

Back Office - Payroll - Pay Masters - Payroll Structure

Guidelines For Payroll Structure

Purpose / Use:-

Here you can define pay structures based upon formulas and categories.

Pr-Requisite:-

Back Office ? Pay Masters ? Payroll Category

Back Office ? Pay Masters ? Payroll Formula

Back Office ? Pay Masters ? Payroll Slab

Location:-

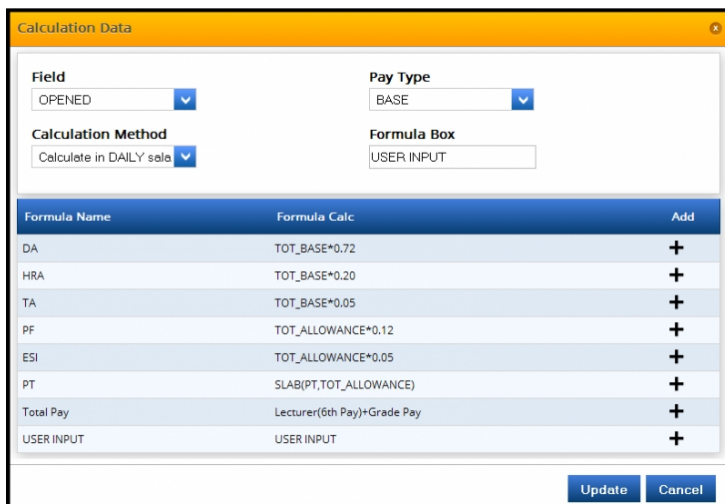
Back Office ? Pay Masters ? Payroll Structure

How to access:-

Select Payroll Category

Click on "view" button

Select payroll head and click on "Calculation(+)" button



The screenshot shows a window titled "Calculation Data" with a yellow header. It contains several dropdown menus and a table. The dropdowns are: "Field" (OPENED), "Pay Type" (BASE), "Calculation Method" (Calculate in DAILY sale), and "Formula Box" (USER INPUT). The table below has three columns: "Formula Name", "Formula Calc", and "Add".

Formula Name	Formula Calc	Add
DA	TOT_BASE*0.72	+
HRA	TOT_BASE*0.20	+
TA	TOT_BASE*0.05	+
PF	TOT_ALLOWANCE*0.12	+
ESI	TOT_ALLOWANCE*0.05	+
PT	SLAB(PT,TOT_ALLOWANCE)	+
Total Pay	Lecturer(6th Pay)+Grade Pay	+
USER INPUT	USER INPUT	+

At the bottom right of the window are "Update" and "Cancel" buttons.

Select Field

There are two type (Open and Close)

Open field means payables to be added manually

Close field means payable added automatically according to payroll formulas

Select Pay Type

There are three pay type (Base, Allowance and Deduction)

Base is primary pay

Allowances are any addition in the payrate

Deduction is any cut down from the payrate.

Select Calculation Method

There are two type of calculation method (Daily and Monthly)

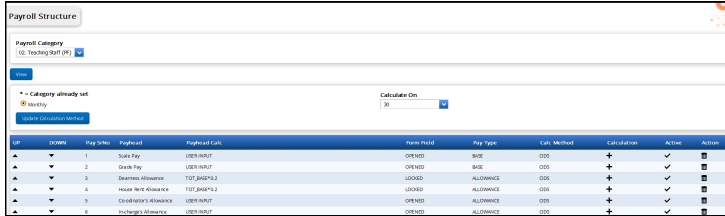
(CIDS)- Heads which are to be calculated on day to day basis

(CIMS)- Heads which are to be calculated on Monthly basis.

Select Formula box from below list and click on "Add(+)" button

Now click on "Update" button

You have to set calculation method for each pay head



Choose total payable days calculate on 30 or Actual Days and click on "update calculation method" button to update it

Generate payroll calculate payable days on selected calculation method

You can move pay serial number by click on "up - down" button, it defines pay head order in pay slip

You have to make payroll structure for each category

If you want to add new head then click on "Add head" button and follow the same process