



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.

Student Trainee - Onboarding Details

OJT Location Details

OJT State * MA

OJT District * D

OJT City / Town Ko

OJT Address 132

Show

Student Trainee Details

Select Candidate Status: Pending For joining

Select	S.No.	OJT Address	Student Trainee Name	Student Trainee MMSKY ID	Contract ID	Sector	Course With Code	Date of Signature by Approving Authority	Select Student Trainee
<input checked="" type="checkbox"/>	1	132	Sh	132	SK	Electrical (Including New and Renewable Energy)	Electrician (ELEC0013)	27-08-2023	Joined

Showing 1 to 1 of 1 entries 1 row selected

Note: 1. Actual Date of Joining should always be greater than or equal to the date of Signature of Approving Authority.
2. Please Enter Actual Date of Joining of Student-Trainee (Please do not enter indicative date of joining)

Save

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.

The screenshot displays the MMSKY portal interface for the 'Attendance & Stipend' section. At the top, there is a navigation bar with a logo on the left and a user profile on the right. Below the navigation bar, the main content area is titled 'Attendance & Stipend'. It features a search form with the following fields and buttons:

- On Job Training Location Address:** A text input field with a dropdown arrow.
- Year *:** A dropdown menu currently showing '2023'.
- Month *:** A dropdown menu currently showing 'September'.
- Search:** A button with a magnifying glass icon.
- Reset:** A button with a circular arrow icon.

Below the search form is a table with the following columns: Year, Month, Establishment Name, Total No. of On-boarded Student Trainee, Total Establishment Stipend contribution for selected month (Rs.), Payroll Status, Payment Status, and Action. The table contains one row of data for the year 2023 and month September. The 'Action' column for this row contains a three-dot menu icon, which is highlighted with a red circle and arrow labeled '5'. A red circle and arrow labeled '6' points to the 'Create/Update Payroll' button that appears below the menu icon.

At the bottom of the page, there is a footer with the text: 'मुख्यमंत्री सौख्ये कमाओ योजना कॉर्पोरेट (©) MMSKY.mp.gov.in, सभी अधिकार सुरक्षित। All Rights Reserved'.

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.

*To post vacancies e-sign of profile is mandatory (if you have already e-sign your profile please ignore it)

Welcome 1422 Establishment

Create/Update Payroll
Download Payroll

On Job Training Location Address

Day:

Year: Month:

Bank Name: IFSC Code:

Total Stipend Payable for This Month (Rs.) = 326540

Student Trainee Details

S.No.	Student Trainee Name	Student Trainee MWSKY ID	Contract ID	Is Author linked with Bank Account?	Is DBT Enabled?	Student Trainee Virtual Account	Monthly Contract Stipend Amount (Rs.)	Monthly Establishment Stipend Contribution (Rs.)	Monthly Government Stipend Contribution (Rs.)	Student Trainee Actual Date of Joining	Maximum Payable Days in Selected Month	Absent Leave Without Pay (LWP) (No. of Days)	Eligible no. of Days for Stipend Calculation	Establishment Stipend Payable for selected month (Rs.)	Government Stipend Payable for selected month (Rs.)	Total Stipend Payable for selected month (Rs.)
1	Yes	Yes	...	8000	2120	6720	28/08/2023	25	1	22	1800	5940	7800
2	Yes	Yes	...	8000	2120	6375	28/09/2022	12	2	10	850	2530	3400
3	Yes	Yes	...	8000	2000	6000	28/08/2023	25	1	24	1800	5780	7800
4	No	No	...	8000	2000	6000	30/08/2023	25	0	25	2000	8000	8000
5	Yes	Yes	...	8000	2000	6000	28/08/2023	25	5	20	1800	4800	6400
6	Yes	Yes	...	8000	2120	6375	28/08/2023	25	0	25	2120	6375	8500
7	Yes	Yes	...	8000	2120	6375	28/08/2023	25	4	21	1785	5385	7140
8	Yes	No	...	8000	2120	6750	30/08/2023	25	0	25	2250	6750	9000
9	Yes	Yes	...	8000	2120	6375	28/08/2023	25	0	25	2120	6375	8500

Update Payroll
Freeze Payroll
Back

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%).

Is Aadhar linked with Bank Account?	Is DBT Enabled?	Monthly Contract Stipend	Monthly Establishment Stipend	Monthly Government Stipend	Student Trainee Actual
Yes	Yes				
Yes	Yes				
Yes	Yes				
Yes	Yes				
Yes	Yes				
Yes	Yes				

Are you Sure to Freeze the Payroll ?
You will not be able to edit once you submit.

I accept, I will pay stipend for all the student trainees' for which I have frozen the payroll for selected month.

1 → I accept, I will pay stipend for all the student trainees' for which I have frozen the payroll for selected month.

2 →

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 "Frozen" in the below screen.

The screenshot shows the 'Attendance & Stipend' dashboard. At the top, there is a navigation bar with a logo and a welcome message: "Welcome : ME23 | Establishment". Below this, there is a section for "On Job Training Location Address" with a dropdown menu. The "Year" is set to 2023 and the "Month" is set to August. There are "Search" and "Reset" buttons. Below this is a table with the following columns: Year, Month, Establishment Name, Total No. of On-boarded Student Trainee, Total Establishment Stipend contribution for selected month (Rs.), Payroll Status, Payment Status, and Action. The table has one row for 2023, August, with 37 students and a total stipend of 18020. The "Payroll Status" is "Frozen" and the "Payment Status" is "Payment". A red box highlights the "Create/Update Payroll" button in the "Action" column, with a red circle containing the number 1 next to it.

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

The screenshot shows the "Create/Update Payroll" screen. At the top, there is a navigation bar with a logo and a welcome message: "Welcome : ME23 | Establishment". Below this, there is a section for "On Job Training Location Address" with a dropdown menu. The "Year" is set to 2023 and the "Month" is set to August. There is a "Total Stipend Payable for This Month (Rs.)" field with the value 18020. Below this is a table with the following columns: S.No., Student Trainee Name, Student Trainee MMSKY ID, Contract ID, Is Aadhar linked with Bank Account?, Is DBT Enabled?, Student Trainee Virtual Account, Monthly Contract Stipend Amount (Rs.), Monthly Establishment Stipend Contribution (Rs.), Monthly Government Stipend Contribution (Rs.), Student Trainee Actual Date of Joining, Maximum Payable Days in Selected Month, Stipend Amount Without Pay (Rs.) (No. of Days), Eligible no. of Days for Stipend Calculation, Establishment Stipend Payable for selected month (Rs.), Government Stipend Payable for selected month (Rs.), and Total Stipend Payable for selected month (Rs.). The table has 9 rows of data. A red box highlights the "Download Payroll" button in the top right corner, with a red circle containing the number 1 next to it.

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

The screenshot shows the "Create/Update Payroll" screen. At the top, there is a navigation bar with a logo and a welcome message: "Welcome : ME23 | Establishment". Below this, there is a section for "On Job Training Location Address" with a dropdown menu. The "Year" is set to 2023 and the "Month" is set to August. There is a "Total Stipend Payable for This Month (Rs.)" field with the value 18020. Below this is a table with the following columns: S.No., Student Trainee Name, Student Trainee MMSKY ID, Contract ID, Is Aadhar linked with Bank Account?, Is DBT Enabled?, Student Trainee Virtual Account, Monthly Contract Stipend Amount (Rs.), Monthly Establishment Stipend Contribution (Rs.), Monthly Government Stipend Contribution (Rs.), Student Trainee Actual Date of Joining, Maximum Payable Days in Selected Month, Stipend Amount Without Pay (Rs.) (No. of Days), Eligible no. of Days for Stipend Calculation, Establishment Stipend Payable for selected month (Rs.), Government Stipend Payable for selected month (Rs.), and Total Stipend Payable for selected month (Rs.). The table has 9 rows of data. A red box highlights the "Download Payroll" button in the top right corner, with a red circle containing the number 1 next to it. Below the table, there is a notification for a downloaded file: "StudentTraineePayrollDetails_...xlsx" (11.4 KB - Done).

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

S.No.	Student Trainee Name	Student Trainee MMSKY ID	Contract ID	Is Aadhar linked with Bank Account?	Is DBT Enabled?	Student Trainee Virtual Account	Monthly Contract Stipend Amount (Rs.)	Monthly Est (Rs.)
1		1	SP	Yes	Yes	M	8500	
2		1	SP	Yes	Yes	M	9000	
3		1	SP	Yes	Yes	M	8000	
4		1	SP	Yes	Yes	M	8500	
5		1	SP	Yes	Yes	M	8000	
6		1	SP	Yes	Yes	M	8500	
7		1	SP	Yes	Yes	M	8500	
8		1	SP	Yes	Yes	M	8500	
9		1	SP	Yes	Yes	M	10000	
10		1	SP	Yes	Yes	M	8500	
11		1	SP	Yes	Yes	M	8500	
12		1	SP	Yes	Yes	M	8000	
13		1	SP	Yes	Yes	M	8500	
14		1	SP	Yes	Yes	M	9000	
15		1	SP	Yes	Yes	M	8500	
16		1	SP	Yes	Yes	M	8500	
17		1	SP	Yes	Yes	M	8500	
18		1	SP	Yes	Yes	M	8000	
19		1	SP	Yes	Yes	M	8500	
20		1	SP	Yes	Yes	M	8000	
21		1	SP	Yes	No	M	8500	
22		1	SP	Yes	Yes	M	8500	
23		1	SP	Yes	Yes	M	8500	
24		1	SP	Yes	Yes	M	8500	
25		1	SP	Yes	Yes	M	8500	
26		1	SP	Yes	Yes	M	8000	

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.

r profile please ignore id | Joining details module is live now on MMSKY Portal. Please ensure to enter the actual joining date of student-trainee. Dear Establishment, Attendance Management and Payment Module is going | Welcome: M | Establishment

Create/Update Payroll Download Payroll

On Job Training Location Address

Year: Month: Total Stipend Payable for This Month (Rs.) =

Bank Name: IFSC Code:

● VAN Active ● VAN Pending ● VAN In-Active

Student Trainee Details

S.No.	Student Trainee Name	Student Trainee MMSKY ID	Contract ID	Is Aadhar linked with Bank Account?	Is DBT Enabled?	Student Trainee Virtual Account(VAN)	Monthly Contract Stipend Amount (Rs.)	Monthly Establishment Stipend Contribution (Rs.)	Monthly Government Stipend Contribution (Rs.)	Student Trainee Actual Date of Joining	Maximum Payable Days In Selected Month	Absent/ Leave Without Pay (LWP) (No. of Days) *	Eligible no. of Days for Stipend Calculation	Establishment Stipend Payable for selected month (Rs.)	Government Stipend Payable for selected month (Rs.)	Total Stipend Payable for selected month (Rs.)
1				Yes	Yes	<input type="text"/>	8500	2125	6375		25					
2				Yes	Yes	<input type="text"/>	10000	2500	7500		20					
3				Yes	Yes	<input type="text"/>	8500	2125	6375		20					
4				Yes	Yes	<input type="text"/>	8500	2125	6375		25					