

# Payroll-Excellent Pay

Beyond Payroll...

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# Excellent Pay

## An Introduction

- ❑ *Payroll is a method of administering employees' salaries in an organisation. The process consists calculation of employee salaries & tax deductions, administrating employee benefits and payment of salaries.*
- ❑ *Excellent Pay has user friendly interface, can be customised as per a business requirements and can be scalable. It will track and maintain all the information of employee records, salary transfer and other important records.*
- ❑ *Main focus of Excellent Pay is on providing different types of reports either on daily basis or weekly basis or monthly basis. It also provide the customised reports as per business requirement.*

# *Features of Excellent Pay*

## **Company Statutory**

### **Earning**

- 20 Earning heads can be set other than Basic, DA etc.

### **Deduction**

- 20 Deduction heads can be set other than PF, ESI, PT etc.

### **Employer's Contribution**

- Employer's contribution can be set other than PF and ESI as per company rule.

### **Reimbursement of Expenses**

- With this feature, reimbursement of expenses done by employees on behalf of the company can be adjusted, e.g., tour & travelling expenses, etc.

### **Full & Final**

- With this, settlement of the employee's account at the time of resigning can be done easily with arrear computation.

### **Formula Setup**

- Formula can be set as per the requirement.

# *Features of Excellent Pay*

## **Attendance**

### **Attendance Import Date Range**

- We can set attendance import date range (e.g. 1 to 24 date of a month) and rest days as present or absent. After that we can pay arrear as per actual paydays.

### **Attendance From Biometric Machines**

- It accepts attendance from any biometric machine/ mode.

### **Imports Data**

- It imports attendance from other source, i.e., any other attendance software, text file, payroll, excel and pen drive etc.

### **Round The Clock Working**

- It manages the single shift up to 48 hours

### **Leave Management**

- It can manage leave of the employees.

### **Multiple Shifts**

- In Excellent - Pay, Multiple shifts can run.

# *Features of Excellent Pay*

## **Salary**

### **Hustle Free Salary Processing**

- Salary processes in ONE click without any hustle.

### **Salary Comparison**

- It compares salary of current month with previous month

### **Multiple Arrear Modes**

- Multiple arrear entry can be post as per defined parameters like month arrear mode, manual or current rate, incremented rate arrear etc.

### **Loan & Advance**

- With this feature, loan & advance can be set as employee wise or company wise.

### **Increment**

- With this feature, increment in the salary of the employee can be set.

# Features of Excellent Pay

## Key Features

- It can set approval to a particular user on Employee master, Leave, Loan/Advance, Arrear, voucher upto 10 levels of stages.

### Approval Module



- Entries can be made of earning & deduction heads either by voucher method or formula based method.

### Voucher Entry



- Software can send E-mail for daily leave, absent, OT and manpower report automatically.

### Automatic Emails/SMS



- Canteen Management can be done with Excellent Pay with different suppliers.

### Canteen Management



- Birthday/anniversary can be send to the employee's automatically.

### Birthday Wishes To Employees



- Leave management can be managed employee-wise monthly/quarterly.

### Leave Management



# Features of Excellent Pay

- Different types of letters can be printed.
- Offer letter,
- Appointment letter,
- Non-disclosure agreement,
- Absconding Letter,
- Extension letter etc

## Letter Printing



- Creation of multiple users with Excellent Pay with their user rights.

## Multiple Users



- Password protected salary slip can be send to employee's through Emails/SMS

## Password Protected Salary Slip E-mail



- Over time can be manage by with and without authorization on daily, shift-wise separately.

## Over Time Management



- With this feature, employee can be allow to post their leave, gate pass, reimbursement expenses and print the salary slip.

## Employee Self Service Portal



- Mobile app of Excellent Pay is also available.
- Attendance IN/OUT
- Upload employee information
- Online posting/ approval of leave, gate pass etc.

## Excellent Pay-Mobile App



# Features of Excellent Pay

## Legal Statutory

### Bonus

- It can be calculated as per the structure.

### Gratuity

- Gratuity can be calculated as per the company norms.

### Provident Fund

- Percentage of PF contributed by Employer & Employee can be set as per government rules.

### ESI

- Percentage of ESI contributed by Employer & Employee can be set as per government rules.

### Professional Tax

- PT can be set as follows
  - *State wise*
  - *Gender wise*

### Labour Welfare Fund

- LWF can be set as follows
  - *State wise*
  - *Month wise*

## TDS Computation

- TDS slab wise and Exemption under 80C, 80D, 80CCG
- Allowances under section 10 & etc...

# *Features of Excellent Pay*

## **Payroll Reports**

- Customised Report – Creation of customised report as per business requirement
- Master Report (employee details, CTC etc.)
- Salary Report (salary register, salary slip etc.)
- Salary Statement (cash, bank transfer, cheque, OT & monthly CTC)
- PF Report
- ESI Report
- Bonus Report
- Employees Asset Tracking
- Leave Ledger /Report
- Statutory Report / Factory Act Reports
- Loan & Advance Report
- Daily /monthly Report
  - Attendance
  - Miss Punch
- TDS Computation / Report
- Canteen Report
- Earning & Deduction Report
- Department/Designation -wise Summary Report
- Yearly Report

## Our Precious Indian Clients:



## Our Precious Japanese, Korean & Singapore Clients:



## Precious On-roll Clients on Excellent - Pay:



*Thank you*



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