

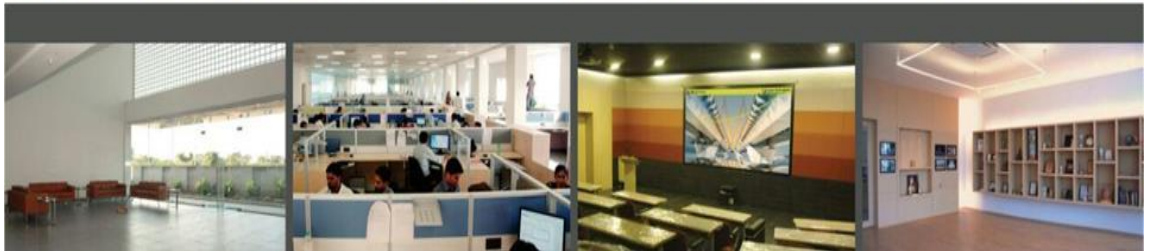
# PaySoft™



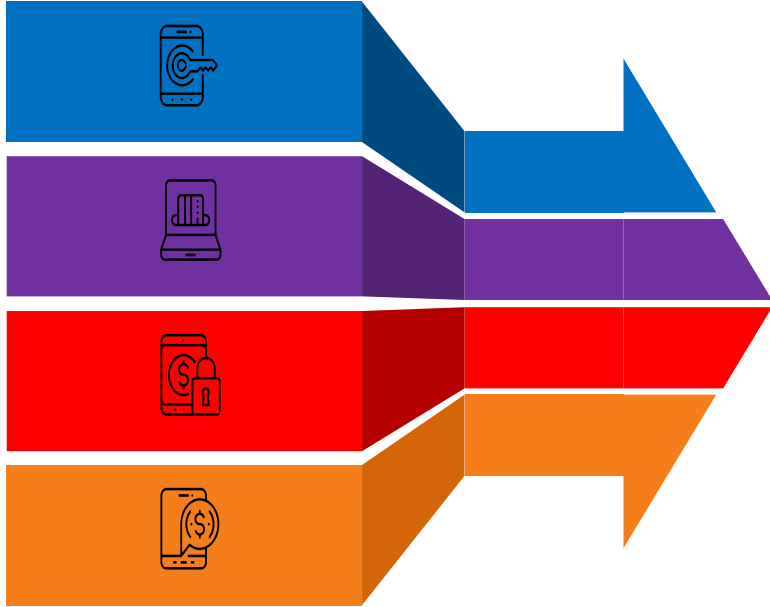
**Lemon  
Technologies.**

# Surat Office

RSM – Lemon House,  
DTA – 2, G/2 – 5, Gujarat Hira  
Bourse, Ichhapore, Pal – Hazira  
Road, Surat.



# Group Profile



Leading consulting & technology group specialized in providing a host of value added services to the G&J Industry, Textile Industry, Pharmaceuticals, Hospitals, and Logistics worldwide and also to other manufacturing and service industries globally. The group is based out of India having direct offices in Dubai, Hong Kong, & Antwerp.

Part of RSM International and RSM India, the 6th largest accounting-consulting groups globally and in India respectively.

# Group Companies

**Lemon Technologies Pvt. Ltd**

**Lemon Consultech India**

**Lemon Consultech BVBA**

**Lemon Financial Advisors LLP**



**Lemon Consultech DMCC**

**Lemon Consultech HK Ltd.**

**Lemon Technomist Pvt. Ltd.**

# Our Strengths

**Multi-disciplinary team of Software developers, Application developers, IT Engineers and other professionals**

**Technology team of 200+ personnel**

**Clients include companies from the Gems & Jewelry industry worldwide along with other manufacturing and service industries**



**Specialized in providing host of value added IT consulting & professional IT services**



**Expertise in MySQL, MVC, ASP.Net, PHP, Node JS, Python, SAP BI & hana, Android, iOS and other latest technologies**

**Offer creative and innovative solutions to solve business problems**

# Vision & Mission

To offer innovative and creative services for the beneficitation of our customers worldwide such that our services enable them to transform the way in which they do business.

## Vision



## Mission

To deliver excellence in all our services to enable our esteem customers to excel in their own business. We do this by providing value-added services leveraging our vast domain knowledge, blending of IT with various business domains, specialized multi disciplinary skills and international professional expertise

# Awards & Accolades



## **Lemon Technologies:**

'Most Innovative IT  
Company'  
by GJTCI for 2014-15 in  
Ahmedabad

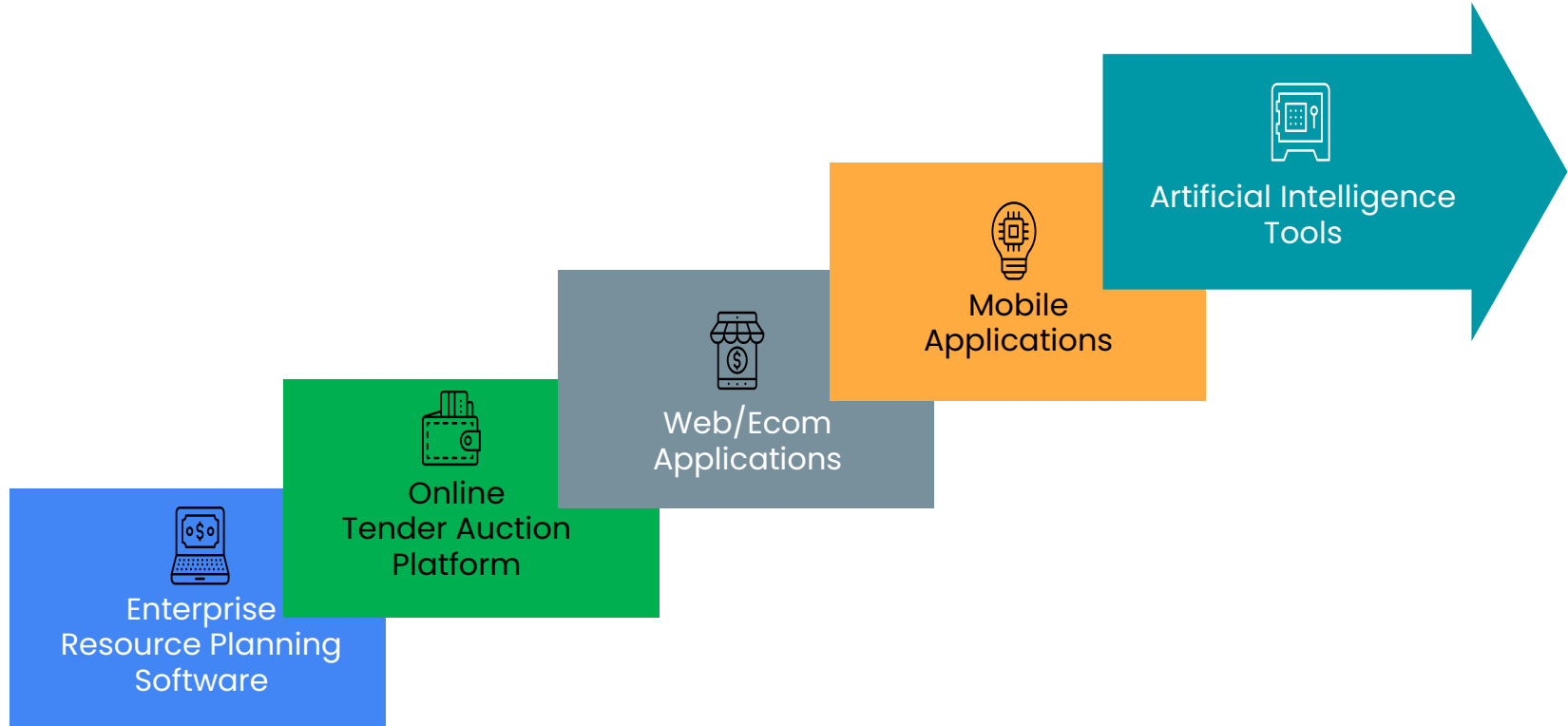
## **Lemon Technomist:**

Awarded the 'Most  
Innovative Company' by  
GJEPC for 2014-15, 2016-17  
and 2018-19.



Both these companies appear in the list of Top 100 Companies by "The New Jeweller Magazine"

# Our Technology Bouquet





# Payroll Management Module

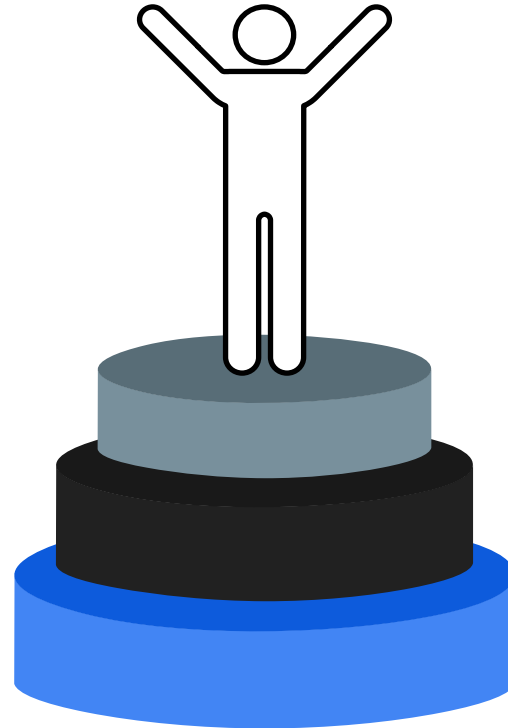
- User define Pay Heads & Deduction Heads
- Dynamic shift management
- Define allowance, reimbursement and other components
- Caters to different types of business viz. manufacturing, service and trading
- Facilitates categorization of employees into fixed salaried, wage earner, etc.



- Automation of labour law and tax law compliances
- Integrated with Barcode / RFID / NFC based attendance system, bio-metric devices, and location based attendance recording system
- More than 225 reports related to HR, Manpower management, statutory compliances etc. with easy export to Excel/PDF on Demand

# Key Functionalities

- Employee Recruitment
- Customized Payment Head Creation Flexibility
- Salary and Wage Optimization
- Attendance – Time Keeping
- Monthly Payroll Transaction
- Statutory Compliances
- B.P.P. Compliances
- Termination or Transfer of Employee
- M.I.S. and H.R.
- Parallel Company Access
- ESS [Employee Self Service] Portal




# Employee Recruitment



# Employee Master Data

New Employee

Employee				Employee's Status & Photo	
Company <input type="text" value="SJ"/>		SHREE JALARAM JEWELLERY		* Status <input type="text" value="ACTIVE"/>	
Employee Code <input type="text" value="OD0001"/>	* First Name <input type="text" value="SURESHBHAI"/>	Middle Name <input type="text" value="JERAMBHAI"/>	Last Name <input type="text" value="HADIYA"/>	Photo 	
Employee's Details				Resign Date <input type="text"/>	
* Emp Type <input type="text" value="PERMANENT"/>	* Birth Date <input type="text" value="01/06/1984"/>	Birth Place <input type="text"/>		Resign's Reason <input type="text"/>	
* Marrital Status <input type="text" value="MARRIED"/>	Qualification <input type="text"/>	* Join Date <input type="text" value="01/01/2021"/>		<input type="button" value="Show"/> <input type="button" value="UpLoad"/> <input type="button" value="Capture"/>	
Father/Husband <input type="text"/>		Grand Father <input type="text"/>		* Referral Date <input type="text"/>	
Religion <input type="text" value="HINDU"/>	Caste <input type="text" value="AHIR"/>	Sub Caste <input type="text"/>	* Gender <input type="text" value="MALE"/>		
Correspondence Address		Permanent Address		Employee Strength	
Address <input type="text" value="120-P, KRUSHNA NAGAR-2"/>		Address <input type="text" value="120-P, KRUSHNA NAGAR-2"/>		Active <input type="text" value="218"/>	InActive <input type="text" value="745"/>
<input type="text" value="GODADARA"/>		<input type="text" value="GODADARA"/>		Total <input type="text" value="963"/>	
<input type="text" value="SURAT,"/>		<input type="text" value="SURAT,"/>		Employee Other Details	
District <input type="text" value="SURAT"/>	City <input type="text" value="SURAT"/>	District <input type="text" value="SURAT"/>	City <input type="text" value="SURAT"/>	<input type="button" value="Jump To Last"/> <input type="button" value="References Details"/>	
State <input type="text" value="GUJARAT - 395010"/>	Residing Since <input type="text" value="01/01/2005"/>	State <input type="text" value="GUJARAT - 395010"/>		<input type="button" value="Other Details"/> <input type="button" value="Education Details"/>	
Contacts Details		Employee Physical Details		<input type="button" value="Nominee Details"/> <input type="button" value="Relatives in Comp"/>	
Phone 1 <input type="text" value="9700219519"/>	Phone 2 <input type="text"/>	Height <input type="text" value="5.7"/>	Weight <input type="text" value="74"/>	Blood Group <input type="text" value="A+"/>	<input type="button" value="Past Experience"/> <input type="button" value="Kins Details"/>
Mobile <input type="text" value="9900511498"/>	E-mail <input type="text" value="hadiyasuresh@gmail.com"/>	Is Handicap? <input type="text" value="N.A."/>	Physical Certi. Date <input type="text"/>	Physical Deduction. <input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Children Studying?"/> <input type="button" value="Mfg. Linkage"/>
Placement Detail				<input type="button" value="House Rented?"/> <input type="button" value="Branch Detail"/>	
* Branch <input type="text" value="SP"/>	<input type="text" value="SHREE JALARAM JEWELLERY SP"/>	* Department <input type="text" value="SPC"/>	<input type="text" value="SPECIAL CUT"/>	<input type="button" value="Evidence Detail"/> <input type="button" value="Shift Detail"/>	
* Division <input type="text" value="PLS"/>	<input type="text" value="POLISH"/>	Designation <input type="text" value="POLISH HEAD"/>		<input type="button" value="Document Upload"/>	
*Press Alt+X To Exit					

# Employee Official Information

Employee Other Details

Employee Other Details

Company  Employee

* Branch <input type="text" value="DA"/> <input type="text" value="DAYABHAI"/>	Bank / Account <input type="text" value="TJSB"/> <input type="text" value="2939"/>
* Department <input type="text" value="CPK"/> <input type="text" value="CHAPKA"/>	IFSC Code <input type="text"/>
* Division <input type="text" value="CPK"/> <input type="text" value="VIPULBHAI CHAPKA"/>	Punching No. / PAN <input type="text" value="104"/> <input type="text" value="EXJPK3742P"/>
Manager Co. <input type="text"/> <input type="text" value="Company Not Found"/>	P.F. No. & Joining Date <input type="text"/>
Manager <input type="text"/> <input type="text" value="Name is not given"/>	PF UAN Code <input type="text" value="101671057154"/>
Leave Scheme <input type="text"/> <input type="text" value="No Leave Scheme Found"/>	ESIC No. & Joining Date <input type="text"/>
* State Code <input type="text" value="1"/> <input type="text" value="Gujarat"/>	ESIC Panel & Adhar <input type="text"/> <input type="text" value="434922656758"/>
* IT Regime ID <input type="text" value="1"/> <input type="text" value="Old Regime"/>	* Skill Type <input type="text" value="1"/> <input type="text" value="Lower"/> Cat. <input type="text" value="AF"/>

P.F.?  E.S.I.C.?  P.T.?  L.W.F.?  T.D.S.?  Leave?  Bonus?  OT?

Employee Remuneration Details

Sr. No.

Emplmnt	Cat	Salary Grp	Formula	Act.Gross	Gr.Type	Monthly	Yearly	Full PF	PF ABRY	Frn Date	To Date	Status	
2	1	AF	4 UPTO 19000 [PF]	29 UPTO 19000	18000	Monthly	18000	216000	Yes	No	01/11/2023		Active

Monthly Salary Break-Up			Misc. Payment Heads			Employee		Company	
58	BASIC	14400.00					P.F.	1728.00	1728.00
59	HRA	3600.00					E.S.I.C.	135.00	585.00
							Bonus	.00	.00
							P.T.	200.00	.00
							Leave	.00	.00
							Gratuity	.00	.00
Total Contribution :		18000.00					Cost To Company	20313.00	20313.00
							Take Home	15937.00	

! Press Alt + X To Exit

# Appointment Letters

## નિમણૂક પત્ર

પ્રતિ,  
તારીખ.

**KISHORBHAI MANJIBHAI CHHETA  
201, SAFFRON SKY-B WING  
SINGANPOR  
KATARGAM**

વિષય: **MANAGER** ના હોદ્દા માટે નિમણૂક પત્ર.

### KISHORBHAI

આપની અરજી અને ત્યારબાદના અમારી સાથેના ટરવરચુપા સંદર્ભમાં, અમને જાણવા આનંદ થાય છે કે તા. **01-NOV-23** ના રોજી અમે આપની **MANAGER** તરીકે નિમણૂક કરીએ છીએ. તમારી નિમણૂક અમારી કંપનીના કમ્પ્લેક્સમાં લાગુ પડતી નીતિ-નિયમો અને કાયદાઓને આધીન રહેશે તેમજ નીચે જણાવેલા નિયમો અને શરતોને આધીન

**૧. પ્રોબેશન ગ્રાન્ટ:** આપ અહીં પ્રથમ તારીખથી ત્રણ મહીના પ્રોબેશન પર રહેશો. પરંતુ ત્રણ મહીના પછી જો આપને કોઈ જાણ કરવામાં ન આવે તો આપની કાર્યની નિમણૂક ધરેલી ગણાશે. આ બાબતની અવગણી કોઈપણ જાણ કરવામાં આવશે નહીં.

**૨. હોદ્દો:** તમારી નિમણૂક ઉચ્ચના હોદ્દા અમારા **DHARAM EXPORT INDIA PVT LTD** ખાતેના યુનિટ પર કરવામાં આવશે. તમારી નિમણૂક ફેરફારોને આધીન રહેશે અને કંપનીના અન્ય ડિપાર્ટમેન્ટ અથવા તો હાલમાં કાર્યરત અથવા ભવિષ્યમાં સ્થાપિત થનાર કોઈપણ સ્થાનિક, રાષ્ટ્રીય અથવા તો આંતરરાષ્ટ્રીય ઓફીસ ખાતે તમારી બદલી થઈ શકે છે.

**૩. પગાર વધારો/બદલી:** તમારી બદલી, પગાર વધારો અથવા નીચેના પદ પર નિમણૂકનો નિર્ણય મેનેજમેન્ટ દ્વારા લેવામાં આવશે કે જે તમારા દેખાવ, લાક્ષણિકતા, ગોઠવણનો સમયગાળો, કાર્યક્ષમતા તથા કંપનીની સમૃદ્ધિ પર આધારિત રહેશે.

**૪. નિવૃત્તિ:** પદ વર્ષની વધે તમે આપોઆપ નિવૃત્ત થઈ જશો અને તેના માટે તમને કંપની તરફથી કોઈ પ્રકારની ગોટીસ આપવામાં આવશે નહીં. જો મેનેજમેન્ટ ઇચ્છે તો તમને કંપનીની ગોટીસ પર રાખી શકે છે જેનો નિર્ણય ફક્ત અને ફક્ત મેનેજમેન્ટ અને કંપનીની નો રહેશે.

**૫. પગાર પર કર-વેરફ:** તમારા પગાર કે અન્ય દેવો પરનાં કર-વેર તમારે ચૂકવવામાં રહેશે.

**૬. ગોટીસ આધીન ગોટીસ માધી છૂટા કરવા:** તમે ગોટીસમાં કોઈ પદ સમયે એક મહીનાની લેબન ગોટીસ આધીન અથવા તો તેની અવગણના નુકસાન પેટે એક મહીનાનો બેઝીક ફૂલ પગાર ચૂકવી જાતે અથવા તો મેનેજમેન્ટ દ્વારા છૂટા થઈ શકો છો.

**૭. અહેવાલ:** તમે ને રીપોર્ટ કરશો અને કાર્યને સંબંધિત તેમની ઉપરી અધિકારીની બધી જ સૂચનાઓનું પાલન કરશો.

## APPOINTMENT LETTER

Date : 01/01/2021

To,

Mr. SURESHBHAI JERAMBHAI HADIYA  
120-P, Krishna Nagar-2 Godadara  
Surat, Surat,  
Surat Gujarat - 395010  
Contact No : 9900511498

Subject : **Appointment for the post of "POLISH HEAD"**

Dear Mr. Sureshbhai,

- This is with reference to your application for employment and subsequent interview you had with us. We are pleased to offer you appointment as a **"POLISH HEAD"** in our organization on consolidated salary of **Rs. 110000/-** (Rupees One Lakh Ten Thousand only) per month, details of which is given as per **"Annexure-I"**:
- The aforesaid amount is inclusive of Statutory Bonus and any incentive or other payments announced by the company from time to time.  
Statutory Bonus shall be paid as your CTC as per the provision of The Payment of Bonus Act 1965, i.e. subject to company making profits in the initial 5 years from its establishment.  
Statutory Bonus mentioned above shall be paid provided you have not resigned or given notice of resignation or removed from employment at the time such amount becomes payable. If you resign and/or are removed from the service during any month in between the financial year, you shall not be eligible for any bonus for such year.
- The management reserves the right to bifurcate the salary into various heads or allowances.
- In the first instance, you will be on probation for a period of 6 months from the date of your joining, where after, the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion of the period or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wage in lieu thereof during the initial or extended period of probation.
- Initially your place of posting/work will be at M/S. **SHREE JALARAM JEWELLERY**, located at . However, the Company reserves the right to transfer you to another branch, shift, post or place or to any sister concern or associate or any other concern whether in existence now or hereafter. Your terms and conditions of service and the emoluments will not be adversely affected when you are transferred to sister concern or associate or any other concern. When required to work in such other concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation/ other arrangements, if any, near the place of duty. Also the management can shift the place/ places of working anywhere in India and in that event you will have to make compliance for working at the new place of work and your salary and other benefits will remain intact. Also the management can shift the premises anywhere in India and you will report for work at the shifted place.

# Nomination & References

Employee's Nominees

Company Information

Company Code  Employee Code

Employee Nominee Excel Import

File Path  ...

Excel : Row : 3 Onwards C1 : Company Code, C2 : Emp. Code, C3 : Name , C4 : Relation , C5 : Date Of Birth , C6 : Aadhar No. , C6 : Living With Nominee , C7 : Handicap , C8 : Disability , C8 : Nominee order , C9 : PF  
C10 : ESIC , C11 : Gratuity , C12 : Leave

Employee Nominee Detail

Comp. Code	Emp. Code	Sr. No.	* Name	* Relation	Date of Birth	Aadhar No.	Living With	Is	Disability	Nominee	P.F.	ESIC	Grt	LEAVE
SJ	OD0001	1	HADIYA SHARDABEN SURESHBHA	WIFE	01/01/1982	456464324								

\* Press Alt + X to Go Back

Employee Reference Detail

Employee Information

Company   Employee

References Detail

Reference Name

Refe. Company Code

Other Reference Name

Occupation

Address

City

Phone No. 1  Phone No. 2

\* Press Alt + X to Exit.

# Personal Details

Details such as rented house details, marital status, details of spouse & children, personal & family photo etc.

The screenshot displays three overlapping windows from an HR software interface. The top window, titled "Employee's Rented House Details", shows employee information (Company Code: SJ, Employee Code: OD0001, Name: SURESHBHAI JERAMBHAI HADIYA) and a table of rented houses. The middle window, titled "Employee's Children study details", shows employee information and a table of children's study details. The right window, titled "EMPLOYEE PHOTOGRAPH", shows employee information and a photo of the employee.

**Employee's Rented House Details**

Employee Information  
Company Code: SJ Employee Code: OD0001 SURESHBHAI JERAMBHAI HADIYA

Sr No.	Owner Name	Agreement Date	PAN No.	From Date	To Date	Still Continue?	Rent Amount	Location	Trans Date
1	DAYALJIBHAI SUKHRAMBHAI DEVARY	01/06/2020	ARMXX47XB	01/06/2020	31/05/2021	<input checked="" type="checkbox"/>	7800.00	GODADRA	03/01/2024
						<input type="checkbox"/>			
						<input type="checkbox"/>			

**Employee's Children study details**

Employee Information  
Company Code: SJ Employee Code: OD0001 SURESHBHAI JERAMBHAI HADIYA


SerNo	Name	Birth Date	Age	Studying?	School	From-month	To-Month	TransDate
1	RINKU SURESHBHAI HADIYA	15/04/2012	12	<input checked="" type="checkbox"/>	ST. XEVIER'S	201606	202505	03/01/2024
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				
				<input type="checkbox"/>				

\* Press Alt + X to Exit.

**EMPLOYEE PHOTOGRAPH**

Employee Information  
Company Code: SJ Employee Code: OD0001 SURESHBHAI JERAMBHAI HADIYA

Employee Photo



Family Photo

\* Press Alt + G to Go Back.



# Document Digitalization

Provision to create dynamic document master setup and upload employee wise documents to maintain.

The screenshot displays a software interface for document management. On the left, a sidebar lists various master data categories, with 'Document Master' selected. The main window is divided into two overlapping windows.

**Document Master Window:**

ID	Description	Status	Remark
1	BANK ACCOUNT DETAIL	Active	
2	NATIONAL POPULATION CARD	Active	
3	AADHAR CARD	Active	
4	PAN CARD	A	
5	PASSPORT	A	
6	DRIVING LICENSE	A	
7	ELECTION CARD	A	

\* Press Alt + X to Exit.

**Employee Documents Detail Window:**

Company Information: Company Code: DE, Employee Code: 3, Name: KISHORBHAI MANJIBHAI CHHETA

Employee Documents Detail:

Emp. Code	ID	Document Description	Document Number	Remark	Upload	Download
3	11	All Documents	254988493820	ALL DOC IN ONE FILE	Upload	Download
					Upload	Download
					Upload	Download
					Upload	Download
					Upload	Download
					Upload	Download
					Upload	Download
					Upload	Download

\* Press Alt + X To Exit.

# Identity Card

Vertical and Horizontal Identity cards can be created. Readymade templates can be used or the user can customize the details to be captured in the Identity card.

**DEMO COMPANY**  
**Employee's Identity Card**  
Form 36 (See Rule 110 - A)  
B/703,WHITE HOUSE, OPP.UTTRAN POWER STATION, NR.VASTU  
POOJA HEIGHTS, MOTA VARACHHA,SURAT-394101


Code : 1

Name : KIRATIK SURESH MANGUKIYA

Designation : HOUSE KEEPER

Department : HOUSEKEEPING

Issuing Authority



Address : FLAT NO.16  
M.PO MAROLIBAZAR CHINAMROAD JAN  
,NAVSARI

Birth Date : 22/12/1980 Issue Date : 01/01/2014

Join Date : 01/01/2014

Instruction ;  
1. Loss of this card should be immediately reported to the HRM Department in writing.  
2. Duplicate card will be issued on the receipt of actual cost.  
3. This card is not transferable.  
4. This card is issued only for identification purpose and does not authorise cardholder to represent the firm.

**DEMO COMPANY**  
**Employee's Identity Card**  
B/703,WHITE HOUSE, OPP.UTTRAN  
POWER STATION, NR.VASTU POOJA  
HEIGHTS, MOTA VARACHHA,SURAT-394



Emp Code : 1  
**KIRATIK SURESH MANGUKIYA**

Desg: **HOUSE KEEPER**  
Dept: **HOUSEKEEPING**

Issuing Auth. : \_\_\_\_\_ Emp. Sign. : \_\_\_\_\_

FLAT NO.16M.PO MAROLIBAZAR  
CHINAMROAD JANTASOSA NAVSARI

Ph: **9879735427**  
DOB: **22/12/1980**

Instruction :

1. Loss of this card should be immediately reported to the HRM Dept. in writing
2. This card is not transferable
3. This card is issue only for identification purpose and does not authorise cardholder to represent the firm.

# Full & Final Settlement

Full and Final Settlement receipt can be generated at the time of relieving of Resigned/terminated Employee.

**~~~: Clearance Certificate & Final Receipt :~~~**

Name of the Employee	<b>SANDIP KANTILAL RAWAL</b>
Employee Code Number	<b>87</b>
Department	<b>OPERATION</b>
Designation	<b>OPERATION EXECUTIVE</b>
Supervisor in charge	<b>N.A.</b>
Date of Joining	<b>01/02/2017</b>
Date of Leaving the Service	<b>30/04/2017</b>

Received total sum of **Rs.8519** (In Words) **Eight Thousand Five Hundred Nineteen And Zero** by cash / cheque No \_\_\_\_\_ Date Drawn on \_\_\_\_\_ received total consideration for resignation on / voluntary retirement / retrenchment for service as per following details :-

**(A) Earnings**

1) Last drawn salary		
Number of days	<u>7</u> Salary as per payslip	Rs. <u>7561.00</u>
2) Leave Encashment / Paid Leave		Rs. <u>1038.00</u>
3) Over Time		Rs. <u>0.00</u>
4) Bonus		Rs. <u>0.00</u>
5) Gratuity As Per Gratuity Act 1972		Rs. <u>0.00</u>
6) Retrenchment compensation		Rs. <u>0.00</u>
7) Any other bonus		Rs. <u>0.00</u>
8) Reimbursement towards office work		Rs. <u>0.00</u>
9) Any other payment		Rs. <u>0.00</u>
	<b>Total Earnings &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>	<b>Rs. <u>8599.00</u></b>

**(B) Deductions**

1) Advance Bonus		Rs. <u>0.00</u>
2) Loan & Advance		Rs. <u>0.00</u>
3) Salary Advance		Rs. <u>0.00</u>
4) Paid leave encashment		Rs. <u>0.00</u>
5) Deduction towards Damage / Penalty		Rs. <u>0.00</u>
6) Deduction in lieu of notice		Rs. <u>0.00</u>
7) Other deduction		Rs. <u>0.00</u>
8) Statutory deduction		Rs. <u>80.00</u>
	<b>Total Deduction &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>	<b>Rs. <u>80.00</u></b>
	<b>Net pay (Total Earnings - Total Deduction)</b>	<b>Rs. <u>8519.00</u></b>

Net amount receivable Rs. 8519 (In Words) **Eight Thousand Five Hundred Nineteen And Zero** ) hereby agreed that I have no right to claim my position in the company and also there are no dues receivable from company to me apart from the amount mentioned above.

All above matter are explained to me in the language that I understand and I declare that I understood all t

# Customized Payment Head



# Payment Head Creation

Pay Heads Master

Group Details

Sr.No.	* Group Name	Status	Valid Till Date	* Bifurcation Type
1	AD_FORMULA	Inactive		PercentageWise
2	SLAB 2021	Inactive		SlabWise
3	UPTO 19000 [NON-PF]	Active		PercentageWise
4	UPTO 19000 [PF]	Active		PercentageWise

Pay Heads

Pay Id	* Pay Name	*Order	PT?	PF?	ESIC?	Leave Cal?	O.T. Cal?	Grat. ?	Bonus ?	Bonus Sal?	Min. Wage?	IsFix ?	Adj ?	* TDS?	* Status	* Source Type	* Pay Type
1	BASIC	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100% Taxable	Active	BAS	Monthly
52	DA	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100% Taxable	Active	ALW	Quarterly
53	TA	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100% Taxable	Active	ALW	Quarterly
54	BONUS	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100% Taxable	Active	ALW	Monthly
55	MEDICAL	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100% Taxable	Active	ALW	Monthly
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

\* Press Alt + X to Exit.

# User Defined Deduction Heads & Daily Rates

**Deduction Head Master**

**Deduction Group Master**

Serno	* Group Name	Status	Till Date	* Trans Date
1	Apprentice	Active		28/06/2021
2	Salary Group	Active		20/04/2022

**Deduction Pay Head Master**

ID	Deduction HeadName	Order
1	TDS RECOVERY	1
2	Other deduction	2

**Deduction Pay Head Detail**

Pay ID	Pay Name	Act

\* Press Alt+X To Exit.

**Daily Wage Rate Entry Form**

**Daily Wage Rate Detail**

Sr.No.	Description	Skill ID	Skill Name	From Month	To Month	Daily Rate
1	ASDD	1	Lower	202302	202303	500.00
2	FGSG	4	Un Skilled	202202	202303	500.00
3	TESTING	3	Semi Skilled	202302	202304	100.00

\* Press Alt + X To Exit.

# Standard Salary Structure Master

### Group Formula Master

\* Group

Sr.No.	Formula Id	Description	From Date	To Date	Status
6	31	40001 AND ABOVE	01/01/2022	31/03/2040	Active

Formula Id	Sub Id	Pay ID	Payname	Status	Trans Date
31	87	64	BASIC + DA	Active	02/11/2023
31	88	65	HRA	Active	02/11/2023
31	89	66	CONVEYANCE ALW	Active	02/11/2023
31	90	67	EDUCATION ALW	Active	02/11/2023
31	91	68	MEDICAL ALW	Active	02/11/2023
31	92	69	CC ALW	Active	02/11/2023

### Formula Detail

Sub ID	Pre. Frm ID	Pre. Sub ID	Sub ID	Pay Head	Operator	Constant	Operator	Ref. Frm ID	Ref. Sub ID	To E	Access
1			0	Gross Salary	+	.500					YES

\* Press Alt+X to exit.

### Slab Bifurcation

#### Pay Head Mapping

SerNo	Group Name	Status
2	Salary Group	Active

Lower Limit	Higher Limit	Skill
16401.00	16500.00	1 Lower
16501.00	16600.00	1 Lower
16601.00	16700.00	1 Lower
16701.00	16800.00	1 Lower
16801.00	16900.00	1 Lower

Group id	* Amount	Remark
2	16500.00	
	16500.00	

Pay Head	* Amount	Remark
BASIC	9800.00	
HRA	2310.00	
CONVEYANCE	1200.00	
UNIFORM ALLOWANCE	1820.00	
INTERIM BONUS	800.00	
LTA	570.00	
HELPER ALLOWANCE	.00	
	16500.00	

\* Press Alt + X to Exit.

# Salary & Wage Optimization

Optimized view of the Employee salary structure and generates Salary slip on the basis of the same as well.

**Monthly Salary Breakup:** Forms those part of salary such that it meets minimum wage and other compliances.

**Misc. Payments :** Forms those part of salary that can be paid as advance authorized.

P.F.?	Yes	E.S.I.C.?	Yes	P.T.?	Yes	L.W.F.?	Yes	T.D.S.?	Yearly	Leave?	Yes	Bonus ?	Yes	OT ?	Yes
<b>Employee Remuneration Details</b>										Sr. No.		2316			
Emplmnt	Cat	Salary Grp	Formula	Act.Gross	Gr.Type	Monthly	Yearly	Full PF	PF ABRY	Frm Date	To Date	Status			
2	1	AF	4 UPTO 19000 [PF]	29 UPTO 19000	13500	Monthly	18000	216000	No	No	01/11/2023		Active	...	
														...	
														...	

Monthly Salary Break-Up			Misc. Payment Heads			Employee	Company	
58	BASIC	14400.00				P.F.	1728.00	1728.00
59	HRA	3600.00				E.S.I.C.	135.00	585.00
						Bonus		.00
						P.T.	200.00	
						Leave		415.00
						Gratuity		.00
						Cost To Company		20728.00
Total Contribution :		18000.00				Take Home		15937.00

\* Press Alt + X To Exit.



# Salary & Wage Optimization

By Optimized Salary Structure, We are gaining:

- Complying with **Minimum Wages** and hence **BPP** (labour & wage)
- E.S.I.C. on Earnings section only. So saving of **0.75%** on "Y" part of salary and **3.25%** for the employee.
- P.F. on Basic + COLA only, so saving of **13.00% (12% + 1.00%)** on "Y" Amount.
- Bonus on Basic + COLA and that too as part of remuneration, Hence, savings in **PF, ESIC** and **Bonus**.
- Calculation of overtime as part of **Earnings** only.
- Leave Encashment will be on **Earnings** part only.
- Gratuity payment will be on **Basic + DA** part only.



# Advance & Loan Management

Employee's Advance Details

Employee's Advance Details

Branch  Department

\* Year-Month [YYYYMM]  June ,2022
 
 Non Forwarded
  Forwarded
  All

Sr No.	Transaction Date	Employee Code	Employee Name	Adv. Month	* Adv. Amount	* Monthly Deductible Amount	Remark
1	20/06/2022	OD0052	MATADIN RAJBHAR	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0056	PRAVINBHAI KHUSHALBHAI PRAJAPATI	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0058	HITESHBHAI NARAYANBHAI KHAIRNAR	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0063	RAMESHKUMAR SHANTILAL SUTHAR	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0084	BOGHARA DALASUKHBHAI LAXMANBHAI	202206	5000.00	5000.00	ADVANCE JUNE-22
1	17/06/2022	OD0088	DHARMENDRA MANDAL	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0109	VEKARIYA CHIRAG VALLABHBHAI	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0110	KUKADIYA JITENDRABHAI KARAMSHIBHAI	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0111	DUDHATRA CHETANKUMAR THAKARSHIBHAI	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0112	PORIYA MUKESH DHARAMSHIBHAI	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0113	KARAD BHARATBHAI RAVJIBHAI	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0116	GONDALIYA GHANSHYAMBHAI PUNABHAI	202206	5000.00	5000.00	ADVANCE JUNE-22
1	20/06/2022	OD0117	AMARJEET RAY	202206	5000.00	5000.00	ADVANCE JUNE-22

220000.00
220000.00

File Path :

**Instructions :**  
 1. Import will start from 3rd Row.      2. A = Company Code, B = Employee Code(In Text Format), C = Advance Amount, D = Monthly To Be Deducted, E = Date(In dd/mm/yyyy Format)

\* Press Alt + X to Exit.

# Advance & Loan Management

**Employee Loan**

**Loan Master**

Sr. No.  Employee  UDAY SADASHIV MANE

\* Description  \*

From Deduction Month

Perquisite

Monthly Deduction

\* Loan Amount  Payment Date  Transaction Date  Loan Status

Pay Through  Pay A/c No.  Loan Outstanding  Interest Amount

Loan Type  Loan Amount  No. of EMI  Rate  Comp. Rate  Perq. Rate

**Loan Detail**

No.	Opening Balance	Principal Amount	Interest Amount	Comp Int.	Perq. Int.	E.M.I. Amount	Payment Year-Month	Extra Payment	Extra Pay. Date	Extra Pay Mode	Extra Pay Remark
1	50000.00	5000.00	0.00	0.00	0.00	5000.00	202206	0			
2	45000.00	5000.00	0.00	0.00	0.00	5000.00	202207	0			
3	40000.00	5000.00	0.00	0.00	0.00	5000.00	202208	0			
4	35000.00	5000.00	0.00	0.00	0.00	5000.00	202209	0			
5	30000.00	5000.00	0.00	0.00	0.00	5000.00	202210	0			
6	25000.00	5000.00	0.00	0.00	0.00	5000.00	202211	0			
7	20000.00	5000.00	0.00	0.00	0.00	5000.00	202212	0			
8	15000.00	5000.00	0.00	0.00	0.00	5000.00	202301	0			
9	10000.00	5000.00	0.00	0.00	0.00	5000.00	202302	0			
10	5000.00	5000.00	0.00	0.00	0.00	5000.00	202303	0			

\* Press Alt + X To Exit.

**SHREE JALARAM JEWELLERY**

**Loan Application & Payment Form**

Date : 01-JUN-22

Employee Code : OD0301  
 Employee Name : UDAY SADASHIV MANE  
 Date of Joining : 01-JUN-21  
 Branch Name : KT  
 Department Name : QUALITY CHECK  
 Monthly Salary : 35000

Dear Sir / Madam

I Request to Grant Loan of Rs. 50000 Amount as I required that for the Reason **LOAN GIVEN FOR 50000**

I Agree to Deduct Amount of Rs. 5000 From My Monthly Salary in 10 Installments w.e.from 18-JUN-22.

Sign of Production Manager      Sign of Head of Department      Sign of HR Department  
 \_\_\_\_\_

**REFERENCE DETAILS**

1) Ref. Code No.- \_\_\_\_\_ Ref. Name:- \_\_\_\_\_  
 Department:- \_\_\_\_\_ Sign:- \_\_\_\_\_

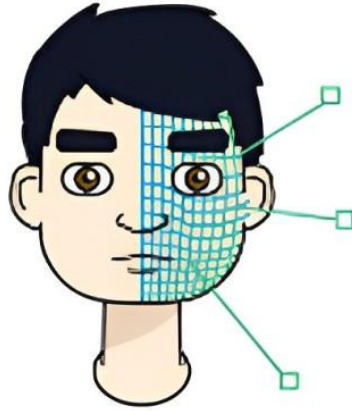
2) Ref. Code No.- \_\_\_\_\_ Ref. Name:- \_\_\_\_\_  
 Department:- \_\_\_\_\_ Sign:- \_\_\_\_\_

**Forwarded to : Account Department**

Bank Name :- SBI  
 Account No :- 40509156883  
 IFSC :- \_\_\_\_\_

Receiver Sign. :

# Attendance & Time Keeping



# Shift Creation & Allocations

**Shift and Shift Break Detail**

**Shift Details**

Shift: 1 | General

**Shift Timings**  
 From Time: 01/01/2023 08:30 | To Time: 01/01/2023 19:15 | Full Day Hrs.: 10.45

**Shift Outtime Punch Limit**  
 Punch Time: 02/01/2023 07:00

**1st Half Day Time**  
 From Time: 01/01/2023 08:30 | To Time: 01/01/2023 13:00

**2nd Half Day Time**  
 From Time: 01/01/2023 13:31 | To Time: 01/01/2023 19:15

Night Shift: No | Rotational Shift?: YES

**Full Day Hours**  
 Min: 5.15 | Max: 10.45

**Half Day Hours**  
 After: 2.38 | Before: 5.14

**Absent Hours**

**Half Day Setup**  
 After Login Half Day: 01/01/2023 13:43 | Before Logout Half Day: 01/01/2023 13:44

**OT Parameters**  
 Early Come OT: YES | Before: 30 | Morning Late: YES | After: 15 | Late Go OT: YES | OT After Minute: 30

**Shift Break Details**

ID	Description	From Time	To Time	Grace Minute	Break Minute	Status
1	Lunch Break	01/01/2023 13:00	01/01/2023 13:30	0	30.00	Active

\* Press Alt + X To Exit.

← Shift Details

Shift Allocation To Employees →

**Employee Shift Allocation**

Branch: | Department: | Division: | Employee: | Status: Active | Inactive | All | Audit Allocation

From Join Date: | To Join Date: | Shift: | From Date: | To Date: | Allocate | Shift Import From Excel

Code	Employee Name	Shift ID	Shift Name	From Date	To Date	Card No.	Set?
3	KISHORBHAI MANJIBHAI CHHETA	1	General	01/01/2023	31/12/2050	3	<input type="checkbox"/>
10	GIRISHBHAJ KANTIBHAI PATEL	1	General	01/01/2023	31/12/2050	10	<input type="checkbox"/>
10	GIRISHBHAJ KANTIBHAI PATEL	1	General	01/12/2023	31/12/2023	10	<input type="checkbox"/>
10	GIRISHBHAJ KANTIBHAI PATEL	12	8 Hours 3	01/12/2023	31/12/2023	10	<input type="checkbox"/>
11	DAYABEN BABUBHAI BHUVA	1	General	01/01/2023	31/12/2050	11	<input type="checkbox"/>
14	MAULKBHAI MANSUKHBHAI KHICHADIYA	1	General	01/01/2023	31/12/2050	14	<input type="checkbox"/>
16	BHAVINBHAI NAGJIBHAI VARIYA	1	General	01/01/2023	31/12/2050	16	<input type="checkbox"/>
22	AMITBHAI DEVRAJBHAI KEVADIYA	1	General	01/01/2023	31/12/2050	22	<input type="checkbox"/>

**Set Rotation** | Select All

Method 1 >> | To Shift: | From Date: | To Date: | Rotate

Method 2 >> | Emp. Code: | From Date: | To Date: | No Of Days: | Rotate

Rotation Base:  No Of Days Base  Date Base

Rotation Sequence: | From Date: | To Date: | Rotate

\* Press Alt + X To Exit.

# Integration with device & Applying Policy

### Import Punching Machine Data

Year-Month  From Date  To Date

From Emp.

To Emp.

All  Auto Punch  Manual Punch

### Imported Detail

Year-Month	Emp Code	Card No	Employee name	Date	Time	Punch Type
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	11/12/2023	11/12/2023 08:15	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	11/12/2023	11/12/2023 18:21	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	12/12/2023	12/12/2023 08:14	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	12/12/2023	12/12/2023 12:58	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	15/12/2023	15/12/2023 08:11	IN
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	15/12/2023	15/12/2023 18:19	OUT
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	18/12/2023	18/12/2023 08:18	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	18/12/2023	18/12/2023 12:57	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	19/12/2023	19/12/2023 08:14	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	19/12/2023	19/12/2023 18:25	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	20/12/2023	20/12/2023 08:16	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	20/12/2023	20/12/2023 13:25	OUT
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	21/12/2023	21/12/2023 08:17	
202312	OD0003	OD0003	BALDANIYA MAHESHBHAI DULABHAI .	21/12/2023	21/12/2023 18:24	

### Set Attendance

Year-Month

From Date  To Date  Time Data :

From Code  To Code

\*Press Alt+X To Exit

# Furnished Attendance

Employee Attendance											
Employee Attend Details											
Branch			Department			Division					
Year-Month	202306	From Date	01/06/2023	To Date	30/06/2023	Employee					
											Delete In - out
Date	Day	Code	Employee Name	In Time	Out Time	Status	OT Min.	Mornng Late	Early Exit	Late Adj ?	Remark
15/06/2023	THU	OD0001	Sureshbhai Jerambhai Hadiya	15/06/2023 07:07	15/06/2023 19:23	P	137.00	0	0	N	
16/06/2023	FRI	OD0001	Sureshbhai Jerambhai Hadiya	16/06/2023 07:09	16/06/2023 19:24	P	136.00	0	0	N	
17/06/2023	SAT	OD0001	Sureshbhai Jerambhai Hadiya	17/06/2023 07:59	17/06/2023 18:39	P	0.00	0	0	N	
18/06/2023	SUN	OD0001	Sureshbhai Jerambhai Hadiya	18/06/2023 09:02	18/06/2023 09:29	WO	0.00	0	0	N	
19/06/2023	MON	OD0001	Sureshbhai Jerambhai Hadiya	19/06/2023 08:00	19/06/2023 18:35	P	0.00	0	0	N	
20/06/2023	TUE	OD0001	Sureshbhai Jerambhai Hadiya	20/06/2023 08:02	20/06/2023 18:37	P	0.00	0	0	N	
21/06/2023	WED	OD0001	Sureshbhai Jerambhai Hadiya	21/06/2023 07:59	21/06/2023 20:16	P	122.00	0	0	N	
22/06/2023	THU	OD0001	Sureshbhai Jerambhai Hadiya	22/06/2023 07:58	22/06/2023 19:24	P	70.00	0	0	N	
23/06/2023	FRI	OD0001	Sureshbhai Jerambhai Hadiya	23/06/2023 08:05	23/06/2023 19:22	P	68.00	0	0	N	
24/06/2023	SAT	OD0001	Sureshbhai Jerambhai Hadiya	24/06/2023 08:05	24/06/2023 19:19	P	65.00	0	0	N	
25/06/2023	SUN	OD0001	Sureshbhai Jerambhai Hadiya	25/06/2023 08:04	25/06/2023 18:24	WO	620.00	0	0	N	
26/06/2023	MON	OD0001	Sureshbhai Jerambhai Hadiya	26/06/2023 08:10	26/06/2023 20:19	P	125.00	0	0	N	
27/06/2023	TUE	OD0001	Sureshbhai Jerambhai Hadiya	27/06/2023 08:12	27/06/2023 20:18	P	124.00	0	0	N	
28/06/2023	WED	OD0001	Sureshbhai Jerambhai Hadiya	28/06/2023 07:14	28/06/2023 23:05	P	352.00	0	0	N	
29/06/2023	THU	OD0001	Sureshbhai Jerambhai Hadiya	29/06/2023 08:15	29/06/2023 23:54	P	340.00	0	0	N	
30/06/2023	FRI	OD0001	Sureshbhai Jerambhai Hadiya	30/06/2023 08:03	30/06/2023 18:31	P	0.00	0	0	N	
01/06/2023	THU	OD0002	Rathod Mukeshbhai Punabhai	01/06/2023 07:17	01/06/2023 18:31	P	58.00	0	0	N	
02/06/2023	FRI	OD0002	Rathod Mukeshbhai Punabhai	02/06/2023 07:16	02/06/2023 18:22	P	59.00	0	0	N	
Shift Detail		1	15/06/2023 08:15	15/06/2023 18:15	Total --->		202771	13158	1552	Re Set	

# Approval Process Based Over – Time

Employee OT Approval									
Employee OT Detail									
Branch		Department		Division					
Year-Month		From Date		To Date		Employee			
202306		01/06/2023		30/06/2023					
Date	Day	Code	Employee Name	In Time	Out Time	Status	Actual OT	Auth OT	Auth OT
01/06/2023	THU	OD0001	Sureshbhai Jerambhai Hadiya	01/06/2023 06:57	01/06/2023 19:25	P	149.00	149.00	<input type="checkbox"/>
02/06/2023	FRI	OD0001	Sureshbhai Jerambhai Hadiya	02/06/2023 07:05	02/06/2023 19:17	P	133.00	133.00	<input type="checkbox"/>
03/06/2023	SAT	OD0001	Sureshbhai Jerambhai Hadiya	03/06/2023 07:05	03/06/2023 18:32	P	70.00	70.00	<input type="checkbox"/>
04/06/2023	SUN	OD0001	Sureshbhai Jerambhai Hadiya	04/06/2023 07:07	04/06/2023 18:30	WO	683.00	0.00	<input type="checkbox"/>
05/06/2023	MON	OD0001	Sureshbhai Jerambhai Hadiya	05/06/2023 07:05	05/06/2023 19:18	P	134.00	134.00	<input type="checkbox"/>
07/06/2023	WED	OD0001	Sureshbhai Jerambhai Hadiya	07/06/2023 07:05	07/06/2023 19:20	P	136.00	136.00	<input type="checkbox"/>
08/06/2023	THU	OD0001	Sureshbhai Jerambhai Hadiya	08/06/2023 07:07	08/06/2023 19:25	P	139.00	139.00	<input type="checkbox"/>
09/06/2023	FRI	OD0001	Sureshbhai Jerambhai Hadiya	09/06/2023 07:06	09/06/2023 19:35	P	150.00	150.00	<input type="checkbox"/>
10/06/2023	SAT	OD0001	Sureshbhai Jerambhai Hadiya	10/06/2023 07:07	10/06/2023 18:34	P	68.00	68.00	<input type="checkbox"/>
12/06/2023	MON	OD0001	Sureshbhai Jerambhai Hadiya	12/06/2023 07:11	12/06/2023 19:23	P	133.00	133.00	<input type="checkbox"/>
13/06/2023	TUE	OD0001	Sureshbhai Jerambhai Hadiya	13/06/2023 07:05	13/06/2023 19:18	P	134.00	134.00	<input type="checkbox"/>
14/06/2023	WED	OD0001	Sureshbhai Jerambhai Hadiya	14/06/2023 07:08	14/06/2023 19:19	P	132.00	132.00	<input type="checkbox"/>
15/06/2023	THU	OD0001	Sureshbhai Jerambhai Hadiya	15/06/2023 07:07	15/06/2023 19:23	P	137.00	137.00	<input type="checkbox"/>
16/06/2023	FRI	OD0001	Sureshbhai Jerambhai Hadiya	16/06/2023 07:09	16/06/2023 19:24	P	136.00	136.00	<input type="checkbox"/>
21/06/2023	WED	OD0001	Sureshbhai Jerambhai Hadiya	21/06/2023 07:59	21/06/2023 20:16	P	122.00	122.00	<input type="checkbox"/>
22/06/2023	THU	OD0001	Sureshbhai Jerambhai Hadiya	22/06/2023 07:58	22/06/2023 19:24	P	70.00	70.00	<input type="checkbox"/>
23/06/2023	FRI	OD0001	Sureshbhai Jerambhai Hadiya	23/06/2023 08:05	23/06/2023 19:22	P	68.00	68.00	<input type="checkbox"/>
24/06/2023	SAT	OD0001	Sureshbhai Jerambhai Hadiya	24/06/2023 08:05	24/06/2023 19:19	P	65.00	65.00	<input type="checkbox"/>
Shift Detail		1	01/06/2023 08:15	01/06/2023 18:15	Total -->		202771	<input type="checkbox"/> Se	



# Attendance Regularization Reports

**Early Going Report**

**Late Coming Report**

**Daily Present Report**

**Daily Absent Report**

**Miss Punching Report**

**Half Day Report**



# Attendance At A Glance

Book1 - Excel

Vishal Prasad Share

Out Door

Code	Employee Name	Ot ?	Present	Absent	Leave	Public Holiday	Week Offs	Comp Offs	Out Door Duty	Actual OT	Authorized OT	Morning Late	Evening Early
OD0001	SURESHBHAI JERAMBHAI HADIYA	Y	14.5	0.5	10	2	4	0	0	498	498	130	0
OD0002	RATHOD MUKESHBHAI PUNABHAI	Y	22	0	3	2	4	0	0	1967	1967	69	0
OD0003	BALDANIYA MAHESHBHAI DULABHAI .	Y	24	0	1	2	4	0	0	2024	2024	59	0
OD0004	CHHOTALA GUNVANT BACHUBHAI	Y	25	0	0	2	4	0	0	2393	2393	38	0
OD0005	BALADANIYA RAVAJIBHAI VIJABHAI	Y	24.5	0.5	0	2	4	0	0	1771	1771	50	0
OD0006	CHHOTALA JETHABHAI UKABHAI	Y	22.5	1	1.5	2	4	0	0	1303	1303	41	0
OD0007	HADIYA RATNABHAI DAYABHAI	Y	22	1	2	2	4	0	0	2034	2034	40	0
OD0008	KALSARIYA SHAILESHKUMAR BACHUBHAI	Y	24	1	0	2	4	0	0	1793	1793	35	0
OD0009	VANIYA HIMMATLAL CHAKURBHAI	Y	25	0	0	2	4	0	0	1589	1589	49	0
OD0010	BALDANIYA CHETAN SAMATBHAI	Y	24.5	0.5	0	2	4	0	0	1288	1288	67	0
OD0011	HADIYA ASHOKBHAI CHAGANBHAI	Y	24	0	1	2	4	0	0	2079	2079	43	0
OD0013	CHHOTALA CHANDRESHBHAI NAJABHAI	Y	24.5	0	0.5	2	4	0	0	1562	1562	95	22
OD0014	CHHOTALA ASHISH PRAVINBHAI	Y	24.5	0	0.5	2	4	0	0	533	533	44	0
OD0019	HADIYA RUKHADBHAI RAMJIBHAI	Y	25	0	0	2	4	0	0	896	896	43	0
OD0020	AKABARI VINODBHAI BACHUBHAI	Y	25	0	0	2	4	0	0	896	896	42	0
OD0021	GOTI KANUBHAI ARAJANBHAI	Y	25	0	0	2	4	0	0	282	282	42	0
OD0022	RAMESHBHAI PARSHURAM BAGALE	Y	20	3	2	2	4	0	0	806	806	82	0
OD0023	SAVANI UKABHAI RAJABHAI	Y	19.5	0	5.5	2	4	0	0	953	953	35	0
OD0025	BALDANIYA VIJAYKUMAR JETHABHAI	Y	19.5	0	5.5	2	4	0	0	2165	2165	0	0
OD0026	JALONDHARA SHAILESH KANTIBHAI	Y	24	0	1	2	4	0	0	2245	2245	52	0

Sheet2 Sheet1

Ready 100%

# Muster Roll

## LEMON TECHNOLOGY PVT. LTD.

Factory Rule 110 - Form No. 28 /As Per Minimum Wage Form V  
Muster Book  
Attendance Register

Address : 720, BELGIUM TOWER, STATION ROAD,  
DELHI GATE, SURAT

Branch :For All Branch

MONTH OF APRIL - 2006

Department : BB-FACTORY STAFF

Sr. Code	Emp Name	Desg.																															Days			
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Wrked	Prs	Abs	LW
1	0043 ISHU	COMPU	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	

Department : KE-OFFICE STAFF

Sr. Code	Emp Name	Desg.																															Days			
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Wrked	Prs	Abs	LW
1	0044 VORA DIPEN PRAVINBHAI	MANAG	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	

Department : PP-ACCOUNT

Sr. Code	Emp Name	Desg.																															Days			
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Wrked	Prs	Abs	LW
1	0046 DIXIT R KAPADIYA	MANAG	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	

Department : RR-RHPEL

Sr. Code	Emp Name	Desg.																															Days			
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Wrked	Prs	Abs	LW
1	0002 RAKESH PATEL	GENER	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	
2	0004 SAGAR VYAS	ACCOU	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	
3	0039 TEST-9200	ACCOU	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	
4	0041 TEST-9400	ACCOU	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	

Department : RR-BOTTOM

Sr. Code	Emp Name	Desg.																															Days			
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Wrked	Prs	Abs	LW
1	0003 HITEN PATEL	GENER	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	
2	0008 EMP 12000	ACCOU	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	
3	0038 TEST-9100	ACCOU	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	
4	0042 TEST-9500	ACCOU	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	

Department : RR-FACTORY STAFF

Sr. Code	Emp Name	Desg.																															Days			
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Wrked	Prs	Abs	LW
1	0005 EMP 9000	ACCOU	P	U	P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	U	25.0	25.0	0.0	0.	



# Monthly Payroll Transaction



# Salary Process

Salary Process

Employee  HADIYA GUNVANTBHAI BHIMABHAI YearMonth  August ,2023 Group  Salary Group

Branch  OPTIMUM TECHNOLOGIES KATARGAM Department  OPERATIONS Division  HOUSE KEEPING

Pay Mode  Desig.  State Code  Gujarat Category  Sex

Pay Thru  A/c No.  Rate Schm.  Skill   PF ABRY ?

CTC No.  CTC  Monthly  DailyRate  Labour

Payment Days Details		Earnings			Deductions			Employer's Contribution	
		Pay Head Name	Base Rate	Amount					
Month Days	<input type="text" value="31.0"/>	BASIC	<input type="text" value="11752.00"/>	<input type="text" value="11534.00"/>	E.P.F.	<input type="text" value=".00"/>	<input type="text" value="1384.00"/>	E.P.F.	<input type="text" value=".00"/> <input type="text" value="423.00"/>
Working Days	<input type="text" value="27.0"/>	HRA	<input type="text" value="888.00"/>	<input type="text" value="872.00"/>	F.P.F.	<input type="text" value=".00"/>	<input type="text" value=".00"/>	F.P.F.	<input type="text" value=".00"/> <input type="text" value="961.00"/>
Paid	<input type="text" value="26.5"/>	CONVEYANCE	<input type="text" value=".00"/>	<input type="text" value="0.00"/>	E.S.I.C.	<input type="text" value="110.00"/>	<input type="text" value="110.00"/>	E.S.I.C.	<input type="text" value="474.00"/>
Present	<input type="text" value="23.0"/>	UNIFORM ALLOWANC	<input type="text" value=".00"/>	<input type="text" value="0.00"/>	P.T.	<input type="text" value="200.00"/>	<input type="text" value="200.00"/>	L.W.F.	<input type="text" value=".00"/>
Weekly Offs	<input type="text" value="4.0"/>	INTERIM BONUS	<input type="text" value="800.00"/>	<input type="text" value="785.00"/>	T.D.S.	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	E.S.I.C. Salary	<input type="text" value="14563.00"/>
Leave With Salary	<input type="text" value="1.5"/>	LTA	<input type="text" value=".00"/>	<input type="text" value="0.00"/>	SurCharge	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	P.F. Salary	<input type="text" value="11534.00"/>
Public Holiday	<input type="text" value="2.0"/>	HELPER ALLOWANCE	<input type="text" value=".00"/>	<input type="text" value="0.00"/>	Edu. Cess	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	P.T. Salary	<input type="text" value="14563.00"/>
Leave Without Pay	<input type="text" value="0.5"/>	OVER TIME	<input type="text" value=".00"/>	<input type="text" value="1372.00"/>	L.W.F.	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Rebate	<input type="text" value="5957.00"/>
Add Days	<input type="text" value="0.0"/>	EDU. ALW	<input type="text" value=".00"/>	<input type="text" value="0.00"/>	Others	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Advance	<input type="text" value=".00"/>
Less Days	<input type="text" value="0.0"/>							Loan	<input type="text" value=".00"/>
OT Hours	<input type="text" value="10.37"/>							Net Pay	<input type="text" value="12869.00"/>
Actual Ot Hours	<input type="text" value="26.33"/>								
Deduction Hours	<input type="text" value=".00"/>								
		<b>Gross Earning</b>	<input type="text" value="13440.00"/>	<input type="text" value="14563.00"/>	<b>Gross Deduction</b>	<input type="text" value="1694.00"/>	<input type="text" value="1694.00"/>		
		<b>Remark</b>			<b>Gain Point</b>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<b>Payment Date</b>	<input type="text"/>

\* Press Alt + X To Exit.

# Monthly Salary Register

**Lemon Technologies Pvt. Ltd.**  
PLOT NO 2420 & 22,ROAD NO 2,GIDC SACHIN,SURAT

Form under rule 6 of Equal Remuneration,1976

Form under rule 21(4),25(2),26(1) of Gujarat Minimum Wages Rules,1961

Form under rule 6 of Payment of wages Gujarat Rules, 1963.

Form under rule 78 of Contract Labour (Regulation & Abolition) Gujarat Rule,1970

Form under rule 52(2) of Inter State Migrant Worker(Gujarat) Rules,1981

**Employee Salary Register For The Month Of NOVEMBER ,2016**

Company PF Code SRSRT0030217000

Company ESIC No 39000211220000199

Payment Date : 22/12/2016 Page 1

Branch SD SUDHA DYING - SURAT

Department AB ADMIN BANK

Division AB ADMIN BANK

Sr.No.	Employee Name	PF No.	Paid Days	Present	Gross	Basic	D.A.	H.R.A.	T.A.	Washing All.	Edu. Allow.	O.W.A.	P.P.A.	H.L.A.	Med. All.	Total Earnings	PF	LWF	Adv	Total Deduction	Netpay	Employee Signature
			ESIC No.	W.O.													L.W.S.	ESIC	TDS			
EmpCode	A/C No.		W.O.	L.W.S.												PT	Other Deduction					
1	MOHANBHAI LALLUBHAI RATHOD	1852	16.00	16.00	17100	2769	2769	1846	769	0	0	0	1231	369	769	10522	665	0	0	815	9707	
1		Exempted	0.00	10.00												0	0	0				
	ICICI		4.00	0.00												150		0				
2	KIRITKUMAR BABUBHAI PATEL	1851	16.00	16.00	24000	2769	2769	3077	923	615	769	615	1231	1231	769	14768	665	0	0	865	13903	
3		Exempted	0.00	10.00												0	0	0				
	ICICI		4.00	0.00												200		0				
3	RAMSINGH GAJRAJ KASYAP	1588	26.00	26.00	18000	4500	4500	4500	1250	0	0	0	2000	0	1250	18000	1080	0	0	1280	16720	
4		Exempted	0.00	0.00												0	0	0				
	ICICI		4.00	0.00												200		0				





# Yearly Salary Summary

Yearly salary summary gives an optimized view of salary paid and can be generated for specific group.

LEMON TECHNOLOGIES PVT. LTD.													
Earnings Details From April ,2007 To January ,2008													
Name	BASIC	COLA	HRA	BONUS	MOBILE EXP.	Net Total	PF	ESIC	PT	LWF	TDS	SC+CESS	Total De
RANA RAJNI M	25000.00	12500.00	11250.00	0.00	900.00	49650.00	0.00	0.00	80.00	0.00	0.00	0.00	8
VYAS SAGAR N	17377.00	8688.00	7819.00	0.00	900.00	34784.00	1560.00	350.00	160.00	0.00	0.00	0.00	207
BHOJANI ISHWAR J	13901.00	6951.00	6255.00	0.00	900.00	28007.00	1560.00	350.00	160.00	0.00	0.00	0.00	207
SAVANI JETHABHAI JIVANBHAI	20852.00	10426.00	9383.00	0.00	900.00	41561.00	1560.00	350.00	160.00	0.00	1290.00	39.00	468
CHAMADIA MANJU K	17377.00	8688.00	7819.00	0.00	900.00	34784.00	0.00	0.00	160.00	0.00	0.00	0.00	16
<b>Total</b>	<b>94507.00</b>	<b>47253.00</b>	<b>42526.00</b>	<b>0.00</b>	<b>4500.00</b>	<b>188786.00</b>	<b>4680.00</b>	<b>1050.00</b>	<b>720.00</b>	<b>0.00</b>	<b>1290.00</b>	<b>39.00</b>	<b>906</b>

# Statutory Compliances



# Statutory Compliances Cover

## Employment Exchange

Provident Fund & ESIC

Professional Tax & TDS

Shop and  
Establishment Act

Minimum Wage Act  
& Factory Act

Labour Welfare Fund

Industrial  
Dispute Act



Gratuity and Bonus Act

Labour Contract Act

Apprentice Act

# Statutory Compliances Reports

## Provident Fund



- Challans
- Monthly & Yearly Return
- Nomination Form
- Conciliation Statement.
- Form For New & Resigned Employees
- Withdrawal Form
- Employee/Employer Contribute MIS
- Monthly PF Statements

## ESIC



- Challan
- Nomination Form
- Half Monthly Returns
- Return Summery
- Contribution Summery
- Employee/Employer Contribution MIS
- Monthly Statement

## Professional Tax & TDS



- Monthly Challan
- Return by Employer
- Summary
- Monthly Statement
- IT-Return
- IT-Form24 annexure.
- IT-Form24 Quarterly
- IT – FVU File generation
- IT-Suspension
- Tax Projection
- Form - 16
- Monthly HRA
- Salary Certificate

# Statutory Compliances Reports

## Bonus & Gratuity



- Annual Returns
- Bonus Summary Report
- Bonus Paid Detail
- Abstract & Nomination Form
- Other Forms
- Gratuity Notice
- Gratuity Calculation Reports

## Labour Contract & Industrial Dispute



- Statutory Forms
- Appointment letters (Gujarati, English, Hindi)
- Resign Letter
- Leave application
- Permanent Letter
- Increment Letter
- Clearance Certificates

## Minimum Wage



- Pay-Slip in Prescribed Format
- Attendance Register
- Salary Sheet
- Probationary employee salary register
- Statutory Forms and Formats

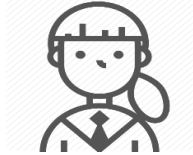
# Statutory Compliances Reports

## Factory Act



- Identity cards
- ID-Card register
- Blood group details
- Register of Compensatory Holidays
- Adult Register
- Height, weight, blood group detail reports.
- Leave With Wages.

## Statistics and Apprentices



- Annual survey
- Form-I (Apprentices)
- Form-II (Apprentices)
- Form-3 (Apprentices)
- Form-4 (Apprentices)
- Form 1-A (Apprentices)

## Shop & Estd. Act.



- Form-N
- Form-M
- Leave Card

# B.P.P. Compliances

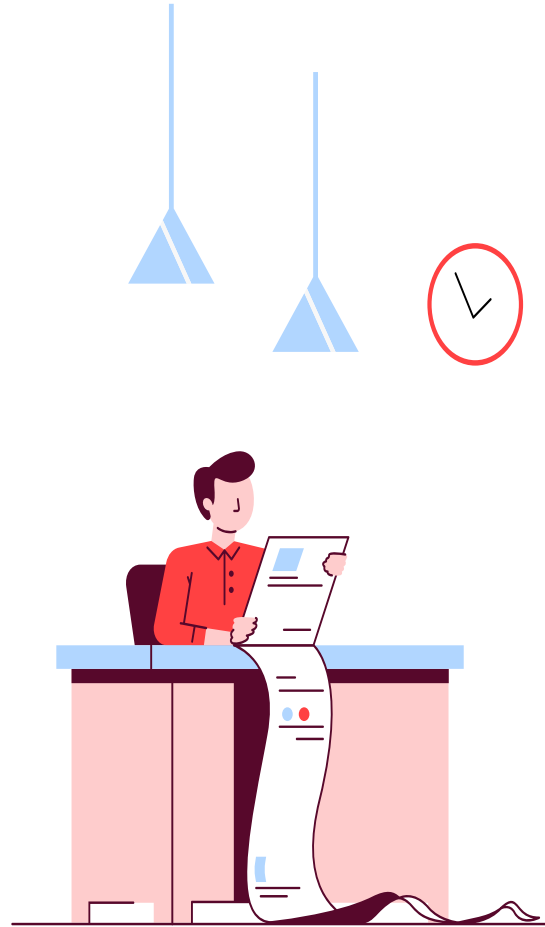
## **Minimum Wage :**

- Alerts on violation of minimum wage boundary.
- Time – Sheet.
- Over Time Register.
- Attendance Register.
- Salary Slip.
- Salary Register.

## **Factory Act & Industrial Dispute :**

- Appointment Letter
- Resignation Letter.
- ID-Card (Form – 36)
- Adult Register (Form – 15)
- Leave with Wage Register (Form – 18)
- Leave Register (Form – N : Shop & Establishment)
- Full and Final Settlement

# M.I.S. & H.R. Reporting





# M.I.S. Reports



Matrix Report for  
Salary & Deductions



Periodic Matrix Report  
for Taxes & Bonus



Salary Exp. Summary



Cost to Company  
Reports



Loans & Advance  
Details



Process Wise Exp.  
Reports



Cash & Bank Reports



Periodic Matrix Report  
for Statutory  
Contributions



Employee Appraisal Forms



Employee Personal  
Details

# H.R. Reports

**Company, Branch &  
department wise listing**

**Increment Letter, Resignation  
Letter and much more**

**Join/Resigned employee report,  
Probationary Employee list**

**Bank Detail, Appraisal Forms  
& Permanent Letter**



**Photo Register, Blood Group  
wise listing, Vehicle, Rented  
house details, etc.**

**Branch, Department,  
Manager, Skill level &  
Designation wise Reports**

**Category wise listing such as  
PF, ESIC Eligible, Employees on  
probation, etc.**

**Identity Card Status Report,  
Turn Over Ratio, Gross Details,  
Investments Reports**

**Monthly Labor turn-over  
report, Early going - Late  
coming reports**

# Parallel Company Creation & Access

New company under the group for management staff separately which can be accessed under separate user.

New Company Creation

**New Company**

\* Company Code  \* Company Name  Employee Code Format

Head Office Details	CIT Office Details
Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> City <input type="text" value="surat"/> State <input type="text"/>	Employer Name <input type="text"/> Employer Father Name <input type="text"/> Employer Designation <input type="text"/> Company Location <input type="text"/> CIT Address 1 <input type="text"/> CIT Address 2 <input type="text"/> CIT Address 3 <input type="text"/> Company Logo <input type="button" value="Import Logo"/>

**Contact Details**

Phone 1  Phone 2  Phone 3  E-mail   
Fax 1  Fax 2  Fax 3  Web Site

**Company Licence & registration Number Details**

Nature of Business <input type="text"/>	PA No. <input type="text"/>	ST No. <input type="text"/>
CST No. <input type="text"/>	Reg. No. <input type="text"/>	TDS No. <input type="text"/>
CPT No. <input type="text"/>	ESIC No. <input type="text"/>	ESI Local Office <input type="text"/>
PF No. <input type="text"/>	PF Group Code <input type="text"/>	EPT No. <input type="text"/>
Employment Type <input type="text" value="2"/> <input type="text" value="FACTORY ACT"/>	GST No. <input type="text"/>	LWF No. <input type="text"/>
Company Bank <input type="text"/>	Bank A/c No. <input type="text"/>	Bank IFSC <input type="text"/>
Same Bank Type <input type="text"/>	Other Bank Type <input type="text"/>	

**Authorised Person**

\* Press Alt + X To Exit. Occupier

# Book Keeping

New company under the group for management staff separately which can be accessed under separate user.

The image displays a screenshot of an HR management software interface. It is divided into three main sections with arrows pointing to them:

- Attendance Generation:** A 'Set Employee Attendance' dialog box is open, showing fields for Branch, Department, For Month (202308), From Date (01/08/2023), To Date (31/08/2023), and Employee. Below this is a table of employee attendance records.
- Salary Process:** A 'Salary Process' dialog box is open, showing fields for Employee (OD0001), SURESHBHAI JERAMBHAI HADIYA, YearMonth (202308), August\_2023, Group (2), Salary Group, Branch (SP), SHREE JALARAM JEWELLERY SP, Department (SPC), SPECIAL CUT, Division (PLS), POLISH, Designation (POLISH HEAD), State Code (1), Gujarat, Category (A F), Pay Mode (INDB), A/c No. (159924511498), Rate Schm., CTC No. (1099), CTC (1620000.00), Monthly (135000.00), and PF ABRV ? (Labour).
- Salary Payment Slip:** A detailed 'SHREE JALARAM JEWELLERY' salary slip for employee SURESHBHAI JERAMBHAI HADIYA. It includes a table for Earnings (BASIC, HRA, CONVEYANCE, UNIFORM ALLOWANC, LTA, HELPER ALLOWANCE), Deductions (E.P.F., F.P.F., S.E.I.C., P.T., T.D.S, SurCharge, Edu. Cess, L.W.F., Others), and Attendance Details (Paid, Present, P.H., Paid Leave, Absent, Weak Offs, OT Hrs.).

The Salary Payment Slip table includes the following data:

Code	Employee Name	Form No. : 4(B) Rule No. : 26(2)	Department	Division	Designation	Month	Pay Date
135000.00	SURESHBHAI JERAMBHAI HADIYA	101815971411	SPECIAL CUT	POLISH	POLISH HEAD	August, 2023	03/01/2024
Earning							
Pay Head	Rate	Earning	Misc. Earning	Head	Deduction	Amount	Attendance Detail
BASIC	67500.00	68250.00		P.F.		1800.00	Paid 26.50
HRA	18900.00	18550.00		NEEDBROUSEMENT			
CONVEYANCE	16200.00	15900.00		E.S.I.C.		0.00	Present 14.50
UNIFORM ALLOWANC	14850.00	14575.00		P.T.		200.00	P.H. 2.00
INTERIM BONUS		0.00		T.D.S		25288.00	
LTA	2150.00	2110.00		SurCharge		0.00	Paid Leave 10.00
HELPER ALLOWANC	15400.00	15115.00		Edu. Cess		1011.00	Absent 4.50
OVER TIME		4305.00		L.W.F.		0.00	Weak Offs 0.00
EDU. ALW		0.00		Others		0.00	OT Hrs. 3.19
Deduction Hours		0.00					
Gross Earning		135000.00	136805.00	Gross Deduction	28299.00		

Salary Payment Slip →

# ESS [Employee Self Service] Web Portal

Web portal with customized and restricted access of data and report.

LEMON TECHNOLOGIES PVT. LTD'S WEB PAYSOFT SOLUTION    NEWPAY:V122\_ORCL12KP

Master   Attendance   Salary Reports   Change Password   Exit   Window

ADD   A Leave Application   B Leave request/Approve   C Leave Status   D Log In/Out Report

Gujarat Hira Bourse, Ichchhapore, Surat, 394510 -    Contact No. :    Mail Id :

**Company : SHREE JALARAM JEWELLERY**

Surat -  
**User : S.JOD0984**  
03 Jan 2024 17:35:11

"Helping you achieve your goals"    LEMON™

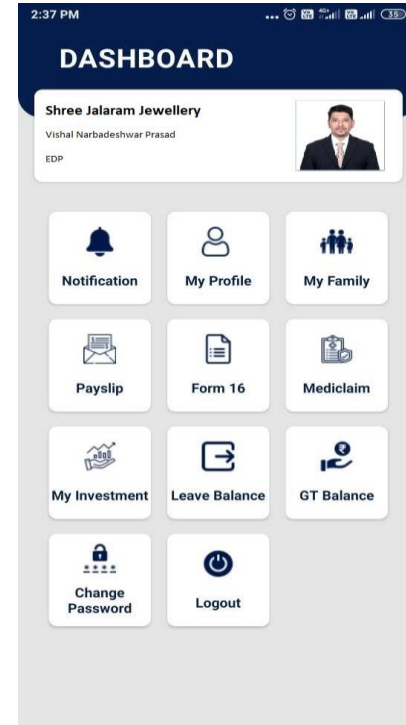
Report Format : PDF    Paysoft™

```
graph TD; Employee --> SalaryBifurcation[Salary Bifurcation]; SalaryBifurcation --> WeeklyOff[Weekly Off]; WeeklyOff --> Attendance; Attendance --> Advance[Advance]; Advance --> Loan[Loan]; Loan --> SalaryGeneration[Salary Generation]; SalaryGeneration --> Disbursement; Disbursement --> ComplianceReports[Compliance Reports]; ComplianceReports --> Employee;
```

# ESS [Employee Self Service] Mobile Portal

Mobile application with customized and restricted access of data and report.

- Employee Login & Profile View
- Salary Slip & Form – 16 Download
- Leave Apply & Approval
- Financial Year Wise Investment Declaration
- Notification Alerts



# Utilities

- Auto email of salary slips.
- Bank ASCII – Formats.
- Auto reminder on return filling.
- Alerts on exceptionally absent and late comers.
- Transport to excel and notepad on demand.
- Auto retrieval of labour from DiaSoft™ (inventory solution).
- Auto posting of salary expenses heads to AccuSoft™ (accounting solution).
- Securing month after completion of process.



# Some of Our Esteemed Clients





# Our Technology Partners



# Thank you



**Lemon  
Technologies.**

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