

**KwikPay is a Customized Payroll Solution, for Indian Offices and Factories.**

KwikPay provides a quick and easy method for calculation of monthly Payroll. It covers the Computation of Salary, Computation of Tax, Attendance, PF Accounts and generation of necessary statutory reports.

**KwikPay is easy-to-use, it can be Administered and Managed without any support from IT staff. KwikPay does not require any external RDBMS like Oracle or MS SQL Server.**

**Functions:**

KwikPay covers the following functions in an integrated manner, with emphasis on best industry practices.

**I. Employee:**

- Employees can be grouped, based on Category and Department.
- The Detailed information on an employee like Category, Department, Designation and Pay data such as Basic Pay, DA, HRA, etc are defined and maintained here. Any number of Earnings and Deductions can always be specified and maintained.
- Option is provided to decide if attendance calculation is applicable for the employee or not.
- Option to calculate salary only for a specific number of days can be specified here. This is useful to calculate salary for employees who have joined/resigned after the month beginning.
- The earnings and statutory deductions defined under different heads are used to auto-calculate the taxable income.
- Statutory deductions like Provident Fund, Professional Tax & ESI are auto-calculated, based on the eligibility criteria.

**II. Attendance:**

- Collection of Attendance data, for specific employees.
- Loss of Pay can be calculated for employees, where attendance is applicable.
- Loss of Pay details are auto updated, for the computation of monthly salary.

**III. Salary:**

- Processing of monthly salary is executed, at one go.
- All Earnings, Deductions, TDS and Loss of Pay are automatically taken for the calculation.
- OT can be calculated if applicable.
- The calculated monthly salary is updated for the computation of Form 16 and PF statements.
- Salary can be maintained for different financial years.
- Monthly salary can be re-processed if required, at one go.
- Option to select and purge old salary data.

**IV. PF & ESI:**

- Computation & allocation of contributions to Provident Fund and Pension Fund.
- Allocation of monthly PF contribution to various PF Accounts is automatically done.
- The user can change the percentage for PF contribution and allocation between Pension Fund and Provident Fund accounts.
- Computation of ESI contribution of Employee and Employer
- The user can change the percentage of ESI contribution as per the ESI rules.

**V. TDS:**

- All the relevant information of the employee such as earnings, statutory deductions are used to calculate the taxable income.
- All necessary information required for the generation of Form 16 can be defined & maintained.
- Income Tax payable is calculated as per the tax category like General, Sr. Citizen & Woman.
- Surcharge on income tax is calculated, as per the eligibility criteria.
- Taxable income calculation can be maintained for different assessment year.
- The user can change eligibility criteria as and when the IT rules changes.

## **VI. Reports:**

KwikPay provides the necessary statutory and MIS reports for a Payroll system. Some Key reports are:

1. Monthly Attendance Statement
2. Pay Slips
3. Register of Wages/Salary
4. PF Register
5. ESI Register
6. Professional Tax Register
7. TDS Statement
8. Bank Statement
9. Salary Certificate
10. PF Form No. 5
11. PF Form No. 10
12. PF Form No. 3A
13. PF Form No. 6A
14. PF Form No. 12A
15. PF Accounts
16. ESI Form 5
17. ESI Form 6
18. Form No. 16

### **General features:**

- ⇒ KwikPay is built using Sysnet's Enterprise AppMaker - SpApp.
- ⇒ KwikPay does not need any third party database like MS-SQL Server or Oracle.
- ⇒ KwikPay can be easily maintained, without Programming.
- ⇒ KwikPay does not need any IT staff, it is planned to be maintained by the end users themselves.
- ⇒ KwikPay data can be backed up, using menu options.
- ⇒ Export the data to CSV (Excel), Txt or Dat file.
- ⇒ You can select and purge old data.
- ⇒ Context Sensitive Help - Press 'F11' to quickly get help on a particular topic of KwikPay.
- ⇒ Data is secured through encryption and compression.
- ⇒ Define users with specific access control.
- ⇒ Attach photo of employees and use SpApp Media Player to view them.
- ⇒ Preview reports before printing.
- ⇒ Save report as an image file (png, jpg, gif or Excel).
- ⇒ Sent save reports as an email attachment directly from KwikPay.

### **Summary:**

KwikPay can be customized to suit your specific requirements. It is easily maintained without IT Staff and does not require any external RDBMS.