Q3 - New Feature Releases and Enhancements

Our application, greytHR, is constantly improving to provide the best experience to our users. With each product update, we ensure our resources are updated with the latest information to help the user understand and start using the new releases. Here is a compiled list of all the product updates and related resources that our team has implemented in Q3 so far:

1. Enhancement: Resignation Workflow Policy Settings-- Enhanced Flexibility! (Dec)

With this update, resignation workflow is enhanced and helps the users to customize the **Resignation Workflow Policy** by setting up further rules. *Read more*.

Who can experience the feature: All customers excluding Freemium customers.

Help Doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/144507083
- FAQs for admins - https://support.greythr.com/hc/en-us/sections/10721939248269-Workflow-

2. New: Check out the new Document Center in greytHR ESS Mobile app (Dec)

With this update, greytHR has enhanced the **Document Center** feature in the ESS mobile app. This provides easy access to download documents for the users.

Who can experience the feature: All India and Middle East users.

Help Doc:

- Knowledge Base - https://ess-help.greythr.com/employee-mobile-app/answers/144384684

3. Enhancement: Let us process POI with the new enhancements! (Dec)

With this update, greytHR announces an upgrade of POI. The latest release makes it easier and more efficient for your employees to submit POI and you to validate the same. *Read more*.

Who can experience the feature: All users.

Help Doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/94474317/
- Knowledge Base for employees - https://ess-help.greythr.com/employee-portal/answers/40457150/
- Video for admins - https://greytip-2.wistia.com/medias/9gz4dyiyou
- Video for employees - https://greytip-2.wistia.com/medias/c1dfzfe9rn
- FAQs for admin - https://support.greythr.com/hc/en-us/sections/360010832431-Proof-of-Investment-POI-
- FAQs for employees - https://support.greythr.com/hc/en-us/sections/4415364844045-Proof-of-Investments-POI-for-New-ESS

4. Statutory news: Tamil Nadu government announces LWF Slab changes! (Dec)

With this new update, the government of Tamil Nadu announces a new amendment under Tamil Nadu Labour Welfare Fund Act, 1972. As per the notification, the **revised rates** of Tamil Nadu LWF are as follows:

- **Employee Contribution**: Rs. 20
- **Employer Contribution**: Rs. 40

Read more.

Who can experience the update: Only users from India.

Help Doc:

- [Labour Welfare Amendment Circular](#)

5. New Feature: Managers can now apply for loan on behalf of team members! (Dec)

With the new feature, admin users can configure the application to enable the manager to apply for a loan on their team member's behalf. *[Read more](#)*.

Who can experience the feature: All users

Help Doc:

- Knowledge Base for managers & employees - https://ess-help.greythr.com/employee-portal/answers/40964741/
- FAQs - https://support.greythr.com/hc/en-us/articles/11280588230541

6. New Feature: Solve your queries with Bella Chatbot (Dec)

With the Bella Chatbot, admin users can quickly resolve customer queries. Once the customers type their query, the Bella Chatbot displays relevant articles, videos, and FAQs. In addition, we have released **Bella ESS**, our chatbot for employees. *[Read more](#)*.

Who can experience the feature:

- Bella Admin - All customers, excluding Freemium customers
- Bella ESS - Released to specific customers (Beta)

Help Doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/123842312
- Knowledge Base for employees - https://ess-help.greythr.com/employee-portal/answers/64061848
- Video - https://greytip-2.wistia.com/medias/19l98imprj
- FAQs for admin - https://support.greythr.com/hc/en-us/sections/360011770952-greytHR-Bella
- FAQs for employees - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee

7. New Category in Query Builder (QB) Reports (Nov)

With the launch of new Query Builder (QB) categories, users in the Middle East can now extract employees' information, such as the longest valid passport, cards, and visas easily. On the other hand, our Indian users can extract employees' longest valid passports and visas easily. *Read more*.

Who can experience the feature: Customers in the Middle East and India

Help Doc:

- Knowledge Base - https://admin-help.greythr.com/admin/answers/95308085
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u
- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-

8. New Feature: Organization Chart for employees (Nov)

With the new organization chart for employees, your employees can view their organization's hierarchy in a flow chart format and get a better understanding of their role within the structure. *Read more*.

Who can experience the feature: All India customers, excluding Freemium customers

Help Docs:

- Knowledge base - https://ess-help.greythr.com/employee-portal/answers/40814340
- Video - https://greytip-2.wistia.com/medias/glva4i0tli
- FAQs - https://support.greythr.com/hc/en-us/sections/360003835711-Employee-Information

9. New Feature: HSBC PayNow (Oct)

With the PayNow feature, users can ensure the safety of their employees' sensitive salary information. The feature saves time in downloading the information manually/uploading payment instruction files to different banks. HSBC bank has recently joined hands with us under the same feature. The integration is a simple and efficient way to pay employees' salaries without hassle.

Who can experience the feature: Customers who use CIB for salary dispersion

Help Docs:

- Knowledge Base - https://admin-help.greythr.com/admin/answers/143578005
- FAQs -https://support.greythr.com/hc/en-us/sections/10721182926349-Integrations-with-greytHR

10. Feature Enhancement: Assign employee-specific workflow reviewer (Nov)

The new enhancement assists users in completing an application's review cycle on time and more efficiently when multiple reviewers are involved. Users can now accomplish the following tasks easily:

- Set reviewers employee-wise or for a group of employees.
- Remove unnecessary workflow reviewer types.
- Monitor changes via log for various categories.

Read more.

Who can experience the feature: All users

Help Docs:

- Knowledge base - https://admin-help.greythr.com/admin/answers/143458798
- Video - https://greytip-2.wistia.com/medias/e8xyn50azf
- FAQs - https://support.greythr.com/hc/en-us/sections/10721939248269-Workflow-

11. New Feature: Online collection of Voluntary Provident Fund (VPF) declaration (Nov)

With the Automation of VPF declaration feature, admins can automate and simplify the collection of VPF declarations and consideration for payroll computation. Now admins enjoy better control in VPF management according to compliance policies. *Read more*.

Who can experience the feature: All users

Help Docs:

- Knowledge base - https://admin-help.greythr.com/admin/answers/121879494/
- FAQs for employees - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee
- FAQs for admins - https://support.greythr.com/hc/en-us/sections/360001857132-Provident-Fund-PF-

12. New Feature: Automation of Probation Period (Nov)

The Automation of Probation Period feature enables the user to customize and automate the probation period based on a single category or a combination of categories. With the update,

employees can implement the probation period smoothly according to their company's policies. Users will also find it easy to manage and edit the probation period with a one-time single setting as per their requirements. *Read more*.

Who can experience the feature: Users in India and the Middle East

Help Docs:

- Knowledge base - https://admin-help.greythr.com/admin/answers/143037793
- Videos - https://greytip-2.wistia.com/medias/s7tykv90w6
- FAQs - https://support.greythr.com/hc/en-us/sections/360003835711-Employee-Information

13. Feature Enhancement: Check box for copying address in Employee Onboarding (Nov)

We have introduced a new checkbox in the Address section of Employee Onboarding. The enhancement, though minor, saves a lot of time. Users can now copy **Permanent Address** to **Present Address** by enabling the checkbox. This eliminates the need for an employee to repeatedly fill in the Present Address in case the Permanent and Present Addresses are common. *Read more*.

Who can experience the feature: Users in India and the Middle East

Help Docs:

- Knowledge base - https://admin-help.greythr.com/admin/answers/121763733/
- Video - https://greytip-2.wistia.com/medias/w6gcwf85lx
- FAQs - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee

14. New Feature Release: Organization Chart with exciting UI Design (Oct)

The new Organization Chart is introduced with an enhanced UI that offers an easy and intuitive user experience. This feature lets users view and understand the entire organization's reporting structure, provides better visibility of the organization's hierarchy for the management and lets them download the organization chart in different formats. *Read more*.

Who can experience the feature: All users

Help Docs:

- Knowledge base - https://admin-help.greythr.com/admin/answers/123038604
- Video - https://greytip-2.wistia.com/medias/glva4i0tli
- FAQs - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee

15. Feature Enhancement: Comp-off hours configuration based on Shift type and Day type (Oct)

With the new setting, we have simplified the computation of comp-off hours based on Shift and Day types. Users' computations will now be more precise with the latest enhancement. *Read more*.

Who can experience the feature: All customers, excluding Freemium customers

Help Docs:

- Knowledge base - https://admin-help.greythr.com/admin/answers/123863518
- Video - https://greytip-2.wistia.com/medias/xn64nektwj
- FAQs for employees- https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee
- FAQs for admins - https://support.greythr.com/hc/en-us/sections/360010132071-Overtime

16. Feature Enhancement: Collect Family Nominations details using Employee Onboarding (Oct)

The new update lets users collect employee nomination details using the Employee Onboarding feature without manual forms or email communication. Admins can collect data by simply initiating onboarding for new and existing employees. *Read more*.

Who can experience the feature: Only India
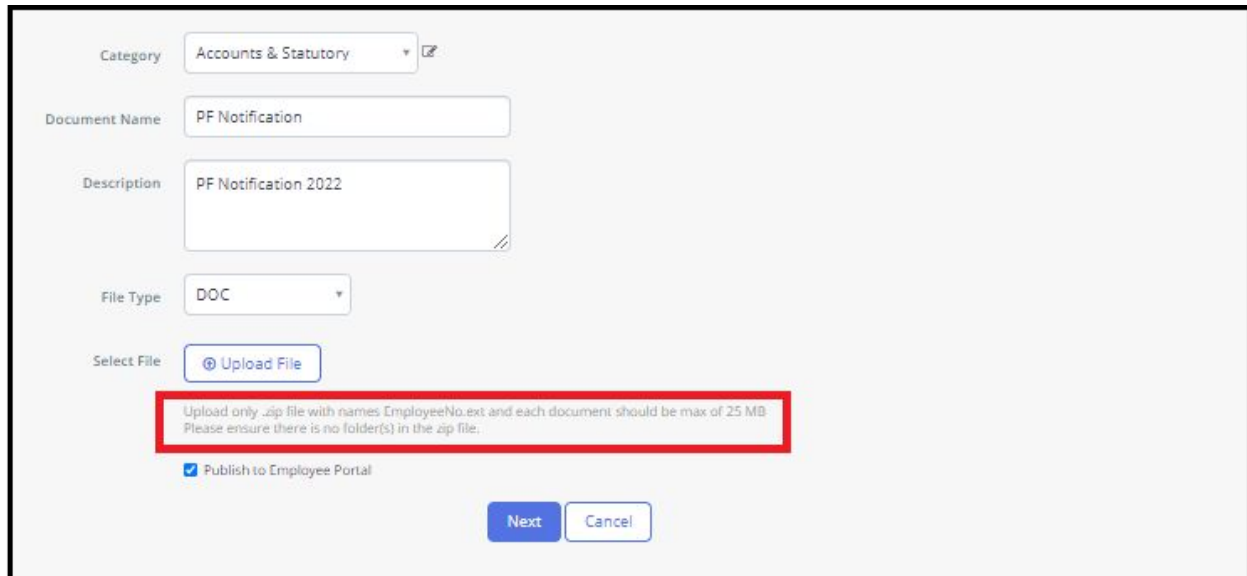
Help Docs:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/121763733
- Knowledge Base for employees - https://ess-help.greythr.com/employee-portal/answers/128419111
- Admin video - https://greytip-2.wistia.com/medias/qq696lvfq4
- ESS video - https://greytip-2.wistia.com/medias/w6gcwf85lx
- FAQs for admin - https://support.greythr.com/hc/en-us/sections/360012815871-Employee-Onboarding-

- FAQs for employees - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee

17. Added Note on Bulk Document Upload page (Oct)

To view the enhancement, from your greytHR admin login, navigate to **Employee** > **Admin** > **Bulk Document Upload**.

Help Docs:

- Knowledge Base - https://admin-help.greythr.com/admin/answers/122865479/
- FAQs for admin - https://support.greythr.com/hc/en-us/sections/360002261511-Short-Videos
- Video - https://greytip-2.wistia.com/medias/zmmoy99vhy

18. Added Relationship column in Employee Emergency Address excel importer (Oct)

To view the enhancement, from your greytHR admin login, navigate to **Employee** > **Admin** > **Excel Import**.

Help Docs:

- Knowledge Base - https://admin-help.greythr.com/admin/answers/122778917/
- Video - https://greytip-2.wistia.com/medias/s6vqbym8ey
- FAQs - https://support.greythr.com/hc/en-us/sections/360010308312-Excel-Import

19. Auto population of location-related fields on the selection of Cost Center (Oct)

To view the enhancement, from your greytHR admin login, in the **Search Actions** textbox, select "**Add Employee**" and add details in **BASIC INFORMATION** and then **EMPLOYEE POSITION**.

Help Docs:

- Knowledge Base - https://admin-help.greythr.com/admin/answers/140831167/
- Video - https://greytip-2.wistia.com/medias/o8o2632z7h
- FAQs - https://support.greythr.com/hc/en-us/sections/360012815871-Employee-Onboarding-

20. Create a new submenu on Workflow Reviewers Types page (Oct)

To view the enhancement, from your greytHR admin login, navigate to **Workflow** > **Setup** > **Workflow Reviewers Types**.

Help Docs:

- Knowledge Base - https://admin-help.greythr.com/admin/answers/143458798/
- Video - https://greytip-2.wistia.com/medias/e8xyn50azf
- FAQs - https://support.greythr.com/hc/en-us/sections/10721939248269-Workflow-

21. Add 'All' filter for Category based and Category based admin assignment types on Workflow Reviewer Types page (Oct)

To view the enhancement, from your greytHR admin login, navigate to **Workflow** > **Setup** > **Workflow Reviewers Types**.

Help Docs:

- Knowledge Base - https://admin-help.greythr.com/admin/answers/143458798/
- Video - https://greytip-2.wistia.com/medias/e8xyn50azf
- FAQs - https://support.greythr.com/hc/en-us/sections/10721939248269-Workflow-

22. Multi-select dropdown component changes on Workflow Reviewers page (Oct)

To view the enhancement, from your greytHR admin login, navigate to **Workflow** > **Setup** > **Workflow Reviewers**.

Help Docs:

- Knowledge Base - https://admin-help.greythr.com/admin/answers/143458798/
- FAQs - https://support.greythr.com/hc/en-us/sections/10721939248269-Workflow-
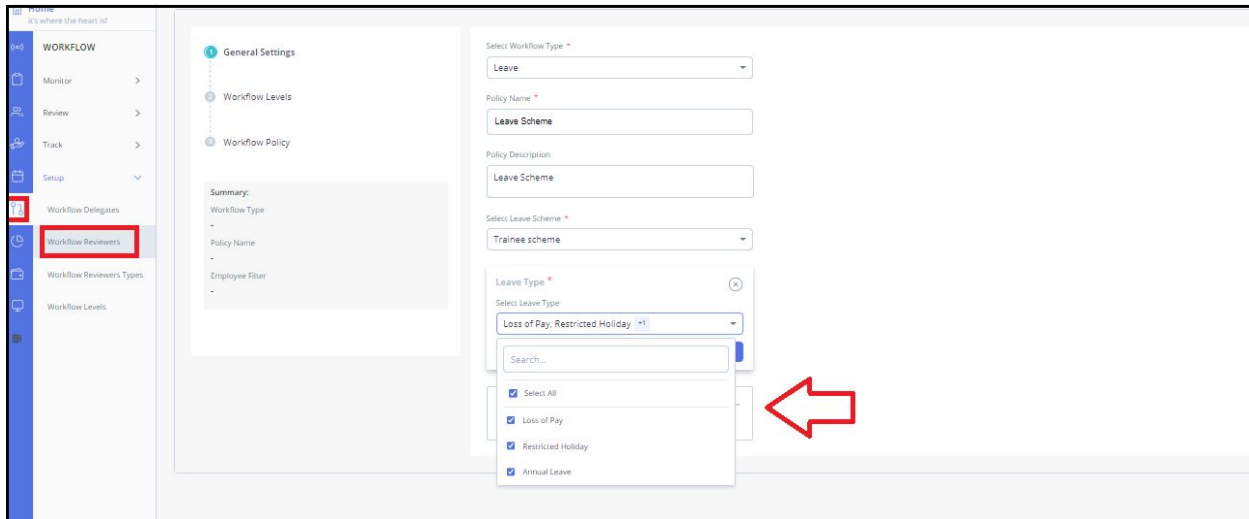
23. Enhancement of attendance set-up guide for mobile auto sign-in (Oct)

To view the enhancement, from your greytHR admin login, navigate to **Settings** icon > **System Settings** > **Attendance** > **Setup Guide**.

#	Sender Details	Location Name	Longitude	Lattitude	Radius	Wifi Details
1	S Raj Kumar (5002)	Davanagere	75.9052451	14.2166665	50	Wireless_1 Wir.. 02:AB:C3:DE:45:67 , 02:A..
2	S Raj Kumar (5002)	Davanagere	75.9052451	14.2166665	50	Wireless_1 02:AB:C3:DE:45:67
1	S Raj Kumar (5002)	Davanagere	75.9052451	14.2166665	50	Wireless_1 Wir.. 02:AB:C3:DE:45:67 , 02:A..
4	S Raj Kumar (5002)	Davanagere	75.9052451	14.2166665	50	Wireless_1 02:AB:C3:DE:45:67
5	S Raj Kumar (5002)	Davanagere	75.9052451	14.2166665	50	Wireless_1 02:AB:C3:DE:45:67
1	S Raj Kumar (5002)	Davanagere	75.9052451	14.2166665	50	Wireless_1 Wir.. 02:AB:C3:DE:45:67 , 02:A..
7	S Raj Kumar (5002)	Davanagere	75.9052451	14.2166665	50	Wireless_1 02:AB:C3:DE:45:67

Help Docs:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/141129656/
- FAQs - https://support.greythr.com/hc/en-us/sections/360013536211-greytHR-Mobile-Application

24. Disable leave salary (custom field) option for employees (Oct)

To view the update, navigate to **SYSTEM SETTINGS** > **Leave** > **Leave Rules**. *Read more*.

Help Docs:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/141462299/
- FAQs - https://support.greythr.com/hc/en-us/sections/360001472712-Leave-Management

25. Display of time in place of "Took forever for ALL employees" message if the payroll process takes more than 1 hour (Oct)

To view the update from your greytHR admin login, navigate to **PAYROLL** > **Payroll Process**.

Help Docs:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/94174307
- FAQs - https://support.greythr.com/hc/en-us/sections/360002608952-Employee-Salary-

26. New page for POI report in form 12BB (Oct)

To view the update, navigate to **Reports** > **Reports Gallery**.

Help Docs:
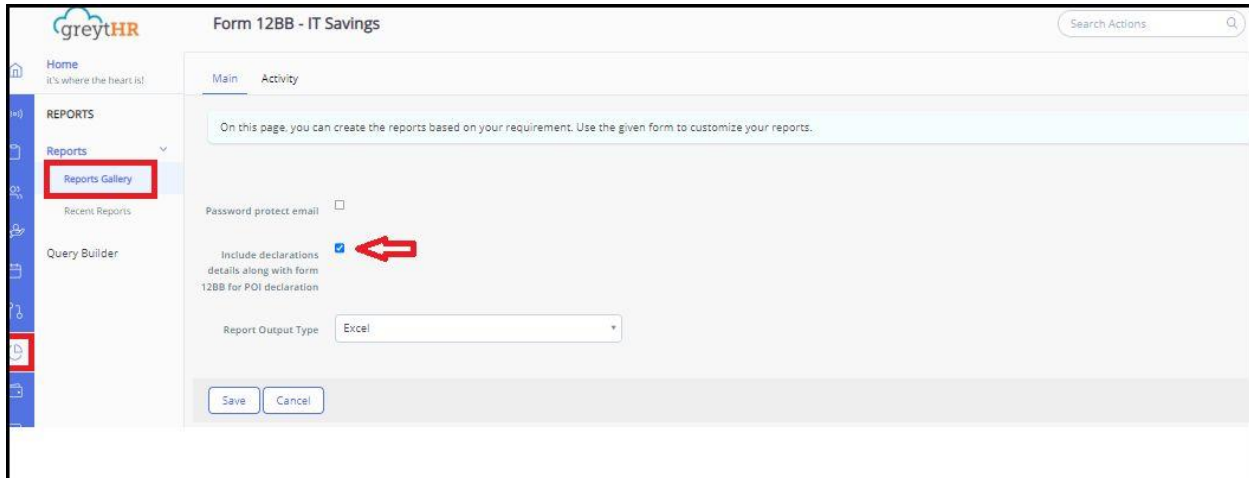
- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122957718/
- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-

27. Download policy document for selected loan type (Oct)

To view the update, from the ESS login, navigate to **Salary** > **Loans and Advances > Apply Loan**.
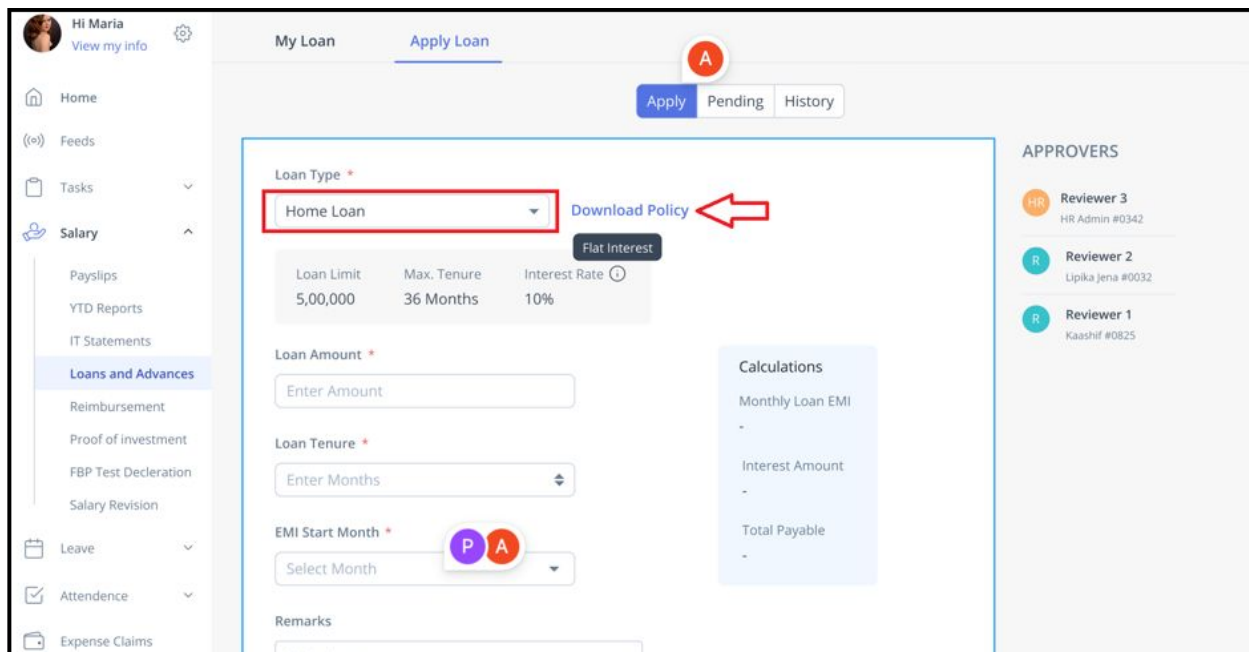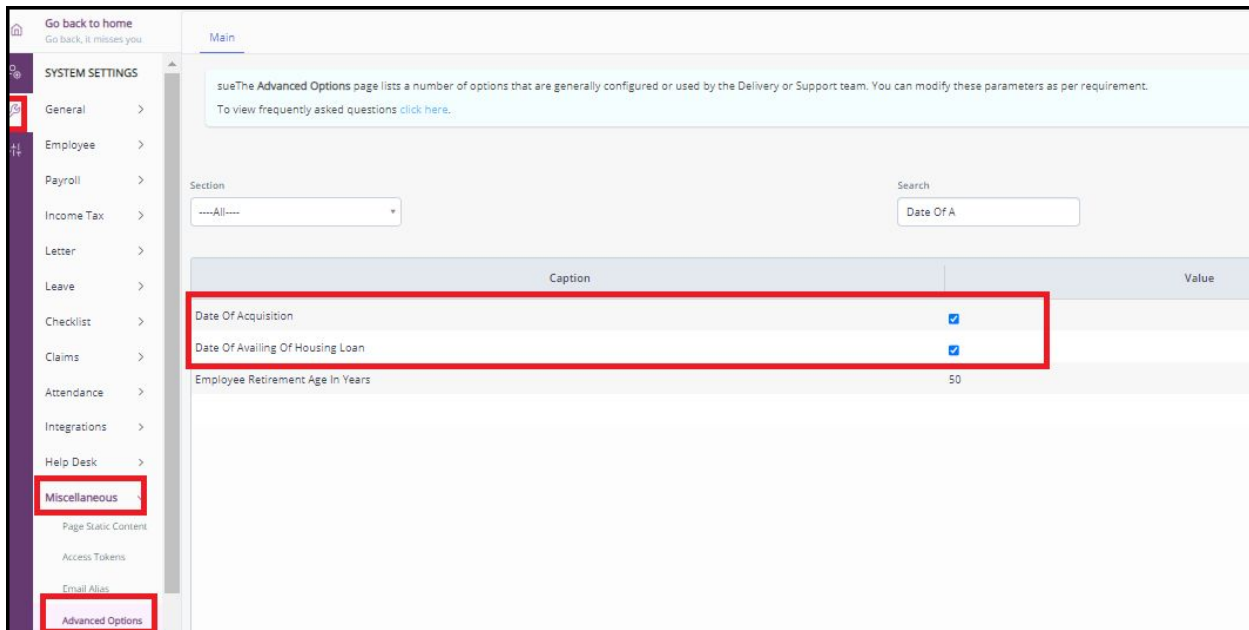
Help Docs:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/121660296/
- Knowledge Base for employees - https://ess-help.greythr.com/employee-portal/answers/40964741/
- Video - https://greytip-2.wistia.com/medias/xl8fp3anyt
- FAQs for employees - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee

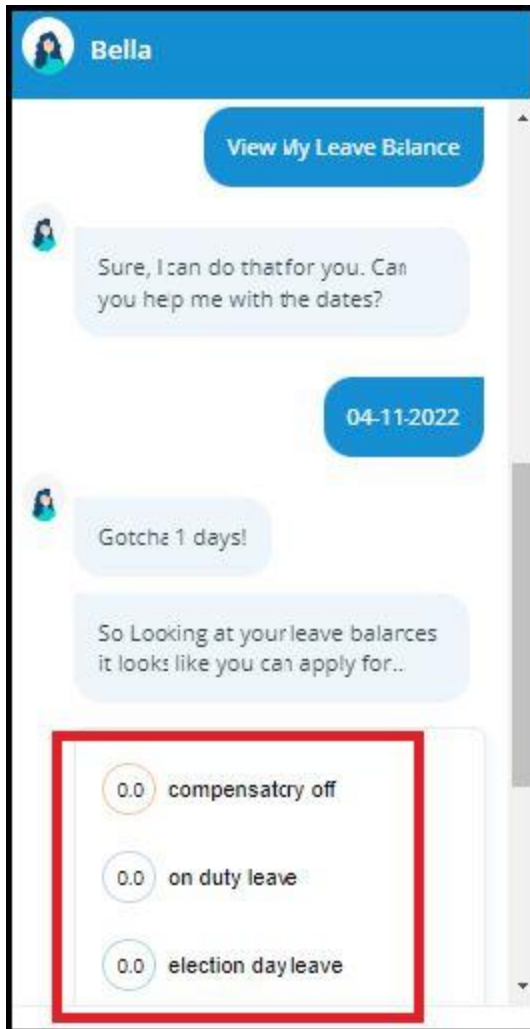# 28. Added mandatory fields - date of availing house loan and date of acquisition for housing loan (Oct)

To view the enhancement, navigate to **SYSTEM SETTINGS** > **Miscellaneous** > **Advanced Options**.

Help Doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/123866761/
- FAQs - https://support.greythr.com/hc/en-us/search?utf8=%E2%9C%93&query=Advanced+option

29. Implemented Leave Balance enhancement in Bella (Oct)

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/123842312/
- Video - https://greytip-2.wistia.com/medias/19l98imprj

30. Joint owner details in section (24) POI (Nov)

To view the enhancement, navigate to **Salary** > **Proof of Investment** > **Income/loss from House Property** option.

Help doc:

- Knowledge Base for admin - https://admin-help.greythr.com/admin/answers/94474317/
- Knowledge Base for employees - https://ess-help.greythr.com/employee-portal/answers/40457150/
- FAQs for admins - https://support.greythr.com/hc/en-us/sections/360010832431-Proof-of-Investment-POI-
- FAQs for employees - https://support.greythr.com/hc/en-us/sections/4415364844045-Proof-of-Investments-POI-for-New-ESS

31. Additional fields in POI report to display own contribution and co-owner contribution (Nov)

To view the enhancement, navigate to **Reports** > **Reports Gallery**.

POI for the period of Apr 2022 To Mar 2023

Name :	Vijay	Employee No :	0004
Date Of Join :	01 Jan 2017	Permanent Account Number :	

Sl.No	Particulars	Amount (Rs.)	Approved Amount	Status	No of Doc	Proof	Remarks
House Rent Paid							
1	House Rent Paid	111,000.00		PENDING	1	Yes	
Deduction Under Chapter VI A							
1	TEST1'ere	3,333.00		PENDING		No	
2	Test	444.00		PENDING		No	
3	80C - Deposit in NSS	9,000.00		PENDING		No	
4	80C - Deposit in Post Office Savings Schemes	9,000.00		PENDING		No	
5	80CCC - Contribution to Pension Fund	9,000.00		PENDING		No	
6	80CCD(2) - Employer Contribution to NPS	45,000.00		PENDING		No	
7	80EE - Additional Interest on housing loan borrowed as on 1st Apr 2016	5,600.00		PENDING		No	
Deduction Under Section 24							
1	Interest on Housing Loan (Self Occupied)	200000		PENDING	0	No	
	Your Contribution	100,000.00		PENDING	0	No	
	Co-owner Contribution	100000					
	Lender's Name : Vijay	Lender's PAN : BAYPR9788R					
	Date of availing of housing loan: 01-12-2022	Date of acquisition : 01-12-2022					
Income from Let-out Property							
Property No 1							
1	Annual Letable Value/Rent Received or Receivable	333.00	333.00				
2	Less: Municipal Taxes Paid During the Year	0.00	0.00				
3	Less:Unrealized Rent	0.00	0.00				

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122957718/
- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-

32. Export the bank transfer files on the Bank Transfer page (Nov)

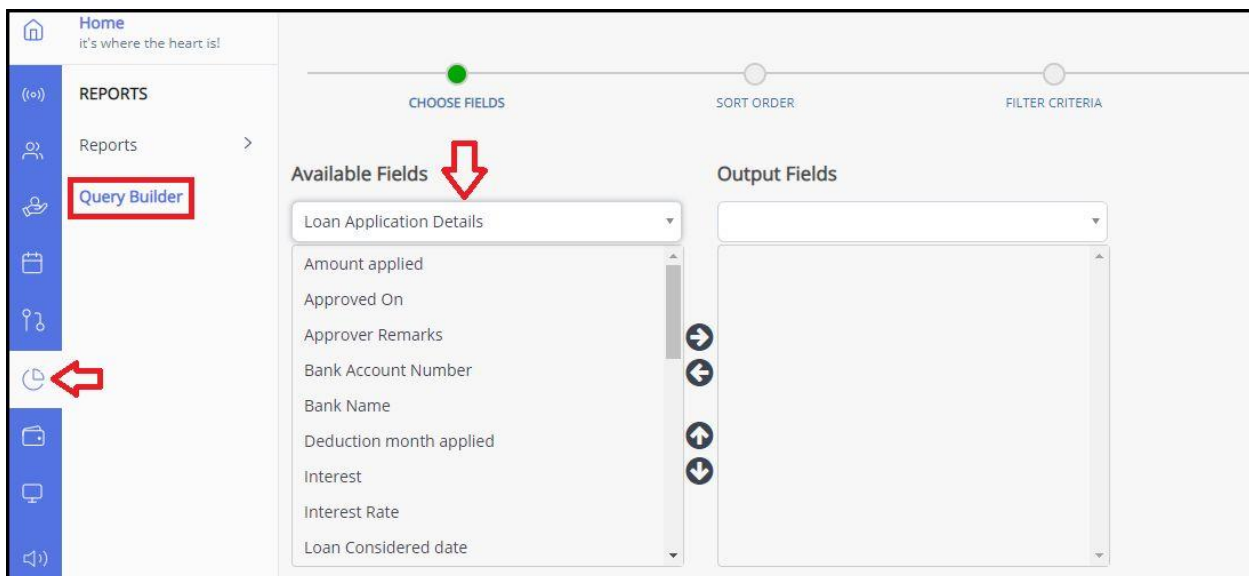To view the enhancement, navigate to **Payroll** > **Payout** > **Bank Transfer**.

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122326864/
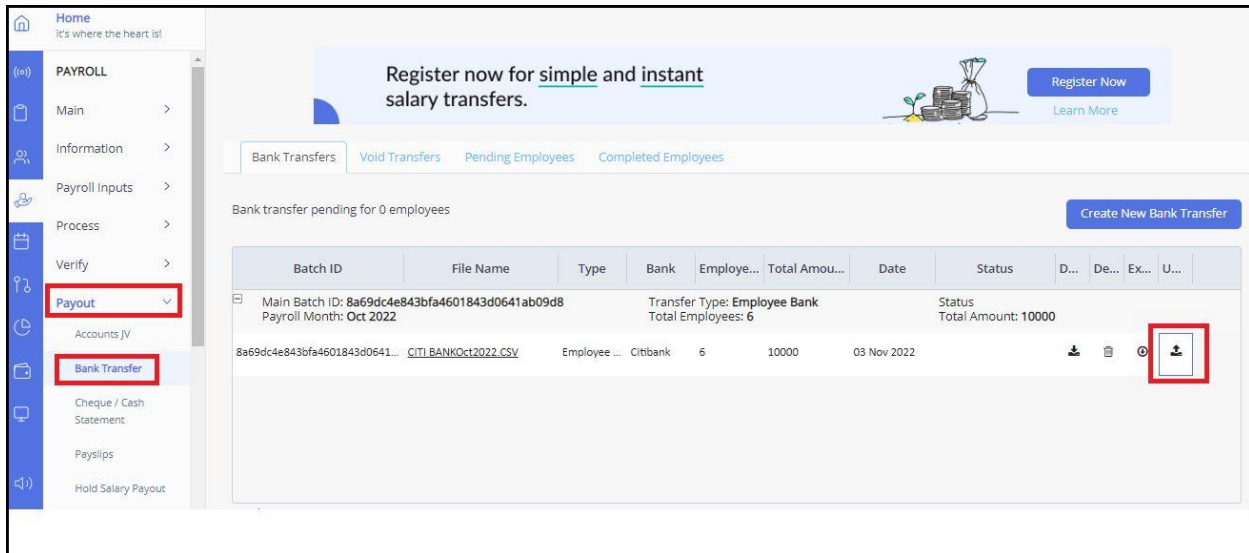
33. Added new fields for loan workflow on Query Builder page (Nov)

To view the enhancement, navigate to **Reports** > **Query Builder**.

Employee N ▼	Employee N ▼	Amount Apr ▼	Approved C ▼	Approver R ▼	Bank Name ▼	Bank Accou ▼	Loan Type ▼	Interest ▼	Interest Rat ▼	Status ▼	Tenure App ▼	Remarks ▼
5050	ABDUL AZEEZ J	5000					Flat Interest	210	10	APPLIED	5	Heyyy Approve
5051	NOSHEER PK	4000	02 NOV 2022				Flat Interest	132	10	REJECTED	4	Hi please approv
5050	ABDUL AZEEZ J	8000	09 NOV 2022	Accepted			Flat Interest	100	10	CONSIDERED	4	Please approve
8801	RAHUL DAS	4000	14 OCT 2022	Approvds			Flat Interest	330	10	CONSIDERED	10	sdf
5055	MUJEEB RAHM	600					Flat Interest	20	10	APPLIED	4	Approve
5052	JAFFAR BEIG	15000	09 NOV 2022	Accepted			Flat Interest	375	10	CONSIDERED	3	Approve
5054	FAIZAL KP	500	17 NOV 2022				Flat Interest	16	10	WITHDRAWN	4	Approve
5061	ASIM MOHAMI	12444					Flat Interest	104	10	APPLIED	1	
5050	ABDUL AZEEZ J	30000	10 NOV 2022	Accpted			Flat Interest	1250	10	CONSIDERED	5	Kindly approve
5001	ANOOP JOSE	123					Flat Interest	1	10	APPLIED	1	1231
5050	ABDUL AZEEZ J	3000	02 NOV 2022				Flat Interest	50	10	WITHDRAWN	2	kindly approve
5001	ANOOP JOSE	3000	03 NOV 2022	Accepted			Flat Interest	17	10	CONSIDERED	3	Please approve
5050	ABDUL AZEEZ J	5000	10 NOV 2022				Flat Interest	126	10	WITHDRAWN	3	Kindly approve
5050	ABDUL AZEEZ J	10500	10 NOV 2022				Flat Interest	352	10	REJECTED	4	Please Approve

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/95308085/
- FAQs - https://support.greythr.com/hc/en-us/search?utf8=%E2%9C%93&query=Query+builder

34. Added revised salary breakup details on Salary Revision page (Nov)

To view the enhancement, navigate to **Payroll** > **Payroll Inputs** > **Salary Revisions**.

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/121650468/
- FAQs - https://support.greythr.com/hc/en-us/sections/360002608952-Employee-Salary-

35. Added arrear effective date details on Salary Revisions page (Nov)

To view the enhancement, navigate to **Payroll** > **Payroll Inputs** > **Salary Revisions**.

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/121650468/
- FAQs - https://support.greythr.com/hc/en-us/sections/360002608952-Employee-Salary-

36. Added effective date on Salary Revision History page (Nov)

To view the enhancement, navigate to **Payroll** > **Information** > **Salary Revision History**.

Employee No	Name	DOJ	Revision 1							
			Payout Date	Effective Date	Department	Department	MONTHLY CTC	Percent	Difference
0001	Nandish Shetty	Aug 23, 2015	Jul 1, 2022		Development	Development	416,667.00	899.99	375,000.00
0002	Dinesh Babu	Apr 7, 2016	Sep 1, 2022		product	product	733,333.00	-8.05	-64,167.00
0004	Vijay	Jan 1, 2017	Aug 1, 2022				733,333.00	60.00	275,000.00
0005	Ram	Dec 1, 2021	Aug 1, 2022				733,333.00	0.00	0.00
0006	Selmon Choi	Dec 1, 2021	Aug 1, 2022				733,333.00	0.00	0.00
0007	Ram	Jun 1, 2022	Aug 1, 2022				733,333.00	1659.99	691,666.00
0008	Ram	Dec 1, 2021	Aug 1, 2022				733,333.00	1659.99	691,666.00
0009	S Rami Reddy	Dec 14, 2021	Aug 1, 2022				733,333.00	0.00	0.00
001	John	Feb 1, 2018	Mar 1, 2020				74,750.00	0.00	0.00
0010	john	Dec 14, 2021	Aug 1, 2022				733,333.00	0.00	0.00
0011	Ram	Nov 8, 2022	Aug 1, 2022				733,333.00	1659.99	691,666.00
0012	Ram	Dec 1, 2021	Aug 1, 2022				733,333.00	1659.99	691,666.00
001200	Kripal	Aug 1, 2022	Sep 1, 2022	Aug 1, 2022			100,000.00	0.00	0.00
0013	Ram	Dec 1, 2021	Aug 1, 2022				733,333.00	1659.99	691,666.00
0014	Ram	Dec 14, 2021	Aug 1, 2022				733,333.00	0.00	0.00

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/121660994/
- FAQs - https://support.greythr.com/hc/en-us/sections/360002608952-Employee-Salary-

37. Configured the option to view current month Income Tax deduction in Income Tax Statement report (Nov)

To view the enhancement, navigate to the **Settings** icon > **System Settings** > **Miscellaneous** > **Advanced Options**.

Greytip Software Pvt Ltd
30/31, 100 Feet Road,
II Block, Koramangala,
Bangalore - 560034
Income Tax Computation For The Financial Year 2022-2023

Employee No.:	0004	Name:	Vijay		
PAN No. :	KAFPA9983B	Gender :	Male	Location:	Gandinagar
Date of Join:	01-Jan-2017	Date of Birth :	10-Aug-1984	Date of Leaving:	
Tax Regime:	OLD				

A) Taxable Income
(i) Monthly Income

Pay Items	Total	Apr 2022	May 2022	Jun 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
BASIC	2769163.00	165833.00	183333.00	183333.00	183333.00	293333.00	293333.00	0.00	293333.00	293333.00	293333.00	293333.00	293333.00
DA	604997.00	0.00	45833.00	45833.00	0.00	73333.00	73333.00	0.00	73333.00	73333.00	73333.00	73333.00	73333.00
HRA	1107663.00	66333.00	73333.00	73333.00	73333.00	117333.00	117333.00	0.00	117333.00	117333.00	117333.00	117333.00	117333.00
CONVEYANCE	17600.00	1600.00	1600.00	1600.00	1600.00	1600.00	1600.00	0.00	1600.00	1600.00	1600.00	1600.00	1600.00
SPECIAL ALLOWANCE	2423490.00	180817.00	154234.00	154234.00	200067.00	247734.00	247734.00	0.00	247734.00	247734.00	247734.00	247734.00	247734.00
SPECIAL ALLOWANCE ARREARS	77000.00	0.00	77000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
accum	1527497.00	497499.00	0.00	0.00	1029998.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYROLL MONTH	50.00	4.00	5.00	6.00	7.00	8.00	9.00	0.00	11.00	0.00	0.00	0.00	0.00
Total	8527460.00	912086.00	535338.00	458339.00	1488338.00	733341.00	733342.00	0.00	733344.00	733333.00	733333.00	733333.00	733333.00

B) Deduction

Pay Items	Total	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
INCOME TAX	1266303.00	136531.00	153955.00	174,651.00	242979.00	279088.00	279099.00	0.00	0.00	0.00	0.00	0.00	0.00
PROF TAX	1200.00	200.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	200.00	200.00	200.00	200.00
Total	1,267,503.00	136731.00	153955.00	174,651.00	243179.00	279088.00	279099.00	0.00	0.00	200.00	200.00	200.00	200.00

C) Perquisites

Pay Items	Total	Apr 2022	May 2022	Jun 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
Total													

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122162792
- FAQs - https://support.greythr.com/hc/en-us/sections/360002400972-Income-Tax
- Video - https://greytip-2.wistia.com/medias/8tbu6gt3k1

38. Updated the Reports Gallery page with the following reports (Nov):

- **Payroll: Form R 15 REGISTER OF LEAVE WITH WAGES Part II - Tamil Nadu**
- **Payroll: Form R 15 REGISTER OF LEAVE WITH WAGES Part 1 - Tamil Nadu**

To view the enhancement, navigate to **Reports** > **Reports Gallery**.

REGISTER OF LEAVE WITH WAGES

(Part-I)

Name and Address of the Factory:

Name and Address of the Occupier:

Name of the Manager / In-charge:

Registration No:

For the month of .... Year ....

Serial Number	Serial Number in Register of adult workers and young persons	Name of the worker	Worker Identity Number	Earned Leave				Medical Leave			Other Leave			Maternity Benefits					Gratuity Benefits		Remarks
				Leave at the beginning of the month	Leave earned during the period	Leave availed during the month	Leave balance at the end of the month	Leave at beginning of the month	Leave availed during the month	Leave balance at the end of the month	Leave at beginning of the month	Leave availed during the month	Leave balance at the end of the month	Date of giving notice of pregnancy / delivery	Amount of maternity benefit paid in advance of expected delivery and date of payment.	Subsequent Payment of Maternity benefit and date of payment	Amount paid as Medical Bonus and Date of payment	Leave with Wages as per Sections 9 or 10 of the Maternity Benefit Act, 1961	Whether nomination received from the Worker	Amount paid as Gratuity in case of demise / exit of the worker	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

(Part-II)

Name and Address of the Factory:

Name and Address of the Occupier / Pay Master:

Name of the Manager/In-charge:

Registration No:

Total number of persons employed:

Men	Women	Male Adolescent	Female Adolescent

Wage Period From .... to .... (Monthly/Fortnightly/Weekly/Daily/Piece Rated)

Serial Number	Serial Number in Register of adult workers and young persons	Name of the worker	Worker Identity Number	Number of days worked	Basic Wages	Dearness Allowance	House Rent Allowance	Other Allowances (nature may be specified)	Overtime Wages	Leave Wages (Earned Leave /National, Festival & Special Holidays / Other)	Gross Wages	Provident Fund	Employees State Insurance	Labour Welfare Fund	Advance paid	Advance recovery pending at the beginning of the month	Advance Recovered	Pending Recovery	Deduction imposed on Damages, Loss or Fines	Deduction recovery pending at the beginning of the month	Deduction made on Damages, Loss or Fines	Pending Recovery	Any other Deductions	Total Deductions	Net Wages	Date of payment	Unpaid accumulations	Rate at which subsistence allowance calculated and amount paid	Receipt by worker / Bank Transaction I.D. and Date	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122957718/
- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-

39. Updated the Reports Gallery page with the Form 12 REGISTER OF ADULT WORKERS AND YOUNG PERSONS: Tamil Nadu report (Nov)

To view the enhancement, navigate to **Reports** > **Reports Gallery**.
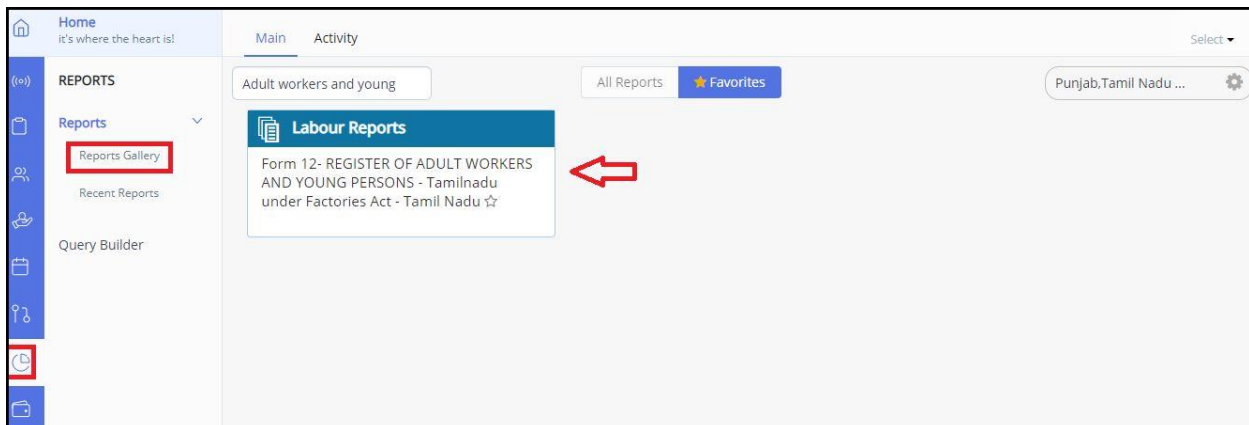
Name and Address of the Factory: Greytip Software Pvt Ltd
Registration No:

Serial No	Name of the worker	Worker Identity No	Gender	Father / Spouse Name	Date of Birth	Present Address	Permanent Address	Aadhaar No	Date of entry into service	Designation / Nature of Work	EPF No./ UAN No	ESIC No	Date on which completion of 480 days of service	Date on which made permanent	Period of Suspension if any	Bank A/c Number, Name of Bank, Branch (IFSC)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
1	Nandish Shetty	0001	F		01 Aug 1984	sfdsdfsdf sdfsd fsdfsdfs Arunachal Pradesh,Pin:434333			23 Aug 2015				15 Dec 2016	22 Oct 2015		990161004510 CITI BANK AAAAAAAAA
2	Vijay	0004	M		10 Aug 1984				01 Jan 2017	Probation Scheme			26 Apr 2018	02 Mar 2017		123456789 Barclays Bank 9901610045
3	Selmon Choi	0006	F		13 Dec 1989				01 Dec 2021				26 Mar 2023	30 Jan 2022		
4	Ram	0007	M		01 Jun 1997			***********	01 Jun 2022				24 Sep 2023	02 Jun 2022		
5	Ram	0008	M		01 Oct 1980			***********	01 Dec 2021				26 Mar 2023	30 Jan 2022		
6	S Rami Reddy	0009	M		20 Dec 1990				14 Dec 2021				08 Apr 2023	06 Jan 2022		
7	John	001	M		06 Mar 1990			***********	01 Feb 2018				27 May 2019	02 Apr 2018		
8	john	0010	M		08 Dec 1994				14 Dec 2021				08 Apr 2023	12 Feb 2022		
9	Ram	0011	M		01 Dec 1991				08 Nov 2022				02 Mar 2024	10 Dec 2022		
10	Ram	0012	M		02 May 1983				01 Dec 2021				26 Mar 2023	30 Jan 2022		

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122957718/
- FAQs - https://support.greythr.com/hc/en-us/search?utf8=%E2%9C%93&query=Generate+reports

40. Configured the option to consider loan deduction starting from the loan applied month (Nov)

To view the enhancement, navigate to **Salary** > **Loans and Advances**.

Help doc:

- Knowledge Base for admins - https://ess-help.greythr.com/employee-portal/answers/40964741/
- FAQs for employee - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee
- FAQs for manager - https://support.greythr.com/hc/en-us/sections/360012294691-New-Employee-Self-Service-ESS-Manager

41. Added the description for mandatory family details checkbox and tooltip for POI settings on POI Overview page (Nov)

To view the enhancement, navigate to **Payroll** > **Admin** > **POI Overview**.

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/94474317/
- FAQs - https://support.greythr.com/hc/en-us/sections/360010832431-Proof-of-Investment-POI-

42. Added SIF file column in payroll statement for ME customers (Nov)

Barakat Group
PO Box 11286, Nad Al Hamar,Dubai, UAE
SIF Report For The Month Oct 2022

SI No	Name	EmployeeNo	SIF File
1	Sujith Sugathan	3001145	0000000002431221116181327.SIF
2	Dipankar Sengupta	3001147	
3	Muhammed Sayaf	3001155	0000000002431221116184400.SIF
4	Biju Machathi	3001243	0000000002431221116181327.SIF
5	Aftab Ali	3001399	0000000002431221116184400.SIF
6	Rajender Chintha Kunta	3001400	0000000002431221116181327.SIF
7	Muhammad Awais	3001406	0000000002431221116184400.SIF
8	Arbaz Shahid	3001408	0000000002431221116181327.SIF
9	Naveed Ahmed	3001431	0000000002431221116181327.SIF
10	Ghouse Mohiuddin	3001459	0000000002431221116181327.SIF
11	Roshan Neupane	3001464	0000000002431221116184400.SIF
12	Praveen Pothassery	3001465	0000000002431221116184400.SIF
13	Jamal Wali	3001467	0000000002431221116184400.SIF
14	Mubin Momtaz	3001468	0000000002431221116184400.SIF
15	Mohammed Shibil Mullasseriyakath	3001469	0000000002431221116184400.SIF
16	Mukesh Anandraj	3001470	0000000002431221116184400.SIF

43. Added SriLankan currency in payroll overview (Nov)

To view the enhancement, navigate to **Payroll** > **Main** > **Overview**.

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122448525/
- FAQs - https://support.greythr.com/hc/en-us/sections/360002608952-Employee-Salary-
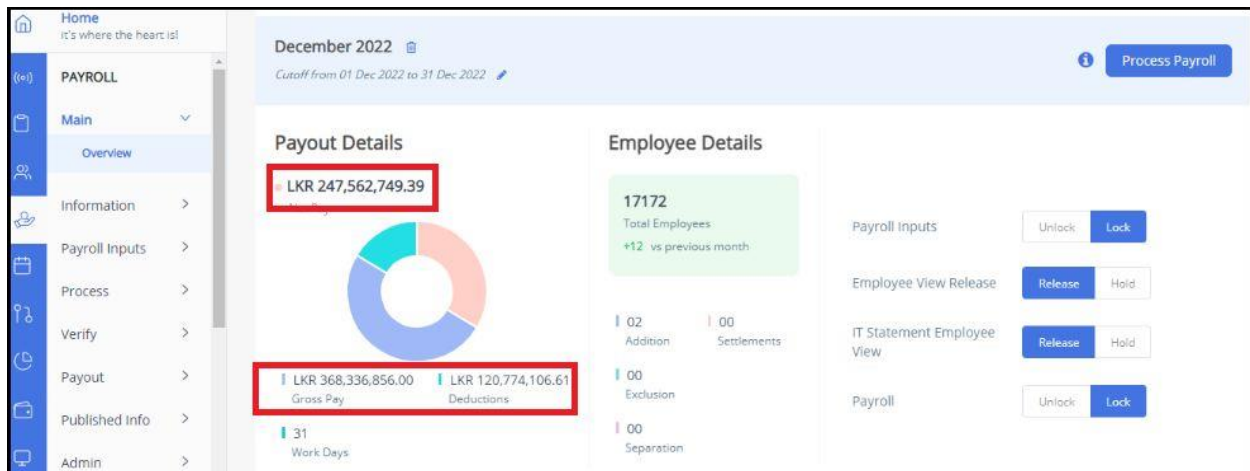
44. Configured the Employee Onboarding settings with mandatory Aadhaar verification option (Nov)

To view the enhancement, navigate to **Settings** icon > **System Settings** > **Employee** > **Employee onboarding**.

Employee Information Settings ⓘ

Sections	Information		Attachments		Verification
	Display	Mandatory	Display	Mandatory	Mandatory
Personal Information					
Personal Information					
Personal Information	☑	☐			
Address					
Permanent Address	☑	☐	☐	☐	
Present Address	☐	☐	☐	☐	
Emergency Contact/Address	☐	☐			
Qualifications					
Qualification	☐	☐	☐	☐	
Previous Employment					
Previous Employment					
Previous Employment	☐	☐	☐	☐	
Accounts & Statutory					
Identifications					
Bank Account Details	☑	☐	☐	☐	
PF Account Details	☑	☐			
Permanent Account Number	☑	☐	☐	☐	
Aadhaar	☑	☑	☑	☑	☑

Hi, Benjamin

Let's start by uploading your picture.

Your first step is to verify your Aadhaar Number as it's mandatory for the onboarding.

Verify Aadhaar

Trouble Verifying Aadhaar?

Employee ID Verification

Enter your 12-digit Aadhaar Number for verification.

Aadhaar Number*

5555

ⓘ You will receive an OTP on the Mobile Number linked with Aadhaar.

Cancel   Get OTP

Trouble Verifying Aadhaar? ⊗

Please let us know the reason.

Reason

Select ⌄

Cancel   Confirm

Trouble Verifying Aadhaar? ⊗

Please let us know the reason.

Reason

Select ⌄

Mobile number is not linked

I don't have Aadhaar

I lost my Aadhaar

Cancel   Confirm

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/121763733/
- Knowledge Base for employees - https://ess-help.greythr.com/employee-portal/answers/128419111
- Video for admin - https://greytip-2.wistia.com/medias/qq696lvfq4
- Video for employees - https://greytip-2.wistia.com/medias/w6gcwf85lx
- FAQs - https://support.greythr.com/hc/en-us/sections/360012815871-Employee-Onboarding-

45. Created API to get employees' resettlement details for a month (Nov)

46. Configured the Employee Onboarding settings with mandatory IFSC option (Nov)

To view the enhancement, navigate to **Settings** icon > **System Settings** > **Employee** > **Employee onboarding**.

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/121763733/

- Knowledge Base for employees - https://ess-help.greythr.com/employee-portal/answers/128419111
- Video for admin - https://greytip-2.wistia.com/medias/qq696lvfq4
- Video for employees - https://greytip-2.wistia.com/medias/w6gcwf85lx
- FAQs - https://support.greythr.com/hc/en-us/sections/360012815871-Employee-Onboarding-

47. Option to validate employee's status (Current/Resigned) while importing employee details (Nov)

To view the enhancement, navigate to **Employee** > **Admin** > **Excel Import**.

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122778917/
- FAQs - https://support.greythr.com/hc/en-us/sections/360010308312-Excel-Import
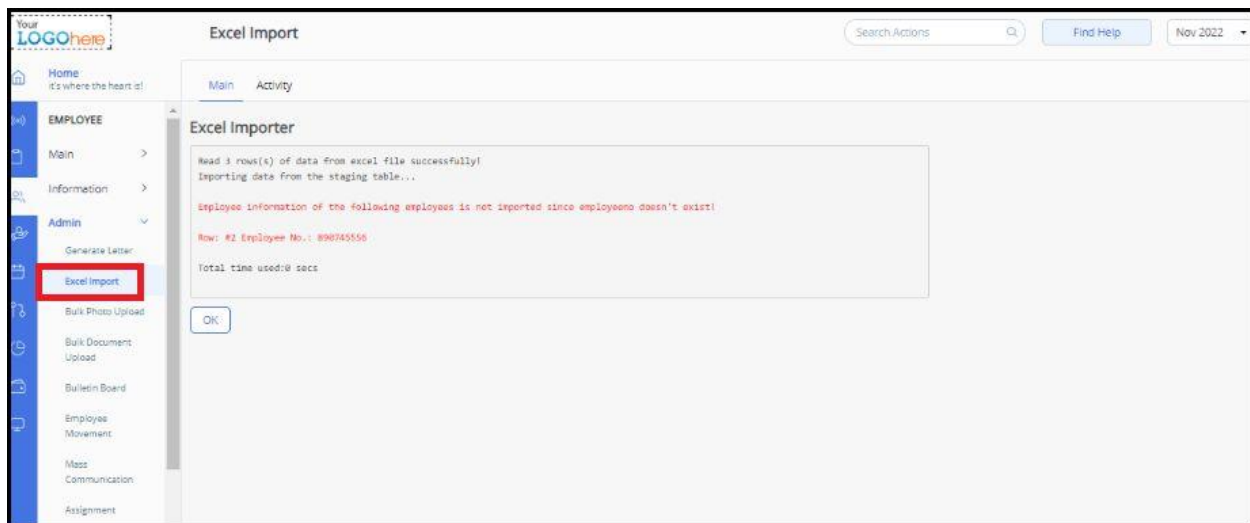
48. Created a new service called "Org Chart ESS" and new feature code (Nov)

To view the enhancement, navigate to **Settings** icon > **My Account** > **New Features**.

Help doc:

- Knowledge Base for admins - https://ess-help.greythr.com/employee-portal/answers/40814340/
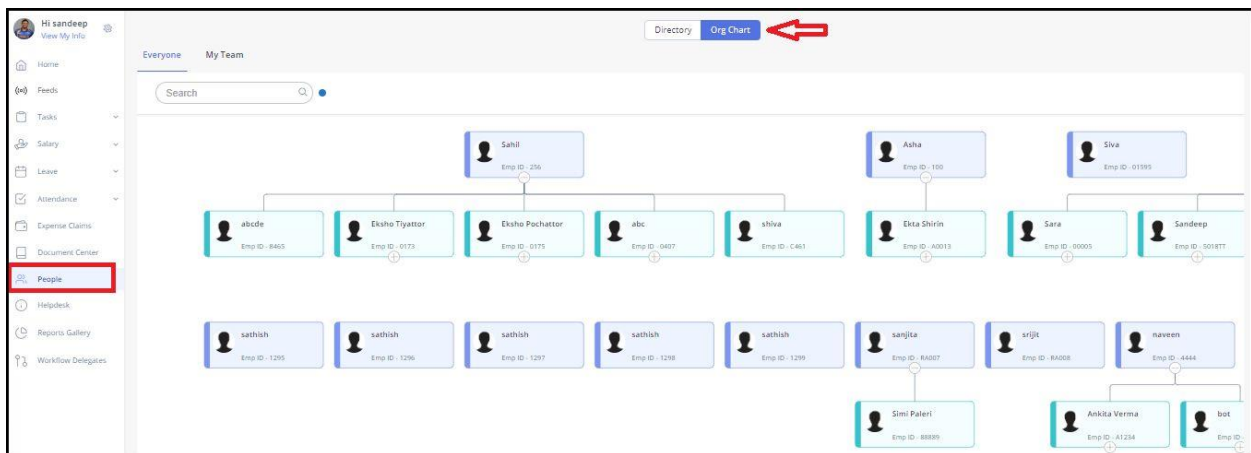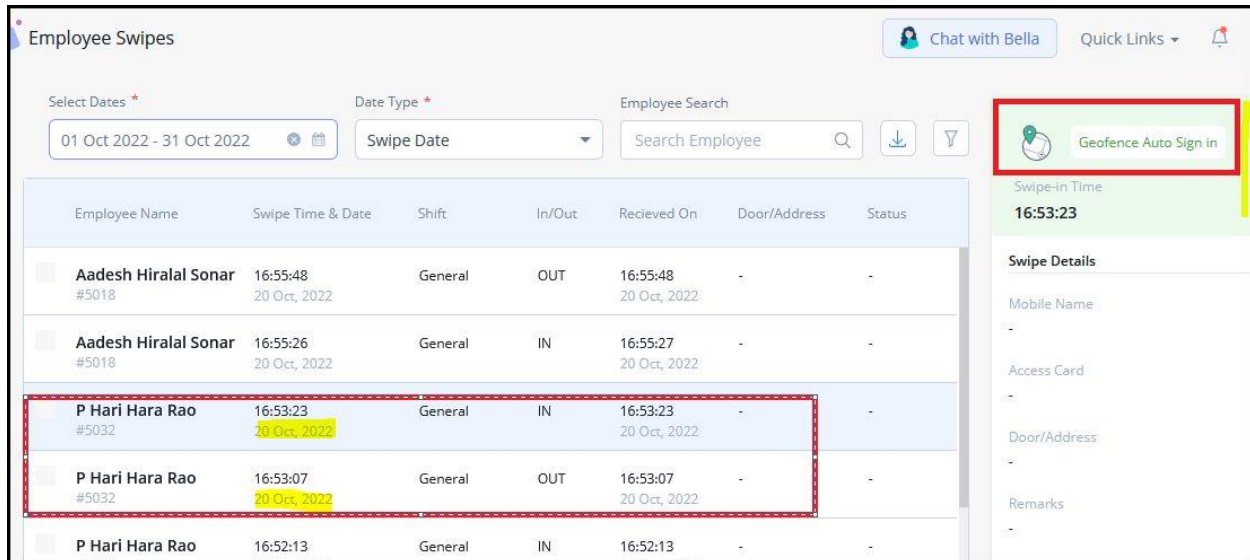
49. Disabled the option to delete leave for settled leave transactions (Nov)

50. Configured the option to capture Auto Sign-in Swipes on the Employee Swipes page (Nov)

To view the enhancement, navigate to **Leave** > **Information** > **Employee Swipes**.

Help doc:

- Knowledge Base for admins - https://admin-help.greythr.com/admin/answers/122717780/
- FAQs - https://support.greythr.com/hc/en-us/sections/360003835711-Employee-Information

51. Option available in Bella to view and download payslips (Nov)

Bella ✕

...virtual chat assistant.

I can help you with a lot of things, just let me know what you need 😊

☑ Show me menu options

Awesome! You can select any of the following menu options.

🧩 Salary

I can help you with the following options or type your query if you have anything else in mind.

View Payslip

Great 🙌 So, tell me which month and year's Payslip you want to view or download. For instance, Dec 2022

Help doc:

- Video - https://greytip-2.wistia.com/medias/19l98imprj
- Knowledge Base for admin - https://admin-help.greythr.com/admin/answers/123842312/
- Knowledge Base for employees - https://ess-help.greythr.com/employee-portal/answers/64061848

52. Added employee notes in the remarks of the Group Payroll Reconciliation Report (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Reports** > **Reports Gallery**.

Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/360003835711-Employee-Information
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u
- Knowledge base - https://admin-help.greythr.com/admin/answers/122957718/

53. Added senior citizen age limit for Tamil Nadu Professional Tax (Dec)

Who Gets Exemption from Professional Tax in Tamil Nadu

The following is a short list of individuals who are exempted from the profession tax in Tamil Nadu:

- Anyone who is above 65 years of age
- Guardians or parents of children with mental disability
- Women agents involved exclusively under the Director of Small Savings or Mahila Pradhan Kshetriya Bachat Yojana
- People who have a permanent physical disability, including blindness
- Textile industry Badli workers
- Military personnel of the forces as delineated under the Air Force Act 1950, the Navy Act 1957 and the Army Act 1950 plus members of the auxiliary forces or reservists working for the state

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/143779998/
- FAQs - https://support.greythr.com/hc/en-us/sections/360002626072-Professional-Tax-PT-

54. Rectified the reimbursement claim draft Delete/View issue (Dec)

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/121822646/
- FAQs - https://support.greythr.com/hc/en-us/sections/360010430811-Reimbursement
- Video for employees - https://greytip-2.wistia.com/medias/zceprdtpv5

55. Removed the sample employee details on the Feeds page of ESS portal (Dec)

To view the enhancement, from your greytHR ESS portal, navigate to **Feeds** > **All Feeds**.

Help doc:

- Knowledge base - https://ess-help.greythr.com/employee-portal/answers/40692139/
- FAQs - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee
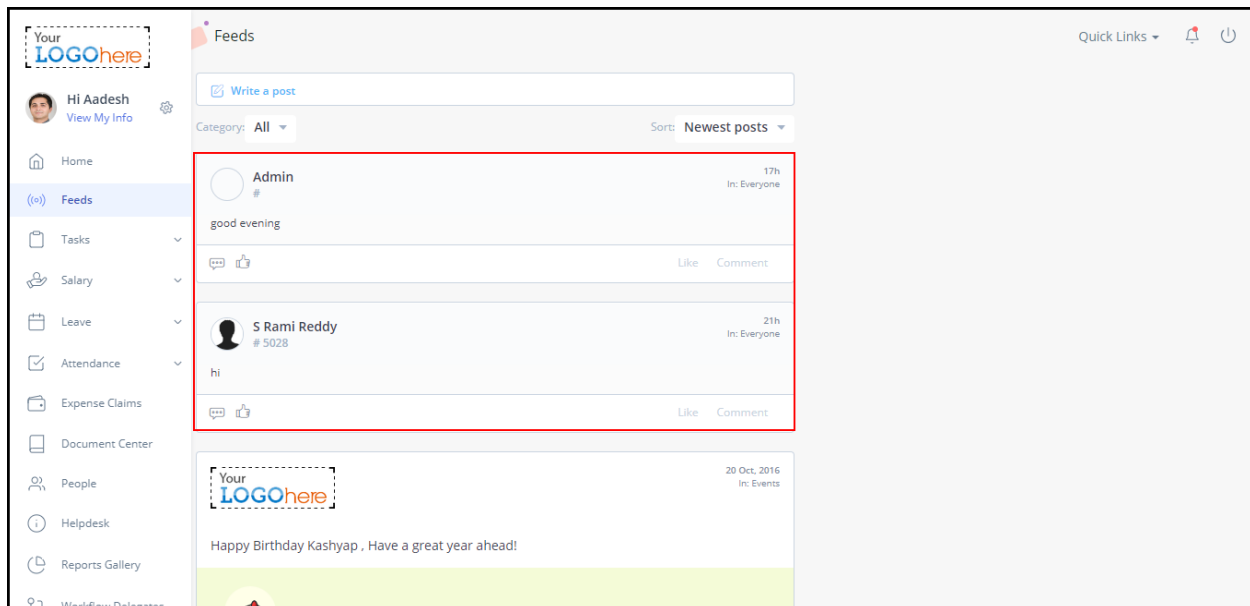
56. Added the Form 25 - Muster Roll - Tamil Nadu Factory Rules Report and enabled the option to display company name and address (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Reports** > **Reports Gallery**.

Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u
- Knowledge base - https://admin-help.greythr.com/admin/answers/122957718/

57. Given Deduct Full PT on accumulated Gross option in Tamil Nadu PT agent (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Payroll** > **Payroll Inputs** > **Salary**.

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/143779998/
- FAQs - https://support.greythr.com/hc/en-us/sections/360002626072-Professional-Tax-PT-

58. Added progress bar and asynchronous process for IT recalculation (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Settings** icon > **System settings** > **SYS ADMIN BACKROOM** > **IT Utils** > **Recalculate IT**.

Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/360012523712-IT-Declaration
- Knowledge base:
    - https://admin-help.greythr.com/admin/answers/122162792/
    - https://admin-help.greythr.com/admin/answers/90828486/
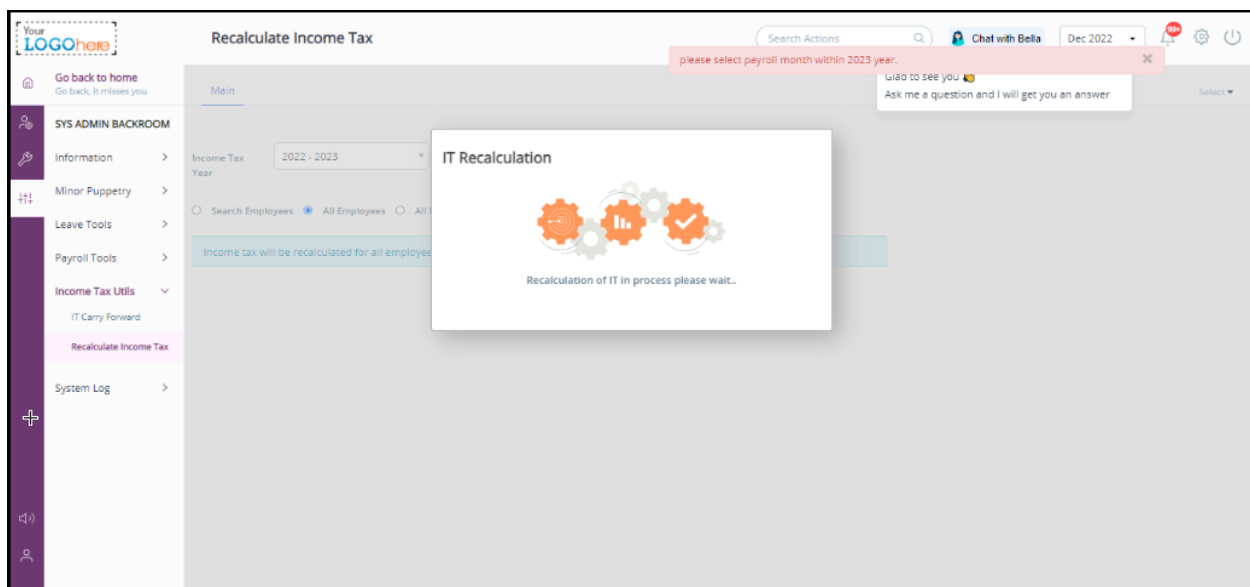
59. Displayed the out of coverage cases in the ESI Reports (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Reports** > **Reports Gallery**.

Reason	Code	Note
Without Reason	0	Leave last working day as **blank**
On Leave	1	Leave last working day as **blank**
Left Service	2	Please provide last working day (dd/mm/yyyy). IP will not appear from next wage period
Retired	3	Please provide last working day (dd/mm/yyyy). IP will not appear from next wage period
Out of Coverage	4	Please provide last working day (dd/mm/yyyy). IP will not appear from next contribution period. This option is valid only if Wage Period is April/October. In case any other month then IP will continue to appear in the list
Expired	5	Please provide last working day (dd/mm/yyyy). IP will not appear from next wage period
Non Implemented area	6	Please provide last working day (dd/mm/yyyy).
Compliance by Immediate Er	7	Leave last working day as **blank**
Suspension of work	8	Leave last working day as **blank**
Strike/Lockout	9	Leave last working day as **blank**
Retrenchment	10	Please provide last working day (dd/mm/yyyy). IP will not appear from next wage period
No Work	11	Leave last working day as **blank**
Doesnt Belong To This Empl	12	Leave last working day as **blank**
Duplicate IP	13	Leave last working day as **blank**

Click Here to Go back to Data Entry Page

Instructions to fill in the excel file:

1. Enter the IP number, IP name, No. of Days, Total Monthly Wages, Reason for 0 wages(If Wages '0') & Last Working Day(only if employee has left service, Retired, Out of coverage, Expired, Non-Implemented area or Retrenchment. For other reasons, last working day must be left **BLANK**).

2. Number of days must me a whole number. Fractions should be rounded up to next higher whole number/integer

3. Excel sheet upload will lead to successful transaction only when all the Employees' (who are currently mapped in the system) details

| Sheet1 | Instructions & Reason Codes |

Help doc:

- FAQS - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u
- Knowledge base - https://admin-help.greythr.com/admin/answers/122957718/

60. Revamped the Arrears Report (Dec)

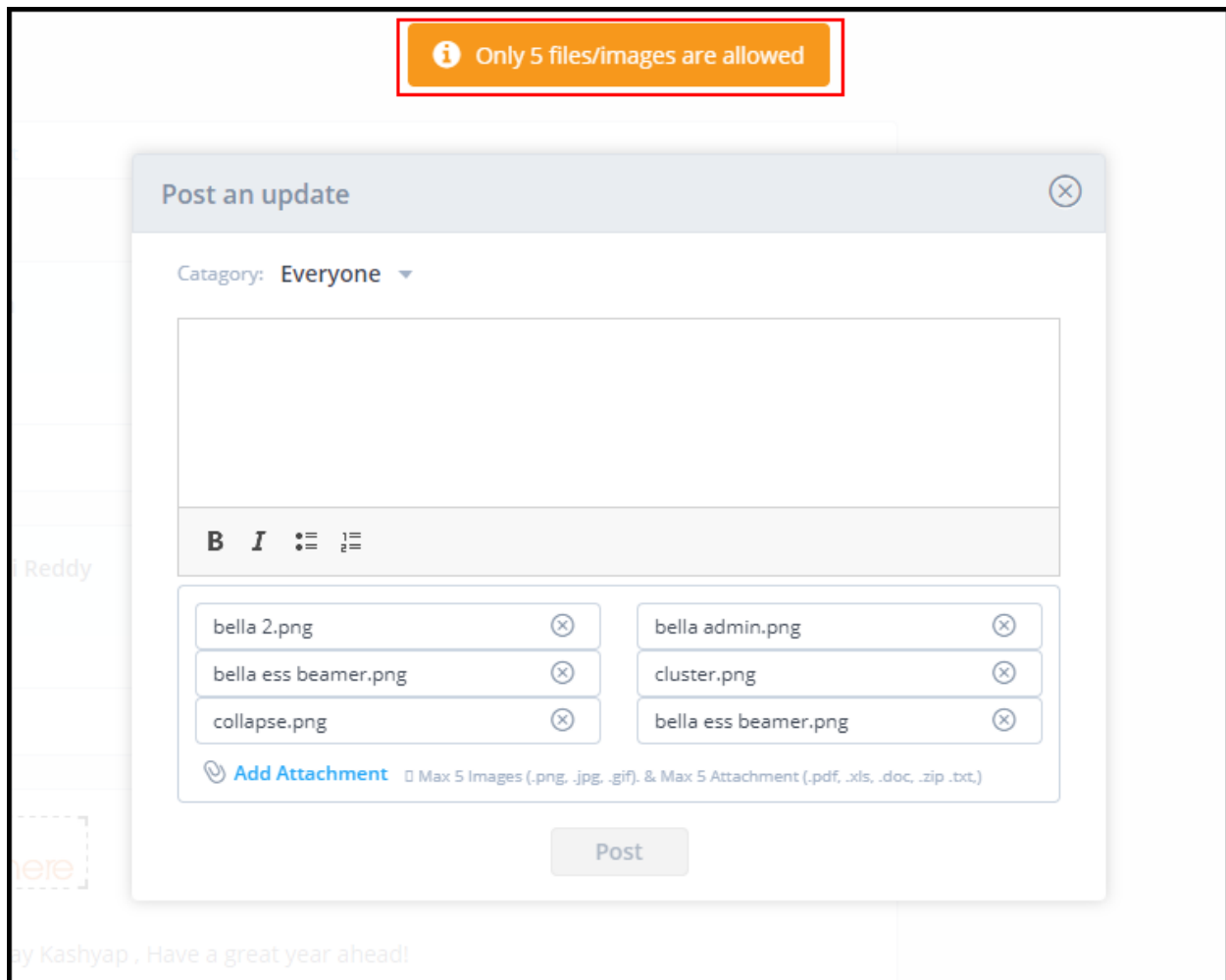To view the enhancement, from your greytHR admin portal, navigate to **Reports** > **Reports Gallery**.

Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u
- Knowledge base - https://admin-help.greythr.com/admin/answers/122957718/

61. Displayed the Attachment validation message on the Feeds page of ESS portal (Dec)

To view the enhancement, from your greytHR ESS portal, navigate to **Feeds**.
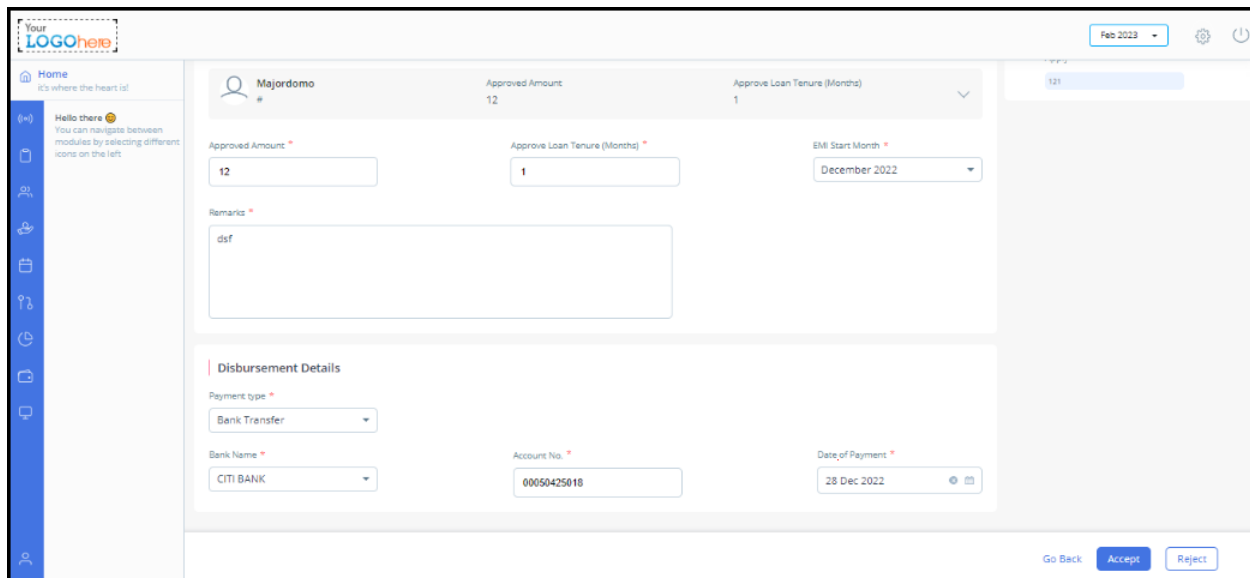

Help doc:

- Knowledge base - https://ess-help.greythr.com/employee-portal/answers/40692139/
- FAQs - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee

62. Enabled the option to allow employees to perform Web sign-in (Dec)

Help doc:

- Knowledge base - https://ess-help.greythr.com/employee-portal/answers/64061848
- FAQs - https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee
- Video - https://greytip-2.wistia.com/medias/19l98imprj

63. Provided the option in backend to auto-fill bank details (Dec)

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/121708394
- FAQs - https://support.greythr.com/hc/en-us/search?utf8=%E2%9C%93&query=bank

64. Provided the option in frontend to auto-fill bank details (Dec)

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/121708394
- FAQs - https://support.greythr.com/hc/en-us/search?utf8=%E2%9C%93&query=bank

65. Introduced the LOP Reversal Report on the Reports Gallery page (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Reports** > **Reports Gallery**.

Greytip Software Pvt Ltd
30/31, 100 Feet Road,
II Block, Koramangala,
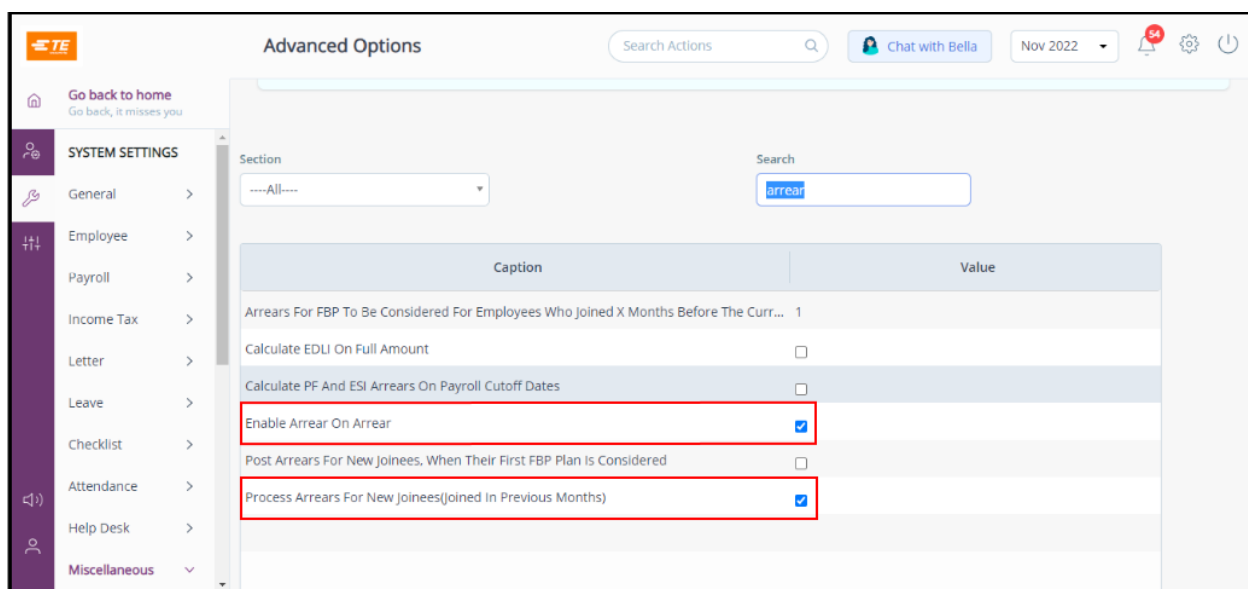Bangalore - 560034
LOP Reversal statement For The Period Apr 2019 to Apr 2023

Sl No	Employee No	Name	LOP Payroll	Effective Payroll	LOP Days	BASIC REVERSAL	HRA REVERSAL	CONVEYANCE REVERSAL	SPECIAL ALLOWANCE REVERSAL	Total	Remarks
1	0002	Dinesh Babu	01 Apr 2022	01 May 2022	1	10633.00	4253.00	53.00	11643.00	26582.00	rerwe
2	003	Sara	01 Jan 2023	01 Feb 2023	10	7128.00	2851.00	516.00	7325.00	17820.00	Approve
3	1598	Ajay	01 Jan 2023	01 Feb 2023	10			516.00	-516.00	0.00	Please approve
4	5028	S Rami Reddy	01 Apr 2022	01 May 2022	2	581.00	232.00	107.00	532.00	1452.00	
5	5071	Nagaraj	01 Jan 2023	01 Feb 2023	15	4970.00	1988.00	774.00	4693.00	12425.00	

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/122957718/
- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u

66. Provided the option to compute arrears for new joinees (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Settings** icon > **System Settings** > **Miscellaneous** > **Advanced Options**.
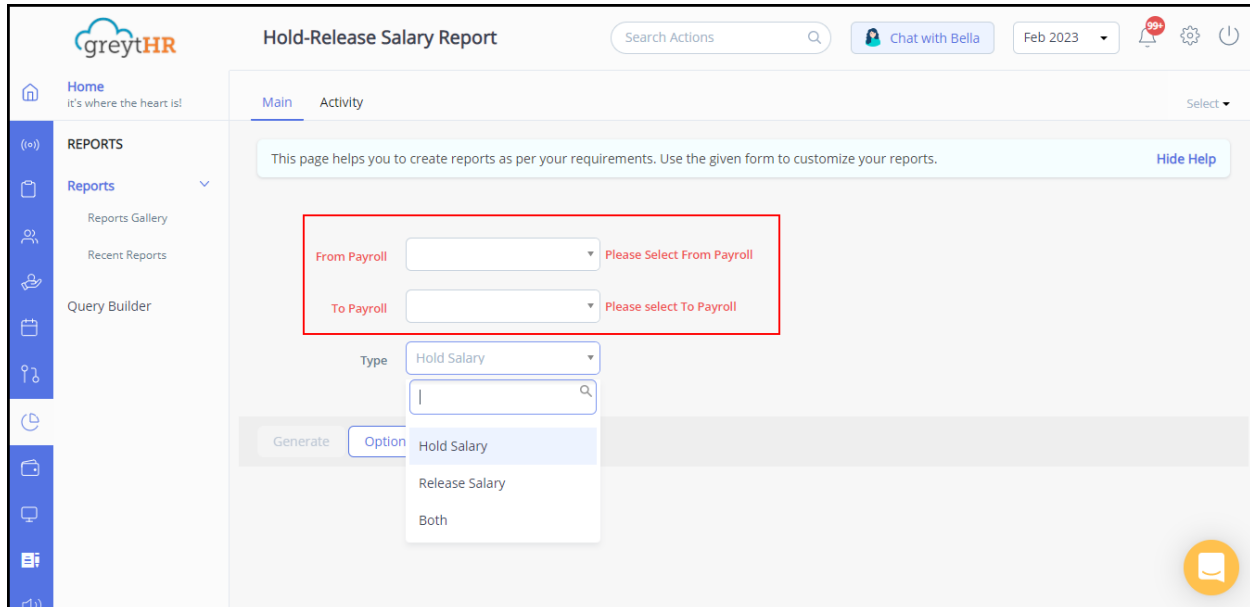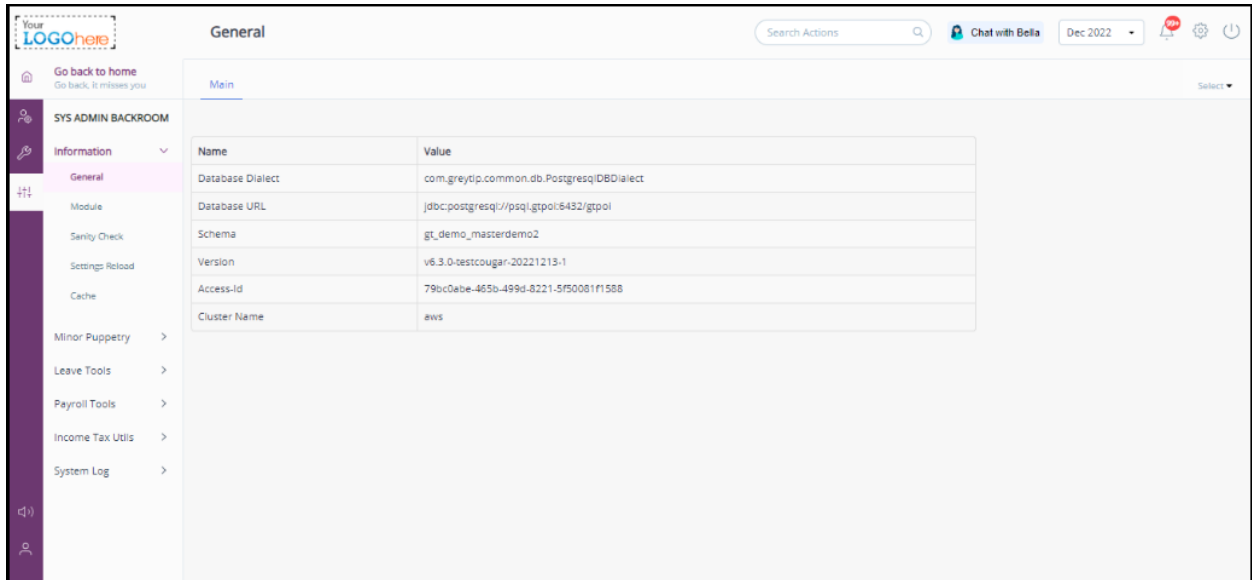

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/123866761/
- FAQs - https://support.greythr.com/hc/en-us/sections/360002608952-Employee-Salary-

67. Disabled the option to sign-in if the option in Bella is not Web sign-in (Dec)

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/123842312/
- FAQs - https://support.greythr.com/hc/en-us/sections/360011770952-greytHR-Bella
- Video - https://greytip-2.wistia.com/medias/19l98imprj

68. Added multi-select type option, in the Hold and Release salary report (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Reports** > **Reports Gallery**.

Help doc:

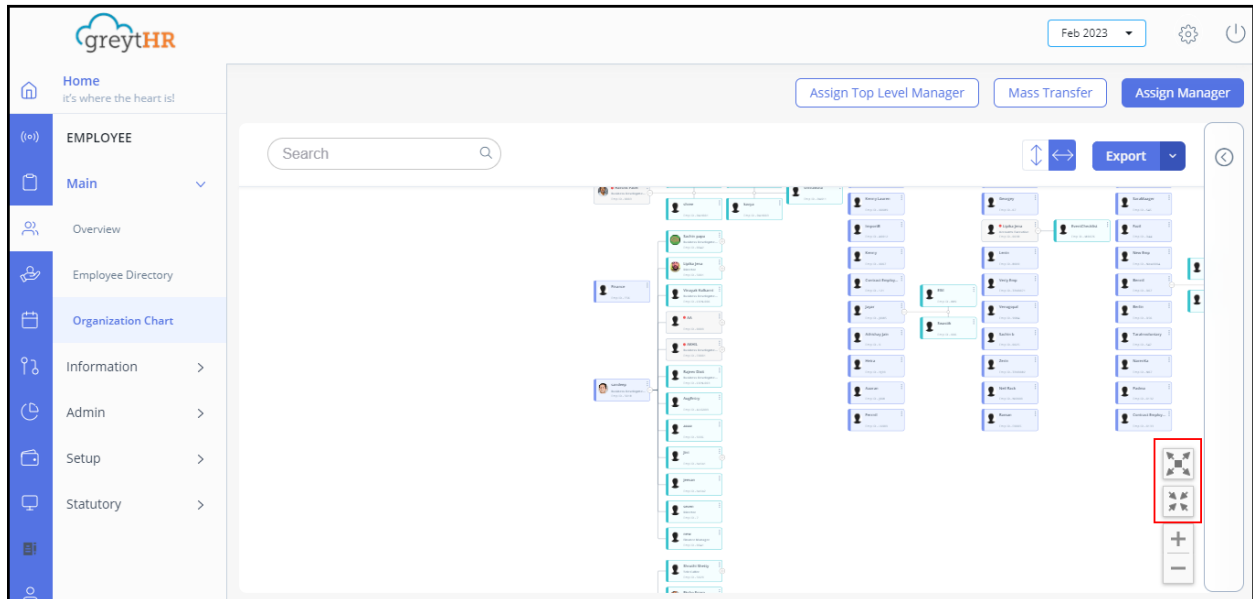- Knowledge base - https://admin-help.greythr.com/admin/answers/122957718/
- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u

69. Displayed the cluster name on the General page (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Settings** icon > **SYS ADMIN BACKROOM** > **Information** > **General**.

Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/4414430838285-System-Settings

70. Added Nationality & IBAN Number the Analytics Hub page for specific categories (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Employee** > **Main** > **Analytics Hub**.

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/123713316/
- FAQs - https://support.greythr.com/hc/en-us/sections/7950985627277-Analytics-Hub
- Video - https://greytip-2.wistia.com/medias/moaxa9hfyc
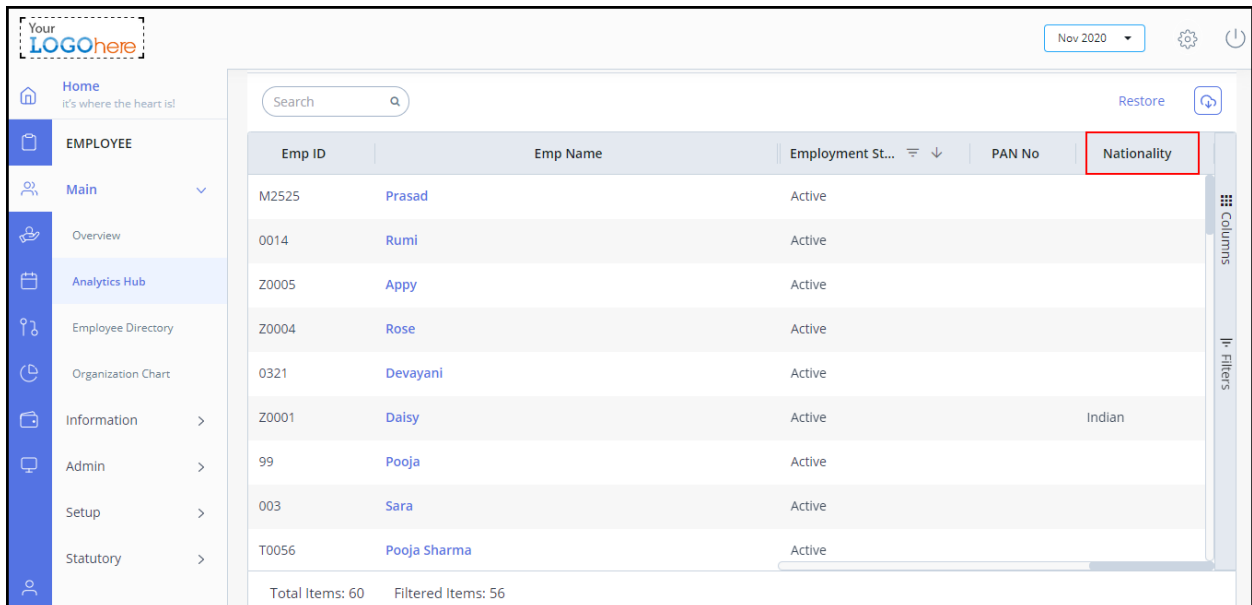
71. Added Loan Workflow Report on the Reports Gallery page (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Reports** > **Reports Gallery**.

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/122957718/
- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u

72. Added collapse icon on the Organization Chart page (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Employee > Main > Organization Chart**.

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/123038604/
- FAQs - https://support.greythr.com/hc/en-us/sections/360003835711-Employee-Information
- Video - https://greytip-2.wistia.com/medias/glva4i0tli

73. Displayed the active access card information on the Analytics Hub page (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Employee** > **Main** > **Analytics Hub**.

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/123713316/
- FAQs - https://support.greythr.com/hc/en-us/sections/7950985627277-Analytics-Hub
- Video - https://greytip-2.wistia.com/medias/moaxa9hfyc

74. Added IBAN number details for Indian clients (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Employee** > **Information** > **Bank/PF/ESI**.

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/121708394/
- FAQs - https://support.greythr.com/hc/en-us/sections/360003835711-Employee-Information
- Video - https://fast.wistia.com/embed/iframe/njqzbldg85

75. Allowed the admin to save cheque and demand draft number details while approving loan applications (Frontend) (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Payroll** > **Payroll Inputs** > **Consider Loan** > **View Details**.
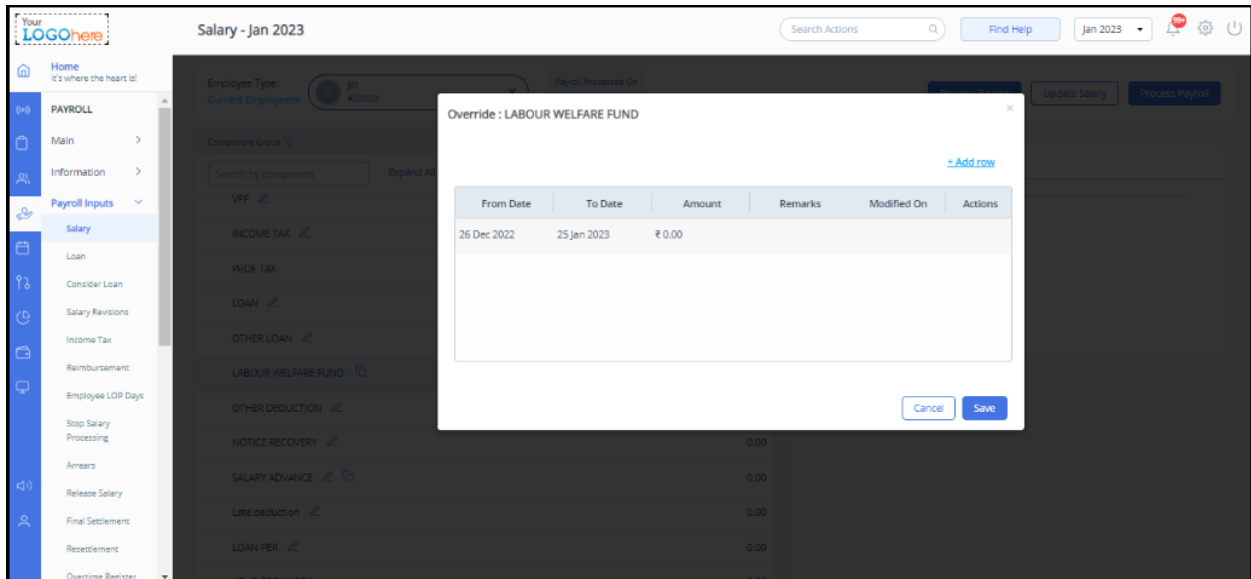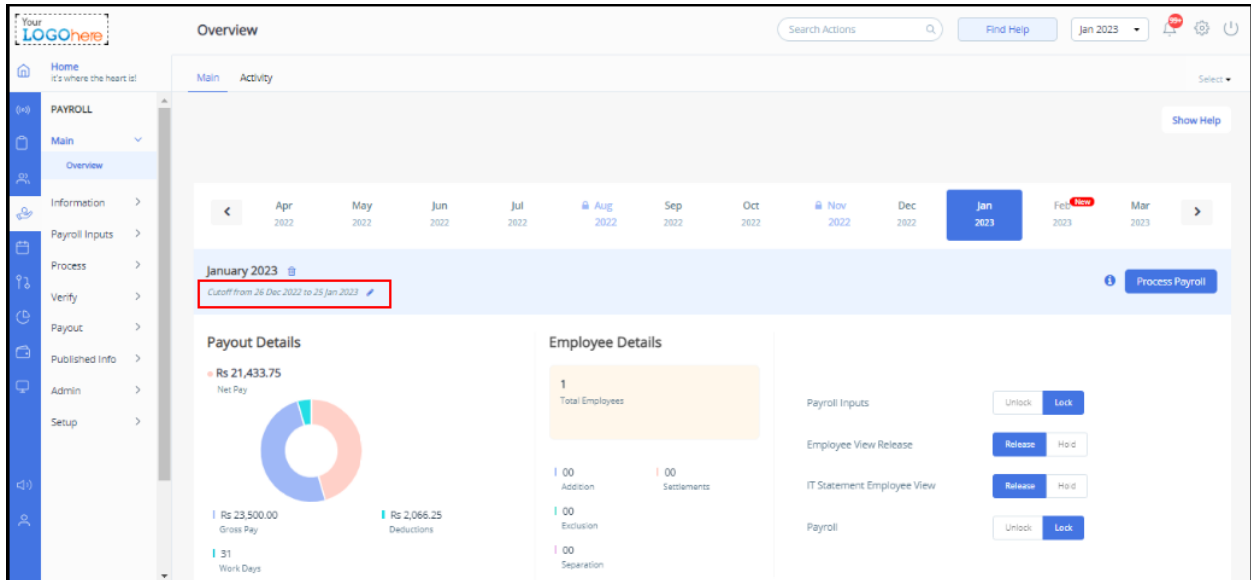

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/121660296/
- Video - https://greytip-2.wistia.com/medias/xl8fp3anyt
- FAQs - https://support.greythr.com/hc/en-us/search?utf8=%E2%9C%93&query=loan
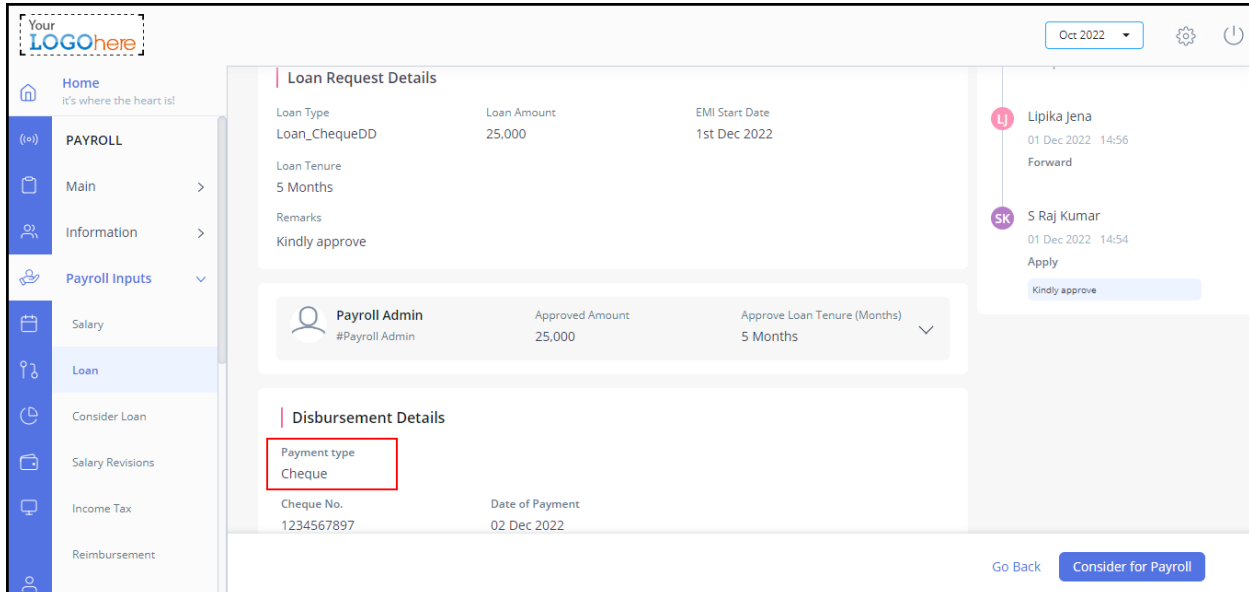
76. Added a field to take the cheque and demand draft number as input while adding the disbursement detail (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Payroll** > **Payroll Inputs** > **Consider Loan** > **View Details**.

Help doc:

- Knowledge base - https://admin-help.greythr.com/admin/answers/121660296/
- Video - https://greytip-2.wistia.com/medias/xl8fp3anyt
- FAQs - https://support.greythr.com/hc/en-us/search?utf8=%E2%9C%93&query=loan

77. Added override dates based on cut-off dates (Dec)

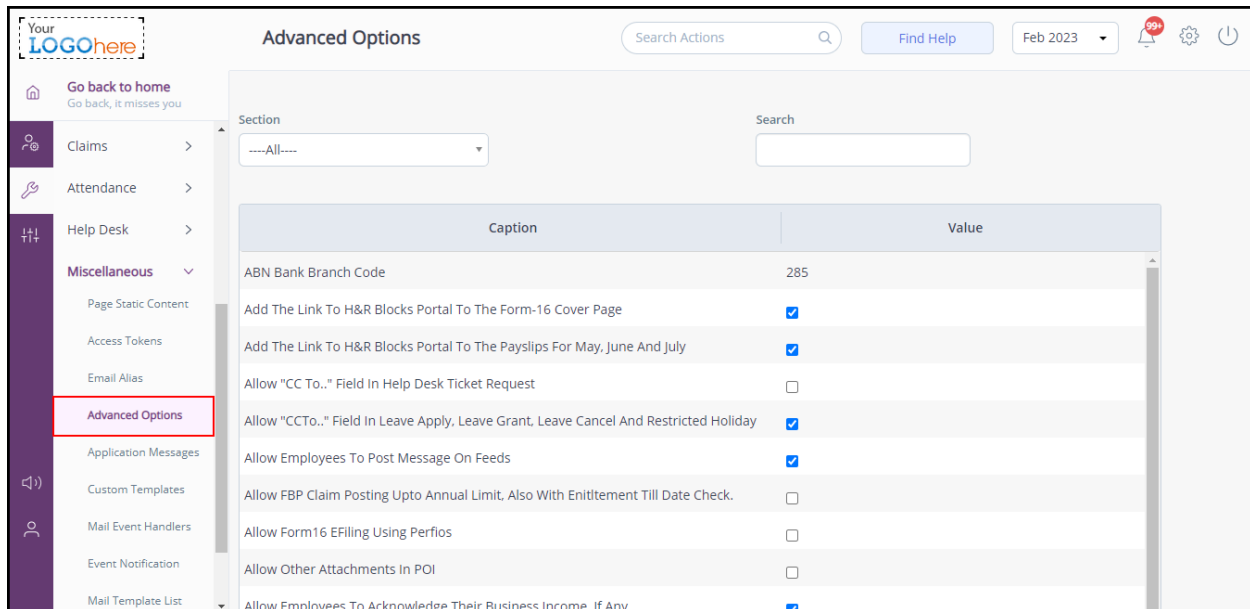To view the enhancement, from your greytHR admin portal, navigate to **Payroll** > **Payroll Inputs** > **Salary**.
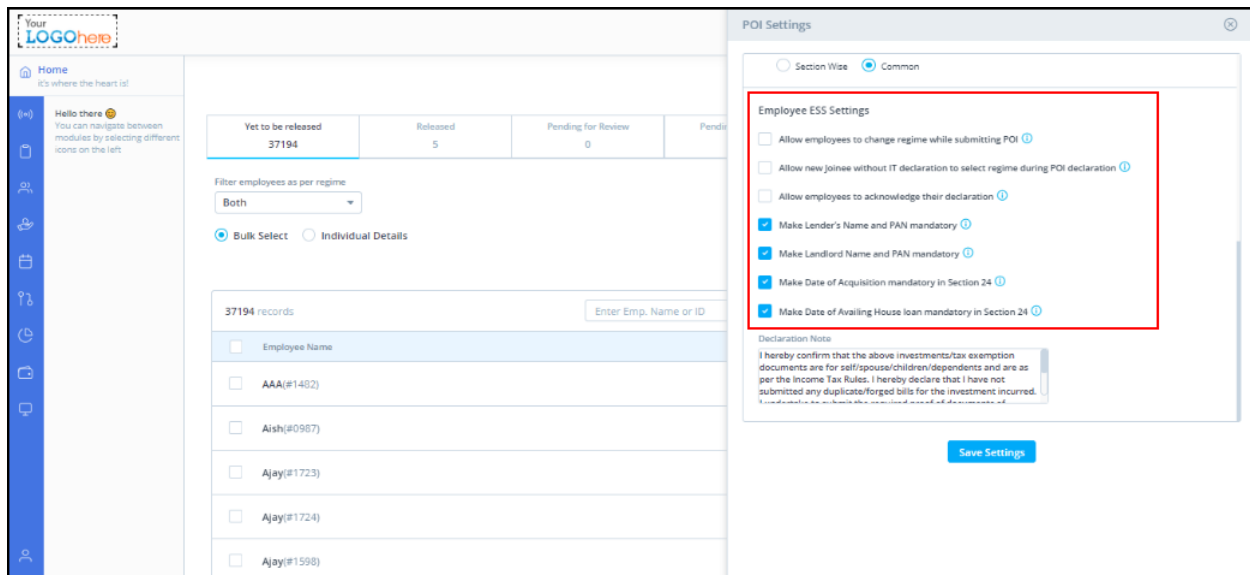
Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/360002608952-Employee-Salary-
- Knowledge base -https://admin-help.greythr.com/admin/answers/88238753/

78. Renamed the POI advanced options on POI settings page (Dec)

To view the configuration, from your greytHR admin portal, navigate to **Settings** icon > **System Settings** > **Miscellaneous** > **Advanced Options**.

To view the enhancement, from your greytHR admin portal, navigate to **Payroll** > **Admin** > **POI Overview** > **POI Settings**.

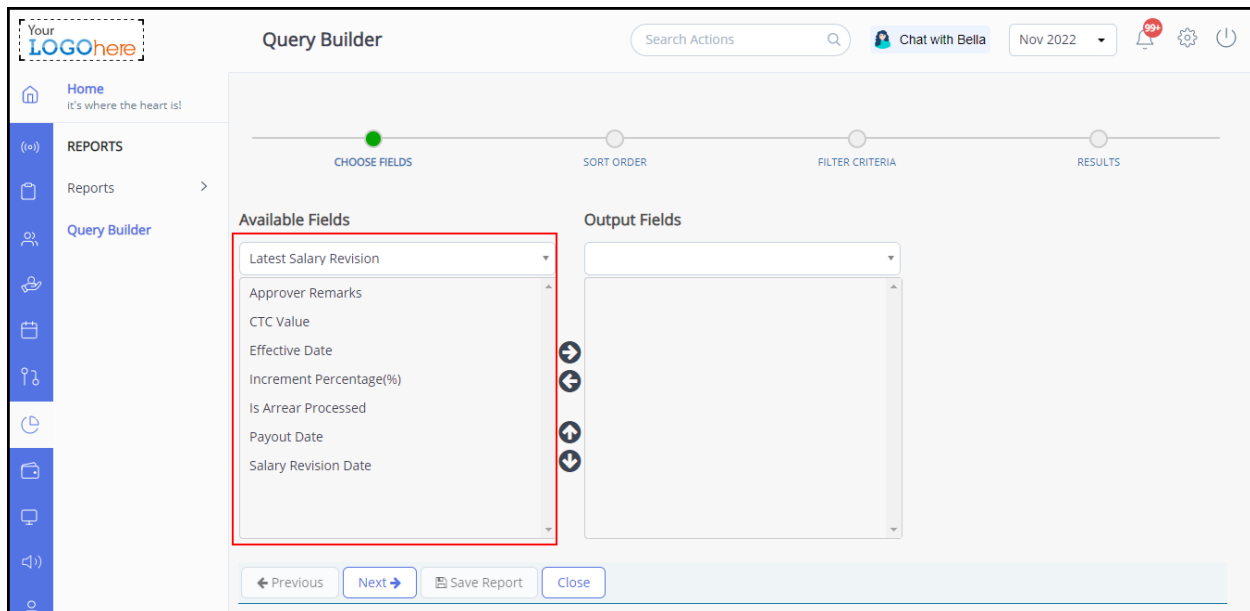## Help doc:

- FAQs for admins - https://support.greythr.com/hc/en-us/sections/360010832431-Proof-of-Investment-POI-
- FAQs for employees - https://support.greythr.com/hc/en-us/sections/4415364844045-Proof-of-Investments-POI-for-New-ESS
- Video for admins - https://greytip-2.wistia.com/medias/9gz4dyiyou
- Video for employees - https://greytip-2.wistia.com/medias/c1dfzfe9rn
- Knowledge base for admins - https://admin-help.greythr.com/admin/answers/94474317/

- Knowledge base for employees - https://ess-help.greythr.com/employee-portal/answers/40457150/

79. Added latest salary revision details on the Query Builder page (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Reports** > **Query Builder**.
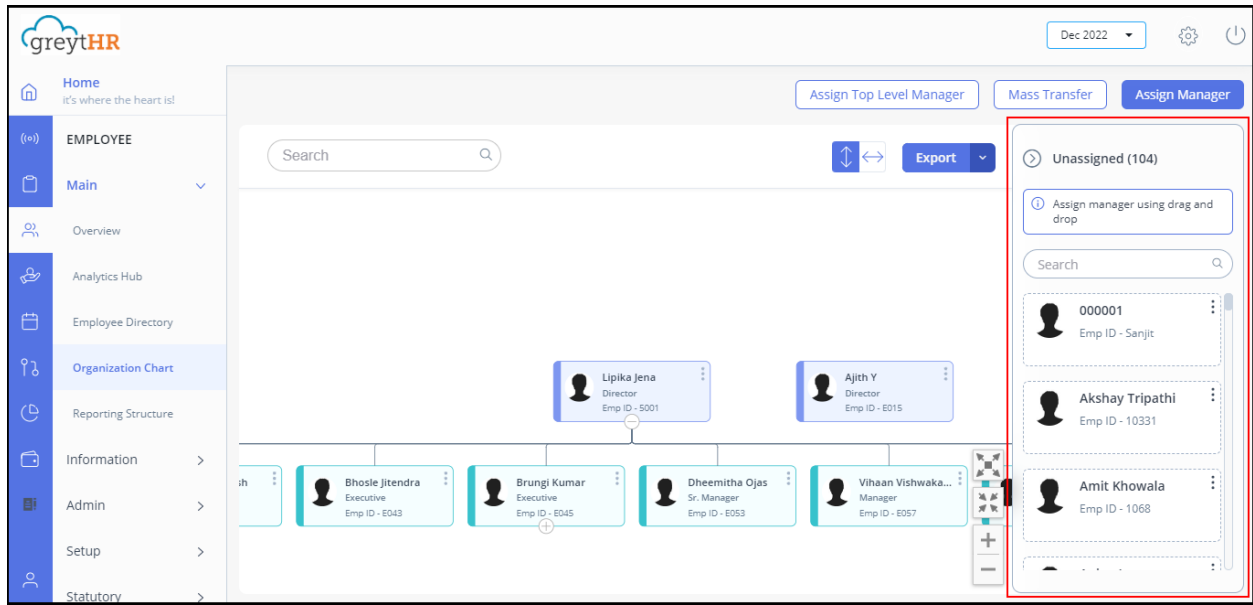

Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/360001731371-greytHR-Reports-
- Video - https://greytip-2.wistia.com/medias/7fkm7frm1u
- Knowledge base - https://admin-help.greythr.com/admin/answers/95308085/

80. Added unassigned manager option on the Organization Chart page (Dec)

To view the enhancement, from your greytHR admin portal, navigate to **Employee** > **Main** > **Organization Chart**.

Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/360003835711-Employee-Information
- Knowledge base - https://admin-help.greythr.com/admin/answers/123038604/

81. Changed the Export feature functionality on the Organization Chart page (Dec)

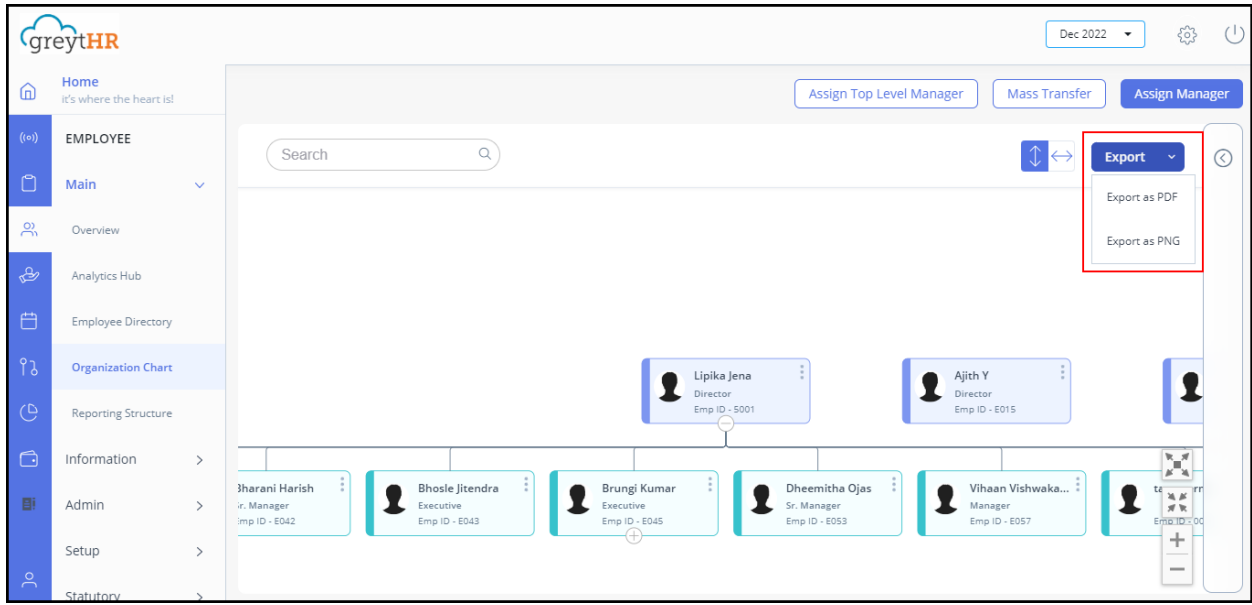To view the enhancement, from your greytHR admin portal, navigate to **Employee** > **Main** > **Organization Chart**.

Help doc:

- FAQs - https://support.greythr.com/hc/en-us/sections/360003835711-Employee-Information
- Video - https://greytip-2.wistia.com/medias/glva4i0tli
- Knowledge base - https://admin-help.greythr.com/admin/answers/123038604/