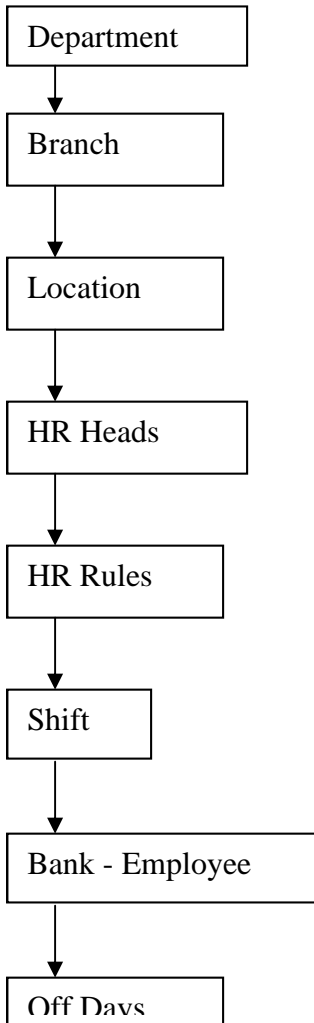
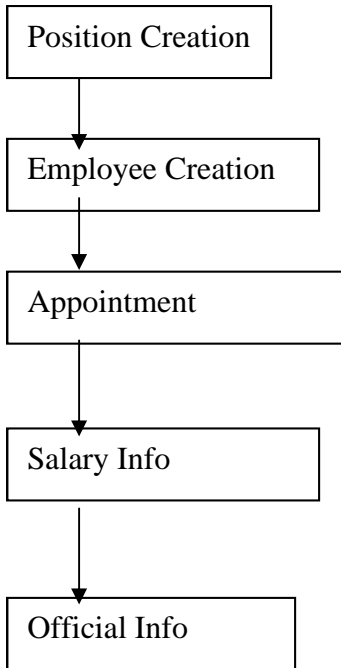


Master Creation



Appointment Process



Salary Process

Step 1

Define Muster

Step 1.1
Leave Assign

Step 2

Monthly Master/Attendance

Step 2.1
Advance Process

Step 2.2
Mobile Deduction

Step 2.3
Leave Encashment

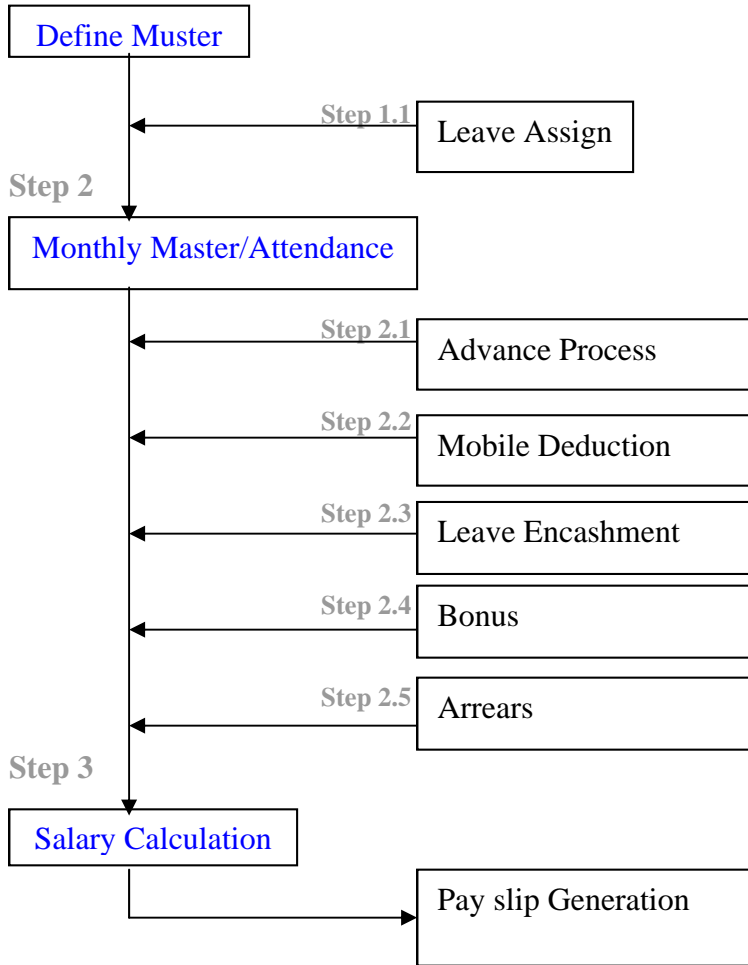
Step 2.4
Bonus

Step 2.5
Arrears

Step 3

Salary Calculation

Pay slip Generation



HR Module

Master Creation

1. Department Creation → Config → Master → Department
2. Branch Creation → Config → Master → Branch Division
3. Location Creation → Config → Master → Country-State-City-Location
4. Shift → Config → Master → Shift
5. Employee Bank → Config → Master → Bank
6. HR Head → Config → Master → HR Head
7. HR Rules → Config → Master → HR Rules
8. Off Day's → Config → Master → Off Days Template – Populate

Appointment Process

1. Position → Config → Master → Position → Position Browse
2. Off Days → Config → Master → Off Days Template - Populate
3. Employee Creation → Organization → Employee Master
4. Appointment → Organization → Appointment
5. Salary Info → Organization → Employee Browse → Select Employee
→ (Right Click) Salary Info
6. Official Info → Organization → Employee Browse → Select
Employee → (Right Click) Salary Info

Salary Process

1. Muster Creation →Muster →Muster Creation
2. Leave Assign →Muster →Assign Leaves
3. Attendance →Muster →Monthly Master
4. Calculate Salary →Salary →Calculate Salary * **Calculate**
5. Edit & Approve Salary →Salary →Calculate Salary * **Non Approved**
6. Pay slip Generation →Salary →Calculate Salary * **Approved**

Add on process before calculate Salary

1. Salary Advance →Muster →Salary Advance→Application
2. Salary Advance Approve →Muster →Salary Advance→Approve
3. Mobile Deduction →Muster →Assign Leaves
4. Arrears Calculation →Salary →Arrears
5. Leave Encashment →Muster →Leave Encashment Calculation
6. Bonus Calculation →Muster → Bonus

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