip' for the selected employee will automatically be filled as per the pay head details you have entered for that particular employee.

- You can either save and print this information of you also have the option to edit the details and then print it.

Quick Pay Slip

Selecting the option allows you to make pay slip quickly.

- **Filter Criteria**

Filter Criteria				
From Join Date	☐ 4/ 9/2010 ▼	To	4/ 9/2010 ▼	
Branch	Select ▼	Shift	Select ▼	
Department	Select ▼	Designation	Select ▼	
JobType	Select ▼	**Filter**	**Reset**	

  - o **'From Join Date' and 'To Date':** This option allows you to make a selection of the range of date.
  - o **Branch:** This option allows you to filter the data based on selected branch.
  - o **Shift:** This option allows you to filter the data based on selected shift.
  - o **Department:** This option allows you to filter the data based on selected department.
  - o **Designation:** This option allows you to filter the data based on selected designation.
  - o **Job Type:** This option allows you to filter the data based on selected job type.

- **Pay Slip Information**

  - o **Date:** This option allows you to enter the date on which the payment was done.
  - o **Voucher No**.: This option allows you to enter the detail of the voucher number used to make the payment.
  - o **Year:** This option allows you to select the year for which the payment was done.
  - o **Month**: This option allows you to select the month for which the payment was done.

6. Payment

Selecting the option gives you a list of all the payment that is already made in the system.

i) New: You can select this option if you want to make a new payment. When you click on new button you get options of 'Pay Slip'.

ii) Edit: Edit option allows you to modify details of a previously created employee payment. All the options are same as creating a new employee payment.

iii) Delete: Delete option allows you to delete previously created employee payment.

7. Loan/Advance

Selecting this option gives you a list of all the loan/advance that is already made in the system.

Amount Detail Tab

- **Voucher No.:** This option allows you to enter the detail of the voucher number used to make the payment.

- **Date:** This option allows you to enter the date on which the payment was done.

- **Employee:** This option shows you the name of the employee whom the payment was done.

- **Pay Head:** This option allows you to select the pay head for which the payment was done.

  There is a loan calculator like the one given below. Based on the amount and interest, you can get net amount. If you enter the installment (Instl.) amount, you can get number of installments to pay off the loan.

Amount	20,000.00		Instl. Amount	2,000.00
Interest (% /Amount)	10.00	2,000.00	Instlmnt.(s)	11.00
Net Amount	22,000.00			

Employee Loan/Advance History Tab

This tab gives the details of the loan and advance taken by the employee. At the bottom system will show the amount of loan and net amount to be paid including interest. System will also show balance depending on amount paid and will also show the paid amount.

8. Leave Application

Selecting this option gives you a list of all the leaves that are already entered in the system.

- **Search Criteria**

- o **Date to Date:** This option allows you to make a selection of the range of date.
- o **Employee:** This option allows you to select the name of the employee whose leaves are to be seen.
- o **Leave Type:** This option allows you to select the leave type. Options are awarded, planned and un-planned.
- o **Status:** This option allows you to select the status. Options are Pending, Approved and Cancelled.

Buttons provided at the bottom

i) Status

- **Approved**: By selecting this option status of selected leave changes to approve

- **Canceled**: By selecting this option, status of leave changes to cancel for the selected leave
- **Pending**: By selecting this option the status of leave changes to pending.

ii) New: You can select this option if you want to create a new leave.

- **Date:** This option allows you to enter a date on which leave application was submitted.

- **Leave:** This option allows you to enter leave type for which leave application was submitted.

- **Employee:** This option allows you to enter employee name for which leave application was submitted.

- **Leave Type:** This option allows you to enter a leave type for which leave application was submitted.

- **'From Date' and 'To Date':** This option allows you to make a selection of the range of date.

- **No of days:** This option allows you to enter number of days for which leave application was submitted.

- **Status:** This option allows you to select status for leave application which was submitted. Options are Pending, Approved and Canceled.

iii) Edit: Edit option allows you to modify details of a previously created leave. All the options are same as creating a new leave.

iv) Delete: Delete option allows you to delete previously created leave.

9. Absent Employee

If you click this option then the posting for the absent employees is done based on the year and month selection. You need to click on the button insert to do the posting.

Thank You