

Q3 - New Product Feature Releases and Enhancements



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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/19I98imprj>
- FAQs for admin - <https://support.greythr.com/hc/en-us/sections/360011770952-greylHR-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://greypip-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://greypip-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://greypip-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

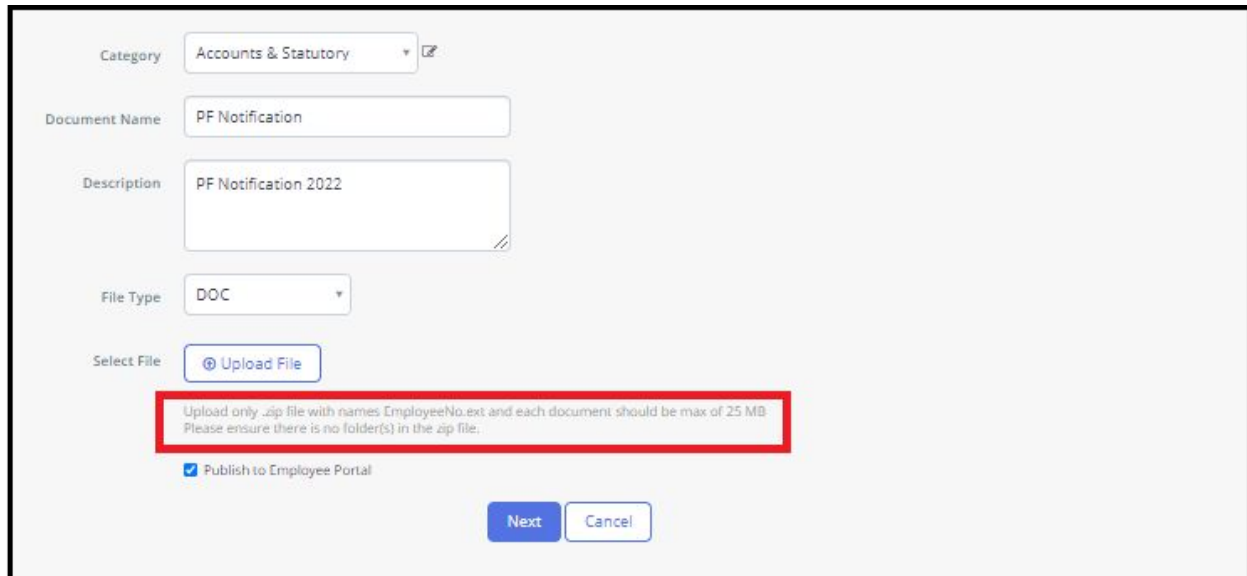
Help Docs:

- 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://greypip-2.wistia.com/medias/qq696lvfq4>
- ESS video - <https://greypip-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**.



The screenshot shows a form for uploading documents. The fields are: Category (Accounts & Statutory), Document Name (PF Notification), Description (PF Notification 2022), File Type (DOC), and Select File (Upload File). A red box highlights a new instruction: "Upload only .zip file with names EmployeeNo.ext and each document should be max of 25 MB. Please ensure there is no folder(s) in the zip file." Below this is a checkbox for "Publish to Employee Portal" which is checked, and "Next" and "Cancel" buttons.

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**.

Importer Type: Employee Emergency Address

Employee Emergency Address

Click this link to download a sample Excel File. [Download a sample file.](#) Hide Field Info

Your Excel file can contain the following columns. The first row of the Excel file, indicates the field names.

Field	Description	Sample Data	Required	Type
Employee No	Employee's number for whom present address has to be imported.	E0001	✓	Text
Contact name	Contact persons name	Suresh K		Text
Relation	Employee relation with the family Member.	Father		Text
Emergency Address1	Emergency address of the employee	No. 17/1, 15th Main		Text
Emergency Address2	Emergency address of the employee	36th Cross, 4th Block		Text
Emergency Address3	Emergency address of the employee	Jayanagar		Text
Emergency City	City	Bangalore		Text
Emergency State	State	Karnataka		Text
Emergency Country	Country	India		Text
Emergency Pin	Pin Code	560041		Text

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**.

BASIC INFORMATION EMPLOYEE POSITION PF,ESI & LWF PAYMENT MODE

Step 2: Employee Position

Store: Airport Hyderabad Pind Balluchi x

Area Manager: 132823 x

State: Telangana

Cost Center: F184

Grade: G3 x

Location: Hyderabad

city1: Hyderabad

Attendance Scheme: Select Attendance Scheme

Designation: Select Designation

Department: Select Department

OrganizationId: Select OrganizationId

OrganizationId: Select OrganizationId

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**.

HOME
It's where the heart is!

WORKFLOW

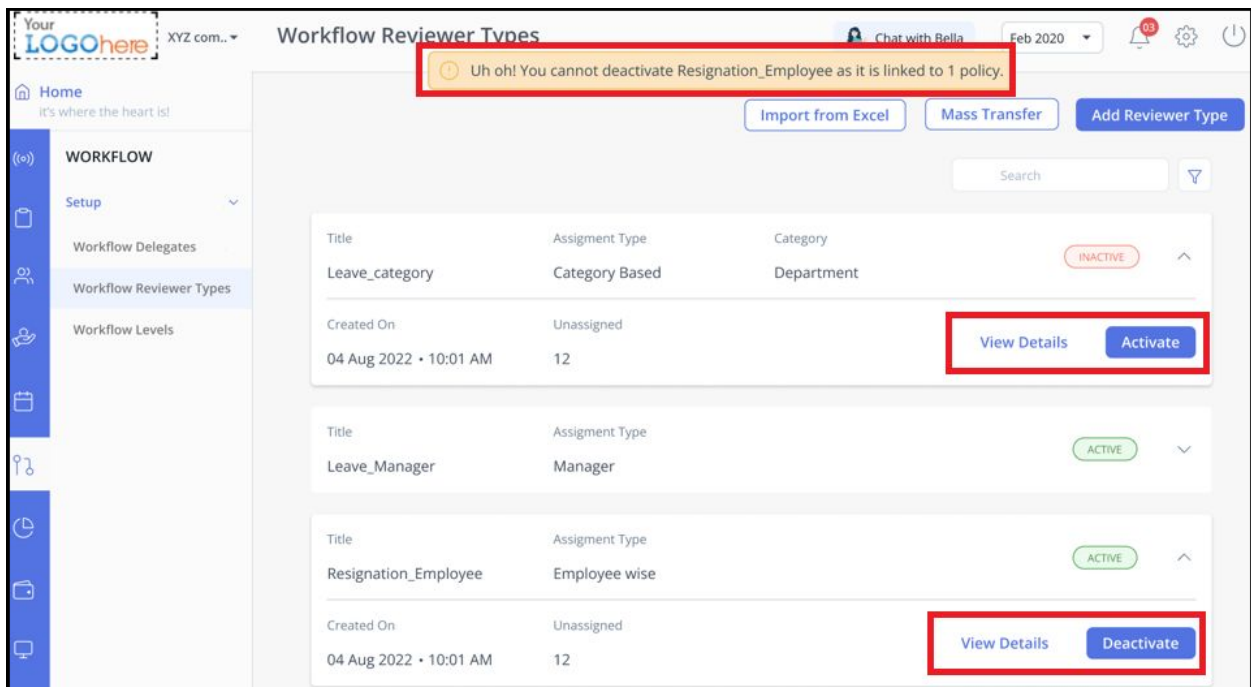
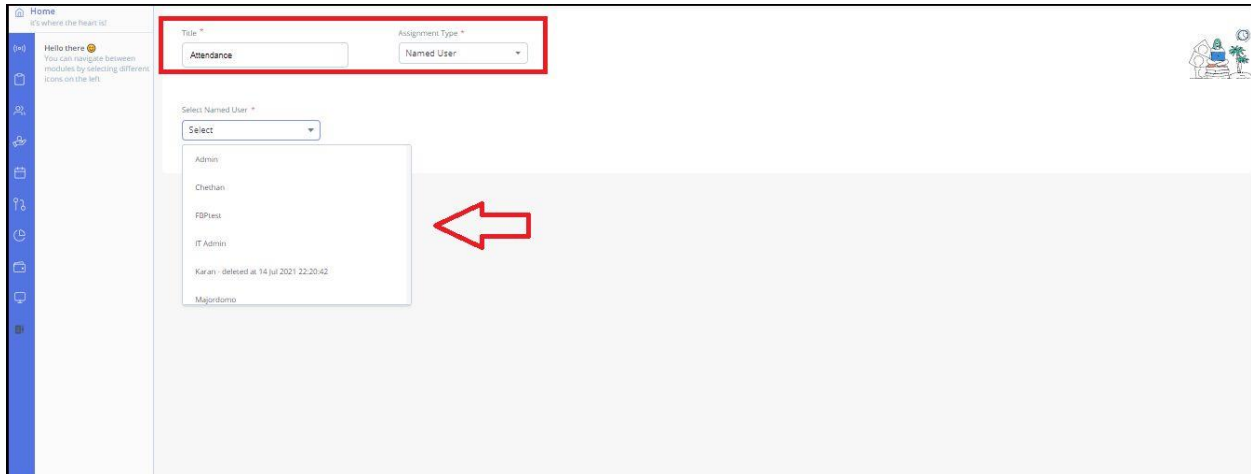
- Monitor >
- Review >
- Track >
- Setup >
- Workflow Delegates
- Workflow Reviewers
- Workflow Reviewers Types**
- Workflow Levels

Add Reviewer Type

Search

Title	Assignment Type	ACTIVE
Helpdesk	Employee	ACTIVE
Created On: 23 Dec 2020 - 5:42 pm		
Claims	Named User	ACTIVE
OT Admin	Named User	ACTIVE
Manager's Manager	Manager's Manager	ACTIVE
Admin	Named User	ACTIVE

View Details Deactivate



Help Docs:

- Knowledge Base - <https://admin-help.greythr.com/admin/answers/143458798/>
- Video - <https://greypip-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**.

The screenshot displays the 'Workflow Reviewers Types' configuration interface. At the top, there is a form with the following fields:

- Title ***: A text input field with the placeholder 'Enter Title'.
- Assignment Type ***: A dropdown menu currently set to 'Category Based Admin'.
- Category ***: A dropdown menu currently set to 'Location', with a red arrow pointing to it.

Below the form, there are radio buttons for 'All' (selected) and 'Unassigned'. A search bar is located on the right side of the table area.

The main content is a table with the following columns: Location, Reviewer, and Effective Date. The first two rows are highlighted with a red box:

Location	Reviewer	Effective Date
Assam	Admin	-
Bangalore	suresh	-
Banglore	-	-
Bellary	-	-
Belur	-	-
Bidar	-	-
Calicut	-	-
Chennai	-	-
Cochin	-	-
Davanagere	-	-

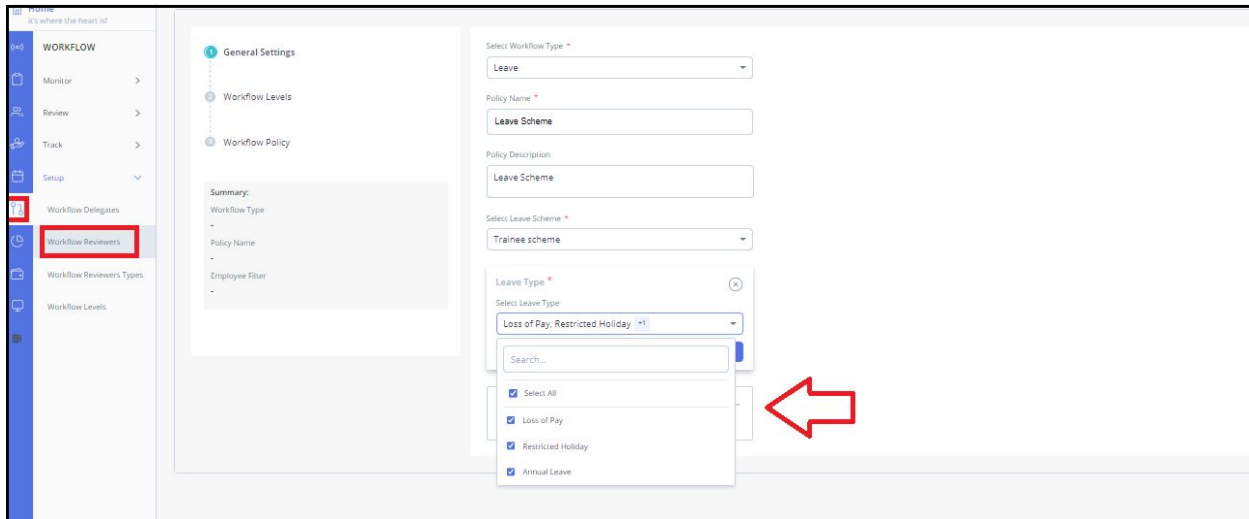
At the bottom right of the page, there are 'Cancel' and 'Save' buttons.

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	Latitude	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

#	Sender Details	Location Name	Longitude	Latitude	Radius	Wifi Details
1	S Raj Kumar (5002)	Davanagere	75.9052451	14.2166665	50	Wireless_1 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 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 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

Edit Wifi Details
➔ +Add New

Enter Wifi Name

Enter Mac Address

Enter Wifi Name

Enter Mac Address

Cancel
Save

Help Docs:

- Knowledge Base for admins - <https://admin-help.greythr.com/admin/answers/141129656/>
- FAQs - <https://support.greythr.com/hc/en-us/sections/360013536211-greylHR-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.](#)

Go back to home
Go back, it misses you

SYSTEM SETTINGS

- General >
- Employee >
- Payroll >
- Income Tax >
- Letter >
- Leave >
- Leave Options
- Leave Settlement Settings
- Leave Type
- Leave Rules
- Weekend Policy

Allow leave application for next year's leave before: days ahead of new year.

Can immediate manager / supervisor approve this leave? Yes No

Can leave request be forwarded to multiple managers in the org structure? Yes No

Add custom field in the Apply Leave section (Yes or No type). Yes No

Title of the field.

Description of the field.

Restrict employees to choose the custom field selection Yes No

Allow reviewers to change the employee selection or update the custom field Yes No

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**.

Payroll	Description	Status
Sep 2022	Took forever (!) for ALL employees. <i>Processed on Today at 5:29 AM by #ghr-Keerthi</i>	COMPLETED

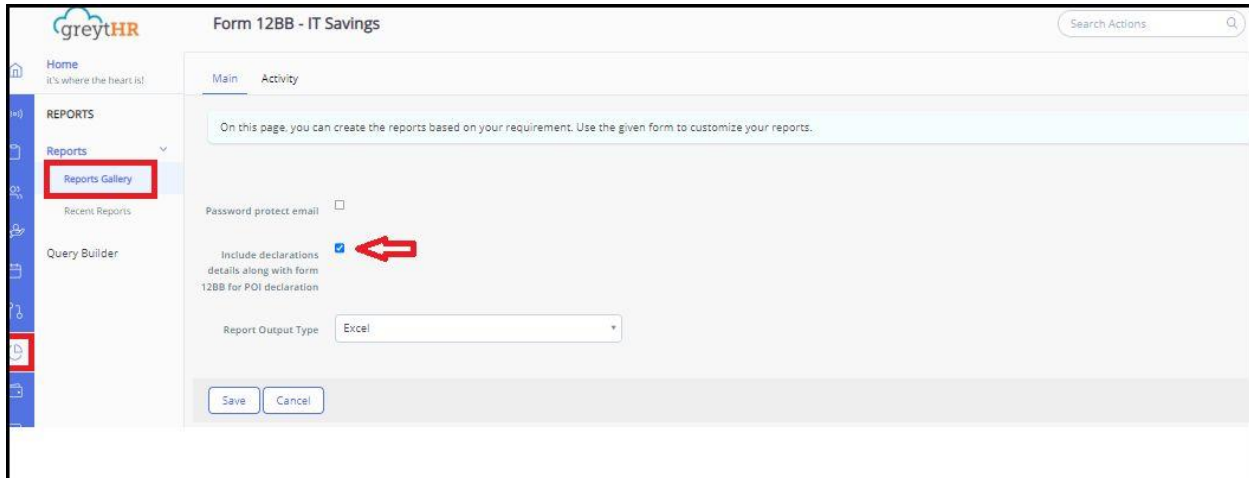
Payroll	Description	Status
Sep 2022	Took 29.77 seconds for Mano [0068]. <i>Processed on Today at 9:00 PM by Majordomo</i>	COMPLETED
Sep 2022	Took 30.201 seconds for Mano [0068]. <i>Processed on Today at 8:59 PM by Majordomo</i>	COMPLETED
Sep 2022	Took 32.934 seconds for Mano [0068]. <i>Processed on Today at 8:59 PM by Majordomo</i>	COMPLETED
Sep 2022	Took 28.546 seconds for Mano [0068]. <i>Processed on Today at 8:58 PM by Majordomo</i>	COMPLETED

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**.

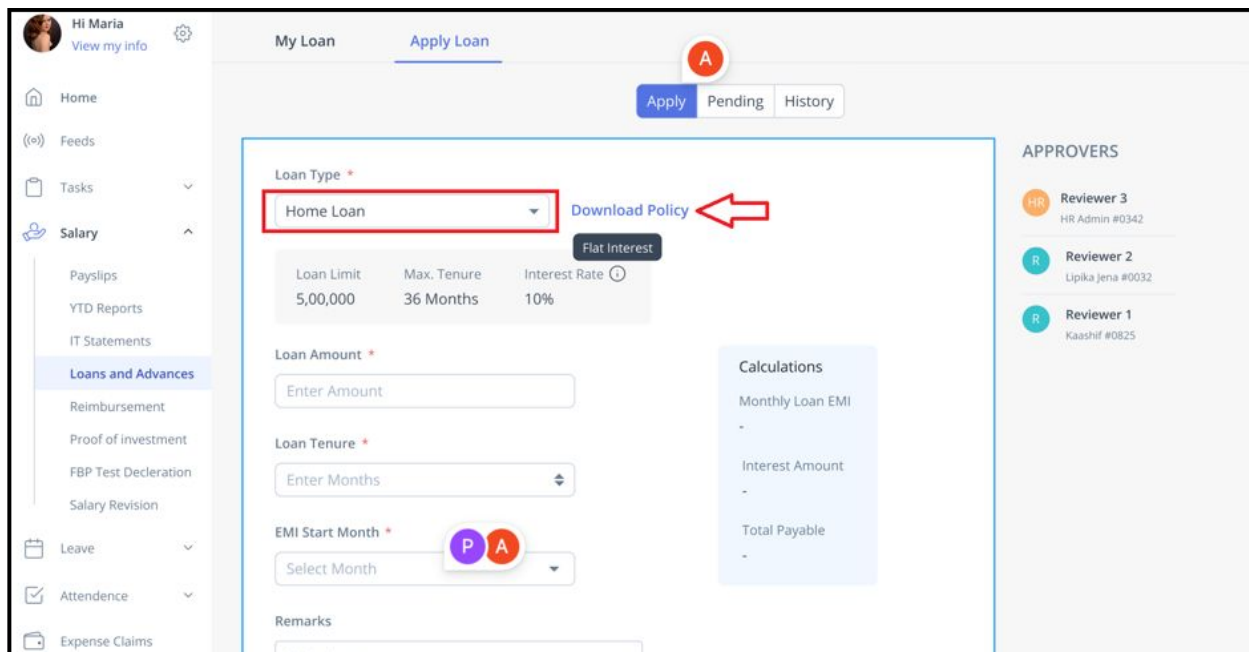


Help Docs:

- 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**.

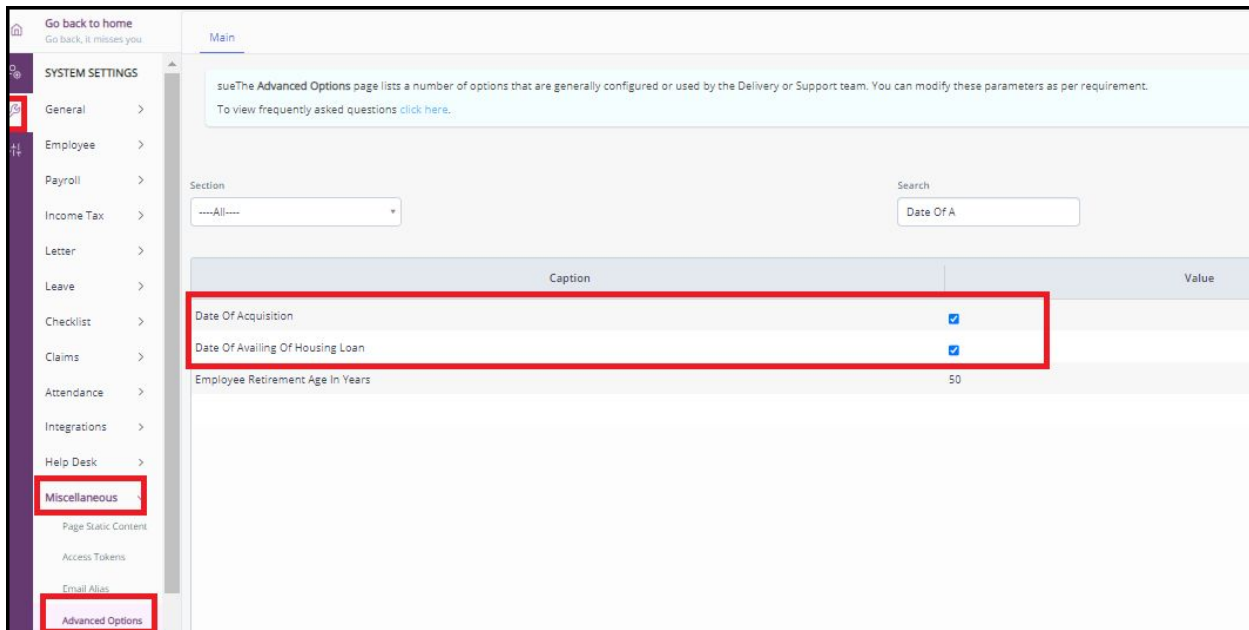


Help Docs:

- 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)

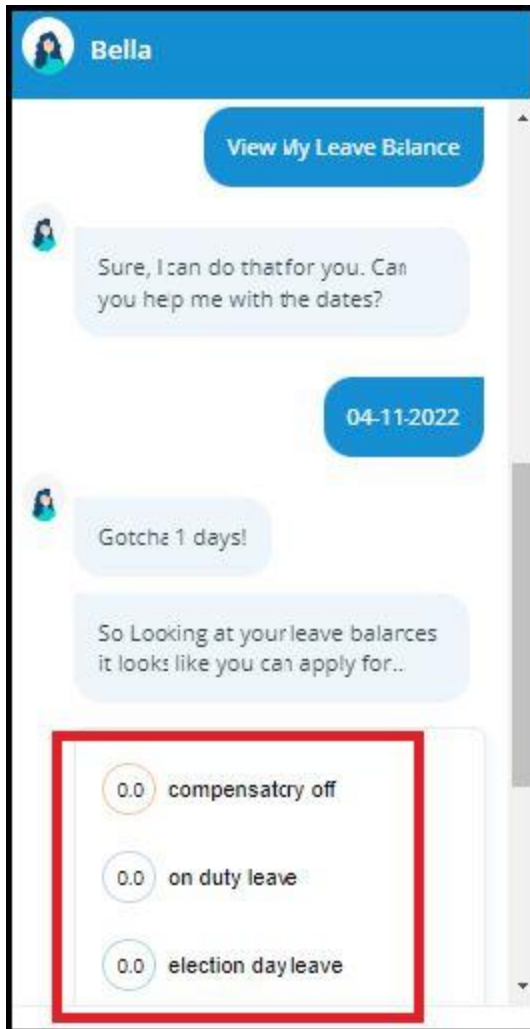
To view the enhancement, navigate to **SYSTEM SETTINGS > Miscellaneous > Advanced Options**.



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.greylhr.com/admin/answers/123842312/>
- Video - <https://greyltip-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.

Income from Self-Occupied Property

Interest on Housing Loan (Self - Occupied) in ₹: ⓘ

Declared Amount
2,00,000.00

Property Jointly Owned : YES

Your share in percentage(%) 50	Co-owner Name Ajay
Your Contribution 100000	Co-owner Contribution 100000

Lender's Name Vijay	Lender's PAN BAYPR9788R
Date of availing of housing loan 01 Dec, 2022	Date of acquisition 01 Dec, 2022

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 :	

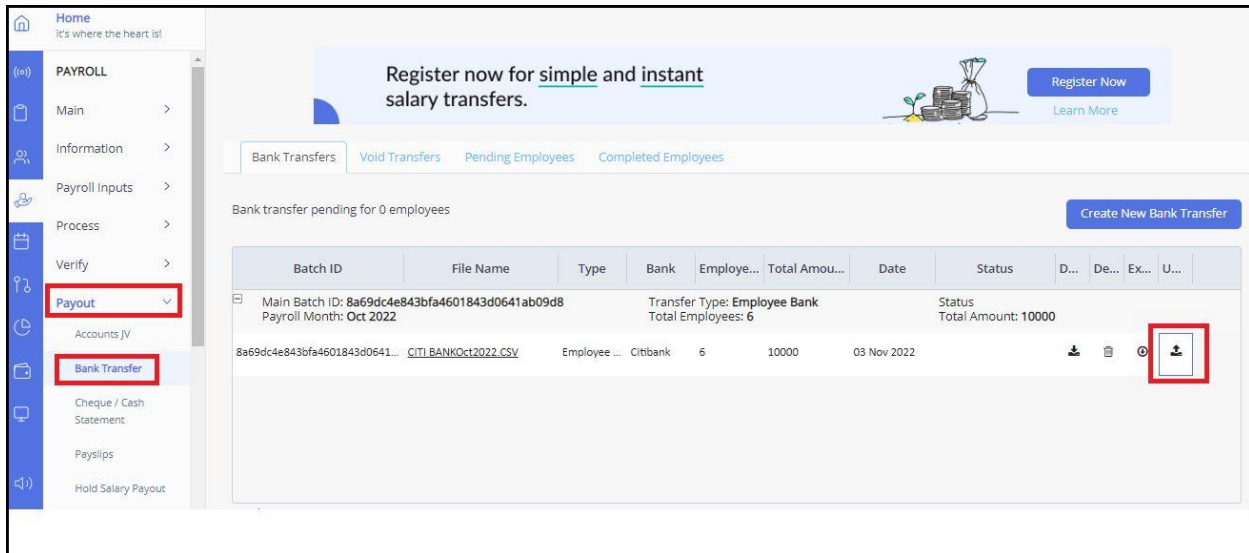
Sl.No	Particulars	Amount (Rs.)	Approved Amount	Status	No of Doc	Proof	Remarks
House Rent Paid							
1	House Rent Paid	111,000.00		PENDING	1	Yes	
Deduction Under Chapter VI A							
1	TEST1're	3,333.00		PENDING		No	
2	Test	444.00		PENDING		No	
3	80C - Deposit in NSS	9,000.00		PENDING		No	
4	80C - Deposit 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**.

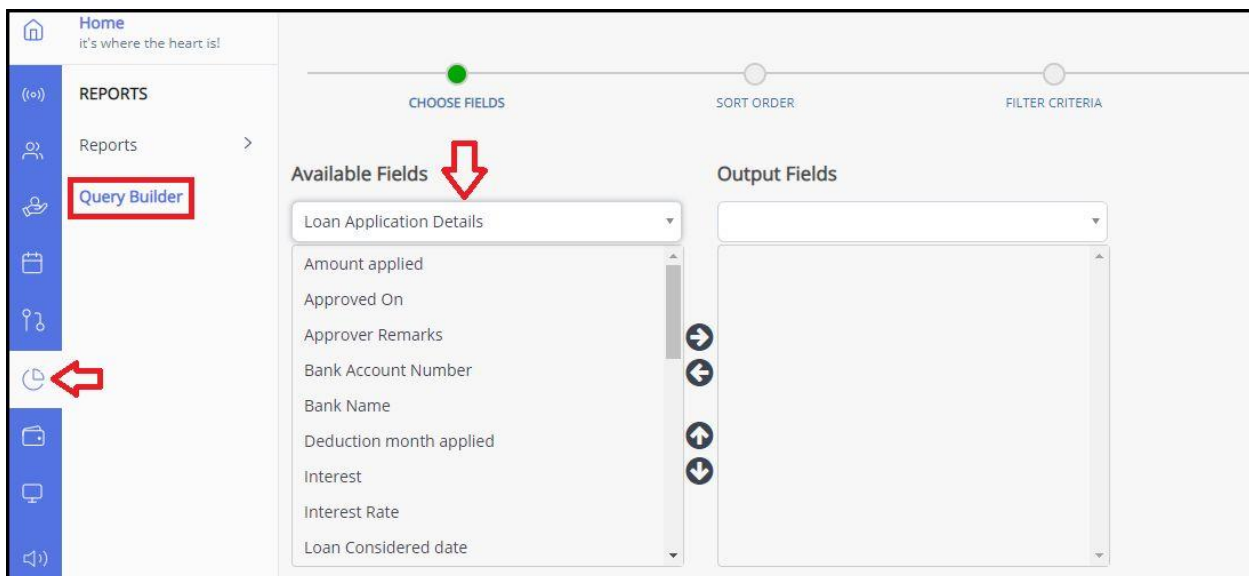


Help doc:

- Knowledge Base for admins - <https://admin-help.greylthr.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 Ap...	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	Acpted			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**.

#	Employee N...	Employee Name	Revised Date	Effective Date	Arrear Effec...	Payout Date	Revised Sala...	%	Status
1.	00211	00211	18 Jul 2022	01 Jul 2022		31 Jul 2022	Rs 12,00,000.00	0	APPROVED
2.	5036	A Kalyan Kumar	25 Nov 2020	01 Oct 2020		31 Oct 2020	Rs 2,05,200.00	0	APPROVED
3.	1015	AAAAA	18 Jul 2022	01 Jul 2022		31 Jul 2022	Rs 12,00,000.00	0	APPROVED
4.	1015	AAAAA	15 Apr 2022	01 Apr 2022		30 Apr 2022	Rs 1,71,00,000.00	10	APPROVED
5.	1015	AAAAA	15 Apr 2022	01 Mar 2022		31 Mar 2022	Rs 1,10,00,000.00	10	APPROVED
6.	1015	AAAAA	02 Feb 2022	01 Dec 2021		31 Dec 2021	Rs 1,00,00,000.00	100	APPROVED
7.	2512	AK	22 Feb 2022	14 Jan 2019		31 Jan 2022	Rs 6,00,000.00	100	APPROVED
8.	5018	Aadesh Hirral Sonar	09 Jun 2022	01 May 2022		31 May 2022	Rs 25,50,000.00	50	APPROVED
9.	5018	Aadesh Hirral Sonar	12 Sep 2022	01 Oct 2022		31 Oct 2022	Rs 42,33,000.00	66	APPROVED
10.	5018	Aadesh Hirral Sonar	17 Feb 2014	24 May 2013		24 May 2013	Rs 1,80,000.00	0	APPROVED

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**.

#	Employee Num...	Employee Name	Revised Date	Effective Date	Arrear Effective date	Payout Date	Revised Salary	%	Status
1.	ZX9	IND	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
2.	ZX8	HARRY	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
3.	ZX7	GLEN	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
4.	ZX6	FIN	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
5.	ZX5	ESWAR	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
6.	ZX4	DHARAM	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
7.	ZX3	CHETU	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
8.	ZX2	BALU	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,333.00	0	APPROVED
9.	ZX15	PRIN	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,335.00	0	APPROVED
10.	ZX14	OVAL	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
11.	ZX13	NANO	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
12.	ZX12	MORA	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
13.	ZX11	KANE	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED
14.	ZX10	JKM	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0	APPROVED

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**.

Salary Item	Previous Salary	Revised Salary	Revision %
FULL BASIC	Rs 0.00	Rs 40,000.00	100 %
FULL HRA	Rs 0.00	Rs 16,000.00	100 %
FULL CONVEYANCE	Rs 0.00	Rs 1,600.00	100 %
FULL DA	Rs 0.00	Rs 0.00	0.00 %
FULL SPECIAL ALLOWANCE	Rs 0.00	Rs 42,400.00	100 %
MONTHLY CTC	Rs 0.00	Rs 1,00,000.00	100 %
ANNUAL CTC	Rs 0.00	<input type="text" value="1200000.00"/>	<input type="text" value="100 %"/>

Effective From: Payout Month:

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**.

The screenshot shows the 'SYSTEM SETTINGS' interface. The left sidebar has 'Miscellaneous' selected and 'Advanced Options' highlighted. The main content area shows a search bar with 'Display Current Month' entered. Below the search bar is a table with columns 'Caption' and 'Value'. The table contains one row: 'Display Current Month Income Tax In The Deductions Section(Will Display Only When The Report Is Downloaded)' with a checkbox in the 'Value' column. A red arrow points to this checkbox.

Section	Search
-----All-----	Display Current Month

Caption	Value
Display Current Month Income Tax In The Deductions Section(Will Display Only When The Report Is Downloaded).	<input type="checkbox"/>

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
Date of Join:	01-Jan-2017	Date of Birth:	10-Aug-1984
Tax Regime:	OLD	Location:	Gandinagar
		Date of Leaving:	

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	2789163.00	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 RRREARS	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	8627460.00	912086.00	536338.00	458338.00	1468338.00	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													

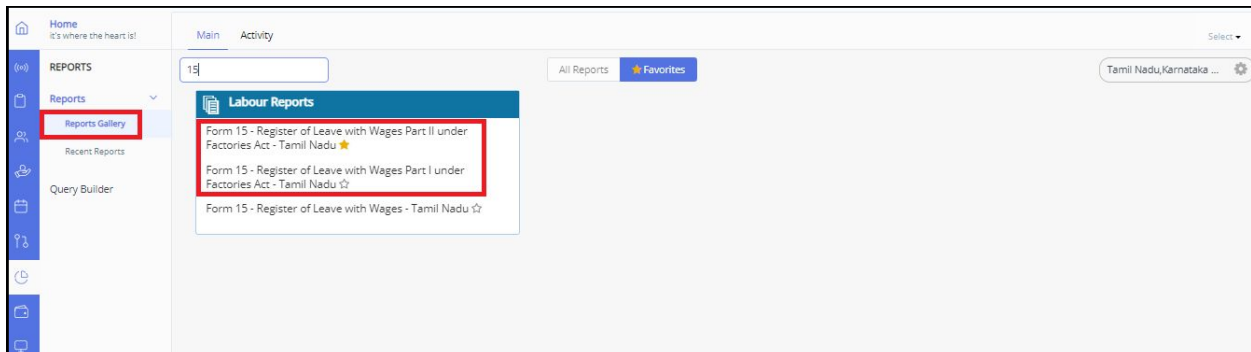
Help doc:

- 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/8tbu6qt3k1>

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**.



(Part-II)

Name and Address of the Factory:

Total number of persons employed:

Name and Address of the Occupier / Pay Master:

Name of the Manager/In-charge:

Registration No:

Men	Women	Male Adolescent	Female Adolescent

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

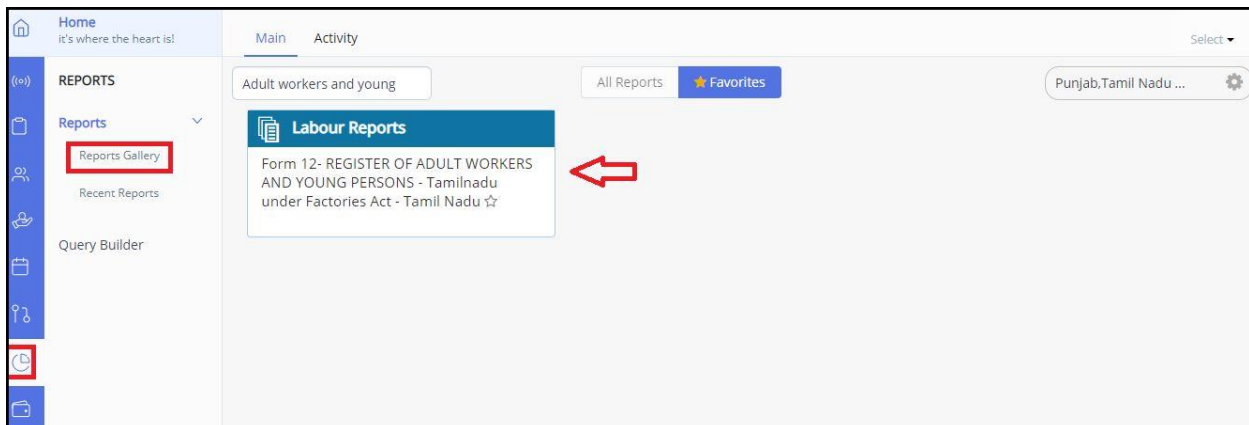
Serial Number	Serial Number in Register of adult workers and young persons	Name of the worker	Worker Identity Number	Number of days worked	Basic Wages	Dearness Allowance	House Rent Allowance	Other Allowances (nature may be specified)	Overtime Wages	Leave Wages (Earned Leave / National, Festival & Special Holidays / Other)	Gross Wages	Deductions										Remarks								
												Provident Fund	Employees State Insurance	Labour Welfare Fund	Advance paid	Advances	Damages / Fine	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						
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.



FORM No.12
(Prescribed under rules 80, 86)
REGISTER OF ADULT WORKERS AND YOUNG PERSONS

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	sfsdfsdf sdfsdf Pradesh Pin:434333			23 Aug 2015				15 Dec 2016	22 Oct 2015		990161004510 CITI BANK AAAAA
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		06 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**.

The screenshot shows a web application interface for 'Loans and Advances'. The left sidebar contains a navigation menu with items like Home, Feeds, Tasks, Salary, Payscale, YTD Reports, Loans and Advances (highlighted), Leave, Expense Claims, Document Center, People, and Helpdesk. The main content area has a form with the following fields: Loan Amount (12444), Loan Tenure (1), EMI Start Month (November 2022), and Remarks (Add Remark Here!). A 'Calculations' box on the right displays: Monthly Loan EMI (12548), Interest Amount (104), and Total Payable (12548). At the bottom right, there are 'Cancel' and 'Apply' buttons.

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**.

POI Settings

General Settings

Family Details Mandatory for dependants

By enabling this option Family details becomes mandatory for any dependant claims.

General Instructions ⓘ

Note: 1. Employees can use this screen to submit the proof of investments for the current financial year. Based on the submission of proofs tax liability will be computed and deducted from monthly salary (Jan 2020 to Mar 2020). 2. Contribution

Do not Clear Previous employment details while considering POI ⓘ

Allow employees to submit Income from Previous Employer details(in IT declarations and POI pages). ⓘ

Attachments

Enable Attachments ⓘ

Mandatory ⓘ

Attachment For

Save Settings

Help doc:

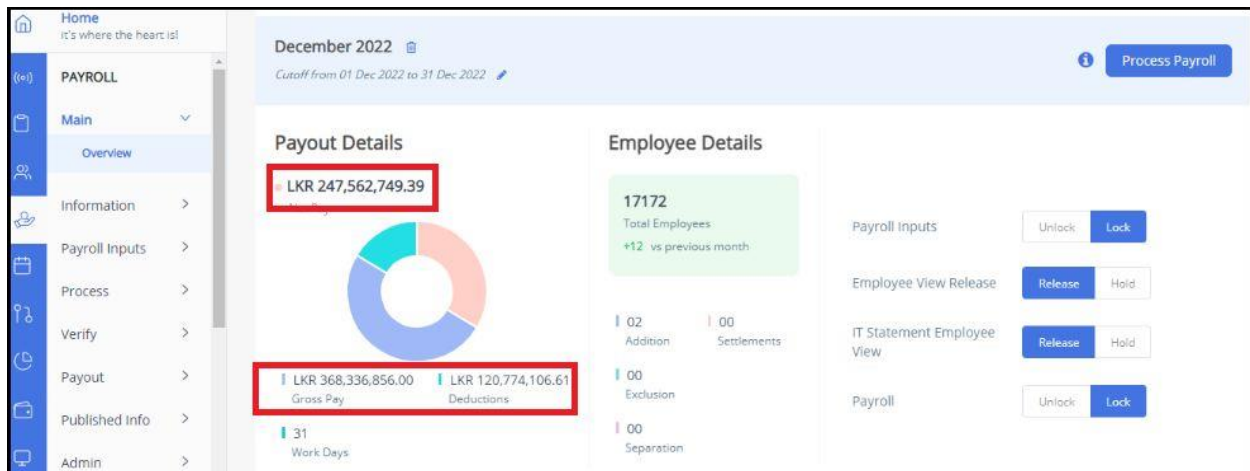
- Knowledge Base for admins - <https://admin-help.greythr.com/admin/answers/94474317/>
- FAQs - <https://support.greythr.com/hc/en-us/sections/360010832431-Proof-of-Investment-POI->

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	000000002431221116181327.SIF	
2	Dipankar Sengupta	3001147		
3	Muhammed Sayaf	3001155	000000002431221116184400.SIF	
4	Biju Machathi	3001243	000000002431221116181327.SIF	
5	Aftab Ali	3001399	000000002431221116184400.SIF	
6	Rajender Chintha Kunta	3001400	000000002431221116181327.SIF	
7	Muhammad Awais	3001406	000000002431221116184400.SIF	
8	Arbaz Shahid	3001408	000000002431221116181327.SIF	
9	Naveed Ahmed	3001431	000000002431221116181327.SIF	
10	Ghouse Mohiuddin	3001459	000000002431221116181327.SIF	
11	Roshan Neupane	3001464	000000002431221116184400.SIF	
12	Praveen Pothassery	3001465	000000002431221116184400.SIF	
13	Jamal Wali	3001467	000000002431221116184400.SIF	
14	Mubin Montaz	3001468	000000002431221116184400.SIF	
15	Mohammed Shibil Mullasseriyakath	3001469	000000002431221116184400.SIF	
16	Mukesh Anandraj	3001470	000000002431221116184400.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	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Address					
Permanent Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Present Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Contact/Address	<input type="checkbox"/>	<input type="checkbox"/>			
Qualifications					
Qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Previous Employment					
Previous Employment					
Previous Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accounts & Statutory					
Identifications					
Bank Account Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PF Account Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Permanent Account Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aadhaar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

The screenshot displays an employee profile management interface. On the left is a navigation menu with 'EMPLOYEE' as the main category and sub-items like 'Main', 'Information', 'Employee Profile', 'Bank/PF/ESI', 'Family Details', 'Passport & Visa', 'Assets', 'Position History', 'Previous Employment', 'Separation', 'Access Card Details', 'Insurance', 'Nomination Details', 'Admin', and 'Setup'. The main content area is divided into sections: 'Personal Information', 'Previous Employment', 'Accounts & Statutory', 'Family & Nominations', 'Company Policies & Forms', and 'Additional Documents'. The '2. Personal Information' section contains fields for Blood Group (B+), Personal Email (kiran@email.com), Father's Name (Om Prakash), Marital Status (Unmarried), Country of Origin (India), Nationality (Indian), Physically Challenged (No), and Disability Type (-). Below these are two summary boxes: 'As per Aadhaar: DOB: 26 Jun 1996, Gender: Female' and 'As per System: DOB: 26 Jun 1996, Gender: Female'. A control bar at the bottom of this section has a checked 'Update suggested changes as per Aadhaar' checkbox, and 'Accept', 'Reject', and 'Remarks' options. The '3. Address' section shows 'PERMANENT ADDRESS' with fields for Address (420, 27th Main, HSR Layout), City (Bangalore), State (Karnatak), Pin (560102), Country (India), and Phone Number (-). It also includes a document upload area for 'Address' (3.4 mb) and a summary box: 'As per Aadhaar: Permanent Address: 420, 27th Main Rd, Sector 2, HSR Layout, Bengaluru, KA 560102'.

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://greypip-2.wistia.com/medias/qq696lvfq4>
- Video for employees - <https://greypip-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)

Resettlement

GET Get Employees Resettlement for a Month

`https://api.greythr.com/payroll/v2/employees/resettlement/{payrollMonth}`

Resettlement Details for a Month.
This API provides a list of resettlement employee details for a specific payroll month.

Path Param :
{payrollMonth} : Payroll month according to ISO Format : yyyy-mm-dd

HEADERS

ACCESS-TOKEN	Access Token
x-greythr-domain	Yourcompany.greythr.com

Example Request Get Employees Resettlement for a month

```
curl --location -g --request GET 'https://api.greythr.com/payroll/v2/employees/r'
--header 'ACCESS-TOKEN: Access Token' \
--header 'x-greythr-domain: Yourcompany.greythr.com'
```

Example Response 200 OK

Body Header (0)

```
[
  {
    "employeeId": 100,
    "settlementDate": "2021-03-24",
    "processedDate": "2021-03-03T12:07:25.082",
    "remarks": "remarks"
  },
  {
    "employeeId": 108,
    "settlementDate": "2021-03-24",
    "processedDate": "2021-03-03T12:07:25.082",
    "remarks": "remarks"
  }
]
```

[View More](#)

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

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

greytHR

We need your Bank Code to save your Bank Details.

Hi, Asa

Help us know you better! Provide all your employment information.

asa
Emp ID: 54545

Point of contact: [?](#)
Department: -

Location: Bangalore
Designation: -

Personal Information

Accounts & Statutory

Attachments

Accounts & Statutory

Aadhaar *

Add Attachment

Only pdf, doc, docx, jpg & png. Max 10MB

Back Save & Next Complete mandatory information

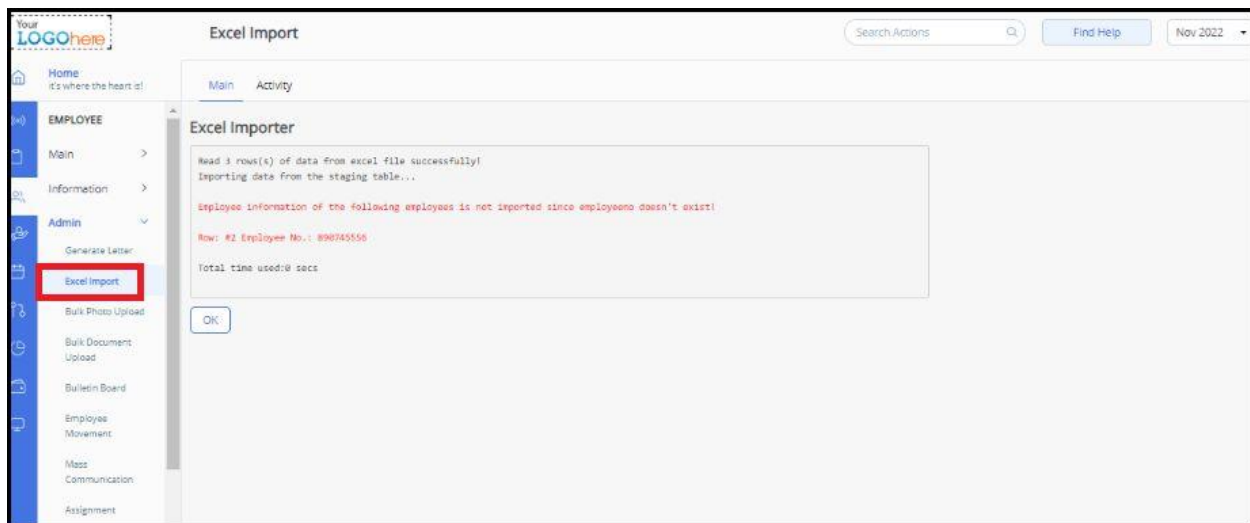
Help doc:

- 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://greypip-2.wistia.com/medias/qq696lvfq4>
- Video for employees - <https://greypip-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**.

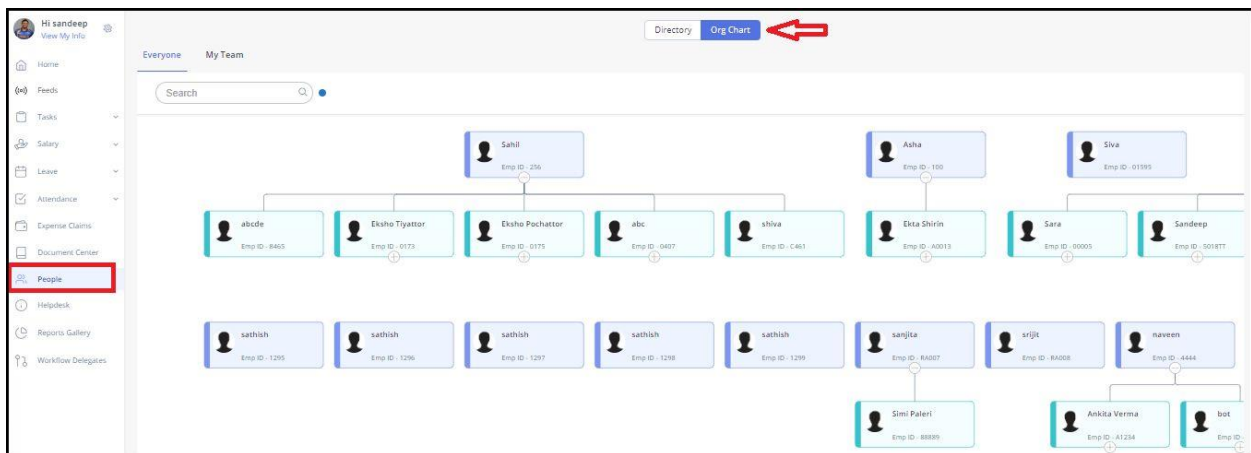


Help doc:

- 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:

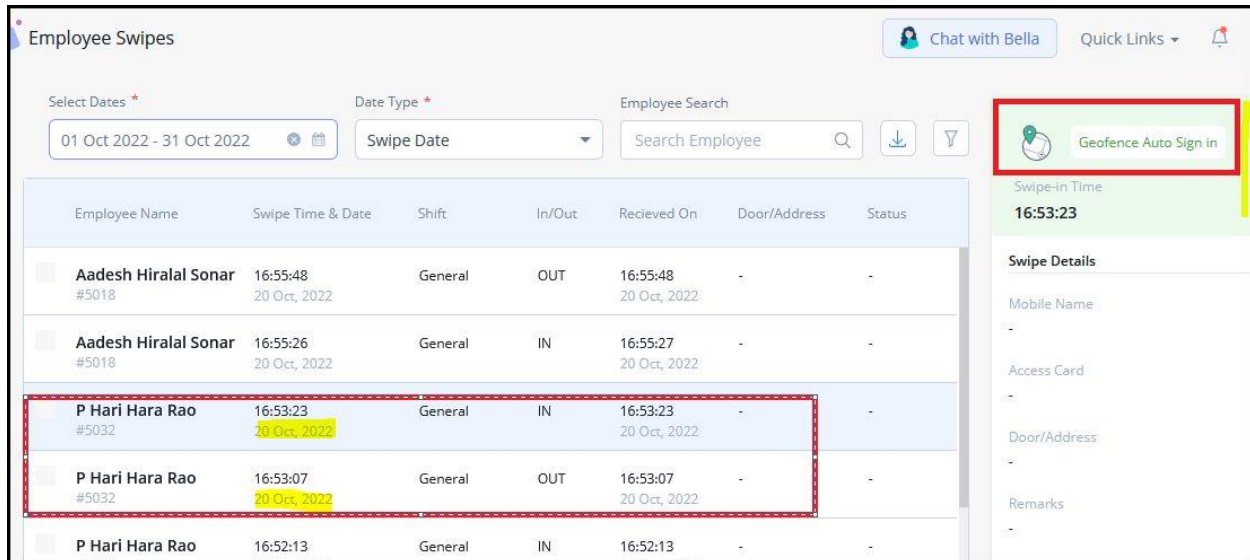
- Knowledge Base for admins - <https://ess-help.greythr.com/employee-portal/answers/40814340/>

49. Disabled the option to delete leave for settled leave transactions (Nov)

Leave Type: All	Transaction Type: All	Date: All	Employee Filters: All	Employee: All	Export Excel			
Employee Name	Employee ...	Transaction Type	Leave Type	Posted Date	From	To	Days	Remarks
PADIGA SAI KIRAN	89170028	Granted	Recal Mon	22 Aug 2022	01 Apr 2...	30 Nov 2...	20	
PADIGA SAI KIRAN	89170028	Granted	Recal Mon	01 Sep 2022	01 Sep 2...	30 Sep 2...	1	Monthly grant for the period.
PADIGA SAI KIRAN	89170028	Availed	Casual Leave	14 Sep 2022	21 Sep 2...	21 Sep 2...	-1	Cannot delete the transactions for which leave settlement is done
PADIGA SAI KIRAN	89170028	Granted	Casual Leave	01 Oct 2022	01 Oct 2...	31 Oct 2...	3	Monthly grant for the period.
PADIGA SAI KIRAN	89170028	Granted	Recal Mon	01 Oct 2022	01 Oct 2...	31 Oct 2...	1	Monthly grant for the period.
PADIGA SAI KIRAN	89170028	Granted	Leave Transfer	01 Oct 2022	01 Oct 2...	31 Oct 2...	1	Monthly grant for the period.

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**.



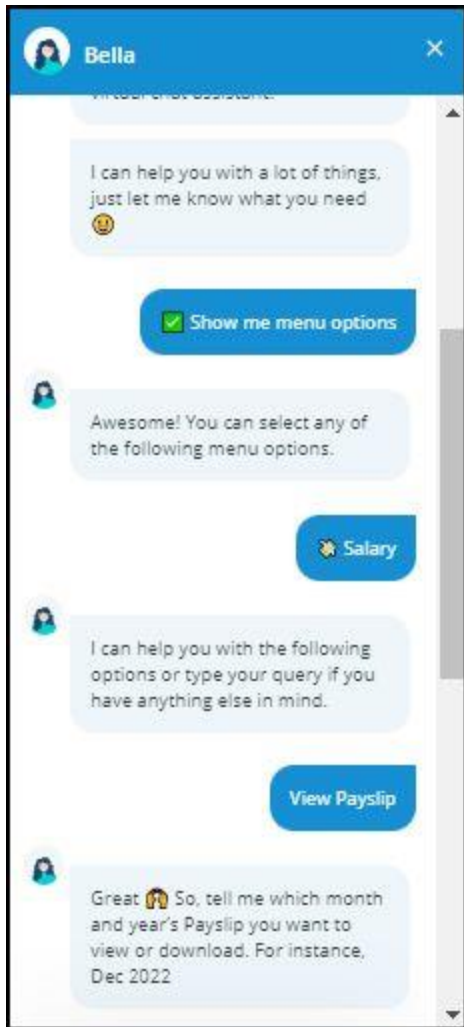
The screenshot displays the 'Employee Swipes' interface. At the top, there are filters for 'Select Dates' (01 Oct 2022 - 31 Oct 2022), 'Date Type' (Swipe Date), and 'Employee Search' (Search Employee). A 'Chat with Bella' button and 'Quick Links' are also visible. A red box highlights a 'Geofence Auto Sign in' button in the sidebar. The main table lists swipe records for employees Aadesh Hiralal Sonar and P Hari Hara Rao. The time '16:53:23' is highlighted in yellow for the P Hari Hara Rao records. The sidebar shows 'Swipe-in Time' as 16:53:23 and 'Swipe Details' with fields for Mobile Name, Access Card, Door/Address, and Remarks.

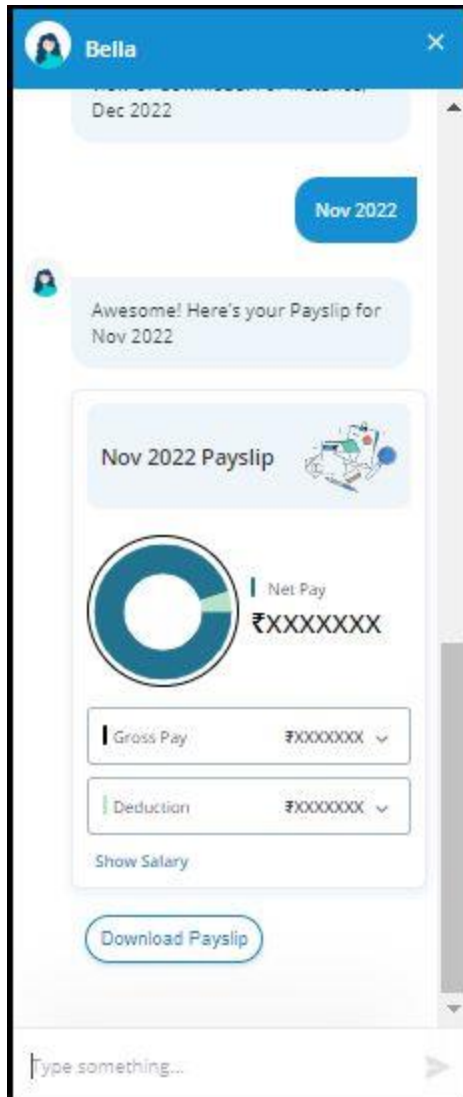
Employee Name	Swipe Time & Date	Shift	In/Out	Received On	Door/Address	Status
Aadesh Hiralal Sonar #5018	16:55:48 20 Oct, 2022	General	OUT	16:55:48 20 Oct, 2022	-	-
Aadesh Hiralal Sonar #5018	16:55:26 20 Oct, 2022	General	IN	16:55:27 20 Oct, 2022	-	-
P Hari Hara Rao #5032	16:53:23 20 Oct, 2022	General	IN	16:53:23 20 Oct, 2022	-	-
P Hari Hara Rao #5032	16:53:07 20 Oct, 2022	General	OUT	16:53:07 20 Oct, 2022	-	-
P Hari Hara Rao	16:52:13	General	IN	16:52:13	-	-

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)





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**.

Barakat Salary - Nov 2022

Search Actions Chat with Bella Nov 2022

Home
It's where the heart is!

PAYROLL

- Main
- Information
- Payroll Inputs
 - Salary**
 - Loan
 - Consider Loan
 - Salary Revisions
 - Employee LOP Days
 - Stop Salary Processing
 - Arrears
 - Release Salary
 - Leave Settlement
 - Final Settlement

Nov 2022
Effective: 01 Nov 2022

Jan 2022
Effective: 15 Dec 2021

Last updated on 25 Nov 2022 by Krishna

Salary Item	Previous Salary	Revised Salary	Revision %
Salary Master	AED 2,500.00	AED 3,500.00	40.00 %
Full Basic	AED 1,300.00	<input type="text" value="1300.00"/>	<input type="text" value="0.00"/> %
Full COL	AED 0.00	<input type="text" value="700.00"/>	<input type="text" value="100"/> %
Full Other Allowance	AED 1,200.00	<input type="text" value="1500.00"/>	<input type="text" value="25.00"/> %
Full Transportation Allowance	AED 0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> %
Full Meal Allowance	AED 0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> %

Effective From 01 Nov 2022

Employee Remarks

This Approver Notes should reflect in remarks in report

Payroll Month Nov 2022

Notes Internal promotion with HRA provided

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->

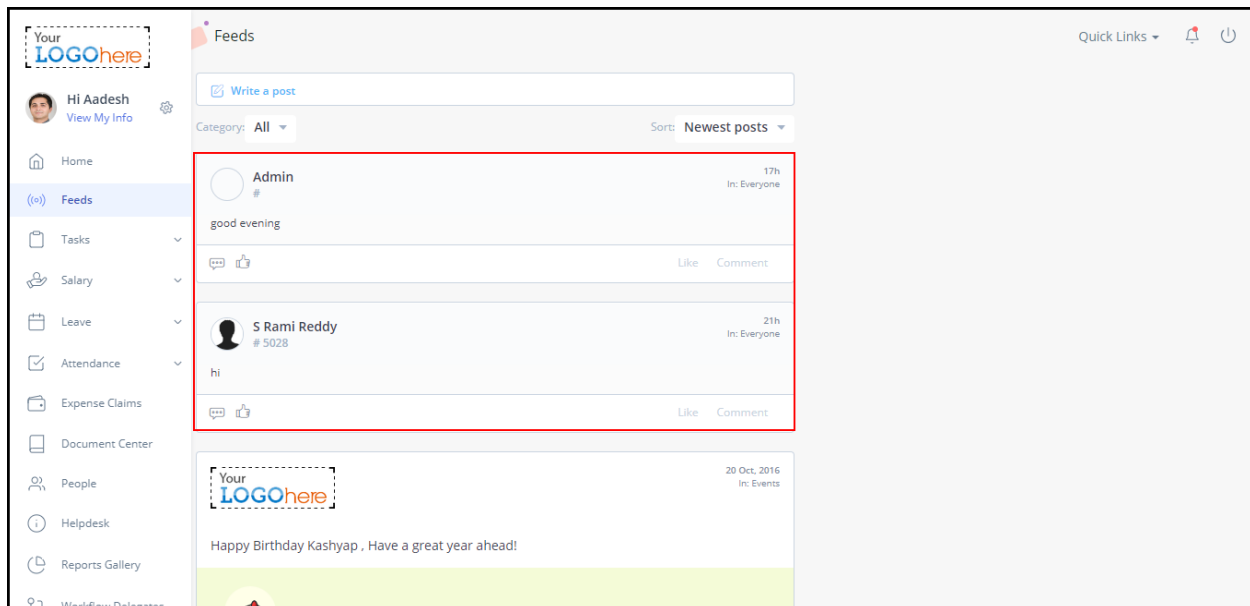
54. Rectified the reimbursement claim draft Delete/View issue (Dec)

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**.

Company Address & LOGO										Form 25 Muster Roll for the Month of Aug 2022 Prescribed under rule 103 of the factory Rules of 1950 & Under G.O. No.2759 of 1959																					
Regd No.			VLR 4145																												
General Shift			9:00 TO 5:30 8 Hours																												
Work Timing										For the period ending Aug 2022																					
Sl.No	Name	Father Name	Nature Of Work	DOB	Place	Group	Relay	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
1	A.	ANANDAN	BOYER	13 Jun	APPRENTICE	D		P.P	P.P	P.P	P.P	P.P	P.P	W.W	P.P	A.A	A.A	P.P	P.P	P.P	W.W	H.H	P.P	P.P	P.P	P.P	P.P	P.P	W.W	P.P	P.P

Help doc:

- FAQs - <https://support.greythr.com/hc/en-us/sections/360001731371-greynHR-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**.

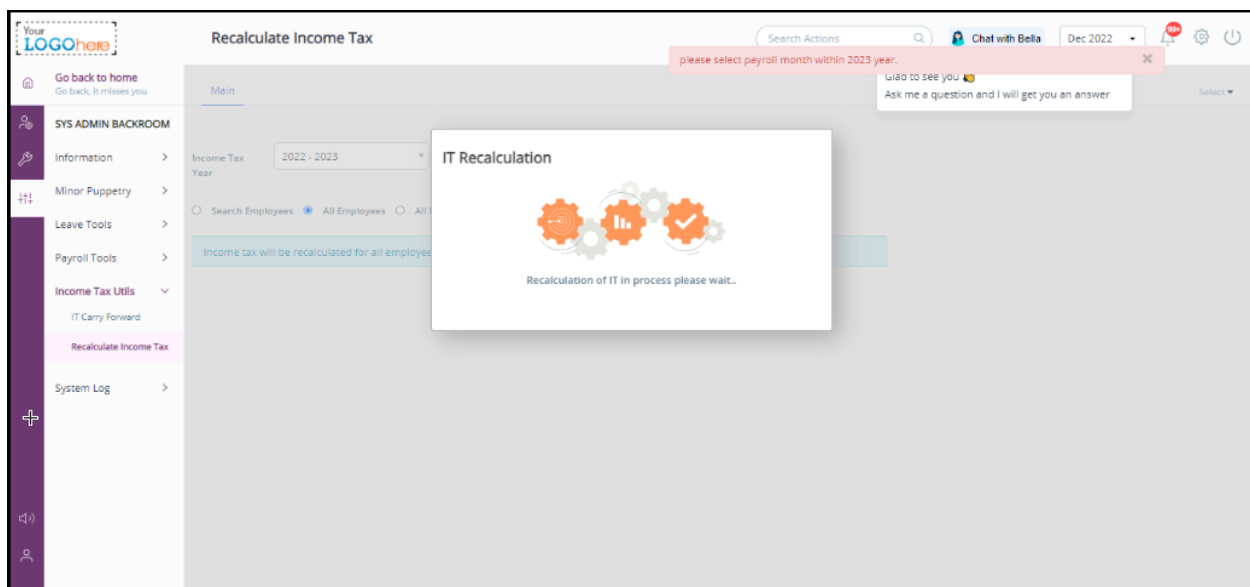
Your LOGO here		Salary - Dec 2022		Search Actions		Find Help		Dec 2022		99%		Settings		Power	
Home it's where the heart is!		PAYROLL		SALARY MASTER		73,333.67		Location		Chennai					
Main >		Information >		CALCULATION FIELDS		0.00									
Payroll Inputs		Salary		CTC ITEMS		0.00									
Loan		Consider Loan		PF RELATED ITEMS		0.00									
Salary Revisions		Income Tax		ESI RELATED ITEMS		0.00									
Reimbursement		Employee LOP Days		PROF TAX RELATED ITEMS		0.00									
Stop Salary Processing				INCOME TAX RELATED ITEMS		0.00									
				PERQUISITE ITEMS		0.00									
				EXEMPTION ITEMS		0.00									

Help doc:

- Knowledge base - <https://admin-help.greylhr.com/admin/answers/143779998/>
- FAQs - <https://support.greylhr.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 greyHR admin portal, navigate to **Settings** icon > **System settings** > **SYS ADMIN BACKROOM** > **IT Utils** > **Recalculate IT**.



Help doc:

- FAQs - <https://support.greylhr.com/hc/en-us/sections/360012523712-IT-Declaration>
- Knowledge base:
 - <https://admin-help.greylhr.com/admin/answers/122162792/>
 - <https://admin-help.greylhr.com/admin/answers/90828486/>

59. Displayed the out of coverage cases in the ESI Reports (Dec)

To view the enhancement, from your greyHR 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 E	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**.

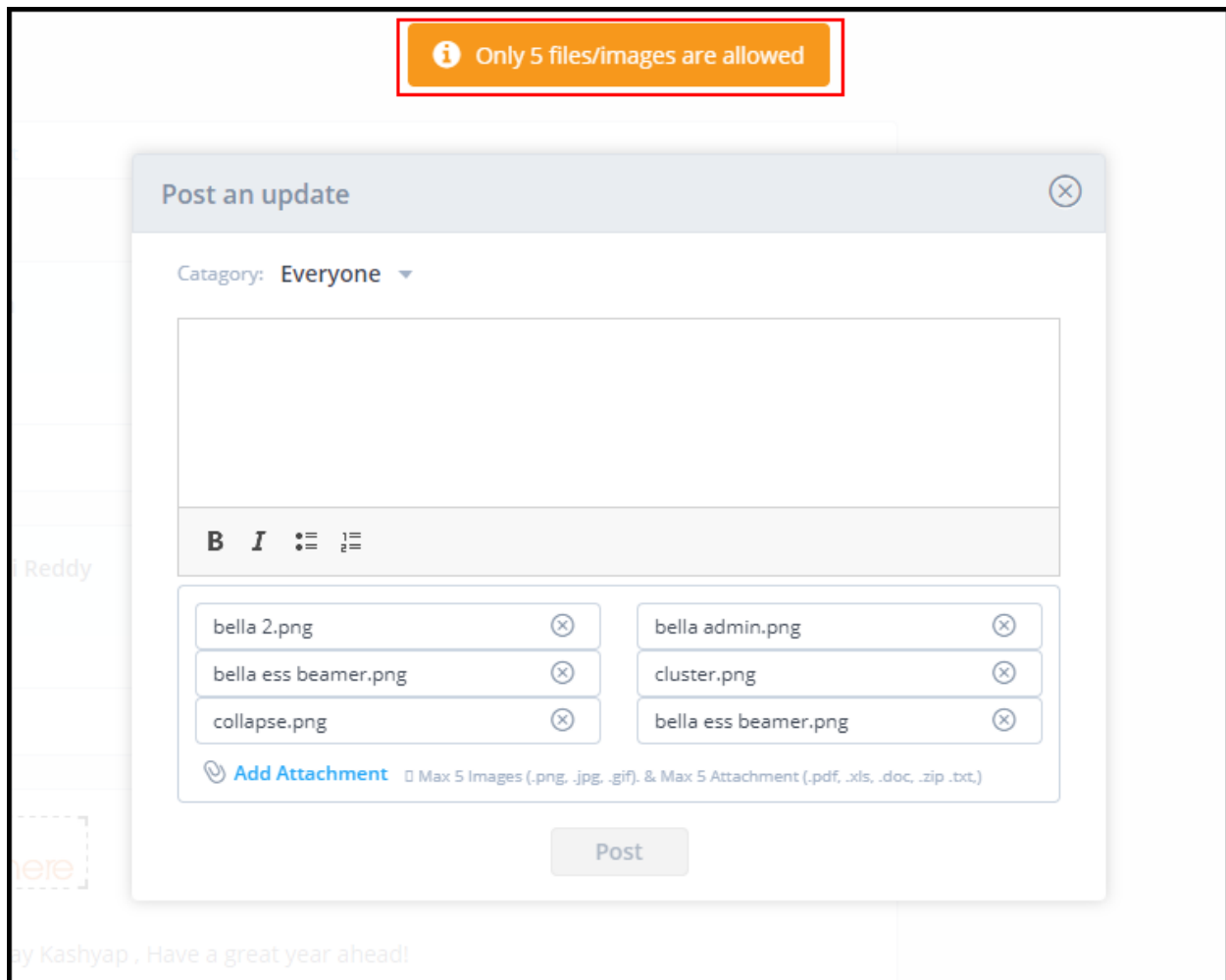
Employee number	Name	Pay Item	Payout Payroll	Arrear Payroll	Arrear Date	To Be Paid	Paid	Arrear	
Mandiant Cybersecurity Private Limited									
Salarpuria Infinity, Ground Floor, No.5 Bannerghatta Road, Bhavani Nagar, SG Palya Bangalore Bangalore KA 560029									
Arrear report for the month of Aug 2022									
5	00021	AKSHAY KUMAR GUPTA	BASIC ARREARS	Aug 2022	Jul 2022	01-Jul-22	82,718.00	75,198.00	7,520.00
6	00021	AKSHAY KUMAR GUPTA	HRA Arrears	Aug 2022	Jul 2022	01-Jul-22	82,718.00	75,198.00	7,520.00
7	00022	ALIVENI SAHITHI KOLLURU	BASIC ARREARS	Aug 2022	Jul 2022	01-Jul-22	35,087.00	30,079.00	3,008.00
8	00022	ALIVENI SAHITHI KOLLURU	SPECIAL ALLOWANCE ARREARS	Aug 2022	Jul 2022	01-Jul-22	58,212.00	53,900.00	4,312.00

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:

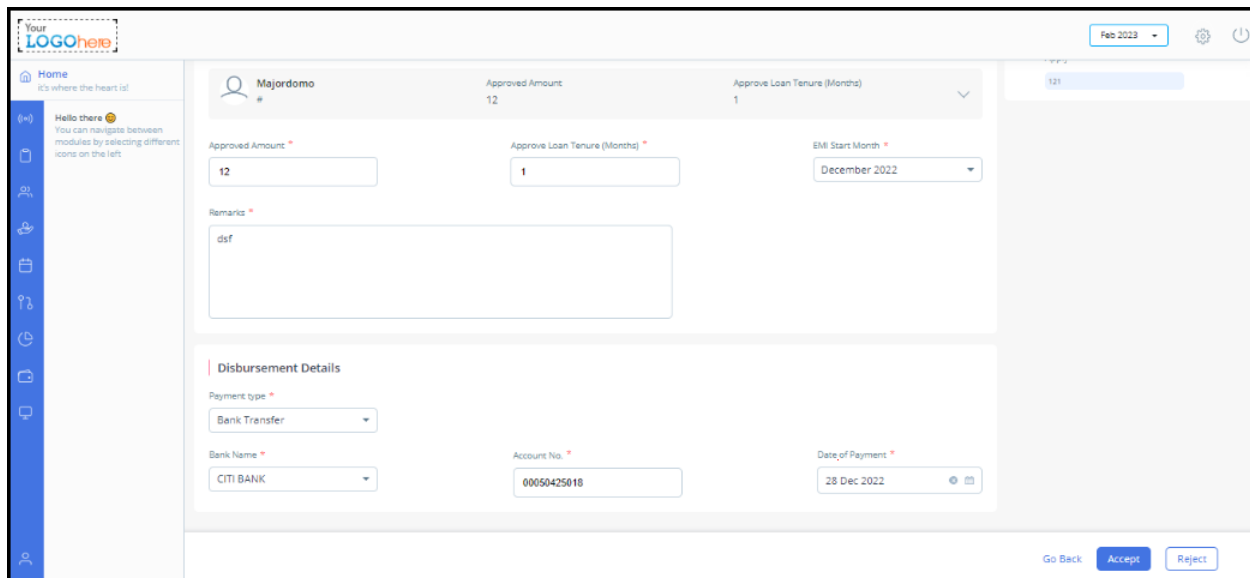
- Knowledge base - <https://ess-help.greythr.com/employee-portal/answers/40692139/>
- FAQs - <https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee>

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)



The screenshot displays a web application interface for loan approval. The user is logged in as 'Majordomo'. The form includes the following fields and values:

- Approved Amount:** 12
- Approve Loan Tenure (Months):** 1
- EMI Start Month:** December 2022
- Remarks:** dsf
- Disbursement Details:**
 - Payment type:** Bank Transfer
 - Bank Name:** CITI BANK
 - Account No.:** 00050425018
 - Date of Payment:** 28 Dec 2022

At the bottom right of the form, there are three buttons: 'Go Back', 'Accepts', and 'Reject'.

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.greylhr.com/admin/answers/121708394>
- FAQs - <https://support.greylhr.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

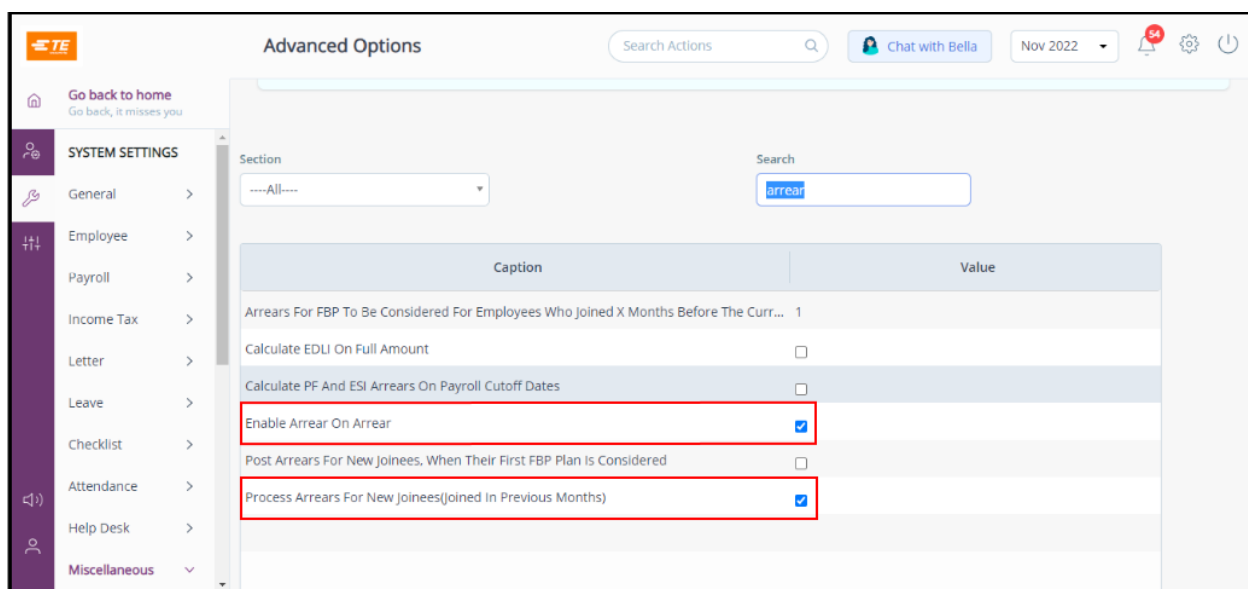
Sl No	Employee No	Name	LOP Payroll	Effective Payroll	LOP Days	BASIC REVERSAL	HRA REVERSAL	CONVEYANCE REVERSAL	SPECIAL ALLOWANCE REVERSAL	Total	Remarks
1	0002	Dinesh Babu	01 Apr 2022	01 May 2022	1	10633.00	4253.00	53.00	11643.00	26582.00	rerwe
2	003	Sara	01 Jan 2023	01 Feb 2023	10	7128.00	2851.00	516.00	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->

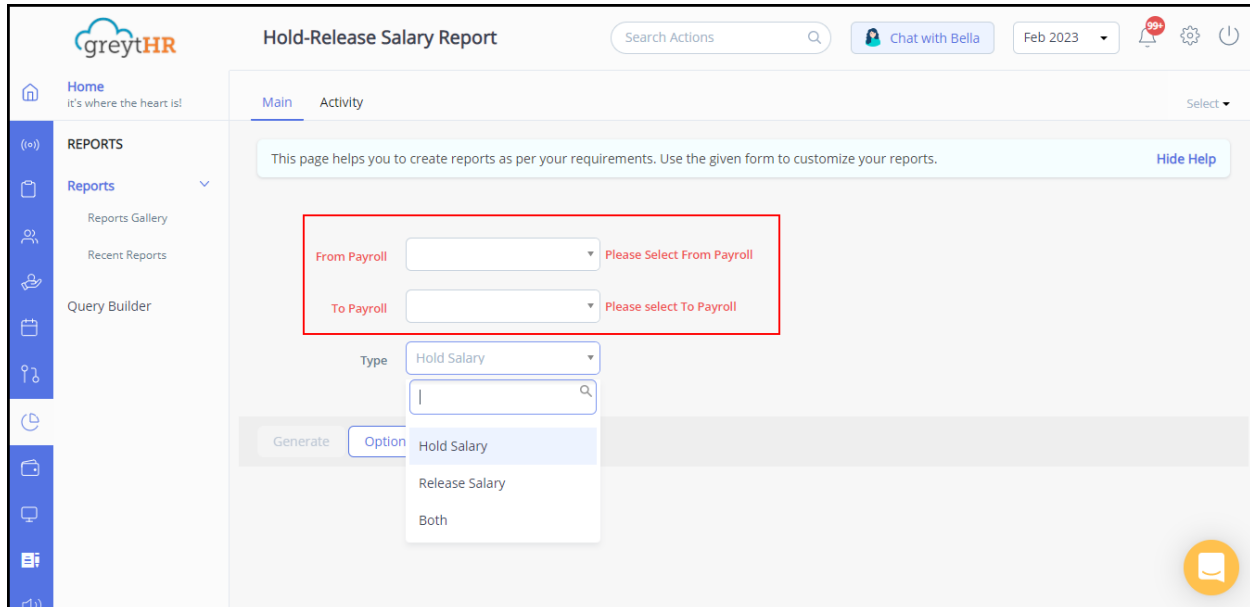
67. Disabled the option to sign-in if the option in Bella is not Web sign-in (Dec)

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/19I98imprj>

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**.

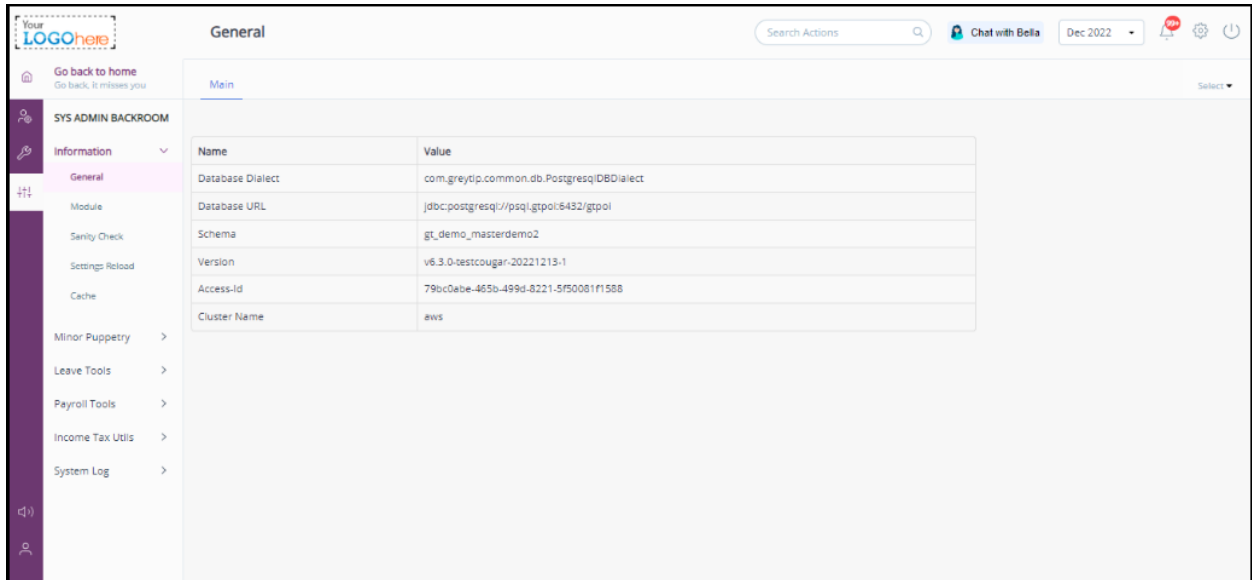


Help doc:

- Knowledge base - <https://admin-help.greylhr.com/admin/answers/122957718/>
- FAQs - <https://support.greylhr.com/hc/en-us/sections/360001731371-greylhr-Reports->
- Video - <https://greyltip-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**.

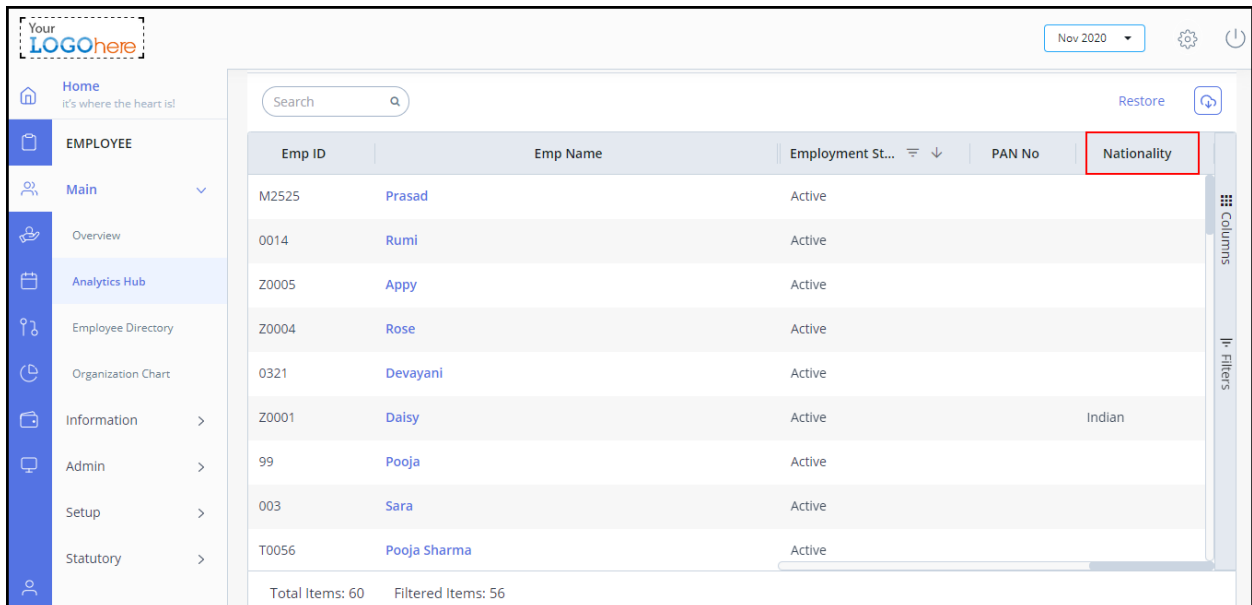


Help doc:

- 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**.

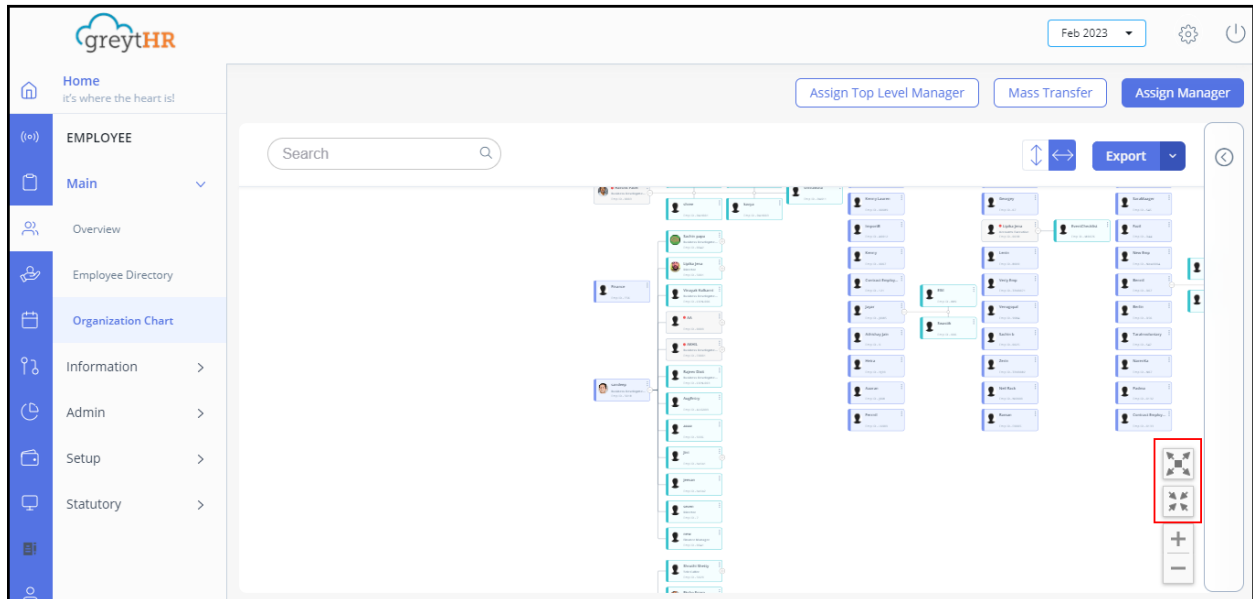
The screenshot displays the 'Loan Workflow report' interface. On the left, a sidebar contains navigation options: Home, Reports, Reports Gallery (selected), Recent Reports, and Query Builder. The main area is titled 'Loan Workflow report' and includes a search bar, 'Find Help' button, and a date selector set to 'Oct 2022'. The report configuration section includes: 'From Date' and 'To Date' input fields with red error messages 'Please enter a valid value'; a 'Filter Based On' dropdown menu set to 'Loan applied date'; a 'Loan Type' input field; and radio buttons for 'All Employees' (selected) and 'Selected Employees'. Below these are 'Generate', 'Options', and 'Cancel' buttons. A 'Download here' link is present with a timestamp '(6 minutes ago)'. At the bottom, the filter criteria are listed: '(From Date : 01 Feb 2022, To Date : 31 Jan 2023, Filter Based On : Loan applied date, Loan Type : Home Loan, LOAN)'. The interface also features a top navigation bar with 'Search Actions', 'Find Help', and a notification bell icon showing '99+' alerts.

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**.

Emp ID ↑	Emp Name	Years in Service Range
0001	Nandish Shetty	
0002	Dinesh Babu	
0003	Harshit Patel	
0004	Vijay	
0005	Navin	
0006	Tilak	
0007	Loekshtest	
0008	Loekshtest	
0009	Test fjkdsjfkds	

Total Items: 60 Filtered Items: 56

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**.

Bank Account

Bank Name: Bank Branch: Bank Account No: IFSC CODE:

IBAN: Account Type: Payment Type: DD Payable At:

Name As Per Bank Records:

ESI Account

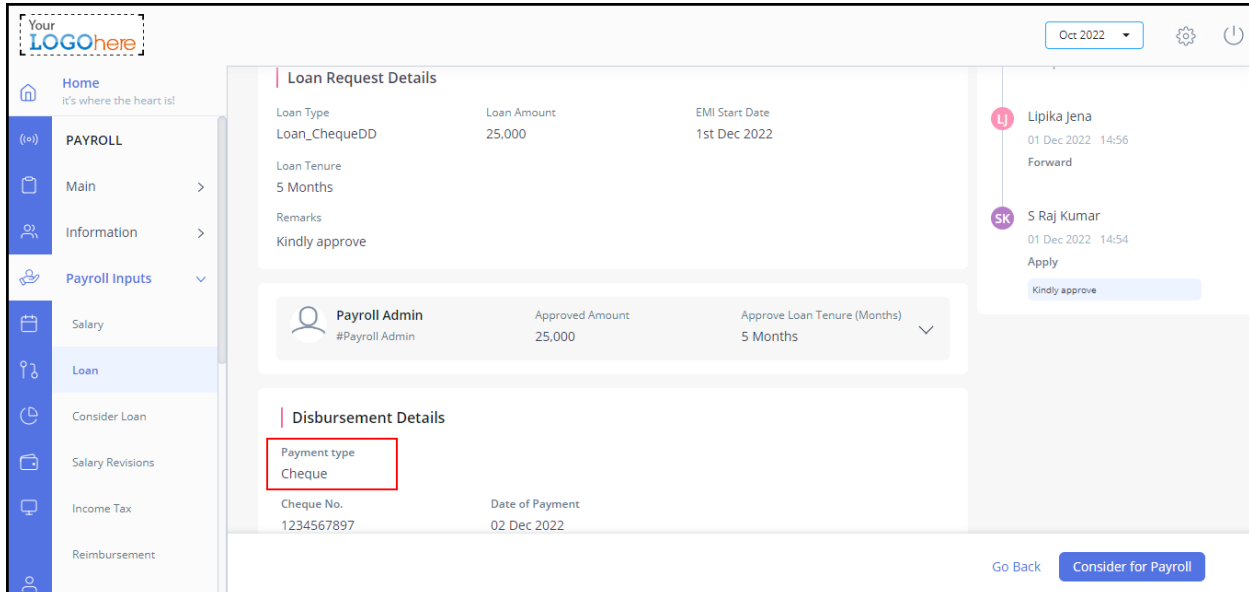
Employee is covered under ESI

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/njqzblgdg85>

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**.

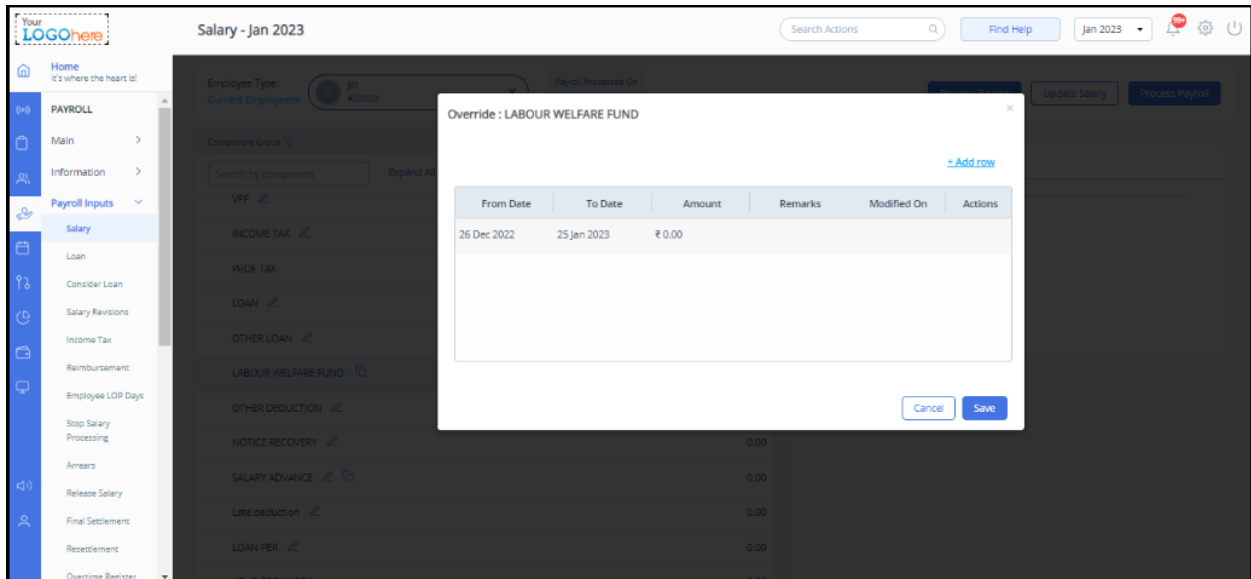
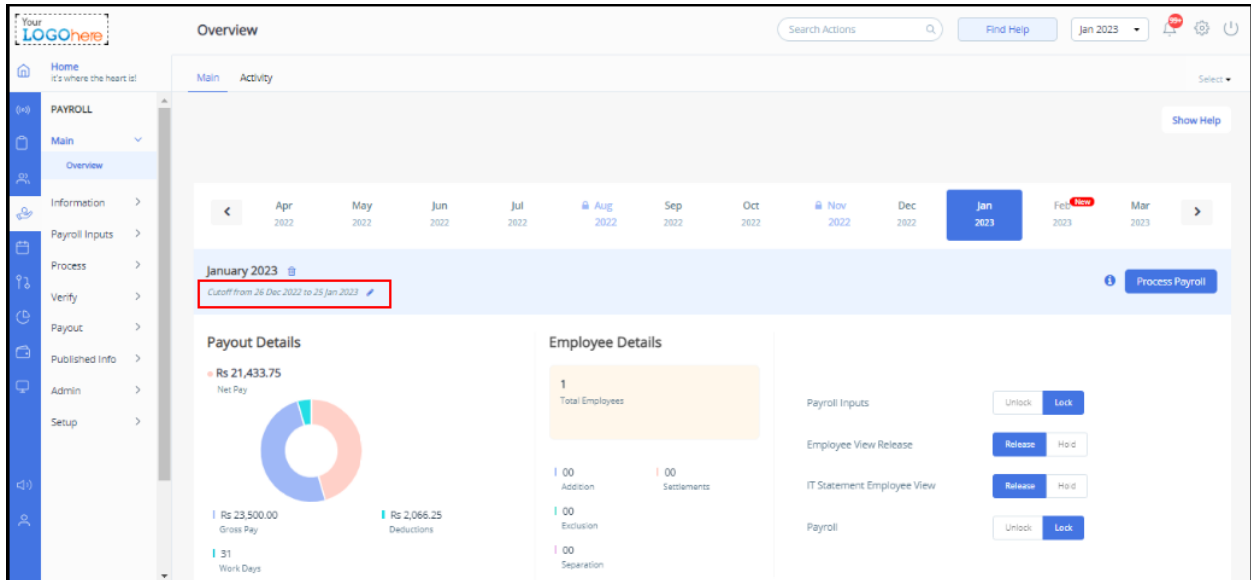
The screenshot displays the 'Approving Details' and 'Disbursement Details' sections of the greytHR admin portal. The 'Approving Details' section includes a header with the user name 'Majordomo', 'Approved Amount' of 12, and 'Approve Loan Tenure (Months)' of 1. Below this, there are input fields for 'Approved Amount' (12), 'Approve Loan Tenure (Months)' (1), and 'EMI Start Month' (December 2022). A 'Remark' field is also present. The 'Disbursement Details' section includes a 'Payment type' dropdown menu (highlighted with a red box) set to 'Cheque', a 'Cheque No.' field (set to 'Write Here'), and a 'Date of Payment' dropdown menu (set to 'Select'). At the bottom right, there are 'Go Back', 'Accept', and 'Reject' buttons.

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**.

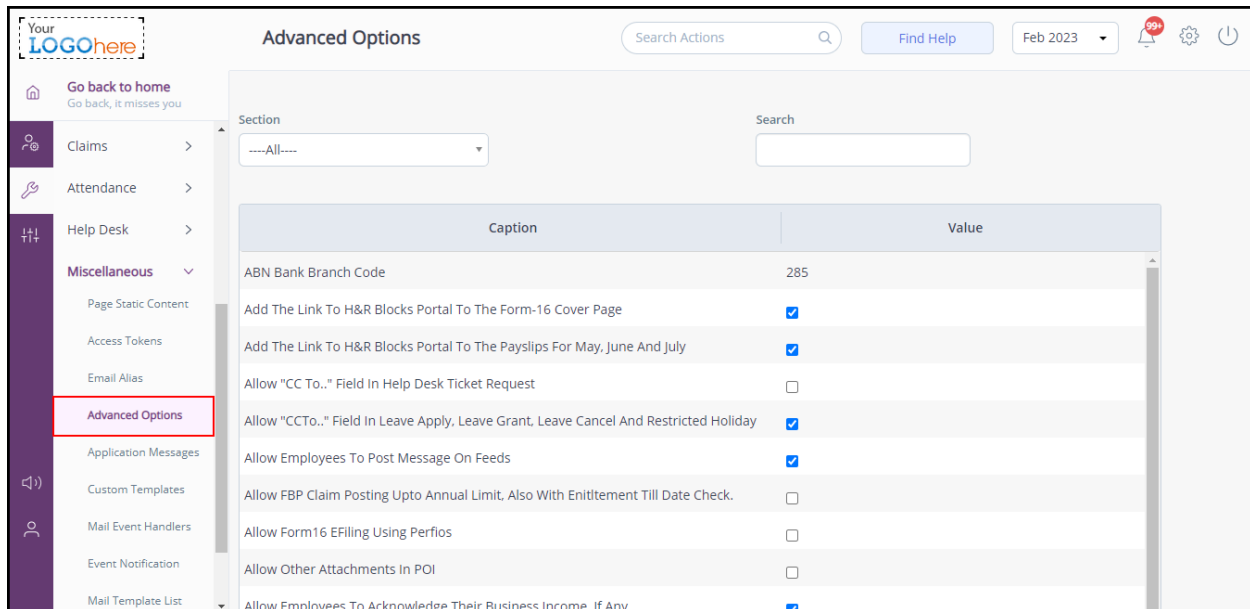


Help doc:

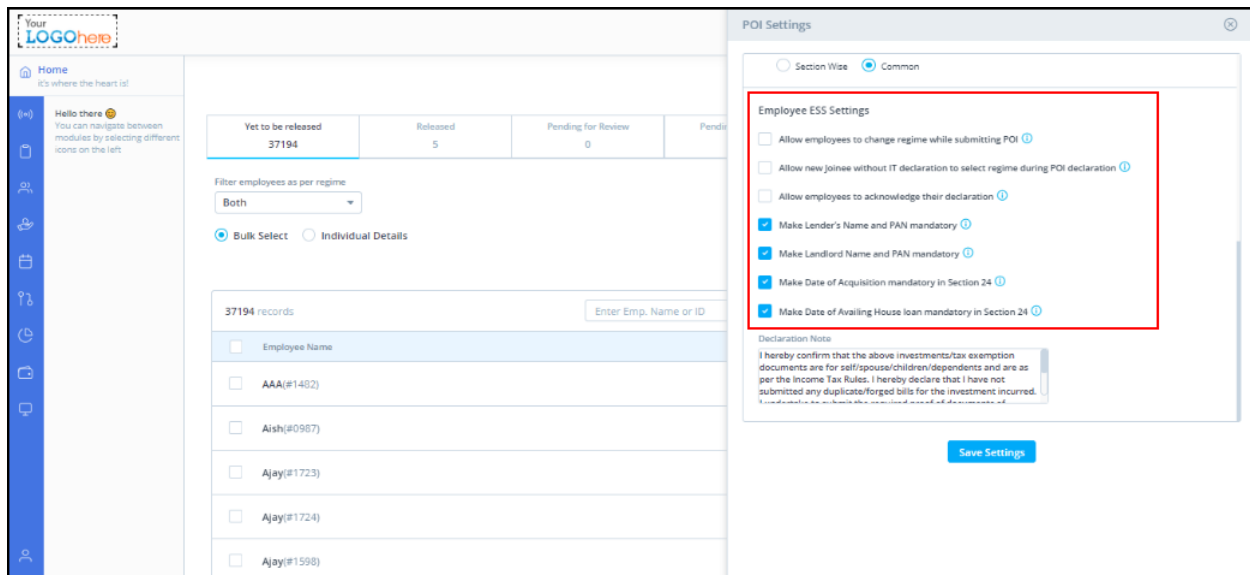
- FAQs - <https://support.greythr.com/hc/en-us/sections/360002608952-Employee-Salary->
- Knowledge base - <https://admin-help.greythr.com/admin/answers/88238753/>

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

To view the configuration, from your greythHR 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**.



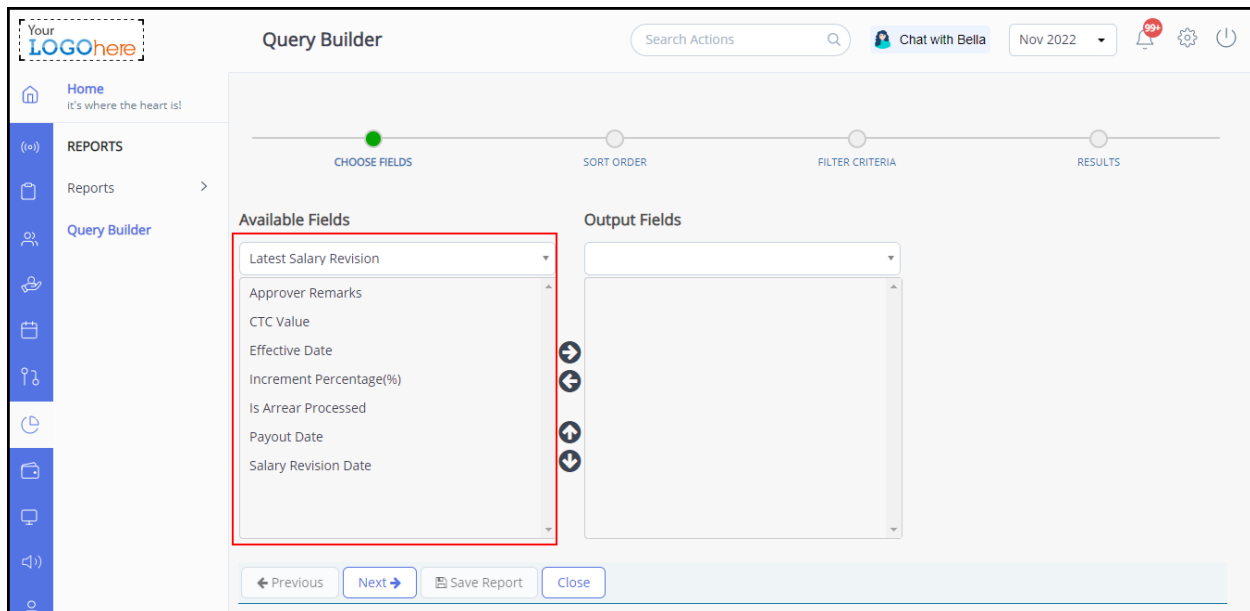
Help doc:

- 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/9gz4dyiyow>
- 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**.

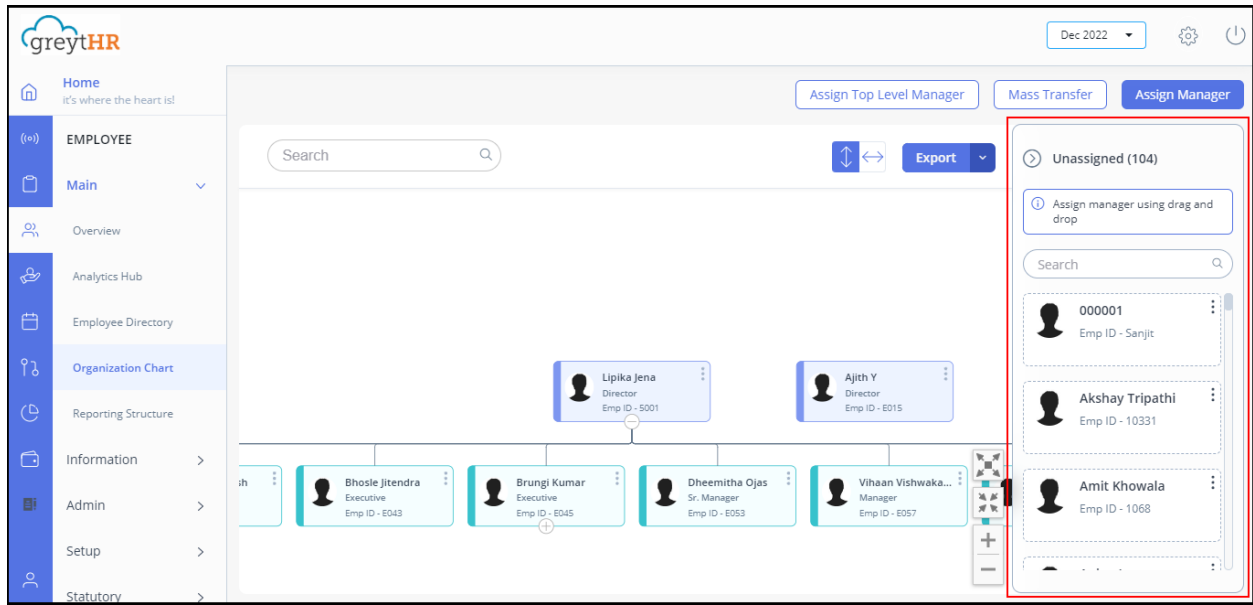


Help doc:

- 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**.

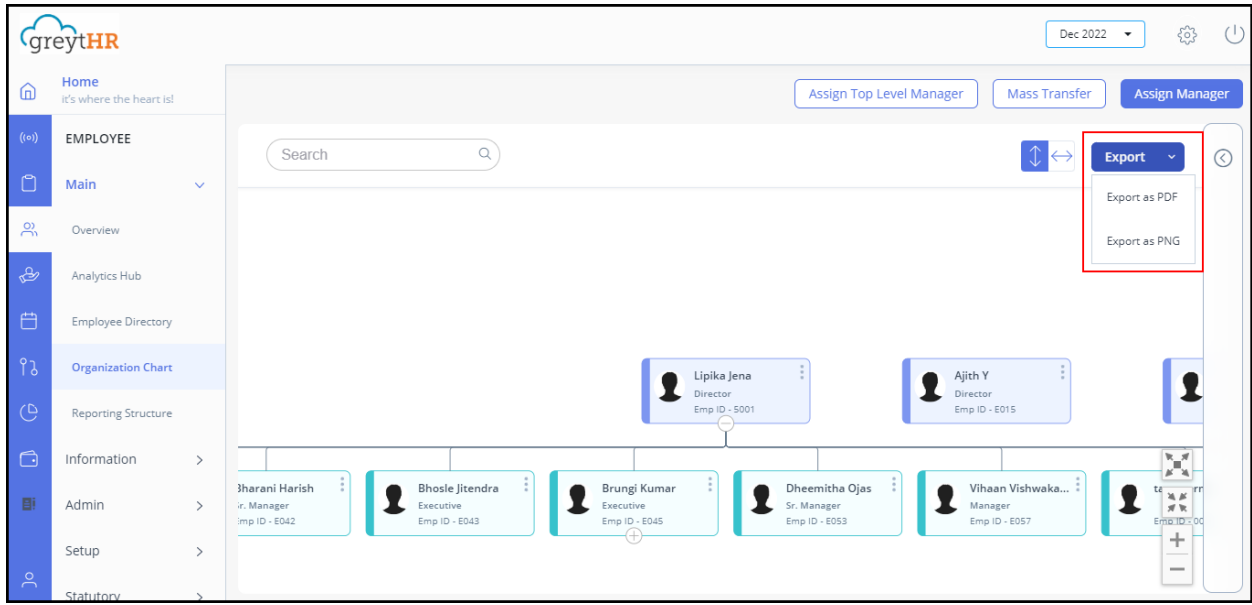


Help doc:

- 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/>