

# DIGL Enterprise HR And Pay Roll System

Make Pay Rolling Effortless & Fast Employees onboarding Process



## FAST EMPLOYEE ONBOARDING :

- 01 Employee Hikes, Increments, And Appraisals :**

Attract and retain the right talent with the right rewards. Revise the CTC, and pick the date from which the hike in pay will be reflected in the payslips.
- 02 Salary History And Designation :**

Follow your employees career progress by tracking their salary revision history and designation changes. Automatic updates in the self-service portal keeps employees informed too.
- 03 Streamlined Employee Self-Service :**

Reduce your payroll costs and data entry efforts by delegating routine document tasks to your employees. Employees can do things on their own from the client portal such as leave request, half day , gate pass, official movements etc .
- 04 Systematic Employee Exit Management :**

Enter your departing employees last working day along with the full and final settlement date to process the pay automatically.

## POWERFUL ADMINISTRATION :

- 01 Straightforward Setup :**

Enter your organization details, tax information, employee details, salary components, and pay schedule to get your payroll up and running right away.
- 02 Multiple Work Locations:**

While you continue to expand your business, we help you to distribute the same perfect payslips across all your branches in different states.
- 03 Personalized Salary Components :**

Choose different allowances, earnings, reimbursements, and perquisites for different employees. Easily enable or disable individual components, and Payroll will adjust to your settings and calculate the right pay.
- 04 Advance Allowance Mechanism:**

Choose from the list of preset allowances or tailor-make allowance categories to support your employees while they support your business.

## ROLE BASED ACCESS :

- 01 Create Unique Roles For Different Teams :**

Create multiple user roles to help your finance and admin teams collaborate effortlessly. Ensure data integrity by granting users role-based access to the specific modules they need.
- 02 Delegate Payroll Responsibilities :**

Share your workload and get work done faster. Use controlled access to invite your qualified staff to administer payroll.
- 03 Implement A Payroll Approval Process :**

Create payroll approval workflows and ensure pay runs get processed only after they get the go-ahead from you or your payroll administrator.
- 04 Stay Informed With Timely Notifications :**

Receive personalized notifications and stay on top of everything that happens within your organization, from adding new employees to your payroll system to setting up their bank information and transferring salaries.
- 05 See It All At One Place :**

Get a holistic summary of your entire payroll operation. Check for pending pay runs, outstanding taxes and forms, employees under your payroll, and payroll expenses incurred, all from your dashboard.

## TEMPLATES MAKE YOUR WORK EASY

- 01 Organized Salary Templates :**

Support your organization's salary structure with personalized salary templates for various job roles. Associate a template with each employee and see their salary details get calculated automatically.

## 02 Professional Payslip Templates:

Choose from our collection of templates to build payslips with a clear breakdown of salary components, allowances, taxes withheld and deductions.

## QUICK AND FAST PROCESSING

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### 01 Effortless Payroll Processing :

payroll processing with features that give you more power

### 03 Complete Pay Runs In A Click :

Spend less time completing your payroll. Once you have your pay days and schedule set, a click is all it takes to pay your employees.

### 05 Disburse salaries online or offline :

Credit employee salaries directly to their bank accounts online for simple, timely payroll. Offline check payments are easy to record too.

### 07 Automated loan management :

Support your employees' financial needs with loans and track them automatically until they're repaid. Loan installments are periodically deducted from your employees pay, and real-time notifications keep everyone in the loop.

### 02 Choose An Industry-Specific Pay Schedule :

Pick a payroll routine that fits your business. Fill your employees pockets on the last day of every month, or choose your own custom payday.

### 04 Apply Custom Deductions To Payslips :

Set up one-time or recurring profiles to take care of voluntary and mandatory payroll deductions. Payroll automatically deducts the right amount and applies the appropriate taxes during each pay run.

### 06 Secured Payslips Online :

Generate payslips and make them accessible online in a ready-to-download PDF format.

### 08 Manage Employee Exits Professionally :

Letting an employee go might be hard, but once the decision is made, Payroll makes the process easy. Run termination payroll to handle your employee notice pay and other exit requirements effortlessly.

## SECURED EMPLOYEE SELF SERVICE PORTAL :

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### 01 Keep Everything In One Place :

Don't make employees look around for their payroll information. They can find pay summaries, deductions, notifications, loan deductions and much more under one roof.

### 02 Process Employee Reimbursements Effortlessly :

Employees can reclaim out-of-pocket business expenses and organization-provisioned reimbursements by attaching the appropriate bills within the portal.

### 03 Status Updates On Employee Loans :

Payroll automatically deducts loan payments and updates the outstanding balance and tenure left for employee loans. Employees can find the latest updates in the portal.

## ADVANCED REPORTING

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### 01 Payroll Compliance Reports :

Get insights into your payroll operations in seconds. Run specific reports, from employee salaries and reimbursements to overall payroll costs, in a single click.

### 02 Income Tax Return Report :

Prepare your tax deduction summary report for periodic evaluation. Get a complete report on all your employees, their taxable income, and their income tax withheld.

### 03 Payroll Journal Report :

Let your software account for your payroll expenses for you. Payroll automatically adds payroll journal entries and condenses them into a neat, organized summary.

## ATTENDANCE & LEAVE MANAGEMENT

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### 01 Leave Management :

Configure even most advanced leave policies and enjoy the auto sync of leave and payroll data.

### 02 Employee Lifecycle :

Manage everything from employee onboarding till exit in one place from anywhere, anytime.

## ATTENDANCE BY BIOMETRIC & APP:

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Integrated biometric device and mobile app for attendance simplify payroll like never before.

App is now capable to integrates with HR management and payroll system to mark attendance. This feature allows to manage employees attendance and keep track of the team especially marketing team on the field.