

## Employee Attendance

**> Search Employee to Create/Modify Attendance**

Month \*  Financial Year \*

Department \*  Functionary \*

Function  Designation

Employee type  User Status

Search Name Criteria From  To

Employee Code  Employee Name

**> Attendance for the month of : Jul-2014**

	1-Tue	2-Wed	3-Thu	4-Fri	5-Sat	6-Sun	7-Mon	8-Tue	9-Wed	10-Thu	11-Fri	12-Sat	13-Sun	14-Mon	15-Tue	16-Wed	17-Thu	18-Fri	19-Sat	20-Sun	21-Mon
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110085-JAGANNATHAN.T	P	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	A
110094-JOSE.C.K	P	P	P	A	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	P
201134-CHINNAIAH. G	P	P	P	A	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	A

## Salary Advance creation

**> Generate Advance**

\*Employee Code  Employee Name

\*Advance  Advance Type

Previous Pending Amount  Interest %

\*Advance Amount  Interest Type

Interest Amount  \*Number of Installment

\*Total Amount  \*Payment Method

\*Monthly Payment  Doc Attach

Maintain Schedule

**Note:** Maintain schedule checkbox. If there is any change in the number of installments, please populated as soon as you enter number of installments. Check the maintain schedule flag and re-enter the number of installments.

**> Select Approver**

Department\*  Designation\*

Employee\*



mandatory

Employee No: <109450>

Employee Details | **Assignment details** | Service details | Other Details

> Assignment Details

\*Is Primary: Yes  No

\*From Date: 26/10/1992  \*To Date: 22/07/2014 

\*Fund: 01-Municipal Fund

\*Function: 202401-Direction (Electrical Department)

\*Grade: C \*Designation: SHORTHAND TYPIST

\*Position: L\_SHORTHAND TYPIST\_1 \*Functionary: 009-Direction

\*Main Department: L-Electrical Govt Order No:

if Head of Department Yes  No



### eGov Employee Information System (EIS)

Employee No: <109450>

Employee Details | **Assignment details** | Service details | Other Details

> Assignment Details

\*Is Primary: Yes  No

\*From Date: 23/07/2014  \*To Date: 14/05/2015 

\*Fund: 01-Municipal Fund

\*Function: 202401-Direction (Electrical Department)

\*Grade: C \*Designation: ASSISTANT

\*Position: L\_ASSISTANT\_2 \*Functionary: 009-Direction

\*Main Department: L-Electrical Govt Order No:

if Head of Department Yes  No

## Payroll Details

**Employee Personal Details**

Employee Code: <input type="text" value="175802"/>	Employee Name: <input type="text" value="BALAJIG"/>
*Employment Status: <input type="text" value="Employed"/>	Govt Order No.: <input type="text"/>
*Mode Of Recruitment: <input type="text" value="----Choose----"/>	*Recruitment Type: <input type="text" value="----Choose----"/>
Category: <input type="text" value="----Choose----"/>	GPF Account No.: <input type="text"/>
Pay Fixed In: <input type="text" value="----Choose----"/>	*Payment Method: <input type="text" value="----Choose----"/>
postingType: <input type="text" value="----Choose----"/>	Employee Type: <input type="text" value="Permanent"/>

**Payscale Details**

*Effective Date (dd/mm/yyyy)	*Payscale Name	*Annual Increment Date(dd/mm)	Basic From	Basic To	*Monthlypay	*Dailypay	Stagnant Pay	Add/Del
01/04/2006	5200-20200_2600	01/06	5200	20200	10090		<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="x"/>

**Account Details**

Bank Name: <input type="text" value="INDIAN OVERSEAS BANK"/>	Branch Name: <input type="text" value="CORPORATION OF CHENNAI"/>	Account Number: <input type="text" value="171101000003734"/>	Salary Account: Yes <input checked="" type="radio"/> No <input type="radio"/>
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\* Mandatory Fields

## eGov Employee Information System (EIS)

Employee No: <109450>

Employee Details
Assignment details
Service details
Other Details

**Assignment Details**

\*Is Primary: Yes  No

\*From Date:        \*To Date:

\*Fund:

\*Function:

\*Grade:       \*Designation:

\*Position:       \*Functionary:

\*Main Department:

Govt Order No.:

if Head of Department Yes  No

## Generating the Pay Slips

> **Batch Payslips**

\*From Date:

\* Department List:

Functionary:

\*To Date:

Function:

\* Mandatory Fields

> **Select Approver**

Department\*:

Employee\*:

Designation\*:

eGov - Acknowledgement Page - Google Chrome

Secure | <https://erp.chennaicorporation.gov.in/payroll/payslip/viewPaySlip.do?paySlipId=410635>

Acknowledgement Page

Greater Chennai Corporation  
Payslip For the month of March 2017-18

<p>Employee Code: 215087</p> <p>Department Name: L-Electrical</p> <p>Pay Scale Name: PS-14-1000-42000</p> <p>DOB: 30/04/1985</p> <p>DOB: 30/04/2019</p> <p>Bank Branch: CORPORATION OF CHENNAI</p>	<p>Employee Name: S.KANTHIMATH</p> <p>Designation: TYPST</p> <p>Attendance: 28.50/30</p> <p>DOA: 15/03/2014</p> <p>Bank: INDIAN OVERSEAS BANK</p> <p>Bank Account: 17101000000413</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Earnings</th> <th style="text-align: right;">Deductions</th> </tr> </thead> <tbody> <tr> <td>BASIC</td> <td style="text-align: right;">2447.00</td> </tr> <tr> <td>DA</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>HRA</td> <td style="text-align: right;">80.00</td> </tr> <tr> <td>CCA</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td>MEDICAL ALLOW</td> <td style="text-align: right;">8089.00</td> </tr> <tr> <td>SPECIAL ALLOWANCE</td> <td style="text-align: right;">500.00 (5/10)</td> </tr> <tr> <td style="border-top: 1px solid black;">Gross Pay:</td> <td style="text-align: right; border-top: 1px solid black;">Total Deductions:</td> </tr> <tr> <td style="text-align: right;">27000.00</td> <td style="text-align: right;">11623.00</td> </tr> </tbody> </table>	Earnings	Deductions	BASIC	2447.00	DA	150.00	HRA	80.00	CCA	70.00	MEDICAL ALLOW	8089.00	SPECIAL ALLOWANCE	500.00 (5/10)	Gross Pay:	Total Deductions:	27000.00	11623.00
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Net Pay : Rs 15462.00  
Amount in Words : Rupees Fifteen Thousands Six Hundred Eighty Two Only  
This is a computer generated payslip

