Payroll Management System
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1 Module Description

The payroll module in EIMS is capable of generating the payroll of employees. This comprehensive module has link with many sub-features of the HRMS module, such as employee details, grade of an employee, attendance management, leave and allowances, travel and other sub-features that make generation of salary slip of employee possible. It is important that for this module to be used the basic data is available. This module has been piloted in WR division Bhopal, PICU, WR Raisen Division, Vidisha divisions successfully.

2 Basic Definitions

Payroll: payroll is the sum of all financial records of salaries for an employee, bonuses and deductions. In accounting, payroll refers to the amount paid to employees for services they provided during a certain period of time.

Computation of Salary: Computation of salary is calculation of employee salary. The calculation of salary of any employee is done by using the following formula:

\[ \text{Net Pay} = (\text{Earnings}) - (\text{Deductions}). \]

Where

\text{Earnings} = \text{Basic Pay} + \text{Personal Pay} + \text{Special Pay} + \text{DA} + \text{HRA} + \text{CCA} + \text{Other Allowances} + \text{Salary Arrears} + \text{Interim relief (if any)} + \text{Bonus} + \text{Honorarium} + \text{Other Arrears}

\text{Deductions} = \text{House Rent} + \text{Group Insurance and Saving Scheme} + \text{Income Tax} + \text{PLI} + \text{GPF} + \text{Loans and Advances} + \text{Recovery} + \text{Miscellaneous Deduction}
3 Process Diagram

The following process chart is useful for understanding the overall flow of Payroll process.

Payroll Management System Process
4 Module Features

The key features of the modules are listed below:

4.1 Security Feature

The module has login based permissions and access. It means one user can’t access or remove/update the information created by EIMS user.

<table>
<thead>
<tr>
<th>Note to the user:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please do not share your login and passwords with other users. Please update your passwords regularly</td>
</tr>
</tbody>
</table>

4.2 Search

EIMS gives search facilities for retrieval of data. On the search screen the user is required to enter key phrases to enable search. The various search screens available in Payroll modules are as follows:

- **Month Wise**: facility to search Month wise payroll.
- **Year wise**: facility to search year wise payroll.

4.3 Hindi/English Support

The module has provision to switch between Hindi and English. For data entry forms, the data entry is possible in English only. The form fields can toggle between Hindi and English.

4.4 Register new payroll

This feature allows view and register new payroll.

4.5 View/Update registered payroll.

This feature allows view and update of registered payroll.

4.6 Reporting Feature

4.6.1 Module Reports

These are customized reports and are available in login roles. The module has the following reports:

- **Payroll Summary Reports**: It generates summary report of payroll.
- **Treasury Reports**: Generates treasury report of paybill.

5 Roles and Permissions

This module has role based access and permissions and the permissions for the screens are listed below for reference:
<table>
<thead>
<tr>
<th>Screen/Process</th>
<th>Permission</th>
<th>Provisioned Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Activity Admin</td>
</tr>
<tr>
<td>View Paybill</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create New Paybill</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
</tr>
<tr>
<td>ECS History</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Copy Previous Paybill</td>
<td>Create/View</td>
<td>Create/View</td>
</tr>
<tr>
<td>Paybill Summary</td>
<td>View</td>
<td>View</td>
</tr>
</tbody>
</table>

**Note to the user:**

Please note that based on the user privileges some screens may or may not be visible.

6 How to Access Payroll Management Module

6.1 From EIMS Home Page

EIMS के अंतर्गत Payroll Module Access करने के लिये निम्न steps का अनुसारण करें—

Address box में www.mpwr.gov.in type करें और enter button दबाएं। (In the address bar type www.mpwr.gov.in then press enter button to visit Water Resources Department's Web Site).

निम्नानुसार EIMS का home page open हो जाता है। (Following home page of EIMS is open.)
Portal home page on EIMS Login के अंतर्गत HRMS option पर click करें तथा login window में लॉग इन आईडी और पासवर्ड दांते और "Login" button पर click करें। (Enter Login ID and Password then click on “Login” button.)
Upon Successful Login, home page of module is displayed.

Select **Payroll** option from the main menu
After click on Payroll option following screen is displayed

6.2 Using a direct link

Click on this link to access HRMS module https://eims1.mpwrdis.gov.in/hrms/control/main
6.3 Role Based Screen Access

The roles in EIMS can be any of the following:

- Administrator Role - is for provisioning of Register/Update/Remove/Transfer Contract.
- Data Entry role – for entering of basic form data
- Supervisory role – for review/approval/rejection/modification of data
- Decision making role – viewing of report and decision making

The various screens as per role are listed in the sections below.

6.3.1 Module Administrator

The module admin role has access to the following screens:

6.3.1.1 Screen1: Create New Payroll

<table>
<thead>
<tr>
<th>Role</th>
<th>Access Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Create</td>
</tr>
</tbody>
</table>

Click on create button, display below screen.
### 6.3.1.2 **Screen2**: Update Payroll details

<table>
<thead>
<tr>
<th>Role</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Update</td>
</tr>
</tbody>
</table>
6.3.2 Data Entry User

The following screens are available in the Irrigation module for making form based data entry:

<table>
<thead>
<tr>
<th>Role</th>
<th>Activity Admin</th>
<th>Office Superintendent</th>
<th>Head of the Office</th>
<th>DDO</th>
<th>Administrat or</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
</tr>
</tbody>
</table>
6.3.2.1 Screen: Create New Payroll

6.3.2.2 Screen: Update Payroll details
6.3.3 Approval Authority (Office Superintendent, Head of the Office, DDO)

<table>
<thead>
<tr>
<th>Role</th>
<th>Office Superintendent</th>
<th>Head of the Office</th>
<th>DDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
</tr>
</tbody>
</table>

6.3.4 Monitoring/Supervisory Officer (Office Superintendent, Head of the Office, DDO)

6.3.4.1 Screen: Paybill Summary Report

<table>
<thead>
<tr>
<th>Role</th>
<th>Office Superintendent</th>
<th>Head of the Office</th>
<th>DDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
</tr>
</tbody>
</table>
6.3.4.2 Screen: Treasury Report

<table>
<thead>
<tr>
<th>Role</th>
<th>Office Superintendent</th>
<th>Head of the Office</th>
<th>DDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
</tr>
</tbody>
</table>

6.3.4.3 Screen: Abstract Report

<table>
<thead>
<tr>
<th>Role</th>
<th>Office Superintendent</th>
<th>Head of the Office</th>
<th>DDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
</tr>
</tbody>
</table>
6.3.4.4 Screen: Schedule

<table>
<thead>
<tr>
<th>Role</th>
<th>Office Superintendent</th>
<th>Head of the Office</th>
<th>DDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
<td>Create/Edit</td>
</tr>
</tbody>
</table>

7 Case Study

7.1 Steps in Payroll and Accounting Management

1. Create New Paybill
2. Copy Previous Paybill
3. View/Edit Paybill Details
4. Approval of Paybill
5. Create ECS

7.1.1 Create New Paybill

Primary Role: Activity Admin

Assigned Role: Office Superintendent/DDO
Operations:

1. Login as **Activity Admin/ Office Superintendent**
2. Select **Payroll** from the main menu
3. Click on **‘Create New’**
4. Select Paybill Month, Year, Substantive, Class and then click on **Create** button
5. Fill all required fields of form
6. To save the record Click on ‘**Save**’ button, after clicking on ‘**Save**’ Button Contract work is registered successfully
On click “Save’ button see below screen.

7.1.2 Copy Previous Paybill

Primary Role: Activity Admin

Assigned Role: Office Superintendent/DDO

Operations:

1. Login as Activity Admin / Office Superintendent/DDO
2. Click on ‘Payroll’ option from main menu.
3. Click on ‘Copy Previous Paybill’ tab
4. Click on Copy button.
7.1.3 View/Edit Paybill Details

Primary Role: Activity Admin

Assigned Role: Office Superintendent/DDO

Operations:

1. Login as **Activity Admin / Office Superintendent/DDO**
2. Click on ‘Payroll’ option from main menu
3. Click on **View** to view the paybill details or click on **Edit** to edit the paybill details
To edit pay bill details after view. Click on Edit button.
To edit the pay bill details of particular employee click on **Edit** button. It is displayed the bellow screen.
Edit the pay bill details of an employee and click on save button. After successful operation it shows the bellows screen.

7.1.4 Approval of Paybill

Primary Role: Office Superintendent/DDO

Operations:

1. Login as Office Superintendent/DDO
2. Click on ‘Payroll’ option from main menu
3. Click on View/Edit Button
4. Click on Approve Button
After Click on **Approve** button, successful message is displaye.

7.1.5 Create ECS

Primary Role: DDO

Operations:

1. Login as **DDO**
2. Click on ‘Payroll’ option from main menu.
3. Click on check box to select particular record.
4. Click on Create ECS
5. Fill all the details and then click on confirm button.
### 7.1.6 Generate ECS

**Primary Role:** DDO

**Operations:**

1. Login as DDO
2. Click on **Payroll** from main menu
3. Click on ECS history tab.
4. Click on generate button to Export record in XLS.

### 7.1.7 View Paybill Report

1. Paybill Summary
2. Treasury File
3. Abstract report
4. Print
7.1.7.1 Paybill Summary

Operations:

1. Login as DDO/Office Superintendent
2. Click on Payroll from main menu.
3. Click on View button.
4. Click on Playbill Summary.
5. Click on Print button to export report in pdf format
7.1.7.2 Treasury File

Operations:

1. Login as **DDO/Office Superintendent**
2. Click on **Payroll from main menu.**
3. Click on **View button.**
4. Click on Treasury file.
5. Click on ‘Get Treasury File’ button to export report in .xls format.

7.1.7.3 View Abstract Report

Operations:

1. Login as **DDO/Office Superintendent**
2. Click on **Payroll from main menu.**
3. Click on **View button.**
4. Click on **Abstract button.**
7.1.7.4 Print Paybill report

Operations:

1. Login as **DDO/Office Superintendent**
2. Click on **Payroll from main menu.**
3. **Click on View button.**
4. **Click on Print button.**

7.1.7.5 Print Paybill report

Operations:

1. Login as **DDO/Office Superintendent**
2. Click on **Payroll from main menu.**
3. **Click on View button.**
4. **Click on Print button.**
7.1.7.6 View Schedule Details

Operations:

1. Login as **DDO/Office Superintendent**
2. Click on **Payroll from main menu.**
3. Click on **Schedule** button.

**View GPF Schedule Report**
- Click on **GPF Schedule button.**
- Click on Print button to export data in Pdf format.

**View Tax Schedule Report**
- Select Tax **Schedule** from drop down.
Click on Print button to export data in .pdf format. View Tax Schedule Report

8 References

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Reference Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EIMS Task 1 – 4 Reports, TechM</td>
</tr>
<tr>
<td>2</td>
<td>MTR I – III, DHV</td>
</tr>
<tr>
<td>3</td>
<td>A Compilation of Technical Circulars for Irrigation Works in Madhya Pradesh, B.R. Banga.</td>
</tr>
<tr>
<td>4</td>
<td>Department Structure, Proposal Documents provided by WRD</td>
</tr>
<tr>
<td>5</td>
<td>Discussions and Minutes of Meetings from various discussions and suggestions.</td>
</tr>
<tr>
<td>6</td>
<td>Feedback received from online Trac &lt;www.mpwr.d.gov.in/itmgmt&gt;</td>
</tr>
<tr>
<td>7</td>
<td>SRS and Design Documents of the module.</td>
</tr>
</tbody>
</table>