ST. XAVIER'S COLLEGE RANCHI

Certificate Course in
Payroll Management

(B.Com. Sem-V)

BASED

Accounting Software - TallyPrime & Govt. Portal

- *Duration: 6 Months*
- *Three alternate days in a week*
- *Each Class will be of one hour.*

Payroll Management

The Payroll Environment

Module 1:

1.01
- Obligation to/from-Human Resources,
- Finance
- Information Technology
- Payment Periods
- Frequencies
- Pay Calendars
- Payroll Inputs
- Data Collection
- Timescales
- Payroll timetable

Basic Payroll Process

1.02
- Fundamentals of Payroll Process
- Impact of New Employees
- Unauthorized Leaves
- Rewards
- Incentives
- Increments
- Promotion on Salary Processing
- Leave Closure
- Salary Inputs
- Salary Cut Off Date

Principles of Payment & Deduction

1.03
- Exposure to Compensation Components (Basic, HRA, LTA, PF, etc),
- Payments & Temporary Changes,
- Pay & Allowances,
- Basic of Statutory Deductions like PF
- Employee Contribution
- Employer Contribution Pension Scheme
- ESI PT & TDS.

	Payroll Master
	➤ Payhead Creation
	➤ Employees Group
	➤ Employees Master
1.04	➤ Employees Categories
	➤ Summary
	➤ Assignment

Pay Voucher

- ➤ Attendance Voucher Entry
- ➤ Payroll Voucher Manual Entry
- ➤ Payroll Voucher Auto Fill

1.05
- ➤ Payment Auto Fill
- ➤ Summary
- ➤ Assignment

Provident Fund (Use Govt. Portal)

- ➤ Practical Exposure on how to register for PF
- ➤ Remittance and Challan gereration from Portals
- ➤ Advances
- ➤ Addition
- ➤ Deletion

1.06
- ➤ EPS (Employee Pension Scheme)
- ➤ Fines Charges, Reports
- ➤ Templates
- ➤ Forms etc
- ➤ PF Transfer
- ➤ Withdrawal Procedures.

ESIC (Use Govt. Portal)

- ➤ Practical Exposure on how to register for ESIC
- ➤ Remittance and challan generation from Portals
- ➤ Advances
- ➤ Addition
- ➤ Deletion
- ➤ Employer and Employee Contribution
- ➤ ESI Slab

1.07
- ➤ ESIC Cards
- ➤ Hospital Network
- ➤ Reports
- ➤ Templates
- ➤ Forms, etc.

1.08	**Professional Tax** ➢ Fundamentals & Registration of PT ➢ Professional Tax applicability and Slabs ➢ Remittances ➢ Fines and Impact
1.09	**Payroll Reports** ➢ Generation of Various Payroll Reports like ➢ Salary Master Report ➢ Headcount Report ➢ Leave & Absenteeism Report ➢ Incentive Report ➢ Exit & Resignation Report ➢ Overtime Report & other MIS ➢ Audit required reports using MS Excel & Pivot Table Reports.
1.10	**Appendices** **Shortcut keys** ➢ Function Keys ➢ Special keys ➢ Special Function keys ➢ Navigation Keys