# Automated HR & Payroll Solution

www.tekhrm.com

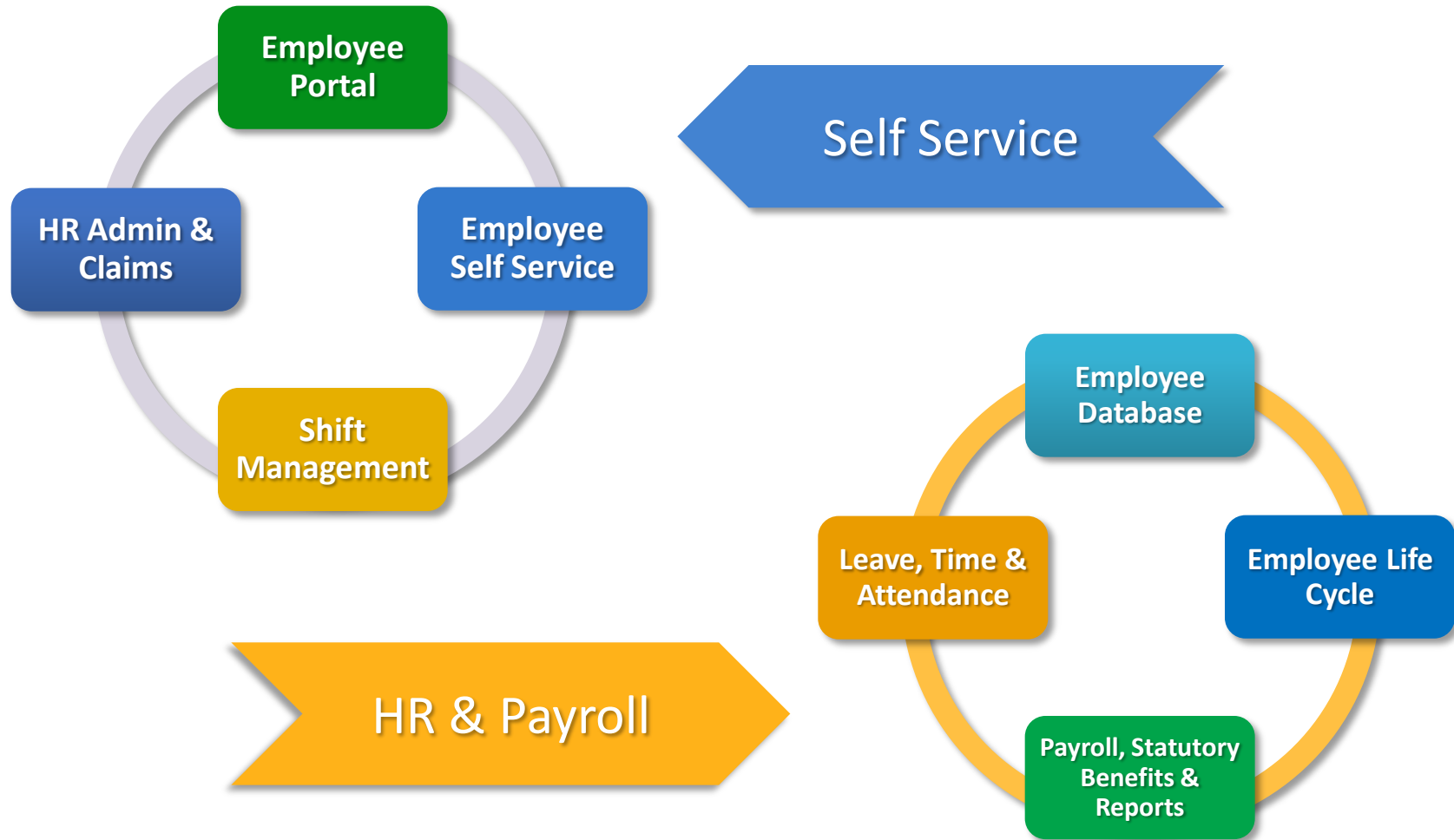# Overview

TekHRM is cloud based leading software for managing business processes related to human resource management (HRM), Payroll Management, Time & Attendance, Taxation and Tracking Organization Reports. Initially it is developed for Indian customers only and helping small & large businesses to modernize their process & workflows in order to save time in the areas of employee self service, leave etc. Software is designed in such a way that it reduces work of HR Management by automating their activities from employee entry to exit.

Accessible by anyone & available with a very user-friendly appearance, no technical skills required. There is no higher investment to implement it, by an online subscription you can experience the features provided.

# TekHRM Modules



**Self Service**
- Employee Portal
- Employee Self Service
- HR Admin & Claims
- Shift Management

**HR & Payroll**
- Employee Database
- Employee Life Cycle
- Payroll, Statutory Benefits & Reports
- Leave, Time & Attendance

# Company Master

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ABC Software Solution Private Limited ∨

🏠 Go to Home > Abc Software Solution Private Limited > Company Master

## Basic Details

| Company Name* | ABC Software Solution Private Limited | Company Type* | Pvt. Limited |
| --- | --- | --- | --- |
| Company Website | www.abc.co | Incorporation Date | 2008-01-29 |
| Industry Type | Advertising | Image Upload | μ Computing   Change Logo |

(max-size:100kb , 250x64)

✎ Edit

## Branch Locations

## Payroll Handling Office Details

## Statutory Details

## Bank Information

⊕ Add Bank    🗑 Delete

| ☐ | S. NO. | Bank Name | Branch Name | Branch Address | Account No. | Sign Authorty | IFSC Code | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ | 1 | HDFC Bank | Shakti Khand | Noida | 544454656565 | YMK Kumar Sinha | | ✎ |
| ☐ | 2 | Axis Bank | Greater Kailash | New Delhi | 46546576576576 | AMK Kumar | UBIN1234567 | ✎ |

### Sidebar
- 🏠 Home
- ⚙ Company Master
- ⚙ Job Master
- ⚙ Employee Management
- ⚙ Attendance & Leaves
- ⚙ Payroll Management

Search...

# Employee Management

- Employee Directory with Flexible Search Panel
- Employee Profile
- Employee Local & Permanent Address
- Home, Work, Emergency Contact No of employee
- Employee Skills & Qualification Details
- Previous Employment History
- Statutory Details
- Family & Nominee Details
- Employee Immigration Details
- Assets Given To Employee
- Document Storage
- Probation Confirmation Details
- Employee Resignation Details
- Import/Export Employee Details
- Manage Reporting Of Employee

# Employee Directory

ABC Software Solution Private Limited

🏠 Go to Home > Abc Software Solution Private Limited > Employee Management > Employee Master

## Employee Search Panel

## Employee Directory

Show 10 Records

**+ Add** | **👤 Login Management** | **⬆ Import** | **⬆ Export**

| | S.No | Employee Details | Department | Designation | Category | Grade | DOJ | Location | Status | Secure IP | Access |
|---|------|------------------|------------|-------------|----------|-------|-----|----------|--------|-----------|--------|
| ☐ | 1 | Shashank verma (ABC 0002) | Sales | CEO | Permanent Employee3 | A (Level 1) | 22nd Feb 2014 | US Branch | Left Employee | | Inactive |
| ☐ | 2 | Ajit rajput (ABC 0003) | Sales | Manager | Fresher Probationary2 | F (Level 6) | 22nd Feb 2014 | Banglore Branch | On Probation | 192.168.1.56 | Active |
| ☐ | 3 | Vinay singh (ABC 0004) | HR | Sr Executive | General Probationary | E (Level 5) | 22nd Feb 2014 | Maharashtra | Left Employee | | Active |
| ☐ | 4 | Rahul kanwal (ABC 0005) | IT | Executives | Permanent Employee3 | C (Level 3) | 22nd Feb 2014 | US Branch | Permanent Employee | | Active |
| ☐ | 5 | Vinod dua (ABC 0006) | Sales | Manager | Fresher Probationary2 | F (Level 6) | 22nd Feb 2014 | Banglore Branch | Left Employee | | Inactive |
| ☐ | 6 | Madhusudan mistri (ABC 0007) | HR | Team Lead | General Probationary | E (Level 5) | 22nd Feb 2014 | Maharashtra | On Probation | | Inactive |
| ☐ | 7 | Michael jordan (ABC 0008) | Sales | Manager | Permanent Employee3 | C (Level 3) | 22nd Feb 2014 | US Branch | Permanent Employee | | Active |
| ☐ | 8 | Robert Brown (ABC 0009) | Top Management | CEO | Domestic Permanent | A (Level 1) | 6th Feb 1999 | Branch 1 | Permanent Employee | | Active |
| ☐ | 9 | Gary Cooley (ABC 0010) | HR | Manager | Domestic Probationary | D (Level 4) | 11th Nov 2013 | Branch 1 | On Probation | 203.122.17.117 203.122.17.115 | Not Sent |
| ☐ | 10 | Mary Cooley (ABC 0011) | Development | Project Manager | Regular Employee | D (Level 4) | 5th Aug 2000 | Branch 1 | Permanent Employee | | Active |

Showing 1 to 10 of 64 entries

← Previous | 1 | 2 | 3 | 4 | 5 | Next →

# Organization Hierarchy

# Attendance Management
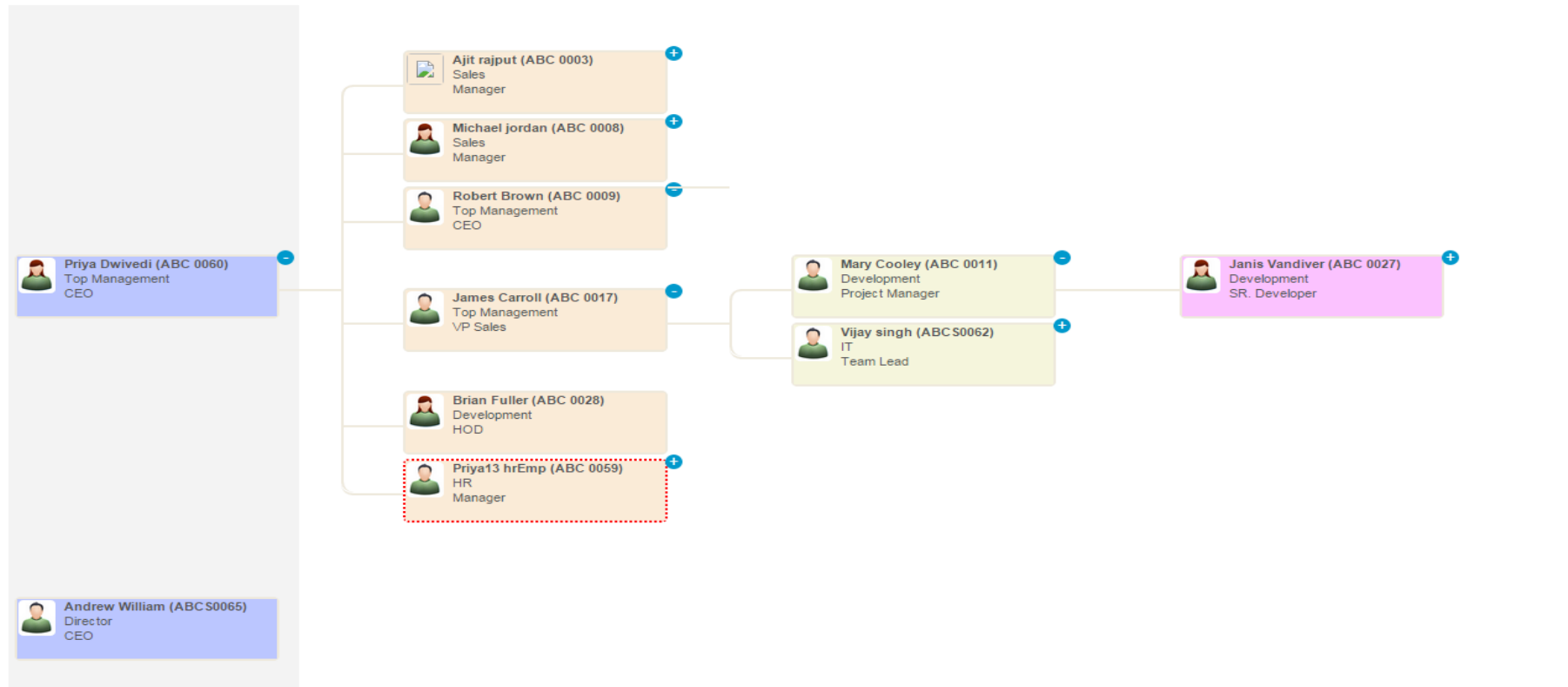
- ❑ Flexible Attendance Rules & Policies

- ❑ Log Attendance From Web By Employees

- ❑ Monitor Real Time Attendance

- ❑ Manage Shifts For Fixed & Rotational Schedule

- ❑ Manage Night Shifts (next day out)

- ❑ Week of Setup Employee Wise

- ❑ Approval System for Late Comings/Early Leavings

- ❑ Track Work From Home & Comp Off Working

- ❑ Automated Attendance Register

- ❑ Process & Restore Attendance Anytime

- ❑ Track Over Time & Pay Only Effective OT

- ❑ Close Attendance Location Wise, Department wise

# Update & Process Attendance

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Go to ESS Panel | Priya Dwivedi
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Go to Home > Abc Software Solution Private Limited > Manage Attendance

## Manage Monthly Attendance

September-2014

| Update Attendance | Process Attendance |

All Location

Open Filters

✔ Go   ⟳ Reset

Save All Employee Attendance

| ☐ | | S N | Employee Details | 1 M | 2 T | 3 W | 4 T | 5 F | 6 S | 7 S | 8 M | 9 T | 10 W | 11 T | 12 F | 13 S | 14 S | 15 M | 16 T | 17 W | 18 T | 19 F | 20 S | 21 S | 22 M | 23 T | 24 W | 25 T | 26 F | 27 S | 28 S | 29 M | 30 T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | ✎ | 1 | ABC 0002 \| Shashank verma<br>Sales Department | P | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| ☐ | ✎ | 2 | ABC 0003 \| Ajit rajput<br>Sales Department | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 3 | ABC 0007 \| Madhusudan mist..<br>HR Department | P | A | P | P | P | W | W | P | P | P | P | P | P | W | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 4 | ABC 0008 \| Michael jordan<br>Sales Department | P | P | P | P | P | W | W | P | P | A | P | P | P | W | P | P | P | P | P | A | P | W | W | P | P | P | P | W | P | P |
| ☐ | ✎ | 5 | ABC 0010 \| Gary Cooley<br>HR Department | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 6 | ABC 0011 \| Mary Cooley<br>Development Department | P | P | P | P | P | W | W | P | P | A | P | P | P | W | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 7 | ABC 0012 \| Jason Moore<br>Sales Department | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P | A | P | P | W | W | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 8 | ABC 0013 \| Anika Dixon<br>Sales Department | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 9 | ABC 0014 \| Erika Franklin<br>Sales Department | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P | P | P | P | W | ⚠ | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 10 | ABC 0015 \| Gonzella Gay<br>Sales Department | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 11 | ABC 0016 \| Bettye Williams<br>Sales Department | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P |
| ☐ | ✎ | 12 | ABC 0017 \| James Carroll<br>Top Management | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P | P | P | P | W | W | P | P | P | P | P | P | W | P | P |

1  2  3  Next  All

| ▮ Casual Leave | ▮ Sick Leave | ▮ Privilege Leave | ▮ Earned Leave | ▮ Maternity Leave | ▮ Paternity Leave | ▮ Marriage Leave |

| ▮ Compensatory Off | ▮ Other Leaves | ▮ Unpaid Leave |

⚙ Process Attendance

# Shift Management

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## Assign & Manage Shifts

Fixed Schedule Employees | **Rotating Schedule Employees**

◄ Week 4 ▼ | January 19, 2015 - January 25, 2015 | ► | Week | Month | Day | **Conflicts 0** | **Unpublished 8** | ✔ Publish

Filters | All Location ▼ | All Department ▼ | All Category ▼ | All Designation ▼ | Tools ▼

Show 10 Records

| | Employee Detail | January 19, Mon | January 20, Tue | January 21, Wed | January 22, Thu | January 23, Fri | January 24, Sat | January 25, Sun |
|---|---|---|---|---|---|---|---|---|
| ☐ | ABC 0043 \| Allen Phillips<br>6 Shifts \| 51 Hours | Day Shift<br>9:00am - 6:00pm | Day Shift<br>9:00am - 6:00pm | Day Shift<br>9:00am - 6:00pm | Evening Shift<br>4:00pm - 10:00pm | Day Shift<br>9:00am - 6:00pm | Day Shift<br>9:00am - 6:00pm | Weekly Off |
| ☐ | ABC 0042 \| Alice Phillips<br>6 Shifts \| 36 Hours | Evening Shift<br>4:00pm - 10:00pm | Evening Shift<br>4:00pm - 10:00pm | Evening Shift<br>4:00pm - 10:00pm | Evening Shift<br>4:00pm - 10:00pm | Evening Shift<br>4:00pm - 10:00pm | Evening Shift<br>4:00pm - 10:00pm | Weekly Off |
| ☐ | ABC 0041 \| Denise Persons<br>6 Shifts \| 66 Hours | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Weekly Off |
| ☐ | ABC 0040 \| Robert Jones<br>6 Shifts \| 72 Hours | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Weekly Off |
| ☐ | ABC 0039 \| Keyth Howard<br>6 Shifts \| 64 Hours | Day Shift<br>9:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Morning Shift<br>7:00am - 6:00pm | Weekly Off |
| ☐ | ABC 0038 \| Kirke Herman<br>6 Shifts \| 66 Hours | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Night Shift<br>8:00pm - 8:00am | Evening Shift<br>4:00pm - 10:00pm | Weekly Off |
| ☐ | ABC 0037 \| Dwight Harshaw<br>none | | | | | | | Weekly Off |
| ☐ | ABC 0034 \| Bettye Baxter<br>none | | | | | | | Weekly Off |

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# Leave Management

- ❑ Leave Rules & Policies

- ❑ Multiple Customized Leaves

- ❑ Specific Rules For Each Rules

- ❑ Compensatory Leaves

- ❑ Flexible Leave request Flow

- ❑ Online Leave Applications & Approvals

- ❑ Monthly Auto Leave Credit & Balances

- ❑ Automated Year End Processing & Settlement

- ❑ Leave Balance Summary

- ❑ Leave Approval Delegation

- ❑ Leave Encashment Options

# Employee Leave Balance

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Search...

🎁 Home                            ‹
⚙ Company Master                  ‹
⚙ Job Master                      ‹
⚙ Employee Management             ‹
⚙ Attendance & Leaves             ∨
   ⚙ Settings                     ‹
   ⚙ Masters                      ‹
   ⚙ Manage Leaves                ‹
      Credit Past Leaves
      Assign Leaves
      Leave Requests
      Show Leave Balances
      Delegation
   ⚙ Manage Shift                 ‹
   ⚙ Manage Attendance            ‹
⚙ Payroll                         ‹

🏠 Go to Home › Tekshapers Software Solutions (p) Ltd › Leaves › Employee Leave

## Employees Leave Balance

December ▾     2014 ▾     Excel ▾

Filters     All Location ▾     All Department ▾     All Category ▾     All Designation ▾

Show 10 ▾ Records                                                    Search: Employee Code or Name

| SN. | Employee Details | Privilege Leave | | | Casual Leave | | | Total | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Opening Balance | Availed | Closing Balance | Opening Balance | Availed | Closing Balance | Opening Balance | Availed | Closing Balance |
| 31 | 205 \| GULSHAN KATAL | 13.25 | 0.00 | 13.25 | 6.25 | 0.00 | 6.25 | 19.50 | 0.00 | 19.50 |
| 32 | 207 \| MAYANK GUPTA | 15.25 | 0.00 | 15.25 | 9.25 | 2.00 | 7.25 | 24.50 | 2.00 | 22.50 |
| 33 | 209 \| SUMIT KUMAR | 17.25 | 0.00 | 17.25 | 13.25 | 3.00 | 10.25 | 30.50 | 3.00 | 27.50 |
| 34 | 211 \| VARUN VERMA | 15.25 | 0.00 | 15.25 | 9.25 | 4.00 | 5.25 | 24.50 | 4.00 | 20.50 |
| 35 | 216 \| VIJAY SINGH | 16.25 | 0.00 | 16.25 | 8.25 | 0.00 | 8.25 | 24.50 | 0.00 | 24.50 |
| 36 | 222 \| POOJA SINGH | 12.25 | 0.00 | 12.25 | 7.25 | 1.50 | 5.75 | 19.50 | 1.50 | 18.00 |
| 37 | 226 \| PUNIT KUMAR | 15.25 | 0.00 | 15.25 | 10.25 | 2.00 | 8.25 | 25.50 | 2.00 | 23.50 |
| 38 | 232 \| BABY NAJ | 13.25 | 0.00 | 13.25 | 3.25 | 0.00 | 3.25 | 16.50 | 0.00 | 16.50 |
| 39 | 238 \| PRIYANKA SINGH | 15.25 | 0.00 | 15.25 | 6.25 | 1.00 | 5.25 | 21.50 | 1.00 | 20.50 |
| 40 | 240 \| KUMAR GAURAV | 12.25 | 0.00 | 12.25 | 12.25 | 0.00 | 12.25 | 24.50 | 0.00 | 24.50 |

Showing 31 to 40 of 112 entries

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# Manage Leaves Requests

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Search... 🔍

- 🏠 Home ‹
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- ⚙ Attendance & Leaves ⌄
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    - Show Leave Balances
    - Delegation
  - ⚙ Manage Shift ‹
  - ⚙ Manage Attendance ⌄
- ⚙ Payroll ‹

## Search Panel

| From | | To | | Status | |
|------|--|----|--|--------|--|
| | 2015-01-01 | | 2015-02-28 | | All |

✔ Go    ⟳ Reset

## Leave Requests

| SN | Employee Details | Request Details | Applied On | Status | Action |
|----|------------------|-----------------|------------|--------|--------|
| 1 | 222 | POOJA SINGH | Casual Leave for 1.00 day(s) | 21-01-2015, 11:06 AM | Pending | View |
| 2 | 144 | OM DIXIT | Casual Leave for 1.00 day(s) | 19-01-2015, 10:58 PM | Pending | View |
| 3 | 333 | Yogesh Tomar | Casual Leave for 1.00 day(s) | 19-01-2015, 08:49 PM | Pending | View |
| 4 | 331 | Jyoti Chaubey | Casual Leave for 1.00 day(s) | 17-01-2015, 01:00 AM | Pending | View |
| 5 | 289 | PRIYANKA SHARMA | Casual Leave for 5.00 day(s) | 16-01-2015, 07:07 PM | Pending | View |
| 6 | 189 | AJIT VERMA | Casual Leave for 1.00 day(s) | 15-01-2015, 11:40 AM | In Process (Required Your Action) | View |
| 7 | 336 | Anisha Bora | Privilege Leave for 11.00 day(s) | 14-01-2015, 04:21 PM | Pending | View |
| 8 | 289 | PRIYANKA SHARMA | Casual Leave for 4.00 day(s) | 14-01-2015, 11:00 AM | Cancelled | View |
| 9 | 307 | SWATI SHRIVASTAVA | Privilege Leave for 26.00 day(s) | 12-01-2015, 10:56 AM | In Process | View |
| 10 | 178 | SRINIVASA MAGULURI | Casual Leave for 5.00 day(s) | 10-01-2015, 12:25 AM | In Process | View |
| 11 | 209 | SUMIT KUMAR | Casual Leave for 1.00 day(s) | 09-01-2015, 04:05 AM | In Process | View |
| 12 | 178 | SRINIVASA MAGULURI | Casual Leave for 7.00 day(s) | 08-01-2015, 03:13 AM | Rejected | View |
| 13 | 280 | SHOBHIT GUPTA | Casual Leave for 1.00 day(s) | 06-01-2015, 08:02 PM | Pending | View |
| 14 | 216 | VIJAY SINGH | Casual Leave for 1.00 day(s) | 30-12-2014, 02:58 PM | In Process | View |
| 15 | 226 | PUNIT KUMAR | Casual Leave for 1.00 day(s) | 30-12-2014, 10:49 AM | In Process | View |
| 16 | 144 | OM DIXIT | Casual Leave for 1.00 day(s) | 29-12-2014, 09:15 PM | Pending | View |
| 17 | 144 | OM DIXIT | Casual Leave for 1.00 day(s) | 29-12-2014, 09:14 PM | Pending | View |
| 18 | 144 | OM DIXIT | Casual Leave for 1.00 day(s) | 29-12-2014, 09:13 PM | Pending | View |
| 19 | 232 | BABY NAJ | Casual Leave for 1.00 day(s) | 27-12-2014, 01:13 PM | In Process | View |
| 20 | 345 | Harish Kumar | Casual Leave for 1.00 day(s) | 26-12-2014, 06:48 PM | In Process | View |
| 21 | 251 | ANKUSH SAINI | Casual Leave for 1.00 day(s) | 26-12-2014, 12:16 PM | In Process | View |
| 22 | 307 | SWATI SHRIVASTAVA | Privilege Leave for 29.00 day(s) | 26-12-2014, 11:53 AM | Rejected | View |
| 23 | 157 | NITIN MAURYA | Casual Leave for 1.00 day(s) | 24-12-2014, 04:57 PM | In Process | View |
| 24 | 328 | CHANDRA SEKHAR | Casual Leave for 5.00 day(s) | 18-12-2014, 08:05 PM | In Process | View |
| 25 | 11 | P.IYYAPPA SWAMY | Privilege Leave for 5.00 day(s) | 18-12-2014, 07:49 PM | In Process | View |
| 26 | 328 | CHANDRA SEKHAR | Casual Leave for 4.50 day(s) | 18-12-2014, 07:45 PM | Cancelled | View |
| 27 | 314 | DOSAPATI SUBBARAO | Casual Leave for 5.00 day(s) | 18-12-2014, 07:44 PM | In Process | View |

# Holiday List

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## Navigation

- My Profile
- **Holiday List**
- Attendance
- Leaves Management
- My Team

🏠 Home > Subcompany > Holidays

## Company Holiday List - 2014

⊕ View Policy | ⊕ Print

| Holika | Good Friday | Republic Day | Holi |
|---|---|---|---|
| 17 August 2014 | 02 January 2014 | 26 January 2014 | 17 March 2014 |
| Sunday | Thursday | Sunday | Monday |

| *Floating* Special Leave | Test holiday | *Floating* Test Floating | Test holiday |
|---|---|---|---|
| 12 June 2014 | 18 June 2014 | 27 June 2014 | 30 June 2014 |
| Thursday — Apply | Wednesday | Friday — Apply | Monday |

| *Floating* Rakhi | Independence Day | Janmashtami | Gandhi Jayanti |
|---|---|---|---|
| 10 August 2014 | 15 August 2014 | 16 August 2014 | 02 October 2014 |
| Sunday — Apply | Friday | Saturday | Thursday |

| diwali |
|---|
| 23 October 2014 |
| Thursday |

# Payroll Management

- ❑ Salary Templates with Your Customized Formula

- ❑ Salary Components Payable With or Without Salary

- ❑ Payroll Processing in Just 4 Simple Steps

- ❑ Generate Salary Transfer Letter Online

- ❑ Auto Updated Income Tax & Statutory Compliances

- ❑ Password Protected PDF Pay slips

- ❑ Mass Emailing of Pay slips

- ❑ Claim Expenses

- ❑ Pre-Expenses Credit

- ❑ Post Expense Claims

- ❑ Monthly Loan Installments Deductions

- ❑ Reimbursements

# Assign Salary To Employees

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Search...

- Home
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- Attendance & Leaves
- **Payroll Management**
  - Configuration
  - Employee Salary Master
  - Process Payroll

Go to Home > Abc Software Solution Private Limited > Payroll > Salary Templates

## Assign Salary To Employees

Import CTC

Assign Salary to  ○ All Unassigned Employees    ● Filter Unassigned Employee

Select Employees [All Location ▼] [All Department ▼] [All Category ▼] [All Designation ▼] [All Grade ▼]  OR  [Search Employee by Code/Name 🔍]

Show [10 ▼] Records

| ☐ | SN | Employee Details | ☐ | 📅 | Effective From | ☑ | Default (20000-200000) / Month ▼ | Enter GTI |
|---|----|------------------|---|----|----------------|---|----------------------------------|-----------|
| ☑ | 1 | ABC0042|Alice Alice | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | 30000 |
| ☑ | 2 | ABC0041|Denise Denise | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |
| ☑ | 3 | ABC0040|Robert Robert | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |
| ☑ | 4 | ABC0039|Keyth Keyth | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |
| ☑ | 5 | ABC0038|Kirke Kirke | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |
| ☑ | 6 | ABC0037|Dwight Dwight | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |
| ☑ | 7 | ABC0036|Valecia Valecia | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |
| ☑ | 8 | ABC0035|Patricia Patricia | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |
| ☑ | 9 | ABC0034|Bettye Bettye | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |
| ☑ | 10 | ABC0033|Paul Paul | | 2014-01-01 📅 | | | Default (20000-200000) / Month ▼ | |

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# Process Payroll

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**Payroll Processing**

August 2014 ▼

| Verify Payable Days **(55)** | | Payroll Processed **(0)** | | **Payroll Finalized** **(5)** | | Payroll Disbursed **(5)** |
|---|---|---|---|---|---|---|
| Verify Payable Days & Process Salary | ❯ | Verify Processed Payroll, Update & Finalize | ❯ | Verify Finalized Payroll & Disburse Salary | ❯ | Download, View Payslips of Disbursed Payroll |

Show [10 ▼] Records

Search: [Employee Code or Na]

| | SN | Employee Details | Paid Days | Employee Status | Payment Mode | Net Salary | Finalized On | Action |
|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | ABC 0048 \| Rosetta Dyer | 31.00 | On Probation | Bank Transfer | 23500 | 2015-01-19 06:38:25 | 🗑 |
| ☐ | 3 | ABC 0049 \| Charles McCool | 31.00 | On Probation | Bank Transfer | 18800 | 2015-01-19 06:38:25 | 🗑 |
| ☐ | 5 | ABC 0050 \| Paula McDonald | 31.00 | On Probation | Bank Transfer | 18800 | 2015-01-19 06:38:25 | 🗑 |
| ☐ | 7 | ABC 0051 \| Nicole Miller | 31.00 | Permanent | cheque | 20680 | 2015-01-19 06:38:25 | 🗑 |
| ☐ | 9 | ABC 0052 \| Charles Pettus | 31.00 | Permanent | Bank Transfer | 19740 | 2015-01-19 06:38:25 | 🗑 |

Showing 1 to 5 of 5 entries

← Previous | 1 | Next →

**Disburse Payroll ⊕**

### Sidebar
Search...

- 🎁 Home ‹
- ⚙ Company Master ‹
- ⚙ Job Master ‹
- ⚙ Employee Management ‹
- ⚙ Attendance & Leaves ‹
- ⚙ Payroll Management ∨
  - ⚙ Configuration ‹
  - Employee Salary Master
  - Process Payroll

# Employee Salary Master

tekHRM
Effortless | Efficient | Empowered

Go to ESS Panel | Priya Dwivedi ∨
Last Login 2015-01-23, 1:10:04 AM

μ Computing
ABC Software Solution Private Limited ∨

🏠 Go to Home › Abc Software Solution Private Limited › Payroll › Employee Salary Master

## Employee Salary Master

⊕ Action Salary

Show [10 ▼] Records

| | S.No. ▲ | Employee Details |
|---|---|---|
| ☐ | 1 | ABC 0052\|Charles Pettus |
| ☐ | 2 | ABC 0051\|Nicole Miller |
| ☐ | 3 | ABC 0050\|Paula McDonald |
| ☐ | 4 | ABC 0049\|Charles McCool |
| ☐ | 5 | ABC 0048\|Rosetta Dyer |
| ☐ | 6 | ABC 0047\|Verliea Watson |
| ☐ | 7 | ABC 0046\|Lionel Ward |
| ☐ | 8 | ABC 0045\|Sharon Smith |
| ☐ | 9 | ABC 0044\|Lecorey Smith |
| ☐ | 10 | ABC 0043\|Allen Phillips |

Showing 1 to 10 of 10 entries

Next →

| Employee Name | Charles McCool | Department | Sales |
|---|---|---|---|
| Employee Code | ABC 0049 | Designation | JR. Executive |
| Salary Template | Default(20000-200000)/Month | Effective From | 2014-01-01 |
| Income Tax: | View, Calculate | Active Logs: | |

| Earnings | | | | Deductions | | |
|---|---|---|---|---|---|---|
| Components | Monthly | Annually | | Components | Monthly | Annually |
| Basic | 10000 | 120000 | | PF Employee | 1200 | 14400 |
| HRA | 5000 | 60000 | | Total Deductions | 1200 | 14400 |
| Dearness Allowance | 1000 | 12000 | | | | |
| Conveyance Allowance | 800 | 9600 | | | | |
| Medical Allowance | 1250 | 15000 | | | | |
| Gross | 20000 | 240000 | | | | |

**Net Salary : 18800 Per Month | 225600 Per Annum**

| Employer Contribution | | |
|---|---|---|
| PF Employer | 1200 | 14400 |
| CTC | 21200 | 254400 |

# Income Tax Management

- Income Tax Rules As per Indian IT Act Clauses & Sub clauses

- Online Investment Declarations & Approval

- Auto Reminders To HR & Employee For Declarations

- Auto Calculate Projected TDS as per Employee Earning

- Deduct Monthly TDS From Payroll (optional)

- Previous Employer Tax Adjustments For Mid Year Employee Joining

- Actual TDS Deduction & Adjustment at the End Of Financial Year

- Auto Generated Form 16

# Statutory Compliances

All statutory compliances i.e. Provident Fund, Employee State Insurance, Professional Tax, Labor Welfare Fund, Gratuity, Statutory Bonus etc is managed by TekHRM. As per Indian Government law, system has up to date Statutory Rules Master & accordingly all compliances are assigned & processed automatically, since government has automated PF,ESI, PT submission, TekHRM provides ready to use statutory reports to submit challan online. Your compliance manager does not need to manage multiple statutory files.

# Employee Self Service

- ❏ Online Portal Of Employee

- ❏ Apply & Review Leaves Online

- ❏ Declare Investments Online

- ❏ Mark Attendance From ESS Panel

- ❏ Check Shift Schedule Online

- ❏ Apply Work From Home

- ❏ Send Attendance Requests

- ❏ Track Monthly Leave Balances

- ❏ Download Payslips

- ❏ Manage Team

- ❏ View Company Policies

- ❏ Download Holiday Calendar

# Employee Profile

James Carroll
Last Login 2015-01-16, 1:02:09 PM

ABC Software Solution Private Limited

μ Computing

🏠 Go to Home > Abc Software Solution Private Limited > Employee Management > Employee Masters > **Basic Details**

**My Profile**

**Holiday List**

**Attendance**

**Leaves Management**

**My Team**

**Attendance Requests**

| Overview | Basic Details | Personal & Contact Details | Skill & Qualification | Employment History | Statutory & Salary | Family & Nominees | Employee Documents | Asset Details | Passport/Visa Details | Contract Details | Probation Confirmation | Shift to Past Emp |

⬆ Export

**Michael jordan (ABC 0008)**

| Field | Value | Field | Value |
|---|---|---|---|
| Location | US Branch | Category | Permanent Employee3 |
| Employee Code | ABC 0008 | Salutation | Mr |
| First Name | michael | Middle Name | |
| Last Name | jordan | Date of Joining | 2014-02-22 |
| Department | Sales | Designation | Manager |
| Grade | C (Level 3) | Reporting Manager | Priya Dwivedi |
| Privilege | Auto Retrieved | Email id | iashutoshkumar@yahoo.com |

Back To Employee Master

✎ Edit

# Mark Attendance

# Attendance Requests

## My Attendance Request

| Update Attendance | Late Comings | Early Outs | Off Day Working | Work From Home |

**Update Type**   Select

**Date**

**Shift Assigned**   Select   ☐ Change Shift

**Clock In Time**   HH   MM

**Clock Out Time**   HH   MM

**Remarks**

Submit

| SN | Date | Update Type | Applied On | Comments | Status | Action |
|----|------|-------------|------------|----------|--------|--------|
| | | | No Records Found | | | |

### My Profile
### Holiday List
### Attendance
### Leaves Management
### My Team
### Attendance Requests
My Attendance Requests
My Team Attendance Requests

James Carroll
Last Login 2015-01-13, 5:21:05 PM
ABC Software Solution Private Limited

# Leave Application

TekHRM
Everything You Need

Go to Home | James Carroll ⌄
Last Login 2014-09-25, 1:40:06 PM

μ
Computing
ABC Software Solution Private Limited

⚙ My Profile ‹
⚙ Holiday List ‹
⚙ Attendance ‹
⚙ Leaves Management ‹
⚙ My Team ‹

🏠 Home > Subcompany > test

## Leave Details - Mary Cooley | ABC 0011

| | | | |
|---|---|---|---|
| **Applied on** | 31-12-2014, 12:28 PM | **Type of Leave** | Earned Leave |
| **Leave Duration** | 01-01-2015 To 02-01-2015 | **Total Days** | 2.00 |
| **Reason** | out of station | **Going Outstation** | No |
| **Status** | Approved | **Attachment** | N/A |

| **Approvers** | **Kumar Gaurav** | → **Vijay Kumar** | → **James Carroll** |
|---|---|---|---|
| Status | Approved On 13-01-2015, 05:20 PM | Approved On 13-01-2015, 05:22 PM | |
| Remarks | Ok to Approve | Approved | |

[ Approve ] [ Reject ]

## Conversation

Bob Nilson at Jul 25, 2012 11:09
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Reply

Bob Nilson at Jul 25, 2012 11:09
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.Reply

Type a message here... [ Send ]

Select Approver ⌄ [ Send query to Employee ] [ Send query to Approver ]

# Recruitment Module

- Create Job vacancies.

- Define Job type.

- Manage vacancies available in the company.

- Setup Approval Flow.

- Set up interviews with prospective candidates.

- View appointments made to interview prospective candidates.

- Assign Recruiter for the Interview.

- View the status of the Job.

- View status of the applicant in the application process assessment.

- Handle the vacancy process from application to acceptance or rejection.

- Maintain a database of all candidate application.

# Recruitment Module

# Recruitment Module

## Setup Job

| | |
|---|---|
| Title | |
| Job Type | Select ▾ |
| Department | Select ▾ |
| Duration(Days) | |
| Start Date | |
| Min Experience(Years) | |
| Openings | |
| Key Skill | add a tag |

Description
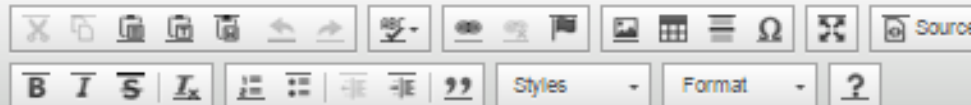
# Recruitment Module

🏠 Go to Home > Tekshapers Pvt Ltd > Job Setup > Settings > Approval Flow

## Add Job Approval Flow

**Setup Flow for Department***  [ Department ▼ ]

| | | |
|---|---|---|
| **Approval Mode** | ⦿ Parallel | ◯ Sequential |
| **Approver Order*** | | |
| Employee | ☐ Reporting Manager | ☐ HR (Yes, No) |

**Add Informing Authority +**

[ Enter Emp Code or name ]

[ 💾 Save ]  [ Back ]

### Sidebar
- Home
- Dashboard
- Company Master
- Job Master
- Employee Management
- Attendance & Leaves
- Payroll Management
- Loan Management
- Recruitment
  - Jobs List
  - Job Type Master
  - Setup Job Flow
- Training Management
- Email Settings

# Training Module

- ❑ Create Training Category and sub category.

- ❑ Create and Manage Training.

- ❑ Assign In house as well as Offshore trainer.

- ❑ Assign trainees for the particular training.

- ❑ View the status of the training.

- ❑ Check the attendance of the trainee.

- ❑ In Employee portal trainee can see the training assign to them.

- ❑ Maintain a database of all training list.

# Training Module

# Training Module

🏠 Go to Home > Tekshapers Pvt Ltd > Training Details

## Training Details

| | |
|---|---|
| Training Name | Development |
| Module Name | Test Module |
| Training Date | 2016-02-26 To 2016-02-27 |
| Training Time | 02:20:29 To 02:20:29 |
| Venue | sfdg |
| Description | sdf |
| Trainer Name | Sumit Kumar,Michael Jordan,Priya Dwivedi |

| Trainees | Trainee Name | Attendance Status | | Total Trainees in Training | 1 |
|---|---|---|---|---|---|
| | | ☐ | | No of trainee Attented | 1 |
| | Priya Dwivedi(ABC 0060) | ☑ attended | | No of trainee not Attented | 0 |
| | **Set Attendee** | | | | |

| Training Status | Completed | Completed ▾ |
|---|---|---|

# Training Module

## Training List

Show [10 ▾] Records

Search: [                    ]

| SR. No. | Training Title | Category/Subcategory | Trainer Name | Training Date | Training Time | Status | Action |
|---------|----------------|----------------------|--------------|---------------|---------------|--------|--------|
| 1 | Learn PHP and Zend Framework from experts | Test Module/Test Category | Gary Cooley | 2016-03-21 | 11:14:00 to 12:14:00 | In Process | |
| 2 | Development | Test Module/Test Category | Sumit Kumar,michael Jordan,Priya Dwivedi | 2016-02-26 to 2016-02-27 | 02:20:29 to 02:20:29 | Completed | ☑ |

Showing 1 to 2 of 2 entries

← Previous    1    Next →

**Left Navigation:**
- My Profile
- Holiday List
- Attendance
- Leaves
- My Team
- Salary & Income Tax
- Delegate Responsibility
- Resignation
- Training
  - My Training
  - Training Provided
- Recruitment

Go to Super Panel | Priya Dwivedi ▾
Last Login 2016-03-18, 1:29:36 PM
Tekshapers pvt ltd

# Thank You

For Any Further Query:-

Write Us  Info@tekhrm.com

Call Us    0120-4144444

Web        www.tekhrm.com