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# User Manual

**For**

HR, Payroll Module with GPF &  
CPF Module

Version 1.0

**Bundelkhand University, Jhansi**

**Submitted By :**

**Designed & Developed By:**



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## 1. Login Page

### Steps :

- Open <http://ums.bujhansi.org> in a browser in your computer.



*Image: Login Page*

- Type **User Name** and **Password** in Textboxes.
- Click **Login Button**, page will be navigated to **Dashboard**.

## 2. Dashboard

### Steps :

- Dashboard looks like this:-



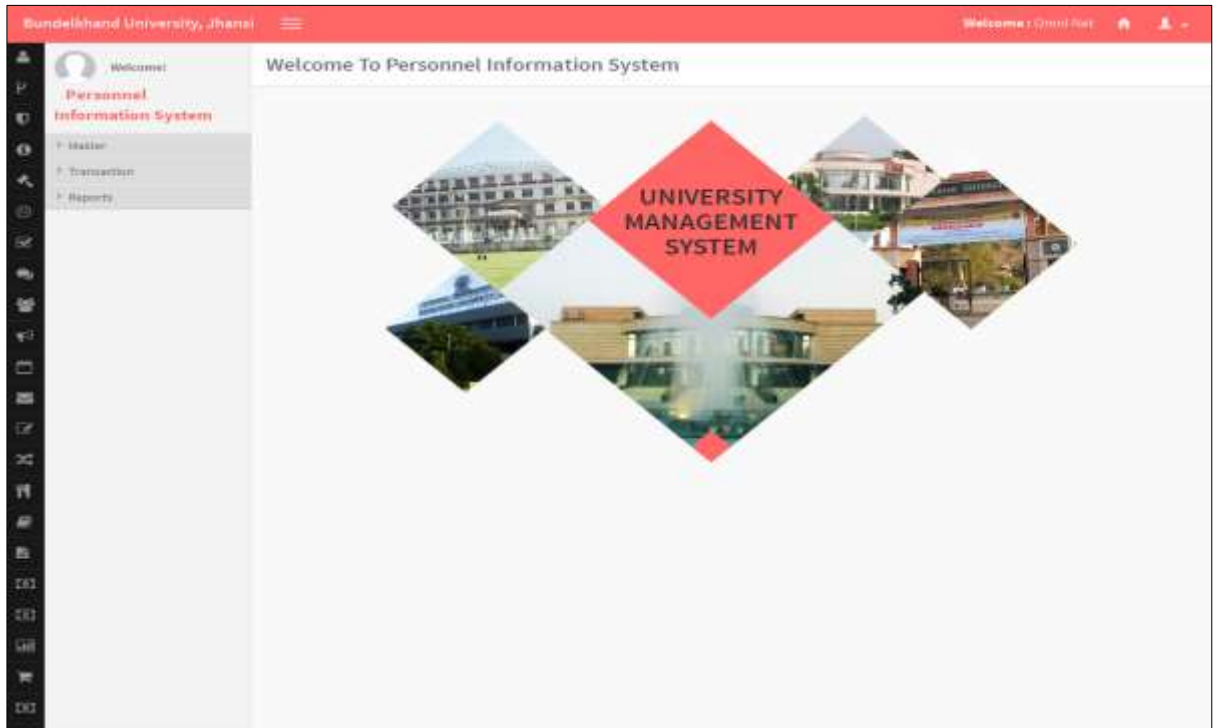
*Image: Dashboard*

- Click on **Personal Information System Tab**, page will be navigated to **Personal Information System Module**.

### 3. Welcome Page

**Steps :**

- **Welcome Page** looks like this :



## 4. Employee Basic Details

### Steps :

- Employee Basic Details Page looks like this:-

The screenshot displays the 'Employee Basic Details' page. At the top, there is a header with 'Bundelkhand University, Jhansi' and a user profile. A sidebar on the left contains navigation options like 'Personnel Information System', 'Master', 'Transaction', 'Assign HOD', and 'Reports'. The main content area shows a summary of employee details: Employee Name (OMNINET), Employee Code New (otpluser), Department (COMPUTER CENTER), and Designation (System Analyst). Below this, there are tabs for 'Employee Personnel Details', 'Employment Details', 'Resigning/Promotion Details', and 'Other Details'. The 'Basic Detail' tab is selected, showing a form with fields for First Name, Last Name, Date of Birth, Date of Retirement, Gender, Father's Name, Mother's Name, Marital Status, Spouse Name, Spouse Date of Birth, Religion, Blood Group, and Home State. There are also fields for Employee Photo, D.O.B Proof Certificate, and Employee Signature, each with 'Upload' and 'Add' buttons. At the bottom of the form, there are 'Save' and 'Reset' buttons. A callout bubble points to the 'Save' button with the text 'Fill all the fields and click on Save Button'. Another callout bubble points to the 'Reset' button with the text 'Click on Reset Button to reset the fields'.

- Fill the form and Click on the **Save Button**.

## 5. Employee Contact Details

### Steps :

- **Employee Contact Details Page looks like this:-**

The screenshot displays the 'Employee Contact Details' page. At the top, there's a header with 'Bundelkhand University, Jhansi' and a user profile. A sidebar on the left lists navigation options like 'Personnel Information System', 'Master', 'Transaction', 'Assign HOD', and 'Reports'. The main content area is titled 'Employee Basic Details' and contains a form with the following fields: Employee Name (OMBINET), Employee Code (New) (otglosee), Father's Name, Department (COMPUTER CENTER), and Designation (System Analyst). Below this is a tabbed interface with 'Employee Personal Details', 'Employee Contact Details', 'Relieving/Promotion Details', and 'Other Details'. The 'Employee Contact Details' tab is selected, showing sub-sections: 'Contact Detail' with fields for 'Contact No.' (0524130300) and 'Email' (BUU\_otp@buu.com); 'Present Address' with dropdowns for 'State' (UTTAR PRADESH) and 'District' (Kaimganj), and a text field for 'Address'; and 'Permanent Address [ Same As Above ]' with dropdowns for 'State' (UTTAR PRADESH) and 'District' (LUCKNOW), and a text field for 'Address' (28 Warimganj). At the bottom of the form are two green buttons: 'Save' and 'Reset'. Callouts point to these buttons and the 'Contact Detail' section.

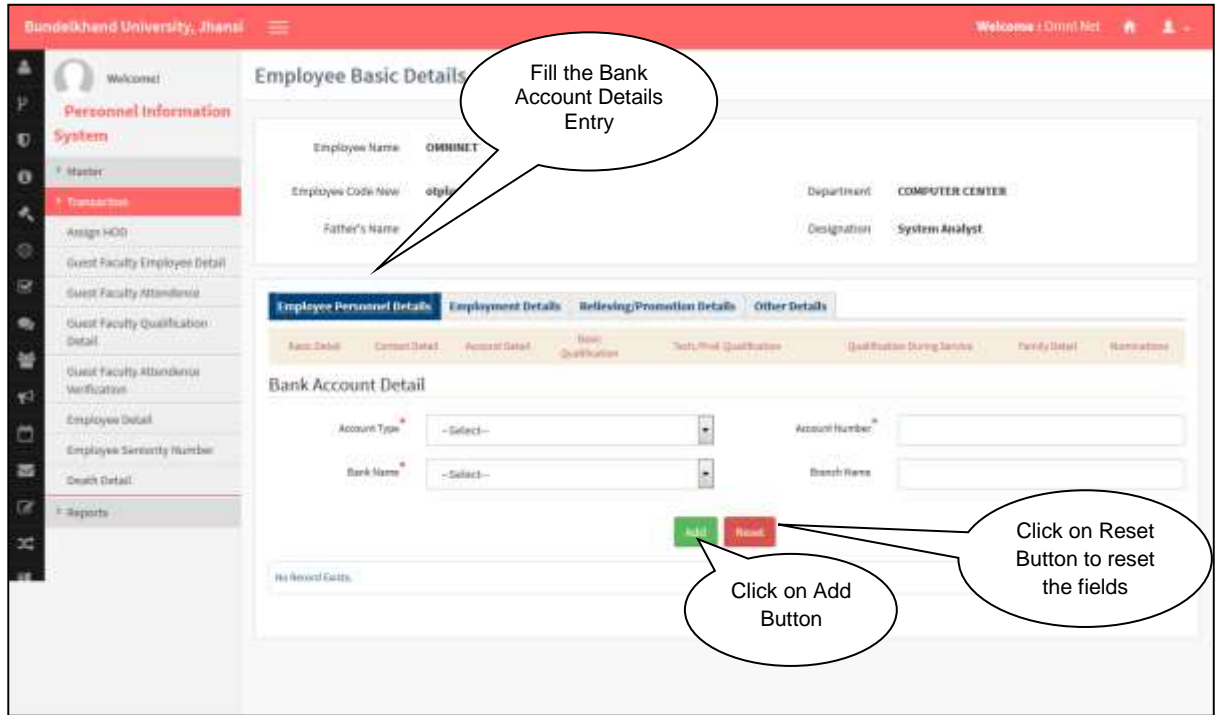
- **Fill the form and Click on the **Save Button**.**



## 6. Bank Account Details

### Steps :

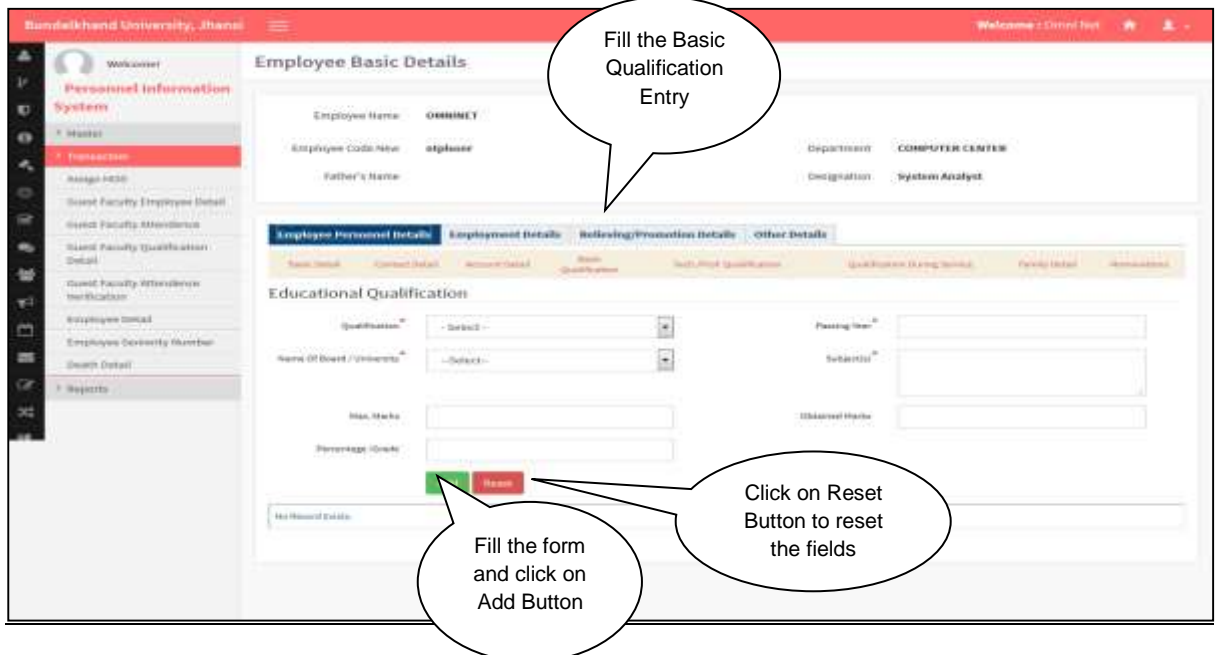
- **Bank Account Details Page** looks like this:-



## 7. Basic Qualification

### Steps:-

- **Basic Qualification Page** looks like this:-

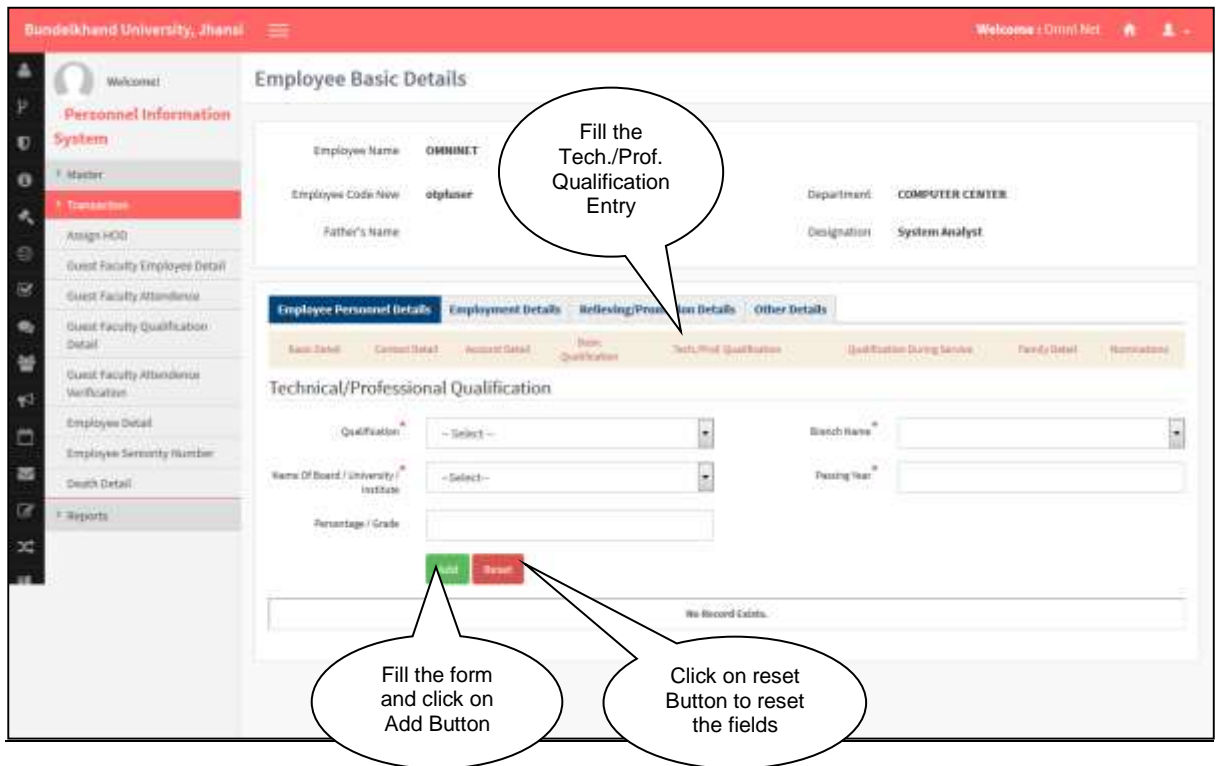


- Fill the form and Click on the **Add Button**. Details will be listed in the Grid.

## 8. Technical/Professional Qualification

### Steps:-

- **Technical/Professional Qualification Page looks like this:-**

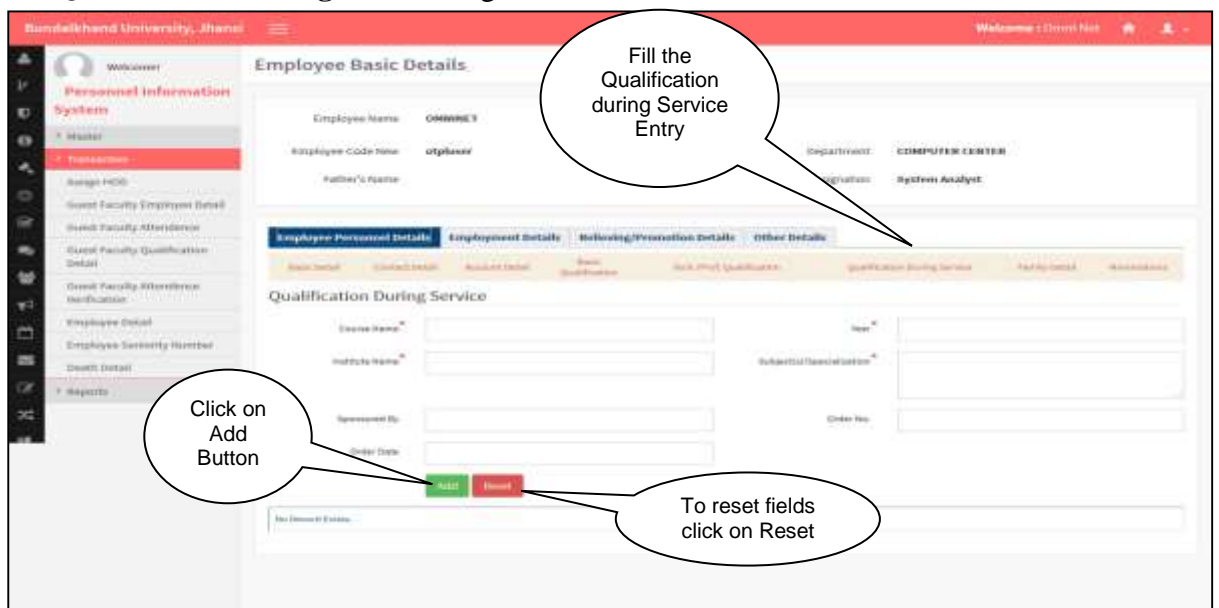


- Fill the form and click on the **Add Button**.

## 9. Qualification during Service

### Steps :

- **Qualification during Service Page looks like this :**

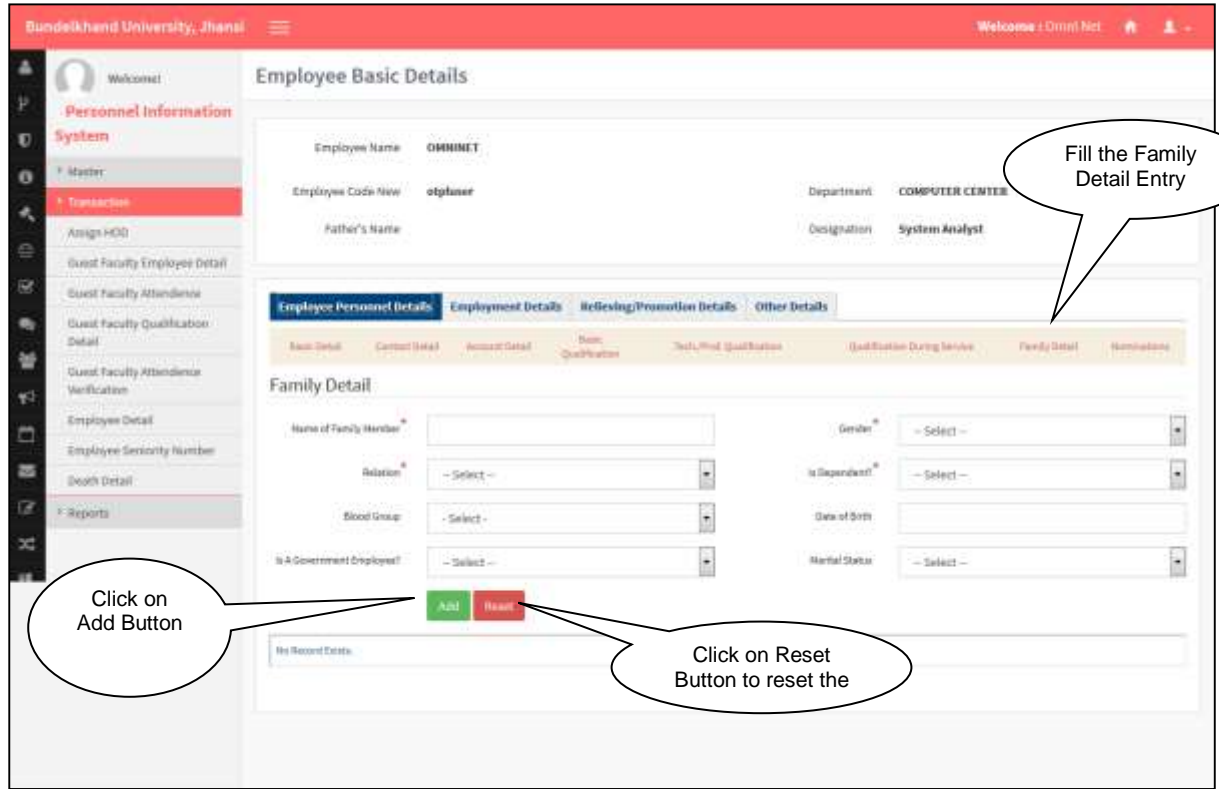


- Fill the entries under **Qualification during Service** and then click on **Add button**.

## 10. Family Detail

### Steps :

- Family **Detail Page** looks like this:-

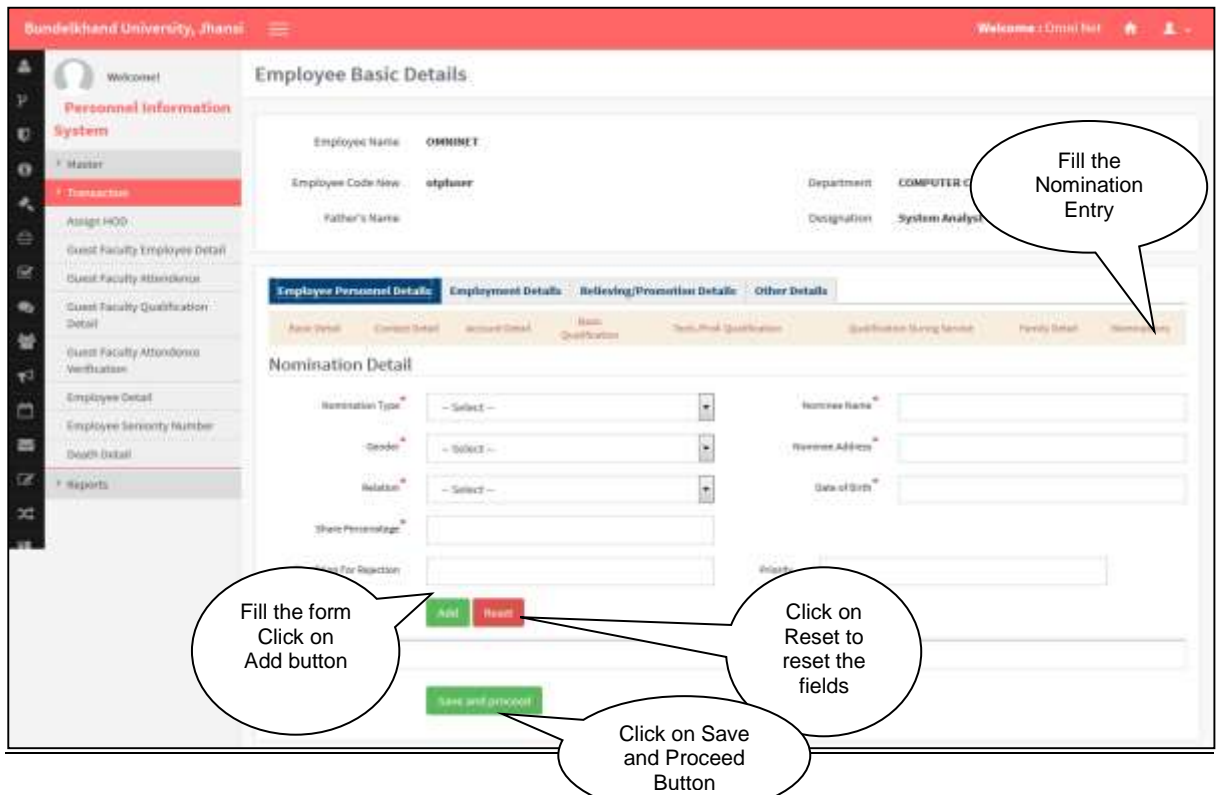


- Fill the entries under **Family Detail Tab** and click on **Add Button**.

## 11. Nomination Detail

### Steps :

- **Nomination Detail Page** looks like this:-

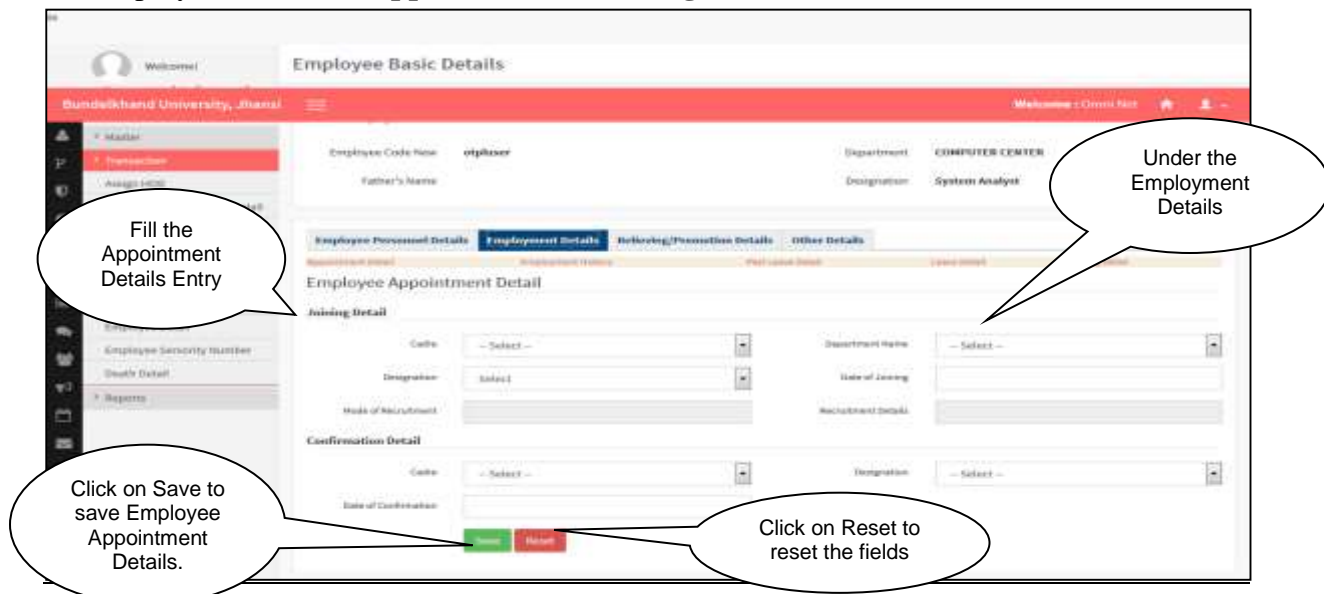


- Fill the form and click on **Add Button** and then click on **Save and Proceed**.

## 12. Employment Details/Appointment Detail

### Steps :

- **Employment Details/Appointment Detail Page** looks like this:-

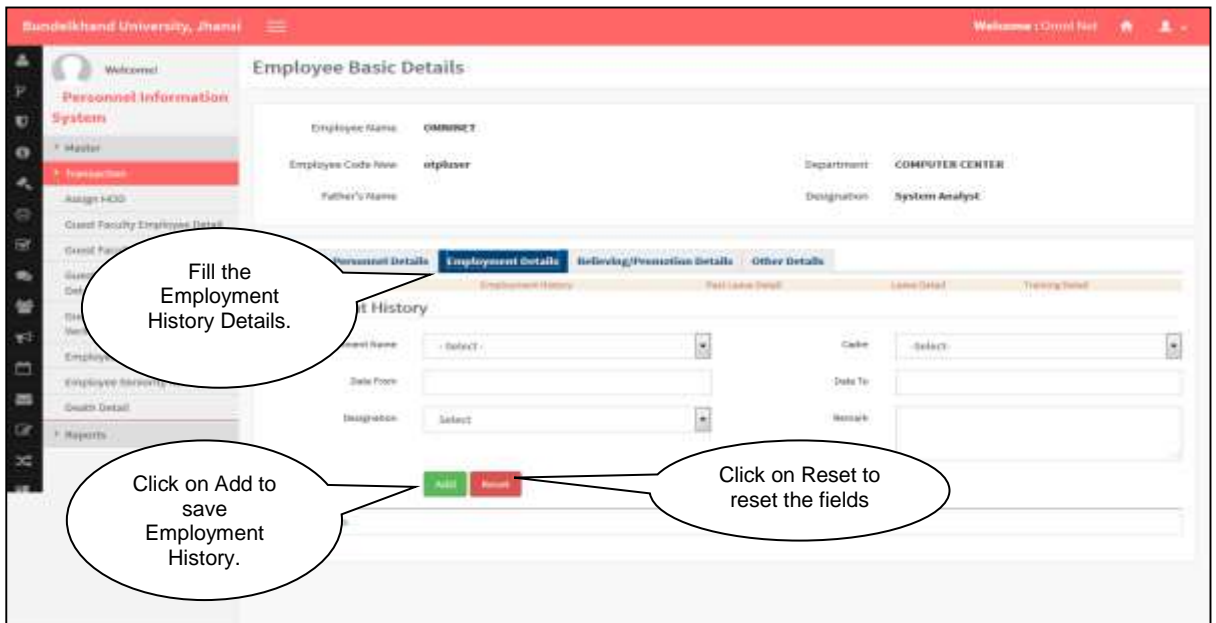


- After updating the entries click on **Update Button**.

### 13. Employment Details/Employment History

#### Steps :

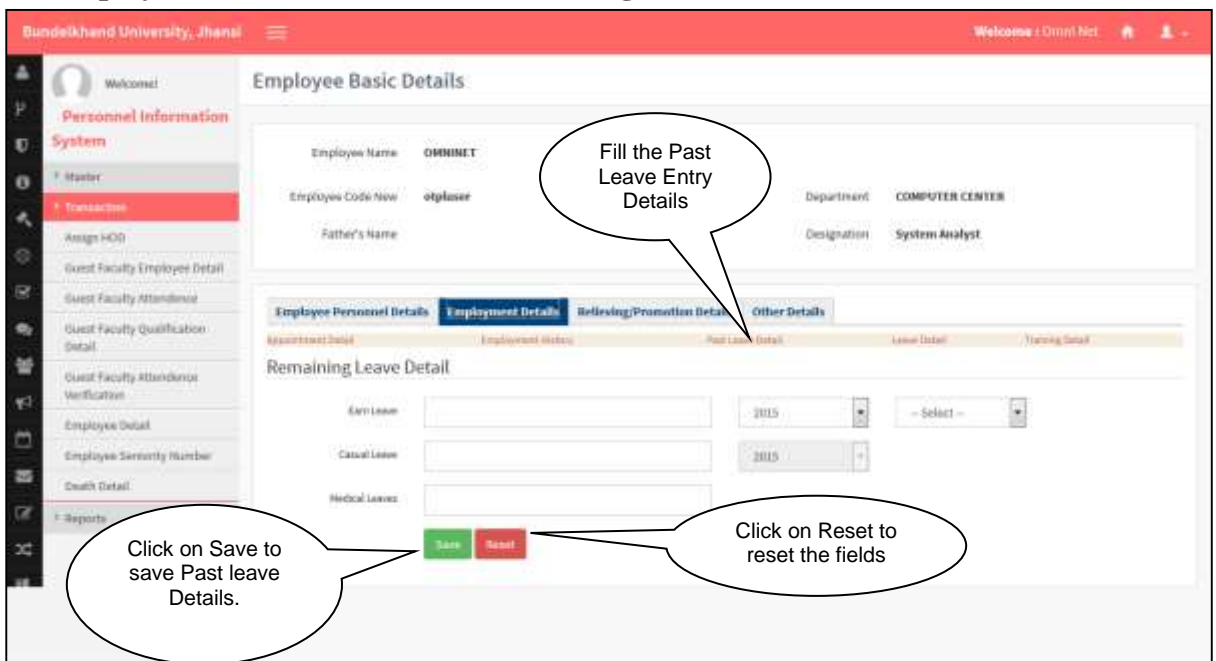
- **Employment Details/Employment History Page** looks like this :



### 14. Employment Details/Past Leave Detail

#### Steps :

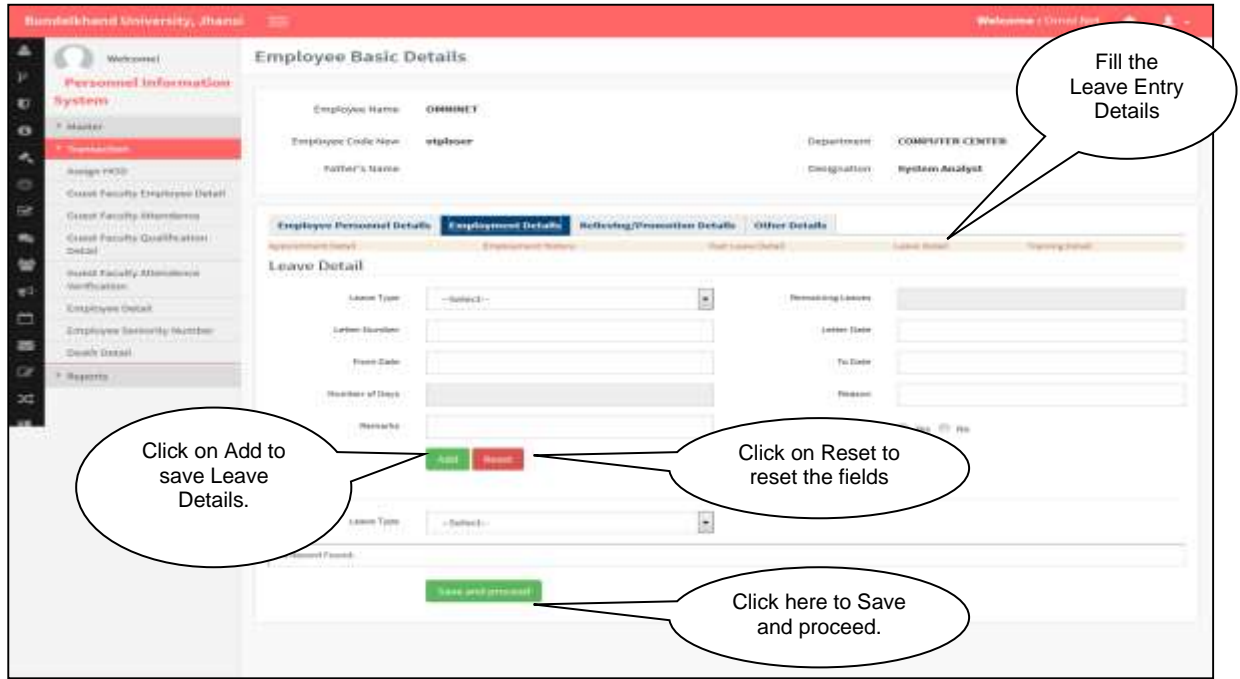
- **Employment Details/Past Leave Detail Page** looks like this :



## 15. Employment Details/Leave Detail

### Steps :

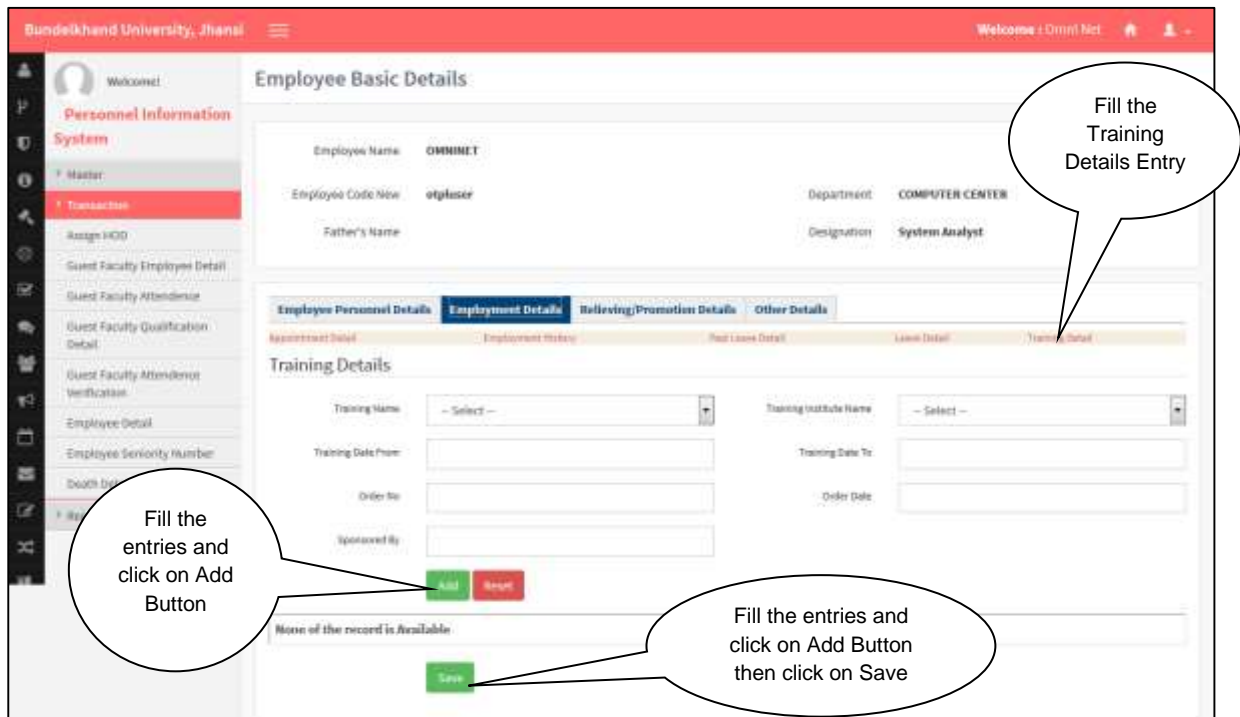
- Employment Details/Leave Detail Page looks like this :



## 16. Employment Details/Training Detail

### Steps :

- Employment Details/Training Detail Page looks like this :





- Fill the entries and click on **Add Button** and then click on **Save Button**.

## 17. Employment Details/Relieving/Promotion Details Deputation

### Steps :

- **Deputation Page** looks like this :

The screenshot shows the 'Employee Deputation Detail' form. The form is divided into sections: 'Employee Basic Details' (Employee Name: OMNINET, Employee Code No: 016508, Department: COMPUTER CENTER, Designation: System Analyst), 'Employee Personal Details', 'Employment Details', and 'Relieving/Promotion Details'. The 'Relieving/Promotion Details' section is active, showing 'Employee Deputation Detail' with fields for 'By Name', 'Accounts', 'Name of Post', 'Date To', and 'Reference Letter Date'. There are 'Add' and 'Save' buttons at the bottom. Callout boxes provide instructions: 'Fill the Deputation Entry' points to the 'By Name' field, 'Fill the entries and click on Add Button' points to the 'Add' button, and 'Fill the entries and click on Add Button then click on Save' points to the 'Save' button.

## 18. Employee Promotion

### Steps :

- **Employee Promotion Page** looks like this :

The screenshot shows the 'Employee Promotion' page. The 'Employee Basic Details' section includes fields for Employee Name (OMNINET), Employee Code New (otplazer), and Father's Name. The 'Employee Promotion' section has fields for Code (dropdown), Letter No., Date of Promotion, Date of Confirmation, Designation (dropdown), and Letter Date. There are 'Save' and 'Reset' buttons at the bottom. Callouts point to the 'Save' button and the 'Add' button area.

## 19. Employee Current Designation

### Steps :

- **Employee Current Designation Page** looks like this :

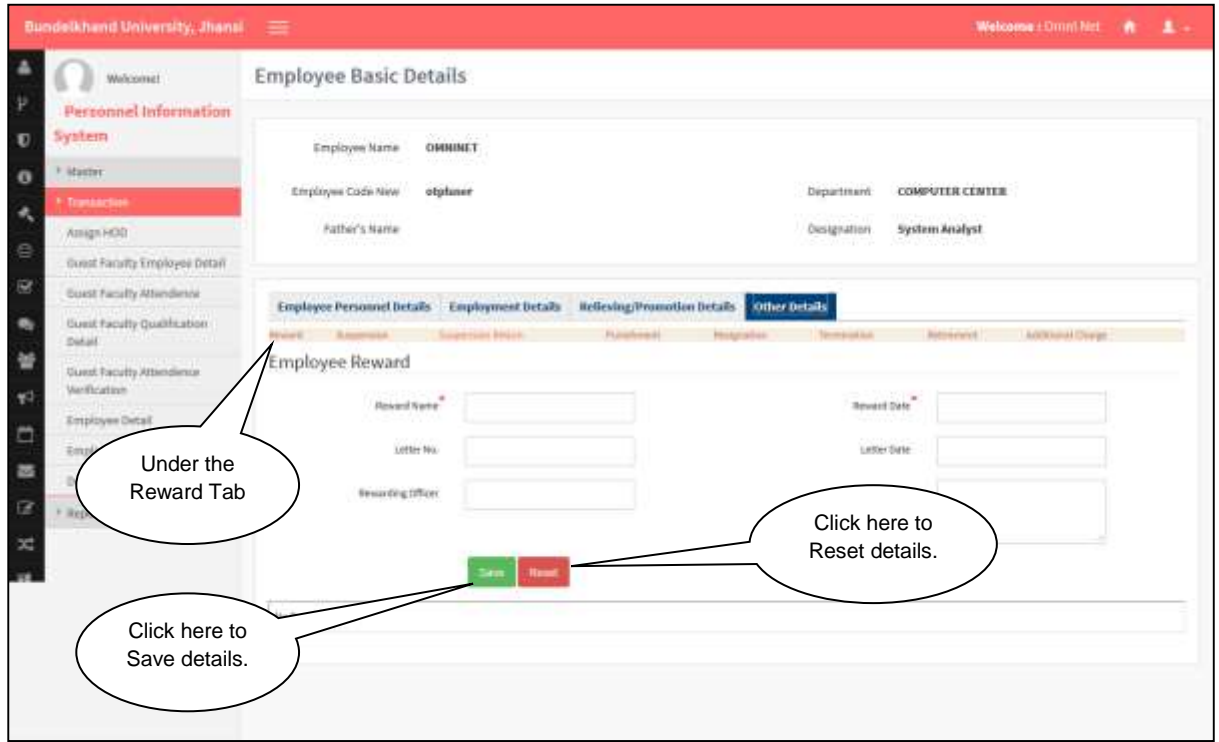
The screenshot shows the 'Employee Current Designation' page. The 'Employee Basic Details' section is visible at the top. The 'Employee Current Designation' section has fields for Current Department (dropdown), Current Designation (dropdown), Current Code (dropdown), and Date. There is an 'Update' button. A callout points to the 'Update' button, and another points to the 'Current Designation' dropdown.



## 20. Employee Reward

### Steps:-

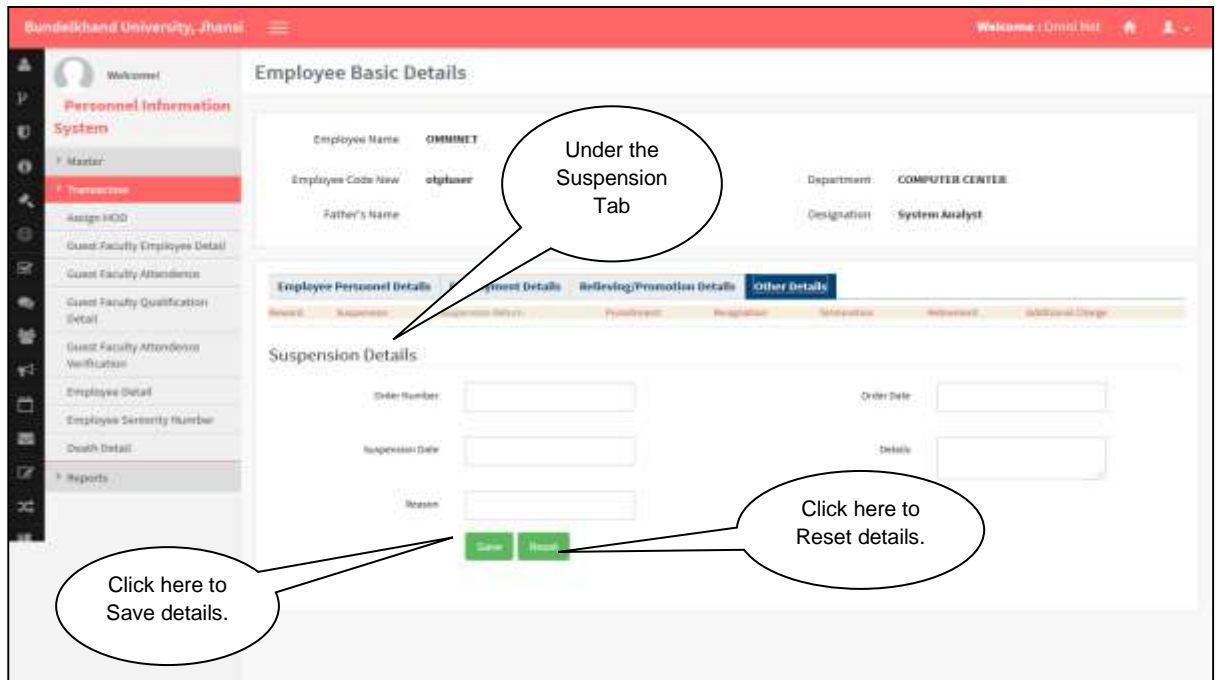
- Employee Reward Page looks like this:-



## 21. Employee Suspension

### Steps:-

- Employee Suspension Page looks like this:-



## 22. Punishment

### Steps :

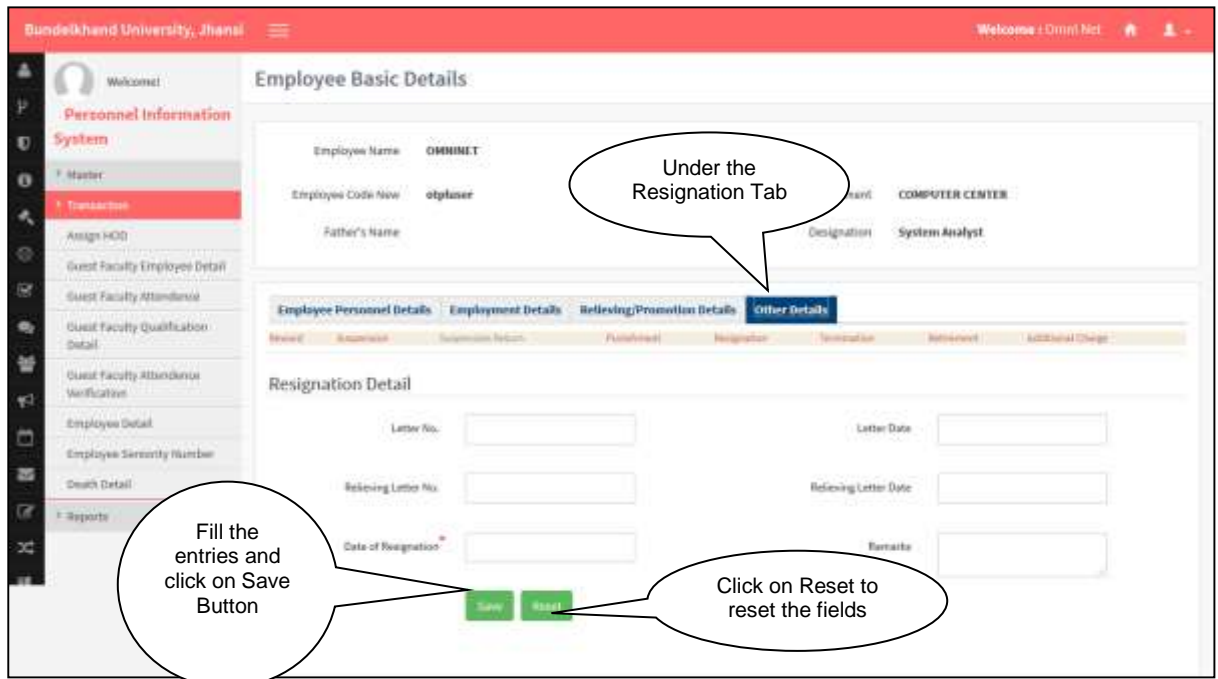
- **Punishment Page** looks like this :



## 23. Resignation

### Steps :

- **Resignation Page** looks like this :

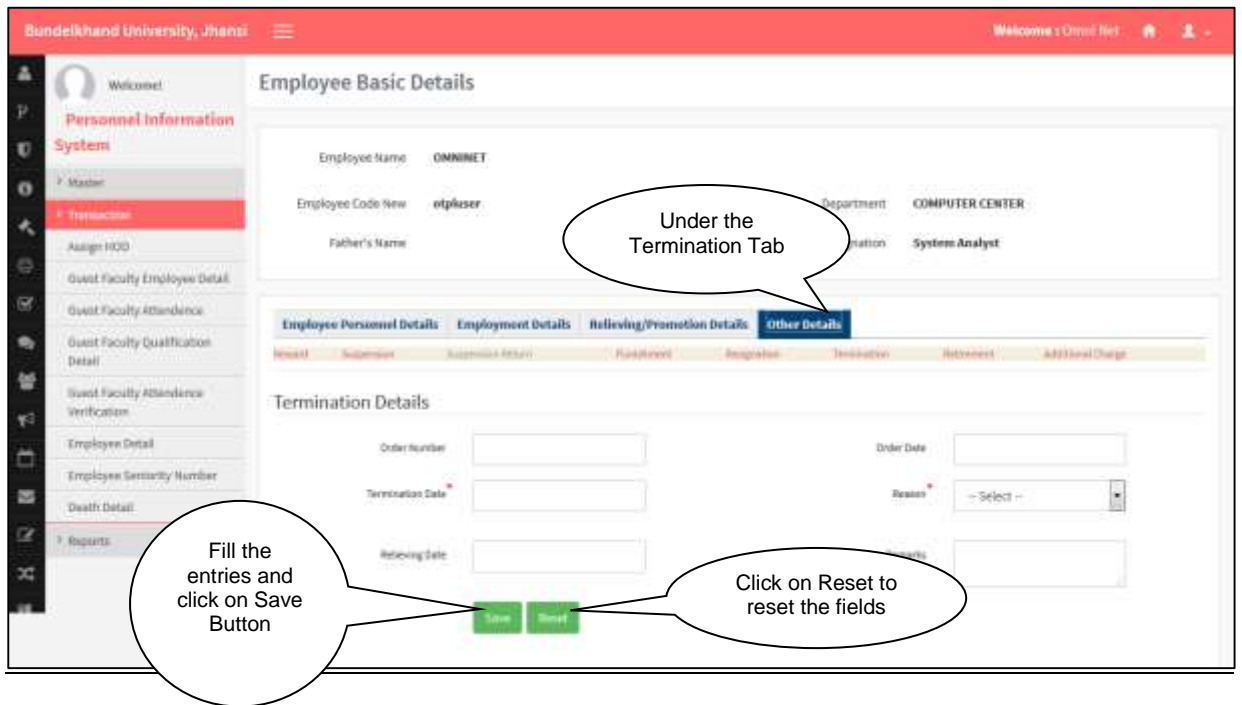


- **Fill the entries and click on Save Button.**

## 24. Termination

### Steps :

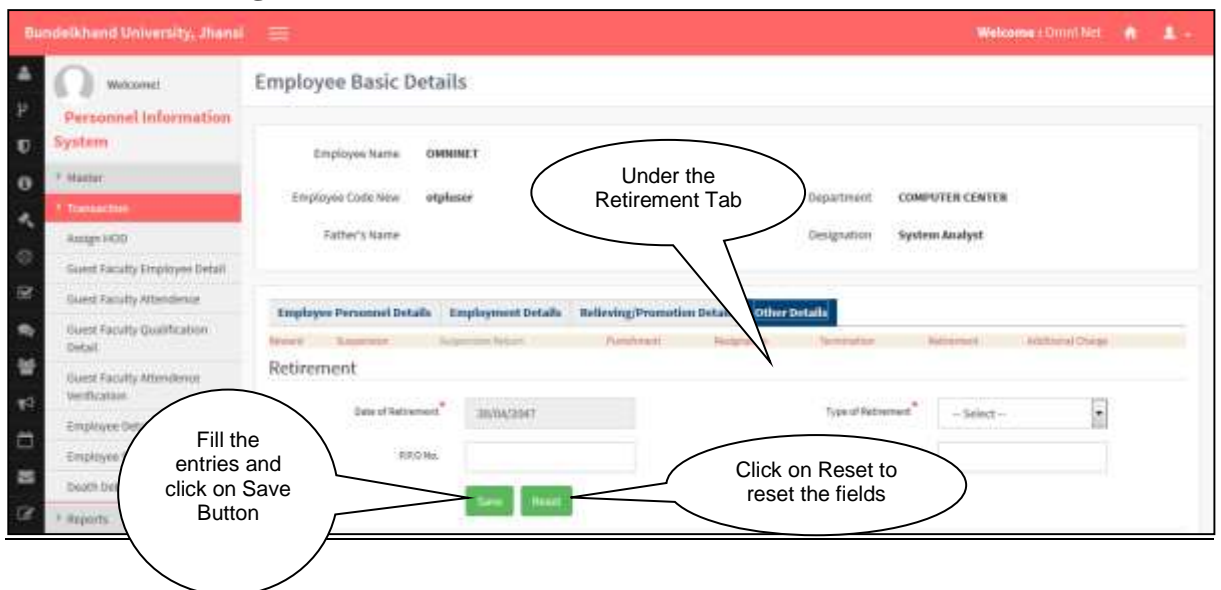
- Termination Page looks like this :



## 25. Retirement

### Steps :

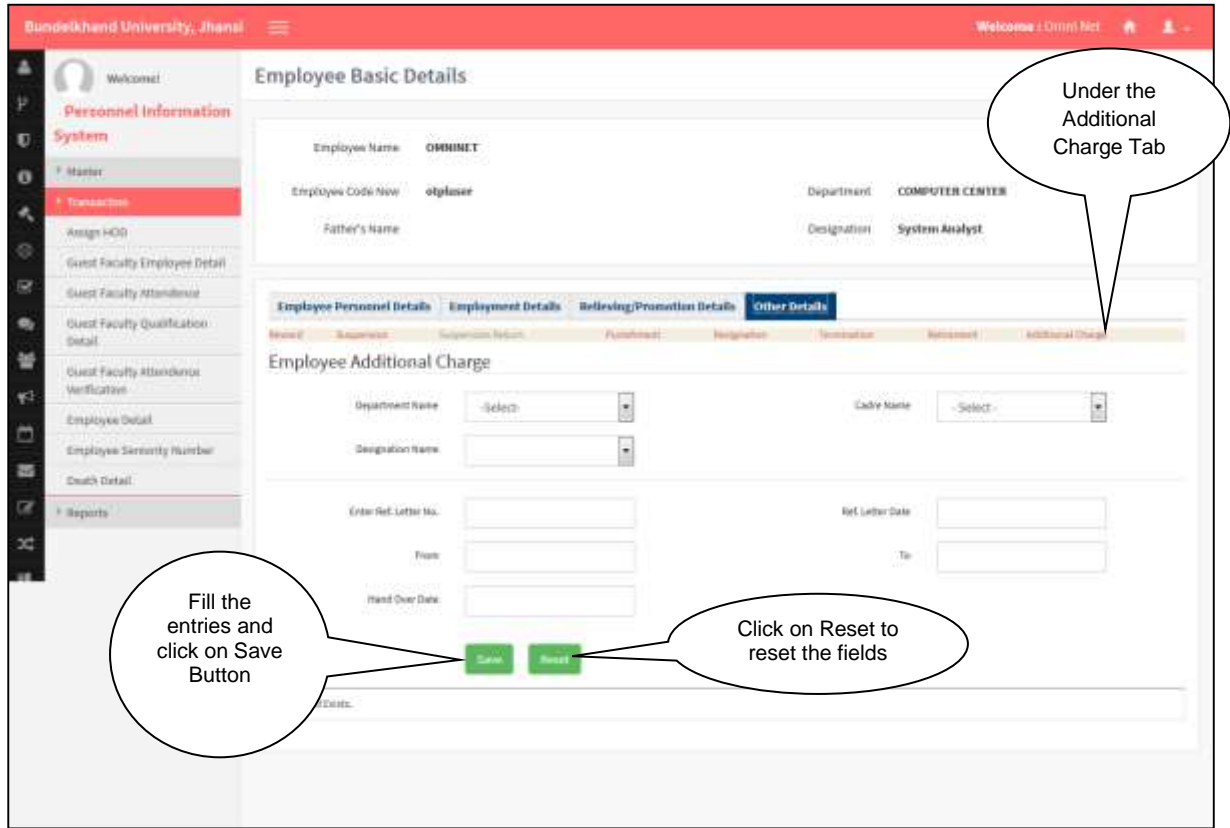
- Retirement Page looks like this :



## 26. Additional Charge

### Steps :

- **Additional Charge Page** looks like this :



## 27. Board / University Master

### Steps :

- **Board / University Master Page** looks like this :

The screenshot shows the 'Board / University Master' page in a web application. The page has a sidebar on the left with a navigation menu. The main content area contains a form at the top with 'Board / University' and 'Type' fields, and a table below. The table has columns for 'Sl. No.', 'Qualification Type', and 'Board / University Name'. Each row in the table has a green 'Save' button, a red 'Reset' button, a green 'Edit' button, and a red 'Delete' button. Callouts with speech bubbles point to these buttons and provide instructions: 'Fill the entries and click on Save Button' points to the Save button; 'Click on Reset to reset the fields' points to the Reset button; 'Click on Edit Button to edit the entries' points to the Edit button; and 'Click on Delete Button to delete the particular record.' points to the Delete button. The table contains 20 rows of data, including entries for 'Jawahar University', 'Bundelkhand University', 'C.S.J.M. University Kanpur', 'CBSE', 'DDU Gorakhpur (University)', 'Delhi Board', 'ICSE', 'ISC', 'Jawahar University', 'Lucknow University', 'H.P. Board', 'N.S. Board of Secondary N.S.', 'Rajesh University', 'NIDA DEJH', 'Tamil Nadu', 'UP Board', and 'BHU Varanasi'.

Sl. No.	Qualification Type	Board / University Name	Save	Reset	Edit	Delete
1	Basic / Educational Qualification	Jawahar university	✓	✗	✗	✗
2	Basic / Educational Qualification	Bundelkhand university	✓	✗	✗	✗
3	Basic / Educational Qualification	C.S.J.M. University Kanpur	✓	✗	✗	✗
4	Basic / Educational Qualification	CBSE	✓	✗	✗	✗
5	Basic / Educational Qualification	DDU Gorakhpur (University)	✓	✗	✗	✗
6	Basic / Educational Qualification	Delhi Board	✓	✗	✗	✗
7	Basic / Educational Qualification	ICSE	✓	✗	✗	✗
8	Basic / Educational Qualification	ISC	✓	✗	✗	✗
9	Basic / Educational Qualification	Jawahar University	✓	✗	✗	✗
10	Basic / Educational Qualification	Lucknow University	✓	✗	✗	✗
11	Basic / Educational Qualification	H.P. Board	✓	✗	✗	✗
12	Basic / Educational Qualification	N.S. Board of Secondary N.S.	✓	✗	✗	✗
13	Basic / Educational Qualification	Rajesh University	✓	✗	✗	✗
14	Basic / Educational Qualification	NIDA DEJH	✓	✗	✗	✗
15	Basic / Educational Qualification	Tamil Nadu	✓	✗	✗	✗
16	Basic / Educational Qualification	UP Board	✓	✗	✗	✗
17	Tech. / Prof. Qualification	BHU Varanasi	✓	✗	✗	✗
18	Tech. / Prof. Qualification		✓	✗	✗	✗
19	Tech. / Prof. Qualification		✓	✗	✗	✗
20	Tech. / Prof. Qualification		✓	✗	✗	✗

- Fill the entries and click on **Save Button**.

## 28. Educational Qualification Master

### Steps:-

- Educational Qualification Master Page looks like this:-

Fill the entries and click on Save Button

Click on Reset to reset the fields

Click on Edit Button to edit the entries

Click on Delete Button to delete the particular record.

Sr.No.	Educational Qualification Name		
1	BA	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
2	BA	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
3	B.COM	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
4	B.SC	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
5	B.TECH	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
6	HIGH SCHOOL	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
7	INTERMEDIATE	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
8	N.A.	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
9	M.COM	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
10	M.B.A.	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
11	PH.D.	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

- Fill the entries and click on **Save Button**.

## 29. Technical / Professional Qualification Master

### Steps :

- Technical / Professional Qualification Master Page looks like this :

Fill the entries and click on Save Button

Click on Reset to Reset the fields

Click on Edit Button to edit the entries

Sr.No.	Technical Qualification		
1	B.C.	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
2	B.E.	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
3	B.Tech.	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
4	B.A.	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
5	B.ed	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
6	BBA&CT	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
7	certificate in computer hardware and networking	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

- Fill the entries and click on **Save Button**.

### 30. Religion Master

#### Steps :

- Religion Master Page looks like this :

The screenshot shows the Religion Master page in a web application. The page has a red header with the university name and a navigation sidebar on the left. The main content area contains a form for adding a new religion with a 'Name of Religion' field and 'Save' and 'Reset' buttons. Below the form is a table with columns for S.No., Religion Name, and action buttons (Edit and Delete). Callouts point to these buttons with instructions: 'Fill the entries and click on Save Button' points to the Save button; 'Click on Reset to reset the fields' points to the Reset button; 'Click on Edit Button to edit the entries' points to the Edit button in the table; and 'Click on Delete Button to delete the particular record.' points to the Delete button in the table.

S.No.	Religion Name		
1	Christian		
2	Hindu		
3	Hindu		
4	Jain		
5	Muslim		

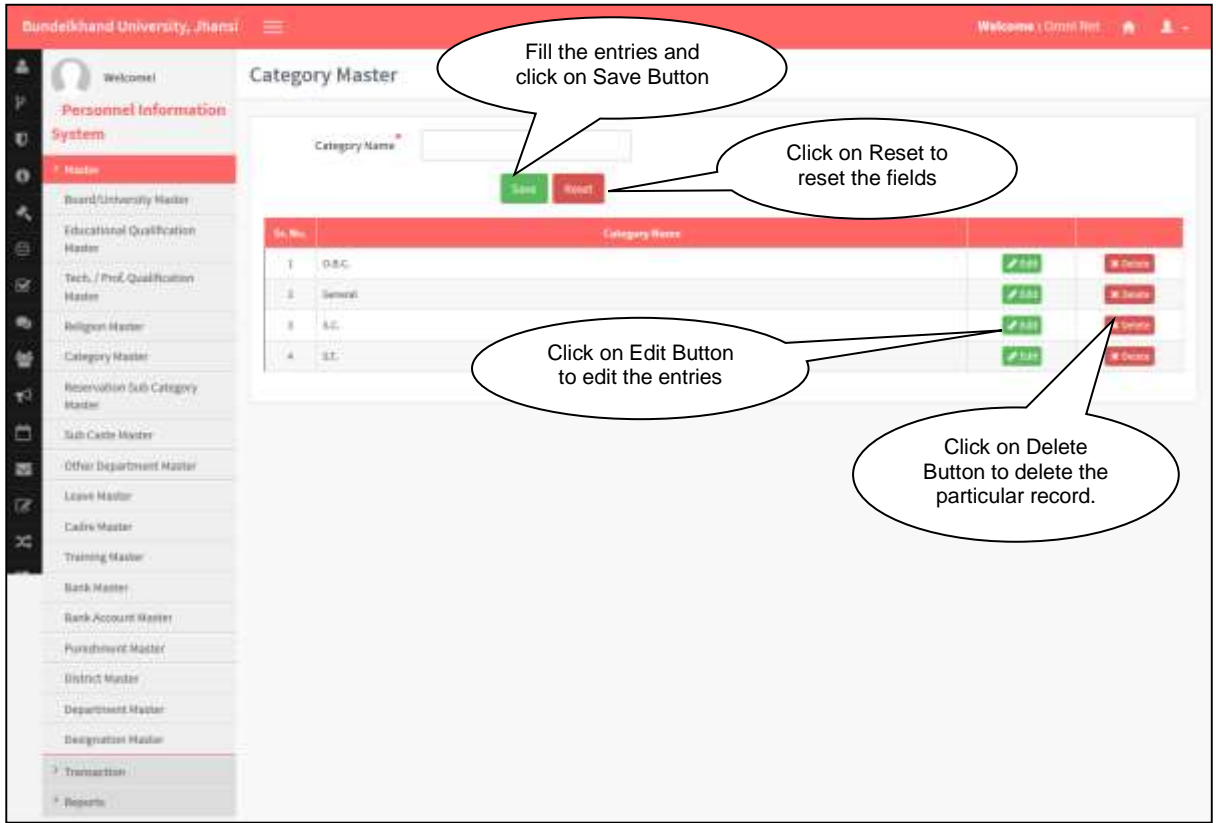
- Fill the entries and click on **Save Button**.



### 31. Category Master

#### Steps :

- **Category Master Page** looks like this :



- Fill the entries and click on **Save Button**.



## 32. Reservation Sub Category Master

### Steps :

- **Reservation Sub Category Master Page** looks like this :

The screenshot shows the 'Reservation Sub Category Master' page. It features a sidebar with navigation options, a main form area with a 'Reservation Sub Category' input field, and a table of existing records. Callouts point to the 'Save' and 'Reset' buttons, and the 'Edit' and 'Delete' buttons in the table.

Sr. No.	Category	Status	Action
1	Physically Handicapped	✓	Edit
2	Headless Fighter	✓	Delete
3	Ex-Army Man	✓	Delete
4	Test	✓	Delete

- Fill the entries and click on **Save Button**.

## 33. Sub Caste Master

### Steps :

- **Sub Caste Master Page** looks like this :

The screenshot shows the 'Sub Caste Master' page. It features a sidebar with navigation options, a main form area with a 'Category' dropdown and 'Save'/'Reset' buttons, and a table of existing records. Callouts point to the 'Save' and 'Reset' buttons, and the 'Edit' and 'Delete' buttons in the table.

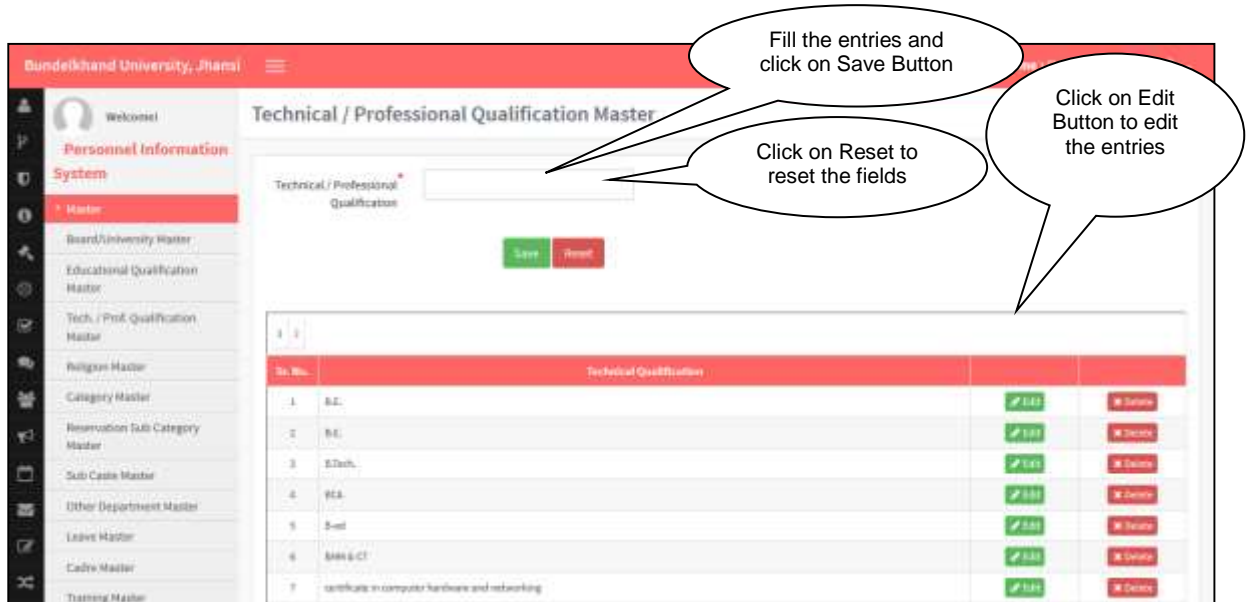
Sr. No.	Category Name	Sub Caste Name	Status	Action
1	General	Guja	✓	Delete
2	General	MAA	✓	Delete
3	General	SPIN	✓	Delete
4	General	Shivdas	✓	Delete
5	Test nomum	Test	✓	Delete
6	Test Category		✓	Delete
7	General		✓	Delete
8	O.S.C.	WDR	✓	Delete

- Fill the entries and click on **Save Button**.

## 34. Technical / Professional Qualification Master

### Steps :

- **Technical / Professional Qualification Master Page** looks like this :

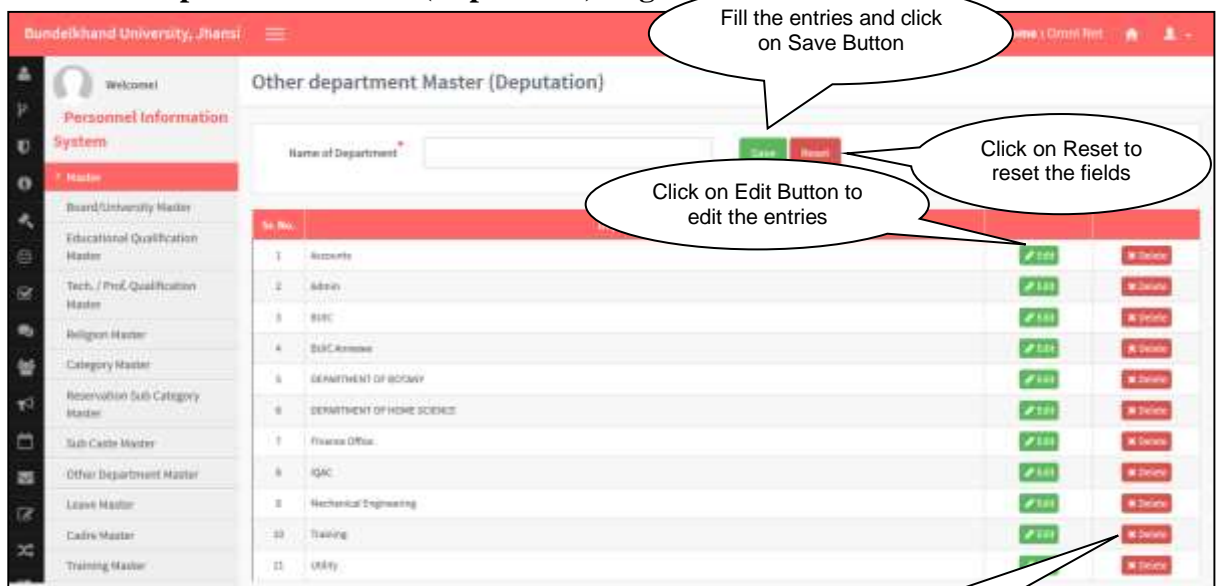


- Fill the entries and click on **Save Button**.

## 35. Other Department Master (Deputation)

### Steps :

- **Other Department Master (Deputation) Page**



- Fill the entries and click on **Save Button**.

Click on Delete Button to delete the particular record.

## 36. Leave Master

### Steps :

- **Leave Master Page** looks like this :

The screenshot displays the 'Leave Master' interface. On the left is a navigation menu with 'Personnel Information System' and 'Master' selected. The main area contains a form with fields for 'Name of Leave', 'No. of Days', 'Type of Leave', 'Carry Forward', 'Maximum Leave In Service Period', and 'No. of Leave of First Three Year', 'No. of Leave after Three Year', 'No. of Leave of First Half Year', and 'No. of Leave of Second Half Year'. Below the form are 'Save' and 'Reset' buttons. At the bottom is a table with columns: 'Sl.No.', 'Leave Master', 'No. of Days', 'Type of Leave', 'Carry Forward', 'Edit', and 'Delete'.

Sl.No.	Leave Master	No. of Days	Type of Leave	Carry Forward	Edit	Delete
1	CASUAL LEAVE	14	Yearly	No		
2	Earned Leave	30	Whole Service	No		
3	Maternity Leave	180	Whole Service	No		
4	Special Casual Leave	10				

- Fill the entries and click on **Save Button**.

### 37. Cadre Master

#### Steps :

- **Cadre Master Page** looks like this :

The screenshot shows the 'Cadre Master' page in the 'Personnel Information System'. It features a sidebar with navigation options and a main form with fields for 'Cadre Code' and 'Name of Cadre'. Below the form is a table with columns for 'Sl. No.', 'Name', and 'Cadre Code'. The table contains two rows of data. Callouts point to the 'Save' and 'Reset' buttons above the table, and to the 'Edit' and 'Delete' buttons in the table's action column.

Fill the entries and click on Save Button

Click on Reset to reset the fields

Click on Edit Button to edit the entries

Click on Delete Button to delete the particular record.

- Fill the entries and click on **Save Button**.

### 38. Training Master

#### Steps :

- **Training Master Page** looks like this :

The screenshot shows the 'Training Master' page in the 'Personnel Information System'. It features a sidebar with navigation options and a main form with fields for 'Name of Training Type' and 'Training Description'. Below the form is a table with columns for 'Sl. No.', 'Name of Training Type', and 'Status of Training Type'. The table contains four rows of data. Callouts point to the 'Save' and 'Reset' buttons above the table, and to the 'Edit' and 'Delete' buttons in the table's action column.

Fill the entries and click on Save Button

Click on Reset to reset the fields

Click on Edit Button to edit the entries

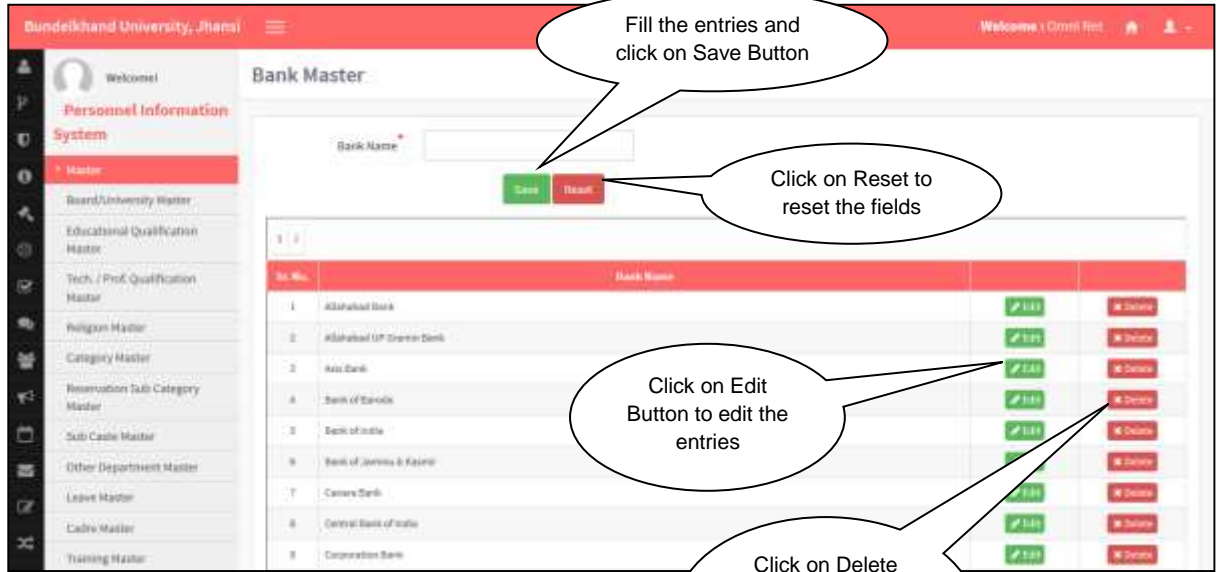
Click on Delete Button to delete the particular record.

- Fill the entries and click on **Save Button**.

### 39. Bank Master

#### Steps :

- **Bank Master Page** looks like this :

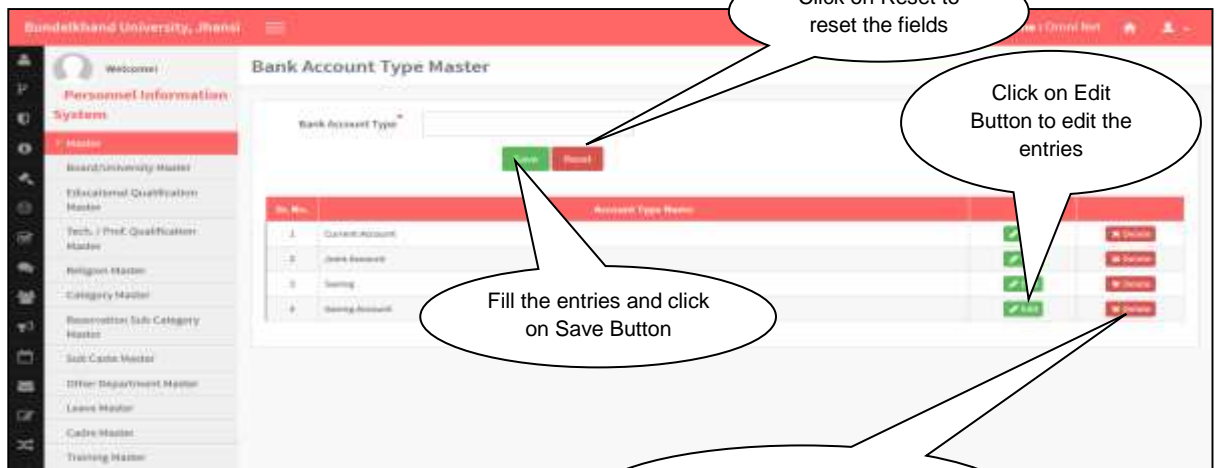


- Fill the entries and click on **Save Button**.

### 40. Bank Account Type Master

#### Steps :

- **Bank Account Type Master Page** looks like this :

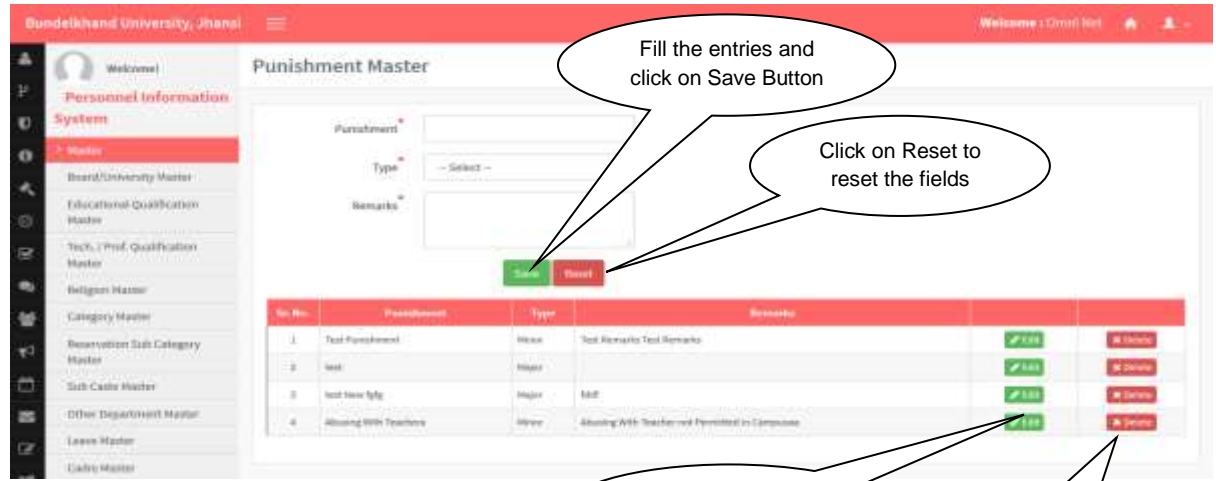


- Fill the entries and click on **Save Button**.

## 41. Punishment Master

### Steps :

- **Punishment Master Page** looks like this :

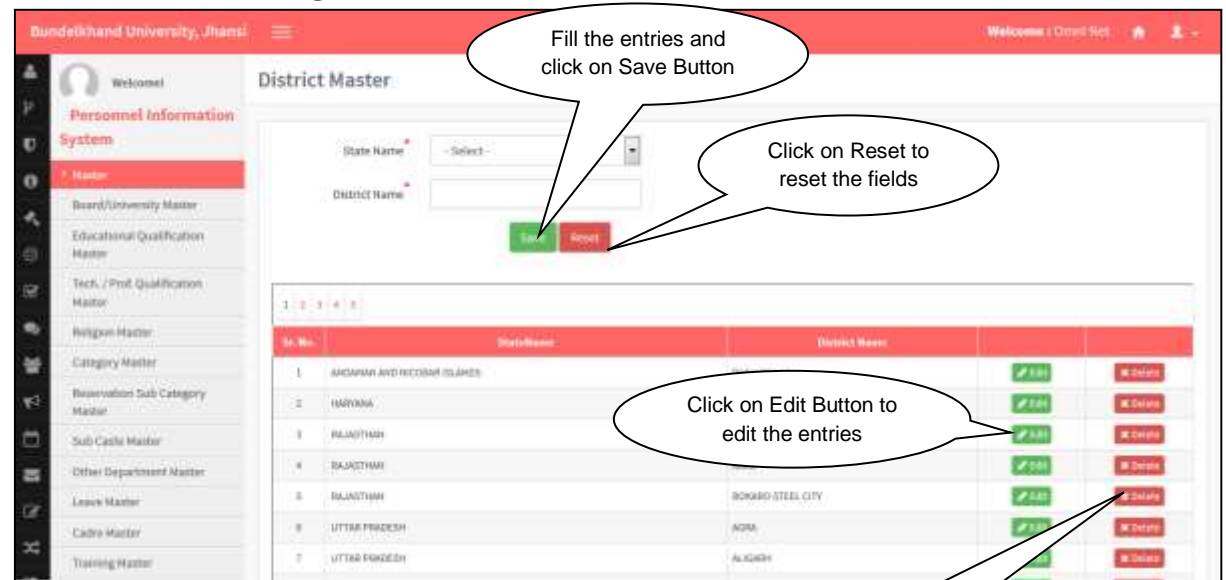


- Fill the entries and click on **Save Button**.

## 42. District Master

### Steps :

- **District Master Page** looks like this :



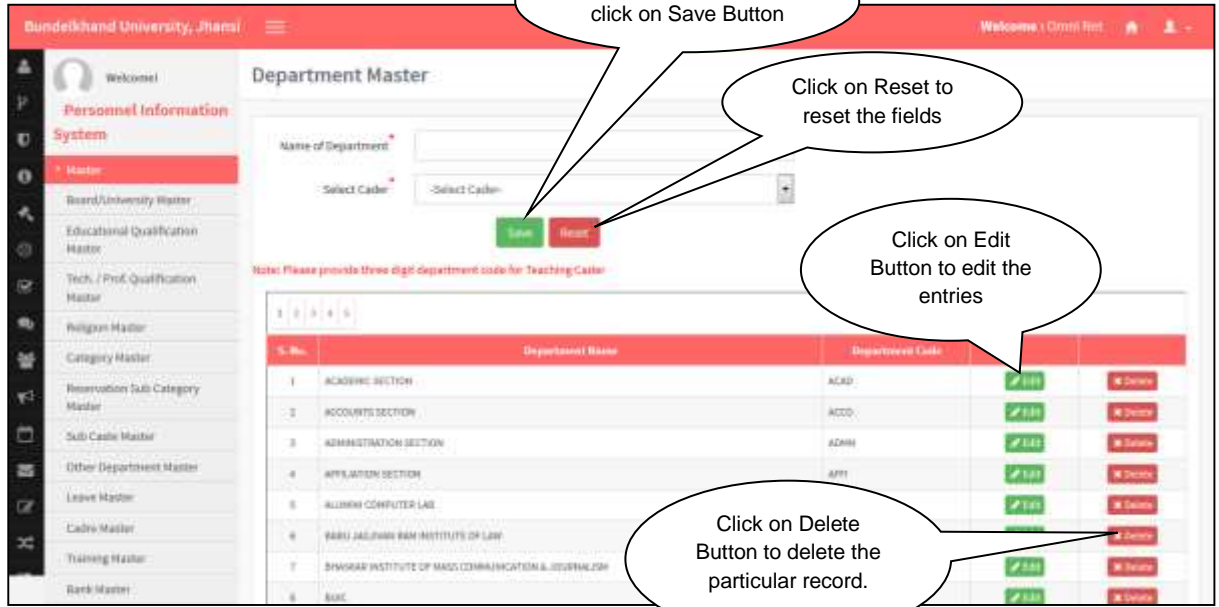
- Fill the entries and click on **Save Button**.



### 43. Department Master

#### Steps :

- Department Master Page looks like

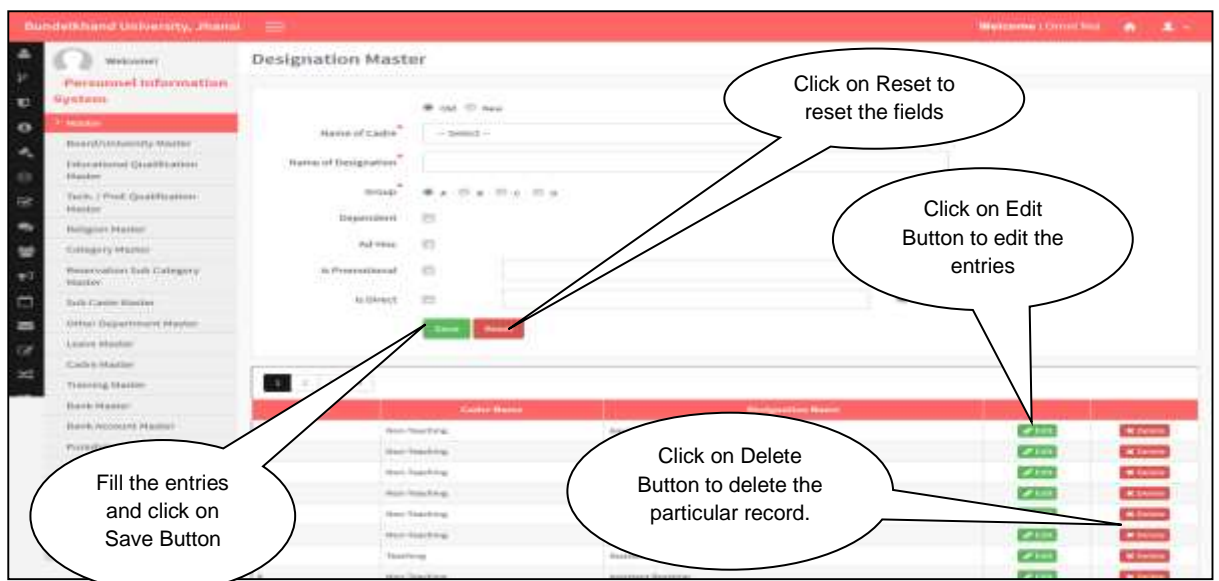


- Fill the entries and click on **Save Button**.

### 44. Designation Master

#### Steps :

- Department Master Page looks like this :

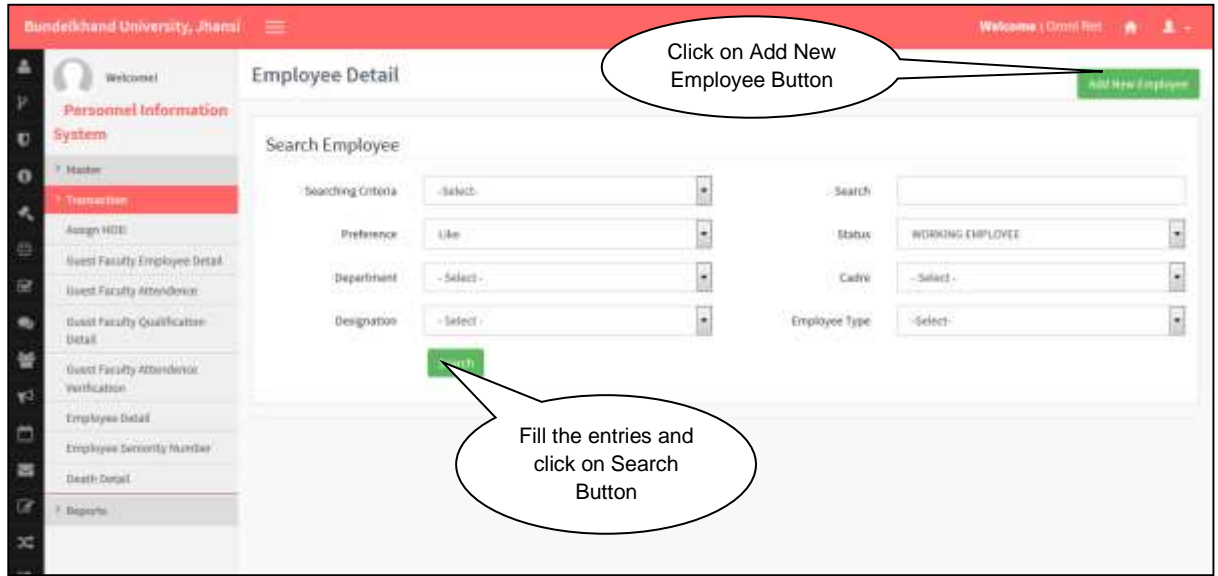


- Fill the entries and click on **Save Button**.

## 45. Employee Detail

### Steps :

- **Employee Detail Page** looks like this :

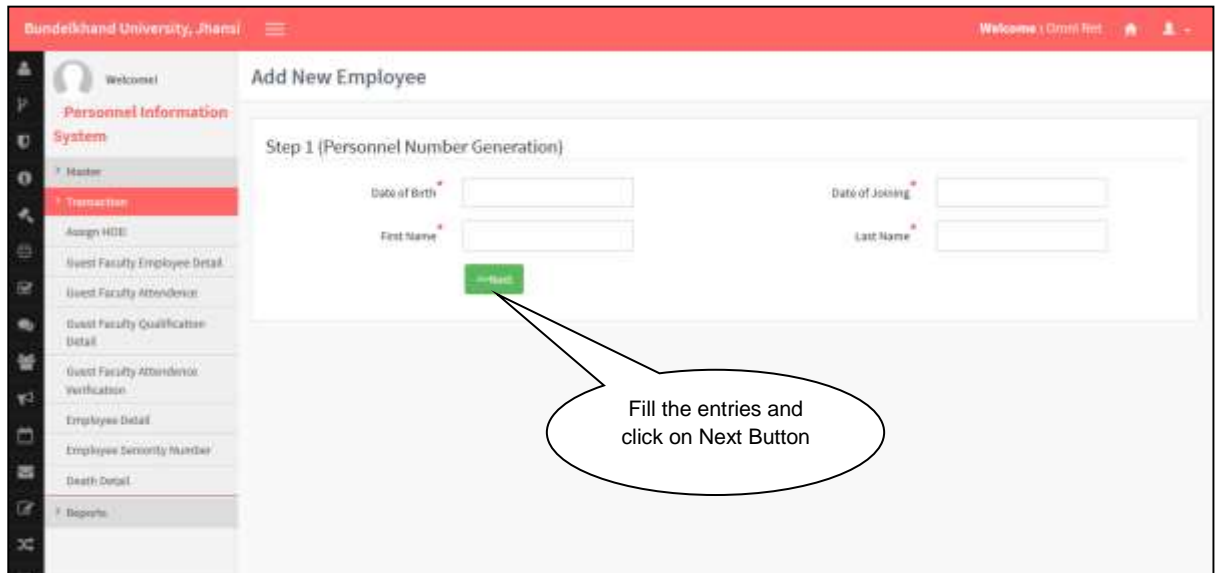


- Fill the entries and click on **Search Button**.

## 46. Add New Employee

### Steps :

- **Add New Employee Page** looks like this :



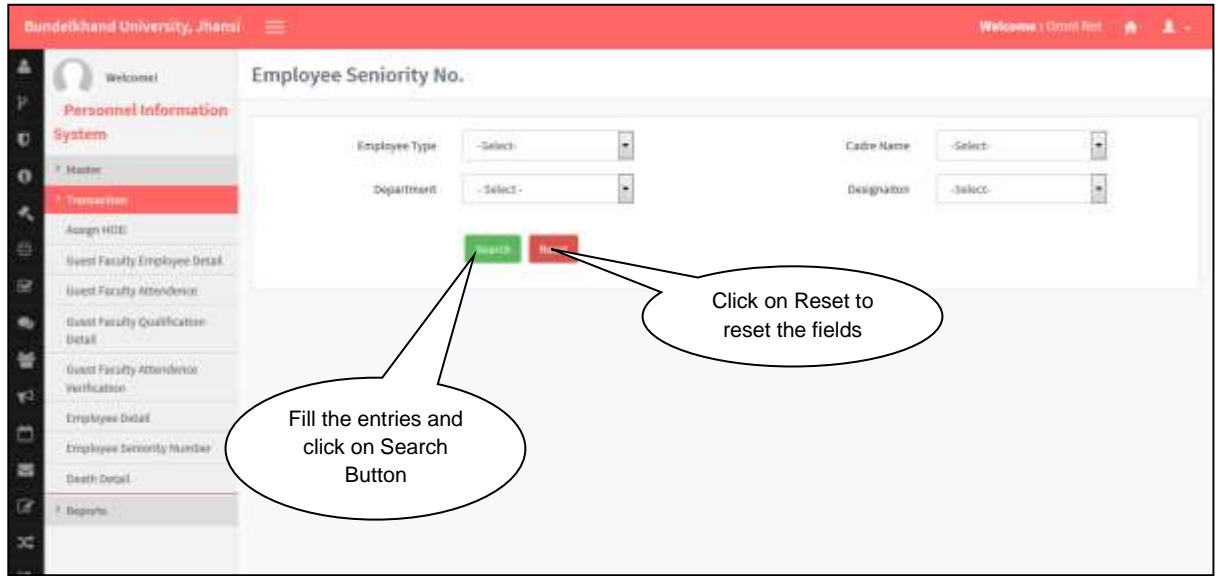
- Fill the entries and click on **Next Button**.



## 47. Employee Seniority No.

### Steps :

- **Employee Seniority No. Page** looks like this :



- Fill the entries and click on **Search Button**.

## 48. Employee Death Detail

### Steps :

- **Employee Death Detail Page** looks like this :



- Fill the entries and click on **Save Button**.

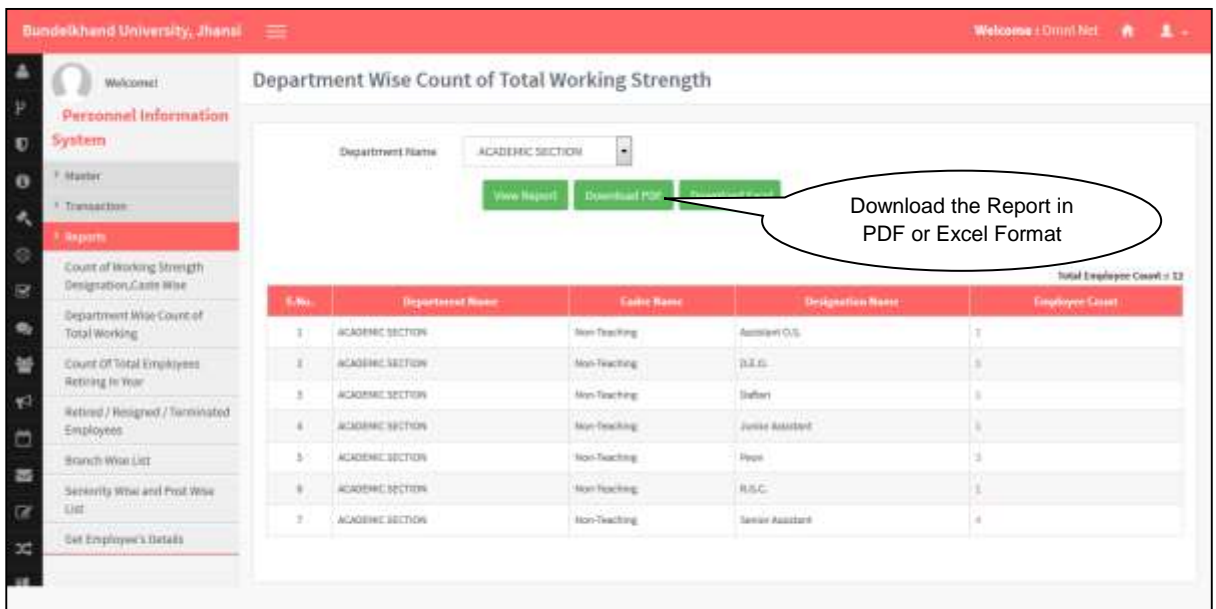
### 49. Count of Working Strength Designation, Caste Wise

- Page will look like this :



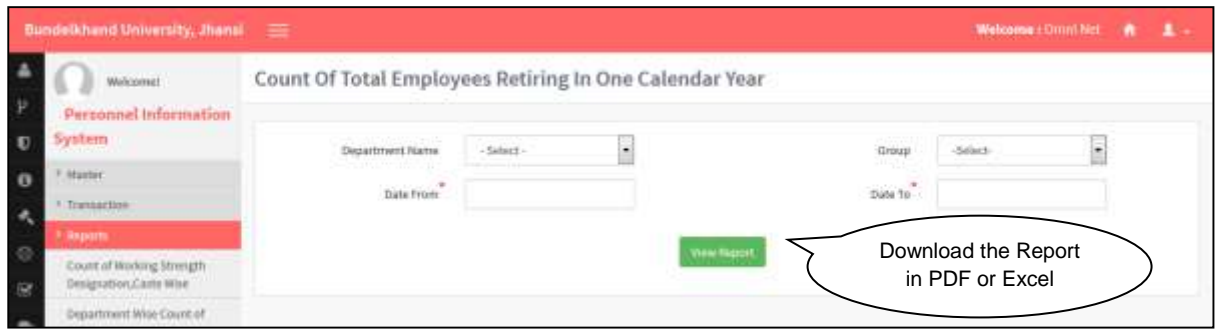
### 50. Department Wise Count of Total Working

- Page will look like this :



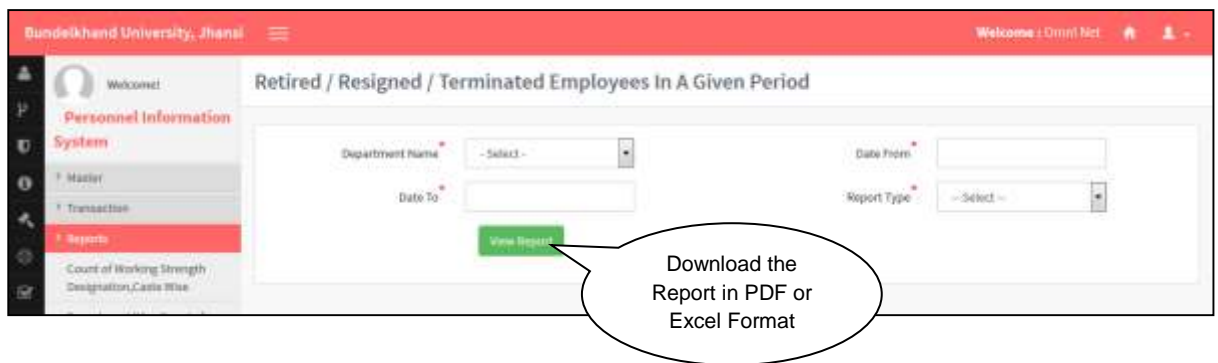
### 51. Count of Total Employees Retiring in a Year

- Page will look like this :



### 52. Retired/Resigned/Terminated Employees

- Page will look like this :



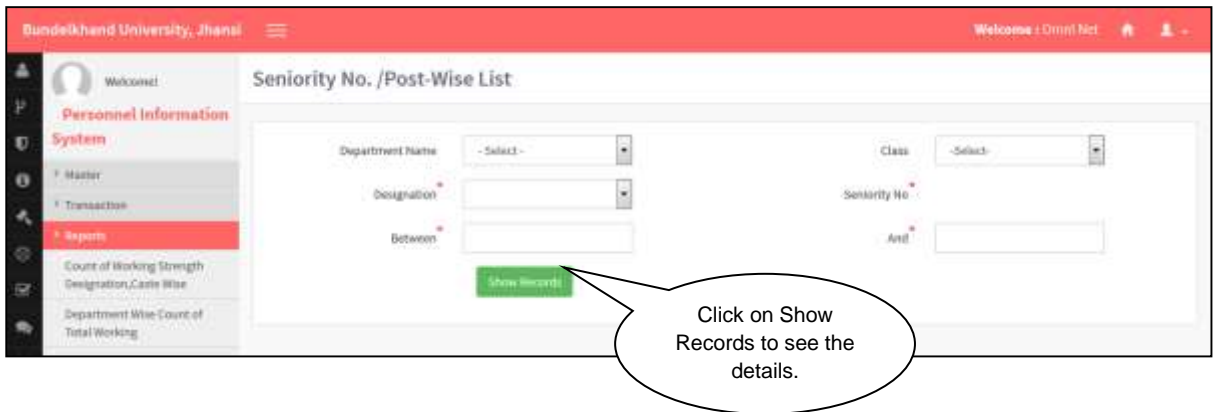
### 53. Branch Wise List of work Strength

- Page will look like this :



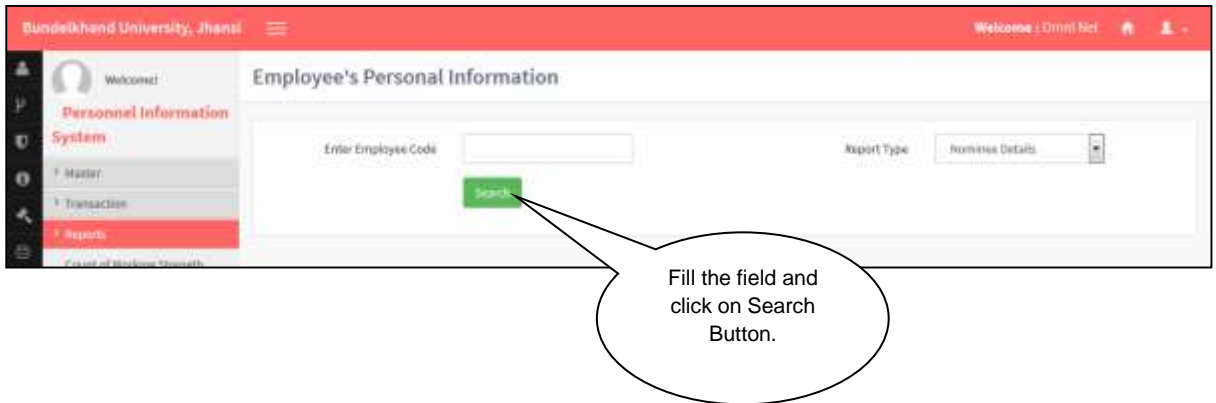
### 54. Seniority No./Post-Wise List

- Page will look like this :



### 55. Employee Personal Information

- Page will look like this :



## Payroll Module

### 56. User Login

Type the URL <https://ums.bujhansi.org/BUJhansi LMS> on browser to Payroll Module.

After entering above URL following screen will get displayed as in figure 2.0



Fig 1.0

After entering username, password and successful login following screen will get displayed as in figure 2.0

## 57. Dashboard



Fig 2.0

User will click on Payroll, and then screen 3.0 will be displayed as below

## 58. Payroll Module Welcome Screen

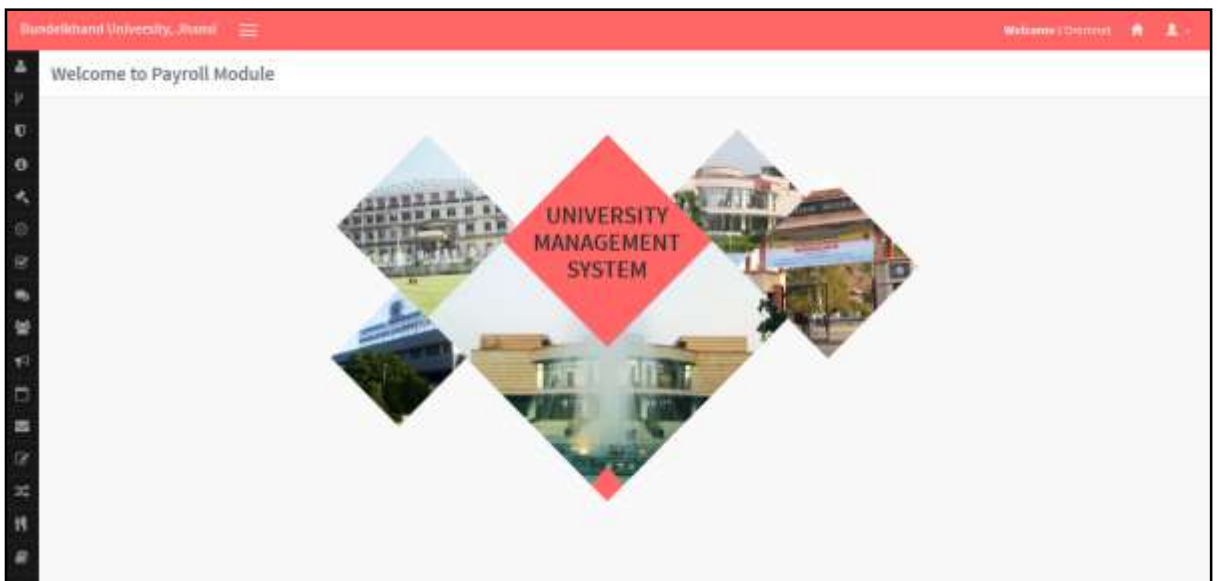


Fig 3.0

## 59. Pay Band Master

**Step 1:** User will click on Pay Band Master, and then screen 4.0 will be displayed as below:

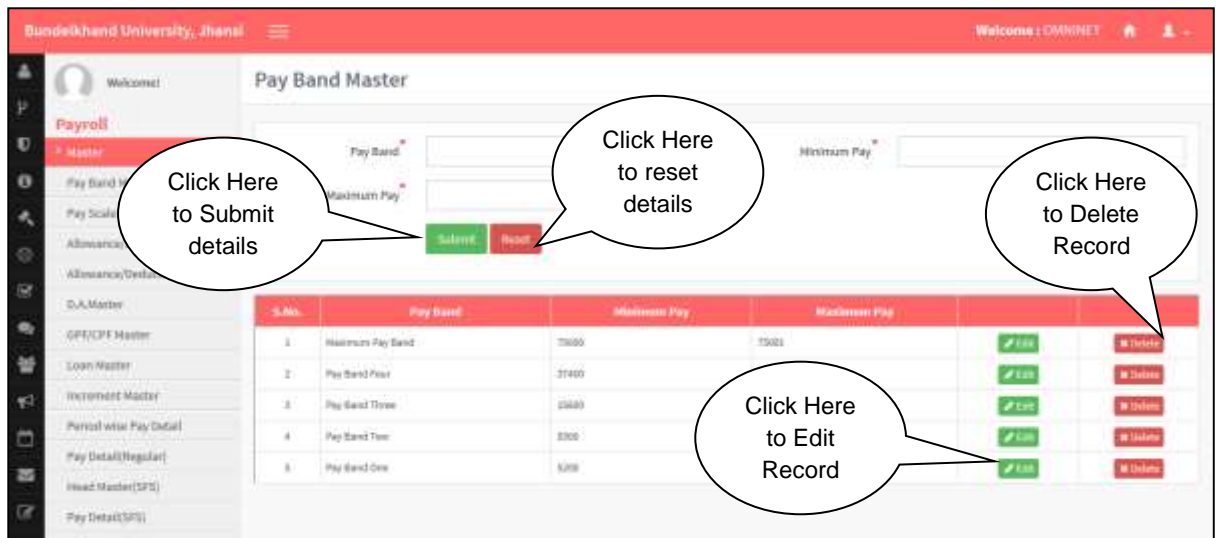


Fig 4.0

**Step 2** After filling all the entries click on the “Submit” button submit details.

## 60. Pay Scale Detail

**Step 1:** User will click on Pay Scale Detail, and then screen 5.0 will be displayed as below:

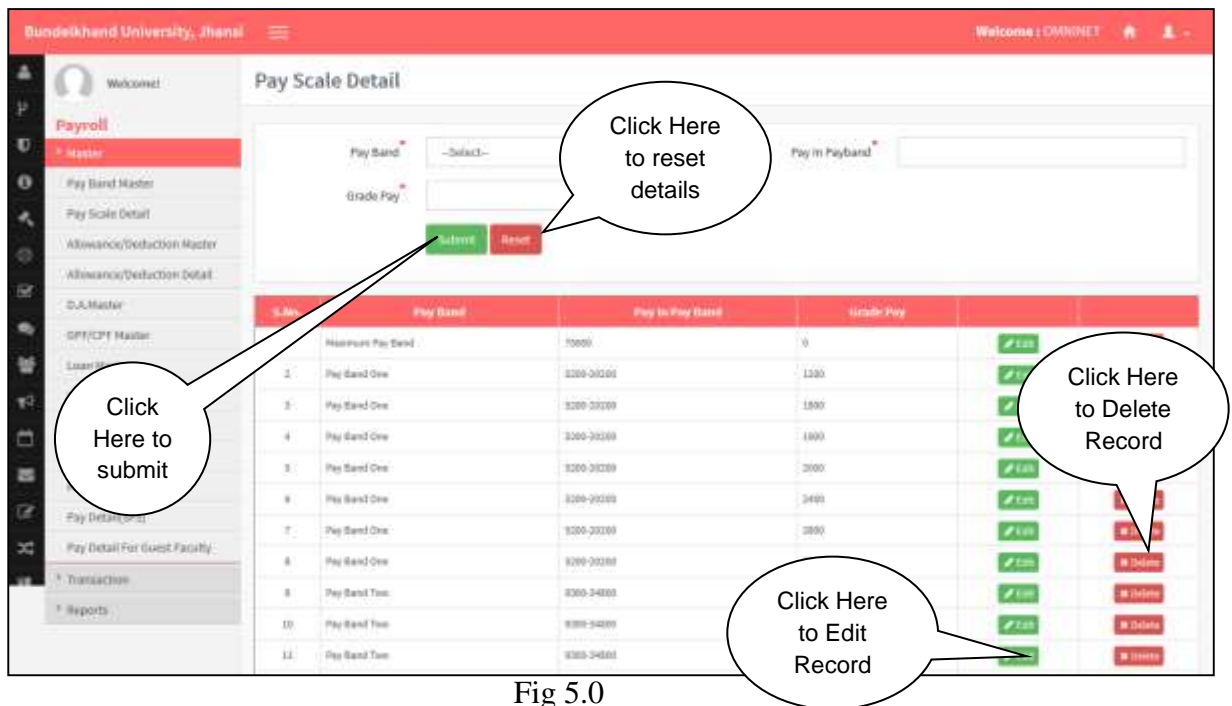


Fig 5.0

**Step 2:** After filling all the entries click on the “Submit” button submit details.



## 61. Allowance/Deduction Master

**Step 1:** User will click on Allowance/Deduction Master, and then screen 6.0 will be displayed as below:

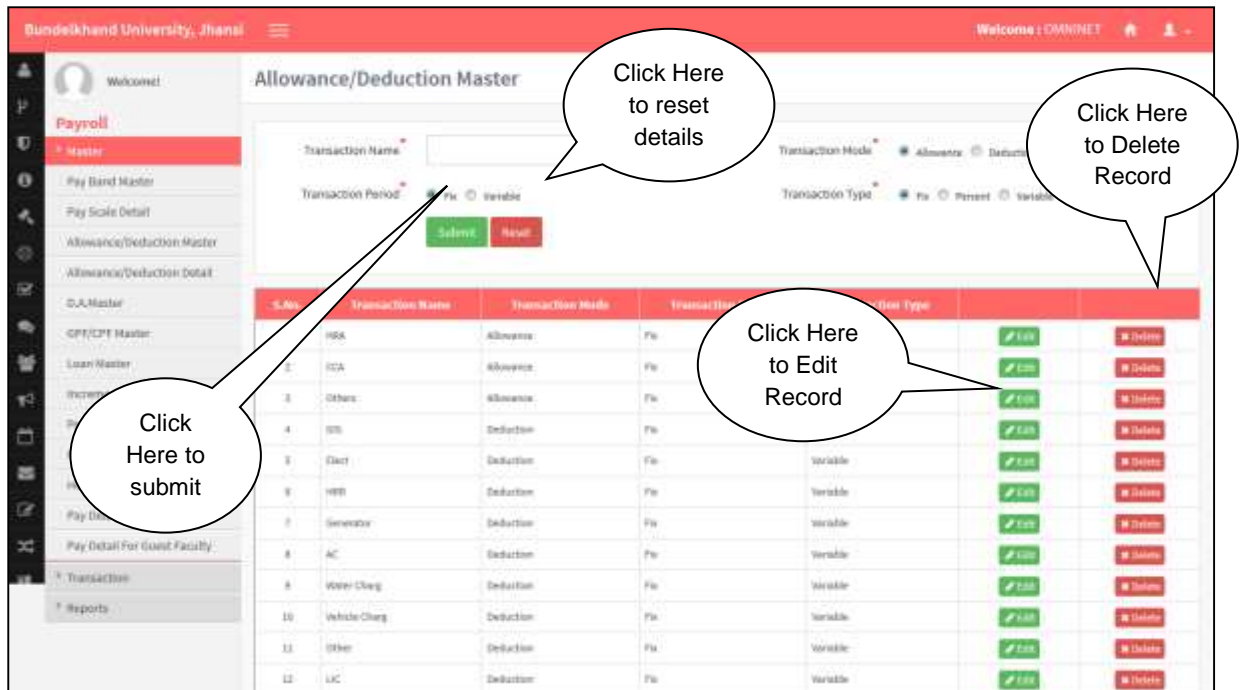


Fig 6.0

**Step 2:** After filling all the entries click on the “Submit” button Submit details.

## 62. Allowance/Deduction Detail

**Step 1:** User will click on Allowance/Deduction Detail, and then screen 6.1 will be displayed as below:

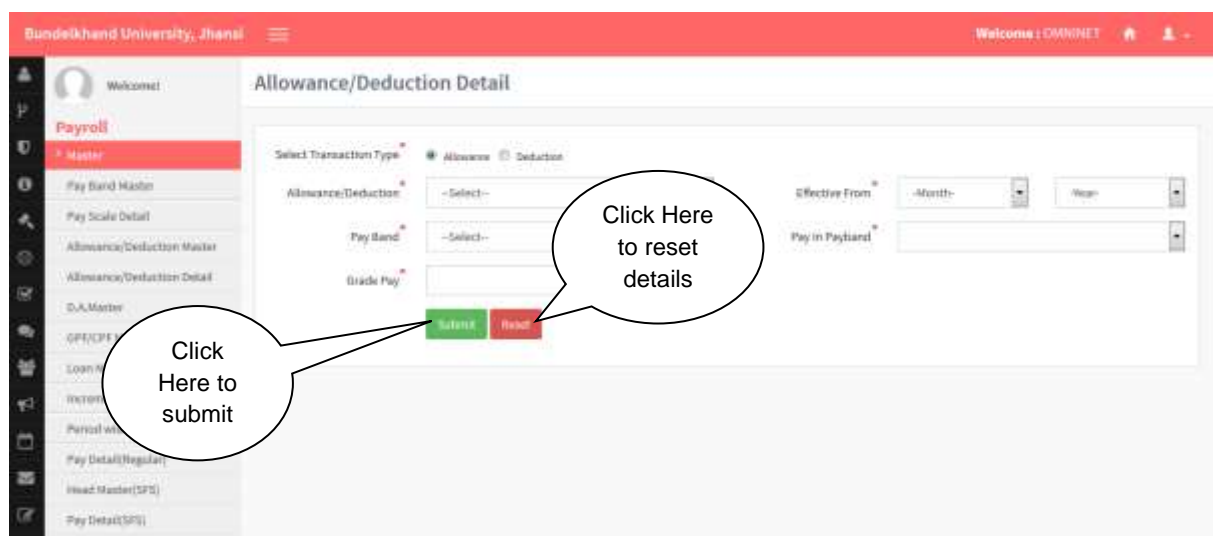


Fig 6.1

**Step 2:** After filling all the entries click on the “Submit” button Submit details.



### 63. D. A. Master

**Step 1:** User will click on D. A. Master, and then screen 7.0 will be displayed as below:

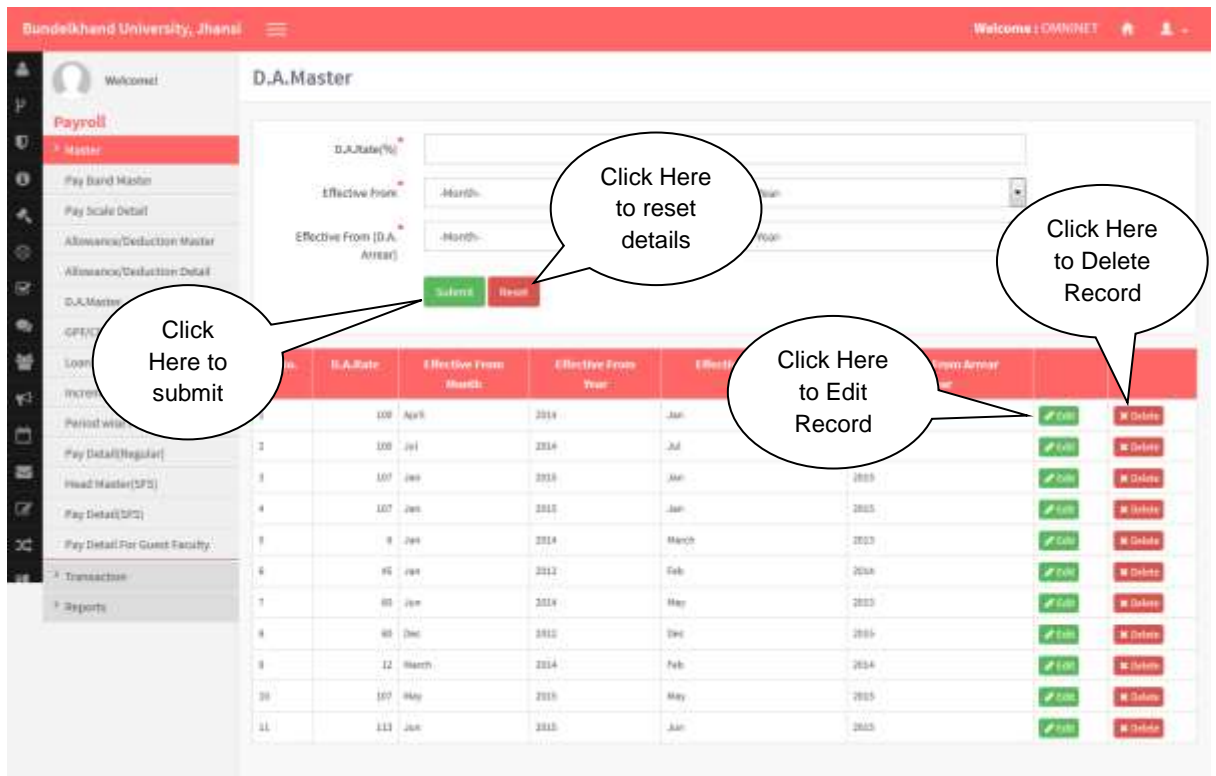


Fig 7.0

**Step 2:** After filling all the entries click on the “Submit” button submit details.

### 64. GPF/CPF Master

**Step 1:** User will click on GPF/CPF Master, and then screen 8.0 will be displayed as below:

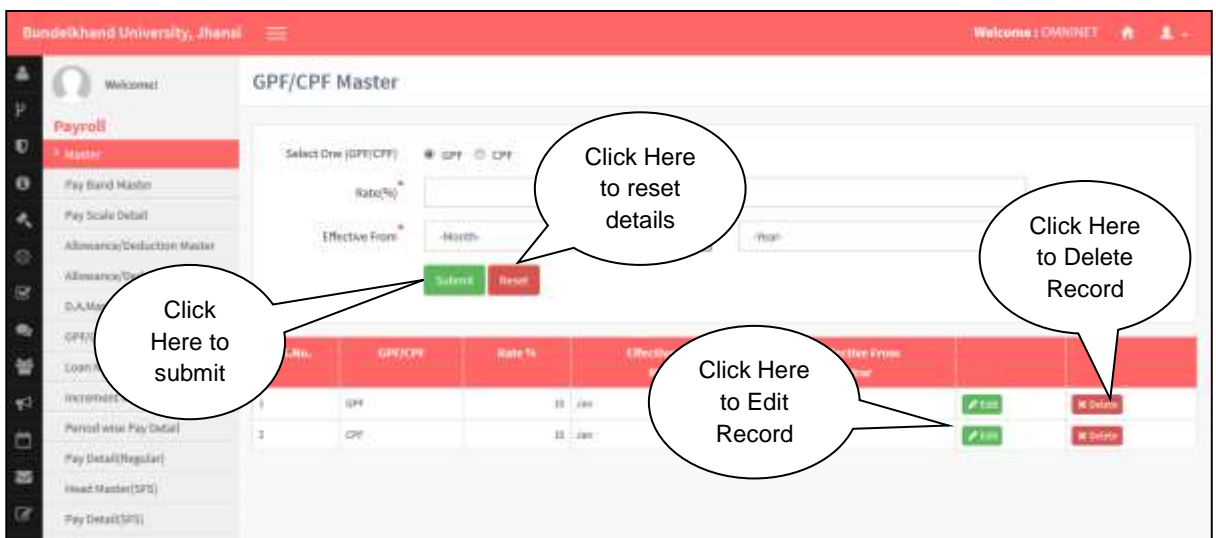


Fig 8.0

**Step 2:** After filling all the entries click on the “Submit” button Submit details.

## 65. Loan Master

**Step 1:** User will click on Loan Master, and then Screen 9.0 will be displayed as below:

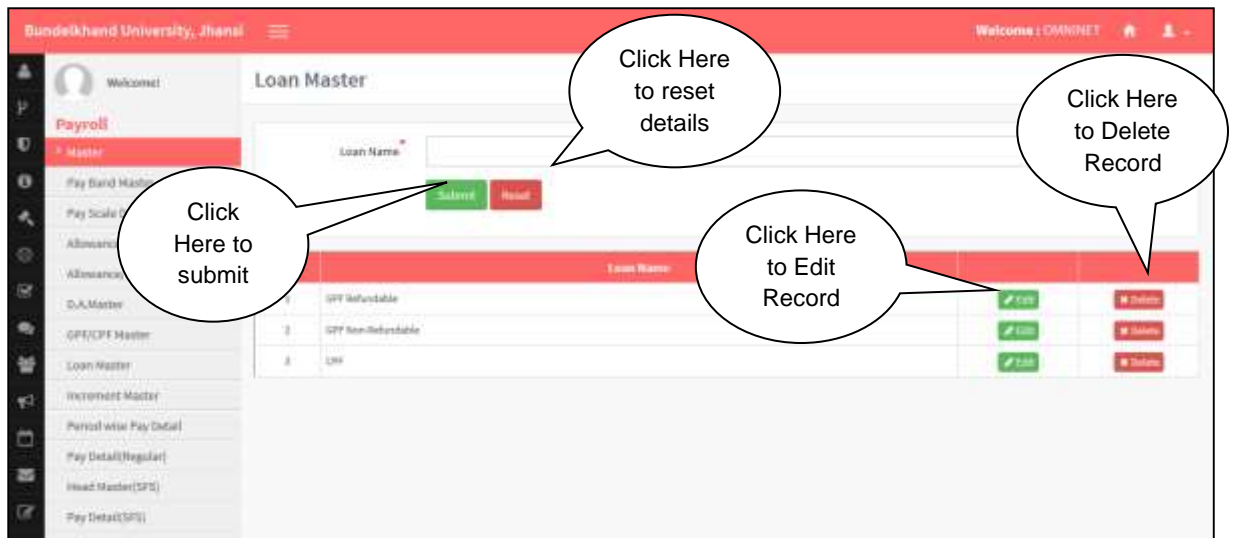


Fig 9.0

**Step 2:** After filling all the entries click on the “Submit” button Submit details.

## 66. Increment Master

**Step 1:** User will click on Increment Master, and then Screen 11.0 will be displayed as below:

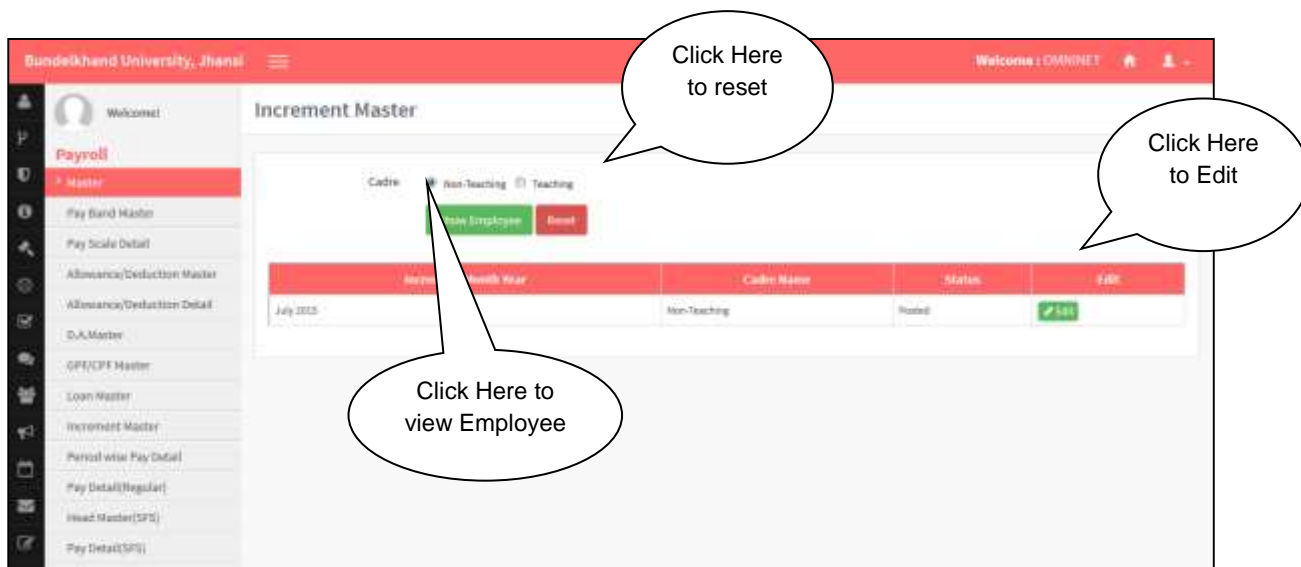


Fig 11.0

**Step 2:** After filling all the entries click on the “Show Employee” button show employee details.

### 67. Period wise Pay Detail

**Step 1:** User will click on Period wise Pay Detail, and then screen 12.0 will be displayed as below:

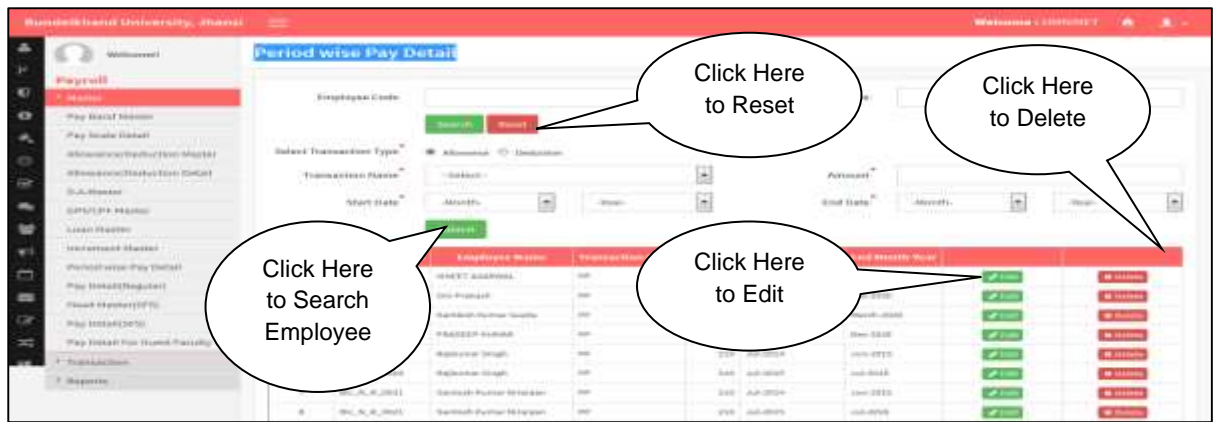


Fig 12.0

**Step 2:** After filling all the entries click on the “Submit” button submit details

### 68. Pay Detail

**Step 1:** User will click on Pay Detail, and then screen 13.0 will be displayed as below:

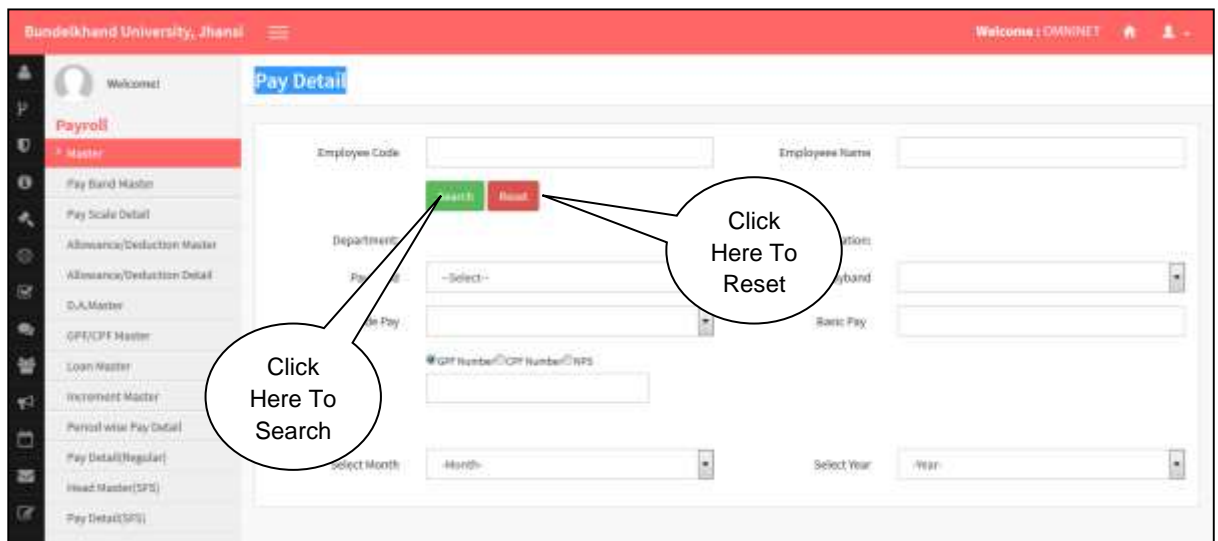


Fig 13.0

**Step 2:** After filling all the entries click on the “Search” button Search details

### 69. Allowance/Deduction Master for SFS

**Step 1:** User will click on Head Master (SFS), and then screen 13.1 will be displayed as below:



Fig 13.1

**Step 2:** After filling all the entries click on the “Submit” button Submit details

### 70. SFS Salary

**Step 1:** User will click on SFS Salary, and then screen 13.2 will be displayed as below:

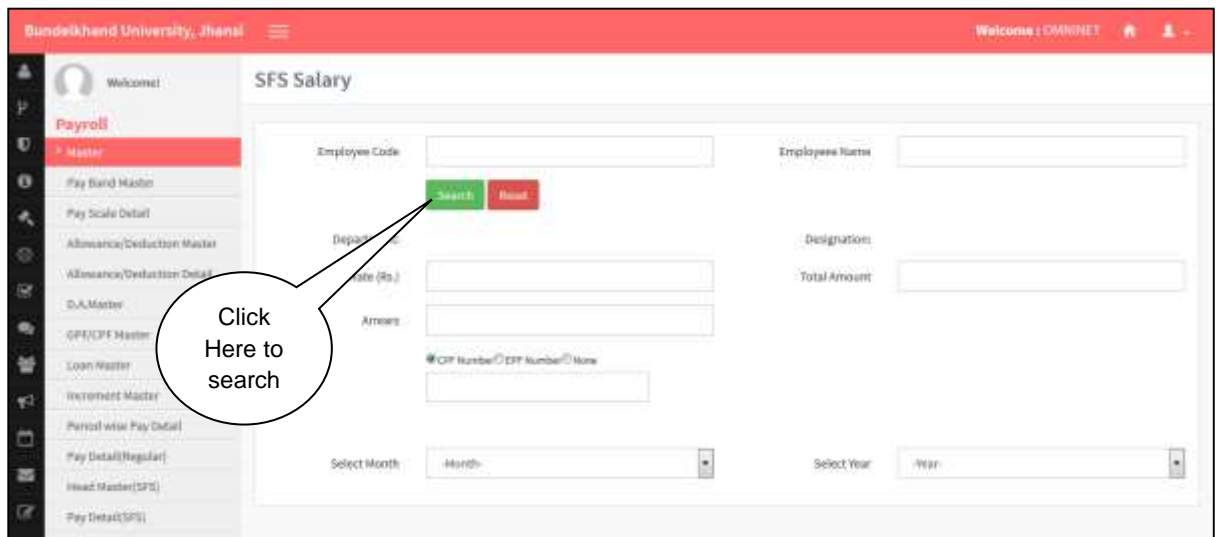


Fig 13.2

**Step 2:** After filling all the entries click on the “Search” button Search details

## 71. Leave Detail

**Step 1:** User will click on Leave Detail, and then screen 14.0 will be displayed as below:

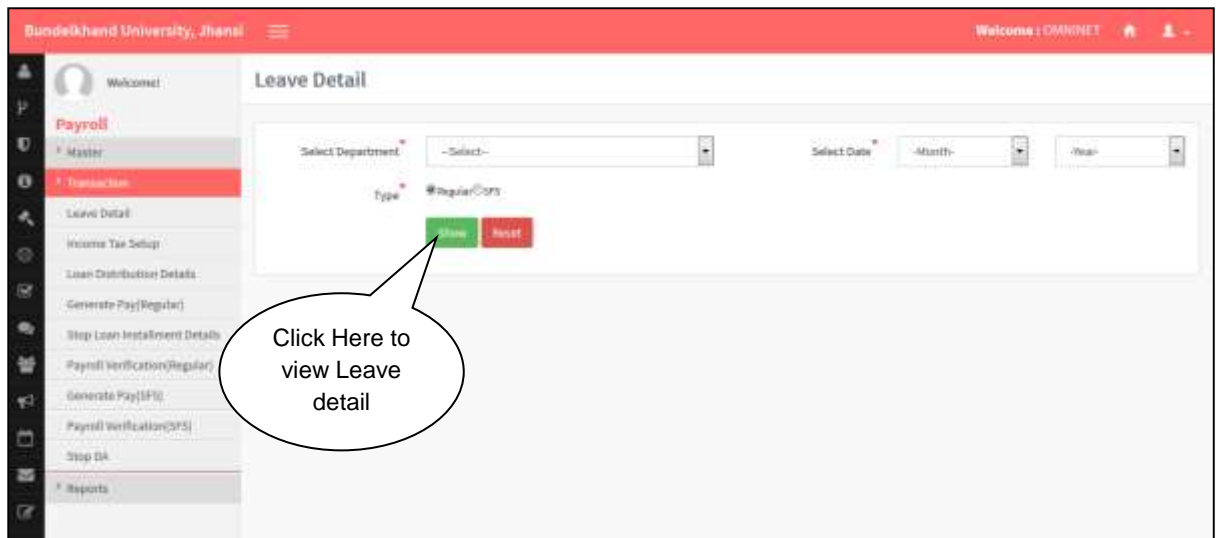


Fig 14.0

**Step 2:** After filling all the entries click on the “Show” button show details

## 72. Income Tax Setup

**Step 1:** User will click on Income Tax Setup, and then screen 15.0 will be displayed as below:

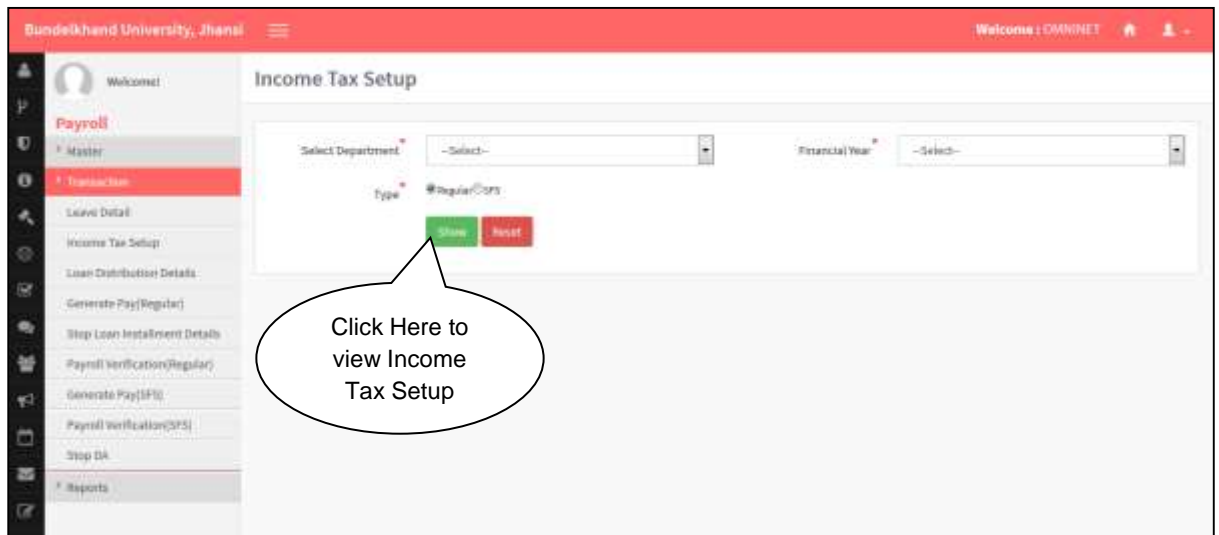


Fig 15.0

**Step 2:** After filling all the entries click on the “Show” button show details

### 73. Loan Distribution Details

**Step 1:** User will click on Loan Distribution Details, and then screen 17.0 will be displayed as below:

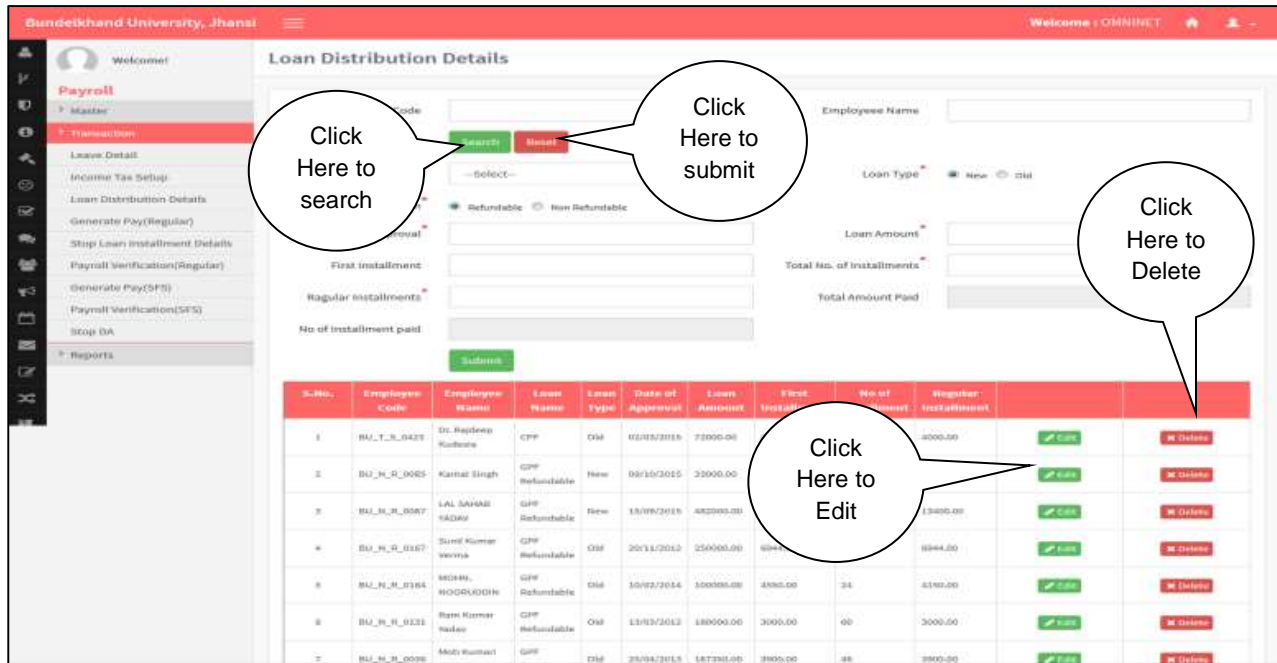


Fig 17.0

**Step 2:** After filling all the entries click on the “Submit” button submit details

### 74. Generate Pay

**Step 1:** User will click on Generate Pay, and then screen 18.0 will be displayed as below:

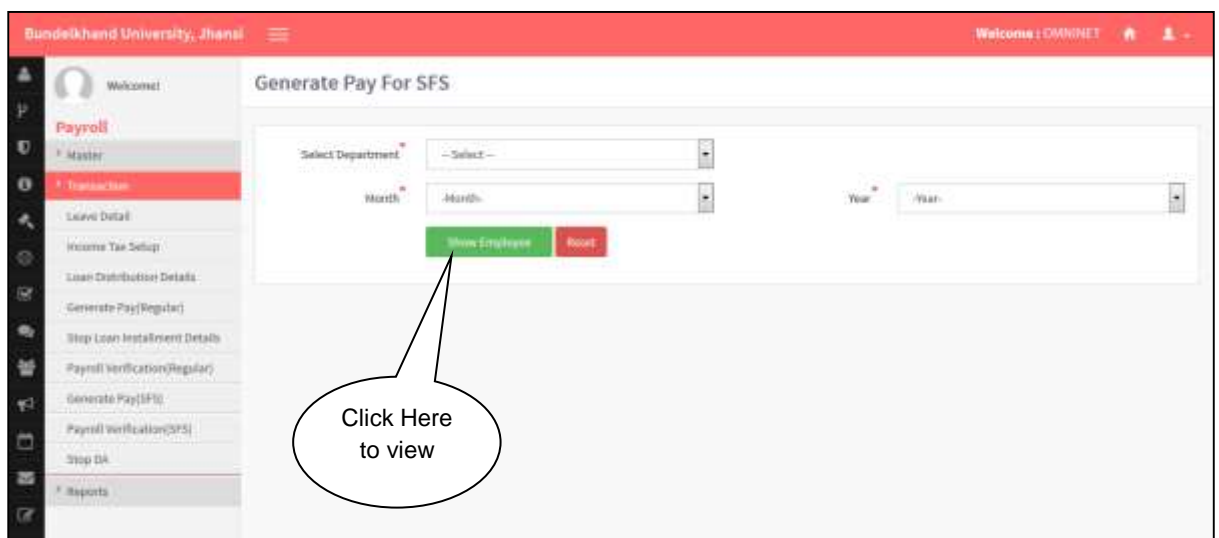


Fig 18.0



**Step 2:** After filling all the entries click on the “Show Employee” button Show Employee details

## 75. Stop Loan Installment Details

**Step 1:** User will click on Stop Loan Installment Details, and then screen 19.0 will be displayed as below:

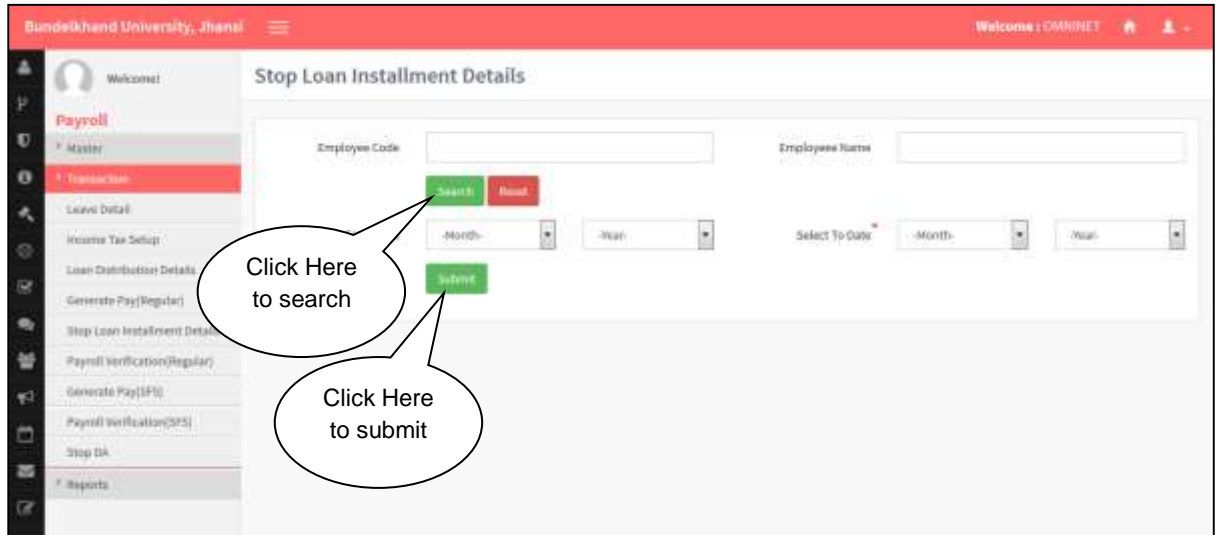


Fig 19.0

**Step 2:** After filling the entire entries click on the “Submit” button submit Employee details :

## 76. Pay Verify

**Step 1:** User will click on Pay Verify, and then screen 20.0 will be displayed as below:

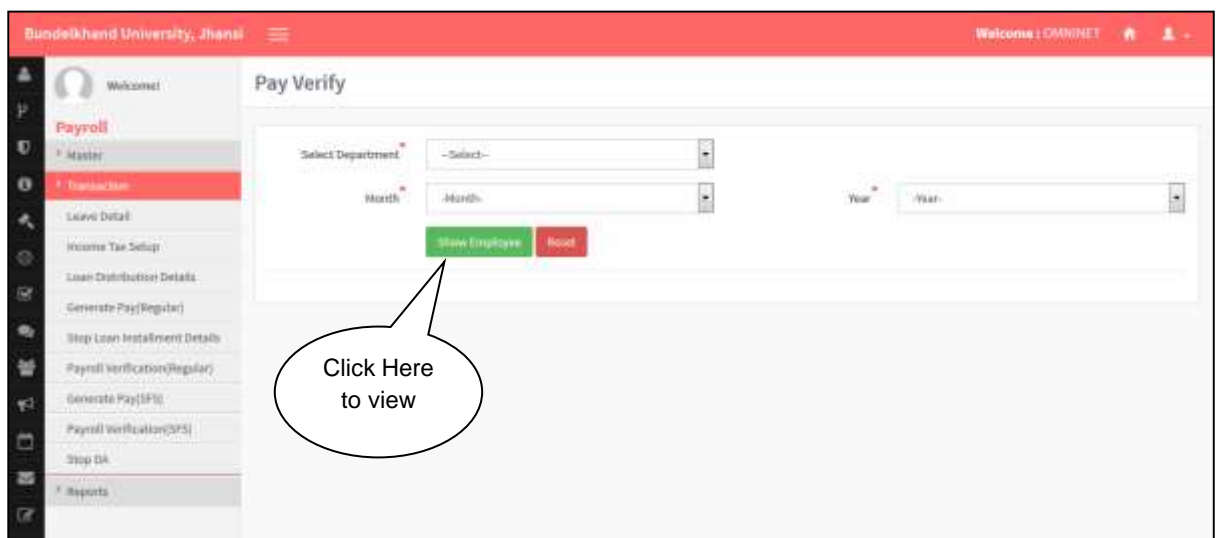


Fig 20.0

**Step 2:** After filling all the entries click on the “Show Employee” button Show Employee details



### 77. Generate Pay for SFS

**Step 1:** User will click on generate pay for SFS, and then screen 21.0 will be displayed as below:

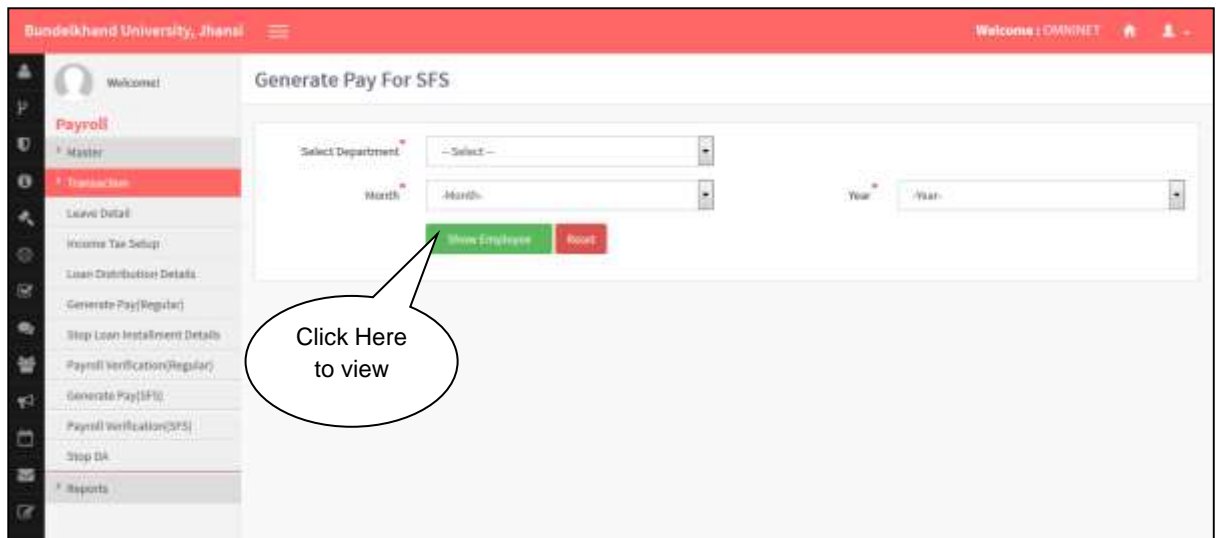


Fig 21.0

**Step 2:** After filling all the entries click on the “Show Employee” button Show Employee details

### 78. Stop DA Details

**Step 1:** User will click on Stop DA, and then screen 22.0 will be displayed as below:

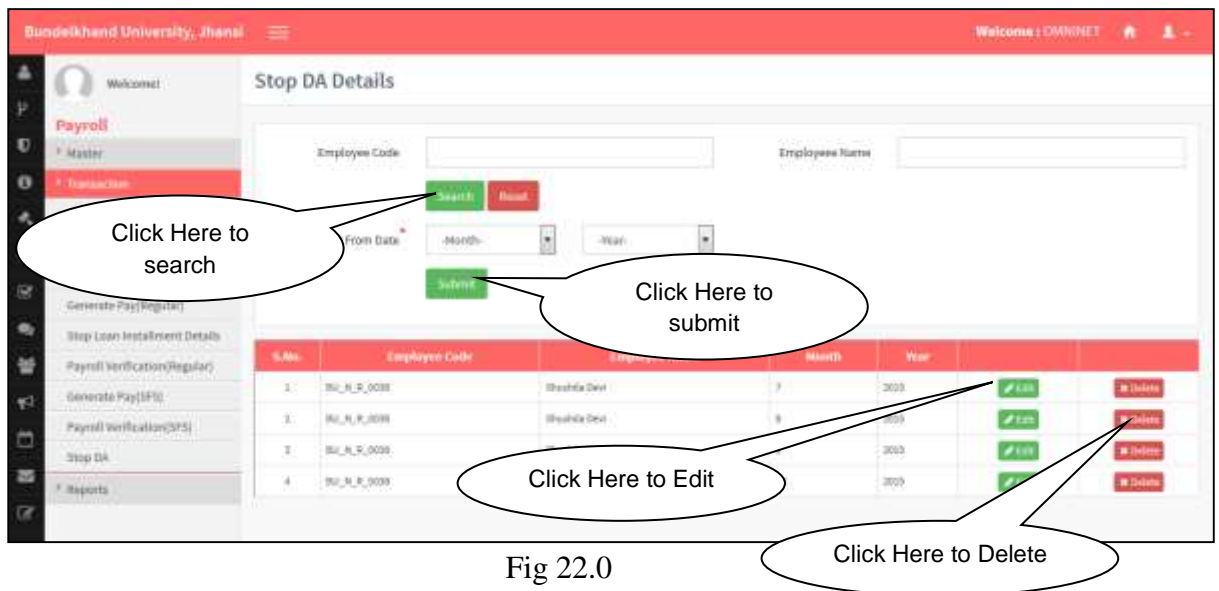


Fig 22.0

**Step 2:** After filling all the entries click on the “Search” button Show Search details

## 79. Pay Slip

**Step 1:** User will click on Pay Slip (Regular), and then screen 23.0 will be displayed as below:

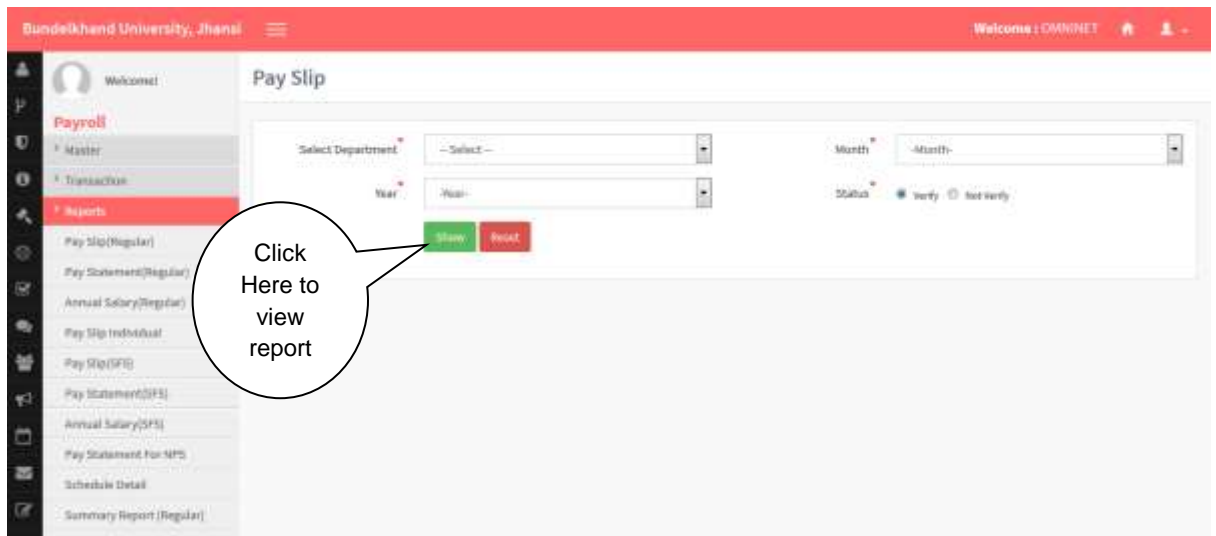


Fig 23.0

**Step 2:** After filling all the entries click on the “Show” button Show details

## 80. Pay Statement Report

**Step 1:** User will click on Pay Statement (Regular), and then screen 24.0 will be displayed as below:

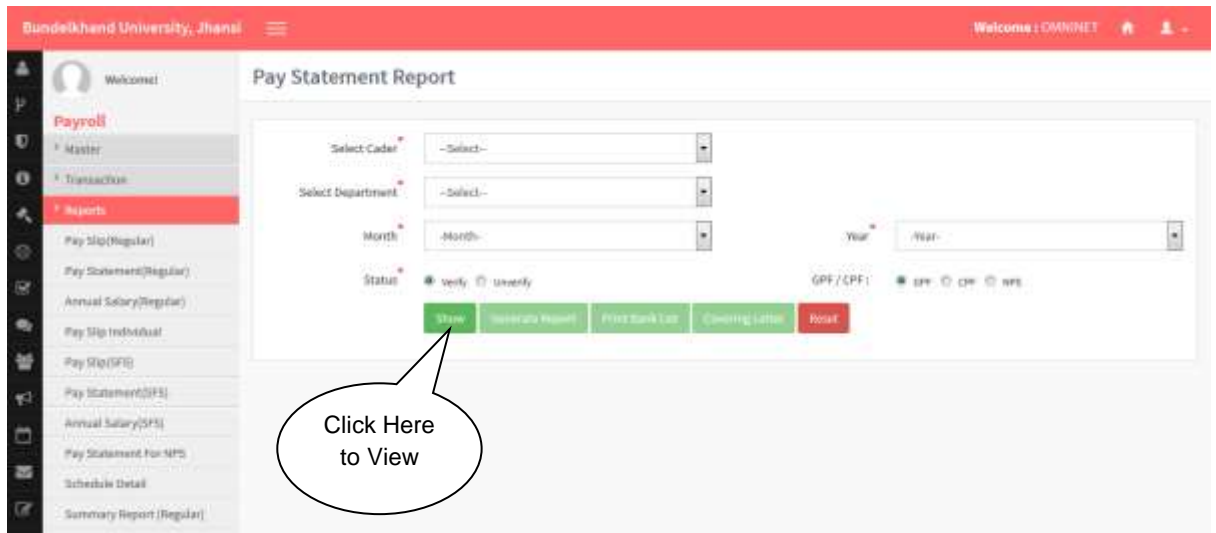


Fig 24.0

**Step 2:** After filling all the entries click on the “Show” button Show details.

## 81. Annual Salary Report

**Step 1:** User will click on Annual Salary (Regular), and then screen 25.0 will be displayed as below

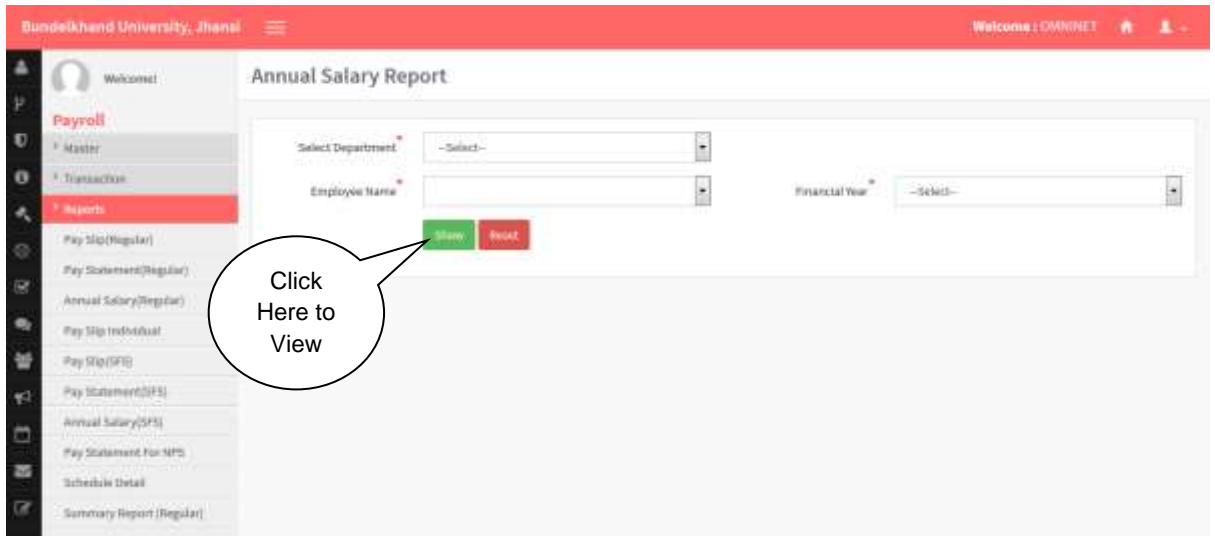


Fig 25.0

**Step 2:** After filling all the entries click on the “Show” button Show details.

## 82. Pay Slip Individual

**Step 1:** User will click on Pay Slip Individual, and then screen 26.0 will be displayed as below

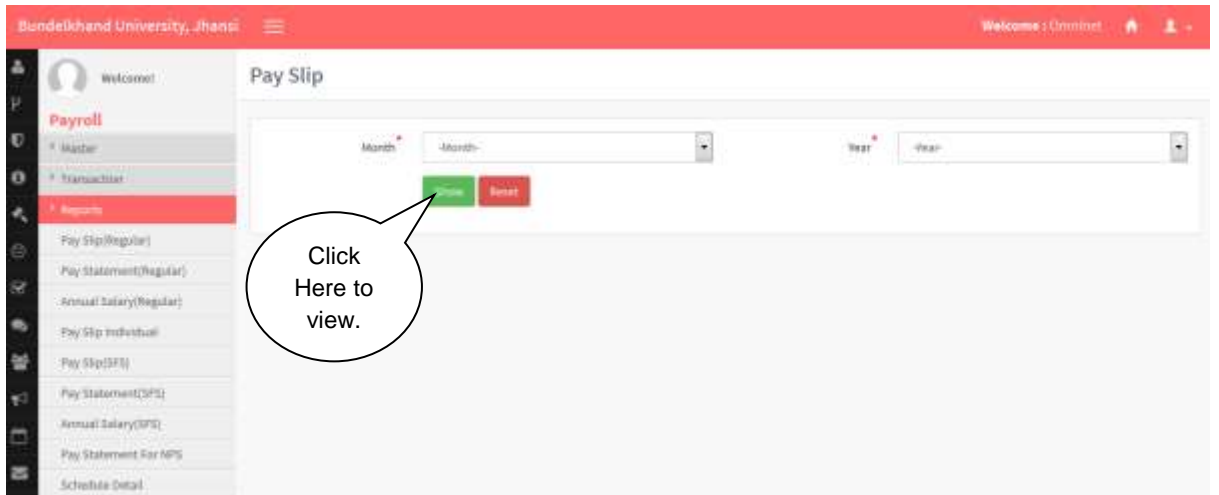


Fig 26.0

**Step 2:** After filling all the entries click on the “Show” button Show details.

### 83. Pay Slip (SFS)

**Step 1:** User will click on Pay Slip (SFS), and then screen 27.0 will be displayed as below :

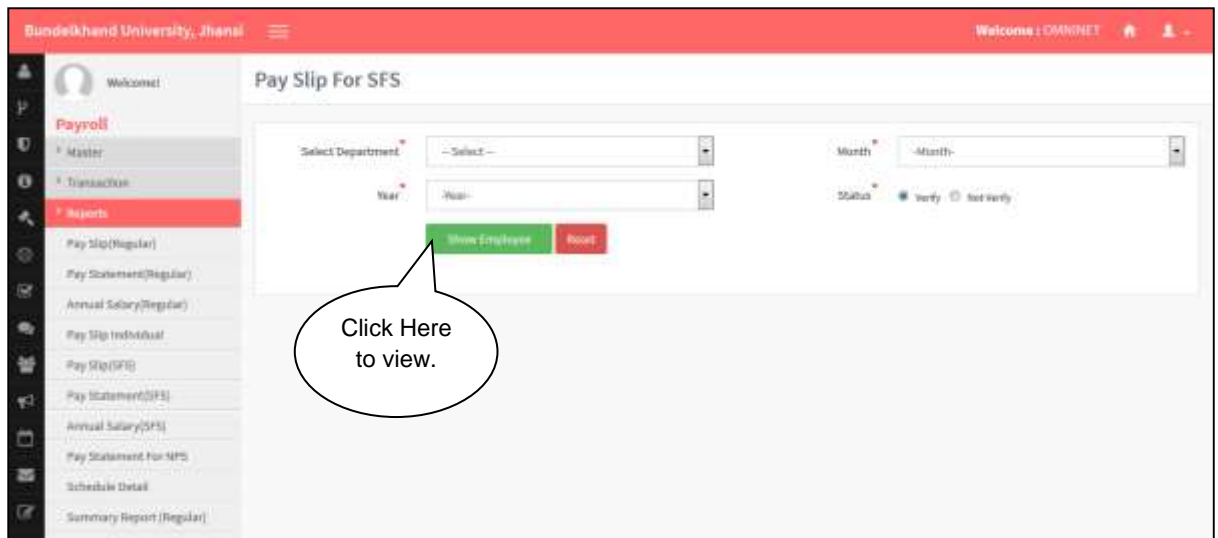


Fig 27.0

**Step 2:** After filling all the entries click on the “Show Employee” button Show details.

### 84. Pay Statement Report for SFS

**Step 1:** User will click on Pay Statement (SFS), and then screen 28.0 will be displayed as below

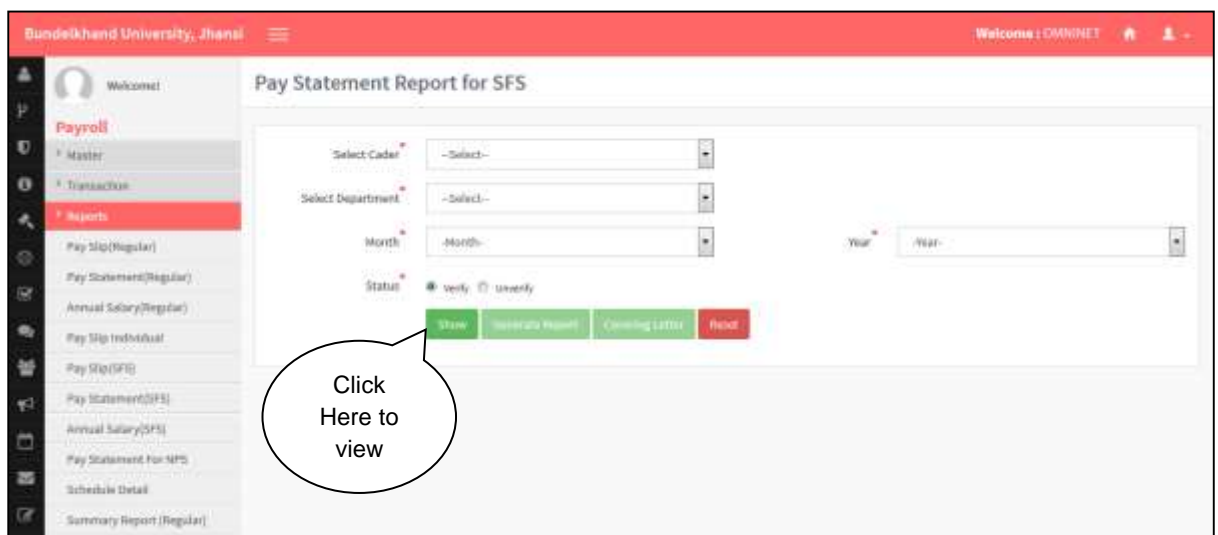


Fig 28.0

**Step 2:** After filling all the entries click on the “Show” button Show details.

## 85. Annual Salary Report for SFS

**Step 1:** User will click on Annual Salary (SFS), and then screen 29.0 will be displayed as below.

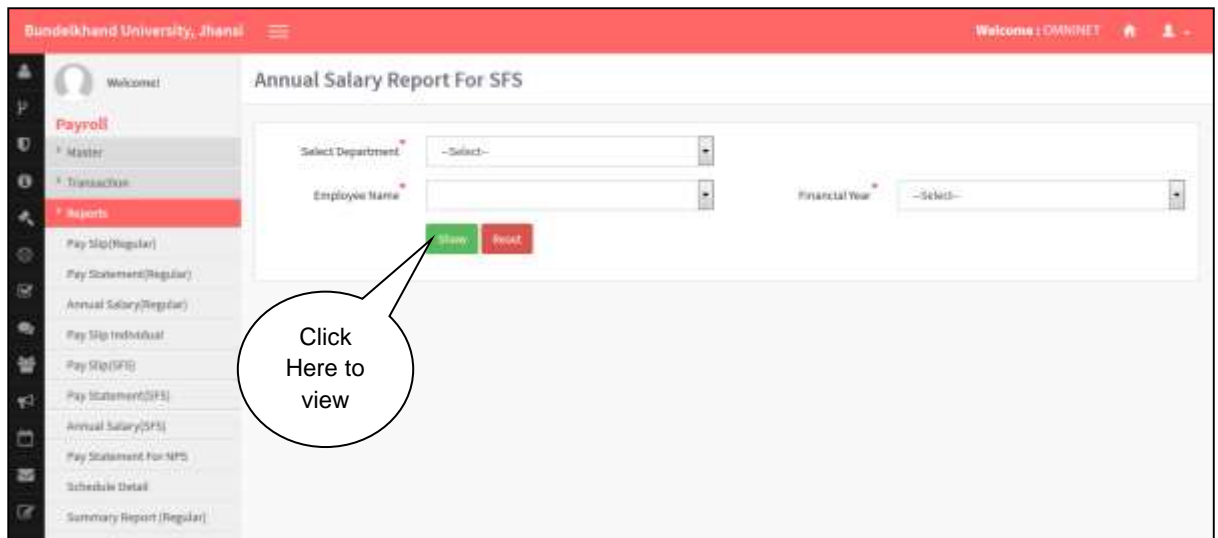


Fig 29.0

**Step 2:** After filling all the entries click on the “Show” button Show details.

## 86. Pay Statement Report for NPS

**Step 1:** User will click on Pay Statement for NPS, and then screen 30.0 will be displayed as below :

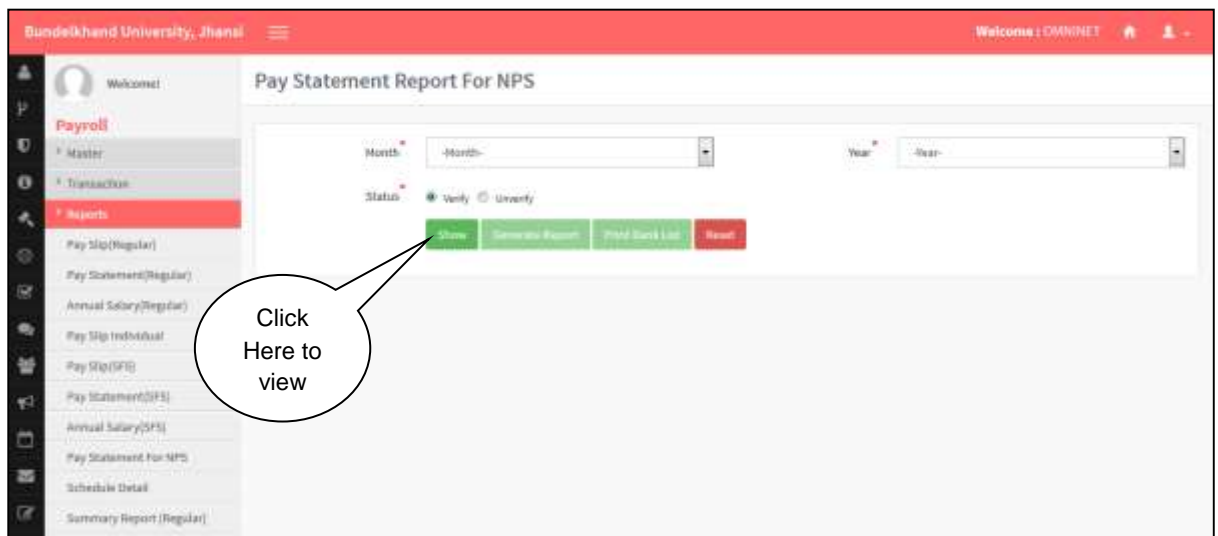


Fig 30.0

**Step 2:** After filling all the entries click on the “Show” button Show details.

## 87. Schedule Report

**Step 1:** User will click on Schedule Report, and then screen 31.0 will be displayed as below :

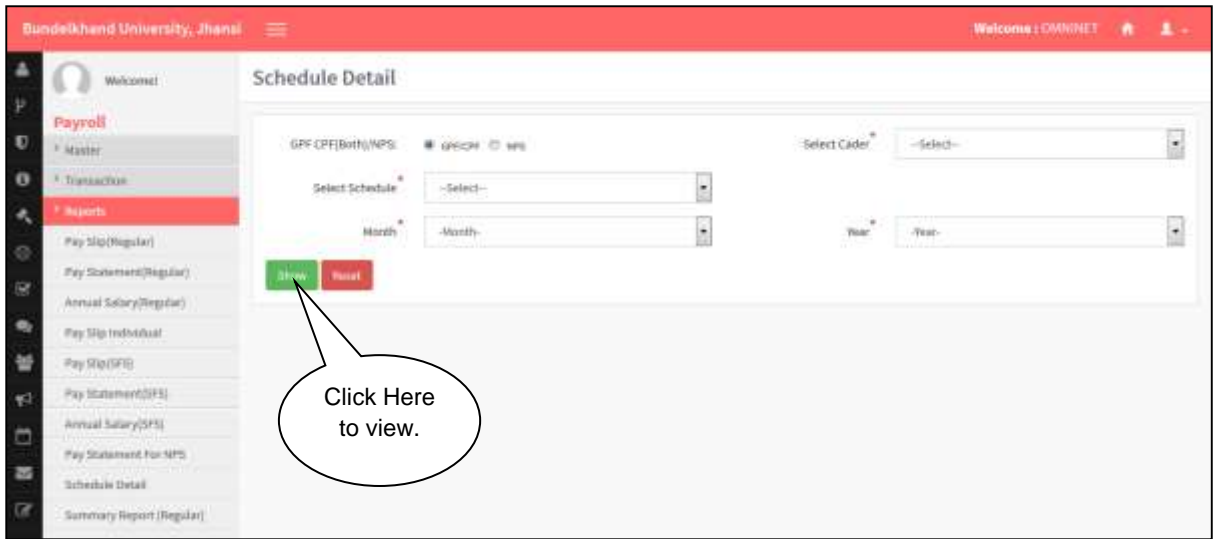


Fig 30.1

**Step 2:** After filling all the entries click on the “Show” button Show details.