

PAYROLL MANAGEMENT

1.1 Payroll Process Introduction

1.2 Salary Components (Breakups)

I. Fixed Earning Components

II. Variable/Supplementary Salary Components

III. Other Benefit Components

IV. Statutory Compliance Components

V. Other Deduction Components

1.3 Attendance Collections

1.4 Leave Track Maintenance

1.5 Receiving Additional Salary Inputs

1.6 New Joinee and Exit Salary Process (Full & Final Settlement)

1.7 Validating the Inputs (Cross Checks)

1.8 Employee Database Maintenance

1.9 Calculating Payable days & Earnings

1.10 Statutory Compliance

I. Minimum Wages

II. PF

III. ESIC IV. PT

V. TDS VI. LWF

1.11 Income Tax Calculation

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1.12 IT Exceptions

1.13 Gratuity Calculation

1.14 Salary Registers Preparation

1.15 Invoice Generation

1.16 Salary Distributions

1.17 Generating Pay Slips/Salary Slips

1.18 Statutory FORMS

1.19 Record Maintain/MIS Reports