


# Flexi Payroll



## Features

- 
- User Defined Allowances and Deductions
  - Multiple Attendance Marking
  - Shift Management
  - Leave Management
  - Employee Loan with EMI Management
  - Asset Management
  - User Friendly Screen Management
  - User Privileges
  - Salary Calculation with Pay-Slip Printing
  - Multiple Concurrent Users
  - Versatility in document style & report generation
  - Pay-Slip Export to PDF format & Auto Email
  - Regular Software Updates

## About - FlexiPayroll

FlexiPayroll is a comprehensive set of HR & Payroll Solutions that takes care of all your requirements relating to accounting and management of employees' payroll. This Payroll is designed, as a long-term solution to your changing business needs. It is easy in learning and that your organization can implement it with minimal training. As a result FlexiPayroll removes and cuts down the time and effort that is normally associated with payroll and safeguards from time and mismanagement error.

It is a Desktop based Application & can also be used within an office network. It has been designed to generate, manage and look after Employee Details and Payroll process for small and medium scale organizations. FlexiPayroll is capable of marking attendance in three different modes as per company requirement, calculating unlimited Salary Components, generating Pay Slip and Reporting. FlexiPayroll helps you automate your payroll system to match your business policies, the laws and regulations and specific needs of your organisation

## Masters

### ■ Employee Profile

- (D/L, blood group, passport and visa specifics, photograph, jpg. image of thumb impression, jpg. image of signature)
- Document manger to attach scanned copy of documents submitted by employee.
- Employee joining information
- Probation confirmation details
- Employee current job profile (location, category, department, designation, shift)
- Employee salary details, perks and benefits
- Employee statutory details (PF No, ESIC No, PT no, PAN No)
- Employee leaves
- Facility to maintain employee history
- Family Background details
- Employee qualification and experience details
- Employee local address and permanent address.
- Employee bank salary account details

### ■ Professional Tax Slab

FlexiPayroll provides you facility to define state wise professional tax slabs.

### ■ TDS Slab

FlexiPayroll provides you facility to define TDS Slab for women, senior citizens and others.

### ■ Authorized Person Master

FlexiPayroll helps you to maintain details of persons who are responsible to submit Returns and Statutory Reports.

### ■ Attendance Category

FlexiPayroll helps to design attendance category for applying different attendance rules for different group of employees such as late-mark rules, attendance-marking rules and overtime rules.

### ■ Location Master

Multiple location master to keep record of location of employee or to use to filter employees location wise. FlexiPayroll calculates PT as per the state of the location of the employee.

### ■ Attendance and Leaves Master

Apart from standard attendance codes (such as Present, Absent, Holiday, Halfday, Week off) and leave codes (such as CL, PL, SL). FlexiPayroll provides you facility to add attendance or leave codes as per your need.

### ■ Holidays Master

User defined holiday list for the year that marks holidays in attendance automatically.

### ■ Bank Master

Multiple defined banks and its details to print in Pay Slip and other Payroll or Statutory Reports.

### ■ Loan Master

Facility to define any number of loans types offered to employees like personal loan, housing loan, vehicle loan, etc.

### ■ Department Master

Multiple definition of departments of your organizations.

### ■ Section Master

It facilitates to create different sections of your organizations.

### ■ Assets Master

FlexiPayroll maintains list of assets provided to employees such as mobile, laptop, tools etc., as per your requirements.

### ■ Designation Master

Creation of multiple designations in your organization.

### ■ Grade Master

It defines different grades being marked to employees.

### ■ Allowance/Deduction Category Master

Multiple categories to define different salary calculation formulas for different group of employees.

- Facility to define unlimited number of allowances or deductions
- Facility to define attributes for each allowance or deduction such as show in Payslip, include in PT, PF, ESIC, LWF deduction and include in particular TDS section such as 17 (1), 17 (2), 17 (3), 10 or 16(ii)
- Values for the allowances or deductions can be :
  - Manually entered by you
  - Computed using a formula

## FlexiPayroll Setups

### ■ FlexiPayroll provides you a single point to define settings for

1. Statutory Compliances such as TDS, PF, ESIC, PT, LWF
2. Common Attendance Rules
3. Salary Rules & Other General settings

### ■ Print Set Up

FlexiPayroll provides you different Payslip Formats

Facility to add Company Logo to Payslip

Facility to include or exclude different fields in Payslip

### ■ User Management

FlexiPayroll helps you to manage users and user privileges. Facility to define rights for different users to allow or deny access to a particular set of menus. Facility to define rights to enable or disable a particular user to add, edit, delete records. Facility to define rights to enable or disable a particular user to print or export reports in excel format.

### ■ Color Scheme

FlexiPayroll allows you to define company wise color schemes as per your choice.

## Multiple Attendance

### ■ FlexiPayroll offers you three flexible modes for marking attendance

1. Manual attendance
2. Time & Attendance (T&A Biometric Machine)
3. Monthly Attendance

#### 1. Manual Attendance:

It is very easy, useful and time saving way of marking attendance. You can mark attendance for all employees in just one click.

#### 2. Time & Attendance (T&A Biometric Machine)

Attendance data can be transferred from any time recording machine. This is very time saving method of marking attendance. You can download attendance logs and process

attendance of all employees for whole month in just one click. Manual correction in attendance is also possible (if any) like employee time management, late coming, early going, absence due to travel on duty etc.

#### 3. Monthly Attendance

FlexiPayroll allows you to enter summary of attendance for all employees including OT (Over Time) hrs. monthly at once

### ■ Shift Calendar

Provides facility to define shift schedule for week, 15 days or month to assign to employees.

### ■ Shift Entries

Facility to assign shift or shift calendar to employee or group of employees

## Salary Processing

### ■ Salary and Arrears Calculation

- Processes salary with Statutory deduction calculation (PF, ESIC, PT, TDS) and loan deduction
- Instantly generates and prints Pay slips, Salary Registers (in Multiple formats)
- Improves responsiveness
- Flexible data entry options
- Easy data export facilities
- Built-in customizable formulations for payroll calculations
- Presents consolidated department-wise salary Register
- Auto-mails Pay Slips to employees, on integration with Microsoft Outlook

### ■ Asset Management

Helps you to manage your assets given to employees such as Mobiles, laptops, tools etc. you can manage inward and outward

entries for the assets. Reports of transactions of these assets are also available employee wise and Asset wise.

### ■ Employee Loan with EMI Management

Manages loan applications, approvals and EMI's with or without interest very efficiently. Loan Reimbursement reports.

### ■ Annual Perks

You can include annual perks in pay slip or separate document printing for annual perks.

### ■ Reimbursements

You can define unlimited reimbursement components like LTA, medical, Car Maintenance, etc. It also shows reimbursement components in regular Payslip or generate separate reimbursement slip

## Reports

Versatility in document style and report generation

### ■ Employee Details Reports

### ■ Month-wise shift report

### ■ Attendance Report

- Month wise attendance report
- Employee wise month wise detail attendance report
- Date wise Attendance logs report

### ■ Attendance Graph

- Employee V/s Total Present Days
- Employee wise Date V/s In Time
- Employee wise Date V/s Out Time

### ■ Attendance summary report

### ■ Employee wise attendance summary report

### ■ Late arrival report

### ■ Early departure report

### ■ Absenteeism report

### ■ Salary register

- You can select a single month or multiple months to view salary register

### ■ Professional Tax Report

- Part 1 A (PT Challan)
- Part 1 B (PT Challan)
- Professional Tax Register

### ■ ESIC Reports

- ESIC Challan
- Form 3 (ESIC Return of Declaration Form)
- Form 5 (ESIC Return of Contribution Form)
- Form 5 II (ESIC Return of Contribution Form II)

## ■ PF Reports

- PF Challan
- Form 3A (Details of Employees Pension Fund Scheme-Yearly)
- Form 5 (Employee's PF Organization for newly joined employees)
- Form 5A (Details of employee qualifying for membership of Employee's PF for the first time)
- Form 6A (Annual Statement of Contribution)
- Form 9
- Form 10 (Employee's PF Organization for resigned employees)
- Form 12A
- Register

## ■ Asset Reports

### • Asset Outward Register

- Asset wise
- Employee wise

### • Asset Inward Register

- Asset wise
- Employee wise

## ■ Assets Outward - Assets Inward Transactions

## ■ Assets Pending Reports

## ■ Loan Reports

- Employee loan report
- Loan reimbursement report
- Employee wise loan summary report
- Employee wise loan detail report

## ■ Leave Report

- Opening, Credited, Taken, Balance leaves report

## ■ Letter Printing

- Appointment letter
- Relieving letter
- Experience letter
- Terms and conditions

## ■ Document Manager

- Document manager to attach scanned copy of documents or any other related documents submitted by employee

The central screenshot shows the 'Attendance Entry' window with a calendar for May 2014. The calendar has dates 1 through 31, with 17th and 18th highlighted. Below the calendar is a table of employee attendance records. The table has columns for Employee Name, Att. (Present/Absent), Late, Time In, Time Out, Work Hrs., OT Hrs., and Remarks. The employee list includes names like A. Jaykumar, Abhilasha Tupe, Anil Kumar Mishra, Anita Ahbay Kulkarni, Anjali Anon Chavan, Anjali Tripathi, Anvita Anand Pradhan, Ashish K. Jadhav, Bajirao Shevale, Bhavana Parmar, Bhupendra Umedlal Ga., C.M. Gomathy, Chandeshwar Ram, Darshika Tawde, Deepak Das, Dipi-Ajay Dighe, Jyoti Gowri T., Jitendra Singh, and Jyoti Singh.

**Flexi**ERP

**Flexi**SalonERP

**Flexi**TDS

**Flexi**Media

**Flexi**Designer

**Flexi**Glass



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