

GLOW INSTITUTE OF PROFESSIONAL STUDIES S-12, Pooja Apartment, DLF, Dilshad Ext- II, Sahibabad, Ghaziabad-201005 (Near Dilshad Garden Metro Station) Tel. 0120-2624149, 9818569830,8527276382, 9268108406, 9891103635, Email: info@glowips.in

Website: www.glowips.in

Payroll Courses – Payroll Training – Learn Payroll – How to do Payroll.

Duration – 30 Days (40 Hours) Minimum Qualification 12th Standard

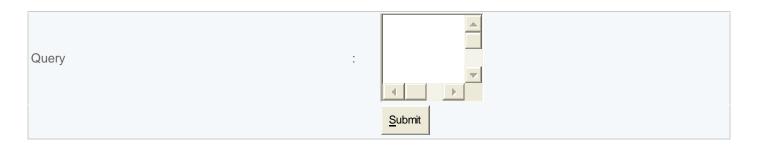
Payroll courses consists of training on Tally ERP 9 Payroll Software this software helps students to learn "how to do payroll " for big companies. Glowips provides study material and "Payroll Books" to study payroll. Students are given practical exposure to Payroll preparation of various companies as projects. GLOWIPS offers daily as well as weekend payroll classes to those who are interested to learn Payroll. Learning payroll helps candidates to get good job in the field of a Payroll where these candidates will work in the HR division of the organization. Payroll training course designed by GLOWIPS covers various aspects of Payroll Accounting, some of these features are given below:-

Provident Fund and labour laws Training HR payroll accounting Management

- How to file for Provident Fund registration
- How to file Provident Fund Challan's
- How to file various Provident fund related registers Provident Fund Returns and various labour law formalities



Enquiry Form	
Name :	
E-mail :	
Mobile :	
City :	
State :	
Course :	Tally Course



Software Covered

Tally ERP 9 Software

GENERAL FEATURES

Slab wise calculation on the basis of working days of selective allowances & deductions Slab wise calculation on the basis of absent on selective allowance & deductions

Define grade wise pay scale of selective allowances. Define level wise pay scale increment Define deduction calculate on selective allowance head Define unlimited no of grades/ levels/ categories Define unlimited no of qualification type/ qualification course Define performance rating parameter muster Define unlimited no of departments / designation /units/ sub units Define restricted ordinary holidays Define ERP percentage & limit for employee & employer Define FPS percentage & limit of employee & employer Define A/c No/. 02 EPF Admin Charges percentage Round off value Define Ac/ No. 22 EPF Admin Charges Define Employee and Employer LWF account Define salary calculation days in month Define OT calculation days in month

EMPLOYEE SETUP FUNCTIONS

Define employee wise weekly off/ second weekly off Define employee wise salary type (Daily / monthly) Define employee wise employee type Direct Employee/ contract employee Define Employee wise per our OT Rate Define Employee wise Bonus % &Limit Define employee wise PF ESI rate Define educational / Technical / professional qualification and experience of employee Define family members nominee & witness detail for employee Define local address permanent address telephone no. DOJ etc for employee Link employee signature ration card voter id card thumb impression Define special remarks for employee same ESE no. validation in employee setup Help on PF no. ESE No. in employee setup

LOANS & ADVANCE

Define unlimited loans for each employee Loan installment can be adjust with salary / bonus/ others Automatic deduction of loan installment against salary On line loan balance show at the tie of monthly attendance entry Define monthly advance Define receive entry Advance/ deduction against bonus.

ARREARS

Define arrears for each allowance Define arrears for unlimited period for each arrears paid month Define ESI applicable for selective arrears allowance Define arrears % for EPF/ FPF/ ESI arrears wages Pay slip / Pay register can be printed with or without arrears

ATTENDANCE ENTRY

Muster roll entry option having both daily & monthly entry provision Automatically conversion of Muster roll into monthly attendance entry Monthly attendance entry provision At the time of attendance entry visual payroll will automatically check whether employee covered ESI or not At the time of attendance entry If employee exceeds the ESI limit still but still covered under ESI

OVER TIME

Define over time as allowance field It can be calculated separately Define option to link over time with pay slip Define option to link over time with pay slip Define OT rates for employee working hours in company & OT hours Temporary OT entry option for giving OT but it will not come in any records

LEAVE

Year wise opening can be defined for CL/ SL/ EL On line leave balance show of CL/SL/EL Automatic calculation of monthly earned leave for EL Automatic carried forward option for EL Only last year earned EL can consumed in current year option available Option of stop on Negative balance of leave & option of grace days for minus balance Holiday can be defined unit wise Option for change the salary even after automatic salary calculation You can enter leave application in advance of any employee It will automatic take the effect in Muster roll/ Monthly /attendance entry

Payroll with Income Tax

Payhead configure as per Income tax rule Professional Tax configuration Tax calculation as per as per projected & Actual Exemption & Declaration in Payroll Previous Employer detail as per Income tax Form 16, TDS Return & E- TDS Return