questico.site

Payroll & Salary Slips

User manual

Inside your tool it is called “Vetan”.

A monthly payroll tool for teams of 5 to 200 that works out salaries, PF, ESI and professional tax, and puts every payslip on the employee's phone.

1. Your tool at a glance

Vetan lets a small Indian business run the month's payroll in one sitting: paid days, overtime and advances go in; PF, ESI and professional tax are worked out. Employees see their payslips on their phones, and the owner gets the bank transfer sheet and the statutory totals ready for the accountant.

Made for: Indian small businesses with 5 to 200 people on a monthly salary, including those covered by PF, ESI and professional tax. The sample business is a Nagpur freight company with 22 people.

Who can do what

Your tool has 3 role profiles. Everyone signs in with their own email address and sees only what their role allows.

Role	Usually	Can	Cannot
Owner	The proprietor or partner	• Do everything a manager can • Finalise a month's payroll at any time • Reopen a finalised month • Give an employee access to their payslips by ticking 'Let them sign in to see their payslips' (this invites them as staff)	• Invite a manager from inside the tool; managers are added from the console's Team section with 'Can manage it'
Manager	An accountant, office manager or HR person	• Run payroll: start runs, edit lines and read in attendance • Manage employees, advances, statutory dues and company details • See and print everyone's payslips • Finalise a month, if the owner has set finalising to 'Any manager or the owner'	• Reopen a finalised month • Give employees access (they see 'Ask the owner to invite...')
Staff	Every employee on the payroll	• See their own pay overview, payslips and advance • View and print their own payslips • Ask about their pay on WhatsApp or email	• See anyone else's salary • See payroll runs, the employee list, statutory dues or company details • Change their own pay, payslips or advances

What staff can do in each list

These rules are kept by Questico's database, not only by the screens: a staff member who finds a way past a screen is still refused. They are for staff: owners and managers are not held to them.

Every list in this tool is either for managers only or each person's own, and the database keeps it that way: a staff member only ever sees their own records.

2. Getting started

Ready when you buy

- Your business name (and its short form) is set from checkout, and your contact details replace the demo's.
- The demo business is gone: its people, customers, vendors and figures are not in your copy. City and address start empty for you to fill in.
- Lists such as departments start with a common set; change them to match your business in the admin panel.
- Your state from checkout sets the professional tax slabs, where your state has them.

Where your tool lives

- Your tool has its own address, such as yourbusiness.questico.site. Open it on a phone or a computer.
- You can also open it from your Questico account: Your space → Paid, or your console, where the tool shows three buttons: Open the tool, Edit website (the admin panel) and Team.

Signing in: there are no passwords

- Everyone opens your tool's address and presses Sign in, then signs in with the email you added for them, in one of two ways.
- With Google: press "Continue with Google". For a Gmail address, or a work email that is a Google account (Google Workspace). Google looks after the password and security.
- With any other email (Outlook, Zoho, your company's own mail): under "No Google account? Use any email", type the address and press "Email me a code". Questico emails a 6-digit code; type it in and you are in. The code works once and expires soon.
- Someone who signs in but has not been added sees "You're signed in, but not invited yet" until you add their address.

Adding your team

1. One person at a time: in your Questico console, open the tool's Team section, type their email address and choose "Can use it" (Staff) or "Can manage it" (Manager).
2. Everyone at once: in the same Team section → Add many from Excel. Download the template, fill one row per person (name, email and access), and upload it. You see every row checked before anything is added.
3. Your whole company, for all your tools: Your space → Your company team. Upload your staff sheet once (name, email, employee ID, department, designation, function, mobile, joining date, access, and Active or Left), then press Apply beside each business tool. New people get access and appear on the tool's own lists, and your employee master gets their details: new people wait there, inactive, until you set their salary. Applying never changes the access someone already has in a tool. To take someone off, mark them Left: the next Apply removes their access, and their past records stay. Someone simply missing from a new sheet is not treated as having left.

Partners as owners

- If you run the business with partners, make them owners too: in your console, the tool's overview has an Owners card. Type a partner's email and press Add an owner. Up to five owners in all.
- They become owners the next time they sign in to Questico with that email, and can then do everything you can: the admin panel, the team, and asking for changes. The tool shows in their own Your space under Sites you co-own.
- Any owner can remove a co-owner, and a co-owner can leave. The person who bought the tool always stays an owner.

Sending the invitation, and seeing who has joined

- Questico emails each person an invitation as soon as you add them, however you add them: one at a time, from Excel, or from your company team. It tells them your tool's address and how to sign in, with Google or with a code.
- In the console's Team section, "Remind the N not signed in" emails everyone who has not joined yet. Under "Send the invitation" you can also copy the ready message for your team's WhatsApp group.
- The same page counts who has joined and who has not signed in yet, lists everyone with the date they were invited and the date they joined, and downloads the list for Excel.

- To change someone’s access or remove them, use the tool’s Team screen or the console’s Team section. Their past records stay.

The emails Questico sends your team

Questico tells people when something needs them, by email from notices@questico.site, so nobody has to keep the tool open to find out.

Within a few minutes

- The person who asked: “Your payslip for [month] is ready.”

Several things at once come as one email, never a flood. Each email says what happened and links to your tool. Anyone can stop them: the link at the foot of each email stops that business’s notices for that person, and the same link turns them back on. Invitations and sign-in codes still arrive.

Changing your settings

In your console, press Edit website to open your tool’s admin panel. Change the name, logo, colours, words, pictures, lists and rules; every change shows in a live preview first. Records (the day-to-day entries) are made inside the tool itself.

Everyday features

- On a phone the menu moves to a bar at the bottom, and tables turn into cards.
- Anything printable opens your browser’s print window, where you can also choose “Save as PDF”.
- Lists and reports download as CSV files that open in Excel.
- WhatsApp messages open ready-written; you press send. Nothing is sent automatically.

3. Your first day

1. Try the demo first, switching View as between owner, manager and staff
2. Open the admin panel from Edit website in the Questico console
3. Set the business name, address and logo for payslips
4. Set up the salary components
5. Choose the paid-day basis and the overtime rules
6. Confirm the PF and ESI rates, ceilings and on/off switches
7. Set the company's professional tax state and its slabs
8. Set the payslip title, labels and signatory
9. Choose who finalises payroll and the pay day
10. Fill in the department, designation and bank lists
11. Inside Vetan, open Company details and enter the PF code, ESI code, PTRC, TAN, PAN and salary bank
12. Open Employees and Add employee for each person with monthly gross, PF, ESI and PT options, last 4 digits of the bank account, UAN, ESI number and PAN
13. Tick 'Let them sign in to see their payslips' for each employee so the owner's save invites them; add any manager from the console's Team section with 'Can manage it' (staff can also be added there with 'Can use it')
14. Ask each person to sign in with that email address (with Google, or a code Questico emails them)
15. Record any advances already given
16. Start the first payroll run

4. Everything it does

Overview (owner and manager)

- Show the due month's payroll status with a button to start or open it, and a button for statutory dues
- Show take-home pay, cost to company, people on payroll (and how many are covered by ESI), and PF + ESI + PT due with its paid or due date
- Chart cost to company for the last 6 months
- List people who joined in the last 45 days
- Warn when the PF or ESI codes are missing
- Show a 6-step payroll checklist: start the run, bring in attendance, check overtime, bonus and advances, finalise, download the bank sheet, pay PF and ESI
- Show cost by department and advances still outstanding

Overview (staff)

- Show the latest payslip with buttons to view it or see all payslips
- Show last take-home, earnings this financial year, PF saved this year (own and employer share) and advance still to repay
- Chart take-home for the last 6 months and break down the latest month
- Show progress on repaying an advance
- Show the pay rules and who to ask, with WhatsApp (pre-filled message) and email buttons

Run payroll (owner and manager)

- Move between months and see a list of all runs; a badge shows when the due month is not final
- Start the month's payroll with everyone eligible; joiners and leavers are pro-rated automatically
- Show each person's paid days, gross, PF, ESI, PT, other deductions and take-home, with totals
- Search and filter by department
- Paste or choose an attendance file (such as the payroll days file from Staff Attendance & Leave, or any sheet with a name or email column and a payable, loss-of-pay, absent or leave-without-pay column); preview the matches and changes, then update paid days
- Add people missing from the run
- Edit a person's line: loss-of-pay days, overtime hours, bonus, arrears, advance recovery (filled in from open advances), TDS (filled in from their profile), other deductions and a payslip note
- See a live payslip preview while editing, and a draft payslip marked DRAFT
- Remove a person from the run or jump to their pay profile
- Download the salary register as a spreadsheet
- Finalise the month: freeze each person's figures, issue payslips with year-to-date totals, and record advance recoveries (oldest advance first, closing an advance once repaid)
- After finalising, download the bank transfer sheet (this also ticks the checklist step) and print all payslips
- Reopen a final month (owner only): payslips are withdrawn, that month's advance recoveries are undone and the PF/ESI paid mark is reset

Employees (owner and manager)

- Show people on payroll, monthly gross, yearly cost to company and ESI coverage
- Search, filter by department, and switch between Active, Left and All
- List gross, PF and ESI cover, take-home and joining or leaving date for each person
- Chart headcount by department and show the salary structure

- Download all employees' pay details as a spreadsheet, with the component split, take-home and yearly cost
- Add or edit an employee: name, email address (fixed once saved), employee code (suggested automatically), joining date, department, designation
- Set pay: monthly gross, monthly TDS, PF option (company rule, capped, full basic, or not covered), ESI (automatic or not covered), professional tax state (company state, another listed state, or not applicable)
- Set payment: bank, cheque or cash; the bank; last 4 digits of the account; UAN (12 digits); ESI number (10 digits); PAN
- Record the last working day when someone leaves
- Tick 'Let them sign in to see their payslips' to give the employee access (owner only)
- See a live full-month payslip preview
- Delete an employee; payslips already finalised stay

Payslips

- Let staff see their own payslips grouped by financial year, with year totals for gross, take-home, PF and tax, and view or print any slip
- Let managers list each month's finalised slips, view any slip and print all
- Show each person's year-to-date totals for the financial year, with months finalised, gross, TDS (for Form 16 and 24Q) and PF (both shares)
- Download the year's salary register as a spreadsheet
- Let managers see their own payslips too

Statutory dues (owner and manager)

- Show due dates: PF and ESI by the 15th of the next month; TDS by the 7th (30 April for March)
- Mark PF and ESI as paid, or undo
- Warn when the month is still a draft
- PF: show members, employee share, employer share (pension and PF) and total challan; a member-wise table with UAN, EPF wage, employee share, pension, employer PF and days not worked
- PF: download an ECR helper file and see the challan break-up into A/c 1 (PF), A/c 10 (pension), A/c 2 (admin charges, with the minimum) and A/c 21 (EDLI)
- ESI: show covered people, ESI wages, employee and employer shares, and a contribution list with IP number, days and wages; download it
- Professional tax and TDS: show PT total (February rate noted), people paying, TDS total and advances recovered; tables of PT by slab, TDS on salary and per employee; download them

Advances (owner and manager)

- Show amount still to recover, monthly instalments, and amounts given and recovered this financial year
- Switch between Open, Closed and All advances
- Give an advance: employee, date, the payroll month recovery starts, amount, monthly instalment and reason; the number of instalments is shown
- See recoveries month by month and change the instalment
- Write off the balance
- Delete an advance only if nothing has been recovered

Company details (owner and manager)

- Enter the PF establishment code, ESI employer code, professional tax registration (PTRC), TAN, business PAN, the salary bank and its last 4 digits

- Track progress as 'Registrations added X of 5'
- See a summary of the rates in use
- Keep these details private to the owner and managers; the PF code, ESI code and TAN print on new payslips

5. Reports, prints and downloads

Prints

- Payslip: letterhead with logo, address and email; employee details; earnings for the full month and this month; deductions; net pay in words; employer contributions; year-to-date table; note; PF and ESI codes and TAN; footer and signatory
- All payslips for a month in one go

Downloads

- Bank transfer sheet: serial number, employee code, name, payment mode, bank, last 4 digits of account, amount, narration 'Salary Mon YYYY', total and the bank to debit
- Salary register for the month (draft or final)
- Employees and pay details, with component split, take-home and yearly cost
- Salary register for the financial year
- PF ECR helper file
- ESI contribution list
- Professional tax and TDS for the month

WhatsApp

- Staff 'Questions about your pay' button opens WhatsApp to the business with 'Hello, I have a question about my payslip.'

Worked out for you

- Splits monthly gross into components, each a % of gross, a % of basic, a fixed amount, or the balance; fixed allowances are trimmed from the bottom of the list (never the basic) when gross is too small
- Counts paid days on calendar days, 26 or 30; pro-rates pay for loss-of-pay days and for joiners and leavers
- Works out overtime = hours × (gross ÷ basis days ÷ hours per day) × multiplier
- Works out employee PF = PF rate % of PF wages, capped at the wage ceiling unless full basic is chosen for the company or the person
- Sets employer PF equal to the employee share, with 8.33% of the capped wage going to pension and the rest to PF
- Adds PF admin charges as a % of PF wages with a monthly minimum on the challan, and EDLI as a % of the capped wage
- Applies ESI when fixed gross is at or below the threshold, on earned pay plus overtime and arrears (bonus excluded), rounded up
- Takes professional tax from the state's slabs, with a separate February amount
- Caps deductions so take-home never goes below zero
- Works out cost to company = gross + employer PF + admin charges + EDLI + employer ESI
- Keeps year-to-date totals for each financial year
- Writes the amount in words on the payslip

6. What you can change in the admin panel

No coding: every change shows in a live preview, and saving updates your live tool.

Business & look

- Change the business name, short name and city
- Enter the address printed on payslips
- Name who staff ask about pay
- Upload the logo (also printed on payslips)
- Choose the main colour, sidebar style, typeface and corner style

Salary structure

- Set up 1 to 10 salary components, each with a name, code, how it is worked out (% of gross, % of basic, fixed, or balance), value, and whether it counts for PF
- Start from the defaults: Basic 50% of gross (counts for PF), HRA 40% of basic, Conveyance ₹1,600, Special allowance as the balance
- Choose the paid-day basis: calendar days, 26 or 30
- Turn overtime pay on or off, and set the overtime multiplier and working hours per day
- Set the employee code prefix

PF & ESI

- Turn PF deduction on or off; set the PF rate, wage ceiling and whether PF is on full basic
- Set the pension (EPS) %, admin charges % and minimum, and EDLI %
- Turn ESI deduction on or off; set the ESI threshold, employee % and employer %

Professional tax

- Choose the company's state
- Keep a list of states, each with slabs: gross up to, monthly tax and February tax (Maharashtra is set by default)

Payslip

- Change the payslip title
- Show or hide employer contributions and year-to-date totals
- Rename the labels for overtime, bonus, arrears, advance recovery, income tax and other deductions
- Set the signatory's name and designation, and the footer line

Team & approvals

- Choose who can finalise payroll: owner only, or any manager
- Set the salary pay day (1 to 28)
- Edit the department, designation and bank lists

Words & pictures

- Write the manager line, staff line and pay rules note
- Write the sign-in heading, text and quote
- Change the three pictures

Contact

- Enter the email and WhatsApp number staff use for pay questions

Checks the panel makes

- Allow only one balance component and require at least one PF component
- Keep percentages of gross at or below 100%
- Refuse two components with the same code
- Make sure the company's state is in the professional tax list, with only one open-ended slab per state
- Keep the pension % at or below the PF rate

7. Good to know

- It does not pay salaries or connect to a bank; it gives a bank transfer sheet to download
- It keeps only the last 4 digits of bank accounts, so the bank sheet has no full account numbers or IFSC
- It does not work out income tax; TDS is typed for each person as the CA works it out
- It does not produce Form 16 or 24Q
- It does not file with EPFO or ESIC; the PF ECR helper file must be checked against the EPFO format
- It does not capture attendance; paid days come from a pasted attendance file or loss-of-pay days typed in
- It does not work out gratuity, statutory bonus, Labour Welfare Fund or leave encashment
- Payslips are not emailed or sent on WhatsApp; staff see them in the tool
- Managers cannot be invited from inside the tool

Need help?

Write to contact@questico.site with your tool’s address and what you need.