

**KHADI AND VILLAGE INDUSTRIES COMMISSION,
3, IRLA ROAD, VILEPARLE(W)
MUMBAI-56**



**USER MANUAL
FOR
PAYROLL SYSTEM**

By
Directorate of Information Technology

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Preface:-

This user manual explains how to use the Payroll System. It shows you how to run this application on the web and how to prepare your Monthly Data. It also explains how to generate necessary reports from the system. The content of this user manual is divided into five parts to include each and every details of the package as well as the user interfaces for better understanding.

Part-I deals with important features of the system and the benefits derived by using the system

Part -II explains how to start the system and stop the system

Part-III elaborates on the process of data input which involves different steps.

Part-IV gives a list of reports that can be generated from the system after data entry.

Part - V deals with Frequently Asked Questions

Convention used in this manual:

i) Buttons are represented by the name of the button enclosed in the curly brackets {}.

For example OK button is mentioned as {OK}

ii) Links are represented by '_____'. For example, list of employees link will be shown as follows

[List of Employees](#)

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Part-I**Chapter –1****FEATURES OF PAYROLL PACKAGE**

This is a web enabled software application developed by DIT Team, based on the requirements of Director (ADM) for preparing Paybill and related reports every month.

Features of this software application are

- The paybill preparation is simplified to a great extent with the help of user friendly forms in this software application.
- Initially, minimum details of employees as available in the existing database has been entered in the system This information will have to be updated and completed in all respect.
- All the field offices will be provided with a user name and authentication password for operating the system which must be kept confidentially by the concerned official.
- Every month, after 20th, the data entry can be started.
- The system can be accessed by computers with internet connection from anywhere.
- For generating the reports available in the system, Acrobat Reader 6.0 (or its higher version) is required.
- In the initial stage, for ensuring data integrity, there is no provision made in the package for adding a new employee. This task will be done by DIT on getting the details of such employees through email.
- On-line GPF Statement view facility is available
- DA Arrears bills and Bonus bills can be generated

Benefits of the software application are

- Does not require any lengthy installation process of the Software application.
- Field offices can generate basic reports like paybill, acquittance roll, consolidated statement of payment and recoveries, various recovery schedules etc.
- A provision is made in the package to view the GPF balance of employees in the field offices.
- The services of clerical staff attending the paybill preparation can be diversified for the other assignments as their engagement in preparing the monthly paybill will be reduced drastically.
- Separate reports for both staff and officers can be generated.

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PART-II

Getting Started

Chapter –2 How to Start:

Getting started with the software application is very simple like other web enabled software application. Before getting connected to the system, please ensure the availability of internet connection and monthly data to be entered.

Double Click on Internet Explorer and type the following URL
<http://www.kviconline.gov.in/rop>

A new page opens showing KVIC PAYROLL PACKAGE.



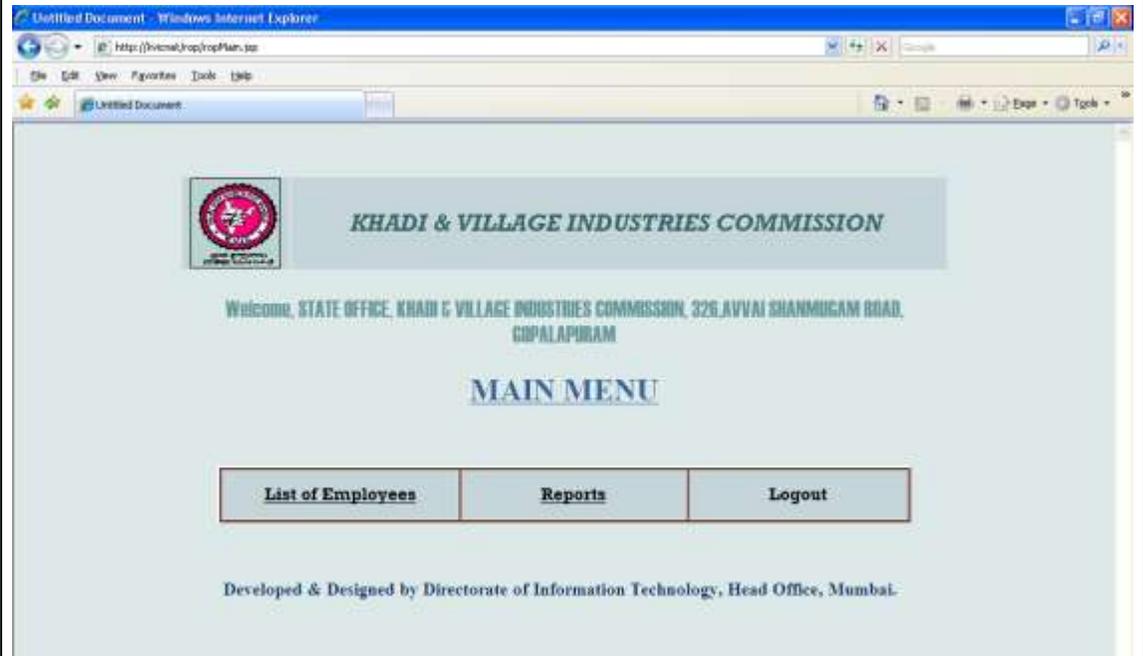
Click here to open
Log in Page open



Enter the correct user name and password issued in respect to your office. Then the following page (i.e. Main Menu) opens with the following three links –

- i) Employee Details
- ii) Reports Menu.
- iii) Logout

User Name & Password are case sensitive, so while entering the same, capital and small letters should be entered as such.



How to Exit: Click on the {Logout} button. And you will be prompted whether you want to close the current page or not. Click on {yes}. Now you are no more logged into the system.

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PART-III DATA INPUT

Basically, in this part there are three modules namely Employee Details, Payment Details and Deduction/Recovery Details.

Chapter –3 Employees List :

Click on 'List of Employees', a page will be opened with details of Employees in your office.

If there is no employee record found in Employee List, the following details may be forwarded to the DIT through e-mail

- i) PF Number
- ii) Employee name

Sr. No	Emp. Id	Emp. Name	Designation	Section	Basic Pay	Stop Payment
1	<input type="radio"/> 5522	SRI A.S. NEGI	ADD	NDTC	13950	Y
2	<input type="radio"/> 5585	SMT. SUSHILAREHANI	UDC	NDSD	16030	N
3	<input type="radio"/> 5711	SHRI KARAN SINGH	STESG	NDMS	16560	N
4	<input type="radio"/> 5936	SHRI SWAROOP SINGH	DRIVE	NDRR	12900	Y
5	<input type="radio"/> 5985	SHRI RAM DAS	WAMAN	NDRR	8950	N
6	<input type="radio"/> 6199	SHRI THAKKUR DATTA JOSHI	DRIVE	NDRR	12330	Y
7	<input type="radio"/> 6231	SMT. JYOTI KAUL	UDC	NDSD	13850	N
8	<input type="radio"/> 6273	SHRI AMAR SINGH	DIR	DITC	0	Y
9	<input type="radio"/> 6488	SHRI OM PRAKASH	LDC	NDRR	9390	N

Note: -Only basic data of the Employees are included by DIT. But before generating paybill, all the required information about each and every employees must be filled by the concerned offices.

Select an employee by clicking on the radio button given beside employee id and then click on {view & update data} and the following page opens with following three parts

- i) Top portion displays Employee details.
- ii) Left side displays Payment details and.
- iii) Right side displays Deduction details.

i) Updating Employee Details

EMPLOYEE CODE	EMPLOYEE NAME	Designation	Basic Pay	Stop Payment
5522	SRI A.S. NEGI	ADO	13950	Yes

Click here to update Employee

The following page opens

EMPLOYEE DETAILS			
CONTACT DETAILS : All Mandatory fields are marked (*)			
Employee Code: (*)	5522	Name of Employee: (*)	SRI A.S. NEGI
Date of birth:		Date of Joining :	
Gender: (*)	Male	Service Status : (*)	Permanent
Designation Code: (*)	ASSISTANT DEVELOPMENT OFFICER		
Effective Designation Code: (*)	ASSISTANT DEVELOPMENT OFFICER-PB-1-5200 to 20200-GP=2800		
Officer / Staff: (*)	Staff	Date of Increment :	
Technical Yes/No :	--- Please Select---	Physically handicapped :	--- Please Select---
Section Code:	MDTC, NEW DELHI	Stop Payment Yes / No (*)	Yes
PAY & ALLOWANCE DETAILS :			
Basic Pay: (*)	13950	Grade Pay :	2800
H.R.A. Yes/No: (*)	Yes	Amount of Licence fee:	0
Hill Allowance :	No	Transportation Allowance:	Yes
Bad Climate Allowance:	No	Washing Allowance:	No
Professional Tax:	No	Regular / Trading :	Regular
PF Type: (*)	GPF	P.F. No:	5522
PF Amount :	1005	% KVIC's contribution to PF:	
PF Administrative charges %:		Compulsary PF %	6
CONTACT DETAILS & ACCOUNT NO :			
e-Mail Id & Contact No.		Reporting place:	
Bank Account No:	10138127959	I.T Permanent Account No.	
Cadre Authority :		Identity Card No:	
<input type="button" value="SAVE RECORD"/> <input type="button" value="Cancel"/>			

Do's in this module:

- First read carefully all the fields in the above Employee Details Form.
- Fill up all the information correctly.
- For not drawing the salary of an employee for any reason, click on Stop Payment Yes/No Combo Box and select 'Yes'. Then salary of the respective official for that month will not be generated. This is to be used only when you want to temporarily stop the payment for a short period.
- If an employee is Retired, Expired or Suspended then change the Service Status accordingly and save the record. Then the name of such employees will not be displayed in the employee list any more.
- Any changes made to the details of the Employees, must be saved by clicking on the {Save} and the
- {Cancel} is to come out from the current page to its previous page at any moment without saving the record.
- Details of all employees must be completely filled up in all respect.
- After updating all the records suitably, only those employees working in the concerned offices must be shown in the Employees list.

"Don'ts" in Employee Details Form:

- Don't leave mandatory fields (fields marked with red asterisk) as blank
- Don't enter 'Yes' in Stop payment field, in case of retired employees. In such cases, their Service status should be changed accordingly.

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Chapter –4

Payment Details

Click here to Add Payments other than DA, HRA, Grade Pay, TA, HBA and Washing Allowance

Following page opens for adding a new payment

In this module, all types of special payments given to an employee which are not included in the Employee Details are covered here.

HRA, DA, T.A. etc. will come automatically depending upon the city.

In order to enter the new payment details, Click on {Add New} and for updating an existing payment click on update link, to open the above page.

The following details are available in this form.

- i) Employee Code: It will be displayed automatically.
- ii) Payment Details: Select appropriate Code from Combo Box to select a particular payment.
- iii) Installment Amount: This is a numerical field which accepts only numbers without commas. Enter the amount of monthly payment to be made in this field.
- iv) No. of Total Installment: This is total no. of installments if the payment is to be made as installments. If it is not a payment by installment, then leave this field blank.
- v) Current Installment: This is the current installment number which when entered once, will get automatically incremented every month till it reaches total number of installments. After reaching the total installment number, in the next month, this particular payment will be removed from the payment details automatically. If it is not a payment by installment, then leave this field blank

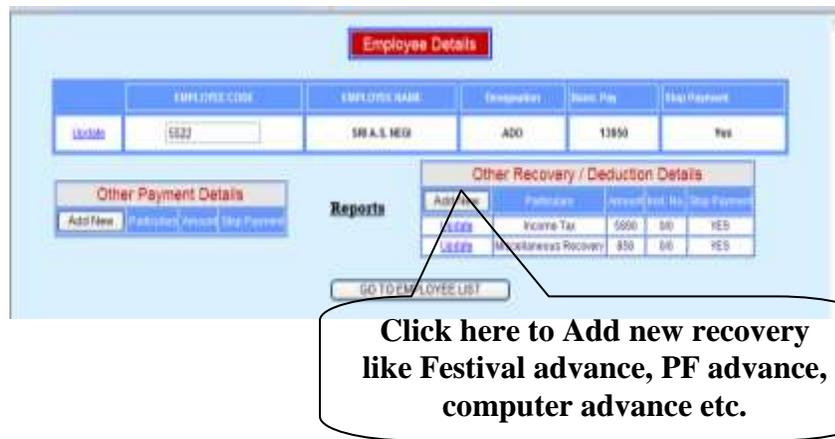
- vi) Stop Payment : If you want stop any payment in respect of any employees, then change the Stop Payment to 'YES'
- vii) Remarks: User can give any remarks pertaining to the Payment here.
- viii) For updating an existing payment, click on the 'Update' Link and the same form opens for making suitable changes in the data.
- ix) After making necessary entries, save the record.

(Please Note : This module is not to be used for normal payments like DA, TA, HRA, GP etc.

Payments like Personal Pay, Cashier Allowance etc. can be entered in this module.

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Chapter –5 Deduction / Recovery Details



The screenshot shows the 'Employee Details' page. At the top, there is a table with columns: EMPLOYEE CODE, EMPLOYEE NAME, Designation, Basic Pay, and Status. Below this, there are sections for 'Other Payment Details' and 'Other Recovery / Deduction Details'. The 'Other Recovery / Deduction Details' section contains a 'Reports' table with columns: Add New, Update, Income Tax, Amount, and Status. A callout box points to the 'Add New' link in the 'Reports' table, with the text: 'Click here to Add new recovery like Festival advance, PF advance, computer advance etc.'

All types of Recovery/Deduction of an employee which are not included in the Employee Details are covered here.

In order to enter the new deduction details, Click on {Add New} and for updating an existing deduction click on update link, the following page opens.



The 'Deduction Details' form contains the following fields:

Employee Code:	5522	Deduction Details:	-- Please Select --
Installment Amount :	0	Total No. of Installments :	0
Current Installment No:	0	Policy No :	
Total Amount of Deduction:	0	GIS Group Details :	
Ledeger No:		Location Details :	
Stop Deduction Yes / No:	-- Please Select --		

Buttons: SAVE RECORD, Cancel

The following information's are required in this form.

- i) Employee Code: It will be displayed automatically.
- ii) Deduction Details: Select an appropriate deduction head from the given list by clicking on the small arrow at the right hand side of the blank column.
- iii) Installment Amount: This is a numerical field which accepts only numbers **without commas**. Enter the amount of monthly deduction to be made in this field.
- iv) Total No. of Installments: This is the total no. of installments. If it is not a deduction by installments, then leave this field Blank.
- v) Current Installment: This is the current installment which gets incremented automatically every month. If it is not a deduction by installments, then leave this field blank.
- vi) Policy No.: This provision is for LIC Policy only, otherwise keep it blank.
- vii) Total Amount of Deduction: User has to enter actual amount of the deduction every month.
- viii) GIS Group Details : If any Group Insurance/CGEIS Scheme

deduction then user has to enter group code. (i.e. A, B, C, D)
ix) Ledger No.: This is in respect of GSLIC.
x) Stop Deduction :Particular Deduction can be stopped by selecting stop Payment as 'Yes'. Otherwise select : 'No'

(Please Note : All Deductions will continue till the stop deduction is set to "Yes"

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PART -IV**DATA OUTPUT****Chapter –6****Reports**

The parts of Main Menu related to Reports are as shown below:



Prerequisite: All the reports are viewed in .pdf format which requires Adobe 6.0 or higher version installed in the user's computer. This is a free software which can be downloaded and installed in your computer from the following site

<http://get.adobe.com/reader/otherversions/>

In the above form, the first three fields viz. month, year and staff/Officer are mandatory for generating all reports except DA arrear and Bonus reports. Once you enter these three values, reports can be generated by clicking on the concerned buttons.

Note: If any new changes to the data is made, like adding a new payment or new deduction, then Payslip is to be generated first to before generating any other reports.

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PART -V

Enquiry:

For further enquiries contact:

Director (I.T)
INFORMATION TECHNOLOGY
Khadi and V.I. Commission,
3, Irla Road, Vile Parle(W),
Mumbai-400 056

Tel. No:

Director I.T 022-26287397
D.I.T 022-26712087
KVIC Gen No.26716323/26714320 (Extn. 333)

e-Mail: directorit@kvic.gov.in

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PART –VI

F.A.Qs (Frequently Asked Questions)

1. **A new employee has been recruited and joins your office**
Ans: Send the employee's name to this Directorate through email.
2. **An employee is transferred and posted in another office**
Ans: Select the employee from the list of employees and click on the transfer button and a new form opens. Select the name of the field office to where the employee is to be transferred and click on save button.
3. **A new deduction is to be added in respect an employee**
Ans: Select the employee from the list of employees, click on {view and update data} and a new page opens. Then on the deduction / recoveries side, click on {Add New}. This will open a new form for including a new deduction.
4. **A new payment is to be added in respect an employee**
Ans: Select the employee from the list of employees, click on {view and update data} and a new page opens. Then on the Payment side, click on {Add New}. This will open a new form for including a new Payment.
5. **An employee goes on leave without pay and his/her salary is to be stopped for the time being.**
Ans: select the particular employee from the list of employees and set the Stop Payment status to 'Yes'.
6. **Bonus and DA arrear updation.**
Ans: Generate the concerned reports and note down the changes to be made in the data. select the employees one by one and click on {bonus} or {DA Arrears} respectively. New page opens with options to add or update the payment details of that employee.

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