



Orbit's Pay Manager.

New Delhi, Bangalore, Bhubaneswar
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Why **Orbit's Pay Manager (OPM)**?

- Intelligent use of Payroll Logic
- Simplicity and Speed of Transaction
- Comprehensive Management Reporting Features
- Extensive Employees Management Functions

Orbit's Pay Manager (OPM) developed by **ORBIT INFOTECH**, targets specifically the Indian firms because it has captured in it all the Payroll processes that a typical HR/Accounts dept. of a small/medium/large sized company follows. Now no need to buy all stationery of the Government forms. The software can incorporate the entire forms format which the Government of India has made compulsory for the Indian firms to adopt with respect to their employees.

The person operating the **Orbit's Pay Manager (OPM)** need not spend days in the hassles that come bundled with the Payroll process. He/She can bid farewell to the bulky registers and come out of the gloom that used to surround him during the payroll generation. With all the payroll processes categorized, the **Orbit's Pay Manager (OPM)** gives a very simple interface to the end user.

The **Orbit's Pay Manager (OPM)** inputs the Employee related information and in which group company/department he/she is recruited. Just assign the employee a salary structure and you are ready to generate and manage payroll processes with respect to that employee. Also the end user has the flexibility to create his/her own salary structures and salary formulae.

The pay slip is generated after the attendance is marked for that month. ESIC and PF Challans are available at the convenience of a mouse click. The **Orbit's Pay Manager (OPM)** also manages the Company Holidays and the Bank holidays.

All the reports related to company, employee, attendance/leave, payroll, Government of India forms (Forms 1, 3, 5, 6, 10, 12, 19, etc) can be generated. The MIS (Management Information System) Reports are also generated by the software which gives the Management a clear picture about the Payroll and Attendance of the Employees.

The software can be configured by the user side to give restricted access to the front desk operator, and complete access to the main HR authorized person.

There is a hitch for taking this product. The HR/Accounts department will complain of boredom, since now they will be having plenty of free time in hand. But who wouldn't like to hear such a complaint???

Key Modules/Features of the Orbit's Pay Manager (OPM).

- Employee Profile
- Leave Management System
- Time Management System
- Payroll Management System
- HRD Procedures
- Reports

Employees Profile

Employee Joining Information.

Probation Confirmation details.

Employee Profile.

Employee Current position and job profile.

Family background details.

Employee Local address and References details.

Employee Emergency address and contact person details.

Employee Qualification and experience details.

Employee Medical History.

Documents submitted by employee.

Leave Management System

User Defined Leave types.

Leave Balance Details.

Leave Taken.

Leave rules.

Time Management System

Late Coming, Early going, Absence due to travel on Duty etc.

Attendance data can be transfer from any Time Recording Machine.

Overtime Details.

Payroll Management System

User defined Salary Heads (Salaried, Monthly, and Daily Wager)

Salary formula.

Create your own Salary Structures.

Pay slip Generation

HRD Procedures

Final Settlement

Gratuity

Superannuation

Tax Calculation

List of Reports Under Various Modules of *Orbit* Pay Manager.

Employee

Employee Joining Information
Employee Profile
Employee Salary Structure
Transfer / Promotion Details
Salary Increment Details
Document submitted Details
Resigned Employee Details
Department Wise Employee List
Blood Group Employee List
Birthday List

Payroll

Salary Heads Details
Monthly Salary Register
Salary Cash Statement
Salary Cheque Statement
Salary Slip
Bonus Details
Conveyance Details

Leave & Attendance

Leave Balance
Late Coming
Late Sitting
Early Going
Compensate Off Details
C-Off Balance Details
Over Time Details
Employee Total Over Time Hours
Daily Attendance Report
Daily Absent Report
Monthly Attendance

Government of India Taxation Forms

ESIC Challans
PF Challans
Form 6A (Employees Yearly PF Contribution)
Form 3 - (For Professional Tax)
Form 12A (Revised) - Employee's Monthly PF Contribution
Form 19 (Claiming Employees Provident Funds Dues)
Form - 10 (Employee's PF Organization for Resigned Employee's)

System Requirement For Orbit Pay Manager.

Server Side

Processor: Intel

HDD: Minimum 20 MB Disk Space

RAM: Minimum 64 MB

Database: MS-Access/SQL Server 7.0

OS: Windows XP

Client Side

Processor: AMD, Intel

HDD: Minimum 30MB free disk space

RAM: Minimum 32MB

OS: Windows XP