Diploma in Payroll Management

(Duration 3 Months)

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Topics:-

1) Provident fund and labour laws Training HR payroll accounting Management

- How to file for Provident Fund registration and ESI Registration
- How to file Provident Fund Challan cum return, ESI Challan
- How to file various Provident fund related registers Provident Fund Returns and various labour law formalities
- How to file various forms of ESI for claims
- Provident Fund scrutiny cases

2) Income Tax

- Tax computation Course
- Company Registration process
- Training Students how to file Income Tax Return
- Training Students how to file E TDS return online
- Permanent Account No application and its procedure
- E TDS and TCS return filing Practical Training
- E TDS software like Taxmann Income Tax return filing techniques
- How to compute Income Tax on Salary Income.
- How to prepare Form 16 online and manual
- How to fill up Form 49A , 49 B
- Preparation of Chillan 281 and 280 manual and computerized both
- Income Tax Assessment procedure and handling Income Tax cases
- Income Tax appeals and Scrutiny Cases under section 143
- Tax Audit procedure and laws practical training
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3) Software Covered

- Taxmann
- Visual Payroll Software

4) Features of Visual Payroll software:

- Slab wise calculation on the basis of working days of selective allowances & deductions
- Slab wise calculation on the basis of absent on selective allowance &
- Deductions Define grade wise pay scale of selective allowances.
- Define level wise pay scale increment
- Define deduction calculate on selective allowance head
- Define unlimited no of grades/ levels/ categories
- Define unlimited no of qualification type/ qualification course
- Define performance rating parameter muster
- Define unlimited no of departments / designation /units/ sub units
- Define restricted ordinary holidays
- Define ERP percentage & limit for employee & employer
- Define FPS percentage & limit of employee & employer
- Define A/c No/. 02 EPF Admin Charges percentage Round off value
- Define a/c no 21 EDLI
- Define Ac/ No. 22 EPF Admin Charges
- Define Employee and Employer LWF account
- Define salary calculation days in month
- Define professional tax calculation
- Define OT calculation days in month

5) Employee setup and functions

- Define employee wise weekly off/ second weekly off
- Define employee wise salary type (Daily / monthly)
- Define employee wise employee type Direct Employee/ contract employee
- Define Employee wise per our OT Rate
- Define Employee wise Bonus % &Limit
- Define employee wise PF ESI rate
- Define educational / Technical / professional qualification and experience of employee
- Define family members nominee & witness detail for employee
- Define local address permanent address telephone no. DOJ etc for employee
- Link employee signature ration card voter id card thumb impression
- Define special remarks for employee same ESE no. validation in employee setup
- Help on PF no. ESE No. in employee setup

6) Loans & Advance
- Define unlimited loans for each employee
- Loan installment can be adjust with salary / bonus/ others
- Automatic deduction of loan installment against salary
- On line loan balance show at the tie of monthly attendance entry
- Define monthly advance
- Define receive entry
- Advance/ deduction against bonus.

7) Arrears
- Define arrears for each allowance
- Define arrears for unlimited period for each arrears paid month
- Define ESI applicable for selective arrears allowance
- Define arrears % for EPF/ FPF/ ESI arrears wages
- Pay slip / Pay register can be printed with or without arrears

8) Attendance Entry
- Muster roll entry option having both daily & monthly entry provision
- Automatically conversion of Muster roll into monthly attendance entry
- Monthly attendance entry provision
- At the time of attendance entry visual payroll will automatically check whether employee covered ESI or not
- At the time of attendance entry If employee exceeds the ESI limit still but still covered under ESI

9) Over Time
- Define over time as allowance field
- It can be calculated separately
- Define option to link over time with pay slip
- Define option to link over time with pay slip
- Define OT rates for employee working hours in company & OT hours

10) Leave
- Year wise opening can be defined for CL/ SL/ EL
- On line leave balance show of CL/SL/EL
- Automatic calculation of monthly earned leave for EL
- Automatic carried forward option for EL
- Only last year earned EL can consumed in current year option available
- Option of stop on Negative balance of leave & option of grace days for minus balance
- Holiday can be defined unit wise
- Option for change the salary even after automatic salary calculation