

❖ PAYROLL

- The Payroll consists of three module that are
 - **<Setup>**
 - **<Activity>**
 - **<Report>**
- If user clicks on **<Payroll>** then user able to see the mentioned module on page.



❖ Setup :-

- The Setup consists of seven component, which are
 - <Setup>
 - <Statutory Setup>
 - <Signature setup>
 - <Employee View>
 - <Salary Setup>
 - <Loan/Insurance/Adv.>
 - <Report>



Employee View :-

- If User click on **<Employee view>** then user will navigate to new page.

Sl No.	Employee Name	Designation	DOJ	Aadhaar Number	PAN Number	Bank Name	Bank Account	IFSC Code	Employee Status
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	OSD to Adviser	01-01-2020						
2	Deepak Kumar Jena(OAVS035)	Grade- IV	13-01-2020						
3	Dr. Amrita Pritinanda, OES (OAVS010)	Assistant Director	29-11-2019						
4	Dr. B. K Sahoo (OAVS001)	Adviser	01-01-2020						
5	Dr. Markat Keshari Rav, OES-I(SB) (OAVS007)	Deputy Director	17-12-2018						

- The payroll employee is directly link with the HRMS, when an employee join or Exit, at that time that employee automatically appear in Employee View of Payroll module.
- In this page user will able to see two Tab those are
 - Current Employee
 - Exited Employee

Current Employee:-

The screenshot displays the 'Employee View' interface for 'Odisha Adarsha Vidyalaya Sangathan'. The 'Current Employee' tab is active. The interface includes filters for Location, Employee Type, and Employee Status, all set to 'ALL'. There are buttons for 'Edit', 'Upload', and 'Excel Download'. A table lists 5 employees with their details.

SI No.	Employee Name	Designation	DOJ	Aadhaar Number	PAN Number	Bank Name	Bank Account	IFSC Code
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	OSD to Adviser	01-01-2020					
2	Deepak Kumar Jena(OAVS035)	Grade- IV	13-01-2020					
3	Dr. Amrita Pritinanda, OES (OAVS010)	Assistant Director	29-11-2019					
4	Dr. B. K Sahoo (OAVS001)	Adviser	01-01-2020					
5	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	Deputy Director	17-12-2018					

- <Current Employee >tab open by default when User click on <Employee View> button.
- This page contains three filter those are Location, Employee type & Employee Status.
- This Page also contain three Button those are <Edit>, <Upload>&<Excel Download>.

Edit:-

- If user wants to edit an employee details then user has to choose the employee then user should click on <Edit> button.

The screenshot shows the 'EDIT CURRENT EMPLOYEE' form. The form is titled 'Basic Info' and contains the following fields:

- Employee Name: Amiya Kumar Rout, OAS-I(JB) (OAVS004)
- Aadhaar Number: Enter Aadhaar Number
- PAN Number: Enter Pan Number
- Bank Name: --SELECT--
- Bank Account Number: Enter Bank Account Number
- IFSC Code: Enter IFSC Code
- EPF Type: GENERAL PROVIDENT FUND
- EPF/CPF/GPF/NPS Number: Enter EPF/CPF/GPF/NPS Number
- UAN/PRAN Number: Enter UAN/PRAN Number
- DOJ EPF/CPF: Choose DOJ EPF/CPF
- DOE EPF/CPF: Choose DOE EPF/CPF
- ESIC Type: NA
- Salary Status: Continue
- Salary Process: YES

- If user wants to do any modification in the given information then user can do that in this page.
- After the modification user has to clicks on <Update> button.

Delete:-

- If user done any mistake while putting the salary status date then user will able to delete the records.

Upload:-

- Upload option is given for bulk employee details updation.
- If User click on **<Upload>** button in setup then user navigate to new page.

Employee View Upload

Browse Excel To Upload Data

Step 1. Download: **Template**

Step 2. Fill the data in the downloaded excel file.

Step 3. Browse and upload.

Choose File | No file chosen | **Preview**

Sl No.	Employee Name	Designation	DOJ	Aadhaar Number	PAN Number	Bank Name	Bank Account	IFSC Code
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	OSD to Adviser	01-01-2020					
2	Deepak Kumar Jena(OAVS035)	Grade- IV	13-01-2020					
3	Dr. Amrita Pritinanda, OES (OAVS010)	Assistant Director	29-11-2019					
4	Dr. B. K Sahoo (OAVS001)	Adviser	01-01-2020					
5	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	Deputy Director	17-12-2018					
6	Dr. Radha Mohan Panda, OES-I(SB) (OAVS005)	Joint Director	01-01-2020					

- In this page user has to download the Template, then fill the data in the downloaded excel.
- After filling the data user has to clicks on the Browse button to browse the file in the system, then user should clicks on Preview.
- After clicking on Preview button user has to check the data then click on the **<Upload>** button.

Excel Download:-

- If user wants to download the Employee details then user should clicks on the **<Excel Download>** button.

EXITED EMPLOYEE:-

- If user clicks on **<Exited Employee>** tab then user will navigate to new page.

- This page only shows the exited employee details. Who are leave from the organization.
- This page also provides to download the exited employee detail.
- For download the exited employee details user has to clicks on the <Excel> button.

Salary Setup:-

- If user clicks on <Salary Setup> then user will navigate to new page.

Sl No.	EMPLOYEE NAME	BASIC	DEARNNESS ALLOWANCE	HOUSE RENT ALLOWANC	GROSS EARNIN	EFFECTIVE FROM	FILE NUMBER	ORDER
1	Amyia Kumar Rout, OAS-I(JB) (OAVS004)	73200.00	12444.00	0.00	85644.00	01-Apr-2020	5	5
2	Dr. Amrita Pritinanda, OES (OAVS010)	49000.00	8330.00	3180.00	60510.00	01-Apr-2020	8	8
3	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	85800.00	14586.00	6422.00	106808.00	01-Apr-2020	3	3
4	Manash Ranjan Dash, OES (OAVS011)	49000.00	8330.00	2864.00	60194.00	01-Apr-2020	9	9
5	Shri Janmejy Das (OAVS043)	72100.00	12257.00	5074.00	89431.00	01-Apr-2020	6	6

- This page contain two tab those are
 - Employee Salary Details
 - Daily wages

Employee Salary Details

- This page opens by default while user clicks on <Salary Setup>.

Odisha Adarsha Vidyalaya Sangathan ADMIN001 (Payroll Admin)

Salary Setup

Employee Salary Details Daily Wages

Location: ALL Employee Type: ALL Employee Designation: ALL Employee Status: CURRENT

+Add Edit Delete Upload Excel Download 5 records per page Search:

Sl No.	EMPLOYEE NAME	BASIC	DEARNESS ALLOWANCE	HOUSE RENT ALLOWANCE	GROSS EARNING	EFFECTIVE FROM	FILE NUMBER	ORDER
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	73200.00	12444.00	0.00	85644.00	01-Apr-2020	5	5
2	Dr. Amrita Pritinanda, OES (OAVS010)	49000.00	8330.00	3180.00	60510.00	01-Apr-2020	8	8
3	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	85800.00	14586.00	6422.00	106808.00	01-Apr-2020	3	3
4	Manash Ranjan Dash, OES (OAVS011)	49000.00	8330.00	2864.00	60194.00	01-Apr-2020	9	9
5	Shri Janmejy Das (OAVS043)	72100.00	12257.00	5074.00	89431.00	01-Apr-2020	6	6

Showing 1 to 5 of 9 entries

First Previous 1 2 Next Last

- This page contains four filters those are Location, Employee type, Employee designation & Employee Status.
- This Page also contain five Button those are <Add>, <Edit>, <Delete>, <Upload>&<Excel Download>.
- This page having employee salary details table.

Add:-

If user clicks on Add button then user will navigate to new page.

Odisha Adarsha Vidyalaya Sangathan ADMIN001 (Payroll Admin)

ADD EMPLOYEE SALARY DETAILS

Employee Details

Employee Name * Amiya Kumar Rout, OAS-I(JB) (OAVS004) Paygroup * 7th pay

Designation OSD to Adviser Employee Type * Government

Payscale * --SELECT-- Effective From * Select Effective From Date

File Number Enter File Number Order Number Enter Order Number

Payable Element

BASIC * Enter the Amount DEARNESS ALLOWANCE * Enter the Amount

HOUSE RENT ALLOWANCE * Enter the Amount Gross Earning : ₹ 0

Deductible Element

- In this page user has to provide Employee Name, Designation, Employee Type, Financial Year, Pay-group, File Number & Order Number.
- All the fields are mandatory except File Number & Order Number.
- User has to provide Payable Element & Deductible Element detail after chosen the pay-group.
- After providing all the details user has to clicks on <Save> button.

Edit:-

- If user wants to edit an employee salary details then user has to choose the employee then user should click on <Edit> button.

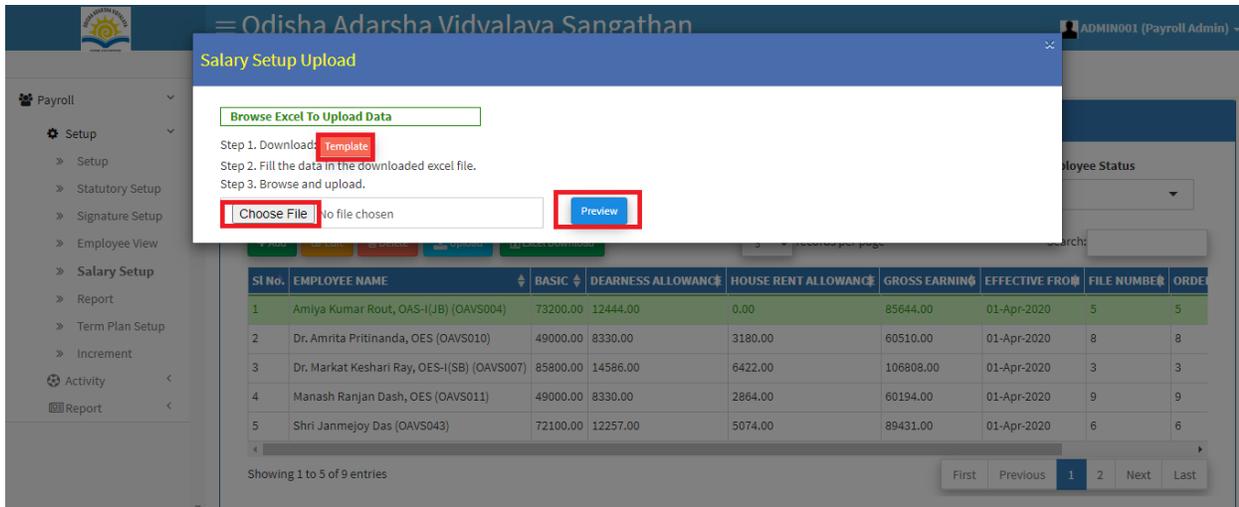
- If user wants to do any modification in the given information then user can do that in this page.
- After the modification user has to clicks on <Update> button.

Delete:-

- If user wants to delete an employee salary details then user has to choose the employee then user should click on <Delete> button.

Upload:-

- Upload option is given for bulk uploading of employee salary details.
- If User click on **<Upload>** button then user navigate to new page.



- In this page user has to download the Template, then fill the data in the downloaded excel.
- After filling the data user has to clicks on the Browse button to browse the file in the system, then user should clicks on Preview.
- After clicking on Preview button user has to check the data then click on the <Upload> button.

Excel Download:-

- If user wants to download the Employee salary details then user should clicks on the <Excel Download> button.

❖ ACTIVITY:-

- The Activity consists of two component, which are
 - <Calculation>



Calculation:-

- If user clicks on <Calculation>, then user will navigate to new page.

Odisha Adarsha Vidyalaya Sangathan ADMIN001 (Payroll Admin)

Calculation

Earnings Deductions Additional Payment Additional Deductions Add Remarks

*Financial Year : 2020-21 *Month : MAY Location : Select Location Employee Type : Select Employee * Designation : Select Designatio

All Delete Excel Download

SLNO	EMPLOYEE NAME(EMPID)	WORKINGDAYS	LWPDAYS	PAYDAYS	BASIC	DEARNNESS ALLOWANCE	HOUSE RENT A	GROSSEARNING	Action
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	31	0.00	31	73200.00	12444.00	0.00	85644.00	LWP
2	Dr. Amrita Pritinanda, OES (OAVS010)	31	0.00	31	49000.00	8330.00	3180.00	60510.00	LWP
3	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	31	0.00	31	85800.00	14586.00	6422.00	106808.00	LWP
4	Manash Ranjan Dash, OES (OAVS011)	31	0.00	31	49000.00	8330.00	2864.00	60194.00	LWP

- In this page user able to see the five tab that are
 - Earnings
 - Deductions
 - Additional Payment
 - Additional Deductions
 - Add Remarks

Earnings:-

- If user clicks on Earning then user will navigate to new page. This page also opens by default when user clicks on Calculation.

Odisha Adarsha Vidyalaya Sangathan ADMIN001 (Payroll Admin)

Calculation

Earnings Deductions Additional Payment Additional Deductions Add Remarks

*Financial Year : 2020-21 *Month : MAY Location : Select Location Employee Type : Select Employee * Designation : Select Designatio

All Delete Excel Download

SLNO	EMPLOYEE NAME(EMPID)	WORKINGDAYS	LWPDAYS	PAYDAYS	BASIC	DEARNNESS ALLOWANCE	HOUSE RENT A	GROSSEARNING	Action
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	31	0.00	31	73200.00	12444.00	0.00	85644.00	LWP
2	Dr. Amrita Pritinanda, OES (OAVS010)	31	0.00	31	49000.00	8330.00	3180.00	60510.00	LWP
3	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	31	0.00	31	85800.00	14586.00	6422.00	106808.00	LWP
4	Manash Ranjan Dash, OES (OAVS011)	31	0.00	31	49000.00	8330.00	2864.00	60194.00	LWP

- This page contains five filters like Financial Year, Month, Location, Employee Type & Designation.
- This page also has two buttons those are <Filter> button & <Calculate> button. The Filter button act as a search button & Calculate button helps to calculate the salary.
- This page also contain five other buttons those are <All Delete>, <Final Approval>, <LWP Bulk Upload>, <Bio-Metric Attdn> & <Excel Download>.
- If user wants to calculate the salary then user has to choose the month & should clicks on <Calculate> button.

All Delete

- After calculation of salary if user wants to delete the calculated salary then user has to clicks on <All Delete button>. This will open a new page.

SLNO	EMPLOYEE NAME(EMPID)	WORKINGDAYS	LWPDAYS	PAYDAYS	BASIC	DEARNNESS ALLOWANCE	HOUSE RENT A	GROSSEARNING	Action
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	31	0.00	31	73200.00	12444.00	0.00	85644.00	LWP
2	Dr. Amrita Pritinanda, OES (OAVS010)	31	0.00	31	49000.00	8330.00	3180.00	60510.00	LWP
3	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	31	0.00	31	85800.00	14586.00	6422.00	106808.00	LWP
4	Manash Ranjan Dash, OES (OAVS011)	31	0.00	31	49000.00	8330.00	2864.00	60194.00	LWP

- In this page user has to choose the month which user wants to delete. After chosen the month user should clicks on Delete button.

LWP Upload

- If user wants to add LWP manually then user has to clicks on <LWP> present in Action column for every records .

The screenshot shows the 'Calculation' page in the payroll system. The 'Earnings' tab is selected. The interface includes filters for Financial Year (2020-21), Month (MAY), Location, Employee Type, and Designation. A table lists employee records with their respective earnings and LWP (Leave Without Pay) days. The 'Action' column for each record contains an 'LWP' button.

SLNO	EMPLOYEE NAME(EMPID)	WORKINGDAYS	LWPDAYS	PAYDAYS	BASIC	DEARNNESS ALLOWANCE	HOUSE RENT A	GROSSEARNING	Action
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	31	0.00	31	73200.00	12444.00	0.00	85644.00	LWP
2	Dr. Amrita Pritinanda, OES (OAVS010)	31	0.00	31	49000.00	8330.00	3180.00	60510.00	LWP
3	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	31	0.00	31	85800.00	14586.00	6422.00	106808.00	LWP

- If user clicks on <LWP> button then user will navigate to new page.

The screenshot shows the 'Update Record' dialog box overlaid on the payroll system. The dialog box contains the following fields: Employee Name (Dr. Amrita Pritinanda, OES (OA)), Financial Year (2020-21), Month (MAY), and LWP Days (5). The 'Update' button is highlighted in blue, and the 'Close' button is in red.

- In this page user has to provide the LWP Days, then user should clicks on <Update> button.

Excel Download:-

- If user wants to download the calculated Employee salary details then user should clicks on the <Excel Download> button.

Deductions:-

- If user clicks on <Deductions> then user will navigate to new page

The screenshot shows the 'Deductions' page in the payroll system. At the top, there are navigation tabs: Earnings, Deductions (highlighted), Additional Payment, Additional Deductions, and Add Remarks. Below the tabs are filter fields: Financial Year (2020-21), Month (MAY), Location (Select Location), Employee Type (Select Employee), and Designation (Select Designatio). There are 'Filter' and 'Upload' buttons. Below the filters are '+Add' and 'Excel Download' buttons. A search bar is also present. The main table has the following data:

SLNO	EMPLOYEE NAME(EMPID)	GENERAL PROVIDENT FUND	CENTRAL PROVIDENT FUND	PROFESSIONAL TAX	TAX DEDUC	TOTAL DEDUCTION	Action
1	Amiya Kumar Rout, OAS-I(JB) (OAVS004)	34000.00	0.00	200.00	3000.00	37200.00	[Edit] [Delete]
2	Dr. Amrita Pritinanda, OES (OAVS010)	0.00	5733.00	200.00	0.00	5933.00	[Edit] [Delete]
3	Dr. Markat Keshari Ray, OES-I(SB) (OAVS007)	50000.00	0.00	200.00	5000.00	55200.00	[Edit] [Delete]
4	Manash Ranjan Dash, OES (OAVS011)	0.00	5733.00	200.00	0.00	5933.00	[Edit] [Delete]

- This page contains five filters like Financial Year, Month, Location, Employee Type & Designation.
- This page also has two buttons those are <Filter> button & <Upload> button. The Filter button act as a search button & Upload button helps to bulk updation.
- This page also contains two other buttons those are <Add> & <Excel Download>.
- If user provides month & clicks on the <Filter> button then user will able to see the Employee name wise Deduction details.

Add:-

- If user wants to add deduction details of an individual then user has to clicks on <Add> button.

The screenshot shows the 'Add Record' dialog box. It has the following fields:

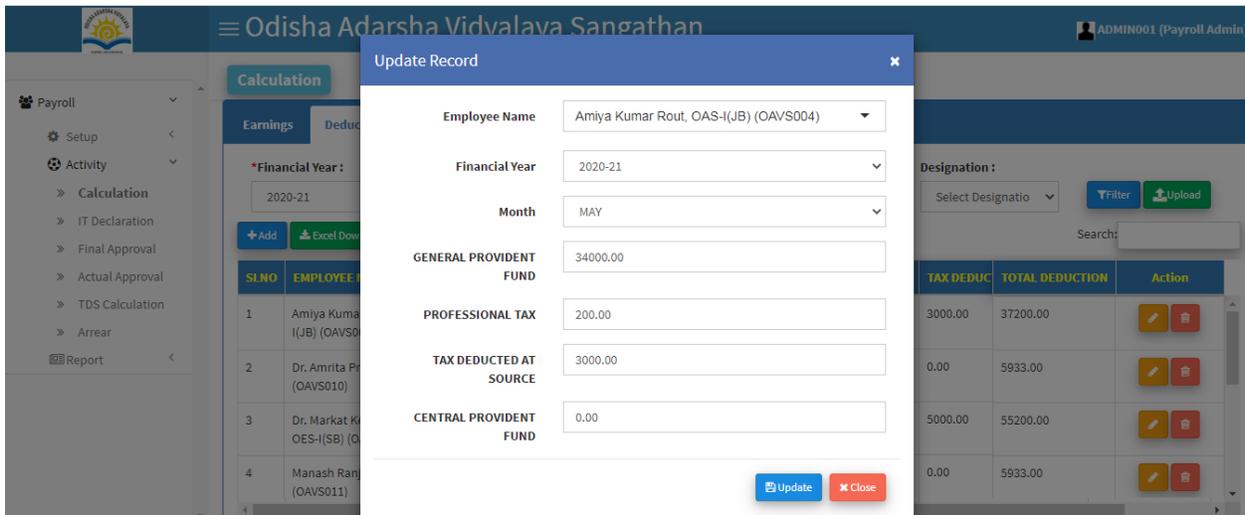
- Employee Name: Select
- Financial Year: Select Financial Year
- Month: Select
- GENERAL PROVIDENT FUND: Enter the amount
- CENTRAL PROVIDENT FUND: Enter the amount
- TAX DEDUCTED AT SOURCE: Enter the amount
- PROFESSIONAL TAX: Enter the amount

At the bottom, there are 'Save' and 'Close' buttons.

- In this page user has to provide all the details, after providing all the details user should clicks on <Save> button.

Edit:-

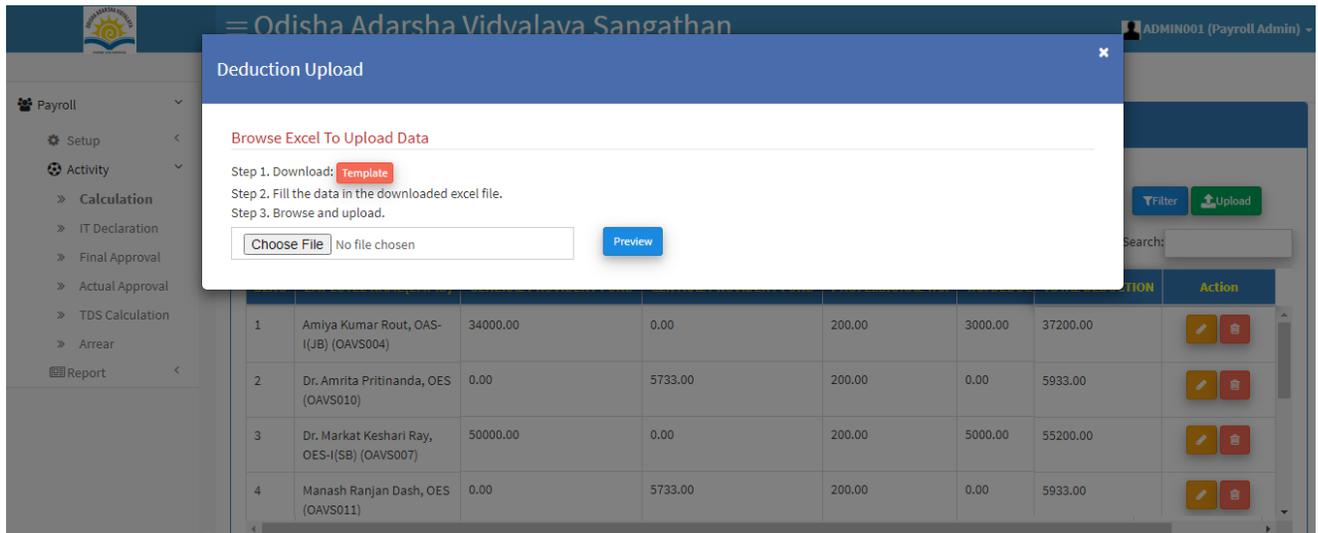
- If user wants to edit an employee deductions details then user has to choose the employee then user should click on <Edit> button.



- If user wants to do any modification in the given information then user can do that in this page.
- After the modification user has to clicks on <Update> button.

Upload:-

- Upload option is given for bulk uploading of employee deductions details.
- If User clicks on <Upload> button then user navigate to new page.



- In this page user has to download the Template, then fill the data in the downloaded excel.
- After filling the data user has to clicks on the Browse button to browse the file in the system, then user should clicks on Preview.
- After clicking on Preview button user has to check the data then click on the <Upload> button.

Excel Download:-

- If user wants to download the Employee deductions details then user should clicks on the <Excel Download> button.
-

Additional Payment: -

- If user clicks on <Additional Payment > then user will navigate to new page.

The screenshot shows the 'Additional Payment' page in the Odisha Adarsha Vidyalaya Sangathan payroll system. The page is titled 'Calculation' and has a navigation menu on the left. The main content area is divided into tabs: 'Earnings', 'Deductions', 'Additional Payment' (highlighted), 'Additional Deductions', and 'Add Remarks'. The 'Additional Payment' tab contains several filters: 'Financial Year' (2020-21), 'Month' (MAY), 'Location' (Select Location), 'Employee Type' (Select Employee), and 'Designation' (Select Designation). There are buttons for '+Add', 'Excel Download', 'Filter', and 'Upload'. Below the filters is a table with the following data:

SLNO	EMPLOYEE NAME(EMPID)	ARREAR SALARY	TOTAL ADDITIONAL_PAYMENT	Action
1	Shri Lingaraj Panda, IAS (OAVS002)	13061.00	13061.00	[Edit] [Delete]

Showing 1 to 1 of 1 entries

- This page contains five filters like Financial Year, Month, Location, Employee Type & Designation.
- This page also has two buttons those are <Filter> button & <Upload> button. The Filter button act as a search button & Upload button helps to bulk upload of additional payment.
- This page also contains two other buttons those are <Add> & <Excel Download>.
- If user provides month & clicks on the <Filter> button then user will able to see the Employee name wise additional payment details.

Add:-

- If user wants to add additional payment details of an individual then user has to clicks on <Add> button.

The screenshot shows the 'Add Record' modal form in the Odisha Adarsha Vidyalaya Sangathan payroll system. The modal is titled 'Add Record' and contains the following fields:

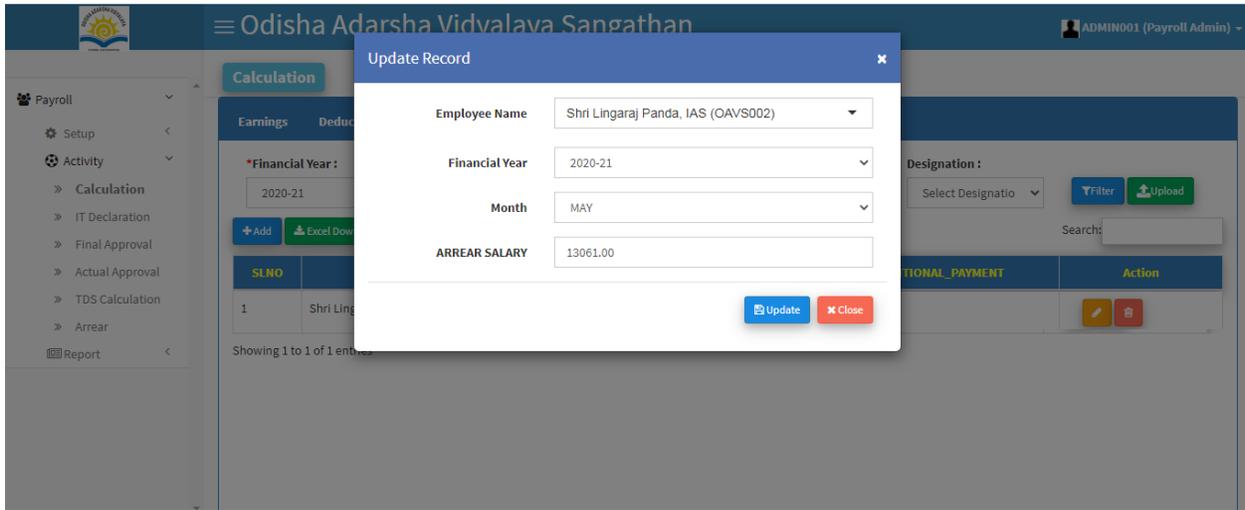
- Employee Name: Select
- Financial Year: Select Financial Year
- Month: Select
- ARREAR SALARY: Enter the amount

There are 'Save' and 'Close' buttons at the bottom of the modal.

- In this page user has to provide all the details, after providing all the details user should clicks on <Save> button.

Edit:-

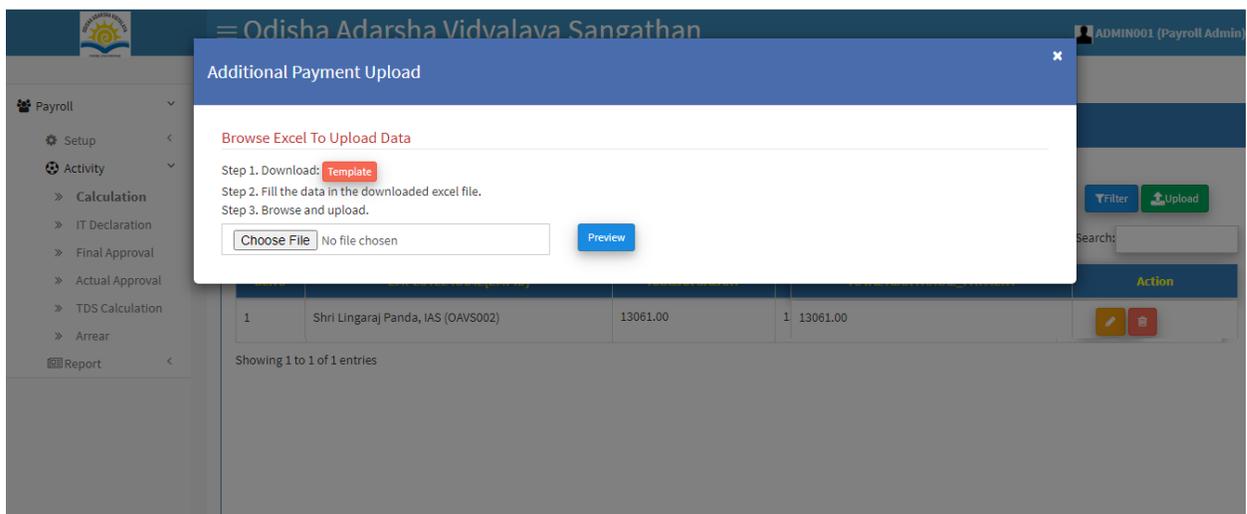
- If user wants to edit an employee additional payment details then user has to choose the employee then user should click on <Edit> button.



- If user wants to do any modification in the given information then user can do that in this page.
- After the modification user has to clicks on <Update> button.

Upload:-

- Upload option is given for bulk uploading of employee additional payment details.
- If User clicks on **<Upload>** button then user navigate to new page.



- In this page user has to download the Template, then fill the data in the downloaded excel.

- After filling the data user has to clicks on the Browse button to browse the file in the system, then user should clicks on Preview.
- After clicking on Preview button user has to check the data then click on the <Upload> button.

Excel Download:-

- If user wants to download the Employee deductions details then user should clicks on the <Excel Download> button.

Additional Deductions: -

- If user clicks on <Additional Deductions > then user will navigate to new page.

The screenshot shows the 'Additional Deductions' page in the Odisha Adarsha Vidyalaya Sangathan payroll system. The page features a navigation menu on the left with options like Payroll, Setup, Activity, Calculation, IT Declaration, Final Approval, Actual Approval, TDS Calculation, Arrear, and Report. The main content area has a header with the organization name and user role (ADMIN001 (Payroll Admin)). Below the header, there are tabs for Earnings, Deductions, Additional Payment, Additional Deductions (highlighted), and Add Remarks. The page includes filters for Financial Year (2020-21), Month (MAY), Location (Select Location), Employee Type (Select Employee), and Designation (Select Designatio). There are buttons for + Add, Excel Download, Filter, and Upload. A table displays the following data:

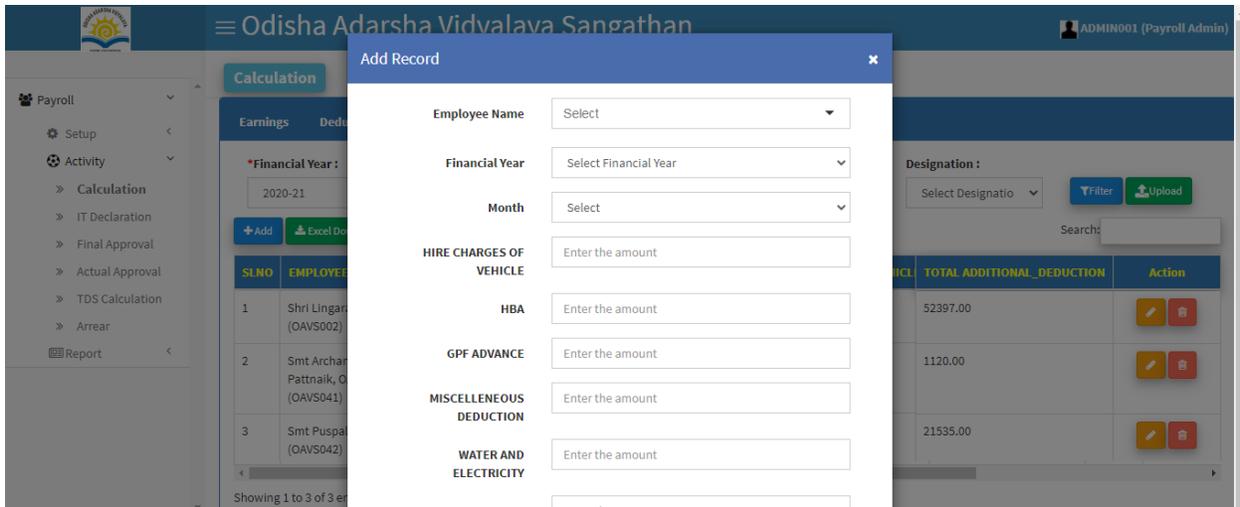
SLNO	EMPLOYEE NAME(EMPID)	GSLIC	GPF ADVANCE	MISCELLANEOUS DEDUCTION	HIRE CHARGES OF VEHICL	TOTAL ADDITIONAL_DEDUCTION	Action
1	Shri Lingaraj Panda, IAS (OAVS002)	120.00	0.00	51157.00	1120.00	52397.00	[Edit] [Delete]
2	Smt Archana Das Pattnaik, OAS(S) (OAVS041)	0.00	0.00	0.00	1120.00	1120.00	[Edit] [Delete]
3	Smt Pusalata Samal, OFS (OAVS042)	0.00	13000.00	0.00	1120.00	21535.00	[Edit] [Delete]

Showing 1 to 3 of 3 entries

- In Additional deduction page shows the details of Loan, Insurance & Advance.
- If wants to shows the other additional component then user has to create the component in setup & that component category should be “Add Deduct” & also the Type should not be loan, Insurance & Advance.
- This page contains five filters like Financial Year, Month, Location, Employee Type & Designation.
- This page also has two buttons those are <Filter> button & <Upload> button. The Filter button act as a search button & Upload button helps to bulk upload of Additional Deductions.
- This page also contains two other buttons those are <Add> & <Excel Download>.
- If user provides month & clicks on the <Filter> button then user will able to see the Employee name wise Additional Deductions details.

Add:-

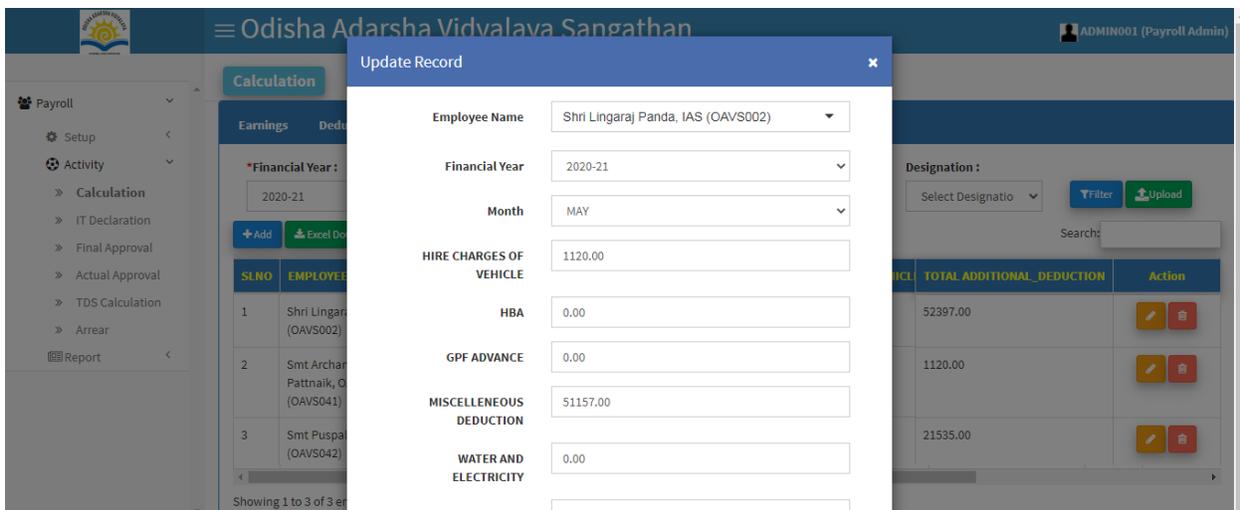
- If user wants to add Additional Deductions details except Loan, Insurance & advance then of an individual then user has to clicks on <Add> button.



- In this page user has to provide all the details, after providing all the details user should clicks on <Save> button.

Edit:-

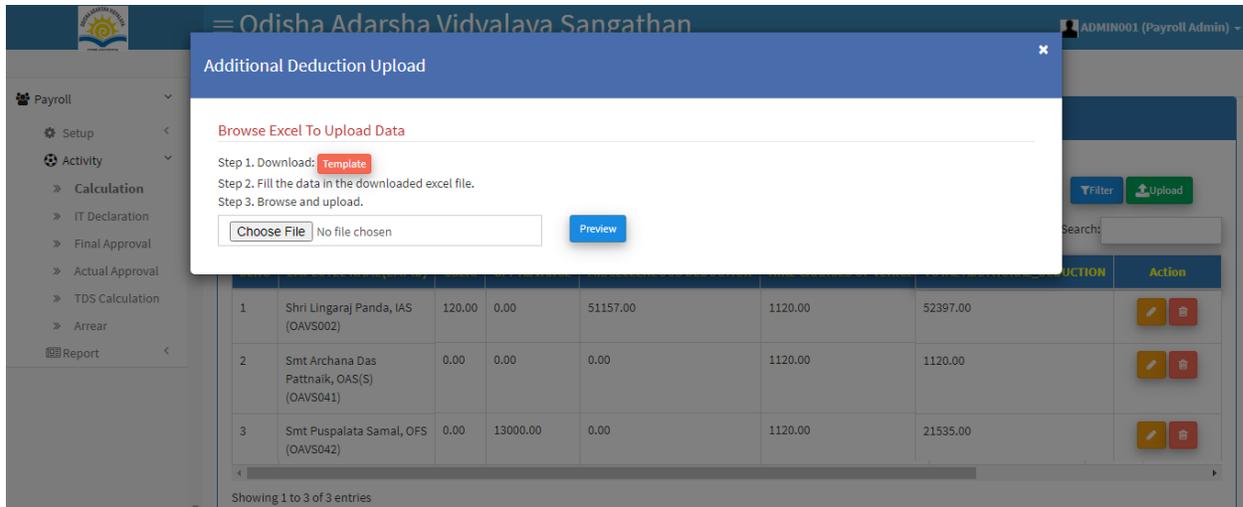
- If user wants to Edit the Additional Deductions details except Loan, Insurance & advance then of an individual then user has to clicks on <Edit> button.



- If user wants to do any modification in the given information then user can do that in this page.
- After the modification user has to clicks on <Update> button.

Upload:-

- Upload option is given for bulk uploading of employee additional deduction details.
- If User clicks on **<Upload>** button then user navigate to new page.



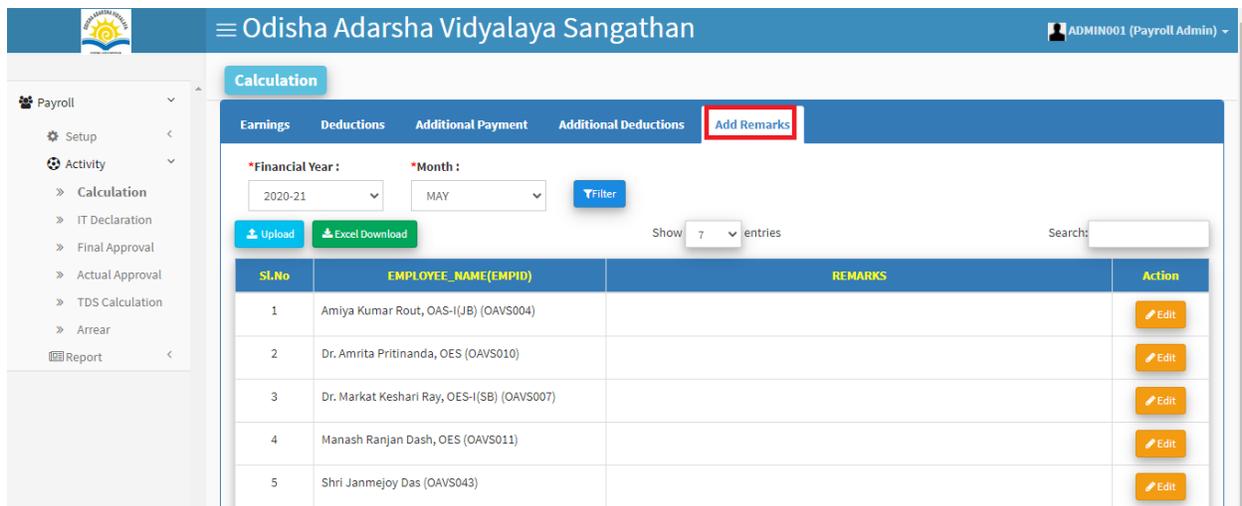
- In this page user has to download the Template, then fill the data in the downloaded excel.
- After filling the data user has to clicks on the Browse button to browse the file in the system, then user should clicks on Preview.
- After clicking on Preview button user has to check the data then click on the <Upload> button.

Excel Download:-

If user wants to download the Employee deductions details then user should clicks on the <Excel Download> button.

Add Remarks:-

- Remarks helps the user to provide the information regarding the salary for an individual employee.
- If user clicks on <Add Remarks> then user will navigate to new page.

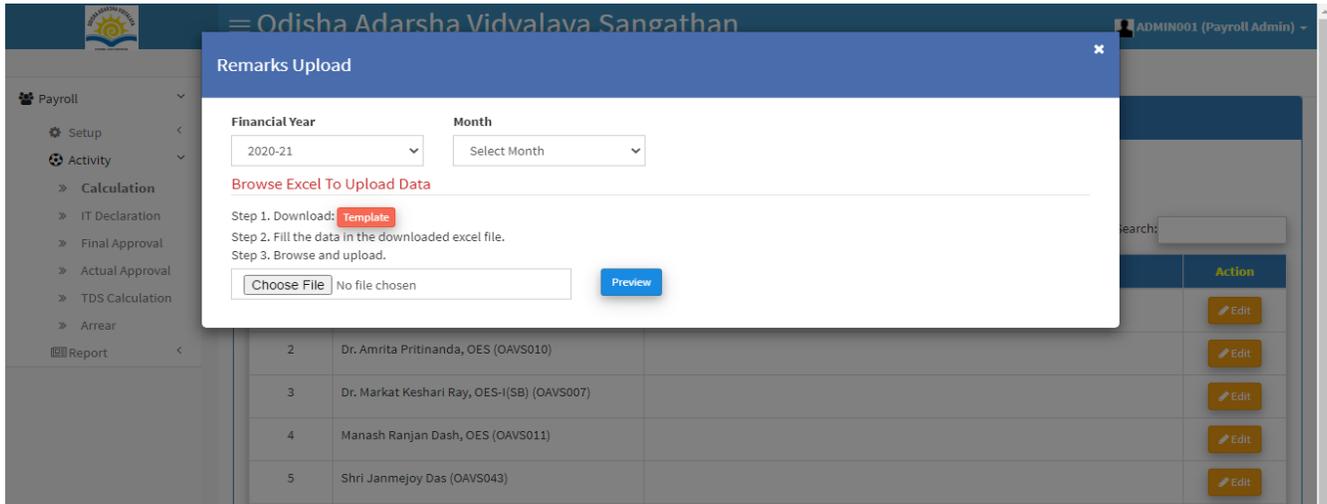


- This page contains Financial Year, Month. Filter button, Upload button, Excel download button & an employee table which have column like Sl.No, Employee Name (EMPID), Remarks& Acton.
- The Action column contains an edit button for every record present in the table.

- The Filter button helps to filtering the financial year & Month.

Upload:-

- Upload option is given for bulk uploading of Remarks for every employee.
- If User clicks on **<Upload>** button then user navigate to new page.



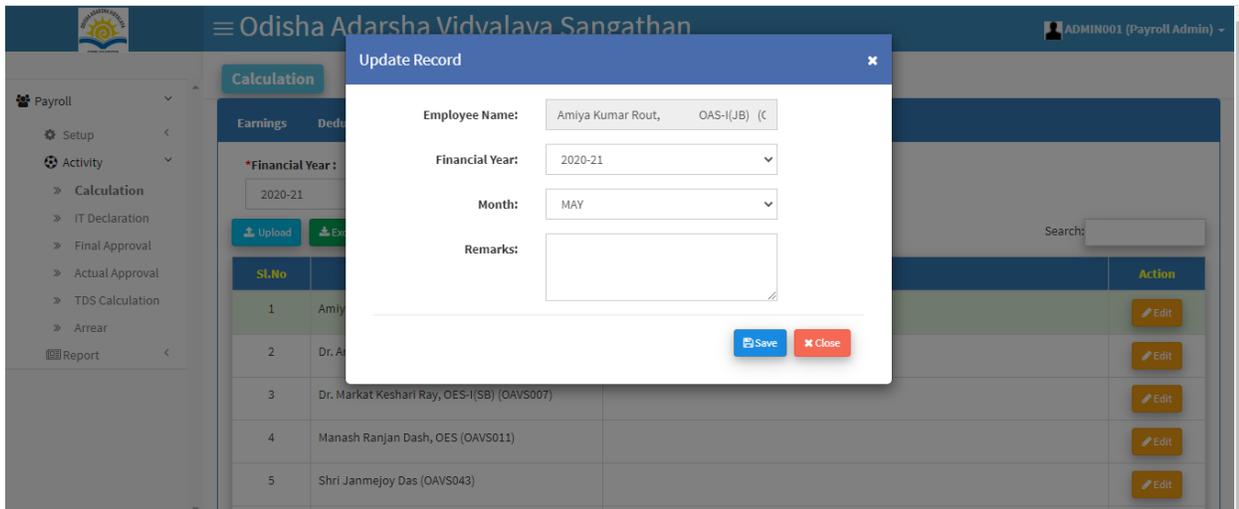
- In this page user has to download the Template, then fill the data in the downloaded excel.
- After filling the data user has to clicks on the Browse button to browse the file in the system, then user should clicks on Preview.
- After clicking on Preview button user has to check the data then click on the <Upload> button.

Excel Download:-

- If user wants to download the Employee deductions details then user should clicks on the <Excel Download> button.

Edit:-

- If wants to add a remark to an employee then user should clicks on the edit button present in action column.



- In this page user has to provide the Remarks for that employee.
- After providing the remarks user should click on save button. The provided remarks will show in salary slip report.

FINAL APPROVAL:-

SL.No	Employee Name(ID)	Total Days	Lwp Days	Paid Days	Total Earnings	Total Deductions	Final Salary	Action
1	DR SUSANTA KUMAR SAHU(BEA002)	28	-	28	47379.00	200.00	47179.00	Salary Edit ✓
2	MISS LOPAMUDRA SAHOO(BEA006)	28	-	28	59801.00	200.00	59601.00	Salary Edit ✓
3	MISS MEERA KUMARI RAM(BEA008)	28	-	28	47379.00	200.00	47179.00	Salary Edit ✓
4	MR CHANDRAKANT JAGADEV(BEA010)	28	2	26	54865.00	200.00	54665.00	Salary Edit ✓
5	MR DHURUBA CHARAN PRADHAN(BEA011)	28	-	28	17380.00	1925.00	15455.00	Salary Edit ✓
6	MR PRADIPTA KUMAR SAMANTARAY(BEA007)	28	-	28	59801.00	200.00	59601.00	Salary Edit ✓
7	MR RAMESH KUMAR DALABEHERA(BEA001)	28	-	28	59801.00	200.00	59601.00	Salary Edit ✓
8	MRS DIBYADARSINI SAHOO(BEA005)	28	-	28	59801.00	200.00	59601.00	Salary Edit ✓
9	MRS GEETA NAG(BEA004)	28	-	28	59801.00	200.00	59601.00	Salary Edit ✓
10	MRS LOPAMUDRA PRIYADARSHINI(BEA003)	28	-	28	59801.00	200.00	59601.00	Salary Edit ✓

- After salary process for this month then go for final approval.

Final Approval

*Financial Year: 2020-21 *Month: DECEMBER Negative Salary: All Filter Final Approval

Excel Download Show 10 entries Search:

Sl.No	Employee Name(ID)	Total Days	Lwp Days	Paid Days	Total Earnings	Total Deductions	Final Salary	Action
1	DR SUSANTA KUMAR SAHU(BEA002)	28	-	28	47379.00	200.00	47179.00	Salary Edit
2	MISS LOPAMUDRA SAHOO(BEA006)	28	-	28	59601.00	200.00	59601.00	Salary Edit
3	MISS MEERA KUMARI RAM(BEA008)	28	-	28	47379.00	200.00	47179.00	Salary Edit
4	MR CHANDRAKANT JAGADEVI(BEA010)	28	2	26	54865.00	200.00	54665.00	Salary Edit
5	MR DHRUBA CHARAN PRADHAN(BEA011)	28	-	28	17380.00	1925.00	15455.00	Salary Edit
6	MR PRADIPTA KUMAR SAMANTARAY(BEA007)	28	-	28	59601.00	200.00	59601.00	Salary Edit
7	MR RAMESH KUMAR DALABEHERA(BEA001)	28	-	28	59601.00	200.00	59601.00	Salary Edit
8	MRS DIBYADARSINI SAHOO(BEA005)	28	-	28	59601.00	200.00	59601.00	Salary Edit
9	MRS GEETA NAG(BEA004)	28	-	28	59601.00	200.00	59601.00	Salary Edit
10	MRS LOPAMUDRA PRIYADARSHINI(BEA003)	28	-	28	59601.00	200.00	59601.00	Salary Edit

Showing 1 to 10 of 11 entries

Previous 1 2 Next

- Choose the month then go for final approval, once approved final approval, you can not change or modify the salary of employees.

REPORT:-

- In report part you can generating different types of report according to your need.

