

## Procedure to update Employee Master (Permanent) details.

- 1) Go to accountant login.
- 2) Select Employee Management->Permanent Details.

The screenshot shows the 'Employee Master (Permanent)' form in the e-Payroll System. The form has a header with the system name and government details. Below the header, there is a navigation menu on the left and a main form area. The main form area contains the following elements:

- Employee Code (GPF No) \***: A text input field with a question mark icon.
- Suffix \***: A dropdown menu with "--Select--" selected.
- Enter Name**: A text input field.
- Search**: A button to search for the employee.
- \*Mandatory Fields**: A label indicating that the Employee Code and Suffix fields are mandatory.

- 3) Click search button, it will show employee details to view and update
- 4) Edit employee to update whatever in employee permanent details.

The screenshot shows the 'Employee Master (Permanent)' form with a table of employee details. The table has the following columns: Employee Code/Suffix, Name, DOB, Designation At The Time of Joining, View, and Edit. The table contains 12 rows of data. Below the table, there is a 'Clear' button and a pagination bar showing '1 | 2 | 3 | 4 | 5 | 6 | 7 | 8'.

Employee Code/Suffix	Name	DOB	Designation At The Time of Joining	View	Edit
101022 / GA	LIMARANI JP	22/05/1962	Audit Superintendent	Select	Edit
107115 / GA	ANBUMALAR P	04/04/1964	Audit Superintendent	Select	Edit
107746 / GA	MUTHUVEERAN R	16/09/1957	Office Boy	Select	Edit
107779 / GA	RAHUMAN SHERIFF M	06/04/1960	Office Boy	Select	Edit
112226 / GA	LEELAVATHY G	18/04/1965	Audit Superintendent	Select	Edit
112228 / GA	RAJA R	18/04/1960	Office Boy	Select	Edit
11591 / IND	RAJASULOCHANA N	15/05/1956	Audit Superintendent	Select	Edit
11745 / IND	NAUSHAD G	06/09/1967	Audit Superintendent	Select	Edit
121116 / GA	BABYSASIKALA P	28/06/1972	Audit Superintendent	Select	Edit
121684 / GA	SENTHIL KUMAR P,P	06/05/1969	Senior Technician	Select	Edit

- 5) After edit it will allow to update permanent details.
- 6) Here Updating Employee's Designation.

**e-Payroll System**  
Government Of Tamil Nadu  
Department of Treasuries and Accounts

Bill Month & Year: June - 2014 | User ID: TG301trac | Role: BillPreparation | Office Name: DISTRICT TREASURY TIRUCHIRAPPALLI | District: DTO TIRUCHIRAPALLI

ePayroll Sy Help Change Password Logout

**Menu**

- Employee Management
  - Permanent Details
  - Fixation
  - Current Details
  - Forward
  - Modify Forward
- Pay Bill Reports
- Pay Arrear
- SLS
- DA Arrear
- Over Time Allowance
- Non Salary
- Administration
- Master Files
- View
- Bonus
- Pending for Forward
- PTax
- Pending List
- Downloads

**Employee Master (Permanent)**

Employee Code (GPF No) \* 101022 Suffix \* GA

\*Mandatory Fields Enter Name  Search

Name * JMARANI	Initial JP	Designation at the time of Joining * Superintendent
Gender * Female	Date of Birth (dd/mm/yyyy) * 22/05/1962	Date of Retirement (dd/mm/yyyy) *
DOJ Govt. Service (dd/mm/yyyy) * 09/01/1987	Marital Status * Married	Father Name *
Post Type * Ministerial Executive	PF Type * GPF	Spouse Name *
PAN No AANPU6809L	Pension 0	Category * Superintendent
		Physically Challenged / Ex-Service (Professional Tax) *
		Pension from Central or State? Superintendent

Save Update Clear

- 7) Here updating employee's PAN Card number.

**e-Payroll System**  
Government Of Tamil Nadu  
Department of Treasuries and Accounts

Bill Month & Year: June - 2014 | User ID: TG301trac | Role: BillPreparation | Office Name: DISTRICT TREASURY TIRUCHIRAPPALLI | District: DTO TIRUCHIRAPALLI

ePayroll Sy Help Change Password Logout

**Menu**

- Employee Management
  - Permanent Details
  - Fixation
  - Current Details
  - Forward
  - Modify Forward
- Pay Bill Reports
- Pay Arrear
- SLS
- DA Arrear
- Over Time Allowance
- Non Salary
- Administration
- Master Files
- View
- Bonus
- Pending for Forward
- PTax
- Pending List
- Downloads

**Employee Master (Permanent)**

Employee Code (GPF No) \* 101022 Suffix \* GA

\*Mandatory Fields Enter Name  Search

Name * JMARANI	Initial JP	Designation at the time of Joining * Superintendent
Gender * Female	Date of Birth (dd/mm/yyyy) * 22/05/1962	Date of Retirement (dd/mm/yyyy) * 31/05/2020
DOJ Govt. Service (dd/mm/yyyy) * 09/01/1987	Marital Status * Married	Father Name * RPARTHASARATHY
Post Type * Ministerial Executive	PF Type * GPF	Spouse Name * AKALAIMANI
PAN No AANPU6	Pension 0	Category * Others
		Physically Challenged / Ex-Service (Professional Tax) * No Yes No
		Pension from Central or State? No Pension State Central

Save Update Clear

8) Here updating employee's Initial

**e-Payroll System**  
Government Of Tamil Nadu  
Department of Treasuries and Accounts

Bill Month & Year: June - 2014 | User ID: TG301trac | Role: BillPreparation | Office Name: DISTRICT TREASURY TIRUCHIRAPPALLI | District: DTO TIRUCHIRAPPALLI

ePayroll System <http://karuwoolam1.tn.gov.in/epayimport> | Help | Change Password | Logout

**Menu**

- Employee Management
  - Permanent Details
  - Fixation
  - Current Details
  - Forward
  - Modify Forward
- Pay Bill Reports
- Pay Arrear
- SLS
- DA Arrear
- Over Time Allowance
- Non Salary
- Administration
- Master Files
- View
- Bonus
  - Pending for Forward
  - PTax
  - Pending List
  - Downloads

**Employee Master (Permanent)**

Employee Code (GPF No) \* ID1022 | Suffix \* GA

\* Mandatory Fields | Enter Name | Search

Name \* JMARANI | Initial J

Gender \* Female | Designation at the time of Joining \* Superintendent

Date of Birth (dd/mm/yyyy) \* 22/05/1962 | Date of Retirement (dd/mm/yyyy) \* 31/05/2020

DOJ Govt. Service (dd/mm/yyyy) \* 09/01/1987 | Father Name \* RPARTHASARATHY

Marital Status \* Married | Spouse Name \* AKALAIMANI

Post Type \* Ministerial | Category \* Others

PF Type \* GPF | Physically Challenged / Ex-Service (Professional Tax) \* Yes No

PAN No AANPU6809L | Pension from Central or State? \* No Pension State Central

Pension 0

Save | Update | Clear

9) Saving updated employee details.

**Note-1: Pension amount should be '0' (Zero)**

**Note-2: Once you click edit option, you are modified or not, should be click update button. If you Are not click update button, that record display in pending list.**

The page at localhost:52966 says:  
Updated Successfully..

OK

**e-Payroll System**  
Government Of Tamil Nadu  
Department of Treasuries and Accounts

Bill Month & Year: June - 2014 | User ID: TG301trac | Role: BillPreparation | Office Name: DISTRICT TREASURY TIRUCHIRAPPALLI | District: DTO TIRUCHIRAPPALLI

ePayroll System <http://karuwoolam1.tn.gov.in/epayimport> | Help | Change Password | Logout

**Menu**

- Employee Management
  - Permanent Details
  - Fixation
  - Current Details
  - Forward
  - Modify Forward
- Pay Bill Reports
- Pay Arrear
- SLS
- DA Arrear
- Over Time Allowance
- Non Salary
- Administration
- Master Files
- View
- Bonus
  - Pending for Forward
  - PTax
  - Pending List
  - Downloads

**Employee Master (Permanent)**

Employee Code (GPF No) \* ID1022 | Suffix \* GA

\* Mandatory Fields | Enter Name | Search

Name \* JMARANI | Initial J

Gender \* Female | Designation at the time of Joining \* Superintendent

Date of Birth (dd/mm/yyyy) \* 22/05/1962 | Date of Retirement (dd/mm/yyyy) \* 31/05/2020

DOJ Govt. Service (dd/mm/yyyy) \* 09/01/1987 | Father Name \* RPARTHASARATHY

Marital Status \* Married | Spouse Name \* AKALAIMANI

Post Type \* Ministerial | Category \* Others

PF Type \* GPF | Physically Challenged / Ex-Service (Professional Tax) \* Yes No

PAN No AANPU6809L | Pension from Central or State? \* No Pension State Central

Pension 0

Save | Update | Clear