



PayPac

■ Simplify Your Payroll ■

Salary Components / Structure

- User definable earning / deduction
- Create complex formula with ease
- Payslip / Non Payslip Component
- Component - Regular / Lumpsum
- Upto 20 Earning/Ded. per employee
- Upto 40 User defined fields

Payroll Processing

- Minimum Data Entry
- Import data from MS Excel
- Stop Salary
- Rollback of processing
- Locking of Processed Month
- Audit Trail

Disbursement

- Direct Bank Payment Electronic File
- Cheque/ Cash Payment List
- Bank Stat/file for non payslip component
- User Definable Payslip layout
- Payslip delivery thru Email
- Reimbursement Payslip

Powerful Modules

- Loan Recovery module
- Leave Management module
- Arrears Computation module
- Bonus Computation Module
- Reimbursement Module
- Full and final module

Reporting

- Several Standard Reports
- User definable salary register layout
- User Definable Payslip layout
- One / Two level Report Grouping
- Several Filters
- Reports exportable to Excel / Word
- Query Builder

Statutory Compliance

- PF
- ESIC
- Profession Tax
- TDS
- Gratuity

Complete Software for

Payroll Management

- Flexible and accurate processing
- Compliant with Indian laws

Simple and Quick Setup

Highly Parameterised and Flexible

Ease-of-Use with Powerful Reporting

A quality product from 
An ISO 9001:2000 Certified Company

Complete Your Payroll Quickly And Easily



PayPac offers the simple and quick solution for setting up and processing payroll month after month. Complete compliance with Indian laws is incorporated in the software.

Payroll Processing

Minimum Data Entry

Salary structure once defined is taken care during processing. Only days to be paid, manual TDS amount, One-time component and user defined components need to be entered for the month. Data update can be done in MS Excel like easy screens. For employees joining / leaving during the month, number of days get calculated automatically.

Import data from MS Excel

Any component available in MS Excel can be imported in PayPac. This facility is very flexible and all it requires is Employee Code and the component value. Example: if your attendance system is able to create Excel file with employee code and Days To Be Paid, the same can be easily imported in PayPac

Stop Salary

If salary of an employee needs to be stopped for some reason, it can be done. The processing for such employee will take place in the normal way, only such employee will not appear in any of the salary disbursement list.

Rollback of processing

Processing of payroll can be done for all employees, for a particular branch or for a particular employee. Processing once done, can be rolled back any number of times till the month is locked.

Locking of Processed Month

Once the payroll processing is complete and found in order, the month can be locked to avoid any editing and consequential mismatch.

Disbursement

Direct Bank Payment Electronic File

For each employee, the details of direct deposit bank name and account number can be updated. Once the processing is over, electronic payment advise file in the required format of HDFC, ICICI, Citibank etc. can be directly generated alongwith a covering letter. And also, Bank Statement and File can be transferred.

Cheque/ Cash Payment List

Employees desiring payment by cash/ cheque can be updated individually and a separate list of payments cash / cheque wise can be generated.

Handle All Statutory Requirements

All legal requirements PF, TDS, ESIC, P Tax are covered. Most of the legal calculations are parameterized. Also regular upgrades are provided for changes in the laws.



Provident Fund

Parameters to fix PF Contribution / Deduction Rate
Parameters to make EPF applicable at employee level
Parameter to fix maximum Salary for PF
Form 5, 10, 3A, 6A, 12A, Challan, eForm9 and Reconciliation Report

ESIC

Parameters to fix ESIC Contribution / Deduction Rate
Parameter to make ESIC applicable at employee level
Form 5, 6, 7, Report and challan

Profession Tax

State wise slabs and rates can be fixed
Parameter to make P Tax applicable at employee level
Challan and Forms for Maharashtra and West Bengal etc.

TDS

Parameter to make TDS deduction auto/ manual at employee level
TDS Estimation Slips
Form 16, 16AA, 12BA
Quarterly eTDS File generation Form 24Q & form 27A
Challan Printing
Provision to enter investment details and chapter VIA deductions.
Investment proof reminder letter
Regular downloadable upgrades for any changes in tax laws & rules.
Incremental Tax Deduction
Provision for eTds Correction

Others

Bonus as per Payment of Bonus Act
Gratuity Actual and Projected
Maharashtra Labour Welfare Fund

Enjoy Flexibility And Ease-of-Use



Simple & completely menu driven, PayPac offers flexibility in almost all fields like payslip design, register columns, Earning deduction formula, defining grade wise salary.

Salary Components / Structure

User definable earning / deduction formula

Every organization has a different set of salary components. Such components can be defined by the user as a simple formula. A Formula may have a calculation, which can be defined in MS Excel like interface e.g. If House Rent Allowance is 30% of Basic, it can be defined as $\text{Basic} * 0.30$. Any number of Earning and deduction formula can be defined in PayPac.

Formula can be absolute / Pro Rata

If a salary component is to be given pro-rata to number of days in the month, it can be defined so. Example : If Conveyance allowance Rate is 1000 per month and a person is present only for 15 days out of 30, he has to be paid $1000 * 15 / 30 = 500$. This can be achieved by declaring Conveyance allowance as pro-rata.

Create any complex formula with ease

A simple interface makes it possible for the user to define any complex formula without needing help of any technical person. Some examples of complex formula: HRA is 30% of Basic if employee is based in metro city, otherwise 20% of Basic

Payslip / Non Payslip Component

Components which are non- payslips e.g. reimbursements can also be defined separately. Such components will be taken care during processing but will not be shown in the monthly payslips

Component periodicity Regular / Lumpsum

A component can be defined as a regular item or as an one-time or lump-sum earning or deduction. Example: Ex Gratia payment given during 20th Year of Company.

Upto 20 Earning / Deductions per employee

Each employee can be assigned 20 Earning components and 20 Deduction components. Statutory deductions pertaining to PF/ ESIC/ PTAX and TDS are separately configured.

User Definable Payslip layout

PayPac offers complete flexibility in customizing payslip. The contents of header, footer and detail area can be configured by the user. The detail area can have current month calculated salary with the option to print Y-T-D salary or Components Rates.

User selectable Logo in Payslip

One of the finest feature of PayPac is users ability to insert company logo in the payslip. This can be done very easily by selecting the picture file.

Payslip delivery thru Email

Salary Payslips can be emailed to each employee in Word or PDF format. This requires very simple POP3 and SMTP settings, rest everything is done automatically. Payslips in PDF format can be password protected.

Get Comprehensive, Powerful Reports

Several reports that offer valuable MIS are part of PayPac. Complete drilldown of monthly salary, employee wise yearly salary details are available on screen.



Monthly Reports

Pay Slips Multiple formats as well as facility for the user to design the payslip
Pay Registers Horizontal / Vertical and user-designed formats
Payroll register in MS Excel format
Disbursement Reports Cash / Cheque / Direct Bank Transfer
Payroll JV
Tds Estimation Slips

Statutory Reports

PF Statements

- Form 3A
- Form 6A
- Form 12A
- Form 5
- Form 10
- Challan
- Reconciliation Statement
- eform 9

Profession Tax Challan

- Maharashtra
- Andhra Pradesh
- Karnataka
- West Bengal

ESIC Statements

- New Form 5
- Form 6
- Reconciliation Statement
- Form 7
- Challan

Tds Forms

- Form 16
- Form 12BA
- Form 24 Q
- Maharashtra Labour Welfare Fund

Others

- Bonus Calculation Report
- Gratuity Calculation Report
- Maharashtra Labour Welfare Fund Form 1

M.I.S. Reports

Employee/Branch/Department/Section wise costing report
Earning/Deduction Summary
Overtime Analysis
Monthly Comparison Sheet for comparison of user defined earnings / deductions
New/Left Employees report
Monthly/ Yearly Payroll Summary
Cost to Company Report
Salary Comparison Report
Employee Movement Report

On Screen Query

Pay Slip Query
Employee Attendance Query
Drill Down Salary Account
Reimbursement Details
Statutory Details

Added Features



PayPac also includes leave management, auto loan recovery, reimbursements, arrears and bonus calculation.

Leave Records

User Defined leaves

Auto Credit

Leave Encashment

Availing of leaves and credit of leaves for each employee can be updated

Leave reports generated.

Leave Credit

Leave Register

Leave Allocation

Reimbursements

Reimbursements accounting can be made in Payroll

Several reimbursement codes be defined with pre-set maximum values

Monthly / Yearly reimbursement transactions can be entered

Component wise / employee wise reimbursement codes can be generated

Monthly reimbursement processing can be generated

Reimbursement Payslip can be generated

Loan Accounting

Loan accounting and deduction can be automated.

A very flexible module, which allows user to calculate monthly deduction based on type of recovery, rate of interest and period of loan.

The loan recovery amount directly goes as deduction to payroll processing.

Loan balance, Ledger and summary reports, can be generated

Arrears calculation

Arrears for any pay component for any period in the past can be automatically calculated

Arrears calculation report can also be generated

Manual Arrear can be imported through excel

Full and Final

Full and Final processing can be de-linked from normal processing

Full and Final report can be generated with reimbursement values

Auto calculation of

- Notice Pay recovery
- All pending loan balances
- Pending TDS
- Leave encashment

Full and Final Statement

Query Builder

Query Builder helps you to retrieve the employee's information that is captured by different screens in the software in an easy and user friendly manner.

A new filter screen for Query builder incorporated. Filter based on masters, DOJ, Gross Earning, Gross Deductions is now possible

Consolidate Data

This is useful when you are using different databases and would like to consolidate at the year end. Consolidated database can be used for generating PF / ESIC / TDS forms

Web Module



Web module is an ideal solution to disseminate payroll information to employees. An Employee can login and view payroll related information at his convenience. Web module can be hosted on internet / intranet.

Information available to employee

- Payslip
- TDS Estimation Slip
- Loan
- Leave
- Reimbursements
- Annual Salary Report

Updating data

After monthly processing is over, data can be exported to Web module thru a single click. The output file generated needs to be moved to the web server.

Secure access

An employee can view information only by entering Employee ID and password. The password can be changed by the employee frequently

Features Check-List

Salary Structure

<input checked="" type="checkbox"/>	Salary components user definable
<input checked="" type="checkbox"/>	Formula based salary components
<input checked="" type="checkbox"/>	Formula can be defined by user as one does in MS Excel
<input checked="" type="checkbox"/>	Formula can use arithmetical operators + - / * % Max Min
<input checked="" type="checkbox"/>	Formula can use logical operators AND OR
<input checked="" type="checkbox"/>	Formula can use If Condition
<input checked="" type="checkbox"/>	Formula can use relational operators < <= > >=
<input checked="" type="checkbox"/>	Formula takes recursive values (other formula)
<input checked="" type="checkbox"/>	Any number of components can be defined
<input checked="" type="checkbox"/>	A component can be defined as Proportionate (pro-rata) or absolute
<input checked="" type="checkbox"/>	Rounding-off factor can be defined for each component
<input checked="" type="checkbox"/>	Classify components as lumpsum(one-time) or regular
<input checked="" type="checkbox"/>	User defined reimbursement heads in Non Payslip Components.
<input checked="" type="checkbox"/>	Reimbursements carry forward to next month
<input checked="" type="checkbox"/>	Reimbursement Payment mode-Monthly/Quarterly/Yearly

Calculation

<input checked="" type="checkbox"/>	Auto and Manual Arrears Calculations
<input checked="" type="checkbox"/>	Bonus Calculation as per Bonus Act.
<input checked="" type="checkbox"/>	Gratuity Calculation
<input checked="" type="checkbox"/>	Leave Encashment
<input checked="" type="checkbox"/>	Income tax Calculation
<input checked="" type="checkbox"/>	TDS Calculation
<input checked="" type="checkbox"/>	PF Calculation
<input checked="" type="checkbox"/>	ESIC Calculation
<input checked="" type="checkbox"/>	Ptax Calculation
<input checked="" type="checkbox"/>	Maharashtra Labour Welfare Fund Calculation
<input checked="" type="checkbox"/>	Interest Calculation for Loan like EMI or Reducing Balance
<input checked="" type="checkbox"/>	Reimbursement Calculation - Monthly / Yearly Proportionate
<input checked="" type="checkbox"/>	Full & Final Calculation for Left Employee(s)
<input checked="" type="checkbox"/>	User defined Total days for all employees in a month
<input checked="" type="checkbox"/>	User defined Total days for each employee in a month
<input checked="" type="checkbox"/>	Automatic present days calculation based on absent days
<input checked="" type="checkbox"/>	Over time calculation based on Over time hours using formula
<input checked="" type="checkbox"/>	Increment of salary in middle of month
<input checked="" type="checkbox"/>	Salary calculation based on days of previous month.

Features Check-List

Statutory Working

<input checked="" type="checkbox"/>	PF / ESIC rates as per Govt. Rules.
<input checked="" type="checkbox"/>	State Wise Ptax slab are user defined
<input checked="" type="checkbox"/>	PF reports 3A, 6A, 12A, 5, 10, Reconciliation, challan, ePF9
<input checked="" type="checkbox"/>	ESIC reports 5, 6,7, register & challan
<input checked="" type="checkbox"/>	Ptax challan for Maharashtra, AP, Karnataka, West Bengal,
<input checked="" type="checkbox"/>	TDS returns - Quarterly statements
<input checked="" type="checkbox"/>	TDS forms - 16, 12BA, 16AA
<input checked="" type="checkbox"/>	Calculating rebates under various sections
<input checked="" type="checkbox"/>	Automatic taxfree calculation for Medical Reimbursement
<input checked="" type="checkbox"/>	Automatic Taxfree calculation for House Rent Allowance
<input checked="" type="checkbox"/>	Automatic Taxfree calculation for Conveyance Allowance
<input checked="" type="checkbox"/>	TDS Projection report
<input checked="" type="checkbox"/>	User defined TDS components

Reports

<input checked="" type="checkbox"/>	Payslips/Salary Register generation
<input checked="" type="checkbox"/>	Customisable Payslips
<input checked="" type="checkbox"/>	Salary Certificate
<input checked="" type="checkbox"/>	Arrears report for employees
<input checked="" type="checkbox"/>	Loan Accounting Reports.
<input checked="" type="checkbox"/>	Leave Register Report.
<input checked="" type="checkbox"/>	Master listing.
<input checked="" type="checkbox"/>	Stop Salary reports
<input checked="" type="checkbox"/>	Salary disbursement Reports as per the Payment Type
<input checked="" type="checkbox"/>	Bank Transfer Statements for Payslip & Non Payslip Components
<input checked="" type="checkbox"/>	Bank Transfer File Formats for Payslip & Non Payslip Components.
<input checked="" type="checkbox"/>	Monthly and Yearly payroll details can be grouped as per masters
<input checked="" type="checkbox"/>	Annual Employee Salary Report
<input checked="" type="checkbox"/>	Cost to Company (CTC) reports
<input checked="" type="checkbox"/>	Salary structure Audit reports
<input checked="" type="checkbox"/>	New / Left employees for a month
<input checked="" type="checkbox"/>	Majority of reports can be grouped as per masters
<input checked="" type="checkbox"/>	Bank Disbursement Format
<input checked="" type="checkbox"/>	Employee movement Report
<input checked="" type="checkbox"/>	Separate payslip can be generated for reimbursement

Features Check-List

Leaves	<input checked="" type="checkbox"/>	User defined leaves
	<input checked="" type="checkbox"/>	Auto credit leaves for each month
	<input checked="" type="checkbox"/>	Auto credit can be arrived using formula
	<input checked="" type="checkbox"/>	Leaves can be encashed
	<input checked="" type="checkbox"/>	Leaves can be carry forward to next year
	<input checked="" type="checkbox"/>	Leave balance reporting
	<input checked="" type="checkbox"/>	Leave Register Reporting
	<input checked="" type="checkbox"/>	Manual update of leaves credit and leaves availed
	<input checked="" type="checkbox"/>	Absent days can be allocated to various leaves
Loan	<input checked="" type="checkbox"/>	User defined loan components
	<input checked="" type="checkbox"/>	No restriction on number of loan heads
	<input checked="" type="checkbox"/>	Carry forward loan balances to next year
	<input checked="" type="checkbox"/>	Manual recovery apart from automatic calculation
Miscellaneous	<input checked="" type="checkbox"/>	Creation of miscellaneous masters like Grade, Section etc
	<input checked="" type="checkbox"/>	Creation of UDF's (user defined field)
	<input checked="" type="checkbox"/>	Creation of parameters to be used for OT Hours, Total days etc
	<input checked="" type="checkbox"/>	User defined banks for disbursement, statutory reports
	<input checked="" type="checkbox"/>	Cross tabulated reports
	<input checked="" type="checkbox"/>	Sending Payslips, Estimation slips, Reimbursement slips through email
	<input checked="" type="checkbox"/>	Stop salary transactions, in case needed
	<input checked="" type="checkbox"/>	User rights to access menus
	<input checked="" type="checkbox"/>	Import/Export options for all fields from excel
	<input checked="" type="checkbox"/>	Online data entry validations
	<input checked="" type="checkbox"/>	Provision for employee photograph

Features Check-List

Technical

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

Single User / Multi User versions
MS-Access database
Desktop application
Software protection through hardware dongle
Backup & Restore facility
Crystal Report as reporting tool
User defined passwords for each company
Auto Backup feature on exit



For more info call

Mumbai	4055 7000
Ahmedabad	9898026360
Bangalore	9341225269
Chennai	9841039002
Delhi	9810265151
Hyderabad	9849008884
Indore	9826054075
Kolkatta	9830080482
Nagpur	9822200607
Pune	9823042617

sales@fastfacts.co.in