



Desktop Based
Time & Attendance Software

iAS

Desktop Based

Time & Attendance Software

Version: 2.01



Time &
Attendance



Payroll
System



Leave
Management



Salary
Features



Reimbursement
Management



PF & ESI
Calculation



HR
Functions



Interactive Dashboard
and Reports



Income Tax
Management



Full & final
Settlement



Integration with
Tally(Optional)



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Attendance Management

- Facility to capture attendance related data from different sources like swipe card, biometric system.
- Manage employee attendance, permission, late coming, overtime, leave, compensatory off.
- Different parameter setting with different shifts
- Shift Rotation & Shift Pattern.
- Advanced Shift management.
- Integration with payroll software.

Leave Management

- Leave Rules can be defined
- Yearly Credit of Leave/ Pro rata basis
- Monthly Increment of Leave/ Pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leave/ Encashment In excess of Leave
- Leave Utilisation & Balance can be checked
- CL, PL, SL, Compensatory & Customizable Leaves
- Automatic Leave payout on termination of Employees (in Full & Final Settlement)
- Attendance / Leave Ledger
- Monthly Attendance Register & Yearly Attendance Summary



Payroll Management

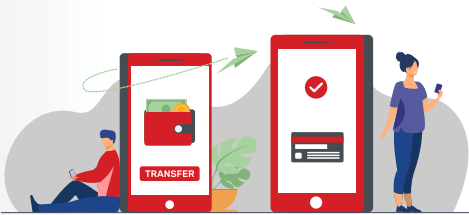
- Input information for all newly joined employees and exit left employees
- Create a new payroll month & Process Salary
- Over-ride facility for any salary components
- Process by Exception - you only need to enter Pay and/or deduction information when there are changes
- Pro-rata calculations for employees based on absenteeism
- Process & Print Payslips for groups or for selected employees

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Salary Inputs

- Automatically calculates all the income, deductions & Company Contributions as per the requirement
- Regular Pay slips (with Logo) can be viewed or emailed
- Reimbursement Pay slips 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 Pay slips can be generated for Arrears, Medical, Reimbursement & LTA



Reimbursement Management

- Multiple Reimbursement Components like Medical , LTA & Customizable Reimbursement Components
- Upper limits can be specified – Employee wise or Grade wise
- Annual Limits or Monthly Accruals
- Opening Balance, Entitlement, Amount Reimbursed and Balance amount can be checked
- Reimbursement Payslips, Bank transfer statement for Reimbursement Component



PF, ESI Calculation & Reports

- 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
- Auto generation of Electronic Challan cum Return (.ECR) file.
- Form 5, 10, 12A, 3A, 6A, 9, 11, Challan & Reconciliation Statement
- ESIC applicability check at Employee Level
- Monthly Excel sheet for direct uploading on ESIC Website
- ESIC Register, Form 5, 6 & Challan



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HR Functions









-  General Information
-  Personal Information
-  Employee Photo
-  Address/ Contact details
-  Employee Qualification
-  Work Experience

Flexibility Structure 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
-  Frequency of Salary Head
-  Also compute various other components that do not appear in Payslip



Salary Features

-  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
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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



 **Head Office :** D-162, Okhla Industrial Area Phase I, New Delhi, 110020.

 **Regional Office :** Mumbai, Bengaluru, Ahmedabad, Chennai, Kolkata.

International Office : Dubai

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