USERMANUAL - SCHOOLS -------- USE MOZILLA version 52 only

Login In WINDOW

Use your **username and password**

Once in Please EDIT **EMPLOYEE LIST**.

EMPLOYEES LEFT = untick the status

	Title	Employee PF Code	Designation	Name	Father(F) / Husband(H) Name	Date of Birth	Date of leaving / death	Phone / Mobile	Email (if available)	Status
Action ▾	Ms	~~━━━~~	PRINCIPAL	~~VANDANA KAPOOR~~	LT. SH. R P KAPOOR	16/12/1957		9810515933	vandana.kapoor57@gmail.com	☑

Info! To view bank details please click on **Employee PF Code**

EMPLOYEES SHOWING TWICE IN SCHEDULE: Make sure you go to edit personal into and select designation

EMPLOYEES NOT DROPPING IN EMPLOYEE MONTHLY DATA : fill in the bank details

I cannot create an employee but it says ID exists: You have made your id inactive. Please call head office and ask them to activate the id

I have created wrong ids: Take help from head office.

Without date of birth you will not be able to upload the schedule

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Regular / Arrear Schedules

DO NOT SELECT ARREAR

https://115.111.67.21:81/Login/Login

Regular Schedule

Schools can fill the data in two ways:

1. Download excel file.

https://115.111.67.21:81/SchoolData/UploadEmployeeSalaryByExcel

SAMPLE SCREEN SHOT

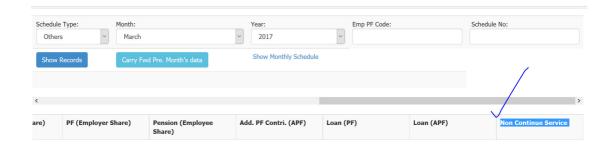| Gross	BasicDA	PFLoan	APF	APFLoan

(no formulas , only numbers)

Do not modify the excel file.

School cannot upload **the REGULAR excel file twice** for the same employee. Double check your amounts before creating the schedules.

2. School can fill up the Employee Basic/loan/AFP directly in the software.

https://115.111.67.21:81/SchoolData/EmployeeSalary

ADD NCS (Non Continue Service) wherever applicable

Basic pay can be modified number of times before creating a schedule

PLEASE NOTE:

(1) My PF is not getting deducted - Employee has reached the age of 58
   (a) Change data in basic column and press SAVE button. Auto calculation will happen.

(2) Employee has joined after 1/9.2014 but pension should be deducted
   (a) Please ask Head Office to tick the employee for RPFC share

(3) Employee data if birth is not there
   (a) Ask Head Office

(4) I am not able to add the date
   (a) Do not use calender. Just type the date and use MOZILLA

PLEASE NOTE

- NEW EMPLOYEES NEED TO BE ADDED TO THE SOFTWARE BEFORE DOWNLOADING THE EXCEL
- PROCURE **EMPCODE** FROM the dealing assistant before adding a new employee

ARREAR Schedule

Select Others/Arrear

1. School will fill up directly in the software.

https://115.111.67.21:81/SchoolData/EmployeeSalary

	Schedule Type	Voucher Number	Schedule No	PF Code	Name	Designation	Gross	Basic	PF (Employee Share)	PF (Employ
Save				22814	RAJINDER KUMAR JAMWAL		0	0	0	0

GROSS = includes basic + DA+ all perks (HRA, transport alw. , other alw. Etc.)

BASIC = Basic + DA

SCHEDULES

1 Once data is saved you can view Schedule and Cover note. If the amount matches take printouts. SAVE COVERNOTE ONLY IF ALL ISOK. ONCE SAVED SCHEDULE NUMBER WILL BE GENERATED AND NOTHING CAN BE DONE

2 BASIC SALARY CAN BE modified multiple times

3 Press save once done. Save each entry only if you are fillinng the basic pay manually and not through excel file.

PLEASE SEE THE SCREEN SHOT

SCHEDULE

120	74226	NEELAM RANI KAPUR	TGT	SURESH KUMAR	25/Dec/1958	F	01/Oct/1998	47363	5684	0	5684	0	0	0
121	17323	KANTA KANSAL	TGT	SUNIL KANSAL	08/Oct/1963	F	01/Sep/1991	55575	6669	1250	5419	0	0	0
122	135947	USHA DHAMIJA	TGT	SANJAY DHAMIJA	20/Jun/1971		13/Aug/2012	35415	4250	1250	3000	0	0	0
								4356597	522796	133082	389714	0	48974	0

Summary of Amount to be remitted to DAV PF Trust

1) Total of Employees `Contribution(EPF) (Col 11)   Rs. 522796
2) Total of Employer's Contribution (EPF) (Col 13)   Rs. 389714
3) Total of Voluntary PF Contribution(VPF) (Col 14)   Rs. 0
4) Total of Loan Refund(EPF) (Col 15)   Rs. 48974
5) Total of Loan Refund(VPF) (Col 16)   Rs. 0
                       TOTAL   **Rs. 961484**

Amount remitted to DAV College Managing Committee (EPF) New Delhi, Vide E-Payment Letter No._____ Date:_____

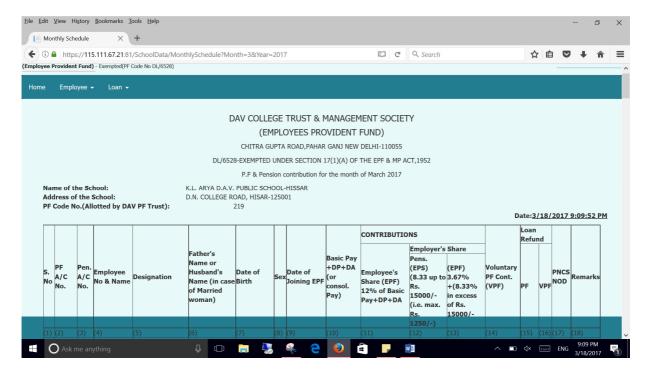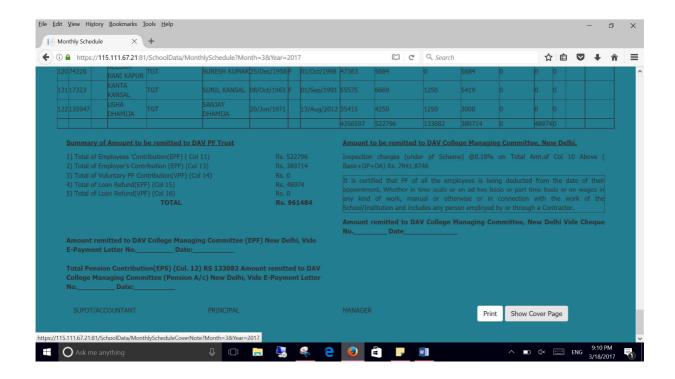**Total Pension Contribution(EPS) (Col. 12) RS 133082 Amount remitted to DAV College Managing Committee (Pension A/c) New Delhi, Vide E-Payment Letter No._____ Date:_____**

SUPDT/ACCOUNTANT   PRINCIPAL

Amount to be remitted to DAV College Managing Committee, New Delhi.

Inspection charges (under pf Scheme) @0.18% on Total Amt.of Col 10 Above (Basic+DP+DA) Rs. 7841.8746

It is certified that PF of all the employees is being deducted from the date of their appointment, Whether in time scale or on ad-hoc basis or part time basis or on wages in any kind of work, manual or otherwise or in connection with the work of the School/Institution and includes any person employed by or through a Contractor.

Amount remitted to DAV College Managing Committee, New Delhi Vide Cheque No._____ Date_____

MANAGER   Print   Show Cover Page

https://115.111.67.21:81/SchoolData/MonthlyScheduleCoverNote?Month=3&Year=2017

9:10 PM ENG 3/18/2017

COVER NOTE

The Secretary (P.F Trust)

D.A.V College Trust and Management Society,(EPF)

Chitra Gupta Road,

NEW DELHI-110 055

Sub: P.F & Pension Schedule for the month of March 2017 paid in April 2017 (School P.F Code No. 219).

Sir,

Enclosed Please find P.F Schedule for the month of March 2017 along with duly stamped and signed e-payment letters by our bank.

(A) PF Contribution etc.

1. Total of Employees' contribution (Col.11)	Rs. 522796/-	Bank Details:	
2. Total of Employers' contribution (Col. 13)	Rs. 389714/-		
3. Total of voluntary PF contribution (VPF) (Col. 14)	Rs. 0/-		
4. Total of Loan Refund (PF) (Col. 15)	Rs. 48974/-		
5. Total of Loan Refund (VPF) (Col. 16)	Rs. 0/-		
Total:	Rs. 961484/-		

(B) Pension Fund Contribution (Under Pension Scheme) Total of column 12 of PF schedule) Rs. = 133082/-

(C) Statement of Employee's joined/ Left this month

S.No	PF A/c. No.	Name of the Employee	Date of Birth	Date of joining	Date of Leaving

(D) Summary of Employees

(1)	No of Employees last month	141
(2)	No. of Employees this month (as per enclosed PF schedule)	141

9:10 PM ENG 3/18/2017
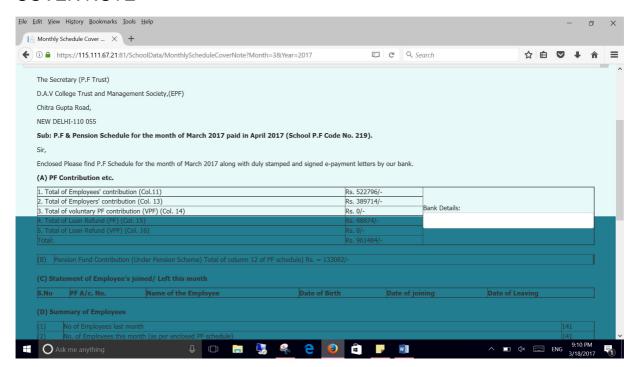
ATTACH SCHEDULE, COVER NOTE AND RTGS before pressing the SAVE BUTTON