

A Study on PayRoll- Management System

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Abstract

The project “SAAWARIYA EDUCATION CONSULTANCY is devoted to providing students with assistance in opening up educational opportunities abroad.

Abstract Education Network is a leading, highly regarded, and highly skilled consulting organization that specializes in career counseling and genuine guidance for international students pursuing higher education. The following are the three primary occurrences that have resulted in the change: the emergence of "celebrity" entrepreneurs and private businesses that bring innovations to universities and schools, the entry of education policy and service consultants from major corporations into the public education market, Additionally, the individuals will benefit from the rapid expansion of small businesses founded by individuals who have switched careers from public to private.

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Chapter -1

Introduction

The manager of human resources department is responsible for ensuring that department employees are well-versed in their areas of expertise in compensation, benefits, safety, payroll, recruiting and training. Payroll management is the system by which an employer can manage the salaries of his employees. It also deals with the generation of payslips. Complicated computations that are performed manually can be automated using the payroll system. The payroll system linked with HR activity is called as payroll management software. Payroll management software is beneficial for any kind of business enterprise.

Payroll is a process to calculate the salary and wages of permanent and temporary employees of an organisation. Payroll calculation considers and employee's attendance, bonus, overtime, tax rules and other information to generate the pay slip of that employee. Payroll can be run daily, weekly, bi-weekly, and monthly depending on the salary cycles of the organization.

Payroll management system makes your task easier. It processes tasks faster because payroll HR software has all the employee data. Easy to evaluate employee performance using payroll software. Hence performance review of employee becomes faster. Payroll software helps to reduce number of employees who were working in slower manual process. Accurate information can be getting by the payroll system on real-time.

Benefits of payroll systems

- 1 Easy to process
- 2 Performance management
- 3 Optimized process
- 4 Net payable

5 Best accuracy

Payroll has many features like

- 1 Salary management
- 2 Allowances management
- 3 Deduction system
- 4 Net payable

Need for the study :

1 Payroll is the list of employees in an organization and the amount of compensation

(salaries,wages,benefictsetc) due to each of them for a set period of time on a given date.

2 Payroll management is the process consisting of calculation of salaries and statutory deductions such as (PAYE Tax,pension,NHF, NSITF,ITF etc) as well as the disbursements of salaries to employees.

Administrating employees' salaries is not an easy task.

HR and Accounts departments usually work together to calculate and disburse employee salaries.

Information included in payroll management are

- Employee Information- (Name, Designation,Department)
- Attendance Information – (hours worked, Attendance days etc)
- Basic pay – Base pay rate to any employee.
- Over time pay – over time worked during the payroll period
- Allowances &Beneficts- payments in additions to Basic pay
- Bonus/Sales commissions-(performance Bonus, Sales commissions)
- Deductions- (Income tax,insurance gratuity/ saving plans, advances/loans)
- Netpay- (gross pay +bonus/commissions-deductions)

Basic pay:

Basicpay is the initial salary paid to an employee,not including beneficts/allowances,bonuses,or over time.It is the base rate of compensation an employee receives in exchange for services.As a general rule, an employee's base pay is the minimum amount he should expect to receive during a specified pay period.

Over time pay:

Over time is the amount of time some one works beyond normal working hours.for example normal working hours are from 9:00 am to 5 :00 pm and employees works till 7:00 pm, so the additional 2 hours worked would be treated as an over time.

Benefits:

Different types of benefits paid by the employer to acquire and retain goodemployees.Much of the benefit paid by the employer is typically percentage based on the basic pay.The most common benefits are health insurance, retirement plans vacation/sick time pay,medical allowance,house rent allowance,travel/fuel allowance,mobile allowance etc.

OBJECTIVES OF EMPLOYEE PAYROLL

- To improve efficiency of company's administration.
- To examine the impact of loyalty upon company HR policy in SAAWRIYA

EDUCATION CONSULTANCY.

- To Develop associate degree integrated approach towards HR payroll management.
- To draw conclusion which would improve the aspects in relation to HR payroll management.
- To achieve and maintain high morale among employees.
- To develop and maintain a high quality of labor life.

SCOPE OF THE STUDY

Payroll is in depth and therefore the correct answer for project businesses.

Features include: full time sheet input by worker or supervisor Approval processes.

The payroll method encompasses all activities necessary to report workers time worked. The system can convert this company's time keeping and payroll into visual basic program.

- The system can have a file management wherever it covers the records of worker and system group action log.
- The human Resource management system that automates payroll, attendance management; employee leave management, employee information management and access control.

The fully loaded cost of employing people is calculated at payment and charged to project with balance sheet provisions for future liabilities such as leave, workers compensations etc.

RESEARCH METHODOLOGY

Research is scientific and systematic search. When we talk of research methodology, we not only talk of research method even we can take it into consideration the logic behind the methods which we use in the context of our research study and explain why we use or why we are using a particular method or technique. The information that is to be needed for fulfilling the objective of employee payroll was collected from various primary and secondary sources.

TYPES OF DATA SOURCES:

Data means a collection of facts in real life statistical data is a collection of facts in numerical figures. The data sources are usually identified using the type of data needed. There are of two types

- a) The primary Data
- b) The secondary Data

A) PRIMARY DATA:

The first-hand information by the investigator by means of observation face to face questioning, telephonic interview and mailing questionnaire is called primary data.

Primary information consists of original information gathered for a specific purpose.

The findings of the study are confined only to the question asked in the questionnaire and through personal interviews.

B) SECONDARY DATA:

secondary data consists of information that already exists somewhere, having been collected for another purpose.

- Websites
- Libraries
- Magazines and text books published on Human Resources Management.

The tools that are used for the collection of data are feedback forms, Interviews and records of the organization. These tools helped in gathering the required information for the payroll conducted.

LIMITATIONS OF STUDY

As the saying goes: There are two sides to every coin. This statement is particularly meaningful in the discussion of payroll software. On one side of the coin, payroll software provides a number of benefits to Businesses, such as greater efficiency and a reduction in the likelihood of errors—this is a good thing, since a handful of particular errors can lead to hefty fines from Uncle Sam.

On the other hand of that coin are some well documented shortcomings of payroll software, which include the expense of purchasing the systems and the time and resources needed to train staff to use the programs. Payroll software has some other interesting limitations that often are not considered when businesses map out the “ifs” and “how’s” of implementing a program into operation, including:

- Constant archiving - Mountains of Information are collected with each payroll cycle, and most payroll software programs are designed to keep up. But, that information needs to be archived continuously. And, this daily process needs the help of a human hand. In a busy operation, setting aside this particular side of time in a work day can become a slight hassle.
- Limited Access- In most instances, payroll software is loaded onto one computer and that data can only be accessed from that machine. This can be a hassle, especially if the payroll processing computer goes off the rails. The result could be that whole payroll process goes with it, which can cause headaches throughout the business.
- Added weight to over load- Implementing payroll software may also call for a full time employee to take on the responsibilities of doing payroll in-house. With an added employee comes the cost of an additional salary and benefits. Also to be considered is the cost of technical support when the inevitable software glitches occur.
- If you’re trying to choose between payroll software and an online payroll service provider, it’s important to keep these points in mind.

CHAPTER -2

PAYROLL MANAGEMENT

Introduction of payroll

The payroll system is a new system which uses the computer to work out calculations regarding employees performance whereas can compute the total target and hence produce the salary achieved by the employee. In this system, the employee, employee names are registered in the computer and each details of the employee is acquired and registered too. After which during the payment, the office production clerks off-pc and lines production clerks pc enter the salary lines by scanning the production later the computer will automatically compute for total, target and bonus.

Payroll Accounting

All the employees of an organization receive payments through the payroll department. The process of documenting records for employee compensation is known as payroll accounting, so employees can receive proper earnings for completed work and that financial operations are being carried out smoothly.

- Attendance and leave record
- Salary calculation
- Statutory compliance related to salary
- Adjustment of loans and advances

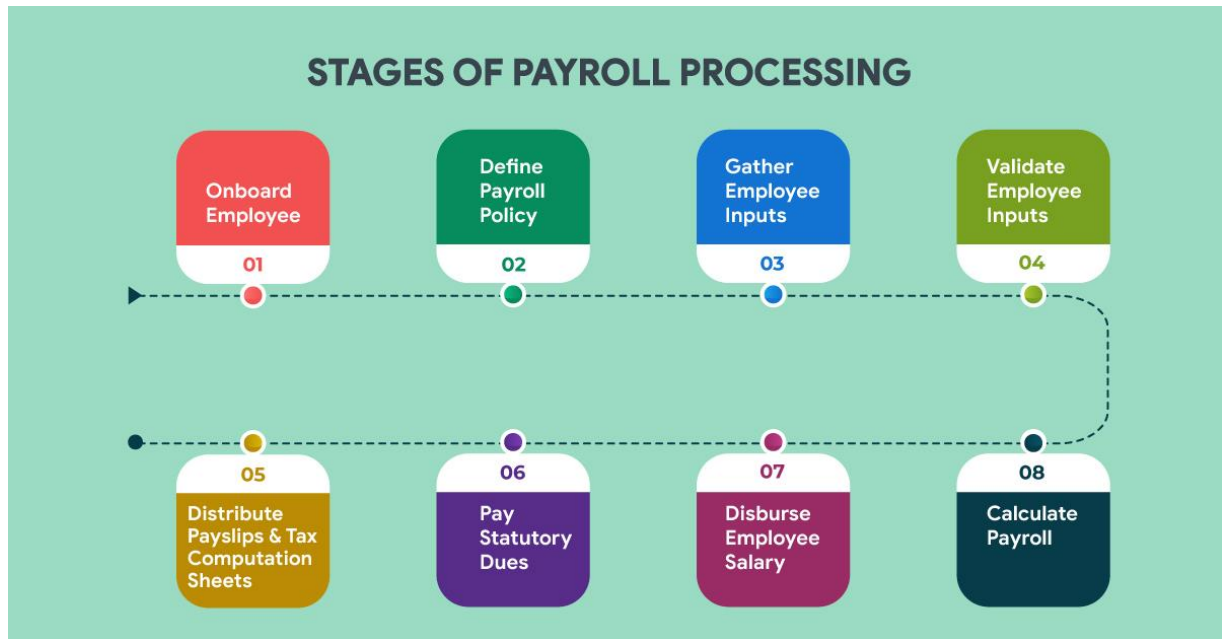
Payroll Administration

Payroll administration involves managerial activities such as maintaining employees records, referring employment laws. here, the HR comes into picture which maintains the daily record of employees' attendance.

PAYROLL PROCESS:

Steps involved in payroll process are

- Establish your employer identification number
- Collect relevant employee tax information
- Choose a payroll schedule
- Calculate a gross pay
- Determine each employees deductions
- Calculate net pay, and pay your employees.



DATA COLLECTION METHODS

There are three basic payroll methods which are excel based,outsourced,and payroll management software.

Excel:

This is the cheapest option for payroll management.start -ups and smaller companies mostly use this approach.This method involves developing a payroll management template,which allows for calculations and the we can use mathematical formulae on excel spreadsheets.The downside of this method is that it is challenging to manage and prone to errors.

Out sourced:

A company contracts a third party payroll management service provider.for every cycle of payment,the company compiles and sends out an updated payment schedule to the payroll consultant for processing .the payroll consultant is responsible for reviewing and updating all payments and deductions to each employee.

Payroll management software:

This provides a simplified option for a company. There are several reliable applications for a payroll management to choose from.such software applications usually provide a template for the input of the employee details and relevant input factors.The size and composition of the organization determine the best type of payroll software that is suitable for day – to- day operations.

STATISTICAL METHODS USED

- Tax filling service
- Cloud record storage
- Time keeping software
- Direct deposit
- Calendar

- Payroll software
- **Tax filling service:**

You must pay and file payroll taxes by specific dates. These dates don't always match up because you likely must deposit more frequently than you file tax forms. With all the dates to remember, it's easy to miss them.

- **Cloud record storage:**

When you use a cloud record storage service, you can make your business in organized way.

You can store payroll records in the cloud, meaning you don't need drawers full of papers. You can also share documents with your employees through the record keeping software.

Timekeeping software:

It can take a lot of time to keep track of the hours employees work, especially if you have non-exempt employees. Small business time and attendance software can help you know when and how much employees work so you can accurately run payroll. With timekeeping software, you can enter time your employee work.

- **Direct deposit**

Direct deposit is an easy way to pay employees. There are many benefits of direct deposit. It's paperless, meaning you don't have to give employees a physical check. Each employee's paycheck is automatically taken from your business bank account. Employees don't have to go anywhere to deposit their paycheck; they can directly deposit through their bank, payroll provider that is free deposit.

Calendar

A calendar might seem strange compared to the other items in the list. But, a calendar can be an extremely useful payroll tool. By setting up a payroll calendar, you can keep track of important payroll dates. You can add when you need to run your payroll, pay your taxes, and file forms.

LITERATURE REVIEW

Payroll Processing

Payroll processing is crucial in an organization because it involves the payment of the organization's work forces and protection of its reputation by ensuring that the organization complies with the government authorities' employment legislations. It calculates salary, allowance, over time, contributions and deductions of employees that varies across designations. The payroll process must be responsive to changes in employment status, latest rules or acts by the government authorities such as re-allocation of employee's contribution in employees provident fund and taxes legislation. However, an organization may face several challenges in payroll processing such as to pay employees accurately on time, meet obligations between employees and employers and uphold other legislative responsibilities.

PAYROLL PROCESS AT SAAWARIYA EDUCATION CONSULTANCY

Company has, payroll process is the sum of all financial records of salaries for an employee, wages, special allowance and deductions. In accounting, payroll refers to the amount paid to employees for services they provided during a certain period of time.

- To provide automatic calculation of salary

This organization wants accurate calculation of wages; therefore they use specific formulation to calculate salary with accuracy and reliability calculation of gross earning & all statutory deductions with accuracy.

- To maintain accurate attendance of an employee

There are two techniques used by this company to maintain the record of attendance with the help of physical register and biometric machines..It helps in process of payroll for accurate compensation.

Biometric machine

Tickets

Physical register record

Objectives of payroll process at Saawariya education consultancy

- To effective work
- To provide easier way to maintain detail
- To provide automatic calculation of salary
- To maintain accurate attendance of an employee.

Chapter -3

INDUSTRY PROFILE

The education consulting market share is expected to increase by USD 579.19 million from 2020 to 2025, and the market's growth momentum will accelerate at a CAGR of 5.01%.

This education consulting market research report provides valuable insights on the post COVID-19 impact on the market, which will help companies evaluate their business approaches. Furthermore, this report extensively covers education consulting market segmentation by type (K-12 and higher education) and geography (North America, Europe, APAC, South America, and MEA) .The rising demand for customized learning is notably driving the education consulting market growth, although factors such as the low awareness about education consulting services may impede the market growth. Our research analysts have studied the historical data and deduced the key market drivers and the COVID19 pandemic impact on the education consulting industry. The holistic analysis of the drivers will help in deducing end goals and refining marketing strategies to gain a competitive edge.

Education Consulting Market Value Chain Analysis

Our report provides extensive information on the value chain analysis for the education consulting market, which vendors can leverage to gain a competitive advantage during the forecast period. The end-to-end understanding of the value chain is essential in profit margin optimization and evaluation of business strategies. The data available in our value chain analysis segment can help vendors drive costs and enhance customer services during the forecast period.

The value chain of global education services market includes the following core components:

- Inputs
- Inbound logistics
- Operations
- Outbound logistics
- Marketing and sales
- Service
- Support activities
- Innovation

Recent Trends in education consultancy:

India has long associated with Information technology, and over the years we have seen some significant trends occur within the country. Today we'll be looking into some of the current trends in Information technology in India and will see where they are going in the future.

Understanding these trends can help individuals who are trying to figure out 'what to do' and investors looking for new sectors to invest.

(a) Mobile Technology

We have seen that mobile devices are becoming more consistent within the current global environment. It doesn't mean that there will be 'more mobile users' but also what is behind the entire trend.

The world is moving away from the traditional brick and mortar style commerce, and e-commerce is set to grow even more in 2017.

India's e-commerce is set to hit \$18-\$20 billion in 2018 with mobile sales taking up a whopping 70% of the chunk. We'll be seeing an increase in new mobile apps, support and services and of course coding. Mobile will also be integrating into different areas such as health, data collection, and communication. As we see this trend rise, we will begin to see more Indians getting mobile devices and incorporating mobile related services to cater to a growing global demand.

(b) Government Push

The contribution of Government in the development of education and training services plays an important role specially to increase its coverage to various levels. Educational reforms at various stages have focused more and more on making these facilities available to everyone with convenience. A significant attention is moving from academics to skill development. The role of private players to complement these services is an important factor which will determine the extent of growth of these services.

(c) New opportunities

With the advent of new opportunities in specialty sectors like tourism, digital media, culinary arts etc., the demand for skill development has risen rapidly. It has a three-way benefits which involves job creation for teachers, skill development and jobs for students and positive impact on the economy.

Knowledge Sharing

The demand for quality education has accelerated the growth of automated learning environments. Along with wider reach, these also provide opportunities for innovation and creativity in the sector. It also makes

possible easy sharing of knowledge across international borders contributing to the enhancement of the global knowledge sharing.

COMPANY PROFILE INTRODUCTION OF SAAWARIYA EDUCATION CONSULTANCY

Saawariya educational consultancy is an independent consultant who helps parents/students and organizations with educational planning. It was Est. in the year 2006. To promote quality education throughout the world. Saawariya education consultancy is promoting universities in the USA, UK, AUSTRALIA & NEWZEALAND without IELTS TOFEL GRE. Achieving realistic client outcomes (and guiding families to understand what realistic, desired outcomes means). Explaining Ethical and legal awareness and code of conduct.

Services offered by educational consultants

- Collabortion services to Institution.
- Course selection.
- Educational counselling.
- English language classes.
- Entrance Exams- coaching classes.
- Immigration assistance.
- Offers & Admissions in universities/colleges.
- Oversees work permits.

Initial step

- Payroll is not any easy task which may not easily manage by an individual in the company there are employees in different branch and farms which company process compensation of each and every employee of as well as corporate office. Before payroll, need to take attendance of the employees without payroll cannot be done.

- For fulfill the attendance requirement of employees SAAWARIYA EDUCATION CONSULTANCYs has two techniques:

- Physical register attendance

Register provided in each plant where employees need to provide their details like name, in and out time in plant, date and signature

- Biometric Machine

It is an electronic device which generally used in every organization and corporate office. As same in saawariya education consultant using biometric machine which maintain the In and out time record of each and every employee.

Secondary Stage

EMPLOYEE ATTENDANCE UPDATING ON MONTHLY BASIS

It is necessary to update employee attendance on monthly basis. organization work depends on employee and their attendance is must. In this stage HR needs to cross check the attendance employee wise daily.

□ Attendance update

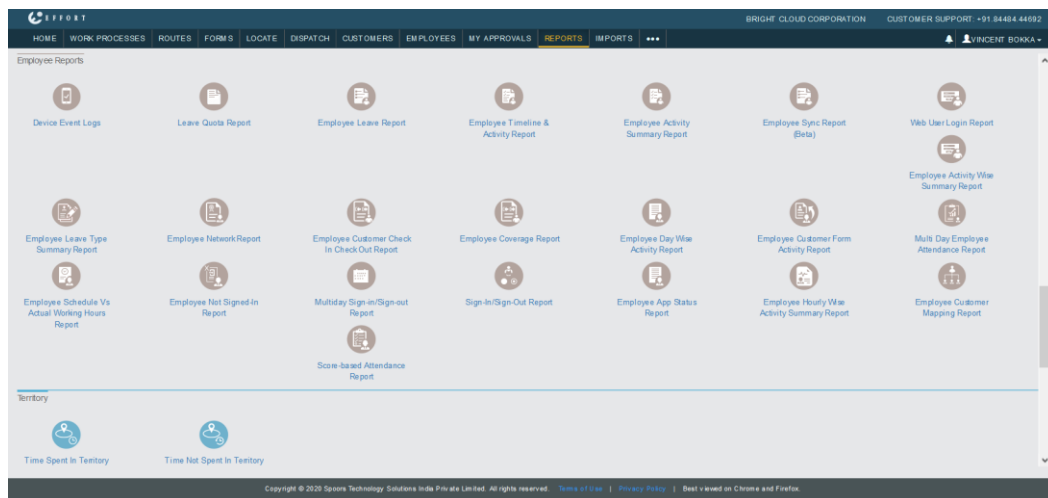
In a week or two, attendance of monthly employee comes to HR for accurate updation. there are various techniques which help HR person to maintain and update employee attendance. Employee attendance is not accurate because daily various mistakes done by the employee attendance accurately different techniques are used.

1 RECORD OF AN EMPLOYEE ATTENDANCE

Description: This page is regarding the record of employee attendance in order to edit the employee code, his/her designation, address and the contact.

Generate Employee Report :

Employee Education Report provides you with a detailed view of the employee's recorded educational accomplishments. This report helps in and is useful to the HR Team to document and track the education of individual employees and to identify resources with a particular educational qualification.



Final step:

- Once final attendance is checked & updated.
- Forward to the payroll office.
- Salary procedure

Updating of attendance has created a base to process the salary. It ensures and calculates that how much Gross salary earned by any employee with the proper statutory deductions like PF, ESIC and TDS every month.

Conceptual frame work /Theoretical Frame work

Meaning:

Payroll: payroll refers to the process by which employees receive their salary. functions involve balancing and depositing and reporting taxes. The payroll department takes care of wage deductions, record keeping and verifying the reliability of pay data.

Payroll management:

Payroll management consists of maintain records for, and controlling of basic pay, increments, eligible allowances, gross emoluments and deductions for PROVIDENT FUND, ESI INCOME TAX, other recoveries to be made from each employee, including maintenance of attendance and leave records. It also ensures proper compliances of applicable legal requirements under P F act,ESI ACT,INCOME TAX ACT,ETC., to avoid facing penal consequences. In that the management of payroll ensures correct deductions made in pay bills of employees and timely remittances to government and other authorities.

Payroll management system:

Payroll system calculates the amount you own your employees based on factors such as the time they worked ,they hourly wage or salaries and whether they took vacation or holiday time during the pay period.The system adjusts gross pay by calculating and subtracting taxes and others with holding amounts.while payroll deals with compensating employees,human resources take care of employee's relations.Although the two departments have distinct roles in an organization,they also share functions that are crucial for the organization's success.

HR functions:

The human resources department handles many necessary functions of your business. It is instrumental in providing labor law compliance, recordkeeping, hiring and training, compensation, relational assistance and help with handling specific performance issues. These functions are critical because without those functions being completed, your company would not be able to meet the essential needs of management and staff.

- Recruitment and Training
- Record keeping and Tax compliance
- Payroll Beneficts
- Employer- Employee Relations
- Employee performance Improvements plans

Payroll Functions:

A Payroll is a company's list of its employees, but the term is commonly used to refer to:

- The total amount of money that a company pays to its employees
- A company's records of it's employees' salaries anwages,bonuses, and withheld taxes □ The company's department that calculates funds and pays these.

Payroll in the sense of "money paid to employees" plays a major role in a company for several reasons.

From an accounting perspective, payroll is crucial because payroll and payroll taxes considerably affect the net income of most companies and because they are subject to laws and regulations.

From a human resources view point,the payroll department is critical because employees are sensitive to payroll errors and irregularities.good employee morale requires payroll to be paid timely and accurately.The primary mission of the payroll department is to ensure that all employees are paid

accurately and timely with the correct withholdings and deductions, and that the withholdings and deductions are remitted in the correct manner. This includes salary payments, tax withholdings, and deductions from paychecks.

Payroll definition:

Payroll is defined as a total amount of wages paid by a company to its employees and other workers. Your company's payroll may be your firm's largest business expense, and processing payroll is complicated. You must collect insurance premiums, retirement plan contributions and tax withholdings from employee pay.

While hiring full-time employees can help your business grow, it also adds complexity and cost to the operation. This shouldn't deter you from hiring, but you should understand how much each worker will cost beyond their salary, as well as the work involved in managing payroll.

The Components of Payroll:

Firm's payroll can be separated into these four component parts:

1 Gross Wages

The total dollar amount paid to the worker, before any deductions. The items listed below are deducted from gross wages to arrive at the worker's net pay. Gross wages may include commissions, bonuses and other payment arrangements.

2 Benefits:

Your company may provide health insurance, retirement plans and other benefits to workers. While your business pays some of these costs, a portion of the benefits may be deducted from the employee's gross wages. Many of these deductions are taken out of pay before taxes are calculated.

3 Social Security and Medicare

You must deduct the employee's portion of social security and Medicare payments from gross wages. Your employees may have additional deductions that are required by federal state law.

4 Tax withholdings

The employer must withhold the employee's share of federal and state income taxes from payroll. Depending on the location, the company may also need to withhold local or city income taxes from payroll.

The amount of money the employee actually receives in their paycheck is known as net pay. It's important to note that freelancers are treated differently than employees. Since a freelancer is not an employee, this type of worker receives his or her gross pay with nothing deducted. Freelancers are responsible for paying all of their own taxes and benefits.

How to Run payroll:

Processing payroll correctly requires careful planning, because this task may be the most time-consuming work your business performs each month. There are ongoing tasks that need attention, as well as set-up procedures for new employees and changes to withholdings, benefits, commissions etc. for current employees.

Typically, firm's human resources department collects the forms needed to compute payroll taxes, and the accounting department performs the tax calculations. Here are some common documents that most companies must obtain to process payroll:

- **Health insurance plan:**

Processing payroll correctly requires careful planning, because this task may be the most time-consuming work your business performs each month. There are ongoing tasks that need attention, as well as setup procedures for new employee and changes to withholdings, benefits, commissions, etc., for current employees.

Typically, a firm's human resources department collects the forms needed to compute payroll taxes, and the accounting department performs the tax calculations. Here are some common documents that most companies must obtain to process payroll.

- **Health Insurance plan:**

Each employee completes paper work to document the type of health insurance coverage they want, or if they don't want to participate in the insurance plan. The type of coverage and the deductible amount determine the insurance premiums that must be deducted from gross pay. The same documents are collected for dental and vision insurance, if applicable.

- **Retirement plans:**

If a worker chooses to participate in a company retirement plan, the employee fills out paper work to indicate the dollar amount of gross pay that will be invested into the retirement plan each pay period.

- **Income tax withholdings:**

Each worker completes IRS form W-4 to indicate the amount of tax should be withheld from gross pay for federal income taxes. Employees complete similar forms for state income tax withholding. Your payroll may require you to collect other documents as well. Here are the steps required to process payroll for full-time employees:

- 1 Determine gross pay rates.
- 2 Collect all required documents for tax withholdings and deductions.
- 3 Calculate taxes and withholdings.
- 4 Pay the net pay amounts to employees.
- 5 Forward deducted amounts to insurance companies and benefit providers.
- 6 Submit taxes withheld to each taxing authority.
- 7 Complete all paperwork and submit paperwork to insurance companies, retirement plans and taxing authorities.

Features of HR payroll system:

- 1 **Time management**

It minimized the time-consuming administrative task.

- 2 **Automation of processes**

It helps you to automate & consolidate key processes and data to improve productivity and that will automatically increase the efficiency.

- 3 **Streamlined Workflow**

HR & Payroll software system streamlines all global HR processes & their obtained data. That generates efficiency in work flow. It runs complex payroll processes efficiently.

4 Authorized End user Access

It provides role based access to end users that it automatically enhances the security levels. Improves HR & payroll services delivery and share services

5 Minimized Risk level

Ensure compliance and mitigate risks level in work flow procedures.

6 User friendly

It reduces training time because of its user case to use.

It provides user friendly environment.

SIGNIFICANCE OF THE CONCEPT

Employees usually represent the largest expense in companies. Business owners usually spend copious amounts of time in hiring, training, and maintaining sufficient employment for their business operations. The payroll system represents an accounting or finance function business owners use to pay employees for their labour. Payroll system can be internal or external depending on the business owner's knowledge and experience.

DESCRIPTION

Daily employee hours worked are recorded on time sheets at the end of the month these time sheets are keyed into the computer, validated, and recorded in a transaction file. Before the update file is sorted into a master file sequence. This sorted transaction file is then used to calculate salaries and update the master file. The process involves reading the master record sequentially along with the transaction file updated master records are written to new a master file.

Chapter-4

Data Analysis and INTERPRETATION

Data Analysis (PAYROLL AT SAAWARIYA EDUCATION CONSULTANCY)

Research Methodology:

When we talk of research methodology, we not only talk of research method but also take into consideration the logic behind the methods which we use in the context of our research study and explain why we use or why we are using a particular method or technique. The information that is to be needed for fulfilling the objective of study was collected from various primary and secondary sources.

Meaning Research methodology:

Research methodology is a way to find out the result of a given problem on a specific matter or problem that is also referred as research problem. In Methodology, researcher uses different criteria for solving/searching the given research problem. Different sources use different type of methods for solving

the problem. If we think about the word “Methodology”, it is the way of searching or solving the research problem.

Research plan

The Research study is exploratory in nature. The established objective were kept in mind during the study however the study was made in the form of exploratory design attempting to analyze the attitude of respondents. This chapter describes the methodology of the study. This project is based on information collected from primary sources. After the detailed study, an attempt has been made to present comprehensive analysis of the industry.

The data had been used to cover various aspects like payroll process of an industry.

Research plan

| | |
|---------------------|---------------------------------|
| Research design | Exploratory |
| Research techniques | Questionnaire |
| Sample unit | SAAWARIYA EDUCATION CONSULTANCY |
| Location | HYDERABAD |
| Sample size | 80 |
| Data collection | Primary data |
| Sampling techniques | Random |
| Data analysis | Primary data |

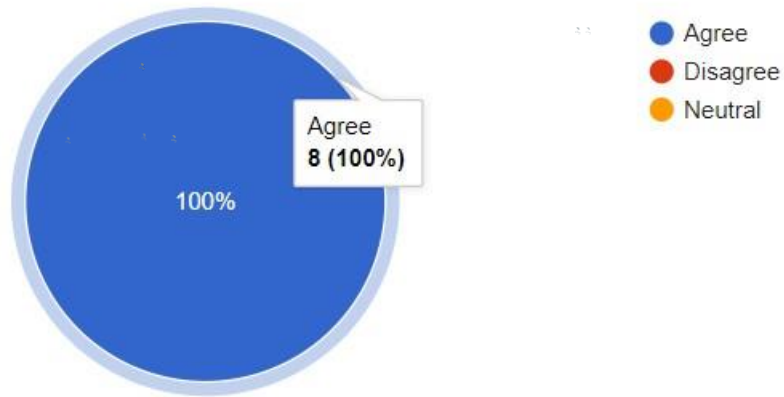
INTERPRETATION

QUESTION 1

Does the organization maintain records as per government norms?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 100% |
| DISAGREE | 0 |
| NEUTRAL | 0 |

8 responses



SOURCE -PRIMARY DATA

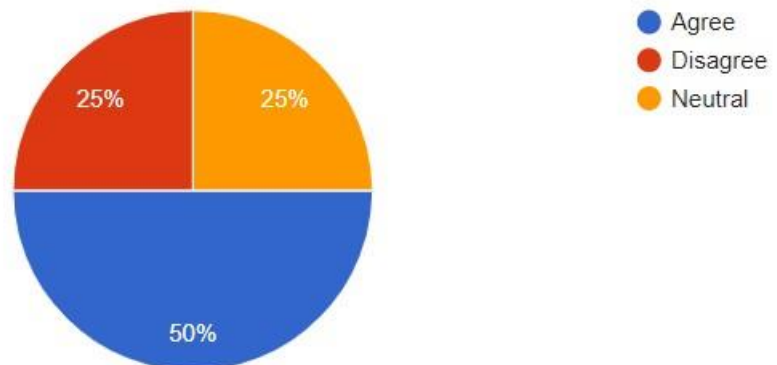
100% of HR employees are satisfied.

QUESTION -2

Do you get market based pay?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 50% |
| DISAGREE | 25% |
| NEUTRAL | 25% |

8 responses



SOURCE – PRIMARY DATA

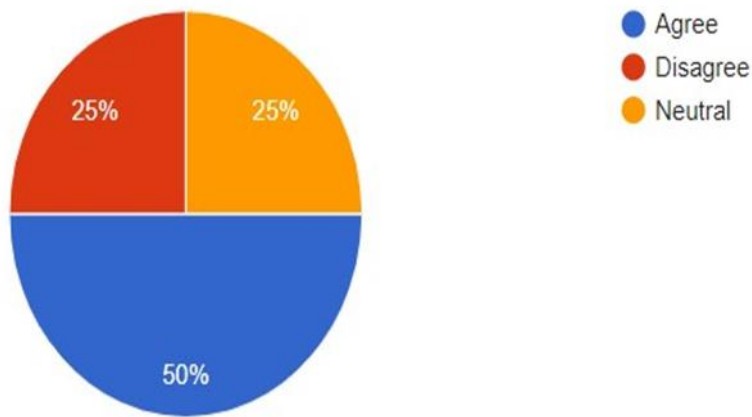
50% respondents are agree that they are paid according to market price, and 25% respondents are not agree and 25% are agree as well disagree.

QUESTION 3

Does your organization provide the medical and health insurance services?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 50% |
| DISAGREE | 25% |
| NEUTRAL | 25% |

8 responses



SOURCE-PRIMARY DATA

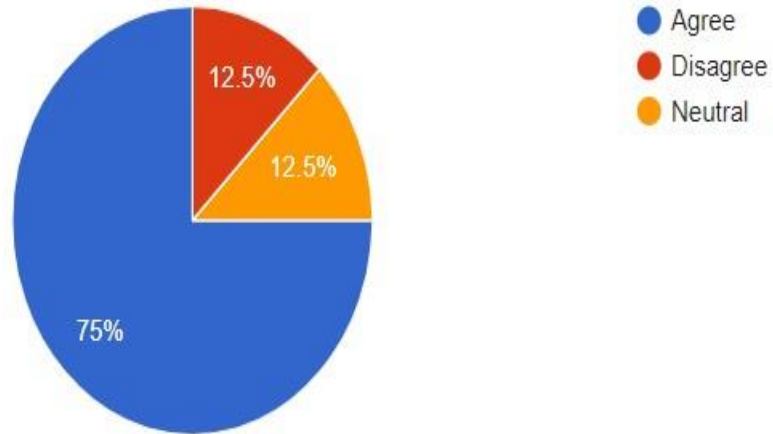
From the analysis 50% get medical health insurance services and 25% are disagree but 25% are neutral.

QUESTION 4

Does the company maintain accurate records ?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 75% |
| DISAGREE | 12.5% |
| NEUTRAL | 12.5% |

8 responses



SOURCE- PRIMARY DATA

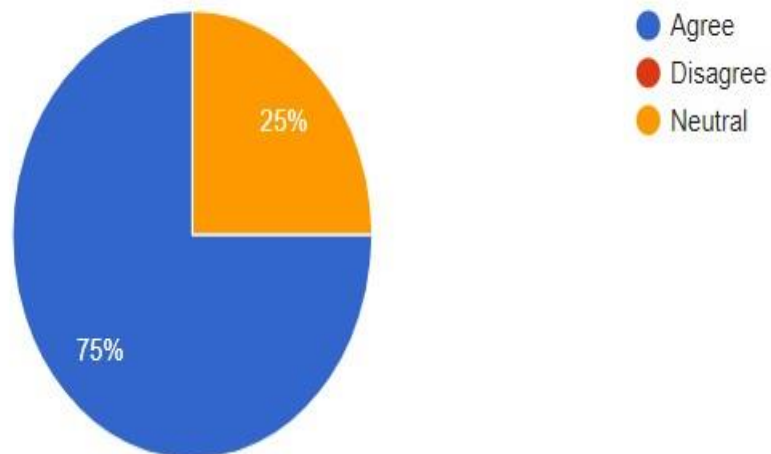
50% of them are agree and 12.5% are disagree and 12.5% are neutral.

QUESTION 5

Do they check attendance on daily basis?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 75% |
| DISAGREE | 0 |
| NEUTRAL | 25% |

8 responses



SOURCE-PRIMARY DATA

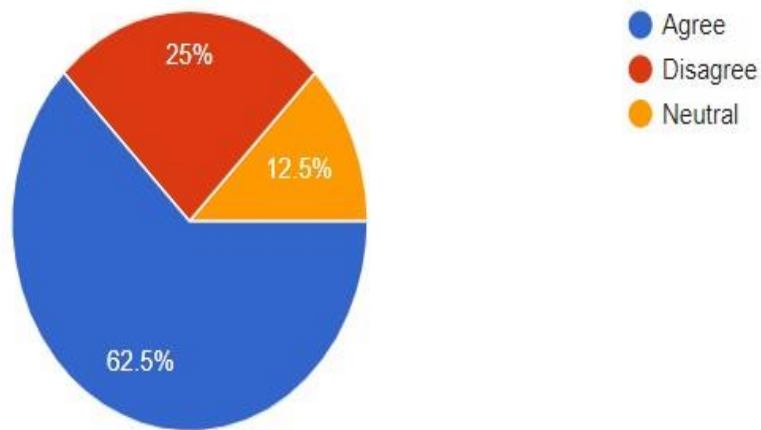
75% of the employees check attendance on daily basis,25% check their attendance neutral.

QUESTION 6

Are all salaries and wages paid by warrant?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 62.5% |
| DISAGREE | 25% |
| NEUTRAL | 12.5% |

8 responses



SOURCE PRIMARY DATA

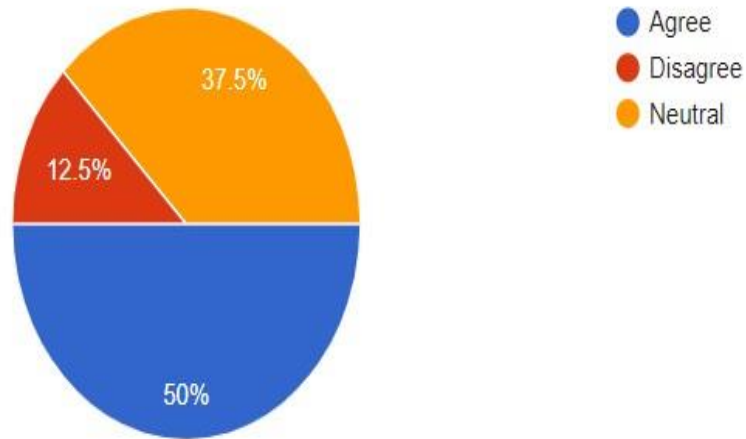
62.5% of the people are agree with salaries and wages paid by the warrant 25% of the people are disagree and 12.5% are neutral.

QUESTION 7

Does maintenance problem arise when record the data ?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 50% |
| DISAGREE | 12.5% |
| NEUTRAL | 37.5% |

8 responses



SOURCE-PRIMARY DATA

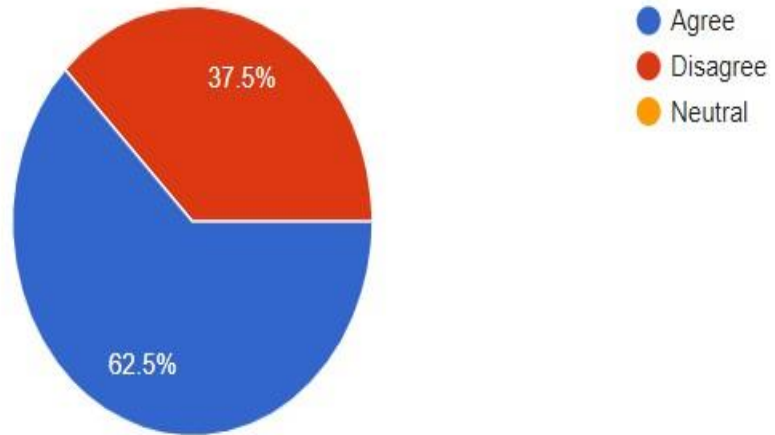
50% of the employees are satisfied maintenance problem arise when record the data and 12.5% are dissatisfied and 37.5% are neither they are satisfied nor dissatisfied.

QUESTION 8

Are you satisfied with current payroll process?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 62.5% |
| DISAGREE | 37.5% |
| NEUTRAL | 0 |

8 responses



SOURCE-PRIMARY DATA

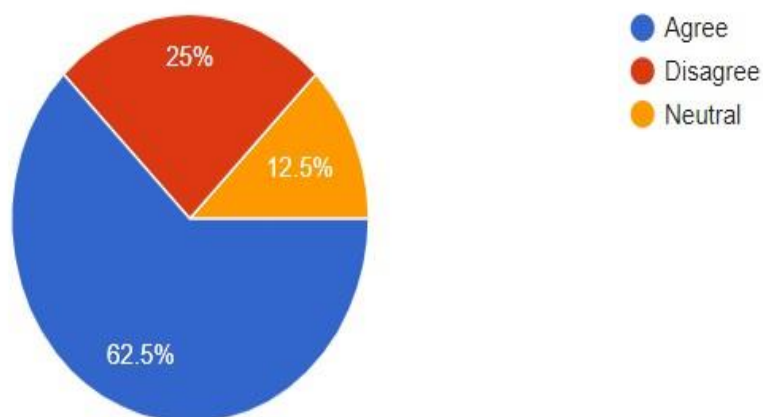
62.5% of the employees are satisfied by current payroll process.37.5% are disagree.

QUESTION 9

Is existing payroll process maintained accuracy and privacy ?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 62.5% |
| DISAGREE | 25% |
| NEUTRAL | 12.5% |

8 responses



SOURCE-PRIMARY DATA

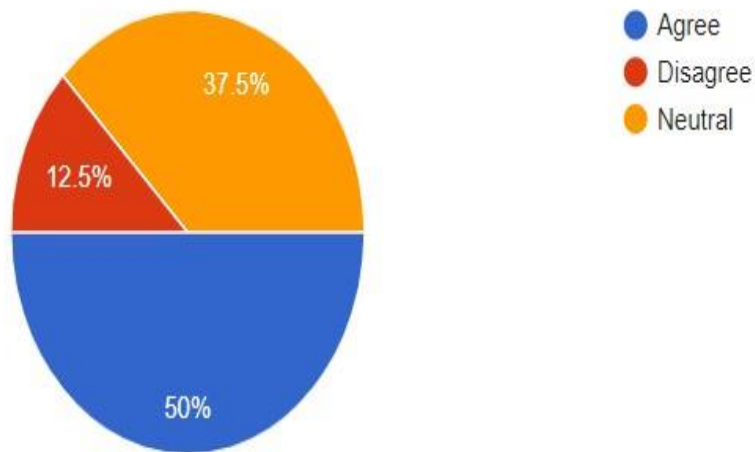
62.5% of the employees are satisfied by the existing payroll process and 25% says existing payroll process privacy should improve and 12.5% are neutral.

QUESTION 10

Do you agree if any changes occurred in present payroll process?

| LEVEL OF OPTION | % OF RESPONDENT |
|-----------------|-----------------|
| AGREE | 50% |
| DISGREE | 12.5% |
| NEUTRAL | 37.5% |

8 responses



SOURCE-PRIMARY DATA

50% of the employees agrees to improve current payroll process and 12.5% are disagree and 37.5% are neutral.

Chapter-5

Findings of the study

The effectiveness of the existing software system in “SAAWARIYA EDUCATION CONSULTANCY” is measured by using the following variables.

- Accept & Implement change
- Flexibility
- Education & Computer skills
- 94% respondents are agree that they are paid according to market price.

- Only 77.5% respondents are agreed that the organization maintain all reports according to government norms.
- 82.5% of employees get medical health insurance services.
- 98.75% of the respondents faces pay related grievances.
- 91.25% of them agreed that the company maintains accurate records.
- 83.75% of the employees check attendance on daily basis.
- 56.25% agree and 18.75% employee disagree and 25% are neutral that salaries and wages are paid by warrant.
- 75% of the employees are satisfied maintenance problem arise when record the data.
- 86.25% of employees are satisfied with current payroll process.
- 72.5% of the employees are satisfied by the existing payroll process and 16.25% says existing payroll process privacy should improve.
- 65% of the employees agrees to improve current payroll process 23.75 disagree and 11.25% are neutral.
- 60% of the employes are satisfied by earning and deduction.
- Among all 87.5% of the employees receive salary every month on time.

SUGGESTIONS

- In order to Improve the software skills of employees the organization should create more awareness and to provide feedback regularity to the employees about software system.
- Proper training should be given to the employees ,in order to Increase their knowledge about the usefulness of the software system.
- If employee
- feels any changes,the employees should be informed to the department manager.
- The study had confirmed that the company is having a good software system for payroll process.
- From this study,it is found that majority of the workers were satisfied with payroll software used.
- To make the software system more efficient and excellent,the company should give importance to create awareness among employees and it shall consider some of the ways and means suggested by the employees like addition of parameters such as short cut for calculation PF,ESI,TAX,etc Dependability and conducting regular traning program on the software usage.
- I hope that the suggestion given in the report may be implemented in future course for the benefit of the employees and the company.
- The company should conduct of the similar type of research at regular interval to know the changing software and to know about the latest technology.

CONCLUSION

The “Payroll Management System” system concept would **help the business increase earnings** while reducing the amount of staff and extra equipment required for LAN-based timekeeping and payroll system. “Payroll Management System” software developed for a company has been designed to achieve maximum efficiency and reduce the time taken to handle the Payroll activity. It is designed to replace an existing manual record system thereby reducing time taken for calculations and for storing data. The system uses Asp .Net as front end and MicrosoftSQL as a backend for the database.

WEBSITE

1. Why Study in UK (fateheducation.com)
2. What Does an Education Consultant Do? | Walden University
3. Education Consultant Job Description and Salary | Resilient Educator
4. Education Consultant Job Description and Salary | Resilient Educator
5. Role of educational consultancy in process of education. - GlobalReachBhutan
6. <https://in.indeed.com/career-advice/finding-a-job/consultant-roles-and-responsibilities>
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- KOTHARI C.R. RESEARCH METHODOLOGY – METHODS AND TECHNIQUES (2nd ADDITION) -NEW AGE INTERNATIONAL (pvt) LIMITED.