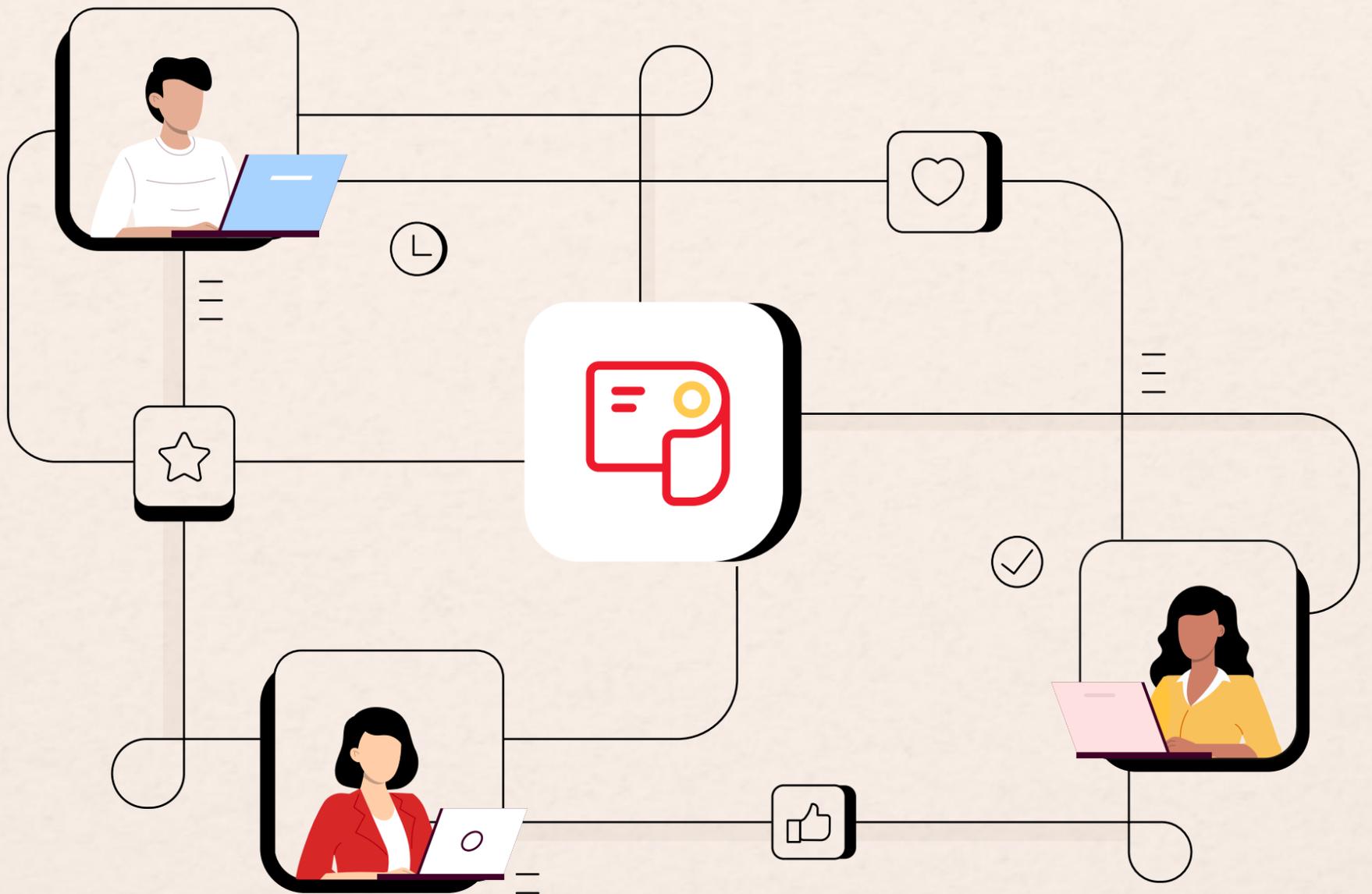ZOHO Payroll

THE

PAYROLL
CHRONICLES

● A DIGITAL ROUNDUP OF ALL THINGS PAYROLL IN 2021 ●

Zoho Payroll with your business:
yesterday, today, and tomorrow

After the revolutionary shift in workplace dynamics of the past two years, we have a new outlook on the way businesses operate. Payroll, as one of these key business aspects, also required a monumental adjustment. At Zoho Payroll, we've stepped up our efforts to handle all the changes coming our way and ensure that payroll still requires no more than 15 minutes of your schedule.

Seamless Payroll Experience for Employer and Employee

The advent of the pandemic created a sudden shift in the way businesses operated. Many finance and payroll teams were forced to address a distributed workforce overnight. Moving to a remote setup can be jarring at first, but Zoho Payroll has provided a seamless experience for the payroll teams that take care of salary processing and tax deductions, as well as for the employees who submit their investment proofs and reimbursement claims. With a simple employee onboarding process and efficient administration, businesses continue to disburse salaries on time using Zoho Payroll.

Similarly, employees continue to manage all their payroll activities using a well-refine, comprehensive Employee self-service portal.

Statutory Compliance and Employee Benefits

Statutory compliance is an important aspect of running a business, and Zoho Payroll guarantees that your organisation is up to date on compliance in payroll. The statutory benefits have greatly helped employees during the pandemic as the Government has stepped in to implement relief measures for employees and employers. Along with promptly accommodating these measures within the application, we have enhanced the existing configurations to provide maximum benefits to the employees.

Payroll Security

The world is now increasingly relying on cloud-based remote setups to run businesses. Although this provides endless benefits, it exposes businesses to application-level threats and highly innovative attacks.

We at Zoho Payroll place utmost importance on the privacy and security of your organisation's payroll operations. To that end, we're committed to securing the application from end to end. Every change and new feature is governed by a change management policy that ensures all application changes are authorized before implementation into production. Similarly, each customer's service data is logically separated from other customers' data using a set of secure protocols in the framework. This ensures that no customer's service data becomes accessible to another customer. The service data is stored on our servers when users access our services, but it is owned by the users, and not by Zoho. We do not share this data with any third party without the users' consent.

Powerful Integrations

At a time when employees work out of different places and time zones, it is imperative that businesses adopt user-friendly software that helps enroll staff, manage work hours, and track leave policies. This requires efficient, flawless

payroll operations tightly coupled with HRMS. Our in-house HRMS integration connects Zoho Payroll with Zoho People. With this integration, you can manage your workforce, import payroll data from People in one click, and use it to process salaries faster in the same ecosystem. We also have the Zoho Books - Zoho Payroll integration, which provides advanced automation and tracking features for accurate expense reconciliation and budgeting.

Quick Analytics

Strategising payroll operations and expenses ahead of time helps in setting up an accurate payroll budget, and a prime tool used in this process is payroll reports. Zoho Payroll offers a wide array of reports which enable organisations to analyse their payroll overhead comprehensively. These customizable reports come with multiple configuration parameters. You can generate an exhaustive report for any need, and plan your payroll expenditure accordingly.

Feature Adoption in Numbers

We've had the privilege of automating payroll for more businesses this year. Compared to 2020, organisations explored and adopted all aspects of Zoho Payroll more actively this year. Here are some key year-on-year metrics:

124%
More pay runs processed.

129%
More payslips generated

223%
More reimbursement claims submitted

Hybrid Workplace Bingo

Used a power-cut excuse	Pet cameo during meeting	Displayed social media page while screen sharing	Had a video play aloud during a meeting	Skipped a meal over meeting
Had trouble setting up a hybrid meeting	Forgot your colleague's name	Worked in an airport	Learnt that a colleague switched jobs	Worked in an empty office
Forgot your way around the office	Worked from a hill station	Changed your mind on going to the office and stayed home	Went on a workation	Returned to the office and went back for the next wave
Met new colleagues in person after 6 months	Dodged security because you forgot your mask	Forgot how to dress up to work	Had to buy a bunch of clothes that fit for stepping out of the house	Splurged on team trips after so long
Workation planned and delayed a million times	Started working at a co-working space in your hometown	Flexed about your newly earned quarantine cooking skills to your colleagues	Went to your favourite hangout spot after 2 years	Took more than 5 coffee breaks a day

FEATURE REWIND:
You asked, We delivered

The year 2021 has been a challenging, yet impactful year. The onset of the Covid-19 pandemic and its resulting remote work culture propelled the adoption of online business management tools. Zoho Payroll, as one of those essential online tools, made payroll processing a piece of cake for many businesses. The Government pushed deadlines and made provisions to aid those affected by the pandemic. Meanwhile, we ensured that all these changes were implemented rapidly within the application so that all the benefits were disbursed to the employees on time.

This year, we pushed out many features and enhancements in various modules. Let's go through some of the notable features:

Employer-centric Updates

Review your employees' investment proofs and reimbursement claim attachments easily using the following enhancements: full-screen view, zoom in or zoom out, download, and comments. We added options to filter loans, reimbursements, proofs of investment, and salary revisions by employees' names and date ranges.

Employee-centric Updates

We made enhancements in the ESS portal to improve the viewing experience of the employee. They can now easily switch between payslips and TDS worksheets for each month from within the Payslips tab under Salary Details. While adding proof of investments, the actual investment amount will be pre-filled for the employee. Employees can also view the detailed earnings breakdown, availed exemptions, and tax deductions for that financial year in the right pane by clicking Compute Tax in the IT Declarations/Proof of Investments tab in the Investments module.

Integrations

We added the option to **export** the synchronisation errors from the Zoho People - Zoho Payroll integration to help you resolve them offline. The Disable Integration button on the Zoho People Integration page will be inaccessible whenever data is syncing between Zoho People and Zoho Payroll.

We added **help notes** for reference while mapping Zoho People and Zoho Payroll fields which describe the possible values that you can use to populate the respective fields.

Payroll Security

Using the Revoke Access option in the employee's profile, you can now revoke the ESS portal access for employee email addresses that are outdated or invalid.

To provide better security, we've provided the option to authenticate the domain of the email address you use to send reminders and notifications to your employees.

Statutory Updates

The pro-rata of pre-tax deductions option will enable you to calculate deductions factoring in the loss of pay in a particular month.

With the new pre-tax configuration, the an employee will continue until a particular amount is reached, even if the fiscal year ends.

The ABRY Scheme which was introduced to increase employment and to reduce the financial burden of employers in various industries can now be enabled for your employees through Zoho Payroll.

Reports

With the new Employee Status filter, you can filter the Employees' CTC Details report, Salary Register - Monthly report, and Employees' Salary Statement report using the status of an employee.

Based on popular request, we added an option to filter and view approved pay run based reports in the Reports module. This option is available only for the reports under Payroll Overview (except Employees' Pay Summary), Statutory Reports, and Deduction Reports. Using this option, you can strategise your payroll budget even before you pay your employees.

We love that you Love Zoho Payroll

FEATURED CUSTOMER: TARTLABS

Tart Labs, a SaaS start-up based out of Pollachi, Tamil Nadu, was founded by Gowtham Raj. His team started in 2016 by building healthcare platforms, such as a remote monitoring system for cancer patients that has saved the lives of over 1,000 cancer patients in the past few years. They also have an LMS platform that helps students to take up courses to become doctors in the US. This platform has helped over 10,000 students to pass medical school examinations by providing study materials and practice tests. Tart Labs was one of Zoho Payroll's very first customers.

In the company's early years, Gowtham was single-handedly managing payroll for his staff. Despite having just a handful of employees, it took him over 45 minutes to process payroll for each employee every month. As his business grew and branched out into two more entities, he began to rely on an external agency to take care of expense management, IT proof collection and validation, but this meant losing control over employee experience and exposing employee PII.

Gowtham realized that he needed to run his payroll in-house, finish it faster, and be able to do it from wherever he was, which meant a cloud-based payroll solution. Being an ex-employee of Zoho, Gowtham was already familiar with other Zoho products and had started using them for multiple business functions as soon as he started TartLabs. So in 2019 when Zoho Payroll was released, he signed up for the product right away.

"I found it hard to run payroll for even four employees using Excel sheets. So I was thrilled when Zoho introduced its payroll product. Automated TDS, employee loanmanagement,and PF calculations—it was everything I was lookingfor."

Gowtham found it easy to set up Zoho Payroll, as everything was simple and self-explanatory, even for someone who didn't know much about payroll. Since digitizing its payroll operations, TartLabs has saved time on dozens of repetitive payroll tasks such as payslip generation, payroll expense journal entries, income tax calculation, investment proof collection and validation, and Form-16 generation.

Zoho Payroll has helped automate the TDS calculation for varying salary ranges in TartLabs, and it also auto-generates TDS reports which can be viewed by the employees within their employee self-service portal. This has made the tax calculation process error-free and much more efficient for Gowtham's team.

The TDS filing date reminders from Zoho Payroll help TartLabs stay on schedule and avoid incurring tax penalties.

"We started using Zoho Payroll with less than 20 employees and today we have scaled up to 40 employees. It still takes just a few minutes to do our payroll every time."

The employee portal has enabled TartLabs employees to manage their investments and POI on demand, saving them long conversations with the HR and finance teams to make their changes.

Tartlabs
technology as an art

2 weeks	**Less than 1 month**	**45 minutes per employee**
Onboarding time	Time taken for first pay run	Time saved on payrol

⭐⭐⭐⭐⭐ **5/5**
Customer Support rating

⭐⭐⭐⭐⯪ **4.5/5**
User Interface rating

Support Testimonials

"

Kinetiq India started its operations in October 2020. Since then, we have been using Zoho Payroll for processing our employee salaries. Being someone from a non-accounting background, I found Zoho Payroll very user-friendly and so we started using it extensively.

The way it handles compliances and its integrations make Zoho Payroll unique. The remote support sessions with Zoho Payroll have always been remarkable. My overall experience with the Payroll product and the support team is awesome and I wish them all the best for the anniversary!

Tanmay Kothari
Kinetiq

"

Implementing Zoho Payroll for AVP technologies has been one of our best decisions. It has made processing salaries and maintaining records effortless at the central level. We love the Zoho People integration the most. The UI is so neat and easy to understand that it took no time for all our employees to get used to it. The mobile application makes it user-friendly for our employees to get access to their salary slips and other payroll data easily.

The support team is super helpful and kind. They help us find a solution in no time. Good luck team!

Ekta Pujari
AVP Technology & Operations

"

We are very happy with the Zoho Payroll application and their dedicated support team. They were very helpful when we were migrating from our old payroll solution to Zoho Payroll. Whenever we faced any issue in the product, the support team has readily helped us with quick resolutions. I wish the team the very best and am looking forward to a continued professional relationship.

Usha
Quad Fitness

Discovering Payroll Stories -
THE ZOHO PAYROLL PODCAST

We have initiated a new podcast series "Discovering Payroll Stories" with a focus on helping business owners learn from their peers. This podcast will feature two interviews. One conversation will revolve around your company's payroll operations, and the other on your experience with Zoho payroll. This will also be featured on our website as a case study.

We'd love to carry out this conversation by meeting you in person at your office. If you are interested in this project, write to us at **marketing@zohopayroll.com** or you can scan the QR code provided here and we can take this forward.

Looking forward to hearing from you!

Zoho Payroll -
Built for your hybrid workplace

Sales & Support

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