

MASTER DATA — COMPLETE SAMPLE

Reference document with full sample masters, policies, reports & features

Generated 02 Jul 2026

Company Name : Smayan Healthcare Pvt Ltd

Location : Maharashtra

This sample shows the structure and typical content of all master exports in KC Payroll Suite. Live exports use your company database via *Masters → Export masters (PDF)*.

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Company Name : Smayan Healthcare Pvt Ltd

Location : Maharashtra

Field	Value
Company name	Smayan Healthcare Pvt Ltd
Legal name	Smayan Healthcare Private Limited
Address	101 Medical Plaza, Sector 5, Navi Mumbai, Maharashtra 400701
State / Pincode	Maharashtra — 400701
Phone / Email	022-45678900 — hr@smayanhealthcare.in
Website	www.smayanhealthcare.in
PAN / TAN	AABCS1234H — MUMS12345A
EPF establishment	MH/NAV/9876543
ESI establishment	31009876540000111
PT registration	MH/PT/556677
Show CTC on payslip	Yes

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Company Name : Smayan Healthcare Pvt Ltd
Location : Maharashtra

Code	Name	Active	Headcount
MED	Medical & Nursing	Yes	42
ADM	Administration	Yes	18
OPS	Operations & Housekeeping	Yes	35
PHR	Pharmacy	Yes	12
LAB	Laboratory	Yes	8
ACC	Accounts & Finance	Yes	6

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Company Name : Smayan Healthcare Pvt Ltd

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Code	Name	Type	Salary field	Statutory	Active
BASIC	Basic	earning	basic	Yes	Yes
DA	Dearness Allowance	earning	da	Yes	Yes
HRA	House Rent Allowance	earning	hra	Yes	Yes
CONV	Conveyance Allowance	earning	conveyance	No	Yes
SPL	Special Allowance	earning	special_allowance	No	Yes
OTHER	Other Earnings	earning	other_earnings	No	Yes
PF_EE	PF (Employee)	deduction	—	Yes	Yes
ESI_EE	ESI (Employee)	deduction	—	Yes	Yes
PT	Professional Tax	deduction	—	Yes	Yes
TDS	Income Tax (TDS)	deduction	—	Yes	Yes
LOAN	Loan / Advance Recovery	deduction	—	No	Yes
LWP	Loss of Pay	deduction	—	No	Yes
PF_ER	PF (Employer)	employer_contribution	—	Yes	Yes
EPS_ER	EPS (Employer)	employer_contribution	—	Yes	Yes
EPF_ER	EPF (Employer share)	employer_contribution	—	Yes	Yes
ESI_ER	ESI (Employer)	employer_contribution	—	Yes	Yes
EDLI	EDLI charges	employer_contribution	—	Yes	Yes
ADMIN_PF	PF admin charges	employer_contribution	—	Yes	Yes
GRATUITY	Gratuity accrual	employer_contribution	—	Yes	Yes
BONUS_ACC	Statutory bonus accrual	employer_contribution	—	Yes	Yes
LWF_EE	LWF (Employee)	deduction	—	Yes	Yes
LWF_ER	LWF (Employer)	employer_contribution	—	Yes	Yes
BONUS_PAY	Statutory bonus (payout)	earning	—	Yes	Yes
GRAT_PAY	Gratuity (F&F payout)	earning	—	Yes	Yes

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Field	Value
EPF enabled	Yes — Employee 12%, Employer 12%
EPS rate / wage ceiling	8.33% / ■15,000
EDLI & admin charges	0.5% each (admin min ■75)
ESI enabled	Yes — EE 0.75%, ER 3.25%, ceiling ■21,000
Professional Tax	Yes — Maharashtra slabs
TDS	Enabled — old & new tax regime
Gratuity	Enabled — 15 days / 26 divisor, min 5 years
Statutory bonus	Enabled — 8.33%, monthly accrual
LWF	Enabled — MH preset (Jun & Dec)
OT multiplier	2× (basic + DA hourly rate)
Employer contributions on payslip	Shown

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Username	Role	Active
admin	admin	Yes
hr.manager	hr	Yes
accounts	accountant	Yes
viewer1	viewer	Yes

Device	IP address	Port	Status
Main gate	192.168.1.101	5005	Online
Staff entrance	192.168.1.102	5005	Online
Admin block	192.168.1.103	5005	Offline

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Setting	Value	Description
Shortfall deduction	Enabled	Salary reduced proportionally for late + early minutes each month
Standard work minutes/day	480 (8 hours)	Denominator for proportional deduction and work-hours salary
Late block rule	Enabled	If late $\geq$ 0 and $\leq$ 60 min, full 60 minutes counted as shortfall
Late block threshold	60 minutes	Applies when arrival is less than one hour late
Early departure	Deducted from work time	Early minutes reduce effective working minutes for the day
Overtime	Per employee flag	No OT pay when OT not applicable; salary on working hours when shortfall on

Late arrival & early departure policy (sample)

Late arrival: Attendance processing compares punch-in to shift start minus grace. Recorded late minutes feed payroll. When the late-block rule is on, any late arrival up to 60 minutes is treated as a full 60-minute shortfall for salary purposes.

Early departure: Minutes left before scheduled shift end (after grace) are stored as early-departure minutes and subtracted from working time. Combined with late minutes, they drive proportional shortfall deduction when enabled.

Example: 8-hour day, 26 calendar days — 60 minutes total shortfall deducts roughly $60 \div (480 \times 26)$ of monthly gross when proportional mode is active.

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Code	Name	Default shift	Active
GEN	General day staff	GEN	Yes
MED	Medical round-the-clock	MED-D	Yes
ADM	Administration	GEN	Yes

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Code	Name	Start	End	Work min	Grace in/out	Night	Weekly off	Breaks
GEN	General 9–6	09:00	18:00	480	10 / 10	No	Sunday	Lunch 13:00–13:30
MED-D	Medical day	08:00	20:00	720	15 / 15	No	Rotating	Tea 11:00, Lunch 14:00
MED-N	Medical night	20:00	08:00	720	15 / 15	Yes	Rotating	Break 01:00–01:30
HALF	Saturday half	09:00	14:00	300	10 / 10	No	—	—
FLEX	Flexible core	10:00	19:00	480	20 / 20	No	Sat-Sun	Lunch 13:30–14:00

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Name	WO 1	WO 2	Min present	Min half-day	Max late	Max early	Deduct break
General staff	Sunday	—	480	240	120	60	Yes
Medical staff	—	—	720	360	30	30	Yes
Administration	Saturday	Sunday	480	240	60	60	Yes
Contract / Part-time	Sunday	—	360	180	0	0	No

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Group	Casual (CL)	Sick (SL)	Earned (EL)	Notes
Standard — 12 days CL	12	12	15	Default for permanent staff
Senior — enhanced	15	15	21	After 3 years service
Probation	6	6	0	First 6 months
Contract	0	6	0	No paid EL

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Code	Name	Description
NUR	Staff Nurse	Clinical nursing staff
DOC	Doctor	Consultant / resident doctors
ADM	Admin Executive	Front office & records
ACC	Accountant	Finance and payroll
HK	Housekeeping	Facility operations
PHR	Pharmacist	Pharmacy dispensing

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Code	Name	Dept	Role	DOJ	Shift	Basic	DA	HRA	Conv	SPL	Gross	UAN	PAN	Bank / IFSC	PF	ESI	OT
KC001	Rajesh Kumar	Medical	NUR	01-Apr-19	MED-D	26000	3000	8000	1600	6400	45000	101234567890	ABCPK1234L	50123456789 / HDFC0001234	Y	Y	Y
KC002	Priya Sharma	Administration	ADM	15-Jun-20	GEN	18000	2000	5400	1600	4000	31000	101234567891	BBCPR5678M	50234567890 / ICIC0002345	Y	Y	N
KC003	Amit Patel	Operations	HK	10-Jan-21	GEN	12000	1500	3600	1600	2400	21100	101234567892	CCCPA9012N	50345678901 / SBIN0003456	Y	Y	N
KC004	Dr. Sneha Reddy	Medical	DOC	01-Jul-18	MED-D	55000	5000	16500	1600	11900	90000	101234567893	DDCPD3456P	50456789012 / HDFC0001234	Y	N	N
KC005	Vikram Singh	Accounts	ACC	20-Mar-17	GEN	32000	3500	9600	1600	7300	54000	101234567894	EECPV7890Q	50567890123 / ICIC0002345	Y	Y	Y
KC006	Anita Desai	Pharmacy	PHR	05-Sep-22	HALF	15000	1800	4500	1600	3100	26000	101234567895	FFCPE2345R	50678901234 / SBIN0003456	Y	Y	N

Y/N flags: PF = PF applicable, ESI = ESI applicable, OT = overtime applicable. Gross = Basic + DA + HRA + Conveyance + Special allowance (sample; excludes variable pay).

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Code	Name	Department	Group	Default shift	Shift timing
KC001	Rajesh Kumar	Medical	Medical staff	MED-D	08:00 – 20:00
KC002	Priya Sharma	Administration	Administration	GEN	09:00 – 18:00
KC003	Amit Patel	Operations	General staff	GEN	09:00 – 18:00
KC004	Dr. Sneha Reddy	Medical	Medical staff	MED-D	08:00 – 20:00
KC005	Vikram Singh	Accounts	General staff	GEN	09:00 – 18:00
KC006	Anita Desai	Pharmacy	Contract	HALF	09:00 – 14:00 (Sat)

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Code	Type	Paid days factor
present	Present	1
cl	Casual leave	1
sl	Sick leave	1
el	Earned leave	1
holiday	Holiday	1
weekly_off	Weekly off	1
od	On duty	1
lop	Loss of pay	0
absent	Absent	0

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Date	Holiday	Optional
26-Jan-2026	Republic Day	No
14-Mar-2026	Holi	No
31-Mar-2026	Ram Navami	Yes
14-Apr-2026	Dr. Ambedkar Jayanti	No
01-May-2026	Maharashtra Day	No
15-Aug-2026	Independence Day	No
02-Oct-2026	Gandhi Jayanti	No
20-Oct-2026	Diwali	No
25-Dec-2026	Christmas	No

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Loan / advance / arrear entries

Type	Recovery	Description
Loan	EMI — recurring	Staff loan with principal, balance, installments
Advance	EMI or one-time	Salary advance recovered over months
Arrear	One-time or recurring	Back-pay or adjustment credited in payroll

Attendance entry sources

Source	Description
Device	Biometric punch from registered machines
Manual	Hand-entered in/out on attendance sheet
Excel	Monthly in/out or P/O/WO import
Leave	Approved leave — not overwritten by Excel
Processed	Computed by attendance engine (late, early, OT)

Excel import formats

Format	Columns	Use
In / Out times	01 In, 01 Out ... per day	Punch times for processing
Present / Absent	P, O, WO per day	Status without punch times

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Category	Report name
Attendance Rep	Daily Attendance Summary
Attendance Rep	Daily Attendance Detail
Attendance Rep	Late Arrival
Attendance Rep	Early Arrival
Attendance Rep	Early Departure
Attendance Rep	Late Departure
Attendance Rep	Absentees
Attendance Rep	Presentees
Attendance Rep	Employee wise Summary
Attendance Rep	Employee wise Detail
Monthly Rep	Monthly Musterroll Summary
Monthly Rep	Monthly Summary Present Absent
Monthly Rep	Monthly Form No 25
Monthly Rep	Monthly Att with InOut
Monthly Rep	Performance Register
Monthly Rep	Performance Register (Positive)
Punch Report	All Emp Punch List
Punch Report	Punch Detail (Punch1)
Punch Report	Missed Punch Emp List
Punch Report	Punch Date Matrix with InOut
Punch Report	Punch Group By Date with InOut
Punch Report	Complete Punch Emp
Leave Reports	Leave Summary
Leave Reports	Leave Detail

Category	Report name
Leave Reports	Leave Rep as Matrix
OD Matrix	OD Summary
OD Matrix	OD Details
Shift Report	Shift Scheduler
Shift Report	Shift Scheduler group by Shift
Salary Report	Salary Summary Report
Salary Report	Paid Salary Matrix
Salary Report	Pay Slip
Salary Report	Salary Rate as Matrix
General	Employee Information

Payroll & statutory reports

Report	Format	Purpose
Salary pay sheet	PDF / web	Monthly payroll register
Individual payslip	PDF	Per employee monthly slip
EPF ECR	CSV	EPFO monthly return
ESI statement	CSV	ESIC contribution
Form 16	PDF / TXT	Annual tax certificate
Form 24Q	CSV / TXT	Quarterly TDS return
Leave balance	Web / PDF	CL / SL / EL balances by group
Manual punch report	Web	Audit of hand-entered punches
Excel import log	Web	Attendance import audit trail
Customised attendance final	PDF	Configurable attendance summary
Employee register	PDF	Master employee list
Master data exports	PDF	This document — per master section

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KC Payroll Suite — Web Application

- Local web app (LAN browser) with configurable port and GUI launcher (KCPayrollSuite.exe)
- Session-based login with roles: admin, HR, accountant, viewer
- Multi-company support with company switcher
- Dashboard with headcount, leave, and payroll summary

Employee & Payroll

- Employee master: code, device enroll ID, department, designation, statutory IDs (UAN, ESI, PAN)
- Salary structure: Basic, DA, HRA, conveyance, special allowance
- Indian payroll engine: EPF, EPS, ESI, Professional Tax, TDS (old/new regime)
- Minimum wages compliance check on salary entry
- Monthly payroll processing with payslip generation (PDF)
- Loans and salary advances with EMI recovery
- Arrears and variable pay components via payslip lines

Statutory & Compliance Reports

- EPF ECR export (CSV)
- ESI contribution statement (CSV)
- Form 16 — PDF and text (per employee, financial year)
- Form 24Q — CSV and text (quarterly TDS return)
- Employer contribution summary on reports page

HR Module (GreyHR-style)

- Company profile and statutory registration details
- Announcements (pinned, expiry)
- Company policies with employee acknowledgment
- Holiday calendar
- Leave entry (CL, SL, EL, holiday, weekly off, LOP, OD)
- Leave request workflow (submit, approve, reject)
- Employee documents upload and listing
- Exit / resignation requests and clearance
- Employee self-service portal (My portal)
- User management (admin)

Time & Attendance

- Biometric device registry (multiple machines per company)

- Device connectivity check, status, company name on device, clock sync
- Fetch unread or all attendance logs from SBXPC devices (TCP/IP)
- Attendance punch storage and daily attendance days
- Sync fresh logs or full history into payroll attendance
- Attendance sheet export (CSV / PDF)
- KC TIME and ATTENDANCE REPORTS — 34 PDF report formats

KC Device Tool (Desktop)

- KCDeviceTool.exe — GUI for biometric device operations
- Test connection, sync device clock, list users and logs
- Fetch face templates / user photos
- Bulk update employee names on device from CSV
- Export users PDF with photo, device ID, first/last name
- KCDeviceConnect.exe — connectivity capture utility

Technical

- SBXPC SDK integration via AttendanceFetcher.exe (C# / SBXPCDLL64.dll)
- SQLite database with automatic schema migration
- PyInstaller builds: KCPayrollSuite.exe, KCDeviceTool.exe
- Timestamped release folders with config.json and DLLs

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Attendance & punctuality policy — effective 01-Apr-2025

All staff must mark attendance via biometric device or approved manual entry. Late arrivals and early departures are calculated from assigned shift and grace rules. When payroll shortfall deduction is enabled, combined late and early minutes reduce salary proportionally. Late arrivals under one hour may be rounded to a full 60-minute deduction when the late-block rule is active.

Leave & absence policy — effective 01-Apr-2025

Leave entitlements follow the assigned leave group (CL, SL, EL). Leave requests require manager approval. Unapproved absence is marked LOP and affects paid days. Weekly offs and declared holidays are paid as per attendance rules.

Overtime policy — effective 01-Apr-2025

Overtime is paid only for employees with OT applicable flag. OT minutes are computed after shift end (or full day on weekly off/holiday). OT pay = hourly rate (basic + DA) × OT hours × statutory multiplier (default 2×).

Loan & advance recovery — effective 01-Apr-2025

Approved loans and advances are recovered through payroll EMI until balance is zero. Recovery starts from the payroll month on or after the start date. Arrears are paid as one-time or recurring earnings as configured.