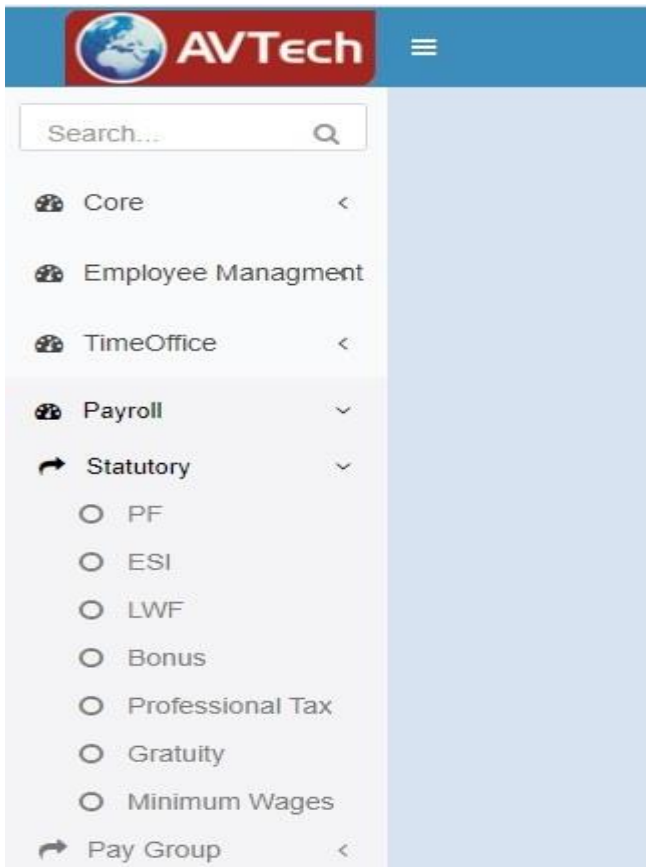
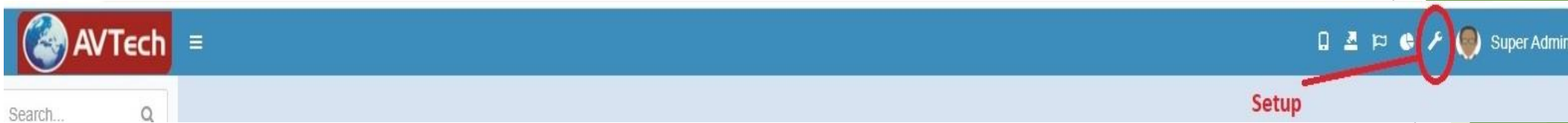


EASY TIME PAY (PAYROLL)

A login interface for AVTech Attendance & Security. At the top is the AVTech logo with the text "ATTENDANCE & SECURITY" below it. Below the logo are two input fields: the first contains the text "etpAdmin" and has a user icon on the right; the second contains a masked password "*****" and has a lock icon on the right. Below the password field is a link that says "I forgot my password". To the right of the link is a blue "Log In" button.

PAYROLL

- ▶ Click on the “Setup” option to set the payroll statutory and payroll policies.



- After clicking on Setup, all these options will be shown on the screen.
- Under the Payroll Section we will get the option of Statutory and Pay Group.
- Under Statutory section, we will get the options of settings of PF, ESI, LWF, Bonus, Professional Tax, Gratuity, Minimum Wages.

PF Setting

- Under PF settings, we will get the below options.



☰

Super Admin

Update PF Setting

Employee PF Contribution

PF contribution rate (A)

12.00

%(Account No. 1)

PF On Gross Earning

No

Yes

Limit

15000.00

Numeric

Prorate PF Gross On Paid Days

No

Yes

Prorate PF Gross Limit On Paid Days

No

Yes

Employer PF Contribution

pension contribution rate (B)

8.33

%(Account No. 10/EPS)

Pension wage limit

15000.00

Numeric

PF contribution rate (A-B)

3.67

%(Account No. 1/EPF)

PF on Gross Earning

No

Yes

Limit

15000.00

Numeric

Other

PF admin charges rate

1.10

%(Account No. 2)

Minimum monthly PF admin charges

0.00

Numeric

EDLI Contribution

0.50

%(Account No. 21)

Minimum Monthly EDLI Charge

0.00

Numeric

EDLI Admin Charge

0.01

%(Account No. 22)

Show On Challan With Zero PF

No

Yes

VPF

VPF Allow

No

Yes

VPF On Gross Earning

No

Yes

Limit

15000.00

Numeric

PF Part Of CTC

No

Yes

Remarks

testing

Save

ESI Setting

AVTech

Search...

Core

Employee Managment

TimeOffice

Payroll

Statutory

- PF
- ESI
- LWF
- Bonus
- Professional Tax
- Gratuity
- Minimum Wages

Pay Group

Letter Template

User Manage

Device

Update ESI Setup

Employee ESI Contribution

Employee ESI

1.75

%

ESI On Gross Earning

No

Yes

Limit

21000.00

Numeric

Prorate On Paid Days

No

Yes

Employee ESI Round

Upper

Employer ESI Contribution

Employer ESI

4.75

%

Employer ESI Round

Upper

ESI On Arrear

No

Yes

Other

ESI On OT

No

Yes

Show On Challan With Zero ESI

No

Yes

ESI Part Of CTC

No

Yes

Remarks

testing

Save

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Version 20.10.

LWF

- ▶ Here , we can add different LWF rules as per state government policy.
- ▶ LWF deduction rules can be Percentage, Amount and slab.
- ▶ According to the deduction rules options will be shown on the screen.

      Super Adm

Search... 

 Core <

 Employee Management

 TimeOffice <

 Payroll ▾

 Statutory ▾

-  PF
-  ESI
-  LWF
-  Bonus

Update LWF Setup

State

Daman and Diu ▾

LWF Deduction Rule

Select ▾

Employee LWF

0

%

Max Employee LWF

0

Numeric

Employer LWF

Select

Max Employer LWF

0

Numeric

LWF On Gross Salary

No Yes

Prorate On Paid Days

Percentage

LWF On Arrear

No Yes

Employee LWF Round

None ▾

Employer LWF Round

Amount

LWF Part Of CTC

No Yes

Show On Challan With Zero LWF

No Yes

Remark

Slab

Remark

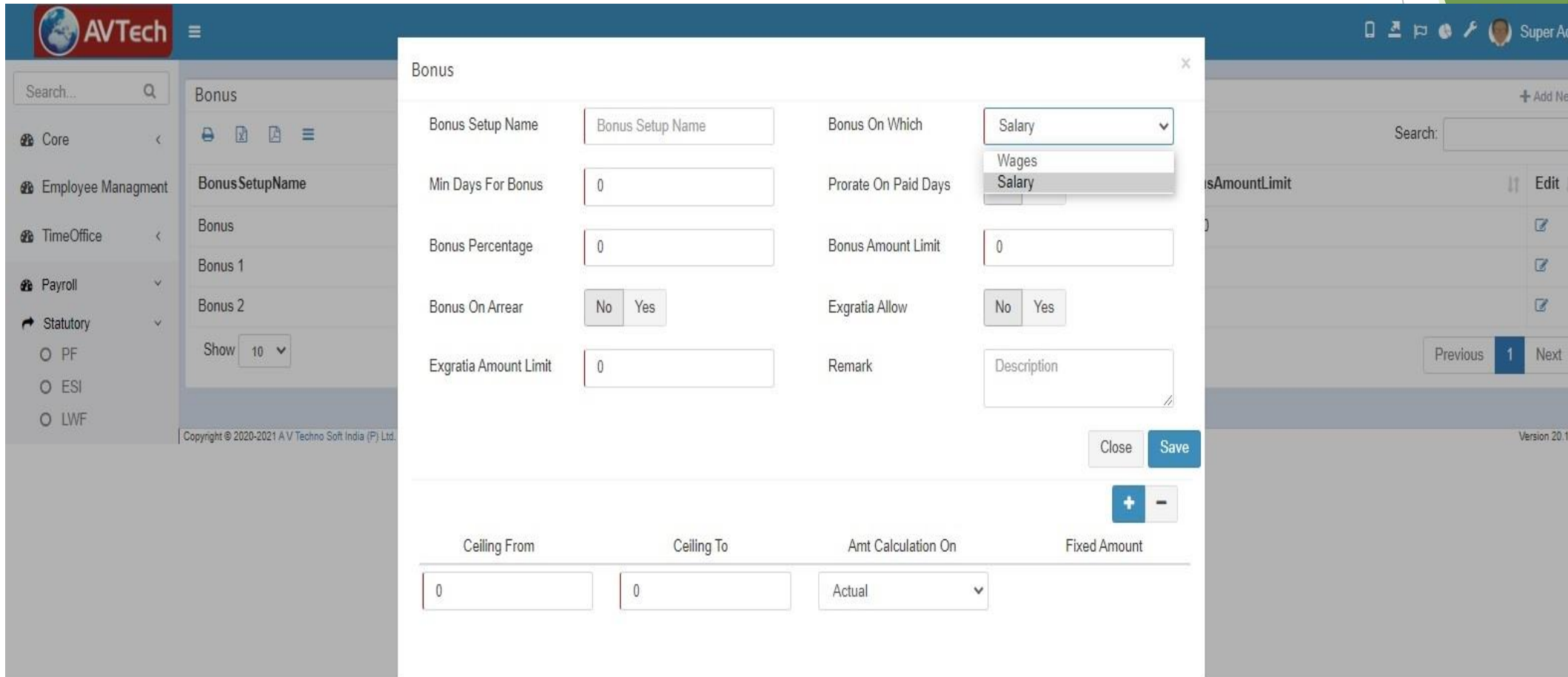
Close

Add

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Bonus

- Here we can add different Bonus as per organizations requirements.



The screenshot displays the AVTech Bonus Setup form. The left sidebar contains a navigation menu with options: Core, Employee Management, TimeOffice, Payroll, and Statutory (with sub-options PF, ESI, and LWF). The main content area shows the Bonus Setup form with the following fields:

- Bonus Setup Name:** Text input field.
- Min Days For Bonus:** Text input field with value 0.
- Bonus Percentage:** Text input field with value 0.
- Bonus On Arrear:** Radio buttons for No and Yes.
- Exgratia Amount Limit:** Text input field with value 0.
- Bonus On Which:** Dropdown menu with options Salary, Wages, and Salary (selected).
- Prorate On Paid Days:** Text input field.
- Bonus Amount Limit:** Text input field with value 0.
- Exgratia Allow:** Radio buttons for No and Yes.
- Remark:** Text area with placeholder text Description.

At the bottom of the form, there are additional fields for **Ceiling From** (0), **Ceiling To** (0), **Amt Calculation On** (Actual), and **Fixed Amount**. The form includes a **Close** button and a **Save** button. The background shows a blurred view of the AVTech application interface.

Professional Tax

- We can create number of Professional tax slab for every states as per requirement.

The screenshot displays the AVTech Professional Tax management interface. A modal window titled "Professional Tax" is open, allowing the user to define tax slabs for the state of Jharkhand. The modal includes fields for "State" (Jharkhand), "PT On Arrear" (No/Yes), and a "Remark" description. Below these, a table defines the tax slabs with columns for "Min Limit", "Max Limit", and "Tax Amount".

Min Limit	Max Limit	Tax Amount
5000	15000	50
15001	30000	100
30001	50000	200
Minimum Limit	Maximum Limit	Tax Amount

The background interface shows a list of states (Andhra Pradesh, Assam, Chandigarh, Haryana) and a table of remarks (testing, test) with edit and delete icons. The AVTech logo and navigation menu are visible on the left, and the user profile "Super Admin" is on the right.

Pay Group

- ▶ Under Payroll section, along with Statutory section we are having the option of Pay Group.
- ▶ Under Pay Group section Pay Component and Pay Group options are available.
- ▶ Under Pay Component section, user can add different Salary heads as per their organizations requirement and also can set the salary heads name as per their convenient.
- ▶ Just we have to map the given salary head name with Original Pay heads.

The screenshot shows the AVTech software interface for configuring a Pay Component. The top navigation bar includes the AVTech logo, a search bar, and user information (Super Admin). The left sidebar lists various modules: Core, Employee Management, TimeOffice, Payroll, Statutory, Pay Group, Letter Template, User Manage, and Device. The 'Pay Group' module is expanded, showing 'Pay Component' and 'Pay Group' options. The 'Pay Component' section is active, displaying a form with two tabs: 'Setting' (selected) and 'Extra Setting'. The form contains the following fields:

Field	Value
Component Name	Pay Component Name
Component Type	☐ Addition ☐ Deduction
Prorate On Paid Days	No Yes
Part Of Gross	No Yes
Pay With Salary	No Yes
Salary Slip Order	0
Show On Salary Register	No Yes
Pay In Joining Month	No Yes
Pay Head	Select
Nature Of Payment	☒ Fixed ☐ Variable
Rounding	None
Part Of CTC	No Yes
Show On Salary Slip	No Yes
Salary Register Order	0
Pay In Leaving Month	No Yes

At the bottom right, there are 'Close' and 'Save' buttons.

AVTech

Search...

Core <

Employee Management <

TimeOffice <

Payroll >

Statutory <

Pay Group >

Pay Component

Pay Group

Letter Template

User Manage <

Device <

Pay Component

Setting Applicable Extra Setting

PF Applicable No Yes

ESI Applicable No Yes

LWF Applicable No Yes

PT Applicable No Yes

Leave Encashment Applicable No Yes

Arrear Applicable No Yes

Close Save

- Here, we can set that PF deduction, ESI deduction, LWF deduction, Professional Tax deduction, Leave Encashment and Arrear is applicable on the added components or not.

Pay Group

- ▶ Here we can add different Pay Group and can map that Pay Groups to the different category or branch or grade or section or as per choice of user.
- ▶ Also, we can map only those Pay Component which is required for that Pay Group.

The screenshot displays the AVTech Pay Group management interface. The top header features the AVTech logo and a navigation menu. The left sidebar contains a search bar and a list of menu items: Core, Employee Management, TimeOffice, Payroll, Statutory, Pay Group, and Pay Component. The main content area is titled 'Pay Group' and includes a search bar, a '+ Add New' button, and a table with the following columns: Name, Description, Map PayComponent, Map Organization, Edit, and Delete. The table lists two entries: 'Staff Salary' with description 'Staff test' and 'Worker' with description 'Worker Lower'. Both entries show '8 Mapped Out of 13' and '9 Mapped Out of 13' respectively. The interface also includes a pagination bar at the bottom showing 'Showing 1 to 2 of 2' and a version number 'Version 20.10.01.1'.

Name	Description	Map PayComponent	Map Organization	Edit	Delete
Staff Salary	Staff test	8 Mapped Out of 13	Mapped		
Worker	Worker Lower	9 Mapped Out of 13	Mapped		

Showing 1 to 2 of 2

Previous 1 Next

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Salary Structure

- ▶ This option is available under the Payroll section which is showing on Home Page.
- ▶ Using this option we can enter salary structure and statutory details of employees one by one.

The screenshot displays the AVTech HR system interface. The top navigation bar features the AVTech logo and a search bar. The left sidebar contains a list of menu items: Self Services, Employee Management, TimeOffice, Payroll, Salary Structure (highlighted with a red circle), Payroll Action, Salary Dashboard, User Manage, Device, and Canteen. The main content area shows a calendar for July 2021. The calendar is titled 'JULY' and displays the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and the dates (1 through 31). The date '15' is circled in blue.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Search... 🔍

- 👤 Self Services <
- 👤 Employee Management
- 👤 TimeOffice <
- 👤 Payroll ▾
 - Salary Structure
 - ➡ Payroll Action <
 - Salary Dashboard
- 👤 User Manage <
- 👤 Device <
- 👤 Canteen <

Statutory

Salary Structure

PAN Number

PAN Number

Aadhar Number

Aadhar Number

PF Applicable

No Yes

UAN Number

UAN Number

PF Number

PF Number

PF Gross Limit

0.00

Decimal

ESI Applicable

No Yes

LWF Applicable

No Yes

ESI Number

ESI Number

Dispensary

None



VPF Applicable

No Yes

Gratuity Applicable

No Yes

Leave Encashment Applicable

No Yes

PT Applicable

No Yes

Bonus Applicable

No Yes

Pension Applicable

No Yes

Bank Details

Payment Mode

None



Close

Update

AVTech

Super Ad

Search...

Self Services

Employee Management

TimeOffice

Payroll

Salary Structure

Payroll Action

Salary Dashboard

User Manage

Device

Canteen

Statutory

Salary Structure

(A)- Salary Details

Salary Revision Date

DD-MMM-YYYY

Arrear Effective Date

DD-MMM-YYYY

Pay Group

OT GRP

CTC

0

Go

(B) - Gross benefits

Component Name	Formula	Monthly Renumeration
HRA		0.00
Basic		0.00
Conveyance		0.00
DA		0.00

(C) - Contributions / Retirals

Employer PF

0

Employer ESI

0

Close

Add

In the above images, you can see the details of statutory and salary structure are given for a particular employee.

Advance Request

- ▶ Under the Payroll section, Payroll Action option is there and under this Single employee option is available.
- ▶ Now user can click on single employee and enter their name or employee code and then insert their advance details.

The screenshot displays the AVTech system interface. On the left is a sidebar menu with options: Self Services, Employee Management, TimeOffice, Payroll (expanded), Salary Structure, Payroll Action (expanded), Single Employee, Multiple Employee, Salary Dashboard, User Manage, Device, and Canteen. The main area shows the 'Action' menu with 'Loan Request' selected. A modal window titled 'Loan Request' is open, containing the following fields:

Loan Type	Select	Loan Amount	Loan Amount
No. Of EMI	No. Of EMI	Request Date	DD-MMM-YYYY
Deduct From Salary	No Yes	Deduct From MonthYear	DD-MMM-YYYY
Interest Type	Select	Interest Rate	Interest Rate
Remark	Description		

At the bottom of the modal are 'Close' and 'Save' buttons. The background interface includes a search bar, a 'Get Data' button, and a user profile icon.

Salary Process

- ▶ Under the Payroll section on Home Page, there is a option of Salary Dashboard.
- ▶ Here, user can get and downloads all details related to salary process like Number Absent Days of employees, Total employee for salary process, Total employee in the software, Number of employees whose attendance not processed for salary, Salary structure missing employees list, Statutory missing employees list, Bank details missing employees list, Salary unprocessed last month etc.

The screenshot displays the AVTech Salary Dashboard. The interface includes a sidebar with navigation options: Self Services, Employee Management, TimeOffice, Payroll (selected), Salary Structure, Payroll Action, Salary Dashboard, User Manage, Device, and Canteen. The main content area is titled 'Salary Detail' and features a 'Month Year' selector set to 'Jun 2021' with a 'Get Data' button. Below this, the dashboard is divided into several sections: 'Salary Verification' showing 'Absent Days' as 1; 'Attendance Correction Arrear' with 'Completed' (0) and 'Pending' (0) counts; 'Salary Process' with 'Completed' (7) and 'Pending' (0) counts; 'Release salary' with 'Payments completed' (0), 'Ready to release' (7), and 'Hold' (0) counts; and 'Publish salary' with 'Completed' (0) and 'Pending' (0) counts. A 'Notification' panel on the right lists various status counts: Total Employee (10714), Attendance not processed (10706), Statutory details missing (10702), Salary Structure missing (1), Bank details missing (0), Salary unprocessed last month (0), and PF/ESI/PAN/Adhar Missing (17).

Category	Count
Absent Days	1
Completed (Attendance Correction Arrear)	0
Pending (Attendance Correction Arrear)	0
Total (Attendance Correction Arrear)	0
Completed (Salary Process)	7
Pending (Salary Process)	0
Total (Salary Process)	7
Payments completed (Release salary)	0
Ready to release (Release salary)	7
Hold (Release salary)	0
Completed (Publish salary)	0
Pending (Publish salary)	0
Total (Publish salary)	0

Notification	Count
Total Employee	10714
Attendance not processed	10706
Statutory details missing	10702
Salary Structure missing	1
Bank details missing	0
Salary unprocessed last month	0
PF/ESI/PAN/Adhar Missing	17

- For processing of Salary, Simply user has to go on Pending button of Salary Process section.
- After clicking on Pending button, employees list will be shown on the screen for processing salary.
- Simply select all the employees and click on process button for processing the salary.

Super Admin

- Self Services
- Employee Management
- TimeOffice
- Payroll
 - Salary Structure
 - Payroll Action
 - Salary Dashboard
- User Manage
- Device
- Canteen

Salary Reprocess for the month 01-Jun-2021

	EmployeeCode	EmployeeName	Department	Designation	Category	Branch	PaidDays
☐	ETS00000001T	Employee1 Kumar1 Singh1	Testing	Software Engineer	Staff	Kanpur Branch	0
☐	ETS00000002T	Employee2 Kumar2 Singh2	Functional	President	Admin1	Ghaziabad Branch	22
☐	ETS00000003T	Employee3 Kumar3 Singh3	Functional	Program Manager	Contactar	Ghaziabad Branch	26
☐	ETS00000004T	Employee4 Kumar4 Singh4	Development	Senior Software Engineer	Admin	Ghaziabad Branch	29
☐	ETS00000005T	Employee8 Kumar8 Singh8	Functional	Trainee Engineer	Admin1	Ghaziabad Branch	20

Reports

Salary register are Dynamic, so user can keep the columns as per their choices.

The screenshot displays the AVTech Reports interface. At the top, there is a dark blue header with the AVTech logo on the left and a user profile labeled 'Super Admin' on the right. Below the header, a sidebar on the left contains navigation links for 'Timeoffice', 'Payroll', 'Workforce', and 'Canteen'. The main content area features a tabbed interface with 'Dynamic', 'Statutory', and 'Custom' tabs. The 'Dynamic' tab is active, showing a '+ New Report' button and seven report cards arranged in two rows. Each card has a title, a subtitle, and an edit icon. The reports are: Salary Register (Salary Register), Salary Slip (Salary Slip), PF Report (PF), ESI Report (ESI Report), LWF Report (LWF Report), PT Report (PT Report), and Loan Report (Loan Report).

Report Title	Report Content
Salary Register	Salary Register
Salary Slip	Salary Slip
PF Report	PF
ESI Report	ESI Report
LWF Report	LWF Report
PT Report	PT Report
Loan Report	Loan Report

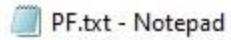
Salary Register

Run Date & Time :-15/07/2021																							
Salary Register from 01-Jun-2021 to 01-Jun-2021																							
Employee Cod	Employee Name	Company	Department	Branch	Designation	PFApplicab	ESIApplicable	LWFApplicable	SalaryMonthYear	Basic(R)	Basic	Conveyance(R)	DA(R)	HRA(R)	HRA	Medical(R)	Special Allow(R)	Special Allow	PFGross	PF	ESIGross	ESI	
ETS00000001	Employee1Kumar1Singh	EasyTimePay Software Soluti	Testing	Kanpur Branch	Software Engineer	Y	Y	Y	Jun-2021	15000	0	5000	2000	5000	0		7000	7000	0	0	0	0	
ETS00000002	Employee2 Kumar2 Singh	EasyTimePay Software Soluti	Functional	Ghaziabad Branc	President	Y	N	Y	Jun-2021	17000	12467	4000	2000	5000	0		2000	2000	0	0	0	0	
ETS00000003	Employee3 Kumar3 Singh	EasyTimePay Software Soluti	Functional	Ghaziabad Branc	Program Manager	Y	Y	Y	Jun-2021	20000	17333	5000	2000	5000	0		4000	4000	0	0	0	0	
ETS00000004	Employee4 Kumar4 Singh	EasyTimePay Software Soluti	Development	Ghaziabad Branc	Senior Software Engineer	Y	N	Y	Jun-2021	18000	17400	4000	2000	5000	0		0	0	0	0	0	0	
ETS00000005	Employee8 Kumar8 Singh	EasyTimePay Software Soluti	Functional	Ghaziabad Branc	Trainee Engineer	Y	Y	Y	Jun-2021	22000	14667	6000	2000	5000	0		1000	1000	0	0	0	0	
									</														

Salary Slip

EasyTimePay Software Solution								
Kanpur Branch								
Pay Register for the Month of : Jun-2021								
Employee Particulars	Days		Basic Rate	Earning	Arrears		Deductions	Signature
Emp.Code. : ETS00000001T					0.00			
Name : Prof. Employee1 Kumar1 Singh1		Basic	15000.00	0.00	0.00			
Esi :	WD :0.00	Conveyance	5000.00	0.00	0.00	PF	0.00	
UAN :	WO :0.00	DA	2000.00	0.00	0.00	ESI	25.00	
Bank A/c# :	HD :0.00	HRA	5000.00	0.00	0.00	LWF		
Bank Name :	Absent :30.00	OVERTIME	0.00	0.00				
DOJ : 28-Jun-2019	PD: 0.00	Special Allow	7000.00	7000.00		*TOTAL*	25.00	ETS000000001T
Designation: Software Engineer	OT :00:00							
Department: Testing		*TOTAL*	34000.00	7000.00		*NET PAY:*	6975.00	
Aadhaar :					0.00			

PF Challan



File Edit Format View Help

```
#~#Rohit Kumar#~#22363#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0
#~#AMIT KUMAR#~#65000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0
#~#CHANDER PRAKASH#~#13024#~#10820#~#10820#~#10820#~#1298#~#901#~#397#~#0#~#0
#~#Gopal Singh#~#15355#~#9920#~#9920#~#9920#~#1190#~#826#~#364#~#0#~#0
```

ESI Challan

[illegible]

Import

- ▶ Here, using import option user can upload employees statutory details, salary structure and paid days in bulk.
- ▶ Import option is flexible in the software.
- ▶ So user can import those columns which is required for their use rest column he can delete from the excel.

AVTech Super Admin

Search...

Self Services <

Employee Management <

TimeOffice <

Payroll <

User Manage <

Device <

Canteen <

Import Data

Note:- 1. All Column in text format in excel sheet format
2. Excel sheet is xlsx Format
3. Can not change header in excel sheet format

Module: Payroll

Import: Select file

Action: Select

Get Template

Save Data

Statutory

Salary Structure

Paid Days

THANK YOU

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