

IMPORTANT INFORMATION FOR USING OUR PAY ROLL, MINI, SOFTWARE

Our Pay Roll (Mini) software is meant for a small Clinic to medium-sized Hospital. Our motto is: 'Simple and Easy Interface'. So because of this policy, definitely it must have some features (which you may consider as limitations) and these are following:

1. How do the Employees are grouped?

a. Computer Professionals, b. Doctors, c. Front Office, d. Hospital Admin, e. Maintenance (Laborers), f. Office, g. Paramedics, h. Security and i. Stores (for the 'Purpose of Allowances, Deductions and Pay Calculations').

2. How do the Employees are Categorized?

a. 'Employee Category' contains a subgroup called 'Employee Salary Structure Group' (Used for Pay Calculation purposes. And the Allowances / Deductions within 'Salary Structure Group' will be uniform) and
b. Which in turn contains a subgroup called 'Employee Designation'.

3. Some of the terms used here are explained below for understanding:

a. Basic Pay - (no definition needed)
b. Consolidated Pay = Basic Pay with Allowances and Deductions but without Breakup (i.e Allowances and Deductions are 0%)
c. Gross Pay = Basic Pay + Allowances + Over time - Loss of Pay (Leave, Absent & Half day)
d. Net Pay = Gross Pay - Deductions - Loan Repayment

4. An Employee can have:

a. 'Consolidated Pay' without Breakup or
b. 'Basic Pay' + other 'Allowances like House Rent, Medical, Travel, Uniform, Incentive etc.' OR 'Deductions like ESI, PF, Penalty etc.'

5. The Employer can define the 'Allowances' with ref. to '% of BASIC PAY' and Deductions with ref. to '% of GROSS PAY' in the 'Salary Structure' Module.

6. First, what should an Employer do?

a. If an Employer is giving a 'Consolidated Pay', first he has to create a Salary Structure Group called 'Consolidated' and
b. Assign 0% for all Allowances and Deductions (including 0% Incentive and Penalty) in 'Salary Structure' Module.
c. Whatever may be the % of Allowances / Deductions in any 'Salary Structure Group', assign '0% of Incentive and Penalty' for every Employee, which can be modified at any time in 'Salary Edit' Module, depending upon the convenience.

7. How do the Pay is calculated?

a. An Employee gets the Pay for the number days he works i.e. the Pay is calculated each day (depending upon the number of days in a month);
b. So the Day's wages are different (for 28 or 29 or 30 or 31 days / Month)
c. In better terms, 'no-work, no-pay'.

8. About leave:

a. An Employee may avail Leave, Half-day or may Absent himself from the work and loses his Day's wages accordingly.
b. Even though the 'Loss of Pay' is same for both leave and Absent, the difference is to know whether the Employee is sincere and discipline.

9. About Shifts:

a. There is no difference between Day and Night shift;
b. Similarly the duration of shift hours is also not taken into consideration.
c. It is purely on mutual understanding and adjustment between Employer and Employee.
d. These points should have been discussed at the time of joining of duty by the Employee.

10. About Over Time:

a. The 'Duration of Shift' may vary (from '8 to 12 Hours').
b. But salary for the 'Over Time' is calculated on '8 Hours of work / Day' basis.
c. Cannot mark 'Over-Time' for an Employee who worked 'only Half a day'.
d. As per convention, OT amount is calculated based on 'Basic Pay'.

11. About loan:

a. If an Employee gets a Loan, this amount will be deducted in equally monthly installments from the 'Next Pay'.
b. The 'No. Of Dues' and the 'Due Amount' will be decided both by the Employee and Employer; and CANNOT BE MODIFIED LATER.
c. If there are subsequent II or III loans, the repayment of all the loans start 'SIMULTANEOUSLY' from the mutually accepted & agreed date.
d. The 'Due Amount' (also OT, Allowances and Deductions) for the 'CURRENT MONTH' can be modified in 'Salary Edit Screen' 'AFTER the Calculation of Pay' and 'BEFORE the Salary is Paid'. **NOTE: ONCE ENTRIES EDITED & SAVED, DON'T 'CALCULATE PAY' (IN SALARY MASTER AND PAY CALCULATIONS) AGAIN, SINCE IT WILL RESTORE EARLIER VALUES. SIMPLY PAY THE SALARY. ONCE THE SALARY IS PAID, FURTHER CALCULATIONS ARE FREEZED.**
e. If the loan amount is more than the (grosspay-deductions), a msg is not given. Employer has to manually adjust the loan-due.
f. Before a person is relieved, verify whether there is any loan-due is outstanding.

12. About Increment: It can be defined in the 'Misc Details' tab of 'Employee Details'.

13. How to monitor all the activities of an Employee?

a. All the activities of the Employees can either by 'Appreciated' or 'Criticized'.
b. Appreciation needs 'Incentive' and Criticism' needs 'Penalty'.
c. If the Employer wants to appreciate or criticize 'without monetary benefit or loss', he may describe the nature of activity and enter the amount '0' in 'Status Report of Employee'.
d. This amount may be taken into consideration at the time of Pay calculation.

If the above points are acceptable to our Dr Clients, they will be delighted and immensely pleased to use our Pay Roll, Mini, software which is given free along with our 'Hospital Management Program Pro' LAN Version; we have created this product for you to enjoy! Else they can go for more sophisticated applications, that are available, in the open market, in various sizes, shapes and colors which may cost any where between Rs. 10,000 and Rs. 1,50,000. - 'Team Bala'