

Features of SPP Professional version

- 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
 - Tax Deduction at Source
- 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
 - Enable Bonus/Ex-Gratia
 - Enable TDS
 - Enable Gratuity
- Configurable Options
 - Maintain user defined employee identifier
 - Maintain HR Details
 - Configurable captions for Employee ID, Reference Number and Salary Structure
 - Five types of Net Salary rounding off with option to carry over rounded off value to next month salary
 - Standing Instructions - Advance, Loan, Insurance, Group Insurance, SSS, Periodic Incentive
 - Secure salary processed months
 - 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
 - Generate PF Forms 10 and 5 with previous month data
 - Display PF Voluntary and Employer contribution separately in Monthly PF report
 - Restrict PF Employer contribution for each employee
- Branch Creation
 - With PF
 - With ESI
 - With PT
- Multiple Attendance Management settings
 - Leave Register
 - Attendance Monthly
 - Allotment - Monthly
- Unlimited number of Salary Structure Definition

- Provision for creating 30 Earning and Deduction heads each.
- Defining different setting for same salary head across multiple Salary Structures
- Period dependent Salary Head definition
- Salary Heads can be defined as
 - Formula
 - Slab
 - Lumpsum
 - Company Lumpsum
 - Group Lumpsum
 - Every Month
- Each salary head can be defined to contribute towards PT
- Setting required TDS references for each salary head for automatic Tax computation.
- 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
- Setting PF/PT applicability/non applicability from
 - Set Date
- 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
 - Create unlimited number of leaves / on duty items
 - Maintain Holiday list with a master list and attendance head based list
 - Fixed Frequency
 - Set user defined dates for applying special OT
- Standing Instruction
 - Advance/Loan, manage individual or bulk entries. Options to readjust manually/automatically. Maintain voluntary employee contributions towards advance/loan taken
 - 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
 - SSS. Maintain Salary Saving Scheme data
 - TDS Data linking for Standing Instructions
- 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
- Manage theoretical salaries and also define salary rates (Salary Rate)
- Automated Salary Calculation (Salary Editor)
 - OT Rate
 - TDS

- Advance Bank Detail
 - Calculation Field
 - EMI Details Editing
- Create unlimited number of additional payments/deductions done each month
- Provision given to apply the additional deductions made to required tax deduction references for automatic tax computation
- Salary Adjustment 36. Import / Export options for employee details, attendance details and salaries
 - Employee Master
 - HR Details
 - Leave Register
 - Attendance Monthly
 - Salary Rate
 - Salary Details
- TDS Management
- Bulk employee delete
- Process immediate previous month salary
- Expression Editor
- Advanced Filter
- Interest Calculation
- Security at product and data file level
- Group based data access for users.
- Backup and restore - single file
- Backup and restore - multiple file
- Open Component
- Multiple Company
- MS Access
- MS SQL
- MYSQL