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OFFICIAL CLIENT PLAYBOOK & STATUTORY COMPLIANCE OPERATING GUIDE

LawProfessionals Regulatory & Payroll Cloud

End-to-End Enterprise Guide for Direct Client Workforce, Attendance, Statutory Gross-to-Net Payroll & 17 Inspection-Ready Returns

Portal URL: https://hr.lawprofessionals.in	**Edition:** November 2026 (Gazette S.O. 5109(E) Compliant)
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1. Executive Overview & Architecture

LawProfessionals Regulatory & Payroll Cloud is an indigenous, enterprise-grade cloud workspace engineered specifically for Indian statutory compliance, payroll automation, and labor department audit readiness. Designed by senior labor law practitioners and advocates, the platform seamlessly replaces fragmented legacy systems with a single, unified self-service portal.

Whether accessed directly at **hr.lawprofessionals.in** or embedded securely within your corporate intranet, the system enforces automated statutory guardrails across 7 major labor acts, eliminating compliance penalties, interest, and ECR portal rejection notices.

Automated Statutory Ceilings Guards EPFO ■25,000 Gazette S.O. 5109(E) ceiling & ESIC ■21,000 wage limits on employee creation.	**1-Click Pro-Rata Attendance** Synchronizes monthly rosters from previous periods with automatic working days & 2x OT rate multipliers.
Four Labour Codes Engine Strict 50% basic wage rule validation and 50% deduction cap enforcement under Code on Wages, 2019.	**Zero-Rejection Revamped ECR** 17 official statutory PDF register suites plus one-click #~# delimited return text file export for EPFO.

Enterprise Web Access & Production Endpoints:

- **Dedicated Cloud Workspace:** Direct browser access at **https://hr.lawprofessionals.in**
- **Firm Portal Integration:** Embedded client workspace at **https://www.lawprofessionals.in/compliance-portal/**
- **Security Architecture:** Enterprise TLS 1.3 encryption, ISO-standard audit trails, and strict RBAC isolation.

2. Access Modes & Secure Authentication

The platform offers two strictly partitioned operating environments to ensure total data segregation and role-based governance:

Mode	Primary Audience	Key Access Capabilities
Direct Client Mode (Self-Service)	Establishment Owners, CFOs, HR Managers & Payroll Admins	Full single-company workforce management, monthly attendance rosters, gross-to-net payroll execution, 17 PDF registers, EPFO ECR export, and bank payment files.
Master Mode (LawProfessionals)	LawProfessionals Regulatory Advocates & Compliance Officers	Multi-client statutory oversight, client assignments, automated multi-branch database synchronization, and legal advisory administration.

3. Workforce Master & Statutory Ceiling Rules

The **Employee Master** module maintains complete employee lifecycle records while systematically preventing statutory calculation errors before returns are generated.

Statutory Scheme	Ceiling / Rule	Employee Rate	Employer Contribution Split
Employees' Provident Fund (EPF)	■25,000/month (Gazette S.O. 5109(E))	12.0% of PF Wages	3.67% EPF + 0.50% EDLI + 0.50% Admin Charges (A/c 01, 21, 02)
Employees' Pension Scheme (EPS)	■25,000/month cap (Post-01.09.2014 rule)	NIL	8.33% capped at ■2,083/mo. Employees joining post-2014 with wage > ■25,000 are ineligible for EPS.
Employees' State Insurance (ESIC)	■21,000/month (Gross Wages)	0.75% of Gross	3.25% of Gross Wages. Employees exceeding ■21,000/month are automatically exempt.
Code on Wages, 2019	50% Basic Rule & 50% Deduction Cap	N/A	Basic wage must constitute at least 50% of gross earnings. Total statutory deductions cannot exceed 50%.
Payment of Bonus Act, 1965	■21,000/month wage cap	NIL	Statutory bonus from 8.33% (min) to 20.0% (max) calculated on statutory ceiling or minimum wage.
Payment of Gratuity Act, 1972	5+ years continuous service	NIL	15/26 formula based on last drawn basic + DA. Full & Final (FnF) processed within statutory 2 days.

4. Monthly Attendance & 1-Click Roster Sync

Attendance directly drives earned salary computation. The platform provides a high-speed tabular interface with zero manual re-typing:

Pro-Rata Attendance Pillars:

- **1-Click Copy Previous Month:** Copy all active employees and base attendance from October to November in one click.
- **Leave Classifications:** Explicit tracking for Working Days (W.D.), Half Days (H.D.), Casual Leave (C.L.), Earned Leave (E.L.), Sick Leave (S.L.), and Compensatory Holidays (C.H.).
- **Double Overtime (2.0x):** Automatically computes overtime hours at 2.0x basic rate pursuant to Section 27 of the Code on Wages.

5. Official 17 Statutory Report Suites & Revamped ECR (#~#)

The Report Center generates audit-ready PDF registers branded with official LawProfessionals credentials, along with upload-ready electronic text returns:

Suite #	Statutory Report Title	Format & Output Description
1 & 2	**Salary / Wages Register & Summary**	Multi-page landscape audit register with full earnings, statutory deductions, bank transfer totals, and department summaries.
3	**Multi-Month Grand Report**	Comprehensive workforce cost trajectory across quarterly/annual financial periods.
4 & 5	**EPF & ESIC Monthly Contribution Lists**	Employee & Employer statutory contribution schedules ready for inspection and monthly challan matching.
6	**EPFO Revamped ECR Text File (#~#)**	**Official return text file** formatted with `#~#` delimiter for direct 1-click upload to the EPFO Unified Employer Portal, validated with zero-rejection pre-checks.
7	**Code on Wages 50% Audit Statement**	Inspects allowance structures to guarantee basic wage compliance under new labor codes.
8 & 9	**Bonus Act (Form C/D) & Gratuity FnF**	Form C statutory bonus register, annual Form D return, and 15/26 service gratuity computation sheets.
10 & 16	**State PT & Labour Welfare Fund (LWF)**	State-specific professional tax slabs and LWF deduction schedules (Delhi Form A, Haryana, Maharashtra, Karnataka).
11 & 17	**Income Tax TDS (24Q) & Form 16**	Section 192 TDS computation, quarterly Form 24Q statements, and annual Form 16 Part A/B registers.
12 & 13	**Factory & Shops Act Registers**	Form 12 Register of Adult Workers, Form 10 Overtime Register, and statutory inspection abstracts.
14 & 15	**Pay Slips & HR Bio-Data Register**	Employee compensation pay slips (printable 2/page) and full employee KYC/nominee bio-data registers.

6. Legal Advisory Support & SLA Commitment

All client establishments using the LawProfessionals Regulatory & Payroll Cloud receive continuous enterprise backing from qualified labor law practitioners and advocates.

Contact Channel	Designation / Scope	Direct Details
Regulatory Helpdesk	Statutory returns, EPFO ECR validation & ESIC queries	**epfesiclaw@gmail.com** +91-9599-747474
Client Accounts & Billing	Modular subscription, invoices & bank UTR confirmation	**admin@lawprofessionals.in** +91-98185-56349
Head Legal Chamber	Labor court representation, inspection defense & notices	253, Ground Floor, New Ranjeet Nagar, New Delhi-110008