Q3 - New Product Feature Releases and Enhancements

greytHR

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. <u>*Read more*</u>.

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 <u>https://support.greythr.com/hc/en-us/sections/10721939248269-</u> 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 - <u>https://ess-help.greythr.com/employee-mobile-app/answers/144384684</u>

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. <u>Read more</u>.

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

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. <u>*Read more*</u>.

Who can experience the feature: All users

Help Doc:

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

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. <u>*Read more*</u>.

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 <u>https://ess-help.greythr.com/employee-</u> portal/answers/64061848
- Video https://greytip-2.wistia.com/medias/19l98imprj
- FAQs for admin <u>https://support.greythr.com/hc/en-us/sections/360011770952-greytHR-Bella</u>
- FAQs for employees <u>https://support.greythr.com/hc/en-us/sections/360012265971-</u> 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 <u>https://admin-help.greythr.com/admin/answers/95308085</u>
- 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. <u>Read more</u>.

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 <u>https://support.greythr.com/hc/en-us/sections/360003835711-Employee-</u> 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 -<u>https://support.greythr.com/hc/en-us/sections/10721182926349-Integrations-with-greytHR</u>

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. <u>*Read more*</u>.

Who can experience the feature: All users

Help Docs:

- Knowledge base https://admin-help.greythr.com/admin/answers/121879494/
- FAQs for employees <u>https://support.greythr.com/hc/en-us/sections/360012265971-</u> New-Employee-Self-Service-ESS-Employee
- FAQs for admins <u>https://support.greythr.com/hc/en-us/sections/360001857132-</u> 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. <u>*Read more*</u>.

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

Help Docs:

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

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 <u>https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee</u>

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. <u>*Read more*</u>.

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 <u>https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee</u>

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. <u>*Read*</u> <u>more</u>.

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

Help Docs:

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

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

• FAQs for employees - <u>https://support.greythr.com/hc/en-us/sections/360012265971-</u> 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**.

Category	Accounts & Statutory *
Document Name	PF Notification
Description	PF Notification 2022
File Type	DOC *
Select File	Upload File
[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.
	Publish to Employee Portal
	Next Cancel

Help Docs:

- Knowledge Base https://admin-help.greythr.com/admin/answers/122865479/
- FAQs for admin <u>https://support.greythr.com/hc/en-us/sections/360002261511-Short-Videos</u>
- 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**.

EMPLOYEE	Importer Type Employee Eme	ergency Address 🔹 🗾							
Main >									
Information >	Employee Emergency Address	Employee Emergency Address							
Admin 🗡	Click this link to download a s	ample Excel File. Download a sample file. 📥		Hide	Field Info 🛧				
Generate Letter									
Excel Import	Your Excel file can contain the	following columns. The first row of the Excel file, indicates the field names.							
Bulk Photo Upload	Field	Description	Sample Data	Required	Туре				
Bulk Document Upload	Employee No	Employee's number for whom present address has to be imported.	E0001	*	Text				
Bulletin Board	Contact name	Contact persons name	Suresh K		Text				
Mass	Relation	Employee relation with the family Member.	Father		Text				
Communication	Emergency Address1	Emergency address of the employee	No. 17/1, 15th Main		Text				
Assignment	Emergency Address2	Emergency address of the employee	36th Cross, 4th Block		Text				
Identity Verification	Emergency Address3	Emergency address of the employee	Jayanagar		Text				
Data Drive	Emergency City	City	Bangalore		Text				
Off-boarding	Emergency State	State	Karnataka		Text				
Setup >	Emergency Country	Country	India		Text				
Statutory >	Emergency Pin	Pin Code	560041		Text				

- 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**.

BASI		EMPLOYEE POSITION	PF.ESI & LWF	
		Statistics (Controls	C 2 particular Section 1	
Step 2: Employee Posi	tion			
Store	Airport Hyderabad Pind Balluchi 🗴 🔹]œ		
Area Manager	132823 × •	æ		
State	Telangana]		
Cost Center	F184]		
Grade	G3 × ·	æ		
Location	Hyderabad)		
city1	Hyderabad]		
Attendance Scheme	Select Attendance Scheme	IZ		
Designationn	Select Designationn	æ		
Department	Select Department)æ		
OrganizationId	Select OrganizationId	æ		
Organizationalld	Select Organizationalld	CZ .		

- Knowledge Base https://admin-help.greythr.com/admin/answers/140831167/
- Video https://greytip-2.wistia.com/medias/o8o2632z7h
- FAQs <u>https://support.greythr.com/hc/en-us/sections/360012815871-Employee-</u> 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 isl				Add Reviewer Type
WORKFLOW				
Monitor	>			Search
Review	> Title	Assignment Type	(ACTRE)	\odot
2 Track	> Helpdesk	Employee		
Setup	 Created On 			View Details Deactivate
Workflow Delegates	23 Dec 2020 - 5:42 pm	n		
Workflow Reviewen		Assignment Type	(ACTURE.)	\odot
Workflow Reviewen	Claims	Named User		
Workflow Levels	Title	Assignment Type	(ACTIVE)	\odot
c	OT Admin	Named User		
	Title	Assignment Type	(ACTIVE)	\odot
	Manager's Manager	Manager's Manager		148.0
	Tide	Assignment Type	(ACTIVE)	\odot
	Admin	Named User		

Hello there 😳 You can navigate between	Tale * Attendance	Assignment Type *				R
modules by selecting different icons on the left						
	Select Named User *	*				
	Admin					
	Chethan					
	FOPLest		1			
	IT Admin Karan - deleted at 14 jul 21	01.22.29.47	-			
	Majordomo	021 22 20 92				
	1					-
GOhere	XYZ com 👻 🛛 🗸	Workflow Reviewer Type	es	Chat with	Bella Feb 2020 👻	وي في
OGOhere	XYZ com → V	7		Chat with gnation_Employee as it is linked		@ @
OGOhere	1	7			to 1 policy.	ي 🧐 🥵 dd Reviewer Ty
OGOhere	t ist	7		gnation_Employee as it is linked	to 1 policy. Mass Transfer Ac	
OGOhere fome rs where the heart WORKFLOW	t ist	7		gnation_Employee as it is linked	to 1 policy.	ي کې د د د د د د د د د د د د د د د د د د
Setup	, ist	Uh oh!	You cannot deactivate Resig	gnation_Employee as it is linked	to 1 policy. Mass Transfer Ac	
one s where the heart WORKFLOW	, ist	Uh oh! Title	You cannot deactivate Resig Assigment Type	mation_Employee as it is linked	to 1 policy. Mass Transfer Ac	V
Setup	egates	Uh oh!	You cannot deactivate Resig	gnation_Employee as it is linked	to 1 policy. Mass Transfer Ac	V
Setup Workflow De	legates viewer Types	Uh oh! Title	You cannot deactivate Resig Assigment Type	mation_Employee as it is linked	to 1 policy. Mass Transfer Ac Search	TIVE ^
CGOhere forme fs where the heart WORKFLOW Setup Workflow De Workflow Ref	legates viewer Types	Title Leave_category	You cannot deactivate Resig Assigment Type Category Based	mation_Employee as it is linked	to 1 policy. Mass Transfer Ac	V
COCONERCISION CONTRACTOR CONTRACT	legates viewer Types	Title Leave_category Created On	You cannot deactivate Resigned Assignent Type Category Based Unassigned	mation_Employee as it is linked	to 1 policy. Mass Transfer Ac Search	TIVE ^
OGOhere to where the heart WORKFLOW Setup Workflow De Workflow Ref	legates viewer Types	Title Leave_category Created On	You cannot deactivate Resigned Assignent Type Category Based Unassigned	mation_Employee as it is linked	to 1 policy. Mass Transfer Ac Search (INAC View Details	Tive ^
COCONERCISION CONTRACTOR CONTRACT	legates viewer Types	Title Leave_category Created On 04 Aug 2022 • 10:01 AM	You cannot deactivate Resign Assigment Type Category Based Unassigned 12	mation_Employee as it is linked	to 1 policy. Mass Transfer Ac Search	Tive ^
Setup Workflow De Workflow Ret	legates viewer Types	Title Leave_category Created On 04 Aug 2022 • 10:01 AM Title Leave_Manager	You cannot deactivate Resigned Assignent Type Category Based Unassigned 12 Assignent Type Manager	mation_Employee as it is linked	to 1 policy. Mass Transfer Ac Search (INAC View Details	Tive ^
OGOhere ts where the heart WORKFLOW Setup Workflow De Workflow Re	legates viewer Types	Title Leave_category Created On 04 Aug 2022 • 10:01 AM	You cannot deactivate Resign Assignent Type Category Based Unassigned 12 Assignent Type	mation_Employee as it is linked	to 1 policy. Mass Transfer Ac Search (INAC View Details	Activate

• Knowledge Base - https://admin-help.greythr.com/admin/answers/143458798/

Unassigned

12

Deactivate

View Details

• Video - https://greytip-2.wistia.com/medias/e8xyn50azf

Created On

04 Aug 2022 • 10:01 AM

• 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**.

Tile * Enter Title Category * Location	Assignment Type * Category Based Admin *		
All O Unassigned	~		(Search q) (Q)
Location	Reviewer	Effective Date	
Assam	Admin	ē.	
Bangalore	suresh	*	
Banglore	a.	č.	
Bellary		č.	
Belur		č.	
Bidar		÷	
Calicut		ĉ.	
Chennai		*	
Cochin	4	č.	
Davanagere		÷	
			Cancel Save

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**.

it's where the heart is!				
(+) WORKFLOW		General Settings	Select Workflow Type *	
Monitor	>		Leave	
Review	>	O Workflow Levels	Policy Name *	
		Workflow Policy	Leave Scheme	
Track	>	Workflow Policy	Policy Description	
Setup	~	Summary:	Leave Scheme	
Workflow Delega	ites	Workflow Type	Select Leave Scheme *	
Workflow Review	vers	Policy Name	Trainee scheme 👻	
Workflow Review	vers Types	- Employee Filter	Leave Type *	
Workflow Levels		-	Select Leave Type	
			Loss of Pay, Restricted Holiday +1 +	
			Search	
			Select All	~
			Loss of Pay	
			Restricted Holiday	
			Z Annual Leave	

- 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

#	Sender Details	Location Name	Longitude	Lattitude	Radius	Wifi Details
1	S Raj Kumar (5002)	Dauananana	76 0062461	14.2166665	50	Wireless_1 Wir 02A0 C3.DE4567, 02A
2	S Raj Kumar (5002	Edit Wifi Details	+Add New	14.2166665	50	Wireless_1 02:AB:CB:0E:45:67
1	S Raj Kumar (5002	Enter Wifi Name Wireless_1	Enter Mac Address 02:AB:C3:DE:45:67	14.2166665	50	Wireless_1 Wir 02.48:C3:D5:45:67 , 02:4
4	S Raj Kumar (5002			14.2166665	50	Wireless_1 02:AB:C3:DE:45:67
5	S Raj Kumar (5002	Enter Wifi Name Wireless_3	Enter Mac Address 02:AB:C3:DE:45:67	14.2166665	50	Wireless_1 02:AB:C3:DE:45:67
1	S Raj Kumar (5002		Cancel Save	14.2166665	50	Wireless_1 Wir 02:AB:C3:0E45:67, 02:A.
7	S Raj Kumar (5002)	Davanagere	13,9032431	14.2166665	50	Wireless_1 02 ABIC: DE 45-67

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

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

To view the update, navigate to SYSTEM SETTINGS > Leave > Leave Rules. <u>Read more</u>.

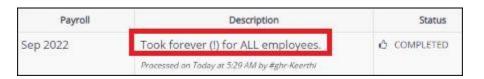
	Go back, it misses you				days ahead of new year.
00			before:		
ß	General	>	Can immediate manager / supervisor	• Yes	
	Employee	>	approve this leave?	O No	
+t+	Payroll	>	Can leave request be forwarded to multiple managers in the org structure?	○ Yes ● No	
	Income Tax	>	Add custom field in the Apply Leave section	• Yes	
	Letter	>	(Yes or No type).	O No	
	Leave	~	Title of the field.	salary advanc	
	Leave Options Leave Settlement Settings	:	Description of the field.	salary advanc	
⊲ ∍)	Leave Type		Restrict employees to choose the custom field selection	● Yes ○ No	
	Leave Rules		Allow reviewers to change the employee	Yes	
°(Weekend Policy		selection or update the custom field	O No	

Help Docs:

- Knowledge Base for admins <u>https://admin-help.greythr.com/admin/answers/141462299/</u>
- 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			Process Payroll	ess Synchronize Payroll
Main	>	Last 20 process log		
information	>	Payroll	Description	Status
Payroll Inputs Process	>	Sep 2022	Took 29.77 seconds for Mano [0068]. Processed on Today at 9:00 PM by Majordomo	🖒 COMPLETED
Payroll Proces	5	Sep 2022	Took 30.201 seconds for Mano [0068]. Processed on Today at 8:59 PM by Majordomo	🖒 COMPLETED
Verify Payout	>	Sep 2022	Took 32.934 seconds for Mano [0068]. Processed on Today at 8:59 PM by Majordomo	Ô COMPLETED
Published Info	>	Sep 2022	Took 28.546 seconds for Mano [0068]. Processed on Today at 8:58 PM by Majordomo	Ó COMPLETED

Help Docs:

- Knowledge Base for admins <u>https://admin-help.greythr.com/admin/answers/94174307</u>
- 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**.

	greytHR	Form 12BB - IT Savings	Search Actions	Q)
â	Home it's where the heart is!	Main Activity		
(a))	REPORTS	On this page, you can create the reports based on your requirement. Use the given form to customize your reports.		
3	Reports Gallery			
ണി	Recent Reports	Password protect email		
3	Query Builder	Include declarations e e e e e e e e e e e e e e e e e e e		
13 19		Report Output Type Excel *		
n		Save Cancel		

- Knowledge Base for admins <u>https://admin-help.greythr.com/admin/answers/122957718/</u>
- 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**.

•	Hi Maria View my info	My Loan Apply Loan	
â	Home	Apply Pending Hist	ory
((0))	Feeds		APPROVERS
P	Tasks 🗸	Loan Type *	
		Home Loan	HR Admin #0342
B	Salary ^	Flat Interest	Reviewer 2
	Payslips	Loan Limit Max. Tenure Interest Rate 🛈	Lipika Jena #0032
	YTD Reports	5,00,000 36 Months 10%	Reviewer 1
	IT Statements		Kaashif #0825
	Loans and Advances	Loan Amount * Calculation	ns
	Reimbursement	Enter Amount Monthly Log	an EMI
	Proof of investment	- Loan Tenure *	
	FBP Test Decleration	Enter Months	iount
1	Salary Revision		
det 1	Leave 🗸	EMI Start Month * Total Payab	le
	reave	Select Month	
\square	Attendence 🗸		
	Expense Claims	Remarks	

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

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

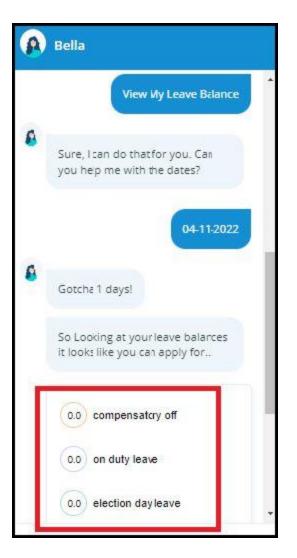
To view the enhancement, navigate to **SYSTEM SETTINGS** > **Miscellaneous** > **Advanced Options**.

â	Go back to hon Go back, it misses		Main		
•	SYSTEM SETTIN	GS ^	sueThe Advanced Options page lists a number of options that are generally configured or used by t	he Delivery or Support team. You can modify these parameters as per requirement	2
ß	General	>	To view frequently asked questions click here.		
4	Employee	>			
	Payroll	>	Section	Search	
	Income Tax	>	····All *	Date Of A	
	Letter	>			
	Leave	>	Caption		Value
	Checklist	>	Date Of Acquisition		
	Claims	>	Date Of Availing Of Housing Loan	2	
	Attendance	>	Employee Retirement Age In Years	50	
	Integrations	>			
	Help Desk	>			
	Miscellaneous				
	Page Static Co	ntent			
	Access Token				
	Email Alias	_			
	Advanced Op	ions			

Help Doc:

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

29. Implemented Leave Balance enhancement in Bella (Oct)



- 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.

nterest on Housing Loan (Self - O	ccupied) in X. 👳	
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
ender's Name	Lender's PAN	
Vijay	BAYPR9788R	
Date of availing of housing loan	Date of acquisition	
01 Dec, 2022	01 Dec, 2022	

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

Name	:	Vijay	1	Employee No :			0004	
Date O)f Join :	01 Jan 2017		Permanent Accou	nt Number :			
SI.No		Particulars	Amount (Rs.)	Approved Amount	Status	No of Doc	Proof	Remarks
House	Rent Paid							
1	House Rent	Paid	111,000.00	0	PENDING	1	Yes	
Deduc	tion Unde	r Chapter VI A						
1	TEST1'ere	1988	3,333.00	0	PENDING	1	No	
2	Test		444.00	0	PENDING		No	
3	80C - Depo	sit in NSS	9,000.00	0	PENDING		No	
4	80C - Depo Schemes	sit in Post Office Savings	9,000.00	0	PENDING		No	
5	80CCC - Co	ontribution to Pension Fund	9,000.00	0	PENDING		No	
6	80CCD(2) -	Employer Contribution to NPS	45,000.00	0	PENDING		No	
7		itional Interest on housing loan s on 1st Apr 2016	5,600.00	D	PENDING		No	
Deduc	tion Unde	r Section 24						
	Interest on	Housing Loon (Self Occupied)	200000		DENIDING	0	No	
	Your Contr Co-owner (ibution Contribution	100,000.00 100000		PENDING	0	No	
	Lender's Na	ame : Vijay	Lender's PA	N: BAYPR9788R	2	22		0
i.	Date of ava	iling of housing loan: 01-12-2022	Date of acqu	isition: 01-12-2022				
Income	from Let-ou	it Property						
Propert	ty No 1				<i>u</i>	12	100	5
1	Annual Leta Receivable	able Value/Rent Received or	333.00	0 333.00				
2	Less: Muni	cipal Taxes Paid During the Year	0.00	0.00				
3	Less:Unrea	lized Rent	0.0	0.00				

- Knowledge Base for admins <u>https://admin-help.greythr.com/admin/answers/122957718/</u>
- 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**.

6	Home it's where the heart	is!								
((0))	PAYROLL	^		Register now for sim	nple and instar	nt			Register Now	
۵	Main	>		salary transfers.			-Xe		Learn More	
2	Information	>	Bank Transfers	Void Transfers Pending Employee	es Completed Empl	oyees				
B	Payroll Inputs	>	Bank transfer pendir	r for 0 employees					(
	Process	>	bank transfer perior	g for o employees					Create Ne	w Bank Transfer
- 12	Verify	>	Batch ID	File Name	Type Bank	Employe Total Amo	u Date	Status	D De E	K U
6	Payout	~	 Main Batch ID: Payroll Month: 	8a69dc4e843bfa4601843d0641ab09d8 Oct 2022	Transfe Total Er	r Type: Employee Bank nployees: 6		Status Total Amount: 10000		
	Accounts JV Bank Transfer		8a69dc4e843bfa46018	43d0641 CITI BANKOct2022.CSV	Employee Citibank	6 10000	03 Nov 2022		± 0	• 1
	Cheque / Cash									
Q	Statement									
⊲ ∍)	Payslips Hold Salary Pay	0.17								
	Fibia Salary Pay	out								

Knowledge Base for admins - <u>https://admin-help.greythr.com/admin/answers/122326864/</u>

33. Added new fields for loan workflow on Query Builder page (Nov)

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

	Home it's where the heart is!				
((0))	REPORTS		CHOOSE FIELDS	SORT ORDER	FILTER CRITERIA
	Reports	>	Available Fields	Output Fields	
r Br	Query Builder		Loan Application Details	•	•
₿			Amount applied	^	*
የጋ			Approved On Approver Remarks	Ð	
0	(Bank Account Number	G	
6			Bank Name	Q	
			Deduction month applied Interest	Ö	
Ð			Interest Rate		
⊲))			Loan Considered date	· ·	*

Employee N 🔻	Employee N 👻	Amount Ap	Approved C 🔻	Approver Re 🔻	Bank Name 💌	Bank Accour V Loan Type	T Interest	Interest Rat 🔻	Status	Tenure App 👻 Remarks 💌
5050	ABDUL AZEEZ J	5000				Flat Interest	t 210	10	APPLIED	5 Heyyy Approve
5051	NOSHEER PK	4000	02 NOV 2022			Flat Interest	t 132	10	REJECTED	4 Hi please appro
5050	ABDUL AZEEZ J	8000	09 NOV 2022	Accepted		Flat Interest	t 100	10	CONSIDERED	4 Please approve
8801	RAHUL DAS	4000	14 OCT 2022	Approvds		Flat Interest	t 330	10	CONSIDERED	10 sdf
5055	MUJEEB RAHM	600				Flat Interest	t 20	10	APPLIED	4 Approve
5052	JAFFAR BEIG	15000	09 NOV 2022	Accepted		Flat Interest	t 375	10	CONSIDERED	3 Approve
5054	FAIZAL KP	500	17 NOV 2022			Flat Interest	16	10	WITHDRAWN	4 Approve
5061	ASIM MOHAM	12444				Flat Interest	t 104	10	APPLIED	1
5050	ABDUL AZEEZ J	30000	10 NOV 2022	Accpted		Flat Interest	t 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	t 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	t 126	10	WITHDRAWN	3 Kindly approve
5050	ABDUL AZEEZ J	10500	10 NOV 2022			Flat Interest	t 352	10	REJECTED	4 Please Approve

- Knowledge Base for admins https://admin-help.greythr.com/admin/answers/95308085/
- FAQs <u>https://support.greythr.com/hc/en-</u> 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**.

â	Home it's where the heart is!	Sta	atus: APPROVED 💌	Employee: All 🔻					Approve Reject
((0))	PAYROLL		# Employee N	Employee Name	Revised Date	Effective Date Arrear Effec	Payout Date	Revised Sala	% Status
۵	Main >		1. 00211	00211	18 Jul 2022	01 Jul 2022	31 Jul 2022	Rs 12,00,000.00	Click 0 APPROVED
30	Information >		2. 5036	A Kalyan Kumar	25 Nov 2020	01 Oct 2020	31 Oct 2020	Rs 2,05,200.00	0 APPROVED
de la	Payroll Inputs V		3. 1015	AAAA	18 Jul 2022	01 Jul 2022	31 Jul 2022	Rs 12,00,000.00	0 APPROVED
	Salary		4. 1015	ААААА	15 Apr 2022	01 Apr 2022	30 Apr 2022	Rs	10 APPROVED
Ħ	Loan		5. <mark>1015</mark>	AAAAA	15 Apr 2022	01 Mar 2022	31 Mar 2022	Rs	10 APPROVED
የያ	Consider Loan		6. 1015	ААААА	02 Feb 2022	01 Dec 2021	31 Dec 2021	Rs	100 APPROVED
G	Salary Revisions		7. 2512	AK	22 Feb 2022	14 Jan 2019	31 Jan 2022	Rs 6,00,000.00	100 APPROVED
Ó	Income Tax		8. 5018	Aadesh Hiralal Sonar	09 Jun 2022	01 May 2022	31 May 2022	Rs 25,50,000.00	50 APPROVED
	Reimbursement		9. 5018	Aadesh Hiralal Sonar	12 Sep 2022	01 Oct 2022	31 Oct 2022	Rs 42,33,000.00	66 APPROVED
Q	Employee LOP Days		10. 5018	Aadesh Hiralal Sonar	17 Feb 2014	24 May 2013	24 May 2013	Rs 1,80,000.00	0 APPROVED

Help doc:

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

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

â	Home it's where the heart is!						л			
((0))	PAYROLL	Stat	us: APPROVED 🔹 🗌 Emplo	oyee: All 🔻						Approve
2	Main >		# Employee Num	↑ Employee Name	Revised Date	Effective Date	Arrear Effective date	Payout Date	Revised Salary	% Status
	Information	0	1. ZX9	IND	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
<u></u>	Payroll Inputs	0	2. ZX8	HARRY	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
3	Salary	0	3. ZX7	GLEN	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
Ð	Loan	0	4. ZX6	FIN	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
3	Consider Loan	0	5. ZX5	ESWAR	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
	Salary Revisions	0	6. ZX4	DHARAM	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
)	income Tax	0	7. ZX3	CHETU	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
3	Reimbursement	0	8. ZX2	BALU	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,333.00	0 APPROVED
D.	Employee LOP Days	0	9. ZX15	PRIN	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,335.00	0 APPROVED
	Stop Salary	0	10. ZX14	OVAL	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
	Processing		11. ZX13	NANO	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
	Arrears	0	12. ZX12	MORA	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
	Release Salary	0	13. ZX11	KANE	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED
	Leave Settlement	-	14 7X10	104	16 Nov 2022	01 Nov 2022	01 Nov 2022	31 Dec 2022	Rs 83,334.00	0 APPROVED

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

Help doc:

- Knowledge Base for admins <u>https://admin-help.greythr.com/admin/answers/121650468/</u>
- 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**.

ul 2022 ffective: 01 Jul 2022				
	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	1200000.00	100 % 100 %

Employee	Name	DOJ				Revision 1	1	10	
No			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

- Knowledge Base for admins <u>https://admin-</u> 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**.

°®	SYSTEM SETTIN	GS	The page lists a number of options that are not generally configured / used by the Users. These are parameter th	at the Delivery / Support team uses to configure the application.	Hide Help
B	General	>			
+†+	Employee	>	Section	Search	
	Payroll	>		Display Current Month	
	Income Tax	>			
	Letter	>	Caption	Value	
	Leave	>	Display Current Month Income Tax In The Deductions Section(Will Display Only When The Report Is Downloaded).	0	
	Checklist	>	\wedge		
	Claims	>			
	Attendance	>			
	Help Desk	>			
	Miscellaneous	~			
	Page Static Co	intent			
	Access Token	e)			
⊲ ∍)	Email Alias				
	Advanced Op	tions			

				Income		ytip Software 30/31, 100 Feet I I Block, Korama Bangalore - 560 tion For The	Road, ngala, 1034		2022-202	3				
			Employee No.:	0004	Name:	Vijay								
			PAN No.:	KAFPA9983B	Gender	: Male	1	Location:	Gano	dinagar				
			Date of Join:	01-Jan-2017	Date of	Birth : 10-Aug-198	4 1	Date of Leav	/ing:					
			Tax Regime:	OLD										
A) Taxable Income (i) Monthly Income		27												
Pay Items	Т	otal Apr 2022	May 2022	Jun 2022	July 2022	Aug 2022	Sep 2	2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
BASIC	2769163	165833.0	0 183333.0	0 183333.	00 183333	293333.	00 29	3333.00	0.00	293333.00	293333.00	293333.00	293333.00	293333.00
DA	604997	.00 0.0	45833.0	0 45833.	00 0	0.00 73333.	00 7	3333.00	0.00	73333.00	73333.00	73333.00	73333.00	73333.00
IRA	1107663	66333.0	0 73333.0	0 73333.	00 73333	117333.	00 11	7333.00	0.00	117333.00	117333.00	117333.00	117333.00	117333.00
CONVEYANCE	17600	1600.0	0 1600.0	0 1600.	1600	1600.	00	1600.00	0.00	1600.00	1600.00	1600.00	1600.00	1600.00
SPECIAL ALLOWANCE	2423490	180817.0	0 154234.0	0 154234.	20006	247734.	00 24	7734.00	0.00	247734.00	247734.00	247734.00	247734.00	247734.00
SPECIAL ALLOWANCE	77000	0.00	0 77000.0	0 0.	00 (0.00	00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
iccum	1527497	497499.0	0.0	0	00 1029998	.00	00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYROLL MONTH	50	4.0	0 5.0	0 6.	00	.00 8.0	00	9.00	0.00	11.00	0.00	0.00	0.00	0.00
Total	8527460	912086.0	0 535338.0	0 458339.	00 1488338	.00 733341.0	00 73	3342.00	0.00	733344.00	733333.00	733333.00	733333.00	733333.00
3) Deduction														
Pav Items		Total Apr 2022	May 2022	Jun 2023	2 Jul 2022	Aug 2022	Sep	2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
NCOME TAX	12663	03.00 13653	1.00 15395	5.00 174,6	51.00 2429	79.00 27908	3.00 2	279099.00	0.	.00 0.0	0.0	0.00	0.00	0.00
ROFTAX	12	00.00 20	0.00	0.00	0.00 2	00.00	0.00	0.00	0.	.00 0.0	0 200.0	0 200.00	200.00	200.00
Total	1,267,	603.00 13673	1.00 15395	5.00 174,6	51.00 2431	79.00 27908	3.00 2	279099.00	0.	.00 0.0	0 200.0	0 200.00	200.00	200.00
C) Perquisites														
Pay Items	Total	Apr 2022	May 2022	Jun 2022	July 2022	Aug 2022	Sep 2022	Oc	t 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
Total														-

- Knowledge Base for admins <u>https://admin-help.greythr.com/admin/answers/122162792</u>
- 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**.

	Home it's where the heart is!	Main Activity		Select -
((0))	REPORTS	15	All Reports	Tamil Nadu,Karnataka 🔅
۵	Reports 🗸 🗸	Labour Reports		
Å	Reports Gallery Recent Reports	Form 15 - Register of Leave with Wages Part II under Factories Act - Tamil Nadu 🖈		
÷	Query Builder	Form 15 - Register of Leave with Wages Part I under Factories Act - Tamil Nadu ☆		
Ħ	2-2-1	Form 15 - Register of Leave with Wages - Tamil Nadu 🏠		
የያ				
C				
ç				

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:

				1	Earned	Leave	9	Med	lical Le	eave	Oti	her Le	вvе		Materr	nity Br	enefits			atuity nefits	
Serial Number	Serial Number in Register of adult workers and young persons	Name of the worker	Worker Identity Number	Leave at the beginning of the morth	Leave earned during the period	Leave avaled 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 it beginning of the month	Leave svated 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	Remarks
3	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Serial Number	Serial Number in Register opersons.	Name of the worker	Morker Identity Number	days worked	Basic Mages	Deamess Allowance	House Rent Allowance	Other Allowances (nature m	Overtime Mages	Leave !!!ages (Eamed Leave Holidays / Other)	Gross Mages	Provident Fund	Employees State Insurance	Labour Melfare Fund	Advance paid	Advance recovery pending of the month	Advance Recovered	Pending Recovery	Deduction imposed on Damages, Loss Fines	Deduction recovery pending at the beginning of the month	Deduction made on Damages, Loss or Fines	Pending Recovery	other Deductions	Total Deductions	Net Mages	Date of paynent	Unpaid a coumulations	Rate at which subsistence amount paid	Receipt by worker / Bank Tr	
	of adult workers							may be specified)		Leave Mages (Earned Leave / National, Festival & Special Holidays / Other)						at the beginning			nages, Loss or	at the beginning	s, Loss or Fines							allowance calculated and	Transaction 1.D. and Date	
	and you									al & Spe						Adva	nces				ages /	Fine						ulated a	nd Date	
	istra V Buno,				Fro	m				dial	to		inter (ــا ا(ا		thly.	Fort	nigh	tly/V	Veek	dy/D)aily/	/Piec	e F	lated	I)	
	ne of			, i	er/Ir	n-cha	arge	25												+			_	Au	10162	cent		uoie	scer	n
lan	ne a	nd A	Addr	ess	of th	ne C)ccu	pier	/ P	ay M	laste	er:					Γ	N	<i>l</i> en		W	ome	en		Mal	le scent		Fem dole		,
		nu z	huur	632	UI U	ne F	acto	ory:								10	tal n	um	ber	of pe	ersoi	ns e	mple	oyec	1:					

- Knowledge Base for admins <u>https://adminhelp.greythr.com/admin/answers/122957718/</u>
- 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**.

	Home it's where the heart is!	Main Activity	Select 🗸
((0))	REPORTS	Adult workers and young All Reports	Punjab,Tamil Nadu
่∩ ๙ ๗ เว	Reports Gallery Recent Reports Query Builder	Labour Reports Form 12- REGISTER OF ADULT WORKERS AND YOUNG PERSONS - Tamilnadu under Factories Act - Tamil Nadu ☆	
0			

	and Address of ation No:	the Factory:		Greytip	Softwa	are Pvt Ltd		F	REGIST		FORM I rescribed unde JLT WORKE		JNG PERSO	NS		
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 Suspensior if any	Bank A/c Number, Name of Bank, Branch (IF SC)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
1	Nandish Shetty	0001	F			sfdsdfsdf sdfsd fsdfsdfs Arunachal Pradesh Pin:434333			23 Aug 2015				15 Dec 2016	22 Oct 2015		990161004510 CITI BANK
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	М		01 Jun 1997			*******	01 Jun 2022				24 Sep 2023	02 Jun 2022		
5	Ram	0008	М		01 Oct 1980		5	*******	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	м		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		

- Knowledge Base for admins <u>https://admin-help.greythr.com/admin/answers/122957718/</u>
- FAQs <u>https://support.greythr.com/hc/en-</u> 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**.

	Your Logo	Loans and Advances	Quick Links 👻 🖾 🔱
0	HI ASIM	Loan Amount *	
20	View My Info	12444 Calculations	
â	Home	Monthly Loan EMI	
((o))	Feeds	12948	
27.350		1 Interest Amount	
Ĉ	Tasks 0	EMI Start Month *	
3	Salary ^	November 2022 Total Payable 12548	
	Payslips	Remarks	
	YTD Reports	Add Remark Here!	
	Loans and Advances	Aug heritari refer	
÷	Leave ~		
1000			
0	Expense Claims		
	Document Center	Add Attachment Max 5 images, max 5 documents, max 1 vides	
30	People		
\bigcirc	Helpdesk		Cancel Apply
2.3			

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

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.

OI Settings	(
General Settings General Settings Family Details Mandatory for dependence General Instructions (1)	By enabling this option Family details becomes mandatory for any dependant clairns.
Note: 1. Employees can use this screen t investments for the current financial yes submission of proofs tax liability will be from monthly salary (Jan 2020 to Mar 20	or. Based on the computed and deducted
Do not Clear Previous employment Allow employees to submit Income	details while considering POI 🕕 from Previous Employer details(in IT declarations and POI pages). 🕡
Attachments	
 Enable Attachments ① Mandatory ① 	
Attachment For	
	Save Settings

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

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

		arakat Group	
		6, Nad Al Hamar,Dubai, UAE	
		t For The Month Oct 2022	
SI No	Name	EmployeeNo	SIF File
	Sujith Sugathan	3001145	000000002431221116181327.SIF
	Dipankar Sengupta	3001147	
	Muhammed Sayaf	3001155	000000002431221116184400.SIF
	Biju Machathi	3001243	000000002431221116181327.SIF
	Aftab Ali	3001399	000000002431221116184400.SIF
	Rajender Chintha Kunta	3001400	000000002431221116181327.SIF
	Muhammad Awais	3001406	000000002431221116184400.SIF
	Arbaz Shahid	3001408	000000002431221116181327.SIF
	Naveed Ahmed	3001431	000000002431221116181327.SIF
	Ghouse Mohiuddin	3001459	000000002431221116181327.SIF
	Roshan Neupane	3001464	000000002431221116184400.SIF
	Praveen Pothassery	3001465	000000002431221116184400.SIF
	Jamal Wali	3001467	000000002431221116184400.SIF
	Mubin Momtaz	3001468	000000002431221116184400.SIF
	Mohammed Shibil Mullasseriyakath	3001469	000000002431221116184400.SIF
	Mukesh Anandraj	3001470	000000002431221116184400.SIF

43. Added SriLankan currency in payroll overview (Nov)

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

6	Home It's where the heart is		December 2022			
((o))	PAYROLL		Cutoff from 01 Dec 2022 to 31 Dec 2022 🥜			Process Payroll
C	Main	~				
0)	Overview		Payout Details	Employee Details		
ର୍ <u>ଚ୍ଚ</u> ପ୍ର	Information	>	LKR 247,562,749.39	17172 Total Employees	Payroll Inputs	Unlack Lock
Ē	Payroll Inputs	>		+12 vs previous month		
	Process	>			Employee View Release	Release Hold
ះរ ឲ	Verify	2		02 00 Addition Settlements	IT Statement Employee View	Release Hold
	Payout	>	LKR 368,336,856.00 LKR 120,774,106.61 Gross Pay Deductions	Exclusion	Payroll	Unlack Lock
G	Published Info	>	31	1 00		Contract Contract
P	Admin	>	Work Days	Separation		

Help doc:

- Knowledge Base for admins <u>https://admin-help.greythr.com/admin/answers/122448525/</u>
- 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**.

ections	Infor	mation	Attac	hments	Verifi
	Display	Mandatory	Display	Mandatory	Mandat
Personal Information					<u> </u>
Personal Information					
Personal Information					
Address					
Permanent Address	2				
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		2			

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?

Enter your 12-dig	t Aadhaar Number for verificati	on.	
Aadhaar Number*			
5555	î		

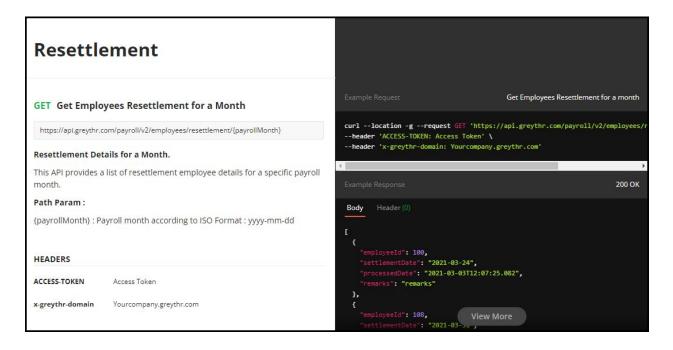
Trouble Verifying Aadhaar?	\otimes
Please let us know the reason.	
Reason	
Select ~	

Cancel Confirm

Quick Start Guide Take me there	Personal Information	2. Personal Information	
EMPLOYEE	Previous Employment Accounts & Statutory	Blood Group Personal Email Father's Name B+ kiran@email.com Om Prakash	
Main > Information ~ Employee Profile Bank/PF/ESI Family Details	Family & Nominations Company Policies & Forms Additional Documents	Manital Status Country of Origin Nationality Unmarried India India Physically Chanllenged Disability Type No - As per Aadhaar: DOB: 26 jun 1996 Gender: Female	
Passport & Visa Assets Positian History Previcus Employment		Update suggested changes as per Aadhaar Accept Reject Remarks 3. Address	
Separation Access Card Details		PERMANENT ADDRESS	
Insurance Nomination Details		Address a20 27th Main HSR Layout City State Pin	
Admin >		Bangalore Karnatak 560102 Country Phone Number Inda -	
		Address 8.4 mb @ ± As per Aadhaar: Permanent Address: 420, 27th Main Rd, Sector 2.	

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

greytHR		We need your Bank Code to save your Bank	nk Details.	
	Hi, Asa Help us know you better! Provide all your employment information.			
	asa Emp ID: 54545	Point of contact: ① Department: -	Location: Bangalore Designation: -	
	(Å=			
	Personal Information	Accounts & Statutory		Attachments
Accounts & Statut Aadhaar *	tory			
	📎 Add Attachment			
① Only pdf, doe	c, docx, jpg & png. Max 10MB			
		-Back	Save & Next-+ Complete mandatory information	

Help doc:

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

- Knowledge Base for employees <u>https://ess-help.greythr.com/employee-</u> portal/answers/128419111
- Video for admin <u>https://greytip-2.wistia.com/medias/qq696lvfq4</u>
- 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**.

Your LOGOhere	Excel Import	Search Actions	Q Find Help	Nov 2022 •
Home it's where the heart is!	Main Activity			
EMPLOYEE	Excel Importer			
Main >	Read 3 rows(s) of data from excel file successfully! Importing data from the staging table			
on Information	Employee information of the following employees is not imported since employeeno deesn't exist!			
Admin Y	Now: #2 Employee No.: 890745556			
Generate Letter Excel Import	Total time used:0 secs			
Bulk Photo Upload				
Bulk Document Upload				
Bulletin Board				
Employee Movement				
Mass Communication				
Assignment				

Help doc:

- Knowledge Base for admins <u>https://admin-</u> 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.

greytHR	New Features	Search Actions Q 🙆 Chat with Bella Dec 2022 - 🧟 🥸 🕛
Home it's where the heart is!	Leave management Employee	Since 11 years ago
	✓ Letter	Since 9 years ago
My Account >	Loan Workflow	Since 3 months ago
Plan	✓ Nomination Details	Since 10 years ago
Invoices. Payments	Org Chart ESS	Since a month ago
°∂ ⊤ickets	✓ Overtime	Since Byean ago
New Features	Passport and Visa Details	Since 11 years ago
API Details API Users	Pay Scale Module	Since 10 years ago
Account Settings	Project Management	Since 5 years ago
	Quick Start Guide - Starter	Since ayear ago

2	Hi sandeep View My Info	0					Directory	Org Chart			
	Home		Everyone	My Team							
((o))	Feeds		Search	۹) •							
۵	Tasks										
1	Salary					Sahil			Asha	Siva	í
\ominus	Leave	×.				Emp ID - 256			Emp (D - 100	Emp	ID-01595
ß	Attendance	*			-						
	Expense Claims			abcde	Eksho Tiyattor	Eksho Pochattor	g abc	shiva	Ekta Shirin	Sara	Sandeep
	Document Center			Emp (D - 8465	Emp ID - 0173	Emp ID - 0175	Emp ID - 0407	Emp ID - C461	Emp 10 - A0013	Emp ID - 00003	Emp ID - SO18TT
2	People										
\odot	Helpdesk										
O	Reports Gallery			sathish	sathish	sathish	sathish	sathish	9 sanjita	g srijit	naveen
93	Workflow Delegate			Emp ID - 1295	Emp ID - 1296	Emp.ID - 1297	Emp ID - 1298	Emp ID - 1299	Emp ID - RA007	Emp ID - RADOR	Emp 10 - 4444
									Simi Paleri	Ankita V	erma 🔮 bot
									Emp ID 88889	Emp ID	1/234 Emp 10

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

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

	Employee Name	Employee	Transaction Type	Leave Type	Posted Date	From	То	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
< 1	Cannot delete the transactions for which leave settlement is done	89170028	Availed	Casual Leave	14 Sep 2022	21 Sep 2	21 Sep 2	-1	
	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)

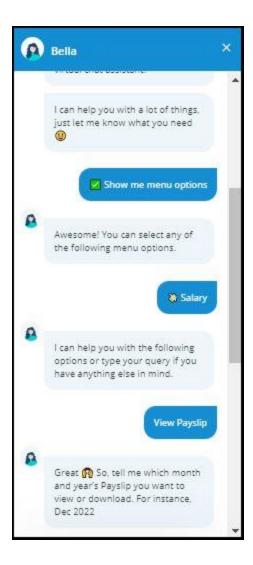
To view the enhancement, navigate to Leave > Information > Employee Swipes.

Select Dates *	Date	Type *		Employee Sear	ch		
01 Oct 2022 - 31 Oct 202	2 🔇 🛍 Sw	vipe Date	•	Search Em	ployee O		Geofence Auto Sign i
Employee Name	Swipe Time & Date	Shift	In/Out	Recieved On	Door/Address	Status	Swipe-in Time 16:53:23
Aadesh Hiralal Sonar #5018	16:55:48 20 Oct, 2022	General	OUT	1 6:55:48 20 Oct, 2022	8	đ	Swipe Details Mobile Name
Aadesh Hiralal Sonar #5018	16:55:26 20 Oct, 2022	General	IN	16:55:27 20 Oct, 2022	-0	*	Access Card
P Hari Hara Rao #5032	16:53:23 2 <mark>0 Oct, 2022</mark>	General	IN	16:53:23 20 Oct, 2022	-		- Door/Address
P Hari Hara Rao #5032	16:53:07	General	OUT	16:53:07 20 Oct. 2022	-		Remarks

Help doc:

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

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



	Dec 2022		
			1
		Nov 2022	
8	Awesome! Here's Nov 2022	your Payslip for	
	Nov 2022 Pays	slip 🥭	
	0	Net Pay ₹XXXXXXX	
	Gross Pay	₹)0000000 ~	
	Deduction	₹X000000X ~	
	Show Salary		
	Download Payslin	$\overline{\mathbf{O}}$	

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

Ba	rakat	Salary - Nov 2022	Search Actions	۹) 🚺 Chat with Bella Nov 2022 🔹 🤌 🚯 🕛
6	Home it's where the heart is!	Nov 2022	▲ Last updated on 25 Nov 2022 by Krishna	
	A	Effective: 01 Nov 2022	Salary Item	Previous Salary Revised Salary Revision %
((o))	PAYROLL	Jan 2022 Effective: 15 Dec 2021	Salary Master	AED 2,500.00 AED 3,500.00 40.00 %
Û	Main >			1300.00 0.00 %
<u>8</u>	Information >		Full Basic	AED 1,300.00 0.00 %
	Payroll Inputs		Full COL	AED 0.00 700.00 100 96
÷	Salary		Full Other Allowance	AED 1,200.00 1500.00 25.00 %
Ë	Loan			25.00 %
የኔ	Consider Loan		Full Transportation Allowance	AED 0.00 0.00 96 0.00 96
e	Salary Revisions		Full Meal Allowance	AED 0.00 0.00 %
o	Employee LOP Days			
Ģ	Stop Salary Processing			
	Arrears			This Approver Notes should reflect in remarks in report
(ت ا	Release Salary		Effective From 01 Nov 2022 📀	Payout Month Nov 2022 Internal promotion with HRA provided
	Leave Settlement		Employee Remarks	Notes Internal promotion with Hick provided
Å	Final Settlement			

- FAQs <u>https://support.greythr.com/hc/en-us/sections/360003835711-Employee-</u> 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

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

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.

Your LOGOhere	Feeds		Quick Links 👻 🖞 🔱
👩 Hi Aadesh 👸	🕑 Write a post		
View My Info	Category: All 👻	Sort: Newest posts 👻	
Home	Admin	17h In: Everyone	
((0)) Feeds	#	in: everyone	
Tasks	good evening		
	ju uj	Like Comment	
Salary Salary			
Leave N	S Rami Reddy # 5028	21h In: Everyone	
Attendance	hi		
Expense Claims	the second se	Like Comment	
Document Center			
O) People	Your LOGOhere	20 Oct, 2016 In: Events	
i) Helpdesk			
C Reports Gallery	Happy Birthday Kashyap , Have a great year ahead!		
9.1 Workflow Delegates			

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

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.

	(Сс	m	pa	n	y /	40	ldr	es	s 8	k L	00	GO)			Pres	cribed	under		ster Ro 3 of the	oll for		lonth o				.2759	of 1959)	
Regd N	lo.								VLR 4	145																					
Genera	I Shift								9:00 T	0 5:30)																				
Work T	iming :								8 H	ours																					
SI.No	Name	Father Name	Nature Of Work	DOB	Pla	ce	Group	Relay															For th	e period endir	ng Aug 2022						
	Deta	ils to i	reflect	Empl	oyee	e ID v	vise		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	ANANDA	N SKIVER	13 Jun	AP	PRENTIC	٥	٥	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	W:W	P:P	P:P

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)

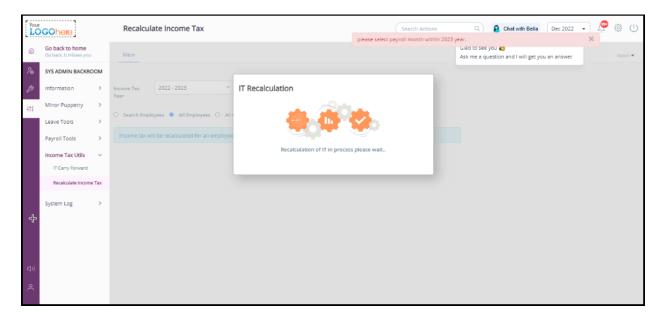
To view the enhancement, from your greytHR admin portal, navigate to **Payroll > Payroll Inputs > Salary**.

Your LO	GOhere	Salary - Dec 2022	Search Actions Q	Find Help	Dec 2022 •) 🞐 🕸	Ċ
6	Home it's where the heart is!	SALARY MASTER	73,333.67	Location Chennai			
((0))	PAYROLL	CALCULATION FIELDS	0.00				
Ô	Main >		0.00				
~	Information >	PF RELATED ITEMS	0.00				
÷	Payroll Inputs V		0.00				
⇔	Loan	PROF TAX RELATED ITEMS	0.00				
î٦	Consider Loan		0.00				
©	Salary Revisions		0.00				
Ō	Income Tax Reimbursement		0.00 ~				
Q	Employee LOP Days						
(1)	Stop Salary Processing	v6.3.0-cougar-013	22022-1 Privacy Policy Terms Of Service		Ģ	Powered by greytHR	'

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

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:
 - o https://admin-help.greythr.com/admin/answers/122162792/
 - o 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.

Α	В	С	D	E
Reason	Code	Note		
Without Reason	0	Leave last working day as blank		
On Leave	1	Leave last working day as blank		
Left Service		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		
		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		
Out of Coverage	4	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 b	back to	Data Entry Page		
Instructions to fill	in the e	excel file:		
		f Days, Total Monthly Wages, Reason for 0 wages(If Wages '0') & Last Working Day(only if emplo rage, Expired, Non-Implemented area or Retrenchment. For other reasons, last working day must		ANK).
2. Number of days must me	a whole nu	mber. Fractions should be rounded up to next higher whole number/integer		-
		esful transaction only when all the Employees' (who are currently manned in the system) details		
Sheet1 Ins	tructions &	& Reason Codes +		

- 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.

	C23	- 🔍 fx													
	А	в	С	D	E	F	G	н	1.1	J	к	L	м	N	
1		Man	diant Cybersecurity Pri	vate Limited											
2	Salarpur		.5 Bannerghatta Road, Bhavani N		alore Bangalore KA	560029									+
3			Arrear report for the month of	Aug 2022											+
4	Employee number	Name	Pay Item	Payout Payroll	Arrear Payroll	Arrear Date	To Be Paid	Paid	Arrear						1
5	D0021	AKSHAY KUMAR GUPTA	BASIC ARREARS	Aug 2022	Jul 2022	01-Jul-22	82,718.00	75,198.00	7,520.00						1
6	D0021	AKSHAY KUMAR GUPTA	HRA Arrears	Aug 2022	Jul 2022	01-Jul-22	82,718.00	75,198.00	7,520.00						1
7	D0022	ALIVENI SAHITHI KOLLURU	BASIC ARREARS	Aug 2022	Jul 2022	01-Jul-22	33,087.00	30,079.00	3,008.00						
8	D0022	ALIVENI SAHITHI KOLLURU	SPECIAL ALLOWANCE ARREARS	Aug 2022	Jul 2022	01-Jul-22	58,212.00	53,900.00	4,312.00						
9															
10															
11															T
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22			<u> </u>												
23															
24															
25															
26														L	
27															
28		1	1	1	1	1	1				1			1	1

- 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.

0	Only 5 files/iı	mages are allowed	
Post an update			\otimes
Catagory: Everyone 💌			
B <i>I</i> :≡ ≟≡			
bella 2.png	8	bella admin.png	8
bella 2.png bella ess beamer.png	\otimes	cluster.png	8
bella 2.png bella ess beamer.png collapse.png	× ×		⊗⊗

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

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

Help doc:

- Knowledge base <u>https://ess-help.greythr.com/employee-portal/answers/64061848</u>
- FAQs <u>https://support.greythr.com/hc/en-us/sections/360012265971-New-Employee-Self-Service-ESS-Employee</u>
- Video https://greytip-2.wistia.com/medias/19I98imprj

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

Ment Composition Main of composition Composition <	Your LOGOhere				Feb 2023 -
Vou can na light seasonal ministre seasonal ministre in the left Vou can na light seasonal ministre seasonal ministre in the left Approved Annount * December 2022 • Remarks * def Approved Annount * Approved Annount * December 2022 • Remarks * def Partice * Approved Annount * December 2022 • Partice * December 2025 • December 2025 • Partice * <	Home it's where the heart is!	Majordomo		~	
Disbursement Details Reyment type * Bank Transfer Bank Name * Account No. * Date of Payment *	You can navigue benoem Model by selecting different cons on the left	12 Remarks *	Approva Loam Tenura (Montha) * 1	•	
Go Back Accept Reject	¢	Payment type * Bank Transfer * Bank Name *		• #	

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)

Home its where the heart is! Helle there Helle there Helle there results an asignate between modules by selecting different icons on the left	Approved Amount *	Approved Amount 12 Approve Loan Tenure (Montha)	Approve Loan Tenure (Months) 1 EMI Start Month *	~	121			
You can navigate between modules by selecting different icons on the left		Approve Loan Tenure (Months) *	EMI Start Month					
ዶ ሮ የኔ	Remarks * dsf	1	December 2022	•				
е Ф	Disbursement Details Payment type * Bank Transfer • Bank Name * CTTI BANK •	Account No. * 00050425018	Date of Payment * 28 Dec 2022	•	Go Back	Accept	Reject	

- 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.

				LOP Reversa	Greytip Softw 30/31, 100 F II Block, Kor Bangalore I statement For The	eet Road, ramangala, - 560034	to Apr 2023				
SI 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	rerw
2	003	Sara	01 Jan 2023	01 Feb 2023	10	7128.00	2851.00	516.00	7325.00	17820.00	Approv
3	1598	Ajay	01 Jan 2023	01 Feb 2023	10			516.00	-516.00	0.00	Please approv
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	

- 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**.

=1	Ē		Advanced Options	Search Actions Q	Lhat with Bella	Nov 2022	S	\$\$ (Ŀ
â	Go back to home Go back, it misses ye								
ç.	SYSTEM SETTING	s	Section	Search					
ß	General	>	All *	arrear					
+†+	Employee	>							
	Payroll	>	Caption		Value				
	Income Tax	>	Arrears For FBP To Be Considered For Employees Who Joine	d X Months Before The Curr 1					
	Letter	,	Calculate EDLI On Full Amount						
	Leave	>	Calculate PF And ESI Arrears On Payroll Cutoff Dates						
	Checklist	\$	Enable Arrear On Arrear	Z					
		<i></i>	Post Arrears For New Joinees, When Their First FBP Plan Is C	Considered					
⊲))	Attendance	>	Process Arrears For New Joinees(Joined In Previous Months)) 🔽					
ې	Help Desk	>							
	Miscellaneous	~ .							

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)

- 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**.

	greytHR	Hold-Release Salary Report Search Actions Q Search Actions Chat with Bella Feb 2023 •	\$\$ ()
۵	Home it's where the heart is!	Main Activity	Select 🗸
((0))	REPORTS	This page helps you to create reports as per your requirements. Use the given form to customize your reports.	lide Help
٥	Reports		
ର୍ଚ୍ଚ ଐ	Recent Reports	From Payroll Please Select From Payroll	
Ē	Query Builder	To Payroll Please select To Payroll	
የጋ		Type Hold Salary •	
C		Generate Option Hold Salary	
Ó		Release Salary	
Ţ		Both	
≣ ‡			C

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**.

Your	GOhere		General		Search Actions	۹ 🔒	Chat with Bella	Dec 2022 •	🥐 👳 🕛
6	Go back to home Go back, it misses you		Main						Select •
2	SYS ADMIN BACKR	MOO							
ß	Information	~	Name	Value					
ł‡	General		Database Dialect	com.greytip.common.db.PostgresqIDBDialect					
Ť	Module		Database URL	jdbc:postgresql://psql.gtpol:6432/gtpol					
	Sanity Check		Schema	gt_demo_masterdemo2					
	Settings Reload		Version	v6.3.0-testcougar-20221213-1					
	Cache		Access-Id	79bc0abe-465b-499d-8221-5f50081f1588					
			Cluster Name	aws					
	Minor Puppetry	>							
	Leave Tools	>							
	Payroll Tools	>							
	Income Tax Utils	>							
	System Log	>							
\$ >)									
۹									

• 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**.

Your	GOhere				N	ov 2020 🔻 දිලි}	(
ŵ	Home it's where the heart is!		Search	٩		Restore	(
٥	EMPLOYEE		Emp ID	Emp Name	Employment St $~~=~~~\downarrow$ PAN No	Nationality	
Ř	Main	~	M2525	Prasad	Active		
√ €⁄	Overview		0014	Rumi	Active		Columns
Ħ	Analytics Hub		Z0005	Арру	Active		s
የጋ	Employee Directory		Z0004	Rose	Active		÷
0	Organization Chart		0321	Devayani	Active		Filters
	Information	>	Z0001	Daisy	Active	Indian	
Ţ	Admin	>	99	Pooja	Active		
	Setup	>	003	Sara	Active		
	Statutory	>	T0056	Pooja Sharma	Active		
°Ć			Total Items: 60	Filtered Items: 56			

- 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.

Your	GOhere	Loan Workflow report	Search Actions	Q Find Help	Oct 2022 🗸	<u>ن</u> ش
â	Home it's where the heart is!	Main Activity				Select 🕶
((0))	REPORTS					
٥	Reports ~	From Date Please enter a	valid value			
e,	Reports Gallery	To Date Please enter a	valid value			
	Recent Reports					
æ	Query Builder	Filter Based On Loan applied date				
Ħ		Loan Type				
٢Ĵ		All Employees O Sele	cted Employees			
C						
Ô		Generate Options Cancel				
Q		Download here 🛓 (6 minutes ago)				
⊴))		(From Date : 01 Feb 2022, To Date : 31 Jan 2023, Filter LOAN)	Based On : Loan applied date, Loa	an Type : Home Loan,		
0						

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**.

	greytHR		Feb 2023 ▼
6	Home it's where the heart is!		Assign Top Level Manager Mass Transfer Assign Manager
((o))	EMPLOYEE		$(Search Q) \qquad $
۵	Main	~	
ĉ	Overview		A Strate A Strat
√ ≙∕	Employee Directory		
Ħ	Organization Chart		
የያ	Information	>	L market L m
©	Admin	>	Image: Second
Ô	Setup	>	
Ţ	Statutory	>	
Bi			1 1 1 1 1 1 1 1 1 1
0			

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

Your LC	GOhere						Nov 2020 ▼ ξ ² ₀ 3 (1
۵	Home it's where the heart is!		Search	Q			Restore 😡
Ŭ	EMPLOYEE		Emp ID 个		Emp Name	Years in Service Range	Pivot Mode
ŝ	Main	~	0001	Nandish Shetty			
~ ≙∕	Overview		0002	Dinesh Babu			Vaccination Status
Ë	Analytics Hub		0003	Harshit Patel			III Vaccination status 0 III Current Access Card No. 0
የያ	Employee Directory		0004	Vijay			
G	Organization Chart		0005	Navin			P Filters
Ó	Information	>	0006	Tilak			TB Row Groups
Q	Admin	>	0007	Loekshtest			Drag here to set row groups
	Setup	>	0008	Loekshtest			Σ Values
	Statutory	>	0009	Test fjksdjfksd			III count(Emp ID)
°	Statutory		Total Items: 60	Filtered Items: 56		(

- 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**.

Gr	eyt HR	Bank/PF/ESI	(Search Actions	s Q	Chat with Be	Dec 2022 🔹	 ŝ	\bigcirc
ŵ	Home it's where the heart is!								
((o))	EMPLOYEE	Bank Account							
٥	Main >	Bank Name	Bank Branch		Bank Account No		IFSC CODE		
ല്ല	Information Y	AXIS Bank 🔻 🕼	Select 🔻	ľ	9480117665				
<u>√</u> ≙⁄	Employee Profile	IBAN	Account Type		Payment Type		DD Payable At		
	Bank/PF/ESI		Savings •		Bank Transfer				
Ë	Family Details								
ใว	Passport & Visa	Name As Per Bank Records							
e	Assets	test							
	Position History						Cance	Save	
	Previous Employment								
Ţ	Separation	1							
E		ESI Account							
r11)	Access Card Details	Employee is covered under ESI							

- Knowledge base https://admin-help.greythr.com/admin/answers/121708394/
- FAQs <u>https://support.greythr.com/hc/en-us/sections/360003835711-Employee-</u> 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.

You	GOhere						Oct 2022 ▼ ξζξ (¹)
6	Home it's where the heart is!		Loan Request Details	Loan Amount	EMI Start Date		Lipika lena
((0))	PAYROLL		Loan_ChequeDD	25,000	1st Dec 2022		01 Dec 2022 14:56
۵	Main	>	Loan Tenure 5 Months				Forward
ŝ	Information	>	Remarks Kindly approve				S Raj Kumar 01 Dec 2022 14:54 Apply
P	Payroll Inputs	~					Kindly approve
Ë	Salary		Payroll Admin #Payroll Admin	Approved Amount 25,000	Approve Loan Tenure (Months) 5 Months	\sim	
የያ	Loan						
C	Consider Loan		Disbursement Details				
Ó	Salary Revisions		Payment type Cheque				
Ţ	Income Tax		Cheque No. 1234567897	Date of Payment 02 Dec 2022			
o(Reimbursement					G	io Back Consider for Payroll

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.

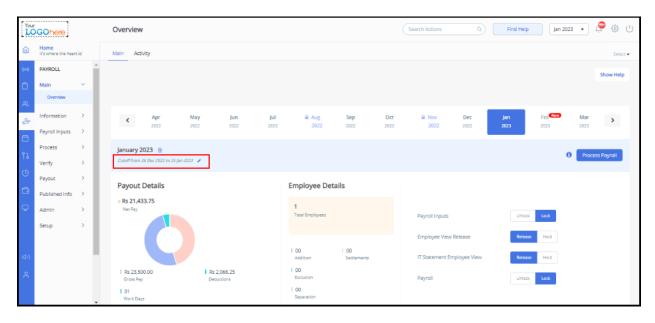
Your					Feb 2023 💌	© ()
Home it's where the heart is!	Approving Details				06 Dec 2022 18:03 Apply	
(**) Hello there (*) You can navigate between modules by selecting different icons on the left	O Majordomo #	Approved Amount 12	Approve Loan Tenure (Months) 1	~	121	
2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Appreved Amount * 12 Remarks * Write here Disbursement Details Fayment type *	Approve Loan Tienure (Months) *	EMI Start Monch * December 2022	•		
~	Cheque Cheque No. * Write Here	Date of Payment * Select 10			Go Back Accept R	iject

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**.



Your	GOhere	Salary - Jan 2023		(Search Actions 0, Find Help Jan 2023 • 🖉 🕲 🕛
â	Home it's where the heart is!	Employee Type:	Payroll Processed On	
((*))	PAYROLL		Override : LABOUR WELFARE FUND	C Update Salary Process Payrol
Ô	Main >			
Ř	Information >			+Add row
2	Payroll Inputs		From Date To Date Amount	Remarks Modified On Actions
_	Salary		26 Dec 2022 25 Jan 2023 ₹ 0.00	
Ċ	Loan			
የጌ	Consider Loan			
e	Salary Revisions			
0	Income Tax			
	Reimbursement			
φ.	Employee LOP Days			Cancel
	Stop Salary			
	Processing			
⊲:)	Arrears			
	Release Salary			
Å	Final Settlement			
	Resettlement			
	Overtime Register 🗸 🔻			

- 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**.

	GOhere		Advanced Options Search Actions	Q	ind Help	Feb 2023 🗸		3	(
â	Go back to home Go back, it misses you		Section S	iearch					
°°°	Claims >	^							
B	Attendance >								
+†+	Help Desk >		Caption		Value				
	Miscellaneous ~		ABN Bank Branch Code	285			-		
	Page Static Content	i.	Add The Link To H&R Blocks Portal To The Form-16 Cover Page						
	Access Tokens	I	Add The Link To H&R Blocks Portal To The Payslips For May, June And July						
	Email Alias		Allow "CC To" Field In Help Desk Ticket Request						
	Advanced Options		Allow "CCTo" Field In Leave Apply, Leave Grant, Leave Cancel And Restricted Holiday						
	Application Messages	1	Allow Employees To Post Message On Feeds						
⊲ ∍)	Custom Templates	I	Allow FBP Claim Posting Upto Annual Limit, Also With EnitItement Till Date Check.						
°	Mail Event Handlers	I	Allow Form16 EFiling Using Perflos						
	Event Notification		Allow Other Attachments In POI						
	Mail Template List	-	Allow Employees To Acknowledge Their Business Income, If Any						

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

You	Your LOGOhere					POI Settings	8
6	Home t's where the heart is!					Section Wise Common	
(**)	Hello there 😁 You can navigate between modules by selecting different icons on the left	Yet to be released 37194	Released 5	Pending for Review O	Pendir	Employee ESS Settings Allow employees to change regime while submitting POI ① Allow new Joinee without IT declaration to select regime during POI declaration ①	
e 4 €		Filter employees as per regime Both • Bulk Select Individu	al Details			Allow employees to acknowledge their daclaration ① Make Lender's Name and PAN mandatory ① Make Lender's Name and PAN mandatory ① Make Darie of Acquisition mandatory in Section 24 ①	
n e		37194 records		Enter Emp. N	lame or ID	Make Date of Availing House loan mandatory in Section 24 Declaration Note	
		AAA(#1482)				I hereby confirm that the above investments/tax exemption documents are for self/spouse/children/dopendents and are as per the income Tax Rules. Income you deare that I have not submitted any duplicate/forged bills for the investment incurred.	
Ŷ		Aish(#0987)				Save Settings	1
		Ajay(#1723)					
		Ajay(#1724)					
ĉ		Ajay(#1598)					

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

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

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**.

Your LC	GOhere		Query Builder	Search Actions	Chat with Bella	Nov 2022 🔹 🖉 🖏 🕛
â	Home it's where the heart is					
((o))	REPORTS		CHOOSE FIELDS	SORT ORDER	FILTER CRITERIA	RESULTS
۵	Reports	>				
e,	Query Builder		Available Fields	Output Fields		
.€⁄			Latest Salary Revision	•	•	
			Approver Remarks CTC Value			
Ë			Effective Date	Ð		
٢J			Increment Percentage(%)	Ö		
e			Is Arrear Processed	o		
			Payout Date Salary Revision Date	ŏ		
Ţ				•	-	
⊲))			← Previous Next → 🖻 Save Rep	port Close		

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**.

Gr	eytHR			Dec 2022 ▼ {ô3 (¹)
â	Home it's where the heart is!		Assign Top Level Manager	Mass Transfer Assign Manager
((0))	EMPLOYEE		$(Search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a constraints a constraint of the search Q) \qquad (Delta constraints a constraint of the search Q) \qquad (Delta constraints a cons$	Unassigned (104)
۵	Main	~		Assign manager using drag and
ŝ	Overview			drop
€ ²	Analytics Hub			Search Q
Ħ	Employee Directory			000001 Emp ID - Sanjit
የጋ	Organization Chart		Lipika Jena 🕴 🕢 Ajith Y 🗄	
C	Reporting Structure		Director Emp 10 - 5001 Emp 10 - 6015	Akshay Tripathi Emp ID - 10331
Ō	Information	>		
Bi	Admin	>	Image: The security and the secure security and the security and the security and the secur	Amit Khowala : Emp ID - 1068
	Setup	>	+	
°	Statutory	>		

- FAQs <u>https://support.greythr.com/hc/en-us/sections/360003835711-Employee-</u> 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**.

Gr	eytHR		Dec 2022 🔻 (¹)
â	Home it's where the heart is!		Assign Top Level Manager Mass Transfer Assign Manager
((0))	EMPLOYEE		$(Search Q) \qquad $
۵	Main	~	Export as PDF
e	Overview		Export as PNG
√ €⁄∕	Analytics Hub		
Ħ	Employee Directory		
የጋ	Organization Chart		Lipika Jena
G	Reporting Structure		Director Emp 10 - 5001 Emp 10 - 5015
Ō	Information	>	
8	Admin	>	Bharani Harish Bhosle Jitendra Brungi Kumar Dheemitha Ojas Wihaan Vishwaka Image ir. Manager Executive Sr. Manager Manager Manager Manager imp ID - 5042 Emp ID - 6043 Emp ID - 6053 Emp ID - 6053 Emp ID - 6057 Emp ID - 6057
	Setup	>	
°	Statutory	>	

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