



# MahaiT: User Manual of Payroll Process (MJP)

# **User Manual Document**

### For

# **Payroll Process (MJP)**

Maharashtra Jeevan Pradhikaran (MJP)

#### Version 1.0

### Prepared By

### **Development Team Customized Sevaarth (MahalT)**

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Author Name:	Sachin Pawar (Software Tester)
Verify Name	Mayuri Patil(Business Analyst)
Approval Name:	Javed Kazi (Project Manager) Shivakrushna Yenganti (Project Lead)
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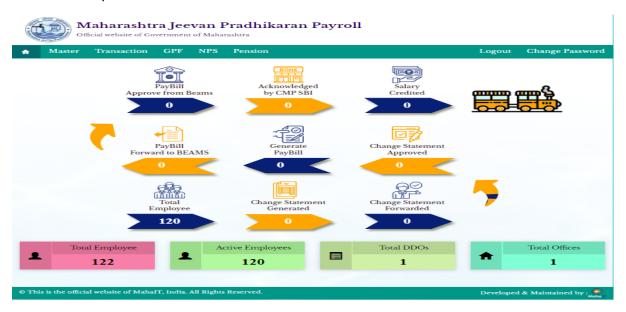
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### 1. Level 2 Login:

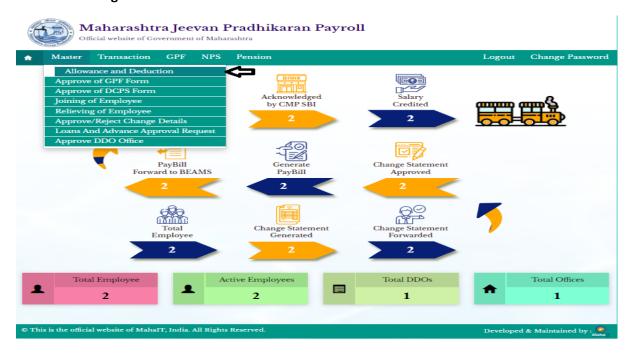
Level 2 Login is the division of application that is changed with Allowance and Deduction, Approve of GPF Form, Joining of Employee, Relieving of Employee, Approve/Reject Change Details, Loans and Advance Approval Request, Approve DDO Office, Approve Forward/Reject Change Statement and Consolidate Paybill.



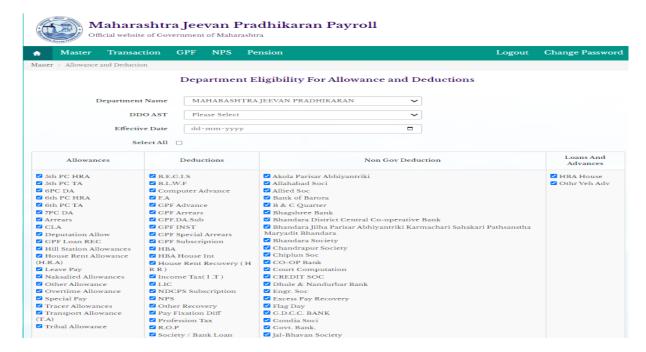
#### 1.1. Allowance and Deduction:

With the help of Allowance and Deduction privilege, user can map different Allowance and Deduction components to which employees can attach.

#### Path: Level 2 Login > Master > Allowance and Deduction



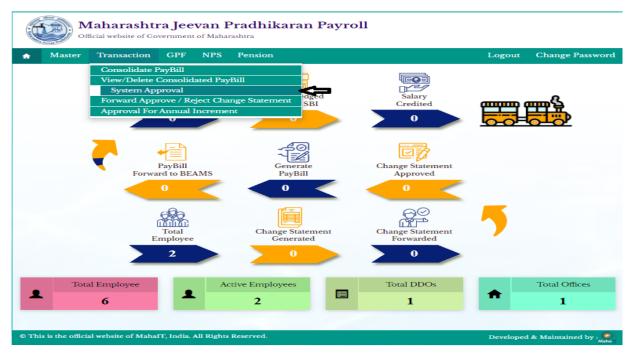
Step1: Select Department from dropdown list, Select DDO assistance from dropdown list, Enter Effective Date, select component of Allowance, Deduction, Non Gov Deduction and Loans Advance and Click on save button.



### 1.2. System Approval:

With the help of System Approval privilege, user can map different System Approval to which employees can attach.

### Path: Level 2 login > Transaction

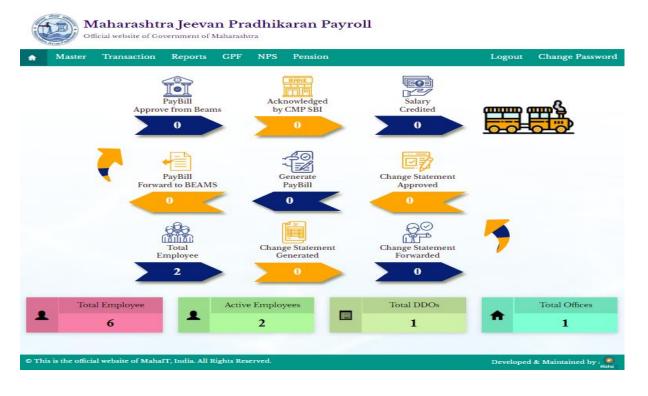


Step1: Click on Approve/Reject Button



### 2. Level 1 Login:

Level 1 Login is the division of application that is changed with Organization Information, Office details, Employee configuration, view/Edit/Delete Employee Details, Attach/Detach Employee to Bill group, Allowance and Deduction mapping, Generate Paybill, Reports

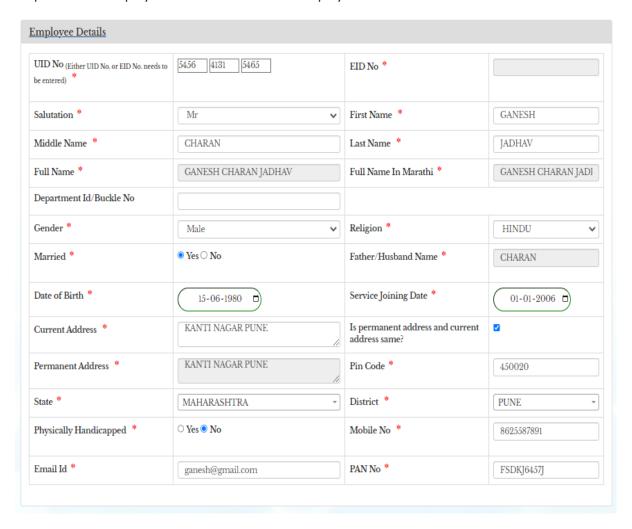


### 2.1. Employee Configuration:

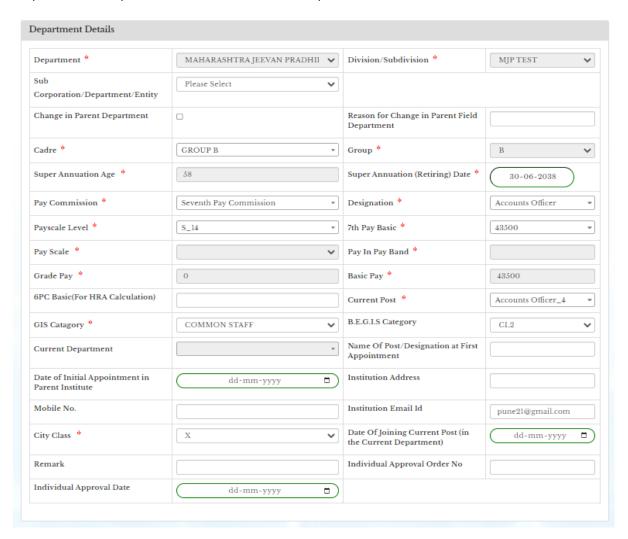
Employee configuration is a standard task carried out whenever a new employee is hired by providing relevant data like UID number, department, designation bank details, DCPS nominee details, GIS Details and other personal details. It can also be used for updating existing employee data. This module has integration with other modules which has employee data.

Path: Level 1 login > Master > Employee Configuration

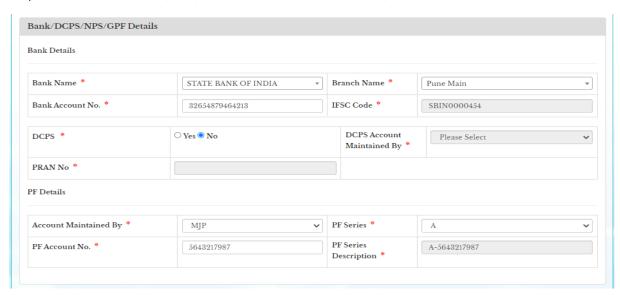
Step1: Click on Employee Details Tab and enter employee details



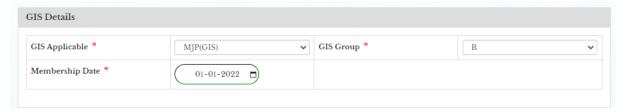
Step2: Click on Department Detail tab and enter department details



Step3: Click on Bank/DCPS/NPS/GPF details tab and enter Bank/DCPS/NPS/GPF details



Step4: click on GIS details tab and Enter GIS details



Step5: Click on DCPS/NPS nominee details tab and enter DCPS/NPS nominee details (If employee is DCPS/NPS then this tab able to enter details)



Step5: Click on photo/signature tab and enter photo/signature

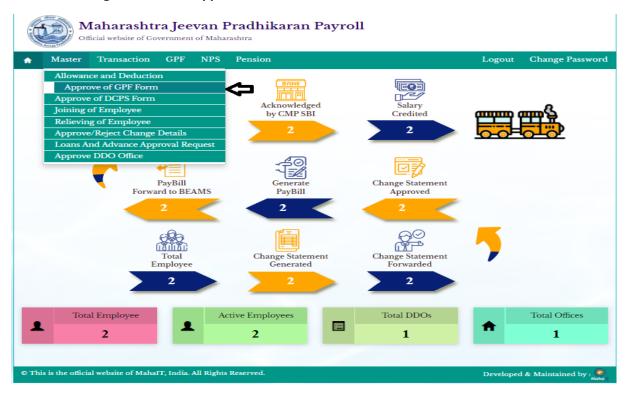


Step6: After enter all details Click on Forward to DDO button

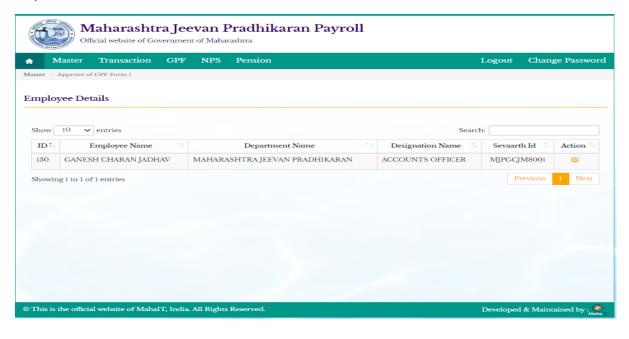
# 3. Approve of GPF form:

With the help of Approve of GPF form privilege, user can map different Approve of GPF Employee to which employees can attach.

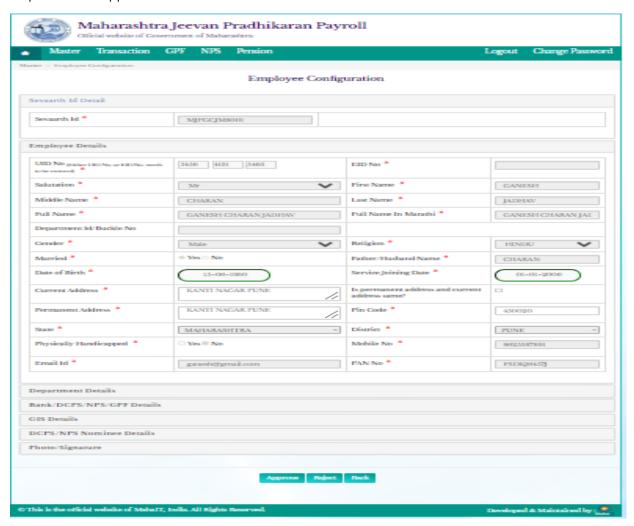
#### Path: Level 2 login > Master > Approve of GPF form



#### Step1: Click on Edit button



### Step2: Click on Approve Button

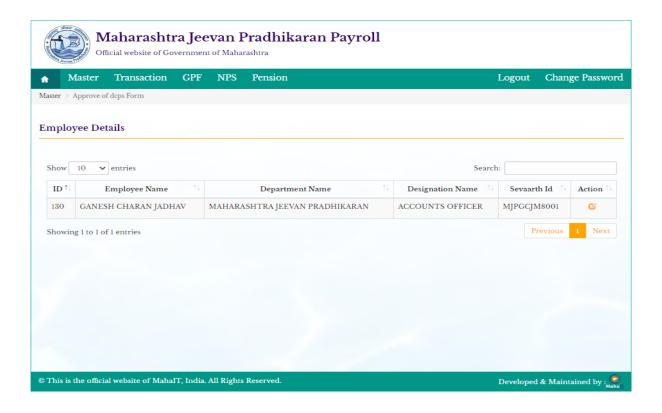


# 4. Approve of DCPS employee:

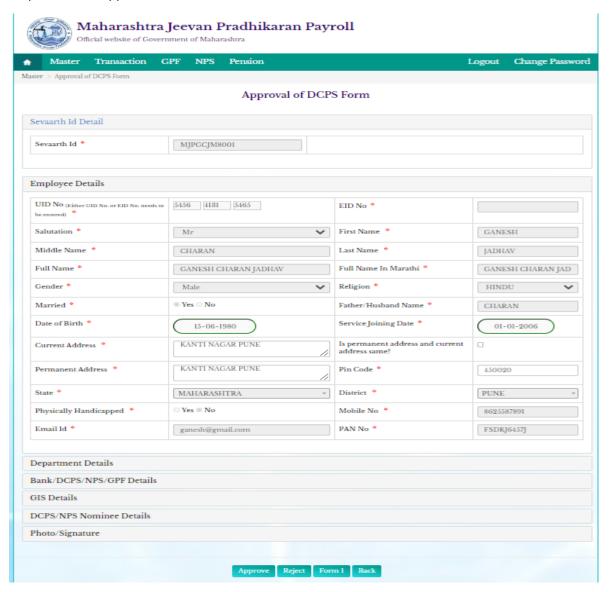
With the help of Approve of DCPS form privilege, user can map different Approve of DCPS Employee to which employees can attach.

Path: Level 2 login > Master > Approve of DCPS form

Step1: Click on Edit button



#### Step2: Click on Approve button

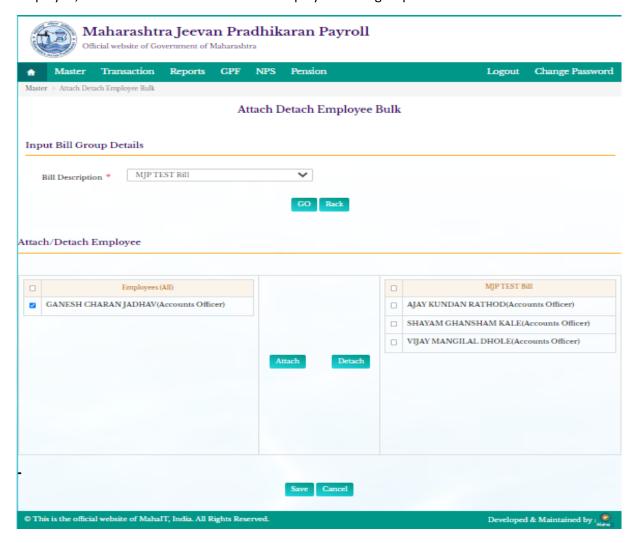


## 5. Attach Detach Employee Bulk:

With the help of Attach Detach Employee Bulk privilege, user can map different Employee to Bill Group which employees can attach.

#### Path: Level 1 Login > Master > Attach Detach Employee Bulk

Step1: Select bill group name from dropdown list, click on Go button and Select checkbox to attach employee, click on Attach button to Attach employee to Bill group and Click on Save button.



# 6. Allowance Deduction mapping:

With the help of Allowance Deduction mapping privilege, user can map different Employee to Allowance Deduction components which employees can attach.

#### Path: Level 1 login > Master > Allowance Deduction mapping

Step1: Select checkbox to employee allowance deduction mapping, select checkbox of component to map employee, Enter Effective date and Click on save button.



### 7. Non Computational Components:

With the help of Non Computational Components privilege user can attach Non computational components like Income tax, DA Arrears, HRR, GPF subscriptions and other components to employee.

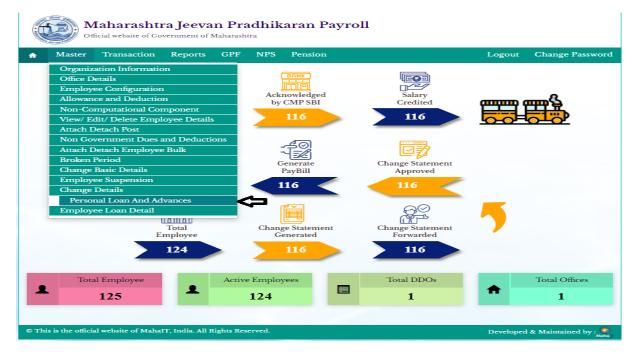
#### Path: Level 1 login > Master > Non Computational components



Step1: Select type of components from dropdown list, click on Checkbox of employee to add components and Click on save button.

### 8. Personal Loan and Advances:

With the help of Personal Loan and Advances user can map Different Personal Loan and Advance to employee. Like Festival Advance, House Loan, Vehicle Advance and Computer advance.



#### Path: Level 1 login > Master > Personal Loan and Advances

Step1: enter Sevaarth id, select request type from dropdown list and Click on search button

Step2: After entering related information of loans and advance click on Save button.

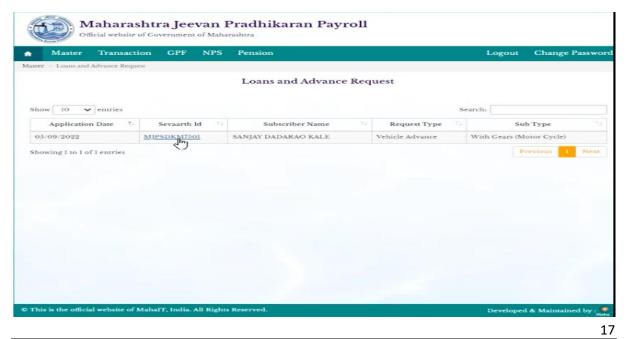


# 9.Loans and Advance Approval request:

With the help of Loans and Advance Approval request user can Approve Different Personal Loan and Advance request of employee.

#### Path: Level 2 login > Master > Loans and Advance request

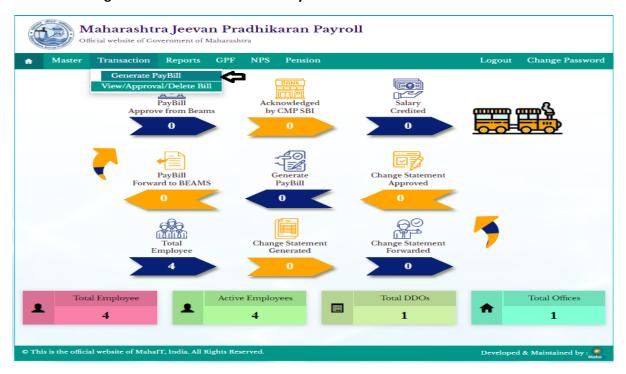
Step1: Click on Sevaarth id and click on Approve button



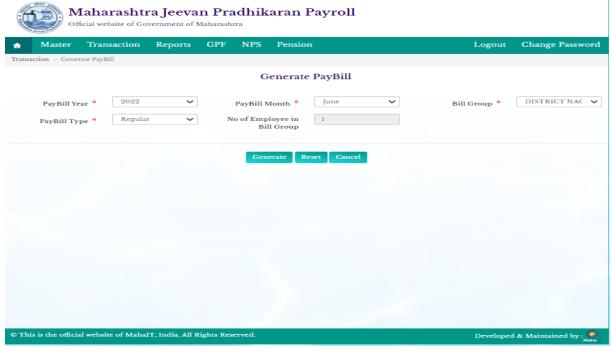
## 10. Generate Paybill:

After Attach Employee to Bill group and Allowance Deduction components mapping to Employee. Paybill process is carried out.

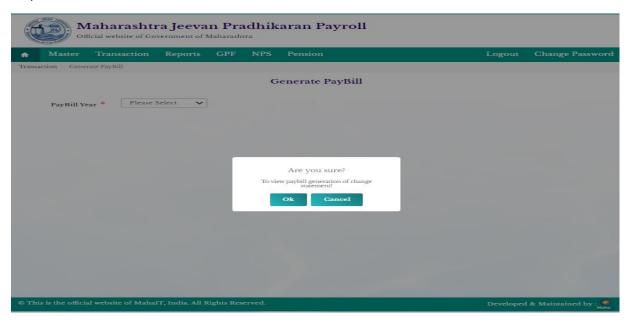
#### Path: Level 1 login > Transaction > Generate Paybill



Step1: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list, select bill type from dropdown list and Click on Generate button



Step2: Click on Ok button

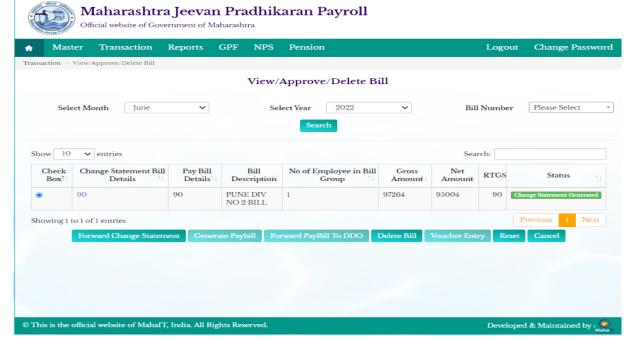


## 11. View/Approve/Delete Bill:

With the help of View/Approve/Delete Bill privilege user can forward Paybill to Level 2 for Approve change statement.

#### Path: Level 1Login > Transaction > View/Approve/Delete Bill

Step1: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list, click on Search button, click on checkbox to select bill, click on Forward change statement button and Click on Ok button

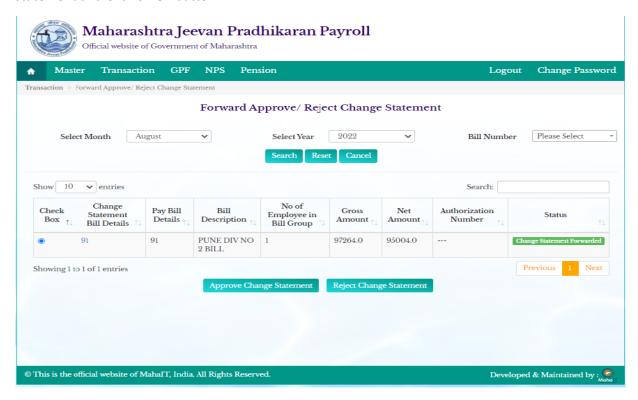


### 12. Forward Approve/Reject change statement:

With the help of Forward Approve/Reject change statement privilege user can Approve/Reject change statement for Paybill generation.

#### Path: Level 2 Login >Transaction > Forward Approve/Reject change statement

Step1: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list, click on Search button, and click on checkbox to select bill, click on Approve change statement and Click on Ok button.

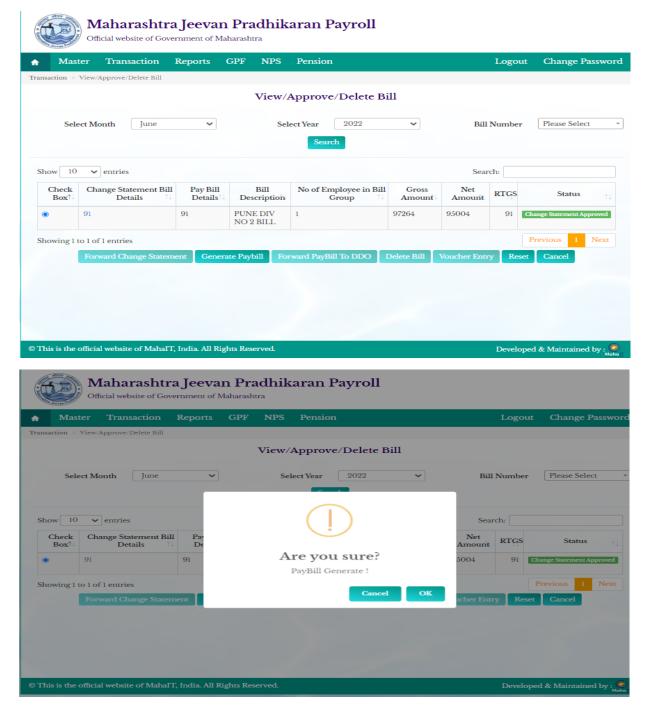


## 13. View/Approve/delete bill:

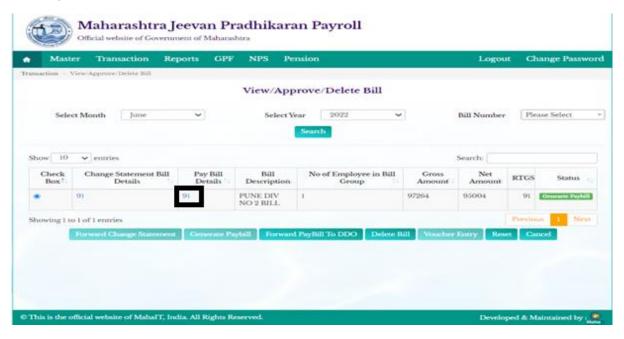
With the help of View/Approve/Delete Bill privilege user can Generate Paybill for attach month.

#### Path: Level 1 login >Transaction > View/Approve/delete bill

Step1: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list and Click on Search button, click on checkbox to select bill required bill, click on Generate Paybill button and Click on Ok button



Step2: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list, click on Search button, click on checkbox to select bill and Click on Pay bill details to view Paybill



Step3: Click on checkbox to select bill, click on Forward to DDO button and Click on Ok button

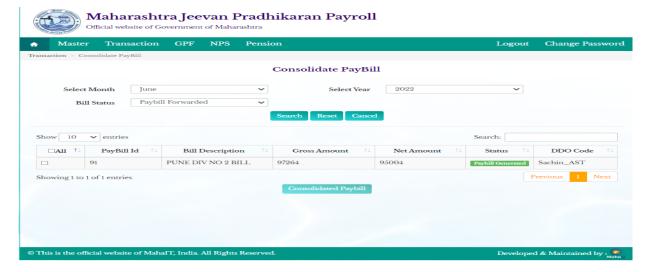


## 14. Consolidate Paybill:

With the help of Consolidate Paybill privilege user can consolidate multiple Paybill.

#### Path: Level 2 Login > Transaction > Consolidate Paybill

Step1: Select month from dropdown, Select Year from dropdown, select Bill Status from dropdown, click on Search button, select checkbox, click on Consolidate Paybill button and Click on Ok button

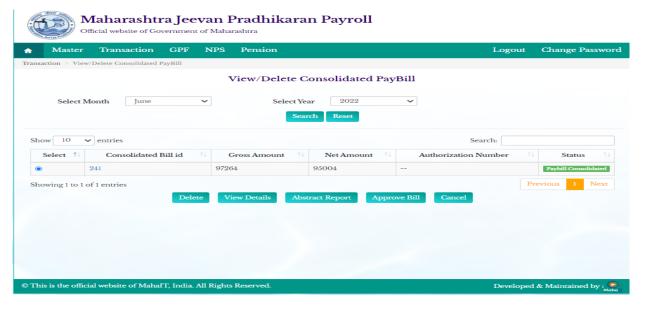


### 15. View/Delete consolidate Paybill:

With the help of View/Delete consolidate Paybill privilege user can view Paybill Details and Abstract report, approve consolidate Pay bill.

#### Path: Level 2 Login > Transaction > View/Delete consolidate Paybill

Step1: Select month from dropdown, select year from dropdown, click on View Details button, click on Abstract report button and Click on Approve bill button

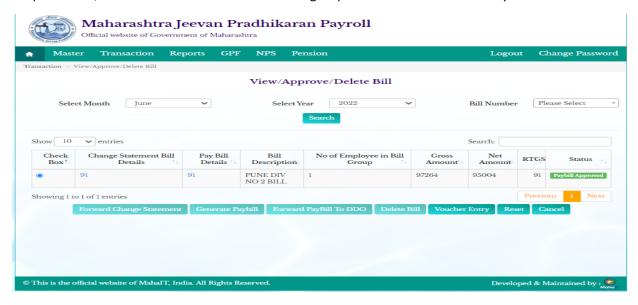


# 16. View/Approve/Delete bill:

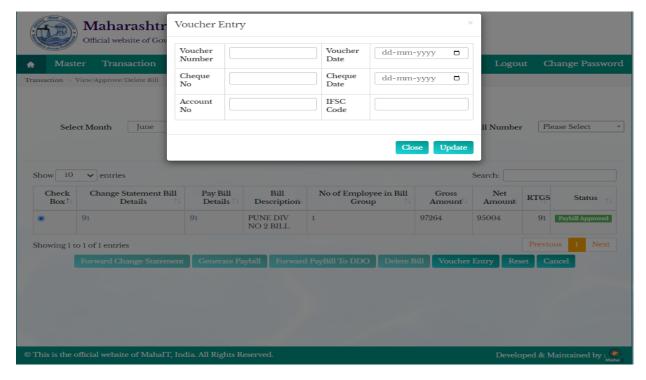
With the help of View/Approve/Delete Bill privilege user can enter voucher entry for Generated Paybill for attach month.

#### Path: Level 1 Login >Transaction > View/Approve/Delete bill

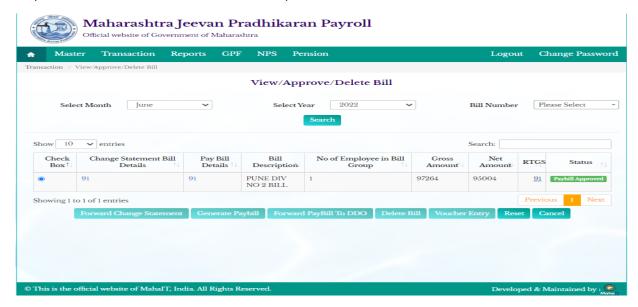
Step1: Select month from dropdown list, select year from dropdown list, select Bill number from dropdown list, and click on checkbox to select bill group and Click on Voucher entry button



Step2: Enter voucher number, enter voucher date, Enter Cheque number, Enter Cheque date, Enter Account number, Enter IFSC code and Click on Save button



Step3: Click on RTGS number to view RTGS report



### 17. All Report:

With the help of all report privileges, users can view reports for generated pay bills. Like outer report, inner report, group abstract report, bank statement report, acquaintance report, seven PC basic report, broken period report, Page Wise Abstract report, Accident Policy report etc.

#### Path: Level > Reports > All Report

Step1: Select month from dropdown list, select year from dropdown list, Select Bill group name from dropdown list, click on Show reports button.

