Getting Started

Step 1: Set up your organisation.

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

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

R⊘LLCALL =		snobbin@gmail.com -
MENU	O / Home / Dashboard	Dashboard for 21/09/2016
L Employee →	0/30 Attendance 26 - C 0 Caves	0 Request
 ≁ Leave Requisition ♣ Leave Setting 	0 Image: Constraint of the constrain	Overtime
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Setting Wizard	Birthdays 2/Work Anniversary A Holidays	Admin Maintanence Marketing
	Attendance for August 2016 🛛 🗶 🌶 🚽 💉	HR
	Present Absent Leave Late Holiday Weekoff	Accounts ▲ 1/2 ▼
	32 26 Performance Meter 20 1 1 1 1 1 1 2 1 1 1 1 1 1 1	X / d - X
rollcall.co.in/RollCall/index.php/dashbo	ard/index# 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

Enter company name and location

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		i en steps to setup your dobourt in rew minutes.
		Company Shift Rules Employee Payroll holder-
		active
		Company Detaile
		Company Decans
		Company Name
		Example LTD.
		Country State
		India A SELECT A
		Next

Enter Shift details for your employees

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	Few steps to setup your account in few minutes.
	Company Shift Rules Employee Payroll
	holder- active
	Shift Setting
	Shift Name Shift Type Processing Type
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	© 09:40:00 - © 17:40:00 = 08:00:00
	Next

Enter leave and shift rules

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🛗 Attendance 👻	
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SETTINGS	
V Permission	Considered min. full day value
☆ Setting Wizard	Considered half day value
40	Subtract break time from work hours.
	Holiday as OT
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Enter Employee code details and the method of attendance entry

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Payroll	Employee Code Setting
7 ⁹ Leave Requisition ♣, Leave Setting	Want an Employee Code Prefix?
SETTINGS	Prefix
* Setting Wizard	Want an Employee Code Postfix?
40	Postfix Code Postfix
	Method of input: Autogenerated Manual
	Next

Set up compliance (payroll) by just clicking on checkboxes

ROLLCALL MENU Dashboard	=	Image: Solution of the soluti	
		Payroll Setting	
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		TDS	
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		PF	
		ESIC	
		Finish	





Select Shift and then select shift master

		6	selina@nestwelltech.com -
MENU (Home / Dashboard			Dashboard for 09/12/2016
± Employee →			Setting Master
Attendance	1 Absent	0 Leaves	ec Basic Employee Shift
% Leave Requisition 1 B Attendance Requisition Early Go	2 Late Arrivals	0 Half Day	Payroll System Settings
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Days i Present Absent Leave	n Month Late 🗖 Holiday 📕 Weekoff		Maintanence HR Other

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

ROLLCALL				selina@nestwelltech.com -
MENU	2 / Home / List of Shifts			Dashboard for 18/02/2017
L Employee →	Add Shift			Upload
12 Payroll	■ Shifts			
 Leave Requisit Attendance Requisition 	Copy Print Save			Search:
🌣 Leave Allocation		Shift Name	Status	
SETTINGS		Anthony shift	Activated	1
Vermission		Dipika Shift	Activated	
(Selina Shift	Activated	
		General	Activated	× /
	Action 👻	Shift Name	Status	
	Showing 1 to 4 of 4 entries			Previous 1 Next



ROLLCALL			selina@nestwelltech.com -
MENU	Add Shift By SHIFT	By HRS	
L Employee	Basic Details		0
Payroll A Leave Requisition	Shift Name	Processing Type	
Attendance Requisition	 Title Start Time 	Select Processing Type	Total Hrs
SETTINGS	0 00:00:00	- © 00:00:00	= 00:00:00
Permission	Prook Dotails		
	Start Time	End Time	Total Hrs
	© 00:00:00	- © 00:00:00	= 00:00:00

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:<u>http://www.slideshare.net/Snobbin/setting-payroll-on-rollcall?qid=88b3b2c3-aa7f-465f-9eda-4b7d791be8b7&v=&b=&from_search=6</u>

Or follow the steps as shown below

Click on the settings button as shown below

ROLLCALL	=	selina@nestwelltech.com -
MENU	🕗 / Home / Dashboard	Dashboard for 09/11/2016
Employee Attendance	7/8 1 -	
 Ø Payroll Ø Leave Requisition Ø₀ Leave Setting 	2 Early Go	0 Half Day
SETTINGS	Today's Events 🗶 🖉 💩 — 🖉	Department-wise Attendance 🛪 🖉 b — 💉
♥ Permission	Birthdays XWork_Anniversary A Holidays Aresign No Birthdays. Image: Comparison of the second s	Admin Admin Adminanence Accounts
	Attendance for August 2016 x x b - x' Present Absent Leave Late Holiday Weekoff	■ HR & ADMIN ■ Management ▲ 1/2 ▼
		Performance Meter 🗙 🖉 é 🕂 💉

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

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	9 7 5 Performance Meter	× / 6 + ×

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MENU	č L	2 / Home / Payroll Fields Add Payroll fields				Dashboard	for 09/11/2016 Upload
 ④ Payroll ⁶ Leave Requisition ♣ Leave Setting 	•	Payroll fields Copy Print Save	$\overline{\langle}$			Search:	
SETTINGS			Payroli fields	Payroll Type Earning	Formula	Status Activated	
7. Setting Wizard	¢		DA TA	Earning Earning	Formula	Activated Activated	
			LWF	Statutory Compliances	Formula	Activated	1
		Action -	Payroll fields	Payroll Type		Status	

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

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Payroll Payroll Leave Requisition		Copy	Title		Select status	÷	
SETTINGS			Select status	Å T	Select Input status	Å	
☆ Setting Wizard			Activated	Å V			
						Submit	
		Ac	tion - Payroll fields	P	ayroll Type		

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).

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MENU	O / Home / Payroll Fields				Dashboard f	for 09/11/2016		
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🗎 Attendance 👻								
(D) Payroll	Payroll fields							
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Payroll Template		Payroll fields	Payroll Type	6	Status			
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🔊 Leave Requisition					_	-		
🔅 Leave Setting		DA	Earning	Formula	Activated	<i>.</i>		
		ТА	Earning		Activated	1		
💙 Permission		Basic	Earning		Activated	1		
☆ Setting Wizard		LWF	Statutory Compliances	Formula	Activated			
40	Action -	Payroll fields	Payroll Type		Status			
rollcall.co.in/RollCall/index.php/employee/employee_view								

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

ROLLCALL =					2	selina@nestwelltech.com -
MENU	O / Home / Payroll_tem	plate				Dashboard for 09/11/2016
L Employee →	Add Payroll Template					0
Payroll	Payroll Templates	\square				
 Statutory Compliances Payroll Template 	Copy Print Save	Effective Date	Template Name	🔶 Group	Search Status	Action
Payroll View		01/04/2016	Temp 1	Permanent	Activated	
Cleave Requisition	Action 👻	Effective Date	Template Name	Group	State	Action
SETTINGS	Showing 1 to 1 of 1 entr	les			$\langle \rangle$	Previous 1 Next
☆ Setting Wizard					\checkmark	
49						

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

ROLLCALL		× lina@nestwelltech.com -			
MENU	Effective Date	Payroll Template Name	Select Group	Status Activated	oard for 09/11/2016
 Employee Attendance Payroll 	Ear	ning	Dedu	ction	
 Statutory Compliant Payroll Template 	Basic	₹ Basic			Action
 Payroll View Leave Requisition Leave Setting 	TA	TA ₹			Action
SETTINGS Permission Sotting Wizard	DA	8			ous 1 Next
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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