DATA ENTRY TRAINING

Arch Travel CRM

Module 11 — HR & Payroll

Departments and positions, employee records, attendance, leaves, advances and loans, and monthly payroll.

TRAINING GUIDE · SIMPLE ENGLISH

SETUP | EMPLOYEES | ATTENDANCE | LEAVES | ADVANCES | PAYROLL | ERRORS | CHECKLIST

For trained staff and customers

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How to use this guide

This guide teaches you to enter data in the **HR & Payroll** module of Arch Travel CRM. Follow the parts in order the first time. Later, use Section 4 (field tables) and Section 7 (checklist) as a quick reference.

Field names

Names written like `Customer:` are shown exactly as they appear on the screen.

Buttons and menus

Names written like **Save** are buttons or menu items you click.

Required

In the field tables: Yes you must fill it No optional Auto the system fills it.

Messages

Text in *italics* is a message the system shows. ... stands for a name or number.

TIP
Practise with demo data first. Use the checklist in Section 7 before you finalise anything.

WARNING
Never share your password. Sign out when you leave your desk.

NOTE
Your menu shows only the screens your administrator has given you. If a menu item is missing, ask your administrator.

SECTION 1

1 Module introduction and menu path

HR & Payroll keeps your staff records and pays salaries. Set up departments, positions and holidays first, add each employee, mark attendance and leaves during the month, record advances and loans, then generate and post the payroll.

MENU PATH

HR
top menu → **Employees / Attendance / Leaves / Payroll**
menu items

You will use these menu items in this guide:

MENU GROUP	ITEMS USED IN THIS GUIDE
HR	HR Dashboard · Employees · Setup (Departments, Positions, Holidays)
HR	Attendance · Leaves · Payroll · Advances & Loans
Admin Backend → HR Management	Employee (staff login and rights)

HOW THE WORK FLOWS

Setup
Departments, positions, holidays
→ **Employees**
Profile, job and salary
→ **Month**
Attendance, leaves, advances
→ **Payroll**
Generate, approve & post, pay

SECTION 2

2 Prerequisites: set up these first

Make sure the items below exist before you start. Ask your administrator if one is missing.

SET UP THIS FIRST	WHERE	WHY IT IS NEEDED
Branches	Admin Backend → System → Branch	**Branch** on the employee.
Salary accounts	Accounts → Chart of Accounts	**Salary Expense A/C**, **Salary Payable A/C** and **Advance Against Salary A/C**.
Cash / payment account	Chart of Accounts	**Payment Account** for advances.
HR settings	Admin Backend → HR Management → Settings	Leave allowances and payroll defaults.

SECTION 3

3 Step-by-step data entry

Follow the parts in order. Each part matches one screen or task.

Part A — HR Setup: departments, positions, holidays

Open **HR → Setup (Departments, Positions, Holidays)**. Click **New** on the list you need.

HR Setup

1 Add Department
Type **Department *** (**required**), optional **Code** and **Description**. Tick **Active**. Click **Save**.

2 Add Position
Type **Position *** and choose its **Department**. Click **Save**.

3 Add Holiday
Type **Holiday**, ***From*** and **To**. Click **Save**.

Part B — Add an employee

Open **HR → Employees** and click **New Employee**. The form is **Add Employee**.

Add Employee

1 Profile
Employee Code (unique), **Full Name *** (**required**), **Father Name**, **Gender**, **Marital Status**, **Date of Birth**, **CNIC / ID No.**, **Blood**.

2 Job
Department, **Position**, **Supervisor** (not the same person), **Branch**, **Joining Date**, **Leaving Date**.

3 Salary
Basic Salary, **Gross Salary** (basic + allowances, not less than basic), **Currency**.

4 Accounts
Salary Expense A/C, **Salary Payable A/C**, **Advance Against Salary A/C**.

5 Contact
Mobile, **Office Mobile**, **Email**, **City**, **Country**, **Address**, **Emergency Contact**, **Emergency Phone**, **Relation**.

6 **Save**

Tick **Active** and click **Save**.

NOTE

Staff logins and the rights *Allow Final Booking* / *Allow Final Hotel Voucher* are on the employee record in the Admin Backend (HR Management → Employee).

Part C — Attendance and leaves

Attendance

1 Daily Sheet
Choose **Date** and **Department**, click **Load**. Mark each employee, use **Apply** to set many at once, then **Save Sheet**.

2 Monthly Register
Choose **Month** and click **Show** to see the month.

Leaves

1 Apply Leave
Click **New**. Choose **Employee**, ***Leave Type***, **From *** and **To**. **Days** is filled (whole or half days). Add **Reason / Notes**. Click **Submit**.

2 Approve or reject
In **Leave Applications** find the leave (**Search**) and click **Approve**, **Reject** or **Cancel**.

3 Leave Balance
Check the balance before approving.

Part D — Advances and loans

New Advance / Loan

1 Employee and kind
Click **New**. Choose **Employee *** and **Kind** (Advance or Loan) and **Date**.

2 Amount and recovery
Type **Amount *** and the **Monthly** installment (between 0 and the amount). Choose **Recover From**.

3 Payment account
Choose the **Payment Account** (default: Configured cash account). Add **Notes**. Click **Save**.

Part E — Monthly payroll

Payroll

1 Choose month
Choose `Month`, optional `Department` and `Status`, click `Show`.

2 Generate Drafts
Click `Generate Drafts`. One Draft slip per employee is made.

3 Check slips
Open a slip, change amounts if needed and click `Save Draft`. Amounts cannot be negative.

4 Approve & Post
Tick the slips and click `Approve & Post`. The salary is posted to accounts.

5 Mark Paid
After paying, tick the slips and click `Mark Paid`. `Reopen to Draft` reverses a mistake; `Cancel` cancels a slip.

6 Print
Open a slip and click `Print` for the salary slip.

⚠ **WARNING**
Only Draft slips can be edited. Reopen it first.

SECTION 4

4 Field tables for every screen

Field names are written exactly as on screen.

HR Setup

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Department *	Department name, unique.	Yes
Code / Description	Optional.	No
Position *	Position title, unique.	Yes
Holiday *	Holiday title.	Yes
From * / To	To not before From.	Yes

Add Employee

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Employee Code	Unique code.	No
Full Name *	Name.	Yes
Father Name / Gender / Marital Status / Date of Birth / CNIC / ID No. / Blood	Personal.	No
Department / Position / Supervisor / Branch	Job.	No
Joining Date / Leaving Date	Leaving not before joining.	No
Basic Salary / Gross Salary	Not negative; gross not less than basic.	No
Currency	Salary currency.	No
Salary Expense A/C / Salary Payable A/C / Advance Against Salary A/C	Accounts.	No
Mobile / Office Mobile / Email / City / Country / Address	Contact.	No
Emergency Contact / Emergency Phone / Relation	Emergency.	No
Active	Tick for current staff.	No

Leaves

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Employee *	Employee.	Yes
Leave Type *	Type.	Yes
From *	Start date.	Yes
To	Not before From.	No
Days	Whole or half days.	Auto
Reason / Notes	Reason.	No

Advances & Loans

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Employee *	Employee.	Yes
Kind	Advance or Loan.	No
Date	Date.	No
Amount *	Amount.	Yes
Monthly	Installment, 0 to amount.	No
Recover From / Payment Account / Notes	Details.	No

Payroll

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Month	Payroll month.	Yes
Department / Status	Filters.	No
Notes (slip)	Notes.	No

SECTION 5

5 After you save: find, edit, print

TASK	HOW
Find an employee	**Employees**: filter by department, position and status; click **Search**.
Edit	Open the employee, change, **Save**.
Outstanding advances	**Advances & Loans → Outstanding by Employee**. **Close**, **Cancel** or **Reopen** an advance.
Salary slips	**Payroll → Salary Slips** by month and status (Draft, Approved, Paid, Cancelled).

SECTION 6

6 Common errors and how to fix them

The messages below are the real messages the system shows. ... stands for a name or number.

Setup and employees

MESSAGE ON SCREEN	WHAT IT MEANS AND HOW TO FIX IT
Please enter the department name.	Type **Department *** .
Please enter the position title.	Type **Position *** .
Please enter the holiday title.	Type **Holiday *** .
End date cannot be before the start date.	Fix the dates.
Please enter the employee name.	Type **Full Name *** .
Salary cannot be negative.	Fix the salary.
Gross salary cannot be less than basic salary.	Raise gross or lower basic.
Leaving date cannot be before the joining date.	Fix the dates.
Another employee already has code ...	Use another code.
An employee cannot supervise themselves.	Choose another supervisor.

Attendance and leaves

MESSAGE ON SCREEN	WHAT IT MEANS AND HOW TO FIX IT
Please select the date.	Choose **Date** .
Attendance cannot be marked more than a month ahead.	Use a nearer date.
Please select the employee.	Choose the employee.
Please select the leave type.	Choose **Leave Type *** .
Days must be whole or half days.	Use .0 or .5.
Split a leave that crosses the year end into two applications.	Make two leaves.
This employee already has a pending / approved leave (#...	Check the existing leave.
Only pending leaves can be approved.	Only pending leaves change.

Advances and payroll

MESSAGE ON SCREEN	WHAT IT MEANS AND HOW TO FIX IT
Please enter the amount.	Type **Amount *** .
The installment must be between 0 and the amount.	Fix **Monthly** .
Please select the month.	Choose **Month** .
Payroll cannot be generated more than one month ahead.	Pick the right month.
Only Draft slips can be edited. Reopen it first.	Use **Reopen to Draft** .
Amounts cannot be negative.	Fix the amounts.
Select at least one slip.	Tick slips first.

SECTION 7

7 Quick checklist

Setup

- [ ] Departments, positions, holidays
- [ ] Salary accounts in chart

Employee

- [ ] Name, code, department, position
- [ ] Joining date and salary
- [ ] Accounts chosen
- [ ] Emergency contact

Every month

- [ ] Attendance saved daily
- [ ] Leaves approved or rejected
- [ ] Advances recorded

Payroll

- [ ] Drafts generated and checked
- [ ] Approved & posted
- [ ] Marked paid
- [ ] Slips printed

Trainee name _____ Date _____ Trainer _____