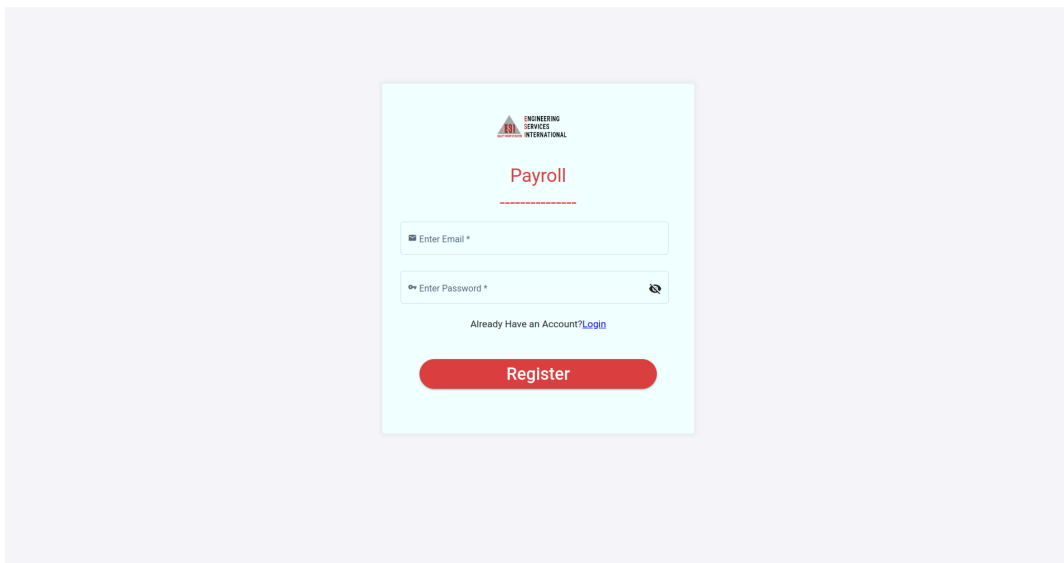


Contract Management System Manual

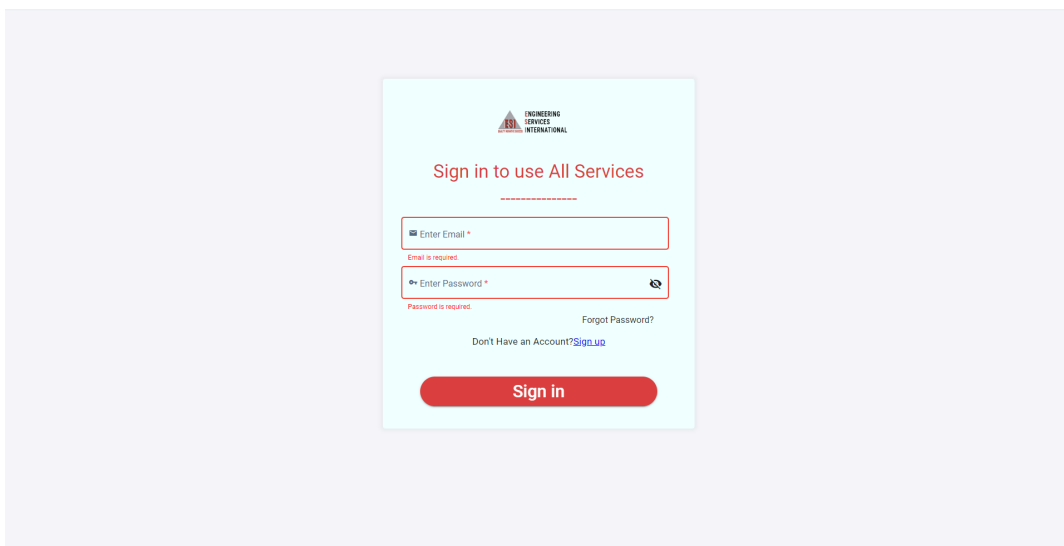
Registration / Login

- First Enter Your Valid Email
- Second Enter Your Password,
Make sure your password Should be 8 character long,
And contains minimum 1 numeric digit (0 - 9),
1 capital Alphabets (A - Z) and 1 Smaller alphabet (a - z) ,
And 1 Special Character (@)
- For now,Email and Password will be provided by development team.



The registration screen features the Engineering Services International logo at the top. Below the logo, the word "Payroll" is displayed in red. The form contains two input fields: "Enter Email *" and "Enter Password *". The password field includes a toggle icon for visibility. A link "Already Have an Account? Login" is positioned below the password field. A prominent red "Register" button is located at the bottom of the form.

Registration screen

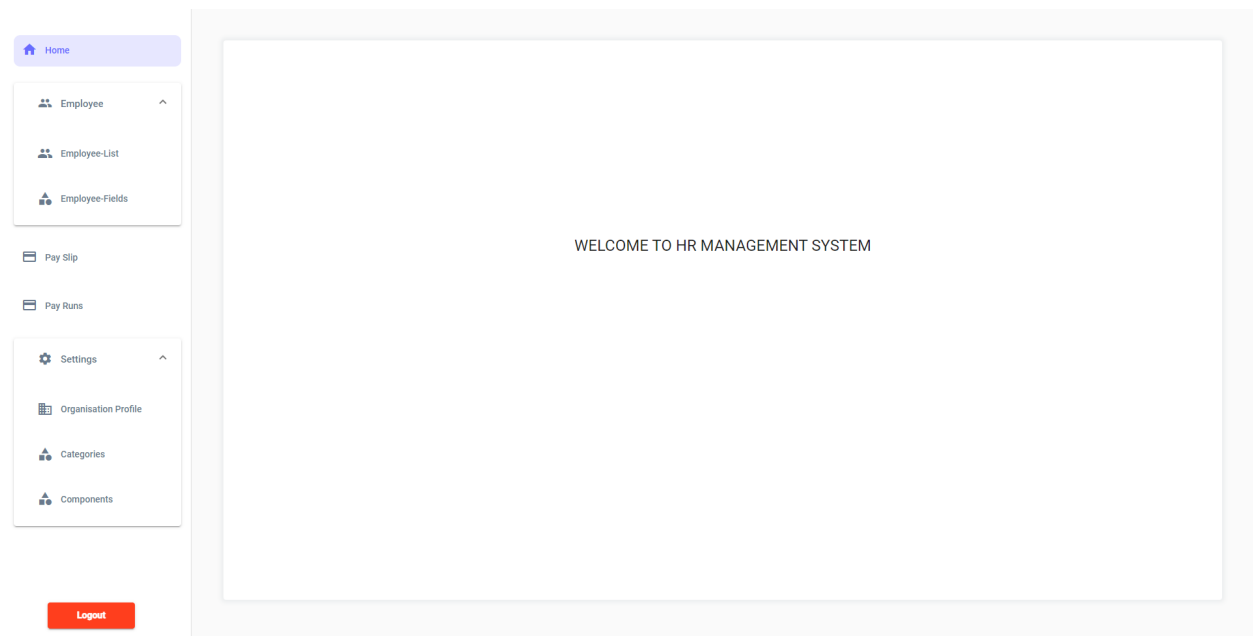


The login screen features the Engineering Services International logo at the top. Below the logo, the text "Sign in to use All Services" is displayed in red. The form contains two input fields: "Enter Email *" and "Enter Password *". The password field includes a toggle icon for visibility. Below the email field, the text "Email is required" is shown. Below the password field, the text "Password is required" is shown. A link "Forgot Password?" is positioned to the right of the password field. A link "Don't Have an Account? Sign Up" is positioned below the password field. A prominent red "Sign in" button is located at the bottom of the form.

Login Screen

Home Page Screen

- Now ,After Login You will see our Home page
- Here,we have sidebar at left side with some set of menu
- And you will see the content of every menu at right side
- Sidebar consists of following Menu's: -
 - **Employee**:- For adding employee
 - **Payslip** : - For Generating individual employees payslip
 - **Payrun** : - For Generating Payroll
 - **Settings**: - here you will get following features,
 - **Organization Profile**: - You can create your organization profile here,
 - **Components**: - You can create your helper components here,
 - **Categories**: - For filtering your components you can create their categories here.



Home Screen

Organization Profile

- **Path:-** Settings > Organization Profile
- **Features:-**
 - Edit Your Organization Profile

Organization Profile Screen

- **Edit Organisation Profile: -**
 - Goto Settings > Organization Profile,
 - Now You will see screen like above image
 - First Upload Your Organization Logo,
 - Then enter your organization name,
 - Then you will choose type of your industry,
 - Then you will choose Date Format for your organization ,
 - Note this date format will applicable for overall software so where you see date its always follow this format.
 - Then you will choose date separator for your date format it will be separate your date by (' . ' , ' / ' , ' - ') ,
 - Then enter address of your organization,
 - Then you will choose state of your organization ,
 - Then you will enter city of your organization,
 - Then you will enter pincode of your area where your organization
 - At last click on The **Save & Continue** button.

- Upload Payslip template

Salary Template

Select Excel File

Upload Excel

Upload salary Template

Here, You need to upload Payslip template (Excel File). Make sure that all values are empty.

E.g. Name,lop,total deduction , net pay all values should be empty. So , later on software can fill valus in empty spaces.

- Delete Payslip template

Salary Template

JSSL_PAYSLIP_TEMPLATE.xlsx

Upload Excel

Salary template Delete

Once Payslip ExcelFile is uploaded , you can delete it by clicking on delete icon.

Note:It is **mandatory** to upload Payslip Template ExcelFile.. Without it software can not generate payslip or wage-register.

Employee-Fields

- **Path:-** Employee > Employee Fields
- **Features:-**
 - Add Custom Employee Fields
 - Modify Employee Fields
 - Delete Employee Fields

Before creating/adding employee ,we have to create employeeField.

There are 2 types of employeeFields.

1. Initial
2. Monthly

InitialField:

when employee joins organization , we assign him personal information like empld(esi code),Name, FathersName, Department, Designation, Esic no,UAN, Paunch no, A/c number, Bank name, IFSC code, DOJ and salary information like Basic+VDA, Allowance,Othes, Gross etc.

These fields are independent. They are not derived from any formulas.

MonthlyField:

these field changes every month. E.g. LOP, CL, SL,PH,EL, Arrears, HouseRent, Electricity, Loan/Advance, Bus pass,School fee.

They are also not derived from any formulas.


Employee Field	Data Type	Type	Modify	Delete
NEW BASIC+VDA	Number	Initial		
HRA	Number	Initial		
T.A	Number	Initial		
WASHING ALLOW	Number	Initial		
MEDI.ALLOW	Number	Initial		
LTA	Number	Initial		
GROSS	Number	Initial		
Bank A/c	Number	Initial		
UAN	Number	Initial		
Lop	Number	Monthly		
SL	Number	Monthly		
CL	Number	Monthly		
PH	Number	Monthly		
EL	Number	Monthly		
Arrears	Number	Monthly		
House Rent	Number	Monthly		

Employee Fields Screen

- **Add Custom Employee Fields**

- For adding custom employee field ,first Click on **Add Employee Fields** button
- Now you will see one dialog box with some required fields.
- First , enter your Field Name in first field
- Then, Select one data type for your field value (Decimal, Text, Number, Date)
- Then Last choose your field type from Initial or Monthly,
 - If you want to change Your field value every month then you select **Monthly**.
 - Else You choose **initially** it would not be changed after entering once.
- Then Click on Submit.

- **Modify Employee Fields**

- For this first Click on  icon.
- Now you will see the same dialog box which you saw in creating field time.
- So you will update your field name,datatype or type and click on submit.

Lop

Data Type

Number


Initial Monthly

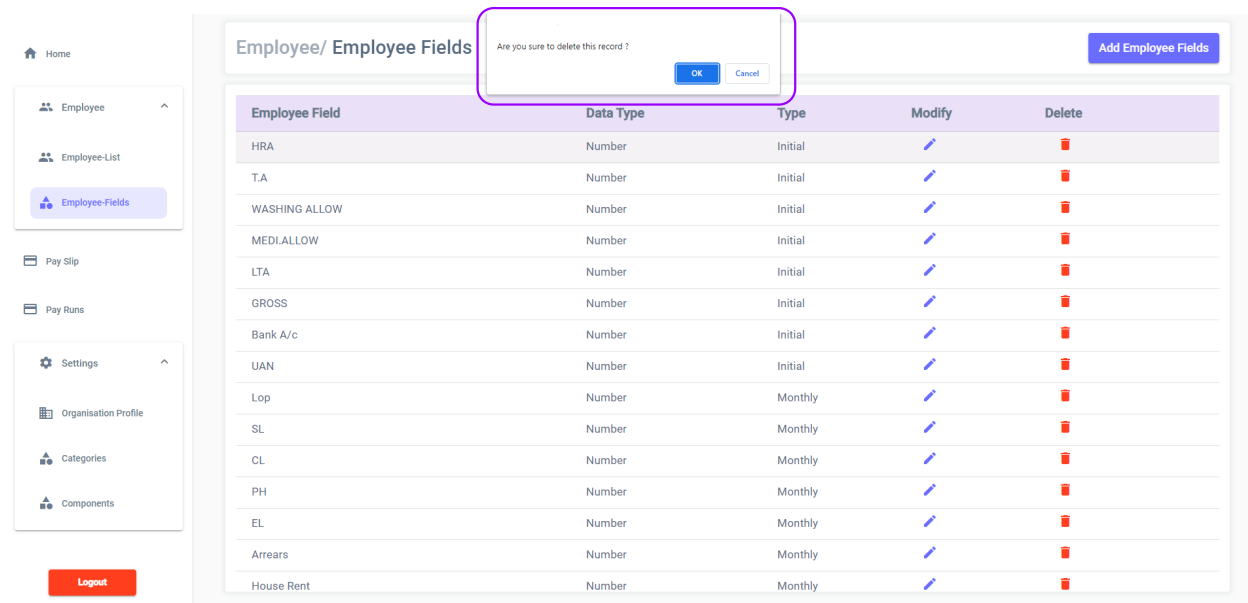
Submit

Cancel































Field Dialog box for adding & modify time

- **Delete Employee Fields** —

- For delete employee fields simply click on  icon.
- Then you will see one warning dialog box with a warning message .
- Simply click on **Ok** button, now your employee field was deleted.



The screenshot displays the 'Employee/ Employee Fields' management page. A dialog box is open, asking 'Are you sure to delete this record?' with 'OK' and 'Cancel' buttons. The dialog box is highlighted with a purple rectangle. Below the dialog box is a table of employee fields.

Employee Field	Data Type	Type	Modify	Delete
HRA	Number	Initial		
T.A	Number	Initial		
WASHING ALLOW	Number	Initial		
MEDI.ALLOW	Number	Initial		
LTA	Number	Initial		
GROSS	Number	Initial		
Bank A/c	Number	Initial		
UAN	Number	Initial		
Lop	Number	Monthly		
SL	Number	Monthly		
CL	Number	Monthly		
PH	Number	Monthly		
EL	Number	Monthly		
Arrears	Number	Monthly		
House Rent	Number	Monthly		

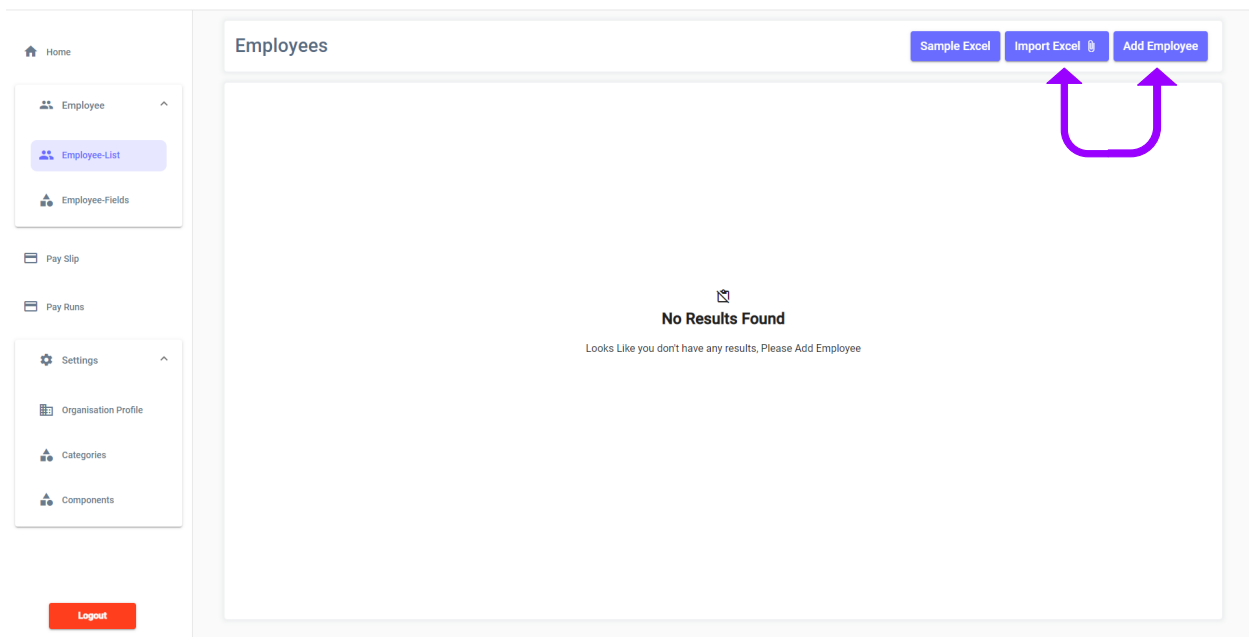
Delete Dialog Box at deleting field time

Employee-List

- **Path:-** Employee > Employee-List
- **Features:-**
 - Add Employee Manually or in Bulk
 - Modify Employee
 - Delete Employee

- Add Employee

For This ,We have two ways either we add multiple employees from excel by clicking **import Excel** button or Add employee one by one by clicking **Add Employee** button.



Employee-List Screen

- **Import from excel**
 - If you don't know about how to fill data in excel sheet then simply you will download sample excel file by clicking on **Sample Excel** Button
 - This sample excel includes initialFields

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	empld	name	designation	salary	BASIC+VDA	N_HRA	N_Spl Allow	A/c Number	UAN	ESIC NO	IFSC CODE	BANK NAME	Others	Gross	DOJ	PUNCH NO
2																
3																

Sample Excel

- Fill data in sample excel.
- For development purposes, empld, name, designation, salary columns are mandatory. You can add net salary values in salary columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Empld	Basic+VDA	N_HRA	N_Spl Allow	Others	Gross	DOJ	PUNCH NO	UAN	ESIC NO	NAME	A/c Number	IFSC CODE	BANK NAME	DESIGNATION	SALARY
2	420	13245	0	0	2957	16202	19/04/09	CCEV000166	1.002E+11	7117875786	LAISETTY VAIKUNTA RAO	7722500102430301	KARB0000772	KBL	RIGGER	14101
3	444	15557	601	1000	5699	22857	03/06/09	CCEV000113	1.001E+11		B VINOD KUMAR	7722500102436501	KARB0000772	KBL	INST/TECH	20857
4	476	14346	0	0	3356	17702	26/08/09	CCEV000049	1.0028E+11	7117875885	NINGAPPA M	7722500102431201	KARB0000772	KBL	FITTER	15647
5	489	14346	0	0	7422	21768	01/10/09	CCEV000051	1.0025E+11		N GURUBASAPPA	7722500102429301	KARB0000772	KBL	MILL OPTR	17346
6	606	14346	0	0	3572	17918	26/12/09	CCEV000081	1.0039E+11	7117875406	THIPPAYYA	7722500100314601	KARB0000772	KBL	WELDER	13390

InitialField Data

- Then , **Import Excel > Choose Your Excel File**
- EmployeeData will be added in emplyeeList.

Error Cases:

In following cases , imported excel will not be accepted.

1. If empld, name, designation, salary columns are not present.
2. If one empld is added multiple times. empld should be unique.
3. If any row value of empld,name,designation,salary is empty/null or not provided.
4. If value does not match with datatype.

E.g.if Basic+VDA datatype is numbers then you can not insert stringvalue in Basic+VDA column.

Toast

Toast is notification pop-up, which appears on right top of screen.

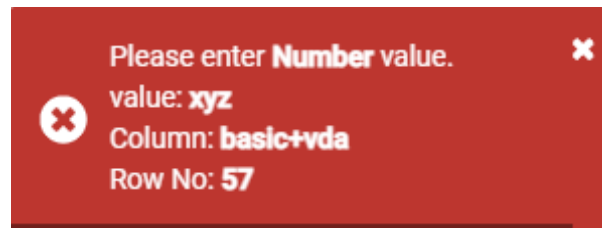
On success, green coloured toast will pop-up. On failure(error), red coloured toast will pop-up.



Success Toast

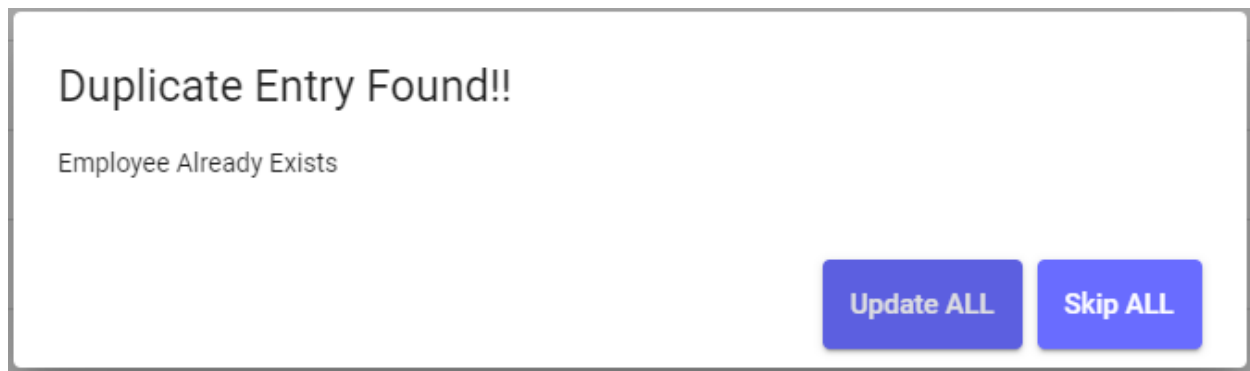
Here while importing excel, If any error occurs, a detailed toast will pop-up on the right-top side of screen.

This Toast will give information about why error occurred , in which column & in which row line error occurred.



Datatype does't match Toast

If you try add same empld (employee) more than 1 time then Duplicate entry found dialog box will be shown with "Employee Already Exists" message .



Duplicate empld(employee) found

In this case ,if you want to replace all employee data with new imported data then you simply click on the **Update All** button or If you do not want to update previous data then simply click on **Skip All** button.

- **Add Employee Manually**

- You will add employees one by one by clicking on **Add Employee** Button.
- For Adding any employee we need to fill up four following mandatory fields
- **Employee ID, Employee Designation, Employee Name, Employee Salary**
- Without filling this four fields employee can't be created
- Then We have some optional fields which are not mandatory you will fill if you want or you will update it later when you need. It's also possible.
- Make sure you add values according to datatype.Field Placeholder will tell you which datatype value should be entered.
- Then you click on **Save & Continue**.

Employee/Add Employee

Mandatory Fields

Employee ID *
Enter Employee ID

Employee Designation *
Enter Employee Designation

Employee Name *
Enter Employee Name

Employee Salary *
Enter Employee Salary

Custom Employee Fields

NEW BASIC+VDA
Enter Number 123

HRA
Enter Number 123

T.A
Enter Number 123

WASHING ALLOW
Enter Number 123

MEDI ALLOW
Enter Number 123

LTA
Enter Number 123

GROSS
Enter Number 123

Bank A/c
Enter Number 123

UAN
Enter Number 123

Save & Continue Cancel

Logout

Add Employee Screen

In case of error , Hint will be shown below fieldBox.

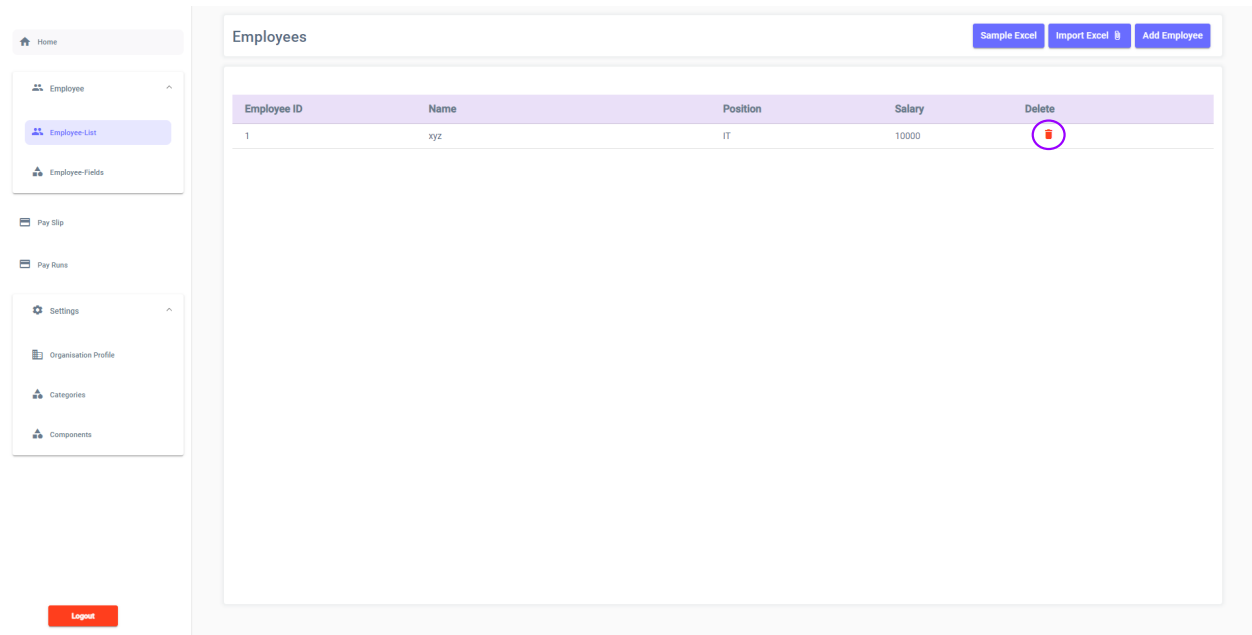
Employee ID *

Enter Employee ID

EmployeeID is required

Error Hint

- **Delete Employee**
 - Goto , Employee > Employee-List > Delete



Delete Employee Screen

If no error occurred while importing/adding employee then employee will be added in employeeList. Generally after importing/adding employees , employeeList look this.

Pay Runs

- **Path:-** Pay Runs
- **Features:-**
 - Create Pay run
 - View individual Pay Run details
 - Export All employees Payslip
 - Export Wage Register
 - Delete Pay run

No. of Employees	Payment Date	Employees Net Pay
101	2023-03-11	Yet To Process
101	2023-03-29	Yet To Process

Pay run Screen

- **Create Pay run : -**
 - For creating a pay run we need to import an excel file which contains monthly fields data.
 - First download sample excel by clicking on sample excel.

MonthlyFields (7) - Excel (Product Activation Failed)

	A	B	C	D	E	F	G	H	I	J	K	L
1	empld	Lop	SL	CL	PH	EL	Arrears	House Rent	Electricity	Loan / Advance	Other Deductions	
2												
3												
4												

Sample Excel of Monthly Data

Fill sample excelData.

	A	B	C	D	E	F	G	H	I	J	K	L
1	empld	Lop	CL	SL	PH	EL	HOUSE RENT	ELECTRICITY	Loan / Advanc	SCHOOL FEI	BUS PASS	ARREARS
2	420	0.34	0	0	1	0	0	0	0	0	0	0
3	444	0	0	0	1	0	0	0	0	0	0	0
4	476	0	0	0	1	3	0	0	0	0	0	0
5	489	0	0	0	0	1	2500	0	0	0	0	0
6	606	4	0	0	1	1	0	0	0	0	0	0

MothlyField Data

- Then click on The Create Pay Run button.
- Select date of payroll.
- Payroll can't be created with same Date,
- Select your monthly fields excel file,
And Click on Submit.

Payroll Date:

Choose Excel:

Create Payrun Dialog

Error Cases:

In following cases , imported excel will not be accepted.

1. If empld,all mothlyFields not peresent in excel.
2. If duplicate empld found in excel. empld should be unique
3. If empld,monthlyFields value is empty/null. No value should be null in whole excel.
4. If value does not match with datatype.

E.g.if HouseRent datatype is numbers then you can not insert stringvalue in HouseRent column.

● View individual Pay Run details : -

- Which pay run details you want to open simply click on their pay run date from pay run list.
- Now you will see the pay run details page.

PayRun Details

Export Payslip Export Wage Register

11,48,017.18 **9,43,198.00**
PAYROLL COST EMPLOYEES NET PAY

PAY DAY
24
March, 2023
80 Employees

empld	name	designation	Lop	CL	SL	PH	EL	HOUSE RENT	ELECTRICITY	Loan / Advance	SCHOOL FEE	BUS PASS	ARREARS	Generate Payslip
420	LAISETTY VAIKUNTA RAO	RIGGER	0.34	0	0	1	0	0	0	0	0	0	0	
489	N GURUBASAPPA	MILL OPTR	0	0	0	0	1	2500	0	0	0	0	0	
476	NINGAPPA M	FITTER	0	0	0	1	3	0	0	0	0	0	0	
444	B VINOD KUMAR	INST/TECH	0	0	0	1	0	0	0	0	0	0	0	
606	THIPPAYYA	WELDER	4	0	0	1	1	0	0	0	0	0	0	
666	A M HONNURAPPA	CCR OPERATOR	5	0	0	1	2	0	0	0	0	0	0	
754	Y L BASAVARAJ REDDY	FITTER	0	0	0	1	3	0	0	0	0	0	0	
2507	ANJINAPPA K	SILLO TECH	0	0	0	1	3	0	0	0	0	0	0	
2489	SUNKANNA	TRUCK TRIPPER OPERATOR	0	0	0	1	20	0	0	0	0	0	0	
2556	HARISH	CCR OPERATOR	0	0	0	1	2	0	0	0	0	0	0	
2562	CHETAN T B	S/R OPERATOR	0	0	0	1	1	0	0	0	0	0	0	
2578	BASAVARAJ N	SILLO TECH	0	0	0	1	0	0	0	0	0	0	0	

Pay run Details Screen

Component Category

- **Path:-** Settings > Component Category
- **Features:-**
 - Add & Edit Component Category
 - Set Status of Components Category
 - Delete Components Category

Settings/Component Category

Add Category

Category	Status	Modify	Delete
Addition	Active		
Deduction	Active		
Addition assist	Active		
Deduction assist	Active		

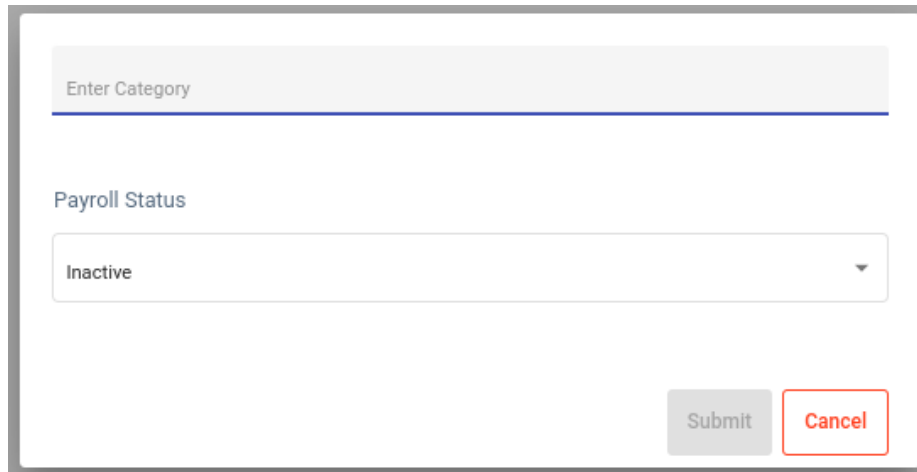
Logout

Components Categories



- Sometimes we have lots of excel components so making our components handy to use we have Components categories , we are simply able filter our components with this categories.

- **Add Components Categories: -**
 - First click on the **Add Categories** button.
 - Now you will see dialog box for Add Categories,
 - Then , you enter **name** of your component in first field ,

- Then you have a payroll status field ,by default its inactive,you will set as active after save it now you skip this field as it is.
- You can simply click on **Submit** .

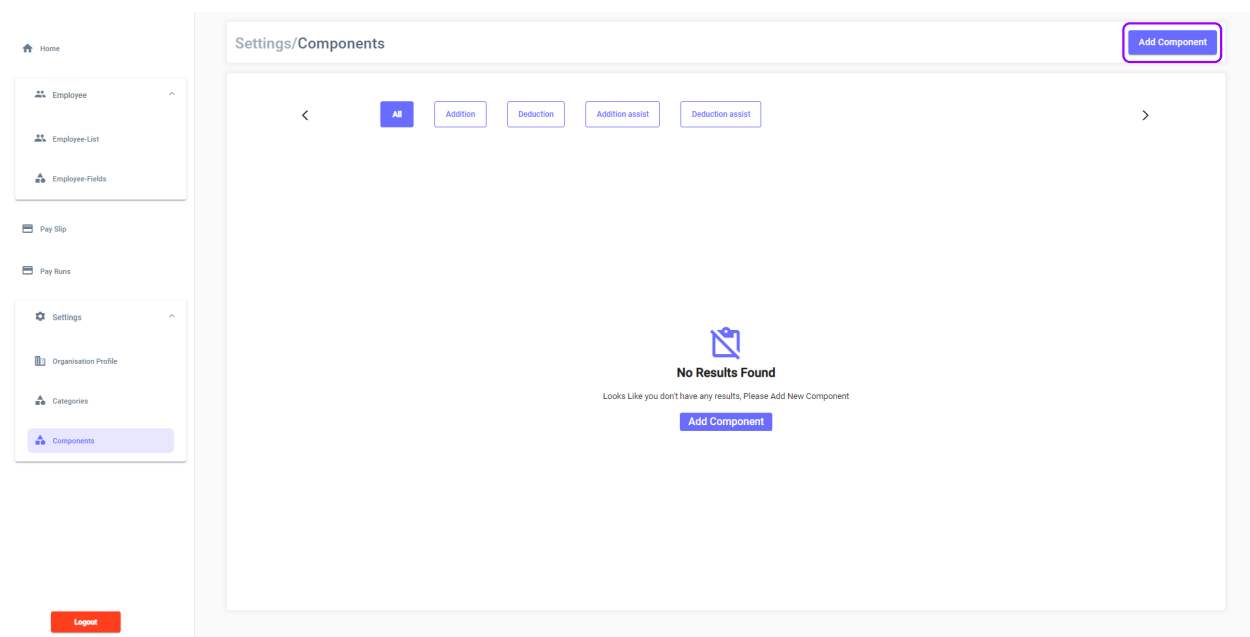
The image shows a dialog box titled "Add Category Dialog Box". It contains a text input field at the top with the placeholder text "Enter Category". Below this is a dropdown menu labeled "Payroll Status" with "Inactive" selected. At the bottom right, there are two buttons: a grey "Submit" button and a red "Cancel" button.

Add Category Dialog Box

- **Edit Component: -**
 - First goto Settings > Categories ,then click on the  button.
 - Now you will get same dialog box, which you saw as category creating time
 - You will update the fields accordingly your requirement and simply click on the **Submit**.
- **Delete Component Category: -**
 - To delete Payrun simply click on  icon.
 - Then you will see one warning dialog box with a warning message .
 - Simply click on **Ok** button, now your component category was deleted.

Components

- **Path:-** Settings > Components
- **Features:-**
 - Add & Edit Component
 - Set Status of Components
 - Delete Components



Components Screen

Components are any values that can be showed if it's data is already given.
there 3 types of component

- 1. Fixed**
They have specific number/text value
- 2. Variable based**
They fetch data from employeeField
- 3. Formula based**
They are derived from formula.

Add Component Screen

- **Add Component : -**

1. First click on the **Add Component** button .
 - Now you will see add component screen
2. Then First you enter **name** of your component ,
3. Then you will select **category** of your component from below categories.
 - a. We have some default categories which is,
 - b. **Addition , Deduction ,Addition Assist , Deduction Assist**
4. Then you will Select **type** of your component from below options.
 - a. **Fixed** : - It would be make fix value of your component.
 - b. **Variable**: - Its value can be depended on some employee field.
 - c. **Formula**: - its make your components value as formula equation.

5. Then you will Select **datatype** of your component from below options,
 - a. **Decimal , Text , Number , Date**
6. Then Here you will get one more extra field from below options, this field comes accordingly to your components type and its value depended data type which you selected,

- a. **Value** : - if your component type of fixed then this field will be comes

Value * :

Enter Number Value

- b. **Map Employee Field** : - if your component type of variable then this field will be comes
 - i. Select the employee field where from you want to derive value.

Map Employee Field * :

Select Employee Field

- c. **Formula Equation**: - if your component type of formula then this field will be comes
 - i. With this field you will get **Define Formula** button ,so click on it.
 - ii. Now here, you will get Define Formula dialog box so you are able to make your excel formulas here easily with combination of **Number ,Component** and **Operator**.
 - iii. Above 3 combination contains all excel functions.
 - iv. And you will see live equation result in equation bar.

Formula Equation * :

Formula Equation

Define Formula

7. Then at Final step you will select your components payroll status .
 - a. If you select as **Active**, then it will be shown in payslip.
 - b. If you select as **Inactive**, then it will not shown in payslip.
8. At last click on **Save & Continue**.

Fixed Component

Component Name *

Month days

Category *

Addition

Type * :

fixed

DataType * :

Number

Value * :

26

Payroll Status * :

Active

Inactive

Save & Continue

Cancel

- Here, specify value according to selected datatype.
You can not put string value if datatype number,decimal is selected

Variable based

Component Name *

CL

Category *

Deduction assist

Type * :

variable

DataType * :

Number

Map Employee Field * :

Payroll Status * :

A/C NUMBER

UAN

SL

CL

PH

EL

Loan / Advance

Save & Continue

Cancel

- In variable based componet, assign appropriate employeeField.

Formula Based

Component Name *

Gross

Category *

Addition

Type * :

formula

DataType * :

Number

Formula Equation * :

Formula Equation

Define Formula

Payroll Status * :

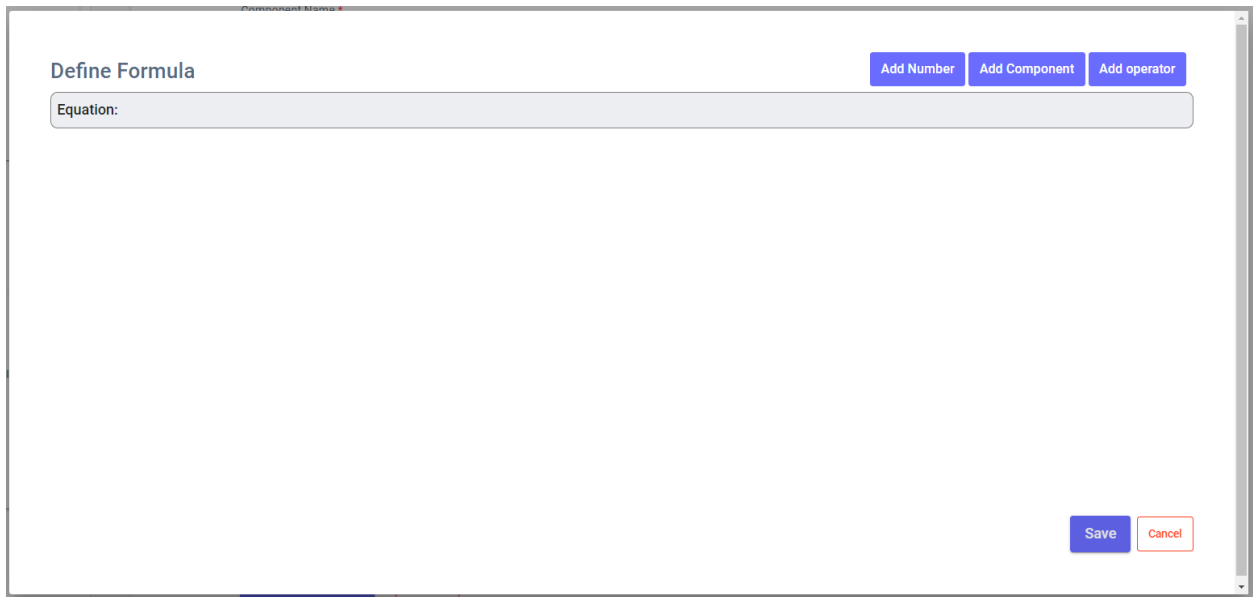
Active

Inactive

Save & Continue

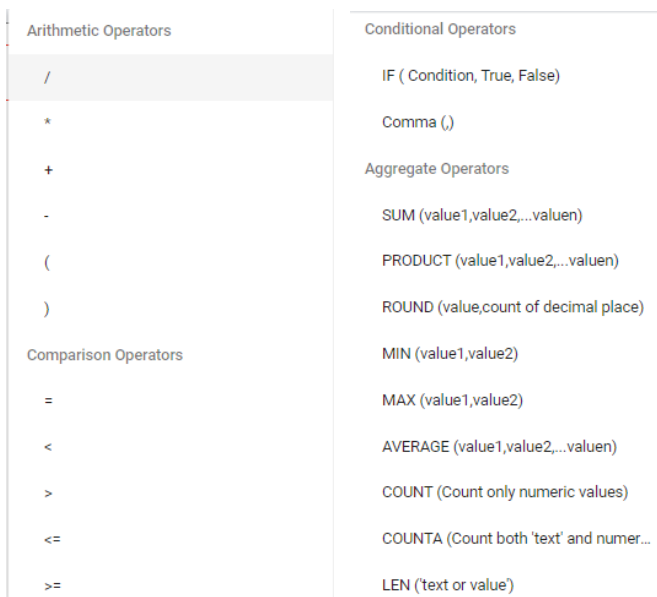
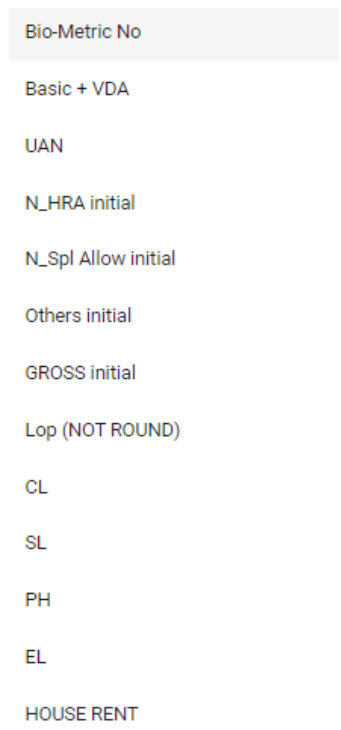
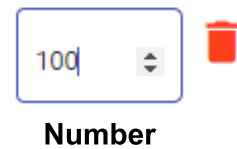
Cancel

- For formula based component , we need to create formula.so click on the define formula button. New dialogbox will open.



Define Formula Dialog box

- Now, here we have first **Add Number** button which consists of all integers for using it simply click on it and then you will see input field with number format you can put your number there.
- Then ,Second we have **Add Component** button which consists of all components which you are made recently.
- Then, Third we have **Add Operator** button which consists of all operators and excel functions , look following examples.



Operators

Components

FORMULA EXAMPLES

- **Days worked**

Define Formula

Add Number

Add Component

Add operator

Equation: Month days - (Lop + CL + SL + PH + EL)

Month days - (Lop + CL + SL + PH + EL)

Days worked

- **Basic+VDA for this month**

Define Formula

Add Number

Add Component

Add operator

Equation: ROUND ((Basic+VDA initial / Month days) * Total Days , 0)

ROUND (value,count of decimal place) (Basic + VDA / Month days) * Total Days , 0

Basic+VDA For this Month

- **Prof. Tax**

Define Formula

Add Number

Add Component

Add operator

Equation: IF (Gross + (BAISC+VDA FOR THE MONTH * 0.0833) > 14999 , 200 , 0)

IF (Condition, True, False) (Gross + (Basic+VDA for the month * 0.0833) > 14999 , 200 , 0

0)

Prof. Tax

Settings/Components

[Add Component](#)

[All](#)
[Addition](#)
[Deduction](#)
[Addition assist](#)
[Deduction assist](#)

Component	Category	Type	Value	Status	Delete
Bio-Metric No	Addition assist	Variable	PUNCH NO	Active	
Basic + VDA	Addition	Variable	BASIC+VDA	Active	
UAN	Addition assist	Variable	UAN	Active	
NJHRA Initial	Addition	Variable	NJHRA	Active	
N_Spl Allow initial	Addition assist	Variable	N_Spl Allow	Active	
Others initial	Addition assist	Variable	Others	Active	
GROSS initial	Addition assist	Variable	Gross	Active	
Lop (NOT ROUND)	Deduction assist	Variable	Lop	Inactive	
CL	Deduction assist	Variable	CL	Active	
SL	Deduction assist	Variable	SL	Active	
PH	Deduction assist	Variable	PH	Active	
EL	Deduction assist	Variable	EL	Active	
HOUSE RENT	Deduction assist	Variable	HOUSE RENT	Active	
Electricity	Deduction assist	Variable	ELECTRICITY	Active	
Loan/Advance	Deduction assist	Variable	Loan / Advance	Active	
ESIC IP	Addition assist	Variable	ESIC NO	Active	
A/G/Min	Addition assist	Variable	A/G/Number	Active	

Logout

Components Screen (Example)

- **Delete Component : -**
 - To delete Payrun simply click on icon.
 - Then you will see one warning dialog box with a warning message .
 - Simply click on **Ok** button, now your component was deleted.
- **Edit Component: -**
 - You will goto components and tap on component which you want to edit .
 - Now you will get same screen, which you saw as component creating time but now with name is “edit component “.
 - You will update all fields accordingly your requirement and simply click on the **Save & Continue**.