

**Try and Buy.** Call us at +91 120 2401918 or go to [www.eazework.com](http://www.eazework.com) and register for a free trial today.



## Automate Payroll. Ensure compliance with Indian Laws. Create customized Salary structure. No Software to be Installed. No Hardware to be Purchased.

### EazePayroll™

EazeWork's Payroll solution allows you various features which help you in managing the payroll for your employees in a simplified manner. With this application you can reduce the effort of your HR or Accounts team by upto 80%. Typical issues in traditional payroll processes or software which EazePayroll addresses are

- Various sources of information need to be managed – leave information comes from HR, attendance information comes from Administration or from another application, expense and tax information comes from Accounts. Managing all this information while maintaining the confidentiality of the data makes manual processing time consuming, risky and error prone.
- Tax calculation rules change and also Salary structure needs to be redefined at times to optimize the tax savings. Payroll solutions don't provide any help in this area or there is a delay in providing updates.
- A forward view of the total amount of payment is needed by the Finance department to plan for funds. This feature is not available in most of the solutions.
- Queries of employees on salary and deductions are directed to HR and most of the times the HR associates do not have the information needed to answer their queries.
- Information on PF, ESI, TDS deductions is needed in time to make payments to the authorities. Reports might be provided but no alerts are given.

#### Automated Payroll Processing



- Through a structured process all the inputs required for Payroll processing are collected from various sources and inputs are validated against configurable rules
- Any exceptions or errors are highlighted giving the Payroll Manager the flexibility of correcting the error or removing the records from the process

#### Employee Self Service



- Employees can access their payslips, TDS calculations, Form 16 and other documents online
- Any queries which they have can be recorded online and send to the Payroll Manager
- Declarations on Tax Saving, Other Income can be filled up online, updated and submitted with configurable deadlines

#### Tax Calculations



- Income Tax calculations are handled through a built in Tax calculation engine. Any changes in the tax laws are implemented immediately by EazeWork thus eliminating multiple iterations and rework of salary slips.

#### Payroll and Compliances

PF, ESI, TDS, Bonus, LWF, PT

Monthly Payroll, Taxes, Loans

Salary Increments and Arrears

Full and Final Settlement

Online Pay slip, Form16

Online Tax Saving, Other Income, HRA, LTA, VPF declarations

#### Onetime Setup

**Setup**

Design Salary structures.  
Create groups, templates.  
Configure external and internal data sources.



**Get Inputs**

Three options  
- EazeHR fully integrated  
- Manual inputs  
- Excel uploads  
Completely customizable process.



**Run & Validate**

Exclude groups or individuals from the run.  
System checks the validity of inputs.  
Option to override output.

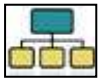


**Release**

Salary slips can be emailed or employees can download from their dashboard.

#### Recurring Monthly Process

# Designed to meet your business needs now and in future. Configurable to meet your changing requirements.



## Payroll Structure

- All possible salary structures can be configured. Taxable, non taxable, fixed, variable, perquisites, reimbursements, ad-hoc bonuses, loan recoveries, deductions etc can be all setup.
- Templates can be made for different levels / seniorities to ensure consistency in structure.
- Cost to company and take home salary both can be shown.



## Regulatory Compliance

Various aspects of Central and State Government laws which have an impact on the salary, benefits calculations are pre-built into the application. This helps in compliance to these laws.

- Income Tax, EPF, ESI, Gratuity, Labor Welfare, Bonus all calculations are managed through the calculation engine.
- Any changes in Government regulations are implemented as soon as the law is passed.
- Alerts and reports are made available to ensure that Payroll Manager is aware of the payments to be made with clear indication of deadlines.



## Useful for Service Providers

- Payroll Service Providers can use this application for any number of their clients and maintain unique setup for each of them.
- Data access is controlled at three levels – Company, Payroll manager and Users. Only authorized persons can see the data.
- Various options of uploading inputs are available and the source of inputs can be controlled so that only authorized client personnel are able to upload data.
- Finished results can be shared with the client before finalizing and releasing.



## Payroll Processing

- Payment of salary arrears which have an impact with past dates can be managed without impacting the payroll runs which have been completed.
- Inputs are checked for validity automatically, Payroll run is controlled and output can be reviewed and modified as per requirement.



## EazeConfig™

All EazeWork applications have a built in configurator EazeConfig. Some examples of configuration flexibility in Payroll are

- Salary structure can be configured.
- The timelines for various activities like inputs, pre-processing, processing and validating results can be configured.
- Templates for Form 16 and Salary slips can be configured as per requirement.
- Duration and frequency of user updates like tax saving declaration, other income statements can be setup.



## Tools, Alerts and Reports

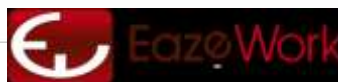
**Tools** – Data which you create and use is your data and EazeWork provides you with tools using which you can download or archive this data when needed. Import, Export tools will help you manage migration of your data from legacy applications to EazeWork applications.

**Alerts** – Critical activities will be monitored through system generated alerts. These alerts will come through email, sms, and dashboard messages and allow you a direct access to pending tasks.

**Reports** – Predefined reports are available which will meet most of your requirements.

## Data Security and Infrastructure Reliability

EazeWork applications are hosted on a SAS 70 Type II certified data center. This means that the data center is in compliance with US standards of controls policies and procedures and its processes are certified by a third party auditor. All data transfer with EazeWork applications is encrypted and no employee of EazeWork has access to your data directly. We also commit a 99.90% uptime which means a downtime of less than 8 hours and 45 minutes per annum.



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