



Dewsoft

# Payroll

Human Resource; Most complex among resources- needs careful handling.

Human resource is unique among other resources like money, material etc; it is complex and more sensitive and any handling error will directly affect productivity. So utmost care must be taken in management of Human Resources. Keeping an up-to-date payroll is an integral part of Personnel management. Calculation of net earnings, deductions and Income tax processing must be error-proof and any shortfalls will lead to employee grievances, further more overall productivity of the organization will be badly affected.

Government keeps on amending labour laws, Income Tax Act etc. frequently, which may affects the calculation of salary, net earning, Income Tax liability of the employee. These frequent changes may confuse payroll processing staff as well as other employees. We know this fact better than anyone else, that's why utmost care is taken in preparation of this package for Payroll and Income tax processing.



**Dewsoft Solutions** is a part of a putative Business Group in India engaged in various manufacturing, trading & consulting activities.

With a clear focus on identified industry domains and consistency of delivery, Dewsoft has carved a niche in the IT Solutions and Services Industry.

The Internet, deregulation, globalization, consolidation and the volatility of a global economy and factors in cross-industry convergence & mergers challenges our clients' industries, resulting in new value propositions and moneymaking formulas.

To turn them to advantage in an industry with unbounded potential is sheer understanding.

Pledge to serve you better, will work hard to earn your confidence and would be, striving for excellence.

“Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.”

Complete **Flexibility** and **User-Friendly** are the two objectives behind this software. It's a comprehensive package, so that it can handle **multiple records of multiple companies** at the same time. No restrictions on number of employees, number of branches, departments, grades etc. User can define their own fields and even formulas, **nothing is hardcore**, everything is flexible. Therefore, user can immediately implement any changes in the Govt. norms, just by changing the formulas and fields. **Security of information** is ensured by passwords so no need to worry about unauthorized data access.

The key advantages of this user-friendly package is its' User-defined features, that gives this system a competitive edge over its competitors. Net earnings and deductions can be easily calculated by giving user defined formulas; and conditions and user defined reports and pay slips can also be prepared immediately when needed. Even user can create and design their own reports as required by the top management.

It is so flexible that it can be integrated with any other external systems like Tally, other ERP system, SWAP card system and other Biometric systems. Our Payroll package meets the rigorous standards demanded by the Industry, guaranteeing you fast, efficient and painless pay runs, even at Year End. It is designed to reduce your operating costs and give your staff more time for value-added activities, away from routine payroll administration.

## General Features

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Multiple Companies can be maintained in single installation.

Can be integrated with Tally, other ERP system.

Along with the personal information Employees photo can be attached.

Single and Multi user pack available.

Unlimited user-defined reports with no constraints on number of columns.

Report data can be exported to different formats like Excel, PDF, Text, RTF and HTML.

Maintenance of user activity details.

Ability to freeze data through 'Audit Hold' features.

Drag & Drop feature; all the user-defined features such as Formula builder, report builder, pay slip preparation needs just a mouse click, drag and drop the parameter selected by you in the preview screen there by creating a hassle-free environment.

System maintains a Log Register, which includes details of all the modifications done such as the date, time, type and value of modification there by installing accountability in the organization.

## Salary Processing

Creation and maintenance of Grade/Branch/Department wise salary register.

Salary Processing can be done for Group/Location wise or even for a single employee.

Additional optional classification of Employees into Class & Category.

Overtime slips can be generated at company level or employee level & can be processed separately or with normal salary.

Options to record employee's investment with facility to deduct monthly installment automatically from the salary.

Provision to enter IT elements, which are not available from the system, for eg. 'Rebates' & 'Reliefs.'

User can set the maximum amount applicable for each Reimbursement head and also define the maximum amount payable on each occasion, for each of these heads, for each employee.

User can define any number of Pay Heads under each of the categories Reimbursement, Loans, Advances, Investments, HRA and others.

The defined pay head can be paid through salary slip or on a separate slip as miscellaneous transaction.

The pay head can be made applicable for user-defined grades. The amount can be a fixed amount or it can be a percentage of sums of amounts of some other pay heads, which the user can define.

Allowances / Deduction can be defined for any number of combinations of grade and location.

Daily Wages Calculation.

## Tax & Statutory Processing

### Professional Tax

Professional Tax slabs can be defined for any number of locations.

Professional Tax in 6 months interval and can be deducted in two predefined months.

### Income Tax

Income Tax deduction can be Monthly or yearly.

Income Tax parameters and IT Slab. User can change Surcharge Slabs, as and when changed by the Govt.

Perquisites like Car, accommodation and others are considered for IT.

Fringe Benefit Tax (FBT) can be calculated and maintained efficiently.

The user can define Income Tax elements for Form 16, Tax computation, etc.

Yearly calculation of Income Tax can be done for all employees in a company or for a location or for an employee.

Printing of Income tax estimation slip, Form 16, Form 24, TDS certificates etc.

### ESI

ESI deduction.

Statutory Reports of ESI.

### Bonus

Bonus payment month can be predefined for the company. Calculation also can be employee-wise or for all employees. Ceiling limits are configurable.

## ✔ **Gratuity**

Gratuity can be defined as a pay head.

Gratuity will be calculated based on the set options. The gratuity options can be revised based on dates.

## ✔ **Statutory requirements incorporated using built-in tools to accommodate future changes. So it's a long-term solution to your changing business needs.**

### ✔ **Automated Time Management**

Integrated with punching System and other Biometric System.

Manage multiple shifts.

Attendance regularization.

### ✔ **Leave / Absence**

Leave definition based on employee grade.

Any number of leave can be defined. Leave can be computed on Yearly or Monthly basis.

The payment mode for each leave day can be full payment/Half payment/without payment.

Absent/Loss time deduction can be computed on Monthly basis and it can be from Salary.

Leave can either be Surrendered or Carried forward.

### ✔ **Loans and Advances**

Loans / Advance can be of any type.

The repayment frequency can be Monthly, Bimonthly, Quarterly, Half yearly, Yearly.

Interest Calculation can be of any type.

Accrued interest processing and Recovery.

Loan can be made applicable for all grades or for selected grades.

Recovery mode can be Salary Debit, Cheque, DD or by Cash.

Loan interest rate revision is possible.

Foreclosure and defer of a loan is possible.

### ✔ **Holidays**

Pre-defined, company Off-days can be included in holidays.

Special Payment and Leave Credit can be set for holiday working and off-day working.

## ✔ **Personal Information System**

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### ✔ **Personal Details**

Address, PAN No., Date of Birth, Blood Group, Marital Status etc.

Academic Details, with study period, Institution, University, Subjects, Percentage of Marks, Class etc.

Career History Details, with period, organization name, designation etc.

Membership Details, with organization or institution name, registration date, expiry date etc.

Document details like passport, with document type, employee document ID, issue date, expiry date etc.

Knowledge base details like languages known, professional skill details etc.

Employee account No. like PF No., ESI No., Etc.

## Family Member Details

Name, Age, Relation, Occupation etc.  
Education Allowance and Hostel Allowance  
eligibility could be marked here.

## Employee Vehicle Details

Model/Name of the Vehicle, Registration  
No., Fuel Type, Date of Acquisition etc.  
Company owned and self owned vehicle  
could be marked separate.

## Reports

### General Reports

#### Loans & Advances.

Advances paid to cover up Min. Take  
Home Pay.

Other Advances & Loans.

#### Bonus.

Bonus/Ex-gratia Report / Summary /  
Split-up.

Bonus/Ex-gratia paid for Retired /  
Resigned.

Worksheet Yearly.

#### Reimbursement.

#### Salary Reports.

Voucher Payment Slips.

Salary Summary.

Cash/ Bank Statement for salary  
payment.

Pay head-wise Report.

Salary Register.

Employee wise payroll statement.

Salary Certificate.

#### Attendance.

Monthly Summary.

Holiday Attendance.

#### Absenteeism & Loss time.

Leave statement for all employees.

Overtime statement for a month.

Daily / Hourly Wages.

#### Service Details.

Service Register.

## Employee Information.

### Exception Reports.

Birthday.

Wedding Anniversary.

### Manpower Details.

Vehicle Registration Expiry Details.

Employee Document Expiry Details.

Electronic Bank statement.

### Statutory Reports

#### Provident Fund.

Form 6A.

Form 3A.

Form 3A (soft copy).

Form 12A.

Form 5.

Form 10.

Monthly Statement with  
EDLI, for PF.

#### ESI.

Form 6.

Form 7.

Monthly Statement for ESI.

#### Income Tax.

Monthly Deduction of Income Tax.

Form 16.

Form 24.

#### Professional Tax Report.

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