



9886461360



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HR MODULE



1. Manage Designation:

❖ Click on **Manage Designation**.

The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a home icon and several menu items: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFICATION. The HR MODULE menu is open, showing a list of options: Designation Master, Manage Designation (highlighted with a red rectangle), Designation Menu Rights, Designation Tree View, Branch User Rights, Service Center User Rights, Training Menu, Create Employee, View/Manage Employee, Salary Master, Employee Attendance Daily, Create Monthly Attendance, Create Salary, Make Payment Salary, View Monthly Attendance, and View Paid Salary. The main content area is divided into four columns: COMPANY, MANAGE BRANCH, REQUEST, and TOOLS. The COMPANY column lists various user roles and actions like Profile, Add Promoter, View Promoter, Donor Add Fund, Director Add Loan, EOD/BOD, Change Password, Lock Setting, View Login Details, Unencumbered Dep, and Get SMS BALANCE. The MANAGE BRANCH column lists actions like Create Branch, View/Update Branch, IP Wise Enable/Disable, Create Service Center, View Service Center, Add Service Center User, and View Service Center User. The REQUEST column lists actions like Add Balance Request, Online Request, Complaint / Help Request, Feedback / Appreciation Report, Assign Request To Branch, Share Transfer Request, Debit Request Service Center, View Share, and Application/Request. The TOOLS column lists Communication, Notes, Manage Calendar, Manage Events, and Manage Holidays.

BANKING MASTER	HR MODULE	LOAN	GOLD LOAN	MANAGE AGENT	ACCOUNTING	CARDS	PAYMENT GETWAY	REPORTS	MODIFICATION
	Designation Master								
	Manage Designation								
	Designation Menu Rights								
	Designation Tree View								
	Branch User Rights								
	Service Center User Rights								
	Training Menu								
	Create Employee								
	View/Manage Employee								
	Salary Master								
	Employee Attendance Daily								
	Create Monthly Attendance								
	Create Salary								
	Make Payment Salary								
	View Monthly Attendance								
	View Paid Salary								

COMPANY	MANAGE BRANCH	REQUEST	TOOLS
Profile	Create Branch	Add Balance Request	Communication
Add Promoter	View/Update Branch	Online Request	Notes
View Promoter	IP Wise Enable/Disable	Complaint / Help Request	Manage Calendar
Donor Add Fund	Create Service Center	Feedback / Appreciation Report	Manage Events
Director Add Loan	View Service Center	Assign Request To Branch	Manage Holidays
EOD/BOD	Add Service Center User	Share Transfer Request	
Change Password	View Service Center User	Debit Request Service Center	
Lock Setting		View Share	
View Login Details		Application/Request	
Unencumbered Dep			
Get SMS BALANCE			

- ❖ Here you can Edit your Employee Designation Name.
- ❖ Click on Edit button and you can enter your employee Designation Name.
- ❖ Finally, Click on **Update** button.



BANKING MASTER

HR MODULE

LOAN

GOLD LOAN

MANAGE AGENT

ACCOUNTING

CARDS

PAYMENT GETWAY

REPORTS

MODIFICATION

Manage Employee Designation

Sl. No.	Designation Type Name	Active Status	Designation Name	EDIT
1	Branch user	Active	SUBADMIN11	EDIT
2	Branch user	Active	Branch user	EDIT
3	Branch user	Active	clerk	EDIT
4	Branch user	Active	Field Officer	EDIT
5	Branch user	Active	CEO	EDIT
6	Branch user	Active	cleark	EDIT

2. Designation Menu Rights:

❖ Click on **Designation Menu Rights**.

The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a home icon and several menu items: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFI. The HR MODULE menu is expanded, showing a list of options: Designation Master, Manage Designation, Designation Menu Rights (highlighted with a red box), Designation Tree View, Branch User Rights, Service Center User Rights, Training Menu, Create Employee, View/Manage Employee, Salary Master, Employee Attendance Daily, Create Monthly Attendance, Create Salary, Make Payment Salary, View Monthly Attendance, and View Paid Salary. The main content area is divided into four columns: COMPANY, MANAGE BRANCH, REQUEST, and TOOLS. The COMPANY column lists various user roles and actions like Profile, Add Promoter, View Promoter, Donor Add Fund, Director Add Loan, EOD/BOD, Change Password, Lock Setting, View Login Details, and Unencumbered Dep. The MANAGE BRANCH column lists actions like Create Branch, View/Update Branch, IP Wise Enable/Disable, Create Service Center, View Service Center, Add Service Center User, and View Service Center User. The REQUEST column lists actions like Add Balance Request, Online Request, Complaint / Help Request, Feedback / Appreciation Report, Assign Request To Branch, Share Transfer Request, Debit Request Service Center, View Share, and Application/Request. The TOOLS column lists Communication, Notes, Manage Calendar, Manage Events, and Manage Holidays.

BANKING MASTER	HR MODULE	LOAN	GOLD LOAN	MANAGE AGENT	ACCOUNTING	CARDS	PAYMENT GETWAY	REPORTS	MODIFI
Designation Master Manage Designation Designation Menu Rights Designation Tree View Branch User Rights Service Center User Rights Training Menu Create Employee View/Manage Employee Salary Master Employee Attendance Daily Create Monthly Attendance Create Salary Make Payment Salary View Monthly Attendance View Paid Salary									

COMPANY

Profile

Add Promoter

View Promoter

Donor Add Fund

Director Add Loan

EOD/BOD

Change Password

Lock Setting

View Login Details

Unencumbered Dep

MANAGE BRANCH

Create Branch

View/Update Branch

IP Wise Enable/Disable

Create Service Center

View Service Center

Add Service Center User

View Service Center User

REQUEST

Add Balance Request

Online Request

Complaint / Help Request

Feedback / Appreciation Report

Assign Request To Branch

Share Transfer Request

Debit Request Service Center

View Share

Application/Request

TOOLS

Communication

Notes

Manage Calendar

Manage Events

Manage Holidays

- ❖ Here you can Assign your Employee designation rights.
- ❖ First, you have to select your needed designation and click on **Assign** button.

BANKING MASTER
HR MODULE
LOAN
GOLD LOAN
MANAGE AGENT
ACCOUNTING
CARDS
PAYMENT GETWAY
REPORTS
MODIFICATION

Designation Menu Assign Rights

Select Designation:
BRANCH USER

Assign

S.N.	Menu Name	☐
1	TRANSACTION	☒
2	Cash Deposit	☒
3	Cash Withdrawal	☒
4	Approval Transactions	☒
5	Rejected Transactions	☒
6	Apply Now	☒
7	Cheque Recconciliation	☒
8	Request For Credit	☒
9	Transfer	☒
10	View Request For NEFT	☒

- ❖ **Select Designation :** Here Select your needed Designation type.

3. Branch User Rights :

❖ Click on **Branch User Rights**.

The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a home icon and several menu items: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFIC. The main content area is divided into several sections. On the left, there is a 'Dashboard' section. Below it, there is a 'COMPANY' section with a list of items: Profile, Add Promoter, View Promoter, Donor Add Fund, Director Add Loan, EOD/BOD, Change Password, Lock Setting, View Login Details, Unencumbered Dep, and Get SMS BALANCE. To the right of the 'COMPANY' section, there is a dropdown menu with the following items: Designation Master, Manage Designation, Designation Menu Rights, Designation Tree View, **Branch User Rights** (highlighted with a red box), Service Center User Rights, Training Menu, Create Employee, View/Manage Employee, Salary Master, Employee Attendance Daily, Create Monthly Attendance, Create Salary, Make Payment Salary, View Monthly Attendance, and View Paid Salary. To the right of the dropdown menu, there is a 'MANAGE BRANCH' section with a list of items: Create Branch, View/Update Branch, IP Wise Enable/Disable, Create Service Center, View Service Center, Add Service Center User, and View Service Center User. To the right of the 'MANAGE BRANCH' section, there is a 'REQUEST' section with a list of items: Add Balance Request, Online Request, Complaint / Help Request, Feedback / Appreciation Report, Assign Request To Branch, Share Transfer Request, Debit Request Service Center, View Share, Application/Request, and Member Request Enquiry. To the right of the 'REQUEST' section, there is a 'TOOLS' section with a list of items: Communication, Notes, Manage Calendar, Manage Events, and Manage Holidays.

BANKING MASTER	HR MODULE	LOAN	GOLD LOAN	MANAGE AGENT	ACCOUNTING	CARDS	PAYMENT GETWAY	REPORTS	MODIFIC
Dashboard COMPANY Profile Add Promoter View Promoter Donor Add Fund Director Add Loan EOD/BOD Change Password Lock Setting View Login Details Unencumbered Dep Get SMS BALANCE Designation Master Manage Designation Designation Menu Rights Designation Tree View Branch User Rights Service Center User Rights Training Menu Create Employee View/Manage Employee Salary Master Employee Attendance Daily Create Monthly Attendance Create Salary Make Payment Salary View Monthly Attendance View Paid Salary MANAGE BRANCH Create Branch View/Update Branch IP Wise Enable/Disable Create Service Center View Service Center Add Service Center User View Service Center User REQUEST Add Balance Request Online Request Complaint / Help Request Feedback / Appreciation Report Assign Request To Branch Share Transfer Request Debit Request Service Center View Share Application/Request Member Request Enquiry TOOLS Communication Notes Manage Calendar Manage Events Manage Holidays									

- ❖ Here you can assign your particular Branch Employee Designation Rights.
- ❖ Finally Click on **Assign** button.

The screenshot shows a web browser window with the URL `officedemo.bankdemo.in/Admin/BranchUserRights.aspx`. The page title is "Assign Branch User Rights". It features three dropdown menus: "Select Designation" set to "BRANCH USER", "Select Branch" set to "NAMMA BENGALURU", and "Select User" set to "KARNABU111". An "Assign" button is located to the right of these fields. Below the form is a table with 11 rows of menu items, each with a checkbox in the third column.

S.N.	Menu Name	
1	TRANSACTION	☒
2	Cash Deposit	☒
3	Cash Withdrawal	☒
4	Approval Transactions	☒
5	Rejected Transactions	☒
6	Apply Now	☒
7	Cheque Recconciliation	☒
8	Request For Credit	☒
9	Transfer	☒
10	View Request For NEFT	☒
11	Request For NEFT	☒

4. Create Employee:

❖ Click on **Create Employee.**

The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a home icon and several menu items: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFIC. The HR MODULE menu is expanded, showing a list of options. The 'Create Employee' option is highlighted with a red rectangle. The main content area is divided into four columns: COMPANY, MANAGE BRANCH, REQUEST, and TOOLS. The COMPANY column lists various user management and financial options. The MANAGE BRANCH column lists branch and service center management options. The REQUEST column lists request management options. The TOOLS column lists communication and calendar management options.

BANKING MASTER	HR MODULE	LOAN	GOLD LOAN	MANAGE AGENT	ACCOUNTING	CARDS	PAYMENT GETWAY	REPORTS	MODIFIC
Dashboard COMPANY Profile Add Promoter View Promoter Donor Add Fund Director Add Loan EOD/BOD Change Password Lock Setting View Login Details Unencumbered Dep Get SMS BALANCE Designation Master Manage Designation Designation Menu Rights Designation Tree View Branch User Rights Service Center User Rights Training Menu Create Employee View/Manage Employee Salary Master Employee Attendance Daily Create Monthly Attendance Create Salary Make Payment Salary View Monthly Attendance View Paid Salary MANAGE BRANCH Create Branch View/Update Branch IP Wise Enable/Disable Create Service Center View Service Center Add Service Center User View Service Center User REQUEST Add Balance Request Online Request Complaint / Help Request Feedback / Appreciation Report Assign Request To Branch Share Transfer Request Debit Request Service Center View Share Application/Request TOOLS Communication Notes Manage Calendar Manage Events Manage Holidays									

- ❖ Here you can create your Employee.
- ❖ Enter your Employee Details and Login Details .
- ❖ Finally, click on **Create** button.

Create Employee

Select Designation *

Select Designation

Branch Name *

Select Branch

State *

Select state

Contact Name *

Date of Birth

Blood Group

Select Blood Group

Mobile No *

Phone No

Email

Address

Pin Code

Login Details

User Name*

Password*

Confirm Password*

CREATE

5. View/Manage Employee :

❖ Click on **View/Manage Employee.**

The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a home icon and several menu items: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFIC. The HR MODULE menu is expanded, showing a list of options. The 'View/Manage Employee' option is highlighted with a red rectangle. The main content area is divided into four columns: COMPANY, MANAGE BRANCH, REQUEST, and TOOLS. The COMPANY column lists various user management options. The MANAGE BRANCH column lists branch and service center management options. The REQUEST column lists request management options. The TOOLS column lists communication and calendar management options.

COMPANY	MANAGE BRANCH	REQUEST	TOOLS
Profile	Create Branch	Add Balance Request	Communication
Add Promoter	View/Update Branch	Online Request	Notes
View Promoter	IP Wise Enable/Disable	Complaint / Help Request	Manage Calendar
Donor Add Fund	Create Service Center	Feedback / Appreciation Report	Manage Events
Director Add Loan	View Service Center	Assign Request To Branch	Manage Holidays
EOD/BOD	Add Service Center User	Share Transfer Request	
Change Password	View Service Center User	Debit Request Service Center	
Lock Setting		View Share	
View Login Details		Application/Request	
Unencumbered Dep		Member Request Enquiry	
Get SMS BALANCE			

- ❖ Here you can view your employee details, joining letter,
- ❖ You can change employee designation also.

View/Update BranchUser

Select Branch: All

Select Designation: Select Designation

Search Based On: ---Select Search Field---

Enter Search Content: Enter Search Text

Active Status: All

SEARCH

GRAPHICAL VIEW

Total 59 Employees Found...! Active Employees 59, Inactive Employees 0

SI No	Branch Name	Emp No	Contact Name	Username	Mobile No	Designation	View/Add User Limits	Details	Joining Letter	Terms & cond.	ID Card	Upload Documents	Active Status	Change
1	NAMMA BENGALURU	CGFLB1	gffg	shivraj1	9916164256	Field Officer	50000.00 UPDATE	View	Print	Print	Print Vertical Print Horizontal	Upload	Active	Change Designation
2	NAMMA BENGALURU	CGFLB2	DD	shivraj2	1234567890	Branch user	Aco	View	Print	Print	Print Vertical Print Horizontal	Upload	Active	Change Designation

7. Salary Master:

❖ Click on **Salary Master**.

The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a home icon and several menu items: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFICATION. The HR MODULE menu is open, showing a list of options. The 'Salary Master' option is highlighted with a red rectangle. The main content area is divided into four columns: COMPANY, MANAGE BRANCH, REQUEST, and TOOLS. The COMPANY column lists various user management and financial options. The MANAGE BRANCH column lists branch and service center management options. The REQUEST column lists request management options. The TOOLS column lists communication and management tools.

COMPANY	MANAGE BRANCH	REQUEST	TOOLS
Profile	Create Branch	Add Balance Request	Communication
Add Promoter	View/Update Branch	Online Request	Notes
View Promoter	IP Wise Enable/Disable	Complaint / Help Request	Manage Calendar
Donor Add Fund	Create Service Center	Feedback / Appreciation Report	Manage Events
Director Add Loan	View Service Center	Assign Request To Branch	Manage Holidays
EOD/BOD	Add Service Center User	Share Transfer Request	
Change Password	View Service Center User	Debit Request Service Center	
Lock Setting		View Share	
View Login Details		Application/Request	
Unencumbered Dep		Member Request Equip	
Get SMS BALANCE			

- ❖ Here you have to Update your Employee SB Account Details and Salary setup also.
- ❖ Finally Click on **Submit** button.

Salary Master

Employee Salary

Enter Employee No*:

Employee Name:

Select Branch: ▼

Select Designation: ▼

Employee Account Detail

SB Account No:

Bank Account No:

Bank Account Name:

Bank Branch:

Bank IFSC Code:

Payment

No Of Days:

Gross Salary:

Basic Pay: %

HRA: %

TA: %

DA: %

PA: %

Bonus:

Deduction

PF: %

Advance:

TDS: %

Insurance:

Other Deduction:

Net Payble:

8. Employee Attendance Details:

❖ Click on **Employee Attendance Daily**.

The screenshot shows a software dashboard with a top navigation bar and a central menu. The top bar includes icons and labels for various modules: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFICATION. The central area is divided into several sections. On the left is a 'Dashboard' section with a list of actions under the 'COMPANY' header. In the center is a vertical menu with various options, where 'Employee Attendance Daily' is highlighted with a red rectangle. To the right of this menu are three columns: 'TER' (partially visible), 'MANAGE BRANCH' (green header), and 'REQUEST' (blue header). Further right is a 'TOOLS' section (purple header) with a list of utility functions.

BANKING MASTER	HR MODULE	LOAN	GOLD LOAN	MANAGE AGENT	ACCOUNTING	CARDS	PAYMENT GETWAY	REPORTS	MODIFICATION
Dashboard COMPANY Profile Add Promoter View Promoter Donor Add Fund Director Add Loan EOD/BOD Change Password Lock Setting View Login Details Unencumbered Dep Get SMS BALANCE Designation Master Manage Designation Designation Menu Rights Designation Tree View Branch User Rights Service Center User Rights Training Menu Create Employee View/Manage Employee Salary Master Employee Attendance Daily Create Monthly Attendance Create Salary Make Payment Salary View Monthly Attendance View Paid Salary Salary Summary Report TER MANAGE BRANCH Create Branch View/Update Branch IP Wise Enable/Disable Create Service Center View Service Center Add Service Center User View Service Center User REQUEST Add Balance Request Online Request Complaint / Help Request Feedback / Appreciation Report Assign Request To Branch Share Transfer Request Debit Request Service Center View Share Application/Request Member Request Enquiry TOOLS Communication Notes Manage Calendar Manage Events Manage Holidays									

- ❖ Here you can enter Employee's Daily Attendance.
- ❖ Select Attendance date and Click on employee attendance radio button.
- ❖ Finally click on **Update Attendance** button.

Employee Daily Attendance

Select Branch: All ▼

Employee No : CGFLB1 Or Employee Name :

Search

Select Attendance Date: 29/02/2024 

Update Attendance

Attendance :: P- Present | A-Absent | H- Half Day | L-Leave

Sl No	Employee No.	Employee Name	☐ P	☐ A	☐ H	☐ L
1	CGFLB1	gffg	☐	☐	☐	☐ ☐ SL

9. Create Monthly Attendance:

❖ Click on **Create Monthly Attendance.**

The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a home icon and several menu items: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFICATION. The main content area is divided into several sections. On the left, there is a 'Dashboard' section with a 'COMPANY' sub-section containing a list of options: Profile, Add Promoter, View Promoter, Donor Add Fund, Director Add Loan, EOD/BOD, Change Password, Lock Setting, View Login Details, Unencumbered Dep, and Get SMS BALANCE. In the center, there is a dropdown menu for the 'HR MODULE' section, which lists various options including Designation Master, Manage Designation, Designation Menu Rights, Designation Tree View, Branch User Rights, Service Center User Rights, Training Menu, Create Employee, View/Manage Employee, Salary Master, Employee Attendance Daily, **Create Monthly Attendance** (highlighted with a red rectangle), Create Salary, Make Payment Salary, View Monthly Attendance, View Paid Salary, and Salary Summary Report. To the right of the dropdown menu, there is a 'MANAGE BRANCH' section with options: Create Branch, View/Update Branch, IP Wise Enable/Disable, Create Service Center, View Service Center, Add Service Center User, and View Service Center User. Further right, there is a section with options: Online Request, Complaint / Help Request, Feedback / Appreciation Report, Assign Request To Branch, Share Transfer Request, Debit Request Service Center, View Share Application/Request, Member Request Enquiry, Pending Upload Document For Approval, and a 'TOOLS' section with options: Communication, Notes, Manage Calendar, Manage Events, and Manage Holidays.

BANKING MASTER	HR MODULE	LOAN	GOLD LOAN	MANAGE AGENT	ACCOUNTING	CARDS	PAYMENT GETWAY	REPORTS	MODIFICATION
	Designation Master Manage Designation Designation Menu Rights Designation Tree View Branch User Rights Service Center User Rights Training Menu Create Employee View/Manage Employee Salary Master Employee Attendance Daily Create Monthly Attendance Create Salary Make Payment Salary View Monthly Attendance View Paid Salary Salary Summary Report								

Dashboard

COMPANY

- Profile
- Add Promoter
- View Promoter
- Donor Add Fund
- Director Add Loan
- EOD/BOD
- Change Password
- Lock Setting
- View Login Details
- Unencumbered Dep
- Get SMS BALANCE

MANAGE BRANCH

- Create Branch
- View/Update Branch
- IP Wise Enable/Disable
- Create Service Center
- View Service Center
- Add Service Center User
- View Service Center User

TOOLS

- Communication
- Notes
- Manage Calendar
- Manage Events
- Manage Holidays

- ❖ Here search employee with particular Payable Salary Month.
- ❖ Click on that check box and Click on **Calculate Month Attendance.**
- ❖ It will calculate the Monthly attendance of Employee.

BANKING MASTER
HR MODULE
LOAN
GOLD LOAN
MANAGE AGENT
ACCOUNTING
CARDS
PAYMENT GETWAY
REPORTS
MODIFICATION

HR >> Employee Attendance Report

Employee Attendance Report

Select Branch: All
Select Year: 2023
Select Month: February

Enter Employee No : CGFLB27

Search

Calculate Monthly Attendance

Attendance :: P- Present | A-Absent | H- Half Day | L-Leave

Sl No	Emp No	Name	Present	Absent	Half	Leave		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	CGFLB27	GOURI	14	2	4	1	17 ☐	A	P	H	H		P	P	P	P	P	H		P	P	P	P	P	H		P	SL		A	P	P			

10. Create Salary:

❖ Click on **Create Salary.**

The screenshot shows a software interface with a top navigation bar and a sidebar menu. The top bar includes a home icon and tabs for BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFIC. The sidebar menu is divided into several sections: a 'Dashboard' section, a 'COMPANY' section with options like Profile, Add Promoter, View Promoter, Donor Add Fund, Director Add Loan, EOD/BOD, Change Password, Lock Setting, View Login Details, Unencumbered Dep, Get SMS BALANCE, and Create Financial Year; and an 'HR MODULE' section. The 'HR MODULE' section is expanded, showing a list of options: Designation Master, Manage Designation, Designation Menu Rights, Designation Tree View, Branch User Rights, Service Center User Rights, Training Menu, Create Employee, View/Manage Employee, Salary Master, Employee Attendance Daily, Create Monthly Attendance, **Create Salary** (highlighted with a red rectangle), Make Payment Salary, View Monthly Attendance, View Paid Salary, and Salary Summary Report. The main content area is divided into four columns: 'TER' (red header), 'MANAGE BRANCH' (green header) with options like Create Branch, View/Update Branch, IP Wise Enable/Disable, Create Service Center, View Service Center, Add Service Center User, and View Service Center User; 'REQUEST' (blue header) with options like Add Balance Request, Online Request, Complaint / Help Request, Feedback / Appreciation Report, Assign Request To Branch, Share Transfer Request, Debit Request Service Center, View Share, Application/Request, and Member Request Enquiry; and 'TOOLS' (purple header) with options like Communication, Notes, Manage Calendar, Manage Events, and Manage Holidays.

BANKING MASTER	HR MODULE	LOAN	GOLD LOAN	MANAGE AGENT	ACCOUNTING	CARDS	PAYMENT GETWAY	REPORTS	MODIFIC
Dashboard									
COMPANY									
Profile									
Add Promoter									
View Promoter									
Donor Add Fund									
Director Add Loan									
EOD/BOD									
Change Password									
Lock Setting									
View Login Details									
Unencumbered Dep									
Get SMS BALANCE									
Create Financial Year									
HR MODULE									
Designation Master									
Manage Designation									
Designation Menu Rights									
Designation Tree View									
Branch User Rights									
Service Center User Rights									
Training Menu									
Create Employee									
View/Manage Employee									
Salary Master									
Employee Attendance Daily									
Create Monthly Attendance									
Create Salary									
Make Payment Salary									
View Monthly Attendance									
View Paid Salary									
Salary Summary Report									
TER									
MANAGE BRANCH									
Create Branch									
View/Update Branch									
IP Wise Enable/Disable									
Create Service Center									
View Service Center									
Add Service Center User									
View Service Center User									
REQUEST									
Add Balance Request									
Online Request									
Complaint / Help Request									
Feedback / Appreciation Report									
Assign Request To Branch									
Share Transfer Request									
Debit Request Service Center									
View Share									
Application/Request									
Member Request Enquiry									
TOOLS									
Communication									
Notes									
Manage Calendar									
Manage Events									
Manage Holidays									

- ❖ Here you can check your employee salary and enable the check box .
- ❖ Finally, Click on **Calculate Salary** button.

[illegible]

11. Make Payment Salary:

❖ Click on **Make Payment Salary**.

The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a home icon and several menu items: BANKING MASTER, HR MODULE, LOAN, GOLD LOAN, MANAGE AGENT, ACCOUNTING, CARDS, PAYMENT GETWAY, REPORTS, and MODIFICATION. The main content area is divided into several sections. On the left, there is a 'Dashboard' section and a 'COMPANY' sidebar with various options like Profile, Add Promoter, View Promoter, Donor Add Fund, Director Add Loan, EOD/BOD, Change Password, Lock Setting, View Login Details, Unencumbered Dep, Get SMS BALANCE, and Create Financial Year. The 'HR MODULE' dropdown menu is open, showing a list of options: Designation Master, Manage Designation, Designation Menu Rights, Designation Tree View, Branch User Rights, Service Center User Rights, Training Menu, Create Employee, View/Manage Employee, Salary Master, Employee Attendance Daily, Create Monthly Attendance, Create Salary, **Make Payment Salary** (highlighted with a red rectangle), View Monthly Attendance, View Paid Salary, and Salary Summary Report. To the right of the HR MODULE menu, there are four vertical panels: 'TER' (red header), 'MANAGE BRANCH' (green header) with options like Create Branch, View/Update Branch, IP Wise Enable/Disable, Create Service Center, View Service Center, Add Service Center User, and View Service Center User; 'REQUEST' (blue header) with options like Add Balance Request, Online Request, Complaint / Help Request, Feedback / Appreciation Report, Assign Request To Branch, Share Transfer Request, Debit Request Service Center, View Share, Application/Request, and Member Request Enquiry; and 'TOOLS' (purple header) with options like Communication, Notes, Manage Calendar, Manage Events, and Manage Holidays.

BANKING MASTER	HR MODULE	LOAN	GOLD LOAN	MANAGE AGENT	ACCOUNTING	CARDS	PAYMENT GETWAY	REPORTS	MODIFICATION
	Designation Master Manage Designation Designation Menu Rights Designation Tree View Branch User Rights Service Center User Rights Training Menu Create Employee View/Manage Employee Salary Master Employee Attendance Daily Create Monthly Attendance Create Salary Make Payment Salary View Monthly Attendance View Paid Salary Salary Summary Report								

COMPANY
Profile
Add Promoter
View Promoter
Donor Add Fund
Director Add Loan
EOD/BOD
Change Password
Lock Setting
View Login Details
Unencumbered Dep
Get SMS BALANCE
Create Financial Year

TER
Create Branch
View/Update Branch
IP Wise Enable/Disable
Create Service Center
View Service Center
Add Service Center User
View Service Center User

REQUEST
Add Balance Request
Online Request
Complaint / Help Request
Feedback / Appreciation Report
Assign Request To Branch
Share Transfer Request
Debit Request Service Center
View Share
Application/Request
Member Request Enquiry

TOOLS
Communication
Notes
Manage Calendar
Manage Events
Manage Holidays

- ❖ Search that particular employee with month.
- ❖ Click on **Payment** button.

HR >> View Employee Salary

View Employee Salary

Select Branch: All ▼

Select Year: 2024 ▼

Select Month: January ▼

Enter Employee No : CGFLB1

Search

Salary for January-2024 : 1

Toatal Salary for January-2024 : 754.00

Bulk SB Transfer • Bulk NEFT Transfer

Sl No	Emp No	Name	Designation	Months	Gross Salary	Basic	Days	bonus	Incentive	O.I.	Advance	Ins.	Otherded	Net Sal	Make Payment
1	CGFLB1	gffg	Field Officer	January-2024	20000.00	692.00	1	0.00	0.00	0.00	0.00	0.00	0.00	754.00	Payment



Note : If you search without entering Employee No you will get all Employees list.
If you want particular Employee means you have to search Employee No.

Bulk SB Transfer : If you want to pay all Employee salary at a time You have to click on **Bulk SB Transfer**.

- ❖ Here First select your Payment Mode (like Cash, Transfer).
- ❖ Click on **Pay Salary** button.

HR Pay Salary

Pay Salary

PAY SALARY FOR THE MONTH OF JANUARY 2024

Employee ID :	CGFLB1	Employee Name :	gffg
Month :	January	Year :	2024
Designation :	Field Officer	Net Salary :	754.00
Payment Mode :	Cash	Payment Date :	26/11/2022

Pay Salary

- ❖ If you select Transfer or Cheque then you have to enter the Bank and Accounting details

THANK
YOU!

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