

TankhaPay Process – Payroll + Comply Serve

1. About TankhaPay

TankhaPay is a cloud-based workforce management solution that simplifies and integrates payroll, attendance tracking, work reports, compliance management, and social security benefits. It is developed by AKAL Information Systems Ltd, a renowned technology company with over 20 years of experience.

2. Payroll Management + Comply Serve

The client gets access to the business login and the employer app to manage payroll, attendance and compliances. The client can add employees, who can then download the TankhaPay app and access the employee login. All clients will be provided training and support on the use of the business login and the app. Furthermore, TankhaPay will file challans on behalf of the client.

3. Onboarding Steps:

i). Post-Registration: A key account manager will be assigned and you will receive a welcome email with their details, escalation matrix, initial payment receipt and credentials for the business login. They will guide you through the setup process, offering personalized support for payroll management queries. Your key account manager is always available for assistance during the onboarding phase.

ii) Introductory Call: The key account manager will get in touch with you and organize a welcome call. Here they will explain the next steps and what the monthly billing cycle will look like. Furthermore, they will arrange a training for your team to understand how TankhaPay works. They will also address any concerns or support that may be required.

iii) Training: During your training session, the trainer will guide you on using the business login, the employer app and the employee app. Based on your preference, the training maybe divided into 2-3 days. They will also guide you on how to setup your account based on your needs.

iv) Employee Onboarding: After the training, the client can begin onboarding the employees, either one-by-one or in bulk. The TankhaPay team will assist in any support required for onboarding.

4. List of Documents Required for Onboarding:

- Employee Onboarding:

- Aadhaar Card Copy
- PAN Card Copy (mandatory if salary \geq Rs. 25,000)
- Bank documents (cancelled cheque or bank passbook front copy)
- Employee Basic Details

- For Employer ESIC Registration (If Opted):

- PAN and Aadhaar card of the business entity (Company/Partnership/Individual, etc.)
- Address proof of the establishment (utility bills, rental agreement, or property tax receipts)
- Cancelled cheque of the applicant
- List of company directors
- Memorandum of Association & Article of Association
- Registration Certificate under the Shops and Establishments Act
- Certificate of Incorporation (as applicable based on the entity type)
- GST certificate
- A list of employees

- For Employer PF Registration (If Opted):

- Entity name
- PAN and Aadhaar of Partner/Director/Proprietor
- Digital Signature of Partner/Director/Proprietor
- Lease, hire, or rental agreement (if applicable)
- GST Certificate or shop/establishment certificate or any government-issued license
- Address proof (recent utility bills)

5. Payrolling and Compliance

- I. **Payout Date:** Please setup a payout date in the business login, i.e. the date you wish to run the payroll. All other dates will be dependent on that.
- II. **Attendance:** Please ensure that the attendance is marked and approved at least 24-48 hrs before you wish to run the payroll.
- III. **Invoice:** The performa invoice and the payment advice will be shared with you within 24-48 hrs after the attendance is marked.
- IV. **Payment of service charge:** The client is expected to pay the service charge within 24-48 hrs of receiving the invoice. Failing to do so will disable the reports section of the business login.
- V. **Challan Submission:** The Challans will be submitted before the 15th of each month and will be subsequently shared with you.

6. Comply Serve:

- **Registrations (Add On):**

- Employer EPF & ESIC Registration
- Employee ESI & EPF Number Registration
- Labour Welfare Fund (LWF) Registration
- Professional Tax Registration

- **Challans and Returns:**

- EPF & ESI Challans
- PT Challan
- LWF Return

7. Dedicated Support:

- Support in case of any issues faced by the client
- Training of additional persons from the client's team
- Training of employees if requested by the employer
- Technical error resolution
- Guidance regarding salary structuring and compliance
- Addressing discrepancies