

HR and Payroll

Matrix ERP solutions understands just how critical it is for a company to have an integrated system for payroll and personnel administration. Which is why, we have the Matrix Payroll and Human Resource Development. It offers you the opportunity to manage your human resources smoothly and effortlessly.

→ Objectives and advantages

The system consists broadly of five major functions

- Payroll
- Daily attendance recording system
- Employee requirements and recruitment
- Maintenance of personnel records
- Income tax calculation and preparation of income tax records

→ The Matrix Edge: Features and Highlights

- Generates the pay slip of the employees as well as the pay register, taking into account the various earnings, deductions and attendance record of the employee. There is no limitation regarding the earnings and deductions that one employee may have.
- Dependant earnings and deductions on the basis of complex formulae can be specified to suit virtually every business condition.
- Generation of various statutory records of the company like Provident Fund, Employees State Insurance, Professional Tax, etc.
- The parametric system architecture allows easy updation of the rates of various statutory calculations as well as having provision for deducting template rates.
- Provision for updating arrear salary.
- Provision for entering loan information including calculation of monthly EMI and separate posting principal and interest figure in the salary.

→ Payroll: System Functions

- Creation of setup in which earning and deductions are defined
- Creation of departments, designations, grades, scales of pay
- Creation of the employee, specifying his earning and deduction parameters
- Specifying the attendance information of employees monthly
- Updating the month specific deductions like advance, etc
- Printing pay slips for the employees
- Printing advance and loan records of the employees
- Updating the monthly accounts file with the salaries payable figures

→ Daily Attendance Recording System

The daily attendance recording system keeps a track of the shift roster of factories. It also captures the record of employees' daily attendance. This data can also be uploaded from an automated system so as to ensure that the daily timings of employees need not be recorded manually.

This system then generates a monthly attendance register for each employee offering easy access to information regarding days present, days absent and days on leave.

This system also gives a list of employee-wise late records. It can also update the integrated payroll system with rules regarding late attendance.

→ Employee Requirements and Recruitment: Highlights

Employees Required for various departments and sections is recorded. A chart regarding shortfall in work force can be generated for various skills in the company.

At the time of recruitment, the bio-data of employees suitable for various department and sections can be recorded. This then generates the database of potential employees who could be available at a future date when the need arises. This database maintains the records of only those employees who have deemed suitable after a personal screening. This ensures that unnecessary resumes are not added to the database.

After the interview, an advice is generated from the computer. The offer letter can also be generated. This enables an organisation to track the process of interview handling and management.

→ Maintenance of Personnel Records: Highlights

This module takes care of the transfer of an employee from one department to another or from one category (like temporary or probation) to another (for instance, permanent). This module also tracks the increments given to an employee from time to time. These records are required by the company at the time of yearly appraisal.

It is also possible to track an employee's records regarding his PF and ESI entitlement, as well as maintain his advance, leave and loan records.

Leave records especially like casual leave, sick leave are all parameterized and all information regarding this can be provided. This enables the organisation to calculate leave encashment, leave balance, leave getting lapsed and leave to be carried forward.

Besides this, various evaluation details (like appraisal) are also kept in this system, which are required at times such as probation, yearly increments as well as other times when specific employee information is necessary.

→ Income Tax Records: Highlights

This module covers the filing of the employees' investment plan into various government securities. It also provides for entering the statutory slabs of Income Tax thereby making it possible to generate employees' Form 16.

All earnings of the employees are taken into account as per the prescribed system and various deductions under the various sections are calculated. These earnings and deductions also take into account any earnings and deductions with the employee's previous employer and any Income Tax with the same.

Besides this, if taken in the middle of the year, this module also gives the projected earning on the basis of current salary and investment details of the employee and calculates the income tax which must be deducted from his/her monthly salary for the balance period of the financial year