

User Manual

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1. Payroll Preparation

1.1 Salary Heads

Salary Heads refer to the various components listed on an employee's salary slip. **For Example** - Basic Salary, House Rent Allowance (HRA), and others.

Step 1 - Go to Salary Heads Menu from left side.

| MINOP | | | | | | 🞸 📮 damin | minop@yopmai | l.com 🗸 |
|---|-------------|-----------|----------|---------------|----|-------------|--------------|---------|
| A | | leads | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimiop | 10 | ✓ records | | Search: | | | | |
| Valid Upto: 2025-03-01 | Head Title | Head | Type Cal | culation Type | | | | |
| Payroll | > NewHead1 | 1 Earni | ng CT | c 🗸 | 10 | %Percentage | Active | 1 |
| Payroll Preperation | NewHead2 | 2 Earni | ng | c 🗸 | 5 | %Percentage | Active | 1 |
| Pay Structure | NewHead3 | 3 Earni | ng | c 🗸 | 4 | %Percentage | Active | 1 |
| 💲 Employee Salary | NewHead4 | 4 Earni | ng | c 🗸 | 10 | %Percentage | Active | |
| Non Recurring Income | NewHead5 | 5 Earni | ng | c 🗸 | 10 | %Percentage | Active | |
| 田 Custom Column 화 Payslip Template | NewHead6 | 6 Earni | ng | с 🗸 | 10 | %Percentage | Active | 1 |
| ਿੱਤ Payroll Cycle | NewHead7 | 7 Earni | ng CT | c 🗸 | 8 | %Percentage | Active | 1 |
| 🛞 Increment Planning | NewHead8 | B Dedu | ction | c 🗸 | 10 | %Percentage | Active | : |
| 실 Increment Approval | Provident I | Fund Dedu | ction | c 🗸 | 18 | %Percentage | Active | 1 |

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Step 2 - Click on the Add button to create a new Salary Head.

| MINOP = | E | | | | | 🤣 🗘 🙆 dar | ninminop@yopm | iail.com 🗸 | | |
|---|----------------------|-----------|------------------|---|----|-------------|---------------|------------|--|--|
| A | Ĝ → Salary Heads | | | | | | | | | |
| Account Code: DAME7B1 Domain Name: damoinimiop | 10 v records Search: | | | | | | | | | |
| Valid Upto: 2025-03-01 | Head Title | Head Type | Calculation Type | | | | | | | |
| Payroll > | NewHead1 | Earning | СТС | ~ | 10 | %Percentage | ✓ Active | 1 | | |
| Salary Heads | NewHead2 | Earning | СТС | ~ | 5 | %Percentage | ✓ Active | | | |
| Pay Structure | NewHead3 | Earning | СТС | ~ | 4 | %Percentage | ✓ Active | 1 | | |
| S Employee Salary | NewHead4 | Earning | СТС | ~ | 10 | %Percentage | ✓ Active | 3 | | |
| Non Recurring Income | NewHead5 | Earning | стс | ~ | 10 | %Percentage | ✓ Active | 1 | | |
| 단 Custom Column 한 Payslip Template | NewHead6 | Earning | СТС | ~ | 10 | %Percentage | ✓ Active | 1 | | |
| Rayroll Cycle | NewHead7 | Earning | СТС | ~ | 8 | %Percentage | ✓ Active | i | | |
| 🛱 Increment Planning | NewHead8 | Deduction | СТС | ~ | 10 | %Percentage | ✓ Active | : | | |
| မိ Increment Approval | Provident Fund | Deduction | СТС | ~ | 18 | %Percentage | ✓ Active | : | | |

Step 3 - Enter the Head Name, Head Type, and if the Calculation Type is not required, select the 'Custom Head' checkbox. If the Calculation Type is required, do not select the 'Custom Head' checkbox, and fill in the Calculation Type details. Finally, click the 'Save' button to save the data.

| MINOP | | | | | Create New Head | | × |
|--|---|----------------|-----------|-------------------|---------------------|--------------------|---|
| ρ | | | | | Head Title * | Head Type * | |
| Account Code: DAME7B1 Domain Name: damoinimic | | 10 v records | | | Basic | Earning | |
| Valid Upto: 2025-03-01 | | Head Title | Head Type | Calcu | Custom head | | |
| Dashboard | | NewHead1 | Earning | CTC | Calculation Types * | | |
| 🧐 Wizard | | NewHead2 | Earning | стс | CTC • 40 | % Percentage 🗸 🔶 😧 | |
| Company | | NewHead3 | Earning | стс | | | |
| Co Shift | | NewHead4 | Earning | lette | | | |
| 계는 Leave | | | a strang | CTC - | | | |
| 🗎 Holiday | | NewHead5 | Earning | СТС | | | |
| Ser Management | | NewHead6 | Earning | стс | | | |
| 🛞 Utilities | | NewHead7 | Earning | стс | | | |
| ESS | | NewHead8 | | стс | | | |
| 🔗 Policy | | | | the second second | | | |
| 🛆 Alert | 3 | Provident Fund | Deduction | CTG | | Save | |

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Step 4 - Click the 'Edit' button when you want to update the data of salary heads.

| MINOP | Ξ | | | | | | 💤 📮 🔍 dami | nminop@yopm | ail.com ∨ |
|---|----------|------------------|-----------|------------------|---|----|-------------|----------------------------|-----------|
| A | | Ĝ → Salary Heads | | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimiop | 9 | 10 v records | | Search: | | | | | |
| Valid Upto: 2025-03-01 | | Head Title | Head Type | Calculation Type | | | | | |
| Payroll | <u> </u> | NewHead1 | Earning | СТС | ~ | 10 | %Percentage | Active | 1 |
| Payroll Preperation | ~ | NewHead2 | Earning | СТС | ~ | 5 | %Percentage | Active | 1 |
| Pay Structure | | NewHead3 | Earning | CTC | ~ | 4 | %Percentage | Active | 1 |
| S Employee Salary | | NewHead4 | Earning | СТС | ~ | 10 | %Percentage | - Active | : |
| گ Non Recurring Income | 8 | NewHead5 | Earning | СТС | ~ | 10 | %Percentage | Active | 1 |
| 🖽 Custom Column | | NewHead6 | Earning | Стс | ~ | 10 | %Percentage | Active | : |
| 🕄 Payroll Cycle | | NewHead7 | Earning | СТС | ~ | 8 | %Percentage | Active | : |
| 🛞 Increment Planning | | NewHead8 | Deduction | СТС | ~ | 10 | %Percentage | - Active | : |
| 은 Increment Approval | | Provident Fund | Deduction | стс | ~ | 18 | %Percentage | Active | 1 |

Step 5 - Enter the details you want to update and click the 'Save' button.

| | | | | | Update Head | | | | | × |
|--|---|---------------------------|--------------------------------|-------|------------------|-----|---|--------------|---|----------|
| A | | Salary Heads | | | Head Title * | | | Head Type * | | |
| Account Code: DAME781 Domain Name: damoinimio | | 10 v records | | | Basic | | | Earning | | ~ |
| Valid Upto: 2025-03-01 | | Head Title | Head Type | Calcu | Calculation Type | s * | 6 | % Percentage | ~ | \oplus |
| Dashboard | | Basic | Earning | стс | | | | | | |
| 🕲 Wizard | | NewBasic | Earning | None | | | | | | |
| 🖪 Company | | | | | | | | | | |
| 💼 Shift | | Showing 1 to 2 of 2 entri | es (filtered from 62 total ent | ries) | | | | | | |
| 兆 Leave | | | | | | | | | | |
| Holiday | | | | | | | | | | |
| 2 User Management | | | | | | | | | | |
| 28 Utilities | | | | | | | | | | |
| A ESS | | | | | | | | | | |
| o [™] Policy | | | | | | | | | | |
| Alent | 1 | | | | | | | | | Save 3 |

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1.2 Pay Structure

Pay structure refers to the framework that defines the various components of employee compensation within an organization, such as basic salary, allowances, bonuses, deductions, and other salary elements. It outlines how the total compensation is distributed across these components.

Step 1 - Go to the Payroll Structure menu from the left-hand side of the interface.



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Step 2 - Click the 'Add' button to create a new pay structure.

| | | | | | <i>\$</i> Ω | daminmind | op@yopmail.com ~ |
|---|--|----------------|-------------------|--------------|------------------|-----------|------------------|
| Α | | | | | 0 | D | a 4 + |
| Account Code: DAME7B1 Domain Name: damoinimiop | 10 v records | | | | | | |
| Valid Upto: 2025-03-01 | Structure Name | Structure Type | Assigned Employee | Created Date | Calculation Type | Status | Action |
| Payroll > | Search Q | Search Q | Search Q | Search Q | Search Q | Search Q | |
| Payroll Preperation 🗸 | 14th March Payroll | Indivisual | - | 2024-03-14 | monthly | InActive | InComplete |
| 🗟 Salary Heads | а | а | 1988 Employee | 2024-06-27 | monthly | Active | Assign : |
| Pay Structure | aa | аа | 2 Employee | 2024-06-18 | monthly | Active | Assign : |
| S Employee Salary | Above 720000 with Actual PF | Individual Pay | 4 Employee | 2024-01-18 | monthly | Active | Assign : |
| An Recurring Income | Above 720000 with actual pf and Gratuity | Individual Pay | - | 2024-02-12 | monthly | Active | Assign : |
| Custom Column | Above 720000 with Fixed PF | Individual | - | 2024-01-11 | monthly | Active | Assign : |
| 🖅 Payslip Template | Above 720000 with Restricted PF And Gratuity | Individual Pay | - | 2024-02-12 | monthly | Active | Assign |
| 28 Payroll Cycle | Above 720000 without PF | Individual Pay | 2 Employee | 2024-01-10 | monthly | Active | Assign : |
| 🔀 Increment Planning | ada | drsawfr | - | 2024-09-04 | daily | Active | Assign : |
| 옵 Increment Approval | Anshuot | anshu ot | - | 2024-02-29 | monthly | Active | Assign : |

Step 3 - Now, enter the Pay Structure name and Pay Structure type and select the salary payout based on and click the 'Next' button.

In the salary payout basis, there are two options:

• If the user selects 'Monthly', it means the payroll is generated based on the total number of days in the month.

| | | | \$ Q Q | daminminop@yopmail.com 🗸 |
|---|---------------------------|---|---|--------------------------|
| A | | | 0 | D & M |
| Account Code: DAME7B1 Domain Name: damoinimiop | Create New Payroll Struct | ure | | |
| Valid Upto: 2025-03-01 | 1 Create Structure | 2 Earning - Deduction- Reimbursement Select the necessary heads for your employee's salary | 3 Preview & Edit Change rule for heads | 4 View & Save |
| [호] Payroll > [호] Payroll Preperation ~ | Structure Name * | Grade A | | |
| 🖺 Salary Heads | Structure Type * | Gradie A | | |
| Pay Structure | School Second Second Sec | | | |
| 💲 Employee Salary | Salary Payout Based On | Monthly O Daily | | |
| گ Non Recurring Income | | | | |
| Custom Column | | | | |
| 🖅 Payslip Template | | | | |
| and Payroll Cycle | | | | |
| 🏶 Increment Planning | | | | |
| 을 Increment Approval | | | | Cancel Next > |

- If the user selects 'Daily', it means the pay structure is based on the number of days the employee is present. In Daily payout based there as two optios "Exclude Holidays" and "Exclude Week Off".
- ✓ If the user chooses to holiday and weekoff isExclude both options, the payroll is generated only for the days the employee is actually present at work.

| | | | 4 Q |] daminminop@yopmail.com ~ |
|---|--|--|---|----------------------------|
| ρ | ☆ > Pay Structure | | C | 0 4 4 |
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Upto: 2025-03-01 | Create New Payroll Structure Create Structure | Earning - Deduction- Reimbursement Select the necessary heads for your employee's salary | 3 Preview & Edit Change rule for heads | 4 View & Save |
| Dayroll Operation 🗸 🗸 | Structure Name * | Grade A | | |
| Attendance Finalization | Otructure Tune * | | | |
| 요 Salary Process | Structure Type * | Grade A | | |
| Payroll Approval | Salary Payout Based On | O Monthly O Daily | | |
| ⇒ Salary Disbursement | Holiday | ☑ IsExclude ④ | | |
| 📥 Salary Slip Export | Week off | ✓ IsExclude ④ | | |
| Payroll Rpt | | | | |
| 🗉 PF Challan | | | | |
| ESIC Challan | | | | |
| → Fasttrack PayrollDisbursement | | | | Cancel Next > |
| 🖸 Payroll Preperation 🗸 | | | | |

✓ If the user not selected the Holiday and Week off both options, the payroll is generated only for the number of days they present.



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Step 4 - In Menu 1 of Step 1, select the heads for the earning part that you require on the payslip.

Note: If any head you need to select is not present in Step 1, click on 'Create Head' in the top right corner to create the head you want.





Step 5 - In Menu 2 of Step 2, select the heads under the Deduction section that you want to include on the payslip.

Note: If any head you need to select is not available in Step 2, click on 'Create Head' at the top right corner to create the required head.



Templates for PF, ESIC, PT, Gratuity, and OT are available, allowing users to create the ones they need based on their current location.

Provident Fund Template -

✓ When you click on 'Provident Fund', the Provident Fund template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

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| MINOP | | Provide | ent Fund Template | | | | | + | × |
|---|------------|---------|--|------------------------|-----------------------------|-----------------------------|-----------------|-----------------|-------|
| 2 | @ > | • PF | Calculation On Basic O PF | - Calculation On Gross | PF Structure N | ame * E | mployee's Contr | ibution (%) * | |
| Account Code: MINC2E0 | | | | | Enter Structure | Name | Enter a Number | | |
| Domain Name: minoplate: Valid Upto: 2025-08-22 | st 🗳 | Emplo | oyer's Contribution (%) * Dedu | ict Employer PF from M | Ionthly Max Amount (I | Max Amount (Monthly) * | | (1) | |
| ~ | | Enter | a Number | 0.00 | Enter an Amour | Enter an Amount | | Status | 2 |
| Dashboard | | | Ve | | | | | | |
| 😒 Wizard | | | | | | | | Save | |
| Company | | 10 | ✓ records | | | | | | |
| 🛱 Shift | | | | | | | | | |
| 炎 Leave | | Action | PF Structure Name | PF Calculation On | Employee's Contribution (%) | Employer's Contribution (%) | Max Amount | PF Fixed Amount | Statu |
| ~ | | | Search Q | All 🗸 | | | | | All |
| Holiday | | ~ | StandardTemplate | Gross | 12 | 12 | 15000 | 1800 | |
| 2 User Management | | | employree | Gross | 12 | 12 | 15000 | 1800 | |
| 🛞 Utilities | | | njhdflghlidhigohdfghfdgkjldfjkghjkgjfdhj | j Basic | 15.12 | 11.11 | 7987987 | 0 | |
| ESS ESS | | | Test | Basic | 10 | 10 | 15000 | 1500 | |
| A Policy | | | gj | Basic | 6.5 | 5.5 | 1800 | 0 | |
| 🛆 Alert | | | | | | | | <u>ତି</u> Sa | ave |

 \checkmark Select the standard template and click the 'Save' button.

| MINOP | Provide | nt Fund Template | | | | | + | × |
|------------------------|---------|--|-------------------|-----------------------------|-----------------------------|------------|-----------------|-------|
| ja . | 10 | ✓ records | | | | | | |
| Account Code: MINC2E0 | Action | PF Structure Name | PF Calculation On | Employee's Contribution (%) | Employer's Contribution (%) | Max Amount | PF Fixed Amount | Statu |
| Valid Upto: 2025-08-22 | 4 | Search Q | All 🗸 | | | | | All |
| Dashboard | ~ | StandardTemplate | Gross | 12 | 12 | 15000 | 1800 | |
| 🔊 Wizard | | employree | Gross | 12 | 12 | 15000 | 1800 | |
| Company | | njhdflghlidhigohdfghfdgkjldfjkghjkgjfdhj | Basic | 15.12 | 11.11 | 7987987 | 0 | |
| E out | | Test | Basic | 10 | 10 | 15000 | 1500 | |
| Lo Shift | | gj | Basic | 6.5 | 5.5 | 1800 | 0 | |
| 계 Leave | | pf1103 | Gross | 5.3 | 4.2 | 20000 | 800 | |
| 🖹 Holiday | | 110324 | Basic | 6.5 | 5.6 | 1800 | 0 | |
| Se User Management | | individual | Basic | 8 | 6.08 | 30000 | 300 | |
| 🛞 Utilities | | Auto | Basic | 0 | 0 | 1000 | 0 | |
| ESS ESS | | 240311 | Basic | 5.6 | 5.6 | 2700 | 650 | |
| A Policy | Showing | 1 to 10 of 35 entries | | | | < | 1 2 3 4 | > |
| 🛆 Alert | | | | | | | 🖻 s | ave |

ESIC Template -

✓ When you click on 'ESIC', the 'ESIC' template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

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| | | ESIC Maste | r | | | | | + |
|--|----------|------------|--------------------------|---|---------------|-------------------|----------|-------|
| à | û | Employee C | contribution (in %) * | Employer Contribution (in %) * | | Max Amount Applic | cable *₹ | |
| Account Code: MINC2E | 0 | 3.25 | | 3.25 | | 30000 | | |
| Domain Name: minoplate Valid Upto: 2025-08-22 | est 📃 | ESIC Sta | tus | | | | Sa | ve 🛛 |
| Dashboard | | | | | | | | |
| 🕙 Wizard | | 10 🗸 | records | | | | | |
| Company | | Action | Employer Contribution(%) | Employee Contribution(%) | Max Amount(₹) | | Status | |
| 🝺 Shift | | | 3.25% | 0.75% | ₹2 | 1000 | Active | |
| パ] Leave | | | 0% | 0.75% | ₹2 | 1000 | Active | |
| 🖹 Holiday | | | 5.2% | 6.45% | ₹1 | 2000 | Active | |
| e ⊇⊛ User Management | | | 2.1% | 3.5% | ₹1 | 4274 | Active | |
| | | | 6% | 14% | ₹1 | 5000 | Active | |
| 0 500 | | | 5.5% | 6.6% | ₹ | 180 | Active | |
| A 155 | | | 6.6% | 5.54% | ₹ | 200 | InActive | |
| Policy | | | 7.5% | 4.3% | ₹ | 5000 | Active | |
| 🛆 Alert | | | | | | | | 🗟 Sav |

 \checkmark Select the standard template and click the 'Save' button.

| MIN@P | ≡ | ESIC Maste | er | | | | + × |
|------------------------|------------|--------------|--------------------------|--------------------------|---------------|----------|------|
| Ř | د ش | 10 🗸 | records | | | | |
| Account Code: MINC2E0 | . C | Action | Employer Contribution(%) | Employee Contribution(%) | Max Amount(₹) | Status | |
| Valid Upto: 2025-08-22 | τ | ~ | 3.25% | 0.75% | ₹21000 | Active | : |
| Dashboard | , | | 0% | 0.75% | ₹21000 | Active | : |
| wizard | | | 5.2% | 6.45% | ₹12000 | Active | : |
| | | | 2.1% | 3.5% | ₹14274 | Active | : |
| Company | | | 6% | 14% | ₹15000 | Active | : |
| Co Shift | | | 5.5% | 6.6% | ₹180 | Active | : |
| ஃபி Leave | | | 6.6% | 5.54% | ₹200 | InActive | : |
| 🛱 Holiday | | | 7.5% | 4.3% | ₹6000 | Active | : |
| Oe User Management | | | 2.5% | 2.3% | ₹1500 | InActive | : |
| 💥 Utilities | | | 5.2% | 3.74% | ₹15500 | Active | : |
| ESS | | Showing 1 to | 10 of 12 entries | | | < 1 | 2 > |
| A Policy | | | | | | | |
| 🛆 Alert | > | | | | | | Save |

PT Template -

✓ When you click on 'PT', the 'PT' template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

| Account Code: MINC2ED Domain Name: minoplatest Vaid Upic: 2025-08-22 Wizard Vizard Vizard Nitt 10 records | ♠ MINØP | ≡ | Tax Range Deta | ails | | + x |
|--|---|--------------|--|---|--------------|-----|
| Wizard Image: status Image: status Image: status | Account Code: MINC2E Domain Name: minoplat Valid Upto: 2025-08-22 |) st > | Location * Ahmedabad Start Range(?) 1 | End Range(र) Monthly T 99999999 36000 | ax Amount(₹) | + × |
| Image: marked bit Image: marked bit <td>😒 Wizard</td> <td></td> <td></td> <td></td> <td></td> <td></td> | 😒 Wizard | | | | | |
| Action Location Status I Leave I I Leave | 🔛 Company | | 10 v reco | ords 团 | | |
| Image: Default @ Active Image: Holiday Image: Default @ Active Image: Default @ Imag | 🗟 Shift | | Action | Location | Status | |
| Holiday PT1103 @ Active 20 User Management I andhra @ Active 20 User Management I Antive Active 20 User Management I Antive Active | 계 Leave | | | Default 💿 | Active | : |
| Outser Management Image: Imagement Active Image: Imagement Image: I | 🗎 Holiday | | | PT1103 💿 | Active | : |
| X Utilities All2 Active 2 ESS TR204 Active | See User Management | | | andhra 🕲 | Active | : |
| ESS A1034 (Inclusion) Active TR204 (Inclusion) Active Active | 💥 Utilities | | | A112 💿 | Active | : |
| TR204 Active | Ø FSS | | | A1034 @ | Active | : |
| Deliar A | | | | TR204 🕲 | Active | : |
| 2 Folloy Action | or Folicy | | | Toot @ | Activo | , |

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✓ Select the standard template and click the 'Save' button.

| @MIN@P | \equiv | Tax Range Det | ails | | + × |
|--------------------------|------------|--|---|--|------|
| à. | <u>ش</u> > | 10 v reco | rds | | |
| Account Code: MINC2E0 | | Action | Location | Status | |
| Domain Name: minoplatest | | ~ | Default 💿 | Active | : |
| vanu opto. 2020-08-22 | | | PT1103 @ | Active | : |
| Dashboard | > | | andhra 💿 | Active | : |
| 🕑 Wizard | > | | A112 💿 | Active | : |
| Company | > | | A1034 🞯 | Active | : |
| 🛱 Shift | > | | TR204 🞯 | Active | : |
| 兆 Leave | > [| | Test 💿 | Active | : |
| 🖹 Holiday | , [| | Andman 💿 | Active | : |
| Sea User Management | > | | Ahmedabd 🕲 | Active | : |
| S Utilities | | | Delhi 💿 | Active | : |
| ESS | > (| Showing 1 to 10 o | f 16 entries | < ۱ | 2 > |
| Policy | > | | | | |
| \land Alert | > | △ The state gover location to view. | nment imposes taxes on employees, and these taxes are structured differ | ently in each state, with varying tax slabs-click on | Save |

Gratuity Template -

✓ When you click on 'Gratuity', the 'Gratuity' template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

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|---------|---------|---------|-----------|
| MANTINA | JOLICOU | (INDIA) | FVI. LID. |

| @MIN@P | ≡ | Gratuity T | Femplate | | | | | + | × |
|--|--------|--------------------|-----------------------|------------------------|----------------------------------|---------------------------|-------------------------|--------|------|
| Account Code: MINC2E0 | | Title * Default | | Mi 51 | nimum Salary Amount (₹) * 100 | Maximu 10000 | ım Salary Amount (₹) * | | |
| Domain Name: minoplatest Valid Upto: 2025-08-22 | | Gratuity | Percentage (%) * | Sta | itus | | | Savo | |
| Dashboard | > | .4 | | | | | | June | |
| Company | > > | 10 | ✓ records | | | | | | |
| 💼 Shift | > | Action | Title | Gratuity Calculation O | n Minimum Salary Amount (₹) | Maximum Salary Amount (₹) | Gratuity Percentage (%) | Status | |
| ஃ1 Leave | > | | Search Q | All | | | | All 🗸 | |
| 🖹 Holiday | > | | Default Gratuity Plan | Basic | 1 | 100000 | 4.81 | Active | : |
| ∠⊚ User Management | > | | Gratuity1103 | Basic | 1000 | 50000 | 5.2 | Active | ÷ |
| X Utilities | > | | AutoGratuityPlan | Basic | 20000 | 70000 | 3.6 | Active | : |
| 0 500 | | | 031124Gratuiyy | Basic | 10000 | 50000 | 4.5 | Active | ÷ |
| <u>ab</u> E33 | · - | | 358Gratuity | Basic | 15000 | 50000 | 5.67 | Active | : |
| ∂≫ Policy | · | | Gratuity2102 | Basic | 28000 | 57000 | 6.3 | Active | : |
| 🛆 Alert | > | | | | | | | 6 | Save |

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✓ Select the default template and click the 'Save' button.

| MINOP | ≡ | Gratuity T | emplate | | | | | + | × |
|------------------------|----------|--------------|-----------------------|-------------------------|---------------------------|---------------------------|-------------------------|--------|------|
| <u>e</u> | <u>ن</u> | 10 🗸 | records |] | | | | | |
| Account Code: MINC2E0 | с | Action | Title | Gratuity Calculation On | Minimum Salary Amount (₹) | Maximum Salary Amount (₹) | Gratuity Percentage (%) | Status | |
| Valid Upto: 2025-08-22 | | | Search Q | All 🗸 | | | | All 🗸 | |
| Dashboard | > | ~ | Default Gratuity Plan | Basic | 1 | 100000 | 4.81 | Active | : |
| 🔊 Wizard | > | | Gratuity1103 | Basic | 1000 | 50000 | 5.2 | Active | ÷ |
| Company | > | | AutoGratuityPlan | Basic | 20000 | 70000 | 3.6 | Active | : |
| d even | | | 031124Gratuiyy | Basic | 10000 | 50000 | 4.5 | Active | : |
| Lo Shift | > | | 358Gratuity | Basic | 15000 | 50000 | 5.67 | Active | : |
| ،兆 Leave | > | | Gratuity2102 | Basic | 28000 | 57000 | 6.3 | Active | : |
| 🖹 Holiday | > | | Gratuity2113 | Basic | 30000 | 60000 | 3.3 | Active | ÷ |
| 🕘 User Management | > | | MarchGra | Basic | 10000 | 540000 | 100 | Active | : |
| 🛞 Utilities | > | | GratuityAfter5years | Basic | 20000 | 9999999 | 5 | Active | : |
| ess Ess | > | | gggguighui | Basic | 12000 | 20000 | 1.5 | Active | : |
| Policy | > | Showing 1 to | o 10 of 17 entries | | | | | ✓ 1 2 | > |
| 🛆 Alert | > | | | | | | | | Save |

OverTime -

✓ When you click on 'OverTime', the 'OverTime' template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

MANTRA

| MANTRA | SOFTECH | (INDIA) | PVT. LTD. |
|--------|---------|---------|-----------|
|--------|---------|---------|-----------|

| @MIN0P | \equiv | Overtime | e Template | | | | + × |
|--|------------|----------|---------------------------------|--------------------------------|--|---------------------------|--------|
| , and the second s | <u>ن</u> ک | Overtim | e Type * | | | | |
| Account Code: MINC2E0 | | Fixed 0 | Vvertime | 🗸 🖲 In-Salary | O Leave | | |
| Domain Name: minoplatest Valid Upto: 2025-08-22 | c | Thresho | ld for Less Than OT Hours | * | Overtime Pay Rate for Less Than Threshold (per hour) * | | |
| C Dashboard | | 1 | | | 10000 | | |
| (U) pasinoard | ; | Thresho | ld for Greater Than OT Hou | rs * | Overtime Pay Rate for Greater Than Threshold (per hour) * | | |
| 🖄 Wizard | | 5 | | | 20000 Save | 8 | |
| Company | | ∆ *Plea | se Note : If the overtime hours | s fall below the "Greater Than | Threshold" but exceed the "Less Than Threshold," the overtime pay rate for the "Less | s Than Threshold" will ap | ply. |
| 🗟 Shift | | | | | | | |
| ஃி Leave | | 10 | ✓ records | | | | |
| î Holiday | | Action | Overtime Type | OT Mode | Rules | Status | |
| oge User Management | | | Search Q | Search Q | | | |
| 🛞 Utilities | | | Fixed Overtime | In Salary | Min hrs: 5.00, Amount: 150.00 / Max hrs: 10.00, Amount: 250.00 | Active | : |
| ESS | | | Fixed Overtime | In Salary | Min hrs: 5.00, Amount: 150.00 / Max hrs: 10.00, Amount: 250.00 | Active | : |
| | | | Fixed Overtime | In Salary | Min hrs: 8.00, Amount: 50.00 / Max hrs: 12.00, Amount: 100.00 | Active | : |
| Ø [™] Policy | | | Fixed Overtime | In Salary | Min hrs: 8.00. Amount: 100.00 / Max hrs: 9.00. Amount: 200.00 | Active | : |
| \land Alert | | | | | | | 🗟 Save |

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 \checkmark Select the standard template and click the 'Save' button.

| MINOP | \equiv | Overtime | Template | | | | + x |
|---|----------|---------------------|---------------------|-------------------------------|---|----------|---------|
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | ۵¢ | Overtime Fixed O | e Type * vertime | In-Salary | O Leave | | |
| Dashboard | > | 10 | ✓ records |] | | | |
| 🔊 Wizard | > | Action | Overtime Type | OT Mode | Rules | Status | |
| Company | | | Search Q | Search Q | | | |
| 🗟 Shift | | ~ | Fixed Overtime | In Salary | Min hrs: 5.00, Amount: 150.00 / Max hrs: 10.00, Amount: 250.00 | Active | : |
| 兆] Leave | | | Fixed Overtime | In Salary | Min hrs: 5.00, Amount: 150.00 / Max hrs: 10.00, Amount: 250.00 | Active | : |
| 🔒 Holiday | | | Fixed Overtime | In Salary | Min hrs: 8.00, Amount: 50.00 / Max hrs: 12.00, Amount: 100.00 | Active | : |
| Se User Management | | | Fixed Overtime | In Salary | Min hrs: 8.00, Amount: 100.00 / Max hrs: 9.00, Amount: 200.00 | Active | : |
| X Utilities | | | Fixed Overtime | In Salary | Min hrs: 7.00, Amount: 200.00 / Max hrs: 10.00, Amount: 500.00 | Active | : |
| ESS | | | Fixed Overtime | In Salary | Min hrs: 3310.00, Amount: 1530.00 / Max hrs: 43256545.00, Amount: 1321230.00 | Active | : |
| Policy | | | Fixed Overtime | In Salary | Min hrs: 6.50, Amount: 180.00 / Max hrs: 12.00, Amount: 600.00 | InActive | : |
| 🛆 Alert | | | | | | [| මි Save |

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Step 6 - In Menu 2 Step 3, If a Reimbursement Head is required, select the appropriate heads. Otherwise, no selection is needed. Then, click the 'Next' button.

| MINOP | | | | | 🛠 📮 🗟 mine | oplatest@yopmail.com ~ |
|--|---|---|---|-----------------|---|------------------------|
| | | | | | 0 | 0 4 4 |
| Account Code: MINC2E0 Domain Name: minoplates | t | Create New Payroll Structure | | | | |
| Valid Upto: 2025-08-22 | | 1 Create Structure 2 Earnin | g - Deduction- Reimbursement he necessary heads for your employee's salary | 3 | Preview & Edit Change rule for heads | 4 View & Save |
| Dashboard | > | Step 1 - Farning (+) Create He | d Step 2 - Deduction | (+) Create Head | Step 3 - Reimbursement | (+) Create Head |
| 🕲 Wizard | > | | | | | O croate riota |
| Company | > | Search by Name Q | Search by Name | Q | Search by Name | Q |
| 🗟 Shift | > | ✓ Basic ✓ House Rent Allowance | Provident Fund ESIC | | | |
| ℬIJ Leave | > | Contraction Allowance | ✓ Professional Tax | | | |
| 🖨 Holiday | > | ✓ Uniform Allowance | Gratuity | | | |
| 2⊜ User Management | > | Newspaper Periodicals Bonus | Loan pf admin charge | | | |
| 🛞 Utilities | > | ✓ TBP Balance Taxable Income | PF Admin Charge 1 | | | |
| ESS | > | ✓ LTA | | | | |
| A Policy | > | | | | | |
| 🛆 Alert | > | | | | Cancel | Previous Next |

Step 7 - In Menu 3, the 'Preview & Edit' section allows you to make any necessary changes. Otherwise, you can click on 'Next Step'.

| MINOP | | | | | | & <u>\$</u> (| minoplatest@yop | omail.com |
|--|-----------|---|------------------|--|--------|---|-----------------|------------|
| | | | | | | C | | ₽ 4 |
| Account Code: MINC2 Domain Name: minoplat | E0 est | Create New Payroll Structu | re | | | | | |
| Valid Upto: 2025-08-2 | 2 | 1 Create Structure | Earning - Deduct | tion- Reimbursement ry heads for your employee's salary | 3 | Preview & Edit Change rule for heads | 4 Vi | ew & Save |
| Dashboard | > | Section: Earning: 8 | | | | | | |
| 🔊 Wizard | > | Selected Head Name | Section Type | Calculation Type | | | | |
| Company | > | Basic | EARNING | СТС | 40 | %Percentage | ✓ More Option | |
| 🗟 Shift | > | House Rent Allowance | EARNING | Basic | 40 | %Percentage | ✓ More Option | 0 |
| 🞢 Leave | > | | | | | | | |
| 🖹 Holiday | > | Education Allowance | EARNING | None | 400 | Flat Amount | ✓ More Option | 8 |
| o _⊛ User Management | > | Uniform Allowance | EARNING | None | 3000 | Flat Amount | ✓ More Option | 8 |
| 🛞 Utilities | > | Newspaper Periodicals | EARNING | None | • 1500 | Flat Amount | ✓ More Option | 8 |
| ESS | > | Bonus | EARNING | Basic | . 8.33 | %Percentage | ✓ More Option | 8 |
| Policy | > | | | | | | | |
| 🛆 Alert | > | | | | | Ca | ncel < Previous | Next > |

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Step 8 - In Menu 4, enter the amount to view the salary breakup details, then click the 'Save' button to save the data.

| MINOP | Ξ | | | | | | | ₿Ģ | minoplatest@yopmail.com ~ |
|--|---|--------------------------|----------------------|---------------------------------|---|---------------------------|------------|---|------------------------------|
| 2 | | ᢙ > Pay Structure | | | | | | 0 | 0 & 4 |
| Account Code: MINC2E0 Domain Name: minoplates | t | Create New Pa | yroll Structure | | | | | | |
| Valid Upto: 2025-08-22 | | 1 Create Struc | ture | 2 Earning - Do Select the ne | eduction- Reimburse cessary heads for your | ment employee's salary | 3 | Preview & Edit Change rule for heads | View & Save |
| Dashboard | > | Payroll Structu | ire | | | | | | l l |
| 🔊 Wizard | > | | | | | | | | |
| Company | > | Note: Please ente | r the desired amount | t to view the real sal | lary calculation. | | ₹ 30,000 | | ۲ |
| 🛱 Shift | , | Actual Earning | | Amount (₹) | Deduction | | Amount (₹) | Reimbursement | Amount (₹) |
| ឿ Leave | , | Basic | 40% of CTC | 0 | Employee - Provident Fund | 12.00% Of Gross | 0 | | |
| | | House Rent Allowance | 40% of Basic | 0 | Employer - | 12.00% Of Gross | 0 | | |
| E Holiday | Ý | Education | 400 | 0 | Provident Fund | | | | |
| 💩 User Management | > | Allowance | | | Employee - ESIC | 0.75 OF Gross Salary | U | | |
| 🛞 Utilities | > | Allowance | 3000 | U | Employer - ESIC | 3.25 OF Gross | 0 | | |
| ESS | > | Newspaper Periodicals | 1500 | 0 | Professional Tax | Salary | 0 | | |
| Policy | , | Bonus | 8 33% of Basic | 0 | | | - | | |
| 🛆 Alert | , | | | | | | | с | ancel C Previous Save |

Step 9 - When the user wants to update the pay structure details , click the 'Edit' button.

| @MIN⊚P | ≡ | | | | | 🖇 🗳 📀 minopla | test@yopmail.com ~ |
|--|---------|--|----------------|-------------------|--------------|---------------|--------------------|
| | | | | | D | ٥ | £ ± + |
| Account Code: MINC2E0 Domain Name: minoplates | : | 10 v records | | | | | |
| Valid Upto: 2025-08-22 | | Structure Name | Structure Type | Assigned Employee | Created Date | Status | Action |
| Dashboard | > | Search Q | Search Q | Search Q | Search Q | Search Q | |
| 😒 Wizard | > | 1 gross pf | 1 gross pf | 2 Employee | 2024-04-03 | Active | Assign : |
| 🕅 Company | > | 14th March Payroll | Indivisual | - | 2024-03-14 | InActive Edit | te |
| 📩 Shift | > | 888 | aaa | - | 2024-12-20 | Active | incomplete : |
| ぷ门 Leave | > | АААА | АААА | - | 2024-06-24 | InActive | 1 |
| 🖹 Holiday | > | Above 720000 with Actual PF | Individual Pay | 7 Employee | 2024-01-18 | Active | Assign : |
| On Hear Management | | Above 720000 with actual pf and Gratuity | Individual Pay | 93 Employee | 2024-02-12 | Active | Assign |
| | <i></i> | Above 720000 with Fixed PF | Individual | 282 Employee | 2024-01-11 | Active | Assign : |
| 🛞 Utilities | > | Above 720000 with Fixed PF And Gratuity | Individual Pay | 318 Employee | 2024-02-12 | Active | Assign : |
| a ESS | > | Above 720000 without PF | Individual Pay | 436 Employee | 2024-01-10 | Active | Assign : |
| Nolicy | > | Above 720000 without pf and Gratuity | Individual Pay | 625 Employee | 2024-10-01 | Active | Assign : |
| Alert | > | Showing 1 to 10 of 76 entries | | | | < 1 2 | 3 4 5 > |



Step 10 - Once the Edit page opens, enter the required details, then click 'Next' through each step, and finally click the 'Save' button to update the data.

| @MIN@P | | | | <i>\$</i> ∕ ₽ | 🔊 minoplatest@yopmail.com 🗸 |
|--|-----|------------------------------|--|---|-----------------------------|
| | | ᢙ > Pay Structure | | D | D & # |
| Account Code: MINC2E0 Domain Name: minoplates | t i | Create New Payroll Structure | | | |
| Valid Upto: 2025-08-22 | | 1 Create Structure | Earning - Deduction- Reimbursement Select the necessary heads for your employee's salary | Preview & Edit Change rule for heads | View & Save |
| Dashboard | > | Official Marrie V | | | |
| 🔊 Wizard | > | Structure Name * | 1 gross pf | | |
| Company | > | Structure Type * | 1 gross pf | | |
| 🛱 Shift | > | Salary Payout Based On | : Monthly Based | | |
| 労门 Leave | > | | | | |
| 🖹 Holiday | > | | | | |
| Se User Management | > | | | | |
| 💥 Utilities | > | | | | |
| ESS ESS | > | | | | |
| A Policy | > | | | | |
| ▲ Alert | > | | | | Cancel Next > |

Step 11 - When the user wants to inactivate the pay structure, click on 'Inactivate'. The selected pay structure will be deactivated.

| @MIN0P | | | | | | 🖇 🖞 🗟 minoplat | est@yopmail.com ~ |
|--|-----|--|----------------|-------------------|--------------|----------------|-------------------|
| è | | | | | C | D | £ * + |
| Account Code: MINC2E0 Domain Name: minoplates | t I | 10 v records | | | | | |
| Valid Upto: 2025-08-22 | | Structure Name | Structure Type | Assigned Employee | Created Date | Status | Action |
| ሰ Dashboard | > | Search Q | Search Q | Search Q | Search Q | Search Q | |
| 🔊 Wizard | > | 1 gross pf | 1 gross pf | 2 Employee | 2024-04-03 | Active | Assign : |
| 🔃 Company | > | 14th March Payroll | Indivisual | - | 2024-03-14 | InActive | |
| 🗟 Shift | > | 888 | aaa | - | 2024-12-20 | Active | incomplete : |
| <i>弐</i> | > | AAAA | АААА | - | 2024-06-24 | InActive | : |
| 🛱 Holiday | , | Above 720000 with Actual PF | Individual Pay | 7 Employee | 2024-01-18 | Active | Assign : |
| | | Above 720000 with actual pf and Gratuity | Individual Pay | 93 Employee | 2024-02-12 | Active | Assign : |
| ouser Management 🕞 | , | Above 720000 with Fixed PF | Individual | 282 Employee | 2024-01-11 | Active | Assign : |
| 💥 Utilities | > | Above 720000 with Fixed PF And Gratuity | Individual Pay | 318 Employee | 2024-02-12 | Active | Assign : |
| ESS ESS | > | Above 720000 without PF | Individual Pay | 436 Employee | 2024-01-10 | Active | Assign : |
| A Policy | > | Above 720000 without pf and Gratuity | Individual Pay | 625 Employee | 2024-10-01 | Active | Assign : |
| Alert | > | Showing 1 to 10 of 76 entries | | | | < 1 2 | 3 4 5 > |

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Step 12 - When the user wants to activate the pay structure, click on 'Activate'. The selected pay structure will then be activated.

| @MIN@P | | | | | | 🖇 🖞 🗟 minoplat | est@yopmail. | com 🗸 |
|--|----|--|----------------|-------------------|--------------|----------------|--------------|-------|
| à | | | | | C | ٥ | a 4 | + |
| Account Code: MINC2E0 Domain Name: minoplates | it | 10 v records | | | | | | |
| Valid Upto: 2025-08-22 | | Structure Name | Structure Type | Assigned Employee | Created Date | Status | Action | |
| Dashboard | > | Search Q | Search Q | Search Q | Search Q | Search Q | | |
| 🔊 Wizard | > | 1 gross pf | 1 gross pf | 2 Employee | 2024-04-03 | Active | Assign | : |
| 🗑 Company | > | 14th March Payroll | Indivisual | - | 2024-03-14 | InActive | | - |
| 🗟 Shift | > | ааа | aaa | | 2024-12-20 | Active | - | |
| 洲 Leave | > | АААА | AAAA | 22 | 2024-06-24 | InActive | | ; |
| Holiday | , | Above 720000 with Actual PF | Individual Pay | 7 Employee | 2024-01-18 | Active | Assign | 1 |
| | | Above 720000 with actual pf and Gratuity | Individual Pay | 93 Employee | 2024-02-12 | Active | Assign | : |
| ے User Management | 2 | Above 720000 with Fixed PF | Individual | 282 Employee | 2024-01-11 | Active | Assign | : |
| 💥 Utilities | > | Above 720000 with Fixed PF And Gratuity | Individual Pay | 318 Employee | 2024-02-12 | Active | Assign | : |
| ESS ESS | > | Above 720000 without PF | Individual Pay | 436 Employee | 2024-01-10 | Active | Assign | 1 |
| Policy | > | Above 720000 without pf and Gratuity | Individual Pay | 625 Employee | 2024-10-01 | Active | Assign | : |
| Alert | > | Showing 1 to 10 of 76 entries | | | | < 1 2 | 3 4 5 | > |

Step 13 - When the user wants to assign the pay structure, click on the 'Assign' link.

| €€MIN | | | | | | 🖇 🗳 🛞 minoplat | est@yopmail.com ~ |
|---|----------|--|----------------|-------------------|--------------|----------------|-------------------|
| | | | | | C | D | £ 8 + |
| Account Code: MINC2E0 Domain Name: minoplatest | : | 10 v records | | | | | |
| Valid Upto: 2025-08-22 | | Structure Name | Structure Type | Assigned Employee | Created Date | Status | Action |
| 斺 Dashboard | > | Search Q | Search Q | Search Q | Search Q | Search Q | |
| 😒 Wizard | > | 1 gross pf | 1 gross pf | 2 Employee | 2024-04-03 | Active | Assign : |
| 🔢 Company | > | 14th March Payroll | Indivisual | - | 2024-03-14 | InActive | 1 |
| 📩 Shift | > | ааа | ааа | - | 2024-12-20 | Active | InComplete |
| 考日 Leave | , | AAAA | АААА | - | 2024-06-24 | InActive | : |
| 🛱 Holiday | > | Above 720000 with Actual PF | Individual Pay | 7 Employee | 2024-01-18 | Active | Assign : |
| On User Management | | Above 720000 with actual pf and Gratuity | Individual Pay | 93 Employee | 2024-02-12 | Active | Assign : |
| | <i>´</i> | Above 720000 with Fixed PF | Individual | 282 Employee | 2024-01-11 | Active | Assign : |
| 🎘 Utilities | > | Above 720000 with Fixed PF And Gratuity | Individual Pay | 318 Employee | 2024-02-12 | Active | Assign : |
| ESS ESS | > | Above 720000 without PF | Individual Pay | 436 Employee | 2024-01-10 | Active | Assign : |
| A Policy | > | Above 720000 without pf and Gratuity | Individual Pay | 625 Employee | 2024-10-01 | Active | Assign : |
| ⚠ Alert | > | Showing 1 to 10 of 76 entries | | | | K 1 2 | 3 4 5 > |

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Step 14 - On the Assign page, select the Company, Branch, and Department. All employees belonging to the selected company, branch, and department will be displayed. Then, select the checkboxes for the employees to whom you want to assign the pay structure.

| MINOP | Ξ | | l. | Assig | n Employee : 1 | gross pf | | | | | |
|--|---|-------------------------------|----------------|------------------------------|----------------|----------------------|--------------------------------|---------------------|------------------------|------------|--|
| ja j | | | | Con | npany * | | Brand | Branch * | | | |
| Account Code: MINC2E0 | | 10 v records | | Al | Select (1047) | | - All S | All Select (3026) * | | | |
| Valid Upto: 2025-08-22 | | Structure Name | Structure Type | Department * All Select (21) | | | | | Designation (optional) | | |
| Dashboard | | | Search | | | | | NONE SELECTED | | | |
| 🕲 Wizard | | | 1 gross pf | Filte | Search by Nar | me & Code | | | | | |
| Company | | | Indivisual | | Employee Code | Employee Details | Payroll Structure | Company | Branch | Department | |
| ট Shift | | | ааа | | 66807 | Rishikesh | 1 gross pf | ABC | vadodara | Test | |
| 兆 Leave | | | AAA | | | pater | | | | | |
| 🖹 Holiday | | | Individual Pay | | 66808 | Abhishesk R Yadav | Above 720000 with actual pf | minoplat est | но | Test | |
| On Licer Management | | | Individual Pay | | | | and oratany | | | | |
| Ce user Management | | | Individual | | 66809 | SAMIT | Above 720000 with actual pf | minoplat | но | Test | |
| 💥 Utilities | | | Individual Pay | | | PATEL | and Gratuity | est | | | |
| ESS ESS | | | Individual Pay | | 66810 | () | Above 720000 with actual pf | minoplat | но | Test | |
| A Policy | | | Individual Pay | | | NeerajGoyals | and Gratuity | est | | | |
| 🛆 Alert | | Showing 1 to 10 of 76 entries | | | | | | | | 🗸 Assign | |

Step 15 - When you click the 'Assign' button, a confirmation popup will appear. Click 'Yes' to assign the structure or 'No' to cancel.

| MINOP | | | | Assign Employee | : 1 gross pf | | | | × |
|---|---|-------------------------------|----------------------|--------------------|--------------|--------------------------------|-------------------|----------|------------|
| 2 | | | | Company * | | Branc | :h * | | |
| Account Code: MINC2E0 Domain Name: minoplatest | | | | All Select (1047) | | → All S | All Select (3026) | | |
| Valid Upto: 2025-08-22 | | | | Department * | | | nation (opti | - | |
| Dashboard | | | | | | | | | |
| 🗈 Wizard | | 1 gross pf | 1 | Filter Search by t | Jame & Corle | | | | |
| Company | | 14th March Payroll Assign | Confirmation | | vee Details | Payroll Structure | Company | Branch | Department |
| 🛗 Shift | | Are you s | sure? do you want to | o Assign. | shikesh | 1 gross pf | ABC | vadodara | Test |
| 계] Leave | | AAAA | | No | Yes | 11-1-700000 | | | |
| 🕄 Holiday | | Above 720000 with Actual PF | | 66808 | hishesk R | with actual pf | minoplat est | но | Test |
| Que Hear Management | | | | | | and Gratuity | | | |
| 28 User wanagement | | | | 66809 | | Above 720000 with actual pf | minoplat est | но | Test |
| 28 Utilities | | | | | TAILE | and Gratuity | | | |
| <u>R</u> ESS | | | | 66810 | NasraiCousia | Above 720000 with actual pf | minoplat | но | Test |
| S Policy | | | | | Neerajdoyais | and Gratuity | | | |
| 🛆 Alert | ş | Showing 1 to 10 of 76 entries | | | | | | | 🗸 Assign |

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1.3 Employee Salary

On the Employee Salary page, once a pay structure is assigned to an employee, only that employee will be displayed.

Step 1 - Navigate to the Employee Salary menu on the left-hand side.

| | | | | \$ Q | minoplatest@yopmail.com ~ |
|---|-----------------------------|------------------------|---------------------------------|---------------|---------------------------|
| ě. | | | | 0 | 0 4 4 2 7 |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | Company * Select Company | Branch * Select Branch | Department * Select Departme | Des nt - S | signation |
| Payroll Preperation ~ | | | | | |
| 🖒 Salary Heads | | | | | |
| Pay Structure | | | | | |
| S Employee Salary | | | | | |
| A Non Recurring Income | | | | | |
| Custom Column | | | | | |
| 🖅 Payslip Template | | | | | |
| and Payroll Cycle | | | | | |
| 🖧 Increment Planning | | | | | |
| 을 Increment Approval | | | | | |
| 🛱 Conference Room Book > | | | | | |
| € F&F Flow > | | | | | |

Step 2 - On the Employee Salary page, select the Company, Branch, and Department from the dropdowns, then click the Apply button.

| MINOP | | | | | | | ¥ | 🍳 혿 minoplatest@ |)yopmail.com \sim |
|--|----|-----------------------------|---|-------------------------------|---|-------------------------------|---|-----------------------------------|---------------------|
| | | | | | | 0 | | 0 4 4 | 8 ₽ 7 |
| Account Code: MINC2E0 Domain Name: minoplates Valid Upto: 2025-08-22 | st | Company * All Select (1047) | × | Branch * All Select (3027) | * | Department All Select (21) | * | Designation Select Designation | • |
| Dashboard | > | | | | | | | | < d |
| 🔊 Wizard | > | | | | | | | | |
| Company | > | | | | | | | | |
| 🗟 Shift | > | | | | | | | | |
| ぷ[] Leave | > | | | | | | | | |
| 🖹 Holiday | > | | | | | | | | |
| Oge User Management | > | | | | | | | | |
| 💥 Utilities | > | | | | | | | | |
| ESS | > | | | | | | | | |
| A Policy | > | | | | | | | | |
| 🛆 Alert | > | | | | | | | | |

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Step 3 - On the Employee Salary page, click the "Update CTC" link to update the CTC and view the breakup details.

| @MIN@P | ≡ | | | | ¥ | 4 🙆 m | inoplatest@yopmail.com ~ |
|--|---|---------------|------------------|-----------------------------|------|-----------|--------------------------|
| 2 | | | | C | | D | \$ \$ ₹ ₹ |
| Account Code: MINC2E0 Domain Name: minoplates | t | 10 v records | X | | | Search | Search |
| Valid Upto: 2025-08-22 | | Employee Code | Employee Details | Assigned Payroll Structure | 11 0 | CTC (₹) 1 | Action 1 |
| 斺 Dashboard | > | 5643 | Regret | Above 720000 with Actual PF | | 213456 | Update CTC |
| 😒 Wizard | > | | | | | | |
| Company | > | 88519 | Canton Ross | Above /20000 with Actual PF | | 124582 | Update CTC |
| 🗟 Shift | > | 88465 | Rent Lane | Above 720000 with Actual PF | | 120120 | Update CTC |
| 兆] Leave | > | M140 | MonikaTest | Above 720000 with Actual PF | | 100000 | Update CTC |
| 🖹 Holiday | > | 67186 | Emp104 | Above 720000 with Fixed PF | | 95365 | Update CTC |
| 💩 User Management | > | 88459 | Carlton Ross | Above 720000 with Actual PF | | 93258 | Update CTC |
| 🛞 Utilities | > | | | | | | |
| ESS ESS | > | 88528 | Belinda Thornton | Above 720000 with Actual PF | | 90000 | Update CTC |
| A Policy | > | 67188 | Emp104 | Above 720000 with Fixed PF | | 86641 | Update CTC |
| ⚠ Alert | > | 67187 | C Emp104 | Above 720000 with Fixed PF | | 86640 | Update CTC |

Step 4 - On the Employee Salary Edit page, enter the CTC and click the "View" button to see the salary breakup details. If the user wants to update the data without going to the Bank Details menu, click the "Update" button.

| MINOP | Ξ | | 2 | Employee : Re | egret | | | | | | × |
|--|----|--------------|------|--------------------------------------|-----------------------------------|---------------------|--------------------------|----------------------------|-----------|--------------|---|
| æ. | | | | | Å | Employee CTC |] | | | Bank Details | |
| Account Code: MINC2E0 Domain Name: minoplates Valid Upto: 2025-08-22 | \$ | 10 v records | Empl | Payroll Stru Structure Type | ucture : Abo :: Individual Pay | ve 720000 w | rith Actual PF | | | | Monthly Based Salary Payout Based on |
| Dashboard | | 5643 | A | Note: Please en calculation is or | ter the desired n gross amount | amount to view t | v the real salary calo | ulation, PF | ₹ 2134 | 56 | |
| Se Wizard | | | 0 | Actual | | Amount(₹) | Deduction | | Amount(₹) | Reimburse | Amount(₹) |
| Company | | | | Earning | 40% of CTC | 85282 | Employee - | 12.00% Of | 22870 | ment | |
| 🗟 Shift | | 88465 | Q | House Rent | 40% of Basic | 34153 | Fund | 01033 | | | |
| 2 Leave | | M140 | 0 | Allowance | | | Employer - Provident | 12.00% Of Gross | 22870 | | |
| A | | | | Education Allowance | 400 | 400 | Fund | 0.000 | | | |
| (<u>≕</u>) Holiday | | 67186 | 2 | Uniform | 3000 | 3000 | Professional Tax | | 200 | | |
| Se User Management | | | 0 | Allowance | | | Provident Fund | 1 | | | |
| 🛞 Utilities | | | | Newspaper & Periodicals | 1500 | 1500 | Fixed | Actual | O No | | |
| ESS ESS | | 88528 | 2 | Bonus | 8.33% of Basic | 7112 | Employee Contribution | 12 | % | | |
| A Policy | | 67188 | 2 | LTA | 8000 | 8000 | Contribution | 12 | % | | |
| Alert | × | 67187 | Q | | | | | | | | Update Next > |

Step 5 - If the user wants to go to the Bank Details menu, click the "Next" button.

| MINOP | | Employee : Re | egret | | | | | | × |
|---|--------------|--------------------------------------|------------------------------------|----------------|------------------------------|-------------------|-----------|-------------------|---|
| þž. | | | 2 | Employee CTC |] | | | Bank Details | |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | 10 v records | Payroll Structure Type | ucture : Abov :: Individual Pay | ve 720000 w | ith Actual PF | | | | Monthly Based Salary Payout Based on |
| Dashboard > | 5643 | Note: Please en calculation is or | ter the desired an gross amount | amount to view | the real salary calcula | ation, PF | ₹ 2134 | 56 | |
| Wizard > | 88519 | Actual Earning | | Amount(₹) | Deduction | | Amount(₹) | Reimburse ment | Amount(₹) |
| Company > | | Basic | 40% of CTC | 85382 | Employee - 1: Provident G | 2.00% Of iross | 22870 | | |
| Shift > | | House Rent Allowance | 40% of Basic | 34153 | Employer - 1: | 2.00% Of | 22870 | | |
| 31 Leave > | M140 | Education | 400 | 400 | Provident G Fund | iross | | | |
| Holiday > | 67186 | Uniform | 3000 | 3000 | Professional Tax | | 200 | | |
| Utilities | 88459 | Newspaper & Periodicals | 1500 | 1500 | Provident Fund | Actual | O No | | |
| ESS > | 88528 | Bonus | 8.33% of Basic | 7112 | Employee Contribution | 12 | % | | |
| ✤ Policy → | 67188 | LTA | 8000 | 8000 | Employeer Contribution | 12 | % | | |
| ▲ Alert > | 67187 | A | | | | | | | Update Next > |



Step 6 - Enter the bank details, then click the 'Update' button.

| MINOP | | | | Employee : Regret | | × |
|--|---|---------------------|------|-----------------------|--------------------|---------------|
| ġ. | | 🗁 > Employee Salary | | A Employee CTC | Bank Details |] |
| Account Code: MINC2E0 Domain Name: minoplates | t | 10 v records | | Bank Holder Name * | Bank IFSC Code * | |
| Valid Upto: 2025-08-22 | | Employee Code | Empl | Regret | iob12345678 | |
| Dashboard | | 5643 | 0 | Bank Account Number * | Bank Branch Name * | |
| 🔊 Wizard | | | | 456789901234 | gota | |
| Company | | 88519 | 2 | Bank City | PAN Number | |
| the shift | | 88465 | Q | Bank City | PAN Number | |
| 20 | | | 0 | UAN Number | PF Account Number | |
| 개는 Leave | | M140 | - | UAN Number | PF Account Number | |
| 🖹 Holiday | | 67186 | Q | ESIC Number | | |
| Se User Management | | 89450 | 0 | ESIC Number | | |
| 🛞 Utilities | | | | | | |
| ESS ESS | | 88528 | 0 | | | |
| A Policy | | 67188 | A | | | |
| ▲ Alert | > | 67187 | Q | | | < Prev Update |

1.4 Non Recurring Income

Non-Recurring Income refers to any amount, such as a loan or bonus for an employee, for which a request can be created by following the steps below.

Step 1 - Go to the Non-Recurring Income menu from the left-hand side.



| MIN●P ≡ | | | | | | 🌮 🗘 🙆 m | inoplatest@yopr | nail.com ~ |
|----------------------------|-------------------------|-------------------|-------------|----------------------|--------------------|------------------|-----------------|------------|
| Account Code: MINC2E0 | | me e : 1 | | | | | | + |
| Valid Upto: 2025-08-22 | 10 v records | | | | | | | |
| ළ් Cloud Device Management | Employee Code 斗 | Employee Details | Head Name 🔄 | Principle Amount (₹) | Installment (₹) ⊥1 | Interest Rate(%) | Months | Start Da |
| Dayroll > | Search Q | Search Q | Search Q | | | | | |
| @ Payroll Preperation ~ | 66808 | Abhishesk R Yadav | Loan | ₹5000 | ₹500 | 1% | 10 | 2025 |
| 🖏 Salary Heads | | | | | | | | |
| Pay Structure | Showing 1 to 1 of 1 ent | ries | | | | | < | 1 > |
| S Employee Salary | | | | | | | | |
| A Non Recurring Income | | | | | | | | |
| Custom Column | | | | | | | | |
| 🖅 Payslip Template | | | | | | | | |
| 2 Payroll Cycle | | | | | | | | |
| 🛱 Increment Planning | | | | | | | | |
| යි Increment Approval | | | | | | | | |

Step 2 - Click on 'Add' button to create a Non-Recurring Income request.

| | | | | | | 🤣 🗘 💌 m | inoplatest@yopn | nail.com ~ |
|---|--|-------------------|---------------|-------------------------|--------------------|------------------|-------------------|------------|
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | A Non Recurring Inco Non Recurring Incom 10 | me e : 1 | | | | N | on Recurring Inco | ome + |
| 은 Payroll Preperation 🗸 | Employee Code | Employee Details | Head Name 🛛 🕸 | Principle Amount (₹) ↓1 | Installment (₹) ⊥† | Interest Rate(%) | Months 1 | Start Da |
| 🖒 Salary Heads | Search Q | Search Q | Search Q | | | | | |
| Pay Structure | 66808 | Abhishesk R Yadav | Loan | ₹5000 | ₹500 | 1% | 10 | 2028 |
| S Employee Salary | | abilityophian.com | | | | | | |
| A Non Recurring Income | Showing 1 to 1 of 1 ent | tries | | | | | < | 1 > |
| Custom Column | | | | | | | | |
| 🖅 Payslip Template | | | | | | | | |
| 2 Payroll Cycle | | | | | | | | |
| 🛞 Increment Planning | | | | | | | | |
| 읍 Increment Approval | | | | | | | | |
| 🛱 Conference Room Book > | | | | | | | | |
| [⇔ F&F Flow > | | | | | | | | |

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Step 3 - On the Non-Recurring Income page, fill in all the details. If the user does not want to enable the "Enable Interest" checkbox, click the "Save" button to save the data.

| | | | | Non Recurring Income | × |
|--|---|-------------------|-----|--------------------------|-----------------------------|
| Account Code: MINC2E0 | ᢙ → Non Recurring Inco Non Recurring Incom | me e : 1 | | Head Name * | Employee * All Select (738) |
| Domain Name: minoplatest Valid Upto: 2025-08-22 | 10 v records | | | Earning/Deduction * | Amount * |
| Cloud Device Management | Employee Code | Employee Details | He | Deduction | ₹ 10,000 |
| Dayroll > | | | Q S | Installment Months * | Installment Amount * |
| Payroll Preparation | | Abhishesk R Yaday | | 1 | ₹ 10000.00 |
| B Colorition | 66808 | abhi@yopmail.com | | Installment Start Date * | Installment End Date * |
| Salary Heads Pay Structure Salary | Showing 1 to 1 of 1 en | tries | | 1 2025-04-25 | 1025-05-25 |
| Alap Basurrian Incomp | | | | Comments | |
| | | | | Comments | |
| 🖅 Payslip Template | | | | | |
| 27 Payroll Cycle | | | | | |
| A Increment Planning | | | | | |
| 음 Increment Approval | | | | | Save |

Step 4 - On the Non-Recurring Income page, fill in all the details. If the user wants to enable the "Enable Interest" checkbox, check the checkbox, enter the interest rate, select either Yearly or Monthly basis, and then click the "Save" button to save the data.

| MINOP = | | | Non Recurring Income | × |
|---|---|-------------------|-------------------------------|--------------------------------|
| | 合 > Non Recurring Inco Non Recurring Incom | me e : 1 | Head Name * | Employee * All Select (738) |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | 10 v records | | Earning/Deduction * Deduction | Amount * ₹ 10,000 |
| 변스 Cloud Device Management | Employee Code | Employee Details | He Installment Months * | Installment Amount * |
| 🔯 Payroll > | | | 3 | ₹ 10000.00 |
| 🖸 Payroll Preperation 🗸 | | Abhishesk R Yadav | Installment Start Date * | Installment End Date * |
| Salary Heads | | abhi@yopmail.com | 2025-04-25 | 1 2025-05-25 |
| Pay Structure | Showing 1 to 1 of 1 en | tries | ✓ Enable Interest (%) | |
| Employee Salary | | | Interest (%) * | |
| Son Recurring Income | | | 10 | Yearly Based Monthly Based |
| 🖽 Custom Column | | | Comments | |
| 🖙 Payslip Template | | | Comments | |
| 💭 Payroll Cycle | | | | |
| A Increment Planning | | | | |
| 🚊 Increment Approval | | | | ि di Save |



Step 5 - Click the 'Edit' button to update the data, if required.

| MIN@P = | : | | | | | | \$ | ¢ 🦲 | minoplatest@y | opmail.com 🗸 |
|---|-------------------------------------|-------------------------------------|-------------------|------------------|--------|------------|------------|--------|---------------|--------------|
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | A > Non Rec Non Recurrin 10 ▲ | urring Income ng Income : 1 records | | | | | | | | |
| Payroll Preperation 🗸 🗸 | Name 11 | Principle Amount (₹) ↓↑ | Installment (₹) 🗍 | Interest Rate(%) | Months | Start Date | End Date | Status | 11 Actio | on It |
| 🖒 Salary Heads | 1 Q | | | | | | | | Edit | |
| Ø Pay Structure | Loan | ₹5000 | ₹500 | 1% | 10 | 2025-03-05 | 2026-01-05 | Р | Inactivate | : |
| S Employee Salary | | | | | | | | | Foreclosure | |
| A Non Recurring Income | Showing 1 t | o 1 of 1 entries | | | | | | | < | 1 > |
| Custom Column | | | | | | | | | | |
| 🖅 Payslip Template | | | | | | | | | | |
| R. Payroll Cycle | | | | | | | | | | |
| 🖧 Increment Planning | | | | | | | | | | |
| 은 Increment Approval | | | | | | | | | | |
| Conference Room Book > | | | | | | | | | | |
| [⇔ F&F Flow > | | | | | | | | | | |

Step 6 - The Non-Recurring Income edit page will open. Fill in the updated details, then click the 'Update' button.

| | | Non Recurring Income | × |
|--|--|--------------------------|------------------------|
| Account Code: MINC2F0 | | Head Name * | Employee * |
| Domain Name: minoplatest Valid Upto: 2025-08-22 | 10 v records | Earning/Deduction * | Amount * |
| Payroll Preperation ~ | lame ↓ Principle Amount (₹) ↓ Installment (₹) ↓ In | Installment Months * | C 5000 |
| Salary Heads R Pay Structure | | 10 | ₹ 500 |
| Employee Salary | Loan ¢5000 ₹500 | Installment Start Date * | Installment End Date * |
| A Non Recurring Income | Showing 1 to 1 of 1 entries | ✓ Enable Interest (%) | |
| Custom Column Bayslip Template | | Interest (%) * | |
| 2 Payroll Cycle | | Comments | Vearly Based |
| A Increment Planning | | 00000000 | |
| La Increment Approval | | | |
| € F&F Flow | | | Update |

Step 7 - Click the 'Inactivate' button to mark the Non-Recurring Income request for the particular employee as inactive.

| @MIN0P | Ξ | | | | | | | \$ L | 4 🙁 d | aminmin | op@yopma | il.com 🗸 |
|---|---|------------------------------------|--|--------------------|------------------|--------|------------|---|---------|-----------------------|----------|----------|
| Account Code: DAME781 Domain Name: damoinimio, Valid Upto: 2025-03-01 | p | A Non Recurring Non Recurring 10 ✓ | rring Income Ig Income : 1 records | | | | | | | | | + |
| Dashboard | > | Name 💷 | Principle Amount (₹) ↓↑ | Installment (₹) ⊥† | Interest Rate(%) | Months | Start Date | End Date | Status | 11 | Action | 11 |
| 🔊 Wizard | > | n Q | | | | | | | Ec | it | | |
| 📰 Company | > | ithers | ₹10000 | ₹10000 | 0% | 1 | 2025-04-01 | 2025-05-01 | P Fo | activate reclosure | | : |
| 🗟 Shift | > | | | | | | a al | and the second se | | | | <u> </u> |
| 兆] Leave | > | Showing 1 to | o 1 of 1 entries | | | | | | | | | 2 |
| 🛱 Holiday | > | | | | | | | | | | | |
| See User Management | > | | | | | | | | | | | |
| 🄀 Utilities | > | | | | | | | | | | | |
| ESS ESS | > | | | | | | | | | | | |
| A Policy | > | | | | | | | | | | | |
| 🛆 Alert | > | | | | | | | | | | | |

Step 8 - Click the 'Activate' button to make the Non-Recurring Income request for the particular employee active.

| MINOP = | | | | | | | | & Q 🧯 | minoplates | t@yopmail.com ~ |
|---|-----------------------------|-----------|----------------------|-----------------|------------------|--------|------------|------------|-------------|-----------------|
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | | | | | | | | | | • |
| 은 Payroll Preperation 🗸 | e Details | Head Name | Principle Amount (₹) | Installment (₹) | Interest Rate(%) | Months | Start Date | End Date | Status | Action |
| 🖒 Salary Heads | di | Search Q | 41 | 11 | -11 | 11 | If | 11 | Edit | 11 |
| Pay Structure | hishesk R Yadav | Loan | ₹5000 | ₹500 | 1% | 10 | 2025-03-05 | 2026-01-05 | Activate | /e |
| 💲 Employee Salary | n@yopman.com | | | | | | | | Foreclosure | : |
| 🚇 Non Recurring Income | Showing 1 to 1 of 1 entries | | | | | | | | | < 1 > |
| 🗇 Custom Column | | | | | | | | | | |
| 🗐 Payslip Template | | | | | | | | | | |
| 27 Payroll Cycle | | | | | | | | | | |
| 🖧 Increment Planning | | | | | | | | | | |
| 옲 Increment Approval | | | | | | | | | | |
| 🛗 Conference Room Book > | | | | | | | | | | |
| [⇔ F&F Flow > | | | | | | | | | | |

Step 9 - When the 'Foreclosure' button is clicked, a confirmation popup with 'Yes' and 'No' options will appear. If you click 'Yes,' the status column will be updated to 'Paid Up,' indicating that the employee's loan will no longer be deducted from their salary, as it has been paid manually.

| MINOP | | | | | | | | | 8 Q 🦲 | minoplates | t@yopmail.com |
|---|------------------------|---------------|-----------|----------------------|-----------------|------------------|--------|------------|------------|-------------|---------------|
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | | ome ne : 1 | | | | | | | | | |
| Payroll Preperation | e Details | | Head Name | Principle Amount (₹) | Installment (₹) | Interest Rate(%) | Months | Start Date | End Date | Status | Action |
| Salary Heads | - | 91 | Search Q | 11 | 11 | 11 | .lt | 11 | 11 | Edit | 11 |
| Pay Structure | hishesk R Yadav | | Loan | ₹5000 | ₹500 | 1% | 10 | 2025-03-05 | 2026-01-05 | Activate | /e |
| 💲 Employee Salary | ligyophan.com | | | | | | | | | Foreclosure | Ŀ |
| An Recurring Income | Showing 1 to 1 of 1 er | ntries | | | | | | | | | < 1 > |
| Custom Column | | | | | | | | | | | |
| 🖅 Payslip Template | | | | | | | | | | | |
| 2 Payroll Cycle | | | | | | | | | | | |
| 🔀 Increment Planning | | | | | | | | | | | |
| 占 Increment Approval | | | | | | | | | | | |
| 🛱 Conference Room Book 🔅 | | | | | | | | | | | |
| [⇔ F&F Flow | | | | | | | | | | | |

1.5 Custom Column

A Custom Column refers to a column that the user creates dynamically, which appears on the salary processing page.

Step 1 - Go to the Custom Column menu on the left-hand side.



| MINOP ≡ | | ź | ¢ ¢ | minoplatest@yopmail.com ~ |
|---|-----------------------------|---------------|--------|---------------------------|
| à | | | | • |
| Account Code: MINC2E0 Domain Name: minoplatest | 10 v records | | | Search: |
| Valid Upto: 2025-08-22 | Column Name | Type ↓↑ | Action | 11 |
| Payroll Preperation 🗸 | hello11 | Reimbursement | C | |
| Salary Heads | Loan | Deduction | C | |
| Pay Structure | Otherallowance | Earning | C | |
| S Employee Salary | | | | |
| Son Recurring Income | tax | Reimbursement | Ľ | |
| Custom Column | variablepay | Earning | ď | |
| 🖅 Payslip Template | Showing 1 to 5 of 5 optrios | | | $\langle 1 \rangle$ |
| Payroll Cycle | | | | |
| 🔠 Increment Planning | | | | |
| 은 increment Approval | | | | |
| Conference Room Book > | | | | |
| [⇔ F&F Flow > | | | | |

Step 2 - Click the 'Add' button to create a column.



| MINOP = | | 4 | 🖇 📮 📀 minoplatest@yopmail.com ~ |
|---|-----------------------------|---------------|---------------------------------|
| | | | |
| Account Code: MINC2E0 Domain Name: minoplatest | 10 v records | | Search: |
| Valid Upto: 2025-08-22 | Column Name | Туре | Action 11 |
| Payroll Preperation 🗸 | hello11 | Reimbursement | C |
| Salary Heads | Loan | Deduction | |
| Pay Structure | | | |
| S Employee Salary | Otherallowance | Earning | C |
| lon Recurring Income | tax | Reimbursement | C |
| Custom Column | variablepay | Earning | Ø |
| 🖅 Payslip Template | Showing 1 to 5 of 5 entries | | < 1 > |
| Payroll Cycle | Showing 1 to 5 of 5 entries | | |
| 🛱 Increment Planning | | | |
| 은 Increment Approval | | | |
| ☐ Conference Room Book → | | | |
| 192.168.6.15:8082/Payroll/PaysinTemplate | | | |

Step 3 - On the Custom Column page, enter the column name and column type, then click the 'Save' button to save the data.

| MINOP ≡ | | | Create New Column | × | |
|---|-----------------------------|---------------|-------------------|------|--|
| e l | | | Column Name * | | |
| Account Code: MING2E0 Domain Name: minoplatest | 10 v records | Bonus | | | |
| Valid Upto: 2025-08-22 | Column Name | ≜ Туре | Earning | ~ | |
| 🖾 Payroll Preperation 🗸 🗸 | hello11 | Reimbursement | | | |
| Salary Heads Pay Structure | Loan | Deduction | | | |
| 5 Employee Salary | Otherallowance | Earning | | | |
| A Non Recurring Income | tax | Reimbursement | | | |
| Custom Column | variablepay | Earning | | | |
| 🖅 Payslip Template | Showing 1 to 5 of 5 entries | | | | |
| 🖧 Increment Planning | | | | | |
| 음 Increment Approval | | | | | |
| 🛗 Conference Room Book 🤉 | | | | | |
| 🔄 F&F Flow | | | | Save | |

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| 6 | MINOP = | | | & <u></u> ⊅ | 🔎 minoplatest@yopmail.com ~ |
|-----|---|-----------------------------|---------------|-------------|-----------------------------|
| | è | | | | + |
| ſ | Account Code: MINC2E0 Domain Name: minoplatest | 10 v records | | | Search: |
| | Valid Upto: 2025-08-22 | Column Name | Туре | 1 Action | 11 |
| তা | Payroll Preperation 🗸 | Bonus | Earning | C | |
| | 🕏 Salary Heads | hello11 | Reimbursement | R | |
| | Pay Structure | | | | |
| | 💲 Employee Salary | Loan | Deduction | Ľ | |
| | Non Recurring Income | Otherallowance | Earning | Ø | |
| | Custom Column | tax | Reimbursement | C | |
| | 🖅 Payslip Template | variablepay | Earning | C | |
| | Payroll Cycle | | | | |
| | 🛞 Increment Planning | Showing 1 to 6 of 6 entries | | | |
| | 🐣 Increment Approval | | | | |
| ⊞ | Conference Room Book > | | | | |
| [\$ | F&F Flow > | | | | |

Step 5 - On the Custom Column page, enter the details you want to update, then click the 'Save' button to save the data.

| | | | Edit Column | × |
|---|-----------------------------|---------------|----------------|--------|
| ja je stali na stali | | | Column Name * | |
| Account Code: MINC2E0 Domain Name: minoplatest | 10 v records | | Bonus | |
| Valid Upto: 2025-08-22 | Column Name | Туре | Section Type * | ~ |
| Payroll Preparation ~ | Bonus | Earning | | |
| Salary Heads Pay Structure | hello11 | Reimbursement | | |
| Employee Salary | Loan | Deduction | | |
| 🔔 Non Recurring Income | Otherallowance | Earning | | |
| Custom Column | tax | Reimbursement | | |
| Dep Payslip Template | variablepay | Earning | | |
| Payroll Cycle Increment Planning | Showing 1 to 6 of 6 entries | | | |
| 🐣 Increment Approval | | | | |
| 🛗 Conference Room Book 🤌 | | | | |
| [t⊅ F&F Flow → | | | I | B Save |

Step 6 - The custom column named 'Bonus' that you created will appear in the grid on the Salary Process page.

| @MIN0P | ≡ | | | | | | | & 4ª 🖻 |) hr@mantratec.com \sim |
|---|-----------------|------------------------|---------------|-------------------------|---------------|--------------------------|------------------|---------------|---------------------------|
| è | 🟠 👌 Salary Proc | ess | | | | | | | |
| Account Code: MANB279 | Salary Process | 3:2 | | | | | | | V |
| Domain Name: mantra Valid Upto: 2025-08-09 | ✓ Salary Pro | cess Summary | | | | | | | |
| X Utilities > | Attenda | nce Pending (AP) 38 | А | ttendance Freezed 0 | (AF) | Salary Pending (SP) 2 | Salary Free 0 | ezed (SF) S | alary disbursed (SD) 0 |
| ESS > | Attenda | nce On hold (AOH) 0 | 1 | Attendance FNF (AF 0 | NF) | Salary On hol 0 | d (SOH) | Salary I | FNF (SFNF) 0 |
| Policy > | | | | | | | | | |
| 🛆 Alert > | | | | | | | | 10 v reco | rds 🗊 |
| Cloud Device Management | s ↓↑ | TaxDeduction ↓↑ | VariablePay 1 | Advance 1 | TestDeduction | l↑ Bonus ↓↑ | Payroll 1 | Net Payout ↓↑ | Action 1 |
| Payroll ~ | | | | | | | SP 🗸 | | |
| Attendance Finalization | | 70 | 30 | 30 | 7.0 | 3.0 | | = 01771 | C 2 |
| 요구 Salary Process | <0 | < U | 20 | ٢0 | < U | ٢0 | 57 • | ₹31//1 | |
| → Salary Disbursement | ₹0 | ₹0 | ₹0 | ₹0 | ₹0 | ₹ 0 | SP 🗸 | ₹14629 | Ľ |
| 📥 Salary Slip Export | | | | | | | | | |
| 👸 Payroll Analytics | Showing 1 to 2 | of 2 entries | | | | | | | $\langle 1 \rangle$ |
| E Challan | | | | | | | | | |



1.6 Payslip Template

The Payslip Template is used by HR to generate payslips with their own branding.

Step 1 - Go to the Payslip Template to the left side of the menu.

| | ≣ | | | | | | ¥ | 🗘 🗟 hr@ |) omantratec.com ∨ |
|--|-----------------------------|---------------|----------------------------------|------------|----------------------------|-----------|---|---------|-----------------------|
| | ☆ > Salary Slip Logo Change | | | | | | | | |
| Account Code: MANB279 Domain Name: mantra Valid Upto: 2025-08-09 | Select a file; * | ٥ | Footer Text Enter Footer Text | | Template * Select Template | ✓ | | | |
| L스 Cloud Device Management | Logo | ↓↑ Footer Tex | t | Assigned T | emplate | ↓↑ Status | | Action | 11 |
| Payroll > | | | | 2 | | Active | | (2) × |] |
| Process Data > | | | | | | | | | , |
| ව Payroll Preperation ~ | Showing 1 to 1 of 1 entries | | | | | | | | |
| 🖺 Salary Heads | | | | | | | | | |
| Pay Structure | | | | | | | | | |
| 💲 Employee Salary | | | | | | | | | |
| Non Recurring Income | | | | | | | | | |
| 🗇 Custom Column | | | | | | | | | |
| 🖅 Payslip Template | | | | | | | | | |
| ^ກ ະສ Payroll Cycle | | | | | | | | | |
| PMS > | | | | | | | | | |

Step 2 -On the Payslip Template page, select a file, enter the footer text, select the template, and click the 'Save' button to save the data.



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|) | | | | | | | | | | |
| Account Code: MANB279 Domain Name: mantra Valid Upto: 2025-08-09 | Select a file: * | Э | Footer Text Enter Footer Text | | Template * | ~ | 8 | | | |
| Ľ占 Cloud Device Management | Logo | Footer Te | ttî | Assigned | Template | ↓î | Status | | ↓↑ Action | 11 |
| Payroll > | MINOR | | | 2 | | | Active | | | |
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| @ Payroll Preperation 🗸 | Showing 1 to 1 of 1 entries | | | | | | | | | |
| 🖒 Salary Heads | | | | | | | | | | |
| Pay Structure | | | | | | | | | | |
| 💲 Employee Salary | | | | | | | | | | |
|) Non Recurring Income | | | | | | | | | | |
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| 🖅 Payslip Template | | | | | | | | | | |
| a Payroll Cycle | | | | | | | | | | |
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Step 3 - On Payslip Template Page, When click on Clear button then, clear all the data which are filled.

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| à | ☆ > Salary Slip Logo Change | | | | | | |
| Account Code: MANB279 Domain Name: mantra Valid Upto: 2025-08-09 | Select a file: * | Foot Ente | er Text er Footer Text | Template * Template 2 | v 🖻 🤦 | | |
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| 🖅 Payslip Template | | | | | | | |
| ື່ Payroll Cycle | | | | | | | |
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Step 4 - When you click the 'Edit' button, you can update the data. Afterward, click the 'Save' button to update the data.

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| à | | | | | |
| Account Code: MANB279 Domain Name: mantra Valid Upto: 2025-08-09 | Select a file: * | Footer Tex Enter Foot | tt Template * er Text Select Templ | Clear all field | |
| L'스 Cloud Device Management | Logo | ↓↑ Footer Text | 1 Assigned Template | .↓↑ Status | ↓↑ Action ↓↑ |
| Payroll > | MIN0P | | 2 | Active | C × |
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| ຊື່ງ Payroll Cycle | | | | | |
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Step 5 - When the 'Inactive' button is clicked, the data becomes inactive in the grid.

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| à. | | | | | |
| Account Code: MANB279 Domain Name: mantra Valid Upto: 2025-08-09 | Select a file: * | Footer Text Enter Footer Text | Template * Select Template | Clear all field | |
| L스 Cloud Device Management | Logo | Footer Text 🕼 Assi | igned Template | Status 11 | Action 1 |
| Payroll > | | 2 | | Active | |
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| Account Code: MANB279 Domain Name: mantra Valid Upto: 2025-08-09 | | Select a file: * | | D | Footer Text Enter Footer Text | | Template * Select Template | ~ | 6 | | | | | |
| Dashboard | > | Logo | 11 | Footer Text | 11 | Assigned | Template | ↓↑ | Status | | ↓↑ | Action | ţţ | |
| 🗞 Wizard | > | MIN0P | | | | 2 | | | InActive | | | e <mark>-</mark> |] | |
| 😨 Company | > | | | | | | | | | | | | | |
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Step 6 - When the 'Active' button is clicked, the data becomes active in the grid.

Step 7 - Here are the salary slip which is own branding logo by HR.

| | ΛΙΝΟ | teste | ompany200623 | | |
|-----------------------------|---|-----------------------------|------------------------|-----------------------|-------------------|
| | | Salary Slip Fe | bruary - 2025 | | |
| Employee ID | 123145 | Bank A/c No | | | |
| Employee Name | Vasim Patel | Bank Name | | DOJ | 22 September 2016 |
| Designation | Manager - System Integration & Projects | UAN No. | | PF No. | |
| Department | Project | ESI No | | | |
| Attendance | 8.00 out of 28.00 | | | | |
| Actuals | Amount(Rs.) | Earning | A mount(Rs.) | Deduction | A mount (Rs.) |
| Basic | 48000 | Basic | 13714 | Employee - | 1800 |
| House Rent | 19200 | House Rent | 5486 | Provident Fund | |
| Allowance | | Allowance | | Professional Tax | 200 |
| Education | 400 | Education | 114 | | |
| Allowance | 20.00 | Allowance | | | |
| Allemance | 3000 | Allowance | 857 | | |
| Newspaper | 1500 | Newspaper | 429 | | |
| Periodicals | | Periodicals | | | |
| Bonus | 39.98 | Bonus | 1142 | | |
| LTA | 80.00 | LTA | 2286 | | |
| DRIVER | 900 | DRIVER | 257 | | |
| SALARY | | SALARY | | | |
| FUEL AND CAR MAINTENANCE | 1800 | FUEL AND CAR MAINTENANCE | 514 | | |
| carn | 528 | earn | 151 | | |
| TBP Balance | 30874 | TBP Balance | 8821 | | |
| Actuals Total | 1 182 00 | Gross | 33771 | Deduction Total | 2000 |
| | | | | Net Amount | 31771.00 |
| Note: This is a Comp | outer Generated salary s | slip hence no signature | required.Subject to Ah | medabad Jurisdiction. | |

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1.7 Payroll Cycle

Using this payroll cycle, HR can set the payroll schedule based on our company's needs, and the payroll will be run according to that cycle.

Step 1 - Navigate to the Payroll Cycle menu located on the left-hand side of the screen.

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| | ᢙ → Payroll Cycle | | | | | | | | | + |
| Account Code: MINC2E0 Domain Name: minoplatest | 10 v records | | | | | | | Search: | | |
| Valid Upto: 2025-08-22 | Sr. No ↓ | From Date | | To date | 11 | Status | | Created date | | 11 |
| Payroll Preperation 🗸 🗸 | 1 | 1 | | 31 | | Active | | 2024-12-06 | | |
| 🖒 Salary Heads | Showing 1 to 1 of 1 entries | | | | | | | | < 1 | > |
| Pay Structure | 🛆 Note: Adding an addition | al payroll cycle date for th | ne current transa | ction year may resu | ult in a discrep | pancy in the payr | oll process. T | he payroll system will n | ot automatica | ally |
| S Employee Salary | adjust for this change, so m | anual corrections will be | required. | | | | | | | |
| A Non Recurring Income | | | | | | | | | | |
| 🗇 Custom Column | | | | | | | | | | |
| E Payslip Template | | | | | | | | | | |
| 2 Payroll Cycle | | | | | | | | | | |
| Hanning | | | | | | | | | | |
| 윤 Increment Approval | | | | | | | | | | |
| ☐ Conference Room Book → | | | | | | | | | | |
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Step 2 -Click the 'Add' button to add data on the Payroll Cycle page.

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| è | 1 | Ĝ ≥ Payroll Cycle | | | | | ••• |
| Account Code: MINC2E0 Domain Name: minoplates | t | 10 🗸 rec | ords | | | | Search: |
| Valid Upto: 2025-08-22 | | Sr. No | ļì | From Date | To date | Status 11 | Created date 11 |
| ሰ Dashboard | > | 1 | | 1 | 31 | Active | 2024-12-06 |
| 🔊 Wizard | > | Showing 1 to 1 o | 1 entries | | | | < 1 > |
| 😨 Company | > | ▲ Note: Adding adjust for this ch | an additional p ange, so mani | payroll cycle date for the current transa ual corrections will be required. | ction year may result in a discre | pancy in the payroll process. T | he payroll system will not automatically |
| 🗟 Shift | > | | | | | | |
| ஃபி Leave | > | | | | | | |
| Holiday | > | | | | | | |
| වි User Management | > | | | | | | |
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| A Policy | > | | | | | | |
| Alert | > | | | | | | 2025 © Copyright Mantra Someon |



Step 3 - On the Payroll Cycle page, enter the 'From' date, and the 'To' date will auto-fill in the text field. Then, click the 'Save' button to save the data.

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| and the second s | | ᢙ > Payroll Cycle | | | | | | | | | + |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | t | From Date * | | To Date * | | ~ | | | | | |
| Dashboard | > | | | | | | | | | | |
| 🔊 Wizard | > | | | | | | | | | | |
| 📰 Company | > | 10 v records | là Fron | Data | 1 . | Ta data It | Ctatua | It | Orested d | Search: | 11 |
| 🗟 Shift | > | 1 | 1 | i Date | | 31 | Active | | 2024-12-0 | 6 | +1: |
| ஃப் Leave | > | Showing 1 to 1 of 1 ent | ies | | | | | | | | < 1 > |
| 🛱 Holiday | > | 🛆 Note: Adding an add | tional payro | I cycle date for the current tran | sact | tion year may result in a discrep | bancy in the payro | oll process. T | he payroll s | ystem will not aut | omatically |
| 💩 User Management | > | adjust for this change, s | o manual co | rrections will be required. | | | | | | | |
| 🛞 Utilities | > | | | | | | | | | | |
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| Policy | > | | | | | | | | | | |
| 🛆 Alert | , | | | | | | | | | 2025 © Copyr | ight Mantra Sottech |

1.8 Increment Planning

Increment Planning is the structured process of determining salary or wage increases for employees within an organization.

Step 1 - Go to the Increment Planning menu on the left-hand side.





Step 2 - Click the 'Add' button under 'Create Increment Policy' to create the data.



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| à | | | | + Create increment polic |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | Company * All Select (1047) | Branch * All Select (3027) | Department Select Department | Designation |
| ව Payroll Preperation 🗸 | Financial Year* | Effective Date * | Policy Name* | Increment Cycle* |
| 🖏 Salary Heads | 2025-2026 | ▼ | Increment Policy | Yearly - |
| Pay Structure | Increment Mode* | Increment Value* | Is Approval Required | Workflow |
| S Employee Salary | % Percentage | • 15 | Yes No | Select Workflow 👻 |
|) Non Recurring Income | Select File | | | |
| Custom Column | U | Apply For Clear | | |
| 🖅 Payslip Template | | | | |
| Payroll Cycle | | | | |
| B Increment Planning | | | | |
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Step 3 - On the Increment Policy page, fill in all the fields, then click the 'Apply for' button to filter the data.

Step 4 - When you click the 'Clear' button, all the details in the fields will be cleared.

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|---|--------------------------------|-------------------------------|---------------------------------|---------------------------------|
| è | ᢙ → Increment policy planning | | | + Create increment policy |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | Company * All Select (1047) | Branch * All Select (3027) | Department Select Department | Designation Select Designation |
| ව Payroll Preperation 🗸 | Financial Year* | Effective Date * | Policy Name* | Increment Cycle* |
| 🖺 Salary Heads | 2025-2026 👻 | iii 2025-04-15 | Increment Policy | Yearly - |
| Pay Structure | Increment Mode* | Increment Value* | Is Approval Required | Workflow |
| S Employee Salary | % Percentage 👻 | 15 | Ves No | Select Workflow * |
| ♣ Non Recurring Income ☐ Custom Column | Select File | Apply For Clear | | |
| 🖅 Payslip Template | | | | |
| Rayroll Cycle | | | | |
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☆ ひ ± ₹ 0 : ← → C ▲ Not secure 192.168.6.15:8082/PayRoll/IncrementPlanningPage# **MINOP** ᢙ > Increment policy planning Account Code: MINC2E0 10 ✓ records Domain Name: minoplatest Valid Upto: 2025-08-22 Policy Status Policy Name Policy Created No Of Employee(s) IT Financial year Action Dashboard > Increment Policy Pending 2025-04-15 1518 2025-2026 0 . 🔄 Wizard > < 1 > Showing 1 to 1 of 1 entries Company > 🛅 Shift 兆 Leave > 🖹 Holiday a User Management > 🛞 Utilities > ESS > A Policy > \land Alert > 2025 © Copyright Mantra Softech _

Step 5 - When you click the 'View' button, you can see all the employees who belong to that policy.

Step 6 - On the Increment Planning page, when you click the 'Send for Approval' button, all employee requests are sent to higher authorities for approval.

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|--|----------------|--------------------------------|-------------------|-----------------------------|--------------------|--------------------------|--|
| | | Ĝ ≥ Increment | policy planning | | | | + Create increment policy |
| Account Code: MINC2E Domain Name: minoplate Valid Upto: 2025-08-22 | :0 est 2 | Policy Name Increment Polic | у | Financial Year 2025-2026 | | Policy Status Pending | |
| Dashboard | , | Total Current | СТС | Proposed Growth | | | Total New CTC |
| 🔊 Wizard | > | 108325733 | | | | ✓ ₫ | 124574593 |
| Company | > | | | | | | |
| 🛱 Shift | > | 6 | | | | Sand | for approval |
| 兆] Leave | > | Employee Go | Name It | Current CTC | Growth % or Amount | 1 New CTC | Pay structure Action |
| 🖹 Holiday | 2 | Search O | Search 0 | Search O | Search C | Search C | Search 0 |
| o ⊛ User Management | > | ocaron se | | | | | |
| 🛞 Utilities | > | 5643 | Regret | 213456 | 15 % | 245474 | Above 720000 with Actual PF |
| ESS | > | | | | | 70005 | |
| Policy | > | 66807 | Risnikesn patei | 01204 | 10 % | 70385 | i gross pi |
| Alert | > | 66808 | Abhishesk R Yadav | 61116 | 15 % | 70283 | Above 720000 with actual pf and Gratuity |

Step 7 - When you click the 'Edit' button, update the data you want to change.

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| | | ᢙ > Increment | policy planning | | | | | | | | + Create | e increment policy |
| Account Code: MINC2E0 Domain Name: minoplate Valid Upto: 2025-08-22 | st | Policy Name Increment Polic | У | | Financial Year 2025-2026 | P | Polic Pendi | ry Status ing | | | | |
| 斺 Dashboard | > | Total Current (| стс | | Proposed Growth | | | | | Total | New CTC | |
| 🖎 Wizard | > | 141793114 | | | | | ~ | <u>a</u> | | 16306 | 2081 | |
| 🗑 Company | > | | | | | | | | | | | |
| 🗟 Shift | > | | | | | | | Daniel for an | | 10 | rocorde | |
| パー Leave | > | | | | | | | Send for ap | provar | 10 | Viecolus | |
| Holiday | > | Employee | Name | | Current CTC | Growth % or Amount | | New CTC | Pay struc | ture | | Action 1 |
| Se User Management | > | Search Q | Search 0 | 2 | Search Q | Search C | Q | Search Q | Search | | ٩ | |
| X Utilities | > | 20010 | Dhruvi chetan shah | | 15000 | 15 % | | 17250 | Grade C 2 PF | 70000 to | 720000 Actual | |
| ESS ESS | > | 20011 | Niyati kishorbhai | | 15001 | 15% | | 17251 | Grade C 2 | 700 <mark>00 t</mark> o | 720000 Actual | ß |
| Policy | > | | ranavat | | | | | | PF | | | × |
| Alert | > | 20012 | Sneha bhavesh shah | | 15002 | 15 % | | 17252 | Grade C 2 PF | 70000 to | 720000 Actual | ۲ ۲ |

Step 8 - In the edit page, enter the amount in the fields, then click the 'Apply' button to update the data in the grid.

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| @MIN0P | | | | | | | 🛠 🗘 🗭 minoplates | st@yopmail.com ~ |
| Account Code: MINC2E Domain Name: minoplate Valid Upto: 2025-08-22 | 0 est | ÷ | | | | | Reset 10 v records | |
| Dashboard | | Employee Go | Name 11 | Current CTC | Growth % or Amount | New CTC | Pay structure | Action 11 |
| Wizard | | Search Q | Search Q | Search Q | Search Q | Search Q | Search Q | |
| Company | ÷ | 20010 | Dhruvi chetan shah | 15000 | 15 | 17250 | Grade C 270000 to 720000 Actual PF | × |
| 💼 Shift 州 Leave | > | 20011 | Niyati kishorbhai ranavat | 15001 | 15 % | 17251 | Grade C 270000 to 720000 Actual PF | ۲ ۲ |
| 🖹 Holiday | > | 20012 | Sneha bhavesh shah | 15002 | 15 % | 17252 | Grade C 270000 to 720000 Actual PF | ۲ × |
| 😂 User Management | > | | | | | | | |
| 🛞 Utilities | > | 20013 | Shweta rakesh shah | 15003 | 15 % | 17253 | Grade C 270000 to 720000 Actual PF | × |
| ESS ESS | > | | | | | | Grade C 270000 to 720000 Actual | C |
| Policy | > | 20014 | Moksh rakesh shah | 15004 | 15 % | 17255 | PF | × |
| ▲ Alert | > | 20015 | Vaishali samir sanghavi | 15005 | 15 % | 17256 | Grade C 270000 to 720000 Actual PF | ۲ × |

Step 9 - When you click the 'Cross' button, the data will be deleted from the grid.

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| 2 | | | | | | | | |
| Account Code: MINC2E0 Domain Name: minoplates Valid Upto: 2025-08-22 | t | ÷ | | | | Send fo | n approval | 8 |
| | | Employee | Name 11 | Current CTC | Growth % or Amount | New CTC | Pay structure | Action 11 |
| 行了 Dashboard | ` | Search Q | Search Q | Search Q | Search Q | Search Q | Search Q | |
| 🖄 Wizard | > | | | | | | | 12 |
| 🔢 Company | > | 1002 | UserB | 30000 | 15 % | 34500 | Grade C 270000 to 720000 Actual PF | × |
| 🗟 Shift | > | | Khvati bhadreshbhai | | | | Less than 27000 with Fixed PF AND | C |
| 考门 Leave | > | 20001 | sanghavi | 21500 | 15 % | 24725 | ESIC and PT | × |
| 🛱 Holiday | > | 20010 | Dhruvi chetan shah | 15000 | 15 % | 17250 | Grade C 270000 to 720000 Actual PF | ď |
| angen an Stein St | > | | | | | | | × |
| 🛞 Utilities | > | 20011 | Niyati kishorbhai ranavat | 15001 | 15 % | 17251 | Grade C 270000 to 720000 Actual PF | e × |
| ESS | > | | | | | | | TP2 |
| A Policy | > | 20012 | Sneha bhavesh shah | 15002 | 15 % | 17252 | Grade C 270000 to 720000 Actual PF | × |
| ⚠ Alert | > | 20013 | Shweta rakesh shah | 15003 | 15 % | 17253 | Grade C 270000 to 720000 Actual PF | e × |





Step 10 - When you click the 'i' button, you will see all the details of the approval flow.

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|---|------|-----------------------------|---------------|----------------|-------------------|----------------|----------------------------------|
| à | | ᢙ > Increment policy plann | ning | | | | + Create increment policy |
| Account Code: MINC2E0 Domain Name: minoplatest | | 10 v records | | | | | |
| Valid Upto: 2025-08-22 | - 41 | Policy Name | Policy Status | Policy Created | No Of Employee(s) | Financial year | 11 Action |
| Dashboard | > | Increment Policy | Pending | 2025-04-15 | 3083 | 2025-2026 | |
| SWizard | > | | | | | | |
| 😨 Company | > | Showing 1 to 1 of 1 entries | s | | | | < 1 > |
| 🛱 Shift | > | | | | | | |
| <i>තී</i> ∐ Leave | > | | | | | | |
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| O _@ User Management | > | | | | | | |
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| | \equiv | | Policy Approval Flow Timeline | × |
|--|----------|---|---|---|
| à | | | | |
| Account Code: MINC2E0 Domain Name: minoplates | | 10 v records | Policy Name : Increment Policy Created By : minoplatest at 15-04-2025 04:59 PM Status : Created | |
| valid upto: 2025-08-22 | | Policy Name 👫 Policy Status 🗐 Policy Cr | | |
| Dashboard | | Increment Policy Pending 2025-04- | | |
| 💽 Wizard | | | | |
| Company | | Showing 1 to 1 of 1 entries | | |
| ট Shift | | | | |
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1.9 Increment Approval

The Increment Approval page refers to the process where any increment request is sent to higher authorities for approval.



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|---|--|-------|----------------|----------------|----------|--------|---------|----------|-----------------|-------------|-----------------|
| | | | | | | | | \$ | 📮 🗟 min | oplatest@yo | pmail.com ~ |
| 2 | ᢙ > Increment Approval | | | | | | | | | | ⊽ Filter |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | Policy Status Approval Pending 0 | | Approved 0 | Rejected 0 | | On Hol | d | Send for | r Revision 0 | | |
| 은 Payroll Preperation 🗸 | | | | | | | | | | | |
| 🕄 Salary Heads | 10 v records | | | | | | | | | | |
| Pay Structure | Policy name | 11 | No of employee | Financial year | Document | 11 | Remarks | 11 | Policy status | Action | 11 |
| S Employee Salary | Search | Q | Search Q | Search C | Search | Q | Search | Q | Search Q | | |
| Non Recurring Income | Increment Policy | | 3083 | 2025-2026 | | | | | Pending | 6 | 3 |
| 🖸 Custom Column 🖅 Payslip Template | Showing 1 to 1 of 1 entries | 3 | | | | | | | | < | 1 > |
| Payroll Cycle | | | | | | | | | | | |
| Increment Planning | | | | | | | | | | | |
| Increment Approval | | | | | | | | | | | |
| Conference Room Book | | | | | | | | | | | |
| L⇔ F&F Flow > | | | | | | | | | 2025 | Copyright N | Aantra Softech |

Step 2 - In the Increment Approval page, you can view all employee requests pending approval.



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| | ᢙ → Increment Approval | | | | | | | | | | | | ⊽ Filter |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | Policy Status Approval Pending 0 | | Approved 0 | | Rejecte 0 | d | | On Hole | 8 | Send fo | r Revision 0 | | |
| Payroll Preperation ~ | | | | | | | | | | | | | |
| 🖒 Salary Heads | 10 v records | | | | | | | | | | | | |
| Pay Structure | Policy name | 11 | No of employee | 11 | Financial year | 11 | Document | 11 | Remarks | 11 | Policy status | Action | 11 |
| S Employee Salary | Search | Q | Search | Q | Search | Q | Search | Q | Search | Q | Search Q | | |
| Non Recurring Income | Increment Policy | | 3083 | | 2025-2026 | | | | | | Pending | | |
| Custom Column | | | | | | | | | | | | | |
| E Payslip Template | Showing 1 to 1 of 1 entries | | | | | | | | | | | < | 1 > |
| Payroll Cycle | | | | | | | | | | | | | |
| 🛞 Increment Planning | | | | | | | | | | | | | |
| A Increment Approval | | | | | | | | | | | | | |
| ☐ Conference Room Book → | | | | | | | | | | | | | |
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Step 3 - When you click the 'i' button, you will see all the details of the approval flow.

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| à | ᢙ > Increment Approval | | | | | | | | | | | | ⊽ Filter |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | Policy Status Approval Pending 0 | | Approved 0 | | Rejected 0 | | | On Hole | d | Send for | r Revision 0 | | |
| Payroll Preperation | • • | | | | | | | | | | | | |
| 🔋 Salary Heads | 10 v records | | | | | | | | | | | | |
| Pay Structure | Policy name | | No of employee | | Financial year | 11 | Document | | Remarks | | Policy status | Action | 11 |
| S Employee Salary | Search | Q | Search | Q | Search | Q | Search | Q | Search | Q | Search Q | | |
| Non Recurring Income | Increment Polic | , | 3083 | | 2025-2026 | | | | | | Pending | | 6 |
| Custom Column | | | | | | | | | | | | | |
| € Payslip Template | Showing 1 to 1 of 1 entri | es | | | | | | | | | | < | 1 > |
| R.g. Payroll Cycle | | | | | | | | | | | | | |
| 🛱 Increment Planning | | | | | | | | | | | | | |
| L Increment Approval | | | | | | | | | | | | | |
| 🛱 Conference Room Book | > | | | | | | | | | | | | |
| [⇔ F&F Flow | > | | | | | | | | | | 2025 | © Copyright Ma | intra Softech |



| | | | Policy Approval Flow Timeline | × |
|---|--|----------------|---|---|
| E. | | | | |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | Policy Status Approval Pending 0 | Approved 0 | Policy Name : Increment Policy Created By : minoplatest at 15-04-2025 04:59 PM Status : Created | |
| Payroll Preperation 🗸 | | | | |
| Salary Heads | 10 v records | | | |
| Pay Structure | Policy name | No of employee | | |
| Employee Salary | | | | |
| A Non Recurring Income | Increment Policy | | | |
| Custom Column | | | | |
| 🖙 Payslip Template | Showing 1 to 1 of 1 entries | | | |
| CJ Payroll Cycle | | | | |
| A Increment Planning | | | | |
| 🐣 Increment Approval | | | | |
| Conference Room Book > | | | | |
| € F&F Flow | | | | |

2. Payroll Operation

2.1 Attendance Finalize

The Attendance Finalize page is where an employee's attendance is locked (frozen) for a selected month after all required reviews or adjustments.

Step 1 - Go to Attendance Finalize Page from left side menu.

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| | | | 🞸 🗘 📀 minoplatest@yopmail.com | |
|---|---------------------|----------------------|-------------------------------|---|
| <i>D</i> | | | | 7 |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2027-03-26 | Company * | Branch * | Month * | |
| Alert > | Select Company * | Select Branch * | Mar-2025 V | |
| Payroll | Select Department * | Select Designation - | Attendance Pending (AP) | |
| Attendance Finalization | | | ✓ ₫ | |
| 응고 Salary Process ④ Salary Disbursement | | | | |
| ය Salary Slip Export | | | | |
| Payroll Analytics PF Challan | | | | |
| ESIC Challan | | | | |
| Payroll Preperation > Conference Room Book > | | | | |

Step 2 - On the Attendance Finalize page: Select the Company, Branch, and Month (these are mandatory). Optionally, you can also filter by Department, Designation, and Status. Click on the Apply button to fetch the attendance records.

| @MIN@P | | | | | | 🛠 📮 🙆 minoplate | est@yopmail.com 🗸 |
|---|---|-------------------|---|--------------------|---|-------------------------|-------------------|
| Account Code: MINC2E0 | | | | | | | V |
| Domain Name: minoplates Valid Upto: 2025-08-22 | | Company * | | Branch * | | Month * | |
| Dashboard | > | All Select (1047) | * | All Select (3027) | * | Feb-2025 | ~ |
| 🔊 Wizard | > | Department | | Designation | - | Status | |
| 📰 Company | > | Select Department | | Select Designation | | Attendance Fending (AF) | |
| 🛱 Shift | > | | | | | | |
| 兆] Leave | > | | | | | | |
| 🛱 Holiday | > | | | | | | |
| ු ම User Management | > | | | | | | |
| 🛞 Utilities | > | | | | | | |
| ESS ESS | > | | | | | | |
| A Policy | > | | | | | | |
| 🛆 Alert | > | | | | | | |

Step 3 - Once filters are applied, the Attendance Finalization Summary tab will display employee statuses with counts:

1) Attendance Pending (AP) - This is the default status when the filter search is initially applied. It also displays the count of employees whose attendance is yet to be approved or change to other statuses.

2) Attendance Freezed (AF) - This status indicates that employee attendance status is 'Freezed' and displays the count of employees whose attendance has been 'Freezed'.

3) Attendance On Hold (AOH) - This status shows employee count whose attendance status is on hold.

4) Attendance FNF (AFNF) - This status shoes employee count whose attendance status is FNF.

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|--|--------------|---|--|----------------|-----------------|---------------|--------------|----------------------|
| | ☆ > Atter | ndance Finalization | | | | | | |
| Domain Name: minoplatest Valid Upto: 2027-03-26 | ✓ Atter A | ndance Finalization Su ttendance Pending (AF | mmary ²) Attendance Freez | ed (AF) | Attendance On h | old (AOH) | Attendanc | e FNF (AFNF) |
| Cloud Device Management | | 2659 | 1 | | 0 | | | • |
| Payroll ~ | | | | | | | 10 v reco | rds 🔊 |
| Attendance Finalization | All | Employee Code | Employee Details | Present (days) | Absent (days) | Taken Leave 🕼 | Attendance 1 | Action/Status |
| 요 Salary Process | | Search Q | Search | 2 | | | AP 🗸 | |
| ا Salary Disbursement کی Salary Slip Export | | 66826 | Emp3 theodora84@yopmail.com | 0.00/28 | 24 | 0 | AP v | C |
| 600 Payroll Analytics | | 66827 | Emp4 teresa5@yahoo.com | 0.00/28 | 20 | 0 | AP 🗸 | ß |
| FF Challan ESIC Challan | | 66828 | Emp5 layla_feeney98@hotmail.com | 0.00/28 | 20 | 0 | AP 🗸 | C |
| Payroll Preperation > | | 66829 | Emp6 mina.hodkiewicz@gmail.com | 0.00/28 | 20 | 0 | AP 🗸 | C |
| | | 66830 | Emp7 whitney.zulauf@hotmail.com | 0.00/28 | 20 | 0 | AP 🗸 | C |

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Step 4 - To process attendance:

✓ Select an employee whose attendance you want to finalize.

| €MIN | Ξ | | | | | | ş | 4 🙆 m | inoplatest@yopmail.com ~ |
|--|---|-----------|---------------------------|---------------------------------------|----------------|-----------------|-------------|--------------|--------------------------|
| Account Code: MINC2E0 | | ☆ > Atter | ndance Finalization | | | | | | V |
| Domain Name: minoplatest Valid Upto: 2027-03-26 | | ✓ Atter | ndance Finalization Su | immary | (45) | Attendence On b | | | Anna FAIR (AFAIR) |
| Dashboard | 5 | A | 2659 | r) Attendance Freezed | (AF) | Attendance on n | old (AOH) | Atten | 0 |
| 🔊 Wizard | > | | | | | | | | |
| Company | > | Selec | ted Employee: 1 | | | | | Freeze | On hold FNF |
| 🗟 Shift | > | All | Employee Code | Employee Details | Present (days) | Absent (days) | Taken Leave | F Attendance | 11 Action/Status 11 |
| 光 Leave | > | | 66836 Q | Search Q | | | | AP | ~ |
| Holiday | > | | 66836 | Emp13 demarcus.mueller@hotmail.com | 1.00/28 | 27 | 0 | AP | ✓ |
| So User Management | ` | | | | | - | | | |
| Ess | | Showing | 1 to 1 of 1 entries (filt | tered from 2,659 total entries) | | | | | |
| ✤ Policy | > | | | | | | | | |

✓ Click the 'Edit' button to make updates (e.g., Present Days, Absent Days, Leave Taken, Overtime, No Pay Days).

| MINOP | | | | | | | \$ | Д | inoplatest@yopmail.com ~ |
|--|---|--------|-------------------------------|--|-----------------------|---------------|-------------|------------|--------------------------|
| Account Code: MINC2E0 Domain Name: minoplates | t | A | ttendance Pending (Af 3076 | Atten | dance FNF (AFNF) 0 | | | | |
| Valid Upto: 2025-08-22 | | Select | ted Employee: 1 | | | | | Freeze | On hold FNF |
| Wizard | > | All | Employee Code 斗 | Employee Details | Present (days) | Absent (days) | Taken Leave | Attendance | 1 Action/Status |
| Company | > | | Search Q | Search Q | | | | AP | ~ |
| 🗟 Shift | > | | 20011 | Niyati kishorbhai ranavat 20011@yopmail.com | 0.00/28 | 28 | 0 | AP | ~ C |
| 考] Leave | > | | 20012 | Sneha bhavesh shah | 0.00/28 | 28 | 0 | AP | ✓ |
| 🛱 Holiday | > | | 20013 | Shweta rakesh shah | 0.00/28 | 28 | 0 | AP | |
| 🍰 User Management | > | | 20010 | 20013@yopmail.com | 0.00720 | 20 | Ŭ | | |
| 🛞 Utilities | > | | 20014 | Moksh rakesh shah 20014@yopmail.com | 0.00/28 | 28 | 0 | AP | ✓ |
| Sec. ESS | > | 0 | 20015 | Vaishali samir sanghavi | 0.00/28 | 28 | 0 | AP | ✓ Ø |
| A Policy | > | | | 200 rowyopmail.com | | | | | |
| 🛆 Alert | > | | 20016 | 20016@yopmail.com | 0.00/28 | 28 | 0 | AP | ✓ |



\checkmark After editing, click the Apply button.

| MINOP | | | | | | | | Ð | ¢ | minopl | atest@yopmail.com ~ |
|---|---|-----------|---------------------------|---------------------------------------|-------|------------------|-----------------|---------------|-------|------------|---------------------|
| 2 | | ☆ > Atter | idance Finalization | | | | | | | | |
| Domain Name: minoplates Valid Upto: 2027-03-26 | t | ✓ Atter | ndance Finalization Su | mmary | oozod | (45) | Attendance On h | old (AOH) | | Attendance | |
| Dashboard | > | | 2659 | 1 | 00200 | | 0 | | | Attendunes | 0 |
| 🔊 Wizard | > | | | | | | | | | | _ |
| Company | > | | | | | | | Reset | 10 | ✓ record | ds 🔊 |
| 🗟 Shift | > | All | Employee Code ↓ | Employee Details | 11 | Present (days) 🗍 | Absent (days) | Taken Leave 🗍 | F Att | endance 💷 | Action/Status |
| ،引 Leave | > | | 66836 Q | Search | Q | | | | A | P ¥ | |
| 🖹 Holiday | > | | 66836 | Emp13 demarcus.mueller@hotmail.com | n | 1.00 | 27 | 0 | A | P v | <u>~</u> |
| See User Management | > | _ | | | | | | | | | |
| 🏵 Utilities | > | Showing | 1 to 1 of 1 entries (filt | ered from 2,659 total entries) | | | | | | | |
| ESS ESS | > | | | | | | | | | | |
| Policy | > | | | | | | | | | | |
| 🛆 Alert | > | | | | | | | | | | |

 \checkmark Once all data is verified, click the Freeze button to finalize.

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| Account Code: MINC2E0 | | | ndance Finalization | | | | | | V |
| Domain Name: minoplates Valid Upto: 2027-03-26 | t | ✓ Atter | ndance Finalization Su | mmary P) Attendance Freeze | d (AF) | Attendance On h | old (AOH) | Attenda | nce FNF (AFNF) |
| Dashboard | > | | 2659 | 1 | | 0 | | | 0 |
| 😒 Wizard | > | | | | | | | | |
| 🔛 Company | > | Selec | ted Employee: 1 | | | | | Freeze | On hold FNF |
| 🗟 Shift | > | All | Employee Code | Employee Details | Present (days) | Absent (days) | Taken Leave | F Attendance | Action/Status |
| 兆 Leave | > | | 66836 Q | Search Q | | | | AP | ~ |
| 🖹 Holiday | > | | 66836 | Emp13 | 1.00/28 | 27 | 0 | AP | ✓ [1] |
| 😂 User Management | > | | | demarcus.mueller@hotmail.com | | | | | |
| 🛞 Utilities | > | Showing | g 1 to 1 of 1 entries (filt | ered from 2,659 total entries) | | | | | < 1 > |
| ESS ESS | > | | | | | | | | |
| A Policy | > | | | | | | | | |
| \land Alert | > | | | | | | | | |



✓ Finally, Select the employee and click Save to complete the attendance freezing process.

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| Account Code: MINC2E0 | | ☆ > Atter | idance Finalization | | | | | | |
| Domain Name: minoplatest Valid Upto: 2027-03-26 | : | ✓ Atter | ndance Finalization Su ttendance Pending (Af | mmary) Attendance Freezed | I (AF) | Attendance On h | old (AOH) | Atter | ndance FNF (AFNF) |
| Dashboard | > | | 2658 | 2 | | 0 | | | 0 |
| 😒 Wizard | > | | | | | | | | |
| 🔛 Company | > | Selec | ted Employee: 2 | | | | | | Pending |
| 🗟 Shift | > | All | Employee Code | Employee Details | Present (days) | Absent (days) | Taken Leave 💵 | F Attendance | 1 Action/Status |
| 兆 Leave | > | | Search Q | Search Q | | | | AF | ~ |
| 🖹 Holiday | > | | | Emp13 | | | | | |
| er Management ⊇ | > | | 66836 | demarcus.mueller@hotmail.com | 1.00/28 | 27 | 0 | AF | * |
| 💥 Utilities | > | | 290685 | Rishi | 0.00/28 | 20 | 0 | AF | ✓ |
| ESS ESS | > | _ | | | | | | | |
| A Policy | > | Showing | 1 to 2 of 2 entries | | | | | | < 1 > |
| \land Alert | > | | | | | | | | |

Step 5 - When the 'On Hold' button is clicked, the process is put on hold.

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|--|---|--------------|---|------------------------------------|----------------|-----------------|---------------|------------|--------------------------|
| Account Code: MINC2E0 | | ☆ > Atter | dance Finalization | | | | | | |
| Domain Name: minoplatest Valid Upto: 2027-03-26 | ţ | ✓ Atter A | ndance Finalization Su ttendance Pending (Af | mmary P) Attendance Freezed | (AF) | Attendance On h | old (AOH) | Atten | dance FNF (AFNF) |
| Dashboard | > | | 2658 | 2 | | 0 | | | 0 |
| S Wizard | > | | | | | | | | |
| 😨 Company | > | Select | ed Employee: 1 | | | | | Freeze | On hold FNF |
| 🗟 Shift | > | All | Employee Code | Employee Details | Present (days) | Absent (days) | Taken Leave 1 | Attendance | Action/Status |
| パロ Leave | > | | Search Q | Search Q | | | | AP | • |
| 🖹 Holiday | > | | 66026 | Emp3 | 0.00/20 | 24 | 0 | AD | |
| Se User Management | > | | 00820 | theodora84@yopmail.com | 0.00/28 | 24 | U | AF | • |
| X Utilities | > | | 66827 | Emp4 teresa5@yahoo.com | 0.00/28 | 20 | 0 | AP | • |
| ESS ESS | > | | 66828 | Emp5 layla_feeney98@hotmail.com | 0.00/28 | 20 | o | AP | ~ 🗹 |
| Policy | > | - | | 🚁 Emp6 | | | | | - |
| \land Alert | > | | 66829 | mina.hodkiewicz@gmail.com | 0.00/28 | 20 | U | AP | |



2.2 Salary Process

The Salary Process refers to the stage where employee salaries are processed after their attendance has been finalized.

Step 1 - Go to the Salary Process option located on the left-hand side menu.

| | | | 🛠 📮 💽 minoplatest@yopmail.com ~ |
|---|---------------------|----------------------|---------------------------------|
| ě. | | | |
| Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 | Company * | Branch * | Month * |
| 🕼 Payroll 🗸 🗸 | Select Company 👻 | Select Branch 👻 | Mar-2025 🗸 |
| Attendance Finalization | Department | Designation | Status |
| 요. Salary Process | Select Department * | Select Designation - | Salary Pending (SP) 🗸 |
| | | | |
| 🕁 Salary Slip Export | | | |
| abol Payroll Analytics | | | |
| 🔲 ESIC Challan | | | |
| I PF Challan | | | |
| analytics | | | |
| Payroll Preperation > | | | |
| ☐ Conference Room Book → | | | |
| [⇔ F&F Flow > | | | |

Step 2 - On the Salary Process page: Select the Company, Branch, and Month. Click the Apply button to view the salary processing data.

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|--|-------------------|---|--------------------|---|---------------------|-------------------|
| Account Code: MINC2E0 | | | | | | 7 |
| Domain Name: minoplatest | Company * | | Branch * | | Month * | |
| Valid Upto: 2025-08-22 | All Select (1047) | * | All Select (3027) | + | Feb-2025 | ~ |
| Attendance Finalization | Department | | Designation | | Status | |
| දුබ Salary Process | Select Department | | Select Designation | • | Salary Pending (SP) | ~ |
| Salary Disbursement Salary Disbursement Salary Salary | | | | | | |
| 📥 Salary Slip Export | | | | | | |
| ili Payroll Analytics | | | | | | |
| ESIC Challan | | | | | | |
| I PF Challan | | | | | | |
| 600 Payroll Analytics | | | | | | |
| Payroll Preperation > | | | | | | |
| ☐ Conference Room Book → | | | | | | |
| [⇔ F&F Flow > | | | | | | |

Step 3 - After applying the filters, the Salary Process Summary tab will display various statuses.

Note: If the current status is not saved, the process will not proceed to the next stage. It will only display the existing status as per the current workflow stage.

1) Salary Pending (SP) - This is status indicated that employees attendance has been approved. It also displays the count of employees whose attendance has been approved/Freezed and saved.

2) Salary Freezed (SF) - This status indicated that the employees salary status is 'Freezed' and displays the count of employees whose salary has been 'Freezed'.

3) Salary disbursed (SD) - This status shows Salary disbursed and counts.

4) Salary On hold(SOH) - This status indicates that employees' salaries are 'On Hold' along with the employee count.

5) Salary FNF (SFNF) - This status indicates that employees' salaries are 'FNF' along with the employee count.

Note: To change an employee's salary status, select the employee. Then options such as Freeze, On Hold, and FNF will appear.



| MINOP | Ξ | | | | | | | | | B | 🗘 (🖲 mi | noplatest@j | yopmail.com \ |
|--|----|-----|---|---------------------------|-----------------------|--------------|------------------|----------|---------|--------------|------------|--------------|-------------------|
| Account Code: MINC2E0 Domain Name: minoplates Valid Upto: 2027-03-26 | st | | ry Process ocess : 3 ry Process Summary | | | | | | | | | | 7 |
| Dashboard | > | A | ttendance Pending (AP 2658 |) | Attendance Freez 2 | ed (AF) | Salary Pend 3 | ing (SP) | Sala | ry Free 0 | zed (SF) | Salary dis | bursed (SD) 25 |
| 🔊 Wizard | > | At | tendance On hold (AOF 0 | 1) | Attendance FNF | (AFNF) | Salar | y On hol | d (SOH) | | Sala | ary FNF (SFI | NF) |
| 🔛 Company | > | | | | | | | | | | | | |
| 🗟 Shift | > | | | | | | | | | | 10 🗸 r | ecords | |
| ،兆 Leave | > | All | Employee Code | Employee Detail | | No.Pay Days | Net Salary | Loan | Payroll | 11 | Net Payout | 11 Action | 1 41 |
| 🖹 Holiday | > | | Search Q | Search | Q | | | | SP | ~ | | | |
| 2⊛ User Management ೫ Utilities | > | | 66825 | Amit Kumar kumar@yopma | ail.com | 4.50 / 28.00 | ₹11296 | | SP | ~ | ₹ 11296 | | C |
| ESS ESS | > | | 66833 | Emp10 regan@yopma | ail.com | 1.00 / 28.00 | ₹ 2584 | | SP | ~ | ₹ 2584 | | C |
| A Policy | > | | 66834 | Emp11 jesus36@ama | iil.com | 1.00 / 28.00 | ₹ 3054 | | SP | ~ | ₹ 3054 | | C |
| ▲ Alert | > | _ | | , | | | | | - | | | | |

Step 3 - Select the checkbox next to the employee whose salary you want to process. Click the Freeze button.

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|---|---|-------|-------------------------------|--------------------------|-----------------------|---------------|-------------------|--------------|---------|------------------|----------------|---------|---------------------|----------|
| Account Code: MINC2E0 Domain Name: minoplatest | t | | y Process ocess : 3 | | | | | | | | | | | V |
| Valid Upto: 2027-03-26 | > | A | ttendance Pending (AF 2658 | ") | Attendance Freez 2 | zed (AF) | Salary Pendi 3 | ng (SP) | | Salary Free 0 | zed (SF) | Sal | ary disbursed 25 | i (SD) |
| Nizard | > | At | tendance On hold (AOI 0 | 4) | Attendance FNF 0 | (AFNF) | Salary | On hold 0 | I (SOH) | | Sa | lary FN | JF (SFNF)) | |
| 🗑 Company | > | | | | | | | | | | | | | |
| 🛱 Shift | > | Selec | ted Employee: 3 | | | | | | | | Freeze | On | hold FNI | |
| 考门 Leave | > | | | | | | | | | | | | | |
| 🖹 Holiday | > | All | Employee Code | Employee Detail | 11 | No.Pay Days 🕼 | Net Salary | Loan | Payroll | Ļĵ | Net Payout | 11 | Action | -11 |
| O⊜ User Management | > | | Search Q | Search | Q | | | | SP | * | | | | |
| 🛞 Utilities | > | | 66825 | Amit Kumar kumar@yopr | mail.com | 4.50 / 28.00 | ₹11296 | | SP | ~ | ₹ 11296 | | C | |
| ESS | > | | 66833 | Emp10 regan@yopn | nail.com | 1.00 / 28.00 | ₹ 2584 | | SP | ~ | ₹ 2584 | | C | |
| △ Alert | > | | 66834 | Emp11 jesus36@gm | nail.com | 1.00 / 28.00 | ₹ 3054 | | SP | ~ | ₹ 3054 | | Ø | |



Step 4 - After freezing, select the employee again. Click the Save button to complete the salary process.

| €€MIN | | | | | | | | | | \$ | 4 🙆 m | inopla | atest@yopn | nail.com 🗸 |
|--|---|------------|---------------------------|--------------------|---------------------|--------------|--------------------|---------|---------|----------------|------------|---------|--------------------|------------|
| 2 | | Ġ > Sala | ry Process | | | | | | | | | | | |
| Account Code: MINC2E0 | | Salary Pro | ocess : 3 | | | | | | | | | | | |
| Domain Name: minoplatest Valid Upto: 2027-03-26 | t | ✓ Sala | ry Process Summar | y | | | | | | | | | | |
| Dashboard | > | A | ttendance Pending 2658 | (AP) | Attendance Freez | red (AF) | Salary Pendir 0 | ig (SP) | Sa | lary Free 3 | zed (SF) | Sa | lary disburs 25 | ed (SD) |
| 🐑 Wizard | > | At | ttendance On hold (/ 0 | AOH) | Attendance FNF 0 | (AFNF) | Salary | On hole | d (SOH) | | Sal | lary Fl | NF (SFNF) 0 | |
| 😨 Company | > | | | | | | | | | | | | | |
| 🗟 Shift | > | | | | | | | | | | 10 🗸 | record | ls | |
| 계 Leave | > | All | Employee Code | Employee Detail | 11 | No.Pay Days | Net Salary | Loan | Payroll | 11 | Net Payout | | Action | 11 |
| 🖹 Holiday | > | | Search (|), Search | Q | | | | SF | ~ | | | | |
| 💩 User Management | > | | | Amit Kumar | , | | | | | | | | | |
| 🛞 Utilities | > | | 66825 | kumar@yop | omail.com | 4.50 / 28.00 | ₹11296 | | SF | ~ | ₹ 11296 | | | |
| ESS ESS | > | | 66833 | Emp10 regan@yop | mail.com | 1.00 / 28.00 | ₹ 2584 | | SF | * | ₹2584 | | | |
| Policy | > | | 66834 | Emp11 | mail com | 1.00 / 28.00 | ₹ 3054 | | SF | ~ | ₹ 3054 | | - | |
| 🛆 Alert | > | | | resus30@gl | man.com | | | | 1 | | | | | |
| <u>199</u> | | | | | | | | | | | | | | |

Step 5 - A confirmation popup will appear. Click 'Yes' to proceed.

| MINOP | | | | | | | | | 4 🖲 minop | |
|--|---|--------------------------------------|--|--|---|-------------|-----------------|------------------|-------------|----------------------------|
| Account Code: MINC2E0 Domain Name: minoplates Valid Upto: 2027-03-26 | t | িলি > Salar Salary Pro ✓ Salar | y Process ocess : 3 ry Process Summary | | | | | | | ⊽ 🛯 |
| Dashboard | > | A | ttendance Pending (AP 2658 |) Attendance F | reezed (AF) | Salary Pend | ling (SP) | Salary Free 3 | ezed (SF) S | alary disbursed (SD) 25 |
| 🕲 Wizard | > | At | tendance On hold (AOF 0 | i) Salar | y Freezed | alar | ry On hold 0 | I (SOH) | Salary | FNF (SFNF) |
| 📰 Company | > | | Ŭ | Are you certain you wish t | to edit the salary proc nore? | cess once | U | | | _ |
| 📩 Shift | > | | | If you make edits, the sta you`ll need to | tus will switch to pen freeze it once more | ding, and | | | 10 v reco | rds 🔊 |
| 兆] Leave | > | All | Employee Code | En | | 1 | Loan | Payroll | Net Payout | Action 1 |
| 🖹 Holiday | > | | Search Q | S. | NO | | | SF 🗸 | | |
| 2⊛ User Management | > | | 66825 | Amit Kumar | 4 50 / 28 00 | ₹ 11296 | | SE | ₹ 11296 | |
| 🛞 Utilities | > | | | kumar@yopmail.com | | | | | | |
| ESS ESS | > | | 66833 | Emp10 regan@yopmail.com | 1.00 / 28.00 | ₹2584 | | SF 🗸 | ₹ 2584 | - |
| & Policy | > | | 66834 | Emp11 | 1.00 / 28.00 | ₹ 3054 | | SF 🗸 | ₹ 3054 | |
| \land Alert | > | | | Jesussowyman.com | | _ | | | | |



2.3 Salary Disbursement

Salary Disbursement refers to the process where salaries are disbursed to employees whose salaries have been processed.

Step 1 - Go to the Salary Disbursement menu located on the left-hand side of the screen.

| | | | n 🖇 📮 😫 daminminop@yopmail.com > |
|--|----------------------------------|----------------------------------|--|
| Account Code: DAME7R1 | Ĝ → Salary Disbursement | | V E 4 8 |
| Domain Name: damoinimiop Valid Upto: 2025-03-01 | Company * Select Company | Branch * Select Branch * | Month * Mar-2025 |
| ✓ Attendance Finalization 중교 Salary Process В Devroll Approval | Department Select Department * | Designation Select Designation + | Status Employees Salary Freezed (ESF) |
| Salary Disbursement Salary Slip Export | | | |
| Payroll Rpt | | | |
| III ESIC Challan → Fasttrack PayrollDisbursement | | | |
| Payroll Preperation > | | | |

Step 2 - On the Salary Disbursement page, select all mandatory fields — Company, Branch, and Month — then click the Apply button.



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Step 3 - Review the list of employees whose salaries have been processed. Ensure all details are correct.

| MINOP | | | | | | ¥ | 📮 🔎 mina | platest@yopmail.com ~ |
|---|---|-----------|-----------------------|--|--------------------------|-----------------|------------------|------------------------------|
| Account Code: MINC2E0 | | | Disbursement | | | | | |
| Domain Name: minoplates Valid Upto: 2027-03-26 | t | ✓ Salary | Disbursement | | | | | |
| Dashboard | > | | Total Employees 28 | Employees Salary Freezed (ESF) 3 | Employees Salary D 25 | Disbursed (ESD) | Total Disbu ₹ | rsed Salary (TDSL) 726834 |
| 🔊 Wizard | > | | | | | | | |
| Company | > | | | | | | 10 v rec | ords |
| 🗟 Shift | > | All | Employee Code | Employee Details | No Pay Days 🛛 🕸 | M Deductions | It Action It | Total Payout |
| ஃப் Leave | > | | Search Q | Search Q | | | ESF 🗸 | |
| 🛱 Holiday | > | | 66825 | Jus Amit Kumar er kumar@yopmail.com | 4.50 / 28.00 | ₹ 3893 | ESF | ₹ 11296 |
| 2⊕ User Management | > | | 66833 | JUS Emp10 er regan@yopmail.com | 1.00 / 28.00 | ₹887 | ESF | ₹ 2584 |
| & Utilities | > | | 66834 | | 1.00 / 28.00 | ₹0 | ESF | ₹ 3054 |
| Policy | > | Showing 1 | to 3 of 3 entries | | | | | < 1 > |
| 🛆 Alert | > | | | | | | | |

Step 4 - Select the employees for whom the salary should be disbursed.

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| | | | | | | \$ L | 2 🙆 mino | oplatest@yopmail.com ~ |
|--|---|------------|---------------------------------|--|--------------------|----------------|-------------|------------------------|
| Account Code: MINC2E0 | | ᢙ > Salary | Disbursement | | | | | V ■ ¥ ⊠ |
| Domain Name: minoplatest Valid Upto: 2027-03-26 | | ✓ Salary | Disbursement Total Employees | Employees Salary Freezed (ESF) | Employees Salary D | isbursed (ESD) | Total Disbu | rsed Salary (TDSL) |
| Dashboard | 2 | | 28 | 3 | 25 | | 2 | 726834 |
| 😒 Wizard | 2 | | | | | | | |
| 🗑 Company | > | Selecter | d Employee: 1 | | | | | |
| 🛱 Shift | 2 | All | Employee Code | Employee Details | No Pay Days | M Deductions | Action 1 | Total Payout |
| ஃபி Leave | > | | Search Q | Search Q | | | ESF 🗸 | |
| 🖹 Holiday | > | | 66825 | Jus Amit Kumar er kumar@yopmail.com | 4.50 / 28.00 | ₹ 3893 | ESF | ₹ 11296 |
| 2 User Management | > | 0 | 66022 | Nus Emp10 | 1 00 / 29 00 | ₹ 007 | EQE | ₹ 2504 |
| 🛞 Utilities | > | | 00855 | er regan@yopmail.com | 1.00728.00 | (007 | ESF | 1 2004 |
| ESS ESS | > | | 66834 | er jesus36@gmail.com | 1.00 / 28.00 | ₹0 | ESF | ₹ 3054 |
| A Policy | > | Showing 1 | to 3 of 3 entries | | | | | < 1 > |
| 🛆 Alert | > | onoming 1 | to o o, o charge | | | | | |

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Step 5 - Click the Disburse button to initiate the salary disbursement process.

| MINOP | Ξ | | | | | | \$ 1 | 🔉 🧟 mino | oplatest@yopmail.com ~ |
|---|---|------------|---------------------------------|----|--|--------------------|-----------------|-------------|------------------------|
| Account Code: MINC2E0 | | ᢙ > Salary | Disbursement | | | | | | ⊽ ■ ▲ ∞ |
| Domain Name: minoplates Valid Upto: 2027-03-26 | | ✓ Salary | Disbursement Total Employees | | Employees Salary Freezed (ESF) | Employees Salary [| Disbursed (ESD) | Total Disbu | rsed Salary (TDSL) |
| Dashboard | > | | 28 | | 3 | 25 | | 2 | 726834 |
| 😒 Wizard | > | | | | | | | | |
| 🔛 Company | > | Selecte | d Employee: 1 | | | | | | |
| 🗟 Shift | 2 | All | Employee Code | ļŝ | Employee Details | No Pay Days | M Deductions | Action 11 | Total Payout |
| ஃபி Leave | > | | Search | Q | Search Q | | | ESF 🗸 | |
| 🖹 Holiday | > | | 66825 | | Jus Amit Kumar er kumar@yopmail.com | 4.50 / 28.00 | ₹ 3893 | ESF | ₹11296 |
| 2 User Management | > | | 66833 | | Us Emp10 er regan@yopmail.com | 1.00 / 28.00 | ₹887 | ESF | ₹ 2584 |
| ESS | > | | 66834 | | jus Emp11 er jesus36@gmail.com | 1.00 / 28.00 | ₹0 | ESF | ₹ 3054 |
| Policy | > | Showing 1 | to 2 of 2 optrior | | | | | | $\langle 1 \rangle$ |
| 🛆 Alert | > | Showing 1 | to 5 or 5 entities | | | | | | |

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Step 6 - A new window will open displaying all employees whose salary disbursement is pending. Click the 'Disbursement' button to proceed with the salary disbursement.

| MINOP | | | | Disburse : 1 Em | nployees | | | × |
|--|-----------|-------------------|-------------------|---------------------|------------------|--------------|--------------|------------|
| ã. | | | | | | | 10 | ✓ records |
| Account Code: MINC2E0 | | | | Employee ID | Employee Details | No. Pay Days | Total Payout | |
| Domain Name: minoplatest Valid Upto: 2027-03-26 | ✓ Salary | Disbursement | Constances Cala | 66825 | Amit Kumar | 4.50/28.00 | 11296 | 8 |
| Dashboard | | 28 | Employees sala | Showing 1 to 1 of 1 | 1 entries | | | < 1 > |
| S Wizard | | | | | | | | |
| Company | Selected | i Employee: 1 | | | | | | |
| 🛱 Shift | All | Employee Code | Employee Details | | | | | |
| 鄕[] Leave | | | Search | | | | | |
| 🖹 Holiday | | 66825 | JUS Amit Kumar | | | | | |
| Se User Management | | 56000 | Us Emp10 | | | | | |
| 💥 Utilities | | | er regan@yopmail. | | | | | |
| ESS ESS | | 66834 | er jesus36@gmail. | | | | | |
| A Policy | Showing 1 | to 3 of 3 entries | | | | | | |
| 🛆 Alert | | | | Total: ₹11296 | | | | 📼 Disburse |

Step 7 - A confirmation message will appear once the disbursement is successfully completed.

| @MIN@P | \equiv | | | | | ٤ | Employee sala | nistestavopmail.com ry was successfully |
|--|----------|--------------|-----------------------|-------------------------------------|--------------------------|----------------|--------------------------------|--|
| à | | ᢙ > Salary I | Disbursement | | | | Disbursed. | Disburse |
| Account Code: MINC2E0 | | | | | | | | |
| Domain Name: minoplatest Valid Upto: 2027-03-26 | | ✓ Salary | Disbursement | | | | | |
| | > | | Total Employees 28 | Employees Salary Freezed (ESF) 2 | Employees Salary D 26 | isbursed (ESD) | Total Disbur ₹ | sed Salary (TDSL) 738130 |
| Wizard | > | | | | | | | |
| Company | > | | | | | | 10 v rec | ords |
| 🗟 Shift | > | All | Employee Code | Employee Details | No Pay Days | M Deductions | 11 Action 11 | Total Payout |
| 兆] Leave | > | | Search Q | Search Q | | | ESF 🗸 | |
| 🛱 Holiday | > | | 66833 | er regan@yopmail.com | 1.00 / 28.00 | ₹887 | ESF | ₹2584 |
| er Management ⊇ | > | | 66834 | JUS Emp11 | 1.00 / 28.00 | ₹0 | ESF | ₹ 3054 |
| 💥 Utilities | > | | | er jesusso@gmail.com | | | | |
| ESS | > | Showing 1 | to 2 of 2 entries | | | | | < 1 > |
| Policy | > | | | | | | | |
| 🛆 Alert | > | | | | | | | |



2.4 Salary Slip Export

Salary Slip Export refers to exporting the salary slips for a specific month and year.

Step 1 - Go to the Salary Slip Export menu on to the left hand side.

| | | | | | | | \$ | ¢ | daminminop@yopmail.com ~ |
|---|--------------------------------|-------|-------------|--------|---|------------|----|---|--------------------------|
| ρ | | | | | | | | | |
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Upto: 2025-03-01 | Employees * Select Employee | - Apr | th ∗ r ✓ | Year * | ~ | Template * | * | 0 | |
| Payroll ~ | | | | | | | | | |
| Attendance Finalization | | | | | | | | | |
| Salary Process | | | | | | | | | |
| Payroll Approval | | | | | | | | | |
| ⇒ Salary Disbursement | | | | | | | | | |
| 🕁 Salary Slip Export | | | | | | | | | |
| Payroll Rpt | | | | | | | | | |
| 🔳 PF Challan | | | | | | | | | |
| ESIC Challan | | | | | | | | | |
| Fasttrack PayrollDisbursement | | | | | | | | | |
| Payroll Preperation > | | | | | | | | | |
| [→ F&F Flow > | | | | | | | | | |

Step 2 - On Salary Slip Export Page, Select employees, month, year and template and then click on View Button to export the salary slip.



Step 3 - When you click the Email button, you will receive the salary slip via email.



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2.5 Payroll Report

The report shows whose salary has been successfully disbursed.

Step 1 - Go to the Payroll Report menu on the left-hand side.



Step 2 - On the Report page, when you select a report from the dropdown, the fields for Company, Branch, Department, Designation, Month, and Year will become visible. Select all these details, then click the Search button to view the report.

| MANTRA SOF | A TECH | I (INDIA) PVT. LTD. | | | | | 2025 |
|--|-----------|----------------------------|---|-----------------------------|---------|-----------------------------|---------------------------------|
| @MIN@P | | | | | | | 🛠 🗘 🝳 daminminop@yopmail.com > |
| 0 | | 命 > Report | | | | | |
| Account Code: DAME7B1 Domain Name: damoinimic Valid Upto: 2025-03-01 | p | Report * Summarized Report | ~ | Company * All Select (6) | Ŧ | Branch * All Select (11) | Department * |
| Dashboard | > | Designation | | Month * | | Year * | Search Filters |
| Wizard | > | Select Designation | * | Mar | ~ | 2025 | ✓ < |
| Company | > | | | | | | |
| 🗟 Shift | > | | | | | | |
| 兆] Leave | > | | | | | 17 | |
| 🛱 Holiday | , | | | | | - | |
| er Management ⊇ | > | | | | | | |
| 🛞 Utilities | > | | | | L | | |
| ESS | > | | | | No Data | Found | |
| A Policy | > | | | | | | |
| 🛆 Alert | > | | | | | | 2025 © Copyright Mantra Softech |

2.6 PF Challan

A PF Challan is a payment receipt that an employer generates and submits to the Employees' Provident Fund Organization

Step 1 - Go to the PF Challan menu on the left-hand side.

| | | \$ ¢ | (Q) daminminop@yopmail.com ~ |
|--|--------------------------------|---------|---------------------------------|
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Upto: 2025-03-01 CC CIOUD LEVICE Management CODE Payroll Attendance Finalization Salary Process Payroll Approval Salary Disbursement Salary Slip Export Payroll Rpt Payroll Rpt E PC Challan E ESIC Challan Fasttrack | Month* Year* Apr V225 V C C | | |
| javascript; /roll Preperation > | | | 2025 © Copyright Mantra Sorteen |



Step 2 - On the PF Challan page, select the Month and Year, then click on 'Export Sheet'.

| | | s | ۵ | (Q) daminminop@yopmail.com ~ |
|---|----------------------------------|---|---|---------------------------------|
| A | ŵ > Pf Challan | | | |
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Upto: 2025-03-01 | Month * Year * Apr v 2025 v A | | | |
| 🕼 Payroll 🗸 🗸 | | | | |
| Attendance Finalization | | | | |
| Salary Process | | | | |
| Payroll Approval | | | | |
| Salary Disbursement | | | | |
| 🕁 Salary Slip Export | | | | |
| Payroll Rpt | | | | |
| I PF Challan | | | | |
| ESIC Challan | | | | |
| Fasttrack PayrollDisbursement | | | | |
| Payroll Preperation > | | | | 2025 © Copyright Mantra Sotteen |

Step 3 - Click the Reset button to clear the filters.

| MINOP | | Þ | ¢ | 🙁 daminminop@yopmail.com ~ |
|---|----------------|---|---|---------------------------------|
| A | | | | |
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Upto: 2025-03-01 | Month * Year * | | | |
| Dashboard | > | | | |
| 🗞 Wizard | > | | | |
| 🕅 Company | > | | | |
| 📩 Shift | > | | | |
| 兆] Leave | > | | | |
| 🖹 Holiday | > · | | | |
| <u>ි</u> ම User Management | > | | | |
| 🛞 Utilities | > | | | |
| ESS | > | | | |
| A Policy | 2 | | | |
| 🛆 Alert | 2 | | | |
| _ | | | | 2025 © Copyright Mantra Softech |



2.7 ESIC Challan

Step 1 - Go to the ESIC Challan menu on the left-hand side.

| | | Þ | ¢ | (2) daminminop@yopmail.com ~ |
|---|---------------------------|---|---|---------------------------------|
| A | | | | |
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Upto: 2025-03-01 | Month * Year * Apr Vear * | | | |
| ✓ Attendance Finalization | | | | |
| 요리 Salary Process | | | | |
| Payroll Approval | | | | |
| ⇒ Salary Disbursement | | | | |
| 🕁 Salary Slip Export | | | | |
| Payroll Rpt | | | | |
| 🔲 PF Challan | | | | |
| ESIC Challan | | | | |
| ➔ Fasttrack PayrollDisbursement | | | | |
| Payroll Preperation > | | | | |
| 〔→ F&F Flow > | | | | 2025 © Copyright Mantra Sotteen |

Step 2 - On the ESIC Challan page, select the Month and Year, then click on 'Export Sheet'.





Step 3 - Click the Reset button to clear the filters.

| | Ē ∲ ♀ | Q daminminop@yopmail.com ~ |
|---|----------------|---------------------------------|
| ρ | | |
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Upto: 2025-03-01 | Month * Year * | |
| Attendance Finalization | | |
| 실고 Salary Process | | |
| Payroll Approval | | |
| ⇒ Salary Disbursement | | |
| 🕁 Salary Slip Export | | |
| Payroll Rpt | | |
| III PF Challan | | |
| ESIC Challan | | |
| ➔ Fasttrack PayrollDisbursement | | |
| Payroll Preperation > | | |
| 〔→ F&F Flow > | | 2025 © Copyright Mantra Sottech |

2.8 Fastrack PayrollDisbursement

Step 1 - Go to the Fastrack PayrollDisbursement on the left side of the menu.

| MINOP ■ | | | | | | | 4 L | ې 🔇 dar | ninminop@yopi | nail.com 🔻 |
|---|--------------|------------------|---------------|-------------------|---------------|------------|---------|------------|---------------|------------|
| Account Code: DAME7B1 Domain Name: damoinimiop | | records | | | | | | | VE | * |
| Value opto: 2023-03-01 | Sr No 💵 | Company | Branch | Department | No. Employees | Net Salary | Remarks | Month-Year | Status | Action |
| Attendance Finalization | | Search Company | Search Branch | Search Department | | | | | All status 🐱 | |
| 음교 Salary Process | 1 | latestminop | но | SOFTWARE | 1 | 38710 | 0.773 | Jan-2025 | Rejected | 0 |
| Payroll Approval Salary Disbursement | 2 | latestminop | но | SOFTWARE | 1 | 32143 | | Feb-2025 | Rejected | |
| 📥 Salary Slip Export | 3 | latestminop | но | Test | 1 | 38710 | 1120 | Jan-2025 | Rejected | 0 |
| Payroll Rpt | 4 | latestminop | но | Test | 1 | 32143 | - | Feb-2025 | Rejected | |
| II PF Challan | 5 | latestminop | но | testing | 3 | 64154 | 8778 | Jan-2025 | Rejected | 0 |
| 🔳 ESIC Challan | 6 | latestminop | но | testing | 3 | 53272 | - | Feb-2025 | Rejected | |
| Fasttrack PayrollDisbursement | 7 | minoplatestfgthb | но | testing | 10 | 173144 | 1.22 | Feb-2025 | Rejected | 0 |
| 은 Payroll Preperation > | Showing 1 to | 7 of 7 entries | | | | | | | < | 1 > |
| Calhost:1257/PayRoll/PayrollReport | | | | | | | | | | |

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Step 2 - On the Fastrack PayrollDisbursement, Select company, branch, month, department, designation, status, wage type, shift then click on Apply Button.

| @MIN@P | Ξ | | | | | | | \$ 1 | 🗜 🙁 dar | minminop@yop | mail.com ∽ |
|--|-----|----------------|----------------|-------------------|----------------------|------------------|------------|---------|----------------|--------------|------------|
| A | | ᢙ > Salary Dis | sbursement | | | | | | | | |
| Account Code: DAME7B | 1 | | | | | | | | | | * ☑ |
| Domain Name: damoinimi Valid Upto: 2025-03-01 | iop | Company * | | Branch * | | Month * | | [| Department | | |
| | | All Select (6) |) | ▼ All Select (11) | | Feb-2025 | | ~ | Select Departn | nent | * |
| | - í | Designation | | Status | | Wage Type | | 5 | Shift | | |
| 🖄 Wizard | > | Select Desig | nation | - Employees Sala | ry Freezed (ESF) 🗸 🗸 | Select Wage Type | | | Select Shift | | |
| Company | > | | | | | | | | | | |
| 🗟 Shift | > | | | | | | | | | Арріу | Clear |
| ぷ[] Leave | 2 | | | | | | | | | | |
| 🖨 Holiday | > | 10 🗸 | records | | | | | | | | |
| 2⊜ User Management | > | Sr No ↓≟ | Company | Branch | Department | No. Employees | Net Salary | Remarks | Month-Year | Status | Action |
| 🛞 Utilities | > | | Search Company | Search Branch | Search Department | | | | | All status 🗸 | |
| ESS | , | 1 | latestminop | но | SOFTWARE | 1 | 38710 | - | Jan-2025 | Rejected | |
| A Policy | , | 2 | latestminop | но | SOFTWARE | 1 | 32143 | - | Feb-2025 | Rejected | 0 |
| 🛆 Alert | 2 | 3 | latestminop | но | Test | 1 | 38710 | - | Jan-2025 | Rejected | |
| avascript; | | | | | | | | | | | |

Step 3 - When click on Clear Button then all fields are filters.

| @MIN@P | Ξ | | | | | | | \$ L | 🗅 🙆 dar | ninminop@yop | mail.com ~ |
|------------------------|-----|----------------|----------------|------------------|-------------------|------------------|------------|---------|----------------|--------------|------------|
| A | | ☆ > Salary Dis | sbursement | | | | | | | V E | |
| Account Code: DAME7E | ion | | | | | | | | | | |
| Valid Upto: 2025-03-01 | | Company * | | Branch * | | Month * | | C |)epartment | | |
| Dashboard | > | Select Comp | bany | * Select Branch | * | Feb-2025 | | * | Select Departn | nent | * |
| A Winord | | Designation | | Status | | Wage Type | | 5 | Shift | | |
| wizard | ` | Select Desig | nation | Employees Salary | r Freezed (ESF) | Select Wage Type | | * | Select Shift | | * |
| 🖫 Company | > | | | | | | | | | Apply | Clear |
| 🗟 Shift | > | | | | | | | | | | |
| 兆 Leave | > | | | | | | | | | | |
| 🛱 Holiday | > | 10 🗸 | records | | | | | | | | |
| ⊇⊚ User Management | > | Sr No ↓≞ | Company | Branch | Department | No. Employees | Net Salary | Remarks | Month-Year | Status | Action |
| 🛞 Utilities | > | | Search Company | Search Branch | Search Department | | | | | All status 🗸 | |
| ESS | > | 1 | latestminop | НО | SOFTWARE | 1 | 38710 | 122 | Jan-2025 | Rejected | |
| A Policy | > | 2 | latestminop | НО | SOFTWARE | 1 | 32143 | - | Feb-2025 | Rejected | |
| 🛆 Alert | > | 3 | latestminop | но | Test | 1 | 38710 | - | Jan-2025 | Rejected | |
| | | | Intentering | | Test | | 00140 | | Esh opor | Deireded | |
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3. F&F Flow

3.1 Workflow

Workflow refers to the process of creating approval flows for higher authority levels

Step 1 - Go to the Workflow menu on the left-hand side.

| | | | | | | \$ | ¢ (| daminminop@yopm | ail.com ~ |
|--|-----|----------------------|---------------|----|-------------------------|---------------|-----|-----------------|-----------|
| ρ | | | | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimio | p | 10 v record | is R | | | | | | |
| Valid Upto: 2025-03-01 | | Sr No. ↓≞ | WorkFlow Name | ↓↑ | WorkFlow For | Approval Type | .↓↑ | Status ↓↑ | Action |
| 2⊛ User Management | > | | Search | Q | Search Q | Search | Q | Search Q | |
| 💥 Utilities | > | 1 | FNF1 | | Full & Final Settlement | One Level | | Active | Ľ |
| æ ESS | > | 2 | FNF2 | | Full & Final Settlement | Two Level | | Active | Ľ |
| A Policy | > | 3 | FNF3 | | Full & Final Settlement | Three Level | | Active | Ľ |
| 🖄 Alert | > | Obsuring 1 to 2 of 2 | | | | | | < 1 | <u> </u> |
| Cloud Device Managem | ent | Showing 1 to 3 of 3 | entries | | | | | | |
| Payroll | > | | | | | | | | |
| Payroll Preperation | > | | | | | | | | |
| 〔→ F&F Flow | ~ | | | | | | | | |
| WorkFlow | | | | | | | | | |
| ✓ Exit Employee Reques | st | | | | | | | | |

Step 2 - Click the Add button to create a workflow.

| | | | | | | \$ A (| daminminop@yopm | ail.com 🗸 |
|--|---|---------------------|---------------|----|-------------------------|---------------|-----------------|-----------|
| ρ | | ᢙ → Work Flow | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimio | p | 10 v record | ds 🔊 | | | | | |
| Valid Upto: 2025-03-01 | | Sr No. | WorkFlow Name | 11 | WorkFlow For | Approval Type | Status 11 | Action |
| Dashboard | > | | Search | Q | Search Q | Search Q | Search Q | |
| Wizard | > | 1 | FNF1 | | Full & Final Settlement | One Level | Active | C |
| Company | > | 2 | FNF2 | | Full & Final Settlement | Two Level | Active | C |
| 🗟 Shift | > | 3 | FNF3 | | Full & Final Settlement | Three Level | Active | [12] |
| 兆] Leave | > | - | | | | | | |
| 🛱 Holiday | > | Showing 1 to 3 of 3 | entries | | | | < 1 | > |
| _ ම User Management | > | | | | | | | |
| 🛞 Utilities | > | | | | | | | |
| ESS ESS | > | | | | | | | |
| A Policy | > | | | | | | | |
| \land Alert | > | | | | | | | |

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Step 3 - On the Workflow page, enter the workflow name, select 'Workflow For', choose the approval type and number of levels, enter the level details in the text field, and then click the Submit button.

| MINOP | | | | 🛠 🗘 🝳 d | aminminop@yopmail.com ~ |
|---|---|--|--------------------|-------------------------------|---|
| A | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimic Valid Linto: 2025-03-01 | p | Workflow* Full and Final Settlement | WorkflowFor* | ∧ Level 1 | |
| Dashboard | > | Approval Type* | | Work Handover For Superior | ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●● |
| 🐚 Wizard | > | | | | |
| 🕅 Company | > | Approval Level 1 | | | |
| 🛱 Shift | > | Select Branch* | Select Department* | | |
| ஃ] Leave | > | Authority Person* | | | |
| 🛱 Holiday | > | Anurag Somani 👻 | | | |
| ළි User Management | > | | | | |
| 🛞 Utilities | > | | | | |
| ESS ESS | > | | | | |
| Policy | > | | | | Cancel Submit |
| Alert | > | | | | |

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Step 4 - When you click the Cancel button, the current page will close.

| @MIN@P | Ξ | | | | \$ Q | Q daminminop@yopmail.com ~ |
|--|---|-------------------|---------------------------|---------------|------|----------------------------|
| Q | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimio | p | Workflow* | WorkflowFor * | ∧ Level 1 | | |
| Valid Upto: 2025-03-01 | | FNF1 | Full & Final Settlement - | | | |
| | | Approval Type* | | Work Handover | | (+) 😣 |
| | | Level 1 - | | | | |
| 🔄 Wizard | 2 | | | | | |
| 🗑 Company | > | Approval Level 1 | | | | |
| ි Shift | , | Select Branch * | Select Department * | | | |
| <u>с</u> п. | | но | Testset | | | |
| 과입 Leave | 2 | Authority Person* | | | | |
| 🖹 Holiday | 2 | Rajbeer Singh 👻 | | | | |
| o _⊜ User Management | > | | | | | |
| 🛞 Utilities | > | | | | | |
| ESS | > | | | | | |
| Policy | > | | | | | Cancel Submit |
| 🛆 Alert | > | | | | | |

Step 5 - When you click the Edit button, the edit page will open.

| MINOP | | | | | | | \$ | ¢ | Q daminmi | nop@yopmail.com ~ |
|--|---|----------|-----------------------|---|-------------------------|------|---------------|-------|------------------|-------------------|
| A | | ☆ > Work | k Flow | | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimio | p | 10 | ✓ records | | | | | | | |
| Valid Upto: 2025-03-01 | | 11 | WorkFlow Name | | WorkFlow For | - 11 | Approval Type | Stat | us l† | Action |
| ሰ Dashboard | > | | Search | Q | Search | Q | Search Q | Sea | rch Q | |
| 🗞 Wizard | > | | FNF1 | | Full & Final Settlement | | One Level | Activ | /e | C × |
| 🕅 Company | > | | FNF2 | | Full & Final Settlement | | Two Level | Activ | /e | |
| 📩 Shift | > | | FNF3 | | Full & Final Settlement | | Three Level | Activ | /e | |
| ぷ日 Leave | > | | | | | | | | | |
| 🛱 Holiday | > | Showing | g 1 to 3 of 3 entries | | | | | | | < 1 > |
| _ි User Management | > | | | | | | | | | |
| 🔀 Utilities | > | | | | | | | | | |
| ess Ess | > | | | | | | | | | |
| A Policy | > | | | | | | | | | |
| 🛆 Alert | > | | | | | | | | | |
| | | | | | | | | | | |

Step 6 - On the Workflow edit page, enter the details you want to update, then click the Submit button.

| MINOP | Ξ | | | | \$ Q | 🙎 daminminop@yopmail.com ~ |
|---|---|-------------------------------------|---|--------------------|------|----------------------------|
| A | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Upto: 2025-03-01 | 5 | Workflow* FNF1 | WorkflowFor* Full & Final Settlement | ∧ Level 1 | | |
| ① Dashboard 의 Wizard | > | Approval Type * Level 1 | | Knowledge Transfer | | (+) 😒 |
| Company | > | Approval Level 1 Select Branch * | Select Department* | | | |
| ் Shift ஃபி Leave | > | H0 ~ | testing | | | |
| Holiday | > | Amit Kumar 👻 | | | | |
| 2⊜ User Management ≫ Utilities | > | | | | | |
| ESS ESS | > | | | | | |
| Policy | > | | | | | Cancel |
| ZIA Alert | > | | | | | |

Step 7 - When click on Inactive Button then this workflow is inactive.

| @MIN@P | | | | | | | \$ | ۵ | () daminmi | nop@yopmail.com ~ |
|--|----|----------|-----------------------|----|-------------------------|----|---------------|--------|------------|-------------------|
| A | | ☆ > Worl | k Flow | | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimid | op | 10 | ✓ records | | | | | | | |
| Valid Upto: 2025-03-01 | | ļi | WorkFlow Name | 11 | WorkFlow For | 11 | Approval Type | Statu | s it | Action |
| ሰ Dashboard | > | | Search | Q | Search | Q | Search Q | Searc | ch Q | |
| 🔊 Wizard | > | | FNF1 | | Full & Final Settlement | | One Level | Active | 9 | (2) × |
| 🐯 Company | > | | FNF2 | | Full & Final Settlement | | Two Level | Active | e | |
| 🛱 Shift | > | | FNF3 | | Full & Final Settlement | | Three Level | Active | 9 | |
| 考门 Leave | > | | | | | _ | | | | |
| 🛱 Holiday | > | Showing | g 1 to 3 of 3 entries | | | | | | | < 1 > |
| ු ම User Management | > | | | | | | | | | |
| 🛞 Utilities | > | | | | | | | | | |
| ESS ESS | > | | | | | | | | | |
| A Policy | > | | | | | | | | | |
| 🛆 Alert | > | | | | | | | | | |
| | | | | | | | | | | |

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Step 8 - When click on Active Button then that workflow is activated.

| MINOP | | | | | | \$ | ¢ 🝳 daminm | inop@yopmail.com ~ |
|------------------------|----|----------|-----------------------|----|-------------------------|---------------|------------|--------------------|
| A | | ☆ 〉 Worl | k Flow | | | | | + |
| Account Code: DAME7B | op | 10 | ✓ records | | | | | |
| Valid Upto: 2025-03-01 | | 11 | WorkFlow Name | 11 | WorkFlow For | Approval Type | Status 11 | Action |
| Dashboard | > | | Search | Q | Search Q | Search Q | Search Q | |
| 🔊 Wizard | > | | FNF1 | | Full & Final Settlement | One Level | Inactive | 6 |
| Company | > | | FNF2 | | Full & Final Settlement | Two Level | Active | |
| 📩 Shift | > | | FNF3 | | Full & Final Settlement | Three Level | Active | |
| 계 Leave | > | | - | | | | | |
| 🖹 Holiday | > | Showing | g 1 to 3 of 3 entries | | | | | < 1 > |
| 💩 User Management | > | | | | | | | |
| X Utilities | > | | | | | | | |
| ESS ESS | > | | | | | | | |
| A Policy | > | | | | | | | |
| 🛆 Alert | > | | | | | | | |

3.1 Exit Employee Request

An Exit Employee Request is a form submitted when an employee resigns.

Step 1 - Go to the Exit Employee Request menu on the left-hand side.



| MINOP | | | | | | | | | | Þ | ¢ (| 🝳 daminminop@yopmail.com ~ |
|---|------|------------------|---------------|----|---------------|----|-----------|-----|--------------|----|---------|----------------------------|
| ρ | | ᢙ > Exit Employe | e Request | | | | | | | | | • |
| Account Code: DAME7B1 Domain Name: damoinimiop | p | 10 v red | cords | | | | | | | | | |
| Valid Upto: 2025-03-01 | | Sr No. | Employee Code | ١î | Employee Name | J↑ | Exit Type | .↓↑ | Is Clearance | ١t | Departm | e Action |
| 😋 User Management | > | | Search | Q | Search | Q | Search | Q | Search | Q | Search | |
| 🛞 Utilities | > | No data availab | le in table | | | | | | | | | |
| C ESS | > | Showing 0 to 0 o | f 0 entries | | | | | | | | | |
| A Policy | > | | | | | | | | | | | |
| \land Alert | > | | | | | | | | | | | |
| Cloud Device Managem | nent | | | | | | | | | | | |
| Payroll Operation | > | | | | | | | | | | | |
| Payroll Preperation | > | | | | | | | | | | | |
| €→ F&F Flow | ~ | | | | | | | | | | | |
| ✓ WorkFlow | | | | | | | | | | | | |
| ✓ Exit Employee Reques | st | | | | | | | | | | | |

Step 2 - Click on Add Button to create a exit employee request.

| MINOP | | | | | | | | | В | ¢ (| 2) daminminop@yopmail.com ~ |
|--|------|-------------------|---------------|----|---------------|-----------|-----|--------------|-----|---------|-----------------------------|
| ρ | | ☆ > Exit Employee | Request | | | | | | | | |
| Account Code: DAME7B1 Domain Name: damoinimio | p | 10 v reco | ords | | | | | | | | |
| Valid Upto: 2025-03-01 | | Sr No. ↓≞ | Employee Code | Ļţ | Employee Name | Exit Type | .↓↑ | Is Clearance | .↓↑ | Departm | e Action |
| O∰ User Management | > | | Search | Q | Search Q | Search | Q | Search | Q | Search | |
| 🛞 Utilities | > | No data available | e in table | | | | | | | | |
| ESS | > | Showing 0 to 0 of | 0 entries | | | | | | | | |
| Policy | > | | | | | | | | | | |
| 🖄 Alert | > | | | | | | | | | | |
| 🕑 Cloud Device Managem | nent | | | | | | | | | | |
| Payroll Operation | > | | | | | | | | | | |
| Payroll Preperation | > | | | | | | | | | | |
| €→ F&F Flow | ~ | | | | | | | | | | |
| ✓ WorkFlow | | | | | | | | | | | |
| ✓ Exit Employee Reque | st | | | | | | | | | | |

Step 3 - On the Exit Employee Request page, fill in all the details, then click the Submit button to save the data.

| | | | 🞸 🐥 🧕 daminminop@yopmail.com ~ |
|---|---------------------------|------------------------------------|--------------------------------|
| ρ | ☆ > Exit Employee Request | | e |
| Account Code: DAME7B1 Domain Name: damoinimiop Valid Unto: 2025-03-01 | Company* latestminop ~ | Branch * HO + | Employee * Rishikesh R Patels |
| _ ······ | Exit Type* | Leaving Date (Last Working Date) * | |
| 🕅 Company > | Resignation + | 2025-04-30 | |
| 🛱 Shift > | Is Clearance* | | |
| औ Leave → | Yes * | | |
| 🛱 Holiday 💦 👌 | Clearance Form | | |
| ⊛ User Management → | Workflow * | | |
| ℅ Utilities → | Full and Final Settiment | View Flow | |
| å ESS > | Exit Interview* | | |
| & Policy > | Yes * | | |
| 🛆 Alert > | Exit Interview Form | | |
| Cloud Device Management | Department * | Evaluation By* | Interview Date* |
| Payroll Operation > | testing ~ | Abhishesk Yadav 👻 | 2025-04-25 |
| Payroll Preperation > | Interview Time * | Interview Place* | |
| 〔→ F&F Flow ~ | <u>0</u> 09:00 | Ahmedabad | |
| ✓ WorkFlow | | | Submit |
| Fxit Employee Request | | | |

Step 4 - When click on Edit button, Exit Employee Request page will be open.

| @MIN0P | | | | | | | | \$ | ¢ (| 🔍 daminminop@yopmail.com ~ |
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| ρ | | ☆ > Exit Employee | Request | | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimio | | 10 v reco | ords | | | | | | | |
| Valid Upto: 2025-03-01 | - J | Sr No. | Employee Code | Employee Name | Ĵ↑ | Exit Type | Is Clearance | J↑ | Departm | e Action |
| Dashboard | > | | Search Q | Search | Q | Search Q | Search | Q | Search | |
| 🕙 Wizard | > | 1 | 66807 | Rishikesh R Patels | | Resignation | Yes | | testing | |
| Company | > | | | | | | | | | |
| 🗟 Shift | > | Showing 1 to 1 of | 1 entries | | | | | | | < 1 > |
| 兆 Leave | > | | | | | | | | | |
| 🖹 Holiday | > | | | | | | | | | |
| 2⊜ User Management | > | | | | | | | | | |
| 🛞 Utilities | > | | | | | | | | | |
| ESS | > | | | | | | | | | |
| Policy | > | | | | | | | | | |
| 🖄 Alert | > | | | | | | | | | |
| _ | | | | | | | | | | |

Step 5 - On the Exit Employee Request edit page, fill in the details you want to update, and then click the 'Submit' button.

| | | 🔗 🗘 😩 daminminop@yopmail.com > |
|----------------------------|--|--|
| | | ← |
| Company* Istestminop | Branch * HO - | Employee* Rishikesh R Patels - |
| Exit Type* Resignation - | Leaving Date (Last Working Date)* | |
| Is Clearance * | | |
| Yes * | | |
| | | |
| Clearance Form | | |
| Full and Final Settiment * | | |
| | | |
| Exit Interview* | | |
| | | |
| Exit Interview Form | | |
| Department* | Evaluation By* | Interview Date * |
| Interview Time * | numanesk rauav * | 2025-04-25 |
| © 09:00:00 | Ahmedabad | |
| | | |
| Reason* | | |
| Resign | | |
| | | |
| | | Submit |
| | | 0011 |
| | > Ext Employee Request Company* Letraminop | > Exit Employee Request Company* Branch* Mathematical Statement Mathematical Statement Exit Type* Branch* Resignation - Is Cherance Form Workflow* Full Interview Form |

Step 6 - Click the 'Eye' Button to see all the details of the workflow approval level request.

| Exit Employee R | lanuart | | | | | | | | |
|--------------------|---------------|--|---|---|---|---|---|---|---|
| | equest | | | | | | | | |
| 0 v recor | ds 🔊 | | | | | | | | |
| SrNo. ↓≞ | Employee Code | ↓↑ | Employee Name | E | Exit Type 👘 | Is Clearance | Ĵ↑ | Departme | Action |
| | Search C | Q | Search Q | | Search Q | Search | Q | Search | |
| | 66807 | | Rishikesh R Patels | F | Resignation | Yes | | testing | ┏ 🧕 🔺 |
| | | | | | | | | | |
| nowing 1 to 1 of 1 | entries | | | | | | | | < 1 > |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | 0 v recor | 0 records Image: Code r No. Image: Employee Code Search Search 66807 owing 1 to 1 of 1 entries | 0 records Image: Code Image: Code | 0 records Imployee Code Imployee Name Imp | 0 records Imployee Code Imployee Name Imp | 0 records Imployee Code Imployee Name Imp | 0 records Imployee Code Imployee Name Imp | 0 records Image: Search and | 0 records Image: Search and |



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Status: Pending

| @MIN@P | ≡ | | | | View Clearance Request Status |
|---|-----|-------------------|---------------|--------------------|---|
| ρ | | | | | Level 1 |
| Account Code: DAME7B1 Domain Name: damoinimiop | | 10 v reco | ords | | Name: Balvant Ahir21/04/2025, 11:51:32 Department: Work Handover |
| Valid Upto: 2025-03-01 | | Sr No. 斗 | Employee Code | Employee Name | Ex Level 2 |
| Dashboard | | | | | Department: IT |
| 🕑 Wizard | | 1 | 66807 | Rishikesh R Patels | Re Level 3 |
| Company | | Chowing 1 to 1 of | 1 optrion | | Name: Dhruv Gohil21/04/2025, 11:51:33 Department: Travel |
| 🗟 Shift | | Showing 1 to 1 of | T entities | | Level 4 |
| - 3 ⁴ ∐ Leave | | | | | Name: Nilesh Katakia21/04/2025, 11:51:33 Department: Accounts |
| Holiday | | | | | Level 5 |
| Contraction Contraction | | | | | Name: Ronika Sequirea21/04/2025, 11:51:33 Department: Store |
| O Ecc | | | | | Level 6 |
| A Policy | | | | | Name: Anurag Somani21/04/2025, 11:51:33 Department: Administration |
| △ Alert | | | | | Level 7 |
| Cloud Device Manageme | ent | | | | Name: Subhash Joshi21/04/2025, 11:51:33 Department: HR |
| Payroll Operation | > | | | | |

| Level 1 Name: Balvant Ahir:21/04/2025, 11:51:32 Department: Work Handover | Status: Pending |
|---|-----------------|
| Level 2 | |
| Name: Mukund Kotadia21/04/2025, 11:51:32 Department: IT | Status: Pending |
| Level 3 | |
| Name: Dhruv Gohil/21/04/2025, 11:51:33 Department: Travel | Status: Pending |
| Level 4 | |
| Name: Nilesh Katakia21/04/2025, 11:51:33 Department: Accounts | Status: Pending |
| Level 5 | |
| Name: Ronika Sequirea21/04/2025, 11:51:33 Department: Store | Status: Pending |
| Level 6 | |
| Name: Anurag Somani21/04/2025, 11:51:33 Department: Administration | Status: Pending |
| Level 7 | |
| News Orthogh looking an an an | |

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Step 7 - Click the 'Send' button to send the request to the employee, level by level.For Example - First send to the First level high authority person then second and so on.

| @MIN0P | | \$ | ¢ 🙁 daminminop@yopmail.com ~ |
|---|---|-----|------------------------------|
| ρ | | | • |
| Account Code: DAME7B1 Domain Name: damoinimiop | 10 v records | | |
| Valid Upto: 2025-03-01 | Sr No. 15 Employee Code 11 Employee Name 11 Exit Type 11 Is Clearance 11 Department | .↓↑ | Resignat Action |
| 계 Leave | Search Q Search Q Search Q Search Q Search Q Search Q | Q, | Search |
| 🖹 Holiday | 1 66807 Rishikesh R Patels Resignation Yes testing | | e 💿 🖶 <mark>4</mark> |
| 🍰 User Management | | | |
| X Utilities | Snowing i to i of i entries | | |
| a ESS | | | |
| A Policy | | | |
| 🛆 Alert | | | |
| Cloud Device Managemen | | | |
| Payroll Operation | | | |
| ව Payroll Preperation | | | |
| C→ F&F Flow | | | |
| ✓ WorkFlow | | | |
| ✓ Exit Employee Request | | | |

Step 8 - When the request is sent, the status will display as 'Sending for Approval,' and the 'Send' button will be disabled. You can then check the status with higher authorities by clicking on 'View'.

| MINOP | | | | | | | | | | | | | B | ¢ (| 2) daminminop@yopmail.com ~ |
|--|------|-----------------|----------------|--------------|----|------------------|-----|-------------------|----|-------------------------|-----------------------|--------|---|-----|-----------------------------|
| | | ☆ > Exit Employ | oyee Request | | | | | | | | | | | | + |
| Account Code: DAME7B Domain Name: damoinimi | op | 10 🗸 | records | æ | | | | | | | | | | | |
| Valid Upto: 2025-03-01 | | be .↓† | Is Clearance | 1 Department | J↑ | Resignation Date | .↓↑ | Last Working Date | Ļţ | Status | $\downarrow \uparrow$ | Reason | | Ļţ | Action |
| 兆 Leave | > | <u>م</u> | Search Q | Search | Q, | Search | Q | Search | Q | All | ~ | Search | | Q | |
| 🖹 Holiday | > | ation | Yes | testing | | | | 2025-04-29 | | Sending for Approval | | Resign | | | 202 |
| ြိစ္စ User Management | > | | | | | | | | | | - | | | | |
| 🛞 Utilities | > | Showing 1 to | 1 of 1 entries | | | | | | | | | | | | < 1 > |
| a ESS | > | | | | | | | | | | | | | | |
| A Policy | > | | | | | | | | | | | | | | |
| 🖄 Alert | > | | | | | | | | | | | | | | |
| Cloud Device Manager | ment | | | | | | | | | | | | | | |
| Payroll Operation | > | | | | | | | | | | | | | | |
| Payroll Preperation | > | | | | | | | | | | | | | | |
| [→ F&F Flow | ~ | | | | | | | | | | | | | | |
| ✓ WorkFlow | | | | | | | | | | | | | | | |
| Exit Employee Requi | est | | | | | | | | | | | | | | |



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|---|--|----|---------------------------|
| ρ | | | + |
| Account Code: DAME7B1 Domain Name: damoinimiop | 10 v records | | |
| Valid Upto: 2025-03-01 | Sr No. ↓ ± Employee Code ↓ † Employee Name ↓ † Exit Type ↓ † Is Clearance ↓ † Department | ļţ | Resignat Action |
| | Search Q Search Q Search Q Search Q Search Q Search Q | Q, | Search |
| 🔊 Wizard > | 1 66807 Rishikesh R Patels Resignation Yes testing | | |
| 🖫 Company > | | | |
| 🛱 Shift > | Showing 1 to 1 of 1 entries | | < 1 > |
| 계: Leave > | | | |
| 🖹 Holiday > | | | |
| 2⊛ User Management > | | | |
| ⅔ Utilities > | | | |
| Å ESS → | | | |
| A Policy > | | | |
| ⚠ Alert > | | | |
| Cloud Device Management | | | |
| Payroll Operation > | | | |



| iew Clearance Request Status | × |
|--|-------------------------------|
| Level 4 | |
| Level 1 | |
| Name: Balvant Ahir21/04/2025, 11:51:32 | Otature Occution for Americal |
| Department, work Handover | Status, sending for Approval |
| Level 2 | |
| Name: Mukund Kotadia21/04/2025 11:51:32 | |
| Department: IT | Status: Pending |
| | |
| Level 3 | |
| Name: Dhruv Gohil21/04/2025, 11:51:33 | |
| Department: Travel | Status: Pending |
| | |
| Level 4 | |
| Name: Nilesh Katakia21/04/2025, 11:51:33 | |
| Department: Accounts | Status: Pending |
| Level 5 | |
| Name: Ronika Sequirea21/04/2025 11:51:33 | |
| Department: Store | Status: Pending |
| • | |
| Level 6 | |
| Name: Anurag Somani21/04/2025, 11:51:33 | |
| Department: Administration | Status: Pending |
| Level 7 | |
| Name: Subhash .loshi21/04/2025 11:51:33 | |
| Department: HR | Status: Pending |



Step 9 - Then log in as the first-level employee using the employee login.

| Minop Time | Home Devices Feature - Pricing Support - |
|---|--|
| Employee Attendance System | Choose Account Type Sign In |
| Al-Powered Employee Attendance Management Application | |
| Sgnin | Account code / Domain name * 🛈 |
| Ernal | Email / Punch ID / Employee Code * |
| | Balvant.ahir@yopmail.com |
| Togs have? | Password * |
| Line _ | |
| | Remember me Forgot Password? |

Step 10 - When the employee logs in, a notification is displayed in the notification bar and also sent to their email.

| @MIN@P | | | | | | 🖇 🤷 🙁 Balvant.a | ahir@yopmail.com ∨ | | |
|---|----|-------------------|---------------|--------------------|---|--|--------------------|--|--|
| | | ☆ > Exit Employee | Request | | | Notifications | | | |
| | | 10 v reco | ords | | Exit Employee Request Exit Employee Pending Request by Rishikesh R | | | | |
| | | Sr No. ↓1 | Employee Code | Employee Name | Exit Type | Patels - Action Required by Balvant Ahir | | | |
| Dashboard | > | | Search Q | Search Q | Search | C | | | |
| 😨 Company | > | 1 | 66807 | Rishikesh R Patels | Resignation | | | | |
| 🗟 Shift | > | | | | | | | | |
| 兆 Leave | > | Showing 1 to 1 of | 1 entries | | | | < 1 > | | |
| 🖹 Holiday | > | | | | | | | | |
| 🛞 Utilities | > | | | | | | | | |
| ESS | > | | | | | | | | |
| A Policy | > | | | | | | | | |
| Payroll Preperation | > | | | | | | | | |
| 〔→ F&F Flow | ~ | | | | | | | | |
| Exit Employee Reque | st | | | | | | | | |
| | | | | | | | | | |



| ← → C | | ☆ 🖸 🛛 🔞 Relaunch to update 🗄 |
|---|---|---|
| | Ar Home I Donate © Domains in Random Ar Andom Andom Ar Andom | ¥English ▼ |
| today Exit Employee Request *********************************** | Action Required: Pending Request for Exit Employee - Se Exit Employee Request <minopexception@mantratec.com> Monday, April 21, 2025 11:50:31 AM Poor Relevant Abir</minopexception@mantratec.com> | Deliverability Reply Forward Print Delete |
| Action Required: Pending Request for Exit Empl Exit Employee Request 11:33 Action Required: Pending Request for Exit Empl | I hope you are doing well. Please be informed that there is a pending request for the exit process of Rishikesh R Patels. Your action is r details and take the required action at the earliest convenience. | required to complete the necessary steps. Kindly review the |
| Wednesday Exit Employee Request Action Required: Pending Request for Exit Empl 18:47 18:47 18:47 18:48 | For your reference, please find the attached documents related to this request. If you need any further inform Thanks & Best Regards, daminminop@yopmail.com This email and any files transmitted with it are confidential and intended solely for the use of the individu named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender imme | lation, teel tree to reach out. al or entity to whom they are addressed. If you are not the diately by e-mail if you have received this e-mail by mistake |
| Exit Employee Request Action Required: Pending Request for Exit Empl | and delete this e-mail from your system. ?? | |

Step 11 -Click on the F&F Flow main menu and navigate to the Exit Employee Request menu on the left-hand side.

| @MIN0P | ≡ | | | | | | ¥ | Ą (| Balvant.ahir@yopmail.com 🗸 |
|-----------------------|----|-------------------|---------------|--------------------|-----|-------------|--------------|---------|----------------------------|
| | | Ĝ ≥ Exit Employee | Request | | | | | | |
| | | 10 v reco | ords | | | | | | |
| | | Sr No. ↓≞ | Employee Code | Employee Name | .↓↑ | Exit Type 👘 | Is Clearance | Departm | e Action |
| Dashboard | > | | Search Q | Search | Q | Search Q | Search Q | Search | |
| 😨 Company | > | 1 | 66807 | Rishikesh R Patels | | Resignation | Yes | testing | 6 0 - |
| 🗟 Shift | > | | | | | | | | |
| 兆] Leave | > | Showing 1 to 1 of | 1 entries | | | | | | < 1 > |
| 🛱 Holiday | > | | | | | | | | |
| 🛞 Utilities | > | | | | | | | | |
| ess ess | > | | | | | | | | |
| Policy | > | | | | | | | | |
| Payroll Preperation | > | | | | | | | | |
| €→ F&F Flow | ~ | | | | | | | | |
| ✓ Exit Employee Reque | st | | | | | | | | |
| ✓ Exit Employee Reque | st | | | | | | | | |



MINOP 奋 → Exit Employee Request ✓ records 10 1 Is Clearance 1 Department 1 Resignation Date ↓↑ Last Working Date ↓↑ Status **↓**↑ Reason Action ሰ Dashboard Q Search > Q Search Q Search Q Search Q AII ✓ Search Company Pending for Approval > 2 0 < Yes Software Cloud 2025-04-29 sa 눱 Shift > < 1 > Showing 1 to 1 of 1 entries ℬl Leave > 🖹 Holiday > 🛞 Utilities > 🗟 ESS > > Dayroll Preperation > ✓ Exit Employee Request

Step 12 - On the Exit Employee Request page, the status is now shown as 'Pending for Approval.

Step 13 - Click the 'Eye' button to view the status of all approval levels.

| @MIN@P | | | | | | | | | | ŕ | ¢ Å | Balvant.ahir@yopmail.com |
|-----------------------|----|-------|-------------------------|----------------|----|------------------|----|-------------------|-------------|-----|--------|--------------------------|
| | | | kit Employee Request | | | | | | | | | |
| | | 10 | ✓ records | | | | | | | | | |
| | | .↓↑ | Is Clearance | Department | Ĵ↑ | Resignation Date | J↑ | Last Working Date | Status | .↓↑ | Reason | Action |
| Dashboard | > | Q | Search Q | Search | Q | Search | Q | Search Q | All | ~ | Search | |
| 📅 Company | > | | Yes | Software Cloud | | | | 2025-04-29 | Pending for | | sa | 6 0 - |
| 🗟 Shift | > | | | | | | | | Approvar | | | |
| 兆] Leave | > | Showi | ing 1 to 1 of 1 entries | | | | | | | | | < 1 > |
| 🛱 Holiday | > | | | | | | | | | | | |
| 🛞 Utilities | > | | | | | | | | | | | |
| ESS | > | | | | | | | | | | | |
| A Policy | > | | | | | | | | | | | |
| Payroll Preperation | > | | | | | | | | | | | |
| €→ F&F Flow | ~ | | | | | | | | | | | |
| ✓ Exit Employee Reque | st | | | | | | | | | | | |



| @MIN0P | ≡ | | | View Clearance Request Status | × |
|-----------------------|---|-----------------------------|-----------------------|---|------|
| | | | | Level 1 | |
| | | 10 v records | | Name: Balvant Ahir21/04/2025, 11:51:32 Department: Work Handover Status: Pending for Appre | oval |
| | | Sr No. 👫 Employee Code | 1 Employee Name | Level 2 | |
| Dashboard | | | | Name: Mukund Kotadia21/04/2025, 11:51:32 Department: IT Status: Pend | ding |
| 🔛 Company | | 1 66807 | Rishikesh R Patels Re | Level 3 | |
| 🛱 Shift | | | | Name: Dhruv Gohil/21/04/2025, 11:51:33 Department: Travel Status: Pend | ding |
| 鄕] Leave | | Showing 1 to 1 of 1 entries | | Level 4 | |
| 🖹 Holiday | | | | Name: Nilesh Katakia21/04/2025, 11:51:33 Department: Accounts Status: Pend | dina |
| 🛞 Utilities | | | | | |
| ESS ESS | | | | Level 5 Name: Ronika Sequirea21/04/2025, 11:51:33 | |
| Policy | | | | Department: Store Status: Penc | Jing |
| Payroll Preperation | | | | Level 6 Name: Anurao Somani21/04/2025. 11:51:33 | |
| [→ F&F Flow | | | | Department: Administration Status: Pent | ling |
| ✓ Exit Employee Reque | | | | Level 7 | |
| | | | | Name: Subhash Joshi21/04/2025, 11:51:33 Department: HR Status: Pend | ding |
| | | | | | |

Step 14 - Click the 'Approval/Rejection' button to approve or reject the request of the employee who is in the resignation period.

| MINOP | ≡ | | | | | | | | | \$ | , | ¢ (| Balvant.ahir@yopmail.com |
|---|-----|-----------------------------|--------|--------------------|------|-------------|------|-------------|-----|------------|---|----------|--------------------------|
| | | ᢙ → Exit Employee Request | | | | | | | | | | | |
| | | 10 v records | Ø |] | | | | | | | | | |
| | | Sr No. | ode ↓1 | Employee Name | l↑ I | Exit Type | t Is | s Clearance | lî. | Department | î | Resignat | Action |
| Dashboard | > | Search | Q | Search Q | 2 | Search Q | | Search C | | Search Q | | Search | |
| 🖫 Company | > | 1 66807 | | Rishikesh R Patels | | Resignation | Y | /es | | testing | | | (2) |
| 🗋 Shift | > | | | | | | | | | | | | |
| 兆] Leave | > | Showing 1 to 1 of 1 entries | | | | | | | | | | | < 1 > |
| 🛱 Holiday | > | | | | | | | | | | | | |
| 🛞 Utilities | > | | | | | | | | | | | | |
| a ESS | > | | | | | | | | | | | | |
| A Policy | > | | | | | | | | | | | | |
| Payroll Preperation | > | | | | | | | | | | | | |
| C→ F&F Flow | ~ | | | | | | | | | | | | |
| Exit Employee Requi | est | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

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Step 15 - A confirmation popup for approval or rejection will appear. Enter the remarks for approval, then click the 'Approve' button. The request will then be successfully approved by the higher authority level.

| MINOP | | | | | | | ₽ | Balvant.ahir@yopmail.com ~ |
|---|-----|------------------|--------------|---|-------------|-----------------|----------|----------------------------|
| | | 畲 → Exit Employe | e Request | | | | | |
| | | 10 🗸 re | cords | | | | | |
| | | Sr No. | Employee Cod | e 💠 Employee Name | 1 Exit Type | II Is Clearance | Departme | Action |
| ሰ Dashboard | > | | | Search . | O Search | | | |
| Company | > | 1 | 671231 | Employee Exit Approval | - 1 | Yes | Software | 6 |
| 🛱 Shift | 2 | | | Would you like to approve or reject the exi | t request? | | | |
| 考[] Leave | > | Showing 1 to 1 o | of 1 entries | Approved | | | | < 1 > |
| 🖹 Holiday | 2 | | | | | | | |
| 🔀 Utilities | > | | | Reject | Approve | | | |
| ess Ess | > | | | | | | | |
| A Policy | > | | | | | | | |
| Payroll Preperation | > | | | | | | | |
| C→ F&F Flow | ~ | | | | | | | |
| Exit Employee Reque | est | | | | | | | |

Step 16 - If the first-level request is approved, the request is then sent to the next authority level.

| MINOP | ≡ | | | | View Clearance Request Status | × |
|---|---|------------------|---------------|----------------------------|--|------------------------------|
| Account Code: DAME7B1 | | Exit Employe | e Request | | Level 1 Name: Balvant Ahir21/04/2025, 12:49:26 Department: Work Handover | Status: Approved |
| Domain Name: damoinimio Valid Upto: 2025-03-01 | | Sr No. | Employee Code | Employee Name | Level 2 Name: Mukund Kotadia21/04/2025, 11:51:32 | |
| (n) Dashboard | | 1 | Search Q. | Search Rishikesh R Pate | Department: IT | Status: Sending for Approval |
| Company | | Showing 1 to 1 o | of 1 entries | | Name: Dhruv Gohil21/04/2025, 11:51:33 Department: Travel | Status: Pending |
| 鄕 Leave | | | | | Name: Nilesh Katakia21/04/2025, 11:51:33 Department: Accounts | Status: Pending |
| 2 User Management | | | | | Level 5 Name: Ronika Sequirea21/04/2025, 11:51:33 Department: Store | Status: Pending |
| ESS | | | | | Level 6 Name: Anurag Somani21/04/2025, 11:51:33 Department: Administration | Status: Pending |
| Alert | > | | | | Level 7 Name: Subhash Joshi21/04/2025, 11:51:33 | |



×

Status: Approved

Status: Rejected

Status: Pending

Status: Pending

Status: Pending

Status: Pending

Step 17 - If the next-level authority rejects the employee's request, they must enter remarks and click the 'Reject' .

| MINOP | E | | | | | | | ₽ | Д ³ (| Balvant.ahir@yopmail. | com ~ |
|---------------------------|----|-------------------|---------------|--|--------------|---|--------------|---|------------------|-----------------------|-------|
| | | ᢙ > Exit Employee | Request | | | | | | | | |
| | | 10 v reco | ords | 3 | | | | | | | |
| | | Sr No. 🔱 | Employee Code | e II Employee Name | If Exit Type | | Is Clearance | | Departme | Action | |
| Dashboard | 3 | | | Sparrh | 0 Sparrin | ٩ | | | | | |
| 🔛 Company | 5 | 1 | 671231 | Employee Exit Approval | | | Yes | | Software | | |
| 🛅 Shift | ă. | | | Would you like to approve or reject the exit | request? | | | | | | |
| 걔] Leave | 5 | Showing 1 to 1 of | 1 entries | Rejected | | | | | | K 1 | > |
| 🖹 Holiday | 5 | | | | | | | | | | |
| 🛞 Utilities | a. | | | Reject | Approvn | | | | | | |
| ESS ESS | 3 | | | | | | | | | | |
| ✤ Policy | 5 | | | | | | | | | | |
| ्र Payroll Preperation | 5 | | | | | | | | | | |
| €→ F&F Flow | ~ | | | | | | | | | | |
| ✓ Exit Employee Reque | st | | | | | | | | | | |



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Step 18 - When a request is rejected at any level, a rejection notification is sent to the Admin, the 'Send for Approval' button is enabled, and the status is updated to 'Sending for Rerequest'.

| | | | | | | 🖇 🗘 🙆 daminminop@yopmail.com ~ |
|---|---|-------------------|---------------|---------------------|-------------|---|
| ρ | | ☆ > Exit Employee | e Request | | | Notifications + |
| Account Code: DAME7B1 Domain Name: damoinimiop | | 10 v rec | ords | | | Exit Employee Request Exit Employee Request Rejected by Mukund |
| Valid Upto: 2025-03-01 | | Sr No. | Employee Code | Employee Name | Exit Type | Kotadia - Admin Action Required |
| Dashboard | > | | Search Q | Search Q | Search | (|
| 🔄 Wizard | > | 1 | 66907 | Pishikash P. Patala | Posignation | |
| 🗑 Company | > | | 00007 | Nishikesh K Fatels | Resignation | |
| 🗟 Shift | > | Showing 1 to 1 o | f 1 entries | | | < 1 > |
| 兆] Leave | > | | | | | |
| 🖹 Holiday | > | | | | | |
| Oe User Management | > | | | | | |
| 🛞 Utilities | , | | | | | |
| æ ESS | > | | | | | |
| ✤ Policy | > | | | | | |
| \land Alert | > | | | | | |
| _ | | | | | | |

| | | | | | | | | | | | ŕ | 3 | ¢ (| 2) daminminop@yopmail.com ~ |
|---|---|------------|-----------------------|----|------------------|-----|-------------------|-----------------------|-------------|---|--------|---|-----|-----------------------------|
| ρ | | ᢙ > Exit E | Employee Request | | | | | | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimiop | p | 10 | ✓ records | X | | | | | | | | | | |
| Valid Upto: 2025-03-01 | 1 | nce | 1 Department | Ĵĵ | Resignation Date | .↓↑ | Last Working Date | $\downarrow \uparrow$ | Status | | Reason | | Ļî | Action |
| Dashboard | > | | Q Search | Q | Search | Q | Search | Q | All | ~ | Search | | Q | |
| 🔄 Wizard | > | | testing | | | | 2025-04-29 | | Sending for | | Resign | | | |
| 🗄 Company | > | | 9 | | | | | | Rerequest | | 5 | | | |
| 🛱 Shift | > | Showing | g 1 to 1 of 1 entries | | | | | | | | | | | < 1 > |
| ீடி Leave | > | | | | | | | | | | | | | |
| 🛱 Holiday | > | | | | | | | | | | | | | |
| or See Management | > | | | | | | | | | | | | | |
| 💥 Utilities | > | | | | | | | | | | | | | |
| ESS ESS | > | | | | | | | | | | | | | |
| A Policy | > | | | | | | | | | | | | | |
| \land Alert | > | | | | | | | | | | | | | |



Step 19 - In the Admin login, click the '**Send for Approval**' button to resend the rerequest to the employee whose request was rejected.

| MINOP | ≡ | | | | | | | | Ş | Ą (| eaminminop@yopmail.com |
|--|------|-------------------|---------------|--------------------|----|-------------|----|--------------|----|---------|------------------------|
| ρ | 1 | ᢙ → Exit Employee | Request | | | | | | | | • |
| Account Code: DAME7B1 Domain Name: damoinimic | p | 10 v reco | ords | | | | | | | | |
| Valid Upto: 2025-03-01 | - 11 | Sr No. | Employee Code | Employee Name | ↓↑ | Exit Type | ŢŲ | Is Clearance | Ļĵ | Departm | e Action |
| Dashboard | > | | Search Q | Search | Q | Search | Q | Search | Q | Search | |
| 🗞 Wizard | > | 1 | 66807 | Rishikesh R Patels | | Resignation | | Yes | | testina | |
| 🗑 Company | > | | | | | | | | | tooting | |
| 🗟 Shift | > | Showing 1 to 1 of | 1 entries | | | | | | | | < 1 > |
| 兆 Leave | > | | | | | | | | | | |
| Holiday | > | | | | | | | | | | |
| O⊜ User Management | > | | | | | | | | | | |
| 🛞 Utilities | > | | | | | | | | | | |
| ESS | > | | | | | | | | | | |
| & Policy | > | | | | | | | | | | |
| Alert | > | | | | | | | | | | |

Step 20 - When the request is sent successfully, the status changes to 'Send for Approval' and the 'Send for Approval' button is disabled.

| MINOP | | | | | | | | | | | | Ş | 1 |) (|] daminminop@yopmail.com ~ |
|--|---|----------|---------|----------------|-----------------------|------------------|----|-------------------|---|-------------|---|---------|---|----------------|----------------------------|
| ρ | | Ġ > Exit | t Emp | loyee Request | | | | | | | | | | | + |
| Account Code: DAME7B1 Domain Name: damoinimio | p | 10 | ~ | records | × | | | | | | | | | | |
| Valid Upto: 2025-03-01 | | nce | | Department | $\downarrow \uparrow$ | Resignation Date | Ĵ↑ | Last Working Date | | Status 1 | F | Reason | | ↓î | Action |
| Dashboard | > | | Q | Search | Q | Search | Q | Search | Q | All 🗸 | | Search | | Q | |
| 🔊 Wizard | > | | | testing | | | | 2025-04-29 | | Sending for | | Resign | | | |
| Company | > | | | teating | | | | 2023-04-29 | | Approval | 1 | teargin | | | |
| 🗟 Shift | > | Showin | ng 1 to | 1 of 1 entries | | | | | | | | | | | < 1 > |
| ぷ日 Leave | > | | | | | | | | | | | | | | |
| 🖹 Holiday | > | | | | | | | | | | | | | | |
| ⊖ _⊜ User Management | > | | | | | | | | | | | | | | |
| 🛞 Utilities | , | | | | | | | | | | | | | | |
| ESS | > | | | | | | | | | | | | | | |
| A Policy | > | | | | | | | | | | | | | | |
| 🛆 Alert | > | | | | | | | | | | | | | | |
| _ | | | | | | | | | | | | | | | |

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Step 21 - To continue the approval process, repeat steps 9 to 16 and approved all levels.

| MINOP | \equiv | | | | View Clearance Request Status | × |
|---|----------|------------------------|---------------|------------------|--|------------------------------|
| Account Code: DAME7B1 | | | Request | | Level 1 Name: Balvant Ahir21/04/2025, 12:49:26 Department: Work Handover | Status: Approved |
| Domain Name: damoinimic Valid Upto: 2025-03-01 | | 10 v reco Sr No. ↓≟ | Employee Code | Employee Name | Level 2 Name: Mukund Katadia:21/04/2025 15:11:24 | |
| Dashboard | | | | | Department: IT | Status: Approved |
| 🐑 Wizard | | 1 | 66807 | Rishikesh R Pate | Level 3 | |
| Company | | | | | Name: Dhruv Gohil21/04/2025, 11:51:33 Department: Travel | Status: Sending for Approval |
| 🛱 Shift | | Showing 1 to 1 of | 1 entries | | Level 4 | |
| 兆] Leave | | | | | Name: Nilesh Katakia21/04/2025, 11:51:33 | |
| 🛱 Holiday | | | | | Department: Accounts | Status: Pending |
| 🕘 User Management | | | | | Level 5 Name: Ronika Seguirea21/04/2025, 11:51:33 | |
| 🛞 Utilities | | | | | Department: Store | Status: Pending |
| ESS | | | | | Level 6 | |
| Policy | | | | | Department: Administration | Status: Pending |
| ▲ Alert | > | | | | Level 7 Name: Subhash Joshi/21/04/2025, 11:51:33 | |

| A | | | | | |
|---|-----|-------------------|---------------|--------------------|----|
| Account Code: DAME7B1 Domain Name: damoinimiop | | 10 v rec | ords | | |
| Dashboard | | Sr No. ↓≟ | Employee Code | Employee Name | Ex |
| Nizard | | 1 | 66807 | Rishikesh R Patels | Re |
| 😨 Company | | | | | |
| 🗟 Shift | | Showing 1 to 1 of | 1 entries | | |
| パ Leave | | | | | |
| Holiday | | | | | |
| Utilities | | | | | |
| å ESS | | | | | |
| Policy | | | | | |
| 🛆 Alert | | | | | |
| Cloud Device Manageme | ent | | | | |
| Payroll Operation | > | | | | |

| iew Clearance Request Status | |
|---|------------------|
| Level 1 | |
| Name: Balvant Ahir21/04/2025, 12:49:26 Department: Work Handover | Status: Approved |
| Level 2 | |
| Name: Mukund Kotadia21/04/2025, 15:11:24 Department. IT | Status: Approved |
| Level 3 | |
| Name: Dhruv Gohil21/04/2025, 15:13:32 Department: Travel | Status: Approved |
| Level 4 | |
| Name: Nilesh Katakia21/04/2025, 15:19:54 Department: Accounts | Status: Approved |
| Level 5 | |
| Name: Ronika Sequirea21/04/2025, 15:20:58 Department: Store | Status: Approved |
| Level 6 | |
| Name: Anurag Somani21/04/2025, 15:26:43 Department: Administration | Status: Approved |
| Level 7 | |
| Name: Subhash Joshi21/04/2025, 15:27:49 Department: HR | Status: Approved |

Step 22 - When approved all the request then click the 'Print' button to print the High-Level Approval Authority.

| | | B | ¢ (2) daminminop@yopmail.com ~ |
|---|--|----|--------------------------------|
| ρ | Gr → Exit Employee Request | | + |
| Account Code: DAME7B1 Domain Name: damoinimiop | 10 v records | | |
| Valid Upto: 2025-03-01 | Sr No. 1 Employee Code 1 Employee Name 1 Exit Type 1 Is Clearance 1 Department | ↓↑ | Resignat Action |
| | Search Q Search Q Search Q Search Q Search Q | Q | Search |
| 🔊 Wizard > | 1 66807 Rishikesh R Patels Resignation Yes testing | | (|
| 🖫 Company > | | | |
| 🗟 Shift > | Showing 1 to 1 of 1 entries | | < 1 > |
| 兆 Leave > | | | |
| 🖹 Holiday > | | | |
| 🖉 User Management > | | | |
| ℅ Utilities > | | | |
| å ESS → | | | |
| A Policy > | | | |
| 🖄 Alert > | | | |
| Cloud Device Management | | | |
| Payroll Operation > | | | |

Step 23 - When you click the 'Print' button, a new window opens. Select the print section, then click the 'Print' button to print the No Due Clearance report.

| MINOP | | Pri | int Sections × |
|---|--|------------------------------|---------------------|
| Α | | | |
| Account Code: DAME7B1 Domain Name: damoinimiop | 10 v records | | Select All |
| Valid Upto: 2025-03-01 | Sr No. 💵 Employee Code 👫 Employee Name | 11 Exit Type 11 Is Clearance | No Dues Certificate |
| Dashboard > | | Q Search Q Search | U FNF Reciept |
| ♥ Wizard > | 1 66807 Rishikesh R Patels | Resignation Yes | |
| E Company > | | | |
| 🗟 Shift > | Showing 1 to 1 of 1 entries | | |
| 계 Leave > | | | |
| 🖹 Holiday > | | | |
| See User Management | | | |
| 💥 Utilities > | | | |
| ESS > | | | |
| A Policy > | | | |
| 🛆 Alert > | | | |
| Cloud Device Management | | | |
| Payroll Operation > | | | Print |

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Step 24 - The 'No Due Clearance' print is shown below-

No Dues Certificate

| Employee Name | Rishikesh R Patels | Employee Code | 66807 |
|------------------|--------------------|--------------------------------|------------|
| Immediate Head | Abhimanu Singh | Division/Dept. | testing |
| Designation | | Joining Date | 01-01-2018 |
| Resignation Date | | Last Working Date/left date | 30-04-2025 |

| Department | Yes (Dues if Any) OR No | Name & Signature | Remarks (Mention Pending Dues) |
|----------------|----------------------------|-------------------------------------|-----------------------------------|
| Work Handover | | Name: Balvant Ahir Signature: | Approved |
| п | | Name: Mukund Kotadia Signature: | Approved |
| Travel | | Name: Dhruv Gohil Signature: | Approved |
| Accounts | | Name: Nilesh Katakia Signature: | Approved |
| Store | | Name: Ronika Sequirea Signature: | Approved |
| Administration | | Name: Anurag Somani Signature: | Approved |
| HR | | Name: Subhash Joshi Signature: | Approved |

| Employee | HR |
|--------------------------|------------|
| Date: 22-04-2025 | Date: |
| Name: Rishikesh R Patels | Name: |
| Signature: | Signature: |

Address : B203, Shapath Hexa, Opp. Gujarat High Court,S.G. Highway, Sola, Ahmedabad - 380060, Gujarat, India. Tel : +91 7964506243 Email : mantra@mantratec.com



THANKYOU