



A STUDY ON PAYROLL MANAGEMENT AT HERITAGE HYDERABAD

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Abstract

The pay structure of a company depends on several factors such as labor market Conditions Company's paying capacity and legal provisions. In India, different acts include different items under wages though all the Acts include basic wage and dearness allowance under the term wages. Under the workmen's Pay Roll act, 1923 wages for leave period holiday pay, overtime pay, bonus, and good conduct bonus form part of wages. Under the payments of wages act, 1936, section 2(vi) any awards of settlement and production bonus, if paid constitute wages. Under the payment of wages act 1948, retrenchment Pay Roll payment in lieu of notices and gratuity payable on discharge constitute wages. The term Allowances includes amounts paid in addition to wages over a period of time including holiday pay, overtime pay, bonus social security benefit etc. the wage structure benefits etc. the wages structure in India may be examined broadly under the following, The basic wage in India corresponds with what has been recommended by the Fair wages committee(1948) and the 15th Indian Labor conference (1957). The various awards by wage tribunals , wage boards, pay commission reports an job evaluation also serve as guiding principles in determining basic wage.

INTRODUCTION

Torrington and Hall (1987) define personnel management as being: "a series of activities which: first enable working people and their employing organisation to agree about the objectives and nature of their working relationship and, secondly, ensures that the agreement is fulfilled" While Miller (1987) suggests that HRM relates to: "those decisions and actions which concern the management of employees at all levels in the business and which are related to the implementation of strategies directed towards creating and sustaining competitive advantage" In a company, payroll is the sum of all financial records of salaries for an employee, wages, bonuses and deductions. In accounting, payroll refers to the amount paid to employees for services they provided during a certain period of time. Payroll plays a major role in a company for several reasons. From an accounting point of view, payroll is crucial because payroll and payroll taxes considerably affect the net income of most companies and they are subject to laws and regulations (e.g. in the U.S. payroll is subject to federal and state regulations). From ethics in business viewpoint payroll is a critical department as employees are responsive to payroll errors and irregularities: good employee morale requires payroll to be paid timely and accurately. The primary mission of the payroll department is to ensure that all employees are paid accurately and timely with the correct withholdings and deductions, and to ensure the withholdings and deductions are remitted in a timely manner. This includes salary payments, tax withholdings, and deductions from a paycheck.



NEED FOR STUDY

- To help Maintenance and updating of employee information sheet / salary register
- . Calculation and deduction of statutory deductions like Provide Fund Profession Tax, Income Tax etc
- To help the staff and management teams runs the organization

OBJECTIVES OF THE STUDY

- ❖ To know the roll of HR in payroll and the payroll software's used in the organization.
- ❖ To find about the software's used in Payroll process and satisfactory level of employees using this software's .
- ❖ To analysis whether these software's are user friendly.
- ❖ To suggest the Latest Software's in achieving organizational objective.

SCOPE OF THE STUDY

One of the main functions of personnel management in industrial organization is to impart programmers to its employees.

HRM plays a large part in determining the effectiveness and efficiency of the establishment. Increase in productivity is possible only when there is an increase in quantity of output. It applies not only to new employees but also to experienced people. It can help employees and employers to increase their level of performance and to develop skills, knowledge on their present job assignment.

Objectives of Employee Payroll(Heritage Foods (India) Limited):

- To Analyze the Pay roll System in Heritage Foods (India) Limited.,
- To ensure effective utilization and maximum development of Employee.
- To ensure reconciliation of individual goals with those of the organization.
- To achieve and maintain high morale among employees..

RESEARCH METHODOLOGY

Research is scientific and systematic search pertinent information in a specific topic. The meaning of research is “A Careful Investigation (or) Inquiry.

EMPLOYEE PAYROLL is the corner stone of sound management, and it makes employees and employers more effective and productive. It is actively and intimately connected with all personnel and managerial activities.

DATA SOURCES:

Data means a collection of facts in real life statistical data is a collection of facts in numerical figures.

The data sources are usually identified using the type of data needed. There are two types of data.

1. Primary data
2. Secondary data

❖ **PRIMARY DATA:**

The first hand information by the investigator by means of observation face to face questioning, telephone interview and mailing questionnaire is called primary data. Primary data consists of original information gathered for a specific purpose.

SOURCES OF PRIMARY DATA:-

For the purpose of present study, the primary data collected from respondents by contacting them personally.

□ **SECONDARY DATA:**

Secondary data consists of information that already exists somewhere, having been collected for another purpose **SOURCES OF SECONDARY DATA:**

For the purpose of present study, the secondary data was collected from published data of the companies. Population is the aggregate of objects animate and inanimate, under study in any statistical investigation. His population for the study here was employees in Met life.

SAMPLING PROCEDURE

With a view to arrive at the sample population for the study, a "Purposive- Cum convenient sampling" was followed. **SAMPLE SIZE**

The sample size includes 100 employees who are working in the Heritage Foods(India)

PERIOD OF THE STUDY

The study was held in Heritage the duration of 45 days.

LIMITATIONS OF THE STUDY

The study is limited to the policies and practices being followed in Heritage Foods (India) Limited get the complete data, in view of its classified nature of the organization.

- ❖ Time factor is the main constraint for the study as it was restricted only to eight-nine weeks.
- ❖ Sampling error is not taken into consideration.
- ❖ The information given by the sample frame is thought accurate by researcher.
- ❖ As the method adopted is Random Sampling, result may not be accurate and believable.
- ❖ As the sample size is 100, whole of the facts could not be collected.
- ❖ The findings of the study are confined only to the question asked in the questionnaire and through personal interviews.

The study has been carried in Heritage Foods (India) Limited only

REVIEW OF LITERATURE

1. Prabhakar S (2013) found employees of Don bosco college of arts and science Sogathur, Dharampuri, Tamilnadu, are very satisfied with intramural facilities but they is a need of further development in the areas of extra mural facilities like transport, leave facility, maternity

benefits, promotion for the staff in college etc. Researchers recommended fixing pay scale for experienced staff in tune with the cost of living and have to think high salaries for those awarded Ph.D.

2. Anand (2010) stated in his research work that employees of IT sector in Chennai district are satisfied with the welfare measures provided by the company. But researcher also suggested some recommendation pertaining to periodic audit of welfare programs by management, personality & stress management etc. Modifications are requiring in the field of safety consciousness, grievance handling & sexual harassment especially for women employees.

3. Balaji (2013) explored the influence of rewards & welfare on job satisfaction & productivity of both public & private sector employees in measure Industrial cities of Tamilnadu. The working environment was fair in terms of office accommodation & furniture, working material, health & safety facilities but on the other side he recommended salary increment, allowances, bonus, fringe benefit & compensation on regular & specific periods to keep their moral high & make them productive.

4. Bhagat (2015) revealed that cleanliness is the big issue in Nashik MIDC. She suggested that cleanliness should be improved, clean & adequate latrines & urinals at the work place improve indirect motivation to employees.

5. Bhati p. (2013) identified in her research work that the different provisions provided to the employees under factories Act 1948 are showing positive relation with the employee's satisfaction. Company should know the requirement of employees in term of different non-financial motivational tools. This study can be useful for identifying the factories which needs to employee satisfaction & company can use those factors retention tool for retaining employees in the organization.

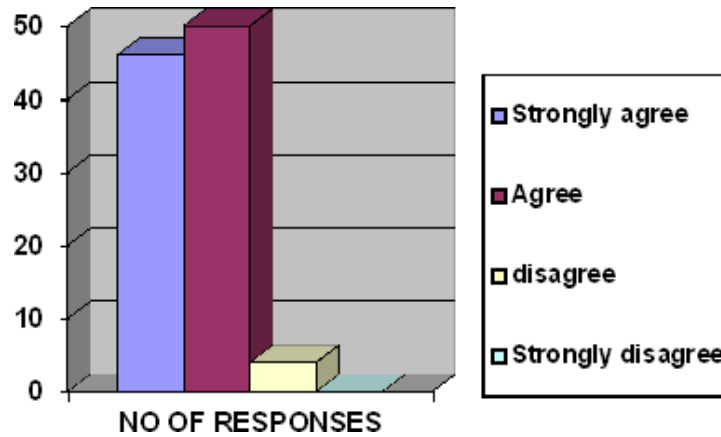
6. Shrinivas K T (2013) conducted research work at BOSCH Ltd. Bangalore division on 100 employees. Researcher concluded that employee Payroll Management are satisfied such as canteen facilities, transport & parking, uniform & safety shoes etc. but employees are dissatisfied with medical & first aid due to improper maintenance of medicine & less no. physicians, rest rooms & recreational facilities are poor due to lack of maintenance.

7. Madhesh (2014) instated that employees having 5-10 years' experience are highly satisfied welfare measures provided by their companies in SIPCOT industrial area in Tamilnadu. He suggested some recommendations regarding welfare inspector, transfer policies & disciplinary rules for betterment of employees.

DATA ANALYSIS AND INTERPRITATION

1. Your organization provides opportunity for growth and security.

| OPTIONS | NO OF RESPONSES |
|-------------------|-----------------|
| Strongly agree | 56 |
| Agree | 40 |
| Disagree | 04 |
| Strongly disagree | 0 |

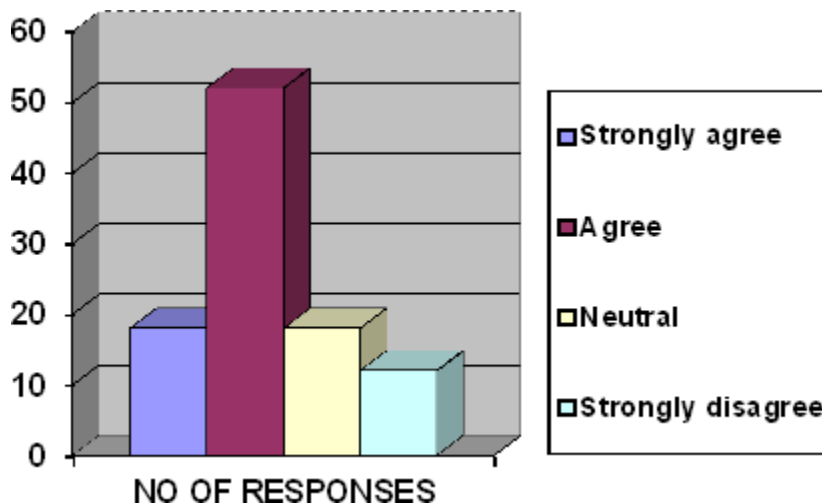


Interpretation:

The survey revealed that most of the employees strongly agree that the **Heritage foods India limited** provides opportunity for growth and security and some are disagree about this.

2. Pay and compensation package is adequate and fair in comparison to performance.

| OPTIONS | NO OF RESPONSES |
|-------------------|-----------------|
| Strongly agree | 19 |
| Agree | 51 |
| Neutral | 17 |
| Strongly disagree | 13 |

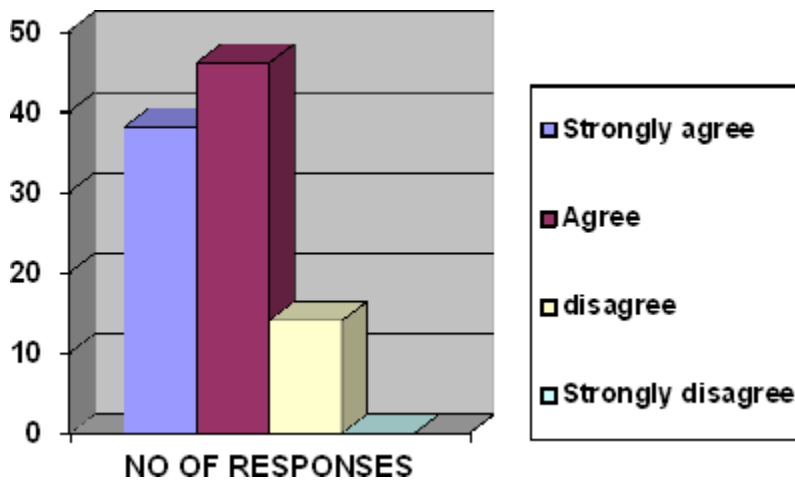


Interpretation:

The survey revealed that most of the employees agree for the reason of their pay and compensation package is adequate and fair in comparison to performance and some are disagree.

3. Medical facilities provided by the organization suites your health needs?

| OPTIONS | NO OF RESPONSES |
|-------------------|-----------------|
| Strongly agree | 36 |
| Agree | 45 |
| disagree | 19 |
| Strongly disagree | 0 |

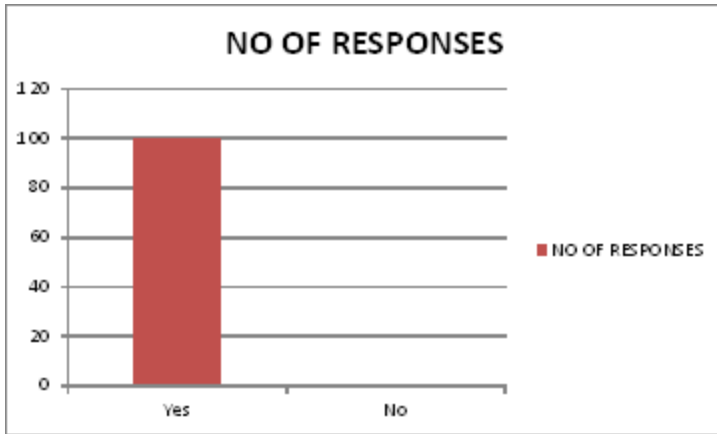


Interpretation:

The survey revealed that most of the employees agree and strongly agree for the reason of the medical facilities provided by the organization which suits their health needs, and few are disagree.

4. Is the original pay rate authorized in writing and subsequent amendments properly approved?

| OPTIONS | NO OF RESPONSES |
|---------|-----------------|
| Yes | 95 |
| No | 5 |

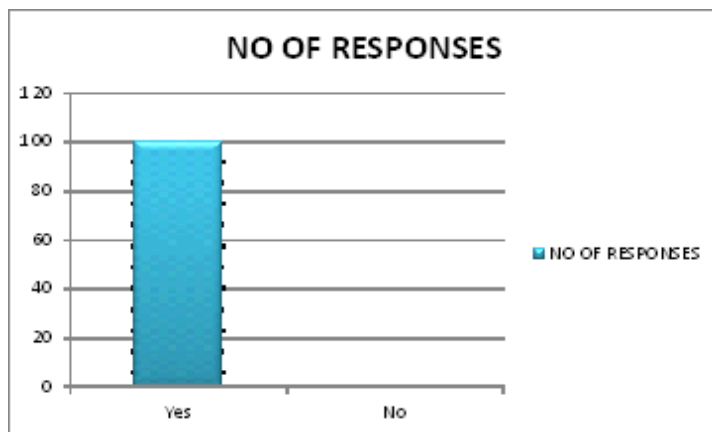


Interpretation:

The survey revealed that most of the employees are saying that the original pay rate authorized in writing and subsequent amendments properly approved by the organization.

5. Is there a periodic check by independent staff, comparing the payroll and personnel records?

| OPTIONS | NO OF RESPONSES |
|---------|-----------------|
| Yes | 99 |
| No | 1 |

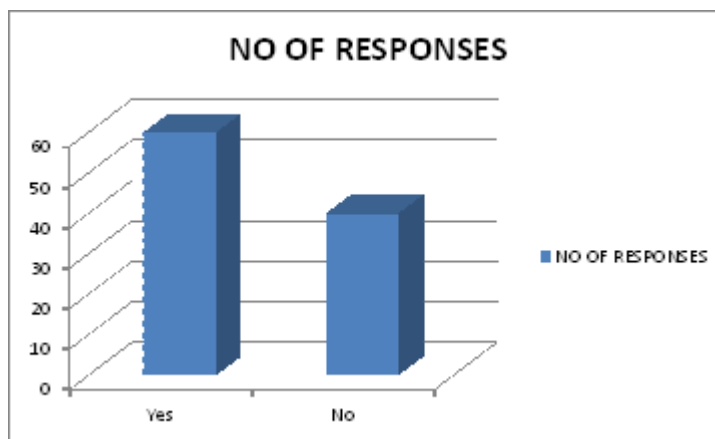


Interpretation:

The survey revealed that most of the employees are saying that there a periodic check by independent staff, comparing the payroll and personnel records properly approved by the organization.

6. Is the calculation of a sample of employee’s net pay periodically checked?

| OPTIONS | NO OF RESPONSES |
|---------|-----------------|
| Yes | 60 |
| No | 40 |



Interpretation:

The survey revealed that most of the employees are saying there is a calculation of a sample of employee’s net pay periodically checked, and approved by the organization.

FINDINGS OF THE STUDY SUGGESTIONS

- Those responsible for approving time worked are independent of those responsible for payroll preparation, determining cheque payments and the preparation and distribution of pay.
- Those responsible for maintaining personnel records are independent of those responsible for preparing the payroll.
- Those responsible for payroll preparation are independent of those responsible for the preparation and distribution of pay, particularly where casual labor is employed or where there is no separate and independent personnel department.
- Those responsible for maintaining personnel records or originating entries on the personnel records are independent of those responsible for preparing pay packets or distributing pay.
- Those responsible for payroll preparation should be independent of those authorizing cheque payments, authorize bank transfers, etc.
- for distributing pay should be independent of those determining cheque payments.
- ❖ To improve the comfortness of Employees.
- ❖ Skilled and experienced persons should be provided at service center, so that problems of



the Employees should be resolved completely.

- ❖ It is suggested that some more Benefits should be provided for Employees.
- ❖ To provide better service to Employees at work shop.
- ❖ To make the Organization more spacious inside for development of Employees.
- ❖ To increase the place of R&D at work shop.

CONCLUSION

The global business environment is buzzing with the single most important issue of Building a competitive edge by creating and retaining a large number of Employees than their goods and services every organization is therefore seized of the task of establishing sustaining its worth to the customer, who has been rendered unpredictable by competition”

Therefore every business is making a continuous effort for achieving Employees effort for achieving Employees loyalty In short it is total organizational culture and brand equity, which face challenge. So that there is a perennial struggle amongst organizations to sustain their existence in the market place, and hence in order to sustain the stiff competition the company has to take up market Research frequently to know the changing needs & preference of the Employees.

This helps the company to reframe the policies in providing cutting edge technology to satisfy the Employees & retain him for a life time.

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