Manual Of Payroll Module

Contents

1. Payroll Setup

I. Salary Setup

a. Sanctioned Details for Regular Staff

b. Sanctioned Details for Work charged Staff

c. Add Employee Salary Group

d. Employee Setup

e. Update Employee

f. Post wise Setup

g. Post Sanction Report for Regular Staff

h. Post Sanction Report for Work charged Staff

II. Allowances

a. Allowance Entry

b. Allowance Update

III. Deductions

a. Deduction Entry

b. Deduction Update

IV. License Fee

a. License Fee Entry

b. License Fee Update

c. License Fee Delete

V. Loans and Increment

a. Loan Entry

b. Loan Update

c. Increment Update

VI. Optional Deductions from Salary

VII. Salary for the Part of Month

a. Manual Insertion of Salary Particulars

b. Manual Updation of Salary Particulars

c. Generate Pay Bill

2. Payroll Report

I. Salary Bill

II. Salary Bill Summary

III. Deduction Schedules

IV. Salary Slip(Individual)

V. Group Salary Slip

VI. Arrears (Salary)

VII. Arrears (DA)

VIII. Acquaintance Roll

IX. Payroll Status Report

X. Bill Group Status

XI. Post Sanctioned Report

3. Delete Operations

I. Delete Advance Loans

II. Delete Sanction Orders

III. Delete Salary Bill Group

4. Log Out

Note: You can navigate through the entire manual as per your needs by directly holding control key and left mouse button click on any section or subsection.

Make Your Work Easy

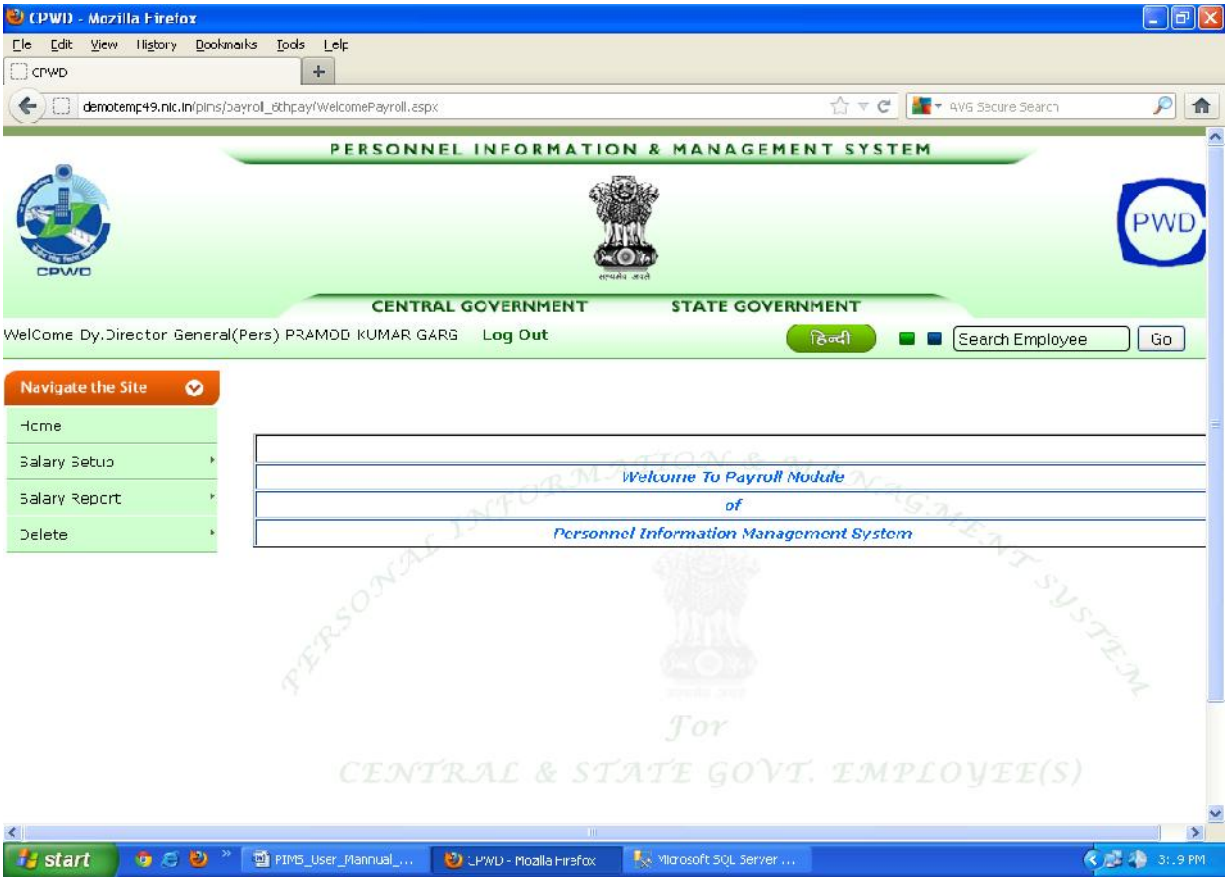
To Make Master Data Entries For Payroll Follow These Steps

Step1. Login into **PIMS** with your authorized **Office Head ID** and **Password.**

Go to the following Screen by clicking **Continue** Options.



Step 2. On the left panel click the **Salary->Salary Module** link.
The following page will appear.



This is the **Welcome Screen** of **Payroll Module.** On the Left Panel various links are available to navigate through the **Payroll Module**.
First one is **Salary Setup**.

Salary Setup

To Make Basic Data Entry Related to Salary Follow These Steps:

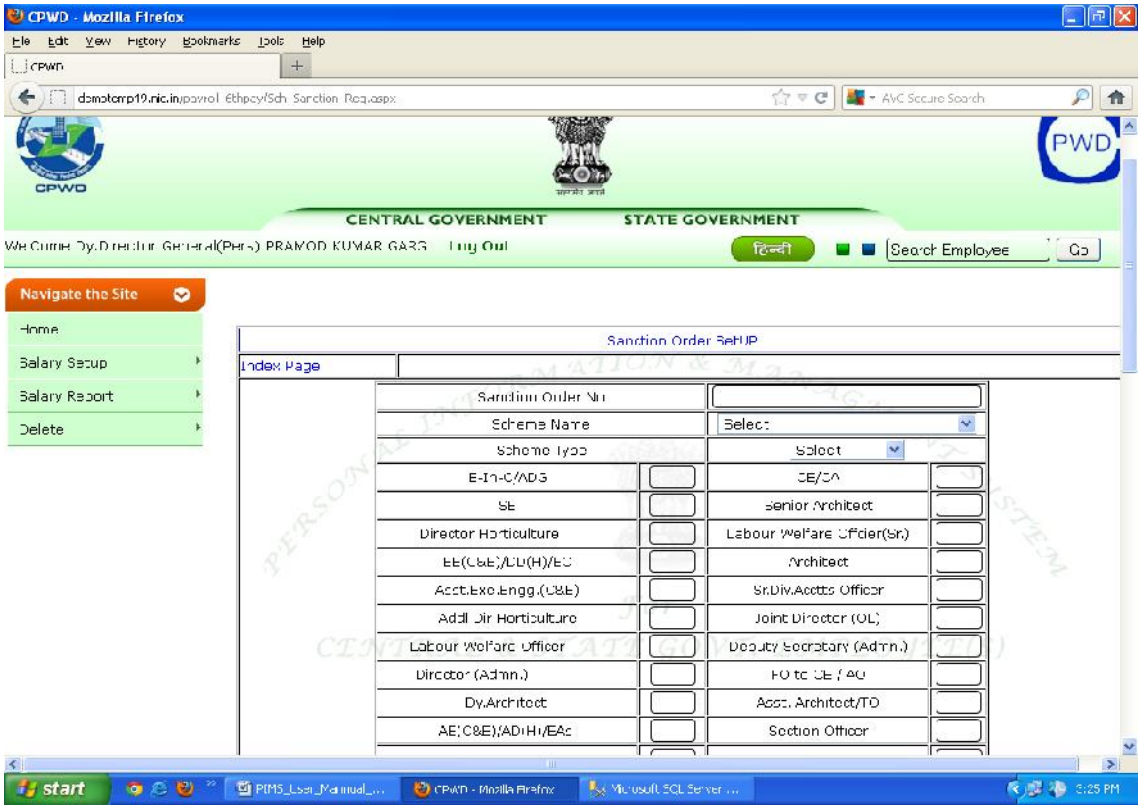
Step 1. Click the **Salary Setup->Employee Setup** link.
The following page will appear.



Figure: Index Page

1. Sanction Detail

Step 1. Click the **Sanction Details for Regular Staff (Open Page)** link.
The following page will appear.



Step 2. To specify **Sanction Order Set Up** perform these activities:

1. Specify **Sanction Order No**. – **Regarding creation of units.**

2. Select **Scheme Name** like **Expenditure code for Structural Planning Execution, Architectural Planning etc.**

3. Select **Scheme Type (Plan/Non Plan)**.

4. Specify No of post sanctioned against entered **Sanction No**.

5. Click the **Submit** button.

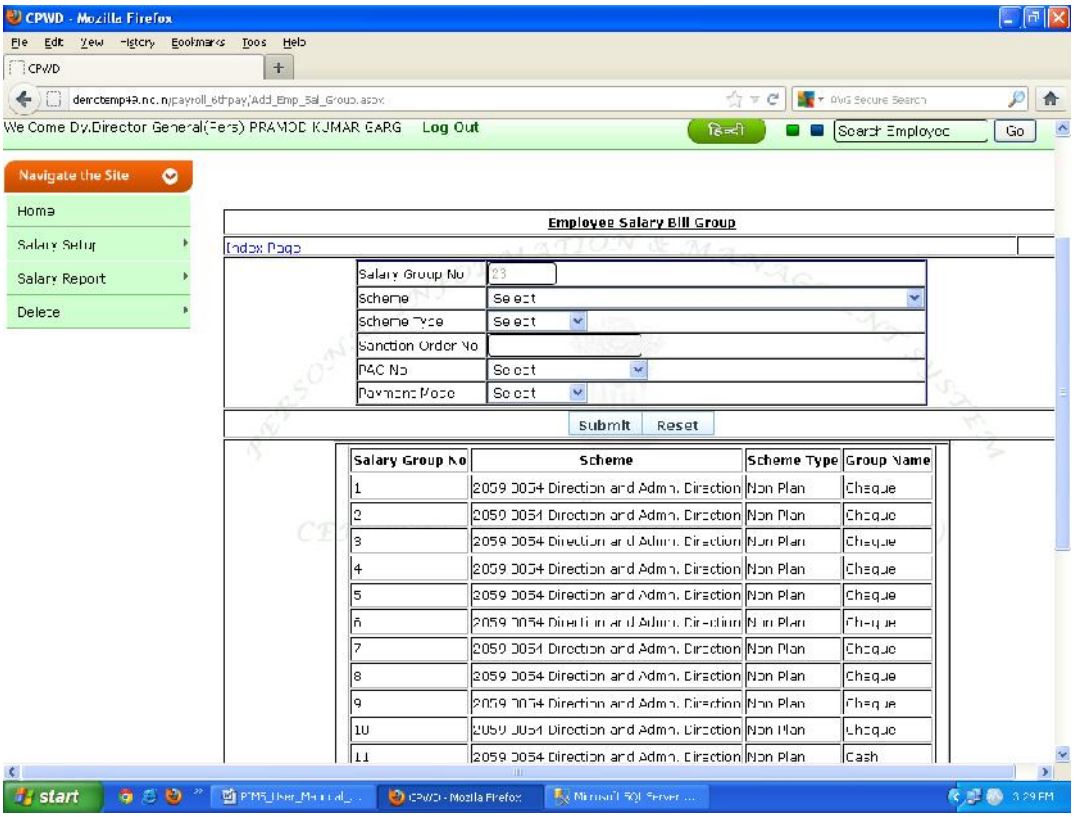
6. Repeat the same process for more than one **Head of Expenditure Operated** in the Unit.

7. Click on the **Index Page** link to go on the **Index Page**.

Step 3. Repeat the above steps for **Work Charge Staff** also by clicking the **Sanction Details for Work charged Staff (Open Page)** link.

2. Add Employee Salary Group

Step 1. Click the **Add Employee Salary Group (Open Page)** link.
The following page will appear.



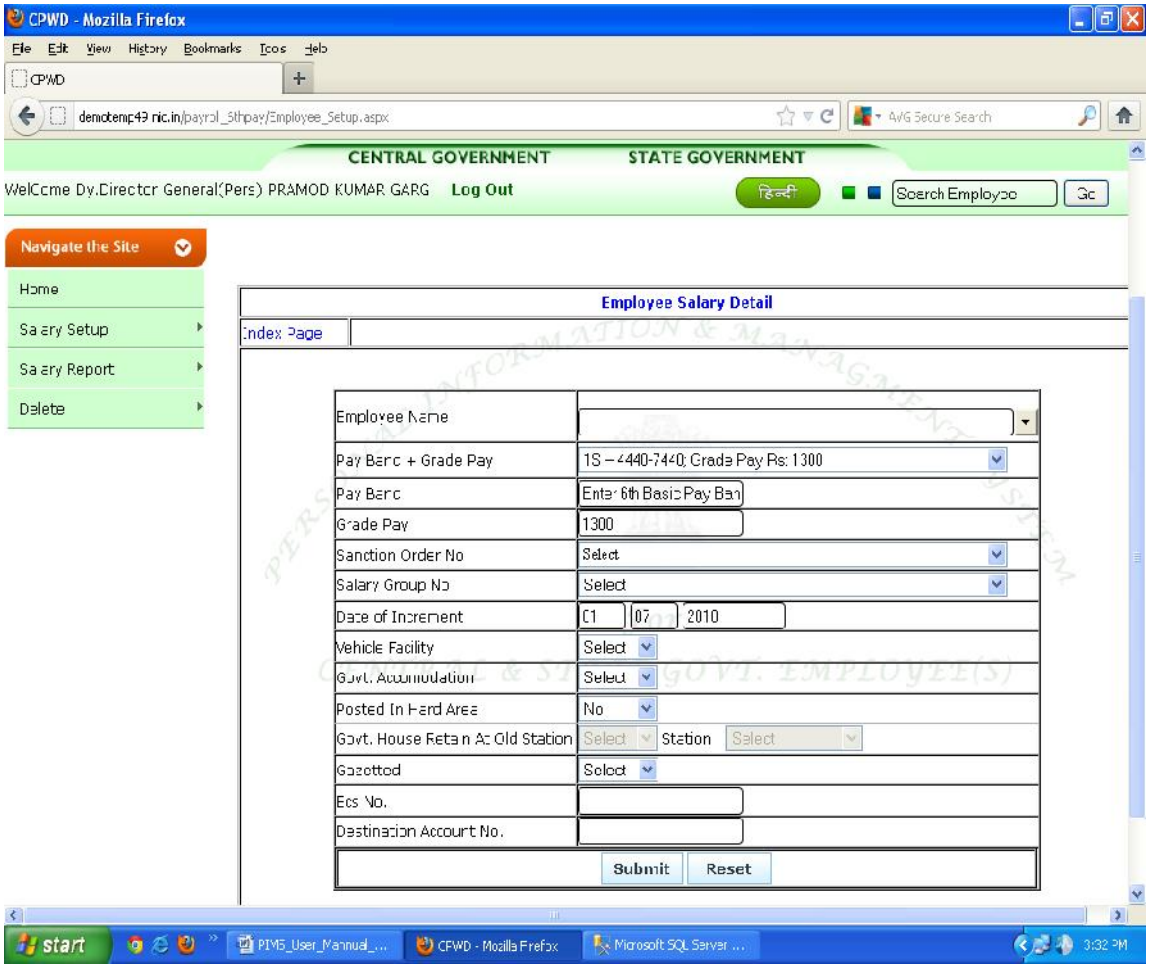
Step 2. To Create **Employee Salary Bill Group** follows these steps.

1. The **Salary Group No** will appear automatically.
2. Specify **Scheme**.

3. Specify **Scheme Type** (Plan/Non Plan).
4. Specify **Payment Mode** (Cash/Cheque).
5. Click the **Submit** button.
6. Repeat the same process for more than one **Salary Group**.
7. Click the **Index Page** link to go on the **Index Page.**

3. Employee Setup

Step 1. Click the **Employee Setup (Open Page)** link.
The following page will appear.



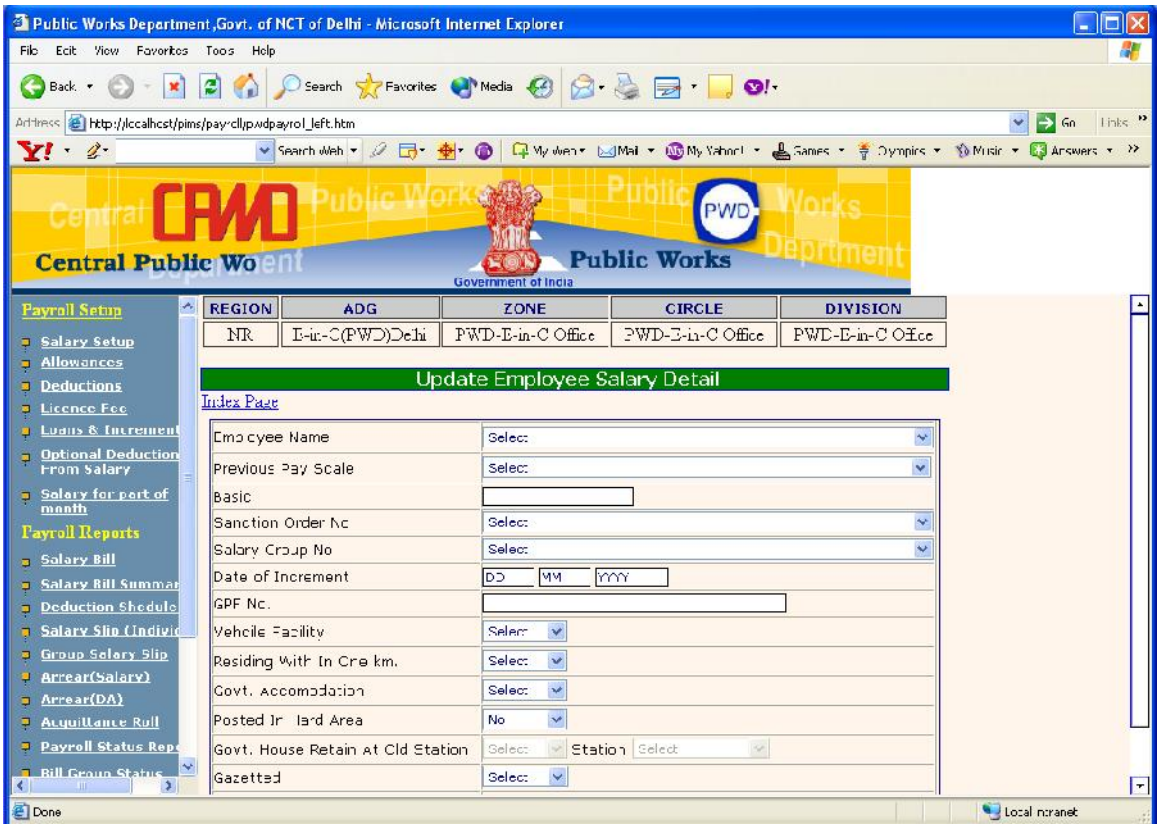
Step 2. To enter **Employee Salary Details** perform these activities:

1. Specify **Employee ID with Post** under **Employee Name** drop down list.
2. Select applicable **Pay Scale**.
3. Enter **Basic Pay** in the **Basic** field.
4. Specify **Stagnation Pay** (if applicable for selected employee) in the **Stagnation Pay** field
5. Select **Sanction Order No** applicable to selected employee.
6. Select **Salary Group No.** under its drop down list.
7. Specify **Date of Increment** (in DD/MM/YYYY) in the **Date of Increment** field.
8. Specify **GPF No** in the **GPF No** field.
9. Specify **Vehicle Facility** (Yes/No) applicable to selected employee.
10. Select **Residing Within One Km** under its drop down list.
11. Select **Government Accommodation** under its drop down list.
12. Select **Posted in Hard Area** under its drop down list.
13. Select **Government House Retain In Old Station**.
14. Select **Gazette** under its drop down list.
15. Specify **ECS No.**
16. Click the **Submit** Button to submit the record.
17. Click the **Index Page** link to go on the **Index Page**.

CONTENTS

4. Update 6th Pay Commission Pay Band

Step 1. Click the **Update 6th Pay Commission Pay Band (Open Page)** link.
The following page will appear.

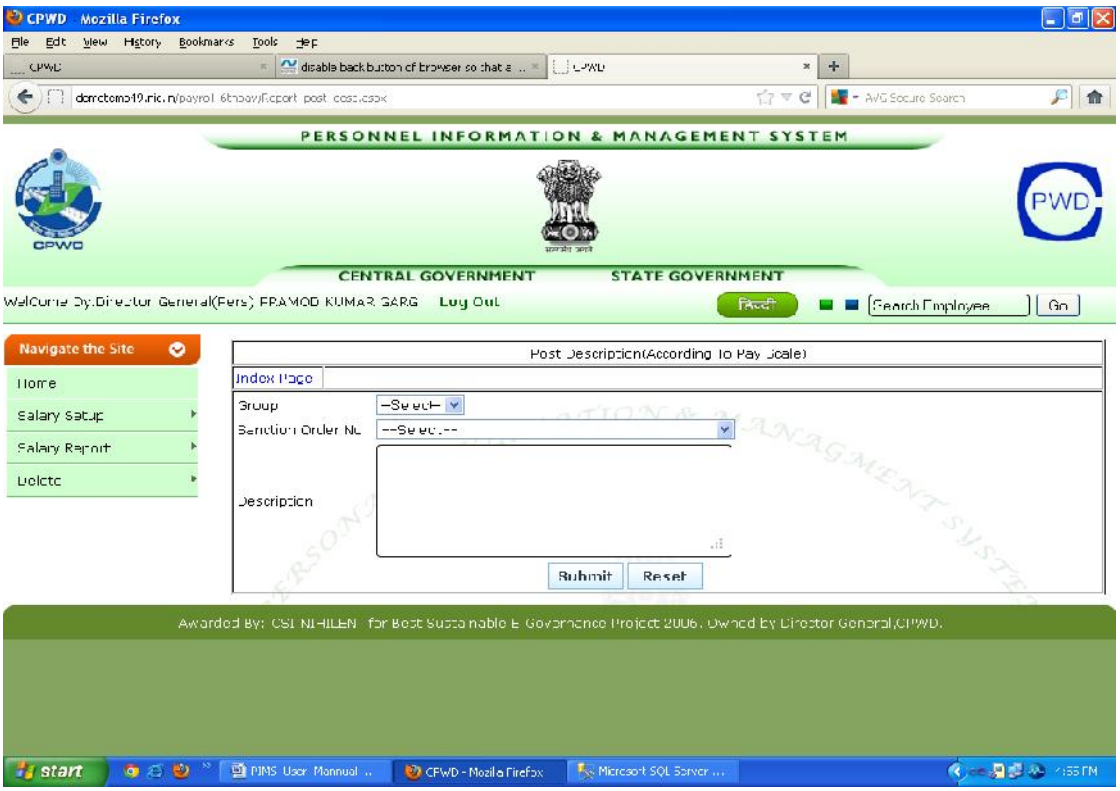


Step 2. To **Update Employee Salary Details** perform these activities:

1. Specify **Employee Name with ID** whose data you want to **Update/Edit**.
2. All data belonging to selected **employee** will appear automatically in the respective fields. Make required changes and click the **Submit** button.
3. Click the **Index Page** link to go on the **Index Page**.

5. Post wise Setup

Step 1. Click the **Post wise Setup (Open Page)** link.
The following page will appear.



Step 2. To perform **Post wise Setup** follows these activities:

1. Select **Salary Group No** from the drop down list.
2. Select **Sanction Order No** applicable to selected **Salary Group No** from the drop down list.
3. Specify **Description** in the **Description** field.
   (e.g. If your Salary group 1 contains one CE, 2 SE, 3 EE then write "**One post of CE, Two post of SE, Three post of EE**".

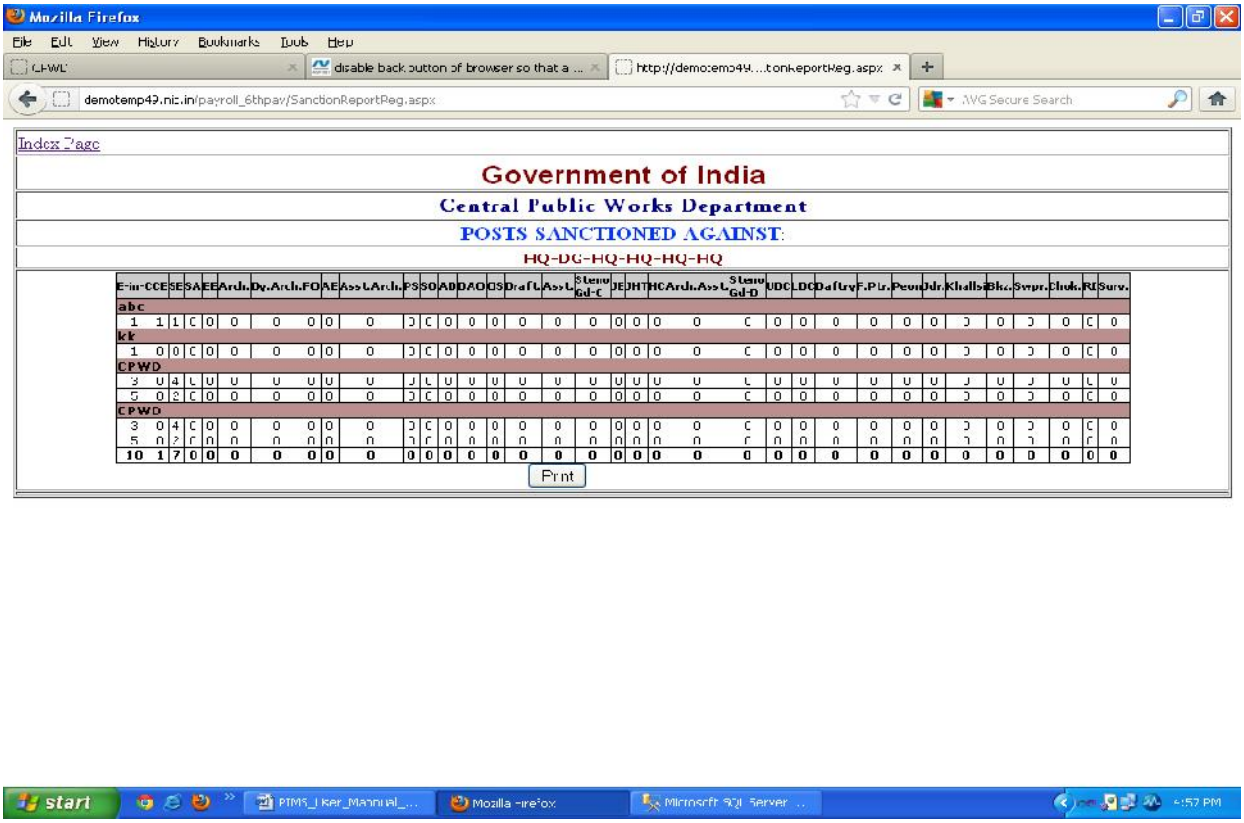
Whatever you will write in the Description field will appear in the top of the **Salary Bill**)

4. Click the **Submit** button to **save** record.
5. Click the **Index Page** link to go on the **Index Page**

Note: The Post wise Setup is mandatory for all salary groups. So please make sure that Description for every salary group is defined in the description field otherwise salary bill will not generated.

6. Post Sanction Report: Regular Staff

Step 1. Click the **Post Sanction Report For Regular Staff (Open Page)** link.
The following page will appear as **Post Sanction Report** for different salary groups in **Regular Category**.



7. Post Sanction Report: Work Charge Staff

Step 1. For Work charge staffs click the **Post Sanction Report for Work Charged Staff (Open Page)** link.
The following page will appear as **Post Sanction Report** for different salary groups in **Work charged Category**.

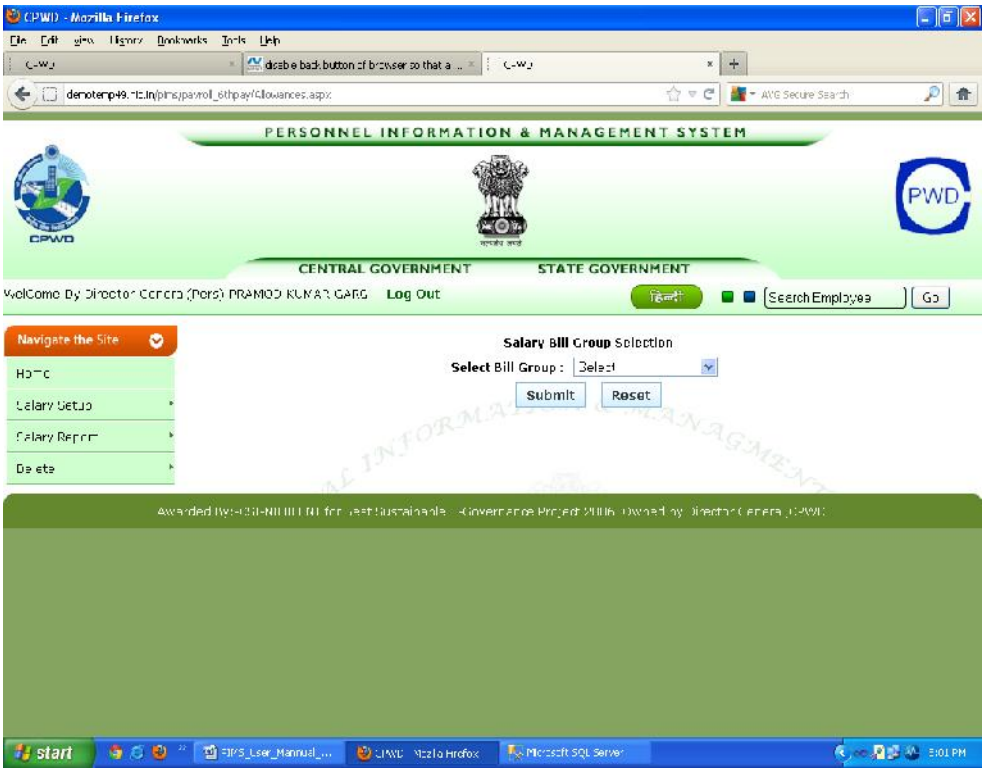


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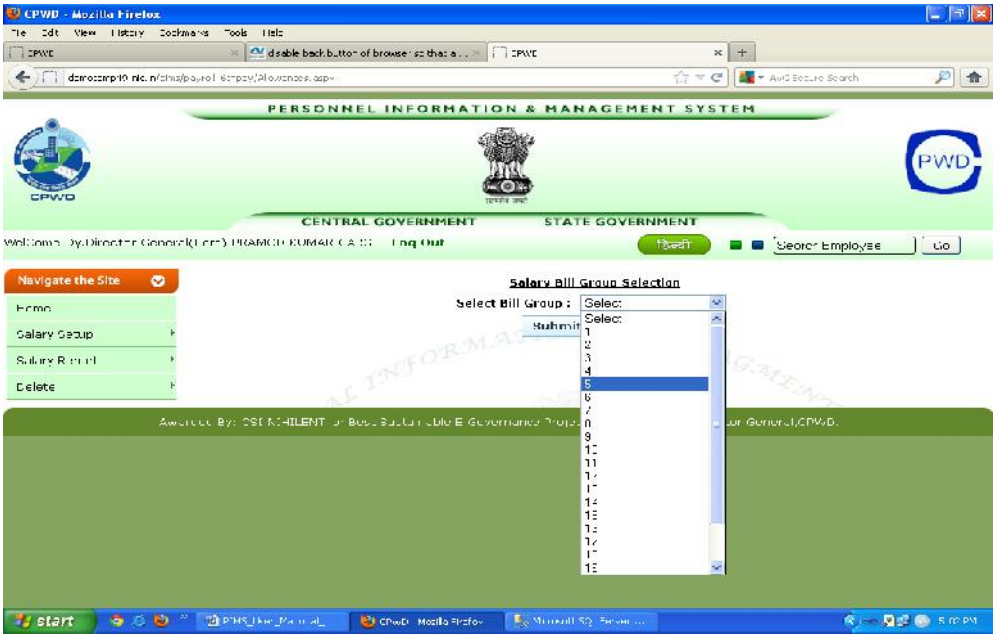
Allowances

To Make Data Entries related to Allowances Follow these Steps:

Step 1. Click the **Allowances** Link on the left panel.
The following page will appear.



Step 2. 1. Select **Salary Bill Group** from the drop down list for whom you want to enter the details.



2. Click Submit Button to save the salary group.
   The following page will appear.

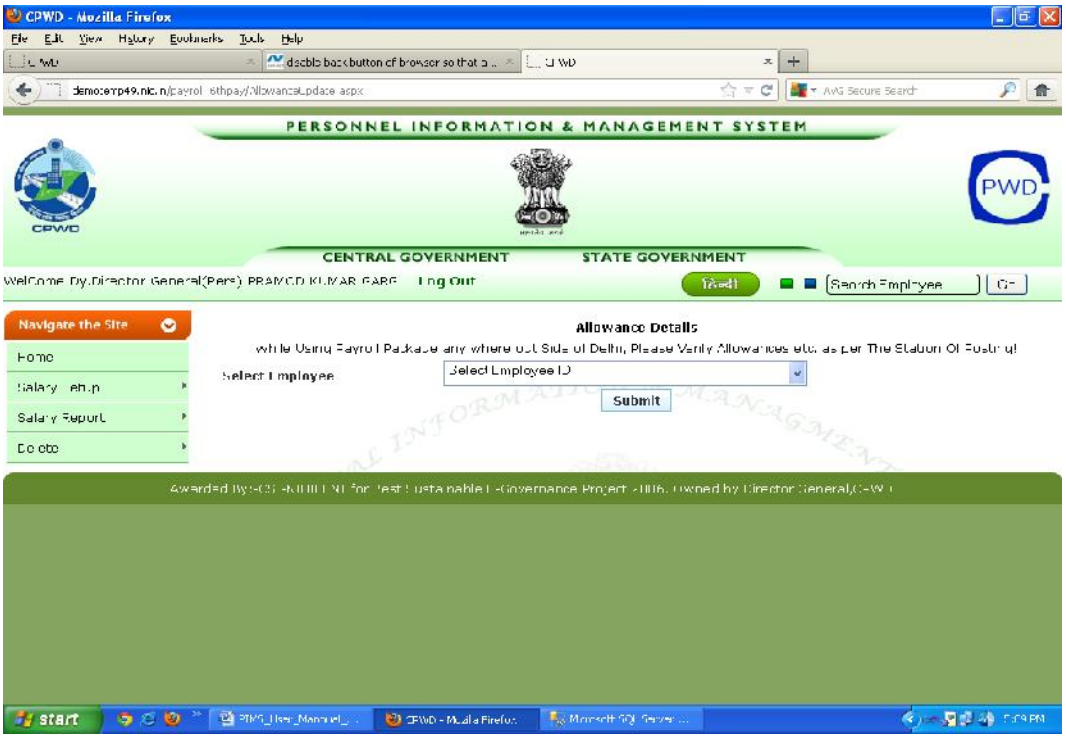


Step 3. Two options appear select one of them as per your requirement.

1. Allowances Entry

To Enter Allowances Follow These Steps:

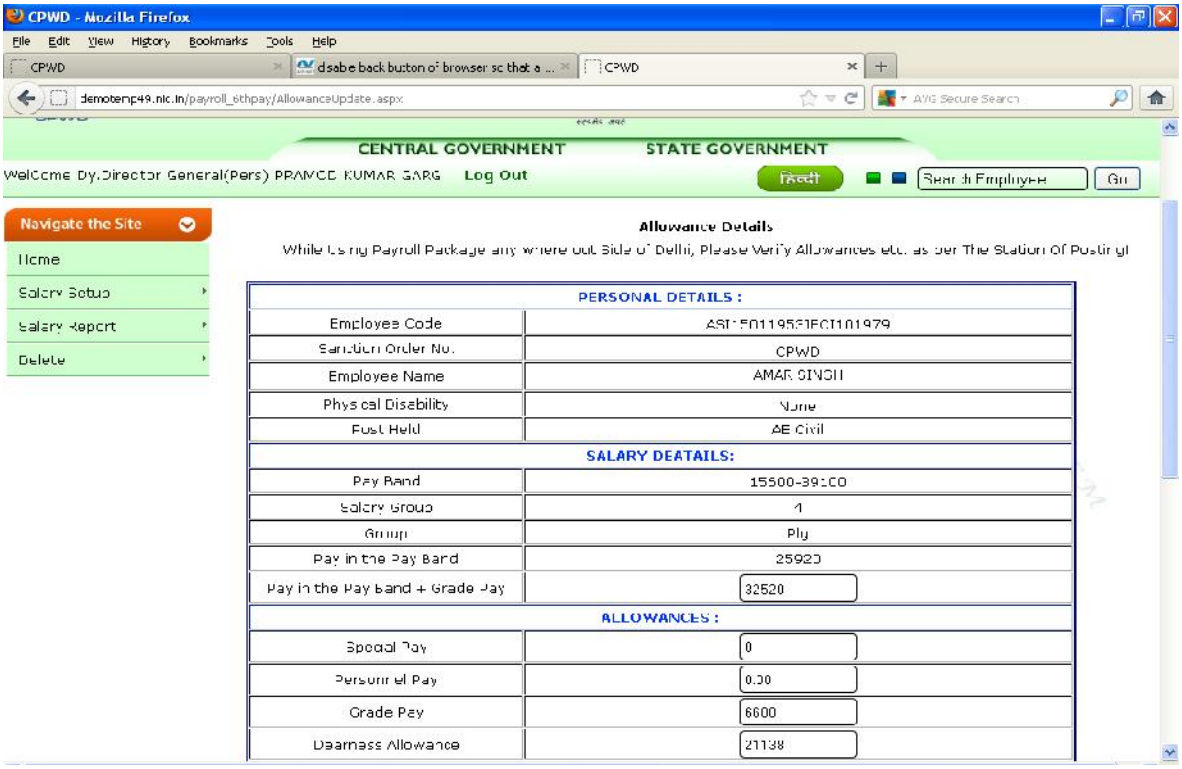
Step1. Click here to enter the details related to allowances for the Selected **Bill Group**.
The Following page will appear.

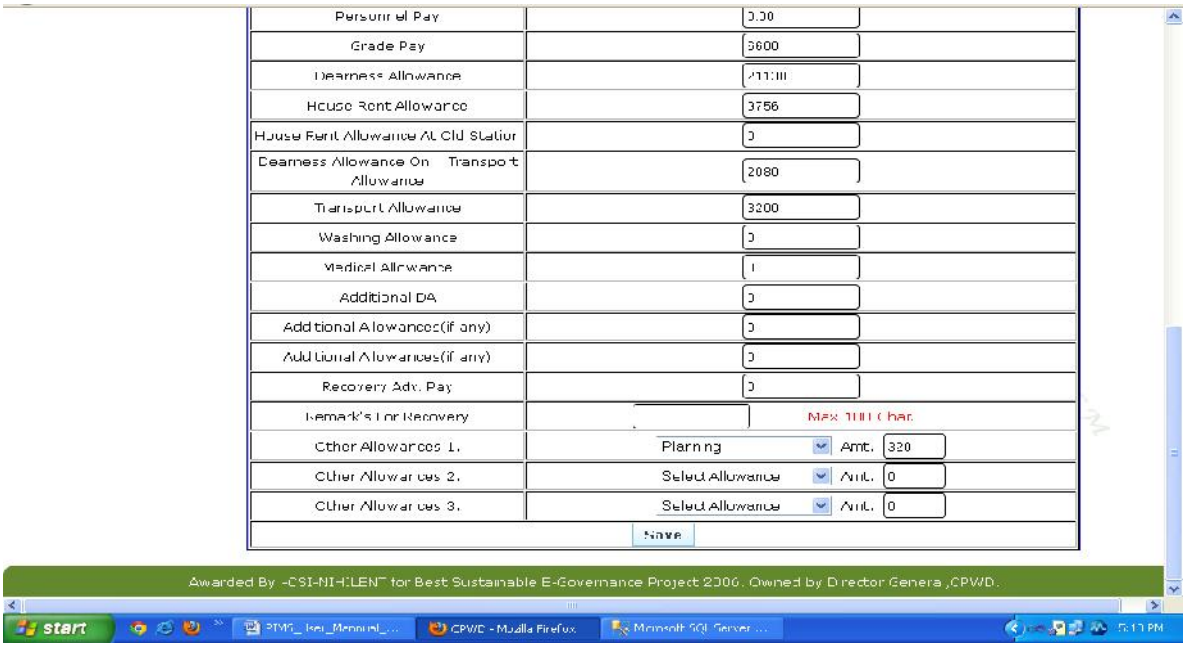


Step 2. Select **Employee ID** from the **Select Employee** Drop down list for whom you want to enter the allowances.

Note: In drop down list no Employee ID will come if you had already entered the allowances details of every employee.

Step 3. Click **Submit** Button to save the specified **Employee ID.** Following Page will appears with the detail of **allowances** applicable for selected employee**.**





Step 4. Check the entire field carefully. Some of the fields are **auto Calculated** by the system and some of the field you have to enter (if applicable/required).

The auto calculated fields are Dearness Pay (DP), Basic + Dearness Pay, Dearness Allowance (DA), House Rent Allowance (HRA), City Compensatory Allowance (CCA) and Transport Allowance (TA).

Note: Please make sure that entries showing in the respective fields are correct. If it is not correct then please specify correct figure applicable for selected employee.

The other fields are Special Pay, Personal Pay, Dearness Pay, Washing Allowance, Medical Allowance, Additional DA, Additional Allowances (if any) and Recovery (if any). The defaults of these fields are zero.

Note: Please specify the applicable value in these fields otherwise leave it's value as 0(zero). Don't make it Blank/Dash/Nil.

Step 5. Click the **Save** button to save the entries**.**
The following page will appears.



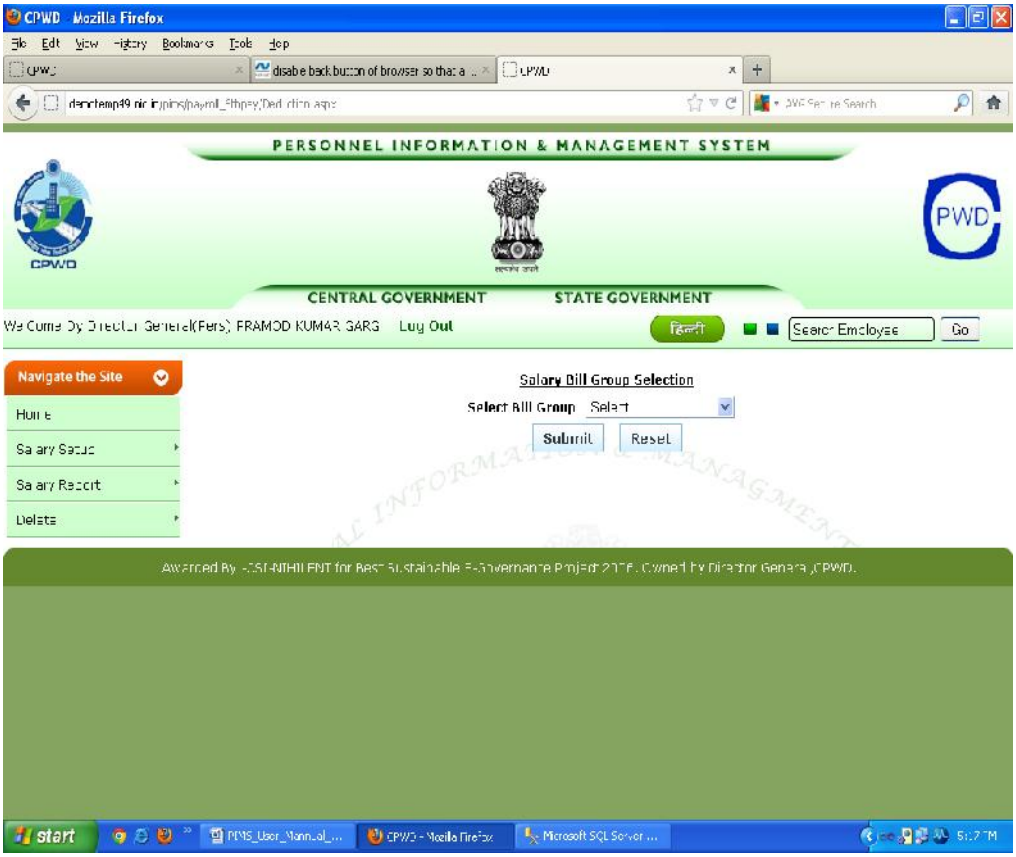
Note: If you want to enter the allowances of other employees then click on Other Employees link and follow the steps 1 to 5.

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Deductions

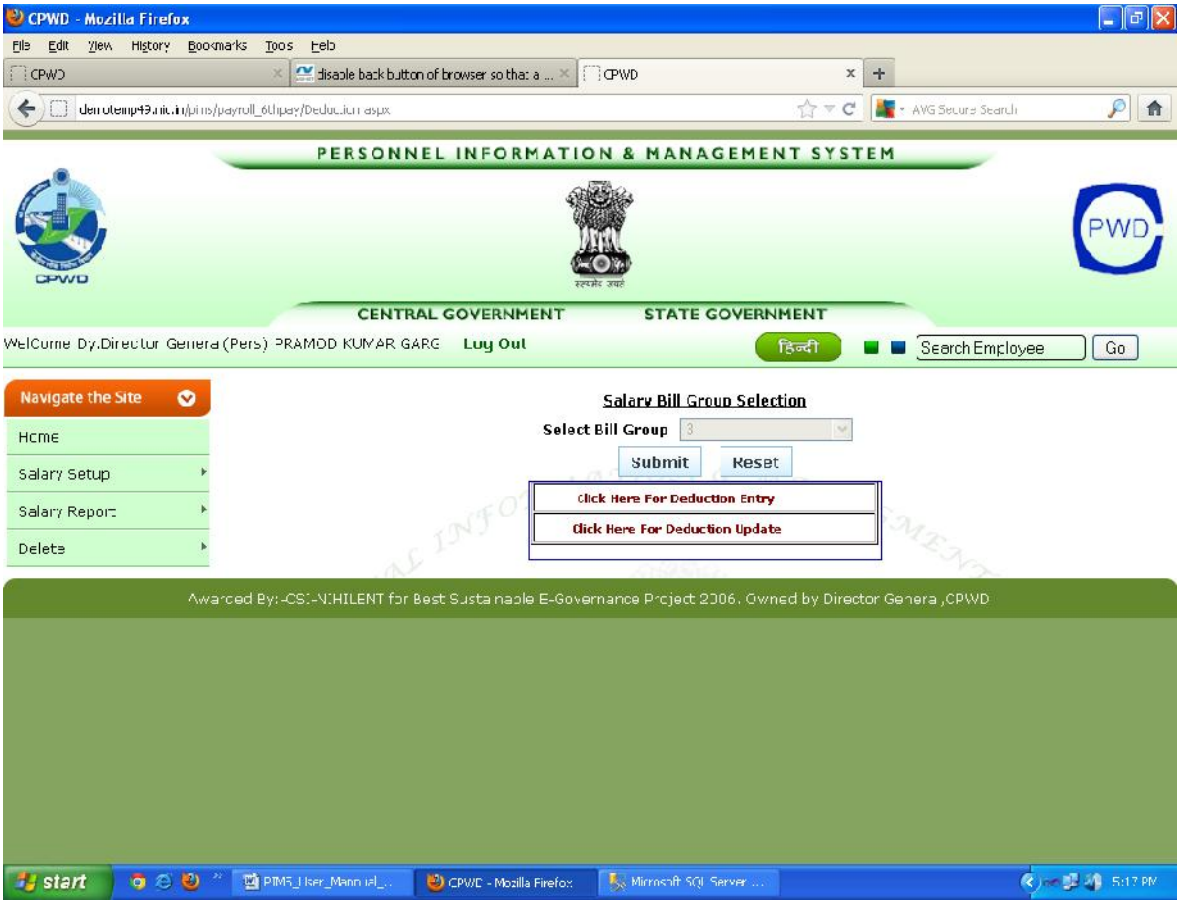
To Make Data Entries Related to Deductions Follow These Steps:

Step 1. Click the **Deductions** Link on the left panel.
The following page will appear.



Step 2. 1. Select **Salary Bill Group** from the drop down list for whom you want to enter the details.

2. Click **Submit** Button to save the salary group.
The following page will appear.

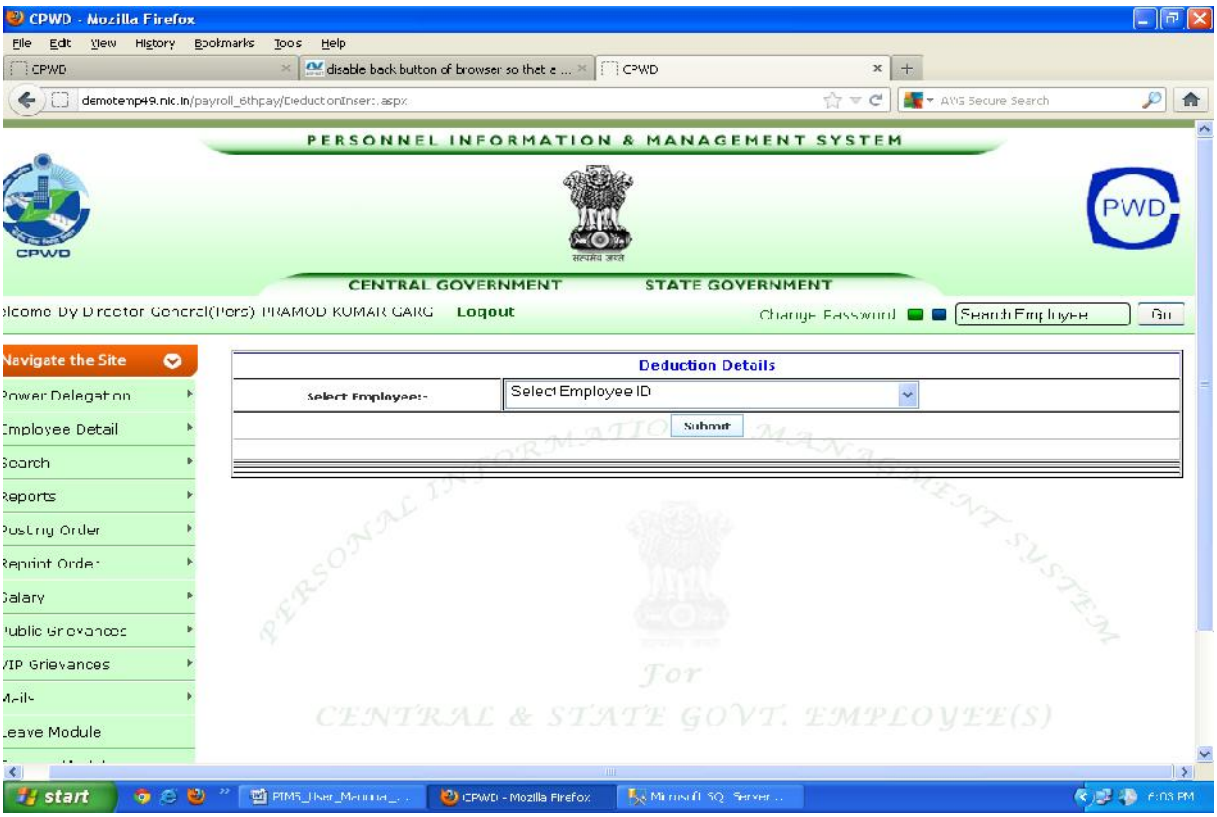


Step 3. Two options appear select one of them as per your requirement.

1. Deductions Entry

To Enter Deductions Follow These Steps:

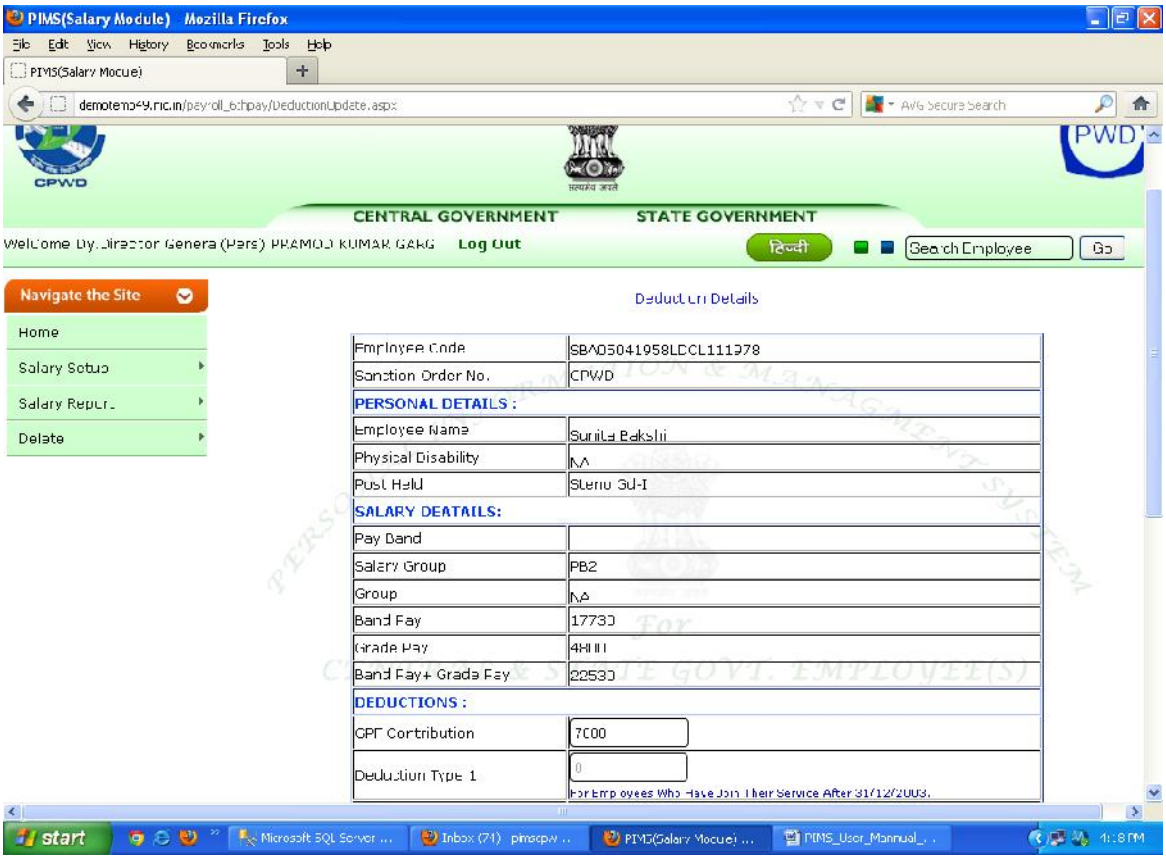
Step1. Click here to enter the details related to deductions for the selected **Bill Group**.
The Following page will appear.



Step 2. Select **Employee ID** from the **Select Employee** Drop down list for whom you want to enter the deductions.

Note: In drop down list no Employee ID will come if you had already entered the deductions details of every employee.

Step 3. Click **Submit** Button to save the selected Employee ID.
Following Page will appears with the detail of **deductions** applicable for selected employee**.**



Step 4. Check the entire field carefully, some of the fields are **auto calculated** by the system and some of the field you have to enter (if applicable/required).
The auto calculated fields are CGHS (Saving Fund), CGEIS (Insurance Fund), CGHS and DGHS.

Note: Please make sure that entries showing in the respective fields are correct. If it is not correct then please specify correct figure applicable for selected employee.

The other fields are **Prime Minister Relief Fund**, **Income Tax** and **Miscellaneous**. The default of these fields is 0 (zero).

Note: By default GPF Contribution is 7 percent of Basic + DP and Income Tax is 0 (zero). Please specify exact amount contributed by selected employee.

Please specify the applicable value in these fields otherwise leave it's value as 0 (zero). Don't make it Blank/Dash/Nil.

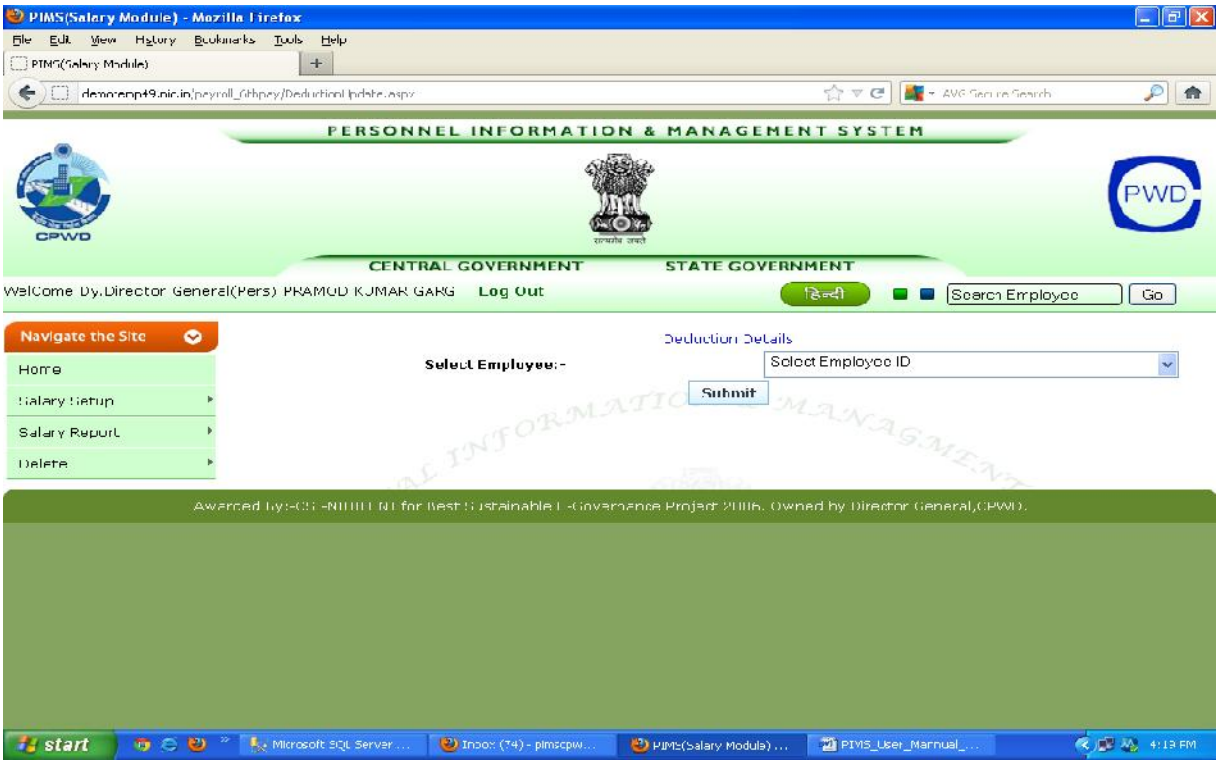
Step 5. Click the **Save** button to save the entries**.**
The following page will appears.

Note: If you want to enter the deductions of other employees then click on Other Employees link and follow the steps 1 to 5.

2. Deductions Update

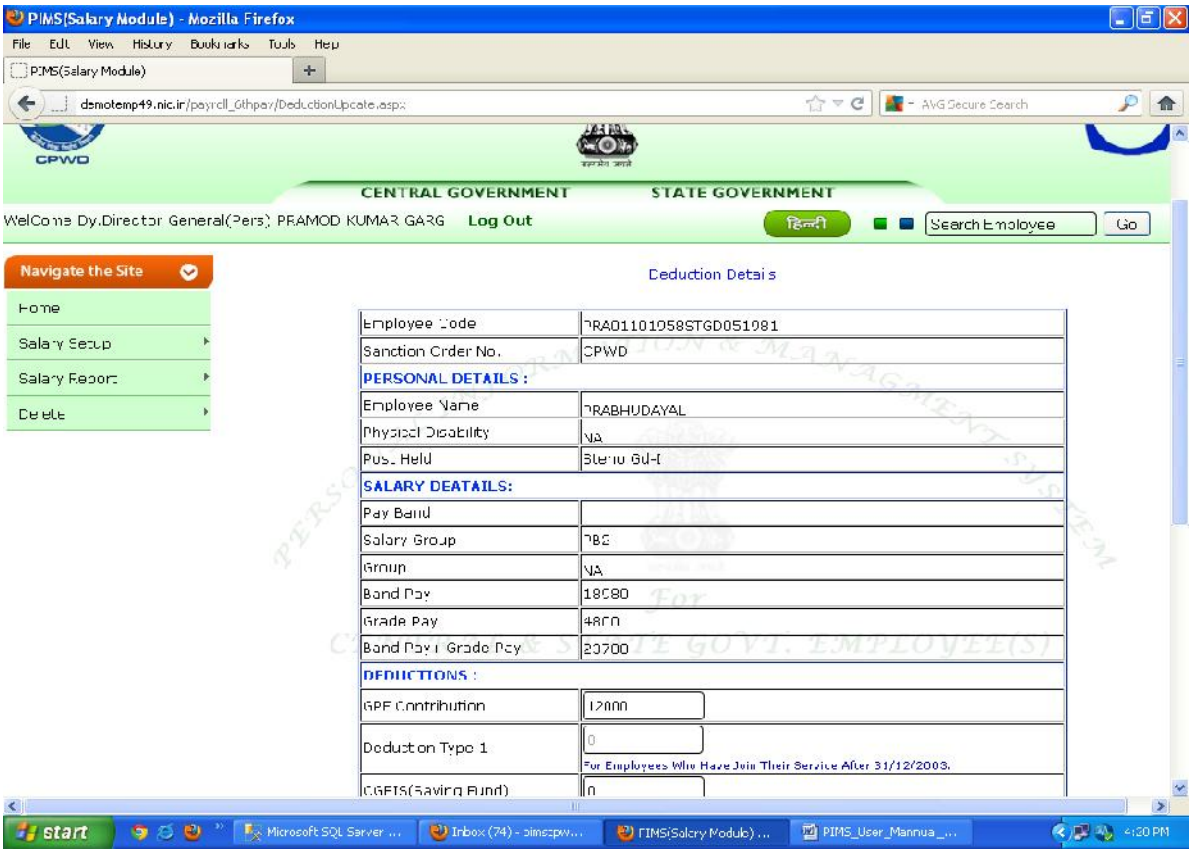
To Update Deductions Follow These Steps:

Step 1. Click here to update the entries related to deductions for the selected **Bill Group.**
The following page will appears.



Step 2. Select **Employee ID** from the **Employee ID** dropdown list for whom you want to update the entries**.**

Step 3. Click **Submit** Button to save the specified **Employee ID.** Following Page will appears with the details of deductions applicable for the selected employee.



Step 4. Make necessary corrections (if required) and then click **Submit** Button.
The Following Page will appear.



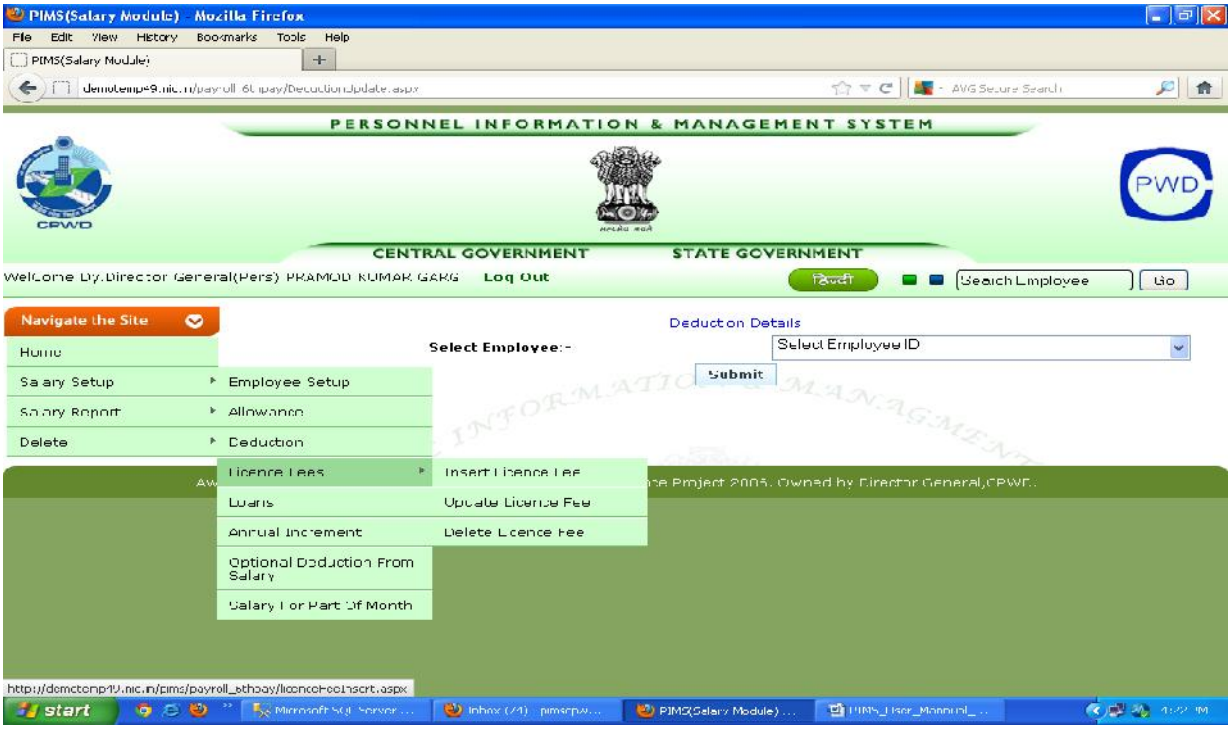
Note: If you want to update the deductions of other employees then click on Other Employees link and follow the steps 1 to 5.

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License Fee

To Make Data Entries Related to License Fee Follow These Steps:

Step 1. Click the **License Fee** Link on the left panel.
The following page will appear.



Step 2. 1. Select **Salary Bill Group** from the drop down list for whom you want to enter the details.

1. License Fee Entry

To Enter License Fee Follow These Steps:

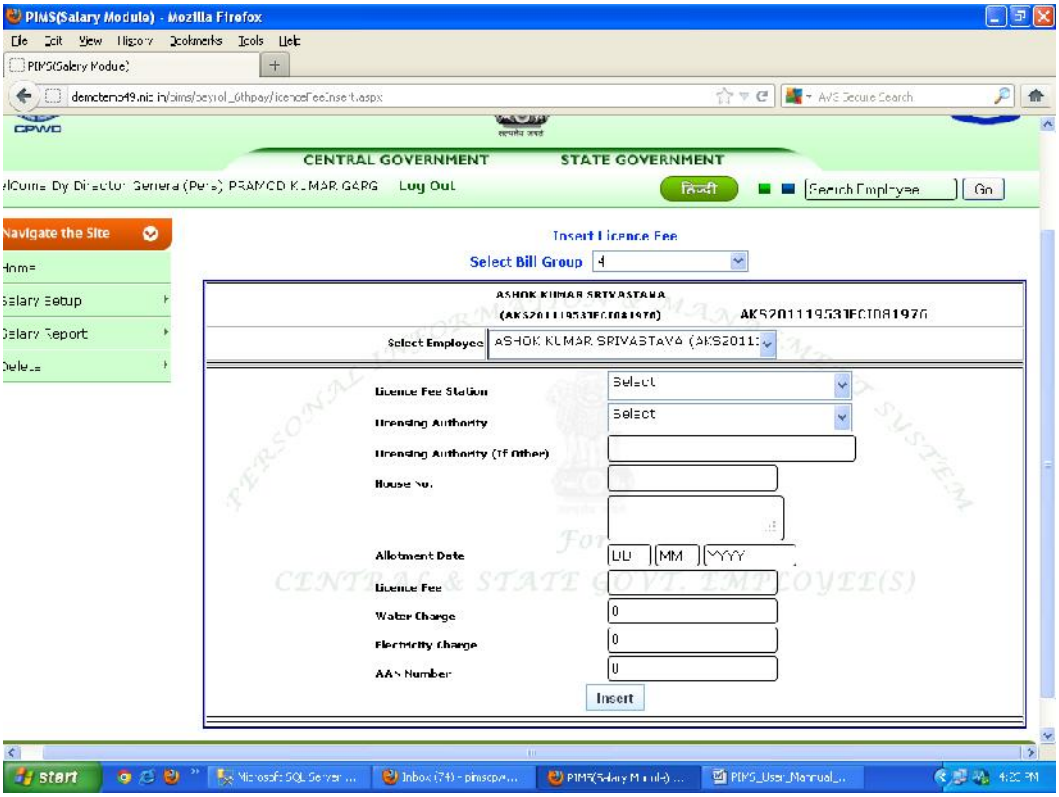
Step1. Click here to enter the details related to License Fee for the selected **Bill Group**.
The Following page will appear.



Step 2. Select **Employee ID** from the **Select Employee** Drop down list for whom you want to enter the license fee.

Note: In drop down list no Employee ID will come if you had already entered the license fee details of every employee.

Step 3. To make entry of **License Fee** select **Licensing Authority** from the drop down list and specify **House No**, **Address**, **Allotment Date**, **License Fee**, **Water Charge** and **Electricity Charge** in the respective fields and click the **Insert** button.
The following page will appear.



Note: **If you want to enter the license fee of other employees then click on Other Employees link and follow the steps 1 to 3.**

2. License Fee Update

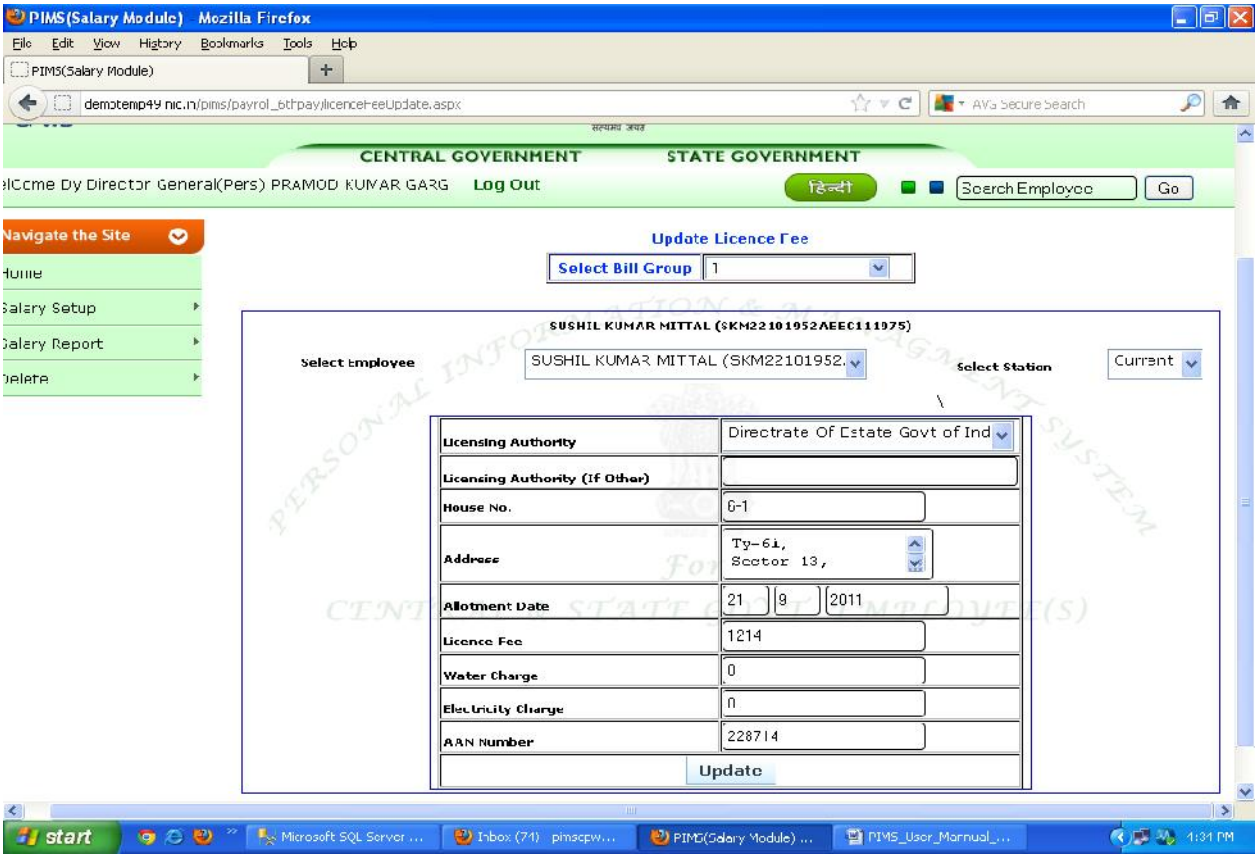
To Update License Fee Follow These Steps:

Step 1. Click here to update the entries related to license fee for the selected **Bill Group.**
The following page will appears.



Step 2. Select **Employee** from the **Employee** dropdown list for whom you want to update the entries**.**

Step 3. Click **Submit** Button to save the specified **Employee.**
Following Page will appears with the details of license fee applicable for the selected employee.



Step 4. Make necessary corrections (if required) and then click **Update** Button.
The Following Page will appear.



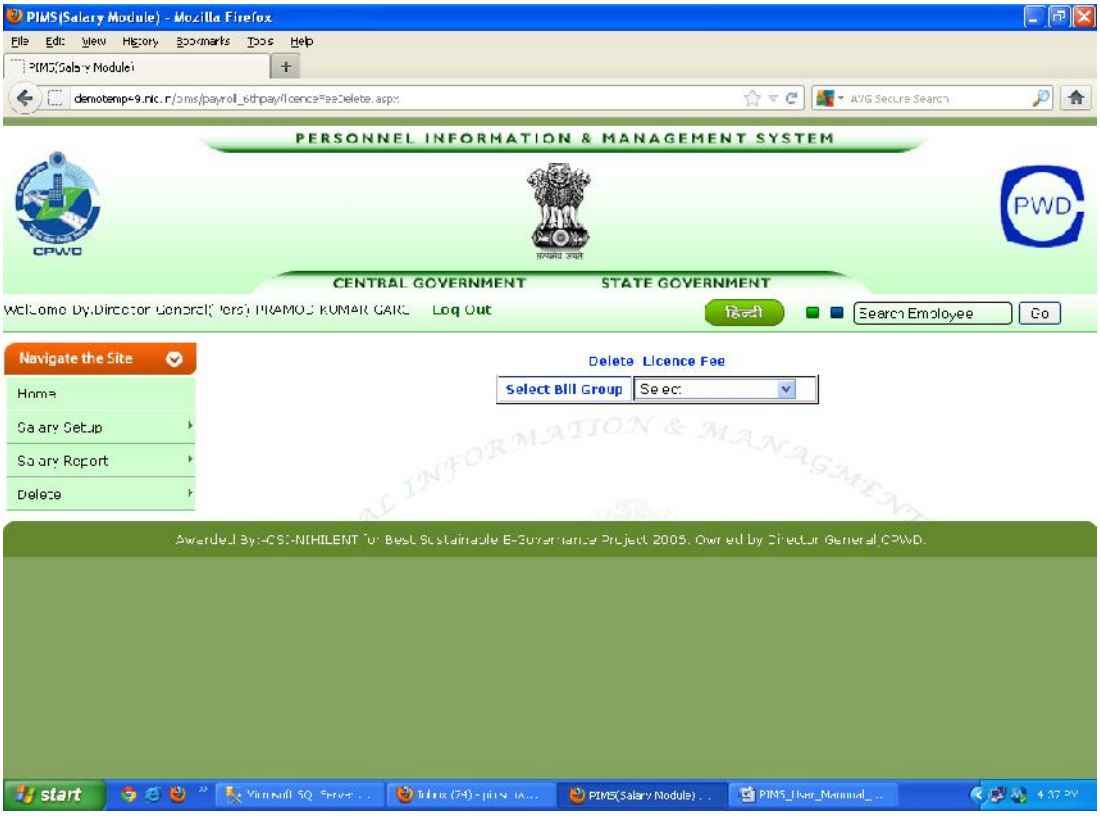
Note: If you want to update the license fee of other employees then click on Other Employees link and follow the steps 1 to 4.

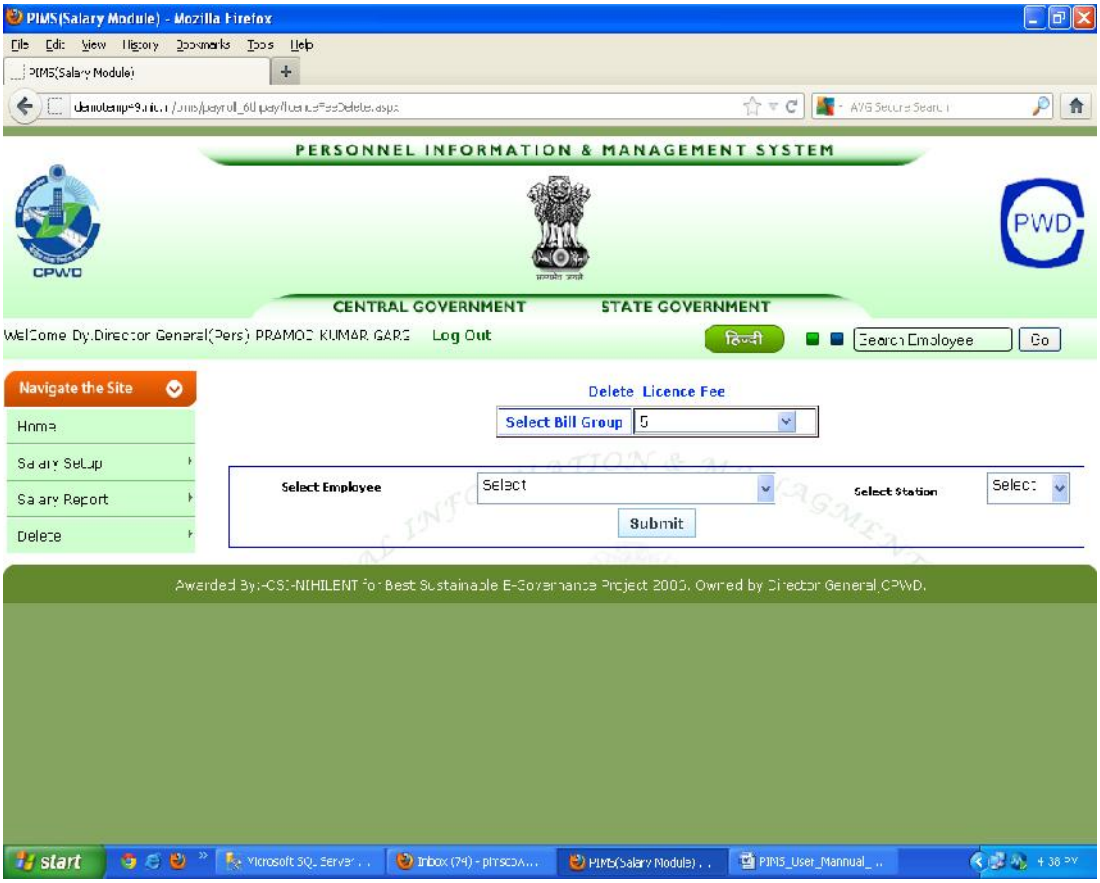
3. License Fee Delete

To Delete License Fee Follow These Steps:

Step 1. Click here to delete the entries related to license fee for the selected **Bill Group.**

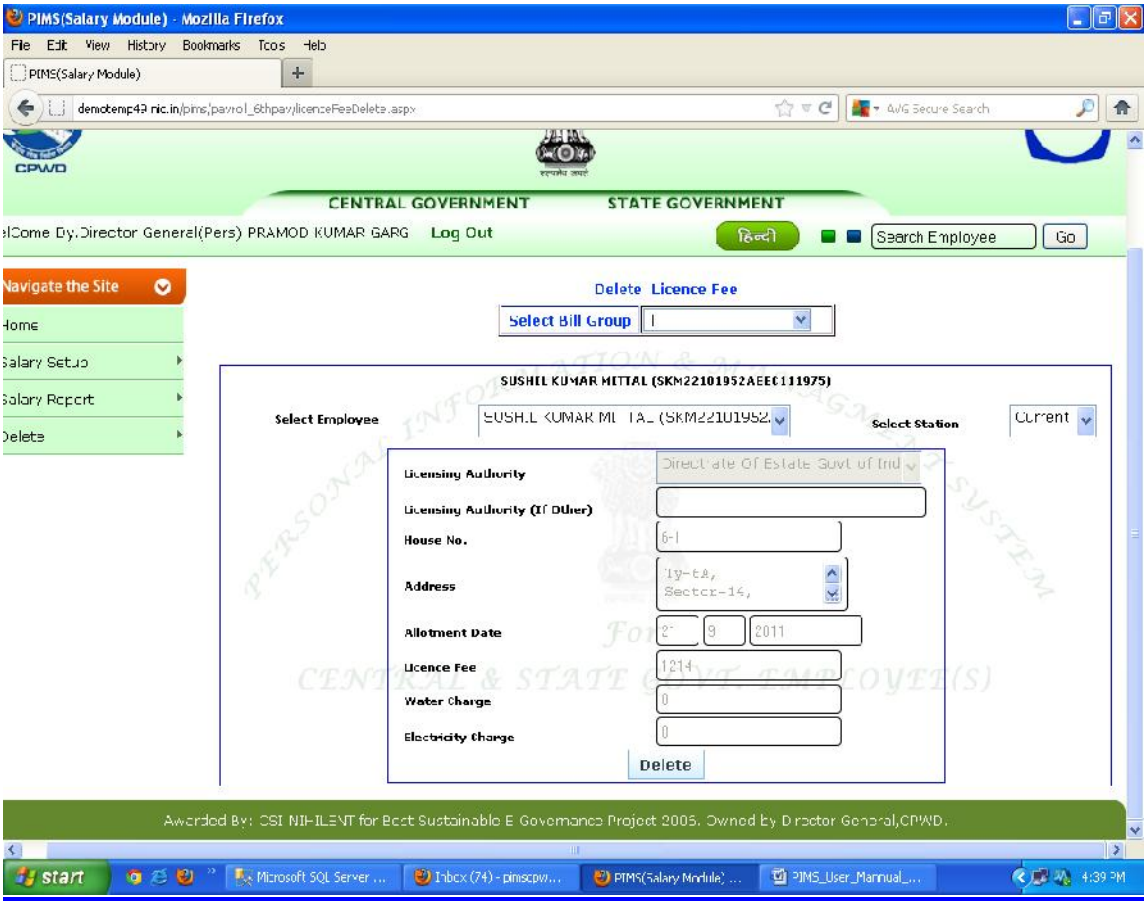
The following page will appears.



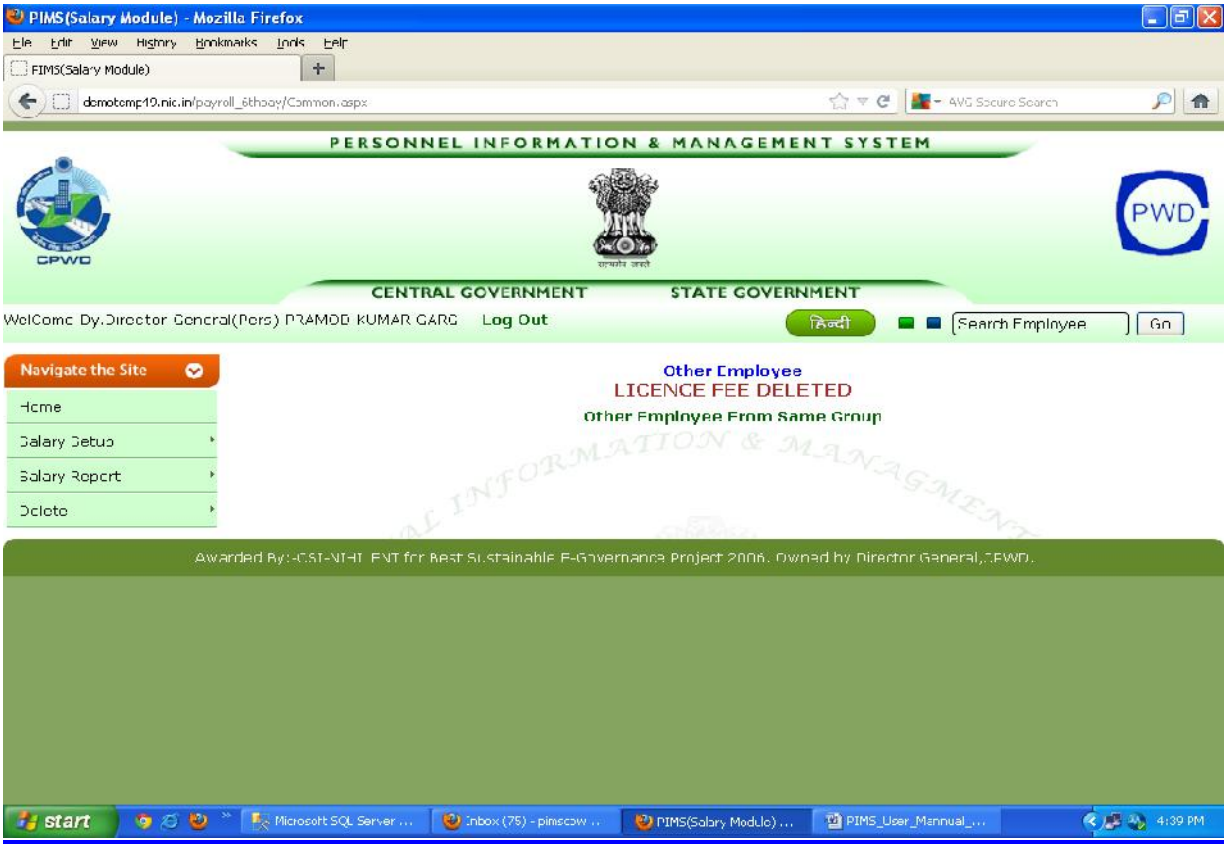


Step 2. Select **Employee** from the **Employee** dropdown list for whom you want to delete the entries**.**

Step 3. Click **Submit** Button to save the specified **Employee.** Following Page will appears with the details of license fee applicable for the selected employee.



Step . Click **Delete** button to delete the record.
The following page will appear.



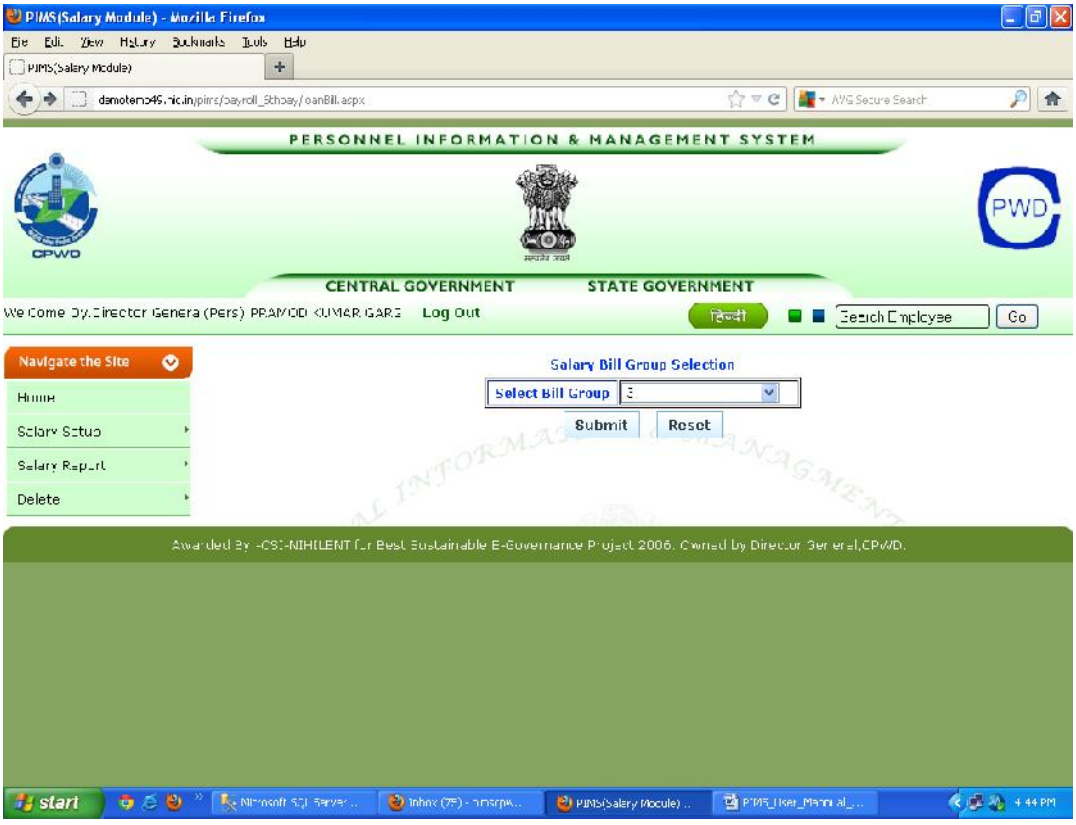
Note: If you want to delete the license fee of other employees then click on Other Employees link and follow the steps 1 to 4.

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Loans and Increments

To Make Data Entries Related to Loans And Increments Follow These Steps:

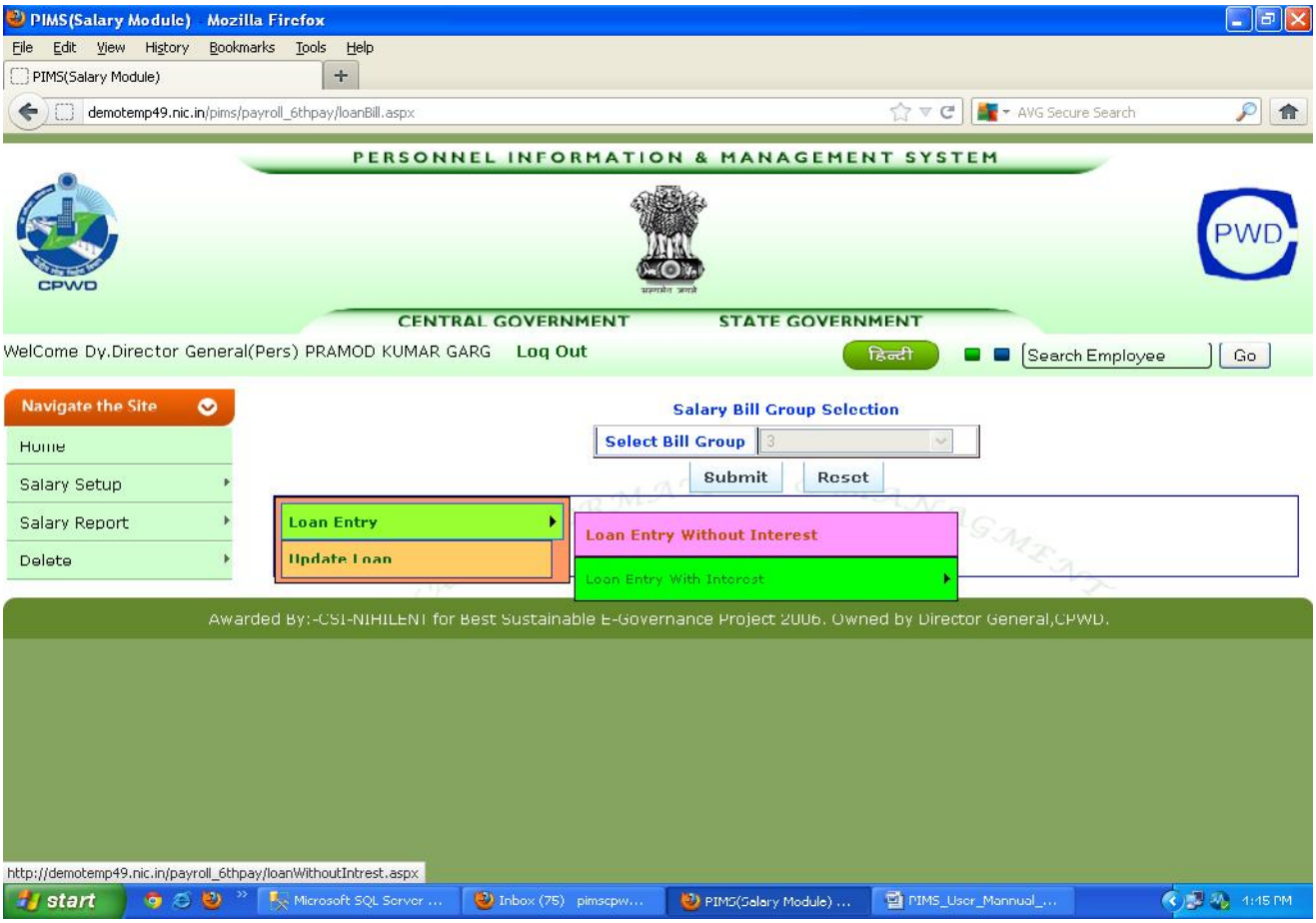
Step 1. Click the **Loans** Link on the left panel.
The following page will appear.



Step 2. 1. Select **Bill Group** from the drop down list for whom you want to enter the details.

2. Click **Submit** Button to save the salary group.

The following page will appear.

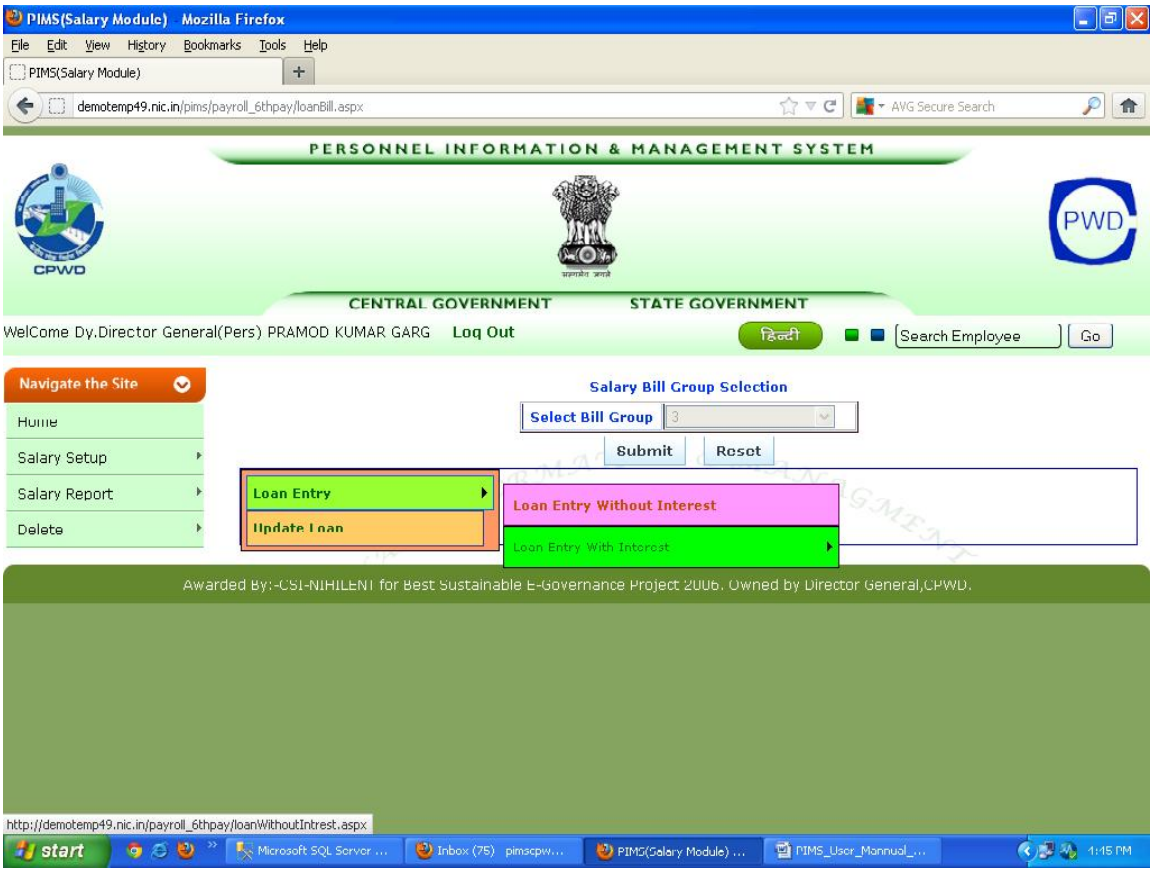


Step 3. Three options appear select one of them as per your requirement.

1. Loan Entry

To Enter Loan Details Follow These Steps:

Step1. Click here to enter the details related to Loan for the selected **Bill Group**.
The Following page will appear.



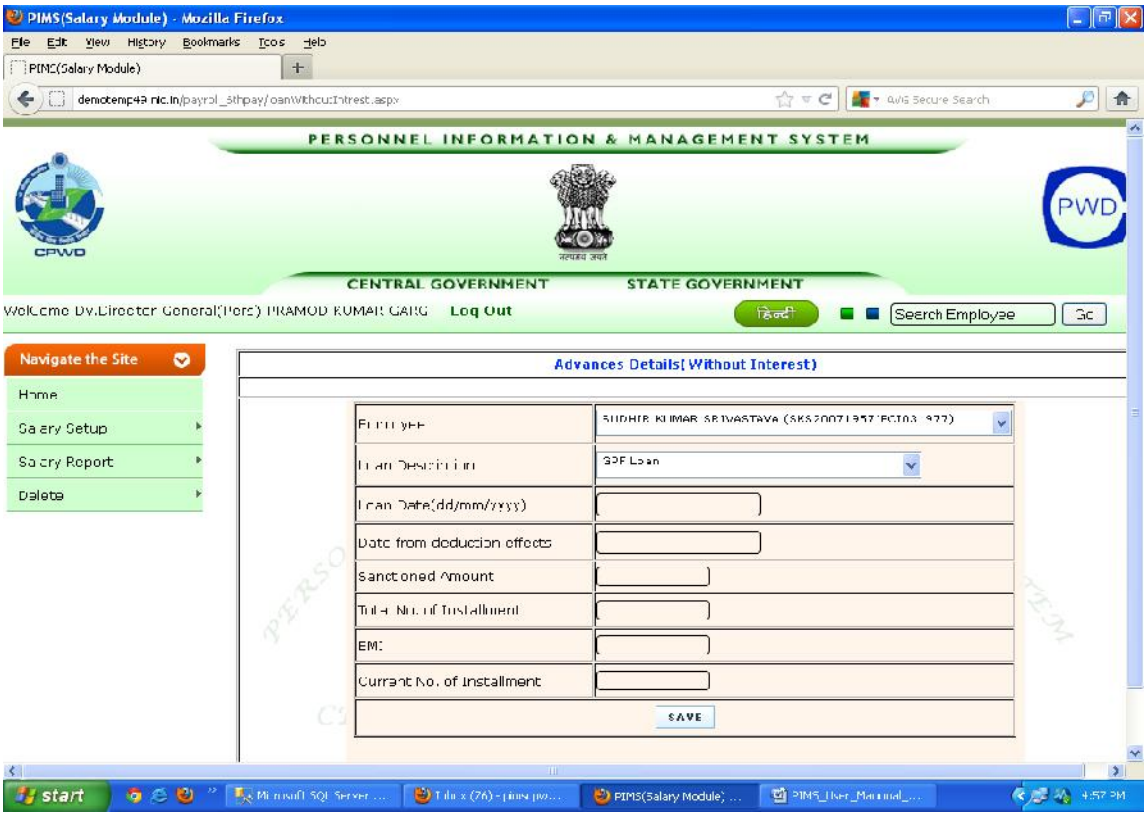
Step2. Here come two options. Select first one if you want to enter the details without interest or select second if you want to enter the details with interest.

a. Loan Entry: Without Interest

To Enter Employee Advances and Loans Details without Interest Follow These Steps:

Step1. Click here to enter the details related to **Loan without interest** for the selected **Bill Group**.

The Following page will appear.



Step 2. To insert **Loan** follows these steps:

1. Select **Employee** from the **drop down list**.
2. Select **Loan Description** from the **drop down list**.
3. Specify **Loan Date** in correct format.
4. Specify **Date from deduction effects.**
5. Specify **Sanctioned Amount.**
6. Specify **Total No. of Installment.**
7. Specify **EMI.**
8. Specify **Current No. of Installment.**
9. Click the **Save** button

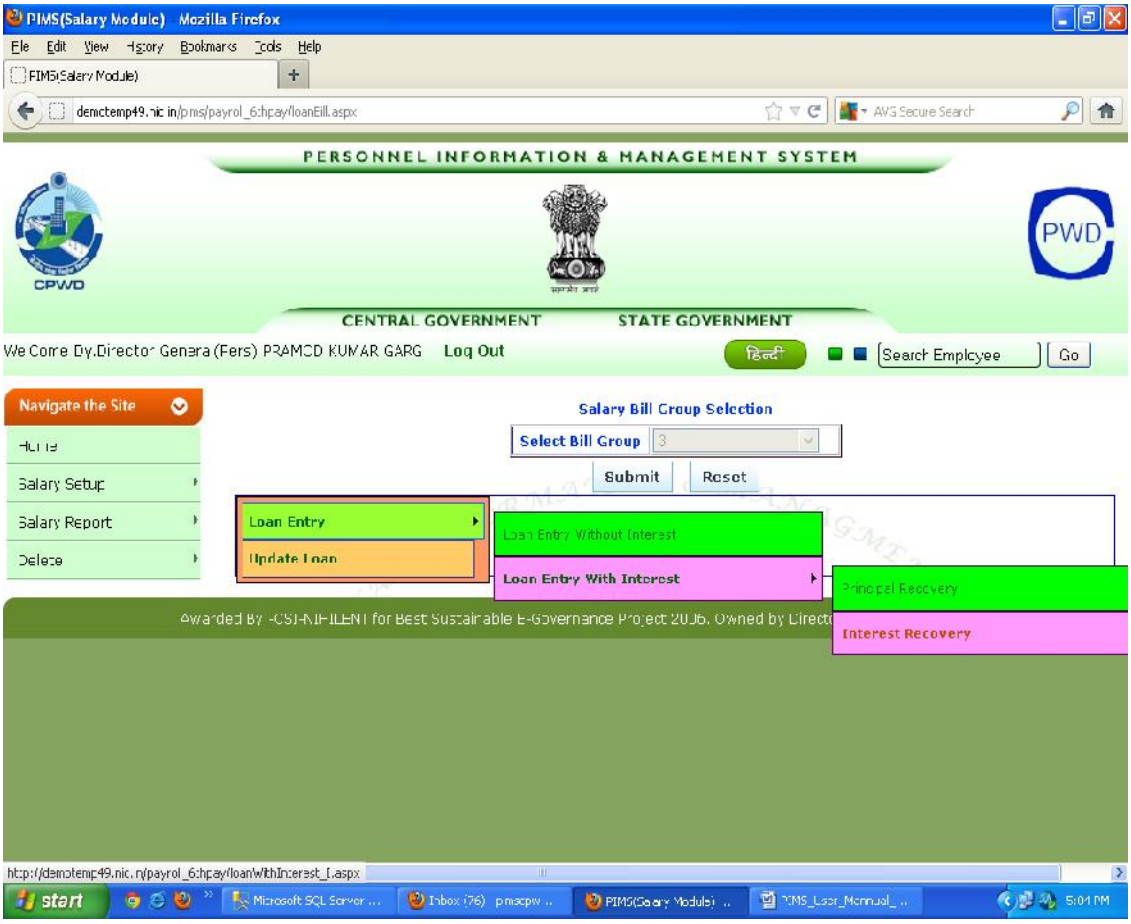
The Following page will appear.

Note: **If you want to enter the Loan details of other employees then click on Other Employees link and follow the steps 1 & 2.**

b. Loan Entry: With Interest

To Enter Employee Advances & Loans Details with Interest Follow These Steps:

Step1. Click here to enter the details related to **Loan with Interest** for the selected **Bill Group**.
The Following page will appear.

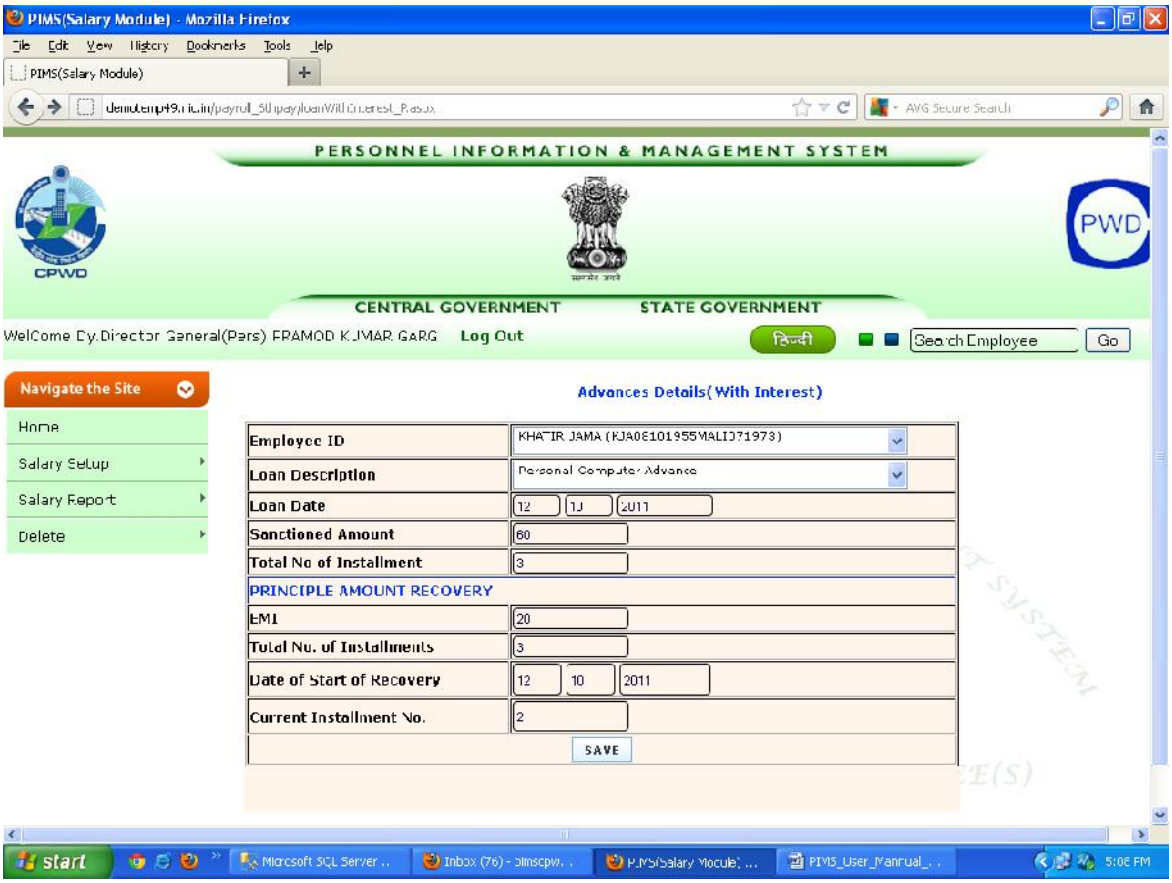


Step 2. Here come two options. Select first if you want to enter details related to recovery of the principal of the loan or select second one if you want to enter the details related to recovery of the interest of the loan.

b (i). Loan Entry: With Interest: Principal Recovery

To Enter Principal Recovery of Loan with Interest Follow These Steps:

Step 1. Click here to enter the details related to principal recovery of the Loan.
Following page will appear.



Step 2. To insert **Principle of Loan** follow these steps:

1. Select **Employee** ID from the drop down list.
2. Select **Loan Description** from the drop down list.
3. Specify **Loan Date**.

4. Specify **Sanctioned Amount**.
5. Specify **Total No. of Installment**.
6. Specify **EMI**.
7. Specify **Total No. of Installments**.
8. Specify **Date of Start of Recovery**.
10. Specify **Current Installment No**.
11. Click the **Save** button.

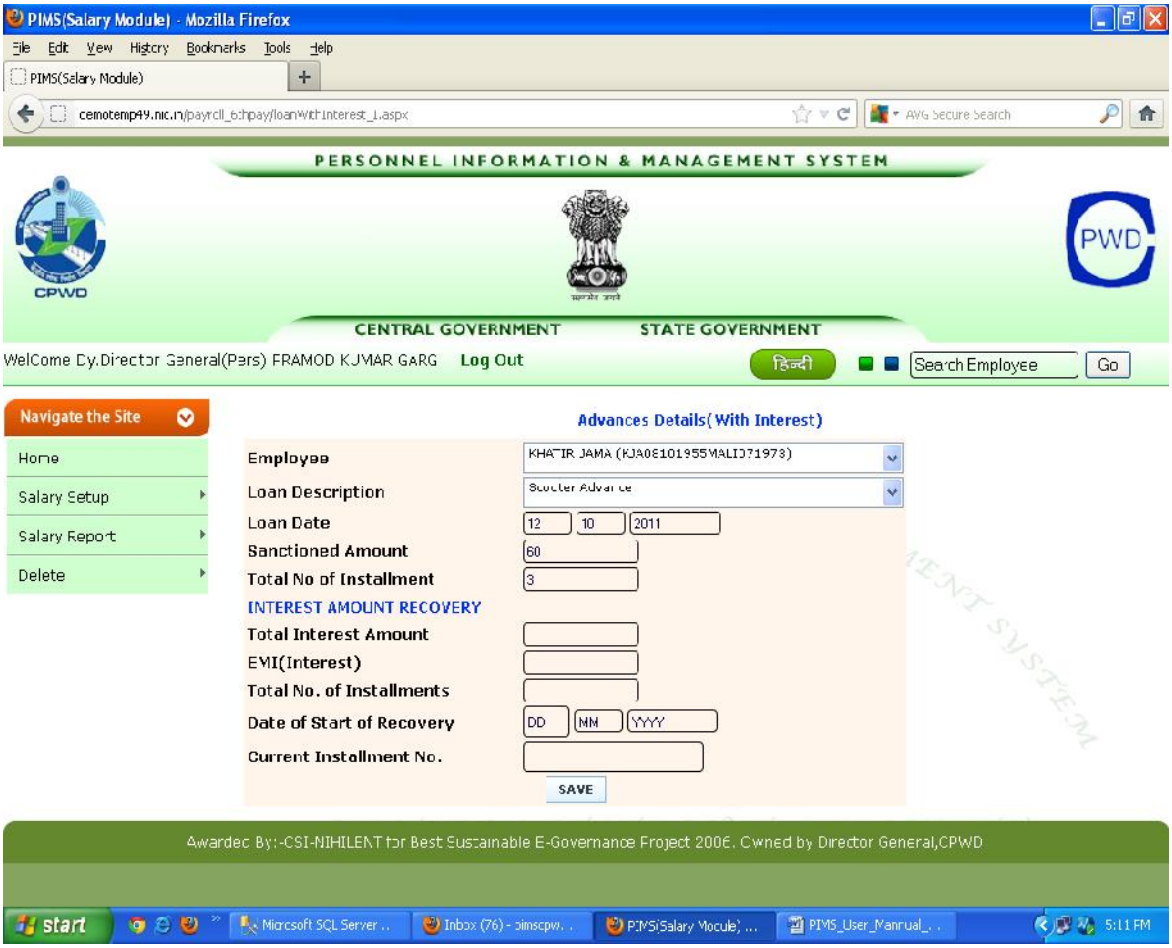
The following page will appear

Note: **If you want to enter the Loan details with interest of principal recovery of other employees then click on other Employees link and follow the steps 1 & 2.**

b (ii). Loan Entry: With Interest: Interest Recovery

To Enter Interest Recovery of Loan with Interest Follow these Steps:

Step 1. Click here to enter the details related to interest recovery of the Loan.
Following page will appear.



Step 2. To insert **Interest of Loan** follow these steps:

1. Select **Employee** ID from the drop down list.
2. Select **Loan Description** from the drop down list.
3. Specify **Loan Date**.
4. Specify **Sanctioned Amount**.
5. Specify **Total No. of Installment**.
6. Specify **EMI**.
7. Specify **Total No. of Installments**.
8. Specify **Date of Start of Recovery**.
9. Specify **Current Installment No**.
10. Click the **Save** button.

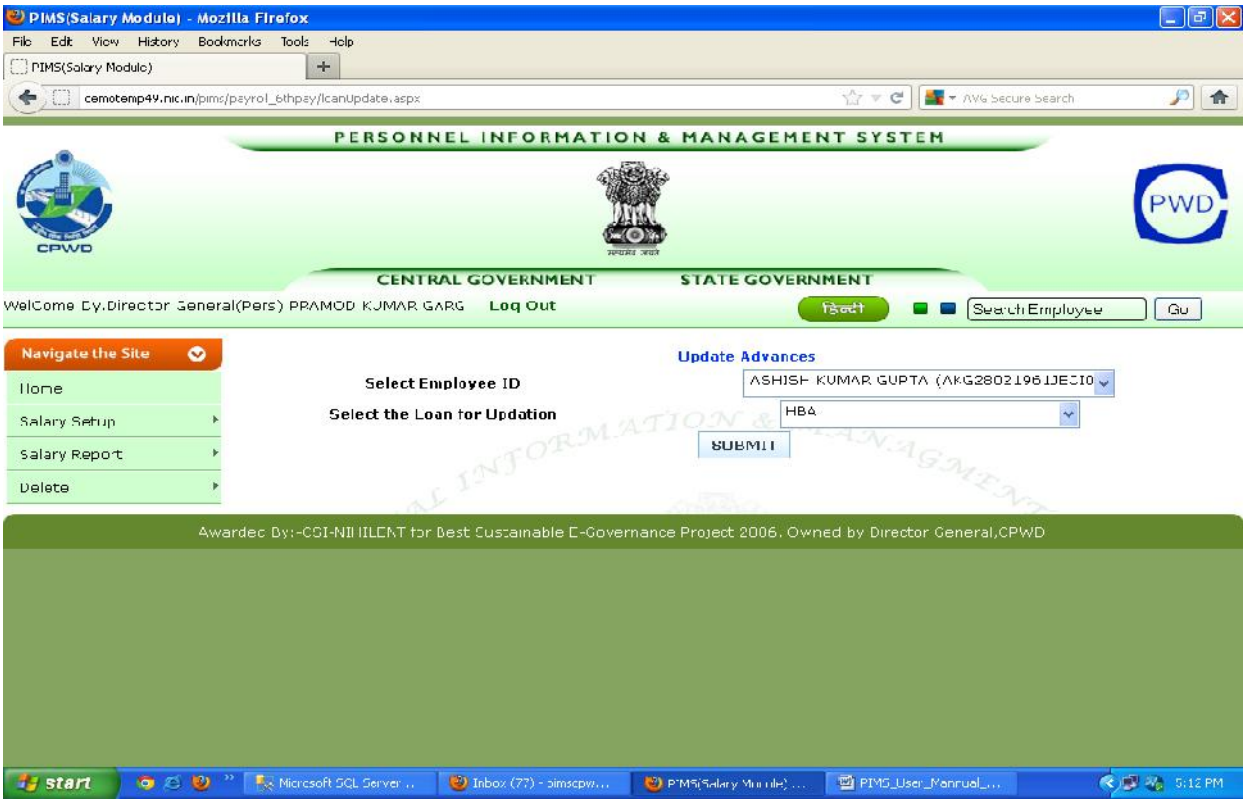
The following page will appear

Note: **If you want to enter the Loan details with interest of interest recovery of other employees then click on other Employees link and follow the steps 1 & 2.**

2. Loan Update

To Update Employee Advances & Loan Detail Follow These Steps:

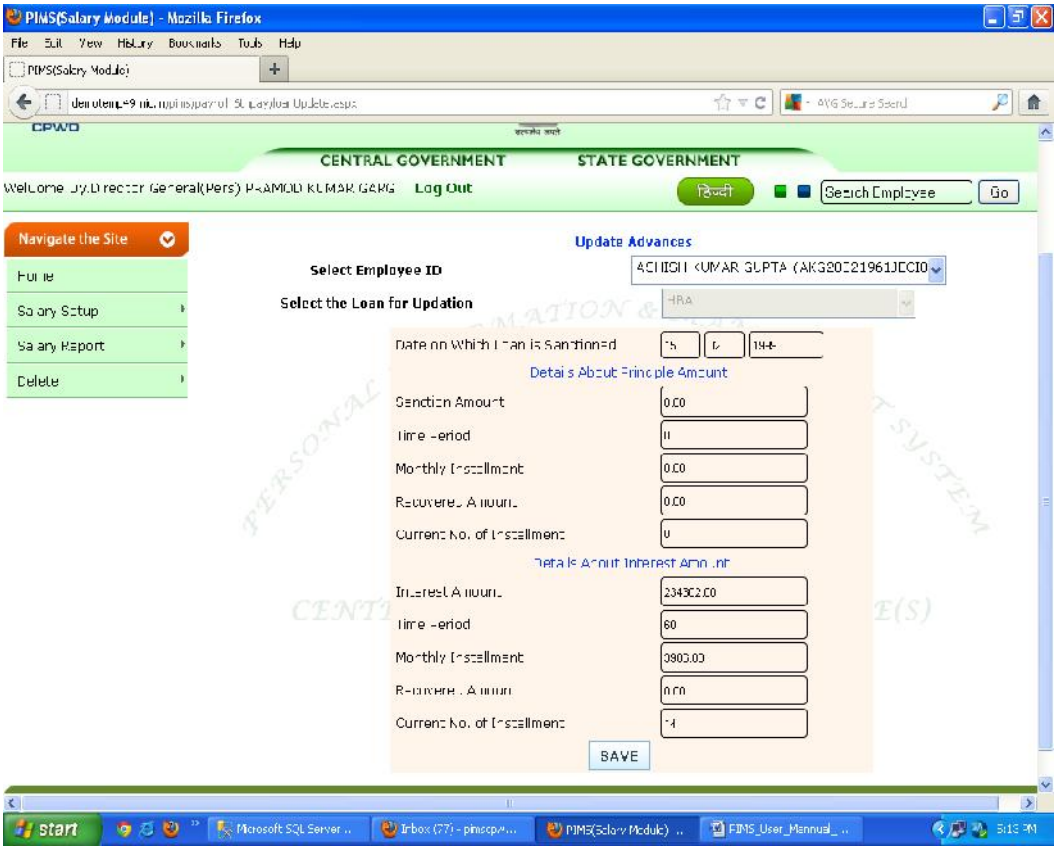
Step1. Click here to update the details related to Loan for the selected **Bill Group**.
The Following page will appear.



Step 2. 1. Select **Employee ID** whose loan you want to update from the drop down list.

2. Select **Loan for Updation** from the drop down list and click the **Submit** button.

The details of selected **Loan** will appear on the respective text boxes.
Following screen will appear.



Step 3. To update **Advances (Loans)** make necessary changes in the respective text boxes and click the **Save** button.

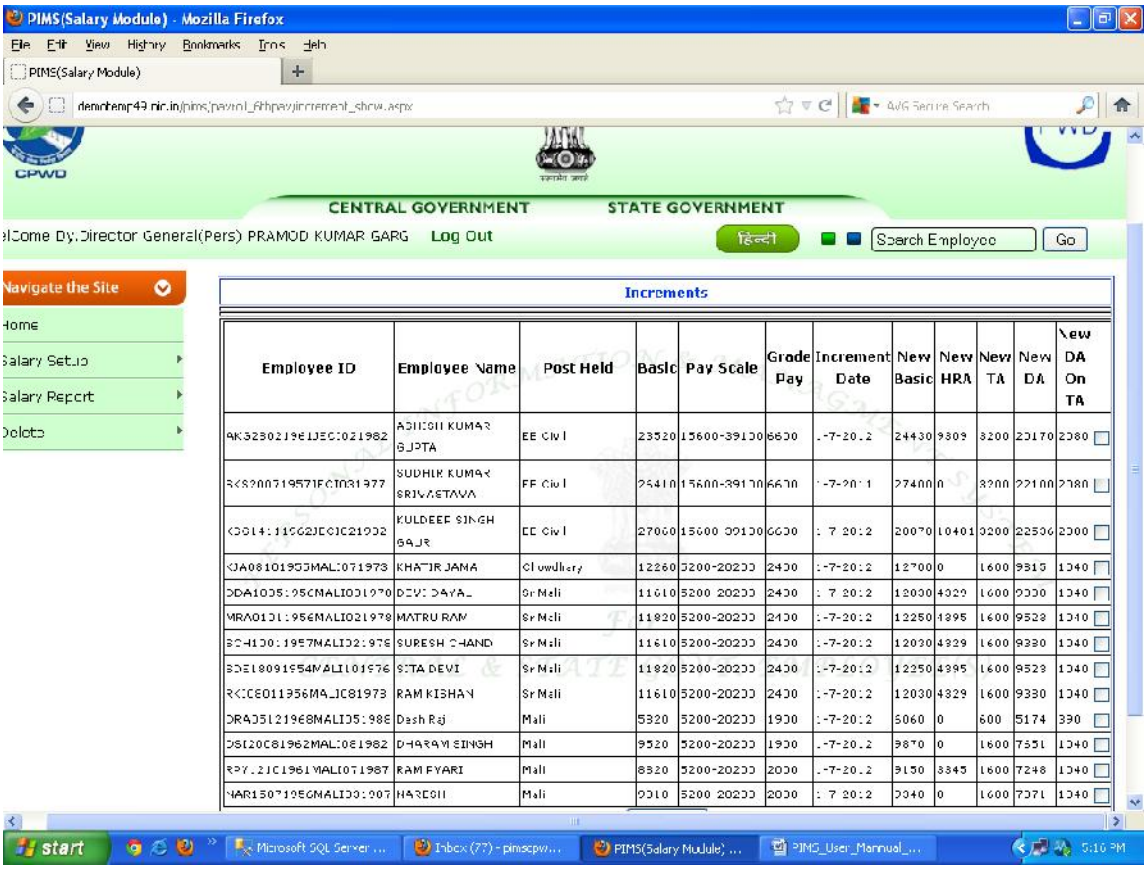
Note: **If you want to update the Loan details of other employees then click on Other Employees link and follow the steps 1 to 3.**

3. Increments Update

To Update Increment in Basic Salary Follow These Steps:

Step1. Click here to update the details related to increment in the basic salary for the selected **Bill Group**.
The list of employees with detail will appear whose increment is due for the current month.

The Following page will appear.



Step 2. To make **Increment** check the check boxes in the extreme right under heading **Select** and click the **Submit** button.

Note: Please don't select the employee whose **Increment** is due but he/she not entitle due to any administrative reason. The following page will appear with **Employee ID** whose Basic has been increased.

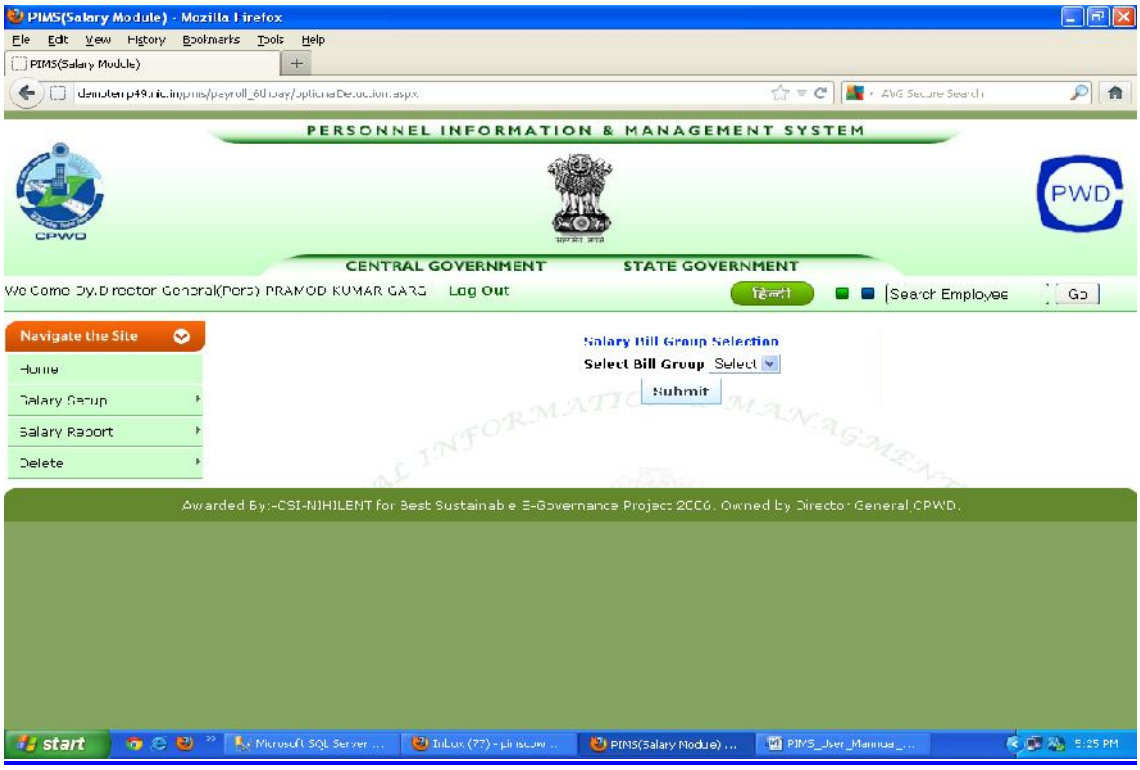


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Optional Deductions from Salary

To Make Data Entries Related to Optional Deductions From Salary Follow These Steps:

Step 1. Click the **Optional Deductions from Salary** Link on the left panel.
The following page will appear.



Step 2: Select Salary Bill Group from the Drop down list and then click **Submit** Button.
The following page will appear listing all the employees of the selected Bill Group.



Step 3.

1. Specify the **Purpose of Optional Deduction** from salary. For example the purpose can be relief fund, Prime Minister Fund etc.

2. Select the **Days of Salary** which the employee want to contribute from the drop down list.

3. Click **Save** button to save the entry.
   The Following Page will appear.

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Salary for the Part of Month

To Make Data Entries Related to Salary For The Part of Month Follow These Steps:

Step 1. Click the **Salary for the Part of Month** Link on the left panel.
The following page will appear.



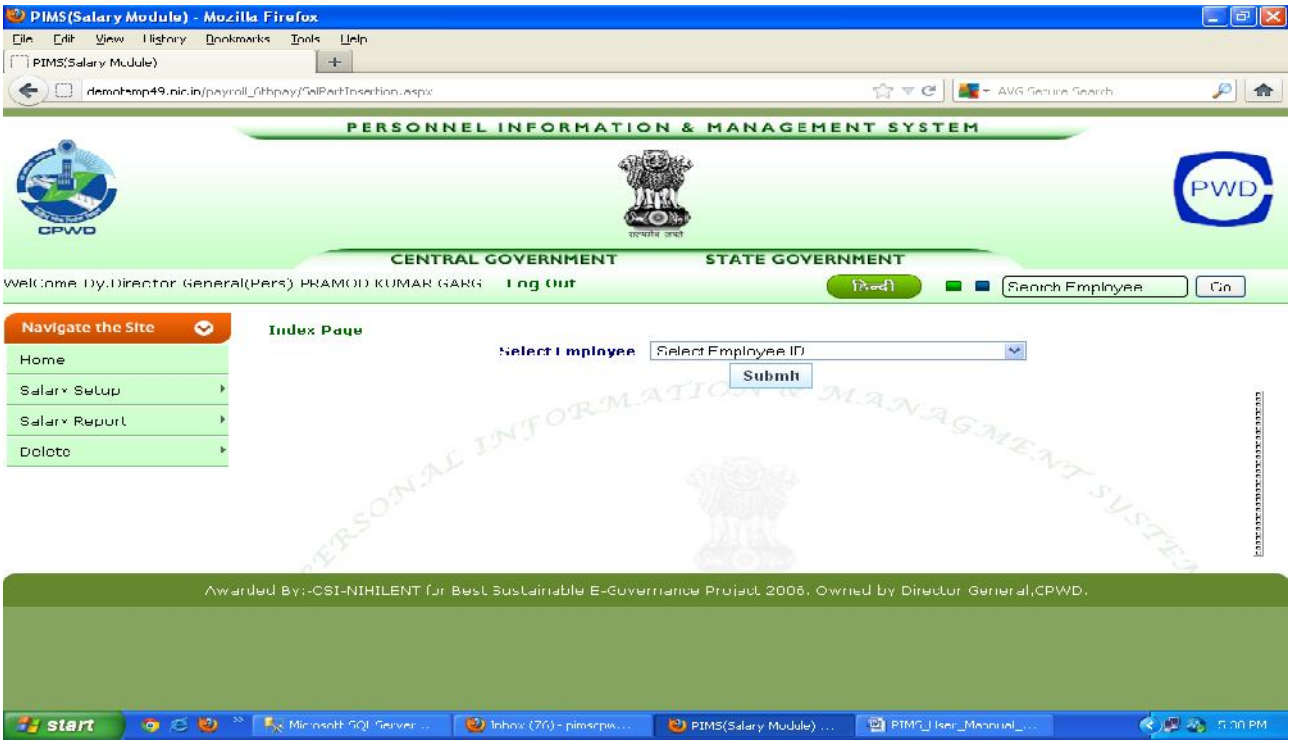
Figure: INDEX PAGE

This is the **Index Page** of **Salary for the Part of Month**. Depending on your requirement you can select the desired option.

1. Manual Insertion of Salary Particulars

To Manually Enter The Salary Particulars Follow These Steps:

Step 1. Click **Manual Insertion of Salary Particulars (Open Page)** link to enter the salary particulars manually.
Following Page will appear.



Step 2. **1.** Select Employee from the Drop down list.

2. Click **Submit** button to save the entry.

3. Click **Index Page Link** to go on the Index Page.

The Following Page will appear with the dues and deductions details of the selected employee.



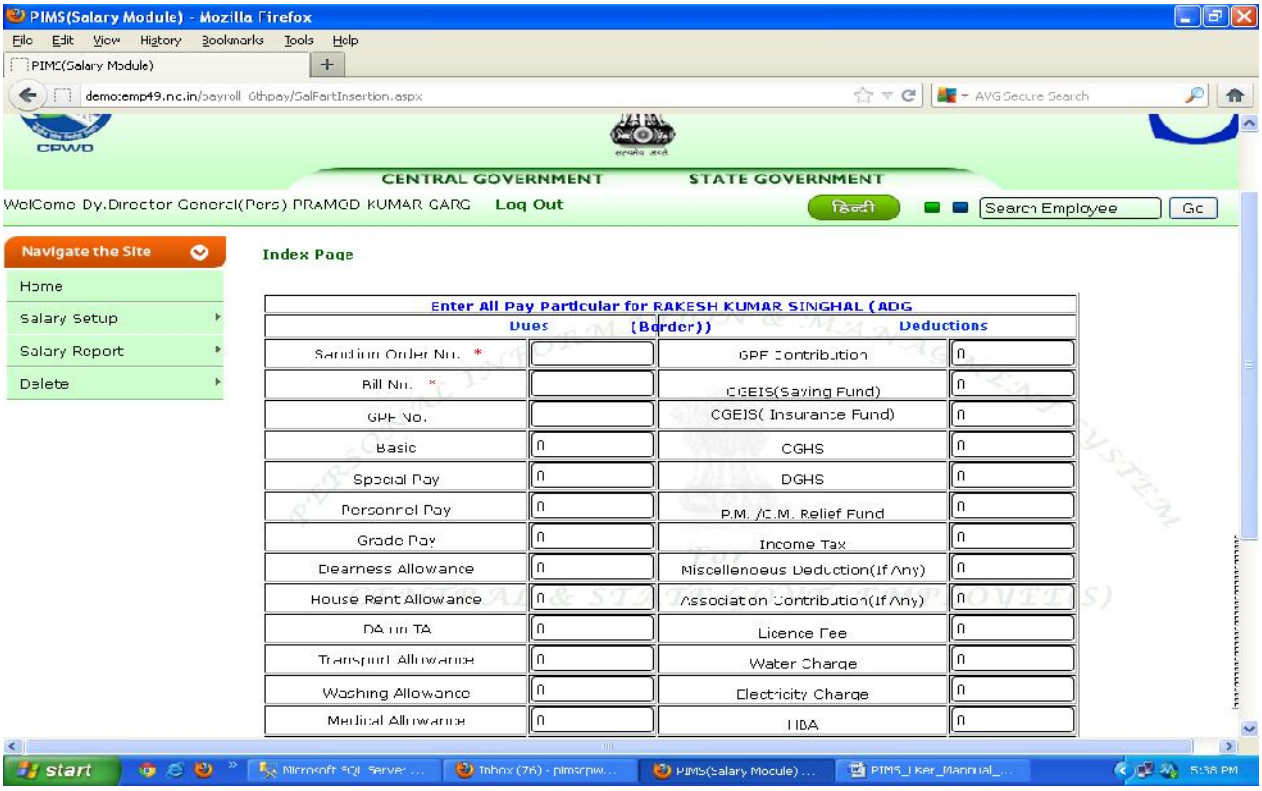
Step 3. 1. Enter all the dues and deductions carefully which are applicable to the selected employee.

Note: * marked fields are mandatory therefore These fields must be filled correctly.

2. Click **Save Record** Button to save the entries.

Note: If you want to enter the details of other Employee then click Other Employee Button and follow the step.

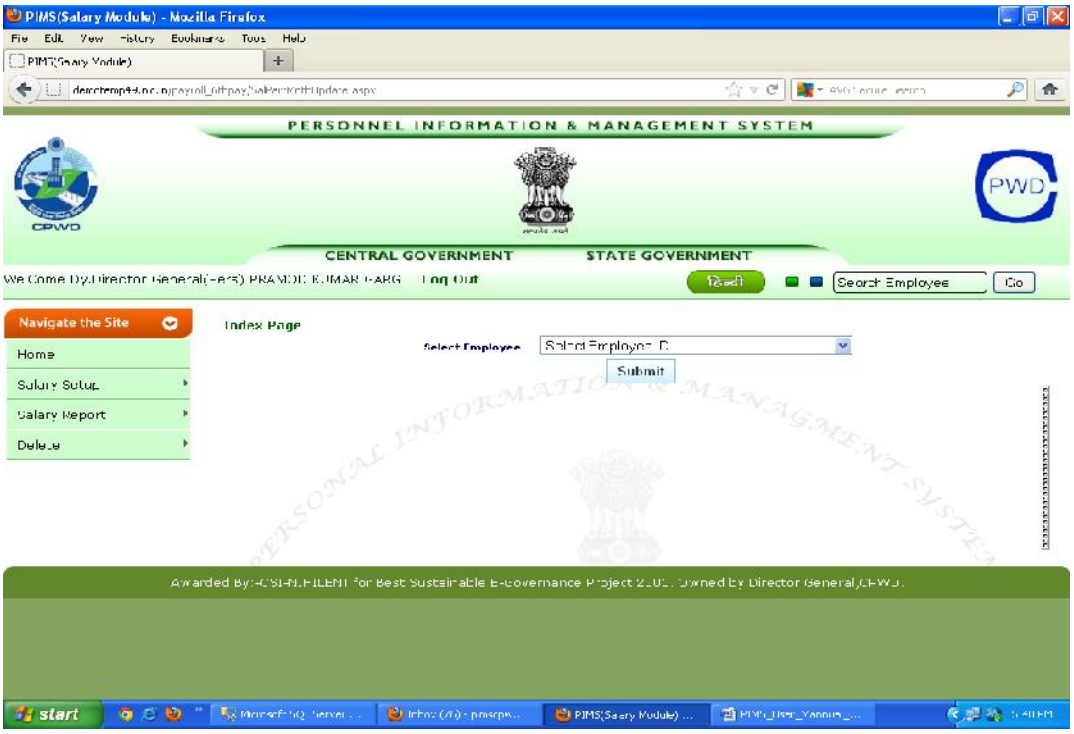
The Following Page will appear.



2. Manual Updation of Salary Particulars

To Manually Update The Salary Particulars Follow These Steps:

Step 1. Click **Manual Updation of Salary Particulars (Open Page)** link to update the salary particulars manually. Following Page will appear.

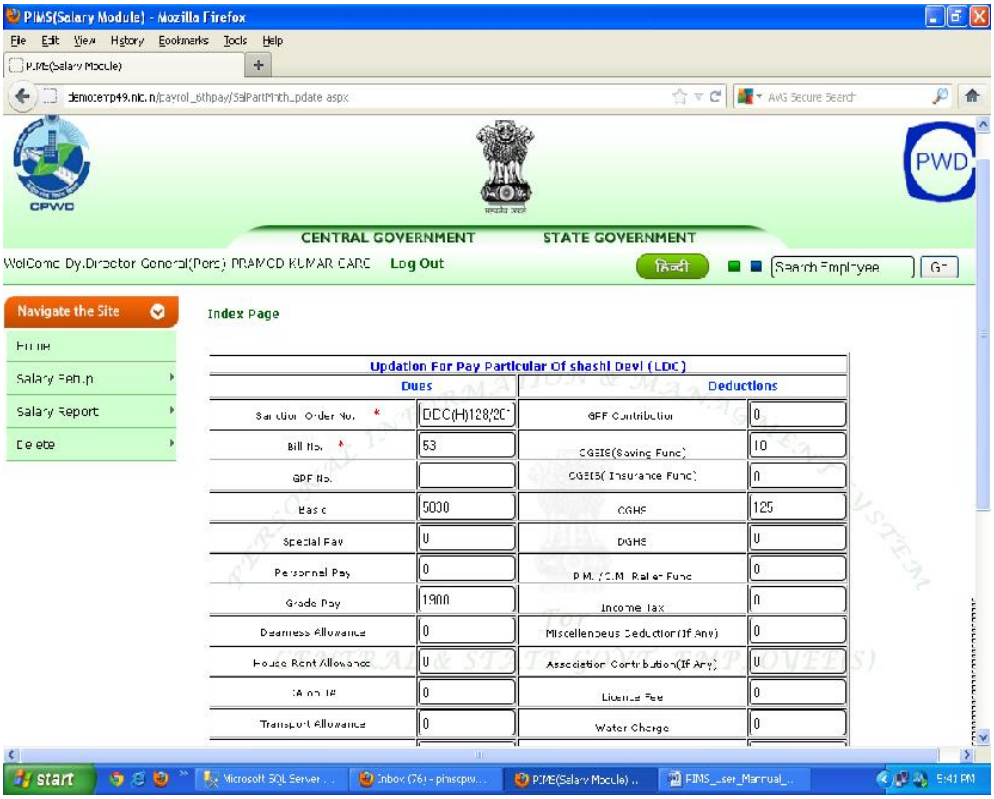


Step 2. **1.** Select Employee from the Drop down list.

2. Click **Submit** button to save the entry.

3. Click **Index Page Link** to go on the Index Page.

The Following Page will appear with the dues and deductions details of the selected employee.



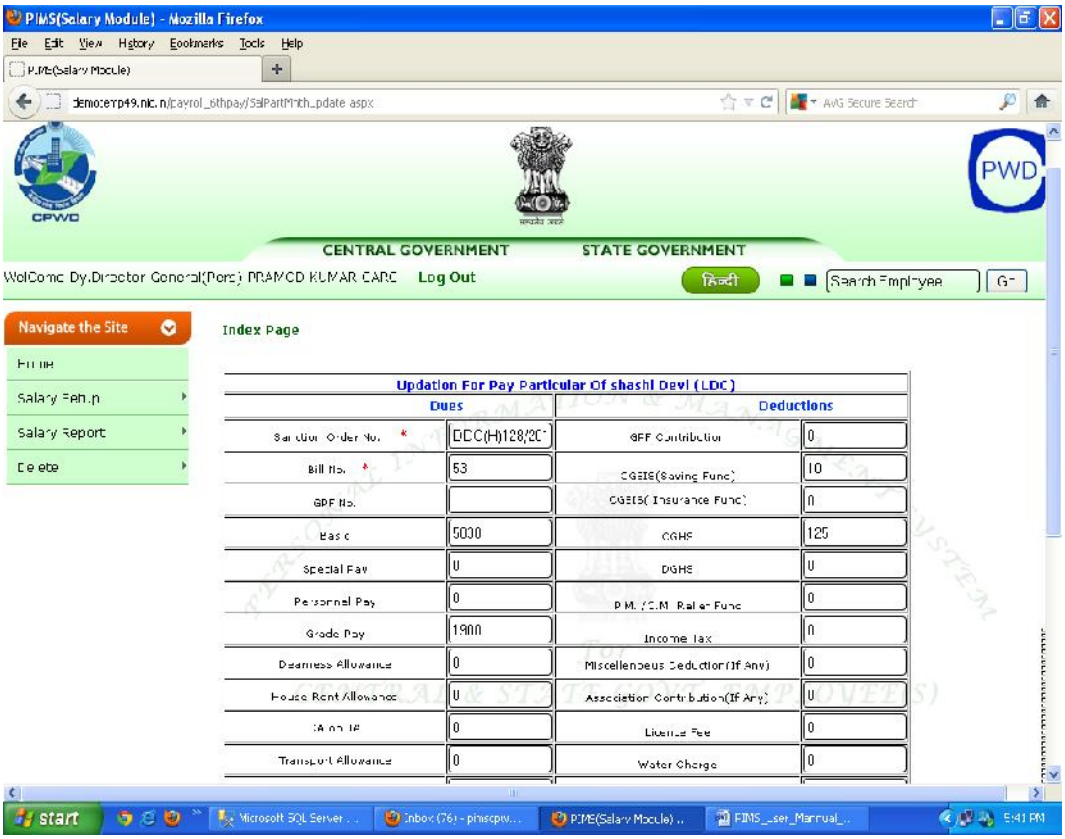
Step 3. 1. Update the fields of dues and deductions carefully which needs updation and leave the rest of the fields as it is.

Note: * marked fields are mandatory therefore These fields must be filled correctly.

2. Click **Save Record** Button to save the entries.

Note: If you want to update the details of other Employee then click Other Employee Button and follow the step.

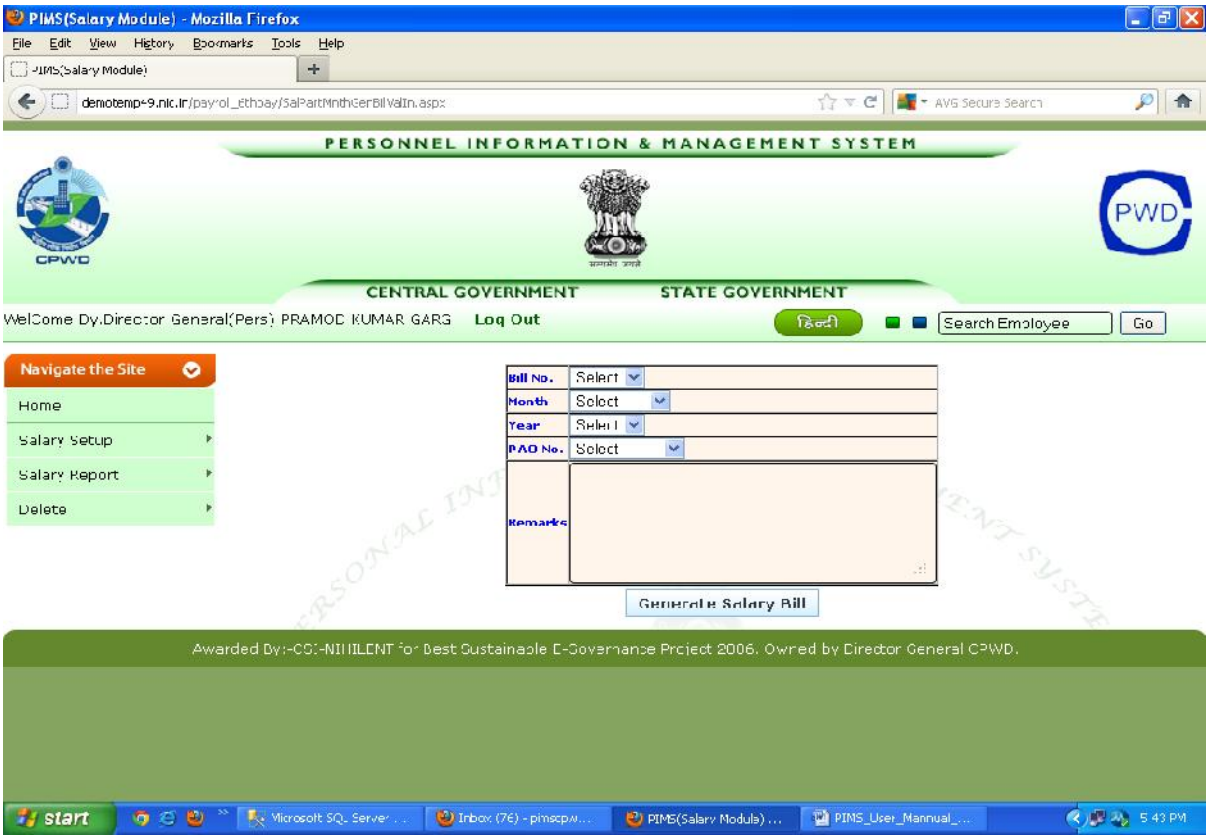
The Following Page will appear.



3. Generate Pay Bill

To Generate The Pay Bill Follow These Steps:

Step 1. Click **Generate Pay Bill (Open Page)** link to generate the pay bill.
Following Page will appear.



Step 2. 1. Select **Bill No.** from the Drop down list.

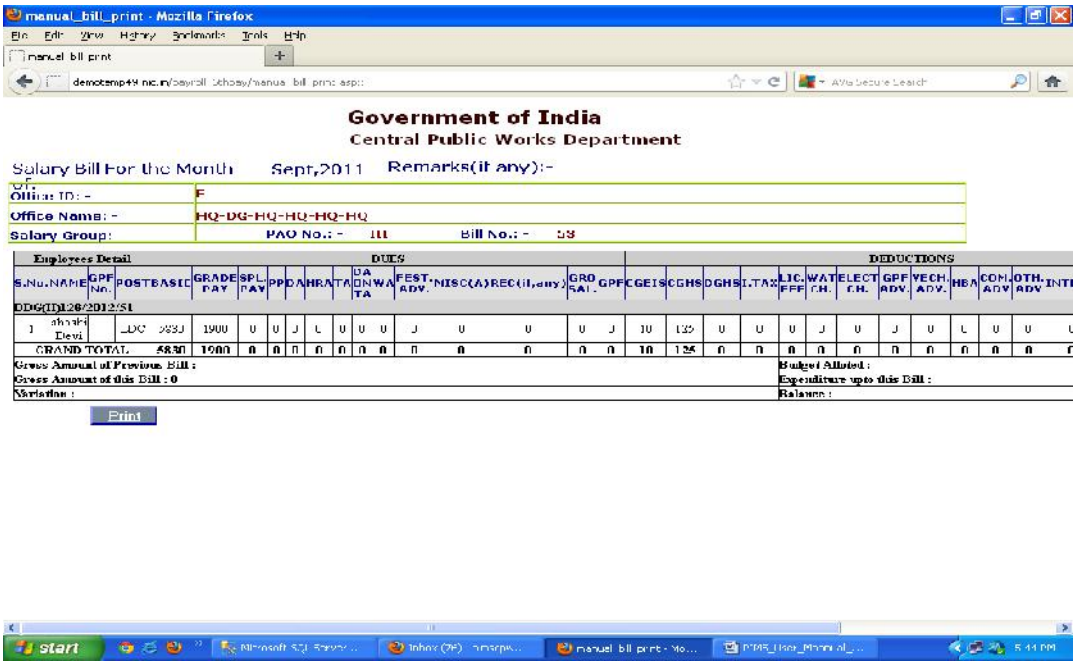
2. Select **Month** from the Drop down list.

3. Select **Year** from the Drop down list.

4. Select **PAO No.** from the Drop down list.

5. Click **Generate Salary Bill** button to save the entry.

The Following Page will appear.



Note: If you want to take the print of this salary Bill then click **PRINT** Button.

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Payroll Reports

Under This Link Following Types of Reports can be generated:

1. **Salary Bill**
2. **Salary Bill Summary**
3. **Deduction Schedules**
4. **Salary Slip (Individual)**
5. **Group Salary Slip**
6. **Arrear(Salary)**
7. **Arrear(DA)**
8. **Acquaintance Roll**
9. **Payroll Status Report**
10. **Bill Group Status**
11. **Post Sanction Report**

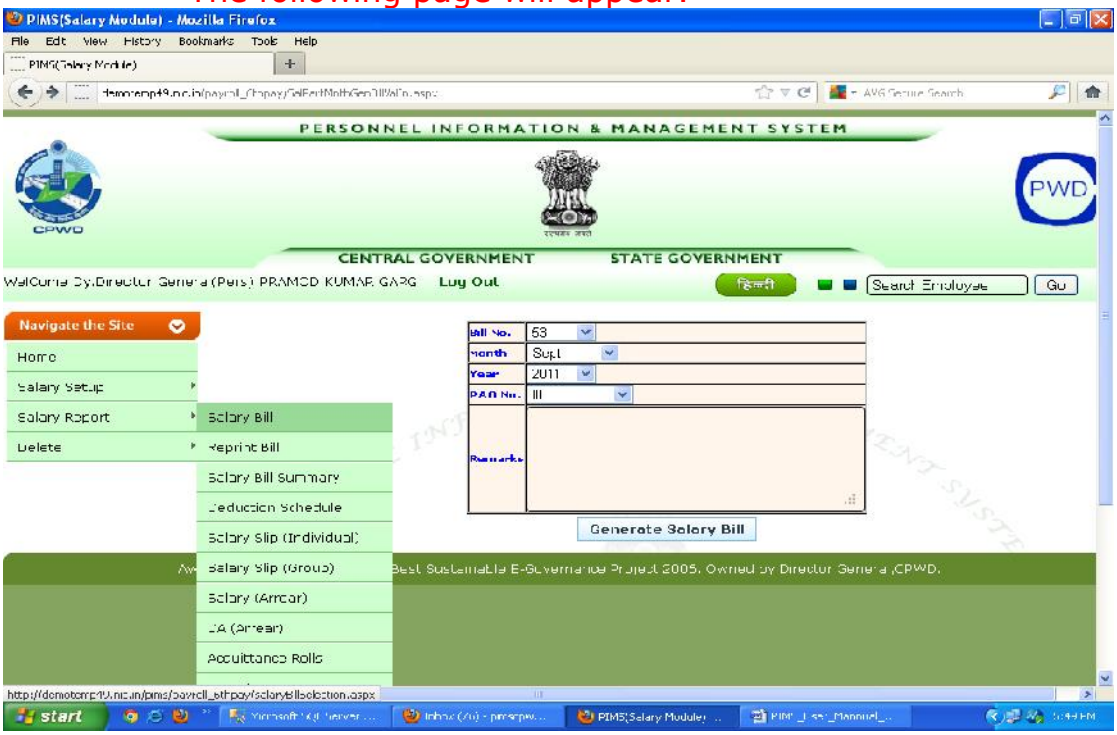
You can select any of the Links as per your requirement.

1. Salary Bill

To Generate The Salary Bill Report Follow These Steps:

Step 1. Click the **Salary Bill** Link on the left panel to generate the monthly report of Salary Bill.

The following page will appear.



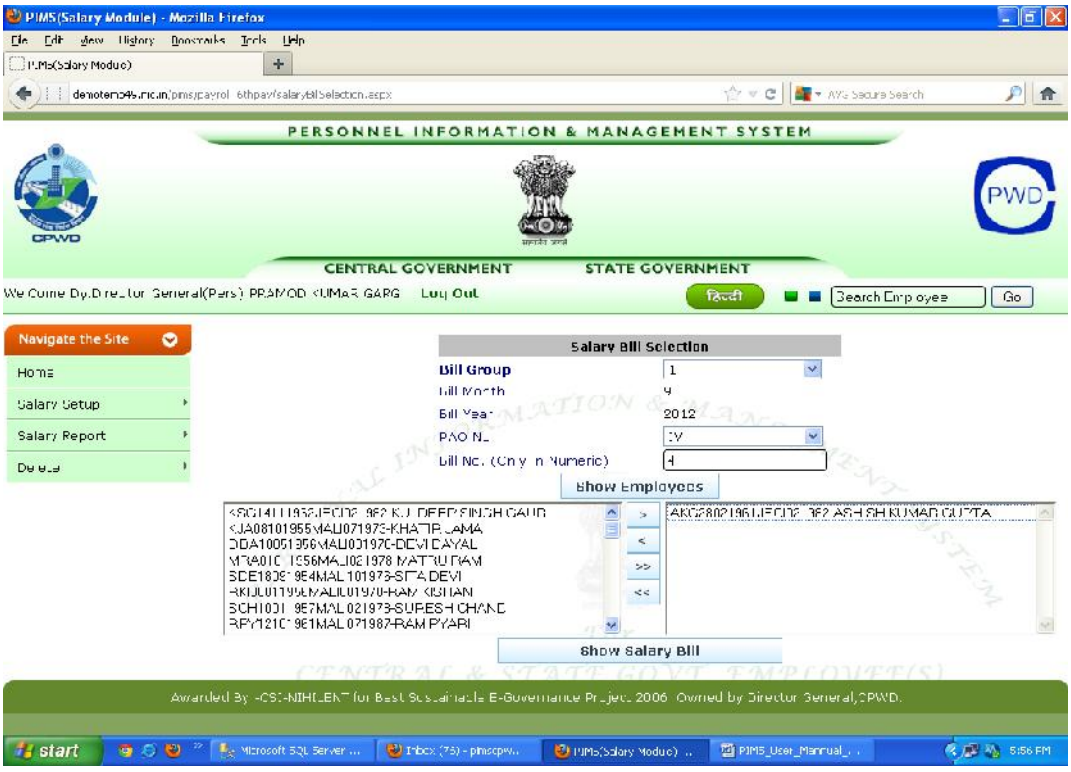


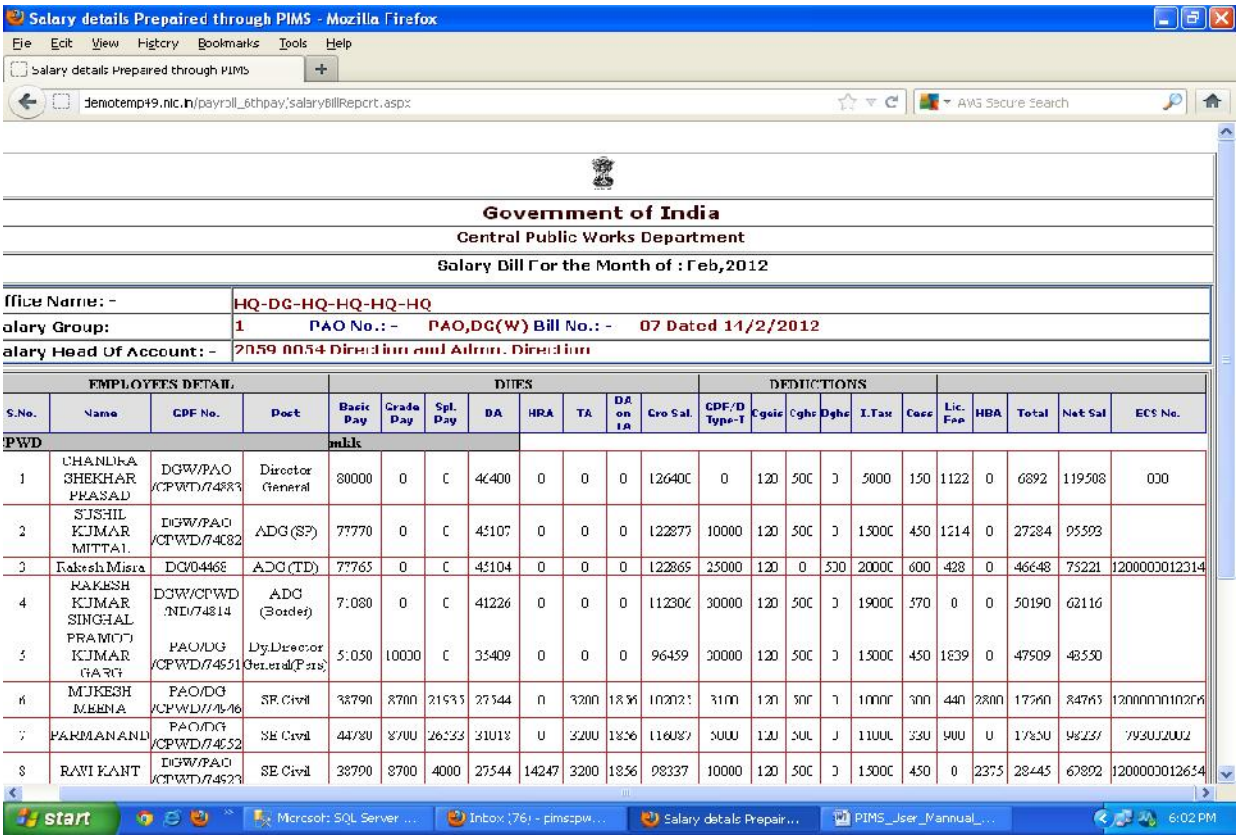
Step 2.

1. Select **Bill Group** from the Drop down list.
2. Select **Month** from the Drop down list.
3. Select **Year** from the Drop down list.
4. Select **PAO No.** applicable to your office from the Drop down list.
5. Select **Bill No.** as per your PBR from the Drop down list.
6. Click **Show Employee** Button. The list of employees belongs to selected **Bill Group** will appear in the Left List box.
7. Transfer **Employee ID & Name** in right **List Box** for whom you want to make salary. Click **>** to transfer single employee from left Box to right Box and >> for all Employees.

Note: **Click < Button to deselect the employees one by one or Click << Button to deselect all the employees at once.**

8. Click **Show Salary Bill** to see the Salary Bill of the selected Employees.
   The Following Page will appear.





Step 3. Click **Print** Button to take the print of the **Salary Bill**.

2. Salary Bill Summary

To Generate the Salary Bill Summary Report Follow These Steps:

Step 1. Click the **Salary Bill Summary** Link on the left panel to generate the monthly report of Salary Bill Summary.
The following page will appear.



Step 2. 1. Select **Bill Group** from the Drop down list.

2. Select **Month** from the Drop down list.

3. Select **Year** from the Drop down list.

4. Click **Submit** Button.

The Following Page will appear.

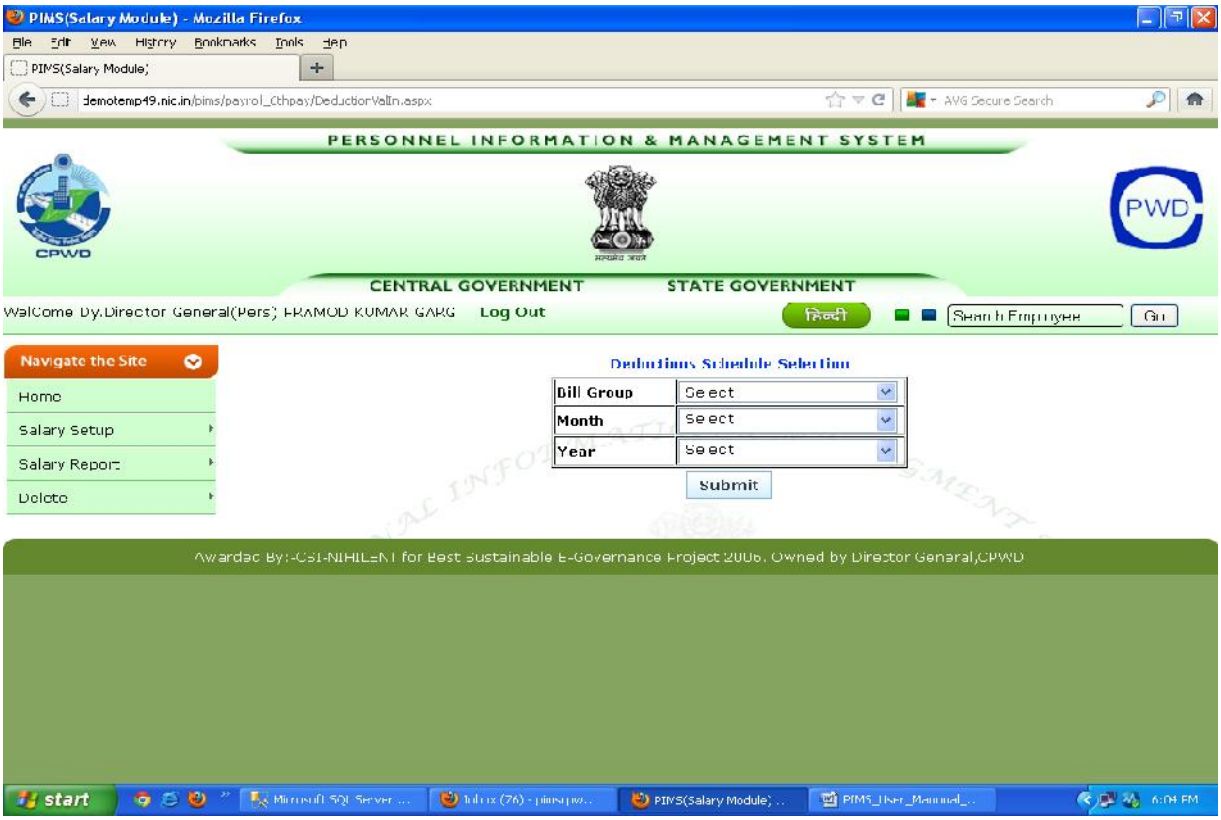


Step 3. Click **Print** Button to take the print out of the Salary Bill Summary.

3. Deduction Schedules

To Generate The Deduction Schedules Report Follow These Steps:

Step 1. Click the **Deduction Schedules** Link on the left panel to Generate the monthly report of deductions applied for the employee.
The following page will appear.



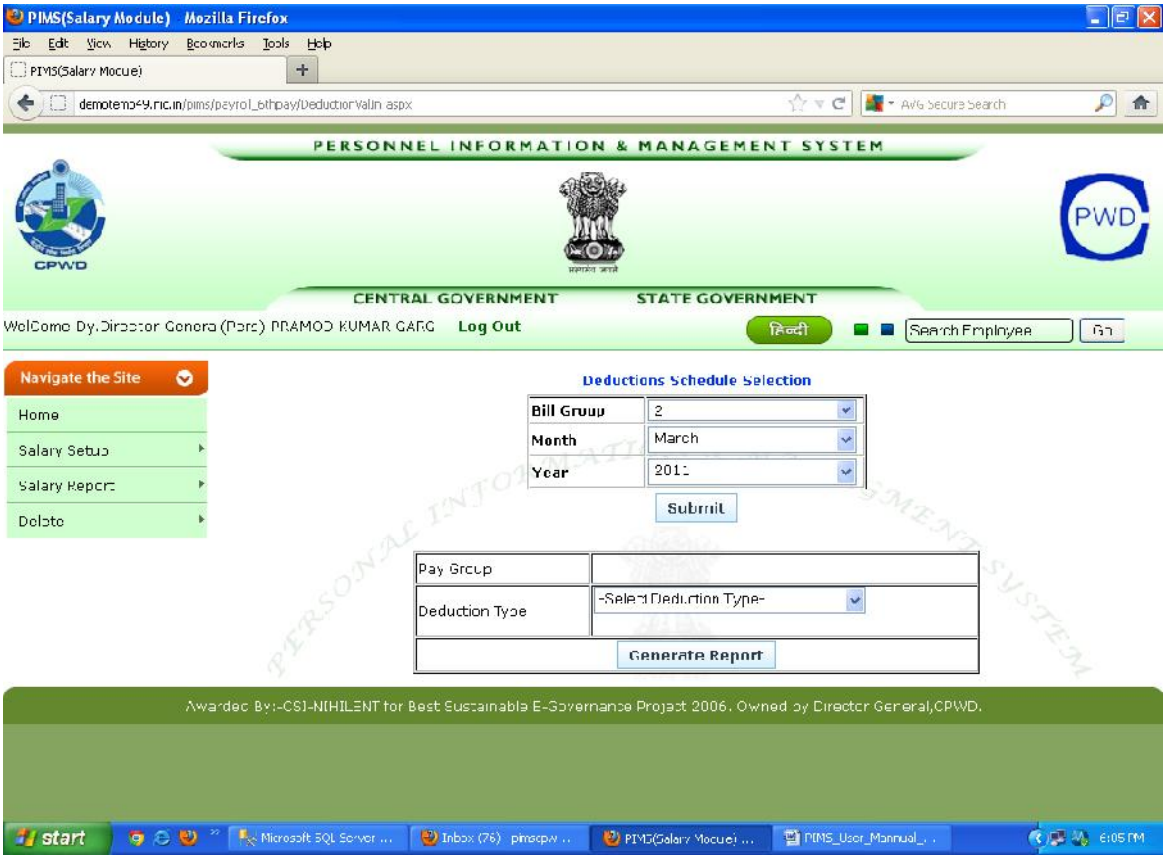
Step 2. 1. Select **Bill Group** from the Drop down list.

2. Select **Month** from the Drop down list.

3. Select **Year** from the Drop down list.

4. Click **Submit** Button.

The Following Page will appear.



Step 3. 1. Select **Deduction Type** from the Drop down list.

2. Specify **Pay Group**.

3. Click **Generate Report**.

The Following Page will appear as Deduction Schedule for selected deduction type.

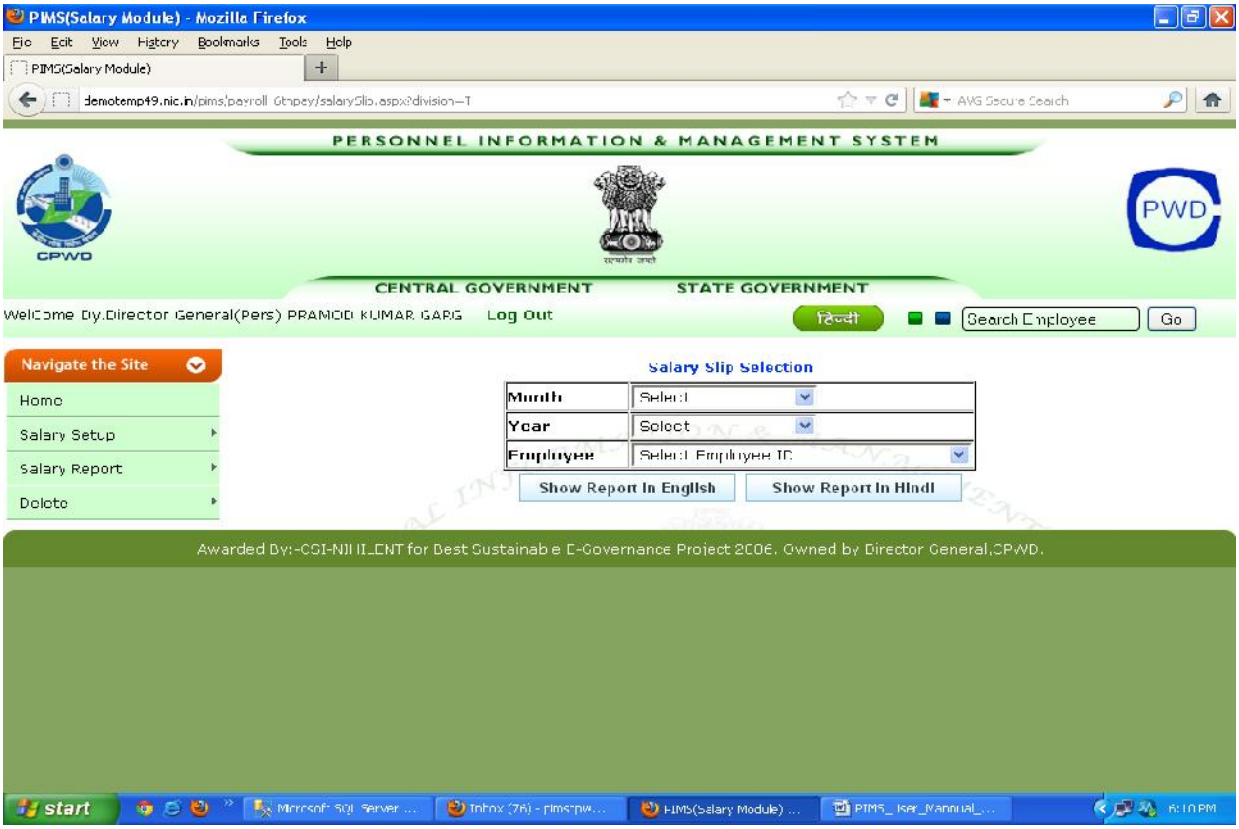


Step 3. Click **Print** Button to take the print out of the **Deduction Schedules Summary**.

4. Salary Slip (Individual)

To Generate The Salary Slip of an Individual Employee Follow These Steps:

Step 1. Click the **Salary Slip (Individual)** Link on the left panel to generate the monthly salary slip of an individual employee. The following page will appear.



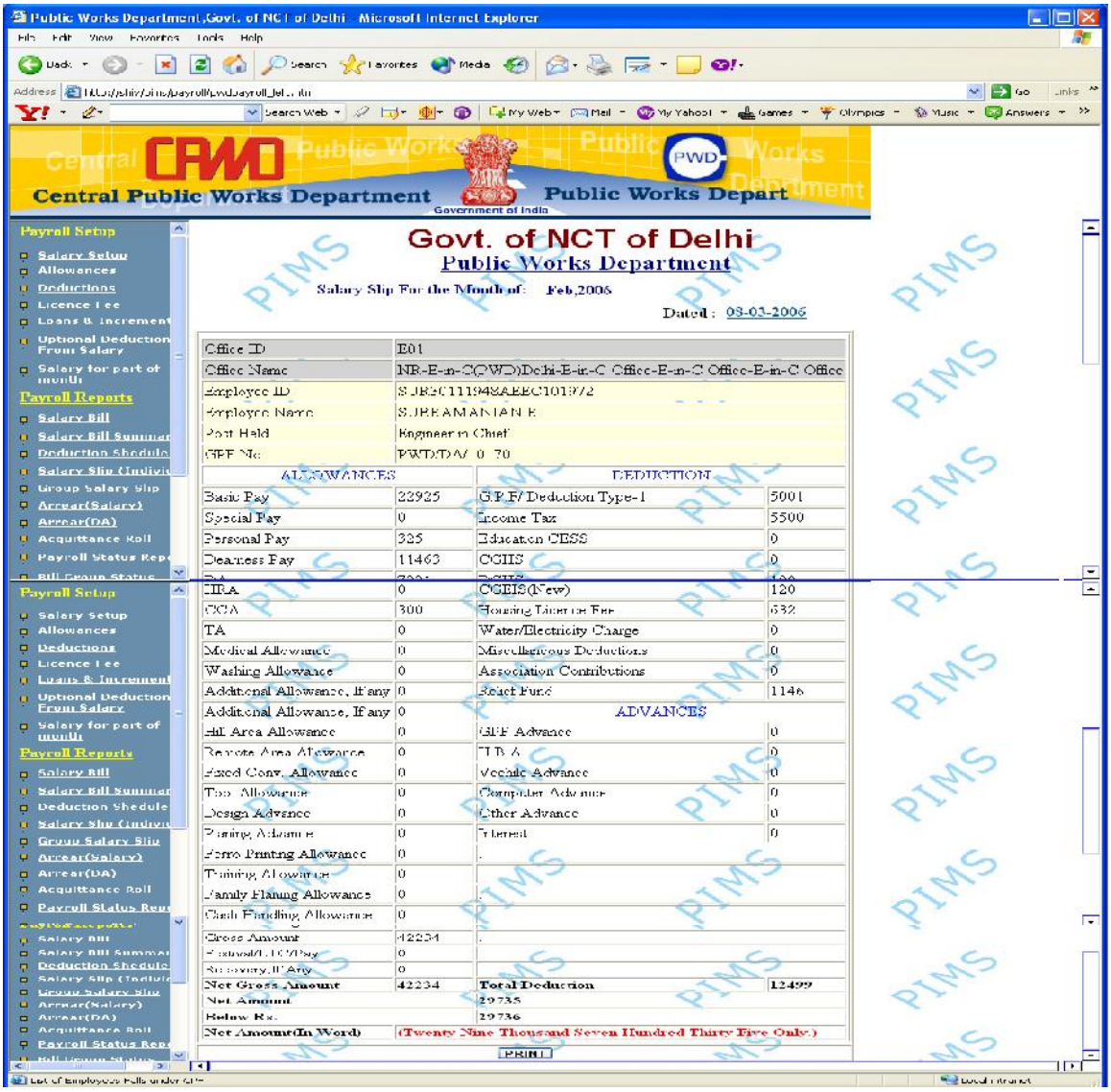
Step 2. 1. Select **Month** from the Drop down list.

2. Select **Year** from the Drop down list.

3. Select **Employee** from the Drop down list for whom you want to generate **Salary Slip**.

4. Click **Show Report** Button.

The Following Page will appear.



Step 3. Click **Print** Button to take the print out of the **Salary Slip**.