

PAYROLL MANAGEMENT SOFTWARE

The World's Best way to authenticate

Feature Overview

Welcome **Orange Payroll Software**, the simple and effective online system that provides you, the employer, with everything that you need to accurately and confidently track every aspect to do with the engagement of employees or contract workers.

Payroll Package is one of our more successful and popular products, used by many Multinational Banks, FIIs, BPO Providers, Indian / Multinational Business Houses, Advertising Agencies, Clearing Agencies & Dot Com / Marketing / Finance/ Manufacturing Companies. We have come with the ideal solution to Manual Payroll Process with software, which accounts & manages your business on your finger tips.

Payroll has been designed to remove the time and effort that is normally associated with payroll and to provide a direct and seamless operation that enables the employer to handle all staff and payment processes in a simple and accurate manner.

Payroll software allows organization to generate pay slips and salary register, based on the attendance of the employees taking care of **leaves, overtime, allowances, loans, advance, bonus, encashment** and other standard deductions like PF, E.S.IC, Professional Tax, Income Tax etc.

HR functionality: Which is a browser based application that automates processes covering the entire employee life-cycle: Résumé handling, Induction and on-boarding, promotions, transfers, appraisals and salaries, skills mapping and training. Applying for Leave, Applying for Leave, Viewing the Training .It is a place for the top management to communicate directly with the employees, publishing Holidays of the month, Birthday and Seasonal Greetings, Get opinions from the Employees access mail. Send messages to others.

Payroll Time & Attendance : Reduce pay corrections by automating time collection and enforcing rules and Apply defined calculation rules for overtime, stat pay and shift differentials and Review Work Sheet of each employee as per project and work type. Also get reports of CTC as per Employee or Project

Our portals stitch together all elements that are important for **your** organization and present them with such Ease of navigation and simplicity of user-interface that creating a buy-in from the users is never a problem.

Save time and money by reducing your employee presence management administration, lowering your operating costs and get accurate web payroll.

Functionality Key Modules

- ◆ Employee Information Management
- ◆ Leave Management System
- ◆ Time Management System
- ◆ Payroll Management System
- ◆ HRD Procedures
- ◆ Reimbursement Management
- ◆ Employee Transfer, Promotions & Increments
- ◆ Project And Job Work Detail Management
- ◆ Email Notification and verification
- ◆ Reports

EMPLOYEE PROFILE

- Employee Joining Information.
- Employee Profile.
- Family background details.
- Employee Emergency address and contact person details.
- Awards given to Employee and their Children.
- Employee Immigration information
- Employees extra Circular Activities / sports / social etc.
- Canteen Info
- Probation Confirmation details.
- Employee Current position and job profile.
- Employee Local address and References details.
- Employee Qualification and experience details.
- Documents submitted by employee.
- Assets given to employee.
- Employee Training details.
- Holidays Info (Fixed / Non-fixed)

LEAVE MANAGEMENT SYSTEM

- User Defined Leave types e.g pl,cl etc
- Leave Application
- Leave rules
- Leave Balance Details
- Leave Approvals
- Monthly / Yearly Leave Carry Forward

TIME MANAGEMENT SYSTEM

- Late Coming, Early going, Absence due to travel on Duty etc
- Overtime Details
- Manual Attendance done By Employee details
- Week of Adjustment (employee wise)
- Employee Shift Manage
- Overtime on Overtime
- Monthly / Yearly Leave Carry Forward

PAYROLL MANAGEMENT SYSTEM

- User defined Salary Heads
- Pay slip Generation
- Create your own Salary Structures
- Professional Tax Slab
- Salary formula
- Taxation, form 16,PT, PF & ESIC

HRD PROCEDURES

- Final Settlement
- PF Challan
- Training Module
- Superannuation
- Govt Relation
- ESIC Challan

TRANSFER, PROMOTIONS& INCREMENTS

- Transfer Details (Shift / Department)
- Promotion Details (Post / Salary)
- Salary Certificate & Appraisal Letter

PROJECT AND JOB WORK MANAGEMENT (optional)

- Project allocation
- Job Work Allocation
- Job Work Receive

EMPLOYEE SELF SERVICE PORTAL (IN Web Edition)

- To do in out entry
- Leave Applications
- Loan Applications
- Event Posting and viewing
- Leave Status
- Loan Status

EMAIL NOTIFICATION AND VERIFICATION

- Notification of employee Info update
- Notification of increment
- Email salary pay slip
- Contain Inbox, My messages in user portal
- Send mail , greeting from user portal
- Auto SMS for Leave & Attendance

GOVERNMENT OF INDIA TAXATION FROM REPORTS

- PT Challan
- Form6A(Employees Yearly PF Contribution)
- Form-3 (For Professional Tax)
- Form12A(Revised)-Employee's Monthly PF Contribution
- Form3A Details of Employees Pension Fund Scheme-Yearly
- Form-10(Employee's PF Organization for Resigned Employee's)
- TDS
- PF Statements
- Chart Report
- Performance
- Credit

SALARY REPORTS

- Salary Muster(Accountant)
- Salary Sheet
- Online Time
- Salary Summary
- Allowance(Deduction)
- Bank Statement
- Bank Transfer Statement
- Bank Recovering Statement
- Reimbursement Detail

Orange Technolab Pvt. Ltd.

3rd Floor, 307 Jan path Complex,
Behind L.I.C. Building, Ashram Road
Ahmedabad – 390009
Gujarat. INDIA

For Customer Support

Mr. Hasmukh Prajapati
Email : support@orangewebtech.com

For Sales (All Over India)

Call Us on: +91 – 79 – 26574943
40068968
Fax: +91 – 79 – 26574943(Ext 23)
Mobile: +91 9328175027

Email: sales@payrollsoftware.co.in