



GBU-HR USER MANUAL



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Steps: Master -> Employee > Search/Modify

Employee Master

User Type: Regular Employee Code: Initial: Mr. First Name: Middle Name: Last Name: Suffix: Full Name:

Institute: Department: FIRST PREV NEXT LAST

General Information Qualification Experience Photographs Miscellaneous Detail Salary Information Projects Other Details Scan Document De

Name To Be Printed In Cheque: Designation:

Permenant Address: City: Pincode: State:

Present Address: City: Pincode: State:

Date Of Birth: 02/Apr/2024 Blood Group: None Gender: Male Marital Status: Single

Religion: Cast: Phone No.: Mobile No.:

Category: General Offer Letter: 02/Apr/2024 Emergency No.: CUG No.:

E-Mail ID: Emergency Per Name: With Releation:

Joining Date: 02/Apr/2024 Confirmation Dt: 02/Apr/2025 Inst. Email Id:

Release Date: 02/Apr/2024 Intercom No.: Bank Name:

Temp Rel. Date: 02/Apr/2024 PAN Number: Bank Branch: IFSC Code:

Increment Dt: 02/Apr/2024 Aadhar Card: Bank A/c No:

Name of Aadha: Original Joining Date: 02/Apr/2024 Create Inst. Email Online Punch

Shift Time: Resigned Date: 02/Apr/2024 Send Mail Exit Process

Father Name: Left Reason: (none)

Mother Name: Reporting To:

Replacement of: App. Letter Issue Dt: 02/Apr/2024 Expertise In Sub.:

Last CTI: Reference: Reference: Direct

Pre. Initial: Pre. First Name: Pre. Middle Name: Pre. Last Name:

@ Send New Joining E Mail

@ Insurance Joining @ Insurance Release

Is On Long Leave Is HOD Is Adhock To Onroll Is Login Blocked

Add Modify Save Search Cancel Delete Exit

Description: Here you can Enter Employee Detail



Steps: Master -> Employee > Add/Search>Salary

Employee Master

User Type: Regular Employee Code: 997 Initial: Mr. First Name: ERP Middle Name: PROJECT MANAGE Last Name: SUFFIX: MR. ERP PROJECT MANAGER

Institute: 1 FACULTY OF BIOTI Department: 52 ANIMAL BIOTECHNOLC FIRST PREV NEXT LAST

General Information Qualification Experience Photographs Miscellaneous Detail **Salary Information** Projects Other Details Scan Document De

Salary Type: None Payment Mode: Direct Throgh E-F Salary/Attendance/Leave Register Teaching

Pay Scale: 172 LWP FIX Uniform: None PF Calcu. PF Scheme

PF A/c No - G3/75046/ 0 PF Start Date: 21/Jun /2023 UAN No. Leave Elig. as Per: Teaching

First - Last Basic: LWP FIX Display AGP: 0

Basic 0

Dearness Allowance (DA) 0 House Rent Allowance (HRA) 0 Travelling Allowance 0 Research Allowance 0 LTA 0 Helper Allowance 0 Uniform Allowance 0 Medical Allowance (MA) 0 Washing Allowance 0 Special Allowance 0 Additional Allowance 0 Other Income 0 +

Gross Total 0

Revision Break Up Calculate Break Up

Add INCREMENT Details

Provident Fund (PF) 0

Professional Tax (PT) 0

Travelling Deduction (TD) 0

NPS (Employee Contribution) 0

Other Deduction 0 +

Institutional Provident Fund 0

NPS (Employer Contribution) 0

Gratuity 0

Retension Bonus 0

Food Allowance 0

Total Deduction 0

NET PER MONTH 0

CTC (M) 0

CTC (Y) 0

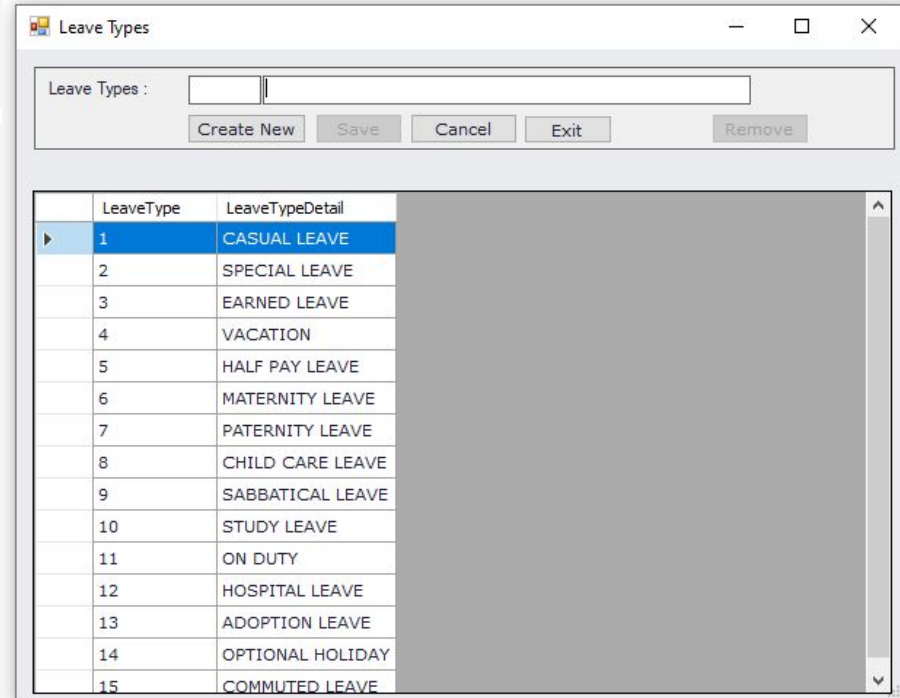
Add Modify Save Search Cancel Delete Exit

Description: Here you can Enter Details of Salary



HR Leave Type Master

Steps: Master > Leave Types



The screenshot shows a software window titled "Leave Types". At the top, there is a search bar labeled "Leave Types :" and five buttons: "Create New", "Save", "Cancel", "Exit", and "Remove". Below the buttons is a table with two columns: "LeaveType" and "LeaveTypeDetail". The table contains 15 rows of data, with the first row highlighted in blue.

LeaveType	LeaveTypeDetail
1	CASUAL LEAVE
2	SPECIAL LEAVE
3	EARNED LEAVE
4	VACATION
5	HALF PAY LEAVE
6	MATERNITY LEAVE
7	PATERNITY LEAVE
8	CHILD CARE LEAVE
9	SABBATICAL LEAVE
10	STUDY LEAVE
11	ON DUTY
12	HOSPITAL LEAVE
13	ADOPTION LEAVE
14	OPTIONAL HOLIDAY
15	COMMUTED LEAVE

Description: Here you can Create/Edit Leave Types.



Steps: Master > Default Leave Entitlements setup

Default Yearly Leave Entitlements

Effective From Date : 02/04/2024 Effective Up To Date : 02/04/2024 Leave Types : CASUAL LEAVE

Teaching Staff Conformed Probation Period

Non Teaching Staff

Leader

Create New Save Cancel Exit Remove

	EffectiveStartDate	EffectiveEndDate	LeaveTypeDetail	Teaching	Non Teaching	Teaching Probation	Non Teaching Probation	Leader	Leader Probation
	01/01/2023	31/12/2023	CASUAL LEAVE	12	12	12	12	12	12
	01/01/2023	31/12/2023	EARNED LEAVE	30	30	30	30	30	30

Description: Here you can Enter Details of Default Leave.



Entitlement Year: **2023** **View** Total : 112 **Submit** **Exit**

EmpCode	Employee Name	Leave Type	TeachingNonTea	Yearly_Entitleme	Yearly_Entitleme	Joining Date	releavedate	Total Leave Entitlement As Per Rule	ActualEntitlement
1	DR. SUBEER MAJUMDAR	CASUAL LEAVE	T	12	12	11/14/2022		12	12
1	DR. SUBEER MAJUMDAR	EARNED LEAVE	T	30	30	11/14/2022		30	30
2	DR. RACHIT SAXENA	CASUAL LEAVE	T	12	12	12/3/2021		12	12
2	DR. RACHIT SAXENA	EARNED LEAVE	T	30	30	12/3/2021		30	30
3	DR. CHIRAYU RAMESHCHANDRA DESAI	CASUAL LEAVE	T	12	12	3/7/2022		12	12
3	DR. CHIRAYU RAMESHCHANDRA DESAI	EARNED LEAVE	T	30	30	3/7/2022		30	30
4	DR. KANTI KIRAN	CASUAL LEAVE	T	12	12	8/8/2022		12	12
4	DR. KANTI KIRAN	EARNED LEAVE	T	30	30	8/8/2022		30	30
5	DR. RAVINDRA PAL SINGH	CASUAL LEAVE	T	12	12	3/22/2022		12	12
5	DR. RAVINDRA PAL SINGH	EARNED LEAVE	T	30	30	3/22/2022		30	30
6	DR. SANGRAM KESHARI LENKA	CASUAL LEAVE	T	12	12	3/16/2022		12	12
6	DR. SANGRAM KESHARI LENKA	EARNED LEAVE	T	30	30	3/16/2022		30	30
7	DR. SUDHEER D V N PAMIDIMARRI	CASUAL LEAVE	T	12	12	1/5/2022		12	12
7	DR. SUDHEER D V N PAMIDIMARRI	EARNED LEAVE	T	30	30	1/5/2022		30	30
8	DR. SURYA RAMACHANDRAN	CASUAL LEAVE	T	12	12	9/7/2022		12	12
8	DR. SURYA RAMACHANDRAN	EARNED LEAVE	T	30	30	9/7/2022		30	30
9	DR. TARUN KUMAR SHARMA	CASUAL LEAVE	T	12	12	3/21/2022		12	12
9	DR. TARUN KUMAR SHARMA	EARNED LEAVE	T	30	30	3/21/2022		30	30
10	DR. ANKIT RAI	CASUAL LEAVE	T	12	12	6/1/2022		12	12
10	DR. ANKIT RAI	EARNED LEAVE	T	30	30	6/1/2022		30	30

Steps: Master >
Leave Entitlement

Description: Here you can manage/edit balance leave by click on last column of actual entitlement.



Steps: Master > Holidays

Holidays

Holiday Year

2024

Holiday Date

02/04/2024

Holiday Name

Working Day Adjust To

02/04/20

Special Holidays

Save

Exit

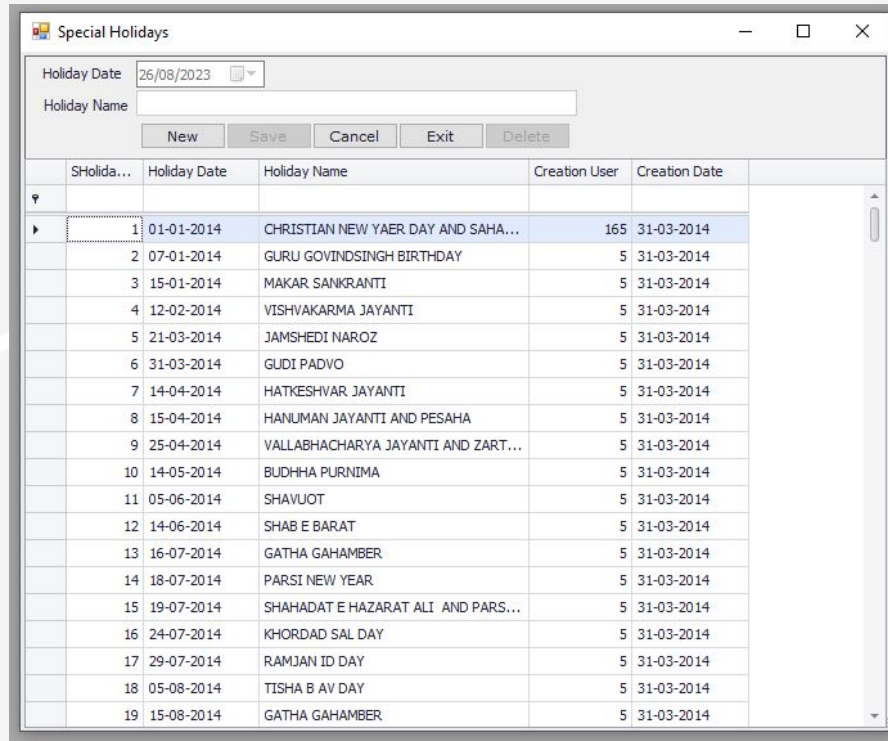
	Holiday Name	Date	Working day Adjust To	Delete
▶	2nd Saturday	13/01/2024		☒
	Republic Day	26/01/2024		☒
	Maha Shivratri	08/03/2024		☒
	Dhuleti	25/03/2024		☒
	Good Friday	29/03/2024		☒
	Chetichand	10/04/2024		☒
	Ramjan-Eid	11/04/2024		☒
	Shree Ram Navmi	17/04/2024		☒
	Shree Parshuram Jayanti	10/05/2024		☒
	Bakri Eid	17/06/2024		☒

Description: Here you can Enter Holiday. It will be Display in Faculty Dashboard.



HR Special Holiday Master

Steps: Master -> Holidays -> Special Holiday



The screenshot shows a window titled "Special Holidays". At the top, there is a "Holiday Date" field with a calendar icon and a dropdown arrow, currently showing "26/08/2023". Below it is a "Holiday Name" text field. Under the text field are five buttons: "New", "Save", "Cancel", "Exit", and "Delete". The main part of the window is a table with the following columns: "SHoliday...", "Holiday Date", "Holiday Name", "Creation User", and "Creation Date". The table contains 19 rows of data, each representing a special holiday.

SHoliday...	Holiday Date	Holiday Name	Creation User	Creation Date
1	01-01-2014	CHRISTIAN NEW YAER DAY AND SAHA...	165	31-03-2014
2	07-01-2014	GURU GOVINDSINGH BIRTHDAY	5	31-03-2014
3	15-01-2014	MAKAR SANKRANTI	5	31-03-2014
4	12-02-2014	VISHVAKARMA JAYANTI	5	31-03-2014
5	21-03-2014	JAMSHEDI NARAZ	5	31-03-2014
6	31-03-2014	GUDI PADVO	5	31-03-2014
7	14-04-2014	HATKESHVAR JAYANTI	5	31-03-2014
8	15-04-2014	HANUMAN JAYANTI AND PESAHA	5	31-03-2014
9	25-04-2014	VALLABHACHARYA JAYANTI AND ZART...	5	31-03-2014
10	14-05-2014	BUDHIHA PURNIMA	5	31-03-2014
11	05-06-2014	SHAVUOT	5	31-03-2014
12	14-06-2014	SHAB E BARAT	5	31-03-2014
13	16-07-2014	GATHA GAHAMBER	5	31-03-2014
14	18-07-2014	PARSI NEW YEAR	5	31-03-2014
15	19-07-2014	SHAHADAT E HAZARAT ALI AND PARS...	5	31-03-2014
16	24-07-2014	KHORDAD SAL DAY	5	31-03-2014
17	29-07-2014	RAMJAN ID DAY	5	31-03-2014
18	05-08-2014	TISHA B AV DAY	5	31-03-2014
19	15-08-2014	GATHA GAHAMBER	5	31-03-2014

Description: Here you define different types of special holidays.



HR Scale Master

Steps: Master -> Scale

Scale Type	SCALE	Pay Band	15600-39100	AGP	7000	DA	51	HRA	20
TA	1600	TD	1050	WA	600	MA	1250	GRA	4.81
BONUS	10.00	Remark							
Create New Save Cancel Exit Remove									

	Salary Type	Pay Band	AGP	DA	HRA	TA	TD	WA	MA	GRA	Remark
+											
	SCALE	15600-39100	6000	51	20	1600	1050	600	1250	4.81	
	W/O TA / ...	CONSOLIDATED	0	51	20	0	0	0	1250	4.81	
	FIX	FIX CONSOLIDA...	0	0	0	0	0	0	1250	4.81	
▶	SCALE	15600-39100	7000	51	20	1600	1050	600	1250	4.81	
	SCALE	15600-39100	8000	51	20	1600	1050	600	1250	4.81	
	SCALE	37400-67000	9000	51	20	1600	1050	600	1250	4.81	
	SCALE	37400-67000	10000	51	20	1600	1050	600	1250	4.81	
	FIX	15600-39100	6000	0	0	0	0	0	1250	4.81	
	FIX	37400-67000	9000	0	0	0	0	0	1250	4.81	

Description: Here you can define different types of salary scale.



HR Visiting Faculty Master

Steps: Master -> Visiting Faculty Master

Initial

First Name

Middle Name

Last Name

Mr.

LAKHAN

A

BAMBHANIA

Date Of Birth

11/Jun /1971

Gender

Male

Employee Code

55556

Permanent Address

UNKNOWN

City

UNKNOWN

UNKNOWN

Pincode

0

UNKNOWN

State

UNKNOWN

Mobile No.

0

CUG No.

9979862117

Phone No.

0

PAN No.

Email Id

lakhan.bambhania@marwadieducation.edu.in

Inst. Email Id

lakhan.bambhania@marwadieducation.edu.in

Joining Date

01/Jun /2010

Release Date

26/Aug /202

Is Visiting Login

☐

Department

23

ELECTRIC

Designation

46

VISITING FACULTY

Salary/Attendance/Leave Register

NonTeaching

Reporting To

1158

MR. NARESHKUMAR DILAWARSINH JADEJA

Amount

0

Leave Elig. as Per

NonTeaching

Confirmation Dt

26/Aug /2023

Remarks

Add

Edit

Save

Delete

Clear

Close

Description: Here you can enter data for visiting faculty.



HR Salary Calculation Parameter

Steps: Master -> Salary Calculation Parameter > PT Slabs

SalaryCalculationParameter

Pay ScalesPF/DA/HRA ParametersPTSlabsCCASlabsSCASlabsTASlabsMASlabs

SRNO11

Effective Start Date01/05/2022

Effective End Date31/03/9998

Gross Salary From12001

Gross Salary To9999999

PT200

Last Changes Done From Computer NameHITESH_PC_IT

Last Changes Done By User NameMR. KALPESH RAMESHBHAI BOGHARA

Last Changes Done By User Code2292

Last Changes Done On18/05/2022

SRNO	Effective Start Date	Effective End Date	Gross Salary From	Gross Salary To	PT
3	01/05/2009	31/03/2013	6000	8999	80
4	01/05/2009	31/03/2013	9000	11999	150
5	01/05/2009	31/03/2013	12000	99999999	200
6	01/04/2013	30/04/2022	0	5999	0
7	01/04/2013	30/04/2022	6000	8999	80
8	01/04/2013	30/04/2022	9000	11999	150
9	01/04/2013	30/04/2022	12000	99999999	200
10	01/05/2022	31/03/9998	0	12000	0
11	01/05/2022	31/03/9998	12001	9999999	200

Create New

Save

Reset Screen

Exit

Description: Here you can define professional tax on salary.



HR Add New Employee & Details

Steps: Master -> Employee

The screenshot shows the 'Employee Master' form with the following sections and fields:

- Header:** User Type (Regular), Employee Code, Initial (Mr.), First Name, Middle Name, Last Name, Suffix, Full Name. Buttons: FIRST, PREV, NEXT, LAST.
- General Information:** Institute, Department, Designation, Name To Be Printed In Cheque, Permanent Address, Present Address.
- Personal Details:** Date Of Birth (02/Apr/2024), Blood Group (None), Gender (Male), Religion (Cast), Marital Status (Single), Category (General), Offer Letter (02/Apr/2024), Phone No., Mobile No., Emergency No., CUG No., E-Mail ID, Emergency Per Name, With Releation.
- Employment Details:** Joining Date (02/Apr/2024), Confirmation Dt (02/Apr/2025), Release Date (02/Apr/2024), Intercom No., Temp Rel. Date (02/Apr/2024), PAN Number, Bank Branch, IFSC Code, Bank A/c No., Original Joining Date (02/Apr/2024), Create Inst. Email, Online Punch, Resigned Date (02/Apr/2024), Send Mail, Exit Process.
- Family & Other Details:** Name of Aadha, Shift Time, Father Name, Mother Name, Replacement of, Last CTI, Pre. Initial, Pre. First Name, Pre. Middle Name, Pre. Last Name.
- Actions:** @ Send New Joining E Mail, @ Insurance Joining, @ Insurance Releave.
- Footer:** Add, Modify, Save, Search Cancel, Delete, Exit.

Description: Here you can define general details of employee.



HR Employee Master

Steps: Master -> Employee

Employee Master

User Type: Onroll Employee Code: 11 Initial: Mr. First Name: SOMCHAND Middle Name: JETHALAL Last Name: PARMAR Suffix: Full Name: MR. SOMCHAND JETHALAL PARMA

Institute: 1 MARWADI EDUCA Department: 19 MECHANICAL ENGINEER

FIRST PREV NEXT LAST

General Information Qualification Experience Photographs Miscellaneous Detail Salary Information Projects Other Details Scan Document

Education: Doctorate

Change In Education Detail

	Qualificatio...	Emp Code	Stream Id	Qualification...	Qualificatio...	Is Highest ...	Specializati...	University	Institute	Passing Mo...	Passing Year	Percent
▼												
▶	577	11	0	Diploma	Diploma	Yes	MECHANIC...	TECHNICA...	T. F. G. PO...	11	2006	
	576	11	0	S.S.C	Board	No		GSHSEB	SHAMNAVB...	3	1997	

Description: Here you can define qualification details of employee.



HR Employee Master

Steps: Master -> Employee

Employee Master

User Type

Employee Code

Initial

First Name

Middle Name

Last Name

Suffix

Full Name

Onroll

11

Mr.

SOMCHAND

JETHALAL

PARMAR

MR. SOMCHAND JETHALAL PARMA

Institute

1

MARWADI EDUCA

|||

Department

19

MECHANICAL ENGINEE

|||

FIRST

PREV

NEXT

LAST

General Information

Qualification

Experience

Photographs

Miscellaneous Detail

Salary Information

Projects

Other Details

Scan Document

Academic :

Research :

Industry : 2 Years 10 Months MEFGI : 14 Year 2 Month

Change In Experience Detail

Experience Id	Emp Code	Experience...	Name Of O...	Designation	Roleand Re...	GTU Appro...	From Date	To Date	Basic Salary	Total Emolu...	Experie
258	11	Industry	RAMA CYLI...	PRODUCTI...		N	21-02-2006	11-07-2007	0.0000	4984.0000	
259	11	Industry	JINDAL SA...	SHIFT IN C...		N	16-07-2007	22-04-2008	0.0000	7789.0000	
260	11	Industry	SUN FORA...	SHIFT IN C...		N	28-04-2008	10-09-2008	0.0000	9000.0000	
261	11	Industry	SINCLUS E...	SUPERVISOR		N	22-09-2008	31-12-2008	0.0000	9160.0000	

Description: Here you can define experience details of employee.



HR Employee Master

Steps: Master -> Employee

Employee Master

User Type	Employee Code	Initial	First Name	Middle Name	Last Name	Suffix	Full Name		
Onroll	11	Mr.	SOMCHAND	JETHALAL	PARMAR		MR. SOMCHAND JETHALAL PARMA		
Institute	1	MARWADI EDUCA	Department	19	MECHANICAL ENGINEE	FIRST	PREV	NEXT	LAST

General Information | Qualification | Experience | Photographs | Miscellaneous Detail | Salary Information | Projects | Other Details | Scan Document

Photo	Left Thumb	Right Thumb	Signature
			
Scan Image	Scan Image	Scan Image	Scan Image
Browse	Browse	Browse	Browse

Description: Here you can upload photo and signature of employee.



HR Employee Master

Steps: Master -> Employee > Modify

The screenshot displays the 'Employee Master' application window. At the top, there are fields for 'User Type' (Regular), 'Employee Code' (997), 'Initial' (Mr.), 'First Name' (ERP), 'Middle Name', 'Last Name' (PROJECT MANAGE), 'Suffix', and 'Full Name' (MR. ERP PROJECT MANAGER). Below these are fields for 'Institute' (1, FACULTY OF BIOTI), 'Department' (52, ANIMAL BIOTECHNOLC), and buttons for 'FIRST', 'PREV', 'NEXT', and 'LAST'. The main area has tabs for 'General Information', 'Qualification', 'Experience', 'Photographs', 'Miscellaneous Detail', 'Salary Information', 'Projects', 'Other Details', 'Scan Document', and 'De'. The 'Scan Document' tab is active, showing a 'Document' field with a file icon and a 'Remarks' field. Below this is a large area with the text 'The document does not contain any pages.' At the bottom of this area are buttons for 'Scan / Upload', 'Save', 'Print On LeterPad', 'Print', 'Download', and 'Download All'. The 'Scan / Upload' and 'Save' buttons are highlighted with red boxes. On the right side, there is a table with columns 'Sr', 'Remarks', and 'Document'.

Description: Select Document Type and Choose file or Scan/Upload, then press save button.



HR Employee Master

Steps: Master -> Employee

Employee Master

User Type

Employee Code

Initial

First Name

Middle Name

Last Name

Suffix

Full Name

Onroll

11

Mr.

SOMCHAND

JETHALAL

PARMAR

MR. SOMCHAND JETHALAL PARMA

Institute

1

MARWADI EDUCA

|||

Department

19

MECHANICAL ENGINEE

|||

FIRST

PREV

NEXT

LAST

Experience

Photographs

Miscellaneous Detail

Salary Information

Projects

Other Details

Scan Document

Detail Of Family Members

Add Family Member & Relation

EmpCode	FamilyMemberName	Relation	BirthDate	WheatherEmployed	OrganizationName	Remar
11	jethalal jivabhai parmar	Father	10/06/1949	NO		
11	gangaben	Mother	04/05/1958	NO		
11	shilpa somchand parmar	Wife	19/09/1987	NO		
11	gunjan	Daughter	19/07/2011	NO		
11	rushu	Son	13/10/2016	NO		

Description: Here you can enter details of family members of employee.



HR Employee Master

Steps: Master -> Employee

The screenshot displays the 'Employee Master' application window. The 'Salary Information' tab is selected and highlighted with a red box. The form contains the following sections:

- General Information:** User Type (Regular), Employee Code (997), Initial (Mr.), First Name (ERP), Middle Name, Last Name (PROJECT MANAGE), Suffix, Full Name (MR. ERP PROJECT MANAGER), Institute (1), Faculty of BIOTI, Department (52), Animal Biotechnolc.
- Salary Information:** Salary Type (None), Payment Mode (Direct Throgh E-F), Salary/Attendance/Leave Register (Teaching), Pay Scale (172), LWP FIX, PF A/c No - GJ/75046/ (0), PF Start Date (21/Jun/2023), PF Calcu. (None), UAN No., Leave Elig. as Per (Teaching), PF Scheme (unchecked).
- First - Last Basic:** LWP FIX, Display AGP (0).
- Basic:** Dearness Allowance (DA) (0), House Rent Allowance (HRA) (0), Travelling Allowance (0), Research Allowance (0), LTA (0), Helper Allowance (0), Uniform Allowance (0), Medical Allowance (MA) (0), Washing Allowance (0), Special Allowance (0), Additional Allowance (0), Other Income (0), Gross Total (0).
- Other Deductions:** Provident Fund (PF) (0), Professional Tax (PT) (0), Travelling Deduction (TD) (0), NPS (Employee Contribution) (0), Other Deduction (0), Institutional Provident Fund (0), NPS (Employer Contribution) (0), Gratuity (0), Retention Bonus (0), Food Allowance (0), Total Deduction (0).
- NET PER MONTH:** 0.
- CTC (M):** 0, **CTC (Y):** 0.

Buttons at the bottom include: Revision Break Up, Calculate Break Up, Add INCREMENT Details, Add, Modify, Save, Search Cancel, Delete, and Exit.

Description: Here you can enter salary details of employee.



HR Salary

Steps: Transaction -> Salary

Description: Here you can **edit salary** for particular month of employee.

(In Case any Other income or other Deduction or allowance with remarks)

Gujarat Biotechnology University - HR - [Salary]

Master Transactions Process Reports Utility Recruitment Exit

Employee 997 MR. ERP PROJECT MANAGER
Institute 1 FACULTY OF BIOTECHNOLOGY

Salary Month Jan /2024 [View Salary] [Save] [Exit]

Employee Joining Date 21/02/2024 Resignation Date Working Status Working
No. Of Leave without Pay Days 0.0000 No. Of Salary Days 31 Payment Mode Direct
Salary Calculated Proprsately with LWOP days? No

Applicable Pay Scale	Pay Scale ID	Start Basic	Step	End Basic	Scale Index	Max Basic Consi. For PF	AGP Fix	AGP ON % of Basic
172	0	0	0	0	0 th	0.0000	0	0

Include DA For PF Calculation	PF % of Effective (Basic+ DA)	DA % of Effective Basic	HRA % of Effective Basic	Fixed Cost To Institute
N	0.0000	0	0	0

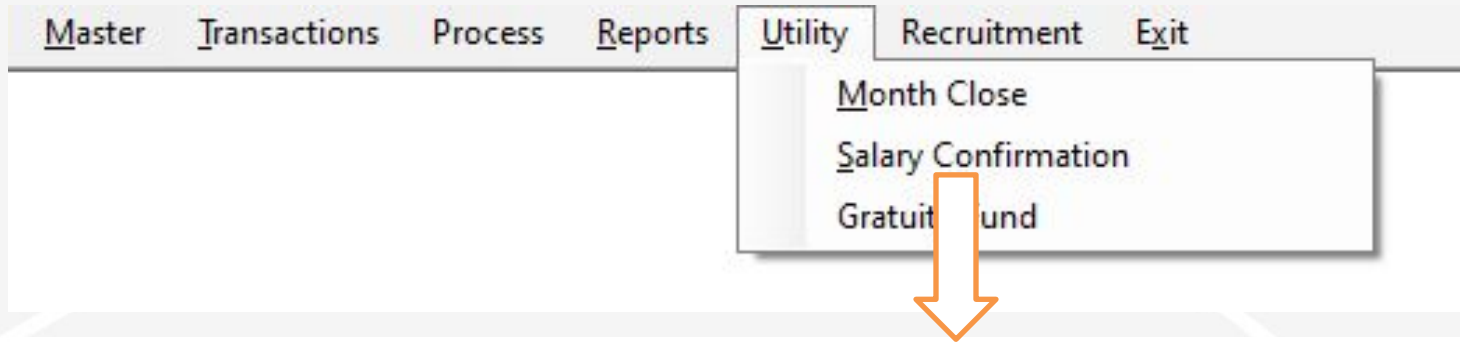
Salary Remarks

Income		Deductions	
Basic Salary	0	Provident Fund (PF)	0
AGP	0	Professional Tax (PT)	0
Dearness Allowance (DA)	0	Transportation Deduction (TD)	0
House Rent Allowance (HRA)	0	Tax Deducted at Source(TDS)	0
Transportation Allowance(TA)	0	NPS (Employer Contribution)	0
Research Allowance	0	NPS (Employee Contribution)	0
LTA	0	Retention Bonus	0
Helper Allowance	0	Loan Installment	0
Uniform Allowance	0	Other Deduction	0 +
Medical Allowance (MA)	0	Advance Salary	0
Washing Allowance	0	Leave Without Pay Deduction	0
Special Allowance	0	Inst PF	0
Academic Allowance	0	Gratuity	0
Other Income	0 +		
Additional Allowance	0		
CTC	0	Total Deduction	0
		Net Salary	0



HR Month Close

Steps: Utility -> Salary Confirmation



Salary Month: Jan /2024

View Salary Total : **Confirm Salary Done** **Exit**

EmpCo	EmpName	NetSalary	GrossSalary
1	DR. SUBEER MAJUMDAR	160	200000
2	DR. RACHIT SAXENA	134	4
3	DR. CHIRAYU RAMESHCHANDRA DESAI	168	3
4	DR. KANTI KIRAN	168	3

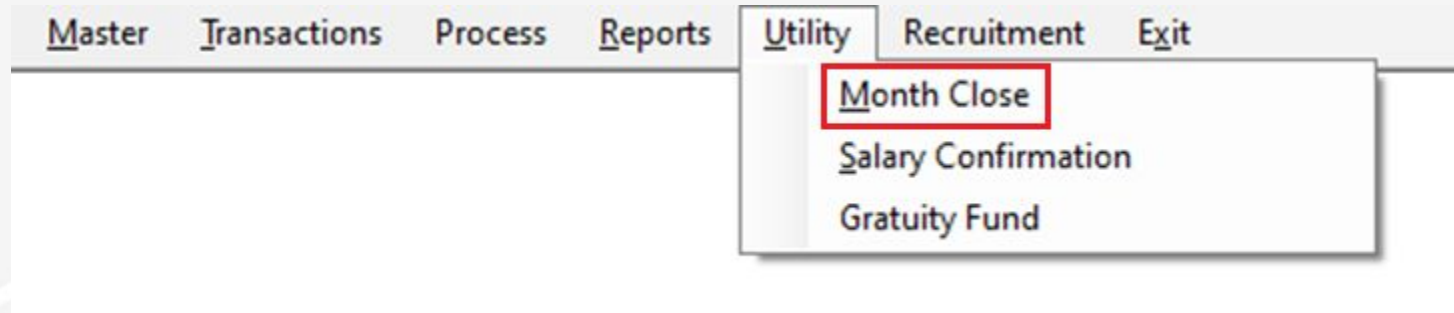
Description: Here you can close the month after confirmation of salary.

After Month close you can edit/update Salary of particular month



HR Month Close

Steps: Utility -> Month Close



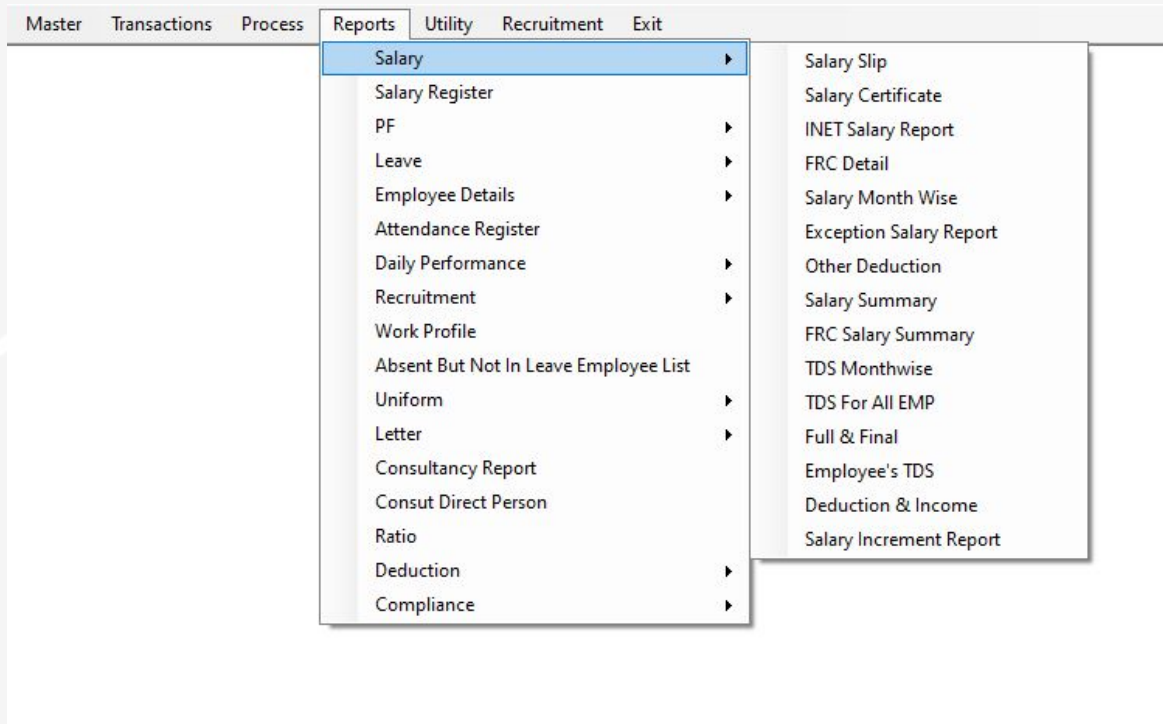
Description: This is Last step of Month close for Generating Salary Slip.

Once you click on month close and confirming by Yes, You can not Edit/Revise anything in Salary of particular month.



HR Reports

Steps: Reports



Description: Here you can generate different types of report related salary,leave,employee,performance,etc.



HR

Steps: Salary Slip Webpage. Employee can view/download.

The screenshot displays the Gujarat Biotechnology University (GBU) portal interface. At the top, a dark navigation bar features 15 icons representing various university services. The 'HR' icon is highlighted, and a dropdown menu is visible below it, showing the 'Salary Slip' option with a yellow arrow pointing to it. The browser's address bar shows the URL 'home.gbu.edu.in/SalarySlip.aspx'. The main content area, titled 'Your Salary Slip', contains a form with 'Year: 2024' and 'Month: January', and a green 'VIEW SALARY SLIP' button. Below the form, there is a 'DISCUSSION' button for users to post queries related to salary.



Description: Here you can see **your** salary slip. [Click Here](#)



**& Many
More...**

Thank You