Log in to CompuOffice

MODULE -3 Employee Self Service

- Automated Attendance System using a computer.
- Most modern and latest way to facilitate your employees by giving personalized login id and password to interact with HR/Admin with full security controls and user management.
- Facility to be able to request for all the services online (Like Leave Request, Regularization of field work in the system, Request for loan, Visiting Card request, Resignation, PC repair, Declaration on Investment for TDS etc.)
- Claim and reimbursement management (Medical Bills, LTA, Office Tours etc.)
- Access to his/her personal Salary credentials, Pay Slip, Leave records, Form 16, ITR etc.

ESS Settings

File   Edit   View   Favourites   Tools   Help

127.0.0.1   Welcome to CompuTax U...

| Tax | Tds | Bal | Serve | Roc | Pay | Gst | | Online Support | CMS User ID : u9106 | Select Party DEMO | Exit |

F.Y. : 2020-2021
Month : January   << >>

| PInfo Setup | Add Modify | Attend Leave | Incen Bonus | Incre Arrear | OT Leave En | Challan | Loan inst TDS | Net Pay Payment | Ret Forms | E-File TroubleS | U. Perm Help |

| Home | Employer | Employee | Computation of monthly salary | Challan | Deduction | Final Pay | Reports | Utitlity | Others |

COMPUPAYROLL DEMO   **CompuPay**   Exit

ESS Settings

General Settings	Department Head Settings	Level Wise Permissions
‣ User Creation (Create id & Password for employee login.Mail employee password details)	‣ Appoint Department Heads	‣ Setup Request Flow (Set hierarchy of request applications)
‣ Request Setup (Set application approving authority)	‣ Set Department Heads	‣ Apply Request Setup (set employee codes as per decided hierarchy)
‣ ESS Permission Setting (Set pages which will display on ESS window)		
‣ General Employee Information (Set informations/notices on ESS home window)		

Type here to search   ENG   14:26   22/01/2021

Employee Self Service
Welcome Karan Kumar

Today's Birthday   Work Anniversary   Log Out

Leaves
Attendence Detail
In - Out Report
Late In and Early Out Request
Loans
General Requests
Reimbursement Application
Tax Information
TDS Deduction
ESI Details
Know Your PF Balance
Pay Slip
Leave Report
Form 16
Computation Display
YTD Details
Documents
Resignation Request
Performance Appraisal System

Today's Updates

Update Upto	11-Jan-2021
Present	0.0
Week Off	2.0
Leaves	0.0
Absent	0.0
Compensatory Work	0.0
Remaining Days	20

Organizational Details

Organization Daily updates

COMPU PAY

Employee Code   Demo1
Department   Marketing
Category
Designation

In Request
Out Request
View Information
Modify Information
Change Password

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Employee Info

File   Edit   View   Favourites   Tools   Help

127.0.0.1   Welcome to CompuTax U...

Employee Self Service

Welcome **Rajesh Jain**

| Today's Birthday | Work Anniversary | Log Out |

Leaves
Attendence Detail
In - Out Report
Late In and Early Out Request
Loans
General Requests
Reimbursement Application
Tax Information
TDS Deduction
ESI Details
Know Your PF Balance
Pay Slip
Leave Report
Form 16
Computation Display
YTD Details
Documents
Resignation Request

Department Head Activity

Leave Request	Employee Management
Loan Request	Resignation Request
InOut Request .... (2)	PMS Request
General Request .... (1)	
TDS Request	
Attendance Request	
Leave Encash Request	
Document Saving Input	
Reimbursement	

Today's Updates

Update Upto	22-Jan-2021
Present	0.0
Week Off	3.0
Leaves	0.0
Absent	0.0
Compensatory Work	0.0
Remaining Days	9

Employee Code   Demo5
Department   Marketing
Category
Designation

| In Request |
| Out Request |
| View Information |
| Modify Information |
| Change Password |

Type here to search

ENG   13:38   22/01/2021