

# FEATURES

## 1. Employee master manager:

BRAVO is an employee master because it keeps all the records of the employee in an organized way which can be easily accessible. This employee master is used to insert the data input before preparing the actual data so that it becomes more convenient and easy while preparing the report. Each individual master has different role to play.

GENERAL MASTER	SALARY MASTER	EMPLOYEE MASTER
<ul style="list-style-type: none"><li>• Client master</li><li>• Company master</li><li>• Location master</li><li>• Holiday list</li><li>• Working hours</li></ul>	<ul style="list-style-type: none"><li>• Salary head</li><li>• Salary structure</li></ul>	<ul style="list-style-type: none"><li>• Job type master</li><li>• Designation master</li><li>• Qualification master</li><li>• Employee joining</li></ul>

## 2. Anytime anywhere access:

Log-in to BRAVO software at any point of time. With the offline facility you can work from any place without any hesitation. The data are stored after you exit so the next time when you begin you continue from the where you stopped .There is also auto generated back-up option so that data's are secured.

## 3. Salary generation and report:

Generating Salary structure report, Employee wise joining report, Pay slip, Bank Transfer List , PF Statement, ESI Statement, Employee wise joining report all of the above are done over here in an organized form so that the user does not have to give much effort.

#### **4. Time and Attendance Tracking:**

This payroll software allows employer to track employee attendance, hours, and time-related billings. Schedule daily, weekly, monthly, attendance reports are also prepared. Before submitting the attendance sheet the attendance of an employee can be adjusted. The calculation of employee attendance on basis of hours and days can be adjusted for example if the daily working hour is 10 or 12 it can be adjusted.

#### **5. Pay calculation:**

The calculation of the pay of the employee takes place as per his designation, attendance, work type (like full time or half time), overtime and the location of the employee. The calculation of salary includes.

- Basic salary
- Over time
- Other Allowances

- Bonus
- Employee State Investment Plan
- Provident Fund
- Professional tax
- Tax Deductions

## **6. Record keeping:**

Another feature of BRAVO is that it can be used to keep detailed and accurate records. These records can be stored in a main database on site. Record-keeping can help you monitor trends such as how much overtime you're paying and how many employees participate in your company retirement plans. Records also ensure that you're complying with all relevant laws and can prepare you for an audit or any other type of investigation of your business when you set up your system to monitor those activities. A payroll system that accurately stores hours makes end-of-year tax preparation smoother as well.

## **7. Multiple pay slips:**

If you have your employees to work in 2 or more different locations within the same pay period, our payroll software is capable of generating composite pay slips for the same period. The pay slips shows the clear information of the employee's salary structure like it shows the amount earned and deducted from the employee's salary and the net amount payable to him.

## **8. Easy rectification of errors:**

If a mistake or incorrect entry has been recorded it easily be rectified within few minutes without much effort. The rectification can be done before submitting the final details at the preview option so that the user can get the final outlook of the reports or the details prepared by him are correct or not.

## **9. Migration facility:**

In the BRAVO software the user can easily import details from the excel sheet which is the most convenient part of this software, Because now a days most of the data are stored in excel sheet.

## **10. Summarized form:**

The BRAVO software stores the data in an organized form with an departmental head .the records of the employees are also very well maintained so that no in future if anything takes place whether it may be legally or accidentally it makes user get prepared for the challenge without any hesitation.

