

PAYROLL AND HUMAN RESOURCE MANAGEMENT



POISE PAYROLL

Poise Payroll is a comprehensive solution for managing Human Resources and Payroll functions of any organization. A dynamic rule driven solution offering flexibility for quick setup to any organization, and rapidly adapt for any changes to their policies, taxes and statutory regulations .

Poise Payroll provides for managing the information for an employee, attendance, leave, salary, incentives, expense reimbursements, payroll, advances, loans, taxes, statutory payments and uploading to the banks.

Poise Payroll provides a workflow based solution for approval and processing of attendance. A Web portal for employees allows for a real time access to all information, providing the highest employee satisfaction.

Features in Poise Payroll

- Web based user interface with secure connectivity, accessible from anywhere and anytime, using any web browser on the internet. No need for any client installation. Your human resources and accounting staff can enter and use from multiple locations and can verify the books from an office location anywhere in the world.
- Easy to use and flexible: Poise Payroll provides the end user the flexibility to create company specific salary structures and salary formulas. Facilitates easy modification to any changes to the Income Tax rules and statutory compliances. Fast and easy step by step process for payroll processing.
- Customizable and Extensible: An Open Database with Web Services API available for custom integration and custom reporting with your internal systems and third party products and services.
- Fully automated and end to end Online Payroll Application that lets you create unlimited salary heads and deductions.
- Create unlimited departments, employee designations and employee grades for a company. Auto calculation of employee PF, ESI, TDS values and Professional Tax.
- Bonus calculations as per statutory norms, increment and arrear computation.
- Generate Pay Slips, Pay Bill and Bank Transfer Instructions. Poise Payroll lets user configure pay slip settings to e-mail Pay Slips to employees directly.
- Poise lets you export all Reports into Excel, Word and many other formats.
- Ability to import data from pre-existing Excel sheets for easy transition.
- Poise Payroll offers the most comprehensive range of PF, ESIC and Income Tax Reports in the industry, such as, PF Monthly Challan, Form 3A, Form 5, Form 6A, Form 10, Form 12A, Form 10, ESI Monthly Challan, Form 1, TDS Payment Challan, Form 16 and Form 24Q (eTDS).
- Web Portal with online logins for employees to enter and upload their monthly attendance, applying leave and printing salary slips.
- Facility for Employee Advances and Loans (with custom interest rates) and auto deduction from payroll processing.
- Provision for recording separations from the company, stop payment on their monthly payroll, and processing their full and final settlement.
- Workflow provides multiple levels of authority and responsibility for payroll processing such as Attendance input, Attendance approval, Payroll calculations and Bank upload, with full security.
- Leave Management System facilitates setting up various leaves, apply leaves, leave approval, leave cancellation and leave encashment mechanisms using workflow.
- Reimbursement Module allows setting up reimbursements, define dynamic reimbursement components like transport, fuel, medical and other reimbursable expenses.
- Custom notifications enables you to create any number of formats and other notifications.

Software or Service

Poise Payroll can be used as a software license installed at your location or as a Hosted software service (SaaS). Both models offer the same features and user interface. Either model may be suitable to you based on the size and business nature of your organization.

Optional Modules

The following optional modules are available depending on the Poise Payroll edition and the country where you plan to use this software.

PIS (Personnel Information System)

Personnel Information System (PIS) is a comprehensive database that has the complete information such as Employee Profile (Address, Id Proof, Education and Family Details), Job Details (Probation & Confirmation, Training and Department Test) and Service Register (SR Verification, Transfer, Deputation, Promotion, Demotion, Suspension and Punishment).

Employee Web Portal

It provides ability to create login for all employees so they can log securely with their username and password into the Internet. This module enables each employee to view their Payroll and all HR information. It also facilitates employees to enter monthly attendance, apply leave, print salary slips and view tax related details.

Biometric Integration

Integration of Poise Payroll with biometric system to automatically calculate attendance of employees. Calculation of attendance based on definable time settings and input from biometric system. Integration of attendance input with biometric system and leave management system.

Poise Accounting

Poise Payroll integrated with Poise Accounting provides a complete end-to-end solution for Financial and Human Resource Management for any organization.

Poise Editions Comparison

| Add-on Module(s) | OPTIONAL MODULES | | |
|------------------------------------|---|----------|----------|
| | Module Availability with Poise Editions | | |
| | Simple | Standard | Advanced |
| PIS (Personnel Information System) | No | Yes | Yes |
| Employee Web Portal | No | Yes | Yes |

Simple Edition ★

Startup edition suitable for small organizations with required payroll functionalities and reports such as Pay Slip, Bank Statement, Pay Abstract and Pay Bill.

Standard Edition ★★

For small to medium level organizations with all the functionalities, including Leave Management System, Cumulative Salary Report, Earnings/Deductions Reports and Employee History etc. All optional modules may be added to this edition.

Advanced Edition ★★★

For medium to large level organizations. Includes all features of the Standard Edition plus Loan/Advances Management, customizable business process workflow functions and Poise APIs for customizations.

Manage your payroll with powerful management tools provided by POISE

Employee Module

Employee Information
Employee Department and Designation
Employee Assignments and Deputation
Employee Salary and Remuneration setup with dynamic parameters and formulas
Employee Variable salary setup with performance driven or user definable formulas
Employee Bonus and Incentive setup with your company policy driven formulas
Employee Statutory deductions (such as PF, ESI) setup with dynamic parameters and formulas
Employee Tax Items setup using user definable parameters and formulas

Payroll Management

Payroll and Benefit Items that are user definable
User definable Payroll Tax Items
Payroll Functions, that provide user definable formulas and methods to calculate every payroll item based on CTC, Gross and other basis
Pay Scale Range definition for defining allowances such as HRA Range, CCA Range, tax range and other ranges

Personnel Information System

Employee Profile
Job Details
Service Register

Assets

Assets module allows creating user definable assets. Processing asset cycle calculates asset and interest of asset for selected period. Asset transactions are maintained for each employee.

Leave Setup

Leave Types for various types of leaves that are user definable.
Defining amount of Leave days for each Leave type with definable formulas
User definable formulas for salary and remuneration calculation for each leave type

Expense Reimbursement

Dynamically Definable Reimbursement Items
Expenses, Bills and Claims Entry
Workflow based approval and rejections of Claims
Monthly and Periodical claims automated entry and approval

Loans and Advances

Definable Loans, Advances and its repayment structure
Loan creation and approval with workflow
Automatic deduction of loan installments from payroll

Company Calender

Setup and create calendar for different employee types and locations defining working days, and holidays

Lists and Types

User definable Lists and Types for a dynamic setup:
Department List
Designation List
Location List
Bank List
Tax List
Employee Type
Leave Type
Reimbursement Type
Loan Type

Reports

Bank Statement
Pay Slip
Pay Abstract
Pay Bill
Cumulative Salary Report
Earnings and Deductions Report
Employee History

Forms

PF Monthly Challan
PF Form 3A
PF Form 5
PF Form 6A
PF Form 10
PF Form 12 A
ESI Monthly Challan
ESI Form 1
TDS Payment Challan
TDS Form 24Q
Income Tax Form 16

Payroll Process

Monthly or other periodic payroll controlled through Attendance input
Integration of Attendance input using entry and exit times from the security systems
Workflow driven approach to approve attendance, payroll
Upload of Employee payments to Banks in your bank specified format
Supports Multiple location payroll processing. User Privileges are provided for each location.

Employee Web Portal

Employee portal to input attendance, apply leave, bills & expenses, view status of payroll, loan approvals, leave and reimbursements
Download all payroll reports and forms on demand

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