



Employee User Level Documentation

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1 Login

How to login into the Prim Pack?

Procedures:

Click on the Login option in login page (figure 1a)

Enter your Username and Password

Hit the **Login** button for login into your home page (figure 2)

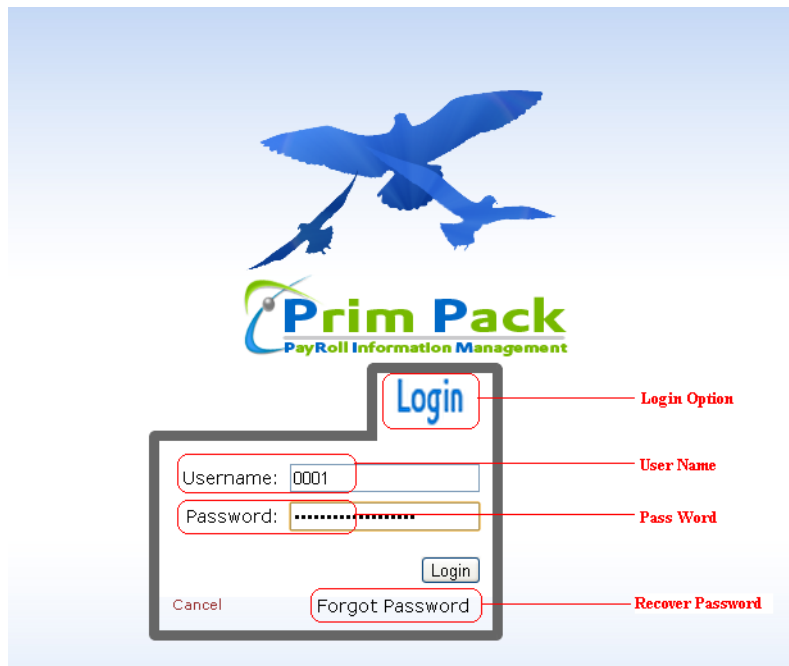


Figure 1a: Login Page


If your password matches with your username, it will login into your home page successfully.

What you have to do when you forget your password?

Procedures:

If your password is not correct then warning message will be displayed as **“Username and Password does not match. Please Try Again”** which means you have to retry your password and/or check your username.

In case you forgot password, you can reset it. On click of **Forgot Password** option you will be redirected to a page where you have to enter your username and some token string (code) will be mailed to your email address specified in the profile. Clicking on the link in the mail will redirect you to password reset page (figure 1b).



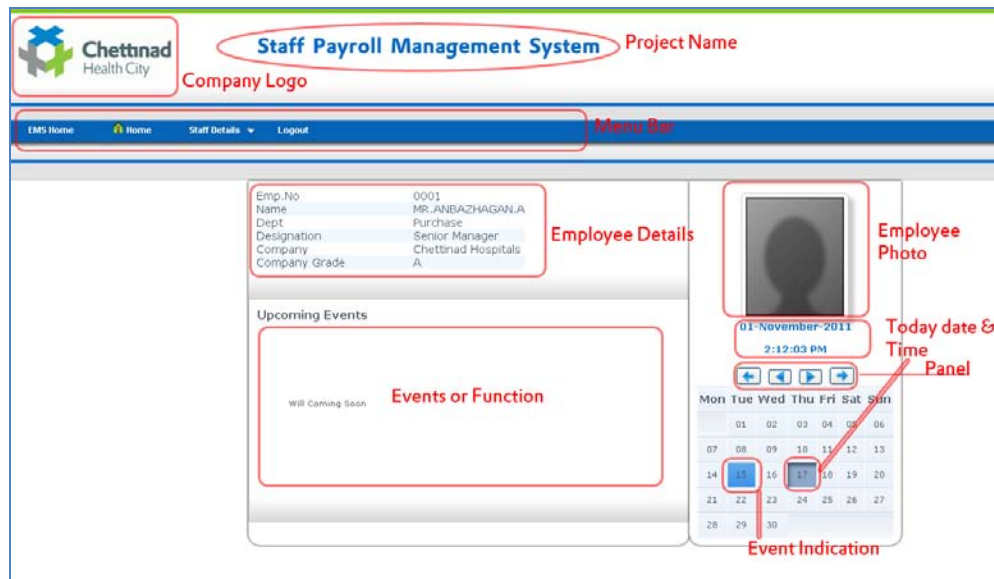

 Enter User Name
 Enter New Password:
 ReEnter New Password: Enter

Figure 1b: Reset Password

Note: Username and Employee number are same.

2 Home Page

After entering your username and password you will be redirect to the home page.








The homepage features a header with the Chettinad Health City logo and the system name 'Staff Payroll Management System'. A menu bar includes 'EMS Home', 'Home', 'Staff Details', and 'Logout'. The main content area is divided into three sections: 'Employee Details' (showing information for MR. ANBAZHAGANJA), 'Employee Photo' (a placeholder image), and 'Today date & Time Panel' (displaying 01-November-2011, 2:12:03 PM, and a calendar with an event indication on the 15th).

Figure 2: homepage

Description

- Company Logo : Your company logo and its name.
- Menu Bar : List of option that are available for current employee user.

- Employee Details : Complete details about the employee which contains more specific data about you like employee number, name, department, designation, company and grade.
- Employee Photo : You can view your photo in the home page
- Date & Time : You can view current time and date.
- Event/Function : List of upcoming functions/events are shown.
- Event Indication :  Some events have/had been organized on that date.
- Panel :   moves a year before or after
  moves a month before or after

3 Menu



- 3.1 EMS Home
- 3.2 Home
- 3.3 Staff Details
- 3.4 Logout

3.1 EMS Home

This menu connects you to your employee management system home page.

3.2 Home

This menu loads your employee home page (figure 2).

3.3 Staff Details

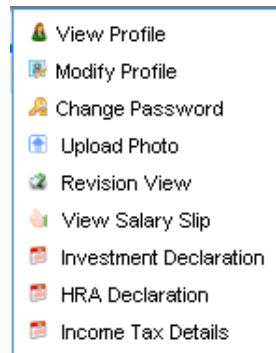
This menu contains details like profile, password, photo, salary, income tax, etc..

3.4 Logout

This menu helps you to logout securely and it redirects to login page (figure 1a)

4. Staff Details

In this menu, you can see various sub-menus



4.1 View Profile

You can view your complete profile details

Login details (Your name and your user name)

Accounts details (Employee number, PF number, Bank A/C number, PAN card number)

Company details (your company name, group, department, designation, date of joining in the company)

Personal Details (E-mail id, qualification, father name, gender, date of birth, temporary and permanent address, contact number, blood group)

4.2 Modify Profile

You can change your personal details of your profile.

4.3 Change Password

Change Password

Enter Old Password: ✓

Enter New Password:

ReEnter New Password: ok!

Figure 4.3 Change Password

Here you enter your old password, if it matches correctly then ✓ symbol displayed or ✗ symbol displayed.

After that, enter the new password and reconfirm it. If new password matches with each other then ok! is displayed or Not ok! is displayed.

Click submit when ok! symbol displayed. Now relogin with your new password.

4.4 Upload photo

Select your profile photo from your local directory and upload your image

Procedure:

Click on choose file

Select the photo

Click on submit

4.4 Revision View

There are two types of revision based on salary and designation.

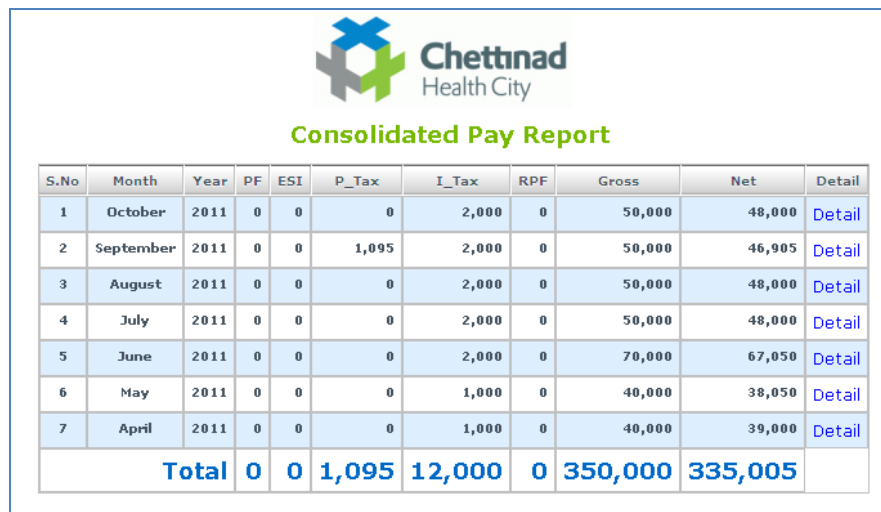
What does revision means?

Revision means change from the existing value such as increment in their salary or promotion in their designation.

Table of the revision can be viewed in this submenu.

4.5 View Salary Slip

Here you can view your previous salary slips (figure 4.5).



Chettinad Health City
Consolidated Pay Report

S.No	Month	Year	PF	ESI	P_Tax	I_Tax	RPF	Gross	Net	Detail
1	October	2011	0	0	0	2,000	0	50,000	48,000	Detail
2	September	2011	0	0	1,095	2,000	0	50,000	46,905	Detail
3	August	2011	0	0	0	2,000	0	50,000	48,000	Detail
4	July	2011	0	0	0	2,000	0	50,000	48,000	Detail
5	June	2011	0	0	0	2,000	0	70,000	67,050	Detail
6	May	2011	0	0	0	1,000	0	40,000	38,050	Detail
7	April	2011	0	0	0	1,000	0	40,000	39,000	Detail
Total			0	0	1,095	12,000	0	350,000	335,005	

Figure 4.5 Previous salary pay details

Click on **Detail** to view the payslip of required month.

4.6 Investment declaration

Deductions Under Section 80C, 80CCC and 80CCD Entry (figure 4.6)

Deductions Under Section 80C, 80CCC and 80CCD Entry	
Financial Year	2011-2012
Select Detail	Home Loan Principal Repayment (HLP) - Under 80C
Amount	Voluntary Provident Fund (VPF) - Under 80C
	Public Provident Fund (PPF) - Under 80C
	Life Insurance Premiums (LIP) - Under 80C
	Unit Linked Insurance Plan (ULIP) - Under 80C
	Equity Linked Savings Scheme (ELSS) - Under 80C
	Home Loan Principal Repayment (HLP) - Under 80C
	Stamp Duty and Registration Charges for a home (Stamp) - Under 80C

Figure 4.6 Investment Declaration

- Financial Year : Current Financial year will be displayed and you cannot modify that
- Select Detail : Each option has an investment description along with the section under which it comes. Select your respective option
- Amount : Enter the amount of your respective investment

Additionally you can view your pre defined investment details here

Note: The investments you enter are subject to approval of higher authority. You can avail the benefits only after their approval.

4.7 HRA declaration

Specify the amount of house rent for the current financial year (figure 4.7).

House Rent Allowance																
Financial Year	2011-2012															
Month & Amount	January : <input type="text"/> July : <input type="text"/>															
	February : <input type="text"/> August : <input type="text"/>															
	March : <input type="text"/> September : <input type="text"/>															
	April : <input type="text"/> October : <input type="text"/>															
	May : <input type="text"/> November : <input type="text"/>															
	June : <input type="text"/> December : <input type="text"/>															
	<input type="button" value="submit"/>															
	<table border="1"> <thead> <tr> <th>S.No</th> <th>Financial Year</th> <th>Month</th> <th>Amount</th> <th>Approved Amount</th> <th>Approval</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;">Total</td> </tr> </tbody> </table>		S.No	Financial Year	Month	Amount	Approved Amount	Approval	Delete	Total						
	S.No	Financial Year	Month	Amount	Approved Amount	Approval	Delete									
	Total															

Figure 4.7 House Rent Entry

Note: The HRA you enter is subject to approval of higher authority. You can avail the benefits only after their approval.

4.8 Income Tax Calculation

You can view your income tax details and how you need for the current month.

Fields:

- Emp No : Employee number
- Name : Name of employee (your name)
- Gross : You can view the salary of current financial year
- PF : Provident fund
- PTAX : Professional Tax based on your designation
- ITAX : Income Tax
- RPF : Recoverable Provident Fund
- Net : Gross – (PF) – (PTAX) – (ITAX) – (RPF)

Annual Gross Approx.: Cumulative total of previous months + (Gross * rest of month)

Approved Saving : Savings that are approved by the higher authority for tax exemption.

HRA Expectation :

HRA Minimum Expected P/M – Expected Home Rent Allowance per month

(Basic+DA) of 40% (GOVT APP) P/M – (Basic Pay + Dearness Allowance) of 40% as per government approved per month

Your Approved HRA P/Y – Your applied House Rent Allowance for this financial year

Govt Taken HRA P/Y – Government approved House Rent Allowance for this financial year

Pay Consolidated View												
SNO	EMP.No	NAME	GROSS	PF	PTAX	ITAX	RPF	NET	Annual Gross Approx.	Approved Savings	HRA Exception	
1	0001	MR. ANBAZHAGANA (Purchase)	(Apr)40000	0	0	1000	0	39000	600000	Savings Not entered	HRA Minimum Expected P/M	25500
			(May)40000	0	0	1000	0	38050			(Basic+DA) of 40% (GOVT APP) P/M	20000
			(Jun)70000	0	0	2000	0	67050			Your Approved HRA P/Y	0
			(Jul)50000	0	0	2000	0	48000			Govt Taken HRA P/Y	0
			(Aug)50000	0	0	2000	0	48000				
			(Sep)50000	0	1095	2000	0	46905				
			(Oct)50000	0	0	2000	0	48000				
			350000	0	1095	12000	0	335005				
Total			350000	0	1095	12000	0	335005				

Pay Consolidated View											
ved	HRA Exception		Taxable Income		Tax Amount			Tax Paid/Balance		Monthly Tax	
gs ed	HRA Minimum Expected P/M	25500	Annual Income	600000	Amt Take	Per %	Tax	Total_Tax	52000	Total_Tax	40000
	(Basic+DA) of 40% (GOVT APP) P/M	20000	Minus Approved Savings Total	0	180000	0	0	Paid_Tax	12000	Remaining Month	5
	Your Approved HRA P/Y	0	Minus HRA Exception Total	0	320000	10	32000	Balance	40000	Tax to be Reduce Per Month	8000
	Govt Taken HRA P/Y	0	Net Taxable Income	600000	100000	20	20000				
					600000		52000				

Figure 4.8 Tax Calculation

Taxable Income : refer figure 4.8

Annual Income – Calculated annual gross amount in previous column c10

Minus Approved Savings Total – Saving approved by higher authority in column c11

Minus HRA Exception Total – Government approved HRA for employee in column c12

Net Taxable Income – Calculated amount ((Annual Income) – Saving amount – HRA Expectation))

Tax Amount : refer figure 4.8

Calculating the tax amount from net taxable income based on the slabs approved by the government,

Eg: for the financial year 2011-2012

Up to 1,80,000(for male) and 1, 90,000(for female) → No income tax

From 1,80,000 /1,90,000 to 5,00,000 → 20% tax of amount available

Above 5,00,000 → 30% tax of amount available

Tax Paid/Balance :

Total Tax – as calculated in column c14

Paid Tax – tax paid so far for this financial year

Balance – balance amount for current financial year

Monthly Tax :

Total Tax – Balance amount available in column c16

Remaining Month – Months that are remaining for current financial year

Tax to be Reduce Per Month – Calculated tax amount per month: (Total Tax/Remaining Month)