



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
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- 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.

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International Office : Dubai

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