

1) EMPLOYEE:

Employee of any Institution is divided according to the various departments like one who teaches subjects and other who maintains the accounts and other details. Various forms of employee modules are divided according to the employee's designation.

The following forms come under the EMPLOYEE module:

3.1) Attendance Authentication:

Purpose: At times it does happen that an employee has to leave early due to some reason or he arrives late. In this case the change in his schedule is automatically registered in the system (Depending upon the attendance capturing mechanism) but the reporting authority needs to authenticate such a change. Such authentications are performed in this page.

Procedure:

How to authenticate an attendance?

- 1.1) Go to the “EMPLOYEE” module.
- 1.2) Select the “ATTENDANCE AUTHENTICATION” form.
- 1.3) Search the respective employee(s).
- 1.4) Click on “Select”, a new window appears displaying the complete details of the employee.
- 1.5) Enter a “Remark” and either authenticate or revert the attendance details. In case you want to work on a specific record later you can skip it by clicking on the “Ask me later” button.

SIMWEB

EMPLOYEE MODULE

ATTENDANCE AUTHENTICATION FORM

The screenshot displays the SIMWEB Employee Attendance Authentication interface. The navigation menu includes Finance, Admin, Employee (selected), Fee, Hostel, Inventory, Library, Mess, Student, Transport, and Utilities. The main content area shows a 'Quick Links' section with buttons for Attendance Authentication, Attendance Daily Entry, Attendance Monthly Entry, and Employee Official Data Change. A search window is open, displaying a table of employees. A detailed view of an employee's attendance record is shown, including a table with columns for S.N, Date, Mod. Date, Status, In Time, Out Time, Authority, and Reason. The interface also includes buttons for Authenticate, Revert, Ask Me Later, and Close.

S.N	Date	Mod. Date	Status	In Time	Out Time	Authority	Reason
1	Previous	18/02/2014	A	00:38:54	00:00:00		Cons Out Without Applying Absen
2	Current	18/02/2014	A	00:38:54	08:12:04		

IMPORTANT: The moment you “Authenticate or “Revert” the record of an employee, the details will automatically disappear from the list

3.2) Attendance Daily Entry:

Purpose: This form helps an employee to mark his daily attendance.

Procedure:

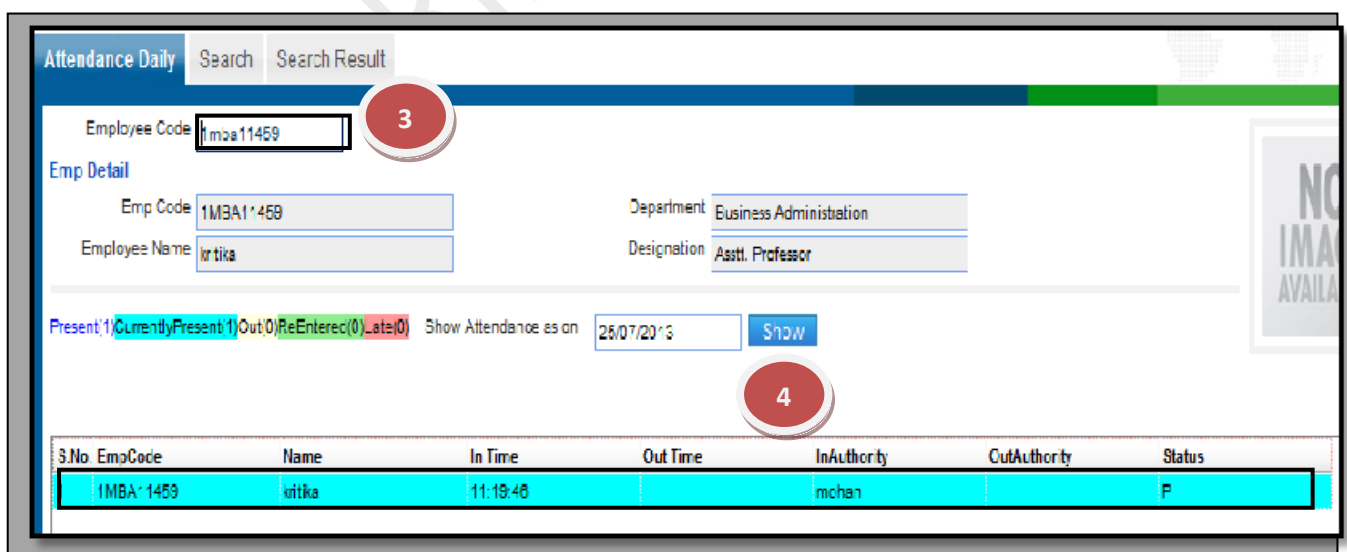
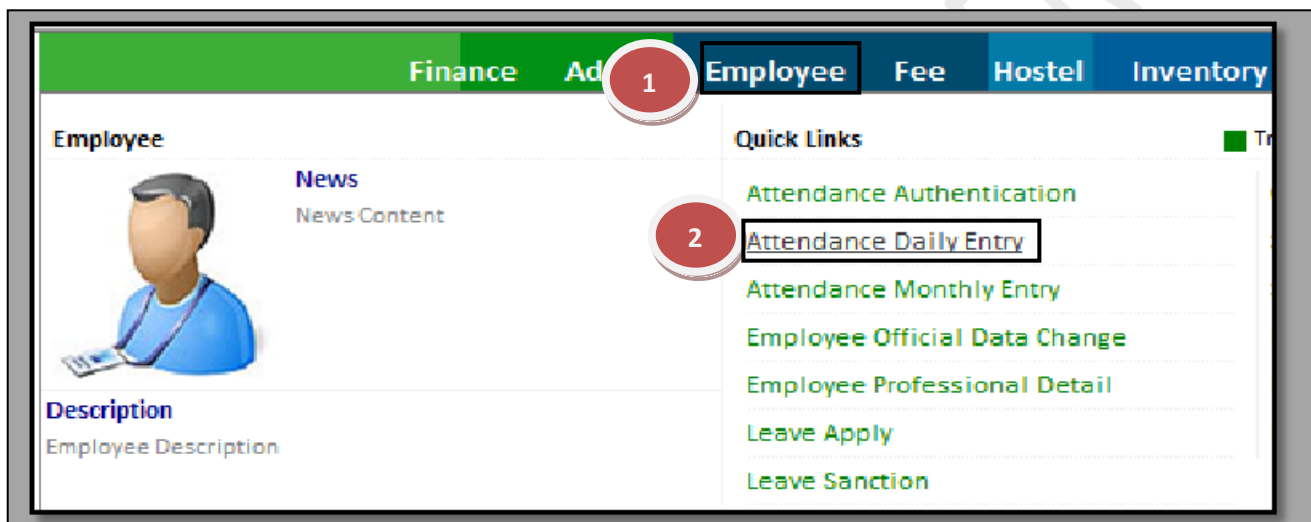
How can an employee mark the daily attendance?

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**ATTENDANCE DAILY ENTRY**” form.
- 1.3) Enter employee code in the employee code tab and click on show.
- 1.4) Attendance will be marked and showed.

SIMWEB

EMPLOYEE MODULE

ATTENDANCE DAILY ENTRY FORM



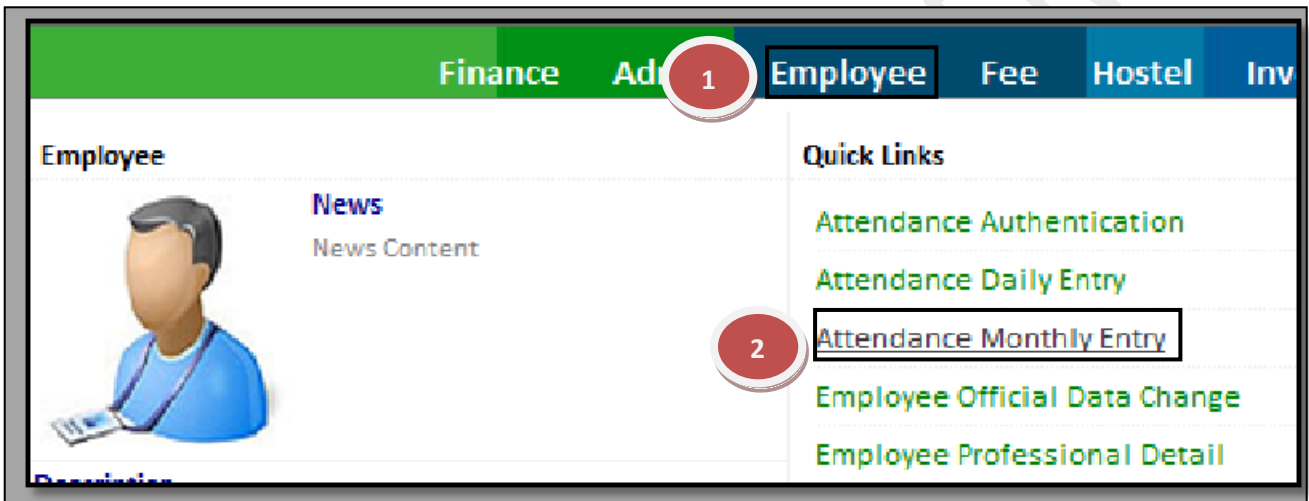
3.3) Attendance Monthly Entry:

Purpose: This Form helps to mark and check the monthly attendance of the employees.

Procedure:

How can an employee mark the monthly attendance?

- 1.1) Go to the “EMPLOYEE” module.
- 1.2) Select the “ATTENDANCE MONTHLY ENTRY” form.
- 1.3) To mark the attendance of single employee, select the college, employee code, date from and date to and click on “Show” button. To mark the attendance of employee’s department wise select college, department, designation, date from and date to and click on “Show” button.
- 1.4) List of employee appears; we can mark the attendance of the employee whose attendance is missing or leaves etc. and click on “Save” button to save the attendance of the employee.



Monthly Attendance

College: Salary Package: Department: Designation:
 Employee Code: Employee Name: Date From: Date To:
 Legend: ■ Vertec ■ Absent ■ Leave ■ H ■ Weekly Off ■ No: Variable Status:

Sno.	Emp Name	Emp Code	2013																								
			01 Jul	02 Jul	03 Jul	04 Jul	05 Jul	06 Jul	07 Jul	08 Jul	09 Jul	10 Jul	11 Jul	12 Jul	13 Jul	14 Jul	15 Jul	16 Jul	17 Jul	18 Jul	19 Jul	20 Jul	21 Jul	22 Jul	23 Jul	24 Jul	25 Jul
1	Amt Kumer Gupta	ENNACC468	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	A	A	A	A	
2	Chendra Frakash Goel	ENNACC678	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	A	A	A	A	
3	Gaurav Singhal	ENNACC425	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	CL	CL	A	A	
4	Harsh Kumar	EATAC1078	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	A	A	A	A	
5	Pewan Kumer Sharma	ENNACC705	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	A	A	A	A	
6	Rakesh Gupta	ENNACC765	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	A	A	A	A	
7	Shelabh Sharma	ENNACC745	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	A	A	A	A	
8	Terun Kumar Gupta	EATACC1036	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	A	A	A	A	
9	Vishant Mittal	1A/C01492	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	HL	W	A	A	A	A	

Monthly Attendance

College: Salary Package: Department: Designation:

Employee Code: Employee Name: Date From: Date To:

Marked Absent Leave Holiday Weekly Off Not Markable

Status:

Attendance Monthly Report Type:

Sno.	Emp Name	Emp Code	01 Jul 2013	02 Jul 2013	03 Jul 2013	04 Jul 2013	05 Jul 2013	06 Jul 2013	07 Jul 2013	08 Jul 2013	09 Jul 2013	10 Jul 2013	11 Jul 2013	12 Jul 2013	13 Jul 2013	14 Jul 2013	15 Jul 2013	16 Jul 2013	17 Jul 2013	18 Jul 2013	19 Jul 2013	20 Jul 2013	21 Jul 2013	22 Jul 2013	23 Jul 2013	24 Jul 2013	25 Jul 2013	
<input type="checkbox"/>	Amit Kumar Gupta	ENNACC468	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A
<input type="checkbox"/>	Chandra Prakash Goel	ENNACC678	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A
<input type="checkbox"/>	Gaurav Singhal	ENNACC425	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A
<input checked="" type="checkbox"/>	Harsh Kumar	EATAC1078	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A
<input checked="" type="checkbox"/>	Pawan Kumar Sharma	ENNACC705	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A
<input type="checkbox"/>	Rakesh Gupta	ENNACC765	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A
<input type="checkbox"/>	Shalabh Sharma	ENNACC745	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A
<input type="checkbox"/>	Tarun Kumar Gupta	EATACC1036	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A
<input type="checkbox"/>	Vishant Mittal	1A/C01492	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	HL	W	A	A	A	A

Data Save Successfully.....!!!

Record Of Pawan Kumar Sharma (ENNACC705)
 Date From: Date To:
 CL HDL HLP LA2 RH SCL SHL Sho SL W P A

Pawan Kumar Sharma : 04/07/2013

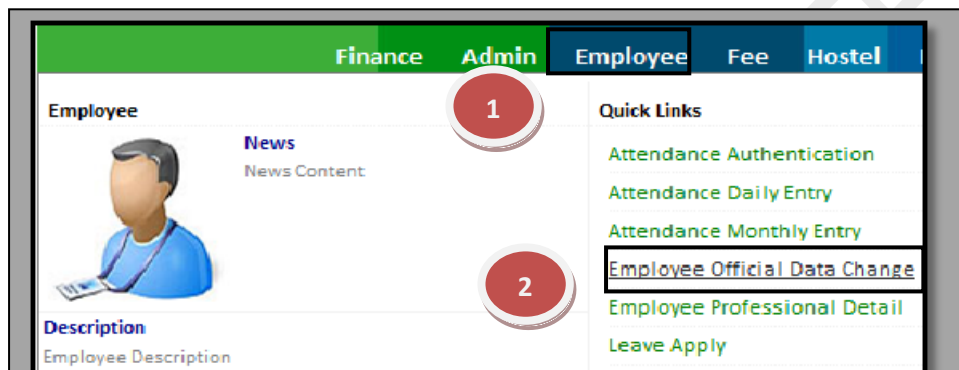
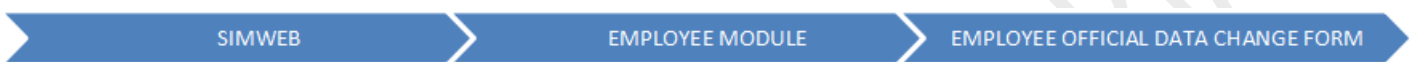
3.4) Employee Official Data Change:

Purpose: Periodic appraisals are an important part of the employee lifecycle and there are specific changes made in the package of an employee accordingly. In this form we make the required changes and define a date from which the changes will take place.

Procedure:

How to make changes in records of an employee?

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**EMPLOYEE OFFICIAL DATA CHANGE**” form.
- 1.3) Search the respective employee.
- 1.4) Select the type of changes you would like to make in the package masters from the “**Employees Packages**” dropdown.
- 1.5) Select the New packages accordingly.
- 1.6) Select the Effective date from which you want the changes to take effect and click on “Save”.



Employee Package Revise

Employee's Code: Emp Name: Department: Emp DOJ:

Employee's Packages: College: Designation: Emp Status:

-Select-

Timing

Salary

Leave

Loan

Perk

Reimbursement

Others

NO IMAGE AVAILABLE

Current Timing Package

Current Package Name: [Show History](#)

In Time: In Time Grace:

Last In Time Entry Till: No of Late Allowed:

Cur. Time: Late Time Duration:

Rate/Hour(% of Basic): Morning Gap Time (In Minutes):

Evening Gap Time (In Minutes):

Change Timing Package

Change Package Name:

In Time: In Time Grace:

Last In Time Entry till: No of Late Allowed:

Out Time: Late Time Duration:

Rate/Hour(% of Basic): Morning Gap Time (In Minutes):

Evening Gap Time (In Minutes):

Effective Date:

3.5) Employee Professional Detail:

Purpose: An employee's achievement can work like a booster for the institutions image in the academic world hence It is imperative for the institution to be aware of an employee's achievements in terms of academics or professional life.

In this form we cannot only gather the information regarding achievements, awards & recognition of an employee but can also keep a track of any seminars that the employee has attended or any expenses incurred by the institution for facilitation of the employee.

Procedure:

How to update or enter new details?

- 1.1) Go to the **"EMPLOYEE"** module.
- 1.2) Select the **"EMPLOYEE PROFESSIONAL DETAIL"** form.
- 1.3) Search the respective employee.
- 1.4) In case of a new employee add the achievements in the respective fields under the relevant heads OR click on "Insert" reward enter any new achievement or awards etc accordingly.
- 1.5) Click on "Save" to save records or "Delete" to delete the entire record.

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EMPLOYEE MODULE

EMPLOYEE PROFESSIONAL DETAILS FORM

Employee Professional Detail Form Navigation Menu:

- Finance
- Admin
- Employee**
- Fee
- Hostel

Employee Professional Detail Form Content:

- Employee
- News
- News Content
- Quick Links
 - Attendance Authentication
 - Attendance Daily Entry
 - Attendance Monthly Entry
 - Employee Official Data Change
 - Employee Professional Detail**
 - Leave Apply
- Description
- Employee Description

Employee Professional Detail Form Fields:

- Employee Code: ENACC81
- Employee Name: Ajay Kumar Goel
- Department: P. Accounts
- Designation: Sr. Accounts Executiv
- College: GU
- Joining: 01/01/2002

Employee Patent Table:

SNo	Patent Desc	Patent Date
1	Library Soft Phone	01/08/2008

Employee Professional Membership Table:

SNo	Membership Description	Membership Date	Remark
1			

Employee Journal/Seminar Table:

SNo	Type	Category	Title	Name	Year of Org	Date From	Date To	Acc. Status	Venue	
1	International	Book Publish	Biography	F	ed	2001	01/08/1991	01/08/2013	No	Singapore

Buttons: New Entry, Save, Delete

3.6) Leave Apply:

Purpose: This form enables the employee to apply for a leave, view his leave detail history, cancel a leave and convert his leave to a different leave type.

Procedure:

How can you apply for a leave?

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**Leave Apply**” form.
- 1.3) Click the “New Entry” button.
- 1.4) Fill the mandatory field. Select the Leave type, Period and faculty (Substitute at his/ her place).
- 1.5) Click the “Save” Button.

SIMWEB > EMPLOYEE MODULE > LEAVE APPLY

The screenshot illustrates the 'Leave Apply' process in the SIMWEB Employee Module. The interface is divided into several sections:

- Navigation:** A blue arrow at the top indicates the path: SIMWEB > EMPLOYEE MODULE > LEAVE APPLY.
- Employee Module:** The 'Employee' tab is selected in the top navigation bar. A red circle '1' highlights the 'Employee' tab.
- Quick Links:** A list of quick links is displayed, with 'Leave Apply' highlighted by a red circle '2' and a box.
- Action Buttons:** Below the quick links, there are 'New Entry' and 'Edit' buttons. A red circle '3' highlights the 'New Entry' button.
- Leave Application Form:** The 'Leave Apply' form is shown with the following fields:

Emp Code	EATEC5	College	GU	Department	Electronics & Commun
Emp Name	Sanjay Mahawar	D.O.J	19/06/2001	Designation	Senior Asso. Professor
Leave From	28/07/2013	Leave To	28/07/2013	Leave Type	Sick Leave
Leave Reason	Sick leave	<input type="checkbox"/> Cancel Leave			

 A red circle '4' highlights the 'Leave Reason' field.
- Leave Application Table:** A table shows the leave application details:

Day	Period	Faculty	Status	Remark
Friday	Pharma(P1)04:00 AM-04:30 AM	.Ajay Kumar Goel	Applied	
- Final Action:** At the bottom, there are 'Save' and 'Cancel' buttons. A red circle '5' highlights the 'Save' button. A green message box says 'Leave Applied Successfully'.

3.7) Leave Sanction:

Purpose: Unapproved leaves directly impact the salary calculation process. Hence it is important that all leaves be Approved/Rejected. In this page any pending leaves applied by the employee are displayed automatically as it is mapped with the supervisor of the employee.

Procedure:

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**LEAVE SANCTION**” form.
- 1.3) Select the employee who is been substituted at the place of the employee who applies the leave. The substitute will forward to the H.O.D. of the Department.
- 1.4) Then the H.O.D. will forward to the Director or sanction the leave to the employee who has applied the leave. Whereas, H.O.D. forwards the leave to the Director then Director sanctions the leave of the employee.

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EMPLOYEE MODULE

LEAVE SANCTION

The screenshot shows the 'Employee' module interface. The top navigation bar includes 'Finance', 'Admin', 'Employee', 'Fee', 'Hostel', and 'Inventory'. The 'Employee' section is active. A red circle with the number 1 highlights the 'Employee' tab. A red circle with the number 2 highlights the 'Leave Sanction' link in the Quick Links menu.

The screenshot shows the 'Leave Sanction' application table. The table has columns: Employee Name, Department, Designation, Applied Date, Leave Type, From, Applied To, LeaveReason, and Status. A red circle with the number 3 highlights the application for Sanjay Mahawar.

Employee Name	Department	Designation	Applied Date	Leave Type	From	Applied To	LeaveReason	Status
Sanjay Mahawar	Electronics & Communication Engineering	Senior Asso. Professor	25/07/2013	Sick Leave	25/07/2013	25/07/2013	Sick leave	Applied

Approval Status

Level	Code	Name	DEPARTMENT	DESIGNATION	Status	REMARK	Auth. Type
2	EATPHY200	R.G. Mendiratta	AS & H(Physics)	Director(Acad.)	Applied		Approval Authority
1	EATEG755	Arun K. Arora	Electronics & Communication Engineering	Professor	Applied		Approval Authority
0	ENACC81	..Ajay Kumar Goel	P. Accounts	Sr. Accounts Executive	Applied		Substitute

Approve Selected Application Employee leave summary

Employee Lecture Status

Day	Period	Substitute	Status	Subject	Remark
Friday	Pharma(P1)04:00 AM-04:30 AM	..Ajay Kumar Goel(..Ajay Kumar Goel)	Forwarded	heering mathematics-I	Approved

4 Save

3.8) Opening Remaining Leave:

Purpose: A leave quota is mapped with every employee payroll and if at any point an employee wants to check his leave balance he can do it on this page.

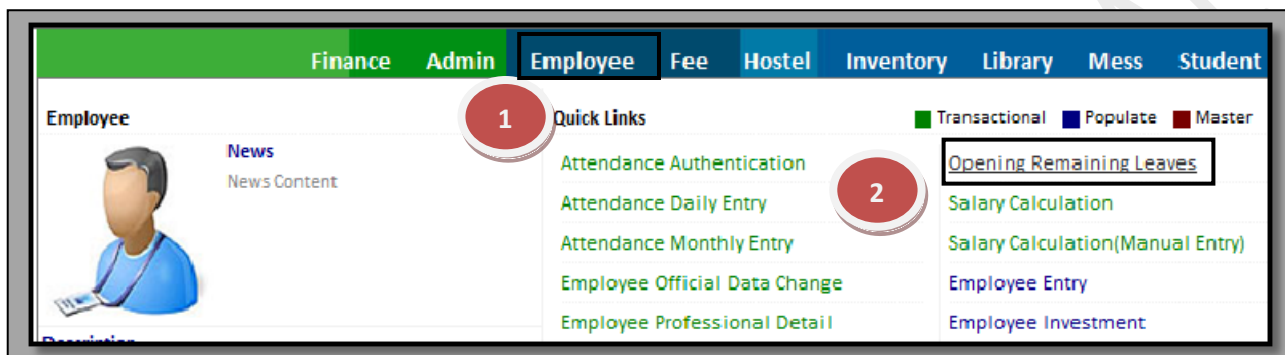
Procedure:

- 1.1) Go to the “EMPLOYEE” module.
- 1.2) Select the “OPENING REMAINING LEAVE” form.
- 1.3) Select the employee code and click the “Show” button, list appears on the page.
- 1.4) Fill the remaining leaves and leave as on date.
- 1.5) Click the “Update” button.

SIMWEB

EMPLOYEE MODULE

OPENING REMAINING LEAVE



Emp Code	Emp Name	Leave Name	Remaining Leave	Expiry Date
IACC81	.Ajay Kumar Goel	Full Casual Leave	5	
		Half Casual Leave	5	
		Half Leave Without Pay	15	
		Restricted Holiday	20	
		Short Casual Leave	5	
		Short Leave (2 Hrs.)	0	
		Short Leave(1 Hrs)	0	
		Sick Leave	15	

Leave as On date: 01/07/2013

Record Save Successfully

3.9) Salary Calculation:

Purpose: This form is used to calculate the employee salary every month on the basis of employee's attendance and Leave.

Procedure:

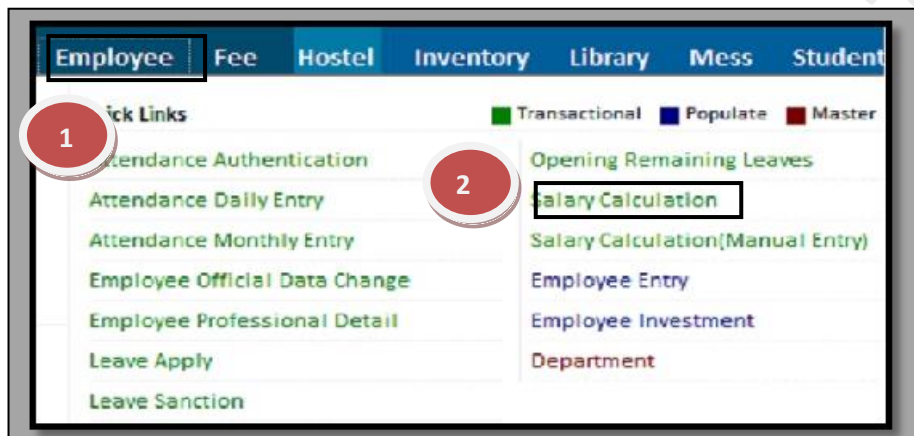
How to calculate the EMPLOYEE SALARY?

- 1.1) Go to the “EMPLOYEE” module.
- 1.2) Select the “SALARY CALCULATION” form.
- 1.3) Select the parameters according to salary calculation (College Name, Department, Teach, Non-Teach etc.)
- 1.4) Select the Salary Month.
- 1.5) Click the “Calculate” Button.
- 1.6) Select the Employee Salary record.
- 1.7) Click the “Save” Button for save the salary.

SIMWEB

EMPLOYEE MODULE

SALARY CALCULATION



Salary successfully saved..

Freeze	Hold	Employee Code	Employee name	Particulars	Amount	Total Salary
				Basic Salary	1,935.00	8,453.00
				TA	0.00	77.00
				Arrear_Misc.	0.00	0.00
				Gross Earning	1,935.00	251.00
				I Tax.	0.00	581.00
				E-Cess	0.00	933.00
				TA (D)	0.00	493.00
				Gross Deduction	0.00	10,857.00
				Total Salary,Truncated Amount)	1,935.00	0.00
				Basic Salary	1,452.00	0.00
				TA	0.00	0.00
				Arrear_Misc.	0.00	0.00
				Gross Earning	1,452.00	0.00
				Gross Deduction	0.00	0.00
				Net Salary		10,857.00

How to Freeze /Un-freeze the Salary?

To Freeze salary means no body can make any change in the salary.

To Un-Freeze the salary means changes can be made in the salary and it can be disbursed.

- 1.1) Select the parameters to show the Saved salary structure (College Name, Department, Teach, Non-Teach etc.)
- 1.2) Select the Salary Month and “Take save data from selected month”.
- 1.3) Click the “Show” Button.
- 1.4) Select the Employee Salary record.
- 1.5) Click the “Freeze” Button.
- 1.6) If, you want to un-freeze the salary, click on “Un-freeze” Button.

The screenshot shows the 'Salary Calculation' interface. At the top, there are navigation links for 'Logout' and 'Home'. Below the title, there are tabs for 'Calculate Salary', 'Salary Change', 'Salary Disbursement', and 'Make Account Entry'. The main form contains several input fields: 'College' (SGIT), 'Department' (ACCOUNTS), 'Designation', 'Package', 'Emp Name', and 'Emp Code'. There are also checkboxes for 'Teach' and 'Non Teach', and a checkbox for 'Take save data from selected month'. A 'Salary Date' dropdown is set to 'July 2013'. Below the form, there are buttons for 'Clear', 'Show', 'Freeze', 'Un Freeze', 'Hold', 'Un Hold', and 'Make A/C JV'. A 'Salary Head' dropdown is set to 'July 2013', and there are 'From' and 'To' date pickers both set to 'July 2013'. A 'Custom Report' dropdown and a 'Print' button are also present. The table below shows the 'Employee Salary' data. The table has columns for 'Freeze', 'Hold', 'Employee Code', 'Employee name', 'Particulars', and 'Amount'. The first row shows 'Basic Salary' with an amount of 1,935.00. The second row shows 'TA' with an amount of 0.00. The third row shows 'Gross Earning' with an amount of 1,935.00. The fourth row shows 'Gross Deduction' with an amount of 0.00. The fifth row shows 'A Net Salary' with an amount of 1,935.00. The sixth row shows 'Basic Salary' with an amount of 1,452.00. The seventh row shows 'TA' with an amount of 0.00. The eighth row shows 'Gross Earning' with an amount of 1,452.00. The ninth row shows 'Gross Deduction' with an amount of 0.00. The tenth row shows 'A Net Salary' with an amount of 1,452.00. The table also shows 'Employee Code' and 'Employee name' for two employees: KAPIL AGARWAL (ENNAACC535) and MAHI MITTAL (ENNAACC541). There are also checkboxes for 'Freeze' and 'Hold' for each employee. The table is titled 'Employee Salary' and has a 'Total 5 record(s) found....!!!' message. There are also two status messages: 'Salary successfully frozen..' and 'Salary successfully unfreezed..'. The interface is annotated with numbered callouts: 1 points to the form fields, 2 points to the 'Take save data from selected month' checkbox, 3 points to the 'Show' button, 4 points to the first row of the table, 5 points to the 'Freeze' button, and 6 points to the 'Un Freeze' button.

Salary Calculation

Logout Home

Calculate Salary Salary Change Salary Disbursement Make Account Entry

1 College: SGIT Department: ACCOUNTS Designation: Package: Emp Name: Emp Code: Salary Date: July 2013 Teach: Non Teach: Take save data from selected month: 2 Salary Head: From: July 2013 To: July 2013 Custom Report: Print

3 Show Freeze Un Freeze Hold Un Hold Make A/C JV

4

5 Salary successfully frozen..

6 Salary successfully unfreezed..

Employee Salary Total 5 record(s) found....!!!

Freeze	Hold	Employee Code	Employee name	Particulars	Amount
<input checked="" type="checkbox"/>				Basic Salary	1,935.00
				TA	0.00
				Arrear_Misc.	0.00
				Gross Earning	1,935.00
<input checked="" type="checkbox"/>	No	ENNAACC535	KAPIL AGARWAL	I Tax.	0.00
				E-Cess	0.00
				TA (D)	0.00
				Gross Deduction	0.00
				A Net Salary	1,935.00
				Basic Salary	1,452.00
				TA	0.00
				Arrear_Misc.	0.00
				Gross Earning	1,452.00
<input checked="" type="checkbox"/>	No	ENNAACC541	MAHI MITTAL	I Tax.	0.00
				E-Cess	0.00

How to Hold /Un-Hold the Salary?

Hold the salary means no payments can be made against the salary of a particular employee.

Un Holding the salary means salary can be released.

- 1.1) Select the parameters to show the Saved salary (College Name, Department, Teach, Non-Teach etc.)
- 1.2) Select the Salary Month and “Take save data from selected month”.
- 1.3) Click the “Show” Button.
- 1.4) Select the Employee Salary record.
- 1.5) Click the “Hold” Button.
- 1.6) If you want to un-hold the salary click on “Un-Hold” Button.

The screenshot displays the 'Salary Calculation' interface. At the top, there are navigation tabs: 'Calculate Salary', 'Salary Change', 'Salary Disbursement', and 'Make Account Entry'. The main form includes fields for College (SGIT), Department (ACCOUNTS), Designation, Package, Emp Name, and Emp Code. The Salary Date is set to July 2013, and the 'Take save data from selected month' checkbox is checked. The 'Show' button is highlighted with a red circle 3. Below the form, the 'Employee Salary' table is visible, showing records for KAPIL AGARWAL and MAHI MITTAL. The 'Hold' button is highlighted with a red circle 5, and the 'Un Hold' button is highlighted with a red circle 6. A green box indicates 'Salary successfully held..' and another green box indicates 'Salary successfully unheld..'. The table shows the following data:

Freeze	Hold	Employee Code	Employee name	Particulars	Amount
<input checked="" type="checkbox"/>				Basic Salary	1,935.00
				TA	
				Arrear_Misc.	0.00
				Gross Earning	1,935.00
<input checked="" type="checkbox"/>	No	ENNACC535	KAPIL AGARWAL	I Tax.	0.00
				E-Cess	0.00
				TA (D)	0.00
				Gross Deduction	0.00
				A Net Salary	1,935.00
				Basic Salary	1,452.00
				TA	0.00
				Arrear_Misc.	0.00
				Gross Earning	1,452.00
<input checked="" type="checkbox"/>	No	ENNACC541	MAHI MITTAL	I Tax.	0.00
				E-Cess	0.00

How to make the Journal Voucher of Employee Salary?

- 1.1) Select the parameters to show the Saved salary (College Name, Department, Teach, Non-Teach etc.)
- 1.2) Select the Salary Month and “Take save data from selected month”.
- 1.3) Click the “Show” Button.
- 1.4) Select the Employee Salary record.
- 1.5) Click the “Make A/C JV” Button.
- 1.6) Click the “OK” button to confirm the transfer.

The screenshot shows the 'Salary Calculation' interface. The top navigation bar includes 'Calculate Salary', 'Salary Change', 'Salary Disbursement', and 'Make Account Entry'. The main form contains the following fields and buttons:

- College:** SGIT
- Department:** ACCOUNTS
- Designation:** (empty)
- Package:** (empty)
- Emp Name:** (empty)
- Emp Code:** (empty)
- Salary Date:** July 2013
- Teach:** **Non Teach:** **Take save data from selected month:**
- Salary Head:** (empty)
- From:** July 2013 **To:** July 2013
- Custom Report:** (dropdown menu)
- Buttons:** Clear, Calculate, Save, Show, Freeze, Un Freeze, Hold, Un Hold, Make A/C JV, Print

The 'Employee Salary' table shows the following records:

Freeze	Hold	Employee Code	Employee name	Particulars	Amount
<input checked="" type="checkbox"/>		ENNA00365	KAPIL AGARW	5 JV has been saved successfully..	1,935.00
<input checked="" type="checkbox"/>	No	ENNA00365	KAPIL AGARW	Arrear Misc.	0.00
<input checked="" type="checkbox"/>	No	ENNA00341	MAHI MITTAL	I Tax.	0.00
<input checked="" type="checkbox"/>	No	ENNA00341	MAHI MITTAL	E-Cess	0.00

A modal dialog box titled 'Message from webpage' is displayed, asking: 'Are you sure to make account entry of JV??'. The dialog has 'OK' and 'Cancel' buttons.

How to make changes in Salary Data?

- 1.1) Go to the “Salary Change” tab.
- 1.2) Select the parameters to show the Saved salary (College Name, Department, Teach/ Non-Teach etc.)
- 1.3) Select the Salary Month and “Take save data from selected month”.
- 1.4) Select the Salary Head in which data is to be changed.
- 1.5) Click the “Show” Button.
- 1.6) Enter the changed amount in “Payable Amount” column.
- 1.7) Click the “Salary Change” Button.

Salary Calculation

Calculate Salary | **Salary Change** | Salary Disbursement | Make Account Entry

College: BGIT | Department: ACCOUNTS | Designation: | Package: | Emp Name: | Emp Code: | Clear | Show

Salary Head: Basic Salary | Salary Date: July 2013 | Teach: Non Teach: Take save data from selected month: Save Change

Employee Salary Change

Employee Code	Employee name	Particulars	Due Amount	Payable Amount
ENNACC535	KAPIL AGARWAL	Basic Salary	1,935.00	1935
ENNACC541	MAHI MITTAL	1 record has been changed successfully..	1,452.00	1452
ENNACC85	MANISH KUMAR GOEL	Basic Salary	1,796.00	1796
ENNNT82	SANJAY KUMAR	Basic Salary	547.00	547
ENNACC84	VIJAY KUMAR AGARWAL	Basio Salary	2,729.00	2729

Total

How to disburse the employee salary?

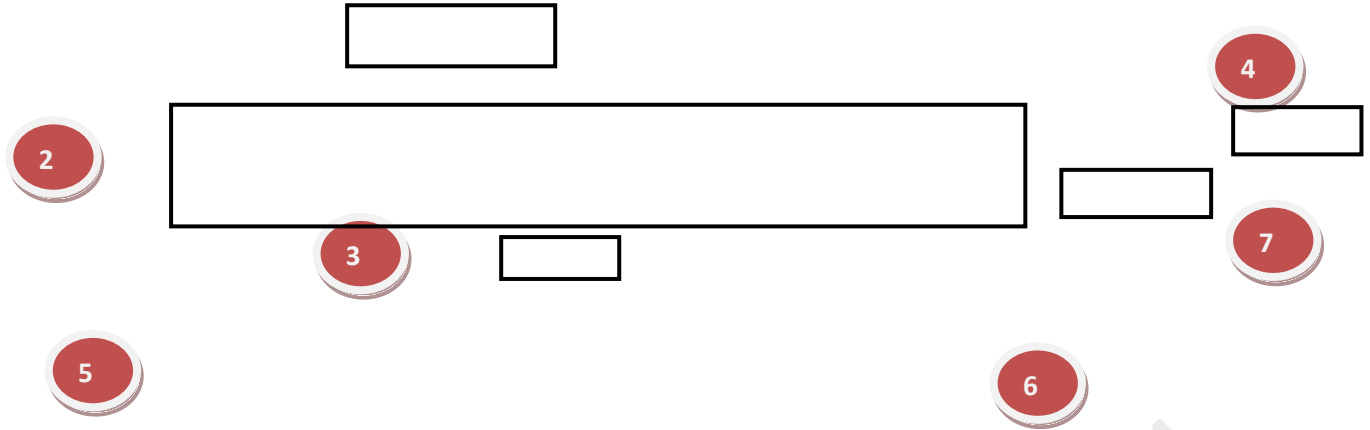
- 1.1) Go to the “Salary Disbursement” tab.
- 1.2) Select the parameters show the Saved salary (College Name, Department, Teach/Non-Teach etc.)
- 1.3) Select the Salary Month and “Take save data from selected month”.
- 1.4) Click the “Show” Button.
- 1.5) Click the check box “Paid by Salary Cheque” for salary transfer directly into account.
- 1.6) Fill all the detail (Bank Name, Cheque Number, amount and Date).
- 1.7) Click the “Save Change” Button.

Salary Calculation

Calculate Salary | Salary Change | **Salary Disbursement** | Make Account Entry

College: | Department: | Designation: | Package: | Emp Name: | Emp Code: | Clear | Show

Salary Head: | Salary Date: | Teach: Non Teach: Take save data from selected month: Save Change



You want to disburse the salary to employee through cash or individual cheque.

- 1.1) Go to the “Salary Disbursement” tab.
- 1.2) Select the parameters to show the Saved salary (College Name, Department, Teach/Non-Teach etc.)
- 1.3) Select the From Date and “Take save data from selected month”.
- 1.4) Click the “Show” Button.
- 1.5) Select the Mode and fill the detail in grid column.
- 1.6) Click the “Save Change” Button.

3

5

How to make the Account entry of employee salary?

- 1.1) Go to the “Make Account Entry” tab.
- 1.2) Select the parameters to show the Saved salary (College Name, Department, Teach/Non-Teach etc.)
- 1.3) Select the Date Range in which salary has been disbursed.
- 1.4) Click the “Pending Entry” Only.
- 1.5) Click the “Show” Button.
- 1.6) Select the Record.
- 1.7) Click the “Make Acc entry” Button.

Salary Calculation

Make Salary | Salary Change | Salary Disbursement | **Make Account Entry**

College: SGIT | Department: ACCOUNTS | Designation: | From Date: 28/07/2013 | To Date: 28/07/2013

Package: | Emp Name: | Emp Code: | Clear | Show | Make Acc entry



3.10) Salary Calculation (Manual Entry):

Purpose: This form is used to save the fixed amount in salary head for particular month and used at the time of salary calculation.

Procedure:

How to enter the amount in particular salary head?

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**SALARY CALCULATION (Manual Entry)**” form.
- 1.3) Select the parameters (College Name, Department, Teach, Non-Teach etc.)
- 1.4) Select the Salary Head.
- 1.5) Select the Salary Month.
- 1.6) Click the “Show” Button.
- 1.7) Select the Employee Salary record and enter the amount.
- 1.8) Click the “Save” Button.

SIMWEB

EMPLOYEE MODULE

SALARY CALCULATION
(MANUAL ENTRY)

1

2

Calculate Salary(Manual Entry)

College: SGIT Department: ACCOUNTS Designation:

Package: Emp Name: Salary Head: TDS

Emp Code: Salary Month: July 2013 Teach Non Teach

Buttons: Clear, Show, Save, Delete, Copy From

Employee Head Salary

Employee Code	Employee name	Department	Designation	Payable Amount
ENNACC565	KAPIL AGARWAL	ACC	ACCOUNTANT	1200
ENNACC541	MAHI MITTAL	ACC	ACCOUNTANT	0
ENNACC86	MANISH KUMAR GOEL	ACC	ACCOUNTANT	300
ENNNT82	SANJAY KUMAR	ACC	ATTENDENT	0
ENNACC84	VIJAY KUMAR AGARWAL	ACC	MANAGER ACCOUNTS	0

Total 5 record(s) found...!!

Message: 5 record has been added successfully..

If you want to copy the same data of particular head from previous month to current month, follow the above 6 step and

- 1.1) Select the parameters (College Name, Department, Teach, Non-Teach etc.)
- 1.2) Select the Salary Head.
- 1.3) Select the Salary Month.
- 1.4) Click the “Show” Button.
- 1.5) Select the Employee Salary record.
- 1.6) Click the “Copy From” Button.
- 1.7) Message box display and select the month from where you want to get the data.
- 1.8) Click the “Final Copy” button.

Calculate Salary(Manual Entry)

College: SGIT Department: ACCOUNTS Designation:

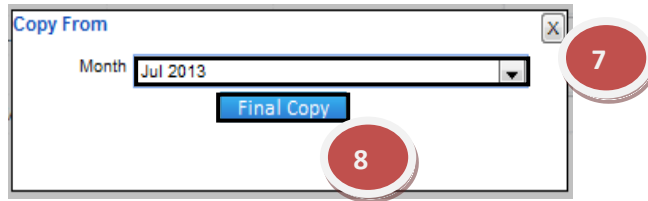
Package: Emp Name: Salary Head: TDS

Emp Code: Salary Month: July 2013 Teach Non Teach

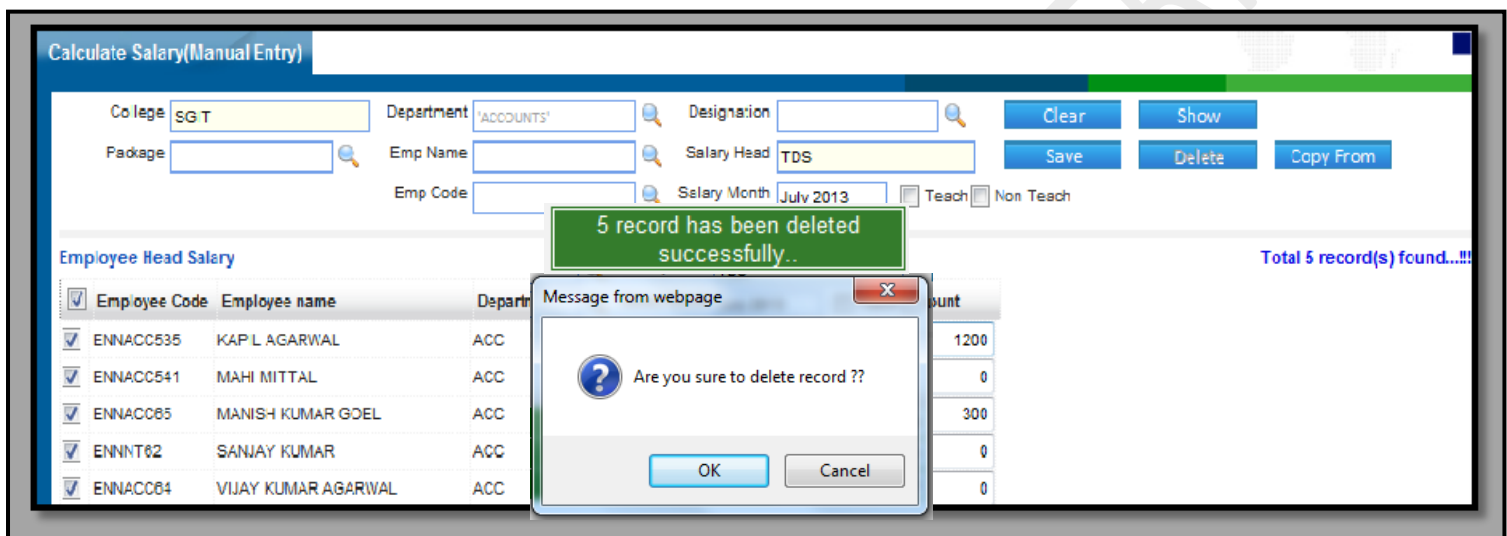
Buttons: Clear, Show, Save, Delete, Copy From

Employee Head Salary

Total 5 record(s) found...!!



If you want to delete a record, follow the above 5 step and click on “Delete” button. A message box will appear for confirmation. Click on “OK” button to delete the record.



3.11) Employee Entry:

Purpose: To Create and Update the Employee Details.

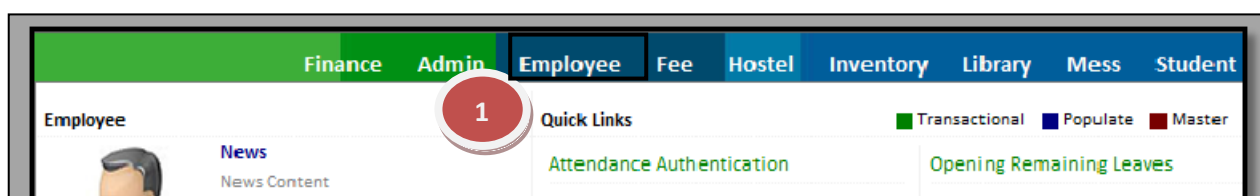
Procedure:

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**EMPLOYEE ENTRY**” form.
- 1.3) Click the “New Entry” Button.
- 1.4) Fill all the mandatory fields in the form and select the status, employee type, package details, etc. as per the requirements of the form.
- 1.5) Click the “Save” button which will generate a new employee code for that particular employee.

SIMWEB

EMPLOYEE MODULE

EMPLOYEE ENTRY



2

3

New Entry

Edit

Delete

Remark Entry

Employee Details | Qualification | Experience | Search | Search Result

Employee Code Employee Name Employee Status

Personal Information

	Salutation	First Name	Middle Name	Last Name
Employee	Mr.	Vishant		Patil
Father	Mr.	Bheem	Singh	Patil
Mother	Mrs.	Sushma		Patil
Date of Birth	05/07/1978	Gender	Male	Blood Group
Marital Status	Married	DOM		Spouse Mrs.
Religion		Category	General	
Caste		Sub Caste		
Empl. Quota		SubQuota		
Mobile +91		Emp Short Name		
E-Mail		Off. E-Mail		
Aadhaar No		Passport No		
PAN		ESI No		

Official Information

College: GU Emp Code:

Department: AS & H (Maths) H.O.D. Teaching KMJ

Designation: Asso. Professor

Joining On: 01/07/2010

Status: Working

Emp. Type: Salaried Appt Type: Regular

Weekly Off: Sun Mon Tue Wed Thu Fri Sat

Basic Salary: 25000 Consolidated Bank Acc. No:

Bank Name:

Nominee: Nominee Name:

Specialization In:

Package Details

4

PAN ESI No

PF A/c No Physically Handicapped

Permanent Address

Address: XYZ
Panohsheel Park
Green City

City: New Delhi State: Delh

Dist: New Delhi Country: India

Pin: 110053 Lancline No. +91

Current Address

Address: XYZ
Panohsheel Park
Green City

City: New Delhi State: Delh

Dist: New Delhi Country: India

Pin: 110053 Lancline No. +91

Package Details

Timing: At 09:30 to 05:30(09:30-17:30) [Show Detail](#)

Salary: (BASIC+HRA)WITH ESI WIT-HOUT DA(1000-1e+ [Show Detail](#)

Leave: LEAVE NON VACT ON STAFF [Show Detail](#)

Perk: [Show Detail](#)

Reimburse: [Show Detail](#)

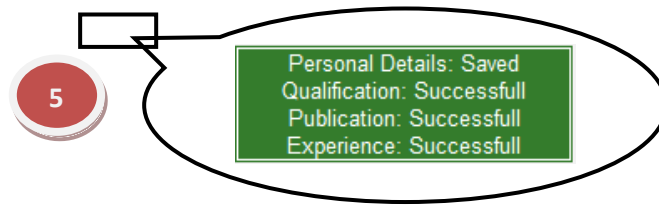
Loan: [Show Detail](#)

Remark:

Employee Leave Sanction Authorities

Level	Emp Name	Emp Code	Emp Dept	Emo Desg
4	An ta Sirghe	ENNADMIN542	O. Registrar Off ce	Adm nistration Off

[Insert Row](#)



Official Information

College	GU	Emp Code	HA/C01492
Department	Admn. - Accounts (A/)	<input checked="" type="checkbox"/> H.O.D.	<input type="checkbox"/> Teaching <input type="checkbox"/> KMJ
Designation	Assistant General Ma		
Joining On	01/07/2013		
Status	Working		
Emp. Type	Salaried	Appt Type	Regular

How to edit an employee entry?

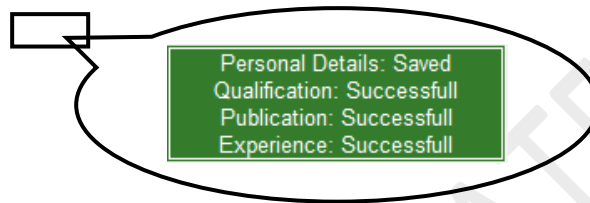
- 1.1) If you know the employee code just enter it in the specific field which will in turn give you the options to select the required employee.
- 1.2) Now you can make changes in the data & then Click on “Save”.

Employee Details | Qualification | Experience | Search | Search Result

Employee Code	<input type="text"/>	Employee Name	<input type="text"/>
---------------	----------------------	---------------	----------------------

Press ** to Search & Select

PAN	<input type="text"/>	ESI No	<input type="text"/>	Package Details		
PF A/c No	<input type="text"/>	Physically Handicapped	<input type="checkbox"/>			
Permanent Address				Timing		
Address				At 09:30 to 05:30(09:30-17:30)	<input type="button" value="Show Detail"/>	
XYZ Panohsheel Park				Salary	(BASIC+HRA)WITH ESI WITHOUT DA(1000-1e+)	<input type="button" value="Show Detail"/>
				Leave	LEAVE NON VACT ON STAFF	<input type="button" value="Show Detail"/>
				Perk		<input type="button" value="Show Detail"/>



How to Delete an Employee entry?

1.1) Please follow above steps to search the desired data and Click on “Delete” Button.



3.12) Employee Investment:

Purpose: This form helps to maintain the investment records of all the employees.

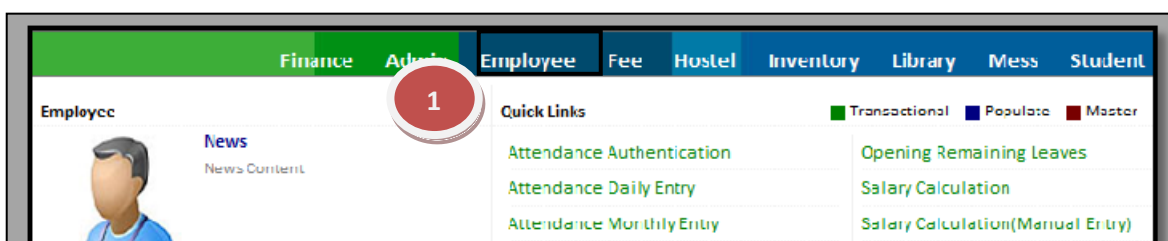
Procedure:

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**EMPLOYEE INVESTMENT**” form.
- 1.3) Click the “New Entry” Button.
- 1.4) Select the Employee code and financial year.
- 1.5) List will appear on the page, select the section, instrument name, invest date; amount and you can also upload the documents related to it and then click on “Save” button.

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EMPLOYEE MODULE

EMPLOYEE INVESTMENT



Employee Investment

Employee Code: EATCE1309 Employee Name: EATCE1309 Department: Civil Engineering
 Financial Year: 2013-2014 College: GU Designation: Professor

Sno.	Section	Instrument Name	Max Amount Under Section	Max Amount Under Head	Invest Date	Amount	Details	Upload Document
00CC	LIC		100000	100000	04/07/2013	25000	Jeevan Deema Policy	...
00D	IIRA		20000	20000	03/07/2013	15000		...

Record Inserted Successfully

New Entry Save

3.13) Department:

Purpose: The user can create and Update new Departments in this tab.

Procedure:

How to create a new department?

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**DEPARTMENT**” form.
- 1.3) To create a new department click on new entry button towards the end of the page which will show a blank form and the fields with red border are the mandatory fields.
- 1.4) After entering the mandatory fields click on “Save” button to save your changes.

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EMPLOYEE MODULE

DEPARTMENT FORM

Finance Admin **Employee** Fee Hostel Inventory Library Mess

Employee

Quick Links

Attendance Authentication Opening Remaining Lea

Transactional Populate

1

2

New Entry

Edit

Delete

3

Department

Department: 3

Short Name:

Dept. Type: Academic Non Academic

Academic Type: Non Teaching Teaching

Record(s) available in list : 112

- 12312
- B.Tech (Chemical Engg.)
- B.tech (Mechanical Engg.)
- sports
- electronics and instrumentation deptt.
- b.pharmacy
- electronics and communication dept.
- Admn. - Accounts (A/C)
- Admn. - Construction
- Admn. - H.R.
- Admn. - RO
- Admn. - Security
- Admn. - Transport
- App. Sciences (Chem. Lab)
- App. Sciences (Physics Lab)

Record is inserted Successfully

4 Save Cancel

How to update an existing department?

- 1.1) If you want to update the details of an existing department you will have to click on the department to be updated and the details corresponding to it will be displayed.
- 1.2) Now you can update the details and click on "Save".

New Entry

Edit

Delete

Department

Department:

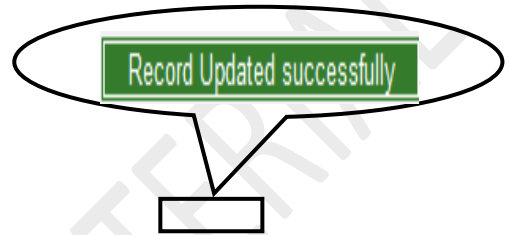
Short Name:

Dept. Type: Academic Non Academic

Academic Type: Non Teaching Teaching

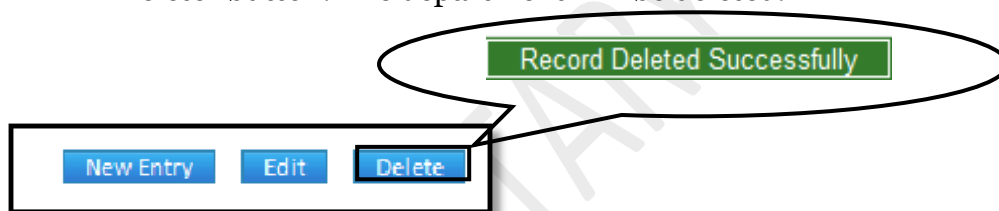
Record(s) available in list : 113

- 12312



How to delete an existing department?

- 1.1) In order to delete a particular department just selects the department and click on "Delete" button. The department will be deleted.



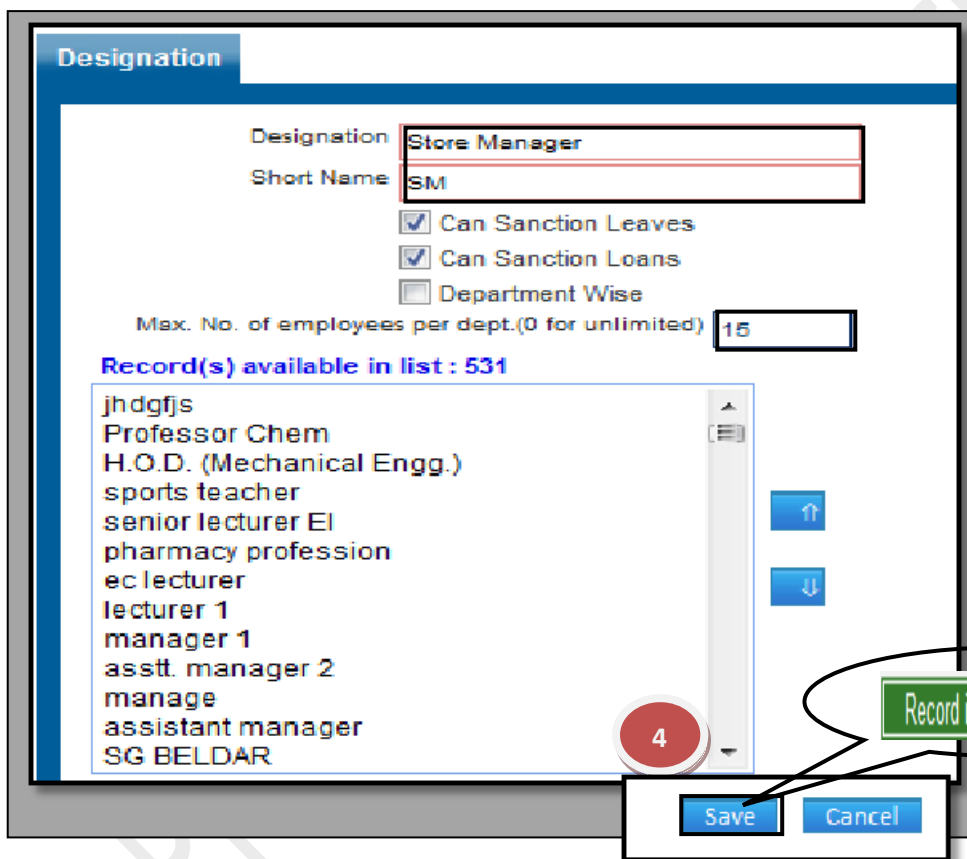
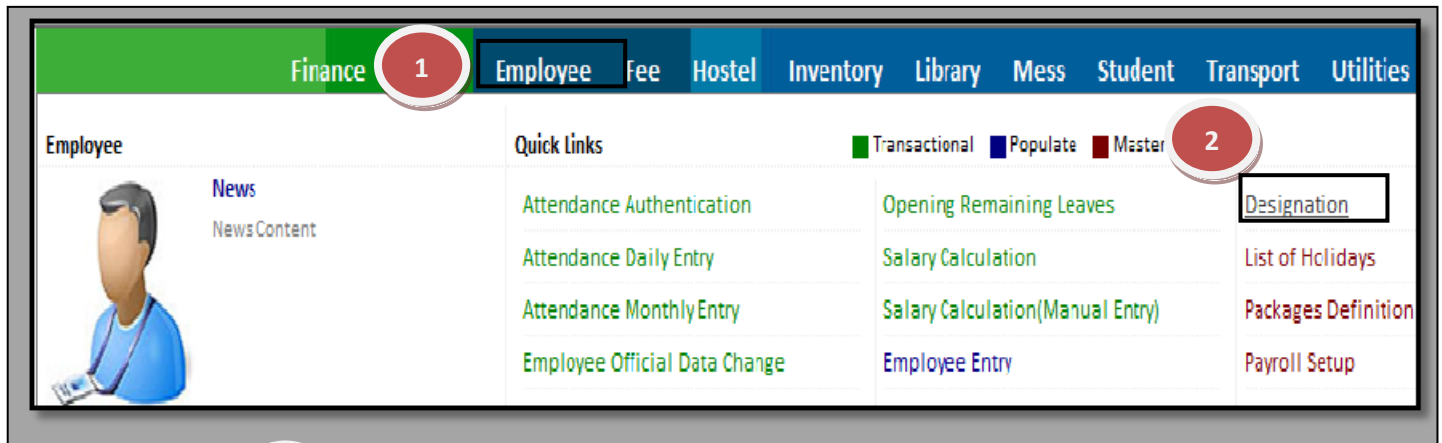
3.14) Designation:

Purpose: The user can create and Update new Designation in this tab.

Procedure:

How to create a new designation?

- 1.1) Go to the "**EMPLOYEE**" module.
- 1.2) Select the "**DESIGNATION**" form.
- 1.3) To create a new designation click on "New Entry" button towards the end of the page which will show a blank form and the fields with red border are the mandatory fields.
- 1.4) After entering the mandatory fields click on "Save" button.



3.15) List of Holidays:

Purpose: This form helps to maintain the Holidays of the employees according to their Department & Designations.

Procedure:

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**LIST OF HOLIDAYS**” form.
- 1.3) Click the “New Entry” Button at the Bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Fill the Holiday name with start date, end date and in the “Apply on” field select the desired option. If you select “All”, holiday will be applied on all the employees

whereas on selecting “Partial” you will have to select the college name, department name, designation, category and status. Click on “Show” employee list.

- 1.5) Select the employees from the list.
- 1.6) Click the “Save” button.

The screenshots illustrate the process of defining a holiday. Step 1 shows the main navigation menu with 'Employee' selected. Step 2 shows the 'Quick Links' section where 'List of Holidays' is highlighted. Step 3 shows the 'New Entry', 'Edit', and 'Delete' buttons. Step 4 shows the 'List Of Holiday' form with fields for Start Date (26/07/2013), End Date (26/07/2013), Holiday Name (Laxmi Jayanti Divas), and Apply On (All). Step 5 shows the 'List Of Holiday' form with 'Apply On' set to 'Partial' and a 'Show Employee List' button. Step 6 shows the 'Save' and 'Cancel' buttons, with a 'Holidays inserted Successfully' message box.

3.16) Package Definition:

Purpose: Every employee is entitled for a package according to his position in the organization. The salary consists of various packages and it is on this form that we go ahead and define the entire package which is associated with the type of employee.

Procedure:

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**PACKAGE DEFINITION**” form.
(The package definition form has three package- Timing Package, Salary Package and Leave Package)
- 1.3) In Timing Package form, click the “New Entry” Button. Define the package name, Official timings and Click the Save button, new timing package will be created.
- 1.4) In Salary Package form, click the “New Entry” Button. Define the package name, salary range and salary heads with the increment section with required and click the Save button, new salary package will be created.

- In Leave Package form, click the “New Entry” Button. Define the package name, leave name and other requirements as per the form and click the save button, new leave package will be created.

SIMWEB > EMPLOYEE MODULE > PACKAGE DEFINITION

The screenshot shows the main menu with various options. A red circle with the number '2' highlights the 'Packages Definition' option in the right-hand column.

The screenshot shows three buttons: 'New Entry', 'Edit', and 'Delete'. A red circle with the number '3' highlights the 'New Entry' button.

The screenshot shows the 'Timing Package' form. The 'Package Name' is 'New Time Package'. A green message box says 'Timing package has been created successfully'. A red circle with the number '4' is placed near the 'Save' button.

The screenshot shows the 'Salary Package' form. The 'Package Name' is 'Salary Package of IT Dept'. The 'Salary Range' is 25000 - 5000 - 15000. A red circle with the number '4' is placed near the 'Increment' table.

Incr.Date	Incr.Amount
01/08/2013	5000
01/02/2014	5000
01/08/2014	5000
01/02/2015	5000
01/08/2015	5000
01/02/2016	5000
01/08/2016	5000
01/02/2017	5000

New package has been created successfully

Timing Package | Salary Package | **Leave Package**

Package Name: Leave Package of IT Dept

Leave Name	Max. Allowed (P.A.)	Carry F/W	Encash	Expiry (Month)	Freq. Criteria	Subs. Leave Gap	Working Days Reqd
Full Casual Leave	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24	0 Leave(s) In 0 Days	0	0
Half Casual Leave	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24	0 Leave(s) In 0 Days	0	0
Sick Leave	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24	0 Leave(s) In 0 Days	0	0
Short Casual Leave	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24	0 Leave(s) In 0 Days	0	0

+ Insert Row

Leave Heads

4

Save Cancel

Package has been created successfully

How to delete a package?

1.1) Please follow above steps to search the desired data and Click on “Delete” button.

New Entry Edit Delete

3.17) Payroll Setup:

Purpose: In this form we define the type of payroll an employee is entitled for. There are various aspects that are taken into consideration like attendance policy, leave policy etc.

Procedure:

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**PAYROLL SETUP**” form.
- 1.3) Payroll setup consists of three forms- Attendance setup, Leave sanction authority and Action against defaulters.
- 1.4) In Attendance setup form, fill the starting year, select the rules for employee attendance for the year you mention in starting year. Click the “Save” button.
- 1.5) In Leave sanction authority, select the leave name and leave up to in leave sanction then click “Add” button, it will add in pay roll setup whereas in leave conversion, select the leaves which have to be converted to another leave and then click to add to the grid. Click the “Save” button.

- 1.6) In Action against defaulters, select the options according to the requirements of the college for attendance and leave. Click the “Save” button.

SIMWEB

EMPLOYEE MODULE

PAYROLL SETUP

Employee

News
News Content

Description
Employee Description

Quick Links

Transactional Populate Master Others

Attendance Authentication	Opening Remaining Leaves	Designation
Attendance Daily Entry	Salary Calculation	List of Holidays
Attendance Monthly Entry	Salary Calculation(Manual Entry)	Packages Definition
Employee Official Data Change	Employee Entry	Payroll Setup
Employee Professional Detail	Employee Investment	Salary Package
Leave Apply	Department	TDS Setup
Leave Sanction		

3

Attendance Setup

Leave Sanction Authority

Action Against Defaulters

Attendance Setup

Leave Sanction Authority

Action Against Defaulters

Starting Year 2013

Consider holiday as Leave if they come under Normal Leave Period(ie .CL)

Consider holiday as Leave if they come under Medical Leave Period(ie.ML)

Calculate payroll without authenticating System task

Authenticate Modification Done by Authority

Provision for Compensatory leave

Fresh Compensatory Leaves

Substitute Required For Leave

Hierarchy Required For Leave Sanction

Deploy Employee Login Security(Leave)

Attendance With Time Table

Leave San./App. Depend On Famed Total Leave

Card if employee absent for no of days 0

Working Hours Compulsion(in case of timely Leaves)

No Restriction (Breaks Allowed)

Continuous Working Hours

Mark Outtime Automatically(if employee Skip)

Set Late Counter to zero after penalizing(if applicable)

Scan Attendance From File

Disable Keyboard while Marking attendance

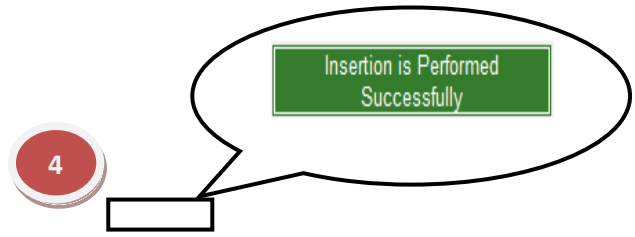
Apply Back Date Restriction When Applying Leave
No. Of Days 10

Apply Future Date Restriction When Applying Leave
No. Of Days 20

Point wise Attendance

Salary Report Footer

Deduct leave Automatically while salary calculation from
Earned
Total Leave(p.a)



Attendance Setup | **Leave Sanction Authority** | Action Against Defaulters

Leave Sanction

Leave Names:

Leave From: Leave To:

Payroll setup

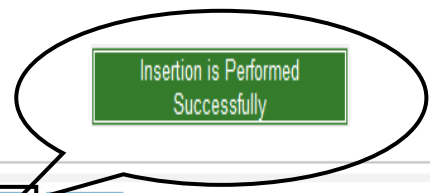
S.No.	Leave Name	Leave From	Leave To	Time From	Time To	Level Name
1	CL	1	2			Level 1
2	CL	3	4			Level 2
3	CL	5	10			Level 3
4	HDL	0	0	00:00:00	02:00:00	Level 1
5	HDL	0	0	02:00:00	04:00:00	Level 2
6	LA	1	5			Level 1

Leave Conversion

X No.Of: Leave: = Y No. of: Leave:

Attendance

SNo.	Leave No From	Leave Name	Formula	Leave No To	Leave Name
1	1	CL	=	2	HDL
2	1	HDL	=	2	SCL
3	1	SCL	=	1	Sho



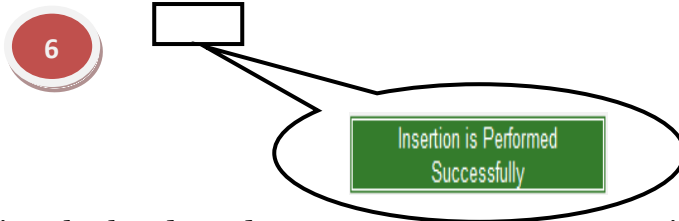
Attendance Setup | Leave Sanction Authority | **Action Against Defaulters**

Action Against

If no. of lates exceeds the limit	<input checked="" type="radio"/> Mark Absent for <input type="text" value="4"/> Days: <input type="radio"/> Deduct Leave For <input type="text" value="1"/> Days:	<input type="radio"/> Take no Action
Absent Without information	<input type="radio"/> Mark Absent for <input type="text" value="1"/> Days: <input checked="" type="radio"/> Deduct Leave For <input type="text" value="3"/> Days:	<input type="radio"/> Take no Action
Going out without Applying Timely Leave	<input type="radio"/> Mark Absent for <input type="text" value="1"/> Days: <input type="radio"/> Deduct Leave For <input type="text" value="1"/> Days:	<input checked="" type="radio"/> Take no Action
Late After Applying Timely Leave	<input type="radio"/> Mark Absent for <input type="text" value="1"/> Days: <input type="radio"/> Deduct Leave For <input type="text" value="1"/> Days:	<input checked="" type="radio"/> Take no Action
Marking Attendance after last in time entry	<input type="radio"/> Mark Absent for <input type="text" value="1"/> Days: <input type="radio"/> Deduct Leave For <input type="text" value="1"/> Days:	<input checked="" type="radio"/> Take no Action
Employess not Marking Outtime	<input type="radio"/> Mark Absent for <input type="text" value="1"/> Days: <input type="radio"/> Deduct Leave For <input type="text" value="1"/> Days:	<input checked="" type="radio"/> Take no Action

Leave Deduction Order

- Full Casual Leave
- Half Casual Leave
- Half Leave Without Pay
- leave1
- Leave2
- Restricted Holiday
- Short Casual Leave
- Short Leave (2 Hrs.)
- Short Leave(1 Hrs)
- Sick Leave
- Summer Vacation
- WEEK OFF LEAVE
- ...



3.18) Salary Package:

Purpose: In this form we define the heads and amounts and employee receives as part of his salary.

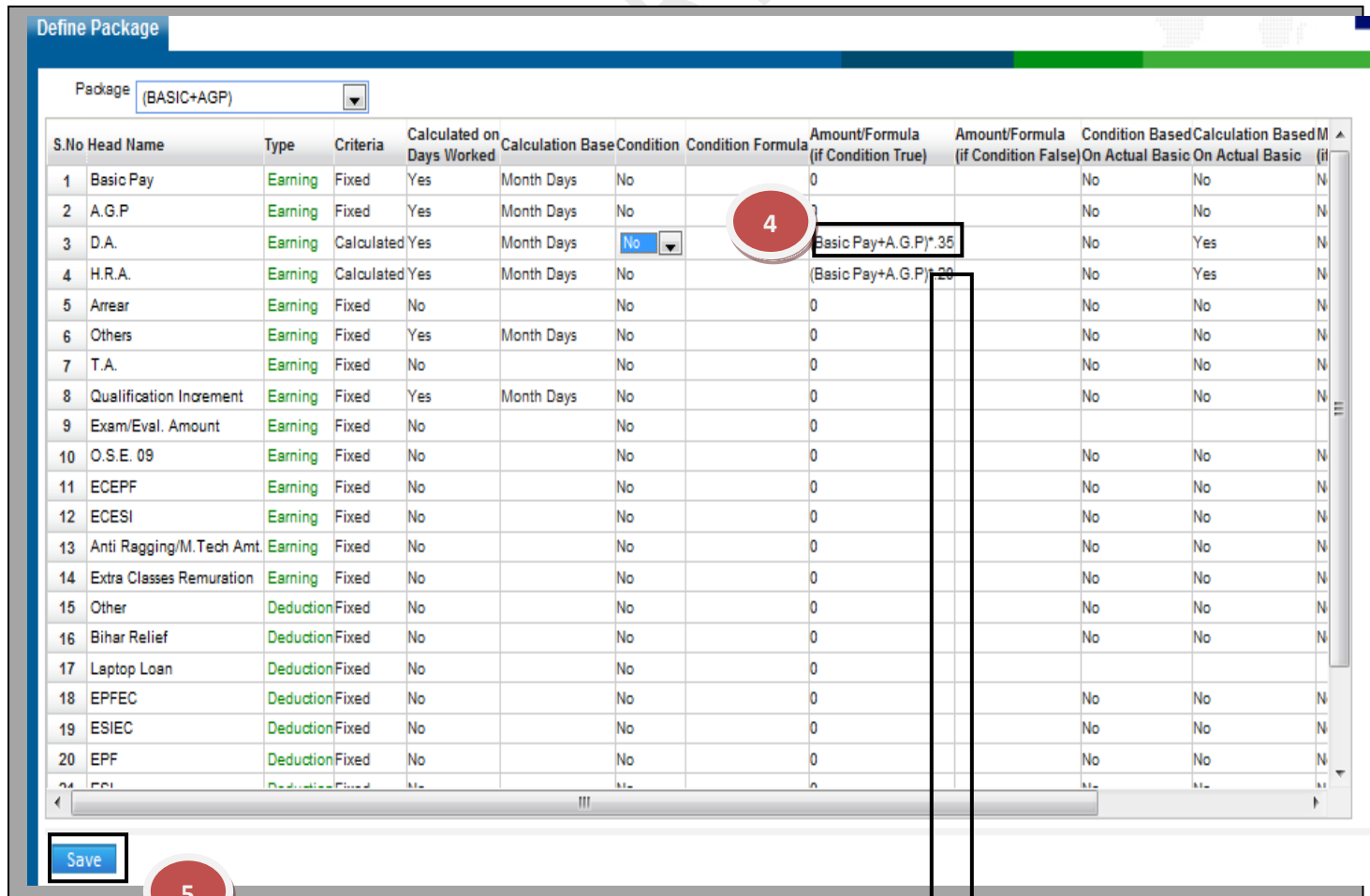
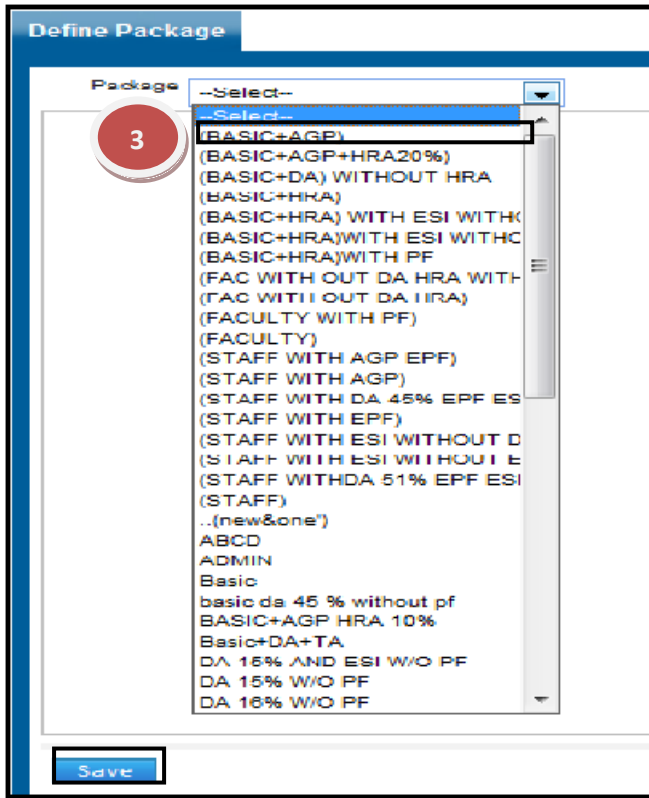
Procedure:

- 1.1) Go to the “EMPLOYEE” module.
- 1.2) Select the “SALARY PACKAGE” form.
- 1.3) Select the package name.
- 1.4) List will appear, fill the requirements accordingly.
- 1.5) Click the “Save” Button.



The screenshot shows the SIMWEB interface with the following elements:

- Navigation Bar:** Finance, Admin, Employee (selected), Fee, Hostel, Inventory, Library, Mess, Student, Transport, Utilities.
- Employee Module:**
 - Employee:** News (News Content), Description (Employee Description).
 - Quick Links:**
 - Attendance Authentication
 - Attendance Daily Entry
 - Attendance Monthly Entry
 - Employee Official Data Change
 - Employee Professional Detail
 - Leave Apply
 - Opening Remaining Leaves
 - Salary Calculation
 - Salary Calculation(Manual Entry)
 - Employee Entry
 - Employee Investment
 - Department
 - Designation
 - List of Holidays
 - Packages Definition
 - Payroll Setup
 - Salary Package** (highlighted)
 - TCS Setup



3.19) TDS setup:

Purpose: At the beginning of every financial year it is mandatory for everyone to submit a savings plan (If applicable) for the current financial year based on which tax is deducted at source from the employee's salary. This is where the employee declares his liabilities and financials.

Procedure:

- 1.1) Go to the “**EMPLOYEE**” module.
- 1.2) Select the “**TDS SETUP**” form.
- 1.3) Click the “New Entry” button.
- 1.4) Select the Financial year and type, list will appear in Tax slab fill the amount accordingly. We can also select the heads for tax computation.
- 1.5) Click the “Save” Button.



[New Entry](#) [Edit](#) [Delete](#) [Investment Master](#)

Tax Formula

Financial Year: 2013-14
Type: Male

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S.No.	Income Amount From	Income Amount To	Criteria	Amount(%)
1	0	20000	Percentage	2
2	20001	50000	Percentage	10
3	50001	100000000	Percentage	20

Heads for Tax Computation

S.No.	Select	Head Name	Head Type
1	<input checked="" type="checkbox"/>	extra pay	Bonus
2	<input type="checkbox"/>	Other	Deduction
3	<input type="checkbox"/>	Biher Relief	Deduction
4	<input type="checkbox"/>	Laptop Loan	Deduction
5	<input type="checkbox"/>	EMEC	Deduction
6	<input type="checkbox"/>	ES EC	Deduction
7	<input type="checkbox"/>	PF	Deduction
8	<input type="checkbox"/>	ES	Deduction
9	<input type="checkbox"/>	Advance	Deduction
10	<input checked="" type="checkbox"/>	FR Rent	Deduction
11	<input type="checkbox"/>	TDS Testing	Deduction
12	<input checked="" type="checkbox"/>	Basic Pay	Earning

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[Save](#) [Cancel](#)

TDS Record has been Updated successfully

PROPRIETARY MATERIAL