SAG Infotech Private Limited

Services Begin here....

Soft solutions for those who can't afford to make errors.

About Us:

➢ Founded in 1999 and located in the Pink City, Jaipur (Rajasthan), **SAG InfoTech Pvt. Ltd.** has client base of more than 10000+ customers in India. The company has manpower strength of more than 150 team members which consist of Developers, Marketing, Support and Administration / Logistics.

➢ Established by a young entrepreneur (who himself is a C.A). realizing the growing demands of applications of technology in the field of Finance and Accounts and thought of delving in the realms of computer technology and providing a solution to the various problems.

➢ We offer a cutting-edge solutions and provide quality, cost-effective IT products and services.

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SAG Vision:

To be recognized as a responsible organization, ethical in its product and professional in its approach towards its stakeholders. With firm belief in our vision and with complete dedication, integrity, honesty, we endeavor to provide with best software products and solutions to satisfy the needs of the customers. Ultimately, enabling our customers to serve their customers effectively is our motto, which should result in speedy and measurable benefits to the customer organizations.

SAG Mission:

We envision ourselves as a company that is capable of providing world-class software's across industry verticals. We are specializing in providing latest IT solutions by providing consultancy and technical support services.

➤**To provide clear perspectives, technological concepts, need based problem-solving frame works and integrated IT solutions and act as catalysts for the organizations seeking IT enable solutions.**

➤**To maximize value for our customers by offering them efficient and cost effective solutions.**

➤**To strive for customer delight by delivering on-time and in-budget services.**

Every business is unique, and as a result, often businesses need specialized technology solutions to successfully meet their business goals.
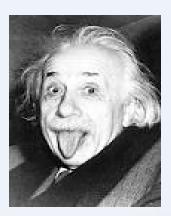
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Salary and Employee/Employer Relativity:

"**Put your hand on a hot stove for a minute, and it seems like an hour.**

Sit with a pretty girl for an hour, and it seems like a minute.

THAT'S Relativity."

- Albert Einstein

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Various Miscellaneous Acts & Provisions dealing in Our One and Only software :

- ✓ Workmen Compensation act,1923.
- ✓ Payment of Wages Act,1936 & (Procedure) Rules,1937.
- ✓ Weekly Holidays Act,1942.
- ✓ Industrial Employment (Standing orders) Central Rules,1946.
- ✓ Employees' State Insurance Act,1948.
- ✓ Minimum wages Act,1948 & (Central) Rules,1950.
- ✓ Employees' Provident Funds & Miscellaneous Provisions Act,1952.
- ✓ Payment of Gratuity (Central) Rules,1972.
- ✓ Payment of Bonus Act,1965 & Rules,1975.
- ✓ Tax on Professions, Trades, Callings and Employment Act,1976.
- ✓ Employees' Pension Scheme,1995.
- ✓ Income Tax Act,1961 (for TDS).
- ✓ Maharashtra Labour Welfare Board.

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Features of Gen Payroll:

Dynamic Formula Creations for Salary Calculation:

➢ Different types of Formulas can be set according to different criteria/conditions.

User can create Salary Set up as per requirements:

➤ This allows us to create Salary Heads in the required structure, link it for TDS calculation.

➤ Flexible Salary Structure provision makes the software easy to adapt to any kind of Salary Structure.

Import & Export Facility of Salary Set up:
➢ Once the Set up is created, it can be exported and same Set up can be imported in different Company.
Preparation of User-defined Pay Slips:

Different options available to include:

✓ **Company Logo, Employee Photo.**	✓ **Header, Footer, Notes etc.**
✓ **Leave Summary.**	✓ **TDS Summary**
✓ **Loan & Advance Balance.**	✓ **Actual Scale with Earned Figure**
✓ **Salary paid up to Previous Month.**	✓ **Fields having Null Value**
✓ **Salary Period.**	✓ **Reimbursement Slip, Salary Computation.**
✓ **Authorized Signatory Name.**	✓ **Employee Signature.**

E-Mail Facility of Pay Slips:

- ❖ Once All Employee's e-mail addresses saved in Master Details, it can email the pay slip automatically to all/selected employees with user-defined message, subject and Excel/Word/PDF/HTML Format.

Export Facility of Pay Slips in Excel/Word/PDF/HTML Format:

- ❖ Over Time Calculation.
- ❖ Options available to calculate Overtime rate Auto/Manually.
- ❖ Import/Export facility of Overtime data.

Arrear Calculation:

- ❖ Amount wise or day-wise arrear calculation.
- ❖ Import/Export facility of Arrear.
- ❖ User-defined arrear set up.

Increment / Decrement Facility:

- ❖ **Bulk Increment/Decrement facility with both options (i) Rs. and/or (ii) %**

Reimbursement Facility:

✓User can define various Reimbursement heads and their opening, balance, budget .	✓Monthly Restriction Facility.
✓Carry Forward facility of Monthly Balance.	✓Import facility of Opening Balance from previous year.
✓Reports like Monthly Reimbursement Slip/Advice, Yearly Sheet.	✓Import/Export facility of Reimbursement

Project-wise Salary distribution:
❖User can define various projects undertaken by Employees and their project- wise salary distributions.

User can maintain various Loan Accounts:
❖It automatically deducts EMI from monthly salary.

Employee wise Advance Account:
❖User can specify the advance deduction from monthly salary.

Quarterly, Half-Yearly and Yearly Incentive Calculation:
❖Once you define the Incentive Set up, it automatically calculates Incentives in the specified months.

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Auto Bonus Calculation:

❖User-defined Bonus Set up allows to calculate Bonus automatically according to user-requirements.

Inclusive in-built TDS Utility:

✓Auto Calculation of Tax on Salary as per Income Tax.	✓Auto Calculation of TDS is to be deducted monthly
✓Preparation of Form 16, Form 16AA, Form 12BA,Return Form ITR-1	✓Preparation & E-filing of Form 24Q.
✓Form 16, Form 16AA, Form 12BA Continuous Printing.	✓Preparation of Salary Computation Sheet.
✓Preparation of Draft Computation Sheet.	✓Facility to generate Digitally Signed Forms like Form16, Form16AA,Form12BA.
✓Import/Export Investment Declaration.	✓Import/Export Perquisites.
✓Allowance Exempt Set up.	

Leave Management with Dynamic Leave Rules:

✓ Financial-Year or Calendar-Year wise user-defined Leave Set up.	✓ Earn Leave facility.
✓ Formula can be put to calculate Earn Leave automatically.	✓ User can specify Monthly Calendar according to Employees' weekly-off.
✓ Group wise Holiday assignment.	✓ Leave Encashment Facility.

Statutory Forms Preparation:

➢ Auto calculation of PF, ESI as per Statutory Rules.
➢ Auto calculation of Professional Tax State-Wise as per Statutory Rules PF, ESI, Bonus, Pension, Gratuity, Wages Register.
➢ Monthly/Quarterly/Half-Yearly/Annual Statutory Reports for Provident Fund, ESI, Professional Tax, Bonus etc.
➢ Forms of Employee's Pension Scheme, Employee's PF Scheme, Employee's State Insurance Regulation, Minimum Wages, Payment of Bonus, Payment of Gratuity, Payment of Wages.

Employees' Provident Fund/Employees' Pension Scheme:

➢Monthly Forms ==>> Monthly PF, PF Challan, PF Form-12A, PF Form-5, PF Form-10, Pension Form-1
➢Yearly Forms ==>> PF Form-3A, PF Form-6A
➢Declaration Form ==>> PF Form-2, PF Form-11
➢SSN (Social Security Number) Allotment Form
➢PF Withdrawal Form 19, Pension Withdrawal Form 10C.

State-Wise Professional Tax Forms:
➢Monthly Forms ==>> Monthly ESI, ESI Challan.
➢Half-Yearly Forms ==>> Form-5, Form-6, Form-7.
➢On-line Form-1 (Declaration Form) Submission.

Employees' State Insurance Corporation:
➢Monthly/Quarterly/Annual Forms.

Classification of Employees Under:
➢Branch/Category/Designation/Department/Scale/Shift wise.

How to generate Statutory Forms & Registers under Various Labour Laws & Miscellaneous acts for employees:

Just at one click you can have the desired applicable form.

Combined Challan/form of PF to be deposited by Employer:
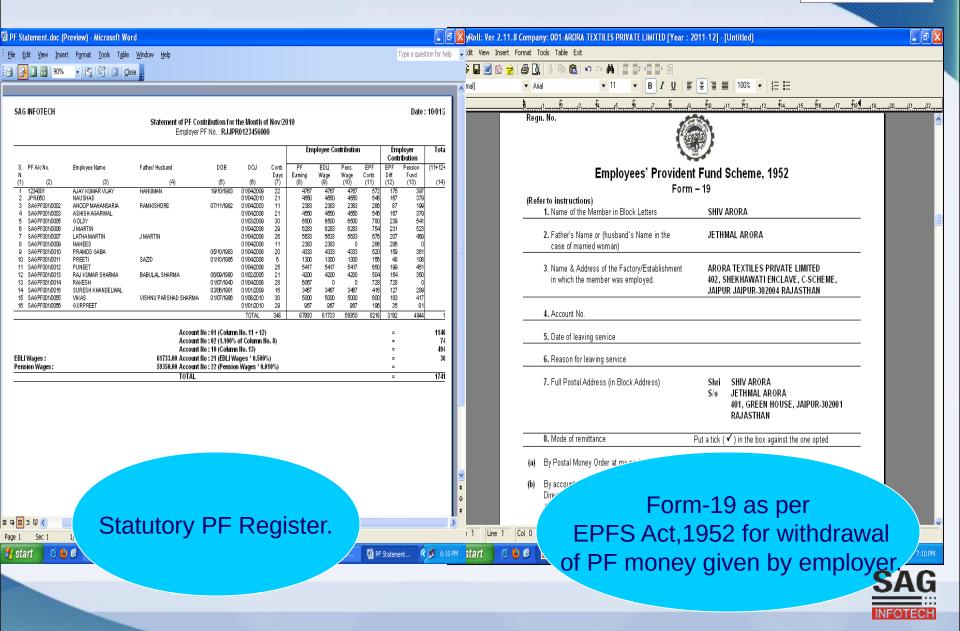
Various Innumerable MIS Reports:

✓Preparation of Cash, Cheque, Transfer Register.	✓Attendance Register.
✓Preparation of Bank Statement.	✓Paid Leave Register.
✓Preparation of Payroll Register, Salary Computation Sheet.	✓Unpaid Leave Register.
✓Full & Final Settlement of Account.	✓Overtime Register.
✓General and Advance Search for Employee Information	✓Bonus Register.
✓Duplicate/Blank List of Employee Code/ PAN/ PF No/ ESI No/ A/c No	✓User-defined Appointment Letter.
✓Preparation of Attendance Comparison Sheet.	✓PF Register, ESI Register
✓Pay Slips, Arrear Slips, Bonus Slips.	✓List of Resigned Employees.
✓Pay Voucher, Loan Voucher, Advance Voucher.	✓Status Report (Branch / Designation wise).
✓Experience Report, DOB Report, Retirement Report	✓Increment due Employees (Month wise) / Increment due Dates (Employee wise).

Software Outputs:

Statutory PF Register.

Form-19 as per
EPFS Act,1952 for withdrawal
of PF money given by employer.

Report Template Setup

➤ User can add Report's Templates in software like :-

➤ Increment Letters.

➤ Appointment Letters.

➤ Notice Letters.

➤ Salary related reports in his format etc.

Various Report Formats

➤ Word/Excel/HTML/PDF.

Flexible Data Import and Export:

➤ Employee's Master Information.

➤ Employee's Salary Data.

➤ Employee's Attendance Sheet.

➤ Arrear.

➤ Reimbursement.

➤ Investment declaration.

➤ Perquisites.

➤ Overtime.

Lock-Salary:
➤You can lock the salary till the specified month.
➤You can lock the particular Salary Head through Salary Setup.
Stop Payment Facility:
➤You can mark the employees to stop their payment.

Reverse Salary Calculation.

Bulk E-Mail Facility:
➤You can select the number of employees and send a common message/attachment to all those employees in one shot.

Document Manager:

➢ You can link various documents like C.V., Photos, Leave applications, Transfer letters, Increment letters, Appointment letters etc. related to employees in the software.

➢ You can view, edit and save those files through software.

➢ Files can be in any Word/Excel/PDF/JPG/BMP format.

Automatic Transfer of Master Data of Employees, Salary SetUp, Salary Detail, Leave SetUp to Next Financial Year:

➢ **Complete Data/ Company-Wise Data Back-Up and Restore Facility.**

➢ **Picture-Wise help for Assistance.**

➢ **Miscellaneous useful information like all India Pin Codes, STD Codes, ISD Codes, List of TIN FCs, TAN/PAN AO Codes, Bank Branches BSR Codes, Service Tax Ranges, MICR Codes, IFSC Codes.**

➢ **Keep you update for new software updates and news available on our Website**

Kinds of Payroll Applications:

1) Desktop Application:

1. Handled by One person.
2. Unlimited Labour (or) employees' data.
3. For Unlimited companies.
4. Every possible Customization.
5. Need to give Master Setup for one time only.
6. Easy to use, even by an accountant.
7. Each and Every Statutory Form, Register & take care of other compliances also for which generally people are not aware of.
8. Low annual cost.
9. User friendly, No techno savvy.
10. Applications are as there name is.

2) Desktop + Online Application:

1. Employees can also access their related data.
2. Connected with User's Website.
3. Employee can apply for leave , loan, etc. online for approval.
4. Employee can check his current remuneration status.
5. Web Hosting is also provided by us , if required.
6. A Complete HR solution.
7. Timely updations as per rules, regulations, Acts & byelaws.
8. Hassle free Job for an HR.
9. Least Cost of maintenance.
10. Bulk Output of mailing & sending pay-slips , payouts , reports , registers , etc.

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Now…. Online Payroll Application:

Employee Login:

➢ **Only Employees with unique ID and Password provided by Company can login to the system. This ID would be a unique one for every employee to manage their account.**

Salary:

Employee can view his monthly Salary with Various Earnings & Deductions Fields and Pay slips. Employee can download the payslip (PDF format) and take print outs of payslip etc.

Attendance:

Employees can view their monthly attendance. It would reflect the number of Paid Leaves available (Sick Leave, Casual Leave, Earned Leave etc) of a particular employee. Employee can even apply online for a leave with reasons from anywhere through this application and can receive confirmation of same by Company through mail.

Investment:

Here, Employee can furnish details of the investment made like insurance, mutual fund, house rent etc. which is very important at the time of return filing, and the same can be downloaded by the Company from the software by simply clicking on the download button.

Download Miscellaneous Details:
Employee can download miscellaneous details like Form 16, Form 16AA, Form 12BA, Salary Computation, and Annual Salary Certificate easily from the web site.

And many more practical features which will be explained in actual demonstration of Software as per your query.

Thank you for your valuable time. We assure you the best services.

Also contact for **OUTSOURCING** work by Our Professionals.

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