

## **Features of SPP Standard 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 Supplementary Salary
  - Enable Gratuity
  - Simple Document Management
- Reminder
- 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
  - Maintain LTA
  - Maintain Medical Reimbursement
  - Maintain Arrears given
  - Secure salary processed months
  - Maintain Held salaries
  - Maintain Salary Transfers directly to Employee Account (Adv. Bank)
  - Process salary in Middle of the Month
  - Process salary with hidden parameters
  - User definable multiplier and divisor for salary heads defined
  - Flexi Pay
  - Manage Food coupons
  - 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 Daily
  - Attendance Hourly
  - Attendance Monthly
  - Allotment - Between Dates
  - 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
- Percentage based options for defining what amount of salary head is applicable for PF and ESI calculation.
- 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
  - Date wise change
- Employee level applicability for PF, ESI, PT and TDS
  - PF
  - ESI
  - PT
  - TDS
- 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
  - Rotating Policy
  - Configure allotments for automatically set the leave to be allotted to employee
  - Maintain encashment of leaves either as separate payment or payment through salaries
  - 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
  - Periodic Incentive
  - 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
- 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
- Food Coupon management
- Reimbursement
- Manage theoretical salaries and also define salary rates (Salary Rate)
- Automated Salary Calculation (Salary Editor)
  - OT Rate
  - TDS
  - Advance Bank Detail
  - Release Salary
  - 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
- Arrears
- Salary Adjustment
- Full and Final settlement
- Import / Export options for employee details, attendance details and salaries

- Employee Master
- HR Details
- Leave Register
- Attendance Daily
- Attendance Hourly
- Attendance Monthly
- Salary Rate
- Salary Details
- TDS Management
- Bulk employee delete
- Process immediate previous month salary
- Journal voucher based on company, salary structure, department or branches defined
- Expression Editor
- Advanced Filter
- Favorite Configuration
- Payroll Calendar
- Interest Calculation
- Denomination
- Query Builder
- Edit Templates
- 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 55. Multiple Company
- MS Access
- MS SQL
- MYSQL