



User Manual

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1. Payroll Preparation

1.1 Salary Heads

Salary Heads refer to the various components listed on an employee’s salary slip. **For Example** - Basic Salary, House Rent Allowance (HRA), and others.

Step 1 - Go to Salary Heads Menu from left side.

The screenshot shows the MINOP Payroll Preparation interface. On the left, the 'Salary Heads' menu is selected. The main area displays a table of salary components with columns for Head Title, Head Type, Calculation Type, and various input fields for values and percentages.

Head Title	Head Type	Calculation Type				
NewHead1	Earning	CTC	10	%Percentage	Active	:
NewHead2	Earning	CTC	5	%Percentage	Active	:
NewHead3	Earning	CTC	4	%Percentage	Active	:
NewHead4	Earning	CTC	10	%Percentage	Active	:
NewHead5	Earning	CTC	10	%Percentage	Active	:
NewHead6	Earning	CTC	10	%Percentage	Active	:
NewHead7	Earning	CTC	8	%Percentage	Active	:
NewHead8	Deduction	CTC	10	%Percentage	Active	:
Provident Fund	Deduction	CTC	18	%Percentage	Active	:

Step 2 - Click on the Add button to create a new Salary Head.

Head Title	Head Type	Calculation Type				
NewHead1	Earning	CTC	10	%Percentage	Active	⋮
NewHead2	Earning	CTC	5	%Percentage	Active	⋮
NewHead3	Earning	CTC	4	%Percentage	Active	⋮
NewHead4	Earning	CTC	10	%Percentage	Active	⋮
NewHead5	Earning	CTC	10	%Percentage	Active	⋮
NewHead6	Earning	CTC	10	%Percentage	Active	⋮
NewHead7	Earning	CTC	8	%Percentage	Active	⋮
NewHead8	Deduction	CTC	10	%Percentage	Active	⋮
Provident Fund	Deduction	CTC	18	%Percentage	Active	⋮

Step 3 - Enter the Head Name, Head Type, and if the Calculation Type is not required, select the 'Custom Head' checkbox. If the Calculation Type is required, do not select the 'Custom Head' checkbox, and fill in the Calculation Type details. Finally, click the 'Save' button to save the data.

Create New Head ✕

Head Title * Head Type *

Custom head

Calculation Types * + ✕

Save

Step 4 - Click the 'Edit' button when you want to update the data of salary heads.

The screenshot shows the 'Salary Heads' management page in the MINOP system. The page header includes the account code (DAME7B1), domain name (damoininiop), and validity date (2025-03-01). The left sidebar contains navigation options like Payroll, Payroll Preparation, Salary Heads, Pay Structure, Employee Salary, Non Recurring Income, Custom Column, Payslip Template, Payroll Cycle, Increment Planning, and Increment Approval. The main content area displays a table of salary heads with the following data:

Head Title	Head Type	Calculation Type				
NewHead1	Earning	CTC	10	%Percentage	Active	
NewHead2	Earning	CTC	5	%Percentage	Active	
NewHead3	Earning	CTC	4	%Percentage	Active	
NewHead4	Earning	CTC	10	%Percentage	Active	
NewHead5	Earning	CTC	10	%Percentage	Active	
NewHead6	Earning	CTC	10	%Percentage	Active	
NewHead7	Earning	CTC	8	%Percentage	Active	
NewHead8	Deduction	CTC	10	%Percentage	Active	
Provident Fund	Deduction	CTC	18	%Percentage	Active	

Step 5 - Enter the details you want to update and click the 'Save' button.

The screenshot shows the 'Update Head' dialog box in the MINOP system. The dialog contains the following fields and values:

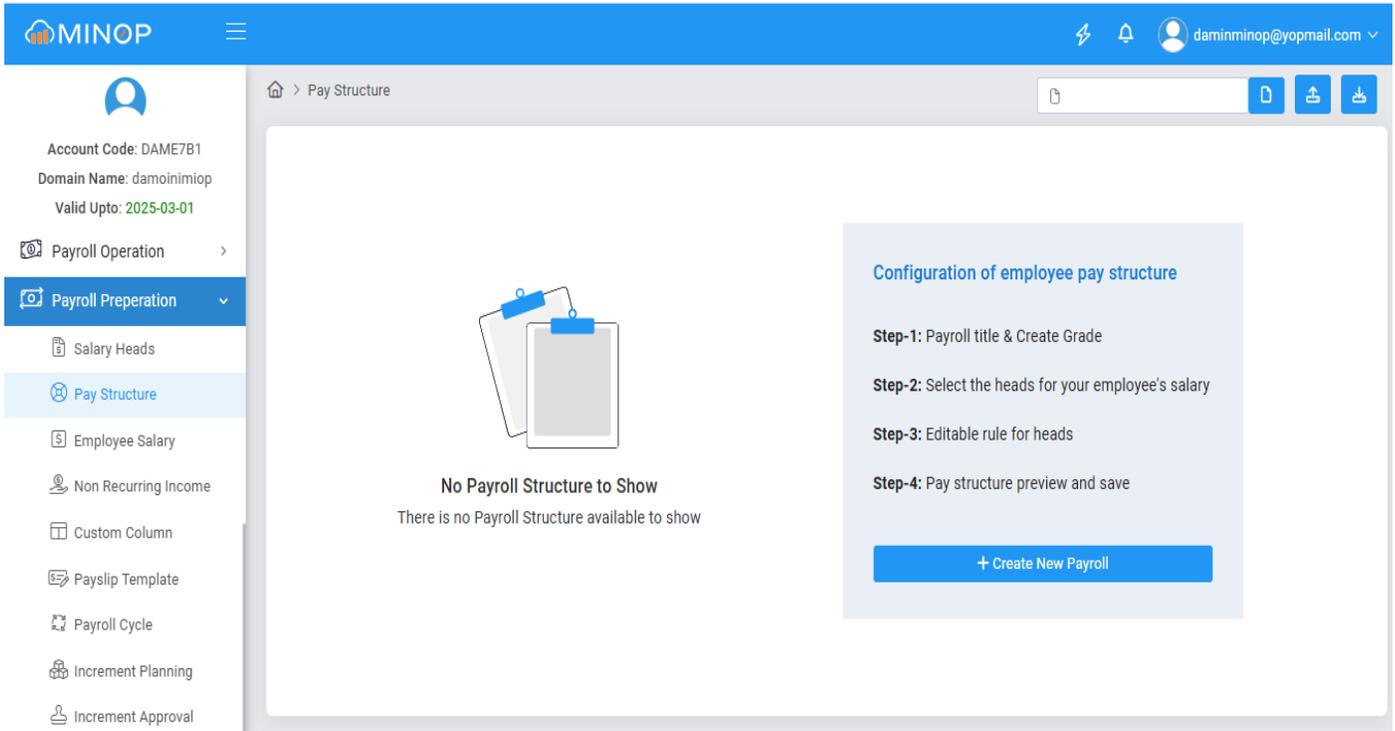
- Head Title: Basic
- Head Type: Earning
- Calculation Types: CTC, 6, %Percentage

A 'Save' button is located at the bottom right of the dialog. The background shows the 'Salary Heads' table with the 'Basic' entry selected.

1.2 Pay Structure

Pay structure refers to the framework that defines the various components of employee compensation within an organization, such as basic salary, allowances, bonuses, deductions, and other salary elements. It outlines how the total compensation is distributed across these components.

Step 1 - Go to the Payroll Structure menu from the left-hand side of the interface.



Step 2 - Click the 'Add' button to create a new pay structure.

Structure Name	Structure Type	Assigned Employee	Created Date	Calculation Type	Status	Action
14th March Payroll	Individual	--	2024-03-14	monthly	InActive	InComplete
a	a	1988 Employee	2024-06-27	monthly	Active	Assign
aa	aa	2 Employee	2024-06-18	monthly	Active	Assign
Above 720000 with Actual PF	Individual Pay	4 Employee	2024-01-18	monthly	Active	Assign
Above 720000 with actual pf and Gratuity	Individual Pay	--	2024-02-12	monthly	Active	Assign
Above 720000 with Fixed PF	Individual	--	2024-01-11	monthly	Active	Assign
Above 720000 with Restricted PF And Gratuity	Individual Pay	--	2024-02-12	monthly	Active	Assign
Above 720000 without PF	Individual Pay	2 Employee	2024-01-10	monthly	Active	Assign
ada	drsawfr	--	2024-09-04	daily	Active	Assign
Anshuot	anshu ot	--	2024-02-29	monthly	Active	Assign

Step 3 - Now, enter the Pay Structure name and Pay Structure type and select the salary payout based on and click the 'Next' button.

In the salary payout basis, there are two options:

- If the user selects 'Monthly', it means the payroll is generated based on the total number of days in the month.

Create New Payroll Structure

1 Create Structure 2 Earning - Deduction- Reimbursement
Select the necessary heads for your employee's salary

3 Preview & Edit
Change rule for heads

4 View & Save

Structure Name *

Structure Type *

Salary Payout Based On Monthly Daily

Cancel

- If the user selects 'Daily', it means the pay structure is based on the number of days the employee is present. In Daily payout based there are two options - "**Exclude Holidays**" and "**Exclude Week Off**".
- ✓ If the user chooses to holiday and week off is Exclude both options, the payroll is generated only for the days the employee is actually present at work.

The screenshot displays the 'Create New Payroll Structure' form in the MINOP system. The form is divided into four steps: 1. Create Structure, 2. Earning - Deduction- Reimbursement, 3. Preview & Edit, and 4. View & Save. The 'Create Structure' step is currently active. The form fields are as follows:

- Structure Name: Grade A
- Structure Type: Grade A
- Salary Payout Based On: Monthly, Daily
- Holiday: IsExclude
- Week off: IsExclude

At the bottom right, there are 'Cancel' and 'Next >' buttons.

- ✓ If the user not selected the Holiday and Week off both options, the payroll is generated only for the number of days they present.

MINOP ☰ ⚡ 🔔 👤 daminminop@yopmail.com

Account Code: DAME7B1
Domain Name: damoinimioip
Valid Upto: 2025-03-01

Payroll Operation

- Attendance Finalization
- Salary Process
- Payroll Approval
- Salary Disbursement
- Salary Slip Export
- Payroll Rpt
- PF Challan
- ESIC Challan
- Fasttrack PayrollDisbursement

Payroll Preperation

Pay Structure

Create New Payroll Structure

1 Create Structure 2 Earning - Deduction- Reimbursement
Select the necessary heads for your employee's salary 3 Preview & Edit
Change rule for heads 4 View & Save

Structure Name *

Structure Type *

Salary Payout Based On Monthly Daily

Holiday IsExclude ⓘ

Week off IsExclude ⓘ

Cancel

Step 4 - In Menu 1 of Step 1, select the heads for the earning part that you require on the payslip.

Note: If any head you need to select is not present in Step 1, click on 'Create Head' in the top right corner to create the head you want.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Dashboard >
Wizard >
Company >
Shift >
Leave >
Holiday >
User Management >
Utilities >
ESS >
Policy >
Alert >

Create New Payroll Structure

1 Create Structure | 2 Earning - Deduction- Reimbursement (Select the necessary heads for your employee's salary) | 3 Preview & Edit (Change rule for heads) | 4 View & Save

Step 1 - Earning [+ Create Head](#)

Search by Name

- Basic
- House Rent Allowance
- Education Allowance
- Uniform Allowance
- Newspaper Periodicals
- Bonus
- TBP Balance Taxable Income
- LTA

Step 2 - Deduction [+ Create Head](#)

Search by Name

- Provident Fund
- ESIC
- Professional Tax
- Gratuity
- Loan
- pf admin charge
- PF Admin Charge 1

Step 3 - Reimbursement [+ Create Head](#)

Search by Name

Cancel [< Previous](#) [Next >](#)

Step 5 - In Menu 2 of Step 2, select the heads under the Deduction section that you want to include on the payslip.

Note: If any head you need to select is not available in Step 2, click on 'Create Head' at the top right corner to create the required head.

The screenshot displays the 'Create New Payroll Structure' wizard in the MINOP system. The user is currently in Step 2, 'Earning - Deduction- Reimbursement', which involves selecting heads for an employee's salary. The interface is divided into three main sections: Step 1 - Earning, Step 2 - Deduction, and Step 3 - Reimbursement. Each section has a search bar and a list of items with checkboxes. In the Earning section, items like Basic, House Rent Allowance, Education Allowance, Uniform Allowance, Newspaper Periodicals, Bonus, TBP Balance Taxable Income, and LTA are checked. In the Deduction section, Provident Fund, ESIC, and Professional Tax are checked, while Gratuity, Loan, pf admin charge, and PF Admin Charge 1 are unchecked. A 'Create Head' button is visible at the top of each section. Navigation buttons 'Cancel', '< Previous', and 'Next >' are at the bottom right.

Templates for PF, ESIC, PT, Gratuity, and OT are available, allowing users to create the ones they need based on their current location.

Provident Fund Template -

- ✓ When you click on 'Provident Fund', the Provident Fund template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

Provident Fund Template

PF Calculation On Basic PF Calculation On Gross

PF Structure Name *
Enter Structure Name

Employee's Contribution (%) *
Enter a Number

Employer's Contribution (%) *
Enter a Number

Deduct Employer PF from Monthly CTC
 Yes No

Max Amount (Monthly) *
Enter an Amount

PF Fixed Amount
Enter an Amount Status

10 records

Action	PF Structure Name	PF Calculation On	Employee's Contribution (%)	Employer's Contribution (%)	Max Amount	PF Fixed Amount	Status
<input checked="" type="checkbox"/>	StandardTemplate	Gross	12	12	15000	1800	
<input type="checkbox"/>	employee	Gross	12	12	15000	1800	
<input type="checkbox"/>	njhdfghlidhigohdfghfdgkjldfjkghjkghjfdhj	Basic	15.12	11.11	7987987	0	
<input type="checkbox"/>	Test	Basic	10	10	15000	1500	
<input type="checkbox"/>	gj	Basic	6.5	5.5	1800	0	

Save

✓ Select the standard template and click the 'Save' button.

Provident Fund Template

10 records

Action	PF Structure Name	PF Calculation On	Employee's Contribution (%)	Employer's Contribution (%)	Max Amount	PF Fixed Amount	Status
<input checked="" type="checkbox"/>	StandardTemplate	Gross	12	12	15000	1800	
<input type="checkbox"/>	employee	Gross	12	12	15000	1800	
<input type="checkbox"/>	njhdfghlidhigohdfghfdgkjldfjkghjkghjfdhj	Basic	15.12	11.11	7987987	0	
<input type="checkbox"/>	Test	Basic	10	10	15000	1500	
<input type="checkbox"/>	gj	Basic	6.5	5.5	1800	0	
<input type="checkbox"/>	pf1103	Gross	5.3	4.2	20000	800	
<input type="checkbox"/>	110324	Basic	6.5	5.6	1800	0	
<input type="checkbox"/>	individual	Basic	8	6.08	30000	300	
<input type="checkbox"/>	Auto	Basic	0	0	1000	0	
<input type="checkbox"/>	240311	Basic	5.6	5.6	2700	650	

Showing 1 to 10 of 35 entries

Save

ESIC Template -

✓ When you click on 'ESIC', the 'ESIC' template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Employee Contribution (in %) * 3.25
Employer Contribution (in %) * 3.25
Max Amount Applicable * ₹ 30000

ESIC Status Save

10 records

Action	Employer Contribution(%)	Employee Contribution(%)	Max Amount(₹)	Status
<input type="checkbox"/>	3.25%	0.75%	₹21000	Active
<input type="checkbox"/>	0%	0.75%	₹21000	Active
<input type="checkbox"/>	5.2%	6.45%	₹12000	Active
<input type="checkbox"/>	2.1%	3.5%	₹14274	Active
<input type="checkbox"/>	6%	14%	₹15000	Active
<input type="checkbox"/>	5.5%	6.6%	₹180	Active
<input type="checkbox"/>	6.6%	5.54%	₹200	InActive
<input type="checkbox"/>	7.5%	4.3%	₹6000	Active

Save

✓ Select the standard template and click the 'Save' button.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

10 records

Action	Employer Contribution(%)	Employee Contribution(%)	Max Amount(₹)	Status
<input checked="" type="checkbox"/>	3.25%	0.75%	₹21000	Active
<input type="checkbox"/>	0%	0.75%	₹21000	Active
<input type="checkbox"/>	5.2%	6.45%	₹12000	Active
<input type="checkbox"/>	2.1%	3.5%	₹14274	Active
<input type="checkbox"/>	6%	14%	₹15000	Active
<input type="checkbox"/>	5.5%	6.6%	₹180	Active
<input type="checkbox"/>	6.6%	5.54%	₹200	InActive
<input type="checkbox"/>	7.5%	4.3%	₹6000	Active
<input type="checkbox"/>	2.5%	2.3%	₹1500	InActive
<input type="checkbox"/>	5.2%	3.74%	₹15500	Active

Showing 1 to 10 of 12 entries

Save

PT Template -

✓ When you click on 'PT', the 'PT' template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

Tax Range Details

Location * Ahmedabad Tax Status

Start Range(₹) 1 End Range(₹) 99999999 Monthly Tax Amount(₹) 36000

10 records

Action	Location	Status
<input type="checkbox"/>	Default	Active
<input type="checkbox"/>	PT1103	Active
<input type="checkbox"/>	andhra	Active
<input type="checkbox"/>	A112	Active
<input type="checkbox"/>	A1034	Active
<input type="checkbox"/>	TR204	Active
<input type="checkbox"/>	Test	Active

⚠ The state government imposes taxes on employees, and these taxes are structured differently in each state, with varying tax slabs-click on location to view.

✓ Select the standard template and click the 'Save' button.

Tax Range Details

10 records

Action	Location	Status
<input checked="" type="checkbox"/>	Default	Active
<input type="checkbox"/>	PT1103	Active
<input type="checkbox"/>	andhra	Active
<input type="checkbox"/>	A112	Active
<input type="checkbox"/>	A1034	Active
<input type="checkbox"/>	TR204	Active
<input type="checkbox"/>	Test	Active
<input type="checkbox"/>	Andman	Active
<input type="checkbox"/>	Ahmedabd	Active
<input type="checkbox"/>	Delhi	Active

Showing 1 to 10 of 16 entries

⚠ The state government imposes taxes on employees, and these taxes are structured differently in each state, with varying tax slabs-click on location to view.

Gratuity Template -

✓ When you click on 'Gratuity', the 'Gratuity' template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

Gratuity Template

Title * Minimum Salary Amount (₹) * Maximum Salary Amount (₹) *

Default 5000 10000

Gratuity Percentage (%) * Status

15

Save

10 records

Action	Title	Gratuity Calculation On	Minimum Salary Amount (₹)	Maximum Salary Amount (₹)	Gratuity Percentage (%)	Status
<input type="checkbox"/>	Default Gratuity Plan	Basic	1	100000	4.81	Active
<input type="checkbox"/>	Gratuity1103	Basic	1000	50000	5.2	Active
<input type="checkbox"/>	AutoGratuityPlan	Basic	20000	70000	3.6	Active
<input type="checkbox"/>	031124Gratuiyy	Basic	10000	50000	4.5	Active
<input type="checkbox"/>	358Gratuity	Basic	15000	50000	5.67	Active
<input type="checkbox"/>	Gratuity2102	Basic	28000	57000	6.3	Active

Save

✓ Select the default template and click the 'Save' button.

Gratuity Template

10 records

Action	Title	Gratuity Calculation On	Minimum Salary Amount (₹)	Maximum Salary Amount (₹)	Gratuity Percentage (%)	Status
<input checked="" type="checkbox"/>	Default Gratuity Plan	Basic	1	100000	4.81	Active
<input type="checkbox"/>	Gratuity1103	Basic	1000	50000	5.2	Active
<input type="checkbox"/>	AutoGratuityPlan	Basic	20000	70000	3.6	Active
<input type="checkbox"/>	031124Gratuiyy	Basic	10000	50000	4.5	Active
<input type="checkbox"/>	358Gratuity	Basic	15000	50000	5.67	Active
<input type="checkbox"/>	Gratuity2102	Basic	28000	57000	6.3	Active
<input type="checkbox"/>	Gratuity2113	Basic	30000	60000	3.3	Active
<input type="checkbox"/>	MarchGra	Basic	10000	540000	100	Active
<input type="checkbox"/>	GratuityAfter5years	Basic	20000	9999999	5	Active
<input type="checkbox"/>	gggguighui	Basic	12000	20000	1.5	Active

Showing 1 to 10 of 17 entries

Save

OverTime -

✓ When you click on 'OverTime', the 'OverTime' template will open. If the required template is not available, you can create it dynamically by clicking the 'Create' button. Enter the necessary details, then click the 'Save' button.

Overtime Template

Overtime Type *
 In-Salary Leave

Threshold for Less Than OT Hours * Overtime Pay Rate for Less Than Threshold (per hour) *

Threshold for Greater Than OT Hours * Overtime Pay Rate for Greater Than Threshold (per hour) * Save ✕

⚠ *Please Note : If the overtime hours fall below the 'Greater Than Threshold' but exceed the 'Less Than Threshold,' the overtime pay rate for the 'Less Than Threshold' will apply.

10 records +

Action	Overtime Type	OT Mode	Rules	Status
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 5.00, Amount: 150.00 / Max hrs: 10.00, Amount: 250.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 5.00, Amount: 150.00 / Max hrs: 10.00, Amount: 250.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 8.00, Amount: 50.00 / Max hrs: 12.00, Amount: 100.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 8.00, Amount: 100.00 / Max hrs: 9.00, Amount: 200.00	Active

Save

✓ Select the standard template and click the 'Save' button.

Overtime Template

Overtime Type *
 In-Salary Leave

10 records +

Action	Overtime Type	OT Mode	Rules	Status
<input checked="" type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 5.00, Amount: 150.00 / Max hrs: 10.00, Amount: 250.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 5.00, Amount: 150.00 / Max hrs: 10.00, Amount: 250.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 8.00, Amount: 50.00 / Max hrs: 12.00, Amount: 100.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 8.00, Amount: 100.00 / Max hrs: 9.00, Amount: 200.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 7.00, Amount: 200.00 / Max hrs: 10.00, Amount: 500.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 3310.00, Amount: 1530.00 / Max hrs: 43256545.00, Amount: 1321230.00	Active
<input type="checkbox"/>	Fixed Overtime	In Salary	Min hrs: 6.50, Amount: 180.00 / Max hrs: 12.00, Amount: 600.00	InActive

Save

Step 6 - In Menu 2 Step 3, If a Reimbursement Head is required, select the appropriate heads. Otherwise, no selection is needed. Then, click the 'Next' button.

Step 7 - In Menu 3, the 'Preview & Edit' section allows you to make any necessary changes. Otherwise, you can click on 'Next Step'.

Selected Head Name	Section Type	Calculation Type			
Basic	EARNING	CTC	40	%Percentage	More Option
House Rent Allowance	EARNING	Basic	40	%Percentage	More Option
Education Allowance	EARNING	None	400	Flat Amount	More Option
Uniform Allowance	EARNING	None	3000	Flat Amount	More Option
Newspaper Periodicals	EARNING	None	1500	Flat Amount	More Option
Bonus	EARNING	Basic	8.33	%Percentage	More Option

Step 8 - In Menu 4, enter the amount to view the salary breakup details, then click the 'Save' button to save the data.

Create New Payroll Structure

1 Create Structure | 2 Earning - Deduction- Reimbursement | 3 Preview & Edit | 4 View & Save

Payroll Structure

Note: Please enter the desired amount to view the real salary calculation.

Actual Earning	Amount (₹)	Deduction	Amount (₹)	Reimbursement	Amount (₹)
Basic	40% of CTC	Employee - Provident Fund	12.00% Of Gross		0
House Rent Allowance	40% of Basic	Employer - Provident Fund	12.00% Of Gross		0
Education Allowance	400	Employee - ESIC	0.75 OF Gross Salary		0
Uniform Allowance	3000	Employer - ESIC	3.25 OF Gross Salary		0
Newspaper Periodicals	1500	Professional Tax			0
Ronus	R 33% of Basic				0

Buttons: Cancel, < Previous, Save

Step 9 - When the user wants to update the pay structure details , click the 'Edit' button.

Pay Structure

10 records

Structure Name	Structure Type	Assigned Employee	Created Date	Status	Action
1 gross pf	1 gross pf	2 Employee	2024-04-03	Active	Assign
14th March Payroll	Individual	--	2024-03-14	InActive	Edit, Inactivate, incomplete
aaa	aaa	--	2024-12-20	Active	Assign
AAAA	AAAA	--	2024-06-24	InActive	Assign
Above 720000 with Actual PF	Individual Pay	7 Employee	2024-01-18	Active	Assign
Above 720000 with actual pf and Gratuity	Individual Pay	93 Employee	2024-02-12	Active	Assign
Above 720000 with Fixed PF	Individual	282 Employee	2024-01-11	Active	Assign
Above 720000 with Fixed PF And Gratuity	Individual Pay	318 Employee	2024-02-12	Active	Assign
Above 720000 without PF	Individual Pay	436 Employee	2024-01-10	Active	Assign
Above 720000 without pf and Gratuity	Individual Pay	625 Employee	2024-10-01	Active	Assign

Showing 1 to 10 of 76 entries

Page navigation: < 1 2 3 4 5 >

Step 10 - Once the Edit page opens, enter the required details, then click 'Next' through each step, and finally click the 'Save' button to update the data.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Dashboard >
Wizard >
Company >
Shift >
Leave >
Holiday >
User Management >
Utilities >
ESS >
Policy >
Alert >

Pay Structure

Create New Payroll Structure

1 Create Structure | 2 Earning - Deduction- Reimbursement | 3 Preview & Edit | 4 View & Save

Select the necessary heads for your employee's salary

Change rule for heads

Structure Name * : 1 gross pf

Structure Type * : 1 gross pf

Salary Payout Based On : Monthly Based

Cancel Next >

Step 11 - When the user wants to deactivate the pay structure, click on 'Inactivate'. The selected pay structure will be deactivated.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Dashboard >
Wizard >
Company >
Shift >
Leave >
Holiday >
User Management >
Utilities >
ESS >
Policy >
Alert >

Pay Structure

10 records

Structure Name	Structure Type	Assigned Employee	Created Date	Status	Action
1 gross pf	1 gross pf	2 Employee	2024-04-03	Active	Assign
14th March Payroll	Individual	--	2024-03-14	InActive	Edit Inactivate
aaa	aaa	--	2024-12-20	Active	Incomplete
AAAA	AAAA	--	2024-06-24	InActive	
Above 720000 with Actual PF	Individual Pay	7 Employee	2024-01-18	Active	Assign
Above 720000 with actual pf and Gratuity	Individual Pay	93 Employee	2024-02-12	Active	Assign
Above 720000 with Fixed PF	Individual	282 Employee	2024-01-11	Active	Assign
Above 720000 with Fixed PF And Gratuity	Individual Pay	318 Employee	2024-02-12	Active	Assign
Above 720000 without PF	Individual Pay	436 Employee	2024-01-10	Active	Assign
Above 720000 without pf and Gratuity	Individual Pay	625 Employee	2024-10-01	Active	Assign

Showing 1 to 10 of 76 entries

Step 12 - When the user wants to activate the pay structure, click on 'Activate'. The selected pay structure will then be activated.

Account Code: MINC2E0
 Domain Name: minoplatest
 Valid Upto: 2025-08-22

Dashboard > Wizard > Company > Shift > Leave > **Holiday** > User Management > Utilities > ESS > Policy > Alert >

Pay Structure

10 records

Structure Name	Structure Type	Assigned Employee	Created Date	Status	Action
1 gross pf	1 gross pf	2 Employee	2024-04-03	Active	Assign
14th March Payroll	Individual	--	2024-03-14	InActive	
aaa	aaa	--	2024-12-20	Active	Assign
AAAA	AAAA	--	2024-06-24	InActive	Assign
Above 720000 with Actual PF	Individual Pay	7 Employee	2024-01-18	Active	Assign
Above 720000 with actual pf and Gratuity	Individual Pay	93 Employee	2024-02-12	Active	Assign
Above 720000 with Fixed PF	Individual	282 Employee	2024-01-11	Active	Assign
Above 720000 with Fixed PF And Gratuity	Individual Pay	318 Employee	2024-02-12	Active	Assign
Above 720000 without PF	Individual Pay	436 Employee	2024-01-10	Active	Assign
Above 720000 without pf and Gratuity	Individual Pay	625 Employee	2024-10-01	Active	Assign

Showing 1 to 10 of 76 entries

Step 13 - When the user wants to assign the pay structure, click on the 'Assign' link.

Account Code: MINC2E0
 Domain Name: minoplatest
 Valid Upto: 2025-08-22

Dashboard > Wizard > Company > Shift > Leave > Holiday > **User Management** > Utilities > ESS > Policy > Alert >

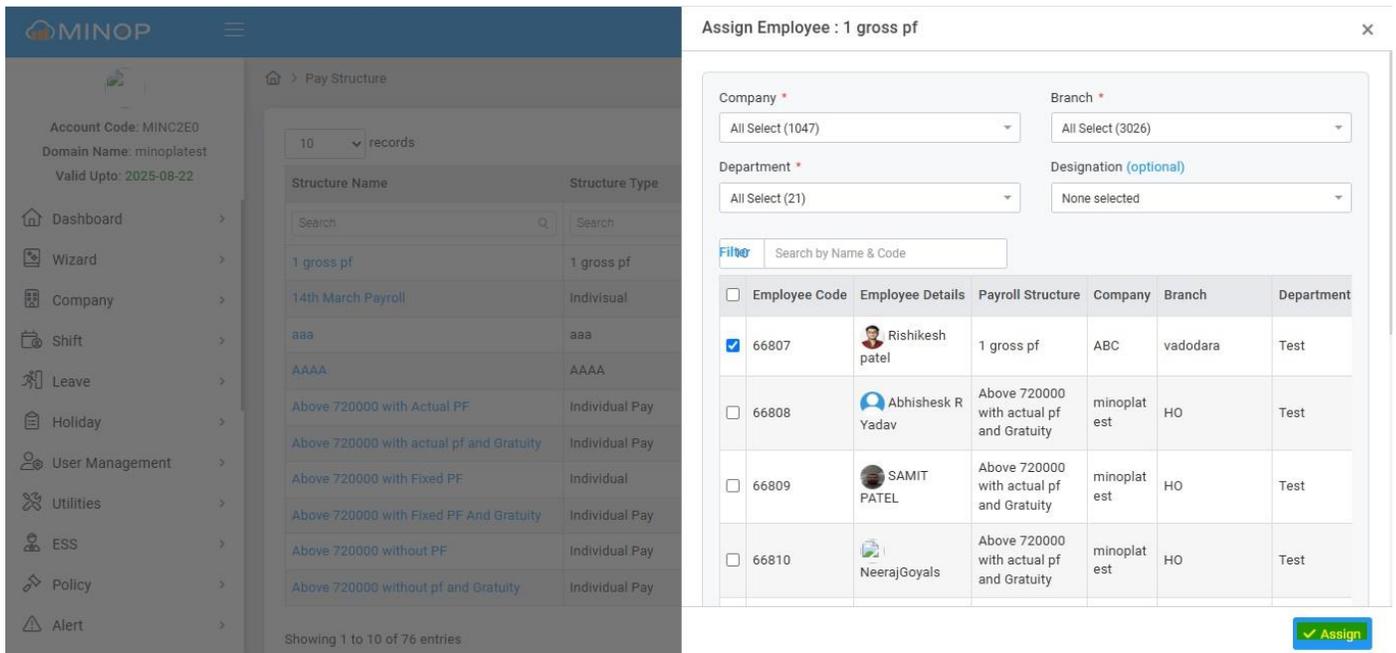
Pay Structure

10 records

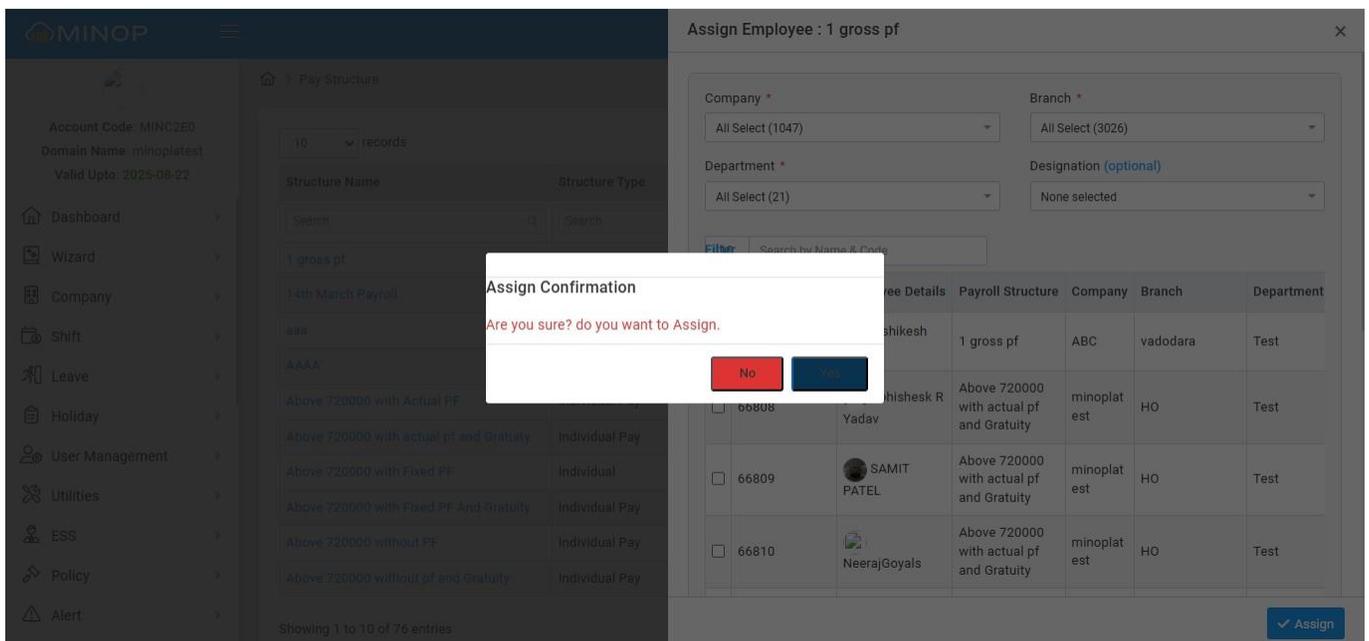
Structure Name	Structure Type	Assigned Employee	Created Date	Status	Action
1 gross pf	1 gross pf	2 Employee	2024-04-03	Active	Assign
14th March Payroll	Individual	--	2024-03-14	InActive	
aaa	aaa	--	2024-12-20	Active	InComplete
AAAA	AAAA	--	2024-06-24	InActive	
Above 720000 with Actual PF	Individual Pay	7 Employee	2024-01-18	Active	Assign
Above 720000 with actual pf and Gratuity	Individual Pay	93 Employee	2024-02-12	Active	Assign
Above 720000 with Fixed PF	Individual	282 Employee	2024-01-11	Active	Assign
Above 720000 with Fixed PF And Gratuity	Individual Pay	318 Employee	2024-02-12	Active	Assign
Above 720000 without PF	Individual Pay	436 Employee	2024-01-10	Active	Assign
Above 720000 without pf and Gratuity	Individual Pay	625 Employee	2024-10-01	Active	Assign

Showing 1 to 10 of 76 entries

Step 14 - On the Assign page, select the Company, Branch, and Department. All employees belonging to the selected company, branch, and department will be displayed. Then, select the checkboxes for the employees to whom you want to assign the pay structure.



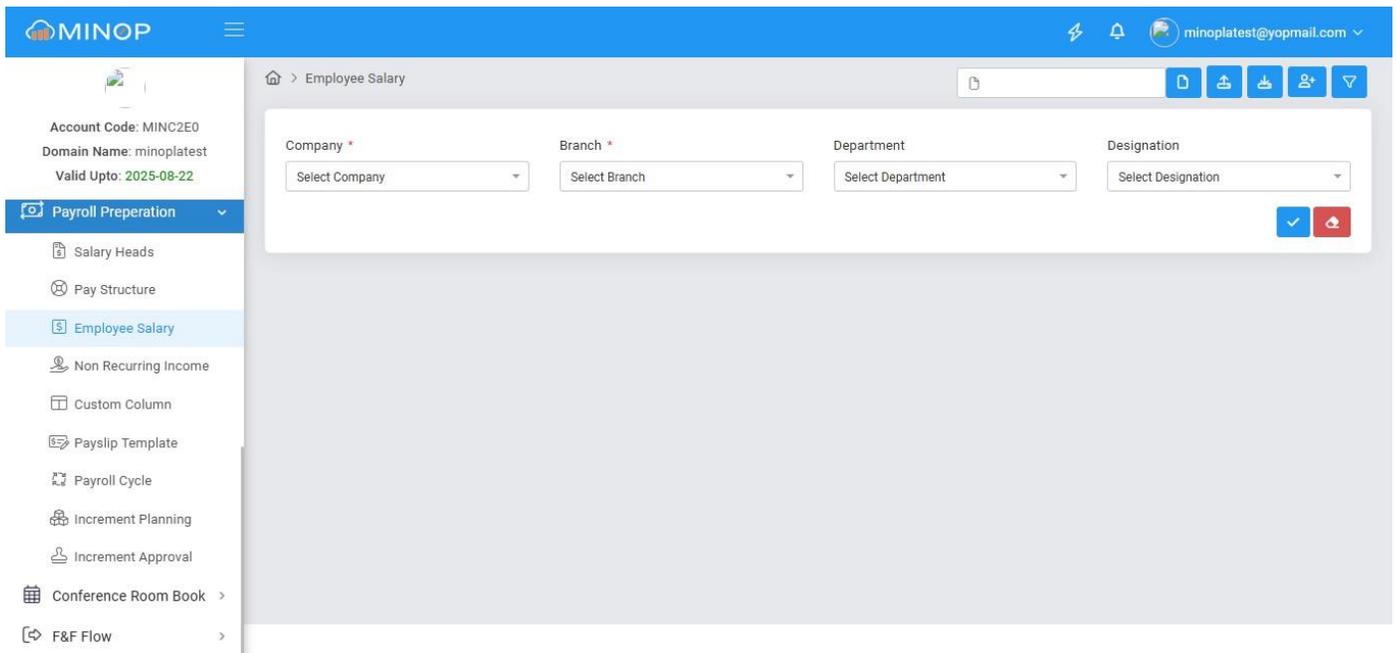
Step 15 - When you click the 'Assign' button, a confirmation popup will appear. Click 'Yes' to assign the structure or 'No' to cancel.



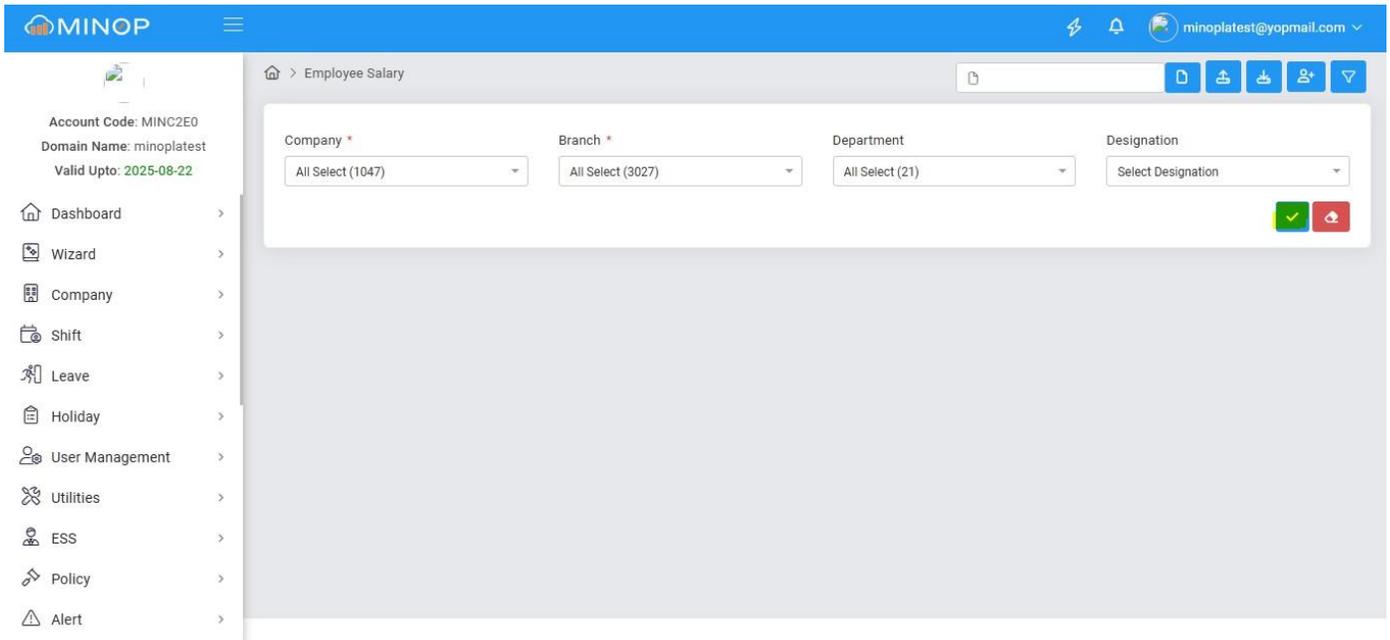
1.3 Employee Salary

On the Employee Salary page, once a pay structure is assigned to an employee, only that employee will be displayed.

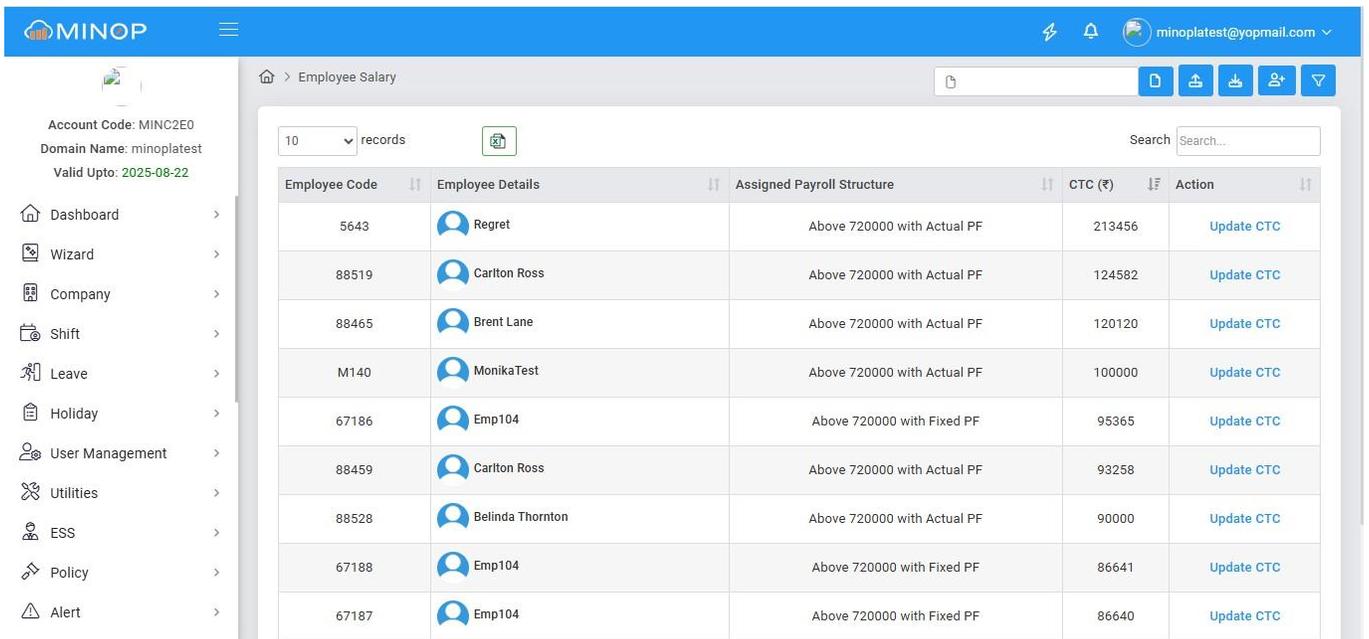
Step 1 - Navigate to the Employee Salary menu on the left-hand side.



Step 2 - On the Employee Salary page, select the Company, Branch, and Department from the dropdowns, then click the Apply button.



Step 3 - On the Employee Salary page, click the "Update CTC" link to update the CTC and view the breakup details.



Step 4 - On the Employee Salary Edit page, enter the CTC and click the "View" button to see the salary breakup details. If the user wants to update the data without going to the Bank Details menu, click the "Update" button.

Employee : Regret

Employee CTC | Bank Details

Payroll Structure : Above 720000 with Actual PF
Structure Type: Individual Pay | Monthly Based
Salary Payout Based on

Note: Please enter the desired amount to view the real salary calculation, PF calculation is on gross amount

₹ 213456

Actual Earning	Amount(₹)	Deduction	Amount(₹)	Reimbursement	Amount(₹)
Basic	40% of CTC 85382	Employee - Provident Fund	12.00% Of Gross 22870		
House Rent Allowance	40% of Basic 34153	Employer - Provident Fund	12.00% Of Gross 22870		
Education Allowance	400	Professional Tax	200		
Uniform Allowance	3000	Provident Fund			
Newspaper & Periodicals	1500	<input type="radio"/> Fixed <input checked="" type="radio"/> Actual <input type="radio"/> No			
Bonus	8.33% of Basic 7112	Employee Contribution	12 %		
LTA	8000	Employer Contribution	12 %		

Update | Next >

Step 5 - If the user wants to go to the Bank Details menu, click the "Next" button.

Employee : Regret

Employee CTC | Bank Details

Payroll Structure : Above 720000 with Actual PF
Structure Type: Individual Pay | Monthly Based
Salary Payout Based on

Note: Please enter the desired amount to view the real salary calculation, PF calculation is on gross amount

₹ 213456

Actual Earning	Amount(₹)	Deduction	Amount(₹)	Reimbursement	Amount(₹)
Basic	40% of CTC 85382	Employee - Provident Fund	12.00% Of Gross 22870		
House Rent Allowance	40% of Basic 34153	Employer - Provident Fund	12.00% Of Gross 22870		
Education Allowance	400	Professional Tax	200		
Uniform Allowance	3000	Provident Fund			
Newspaper & Periodicals	1500	<input type="radio"/> Fixed <input checked="" type="radio"/> Actual <input type="radio"/> No			
Bonus	8.33% of Basic 7112	Employee Contribution	12 %		
LTA	8000	Employer Contribution	12 %		

Update | Next >

Step 6 - Enter the bank details, then click the 'Update' button.

The screenshot shows the MINOP Employee Salary management interface. On the left is a navigation menu with options like Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main area displays 'Employee : Regret' and a 'Bank Details' form. The form contains the following fields:

Bank Holder Name *	Bank IFSC Code *
Regret	iob12345678
Bank Account Number *	Bank Branch Name *
456789901234	gota
Bank City	PAN Number
Bank City	PAN Number
UAN Number	PF Account Number
UAN Number	PF Account Number
ESIC Number	
ESIC Number	

At the bottom right of the form, there are two buttons: '< Prev' and a green 'Update' button.

1.4 Non Recurring Income

Non-Recurring Income refers to any amount, such as a loan or bonus for an employee, for which a request can be created by following the steps below.

Step 1 - Go to the Non-Recurring Income menu from the left-hand side.

Account Code: MINC2E0
 Domain Name: minoplatest
 Valid Upto: 2025-08-22

Cloud Device Management
 Payroll
Payroll Preparation
 Salary Heads
 Pay Structure
 Employee Salary
Non Recurring Income
 Custom Column
 Payslip Template
 Payroll Cycle
 Increment Planning
 Increment Approval

Non Recurring Income : 1

10 records

Employee Code	Employee Details	Head Name	Principle Amount (₹)	Installment (₹)	Interest Rate(%)	Months	Start Date
66808	Abhishek R Yadav abhi@yopmail.com	Loan	₹5000	₹500	1%	10	2025

Showing 1 to 1 of 1 entries

Step 2 - Click on 'Add' button to create a Non-Recurring Income request.

Account Code: MINC2E0
 Domain Name: minoplatest
 Valid Upto: 2025-08-22

Payroll Preparation
 Salary Heads
 Pay Structure
 Employee Salary
Non Recurring Income
 Custom Column
 Payslip Template
 Payroll Cycle
 Increment Planning
 Increment Approval
 Conference Room Book
 F&F Flow

Non Recurring Income : 1

Non Recurring Income +

10 records

Employee Code	Employee Details	Head Name	Principle Amount (₹)	Installment (₹)	Interest Rate(%)	Months	Start Date
66808	Abhishek R Yadav abhi@yopmail.com	Loan	₹5000	₹500	1%	10	2025

Showing 1 to 1 of 1 entries

Step 3 - On the Non-Recurring Income page, fill in all the details. If the user does not want to enable the "Enable Interest" checkbox, click the "Save" button to save the data.

The screenshot shows the MINOP application interface. On the left is a navigation menu with 'Payroll Preparation' selected. The main area displays 'Non Recurring Income : 1' with a table containing one entry for employee 'Abhishesk R Yadav' with code '66808'. An overlay form titled 'Non Recurring Income' is open, showing the following details:

- Head Name: Loan
- Employee: All Select (738)
- Earning/Deduction: Deduction
- Amount: ₹ 10,000
- Installment Months: 1
- Installment Amount: ₹ 10000.00
- Installment Start Date: 2025-04-25
- Installment End Date: 2025-05-25
- Enable Interest (%):
- Comments: (empty text area)

A green 'Save' button is visible at the bottom right of the form.

Step 4 - On the Non-Recurring Income page, fill in all the details. If the user wants to enable the "Enable Interest" checkbox, check the checkbox, enter the interest rate, select either Yearly or Monthly basis, and then click the "Save" button to save the data.

This screenshot is similar to the previous one, but the 'Enable Interest (%)' checkbox is checked. The 'Interest (%)' field is set to '10'. The 'Yearly Based' radio button is selected, and the 'Monthly Based' radio button is unselected. All other form fields remain the same as in Step 3.

The 'Save' button is again visible at the bottom right.

Step 5 - Click the 'Edit' button to update the data, if required.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Payroll Preparation

- Salary Heads
- Pay Structure
- Employee Salary
- Non Recurring Income**
- Custom Column
- Payslip Template
- Payroll Cycle
- Increment Planning
- Increment Approval
- Conference Room Book
- F&F Flow

Non Recurring Income : 1

Name	Principle Amount (₹)	Installment (₹)	Interest Rate(%)	Months	Start Date	End Date	Status	Action
Loan	₹5000	₹500	1%	10	2025-03-05	2026-01-05	P	Edit Inactivate Foreclosure

Showing 1 to 1 of 1 entries

Step 6 - The Non-Recurring Income edit page will open. Fill in the updated details, then click the 'Update' button.

Non Recurring Income

Head Name *
Loan

Employee *
Abhishesk R Yadav (66808)

Earning/Deduction *
Deduction

Amount *
₹ 5000

Installment Months *
10

Installment Amount *
₹ 500

Installment Start Date *
2025-03-05

Installment End Date *
2026-01-05

Enable Interest (%)

Interest (%) *
1

Yearly Based Monthly Based

Comments
nooooooooooooo

Update

Step 7 - Click the 'Inactivate' button to mark the Non-Recurring Income request for the particular employee as inactive.

Account Code: DAME7B1
Domain Name: damoininiop
Valid Upto: 2025-03-01

Dashboard >
Wizard >
Company >
Shift >
Leave >
Holiday >
User Management >
Utilities >
ESS >
Policy >
Alert >

Non Recurring Income : 1

10 records

Name	Principle Amount (₹)	Installment (₹)	Interest Rate(%)	Months	Start Date	End Date	Status	Action
Others	₹10000	₹10000	0%	1	2025-04-01	2025-05-01	P	Edit Inactivate Foreclosure

Showing 1 to 1 of 1 entries

Step 8 - Click the 'Activate' button to make the Non-Recurring Income request for the particular employee active.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Payroll Preparation >
Salary Heads >
Pay Structure >
Employee Salary >
Non Recurring Income >
Custom Column >
Payslip Template >
Payroll Cycle >
Increment Planning >
Increment Approval >
Conference Room Book >
F&F Flow >

Non Recurring Income : 1

10 records

Details	Head Name	Principle Amount (₹)	Installment (₹)	Interest Rate(%)	Months	Start Date	End Date	Status	Action
hishesk R Yadav 11@yopmail.com	Loan	₹5000	₹500	1%	10	2025-03-05	2026-01-05	P	Edit Activate Foreclosure

Showing 1 to 1 of 1 entries

Step 9 - When the 'Foreclosure' button is clicked, a confirmation popup with 'Yes' and 'No' options will appear. If you click 'Yes,' the status column will be updated to 'Paid Up,' indicating that the employee's loan will no longer be deducted from their salary, as it has been paid manually.

The screenshot shows the MINOP software interface. On the left is a sidebar with a menu including 'Payroll Preparation', 'Salary Heads', 'Pay Structure', 'Employee Salary', 'Non Recurring Income' (selected), 'Custom Column', 'Payslip Template', 'Payroll Cycle', 'Increment Planning', 'Increment Approval', 'Conference Room Book', and 'F&F Flow'. The main content area is titled 'Non Recurring Income : 1' and contains a table with the following data:

Details	Head Name	Principle Amount (₹)	Installment (₹)	Interest Rate(%)	Months	Start Date	End Date	Status	Action
hishek R Yadav hi@yopmail.com	Loan	₹5000	₹500	1%	10	2025-03-05	2026-01-05		Edit Activate Foreclosure

Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls for page 1.

1.5 Custom Column

A Custom Column refers to a column that the user creates dynamically, which appears on the salary processing page.

Step 1 - Go to the Custom Column menu on the left-hand side.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

MINOP

Payroll Generate Column

10 records

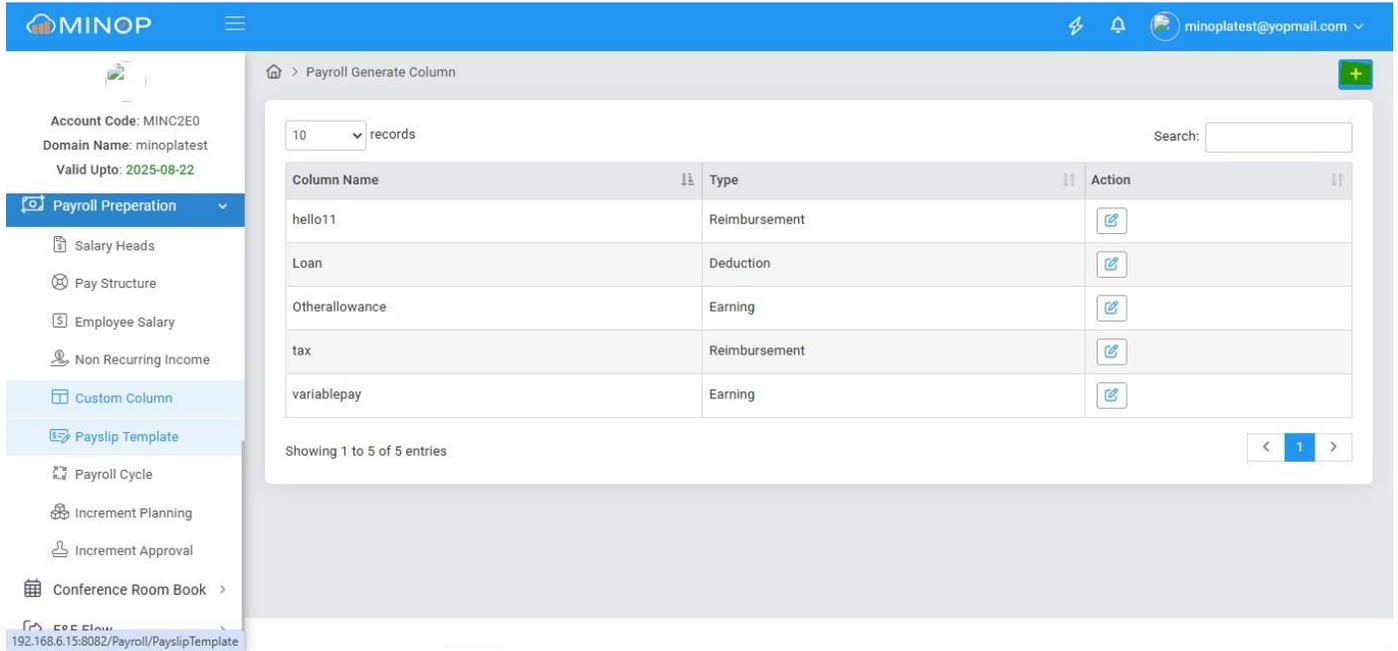
Search:

Column Name	Type	Action
hello11	Reimbursement	
Loan	Deduction	
Otherallowance	Earning	
tax	Reimbursement	
variablepay	Earning	

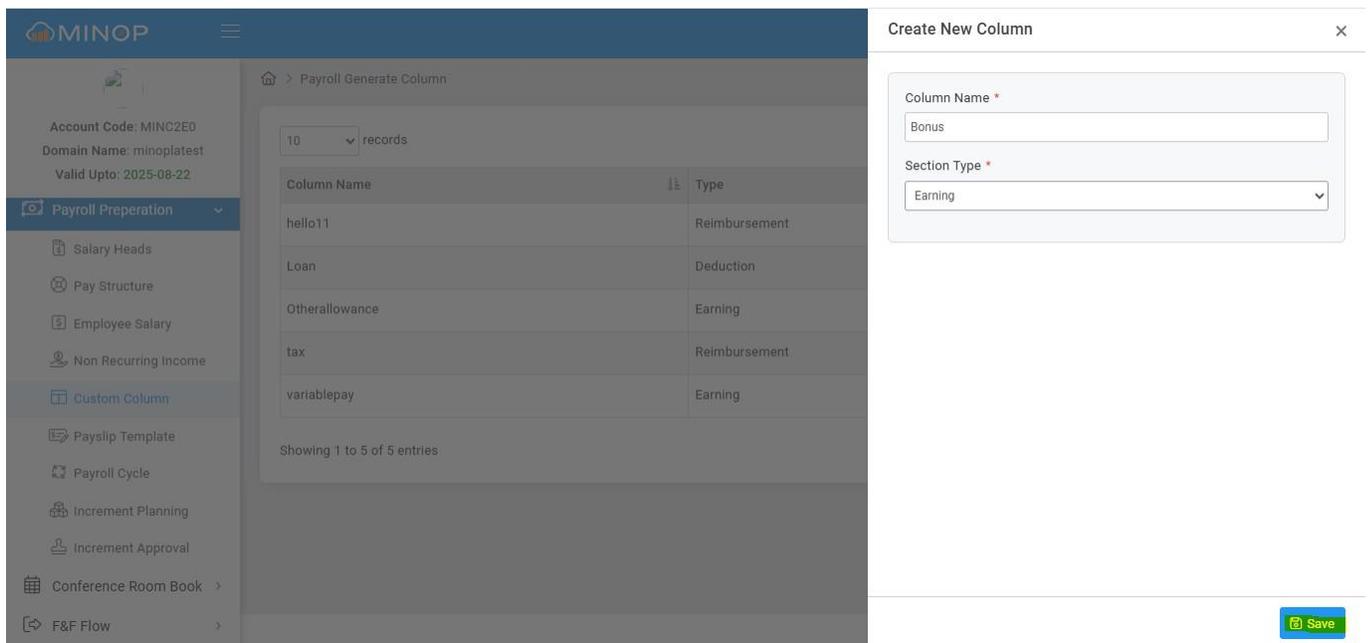
Showing 1 to 5 of 5 entries

< 1 >

Step 2 - Click the 'Add' button to create a column.



Step 3 - On the Custom Column page, enter the column name and column type, then click the 'Save' button to save the data.



Step 4 - Click the 'Edit' button to update the data of the custom column.

The screenshot shows the 'Payroll Generate Column' page in the MINOP system. The left sidebar contains a menu with 'Custom Column' selected. The main area displays a table with the following data:

Column Name	Type	Action
Bonus	Earning	
hello11	Reimbursement	
Loan	Deduction	
Otherallowance	Earning	
tax	Reimbursement	
variablepay	Earning	

The 'Edit' button (a blue square with a white pencil icon) for the 'Bonus' row is highlighted in yellow. The page also shows '10 records' and a search bar at the top right.

Step 5 - On the Custom Column page, enter the details you want to update, then click the 'Save' button to save the data.

The screenshot shows the 'Payroll Generate Column' page with an 'Edit Column' modal open. The modal contains the following fields:

- Column Name ***: A text input field containing 'Bonus'.
- Section Type ***: A dropdown menu with 'Earning' selected.

The background table from the previous screenshot is visible but dimmed. A blue 'Save' button is located at the bottom right of the modal.

Step 6 - The custom column named 'Bonus' that you created will appear in the grid on the Salary Process page.

The screenshot shows the MINOP Salary Process interface. On the left is a navigation menu with options like Utilities, ESS, Policy, Alert, Cloud Device Management, Payroll, Attendance Finalization, Salary Process, Salary Disbursement, Salary Slip Export, Payroll Analytics, and DE Challen. The main content area is titled 'Salary Process' and shows a summary table and a data grid.

Salary Process Summary

Attendance Pending (AP)	Attendance Freezed (AF)	Salary Pending (SP)	Salary Freezed (SF)	Salary disbursed (SD)
38	0	2	0	0
Attendance On hold (AOH)	Attendance FNF (AFNF)	Salary On hold (SOH)	Salary FNF (SFNF)	
0	0	0	0	

Main Data Grid

S	TaxDeduction	VariablePay	Advance	TestDeduction	Bonus	Payroll	Net Payout	Action
						SP		
₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	SP	₹ 31771	
₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	SP	₹ 14629	

Showing 1 to 2 of 2 entries

1.6 Payslip Template

The Payslip Template is used by HR to generate payslips with their own branding.

Step 1 - Go to the Payslip Template to the left side of the menu.

The screenshot shows the MINOP HR system interface. The top navigation bar is blue with the MINOP logo on the left and user information (hr@mantratec.com) on the right. A left-hand menu is visible, with 'Payslip Template' highlighted. The main content area is titled 'Salary Slip Logo Change' and contains a form with three fields: 'Select a file: *' (with a file selection icon), 'Footer Text' (with a text input field containing 'Enter Footer Text'), and 'Template *' (with a dropdown menu showing 'Select Template'). Below the form is a table with the following columns: Logo, Footer Text, Assigned Template, Status, and Action. The table contains one entry with the MINOP logo, an empty footer text field, the value '2' in the Assigned Template column, and a status of 'Active'. The Action column contains edit and delete icons. Below the table, it says 'Showing 1 to 1 of 1 entries'.

Step 2 -On the Payslip Template page, select a file, enter the footer text, select the template, and click the 'Save' button to save the data.

MINOP ⋮ ⚡ 🔔 👤 hr@mantratec.com

Account Code: MANB279
Domain Name: mantra
Valid Upto: 2025-08-09

Cloud Device Management

- Payroll >
- Process Data >
- Payroll Preperation ▾
 - Salary Heads
 - Pay Structure
 - Employee Salary
 - Non Recurring Income
 - Custom Column
 - Payslip Template
 - Payroll Cycle
- PMS >

Salary Slip Logo Change

Select a file: * Footer Text Template *

download (2).png ↺ ↻ Enter Footer Text Template 2 📁 🗑️

Logo	Footer Text	Assigned Template	Status	Action
		2	Active	✎ ✖

Showing 1 to 1 of 1 entries

Step 3 - On Payslip Template Page, When click on Clear button then, clear all the data which are filled.

The screenshot displays the MINOP web application interface. The top navigation bar includes the MINOP logo and user information (hr@mantratec.com). The left sidebar shows a menu with 'Payroll Preparation' selected, which includes sub-items like 'Salary Heads', 'Pay Structure', 'Employee Salary', 'Non Recurring Income', 'Custom Column', 'Payslip Template', 'Payroll Cycle', and 'PMS'. The main content area is titled 'Salary Slip Logo Change' and contains a form with the following fields:

- Select a file:** A file selection area showing 'download (2).png' with a refresh button.
- Footer Text:** A text input field containing 'Enter Footer Text'.
- Template:** A dropdown menu currently set to 'Template 2'.

Below the form is a table with the following columns: Logo, Footer Text, Assigned Template, Status, and Action. The table contains one entry:

Logo	Footer Text	Assigned Template	Status	Action
		2	Active	

Below the table, it says 'Showing 1 to 1 of 1 entries'.

Step 4 - When you click the 'Edit' button, you can update the data. Afterward, click the 'Save' button to update the data.

The screenshot shows the MINOP Payroll Preparation interface. The left sidebar lists various payroll-related options, with 'Payslip Template' selected. The main area displays the 'Salary Slip Logo Change' form, which includes fields for 'Select a file', 'Footer Text', and 'Template'. Below the form is a table with the following data:

Logo	Footer Text	Assigned Template	Status	Action
		2	Active	

Below the table, it says 'Showing 1 to 1 of 1 entries'.

Step 5 - When the 'Inactive' button is clicked, the data becomes inactive in the grid.

The screenshot shows the MINOP Payroll Preparation interface, similar to the previous one. The 'Salary Slip Logo Change' form is visible. The table below it now shows the 'Inactive' button highlighted in yellow, indicating that the data has been updated to an inactive state.

Logo	Footer Text	Assigned Template	Status	Action
		2	Active	

Below the table, it says 'Showing 1 to 1 of 1 entries'.

Step 6 - When the 'Active' button is clicked, the data becomes active in the grid.

Step 7 - Here are the salary slip which is own branding logo by HR.

Actuals		Amount(Rs.)	Earning	Amount(Rs.)	Deduction	Amount (Rs.)
Basic	48000	Basic	13714	Employee - Provident Fund	1800	
House Rent Allowance	19200	House Rent Allowance	5486	Professional Tax	200	
Education Allowance	400	Education Allowance	114			
Uniform Allowance	3000	Uniform Allowance	857			
Newspaper Periodicals	1500	Newspaper Periodicals	429			
Bonus	3998	Bonus	1142			
LTA	8000	LTA	2286			
DRIVER SALARY	900	DRIVER SALARY	257			
FUEL AND CAR MAINTENANCE	1800	FUEL AND CAR MAINTENANCE	514			
earn	528	earn	151			
TBP Balance	30874	TBP Balance	8821			
Actuals Total	118200	Gross	33771	Deduction Total	2000	
Net Amount					31771.00	

Note: This is a Computer Generated salary slip hence no signature required. Subject to Ahmedabad Jurisdiction.

1.7 Payroll Cycle

Using this payroll cycle, HR can set the payroll schedule based on our company's needs, and the payroll will be run according to that cycle.

Step 1 - Navigate to the Payroll Cycle menu located on the left-hand side of the screen.

The screenshot shows the MINOP web application interface. The browser address bar displays "192.168.6.15:8082/PayRoll/PayrollCycle". The application header includes the MINOP logo, a user profile for "minoplatest@yopmail.com", and navigation icons. The left sidebar menu is expanded to show "Payroll Cycle" under the "Payroll Preparation" category. The main content area displays the "Payroll Cycle" management screen. At the top, it shows "10 records" and a search box. Below this is a table with the following data:

Sr. No	From Date	To date	Status	Created date
1	1	31	Active	2024-12-06

Below the table, it indicates "Showing 1 to 1 of 1 entries" and includes a pagination control showing "1". A note is displayed below the table: "Note: Adding an additional payroll cycle date for the current transaction year may result in a discrepancy in the payroll process. The payroll system will not automatically adjust for this change, so manual corrections will be required." The footer of the application shows "2025 © Copyright Mantra Softech".

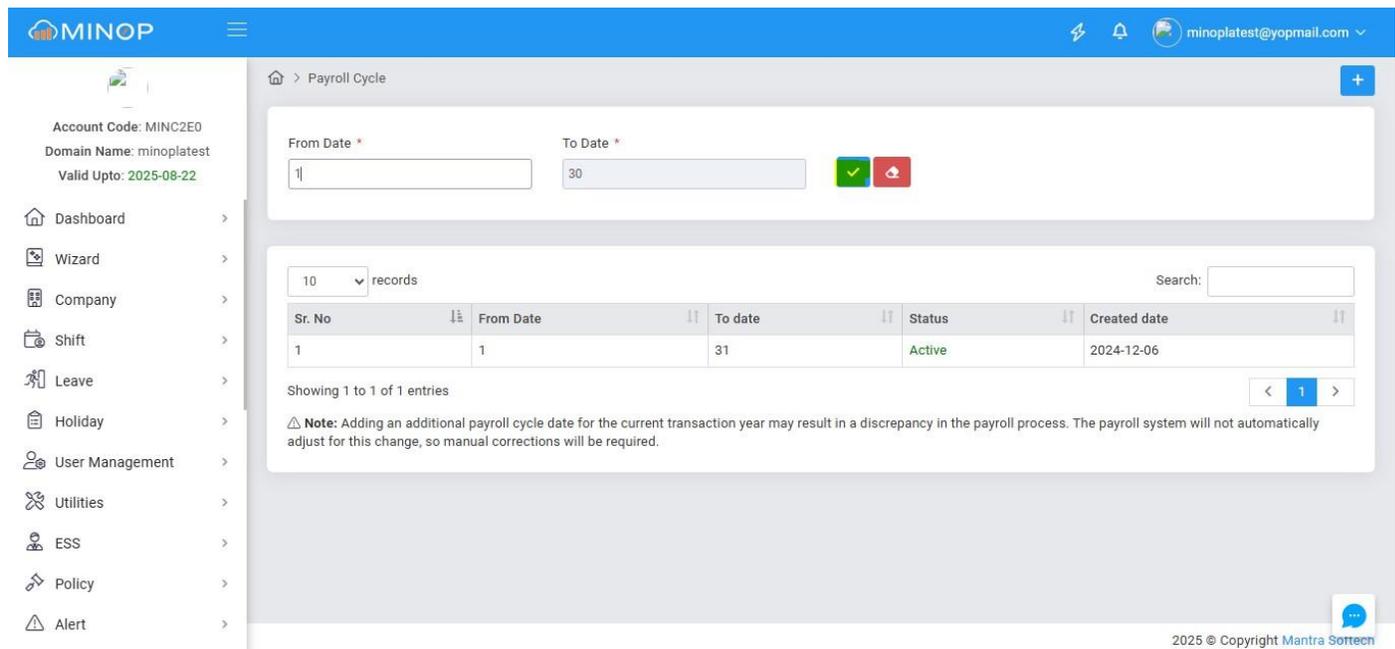
Step 2 -Click the 'Add' button to add data on the Payroll Cycle page.

The screenshot shows the MINOP application interface. The top navigation bar is blue with the MINOP logo on the left and user information (minoplatest@yopmail.com) on the right. A sidebar menu on the left lists various modules: Dashboard, Wizard, Company, Shift, Leave, Holiday (highlighted), User Management, Utilities, ESS, Policy, and Alert. The main content area is titled 'Payroll Cycle' and features a table with the following data:

Sr. No	From Date	To date	Status	Created date
1	1	31	Active	2024-12-06

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes a pagination control showing '1'. A note is displayed: 'Note: Adding an additional payroll cycle date for the current transaction year may result in a discrepancy in the payroll process. The payroll system will not automatically adjust for this change, so manual corrections will be required.' The footer of the page contains the text '2025 © Copyright Mantra Softech'.

Step 3 - On the Payroll Cycle page, enter the 'From' date, and the 'To' date will auto-fill in the text field. Then, click the 'Save' button to save the data.



Account Code: MINC2E0
 Domain Name: minoplatest
 Valid Upto: 2025-08-22

Dashboard >
 Wizard >
 Company >
 Shift >
 Leave >
 Holiday >
 User Management >
 Utilities >
 ESS >
 Policy >
 Alert >

Payroll Cycle

From Date * To Date *

|| 30 ✓ ✖

10 records Search:

Sr. No	From Date	To date	Status	Created date
1	1	31	Active	2024-12-06

Showing 1 to 1 of 1 entries

Note: Adding an additional payroll cycle date for the current transaction year may result in a discrepancy in the payroll process. The payroll system will not automatically adjust for this change, so manual corrections will be required.

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1.8 Increment Planning

Increment Planning is the structured process of determining salary or wage increases for employees within an organization.

Step 1 - Go to the Increment Planning menu on the left-hand side.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Payroll Preparation

- Salary Heads
- Pay Structure
- Employee Salary
- Non Recurring Income
- Custom Column
- Payslip Template
- Payroll Cycle
- Increment Planning**
- Increment Approval
- Conference Room Book
- F&F Flow

Increment policy planning

+ Create increment policy

No increment policy to show
There is not any increment policy available

Create employee increment policy

Step-1: Configure approval flow
Step-2: Create increment policy
Step-3: Approve increment policy
Step-4: Payroll will be process by effective date of increment policy

+ Create increment policy

2025 © Copyright Mantra Softech

Step 2 - Click the 'Add' button under 'Create Increment Policy' to create the data.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Payroll Preparation

- Salary Heads
- Pay Structure
- Employee Salary
- Non Recurring Income
- Custom Column
- Payslip Template
- Payroll Cycle
- Increment Planning**
- Increment Approval
- Conference Room Book
- F&F Flow

Increment policy planning

+ Create increment policy

No increment policy to show
There is not any increment policy available

Create employee increment policy

Step-1: Configure approval flow
Step-2: Create increment policy
Step-3: Approve increment policy
Step-4: Payroll will be process by effective date of increment policy

+ Create increment policy

2025 © Copyright Mantra Softech

Step 3 - On the Increment Policy page, fill in all the fields, then click the 'Apply for' button to filter the data.

The screenshot shows the 'Increment policy planning' page in the MINOP system. The left sidebar contains a navigation menu with 'Payroll Preparation' expanded, showing options like Salary Heads, Pay Structure, Employee Salary, Non Recurring Income, Custom Column, Payslip Template, Payroll Cycle, **Increment Planning**, Increment Approval, Conference Room Book, and F&F Flow. The main content area has a header with 'Increment policy planning' and a '+ Create increment policy' button. The form contains the following fields:

- Company ***: All Select (1047)
- Branch ***: All Select (3027)
- Department**: Select Department
- Designation**: Select Designation
- Financial Year ***: 2025-2026
- Effective Date ***: 2025-04-15
- Policy Name ***: Increment Policy
- Increment Cycle ***: Yearly
- Increment Mode ***: % Percentage
- Increment Value ***: 15
- Is Approval Required**: Yes (radio), No (radio, selected)
- Workflow**: Select Workflow
- Select File**: File upload field with a blue 'D' icon button.

At the bottom of the form, there are two buttons: a green 'Apply For' button and a red 'Clear' button. The footer of the page reads '2025 © Copyright Mantra Softech'.

Step 4 - When you click the 'Clear' button, all the details in the fields will be cleared.

This screenshot shows the same 'Increment policy planning' page as in Step 3, but with the 'Clear' button clicked. All the data entered in the form fields has been removed, and the dropdown menus are now empty. The 'Apply For' button is now greyed out, and the 'Clear' button remains red. The rest of the page layout, including the sidebar and footer, remains the same as in the previous screenshot.

Step 5 - When you click the 'View' button, you can see all the employees who belong to that policy.

The screenshot shows the MINOP web application interface. The browser address bar indicates the URL is 192.168.6.15:8082/PayRoll/IncrementPlanningPage#. The application header includes the MINOP logo and a user profile for minoplatest@yopmail.com. A sidebar on the left lists navigation options: Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main content area is titled 'Increment policy planning' and features a '+ Create increment policy' button. Below this is a table with columns: Policy Name, Policy Status, Policy Created, No Of Employee(s), Financial year, and Action. A single entry is shown: 'Increment Policy' with a status of 'Pending', created on '2025-04-15', for '1518' employees in the financial year '2025-2026'. The 'Action' column for this entry contains a 'View' button. The table indicates 'Showing 1 to 1 of 1 entries'.

Policy Name	Policy Status	Policy Created	No Of Employee(s)	Financial year	Action
Increment Policy	Pending	2025-04-15	1518	2025-2026	

Step 6 - On the Increment Planning page, when you click the 'Send for Approval' button, all employee requests are sent to higher authorities for approval.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Dashboard > Wizard > Company > Shift > Leave > Holiday > User Management > Utilities > ESS > Policy > Alert >

Increment policy planning + Create increment policy

Policy Name: Increment Policy | Financial Year: 2025-2026 | Policy Status: Pending

Total Current CTC: 108325733 | Proposed Growth: | Total New CTC: 124574593

Employee ID	Name	Current CTC	Growth % or Amount	New CTC	Pay structure	Action
5643	Regret	213456	15 %	245474	Above 720000 with Actual PF	
66807	Rishikesh patel	61204	15 %	70385	1 gross pf	
66808	Abhishek R Yadav	61116	15 %	70283	Above 720000 with actual pf and Gratuity	

Step 7 - When you click the 'Edit' button, update the data you want to change.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Dashboard > Wizard > Company > Shift > Leave > Holiday > User Management > Utilities > ESS > Policy > Alert >

Increment policy planning + Create increment policy

Policy Name: Increment Policy | Financial Year: 2025-2026 | Policy Status: Pending

Total Current CTC: 141793114 | Proposed Growth: | Total New CTC: 163062081

Employee ID	Name	Current CTC	Growth % or Amount	New CTC	Pay structure	Action
20010	Dhruvi chetan shah	15000	15 %	17250	Grade C 270000 to 720000 Actual PF	
20011	Niyati kishorbhai ranavat	15001	15 %	17251	Grade C 270000 to 720000 Actual PF	
20012	Sneha bhavesh shah	15002	15 %	17252	Grade C 270000 to 720000 Actual PF	

Step 8 - In the edit page, enter the amount in the fields, then click the 'Apply' button to update the data in the grid.

MINOP Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 minoplatest@yopmail.com

- Dashboard
- Wizard
- Company
- Shift
- Leave
- Holiday
- User Management
- Utilities
- ESS
- Policy
- Alert

Reset 10 records

Employee ID	Name	Current CTC	Growth % or Amount	New CTC	Pay structure	Action
20010	Dhruvi chetan shah	15000	15	17250	Grade C 270000 to 720000 Actual PF	
20011	Niyati kishorbhai ranavat	15001	15 %	17251	Grade C 270000 to 720000 Actual PF	
20012	Sneha bhavesh shah	15002	15 %	17252	Grade C 270000 to 720000 Actual PF	
20013	Shweta rakesh shah	15003	15 %	17253	Grade C 270000 to 720000 Actual PF	
20014	Moksh rakesh shah	15004	15 %	17255	Grade C 270000 to 720000 Actual PF	
20015	Vaishali samir sanghavi	15005	15 %	17256	Grade C 270000 to 720000 Actual PF	

Step 9 - When you click the 'Cross' button, the data will be deleted from the grid.

MINOP Account Code: MINC2E0 Domain Name: minoplatest Valid Upto: 2025-08-22 minoplatest@yopmail.com

- Dashboard
- Wizard
- Company
- Shift
- Leave
- Holiday
- User Management
- Utilities
- ESS
- Policy
- Alert

Send for approval 10 records

Employee ID	Name	Current CTC	Growth % or Amount	New CTC	Pay structure	Action
1002	UserB	30000	15 %	34500	Grade C 270000 to 720000 Actual PF	
20001	Khyati bhadreshbhai sanghavi	21500	15 %	24725	Less than 27000 with Fixed PF AND ESIC and PT	
20010	Dhruvi chetan shah	15000	15 %	17250	Grade C 270000 to 720000 Actual PF	
20011	Niyati kishorbhai ranavat	15001	15 %	17251	Grade C 270000 to 720000 Actual PF	
20012	Sneha bhavesh shah	15002	15 %	17252	Grade C 270000 to 720000 Actual PF	
20013	Shweta rakesh shah	15003	15 %	17253	Grade C 270000 to 720000 Actual PF	

Step 10 - When you click the 'i' button, you will see all the details of the approval flow.

Account Code: MINC2E0
 Domain Name: minoplatest
 Valid Upto: 2025-08-22

Increment policy planning

10 records

Policy Name	Policy Status	Policy Created	No Of Employee(s)	Financial year	Action
Increment Policy	Pending	2025-04-15	3083	2025-2026	

Showing 1 to 1 of 1 entries

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Policy Approval Flow Timeline

Policy Name : Increment Policy
 Created By : minoplatest at 15-04-2025 04:59 PM
 Status : Created

1.9 Increment Approval

The Increment Approval page refers to the process where any increment request is sent to higher authorities for approval.

Step 1 - Go to the Increment Approval menu on the left-hand side.

The screenshot shows the MINOP web application interface. The left sidebar contains a menu with 'Increment Approval' selected. The main content area shows the 'Increment Approval' page with a 'Policy Status' summary and a table of entries.

Policy Status Summary:

- Approval Pending: 0
- Approved: 0
- Rejected: 0
- On Hold: 0
- Send for Revision: 0

Table of Entries:

Policy name	No of employee	Financial year	Document	Remarks	Policy status	Action
Increment Policy	3083	2025-2026			Pending	

Showing 1 to 1 of 1 entries

Step 2 - In the Increment Approval page, you can view all employee requests pending approval.

Account Code: MINC2E0
 Domain Name: minoplatest
 Valid Upto: 2025-08-22

Payroll Preparation

- Salary Heads
- Pay Structure
- Employee Salary
- Non Recurring Income
- Custom Column
- Payslip Template
- Payroll Cycle
- Increment Planning
- Increment Approval**
- Conference Room Book
- F&F Flow

Increment Approval

Policy Status

Approval Pending: 0 Approved: 0 Rejected: 0 On Hold: 0 Send for Revision: 0

10 records

Policy name	No of employee	Financial year	Document	Remarks	Policy status	Action
Increment Policy	3083	2025-2026			Pending	i

Showing 1 to 1 of 1 entries

2025 © Copyright Mantra Softech

Step 3 - When you click the 'i' button, you will see all the details of the approval flow.

Account Code: MINC2E0
 Domain Name: minoplatest
 Valid Upto: 2025-08-22

Payroll Preparation

- Salary Heads
- Pay Structure
- Employee Salary
- Non Recurring Income
- Custom Column
- Payslip Template
- Payroll Cycle
- Increment Planning
- Increment Approval**
- Conference Room Book
- F&F Flow

Increment Approval

Policy Status

Approval Pending: 0 Approved: 0 Rejected: 0 On Hold: 0 Send for Revision: 0

10 records

Policy name	No of employee	Financial year	Document	Remarks	Policy status	Action
Increment Policy	3083	2025-2026			Pending	i

Showing 1 to 1 of 1 entries

2025 © Copyright Mantra Softech

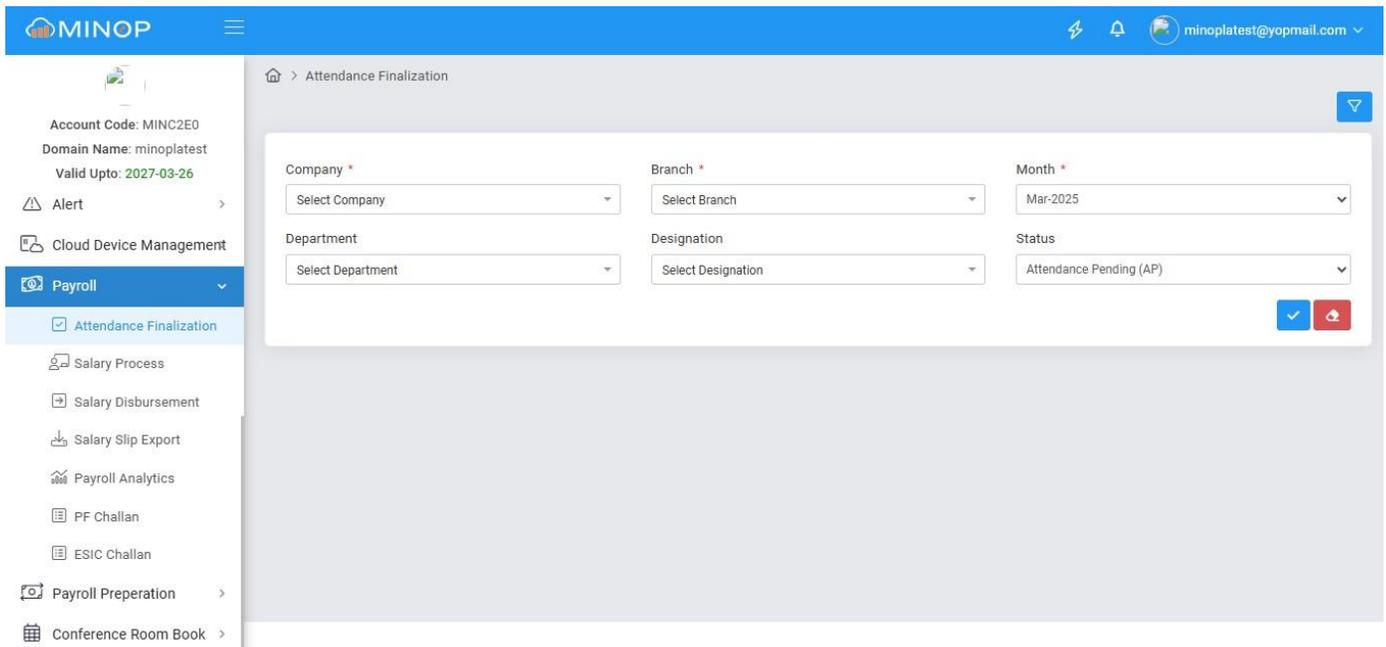
The screenshot displays the MINOP system interface. On the left is a navigation menu with options like 'Payroll Preparation', 'Salary Heads', 'Pay Structure', etc. The main area shows the 'Increment Approval' page with a 'Policy Status' section indicating 'Approval Pending' (0) and 'Approved' (0). Below this is a table with columns for 'Policy name', 'No of employee', and 'Finan'. One entry is visible: 'Increment Policy' with 3083 employees. A 'Policy Approval Flow Timeline' pop-up is open on the right, showing details for the 'Increment Policy': 'Created By : minoplatest at 15-04-2025 04:59 PM' and 'Status : Created'.

2. Payroll Operation

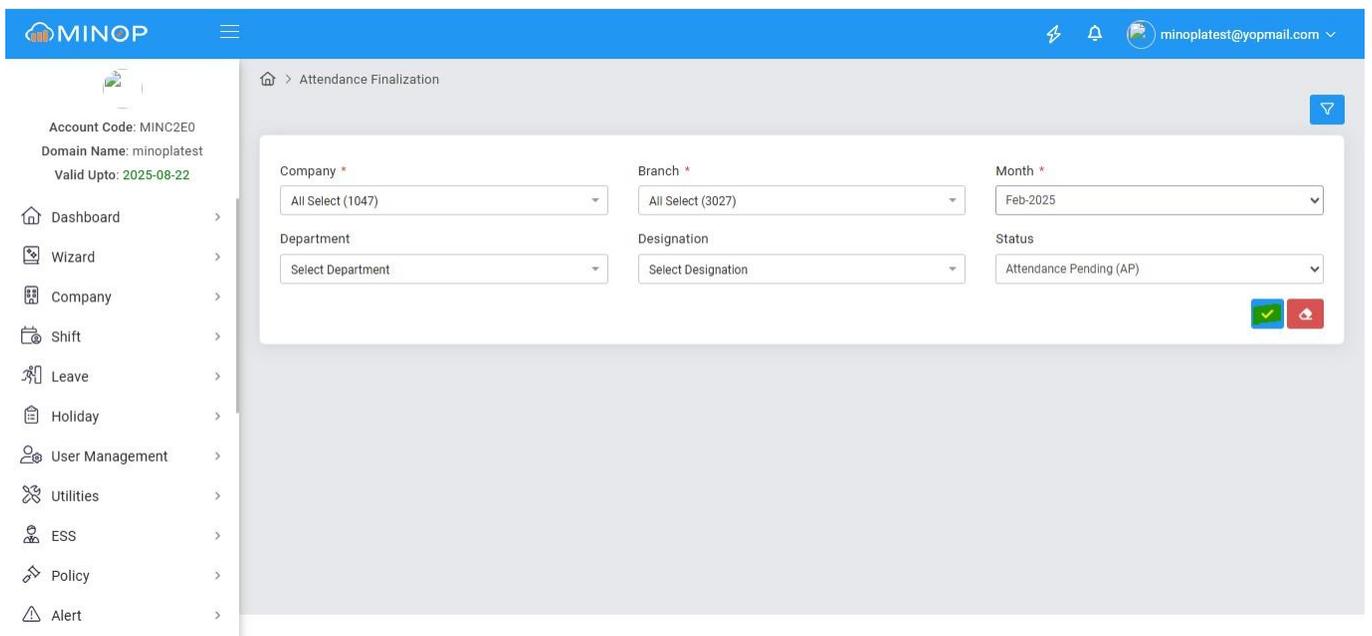
2.1 Attendance Finalize

The Attendance Finalize page is where an employee's attendance is locked (frozen) for a selected month after all required reviews or adjustments.

Step 1 - Go to Attendance Finalize Page from left side menu.



Step 2 - On the Attendance Finalize page: Select the Company, Branch, and Month (these are mandatory). Optionally, you can also filter by Department, Designation, and Status. Click on the Apply button to fetch the attendance records.



Step 3 - Once filters are applied, the Attendance Finalization Summary tab will display employee statuses with counts:

1) Attendance Pending (AP) - This is the default status when the filter search is initially applied. It also displays the count of employees whose attendance is yet to be approved or change to other statuses.

2) Attendance Freezed (AF) - This status indicates that employee attendance status is 'Freezed' and displays the count of employees whose attendance has been 'Freezed'.

3) Attendance On Hold (AOH) - This status shows employee count whose attendance status is on hold.

4) Attendance FNF (AFNF) - This status shoes employee count whose attendance status is FNF.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2027-03-26

Alert >
Cloud Device Management >
Payroll >
Attendance Finalization
Salary Process
Salary Disbursement
Salary Slip Export
Payroll Analytics
PF Challan
ESIC Challan
Payroll Preperation >
Conference Room Book >

Attendance Finalization Summary

Attendance Pending (AP) 2659 Attendance Freezed (AF) 1 Attendance On hold (AOH) 0 Attendance FNF (AFNF) 0

10 records

All	Employee Code	Employee Details	Present (days)	Absent (days)	Taken Leave	Attendance	Action/Status
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>				AP	
<input type="checkbox"/>	66826	Emp3 theodora84@yopmail.com	0.00/28	24	0	AP	
<input type="checkbox"/>	66827	Emp4 teresa5@yahoo.com	0.00/28	20	0	AP	
<input type="checkbox"/>	66828	Emp5 layia_feeney98@hotmail.com	0.00/28	20	0	AP	
<input type="checkbox"/>	66829	Emp6 mina.hodkiewicz@gmail.com	0.00/28	20	0	AP	
<input type="checkbox"/>	66830	Emp7 whitney.zulauf@hotmail.com	0.00/28	20	0	AP	

Step 4 - To process attendance:

- ✓ Select an employee whose attendance you want to finalize.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2027-03-26

Attendance Pending (AP) 2659 Attendance Frozen (AF) 1 Attendance On hold (AOH) 0 Attendance FNF (AFNF) 0

Selected Employee: 1 Freeze On hold FNF

All	Employee Code	Employee Details	Present (days)	Absent (days)	Taken Leave	Attendance	Action/Status
<input checked="" type="checkbox"/>	66836	Emp13 demarcus.mueller@hotmail.com	1.00/28	27	0	AP	

Showing 1 to 1 of 1 entries (filtered from 2,659 total entries)

- ✓ Click the 'Edit' button to make updates (e.g., Present Days, Absent Days, Leave Taken, Overtime, No Pay Days).

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

Attendance Pending (AP) 3076 Attendance Frozen (AF) 1 Attendance On hold (AOH) 0 Attendance FNF (AFNF) 0

Selected Employee: 1 Freeze On hold FNF

All	Employee Code	Employee Details	Present (days)	Absent (days)	Taken Leave	Attendance	Action/Status
<input checked="" type="checkbox"/>	20011	Niyati kishorbhai ranavat 20011@yopmail.com	0.00/28	28	0	AP	
<input type="checkbox"/>	20012	Sneha bhavesh shah 20012@yopmail.com	0.00/28	28	0	AP	
<input type="checkbox"/>	20013	Shweta rakesh shah 20013@yopmail.com	0.00/28	28	0	AP	
<input type="checkbox"/>	20014	Moksh rakesh shah 20014@yopmail.com	0.00/28	28	0	AP	
<input type="checkbox"/>	20015	Vaishali samir sanghavi 20015@yopmail.com	0.00/28	28	0	AP	
<input type="checkbox"/>	20016	Gautam kunal shah 20016@yopmail.com	0.00/28	28	0	AP	

- ✓ After editing, click the Apply button.

The screenshot shows the MINOP Attendance Finalization interface. On the left is a navigation menu with options like Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main content area is titled 'Attendance Finalization' and includes an 'Attendance Finalization Summary' with the following statistics:

- Attendance Pending (AP): 2659
- Attendance Frozen (AF): 1
- Attendance On hold (AOH): 0
- Attendance FNF (AFNF): 0

Below the summary is a table with columns: All, Employee Code, Employee Details, Present (days), Absent (days), Taken Leave, Attendance, and Action/Status. The table contains one entry for employee 66836 (Emp13 demarcus.mueller@hotmail.com) with 1.00 present days and 27 absent days. The 'Attendance' column shows 'AP' and the 'Action/Status' column has a yellow checkmark icon.

- ✓ Once all data is verified, click the Freeze button to finalize.

This screenshot shows the same MINOP Attendance Finalization page, but with the 'Freeze' button highlighted in green. The 'Attendance Finalization Summary' remains the same. The table below now has a blue header 'Selected Employee: 1' and three buttons: 'Freeze' (green), 'On hold' (red), and 'FNF' (red). The table entry for employee 66836 now shows '1.00/28' in the 'Present (days)' column and a blue checkmark icon in the 'Action/Status' column.

✓ Finally, Select the employee and click Save to complete the attendance freezing process.

The screenshot shows the 'Attendance Finalization Summary' page in the MINOP system. The summary indicates 2658 Pending (AP), 2 Attendance Frozen (AF), 0 Attendance On hold (AOH), and 0 Attendance FNF (AFNF). Two employees are selected for freezing:

All	Employee Code	Employee Details	Present (days)	Absent (days)	Taken Leave	Attendance	Action/Status
<input type="checkbox"/>	Search	Search				AF	
<input checked="" type="checkbox"/>	66836	Emp13 demarcus.mueller@hotmail.com	1.00/28	27	0	AF	--
<input checked="" type="checkbox"/>	290685	Rishi rishi@yopmail.com	0.00/28	20	0	AF	

Showing 1 to 2 of 2 entries

Step 5 - When the 'On Hold' button is clicked, the process is put on hold.

The screenshot shows the 'Attendance Finalization Summary' page in the MINOP system. The summary indicates 2658 Pending (AP), 2 Attendance Frozen (AF), 0 Attendance On hold (AOH), and 0 Attendance FNF (AFNF). One employee is selected for freezing:

All	Employee Code	Employee Details	Present (days)	Absent (days)	Taken Leave	Attendance	Action/Status
<input type="checkbox"/>	Search	Search				AP	
<input checked="" type="checkbox"/>	66826	Emp3 theodora84@yopmail.com	0.00/28	24	0	AP	
<input type="checkbox"/>	66827	Emp4 teresa5@yahoo.com	0.00/28	20	0	AP	
<input type="checkbox"/>	66828	Emp5 layla_feeney98@hotmail.com	0.00/28	20	0	AP	
<input type="checkbox"/>	66829	Emp6 mina.hodkiewicz@gmail.com	0.00/28	20	0	AP	

Buttons: Freeze, On hold, FNF

2.2 Salary Process

The Salary Process refers to the stage where employee salaries are processed after their attendance has been finalized.

Step 1 - Go to the Salary Process option located on the left-hand side menu.

The screenshot displays the MINOP web application interface. On the left, a sidebar menu lists various options, with 'Salary Process' highlighted. The main area shows the 'Salary Process' page with a form containing the following fields:

- Company * (Dropdown menu: Select Company)
- Branch * (Dropdown menu: Select Branch)
- Month * (Dropdown menu: Mar-2025)
- Department (Dropdown menu: Select Department)
- Designation (Dropdown menu: Select Designation)
- Status (Dropdown menu: Salary Pending (SP))

At the bottom right of the form, there are two buttons: a blue 'Apply' button and a red 'Refresh' button.

Step 2 - On the Salary Process page: Select the Company, Branch, and Month. Click the Apply button to view the salary processing data.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2025-08-22

MINOP

minoplatest@yopmail.com

Salary Process

Company *
All Select (1047)

Branch *
All Select (3027)

Month *
Feb-2025

Department
Select Department

Designation
Select Designation

Status
Salary Pending (SP)

Step 3 - After applying the filters, the Salary Process Summary tab will display various statuses.

Note: If the current status is not saved, the process will not proceed to the next stage. It will only display the existing status as per the current workflow stage.

1) Salary Pending (SP) - This is status indicated that employees attendance has been approved. It also displays the count of employees whose attendance has been approved/Freezed and saved.

2) Salary Freezed (SF) - This status indicated that the employees salary status is 'Freezed' and displays the count of employees whose salary has been 'Freezed'.

3) Salary disbursed (SD) - This status shows Salary disbursed and counts.

4) Salary On hold(SOH) - This status indicates that employees' salaries are 'On Hold' along with the employee count.

5) Salary FNF (SFNF) - This status indicates that employees' salaries are 'FNF' along with the employee count.

Note: To change an employee's salary status, select the employee. Then options such as Freeze, On Hold, and FNF will appear.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2027-03-26

Salary Process : 3

Salary Process Summary

Attendance Pending (AP) 2658	Attendance Freezed (AF) 2	Salary Pending (SP) 3	Salary Freezed (SF) 0	Salary disbursed (SD) 25
Attendance On hold (AOH) 0	Attendance FNF (AFNF) 0	Salary On hold (SOH) 0	Salary FNF (SFNF) 0	

All	Employee Code	Employee Detail	No.Pay Days	Net Salary	Loan	Payroll	Net Payout	Action
<input type="checkbox"/>	Search	Search				SP		
<input type="checkbox"/>	66825	Amit Kumar kumar@yopmail.com	4.50 / 28.00	₹ 11296		SP	₹ 11296	
<input type="checkbox"/>	66833	Emp10 regan@yopmail.com	1.00 / 28.00	₹ 2584		SP	₹ 2584	
<input type="checkbox"/>	66834	Emp11 jesus36@gmail.com	1.00 / 28.00	₹ 3054		SP	₹ 3054	

Step 3 - Select the checkbox next to the employee whose salary you want to process. Click the Freeze button.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2027-03-26

Salary Process : 3

Salary Process Summary

Attendance Pending (AP) 2658	Attendance Freezed (AF) 2	Salary Pending (SP) 3	Salary Freezed (SF) 0	Salary disbursed (SD) 25
Attendance On hold (AOH) 0	Attendance FNF (AFNF) 0	Salary On hold (SOH) 0	Salary FNF (SFNF) 0	

Selected Employee: 3 Freeze On hold FNF

All	Employee Code	Employee Detail	No.Pay Days	Net Salary	Loan	Payroll	Net Payout	Action
<input checked="" type="checkbox"/>	Search	Search				SP		
<input checked="" type="checkbox"/>	66825	Amit Kumar kumar@yopmail.com	4.50 / 28.00	₹ 11296		SP	₹ 11296	
<input checked="" type="checkbox"/>	66833	Emp10 regan@yopmail.com	1.00 / 28.00	₹ 2584		SP	₹ 2584	
<input checked="" type="checkbox"/>	66834	Emp11 jesus36@gmail.com	1.00 / 28.00	₹ 3054		SP	₹ 3054	

Step 4 - After freezing, select the employee again. Click the Save button to complete the salary process.

The screenshot shows the MINOP Salary Process interface. On the left is a navigation menu with items like Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main area displays 'Salary Process : 3' with a summary table and a list of employees.

Attendance Pending (AP)		Attendance Freezed (AF)		Salary Pending (SP)		Salary Freezed (SF)		Salary disbursed (SD)	
2658		2		0		3		25	
Attendance On hold (AOH)		Attendance FNF (AFNF)		Salary On hold (SOH)		Salary FNF (SFNF)			
0		0		0		0			

All	Employee Code	Employee Detail	No.Pay Days	Net Salary	Loan	Payroll	Net Payout	Action
<input type="checkbox"/>	66825	Amit Kumar kumar@yopmail.com	4.50 / 28.00	₹ 11296		SF	₹ 11296	--
<input type="checkbox"/>	66833	Emp10 regan@yopmail.com	1.00 / 28.00	₹ 2584		SF	₹ 2584	--
<input type="checkbox"/>	66834	Emp11 jesus36@gmail.com	1.00 / 28.00	₹ 3054		SF	₹ 3054	--

Step 5 - A confirmation popup will appear. Click 'Yes' to proceed.

This screenshot shows the same MINOP Salary Process interface as above, but with a confirmation popup overlaid in the center. The popup is titled 'Salary Freezed' and contains the following text:

Salary Freezed
Are you certain you wish to edit the salary process once more?
If you make edits, the status will switch to pending, and you'll need to freeze it once more

At the bottom of the popup are two buttons: 'Yes' (green) and 'No' (red).

2.3 Salary Disbursement

Salary Disbursement refers to the process where salaries are disbursed to employees whose salaries have been processed.

Step 1 - Go to the Salary Disbursement menu located on the left-hand side of the screen.

The screenshot displays the MINOP web application interface for the Salary Disbursement process. On the left, a sidebar contains a navigation menu with the following items: Attendance Finalization, Salary Process, Payroll Approval, Salary Disbursement (highlighted), Salary Slip Export, Payroll Rpt, PF Challan, ESIC Challan, Fasttrack PayrollDisbursement, and Payroll Preparation. The main content area shows the 'Salary Disbursement' form with the following fields:

- Company ***: Select Company
- Branch ***: Select Branch
- Month ***: Mar-2025
- Department**: Select Department
- Designation**: Select Designation
- Status**: Employees Salary Freezed (ESF)

At the bottom right of the form, there are two buttons: a blue 'Apply' button and a red 'Cancel' button.

Step 2 - On the Salary Disbursement page, select all mandatory fields — Company, Branch, and Month — then click the Apply button.

Account Code: DAME7B1
Domain Name: damoinimop
Valid Upto: 2025-03-01

- Attendance Finalization
- Salary Process
- Payroll Approval
- Salary Disbursement**
- Salary Slip Export
- Payroll Rpt
- PF Challan
- ESIC Challan
- Fasttrack PayrollDisbursement
- Payroll Preperation
- F&F Flow

Salary Disbursement Configuration:

- Company: All Select (6)
- Branch: All Select (11)
- Month: Feb-2025
- Department: Select Department
- Designation: Select Designation
- Status: Employees Salary Freezed (ESF)

Step 3 - Review the list of employees whose salaries have been processed. Ensure all details are correct.

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2027-03-26

- Dashboard
- Wizard
- Company
- Shift
- Leave
- Holiday
- User Management
- Utilities
- ESS
- Policy
- Alert

Salary Disbursement Summary:

- Total Employees: 28
- Employees Salary Freezed (ESF): 3
- Employees Salary Disbursed (ESD): 25
- Total Disbursed Salary (TDSL): ₹726834

All	Employee Code	Employee Details	No Pay Days	M Deductions	Action	Total Payout
<input type="checkbox"/>	Search	Search			ESF	
<input type="checkbox"/>	66825	Amit Kumar kumar@yopmail.com	4.50 / 28.00	₹ 3893	ESF	₹ 11296
<input type="checkbox"/>	66833	Emp10 regan@yopmail.com	1.00 / 28.00	₹ 887	ESF	₹ 2584
<input type="checkbox"/>	66834	Emp11 jesus36@gmail.com	1.00 / 28.00	₹ 0	ESF	₹ 3054

Showing 1 to 3 of 3 entries

Step 4 - Select the employees for whom the salary should be disbursed.

MINOP minoplatest@yopmail.com

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2027-03-26

- Dashboard
- Wizard
- Company
- Shift
- Leave
- Holiday
- User Management
- Utilities
- ESS
- Policy
- Alert

Salary Disbursement

Salary Disbursement Summary:

Total Employees	Employees Salary Freezed (ESF)	Employees Salary Disbursed (ESD)	Total Disbursed Salary (TDSL)
28	3	25	₹726834

Selected Employee: 1

All	Employee Code	Employee Details	No Pay Days	M Deductions	Action	Total Payout
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			ESF	
<input checked="" type="checkbox"/>	66825	Amit Kumar kumar@yopmail.com	4.50 / 28.00	₹ 3893	ESF	₹ 11296
<input type="checkbox"/>	66833	Emp10 regan@yopmail.com	1.00 / 28.00	₹ 887	ESF	₹ 2584
<input type="checkbox"/>	66834	Emp11 jesus36@gmail.com	1.00 / 28.00	₹ 0	ESF	₹ 3054

Showing 1 to 3 of 3 entries

Step 5 - Click the Disburse button to initiate the salary disbursement process.

MINOP minoplatest@yopmail.com

Account Code: MINC2E0
Domain Name: minoplatest
Valid Upto: 2027-03-26

- Dashboard
- Wizard
- Company
- Shift
- Leave
- Holiday
- User Management
- Utilities
- ESS
- Policy
- Alert

Salary Disbursement

Salary Disbursement Summary:

Total Employees	Employees Salary Freezed (ESF)	Employees Salary Disbursed (ESD)	Total Disbursed Salary (TDSL)
28	3	25	₹726834

Selected Employee: 1

All	Employee Code	Employee Details	No Pay Days	M Deductions	Action	Total Payout
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			ESF	
<input checked="" type="checkbox"/>	66825	Amit Kumar kumar@yopmail.com	4.50 / 28.00	₹ 3893	ESF	₹ 11296
<input type="checkbox"/>	66833	Emp10 regan@yopmail.com	1.00 / 28.00	₹ 887	ESF	₹ 2584
<input type="checkbox"/>	66834	Emp11 jesus36@gmail.com	1.00 / 28.00	₹ 0	ESF	₹ 3054

Showing 1 to 3 of 3 entries

Step 6 - A new window will open displaying all employees whose salary disbursement is pending. Click the 'Disbursement' button to proceed with the salary disbursement.

The screenshot shows the MINOP Salary Disbursement interface. On the left, a sidebar contains navigation options like Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main content area displays 'Salary Disbursement' with a summary of 28 total employees and a table of selected employees. A modal window titled 'Disburse : 1 Employees' is open, showing a table with one entry for employee 66825 (Amit Kumar) with a total payout of 11296. A 'Disburse' button is highlighted in yellow at the bottom right of the modal.

Employee ID	Employee Details	No. Pay Days	Total Payout
66825	Amit Kumar	4.50/28.00	11296

Step 7 - A confirmation message will appear once the disbursement is successfully completed.

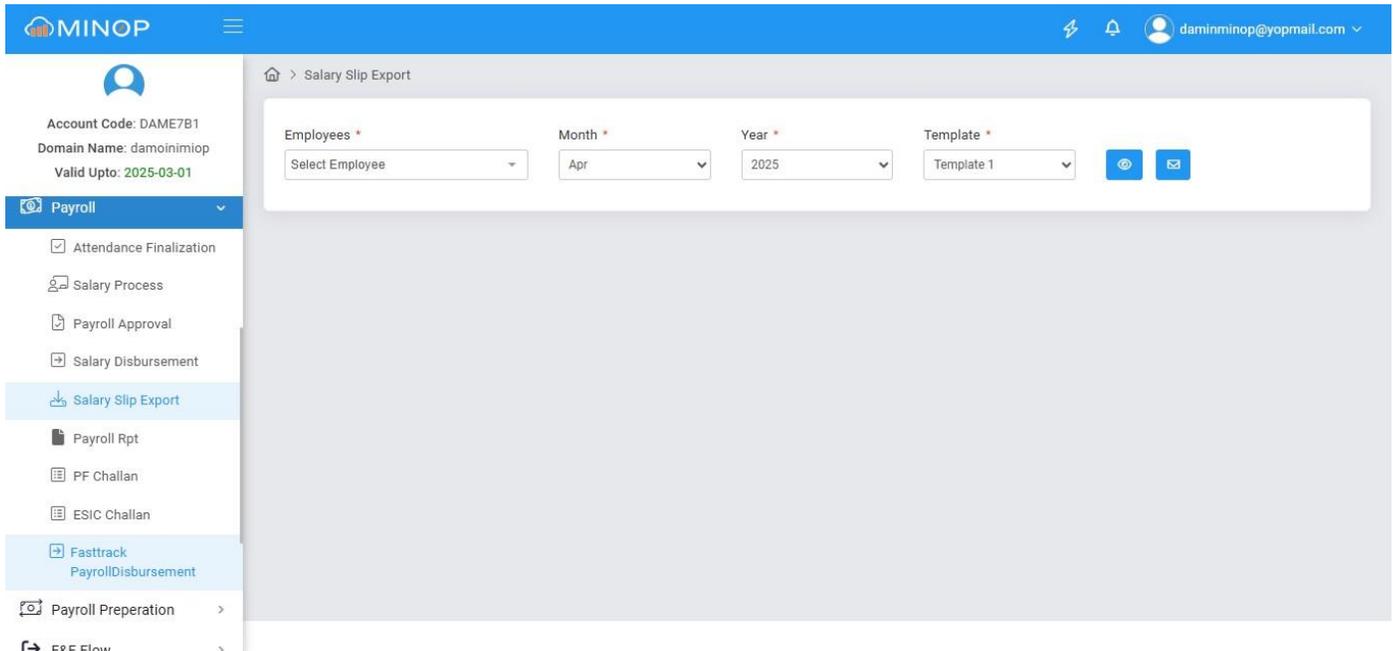
The screenshot shows the MINOP Salary Disbursement interface after successful completion. A green confirmation message at the top right states 'Employee salary was successfully Disbursed.' The main content area shows updated summary statistics: Total Employees (28), Employees Salary Freezed (ESF) (2), Employees Salary Disbursed (ESD) (26), and Total Disbursed Salary (TDSL) (₹738130). Below this is a table of employees with columns for Employee Code, Employee Details, No Pay Days, M Deductions, Action, and Total Payout. The table shows two entries for employees 66833 and 66834.

All	Employee Code	Employee Details	No Pay Days	M Deductions	Action	Total Payout
<input type="checkbox"/>	66833	Emp10 er regan@yopmail.com	1.00 / 28.00	₹ 887	ESF	₹ 2584
<input type="checkbox"/>	66834	Emp11 er jesus36@gmail.com	1.00 / 28.00	₹ 0	ESF	₹ 3054

2.4 Salary Slip Export

Salary Slip Export refers to exporting the salary slips for a specific month and year.

Step 1 - Go to the Salary Slip Export menu on to the left hand side.



Step 2 - On Salary Slip Export Page, Select employees, month, year and template and then click on View Button to export the salary slip.

Account Code: MANB279
Domain Name: mantra
Valid Upto: 2025-08-09

PF Challan
ESIC Challan

Process Data >
Payroll Preparation >
Salary Heads
Pay Structure
Employee Salary
Non Recurring Income
Custom Column
Payslip Template
Payroll Cycle
PMS >

Salary Slip Export

Employees *
Vasim Patel (123145)

Month *
Feb

Year *
2025

Template *
Template 1

Salary Slip

1 / 1 | - 91% + | [Icons]

MINOP testcompany200623

Salary Slip February - 2025

Employee ID	123145	Bank A/c No			
Employee Name	Vasim Patel	Bank Name	DOJ	22 September 2016	
Designation	Manager - System Integration & Projects	UAN No.	PF No.		
Department	Project	ESI No			
Attendance	8.00 out of 28.00				
Actuals	Amount(Rs.)	Earning	Amount(Rs.)	Deduction	Amount (Rs.)
Basic	48000	Basic	13714	Employee - Provident Fund	1800
House Rent Allowance	19200	House Rent Allowance	5486	Professional Tax	200
Education Allowance	400	Education Allowance	114		
Uniform Allowance	3000	Uniform Allowance	857		
Newspaper	1500	Newspaper	429		

Step 3 - When you click the Email button, you will receive the salary slip via email.

Account Code: MANB279
Domain Name: mantra
Valid Upto: 2025-08-09

PF Challan
ESIC Challan

Process Data >
Payroll Preparation >
Salary Heads
Pay Structure
Employee Salary
Non Recurring Income
Custom Column
Payslip Template
Payroll Cycle
PMS >

Salary Slip Export

Employees *
Vasim Patel (123145)

Month *
Feb

Year *
2025

Template *
Template 1

Get Salary slip over mail

Salary Slip

1 / 1 | - 91% + | [Icons]

MINOP testcompany200623

Salary Slip February - 2025

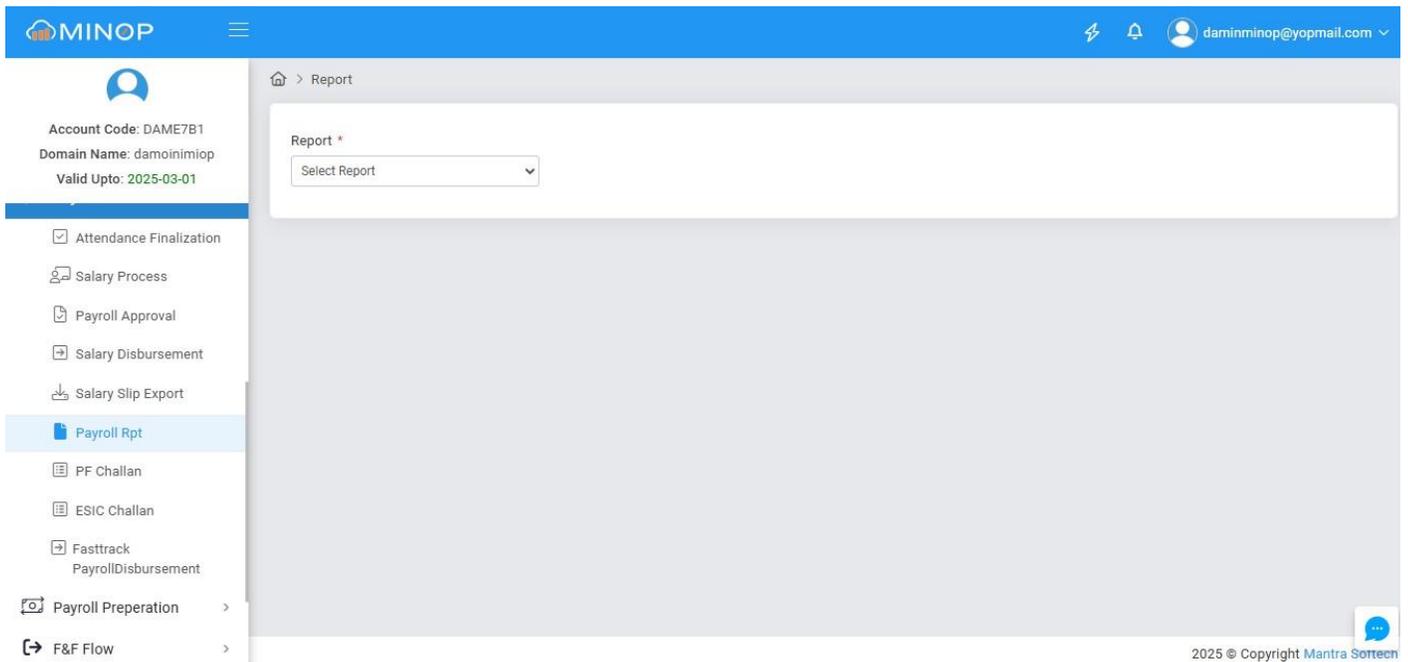
Employee ID	123145	Bank A/c No			
Employee Name	Vasim Patel	Bank Name	DOJ	22 September 2016	
Designation	Manager - System Integration & Projects	UAN No.	PF No.		
Department	Project	ESI No			
Attendance	8.00 out of 28.00				
Actuals	Amount(Rs.)	Earning	Amount(Rs.)	Deduction	Amount (Rs.)
Basic	48000	Basic	13714	Employee - Provident Fund	1800
House Rent Allowance	19200	House Rent Allowance	5486	Professional Tax	200
Education Allowance	400	Education Allowance	114		
Uniform Allowance	3000	Uniform Allowance	857		
Newspaper	1500	Newspaper	429		

Mail send successfully

2.5 Payroll Report

The report shows whose salary has been successfully disbursed.

Step 1 - Go to the Payroll Report menu on the left-hand side.



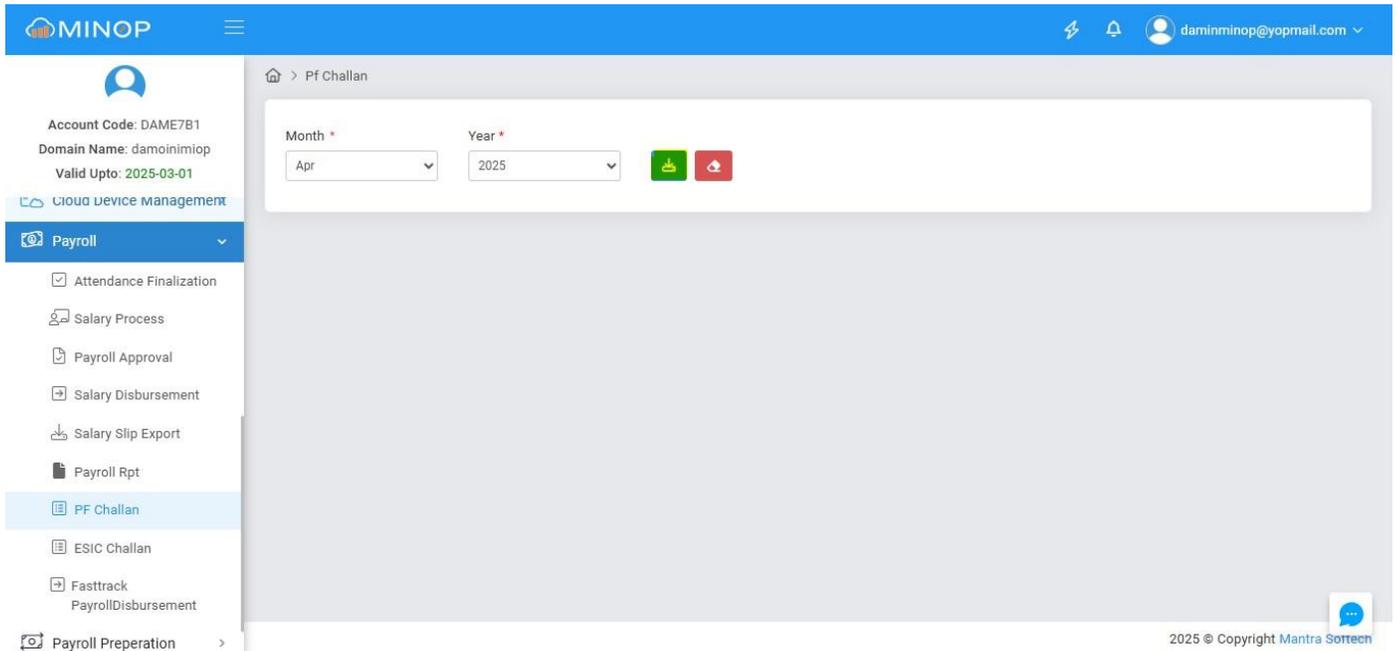
Step 2 - On the Report page, when you select a report from the dropdown, the fields for Company, Branch, Department, Designation, Month, and Year will become visible. Select all these details, then click the Search button to view the report.

2.6 PF Challan

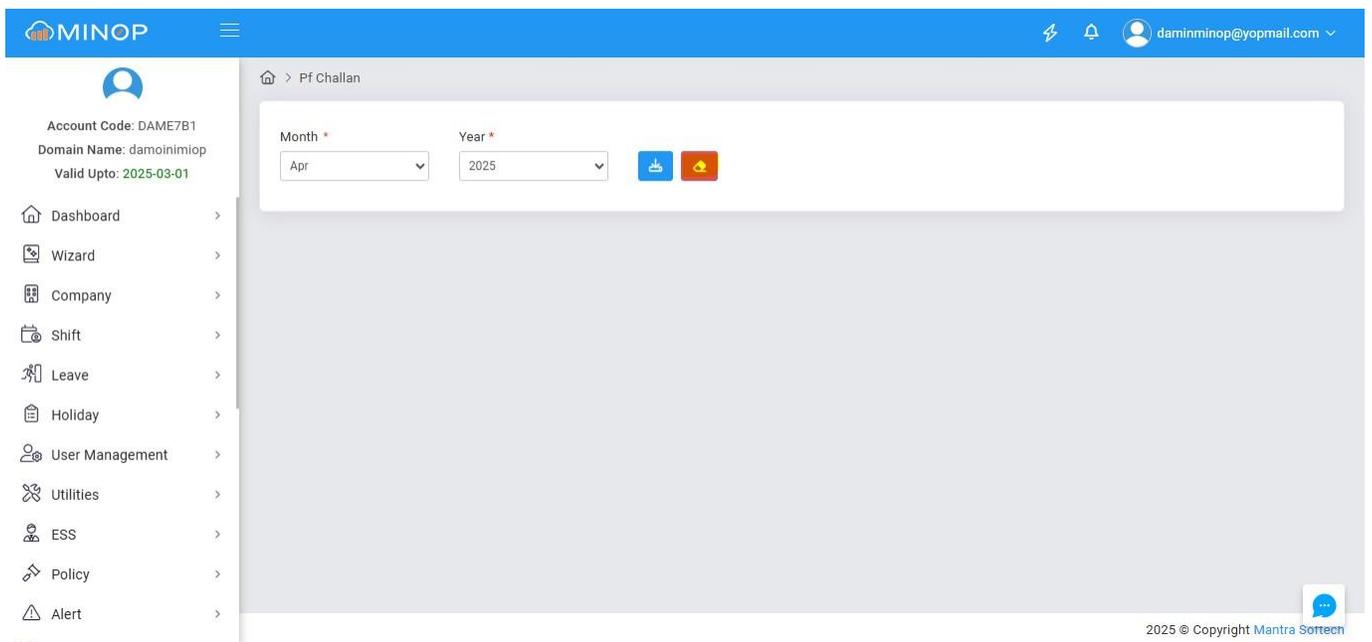
A PF Challan is a payment receipt that an employer generates and submits to the Employees' Provident Fund Organization

Step 1 - Go to the PF Challan menu on the left-hand side.

Step 2 - On the PF Challan page, select the Month and Year, then click on 'Export Sheet'.

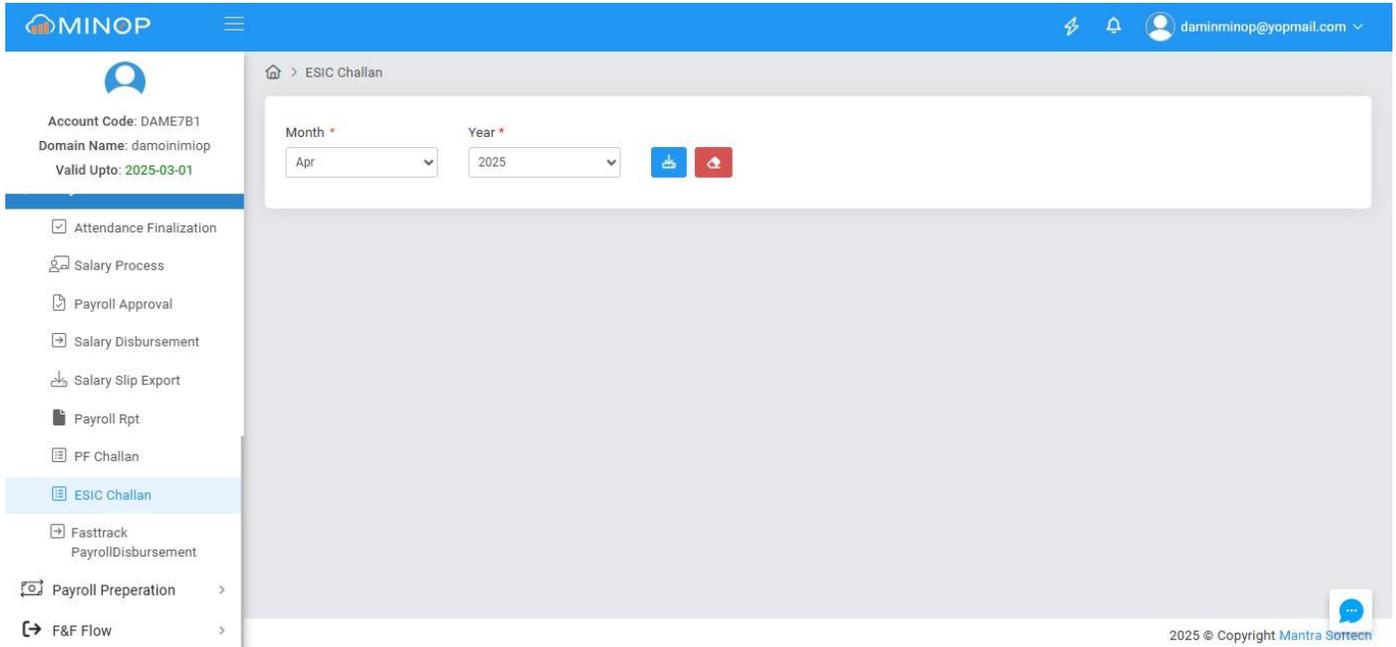


Step 3 - Click the Reset button to clear the filters.

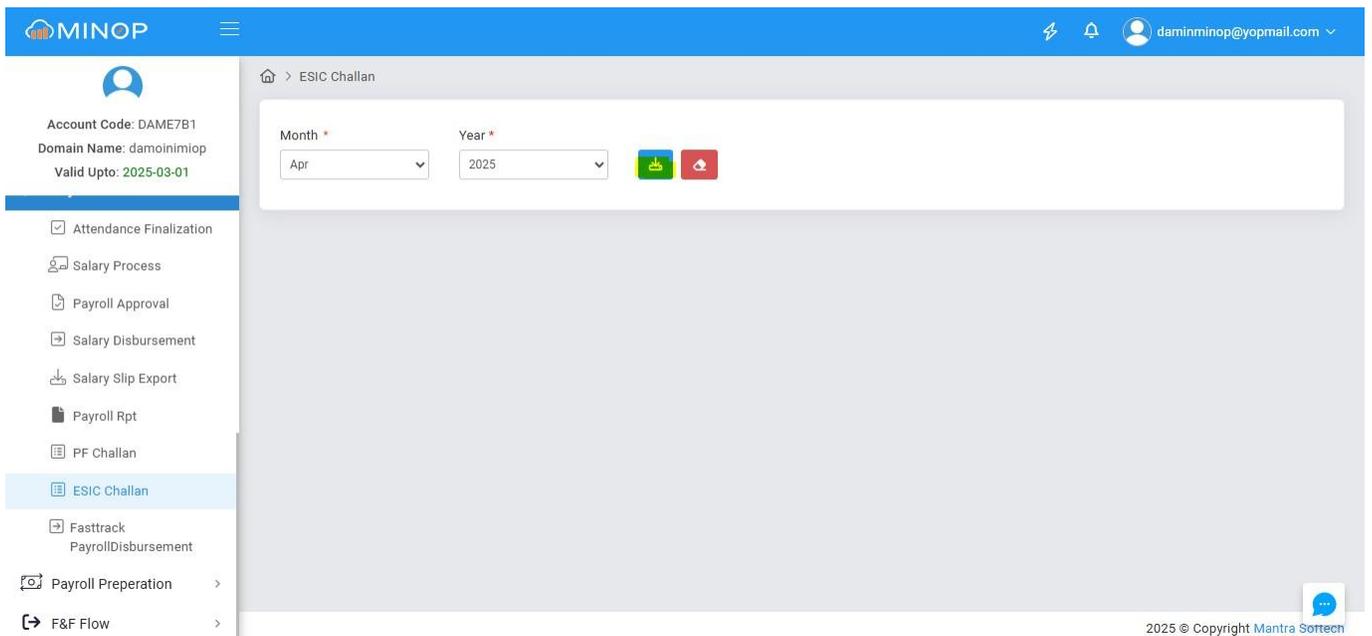


2.7 ESIC Challan

Step 1 - Go to the ESIC Challan menu on the left-hand side.



Step 2 - On the ESIC Challan page, select the Month and Year, then click on 'Export Sheet'.



Step 3 - Click the Reset button to clear the filters.

The screenshot shows the MINOP application interface. The left sidebar contains a menu with 'ESIC Challan' highlighted. The main content area is titled 'ESIC Challan' and features two dropdown menus for 'Month' (set to 'Apr') and 'Year' (set to '2025'). To the right of these dropdowns are two buttons: a blue 'Reset' button and a red 'Apply' button. The top navigation bar includes the MINOP logo, a user profile icon, and the email 'daminminop@yopmail.com'. The bottom right corner of the page contains the text '2025 © Copyright Mantra Softech'.

2.8 Fastrack PayrollDisbursement

Step 1 - Go to the Fastrack PayrollDisbursement on the left side of the menu.

The screenshot shows the MINOP application interface for 'Fastrack PayrollDisbursement'. The left sidebar menu has 'Fastrack PayrollDisbursement' selected. The main content area displays a table with 7 records. The table has columns for Sr No, Company, Branch, Department, No. Employees, Net Salary, Remarks, Month-Year, Status, and Action. The records are as follows:

Sr No	Company	Branch	Department	No. Employees	Net Salary	Remarks	Month-Year	Status	Action
1	latestminop	HO	SOFTWARE	1	38710	--	Jan-2025	Rejected	
2	latestminop	HO	SOFTWARE	1	32143	--	Feb-2025	Rejected	
3	latestminop	HO	Test	1	38710	--	Jan-2025	Rejected	
4	latestminop	HO	Test	1	32143	--	Feb-2025	Rejected	
5	latestminop	HO	testing	3	64154	--	Jan-2025	Rejected	
6	latestminop	HO	testing	3	53272	--	Feb-2025	Rejected	
7	minoplastestfgthb	HO	testing	10	173144	--	Feb-2025	Rejected	

Below the table, it says 'Showing 1 to 7 of 7 entries'. The bottom right corner of the table area has a pagination control showing '1'.

Step 2 - On the Fastrack PayrollDisbursement, Select company, branch, month, department, designation, status, wage type, shift then click on Apply Button.

The screenshot shows the 'Salary Disbursement' interface in the MINOP system. The top navigation bar includes the MINOP logo, a user profile for 'daminminop@yopmail.com', and utility icons. A left sidebar contains a menu with options like Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main content area features a filter panel with dropdown menus for Company (All Select (6)), Branch (All Select (11)), Month (Feb-2025), Department (Select Department), Designation (Select Designation), Status (Employees Salary Freezed (ESF)), Wage Type (Select Wage Type), and Shift (Select Shift). 'Apply' and 'Clear' buttons are present. Below the filters is a table with 10 records per page, displaying columns for Sr No, Company, Branch, Department, No. Employees, Net Salary, Remarks, Month-Year, Status, and Action. The table contains three rows of data, all with a 'Rejected' status.

Sr No	Company	Branch	Department	No. Employees	Net Salary	Remarks	Month-Year	Status	Action
1	latestminop	HO	SOFTWARE	1	38710	--	Jan-2025	Rejected	
2	latestminop	HO	SOFTWARE	1	32143	--	Feb-2025	Rejected	
3	latestminop	HO	Test	1	38710	--	Jan-2025	Rejected	

Step 3 - When click on Clear Button then all fields are filters.

This screenshot shows the same 'Salary Disbursement' interface, but the filter dropdowns have been reset to their default states: 'Select Company', 'Select Branch', 'Feb-2025', 'Select Department', 'Select Designation', 'Employees Salary Freezed (ESF)', 'Select Wage Type', and 'Select Shift'. The 'Apply' button is now blue, and the 'Clear' button is red. The table below the filters remains the same, showing three rows of 'Rejected' records.

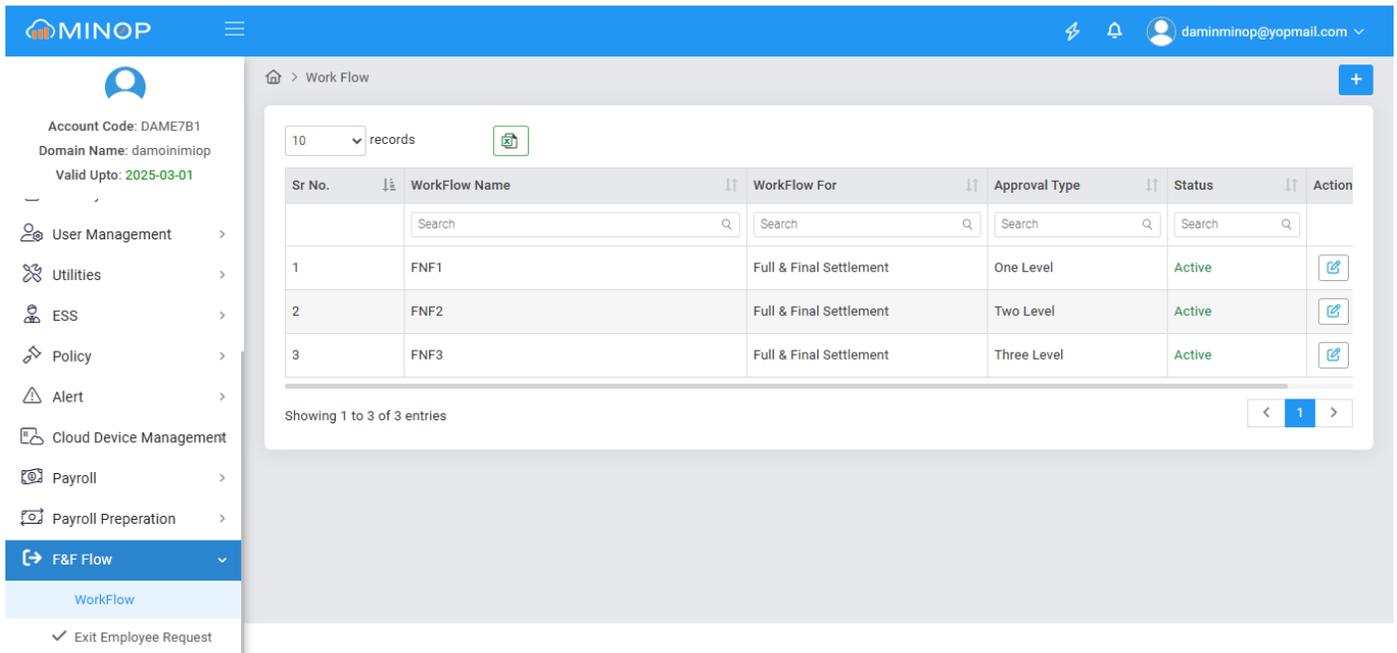
Sr No	Company	Branch	Department	No. Employees	Net Salary	Remarks	Month-Year	Status	Action
1	latestminop	HO	SOFTWARE	1	38710	--	Jan-2025	Rejected	
2	latestminop	HO	SOFTWARE	1	32143	--	Feb-2025	Rejected	
3	latestminop	HO	Test	1	38710	--	Jan-2025	Rejected	

3. F&F Flow

3.1 Workflow

Workflow refers to the process of creating approval flows for higher authority levels

Step 1 - Go to the Workflow menu on the left-hand side.



Step 2 - Click the Add button to create a workflow.

The screenshot shows the MINOP Work Flow page. The left sidebar contains a navigation menu with items: Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main content area displays a table with the following data:

Sr No.	WorkFlow Name	WorkFlow For	Approval Type	Status	Action
1	FNF1	Full & Final Settlement	One Level	Active	
2	FNF2	Full & Final Settlement	Two Level	Active	
3	FNF3	Full & Final Settlement	Three Level	Active	

Below the table, it says "Showing 1 to 3 of 3 entries" with pagination controls.

Step 3 - On the Workflow page, enter the workflow name, select 'Workflow For', choose the approval type and number of levels, enter the level details in the text field, and then click the Submit button.

The screenshot shows the MINOP Work Flow page with the form for creating a new workflow. The form fields are as follows:

- Workflow ***: Full and Final Settlement
- WorkflowFor ***: Full & Final Settlement
- Approval Type ***: Level 1
- Approval Level 1**:
 - Select Branch ***: HO
 - Select Department ***: SOFTWARE
 - Authority Person ***: Anurag Somani
- Level 1** (collapsible section):
 - Work Handover**: [text field]
 - For Superior**: [text field]

At the bottom right, there are "Cancel" and "Submit" buttons.

Step 4 - When you click the Cancel button, the current page will close.

Account Code: DAME7B1
Domain Name: damoinimop
Valid Upto: 2025-03-01

Dashboard >
Wizard >
Company >
Shift >
Leave >
Holiday >
User Management >
Utilities >
ESS >
Policy >
Alert >

Work Flow

Workflow *
FNF1

WorkflowFor *
Full & Final Settlement

Approval Type *
Level 1

Level 1

Work Handover|

Approval Level 1

Select Branch *
HO

Select Department *
Testset

Authority Person *
Rajbeer Singh

Cancel Submit

Step 5 - When you click the Edit button, the edit page will open.

Account Code: DAME7B1
Domain Name: damoinimop
Valid Upto: 2025-03-01

Dashboard >
Wizard >
Company >
Shift >
Leave >
Holiday >
User Management >
Utilities >
ESS >
Policy >
Alert >

Work Flow

10 records

WorkFlow Name	WorkFlow For	Approval Type	Status	Action
FNF1	Full & Final Settlement	One Level	Active	
FNF2	Full & Final Settlement	Two Level	Active	
FNF3	Full & Final Settlement	Three Level	Active	

Showing 1 to 3 of 3 entries

Step 6 - On the Workflow edit page, enter the details you want to update, then click the Submit button.

Account Code: DAME7B1
Domain Name: damoinimlop
Valid Upto: 2025-03-01

Workflow *
FNF1

WorkflowFor *
Full & Final Settlement

Approval Type *
Level 1

Approval Level 1

Select Branch *
HO

Select Department *
testing

Authority Person *
Amit Kumar

Knowledge Transfer

Cancel Submit

Step 7 - When click on Inactive Button then this workflow is inactive.

10 records

WorkFlow Name	WorkFlow For	Approval Type	Status	Action
FNF1	Full & Final Settlement	One Level	Active	
FNF2	Full & Final Settlement	Two Level	Active	
FNF3	Full & Final Settlement	Three Level	Active	

Showing 1 to 3 of 3 entries

Step 8 - When click on Active Button then that workflow is activated.

Account Code: DAME7B1
 Domain Name: damoininiop
 Valid Upto: 2025-03-01

Workflow Name	Workflow For	Approval Type	Status	Action
FNF1	Full & Final Settlement	One Level	Inactive	
FNF2	Full & Final Settlement	Two Level	Active	
FNF3	Full & Final Settlement	Three Level	Active	

Showing 1 to 3 of 3 entries

3.1 Exit Employee Request

An Exit Employee Request is a form submitted when an employee resigns.

Step 1 - Go to the Exit Employee Request menu on the left-hand side.

Step 2 - Click on Add Button to create a exit employee request.

Step 3 - On the Exit Employee Request page, fill in all the details, then click the Submit button to save the data.

Account Code: DAME7B1
Domain Name: damoinimop
Valid Upto: 2025-03-01

Company: latestminop | Branch: HO | Employee: Rishikesh R Patels

Exit Type: Resignation | Leaving Date (Last Working Date): 2025-04-30

Is Clearance: Yes

Clearance Form
Workflow: Full and Final Settlement | View Flow

Exit Interview: Yes

Exit Interview Form
Department: testing | Evaluation By: Abhishek Yadav | Interview Date: 2025-04-25
Interview Time: 09:00 | Interview Place: Ahmedabad

Submit

Step 4 - When click on Edit button, Exit Employee Request page will be open.

10 records

Sr No.	Employee Code	Employee Name	Exit Type	Is Clearance	Departme	Action
1	66807	Rishikesh R Patels	Resignation	Yes	testing	   

Showing 1 to 1 of 1 entries

Step 5 - On the Exit Employee Request edit page, fill in the details you want to update, and then click the 'Submit' button.

Account Code: DAME7B1
Domain Name: damoinimiop
Valid Upto: 2025-03-01

Dashboard | Wizard | Company | Shift | Leave | Holiday | User Management | Utilities | ESS | Policy | Alert | Cloud Device Management | Payroll Operation | Payroll Preparation | **F&F Flow** | WorkFlow | **Exit Employee Request**

Exit Employee Request

Company*: latestminop | Branch*: HO | Employee*: Rishikesh R Patels

Exit Type*: Resignation | Leaving Date (Last Working Date)*: 2025-04-09

Is Clearance*: Yes

Clearance Form
Workflow*: Full and Final Settlement | View Flow

Exit Interview*: Yes

Exit Interview Form
Department*: testing | Evaluation By*: Abhishek Yadav | Interview Date*: 2025-04-25
Interview Time*: 09:00:00 | Interview Place*: Ahmedabad

Reason*: Resign

Submit

Step 6 - Click the 'Eye' Button to see all the details of the workflow approval level request.

Account Code: DAME7B1
Domain Name: damoinimiop
Valid Upto: 2025-03-01

Dashboard | Wizard | Company | Shift | Leave | Holiday | User Management | Utilities | ESS | Policy | Alert | Cloud Device Management | Payroll Operation | Payroll Preparation | **F&F Flow** | WorkFlow | **Exit Employee Request**

Exit Employee Request

10 records

Sr No.	Employee Code	Employee Name	Exit Type	Is Clearance	Departme	Action
1	66807	Rishikesh R Patels	Resignation	Yes	testing	

Showing 1 to 1 of 1 entries

Account Code: DAME7B1
 Domain Name: damoinimiop
 Valid Upto: 2025-03-01

Exit Employee Request

10 records

Sr No.	Employee Code	Employee Name
1	66807	Rishikesh R Patels

Showing 1 to 1 of 1 entries

View Clearance Request Status

Level 1	Name: Balvant Ahir 21/04/2025, 11:51:32 Department: Work Handover	Status: Pending
Level 2	Name: Mukund Kotadia 21/04/2025, 11:51:32 Department: IT	Status: Pending
Level 3	Name: Dhruv Gohil 21/04/2025, 11:51:33 Department: Travel	Status: Pending
Level 4	Name: Nilesh Katakia 21/04/2025, 11:51:33 Department: Accounts	Status: Pending
Level 5	Name: Ronika Sequirea 21/04/2025, 11:51:33 Department: Store	Status: Pending
Level 6	Name: Anurag Somani 21/04/2025, 11:51:33 Department: Administration	Status: Pending
Level 7	Name: Subhash Joshi 21/04/2025, 11:51:33 Department: HR	Status: Pending

Step 7 - Click the 'Send' button to send the request to the employee, level by level. For Example - First send to the First level high authority person then second and so on.

The screenshot shows the 'Exit Employee Request' page in the MINOP system. The left sidebar contains a navigation menu with 'Exit Employee Request' selected. The main content area displays a table with the following data:

Sr No.	Employee Code	Employee Name	Exit Type	Is Clearance	Department	Resignat	Action
1	66807	Rishikesh R Patels	Resignation	Yes	testing		[Send] [View] [Print] [Refresh]

Below the table, it says 'Showing 1 to 1 of 1 entries'.

Step 8 - When the request is sent, the status will display as 'Sending for Approval,' and the 'Send' button will be disabled. You can then check the status with higher authorities by clicking on 'View'.

The screenshot shows the 'Exit Employee Request' page after the request has been sent. The table now includes a 'Status' column, and the status for the request is 'Sending for Approval'.

Is Clearance	Department	Resignation Date	Last Working Date	Status	Reason	Action
Yes	testing		2025-04-29	Sending for Approval	Resign	[Send] [View] [Print] [Refresh]

Below the table, it says 'Showing 1 to 1 of 1 entries'.

MINOP ⚡ 🔔 👤 daminminop@yopmail.com

Account Code: DAME7B1
Domain Name: damoinimiop
Valid Upto: 2025-03-01

- Dashboard >
- Wizard >
- Company >
- Shift >
- Leave >
- Holiday >
- User Management >
- Utilities >
- ESS >
- Policy >
- Alert >
- Cloud Device Management >
- Payroll Operation >

Exit Employee Request

10 records

Sr No.	Employee Code	Employee Name	Exit Type	Is Clearance	Department	Resignat	Action
1	66807	Rishikesh R Patels	Resignation	Yes	testing		View

Showing 1 to 1 of 1 entries

MINOP View Clearance Request Status

Account Code: DAME7B1
Domain Name: damoinimiop
Valid Upto: 2025-03-01

- Dashboard >
- Wizard >
- Company >
- Shift >
- Leave >
- Holiday >
- User Management >
- Utilities >
- ESS >
- Policy >
- Alert >
- Cloud Device Management >
- Payroll Operation >

Exit Employee Request

10 records

Sr No.	Employee Code	Employee Name	Exit Type
1	66807	Rishikesh R Patels	Resignation

Showing 1 to 1 of 1 entries

Level 1
Name: Balvant Ahir 21/04/2025, 11:51:32
Department: Work Handover
Status: Sending for Approval

Level 2
Name: Mukund Kotadia 21/04/2025, 11:51:32
Department: IT
Status: Pending

Level 3
Name: Dhruv Gohil 21/04/2025, 11:51:33
Department: Travel
Status: Pending

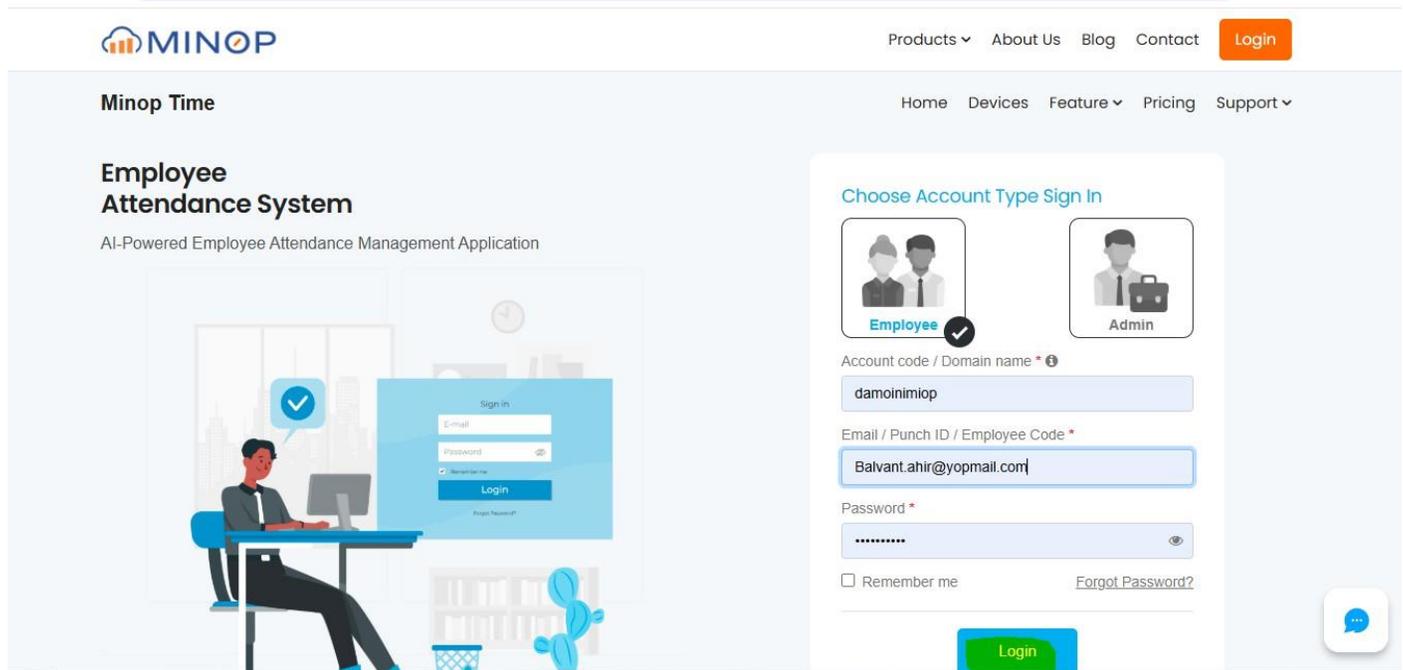
Level 4
Name: Nilesh Katakia 21/04/2025, 11:51:33
Department: Accounts
Status: Pending

Level 5
Name: Ronika Sequirea 21/04/2025, 11:51:33
Department: Store
Status: Pending

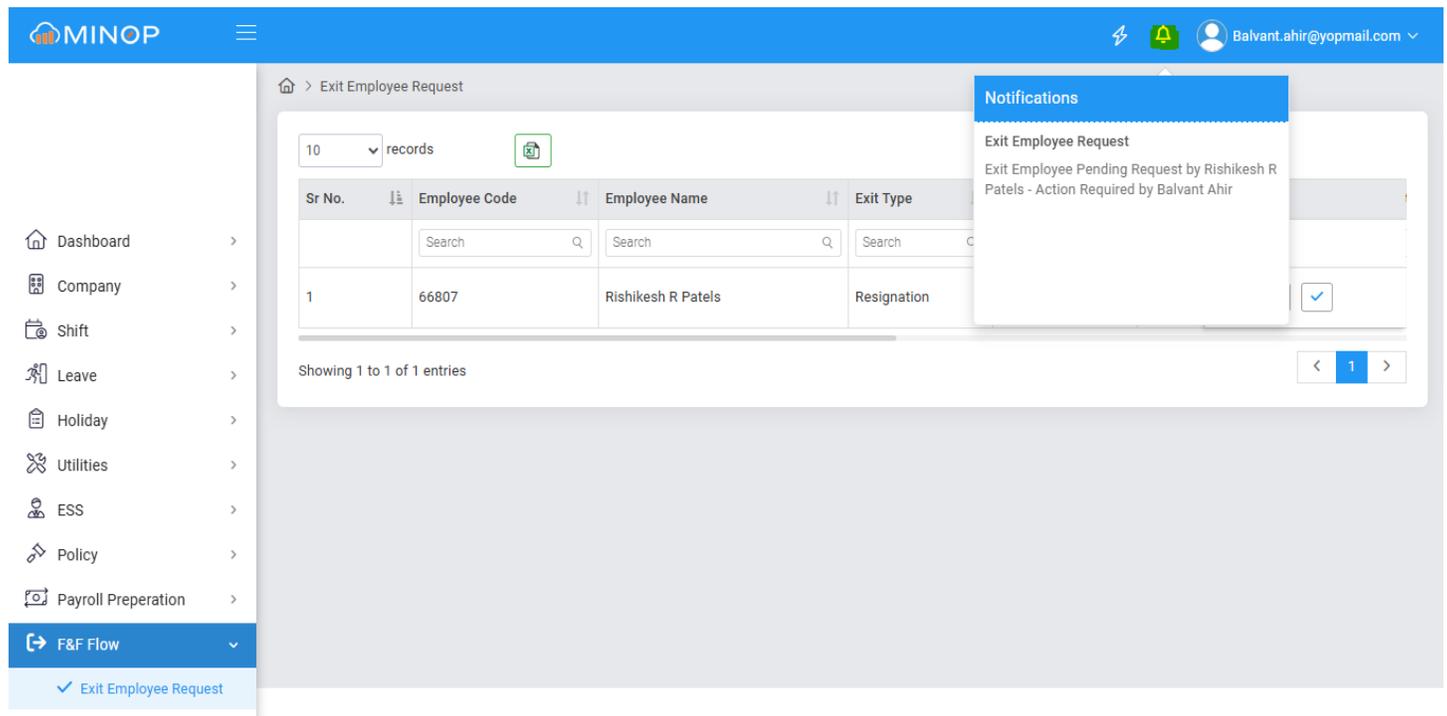
Level 6
Name: Anurag Somani 21/04/2025, 11:51:33
Department: Administration
Status: Pending

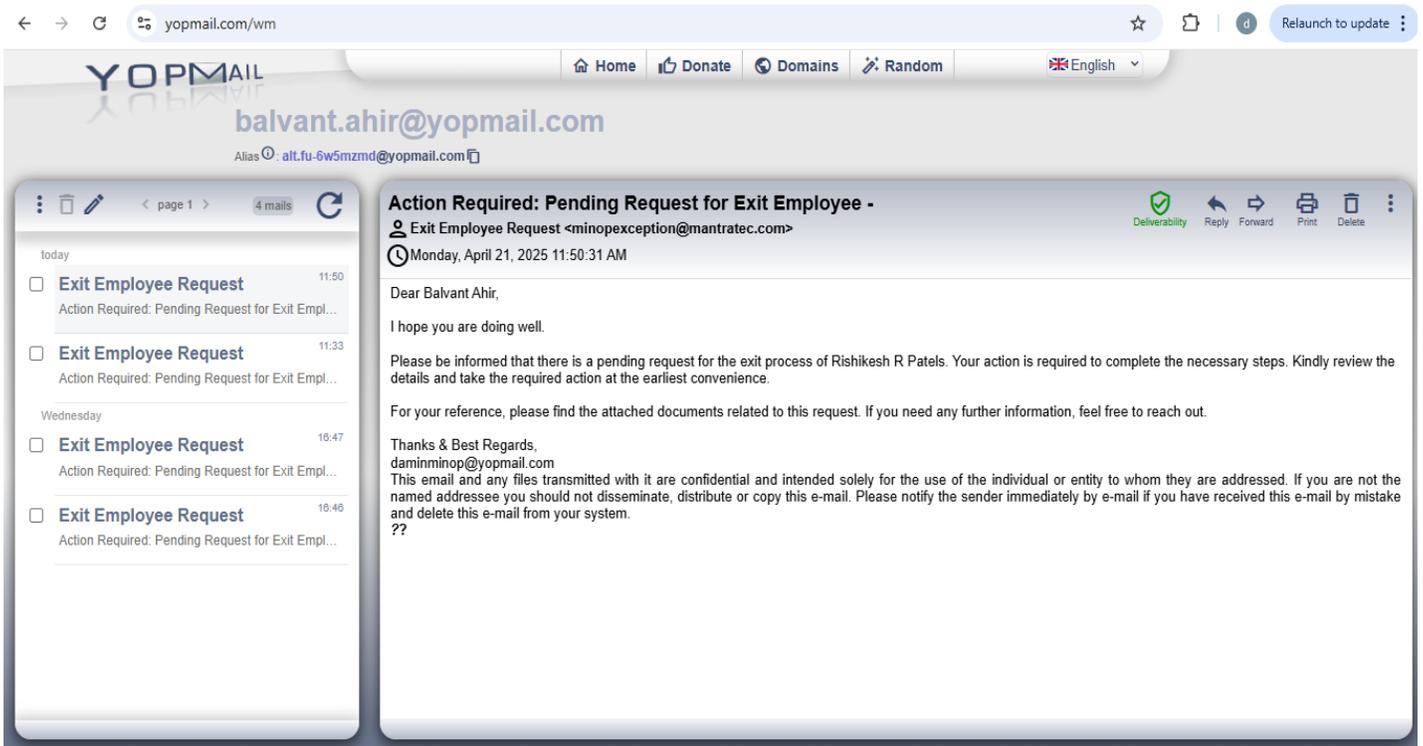
Level 7
Name: Subhash Joshi 21/04/2025, 11:51:33
Department: HR
Status: Pending

Step 9 - Then log in as the first-level employee using the employee login.

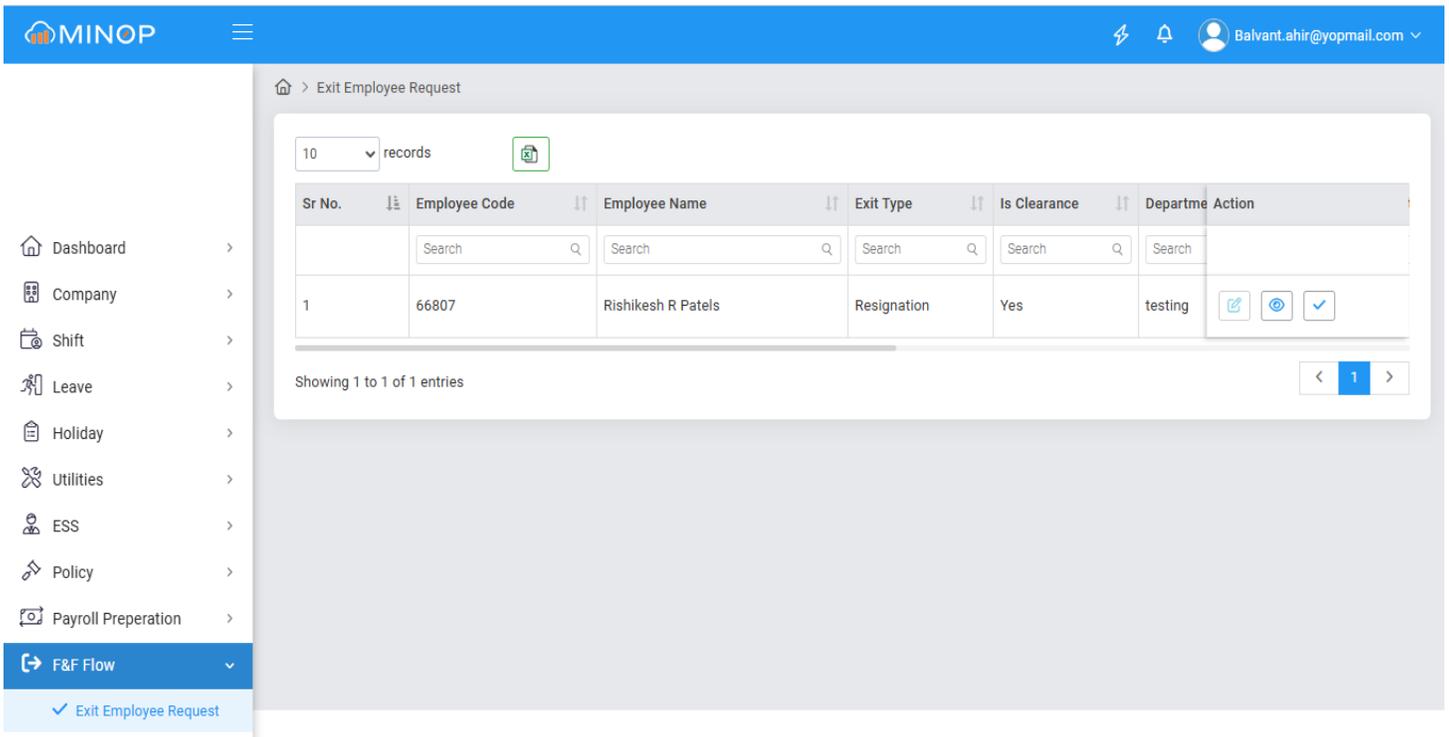


Step 10 - When the employee logs in, a notification is displayed in the notification bar and also sent to their email.





Step 11 -Click on the F&F Flow main menu and navigate to the Exit Employee Request menu on the left-hand side.



Step 12 - On the Exit Employee Request page, the status is now shown as 'Pending for Approval'.

The screenshot shows the MINOP web application interface. The top navigation bar includes the MINOP logo, a menu icon, and user information for Balvant.ahir@yopmail.com. The left sidebar lists various modules, with 'F&F Flow' and 'Exit Employee Request' highlighted. The main content area displays the 'Exit Employee Request' page with a table of records.

Is Clearance	Department	Resignation Date	Last Working Date	Status	Reason	Action
Yes	Software Cloud		2025-04-29	Pending for Approval	sa	[Edit] [Eye] [Check]

Showing 1 to 1 of 1 entries

Step 13 - Click the 'Eye' button to view the status of all approval levels.

This screenshot is identical to the previous one, but the 'Eye' icon in the 'Action' column of the table row is highlighted in yellow, indicating it has been clicked.

Is Clearance	Department	Resignation Date	Last Working Date	Status	Reason	Action
Yes	Software Cloud		2025-04-29	Pending for Approval	sa	[Edit] [Eye] [Check]

Showing 1 to 1 of 1 entries

View Clearance Request Status

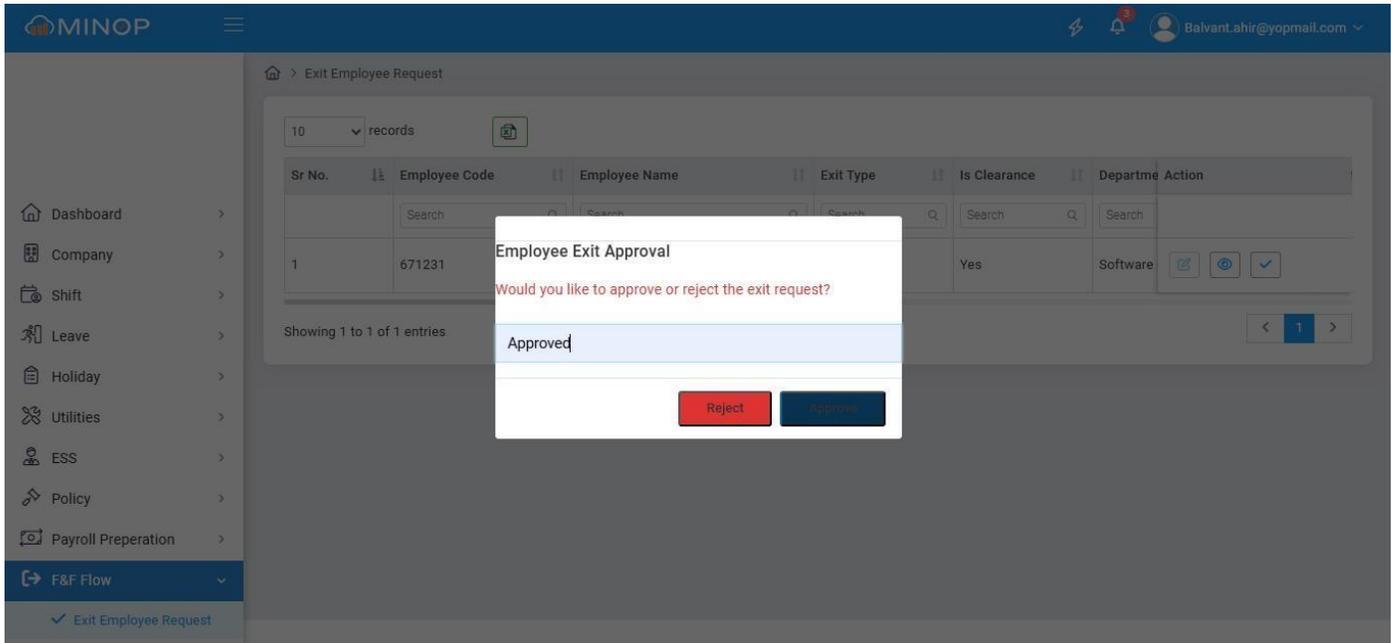
Level	Name	Department	Status
Level 1	Balvant Ahir	Work Handover	Pending for Approval
Level 2	Mukund Kotadia	IT	Pending
Level 3	Dhruv Gohil	Travel	Pending
Level 4	Nilesh Katakia	Accounts	Pending
Level 5	Ronika Sequirea	Store	Pending
Level 6	Anurag Somani	Administration	Pending
Level 7	Subhash Joshi	HR	Pending

Step 14 - Click the 'Approval/Rejection' button to approve or reject the request of the employee who is in the resignation period.

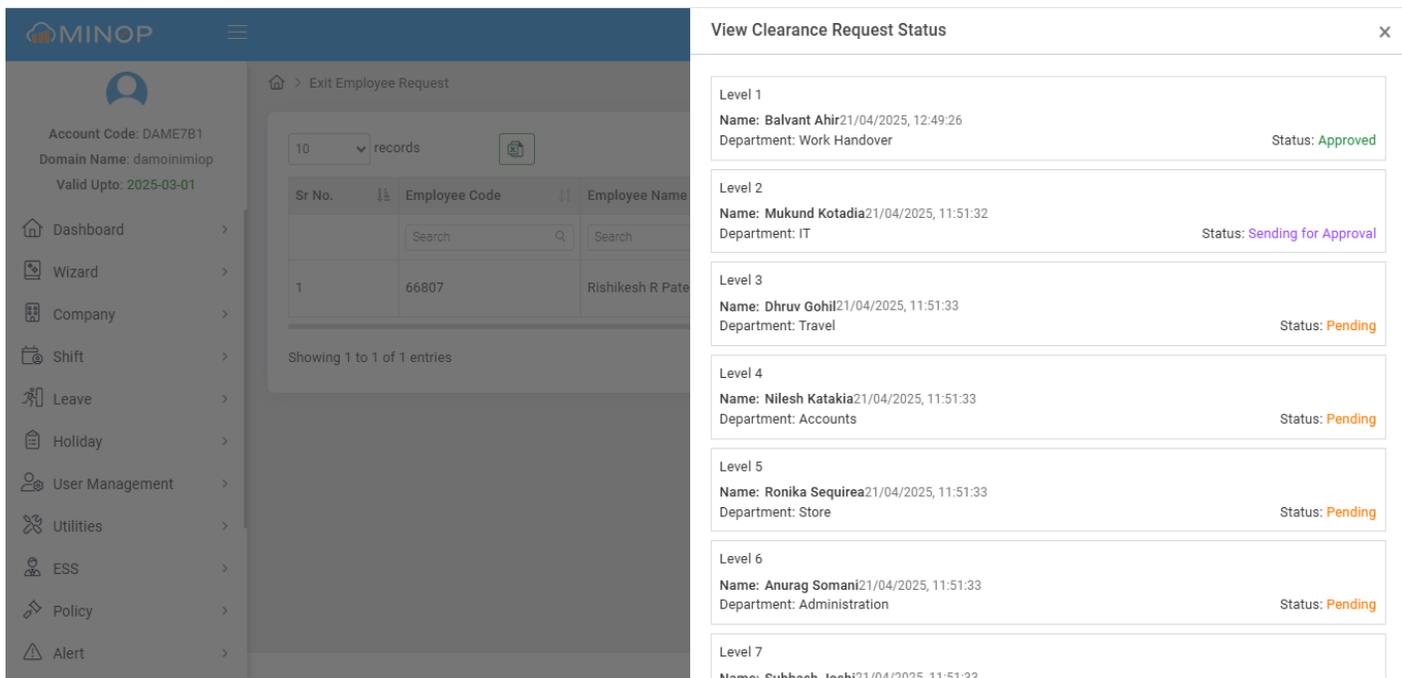
Exit Employee Request

Sr No.	Employee Code	Employee Name	Exit Type	Is Clearance	Department	Resignat	Action
1	66807	Rishikesh R Patels	Resignation	Yes	testing		

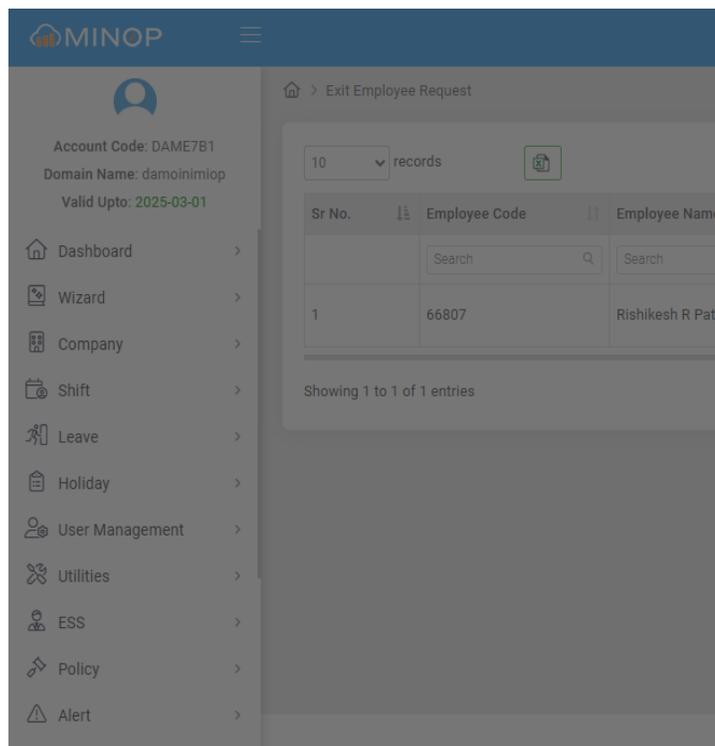
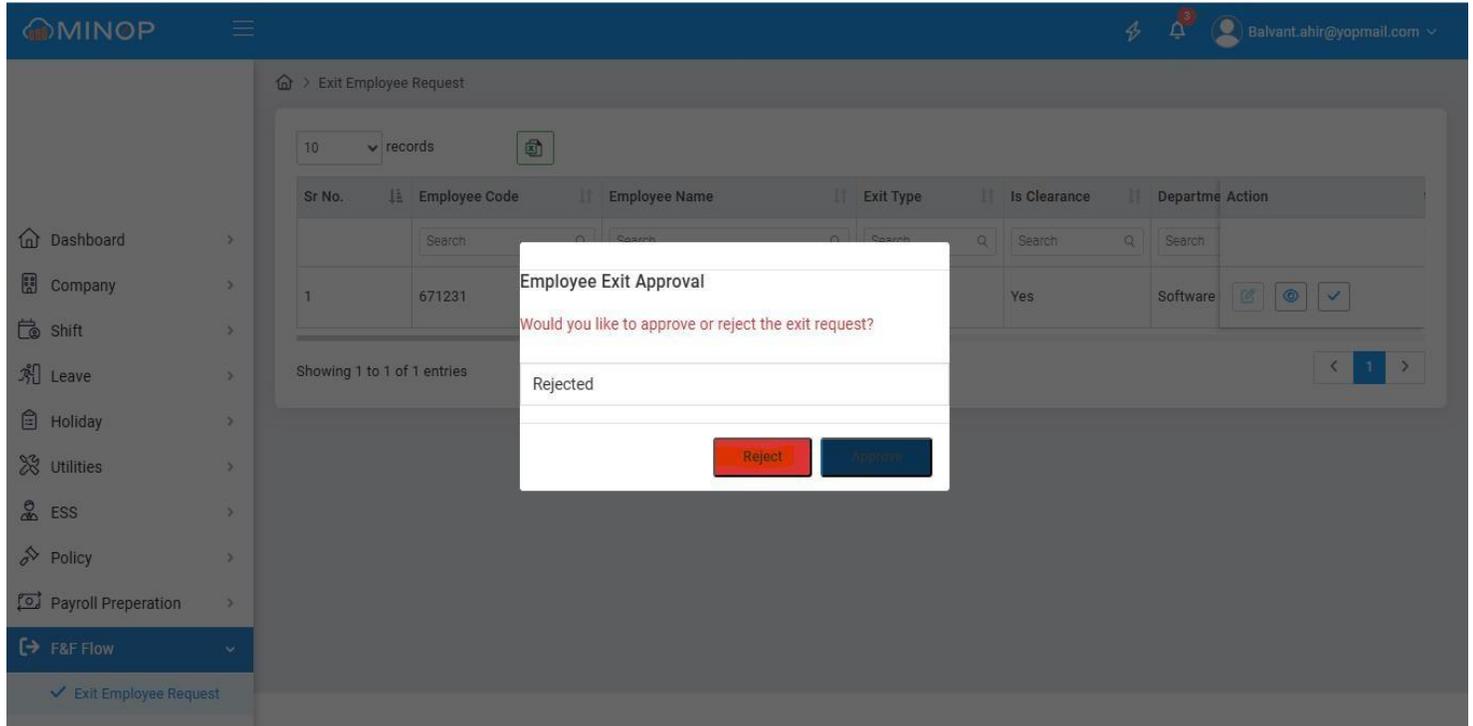
Step 15 - A confirmation popup for approval or rejection will appear. Enter the remarks for approval, then click the 'Approve' button. The request will then be successfully approved by the higher authority level.



Step 16 - If the first-level request is approved, the request is then sent to the next authority level.



Step 17 - If the next-level authority rejects the employee's request, they must enter remarks and click the 'Reject' .



View Clearance Request Status		
Level 1	Name: Balvant Ahir 21/04/2025, 12:49:26 Department: Work Handover	Status: Approved
Level 2	Name: Mukund Kotadia 21/04/2025, 14:31:42 Department: IT	Status: Rejected
Level 3	Name: Dhruv Gohil 21/04/2025, 11:51:33 Department: Travel	Status: Pending
Level 4	Name: Nilesh Katakia 21/04/2025, 11:51:33 Department: Accounts	Status: Pending
Level 5	Name: Ronika Sequeira 21/04/2025, 11:51:33 Department: Store	Status: Pending
Level 6	Name: Anurag Somani 21/04/2025, 11:51:33 Department: Administration	Status: Pending
Level 7	Name: Subhash Joshi 21/04/2025, 11:51:33	

Step 18 - When a request is rejected at any level, a rejection notification is sent to the Admin, the 'Send for Approval' button is enabled, and the status is updated to 'Sending for Rerequest'.

The screenshot shows the MINOP interface with a notification popup. The notification text is: "Exit Employee Request", "Exit Employee Request Rejected by Mukund Kotadia - Admin Action Required".

Sr No.	Employee Code	Employee Name	Exit Type
1	66807	Rishikesh R Patels	Resignation

The screenshot shows the MINOP interface with the 'Exit Employee Request' table. The status of the request is 'Sending for Rerequest'.

Id	Department	Resignation Date	Last Working Date	Status	Reason	Action
testing			2025-04-29	Sending for Rerequest	Resign	[Action icons]

Step 19 - In the Admin login, click the '**Send for Approval**' button to resend the rerequest to the employee whose request was rejected.

The screenshot shows the MINOP Admin interface. The left sidebar contains a navigation menu with items like Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main content area is titled 'Exit Employee Request' and displays a table with the following data:

Sr No.	Employee Code	Employee Name	Exit Type	Is Clearance	Departme	Action
1	66807	Rishikesh R Patels	Resignation	Yes	testing	[Action icons]

Below the table, it says 'Showing 1 to 1 of 1 entries'.

Step 20 - When the request is sent successfully, the status changes to '**Send for Approval**' and the '**Send for Approval**' button is disabled.

The screenshot shows the MINOP Admin interface after the request has been processed. The table now has the following data:

Id	Department	Resignation Date	Last Working Date	Status	Reason	Action
	testing		2025-04-29	Sending for Approval	Resign	[Action icons]

Below the table, it says 'Showing 1 to 1 of 1 entries'.

Step 21 - To continue the approval process, repeat steps 9 to 16 and approved all levels.

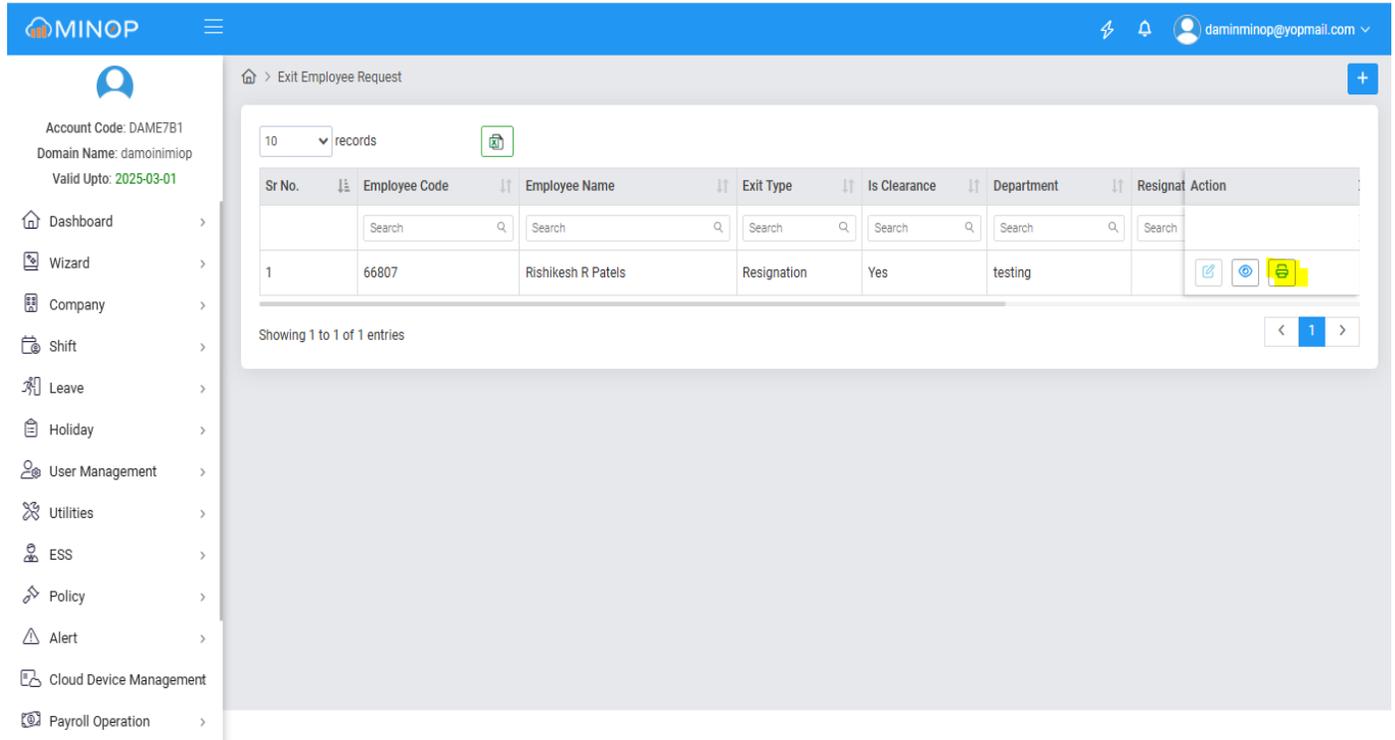
The screenshot shows the MINOP system interface. On the left is a navigation menu with options like Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, and Alert. The main area displays 'Exit Employee Request' with a table containing one entry for Rishikesh R Patel (Employee Code: 66807). On the right, a 'View Clearance Request Status' window is open, showing a list of seven approval levels. The status of each level is as follows:

Level	Name	Department	Status
Level 1	Balvant Ahir	Work Handover	Approved
Level 2	Mukund Kotadia	IT	Approved
Level 3	Dhruv Gohil	Travel	Sending for Approval
Level 4	Nilesh Katakia	Accounts	Pending
Level 5	Ronika Sequirea	Store	Pending
Level 6	Anurag Somani	Administration	Pending
Level 7	Subhash Joshi		

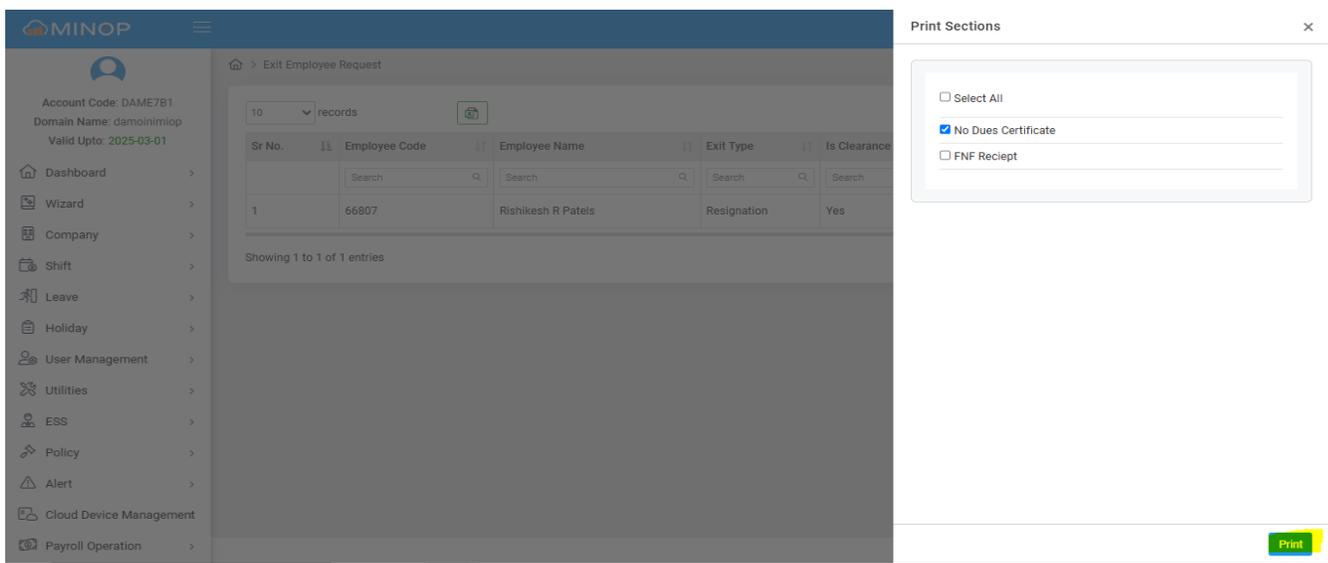
This screenshot shows the same MINOP system interface as above, but the 'View Clearance Request Status' window now shows that all seven approval levels have been completed with a status of 'Approved'.

Level	Name	Department	Status
Level 1	Balvant Ahir	Work Handover	Approved
Level 2	Mukund Kotadia	IT	Approved
Level 3	Dhruv Gohil	Travel	Approved
Level 4	Nilesh Katakia	Accounts	Approved
Level 5	Ronika Sequirea	Store	Approved
Level 6	Anurag Somani	Administration	Approved
Level 7	Subhash Joshi	HR	Approved

Step 22 - When approved all the request then click the 'Print' button to print the High-Level Approval Authority.



Step 23 - When you click the 'Print' button, a new window opens. Select the print section, then click the 'Print' button to print the No Due Clearance report.



Step 24 - The ‘No Due Clearance’ print is shown below-

No Dues Certificate

Employee Name	Rishikesh R Patels	Employee Code	66807
Immediate Head	Abhimanu Singh	Division/Dept.	testing
Designation		Joining Date	01-01-2018
Resignation Date		Last Working Date/left date	30-04-2025

Department	Yes (Dues if Any) OR No	Name & Signature	Remarks (Mention Pending Dues)
Work Handover		Name: Balvant Ahir Signature:	Approved
IT		Name: Mukund Kotadia Signature:	Approved
Travel		Name: Dhruv Gohil Signature:	Approved
Accounts		Name: Nilesh Katakia Signature:	Approved
Store		Name: Ronika Sequirea Signature:	Approved
Administration		Name: Anurag Somani Signature:	Approved
HR		Name: Subhash Joshi Signature:	Approved

Employee

Date: 22-04-2025

Name: Rishikesh R Patels

Signature:

HR

Date:

Name:

Signature:

Address : B203, Shapath Hexa, Opp. Gujarat High Court, S.G. Highway, Sola, Ahmedabad - 380060, Gujarat, India.

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THANKYOU