



User Manual

FCI HRMS

Module Name: Payroll

Version: 2.2



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1. Introduction

An HRMS (Human Resource Management System) is a type of HR software that enables the management of several HR functions through the use of information technology. An HRMS aims to improve the productivity and efficiency of the business through the automation of manual and repetitive tasks. This, in turn, also frees up the time which can then be used to address more strategic, business-critical tasks. This document is intent to contain the working and usability descriptions related to the Compensation and Benefit processes identified and documented in System Requirement Specification document in the form of a user manual.

1.1 Objective

The following objectives shall be fulfilled with the user manual

- Serve as a standard document for FCI employees to gain experience in adopting the HRMS
- Provide comprehensive details about working on different Compensation and Benefit processes and managing exceptions and alerts as per different processes.
 - Reveal the user experience for working with the HRMS and act as a reference for users to reinforce working tactics with the HRMS as per requirement.

1.2 Target Audience

FCI Officers and FCI Employees

2. Overview

The process area of Compensation and Benefits houses the employee benefits functions which set the tone for HRMS application in terms of configuration (Masters) and executable processes (Transaction) and summary of activities for the purpose reporting and decision making (Reports). The HRMS experience has been bifurcated both in the context of an employee who raises a request and in the context of a manager who either reviews the request or initiates himself on grounds of different reasons as per business process on behalf of the employee.

3. Getting Started

3.1 Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above


Browsers Supported: IE 9, 10+, Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, and Safari 4+ on Mac 10.5.7+

Minimum Hardware Requirements: CPUs Intel i3, RAM 8GB, Disk Storage 164GB (64GB for File Storage, 100GB for database storage)

Minimum Software Requirements: IE 9, 10+ Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, Safari 4+ on Mac 10.5.7+

3.2 Know Your Icons

Table 3-1 reflects the set of icons that have been used in HRMS application

Icons	Descriptions
	It will allow reviewing the submitted record/request.



	It will allow approving the submitted record/request.
	It will allow viewing the details of the record/request in readable form.
	It will allow processing a request like Annual Increment of the employee.
	It will allow defining the employee compensation i.e. salary break-up of new joined employee's.
	It will allow viewing the uploaded document.
	It will allow editing a Master (Configuration)/Requests (Activities) records.

Table 3-1 Icons

3.3 User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS_HRMS_CH_02) has been coined as the centralized access manager where employees are provided various roles and permissions to access different set of features. Table 3-2 showcases the permission and user access provisions in general to HRMS Processes

User Profile	Employee Self Service		Manager Self Service		
	View	Add*	View	Add/Edit	Approval
HRMS Admin	Yes	Yes	Yes	Yes	No
Employee (ESS)	Yes	Yes	No	No	No
Manager (MSS)	No	No	Yes	Yes	Yes**
Competent Authority	No	No	Yes	No	Yes

Table 3-2: User Profile and Permissions

***(Add permission also provides an additional permission of Edit to update records by resubmission)**

**** (A manager who is a part of the reviewing or approving authority shall be able to perform approvals)**

Table 3 defines the provision of different roles assigned as per the permissible architecture of HRMS application. A user role basically describes the user access of what the user can navigate around in the HRMS application. The user permissions as described in Table 3-2 combines with user roles to allow the user to “navigate” and “perform” the nature of processes as per the delegated power.

User Profile	Employee Self Service			Manager Self Service		
	Initiator	Reviewer	Approver	Initiator	Reviewer	Approver
HRMS Admin	Yes	NA	NA	Yes	No	No
Employee (ESS)	Yes	NA	NA	No	No	No
Manager (MSS)*	No	NA	NA	Yes	Yes	No
Competent Authority	No	NA	NA	No	Yes	Yes

Table 3-3 User Profile and Roles

***(For some process, the manager can initiate a transaction from the MSS on behalf of the employee but not based on grounds of request)**

3.4 Accessing the system / System Organization and Navigation (Login, ESS and MSS)

- User shall access the HRMS application as per the shared website address (<https://www.hrmsfci.in/login>) and provide the credentials in the form Login ID (Employee Number) and Password as shared by FCI Computer/IT section as shown in Figure 3-1.

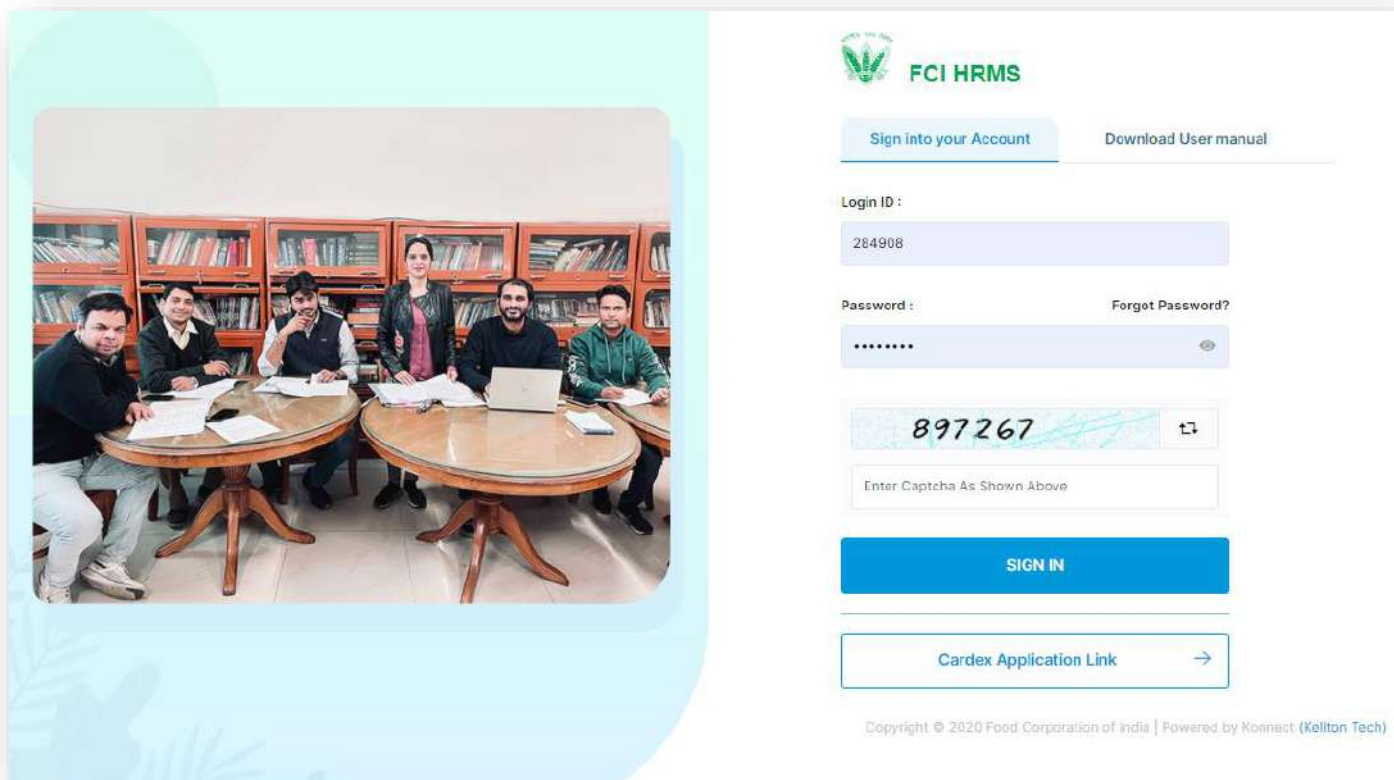


Figure 3-1 Login Screen

- Enter Login credentials, Captcha (Enter number here as shown in Figure 3-1) and Click on **SIGN IN** to Log in to the system.
- Post Login, employee will land on the Home Page as shown in Figure 3-2

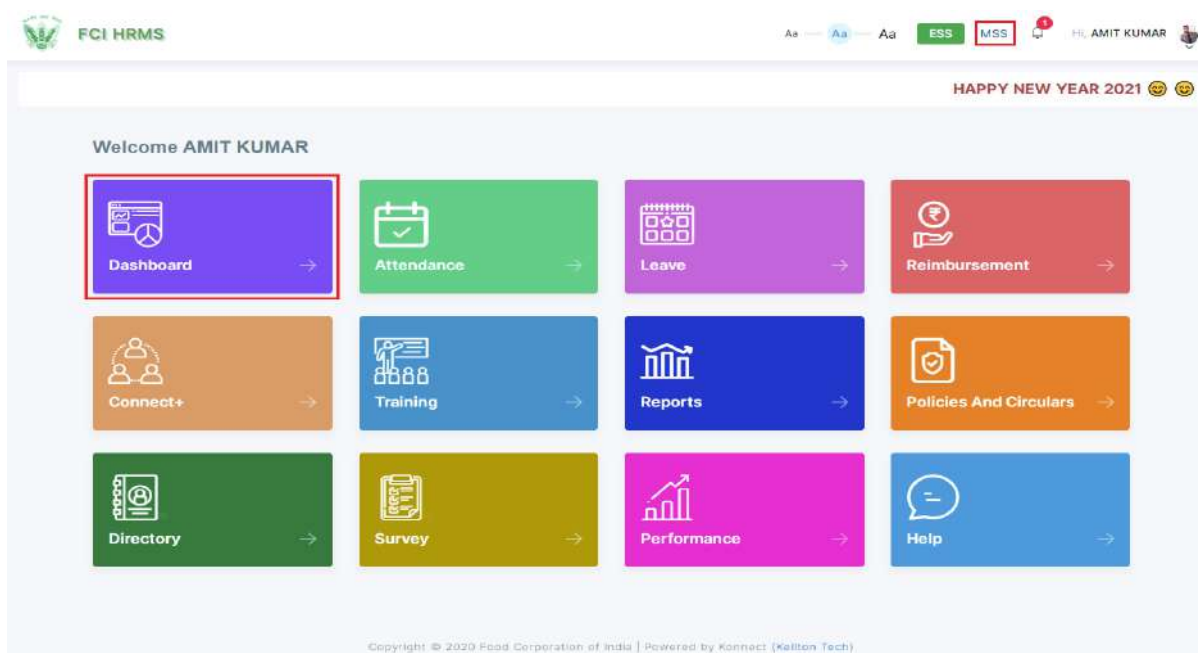


Figure 3-2 Home Page

- Based on the user credentials and permissions assigned to the employee, an employee shall be able to access the Employee Self Service by clicking the **Dashboard** link as shown in Figure 3-2 to land on the ESS – Employee Dashboard as shown in Figure 3-3

The screenshot shows the FCI HRMS Employee Dashboard (ESS) interface. At the top, there is a header with the FCI HRMS logo, user name 'HI, AMIT KUMAR', and navigation links for 'ESS' and 'MSS'. The left sidebar contains a navigation menu with options like Home, User Manual, My Dashboard, Directory, Core HR, Compensation and Benefits, Performance Management, Leave Management, Payroll, Employee Relations, Talent Management, Learning and Development, Connect +, Policies and Circulars, and Retirement Benefit Calculator.

The main content area is divided into several sections:

- E-Notice:** A list of notices including 'test is uploaded', 'Common Leave Policy For CAT - II is uploaded', 'New HOA 2828 for claims against Income Tax Department for TDS refund is uploaded', 'New Circular is uploaded', and 'This is for New Test Dec is uploaded'.
- My Pending Requests:** A table listing requests with columns for Request ID and Request Name.

REQUEST ID	REQUEST NAME
CR45	Local Travel Allowance Request
LBD83	LTC-Bharat Darshan/Hometown/Encashment
HISTUDIES79	Higher Studies Request
ERLS269	Medical Authorization For Service Employee
CBF64	Benevolent Fund Request
- My Time:** A calendar view for January 2021 showing attendance and leave status. The calendar includes a legend for Leave (orange), Today (blue), Absence (red), Weekends (grey), Attendance (green), Holiday (light blue), and Late Coming (purple).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 Absent	2 Week-Off
3 Week-Off	4 Going out of Station	5 Week-Off	6 Absent	7 Week-Off	8 Week-Off	9 Week-Off
10 Week-Off	11 Absent	12 Absent	13 Week-Off	14 Absent	15 Absent	16 Absent
- Upcoming Holiday:** A notification for 'Guru Govind Singh's Birthday' on 20 JAN.
- Attendance:** A section showing 'Last In/Out Time' with 'Check In' at 16:47:00 and 'Check Out' at 17:47:00 on 10 December, 2020.
- Happy Birthday!!:** A personalized message for 'MANENDRA PRASAD GUPTA, Assistant Grade - III'.

Figure 3-3 ESS - Employee Dashboard

- If an employee has been assigned the roles and responsibilities of a manager or competent authority, then by clicking the **MSS** link on the top right corner of the HRMS application as shown in Figure 3-3, the employee with the permissions of a manager shall navigate to the MSS – Manager Dashboard as shown in Figure 3-4.

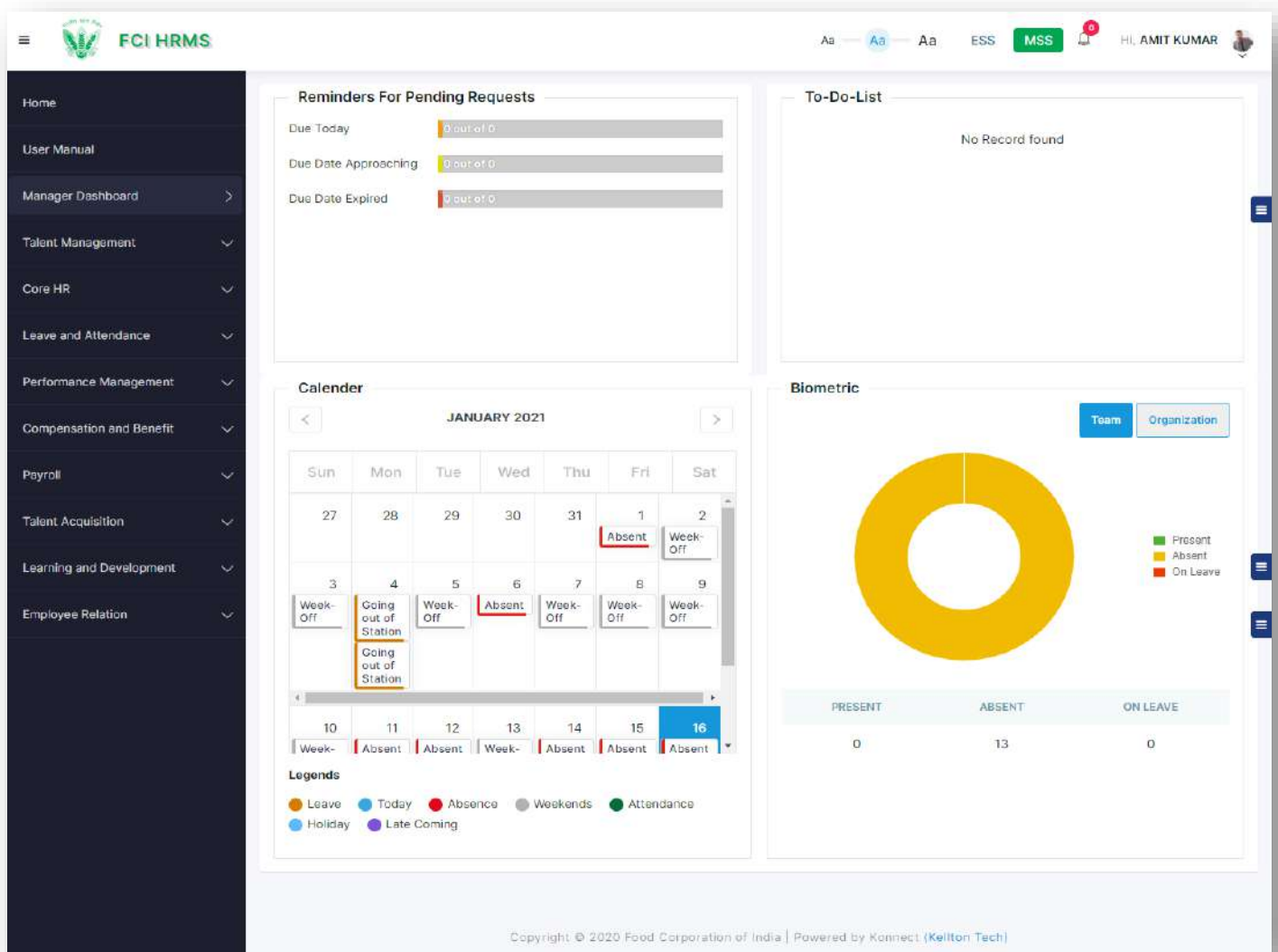


Figure 3-4 Manager Dashboard

3.5 Exiting the System

When the employee would like to exit from the HRMS application, then employee shall click on **Sign Out** to log out of the system as shown in Figure 3-5.

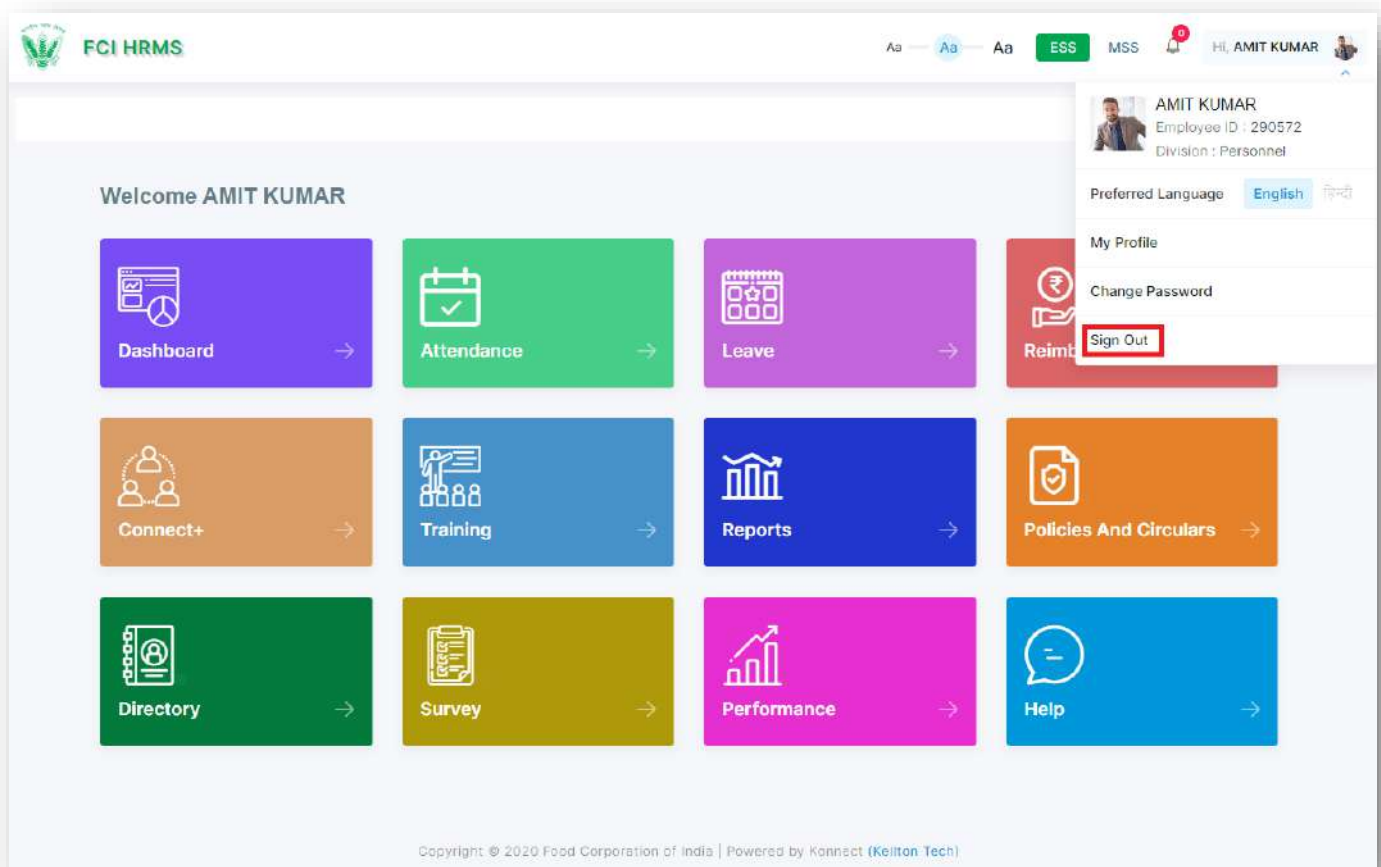


Figure 3-5 : Sign Out

- The user shall navigate to Login Page as shown in Figure 3-1 on successful Sign Out.
- An employee shall automatically logout from the application if it remains idle due to inactivity for a longer period of time (approx. 20 minutes)

3.6 HRMS Login Configuration

HRMS Login are handled using OAuth 2.0 protocol. The user credentials entered by user is passed on internet to HRMS System for validation and after successful validation a token is generated and shared to the application to use it at the time of every new server interaction to validate the user credentials. The login activity has few timeout settings as illustrated below.

- **Access token Lifespan** – These is the setting for capturing the lifespan of Access token before it gets expired. Before access token gets expired a refresh process is triggered to get the new access token to keep the session alive until user logout of the session. Default is set to 1 hour.
- **SSO Session Idle** - These is the setting for time a user session can be idle before it gets expired. Default is set to 1 hour.

These are timeout settings implemented at Key cloak IAM interface.

4 Using the System

Payroll plays a major role in the internal operations of a business for several reasons. From the perspective of accounting, payroll and payroll taxes are subject to laws and regulations. Payroll also plays a large role from the human resources point of view. Payroll errors, such as late or incorrect paychecks, are a sensitive topic that can cause tension between employees and their employers. One requirement to maintaining high employee morale is that payroll must be paid accurately and promptly because employees are very sensitive to any payroll errors. This includes employee's salaries, bonuses, deductions, net pay, and generation of pay-slips for a specific period. Payroll management will serve as the portal to carry out various calculations regarding the payroll for FCI employees. It will facilitate the user and the other concerned authorities dealing with Salary components of any employee in FCI.

4.1 Salary Type Master

System will facilitate the user for defining and updating the salary type. Currently there are two type of Salary pattern (IDA & CDA) which is active in FCI but this process will facilitate to define new salary type whenever it required.

4.1.1 Navigation

Left Navigation: Payroll >>Masters >> Salary Type

4.1.2 Landing Page


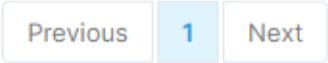
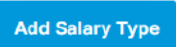

User shall traverse the navigation as mentioned in Section 4.1.1 to reach the Salary Type Landing Page as shown below in Figure

S.No	REQUEST ID	SALARY TYPE	DESCRIPTION	PAYROLL TYPE CODE	REF. DOCUMENT NO.	REFERENCE DOC.	REMARKS	IS ACTIVE	STATUS	ACTION
1	SR7	Saltest	XYZ	Test	15j		Newtest	Active	Approved	
2	SR8	Salt Testg	Testing Purpose	Test	Test		Testing Purpose	Active	Approved	
3	SR1	IDA	IDA Salary Type	Per			OK	Active	Approved	
4	SR2	CDA	CDA Salary Type	Per			OK	Active	Approved	
5	SR3	IDA1	IDA	Rem			IDA	Active	Approved	
6	SR5	IDA_A	IDA	Adv			OK	Active	Approved	

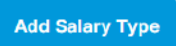
Figure 4-1: Salary Type Landing

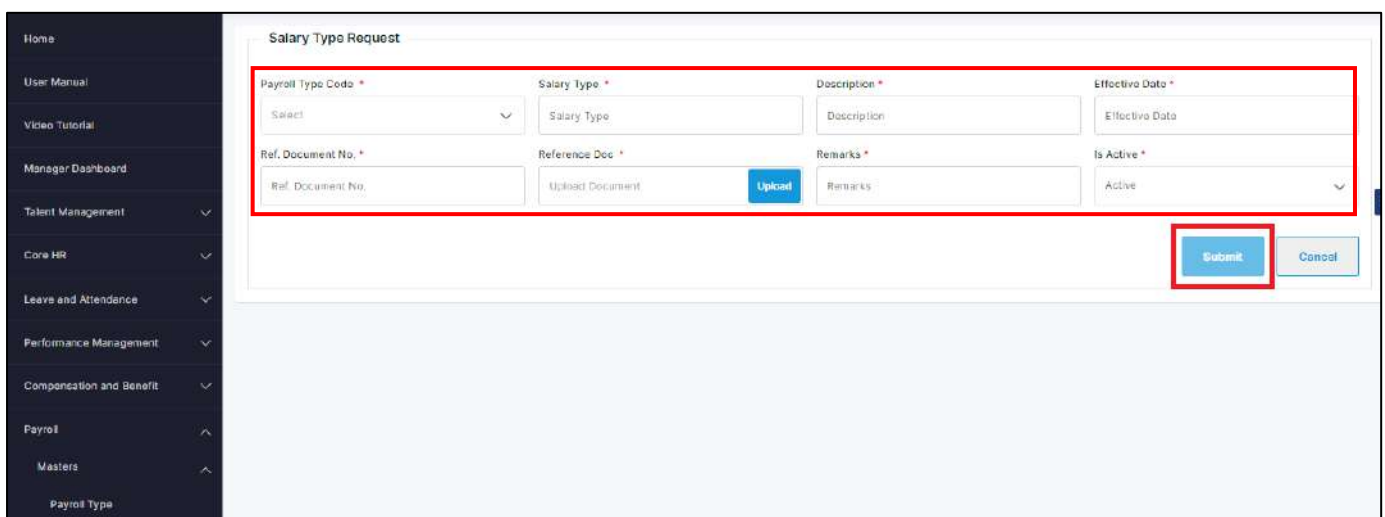
User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records.

- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to add a new Salary Type as shown in process 4.1.3
- Click on  to edit an existing Salary Type in the table.


4.1.3 Add Salary Type

Click on  to open the Add Salary Type as shown below in Figure



The screenshot shows the 'Salary Type Request' form. The form is divided into two rows of fields. The first row contains: 'Payroll Type Code' (dropdown), 'Salary Type' (text), 'Description' (text), and 'Effective Date' (text). The second row contains: 'Ref. Document No.' (text), 'Reference Doc' (text with an 'Upload' button), 'Remarks' (text), and 'Is Active' (dropdown). Below the form are 'Submit' and 'Cancel' buttons. A red box highlights the entire form area, and another red box highlights the 'Submit' button.

Figure: 4-2 Add Salary Type

Enter the details and click on  button such that a success message will be shown on the landing screen as shown below in Figure

Salary Type Landing

Payroll Type Code: Select | Salary Type: Select | Status: Select | **Get Results**

Add Salary Type

Show: 10 entries | Export to: Excel | PDF | Print | Search:

ACTION	REQUEST ID	STATUS	S.NO.	SALARY TYPE	DESCRIPTION	PAYROLL TYPE CODE	REF. DOCUMENT NO.	REFERENCE DOC
	SR6	Approved	1	IDAP	IDAP	Per	Ref1101	
	SR1	Approved	2	IDA	IDA Salary Type	Per		
	SR2	Approved	3	CDA	CDA Salary Type	Per		
	SR3	Approved	4	IDA1	IDA	Rem		
	SR5	Approved	5	IDA_A	IDA	Adv		

Showing 1 to 5 of 5 entries | Previous | 1 | Next

Figure: 4-3 Salary Type Added

4.1.4 Edit Salary Type

Click on to update existing Salary Type then Edit Salary Type will be opened as shown below in Figure

Edit Salary Type

Request ID: 1 | Salary Type: sales | Description: xyz | Payroll Type Code: Test

Ref. Document No.: 15j | Reference Doc %: Upload Document | Is Active: Active | Effective Date: 28/01/2021

Remarks: nowtest

Update | Cancel

Figure 4-4: Edit Salary Type

Enter the details and click on [Update](#) button such that a success message will be shown on the Salary Type landing Screen as shown below in Figure

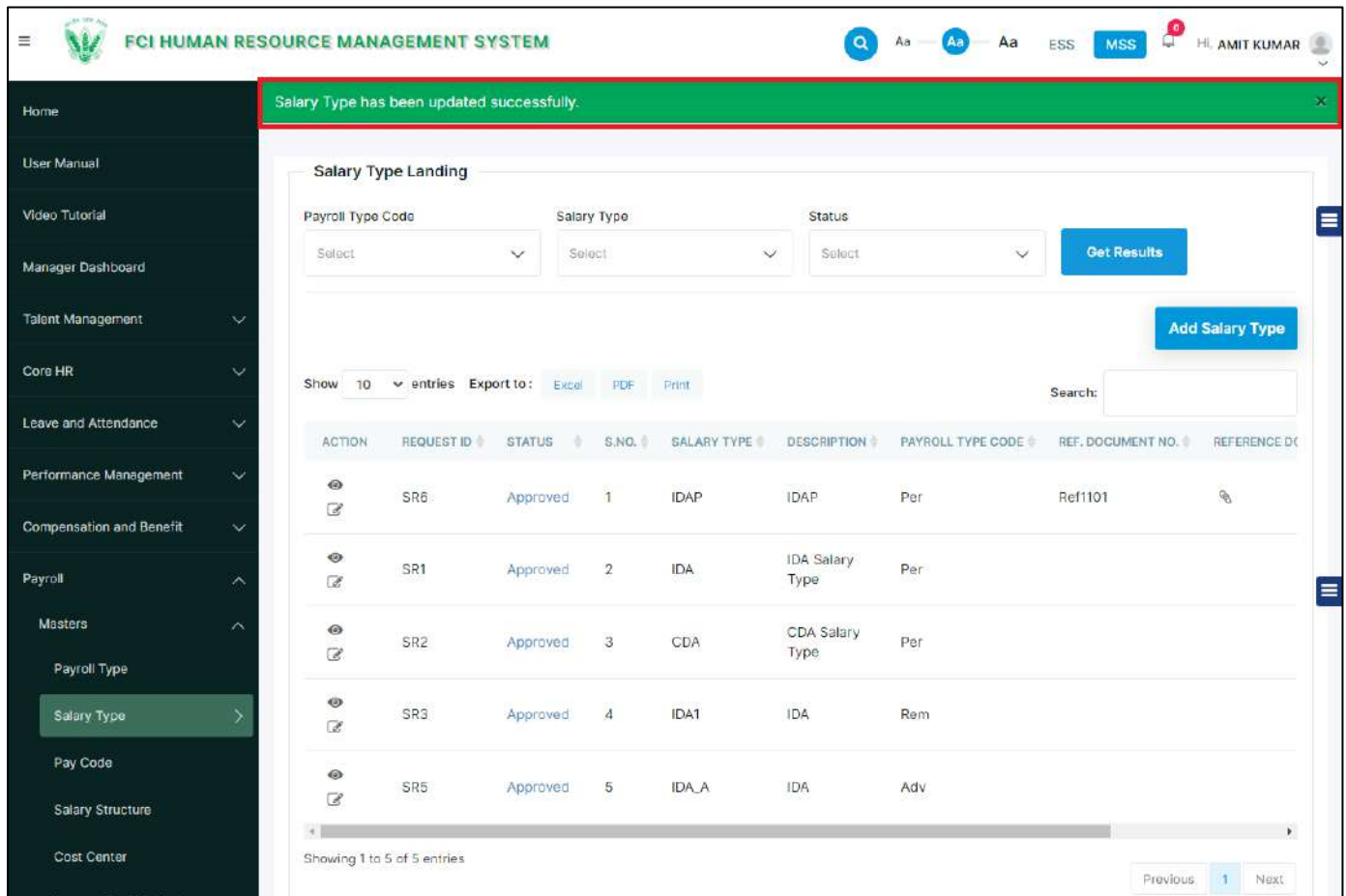


Figure 4-5: Salary Type Updated

4.2 Payroll Type

Payroll type facilitates user to create payroll type and update the existing payroll type. User can also create multiple payroll type as per Organization requirement. Monthly Payroll, Reimbursement Payroll and Exit Payroll are the examples of payroll type.

4.2.1 Navigation

Left Navigation: Payroll >>Masters >> Payroll Type

4.2.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.1 to reach the Payroll Type Master Landing Page as shown below in Figure

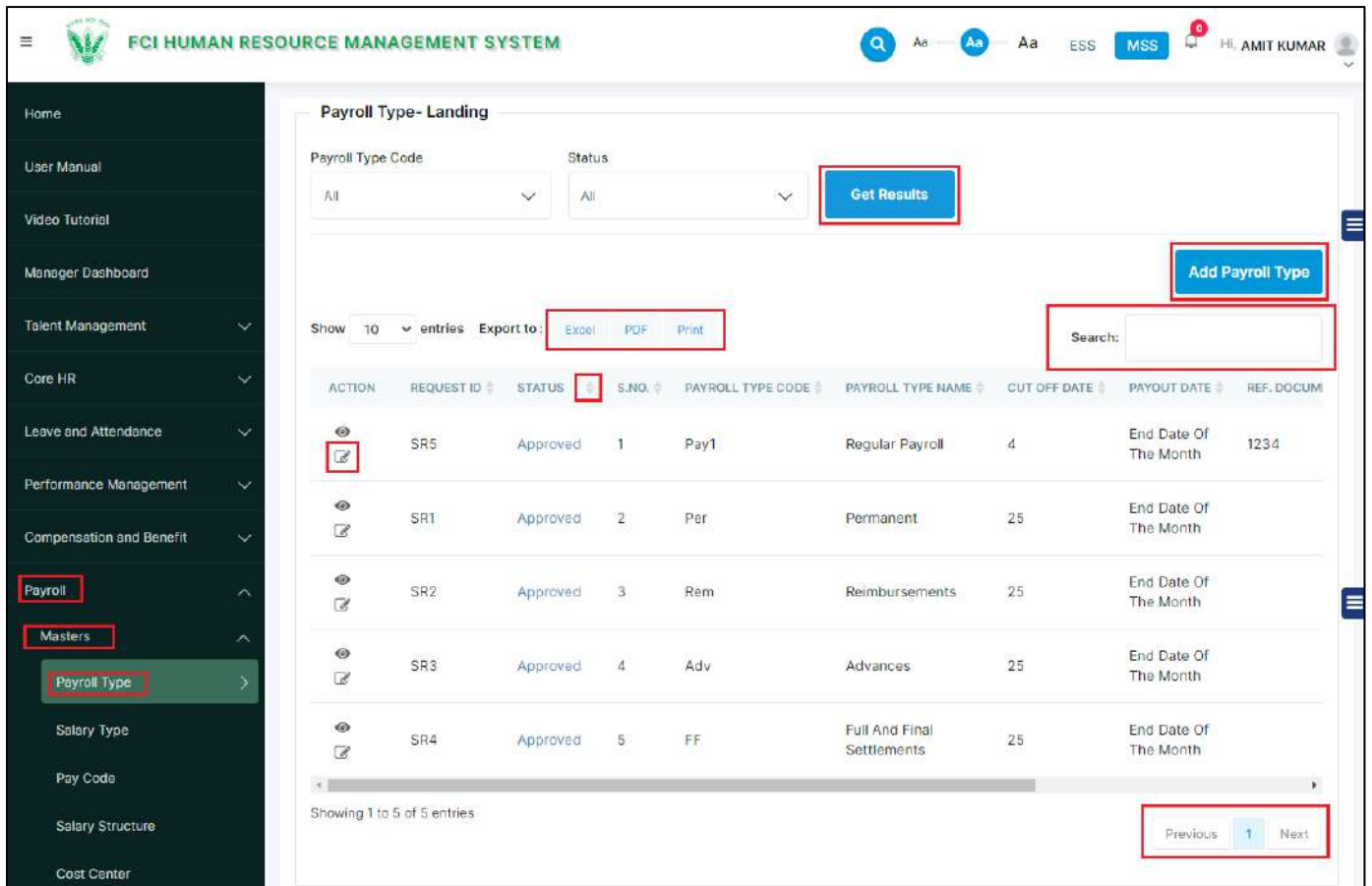




Figure 4-6: Payroll Type-Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records
- Click on **Add Payroll Type** to add a new Payroll Type as shown in section 4.2.3
- Click on  to edit an existing Payroll Type in the table as shown in section 4.2.4

4.2.3 Add Payroll Type

Click on **Add Payroll Type** button to open the Add Payroll Type as shown below in Figure

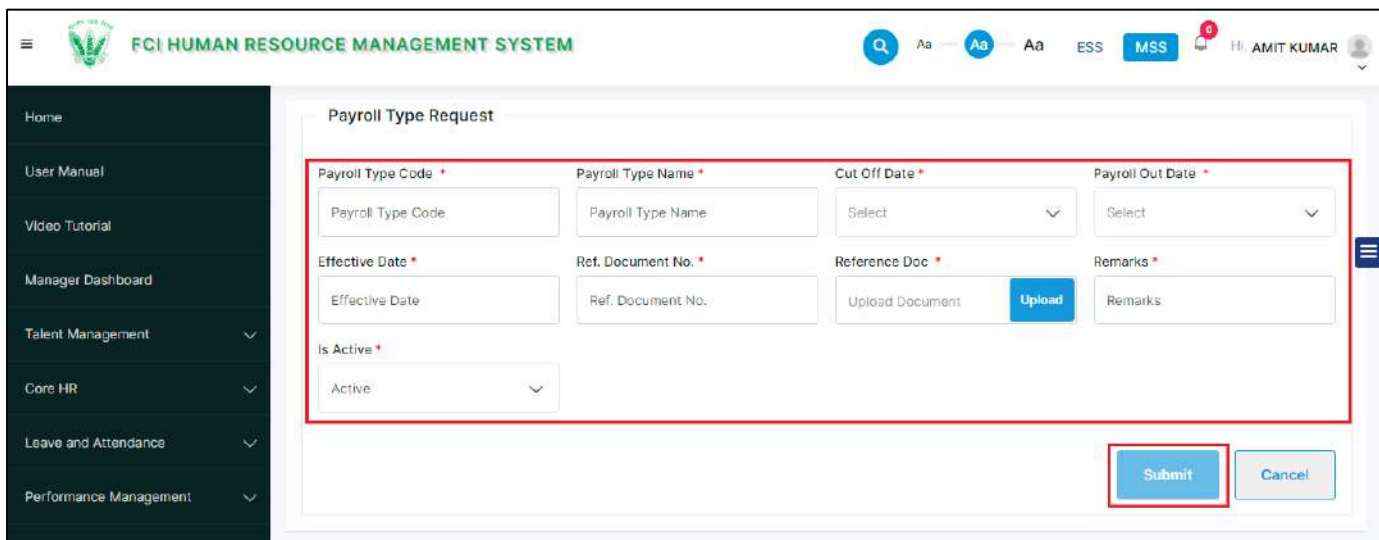
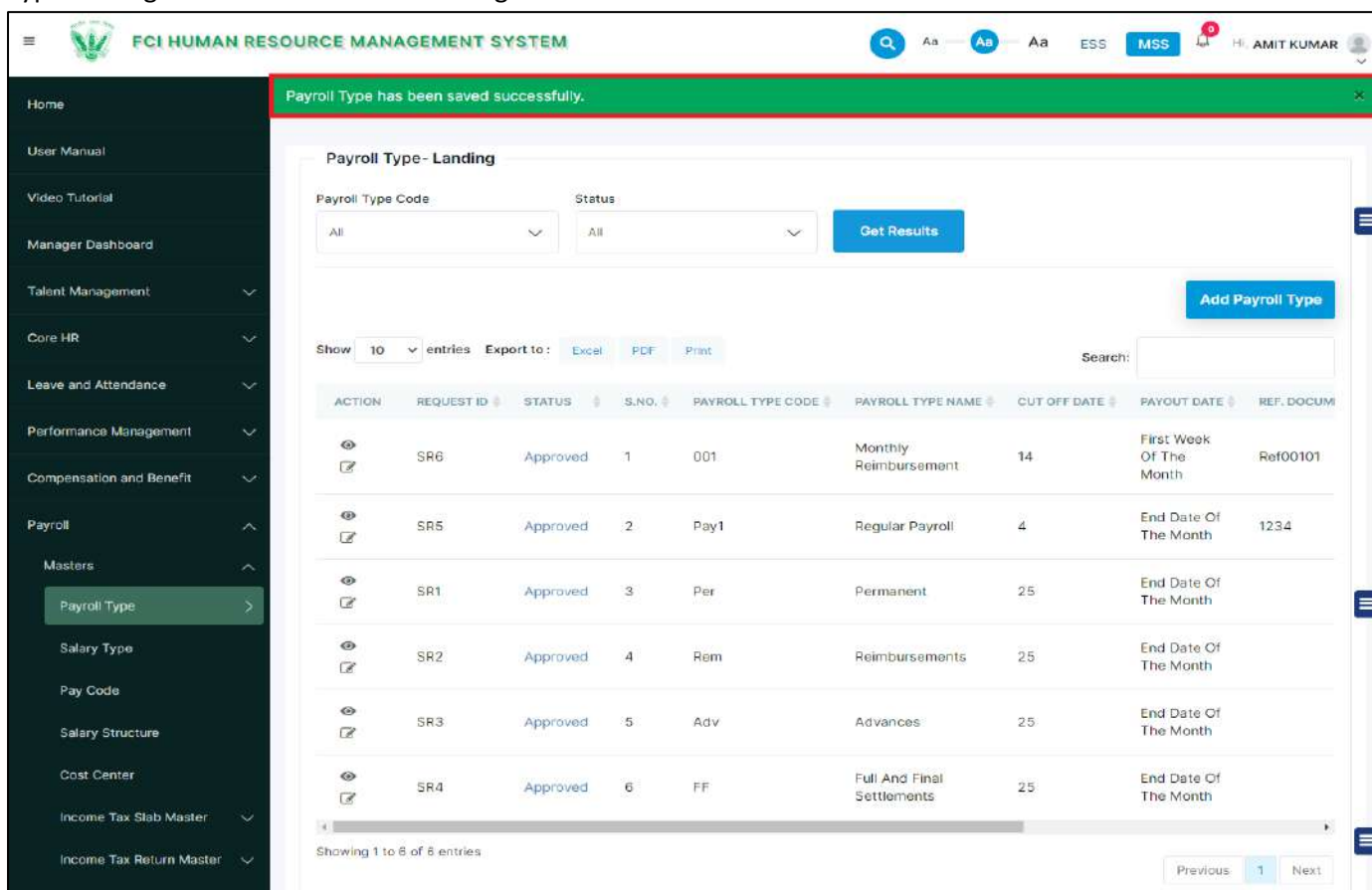


Figure 4-7: Add Payroll Type


Enter the details and click on **Submit** button such that a success message will be shown on the Salary Type landing screen as shown below in Figure



ACTION	REQUEST ID	STATUS	S.NO.	PAYROLL TYPE CODE	PAYROLL TYPE NAME	CUT OFF DATE	PAYOUT DATE	REF. DOCUM
	SR6	Approved	1	001	Monthly Reimbursement	14	First Week Of The Month	Ref00101
	SR5	Approved	2	Pay1	Regular Payroll	4	End Date Of The Month	1234
	SR1	Approved	3	Per	Permanent	25	End Date Of The Month	
	SR2	Approved	4	Rem	Reimbursements	25	End Date Of The Month	
	SR3	Approved	5	Adv	Advances	25	End Date Of The Month	
	SR4	Approved	6	FF	Full And Final Settlements	25	End Date Of The Month	

Figure 4-8: Payroll Type Added

4.2.4 Edit Payroll Type

Click on  icon to edit the existing payroll type then Edit Payroll Type form will be opened as shown below in Figure

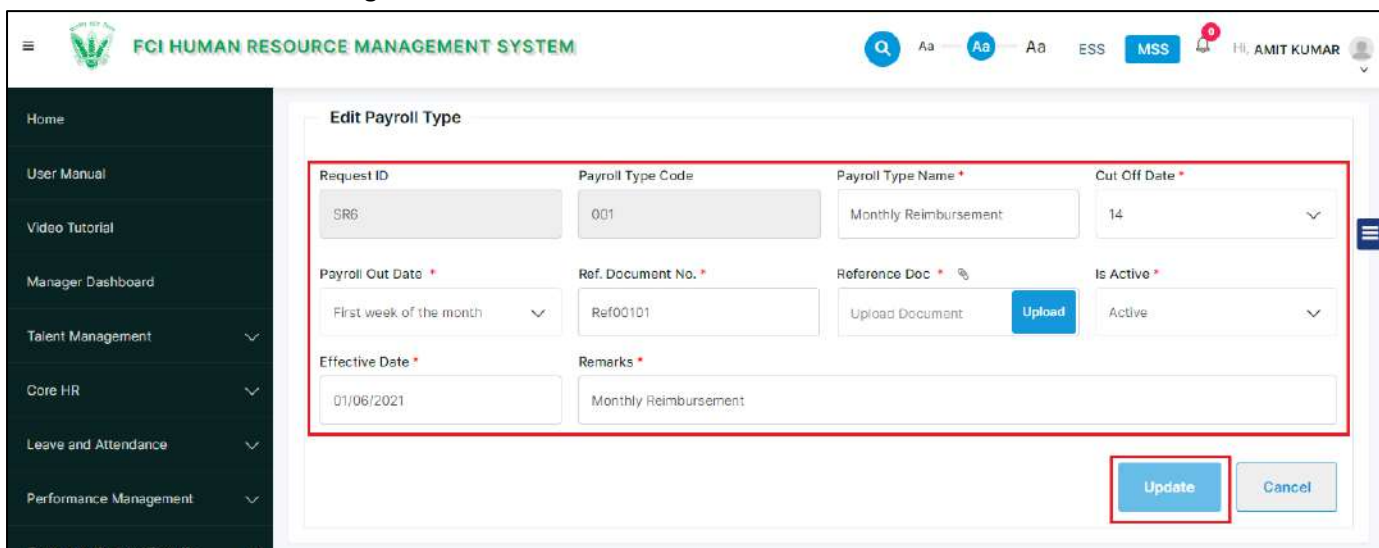

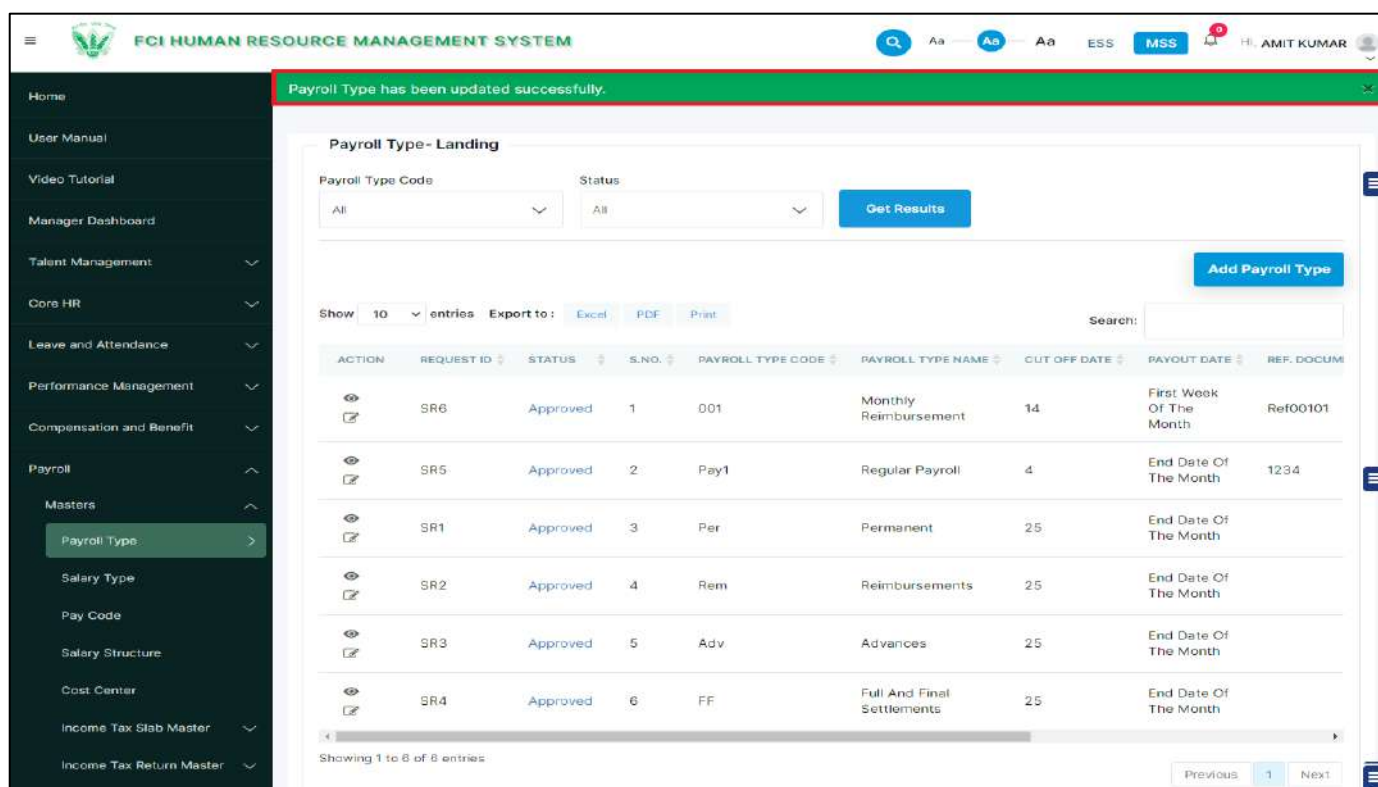


Figure 4-9: Edit Payroll Type

Enter the details and click on  button for updating the existing record in the table and a success message will be shown on the Payroll Type landing screen as shown below in Figure









ACTION	REQUEST ID	STATUS	S.NO.	PAYROLL TYPE CODE	PAYROLL TYPE NAME	CUT OFF DATE	PAYOUT DATE	REF. DOCUM
	SR6	Approved	1	001	Monthly Reimbursement	14	First Week Of The Month	Ref00101
	SR5	Approved	2	Pay1	Regular Payroll	4	End Date Of The Month	1234
	SR1	Approved	3	Per	Permanent	25	End Date Of The Month	
	SR2	Approved	4	Rem	Reimbursements	25	End Date Of The Month	
	SR3	Approved	5	Adv	Advances	25	End Date Of The Month	
	SR4	Approved	6	FF	Full And Final Settlements	25	End Date Of The Month	

Figure 4-10: Payroll Type Updated

4.3 Paycode Master

Paycodes are the component that is used to define the salary structure. It could be either earning or deduction. Paycode helps in salary accounting process to identify different types of earning and deductions.

Example:

- Basic Pay
- HRA
- TA
- CPF
- VPF

4.3.1 Navigation

Left Navigation: Payroll >>Masters >> Pay Code

4.3.2 Landing Page












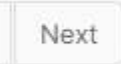



User shall traverse the navigation as mentioned in Section 4.3.1 to reach the Pay Code Master Landing Page as shown below in Figure

The screenshot displays the 'Paycode Request Listing' interface. On the left, the navigation menu shows 'Payroll' (1) and 'Masters' (2), with 'Pay Code' (3) selected under 'Masters'. The main content area features a search and filter section with dropdowns for 'Paycode', 'Paycode Name', 'Natural Account No.', and 'Component Type', along with a 'Status' dropdown and a 'Get Results' button. Below this is an 'Add Paycode' button and a search bar. The table below has columns: ACTION, REQUEST ID, STATUS, S.NO., REQUEST DATE, PAYCODE, PAYCODE NAME, NATURAL ACCOUNT NO., and COMPONENT TYPE. The table contains 10 rows of data, all with 'Approved' status. At the bottom, there are pagination controls showing 'Showing 1 to 10 of 34 entries' and buttons for 'Previous', '1', '2', '3', '4', and 'Next'.


ACTION	REQUEST ID	STATUS	S.NO.	REQUEST DATE	PAYCODE	PAYCODE NAME	NATURAL ACCOUNT NO.	COMPONENT TYPE
	RO82	Approved	1	02/12/2020	372	Employee Medical Health Scheme Deduction	1725	Deduction
	RO81	Approved	2	02/12/2020	902	EPS Deduction	1559	Deduction
	RO80	Approved	3	02/12/2020	217	Lunch Allowance: (Meal Voucher)	6127	Earning
	RO82	Approved	4	22/10/2020	211	Entertainment Allowance	6108	Earning
	RO81	Approved	5	22/10/2020	209	Family Maint. And Disturbance Allow	1432	Earning
	RO83	Approved	6	22/10/2020	212	Domestic Assistance	4216	Earning
	RO84	Approved	7	22/10/2020	213	Cook Allowance	1610	Earning
	RO85	Approved	8	22/10/2020	214	Birth Day Gift	1607	Earning
	RO72	Approved	9	23/10/2020	219	Electricity Allowance	1559	Earning
	RO73	Approved	10	23/10/2020	210	Dress Allowance	6201	Earning

Figure 4-11: Pay Code Master

User shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on    to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on       to navigate table records
- Click on  to add a new Pay Code as shown in section 4.3.3
- Click on  to edit an existing Paycode in the table as shown in section 4.3.4
- Click on  to view the existing Paycode details in the table.

4.3.3 Add Paycode

Click on  button to add a new Paycode as shown below in Figure

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, AMIT KUMAR

Add Paycode Request

Paycode * Paycode Name * Component Type * Paycode Effective From *

Ref. Document Number * Ref. Document * Remarks * Is Active *

Taxable * Tax Projection * Professional Tax * Applicable Salary Type *

Natural Account No. * Annual Income * Periodicity * Partial Recovery *

Supplemental Income * Priority * Attendance Based * Carry Forward *

Round Off Type * Round Off Factor * Location Dependent * City

Pay Scale Dependent * Calculation *

Derived From Paycode * Derived From Paycode Name *

S.NO.	PAYCODE	PAYCODE NAME	IS ACTIVE


Grade * Category * City Class * Percentage/Fixed Value *

Effective From *

S.NO.	GRADE	CATEGORY	CITY CLASS	PERCENTAGE/FIXED VALUE	EFFECTIVE FROM	IS ACTIVE

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Figure 4-12: Add Paycode

Click on  button to add new paycode such that a success message will be shown on the Paycode Request Landing as shown below in Figure



Paycode has been saved successfully.

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
- Leave and Attendance
- Performance Management
- Compensation and Benefit
- Payroll
 - Masters
 - Payroll Type
 - Salary Type
 - Pay Code**
 - Salary Structure
 - Cost Center
 - Income Tax Slab Master
 - Income Tax Return Master
 - Advance Master Request
- Request
- Reports
- Talent Acquisition
- Learning and Development
- Employee Relation

Paycode Request Listing

Paycode: Paycode Name: Natural Account No.: Component Type:

Status: [Get Results](#)

[Add Paycode](#)

Show entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

ACTION	REQUEST ID	STATUS	S.NO.	REQUEST DATE	PAYCODE	PAYCODE NAME	NATURAL ACCOUNT NO.	COMPONENT TYPE
	RO83	Approved	1	14/05/2021	702	Sodexo	2715	Earning
	RO82	Approved	2	02/12/2020	372	Employee Medical Health Scheme Deduction	1725	Deduction
	RO81	Approved	3	02/12/2020	902	EPS Deduction	1559	Deduction
	RO80	Approved	4	02/12/2020	217	Lunch Allowance (Meal Voucher)	6127	Earning
	RO62	Approved	5	22/10/2020	211	Entertainment Allowance	6108	Earning
	RO61	Approved	6	22/10/2020	209	Family Maint. And Disturbance Allow	1432	Earning
	RO63	Approved	7	22/10/2020	212	Domestic Assistance	4216	Earning
	RO64	Approved	8	22/10/2020	213	Cook Allowance	1610	Earning
	RO65	Approved	9	22/10/2020	214	Birth Day Gift	1607	Earning
	RO72	Approved	10	23/10/2020	219	Electricity Allowance	1559	Earning

Showing 1 to 10 of 35 entries

[Previous](#) [1](#) [2](#) [3](#) [4](#) [Next](#)

Figure 4-13: Paycode Added

4.3.4 Edit Paycode

Click on to update the existing paycode as shown below in Figure

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Request Id: R083

Edit Paycode Request

Paycode: 702 | Paycode Name: Sodexo | Component Type: Earning | Paycode Effective From: 05/2021

Ref. Document Number: Rest | Ref. Document: Upload Document | Remarks: Ok | Is Active: Active

Taxable: No | Tax Projection: No | Professional Tax: No | Applicable Salary Type: *IDA

Natural Account No.: 2715 | Annual Income: Yes | Periodicity: Monthly | Partial Recovery: Yes

Supplemental Income: No | Priority: 6 | Attendance Based: Yes | Carry Forward: Yes

Round Off Type: Actual | Round Off Factor: Minus | Location Dependent: No | City: Select

Pay Scale Dependent: No | Calculation: Fixed | Override: Yes

Derived From Paycode: Select | Derived From Paycode Name: Select | Add

S.NO.	PAYCODE	PAYCODE NAME	IS ACTIVE			
1	E-1	CAT-1	All	30000	09/2021	Active

Grade: Select | Category: Select | City Class: Select | Fixed Value: Fixed Value

Effective From: MM/YYYY | Add

Update | Cancel

Figure 4-14: Edit Paycode

Enter the details and click on for updating the existing record in the table and a success message will be shown on Paycode Request Landing as shown below in Figure



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS

MSS

Hi, AMIT KUMAR

Paycode has been updated successfully.

Paycode Request Listing

Get Results

Add Paycode

Show entries

Export to: [Excel](#) [PDF](#) [Print](#)

Search:

ACTION	REQUEST ID	STATUS	S.NO.	REQUEST DATE	PAYCODE	PAYCODE NAME	NATURAL ACCOUNT NO.	COMPONENT TYPE
	RO83	Approved	1	14/05/2021	702	Sodexo	2715	Earning
	RO82	Approved	2	02/12/2020	372	Employee Medical Health Scheme Deduction	1725	Deduction
	RO81	Approved	3	02/12/2020	902	EPS Deduction	1559	Deduction
	RO80	Approved	4	02/12/2020	217	Lunch Allowance (Meal Voucher)	6127	Earning
	RO62	Approved	5	22/10/2020	211	Entertainment Allowance	6108	Earning
	RO61	Approved	6	22/10/2020	209	Family Maint. And Disturbance Allow	1432	Earning
	RO63	Approved	7	22/10/2020	212	Domestic Assistance	4216	Earning
	RO64	Approved	8	22/10/2020	213	Cook Allowance	1610	Earning
	RO65	Approved	9	22/10/2020	214	Birth Day Gift	1607	Earning
	RO72	Approved	10	23/10/2020	219	Electricity Allowance	1559	Earning

Showing 1 to 10 of 35 entries

Previous 1 2 3 4 Next

Figure 4-15: Paycode Updated

4.4 Salary Structure Master

The Salary Structure is a structure of the employee's benefits with respect to pay codes (Earnings and deductions). System will facilitate user for defining and Update the Salary structure. This process will be used for defining the Pay slip format (Earning & Deduction) for all position exists in FCI as per policy changed.

4.4.1 Navigation

Left Navigation: Payroll >>Masters >> Salary Structure

4.4.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.4.1 to reach the Salary Structure Landing Page as shown below in Figure

Figure 4-16: Salary Structure Master

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records

- Click on **Add Salary Structure** to add a new Salary Structure.
- Click on to edit an existing Salary Structure in the table.
- Click on to view the existing Salary Structure details in the table.

4.4.3 Add Salary Structure

Click on **Add Salary Structure** to Add a new Salary Structure as shown below in Figure

The screenshot shows the 'Add Salary Structure Request' form. The form is titled 'Add Salary Structure Request' and is part of the 'FCI HUMAN RESOURCE MANAGEMENT SYSTEM'. The form includes the following fields and controls:

- Office Type:** HQ (dropdown)
- Office Name:** HQ-Delhi (dropdown)
- Is Difficult:** No (dropdown)
- Grade:** E-1 (dropdown)
- Category:** CAT-II (dropdown)
- Designation:** Manager (dropdown)
- City Class:** X (dropdown)
- Paycode:** Select (dropdown) with an **Add** button.
- Table:** A table with columns: S.NO., PAYCODE, PAYCODE NAME, COMPONENT TYPE, APPLICABLE SALARY TYPE, PERIODICITY, CALCULATION, PERCENTAGE/FIXED VALUE, DERIVED FROM PAYCODE, and DERIVED FROM PAYC NAME.
- Effective From:** DD/MM/YYYY (calendar icon)
- Effective To:** DD/MM/YYYY (calendar icon)
- Ref. Document No.:** Ref. Document No. (text input)
- Reference Doc.:** Upload Document (button) and Upload (button)
- Remarks:** Remarks (text area)
- Buttons:** **Submit** and **Cancel**

Figure 4-17: Add Salary Structure

Enter the details and click on **Submit** button to add new salary structure such a success message will be shown on salary structure lading as shown below in Figure

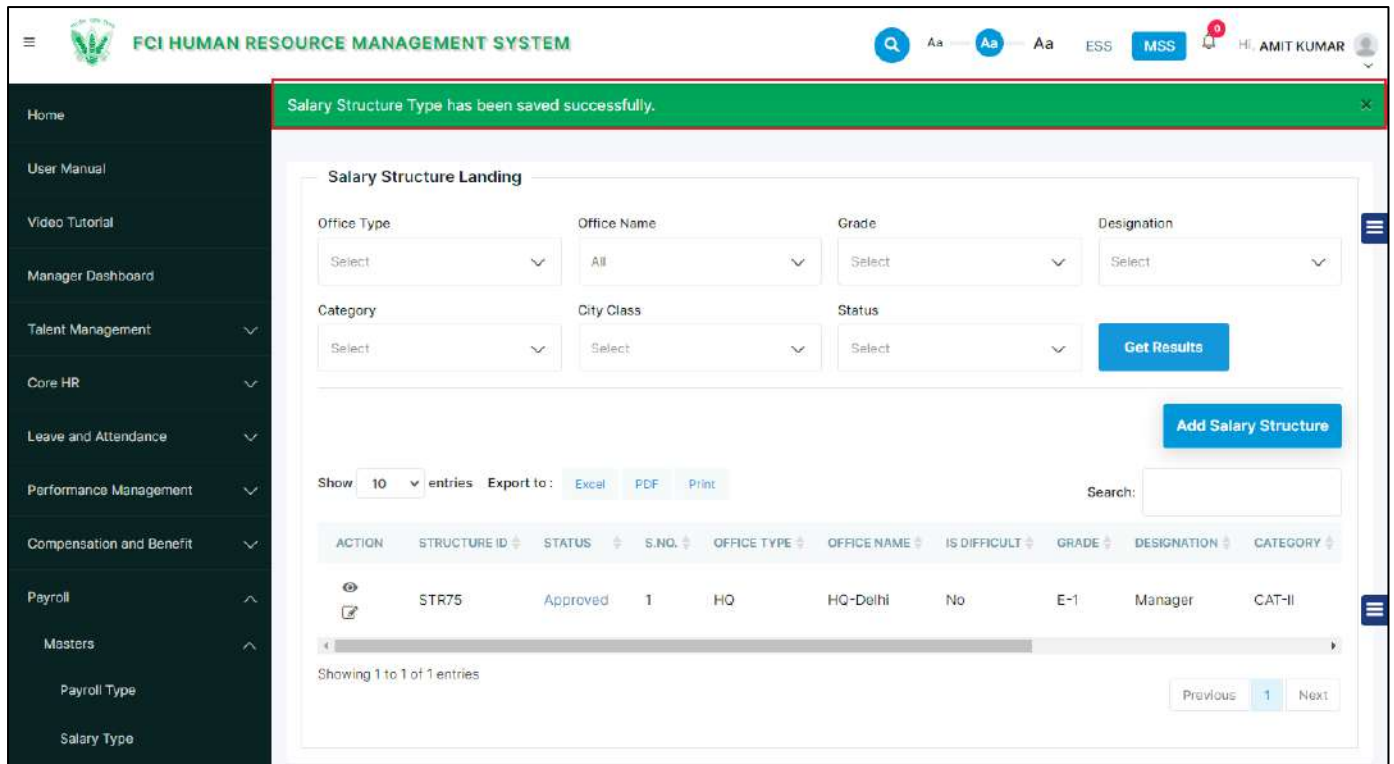


Figure 4-18: Salary Structure Added

4.4.4 Edit Salary Structure

Click on to edit existing Salary Structure as shown below in Figure

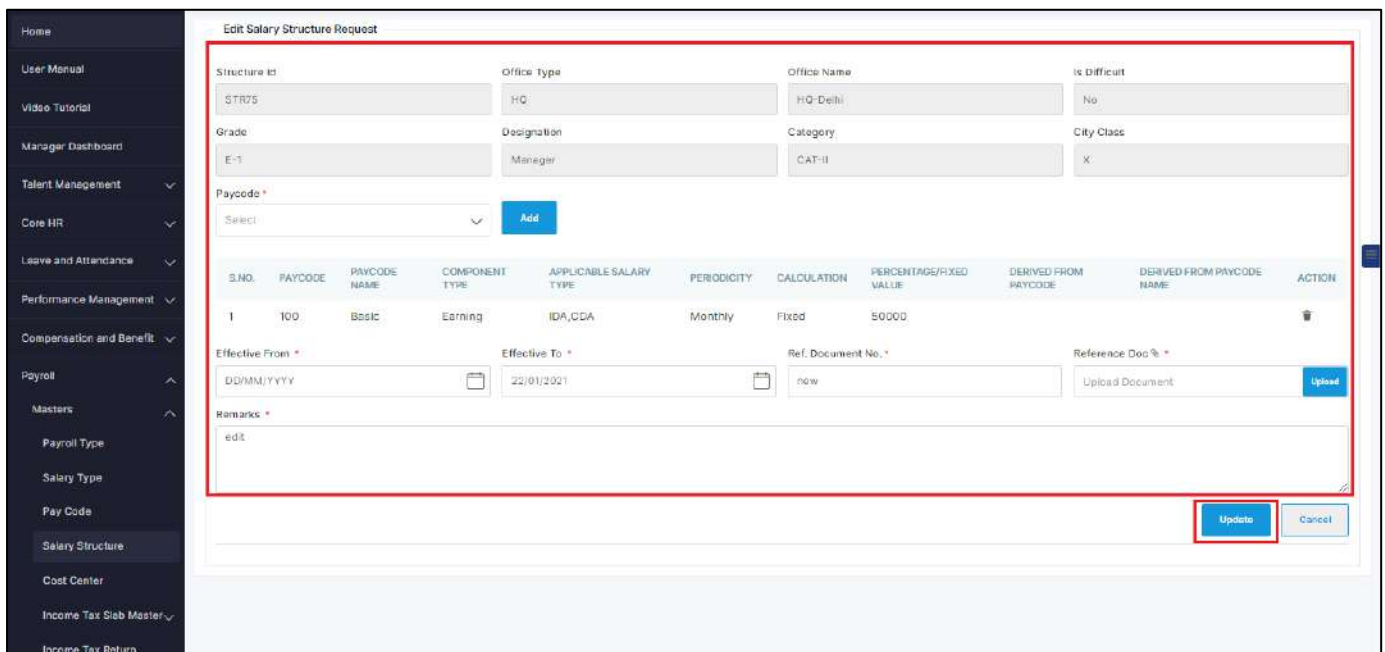


Figure 4-19: Edit Salary Structure

Enter the details and click on for updating the existing record in the table and a success message will be shown on the salary structure landing as shown below in Figure

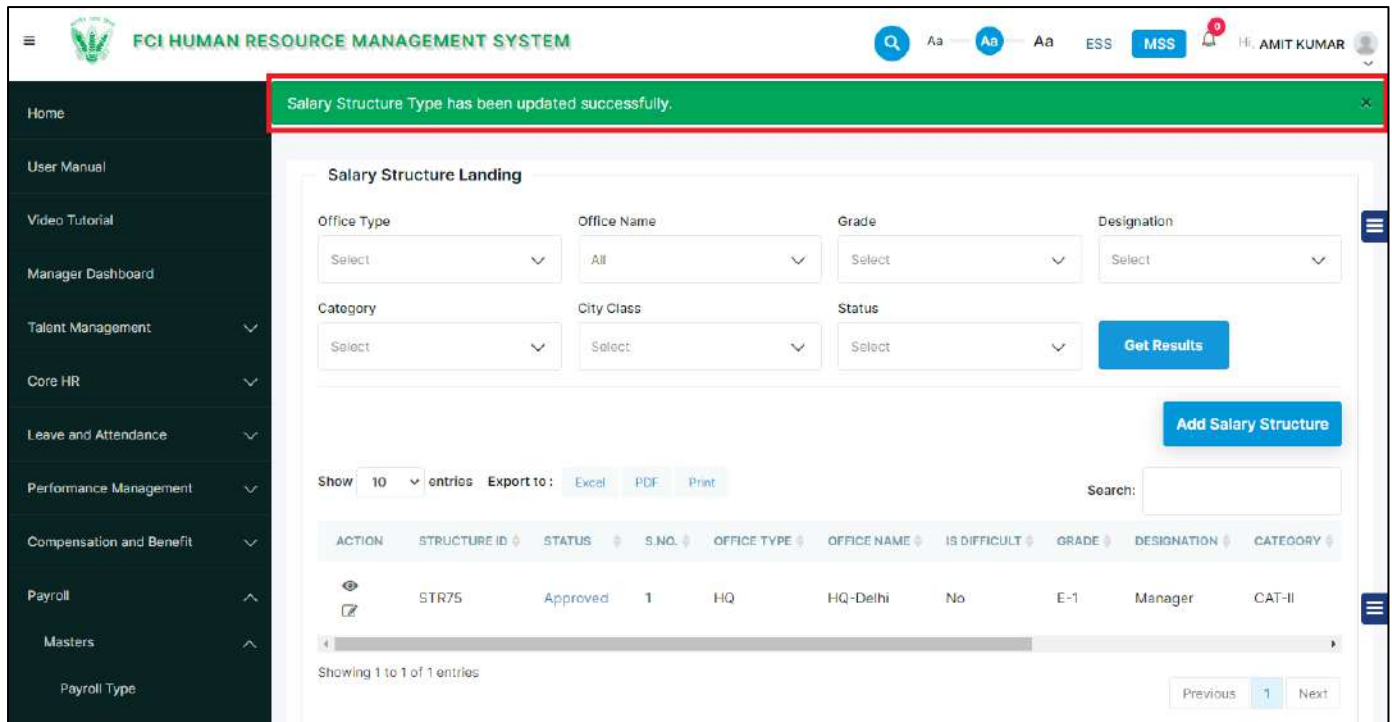


Figure 4-20: Salary Structure Updated

4.5 Cost Center Master

System will facilitate user for defining and updating the Cost Center. The Cost center is used for accounting purpose to record the expenses and it helps in salary accounting to identify the cost of offices in varies type expenses. It also helps to generate the profit and loss of the office or organization.

4.5.1 Navigation

Left Navigation: Payroll >>Masters >> Cost Center

4.5.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.5.1 to reach the Cost Center Landing Page as shown below in Figure

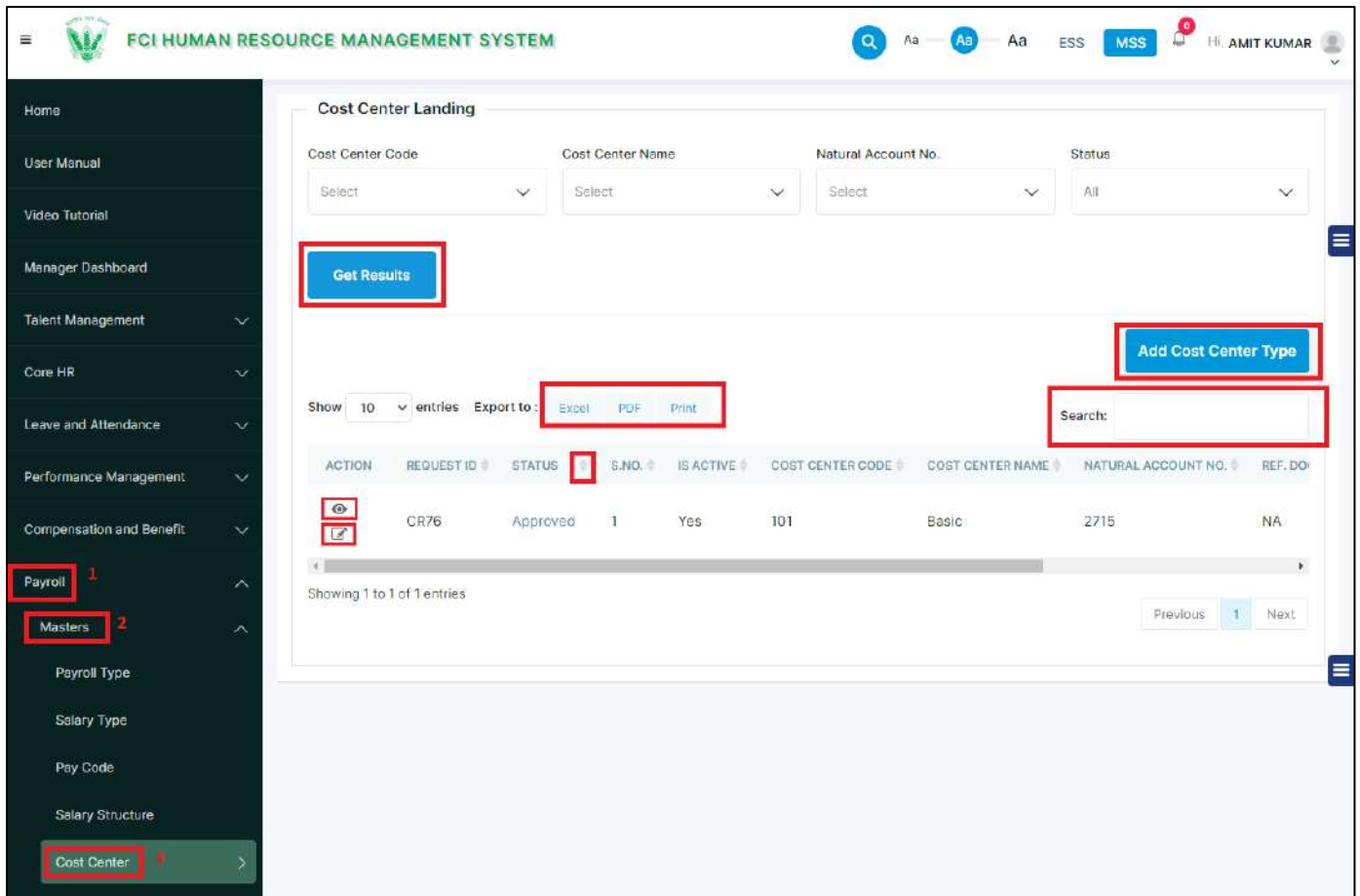










Figure 4-21: Cost Center Landing

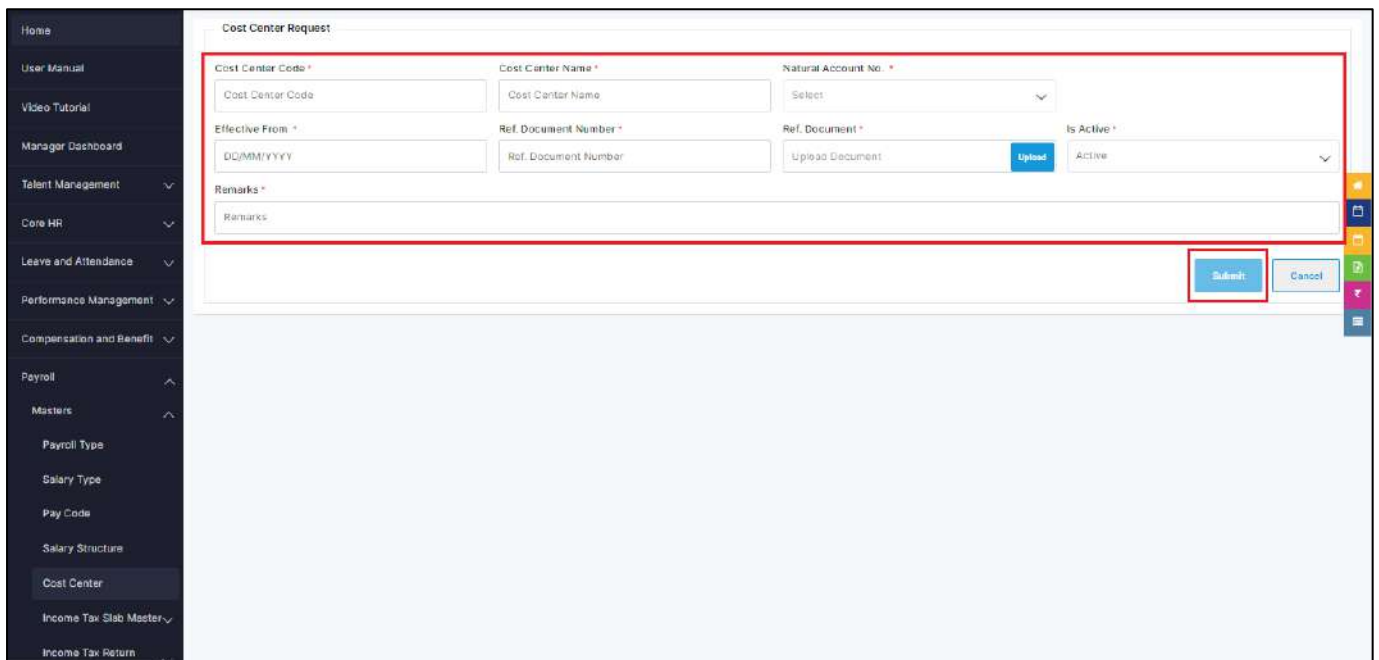
User shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to add a new Cost Center.
- Click on  to edit an existing cost center in the table.
- Click on  to view the existing cost center details in the table.

4.5.3 Add Cost Center Type

Add Cost Center Type

Click on **Add Cost Center Type** to Add a new Cost Center as shown below in Figure



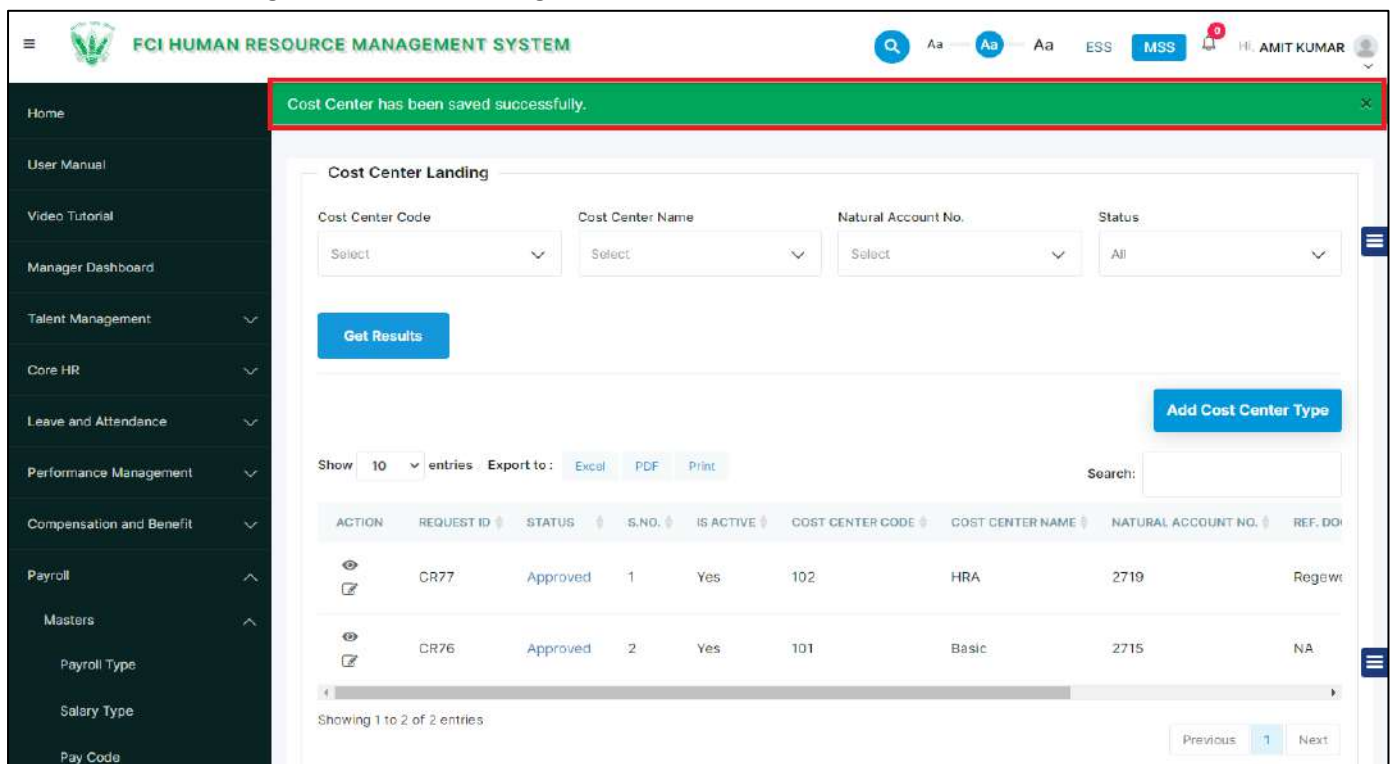
The screenshot shows the 'Cost Center Request' form. The form is enclosed in a red border. It contains the following fields and controls:

- Cost Center Code ***: Text input field with placeholder 'Cost Center Code'.
- Cost Center Name ***: Text input field with placeholder 'Cost Center Name'.
- Natural Account No. ***: Dropdown menu with 'Select' as the current selection.
- Effective From ***: Text input field with placeholder 'DD/MM/YYYY'.
- Ref. Document Number ***: Text input field with placeholder 'Ref. Document Number'.
- Ref. Document ***: Text input field with placeholder 'Upload Document' and an 'Upload' button.
- Is Active ***: Dropdown menu with 'Active' as the current selection.
- Remarks ***: Text area with placeholder 'Remarks'.
- Submit**: A blue button located at the bottom right of the form, highlighted with a red box.
- Cancel**: A light blue button located next to the 'Submit' button.



Figure 4-22: Add Cost Center

Submit

Enter the details and click on **Submit** to add new cost center and a success message will be shown on the cost center landing as shown below in Figure



The screenshot shows the 'Cost Center Landing' page. At the top, a green banner displays the message: "Cost Center has been saved successfully." Below this, there are four filter dropdowns: "Cost Center Code", "Cost Center Name", "Natural Account No.", and "Status". A "Get Results" button is located below the filters. On the right side, there is an "Add Cost Center Type" button. Below the filters, there is a "Show" dropdown set to "10 entries" and "Export to:" options for "Excel", "PDF", and "Print". A search bar is also present. The main content is a table with the following data:

ACTION	REQUEST ID	STATUS	S.NO.	IS ACTIVE	COST CENTER CODE	COST CENTER NAME	NATURAL ACCOUNT NO.	REF. DO
	CR77	Approved	1	Yes	102	HRA	2719	Regew
	CR76	Approved	2	Yes	101	Basic	2715	NA

At the bottom of the table, it says "Showing 1 to 2 of 2 entries" and "Previous 1 Next".

Figure 4-23: Cost Center Added

4.5.4 Edit Cost Center

Click on  to edit existing cost center details as shown below in Figure

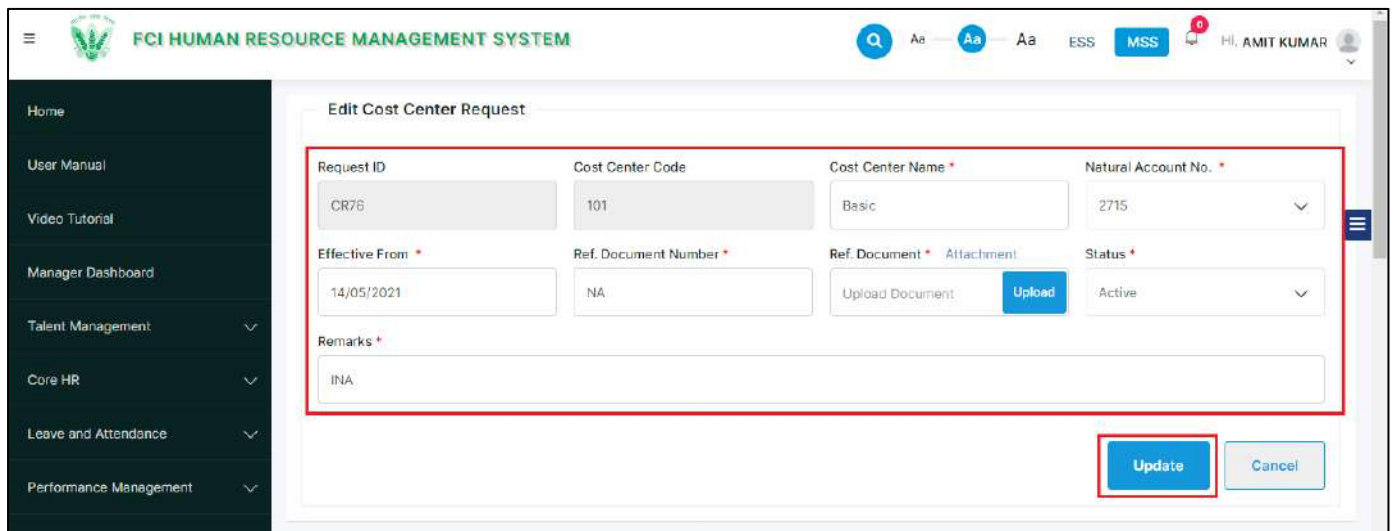

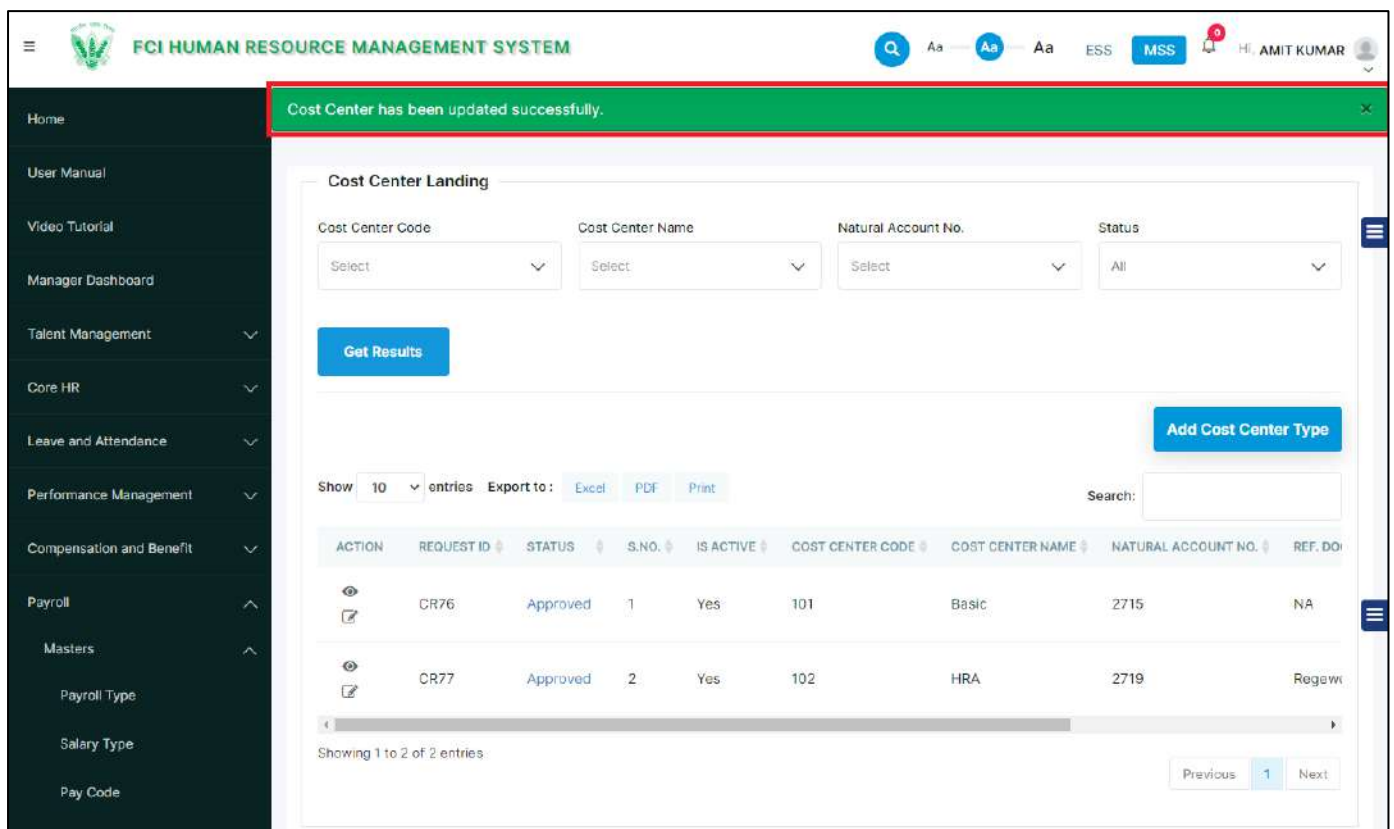


Figure 4-24: Edit Cost Center

Enter the details and click on  button to update the existing cost center and a success message will be shown on cost center landing as shown below in Figure





ACTION	REQUEST ID	STATUS	S.NO.	IS ACTIVE	COST CENTER CODE	COST CENTER NAME	NATURAL ACCOUNT NO.	REF. DO
	CR76	Approved	1	Yes	101	Basic	2715	NA
	CR77	Approved	2	Yes	102	HRA	2719	Regewr

Figure 4-25: Cost Center Updated

4.6 Income Tax Slab Master- Financial Year

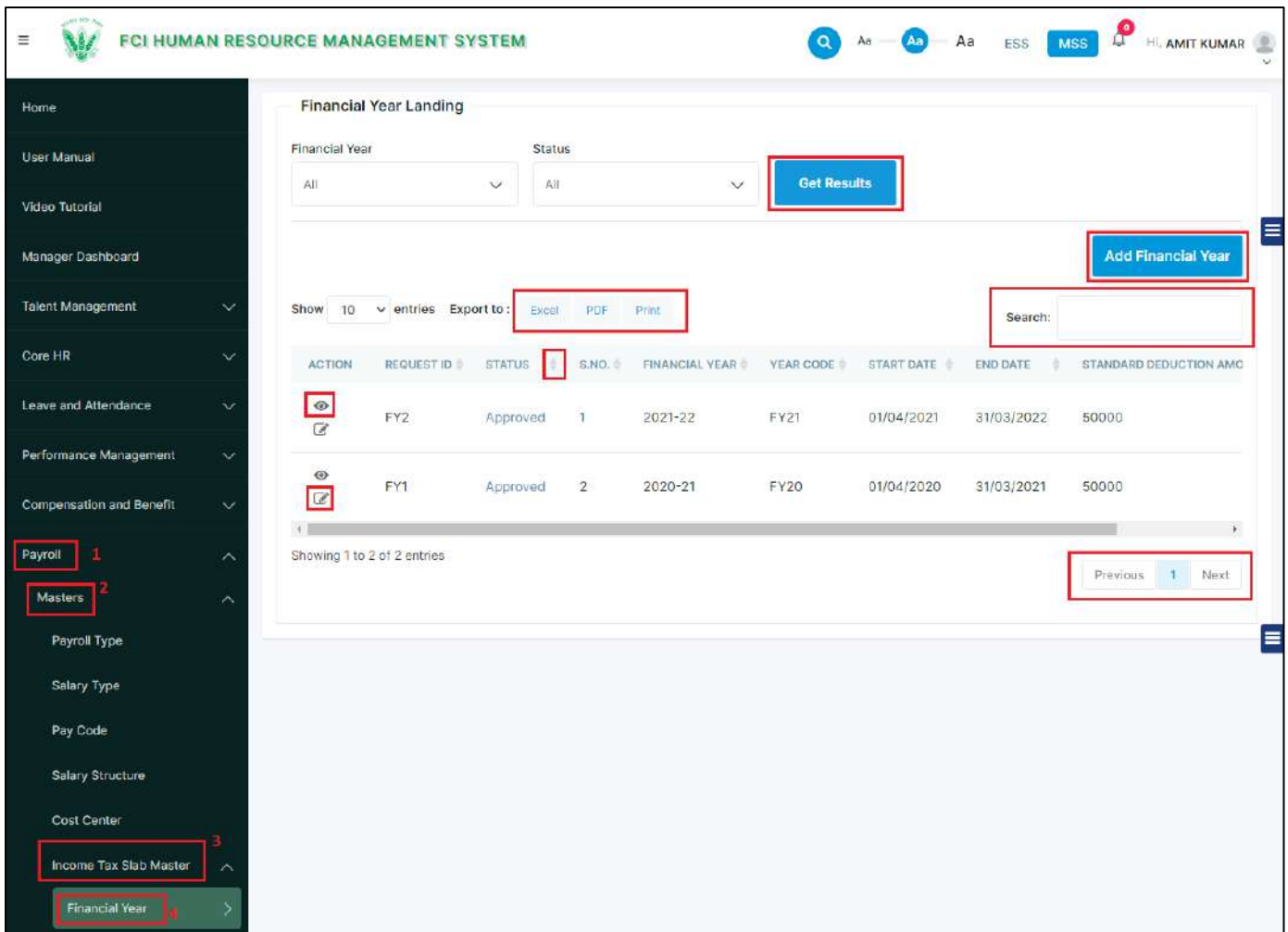
Financial Year facilitate the user to create a new financial year or update the existing financial year. Standard deduction for respective year also will be maintained in financial year only.

4.6.1 Navigation





Left Navigation: Payroll >>Masters >> Income Tax Slab Master>> Financial Year

4.6.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.6.1 to reach the Income Tax Slab Master – Financial Year Landing Page as shown below in Figure



The screenshot displays the 'Financial Year Landing' page. At the top, there are filters for 'Financial Year' (set to 'All') and 'Status' (set to 'All'), with a 'Get Results' button. Below the filters, there is an 'Add Financial Year' button and a search bar. The main content area features a table with the following data:

ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	YEAR CODE	START DATE	END DATE	STANDARD DEDUCTION AMT
 	FY2	Approved	1	2021-22	FY21	01/04/2021	31/03/2022	50000
 	FY1	Approved	2	2020-21	FY20	01/04/2020	31/03/2021	50000

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and includes 'Previous', '1', and 'Next' navigation buttons. The left sidebar shows the navigation menu with 'Payroll' (1), 'Masters' (2), 'Income Tax Slab Master' (3), and 'Financial Year' (4) highlighted.

Figure 4-26: Financial Year Landing

User shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.

- Click on to export the table records in Excel as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to add a new Financial Year.
- Click on to edit an existing Financial Year in the table.
- Click on to view the existing Financial Year details in the table.

4.6.3 Add Financial Year

Click on button to add new Financial Year as shown in Figure 4-25

The screenshot shows the 'Financial Year Request' form in the FCI HRMS. The form has a left sidebar with navigation options: Home, User Manual, Video Tutorial, Manager Dashboard, Talent Management, Core HR, and Leave and Attendance. The main content area contains the following fields:

Financial Year *	Year Code *	Start Date	End Date
YYYY-YY	Year Code	DD/MM/YYYY	DD/MM/YYYY
Standard Deduction Amount *	Remarks *		
Standard Deduction Amount	Remarks		

At the bottom right of the form, there are two buttons: **Submit** and **Cancel**.

Figure 4-27: Add Financial Year

Enter the details and click on button such that a success message will be shown on Financial Year landing as shown below in Figure

Financial Year Landing

Financial Year: All | Status: All | **Get Results**

Add Financial Year

Show 10 entries | Export to: Excel | PDF | Print | Search: _____

ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	YEAR CODE	START DATE	END DATE	STANDARD DEDUCTION AMO
	FY3	Approved	1	2022-23	2023	01/04/2022	31/03/2023	50000
	FY2	Approved	2	2021-22	FY21	01/04/2021	31/03/2022	50000
	FY1	Approved	3	2020-21	FY20	01/04/2020	31/03/2021	50000

Showing 1 to 3 of 3 entries | Previous | 1 | Next

Figure 4-28: Financial Year Added

4.6.4 Edit Financial Year

Click on to edit existing Financial Year as shown below in Figure

Edit Financial Year

Request ID: FY3 | Financial Year: 2022-23 | Year Code: 2023 | Start Date: 01/04/2022

End Date: 31/03/2023 | Standard Deduction Amount: 50000 | Remarks: Ok

Update | Cancel

Figure 4-29: Edit Financial Year

Enter the details and click on **Update** for updating the existing record in the table and a success message will be shown on Financial Year Landing as shown below in Figure

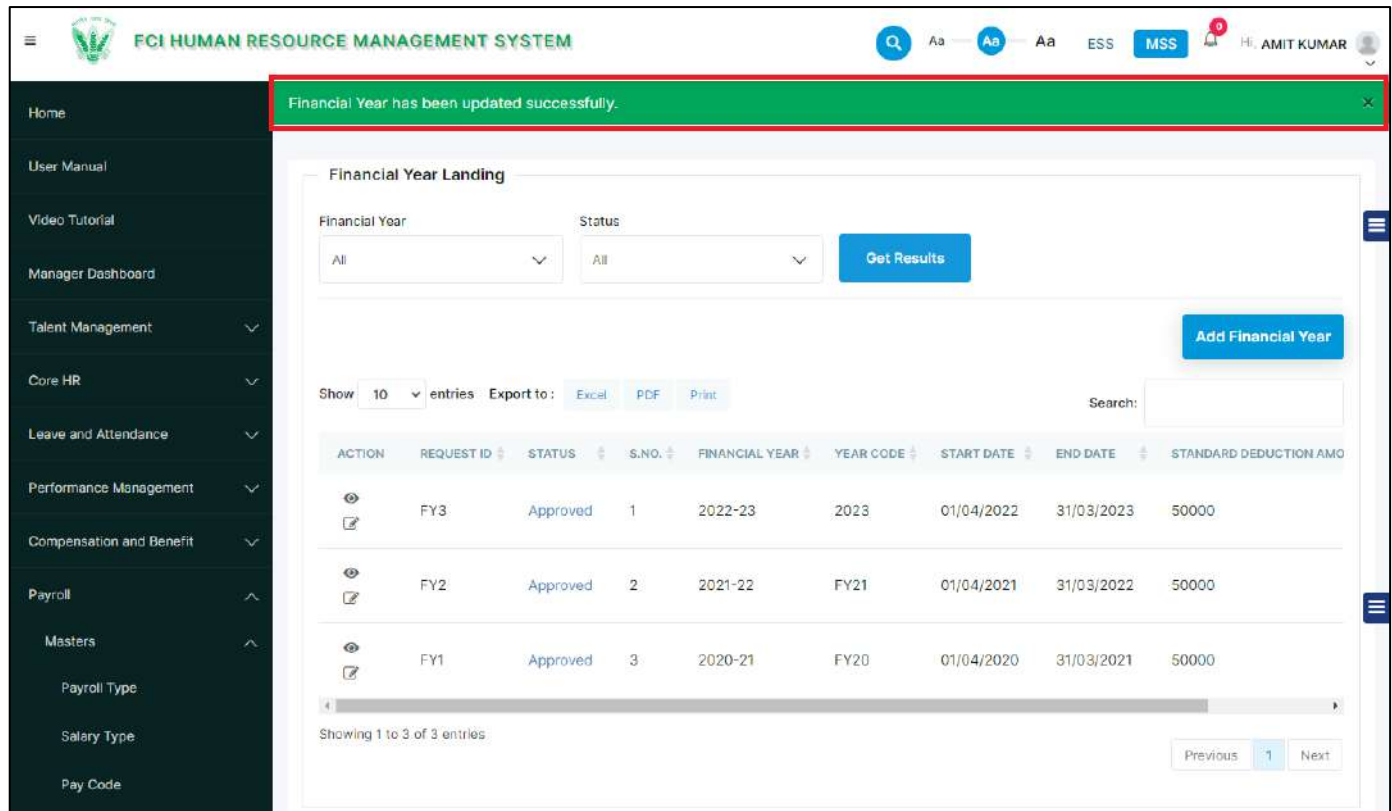


Figure 4-30: Financial Year updated

4.7 Income Tax Slab Master- Income Tax Slab

Income Tax Slab facilitates the user to create new Income Tax Slab for selected financial year. User can create Income tax slab category wise (Male, Female, Senior Citizen and All). Income tax slab master allow user to create income tax slabs for both regime types (Old Regime and New Regime).

4.7.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Slab Master>> Income Tax Slab

4.7.2 Landing Page


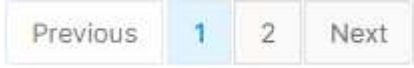
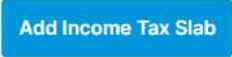


User shall traverse the navigation as mentioned in Section 4.7.1 to reach the Income Tax Slab Master – Income Tax Slab Landing Page as shown below in Figure

Figure 4-31: Income Tax Slab Landing


User shall be able to perform the following activities from the landing page:

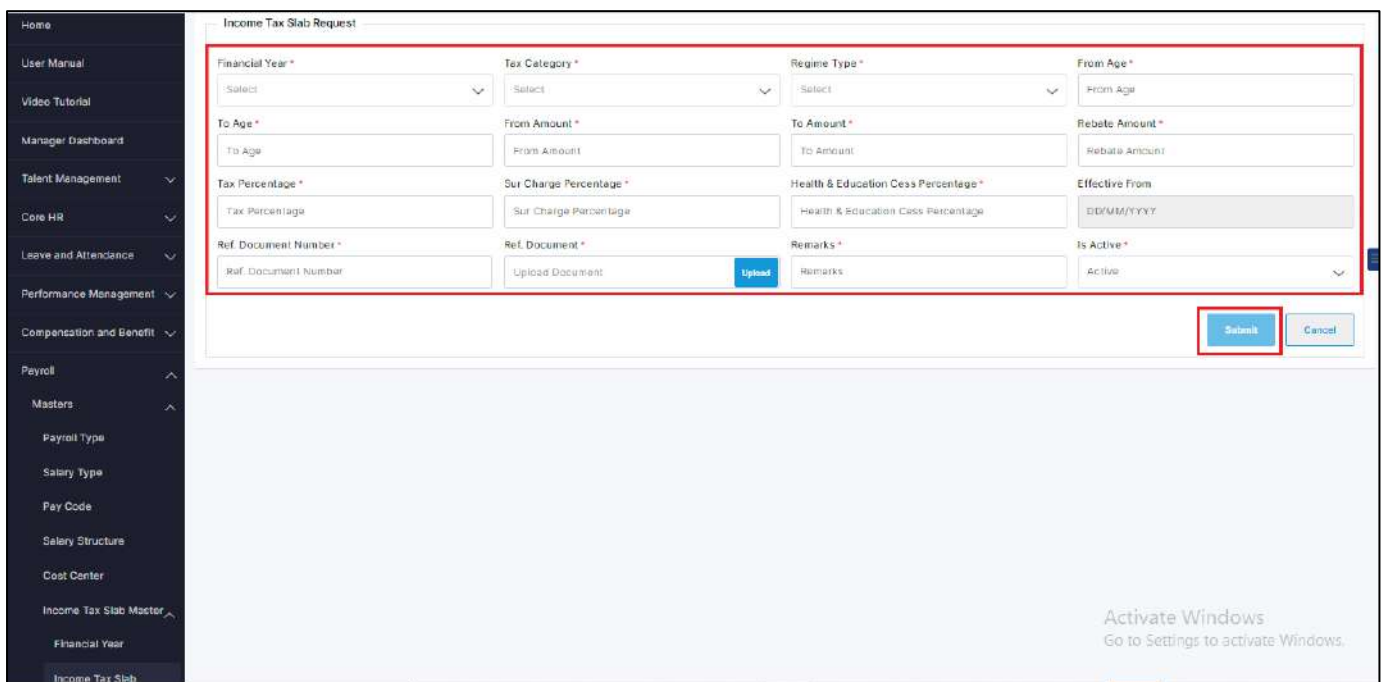
- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.



- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to add a new Income Tax Slab.
- Click on  to edit an existing Income Tax Slab in the table.
- Click on  to view the existing Income Tax Slab details in the table.


4.7.3 Add Income Tax Slab

Click on  to add new Income Tax Slab as shown below in Figure



The screenshot shows the 'Income Tax Slab Request' form. The form is divided into several sections. The top section includes 'Financial Year *', 'Tax Category *', 'Regime Type *', and 'From Age *'. The middle section includes 'To Age *', 'From Amount *', 'To Amount *', and 'Rebate Amount *'. The bottom section includes 'Tax Percentage *', 'Sur Charge Percentage *', 'Health & Education Cess Percentage *', 'Effective From', 'Ref. Document Number *', 'Ref. Document *', 'Remarks *', and 'Is Active *'. A 'Submit' button is located at the bottom right of the form, highlighted with a red box.

Figure 4-32: Add Income Tax Slab

Enter the details and click on  button to add new Income Tax Slab and a success message will be shown on Income Tax Slab landing as shown below in Figure

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, AMIT KUMAR

Income Tax Slab has been saved successfully.

Income Tax Slab Landing

Financial Year: All | Tax Category: All | Regime Type: All | Effective From: DD/MM/YYYY

Status: All [Get Results](#)

[Add Income Tax Slab](#)

Show 10 entries | Export to: [Excel](#) | [PDF](#) | [Print](#) | Search:

ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	TAX CATEGORY	REGIME TYPE	FROM AGE	TO AGE	FROM AMOUNT
	ISR4	Approved	1	2022-23	Male	Old Regime	18	40	250001
	ISR11	Approved	2	2020-21	All	New Regime	0	60	500001
	ISR19	Approved	3	2020-21	All	New Regime	0	60	50000001
	ISR18	Approved	4	2020-21	All	New Regime	0	60	20000001
	ISR17	Approved	5	2020-21	All	New Regime	0	60	10000001
	ISR16	Approved	6	2020-21	All	New Regime	0	60	5000001
	ISR15	Approved	7	2020-21	All	New Regime	0	60	1500001
	ISR14	Approved	8	2020-21	All	New Regime	0	60	1250001
	ISR13	Approved	9	2020-21	All	New Regime	0	60	1000001
	ISR12	Approved	10	2020-21	All	New Regime	0	60	750001

Showing 1 to 10 of 19 entries

Previous 1 2 Next

Figure 4-33: Income Tax Slab Added

4.7.4 Edit Income Tax Slab

Click on to edit an existing Income Tax Slab Master as shown below in figure




The screenshot shows the 'Edit Income Tax Slab' form with the following data:

Request ID	Financial Year	Tax Category	Regime Type
ISR4	2021-22	Male	Old Regime
From Age *	To Age *	From Amount	To Amount *
18	60	0	25000
Rebate Amount *	Tax Percentage *	Sur Charge Percentage *	Health & Education Cess Percentage *
0	0	0	0
Effective From	Ref. Document Number *	Ref. Document *	Remarks *
01/04/2021	Testing purpose	Upload Document	edit
Is Active *			
Active			

Buttons: Update, Cancel

Figure 4-34: Edit Income Tax Slab

Enter the details and click on  to update the existing Income Tax Slab and a success message will be shown on the Income tax Slab landing as shown below in Figure



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, AMIT KUMAR

Income Tax Slab has been updated successfully.

Income Tax Slab Landing

Financial Year: All | Tax Category: All | Regime Type: All | Effective From: DD/MM/YYYY

Status: All [Get Results](#)

[Add income Tax Slab](#)

Show 10 entries | Export to: Excel, PDF, Print | Search:

ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	TAX CATEGORY	REGIME TYPE	FROM AGE	TO AGE	FROM AMOUNT
	ISR4	Approved	1	2022-23	Male	Old Regime	18	40	250001
	ISR11	Approved	2	2020-21	All	New Regime	0	60	500001
	ISR19	Approved	3	2020-21	All	New Regime	0	60	50000001
	ISR18	Approved	4	2020-21	All	New Regime	0	60	20000001
	ISR17	Approved	5	2020-21	All	New Regime	0	60	10000001
	ISR16	Approved	6	2020-21	All	New Regime	0	60	5000001
	ISR15	Approved	7	2020-21	All	New Regime	0	60	1500001
	ISR14	Approved	8	2020-21	All	New Regime	0	60	1250001
	ISR13	Approved	9	2020-21	All	New Regime	0	60	1000001
	ISR12	Approved	10	2020-21	All	New Regime	0	60	750001

Showing 1 to 10 of 19 entries

Previous 1 2 Next

Figure 4-35: Income Tax Slab Updated

4.8 Income Tax Slab Master- Professional Tax Master

Professional Tax Master facilitates the user to create a new Profession Tax Setup as per requirement and Profession Tax will be created state wise. User also would be able to update the existing Professional Tax master as per requirement.

4.8.1 Navigation

Left Navigation: Payroll >> Masters >> Income Tax Slab Master >> Professional Tax Master

4.8.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.8.1 to reach the Professional Tax Master Landing Page as shown below in Figure

Professional Tax Master Landing

State: All | Effective From: DD/MM/YYYY | Status: All | **Get Results**

Add Professional Tax

Show: 10 entries | Export to: Excel | PDF | Print | Search: _____

ACTION	REQUEST ID	STATUS	S.NO.	STATE	MONTHLY GROSS EARNING FROM	MONTHLY GROSS EARNING TO	TAX AMOUNT
	PRT51	Approved	1	Sikkim	0	20000	0
	PRT61	Approved	2	Meghalaya	6251	8333	25
	PRT60	Approved	3	Meghalaya	4167	6250	16.5
	PRT59	Approved	4	Meghalaya	0	4166	0
	PRT58	Approved	5	Assam	25000	9999999	212
	PRT57	Approved	6	Assam	15001	25000	180
	PRT56	Approved	7	Assam	10001	15000	150
	PRT55	Approved	8	Assam	0	10000	0
	PRT54	Approved	9	Sikkim	40000	9999999	200
	PRT53	Approved	10	Sikkim	30001	40000	0

Showing 1 to 10 of 81 entries

Previous | 1 | 2 | 3 | 4 | 5 | ... | 9 | Next

Figure 4-36: Professional Tax Master

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **3** **4** **5** **...** **9** **Next** to navigate table records
- Click on **Add Professional Tax** to add a new Professional Tax master.
- Click on to edit an existing Professional Tax in the table.
- Click on to view the existing Professional Tax details in the table.

4.8.3 Add Professional Tax Type

Click on **Add Professional Tax** to add new Professional Tax master as shown below in Figure

The screenshot shows the 'Professional Tax Master Request' form in the FCI Human Resource Management System. The form is titled 'Professional Tax Master Request' and contains the following fields:

- State ***: A dropdown menu with 'Select' as the current value.
- Monthly Gross Earning From ***: A text input field with the placeholder 'Monthly Gross Earning From'.
- Monthly Gross Earning To ***: A text input field with the placeholder 'Monthly Gross Earning To'.
- Tax Amount ***: A text input field with the placeholder 'Tax Amount'.
- Periodicity ***: A dropdown menu with 'Select' as the current value.
- Effective From ***: A text input field with the placeholder 'DD/MM/YYYY'.
- Ref. Document Number ***: A text input field with the placeholder 'Ref. Document Number'.
- Ref. Document ***: A text input field with the placeholder 'Ref. Document Number' and an 'Upload' button.
- Remarks ***: A text input field with the placeholder 'Remarks'.
- Is Active ***: A dropdown menu with 'Active' as the current value.

At the bottom right of the form, there are two buttons: **Submit** (highlighted with a blue box) and **Cancel**.

Figure 4-37: Add Professional Tax

Click on **Submit** button to add new Professional Tax Master and a success message will be shown on the Professional Tax Master landing as shown below in Figure

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

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MSS

Hi, AMIT KUMAR

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
- Leave and Attendance
- Performance Management
- Compensation and Benefit
- Payroll
- Masters
- Payroll Type
- Salary Type
- Pay Code
- Salary Structure
- Cost Center
- Income Tax Slab Master
- Financial Year
- Income Tax Slab
- Professional Tax Master
- Income Tax Return Master
- Advance Master Request
- Request
- Reports

Professional Tax has been saved successfully.

Professional Tax Master Landing

State:

Effective From:

Status:

Get Results

Add Professional Tax

Show entries

Export to: [Excel](#) [PDF](#) [Print](#)

Search:

ACTION	REQUEST ID	STATUS	S.NO.	STATE	MONTHLY GROSS EARNING FROM	MONTHLY GROSS EARNING TO	TAX AMOUNT
	PRT33	Approved	1	Assam	150000	300000	150
	PRT61	Approved	2	Meghalaya	6251	8333	25
	PRT43	Approved	3	West Bengal	40000	9999999	200
	PRT60	Approved	4	Meghalaya	4167	6250	16.5
	PRT59	Approved	5	Meghalaya	0	4166	0
	PRT58	Approved	6	Assam	25000	9999999	212
	PRT57	Approved	7	Assam	15001	25000	180
	PRT56	Approved	8	Assam	10001	15000	150
	PRT55	Approved	9	Assam	0	10000	0
	PRT54	Approved	10	Sikkim	40000	9999999	200

Showing 1 to 10 of 81 entries


[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[...](#)
[9](#)
[Next](#)

Figure 4-38: Professional Tax Added

4.8.4 Edit Professional Tax

Click on to edit existing Professional Tax master as shown below in Figure

Figure 4-39: Edit Professional Tax

Enter the details and click on  for updating the existing record in the table and a success message will be shown on Professional Tax Master landing as shown below in Figure

ACTION	REQUEST ID	STATUS	S.No.	STATE	MONTHLY GROSS EARNING FROM	MONTHLY GROSS EARNING TO	TAX AMOUNT
	PRT61	Approved	1	Meghalaya	6251	8333	25
	PRT33	Approved	2	Assam	150000	300000	150
	PRT62	Approved	3	Meghalaya	8334	12500	41.5
	PRT43	Approved	4	West Bengal	40000	9999999	200
	PRT60	Approved	5	Meghalaya	4167	6250	16.5
	PRT59	Approved	6	Meghalaya	0	4166	0
	PRT58	Approved	7	Assam	25000	9999999	212
	PRT57	Approved	8	Assam	15001	25000	180
	PRT56	Approved	9	Assam	10001	15000	150
	PRT55	Approved	10	Assam	0	10000	0

Figure 4-40: Professional Tax Updated

4.9 Income Tax Return Master- Income Tax Section Master

This process is used for Tax calculation Master data creation. In this process limit will be defined pertaining to the Deduction Chapter VI A (80 C, Other 80s sections), Exemption Section 10, HRA and Other Income Section 24.

Also, this Process is to be used for Income Tax declaration under each of the above (80 C, HRA & Other Income) sections and calculates the tax projection, Form 12 B and actual tax form 16 as when required.

This process will also be used for capturing the previous employer Form 12 B details in case of new Joiner.

System will facilitate user for defining the Tax Calculation Master as and when policy changed.

4.9.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Return Master >> Income Tax Section Master

4.9.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.9.1 to reach the Income Tax Return Master – Income Tax Section Master Landing Page as shown below in Figure

The screenshot displays the 'Income Tax Section Master Landing' page in the FCI HRMS. The interface includes a sidebar on the left with navigation options, a top header with user information, and a main content area with filters, a table of entries, and action buttons.

Left Navigation: Payroll >>Masters >> Income Tax Return Master >> Income Tax Section Master



Income Tax Section Master Landing Page Elements:

- Filters:** Financial Year (All), Section (Select), Status (All).
- Buttons:** Get Results, Add Income Tax Section Master.
- Export Options:** Excel, PDF, Print.
- Search:** Search field.
- Table:**

ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	SECTION	SECTION LIMIT	REF. DOCUMENT NUMBER	REF. DOCUMENT
	IRS10	Approved	1	2020-21	80DD	125000		
	IRS16	Approved	2	2020-21	80TTB	50000		
	IRS17	Approved	3	2020-21	80TTA	10000		
	IRS16	Approved	4	2020-21	80G	99999999		
	IRS15	Approved	5	2020-21	80EEB	150000		
	IRS14	Approved	6	2020-21	80EEA	150000		
	IRS13	Approved	7	2020-21	80EE	50000		
	IRS12	Approved	8	2020-21	80E	99999999		
	IRS11	Approved	9	2020-21	80DDDB	100000		
	IRS1	Approved	10	2020-21	80C	150000		
- Footer:** Showing 1 to 10 of 18 entries. Navigation: Previous, 1, 2, Next.

Figure 4-41: Income Tax Section Master

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records
- Click on **Add Income Tax Section Master** to add a new Income Tax Section Master.
- Click on  to edit an existing Income Tax Section Master in the table.
- Click on  to view the existing Income Tax Section Master Details in the table.

4.9.3 Add Income Tax Section

Click on **Add Income Tax Section Master** to add new Income Tax Section as shown below in Figure

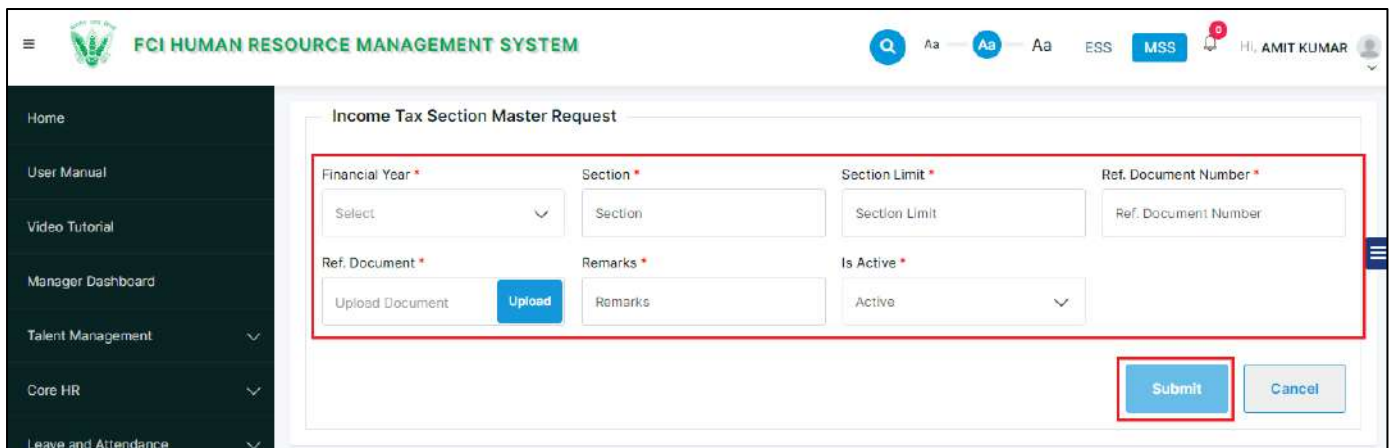


Figure 4-42: Add Income Tax Section

Enter the details and click on **Submit** button to add new Income Tax Section Master and a success message will be shown on Income Tax Section Master landing as shown below in Figure

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

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ESS MSS

Hi, AMIT KUMAR

Income Tax Section has been saved successfully.
✕

Income Tax Section Master Landing

Financial Year: All ▼

Section: Select ▼

Status: All ▼

Get Results

Add Income Tax Section Master

Show 10 ▼ entries
Export to:
Excel
PDF
Print

Search:

ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	SECTION	SECTION LIMIT	REF. DOCUMENT NUMBER	REF. DOCUMENT
👁 ✎	IRS20	Approved	1	2022-23	80c	150000	NA	📎
👁 ✎	IRS10	Approved	2	2020-21	80DD	125000		
👁 ✎	IRS18	Approved	3	2020-21	80TTB	50000		
👁 ✎	IRS17	Approved	4	2020-21	80TTA	10000		
👁 ✎	IRS16	Approved	5	2020-21	80G	99999999		
👁 ✎	IRS15	Approved	6	2020-21	80EEB	150000		
👁 ✎	IRS14	Approved	7	2020-21	80EEA	150000		
👁 ✎	IRS13	Approved	8	2020-21	80EE	50000		
👁 ✎	IRS12	Approved	9	2020-21	80E	99999999		
👁 ✎	IRS11	Approved	10	2020-21	80ddb	100000		

Showing 1 to 10 of 19 entries

Previous
1
2
Next

Figure 4-43: Income Tax Section Added

4.9.4 Edit Income Tax Section

Click on to update the existing Income Tax Section master as shown below in Figure

Figure 4-44: Edit Income Tax Section

Enter the details and click on [Update](#) for updating the existing record in the table and a success message will be shown on Income Tax Section Master landing as shown below in Figure

ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	SECTION	SECTION LIMIT	REF. DOCUMENT NUMBER	REF. DOCUMENT
	IRS20	Approved	1	2022-23	80c	150000	NA	
	IRS10	Approved	2	2020-21	80DD	125000		
	IRS18	Approved	3	2020-21	80TTB	50000		
	IRS17	Approved	4	2020-21	80TTA	10000		
	IRS16	Approved	5	2020-21	80G	99999999		
	IRS15	Approved	6	2020-21	80EEB	150000		
	IRS14	Approved	7	2020-21	80EEA	150000		
	IRS13	Approved	8	2020-21	80EE	50000		
	IRS12	Approved	9	2020-21	80E	99999999		
	IRS11	Approved	10	2020-21	80DDB	100000		

Figure 4-45: Income Tax Section Updated



4.10 Income Tax Return Master- Deduction Chapter VI A

This process is used for Tax calculator Master data creation. In this process limit will be defined pertaining to the Deduction Chapter VI A (80 C, Other 80s sections), Exemption Section 10, HRA and Other Income Section 24.

Also, this Process is to be used for Income Tax declaration under each of the above (80 C, HRA & Other Income) sections and calculates the tax projection, Form 12 B and actual tax form 16 as when required.

This process will also be used for capturing the previous employer Form 12 B details in case of new Joiner.

System will facilitate user for defining the Tax Calculation Master as & when policy changed.

4.10.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Return Master >> Deduction Chapter VI A

4.10.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.10.1 to reach the Landing Page as shown below in Figure

The screenshot displays the 'Incometax Deduction Chapter VI A' landing page. The interface includes a sidebar menu on the left with options like 'Home', 'User Manual', 'Video Tutorial', 'Manager Dashboard', 'Talent Management', 'Core HR', 'Leave and Attendance', 'Performance Management', 'Compensation and Benefit', 'Payroll', 'Masters', 'Payroll Type', 'Salary Type', 'Pay Code', 'Salary Structure', 'Cost Center', 'Income Tax Slab Master', 'Income Tax Return Master', 'Income tax Section Master', 'Deduction Chapter VI A', 'Exemption Section 10', 'Other Income - Section 24', 'HRA Section 10 (13A)', 'Advance Master Request', 'Request', 'Reports', 'Talent Acquisition', 'Learning and Development', and 'Employee Relation'. The top navigation bar shows 'FCI HUMAN RESOURCE MANAGEMENT SYSTEM', user information 'Hi, AMIT KUMAR', and a notification bell. The main content area features filters for 'Financial Year', 'Tax Category', 'Regime Type', and 'Section', along with a 'Status' filter and a 'Get Results' button. A table lists entries with columns for 'ACTION', 'REQUEST ID', 'STATUS', 'S.NO.', 'FINANCIAL YEAR', 'TAX CATEGORY', 'REGIME TYPE', 'SECTION', 'SECTION LIMIT', and 'FROM A'. The table contains 10 entries, each with an eye icon and a checkmark icon. A pagination control at the bottom shows 'Showing 1 to 10 of 46 entries' and a 'Previous 1 2 3 4 5 Next' navigation bar.

Figure 4-46: Deduction Chapter VI A Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **3** **4** **5** **Next** to navigate table records
- Click on **Add Incometax Deduction Chapter** to add a new Income Tax Deduction.
- Click on to edit an existing Income Tax Deduction in the table.
- Click on to view the existing Income Tax Deduction in the table.

4.10.3 Add Income Tax Deduction Chapter

Click on **Add Incometax Deduction Chapter** to open Add Income Tax Deduction Chapter VI A Request page as shown below in Figure

Figure 4-47: Add Income Tax Deduction Chapter VI A

Enter the details and click on **Submit** button to add new Income Tax Deduction Chapter VI A and a success message will be shown on Income Tax Deduction Chapter VI A landing as shown below in Figure



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

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MSS
Hi, AMIT KUMAR

Income Tax Deduction has been saved successfully.

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
- Leave and Attendance
- Performance Management
- Compensation and Benefit
- Payroll
- Masters
 - Payroll Type
 - Salary Type
 - Pay Code
 - Salary Structure
 - Cost Center
 - Income Tax Slab Master
 - Income Tax Return Master
 - Income tax Section Master
 - Deduction Chapter VI A
 - Exemption Section 10
 - Other Income - Section 24
 - HRA Section 10 (13A)
 - Advance Master Request
- Request
- Reports
- Talent Acquisition
- Learning and Development
- Employee Relation

Incometax Deduction Chapter VI A

Financial Year:

Tax Category:

Regime Type:

Section:

Status:

[Get Results](#)

[Add Incometax Deduction Chapter](#)

Show entries
 Export to: [Excel](#) [PDF](#) [Print](#)

Search:


ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	TAX CATEGORY	REGIME TYPE	SECTION	SECTION LIMIT	FROM A
	IRD38	Approved	1	2022-23	Male	Old Regime	80c	150000	18
	IRE25	Approved	2	2020-21	All	Old Regime	80D	50000	1
	IRE24	Approved	3	2020-21	All	Old Regime	80CCG	25000	1
	IRE26	Approved	4	2020-21	All	Old Regime	80D	25000	1
	IRE27	Approved	5	2020-21	All	Old Regime	80D	25000	1
	IRE28	Approved	6	2020-21	All	Old Regime	80D	5000	1
	IRE29	Approved	7	2020-21	All	Old Regime	80D	5000	1
	IRE30	Approved	8	2020-21	All	Old Regime	80DD	75000	1
	IRE31	Approved	9	2020-21	All	Old Regime	80DD	125000	1
	IRE32	Approved	10	2020-21	All	Old Regime	80DDB	40000	1

Showing 1 to 10 of 47 entries.

[Previous](#)
1
2
3
4
5
[Next](#)

Figure 4-48: Income Tax Deduction Chapter Added

4.10.4 Edit Income Tax Deduction

Click on  to update an existing Income Tax Deduction Chapter VI A as shown below in Figure

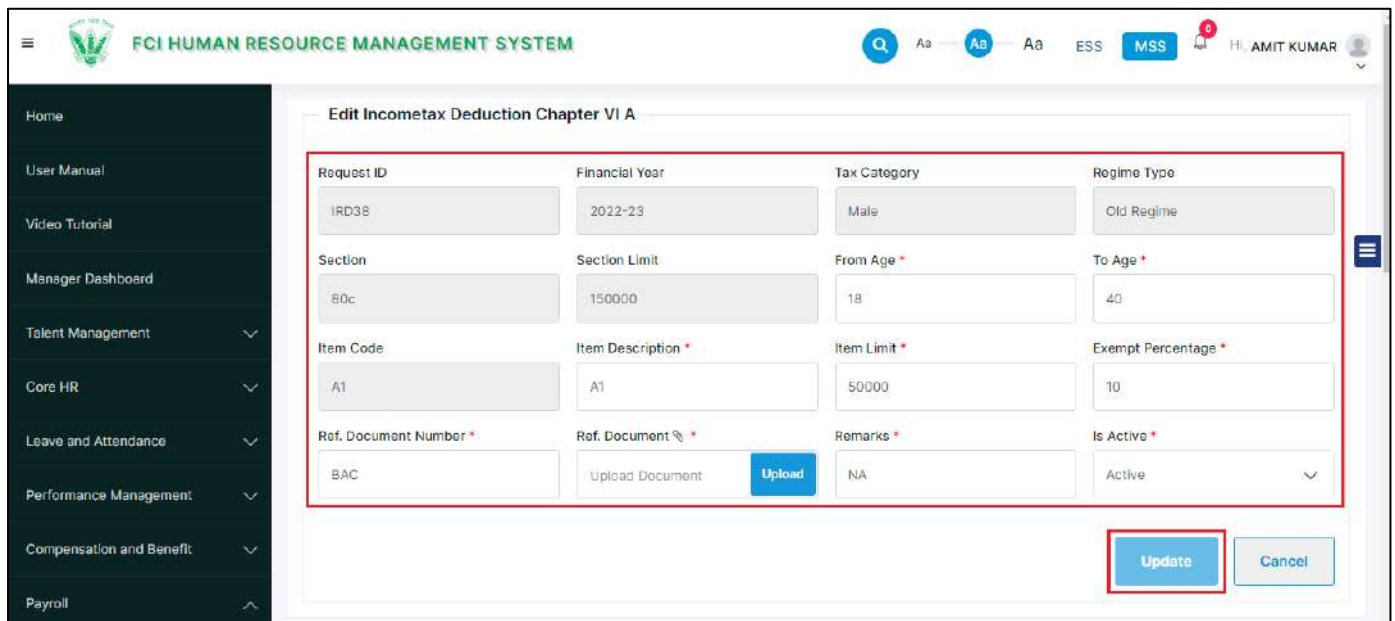

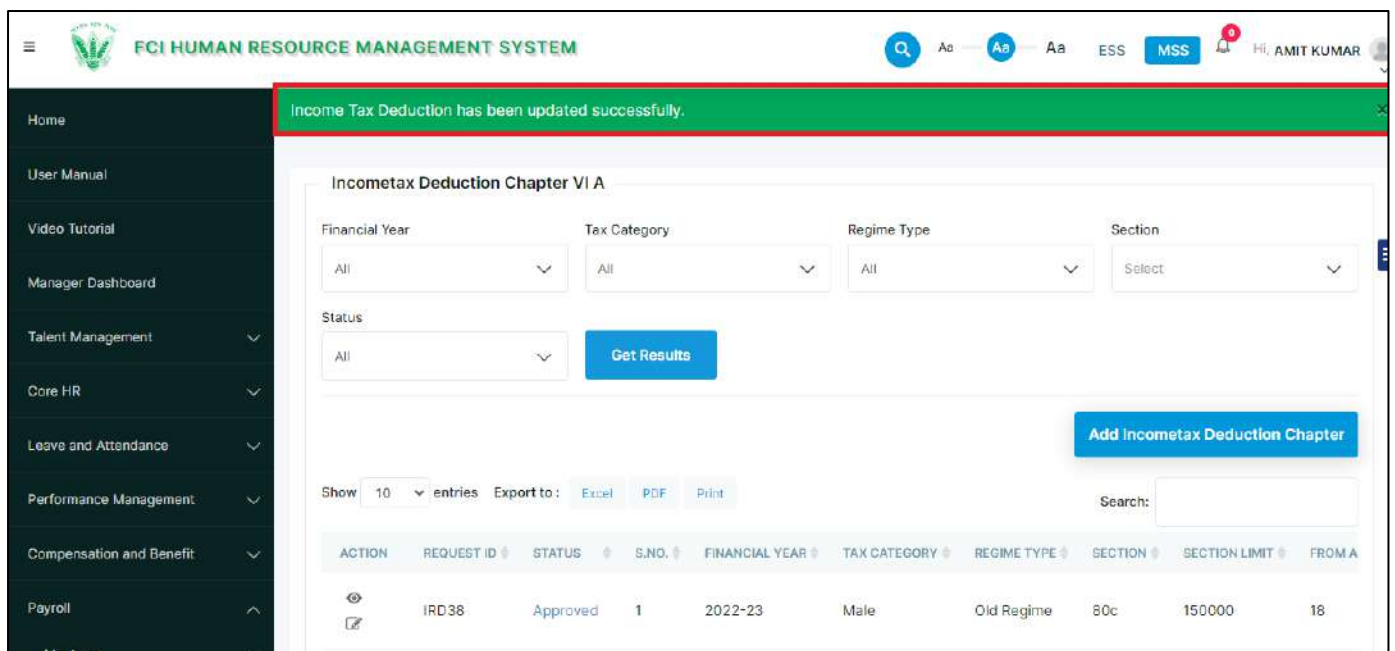


Figure 4-49: Edit Income Tax Deduction VI A

Enter the details and click on  for updating the existing record in the table and a success message will be shown on Income Tax Deduction Chapter VI A landing as shown below in Figure




ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	TAX CATEGORY	REGIME TYPE	SECTION	SECTION LIMIT	FROM A
	IRD38	Approved	1	2022-23	Male	Old Regime	80c	150000	18

Figure 4-50: Income Tax Deduction VI A Updated



4.11 Income Tax Return Master- Income Tax Exemption Section 10

This process is used for Tax calculator Master data creation. In this process limit will be defined pertaining to the Deduction Chapter VI A (80 C, Other 80s sections), Exemption Section 10, HRA and Other Income Section 24.

Also, this Process is to be used for Income Tax declaration under each of the above (80 C, HRA & Other Income) sections and calculates the tax projection, Form 12 B and actual tax form 16 as when required.

This process will also be used for capturing the previous employer Form 12 B details in case of new Joiner.

System will facilitate user for defining the Tax Calculator Master as & when policy changed.

4.11.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Return Master >> Exemption Section 10

4.11.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.11.1 to reach the Landing Page as shown below in Figure

Income Tax Exemption Section 10

Financial Year: All | Tax Category: All | Regime Type: All | Section: Select

Status: All **Get Results**

Add Income Tax Exemption Section 10

Show: 10 entries | Export to: Excel PDF Print | Search:



ACTION	REQUEST ID	STATUS	S.NO.	SECTION	FINANCIAL YEAR	TAX CATEGORY	REGIME TYPE	ITEM CODE	ITEM DESC
	IRE34	Approved	1	Sec24	2020-21	Female	Old Regime	3	Other Inco XYZ
	IRE33	Approved	2	Sec24	2020-21	Male	Old Regime	3	Other Inco XYZ
	IRE32	Approved	3	Sec24	2020-21	Female	Old Regime	2	Income Fr. Out Proper
	IRE31	Approved	4	Sec24	2020-21	Male	Old Regime	2	Income Fr. Out Proper
	IRE30	Approved	5	Sec24	2020-21	Female	Old Regime	1	Income Fr. Housing Lr Interest
	IRE29	Approved	6	Sec24	2020-21	Male	Old Regime	1	Income Fr. Housing Lr Interest
	IRE28	Approved	7	Sec 10	2020-21	Female	Old Regime	38	Long Term Capital Ga Transfer O Shares An Securities
	IRE27	Approved	8	Sec 10	2020-21	Male	Old Regime	38	Long Term Capital Ga Transfer O Shares An Securities
	IRE26	Approved	9	Sec 10	2020-21	Female	Old Regime	23 D	Income Fr. Mutual Fur (Any Incon Earned Fr Mutual Fur Registerec Under SEE Set-Up
	IRE25	Approved	10	Sec 10	2020-21	Male	Old Regime	23 D	Income Fr. Mutual Fur (Any Incon Earned Fr Mutual Fur Registerec Under SEE Set-Up

Showing 1 to 10 of 16 entries

Previous 1 2 Next

Figure 4-51: Income Tax Exemption Section 10 Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records
- Click on **Add Income Tax Exemption Section 10** to add a new Item in Income Tax Exemption Section 10.
- Click on  to edit an existing Item in Income Tax Exemption Section 10.
- Click on  to view the existing Item in Income Tax Exemption Section 10.

4.11.3 Add Income Tax Exemption Section 10

Click on **Add Income Tax Exemption Section 10** to add new Item in Income Tax Exemption Section 10 as shown below in Figure

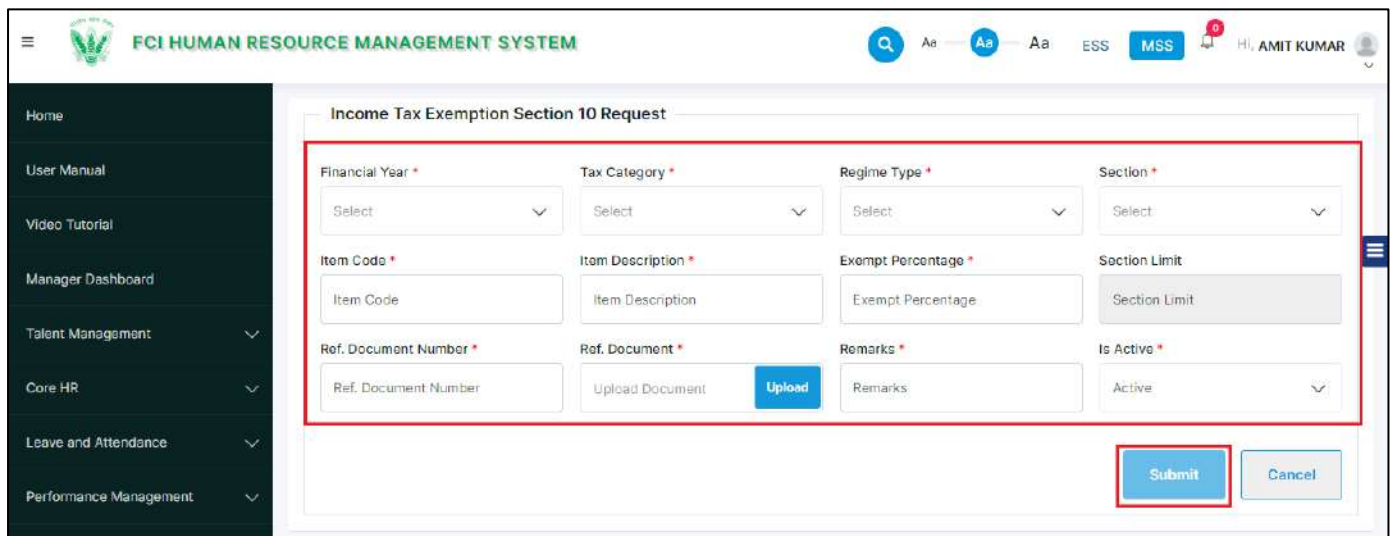


Figure 4-52: Add Income Tax Exemption Section 10

Enter the details and click on **Submit** button to add new Item in Income Tax Exemption Section 10 and a success message will be shown on Income Tax Exemption Section 10 landing as shown below in Figure

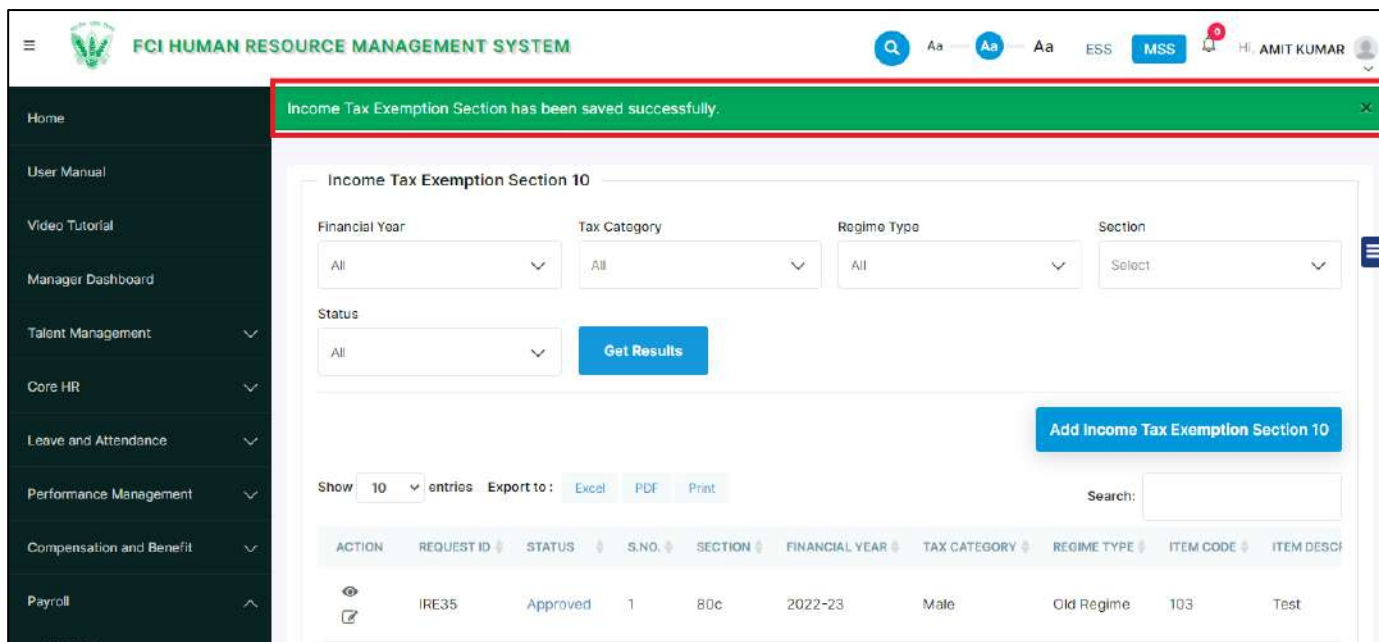


Figure 4-53: Add Income Tax Exemption Section 10 Success

4.11.4 Edit Income Tax Exemption Section 10

Click on to update existing item in Income Tax Exemption Section 10 as shown below in Figure

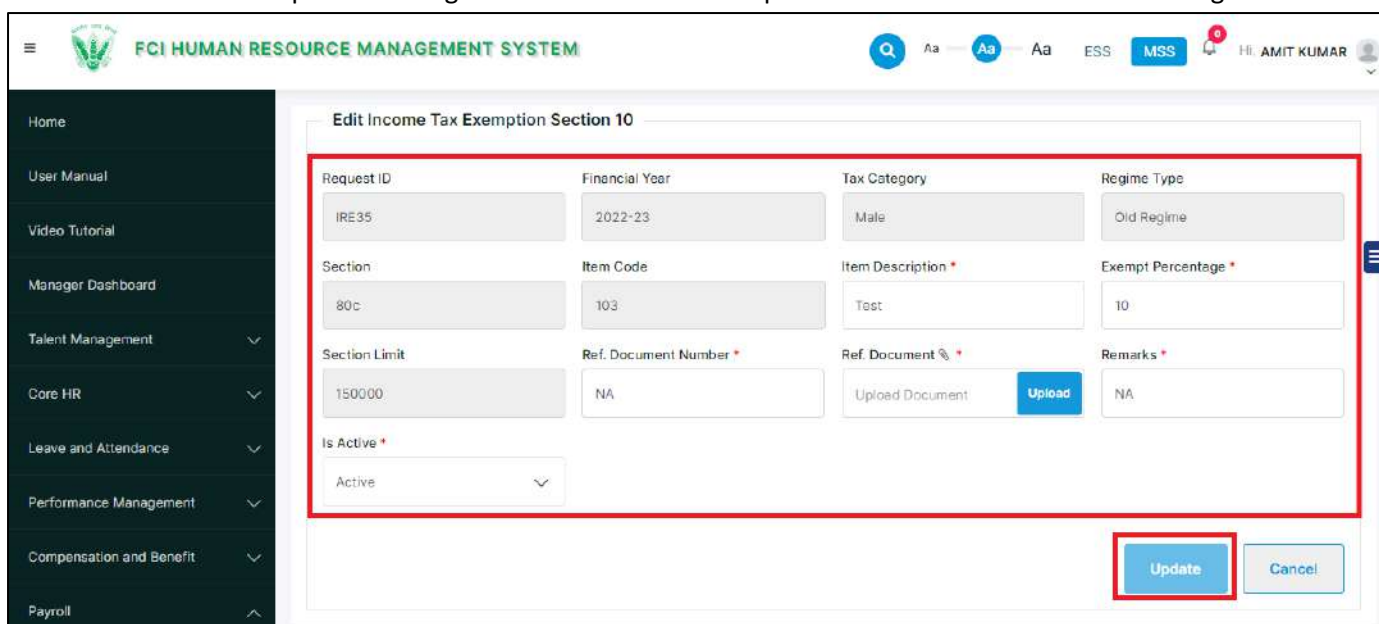


Figure 4-54: Edit Income Tax Exemption Section 10

Enter the details and click on for updating the existing item in Income Tax Exemption Section 10 and a success message will be shown on Income Tax Exemption Section 10 landing as shown below in Figure

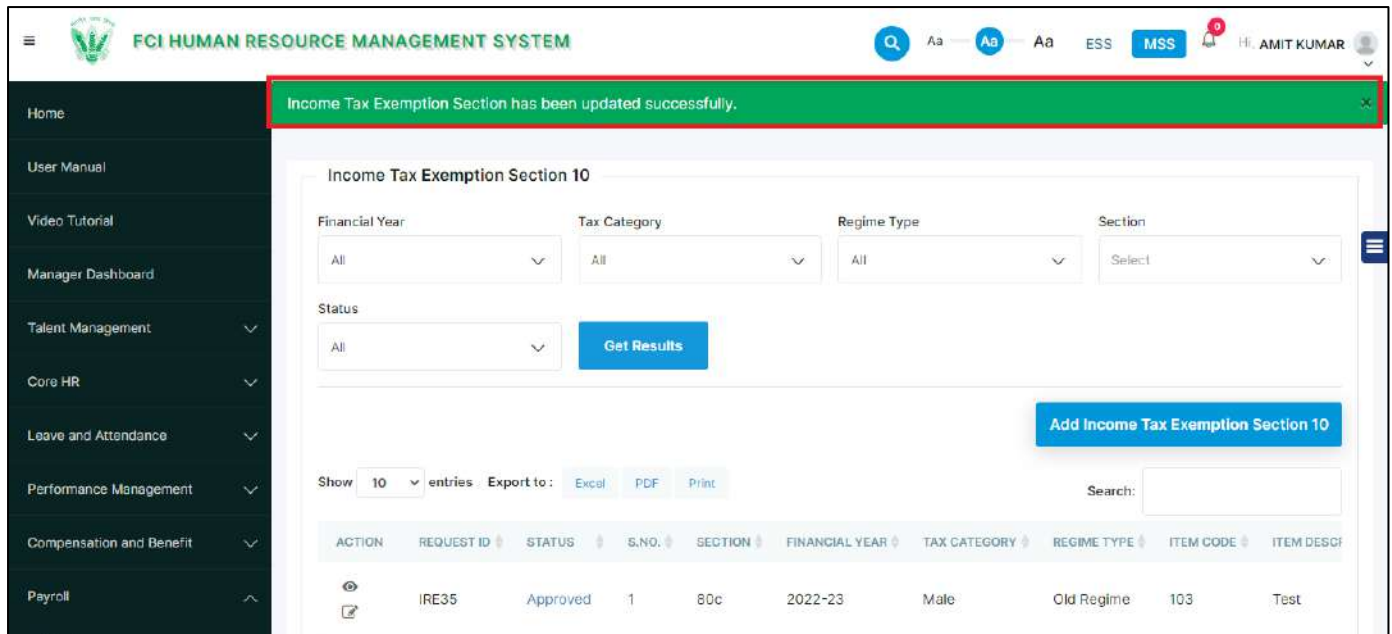


Figure 4-55: Income Tax Exemption Section 10 Updated

4.12 Income Tax Return Master- Other Income - Section 24

It facilitates user to create new Items or update existing Items in Section 24. These Items will be used in Income Tax Declaration and Proof submission.

4.12.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Return Master >> Other Income - Section 24

4.12.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.12.1 to reach the Landing Page as shown below in Figure

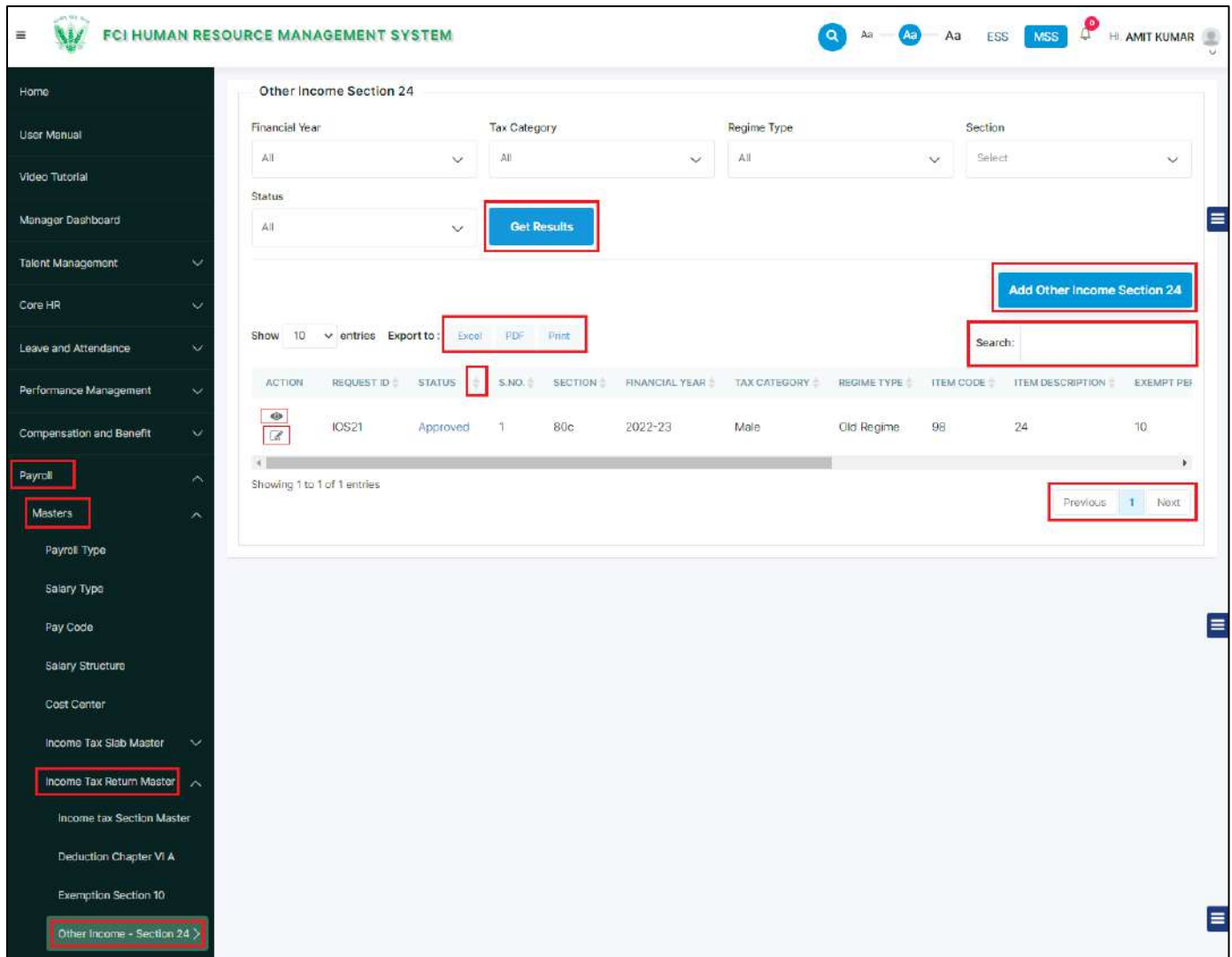


Figure 4-56: Other Income - Section 24 Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records
- Click on **Add Other Income Section 24** to add a new Item in Other Income Section 24.
- Click on to edit an existing Item Other Income Section 24

- Click on  to view the existing Item Other Income Section 24

4.12.3 Add Other Income - Section 24

Click on [Add Other Income Section 24](#) to add new Item in Other Income - Section 24 as shown below in Figure

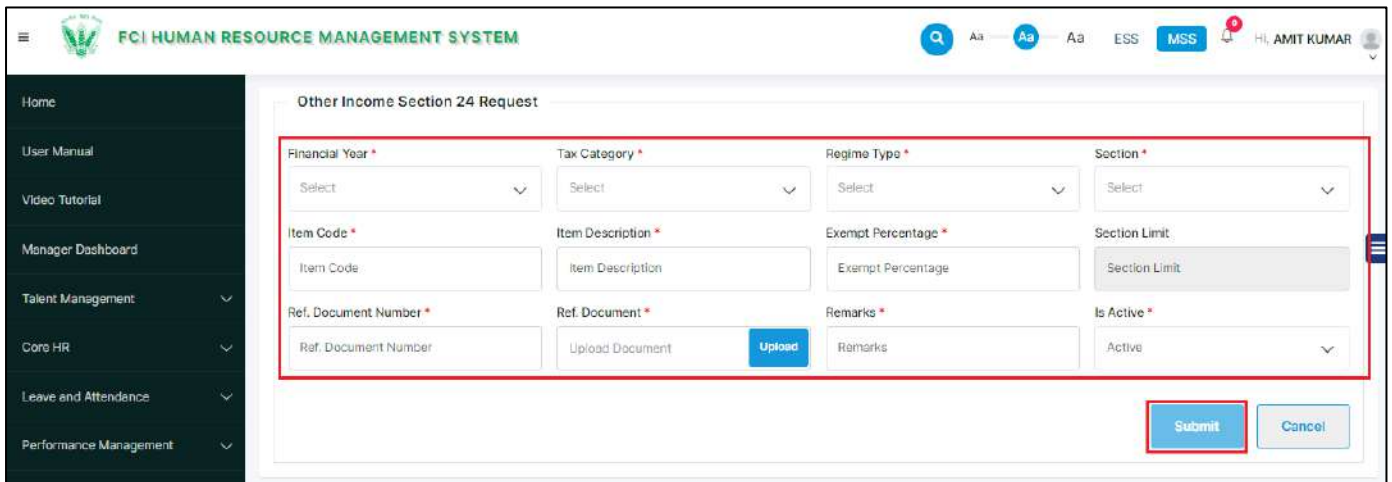
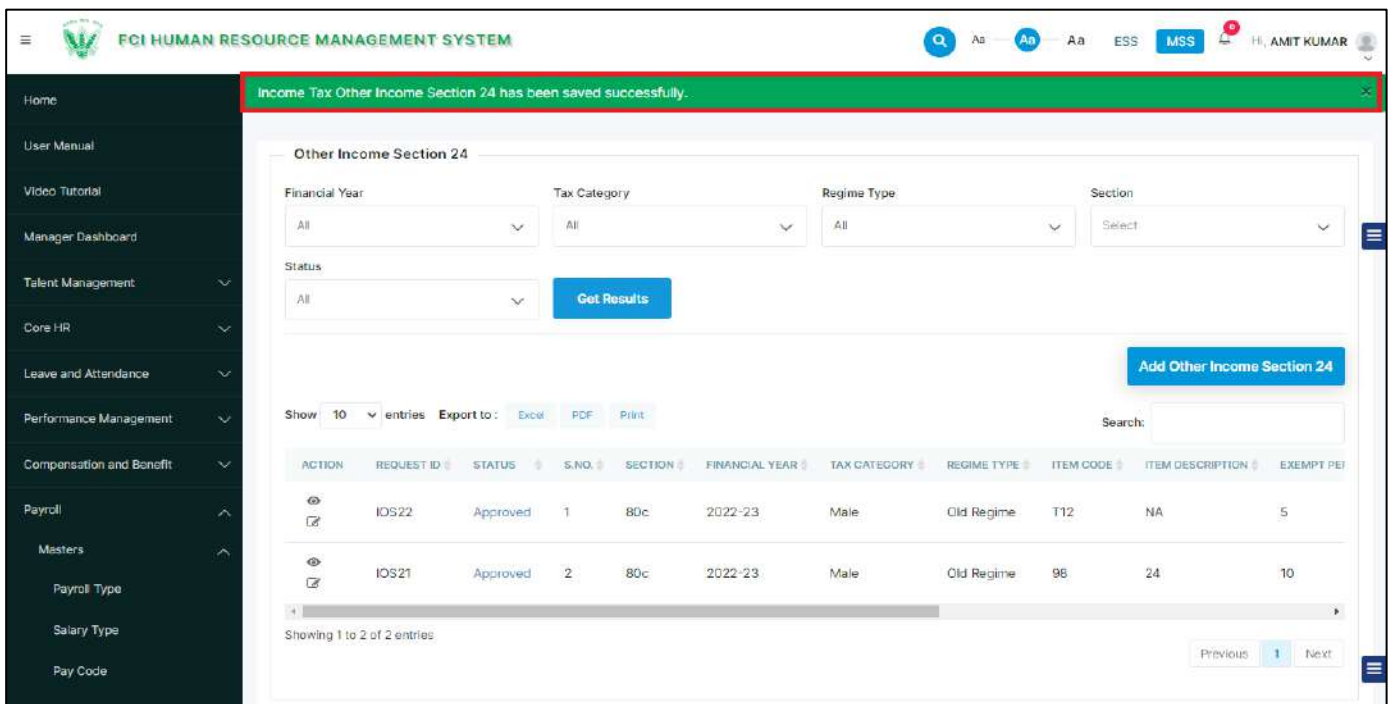


Figure 4-57: Add Item in Other Income - Section 24


Enter the details and click on [Submit](#) to add new Item in other Income Section 24 and a success message will be shown on Other Income Section 24 landing as shown below in figure



ACTION	REQUEST ID	STATUS	S.NO.	SECTION	FINANCIAL YEAR	TAX CATEGORY	REGIME TYPE	ITEM CODE	ITEM DESCRIPTION	EXEMPT PER
	IOS22	Approved	1	80c	2022-23	Male	Old Regime	T12	NA	5
	IOS21	Approved	2	80c	2022-23	Male	Old Regime	98	24	10

Figure 4-58: Item added in Other Income - Section 24

4.12.4 Edit Other Income - Section 24

Click on  to update existing Item in Other Income Section 24 as shown below in Figure

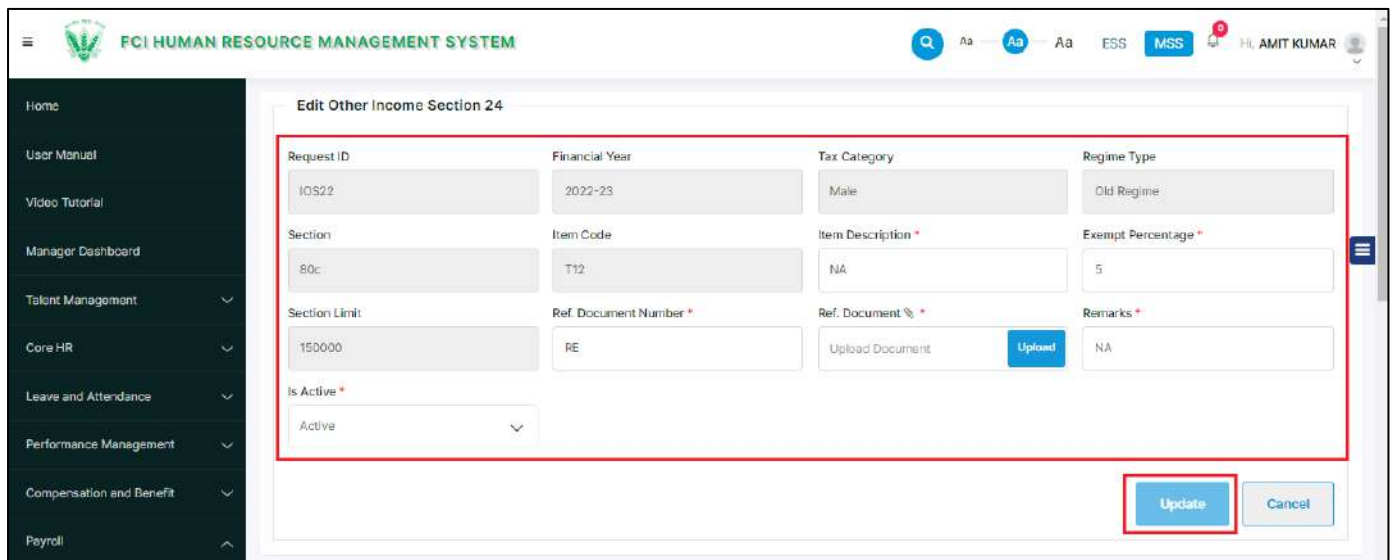

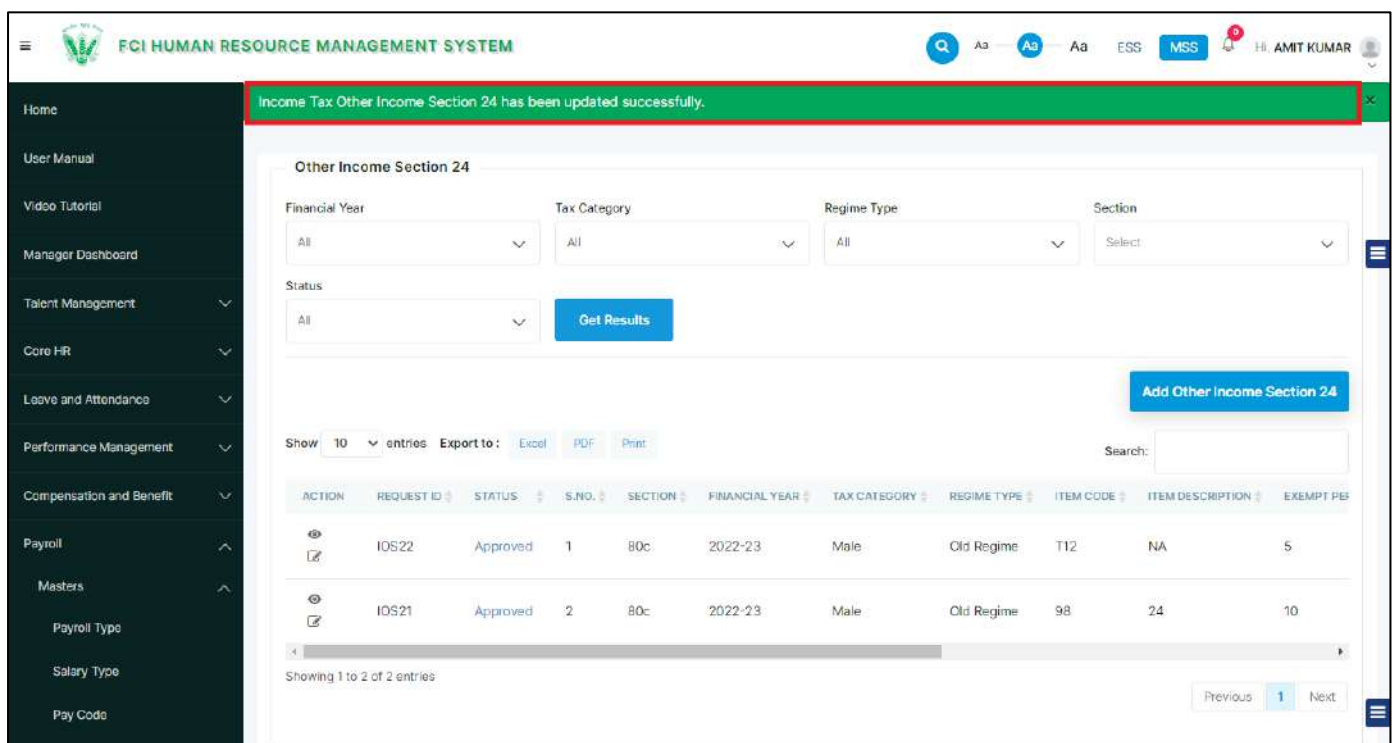


Figure 4-59: Edit Other Income - Section 24

Enter the details and click on  to update the existing item and a success message will be shown on Other Income Section 24 landing as shown below in Figure







ACTION	REQUEST ID	STATUS	S.NO.	SECTION	FINANCIAL YEAR	TAX CATEGORY	REGIME TYPE	ITEM CODE	ITEM DESCRIPTION	EXEMPT PER
 	IOS22	Approved	1	80c	2022-23	Male	Old Regime	T12	NA	5
 	IOS21	Approved	2	80c	2022-23	Male	Old Regime	98	24	10

Figure 4-60: Item updated in Other Income - Section 24

4.13 Income Tax Return Master- HRA Section 10 (13A)

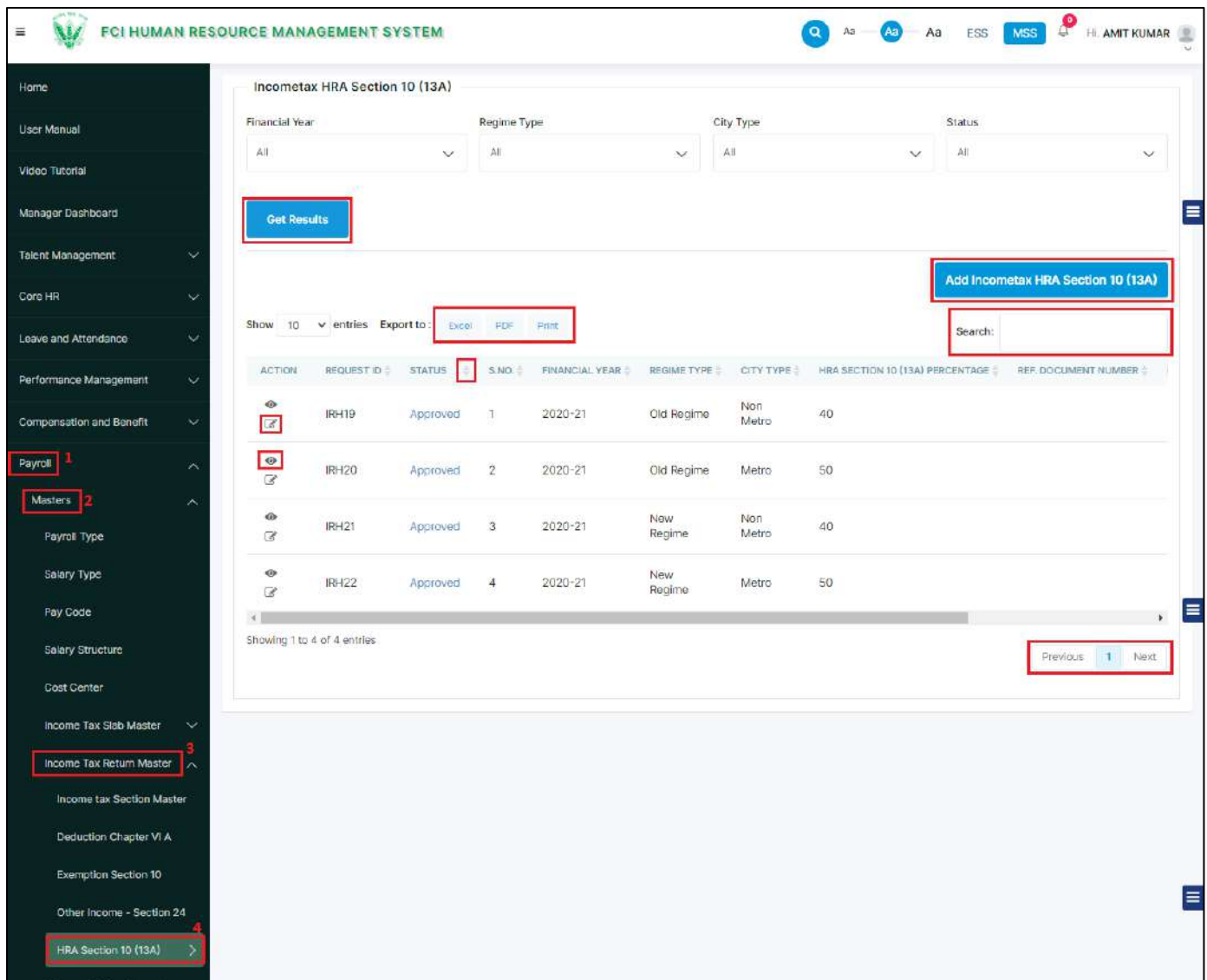
It facilitates user to create new HRA master setup and update existing master that will be used in Income Tax declaration and Proof Submission.

4.13.1 Navigation

Left Navigation: Payroll >> Masters >> Income Tax Return Master >> HRA Section 10 (13A)

4.13.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.13.1 to reach the Landing Page as shown below in Figure














The screenshot displays the 'Incometax HRA Section 10 (13A)' landing page. The left sidebar contains a navigation menu with 'Payroll' (1) and 'Masters' (2) highlighted. Under 'Masters', 'Income Tax Return Master' (3) and 'HRA Section 10 (13A)' (4) are visible. The main content area features filters for Financial Year, Regime Type, City Type, and Status, all set to 'All'. A 'Get Results' button is present. Below the filters, there are options to 'Add Incometax HRA Section 10 (13A)', 'Search', and 'Export to' (Excel, PDF, Print). A table lists four entries with columns for Action, Request ID, Status, S.No., Financial Year, Regime Type, City Type, HRA Section 10 (13A) Percentage, and Ref. Document Number. The table shows entries IRH19 through IRH22, all with a status of 'Approved'. A 'Previous 1 Next' navigation bar is at the bottom right.

ACTION	REQUEST ID	STATUS	S.NO.	FINANCIAL YEAR	REGIME TYPE	CITY TYPE	HRA SECTION 10 (13A) PERCENTAGE	REF. DOCUMENT NUMBER
	IRH19	Approved	1	2020-21	Old Regime	Non Metro	40	
	IRH20	Approved	2	2020-21	Old Regime	Metro	50	
	IRH21	Approved	3	2020-21	New Regime	Non Metro	40	
	IRH22	Approved	4	2020-21	New Regime	Metro	50	

Figure 4-61: Incometax HRA Section 10 (13A) Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.

- Click on    to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to add HRA Section 10.
- Click on  to update existing HRA master.
- Click on  to view the existing HRA master.

4.13.3 Add Income Tax HRA Section 10 (13A)

Click on  to add new HRA definition as shown below in Figure

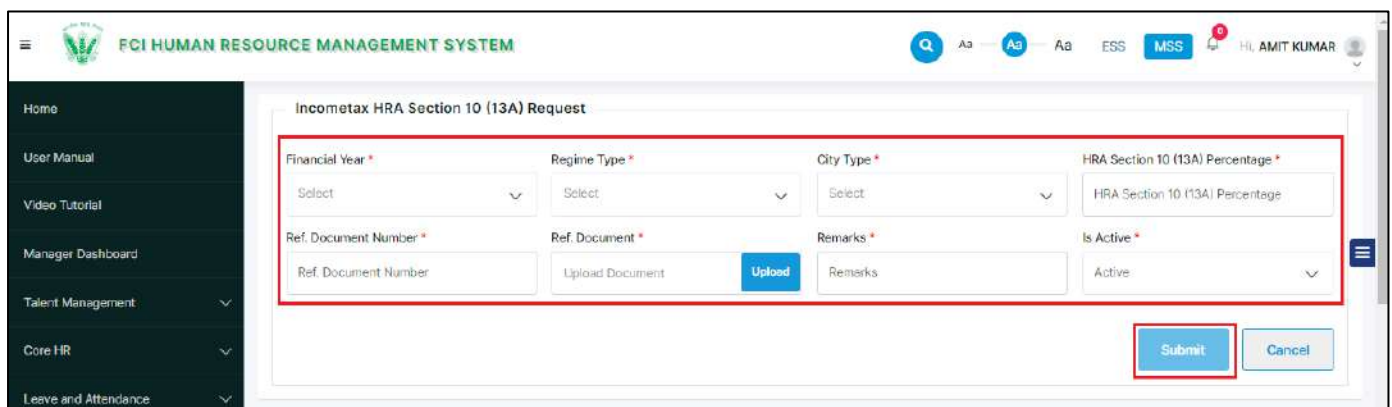



Figure 4-62: Add Incometax HRA Section 10 (13A)

Enter details and click on  to add new HRA definition and success message will be shown on Income Tax HRA Section 10 (13A) landing as shown below in Figure

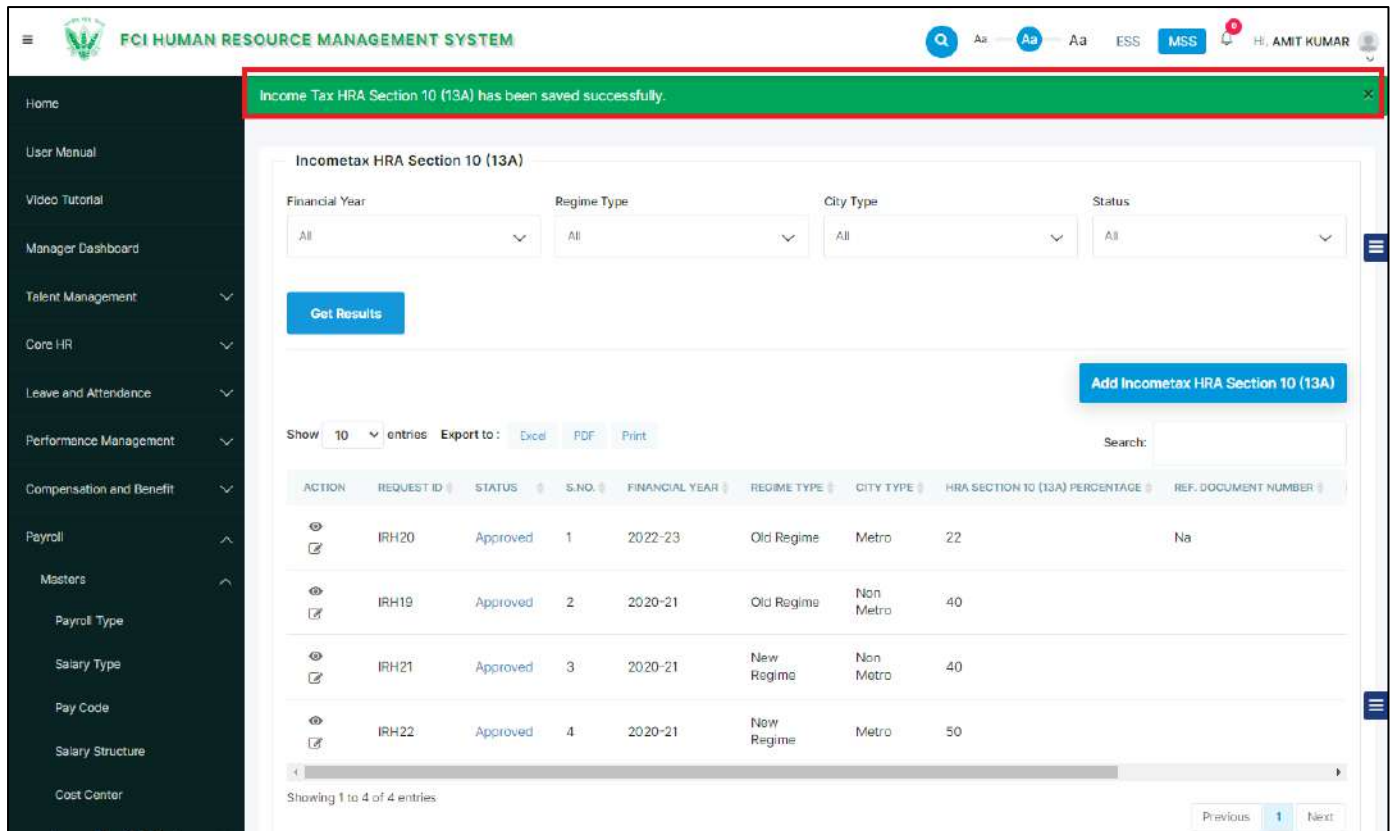


Figure 4-63: Incometax HRA Added

4.13.4 Edit Income Tax HRA Section 10 (13A)

Click on to update existing HRA setup as shown below in Figure

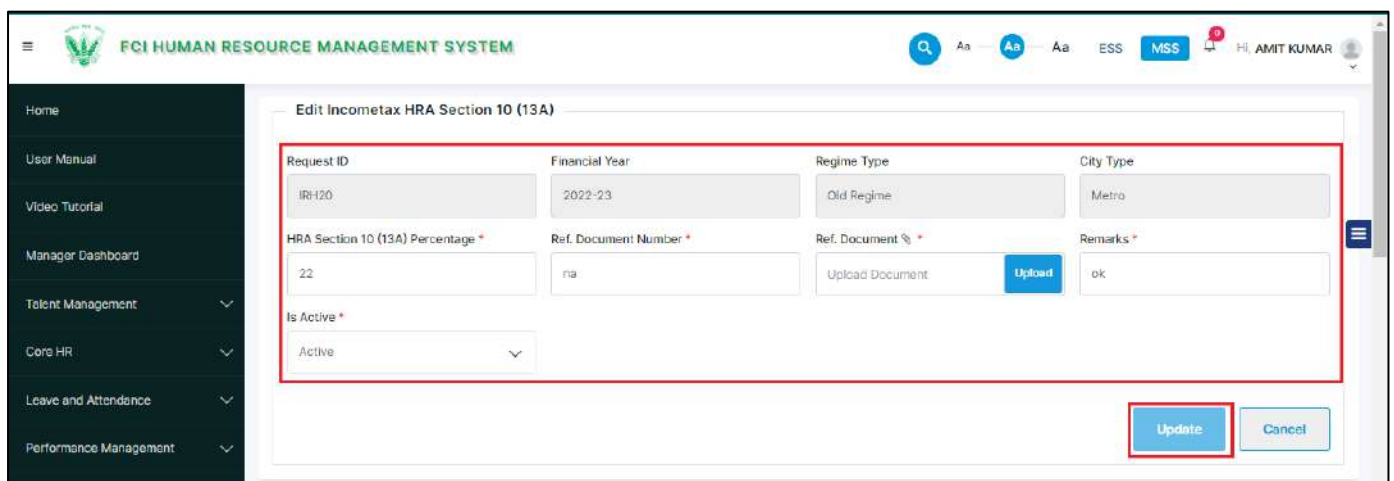


Figure 4-64: Edit Incometax HRA

Enter the details and click on button to update the existing Incometax HRA master and a success message will be shown on Incometax HRA Section 10 (13A) as shown below in Figure

Income Tax HRA Section 10 (13A) has been updated successfully.

Incometax HRA Section 10 (13A)

Financial Year: All | Regime Type: All | City Type: All | Status: All

Get Results

Add Incometax HRA Section 10 (13A)

Show: 10 entries | Export to: Excel, PDF, Print | Search:

ACTION	REQUEST ID	STATUS	S.NO	FINANCIAL YEAR	REGIME TYPE	CITY TYPE	HRA SECTION 10 (13A) PERCENTAGE	REF. DOCUMENT NUMBER
	IRH20	Approved	1	2022-23	Old Regime	Metro	22	Na
	IRH19	Approved	2	2020-21	Old Regime	Non Metro	40	
	IRH21	Approved	3	2020-21	New Regime	Non Metro	40	
	IRH22	Approved	4	2020-21	New Regime	Metro	50	

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 4-65: Incometax HRA updated

4.14 Payroll- Advance Master Request

Advance master facilitate user to create advance setup for Festival Advance and Computer Advance category wise. User can set applicable interest rate, effective period and amount limit category wise on advance request. User can create a new advance setup or update existing as per requirement.

4.14.1 Navigation

Left Navigation: Payroll >>Masters >> Advance Master Request

4.14.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.14.1 to reach the Landing Page as shown below in Figure

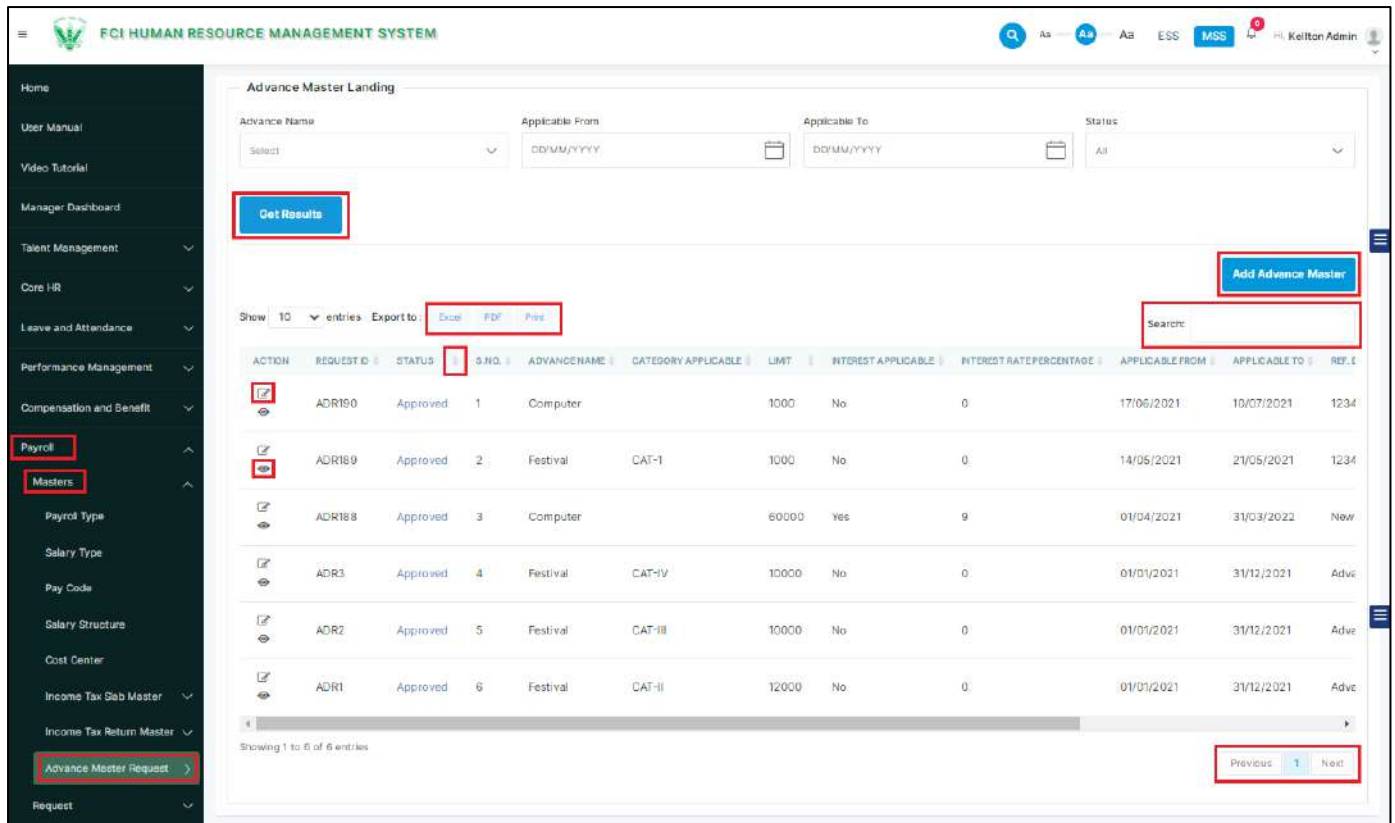


Figure 4-66: Advance Master Request Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records
- Click on **Add Advance Master** to add new advance Master.
- Click on to update existing advance master.
- Click on to view the existing advance master.

4.14.3 Advance Master Request

Add Advance Master

Click on **Add Advance Master** to add new Advance Master as shown in Figure 4-46

The screenshot shows the 'Add Advance Master Request' form. The form fields are as follows:

- Advance Name ***: Festival
- Category Applicable ***: CAT-III
- Limit ***: 10000
- Applicable From ***: 29/05/2021
- Applicable To ***: 05/05/2021
- Ref. Document No. ***: 12345
- Ref. Document ***: sample.pdf
- Remarks ***: Remarks
- Is Active ***: Inactive

The **Submit** button is highlighted with a red box.

Figure 4-67: Add Advance Master Request

Submit

Enter the details and click on **Submit** to add new advance master setup and a success message will be shown on advance master landing as shown below in Figure

The screenshot shows the 'Advance Master Landing' page. A green banner at the top indicates 'Data inserted successfully'. Below the banner, there are filters for Advance Name, Applicable From, Applicable To, and Status. A 'Get Results' button is present. Below the filters, there is a table listing advance masters with columns for Action, Request ID, Status, S No, Advance Name, Category Applicable, Limit, Interest Applicable, Interest Rate Percentage, Applicable From, Applicable To, and R.

ACTION	REQUEST ID	STATUS	S NO	ADVANCE NAME	CATEGORY APPLICABLE	LIMIT	INTEREST APPLICABLE	INTEREST RATE PERCENTAGE	APPLICABLE FROM	APPLICABLE TO	R
	ADR190	Approved	1	Computer		1000	No	0	17/05/2021	10/07/2021	1
	ADR189	Approved	2	Festival	CAT-1	1000	No	0	14/05/2021	21/05/2021	1

Figure 4-68: Advance Master Added

4.14.4 Edit Advance Master Request

Click on to update existing advance master as shown below in Figure

Figure 4-69: Edit Advance Master

Enter the details and click on [Update](#) button to update the existing advance master and a message will be shown on the Advance Master Request landing as shown below in Figure

ACTION	REQUEST ID	STATUS	S.NO.	ADVANCE NAME	CATEGORY APPLICABLE	LIMIT	INTEREST APPLICABLE	INTEREST RATE PERCENTAGE	APPLICABLE FROM	APPLICABLE TO	R
	ADR190	Approved	1	Computer		1000	No	0	17/06/2021	10/07/2021	1
	ADR189	Approved	2	Festival	CAT-1	1000	No	0	14/05/2021	21/05/2021	1

Figure 4-70: Advance Master Updated

4.15 Employee Salary Type

System will facilitate user to map Employee Salary type for payroll processing. It is one time setup and it is mandatory for salary processing.

4.15.1 Navigation

Left Navigation: Payroll >> Request >> Employee Salary Type

4.15.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.15.1 to reach the Employee Salary Type Transaction Landing Page as shown below in Figure

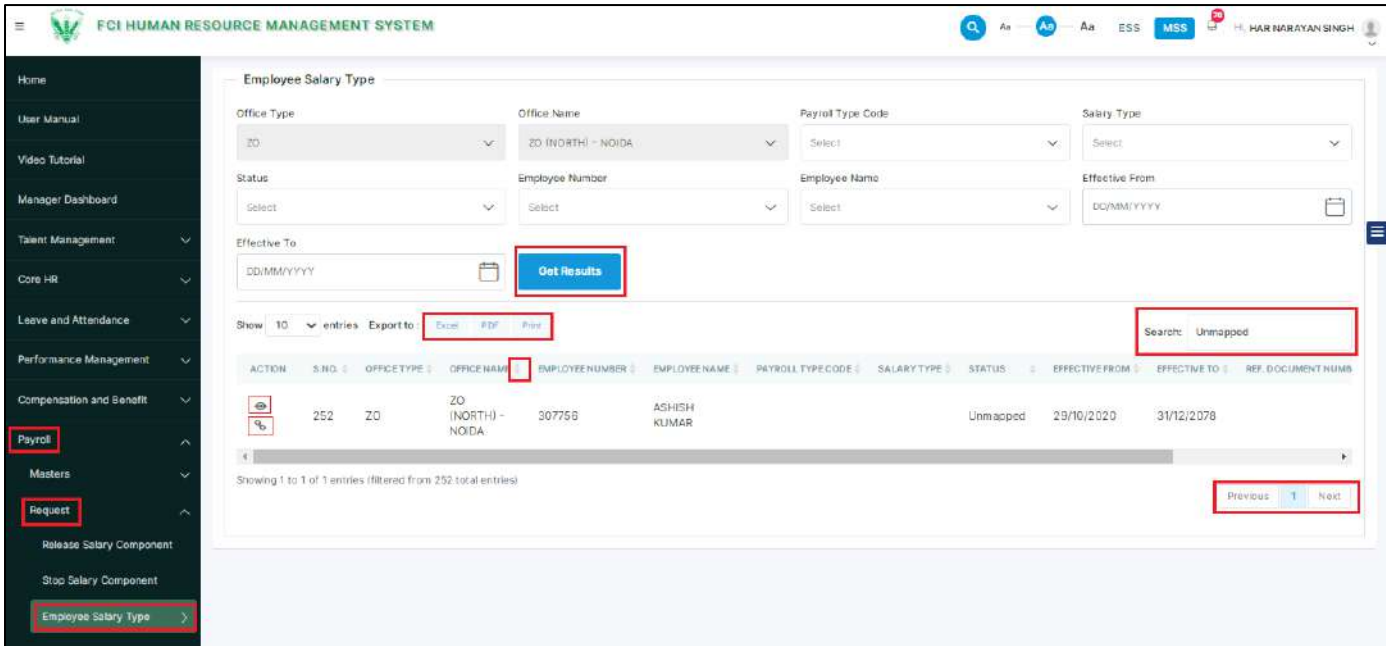









Figure 4-71: Employee Salary Type Landing

User shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to map employee salary in the table.
- Click on  to view the mapped salary type in the table.

4.15.3 Map Employee Salary Type


Click on  to map employee salary as shown below in Figure

Figure 4-72: Map Employee Salary Type

Enter the details and click on **Submit** to map employee salary type and success message will be shown on employee salary type landing as shown below in Figure

Figure 4-73: Employee Salary Type Mapped

4.16 Adhoc Transaction

Adhoc Transaction facilitate user to add earnings and deductions on ad-hoc basis. If user wants to add or deduct amount from any paycode, then it is possible through Ad-hoc Transaction. If user wants to pay any amount to the employee but that is not the part of salary structure then Adhoc Transaction functionality will be used.

4.16.1 Navigation

Left Navigation: Payroll >> Request>> Adhoc Transaction

4.16.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.16.1 to reach the Landing Page as shown below in Figure

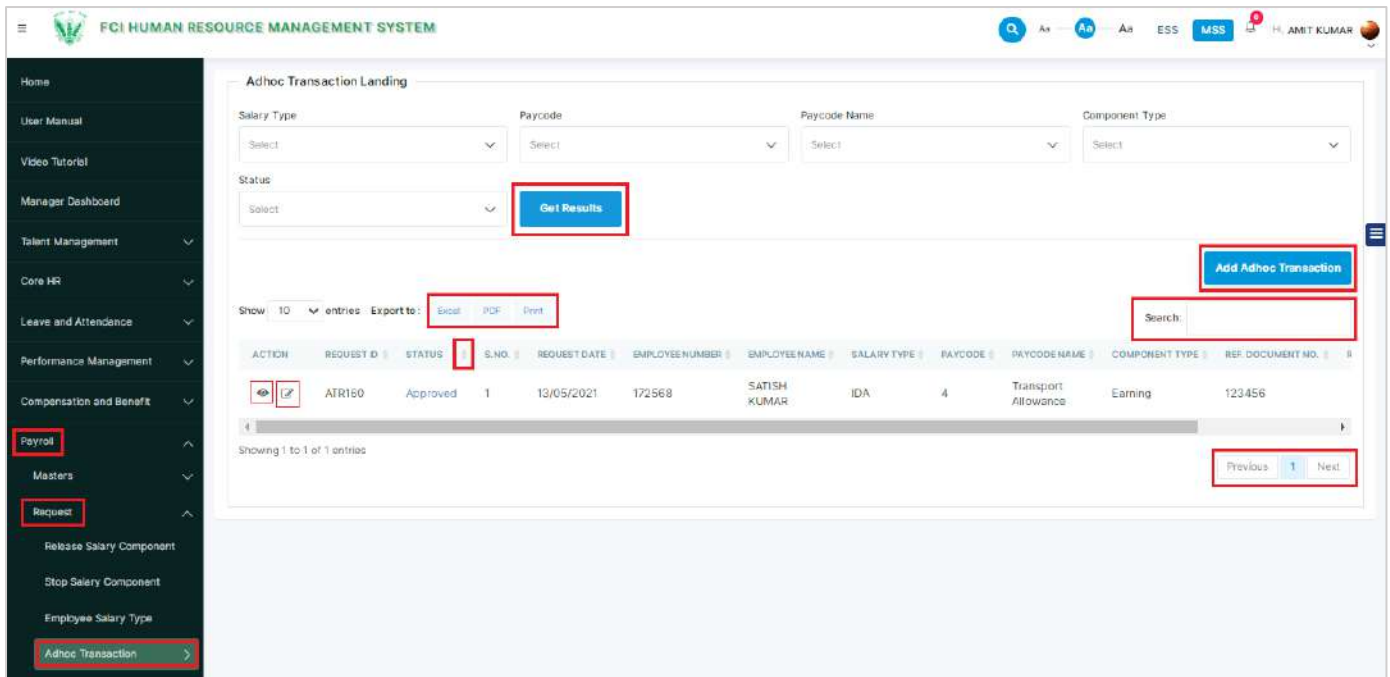


Figure 4-74: Adhoc Transaction Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records
- Click on **Add Adhoc Transaction** to add a new adhoc transaction.
- Click on to edit an existing adhoc transaction in the table.
- Click on to view the existing adhoc transaction details in the table.

4.16.3 Adhoc Transaction Request

Click on **Add Adhoc Transaction** button to add a new Adhoc Transaction Request as shown below in Figure

The screenshot shows the 'Adhoc Transaction Request' page in the FCI HRMS. The page has a dark sidebar on the left with various menu items. The main content area contains a form with several sections:

- Section 1 (Bulk Upload):** Includes a 'Bulk Upload' button, a 'Ref. Document No.' field (containing '12345'), a 'Ref. Document' field (containing 'sample.pdf'), and a 'Download Template' link.
- Section 2 (Main Form):** Includes fields for 'Employee Number' (172568), 'Employee Name' (SATISH KUMAR), 'Salary Type' (IDA), 'Paycode' (102), 'Paycode Name' (Dearness Allowance), 'Component Type' (Earning), 'From Month/Year' (MM/YYYY), 'To Month/Year' (MM/YYYY), 'Value' (Value), 'Remarks' (Remarks), 'Ref. Document No.' (Ref. Document No.), and 'Ref. Document' (sample.pdf). There is an 'Upload' button next to the 'Ref. Document' field.
- Buttons:** 'Add Bulk' and 'Add Adhoc Transaction' buttons are located below the form. 'Submit' and 'Cancel' buttons are at the bottom right.
- Table:** A table below the form displays the added transaction:

S.NO.	EMPLOYEE NUMBER	EMPLOYEE NAME	SALARY TYPE	PAYCODE	PAYCODE NAME	COMPONENT TYPE	FROM MONTH/YEAR	TO MONTH/YEAR	VALUE	REMARKS	REF. DOCUMENT NO.	REF. DOCUMENT	ACTION
1	172568	SATISH KUMAR	IDA	166	Transport Allowance	Earning	02/2021	04/2021	12345	Reamkts	123456	sample.pdf	[Edit] [Delete]

Figure 4-75: Add Adhoc Transaction Request

- Click on [Download Template](#) to upload data in bulk.
- Enter the details in bulk upload section 1 and click on **Add Bulk** then data will be populated in the grid and click on **Submit** to add adhoc transaction in bulk.
- Enter the details in section 2 and click on **Add Adhoc Transaction** button to add adhoc transaction in the grid. User can add multiple transactions in the grid.
- Click on to edit the record in the grid.
- Click on to delete the record in the grid.
- Click on **Submit** button to create an adhoc transaction.

Click on **Submit** button add new adhoc transaction and a success message will be shown on the Adhoc Transaction Landing as shown below in Figure

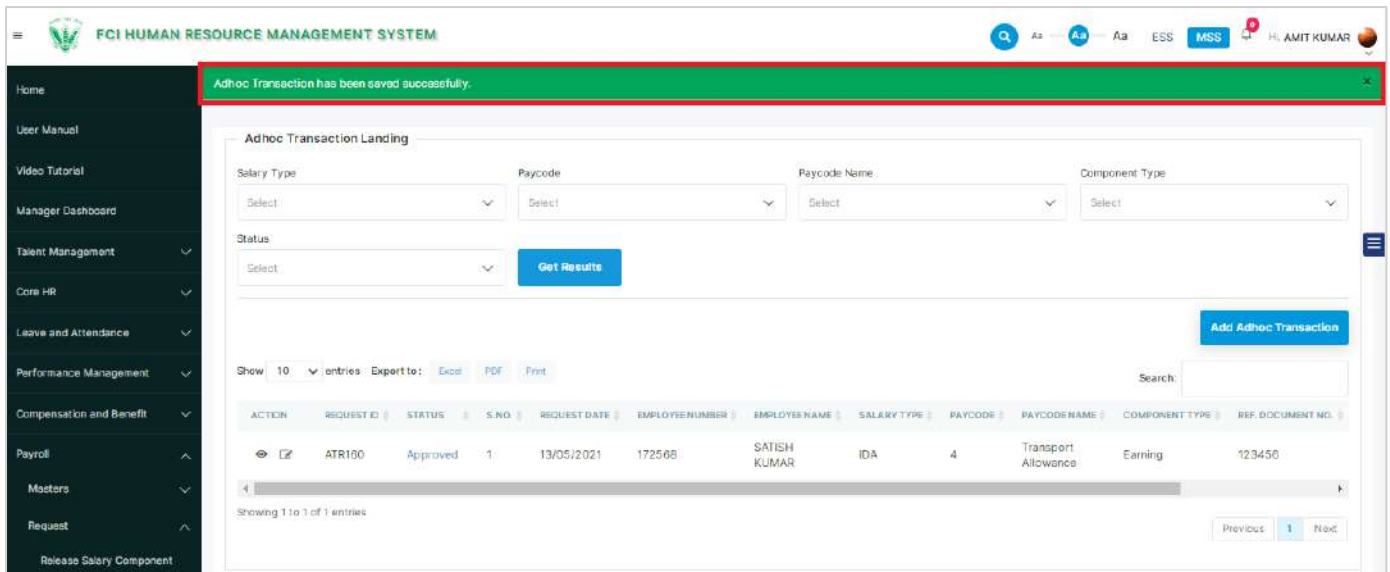


Figure 4-76: Adhoc Transaction Added

4.17 Advance Request

Advance Request facilitate user to raise request for Computer Advance and Festival advance and user can select installments for advance recovery during the request submission. Advance eligibility and amount limits will be applicable as per configuration in advance master.

4.17.1 Navigation

Left Navigation (ESS): Payroll and Advances >>Advance >> Advance Request

4.17.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.17.1 to reach the Landing Page as shown below in Figure

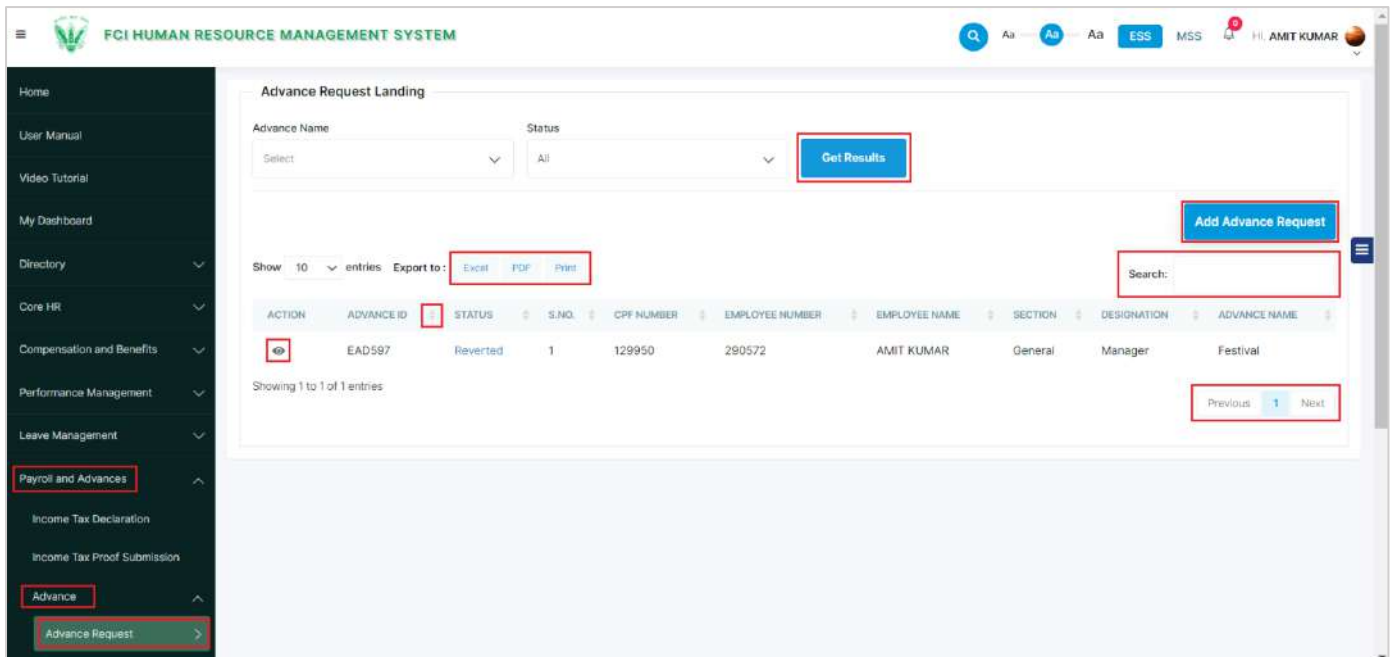


Figure 4-77: Advance Request Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records
- Click on **Add Advance Request** to raise a new advance request.
- Click on to view the existing advance request details in the table.

4.17.3 Advance Request

Click on **Add Advance Request** to raise a new Advance Request as shown below in Figure



Figure 4-78: Add Advance Request

Enter the details and click on **Save as Draft** to draft the request if not want to submit.

Enter the details and click on **Submit** to raise a new advance request and a success message will be shown on Advance Request Landing as shown below in Figure

Figure 4-79: Advance Request Raised

Submitted process will be routed as per defined DoP for advance request approval.

4.17.4 Advance Request Landing (MSS)

It facilitates the respective authority to dispatch, review, revert and approve the advance request raised by the officer/employee.

Figure 4-80: Advance Request Landing

User shall be able to perform the following activities from the landing page:

- Click on to apply the available filters.
- Click on to export the table records in Excel as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on to navigate table records
- Click on to view the advance request details in the table.
- Click on to dispatch or review the advance request.

4.17.5 Dispatch Advance Request

To Dispatch the request submitted by the user the dispatching authority shall click on to navigate to detail page as shown in Figure below



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS HI MEGHA SINGHAL

Approve Computer Advance Request

Employee Number 290572	Date Of Retirement 30/04/2049
Employee Name AMIT KUMAR	CPF Number 129950
Division Personnel	Salary Type IDA
Section General	Basic Salary 52480
Designation Manager	Bank Account Number 625501521466
Date Of Joining 06/04/2015	

Advance Name Computer	Number Of Installments In Which Advance Along With Interest Are To Be Refunded. 5
Advance Amount 50000	If The Applicant Wants To Purchase Personal Computer Other Than Regular Agent Or Reputed Dealer, Whether Prior Permission Of Competent Authority Under Regulation 48(4) Of FCI Staff Regulation 1971 Has Been Taken No
Actual Cost Of Computer 60000	Ref Doc view
Remarks Computer Advance	
Whether Acquired Basic Training In Computer Application For At Least 2 Weeks No	

Certified that the information furnished above is true and correct and the advance shall be used for the purchase of personal computer, within a month from the date of drawl of advance.

[View Action History](#)

Dispatch To
SHEELA EDLINE TIGGA

Reviewer Remarks




Document Name: Enter Document Name | Supportive Document: Upload Document | [Upload](#) | [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Revert Dispatch Cancel

Figure 4-81: Dispatch Advance Request

Enter the relevant details and perform one of the following actions as a reviewing authority:

- Click on [View Action History](#) to open the Action History which reflects the approval routing for the specific transaction.
- Click on [Add](#) to attach a new document in PDF format with a document name of not more than 5 MB

- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Kindly refer the common functionality section.
- Click on  button to submit the review with details to the concerned reviewer selected as shown in DISPATCH TO field such that the transaction is forwarded to the next selected reviewer in the reviewing authority final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.
- Click on  button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from Pending Review to Reverted in case any reviewer or approving authority had reverted the transaction back to the initiator.
- Click on  to navigate back.

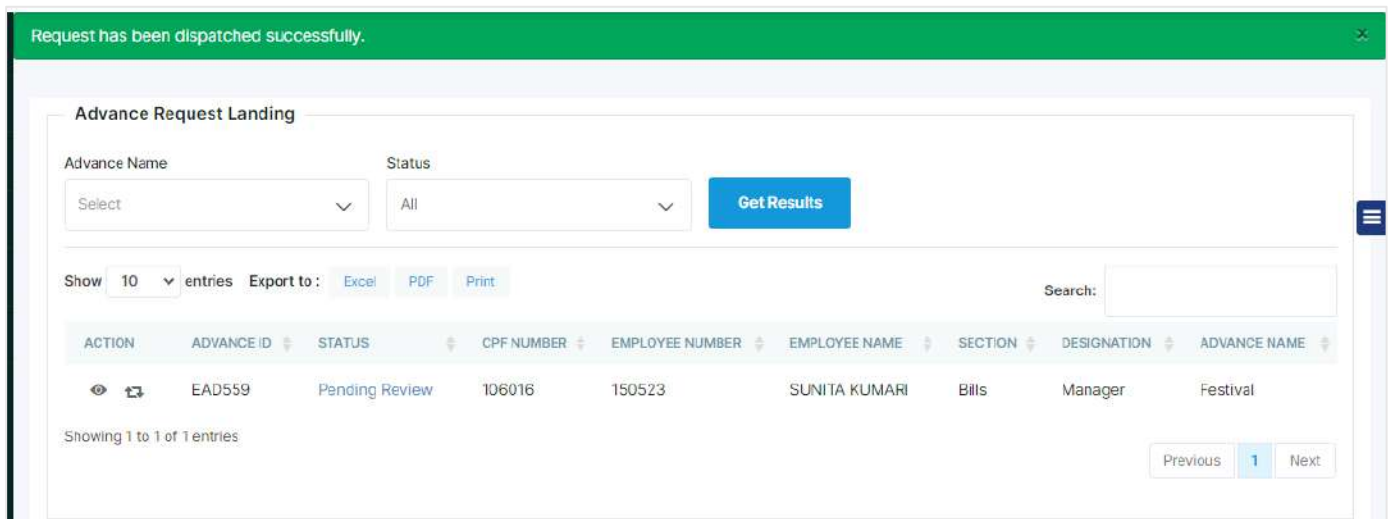


Figure 4-82: Advance Request Dispatched

4.17.6 Review Advance Request

To review the request submitted by the user the reviewing authority shall navigate to Reviewer landing page as shown in Figure below:



Advance Request Landing

Advance Name: Status: [Get Results](#)

Show: entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

ACTION	ADVANCE ID	STATUS	CPF NUMBER	EMPLOYEE NUMBER	EMPLOYEE NAME	SECTION	DESIGNATION	ADVANCE NAME
	EAD826	Pending Review	129950	290572	AMIT KUMAR	General	Manager	Computer

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Figure 4-83: Advance Request Review Landing

Click on to open the Review form as shown in Figure below:

Review Computer Advance Request

Employee Number: 290572
 Employee Name: AMIT KUMAR
 Division: Personnel
 Section: General
 Designation: Manager
 Date Of Joining: 06/04/2015

Date Of Retirement: 30/04/2049
 CPF Number: 129950
 Salary Type: IDA
 Basic Salary: 52480
 Bank Account Number: 625501521466

Advance Name: Computer
 Advance Amount: 50000
 Actual Cost Of Computer: 60000
 Remarks: Computer Advance
 Whether Acquired Basic Training In Computer Application For At Least 2 Weeks: No

Number Of Installments In Which Advance Along With Interest Are To Be Refunded: 5
 If The Applicant Wants To Purchase Personal Computer Other Than Regular Agent Or Reputed Dealer, Whether Prior Permission Of Competent Authority Under Regulation 48(4) Of FCI Staff Regulation 1971 Has Been Taken: No
 Ref Doc: view

Certified that the information furnished above is true and correct and the advance shall be used for the purchase of personal computer, within a month from the date of drawl of advance.

[View Action History](#)

Approved Amount:
 Number Of Instalment:
 Monthly Instalment:
 Start Month/Year:

End Month/Year:
 Interest Applicable: Yes
 Interest Rate Percentage: 9





Reviewer Remarks:

Document Name: Supportive Document: [Upload](#) [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Selective Revert Review Revert Cancel

Figure 4-84: Review Advance Request

Enter the relevant details and perform one of the following actions as a reviewing authority:

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Kindly refer the common functionality section.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Kindly refer the common functionality section.
- Click on  button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.
- Click on  button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

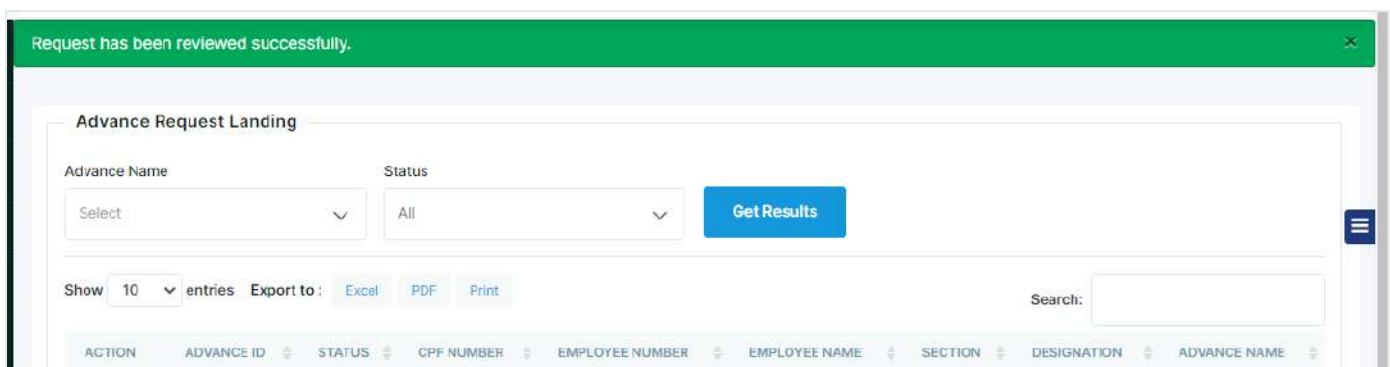



Figure 4-85: Review Advance Request Success



4.17.7 Approve Advance Request

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval page by following the navigation and click on  to open the Approval page as shown in Figure below

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, KUNHIRAMAN PADM...

Approve Computer Advance Request

Employee Number 293058	Date Of Retirement 30/09/2046
Employee Name NEHA SHILPKAR	CPF Number 133056
Division Finance	Salary Type IDA
Section Bills	Basic Salary 31760
Designation Assistant Grade - II	Bank Account Number 20348462122
Date Of Joining 07/04/2016	

Advance Name Computer	Number Of Installments In Which Advance Along With Interest Are To Be Refunded. 1
Advance Amount 12345	If The Applicant Wants To Purchase Personal Computer Other Than Regular Agent Or Reputed Dealer, Whether Prior Permission Of Competent Authority Under Regulation 48(4) Of FCI Staff Regulation 1971 Has Been Taken No
Actual Cost Of Computer 1234	Ref Doc
Remarks edxd	
Whether Acquired Basic Training In Computer Application For At Least 2 Weeks No	

Certified that the information furnished above is true and correct and the advance shall be used for the purchase of personal computer, within a month from the date of drawl of advance.

Approved Amount 12345	End Month/Year 06/2021
Number Of Installment 1	Interest Applicable Yes
Monthly Installment 12437.59	
Start Month/Year 06/2021	

[View Action History](#)

Approver Remarks *
ug

Document Name **Supportive Document** [Upload](#) [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Selective Revert Approve Reject Cancel

Figure 4-86: Approve Advance Request

Enter the relevant details and perform one of the following actions as a approving authority:

- Click on **View Action History** to open the Action History which reflects the approval routing for the specific transaction.
- Click on **Add** to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Kindly refer the common functionality section.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Kindly refer the common functionality section.
- Click on **Approve** to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.
- Click on **Reject** to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected**.
- Click on **Cancel** to navigate back to Approval Listing Page.

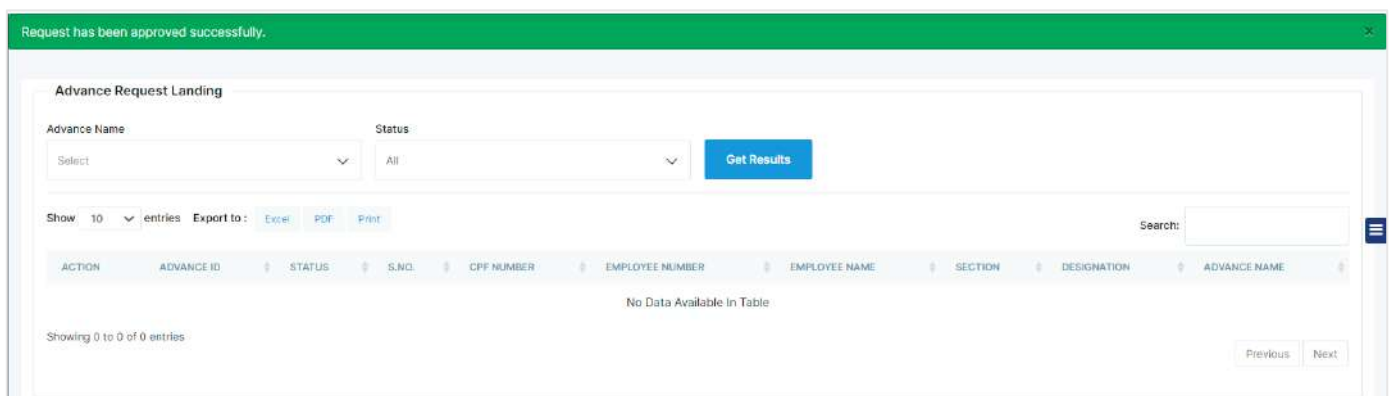


Figure 4-87: Approve Advance Request Success

4.18 Advance Foreclosure

This process facilitate user to foreclose ongoing advance request before closure. If advance installments are still pending and employee wants to foreclose the request then this feature will be used for the settlement purpose.

4.18.1 Navigation

Left Navigation: Payroll and Advances >> Advance >> Advance Foreclosure Request

4.18.2 Advance Foreclosure Landing

User shall traverse the navigation as mentioned in Section 4.18.1 to reach the Landing Page as shown in below

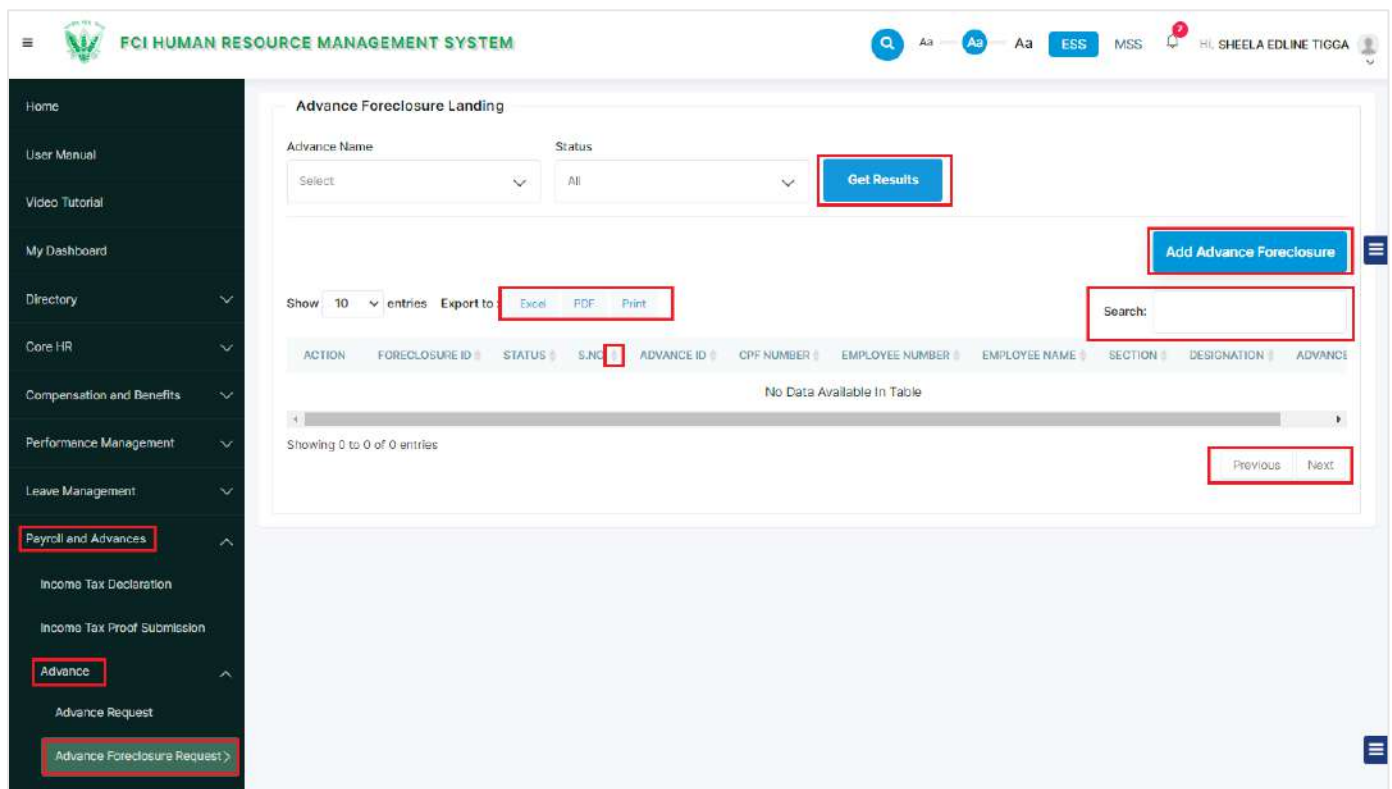


Figure 4-88: Advance Foreclosure Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↓** to sort the table records in ascending order or descending order of entries.

- Click on to navigate table records
- Click on to foreclose advance request.

4.19 Advance Reschedule

This process facilitates FCI officer/employee to reschedule ongoing advance. Officer/employee will be able to update the number of installments and installment amount will be updated by system itself accordingly.

4.18.1 Navigation

Left Navigation: Payroll and Advances >> Advance >> Advance Reschedule Request

4.18.2 Advance Reschedule Landing


User shall traverse the navigation as mentioned in Section 4.18.1 to reach the Landing Page as shown in below

The screenshot displays the 'Advance Reschedule Landing' page within the FCI Human Resource Management System. The interface includes a top navigation bar with the system name and user information (ESS, MSS, HI, AMIT KUMAR). A left-hand navigation menu is visible, with 'Payroll and Advances' and 'Advance Reschedule Request' highlighted. The main content area features a search bar, a 'Get Results' button, and an 'Add Advance Reschedule' button. Below these elements is a table with columns: ACTION, RESCHEDULE ID, STATUS, S.NO., ADVANCE ID, CPF NUMBER, EMPLOYEE NUMBER, EMPLOYEE NAME, SECTION, DESIGNATION, and ADVANCE ID. The table currently displays 'No Data Available In Table' and a pagination bar at the bottom right with 'Previous' and 'Next' buttons.

Figure 4-89: Advance Reschedule Landing

User shall be able to perform the following activities from the landing page:



- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on **Add Advance Reschedule** button to reschedule advance installments.
- Click on **Previous** **1** **Next** to navigate table records.

4.18.3 Add Advance Reschedule

Click on **Add Advance Reschedule** button to reschedule the advance milestones as shown in figure below

Advance Reschedule Request

Advance Date <input type="text" value="Advance Date"/>	Employee Number <input type="text" value="Employee Number"/>	Employee Name <input type="text" value="Employee Name"/>	Division <input type="text" value="Division"/>
Section <input type="text" value="Section"/>	Designation <input type="text" value="Designation"/>	Date Of Joining <input type="text" value="Date of Joining"/>	Date Of Retirement <input type="text" value="Date of Retirement"/>
CPF Number <input type="text" value="CPF Number"/>	Salary Type <input type="text" value="Salary Type"/>	Basic Salary <input type="text" value="Basic Salary"/>	Bank Account Number <input type="text" value="Bank Account Number"/>
Advance Name <input type="text" value="Advance Name"/>	Advance Amount <input type="text" value="Advance Amount"/>	Remarks <input type="text" value="Remarks"/>	Pending Amount <input type="text" value="Pending Amount"/>
Pending Installment <input type="text" value="Pending Installment"/>	Reschedule Installment <input type="text" value="All"/>	Monthly Installment <input type="text" value="Monthly Installment"/>	Ref. Document * <input type="text" value="Upload Document"/> <input type="button" value="Upload"/>
Remarks * <input type="text" value="Remarks"/>			

Figure 4-90: Add Advance Reschedule

Save as Draft

Select the reschedule Installment from the dropdown and enter the details and click on

Submit

to draft the request. Click on button to submit new reschedule request.

4.19 Absenteeism/ Leave Statement

Absenteeism/ Leave Statement are the process where user will be able to check the leave and attendance of FCI officers/ employees. From this process user also will be able to stop HRA as per FCI business rule if exceed 180 Days.

4.19.1 Navigation

Left Navigation: Payroll >> Request >> Monthly Payroll >> Absenteeism/ Leave Statement

4.19.2 Create Absenteeism/ Leave Statement

User shall traverse the navigation as mentioned in Section 4.19.1 to reach the Absenteeism/ Leave Statement Page as shown in Figure below

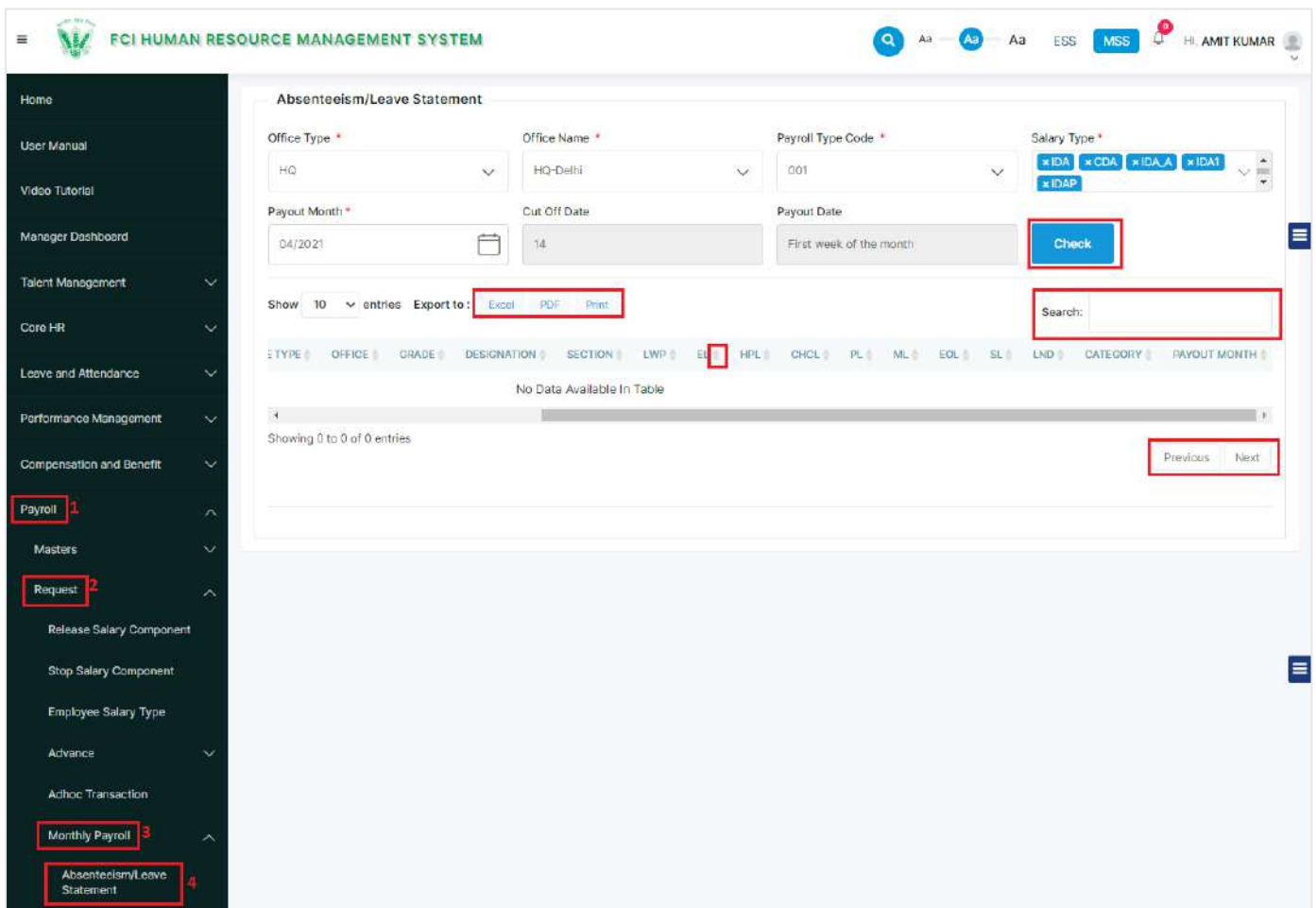




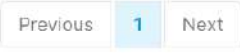


Figure 4-91: Absenteeism/Leave Statement

User shall be able to perform the following activities from the landing page:



- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on  to navigate table records

4.20 Payroll Readiness

Payroll Readiness is the process to check the readiness for payroll processing and prerequisites. If any mandatory data is not updated in the HRSM system then Payroll Readiness process will generate the report to update the data for smooth payroll processing. User also would be able to notify the respective division/ section to update the data for payroll processing.

4.20.1 Navigation

Left Navigation: Payroll >> Request >> Monthly Payroll >> Payroll Readiness

4.20.2 Payroll Readiness

User shall traverse the navigation as mentioned in Section 4.20.1 to reach the Payroll Readiness Transaction Landing Page as shown in Figure below

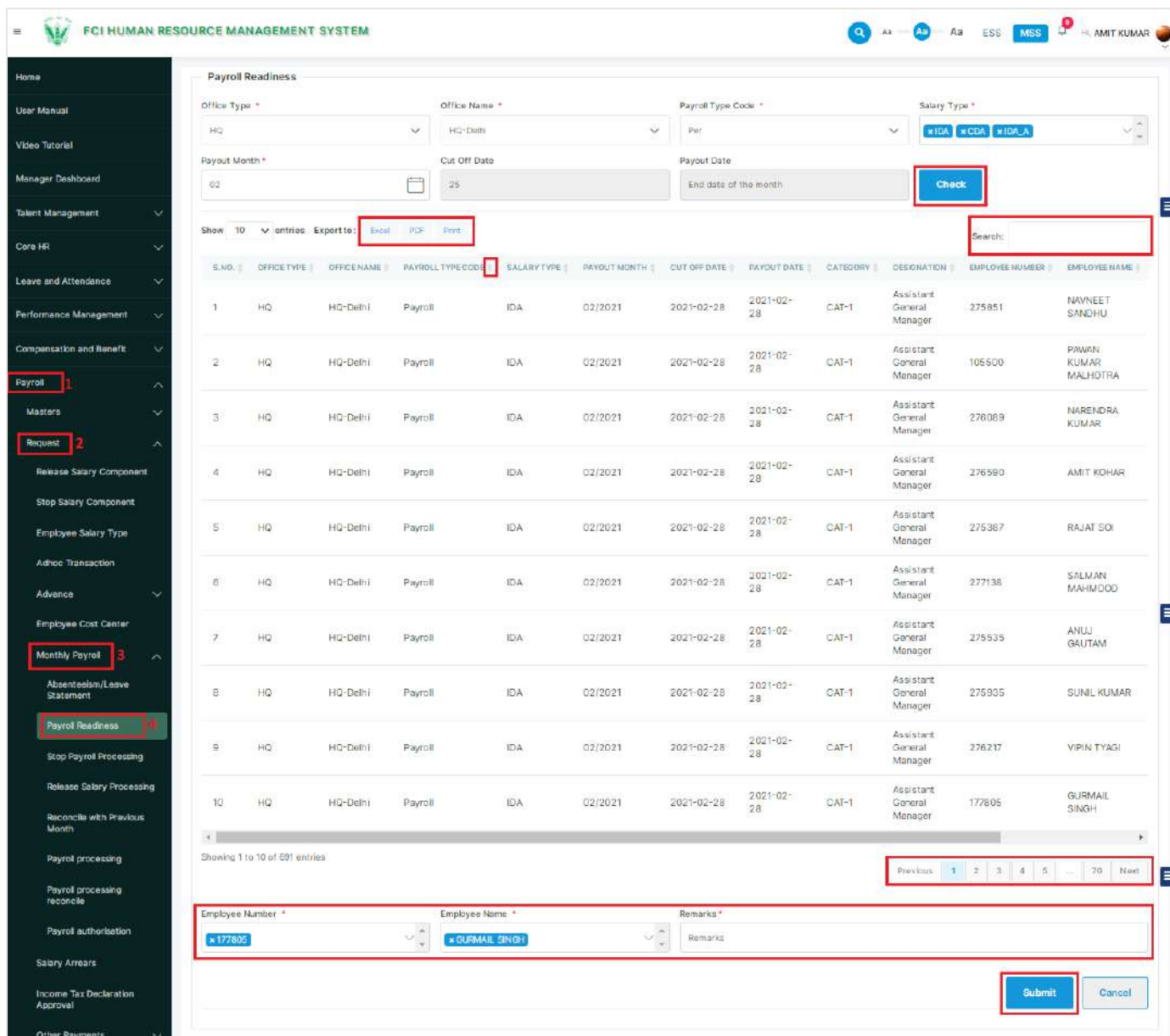







Figure 4-92: Payroll Readiness

User shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records.

Submit

- Enter the details and click on **Submit** button to notify the concerned person and a success message will be shown on Payroll Readiness as shown in Figure below

Success! Notification send successfully.

Payroll Readiness

Office Type * All
Office Name * All
Payroll Type Code * All
Salary Type * Select

Payout Month * MM
Cut Off Date
Payout Date

Check

Show: 10 entries Export to: Excel PDF Print

S.No. Office Type Office Name Payroll Type Code Salary Type Payout Month Cut Off Date Payout Date Category Designation Employee Number Employee Name

No Data Available In Table

Showing 0 to 0 of 0 entries

Previous Next

Figure 4-93: Payroll Readiness Notified Successfully

4.21 Stop Payroll Processing

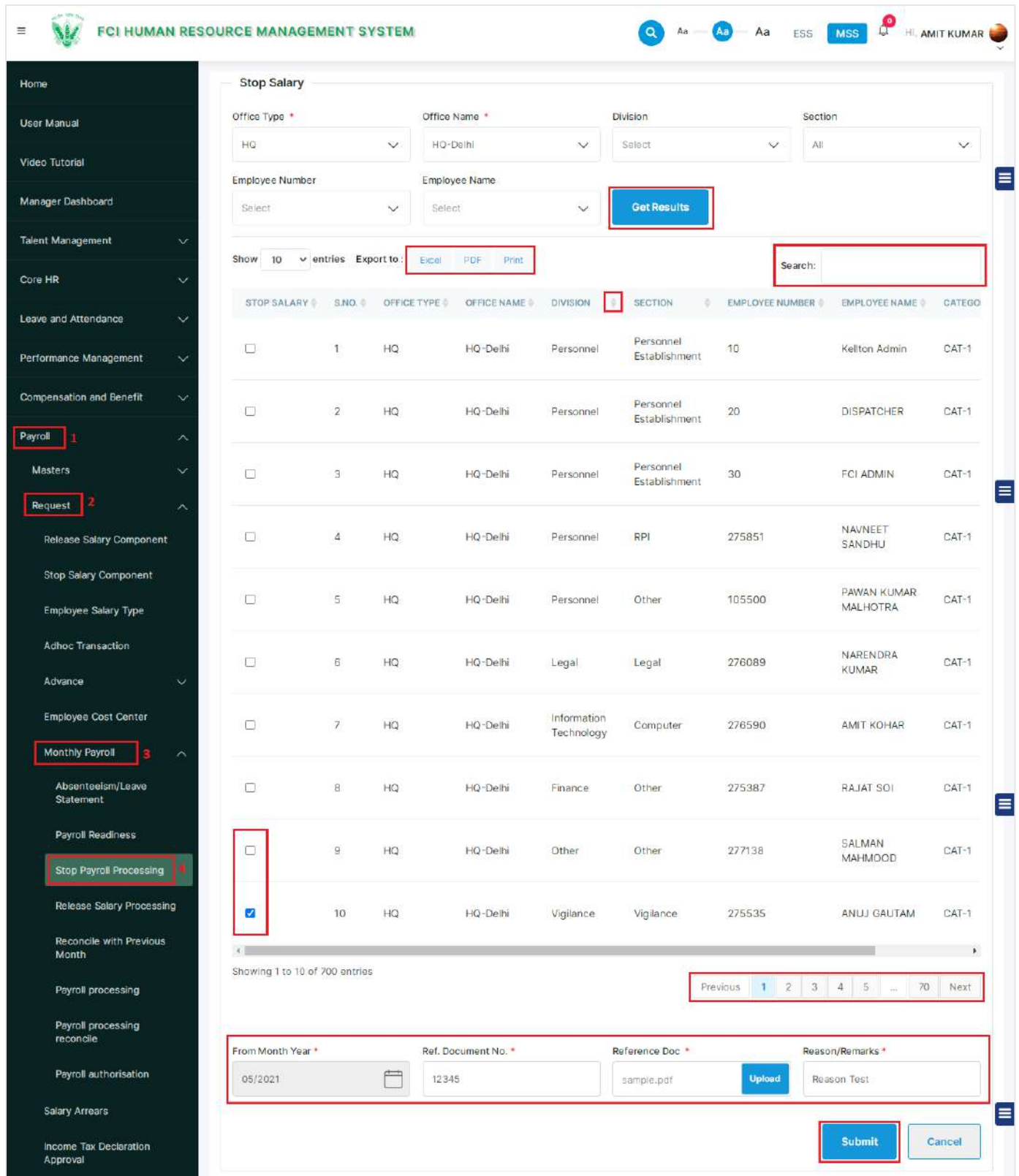
This process facilitates user to stop officer/employee's salary.

4.21.1 Navigation

Left Navigation: Payroll >> Request>> Monthly Payroll >> Stop Payroll Processing

4.21.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.21.1 to reach the Stop Payroll Processing Page as shown in Figure below



Stop Salary

Office Type: HQ | Office Name: HQ-Delhi | Division: Select | Section: All

Employee Number: Select | Employee Name: Select | **Get Results**

Show: 10 entries | Export to: Excel, PDF, Print | Search:

STOP SALARY	S.NO.	OFFICE TYPE	OFFICE NAME	DIVISION	SECTION	EMPLOYEE NUMBER	EMPLOYEE NAME	CATEGO
<input type="checkbox"/>	1	HQ	HQ-Delhi	Personnel	Personnel Establishment	10	Kellton Admin	CAT-1
<input type="checkbox"/>	2	HQ	HQ-Delhi	Personnel	Personnel Establishment	20	DISPATCHER	CAT-1
<input type="checkbox"/>	3	HQ	HQ-Delhi	Personnel	Personnel Establishment	30	FCI ADMIN	CAT-1
<input type="checkbox"/>	4	HQ	HQ-Delhi	Personnel	RPI	275851	NAVNEET SANDHU	CAT-1
<input type="checkbox"/>	5	HQ	HQ-Delhi	Personnel	Other	105500	PAWAN KUMAR MALHOTRA	CAT-1
<input type="checkbox"/>	6	HQ	HQ-Delhi	Legal	Legal	276089	NARENDRA KUMAR	CAT-1
<input type="checkbox"/>	7	HQ	HQ-Delhi	Information Technology	Computer	276590	AMIT KOHAR	CAT-1
<input type="checkbox"/>	8	HQ	HQ-Delhi	Finance	Other	275387	RAJAT SOI	CAT-1
<input type="checkbox"/>	9	HQ	HQ-Delhi	Other	Other	277138	SALMAN MAHMOOD	CAT-1
<input checked="" type="checkbox"/>	10	HQ	HQ-Delhi	Vigilance	Vigilance	275535	ANUJ GAUTAM	CAT-1

Showing 1 to 10 of 700 entries

From Month Year: 05/2021 | Ref. Document No.: 12345 | Reference Doc: sample.pdf | Reason/Remarks: Reason Test

Submit | Cancel

Figure 4-94: Stop Salary

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.

- Click on to export the table records in Excel as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to select the employee from the list to stop salary.
- Enter the details and click on button to stop the salary of selected employees such that a success message will be shown on the Stop Salary form as shown in Figure below

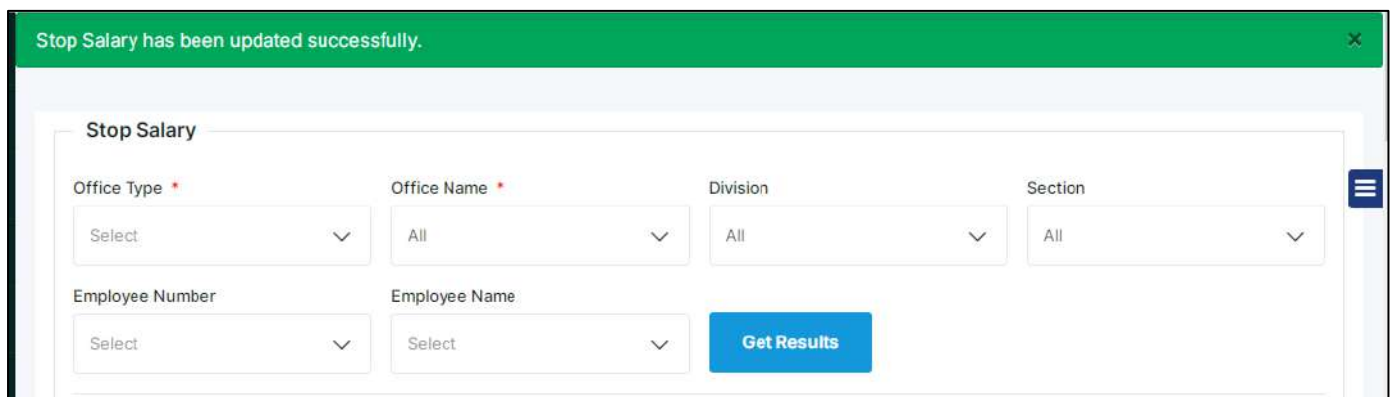


Figure 4-95: Stop Salary Success

4.22 Release Salary Component

This feature facilitates user to release stopped salary of the FCI Officers/ employees.

4.22.1 Navigation

Left Navigation: Payroll >> Request>> Release Salary Component

4.22.2 Release Salary

User shall traverse the navigation as mentioned in Section 4.22.1 to reach the Release Salary Page as shown in Figure below

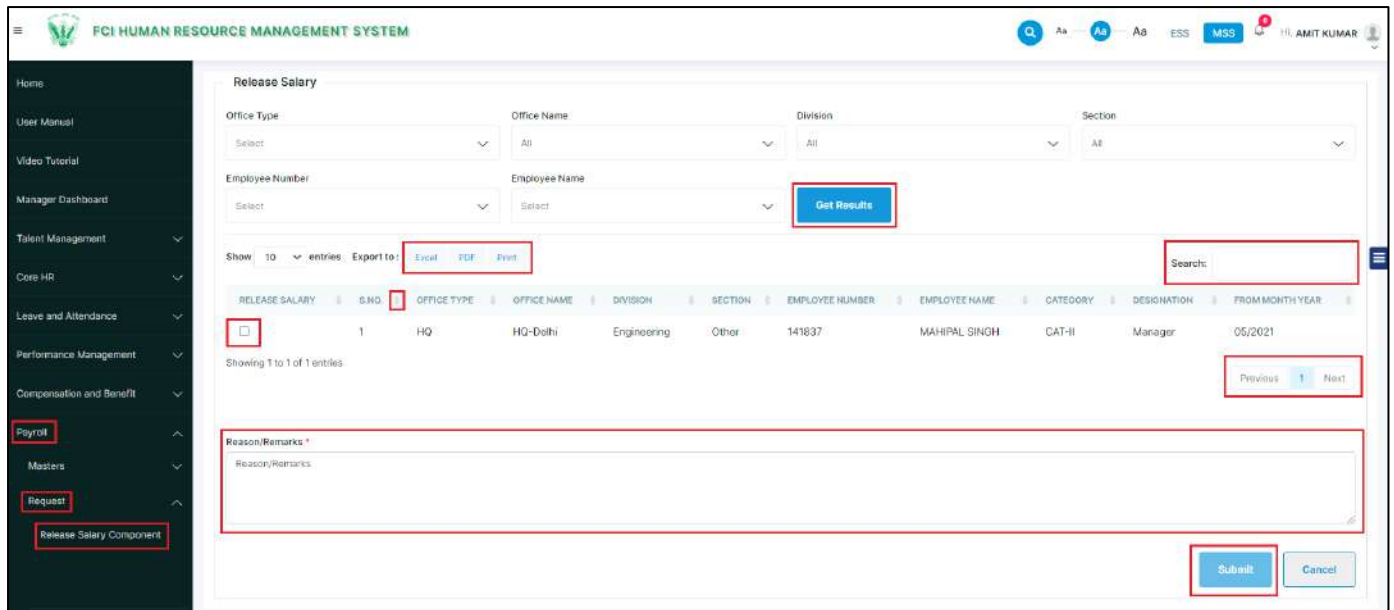


Figure 4-96: Release Salary

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records
- Click on to select the Officer/Employee to release the Salary
- Click on **Submit** to release the salary of selected officers/employees such that a success message will be shown as shown in Figure below

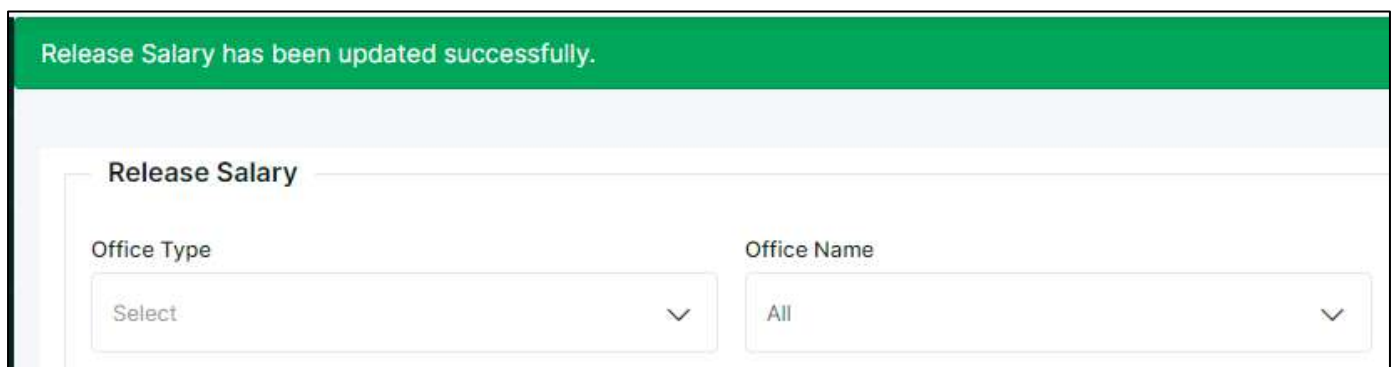


Figure 4-97: Release Salary Success

4.23 Payroll Processing Reconcile

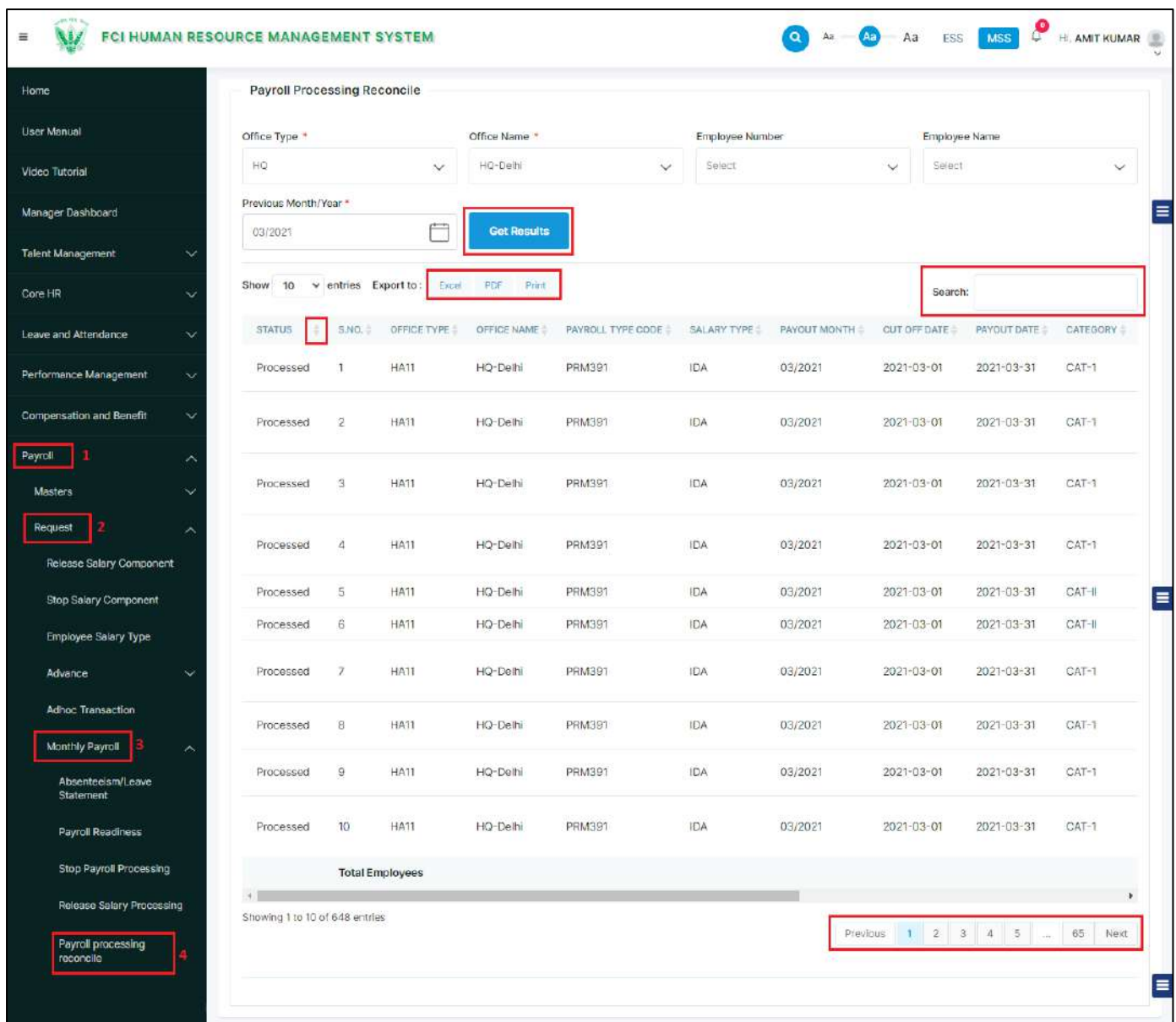
This feature facilitates user to reconcile payroll of the FCI Officers/ employees.

4.23.1 Navigation

Left Navigation: Payroll >> Request>> Monthly Payroll >> Payroll Processing Reconcile

4.23.2 Payroll Processing Reconcile

User shall traverse the navigation as mentioned in Section 4.23.1 to reach the Payroll Processing Reconcile Page as shown in Figure below




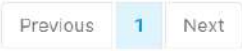



The screenshot displays the 'Payroll Processing Reconcile' interface. On the left is a dark sidebar with navigation items: Home, User Manual, Video Tutorial, Manager Dashboard, Talent Management, Core HR, Leave and Attendance, Performance Management, Compensation and Benefit, Payroll (1), Masters, Request (2), Release Salary Component, Stop Salary Component, Employee Salary Type, Advance, Adhoc Transaction, Monthly Payroll (3), Absenteeism/Leave Statement, Payroll Readiness, Stop Payroll Processing, Release Salary Processing, and Payroll processing reconciles (4). The main content area has filters for Office Type (HQ), Office Name (HQ-Delhi), Employee Number (Select), and Employee Name (Select). Below these is a 'Previous Month/Year' field set to 03/2021 and a 'Get Results' button. There are also 'Show 10 entries' and 'Export to: Excel PDF Print' options, along with a search box. A table lists 10 processed payroll entries with columns: STATUS, S.NO., OFFICE TYPE, OFFICE NAME, PAYROLL TYPE CODE, SALARY TYPE, PAYOUT MONTH, CUT OFF DATE, PAYOUT DATE, and CATEGORY. At the bottom, there is a 'Total Employees' bar, a 'Showing 1 to 10 of 648 entries' message, and a pagination control with 'Previous', page numbers 1-5 and 65, and 'Next' buttons.

Figure 4-98: Payroll Processing Reconcile



User shall be able to perform the following activities from the landing page:

- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on  to navigate table records.
- Click on  to apply the available filters and data will be shown in the grid and user will be able to reconcile the data from the grid.

4.24 Payroll Processing

This feature is used to process the monthly payroll and other kind of payroll like reimbursement payroll, exit payroll etc.

4.24.1 Navigation

Left Navigation: Payroll >> Request>> Monthly Payroll >> Payroll Processing





4.24.2 Payroll Processing

User shall traverse the navigation as mentioned in Section 4.24.1 to reach the Payroll Processing Page as shown in Figure below

Figure 4-99: Payroll Processing

User shall be able to perform the following activities from the landing page:

- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.

- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to apply the available filters.
- Click on  button to submit the payroll data for authorization.

4.25 Payroll Authorization

This feature facilitates user to authorize the submitted payroll data. After Payroll authorization Salary slip can be generated.

4.25.1 Navigation

Left Navigation: Payroll >> Request>> Monthly Payroll >> Payroll Authorization

4.25.2 Payroll Processing

User shall traverse the navigation as mentioned in Section 4.25.1 to reach the Payroll Authorization Page as shown in Figure below

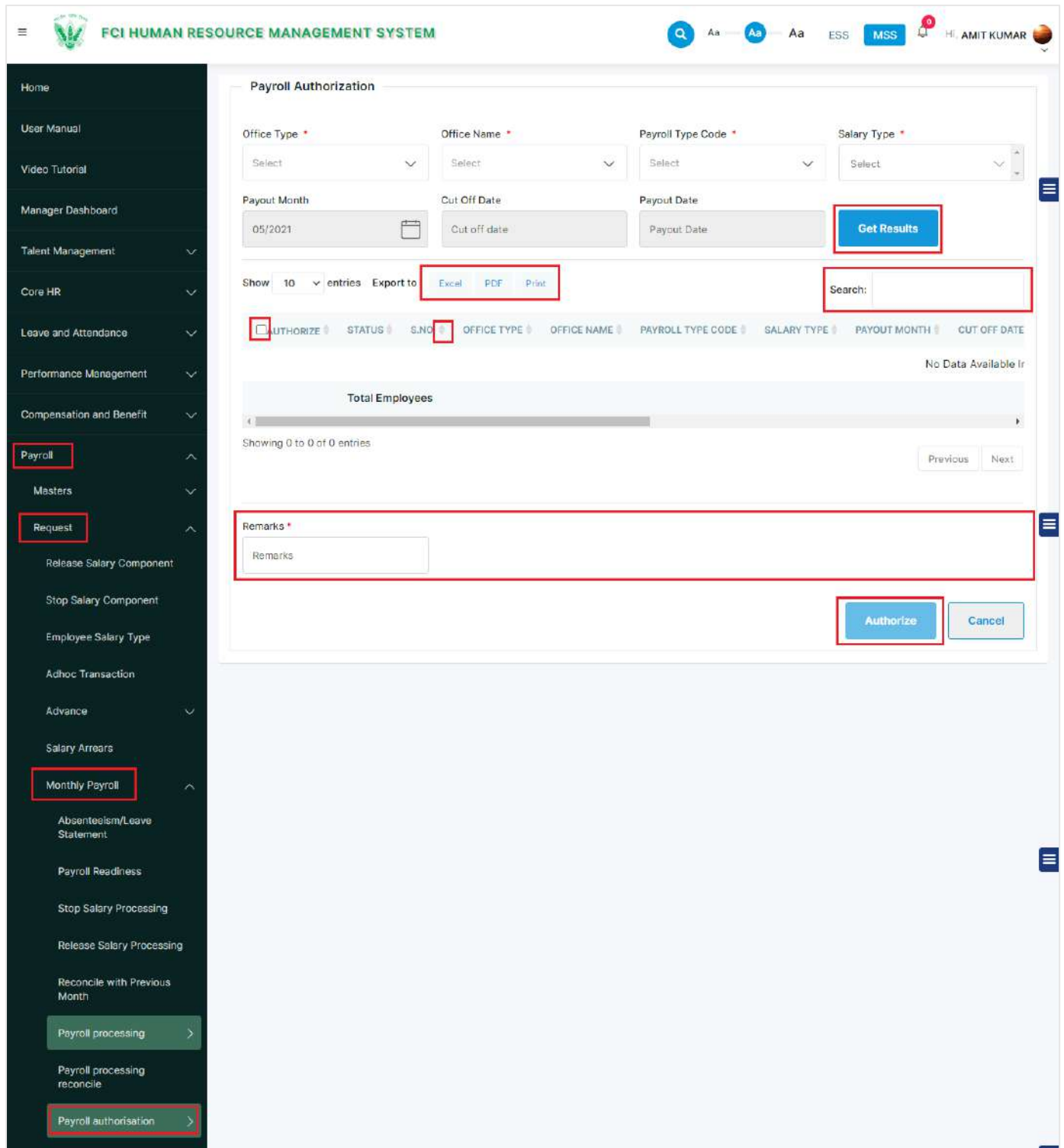

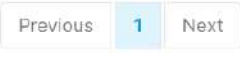


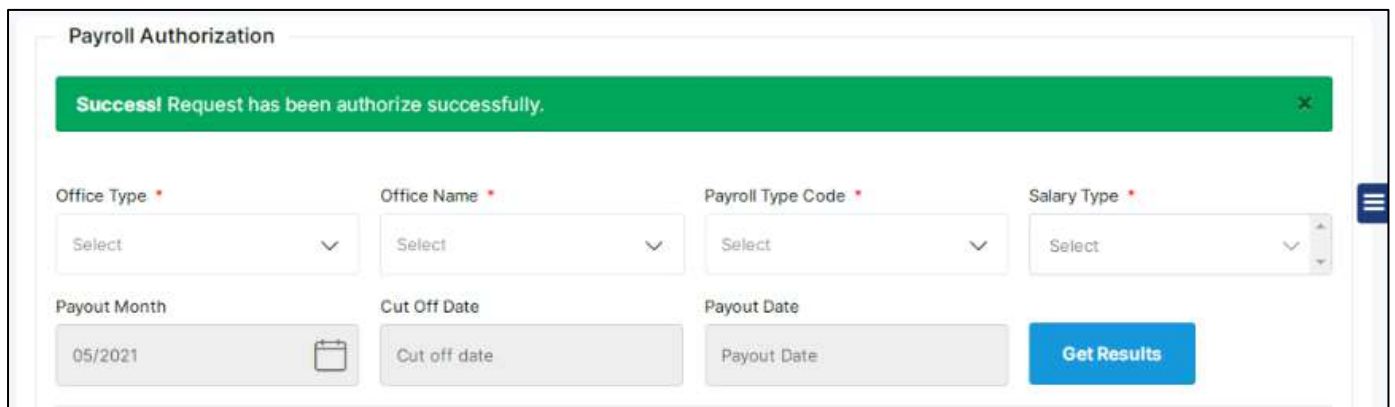


Figure 4-100: Payroll Authorization

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.

- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on  to navigate table records
- Click on  to select the data for authorization.
- Click on  button to authorize the selected payroll data such that a success message will be shown as below in Figure



The screenshot shows a web interface titled "Payroll Authorization". At the top, a green banner displays the message: "Success! Request has been authorize successfully." Below this, there are four dropdown menus: "Office Type", "Office Name", "Payroll Type Code", and "Salary Type", each with a "Select" option. Underneath, there are three input fields: "Payout Month" (with "05/2021" and a calendar icon), "Cut Off Date" (with "Cut off date" and a calendar icon), and "Payout Date" (with "Payout Date"). A blue "Get Results" button is positioned to the right of the "Payout Date" field.

Figure 4-101: Payroll Authorization Success

4.26 Salary Arrears

It facilitates user to generate the salary arrears of the FCI Offers/employees.

4.26.1 Navigation

Left Navigation: Payroll >> Request>> Salary Arrears

4.26.2 Salary Arrears Landing

User shall traverse the navigation as mentioned in Section 4.26.1 to reach the Salary Arrears Page as shown in Figure below

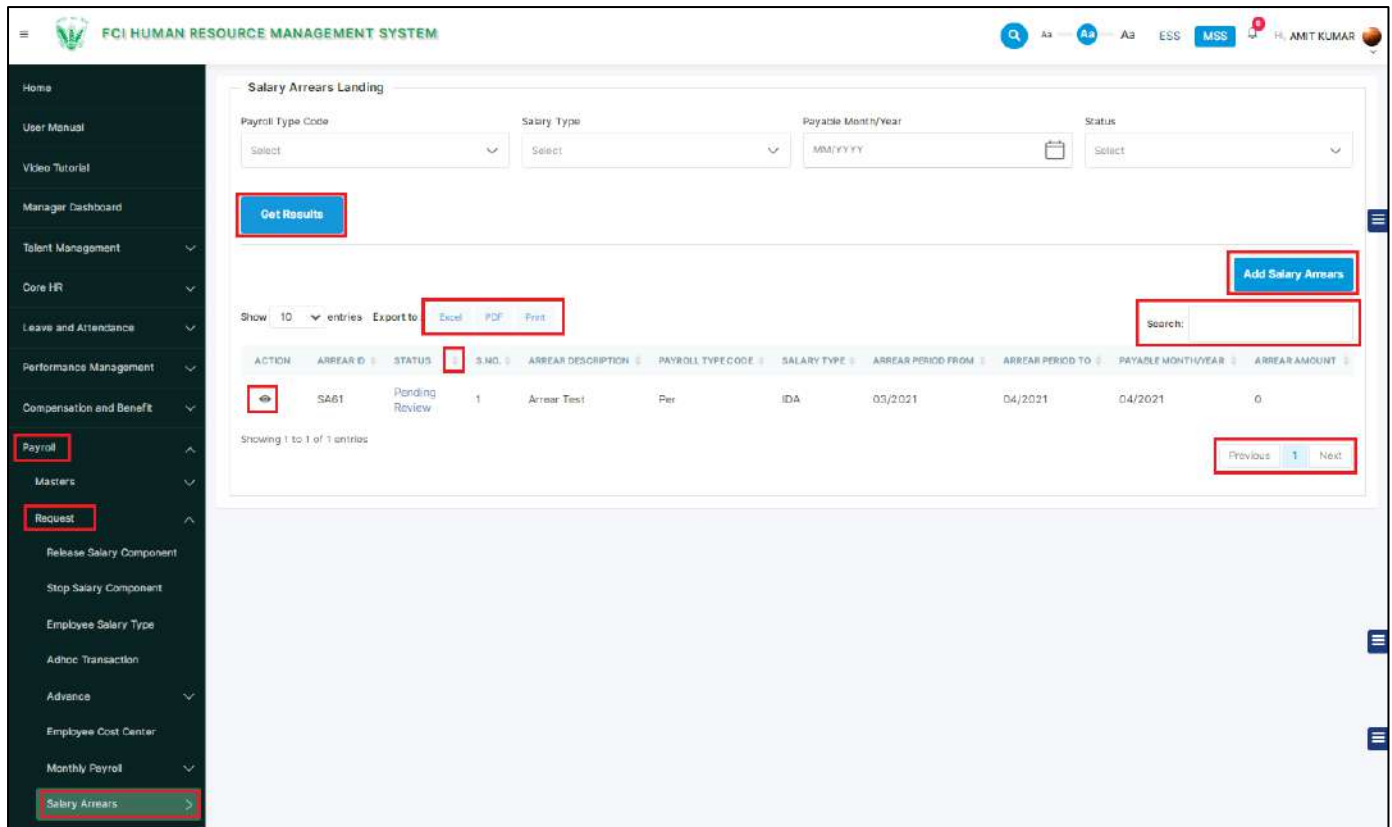


Figure 4-102: Salary Arrears Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records
- Click on **Add Salary Arrears** to add new Salary Arrears.
- Click on to view the existing Salary Arrears details in the table.

4.26.3 Salary Arrears

Add Salary Arrears

Click on **Add Salary Arrears** to open add salary arrears as shown below in Figure

Salary Arrear Request

Payroll Type Code *
Per

Salary Type *
IDA

Arrear Period From *
03/2021

Arrear Period To *
04/2021

Payable Month/Year *
04/2021

Arrear Description *
Arrear Test

Arrear On Paycode *
100

Paycode Name *
Basic

Pay By Paycode *
102

Pay By Paycode Name *
Dearness Allowance

Add Salary Arrears

S.NO	ARREAR ON PAYCODE	PAYCODE NAME	PAY BY PAYCODE	PAY BY PAYCODE NAME	ACTION
1	100	Basic	102	Dearness Allowance	

Ref. Document No. *
12345

Reference Doc *
ssmpe.pdf **Upload**

Submit **Cancel**

Figure 4-103: Add Salary Arrears

Submit

Enter the details and click on **Submit** button to submit the salary arrears request. Salary Arrears request will be added on the landing page and a success message will be shown as below in Figure

Salary Arrears has been saved successfully.

Salary Arrears Landing

Payroll Type Code
Select

Salary Type
Select

Payable Month/Year
MM/YYYY

Status
Select

Get Results

Add Salary Arrears

Show: 10 entries Export to: Excel PDF Print

ACTION	ARREAR ID	STATUS	S.NO	ARREAR DESCRIPTION	PAYROLL TYPE CODE	SALARY TYPE	ARREAR PERIOD FROM	ARREAR PERIOD TO	PAYABLE MONTH/YEAR	ARREAR AMOUNT
	SA61		1	Arrear Test	Per	IDA	03/2021	04/2021	04/2021	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 4-104: Salary Arrears Success

4.27 Income Tax Declaration

It facilitates user to submit the investment details for Income Tax Calculation. Income Tax will be calculated as per declaration submitted by the user but subject to approval from concerned authority.

4.27.1 Navigation


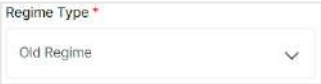
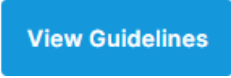

Left Navigation: Payroll and Advances >> Income Tax Declaration

4.27.2 Income Tax Declaration



User shall traverse the navigation as mentioned in Section 4.27.1 to reach the Income Tax Declaration Page as shown in Figure below

Figure 4-105: Income Tax Declaration

User shall be able to perform the following activities from the page:

-  It shows the active tab in which user is filling the data.
- Select Regime type from  to declare the savings for Income Tax Declaration for that year.
- Click on  to download the Income Tax Declaration guidelines.
- Enter the details and click on  to save your data as a draft and you will be on same tab.



- Click on  to navigate back on homepage.
- Enter the details and click on  to move on next tab. Data will be auto saved and user will be moved to next tab and a success message will be shown as in Figure below

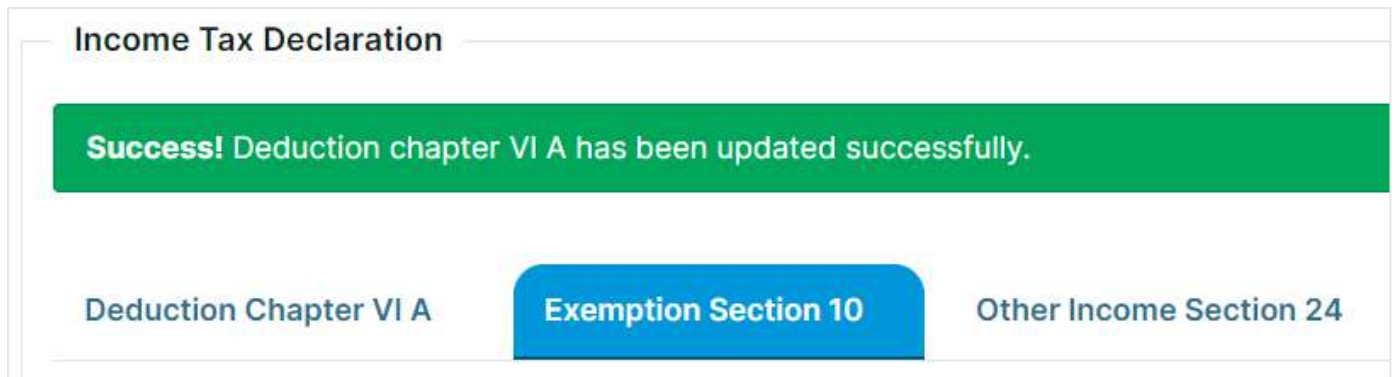



Figure 4-106: Income Tax Declaration Updated

4.27.3 Income Tax Declaration- Preview

Click on  tab for final submission of income tax declaration and declared savings also will be shown as a preview on the screen as shown below in Figure



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Q Aa Aa Aa ESS MSS AMIT KUMAR

- Home
- User Manual
- Video Tutorial
- My Dashboard
- Directory
- Core HR
- Compensation and Benefits
- Performance Management
- Leave Management
- Payroll and Advances
- Income Tax Declaration
- Income Tax Proof Submission
- Advance
- Salary Slip
- Employee Relations
- Survey
- Connect +
- Policies and Circulars
- Retirement Benefit Calculator

Income Tax Declaration

Deduction Chapter VI A
Exemption Section 10
Other Income Section 24
HRA Section 10 (13A)
Form 12 B
Preview

Employee Number
290572

Employee Name
AMIT KUMAR

Designation
Manager

PAN No.
BICYK3884N

Financial Year
2021-22

Tax Category
Male

Regime Type
Old Regime

View Guidelines

Deduction Chapter VI A

S.NO.	SECTION	SECTION LIMIT	ITEM DESCRIPTION	ITEM CODE	ITEM LIMIT	AMOUNT
1.	80CCC	150000	Contribution to Pension Fund	22	150000	1234

Exemption Section 10

S.NO.	SECTION	SECTION LIMIT	ITEM DESCRIPTION	ITEM CODE	EXEMPT PERCENTAGE	AMOUNT
1.	sec 10	200000	Agricultural Income (from agricultural land, farm house, or sapling seedling grown in nursery)	1	100	234
2.	sec24	200000	Income from housing loan interest	1	0	234

Other Income Section 24

S.NO.	SECTION	SECTION LIMIT	ITEM DESCRIPTION	ITEM CODE	EXEMPT PERCENTAGE	AMOUNT
1.	sec24	200000	Income from housing loan interest	1	0	3456

HRA Section 10 (13A)

S.NO.	CITY TYPE	CITY	MONTHLY RENT	MONTH
1.	Non Metro	Bajali	3456	05/2021
2.	Non Metro	Bajali	3456	06/2021
3.	Non Metro	Bajali	3456	07/2021
4.	Non Metro	Bajali	3456	08/2021
5.	Non Metro	Bajali	3456	09/2021
6.	Non Metro	Bajali	3456	10/2021
7.	Non Metro	Bajali	3456	11/2021

Form 12 B

Previous Employer Name 234667	From Date 24/01/21	To Date 13/05/21	Income 23456
Total PF 23	HRA Section 10 (13A) 123	Total Cess 2	Taxable Income 1234
Tax Deducted Amount 12	Total Professional Tax 123	Total Surcharge 12	Ref. Document * %

Remarks
as

Calculate Tax

Total Taxable Income
Total Taxable Income

Projected Tax Monthly
Projected Tax Monthly

Projected Yearly
Projected Yearly

Show Tax Sheet

Remarks *

asd

Self Declaration *

I hereby declare that all the details mention above are in accordance with truth and facts as per my knowledge and I hold the responsibility for the correctness of the above mentioned above particulars



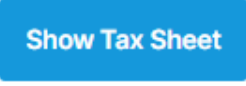


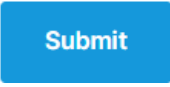
Back
Submit
Cancel

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Figure 4-107: Income Tax Declaration Preview



User shall be able to perform the following activities from Preview page:

- Click on  to download Income Tax Guidelines.
- Click on  button to calculate Taxable Income, Projected Tax Monthly and Projected Yearly as per declaration.
- Click on  to download Income Tax Sheet.
- Click on  to go back on previous Tab.
- Click on  to navigate back to homepage.
- Enter the details and click on  to submit the income tax declaration for approval and a success message will be shown as below in Figure

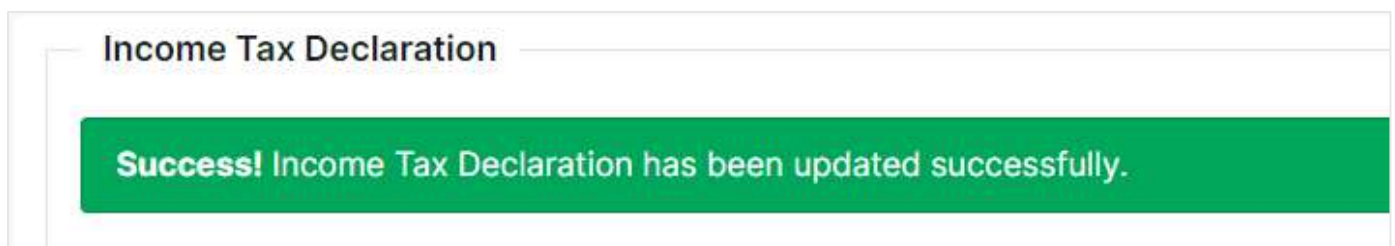


Figure 4-108: Income Tax Declaration Success

4.28 Income Tax Declaration Approval

This process is used for Income Tax Declaration Approval. After Income tax declaration approval, declaration will be considered for Income Tax Calculation.

4.28.1 Navigation



Left Navigation: Payroll >>Request >> Income Tax Declaration Approval

4.28.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.28.1 to reach the Landing Page as shown in below

Figure 4-109: Income Tax Declaration Approval Landing

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records
- Click on  to approve the request.

4.28.3 Income Tax Declaration Approval

Click on to approve the submitted income tax declaration as shown below in Figure

Figure 4-110: Income Tax Declaration Approval

User shall be able to perform the following activities from the landing page:

- Click on to reject the declaration.
- Click on to navigate the next tab.
- Click on to approve the declaration and a success message will be shown as below in Figure

Figure 4-111: Income Tax Declaration Approval Success



4.29 Employee Cost Center

This process is used to map employee cost center for cost allocation. An officer/ employee can be mapped more than one cost center but total cumulative must be 100. User also can update employee cost center as per requirement.

4.29.1 Navigation

Left Navigation: Payroll >>Request >> Employee Cost Center

4.29.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.29.1 to reach the Landing Page as shown in below

The screenshot displays the 'Employee Cost Center' interface. The left sidebar shows the navigation path: Home > Payroll > Request > Employee Cost Center. The main area features several filter dropdowns: Office Type (All), Office (All), Salary Type (All), Cost Center Code (All), Status (All), Employee Number (All), Employee Name (All), and Effective From (DD/MM/YYYY). A 'Get Results' button is highlighted. Below the filters, there are options to show 10 entries and export to Excel, PDF, or Print. A search bar is also present. The table below shows 10 entries with columns: ACTION, STATUS, S. NO., OFFICE TYPE, OFFICE, EMPLOYEE NUMBER, EMPLOYEE NAME, SALARY TYPE, and COST CENTER CO.



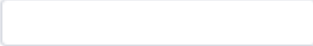

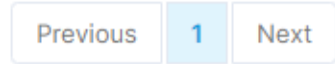

ACTION	STATUS	S. NO.	OFFICE TYPE	OFFICE	EMPLOYEE NUMBER	EMPLOYEE NAME	SALARY TYPE	COST CENTER CO
	Initiated	1	HQ	HQRS	997618	PALAKURTHI SANTHOSH	IDA	-
	Initiated	2	DO	DO KARIMNAGAR	276591	VANNUR BASHA GAJULA	IDA	-
	Initiated	3	IFS	IFS, GURGAON	200013	SANTHOSH	-	-
	Initiated	4	HQ	HQRS	143431	SATINDER SHARMA	IDA	-
	Initiated	5	HQ	HQRS	290572	AMIT KUMAR	CDA	-
	Initiated	6	HQ	HQRS	279932	SURENDER KUMAR	IDA	-
	Initiated	7	HQ	HQRS	200012	TEST CANDIDATE	-	-
	Initiated	8	HQ	HQRS	200012	TEST CANDIDATE	IDA	-
	Initiated	9	HQ	HQRS	200011	RENU YADAV	IDA	-
	Initiated	10	HQ	HQRS	200011	RENU YADAV	IDA	-

Showing 1 to 10 of 74 entries

Navigation: Previous 1 2 3 4 5 ... 8 Next

Figure 4-112: Employee Cost Center Landing

User shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to map employee cost center in the table.

4.29.3 Add Employee Cost Center


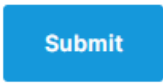
Click on  to map employee cost center for cost allocation as shown below in Figure

Figure 4-113: Add Employee Cost Center

Enter the details and click on  to add employee cost center and a success message will be shown as below in Figure



Cost Center has been saved successfully.

Employee Cost Center

Office Type	Office	Salary Type
All	All	All
Status	Employee Number	Employee Name
All	All	All

Figure 4-114: Employee Cost Center Success

4.30 Other Payment- Leave Encashment

This process is used for Leave Encashment. Only approved leave encashment will be shown on Leave Encashment Processing screen

4.30.1 Navigation

Left Navigation: Payroll >>Request>> Other Payment>> Leave Encashment

4.30.2 Leave Encashment Processing

User shall traverse the navigation as mentioned in Section 4.30.1 to reach the Page as shown in below

The screenshot displays the 'Leave Encashment Processing' page in the FCI HRMS. The sidebar on the left contains a menu with 'Payroll' and 'Request' highlighted. The main area features a table with 10 entries. The first two rows have checkboxes in the 'ACTION' column highlighted in red. Above the table, there are filters for 'Office Type' (DD) and 'Office Name' (DO KARNAL), with a 'Get Results' button highlighted in red. Below the table, there are 'Export to' options for 'Excel', 'PDF', and 'Print', and a search bar. At the bottom right, there are 'Process', 'Cancel', 'Bank Statement Report', and 'Invoice Report' buttons.


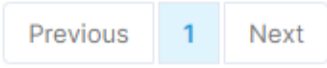



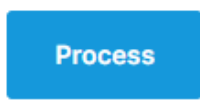
ACTION	VIEW ACTION HISTORY	S.NO.	OFFICE TYPE	OFFICE NAME	REQUESTED DATE	PAYROLL TYPE	EMPLOYEE NUMBER
<input type="checkbox"/>		1	DD	DO KARNAL	07/01/2021	--	198449
<input type="checkbox"/>		2	DD	DO KARNAL	27/01/2021	--	298047
<input type="checkbox"/>		3	DD	DO KARNAL	04/02/2021	--	132229
<input type="checkbox"/>		4	DD	DO KARNAL	22/01/2021	--	132582
<input type="checkbox"/>		5	DD	DO KARNAL	13/02/2021	--	132584
<input type="checkbox"/>		6	DD	DO KARNAL	15/02/2021	--	225624
<input type="checkbox"/>		7	DD	DO KARNAL	22/02/2021	--	295383
<input type="checkbox"/>		8	DD	DO KARNAL	15/02/2021	--	292220
<input type="checkbox"/>		9	DD	DO KARNAL	30/03/2021	--	287280
<input checked="" type="checkbox"/>		10	DD	DO KARNAL	07/01/2021	--	132513

Figure 4-115: Leave Encashment Processing

User shall be able to perform the following activities from the page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.



- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to select the request for processing.
- Click on  to generate the bank file after processing.
- Click on  to down invoice report after processing the request.
- Click on  button to process the selected requests and a success message will be shown below in Figure

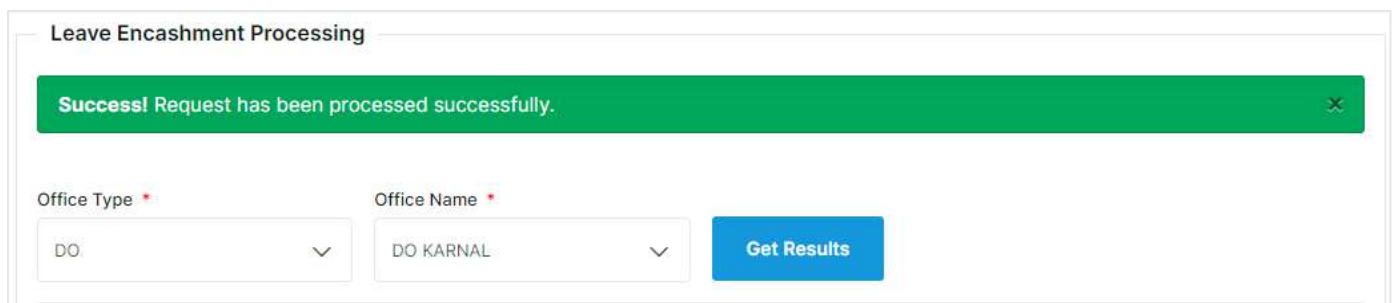


Figure 4-116: Leave Encashment Processing Success

4.31 Other Payment- LTC

This process is used for Leave Encashment. Only approved leave encashment will be shown on the Leave Encashment screen for the payment.

4.31.1 Navigation

Left Navigation: Payroll >>Request>> Other Payment>> LTC

4.31.2 LTC Reimbursement Processing

User shall traverse the navigation as mentioned in Section 4.31.1 to reach the Page as shown in below

Figure 4-117: LTC Reimbursement Processing

User shall be able to perform the following activities from the page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.









- Click on  to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to select the request for processing.
- Click on  to generate the bank file after processing.
- Click on  to down invoice after processing the request.
- Click on  button to process the selected requests and a success message will be shown on as shown below in Figure

Figure 4-118: LTC Reimbursement Process Success

4.32 Other Payment

This process is used to process other payments like Advances, Reimbursements, Adhoc Transaction Other Payment, Benevolent Fund, Gratuity, Process Recommendation Incentive, CPF and LTC Encashment etc.

4.32.1 Navigation

Left Navigation: Payroll >>Request >> Other Payment>> Advance

Left Navigation: Payroll >>Request >> Other Payment>> Reimbursements

Left Navigation: Payroll >>Request >> Other Payment>> Adhoc Transaction other Payment

Left Navigation: Payroll >>Request >> Other Payment>> Benevolent Fund

Left Navigation: Payroll >>Request >> Other Payment>> Gratuity

Left Navigation: Payroll >>Request >> Other Payment>> Process Recommendation Incentive

Left Navigation: Payroll >>Request >> Other Payment>> CPF

Left Navigation: Payroll >>Request >> Other Payment>> LTC Encashment

4.32.2 Processing

User shall traverse the navigation as mentioned in Section 4.32.1 to reach the Page and shall be able to perform below activities:



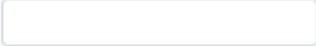

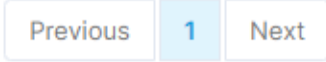



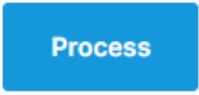
- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to select the request for processing.
- Click on  to generate the bank file after processing.
- Click on  to down invoice after processing the request.
- Click on  button to process the selected requests and a success message will be shown as below in Figure



Figure 4-119: Other Payment Success

4.33 Salary Slip

This process is used to generate the Salary Slip of the officer/ employee.

4.33.1 Navigation

Left Navigation: Payroll >> Reports>> Employee Salary Slip

4.33.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.33.1 to reach the Salary Slip Page as shown below in Figure

Figure 4-120: Salary Slip

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records

- Click on **Download** to download the Salary Slip. Salary Slip will be opened in new tab as shown below in Figure
- Click on **Download** to download the Salary Slip. Salary Slip will be opened in new tab as shown below in Figure

FOOD CORPORATION OF INDIA
HA11 HQ-DELHI


Emp.No. 101664 वेतन पर्ची #PAYSUP FOR Jan, 2021 Invoice Number: 0

नाम	NAME: Text	सीपीएफ / जीपीएफ संख्या	cpf/Gpf no: Text
पदनाम	Designation: General Manager	रीटायरमेंट तारीख	retirement date: 31-May-26
पैन नं	Pan No.: ANDPS7493K	वेतन बैंड / स्केल	Payband/Scale: #E-7
मूल वेतन	BASIC/MGW: 124390	स्टाफ कोड	Staff Code: Text
विरोध वेतन	Grade Pay: 7	जन्म की तारीख	Date of Birth: Text
पैटर्न	Pattern: IDA	वेतन के दिन	Days paid: 31
विभाग	DIV/Section: Legal/Legal	एफ.पी.एस नंबर	FPS Number:
संवर्ग	Cadre: Legal	वेतन पर जोड़े	Add on pay:

ग्रास Earnings		कटौती Deduction	
Basic	124390	CPF Deduction	17673.4
DA	22898	Employee Pension Deduction	2945.56
Electricity Allowance	2487.8	Income Tax	2318.07
Prof/ Membership Fee and Training	2487.8	Employee Medical Health Scheme Deduction	100
Entertainment Allowance	7463.4	Benovaient fund Recovery	30

Figure 4-121: Salary Slip PDF

Click on  to save PDF in local device.

Click on  to take print out in hardcopy.

4.34 Earning Report

This process is used to generate the earnings report of the officers/ employees.

4.34.1 Navigation

Left Navigation: Payroll >> Reports>> Earning Report

4.34.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.34.1 to reach the Earning Report Page as shown below in Figure

Figure 4-122: Earnings Report

User shall be able to perform the following activities from the landing page:

- Click on **Generate** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records
- Click on **Export PDF** to save PDF file in local machine, report will be opened in new tab as shown below in Figure

FCI - Salary Slip

1 / 3 | - 93% +


FOOD CORPORATION OF INDIA
HALL Headquarter

Generate Earnings Reports Report Generation Time: 17-May-2021 20:15:51

S.no.	Employee Number	Employee Name	Designation	Staff Code	Days Paid	Current Basic	Da	Basic
1	290572	AMIT KUMAR	Manager	SN129950C	19	52480	9656	52480
Total							9656	52480

Figure 4-123: Earnings Report PDF

Click on  to download PDF in local machine.

Click on  to take print out in hardcopy.

4.35 Monthly Deduction Report

This process is used to generate the monthly deduction report of the officers/ employees.

4.35.1 Navigation

Left Navigation: Payroll >> Reports>> Monthly Deduction

4.35.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.35.1 to reach the monthly deduction Report Page as shown below in Figure

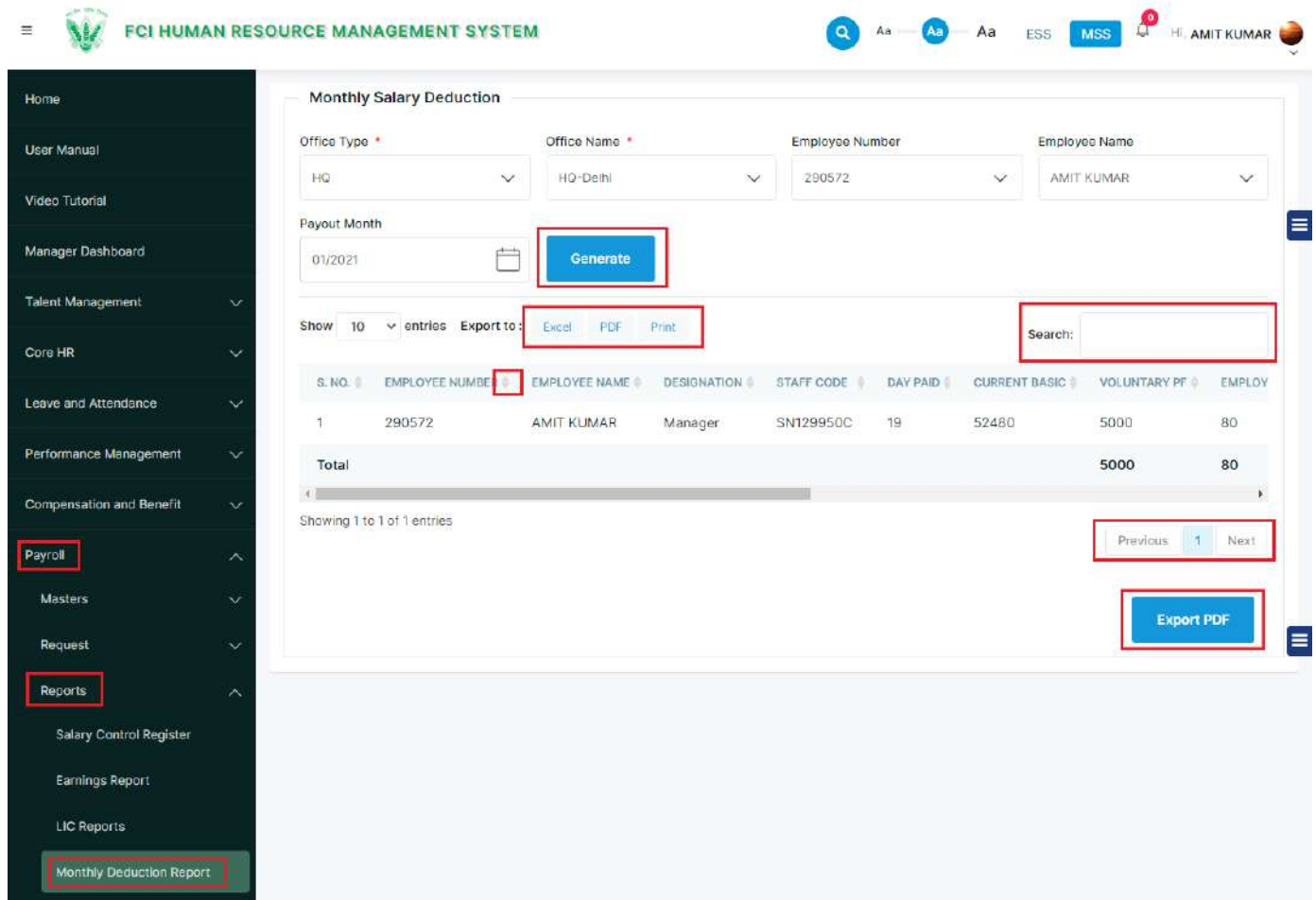


Figure 4-124: Monthly Salary Deduction

User shall be able to perform the following activities from the landing page:

- Click on **Generate** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **EMPLOYEE NUMBER** to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records
- Click on **Export PDF** to save PDF file in local machine, report will be opened in new tab as shown below in Figure


FOOD CORPORATION OF INDIA
HA11 Headquarter

Monthly Salary Deduction Report Generation Time: 17-May-2021 20:39:38

S.no.	Employee Number	Employee Name	Designation	Staff Code	Days Paid	Current Basic	Voluntary Pf	Employee Medical Health Scheme Deduction	
1	290572	AMIT KUMAR	Manager	SN129950C	19	52480	5000	80	
Total								5000	80

Figure 4-125: Monthly Salary Deduction PDF

Click on  to download PDF in local machine.

Click on  to take print out in hardcopy.

4.36 Invoice and Bank Statement

This process is used to generate Invoice and Bank Statement Report.

4.36.1 Navigation

Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> Advances

Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> Reimbursements

Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> Leave Encashment

Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> Process Recommendation Incentive

Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> Benvolent Fund

Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> Gratuity

Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> Adhoc Transaction Other Payment Report

Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> CPF








Left Navigation: Payroll >> Reports>> Invoice and Bank Statement >> LTC Encashment

4.36.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.36.1 to reach the Report Page. All above mentioned reports having common filters and UI as shown below in Figure

Figure 4-126: Invoice and Bank Statement

User shall be able to perform the following activities from the page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to generate the bank file in PDF.
- Click on  to generate invoice report in PDF.

4.37 Tax On Salary

This process is used to generate Tax On Salary Report.

4.37.1 Navigation

Left Navigation: Payroll >> Reports>> Tax on Salary

4.37.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.37.1 to reach Tax on Salary Report.

Figure 4-127: Tax On Salary

User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **3** **4** **5** **...** **11** **Next** to navigate table records.



5. Common Functionalities

5.1.1 Add Reviewer

Add reviewer is the functionality by which the competent authority can add an officer in case of additional recommendations or remarks while processing the requests initiated, either by an employee or on administrative grounds. The benefit of this functionality is that within a fixed delegation of power FCI users of personnel division account division and vigilance division can assign a request for clarifications to the needful authority.

To add an additional reviewer click on [Add Reviewer](#) link as shown below



Review Computer Advance Request

Employee Number 290572 Employee Name AMIT KUMAR Division Personnel Section General Designation Manager Date Of Joining 06/04/2015	Date Of Retirement 30/04/2049 CPF Number 129950 Salary Type IDA Basic Salary 52480 Bank Account Number 625501521466
--	--

Advance Name Computer Advance Amount 12345 Actual Cost Of Computer 1234 Remarks vhg Whether Acquired Basic Training In Computer Application For At Least 2 Weeks No	Number Of Installments In Which Advance Along With Interest Are To Be Refunded. 1 If The Applicant Wants To Purchase Personal Computer Other Than Regular Agent Or Reputed Dealer, Whether Prior Permission Of Competent Authority Under Regulation 48(4) Of FCI Staff Regulation 1971 Has Been Taken No Ref Doc
--	--

Certified that the information furnished above is true and correct and the advance shall be used for the purchase of personal computer, within a month from the date of drawl of advance.

View Action History

Approved Amount * <input style="width: 90%;" type="text" value="Approved Amount"/> Number Of Installment <input style="width: 90%;" type="text" value="1"/>	End Month/Year Interest Applicable Yes Interest Rate Percentage 9
Monthly Installment 0 Start Month/Year <input style="width: 90%;" type="text" value="MM/YYYY"/>	

Reviewer Remarks *

Reviewer Remarks

Document Name <input style="width: 95%;" type="text" value="Enter Document Name"/>	Supportive Document <input style="width: 95%;" type="text" value="Upload Document"/> Upload Add
---	--

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
Add Reviewer Selective Revert Review Revert Cancel			

Figure 5-1: Initiate Add Reviewer


As the user clicks on Add Reviewer link as shown in Figure 5-1, then the user will navigate to the add reviewer detail page as shown in Figure 5-2

S.NO.	DATE OF ACTION	VERSION	STATUS	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS
1	13/05/2021 12:19:03 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated
2	17/05/2021 10:05:57 PM	1	Dispatched	MEGHA SINGHAL	Dispatcher	Personnel	Reviewer	ok
3		1	Pending Review	SHEELA EDLINE TIGGA	Manager	Personnel	Reviewer	N/A

OFFICE TYPE	OFFICE	EMPLOYEE LIST	DIVISION	SECTION	DESIGNATION	REASON
HQ	HQ-Delhi	AMIT KOHAR - 276590	Information Technology	Computer	Assistant General Manager	Please verify

Buttons: Add, Cancel

Figure 5-2: Add Reviewer

Enter the details of the concerned authority for clarification/recommendations and click on  button to add the concerned authority as an additional reviewer. On addition the competent authority for the application will receive a success message as shown in Figure 5-3

Reviewer has been added successfully.

Advance Request Landing


Advance Name: Select | Status: All | 

Figure 0-1: Reviewer Added Successfully

The concerned authority who has been added as an additional reviewer will receive the access and permissions of a reviewing authority for that particular request. Hence the additional reviewer will be able to either review or revert the request, such that on desired action the authority who added the additional reviewer will receive the decision along with recommendations which will get recorded in the action history for further perusal.

5.1.2 Selective Revert

Selective revert is the functionality by which competent authority can send back (Revert) the request to a specific authority who has already taken an action and is a part of the application review and approval process as per DoP. However any authority who have been added as an additional reviewer will not able to



perform this action. To revert the application to a previous authority click on select click on Selective Revert link as shown below



Review Festival Advance Request

Employee Number 150523 Employee Name SUNITA KUMARI Division Finance Section Bills Designation Manager Date Of Joining 03/04/1997	Date Of Retirement 30/06/2036 CPF Number 106016 Salary Type IDA Basic Salary 62960 Bank Account Number 10679654684
Advance Name Festival Advance Amount 12000 Festival Name	Remarks BAISAKHI FESTIVAL

I hereby declare that the festive allowance shall be returned within ten monthly installments and also I have not availed prior any festive allowance for current year to the best of my knowledge.

View Action History

Approved Amount * <input style="width: 90%;" type="text" value="Approved Amount"/> Number Of Installment <input style="width: 90%;" type="text" value="1"/> Monthly Installment <input style="width: 90%;" type="text" value="0"/> Start Month/Year <input style="width: 90%;" type="text" value="MM/YYYY"/>	End Month/Year Interest Applicable No
---	---

Reviewer Remarks *


Document Name

Supportive Document

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
Add Reviewer Selective Revert Review Revert Cancel			

Figure 0-2: Initiate Selective Revert



The reviewing or approving authority will select the concerned user to whom the request is to be reverted as shown in Figure 5-5 and provide the remarks to justify the selective revert and click on  button.

Selective Revert

ID EAD559

SELECT	S.NO.	DATE OF ACTION	ACTION	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY
<input type="checkbox"/>	1	09/05/2021 8:09:52 AM	Initiated	SUNITA KUMARI	Manager	Finance	Initiator
<input type="checkbox"/>	2	17/05/2021 10:15:45 PM	Dispatched	MEGHA SINGHAL	Dispatcher	Personnel	Reviewer
<input type="checkbox"/>	3		Pending Review	SHEELA EDLINE TIGGA	Manager	Personnel	Reviewer

Reason *

Enter Reason

Revert
Cancel

Figure 0-3: Selective Revert

On Click of revert the reviewing or approving authority will navigate to the landing page along with a success message as shown in Figure 5-6. Hence the application will be pending for review with the selected authority for further perusal which will also reflect in action history.

Request has been reverted.
✕

Advance Request Reviewer Landing

Advance Name

Select

Status

All

Get Results

Show 10 entries Export to: Excel PDF Print Search:

ACTION	ADVANCE ID	STATUS	CPF NUMBER	EMPLOYEE NUMBER	EMPLOYEE NAME	SECTION	DESIGNATION	ADVANCE NAME
No Data Available In Table								

Showing 0 to 0 of 0 entries

Previous
Next

Figure 0-4: Selective Revert Successful

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6 Troubleshooting and Support

Error Messages

The following error messages shall be showcased based on user behavior:

In reference to standard error messages that may appear in the application with respect to user and internet settings, the following status codes may reflect:

S.No.	Status Code	Description
1	100 Continue	Only a part of the request has been received by the server, but as long as it has not been rejected, the client should continue with the request.
2	200 OK	The request is OK.
3	201 Created	The request is complete, and a new resource is created
4	202 Accepted	The request is accepted for processing, but the processing is not complete.
5	203 Non-authoritative Information	The information in the entity header is from a local or third-party copy, not from the original server.
6	204 No Content	A status code and a header are given in the response, but there is no entity-body in the reply.
7	205 Reset Content	The browser should clear the form used for this transaction for additional input.
8	206 Partial Content	The server is returning partial data of the size requested
9	301 Moved Permanently	The requested page has moved to a new url.
10	307 Temporary Redirect	The requested page has moved temporarily to a new url.
11	400 Bad Request	The server did not understand the request.
12	401 Unauthorized	The requested page needs a username and a password.
13	403 Forbidden	Access is forbidden to the requested page.
14	404 Not Found	The server cannot find the requested page.
15	405 Method Not Allowed	The method specified in the request is not allowed.
16	406 Not Acceptable	The server can only generate a response that is not accepted by the client.
17	408 Request Timeout	The request took longer than the server was prepared to wait.
18	409 Conflict	The request could not be completed because of a conflict.
19	410 Gone	The requested page is no longer available.
20	415 Unsupported Media Type	The server will not accept the request, because the mediatype is not supported.
21	500 Internal Server Error	The request was not completed. The server met an unexpected condition.
22	501 Not Implemented	The request was not completed. The server did not support the functionality required.



23	502 Bad Gateway	The request was not completed. The server received an invalid response from the upstream server.
24	503 Service Unavailable	The request was not completed. The server is temporarily overloading or down.
25	504 Gateway Timeout	The gateway has timed out.
26	505 HTTP Version Not Supported	The server does not support the "http protocol" version.

Table 6-1: HTTP Status Error Codes

Frequently Asked Question

This section shall address some of the frequently asked questions which may arise in the HRMS application under different circumstances as mentioned in Table 6-2

S.No	Circumstance	Next Step
1	Unable to Login to HRMS application	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
2	I am able to access the HRMS application but unable to access respective menu links	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
3	I am unable to see my profile information in HRMS application	Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
4	I am unable to submit a request due to "Bad API Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
5	I am unable to submit a request due to "Unauthorized Access Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
6	I am unable to open the HRMS application in my web browser	Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the



		roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
9	Unable to open HRMS application in web browser	Please note that the HRMS application is compatible with the following browsers only: <ul style="list-style-type: none"> • Internet Explorer 11 and above • Google Chrome ver. 44 and above • Mozilla Firefox ver. 48 and above • Safari Browser ver. 5.1.7 and above In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
10	Unable to install the HRMS mobile application in Android/iOS mobile	Please note that the HRMS application is compatible with the following mobile OS versions: <ul style="list-style-type: none"> • Android KitKat (Ver. 4.4) and above • IOS 12 and above In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
11	I am unable to see the required information in the dropdowns and filters of HRMS application	The issue that the intended information is not available for data entry might be because: <ul style="list-style-type: none"> • Permission or Role not assigned for the employee. • Information has not been migrated into the HRMS application • Information has been modified after scheduled maintenance of HRMS application Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in



		hrmssupport.fci@gov.in
12	Information visibility as per organization hierarchy	<p>Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself.</p> <p>Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
13	I am unable to generate an eSign or apply digital signature as a competent authority	Please send an email along with the employee number, employee name and office to hrmssupport.fci@gov.in as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.
14	Unable to export or print the information in the HRMS Application	Please ensure that MS Office with latest updates is installed in the system and print settings are set to “Default”. In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
15	Biometric device is unable to recognize employee fingerprint.	To ensure that the employee does not lose any attendance, the HRMS application provides the “Attendance Regularization” feature via which attendance can be modified to “Present Status” based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint registration using the biometric device w.r.t. the employee number. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
16	The leave details in the HRMS application is incorrect	There can be circumstances that the migrated information from Service Book to HRMS application might be incorrect or undefined under rare circumstances. However, in such cases the “Leave Updation” process provided by the HRMS application shall allow the Personnel Division to update the Leave balance of the employee. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
17	Unable to generate MPIN for HRMS Mobile Application	Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number, employee name, mobile



		number and office to hrmssupport.fci@gov.in
18	Unable to view my scanned service book in HRMS application	There can be circumstances that the migrated information and the scanned service book have not been linked in the HRMS during data migration. If so then kindly drop an email along with the employee number, employee name, mobile number and office to hrmssupport.fci@gov.in
19	I have setup a new DOP, but it is not reflecting in the system.	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
20	I have lost/damaged my mobile or PC.	In the event an employee has lost his mobile or damaged the PC, then the event is to be immediately informed to hrmssupport.fci@gov.in , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures.

Table 6-2: Troubleshooting and Next Steps

- Issues identified and formally received shall be addressed swiftly as per the support matrix.
- Corrections and improvements to the HRMS application shall be disbursed based on application updates which shall be performed during system maintenance, to ensure employees can work during the operating hours.
- HRMS mobile application shall receive regular updates only in the event of any reported issues which have been fixed.

7 Helpdesk

Email ID: support-hrms@kelltontech.com