

# EazePay – Payroll for India

July 2014



# Overview

- EazePay is a part of EazeWork's solution portfolio and is being used by companies in
  - BPO, KPO, Software
  - Manufacturing
  - Government
  - CA / Law firms
- Customers are across Delhi, Mumbai, Bangalore, Trivandrum, Chennai
- In about 6 months of being launched the solution has already gained acceptance in more than 15 companies



# Application Modules

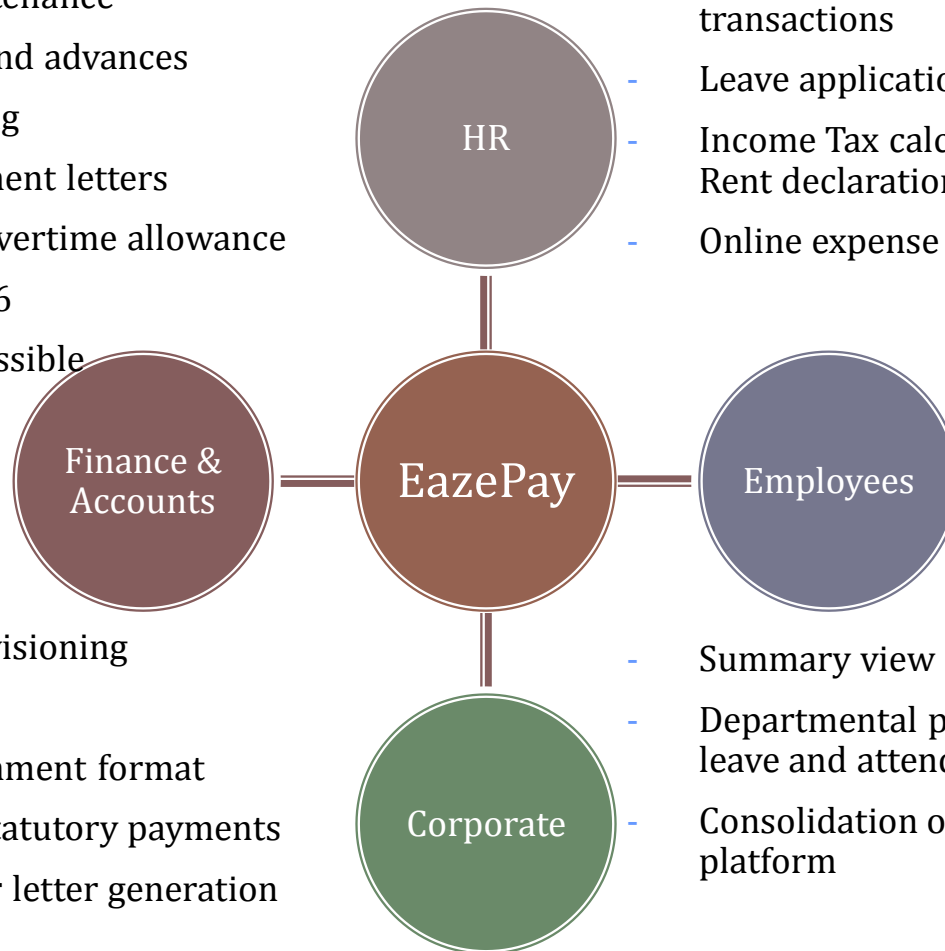


- The application can be deployed with different configuration – for example you can chose not to have the Leave Management module.

# Collaboration Platform

- Employee record maintenance
- Leave tracking, Loans and advances
- Full and Final processing
- Salary revisions, Increment letters
- Customized rules for Overtime allowance
- Digitally signed Form 16
- CTC based structure possible

- Complete visibility of all Payroll transactions
- Leave application and approvals
- Income Tax calculations, Tax / VPF, Rent declarations
- Online expense reimbursements

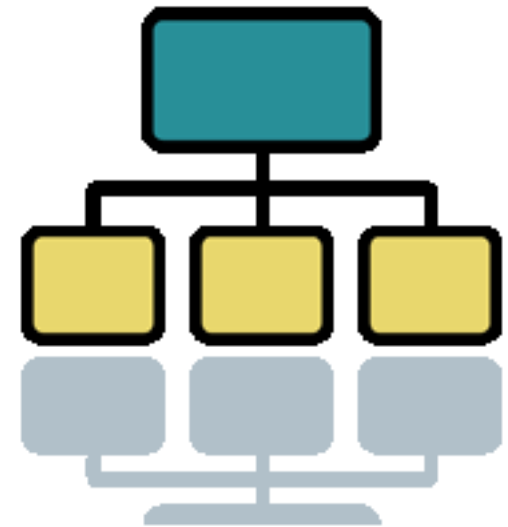


- Gratuity, Bonus Act provisioning
- Integration with Tally
- eTDS RPU as per Government format
- Record keeping for all statutory payments
- Automatic bank transfer letter generation

- Summary view of statutory compliances
- Departmental performance reports on leave and attendance
- Consolidation of various systems into one platform

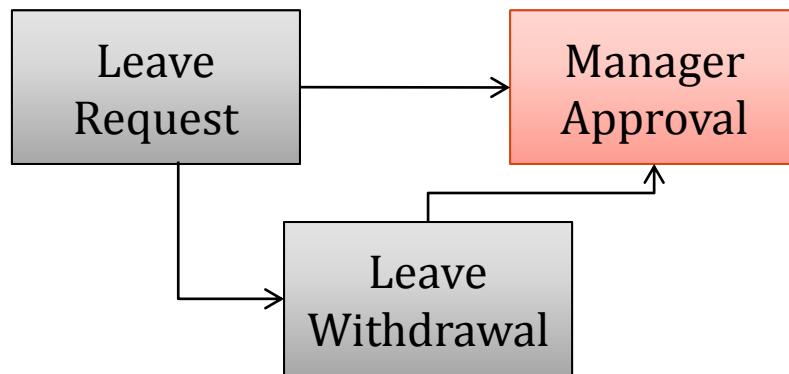
# 1. HRIS – Employee Database

- Create your own department structure, designations and levels
- Create and maintain employee records
  - Address
  - Official Details
  - Personal Details
  - Education / Professional
  - Performance Records
  - Training Records
- View information by division, department for company
- Can model multiple companies
- View the working calendar for the team
- Access documents like Company Policies



## 2. Calendars, Shifts and Leaves

- Create and manage calendars and shifts – separately for different offices and also for different employees
- Manage shift plans – employee roster
- Track late coming by checking against shift times



- Leave approvals can be customized
- Employees can view their leave balance and history
- Custom leaves can be created
- Leave Encashment controlled by HR Manager
- Automatic integration with Payroll for Leave of Absence or Leave Encashment

### 3. Attendance Integration

- Multiple modes of attendance recording
  - Integrates with biometric or smart card
  - Software based attendance recording option available
- Can capture In-time, Out-time and also Breaks (lunch / tea)
- Integrates with Leave and Managers or HR have the option to process missing attendance as per company policy



# 4. Payroll Features

## Setup

Employee Salary Structure and Details

Expense Reimbursements

Statutory Details – PF/ESI/LWF/Bonus/LTA/PT

HR / Accounts / Admin  
can collaborate to  
work on the same  
system

## Monthly Process

Arrears Processing, Variable and Expense (Flexi) Reimbursements

Leave and Statutory Deductions

Manage Employee Declarations – Tax / Other Income

Tax Calculation including Perquisite values

Review and Finalize Output

Update TDS / PF / ESI payment details

## Quarter / Year End Processes

Generate all statutory forms, eTDS

Create digitally signed Form 16

Year end processing

Full and Final Settlement



## 5. Statutory Reports

- There are more than 50 reports available which capture all statutory reporting requirements. We can also create new reports if needed

Income Tax	PF, EPS, EDLI	ESIC	Others
Monthly - ITNS 281 Quarterly - eTDS, 24Q, 27A Annual - Form 16, 12BA, Form 24, 27A	Monthly - 12A, Form 5, 10, Combined Challan Annual - 3A, 6A Employees - Form 2	Employees - Form 1, Form 3 Six Monthly - Form 5, Form 6 ESIC Statement and Challan	Labor Welfare Fund - Challan, Contribution Report Bonus Act - Bonus Statement, Payment Report Gratuity Statement

- Besides the statutory reports employee salary slips, tax calculations, increment letters, form 16, full and final, expense voucher reports are also available
- Reports can be downloaded in pdf or excel formats

# Application Implementation Options

There are two ways of implementing EazePay

- Option 1 - Single user type – only Payroll managers use the system, update the leave, attendance records, employee declarations and process payroll. Salary slips, Form 16 are distributed through email or as hard copies
- Option 2 - Multiple users – employees can directly access their account, download salary slips, request for leaves, update tax and other declarations. Payroll managers process payroll.
- Option 1 can be implemented either on a web/intranet or standalone mode
- Option 2 can be implemented only on a web/intranet mode



# EazeWork Model

## Subscription

- Subscribe for only the number of actual users and add as you grow
- Pay for only the modules / features you use
- Free upgrades and enhancements

- Intensive support during initial period
- Chat, email and phone support
- Remote support through desktop sharing tools

- Configuration of your processes and migration of data
- Training of your employees
- Providing you with Archival / Backup as per your request

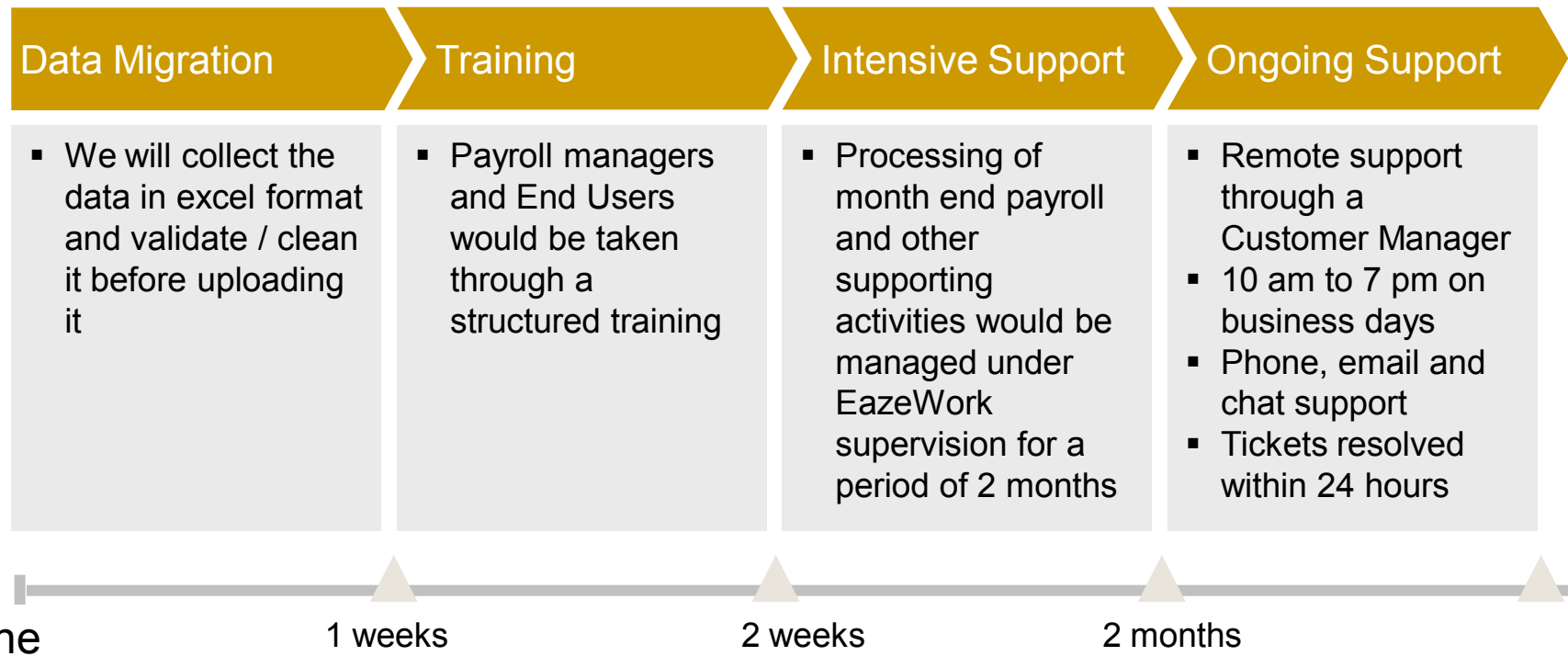
## Support

## Services



# Implementation and Support

- These timelines and activities are indicative and need to be aligned with each company's requirement



# Functionality Details

- Gross Salary or Cost to Company view – decide if you want to design the structure using CTC components or only gross salary
- Flexible salary structure – any salary structure can be mapped and templates help in standardizing structures across levels
- One click increment processing – smart design of salary structure allows increments including arrears to be processed with minimal effort
- Employees can make their own declarations as per the timeline decided by the HR / Payroll team or the HR / Payroll team can do a bulk update of declarations through excel



# Functionality Details (continued)

- Multiple companies can be modeled in one setup allowing a centralized payroll and leave processing for employees of on group
- Employee Full and Final processing is done through the application. It handles
  - Loans
  - Leave encashment
  - Notice period recovery
  - Gratuity
  - Asset or any other recovery
  - Partial salary processing
  - Provisional Form 16
  - Generation of Full and Final letter
- Expense reimbursements can be processed with monthly, quarterly, six monthly or annual frequency where unclaimed amount can be paid to the employee after deducting tax.



# Why do business want SaaS

- SaaS is easier, less risky and ultimately more cost effective to implement and run
- Can pay as they use
- Can try and then buy
- There are no IT barriers – don't have to think of servers, infrastructure, IT engineers
- Employees can log on from anywhere, all people work on same software version
- Many businesses now trust the fact that SaaS products are in fact safer overall and they perform better and are less problematic

# Software as a Service

Software “configured” as per your requirements delivered to you through the internet.

It is not a one size fit all approach

Common infrastructure provided for by the service provider. Pay as you use through a subscription model.

Removes your capital expenditure and reduces operating costs

Has seen huge growth globally – 45% per annum over last 3 years while traditional software industry is growing at less than 8%.

An eco-system of Cloud Computing, ISPs and Software vendors is evolving



# SaaS Value Proposition

## Affordability

- Subscriptions based
- No capital expenditure and no additional cost for support

## Flexibility

- Can scale up as business grows
- Add more modules as requirements change
- Contract can be cancelled any time

## Application Features

- Application is maintained by EazeWork
- No additional cost of AMC, application feature enhancements included in subscription cost

## Reliability

- You don't have to maintain any IT infra except internet connectivity.
- EazeWork guarantees 99.9% uptime for their applications