# 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

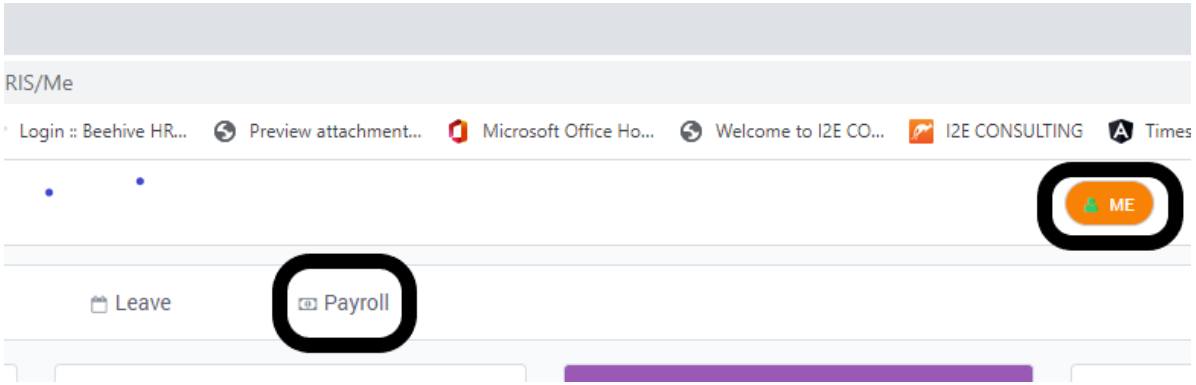
- Salary Slip tab
- Investment declaration tab
- IT Computation tab
- Form-16 tab

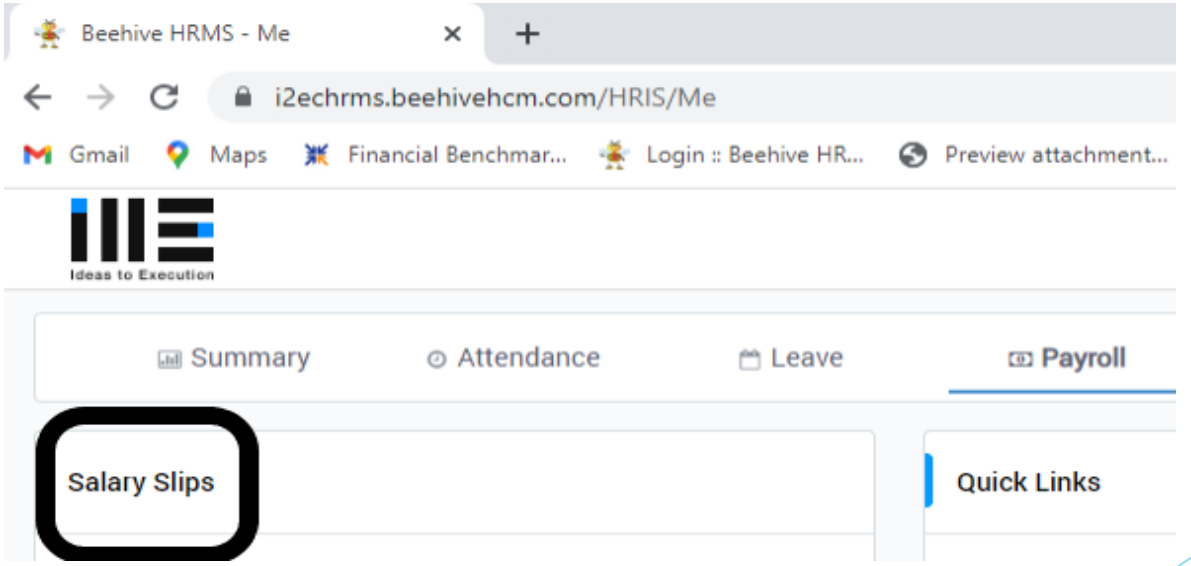
# Salary Slip tab

Steps to follow

- Login to Beehive
- Go to **Me** tab
- Select **Payroll** tab
- **Salary slips** option

  available at left hand side



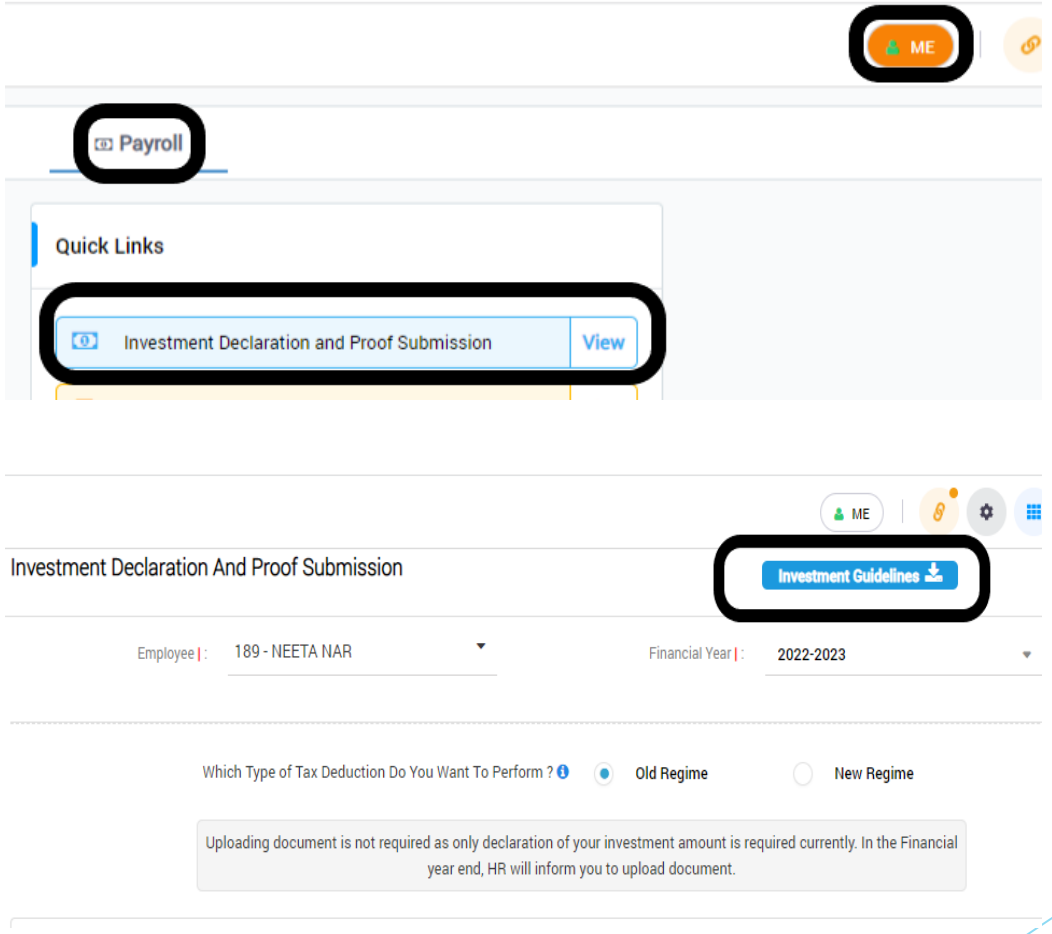



# Investment Declaration tab

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

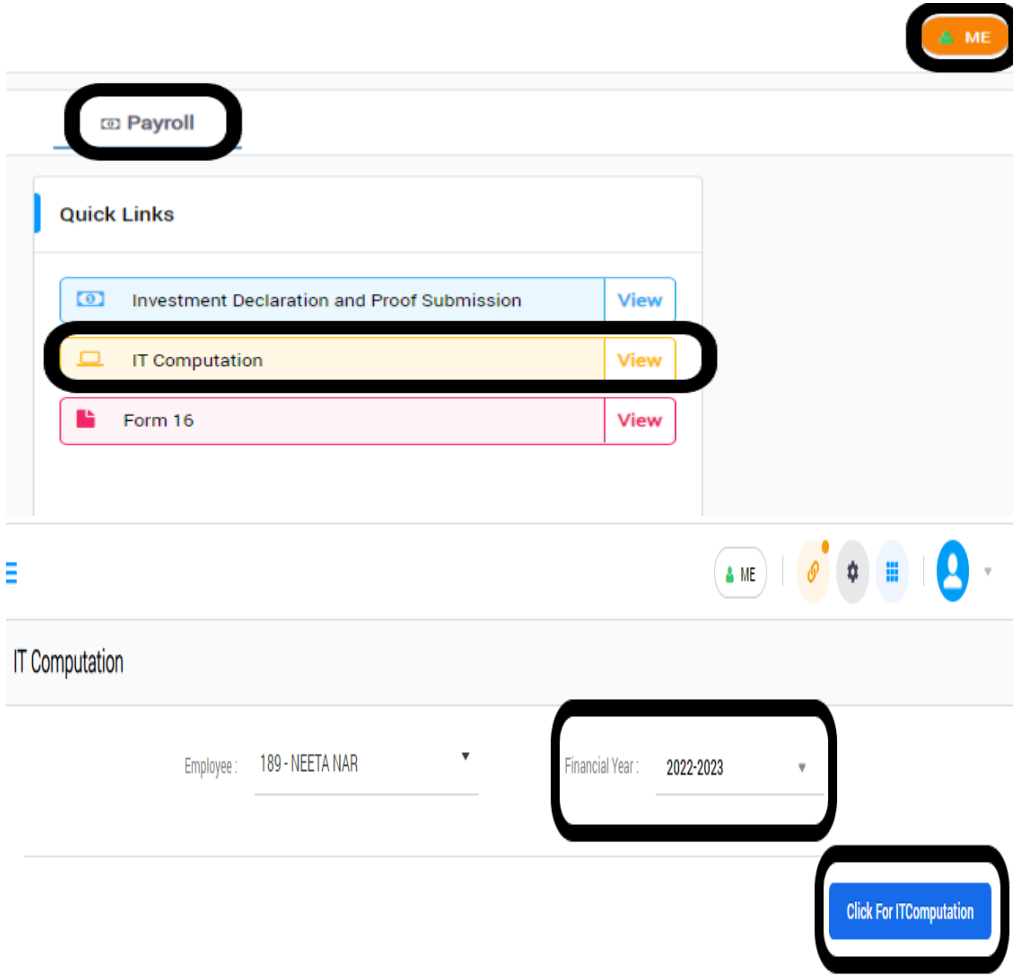
Save and submit



# IT Computation tab

Steps to follow

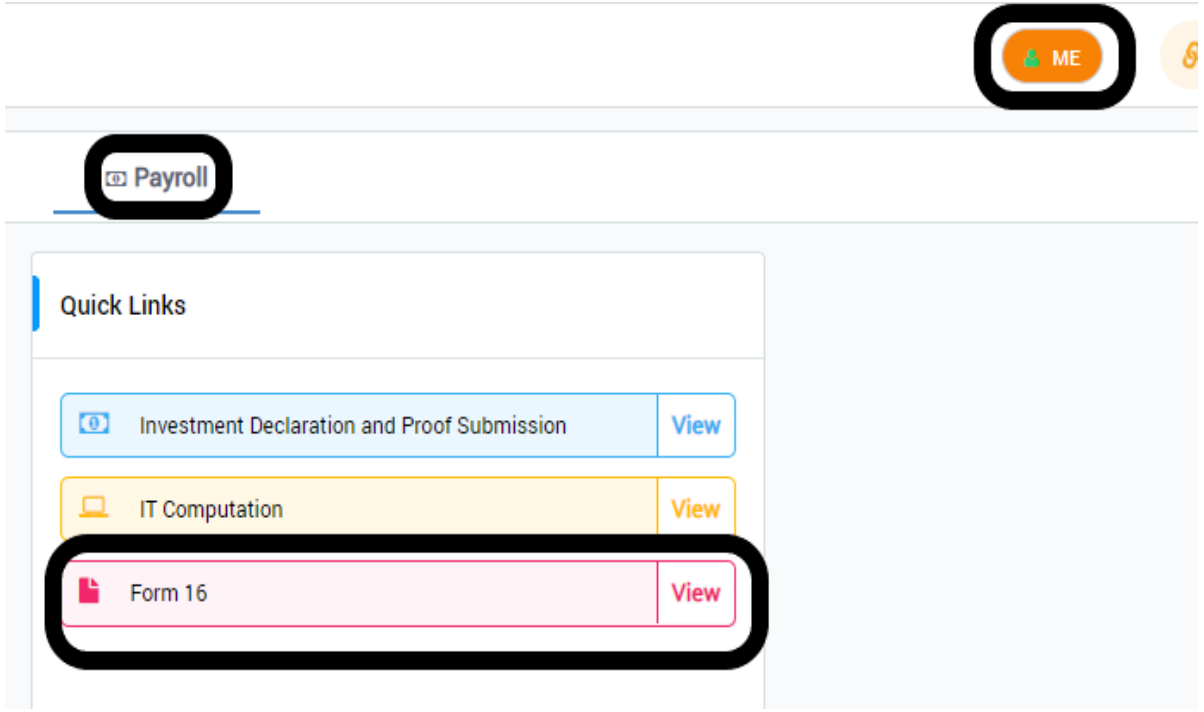
- Login to Beehive
- Go to **Me** tab
- Select **Payroll** tab
- **Quick Links** option
- **IT Computation** option available & click on **view** button
- Select **Financial Year** from drop down list available
- **Click for IT Computation** tab



# 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

Any
Question

Thank
you