

A PROJECT REPORT ON
A STUDY OF THE PAYROLL SYSTEM
AT
ALIGES CAPITAL SERVICES
SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY.



IN PARTIAL FULFILMENT OF
MASTER OF BUSINESS ADMINISTRATION

SUBMITTED BY
SAYALI KRISHAN PAWAR
(HUMAN RESOURES MANAGEMENT)
(2021-2023)

UNDER GUIDANCE OF
PROF.SUNITA KHARATE





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TO WHOMSOEVER IT MAY CONCERN

This is to certify that the Summer internship Project (SIP) Work Title **A Study of the Payroll System** is a bonafide work of **Sayali Krishan Pawar** Exam Seat Number-**23242** Carried out in partial fulfillment for the award of degree of **Master of Business Administration(MBA)** under Savitribai Phule Pune University.

This Project work is original & not submitted earlier for the award of any degree/diploma of any other University/ institutes.

Ashwate
Project Guide



[Signature]
Director

Director
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041.

Place- 25/3/2023 Pune

Date- 25/3/2023

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01/04/2023
Examinor 1
(External)

[Signature]
01/04/2023
Examinor 2



AGILE CAPITAL SERVICES

COMPLETION CERTIFICATE

Date: 02 Nov, 2022

This is to certify that
Ms. Sayali Krishna Pawar
has successfully completed her Summer Internship with project title
"Marketing And Recruitment Strategies"

Under the guidance of
Mr. Chinmay Tiwari
Project duration
01 Sep, 2022 to 01 Nov, 2022

The internship assessment fulfils the stated criteria and student findings are her original work.

We hereby certify her work satisfactory to the best of my knowledge with an aggregate
Grade 65

Location for internship-
New Delhi

We wish her all the best for future endeavours.

Warm Regards



(Authorized Signatory)
Head HR
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www.agilecapitalservices.com

ACKNOWLEDGMENT

I am highly indebted to Agile Capital Services for giving me this opportunity to do my internship project in their esteemed organization. It has contributed immensely to my learning. I would like to thank my external guide Mr. Chinmay Tiwari for giving me the required support in completing my project.

My profound gratitude towards my internal guide **Prof. Sunita Kharate** for giving me valuable guidance, suggestions and advice without which this project could not have been completed.

I would also like to thank all my faculty members for giving the necessary insight into my study.

DATE: 25/2/2023

PLACE: PUNE


SAYALI KRISHAN PAWAR

MBA (HR) ZIBACAR

DECLARATION

I am Sayali Krishna Pawar, student of MBA of ZIBACAR batch 2021-2023, hereby declare that the project report on "Study of payroll system" which has been submitted earlier to any University or Institute for the award of any degree/ diploma etc. and is only written and submitted by me to the Savitribai Phule Pune University SPPU, in partial fulfillment of the requirement for the award of degree of Master of business Administration under the guidance of Prof.Sunita Kharate is an original work of the under designed and not been reproduced from any other source. I have not plagiarized or submitted the same work for any other degree. In case the undertaking is found incorrect I accept that my degree may be unconditionally withdrawn. The conclusions drawn therein are based on the material I have collected.

DATE: 25/3/2023

SIGNATURE

Pawar

PLACE: PUNE

SAYALI KRISHNA PAWAR

MBA (HR) ZIBACAR

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Executive Summary

EXECUTIVE SUMMARY

The motive of this project is to give clear information about different aspect of payroll and communicated and educated employee about payroll system in there organization. This flow of the project would start with the background and introduction about the payroll and basic information about administration work of HR department.

The aim and focus of the project is to identified the knowledge and education about payroll and basic team of administration work in HR department, the basic team are like Form 16, Statutory deduction , ITR, Salary Structure and Salary Compensation and the Payroll system and all the stages, process, types , methods in payroll ect.

The project contains 14 chapters in total, which includes acknowledgment, declaration, introduction to study, objectives, scope, company profile, theoretical background, background of selected companies, data analysis, findings, suggestions and recommendations, conclusion, references, annexures.

Researcher have used primary data by using non-probability convenience method by quantities approach Researcher had prepared a questionnaire for data analysis questionnaires contain sample size is 30 employee. Researcher have taken feedback form different organization or company and different employees to analysis the data.

To know the employee perception about the organization or the company regarding payroll and administration work of HR department .The research methodology used for this project is Deliberate sampling. All the analysis and statistics have been prepared with help of MS Excel and MS Word and interpretation with the help of column charts.

This study included direct interaction with the employee and this help us to meet the acceptance of employee “Satisfaction level” to great accuracy. This is of great importance to the company which will know about the employee preference to know or gain a knowledge.



1. Introduction to study

INTRODUCTION OF STUDY

The project mainly based on the administrative work and the payroll work of the HR department. And to understand the basic administration things like Form 16, Statutory deduction, Salary Structure, salary component, salary calculation, income tax returns, Reimbursement and Compensations Structures. The project also indicated the payroll Types, Software, Stages, Process , and the role of the HR in payroll system and the benefit of payroll.

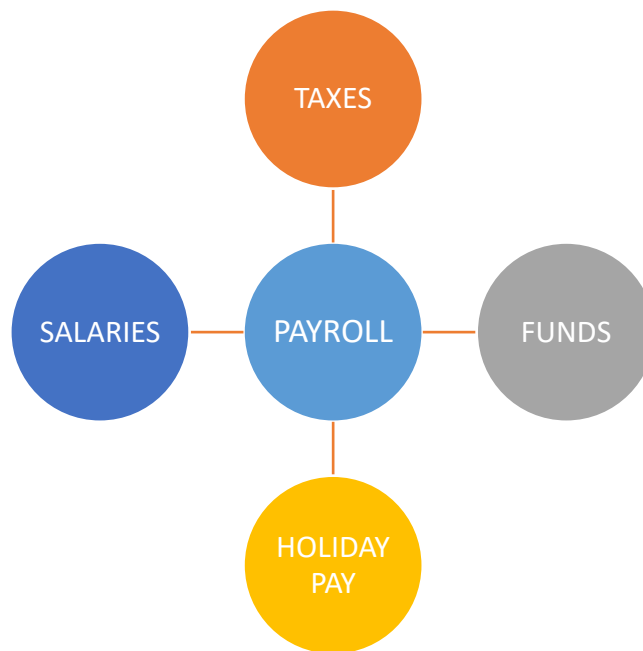
The motive of this project is to give clear information about different aspect of payroll and communicated and educated employee about payroll system in there organization. This flow of the project would start with the background and introduction about the payroll and basic information about administration work of HR department.

Payroll is defined as the process of paying salaries to employees of a business. It starts with preparing a list of employees to be paid and ends with recording those expenses.

A pay cycle is the time interval between two salary payments. Organization can opt to pay salaries on a weekly, or monthly basis. Generally, it is processed every month in all the organization.. Organization have to follow a legal framework while disbursing salaries to their employees.

Payroll is the process of paying salaries to employees of a company. It includes collecting the list of employees to be paid, tracking the hours worked, calculating the employee's pay, distributing the salary on time, and recording the payroll expense.

The main purpose of payroll is to accurately process and pay salaries, keep their morale and trust high and help reduce costs to the company. The main purpose of the project is to understand the police and the payroll system and the requested supported administration work to complete the process of payroll.





2. INDUSTRY PROFILE



- COMPANY PROFILE - AGILE CAPITAL SERVICES
- WEBSITE - www.agilecapitalservices.com
- LOCATION - NEW DELHI
- TYPE OF COMPANY - UNLISTED PRIVATE COMPNAY
- INDUSTRY - FINANCIAL SERVICES
- FOUNDER - PRASAD GHANSHYAM DESAI,
- FOUNDED - 26 APRIL, 2022.
- CIN - U67190MH2008PTC177863
- REGISTRATION NUMBER - 177863
- EMAIL - general@metmin.in

- **About us**

Agile Capital Services is the choice of many wellknown multinational organizations and corporations due to its commitment to delivering the best results. ACS prides itself on its reputation as a reliable and trustworthy talent acquisition partner, as well as providing expert guidance in achieving financial independence for clients. We have experts who advise individuals in the area of finance and investments so that they can secure their own financial future and that of their family. Providing professional and expert advice on wealth maximization, career planning and bridging the gap between job seekers and talent seekers. Our experts provide financial advice in the easiest way because we believe in simpler wealth management.

Agile Capital Services is one of the emerging consultancy firms in India.

At Agile, we provide wealth management services to high net worth and ultra high net worth individuals (Hnis & Uhnis).

Our team of welltrained professionals deals with clients from all over the country as well as overseas. In addition to our personalized solutions, we also focus on "simplifying" the entire investment process for each client. Our focus on building term relationships defines our business. Our propositions are backed by a strong product and research team, underscoring the unparalleled value of the ACS proposition.

- **Our Vision**

Our vision is to dramatically increase the wealth of our clients by providing the best financial services as well as the most valuable recruitment service provider.

- **Mission**

We are committed to providing the best and easiest wealth management advice through honest financial solutions and inspiring candidates to explore employment opportunities across all industries.

Our professionals and experts work around the clock to provide our clients and organizations with the best HR and financial solutions that give them an edge over their competitors. We are committed to providing the best opportunities for job seekers.

- **Portfolio Services**

"The process of managing an individual's investments so that they maximize returns within a given time frame. It is important for individuals to diversify their investment portfolio to reduce risk and maximize return. Therefore, we offer help in diversifying your investments. It is important for individuals to diversify their portfolio to reduce risk and maximize return. Important. Here's how we can help you diversify your investments.

"As an advisory firm specializing in niche financial services, we have very broad and deep expertise.

- **Tax Services**

"Taxes can be the most dynamic and complex challenge in financial planning.

Recruiting Services

"Recruiting is your most important HR function and most of us aren't as good as we think."

Smart Investment

The concept of investment is defined as "to sacrifice something now to get something later". At ACS, we offer our clients very smart investment choices

Professional Skills Development

In order to thrive in a rapidly changing environment, organizations need to focus on the skills their employees possess, and participation in Skills development programs are important because they help to overcome challenges. People are a company's most important competitive differentiator, which is why your workforce must have the skills to give you an edge over your competitors.

If an organization and individuals want to succeed in their business or career, they must engage in skills development. Our professional skills development programs are designed to improve the employability and performance of individuals, thereby further supporting their career development.

3. Objectives of project

OBJECTIVES OF PROJECT

- 1) To know about form 16.
- 2) To find out the Methods of Payroll Management.
- 3) To identifies the Types of payroll.
- 4) To understand the Statutory deduction, salary components and salary structure.
- 5) To know about Income Tax Return.
- 6) To know about salary calculation and reimbursement and compensation structures.
- 7) To know the software of payroll.
- 8) To analyses stages of payroll.
- 9) To find out the benefits of payroll.



4. Scope of Project

SCOPE OF PROJECT

- 1) The study covered only the client of ACS
- 2) This study will further help the organization to identify the client financial position.
- 3) The study of payroll system minimaxes the errors of payroll calculation.
- 4) The Study the fundamental analysis of respective companies has been considered for the study.



5. Conceptual Framework

CONCEPTUAL FRAMEWORK

PAYROLL

A payroll is a list of a company's employees who are entitled to payouts and other benefits, along with the amount each is owed. In addition to the amount each employee is entitled to for hours worked or tasks performed, payroll can also refer to a company's record of past payments to employees, including wages and salaries, bonuses, and withholdings. tax, or the department of the company that handles compensation. Companies can handle all aspects of the payroll process in-house, or they can outsource certain aspects to a payroll processing company.

Payroll can be defined as the process of paying salaries to employees of a business. This includes collecting employee paylists, tracking hours worked, calculating employee salaries, distributing salaries on time, and recording salary expenses.

Payroll is defined as the sum of all remuneration that an employer must pay to an employee during a specific period or on a specific date. It can also be defined as the process of compensating employees for work performed on behalf of their organization.

Payroll is one of the most important aspects of business. It affects employee morale and affects the financial stability and reputation of the company. Employees dependent on their payroll, incorrect or untimely payments can lead to a lack of confidence. However, employees are more engaged and motivated when paychecks are accurate and delivered on time.

A payroll department is defined as the department of an organization that administers payroll. Payroll is usually managed by the human resources and accounting departments. Human Resources collects and enters employee data for payroll and accounting performs tax, salary and benefits calculations

PAYROLL SYSTEM

A payroll system is software used to automate the payroll process. These systems can be integrated with leave and attendance tracking systems and employee self-service portals to track employee hours, calculate payroll, calculate taxes and deductions, print payroll, and more.

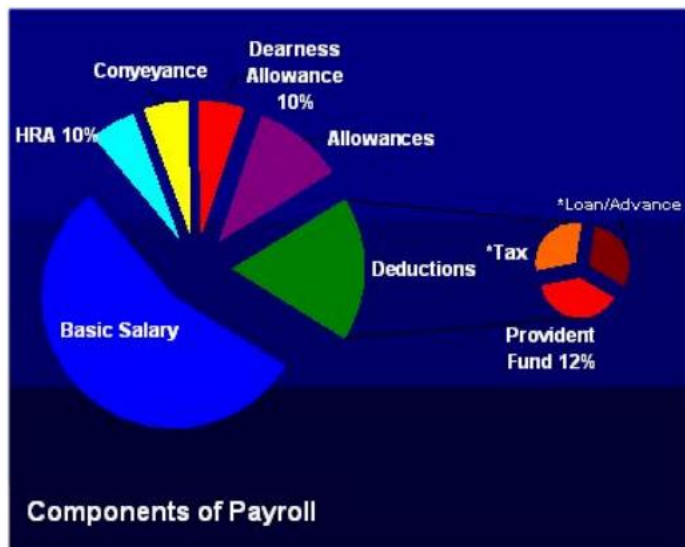
Payroll software is an on-premises or cloud-based solution to manage, maintain and automate employee payments. Robust, integrated, and properly configured payroll software can help organizations of all sizes maintain compliance with tax laws and other financial regulations, and reduce costs.

Payroll administration can be very simple, involving the payment of just a handful of employees, or very complex, involving payroll for thousands of employees. However, other companies may have employees to pay and keep track of necessitating a well-planned, efficient payroll administration system.

Payroll is defined as a method of administering employee salaries in the organization. The process consists of calculation of salaries and tax deduction of the employees, administering the retirement benefits and disbursement of salaries to employees. It can also be called an accounts activity which undertakes the salary administration of employees in the organization. Administering the employees' salaries is not an easy task; the HR and accounts department work together to calculate and disburse the salary to the employee. Thus, payroll management is subdivided into two processes, i.e. payroll accounting and payroll administration. Payroll refers to the administration of employees' salaries, wages, bonuses, net pay and deduction. It consists of the employee ID, employee name, date of joining, daily attendance record, basic salary, allowances, overtime pay, bonus, commissions, incentives, pay for holiday, vacations and sickness, value of meals and lodging etc. There are some deductions such as PF, taxes, loan installment or advances taken by employee.

Components of payroll

In the management of monthly salary, basic salary, HRA, transport and other special allowances like mobile phone, etc. there are deductions.



Allowances, rewards, bonuses and reimbursements are based on organization policy. Some agencies offer fixed rate allowances, such as 10% or 12% of base salary. Some organizations seek performance-based incentives.

Monthly wages and salary payments have several key elements that go together on every payroll. Within and between the gross salary and the net salary, there are different "components" that make up the salary mix.

Employers and employees need to calculate taxes, Provident Fund (PF), medical expenses, benefits, travel allowances, etc.

The payroll system in India has four main elements.

1. Gross salary

This is the employee's salary before monthly deductions. On an annualized basis, this is often referred to as CTC or business cost.

All other items such as:

- Professional Tax (PT),
- Provident Fund (PF)
- Social Insurance for Employees (ESI)
- Transport costs (ordinary recurrent levy)

Deducted from gross salary. In addition to the portion deducted from the employee's gross salary, the employer generally contributes to the employee's PF. PT and PF are mandatory government levies (depending on company size) and based on their salary scale. In addition to the PF, employees can also opt for the Voluntary Provident Fund (VPF) or the Public Provident Fund (PPF) – which offer tax advantages. ESI provides employees with medical benefits, including paid sick leave. (In some cases)

2. Net salary

Net pay is what the employee gets after deducting these expenses. Components of net salary in India include:

Governmental deductions:

- PT
- PF
- ESI
- VPF/PPF
- Other components:
 - Basic pay
 - Housing Rent Allowance (HRA)
 - Dearness Allowance (DA) – Subject to the city of employment
 - Transport allowance
 - Special allowance

- Food allowance
- Leave Travel Allowance (LTA)
- Uniform Exemption
- Children Education Allowance
- Mobile and Telephone allowance
- Fuel allowance (apart from travel allowance, in certain cases)
- Car maintenance allowance
- Labour Welfare Fund

Some of these net salary components are flexi-benefit options that the employees can choose annually, half-yearly or quarterly, depending on the company's policy. These flexi-benefit options give employees the leeway to choose a portion of their pay to make it exempted from tax. The components in the net pay are paid irrespective of the employee incurring them.

3. Benefits

In addition to PT and PF, benefits such as gratuities, pension plans, health insurance, and home insurance are longterm benefits that employers and employees contribute jointly. Generally, these longterm benefits are settled when the employee retires or resigns.

Glossary:

Deductions paid to the government:

PF: Employee savings tool, accessible to companies with more than 12/20 employees
 . Can be withdrawn under special circumstances

PPF/VPF: Voluntary contribution to the PF, gives employees tax benefits

ESI: State insurance that offers subsidised treatment and full pay during medical leave (depending on the job profile and company policy)

PT: All professionals such as financial advisors, journalists, teachers are entitled to contribute to a fund called Professional Tax. The amount is a compulsory deduction which offers an employee tax exemption, however, it is not refundable.

Barcode

This refers to a code consisting of a group of printed and variously patterned bars and spaces and sometimes numerals that is designed to be scanned and read into computer memory and that contains information (as identification) about the object it labels

Basic Pay

This refers to monthly rate divided by the number of working days multiplied by the number of days worked.

Biometrics

It is the measurement of physical characteristics, such as fingerprints and DNA, or retinal patterns used to verify an individual's identity.

Bundy Clock

It refers to a clock card machine or punch clock or time recorder is a mechanical (or electronic) clock used to help track the hours worked by employees of a company.

Daily Time Record

It refers to the recording of how one spends one's time. It is used to calculate compensation, assess efficient use of time, or pay for work performed.

Days Worked

It refers to the number of days actually worked by an employee, often well beyond the number of days stipulated in the employment contract, sometimes without overtime pay.

Deduction

It refers to business expenses or losses that are allowed by law to be deducted from a business's gross income when calculating taxable income.

Employee

It refers to the person who is employed to provide services to the business on a regular basis in exchange for compensation.

Gross Pay

Refers to the total compensation received by employees on a regular basis, including allowances, overtime, commissions and bonuses, etc. before any deduction.

Loan

This refers to funds transferred from one party to another as payment for purchased goods or services.

Net Pay

This refers to the remaining amount of an employee's gross pay, after deductions, such as taxes and retirement contributions, are made.

Payroll

This refers to a sum of all financial records of salaries for employee, wages, bonuses and deductions. In accounting, payroll refers to the amount paid to employees for services rendered within a certain period of time.

Pay slip

This refers to a detailed breakdown on how much an employee is paid during a Specific period.

Report

This refers to give an official account or statement of as a treasurer reports the receipts and expenditures.

Router

This refers router is device that forwards data packets between computer networks, creating an overlay internetwork.

Salary

This refers to wages received on a regular basis, usually weekly, bi-weekly or monthly.

Spreadsheets

This refers to spreadsheet is a computer application with tools that increase the user's productivity in capturing, analyzing, and sharing tabular data sets.

UTP or Unshielded Twisted Pair

This refers to type of cable used in Networks telecommunications and computer!

6. Thoeretical Background

THEORETICAL BACKGROUND

Form 16:-

Form 16 is a certificate issued by the employer to the employee when tax is withheld from the employee's salary. In short, it is a confirmation that you have filed the tax deducted with the tax department. He must issue the

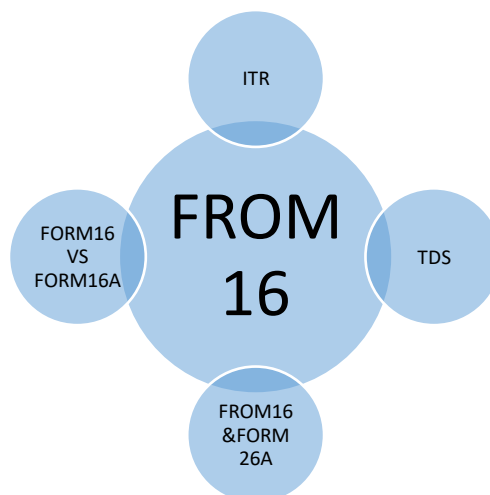
Form16A which is also a TDS certificate before June 15 of the year of its issuance. While Form 16 only applies to wage income, Form 16A applies to TDS for non-wage income. What are the eligibility criteria for Form

Form 16?

Employees whose annual income is included in their taxable forms can use Form 16. In all cases, the employer must give Form 16 to the employee if tax at source has been deducted from the employee's salary. the employee.

Form 16/16A is a Withholding Tax Certificate, a withholding tax certificate issued by the employer on behalf of the employee. These certificates provide TDS/TCS details on various transactions between the payee and payee. These certificates must be issued to taxpayers.

Form 16 is the TDS certificate issued by your employer to verify the financial deductions he made. It helps with tax filings, serves as proof of income for tax credit settlements, and assists with your visa processing



Income tax Return (ITR):-



Income Tax Return (ITR) is the form that a person has to file with the Indian Department of Income Tax. It contains information about the person's income and the taxes that must be paid on it for the year.

Registered users of the e-filing portal can use the ITR1 prefill and deposit services.

The service allows individual taxpayers to file the ITR-1 online through the e-filing portal and access offline tools. This user manual covers the process of filing an ITR-1 via the online mode.

The ITR1 has five sections that you will need to complete before filing, and a summary section where you will review your tax calculations. The sections are as follows:

1. Personal information
2. Gross income
3. Total deductions
4. Tax paid
5. Total tax payable

You can report and file your ITR in the following ways:

- Online mode – via the e-filing portal
- Offline mode – via the offline tool

You can refer to the Offline Tool (for RTIs) User Manual for more details

To submit and file an RTI via online mode, follow the steps below:

Step 1: Connect Login to the electronic application portal using your username and password.

Step 2: On your Dashboard, click Electronic File > Tax Returns > File Tax Return

Step 3: Select Assessment Year 2022&23, complete Online Completion Method and click Continue

Step 4: If you have already completed your tax return and are waiting to submit it, click Resume Submission. If you want to delete the saved return and prepare the return again, click Create New File.

Step 5: Select the status that applies to you and click Continue to proceed to the next step.

Step 6: You have two options to choose the type of tax return:

- If you know which ITR to file, choose the ITR form; otherwise
- If you don't know which RTI to file, you can choose Help me decide which RTI form to file and click Continue. The system is there to help you determine the correct ITR, and then you can proceed to submit your ITR.

STEP 7: Once you have selected the ITR that applies to you, note the list of required documents and click Let's Get Started.

Step 8: Check the box that applies to the reason for your submission and click Continue.

STEP 9: If you wish to register for the new tax regime, please select "Yes" in the "Personal Information" section. Check your prefilled data and modify it if necessary. Enter remaining/additional data (if required). Click OK at the end of each section.

Step 10: Enter the details of your income and deductions in the different sections. Once you have completed and confirmed all sections of the form, click Continue.

Step 10a: If you have tax liability After clicking on total tax liability, a summary of the tax calculations will be displayed based on the details you provided. If there is a tax liability based on the calculation, you will see "Pay Now" and "Pay Later" options at the bottom of the page.

Step 10b: If there is no tax liability (no claim/no refund) or if you are eligible for a refund Click to preview the return. If there is no tax due, or there is a refund based on the tax calculation, you will be taken to a page to preview and submit your return.

Step 11: If you click "Pay Now", you can choose your preferred payout bank. Click Continue.

Step 12: Once the payment has been made via the e-Filing portal, a success message is displayed. Click Return to Filing to complete the ITR filing.

Step 13: Click Preview to go back.

Step 14: On the Preview and Submit Your Claim page, check the claim box and click Continue to Preview.

Step 15: Preview your return and click Continue after verification.

Step 16: Once verified, on your Preview & Submit Returns page, click Continue to verify.

Step 17: On the Complete your verification page, select your preferred options and click Continue. Validation of your return is mandatory and electronic validation (recommended option - Electronic Validate Now) is the easiest way to validate your ITR - it's faster, paperless and more secure than sending a physical ITR-V signed at CPC .postal.

Step 18: On the e-Verify page, select the option you want to use for e-Verify returns and click Continue.

Note:

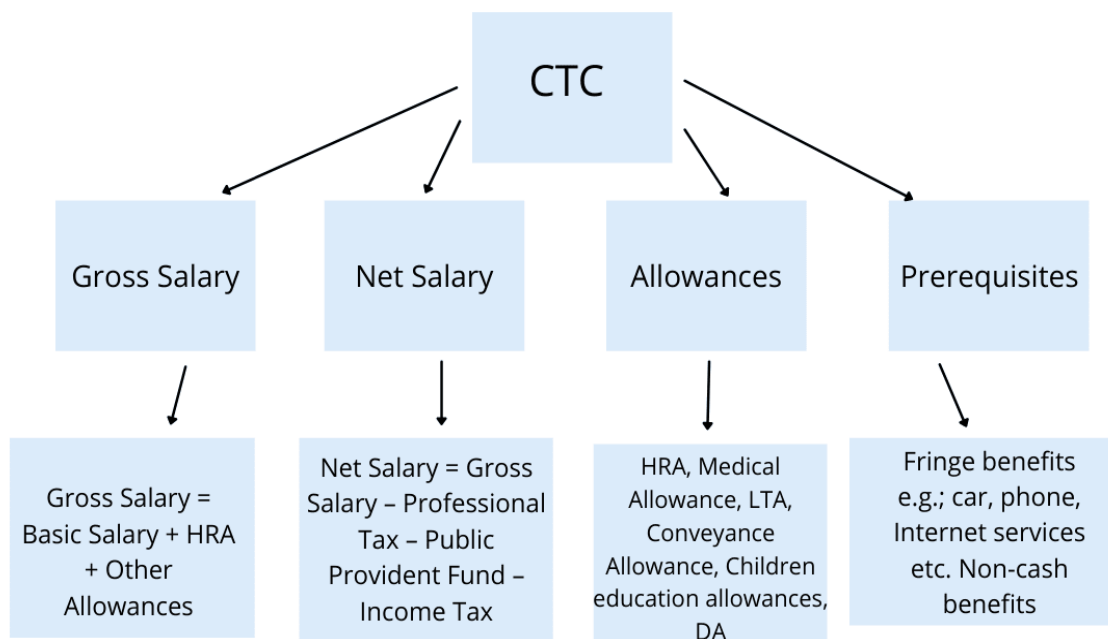
- See the How to Authenticate Electronically user manual for more information.
- If you choose to be verified by ITR-V, you will need to send a signed physical copy of your ITR-V by regular/expedited post to Central Processing Centre, Income Tax Department, Bengaluru 560500 within 120/30 days .
- According to circular 05/2022, the period is reduced from 120 days to 30 days if the declaration is filed on or after August 1st. If the declaration is not verified within 30 days of the submission of the data, the date of verification will be considered as the date of submission and the provisions of the Act will apply accordingly.
- Please ensure that you have pre-authorized your bank account so that any refunds due will be debited from your bank account.
- Please refer to the My Bank Account user manual for more information. Once you have electronically verified your return, the transaction will display a success message. ID and confirmation number. You will also receive a confirmation message with your registered mobile number and email id on the e-application portal.

Salary Structures

A salary structure includes the detail of the salary offered, broken down according to the different components that make up the salary. Any specific changes to the salary structure can have a significant impact on the employee's job, such as the type of tax exemption required.

$CTC = \text{income} + \text{deduction}$

Here $\text{income} = \text{basic salary} + \text{relative allowance} + \text{housing allowance} + \text{transportation allowance} + \text{medical allowance} + \text{special allowance}$. Below is a simple payslip example showing all the basic separations under the two elements of income and deductions.



Salary Componets

Basic salary

Basic salary is the employee's basic income and represents approximately 50% of the STC. This is a fixed amount paid before reductions or increases due to bonuses, overtime or allowances. Base salaries are determined based on the employee's designation and the industry in which they work. Most other components, such as allowances, are based on base salary. This amount is fully taxable.

Allowance

Allowance is an amount payable to an employee for the normal period of work. Depending on the type of grant, it may be partially or fully taxable. The benefits offered and their respective limits vary from company to company depending on their respective policies.

Types of allowances

1) Study allowance (DA): The study allowance is a certain percentage of the basic salary paid to employees, aimed at mitigating the impact of inflation. It is paid by the State to employees and pensioners in the public sector.

Whether "conditional" or "unconditional", expensive benefits are fully taxable.

Note: DA in the term refers to DA which is part of the pension benefit calculation.

2) Housing Rent Allowance (HRA): Housing Rent Allowance is paid to employees to cover their monthly rent. It provides a tax benefit for the amount the employee pays for housing/lodging each year. Employees living in rental accommodation can apply for this exemption and reduce all or part of their tax liability. This allowance is fully taxable if the employee does not live in rented accommodation.

The lesser of the following amounts will be exempt from u/s 10(13A):

- 40%/50%* of base salary and bonus allowance (DA)
- Amount actually received
- Rent paid – salary Basic 10% and Dear Allowance (DA) accommodation.

3) Transportation allowance: Transportation allowance, also known as transportation allowance, is an incentive offered to compensate employees for the cost of transportation to and from their place of residence and work.

Note: In the Union budget 2018, flat rate deduction of INR. An allowance of INR 40,000 (currently INR 50,000) has been introduced in place of transport (INR 19,200) and medical (INR 15,000) allowances.

4) Travel Leave Allowance (LTA): Travel Leave Allowance is eligible for tax exemption. It is granted to employees to cover their travel expenses when they travel during their period of leave. Under section 10(5) of the Income Tax Act 1961, amounts paid as leave travel allowance are exempt from tax only on actual travel expenses. Travel leave allowance only covers domestic travel and travel must be by air, train or public transportation. Exemptions are also limited to long-term agreements provided by employers.

5) Medical benefits: Medical benefits are fixed allowances paid to the employees of an organization to cover their medical expenses.

Note: In the Union budget 2018, the standard deduction is INR. A stipend of 40,000 (currently INR 50,000) has been introduced in place of transportation (INR 19,200) and medical care (INR 15,000).

6) Book and magazine allowance: The book and magazine allowance is an allowance given to employees to help cover expenses related to the purchase of books, magazines and newspapers. The purchase of books and periodicals is exempt based on actual expenditure.

Perquisites

Perquisites, also known as fringe benefits, are benefits that certain employees receive as a result of holding public office. These are usually non-monetary benefits offered in addition to cash wages. Some examples of social benefits include the provision of a car for personal use, free housing, payment of personal acci

dent insurance premiums, etc. The monetary value of benefits is added to salary and imposed by the employee.

Bonuses

A bonus is compensation given by an employer to an employee to supplement his salary or base salary.

Companies can reward achievement with bonuses, show appreciation for employees who have reached longevity milestones, or entice future employees to join the company. Bonuses received by employees are taxable in the year they are received.

Tips

Tips are onetime benefits paid by employers to employees who retire from an organization. It is paid only to employees who have been with the company for five years or more. The amount of the gratuity is an appreciation for the services rendered by the individual during the service.

Most businesses with 10 or more employees fall under the jurisdiction of the Indian Gratuities received while in service are fully taxable, while gratuities received upon retirement are tax exempt u/s 10(10):

For government employees: the amount of gratuities is fully tax exempt
For non-government employees: For employees covered by the Payment of Tips in the Private Sector Act 1972, the amount exempt will be the lesser of:

- $15/26 \times \text{monthly salary} \times \text{years of service completed}$
- Amount actually received
- Up to INR 2 million

For employees not covered by the Payment of Tips Act 1972, the amount exempt shall be the lesser of:

- $1/2 \times \text{average monthly salary} \times \text{years of service completed}$
- Amount actually received
- Maximum INR 2 million

Professional tax

Professional tax is a tax on income received by employees and professionals, including chartered accountants, doctors and lawyers, etc. to the state government. Different states have different methods of calculating business tax. The maximum amount payable

for one year is INR 2,500.

Employers deduct business tax at prescribed rates from wages paid to employees and pay the state government on their behalf. The income received is paid into the Employment Guarantee Program and the Employment Guarantee Fund.

ESIC

If a company has 10 or more employees (20 employees in Maharashtra and Chandigarh) whose gross monthly salary is less than INR 21,000, the employer must use the ESIC scheme for such employees. The employer contribution will be 4.75% of payroll and the employee contribution will be 1.75% of gross salary.

Salary Calculation Formula

Cost to company (CTC) is a term for the total salary package of an employee, It indicates the total amount of expenses a company or (organization) spends on an employee during one year.

Your total yearly take-home salary = gross salary – total deductions

Salary Formula – Example

Mr. X has a salary with the following salary components. Calculate the Gross Salary and Net Salary of Mr. X.

	A	B
3		
4	Basic Salary	18,775
5	House Rent Allowance	9,387
6	Transport Allowance	1,600
7	FBP Allowance	26,184
8	Statutory Bonus	1,883
9	Income Tax	2,100
10	Provident Fund	2,300
11		

Gross Salary is calculated as:

	A	B
3		
4	Basic Salary	18,775
5	House Rent Allowance	9,387
6	Transport Allowance	1,600
7	FBP Allowance	26,184
8	Statutory Bonus	1,883
9	Income Tax	2,100
10	Provident Fund	2,300
11		
12	Gross Salary is calculated as:	
13		
14	Formula	=SUM(B4:B8)
15	Gross Salary	57,829
16		

- Gross Salary = 18,775 + 9,387 + 1,600 + 26,184 + 1,883
- Gross Salary = **57,829**

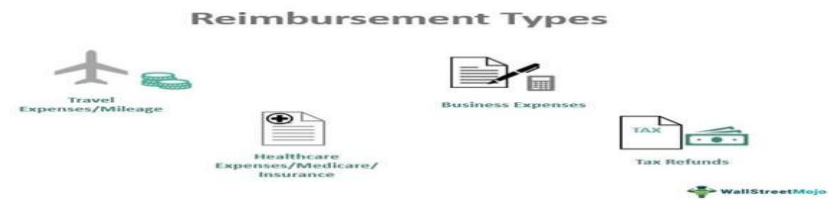
Net Salary is calculated as:

	A	B
3		
4	Basic Salary	18,775
5	House Rent Allowance	9,387
6	Transport Allowance	1,600
7	FBP Allowance	26,184
8	Statutory Bonus	1,883
9	Income Tax	2,100
10	Provident Fund	2,300
11		
12	Gross Salary is calculated as:	
13		
14	Gross Salary	57,829
15		
16	Net Salary is calculated as:	
17		
18	Formula	=B14-SUM(B9:B10)
19	Net Salary	53,429
20		

- Net Salary = 57,829 – (2,100 + 2,300)
- Net Salary = 57,829 – 4,400
- Net Salary = **53,429**

The Gross salary of Mr. X is the summation of Basic, HRA, Transport Allowance, PBP allowance, and statutory Bonus which comes to around 57,829. Whereas net salary is computed as Basic Salary minus Income tax and Provident Fund which comes to around 53,429.

Reimbursement



A reimbursement is a payment to an employee or customer or other party for reimbursement of business expenses, insurance, taxes or other expenses. Reimbursement of business expenses includes personal expenses such as travel and food.

Reimbursement means monetary compensation by a company, organization or government for personal expenses incurred by employees, customers, taxpayers or other entities. This typically includes legal fees such as transportation, accommodation, and meals, as well as insurance premiums and tax rebates.

Examples

Let us take an example to understand the concept of reimbursement of expenses

Jessica works as a software solutions architect for a San Francisco, California-based IT company. Her employment demands her to see clients regularly. Meanwhile, a prestigious technology-oriented group announced hosting a national expo in Brooklyn, New York, inviting top IT organizations. Jessica's firm is also one of them. The board chooses to send her as the corporate representative because of her past on-site experience.

She travels to the event two days before it starts. During her four-day trip, she books a fancy hotel and pays for dining services. She meets other professionals and makes some new clients while on her tour. Her company has the policy of paying employees performing business-related activities outside the city. Because she successfully brought in new customers as well, the company's management authorizes the expenses she incurred in doing so.

She produces documentation of all out-of-pocket transactions done on behalf of the firm upon her return from the expo. The firm finds everything correct and compensates her immediately

COMPENSATION

compensation refers to monetary payment given to an individual in exchange for their services. In the workplace, compensation is what is earned by employees. It includes salary or wages in addition to commission and any incentives or perks that come with the given employee's position.

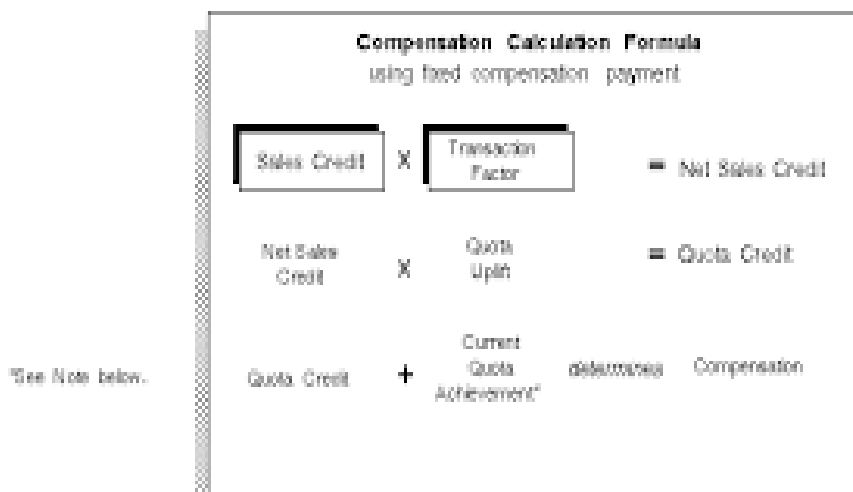
What is given or received as the equivalent of service, liability, loss, injury, pain, defection, etc. ; disclaimer. the insurance company paid him \$2,000 for the damage to his car.

The four main types of direct compensation: hourly wage, salary, commission, bonus. when asking about compensation, most people want to know more about direct compensation, specifically base compensation and variable compensation.

the four main types of direct compensation are hourly wages, salaries, commissions and bonuses.

Total employee compensation includes salaries, benefits and other incentives. employee salary or base salary is the salary paid to employees. benefits can include paid time off, health insurance, 401(k) plans, and more. incentives can include annual bonuses or profit sharing.

Figure 1-1 Compensation Calculation Formula for Quota and Revenue Based Plan Elements



METHODS PAYROLL MANAGEMENT

The payroll process requires careful and thorough planning. Ongoing review and tracking of changes in payments, deductions and other financial payment details related to specific employees. The payroll process consists of three distinct phases, before, during and after payroll activities. There are three basic methods for payroll accounting: Excel, outsourcing, and payroll software.

Excel spreadsheet

This is the least expensive payroll management option. Startups and small businesses mostly use this method. This method consists of developing an administrative payroll model that allows calculations and the use of mathematical formulas on Excel spreadsheets. The disadvantage of this method is that it is difficult to maintain and error-prone.

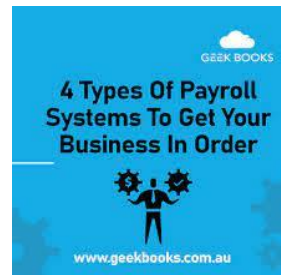
Outsourcing

Companies with resources can choose. The Company contracts with third-party payroll administration service providers. For each payroll cycle, the company compiles an updated payment schedule and sends it to the payroll consultant for processing. Payroll advisors are responsible for reviewing and updating all payments and deductions due to each employee. While this option simplifies the company's work, the need for confidentiality may prevent it from outsourcing payroll administration.

Payroll Automation Software

It offers companies a simplified option. There are several solid payroll apps to choose from. These software applications typically provide templates for entering employee details and associated input factors. The size and makeup of your business determines the best type of payroll software for day-to-day operation.

TYPES OF PAYROLL



1) **Internal payroll system**

The internal payroll system is a method suitable for companies with a small number of employees. With a limited number of employees, it is easier to maintain and manage payroll records without major discrepancies. Payroll management is something you can do yourself or you can hire resources specifically for this purpose. Basic requirements are knowledge of payroll record keeping and knowledge of various applicable laws and taxes.

2) **Professionally Administered Payroll Systems**

When we talk about professionally administered payroll systems, that's where accountants and Certified Public Accountants (CPAs) come in. If you feel that you lack the professional skills to handle payroll for your business, you may choose to outsource it to an accountant from an Edmonton CPA or CPA firm. You can also hire experts from reputable accounting firms on a contractual basis. However, keep in mind that these professionals will only help you manage your payroll records and may not perform transactions, bank deposits, and debits.

3) **Payroll services administered by a payroll system agency.**

Another way to maintain the accuracy of your payroll system is to use a payroll service. These agencies handle all of your company's payroll responsibilities and are responsible for making monthly payroll deposits and deductions. These payroll agencies usually guarantee complete accuracy and ensure that late payments are avoided.

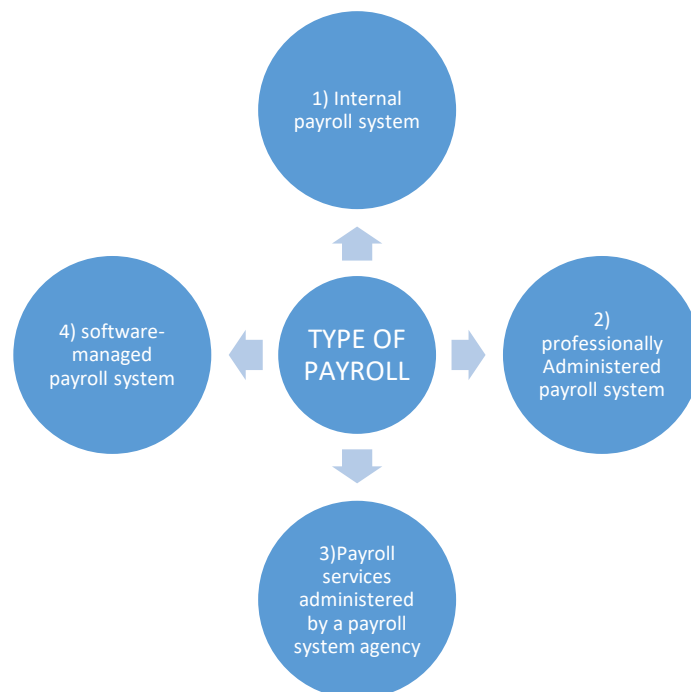
4) **Software-managed payroll systems**

Software-managed payroll systems are not widely used, but are slowly gaining popular

ity. There are now plenty of software and online portals to help you manage your payroll without going through the tedious calculation process. All you have to do is enter your details and these digital platforms save and store them for you.

Several options are available to you to effectively manage your payroll.

If you have a basic understanding of payroll management, you can manage it yourself or using software. However, it is always recommended that you have your payroll handled by a payroll service in Edmonton with expertise in the field, as this greatly reduces the risk of discrepancies.



PAYROLL SOFTWARE



Gusto –

Gusto offers a full range of payroll, human resources and benefits services. and HR platform, serving more than 100,000 small businesses across the country. Gusto provides employee benefit plan solutions in over 38 states. Gusto is also a fully cloud-based platform, offering software integrations with platforms such as Xero and Quick Books.

Paychex Flex:

Paychex Flex is an all-in-one payroll, HR and benefits platform that integrates all aspects of your business and makes it easy to manage.

Paychex is a human capital services company that manages payroll, benefits, and other human resource functions, as well as provides business insurance to small and medium-sized businesses.

QuickBooks Payroll:

QuickBooks Payroll is a technologybased HR services platform that provides human resources (HR) and workforce management services to small businesses. He serves clients in multiple geographies, helping organizations manage onboarding, payroll, attendance tracking, and benefits administration processes. human resources consulting tea

m provides advice on topics such as managing compliance, recruiting best practices, creating job descriptions and more. With its tax penalty protection, QuickBooks Payroll can resolve errors and automatically refund penalties or interest charges when filing federal or state payroll taxes.

On Pay:

OnPay fully automates the payroll process, including calculating, filing and paying payroll taxes. The service comes with additional features like custom reporting options, HR features, and integrations with other apps for accounting, time tracking, retirement, and HR compliance.

Rippling:

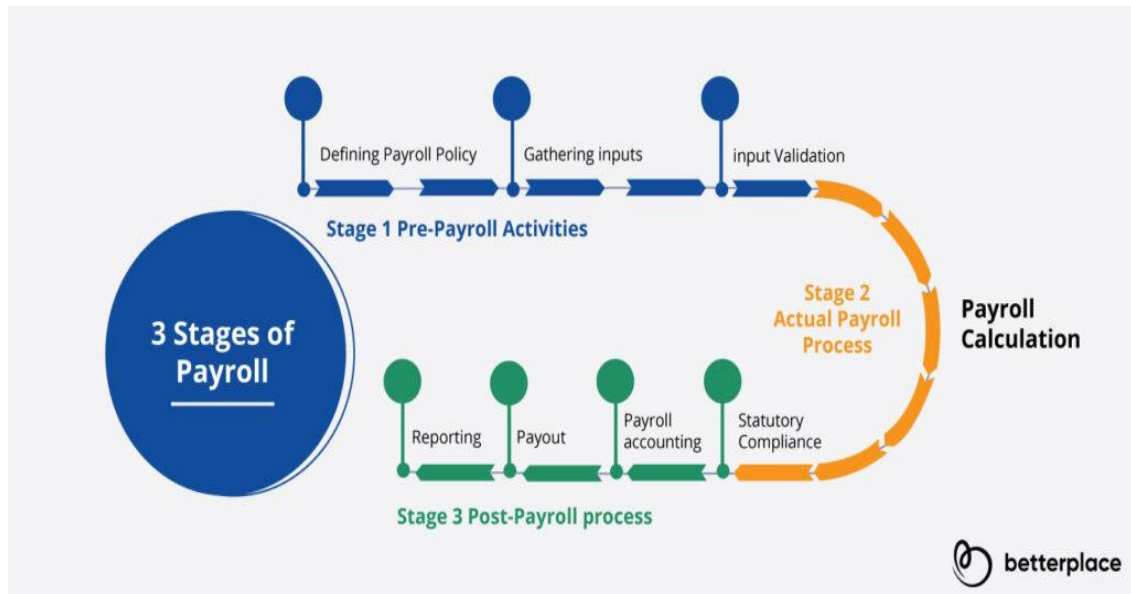
Rippling is one of the most comprehensive HR solutions we've reviewed, but that doesn't mean it sacrifices usability. It is one of the most intuitive and easy to use platforms on the market and can be implemented in a matter of weeks. The software is highly customizable, allowing users to automate almost any HR process, simplifying the entire HR function.

When you add or modify data in the Rippling platform, it is automatically updated throughout the software.

Payroll4free:

Payroll4Free provides online payroll services and professional support for small businesses. It's easy to use, secure, and purpose-built to handle simple and complex payroll requirements. It handles all payroll for businesses, including direct deposit, employee and contractor payments, and tax form calculations.

PAYROLL STAGES



STEP – 1 / Per Advance Payroll Activities

No organization in any industry can deny that payroll is one of the most important functions in daytoday business operations when it comes to employee salaries and company finances. In order to run an accurate payroll, data is entered from various sources in the business. Payroll is a timeconsuming and tedious activity due to various compliances to be respected. In order to facilitate the process of payment of wages, an orderly process must be established to ensure that there is no error in the payment of wages.

STEP 2 / Actual Payroll Processing

This is the actual work to achieve the net pay for the employee the way prepaid activities are performed.

This is when accrued salary data (leave and attendance data, shift calculations, taxes and deductions, fees, rewards) should be run during prepayment.

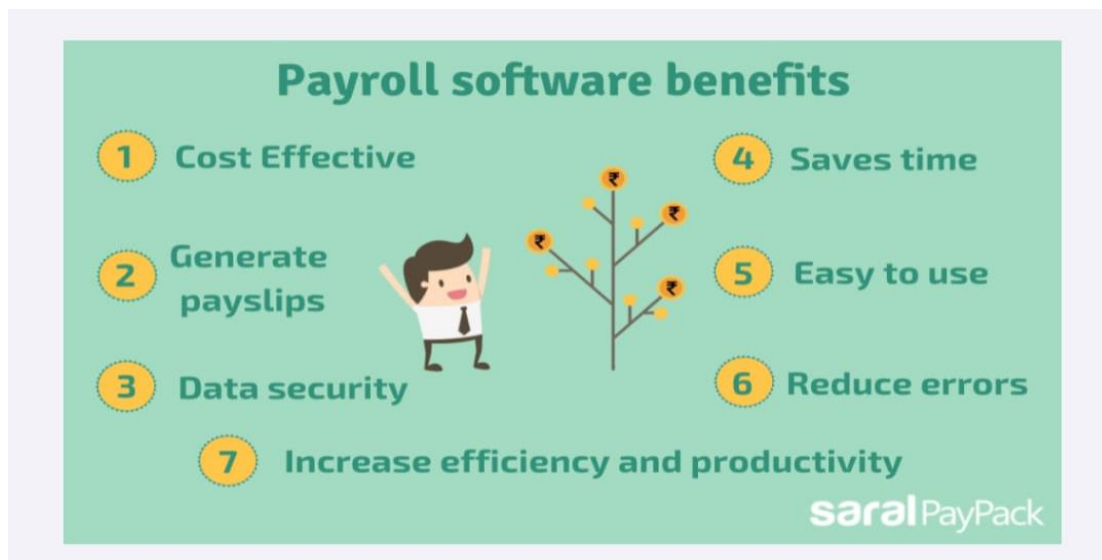
When you enter the verified data into the system, the result you get will be net compensation after adjustments for necessary taxes and deductions.

At this stage, you also verify the accuracy of the information.

STEP 3 / Post-Salary Activities

Postsalary activities in an organization include the reports, declarations and declarations that each employer must produce for the relevant counterpart body. In the system, this report consists of generated issues and uploaded reports. (according to relevant sources)

BENEFITS OF PAYROLL



1. Cost Effective

Payroll Software

is cost effective because you can add employees, generate payslips, file statutory declarations and much more in one simplified software. It is also a cost-effective option that does not require any professional services.

2. Save time

It's like magic.

Onetime configuration Configure the software according to your needs. Once done, you can complete various payroll tasks in minimal time. Payroll software not only makes things easier for you, but also saves you a lot of time.

3. Generate payroll

Payroll software allows you to quickly and easily generate payroll for your employees. It provides different templates that can be customized according to your needs.

4. Ease of use

The payroll software is very simple because you don't have to keep data in multiple files.

es. With payroll software, you can sync data with attendance, time off, payroll, TDS, and more. This way the whole process is much easier.

5. Data security added

The security of your data is very important, especially your salary data is very sensitive.

The most important benefit of payroll software is the security of employee data. With a good payroll system, you can ensure that information is secure and inaccessible to anyone outside your organization.

6. Reduce errors

When you manually manage the payroll process, people tend to make mistakes. But with good payroll software, it's much harder to make such mistakes because much of the process is automated.

7. Increase efficiency and productivity

By automating tasks, you can increase your efficiency by focusing your time on more productive work.



7. Research Methodology

RESEARCH METHODOLOGY

Definition of research:

Research is a systematic process of inquiry involving the collection of data; documentation of key information; and the analysis and interpretation of such data/information according to appropriate methods determined for a particular professional field and discipline.

INTRODUCTION

Research is the process of systematically indepth research or research into a particular topic, topic, or area of research, supported by the collection, compilation, presentation and interpretation of relevant details or data. A research methodology is a systematic approach to solving a research problem. It can be understood as a science that studies how research is done scientifically, research can develop hypotheses and test them. In it, we look at different steps that researchers typically follow when working through their research questions and the logic behind them.

Research should be based on facts Observable data provides a good foundation for research Inductive inquiry can better support research findings Analysis of facts should develop scientific methods of analysis and logical interpretation of results

This is important for researchers It is necessary to understand not only research methods or techniques, but also methodology. So when we talk about research methods, we are not just talking about research methods, we are also considering the logic behind the methods we use in our research and explaining why we do and do not use particular methods. or other methods or techniques for studying outcomes Evaluations may be made by researchers themselves or by others.

Research design:

A research plan is a scientific research plan. It includes research methods, tools and te

chniques used to conduct research. It helps identify and resolve issues that may arise during research and analysis. In this article, we'll look at different types of search patterns.

A research question will lead to certain conclusions of the analysis, which the decision maker can use for his actions or solutions.

Data collection:

Data collection is one of the most important aspects of research.

Accurate data is very important and necessary for the success of any project. Information gathered through research methods must be accurate and relevant.

Data collection methods:

- Primary data
- Secondary data

Primary data:

The data collected by researchers is called primary data.

It is collected by a person from survey results for their own use. This is believed to be first hand information. We collect this data for our own specific purposes. The data was collected through questionnaires completed by employees in different positions at the regional office in Nagpur. This method of data collection is very popular, especially in large organizations.

Secondary data:

Secondary data refers to data that is already available, that is, data that has been collected and analyzed by others. This type of data insight can also be used by researchers as a secondary information source to collect secondary data. Secondary data can be published or unpublished data.

Sampling methods - Non-probabilistic Method

Non-probability sampling is a method of selecting units from a population using a subjective method. Since non-probability sampling does not require a complete survey frame, it is a fast, easy and inexpensive way of obtaining data.

Sample size - 30

Research methodology - Descriptive research

Descriptive Research Design:

Includes various surveys It simply describes the demographics of some similar employees. This is to describe the supply statistics as they are, the researcher has no influence on the respondents

The ACS provided financial services to their clients so researchers have taken 30 clients of different companies employees for research

Process used by the project

- Formulation of objectives
- Questionnaire design and distribution
- Data collection

Research method: Survey method

The research instrument: Questionnaire

The Respondents: The Client of ACS of different companies employees

Techniques and tools. Research techniques refer to the practical aspects of data collection and how information/data is obtained/collected, organized and analyzed.

Tools are tools used for data collection and analysis. These include questionnaires/schedules, diaries, checklists, maps, photographs, drawings, etc. Census and survey methods are mainly used to collect quantitative data. In qualitative research, data is generated/compiled through participant observation, semistructured interviews, life stories, experiences, pilot studies, scenarios, etc. Data analysis involves a set of statistical techniques used to assess the accuracy of results.

Therefore, methodology, method and tool/technique are three distinct elements that may not be sufficient on their own in many cases. For example, without sufficient technical knowledge of data collection, data cannot be collected systematically.



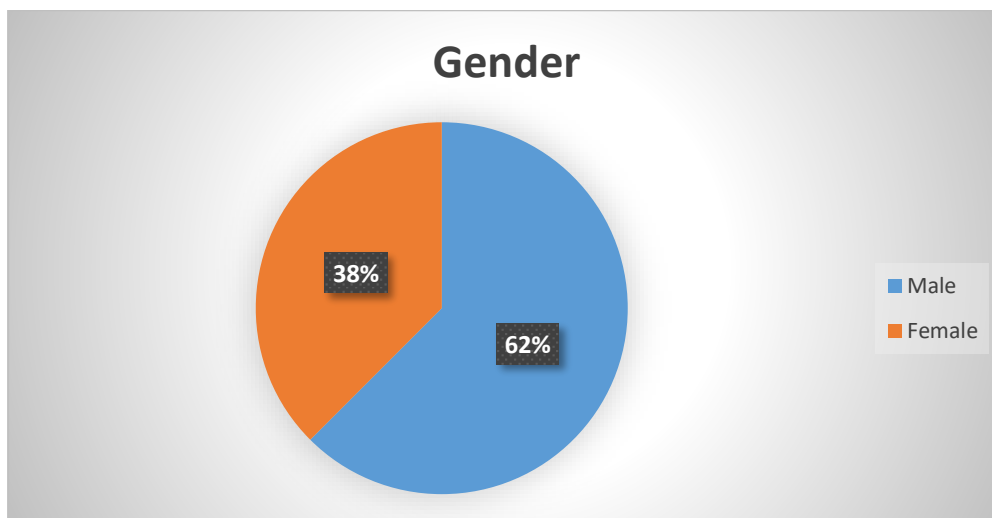
8.Data Analysis

DATA ANALYSIS

Demographic Details

Gender wise details of the Respondents

Sr. No	particulars	NO	Percentage %
1	Male	20	62%
2	Female	10	38%
3	Total	30	100%

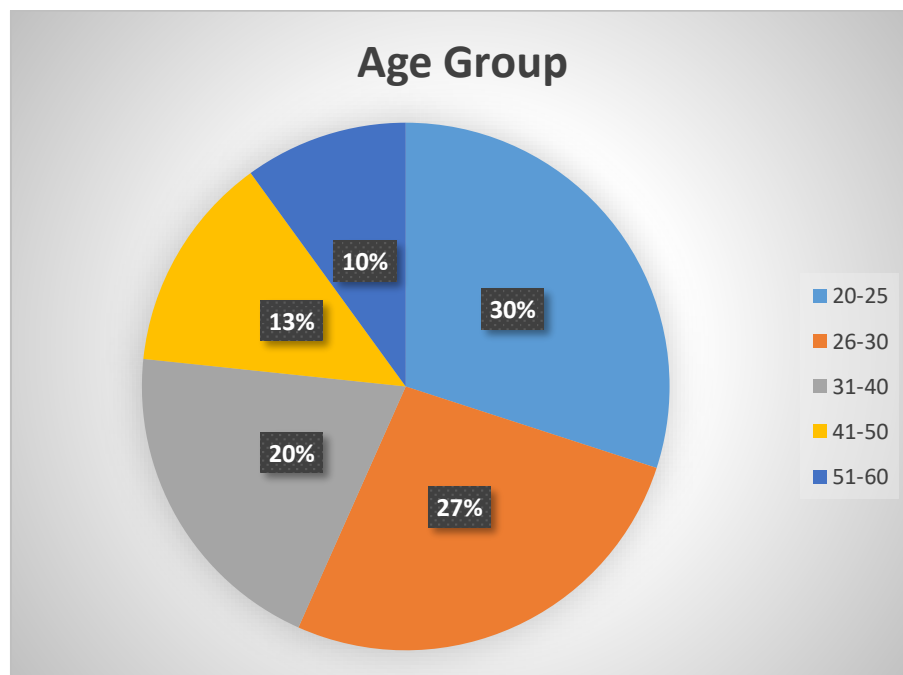


Interpretation:

The above data shows that 63% of respondents are male and 38% respondents are female. It indicates that female and male both were involved in the survey of this study.

Age Group wise details of Responds

Age Group	Responders	Percentage%
20-25	9	30%
26-30	8	27%
31-40	6	20%
41-50	4	13%
51-60	3	10%
Total	30	100%

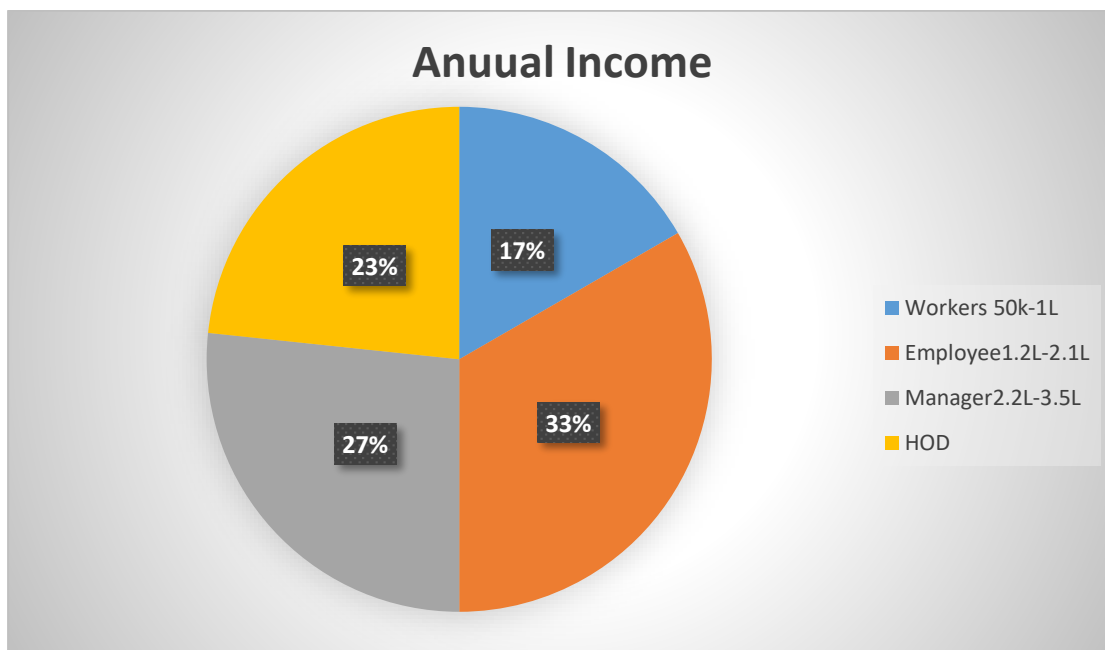


Interpretation:

The above data shows that age group of the responds that is 20-25 there are 9 responds are there, 26-30 there are 8 responds, 31-40 there are 6 responds, 41-50 there are 4 responds and 51-60 there are 3 responds. It indicated that all age group responds are involved in the survey of this study.

Annual Incomes wise details of the Respondents

Particulars	Annual Income	Responders	Percentage%
Worker	50k - 1lac	5	17%
Employees	1.2Lac - 2.1 L	10	33%
Manager	2.2 Lac - 3.5 Lac	8	27%
HOD	3.6Lac-5 Lac	7	23%
Total		30	100%

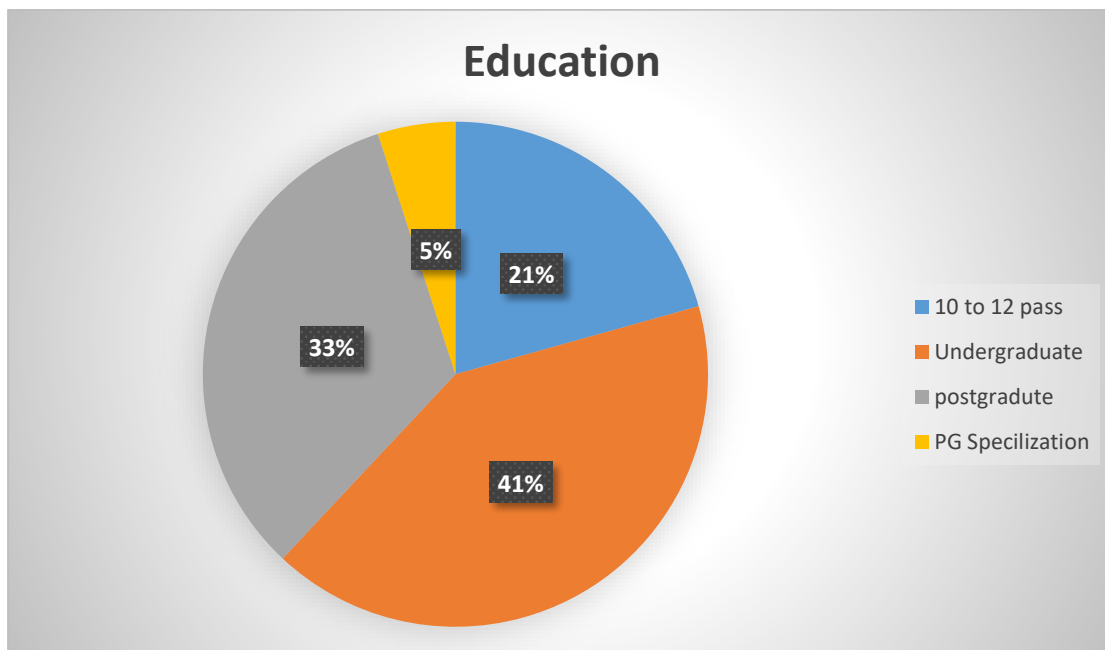


Interpretation:

The above chart show that the income of the responds the worker income is 50k – 1lac , the employees income is 1.2 lac – 2.1 lac, the manager has 2.2 lac -3.5 lac income and HOD has 3.6 lac – 5lac income.

Education wise details of the Respondents

Particulars	Education	Responds	Percentage%
Workers	10 to 12 pass	5	21%
Employee	Undergraduate	10	41%
Manager	Postgraduate	8	33%
HOD	PG Specialization	7	5%
Total		30	100%

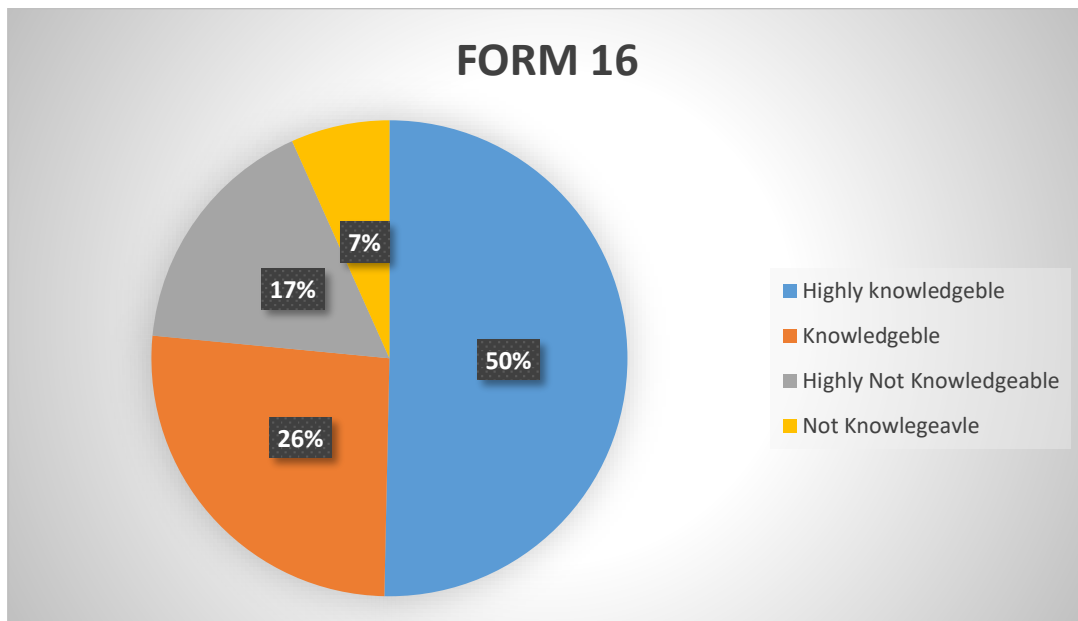


Interpretation:

The above charts show that the education of respondents: the 5 workers are 10 to 12 pass; the employees are undergraduate; managers are postgraduate; and the HOD are PG specialization. It indicated that all education levels of respondents are involved in the survey of this study.

1. Do you know about form 16 A & B

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Highly Knowledgeable	15	50%
2	Knowledgeable	8	26%
3	Highly Not knowledgeable	5	16.6%
4	Not Knowledgeable	2	6.6%
5	TOTAL	30	100%

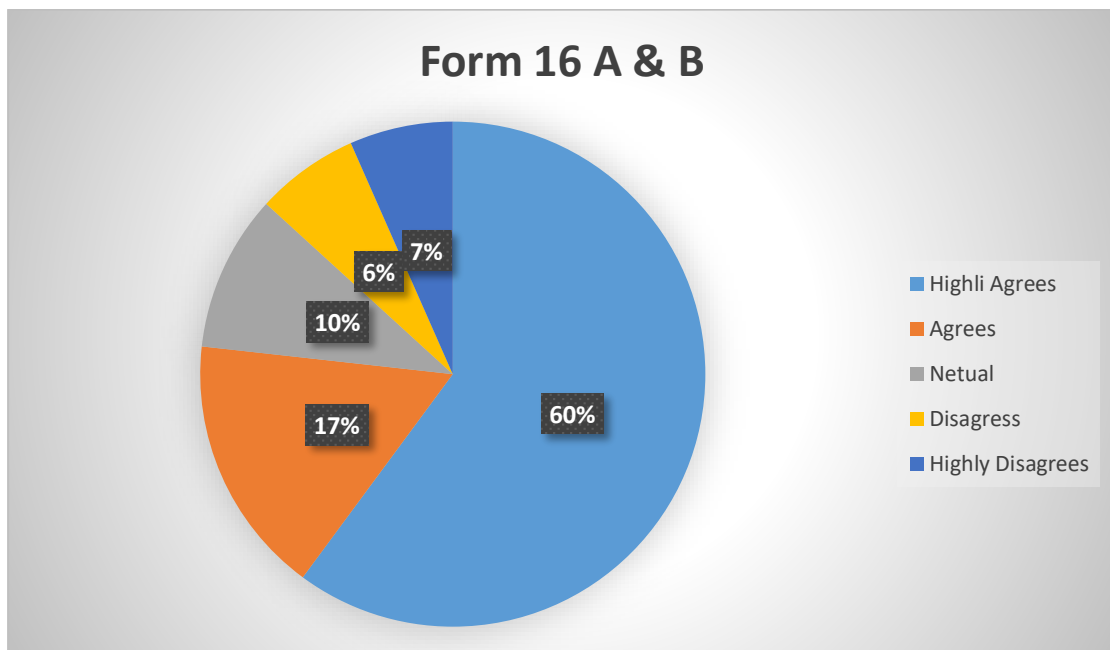


Interpretation:

Above graph/diagram indicates that when it comes to knowledge of form 16, 50 % employees said they are highly knowledgeable, 26% said knowledgeable, 16.6% said highly not knowledgeable and 6.6% is not knowledgeable.

2. The coaching is provide about filling form of 16 A & B

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Highly Agrees	15	50%
2	Agrees	8	26%
3	Neutral	5	16.6%
4	Disagrees	2	6.6%
5	Highly Disagrees	2	6.66%
6	TOTAL	30	100%

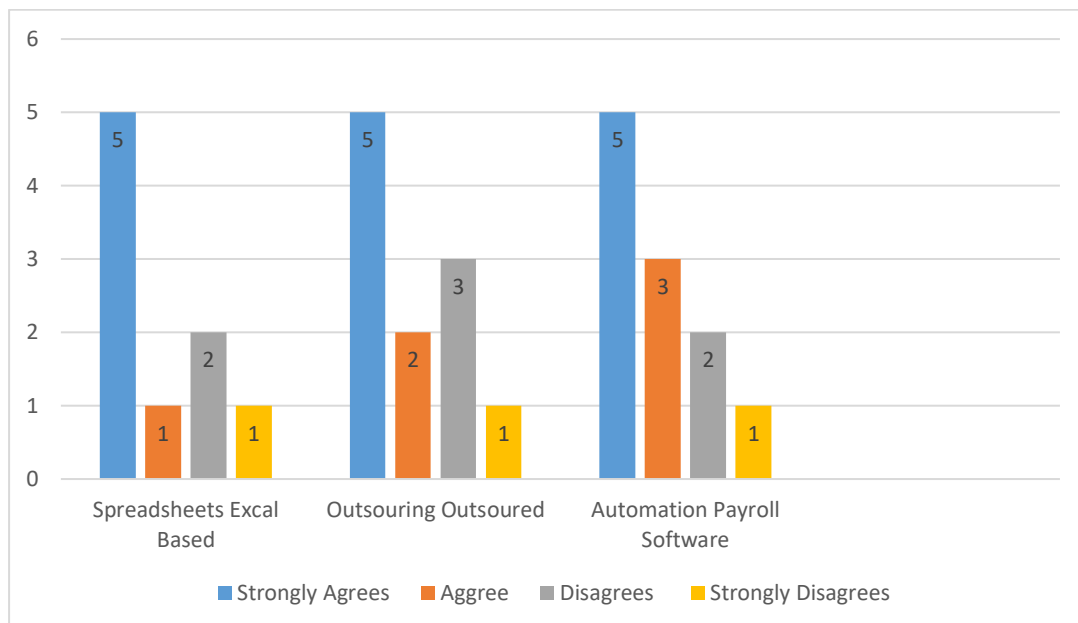


Interpretation:

From the above chart it has been seen that 50% of responds are highly Agrees, 26% are Agrees, while 16.6% ae Neutral, and 6.66% is Disagrees and 6.66% age highly disagrees which company provide coaching about filling form 16 A & B.

3. Methods of payroll management

Sr.NO	Methods	Strongly Agrees	Agrees	Disagrees	Strongly Disagrees
1	Spreadsheets Excel- based	5	1	2	1
2	Outsourcing Outsourced	5	2	3	1
3	Automation Payroll software	5	3	2	1
4	TOTAL	15	6	7	3

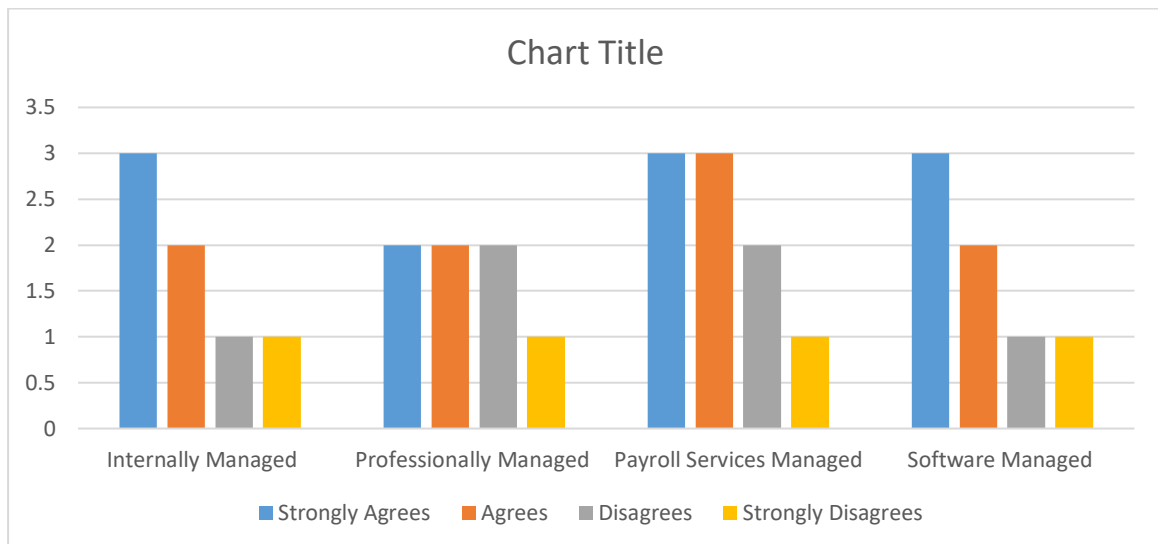


Interpretation:

From above Graph we get an idea that in some company they use Spreadsheets Excel- based payroll management while some use Outsourcing and Automation payroll software, while out of 30 responds 5 strongly agrees for Spreadsheets Excel Based and 5 for Outsourcing and 5 responds, and while out of 30 responds .1 is Agrees for Spreadsheets Excel- based, 2 agrees for outsourced and 3 agrees for Automation software, among 30 responds 7 are disagrees and 3 are strongly Disagrees.

4. Types of payroll

Sr.NO	Types	Strongly Agrees	Agrees	Disagrees	Strongly Disagrees	Total
1	Internally Managed	3	2	1	1	7
2	Professionally Managed	2	2	2	1	7
3	Payroll Services Managed	3	3	2	1	9
4	Software Managed	3	2	1	1	7
5	Total	11	9	6	4	30

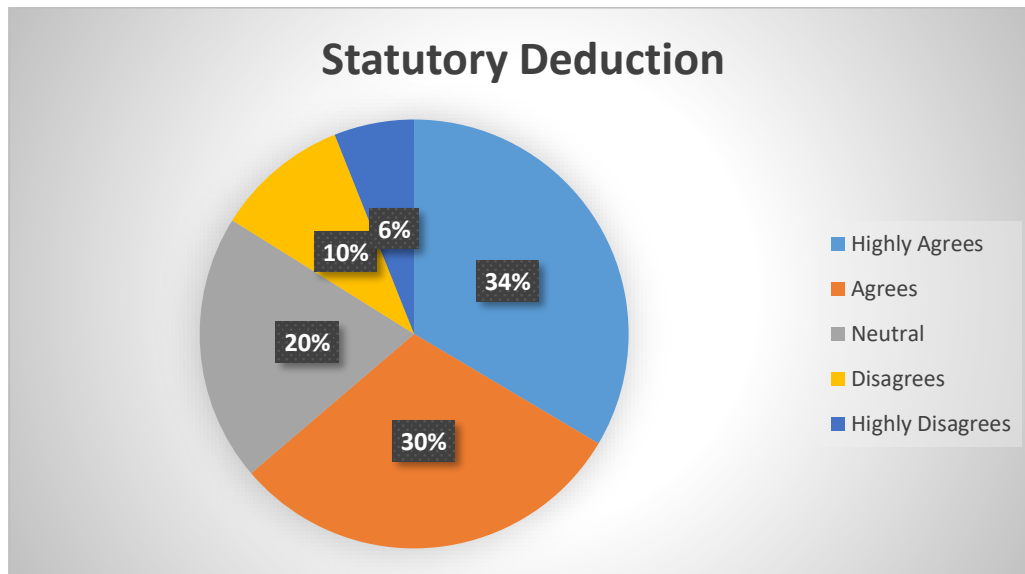


Interpretation:

From above Graph we get to know that how many responds have the knowledge about types of payroll and the know which type is use in there company out of 30 responds 7 use Internally managed type out of that 3 are strongly agrees 2 are Agrees 1 are disagrees and 1 is Strongly disagrees, 7 responds use professionally managed out of that 2 are strongly agrees, 2 are agrees, 2 are Disagrees, 1 Disagrees, 9 Payroll service managed out of that 3 are Strongly Agrees, 3 Agrees, 2 Disagrees, 1 Strongly disagrees, software managed 7 responds out of that 3 Strongly Agrees, 2 Agrees, 1 Disagrees, 1 Strongly disagrees.

5. The information regarding Statutory deduction is will communicated by HR department ?

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Highly Agrees	10	33.4%
2	Agrees	9	30%
3	Neutral	6	20%
4	Disagrees	3	10%
5	Highly Disagrees	2	6%

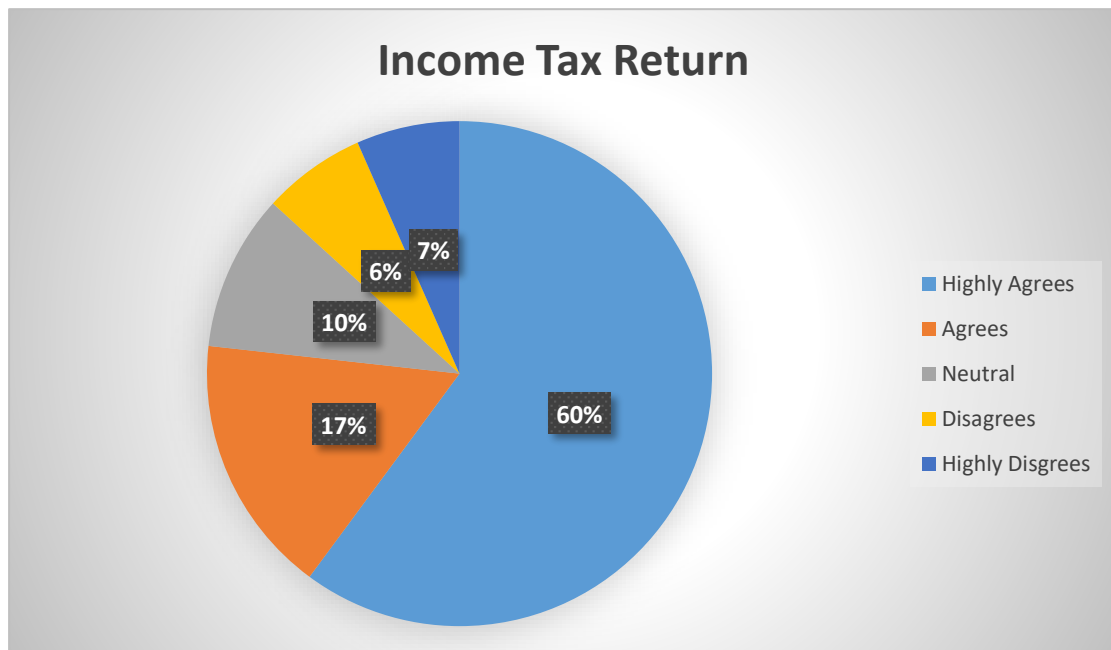


Interpretation:

From above chart we get an idea that out of 30 responds 10 is Highly Agrees that is 33.4% , 9 are Agrees that is 30%, while 6 are Neutral that is 20%, 3 are Disagrees that is 10%, and 2 highly disagrees that is 6% responds have information about Statutory deduction and HR department communicated that information among there employees.

6. The information about the document which are requested for filling ITR is communicated before fill ITR form?

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Highly Agrees	18	60%
2	Agrees	5	16.6%
3	Neutral	3	10%
4	Disagrees	2	6.6%
5	Highly Disagrees	2	6.6%

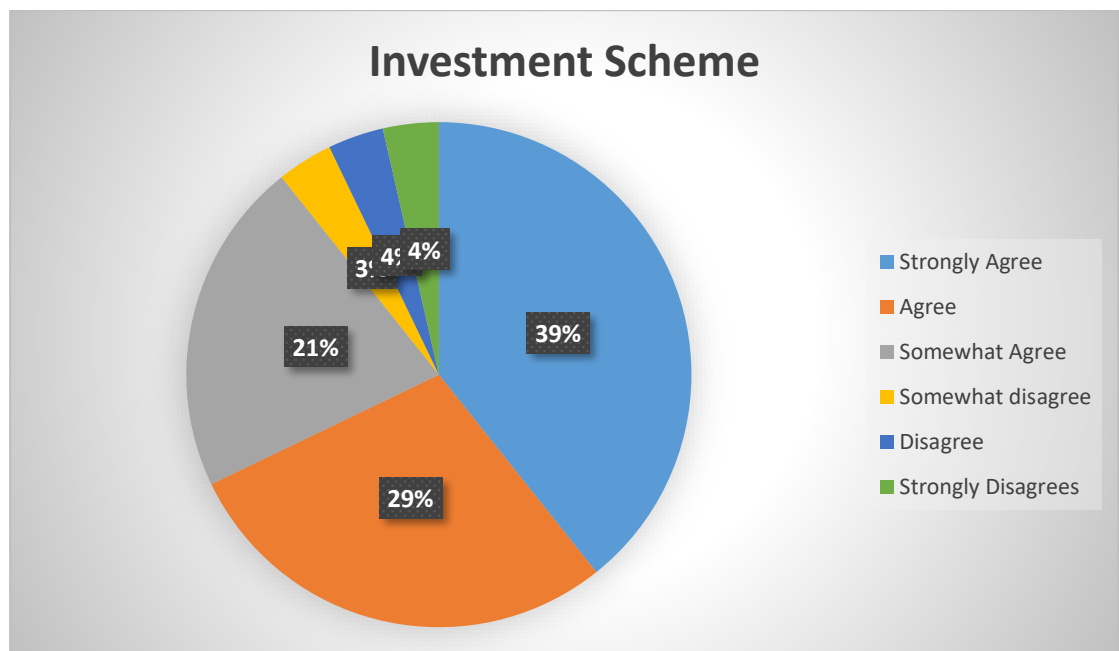


Interpretation:

From above chart we get an idea that out of 30 responds 18 is Highly Agrees that is 60% , 5 are Agrees that is 16.6%, while 3 are Neutral that is 10%, 2 are Disagrees that is 6.66%, and 2 highly disagrees that is 6.66% responds have information about filling ITR and Requested document is communicated by HR department.

7. Information about various investment scheme which are use for saving income tax is will communicated before stating Financials year ?

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Strongly Agrees	11	36.66%
2	Agree	8	26.66%
3	Somewhat Agree	8	26.66%
4	Disagree	2	6.6%
5	Strongly Disagree	1	3.33%

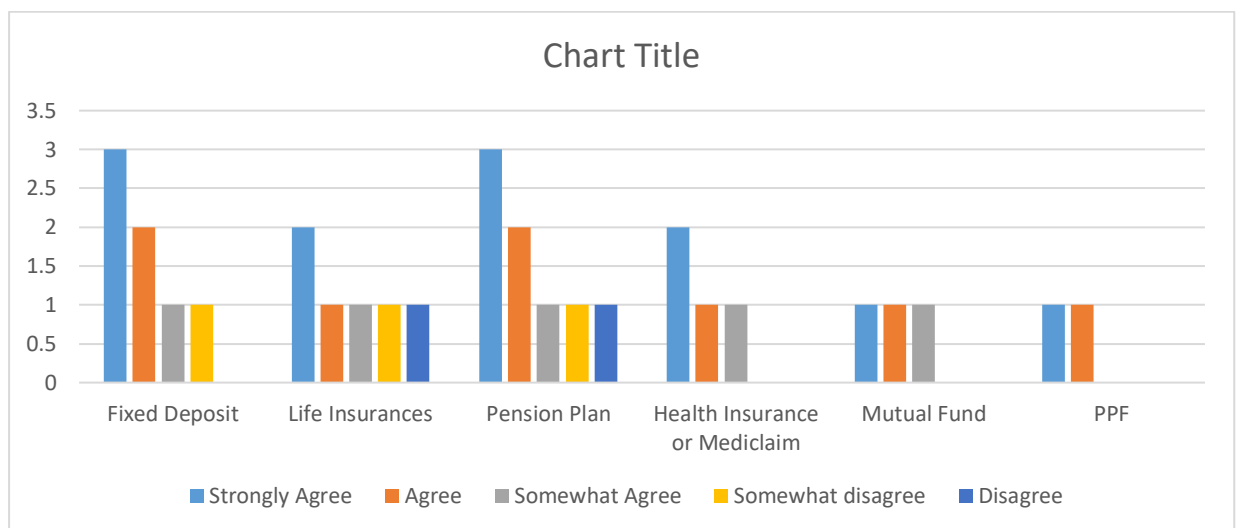


Interpretation:

From above chart we get an idea that out of 30 responds 11 is Strongly Agrees that is 36.6% , 8 are Agrees that is 26.66%, while 8 are somewhat Agrees that is 26.66%, 2 are Disagrees that is 6.66%, and 1 Strongly disagrees that is 3.33% responds have information about investment scheme which use for Saving income tax is communicated by HR department before stating financial year.

8. Investment Scheme to save income tax.

SR.NO	Schemes	Strongly Agree	Agree	Somewhat Agree	Somewhat disagree	Disagree	TOTAL
1	Fixed Deposit	3	2	1	1	0	7
2	Life Insurances	2	1	1	1	1	6
3	Pension Plan	3	2	1	1	1	8
4	Health Insurance or Med claim	2	1	1	0	0	4
5	Mutual Fund	1	1	1	0	0	3
6	PPF	1	1	0	0	0	2
7	Total	12	9	5	3	2	30

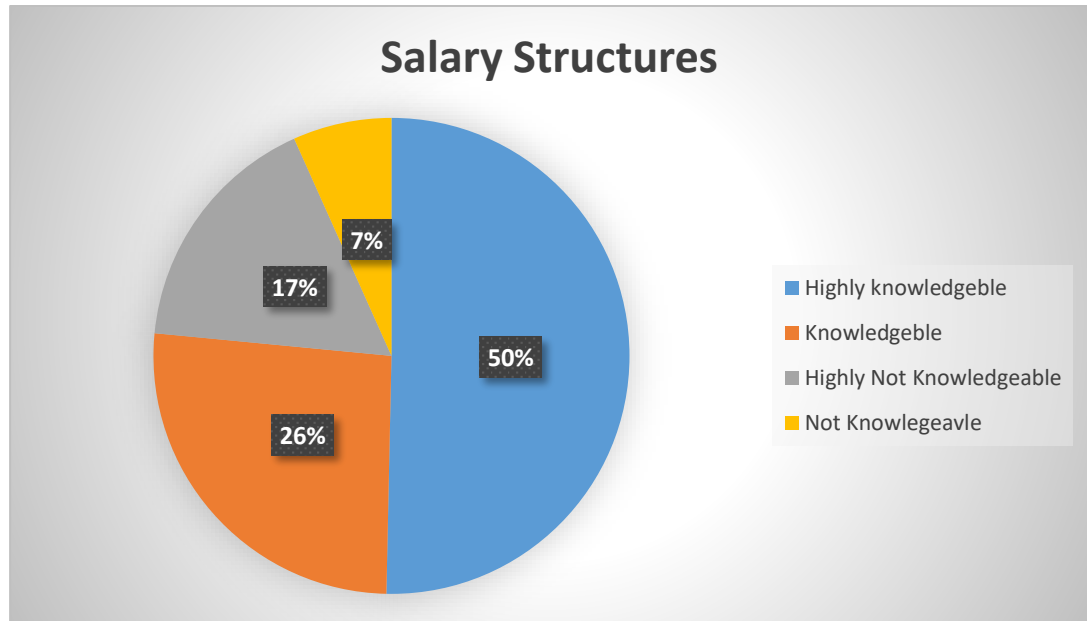


Interpretation:

From above graph we get an idea that out of 30 responds , 7 responds invest in Fixed deposit and out of that 3 are strongly Agree, 2 are Agree,1 somewhat agrees, 1 Somewhat disagrees, while 6 responds go for Life Insurances out of that 2 are strongly Agree, 1 are Agree,1 somewhat agrees, 1 Somewhat disagrees, 1 disagrees, while 8 responds have pension plan Out of that 3 are strongly Agree, 2 are Agree,1 somewhat agrees, 1 Somewhat disagrees, 1 disagrees, 4 responds for Health insurance out of that 2 are strongly Agree, 1 are Agree,1 somewhat agrees, 3 for mutual fund out of that 1are strongly Agree, 1 are Agree,1 somewhat agrees, 2 for PPF out of that 1 are strongly Agree, 1 are Agree.

9. Do you have a Knowledge about salary structures

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Highly Knowledgeable	15	50%
2	Knowledgeable	8	26%
3	Highly Not knowledgeable	5	16.6%
4	Not Knowledgeable	2	6.6%

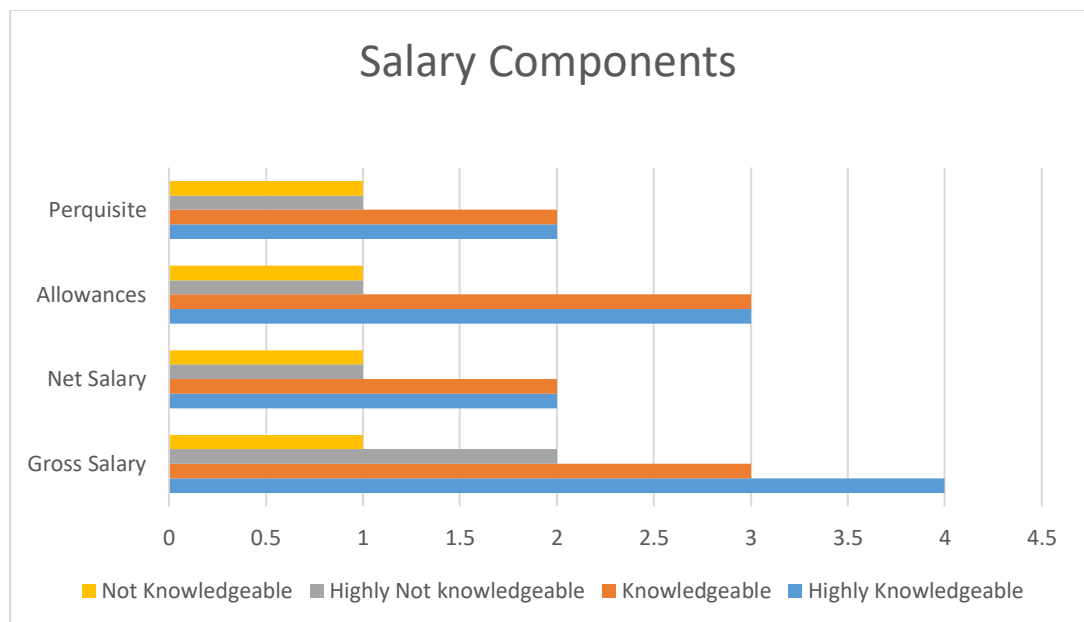


Interpretation:

Above graph/diagram indicates that when it comes to knowledge of form 16, 50 % employees said they are highly knowledgeable, 26% said knowledgeable, 16.6% said highly not knowledgeable and 6.6% is not knowledgeable.

10. Do you have idea about this Salary Components

SR.NO	Components	Highly Knowledgeable	Knowledgeable	Highly Not knowledgeable	Not Knowledgeable	TOTAL
1	Gross Salary	4	3	2	1	10
2	Net Salary	2	2	1	1	6
3	Allowances	3	3	1	1	8
4	Perquisite	2	2	1	1	6
5	Total	11	10	5	4	30

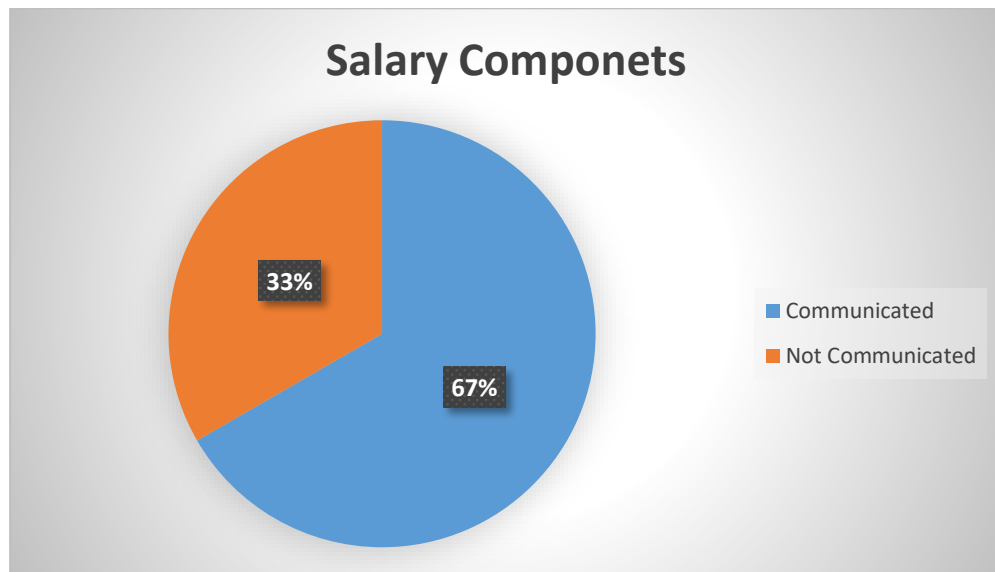


Interpretation:

Form the above graph we get idea out of 30 responds 10 responds have idea about Gross Salary out of that 4 are highly knowledgeable, 3 are knowledgeable , 2 are highly not knowledgeable and 1 are not knowledgeable , while 6 responds Net salary out of that 2 are highly knowledgeable, 2 are knowledgeable , 1 are highly not knowledgeable and 1 are not knowledgeable , while 8 responds Allowances out of that 3 are highly knowledgeable, 3 are knowledgeable , 1 are highly not knowledgeable and 1 are not knowledgeable , while 6 responds Perquisite out of that 2 are highly knowledgeable, 2 are knowledgeable , 1 are highly not knowledgeable and 1 are not knowledgeable. Have idea about salary components.

11. Did HR department communicated about salary calculation.

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Communicated	20	66.66%
2	Not Communicate	10	33.34%

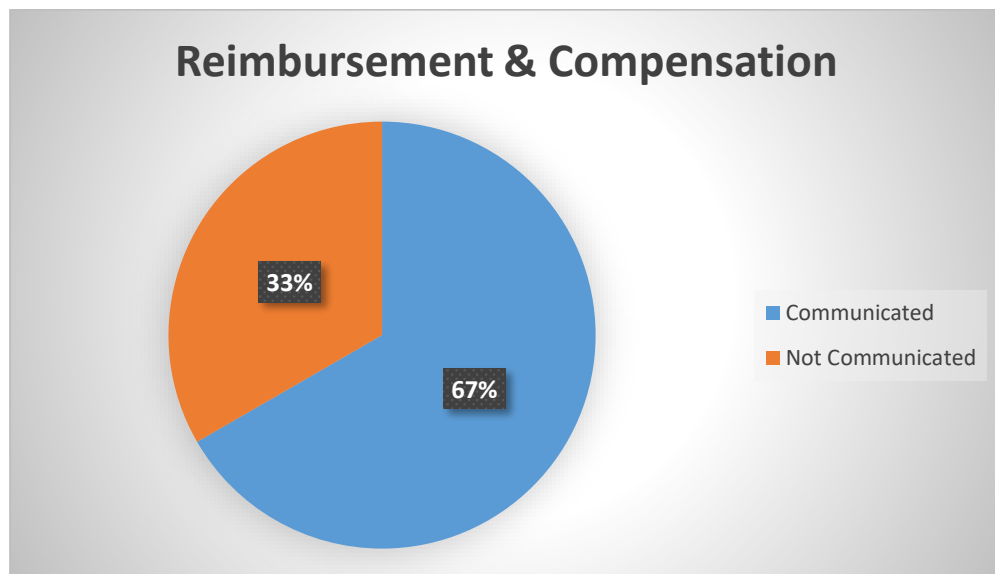


Interpretation:

From the above chart it has been seen that out of 30 responds 20 responds that is 66.66% have communicated about salary calculation and other 10 responds that is 33.33% is not communicated by HR department regarding salary calculation.

12. The information regarding Reimbursement and compensation structures is will communicated ?

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Communicated	20	66.66%
2	Not Communicate	10	33.34%

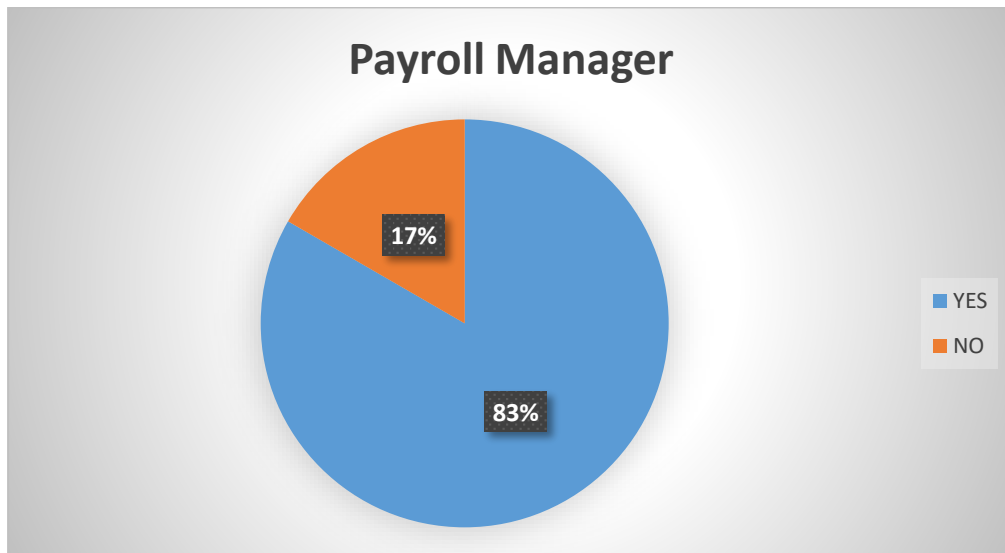


Interpretation:

From the above chart it has been seen that out of 30 responds 20 responds that is 66.66% have communicated about Reimbursement and compensation structure and other 10 responds that is 33.33% is not communicated by HR department regarding Reimbursement and compensation structures.

13. Did your have specific payroll manager in your company or payroll is handle by HR department only ?

Sr. No.	Particulars	No. of Respondents	Percentage%
1	YES	20	66.66%
2	No	10	33.34%

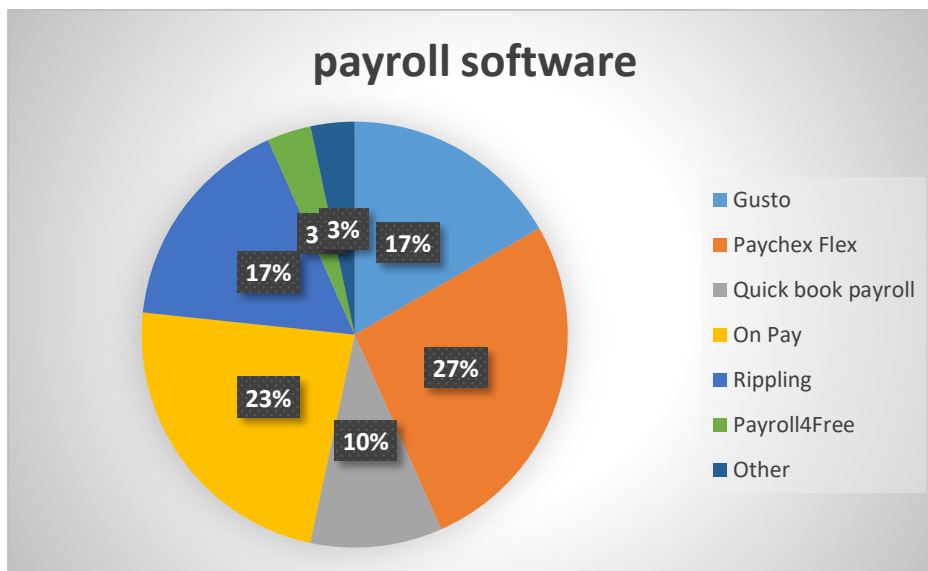


Interpretation:

From the above chart it has been seen that out of 30 responds 20 responds that is 66.66% have specific payroll manager in there company and payroll is handle by HR department only and other 10 responds that is 33.33% is not have specific payroll manager in your company or payroll is handle by HR department.

14. Which payroll software is use in your company

SR.NO	Software	No. of Respondents	Percentage%
1	Gusto	5	16.66%
2	Paychex Flex	8	26.66%
3	Quick book payroll	3	10%
4	On Pay	7	23.3%
5	Rippling	5	16.66%
6	Payroll4Free	1	3.33%
7	Other	1	3.33%

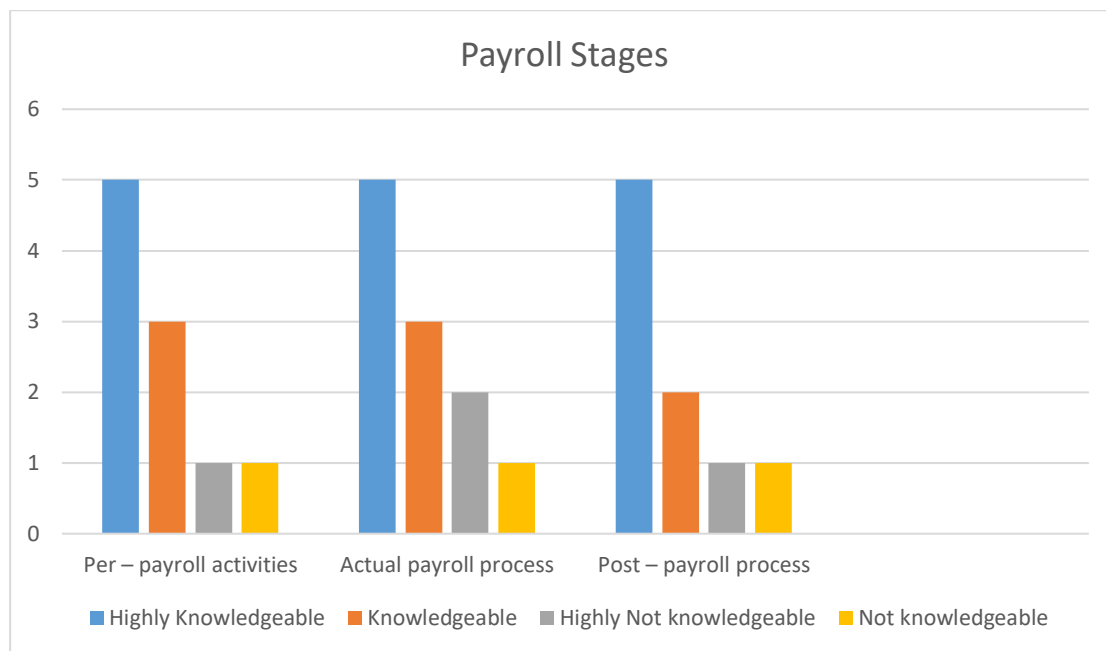


Interpretation:

From the above chart it has been seen that 25.66% responds use Paychex Flex software , 23.33% use On pay, while 16.66% responds use Rippling software,16.66% use Gusto,10% use Quick book payroll and 3.33% use payroll4free and other payroll software are use in there company.

15. Do have knowledge about payroll Stages

SR.NO	STAGES	Highly Knowledgeable	Knowledgeable	Highly Not knowledgeable	Not knowledgeable	TOTAL
1	Per – payroll activities	5	3	1	1	10
2	Actual payroll process	5	3	2	1	11
3	Post – payroll process	5	2	1	1	9

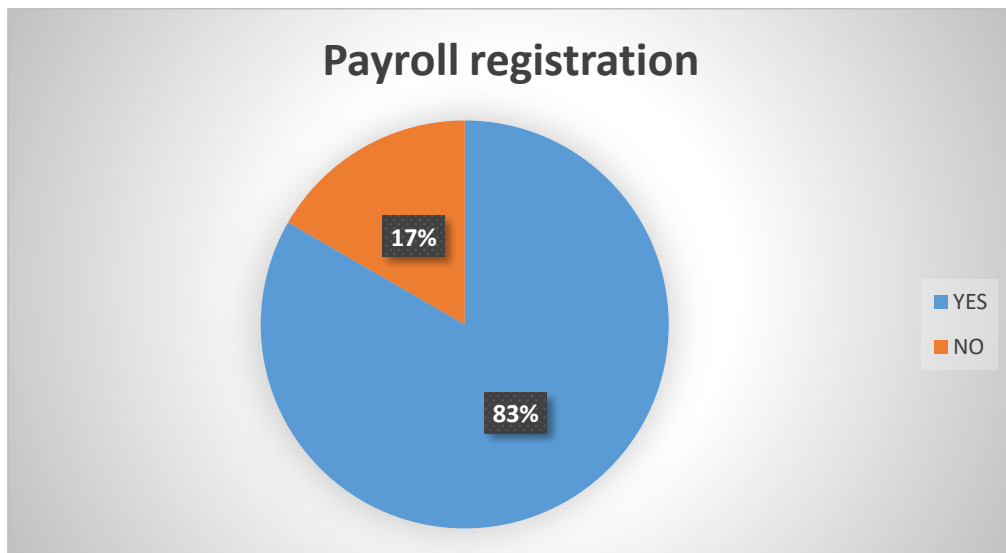


Interpretation:

Form the above graph we get idea out of 30 responds 10 responds have idea about Per payroll activities out of that 5 are highly knowledgeable, 3 are knowledgeable , 1 are highly not knowledgeable and 1 are not knowledgeable , while 11 responds Net Actual payroll process out of that 5 are highly knowledgeable, 3 are knowledgeable , 2 are highly not knowledgeable and 1 are not knowledgeable , while 9 responds Post payroll process out of that 5 are highly knowledgeable, 2 are knowledgeable , 1 are highly not knowledgeable and 1 are not knowledgeable. Have idea about payroll stages.

16. The information regarding payroll registration is will communicated by HR department to you

Sr. No.	Particulars	No. of Respondents	Percentage%
1	YES	20	66.66%
2	No	10	33.34%

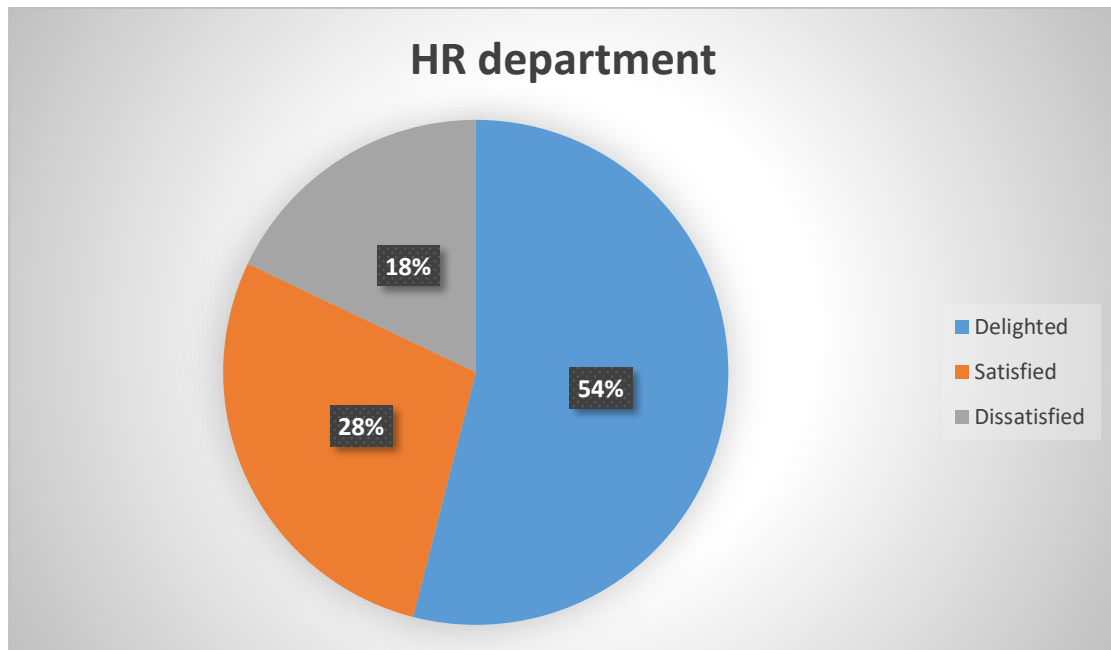


Interpretation:

From the above chart it has been seen that out of 30 responds 20 responds that is 66.66% have information regarding payroll registration is will communicated by HR department and other 10 responds that is 33.33% is not information regarding payroll registration is will communicated by HR department .

17. how would you rate the HR department of your company

Sr. No.	Particulars	No. of Respondents	Percentage%
1	Delighted	15	50%
2	Satisfied	10	26%
3	Dissatisfied	5	16.6%

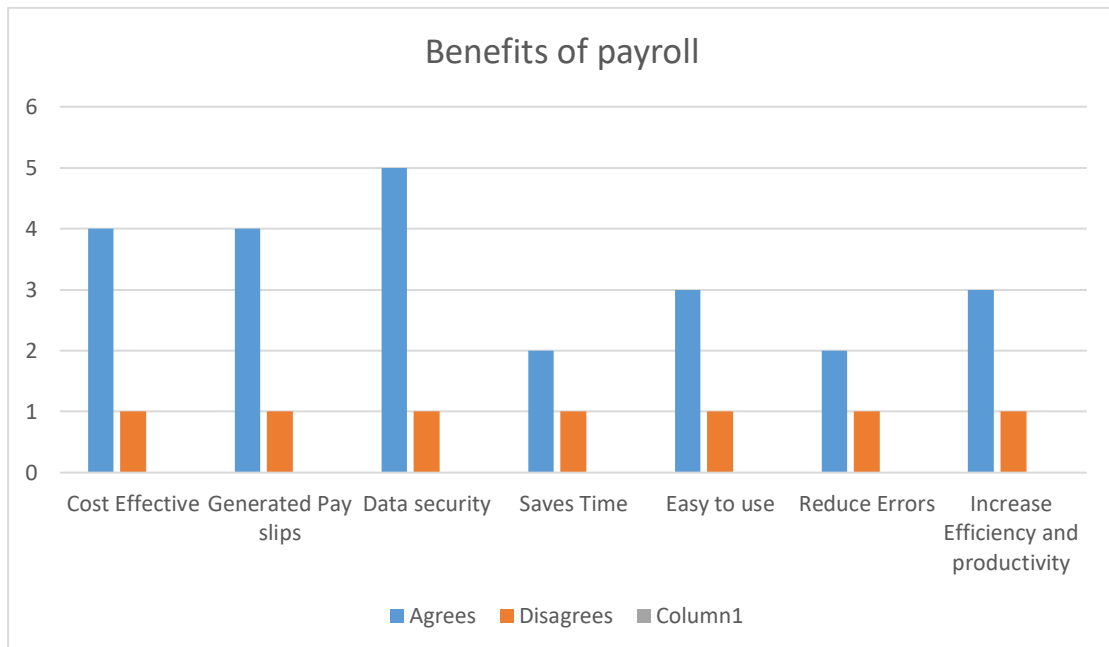


Interpretation:

From above chart we get an idea that out of 30 responds 15 responds is Delighted that is 50% ,10 responds is satisfied that is 26%, 5 responds is dissatisfied that is 16.6%. This is the rate of the HR department in the company

18. benefits of payroll

SR.NO	Benefits	Agrees	Disagrees
1	Cost Effective	4	1
2	Generated Pay slips	4	1
3	Data security	5	1
4	Saves Time	2	1
5	Easy to use	3	1
6	Reduce Errors	2	1
7	Increase Efficiency and productivity	3	1
8	Total	23	7



Interpretation:

From above graph we get an information that how many responds are Agrees for the specific benefits of payroll out of 30 responds 4 are Agrees and 1 are Disagrees for Cost effective, 4 responds are Agrees and 1 are disagrees for Generated pay slips, 5 employee are Agrees and 1 are Disagrees for Data Security, 2 responds are Agrees and 1 disagrees for saves time, 3 agrees and 1 disagrees for Easy to use, 2 agrees and 1 disagrees for Reduce Errors, 3 employee Agrees and 1 Disagree for Increase Efficiency and productivity.



9. Findings

FINDINGS

1. 50 % responds have highly knowledgeable of Form 16 A & B and coaching about filling form 16 A & B
2. Out of 30 responds 15 responds Strongly agrees for methods of payroll management that is 50% responds are have knowledge about methods of payroll management
3. Type of payroll out of 30 responds 11 responds are strongly agrees that is 36.66% and highly rate type is payroll service managed that is out of 30 its 9 responds it means 30% is most prefer type.
4. 33.34% responds have information about the statutory deduction, and they are highly agree that HR department comminuted information about statutory deduction.
5. 60% responds have information about the document which are requested for filling ITR is communicated before fill ITR form.
6. 36.66% responds have Information about various investment scheme which are use for saving income tax.
7. Out of 30 responds 12 responds is strongly agrees for investment scheme and the most prefer is pension plan that is 26.66% invest in it.
8. 50% responds have knowledge about salary structures.
9. 36.66% responds have idea about Salary Components and the most perfectible components is Gross Salary that is 33.33%.
10. out of 30 responds 20 responds that is 66.66% have communicated about salary calculation.
11. 66.66% have communicated about Reimbursement and compensation structure
12. out of 30 responds 20 responds that is 66.66% have specific payroll manager in there company and payroll is handle by HR department.
13. 26.66% responds prefer Paychex flex as a best payroll software
14. **36.66%** responds have knowledge about payroll Stages
15. out of 30 responds 20 responds that is 66.66% have information regarding payroll registration is will communicated by HR department.
16. 76.66% responds are Agrees for benefit of payroll and 16.66% responds perfer Data security .



10. Limitation of Study

LIMITATION OF STUDY

- Very little time is available for research, which makes it difficult to acquire all the knowledge.
- The respondent may be less interested in hospitality due to the special attention required to complete the questionnaire.
- The information collected by the questionnaire is subject to the willingness of the respondent to answer.

A decorative graphic consisting of a light gray arrow pointing to the right, with a dark blue outline and a striped pattern along the top and bottom edges. The text "11. Suggestions and Recommendation" is centered within the arrow.

11. Suggestions and Recommendation

SUGGESTIONS AND RECOMMENDATION

- 1) Company should provide basic information about all administration work to HR department.
- 2) In order to improve the Software skills of Clients the organization should create more awareness and to provide feedback regularly to there clients about software system.
- 3) Company should provide basic information about salary components, salary Structure , salary calculation.
- 4) Proper training should be given to the employees. in order to increase their knowledge about payroll system.
- 5) Upgrade payroll software
- 6) Organization should give suggestion to there client to reduce income tax and invest in right schemes

12. Conclusion

CONCLUSION

- 1) The payroll management system of any organization impacts several other aspects such as employee satisfaction, employee trust in the organization, salary calculations, compliance, taxes, sales, revenue, and other such activities.
- 2) The importance of the payroll management system in India and outsource your tasks. This can help you reduce costs and efforts spent on the management of these tasks.

You can pay for the services you **get** and leave the management and **processing** of **your** employees **to an outsourced** payroll in India. The study has confirmed that the company is having a good software System.

- 3) From this study, it is found that majority of the employee were satisfied with software use.
- 4) I hope that the suggestion given in the report may be implemented in future course for the benefit of the employee and the company.

13. BIBLIOGRAPHY

BIBLIOGRAPHY

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5. <https://razorpay.com/payroll/what-is-payroll-definition-process-complete-guide/>

A decorative graphic consisting of a light gray arrow pointing to the right. The arrow has a dark blue outline and a dark blue arrowhead. The top and bottom edges of the arrow's body are decorated with a series of dark blue, slanted rectangular segments, giving it a textured, 3D appearance.

14. Annexures

ANNEXURES

Name:

Age:

Education:

Income:

1) Do you know about form 16 A & B

A Highly Knowledgeable

B Knowledgeable

C Highly Not knowledgeable

D Not Knowledgeable

2) The coaching is provide about filling form of 16 A & B

A Highly Agrees

B Agrees

C Neutral

D Disagrees

E Highly Disagrees

3) Methods of payroll management

Sr.NO	Methods	Strongly Agrees	Agrees	Disagrees	Strongly Disagrees	I don't know
1	Spreadsheets Excel- based					
2	Outsourcing Outsourced					
3	Automation Payroll software					

4) Types of payroll

Sr.NO	Types	Strongly Agrees	Agrees	Disagrees	Strongly Disagrees	I don't know
1	Internally Managed					
2	Professionally Managed					
3	Payroll Services Managed					
4	Software Managed					

5) The information regarding Statutory deduction is will communicated by HR department ?

- A Highly Agrees
- B Agrees
- C Neutral
- D Disagrees
- E Highly Disagrees

6) The information about the document which are requested for filling ITR is communicated before fill ITR form?

- A Highly Agrees
- B Agrees
- C Neutral
- D Disagrees
- E Highly Disagrees

7) Information about various investment scheme which are use for saving income tax is will communicated before stating Financials year ?

A Strongly Agree

B Agree

C Somewhat Agree

D Somewhat disagree

E Disagree

F Strongly Disagrees

8) Investment Scheme to save income tax

SR.NO	Schemes	Strongly Agree	Agree	Somewhat Agree	Somewhat disagree	Disagree	Disagree
1	Fixed Deposit						
2	Life Insurances						
3	Pension Plan						
4	Health Insurance or Mediclaim						
5	Mutual Fund						
6	PPF						

9) Do you have a Knowledge about salary structures

A Highly Knowledgeable

B Knowledgeable

C Highly Not knowledgeable

D Not Knowledgeable

10) Do you have idea about this Salary Components

SR.NO	Components	Highly Knowledgeable	Knowledgeable	Highly Not knowledgeable	Not Knowledgeable
1	Gross Salary				
2	Net Salary				
3	Allowances				
4	Perquisite				

11) Did HR department is will communicated about salary calculation.

A Communicated

B Not Communicate

12) The information regarding Reimbursement and compensation structures is will communicated ?

A Communicated

B Not Communicate

13) Did your have specific payroll manager in your company or payroll is handle by HR department only

YES/NO

14) Which payroll software is use in your company

SR.NO	Software	Yes	No
1	Gusto		
2	Paychex Flex		
3	Quick book payroll		
4	On Pay		
5	Rippling		
6	Payroll4Free		
7	Other		

15) Do have knowledge about payroll Stages

SR.NO	STAGES	Highly Knowledgeable	Knowledgeable	Highly Not knowledgeable	Not knowledgeable
1	Per – payroll activities				
2	Actual payroll process				
3	Post – payroll process				

16) The information regarding payroll registration is will communicated by HR department to you

Yes / No

17) how would you rate the HR department of your company

A 1 to 5 Dissatisfied

B 5 to 9 satisfied

C 10 Delighted

18) benefits of payroll

SR.NO	Benefits	Agrees	Disagrees
1	Cost Effective		
2	Generated Pay slips		
3	Data security		
4	Saves Time		
5	Easy to use		
6	Reduce Errors		
7	Increase Efficiency and productivity		

