

IPSITA Academy

School Management System

User Manual: **PAYROLL**

- Usually, we pay teachers or staff. All those payroll calculations recently we have added it to our system.
 - In the option “**EDIT PROFILE**” of teacher or staff, here we have added a new **BUTTON** for salary information.

Current Session : 2022

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Teacher / Profile

Profile Education Summary Bank Information

Phone Number +65 8101 5903
Email aniqahns@gmail.com
Gender Female
Blood Group N/A
Date of Joining 01 Sep, 2022
Address
Nationality Bangladeshi

Remove

ANIQA NAOWAR SHONDHI

Status Active

Code 371324418
Designation Teacher
Department Bangla
Created Date 13 Apr, 2022
Branch Pioneer Primary

Curriculum Vitae

- The salary of that teacher or staff can be set or update from here.

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Teacher / Profile / Salary Information -> ANIQA NAOWAR SHONDHI

Teachers Name ANIQA NAOWAR SHONDHI

Weekly Scale (\$\$) 10.00

Rate Per Extra Class (\$\$) 5.00

Bank Name Abc

Account No 371324418

Remarks Write here...

Cancel Update

The information should be **UPDATE**

NOTE: Next, in case of updating the salary information of another teacher, it can be selected from the dropdown without clicking on the back button.

Clicking on **PAYROLL** from the menu will show this page.

If you want to payroll for a particular or running month, you need to select the month from here.

Teacher or staff should be selected. If you select the teacher, the teacher list will show the below and from there any teacher's payroll will have to be set from here.

If you select the bonus, this field will be activated. In that case, the amount of the specified bonus should be input here to add the bonus with the amount of salary

For Review of the Payroll. This can be sent to the **pending list**, otherwise can be sent to the process list.

- After Input, **TOTAL WEEK** and **TOTAL EXTRA HOUR**, **NET PAYABLE AMOUNT** will be shown.
- How much **AMOUNT** is currently being **PAID** and if you want to **DUE** any amount, can be set from here.

PAYROLL PENDING LIST: Can be change or review if you want, from the PAYROLL PENDING LIST.



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Payroll Process **Payroll Pending List** Payroll Processed List Payroll Statement

Payroll for the month of 2022-11-01 For the ☐ Teacher ☒ Employee ☐ Bonus Set Now

Show 25 entries Search:

#	Employee Name	Branch	Weekly Scale(\$\$)	Total Weeks	Rate Per Ex. Hour(\$\$)	Total Ex. Hours	Arrears	Bonus	Net Payable (\$\$)
1	ARJUMAN ARA	N/A	10.00	5	10.00	0	10.00	0.00	60.00

Showing 1 to 1 of 1 entries Previous **1** Next

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Payroll Process **Payroll Pending List** Payroll Processed List Payroll Statement

Payroll for the month of 2022-11-01 For the ☐ Teacher ☒ Employee ☐ Bonus Set Now

Employee Name: ARJUMAN ARA	Weekly Scale: S\$ 10.00	Total Weeks: 3	Bonus (\$\$): 0
Email: arju@blcf.sg	Rate Per Extra Hour: S\$ 10.00	Total Extra Hours: 2	Arrears (\$\$): 10.00
Date of Joining: N/A	Net Payable (\$\$): 60	Amount Paid (\$\$): 40.00	Amount Due (\$\$): 10.00
Branch: N/A			
Bank Name: dad	Remarks: Test		Salary Status: ☐ Approve ☐ Process ☒ Pending
Account No: 123			

Cancel Update

Show 25 entries Search:

#	Employee Name	Branch	Weekly Scale(\$\$)	Total Weeks	Rate Per Ex. Hour(\$\$)	Total Ex. Hours	Arrears	Bonus	Net Payable (\$\$)
1	ARJUMAN ARA	N/A	10.00	5	10.00	0	10.00	0.00	60.00

Showing 1 to 1 of 1 entries Previous **1** Next

If the change is needed, you can apply the necessary changes from here and then **APPROVE**. Or will be able to send in the **PROCESS LIST**.

PAYROLL PROCESS LIST: Payroll can be APPROVE from the **PROCESS LIST**.

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Payroll Process Payroll Pending List **Payroll Processed List** Payroll Statement

Payroll for the month of 2022-11-01 For the ☐ Teacher ☒ Employee ☐ Bonus Set Now

Search:

Salary Statement of Employee For The Month Of November, 2022											
#	Employee Name & Branch Name	Weekly Scale(\$\$)	Total Weeks	Rate Per Ex. Hour(\$\$)	Total Ex. Hours	Arrears	Bonus	Net Payable (\$\$)	Amount Paid (\$\$)	Amount Due (\$\$)	Bank Name & Account No.
1	ARJUMAN ARA N/A	10.00	3	10.00	2	10.00	0.00	60.00	40.00	10.00	dad 123
Total =								\$S 60.00	\$S 40.00	\$S 10.00	

Showing 1 to 1 of 1 entries

PAYROLL STATEMENT:

TEACHER OR STAFF, whose payroll want to see, this should be selected from here .

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Payroll Process Payroll Pending List Payroll Processed List **Payroll Statement**

Teacher **Employee** Refresh

Month From 2022-11-01 Month To 2022-11-30 Select -- Employee Name -- Search Print

Search:

Salary Statement of Employee For The Month Of November, 2022											
#	Employee Name & Branch Name	Weekly Scale(\$\$)	Total Weeks	Rate Per Ex. Hour(\$\$)	Total Ex. Hours	Arrears	Bonus	Net Payable (\$\$)	Amount Paid (\$\$)	Amount Due (\$\$)	Bank Name Account No.
1	ARJUMAN ARA N/A	10.00	3	10.00	2	10.00	0.00	60.00	40.00	10.00	dad 123
Total =								\$S 60.00	\$S 40.00	\$S 10.00	

Showing 1 to 1 of 1 entries

You have to select **MONTH FROM** and **MONTH TO** from here. And you need to select the employment name. Whose employee's payroll statement is wanted to see.

Will show that list on the below.