

## **SYNOPSIS**

**Title: A STUDY ON PAY ROLL MANAGEMENT SYSTEM AND HR ROLL IN PAYROLL**

### **ABSTRACT**

“A STUDY ON PAY ROLL MANAGEMENT SYSTEM AND HR ROLL IN PAYROLL”, *is* the study conducted at **ICICI BANK, Hyderabad.** The main objective is to know the payroll software's used in the organization and the roll of HR in payroll. The secondary objectives of this study are , To understand the HR roll in Payroll, To review the effectiveness of the Payroll process of Icici bank, To find about the software's used in Payroll process and satisfactory level of employees using this software's , To analysis whether these software's are user friendly, To suggest the Latest Software's in achieving organizational objective.

This study has been compiled with the help of primary data and secondary data. Primary data were collected from 50 respondents with the help of structured interview and Observation method. Since the study was the Population Study, the data were collected from all the employees in the payroll department. The Secondary sources of data were collected through company profile, organization Website and other related library books.

The collected data were analyzed with the help of *Simple Percentage analysis, chi-square and one sample run test*. It was found that there is no regular training program conducted and majority of the employees were satisfied with the existing software used. To conclude the existing software used was very good.

## **INTRODUCTION**

Effective software systems contain two basic systems operating in conjunction: an evaluation system and a feedback system. The main aim of the evaluation system is to (if any). This gap is the shortfall that occurs when performance does not meet the standard set by the organization as acceptable. The main aim of the feedback system is to inform the employee about the quality of the software provided by the organisation. (However, the information flow is not exclusively one way. The Technology team also receives feedback from the employee about software problems, etc.) One of the best ways to appreciate the purposes of performance appraisal is to look at it from the different viewpoints of the main stakeholders: the employee and the organization.

### **Employee Viewpoint**

From the employee viewpoint, the purpose of software used to calculate payroll process in four-fold:

- (1) Tell me what you want me to do
- (2) Tell me how well I have done it with software used in the organisation
- (3) Help me improve my software skills
- (4) Reward me for doing well.

### **Organizational Viewpoint**

From the organization's viewpoint, one of the most important reasons for having a software is to establish and uphold the principle of accountability.

For decades it has been known to researchers that one of the chief causes of organizational failure is "non-alignment of responsibility and accountability." Non-alignment occurs where employees are given responsibilities and duties, but are not held accountable for the way in which those responsibilities and duties are performed. What typically happens is that several individuals or work units appear to have overlapping roles.

The overlap allows - indeed actively encourages - each individual or business unit to "pass the buck" to the others. Ultimately, in the severely non-aligned system, no one is accountable for anything. In this event, the principle of accountability breaks down completely. Organizational failure is the only possible outcome

In cases where the non-alignment is not so severe, the organization may continue to function, albeit inefficiently. Like a poorly made or badly tuned engine, the non-aligned organization may run, but it will be sluggish, costly and unreliable. One of the principal aims of performance appraisal is to make people accountable. The objective is to align responsibility and accountability at every organizational level.

### **NEED FOR THE STUDY:**

The following are the needs to do the research at ICICI BANK

1. There is no such research work was carried before.
2. The management was in the position to know whether the existing software system used is effective or not.
3. To measure the satisfaction level of the employees using the software.
4. To get suggestions from the employees for further improvement in existing software system.
5. To contribute to the growth of the organization.

### **OBJECTIVES**

#### PRIMARY

- ⚙ To know the roll of HR in payroll and the payroll software's used in the organization.

#### SECONDARY

- ⚙ To understand the HR roll in Payroll.

- ⚙ To review the effectiveness of the Payroll process of Icici bank.
- ⚙ To find about the software's used in Payroll process and satisfactory level of employees using this software's.
- ⚙ To analysis whether these software's are user friendly.
- ⚙ To suggest the Latest Software's in achieving organizational objective.

### **LIMITATIONS OF THIS STUDY**

1. The respondent attitude did not allow me to get their true feelings.
2. Most of the respondent feared to give their name.
3. Most of the employees were busy with their tight work and they don't want to be disturbed.
4. Employees are very limited and duration is limited.

### **RESEARCH METHODOLOGY**

#### **RESEARCH DESIGN:**

A research design is the arrangement of conditions for collection and analysis of data in a manner that aims to combine relevance to the research purpose with economy in procedure.

#### **EXPLORATORY RESEARCH:**

Exploratory research focuses on collecting data using an unstructured format or informal procedures to capture data and to interpret them. It is often used to classify the

problems or opportunities and it is not intended to provide conclusive information from which a particular course of action can be determined.

### **SAMPLING DESIGN:**

A sample design is a definite plan for obtaining a sample from a given population

### **POPULATION:**

The employees of ICICI BANK will constitute the entire population. Here the entire population is considered for my study because the population is limited.

### **3.3 DATA COLLECTION:**

Data is recorded measure of phenomena. While deciding about the method of data collection, the researcher should keep in the mind about two types of data. They are, Primary Data and Secondary Data

#### **Primary data**

Primary data represent the first hand raw data that have been specifically collected for the current research problem. Primary data are raw, unprocessed and yet to receive any type of meaningful interpretation. Sources of primary data tend to be the output of conducting some type of exploratory, descriptive or casual research.

### **DATA COLLECTION:**

#### **OBSERVATION, INTERVIEW**

#### ***Directness of the observation***

Based on the directness of observation, it can be grouped as direct or indirect. Direct observation happens when the observer is physically present and monitors while the event is taking place. This is highly flexible as the observer can decide what to observe, how much time to spent on observation of an aspect, when to shift focus etc. The observer may feel bored or frustrated by

constantly being on the watch and may tend to loose focus. This might reduce the accuracy and completeness of the observation. Another weakness is that the observer may be overloaded when the events takes place quickly which cannot be kept track of or recorded.

### **Secondary data**

The secondary data is the historical data previously collected and assembled for some other research problem. Secondary data can be usually gathered at faster and economical manner than the primary data. However the data may not fit in the researchers information need. The secondary data can be obtained form the libraries, website, published as well as unpublished documents etc.,

### ***Sampling methodology and procedure***

**Non-probability** sampling the research finding cannot be generalized and the sampling error cannot be assessed. The findings are limited to the sample, which provided the original raw data. However non-probability sampling may be the only choice in case where the population cannot be ascertained.

### **SAMPLING TECHNIQUE:**

#### **PURPOSIVE SAMPLING**

A purposive sample is a non-representative subset of some larger population, and is constructed to serve a very specific need or purpose. A researcher may have a specific group in mind, such as high level business executives. It may not be possible to specify the population -- they would not all be known, and access will be difficult. The researcher will attempt to zero in on the target group, interviewing whomever is available

### **Sample size**

The sample size for the given project is 50.

### **Period of study**

The study period taken for this project is 4 month.

### **Tools Used**

**Simple average**

**Chi square test**

**One sample run test**

## **CHAPTERISATION**

**Detailed/final Project Report will include the following chapters**

### **CHAPTER –I**

- Introduction
- Significance of the study
- Need of the study
- Objective and scope of study
- Methodology
- Limitations
- Scope

(Details of methodology used in studying and collecting the data and issue will be described)

### **CHAPTER –II**

- Literature review
- Theoretical study

### **CHAPTER –III**

- Industry & company profile

### **CHAPTER –IV**

#### **Analysis of the topic & Interpretation**

(Descriptive work on the topic, this chapter will include analysis and interpretation of data tabulation and categorization)

### **CHAPTER –V**

- Recommendation
- Bibliography
- Appendix



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