

# SmartOffice

Biometrics • Attendance • Payroll



**SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PVT LTD**

[www.smartofficesuite.in](http://www.smartofficesuite.in)

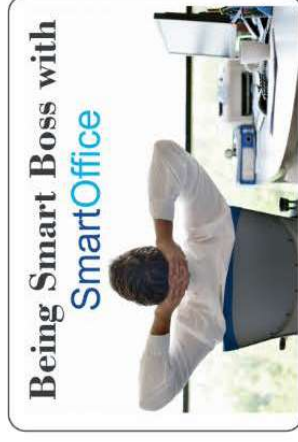
[www.smartofficepayroll.com](http://www.smartofficepayroll.com)

[sales@smartofficepayroll.com](mailto:sales@smartofficepayroll.com)

## Who we are and what do we do

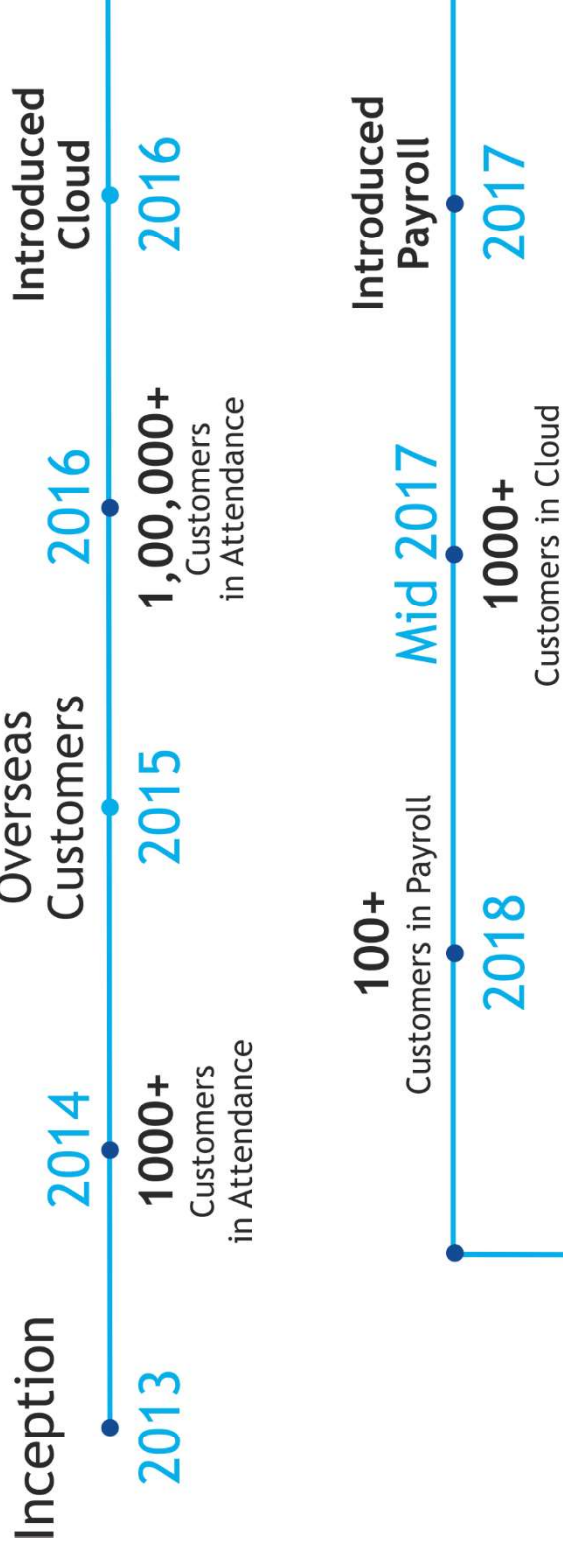


- ✓ One of the most popular **Attendance** and **fastest growing Payroll** Solution.
- ✓ More than **200,000+ SMEs, SMBs** and **enterprises** use our solutions
- ✓ **Domain experience** of over 7 years
- ✓ **Young and Professional Team**, full of energy
- ✓ Both **on-premise** and **cloud** versions available.



**Seamlessly Integrated for hassle free processing**

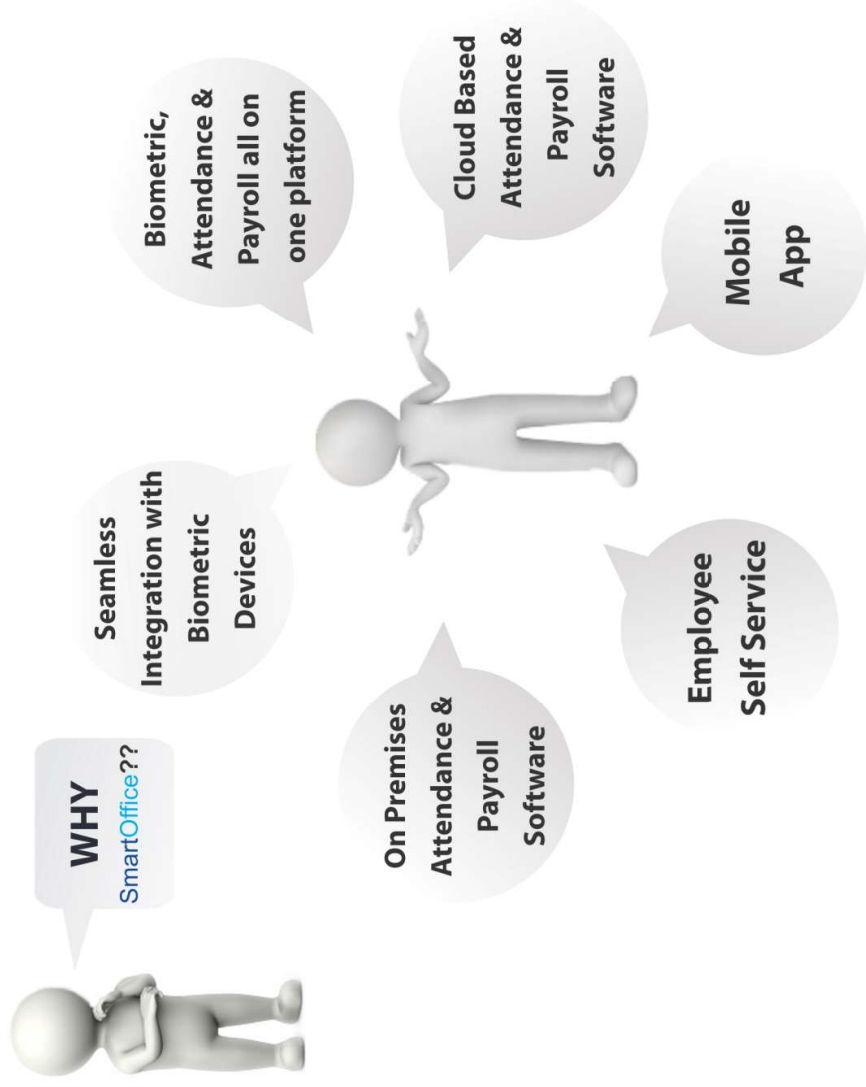
## Our Journey and Milestones achieved



**Nov 2017** Awarded as 20 most promising HR Technology companies by CIO Review

**Jan 2018** Short-listed for 10 fastest growing technology companies by Insight Success

## Why SmartOffice365 ???



A complete solution for all your attendance & payroll requirement and everything on single platform.



- ✓ Access Anytime & from anywhere
- ✓ Easiest to setup – No installation of any applications/software required.
- ✓ Save cost in terms of Space & Hardware Investment
- ✓ No server maintenance or other IT related issues
- ✓ No need to manage IT person for the server
- ✓ No Data loss issues or concerns
- ✓ No need of Static IP
- ✓ No need to provide system access & stop your work
- ✓ Integrated Employee Self Service & Mobile App

## Mobile APP (Attendance & Payroll Features)



Payslip

Comp Off  
Apply & Approval

Attendance  
Regularization

F-16 & IT Statement

Advance Leave  
Management

Annual Earning

GPS based Tracking

Daily/ Monthly Report  
(Manager Panel)

Comp Off Apply &  
Approval

Outdoor Entry

PF Statement

Expense Claim



## ADVANCED PAYROLL FEATURES



Create Multiple Salary Structures



Flexibility to define salary head calculations



Automated statutory calculations branch wise



Leave Encashment an OT calculation



IT Declaration, Proof Submission & TDS Calc



All Kinds of Reports



Bonus, Gratuity, Increment and Arrears etc



Hold/Stop Salary and Full & Final Settlement



Asset Management



Loans / Advance Management



Expense Claim/ Reimbursement

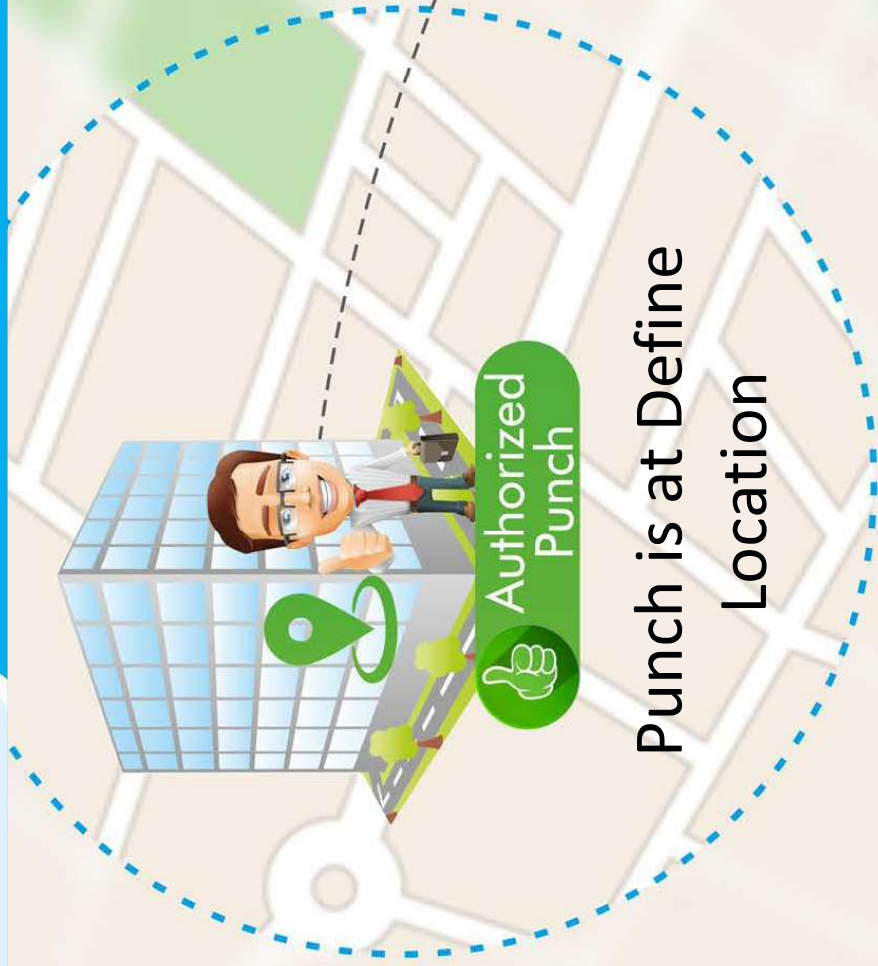


Payslip, Form-16, 24Q (TDS Return)

# Geo Fencing



Define the Area or Radius, only within which employee can do GPS based clock in/out.



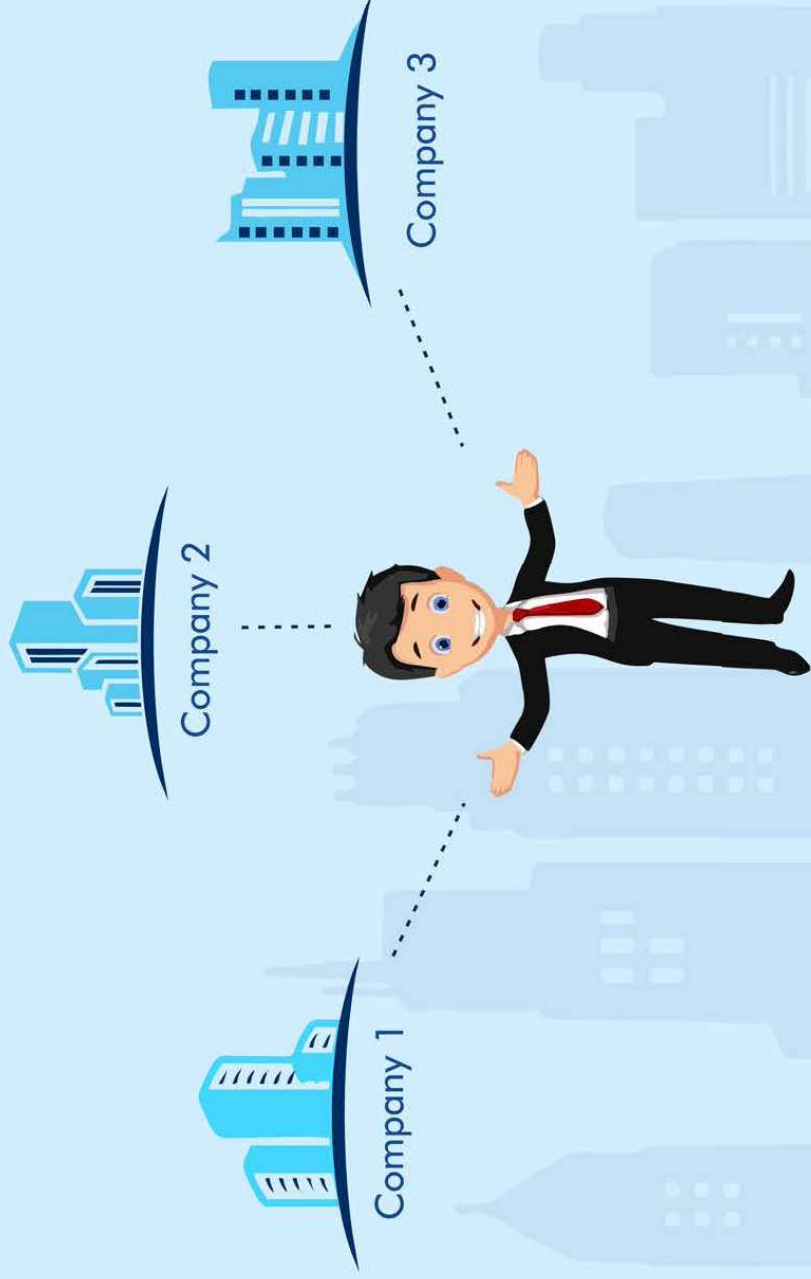


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Biometrics • Attendance • Payroll

# Multi-Company Setup

Now, Easily Manage your Empire



[www.smartofficepayroll.com](http://www.smartofficepayroll.com)



SmartOffice BIOMETRICS AND HRMS SOLUTION

Welcome Vaishali Pujar

1 Gate Entries - Out Door Entries - Holiday Details - Attendance Details - Payroll - Account - Notification

Thursday, August 08, 2019  
2:51:21 PM

[Clock out](#)

[Submit a Request](#)

Colleagues on leave this week

Shankar Gulati (08-Aug-2015 to 08-Aug-2015) - CL

Employee Leave Summary

Casual Leave  
Sick Leave  
Paid Leave

Attendance Summary

Absent  
Late  
Present

Employee Attendance for the month Aug '2019 Vaishali Pujar

Day	02_Fri	03_Sat	04_Sun	05_Mon	06_Tue	07_Wed	08_Thu	09_Fri	10_Sat	11_Sun	12_Mon	13_Tue	14_Wed	15_Thu	16_Fri
Present	1														
Absent															
Late															

SmartOffice BIOMETRICS AND HRMS SOLUTION

Leave Entries - Out Door Entries - Holiday Details - Attendance Details - Company Policy/Forms - Payroll

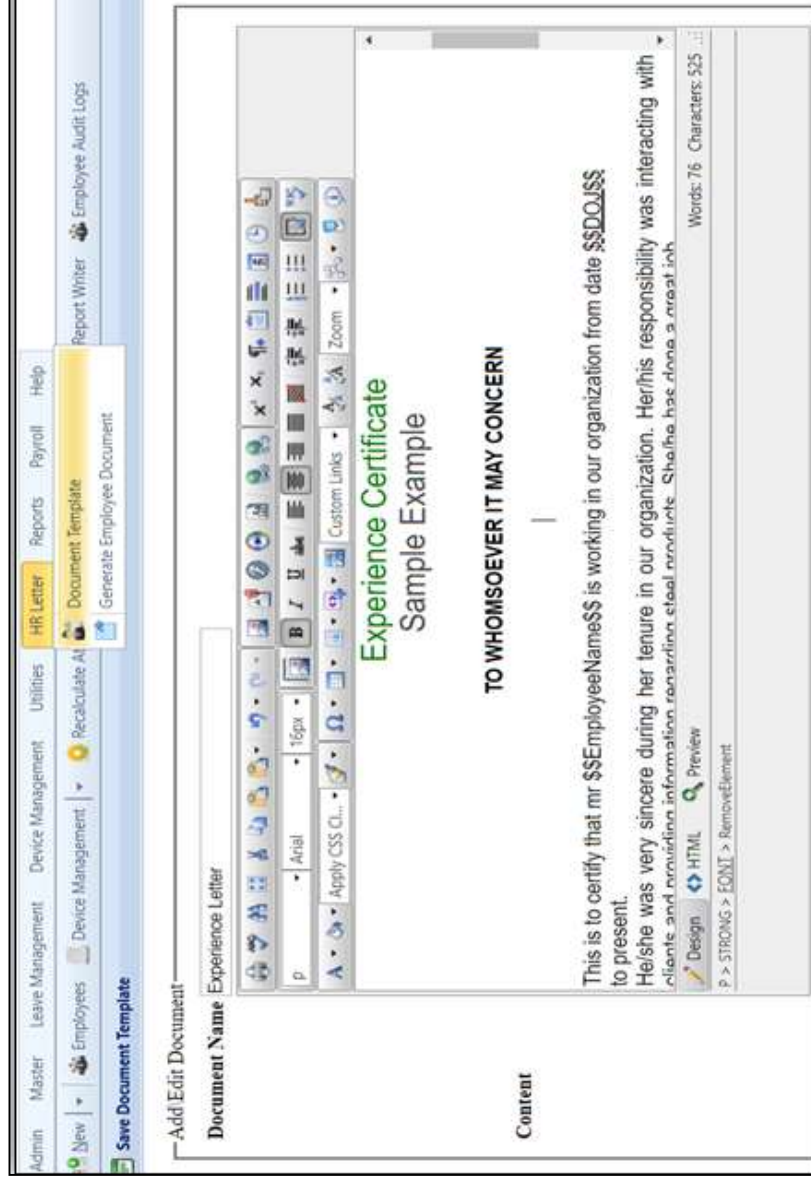
Apply Leave  
Apply CompOff Grant  
Apply CompOff  
Employee Leave Entries  
Cancel Employee Leave Entry  
Employee Leave Summary  
Employee Leave Credit History  
Employee Document Manager  
Apply Employee Leave  
Apply Employee Leave Encashment  
Apply Employee OT Claim  
Apply Employee Shift Allowance

Employee Leave Summary

Paid Leave  
Sick Leave

Apply Attendance Regularization  
Attendance Info  
Swipe Details  
Assign Delegate  
OT Claim Details  
Shift Allowance Details

Employee IT Declaration  
Employee FBP Declaration  
Employee Expense Claim  
Employee IT Projection  
FBP Prof Submission  
Employee YTD Summary  
Salary Payslip  
Download IT Statement



- Define and generate your letter employee wise as many formats as you want.
- Manage all your employee documents from the system
- Upload your company policies and forms and complete the forms processing online.
- Employee will be able to submit their documents online (upcoming)



Month/Year Jul 2019

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location
<input type="checkbox"/>	3	Joylinshweta	SmartOffice Payroll & Bi	Technical Support	Technical Support	1	1
<input type="checkbox"/>	5	Salma Hocalli	SmartOffice Payroll & Bi	Technical Support	Technical support	3	1
<input type="checkbox"/>	6	SumayyaKousar	SmartOffice Payroll & Bi	Technical Support	Technical Support	1	1
<input type="checkbox"/>	7	Vaishali Pujjar	SmartOffice Payroll & Bi	Technical Support	Technical Support	1	1
<input type="checkbox"/>	9	Chetan Jain	SmartOffice Payroll and	Default	Default	5	2
<input type="checkbox"/>	14	Achutosh Gupta	SmartOffice Payroll and	Software Development	Default	1006	3
<input type="checkbox"/>	15	Uzma Ron	SmartOffice Payroll & Bi	Technical Support	Technical Support	1	2

20 items in 2 pages

**Salary Heads**

- Pay Days
- PresentDays
- Basic
- OT
- LOPReversal1
- LOJReversal2
- Leave Encashment

**Classification Details**

- Company
- Location
- Department
- Designation
- Grade
- Team
- SalaryStructure

**Other Details**

- Gender
- FatherName
- DOB
- DOJ
- DOC
- DOJR
- PFNo

Generate

**Leave Travel Compliance** – One of the challenging tasks with LTA is maintaining various balances year on year, but with us you can manage the complete Earned, Utilization, carryover, Taxable balance for LTA block period wise, making the whole complex work easier for you.



Financial Year: **Apr - 2014** | Payroll Month: **Jul-2019** |

EmployeeCode	EmployeeName	C. YearEarned	LastProcessMonth	LastProcessPayDay	P. YearCarryOver	ClaimAmount	BalanceAmount	CarryOverAmount
3	Joylinshweta	0	Jan-1900	0	0	0	0	0
5	Salma Hosalli	0	Jan-1900	0	0	0	0	0
7	Vaishali Pujar	0	Jan-1900	0	0	0	0	0
6	Surinayakousar	0	Jan-1900	0	0	0	0	0
22	Jaideep sharma	0	Jan-1900	0	0	0	0	0
88	Demo 1	0	Jan-1900	0	0	0	0	0

Block Period: **2014-2017** |

EmployeeCode	EmployeeName	FinancialYear	EarnedAmount	P. YearCarryOverAmount	Proof Amount	Paid as Taxable Amount	CarryForwardAmount
8	praveen	2014	0	0	0	0	0
8	praveen	2015	0	0	0	0	0
8	praveen	2016	0	0	0	0	0
8	praveen	2017	0	0	0	0	0
1	Nida	2014	0	0	0	0	0
1	Nida	2015	0	0	0	0	0

132 items in 3 pages

Page size: **50**

Notifications for Important days, and mailer option to send instant email to required Audience



## Birthday Notification

Employee Co...	Employee Na...	Email	Contact No.	No Of Years	DOB	
Demo 2	Demo 2			32	27-Jul-1987	
89	Vinay	vaishali@...		30	27-Jul-1989	

## Confirmation Notification

Employee Code	Employee Name	Email	Contact No	No Of Years	DOC	
101	Demo 3			0	27-Jul-2019	

## Anniversary Notification

Employee Code	Employee Name	Email	Contact No	No Of Years	DOJ	
88	Demo 1			9	27-Jul-2010	

Notifications for Important days, and mailer option to send instant email to required Audience



Send General Email

Subject

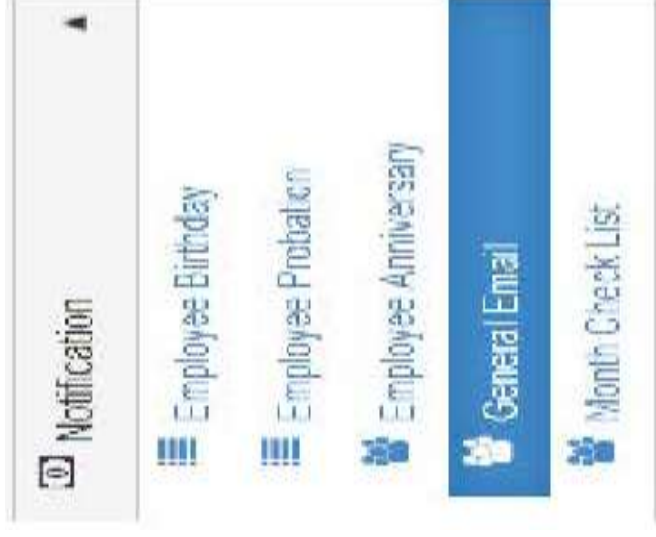
Content

Upload

<input type="checkbox"/>	Employ...	Employee Name	Email	Contact No	DOJ	<input type="checkbox"/>
<input type="checkbox"/>	8	praveen	praveen@smartofficepayroll.com		08-Feb-2017	
<input type="checkbox"/>	1	Nida		9743452413	06-Feb-2018	
<input type="checkbox"/>	5	Salma Hosalli	salma@smartofficepayroll.com	9481067065	03-Jan-2017	
<input type="checkbox"/>	7	Vaishali Pujar	vaisr@smartofficepayroll.com	8971379080	13-Dec-2016	

1 - 10 of 33 items

CC





Here the system calculates the pending salary for the held period and automatically deducts the advances pending or the others deductions processed

## Stop Employee Salary

Salary Month: Jul-2019

50 items per page

Emp Code	EmpName	Company	Category	Department	Designation	Status
1	Nida	SmartOffice Payroll ...	Technical Support	Technical Support	1	Resigned
2	Vijayalakshini	SmartOffice Payroll ...	Technical Support	Technical Support	1	Resigned
13	13	Default	Default	Default	4	Resigned
16	Lalith kumar	SmartOffice Payroll ...	Default	Software Developm...	1006	Resigned
17	Diwakar	Default	Default	Default	4	Resigned

1 - 13 of 13 items

Employee: None

Process Payroll

Resignation Details		Earnings		Deduction	
EarningType	Amount	PayDays/Encashment Days	Amount	PayDays/Encashment Days	Amount
04-2017 - Month Salary	31834	30.00			



# Full And Final Settlement



Salary Transaction

- Hold Employee Salary
- Process PayRoll
- Full and Final Settlement**
- Employee Earned Salary
- DayWiseProductionUnit

Employee | None | Process Payroll

Resignation Details | Earnings | Deduction

**Resignation Details**

EmployeeCode: [ ] EmployeeName: [ ]

Resignation Submitted on: 25-Apr-2017 Date of Leaving: 25-Apr-2017

Reason for Leaving: AIBANI (ONI I) Settlement Date: 25 Apr 2017

**Notice Period Days**

Is Notice Required

No of Days Served(DateOfLeaving-ResignationSubmittedOn): 0 Days

Scarfall in Notice(Absent Days during Notice Period): 1 Days

Employee | None | Process Payroll

Resignation Details | Earnings | Deduction

**DeductionType**

No records to display.

Name	Amount
------	--------



### Employee IT Declaration Details

Employee Name  Search for Employee Name... Employee Code  Search for Employee Code...

Employee Code	Employee Name	Company	Department	Category	
1	Vaishali	Default	Default	Default	T Declaration
2	Vjaya akshmi	Default	Default	Default	T Declaration

### Employee TDS Exemption Details

Financial Year -

Employee Code 1 Employee Name 1 Data of Joining 01-Jan-2015

IT Declaration	HRA Declaration	HouseProperty - SelfOccupied	HouseProperty - LetOut	Income From Previous Employment	Other Income	Particulars	Description	Max. Limit(Rs.)	Declared	Actual
Exemption Category: 80EE - Interest on Housing Loan										
						80EE - Interest on Housing Loan	?	50000	10000	10000
Exemption Category: C. Deduction Under Chapter VI A										
						80C - 5 year Fixed Deposit in Schedule Bank	?	150000	15000	15000
						80C - Deposit in NSC	?	150000	30000	35000
						80C - Interest on NSC Reinvested	?	150000	12500	13000

You can submit Income Tax (IT) Declaration of employee from Admin as well as ESS login. You can specify Income from different sources and investment or relevant expenses made by them. Based on that they will get exemption and deduction. The same will be utilized for automated calculation of TDS.



## HRA Declaration

Employee Code 1 Employee Name 1 Date of Joining 01-Jan-2015

TDS Declaration **HRA Declaration** HouseProperty - SelfOccupied Income From Previous Employment: Other Income

Yearly	Netto 0	Declared 6000.00	Actual 6000.00
Apr	Netto 0	Declared 6000.00	Actual 6000.00
May	Netto 0	Declared 6000.00	Actual 6000.00
Jun	Netto 0	Declared 6000.00	Actual 6000.00

## House Property – Let out

Employee Code 1 Employee Name 1 Date of Joining 01-Jan-2015

IT Declaration HRA Declaration **HouseProperty - SelfOccupied** HouseProperty - LetOut Income From Previous Employment Other Income

Property Address

LoanSanctionAmount

InterestPaidDuringYear

PropertyValueAmount

LoanSanctionBeforeApr2016

TotalEligibleDeduction

EightyEEExemptedAmount

[Submit House Property SelfOccupied](#)



## House Property- self occupied

## Income from previous Employment

Employee Code 1 Employee Name 1 Data of Joining 01-Jan-2015

IT Declaration HRA Declaration HouseProperty - SelfOccupied HouseProperty - LetOut Other Income

Address

Rent Received During the Year(Annual Value)

Interest Paid During the Year

Municipal Tax Paid

Repair/Maintenance Charge

IT Deduction Amount

[Submit House Property LetOut](#)

Employee Code 1 Employee Name 1 Data of Joining 01-Jan-2015

IT Declaration HRA Declaration HouseProperty - SelfOccupied HouseProperty - LetOut Other Income

Income After Exemption

Professional Tax

Provident Fund

Rent Tax

Surcharge

Cess

[Submit Previous Employment Details](#)

## File your TDS return (24Q) from SmartOffice in Just three steps.



### Form24Q Employer Details

#### 1. Particulars of Return

Deductor Name	SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PVT LTD	Payment Section Code	Payments made to empl...
Type Of Deductor	COMPANY		

#### 2. Particulars of Deductor (Employer)

Has Address Changed Since Last Return	No	Branch / Division	
Flat No	64B, 2ND FLOOR	Name of Premises / Building	JANARDHAN TOWER
Area / Location	JP NAGAR / 1H PHASE,	town / City / District	BANGALORE
Road / Street / Lane	HBI EASY LAYOUT	State	KARNATAKA
PINCode	560087	Email	sales@smartofficepayroll.com
STDCode	080	TelephoneNo	1256314

#### 3. Particulars of the Person Responsible for Deduction of Tax

Name	Vaishali Pujar	Area / Location	JP NAGAR 7TH PHASE,
Designation	PM	Town / City / District	Bangalore

## File your TDS return (24Q) from SmartOffice in Just three steps.



**Form 24Q Challan Details**

Month: Jun-2018

Month: Apr-2016

Amount: 0.00

Raw Tax: 0.00

Education Cess: 0.00

Chans: 0.00

Payment Date: 01-Jan-3000

BSR Code: [Empty]

Challan No: [Empty]

Challan Deposit Date: 01-Jan-3000

SurCharge: 0.00

Interest: 0.00

Late Pay Fee: 0

Debit Date: 01-Jan-3000

Minor Head Code: [Empty]

Total Allocated Debittees: [Empty]

Buttons: Calculate, Update, Cancel

**Form 24Q Return Filing**

Quarter\*: Quarter 1

Financial Year\*: 2017-2018

Ack No./Token No\*: [Empty]

Receipt No: [Empty]

Filing Date\*: [Empty]

Captcha to Download CSI File: [Empty]

Upload CSI File: Choose File | No file chosen

Use this link to download the CSI file: [Empty]

Buttons: Generate, Save

# Expense Claim/Reimbursements



SmartOffice365  
Time & Attendance on Cloud

Admin Master Leave Management Device Management Utilities HR Letter Reports Payroll Help  
 Add New Employees Device Management Recalculate Attendance Reports Payroll Report Writer Employee Audit Logs

Last Login: 23-Apr-2019 03:12:01 PM Welcome smart365G

0 Payroll month Apr-2019

Employee Code	Employee Name	Expense Name	Expense SubCategory	PayrollMonth	Amount	IsApproved	
10	Ganesh	Petrol	Petrol	Jul-2017	1099.00	False	<input type="button" value="Download"/>
10	Ganesh					True	<input type="button" value="Download"/>
10	Ganesh					True	<input type="button" value="Download"/>
8	praveen					False	<input type="button" value="Download"/>

**Save ExpenseSubCategory Details**

Add/Edit ExpenseSubCategory

Employee: Ganesh 10

PayrollMonth: Jul-2017

ExpenseSubCategory: Petrol

Mode Of Payment: Bank Transfer

Amount: 1,099.00

Invoice Number: FAAAAAB180179

InvoiceDate: 25-Jul-2017

Is Approved:

Approved By: [Text Field]

EmployeeRemarks: Ordered Router For office Use

ManagerRemarks: [Text Field]

4 items in 1 pages

Using the ESS login, employee can submit their expense category wise with the proofs. The admin will be able to download, verify and approve the same. Filter and Export option available in Admin login.

Day wise production calculation to mention the production in piece rate/kgs calculation. Define rates by company wise and department wise



Filter Employee

Month: JUN Year: 2019

Employee Code: Employee Name: Company: All Department: All

Import

Employee Code	Employee Name	Branch	Department	1-Oct	2-Sun	3-Mon	4-Tue	5-Wed	6-Thu	7-Fri	8-Sat	9-Sun	10-Mon	11-Tue
JRP2851	BODIPARTHI, LAKSHI	Janakiramapuram	PP Upgradation Work	N/A	N/A	10.80	14.30	20.80	14.10	11.10	N/A	03.80	N/A	N/A
JRP2866	MADDU, CHENNAIAH	Janakiramapuram	PP Upgradation Work	12.70	N/A	11.10	15.20	17.10	11.00	10.30	8.80	1.10	N/A	9.90
JRP3561	B Vairu Lakshmi	Janakiramapuram	Shelling Peeling Piece	N/A	0.00	N/A	N/A	N/A	N/A	N/A	0.00	0.00	16.00	N/A
JRP3561	B Vairu Lakshmi	Janakiramapuram	PP Upgradation Work	12.00	N/A	11.20	13.00	16.00	17.20	13.90	N/A	13.80	N/A	7.70
JRP3562	Vinodini Kianithi	Janakiramapuram	PP Upgradation Work	11.30	N/A	10.70	15.20	17.10	15.80	12.20	N/A	13.80	N/A	13.50
JRP3562	Vinodini Kianithi	Janakiramapuram	Shelling Peeling Piece	N/A	0.00	N/A	N/A	N/A	N/A	N/A	0.00	0.00	40.00	N/A
JRP0496	ESAMSETTI MERI RATI	Janakiramapuram	Shelling Peeling Piece	N/A	0.00	N/A	N/A	N/A	N/A	N/A	N/A	0.00	40.00	N/A
JRP0496	ESAMSETTI MERI RATI	Janakiramapuram	PP Upgradation Work	11.30	N/A	11.80	15.40	18.40	17.50	13.40	13.80	1.4	N/A	15.00
IRP0709	CITINI SETHIJA	Janakiramapuram	CS Rejection (Shelling	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IRP1714	Dodayathinuni Aajunan	Janakiramapuram	PP Upgradation Work	7.50	N/A	9.50	9.20	8.50	8.50	8.40	7.50	0.4	N/A	10.50



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