EMPOWER ERP EMPLOYEE PAYROLL

Table of Contents

1 Preface 4

1.1 About this User Manual 4

1.2 Core Features 4

2. Payroll Process Diagram 5

2.1 Getting Started 6

3. General Setup 7

3.1 Attendance Management 7

3.2 Timesheet Management 9

3.3 Generate Pay Slip 10

3.4 Generate Payroll 10

3.5 Account Posting 11

3.6 Auto Deduction 11

3.7 Reconciliation 12

Document Control

Reviewers/Contributors

Date	Version	Name	Designation	Signature
12th APR 16	1.0	RANGARAMAN.G		

1 Preface

1.1 About this User Manual

The Empower Payroll User Manual 1.00 is intended as a reference for end user of Empower and provides guidance on usability and features of Empower Payroll from functional perspective.

This document explains:

- How to operate the user interface.
- Payroll Configuration & Setup.
- Payroll Processing.
- How to execute the main business processes.

Readers do not require any programming and software development knowledge.

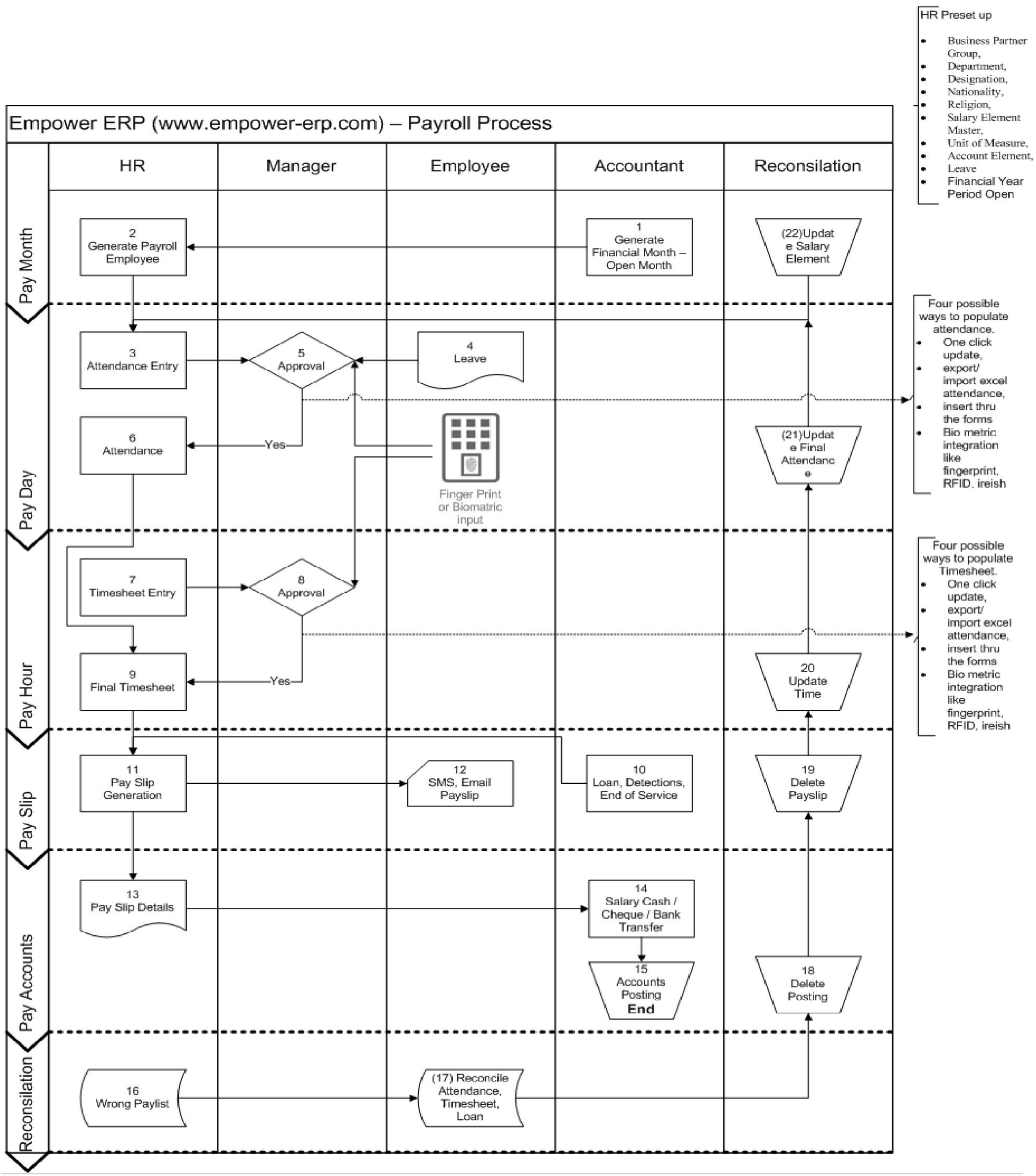
This document has been designed with the idea of being "open" - any person can add value and share knowledge by adding content directly.

1.2 Core Features

Empower consists of the following functional modules which represent specific PAYROLL functions:

- Attendance Management
- Timesheet Management
- Pay Slip
- Payroll
- Account Posting
- Auto Deduction
- Reconciliation

2. Payroll Process Diagram



ZEARO
empowering Reality, virtually
Confidential - Contact - Mob : +974-31006500,
Mail : support@zearoconsulting.com , Web : www.zearoconsulting.com

Payroll is to provide an option generate the salary automatically every month. This software also equipped with to enter the attendance/Timesheet of each employee in the organization, it help them to track each employee attendance/Timesheet, based on this we can generate the salary. The software built to generate individual pay slip and summary of the payroll. Attendance Management gives you the ability to track your employees' attendance automatically. You can access data from Biometric and calculate work time, overtime, late in, early out times. You can customize this module to work with your company's attendance rules. A timesheet is a record of the number of hours an employee spends in completing a certain task. This task could be associated with internal business activities for the customer. Leave Management is a program that is administered by the HR to maintain the employee's leaves. It is the responsibility of HR to see to it that the leave programs are efficiently managed and accurately tracked. Leave Management process includes defining the leave types, assigning entitlements and calculating carry over leaves, employees applying for leaves, managers approving or rejecting the leave requests, importing the leave data into payroll for calculations etc. A payroll is a list of people being paid by a company. *Pay slip included with an employee's wage or salary, giving details of money earned and tax and insurance paid.* A pay slip is a slip of paper given to an employee. The payroll results contain information that is relevant for Accounting. For this reason, they must be evaluated for posting to Accounting. The Posting Accounting component performs this task. It is the interface between Payroll and Accounting. A payroll deduction is an amount taken from each paycheck, like taxes, that reduces an employee's gross pay or total pay.

2.1 Getting Started

Accessing Payroll

You access ZEARO ERP through a Web browser.

To log into the application:

1. *Enter your ZEARO ERP URL in the address bar of your browser.*

The login window will display.

In case the login page does not display, verify your URL, or contact your **Client Admin**.

2. *Enter your user name and password.*

The user name and password are assigned by the system administrator. If you don´t know your user name and password contact your **Client Admin**. Click

 button.

empowering Reality, virtually

Confidential - Contact - Mob : +974-31006500,

Mail : support@zearoconsulting.com , Web : www.zearoconsulting.com

To log into Roll of End-User:

*Select Role, Client, Organization and Warehouse. The Role, Client, Organization and Warehouse are assigned by the **Client Admin**. If you don´t know your Role, Client, Organization and Warehouse contact your **Client Admin**.*

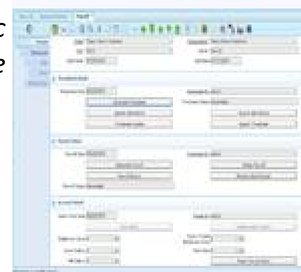
Click  button.

3. General Setup

a) End-user login should be created by **Client Admin**.
b) Period should be created by **Client Admin**.
c) Use General Setups to create Payroll such as Employee with Salary Element in Business Partner, Business Partner Group, Department, Designation, Nationality, Religion, Salary Element Master, Unit of Measure, Account Element, Leave Type (End –User).

3.1 Attendance Management

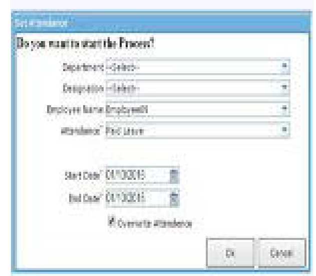
Attendance Management gives you the ability to track your employees' attendance automatically. You can access data from Biometric and calculate work time, overtime, late in, early out times. You can customize this module to work with your company's attendance rules. Follow the steps :



Attendance Fig 1

1) Open "**Payroll - Period"** screen.
2) Double click on the **Period** created by **Client Admin** above.
3) Click on "**Generate Timesheet"** button (Attendance Fig 1).

Method 1:



Attendance Fig 2

a) Select the employee in "**Employee"** TAB.
b) Go to "**Period"** screen and click on "**Toggle"** button.
c) Click on Update Attendance button.
d) Select **Department, Designation and Employee Name** created above (Attendance Fig 2).
e) Select "**Attendance"** type and "**Date" range**.
f) Check the "**Overwrite Attendance"** checkbox.
g) Click on "**OK**" button.
h) Click on "**Generate Timesheet**" button.

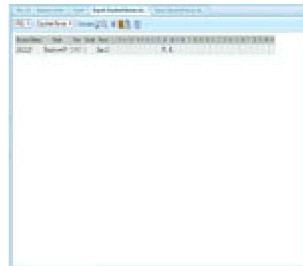
Confidential - Contact - Mob : +974-31006500,
Mail : support@zearoconsulting.com , Web : www.zearoconsulting.com

i) Click on "**Export Attendance**" button.

j) Select the **Business Partner** created above.

k) Select "**Period**" for the Employee.

l) Click on "**OK**" button.



Attendance Fig 3

Day sheet review report will be displayed (Attendance Fig 3).

Method 2:

a) Select the employee in "**Employee"** TAB.

b) Delete Payroll for the employee.

c) Select "**Day**" screen and enter leave for the employee.

d) Click on "**Save**" button.

e) Go to "**Period"** screen and click on "**Toggle"** button.

f) Click on "**Generate Timesheet**" button (Attendance Fig 1).

g) Click on "**Export Attendance**" button (Attendance Fig 2).

m) Select the **Business Partner** created above.

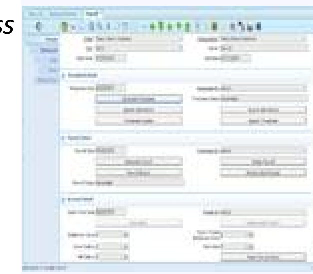
n) Select "**Period**" for the Employee.

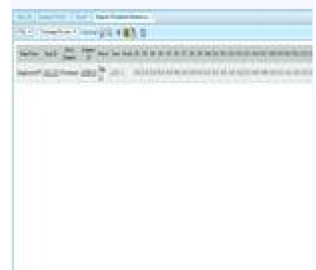
o) Click on "**OK**" button.

Day sheet review report will be displayed (Attendance Fig 3).

ZEARO
empowering Reality, virtually
Confidential - Contact - Mob : +974-31006500,
Mail : support@zearoconsulting.com , Web : www.zearoconsulting.com

3.2 Timesheet Management





A timesheet is a record of the number of hours an employee spends in completing a certain task. This task could be associated with internal business activities for the customer.

1) Select the employee in “**Employee”** TAB.
2) Open “**Payroll - Period”** screen.
3) Double click on the **Period** created by **Client Admin** above.
4) Click on “**Generate Timesheet”** button.

Method 1:

a) Go to “**Period”** screen and click on “**Toggle”** button.
b) Click on **Update Timesheet** button.
c) Select **Department, Designation, Employee Name** created above.
d) Select “**Salary Element”** type(eg: Overtime).

   Note: Salary Element should be created in the Business Partner before.
e) Enter **No of Hours** and “**Date” range**.
f) Click on “**OK**” button.
g) Click on “**Export Timesheet**” button.

   Timesheet review report will be displayed.

Method 2:

a) Select the employee in “**Employee”** TAB.
b) Select **Date** in **DAY** screen.
c) Open **Hour** screen.
d) Select **Salary Element** and enter **No of Hours** for the Date.
e) Click on “**Save**” button.
f) Go to “**Period”** screen and click on “**Toggle”** button.
g) Click on “**Export Timesheet**” button.

   Timesheet review report will be displayed.

3.3 Generate Pay Slip

Pay slip included with an employee's wage or salary, giving details of money earned and tax and insurance paid. A pay slip is a slip of paper given to an employee.

1) **Generate Timesheet** for an Employee.
2) Select the employee in "**Employee"** TAB.
3) Go to "**Period"** screen and click on "**Toggle"** button.
4) **Update Attendance** (See Attendance Management)
5) **Timesheet Update** (See Timesheet Management)
6) Click on **Generate Payroll** button.
7) Go to **Employee** screen.
8) Click on **Account Post** button. Note: Before Account Posting **Period** should be opened by **Client Admin**.
9) Then Click on **Pay slip report** button.
10) Click on "**OK**" button in **Pay Slip** dialogue Box.

Pay slip will be displayed in PDF format.

3.4 Generate Payroll

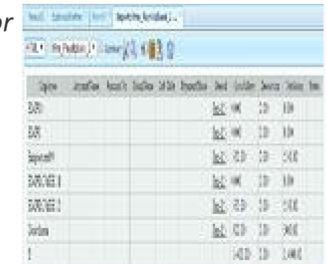
Payroll is the process by which employer pay an employee for the work they have done.

1) **Generate Timesheet** for an Employee.
2) Check the created employee in "**Employee"** TAB.
3) Go to "**Period"** screen and click on "**Toggle"** button.
4) **Update Attendance** (See Attendance Management)
5) **Timesheet Update** (See Timesheet Management)
6) Click on **Generate Payroll** button.
7) Click on **Payslip Detail Export** button.
8) Select the employee created above in Paylist box.

Pay List will be displayed.

3.5 Account Posting

The payroll results contain information that is relevant for Accounting. For this reason, they must be evaluated for posting to Accounting. The Posting Accounting component performs this task. It is the interface between Payroll and Accounting.

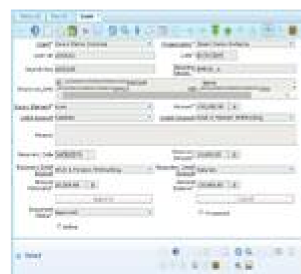


1) **Generate Payroll** for an **Employee**.
2) **Period** should be opened by **Client Admin**.
3) Click on '**POST Salary**" button in Period screen.
4) Enter Salary Post Date on Accounting Post Monthly window then click "**OK**" button.
5) Click on **"Export Payslip Bank"** button.
6) Select the employee created above in Pay slip Bank.

Pay Slip Bank Report will be displayed.

3.6 Auto Deduction

A payroll deduction is an amount taken from each paycheck, like loan, that reduces an employee's gross pay or total pay.



1) Create **Loan** for the Business Partner.
2) **Generate Payroll** and **Post Salary** for the Business Partner.

Go to **"Loan"** screen and check **Amount Refunded** field.

ZEARO
empowering Reality, virtually
Confidential - Contact - Mob : +974-31006500,
Mail : support@zearoconsulting.com , Web : www.zearoconsulting.com

3.7 Reconciliation

Method 1:

1) Generate Payroll and **POST Salary** for an **Employee**.
2) **Period** should be opened by **Client Admin**.
3) Click on **Delete Payroll** button and select the employee given above.
4) Select "**Delete Posted Salary** "check box. And Click "**OK**" button.

Generated Payroll and **Account Posting** for an Employee is deleted.

Method 2:

1) **Generate Payroll** and **POST Salary** for an **Employee**.
2) **Period** should be opened by **Client Admin**.
3) Go to **Employee** TAB.
4) Click on **Delete Payroll** button and select the employee given above.
5) Select "**Delete Posted Salary** "check box.
6) Click "**OK**" button.

Generated Payroll and **Account Posting** for an Employee is deleted.