



## **Payroll Management System**



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# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** User Login

**Prerequisite:**

1. User should be registered into JUNO Campus.

**Roles:** Finance Admin

**Path:** <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

**Admin/Faculty/Staff/Student login screen:**



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Salary Overview

**Prerequisite:**

1. Finance Admin Role to user

**Roles:** Finance Admin

**Path:** Salary » Salary Overview

★ SALARY » SALARY OVERVIEW		MAR 09, 2020 1:37:42 AM	
Policy :	HPTU Renewal Policy	Financial Year :	Apr 01,2019 - Mar 31,2020
Salary Overview for the year : <b>Apr 01,2019 - Mar 31,2020</b>			
<b>Parameters Configured</b>	<b>Parameters Assigned</b>	<b>Salary Calculation</b>	
Total : 16	Total Employees : 47	<b>Apr 2019</b>	<b>May 2019</b>
Base : 5	Associated : 44	Total : 47	Total : 47
Addition : 8	Not Associated : 3	Published : 18	Published : 16
Deduction : 3		Un-Published : 0	Un-Published : 2
Formula Based : 9			
Formula Manual : 7			
		<b>Jul 2019</b>	<b>Aug 2019</b>
		Total : 47	Total : 47
		Published : 18	Published : 18
		Un-Published : 1	Un-Published : 19
		<b>Oct 2019</b>	<b>Nov 2019</b>
		Total : 47	Total : 47
		Published : 18	Published : 18
		Un-Published : 2	Un-Published : 2
		<b>Jan 2020</b>	<b>Feb 2020</b>
		Total : 47	Total : 47
		Published : 19	Published : 18
		Un-Published : 2	Un-Published : 3
		<b>Mar 2020</b>	
		Total : 47	
		Published : 0	
		Un-Published : 0	

<b>Adjustments</b>		<b>Salary Overview</b>	
Paid : 0		Projected: (In ₹) 196	
Pending : 0		Monthly: (In ₹) 18	
		Estimated: (In ₹) 21	



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

## Topic: Salary Configurations

### Prerequisite:

2. Finance Admin Role to user
3. Post grade mapping should be done.
4. Employee service book should be filled.
5. Employee monthly muster should be finalized & freeze.

### Roles: Finance Admin

### Path: Salary » Salary Configurations

### Functionality:

1. Able to define salary components.
2. Able to configure salary components.
3. Able to edit configured salary components.

### Screen Shots / Steps:

#### Salary configuration:

SALARY » SALARY CONFIGURATIONS

DEC 28, 2016 11:47:22

Select salary component tab

Select Policy Name

Salary Components

Click to edit component

Click to configure component

Click to view arrear components

+ Add New Component

Edit Selected

Configure Component

View Arrear Components

Click to add new component

		Codes	Addition / Deduction	Slab Type	Formula / Manual	Salary / Additional	Carry Forward	Group Name	Paid With Monthly Salary	Only For Calculation	Check LWP in Calculation	
<input type="radio"/>	1	Pay In Pay Band	Pay In Pay Band	Base	No Slab	Formula	Salary	No	None	Yes	No	No
<input type="radio"/>	2	AGP	AGP	Base	No Slab	Formula	Salary	No	None	Yes	No	No
<input type="radio"/>	3	GP	GP	Base	No Slab	Formula	Salary	No	None	Yes	No	No
<input type="radio"/>	4	Basic Pay	Basic Pay	Base	No Slab	Formula	Salary	No	None	Yes	No	No
<input type="radio"/>	5	Consolidated	Consolidated	Base	No Slab	Formula	Salary	No	None	Yes	No	No

### Base Components:

Sr No.	Component Name	Codes	Addition / Deduction	Slab Type	Formula / Manual	Salary / Additional	Carry Forward	Group Name	Paid With Monthly Salary	Only For Calculation	Check LWP in Calculation
<input type="radio"/>	1	Pay In Pay Band	Pay In Pay Band	Base		Salary	No	None	Yes	No	No
<input type="radio"/>	2	AGP	AGP	Base		Salary	No	None	Yes	No	No
<input type="radio"/>	3	GP	GP	Base		Salary	No	None	Yes	No	No
<input type="radio"/>	4	Basic Pay	Basic Pay	Base	No Slab	Formula	Salary	No	None	Yes	No
<input type="radio"/>	5	Consolidated	Consolidated	Base	No Slab	Formula	Salary	No	None	Yes	No



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

## Addition components

<input type="radio"/>	6	Dearness Allowance	DA	Addition	No Slab	Formula	Salary	No	None	Yes	No	No	
<input type="radio"/>	7	House Rent Allowance	HRA	Addition	No Slab	Formula	Salary	No	None	Yes	No	No	
<input type="radio"/>	8	Transport Allowance	TA	Addition	No Slab	Formula	Salary	No	None	Yes	No	No	
<input type="radio"/>	9	Transport Allowance - 800	TA-800	Addition	No Slab	Formula	Salary	Yes	None	Yes	No	No	
<input type="radio"/>	10	Research And Book Allowance	RA	Addition	No Slab	Formula	Salary	Yes	RA	Yes	No	No	

List of addition components

## Deduction components

<input type="radio"/>	25	Employee Provident Fund	EPF	Deduction	No Slab	Formula	Salary	No	None	Yes	No	No	
<input type="radio"/>	26	Voluntary Provident Fund	VPF	Deduction	No Slab	Formula	Salary	Yes	None	Yes	No	Yes	
<input type="radio"/>	27	Professional Tax	P.Tax	Deduction	No Slab	Manual	Salary	No	None	Yes	No	No	
<input type="radio"/>	28	Tax Deduction at Source	TDS	Deduction	No Slab	Manual	Salary	No	None	Yes	No	No	
<input type="radio"/>	29	Advance	Advance	Deduction	No Slab	Manual	Salary	Yes	None	Yes	No	No	

List of deduction components

## Add new component:

Add / Edit Salary Components

Select component name

Select component code

Component Name:	Select	Component Code:	Component Code
Addition/Deduction	Addition	Slab Type	No Slab
Formula/Manual	Formula	Salary/Additional	Salary
Carry Forward	<input type="radio"/> Yes <input checked="" type="radio"/> No	Group Name	None
Paid With Monthly Salary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Only For Calculation	<input type="radio"/> Yes <input checked="" type="radio"/> No

Click to save

Save Close



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Configure component:**

Configure Formula for : Pay In Pay Band

Click to create new configuration

Post Type Wise Formula Configuration

Create New

Non Teaching

Pay In Pay Band \* ( Paid Leaves + Paid Holiday + Worked Days ) / Total Days    Start Date With Effect - Jan 01,2015 (Actual Start Date - Jan 01,2015)

Click to discontinue formula

Discontinue

Copy this to Others

Teaching

Pay In Pay Band \* ( Paid Leaves + Paid Holiday + Worked Days ) / Total Days    Start Date With Effect - Jan 01,2015 (Actual Start Date - Jan 01,2015)

Discontinue

Copy this to Others

Configure Arrear

Close

**Configure arrear:**

Arrears

New Arrears Cycle

Arrears

Calculation Cycle :    New Cycle

Arrears Period :

Arrears For :    Pay In Pay Band    Arrears Against Component :    Pay In Pay Band-Arrears

Calculation Month :

Divided Into Months :

Configure arrear configuration & click to save cycle

Save Cycle

Close



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**View arrear components:**

Sr No.	Component Name	Codes	List of arrear components		Formula / Manual	Salary / Additional	Carry Forward	Group Name	Paid With Monthly Salary	Only For Calculation	Check LWP in Calculation	
<input type="radio"/>	1	Pay In Pay Band-Arrears	Pay In Pay Band-Arrears	Base	No Slab	Formula	Salary	No	None	No	No	No
<input type="radio"/>	2	AGP-Arrears	AGP-Arrears	Base	No Slab	Formula	Salary	No	None	No	No	No
<input type="radio"/>	3	GP-Arrears	GP-Arrears	Base	No Slab	Formula	Salary	No	None	No	No	No
<input type="radio"/>	4	Basic Pay-Arrears	Basic Pay-Arrears	Base	No Slab	Formula	Salary	No	None	No	No	No
<input type="radio"/>	5	Consolidated-Arrears	Consolidated-Arrears	Base	No Slab	Formula	Salary	No	None	No	No	No
<input type="radio"/>	6	DA-Arrears	DA-Arrears	Addition	No Slab	Formula	Salary	No	None	No	No	No
<input type="radio"/>	7	HRA-Arrears	HRA-Arrears	Addition	No Slab	Formula	Salary	No	None	No	No	No
<input type="radio"/>	8	TA-Arrears	TA-Arrears	Addition	No Slab	Formula	Salary	No	None	No	No	No





# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Employee Salary Parameters

**Prerequisite:** Finance Admin Role to user

**Roles:** Finance Admin

**Path:** Salary » Employee Salary Parameters

**Functionality:**

1. Able to view list of salary parameters.
2. Able to configure employee salary components.
3. Able to change configured employee salary components.
4. Each employee needs to be configured with salary components

★ SALARY » EMPLOYEE SALARY PARAMETER

MAR 09, 2020 1:54:28 AM

Policy :

HPTU Renewal Policy

Select Level:

☐ Institute ☒ Department

Department:

☒ HPTU - AGRIL. ECONOMICS - AGRIL. ECONOMICS  
☒ HPTU - AGRONOMY - AGRONOMY  
☒ HPTU - LAB - LAB  
☒ HPTU - FARM - FARM  
☒ HPTU - Agricultural Polytechnic - Agri. Poly.  
☒ HPTU - English - English

☒ HPTU - Agriculture Technic - Agri.Techic  
☒ HPTU - GENERAL SCIENCE - GENERAL SCIENCE  
☒ HPTU - OFFICE - OFFICE  
☒ HPTU - AGRIL. ENTOMOLOGY - AGRIL. ENTOMOLOGY  
☒ HPTU - AGRIL. EXTENSION - AGRIL. EXTENSION

Check All

Uncheck All

Post Type :

☒ Teaching  
☐ Committee  
☐ Outsourced Contractual

☐ Non Teaching  
☐ Contractual  
☐ Visiting Faculty

Selection Type

☒ Individual ☐ Multiple

Employee :

Mrs. Shanti Swapnil Patil ( HPTU/F/2...

Submit

Mrs. Shanti Swapnil Patil ( DYP/F/2023 ) 's salary configuration

Organization Configured Components

BASE COMPONENT

AGP

GP

Consolidated

INCREMENT COMPONENT

Other Allowance

DECREMENT COMPONENT

Employee Configured Components

BASE COMPONENT

Pay In Pay Band

Basic Pay

INCREMENT COMPONENT

DECREMENT COMPONENT

PT

TDS

Flood Donation

Apply



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

## For Multiple employees

★ SALARY » EMPLOYEE SALARY PARAMETER
MAR 09, 2020 1:51:10 AM

Policy :
HPTU Renewal Policy

Select Level:
☐ Institute
☒ Department

Department:

☒ HPTU - AGRIL. ECONOMICS - AGRIL. ECONOMICS
☒ HPTU - Agriculture Technic - Agri.Techic
☒ HPTU - AGRONOMY - AGRONOMY
☒ HPTU - GENERAL SCIENCE - GENERAL SCIENCE
☒ HPTU - LAB - LAB
☒ HPTU - OFFICE - OFFICE
☒ HPTU - FARM - FARM
☒ HPTU - AGRIL. ENTOMOLOGY - AGRIL. ENTOMOLOGY
☒ HPTU - Agricultural Polytechnic - Agri. Poly.
☒ HPTU - AGRIL. EXTENSION - AGRIL. EXTENSION
☒ HPTU - English - English

Check All
Uncheck All

Post Type :

☒ Teaching
☐ Non Teaching
☐ Committee
☐ Contractual
☐ Outsourced Contractual
☐ Visiting Faculty

Selection Type
☐ Individual
☒ Multiple

Submit

Sr.No	Employee Name	Base Component				Addition	Deduction			
		Pay In Pay Band	AGP	GP	Basic Pay		Consolidated	PT	TDS	Flood Donation
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Mrs. Shanti Swapnil Patil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Prof. Vijay Dinkar Chavan-Patil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Mr. Smit Shrikant Kadam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Mr. Pralhad Shivaji Patil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Salary Calculations

**Roles:** Finance Admin

**Path:** Salary » Salary Calculations

**Functionality:**

1. Able to upload template provided by the system for all manual parameters. Values against each employee can be entered and uploaded in the system.
2. Form entry of each employee for each manual parameter (exam paper setting remuneration, overtime)
3. Integrated input from other modules (Society loan installment, recurring deposits, etc)
4. Able to perform salary calculations for selected month.
5. Able to view total payable days of employees.
6. Able to lock/unlock operations on employee

**Salary calculations:**

SALARY » SALARY CALCULATIONS		DEC 28, 2016 4:33:56
Policy :	Select Policy Name <span>Select month</span>	
Select Month:	Aug, 2016 <span>Select post type</span>	
Post Type :	<input type="checkbox"/> Teaching <input checked="" type="checkbox"/> Non Teaching <input type="checkbox"/> Committee <input type="checkbox"/> Contractual <input type="checkbox"/> Outsourced Contractual <input type="checkbox"/> Visiting Faculty	
Select Level:	<input type="radio"/> Institute <input checked="" type="radio"/> Department <span>Select level</span>	
Department:	Academics - ACA. <input type="checkbox"/> Administration - ADMIN. <input type="checkbox"/> Finance & Accounts - F&A <input type="checkbox"/> APO - APO <input type="checkbox"/> Library - LIB. <input type="checkbox"/> Placements - PL. Management - PGDM <input checked="" type="checkbox"/> Information Technology - IT <span>Select department</span> MDP - MDP <span>Click to submit</span>	
		<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>
		<input type="button" value="Submit"/> <input type="button" value="Reset"/>



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

For Manual Components

Download a blank template

Upload Filled Excel here

Salary Calculation For Aug, 2016

Locked Employees : 0

Error : 0

Published : 5

Not Published : 0

Multiple Service Book

Error

Pending Adjustments

Total Employees : 5

All records per page

Search:

	Employee Name [PAN]	Employee No	Photo	Actions				Designation, Department	From	To	Attendance				
				Refresh	Print	Check	Lock				Worked Days	Paid Holiday	Paid Leaves	LWP	Total Payable Days
<input type="checkbox"/>	A. Shridhar Rao [APKPA5982J]	20050037						Dy. Manager, IT	Aug 01, 2016	Aug 31, 2016	20.0	9.0	2.0	0.0	31.0
<input type="checkbox"/>	Mr. Sanjay Rajendra Pandey [AIZPP8914F]	20040012						Sr. Manager, IT	Aug 01, 2016	Aug 31, 2016	21.0	9.0	1.0	0.0	31.0
<input type="checkbox"/>	Mr. Naushad Sikh Gafur Minde [BTMPM0461M]	20050050						Lab Assistant, IT	Aug 01, 2016	Aug 31, 2016	22.0	9.0	0.0	0.0	31.0
<input type="checkbox"/>	Mr. Manoj Bapurao More [AQVPM4064H]	IMTN20050049						Lab Assistant, IT	Aug 01, 2016	Aug 31, 2016	20.5	10.0	0.5	0.0	31.0
<input type="checkbox"/>	Fahimuddin Raza [AHKPR0190G]	IMTN20150259						Hardware Supervisor, IT	Aug 01, 2016	Aug 31, 2016	25.5	5.0	0.5	0.0	31.0



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Employee Arrear Configurations

**Prerequisite:**

1. Finance Admin Role to user
2. Arrear cycle should be configured in salary configuration tab.

**Roles:** Finance Admin

**Path:** Salary » Employee Arrear Configurations

**Functionality:**

1. On an individual component and Back dated increment
2. Able to view formula for arrear component.
3. Able to view month wise arrear calculation details.
4. Able to view arrear amount to be given to employees.
5. Able to freeze calculated arrear amount to be given to employees.

**Screen Shots / Steps:**

SALARY » SALARY CONFIGURATIONSDEC 28, 2016 5:54:48

Policy :

Select Policy Name

Salary Components

Set Component

Click to configure component

+ Add New Component

Edit Selected

Configure Component

View Arrear Components

Sr No.	Component Name	Codes	Addition / Deduction	Slab Type	Formula / Manual	Salary / Additional	Carry Forward	Group Name	Paid With Monthly Salary	Only For Calculation	Check LWP in Calculation
1	Pay In Pay Band	Pay In Pay Band	Base	No Slab	Formula	Salary	No	None	Yes	No	No
2	AGP	AGP	Base	No Slab	Formula	Salary	No	None	Yes	No	No
3	GP	GP	Base	No Slab	Formula	Salary	No	None	Yes	No	No
4	Basic Pay	Basic Pay	Base	No Slab	Formula	Salary	No	None	Yes	No	No
		Consolidated	Base	No Slab	Formula	Salary	No	None	Yes	No	No
6	Dearness Allowance	DA	Addition	No Slab	Formula	Salary	No	None	Yes	No	No

Select component



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

## Arrear configuration

Configure Formula for : DA

Post Type Wise Formula Configuration

Create New

Non Teaching

$132 * (\text{Basic Pay}) / 100$  Start Date With Effect - Nov 01,2016 (Actual Start Date - Jul 01,2016) Discontinue Copy this to Others View History

Teaching

$132 * (\text{Basic Pay}) / 100$  Start Date With Effect - Nov 01,2016 (Actual Start Date - Jul 01,2016) Discontinue Copy this to Others View History

Click to configure arrear

Configure Arrear Close

## Employee arrear configurations:

SALARY - EMPLOYEE ARREAR CONFIGURATIONS DEC 28, 2016 6:06:22

Policy :

DAArrears(Sep, 2015) DAArrears(Sep, 2016) Select arrear cycle

DA Cycle 1 (Jul 01,2015 - Aug 31,2015)

Category	Formula
Teaching	$6 * (\text{Basic Pay}) / 100$
Non Teaching	$6 * (\text{Basic Pay}) / 100$

Select Level: ☐ Institute ☐ Department

Department: ☐ Academics - ACA. ☐ Administration - ADMIN. ☐ APO - APO. ☐ Library - LIB. ☐ Placements - PL. ☒ Information Technology - IT. ☐ Management - PGDM ☐ MDP - MDP

Click to get employees Check All Uncheck All Select departments

Get Employees

Arrear Calculation Frozen

ExcelSheet

All records per page Search:

S.No.	Name	Employee No	Photo	Calculation Details	Arrear Details	Arrear Amount (System Calculated)	Calculate All
				Jul,2015	Aug,2015	Arrear Amount (To Be Given)	
1	Mr. Sanjay Rajendra Pandey	IMTN20040012		1831.8	1905.6	3737	3737
2	Mr. Naushad Sikh Gafur Minde	IMTN20050050		633	652.2	1285	1285
3	Mr. Manoj Bapurao More	IMTN20050049		633	652.2	1285	1285

Calculate Freeze Calculate Freeze Calculate Freeze



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Employee Details

**Prerequisite:** Finance Admin Role to user

**Roles:** Finance Admin

**Path:** Salary » Employee Details

**Functionality:**

1. Able to view current employee list.
2. Able to view relieved employee list.
3. Able to enter employee details like employee name to bank, bank account no., bank name, branch name, IFSC no., PAN no., etc.
4. Able to update employee details like employee name to bank, bank account no., bank name, branch name, IFSC no., PAN no., etc.

**Screen Shots / Steps:**

*Employee details:*

**SALARY » EMPLOYEE DETAILS** DEC 28, 2016 6:45:06

Policy :

Post Type : ☐ Teaching ☒ Non Teaching ☐ Contractual ☐ Visiting Faculty

S.No.	Employee ID	Employee Name	Employee Name Acc to Bank	Bank Name	Name of Branch	Employee A/c No.	IFSC Code	PAN no.	Join Date
1	20050037	A. Shridhar Rao	Shridhar Rao A	Yes Bank Ltd	Civil Lines Nagpur i	00289160000037	YESB0000028	APKPA5982J	Aug
2	20060076	Abdul Gani Abdul Rauf	Abdul Gani Chist	Yes Bank Ltd	Civil Lines Nagpur i	00289020000454	YESB0000028	AFPPC3773G	Dec



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Employee Salary Payable

**Prerequisite:**

1. Finance Admin Role to user
2. Employee salaries should be published for selected month.

**Roles:** Finance Admin

**Path:** Salary » Employee Salary Payable

**Functionality:**

1. Able to view gross pay, deductions and net pay for selected employee.
2. Able to make employee salary payable entry in account books.
3. Able to view component wise salary payable.

**Screen Shots / Steps:**

★ SALARY » EMPLOYEE SALARY PAYABLE

MAR 09, 2020 1:07:16 AM

Policy :

HPTU Finance Policy

Select Month:

Mar, 2020

Submit

Reset

Consolidated Report

Payable

<input type="checkbox"/>	S.No.	Employee ID	Employee Name	From Date	To Date	Gross Pay (In ₹)	Deductions (In ₹)	Net Paid (In ₹)
<input type="checkbox"/>	1	DYP/F/2021	Mr. Smit Shrikant Kadam	Mar 01, 2020	Mar 31, 2020	₹1.00	₹2.00	(-)₹1.00
<input type="checkbox"/>	2	DYP/F/2022	Mr. Pralhad Shivaji Patil	Mar 01, 2020	Mar 31, 2020	₹1.00	₹2.00	(-)₹1.00
<input type="checkbox"/>	3	DYP/F/2023	Mrs. Shanti Swapnil Patil	Mar 01, 2020	Mar 31, 2020	₹1.00	₹2.00	(-)₹1.00
<input type="checkbox"/>	4	DYP/F/2024	Prof. Vijay Dinkar Chavan-Patil	Mar 01, 2020	Mar 31, 2020	₹1.00	₹2.00	(-)₹1.00
					Total (In ₹)	₹4.00	₹8.00	(-)₹4.00

Generate Invoice





# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Employee Salary Transfer

**Prerequisite:**

1. Finance Admin Role to user
2. Employee salaries should be generated.

**Roles:** Finance Admin

**Path:** Salary » Employee Salary Transfer

**Functionality:**

1. Able to view list of employee names with their account no. and net paid amount for the selected month.
2. Able to generate salary transfer letter.
3. Able to send alert to employees.

**Screen Shots / Steps:**

*Employee salary transfer:*

SALARY » EMPLOYEE SALARY TRANSFERDEC 28, 2016 7:27:17

Policy :

Select Policy Name

Select Month:

Jan, 2016

Select month & click to submit

SubmitReset

<input type="checkbox"/>	S.No.	Employee ID	Employee Name	From Date	To Date	Bank A/C No.	Net Paid
<input type="checkbox"/>	1	20149318	Dr. Subhajit Bhattacharyya	Jan 01, 2016	Jan 31, 2016	2891600001292	234002
<input type="checkbox"/>	2	20070094	Jitendra Sharma	Jan 01, 2016	Jan 31, 2016	2891600000450	110459
<input type="checkbox"/>	3	20040014	Archana Amit Chawla	Jan 01, 2016	Jan 31, 2016	2891600000206	69621
<input type="checkbox"/>	98	20050055	Vinod Laxmanrao Vijaykar	Jan 01, 2016	Jan 31, 2016	2890200004451	24014
<input type="checkbox"/>	99	20050025	Rajendra Madhaorao Nimbalkar	Jan 01, 2016	Jan 31, 2016	2891600000498	35386
						Total	7003971

Generate Transfer Letter

Click to generate transfer letter



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Employee Arrear Calculation

**Prerequisite:** Finance Admin Role to user

**Roles:** Finance Admin

**Path:** Salary » Employee Arrear Calculation

**Functionality:**

1. Able to view arrear calculation for increment/decrement of employee.
2. Able to recalculate arrear.
3. Able to view arrear details.
4. Able to freeze arrear amount to be paid.
5. Able to select month for which arrear amount to be paid to employee.
6. Able to generate transfer letter for amount to be paid to employee.

**Screen Shots / Steps:**

*Employee arrear calculation:*

The screenshot shows the 'SALARY » EMPLOYEE ARREAR CALCULATION' form. It includes fields for Policy, Select Month, Select Level, Department, and Post Type. Callouts highlight the 'Select month' dropdown, 'Select level' dropdown, 'Select departments' checkboxes, 'Select post type' checkboxes, and the 'Click to submit' button. The form also features 'Check All', 'Uncheck All', 'Submit', and 'Reset' buttons.

SALARY » EMPLOYEE ARREAR CALCULATION		DEC 29, 2016 11:18:44
Policy :	<input type="text" value="Select Policy Name"/>	
Select Month:	<input type="text" value="Oct, 2016"/>	
Select Level:	<input type="radio"/> Institute <input checked="" type="radio"/> Department	
Department:	<div><input checked="" type="checkbox"/> Academics - ACA. <input checked="" type="checkbox"/> Finance &amp; Accounts - F&amp;A <input checked="" type="checkbox"/> Library - LIB. <input checked="" type="checkbox"/> Management - PGDM <input checked="" type="checkbox"/> MDP - MDP</div> <div><input checked="" type="checkbox"/> Administration - ADMIN. <input checked="" type="checkbox"/> APO - APO <input checked="" type="checkbox"/> Placements - PL. <input checked="" type="checkbox"/> Information Technology - IT</div>	
Post Type :	<div><input type="checkbox"/> Teaching <input type="checkbox"/> Committee <input type="checkbox"/> Outsourced Contractual</div> <div><input checked="" type="checkbox"/> Non Teaching <input type="checkbox"/> Contractual <input type="checkbox"/> Visiting Faculty</div>	
<div>Check All Uncheck All</div> <div>Click to submit</div> <div>Submit Reset</div>		



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

All records per page Search:

Sr no.	Employee Name	Employee No	Net Paid				
1	Archana Amit Chawla	20040014	2347	Re-Calculate	Arrear Details	Un-Freeze	Pay
2	Kusheshwar Nath	20080180	4836	Re-Calculate	Arrear Details	Un-Freeze	Pay
3	Pankaj Ramkumar Pandey	20050023	2445	Re-Calculate	Arrear Details	Un-Freeze	Pay
4	Pradeep Bhalchandra Abhyankar	20060069	1543	Re-Calculate	Arrear Details	Un-Freeze	Pay
5	Ashish Chhatrapati Kale	20060068	1039	Re-Calculate	Arrear Details	Un-Freeze	Pay
1	Manoj Bapurao More	20050049	1923	Re-Calculate	Arrear Details	Un-Freeze	Pay
		20150259	605	Re-Calculate	Arrear Details	Un-Freeze	Pay
<b>Total</b>			<b>12857</b>				

Click to generate transfer letter

Generate Transfer Letter

← Previous Next →

## Arrear details:

**Arrear Details**

**Pay Slip**

For the Month : Aug, 2016

Employee No.	PAN	Name	Grade	Designation	Department	Date of Joining
20040014	AHAPC4591M	Archana Amit Chawla	-	Secretary to Director	ADMIN.	-

Worked Days	Paid Holidays	Paid Leaves	Leave Without Pays	Payable Days
23.0	7.0	1.0	0.0	31.0

Able to view difference

Earnings				Deduction			
Particulars	Paid For the Month (Rs.)	Actual to be Paid (Rs.)	Difference	Particulars	Paid For the Month (Rs.)	Actual to be Paid (Rs.)	Difference
Pay In Pay Band	0	31,070	31,070	EPF	8065	8,389	324
GP	0	0	-	VPF	0	0	-
Basic Pay	29870	31,070	1,200	P.Tax	200	200	-
DA	37338	38,838	1,500	TDS	7000.00	7,000.00	-
HRA	13442	13,982	540	Advance	0	0	-
				Others	0	0	-

Un-Freeze Pay Close



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

## Reports:

### 1. Arrear Calculation Monthly Report

Path: Salary » Monthly Reports » Arrear Calculation Monthly Report

<div>Print Overall Report</div> <div>Click to print overall report</div>		Information Technology - IT							
<div>Export To Excel</div>									
#	Employee Name		Basic Pay	DA	HRA	Gross Salary	EPF	Total Deductions	Net Salary
1	A. Shridhar Rao	Old Value	27600	34500	12420	78214	7452	13452	64762
		New Value	30090	39719	13962	0	8377	0	0
		Difference	2490	5219	1542	-78214	925	-13452	-64762
2	Mr. Sanjay Rajendra Pandey	Old Value	31760	39700	14292	93518	8575	18775	74743
		New Value	33670	44444	15623	0	9374	0	0
		Difference	1910	4744	1331	-93518	799	-18775	-74743
3	Mr. Naushad Skh Gafur Minde	Old Value	10870	13588	4892	30356	2935	3135	27221
		New Value	11200	14784	5197	0	3118	0	0
		Difference	330	1196	305	-30356	183	-3135	-27221

### 2. Arrear Calculation Consolidated Report

SALARY » MONTHLY REPORTS » ARREAR CALCULATION CONSOLIDATED REPORT												DEC 29, 2016 1:20:18	
Policy :		Select Policy Name										Select date range	
Select From Month:		Aug 01, 2016		Select To Month:		Select level							
Select Level:		<input type="radio"/> Institute <input checked="" type="radio"/> Department											
Department:		<div> <input type="checkbox"/> Academics - ACA.  <input type="checkbox"/> Finance &amp; Accounts - F&amp;A  <input type="checkbox"/> Library - LIB.  <input type="checkbox"/> Management - PGDM  <input type="checkbox"/> MDP - MDP         </div> <div> <input type="checkbox"/> Administration - ADMIN.  <input type="checkbox"/> APO - APO  <input type="checkbox"/> Placements - PL.  <input checked="" type="checkbox"/> Information Technology - IT         </div>										Select department	
Post Type:		<div> <input type="checkbox"/> Teaching  <input type="checkbox"/> Committee  <input type="checkbox"/> Outsourced Contractual         </div> <div> <input checked="" type="checkbox"/> Non Teaching  <input type="checkbox"/> Contractual  <input type="checkbox"/> Visiting Faculty         </div>										Select post type	
<div>Check All</div> <div>Uncheck All</div>												Click to submit	
<div>Submit</div>													
<div>Export To Excel</div> <div>Print Report</div>													
#	Employee Name		Aug, 2016			Sep, 2016			Grand Total				
			Gross Salary	Total Deductions	Net Salary	Gross Salary	Total Deductions	Net Salary	Gross Salary	Total Deductions	Net Salary		
1	A. Shridhar Rao	Old Value	78214	13452	64762	84938	14124	70814	163152	27576	135576		
		New Value	0	0	0	0	0	0	0	0	0		
		Difference	-78214	-13452	-64762	-84938	-14124	-70814	-163152	-27576	-135576		



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

## 3. Grouped salary sheet:

**SALARY » MONTHLY REPORTS » GROUPED SALARY SHEET** DEC 29, 2016 1:42:47

Policy :

Select Month:  Published Between: From  To

Select Level: ☐ Institute ☒ Department

Department: ☐ Academics - ACA. ☒ Administration - ADMIN. ☐ APO - APO. ☐ Placements - PL. ☐ Information Technology - IT

☐ Finance & Accounts - F&A ☐ Library - LIB. ☐ Management - PGDM ☐ MDP - MDP

Post Type: ☐ Teaching ☒ Non Teaching ☐ Committee ☐ Contractual ☐ Outsourced Contractual ☐ Visiting Faculty

Post Grade:

## 4. Salary Summary

Path: Salary » Monthly Reports » Salary Summary

**SALARY » MONTHLY REPORTS » SALARY SUMMARY** DEC 29, 2016 2:17:30

Policy :

Select Month:

Select Level: ☐ Institute ☒ Department

Department: ☐ Academics - ACA. ☐ Administration - ADMIN. ☐ APO - APO. ☐ Placements - PL. ☒ Information Technology - IT

☐ Finance & Accounts - F&A ☐ Library - LIB. ☐ Management - PGDM ☐ MDP - MDP

Select All Department: ☐

Post Type : ☐ Teaching ☒ Non Teaching ☐ Committee ☐ Contractual ☐ Outsourced Contractual ☐ Visiting Faculty

**IT - Information Technology - IT**

S.No.	Employee ID	Employee Name	From Date	To Date	Gross Pay	Deductions	Net Paid
1	20050037	A. Shridhar Rao	Aug 01, 2016	Aug 31, 2016	78214	13452	64762
2	20040012	Mr. Sanjay Rajendra Pandey	Aug 01, 2016	Aug 31, 2016	93518	18775	74743
3	20050050	Mr. Naushad Sikh Gafur Minde	Aug 01, 2016	Aug 31, 2016	30356	3135	27221
4	20050049	Mr. Manoj Bapurao More	Aug 01, 2016	Aug 31, 2016	30356	3135	27221
5	20150259	Fahimuddin Raza	Aug 01, 2016	Aug 31, 2016	24550	3180	21370
<b>Total</b>					<b>256994</b>	<b>41677</b>	<b>215317</b>



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

## 5. Parameter Wise Report

Path: Salary » Monthly Reports » Parameter Wise Report

**SALARY » MONTHLY REPORTS » PARAMETER WISE REPORT** DEC 29, 2016 3:35:22

Policy :

Select Level: ☐ Institute ☒ Department

Department: ☐ Academics - ACA. ☐ Administration - ADMIN. ☐ Finance & Accounts - F&A ☐ APO - APO ☐ Library - LIB. ☐ Placements - PL. ☒ Information Technology - IT

Month :

Parameter :

S.No.	Name	Employee No	PAN	DOJ-Gratuity	Gratuity ID	DOB	Designation	Department	E.P.F. A/C	Basic Pay	Total Earnings	Total Deductions	Net Salary
1	A. Shridhar Rao	20050037	APKPA5982J	08 Aug, 2005		Nov 02, 1980	Dy. Manager	IT	NG/NAG /64307/37	27600	78214	13452	64762
2	Mr. Sanjay Rajendra Pandey	20040012	AIZPP8914F	06 Jul, 2004		Feb 12, 1972	Sr. Manager	IT	NG/NAG /64307/12	31760	93518	18775	74743
3	Mr. Naushad Skh Gafur Minde	20050050	BTMPM0461M	01 Oct, 2005		Jul 07, 1980	Lab Assistant	IT	NG/NAG /64307/50	10870	30356	3135	27221

## 6. Earn Card Report

Path: Salary » Annual Reports » Earn Card Report

Search... Print All Earn Card

Employee ID : 20050037 Name : A. Shridhar  
Designation : Dy. Manager Department : IT

Addition									
Basic Pay	27600	27600	27600	27600	27600	30090	30090	30090	228270
DA	34500	34500	34500	34500	34500	37613	37613	39719	287445
HRA	12420	12420	12420	12420	12420	13541	13541	13962	103144
TA	1600	1600	1600	1600	1600	1600	1600	1600	12800
SA	500	500	500	500	500	500	500	500	4000
OA	1594	1594	1594	1594	1594	1594	1594	1594	12752
Gross Salary	78214	78214	78214	78214	78214	84938	84938	87465	648411
Deduction									
EPF	7452	7452	7452	7452	7452	8124	8124	8377	61885
P.Tax	200	200	200	200	200	200	200	200	1600
TDS	1500	1500	1500.00	4500.00	4500.00	4500	4500	4500	27000
Bus Deduction	1300	1300	1300	1300	1300	1300	1300	1300	10400
Total Deduction	10452	10452	10452	13452				14124	14377
Net Paid	67762	67762	67762	64762				70814	547526



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

## 7. Cost to Company (CTC) Report

**Path:** Salary » Other Reports » Cost to Company (CTC) Report

**SALARY » OTHER REPORTS » COST TO COMPANY (CTC) REPORT**DEC 30, 2016 7:15:08

Policy :  

Select Policy Name

Select Month:  

Aug, 2016

Select Level:  

☐ Institute ☒ Department

Department:  

☐ Academics - ACA.  
☐ Finance & Accounts - F&A  
☐ Library - LIB.  
☐ Management - PGDM  
☐ MDP - MDP

☐ Administration - ADMIN.  
☐ APO - APO  
☐ Placements - PL.  
☒ Information Technology - IT

Check All

Uncheck All

Post Type:  

☐ Teaching  
☒ Non Teaching  
☐ Committee  
☐ Contractual  
☐ Outsourced Contractual  
☐ Visiting Faculty

Post Grade:  

All

Reset

Print CTC Report

Export To Excel

Details for Staff : Information Technology - IT

Print On New Page

All records per page

Search:

#	Salary Certificate	Employee Name [Pay in Band]	Employee No	Designation	Basic Pay	DA	HRA	TA	OA	SA	Gross Salary	EPF	LTA	Total Benefits	CTC For Month	CTC Fo
1		Shridhar [27,600]	20050037	Dy. Manager	27,600	34,500	12,420	1,600	1,594	500	78,214	7,452	2,588	10,040	88,254	10
2		Mr. Rajiv Pandey [31,760]	20040012	Sr. Manager	31,760	39,700	14,292	1,600	2,266	3900	93,518	8,575	2,978	11,553	1,05,071	12