

Payroll Management System



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Employee Master

Employee Master is the main module of the Impulse's PMS (Payroll Management System) which allows the user to Add, Edit and Delete the employee records from the employee master.

Add Employee: This module allows the user to add the details related to the employee. This module contains the details in the following manner:

Employee Personal Details:

Employee Code
Employee Name
Designation
Category
Birth Date
Join Date

Employee Contact Details:

Address
City
Pincode
Telephone
Mobile

The screenshot shows a window titled "Employee Form" with two sections: "Employee Personal Details" and "Employee Contact Details".

Employee Personal Details:

- Employee Code : 01029
- Employee Name : Bhudar J Prajapati
- Designation : Peon
- Category : 1
- Birth Date : 01-06-1961
- Join Date : 15-08-1984

Employee Contact Details:

- Address : VISAT NAGAR,B/H.SUPER SO.
MANDOLA TALAV,RAMDEVNAGAR
- City : AHMEDABAD
- Pincode : 380054
- Telephone :
- Mobile No :

Buttons: Next, Save, Cancel

NOTE: Above screenshot is the Add Employee form of Employee Master module. The screenshot gives users the exact idea about the PMS which is already developed and implemented successfully.



Employee Account Details:

Bank Account No.
PF Account No.

Employee Salary & Allowance Details:

Working Hours
Salary
Conveyance Allowance
Washing Allowance
Overt time ratio
Tea Allowance
Case Allowance
Other Allowance

Employee Other Details:

PF Balance
PI Balance
Credit Society Loan
CI Balance
Cml Balance
Club Loan

The screenshot shows a software window titled "Employee Form" with a close button (X) in the top right corner. The window is divided into three sections, each with a red header:

- Employee Account Details:** Contains two text input fields: "Bank Acc. No :" and "PF Acc No :".
- Employee Salary & Allowance Details:** Contains eight numeric input fields arranged in two columns:
 - Working Hours : 0.00
 - Salary : 0.00
 - Conviance Allownce : 0.00
 - Washing Allownce : 0.00
 - Over Time Ratio : 0.00
 - Tea Allowance : 0.00
 - Case Allowance : 0.00
 - Other Allownce : 0.00
- Employee Other Details:** Contains six numeric input fields arranged in two columns:
 - PF Balance : 0.00
 - PI Balance : 15
 - Credit Society Loan : 0.00
 - CI Balance : 15
 - Cml Balance : 15
 - Club Loan : 0.00

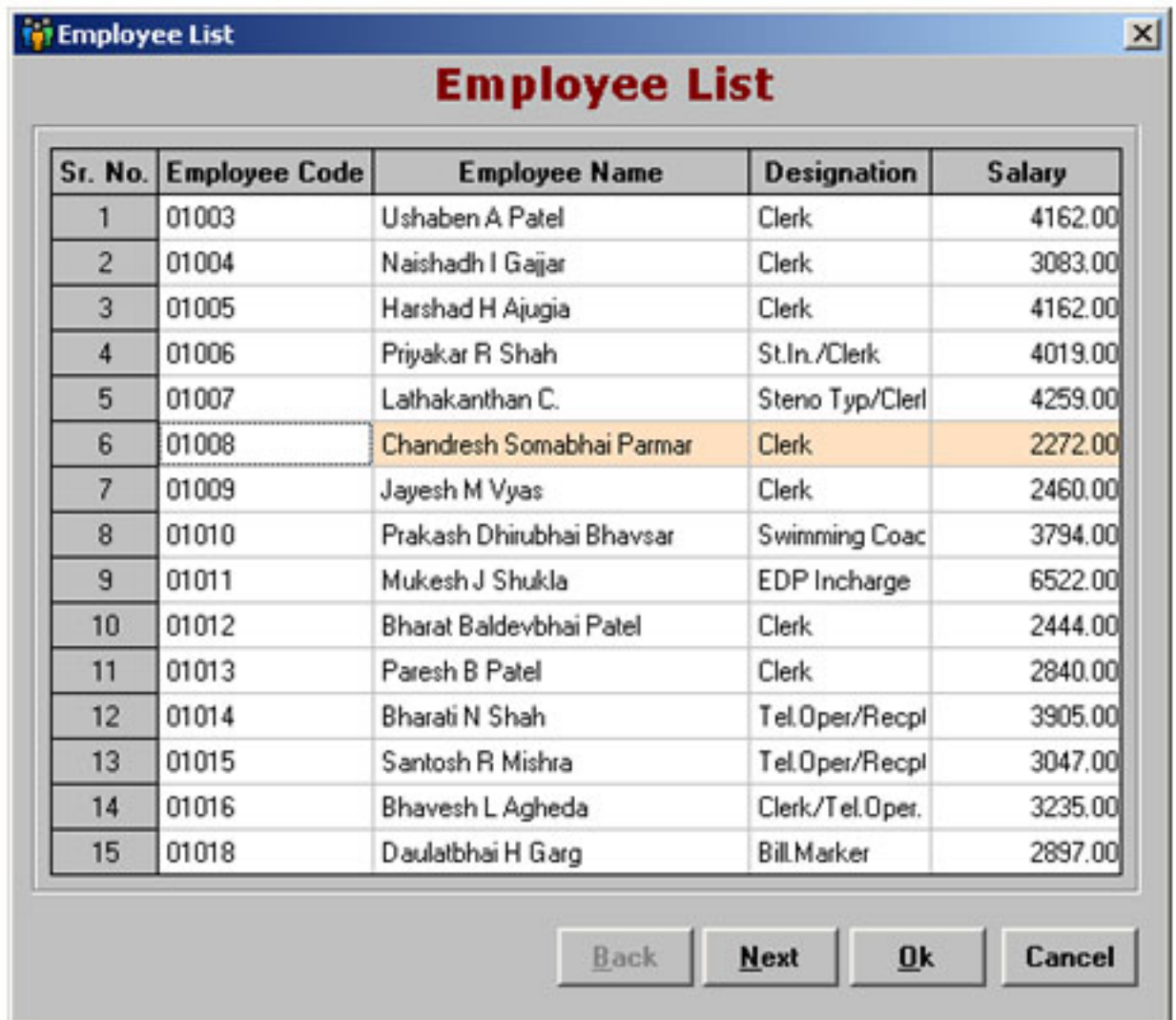
At the bottom of the window, there are three buttons: "Back", "Save", and "Cancel".

NOTE: Above screenshot is the Add Employee form of Employee Master module. The screenshot gives users the exact idea about the PMS which is already developed and implemented sucessfully.



Employee Master

Edit Employee: This module shows the available employee records, and by selecting the particular record the user can do the modification in that particular employee record. This allows the user to modify all the details for the employee master.



The screenshot shows a window titled "Employee List" with a table containing 15 rows of employee data. The table has five columns: Sr. No., Employee Code, Employee Name, Designation, and Salary. The row for Employee Code 01008 is highlighted in orange. Below the table are four buttons: Back, Next, Ok, and Cancel.

Sr. No.	Employee Code	Employee Name	Designation	Salary
1	01003	Ushaben A Patel	Clerk	4162.00
2	01004	Naishadh I Gajjar	Clerk	3083.00
3	01005	Harshad H Ajugia	Clerk	4162.00
4	01006	Priyakar R Shah	St.In./Clerk	4019.00
5	01007	Lathakanthan C.	Steno Typ/Clerk	4259.00
6	01008	Chandresh Somabhai Parmar	Clerk	2272.00
7	01009	Jayesh M Vyas	Clerk	2460.00
8	01010	Prakash Dhirubhai Bhavsar	Swimming Coac	3794.00
9	01011	Mukesh J Shukla	EDP Incharge	6522.00
10	01012	Bharat Baldevbhai Patel	Clerk	2444.00
11	01013	Paresh B Patel	Clerk	2840.00
12	01014	Bharati N Shah	Tel.Oper/Recpl	3905.00
13	01015	Santosh R Mishra	Tel.Oper/Recpl	3047.00
14	01016	Bhavesh L Agheda	Clerk/Tel.Oper.	3235.00
15	01018	Daulatbhai H Garg	Bill.Marker	2897.00

Delete Employee: This module allows the user to delete any particular employee record from the Employee Master which will be deleted permanently from the employee master database.



Attendance Register

Attendance Register is the main module in the PMS (Payroll Management System). According to the attendance register the basic and gross salary of the employee is going to be calculate.

As the attendance register is to maintain the daily attendance of the employee its containing the details as follows:

Employee Code

Employee Name

Date

Attendance Type – Full Day / Half Day
Comp. Leave (CML)
Privilege Leave (PL)
Public Holiday (PH)
Leave Without Pay (LWP)
Absent (AB)
Adjustment Leave (AL)
Suspend (S)
Weekly Off (WO)

Over Time

Attendance Sheet As On 21-Mar-2003 Friday

Attendance Sheet As On 21-Mar-2003 Friday

Back Date Custom Date Next Date

Sr. No.	Employee Code	Employee Name	Attendance	Holiday	Overtime
1	01003	Ushaben A Patel		Full Day	0.00
2	01004	Nairhadi I Gajar		Full Day	0.00
3	01005	Harshad H Ajuria		Full Day	0.00
4	01006	Priyakar R Shah		Full Day	0.00
5	01007	Lathakanthan C.		Full Day	0.00
6	01008				
7	01009				
8	01010				
9	01011				
10	01012				
11	01013				
12	01014				
13	01015				
14	01016				
15	01018				
16	01019				

Attendance Form

Daily Attendance Transaction

Employee Code : 01003

Employee Name : Ushaben A Patel

Date : 21-03-2003

Attendance : Attendance Full Day

Over Time :

Comp. Leave (CML)
Privilege Leave (PL)
Public Holiday (PH)
Leave Without Pay (LWP)
Absent (ABS)
Adjustment Leave (AL)
Suspend (S)
Weekly Off (WO)

Save Cancel



Utility

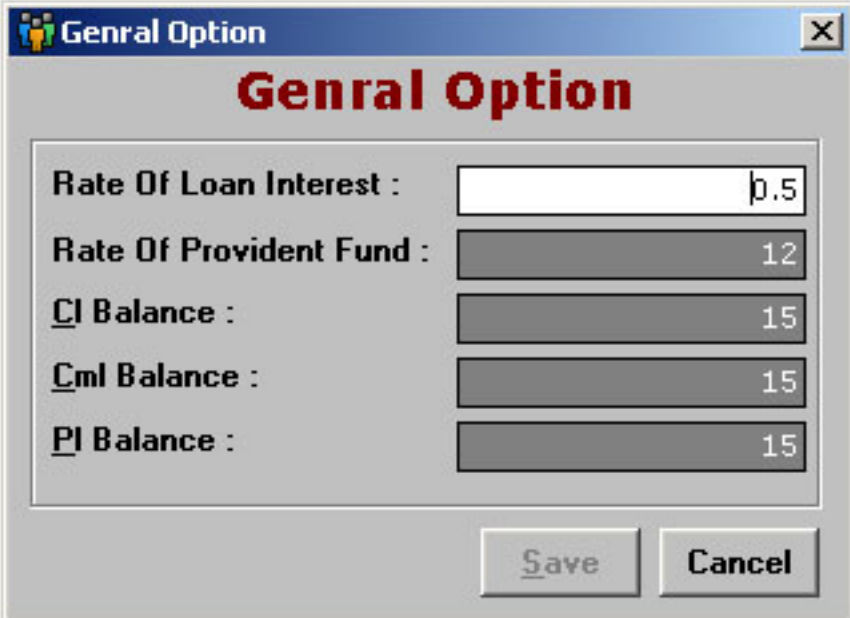
This module allows some master level changes in the PMS which allows the user to manipulate the Interest Rate of the Loan, PF rate, No. of public holidays, etc. This section is having four main modules: Change Password, General Option, Backup Database and Restore Database.

Change Password:

This module of Utility menu allows the user to change the master password for the PMS which will restrict the access to the system to unwanted users and maintains the privacy.

General Option:

This module allows the user to change the master details of the PMS like the Rate of Loan Interest, Rate of Provident Fund, CI Balance, Cml Balance and PI Balance. These changes will directly affect to the employee's salary. So, the modifications in this module will directly incorporate the related changes in the Basic and Net salary of the employee.



Field Label	Value
Rate Of Loan Interest :	0.5
Rate Of Provident Fund :	12
CI Balance :	15
Cml Balance :	15
PI Balance :	15

Backup/Restore Database:

This module of the PMS allows the user to backup and restore the database so incase of system crash due to unpredicted circumstances the database backup will be helpful.



The most advanced and detailed information module of PMS, which provides the user the payslip details related to the particular employee of the organization. This module gives the complete idea about the employee’s salary. This information is useful for both the employee and the organization to get the clear idea about one’s own salary.

Paylsip modules provide the information and functionality as follows:

Paylsip > Attendance Sheet:

This part of the module gives the information related to the employee’s attendance for that particular month. Which covers – attendance, adjustment leave (AL), casual leave (CL), weekly off, compulsory leave(CML), public holiday (PH), privilege leave (PL), leave without pay (LWP). So, it gives the employee the complete idea about his/her attendance during the month.

Paylsip > Addition / Deduction:

This part of the module gives the information related to the employee’s basic, gross and net salary. This covers: ADDITION - basic salary, basic amount, tea allowance, cash allowance, conveyance allowance, washing allowance, other allowance, credit society loan, club loan. DEDUCTION - telephone charges, income tax, credit society, professional tax, loan received, loan interest, credit society loan received, provident fund, misc. deduction. This is helpful to the employee to get the complete information about the allowances, loans and different taxes to his/her salary.

This is how above said additions and deductions leads to gross salary and gross deduct to the basic salary of the employee. This is how it gives the net salary of the employee.

click the thumbnail for the screenshot >>



Payslip

Employee Code : Month :

Employee Name : Year :

Attendance Sheet

Attendance :	26	Comp. Leave (CML) :	0
Adjustment Leave (AL) :	0	Public Holiday (PH) :	2
Casual Leave (CL) :	0	Privilege Leave (PL) :	0
Weekly Off :	3	Leave Without Pay (LWP) :	0

Addition / Deduction

Basic Salary :	4162.00	Telephone Charges :	1.00
Basic Amount :	4162.00	Income Tax :	0.00
Tea Allowance :	300.00	Credit Society :	100.00
Cash Allowance :	0.00	Professional Tax :	20.00
Conviance Allownce :	700.00	Loan Received :	2000.00
Washing Allownce :	150.00	Loan Interest :	330.00
Other Allowance :	0.00	Credit Society Loan Rec. :	0.00
Credit Society Loan :	0.00	Provident Fund :	499.00
Club Loan :	0.00	Misc. Deduction :	0.00
Gross Salary :	5312.00	Gross Deduct :	2950.00

Net Salary

2362.00

This feature of the Payslip module allows the use to update any increments or decrements in the current month's salary. This information will be directly updated from the employee master if it is modified.

This feature allows the user to change the date which allows the user to check the payslip of that date for that employee.

This feature allows the user to save and print the payslip of that particular employee.

It allows the user to save the payslip of employee for that particular month.



Report Manager is one of the most important module of the PMS (Payroll Management System). This allows the user to go through the different reports:

Monthly Attendance Report:

This module allows the user to generate the monthly attendance report with all the necessary statistics related to the employee's daily attendance, which contains the employee code, employee name and the particular month's day to day status of the attendance. This report can be printable too for the reference purpose or some other requirements.

Monthly Bank Report:

This module allows the user to generate the monthly bank report with all the necessary statistics related to the employee's bank account no, employee name and net salary. Net salary is calculated on the basis of the monthly attendance of the employee. The salaries to the employees can be due according to the Bank Report.

Employee Report:

This module allows the user to generate employee report, which contains the basic information about all the employees of the organization. It gives the information about employee code, employee name, designation, address, contact no and basic salary.

Over Time Report:

This module allows the user to generate the over time report. This report provides the details regarding the employee's overtime which contains the employee code, employee name, total over time, basic salary, working hours, rate of hour and total amount. As the whole process for the over time is automated through the PMS not any personal interaction is required and any misunderstanding among the employees.

Payslip Report:

The most advanced and detailed report of the PMS (Payroll Management System). This report provides - Employee code, Employee name, Designation, Total days, Attendance, Adjustment Leave, Casual Leave, Compulsory Leave, Leave Without Pay \ Aabsent \ Suspend, Privilege Leave, Public Holiday \ Special Leave, Weekly Off, Basic wages, Actual wages, Conveyance allowance, Tea allowance, Cash allowance, Washing allowance, Other allowance, Gross salary, Provident Fund, Income Tax, Professional Tax, Tel Charge, Credit Society, Credit Society Loan, Club loan, Loan interest, Misc. expenses, Gross salary, Gross deduct, Net salary

This Payslip is also issued to that particular employee which gives the idea about all the figures about his/her salary for the particular month.



v 1.0

Designed & Developed by :

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