

## **Overview**

### **Portable Employee Payroll system**

Farvision HR Management & Payroll software can handle all aspects of a company's workforce starting from attendance, tax withholdings & returns, virtual & printed paychecks, induction and appointment and more - saving the time and effort of performing these functions with an outside process. Staff Management processes made smarter, simpler and efficient with Farvision's Human Resource Solutions. FV Pay Mobile Application is a smart way for employees to collaborate with the HR Management & Payroll software system.

### **Features of FV Pay (Farvision Payroll) Mobile app :-**

- Pocket implementation of Farvision HR Management & Payroll software.
- View customized dashboards.
- Get real time information on leave, outdoor or attendance status.
- Provide your attendance or outdoor entry(while client visit) by validating your Touch-ID/Face ID/Passcode.
- Apply for your leave.
- View your daily status of attendance on calendar.
- View your monthly pay slip.
- Notification alert for the confirmation/approval of leave or outdoor entry by reporting person.
- Search for other employees on address book.

## Configuration Process

### Mobile Configuration

Mobile configuration is required for each mobile app (both IOS and android) to enable push notifications. For details about Enterprise Name, server public IP and app credentials, please refer to the detailed help on [Mobile Configuration](#).

### Download Farvision Pay App from

1. Apple Apps Store (For IOS)
2. Android Store (For Android)

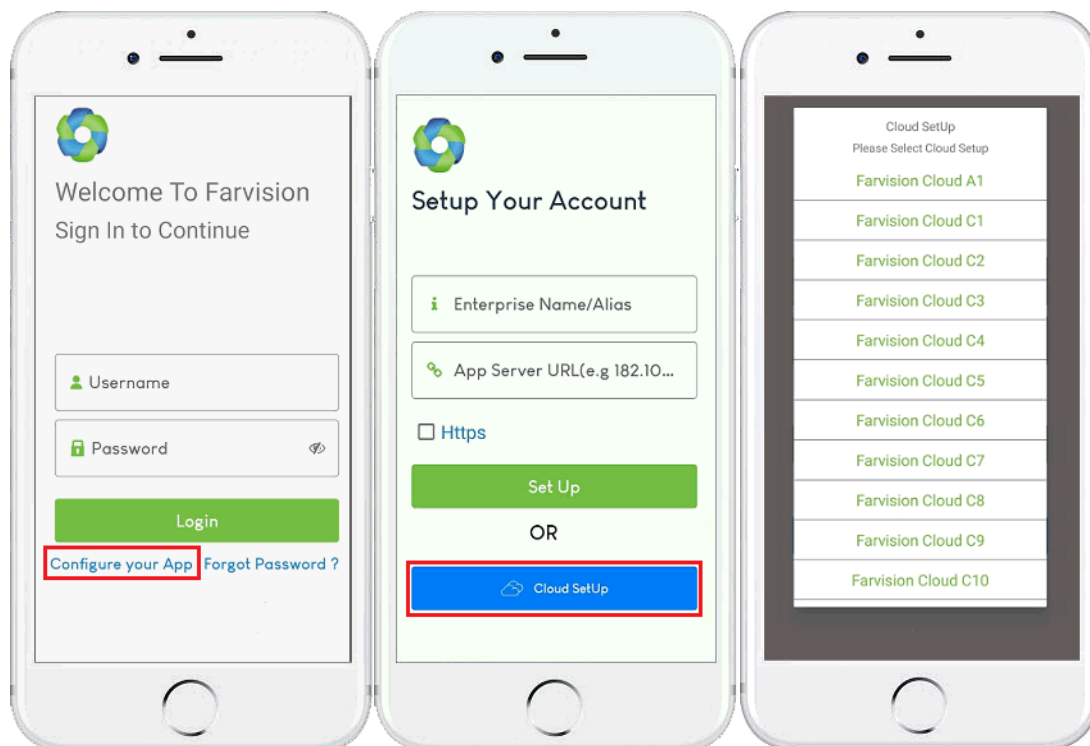
Please type FV Pay on Google Play Store/Apple Apps Store to find and download the mobile application or download from the following URLs

Download Links	
For IOS	<a href="https://apps.apple.com/in/app/farvision-pay/id1449939155">https://apps.apple.com/in/app/farvision-pay/id1449939155</a>
For Android	<a href="https://play.google.com/store/apps/details?id=com.gamut.farvisionpayroll&amp;hl=en_IN&amp;gl=US">https://play.google.com/store/apps/details?id=com.gamut.farvisionpayroll&amp;hl=en_IN&amp;gl=US</a>

### Cloud SetUp

**Step1:** Install and open FV Pay App. Press 'Configure Your App' to setup your account.

**Step2:** Press 'Cloud SetUp' if your Farvision application runs on Farvision Cloud server. Please contact your administrator to know your cloud server name. Choose your cloud server from “Cloud SetUp” option.



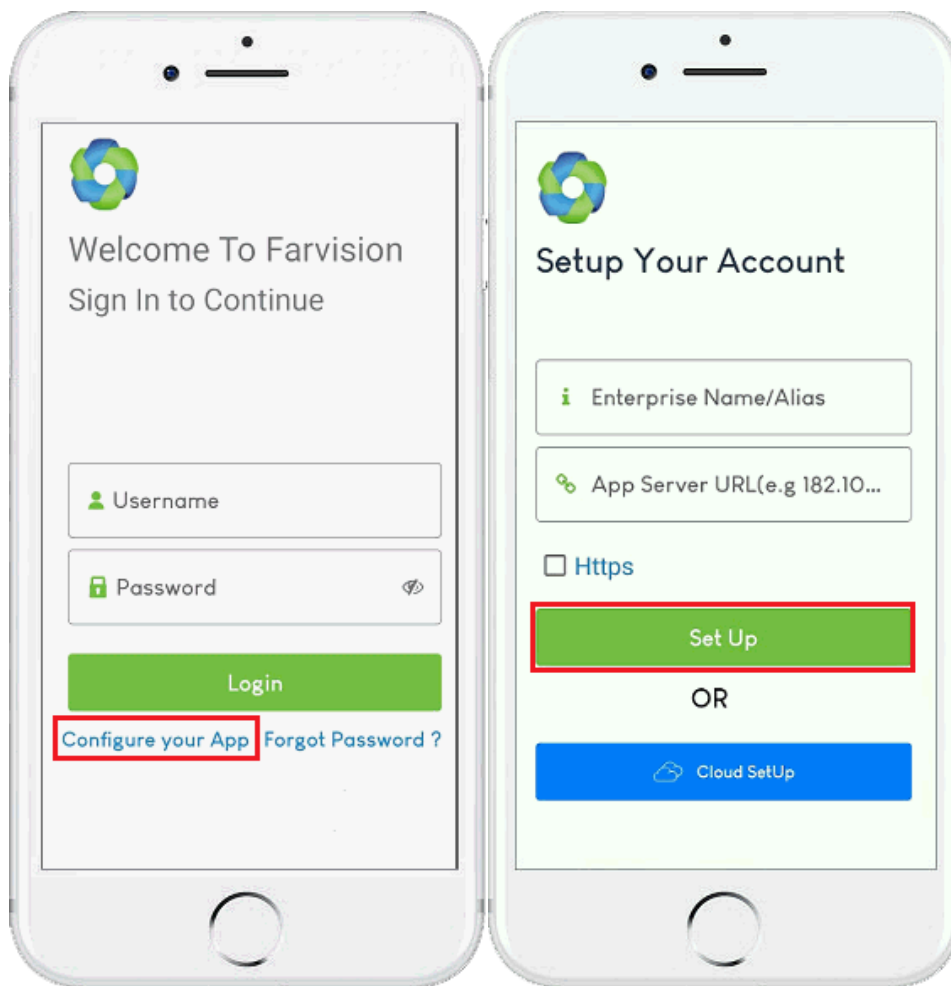
**Step3:** After account configuration, enter 'User Name' and 'Password' and press 'Login'.

OR

### Set Up

**Step1:** Install and open FV Pay App. Press 'Configure Your App' to setup your account. Press 'Set Up'.

**Step2:** Enter your Enterprise name and on premises server URL/IP. HTTPS is required to be checked if your server is SSL certified and you have entered domain name. If you have entered IP Address as server url then SSL is not required hence left this unchecked.



**Step3:** After account configuration, enter 'User Name' and 'Password' and press 'Login'.

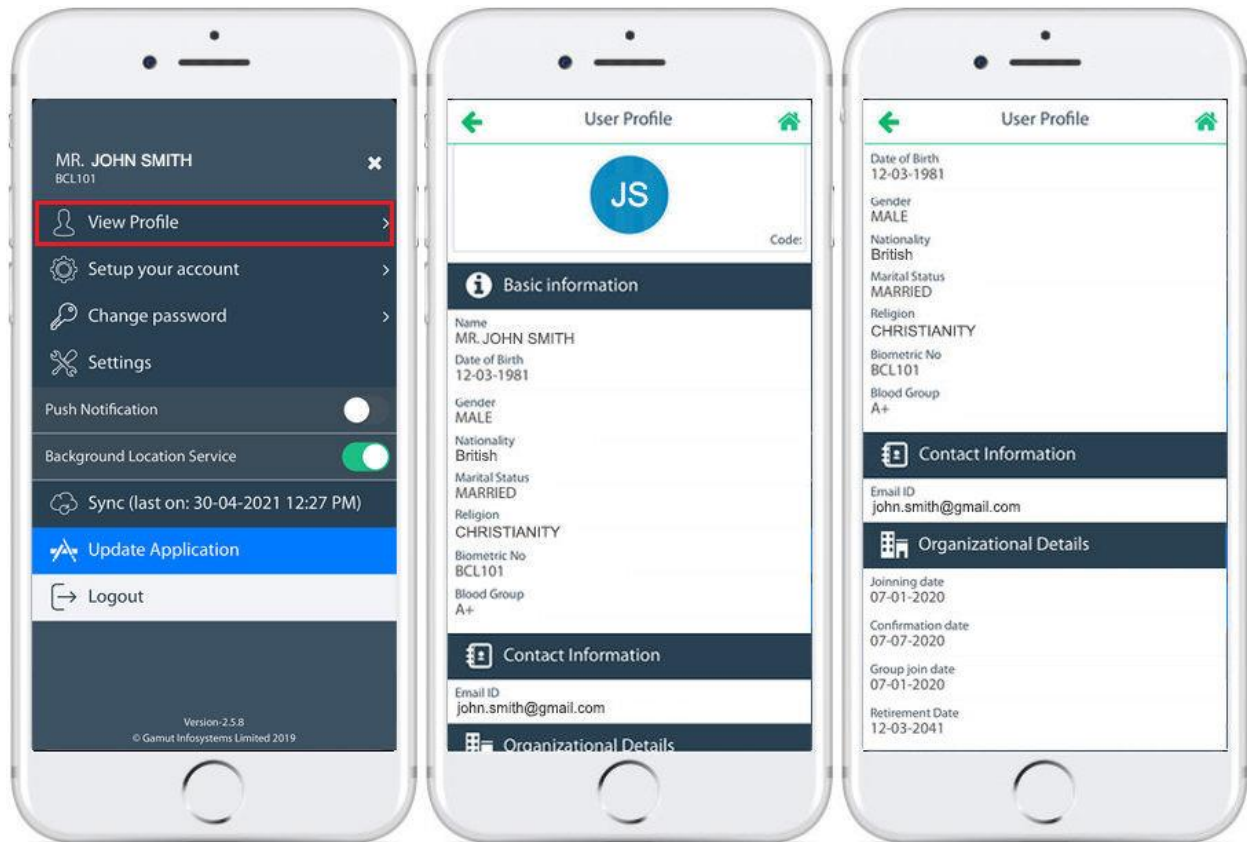
## Dashboard



1. **Employee** – It shows Basic Details of the employee as per Payroll Master.
2. **Leave Details** - This is your Leave Available and for detail you can tap on 'View' button. It will show the breakup of leave head wise.
3. **My Leave** – It shows the detail regarding the status of your Leave applied (Pending as well as Approved)
4. **My Outdoor** - It shows you the detail regarding the status of your outdoor applied (Pending as well as Approved)
5. **My Expenses** – You can enter your Expenses and View the details of your expenses.
6. **Approvals** – This will show you the detail of Leave and Outdoor which are pending for your approvals.
7. **Leave Details** –This will show your leave Balances breakup Headwise in graphical representation.
8. **Leave Application** – This option will enable you to apply your leave.
9. **Outdoor** – This option will enable you to apply your outdoor.
10. **Attendance Sheet** – You can check your Monthly attendance date wise.

## User Profile

User Profile screen displays the basic information, contact information and organizational details of the logged in user.



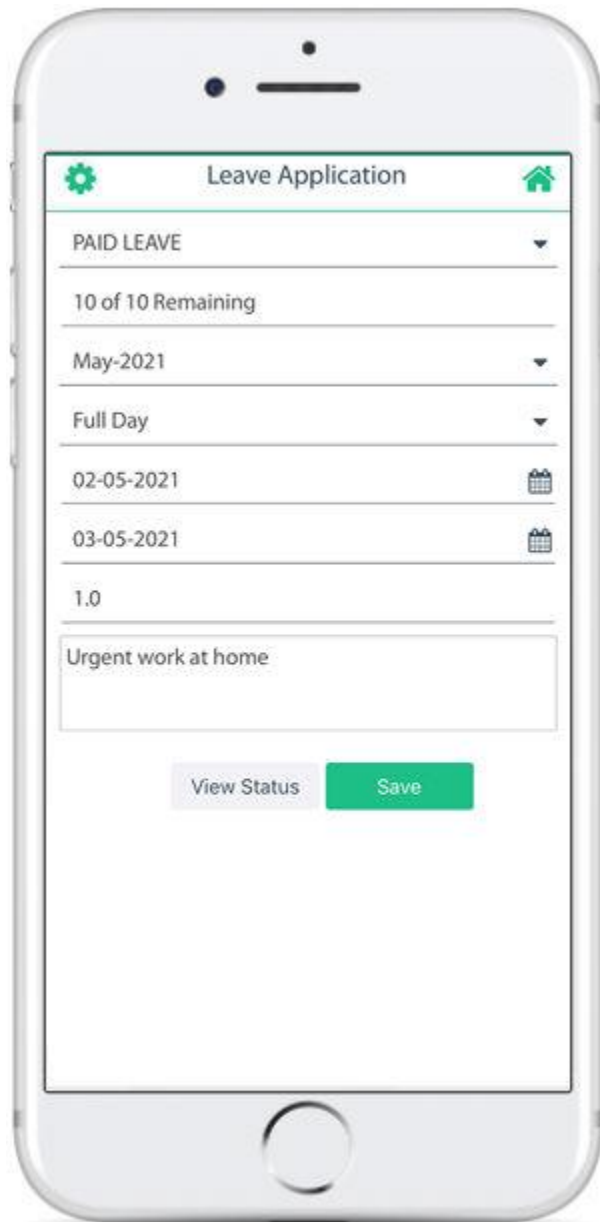
By tapping on 'View Profile' the User Profile section opens. It is only for viewing purpose.

**Basic Information:** User's basic information including Name, Date of Birth, Gender, Nationality, Marital Status, Religion, Biometric No and Blood Group are shown here.

**Contact Information:** User's contact information is displayed here

**Organizational Details:** User's organizational details are shown here. It shows Joining Date, Confirmation Date and Retirement Date

## Leave Application



The screenshot shows the 'Leave Application' screen on a mobile device. At the top, there is a header with a gear icon on the left and a home icon on the right. Below the header, the screen displays a form with the following fields and options:

- PAID LEAVE** (dropdown menu)
- 10 of 10 Remaining** (text)
- May-2021** (dropdown menu)
- Full Day** (dropdown menu)
- 02-05-2021** (date field with calendar icon)
- 03-05-2021** (date field with calendar icon)
- 1.0** (text field)
- Urgent work at home** (text input field)

At the bottom of the form, there are two buttons: **View Status** (grey) and **Save** (green).



This option will allow employee to apply for leave and view status of applied leave

1. Select the leave head. Leave balance will be displayed.
2. Select the month period
3. Select the day type (Half/Full)
4. Select the date on which the employee is going to take leave
5. Enter the reason
6. Tap on 'Save'
7. Leave Application Success message will pop up
8. Tap on 'View Status'. Employee can check the status of applied leave and can also cancel the application from Leave Status

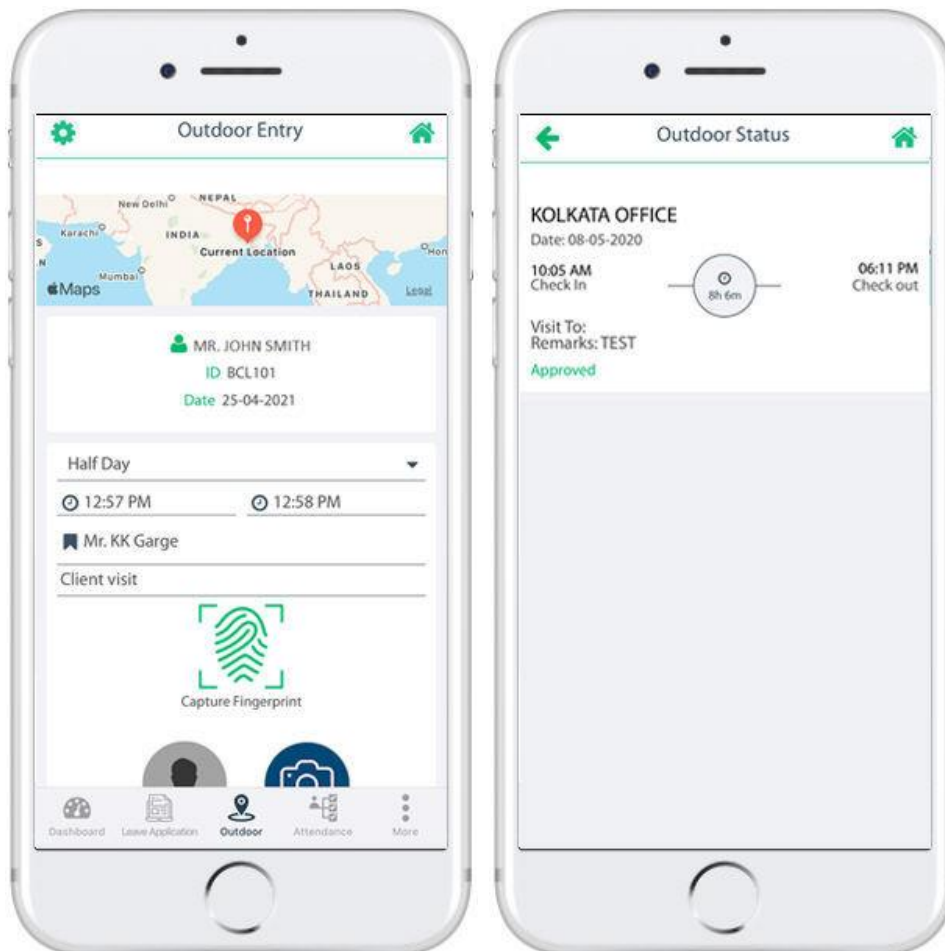
## Outdoor



This option will allow employee for Outdoor entry and save.



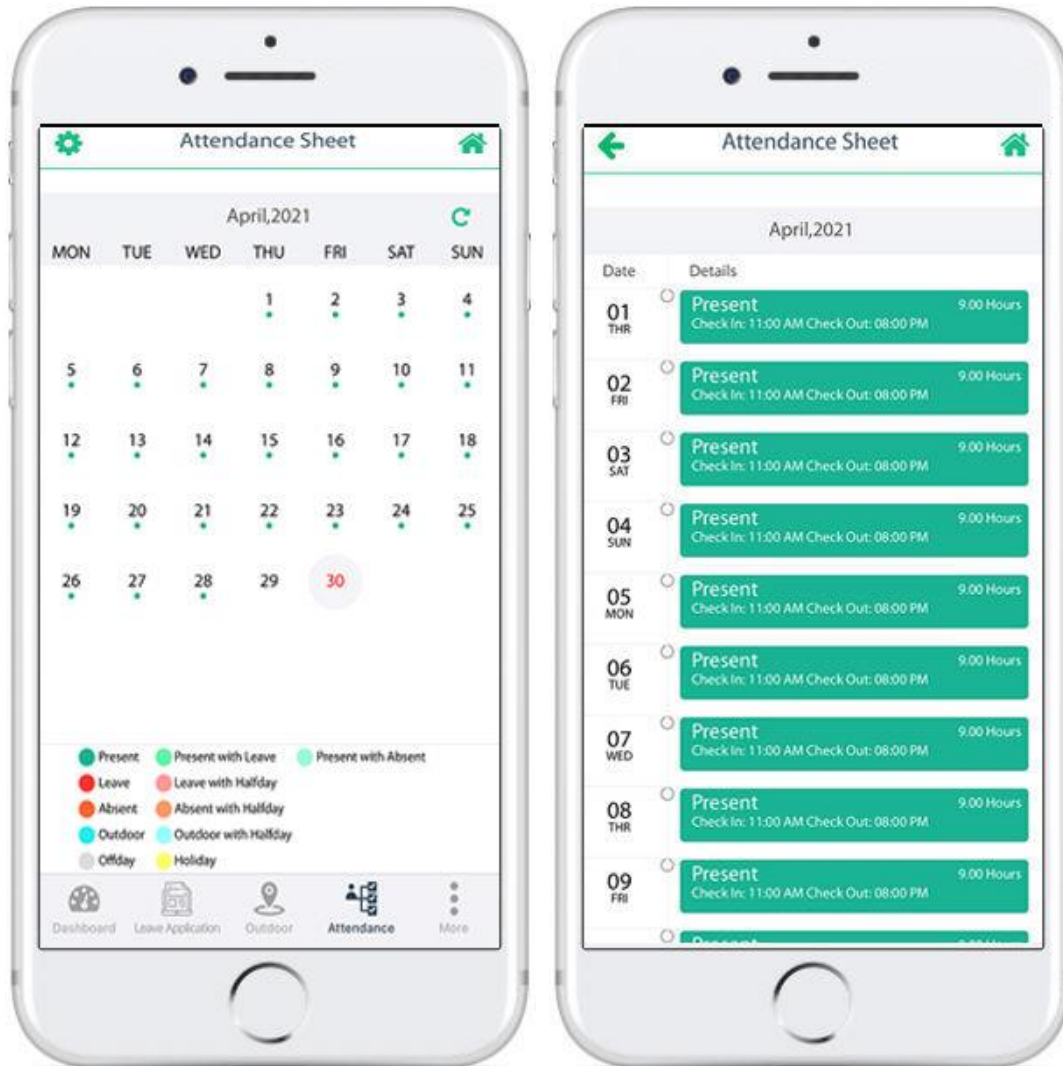
Outdoor Status can be checked by tapping on 'View Status'.



## Attendance Sheet



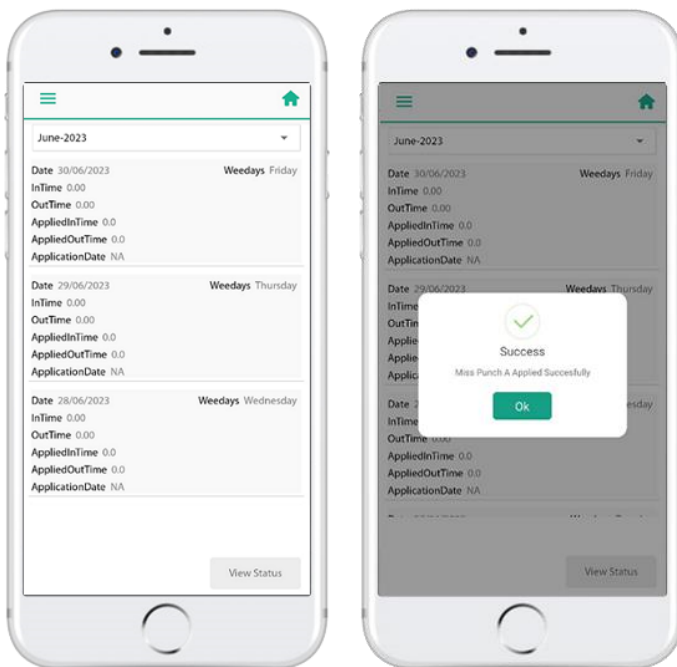
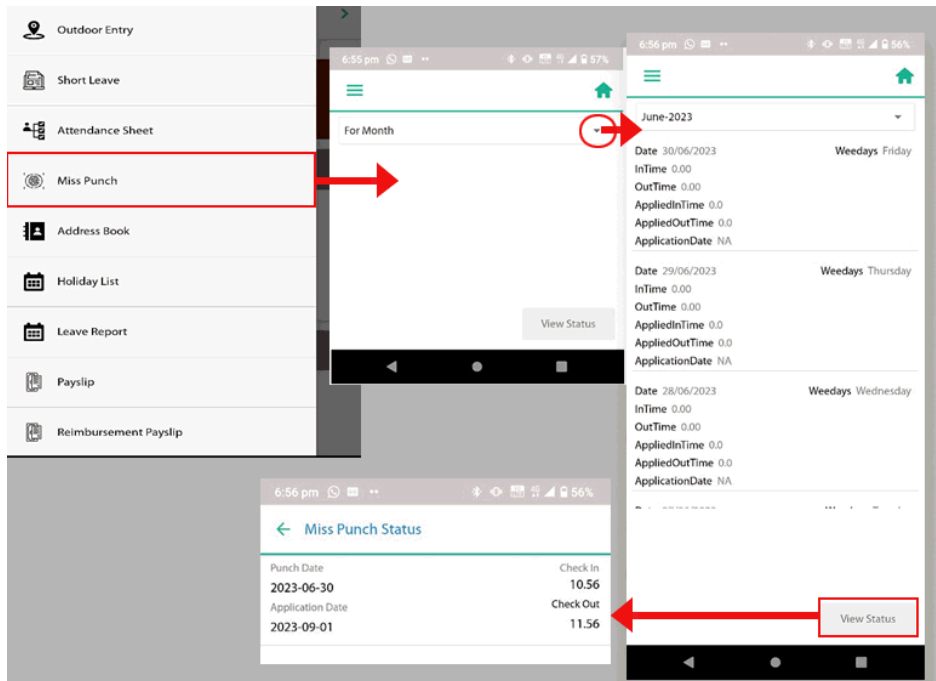
This option will allow employee to view monthly attendance sheet





## Miss Punch

Employees have the convenience of rectifying missed punch entries via the mobile application using a straightforward process. If any relevant business rules apply, the entry may require approval. Once approved, the biometric system will seamlessly update to reflect the corrected punch entry.



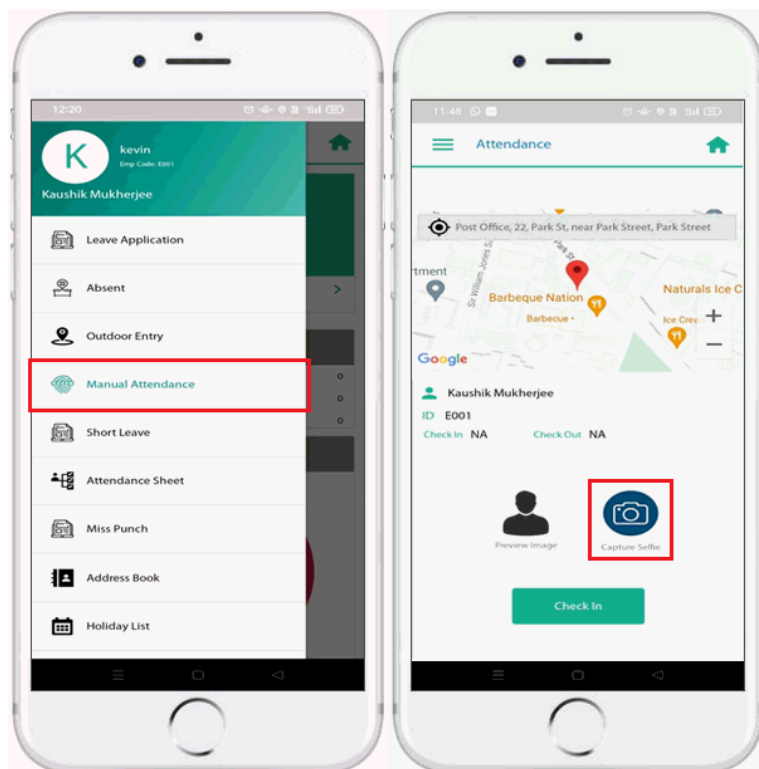
## Manual Attendance

1. Check “Biometric Editable” checkbox under “Other Details” segment of “Employee Master” from (Payroll > Employee > Employee Master) for the respective login to enable “Manual Attendance” menu option for the same login on the FV Pay app menu.

The screenshot shows the 'Employee Master' form for employee Kaushik Mukherjee (Code: E001). Under the 'Other Details' section, the 'Biometric Editable' checkbox is checked and highlighted with a red box. Other fields include Previous Code, Working Experience, Working Hour, Remarks, Pan No, Blood Group, Anniversary Date, Shift (General Shift), Name as Proof, Ignore for Future Use, and Employee Medical History. Buttons for Cancel, Previous, Next, and Submit are visible at the bottom.

2. Tap on “Manual Attendance” menu option on the FV Pay app menu to open the “Attendance” screen.

**NOTE:** This will ask to enable the **GPS** on the mobile device in use. This is required for pinpointing the location of the user doing the manual attendance.



2. Tap on “**Manual Attendance**” menu option on the FV Pay app menu to open the “**Attendance**” screen.

**NOTE:** This will ask to enable the **GPS** on the mobile device in use. This is required for pinpointing the location of the user doing the manual attendance.

3. Tap on the blue “**Capture Selfie**” to take the selfie and afterwards tap on the tick on the right side to preview the recently taken image.

4. Tap on the green “**Check In**” button to register the check in time for manual attendance.

5. The same process flow will have to be repeated when entering the checkout time for manual attendance. This will be the case when the user has already checked in and trying to check out at this time. In this case, the green “**Check In**” button will be replaced by a green “**Check Out**” button and the user will also find his/her check in time showing beside the green “**Check In**” label.

**NOTE:** A valid punch card no. in the form of “**Biometric No**” under “**Personal Information**” segment of “**Employee Master**” from ([Payroll > Employee > Employee Master](#)) must be tagged with the login trying to do manual attendance for successful submission of the check in/check out time.

### More Options

1. Address Book
2. Holiday List
3. Short Leave
4. Pay Slip
5. Employee CTC

