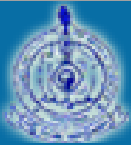


Click Path Manual for Payroll Module

NIMS

(Employee Acceptance, IT Assessment, Internal/External, Allowances, Deductions, Income Tax, Sample PBR Generation, PBR Verification, Freezing PBR, Partial Salary, Manual Salary, Bank Statement, Subscriptions, Arrear, Bill Reimbursement etc.)



e-Sushrut १-५

An Advanced Hospital Management Information System

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Payroll Module


Click Path

1.0 Employee Acceptance


Click on Payroll → Services → Employee Acceptance

Enter the Fields.

Note All fields marked as** are mandatory

- Employee No → Enter the Employee No. or Employee Name and click on “View” button . Employee details will be fetched on the screen.

In case Employee number is not known, then it can be searched by clicking on the search button. A new window will open on the screen having multiple fields.

Select the Employee and click on View button 

Employee Personnel and Salary Details will be fetched up on screen as available in PIS module.

To accept an Employee in Payroll module two fields are required.

- Salary Generation Category
- Salary Generation Sub Category

In Salary generation category field, select category e.g. Permanent, Adhoc, and Contractual etc.

In Salary generation sub category, select category e.g. Gazetted.

Accept the Employee in Payroll module.

Search – Clear – Cancel buttons

- Accept → Employee will be accepted in Payroll Module.
- Reject → It will reject the Employee in Payroll.
- Cancel → Screen will close, It will bring back user to the menu.


2.0 Employee Current Data

Click on Payroll → Services → Employee Current Data

Enter the Fields.

Note All fields marked as** are mandatory

Write Employee No.

Employee can be search, by clicking search button 

Select Employee from the list, click on OK

Employee Name, Designation and Department will fetched up on screen.

Click on View button .

Employee Personnel and Salary Details will be fetched up on screen as available in PIS module.

To accept an Employee Current Data in Payroll module two fields are required.

- Order No.
- Order Date

Write Order No. and Order Date

Save – Cancel –buttons

- Save → Employee Current Data will be Saved
- Cancel →Screen will close, It will bring back user to the menu.

3.0 Allowances/Internal Deductions Specifications


Click on Payroll → Services → Allowances/Internal Deductions Specifications.

Enter the Fields.

Note All fields marked as** are mandatory

Internal Allowances/Deductions are fixed for each month.

Write Employee No.

Employee can be search, by clicking search button 

Select Employee from the list, click on OK

Employee Name, Department, Designation and Pay Attribute will appear on screen.

Click on Add button 

Select Allowance/Deduction → Allowance/Deduction Name → from Date-To Date

Similarly more Allowance/Deduction can be added as per requirement.

- **Save – Clear – Cancel buttons**

- Save → Employee Internal Deductions/Allowances will be saved
- Clear → It will clear all the fields of the form.
- Cancel → Screen Will Close, It will bring back user to the menu.


4.0 Allowances/Deductions Acceptance

Click on Payroll → Services → Allowances/Deductions Acceptance

Enter the Fields.

Note All fields marked as** are mandatory

Write Employee No.

Employee can be search, by clicking search button 

Select Employee from the list, double click on it.

Employee Internal Deductions/Allowance list will appear.

Write Date of Applicability.

Save

- **Save – Clear – Buttons**

- Save → Employee Internal Deductions/Allowances, with Date of Applicability will be saved
- Clear → It will clear all the fields of the form.


5.0 Manual Salary

Click on Payroll → Services → Manual Salary

Enter the Fields.

Note All fields marked as** are mandatory.

Write Employee No.

Employee can be search, by clicking search button 

Click on Go

Employee Name, Designation, Department will appear.

Select Month and Year for which manual salary is to be generated.

Earnings & Deductions column will appear.

Fill the amount against Employee's Earnings & Deductions

Net Salary will be calculated.

Save

Manual Salary for selected Employee will be generated successfully.

Save – Clear – Cancel buttons

- Save → Data will be saved
- Clear → It will clear all the fields of the form.
- Cancel → Screen Will Close, It will bring back user to the menu.

6.0. Manual Salary Demand Generation

Click on Payroll → Services → Manual Salary Demand Generation

Enter the Fields.

Note All fields marked as** are mandatory.

Select Month, salary generation category, salary generation sub category, demand date.

List of Employee will appear in Left hand side box.

Select employees, send it right hand side box.

Click on Generate.

Demand No. will be Generated.

- **Generate – Clear – Cancel – buttons**

- Generate → It will generate the Demand No. for Manual Salary.
- Clear → It will clear all the fields of the form.
- Cancel → It will bring back user to menu page.

7.0 Allowance Acceptance

Click on Payroll → Services → Allowance Acceptance

Enter the Fields.

Note All fields marked as** are mandatory

- List of Employee will appear
- Select Employee from the list
- Double Click on Employee record
- Employee Allowance/Deduction Details will appear
- Select Date of Applicability
- Click on Save

Save – Clear – Cancel buttons

- Save → Data will be save.
- Clear → It will clear all the fields of the form.
- Cancel → Screen Will Close, It will bring back user to the menu.

8.0 External Deduction Specification

Click on Payroll → Services → External Deduction Specification

Enter the Fields.

Note All fields marked as**are mandatory

- Click on Search Button
- Select Employee from the List
- Click on Go
- Details of Employee will appear
- Select Month
- Select Year
- Select Deduction Name
- Write amount against Deduction(s)
- Click on Save

- **Save – Clear – Cancel buttons**
 - Save → Data will be save.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

9.0 IT Assessment

Click on Payroll → Services → IT Assessment

Enter the Fields.

Note All fields marked as**are mandatory

- Select Employee from the List
- Click on Go
- Employee's details will appear
- Click on make assessment
- Fill House Rent Allowance Exempt U/s 10 (13A) and Rule 2A Tab
- Fill Income/Loss from House Property Tab
- Deduction U/s 24 Tab
- Deduction U/s 80C Tab
- Deduction U/s 80CCC, 80CCD
- Other Chapter VI Deductions (e.g. 80D, 80G etc.)
- Tax Calculation
- Save

Save – Clear – Cancel-Print Buttons

- Save → Data will be save.
- Clear → It will clear all the fields of the form.
- Cancel → Screen Will Close, It will bring back user to the menu.
- Print→ Printout of Assessment can be taken.

10.0 PBR Generation

Click on Payroll → Services → PBR Generation

Enter the Fields.


- Select Month
- Select Year
- Select Salary Generation Category
- Select Salary Generation Sub Category
- Final Generation

- **Generate – View – Clear – Cancel-Print buttons**
 - Generate → It will Generate PBR
 - View → Generated PBR Can be View.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.
 - Print → Printout of Generated PBR can be taken.

11.0 PBR Submitted for Verification

Click on Payroll → Services → PBR Submitted for Verification

Enter the Fields.


- List of PBR will appear
- Select Record
- Click on 
- Click on Paybill Register to View Paybill
- Click on Bank Statement to view Bank Statement
- Write Remarks if any
- Approve
- Demand No. will be Generated

- **Approve – Reject – Cancel buttons**
 - Approve → It will approve the generated PBR.
 - Reject → It will reject the generated PBR.
 - Cancel → Screen Will Close, It will bring back user to the menu.

12.0 PBR Submitted to Drawing and Disbursing Officer

Click on Payroll → Services → PBR Submitted to Drawing and Disbursing Officer


Enter the Fields.

- List of Verified PBR will appear
- Select the Record
- Click on 
- Click on Paybill Register to View Paybill
- Click on Bank Statement to view Bank Statement
- Verification Details and Remarks can be view at Verification Details Tab
- Write Remarks if any
- Approve
- **Approve – Reject – Cancel buttons**
 - Approve → It will approve the generated PBR.
 - Reject → It will reject the generated PBR.
 - Cancel → Screen Will Close, It will bring back user to the menu.

13.0 PBR Submitted to DR

Click on Payroll → Services → PBR Submitted to DR

Enter the Fields.


- List of Verified PBR will appear
- Select the Record
- Click on 
- Click on Paybill Register to View Paybill
- Click on Bank Statement to view Bank Statement
- Verification Details and Remarks can be view at Verification Details Tab
- Approval by Drawing and Disbursing Officer and its Remarks can be View
- Write Remarks if any
- Approve

- **Approve – Reject – Cancel buttons**
 - Approve → It will approve the generated PBR.
 - Reject → It will reject the generated PBR.
 - Cancel → Screen Will Close, It will bring back user to the menu.

14.0 PBR Submitted to FC

Click on Payroll → Services → PBR Submitted to FC

Enter the Fields.

- List of Verified PBR will appear
- Select the Record
- Click on 
- Click on Paybill Register to View Paybill
- Click on Bank Statement to view Bank Statement
- Verification Details and Remarks can be view at Verification Details Tab
- Approval by Drawing and Disbursing Officer and its Remarks can be View
- Approval by DR and its Remarks can be View
- Write Remarks if any
- Approve

- **Approve – Reject – Cancel buttons**
 - Approve → It will approve the generated PBR.
 - Reject → It will reject the generated PBR.
 - Cancel → Screen Will Close, It will bring back user to the menu.

15.0 Freeze PBR

Click on Payroll → Services → Freeze PBR

Enter the Fields.

- List of Verified PBR will appear
- Select the Record
- Click on Freeze PBR
- PBR with respective Demand No. will be freeze.

16.0 IT Deduction

Click on Payroll → Services → IT Deduction

Enter the Fields.

- Click on Search Button
- List of Employee will appear
- Select Employee from the list
- Click on Go
- Employee Details will be fetching
- Assessment of Income Tax should be already completed
- System will automatically divide total income tax in 12 equal parts from March to Feb
- Modification in any month is also allowed, system will adjust rest income tax in remaining months
- **Update – Clear – Cancel buttons**
 - Update → Data will be Updated.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

17.0 Partial Salary Configuration

Click on Payroll → Services → Partial Salary Configuration

Enter the Fields.

- Select Month and Year
- Click on Search Button
- List of Employee will appear
- Select Employee from the list
- Click on Go
- Employee Details will be Fetch
- Write Salary Days
- Write Remarks
- Click on Add.
- Click on save
- Partial Salary Days will be saved
- **Save – Clear – Cancel buttons**
 - Save → Data will be Save.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

18.0 Bank Statement

Click on Payroll → Services → Bank Statement

Enter the Fields.

- Select Salary Type
- Select Salary Category
- Select Salary Sub Category
- Select Month and Year
- List of Demand will appear in Left Hand Box
- Select Demand from the list
- Transfer it to Right hand Box
- Click on Generate

- **Generate – Download – Clear buttons**
 - Generate → Bank Statement will be Generated.
 - Download → Bank Statement will be Download
 - Clear → It will clear all the fields of the form.

19.0 PBR Modify

Click on Payroll → Services → PBR Modify

Enter the Fields.

- Click on Search Button
- List of Employee will appear
- Select Employee from the list
- Click on Go
- Employee Details will be fetching
- Select Month and Year
- Write Remarks
- Do required changes in Earning and Deduction portion
- Save

Save – Clear – Cancel buttons

- Save → Data will be Save.
- Clear → It will clear all the fields of the form.
- Cancel → Screen Will Close, It will bring back user to the menu.

20.0 Supplementary PBR Generation

Click on Payroll → Services → Supplementary PBR Generation

Enter the Fields.

- Select Bill Type
- Select Month and Year
- Select Salary Generation Category
- Select Salary Generation Sub Category
- Select Employee List
- All Employee
- Click on Final Generation
- Supplementary PBR will be Generated
- Selected Employee, List of Employee will appear in Left Hand Box, Select Employee
- Transfer them to Right Hand Box
- Click on Final Generation
- **Generate – Clear – Cancel – View – Print buttons**
 - Generate → Supplementary PBR will be generated.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.
 - View → Generated Supplementary PBR can be View
 - Print → Printout of Supplementary PBR can be taken

21.0 Supplementary Salary Demand Generation

Click on Payroll → Services → Supplementary Salary Demand Generation

Enter the Fields.

- Select Bill Type
- Select Demand Date
- Select Salary Generation Category
- Select Salary Generation Sub Category
- Select Employee List
- Click on View
- List will appear
- Click on Generate
- Demand No. will be Generated for Supplementary PBR

Generate – Clear – Cancel – View – Print buttons

- Generate → Supplementary PBR Demand will be generated.
- Clear → It will clear all the fields of the form.
- Cancel → Screen Will Close, It will bring back user to the menu.
- View → Generated Supplementary PBR Demand can be View
- Print → Printout of Supplementary PBR Demand can be taken

22.0 HPCA and NA Subscription

Click on Payroll → Services → HPCA and NA Subscription

Enter the Fields.

- Click on Search Button
- List of Employee will appear
- Select Employee from the list
- Click on Go
- Employee Details will be fetching
- Select Subscription Type
- **HPCA or NA**
- Select Subscription Date
- Click on Subscribe
- Similarly Un-Subscription can be done

- **Subscribe – Un-Subscribe – Clear – Cancel buttons**
 - Subscribe → Employee will be Subscribe for HPCA or NA
 - Un-Subscribe → Employee will be Un-Subscribe for HPCA or NA
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

23.0 Bank Statement Authority

Click on Payroll → Services → Bank Statement Authority

Enter the Fields.

- Select Salary Type
- Select Salary Category
- Select Salary Sub Category
- Select Month and Year
- List of Demand will appear in Left Hand Box
- Select Demand from the list
- Transfer it to Right hand Box
- Click on Generate

- **Generate – Download – Clear buttons**
 - Generate → Bank Statement will be Generated.
 - Download → Bank Statement will be Download
 - Clear → It will clear all the fields of the form.

24.0 Salary Slip E-mail

Click on Payroll → Services → Salary Slip E-mail

Enter the Fields.

- Select Report Format
- Select Report Criteria
- Check on Header
- Click on Search Button
- List of Employee will appear
- Select Employee from the list
- Click on Go
- Employee Details will be fetching
- Select Month and Year
- Click on E-mail
- Salary Slip will be E-mailed to Employee

- **E-mail – Clear – Cancel buttons**
 - E-mail → Salary Slip will be E-mailed to Employee.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

25.0 Salary Slip Generate

Click on Payroll → Services → Salary Slip Generate

Enter the Fields.

- Select Report Format
- Select Report Criteria
- Check on Header
- Click on Search Button
- List of Employee will appear
- Select Employee from the list
- Click on Go
- Employee Details will be fetching
- Select Month and Year
- Click on Generate

- **Generate – Clear – Cancel buttons**
 - Generate → Salary Slip will be Generate.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

26.0 IT Assessment Employee

Click on Payroll → Services → IT Assessment Employee

Enter the Fields.

Note All fields marked as** are mandatory

- Employee will login from his User ID
- Click on Go
- Employee's details will be fetch
- Click on make assessment
- Fill House Rent Allowance Exempt U/s 10 (13A) and Rule 2A Tab
- Fill Income/Loss from House Property Tab
- Deduction U/s 24 Tab
- Deduction U/s 80C Tab
- Deduction U/s 80CCC, 80CCD
- Other Chapter VI Deductions (e.g. 80D, 80G etc.)
- Tax Calculation
- Save

- **Save – Clear – Cancel-Print Buttons**
 - Save → Data will be save.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.
 - Print→ Printout of Assessment can be taken.

27.0 Bill Reimbursement

27.1 Bill Reimbursement Add

Click on Payroll → Services → Bill Reimbursement → Bill Reimbursement Add

Enter the Fields.

Note All fields marked as**are mandatory

- Select Type of Bill
- Click on Search Button
- List of Employee will appear
- Select Employee from the list
- Click on Go
- Employee Details will be fetching
- Select Office Order Date and Write Office Order No.
- Write Particulars and Remarks
- Write Amount
- Save
- Request Application No. will be Generated

- **Save – Clear – Cancel Buttons**
 - Save → Data will be save.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

27..2 Bill Reimbursement Modify

Click on Payroll → Services → Bill Reimbursement → Bill Reimbursement Modify

Enter the Fields.

Note All fields marked as** are mandatory

- Click on search button
- List of Applications will appear
- Select Record, Click on OK
- Employee Details, Office Order Details and Particulars Details will fetch
- Do Necessary Modification
- Click on Modify

- **Modify – Clear – Cancel – Delete Buttons**
 - Modify → Record will be Modify.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.
 - Delete → Record will be Deleted

27.3 Bill Reimbursement Demand Clubbing

Click on Payroll → Services → Bill Reimbursement → Bill Reimbursement Demand Clubbing

Enter the Fields.

Note All fields marked as** are mandatory

- Select Month and Year
- Select Type of Bill
- Select Demand Date
- Select Category and Transfer to Right Hand Box
- Select Sub-Category and Transfer to Right Hand Box
- Click on Get List
- List of Bills will Appear
- Select Record from the List
- Click on Generate
- Clubbed Bill(s) Demand No. will be Generated


- **Save – Clear – Cancel Buttons**
 - Save → Data will be save.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

27.4 Bill Reimbursement List for OS

Click on Payroll → Services → Bill Reimbursement → Bill Reimbursement List for OS

Enter the Fields.

Note All fields marked as** are mandatory

- List of Bills will Appear
- Select Record from the List
- Click on View
- Details of Demand will appear
- OS Details will appear
- Bank Statement can be view by Clicking 
- Write Remarks
- Click on Approve/Reject


- **Approve – Reject – Cancel Buttons**
 - Approve → Demand No. will be Approved.
 - Reject → It will reject the Clubbed Bill(s).
 - Cancel → Screen Will Close, It will bring back user to the menu.

27.5 Bill Reimbursement List for DR

Click on Payroll → Services → Bill Reimbursement → Bill Reimbursement List for DR

Enter the Fields.

Note All fields marked as** are mandatory

- List of Bills Approved by OS, will Appear
- Select Record from the List
- Click on View
- Details of Demand will appear
- DR Details will appear
- Bank Statement can be view by Clicking 
- Write Remarks
- Click on Approve/Reject


- **Approve – Reject – Cancel Buttons**
 - Approve → Demand No. will be Approved.
 - Reject → It will reject the Clubbed Bill(s).
 - Cancel → Screen Will Close, It will bring back user to the menu.

27.6 Bill Reimbursement List for ER

Click on Payroll → Services → Bill Reimbursement → Bill Reimbursement List for ER

Enter the Fields.

Note All fields marked as** are mandatory

- List of Bills Approved by OS and DR, will Appear
- Select Record from the List
- Click on View
- Details of Demand will appear
- ER Details will appear
- Bank Statement can be view by Clicking 
- Write Remarks
- Click on Approve/Reject

- **Approve – Reject – Cancel Buttons**
 - Approve → Demand No. will be Approved.
 - Reject → It will reject the Clubbed Bill(s).
 - Cancel → Screen Will Close, It will bring back user to the menu.

28.0 Arrear

28.1 Arrear for All

Click on Payroll → Services → Arrear → Arrear for All

Enter the Fields.

Note All fields marked as**are mandatory

- Select Section Name
- From Month and Year
- To Month and Year
- Select Bill Month and Year
- Select Salary Generation Category and Salary Generation Sub-Category
- Select Arrear Type
- Select All Employee/Selected Employee
- Generate
- Arrear Calculated Successfully, message will appear


- **Generate – Clear – Cancel Buttons**
 - Generate → Arrear will be Generate.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.
 - View → Generated Arrear can be view

28.2 Arrear for Verification

Click on Payroll → Services → Arrear → Arrear for Verification

Enter the Fields.

Note All fields marked as** are mandatory

- List of Demand No. will appear
- Select Demand from the List
- Arrear Bill Details will available
- Bank Statement and Arrear Register can be view by clicking 
- Write Remarks
- Click on Approve
- Arrear Bill Details Verified by user


- **Approve – Reject – Cancel Buttons**
 - Approve → Arrear Bill. will be Approved.
 - Reject → It will reject the Bill.
 - Cancel → Screen Will Close, It will bring back user to the menu.

28.3 Arrear Approved By DR

Click on Payroll → Services → Arrear → Arrear Approved By DR

Enter the Fields.

Note All fields marked as** are mandatory

- List of Demand No. will appear
- Select Demand from the List
- Arrear Bill Details will available
- Bank Statement and Arrear Register can be view by clicking 
- Verification Details can be view
- Write Remarks
- Click on Approve
- Arrear Bill Details Verified by DR


- **Approve – Reject – Cancel Buttons**
 - Approve → Arrear Bill. will be Approved.
 - Reject → It will reject the Bill.
 - Cancel → Screen Will Close, It will bring back user to the menu.

28.4 Arrear Approved By FC

Click on Payroll → Services → Arrear → Arrear Approved By FC

Enter the Fields.

Note All fields marked as** are mandatory

- List of Demand No. will appear
- Select Demand from the List
- Arrear Bill Details will available
- Bank Statement and Arrear Register can be view by clicking 
- Verification Details can be view
- Verification Details by DR can be view
- Write Remarks
- Click on Approve
- Arrear Bill Details Verified by FC

- **Approve – Reject – Cancel Buttons**
 - Approve → Arrear Bill. Will be approved.
 - Reject → It will reject the Bill.
 - Cancel → Screen Will Close, It will bring back user to the menu.

28.5 Freeze Arrear

Click on Payroll → Services → Arrear → Freeze Arrear

Enter the Fields.

Note All fields marked as** are mandatory

- List of Demand No. will appear
- Select Demand from the List
- Arrear PBR will be freeze

29.0 Subscription

29.1 HRA Subscription

Click on Payroll → Services → Subscriptions→HRA Subscription

Enter the Fields.

Note All fields marked as**are mandatory.

Select Employee.

Select City Type

Subscription Date

Click on Subscribe to HRA.

HRA Subscription Successfully done, message will appear.

** HRA Subscription is for those who have their own house or rented house.

- **Clear – Cancel – buttons**
 - Clear→ It will clear all the fields of the form.
 - Cancel → It will bring back user to menu page

29.2 TA Subscription

Click on Payroll → Services → Subscriptions→TA Subscription

Enter the Fields.

Note All fields marked as** are mandatory.

Select Employee.

Subscription Date

Click on Subscribe to TA.

TA Subscription Successfully done, message will appear.

- **Clear – Cancel – buttons**
 - Clear→ It will clear all the fields of the form.
 - Cancel → It will bring back user to menu page

29.3 HRD (Offline)

Click on Payroll → Services → Subscriptions→HRD Subscription (Offline)

Enter the Fields.

Note All fields marked as** are mandatory.

Select Employee.

Validate→Yes/No

Allotment Number

Date of Allotment→Effective upto

Amount

Save

HRD Details saved for Employee, message will appear.

** HRD Subscription is for those who have Govt./Organization House.

- **Save – Clear – Cancel buttons**
 - Save → Data will be saved
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

29.4 HRD Subscription

Click on Payroll → Services → Subscriptions→HRD Subscription

Enter the Fields.

Note All fields marked as** are mandatory.

Select Employee.

Select Subscription Date

Click on Subscribe to HRD Subscription.

HRD Subscription Successfully done, message will appear.

Note if there is requirement of Unsubscribing HRD

Select Un-subscription date

Click on Modify Un-subscription.

- **Clear – Cancel – buttons**
 - Clear→ It will clear all the fields of the form.
 - Cancel → It will bring back user to menu page

29.5 GI/APGLIS/GSLI Specification

Click on Payroll → Services → Subscriptions → GI/APGLIS/GSLI Specification

Enter the Fields.

Note All fields marked as** are mandatory.

Select Employee.

Select Category → GI/APGLIS/GSLI

Write A/C No.

Select Financial Year

From Date-To Date

Save

GI Subscription Successfully done, message will appear.

- **Save – Clear – Cancel buttons**
 - Save → Data will be saved
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

29.6 GPF Subscription

Click on Payroll → Services → Subscriptions → GPF Subscription

Enter the Fields.

Note All fields marked as** are mandatory.

Select Employee.

Write GPF A/C Number

Write Ledger Folio Number

Write Rate

Write GPF Amount

Select Subscription Date

GPF Subscription Successfully done, message will appear.

- **Save – Clear – Cancel buttons**
 - Save → Data will be saved
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

29.7 NPS Subscription

Click on Payroll → Services → Subscriptions→NPS Subscription

Enter the Fields.

Note All fields marked as** are mandatory.

Select Employee.

Employee Details will appear on Screen

Write Remarks

Click on Subscribe

NPS Subscription Successfully done, message will appear.

- **Subscribe – Clear – Cancel buttons**
 - Subscribe → Employee will be subscribe for NPS
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

29.7.1 NPS Subscription Approval

Click on Payroll → Services → Subscriptions → NPS Subscription Approval

Enter the Fields.

Note All fields marked as**are mandatory.

List of Employee will appear.

Select Employee from the list.

Click on View

Details of Employee will appear on screen.

Select Approving Authority

Subscription Amount

Subscription Date

PPAN No

Approving Date

Accept

NPS Subscription Accepted, Message will appear.

- **Accept – Reject – Cancel buttons**

- Accept → Employee will be subscribe for NPS
- Reject → Employee will be reject for NPS Subscription
- Cancel → Screen Will Close, It will bring back user to the menu.

29.8 SSS Subscription

Click on Payroll → Services → Subscriptions→SSS Subscription

Enter the Fields.

Note All fields marked as** are mandatory.

List of Employee will appear.

Select Employee from the list.

Click on View

Details of Employee will appear on screen

Click on Add Button right hand side

Write Policy Number

Policy Amount

Policy Premium Amount

Type of Payment Monthly/Quarterly/Half Yearly/Yearly

Date of Maturity

Similarly more than one policy can be added.

SSS Details Successfully Saved, Message will appear.

- **Save – Clear – Cancel buttons**
 - Save → Data will be save.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

29.9 EPF Subscription

Click on Payroll → Services → Subscriptions→EPF Subscription

Enter the Fields.

Note All fields marked as** are mandatory.

- Select Employee from the list.
- Click on View
- Details of Employee will appear on screen
- Write EPF A/c No.
- Write Ledger Folio No
- Select Date of Subscription
- Write Remarks

- **Save – Clear – Cancel buttons**
 - Save → Data will be save.
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.