



Web Based HR & Payroll Software



Automatically Fetch Employee Time Records to maintain Time Tracking

Why pay someone to manually input employee time records, or waste time on staff disputes over time worked or data entry errors? Insyspay automates the collection of employee data from multiple terminals directly. Never again will you need to manually input employee time records.

Attendance Management Solution

Biometric / RFID / Face Terminals which automates the collection of employee data to all in one simple solution.

INSYSPAY makes integration and communication seamless between terminals. INSYSPAY software allows users to see punch in/out records, review punches and see multiple type of attendance reports



User-Friendly Payroll Management

Maintaining the payroll of any organization is one of the major duties of HR personnel. Insyspay payroll management software aids the concerned officials to maintain the payroll in a systematic and error free manner. It is very user friendly and affordable. Also it helps to generate any report instantly.

Process Salary


With the help of the Insyspay software, the processing of the salary has become an easy job. The employee can get to know the details of his/her salary by filling in the necessary details. The employee can get it in print. After clicking the process salary option, details regarding week offs, attendance, present days, holidays and leaves, week offs are generated. It can be kept as a record and produced if necessary.

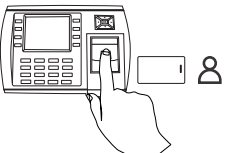
By means of this software the salary details of any employee can be maintained in a very systematic manner. Whenever necessary, simply by filling up the details as displayed in the user interface, complete details of the salary structure can be achieved. The basic, education allowance, helper allowance, HRA is given in the generated page. Information regarding the reimbursement is also generated. This helps the employees to keep a record of their salary. The whole process incurs very less time ensuring error free report.



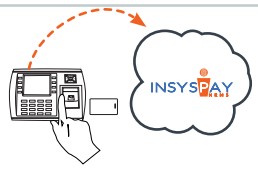
How it Works...? Easy Integration

INSYSPAY integrates seamlessly with company to automate previously manual data-entry operations, which greatly reduces administrative overhead. INSYSPAY also saves you time by supporting Group Mapping of both terminals and employees. This eliminates the burden of manually configuring individual terminals and assigning individual employees to those terminals, accordingly. Our user friendly Dashboard manages all of your INSYSPAY terminals and helps make setup & operation FAST and EASY.

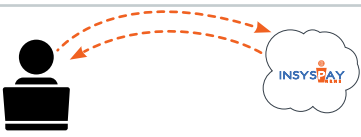
1  Create employee profiles in INSYSPAY Software

2 


Enroll your employees by entering their card/badge numbers in Company's Time Tracking Module. Fingerprint-users can enroll directly on any fingerprint terminal or a central computer. You need only enroll each employee

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Now employees are ready to use the terminal to punch-in out and other features available at the terminal. INSYSPAY automatically collects data from multiple terminals

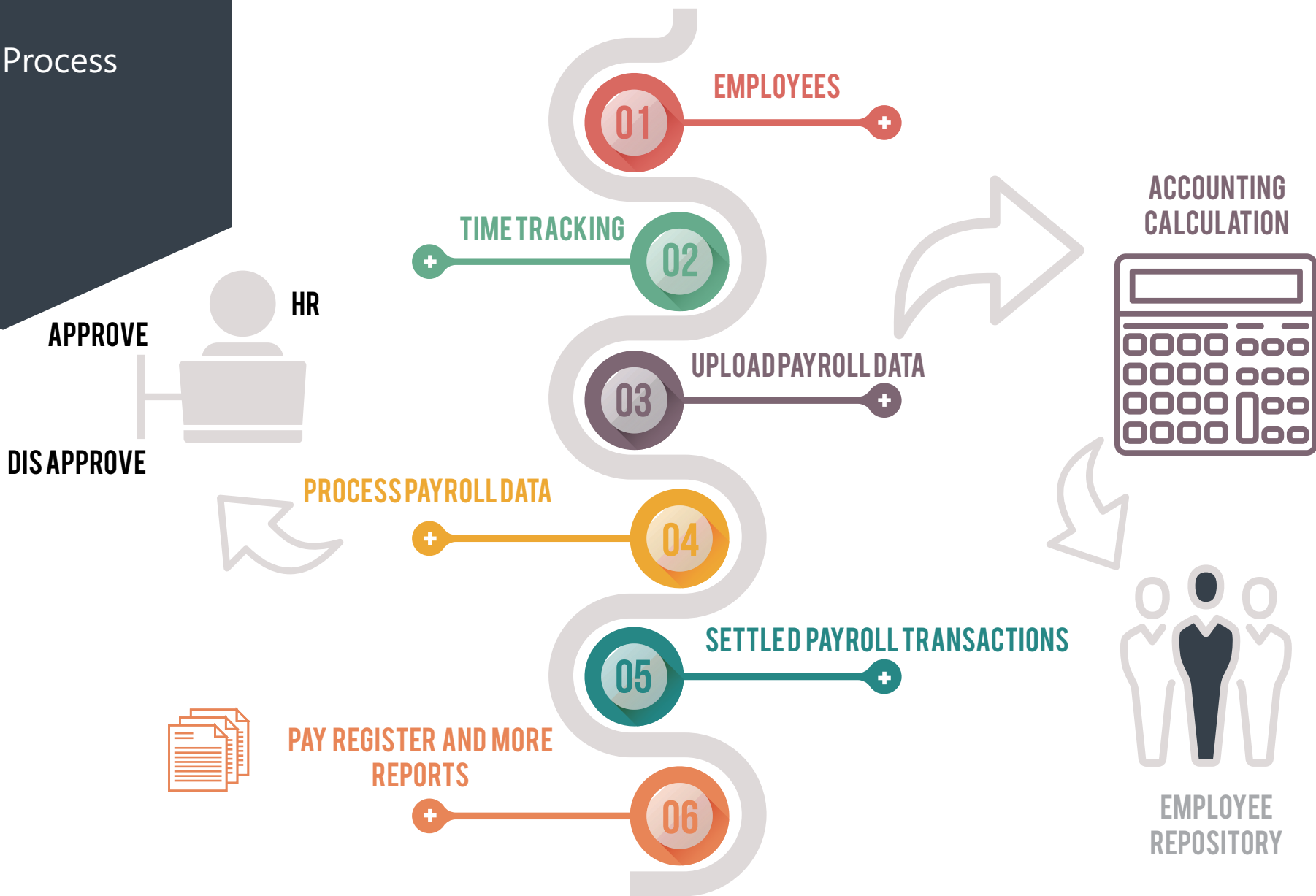
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When employees punch in / out on the integrated biometric terminals employees' respective time records are automatically uploaded to the INSYSPAY. Then INSYSPAY subsequently uploads these records in company's database so that they could be verified by authorised person. Note that all data uploads in near real-time.

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Once your employee time records are generated to company's records you can use all the terrific functionality and reporting available in Company. It's that easy!

Payroll Process



Features

HR & Payroll System helps the Human Resource Department function efficiently & plan its Human Resource deployment, recruitment management, and employee performance. HR & Payroll system provides organizations with a simple processing method for payroll processing by computing salaries leave Management and Attendance Management. You can organize your human resource policy to achieve maximum productivity for your organization.

HR & Payroll enables you to optimize your HR & Payroll functions such as:

Key Modules

Employee Management

Recruitment Management

Attendance Management

Leave Management

Payroll Management

Statutory Management

Loan Management

Training Management

Appraisal Management

Travel & Expense Management

Survey & Room Booking

Employee Self Service portal

Organogram

Reports

Key Modules

Human Resource Management

Employee personal detail

Employee Joining

Employee probation

Employee Family detail

Employee address detail

Employee qualification detail

Employee experience detail

Employee training detail

Company asset given to employee detail

Employee document storage

Employee salary, reimbursement detail

Employee Appraisal, Increment

Employee Transfer, Promotion

HOD comment for the employee

Gratuity

Full & final settlement

Employee provident fund

Employee Bonus

Employee Pay revision

HR letters (Appointment, Transfer, Residence proof etc.)

Recruitment Management

Requirement posting

Advertising against requirement

Advertisement expense

Advertisement response

Resume database

Interview Schedule

Interview rounds

Employee Selection

Offer Letter

Key Modules

Attendance Management

Generate attendance integrated with Bio-Metric machine
Employee Shift Allocation
Overtime details
Manual attendance for out duties

Holidays, Week off
Reset Attendance
Import Attendance from Excel, Notepad

Leave Management

Leave master user define
Leave setting pay cedar wise
Leave crediting type (Monthly, Yearly, Starting)
Leave application
Leave approval
Leave cancellation

Leave entitlement
Leave encashment
Leave carry forward setting
Leave addition, subtraction entry
Auto email on leave application,
cancelation

Payroll Management

Salary structure, Formula
Salary setting
Salary processing
Reimbursement Salary
Arrear calculation

Other earning/deduction calculation
TDS calculation
Bonus calculation
Full and Final settlement
Employee wise TDS sheet
Salary, Reimbursement slip

Key Modules

Statutory Management

Professional tax slab state wise
Provident fund rule
ESI rule

Labor welfare fund rule
Manual TDS rule
ESI office master entry

Loan Management

Loan application
Loan type setting
Loan installment setting
Loan guarantor detail
Loan application letter

Loan approval
Auto deduct from salary
Employee wise loan ledger
Principal and interest calculation
EMI sheet

Training Management

Training setup (Group, Agency, Course)
Training Budget
Training Schedule
Training Attendance
Training reports

Appraisal Management

Appraisal setup (Category)
Appraisal rating, value or percentage
Goal setup
Goal allocation to employee
Goal incentive

Key Modules

Travel & Expense

Travel setup (Travel leg, Expense type etc.)
Travel request
Booking on request
Travel expense submission

Survey and Room Booking

Dynamic form generation for survey
Schedule survey for particular time also
Survey alert on employee login
Survey report
Room booking for company premise

(like conference hall, training center etc.)
Room booking calendar

Employee Self Service Login

Profile detail view
Change login credential
Daily attendance In, out time, Shift, holiday
Leave Balance on dashboard
Fill ongoing survey

View assign goal, task
Post request to company employee
Employee schedule calendar
View HOD, superior schedule

Key Modules

General Reports

Company detail report
Branch detail report
Department detail report
Shift report

Holiday report
Week off report
Look up report

Employee Reports

Employee list
Employee joining list
Employee address list
Employee contact list
Employee blood group list
Employee salary
Designation count report
Employee age wise list

Employee birthday list
Employee qualification
Employee family background
Employee CTC list
Employee on probation list
Left employee list
Employee I- Cards (Horizontal, Vertical)
Photo mission list

Attendance Report

Daily attendance
Monthly attendance

Left Early
Overtime

Key Modules

Present/ Absent
Employee In, out time
Manual entry
Punch records
Monthly muster

Payroll Report

Salary slip
Pay register
Bank Statement
Addition/ Deduction
Reimbursement slip
Bank salary letter

Leave Report

Leave detail
Monthly leaves
Leave application
Leave Entitlements
Leave carry forward

Month work duration
Early Arrive
Late Arrive
Daily summary
Monthly counts

Reimbursement register
Email salary slip
Designation wise min max salary
Salary bifurcation payment mode wise
Salary certificate

Leave encashment
Form 18
Leave encashment claim
Monthly leave ledger

Key Modules

Loan Gratuity and Bonus Report

Loan application

Bonus calculation on period

Loan application form

Loan ledger

Gratuity as on date

Loan disbursement

Statutory Report

PT form 5

PT deduction

PF challan

PF statement

PF form 10

PF form 3A

ESI challan

ESI statement

ESI form 6A

ESI form 6

Form A-1

TDS Report

Form 16

Form 16A

Tax form 27A

Tax form 24

Manual TDS

Other Report

User audit trail

Attrition

ER-II

No due certificate

Exit interview form

Form 19

Mobile Application



Exclusive Features

Leave Request

Leave Balance (Type of Leaves)

Daily Attendance (Punch In, Punch Out

Worked Hours, Comment)

Change Password

Logout and more...

Contact us



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