

Payroll Module

Implementation of new module on Beehive portal

Objective

It will be helpful for employees & organisation. Employees can see some important documents at one place. Organisation can maintain data in an appropriate manner.

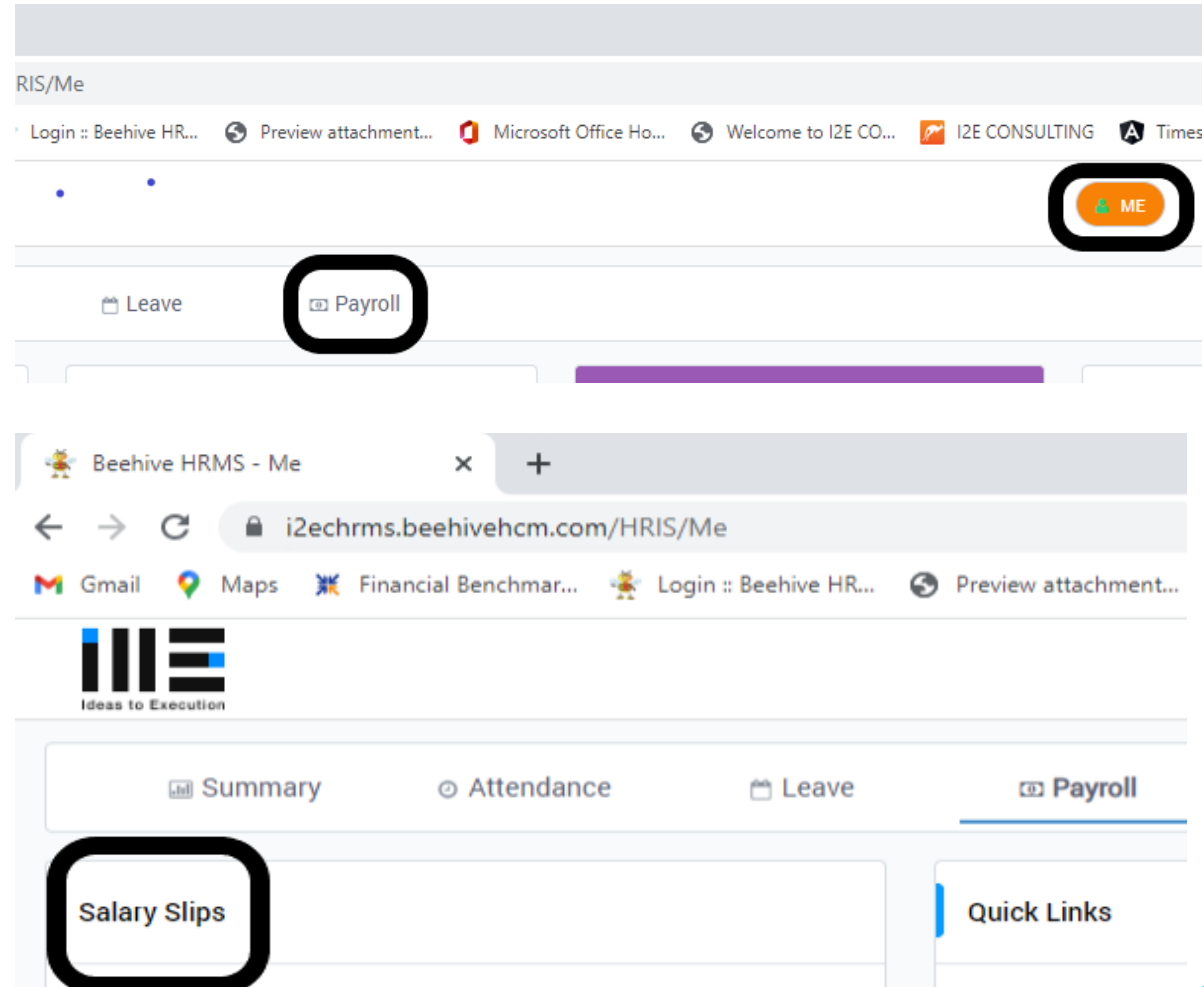
Agenda

- Salary Slip tab
- Investment declaration tab
- IT Computation tab
- Form-16 tab

Salary Slip tab

Steps to follow

- Login to Beehive
- Go to **Me** tab
- Select **Payroll** tab
- **Salary slips** option available at left hand side



Investment Declaration tab

Steps to follow

- Login to Beehive
- Go to **Me** tab
- Select **Payroll** tab
- **Quick Links** option
- **Investment Declaration and Proof Submission** option available & click on **view** button
- **Investment Guidelines** tab available for employees

Save and submit

The screenshot displays the Beehive HR system interface. At the top right, there is a 'ME' button. Below it, the 'Payroll' tab is selected. In the 'Quick Links' section, the 'Investment Declaration and Proof Submission' link is highlighted with a 'View' button. Below this, the 'Investment Declaration And Proof Submission' page is shown. It includes a header with 'ME', a settings icon, and a grid icon. A 'View' button is highlighted. Below the header, there are dropdown menus for 'Employee' (189 - NEETA NAR) and 'Financial Year' (2022-2023). A section titled 'Which Type of Tax Deduction Do You Want To Perform ?' has two radio buttons: 'Old Regime' (selected) and 'New Regime'. A message box at the bottom states: 'Uploading document is not required as only declaration of your investment amount is required currently. In the Financial year end, HR will inform you to upload document.'

IT Computation tab

Steps to follow

- Login to Beehive
- Go to **Me** tab
- Select **Payroll** tab
- **Quick Links** option
- **IT Computation** option available & click on **view** button
- Select **Financial Year** from drop down list available
- Click for **IT Computation** tab

The screenshot shows the Beehive application interface. At the top right, there is a 'ME' profile icon. Below it, a 'Payroll' tab is highlighted with a black rounded rectangle. Under the 'Payroll' tab, there is a 'Quick Links' section containing three items: 'Investment Declaration and Proof Submission' with a 'View' button, 'IT Computation' with a 'View' button (highlighted with a thick black rounded rectangle), and 'Form 16' with a 'View' button. Below the 'Quick Links' section, there is a 'Financial Year' dropdown menu set to '2022-2023' (highlighted with a black rounded rectangle). Below the dropdown, there is a 'Click For ITComputation' button (highlighted with a black rounded rectangle).

ME

Payroll

Quick Links

Investment Declaration and Proof Submission View

IT Computation View

Form 16 View

ME

IT Computation

Employee : 189 - NEETA NAR

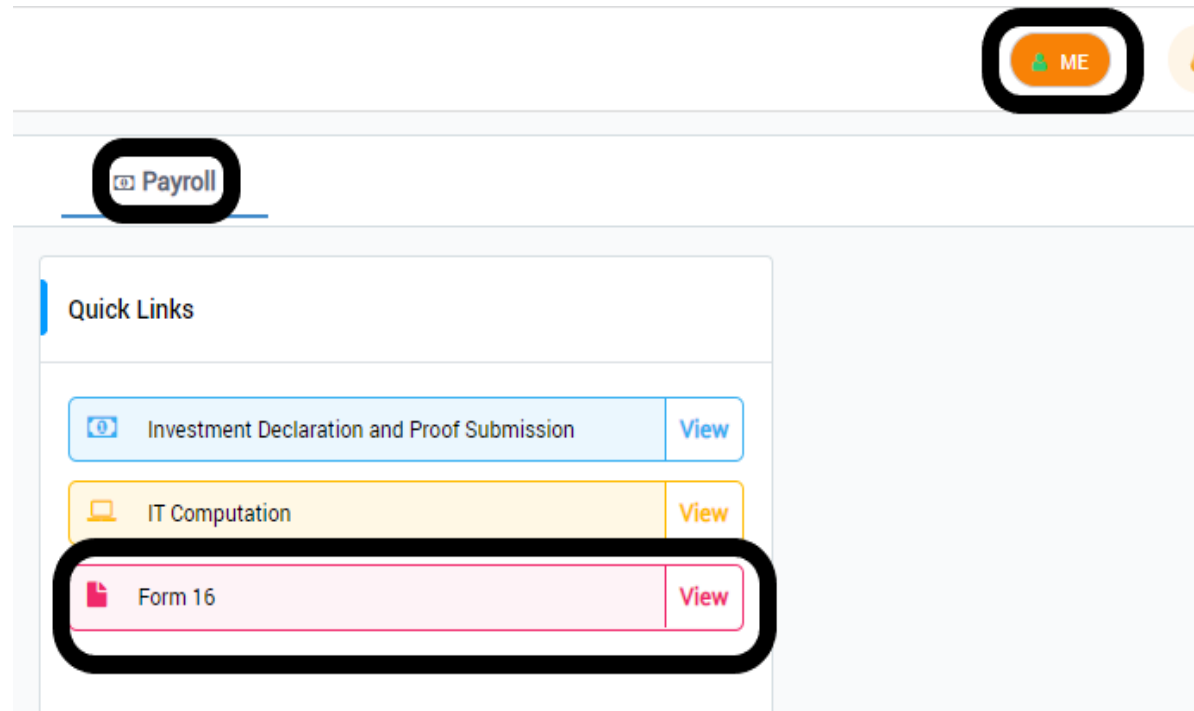
Financial Year : 2022-2023

Click For ITComputation

Form-16 tab

Steps to follow

- Login to Beehive
- Go to **Me** tab
- Select **Payroll** tab
- **Quick Links** option
- **Form 16** option available & click on **view** button
- Select **Financial Year** from drop down list available & click on **view** button



Summary

- ▶ Salary Slip – employee can get it from his / her date of joining to till date in PDF format.
- ▶ Investment Declaration – employee can declare his / her investment for current financial year only.
- ▶ IT Computation – employee can view his / her tax calculation year wise from drop down list.
- ▶ Form-16 – employee can view and download his / her Form-16 year wise from drop down list



Thank
you