

ZIACPAY - PAYROLL MANAGEMENT SOFTWARE

WHAT ARE COMPONENTS?

Components are the Payroll Components of the salary package such as allowances, deductions, adhoc allowances, adhoc deductions, reimbursements, etc. The user can define the component as required by the company policy. The software comes with built-in regular and statutory pay components such as D A, H R A, CONVEYANCE, P F, E S I, INCOME TAX, OVERTIME PAY, OT HOURS, MEDICAL REIMBURSEMENTS, D A ARREARS, H R A ARREARS etc

WHAT IS CALC ORDER?

Calc Order is the order in which the pay component should be calculated. Usually the order begins with Allowances and then the Statutory Deductions and other deductions. Here the order is also useful for a component calculation which is dependend on another component (ex: if H R A is 40% of BASIC PAY + D A, then the calc order should be 1-BASIC PAY, 2-D A nd 3-H R A)

WHAT IS GROUP STRUCTURE?

Common Allowances / Deductions with same calculation format for a particular group of employees can be defined here. However this calculation can be over ruled for any of the employee(s) in the group while defining their pay structure.

WHERE SHOULD I ENTER AN EMPLOYEE PAY STRUCTURE?

The employee Pay Structure of Allowances and Deductions are defined in Masters - Employee - Alw/Ded

WHAT IS "DATE FROM" IN THE ALW/DED OF EMPLOYEE?

The effective date of the Allowance / Deduction for the Employee is mentioned. It is recommended to have same date to all the allowances / deductions of the employee which can be the employee Date of Joining.

WHERE SHOULD I ENTER INSURANCES?

If the employee insurances are deducted by the company then the insurance is to be entered under Employee - Insurance. These insurances deducted will appear both in the pay slip and also included for INCOME TAX calculations.

If the employee insurances are not deducted by the company but paid outside by the employee then these insurance details are to be entered under Employee - Savings, which will be included for INCOME TAX calculations only.

HOW TO HOLD AN EMPLOYEE SALARY?

Before generation of the pay slips, under employee personal information, untick the salary option. This means the employee is Active but salary is On Hold. Salary can be processed, pay slip will be generated for the employee but not in Bank Transfer list. The employee salary will be listed under cheque payees, this way the salary can be withheld.