

# TimeDESK Payroll Management Software

## A BRIEF

"TimeDESK" Attendance & Payroll Management Software is very simple, flexible and user-friendly Payroll software especially for INDIA. It takes care of all your requirements relating to accounting and management of employees' Payroll.

"TimeDESK" can be used to keep a track of employees records and generate Payslips and Attendance Register. It also computes all allowances and deductions and generates all Statutory and MIS reports. It offers very high flexibility in defining various allowances, deductions etc. for the employees and all formula for P.F, F.P.F., E.S.I.C., Profession Tax, Income Tax Bonus, Gratuity etc. are definable and changeable at User's end. The software is developed keeping into consideration the changes in govt. policies that take place during various financial years / budgets.

## KEY FEATURES OF THE SOFTWARE

The software itself is an asset to the HR/Accounts department as complex calculations / formulae are taken care in the software. The key features are listed below:

- Designed for Windows 95/98/ME/XP / Win NT - 2000 / 2003.
- Powered With RDBMS Technology (MSDE / SQL Server)
- Compatible with ERP Solutions
- Compatible with Accounting Software
- Export for Banks (Power Pay Accounts)
- Compatible with any Time Recording Machine.
- Master Data Import.
- DOS / Windows printing Option.
- Multi User / User Level Access
- Minimum User Entry
- Multiple Company.
- User define Allowances, Deduction (Set your Own Formula / Fixed Pay / Annualized Pay etc.)
- Full & Final Settlement.
- Comprehensive Report Writer

## SOME OF THE REPORTS THE SOFTWARE CAN GENERATE:

- Salary Slip, Salary Register, Summary Statement, Salary by Cheque, Salary by Cash, Bank Salary Statement
- Non Bank Salary Statement, Reimbursement Statement, PF Statement, PF Return Statement(Form6A),PF Return Statement(Form3A),PF Form5,PF Form 10,
- ESI Statement, ESI Return Statement(Form6)
- Purposed Computation Chart, Purposed Form16,Final Computation Chart, Final Form16,Loan Entry Statement
- Loan Deduction Statement, Loan Entry Details, Advance Entry Statement, Advance Deduction Statement
- Advance Entry Details, Advance Loan Deduction Summary, Cash Adjustment Details
- Arrear Slip, Arrear Register, Bonus Statement, Bonus Payment Form
- Employee Salary Structure, Employee wise CTC, Company wise CTC, Department wise CTC

The TimeDESK Payroll is compatible with any type of Attendance Readers, Accounting Software and ERP Software and an interface can be provided for import/export of data. At present, TimeDESK Payroll is being used by over 250 installations all over India. The users include small, medium to big corporations / enterprises.

### **FORMULA (USER DEFINED):**

User can build formula, can define heads of pay (including functions like (if, and, mod, int, min, or, not, floor, ceiling, round etc..)); math operators like (,), \*, +, -, =, <, <=, >, >= etc and fields like age in years, gender, category etc apart from an unparalleled combination of your company's earnings & deductions.

### **SALARY CALCULATION :**

Different types of salary calculation methods based on annual / calendar / 30 days / calendar excluding weekly offs / daily basis etc.

### **REPORT WRITER:**

TimeDESK Payroll has a very flexible report writer built into it. Besides all the statutory reports and monthly pay slips, payroll sheets and other standard management reports, the user can design his own customized reports by selecting many of the fields within the reports. Report Writer can save your different query any conditional display of report made possible.

### **ARREARS CALCULATION:**

TimeDESK Payroll automates the whole process without any human intervention saving enormous amount of time. You may set up rules for each allowance and deduction whether they affect arrears or not. You can run arrears which can be on random basis , bring to the specific amount, bring the same to the latest pay structure.

### **MONTHLY RECONCILIATION :**

TimeDESK Payroll produces report like why there is a difference of pay against last month. It can be coz of New Recruitments, Resignation, Absenteeism or Over Work etc. The whole process is very user friendly that user can select his own criteria to get the accurate result.

### **LOAN MANAGEMENT**

- Management of different loans given to employees.
- User definable loan name.
- Automatic interest calculation for Loans with EMI option .
- Auto/manual deduction from payslip till full recovery of loan.
- Provision of lumpsum loan recovery
- Monthwise Breakup Report for installments deducted.
- Last balance report for loans.
- Management of multiple of loan through single deduction from salary
- Auto calculation of Interest Perk (as per IT calculation).

### **SECURITY MANAGEMENT**

- Login Manager : Unlimited user can defined.
- Company Access Right: Allows to access defined company to specific user.
- User Roll : Add new user, Defined company right, Define department right, define User Level (Administrator, Supervisor, User) Payroll Calculation Setup
- Define Multiple Earning Heading
- Define Multiple Deduction Heading
- All Earning and Deductions are based on formula defined by user.
- User define Setup for PF/ ESI/ TDS/ Bonus/ Gratuity/ and Reimbursement .
- Multiple payment mode
- Round off method for all Earning and Deductions.

## **LEAVE MANAGEMENT**

Manual calculation of leave is no longer necessary. You can predefine annual leave available to employee. Definition can be made for total leave for a year or monthly increment basis.

## **SYSTEM REQUIREMENT**

Microsoft ® Internet Explorer 6.0

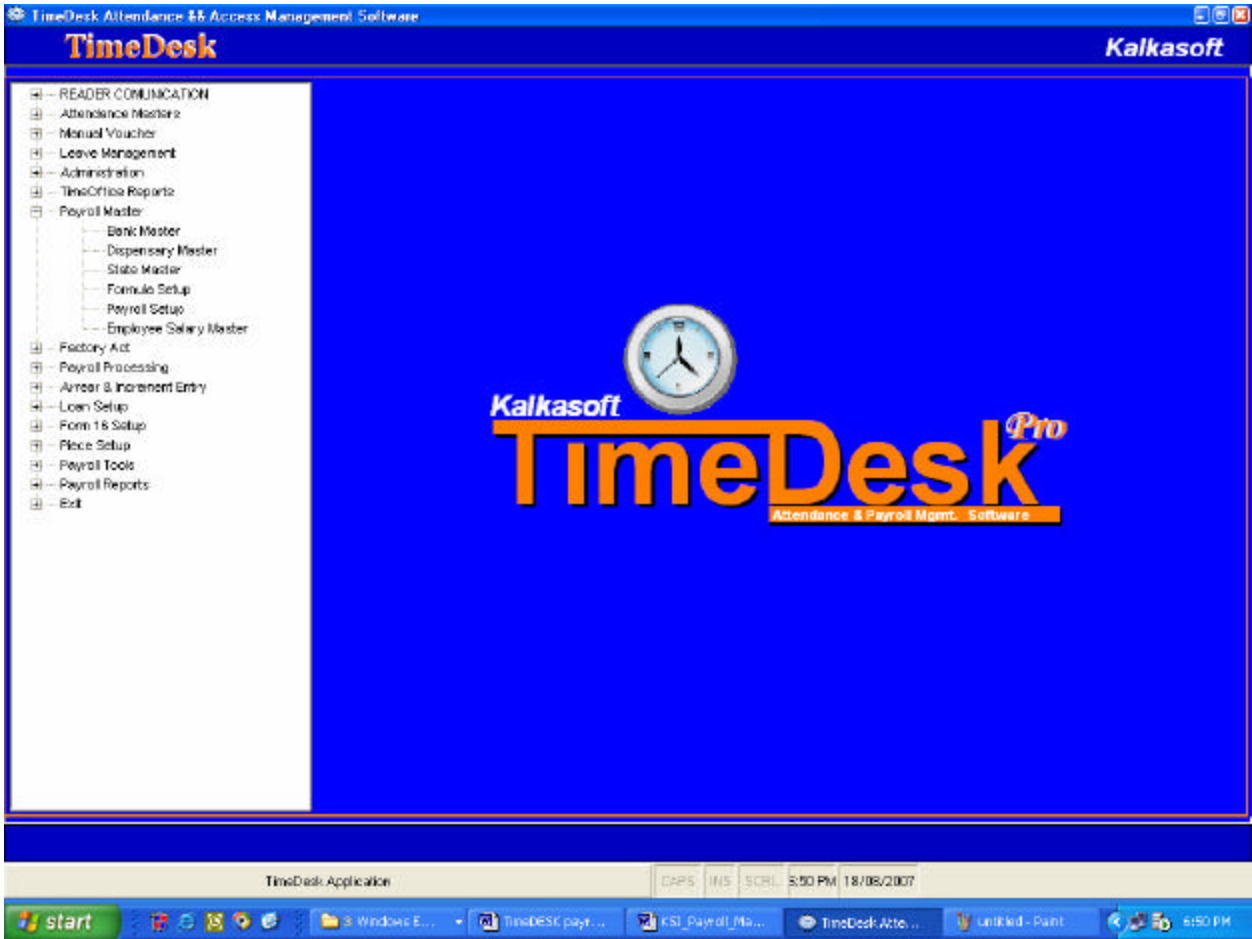
Microsoft ® Windows ® 98 (including SE)/Me/2000 (Professional, Server and Advanced)/XP (Home or Professional)

Intel ® Pentium ® 166 MHz or higher CPU (Pentium II or higher recommended)

Super VGA (800 x 600) or higher resolution video adapter and monitor

32 MB RAM (64 MB or more recommended) 65 MB of available hard disk space (125 MB or more recommended)

Once you login to the software, you will get the screen as given below. The screen shows the details in a tree view and upon selection of a particular menu, the sub sections can be viewed :



## PAYROLL MASTERS

These masters are created to run the Payroll effectively. The Payroll masters are shown below:

All the masters contain the buttons as highlighted below which are used for the actions as mentioned :

The **Append** Option is used to add new records.

The **Modify** option is used to modify the existing records.

The **Delete** option is used to delete existing records.

The **Find** option is used to Find a record.

## BANK MASTER

The details of the bank where the salary of the employees is credited is entered here. This is usually used to generate the bank related reports.

BANKCODE	BANKNAME	BANKADDRESS
1	SYNDI CATE BANK	DELHI

Append Modify Delete Find Close

## DISPENSARY MASTER

The details of the Dispensary where the employees claim for the ESI facility.

**Dispensary Master**

\* Dispensary Code: DEL

\* Dispensary Name: ESIC OKHLA

Dispensary Address: 102, OKHLA INDUSTRIAL AREA

Save Cancel

## STATE MASTER

The details of the State where the company operates from are defined in this master.

## FORMULAE SETUP

You can define the formulae under given field names. Each formula should have an unique code. These formulas are used for computing elements of salary as defined in the master. When you choose Formula Setting option then screen looks like the figure as shown below :

You can select the formulae code of the desired code. Accordingly the formulae can be set. The desired fields can be selected and the appropriate operators can be used.

For addition use (+), for Subtraction use (-), For Multiplication use (\*) and for Division use (/)

### Points to be taken care of:

1. All formulas must be included within the parenthesis i.e. ( )
2. There should be at least one blank space before and after any field name or operator sign.
3. You can make conditions in the Formula by using the standard IF-THEN-ELSE structure as shown in the example :
4. IF ( ( BASIC / MON\_DAY ) \* TDAYS ) >> 6500 THEN ( 6500 \* PF ) / 100 ELSE ( ( BASIC / MON\_DAY ) \* TDAYS ) \* PF ) / 100
5. Please note that for Greater Than symbol ">" use ">>" , for Less Than symbol "<" use "<<" , for Gerater Than Equal To symbol ">=" use ">=" and for Less Than Equal To symbol "<=" use "<=" signs.
6. If you want to include an already defined formula in some other formula then you should write the formula code within <>. For example suppose you have defined a formula A=(((BASIC/MON\_DAY)\*TDAYS)\*HRA)/100. Now you want to use this formula, defined as A, in another formula J, then you should define the formula as J=IF ( ( ( BASIC / MON\_DAY ) \* TDAYS ) + <A> ) < 6500 THEN ( ( ( ( BASIC / MON\_DAY ) \* TDAYS ) + <A> ) \* ESI ) / 100 ) ELSE 0
7. For writing formula for OT, kindly note that OT Rate has to be converted to rate per minute. So proper conversion has to be done.
8. You can input maximum 200 characters in each formula.
9. Before deleting a formula, make sure that the same is not used in the Master or Manual Data Maintenance

In the **Formula code** select the formula code like A for deduction. You can set formula for HRA, PF, FPF, ESI, OT Rate / Hour, All 10 types of Deduction and Earning.

## PAYROLL SETUP

On selecting the Append or Modify button the screen that will appear as shown below :

The screen contain different tabs for different types of setup namely

1. Gen Setup – For Gross Bifercatiions etc
2. PF Setup – For setting up the parameters for PF declarations like PF Limit, %age of PF deduction, deduction in various PF Accounts etc. The right hand side "Amount on which PF will be deducted" is used to declare the field on which PF should be deducted.
3. ESI Setup – Same as PF setup and is used to setup the parameters on which ESI will be deducted.
4. Bonus/Gratuity setup – This is used for the declaration of setup for Bonus / Gratuity.
5. Allowed – This is used to declare the fields which are allowed like PF.ESI,etc.

**Payroll Setup**

Bonus/Gratuity Setup      Allowed      Gross Setup

**Gen Setup**      PF Setup      ESI Setup

Earnings

Description	Rate / Amt	Formula	Round
1	00000.00	None	<input type="checkbox"/>
2	00000.00	None	<input type="checkbox"/>
3	00000.00	None	<input type="checkbox"/>
4	00000.00	None	<input type="checkbox"/>
5	00000.00	None	<input type="checkbox"/>
6	00000.00	None	<input type="checkbox"/>
7	00000.00	None	<input type="checkbox"/>
8	00000.00	None	<input type="checkbox"/>
9	00000.00	None	<input type="checkbox"/>
10	00000.00	None	<input type="checkbox"/>

Basic Round       Conveyance Round  
 Hra Round       Medical Round  
 DA Round       OT Amount Round

Deductins

Description	Rate / Amt	Formula	Round
1	00000.00	None	<input type="checkbox"/>
2	00000.00	None	<input type="checkbox"/>
3	00000.00	None	<input type="checkbox"/>
4	00000.00	None	<input type="checkbox"/>
5	00000.00	None	<input type="checkbox"/>
6	00000.00	None	<input type="checkbox"/>
7	00000.00	None	<input type="checkbox"/>
8	00000.00	None	<input type="checkbox"/>
9	00000.00	None	<input type="checkbox"/>
10	00000.00	None	<input type="checkbox"/>
TDS	00000.00	None	<input type="checkbox"/>

Save      Cancel

## EMPLOYEE SALARY MASTER

This is the main master where the details of each individual employee is fed. On selecting the Append or Modify button the screen that will appear as shown below :

**Pay Master Information**

Paycode: 5020      Card No.: 00000049      Name: AMAL

Effected From: 01/1999      Gross Amount: 12000      Department: PRODUCTION

Branch State: Non-None      Bank Name: Non-None

Dispensary: Non-None      A/c No: \_\_\_\_\_

Basic: 007800      DA: \_\_\_\_\_      Fixed: \_\_\_\_\_

PF No: \_\_\_\_\_      0      Conveyance: 00840.00      PDays: \_\_\_\_\_

ESI No: \_\_\_\_\_      Medical: \_\_\_\_\_      Fixed: \_\_\_\_\_

PAN No: \_\_\_\_\_      HRA: 03360.00      PDays: \_\_\_\_\_

Payment by: Cheque      O.T. Rate Per Hour: \_\_\_\_\_      None: \_\_\_\_\_

Type Of Employee: OnRoll      TDS: \_\_\_\_\_      None: \_\_\_\_\_

Allowed

Prof. Tax Under Limit

PF

ESI

VPF

Bonus

Gratuity

**Deduction 1 to 5**      Deduction 6 to 10

Description	Rate / Amt	Formula
1		None
2		None
3		None
4		None
5		None

**Earning 1 to 5**      Earning 6 to 10

Description	Rate / Amt	Formula
1		None
2		None
3		None
4		None
5		None

Save      Cancel



Paycode : The Paycode that you will specify here should exist in the Time Office Software. If the same is not there, you will not be allowed to proceed further.

Card No, Name & Department : Once you specify a valid Paycode and move out of the Paycode field, the Card No., Name and Department fields will appear automatically according to the master entries made in the Time Office.

Effected From : Here you specify the month from which the payroll is effective

Gross Amount : Here the total Gross Amount is fed

Branch State : This field is used to enter the state details.

Bank Name : The name of the bank where the salary is credited.

Dispensary : The dispensary where the employee claims for the ESI.

A/c No. : The Bank Account No. of the employee.

BASIC : In this field you specify the monthly Basic Salary of the employee. The monthly salary will be calculated on this amount depending upon the payable days for the month.

PF No. : If the employee is covered under the PF scheme, his/her PF number (as provided by the Govt. authority) should be entered here.

ESI No. : If the employee is covered under the ESI scheme, his/her ESI number (as provided by the Govt. authority) should be entered here.

PAN No. : This is permanent Account No for Income Tax Purpose.

Payment By : Payment Mode of Salary i.e. CASH/CHEQUE.

Type of Employee : For Employee Type selection. i.e. On Roll/ Daily Wages/ Piece Rate

DA : Monthly Dearness Allowance is to be entered in this field. The monthly calculation will depend upon the days payable for the month.

Conveyance : Monthly Conveyance is to be entered in this field.

Medical : Monthly Medical is to be entered in this field..

HRA : This is the House Rent Allowance. The software facilitates two types of entries:  
Fixed Amount Calculated according to the formula as defined by you in the payroll setup under utilities (more about Formula under the section Formula Entry).

If you specify the amount in the HRA field and leave the formula field in front of it empty, the software will calculate the HRA as a fixed amount. But if any formula is specified in the formula field, then the calculation will be in accordance with the formula.

E.g. If you want to calculate the HRA as 30% of the BASIC, you can define the code of that formula through payroll formula setting option. The code and formula is  $A = (\text{BASIC} * \text{HRA}) / 100$ . Then input the HRA value 30 and the formula as A and the software will calculate the amount automatically at the time of processing.

OT RATE Per Hour : This is required for the calculation of the overtime.

FORMULAS : Here you choose formula for HRA, PF, FPF, ESI, OT Rate / Hours and all Deduction & Earning which should be previously declare through Formula setting option (more on formula under the section Formula Setting).

DEDUCTIONS: The software asks for ten possible types (can be defined by the user) of DEDUCTIONS. You can describe the Name/Reason of the deduction, the fixed amount or the formula for the calculation of the deduction. The concept of calculation using the formula is same as that of HRA.

EARNINGS : The software asks for ten possible types ( can be defined by the user ) of EARNINGS. You can describe the name of the earnings, the fixed amount or the formula for the calculation of the said earning. The concept of calculation using the formula is same as that of the HRA.

Allowed : This field is used to declare which Taxes are allowed for the specific employee.

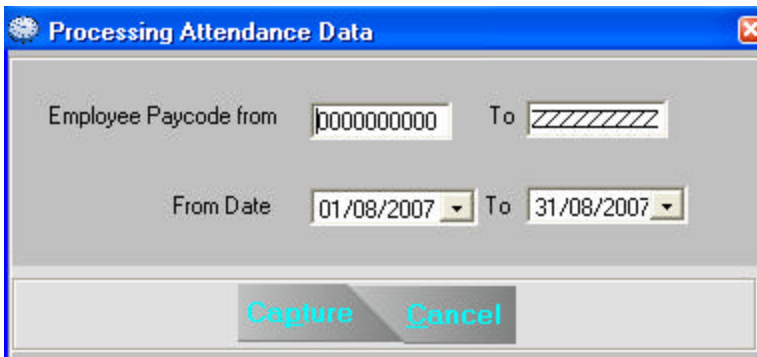
## PAYROLL PROCESSING

This option has two sub menus namely :

1. Processing
2. Maintenance

### PROCESSING

On clicking on the above option the following screen is displayed :



This option is used to capture the Attendance data from the TimeDESK software. On selection, the software asks for the employee Paycode range i.e. the employees for whom you want to capture attendance data and the date range i.e. the starting and ending date for which you want to capture data.

After capturing the attendance data, the software starts processing automatically. The system makes all the calculations, which you can view in the different reports provided under the Report Generation option.

You should enter the date, month and year for which you want to do processing. Suppose you want to process the data of August 2001 then choose this month and year and then click Process button for processing of August 2001 data.

## PERFORMANCE MAINTENANCE

After capturing data from the tIMEdesk if you want to do any modifications manually (in Attendance, Deductions or Earnings for a particular month and year for a particular employee) in the captured data then select the **Performance Maintenance** option for doing so. This option can be run only after capturing data. The below screen will appear.

Field	Value
Paycode	
Date	11/2007
Name	
Card No.	
Department	
Days Worked	00.00
Absent / LWP	00.00
O.T. Hours	00.00
Late Hours	000.00
Early Hours	000.00
WO	00.00
CL	00.00
SL	00.00
PL/EL	00.00
Other Leave	00.00
Late Days	00.00
Early Days	00.00
Holidays	00.00

Enter Paycode and then choose Month & Year and press tab button. The system will display all the details of particular employee.

Days Worked : This is the number of days Present in the month.

Absent / LWP : This is the number of days absent or leaves without pay.

O.T.Hours : This is the total Over Time Hrs. in the month.

Late Hours : This is the total Late Hrs. for the month.

Early Hours : This is the total Early Hrs. for the month i.e. the total Early Departure hour of the month.

CL : This is the number of Casual leaves taken in the month.

SL : This is the number of Sick leaves taken in the month.

PL / EL : Total Privilege leave or Earned leave taken in the month.

Late Days : This is the total Late days of the month.

Early Days : This is the total Early days of the month i.e. the total number of days the employee has departed earlier than the shift end time (after accounting for the Permissible Early Departure) .

Holidays : This is the number of Declared Holidays in the month.

**Please note that after you make any changes through this option do not run the PROCESSING option again else all your manual changes will be lost.**

### ARREAR & INCREMENT ENTRY

Kindly Fill up following Earning fields with their respective Increased By Amounts

Paycode Number  Payable In the Month of 10/2007 From Date 01/09/2007 To Date 30/09/2007

	Rates	Calculated Amount		
Basic	00000.00	00000.00	P.F	00000.00
D.A	00000.00	00000.00	V.P.F	00000.00
H.R.A	00000.00	00000.00	E.S.I	00000.00
Conveyance	00000.00	00000.00		
Medical	00000.00	00000.00		

Payable Days Selection  
 As Per Actual Paid Days  
 Paid Days by User

APPLY Settings  
 Save  
 Cancel

### REPORTS

After doing the processing you can generate various types of reports through the Report option. On selecting the Report option the screen looks as below :

