HRMS SOFTWARE

MetaSoft HRMS Software is one of our more successful and popular products, used by many Multinational Software companies, BPO Providers, Indian / Multinational Business Houses, Construction companies & Dot Com / Marketing / Finance/ Manufacturing Companies.

This versatile, user friendly, package, offers user defined Earning / Deduction / Loan Heads & Calculation Formulas / Tables. The package generates all the outputs & statutory reports required by a payroll application. Every report gives the user a choice of sort order, selection of State, Branch, Department, Category etc. and other parameters to generate output as per requirement. Outputs can be on Screen, Printer or HTML / CSV / Excel / Word / Text File. The package also has a built-in facility to directly E Mail the Salary Slip etc. to the Employees, Salary Statement etc. to Branches & Salary Disbursement Output to Bank as per the format required by the Bank.

Our 'open-minded' approach of ensuring that the Package is totally adapted as per Customer's requirement, helping to convert the existing data at the time of installation and providing continuous after sales support & service, are the primary reasons of this package being used by a wide spectrum of clientele.

Environment

Browser Based Application

Front End Development	Asp Dot Net C#
Database	MS SQL Server
Technology	3 Tier Architecture
Features	**Centralized Data** is secure & easy to backup **Reduce Business cost** – eliminate printed materials **Quick & Easy Update** **Reach** anybody, anywhere in world **Zero Install** – All PCs have browser **Direct access** – for Employee where they are located

Window Based Application (Desktop Based Application)

Front End Development	Microsoft Visual Basic 6.0
Database	MS Access [Optional – MS SQL]
OS	Microsoft Windows

Security	Administration Rights to
	  - Create / Delete / Restrict user
	  - Control / Access Rights for each user

Silent Features

Flexibility

1. Earnings, Deductions & Loan Headings user defined & as per requirement with options for
   - Formula / Calculation Tables
   - Fixed / Variable Earnings & Deductions
   - Taxable / Projections for IT Calculations
   - Round Off / Pro Rate for Day Absent
   - Employee Photo can be inserted
   - Grouping for salary statement
   - Interest Calculation for Loans

2. User defined options for
   - Employee Code
   - Branch / Department / Grade
   - Cost Code / Location / Category
   - Designation / Reporting to
   - Payment By [Bank]
   - Outside Agencies [Insurance / Loan / Quarters / Canteen / Credit Society
   - 'n' no of Extra Provisions for Addition Data

3. Multiple Reprocessing for Entire Payroll / Selected Employees Selected State / Branch / Category / Department

4. Data for previous months can be Viewed / Directly changed Option for Single Employee / Many Employees, For a Month / Multiple Months

Convenience

- Detailed comparison with previous month's Payroll [Reconciliation]
- Calculations of Earnings [HRA / CCA] & Deductions [Prof. Tax] as per tables
- Automatic Loan Deductions and Interest Calculations
- Automatic updation of TDS as per I.T. computation
- Automatic updation of Loan & Medical Balances and making variable headings [e.g. OT Hours, Advances etc.] zero for next month's processing
- Arrears Calculation & Salary Slip & Statement for Arrears

Versatility

- User Defined Company Details
- Address, Phone, E Mail, Contact Person, IT
- Related Info. Etc.
- Link for Leave / Attendance
- Agency Details for Deductions Insurance
- Premium, Outside Loans etc.
- Direct Loan Re-payments [Outside Payroll]
- E.M.I. / Interest Calculations for New Loan
- Details of contributions, Loan & Loan re-payment to Credit Society
- Direct Payments [Outside Payroll]
- Slip / Statement / Bank Intimation Included for Income Tax Calculations Easy Creation of Employee Master
- Direct Entry
- Entirely separate module for faster & convenient entry of new employees Minimal data entry Initially All the relevant data of earning and deduction can be then filled in as per user's convenience

Convenient Data Updation Modules

- Single Employee
  All the changes related to an Employee under one menu option, with well-designed screens

Export

- The Employee's Master Data as well as the Salary Data can be exported to CSV / TXT / WORD / EXCEL / HTML files etc. for Managerial Analysis, Forecasting and Budgetary Reviews.

- All reports also provide an option for directly creating a CSV / TXT / WORD / EXCEL / HTML output of the report.

Import

- Employee Master data can be imported from excel
- Salary Data can be imported
- Attendance can be imported

Reports

The Software generates
- All the outputs & statutory reports required by a payroll application
- Selection of State / Location / Department / Location / Category
- Allows to generate report / output for Selected of Employees
- Selection of many other parameters as per requirement
- Outputs can be on Screen, Printer
- Option for Export to HTML / TXT / WORD / EXCEL / CSV Formats
- Choice of sort order
  Most of the reports can be assigned a user defined sort order of State, Code Department, Location & Category
- Built-in Emailing Facility
  Salary Slip to the Employees
- Header / Footer
  User defined as per Requirements
- Printing Options
  Each report has many user defined options to fine-tune the report as per requirements

Payroll Reports
- Pay slip
  Birth Day / Wedding Anniversary Messages Options
- Pay Slip (YTD)
  Selection of Starting – Ending Month & Year
- Salary Statement
  State / Location / Department / Category Wise and Grand Summaries
- Salary Summary
  State / Location / Department / Category Wise
- Flat file output for Bank
  Selection of Formats of required by different Bank
- Bank Statement
  Bank Wise Statements for Multiple Bank Account No. Details
- Cheque Statement
  Option for Enter Cheque Nos. also Code / Name / Location / Department / Category Wise
- Cash Register
  Code / Name / Location / Department / Category Wise
- Earning / Deduction Statement
  Code / Name / Location / Department / Category Wise and Selection for Choose the Earning / Deduction Head and Report Name

Leave Reports
- Leave Ledger
  Starting – Ending Employee & Date Selection
- Leave Register
  Starting – Ending Employee & Date Selection

Overtime
- Overtime Register
  Code / Name / Location / Department / Category wise and selection for Report Name

Loan Reports
- Loan Ledger
  Employee / Loan Head wise and option for Starting – Ending Date option for select Loan Type / Employee

Reimbursement Reports
- Reimbursement Ledger
  Employee / Head wise
  Option for Starting – Ending Date and Employees
- Reimbursement Summary
  Employee / Head wise
  Option for Starting – Ending Date and Employees
- Unpaid Vouchers
  Paid Thru Salary
  Paid Thru Vouchers

Personnel
- Date of Birth
- Increment Due List
- Employee History
- Left Employee
- Department Strength
- Attendance Statistics
- Full & Final Sheet
- List of Employees
- Due for Retirement
- Employees Not Confirmed
- Salary Entitlement (CTC)
- Date of Joining
- PF Eligibility Register

Salary Reconciliation

- Salary Entitlement
  Compares & reports changes in the
  Employee Master as compared to the master
  data of the previous month
- Loan Register
  Employee / Loan Head wise and Option for
  Starting – Ending Date Option to Select Loan
  Type / employee
- Interest Calculation
  Employee / Loan Head wise and Option for
  Starting – Ending Date Option to Select Loan
  Type / employee Option to Select Interest %
- Paid Salary
  Compares the Monthly Processed of the
  Current Monthly v/s the Previous Month
  & Reports Changes / Addition / Deletion
  Employee Related Reports

ESI Reports

- ESI Monthly Deduction Statement
  ESI No. Wise sorting
  Employer's & Employee's Contribution
- Deposit Challan
- Form No. 6 (Half – Yearly)
- Form No. 7 (Half – Yearly)
- Form No. 3
- Form No. 1
- ESI Online Text File

PF Reports

- PF Monthly Deduction Statement
  PF No. Wise sorting
  Employer's & Employee's Contribution Details
  of EPF & VPF Details of Admn. & EDLI
  Charges
- Form No. 5 (Monthly)
  For New Joining Employees
- Form No. 10 (Monthly)
  For Left Employees
- Form No. 12A (Monthly)
- PF Deposit Challan
  For A/C Nos. 1,2,10,21,22 Employer Share,
  Employee Share. PF Admin / DLI charges
- Form No. 3A (Yearly)
  Employee Wise
- PF Online Text File
- Form No 6A (Yearly)

Bonus

- Bonus Calculation
  Code / Name / Department / Location / Category
  wise Option for Starting – Ending Date Option to
  Select Employee Option to Select Bonus % /
  Maximum Salary
- Bonus Payment Register
- Summary of Bonus

Gratuity

- Gratuity Register

TDS

- Automated Tax Calculation
- Employee Tax WorkSheet
- Form 16
- Form24-Q (Quarterly Return)
- Form 27A
- Summary of TDS
  Month wise / Employee wise

Employee Master

Basic Data

- Basic Details
  Employee Name, ID, Address, Phone Nos. E
  Mail, Photo Image
- Personal Data
  Birth Date, Gender, Marital Status / Anniversary
  Date, Spouse's Name Dependants, Father's
  Name, Religion, Permanent / Emergency /
  Present Address, Emergency Contact Details
- Employment
  Employment History, Current Employment
  Details, Academics & Work Info.
- Category
  User Defined State, Department, Grade,
  Location & Category, Designation
- Disbursement
  Payment Mode, Cash / Cheque / Bank With
  Bank Account No.
- Statutory Information
  PAN. PF, EPS, ESIC, Gratuity Nos. Additional
  data - Any other, user defined

Leave Records

- ➢ User defined Leave Type & Abbreviated Name
  Option to Carry Forward / Lapsed
- ➢ For each Leave type
  Details of Opening Balance
  Leave for the year Enchased
  Month-wise of leave taken
  Total Leave
  Leave Utilizes and Balance Leave

Earning & Deductions

- ➢ Each Earning & Deduction Head
  User defined Name Formulas / Calculations
  Options for Taxable / Projection
  Options for Rounding Off & Pro-rata
  Deductions [for days absent]
- ➢ Earning and Deduction classifications
  Fixed [Basic, DA, HRA etc.]
  Variable [O.T., Allowances, Advance etc.]
  Provision of additional, user defined
  Other Earnings & Deductions

Loan / Advances

- ➢ Complete Loans details
  Sanction Date, Principal, Balance, Monthly
  Installment, Total Interest Deducted Monthly
  Interest and method for interest calculations

Payroll

Closing of Current Month

- ➢ After running this option the variable heads are set to zero, the Loan Balances and Medical Reimbursement Balance are updated to allow data for the next month to be entered.
- ➢ After closing current month it will not be possible to re-process the previous month.

Processing / Re-Processing

- ➢ One time processing for the current Month
- ➢ Multiple processing for the entire Payroll / Selective Employees / Selected Location / Selected Department

User & Securities

- ➢ Add User Group
  Option for defines any No. Of User Groups
- ➢ Add User
  Option for defines any no. Of Users
- ➢ Delete User
  Option for Deletion of any User
- ➢ Change Password / Group
  Option for Change Password / Group for any user
- ➢ View User
  Option for View all User Names & Passwords
- ➢ Define group Access
  Option for define access for any user Full Access / No Access / No Update / No Delete / Only View

House Keeping

- ➢ Backup / Restore Database
  Option for taking backups on Hard Disk or any other medium (Floppy / Zip Drive etc.) Option for Restore backups from the Particular dates

ESS Module

Employee Login

- ➢ Employee can View Pay slip / Tax Sheet / Attendance / Leave Balances
- ➢ Employee can Apply Leave / Grievances / other request
- ➢ Employee can declare Savings for Tax Calculations.

PMS

- ➢ Employee can mark targets & self assessment
- ➢ Reporting Manager can assign comments
- ➢ Reviewing Manager can notify comments for appraisal