

## ***AUTO-PAYROLL SYSTEM PROFILE***

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# Auto-Payroll System

## Finger Prints Scanner Compatible



### Introduction

This Payroll system is developed to manage and track attendance of all employees within Company. This easily manageable payroll system along with time management system would record time in and time out of each employee through Finger Prints Scanner (BIO-Metrics System), Card Readers or Windows Login.



### Key Features

1. Easily manageable and compatible with Finger Prints Scanners
2. Complete employees profile along with photograph and Fingerprints
3. Automated operations help HR Manager to monitor and track employees attendance
4. Automated salary processing allows user to create salary statements and vouchers
5. Customizable rules and policies for Overtimes, Holidays and Attendance

**Payroll System**  
Documents Reports Options Help

**Employee Details**  
Employee ID: 9 Name: David Berg Active Employee

**Employee Information** | Employee Official Information | Employee Salary Information

NIC No.: 1203-12365478-1023 Age: 29 Gender: Male  
 Father / Husband Name: Samuel Berg Father / Husband NIC No.: 2147-567123654-3240  
 Date Of Birth: 19/08/2002 Nationality: German  
 Religion: Cristian Marital Status: Married Blood Group: B+ve  
 Permanent Address: St. Lobs Park, Jackson Heights, City: New York  
 Temporary Address: 23- J Haroon Street, Model Town, City: Lahore  
 Phone No.: 5268793 Mobile No.: 0300 9478256 Email Address: david@masood.com.pk

Degree	Marks	Grade	Subject	Board	Year Passed
Bachelors of Chemistry	680	A	Chemistry	Board of NYC	1989
A Levels	9	B	English	Lahore	1987

Buttons: Refresh Print Save Close

**Attendance Policies**

Define Attendance Policies and their Deductions:

Status	Deduction	Auto Set	Check	Operator	Time (Hours)
Absent	100%	<input type="checkbox"/>	If FH Time In is	Greater Then	0
Early Leaving FH	0%	<input checked="" type="checkbox"/>	If FH Time Out is	Greater Then	0.5
Early Leaving SH	0%	<input checked="" type="checkbox"/>	If SH Time Out is	Greater Then	0.25
Half Leave FH	50%	<input checked="" type="checkbox"/>	If FH Time In is	Greater Then	1.5
Half Leave SH	50%	<input checked="" type="checkbox"/>	If SH Time In is	Greater Then	1.5
Late Comming FH	0%	<input checked="" type="checkbox"/>	If FH Time In is	Greater Then	0.5
Late Comming SH	0	<input checked="" type="checkbox"/>	If SH Time In is	Greater Then	0.5
Paid Leave	0	<input type="checkbox"/>	If FH Time In is	Greater Then	0
Present	0%	<input type="checkbox"/>	If FH Time In is	Greater Then	0
Unpaid Leave	100%	<input type="checkbox"/>	If FH Time In is	Greater Then	0

Buttons: Add Delete Refresh Close

Tuesday, May 24, 2005

**10:14:00 PM**

**David Berg**  
Production Incharge  
PRODUCTION DEPARTMENT

Welcome to

**Masood** Homoeopathic Stores & Hospital  
 30-Allama Iqbal Road, Lahore-54000, Pakistan  
 Ph: 92-42-6303076, 6302360; Fax: 92-42-6361138  
 E-mail: info@masood.com.pk; Web: http://www.masood.com.pk

## More Features

This state of the art Payroll system is designed and developed to easily manage and track all processes of Human Resource Department of an organization. It has all the important properties and functionalities to streamline payroll of large companies and organizations, more features and functionalities are given below.

1. Complete Employee's information along with its basic salary, allowances, working hours and his Finger Prints would be saved into the system which will enable system to log attendance of each and every employee Department wise

The screenshot shows a window titled "Edit Attendance". At the top, there are fields for "Employee:" with a dropdown menu showing "9" and "Daivid Berg (Production Incharge)", and "To:" with a dropdown menu showing "25/05/2005". Below these fields is a section titled "Update Attendance Record:" containing a table with the following data:

Date	Day	Status	Time In	Time Out	Working Hrs.
25/05/2005	Working Day	Present	5/25/2005 9:03:00 AM	5/25/2005 12:58:00 PM	3.92
24/05/2005	Working Day	Late Comming I	5/24/2005 10:12:00 AM	5/24/2005 6:04:00 PM	7.87
23/05/2005	Working Day	Absent	5/23/2005	5/23/2005	0.00
21/05/2005	Working Day	Present	5/21/2005 9:06:00 AM	5/21/2005 5:58:00 PM	8.87
20/05/2005	Working Day	Paid Leave	5/20/2005	5/20/2005	0.00

At the bottom of the window, there are buttons for "Print", "Delete", "Refresh", and "Close".

2. System Administrator would be able to edit time in and time out of any employee along with his Leave and Absent Status.

3. Employee search option is provided to find employees by Name, Department, Designation or Attendance

4. Advances Salaries and Loans feeding options are provided to keep track of every payment to employee, this feature would enable system to calculate salary deductions.

5. System Administrator is able to enter extra allowances and deductions against any employee.

The screenshot shows a window titled "Allowances & Deductions". At the top, there is a section titled "Define Allowances and Deductions:" containing a table with the following data:

Name	Description	Amount	Attend. Wise	Allowance
COLA		500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Insurance		2%	<input type="checkbox"/>	<input type="checkbox"/>
Old Age Benifit		10000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provident Fund		100	<input type="checkbox"/>	<input type="checkbox"/>
Special Allowance	Some Special Allowance	4%	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TADA	Travelling Allowance	250	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the window, there are buttons for "Add", "Delete", "Refresh", and "Close".

6. Adding Holidays and their Pay policies options are provided

7. Automatic Status marking facility is provided to notify Late Comers, Early Leavings and Half Absents

8. Necessary Reports like Employee's Details, Employees List, Attendance Sheets, Seniority Report, Payments Ledger, Monthly Salary Sheets and Salary Vouchers would enable Managers and Owners to prepare Salary Sheets according to the attendance and previous Payments Record.

## Reports

Auto-Payroll System is provided with detailed reports like

- Departments List with Timings
- Allowances & Deductions Report
- Overtime and Holidays Report
- Employee's List Report
- Employee's Details Report
- Attendance Report
- Absents Report
- Advance Salary Report
- Loan Statement Report
- Salary Sheet
- Salary Vouchers
- Employee Ledger Report
- Seniority Report
- Provident Fund Report

some of them are shown below

### Employees List Report

This Report shows list of Employees department wise

# Dr. Masood & Sons

Date:04-August-2005

Stockist & Distributor For Homoeopathic Stores & Hospital

## Employees List Report

ACCOUNTS								
ID	Name	Designations	Joining Date	Status	Active	Phone No.	Mobile	Blood
1	Muzzafar Iqbal	Incharge	13-Jun-1936	Absent	Yes			A+ve
Total Employees		Absent						
1	1							

LOCAL SALES DEPARTMENT								
ID	Name	Designations	Joining Date	Status	Active	Phone No.	Mobile	Blood
6	Ifikhar Ahmed	Assistant Incharge	06-Jun-1989	Absent	Yes	NA	0304-4132727	A+ve
9	Muhammad Ashraf	Cashier	21-Nov-1990	Absent	Yes	NA	NA	A+ve
38	Muhammad Nadeem	Helper	23-Apr-1982	Absent	Yes	6834356	NA	B+ve
50	Azhar Siddique	Helper	01-Aug-1982	Absent	Yes	6871097	NA	B+ve
Total Employees		Absent						
4	4							

MAIL ORDER DEPARTMENT								
ID	Name	Designations	Joining Date	Status	Active	Phone No.	Mobile	Blood
21	Muhammad Younas Khokhar	Incharge	07-Jun-1999	Absent	Yes	6581767	NA	O-ve
32	Hafiz Zia Anjum	Assistant Incharge	31-Aug-1975	Absent	Yes	5812023	0300-4451416	AB+ve
72	Omar	Incharge	02-Aug-2005	Present	Yes			A+ve
73	Nauman Habib	Incharge	02-Aug-2005	Absent	Yes			A+ve
Total Employees		Absent		Present				
4	3	1						

# Employee's Profile Report

This Report shows complete details and information of Employees

## Dr. Masood & Sons

Date :04-August-2005

Stockist & Distributor For Homoeopathic Stores & Hospital

### Employee Details

Full Name: Ittikhar Ahmed Age: 31 years  
N.I.C.: 35202-2879084-5 Gender: Male  
Father Name: Israr-ud-Din Marital Status: Married  
N.I.C.: \_\_\_\_\_  
Date of Birth: 02-September-1974 Blood Group: A+ve  
Nationality: Pakistani Religion: Islam  
Current Address: Quarter No. 7, Railway Caims Hospital, Garhi Shahu,  
City/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Permn. Address: Quarter No. 7, Railway Caims Hospital, Garhi Shahu,  
City/State: Lahore Postal Code: \_\_\_\_\_  
Telephone: NA Mobile: 0304-4132727 EMail Address: NA



### QUALIFICATION

	Marks	Grade	Subject	Board	Year Passed
Metric	564	A	English	Lahore	1994
F.A.	611	A	English	Lahore	1996

### MEDICAL EXAMINATION

Disease	Status	Disease	Status
Oral / Dental Hygine		RESP	
jaundice		Higher Mental Function	
Anaemia		Any Known Disease	
Blood Pressure			
Pulse			
CVS			

Signatures: \_\_\_\_\_



# Salary Sheet Report

Shows Calculated Salary Sheet of Employees

## Dr. Masood & Sons

Date: 04-August-2005

Stockist & Distributor For Homoeopathic Stores & Hospital

### Salary Sheet

#### ACCOUNTS

Emp. ID	Name	Pay Date	From Date	To Date	Present	Absent	Overtime	Basic Pay	Salary	O.T. Pay	Advance Loan	Int.Allowance	Deductions	Tot Payable	
1	Muzzafar Iqbal	4/8/2005	13/6/1936	30/6/2005	30	0	0.0	13,100.00	13,100.10	0.00	0.00	0.00	600.00	0.00	13,700
<b>Total</b>	<b>1</b>							<b>13,100.00</b>	<b>13,100.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>	<b>13,700</b>

#### LOCAL SALES DEPARTMENT

Emp. ID	Name	Pay Date	From Date	To Date	Present	Absent	Overtime	Basic Pay	Salary	O.T. Pay	Advance Loan	Int.Allowance	Deductions	Tot Payable	
38	Muhammad Nadeem	4/8/2005	23/4/1982	30/6/2005	30	0	0.0	2,900.00	2,900.10	0.00	0.00	500.00	0.00	0.00	2,400
50	Azhar Siddique	4/8/2005	1/8/1982	30/6/2005	30	0	0.0	2,950.00	2,949.90	0.00	0.00	0.00	0.00	0.00	2,950
6	Imtiaz Ahmed	4/8/2005	6/6/1989	30/6/2005	30	0	3.0	5,250.00	5,250.00	134.17	0.00	500.00	2,410.00	262.50	7,032
9	Muhammad Azhar	4/8/2005	21/11/1990	30/6/2005	30	0	0.0	5,350.00	5,349.90	0.00	0.00	0.00	1,000.00	0.00	6,350
<b>Total</b>	<b>4</b>							<b>16,450.00</b>	<b>16,449.90</b>	<b>134.17</b>	<b>0.00</b>	<b>1,000.00</b>	<b>3,410.00</b>	<b>262.50</b>	<b>18,732</b>

#### MAIL ORDER DEPARTMENT

Emp. ID	Name	Pay Date	From Date	To Date	Present	Absent	Overtime	Basic Pay	Salary	O.T. Pay	Advance Loan	Int.Allowance	Deductions	Tot Payable	
72	Omar	4/8/2005	2/6/2005	30/6/2005	0	0	0.0	9,000.00	0.00	0.00	0.00	0.00	0.00	0	
73	Naima Habb	4/8/2005	2/6/2005	30/6/2005	0	0	0.0	12,000.00	0.00	0.00	0.00	0.00	0.00	0	
21	Muhammad Yousaf Klokhar	4/8/2005	7/6/1999	30/6/2005	30	0	0.0	4,300.00	4,299.90	0.00	0.00	500.00	500.00	0.00	4,300
32	Hafiz Zia Ajjam	4/8/2005	31/8/1975	30/6/2005	30	0	0.0	4,500.00	4,500.00	0.00	0.00	500.00	0.00	0.00	4,000
<b>Total</b>	<b>4</b>							<b>29,800.00</b>	<b>8,799.90</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>500.00</b>	<b>0.00</b>	<b>8,300</b>

#### MAIN OFFICE

Emp. ID	Name	Pay Date	From Date	To Date	Present	Absent	Overtime	Basic Pay	Salary	O.T. Pay	Advance Loan	Int.Allowance	Deductions	Tot Payable	
39	Johi Masli	4/8/2005	5/2/1940	30/6/2005	30	0	0.0	2,700.00	2,700.00	0.00	0.00	500.00	0.00	0.00	2,200
40	Yousaf Masli	4/8/2005	10/6/1982	30/6/2005	30	0	0.0	2,700.00	2,700.00	0.00	0.00	500.00	0.00	0.00	2,200
43	Muhammad Aslam Chokai	4/8/2005	1/1/1966	30/6/2005	8	22	0.0	2,700.00	720.00	0.00	0.00	0.00	0.00	0.00	720
2	M.A Klokhar	4/8/2005	1/4/2001	30/6/2005	30	0	0.0	7,250.00	7,250.10	0.00	0.00	0.00	250.00	362.50	7,178
13	Muhammad Maqsood	4/8/2005	1/10/1993	30/6/2005	30	0	0.0	5,150.00	5,150.10	0.00	0.00	0.00	500.00	0.00	5,650
14	Syed Muhammad Aslam	4/8/2005	1/9/1994	30/6/2005	30	0	0.0	4,750.00	4,749.90	0.00	0.00	500.00	0.00	0.00	4,250
19	Muhammad Saleem	4/8/2005	14/10/1997	30/6/2005	30	0	0.0	3,200.00	3,200.10	0.00	0.00	0.00	0.00	0.00	3,200
<b>Total</b>	<b>7</b>							<b>28,450.00</b>	<b>26,470.20</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>750.00</b>	<b>362.50</b>	<b>25,338</b>

## Salary Voucher Report

This report shows detailed Salary Calculation of an Employee

<b>Dr. Masood &amp; Sons</b>				Date: 04-August-2005		
<u>Stockist &amp; Distributor For Homoeopathic Stores &amp; Hospital</u>						
<b>Salary Voucher (Detailed)</b>						
From		06-Jun-1989	To:	30-Jun-2005	Payment Date:	04-Aug-2005
Emp. Id: 6	Name: Ittikhar Ahmed	Designation: Assistant Incharge	Basic Pay:	5,250.00		
	Duration: 5868	Absents: 2 (Rs 350.00)	Working Days:	5866		
Presents + Sundays + Holidays:	28	Per Day Salary:	175.00	Salary:	4,900.00	
Half Days: 1	Half Days Pay:	87.50	Allowance	Amount		
Over Time: 3	Over Time Pay:	134.17	Special Allowance	210.00		
Sunday Hours: 0	Sunday Hours Pay:	0.00	Vehicle Allowance	600.00		
Holidays Hours: 0	Holidays Hours Pay:	0.00	Conveyance Allowance	600.00		
	Travelling Allowance:	0.00	Total	1,410.00		
	Extra Allowance 1:	0.00				
	Extra Allowance 2:	0.00	Deduction	Amount		
Special Duty Allowance 1:	1,000.00		Provident Fund	262.50		
Special Duty Allowance 2:	0.00		Total	262.50		
	Hourly Allowance:	0.00				
Salary:	4,900.00	Total of Deductions:	350.00			
Total of Additions:	2,544.17	Advance:	0.00			
		Loan Installment:	500.00			
Total:	7,444.17	Total:	850.00	Total Payable:	6,594.17	



# Seniority Report

This report generates Salary Details of each employee Seniority wise

Date:04-August-2005

## Dr. Masood & Sons

Stockist & Distributor For Homoeopathic Stores & Hospital

### Seniority Report

Note: Values in Red Color means Allowance with Subject to Attendance (This Allowance will paid according to his Present Days)

Joining Date	ID	Name	Designation	Basic Salary	Overtime	Travelling Allowance	Extra Allowance 1	Extra Allowance 2	Special Allowance 1	Special Allowance 2	Hourly Allowance	Conveyance Allowance	Conveyance Allowance	Provident Fund	Special Allowance	Vehicle Allowance
13-Jul-36	1	Muzzafar Iqbal	Incharge	13,100	No	0	0	0	0	0	0	500				
5-Feb-40	39	Johi Masik	Sweeper	2,700	No	0	0	0	0	0	0					
1-Jan-43	34	Muhammad Sad	Helper	3,500	No	0	0	0	0	0	0					
10-May-52	40	Yousaf Masik	Sweeper	2,700	No	0	0	0	0	0	0					
4-Feb-57	71	Muhammad Idr	Incharge	5,100	No	0	0	0	0	0	0					
2-Aug-62	35	Muhammad Ayr	Helper	3,100	No	0	0	0	0	0	0					
1-Jan-66	43	Muhammad Asif	Attendant	2,700	No	0	0	0	0	0	0					
16-Sep-71	3	Islam Sikai	Security Guard	4,800	No	0	0	0	0	0	0					
1-Jan-72	54	Gulam Mustafa	Labeling Assit	2,800	No	0	0	0	0	0	0					
31-Aug-75	32	Hafiz Zia Ajjam	Assistant Inchi	4,500	No	0	0	0	0	0	0					
18-Jan-77	15	Muhammad Azif	Laboratory As	0	No	0	0	0	0	0	18					
22-Jan-77	37	Sajjad Muhammad	Helper	2,900	No	0	0	0	0	0	0					
7-Jul-77	42	Rasheed Ahmed S	Helper	2,700	No	0	0	0	0	0	0					
15-Nov-78	36	Qazi Waseem Ali	Filling Assistant	3,000	No	0	0	0	0	0	0					
10-Feb-80	49	Jauab Iqbal	Capping/inspe	3,200	No	0	0	0	0	0	0					
30-May-80	29	Muhammad Bilal	Helper	3,200	No	0	0	0	0	0	0					
4-Dec-80	51	Naveed Hassan	Assistant Inchi	2,700	No	0	0	0	0	0	0					
6-Jul-81	4	Khalid Permatz	Data Entry Op	6,350	No	0	0	0	0	0	0			5%	4%	
23-Apr-82	38	Muhammad Nad	Helper	2,900	No	0	0	0	0	0	0					

## Employee Ledger Report

Employee Ledger shows complete Payments History of an Employee

<b>Dr. Masood &amp; Sons</b>							Date: 04-August-2005
Stockist & Distributor For Homoeopathic Stores & Hospital							
<b>Employees Ledger Report</b>							
From 01-Jun-2005			To: 30-Jun-2005				
3	Islam Shah	Security Guard	SECURITY		OP. Balance:		0.00
SNo.	Date	Particular	Debit	Credit	Dr. or Cr.	Balance	
1	09-Jun-2005	Loan	1,500.00	0.00	DB	1,500.00	
2	14-Jun-2005	Loan	3,500.00	0.00	DB	5,000.00	
3	22-Jun-2005	Loan	250.00	0.00	DB	5,250.00	
4	25-Jun-2005	Advance	650.00	0.00	DB	5,900.00	
5	Nazir Hussain	Helper	PACKING SECTION		OP. Balance:		0.00
SNo.	Date	Particular	Debit	Credit	Dr. or Cr.	Balance	
5	02-Jun-2005	Loan	3,000.00	0.00	DB	3,000.00	
6	ftikhar Ahmed	Assistant Incharge	LOCAL SALES DEPARTMENT		OP. Balance:		0.00
SNo.	Date	Particular	Debit	Credit	Dr. or Cr.	Balance	
7	02-Jun-2005	Loan	4,500.00	0.00	DB	4,500.00	
12	Muhammad Zafar Iqbal	Incharge	MOTHER TINCTURE STORE		OP. Balance:		0.00
SNo.	Date	Particular	Debit	Credit	Dr. or Cr.	Balance	
10	02-Jun-2005	Loan	9,000.00	0.00	DB	9,000.00	
13	Muhammad Maqsood	Driver	MAIN OFFICE		OP. Balance:		0.00
SNo.	Date	Particular	Debit	Credit	Dr. or Cr.	Balance	
12	02-Jun-2005	Loan	16,000.00	0.00	DB	16,000.00	

### Tools & Technologies

- Auto Payroll is developed using Latest tools and technologies:
- Its front end screens and forms are developed in Visual basic 6.0 and C# along with some third party controls.
- Microsoft SQL Server 2000 is used as Database for secure data and record keeping.
- Seagate Crystal Reports have been used for detailed reporting.

For More Reports and Information regarding this system please contact Peridot Technologies (Pvt.) Ltd. Or Visit <http://www.peridotec.com>