# Getting Started

Step 1: Set up your organisation.

You can follow the following link to help with the setting wizard

YouTube:https://www.youtube.com/watch?v=SVYcm1i_kVs&index=1&list=PLO0wsdVAGuM
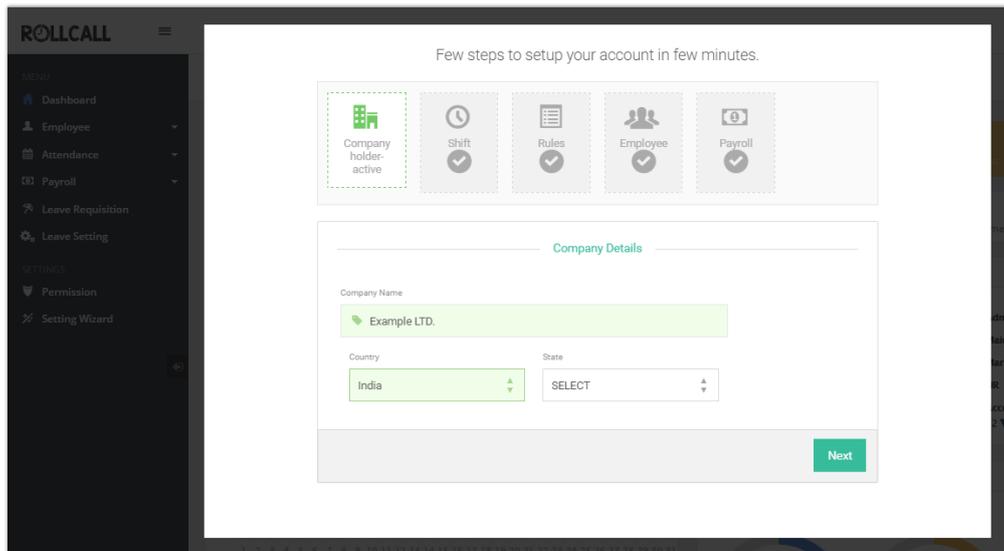UiK50abKsMA6mGjV0orxyx

Slideshare:http://www.slideshare.net/Snobbin/setting-your-rollcall-account?qid=88b3b2c3-
aa7f-465f-9eda-4b7d791be8b7&v=&b=&from_search=2

OR follow the steps below

Click on setting wizard to start setting your account
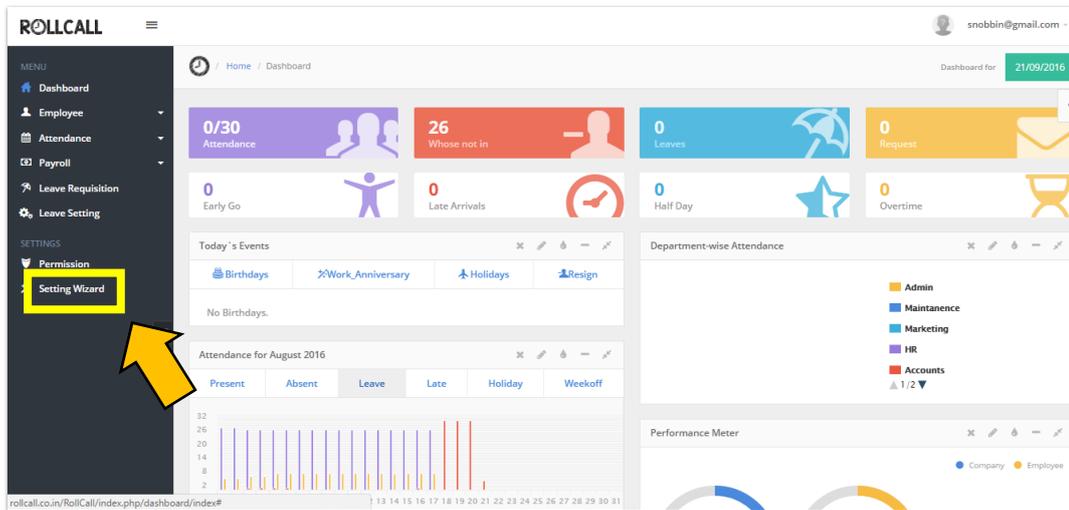
Enter company name and location

Enter Shift details for your employees

Enter leave and shift rules

Enter Employee code details and the method of attendance entry

Set up compliance (payroll) by just clicking on checkboxes
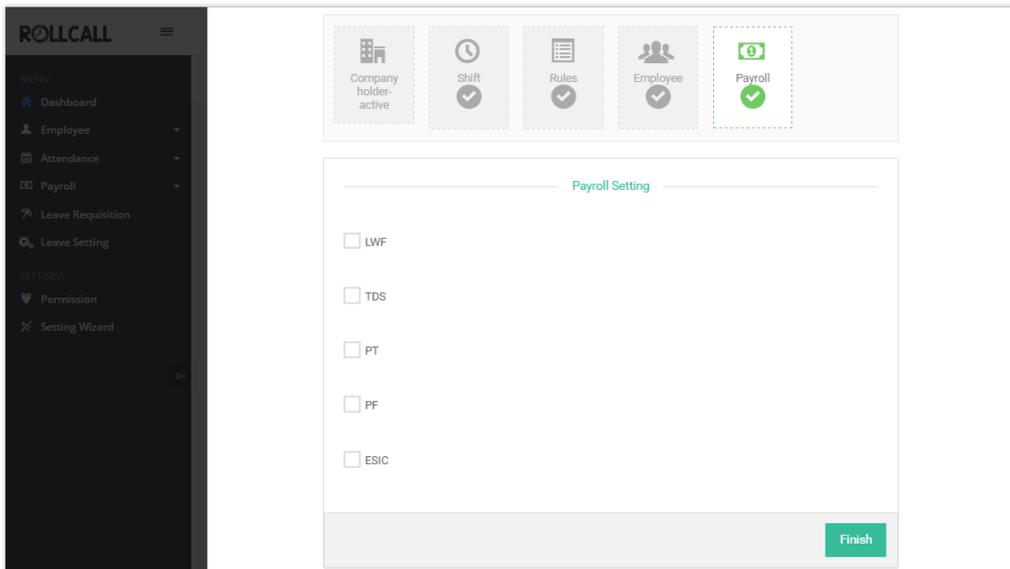
Step 2: Set up detailed shift.

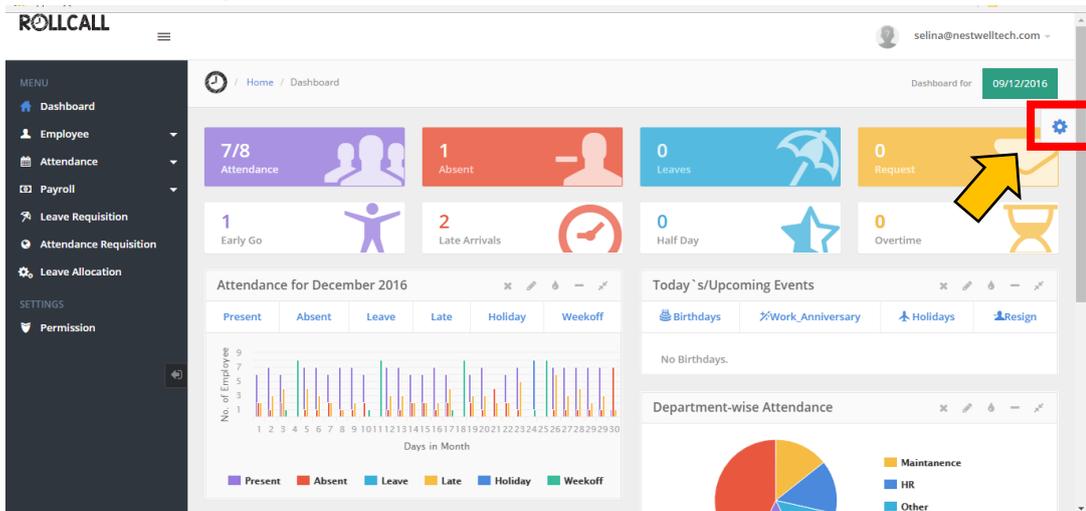Click on the setting master

Select Shift and then select shift master

Add a new shift or edit an existing shift as shown below

Choose whether you want processing by shift or by hours

Add basic details, break details, grace periods, Half day and full day rules, Over time, assign week offs and add shift rules to finally complete the process of adding a shift.

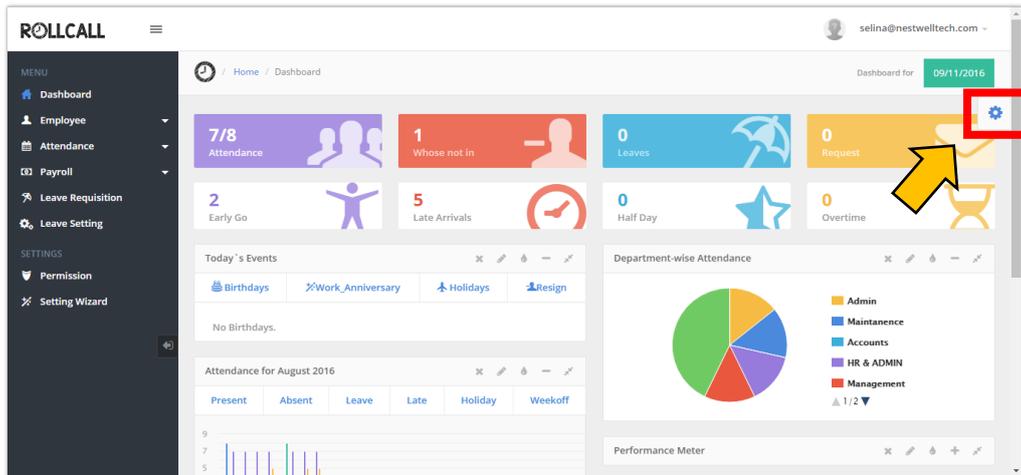# Step 3: Set up the payroll for your organisation.

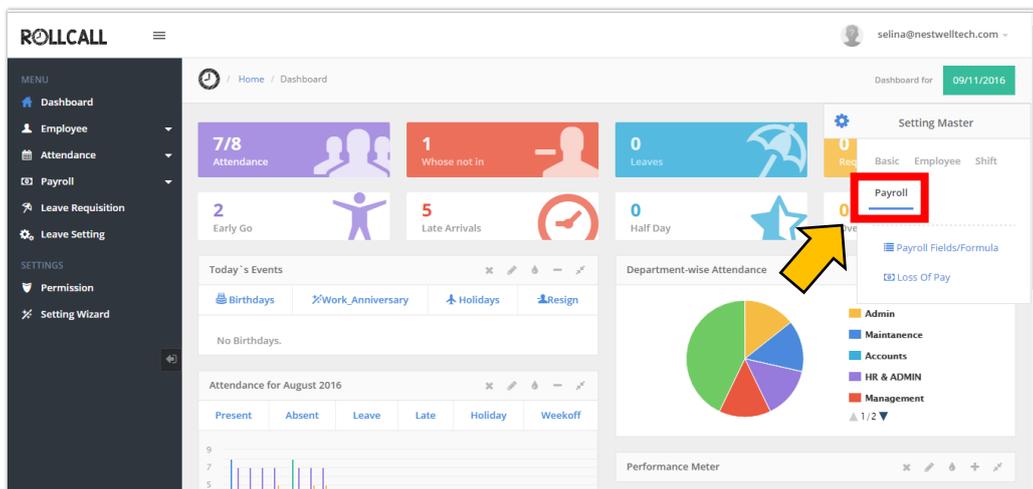You can follow the following link to help with the setting payroll.

YouTube Video link:

Slideshare:http://www.slideshare.net/Snobbin/setting-payroll-on-rollcall?qid=88b3b2c3-aa7f-465f-9eda-4b7d791be8b7&v=&b=&from_search=6
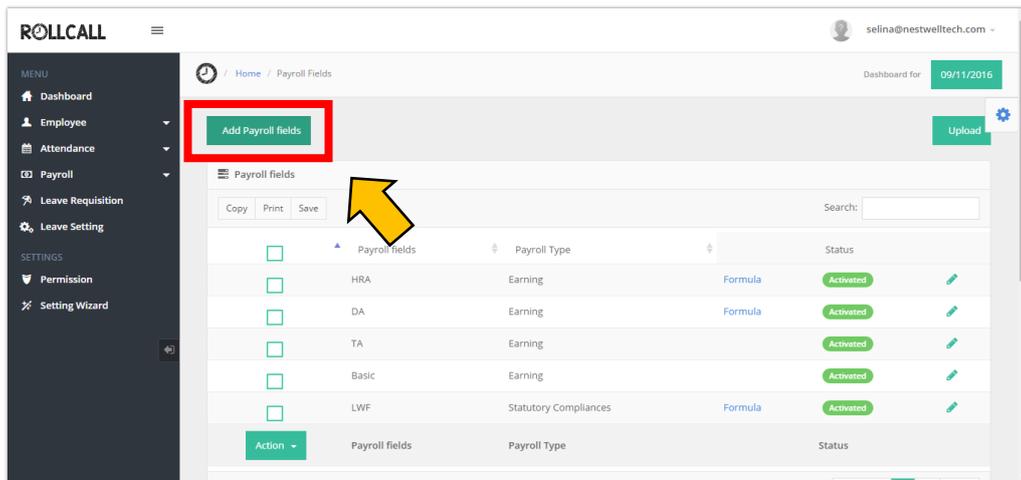
Or follow the steps as shown below

Click on the settings button as shown below

Click on 'Payroll' and select 'Payroll Fields/Formulas'

Click on 'Add Payroll fields' to add a new Payroll field to your template

Fill the details as required and submit to confirm the changes
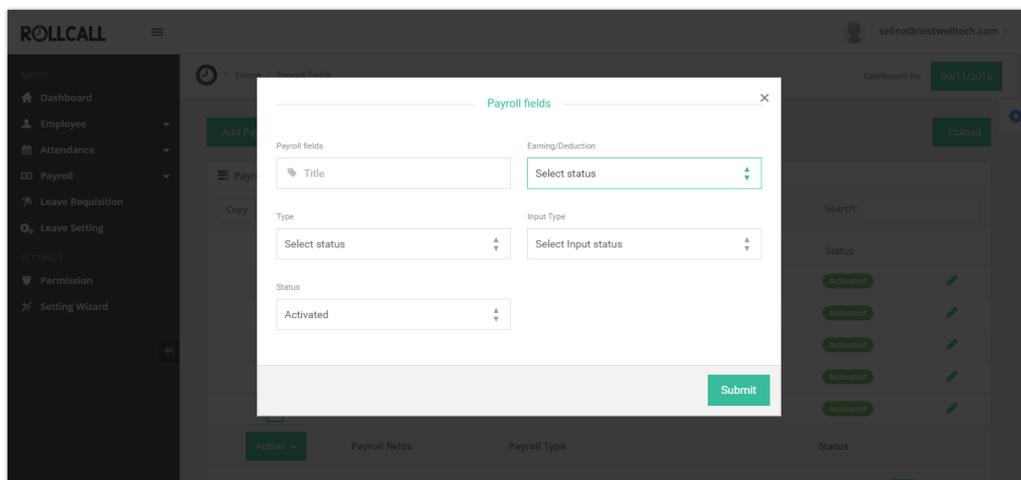
Once you have added your payroll fields, define template for the group that you wish to activate the payroll fields (Please note that the template details that are entered will be assigned to all employees of the group that the template is assigned to).

Click on 'Payroll Template' to set up the payroll for your employees

Click on 'Add Payroll Template' or edit the existing template by clicking on the action button
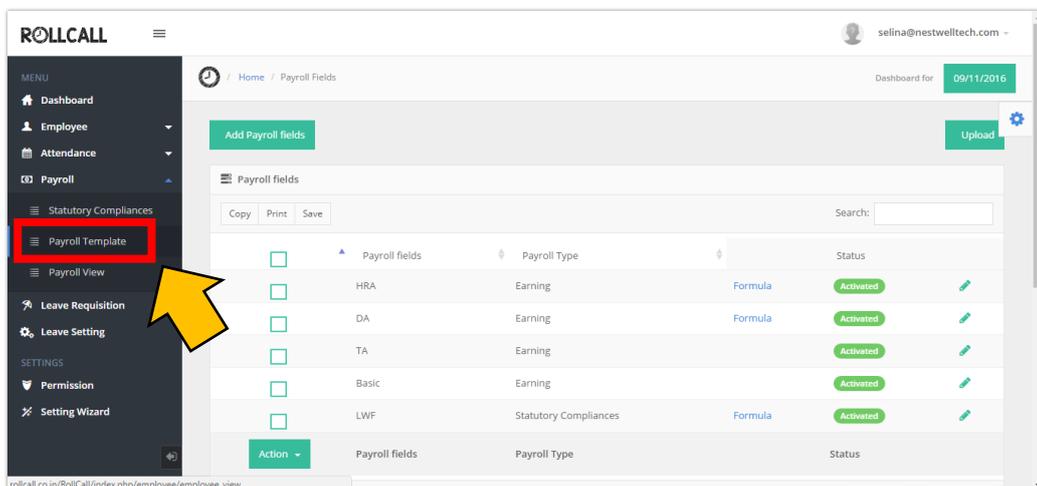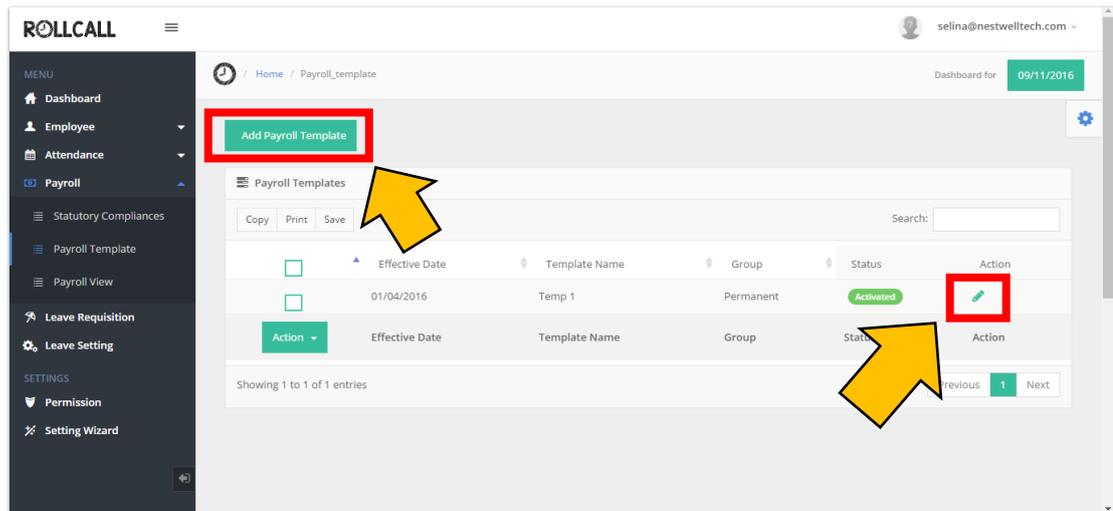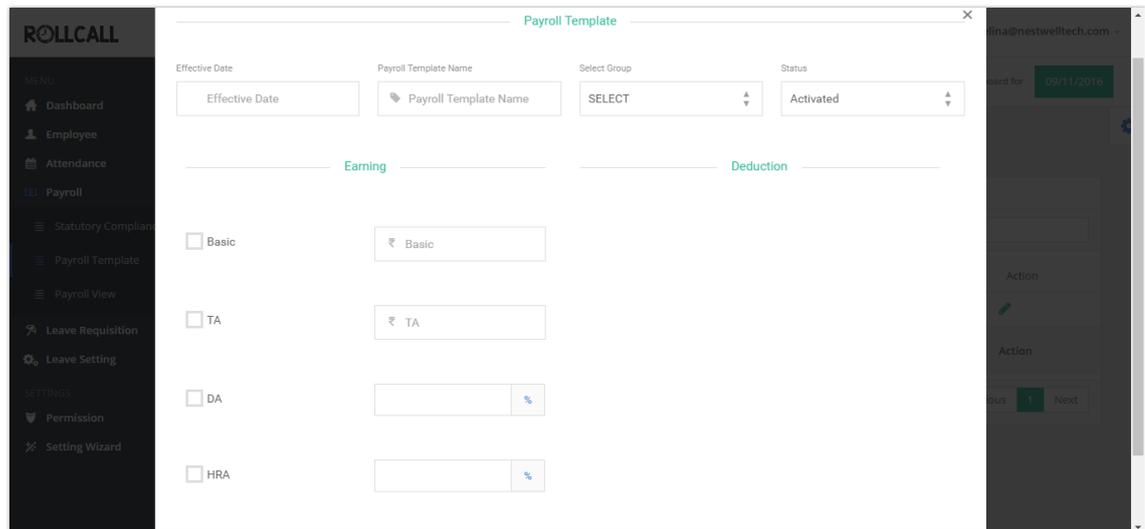

Select the fields you want to apply for the group and submit to confirm

After setting the payroll template, you can add other payroll details by going into each employee and putting the details specific t each employee. Please remember to assign shift to each employee so that you get their attendance.

If you have integrated with any biometric or RFID or access control devices, you will have to update device enrolment number for each employee. You can update each employees' device enrolment number in the attendance setting under employee details of each employee.

And that's it! You are ready to go. Enjoy the ease of using the best attendance and payroll software on cloud.

For further queries you can contact us on +91 730-347-9777 or chat with us and tell us how we can help you