



GLOW INSTITUTE OF PROFESSIONAL STUDIES

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(Near Dilshad Garden Metro Station)

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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	:	<input type="text"/>
E-mail	:	<input type="text"/>
Mobile	:	<input type="text"/>
City	:	<input type="text"/>
State	:	<input type="text"/>
Course	:	<input type="text" value="Tally Course"/>

Query :



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 a/c no 21 EDLI
Define Ac/ No. 22 EPF Admin Charges
Define Employee and Employer LWF account
Define salary calculation days in month
Define professional tax calculation
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

