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## Online Payroll Application

**Mechsoft's Payroll Ladders, is the most flexible, adaptable, fast and user friendly Payroll solution, with complete functionality to handle any size of organization's Payroll processing needs. This solution is available in both Internet and Intranet modes, and allows you to manage multiple companies/ locations/ branches together in an integrated manner.**

### Key Features

- 1. Completeness:** Ladders Payroll is an end to end solution covering your needs like Salary disbursement, Leave management, Loans and advances, etc. It handles Permanent employees, temporary staff, trainees, and can manage Organizations, having multiple companies, branches.
- 2. Integrated:** Ladders payroll integrates well with HR, Accounts and other enterprise solutions very easily as it is designed to be used for plugging with any external applications. It is already integrated with Mechsoft's Ladders suit of products like Ladders HR, Accounts, Budget etc.
- 3. Flexible and Adaptable:** Ladders Payroll is based on Mechsoft's formula and rule engine, and can easily adapt to the conditions of different rules of tax, and other government norms. Most changes in these requirements can be easily handled at the client end itself! A single company can have multiple rules for its multiple branches (which could be in different countries or states needing different structures of taxation)
- 4. Cost saving and better control:** Being a centralized solution, managing all the branches from single location, reduces payroll processing cost. This model reduces duplication of efforts, and lessens chances of errors, as there are lesser number of passes in the process.
- 5. Security:** Ladders modules come with **User access control** which allows detailed level of access controls for each user. The solution architecture is designed to be a secure internet application. Important transactions can have double authentication system, making it a tighter system.
- 6. User Friendly:** The system is very user friendly and easy to learn, allowing users to handle functionality with minimum clicks.

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## **Features In detail**

### **Flexible Structure building capability of Earnings & Deductions**

- Flexibility to add or modify any number of Salary Components - Earnings & Deductions
- User Defined Entry Field with unmatched flexibility for Formula, percentage or Customized Calculation
- Taxable & Non Taxable Earnings for Income Tax Calculations
- Payslip / Non Payslip Component
- Calculation based on Attendance
- Monthly or Yearly Payments
- Also compute various other components that do not appear in Payslip

### **Leave & Attendance Management**

- Leave Rules can be defined
- Increment of Leave on Pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leave
- Leave Utilizes & Balances can be checked
- CL, PL, SL, Compensatory & Customizable Leaves
- Automatic Leave payout on termination of Employees (in Full & Final Settlement)
- Swipe card / Attendance machine if any can be linked to our software
- Attendance Arrears
- Monthly Attendance Register & Yearly Attendance Summary

### **Loan & Advance Management**

- User Definable Loans/Advances (Multiple)
- Loan Disbursement option with EMI option
- Automatic recovery of EMI & stops automatically once the Loan amount is totally recovered
- Auto calculation of Interest on Loans based on Flat Interest, Reducing Balance
- Lumpsum recovery of Loan
- Interest free Loan Perquisites as per Income Tax
- Loan Recovered, Loan Balances & Loans History – Employee wise

### **Payroll Processing**

- Input information for all newly joined employees and resign left employees
- Create a new payroll month & Process Salary
- Over-ride facility for any Salary components
- Salary on Hold & Freezing of Salary in case of Termination of Employees
- Process by Exception - you only need to enter Pay and/or deduction information when there are changes
- Pro-rata calculations for employees based on Absenteeism
- Process & Print Payslips for groups or for selected employees

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- Lock month facility to avoid changes in Processed Data

### **Salary Reports (Payslip & Salary Sheet)**

- Automatically calculates all the income, deductions & Company Contributions as per the requirement
- Regular Payslips (with Logo) can be viewed or Emailed
- Reimbursement Payslips can be viewed or Emailed
- User defined Salary Sheets can be viewed
- Generates Cash / Cheque / Bank Transfer List
- Generate Bank Statement, Direct Electronic Bank transfer files & Covering Letter for Banks
- YTD salary Sheet & Summary of each employee
- Separate Payslips can be generated for Arrears, Medical, Reimbursement & LT

### **Bank Transfer**

- Bank Transfer Statement facility available for all the banks
- Soft copy format also available in Excel or any format specified by different banks
- Bank Transfer Statements can be generated for both Regular, Reimbursement Payments & Supplementary Payments
- Covering Letters
- Cheque / Bank Transfer / Cash List

### **Reimbursement Management**

- You can define multiple Reimbursement Heads, and define the limits, conditions and formulae for the same. (Examples of reimbursements: Medical, Leave and Travel Allowance)
- Limits can be specified at individual Employee wise, employee grade wise, branch wise etc.
- Annual Limits or Monthly Accruals
- Opening Balance, Entitlement, Amount Reimbursed and Balance amount can be checked
- Reimbursement Payslips, Bank transfer statement for Reimbursement Component

### **Arrears Calculation**

- Arrears calculation for any previous period / Retrospective effect
- Separate Payslips can be generated for the Arrears Components
- Bank transfer statement for Arrears Component
- You can create various types of arrears as per the need of country/ state and your organization. (ex. Gratuity, Bonus & Exgratia Calculation in India)
- Reimbursements
- Supplementary Payments

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- Monthly Reconciliation - allow us to compare the changes in the pay components from last month to this month or for any number of months

### **PF Calculation & Reports (India specific. Can be customized to other countries easily)**

- User defined PF Rate of Deduction for Employer & Employee
- Employee & Employer Contribution
- Automatic Bifurcation of EPF & EPS
- PF applicability check at Employee Level
- Options to Limit Maximum Salary for PF Deduction
- Form 5, 10, 12A, 3A, 6A, Challan & Reconciliation Statement

### **ESIS Calculation & Reports (India Specific)**

- User defined ESIC Rate of Deduction for Employer & Employee
- ESIC applicability check at Employee Level
- ESIC Register, Form 5, 6 & Challan

### **Professional Tax**

- User definable State wise Slab
- PT applicability check at Employee Level
- Form III & Challan

### **Income Tax Management**

- Auto calculations of Exemptions & Deductions and compute income tax payable for the entire year & the tax to be paid this month
- Auto calculation of TDS based on Projections
- Income Tax Projections with the options to deduct projected tds from Monthly Salary
- Prints Form 16, 16AA, 12BA & Challan 281
- Quarterly e-TDS Return as per the NSDL format
- Income Tax Projections can be emailed in PDF format

### **Full & Final Settlement**

- Employees Full & Final settlement can be prepared based on resignation of employees either in the current month or in the previous month
- Automatically calculates outstanding Loan balances, Notice pay and Leave Encashment , Gratuity and recovers all Loan balances and Income Tax.
- Generates Full & Final Settlement Calculation sheet for all the calculations done

### **User Defined Reports**

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- User Defined Reports with the option to choose from the available field, user can define his own customized columnar reports
  - Sorting, Grouping, Sub-total, Grand-total & Conditions can be defined
  - Output reports to screen, printer, MS Word, PDF & Excel
  - Option to preview Payslips / Salary Sheets or any other reports on screen before final printing
  - Print Transaction & Master History for any period
  - Generating report is made easy with an advanced filter function to select the relevant employees or groups for the report
  - Prints any of our report for the previous periods.

### **Data Import and Export(Masters, Salary & Leave Record)**

- Masters, Salary and leave records data import: Existing data of payroll/ employees can be imported from existing database/ spread sheet, to Ladders Payroll, reducing initial data entry.
- All the reports can be exported to Excel or PDF format.

### **User Rights**

- System comes with one super user account. Super-user can create and manage other user account.
- User Level Rights can be controlled at individual functionality level.

Please click here to know more ...

[http://www.mechsoftgroup.com/online\\_payroll\\_system.html](http://www.mechsoftgroup.com/online_payroll_system.html)