

Sage Pocket

In most large and medium organizations payroll is an essential monthly activity, which is fairly routine in nature. Depending on the size and nature of the organization, this activity can be fraught with complexities related to calculations, deductions and statutory regulations. Sage Pocket is a complete payroll software that not only offers organizations value for their money but is also universally applicable irrespective of industry vertical, unlike most other payroll applications.

Sage Pocket has 6 modules namely Payroll, Income Tax, Leave, Reimbursement, HR Letters and E-mail with Payroll being the core module at the heart of the application.

Payroll Module

Most organizations employ people under a number of categories, having different components of earnings and deductions. Payroll is governed by statutory regulations like PF, ESI and Professional Tax that are subject to change which specifies a number of mandatory forms that need to be filed by the employer every month.

Sage Pocket Module enables users to do the following:

Customize Fields:

Sage Pocket allows users to customize the application in terms of the fields that appear on the screen, their display name and their text type; set the specific components for earnings and deductions for each category and also specify formulae that need to be used for calculation of monthly salary for each category.

Set Statutory Regulations:

Statutory regulations like PF, ESI and Professional Tax can also be set dynamically depending on the earning slabs and government regulations.

Manage Employee Data:

Using Sage Pocket, it is possible to create an employee master sheet containing all relevant information pertaining to his education, training, past employment, current earning and deduction components, and also upload employee documents if required.

Full & Final Payment:

There is also a provision for recording separations from the company, issuing stop payment on their monthly payroll and calculating and processing their full and final settlement.

Payroll Processing:

Sage Pocket enables users to process payroll, generate employee specific pay slips and also generate statutory reports and bank reports in required formats at the touch of a button.

Define User Rights:

The administrator can create multiple users and define user rights and access control only to certain modules and categories. There is also a control mechanism whereby the administrator can lock the process once the payroll has been processed post validation to prevent mistakes and tampering by the user.

Data Import/export from/to Excel:

Another unique feature of Sage Pocket is the ability to import data from pre-existing excel sheets by configuring fields in the excel sheet to the related field in the Sage Pocket software and export data to excel.

Benefits

Monthly and annual returns are automatically generated in respect of PF, ESI, Profession tax and Income tax

Manage employee data related to prior employment, education history, upload employee documents, photograph and resume

Process payroll and generate employee specific pay slips at the touch of a button

As an administrator, define user rights with access controls and set control mechanisms

Import pre-existing data from MS Excel worksheets for easy transition

Track employee leaves and maintain a daily register

Calculates income tax based on investment declaration

Define CTC related employee reimbursements and set related limits. Carry forward of excess bills and unclaimed reimbursement possible

Create formats and templates for employee related HR letters and use as per requirement

Email pay slips, Tax worksheets and other important documents to employees in PDF format

Leave Module

Different organizations follow different leave policies and the number of leaves allotted against each leave type, such as casual leave, earned leave, sick leave, may also vary. Employee leave data needs to be captured on a daily basis for accurate salary computation.

Sage Pocket's Leave Module helps the HR department to:

Track Leaves:

It keeps track of leaves taken by employees and maintains a daily attendance register which is transferred at the end of the month to the payroll module.

Define Leaves:

It allows the user to define various types of leaves that the employee is entitled to and set different leave parameters for different categories of employees.

Income Tax Module

Sage Pocket's Income Tax module allows the administrator to:

Maintain Employee Declarations:

Relevant employee declaration details can be entered under each section, and in cases where the declaration documents are pending, an MIS report can also be generated or emailed.

Compute Income Tax:

Income tax for each individual is computed and transferred to the payroll module where the TDS amount is deducted from the individual's salary.

Generate Forms:

The module also generates requisite forms such as Form 16 for the employees and facilitate quarterly and annual e-filing for the Income Tax department.

Benefit Module

The Sage Pocket Benefit Module allows the administrator to set CTC related reimbursements, define dynamic reimbursement components like fuel, transport, medical and other reimbursable components. The user has the option to link the reimbursement with the payroll module or else to pay it outside of the salary. If the monthly reimbursement entitlement is not availed of entirely then the residual amount accumulates till the end of the financial year when it is taxed and paid to the employees. The reimbursement module is also linked with increment in the payroll module, as well as the full and final settlement.

HR Letter Module

This module enables the end user to create any number of formats and templates for appointment letter, relieving letter, salary certificate, experience certificate and other important documents. that can be saved and used in the future. This module enables data mapping from the Employee master in the payroll module so that relevant data from here can be merged with the required template to produce HR letters.

Email Module

The email module is a separate module that is linked to Payroll, Income Tax, Benefits and other modules. Reports such as pay slip, TDS worksheet, pending proof are generated as Pdf documents in these modules and the emails to the employees are sent using the Email module. This module can also be used to send out employees' wedding anniversary and birthday greetings through e-mail.

Application Integration

Attendance:

Sage Pocket gets integrated with attendance applications allowing the users to import consolidated data using an excel interface.

Sage Accpac ERP:

Monthly consolidated journal vouchers can be generated from Sage Pocket and imported to Sage Accpac ERP through excel interface.

Online Modules available as add-ons

The following modules are available as add-ons,

- Personnel Information Portal
- Online Leave Tracking System
- Online Claims Management



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For more information or to find out how Sage Pocket can help your business, visit us at www.sagesoftware.co.in or write to us at sales@sagesoftware.co.in or call

Chennai
+91 44 43486850

New Delhi
+91 11 40712488

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