

IntelliPay – Intelligent Payroll Software

Features

- Attendance Management
- Leave Management
- Define n number of Earning/Deduction Heads.
- Multiple Salary Structures
- Loan Management
- Bonus Management
- Daily/ Monthly Wages
- Bank Advice
- Create Allowance Heads/ Parameter Head.
- Arrears/ Reimbursement/ Third Party Loan/ Advances taken care of. Direct Import from excel possible.
- All statutory norms implemented by default
- Auto TDS calculation. HRA, Concessions under Section 80 are taken care of. So the employee gets max benefit in TAX.
- Exhaustive Reporting
- Implemented on latest technology Dot Net with AccessDB.
- Data can be exported to ERP DBs such as Oracle/ PostGreSql/ MSSql/ MySql (on Request).
- Exhaustive Master data of employees and company can be managed.
- All government defined forms automatically populated. Crystal report used. Reporting Data can be exported to excel files.
- Different formats for salary slips available can have one or two salary slips on single A4 page.
- Full and Final Settlement
- Access Control
- Auto Backup and Emailing facility
- Topic wise Help
- Trial Audit and advanced Trial Audit Available.
- Month Locking
- One click operation
- Real time Message Box
- Logging of Critical changes
- Maintain Employee Service record

Attendance Management:

IntelliPay has two modes of attendance system, one on partial work and another on non-partial work. If partial work then hourly salary can be computed this helps in giving extra salary on extra hours worked or on extra production units. For non partial attendance, system checks for at least one check-in or check-out and marks attendance. Monthly attendance automatically computed on this data. The data can be imported from any punching machine's exported excel file. Sample format can be exported from application itself. Weekly off of each employee can be maintained separately. Holiday list at organization level can be defined which can be optional and compulsory. Over time in days and hours can be given. User can define the ratio of emoluments to be given on over time.

Leave Management:

In IntelliPay one can define different leave types. These leave types can be paid or unpaid. If paid then can be encashed or carry forwarded to next year. Separate leave account for different leave types for each employee maintained. The leave tracker of an employee can be viewed to get all the details of his leave.

Define Earning/Deduction Heads (ED heads)

One can define 'n' number of heads under earnings or deductions. Each head can be defined in five different ways viz. Slab, %Basic, Formula, Manual, Least of the group. One can device complex formulae which can also be reused.

Salary Structure

'N' number of salary structures can be defined. A salary structure can have n number of ED heads under it and one ED head can be under multiple salary structures this gives user power of reusability. A salary structure is then associated with an Employee Class, employees belonging to this class will automatically get the linked salary structure. One Salary structure can be associated with one or many Employee class but not vice-versa. Hence Change in a salary structure affects all employees in the class, this reduces significant time.

In a special case scenario an employee can be given additional ED heads also.

Loan Management

Loan can be given to an employee if he satisfies certain conditions. These conditions are min service period, Max loan amount (in Multiple of basic salary), Max no of EMIs, Max EMI amount (in % of basic salary), Min Interest rate (monthly). The computation table is automatically calculated and once the loan is approved then the EMI is auto deducted from the salary.

Bonus Management

Bonuses can be configured at company level and can be given to all or selected employees. Month's Bonus can be selectively discarded for an employee. Bonus calculated during full and final settlement. Bonus applicability and bonus payout is totally controllable. Statutory bonus can be configured. Bonus statement as well as reports can be generated.

Daily/ Monthly Wages

An Employee can be created working on daily/ monthly wages. For daily waged employee single day's salary is given system will calculate salary on total worked days multiplied by day's salary. Separate daily waged employee report available.

Bank Advice

Employee salary can be deposited in their bank accounts. For this separate bank advises can be generated for each bank with details of employee name, month and year, bank account name, amount to be deposited.

Create Allowance Heads/ Parameter Head

Parameters are pre-defined in the system but in rare case user feels of defining a separate parameter for defining ED heads then he can define a parameter head at company level value of which can be defined at employee level, so every employee has different values for the same parameter.

For Ex say Overtime rate is different for all employees, we configure a parameter as Hourly Overtime Rate - HO.

employee ABC has the rate as Rs 50/ hr and for XYZ the value is Rs 55/ hr.

The parameter/ operand HO can be used in formula to calculate OT.

Formula: $OH*HO$ (Overtime Hours* Hourly Overtime Rate).

As this is used majorly in defining allowances hence also called as Allowance Heads.

Arrears/ Reimbursement/ Third Party Loan/ Advances

Arrears and recurring arrears can be configured which are taxable. Third party loan or third party premium payment such as LIC payment can be configured as recurring arrears. Arrears are of two types to be paid and to be taken back. Other non-fixed heads such incentive/ bonus/ contribution towards organization can be configured by way of arrears.

One can also configure pre-defined arrears so that these arrears can be separately shown in the salary sheet. Arrears and Reimbursements can be imported fro excel file. This helps user to save time manually entering data, also it automated system thus reducing manual errors.

Arrears can be automatically created on worked days, on changed basic or DA.

Statutory Norms

By default all statutory norms are pre defined such as PF, PT, ESIC, Tax Slabs, TDS concessions under various sections, LWF etc. One does not have to configure the heads for the same. Although if the values change, the user can easily change them and need not be dependant on the vendor.

TDS Calculation

TDS is automatically calculated. TDS applicability slab is pre-defined which can also be changed. Concessions provided by government under various sections are also configured. One can save tax by declaring under these sections.

Exhaustive Reporting

Various types of reports are available moreover data can be exported to excel for further formatting. Reports such as Department-wise Salary, Employee monthly attendance report, Employee yearly attendance report, New Joinee and Left Service Employees report, Bank wise salary report, employee monthly salary report, employee annual salary report are configured.

Database Supported

By default data is stored in AccessDB but on change request application can be modified to support existing client's database such as MySql, MSSql, Oracle, PostGreSql.

Exhaustive Employee Master Data

Employee's data such as present address, permanent address, emergency contact info, assets given to employee, family details, education qualification, certificates submitted, PF#, ESIC#, PAN#, Concessions availed for the financial year etc. Employee Image can be saved to verify authenticity. Employee Can be made inactive for stop salary calculation. Employee Master record can be printed.

Exhaustive Company Data

Company master data can be managed at company level. Basic company information, logo, SMTP details, allowance heads, pre-defined arrear heads can be maintained.

Forms

All forms generated according to government laws. EPF forms 12A with PF statement, PF challan, 3A, 6A, 5, 5A, 10, 7, 13, 19, ESIC forms 5 ESIC statement declaration and challan. TDS forms 12BA, 16 and 24. PT and LWF challan also available.

Full and Final Settlement

Full and final settlement of an employee can be initiated. Gratuity can be given. Encashment of paid leaves possible remaining salary computed. Employees bonus unpaid and previous year's due are calculated. If company wishes he can discard any month's bonus. A full and final settlement statement printed.

Access Control

By default admin user is created password of which can be changed. Admin can create unlimited user logins. Admin can restrict use of the software to a particular user by enabling/disabling functionalities. Tracking of activities possible. Critical activities by users can be monitored.

Auto Backup and Emailing facility

Auto backup of DB provided so that whenever user closes the application back will be automatically taken. Reports can be mailed through the application directly with attachments for hassle free operation.

Help

Help file is provided which can be termed as E-Book or user's guide or a configuration manual. Topic wise help provided in more than 100 pages with screen snap shots. So if you open help from employee master then employee help will be opened directly. One can search for a keyword and all topics related to the keyword will be shown. The help file is documented as a book, so one can read it as a reference book.

Trial Audit and advanced Trial Audit Available

Trial Audit can be generated before saving the salary as saving salary freezes the salaries which cannot be then changed. Trial Audit helps in reviewing the salary and any errors if found can be corrected before finalizing salary. Once salary saved it cannot be changed/ manipulated.

Advanced Trial Audit is a latest feature which shows all the changes done in salary master which affects salary values. Say if an employee un-authoritatively changes salary heads then it can be traced and by access module the user who originated the change can be traced. Hence full proof security and safety provided which result in complete peace of mind.

Month Locking

After salary save the salaries get locked but the month never gets locked. So if an employee's salary was not saved by some reason then the salary can be computed again.

One click operation

IntelliPay is One-Click operation software as in one click you can import attendance of all the employees, compute salary of all the employees, save salary of all the employees, print salary of all the employees, mail salary of all the employees, import arrears of all the employees.

Real time Message Box

An innovative message box provided so that user gets real time information of the activity/ operation done by the software. This helps user in determining the course of action for any erroneous data, providing stability and enhancing the confidence of the user. The messages can be saved in a file for future use or in resolving problems can be sent to use by mail.

Logging of Critical changes

Critical changes which user does are logged and can be reported. This helps in making users accountable and any malicious change can be tracked.

Maintain Employee Service record

Employee Service Record can be maintained so that employee's track record can be generated for promotions and increments and bonus payment.

IntelliPay is developed on latest dot net technology to make it powerful, yet easy-to-use. It makes payroll processing a hassle free job and any individual can configure/change without any prior training. It's enhanced and additional features make IntelliPay the best value for money in payroll software category.

Minimal manual intervention in defining EPF, ESIC, EDLI and Gratuity required. Supports 'N' number of employees. CTC based salary computation possible. Master data can be imported to IntelliPay from a formatted excel file. So that setup time is saved. We provide online support for auto configuration and resolving issues.

A product from

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