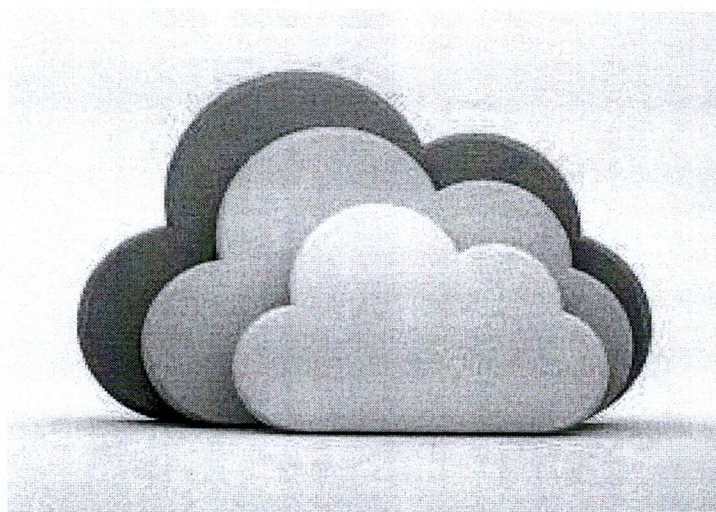


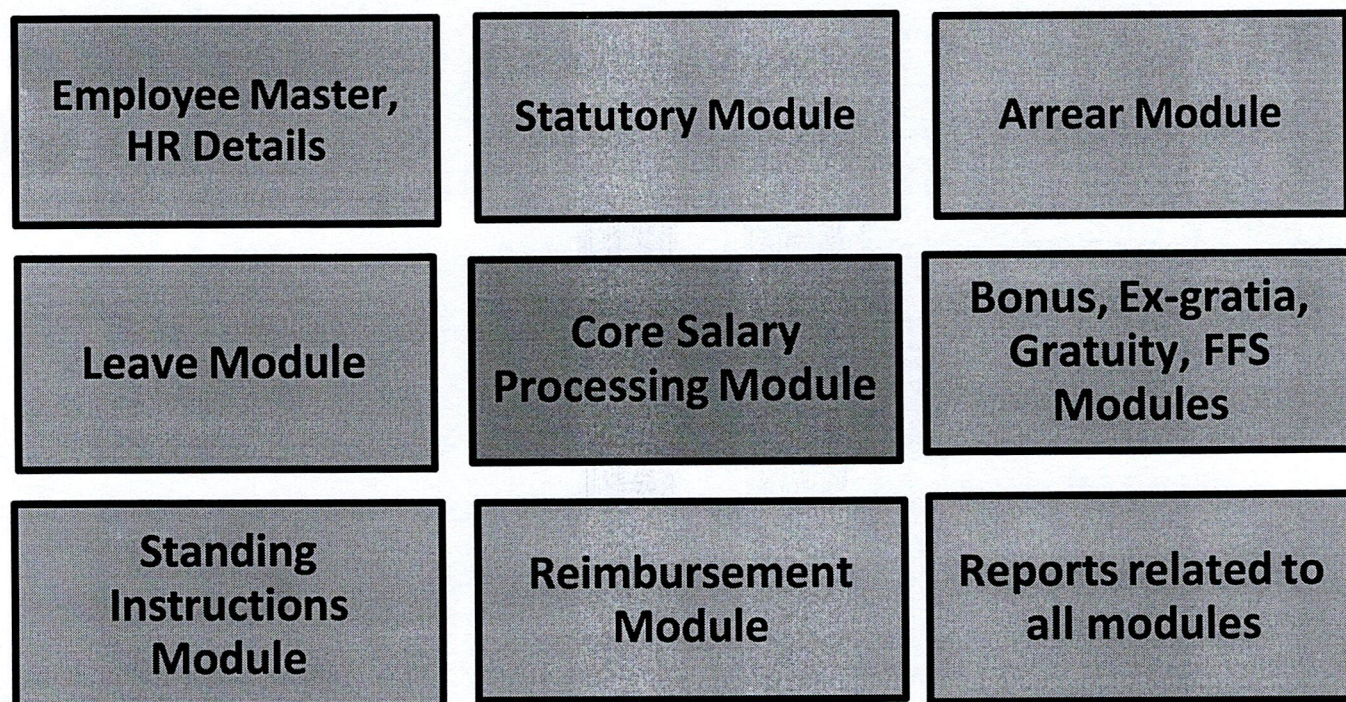
Saral PayPack-HRMS



Introduction to Saral PayPack

Saral PayPack is a web based application which has inherited the core functionalities from our proven Saral PayPack Application (Desktop) with consideration of all the feedbacks provided from our esteemed customers.

MODULES IN Saral PayPack



Features of Saral PayPack

- Role Based system
- Complete Audit trail in backend
- Branch wise salary processing
- Creation of unlimited salary heads & classification heads
- Customizable fields for HR Details
- Creation of Leave policy
- eReturn of ECR
- Import & Export of data from/to Excel
- Advanced employee filter and formula editor

Detail Features of Saral PayPack

- User friendly Dashboard for quick view of frequently used details

- Statutory Details
 - Provident Fund
 - Employee State Insurance
 - Effective Month based PF/ESI Rates Definition
 - Profession Tax
 - Effective Month based PT Rates Definition for multiple states
- Company Details
 - Address capturing
 - Enabling PF with options for PF Voluntary and multiple PF group
 - Enabling ESI with options for Individually calculating employer ESI, Limiting ESI Gross and Multiple ESI Group
 - Enabling PT and defining PT Groups

- Configurable Options
 - Maintain user defined employee identifier
 - Maintain HR Details
 - Configurable captions for Employee ID, Reference Number and Salary Structure
 - Standing Instructions - Advance, Loan, Insurance, Group Insurance, Periodic Incentive
 - Maintain LTA
 - Maintain Medical Reimbursement
 - Maintain Arrears given
 - Secure salary processed months
 - Maintain Held/ Release of salaries
 - Maintain Salary Transfers directly to Employee Account (Adv. Bank)
 - Process salary with hidden parameters
 - Maintain Theoretical Salary along with Actual Salaries
 - Consider excess leaves as Loss Of Pay
 - Allot leaves after certain number of days
- Branch Creation
 - With PF
 - With ESI
 - With PT
- Multiple Attendance Management settings
 - Leave Register
 - Attendance Daily

HRMS

HRMS University: Saral PayPack v15.01 (Premium): C:\ProgramData\Saral PayPack\HRMS\HR

- Unlimited number of Salary Structure Definition
- Unlimited number of creating Earning and Deduction heads.
- Defining different setting for same salary head across multiple Salary Structures

- Period dependent Salary Head definition
- Salary Heads can be defined as
 - Formula
 - Lumpsum
 - Every Month
- Each salary head can be defined to contribute towards PT
- Detailed employee information capturing with period based classification of data pertaining to department, designation, occupation, division, grade, branch, attendance head, bank account number and salary structure
 - Date wise change
- Data wise salary increment for employees
- Employee level applicability for PF, ESI and PT
 - PF
 - ESI
 - PT
- Setting PF/PT applicability/non applicability from.
- Maintain other employee details like, qualification, blood group, images, references, languages, training programs, special dates, family details, memos, disciplinary actions taken etc.,
- Maintain financial institution/bank details for standing instructions and salary remittance.
- Attendance Management
 - Leave Policy
 - Create unlimited number of leaves / on duty items
 - Maintain Holiday list with a master list and attendance head based list
 - Configure allotments for automatically set the leave to be allotted to employee
 - Maintain encashment of leaves either as separate payment or payment through salaries

Emp ID	Employee Name	From	To	Opening Balance	Allotted	Available	Encashed	Adjusted	Lapsed	Balance
4	Anil Kumar M.B.	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
6	Jeetendra Kumar Kulkdeep	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
13	Lalta Prasad Sharma	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
27	Neeraj Shrivastava	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
32	Ashok Kumar Mathur	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
33	Achleshwar Singh	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
42	Neetu Purohit	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
49	Vidya Bhushan Tripathi	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
53	Prahlad Rai Sodani	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
54	Jagajit Prasad Singh	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
56	Seema Mehta	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
58	Lakshmi Sharma	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
71	Hemant Kumar Mishra	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
72	Alsic Kumar Sharma	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
73	Kamlesh Chand Sharma	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00
75	Seema Kumar	01 Apr 2025	30 Apr 2025	5.00	5.00					5.00

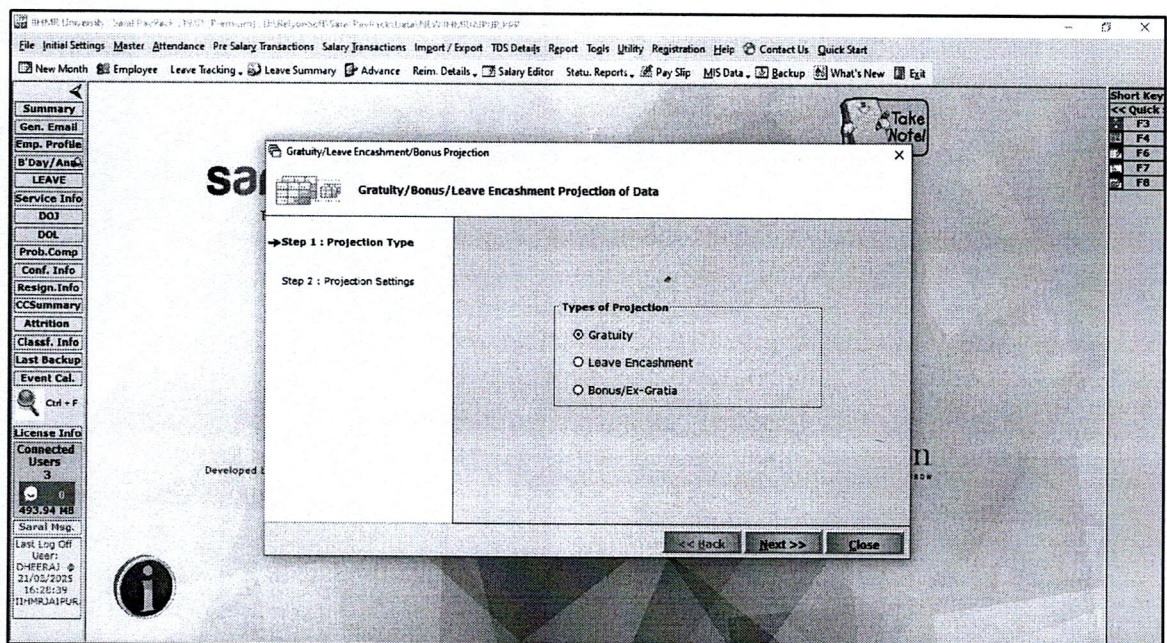
- Standing Instruction
 - Advance/Loan, manage individual or bulk entries. Options to readjust manually/automatically. Maintain voluntary employee contributions towards advance/loan taken

The screenshot displays the SARAL PayPack v19.01 software interface. The main window is titled "Advance" and shows the "Overview on Calculated Salary" for an employee. The interface includes a sidebar with navigation options like Summary, Gen. Email, Emp. Profile, B'Day/Annk, LEAVE, Service Info, DOJ, DOL, Prob.Comp, Conf. Info, Resign.Info, CCSummary, Attrition, Classif. Info, Last Backup, Event Cal., Col ~ F, License Info, Connected Users, and Saral Hsp. The main area contains fields for Employee Name, Emp ID, and a table for advance details. The table has columns for SL.No., Advance Name, Date, Amount, Interest, EMI, and Recovered. The bottom of the window has buttons for New, Save, Delete, Monthly, Multi Allot, Report, and Close.

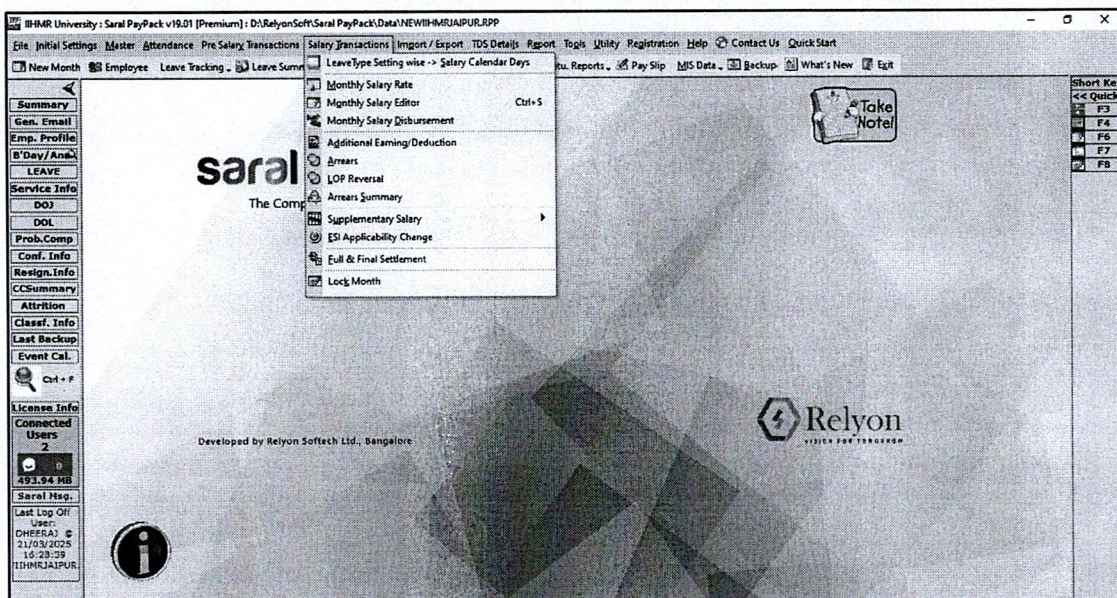
- Insurance. Manage premium payments on insurance policies taken by employee
- Group Insurance. Manage premium payments done for group policy taken on a group of employees
- Periodic Incentives. Manage quarterly/yearly incentives

The screenshot shows the HRMS application interface. The main window is titled "Standing Instructions Summary". It features a dropdown menu for "Month/Year" set to "Apr/2025" and a "SI Type" dropdown menu. The "SI Type" dropdown menu is open, showing options: "Advance", "Loan", "Insurance", and "Group Insurance". The table below has columns: "SI Type Name", "Emp Count", "SI Name", "DOJ", "Department", "Designation", "SIno", "Given Month", "Total", "Premium Amount", "Till Date Recovered", "Closing Balance", and "No. of Premium Completed". The table is currently empty. At the bottom, there is a "Quick search" field, a status indicator for "EMI Pending" and "EMI not Recovered", and "Filter" and "Close" buttons.

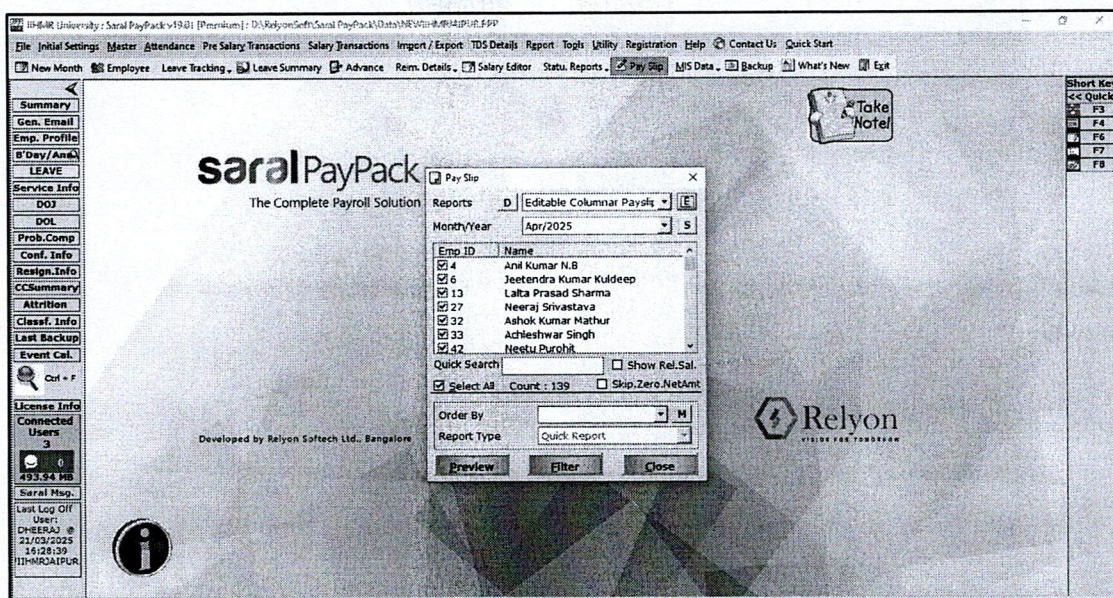
- Bonus/Ex-Gratia. Define infinite number based on user defined formula. TDS applicability if required can also be made. PT deducted on bonus/ex-Gratia given can also be defined
- Provision to treat bonus/ex-Gratia given as a separate payment or through salaries
- Gratuity payments based on theoretical / earned salaries. Provision to consider taxable amount for tax computation



- LTA based on followed practices
- Medical Reimbursement based on followed practices
- Other Reimbursement
- Manage theoretical salaries and also define salary rates (Salary Rate)
- Automated Salary Calculation (Salary Editor)
 - Advance Bank Detail
 - Release Salary
 - Calculation Field
 - EMI Details Editing
- Create unlimited number of additional payments/deductions done each month
- Arrears
- Full and Final settlement



- Reports: Manage various reports based on computation like
 - Pay-slip (Single & Bulk) with email functionality



- Salary Sheet
- Statutory reports for PF, ESI, PT
- eReturn of PF/ECR Reports
- Form T (Muster Role)
- Bank Statement
- Form C for Bonus
- Any many more other reports
- Import / Export options for employee details, attendance details and salaries
 - Employee Master
 - Leave Register
 - Attendance
 - Salary Rate
 - Salary Details
- Expression Editor
- Advanced Filter

The screenshot displays the 'Advance' module in the Saral PayPack - HRMS software. The main window contains a form for entering advance details. The form includes fields for Employee Name, Emp ID, Advance Name, Date, Amount, and Interest Amt. It also has a table for 'Advance Name' with columns for Sl.No., Advance Name, Date, Amount, Interest, EMI, and Recovered. The bottom of the form has buttons for New, Save, Delete, Monthly, Multi Allot, Report, and Close. The left sidebar shows various navigation options like Summary, Gen. Email, Emp. Profile, Service Info, LEAVE, DOL, Prob. Comp, Conf. Info, Resign. Info, CC Summary, Attrition, Classf. Info, Last Backup, Event Cal., License Info, and Connected Users. The top menu bar includes File, Initial Settings, Master, Attendance, Pre Salary Transactions, Salary Transactions, Import / Export, TDS Details, Report, Tools, Utility, Registration, Help, Contact Us, and Quick Start.

- Group based data access for users.
- Backup and restore
- Data Security

