Mukhya Mantri Seekho Kamao Yojna (MMSKY)

Onboarding, Attendance & Payroll
User Manual

Introduction:
Student Trainee Onboarding is the process in MMSKY Portal where establishments are required to give 'joining' or 'not joining' to the student trainees whose contracts have been successfully approved by the Government Authority. Establishments are then required to submit the attendance of each student trainee after the month's end (By submitting (Leave without pay) LWP days) to create the payroll for their student trainees. Every month at the month's end after payroll is frozen, the Establishment will be required to pay the establishment's stipend contribution (i.e., 25% of the total monthly stipend calculated) in the student trainee's virtual account either through Internet banking (NEFT/RTGS/IMPS) or UPI or by visiting the bank's branch. Establishments cannot pay on the MMSKY portal.

1. Joining or Student Trainee Onboarding process

To provide joining on a portal to the student trainees, the establishment will be required to log in on the MMSKY portal.

1. Click on the "Student Trainee onboarding" menu then the below page will open.
2. Select "OJT State".
3. Select "OJT District".
4. Select "OJT City".
5. Select "OJT address".
6. Click on the "Show" button to fetch the details of student trainees.
7. Select Candidate status as "Pending for Joining".
8. "Tick" against each student trainee in the Select column.
9. In 'select student trainee status column', either select "joined" to give joining or "not joined" for disjoining the student trainee.
10. In 'Actual date of joining column' click on the calendar icon to open the calendar.
11. Select a date from the calendar.
12. And then will click on the "Save" button to save the joining details of student trainees.

2. Attendance

To submit the attendance of student trainees for a particular month of a year, the establishment will be required to log in on the MMSKY portal.

1. Click on the "Attendance & Stipend" menu then the below page will open.
2. Select "Year"
3. Select "Month".
4. Click on the "Search" Button then the table will open containing the establishment name & total number of on-boarded student trainee details.
5. Click on "…" button in the action column then the 'Create/Update Payroll' button will open.
6. And then Click on the "Create/Update Payroll" button.

3. Enter Attendance Details

To enter the attendance of each student trainee for a month, the Establishment will enter the "Number of Leave without pay (LWP) days" corresponding to each student trainee in the grid so that all student trainees actual present days can be identified or calculated in the subsequent column.

1. Enter "No. of LWP (Leave without pay) days" (only numeric values allowed) corresponding to the first student trainee in the grid.
2. Enter "No. of LWP days" (only numeric values allowed) corresponding to the second student trainee in the grid.
3. And so on, "Enter No. of LWP days" (only numeric values allowed) corresponding to all the student trainees in the grid.
4. Click on the "Save Payroll" button to save the LWP of each student trainee or click on the "Update Payroll" button to update/edit the LWP corresponding to each student trainee.
5. Establishment will then click on the "Freeze Payroll" button to finally submit the entered & saved LWP days of each student trainee corresponding to the working days in that month.

To download the report of all student trainee details along with their payroll detail in an Excel format, the establishment will click on the "Download Payroll" button which is present at top right in the page.

Please Note: The last 4 columns of the grid which is having greyed box containing system based auto calculated (depending upon the no. of LWP days entered corresponding to each student trainee) information about the student trainee's present days or eligible no. of days for stipend calculation, Establishment stipend payable for selected month (Rs.) (25%), Government stipend payable for selected month (Rs.) (75%) & Total Stipend payable for selected month (Rs.) (100%).

The sum of the total Stipend payable for the selected month corresponding to each student trainee is shown in the greyed box in top right of the screen.

4. Freeze Payroll

After clicking on the Freeze Payroll button in the above screen, a confirmation popup will open as shown below.

1. "Tick" on the consent (mandatory) in the popup box.
2. Click on "Yes, Submit !" button to freeze the payroll.

Clicking on the "No" button in the popup box will cancel the freezing payroll action and the popup box will disappear.

Important Note: After freezing the payroll, the establishment will compulsorily be required to pay their stipend contribution to each student trainee in their virtual bank account number via Internet Banking (NEFT/RTGS/IMPS) or UPI or by visiting the branch.

After finally freezing the payroll and providing consent for a particular month of a year, the establishment then will not be able to update the attendance & no. of LWP days corresponding to each student trainee & will not be able to change the system calculated (& generated) establishment stipend contribution (25%), government stipend contribution (75%) & total stipend payable for selected month (100%).

5. Post Freezing the Payroll

After freezing the payroll for a particular month of a year, the establishment's "Payroll Status" column cell value will get changed to "Freezed" in the below screen.

After clicking on "Create/Update Payroll" button in the above screen (i.e., corresponding to the month whose payroll got freezed), following below screen will appear.

After clicking on "Download Payroll" following payroll report in excel file will be downloaded.

Payroll Report (MS Excel) file will look as shown below.

Important Instruction: The establishment is required to pay after freezing the payroll & by looking after the Payroll Excel file that he/she will download after freezing the payroll of that month.

6. Payment Mode (NEFT/RTGS/IMPS/UPI)

After freezing the payroll, the establishment will be mandatorily required to pay the student trainees in their Virtual Bank Account Number (VAN) which is displaying on the MMSKY portal in the green colour via the following mode of payment i.e., the Establishment's Corporate Internet Bank account (NEFT/RTGS/IMPS) or via Establishment's Corporate Internet Bank account (UPI).

Important Instruction:

1. Establishment will only be required to pay in the Student Trainee's Virtual Bank Account Number (VAN) (displaying with green colour on the MMSKY portal) & not in any other personal Bank Account Number of the Student Trainee & not in the VAN of the Student trainee which is displaying with yellow & Red colour.
2. The VAN is displaying on the MMSKY portal with three types of colours i.e., Red, Yellow & green. The red colour VAN means VAN is inactive & the establishment needs not to pay in this VAN account. The yellow colour VAN means VAN is pending & the establishment needs not to pay in this VAN account. The green colour VAN means VAN is active & the establishment needs to pay in this VAN account.
3. The Establishment will be required to pay the student trainees via the only following modes of payment i.e., the Establishment's Corporate Internet Bank account (NEFT/RTGS/IMPS) or via the Establishment's Corporate Internet Bank account (UPI).
4. The Establishment is not allowed to pay in the student trainee's VAN account through a Debit Card or Credit Card.
5. After the payment is done by the establishment to the student trainees in their VAN bank account then the Government Authority will prepare the sanction order and payment order and will pay the whole combined payment i.e. (Govt. contribution + Establishment contribution) in the student trainee's DBT enabled Aadhaar linked Bank Account.
6. If the Government revokes any student trainee contribution because if the Government will receive any complaint of the student trainee, then the Government will pay the Establishment contribution in the student trainee's DBT enabled Aadhaar Linked Bank Account and will not pay the Government contribution for that particular month.