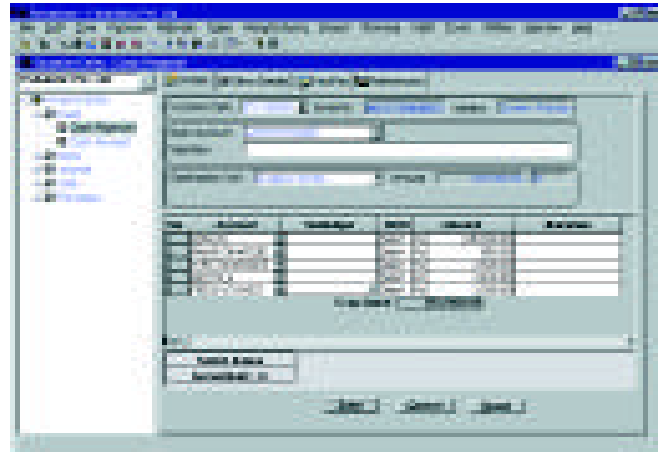




### RECKONER PAYROLL AND PERSONNEL MANAGEMENT

*The versatile and powerful Reckoner Payroll and Personnel Management System provides an organisation with a perfect Human Resource Manager possessing a complete record of the employees in the company. It can manage salary calculation, leave and loan management and provides seamless integration with the Finance module resulting in absolutely up-to-date Accounts*



The prerequisite of a good world class workforce is a good Human Resource Management system. Reckoner's Personnel Management system makes for a comprehensive and intensive information based solution that offers sufficient flexibility for adapting to future needs. It overcomes the shortcomings of a Human Resource Manager for whom it will not be possible to be conversant with all the records and data at all times and respond in due time.

**Reckoner Personnel Administration** module organises and maintains information about the personnel resources of an organisation.

Attendance definition defines the attendance document for different departments. Using Attendance document you can specify information regarding attendance like the associated department, number of shifts and effective date etc. Calendar definition is used to define your organisation's norms like Accounting Period, number of off days per week etc. You can specify the annual events using the Annual Event tab.

Shift definition defines shifts 'Morning Shift', 'Evening Shift' and records information like starting hour, finish hour, associated calendar, Shift Rotation tab is used to specify the

next shift. In this you have to specify the rotation sequence which specifies the interval at which the shift will rotate.

Reckoner Payroll helps in defining different criteria for salary calculation. User can define various Salary Schemes for different employee groups. A Salary Scheme consists of various salary components and the algorithm for their calculation. It is interfaced with Leave Management through which it amends the salary according to the overtime and leaves taken by the employees. A powerful Investment definition ensures that Tax Deduction for salary is automatically calculated and debited from the final salary, without any additional effort.

**Reckoner Tours and Travels Management** enables the employees to apply for official tours and subsequently apply for reimbursements of travel allowances. The Tours and Travels module also integrates with Payroll module for calculation of allowances permissible for official tours undertaken by the employees and for adjusting any advances given and final travel bills received.

**Reckoner Loan Management** generates an application for a loan whenever an employee applies for one. It allows the user to specify the loan type that he requires, indicates the terms

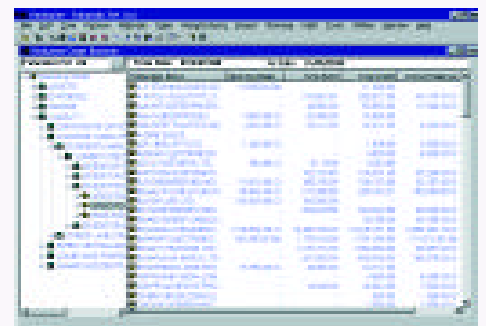
and conditions for that loan and its repayment.

This is facilitated through definitions like Loan Definition, Loan entry and Repayment definition. Using Reckoner's workflow design, the loan can be approved or rejected by the concerned authorities online. Outstanding loan details and eligibility criteria can also be verified online. Reckoner Loan will automatically calculate the EMI as per the parameters defined in the Repayment definitions. A seamless interface with Payroll ensures that the repayment installment is automatically debited from the salary. Interface with Reckoner Finance also ensures that the appropriate vouchers are automatically generated without any additional effort.

**Reckoner Leave Management** organises and analyses data on personnel leaves. It helps an organisation analyse the leave trends, which in turn guides an organisation to improve Leave entitlement policies and practices to improve staff morale and maximise productivity. Leave management is tightly integrated with Reckoner Payroll for calculation of salary. Leave management allows the employee to apply for a leave online, check for his leave balances and outstandings. Various types of leaves can be defined as per the organisation's policies. Leaves can be authorised or rejected online.

### Reckoner Personnel and Payroll Management comprises of:

- Payroll Management: It calculates salary on the basis of salary components, salary schemes, travel allowances, taxation, loans etc.
- Personnel Administration: Maintains personal as well as official records of employee related data such as grades, addresses, shifts, location etc.
- Leaves and Attendance: Maintains a record of employee attendance and manages leave sanctions and records
- Tours and Travels: Keeps a record of official travels of employees and their allowances
- Payroll Accounting and Taxation: Calculates TDS, deducts it from salary and updates the Financial Module.
- Loan Management: Maintains a record of loans granted to employee and their accounting.



# Reckoner Personnel and Payroll Management

## Features

### Payroll Management

- Integration with Attendance System, Loan records and Leave status as well as with Tax Deductions and Employee Benefits for automatic deductions or additions.
- Extremely flexible definition system
- Automatic Voucher and Payslip generation
- Helps you to monitor details of salary components

### Personnel Administration

- Ensures timely and accurate information on Employee details
- Maintains records of educational qualification, experience, personal details and skill profiles of all employees.
- Provides for updating master data directly or through transaction documents
- Audit Trail Maintenance
- Provides for MIS, Comparisons etc.
- Sends auto reminders such as Birthdays, Wedding Anniversaries

### Leave Management

- Defines various types of leaves and eligibility criteria
- Accruals and encashment of Leaves
- Maintains a complete leave ledger of employees

- Leave application, sanction and approval
- Integrates with Payroll Management
- Assembles and analyses corporate data on personnel leave patterns
- Manages the impact of staff leave on workforce planning and budgets

### Loan Management

- Analyses Loan and Repayment Trends
- Effectively plans Employee Benefits
- Designs Loan procedures as per types of loans and grades applicable
- Online Loan application and authorisation
- Seamless integration with Payroll Process
- Automatically calculates Deductions and EMI
- Defines income Slabs and relevant tax deductions

### Tours and Travels

- Online request for travel and approval
- Application for allowances or reimbursements
- Integration with Payroll

### Payroll Accounting and Taxation

- Defines Income Slabs and relevant tax deductions
- Investment definitions and rebates applicable
- Calculates TDS and applies it to salary
- Automatic updation of accounts in Finance module

### Standard Reckoner Features

- Online authorisation of documents
- True Workflow Based system
- In Built Mail system
- Alerts can be set in the system to monitor exception activities or events
- Ensures people access only the information they need or information they are authorised to access

## SUB-MODULES & REPORTS LIST

### Payroll

- Salary Component definitions
- Multiple Salary Scheme definitions
- Salary Calculation
- Salary Statement
- Salary Slip

### Personnel Administration

- Employee Groups & Levels
- Grade definitions
- Department definition
- Employee Master Management
- Transfer/ Promotion/ Increment

- Calendar definition
- Shift Definition

### Tours and Travels

- Travel Request
- Travel Authorisation
- Travel Billing Request

### Attendance/ Leave Management

- Leave Definitions
- Leave Applications
- Leave Balance
- Automatic updation of balances

- Automatic impact on salary processing

### Payroll Accounting and Taxation

- Investment Declaration form
- Tax Calculation
- Form 16 and Form 24
- Employee Sub Ledger accounting policy
- Salary Scheme
- Automatic posting of salary in GL
- Bank Statement

### Reports

- Employee Detail Reports
- Skill Wise Reports
- Grade/Division
- Skill Requirement
- Skill Gap Analysis
- Full and Final Settlement
- Late Attendance
- Attendance Update
- Leave Ledgers
- Leave Status
- Salary and Bank Statements
- Component Payable
- Salary Comparison
- Salary Summary Reports
- Loan Register
- TDS
- Investment
- PF Interest calculation
- PF Member's ledger
- Travel related reports etc
- Transfer/ Promotion/ Increment Report
- Salary Deductions Report
- Employee Related Transaction Report



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