

Payroll

*A Powerful HR Tool for
Payroll Solutions*



The most time taking, confusing & tedious work for HR's & administrators in a company is of perfect salary calculation, here SAG presents a perfect solution to all your worries. Our "ONLINE PAYROLL" now employee, HR, administrator can manage all their issues regarding salary through our software including leave, attendance, investments, salary etc on a single click. Our payroll is user friendly, time saving & accomplished in its task.

ADMINISTRATOR ASPIRED STRUCTURE OF SALARY:-

- User defined set up can be created & dynamic formula creations.
- Unique key feature of "Reverse Salary Calculation" is present in our software.
- Salary field can be marked locked and unlocked according to the administrator requirement.
- Provision for arrear, bonus, increment, over-time, incentive calculation according to administrator's requirement.
- Our software also provides you feature for reimbursement facility & project wise salary distribution.
- Different types of Formulas can be set according to different criteria/conditions.
- This allows us to create Salary Heads in the required structure, link it for TDS calculation.
- Flexible Salary Structure provision makes the software easy to adapt to any kind of Salary Structure.

PERFECTLY CUSTOMISED PAY SLIP:-

- Administrator can print the company's logo, employee photo, on pay slip.
- Administrator can maintain header, footer note on the pay slip along with signatures of authorized officer & employee.
- Administrator can maintain leave summary, TDS summary, loan & advance payments in the pay slip.
- Administrator is having facility for CTC calculation
- Maintenance of amount of salary paid to previous/current month.
- Administrator can show the actual scale of employee.
- On a single click administrator can e-mail the pay slip to employee.
- Pay slips can be protected through password
- Pay slips can export in various formats like: - word/excel/pdf/html.

IN BUILT TDS UTILITY:-

- Auto calculation of tax on salary as per Income-Tax law.
- Administrator is provided with import/export facility for perquisites, TDS, investment details .
- A complete set up for allowance exemption is provided in our software.
- Set up for allowance exemption.
- Administrator can prepare digitally signed forms like 16/16AA/12BA/Computation.
- Our software also includes SARAL-II(ITR-1),ITR-2
- Provision for TDS challan & salary certificate
- Administrator can go for e-filing of 24Q.
- E-payment facility is also provided in our software.
- OLTAS challan status enquiry can be viewed through our software .
- Challan-281 facility is provided in our software.
- E-mail facility is provided for our users.

CHARISMATIC LEAVE MANAGER:-

- Financial calendar can be maintained together with year wise leaves.
- Provision for category wise leave.
- Availability for carry forward facility of paid leave.
- Auto calculation of earned leave by both ways either manually or using formula.
- Cash against leave facility.
- Employee wise weekly off facility and its calculation.
- Manager can assign holiday's group wise.
- Import and export of attendance can be carried out from excel etc.

STATUTORY FORM:-

- Our software automatically calculates PF, ESI as per statutory rules.
- Auto calculation of professional tax as per state slab rate.
- Our software consist forms for PF, Pension, ESI, PT, Bonus, Wages, and Gratuity.

PROVIDENT FUND CONTROLLER:-

- Administrator can maintain monthly statement, PF challan, PF register, etc.
- Administrator can also maintain Form -5, 10, 12-A, 3A, 6A.
- Pension form -10C, PF Form-19, form-2,11is also available in our software.
- Special provision for SSN allotment has been created in our software.
- PF e>Returns files can be prepared for forms like 5, 10, 12-A & 3A.
- Administrator can also prepare electronic challa cum return (ECR).

ESIC:-

- Monthly statement of ESIC can be prepared.
- ESIC challan can be created.
- Provision for form number: - 5, 6, 7,37,53,86.
- Form 1 can be submitted online.

PT:-

- Challan can be created.
- Preparation of monthly, quarterly, annual forms.

IMPORT/EXPORT FACILITY:-

- Employee master can be created or can be imported from other format.
- Reimbursement record can be maintained or it can be imported.
- Administrator can maintain attendance sheet and can import sheet from other formats also.
- Arrear & Over time of the employees can be calculated.
- Perquisites & salary can be imported from other formats.
- Salary structure can be imported.

ASSORTED REPORTS GENERATION:-

- Various kinds of MIS reports can be prepared in excel/word/html/pdf format.
- Preparation of cheque, cash, transfer register, bank statement.
- Preparation of payroll register, salary computation sheet, full & final settlement of account.
- All details about employees can be searched either generally or by advance search.
- Duplicate/Blank List of Employee Code/ PAN/ PF No/ ESI No/ A/c No, can be prepared in our software.
- Pay Slips, Arrear Slips, Bonus Slips, experience report, DOB report, and retirement report can be generated by the use of our software.
- Pay voucher, loan voucher, advance voucher, can be prepared
- Registers can be maintained like :-
 - Attendance Register
 - Paid Leave Register
 - Unpaid Leave Register
 - Overtime Register
 - Bonus Register
 - PF Register
 - ESI Register
- Administrator can also maintain the list of resigned employees.
- User-defined Appointment Letter can be created.
- Current status of the employee can also be maintained in two modes:-

- Branch wise.
- Designation wise.
- Due increment of employees can be maintained month wise.
- Increment due dates can be maintained employee wise.

UNIQUE FEATURE OF TEMPLATE SET UP:-

Administrator can add Templates in reports like:-

- Increment Letters
- Appointment Letters
- Notice Letters.
- Salary related reports in his format etc.

NUMEROUS FORMATS FOR REPORTS:-

1. There are various kinds of formats available for the generation of reports:-
 - Excel
 - Word.
 - HTML.
 - PDF.

DOCUMENT/FILE MANAGER:-

- Administrator can manage several kinds of documents like C.V., Photos, Leave applications, Transfer letters, Increment letters, Appointment letters etc. related to employees in the software.
- Documents can be viewed, edited and saved
- Documents or those files can be accepted in any Word/Excel/PDF/JPG/BMP format.

