

AIMS Pay Roll System

1. Department Master :-

DEPARTMENT MASTER

Department Name :-

Department Code :-

From Department Master form user can create different types of departments of the entire industry. E.g. Accounts, Computer, Marketing. Department Name is manual entry and Department Code is auto generated by computer.

2. Allowance Master :-

ALLOWANCE / DEDUCTION MASTER

Allowance Name *

ShortName *

Allowance In* Allowance Type*

Calculation On Value*

Calculated For Month/s

Slab From	Slab To	Value
0	2999	0
3000	5999	20
6000	8999	40
9000	11999	60
12000	99999	80

Note : Allowance will be calculated on Basic Amount

From Allowance Master Form user can create different types of allowances which company provides to their employees. E.g. HRA, ESIC, PF. Where Allowance Name and Short Name is manual fiddled by user. Then user has to select Allowance In. It should be one of Rs., %, Slab Rs. Or Slab Percentage. Then he has to select Allowance Type. It should be Either Addition or Deduction. Then user has to mention Calculate On. It is to specify that the allowance will be calculated on Basic or Gross or Basic+DP+DA. Then Enter default value for that allowance in Value. In Calculate For user should select when allowance should be calculated, 1 is considering for every month, 2 is considering for every 2 month. It is recommended to select 1.

If Allowance In is selected Slab Rs. Or Slab Per then user have to enter slab values for that allowance listed below in that form, which includes From Slab, To Slab and Slab Value.

3. Leave Master :-



LEAVE MASTER	
Leave Name	EARNED LEAVE
Deduct Form Salary	YES
Encash Leave	NO

From Leave Master User can create different types of Leaves that company provides to their employees. User will enter Leave Name. Deduct From Salary specifies that the leave will be deducted from salary or not. And Encash Leave considers that at the end of the financial year the leave will be cashed or not.

4. Employee Master :-

User will create master data for the employee form Employee Master. Employee Name is the base of this form for user. Employee Code is the Sr. No. which will effect in all Reports of this software. All Data will be order by Employee Code. Select the Department, which comes from Department Master. Then user has to write post of the employee in Designation. User will specify wages type of the employee, weather it is Daily, Monthly or Hourly. Qualification, Duty Hours, PF No., Pan No., Address, Mobile No. are additional data for the employee. Basic is compulsory field for this form. All calculation for salary will be depended on this field.

EMPLOYEE MASTER

Employee Name* Mr. SHIVSING RATHOD Employee Code 4003

Department* ADMIN Designation DRIVER CUM PEON Wages Type Monthly

Birth Date 10-Dec-1966 Joining Date 01-Feb-1992

Qualification Office Hours 8 Basic* 3140

PF No. Pan No.

Address

Home Phone Mobile

Leaving Date 06-Dec-2007 Reason of Leaving

Leave Details		Allowance Details		
Leave	Days	Applicable	ShowInPaySlip	Leaves/Month
C.L.		<input type="checkbox"/>	<input type="checkbox"/>	
EARNED LEAVE		<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Leave		<input type="checkbox"/>	<input type="checkbox"/>	
LWP		<input type="checkbox"/>	<input type="checkbox"/>	
Paid leave		<input type="checkbox"/>	<input type="checkbox"/>	
Sick Leave		<input type="checkbox"/>	<input type="checkbox"/>	

There is a way to keep records for those employees who have left the company. You can tick Leaving Date for that employee and write Reason for Leaving for that Employee.

You can provide allowance and leave for the employee from a table given below of this form. In Allowance Table, all data comes from Allowance Master. User can change the value for the particular allowance and have to tick apply column which consider that the ticked allowance will be provided to this employee.

You can also provide leave for the employee same as allowance. Leave Names comes from Leave Master. You have to specify the days for leave to that employee and tick applicable column for that leave.

5. Project Master :-

In Project Master, user can enter all the project data which company made current year. Project Code should be Numeric value. Name of the project can be entered in Project Name. It must be within 50 characters. Then aim of project or purpose of project or short description about the project will be entered in Project Based On. User can select Project Leader, which comes from Employee Master. Project Start Date and Project End Date is additional information about the project.

PROJECT MASTER

Project Code : 33

Project Name : MAC-H

Project Based On :

Project Leader# : DR. LEELA VISARIA

Start Date : 03/Mar/2006 End Date : 03/Mar/2006

Y/N	Employee Name
<input type="checkbox"/>	Dr. AMITA SHAH
<input type="checkbox"/>	Dr. JEEMOL UNNI
<input type="checkbox"/>	Dr. KESHAB DAS
<input checked="" type="checkbox"/>	Dr. MANOJ ALAGARAJAN
<input type="checkbox"/>	Dr. N.LALITHA
<input type="checkbox"/>	Dr. R. PARTHASARATHY
<input type="checkbox"/>	Dr. UMA RANI
<input type="checkbox"/>	Mr. B. B. PARMAR
<input type="checkbox"/>	Mr. BHARAT ADHYARU
<input type="checkbox"/>	Mr. DINESH PARMAR
<input type="checkbox"/>	Mr. DIXIT PARMAR
<input type="checkbox"/>	Mr. G. G. NATH

Table of employee is given below at the form. User can tick those employees who are in that project.

6. Cumm. Total :-

From Cumm. Total form you can enter Cumm. Total opening balance for the employee for each and every allowance that company provides to their employees as well as Cumm. Total value for Basic. Here you can find and change the values, but it is recommended that after salary calculation it should not be changed. Because it will effect in salary slip of the employee.

CUMM. TOTAL

Employee Name#

Allowance Name	Balance
D.P.	1100
D.A.	1350
H.R.A.	800
C.L.A.	
MEDICAL ALLOWANCE	
TRANSPORTATION	
SPECIAL ALLOWANCE	480
OTHER ALLOWANCE	
PROVIDENT FUND	720
PROF TAX	
INCOME TAX	
GSLIS	
CREDIT SOCIETY	300

7. Monthly Attendance :-

You can manage monthly attendance from Monthly Attendance Form. Select Month for the attendance, Select Year for the attendance. You can select Project which comes from Project Master.

You have to enter Working Days for Employee and Workers. Both values should be numeric. Working days for workers will be same as per employees but you can change it.

After all selection you can click Generate Register button. After you click that button you will show a table which includes those employee who are working on the selected project at the selected month and year.

You have to enter attendance for employees in the table. By default working days will be come in Present Column for all employees, but you can change it as you want by click on edit button.

MONTHLY ATTENDANCE

Select Month: Working Days for Employees:

Select Year: Working Days for Workers:

Project:

Employee	Type	Working D	Present D	LWP
Dr. JEEMOL UNNI	Monthly	30	30	
Dr. AMITA SHAH	Monthly	30	30	
Dr. KESHAB DAS	Monthly	30	30	
Dr. N.LALITHA	Monthly	30	30	
Dr. UMA RANI	Monthly	30	30	
Ms. KALPANA MEHTA	Monthly	30	30	
Mr. G.G.NAIR	Monthly	30	30	
Mr. K.P.SOLANKI	Monthly	30	30	
Ms. GIRIJA BALKARISHNAN	Monthly	30	30	
Mr. N. D. BHATT	Monthly	30	30	
Mr. KAMLESH VYAS	Monthly	30	30	
Mr. UPENDRA UPADHYAY	Monthly	30	30	
Ms. SHEELA DEVADAS	Monthly	30	30	
Ms. VASANTHI V. A.	Monthly	30	30	
Mr. BHARAT ADHYARU	Monthly	30	30	
MS. MINAL SHETH	Monthly	30	30	
Mr. HARTISH JOSHI	Monthly	30	30	

8. Generate Salary :-

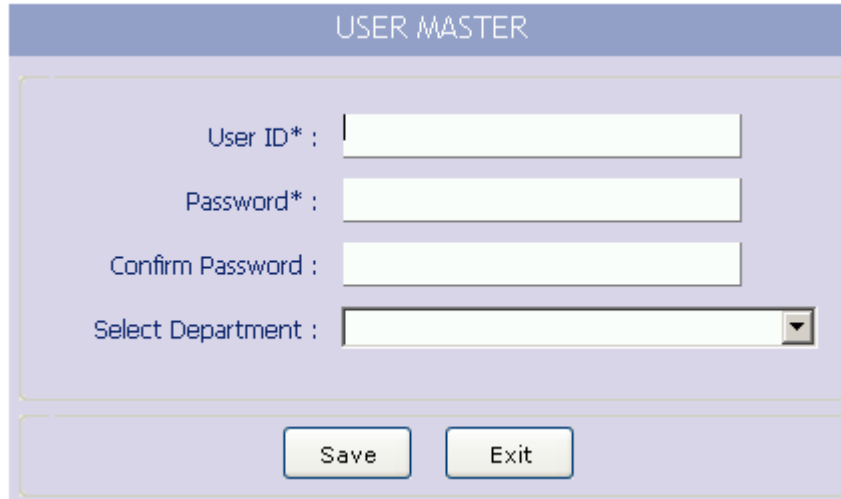
SALARY CALCULATION

Select Month:

Select Year:

Salary will be generated by Generate Salary form. Select the month for which you are going to calculate salary, same way select the year of salary and then click Calculate Salary button. It will take some time for the calculation. It is depended on the attendance form.

9. Create New User :-

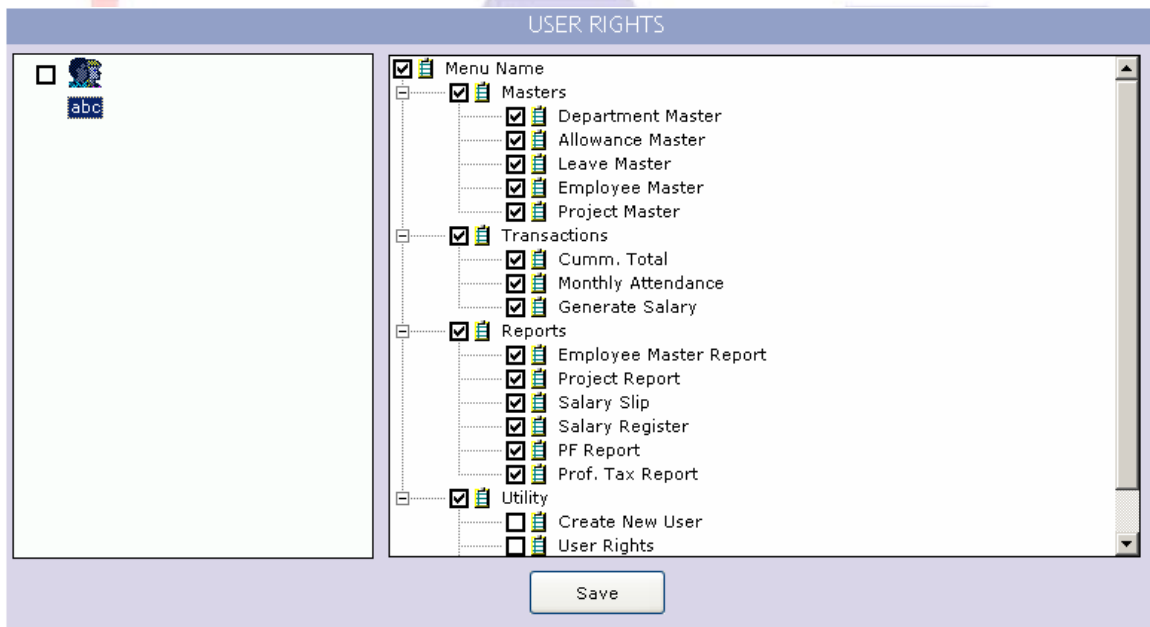


The screenshot shows a form titled "USER MASTER" with the following fields and buttons:

- User ID* :
- Password* :
- Confirm Password :
- Select Department :
- Buttons: Save, Exit

You can create new user from Create New User form. Write a unique User ID for the new user. This user id will be Login Name for the user. Then write proper Password for that user. Same way write Conform Password same as Password. Then select Department which comes from Department Master.

10. User Rights: -



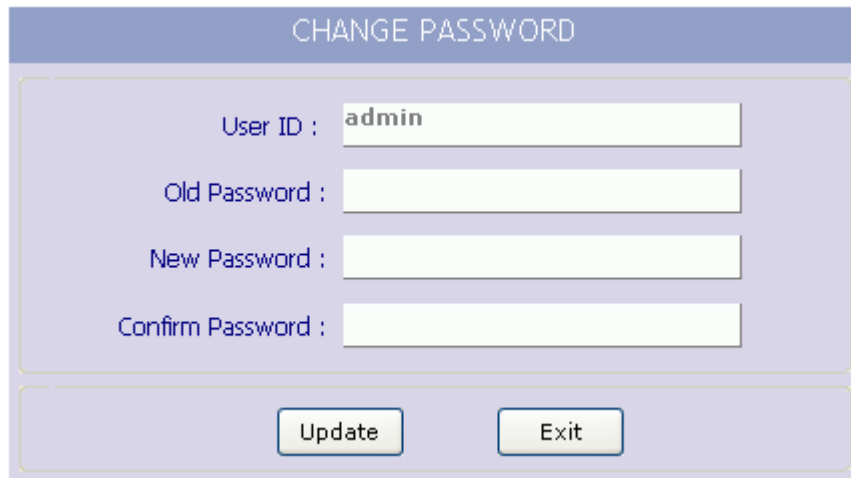
The screenshot shows a form titled "USER RIGHTS" with a tree view of menu items and a Save button. The tree view is as follows:

- Menu Name
 - Masters
 - Department Master
 - Allowance Master
 - Leave Master
 - Employee Master
 - Project Master
 - Transactions
 - Cumm. Total
 - Monthly Attendance
 - Generate Salary
 - Reports
 - Employee Master Report
 - Project Report
 - Salary Slip
 - Salary Register
 - PF Report
 - Prof. Tax Report
 - Utility
 - Create New User
 - User Rights

Buttons: Save

You can restrict user from User Rights form. Here you will decide which user can do particular activities. Which forms will be ticked that form will be appear to user for entry, same way user will not able to view those forms which are not ticked in user rights for that user. Do not forget to select that user before save, for which you are selecting rights

11. Change Password :-



CHANGE PASSWORD

User ID :

Old Password :

New Password :

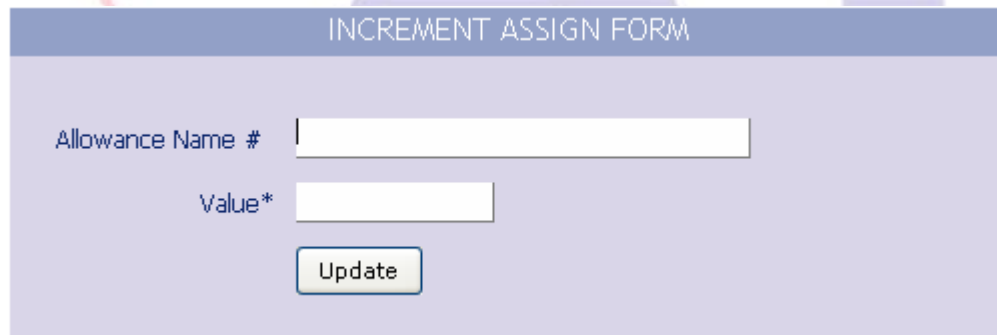
Confirm Password :

User can change the password with Change Password Form.

12. Delete Salary :-

You can delete salary from this Option. On click of this option a list help will be appear against you and you have to select one month of salary which you want to delete. You can not delete those month salary after which you have calculated another salary. E.g. you can not delete salary for the month of January after you calculate salary for the month of February.

13. Increment :-



INCREMENT ASSIGN FORM

Allowance Name #

Value*

You can give increment to you all employees from Increment form. Here you have to select Allowance Name which comes from Allowance Master. Then write new value for that allowance in Value and click Update button. All employees will get increment for the selected allowance from now.

14. Next Year :-

You can switch over to next year by Next Year form. Be careful to create next year, because it will create new database for the new financial year. You just have to click Create button and it will create new financial year for you. It is recommended to close the program when New Year process is completed.

We have provided help as much we can provide you. But if you have a query which is not mentioned in our help file then you can contact us. We are assuring that your query will be solved as soon as possible.

AIMS Pay Roll System is developed by **Aditya Infotech**.

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