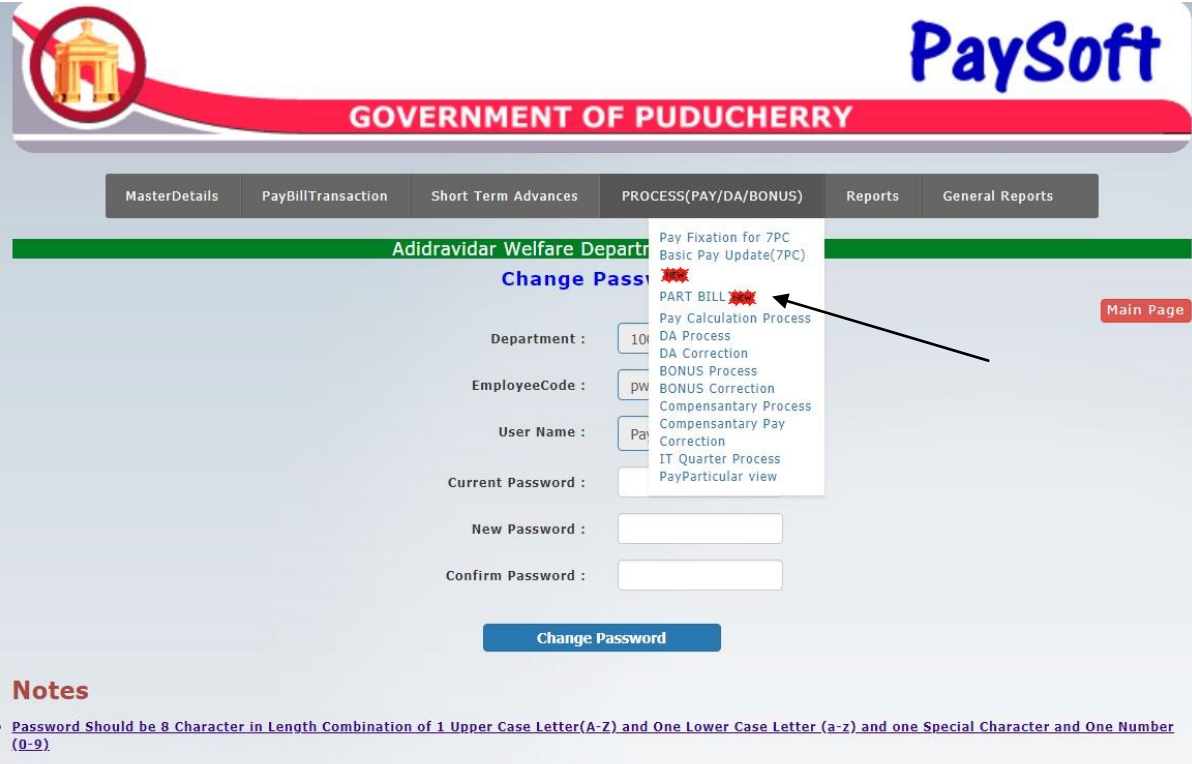


PART BILL - OTHER SALARY BILL USER MANUAL

NOTE:

- You are allowed to calculate for an individual and you can include as many employees in a particular bill.
- The calculated employee will be included in grid under bill-wise.
- But any one employee from the calculated bill should be chosen and then have to click **SHOW ENTERED DETAILS** so that all the employees in that bill group will get displayed in grid.
- Bill Total will get displayed in **ESALARY AMOUNT**.
- You can book beams for that amount.
- Then enter beams bill number if the gross amount of ESALARY and BEAMS gets matched then you're allowed to take INNER, OUTER and ECS Reports.
- Schedules are available under **Reports** Menu.

1. Part Bill provision is under Process Menu. Do Click.



The screenshot displays the PaySoft Government of Puducherry portal. At the top, there is a logo of a temple and the text 'PaySoft' in blue. Below this is a red banner with 'GOVERNMENT OF PUDUCHERRY'. A navigation bar contains links: MasterDetails, PayBillTransaction, Short Term Advances, PROCESS(PAY/DA/BONUS), Reports, and General Reports. The main content area shows a green header for 'Adidraavidar Welfare Department' and a 'Change Password' form. The form includes fields for Department (10), EmployeeCode (pw), User Name (Pay), Current Password, New Password, and Confirm Password, with a 'Change Password' button. A dropdown menu is open, listing various processes: Pay Fixation for 7PC, Basic Pay Update(7PC), PART BILL (highlighted with a red star and an arrow), Pay Calculation Process, DA Process, DA Correction, BONUS Process, BONUS Correction, Compensatory Process, Compensatory Pay Correction, IT Quarter Process, and PayParticular view. A 'Main Page' link is visible on the right. At the bottom, a 'Notes' section states: 'Password Should be 8 Character in Length Combination of 1 Upper Case Letter(A-Z) and One Lower Case Letter (a-z) and one Special Character and One Number (0-9)'.

PaySoft
GOVERNMENT OF PUDUCHERRY

MasterDetails PayBillTransaction Short Term Advances PROCESS(PAY/DA/BONUS) Reports General Reports

Adidraavidar Welfare Department

Change Password

Department : 10
EmployeeCode : pw
User Name : Pay
Current Password :
New Password :
Confirm Password :
Change Password

Pay Fixation for 7PC
Basic Pay Update(7PC)
PART BILL
Pay Calculation Process
DA Process
DA Correction
BONUS Process
BONUS Correction
Compensatory Process
Compensatory Pay
Correction
IT Quarter Process
PayParticular view

Main Page

Notes
Password Should be 8 Character in Length Combination of 1 Upper Case Letter(A-Z) and One Lower Case Letter (a-z) and one Special Character and One Number (0-9)

2. Choose Bill type.



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GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports SIGN OUT

PART BILL USER MANUAL

PART BILL LOG OUT

NOTE: Choose the below Financial Year according to the beams authorization slip generation

BEAMS' Financial Year: --Select--

DATE: 09/03/2023

ENTER EMPLOYEE CODE: Enter employee code

FROM: dd-mm-yyyy

TO: dd-mm-yyyy

NO. OF DAYS:

CALCULATE SHOW ENTERED DETAILS RESET

SELECT BILL TYPE: --Select bill type--
--Select bill type--
Salary Bill
Other Salary Bill

SELECT EMPLOYEE: --Select Employee--

BILL GROUP:

3. Enter the employee code.



PaySoft

GOVERNMENT OF PUDUCHERRY

MasterDetails PayBillTransaction Short Term Advances PROCESS(PAY/DA/BONUS) Reports General Reports

PART BILL LOG OUT

DATE: 25-06-2018

ENTER EMPLOYEE CODE: pw0059

FROM: dd-mm-yyyy

TO: dd-mm-yyyy

NO. OF DAYS:

CALCULATE SHOW ENTERED DETAILS RESET

SELECT BILL TYPE: Other Salary Bill

SELECT EMPLOYEE: Select

BILL GROUP:

4. Choose Particular employee.



PaySoft

GOVERNMENT OF PUDUCHERRY

[MasterDetails](#) [PayBillTransaction](#) [Short Term Advances](#) [PROCESS\(PAY/DA/BONUS\)](#) [Reports](#) [General Reports](#)

PART BILL [LOG OUT](#)

DATE: 25-06-2018

ENTER EMPLOYEE CODE: pw0059

FROM: dd-mm-yyyy

CALCULATE

SELECT BILL TYPE: Other Salary Bill

SELECT EMPLOYEE:

Select
Select
1001-ARANGANATHAN P
5140-BENNEY LAZAR
dd-mm-yyyy

TO: dd-mm-yyyy

SHOW ENTERED DETAILS

BILL GROUP:

NO. OF DAYS:

RESET

5. Choose Processing month.(shown as “FROM”)



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GOVERNMENT OF PUDUCHERRY

[MasterDetails](#) [PayBillTransaction](#) [Short Term Advances](#) [PROCESS\(PAY/DA/BONUS\)](#) [Reports](#) [General Reports](#)

PART BILL [LOG OUT](#)

DATE: 25-06-2018

ENTER EMPLOYEE CODE: pw0059

FROM: 13-06-2018

SHOW ENTERED DETAILS

SELECT BILL TYPE: Other Salary Bill

SELECT EMPLOYEE: 1001-ARANGANATHAI

TO: dd-mm-yyyy

SHOW ENTERED DETAILS

BILL GROUP: B

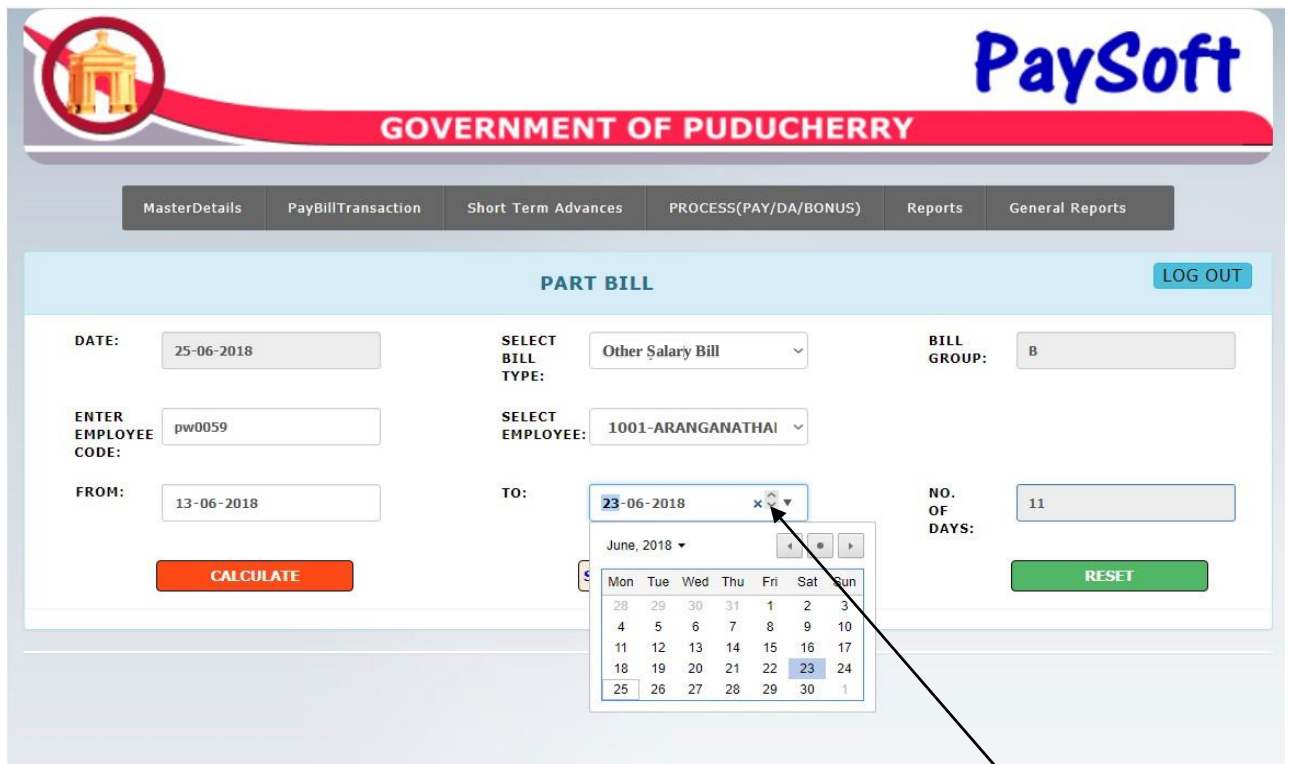
NO. OF DAYS:

RESET

June, 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

6. Choose Processing month (shown as “TO”). Select Month Within same month.



PaySoft
GOVERNMENT OF PUDUCHERRY

MasterDetails PayBillTransaction Short Term Advances PROCESS(PAY/DA/BONUS) Reports General Reports

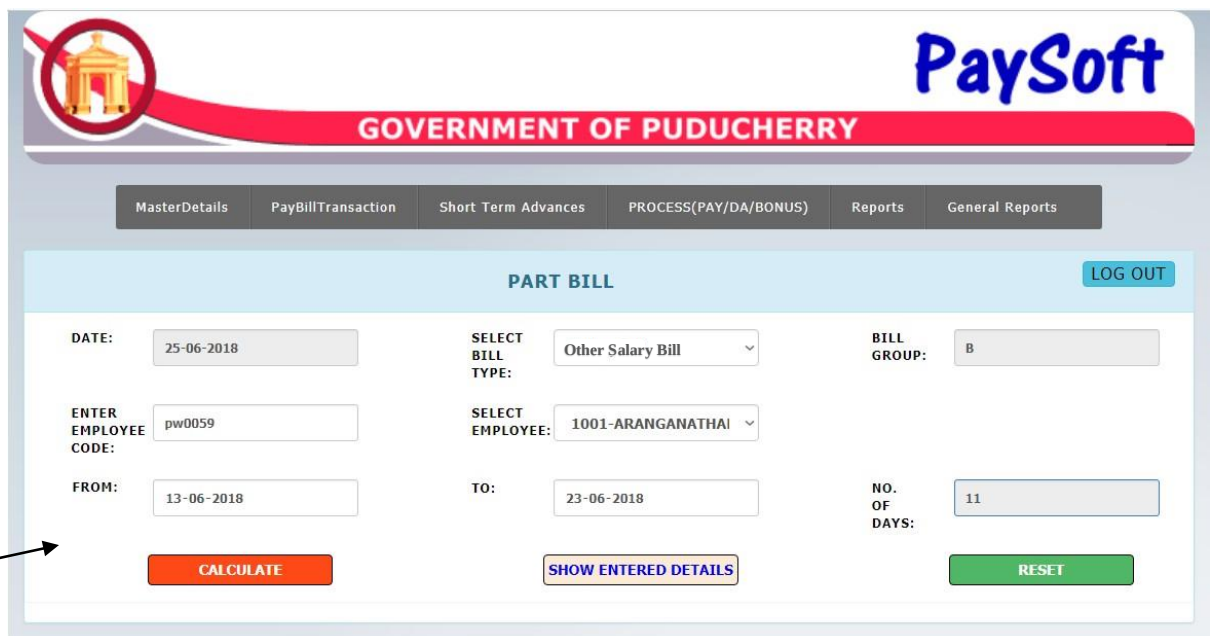
PART BILL [LOG OUT](#)

DATE: 25-06-2018
ENTER EMPLOYEE CODE: pw0059
FROM: 13-06-2018
SELECT BILL TYPE: Other Salary Bill
SELECT EMPLOYEE: 1001-ARANGANATHAI
TO: 23-06-2018
BILL GROUP: B
NO. OF DAYS: 11
[CALCULATE](#) [RESET](#)

June, 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

7. Do Calculate.



PaySoft
GOVERNMENT OF PUDUCHERRY

MasterDetails PayBillTransaction Short Term Advances PROCESS(PAY/DA/BONUS) Reports General Reports

PART BILL [LOG OUT](#)

DATE: 25-06-2018
ENTER EMPLOYEE CODE: pw0059
FROM: 13-06-2018
SELECT BILL TYPE: Other Salary Bill
SELECT EMPLOYEE: 1001-ARANGANATHAI
TO: 23-06-2018
BILL GROUP: B
NO. OF DAYS: 11
[CALCULATE](#) [SHOW ENTERED DETAILS](#) [RESET](#)

8. Calculated data will get displayed in Grid. And gross amount will be displayed in **ESALARY AMOUNT** below grid.

PART BILL

LOG OUT

DATE: 25-06-2018

SELECT BILL TYPE: Other Salary Bill

BILL GROUP: B

ENTER EMPLOYEE CODE: pw0059

SELECT EMPLOYEE: 1001-ARANGANATHAN

FROM: 13-06-2018

TO: 23-06-2018

NO. OF DAYS: 11

CALCULATE

SHOW ENTERED DETAILS

RESET

DISPLAY DETAILS

Employee code	New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No
PW0059	R19870152	ARANGANATHAN p	201806	30	11	21851	18577	0	0	3274	605002002	30285731

BEAMS BILL NUMBER: Enter Beams Bill number

ESALARY AMOUNT: 21851

BEAMS AMOUNT:

INNER

ABSTRACT

ECS REPORT

9. There is a provision to edit the data that is available in grid as “**EDIT**” in the end. Click that and do edit.

New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No	
R19870152	ARANGANATHAN p	201806	30	11	21851	18577	0	0	3274	605002002	30285735968	Edit

10. Click **Fetch** and then do edit. Finally do Click **SAVE**. Click **BACK TO PARTBILL** to go to Part Bill Screen.

PART BILL CORRECTION

Employee Code:

Designation:

Employee Name:

Section Name:

BACK TO PARTBILL

Dues		Deductions	
Basic Pay	Tuition Fees	PPFContri/ Arrear	UT/CG EIS
Stag Inc	Child Edu Allow	GPF Contri.	IT/Sur
N. P. A	Conv Allow	GPF Advance	Licence Fee
Personal Pay	Nursing Allow	Festival Advance(*)	LIC Contri
Dearness Pay / Grade Pay	Uniform Allow	Flood Advance	NIC Contri
DA	FMA/PCA/Risk.	HBA	PL1
HRA	Fixed TA	Int. on HBA	PL2
RFA			PL3
TA	PG Allow	Cycle	Dedu. Under Salary Head
DA on TA	Higher Deg.Allow	Int. on Cyl.	Prof Tax
CCA	Academic Allow	MCA	Out. Recov
Wash Allow		Int. on MCA	Dedu. Other than Salary Head
SP Duty Allow		Fan Advance	Other Ded1
Special Pay		Int. on Fan	Other Ded2
Honor		Comp. Adv	
Deput..Allow		Int. on Comp.Adv.	
Gross Earnings		TotDeduction	NetPay
(*) Festival Adv is deducted from DUES		Save Delete Cancel	

(To DELETE that employee Details Click **DELETE**)

11. Once an employee have been calculated for part bill then it will show a message at top of the screen to choose either calculation for some other month or to display details.

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GOVERNMENT OF PUDUCHERRY

MasterDetails PayBillTransaction Short Term Advances PROCESS(PAY/DA/BONUS) Reports General Reports

This Employee Already Entered...So you can View Details By choosing Particular Employee & Click "SHOW ENTERED DETAILS"...if you want to Calculate for some other month then choose "FROM & TO" Date and Click "CALCULATE"

PART BILL LOG OUT

DATE: 25-06-2018 SELECT BILL TYPE: Other Salary Bill BILL GROUP:

ENTER EMPLOYEE CODE: pw0059 SELECT EMPLOYEE: Select

FROM: dd-mm-yyyy TO: dd-mm-yyyy NO. OF DAYS:

CALCULATE SHOW ENTERED DETAILS RESET

(Enter employee code and choose Particular employee then you can Click **SHOW ENTERED DETAILS** or you can choose **FROM** and **TO** date and then click **CALCULATE**)

12. Enter Beams Bill Number, if E-salary and Beams gross amount matches then you're allowed to take Inner, Outer and ECS statement.

BEAMS BILL NUMBER: Enter Beams Bill number

ESALARY AMOUNT: 56650

BEAMS AMOUNT:

INNER ABSTRACT ECS REPORT