

e-Campus

-:User Manual:-



A Trust Management Software By Step InfoTech



[HR Module](#)

Introduction (All About e-Campus Platform)

eCampus is a comprehensive educational management software designed to streamline operations within educational institutions. It serves as a total management solution for educational trusts, enabling efficient handling of various administrative tasks. The platform integrates multiple modules that cater to the diverse needs of students, staff, and management, fostering an organized environment conducive to learning and administration. This user manual aims to provide a thorough understanding of the eCampus software, guiding users through its features and functionalities. Whether you are an administrator, teacher, or staff member, this manual will assist you in utilizing the system effectively to enhance your operational efficiency.

Scope

The eCampus software encompasses a wide range of functionalities essential for managing educational institutions. The scope of this manual includes:

- Student Management: Processes related to admissions, account management, attendance, and performance tracking.
- Staff Management: Features for payroll, attendance, and performance evaluations.
- Resource Management: Modules for managing inventory, transport, hostel accommodations, and mess services.
- Academic Management: Tools for examination scheduling, library management, and sports activities.
- Financial Management: Facilities for fee management, accounting, and reporting.

The manual is structured to cover each module in detail, providing step-by-step instructions, forms, reports, and best practices to ensure a smooth operational workflow.

eCampus Software Overview

eCampus is designed to facilitate educational institutions in managing their day-to-day operations effectively. The software includes the following key modules:

Student Admission Section

This module manages the entire admission process. It records student details such as personal information, previous education, and documentation. The system generates a unique ID for each student, ensuring easy tracking and retrieval of records. It also allows users to add, update, or delete entries, including backdated information. Documents related to admissions, such as registration forms and medical history, can be uploaded and tracked.

Student Account/Fees Section

After admission, this module facilitates the management of student accounts. It transfers fees based on the unique ID generated during admission and allows for comprehensive financial tracking. Users can generate various financial reports, handle refunds, and manage collections. It integrates with other modules to pull necessary information for accurate fee processing, including bills from the store, laundry, and library.

Student Package

This module receives and organizes student information for school and hostel purposes. It enables the creation of a material master for hostel allocations, defines quantities for items issued, and manages pocket money accounts. Expenses for both school and hostel activities can be tracked and reported efficiently.

Payroll/Personal Section

This module focuses on staff management, including recording personal information, leave management, and payroll processing. It generates payment sheets based on salary structures, allowances, and attendance. Reports for professional tax (PT), provident fund (PF), and employee appraisals are also generated, ensuring compliance and transparency.

Store/Stock Department

This module manages inventory by recording material information and facilitating dispatch according to demand. It generates stock reports on a daily, monthly, and yearly basis, allowing users to track materials effectively. Purchase orders can be created and submitted for approval, while alerts for stock shortages or expirations ensure timely action.

Transport Section

This module organizes student transport logistics by recording vehicle details, driver information, and maintenance schedules. It allocates buses and routes to students, generating reports on bus stop and route-wise student details. Users can maintain logs for vehicle services and fuel consumption, enhancing operational efficiency.

Mess Department

This module manages dining services within the institution, recording daily menus and tracking attendance for students, staff, and guests. It generates consumption and wastage reports, providing insights into food management. Billing details are sent to the accounts department for processing.

Attendance Management

This module records student attendance, utilizing biometric devices or manual entry methods. It generates weekly, monthly, and yearly attendance reports and calculates detention lists for students. Automated attendance letters can be sent to parents through various communication channels.

Exam Department

This module oversees all aspects of examination management, from student allocation to exam scheduling. It generates seating arrangements, invigilation charts, and progress cards. It also allows for the recording of marks and generates reports summarizing performance across different assessments.

Library Department

This module manages library operations, including the recording of books and the generation of barcodes for tracking. It issues library cards to students, manages book loans, and tracks overdue items. Reports on library usage, including daily, monthly, and yearly statistics, are generated to aid in resource management.

Hostel Department

This module manages all aspects of hostel life, including room assignments, pocket money management, and material allocation. It tracks attendance for hostel residents and manages interactions with other departments such as laundry and infirmary services.

Maintenance Department

This module records all maintenance-related activities for institutional facilities and equipment. It generates alerts for service requirements and tracks the usage of resources, ensuring optimal functioning of all machines and equipment.

Infirmary/Medical Section

This module manages student health records, including medical history and treatments received. It generates reports on health check-ups and ensures that medical supplies are adequately tracked and maintained.

Laundry Section

This module tracks laundry services for both students and staff. It maintains records of inwards and outwards laundry, generates daily expense reports, and provides insights into material usage and costs.

Sports Section

This module organizes sports activities, tracks student participation, and manages sports-related events. It records achievements and helps in the allocation of resources for various sports activities.

Advertisement Section

This module manages institutional advertisements and announcements. It ensures that relevant information is communicated effectively and generates reports on advertisement engagements.

Inward/Outward Section

This module tracks the movement of materials, ensuring proper documentation for all inward and outward transactions. It generates reports to summarize material flow and provides visibility into inventory levels.

Public Relations (PRO) Section

This module manages communications and relationships between various departments. It generates reports and schedules to keep track of public relations activities and engagements.

Teacher Portal

This module provides a platform for teachers to manage their classes, attendance, and assignments. It allows for the generation of class and teacher timetables, ensuring effective management of teaching schedules.

Student Performance Section

This module tracks student performance across various parameters, including attendance, exam results, sports, and assignments. It provides a comprehensive overview of a student's academic journey, aiding in performance analysis and reporting.

Account Linking to Tally

This module integrates financial data with Tally accounting software, ensuring seamless financial management and reporting. It helps maintain accurate financial records and simplifies the accounting process.

Tipni Management

This module handles administrative workflows, including the approval of new work requests, quotation uploads, and billing for various services. It generates management information system (MIS) reports for oversight and planning.

Index

Chapter No	Chapter Name	Page No
1	Login Page	7
2	Dashboard	8
3	Employee Search Details	9
4	Department Master	10
5	Sub Department	11
6	Designation	12
7	PF Rate Master	13
8	PT Slab Master	14
9	Employee Master	15
10	Employee Details	16
11	Department Wise Employee Details	17
12	Salary Structure Details	18
13	Month Wise Salary Deduction	19
14	Month Wise Salary Calculation	20
15	Report Salary Structure	21
16	Report Salary Sheet	22
17	Sub-Department Wise Summary Salary Sheet	23
18	Employee Salary PF PT Sheet	24
19	Employee Salary Slip	25
20	Employee Attendance	26
21	Employee Attendance Report	27

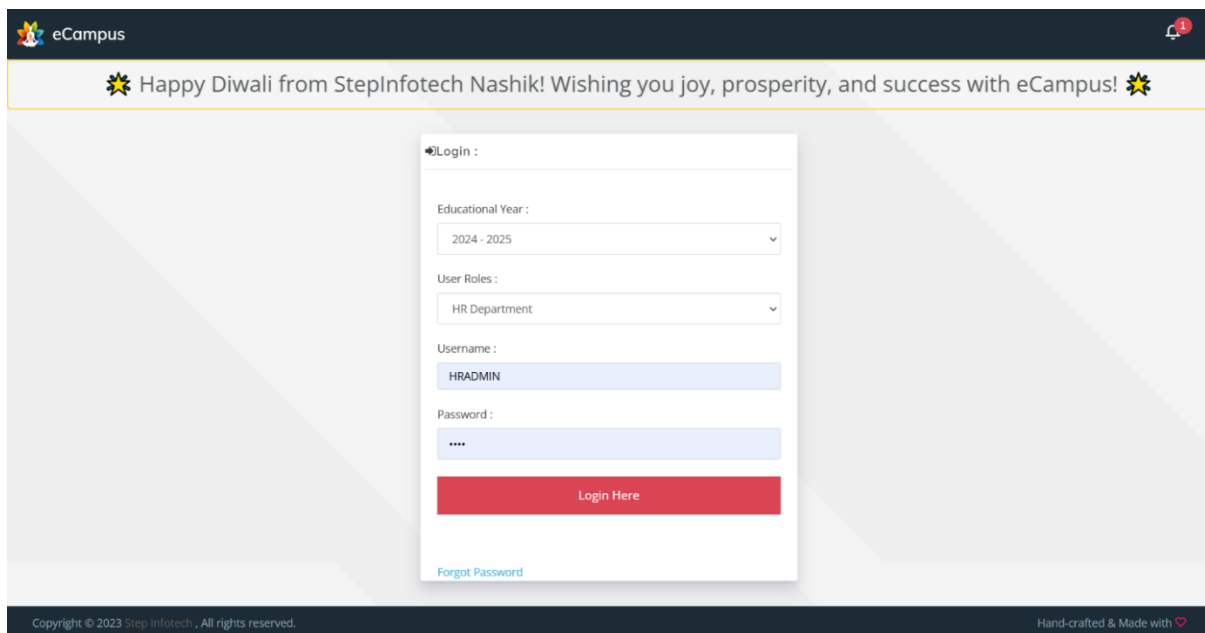
HR Module

The **HR Module** is essential for managing all aspects of employee information, including attendance tracking, salary calculations, deductions, paysheets, and reporting. This module enables HR personnel to maintain accurate records and ensure the smooth operation of human resources functions.

1. Login Page

The login page serves as the entry point for HR personnel to access the module. Users must authenticate their identity to ensure secure access to HR-related data.

- **Username and Password:**
 - Users must enter their credentials assigned by the IT department. The username and password fields are mandatory for authentication.
 - If you forget your password, you can use the "Forgot Password" link to initiate a recovery process via email.
- **Login Button:**
 - Clicking this button validates your credentials. Upon successful login, users are redirected to the dashboard for managing HR operations.



The screenshot displays the eCampus login interface. At the top, a dark header bar contains the eCampus logo and a notification bell icon. Below this, a yellow banner wishes users a Happy Diwali from StepInfotech Nashik. The main content area features a white login form with the following fields: 'Educational Year' (a dropdown menu showing '2024 - 2025'), 'User Roles' (a dropdown menu showing 'HR Department'), 'Username' (a text field containing 'HRADMIN'), and 'Password' (a text field with masked characters). A red 'Login Here' button is positioned below the password field. A blue link for 'Forgot Password' is located at the bottom of the form. The footer of the page includes a copyright notice for 2023 Step Infotech and a note about the site being hand-crafted with love.

2. Dashboard

The dashboard provides an overview of key metrics related to HR operations, serving as a central hub for managing tasks.

- **Key Metrics:**
 - Displays statistics such as total number of employees, attendance rates, and pending HR tasks (e.g., leave requests).
- **Navigation Links:**
 - Quick access to various functionalities, such as employee management, attendance tracking, salary calculations, and reporting.

MR. BHASKAR CHANDRASHEKHAR	MR. GAIKWAD AMOL	MR. PRASHANT KHILARI	MR. SUDHAKAR MALIK	MR. AKASH SATHE
No.Of Dept : 1 No.Of Sub Dept : 9 No.Of Employee : 302 Total Salary : 3457650.00	No.Of Dept : 1 No.Of Sub Dept : 4 No.Of Employee : 23 Total Salary : 403600.00	No.Of Dept : 1 No.Of Sub Dept : 3 No.Of Employee : 28 Total Salary : 434300.00	No.Of Dept : 6 No.Of Sub Dept : 24 No.Of Employee : 443 Total Salary : 7514564.00	No.Of Dept : 1 No.Of Sub Dept : 1 No.Of Employee : 33 Total Salary : 452600.00
MR. KOLHE HIRAMAN	MR. SUNIL POKALE	MR. SAINATH VARPE	MRS. MEERA PATEL	
No.Of Dept : 1 No.Of Sub Dept : 6 No.Of Employee : 72 Total Salary : 1019054.00	No.Of Dept : 1 No.Of Sub Dept : 2 No.Of Employee : 58 Total Salary : 843300.00	No.Of Dept : 4 No.Of Sub Dept : 28 No.Of Employee : 360 Total Salary : 4320010.00	No.Of Dept : 1 No.Of Sub Dept : 2 No.Of Employee : 75 Total Salary : 765250.00	

Copyright © 2023, Step Infotech All rights reserved. Hand-crafted & Made with ❤️

3. Employee Search Details

This section allows administrators to search for specific employee records.

- **Input Fields:**
 - **Employee ID:** Search box to find the employee.
 - **Name:** Text field to enter the employee's name for searching.
- **Action Buttons:**
 - **Search:** To execute the search and display matching employee records.
 - **Reset:** To clear the search fields.

The screenshot shows the 'Employee Details' form and a 'Salary Details' table. The form contains the following information:

Emp Id :	69
Name :	AKSHAY VASANT SHINDE
Emp Group:	TRUST
Department:	ACCOUNTS DEPARTMENT
Sub Department Name :	ASHRAM ACCOUNTS DEPARTMENT
Teaching Mode :	Non Teaching
Designation :	ACCOUNT CLERK
Bank Name :	BANK OF MAHARASHTRA
Bank Acc No :	25008258561
IFSCCODE :	
Branch Name :	SHRIRAMPUR
DateOfBirth :	18/05/1999
Mobile No.:	8788721879
PF Mode:	YES
PT Mode:	YES
Joining Date :	11/05/2022
Current Salary :	13500.00
Paysheet Sr.no.:	1
Active Status :	True
Relieving Date :	

Below the form is the 'Salary Details' table:

Sr.No.	MonthName	YearDetails	Actual Salary	Present Day	Present Day Salary	Basic Salary	HRA	TA	Medicine
1	November	2022	8000.00	28.00	7467.00	4480.20	1120.05	1120.05	746.70
2	December	2022	8000.00	31.00	8000.00	4800.00	1200.00	1200.00	800.00
3	January	2023	8000.00	28.00	7226.00	4335.60	1083.90	1083.90	722.60
4	February	2023	8000.00	28.00	8000.00	4800.00	1200.00	1200.00	800.00
5	March	2023	8000.00	28.00	7226.00	4335.60	1083.90	1083.90	722.60
6	April	2023	13500.00	27.00	0.00	0.00	0.00	0.00	0.00
7	May	2023	13500.00	31.00	13500.00	8100.00	2025.00	2025.00	1350.00
8	June	2023	13500.00	30.00	13500.00	8100.00	2025.00	2025.00	1350.00

4. Department Master

This section manages different departments within the organization.

- **Input Fields:**
 - **Department ID:** Unique identifier for each department (mandatory).
 - **Department Name:** Text field to enter the name of the department.
- **Action Buttons:**
 - **Add Department:** To save the new department details.
 - **Update Department:** To modify existing department information.
 - **Delete Department:** To remove a department from the system.

DEPARTMENT MASTER :

Department ID: Department Name: Active: ☒

OPERATION

[NEW](#) [SAVE](#) [CLOSE](#)

Dept Id	Dept Name	Active
3	ACCOUNTS DEPARTMENT	True
30	ATMA MALIK CANTEEN DEPARTMENT	True
27	ATMA MALIK EDUCATIONL CIVIL & MAINTENANCE DEPARTMENT	True
8	ATMA MALIK EDUCATIONA DEPARTMENT	True
11	ATMA MALIK ENGLISH MEDIUM GURUKUL DEPARTMENT	True
23	ATMA MALIK ENGLISH MEDIUM GURUKUL JR. COLLEGE	True
26	ATMA MALIK EVENT MANAGEMENT DEPARTMENT	True
17	ATMA MALIK INTERNATIONAL SCHOOL DEPARTMENT	True
20	ATMA MALIK JANGALI MAHARAJ GURUKUL PRIMARY SECTION	True
9	ATMA MALIK JANGALI MAHARAJ GURUKUL PRIMARY SECTION DEPARTMENT	True

1 2 3

Copyright © 2023,Step Infotech All rights reserved. Hand-crafted & Made with ♥

5. Sub Department

This section allows for the management of sub-departments under each main department.

- **Input Fields:**
 - **Sub Department ID:** Unique identifier for each sub-department (mandatory).
 - **Sub Department Name:** Text field to enter the name of the sub-department.
 - **Parent Department:** Dropdown to select the main department.
- **Action Buttons:**
 - **Add Sub Department:** To save the new sub-department details.
 - **Update Sub Department:** To modify existing sub-department information.
 - **Delete Sub Department:** To remove a sub-department from the system.

SUB-DEPARTMENT MASTER :

Sub Department ID: 151 Dept: ACCOUNTS DEPARTMENT Sub Department Name: Active: ☒

OPERATION

NEW SAVE CLOSE

RESULT

SubDept Id	SubDept Name	DeptId	DeptName	Active
11	ASHRAM ACCOUNTS DEPARTMENT	3	ACCOUNTS DEPARTMENT	True
130	ASHRAM FINANCE DEPARTMENT	3	ACCOUNTS DEPARTMENT	True
140	CANTEEN ACCOUNT DEPARTMENT	3	ACCOUNTS DEPARTMENT	True
131	ASHRAM AUDIT DEPARTMENT	3	ACCOUNTS DEPARTMENT	True
139	SCHOOL ACCOUNT DEPARTMENT	3	ACCOUNTS DEPARTMENT	True

Copyright © 2023,Step Infotech All rights reserved. Hand-crafted & Made with ❤

6. Designation

This section manages different job titles or designations within the organization.

- **Input Fields:**
 - **Designation ID:** Unique identifier for each designation (mandatory).
 - **Designation Name:** Text field to enter the job title.
- **Action Buttons:**
 - **Add Designation:** To save the new designation.
 - **Update Designation:** To modify existing designation details.
 - **Delete Designation:** To remove a designation from the system.

DESIGNATION MASTER :

Designation ID: 360 Designation Name: Active: ☒

OPERATION

NEW SAVE CLOSE

LIST

Designation Id	Designation Name	Active
273	"SUPERVISOR/ HARDWARE ADMINISTRATOR"	True
55	AACHARI	True
302	ACCOUNT AUDITOR	True
127	ACCOUNT CLEARK	True
320	ACCOUNT CLERK	True
18	ACCOUNTANT	True
5	ACCOUNTANT MANAGER	True
301	ACCOUNTANT TRAINEE	True
248	ACHARI	True
167	ADMINISTRATIVE OFFICER	True

1 2 3 4 5 6 7 8 9 10 ...

Copyright © 2023,Step infotech All rights reserved. Hand-crafted & Made with ♥

7. PF Rate Master

This section manages the Provident Fund (PF) rates applicable to employees.

- **Input Fields:**
 - **PF Rate ID:** Unique identifier for each PF rate (mandatory).
 - **Rate Percentage:** Input field to specify the PF contribution rate.
- **Action Buttons:**
 - **Add PF Rate:** To save the new rate.
 - **Update PF Rate:** To modify existing rates.
 - **Delete PF Rate:** To remove a PF rate from the system.

The screenshot displays the 'PF RATE MASTER' interface within the eCampus system. On the left is a dark sidebar with navigation links: Dashboard, Master, Employee Details, Employee Paysheet, Interview Registration, Reports, Tipni, Meeting Agenda, and E-Record. The main content area has a light gray background. At the top, there's a header bar with the eCampus logo, a search icon, and a user profile 'HRADMIN'. Below this, the 'PF RATE MASTER' form is shown. It includes four input fields: 'Type' (a dropdown menu showing 'PF'), 'PF Id' (a text box with '1'), 'PF Old Rate' (a text box with '12.00'), and 'PF New Rate' (a text box with '0'). Below these fields is a green bar labeled 'OPERATIONS'. At the bottom of the form are four buttons: 'NEW' (purple), 'SAVE' (green), 'UPDATE' (yellow), and 'CLOSE' (red). At the very bottom of the page, there is a footer with the text 'Copyright © 2023, Step Infotech All rights reserved.' on the left and 'Hand-crafted & Made with ❤️' on the right.

8. PT Slab Master

This section manages the Professional Tax (PT) slabs applicable to employees.

- **Input Fields:**
 - **PT Slab ID:** Unique identifier for each PT slab (mandatory).
 - **Income Range:** Input fields to specify the range of income.
 - **Tax Amount:** Input field for the tax amount applicable to the slab.
- **Action Buttons:**
 - **Add PT Slab:** To save the new slab details.
 - **Update PT Slab:** To modify existing slabs.
 - **Delete PT Slab:** To remove a PT slab from the system.

PROFESSION TAX SLAB DETAILS :

Slab Id: Slab Name : Salary From :

Salary To : Rate: Gender : ☒ Male ☐ Female

OPERATIONS

RESULT

Slab id	Slab Name	From Salary	To Salary	Rate	Gender
1	SLAB 1	7501	10000	175	Male
2	SLAB 2	1	10000	0	Female
3	SLAB 3	10001	200000	200	Male
4	SLAB 4	25001	100000	200	Female
5	SLAB 4	100001	200000	200	Male

Copyright © 2023, Step Infotech All rights reserved. Hand-crafted & Made with ❤

9. Employee Master

This section allows for the management of employee details.

- **Input Fields:**
 - **Employee ID:** Unique identifier for each employee (mandatory).
 - **Employee Name:** Text field to enter the employee's name.
 - **Department:** Dropdown to select the department the employee belongs to.
 - **Designation:** Dropdown to specify the employee's job title.
- **Action Buttons:**
 - **Add Employee:** To save the new employee's details.
 - **Update Employee:** To modify existing employee information.
 - **Delete Employee:** To remove an employee from the records.

The screenshot displays the 'eCampus' Employee Master form. The interface includes a sidebar menu with options like Dashboard, Master, Employee Details, Employee Paysheet, Interview Registration, Reports, Tips, Meeting Agenda, and E-Record. The main form is titled 'SEARCH EMPLOYEE' and contains several sections for data entry:

- Employee Basic Info:** Fields for Date (28-Oct-2024), Employee ID (0), Full Name (MILIND BHALSAHEB DANGE), Father Name (BHAUSAHEB DANGE), Mother Name (SANGITA DANGE), Local Address (NANDURKHE, KH), Address (NANDURKHE, KH), Date of Joining (10/28/2024), Gender (MALE/FEMALE), Date of Birth (10/28/2024), Group (SCHOOL/TRUST/OTHER), and Teaching Mode (Teaching/Non Teaching).
- POST DETAILS:** Fields for Type (SALARIED/NON SALARIED/CONTRACTOR), PF Mode (YES), Dept Name (ACCOUNTS DEPARTMENT), Sub Dept (ASHRAM ACCOUNTS DEPARTMENT), Designation 1 (ADMISSION ASSISTANT), Designation 2 (ADMINISTRATIVE OFFICER), and PT Mode (YES).
- EMPLOYEE QUALIFICATION DETAILS:** Fields for Education (12 TH SCI), Medium (ENGLISH), Board (PUNE), Percentage (60), and Passing Year (2013). An 'ADD TO LIST' button is present.
- OTHER DETAILS:** Fields for Aadhar Card (000000000000), IFSC Code (0), Mobile No (1234567890), Ashram Nivasi (YES/NO), Reshan Card (YES/NO), Bank Name (BANK OF MAHARASHTRA), Bank Account No (0), Branch name (KOKAMTHAN), Mobile No/Whatsapp (1234567890), Email ID (MILINDDANGE21628@GMAIL.COM), Family Member (1), and Marital status (SINGLE/MARRIED).
- FAMILY MEMBERS IN ASHRAM NIVASI:** A table showing family members with columns for Sr.No., Name, Relation, and Delete. One entry is listed: Pratiksha Dange, Wife.
- FAMILY MEMBER WORKING IN ASHRAM:** A section to check if any family member is working in the ashram (YES/NO).
- DETAILS:** Fields for Religion/Cast (HINDU MARATHA), Cast Validity No. (0), Is Handicap? (YES/NO), Naam Dharak? (YES/NO), Veg/ Nonveg (Veg/Non Veg), Atma Malik Arogya Suraksha Yojana No (0), Family Member Belongs To Atma Malik Arogya Suraksha Yojana No (0), You Are Interested for Atma Malik Sports and Heth club Scheme (YES/NO), You Are Interested for Atma Malik Home Scheme (YES/NO), When Interested for Atma Malik Home Scheme (Flat/Office/House/CO-OP BHK/BI BHK/Class 4 Category), Any Family Member is Interested Working in ashram? (YES/NO), Active Status (Active), and Relieving Date.
- OPERATIONS:** Buttons for NEW, SAVE, UPDATE, PRINT, and CLOSE.
- EMPLOYEE DETAILS:** A table showing employee details with columns for Emp Id, Employee Name, Joining Date, SubDept Name, Designation 1, and Designation 2. One entry is listed: Vijay Kishor Vairath, 15-Aug-2009, Ashram Laundry Department, Laundry Sweeper, [Select Designation].

10. Employee Details

This section displays detailed information for each employee.

- **Input Fields:**
 - **Employee ID:** Displayed at the top for quick reference.
 - **Contact Information:** Displays phone number, email, and address.
 - **Salary Information:** Displays current salary, deductions, and net pay.

The screenshot shows the 'eCampus' application interface. On the left is a dark sidebar with a menu containing: Dashboard, Master, Employee Details, Employee Paysheet, Interview Registration, Reports, Tipni, Meeting Agenda, and E-Record. The main content area is titled 'EMPLOYEE PERSONAL INFORMATION REPORT :'. At the top right of this area is a search bar containing 'SAKSHI SANTOSH CHANDGUDE'. Below the title, there are three input fields: 'Group:' with radio buttons for SCHOOL, TRUST, and OTHER; 'Employee ID:' with the value '2018'; and 'Employee Name:' with the value 'SAKSHI SANTOSH CHANDGUDE'. Below these fields is a green bar labeled 'OPERATION'. Underneath the 'OPERATION' bar are two buttons: a purple 'SHOW' button and a red 'CLOSE' button. Below the buttons is another green bar labeled 'REPORT'. At the bottom of the page, there is a footer with the text 'Copyright © 2023, Step Infotech All rights reserved.' on the left and 'Hand-crafted & Made with ❤️' on the right. The top right corner of the interface shows a notification bell icon with a red '1' and a user profile icon labeled 'HRADMIN'.

11. Department Wise Employee Details

This section allows administrators to view employees categorized by department.

- **Input Fields:**
 - **Select Department:** Dropdown to choose a department.
- **Action Buttons:**
 - **View Employees:** To display the list of employees in the selected department.

EMPLOYEES FAMILY DETAILS REPORT :

Group: OSCHOOL TRUST COTHER Dept Name: ACCOUNTS DEPARTMENT Sub Dept: ASHRAM ACCOUNTS DEPARTMENT

OPERATION

SHOW CLOSE

REPORT

VISHWATMAK JANGLI MAHARAJ ASHRAM TRUST, KOKAMTHAN
LIST OF EMPLOYEES

DEPARTMENT : ACCOUNTS DEPARTMENT DATE : 28-Oct-2024
SUB DEPT NAME : ASHRAM ACCOUNTS DEPARTMENT GROUP : TRUST

SR.NO	EMP_ID	EMPLOYEE DETAILS	FAMILY MEMBERS DETAILS
1	69	Name : AKSHAY VASANT SHINDE Post : ACCOUNT CLERK Mobile : 8788721879 Aadhar No : 790115944015	
2	137	Name : GAIKWAD NILAM GOKUL (WIDALE) Post : ACCOUNT CLERK Mobile : 902672371 Aadhar No : 251574463040	
3	2099	Name : PAGARE MONIKA KISHOR Post : HELPER (MAUSHI) Mobile : Aadhar No :	
4	1853	Name : SHELAR ANUSHKA ARUN (KOKATE MANGAL BABAN) Post : ACCOUNT CLERK Mobile : Aadhar No : 629007522574	

12. Salary Structure Details

This section outlines the salary structure for employees.

- **Input Fields:**
 - **Salary Structure ID:** Unique identifier for each salary structure (mandatory).
 - **Basic Salary:** Input field for the base salary amount.
 - **Allowances:** Input fields for various allowances (e.g., housing, transportation).
- **Action Buttons:**
 - **Add Salary Structure:** To save the new structure.
 - **Update Salary Structure:** To modify existing structures.
 - **Delete Salary Structure:** To remove a salary structure.

EMPLOYEE SALARY STRUCTURE :

Dept: ACCOUNTS DEPARTMENT Sub Dept: ASHRAM ACCOUNTS DEPARTMENT

Emp ID	Employee Name	Designation	Total Salary	Basic & DA(Rs)	HRA(Rs)	T.A. (Rs)	Medi.ALLOW.(Rs)	Total Salary(Rs)	Paysheet Sr.No
69	AKSHAY VASANT SHINDE	ACCOUNT CLERK	13500.00	8100.00	2025.00	2025.00	1350.00	13500.00	1
137	GAIKWAD NILAM GOKUL (RISGALE)	ACCOUNT CLERK	10000.00	6000.00	1500.00	1500.00	1000.00	10000.00	2
1853	SHELAR ANUSHKA ARUN (KOKATE MANGAL BABAN)	ACCOUNT CLERK	8000.00	4800.00	1200.00	1200.00	800.00	8000.00	4
2099	PAGARE MONIKA KISHOR	HELPER (MAVSHI)	8000.00	4800.00	1200.00	1200.00	800.00	8000.00	7

OPERATION

NEW SAVE CLOSE

Copyright © 2023,Step Infotech All rights reserved. Hand-crafted & Made with ❤

13. Month Wise Salary Deduction

This section tracks salary deductions on a monthly basis.

- **Input Fields:**
 - **Month:** Dropdown to select the month for which deductions are recorded.
 - **Total Deductions:** Input field to enter the total deductions for the month.
- **Action Buttons:**
 - **Save Deductions:** To confirm and save the deductions for the month.
 - **Cancel:** To discard the entry.

- Dashboard
- Master
- Employee Details
- Employee Paysheet
- Interview Registration
- Reports
- Tipni
- Meeting Agenda
- E-Record

EMPLOYEE DEDUCTION SHEET :

Month: September

Year: 2024

Dept: ACCOUNTS DEPARTMENT

Sub Dept: ASHRAM ACCOUNTS DEPARTMENT

ID	Name	Pre-Day Salary	School Adv.	Ashram Adv.	TDS	Arogya Yojana	Guru purnima	Room Depo.	Maint. Charges	Path Sanstha
69	AKSHAY VASANT SHINDE	13500.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00
137	GAIKWAD NILAM GOKUL (INGALE)	10000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1853	SHELAR ANUSHKA ANJUN (KOKATE MANGAL BABAN)	8000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2099	PAGARE MONIKA KISHOR	7733.00	0.00	1168.00	0.00	0.00	0.00	0.00	1500.00	0.00

OPERATION

NEW

SAVE

DOWNLOAD

CLOSE

Copyright © 2023,Step Infotech All rights reserved.

Hand-crafted & Made with ❤️

14. Month Wise Salary Calculation

This section calculates employee salaries on a monthly basis.

- **Input Fields:**
 - **Month:** Dropdown to select the month for which salaries are calculated.
- **Action Buttons:**
 - **Calculate Salary:** To perform salary calculations for all employees for the selected month.
 - **Generate Report:** To create a report of calculated salaries.

EMPLOYEE SALARY SHEET :

Month: Year:

Dept: Sub Dept:

Sr.No	Emp ID	Employee Name	Designation	PF Mode	Gender	Actual Salary	Present Days	Present Day Salary	Basic Salary	HRA	TA	Medical
1	69	AKSHAY VASANT SHINDE	ACCOUNT CLERK	YES	MALE	13500.00	30.00	13500	8100	2025	2025	1350
2	137	GARIKAD MILANI GORUL (INGALE)	ACCOUNT CLERK	YES	FEMALE	10000.00	30.00	10000	6000	1500	1500	1000
3	1853	SHELAR ANUSHKA ARJUN SOKARTE MANGAL BABAN)	ACCOUNT CLERK	NO	FEMALE	8000.00	30.00	8000	4800	1200	1200	800
4	2099	PAGARE MONIKA KISHOR	HELPER (MAISHI)	NO	FEMALE	8000.00	29.00	7733	4639.8	1159.95	1159.95	773.3

OPERATION

NEW SAVE DOWNLOAD CLOSE

Copyright © 2023 Step InfoTech All rights reserved. Hand-crafted & Made with ❤

15. Report Salary Structure

This section generates reports based on salary structures.

- **Filters:**
 - **Select Salary Structure:** Dropdown to choose a specific salary structure for reporting.
- **Action Buttons:**
 - **Generate Report:** To create a report detailing the selected salary structure.

The screenshot displays the 'EMPLOYEE SALARY SHEET' interface in the eCampus system. The left sidebar contains navigation options: Dashboard, Master, Employee Details, Employee Paysheet, Interview Registration, Reports, Tipni, Meeting Agenda, and E-Record. The main area shows filters for 'Dept:' (ACCOUNTS DEPARTMENT) and 'Sub Dept:' (ASHRAM ACCOUNTS DEPARTMENT). Below these are 'OPERATION' and 'REPORT' buttons. The 'REPORT' button is active, showing a generated salary structure report for 'VISHWATMAK JANGLI MAHARJ ASHRAM TRUST, KOKAMTHAN' dated 28-Oct-2024. The report table lists employees with their details and salary components.

Sr.No.	Empld	Employee Name	Designation	Actual Pay	Basic	HRA	TA	Medical	Bank Acc. No.
DEPARTMENT : ACCOUNTS DEPARTMENT									
SUB DEPARTMENT : ASHRAM ACCOUNTS DEPARTMENT									
1	137	GAIKHAD NILAM GOKUL (INGALE)	ACCOUNT CLERK	10000.00	6000.00	1500.00	1500.00	1000.00	1689200100007758
2	69	AKSHAY VASANT SHINDE	ACCOUNT CLERK	13500.00	8100.00	2025.00	2025.00	1350.00	25008258561
3	1853	SHELAR ANUSHKA ARUN (KOKATE MANGAL BASANI)	ACCOUNT CLERK	8000.00	4800.00	1200.00	1200.00	800.00	4320
4	2999	PAGARE MONIKA KISHOR	HELPER (MAVSHI)	8000.00	4800.00	1200.00	1200.00	800.00	4665

16. Report Salary Sheet

This section generates salary sheets for employees.

- **Filters:**
 - **Select Month/Year:** Dropdowns to specify the period for the salary sheet.
- **Action Buttons:**
 - **Generate Salary Sheet:** To create and download the salary sheet for the selected period.

MONTHLY SALARY PAYSHEET REPORT :

Dept Name: ACCOUNTS DEPARTMENT Sub Dept: ASHRAM ACCOUNTS DEPARTMENT Month: September Year: 2024

OPERATION

SHOW CLOSE

VISHWATMAK JANGLI MAHARAJ ASHRAM TRUST, KOKAMTHAN.
ACCOUNTS DEPARTMENT - NON PF PAYSHEET September 2024
PAYSHEET NAME - ASHRAM ACCOUNTS DEPARTMENT / Non Teaching

SL. NO.	NAME OF EMPLOYEE	DESIGNATION	FIRST PAY	SALARY	PRES. PAY	BASIC SALARY	H.R.A.	T.A.	MEDICAL	TOTAL PAYMENT	P.F.	P.T.	SCHOOL ADVANCE	ASHRAM ADVANCE	TDS	DEDUCTION	ASHROYA YOUNA	GURU POURNIMA	BOOK DEPOSIT	MAINT. CHARG	PATH SANSTHA	UC	OTHER	TOTAL DEDUC	NET PAYMENT
1	SHELAR APALSIKA	ACCOUNT CLERK	30.00	8000	8000	4800	1200	1200	800	8000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8000
2	PAGARE MONIKA	HELPER (MINDER)	29.00	8000	7733	4640	1160	1160	773	7733	0	0	0	1160	0	0	0	0	0	1500	0	0	0	2660	5065
			59.00	16000	15733	9440	2360	2360	1573	15733	0	0	0	1160	0	0	0	0	0	1500	0	0	0	2660	13065

PREPARED BY PRINCIPAL / MANAGER ACCOUNTS MANAGER GERNERAL SECRETARY PRESIDENT

This section generates a summary salary sheet categorized by sub-department.

- eCampus
HRADMIN

MONTHLY SALARY PAYSHEET REPORT :

Dept Name:

Month:

Year:

ACCOUNTS DEPARTMENT

September

2024

OPERATION

SHOW

CLOSE

RESULT

1 / 1
Main Report
100%

VISHWATMAK JANGLI MAHARAJ ASHRAM TRUST, KOKAMTHAN.

Department :- ACCOUNTS DEPARTMENT
PAYSHEET September 2024

SR NO	Sub Dept Name	SALARY	PRESENT SALARY	BASIC SALARY	H.R.A	T.A.	MEDICAL	TOTAL PAYMENT	DEDUCTION													TOTAL DEDUCTION	NET PAYMENT
									P.F.	P.T.	SCHOOL ADVANCE	A.SHRAM ADVANCE	TDS	BECOMIA YELANA	GURJI POORNA	ROOF DEPOT	MANT COMAD	FATH SAKITHA	LIC	OTHER			
1	ASHRAM ACCOUNTS DEPARTMENT	36850	36231	23841	6885	8885	36231	18861	200	0	16461	0	0	0	0	1550	0	0	0	8340	23381		
2	ASHRAM FINANCE DEPARTMENT	152000	152000	91000	22875	15200	152000	10346	676	0	85042	0	0	0	0	800	0	0	0	90005	54435		
3	ASHRAM AUDIT DEPARTMENT	73000	73000	43800	10860	7300	73000	4680	400	0	14460	0	0	0	0	0	0	0	0	6523	66476		
4	SCHOOL ACCOUNT DEPARTMENT	138000	138000	83100	20790	20790	138000	138000	5072	1200	0	7008	0	0	0	0	0	0	0	17328	121272		
		405060	403333	240000	60000	60000	403333	403333	25962	2775	0	96481	0	0	0	2000	0	0	0	127256	276075		

TOTAL AMOUNT IN WORD :- RUPEES TWO LAKHS SEVENTY-SIX THOUSAND SEVENTY-FIVE ONLY

PREPARED BY

PRINCIPAL

/

MANAGER

ACCOUNTS MANAGER

GENERAL SECRETARY

PRE-SIDENT

18. Employee Salary PF PT Sheet

This section provides a detailed salary sheet showing Provident Fund (PF) and Professional Tax (PT) deductions for employees.

- **Input Fields:**
 - **Employee ID:** Search box to find the specific employee.
- **Action Buttons:**
 - **Generate PF PT Sheet:** To create the detailed salary sheet for the selected employee.

EMPLOYEE SALARY PF PT SHEET :

Dept: ACCOUNTS DEPARTMENT

Month: September Year: 2024

OPERATION

SHOW CLOSE

REPORT

VISHWATMAK JANGLI MAHARAJ ASHRAM TRUST, KOKAMTHAN.

ACCOUNTS DEPARTMENT

DEDUCTION LIST FOR THE MONTH OF :- September AND YEAR :- 2024

Sr. No	Emp. No	Name of Employee	Designation	Pres.Day Sal	PF	PT
1	69	AKSHAY VASANT SHINDE	ACCOUNT CLERK	13500.00	972.00	200.00
2	46	AMOL HARIBHAU CHAVAN	CASHER	20000.00	1440.00	200.00
3	1940	BARDE VIKAS ASHOK	AUDIT CLERK	8000.00	0.00	0.00
4	1139	CHAVAN VIKAS SUBHASH	ASST. AUDITOR	25000.00	1800.00	200.00
5	159	GAIKWAD DHANANJAY DATTATRAY	NDA DEPT. ACCOUNT CLERK	12000.00	864.00	200.00
6	1849	GAIKWAD MANISHA SANDIP	AUDIT CLERK	15000.00	1080.00	0.00
7	137	GAIKWAD NILAM GOKUL (INGALE)	ACCOUNT CLERK	10000.00	720.00	0.00
8	1850	GAIKWAD SANDIP DHONDIRAM	AUDIT CLERK	25000.00	1800.00	200.00
9	52	GANESH EKNATH KAHANDAL	ASST. ACCOUNTANT	26000.00	1800.00	200.00
10	55	KAPE ANIL THAKAN	ENGLISH MEDIUM ACCOUNTANT	28000.00	1800.00	200.00

19. Employee Salary Slip

This section generates salary slips for employees.

- **Input Fields:**
 - **Employee ID:** Search box to find the specific employee.
- **Action Buttons:**
 - **Generate Salary Slip:** To create and print the salary slip for the selected employee.

eCampus

- Dashboard
- Master >
- Employee Details >
- Employee Paysheet >
- Interview Registration >
- Reports >
- Tipni >
- Meeting Agenda >
- E-Record >

MONTHLY PAY SLEEP :

Employee Name :

AKSHAY VASANT SHINDE

No.	Employee Id	Employee Name	Department Name	Sub Department Name
1	69	AKSHAY VASANT SHINDE	ACCOUNTS DEPARTMENT	ASHRAM ACCOUNTS DEPARTMENT

Employee ID : **Month :** **Year :**

Operation

SHOW

CLOSE

Report

Vishwatmak Jangali Maharaj Ashram Trust

ASHRAM ACCOUNTS DEPARTMENT

PAYSIP FOR MONTH: September / 2024

NAME :- AKSHAY VASANT SHINDE

DESIGNATION :- ACCOUNT CLERK

FIXED PAY :- 13500.00

PRESENT DAY :- 30

ALLOWANCES	AMOUNT	DEDUCTION	AMOUNT
BASIC & DA	8100.00	SCHOOL ADVANCE	0.00
T A	2025.00	ASHRAM ADVANCE	780.00
HOUSE RENT ALLOW.	2025.00	TDS	0.00
MEDICAL. ALLOW.	1350.00	AROGRA YOJANA	0.00
		GURU PORNIMA	0.00
		ROOM DIPOSITE	0.00
		MAINTAINCE	0.00
		LIC	0.00
		PF	972.00
		PT	200.00
GROSS PAY	13500.00	DEDUCTION	1952.00
NET PAY: 11548.00			
SALARY IN WORDS: RUPEES ELEVEN THOUSAND FIVE HUNDRED FORTY-EIGHT ONLY			

20. Employee Attendance

This section tracks employee attendance.

- **Input Fields:**
 - **Employee ID:** Search box to find the employee whose attendance is being recorded.
 - **Date:** Date picker to select the attendance date.
 - **Present/Absent Checkbox:** Options to mark the attendance status.
- **Action Buttons:**
 - **Save Attendance:** To confirm and save the attendance entry.
 - **Cancel:** To discard the entry.

The screenshot displays the 'EMPLOYEES ATTENDANCE' module in the eCampus system. The interface includes a sidebar menu on the left with options like Dashboard, Master, Employee Details, Employee Paysheet, Interview Registration, Reports, Tipni, Meeting Agenda, and E-Record. The main content area features a header with a search icon and a user profile 'HRADMIN'. Below the header, there are three input fields: 'Department' (set to ACCOUNTS DEPARTMENT), 'Sub Department' (set to ASHRAM ACCOUNTS DEPARTMENT), and 'Attendance Date' (set to 28/10/2024). A table titled 'EMPLOYEES LIST' shows a list of employees with columns for Sr.No., Empid, EmpName, Designation, and Status. The table contains four rows of data. Below the table is an 'OPERATION' bar with buttons for NEW, SAVE, UPDATE, and CLOSE. A legend at the top of the table defines status codes: P-Present, A-Absent, HF-Half Day, OD-Out Duty, PL-Personal Leave, CL-Casual Leave, ML-Medical Leave, H-Holiday, LWP-Leave Without Pay. The footer of the page includes copyright information for Step InfoTech and a note about the design.

	Sr.No.	Empid	EmpName	Designation	Status
<input type="checkbox"/>	1	69	AKSHAY VASANT SHINDE	ACCOUNT CLERK	<input type="text" value="P"/>
<input type="checkbox"/>	2	137	GAIKWAD NILAM GOKUL (INGALE)	ACCOUNT CLERK	<input type="text" value="P"/>
<input type="checkbox"/>	3	2099	PAGARE MONIKA KISHOR	HELPER (MAVSHI)	<input type="text" value="P"/>
<input type="checkbox"/>	4	1853	SHELAR ANUSHKA ARUN (KOKATE MANGAL BABAN)	ACCOUNT CLERK	<input type="text" value="P"/>

21. Employee Attendance Report

This section generates reports on employee attendance.

- **Filters:**
 - **Select Date Range:** Input fields to specify the period for the report.
- **Action Buttons:**
 - **Generate Attendance Report:** To create a detailed attendance report based on the selected dates.

EMPLOYEE MONTHLY ATTENDANCE REPORT :

Department: ACCOUNTS DEPARTMENT Sub Department: ASHRAM ACCOUNTS DEPARTMENT Attendance Month : October Year: 2024

OPERATION

NEW SHOW CLOSE

REPORT

VISHWATMAK JANGLI MAHARJ ASHRAM TRUST, KOKAMTHAN
Department : ACCOUNTS DEPARTMENT
SubDepartment : ASHRAM ACCOUNTS DEPARTMENT
Employees Monthly Attendance Report October - 2024 Date : 28-Oct-2024

Sr. No	Emp Id	Employee Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	69	AKSHAY VASANT SHINDE	ACCOUNT CLERK																																
2	137	GAURVISH NILAM OKSUL (REGULAR)	ACCOUNT CLERK																																
3	2099	PRAGATI MONIKA KESHOR	HELPER (MAYHE)																																
4	1853	SHILPA ANILKUMAR ARUN (MAYHE)	ACCOUNT CLERK																																
Total Present				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Absent				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Half Day				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total ODI				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total PL				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total CL				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total ML				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Holiday				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total LWP				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0