MS-DYNAMICS D365 BUSINESS CENTRAL

HR & PAYROLL ADD-ON

BY

B2B SOFTWARE TECHNOLOGIES LTD

MICROSOFT-GOLD ENTERPRISE RESOURCE PLANNING PARTNER

HR and Payroll - Introduction

- B2B HR & Payroll is an Add-On solution built on Dynamics 365 Business Central.

- Comprehensive add-on catering all the needs of a HR department starting from recruitment to full & final settlement.

- Provides a complete Payroll – solution for the clients and seamlessly integrates with finance.

- Meets the requirements of organization and the statutory obligation to be met

HR and Payroll

Classified into 2 sections

- Human Resource Management
- Payroll Management

Human Resource Management

- Employee Master Information
  - General Information
  - Communication Information
  - Administration Information
  - Personal Information along with Picture
  - Payment Information
  - Tax Information
  - Employee Alternative Address
  - Employee Records (Soft Copy) attachments
  - Employee working hours information

- ➢ Employee Leave Information

- ➢ Employee Family Information

- ➢ Qualifications, Skills and Certifications

- ➢ Leave information

- ➢ Hobbies and Languages information

- ➢ Previous employee Income tax information

- ➢ Employee perks

- ➢ Salary Structure (Employee wise and Grade wise)

- ➢ Employee Loan details

- ➢ Employee Holding Company Assets Information

- ➢ Employee Confidential Information

Employee Related reports

Employee Related Other Reports

- Leftover Employee Details

- Employee Details

- Employee Count Report

- Concise Report

- Employee Credentials

Employee Trainings

- Training Need Identifications
- Training Scheduling
- Training
- Training Feedback
- Knowledge Transfers
- Training Dashboard

Employee Performance Appraisal

- Setting up Goals

- Setting up Rating Scales

- Conducting Self and HOD Performance Review

- Self and HOD Ratings

- Calculating consolidation Rating

Recruitment

- Man Power Request
- Man Power Approvals
- Resume Database
- Recruitment Process
- Planning of Interviews
- Conducting of Interviews
- Issuing of Offer & Appointment Letters
- Converting Candidate to Employee
- Joining Formalities
- Close the Recruitments

Reports on Recruitment

Reports – Offer Letter

Offer Letter

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Date : 5/9/2018

Mr./Ms.   **Rani Padmini Narayanan Chaitter**

Address: **Flat No 1211. Rose Garden Appt**

         Ameerpert, Hyderabad

         Somajiguda 500082

         TS

Sub : Offer Letter for the Position of SE(SOFTWARE ENGINEER)

Dear Mr./Ms Rani Padmini

This has reference to your application and further discussions you had with us. We are Pleased to offer you the Post of SE in our Organization. A detailed letter of Appointment will be given to you on the date of joining i.e., (Date of joininig confirmed by the Candidate)

Looking forward to associate with you for mutual benefit.

Note: – This Offer Letter is valid for acceptance for 10 days only from the date of issue.

Regards ,

For B2B Software Technologies Ltd

Note: Please acknowledge the receipt of this letter.

Reports – Offer Letter

Job Description

Job Description RO Report

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B2B Software Technologies Ltd

JOB DESCRIPTION FORM

Completion of this Form is mandatory

Job Description	: Software Engineer	Type of Postion	Permanent
Reports to Designation	: ATL	Issue Code	
Job Designation	: SE		
Department	:		

Job Description

Job Responsibilities

1 Technical Development

2 Technical Documentation

3 Upgradation from Old version to New Versions

Relieving cum Exp Letter

Relieving cum Exp Letter

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TO WHOMSOEVER IT MAY CONCERN

This is to certify that Raghavendar Raju was employed with us   4/1/2017
as a M-A&C in   EOU   division.

He/She has submitted his/her resignation on his/her own accord.
He/She stands relieved with effect from   after office hours.

During his/her service with us, we found him/her very sincere, punctual and painstaking.

We wish him/her all the success in his/her future assignments.

For   **B2B Software Technologies Limited**

Date -

- Exit Interview Report

- Termination Letter (Incase of Terminated Employees)

- Updating Termination or Retirement or Resignation information in Employee Master record

Payroll Management

- Payroll Management consists of the following features
  - Attendance Management
  - Over Time approvals
  - Leave Management
  - Loan Management
  - Income Tax (Employee Savings, Planning of Monthly TDS)
  - Pay Revision
  - Final Settlement
  - Salary Processing
  - Salary Payment

Attendance Management

➢ Generating of Employee Attendance Register

➢ Generating New Employee Attendance Register

➢ Manual Updating of Employee Attendance by Front Office

➢ Integration of Bio-Matrix for Updating Employee Daily Attendance

➢ Updating On –Duty Slips

➢ Updating Tour Information

➢ Updating Approved Overtime

➢ Updating Leaves Information

➢ Shift Scheduling (Change over from One shift to another shift)

Overtime Management

➢ Identifying Employee wise overtime applicability

➢ Updating Employee wise Overtime

➢ Employee wise Overtime approvals

➢ Updating Approved overtime in Monthly attendance

➢ Calculating Overtime amount at the time of salary processing

Leave Management

➤ Creation of Various types of Leaves and Leaves applicability (CL,SL, EL/PL, Maternity Leave and Paternity Leaves)

➤ Updating Leave Grades (updating Grade wise no of Leaves applicable)

➤ Leave Applicability

➤ Leave Approvals

➤ Leave Application

➤ Leave Adjustments

➤ Applied Leaves Cancellations

➤ Leave encashment and its Payments

Loan Management

- Creating of Types of Loans applicable (Employer provides Loans to Employee)
- Creation of Loan with following Interest options
  - Interest Free
- Fixed Rate of Interest
- Diminishing Balance
- Partial loan installments Deduction Requests
- No Deduction of Loan Request for the Month or Period
- Repayment of Loan (Fully or Partially)
- Auto deduction of Loan installments from Employee salary

Income Tax Under Salaries

➢ Configuration of Applicable Income Tax chapters

➢ Configuration of Applicable Income tax Sections

➢ Configuration of Applicable Income tax Groups

➢ Configuration of Section wise Group wise Limits for the period

➢ Updating period wise Income tax Slabs and Surcharges

➢ Computing Employee wise taxable Salary

➢ Updating Employee wise Savings

➢ Updating previous employee Salary and Income tax details in case of new employee joined during the period

➢ Computing Income tax Liability

- Scheduling the Month Income tax deduction

- Auto deduction of Income tax amount from Salary

- Updating & Archiving Employee Salary & Savings information based on the employee planning's

- Payment of TDS deduction from the employee to Income tax department

- Updating TDS Challan information

- Updating Quarterly Returns Acknowledgement Number information

- Generating Monthly and Quarterly Returns Data for preparing the returns

- Generating Form 16

Pay Revision Process

➢ Employee Wise Pay Revision (for Increments)

➢ Computing Arrear amounts along with Statutory such as (ESI, PF) etc.,

➢ Updating Revised Salary Structure to Employee Master

Final Settlement

➢ Employee Exit Process

➢ Employee Settlements

  ➢ Unpaid Days Salary Calculation

  ➢ Unpaid Leaves encashment

  ➢ Bonus / Ex-gratia as per applicability

  ➢ Recovery of outstanding balance of Loans along with Interest

  ➢ Recovery of any Additions & Deductions as per requirement Manually

➢ Blocking the employee and convert employee as History of the organization

Salary Processing

➢ Updating of Newly Joined Employee information

➢ Updating of Changes in Salary Structure (Through Pay Revision) for any increments

➢ Updating Attendance Information

➢ Updating of Approved Overtime

➢ Updating Resigned / Retired/ Terminated Employee Information

➢ Updating Employee wise Leave Information

➢ Updating New Loans and Requests on Existing loans

➢ Updating income tax

➢ Salary Process for computing Gross Salary, Deductions and Net Salary

➢ Posting of Salaries to General Ledger as Expenses & Liabilities

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Salary & Other Payments

➢ Salary Payment based on Grade wise, Payment Method wise

➢ Liability Account Debit and Bank or Cash Account Credit

➢ Final Settlements Payments

➢ Leave Encashment Payments

➢ Income tax Payments

Statutory Reports & Other Payroll Reports

- Employee State Insurance (ESI)
  - Form 6
  - Form 7
  - Form 6A
- Provident Fund
  - PF Challan
  - 3A Revised
  - Annual Returns 6A-1
  - Form 10, Form 5, Form 12
  - E-PF generation

- Income Tax
  - Form 16
  - E Tds Month wise
  - E Tds Salary
- Professional Tax
- Gratuity

Payroll Reports

➢ Pay Slip

➢ Salary Statement

➢ Bank Advice Report

➢ Pay Register detailed

➢ Month wise Pay Elements

➢ Monthly Salary Summary

➢ Daily attendance for the period

➢ Pay Register consolidated

➢ Employee Net Pay Summary

➢ Pay Cadre wise Pay Elements

THANK Q