

# Saral PayPack

# Welcome

Om Sairam

## Saral PayPack

Licensed to : Usha

Version 3.53



Loading....

Relyon Softech Ltd.

- Step 1: Creating a New File
- Step 2: Company Master & Initial settings Entry
- Step 3: Creating new month & Setting PF & ESI Rate Editors
- Step4: Master – Attendance Settings
- Step5: Defining Salary structure & Salary heads
- Step 6: Assigning the heads to salary structure
- Step 7: Employee Master Entry & Leave allotment
- Step 8: Employee Salary Rate details & leave entry
- Step 9: Salary Editor
- Step 10: Report Generating

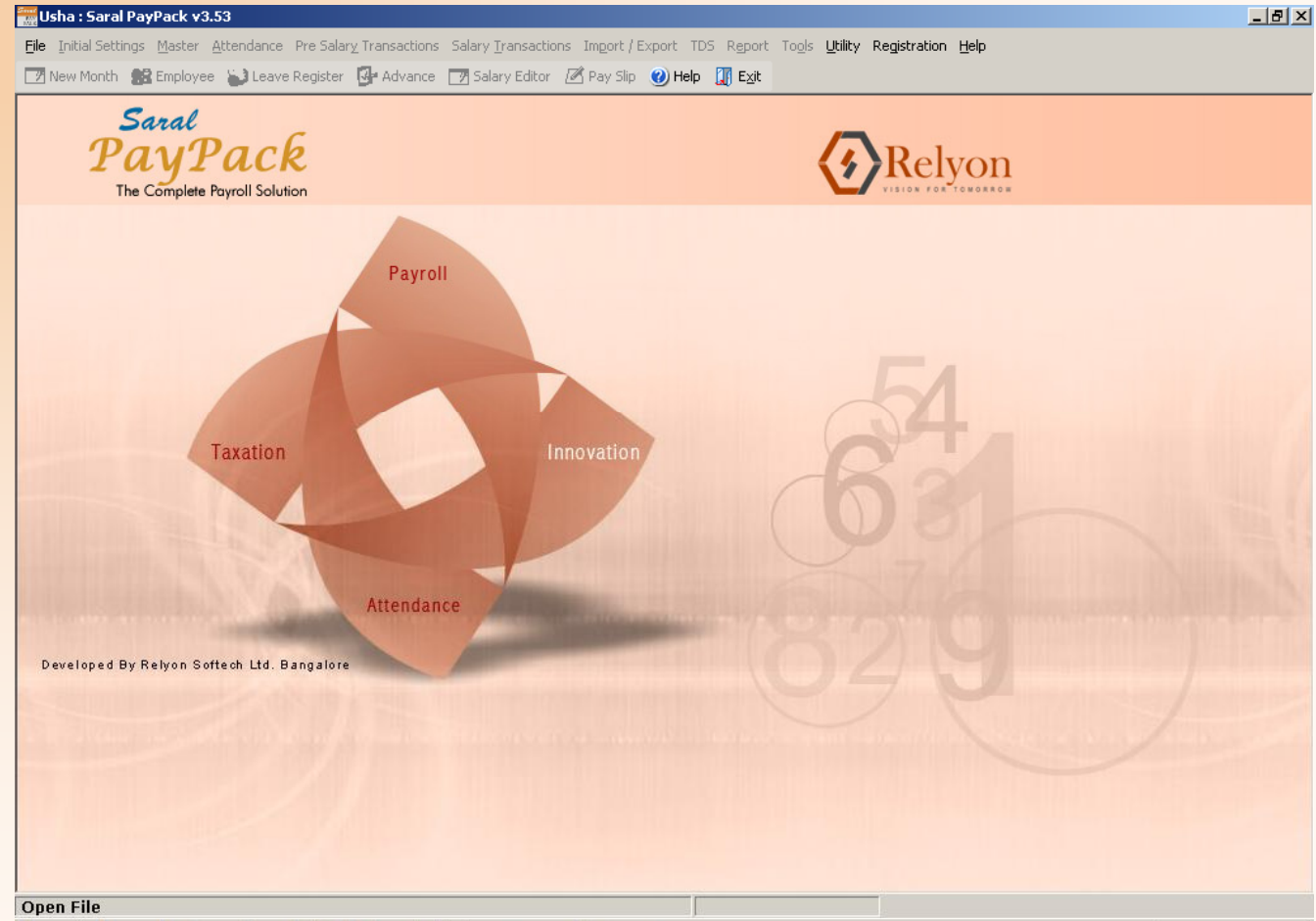
Double click on



**Saral PayPack icon on your desktop.**

## Step 1

- **Launching Saral PayPack**
- Create new file

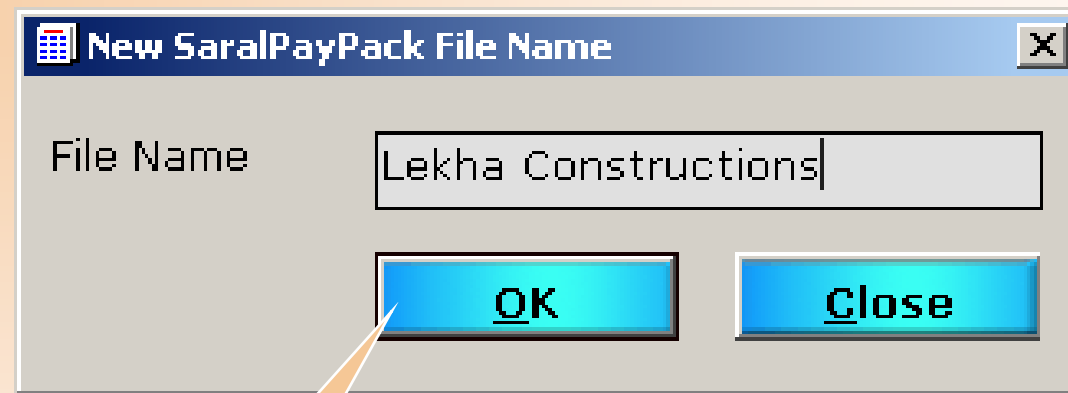


**File -> New**

**[To Create a New File]**

### Step 1

- Launching Saral PayPack
- **Create new file**



Enter name  
and click **OK**

## Initial Settings -> Company Details & Deductor Master

### Step 2

#### •Company Master Entry

- Deductor Master
- Branch Creation
- PF ESI PT Groups
- Option settings

Enter the  
Company details  
in the respective  
fields

**Company Details**

Company Name	Lekha Constructions
Responsible person	Anand
Company Address	73, 4th Cross, 8th Main, Rajaji Nagar, Bangalore
Company Phone No.	28381205
Email	
Website	

PF

Company PF No.		<input checked="" type="checkbox"/> PF Vol
DBF File - Code		Extn. <input type="checkbox"/>
		<input checked="" type="checkbox"/> Multiple Group

ESI

Company ESI No.		<input type="checkbox"/> Individually calculate employer ESI
ESI Local office		<input type="checkbox"/> Limit ESI gross
		<input checked="" type="checkbox"/> Multiple Group

TDS

TAN	TANAPPLIED	<input checked="" type="checkbox"/> Bonus	<input checked="" type="checkbox"/> Gratuity
Company Type	Others	<input checked="" type="checkbox"/> Sup. Salary	<input checked="" type="checkbox"/> PT

**PT Group**

**Save Documents Branch Attendance Close**

## Initial Settings -> Company Details & Deductor Master

### Step 2

- Company Master Entry
- **Deductor Master**
- Branch Creation
- PF ESI PT Groups
- Option settings

Deductor Details		Responsible Person Details	
Name	Lekha Constructions	Name <input checked="" type="radio"/> Male <input type="radio"/> Female	Anand
Branch/Division	Bangalore	Designation	CEO
Flat/Door/Block No.	73, 4th Cross, 8th Main	Father's name	Ramanathan
Name of Building		Flat/Door/Block No.	73, 4th Cross, 8th Main
Street / Road Name	Rajaji Nagar	Name of Building	
Area		Street / Road Name	Rajaji Nagar
City	Bangalore	Area	
State	KARNATAKA	City	Bangalore
Pincode	560086	State	KARNATAKA
Address Change	No	Pincode	560086
Telephone		Address Change	No
Fax		Telephone	
E-Mail		Fax	
E-Mail		E-Mail	
PAN	AAAAA1111A	Existing TDS assessee	No
TAN	TANAPPLIED	Financial Year	2006 - 2007
Assessing officer's Approval Information	No	Return Type	Electronic
		Asst. Year	2007 - 2008
		Status	Others
		Quarter	Quarter 1

Fill the Deductor Master details in respective fields.

While entering the Company Details, if TDS is enabled, Deductor master details screen displays.

**Initial Settings -> Company Details -> Click Branch**

## Step 2

- Company Master Entry
- Deductor Master
- Branch creation**
- PF ESI PT Groups
- Option settings

Multiple branches  
can be created  
depending on the  
requirement



Sl. No.	Branch Name	Responsible Person
1	Bangalore	Anand

Enter the branch details.

Initial Settings -> Company Details -> Click Branch

Step 2

- Company Master Entry
- Deductor Master
- Branch creation
- PF ESI PT Groups
- Option settings

Define PF Group

Sl. No.

PF Group

PF No.

DBF File - Code  Extn.

Address

Sl. No.	PF Group	PF No.
1	Bangalore	KA/789

Define ESI Group

Sl. No.

ESI Group

ESI No.

ESI Local office

Individually calculate employer ESI  Limit ESI gross

Sl. No.	ESI Group	ESI No.	ESI Local
1	Bangalore	455	

Define PT Group

Sl. No.

PT Group

State

Certificate No.

P.T.O. Circle No.

Return Period  
 Monthly  
 Half Yearly  
 Yearly

Lock Editing

Sl. No.	PT Group	State	Return Period
1	Bangalore	KARNATAKA	Monthly

For every branch created, PF ESI & PT groups can be created and attached.

## Initial Settings -> Option Settings

### Step 2

- Company Master Entry
- Deductor Master
- Branch creation
- PF ESI PT Groups
- Option Settings

Set the options needed and select the features to be enabled depending on the requirement.

**Option Settings**

**General** | Features | Leave | Additional | PF

Enable Ref. No.       HR Details

Emp ID Caption: Emp ID

Ref. No. Caption: Ref. No.

Salary Structure Caption: Sal Structure

Start Month: Oct/2007

**Defaults Settings**

Month/Year: [Dropdown]

Report Mode: Quick Report

Salary Structure: [Dropdown]

**Net Salary Round off Preference**

Nearest Rupee       Nearest Ten Rupees       None (2 decimals)

Higher Rupee       Higher Ten Rupees       Carry Over Round off

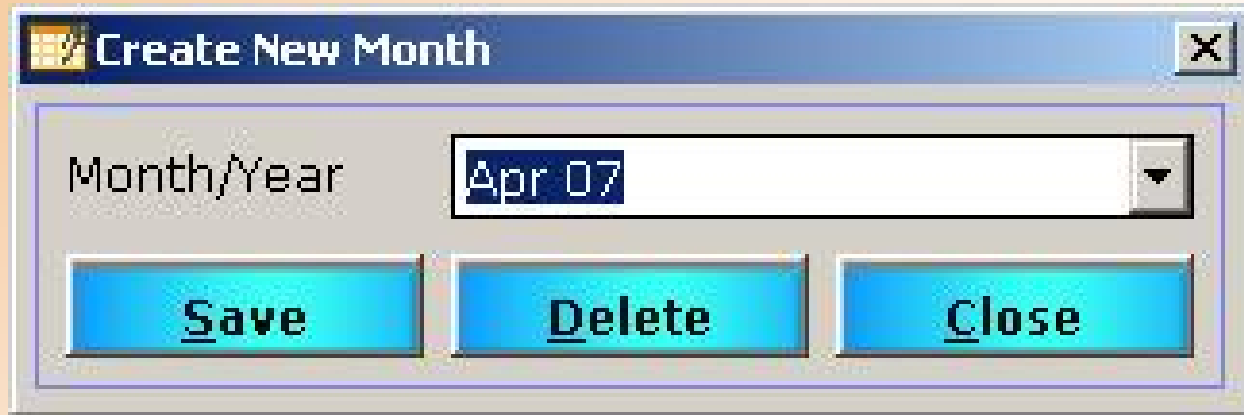
**Save**      **Close**

Select the features and set the options from all the tabs starting from General, Features, Leave, Additional & PF.

**Initial Settings -> Create new month**

**Step 3**

- **Create new month**
- PF ESI PT Rate Editor



Month/Year

Save    Delete    Close

Create a month from which you want to enter your payroll details. Enter the month and year in the above shown format and click on Save button.

### Step 3

- Create new month
- **PF ESI & PT Rate Editors**

Sl. No.	Minimum	Maximum	PT
1		2,999.99	
2	3,000.00	4,999.99	30.00
3	5,000.00	7,999.99	60.00
4	8,000.00	9,999.99	100.00
5	10,000.00	14,999.99	150.00
6	15,000.00	Max. Value	200.00

### Initial Settings -> PT Rate Editor

Slab of the states like Andhra Pradesh, Goa, Gujarat, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Tamilnadu, West Bengal are provided by default. Enter the slab details or click on Fill Default.

### Initial Settings -> PF & ESI Rate Editor

By default the PF ESI rates are provided. The rates for PF & ESI can be edited and set from wef date.

Month/Year	EPF (A) (%)	Pension Fund (B)	EPF (A-B)	PF Cut Off	Acc. No. 02	Acc. No. 21
Apr/2007	12.00	8.33	3.67	6,500.00	1.10	0.50

**Master -> Attendance Settings**

**Step 4**

**•Attendance Settings**

- Leave Definition
- Holiday List
- Weekly Holiday setting

Sl. No.	Attendance	Integration	Attendance Type	Allotment Type	Over time 1	Over time 2	Over time Type
1	Attendance	Tight	Leave Register	Between Di	No	No	Daily

Select the type of Salary calculation, attendance type, allotment type, Salary Calendar Days.

## Attendance Settings -> Definition

### Step 4

- Attendance Settings
- Leave Definition**
- Holiday List
- Weekly Holiday setting



Sl. No.	Name	Abbr.
1	Loss of Pay	LOP
2	Compensatory Off	CO
3	Compensatory Work	CW
4	Casual leave	CL
5	Earned Leave	EL

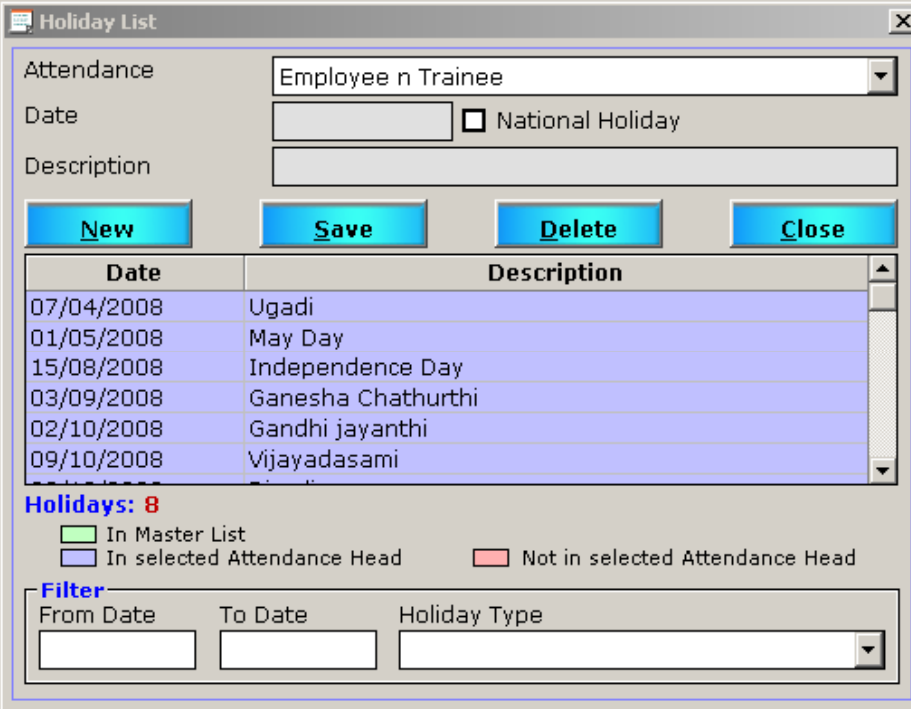
Define all types of leaves. For example, Casual leave, Earned leave etc. Click on save button.

## Attendance Settings -> Holiday List

### Step 4

- Attendance Settings
- Leave Definition
- Holiday List**
- Weekly Holiday setting

Enter the holiday list for each attendance structure.

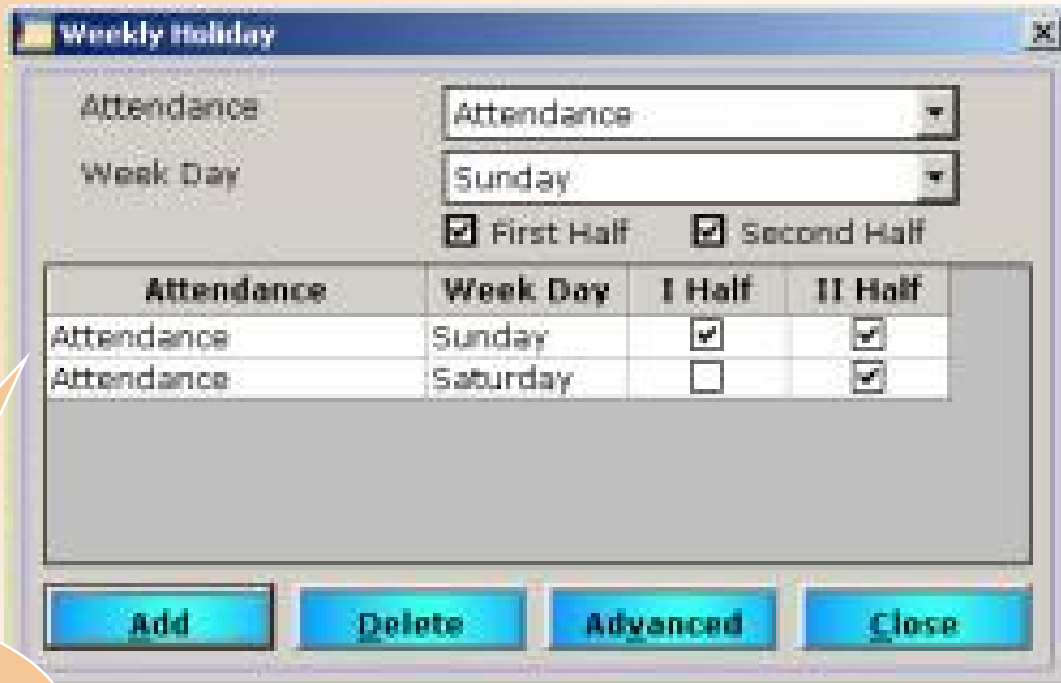


Date	Description
07/04/2008	Ugadi
01/05/2008	May Day
15/08/2008	Independence Day
03/09/2008	Ganesha Chathurthi
02/10/2008	Gandhi jayanthi
09/10/2008	Vijayadasami

## Attendance Settings -> Weekly holiday

### Step 4

- Attendance Settings
- Leave Definition
- Holiday List
- Weekly Holiday Setting**



Attendance	Week Day	I Half	II Half
Attendance	Sunday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	Saturday	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Enter the Weekly holiday for each attendance structure.

**Master -> Salary Structure Definition**

**Step 5**

- Define Salary Structure
- Define Salary Heads

Sal Structure Definition

Sl. No.  Sal Structure

Flexible Employee Pay (Flexi Pay)  Salary Rate is defined on Gross

Flexi Pay setting

PF Employer Contribution  Gratuity Provision

ESI Employer Contribution  FBT Deduction

Remarks

Sl. No.	Sal Structure	Flexi Pay	On Gross	PF Employer Contribution	ESI Employer Contribution
1	Employee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Trainee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Dailywage Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Directors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Define as many salary structures depending on the requirement.

Normal salary structure as well as Flexipay salary structure can be created.

**Master -> Define Salary Heads**

**Step 5**

- Define Salary Structure
- **Define Salary Heads**

Sl. No.	Earning	Print Name	Calc. Field	Sl. No.	Deduction	Print Name	Calc. Field
1	BASIC	BASIC		1	Canteen Ded	Cant.Ded	<input type="checkbox"/>
2	DA	DA	<input type="checkbox"/>	2	Other Ded	Other Ded	<input type="checkbox"/>
3	HRA	HRA	<input type="checkbox"/>	3	Education Fund	Edn.Fund	<input type="checkbox"/>
4	Conveyance	Conveyance	<input type="checkbox"/>	4	LWD	LWD	<input type="checkbox"/>
5	Spl.Allowance	Spl All	<input checked="" type="checkbox"/>	5	Spl. Ded	Spl. Ded	<input checked="" type="checkbox"/>
6	Washing All	Wsh.All	<input type="checkbox"/>	6			<input type="checkbox"/>
7	Shoe Allowance	Shoe Allow	<input type="checkbox"/>	7			<input type="checkbox"/>
8			<input type="checkbox"/>	8			<input type="checkbox"/>
9			<input type="checkbox"/>	9			<input type="checkbox"/>
10			<input type="checkbox"/>	10			<input type="checkbox"/>
11			<input type="checkbox"/>	11			<input type="checkbox"/>
12			<input type="checkbox"/>	12			<input type="checkbox"/>
13			<input type="checkbox"/>	13			<input type="checkbox"/>
14			<input type="checkbox"/>	14			<input type="checkbox"/>
15			<input type="checkbox"/>	15			<input type="checkbox"/>
16			<input type="checkbox"/>	16			<input type="checkbox"/>
17			<input type="checkbox"/>	17			<input type="checkbox"/>

NOTE : BASIC, OT1, OT2 are default earning heads defined.  
PF, PF Vol, ESL, PT, TDS, and Standing Instructions are not needed to be defined.

Define all the earning and deduction heads.

Open components & Calculated fields can also be set by clicking the check box.

**Master -> Assign Heads to Salary Structure**

**Step 6**

**•Assign Heads To Salary Structure**

- Expression Editor / Slab details / Lumpsum definer

Pay Type	Salary Head	Print Name	Valid From	Valid To	Calc Basis	Calc Type
EARNING	BASIC	BASIC	Apr/2007	TILL_DATE	Pay Days	FORMULA
	DA	DA	Apr/2007	TILL_DATE	Pay Days	FORMULA
	HRA	HRA	Apr/2007	TILL_DATE	Pay Days	FORMULA
	Conveyance	Conveyance	Apr/2007	TILL_DATE	Present Days	FORMULA
	Spl.Allowance	Spl All	Apr/2007	TILL_DATE	Pay Days	FORMULA
DEDUCTION	Canteen Ded	Cant.Ded	Apr/2007	TILL_DATE	Independent	EVERY MONTH
	Other Ded	Other Ded	Apr/2007	TILL_DATE	Independent	EVERY MONTH
	Education Fund	Edn.Fund	Apr/2007	TILL_DATE	Independent	EVERY MONTH

Assign the salary heads to each salary structure with the specification of calculation basis, calculation type, wef date etc. Also, PF ESI PT applicability on salary heads and TDS reference can be set through this screen.

## Step 6

•Assign Heads To Salary Structure

- Expression Editor /
- Slab details /
- Lumpsum definer

For the calculation type selected as

Formula – A formula has to be defined in Expression editor

Slab details – Slab must be entered in the slab details

Lumpsum – Lump sum amount must be defined in lump sum definer.

Sl. No.	Name	Expression
1	Basic	(GrossSalary)*.45
2	DA	(Component{BASIC})*.45
3	HRA	(Component{BASIC})*.40
4	Spl Allow	(GrossSalary)-(Component{B
5	Conve	RSII( (Component{BASIC})*.

Sl. No.	Minimum	Maximum	Amount
1		2,998.99	300.00
2	2,999.00	5,998.99	500.00
3	5,999.00	Max. Value	800.00

Sal Structure	Name	Type	Grade
Employee	Canteen	Everyone	

## Master -> Employee Details

### Step 7

#### •Employee Master

Employee: Details

Emp ID: 1 Order By: Name

Employee Name: Krishna Pavan Short:

Father's Name: DOB:

Sex:  Male  Female SINGLE

Classification

Designation: Manager

Occupation: Division:

Department: Grade:

Branch: Bangalore Attend Attendance:

Bank A/c No:

Sal Structure: Employee

Present Permanent Contact Info

Address:

PinCode:  Use Present address to print

Date of Joining: 15/04/2006

Salary Calculate from: 01/04/2007

Date of Leaving:

Reason for Leaving:

PF / ESI / PT Details

ESI No:

ESI Dispensary:

PF No.  8565/85

PF No. for Dept. File: 85

Restrict PF Contribution  Zero Pension  Zero PT

TDS Details

PAN: PANAPPLIED

Ward/Circle:

Director:

New Save Delete Report Salary Ext. Details Documents Close

Enter the employee details in the appropriate fields. Click on Save to save the entries made.



## Attendance -> Leave Allotment

### Step 8

- Employee Salary Rate Details
- Allotment
- Leaves

Emp ID	Employee Name	Type	From	To	Opening Balance	Allotted	Total	Taken	Lapsed
1	Krishna Pavan	CL	01/04/2007	31/03/2008	0.00	12.00	12.00	0.00	0.00
1	Krishna Pavan	EL	01/04/2007	31/03/2008	0.00	15.00	15.00	0.00	0.00

Enter the leaves that are allotted to each employee.

**Attendance -> Attendance - Daily/Hourly/Monthly/ Leave Register**

**Step 8**

- Employee Salary Rate Details
- Allotment
- Leaves

**Leave Register**

Employee Name: Krishna Pavan  
Emp ID: 1  
Month Filter: 1  
Allotted From: 01/Apr/2007  
Allotted To: 31/Mar/2008

Type	O.B.	Allotted	Taken	Encashed	Balance
CL	0.00	12.00	1.00	0.00	11.00
EL	0.00	15.00	0.00	0.00	15.00

within Allotment  
  Same as Allotted  
  Beyond Allotted

Attn. Type: CL   From: 15/04/2007   To: 15/04/2007   Days: 1.00  
 First Half   Reason:    Approved  
 Second Half

Type	Date	Reason	First	Second	Approved
CL	15/04/2007		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

First Half Day Holiday  
  Second Half Day Holiday  
  Full Day Holiday  
  Un-Approved Leave  
  Declared Holiday

Buttons: New, Save, Delete, Rpt, Close

**Attendance Detail - Daily - From Date: 01/May/2008 To Date: 31/May/2008**

Month/Year: May/2008   Attendance: Karnataka   Branch: KARNATAKA

Order By: Emp ID   Quick Search By:   Navigate By: Day   Filter

Attendance for: May/2008; Attendance Head: Karnataka  
Branch: KARNATAKA

Emp ID	Employee Name	Pay Days	Present Days	1st	2nd	3rd	4th	5th
1	KRISHNA MURTHY R.	31	31	P	P	P	P	P
2	JAYARAJAN.K	31	31	P	P	P	P	P
3	RAMESH.PC	31	31	P	P	P	P	P
4	PRAGATHI.P	31	31	P	P	P	P	P
5	PRAVEEN.S	31	31	P	P	P	P	P
6	NANDA KISHORE.B	31	31	P	P	P	P	P
7	VEERESH.M	31	31	P	P	P	P	P
8	RAJEEV.N	31	31	P	P	P	P	P
9	NAGESH SHARMA	31	31	P	P	P	P	P
10	GAUTAM TANI.K	31	31	n	n	n	n	n

Listed: 26   Search Count: 0

F2 - Text Entry   F3 - Multiple Entry   Clear Details - Right Click on Grid to access Clear Options  
 Declared Holiday    Sunday    Entry Locked  
 First Half Day Holiday    Second Half Day Holiday    Full Day Holiday

Buttons: Save, Close

Based on the leave entry type selected, the employee leaves can be entered.

**Attendance Detail - Hourly - From Date: 01/May/2008 To Date: 31/May/2008**

Month/Year: May/2008   Attendance: test   Branch:   Filter

Order By: Emp ID   Quick Search By:   Navigate By: Day   Filter

Attendance for: May/2008; Attendance Head: test

Emp ID	Employee Name	Pay Days	Present Days	1st	2nd	3rd	4th	5th
47	test	31	31	8	8	8	8	8

Listed: 1   Search Count: 0

F2 - Text Entry   F3 - Multiple Entry   Clear Details - Right Click on Grid to access Clear Options  
 Declared Holiday    Sunday    Entry Locked  
 First Half Day Holiday    Second Half Day Holiday    Full Day Holiday

Buttons: Save, Close

**Attendance - Monthly - From Date: 01/ Jun/2008 To Date: 30/ Jun/2008**

Month/Year: Jun/2008   Attendance: Maharashtra   Branch:   Filter

Order By: Emp ID   Quick Search By:   Navigate By: Attn. Type   Employee   Filter

Attendance for: Jun/2008; Attendance Head: Maharashtra

Emp ID	Employee Name	Pay Days	Present Days	OT1	OT2	LOP	CO	CW
27	ASHOKA	30.00	30.00					
28	SASHIDAR	30.00	30.00					
29	NAGARJUN.A	30.00	30.00					
30	SHAM SUNDAR	30.00	30.00					
31	SRIKANTH	30.00	30.00					
32	ANAND THIRIPATI	30.00	30.00					
33	RAJESH RANJAN	30.00	30.00					
34	KAMALA	30.00	30.00					
35	PRAKASH.CS	30.00	30.00					
36	MAVENIDER SINGH	30.00	30.00					

Listed: 19   Search Count: 0

F2 - Text Entry    Calculated    Entry Locked   Clear Details - Right Click on Grid to access Clear Options  
**Bold & Italic Font: Leave, Affects Salary - Yes**    Entry Locked  
**Bold Font: Leave, Affects Salary - No**   Normal Font: Non-Leave(s)

Buttons: Save, Close

**Salary Transactions -> Salary Editor**

**Step 9**

**•Monthly Salary Editor**

The screenshot shows the 'Monthly Salary Editor' window. At the top, there are dropdown menus for 'Sal Structure' (set to 'Employee') and 'Month/Year' (set to 'Apr/2007'). A 'Quick search by' field and a 'Filter' button are also present. Below these are two tabs: 'Entry' and 'Calculation'. The 'Calculation' tab is active, displaying a table with the following data:

	Emp ID	Name	Pay Days	Present Days	BASIC	DA	HRA	Conveyance
1	1	Krishna Pavan	30.00	30.00	20,250.00	9,113.00	8,100.00	800.00
2	2	Sumana T	30.00	30.00	0.00	0.00	0.00	0.00
3	3	Rajan	30.00	30.00	0.00	0.00	0.00	0.00
4	5	Lokesh	30.00	30.00	0.00	0.00	0.00	0.00
5	6	Subramanyam K	30.00	30.00	0.00	0.00	0.00	0.00

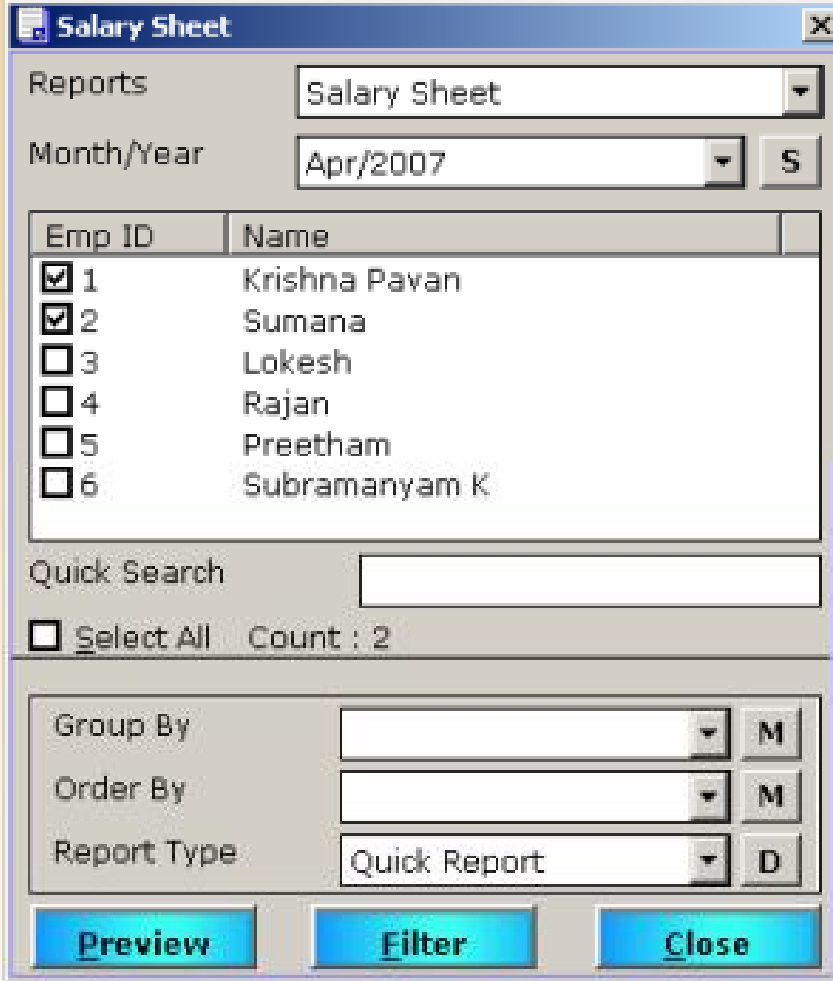
At the bottom of the window, there are checkboxes for 'Employee info.', 'Earning components', 'Deduction components', 'Total', and 'Show Net less than 25% of Gross in'. Below these are four buttons: 'Calculate', 'TD5', 'Calc. Field', and 'Close'.

The summary of an employee's salary details along with the present and pay days can be obtained here.

## Salary Transactions -> Salary Editor

### Step 10

•Salary Sheet




Emp ID	Name
<input checked="" type="checkbox"/> 1	Krishna Pavan
<input checked="" type="checkbox"/> 2	Sumana
<input type="checkbox"/> 3	Lokesh
<input type="checkbox"/> 4	Rajan
<input type="checkbox"/> 5	Preetham
<input type="checkbox"/> 6	Subramanyam K

Reports like Salary sheet, Pay slip, Salary Abstract etc., can be generated.

## Contact Us:

**Relyon Softech Ltd.,  
Sreelekha Complex, II Floor,  
No: 73, West of Chord Road, Mahalakshmi Puram,  
Bangalore - 560086**

 **+91-80-23354600, Mob: 9448072903**

 **[www.relyonsoft.com](http://www.relyonsoft.com), [info@relyonsoft.com](mailto:info@relyonsoft.com)**

Thank you....