



India's First HR Company Listed on **NSE - Emerge**

ApHusys Payroll Process Flow Document

• Our Vision

“Enabling People”

• Our Mission

“We enable organizations to transform lives by providing effective solutions to manage people”



- Purpose
- Assumptions
- Configuration Steps
- Payroll Generation

The purpose of this document is to detail steps related to ApHusys Payroll process. This comprises activities related to configuration and payroll generation. They are

- Configuration
- Payroll Generation and
- Payroll Reports

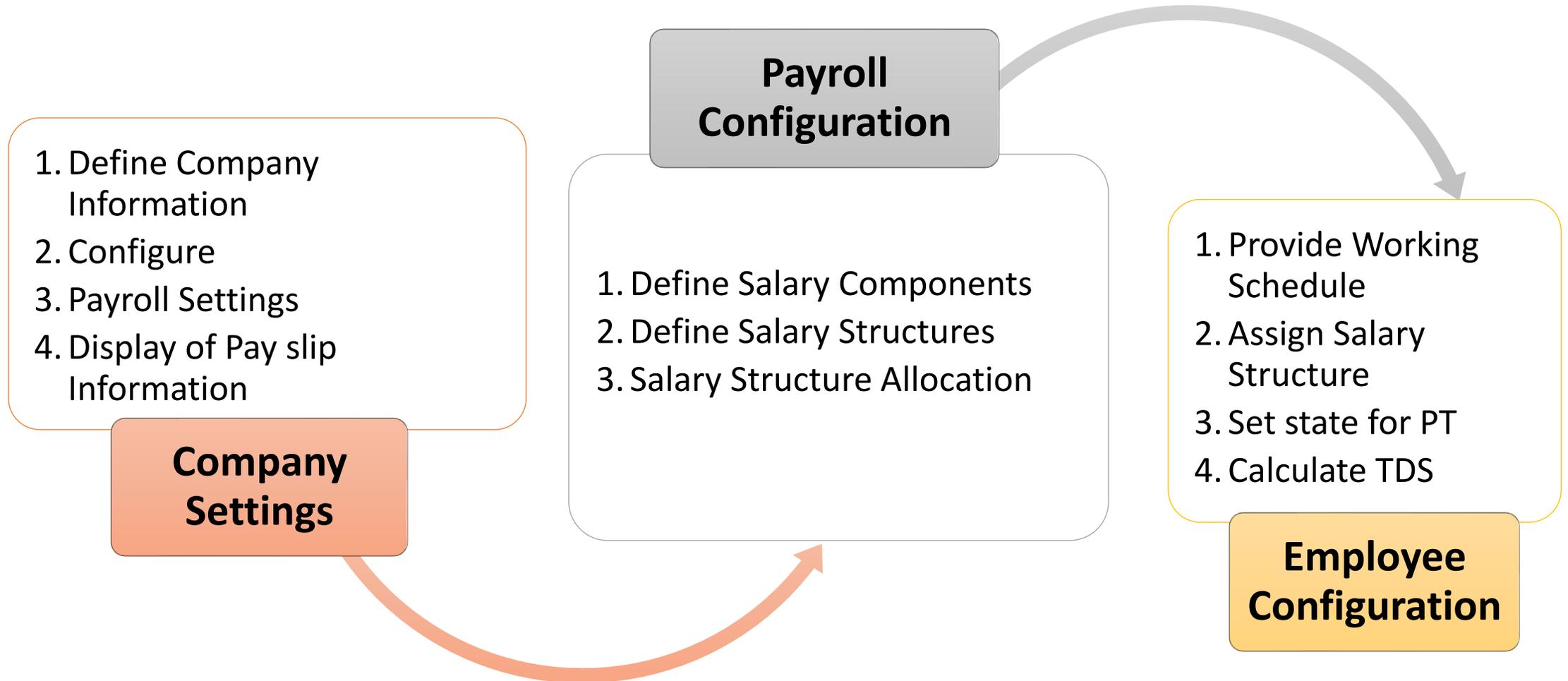
The intended audience for this presentation are:

- Accounts/HR function resources who manage payroll activities
- ApHusys Implementation/training teams

It is assumed that users of this presentation are

- Familiar with usage of PC, Laptop, Smart Phone, etc.
- Exposed to web and ecommerce applications
- Aware of cloud and cloud applications
- Undergone demo/training on ApHusys

<i>Abbreviation</i>	Explanation
<i>PT</i>	Professional Tax
<i>TDS</i>	Tax Deducted at Source
<i>IT</i>	Income Tax
<i>ESI</i>	Employees' State Insurance



Step 1

1. Provide General Company Information:

Path: Settings -> Action -> Company -> General Information, Configuration

The basic company details, company bank account information is to be given here.

Apart from the Login page and Company logo, the logo to be reflected on all the Reports such as Pay Slips, Pay sheet, Bank Advice etc. can be provided at 'Reports Image'





Search...







General Information

Configuration

Recruitment Configuration

Report Configuration

Subscription Details

MSA Details

Login Page Logo



Address

8-4-52
Old Delhi-Gurgaon Road,khi
New Delhi
National Capital Territory-Delhi
India
110037

Company Tagline

Website <http://www.husys.net>

Package Type

Maximum Users 200

Maximum Signin Users 200

Reports Image



Phone 011-30212000 / 66598800

Fax

Email customercare@demo.in

Tax ID

Company Registry

Company PF Number 34223423545

Company ESIC Number 2345235364576

PAN Number AB7YGS

TAN number TB69BN9223

GST Number : admin

Bank Accounts

Account Number	Bank Name	Display on Reports	Account Owner
7561231232123	HDFC Bank	<input type="checkbox"/>	A Arunkumar

Next step is to **Configure** the payroll settings

Step 2

2. Configure Payroll Settings:

Path: *Settings -> Action -> Company -> Configuration*

a) Payroll Settings: All the company level payroll settings which includes Pay Start day, Pay End Day, Include weekends in payroll, Attendance Paid Days must be given here. Default salary structure for all the employees can also be set.

Payroll

Pay Slip Template	Payslip Report Details ▼	Monthly days calculation for LOP	No. of Working Days ▼
Default Salary Structure	▼	Attendance paid days	Calendar Days ▼
Compensation Type	Cost to Company	Leaves To Be Considered	In Approved State ▼
Enter the Pay start day	<input type="text" value="1"/>	Leaves Tense	Future Leaves ▼
Enter the Pay end day	<input type="text" value="31"/>	Considered Leave Date	Approved Date ▼
Payroll Dependent on Attendance	<input checked="" type="checkbox"/>		
Include Week Ends in Payroll	<input checked="" type="checkbox"/>		

b) Display pay slip Information:

Display payslip Information

Display Leave Information

Display Leave Types

Display Earnings

Display Deductions

Display Total Earnings and Deductions

Display Company Contributions

Position Of Company Logo on Payslip

Position Of Company Address on Payslip

Include Entitled Values in

Display Payslip Amount in Words as

Display Payslip Amount In Decimal as

Display Paysheet Amount In Decimal as

Personal Information Details on Payslip

Department Designation Work Location Band Level Gender Date of Joining PAN Card No Bank Name Bank Account no

The following Pay slip settings can be given here:

- **Payslip Information** - The display of information on pay slip like Personal Details, Earnings, Leaves, Deductions, Annual Tax information can be selected here.
- **Position of Company Logo & Address** - You can choose the alignment (Left, Middle, Right) of the Company Logo and Address on the Pay Slip
- **Include Entitles Values in** - Display of Entitled (Actual) values in Payslip / PaySheet / Both can be chosen
- **Display Payslip amount in words as** - The format of the Net amount displayed in words can be chosen
- **Personal Information Details on Payslip** - Facility to choose the required Employee Master fields to be displayed on Payslip is provided here.

Step 1

Define Salary Components:

Path: Payroll -> Configuration -> Salary Components

Pay components such as BASIC, HRA etc. are defined here. Click on 'Create' to get the respective page.

In this, the salary component name and the category, the code (e.g. Basic - BASIC), sequence, 'Appears in pay slip' and 'Appear on Pay sheet' option are the details to be given.

'General' tab: Give the Conditions such as Salary range to be considered, Computation type.

Dashboard

Payroll

Recruitment

Employee Data

Attendance & Leave

Performance Management

Projects & Timesheets

Master Configuration

Claims

Communication

Training

Settings

Salary Components > Basic

Save or Discard

5/25 << < > >> ≡ □

Name: Basic

Category: Basic

Code: BASIC

Country: India

Sequence: 2

Active:

Appears on Payslip:

Appears on Paysheet:

General Inputs Description Salary Types

Conditions

Condition Based on: Always True

Computation

Amount Type: Formula

Round To: []

Formula: $(GROSS/payslip.monthly_lop_days)*(worked_days.WORK100.number_of_days-worked_days.LOP.number_of_days)$

- **'Inputs' tab:** The inputs (Variable or fixed every pay period) by clicking on this.

Description	Code	Input Type
TDS	TDS	Variable
Add an item		<input type="text" value="Variable"/> <input type="text" value="Fixed Every Pay Period"/>

- **'Salary Types' tab:** Additional details such as considering the component for Professional Tax, one time component, Ignore for Tax etc. can be given here by checking against the respective condition

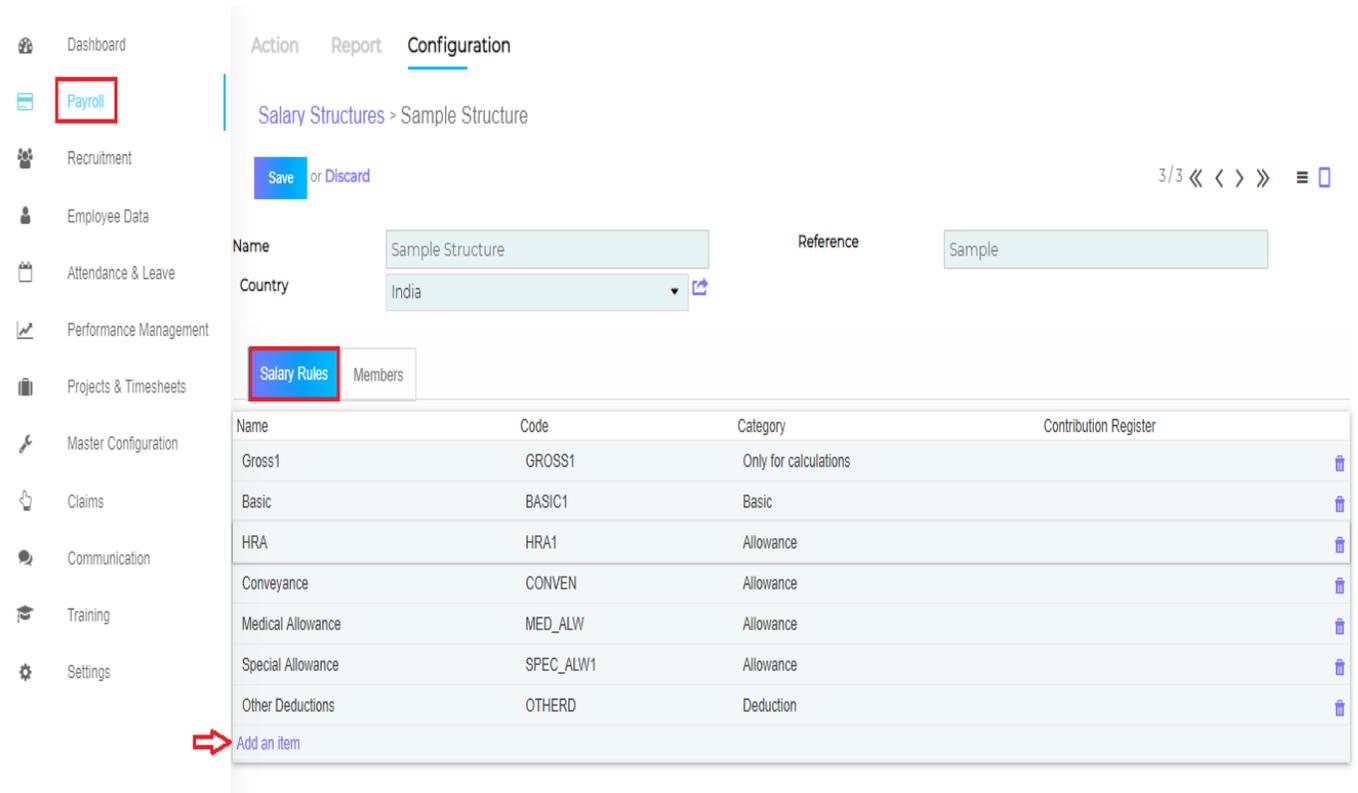
General	Inputs	Description	Salary Types
			<p>Is this One time? <input type="checkbox"/></p> <p>Ignore for Tax <input type="checkbox"/></p> <p>Paid to employee <input checked="" type="checkbox"/></p> <p>Liability <input type="checkbox"/></p> <p>Is this Basic component <input type="checkbox"/></p> <p>Consider as Basic in PF <input type="checkbox"/></p> <p>Is this HRA <input type="checkbox"/></p> <p>Is this a CTC component <input checked="" type="checkbox"/></p> <p>Is this an Encashment component <input type="checkbox"/></p> <p>Consider this for Professional Tax <input checked="" type="checkbox"/></p> <p>Consider as TDS <input checked="" type="checkbox"/></p> <p>Tax Deduction Type <input type="text"/></p> <p>Is this a Tax Exemption Component <input type="checkbox"/></p>

Step 2

Create Salary Structures:

Path: Payroll -> Configuration -> Salary Structures

Different Salary Structure can be created based on the organization policy. Click on 'Create' to get the page:



The screenshot shows the 'Payroll' configuration page in HUSYS. The 'Payroll' menu item is highlighted in the left sidebar. The main content area shows the 'Salary Structures' configuration for a 'Sample Structure'. The 'Name' field is set to 'Sample Structure' and the 'Reference' field is set to 'Sample'. The 'Country' is set to 'India'. Below these fields, there are two tabs: 'Salary Rules' (highlighted with a red box) and 'Members'. The 'Salary Rules' tab is active, displaying a table of salary components:

Name	Code	Category	Contribution Register
Gross1	GROSS1	Only for calculations	
Basic	BASIC1	Basic	
HRA	HRA1	Allowance	
Conveyance	CONVEN	Allowance	
Medical Allowance	MED_ALW	Allowance	
Special Allowance	SPEC_ALW1	Allowance	
Other Deductions	OTHERD	Deduction	

At the bottom of the table, there is a red arrow pointing to an 'Add an item' link.

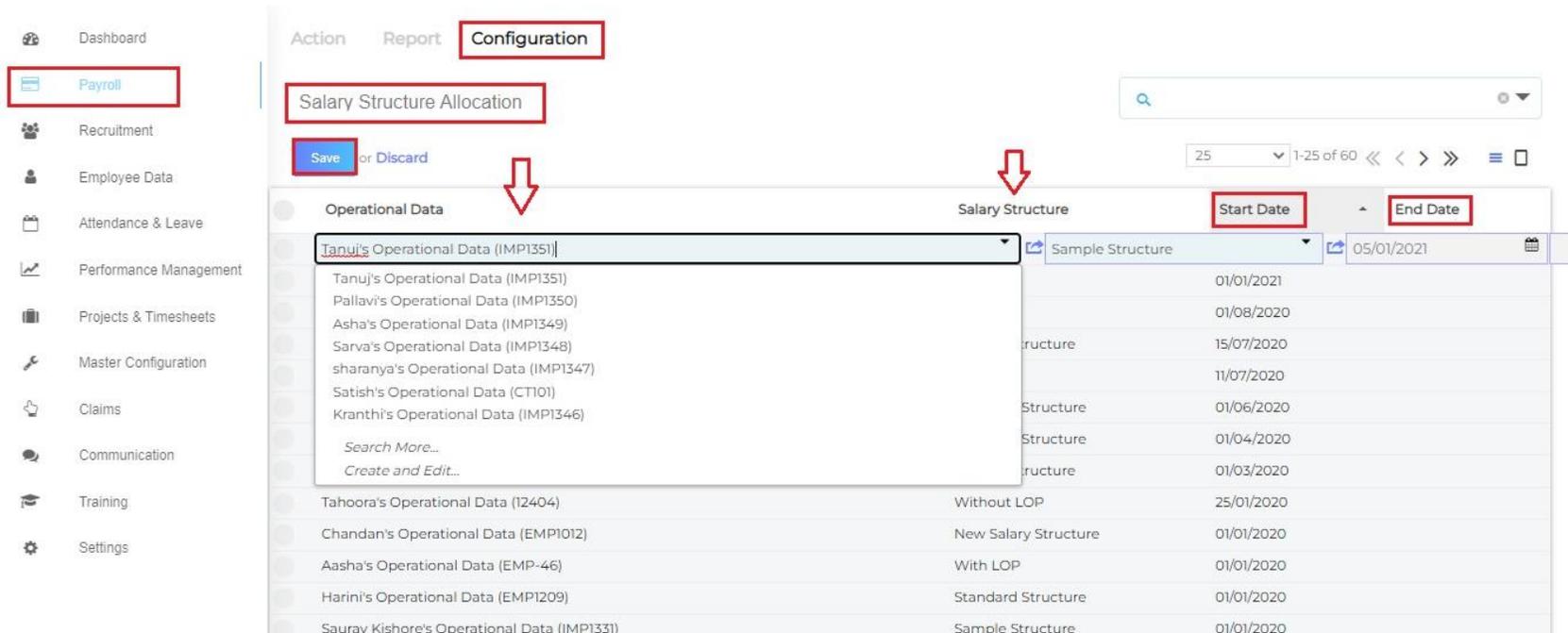
Give the structure name in 'Name field', reference name and click on **add an item** in 'Salary Rules' to get the salary components and select the required components in this Structure. Click on 'Save'.

Step 3

Assign Salary Structure Allocation :

Path: Payroll -> Configuration -> Salary Structure Allocation

Salary Structures created is assigned to the employees here with the specific period. Click on 'Create' in the Salary Structure Allocation to get the following page:



The screenshot displays the 'Salary Structure Allocation' configuration page. On the left, a sidebar menu has 'Payroll' highlighted. The main content area has a 'Configuration' tab selected. Below the tab, there are 'Save' and 'or Discard' buttons. A dropdown menu for 'Operational Data' is open, showing a list of employees including Tanuj's, Pallavi's, Asha's, Sarva's, sharanya's, Satish's, and Kranthi's. Another dropdown menu for 'Salary Structure' is open, showing 'Sample Structure'. The table below lists the assignments with columns for 'Operational Data', 'Salary Structure', 'Start Date', and 'End Date'. Red boxes and arrows point to these specific elements.

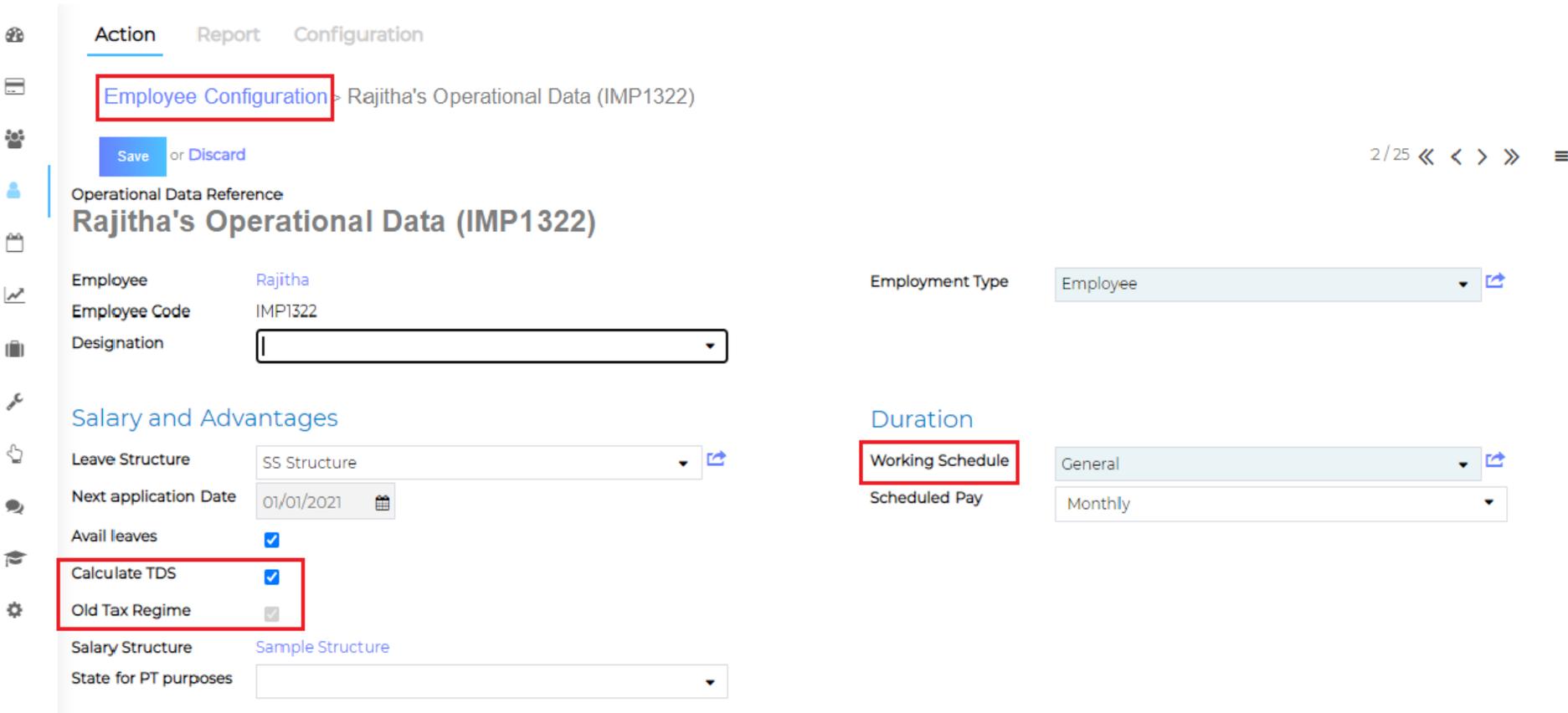
Operational Data	Salary Structure	Start Date	End Date
Tanuj's Operational Data (IMP1351)	Sample Structure	01/01/2021	05/01/2021
Tanuj's Operational Data (IMP1351)		01/08/2020	
Pallavi's Operational Data (IMP1350)		15/07/2020	
Asha's Operational Data (IMP1349)		11/07/2020	
Sarva's Operational Data (IMP1348)	Structure	01/06/2020	
sharanya's Operational Data (IMP1347)	Structure	01/04/2020	
Satish's Operational Data (CT101)	Structure	01/03/2020	
Kranthi's Operational Data (IMP1346)			
Tahoor's Operational Data (I2404)	Without LOP	25/01/2020	
Chandan's Operational Data (EMP1012)	New Salary Structure	01/01/2020	
Aasha's Operational Data (EMP-46)	With LOP	01/01/2020	
Harini's Operational Data (EMP1209)	Standard Structure	01/01/2020	
Saurav Kishore's Operational Data (IMP1331)	Sample Structure	01/01/2020	

Employee Configuration:

Path: Employee Data -> Action -> Employee Configuration

Structure assignment can also be done through Employee Configuration, along with the other details such as State for PT, Calculate TDS (for Auto TDS) and Working Schedule.

Based on the Tax Regime selection from Investment Declaration screen the Tax name reflects in the Employee configuration screen and the payroll.



The screenshot displays the 'Employee Configuration' screen for 'Rajitha's Operational Data (IMP1322)'. The interface includes a navigation menu on the left, a top bar with 'Action', 'Report', and 'Configuration' tabs, and a main content area. The 'Employee Configuration' tab is selected and highlighted with a red box. Below the title, there are 'Save' and 'Discard' buttons. The main content area is divided into several sections: 'Operational Data Reference' (Rajitha's Operational Data (IMP1322)), 'Employee' details (Employee: Rajitha, Employee Code: IMP1322, Designation: empty dropdown), 'Salary and Advantages' (Leave Structure: SS Structure, Next application Date: 01/01/2021, Avail leaves: checked, Calculate TDS: checked, Old Tax Regime: checked, Salary Structure: Sample Structure, State for PT purposes: empty dropdown), 'Employment Type' (Employee), 'Duration' (Working Schedule: General, Scheduled Pay: Monthly), and '2/25' page navigation. The 'Calculate TDS', 'Old Tax Regime', and 'Working Schedule' options are highlighted with red boxes.

Steps to be followed for payroll processing:

- New Joinees / Exits
- Salary Revisions
- Updation / Verification of fixed salary components (CTC, Gross,..)
- Updation of monthly variable inputs (Incentive, Bonus,..)
- Clear all pending leave applications
- Updation of attendance (Loss of Pay, Leave, Half days) if any
- Final payroll processing

Step 1

(If there are no new joinees/exits in that month then skip to next step)

Update New Joinees:

How can HR create a new User?

To create a new User, follow the below path:

Settings -> Action -> User -> Create (enter the required details) -> Save

How can HR create a new Employee data?

To create a new employee, follow the below path:

Employee data -> Action-> Employee Data -> Create (enter the required details) -> Save

How can HR allocate operational information to an employee?

To assign the Leave Structure, Salary Structure, Work Schedule, Professional Tax location, follow the path: **Employee data -> Action-> Employee Configuration -> Select the respective record -> Edit -> Provide the required details -> Save**

How can HR update/modify/change existing employee details?

To update existing employee details by following the below steps:

Path: **Employee data -> Action-> Employee Data-> select the respective employee record -> Edit (update the details) -> Save**

Exit Employee:

How can HR mark an exit of the employee (Relieving)?

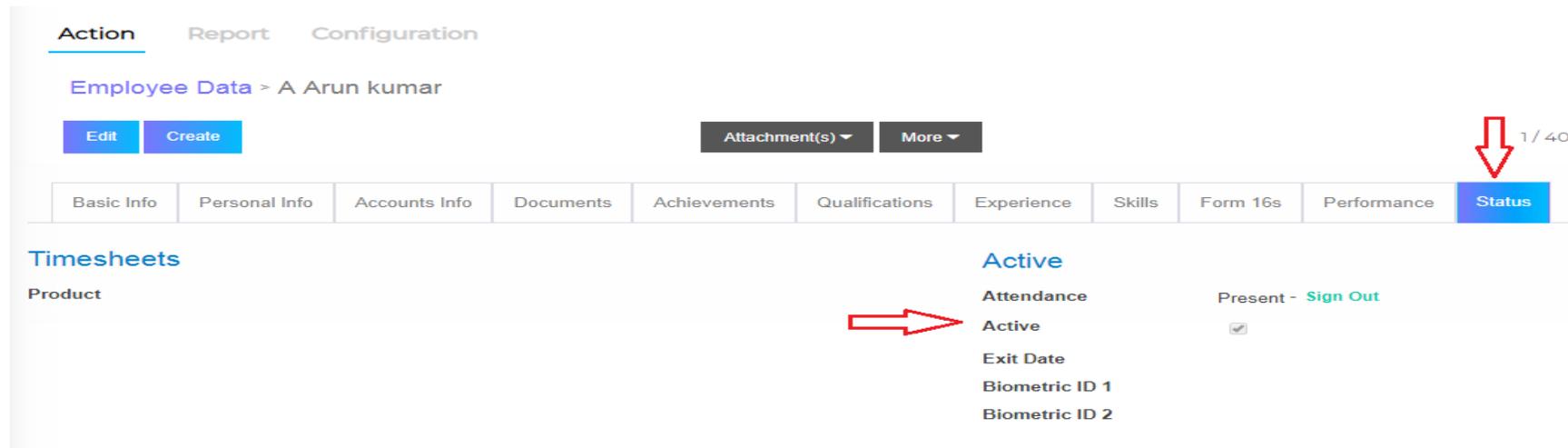
HR needs to provide exit date of the employee by following the below path:

Employee data -> Action-> Employee Data-> open the respective employee record -> Status -> Exit Date (you can give the exit date of that employee)

❑ **How can HR make an exited employee record inactive?**

To make an employee record inactive, It might be used after completion of all exit activities, follow the below path:

- **Employee data -> Action-> Employee Data-> Open the respective employee record -> Status -> Active (uncheck the box).**



❑ **Can HR process the payroll for the inactive employees?**

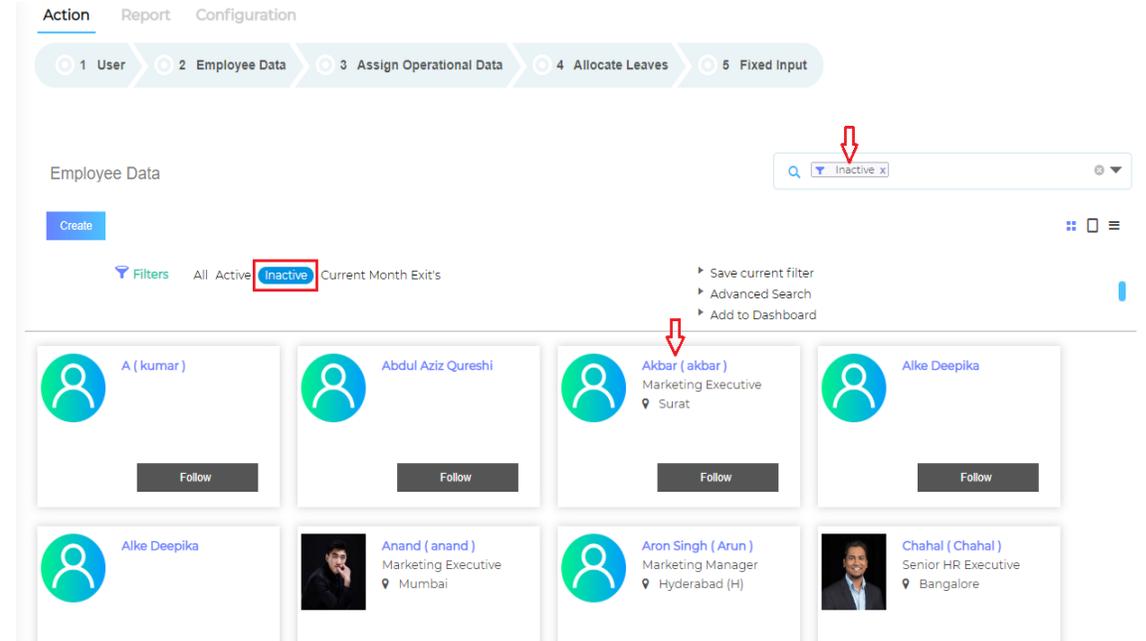
No. Payroll can be processed for only the active employees.

❑ How can the HR access the inactive employee records?

To get access to the inactive employee data, follow the below path:

Employee Data -> Action -> Search tab (top right) -> Advance Search (downward arrow) -> Filters -> Click on Inactive, you'll get the list of all the inactive employees.

Incase if you want to Active again, please select Active and unselect Inactive group by option.



The screenshot displays the 'Employee Data' section of the HUSYS application. At the top, there are navigation tabs: 'Action', 'Report', and 'Configuration'. Below these are five numbered steps: 1 User, 2 Employee Data, 3 Assign Operational Data, 4 Allocate Leaves, and 5 Fixed Input. The 'Employee Data' section includes a 'Create' button and a search bar with a dropdown menu set to 'Inactive x'. A red arrow points to this search bar. Below the search bar, there are filter options: 'All', 'Active', and 'Inactive' (highlighted with a red box), and 'Current Month Exit's'. A 'Filters' icon is also present. To the right of the filters, there are options to 'Save current filter', 'Advanced Search', and 'Add to Dashboard'. The main content area shows a grid of employee profiles, each with a 'Follow' button. A red arrow points to the profile of 'Akbar (akbar)', a Marketing Executive in Surat. Other profiles include A (kumar), Abdul Aziz Qureshi, Alke Deepika, Anand (anand), Aron Singh (Arun), and Chahal (Chahal).

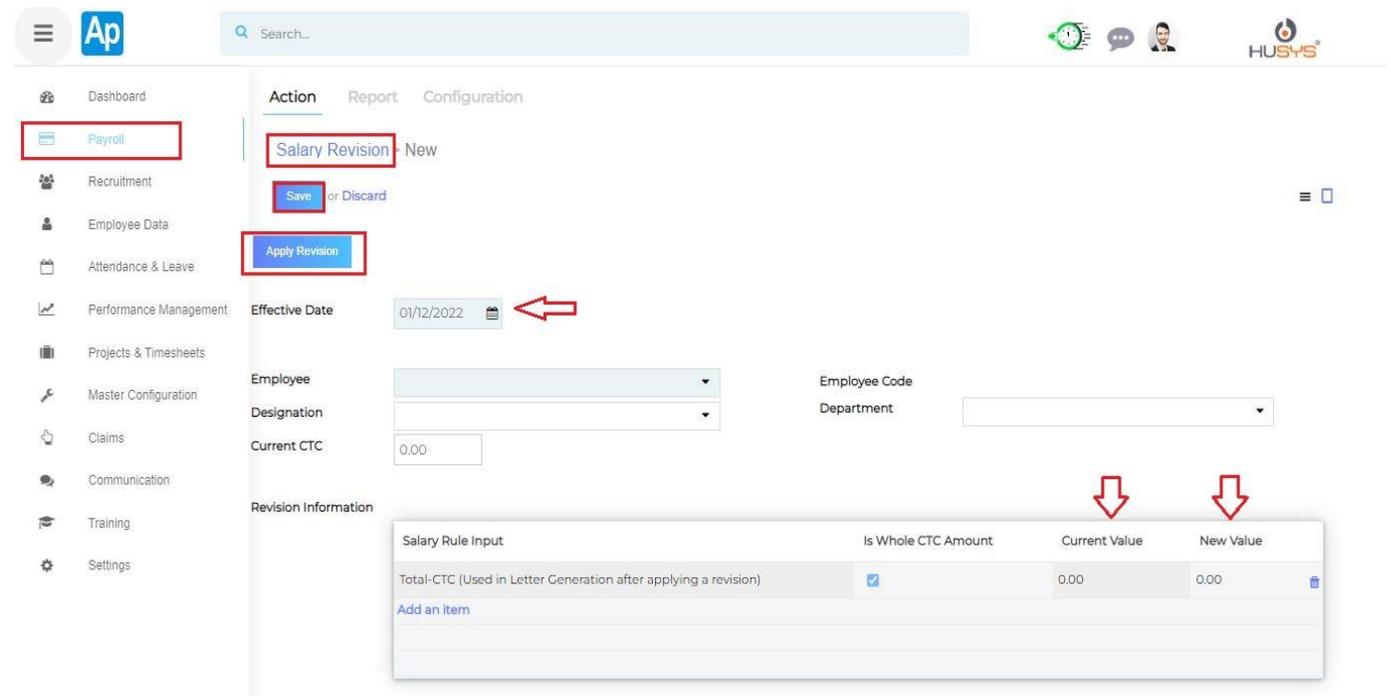
Step 2

Salary Revision:

Path: Payroll -> Action -> Salary Revision

In case of any revision in any of the employee's salary, the revised amounts can be updated here

In this page 'Effective date' indicates the date from which the salary revision should be applied. Selecting the employee from the 'Employee' drop down would display the current salary inputs. Click on 'Apply Revision' to update the new amounts to be applied to the mentioned employee



The screenshot shows the 'Salary Revision - New' form in the HUSYS application. The sidebar on the left has 'Payroll' highlighted. The main form has 'Salary Revision - New' at the top with 'Save' and 'Discard' buttons. Below that is an 'Apply Revision' button. The 'Effective Date' field is set to 01/12/2022. The 'Employee' and 'Designation' dropdowns are empty. The 'Current CTC' field contains 0.00. The 'Revision Information' table has columns for 'Salary Rule Input', 'Is Whole CTC Amount', 'Current Value', and 'New Value'. A row for 'Total-CTC' shows 0.00 for both current and new values. Red arrows point to the 'Current Value' and 'New Value' columns.

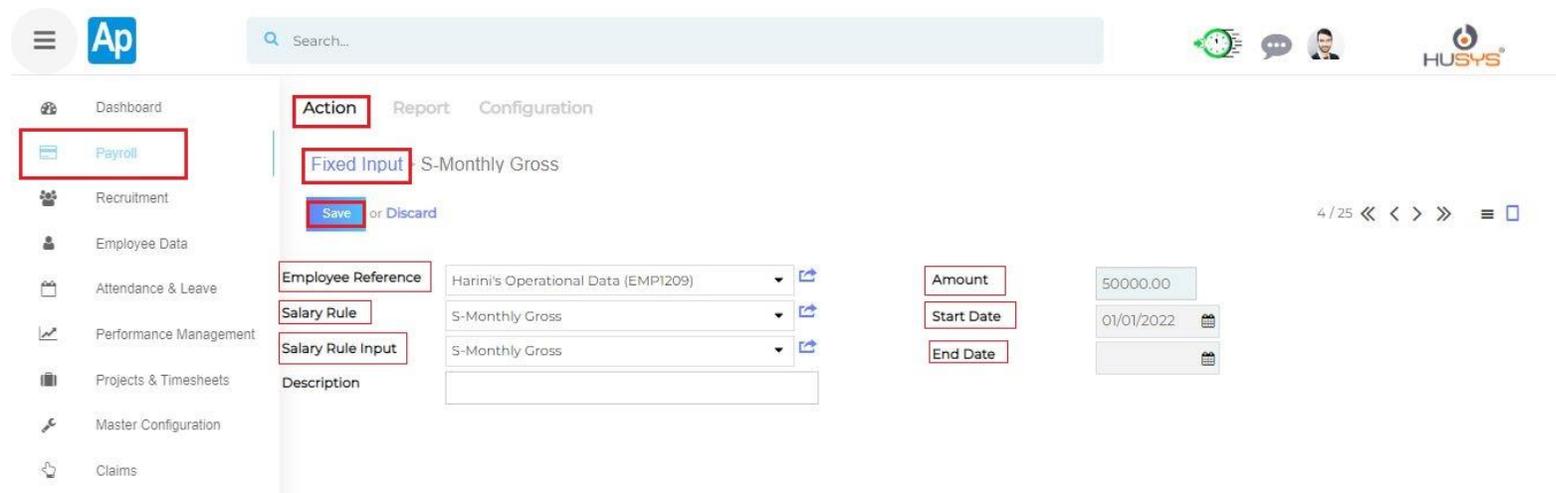
Salary Rule Input	Is Whole CTC Amount	Current Value	New Value
Total-CTC (Used in Letter Generation after applying a revision)	<input checked="" type="checkbox"/>	0.00	0.00
Add an item			

Step 3

Fixed Inputs:

Path: Payroll -> Action -> Fixed inputs

Give the input amounts for the **fixed components** (For ex: Gross, Basic, etc) here. Click on **'Create'** to get the following page. This will help for both verification & updation of all the fixed components



Give the details employee details in **'Employee Reference'** along with the **'Start date'**. The salary component details have to be given in the **'Salary Rule'** and **'Salary Rule Input'**.

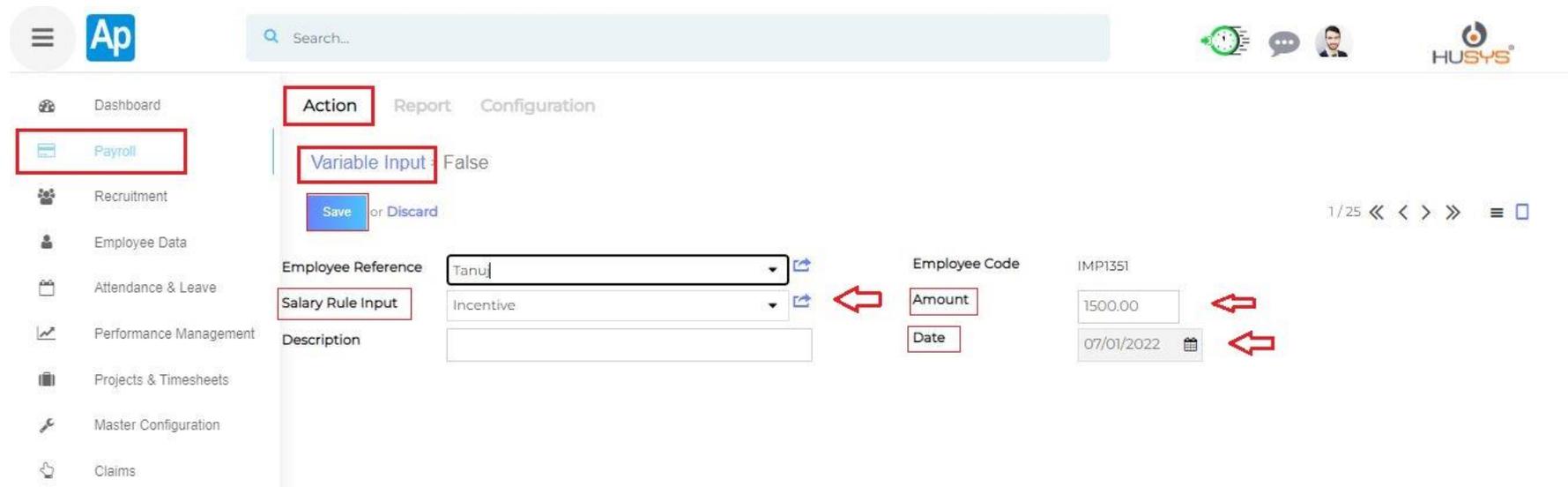
To modify / update an existing amount, click open the record -> **Edit** -> **Save**

Step 4

Variable Input:

Path: Payroll -> Action -> Variable Input

The input amounts for the **variable components** (For ex: Incentives, Adjustments etc.) is given here. Click on 'Create' to get the following page.



The screenshot shows the 'Variable Input' configuration page in the HUSYS software. The page is titled 'Action' and has tabs for 'Report' and 'Configuration'. The 'Variable Input' checkbox is checked. The 'Employee Reference' dropdown is set to 'Tanuj'. The 'Salary Rule Input' dropdown is set to 'Incentive'. The 'Employee Code' is 'IMP1351'. The 'Amount' is '1500.00' and the 'Date' is '07/01/2022'. Red arrows point to the 'Amount' and 'Date' fields.

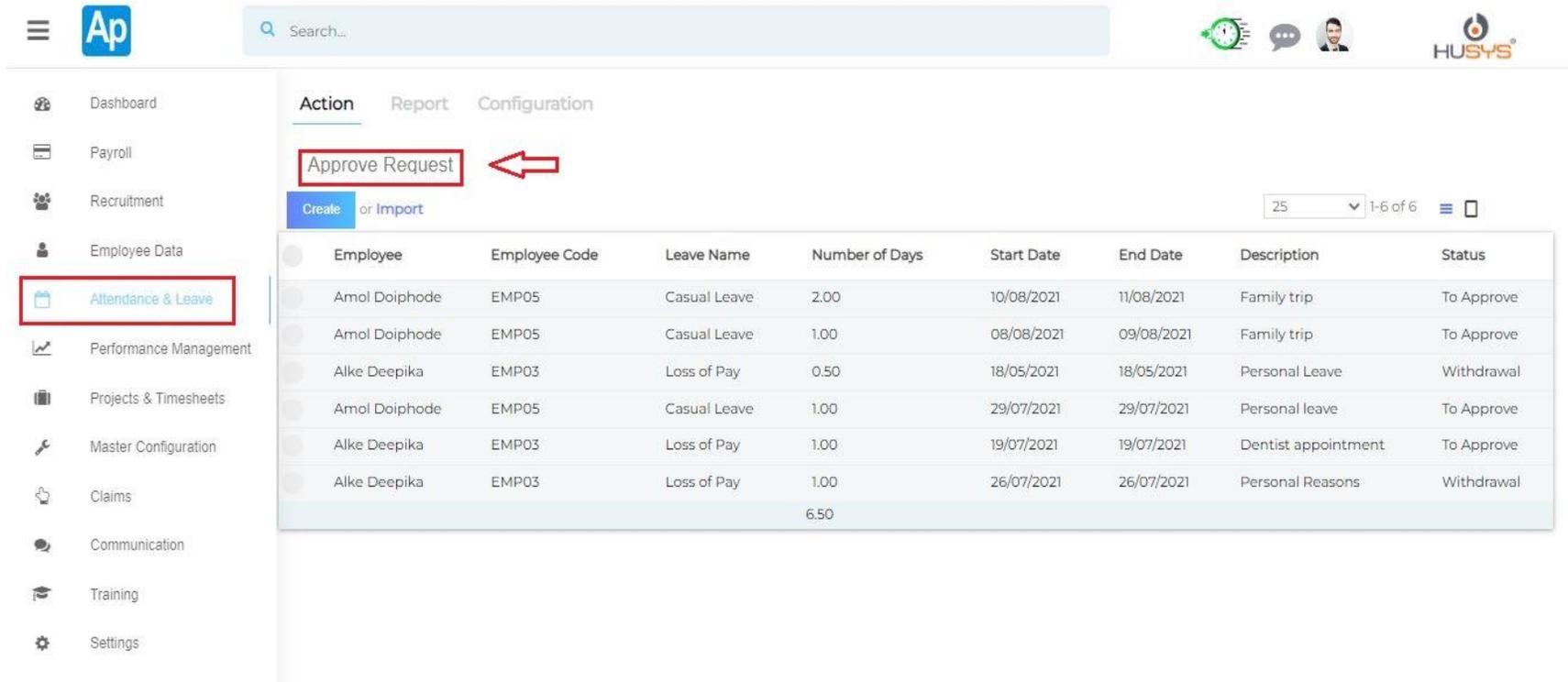
Give the description in 'Name', the employee name in 'Employee', the 'Date' of the respective payroll month and the 'Amount'. The variable component type has to be given in the 'Rule Input'.

Step 5

Leave Approvals:

Path: Attendance & Leave-> Action -> Leaves Approval

Before generating the Payroll, any pending approvals have to be actioned (Approve/Refuse)



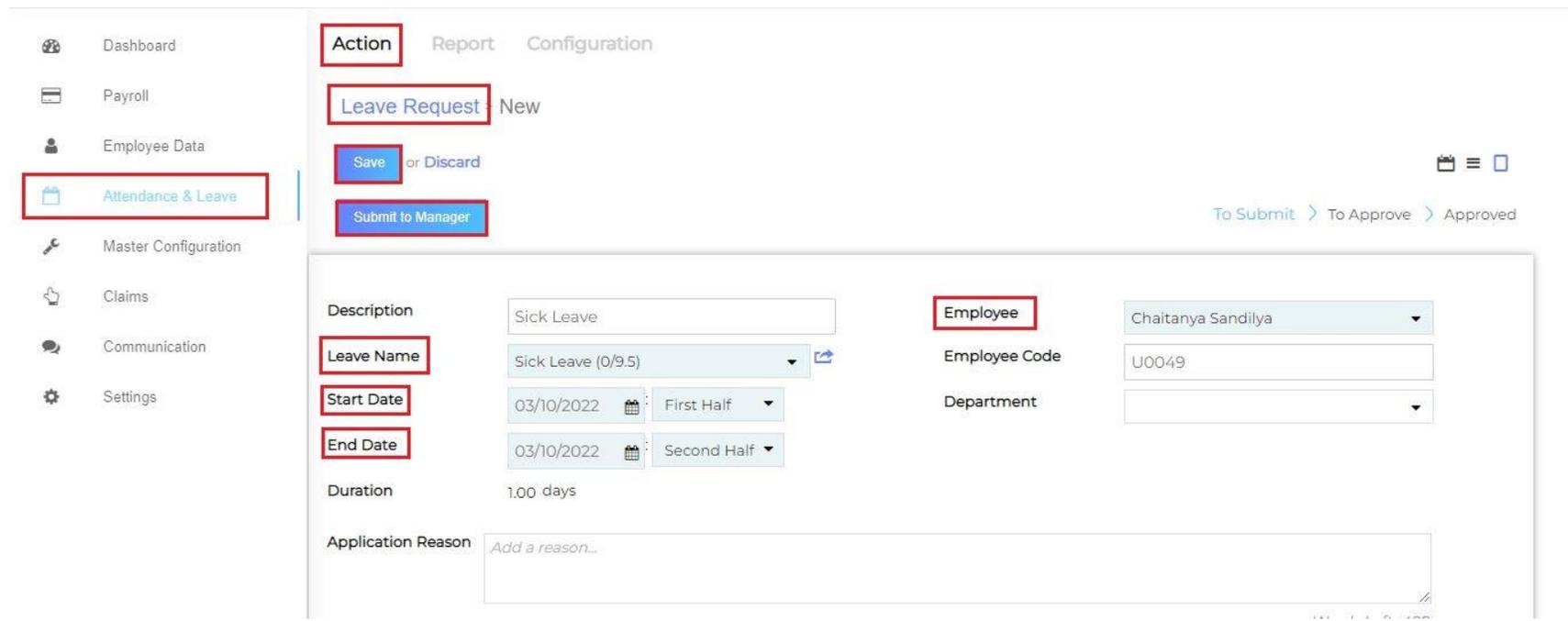
The screenshot shows the HUSYS web application interface. The left sidebar contains a menu with 'Attendance & Leave' highlighted. The main content area shows the 'Action' tab selected, with a table of pending leave applications. A red box highlights the 'Approve Request' button, and a red arrow points to it from the right.

Employee	Employee Code	Leave Name	Number of Days	Start Date	End Date	Description	Status
Amol Doiphode	EMP05	Casual Leave	2.00	10/08/2021	11/08/2021	Family trip	To Approve
Amol Doiphode	EMP05	Casual Leave	1.00	08/08/2021	09/08/2021	Family trip	To Approve
Alke Deepika	EMP03	Loss of Pay	0.50	18/05/2021	18/05/2021	Personal Leave	Withdrawal
Amol Doiphode	EMP05	Casual Leave	1.00	29/07/2021	29/07/2021	Personal leave	To Approve
Alke Deepika	EMP03	Loss of Pay	1.00	19/07/2021	19/07/2021	Dentist appointment	To Approve
Alke Deepika	EMP03	Loss of Pay	1.00	26/07/2021	26/07/2021	Personal Reasons	Withdrawal
			6.50				

Leave Request Application

Path: Attendance & Leave -> Action -> Leave Request -> Select the date on the Leave calendar -> Select the Employee in 'Apply leave for' field , give the details -> Submit to Manager

As an HR, the leave can be applied on behalf of an employee which has to be approved by the Reporting manager or the HR themselves.



The screenshot shows the 'Leave Request - New' form in the HUSYS system. The 'Attendance & Leave' menu item is highlighted with a red box. The 'Action' tab is selected, and the 'Leave Request - New' form is displayed. The form contains the following fields and values:

- Description:** Sick Leave
- Leave Name:** Sick Leave (0/9.5)
- Start Date:** 03/10/2022 (First Half)
- End Date:** 03/10/2022 (Second Half)
- Duration:** 1.00 days
- Application Reason:** Add a reason...
- Employee:** Chaitanya Sandilya
- Employee Code:** U0049
- Department:** (Empty)

The 'Save' and 'Submit to Manager' buttons are highlighted with red boxes. The 'Attendance & Leave' menu item is also highlighted with a red box.

NOTE: 'Save' option will save the request as a draft

Step 6

Attendance Regularization :

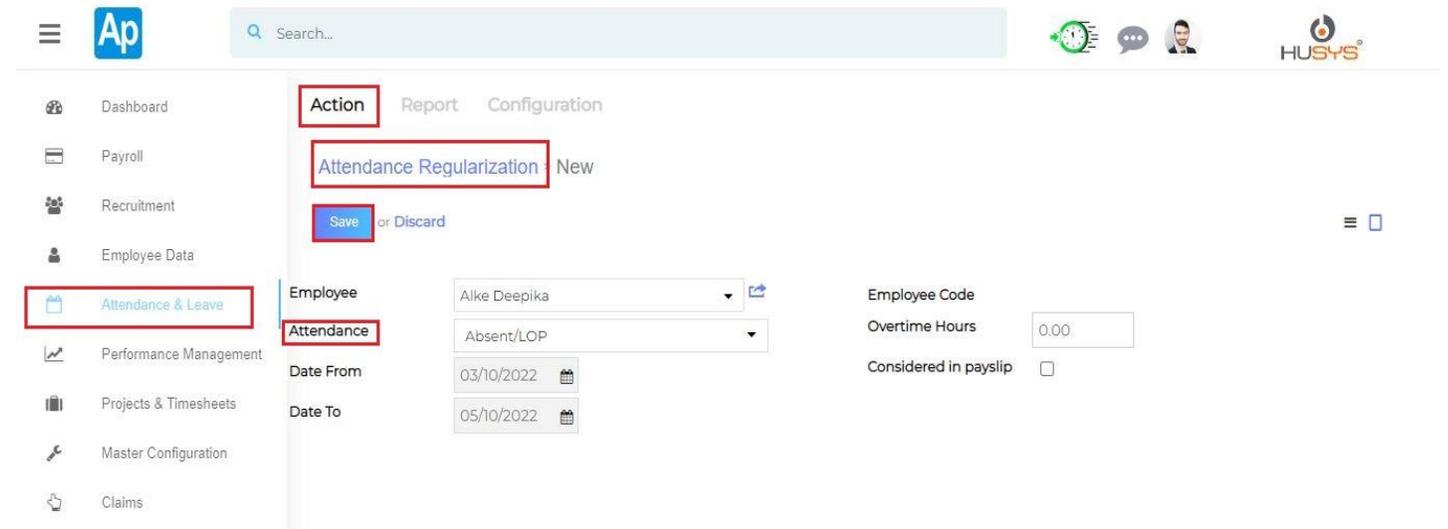
Path: Attendance & Leave -> Action -> Attendance Regularization

As an HR, attendance (Leave/Absence) can be marked on behalf of the employee through the below step:

The employee attendance such as **LOP**, **First half leave**, **First half absent**, **leave**, etc. can be marked here to consider the details in the required month payroll process.

NOTE:

1. 'Considered in pay slip' has to be kept unchecked.
2. After running the payroll & freed it would automatically be checked.
3. It maybe needed to do only if you are not using the leave module)



The screenshot shows the HUSYS HR system interface. The top navigation bar includes a search bar and user profile icons. The left sidebar contains a menu with items like Dashboard, Payroll, Recruitment, Employee Data, Attendance & Leave (highlighted), Performance Management, Projects & Timesheets, Master Configuration, and Claims. The main content area shows the 'Attendance Regularization' form. The 'Action' tab is selected, and the 'Attendance Regularization' button is highlighted. Below this, there are 'Save' and 'Discard' buttons. The form fields include:

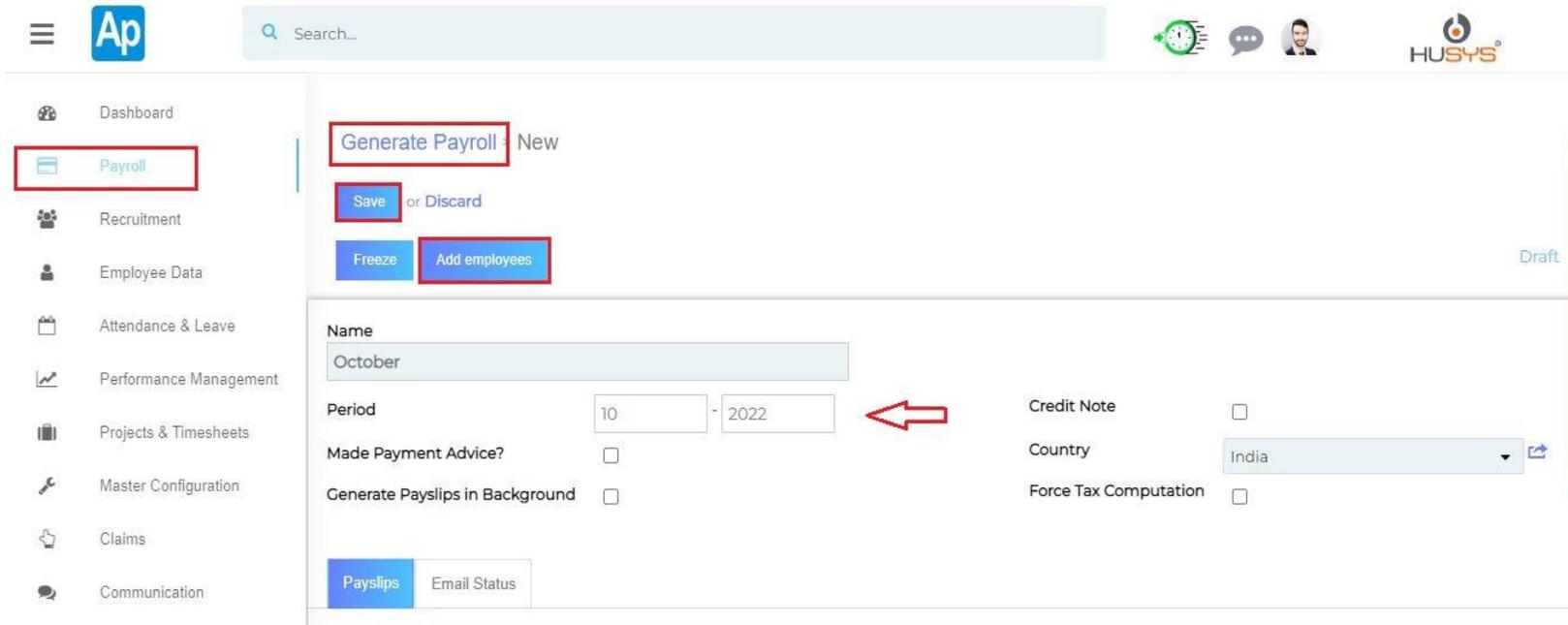
- Employee: Alke Deepika
- Attendance: Absent/LOP
- Date From: 03/10/2022
- Date To: 05/10/2022
- Employee Code: (empty)
- Overtime Hours: 0.00
- Considered in payslip:

Step 7

Generate Payroll:

Path: Payroll -> Action -> Generate Payroll

The payroll can be processed for all the employees here. Click on **'Create'** to get the following page



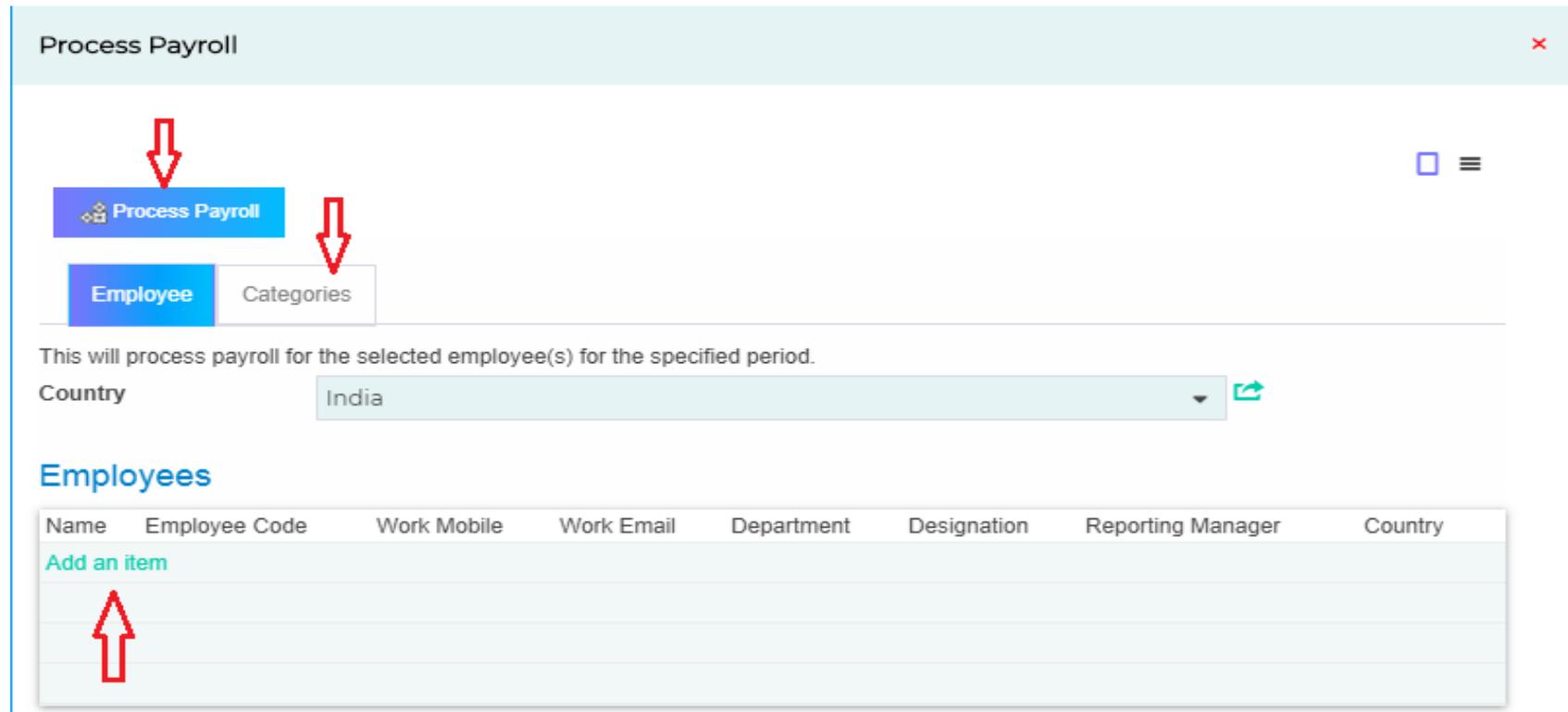
The screenshot shows the 'Generate Payroll' form in the HUSYS application. The sidebar on the left has 'Payroll' highlighted. The main form area has the following elements:

- Title:** Generate Payroll : New
- Buttons:** Save or Discard, Freeze, Add employees, Draft
- Name:** Text input field containing 'October'
- Period:** Two input fields containing '10' and '2022', with a red arrow pointing to the second field.
- Made Payment Advice?:**
- Generate Payslips in Background:**
- Credit Note:**
- Country:** Dropdown menu showing 'India'
- Force Tax Computation:**
- Bottom Buttons:** Payslips, Email Status

Enter the description in **'Name'** field and the period of payroll.

Click on **Add employee** to get the following page. Then click on **'Add an item'** to get the list of employees.

Selection of Employees can also be done **Category** (Designation, Location, Department, Vertical) wise. After selecting the employees, click on **'Process Payroll'** to generate payroll & pay slips. **'Save'** the record.



Process Payroll

Process Payroll

Employee Categories

This will process payroll for the selected employee(s) for the specified period.

Country India

Employees

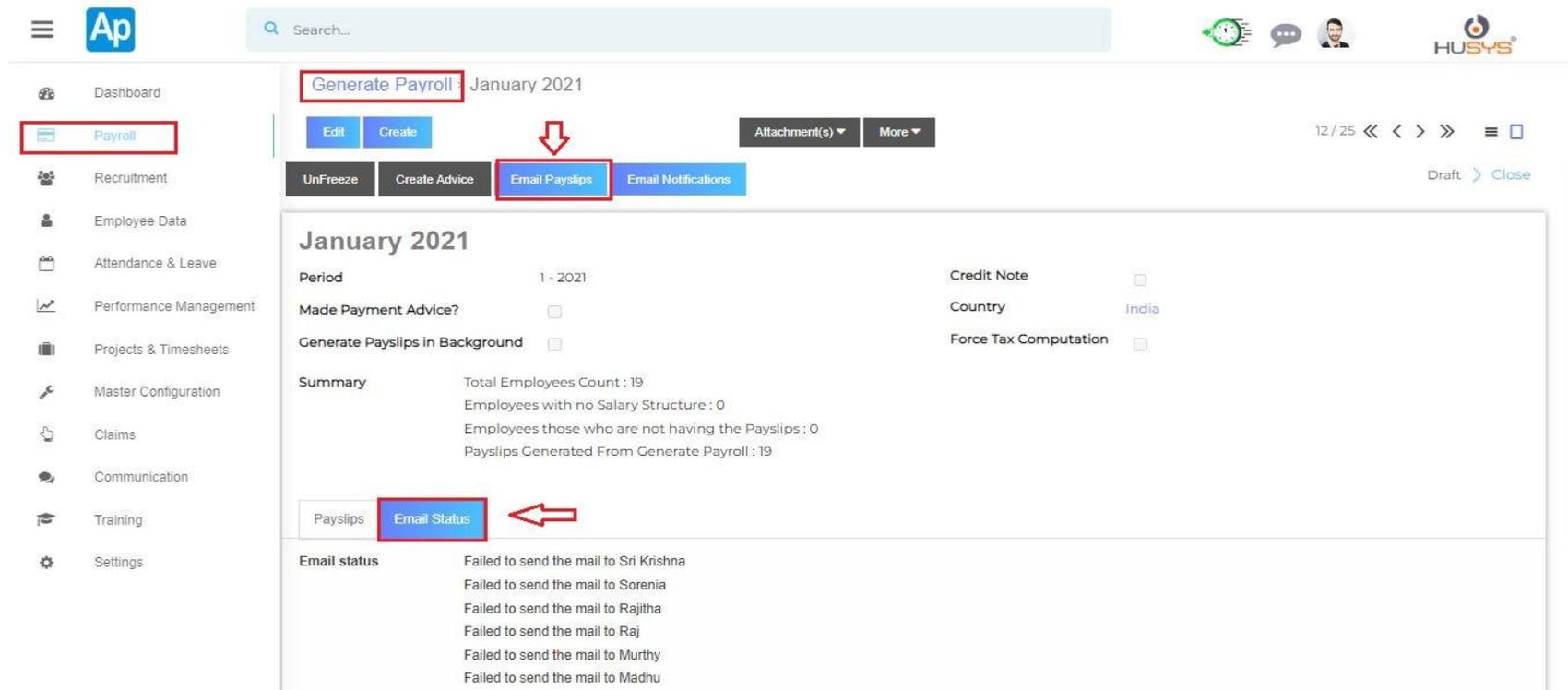
Name	Employee Code	Work Mobile	Work Email	Department	Designation	Reporting Manager	Country
Add an item							

2. Email Payslips and Notifications:

Click on the **'Email Payslips'** option to share the pay slips with the employees. Email would be sent to their work emails provided in their employee data.

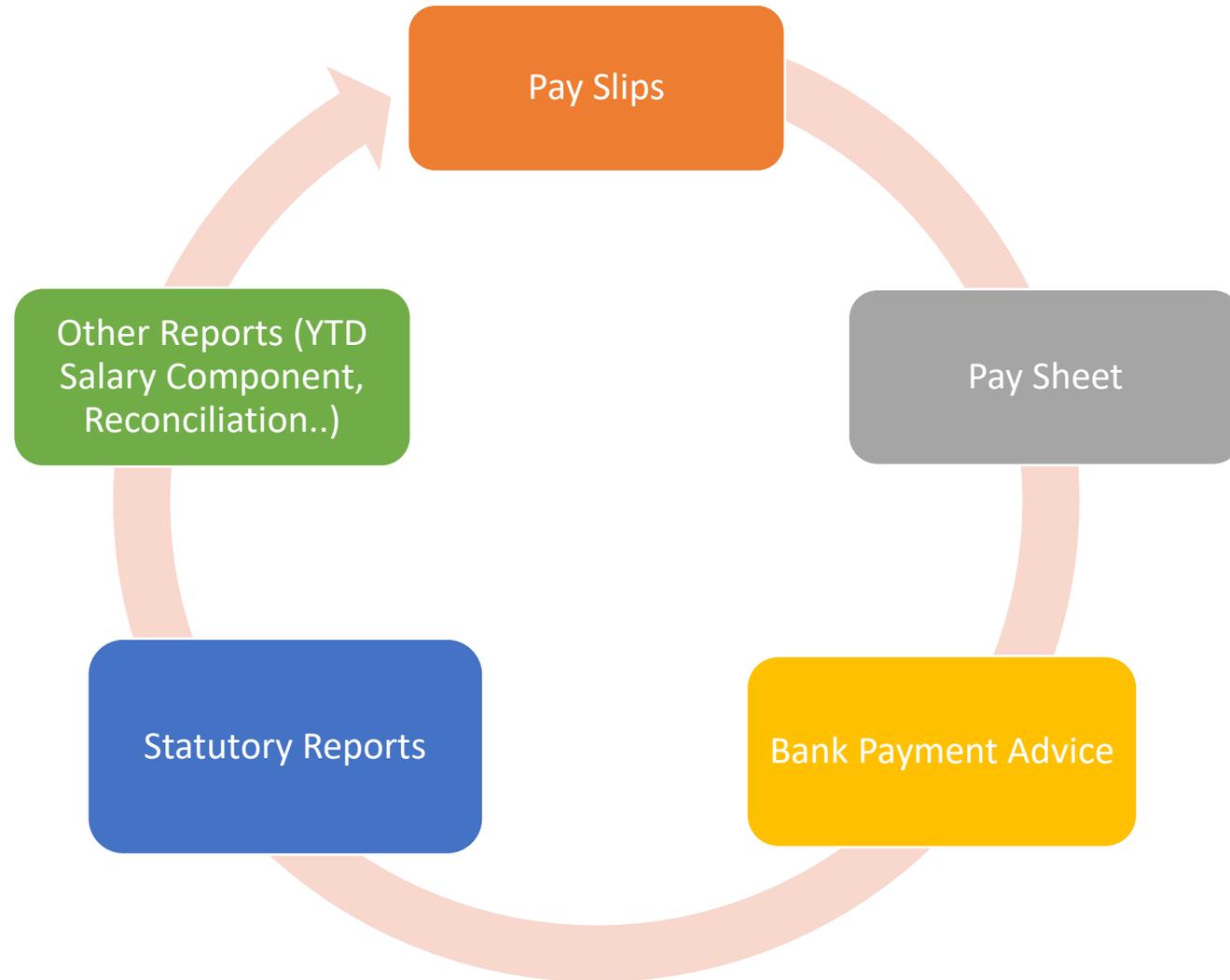
Click on the **'Email Notifications'** option to share the email of pay slips notification with the employees. Email of Payslip notification would be sent to their work emails provided in their employee data.

The status of the same can also be checked in **'Email Status'**



The screenshot displays the HUSYS Payroll Management interface. On the left, a navigation menu includes options like Dashboard, Payroll, Recruitment, Employee Data, Attendance & Leave, Performance Management, Projects & Timesheets, Master Configuration, Claims, Communication, Training, and Settings. The 'Payroll' option is highlighted with a red box. The main content area shows the 'Generate Payroll' screen for January 2021. A red box highlights the 'Generate Payroll' title, and a red arrow points down to the 'Email Payslips' button. Below this, there are buttons for 'UnFreeze', 'Create Advice', 'Email Payslips', and 'Email Notifications'. The 'Email Payslips' button is also highlighted with a red box. A red arrow points to the 'Email Status' button in the 'Payslips' section. The 'Email Status' section lists several failed email attempts:

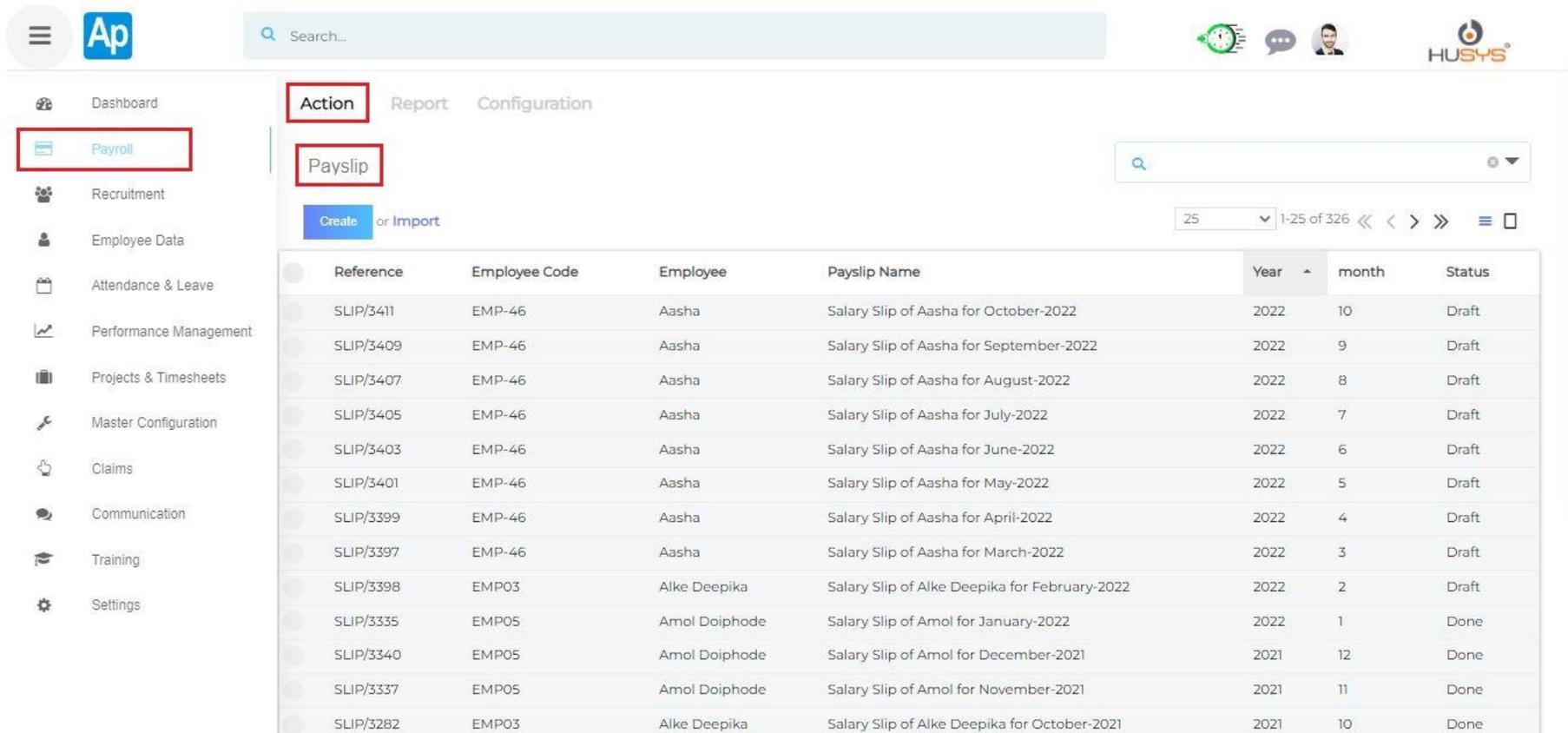
Period	Made Payment Advice?	Generate Payslips in Background	Credit Note	Country	Force Tax Computation
1 - 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	India	<input type="checkbox"/>
Summary Total Employees Count : 19 Employees with no Salary Structure : 0 Employees those who are not having the Payslips : 0 Payslips Generated From Generate Payroll : 19					
Email status Failed to send the mail to Sri Krishna Failed to send the mail to Sorenia Failed to send the mail to Rajitha Failed to send the mail to Raj Failed to send the mail to Murthy Failed to send the mail to Madhu					



1. Payslip:

Path: Payroll -> Action -> Payslip

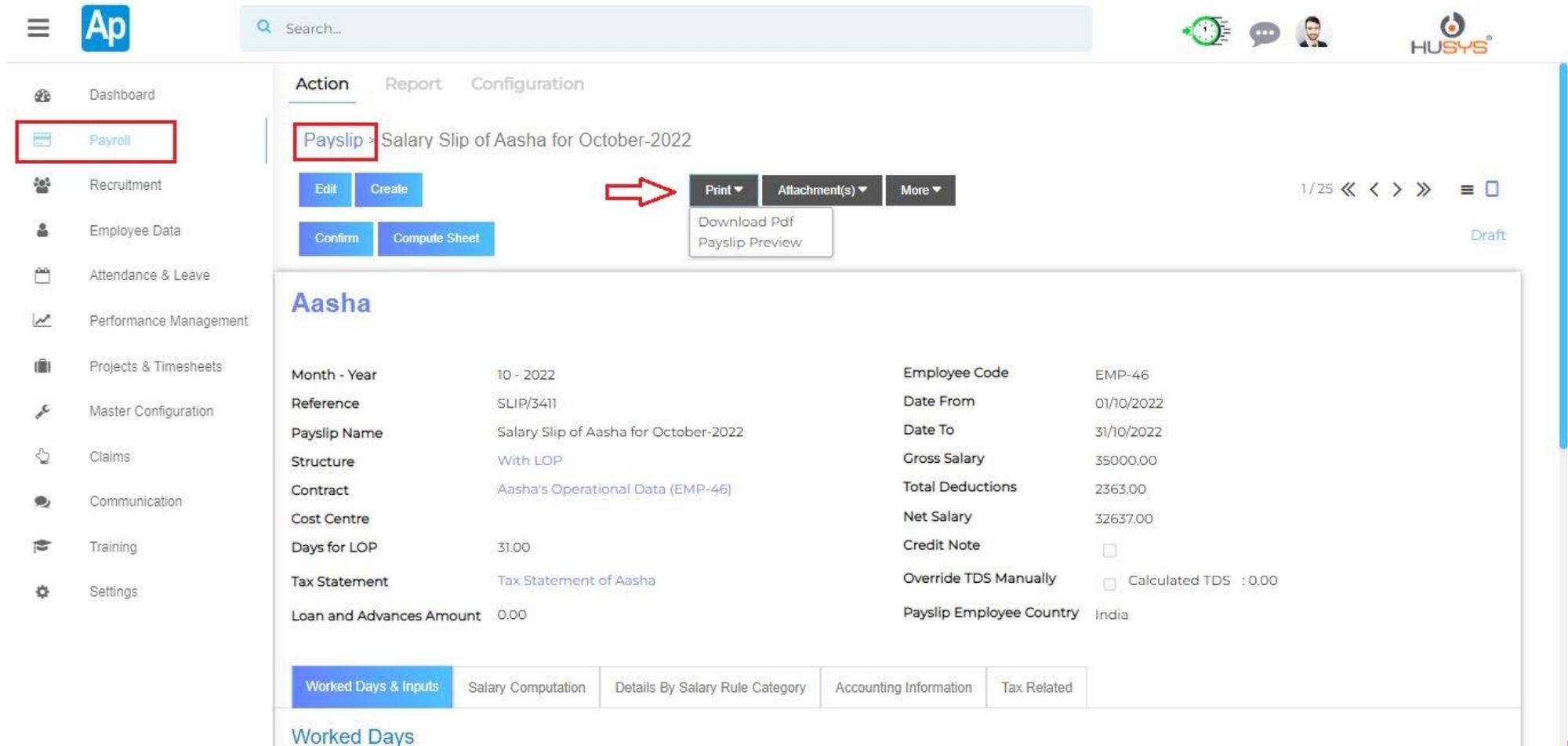
After completion of payroll generation, individual pay slips can be accessed from here



The screenshot shows the HUSYS Payroll system interface. The sidebar menu on the left has 'Payroll' highlighted. The top navigation bar shows 'Action', 'Report', and 'Configuration' tabs, with 'Action' selected. Below the tabs, there is a 'Payslip' sub-tab and a 'Create or Import' button. The main content area displays a table of generated payslips. The table has columns for Reference, Employee Code, Employee, Payslip Name, Year, month, and Status. The table shows 15 rows of data, including entries for Aasha and Amol Doiphode for various months from 2021 to 2022.

Reference	Employee Code	Employee	Payslip Name	Year	month	Status
SLIP/3411	EMP-46	Aasha	Salary Slip of Aasha for October-2022	2022	10	Draft
SLIP/3409	EMP-46	Aasha	Salary Slip of Aasha for September-2022	2022	9	Draft
SLIP/3407	EMP-46	Aasha	Salary Slip of Aasha for August-2022	2022	8	Draft
SLIP/3405	EMP-46	Aasha	Salary Slip of Aasha for July-2022	2022	7	Draft
SLIP/3403	EMP-46	Aasha	Salary Slip of Aasha for June-2022	2022	6	Draft
SLIP/3401	EMP-46	Aasha	Salary Slip of Aasha for May-2022	2022	5	Draft
SLIP/3399	EMP-46	Aasha	Salary Slip of Aasha for April-2022	2022	4	Draft
SLIP/3397	EMP-46	Aasha	Salary Slip of Aasha for March-2022	2022	3	Draft
SLIP/3398	EMP03	Alke Deepika	Salary Slip of Alke Deepika for February-2022	2022	2	Draft
SLIP/3335	EMP05	Amol Doiphode	Salary Slip of Amol for January-2022	2022	1	Done
SLIP/3340	EMP05	Amol Doiphode	Salary Slip of Amol for December-2021	2021	12	Done
SLIP/3337	EMP05	Amol Doiphode	Salary Slip of Amol for November-2021	2021	11	Done
SLIP/3282	EMP03	Alke Deepika	Salary Slip of Alke Deepika for October-2021	2021	10	Done

By clicking on 'Print', the respective pay slip can be downloaded (**Payslip**) or viewed (**Payslip Preview**) in a **pdf** format.

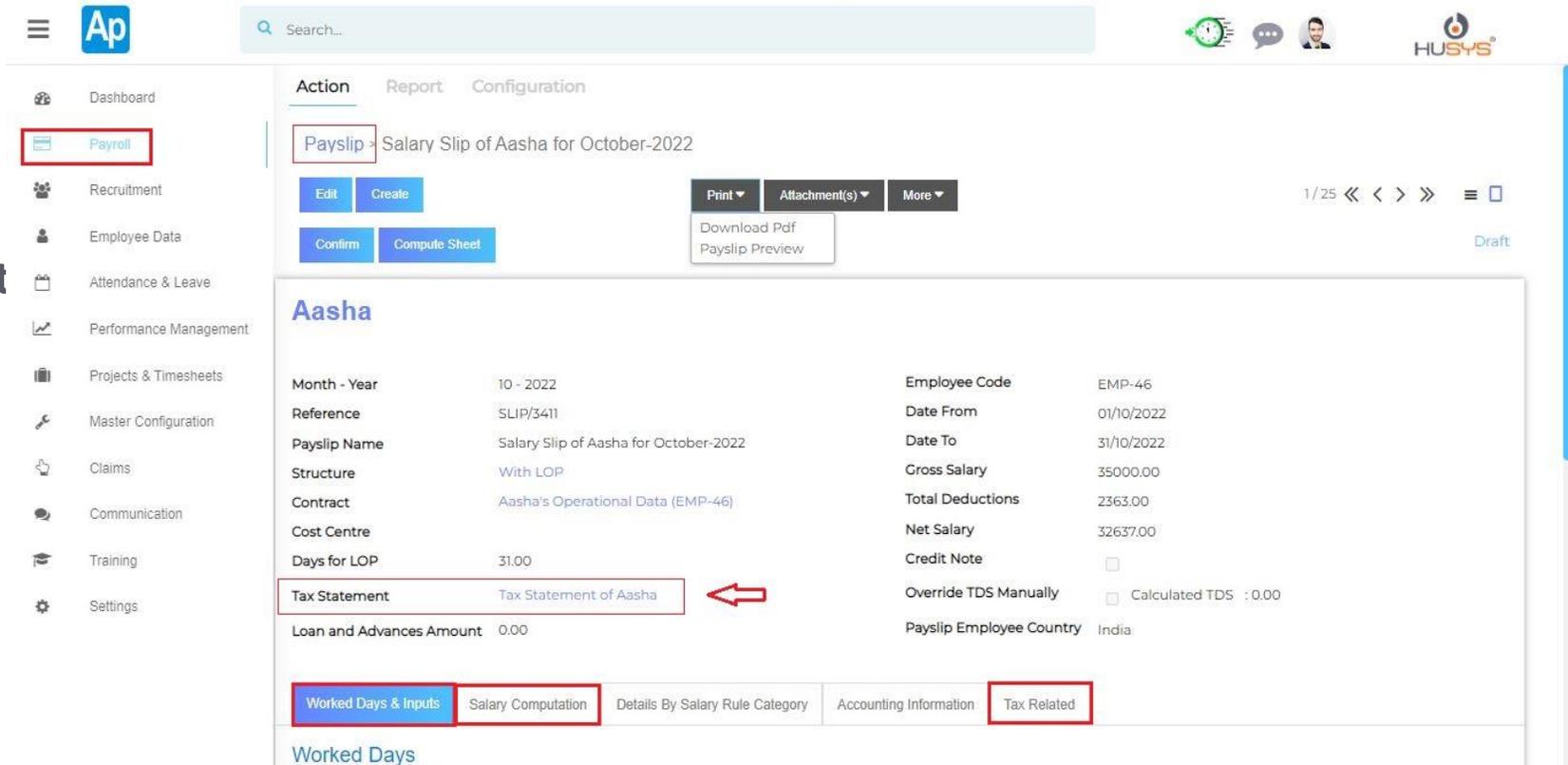


The screenshot shows the HUSYS Payroll interface. On the left is a navigation menu with 'Payroll' highlighted. The main area displays 'Action Report Configuration' tabs, with 'Payslip' selected. Below this, there are buttons for 'Edit', 'Create', 'Confirm', and 'Compute Sheet'. A red arrow points to a 'Print' dropdown menu, which is open, showing options for 'Download Pdf Payslip Preview', 'Attachment(s)', and 'More'. The main content area shows details for 'Aasha' for October-2022, including employee code, dates, salary, and deductions. At the bottom, there are tabs for 'Worked Days & Inputs', 'Salary Computation', 'Details By Salary Rule Category', 'Accounting Information', and 'Tax Related'.

Month - Year	10 - 2022	Employee Code	EMP-46
Reference	SLIP/3411	Date From	01/10/2022
Payslip Name	Salary Slip of Aasha for October-2022	Date To	31/10/2022
Structure	With LOP	Gross Salary	35000.00
Contract	Aasha's Operational Data (EMP-46)	Total Deductions	2363.00
Cost Centre		Net Salary	32637.00
Days for LOP	31.00	Credit Note	<input type="checkbox"/>
Tax Statement	Tax Statement of Aasha	Override TDS Manually	<input type="checkbox"/> Calculated TDS : 0.00
Loan and Advances Amount	0.00	Payslip Employee Country	India

Below are the details that can be verified in each of the pay slips:

- Worked days, Leave days
- Break up of each component
- Tax details
- Tax Statement (PDF)



The screenshot shows the HUSYS Payroll system interface. The sidebar menu on the left includes options like Dashboard, Payroll, Recruitment, Employee Data, Attendance & Leave, Performance Management, Projects & Timesheets, Master Configuration, Claims, Communication, Training, and Settings. The main content area displays the 'Salary Slip of Aasha for October-2022' with various fields and tabs.

Payroll (highlighted in the sidebar)

Salary Slip of Aasha for October-2022

Buttons: Edit, Create, Print, Attachment(s), More, Confirm, Compute Sheet, Download Pdf, Payslip Preview

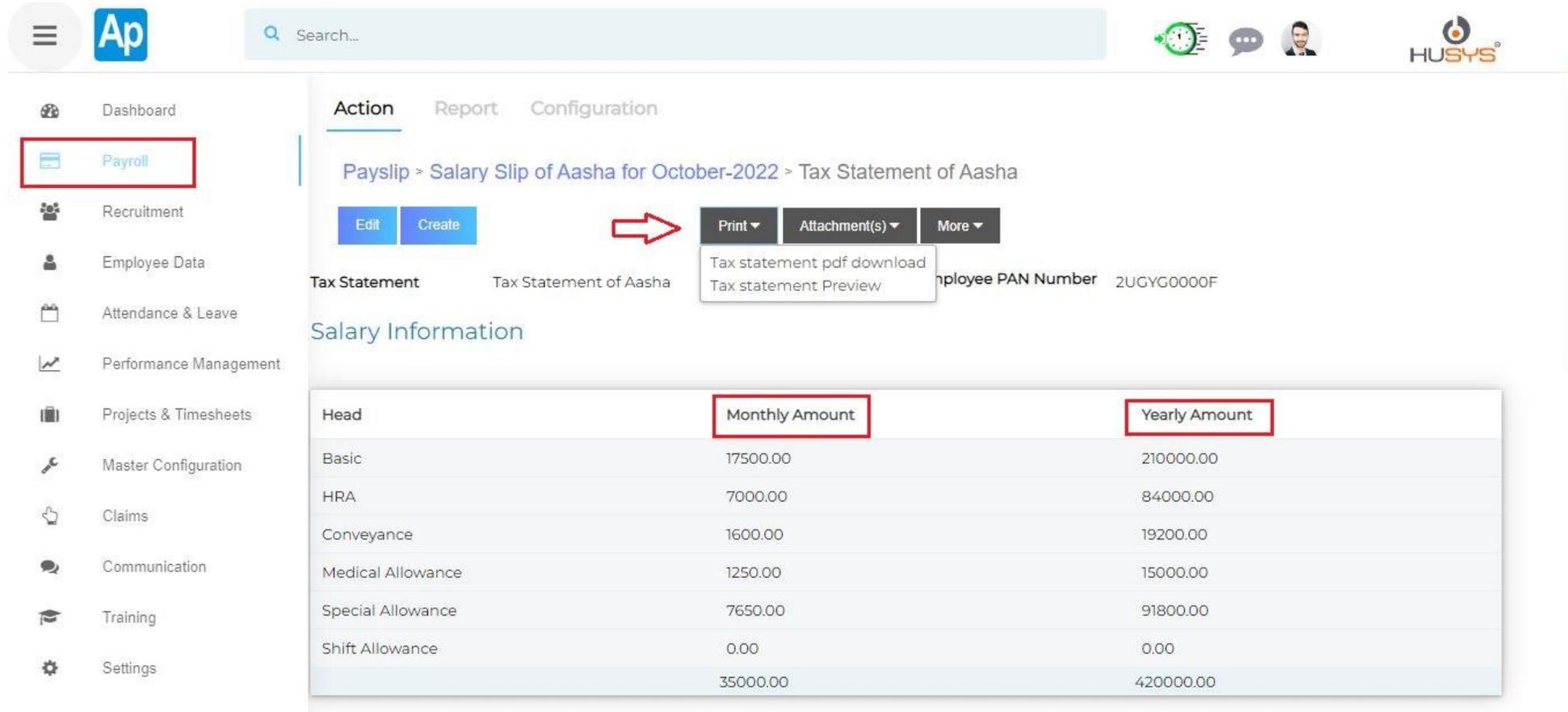
Aasha

Month - Year	10 - 2022	Employee Code	EMP-46
Reference	SLIP/3411	Date From	01/10/2022
Payslip Name	Salary Slip of Aasha for October-2022	Date To	31/10/2022
Structure	With LOP	Gross Salary	35000.00
Contract	Aasha's Operational Data (EMP-46)	Total Deductions	2363.00
Cost Centre		Net Salary	32637.00
Days for LOP	31.00	Credit Note	<input type="checkbox"/>
Tax Statement	Tax Statement of Aasha	Override TDS Manually	<input type="checkbox"/> Calculated TDS : 0.00
Loan and Advances Amount	0.00	Payslip Employee Country	India

Buttons: Worked Days & Inputs, Salary Computation, Details By Salary Rule Category, Accounting Information, Tax Related

Worked Days

To get the Tax Statement click on the **'Tax Statement'** of respective employee. To download the statement, click on **'Print'** option on top.



Payroll

Dashboard
Recruitment
Employee Data
Attendance & Leave
Performance Management
Projects & Timesheets
Master Configuration
Claims
Communication
Training
Settings

Search...

Action Report Configuration

Payslip > Salary Slip of Aasha for October-2022 > Tax Statement of Aasha

Edit Create **Print** Attachment(s) More

Tax statement pdf download
Tax statement Preview

Tax Statement Tax Statement of Aasha Employee PAN Number 2UGYG0000F

Salary Information

Head	Monthly Amount	Yearly Amount
Basic	17500.00	210000.00
HRA	7000.00	84000.00
Conveyance	1600.00	19200.00
Medical Allowance	1250.00	15000.00
Special Allowance	7650.00	91800.00
Shift Allowance	0.00	0.00
	35000.00	420000.00

Tax Related Configuration

Checklist/Steps to be followed for tax related configuration in ApHusys:

1. Verify in the salary components (salary types tab) of salary structure assigned to the employee:
 - enable checkbox is this basic for salary component Basic.
 - enable checkbox is this HR for salary component HRA.
 - enable checkbox is this CTC component for salary components which are part of CTC.
 - For flexi salary components like LTA, Internet Expense, Children Education Allowance, Food Coupons, Books & Periodicals, Uniform Allowance, Telephone Reimbursement, Vehicle & Fuel Reimbursement, Professional Development, Other Reimbursement components.
 - a. enable Is this a Tax Exemption Component in Salary Types (tab) after enable checkbox Tax Exemption Component field is visible,
 - b. select which flexi component is this from the list displayed in Tax Exemption Component field.
 - For PF Employee Contributions component select 80C in Tax Deduction Type field.
 - For only TDS salary component, select consider as TDS checkbox not any other salary component (if TDS previously entered for old employees).

2. For PF Employee Contribution (in General tab->under Company Contribution->select Payable_Workers_Share from the list and for PF Employer Contribution (in General tab->under Company Contribution->select Payable_Employers_Share from the list and salary component category as Company Contribution.
3. Enable Calculate TDS checkbox in Employee Configuration screen.
4. Either employee or HRAdmin can go to the Investment Declaration screen and select the required tax regime whether old tax regime or new tax regime, Freeze Tax Regime and enter the declaration's data with attachments.
5. Generate the payslip, go to the payslip tax statement, select print preview option and verify the tax details.
6. In order to get a system generated tax calculation and statement, at least one payslip in the respective financial year should be created with confirmed status.

Step-1:

Salary Types:

Please refer to Fig1 which represents the Book & Periodicals salary component configuration with exemption, follow below the process.

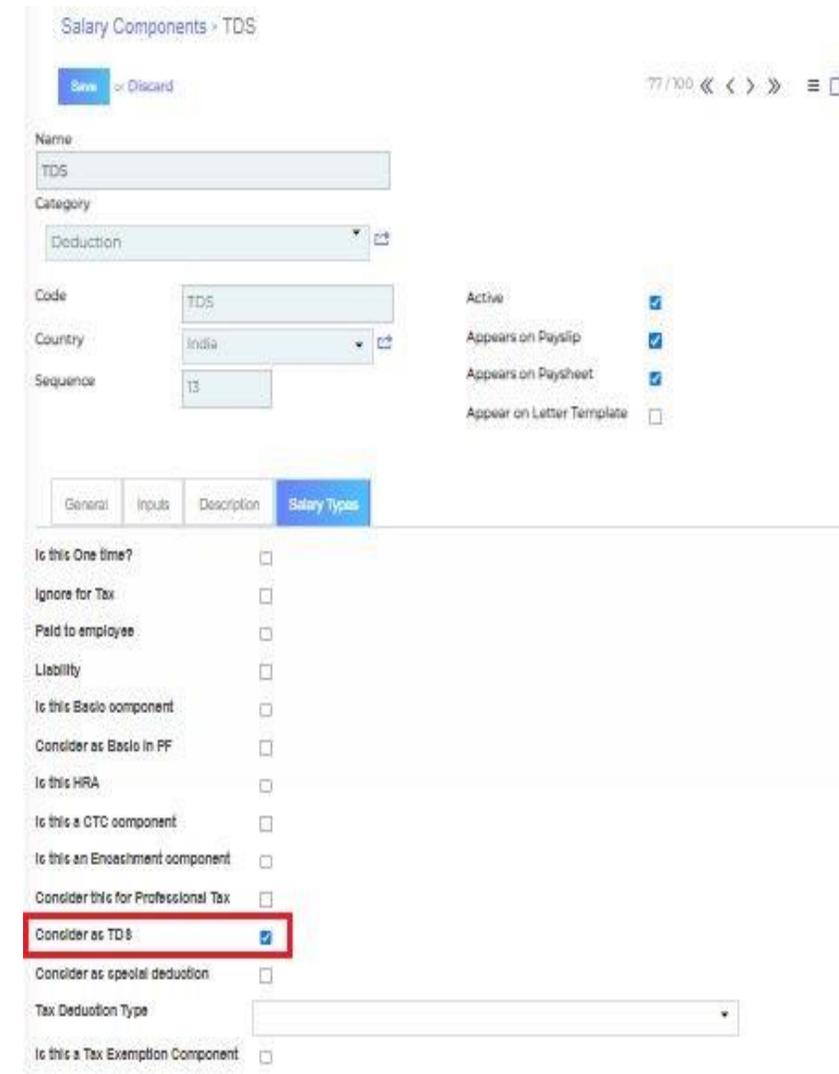
- **Fig1: Salary Type**
- **Ignore for Tax:** If this component is not used in Tax, do not enable this field.
- **Paid to employee** option is default and not of calculation purpose.
- **Is this Basic component:** For Basic component this field should be enabled for the Tax calculation.
- **Consider as Basic in PF:** To consider this component for PF calculation it has to enable.
- **Is this HRA:** For the HRA component this field should be enabled for the Tax calculation.
- **Is this a CTC component:** will identify the component as a CTC component.
- **Is this an encashment component** will declare the component as leave encashment and calculation will be done in payroll accordingly.
- **Consider this for Professional Tax:** If we enable this field then it will be considered for professional Tax calculation.

General	Inputs	Description	Salary Types
Is this One time?			<input type="checkbox"/>
Ignore for Tax			<input checked="" type="checkbox"/>
Paid to employee			<input checked="" type="checkbox"/>
Liability			<input type="checkbox"/>
Is this Basic component			<input type="checkbox"/>
Consider as Basic in PF			<input type="checkbox"/>
Is this HRA			<input type="checkbox"/>
Is this a CTC component			<input checked="" type="checkbox"/>
Is this an Encashment component			<input type="checkbox"/>
Consider this for Professional Tax			<input checked="" type="checkbox"/>
Consider as TDS			<input type="checkbox"/>
Tax Deduction Type			<input type="text"/>
Is this a Tax Exemption Component			<input checked="" type="checkbox"/>
Tax Exemption Component			<input type="text" value="Books & Periodicals"/>

Consider as TDS:

If the TDS is calculated manually for a few months and now if you want to calculate TDS through ApHusys then this option needs to be enabled otherwise, the system will not calculate TDS automatically. This option will consider the previously deducted TDS and the system will consider previously deducted TDS amount and automatic TDS deducted accordingly for future months.

Note: Consider as TDS should be enabled only in TDS Salary Component not in other salary component.



The screenshot shows the configuration page for a TDS Salary Component. The 'Consider as TDS' checkbox is checked and highlighted with a red box. Other visible options include 'Active', 'Appears on Payslip', 'Appears on Paysheet', and 'Appear on Letter Template', all of which are also checked. The 'Tax Deduction Type' dropdown is currently empty.

- **Tax Deduction Type:** For PF Employee Contribution salary component, select 80C from the list to be considered in statutory report

- **Is this a Tax Exemption Component:**
 - I. If this salary component (flexi component) is eligible for Tax Exemption we need to ensure that this field should be enabled.
 - II. Tax exemption component field will be automatically displayed with the drop down. HR has to select the respective deduction types (LTA, Internet Expense, Children Education Allowance, Food Coupons, Books & Periodicals, Uniform Allowance, Telephone Reimbursement, Vehicle & Fuel Reimbursement, Professional Development, Other Reimbursement components).

Step-2:

Pre check points of Tax Calculation for an employee:

1. In order to calculate the Tax for an employee, HR need to update below mentioned details in employee configuration,
 - Salary Structure needs to be assigned with proper details.
 - Enable Calculate TDS.
 - Select state for PT purposes from the dropdown.
 - Employees should have at least one confirmed sample payslip.

- 2. HR has to create a sample payslip and it's status should be in confirmed/ done state.
- 3. Once the payslip is generated HR needs to enable the employee for an Investment Declaration in Enable IT Declaration.
- 4. Employees or HR has to create the investment declaration for the Financial Year with proper details.

Action Report Configuration

Employee Configuration > Madhu's Operational Data (IMP1330)

Save or Discard 6/25 << < > >> ☰

Operational Data Reference
Madhu's Operational Data (IMP1330)

Employee: Madhu
Employee Code: IMP1330
Designation: Chief Human Resource Officer

Employment Type: Employee

Salary and Advantages

Leave Structure: Demo structure
Next application Date:

Avail leaves:
Calculate TDS:
Salary Structure: With LOP
State for PT purposes: Telangana

Duration

Working Schedule: General
Scheduled Pay: Monthly

Salary Info

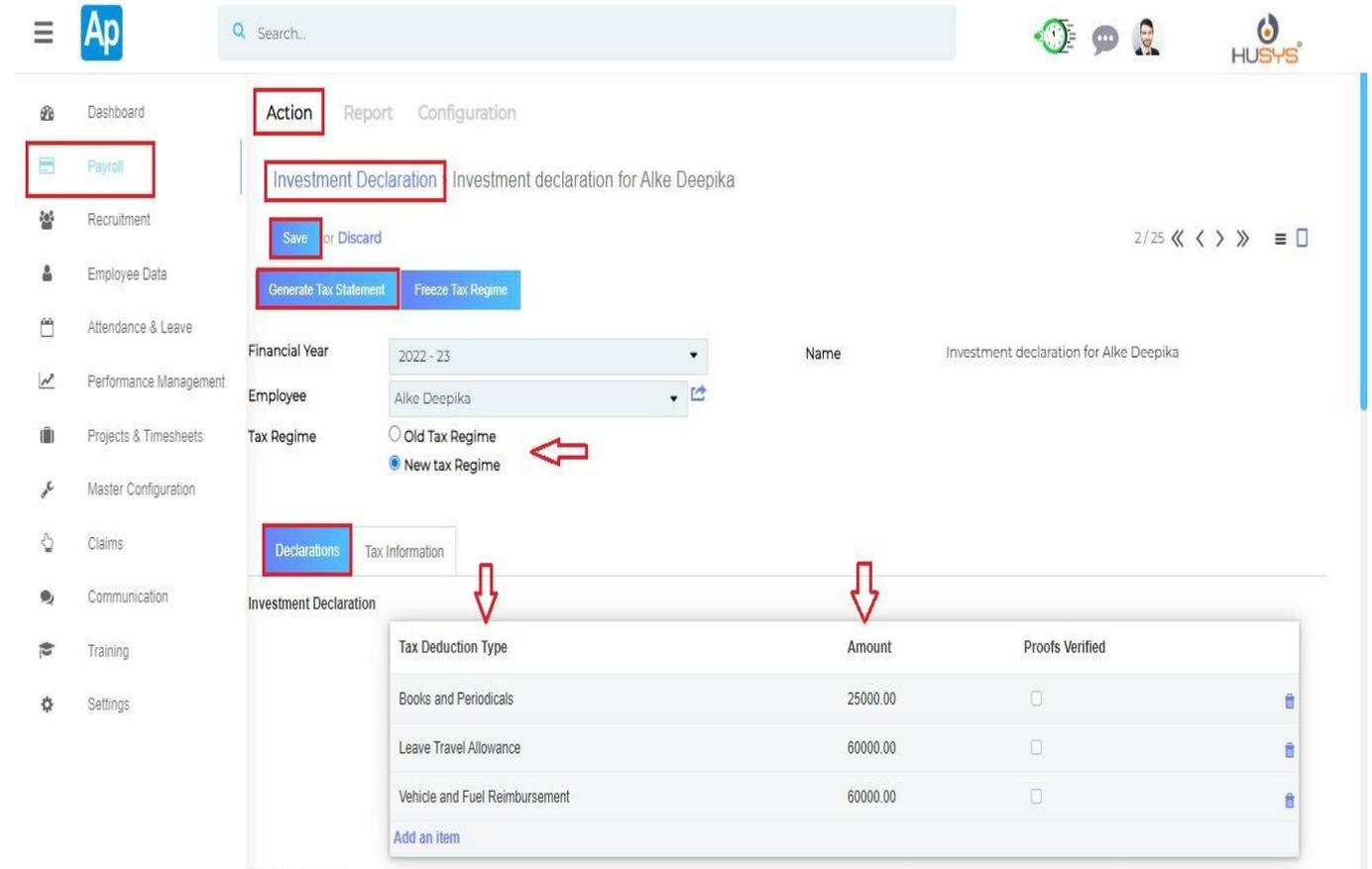
Operational Data	Salary Structure	Start Date	End Date
Madhu's Operational Data (IMP1330)	With LOP	01/08/2020	
Add an item			

Note: Red arrows in the original image point to the 'Salary Structure' and 'Start Date' columns in the table above.

Step-3:

Creating Investment Declaration:

- Employees/HR can be able to select either Old or New Regime based on their interest.
- Once an investment Declaration is created with valid details and after clicking on “Generate Tax Statement” then sample Tax calculations will be displayed in the “Tax Information” Tab.



The screenshot displays the 'Investment Declaration' configuration interface. The 'Payroll' menu item is highlighted in the sidebar. The main form area shows the following details:

- Action:** Report, Configuration
- Investment Declaration:** Investment declaration for Alke Deepika
- Buttons:** Save or Discard, Generate Tax Statement, Freeze Tax Regime
- Financial Year:** 2022 - 23
- Employee:** Alke Deepika
- Tax Regime:** Old Tax Regime, New tax Regime
- Declarations:** Tax Information

The 'Tax Information' tab displays the following table:

Tax Deduction Type	Amount	Proofs Verified
Books and Periodicals	25000.00	<input type="checkbox"/>
Leave Travel Allowance	60000.00	<input type="checkbox"/>
Vehicle and Fuel Reimbursement	60000.00	<input type="checkbox"/>

Red arrows in the original image point to the 'Generate Tax Statement' button, the 'New tax Regime' radio button, and the 'Tax Information' tab.

Previous Income:

If the employee joined in mid of the financial year, then Tax deductions of previous organization details need to be updated in Previous Income section.

Create: Previous Income

Name and Address of Employer(s) Words Left : 495

TAN of the employer(s) as allotted by the ITO

Permanent Account Number of the employer(s)

Date From 

Date To 

Total amount of salary (include all taxable incomes)

Total amount of tax deducted during the year

Total amount of Professional Tax Deducted

Amount deducted in respect of life insurance premium, provident fund contribution, etc., to which sec. 80C † applied

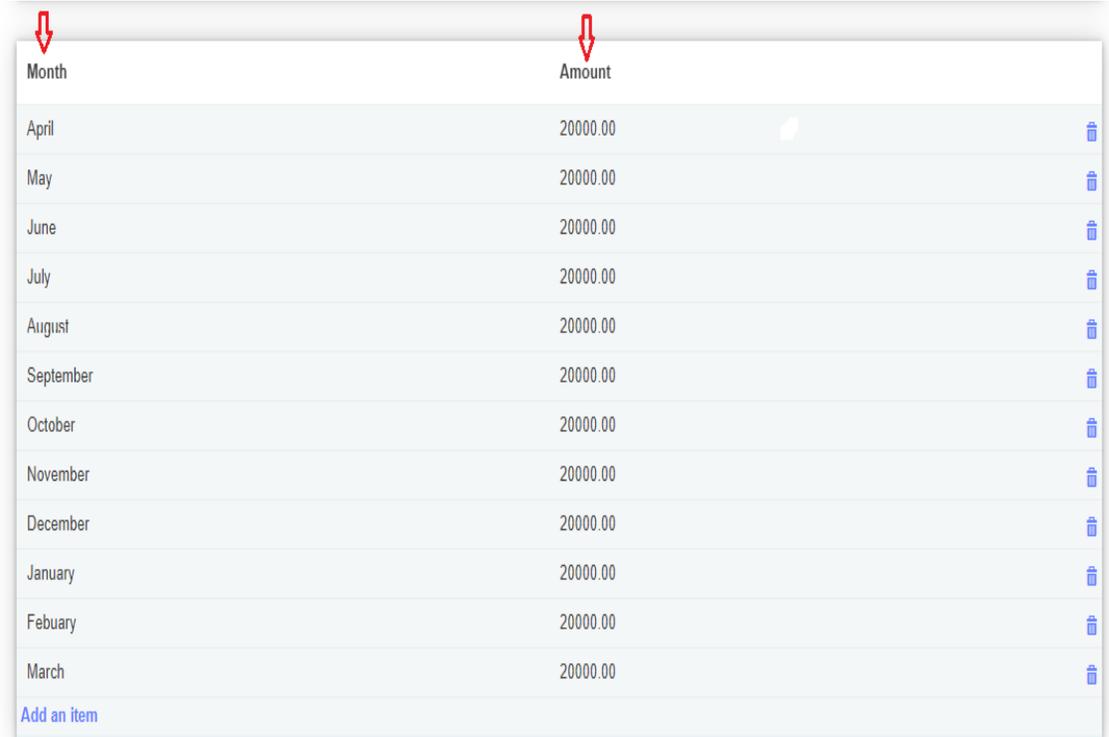
Notes Words Left : 499

or

Rent Paid:

- If the employee declaring the Rent Paid can be entered as shown in below screenshot.
- After verifying the Tax details Employee/ HR need to click on Freeze Tax Regime then the Tax Regime will be freezed in the employee configuration.
- Once the employee freezes the Tax Regime, the employee can't change it and only HR has the access to modify it.

Rent Paid



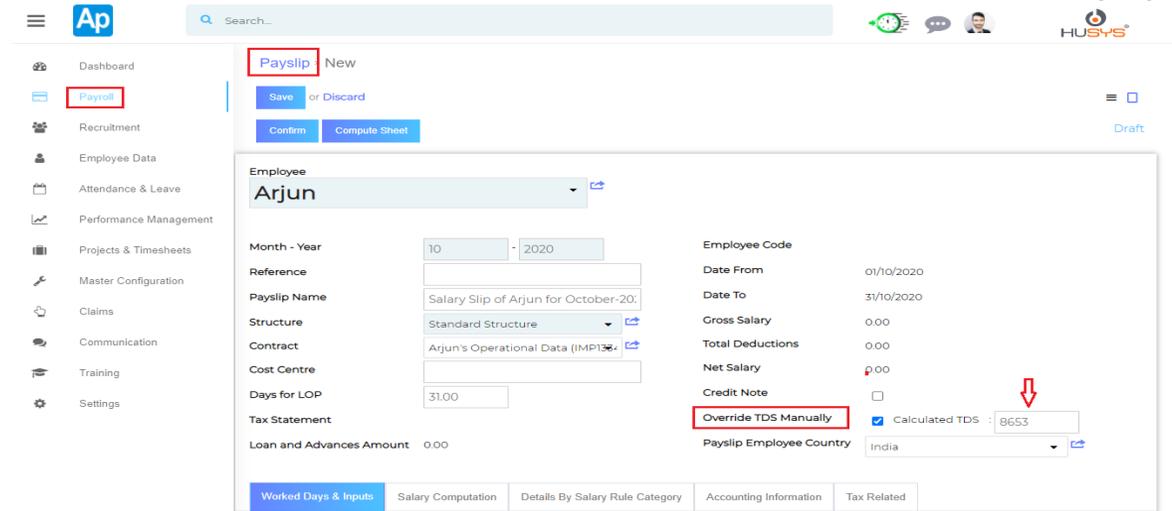
Month	Amount
April	20000.00
May	20000.00
June	20000.00
July	20000.00
August	20000.00
September	20000.00
October	20000.00
November	20000.00
December	20000.00
January	20000.00
February	20000.00
March	20000.00

[Add an item](#)

Step-4:

Payslip:

- Once payslip has been generated for the respective, HR/Employee can view TDS details
- If HR wants to override the particular employee's TDS manually for the respective month then payslips need to be generated through the payslip menu by enabling the Override TDS Manually feature.
- Once the payslips are generated for the employees, HR/ Employees can view the Tax details in the Payslip form view by clicking on "Tax Statement" and it will redirect to the Tax Statement menu.



Employee
Arjun

Month - Year: 10 - 2020

Reference: [Empty]

Payslip Name: Salary Slip of Arjun for October-2020

Structure: Standard Structure

Contract: Arjun's Operational Data (IMP1334)

Cost Centre: [Empty]

Days for LOP: 31.00

Tax Statement: [Empty]

Loan and Advances Amount: 0.00

Employee Code: [Empty]

Date From: 01/10/2020

Date To: 31/10/2020

Gross Salary: 0.00

Total Deductions: 0.00

Net Salary: 0.00

Credit Note:

Override TDS Manually

Calculated TDS: 8653

Payslip Employee Country: India

Buttons: Save or Discard, Confirm, Compute Sheet

Navigation: Worked Days & Inputs, Salary Computation, Details By Salary Rule Category, Accounting Information, Tax Related

Payslip for the month of September - 2020			
Personal Information			
Name : Arjun		Emp No : IMP1334	
Department	Human Resources	Designation	HR Executive
Work Location	Hyderabad	Band	
Level		Gender	Male
Date Of Joining	01/01/2019	PAN Card No	
Bank Name		Bank Account No	
Leave Information			
Available Calendar days	30.0	LOP days	0.0
No. of working days	30.0	Leaves Availed	0.0
Paid days	30.0		
Earnings and Deductions			
Actuals		Earnings	
S-Basic	35960	S-Basic	35960
S-HRA	14384	S-HRA	14384
S-Car Fuel	3100	S-Car Fuel	3100
S-LTA	5000	S-LTA	5000
S-Communication Allowance	2000	S-Communication Allowance	2000
S-Special Allowance	39556	S-Special Allowance	39556
Total Actuals	100000	Total Earnings	100000
		Deductions	
		S-PF Employee Contribution	4315
		Professional Tax	200
		TDS	7329
		Total Deductions	11844
Net Pay (Earnings - Deductions) = ₹ 88156			
In Words: ₹ eighty eight thousand one hundred fifty six only			
Note: This is electronically generated, doesn't require any signature			

4. By clicking on the print option, HR/ Employee can Preview or download the Tax Statement.

A). New Employee in Mid Year Tax statement:

- For the new employee, In Taxable Income table Tax details will be displayed based on the employee joining date during the financial year.

Income Tax Computation For The Financial Year 2020-2021													
Employee Code	IMP1334			Employee Name	Arjun								
PAN No				Gender	Male								
Location	Hyderabad			Date Of Join	01/01/2019								
A) Taxable Income													
Pay Items	Apr 2020	May 2020	Jun 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Yearly Estimate
S-Misc Deduction	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S-Bonus	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S-Reimbursement	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S-Incentive	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S-Basic	0.0	0.0	0.0	0.0	0.0	35960.0	0.0	0.0	0.0	0.0	0.0	0.0	251720.0
S-Communication Allowance	0.0	0.0	0.0	0.0	0.0	2000.0	0.0	0.0	0.0	0.0	0.0	0.0	14000.0
S-HRA	0.0	0.0	0.0	0.0	0.0	14384.0	0.0	0.0	0.0	0.0	0.0	0.0	100688.0
S-LTA	0.0	0.0	0.0	0.0	0.0	5000.0	0.0	0.0	0.0	0.0	0.0	0.0	35000.0
S-Referral Bonus	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S-Signing Bonus	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S-Car Fuel	0.0	0.0	0.0	0.0	0.0	3100.0	0.0	0.0	0.0	0.0	0.0	0.0	21700.0
S-Commission	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S-Special Allowance	0.0	0.0	0.0	0.0	0.0	39556.0	0.0	0.0	0.0	0.0	0.0	0.0	276892.0
B) Deductions													
Pay Items	Apr 2020	May 2020	Jun 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Yearly Estimate
Professional Tax	0.0	0.0	0.0	0.0	0.0	200.0	0.0	0.0	0.0	0.0	0.0	0.0	1400.0
C) Gross Salary(A)													
Total													700000.0
D) Less Exemption Under Section 10													
Pay Items	Apr 2020	May 2020	Jun 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Yearly Estimate
Metro/Non Metro	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	50/40
Rent Paid	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0

[Export to Excel](#)

Pay Items	Apr 2020	May 2020	Jun 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Yearly Estimate
Metro/Non Metro	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	50/40
Rent Paid	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
HRA Received	0.0	0.0	0.0	0.0	0.0	14384.0	0.0	0.0	0.0	0.0	0.0	0.0	100688.0
Basic DA	0.0	0.0	0.0	0.0	0.0	35960.0	0.0	0.0	0.0	0.0	0.0	0.0	251720.0
40/50% of Basic DA													100688.0
Rent Paid-10% Basic DA													0.0
HRA Exemption													0.0
<div style="display: flex; justify-content: space-between;"> HRA Exemption Items Exemption </div>													
House Rent Allowance:Section 10(13A)													0.0
Leave Travel Assistance:Sec.10(5)													0.0
Total Exemptions													0.0

↓

E) Less Exemption Under Section 10/17

Investment	Section	Gross	Qualifying	Deductible	
Telephone Reimbursement		10/17	15871.0	14000.0	14000.0
Vehicle and Fuel Reimbursement		10/17	24600.0	21700.0	21700.0
SubTotal			40471.0	35700.0	35700.0

↓

F) Standard Exemption

Total					50000.0
--------------	--	--	--	--	---------

↓

G) Income From Previous Employer

Payitems	Amount
Total Income	312165.0
Income Tax	18747.0
Professional Tax	800.0
Provident Fund	0.0

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H) Income After Exemption[(C-(D+E+F))+G]					
Total					926465.0

I) Less Deduction Under Section 16(Professional Tax)

Tax On Employment: Sec 16(iii)					
Total					2200.0

J) Income chargeable under the head salaries(H-I)

Total					924265.0
--------------	--	--	--	--	----------

K) Add any other income declared by the employee

Total					0
--------------	--	--	--	--	---

L) Gross Total Income(J+k)

Total					924265.0
--------------	--	--	--	--	----------

M) Deduction Under Chapter VI A

Investment	Section	Gross	Qualifying	Deductible	
Section 80C....					
Public Provident Fund 80 C	80 C	130000.0	150000.0	130000.0	
S-PF Employee Contribution	80 C	30205.0	150000.0	30205.0	
80C(Previous Provident Fund)	80C	0.0	150000.0	0.0	
Sub Total		160205.0	150000.0	150000.0	
Sub Total(deduction under VI-A)					150000.0

N) Taxable Income(L-M)

Sub Total					774265.0
------------------	--	--	--	--	----------

O) Rebate

Total					0.0
--------------	--	--	--	--	-----

O)Rebate			
Total			0.0
P)Total Tax to be paid			
Total			80447.0
Raw Tax	Surcharge	Edu.cess	Total
77353.0	0.0	3094.0	80447.0
Q)Tax Paid Till Date			
Total			18747.0
Description		Amount	
Deduction Through Payroll		0	
Direct TDS		0	
Previous Employment		18747.0	
R)Annual Tax Balance(P-Q)			
Total			61700.0
S) Remaining Months			
			6
T)Proposed Monthly Tax			
			8814.0
U)Tax Payable			
			61700.0
V)Tax Refundable			
			0.0

B). Tax statement of Old Employee (Financial Year):

For the old employee, In Taxable Income table Tax details will be displayed starting of the financial year.

Income Tax Computation For The Financial Year 2020-2021														Export to Excel
Employee Code	EMPL057						Employee Name	Kranthi						
PAN No							Gender	Male						
Location	Hyderabad (W)						Date Of Join	01/01/2020						
A) Taxable Income														
Pay Items	Apr 2020	May 2020	Jun 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Yearly Estimate	
Travel & Other Expenses Reimbursement Comp	5000.0	5000.0	5000.0	5000.0	5000.0	5000.0	0.0	0.0	0.0	0.0	0.0	0.0	60000.0	
Bonus	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Communication Allowance Comp	5000.0	5000.0	5000.0	5000.0	5000.0	5000.0	0.0	0.0	0.0	0.0	0.0	0.0	60000.0	
Other Allowance Component	26000.0	26000.0	26000.0	26000.0	26000.0	26000.0	0.0	0.0	0.0	0.0	0.0	0.0	312000.0	
Basic	40000.0	40000.0	40000.0	40000.0	40000.0	40000.0	0.0	0.0	0.0	0.0	0.0	0.0	480000.0	
Professional Development Allowance Comp	4000.0	4000.0	4000.0	4000.0	4000.0	4000.0	0.0	0.0	0.0	0.0	0.0	0.0	48000.0	
HRAA	16000.0	16000.0	16000.0	16000.0	16000.0	16000.0	0.0	0.0	0.0	0.0	0.0	0.0	192000.0	
Uniform Allowance Comp	2000.0	2000.0	2000.0	2000.0	2000.0	2000.0	0.0	0.0	0.0	0.0	0.0	0.0	24000.0	
Internet Allowance	1000.0	1000.0	1000.0	1000.0	1000.0	1000.0	0.0	0.0	0.0	0.0	0.0	0.0	12000.0	
Books & Periodicals Comp	1000.0	1000.0	1000.0	1000.0	1000.0	1000.0	0.0	0.0	0.0	0.0	0.0	0.0	12000.0	
B) Deductions														
Pay Items	Apr 2020	May 2020	Jun 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Yearly Estimate	
Professional Tax	200.0	200.0	200.0	200.0	200.0	200.0	0.0	0.0	0.0	0.0	0.0	0.0	2400.0	
C) Gross Salary(A)														
Total													1200000.0	
D) Less Exemption Under Section 10														
Pay Items	Apr 2020	May 2020	Jun 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Yearly Estimate	
Metro/Non Metro	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	50/40	
Rent Paid	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	

[Export to Excel](#)

D) Less Exemption Under Section 10													
Pay Items	Apr 2020	May 2020	Jun 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Yearly Estimate
Metro/Non Metro	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	50/40
Rent Paid	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
HRA Received	16000.0	16000.0	16000.0	16000.0	16000.0	16000.0	0.0	0.0	0.0	0.0	0.0	0.0	192000.0
Basic DA	40000.0	40000.0	40000.0	40000.0	40000.0	40000.0	0.0	0.0	0.0	0.0	0.0	0.0	480000.0
40/50% of Basic DA													192000.0
Rent Paid-10% Basic DA													0.0
HRA Exemption													0.0
 HRA Exemption Items							Exemption						
House Rent Allowance:Section 10(13A)													0.0
Leave Travel Assistance:Sec.10(5)													0.0
Total Exemptions													0.0
E)Less Exemption Under Section 10/17													
Investment				Section				Gross			Qualifying		Deductible
SubTotal								0			0		0
F)Standard Exemption													
Total													50000.0
G)Income From Previous Employer													
Payitems							Amount						
Total Income													300000.0
Income Tax													40764.0
Professional Tax													600.0
Provident Fund													0.0
H)Income After Exemption[(C-(D+E+F))+G]													
Total													1450000.0

H) Income After Exemption[(C-(D+E+F))+G]						[EXPORT TO EXCEL]
Total						1450000.0
I) Less Deduction Under Section 16(Professional Tax)						
Tax On Employment: Sec 16(iii)						
Total						3000.0
J) Income chargeable under the head salaries(H-I)						
Total						1447000.0
K) Add any other income declared by the employee						
Total						0
L) Gross Total Income(J+k)						
Total						1447000.0
M) Deduction Under Chapter VI A						
Total						
	Investment	Section	Gross	Qualifying	Deductible	
Section 80C....						
	PF EHP	80 C	21600.0	150000.0	21600.0	
	80C(Previous Provident Fund)	80C	0.0	150000.0	0.0	
Sub Total			21600.0	150000.0	21600.0	
Sub Total(deduction under VI-A)						21600.0
N) Taxable Income(L-M)						
Sub Total						1425400.0
O) Rebate						
Total						0.0

O) Rebate				
Total				0.0
P) Total Tax to be paid				
Total				249725.0
	Raw Tax	Surcharge	Edu. cess	Total
	240120.0	0.0	9605.0	249725.0
Q) Tax Paid Till Date				
Total				130639.0
	Description	Amount		
	Deduction Through Payroll	89875.0		
	Direct TDS	0.0		
	Previous Employment	40764.0		
R) Annual Tax Balance(P-Q)				
Total				119086.0
S) Remaining Months				6
T) Proposed Monthly Tax				17012.0
U) Tax Payable				119086.0
V) Tax Refundable				0.0

2. Pay Sheet:

Path: Payroll -> Report -> Pay Sheet

The pay sheet for the respective month can be downloaded by clicking on **'Print'** from the page. It can also be downloaded **category wise** (Department, Location, Designation, Vertical, Level).

Pay Sheet Monthly
✕

This wizard will print report which display a pay statement of all employees breakup for a specified dates.

Month	<input type="text" value="10"/>	Year	<input type="text" value="2022"/>
Country	<input type="text" value="India"/> ↕	Location	<input type="text"/>
Department	<input type="text"/>	Level	<input type="text"/>
Designation	<input type="text"/>	Vertical	<input type="text"/>
		Cost Centre	<input type="text"/>

Personal Information Details To Display On Pay Statement

- Vertical
- Division
- Center
- Function
- Department

Print
or
Cancel

Also, the Employee information required to be displayed in the Pay sheet can be selected from the dropdown in **Personal Information Details**

After clicking on 'Print', a pop up of the pay sheet would be displayed and you would be having 'export to excel' option on the top right corner.



Demo Company
 8-4-52
 Old Delhi-Gurgaon Road,khi
 New Delhi 110037
 National Capital Territory-Delhi
 India
 011-30212000 / 66598800

Export to Excel



Monthly Pay Statement

For the month of October 2022

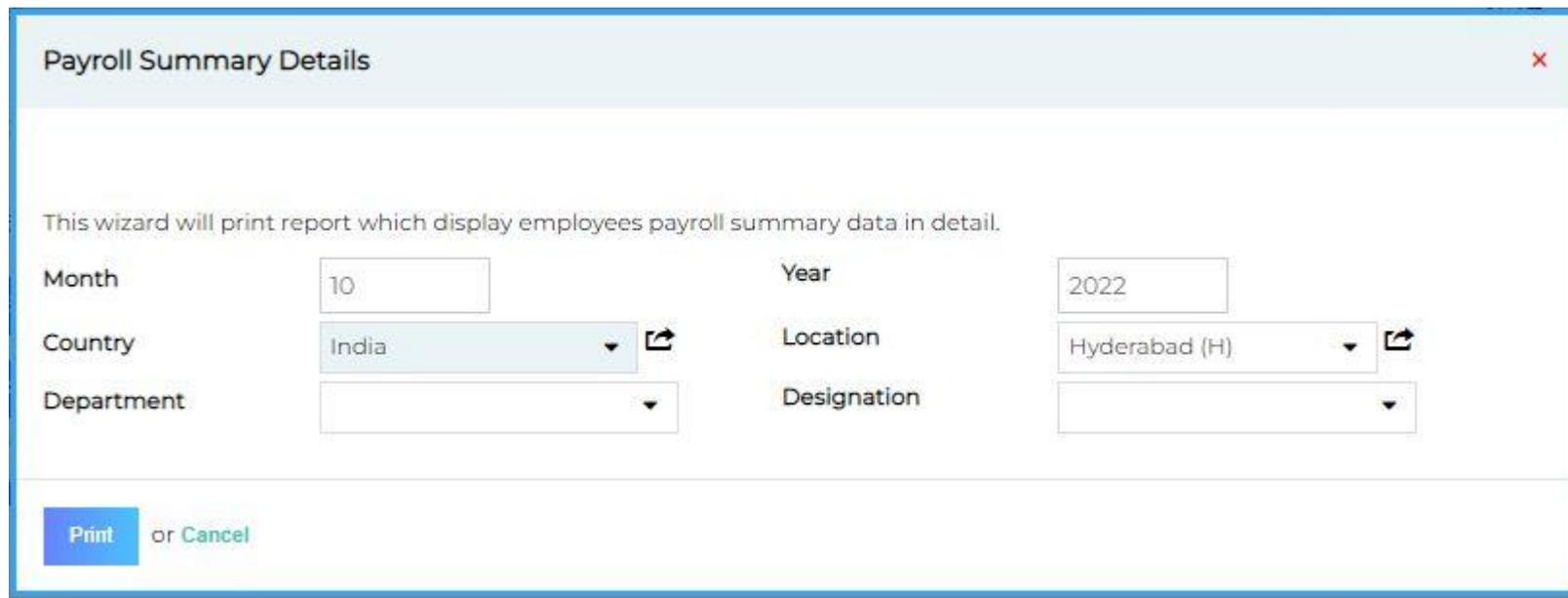
		Earnings											Deductions						
Employee Code	Employee Name	Basic	HRA	Special Allowance	Conveyance	HRA	Medical Allowance	Bonus	Shift Allowance	Travel Allowance	Incentive	Deputation Allowance	Total Earnings	ESI Employee Contribution	PF Employee Contribution	TDS	Loans/Advance	Professional Tax	TD\$ if no TD\$
EMP-46	Aasha	17500	7000	7650	1600	7000	1250	0	0	0	0	0	35000	263	2100	0	0	0	567
EMP03	Alke Deepika	100000	50000	47150	1600	50000	1250	0	0	0	0	0	200000	0	12000	0	4296	200	281
EMP05	Amol Doiphode	100000	50000	47150	1600	50000	1250	0	0	0	0	0	200000	0	12000	0	0	200	272
EMP06	A Arun Kumar	150000	60000	87150	1600	60000	1250	0	0	0	0	0	300000	2250	18000	0	0	200	528
Totals		367500	167000	189100	6400	167000	5000	0	0	0	0	0	735000	2513	44100	0	4296	600	113

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3. Payroll Summary Details

Path: Payroll -> Report -> Payroll Summary Details.

Payroll Summary Details provides the feasibility to download the report related to the information like Employees Without salary structure, Employees without Payslips, Total Payslips, Total Employee count once the payroll has been processed in the instance for the respective months.



The screenshot shows a window titled "Payroll Summary Details" with a close button (X) in the top right corner. Below the title bar, there is a descriptive text: "This wizard will print report which display employees payroll summary data in detail." The form contains several input fields:

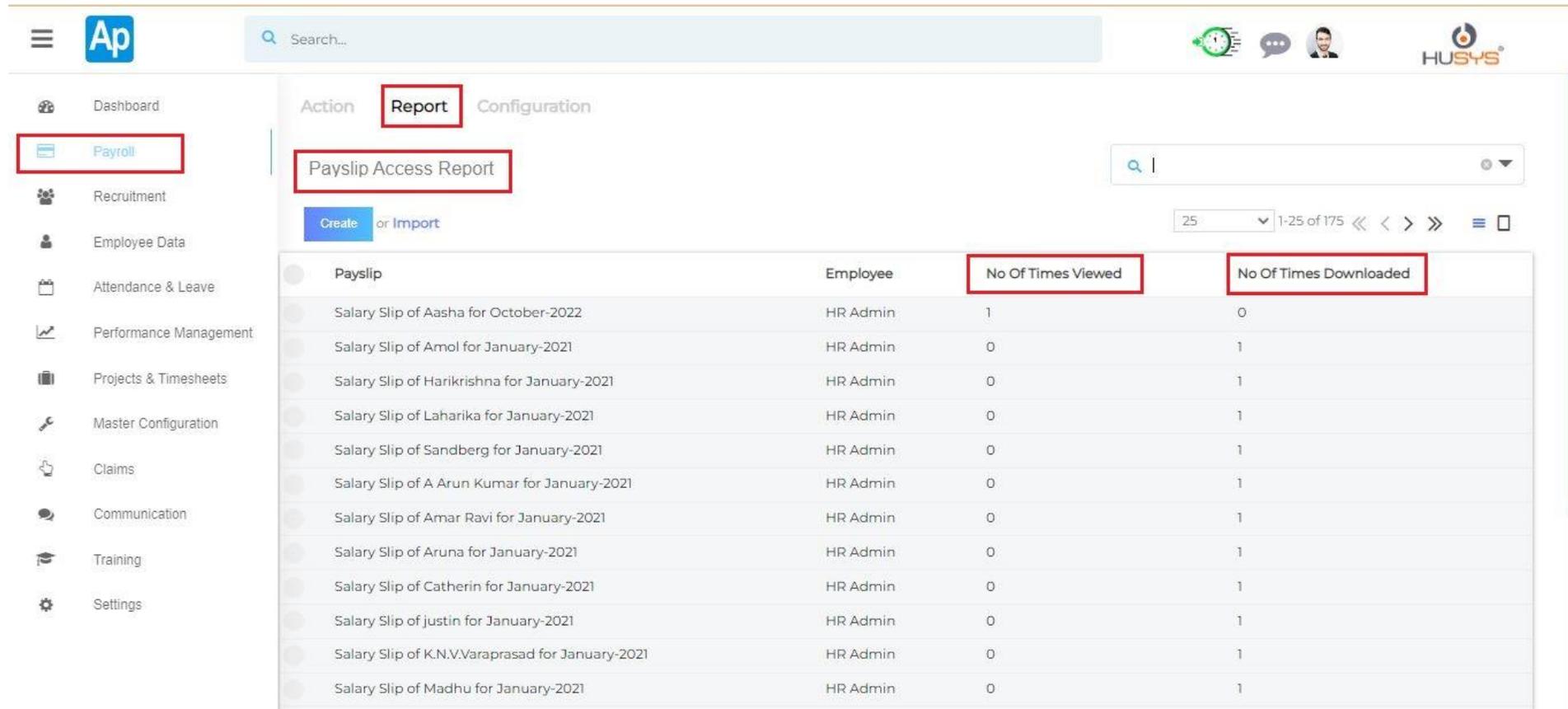
- Month:** A text input field containing the value "10".
- Year:** A text input field containing the value "2022".
- Country:** A dropdown menu with "India" selected and a refresh icon.
- Location:** A dropdown menu with "Hyderabad (H)" selected and a refresh icon.
- Department:** An empty dropdown menu.
- Designation:** An empty dropdown menu.

At the bottom left of the form, there are two buttons: a blue "Print" button and a green "Cancel" button, separated by the text "or".

4. Payslip Access Report

Path: Payroll -> Report -> Payslip Access

This report displays the details of employees who viewed or downloaded payslips from the application.



The screenshot shows the HUSYS application interface. The sidebar on the left contains navigation options: Dashboard, Payroll, Recruitment, Employee Data, Attendance & Leave, Performance Management, Projects & Timesheets, Master Configuration, Claims, Communication, Training, and Settings. The main content area is titled 'Payslip Access Report' and includes a search bar, a 'Create' button, and an 'Import' button. The report displays a table with the following data:

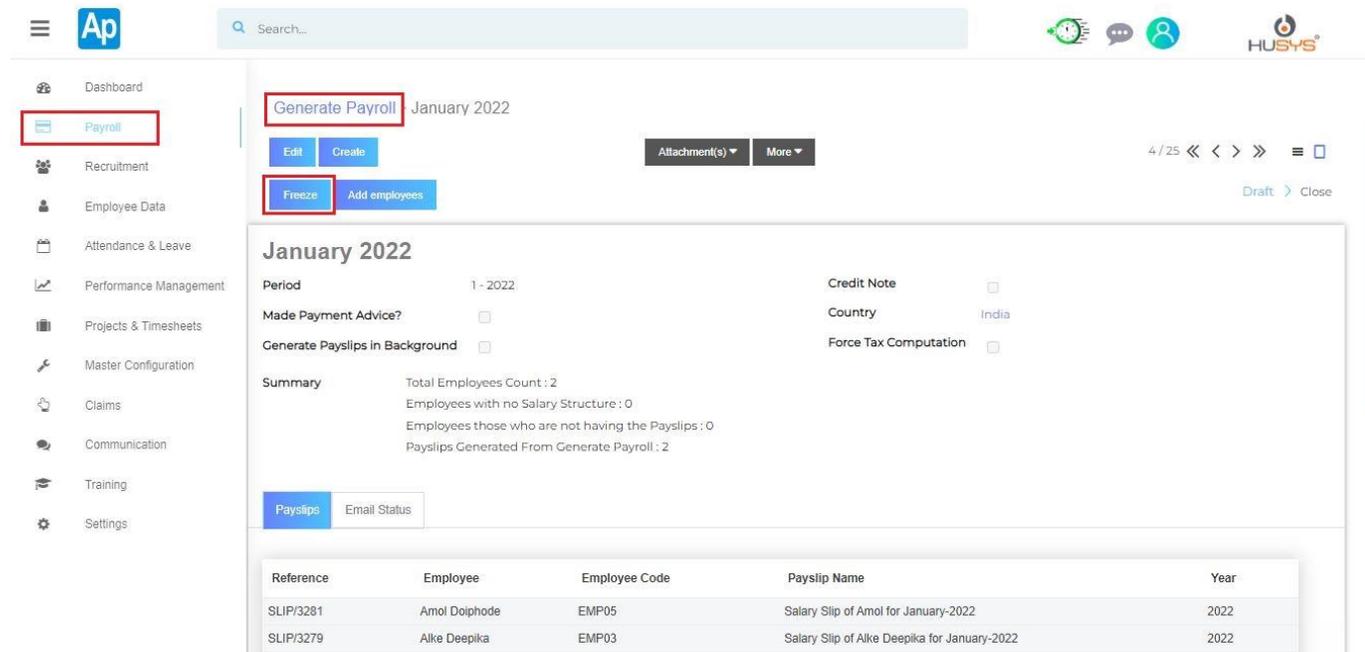
Payslip	Employee	No Of Times Viewed	No Of Times Downloaded
Salary Slip of Aasha for October-2022	HR Admin	1	0
Salary Slip of Amol for January-2021	HR Admin	0	1
Salary Slip of Harikrishna for January-2021	HR Admin	0	1
Salary Slip of Laharika for January-2021	HR Admin	0	1
Salary Slip of Sandberg for January-2021	HR Admin	0	1
Salary Slip of A Arun Kumar for January-2021	HR Admin	0	1
Salary Slip of Amar Ravi for January-2021	HR Admin	0	1
Salary Slip of Aruna for January-2021	HR Admin	0	1
Salary Slip of Catherin for January-2021	HR Admin	0	1
Salary Slip of justin for January-2021	HR Admin	0	1
Salary Slip of K.N.V.Varapasad for January-2021	HR Admin	0	1
Salary Slip of Madhu for January-2021	HR Admin	0	1

5. Payment Advice:

Path: Payroll -> Action -> Generate Payroll

Click open the processed payroll record in ‘**Generate Payroll**’, where you’ll have an option to ‘**Freeze**’ the payroll for that month.

Freeze meant for to lock your payroll (So that no more changes will be entertained in the payroll)



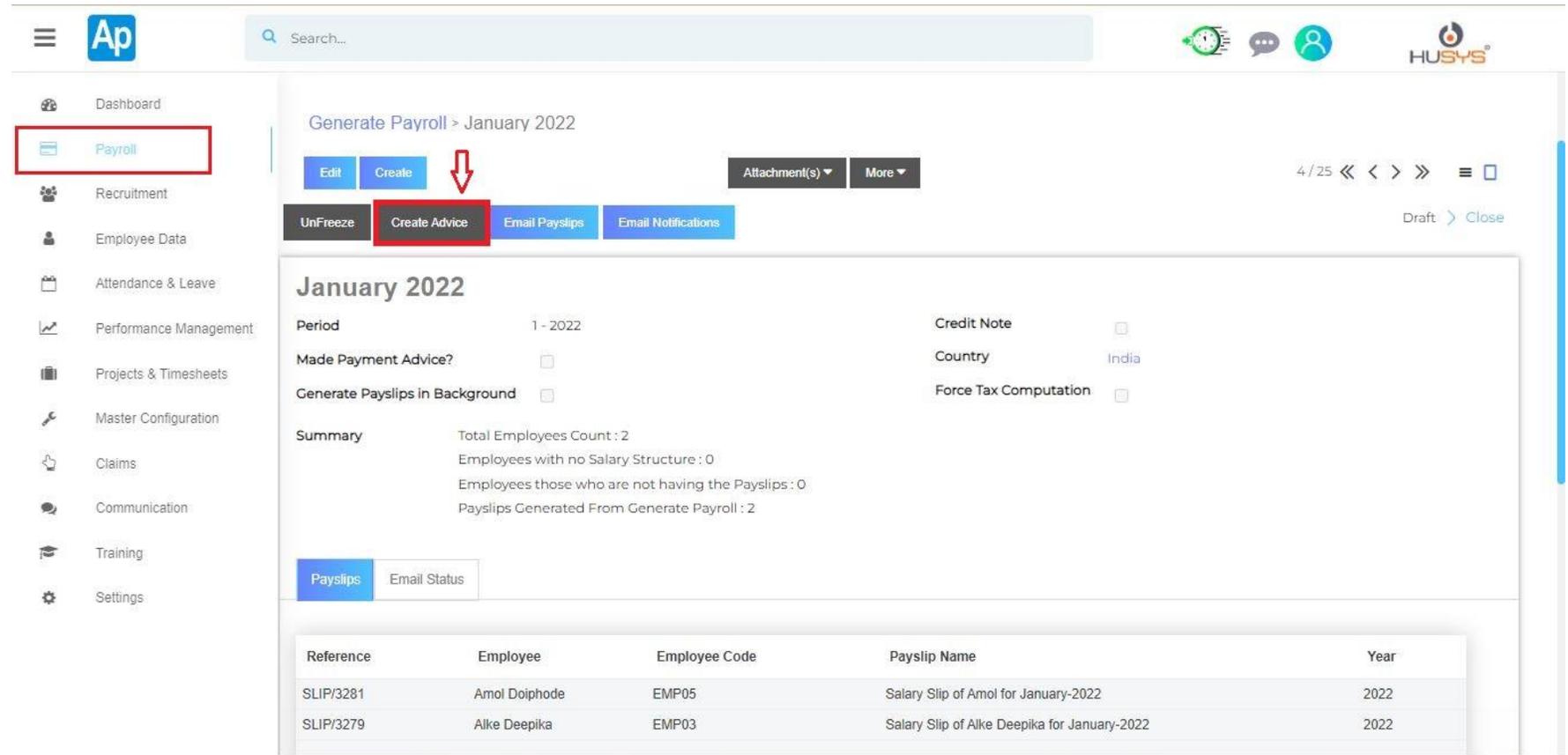
The screenshot shows the HUSYS Payroll system interface. The left sidebar menu includes options like Dashboard, Payroll, Recruitment, Employee Data, Attendance & Leave, Performance Management, Projects & Timesheets, Master Configuration, Claims, Communication, Training, and Settings. The main content area displays the 'Generate Payroll' screen for January 2022. The 'Freeze' button is highlighted with a red box. The interface includes a search bar, a 'Generate Payroll' button, and a 'Freeze' button. Below the buttons, there is a summary table for January 2022.

Reference	Employee	Employee Code	Payslip Name	Year
SLIP/3281	Amol Doiphode	EMP05	Salary Slip of Amol for January-2022	2022
SLIP/3279	Alke Deepika	EMP03	Salary Slip of Alke Deepika for January-2022	2022

NOTE: No changes can be made in the pay sheet or pay slips once the payroll is frozen.

On Freezing, the following are the options that will be displayed:

1. Create Advice



The screenshot shows the HUSYS Payroll interface. The left sidebar contains a menu with 'Payroll' highlighted in a red box. The main content area is titled 'Generate Payroll > January 2022'. Below the title, there are buttons for 'Edit', 'Create', 'Attachment(s)', and 'More'. A red arrow points to the 'Create' button. Below these buttons, there are four tabs: 'UnFreeze', 'Create Advice' (highlighted in a red box), 'Email Payslips', and 'Email Notifications'. The 'Create Advice' tab is active, showing a form for 'January 2022'. The form includes fields for 'Period' (1 - 2022), 'Credit Note' (checkbox), 'Made Payment Advice?' (checkbox), 'Country' (India), 'Generate Payslips in Background' (checkbox), and 'Force Tax Computation' (checkbox). A 'Summary' section shows: 'Total Employees Count : 2', 'Employees with no Salary Structure : 0', 'Employees those who are not having the Payslips : 0', and 'Payslips Generated From Generate Payroll : 2'. Below the form, there are tabs for 'Payslips' and 'Email Status'. The 'Payslips' tab is active, showing a table with the following data:

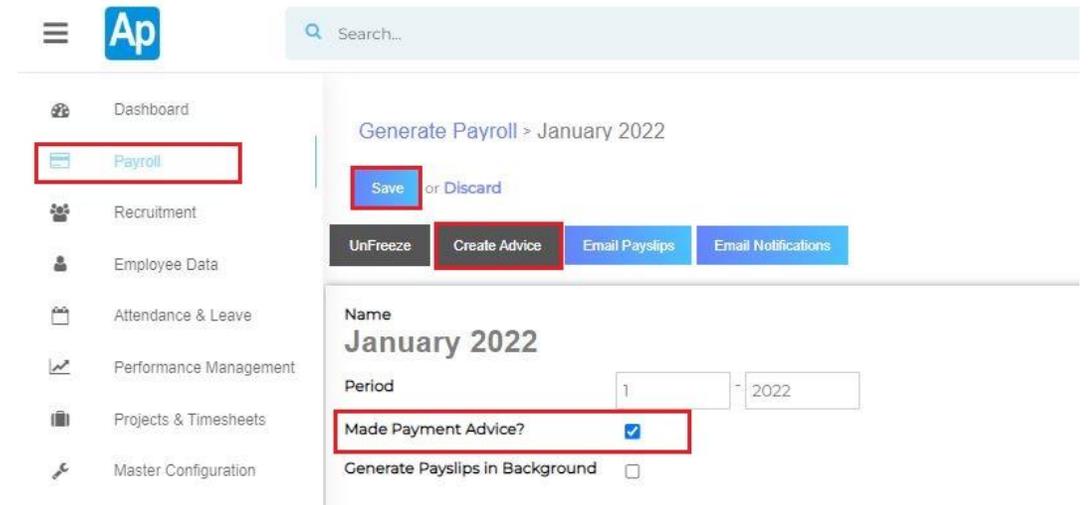
Reference	Employee	Employee Code	Payslip Name	Year
SLIP/3281	Amol Doiphode	EMP05	Salary Slip of Amol for January-2022	2022
SLIP/3279	Alke Deepika	EMP03	Salary Slip of Alke Deepika for January-2022	2022

NOTE: Employees will be able to view their pay slips of that month only after HR freezes the payroll.

1. Create Advice: Click on this option to create Bank Payment Advice.

‘Made Payment Advice’ checkbox would be ticked upon creation of advice.

The advice would be created at: *Payroll -> Report -> Bank Advice*



Generate Payroll > January 2022

Save or Discard

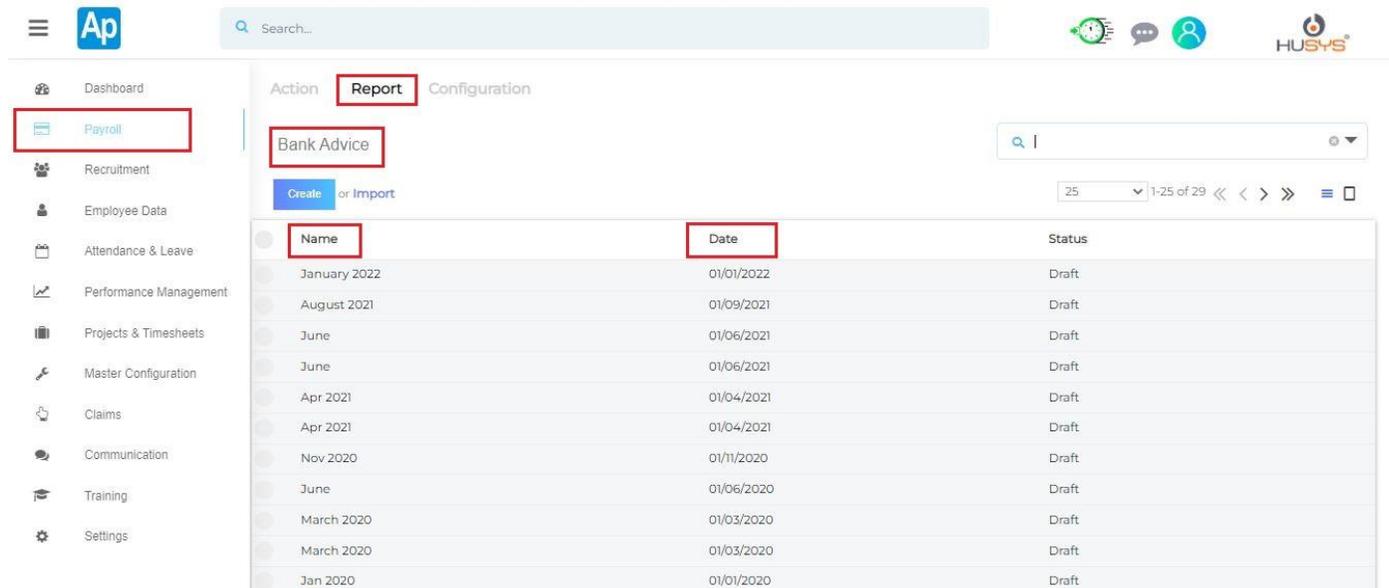
UnFreeze Create Advice Email Payslips Email Notifications

Name
January 2022

Period 1 - 2022

Made Payment Advice?

Generate Payslips in Background



Action Report Configuration

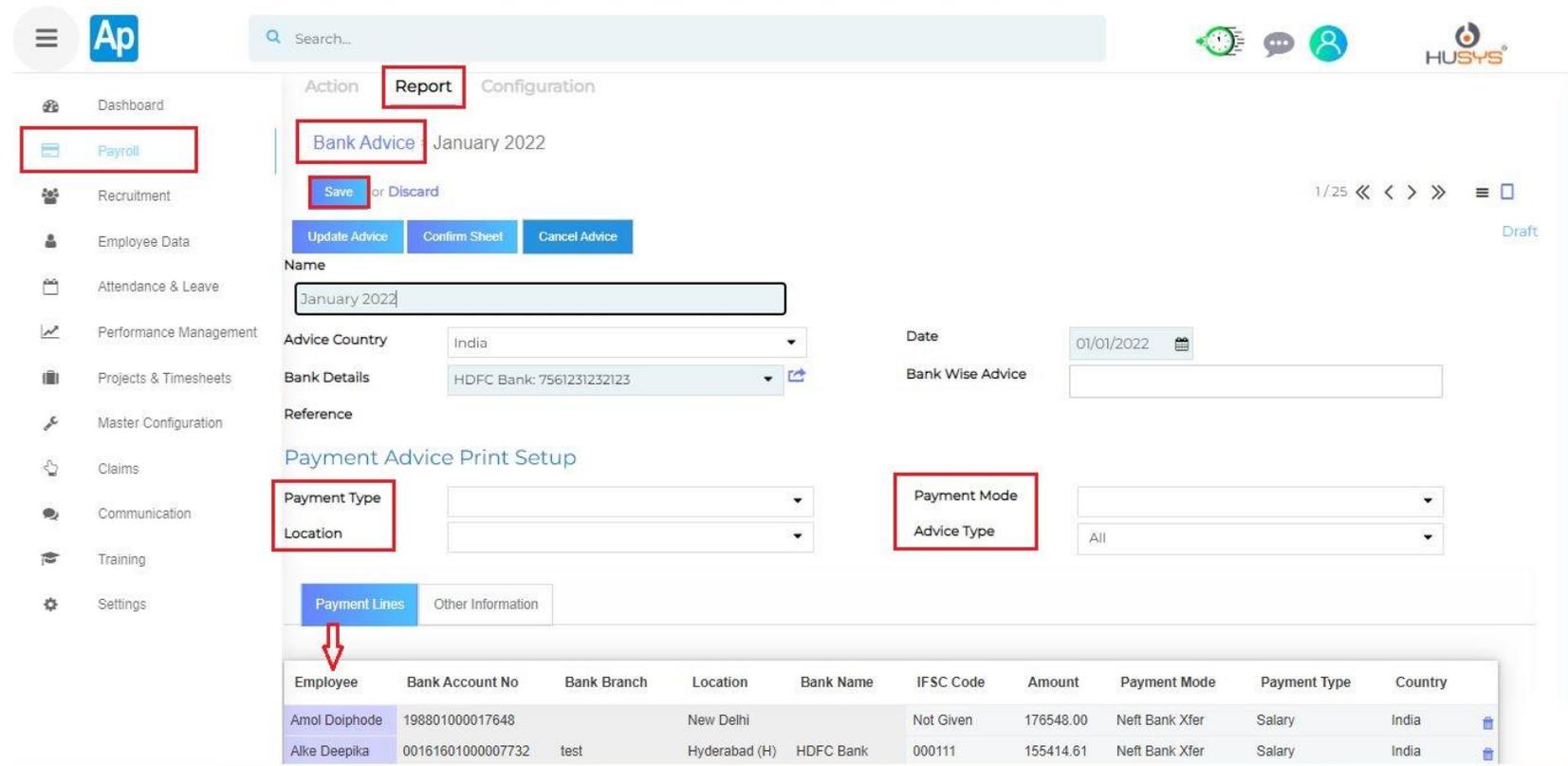
Bank Advice

Create or Import

Name	Date	Status
January 2022	01/01/2022	Draft
August 2021	01/09/2021	Draft
June	01/06/2021	Draft
June	01/06/2021	Draft
Apr 2021	01/04/2021	Draft
Apr 2021	01/04/2021	Draft
Nov 2020	01/11/2020	Draft
June	01/06/2020	Draft
March 2020	01/03/2020	Draft
March 2020	01/03/2020	Draft
Jan 2020	01/01/2020	Draft

Click open the advice -> Edit

There are multiple options to extract the payment advice. The same can be selected in 'Payment Advice Print Setup'

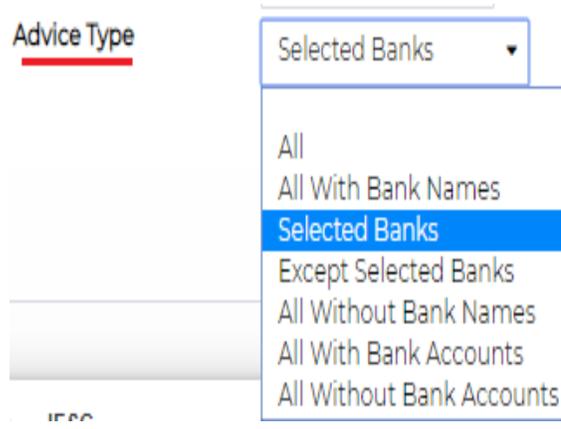


The screenshot displays the HUSYS software interface for configuring a Bank Advice. The left sidebar shows the 'Payroll' menu item highlighted in red. The main content area is under the 'Report' tab, showing 'Bank Advice January 2022'. Below this, there are buttons for 'Save or Discard', 'Update Advice', 'Confirm Sheet', and 'Cancel Advice'. The 'Name' field is set to 'January 2022'. The 'Advice Country' is set to 'India', and the 'Bank Details' are 'HDFC Bank: 7561231232123'. The 'Date' is '01/01/2022'. The 'Payment Advice Print Setup' section has 'Payment Type' and 'Location' highlighted in red. The 'Payment Lines' tab is selected, showing a table with the following data:

Employee	Bank Account No	Bank Branch	Location	Bank Name	IFSC Code	Amount	Payment Mode	Payment Type	Country
Amol Doiphode	198801000017648		New Delhi		Not Given	176548.00	Neft Bank Xfer	Salary	India
Alke Deepika	00161601000007732	test	Hyderabad (H)	HDFC Bank	000111	155414.61	Neft Bank Xfer	Salary	India

Below are the setup types that can be chosen:

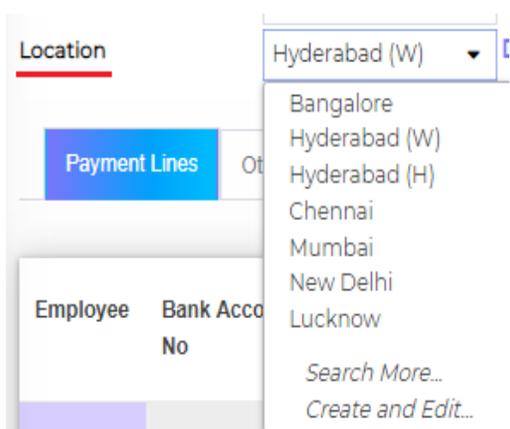
Advice Type



Selected Banks

- All
- All With Bank Names
- Selected Banks**
- Except Selected Banks
- All Without Bank Names
- All With Bank Accounts
- All Without Bank Accounts

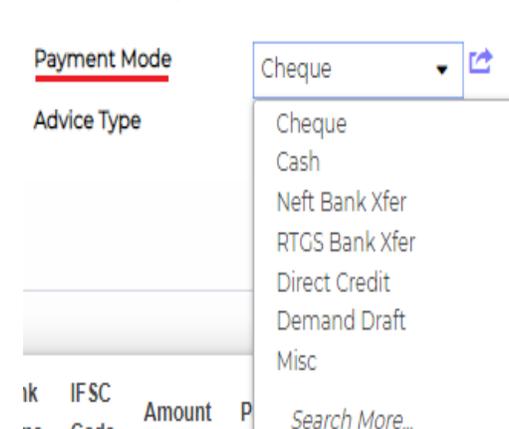
Location



Hyderabad (W)

- Bangalore
- Hyderabad (W)
- Hyderabad (H)
- Chennai
- Mumbai
- New Delhi
- Lucknow
- Search More...*
- Create and Edit...*

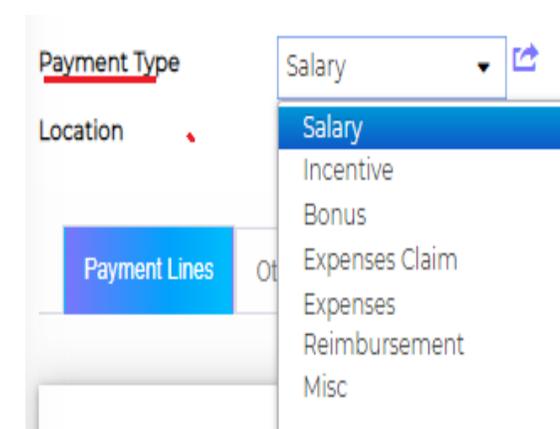
Payment Mode



Cheque

- Cheque
- Cash
- Neft Bank Xfer
- RTGS Bank Xfer
- Direct Credit
- Demand Draft
- Misc
- Search More...*
- Create and Edit...*

Payment Type



Salary

- Salary**
- Incentive
- Bonus
- Expenses Claim
- Expenses
- Reimbursement
- Misc
- Create and Edit...*

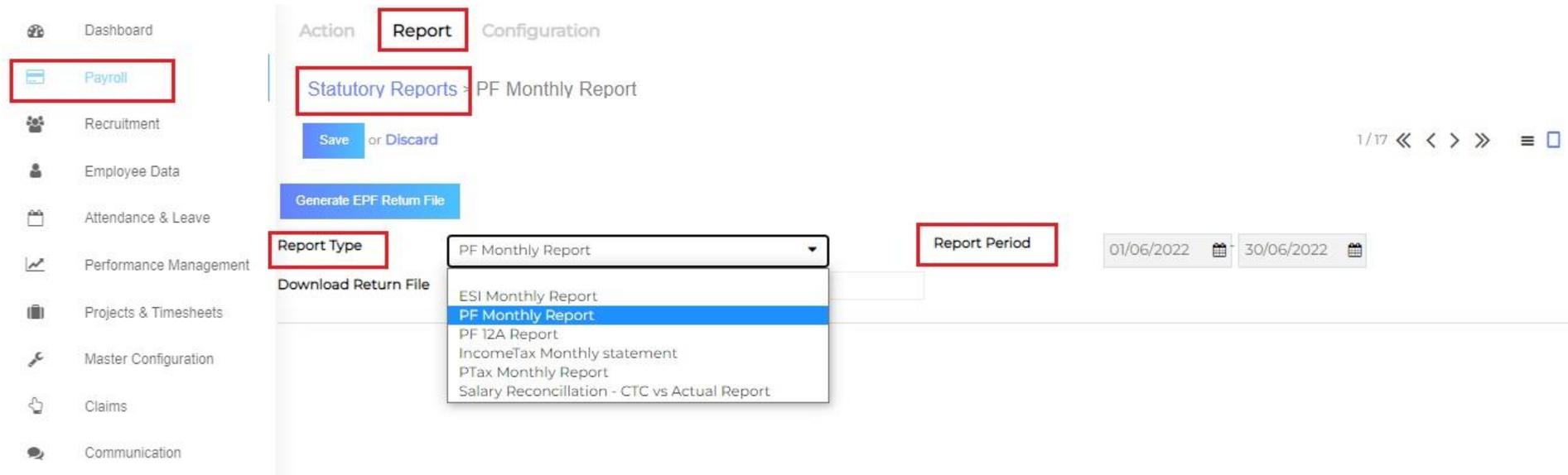
Any combination of the above types can be chosen and saved

After choosing the advice type (if any), in the 'Print' option on top, the advice can be downloaded in a pdf format by clicking on 'Print Advice' or can be exported in a Excel format by clicking on 'View Advice (exportable)'.

2. Statutory Reports:

Path: Payroll -> Report -> Statutory Reports

All the statutory reports such monthly ESI, PF etc. for a specific period can be generated and exported



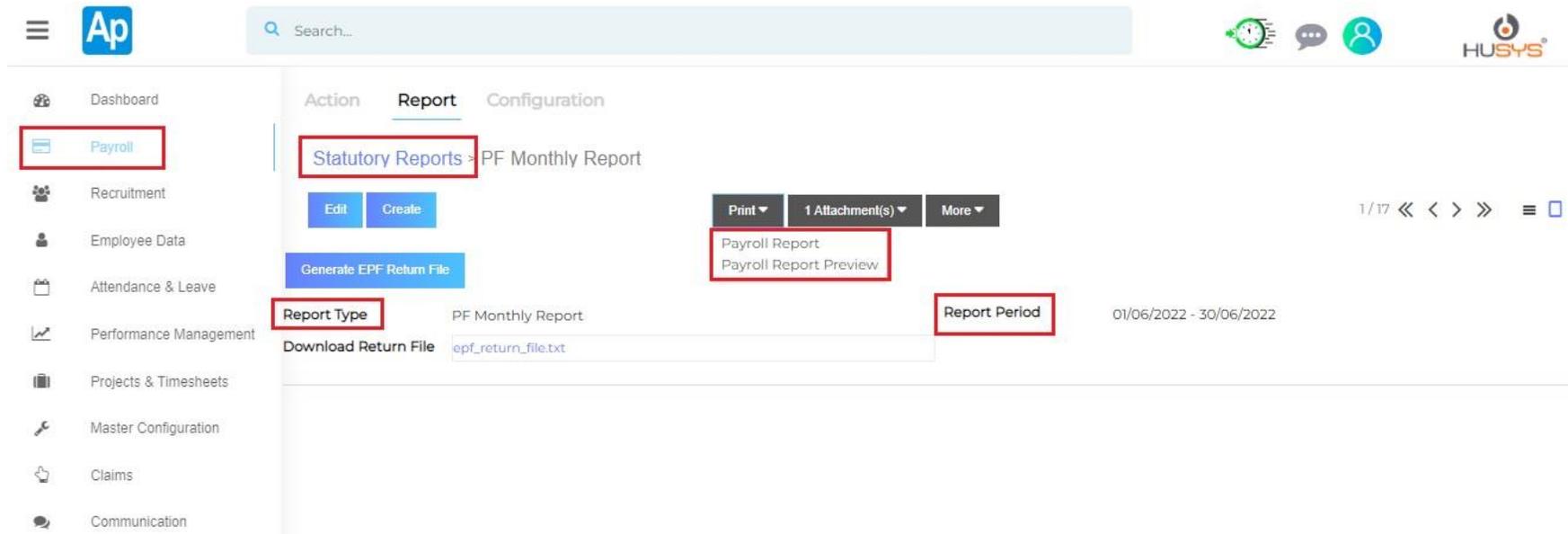
The screenshot displays the HUSYS software interface for generating statutory reports. On the left, a sidebar menu lists various modules, with 'Payroll' highlighted. The main area shows the 'Report' configuration screen for 'Statutory Reports'. A dropdown menu is open under 'Report Type', listing several report options: 'ESI Monthly Report', 'PF Monthly Report' (which is selected), 'PF 12A Report', 'IncomeTax Monthly statement', 'PTax Monthly Report', and 'Salary Reconciliation - CTC vs Actual Report'. The 'Report Period' is set to 01/06/2022 to 30/06/2022. Other visible elements include a 'Generate EPF Return File' button and a 'Download Return File' section.

PF / ESI Report

Path: Payroll -> Reports -> Statutory Reports -> Create

Choose the Report Type as 'PF Monthly Report or ESI Monthly Report' from the dropdown. Select the period of the report -> **Save**.

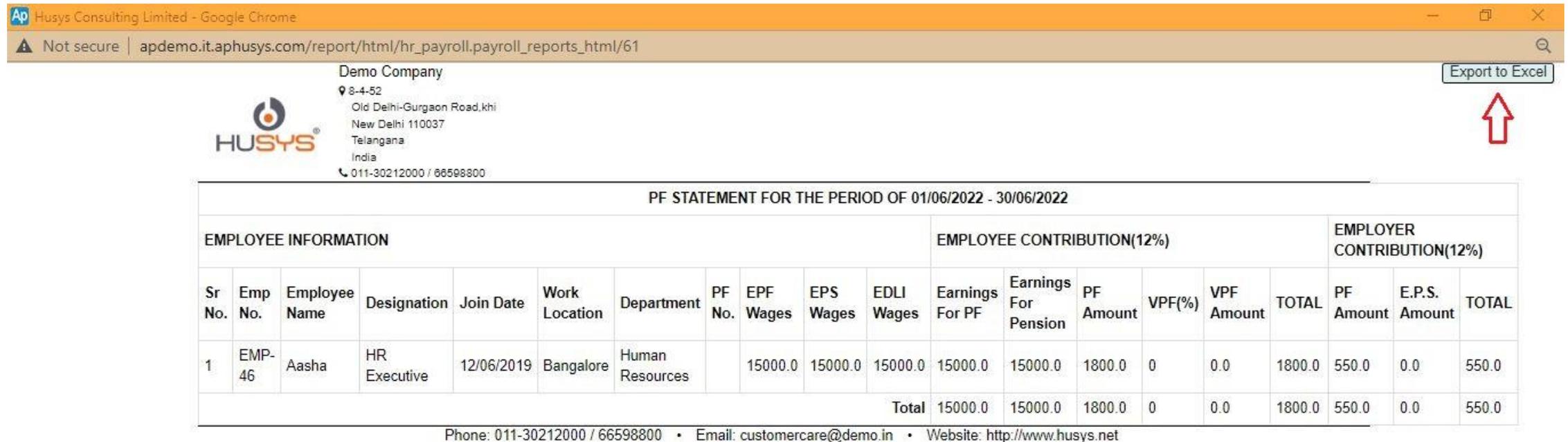
After saving, click on the 'Print' option to download the Report.



The screenshot displays the HUSYS web application interface. On the left is a navigation menu with 'Payroll' highlighted. The main content area shows the 'Statutory Reports' section with 'PF Monthly Report' selected. A 'Create' button is visible. Below this, there are fields for 'Report Type' (set to 'PF Monthly Report') and 'Report Period' (set to '01/06/2022 - 30/06/2022'). A 'Download Return File' button is also present. On the right, there are 'Print', '1 Attachment(s)', and 'More' buttons. A dropdown menu is open under 'Print', showing 'Payroll Report' and 'Payroll Report Preview' options. The interface includes a search bar at the top, a user profile icon, and a HUSYS logo in the top right corner.

Below are the three options in Print:

- **Payroll Report:** Click on this to download the report in a **PDF** format
- **Payroll Report Preview:** Click on this to get the popup view the report and to export it in an **Excel** format



Demo Company
8-4-52
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New Delhi 110037
Telangana
India
011-30212000 / 66598800

Export to Excel

PF STATEMENT FOR THE PERIOD OF 01/06/2022 - 30/06/2022

EMPLOYEE INFORMATION							EMPLOYEE CONTRIBUTION(12%)						EMPLOYER CONTRIBUTION(12%)						
Sr No.	Emp No.	Employee Name	Designation	Join Date	Work Location	Department	PF No.	EPF Wages	EPS Wages	EDLI Wages	Earnings For PF	Earnings For Pension	PF Amount	VPF(%)	VPF Amount	TOTAL	PF Amount	E.P.S. Amount	TOTAL
1	EMP-46	Aasha	HR Executive	12/06/2019	Bangalore	Human Resources		15000.0	15000.0	15000.0	15000.0	15000.0	1800.0	0	0.0	1800.0	550.0	0.0	550.0
Total											15000.0	15000.0	1800.0	0	0.0	1800.0	550.0	0.0	550.0

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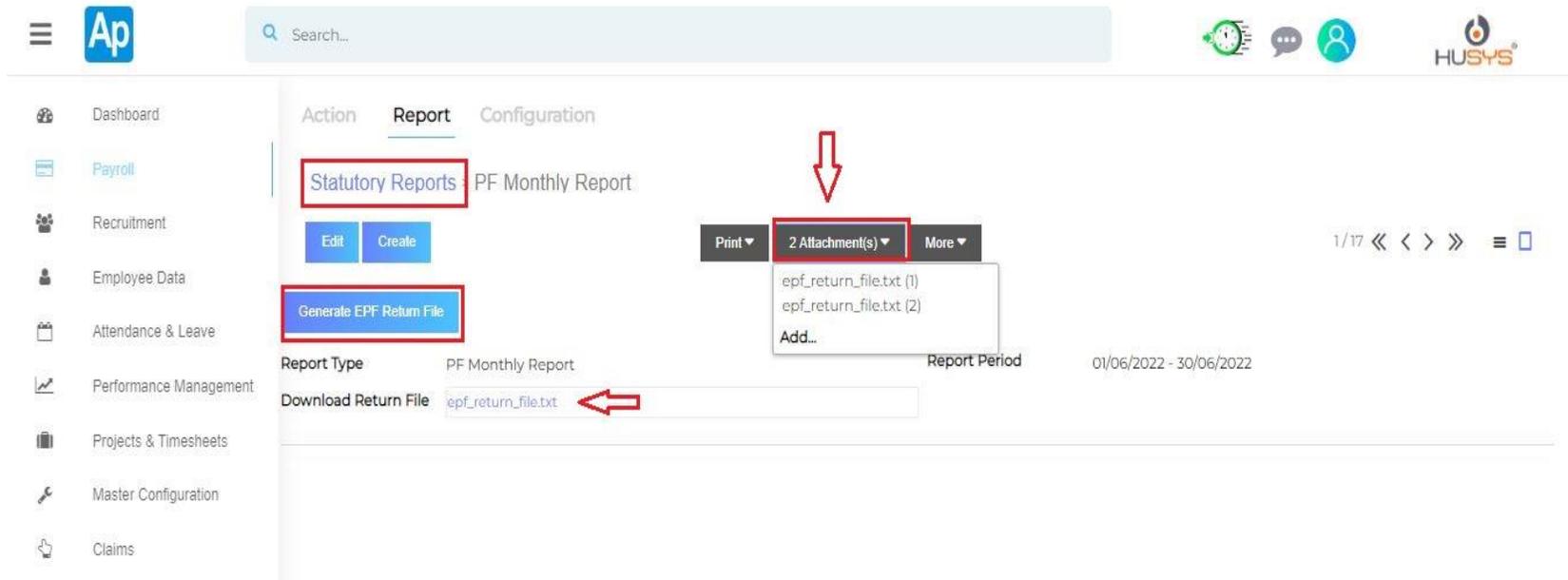
Payroll Report Preview

EPF or ESI Return file:

To download PF return file, click on **'Generate EPF Return File'** -> .txt file would be created at **Download Return File**.

In case of ESI return file, .xls file be created.

You can either click on the file created and you can find the same in the **'Attachments'** on top.



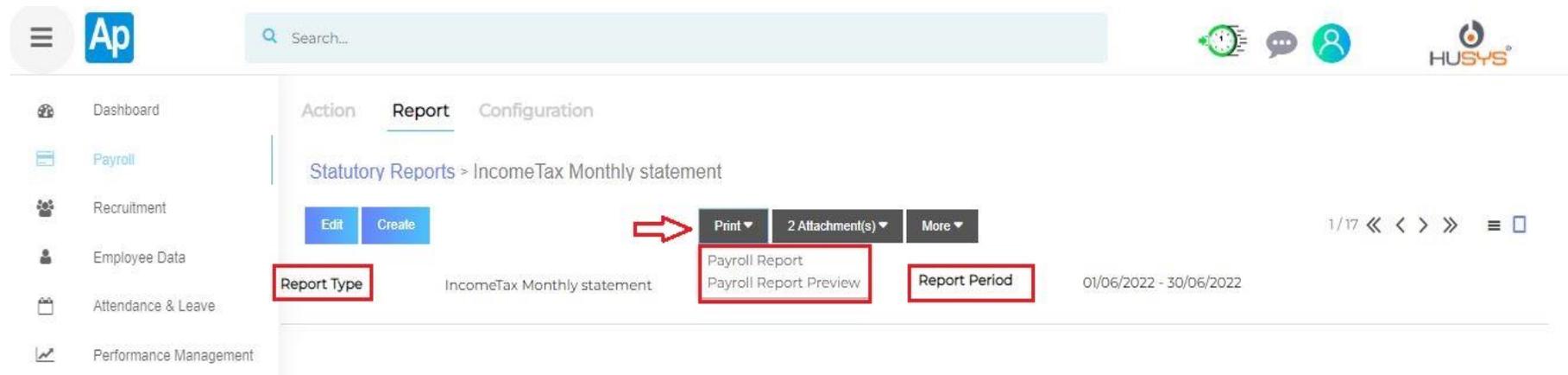
The screenshot displays the HUSYS web application interface for generating PF return files. The left sidebar shows navigation options like Dashboard, Payroll, Recruitment, Employee Data, Attendance & Leave, Performance Management, Projects & Timesheets, Master Configuration, and Claims. The main content area is titled 'Action Report Configuration' and shows 'Statutory Reports' for 'PF Monthly Report'. A red box highlights the 'Generate EPF Return File' button. Below it, the 'Report Type' is set to 'PF Monthly Report' and the 'Report Period' is '01/06/2022 - 30/06/2022'. A dropdown menu is open, showing two attachments: 'epf_return_file.txt (1)' and 'epf_return_file.txt (2)'. A red arrow points to the 'Download Return File' field, which contains the filename 'epf_return_file.txt'.

3. Income Tax statement

Path: Payroll -> Reports -> Statutory Reports -> Create

Choose the Report Type as 'Income Tax Monthly Statement' from the dropdown. Select the period of the report -> **Save**.

After saving, click on the 'Print' option to download the Report.



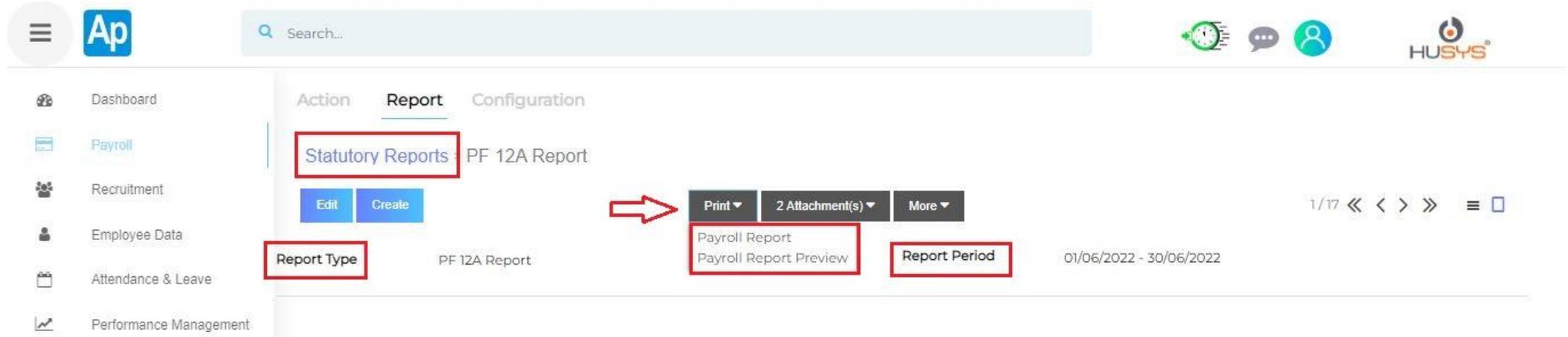
Below are the three options in Print:

- **Payroll Report:** Click on this to download the report in a **PDF** format
- **Payroll Report Preview:** Click on this to get the popup view the report and to export it in an **Excel** format

4. PF 12A Report

Path: Payroll -> Reports -> Statutory Reports -> Create

Choose the Report Type as 'PF 12A Report' from the dropdown. Select the **period** of the report -> **Save**. After saving, click on the 'Print' option to download the Report.



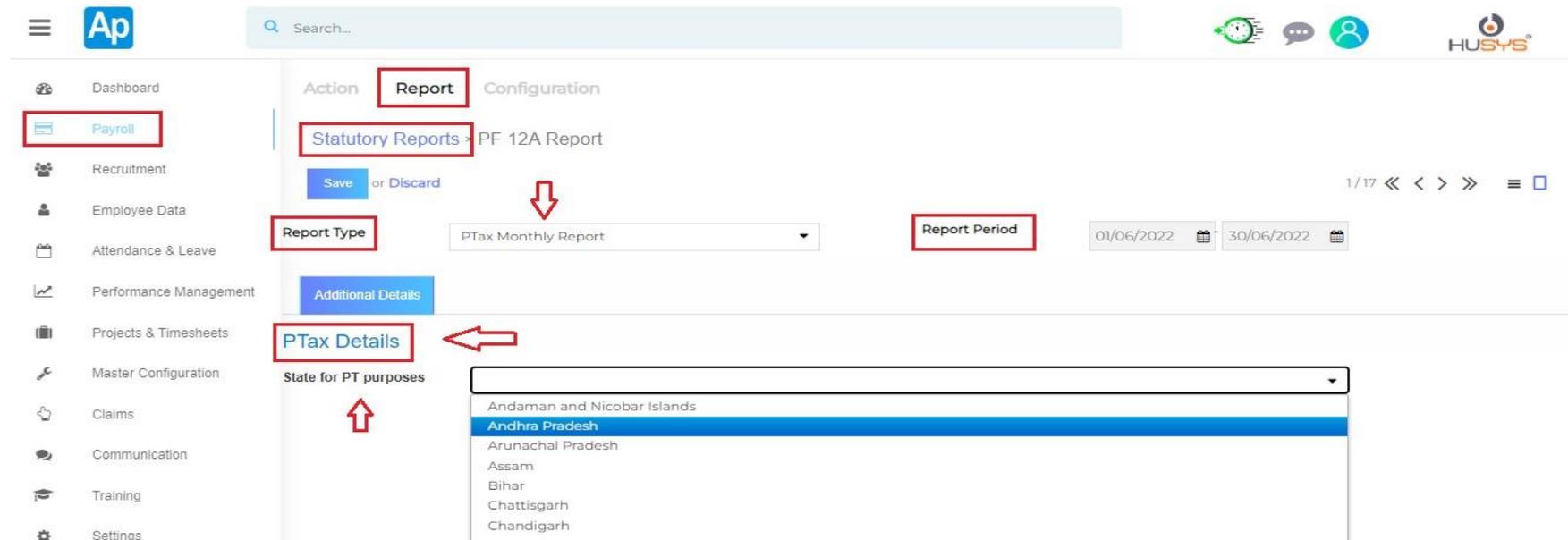
The screenshot shows the HUSYS web application interface. On the left is a navigation menu with items like Dashboard, Payroll, Recruitment, Employee Data, Attendance & Leave, and Performance Management. The main content area has tabs for Action, Report, and Configuration. Under the 'Report' tab, 'Statutory Reports' is selected and highlighted with a red box. Below this, there are 'Edit' and 'Create' buttons. A 'Report Type' dropdown menu is highlighted with a red box and set to 'PF 12A Report'. To the right, a 'Print' dropdown menu is open, with 'Payroll Report' and 'Payroll Report Preview' options highlighted in red. A red arrow points to the 'Print' dropdown. The 'Report Period' is set to '01/06/2022 - 30/06/2022'. At the top right, there are icons for a clock, chat, and user profile, along with the HUSYS logo.

- **Payroll Report:** Click on this to download the report in a **PDF** format
- **Payroll Report Preview:** Click on this to get the popup view the report and to export it in an **Excel** format

5. Professional Tax Statement

Path: Payroll -> Reports -> Statutory Reports -> Create

Choose the Report Type as 'P Tax Monthly Report' from the dropdown -> **State for PT purposes**, select the **State** -> Choose the **period** of the required report -> **Save**
After saving, click on the '**Print**' option to download the Report.



- **Payroll Report:** Click on this to download the report in a **PDF** format
- **Payroll Report Preview:** Click on this to get the popup view the report and to export it in an **Excel** format

➤ YTD Salary Component

Path: Payroll -> Report -> YTD Salary Component

A report for breakup of specific component in a particular period can be taken.

Select the **Dates** -> **Category** of the component -> **Component Type** -> **Employees** (table below),
Add an item, to select the employees -> **Print**

A preview of the report will popup which can be saved as **PDF** or you'll have an option on the top right corner to export it in an **Excel** format

YTD Salary Component

This wizard will print report which displays employees break-up of Net Head for a specified dates.

Start Date

End Date

Country

Category

Components

Employees

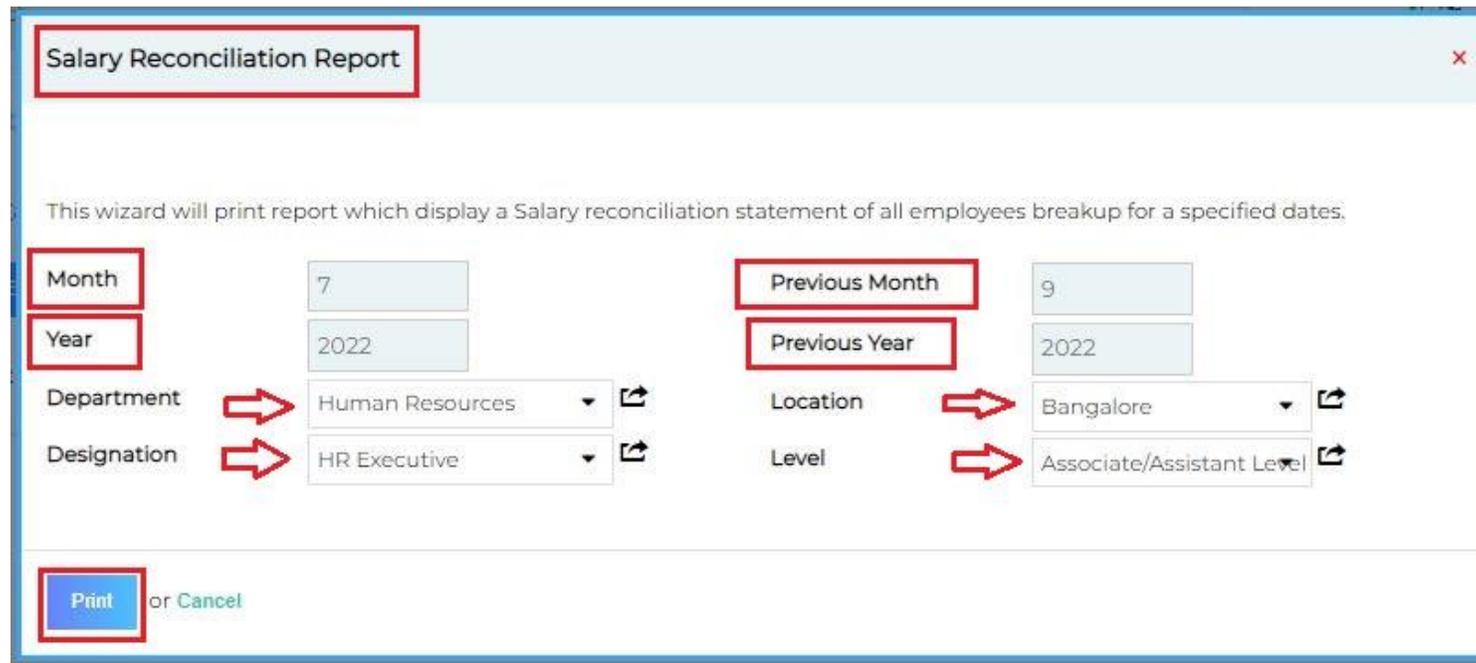
Employee Code	Name	Join Date	Location	Work Mobile	Work Email	Department	Designation	Manager	Country
Add an item									

or

➤ **Salary Reconciliation Report** - A report for salary values comparison between two months.

Path: Payroll -> Report -> Salary Reconciliation Report

To take an employees' salary reconciliation report -> Choose the Months and the respective Years -> Report can be taken in the combination of Department, Location, Designation or Level specific -> Print



The screenshot shows a 'Salary Reconciliation Report' wizard window. The title bar is 'Salary Reconciliation Report'. Below the title bar, there is a description: 'This wizard will print report which display a Salary reconciliation statement of all employees breakup for a specified dates.' The form contains several input fields and dropdown menus:

Field	Value
Month	7
Year	2022
Previous Month	9
Previous Year	2022
Department	Human Resources
Designation	HR Executive
Location	Bangalore
Level	Associate/Assistant Level

At the bottom left, there is a 'Print' button and a 'Cancel' link. Red boxes and arrows highlight the 'Month', 'Year', 'Previous Month', 'Previous Year', 'Department', 'Designation', 'Location', 'Level', and 'Print' fields.

A preview of the report will popup which can be saved as PDF or you'll have an option on the top right corner to export it in an Excel format



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