

OneKhata - User Guides - Payroll Module

This document covers only the Payroll Module. For other modules please refer to <https://onekhata.app/modules>

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Definitions:

1. Salary / Pay-slip

It is a document that every organization is liable to provide to its employees every month. The slip includes information regarding the employee's basic salary, allowances, deductions & net payable amount for a given month.

It works as proof of salary payment and is generally provided by the organization to its employees either as a soft copy or hard-copy.

2. Components

Salary / Pay-slip gives a clear picture of Basic salary, Allowances, Incentives, Deductions and net payable-amount, each of these is a Salary / Pay-slip component.

3. Templates

Each organization may have one or more salary templates based on their needs. For example: Some top management employees / field employees may have very specific components which may not be necessary for other employees. With templates you can customize the way pay-slip looks for the respective employees.

4. Earnings

Anything payable to the employee is considered as an Earning. Like Basic Salary, HRA, Incentive etc.,

5. Deductions

Anything to deduct as per applicable laws / rules from an Employee's salary before making a salary payment is a Deduction. Like Professional Tax, TDS / Income Tax, Repayment towards Salary Advance etc.,

6. Statutory

Any salary component that is divided by the Law. Like Professional Tax, TDS / Income Tax, ESI etc.,

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7. Payroll / Process Salary

In general, this is a monthly practice. Payroll processing involves calculation of attendance / payable days or hours, salary adjustments if any, calculation of net payments, salary payments, file tax reports like Professional Tax, Income Tax if applicable, Document and store records.

8. Attendance & Salary Dependency

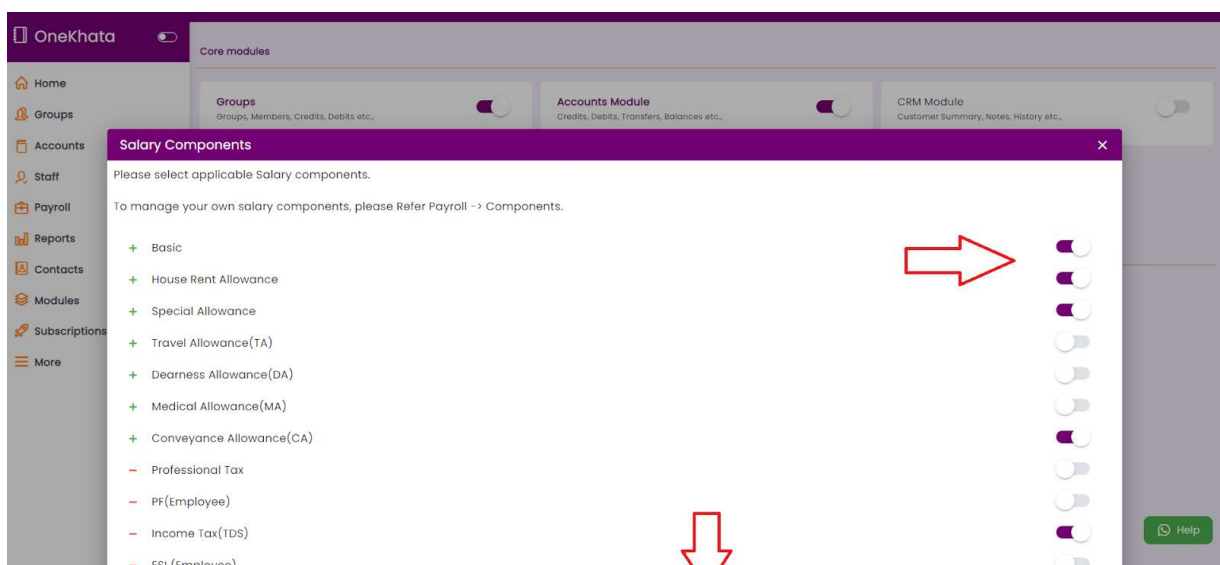
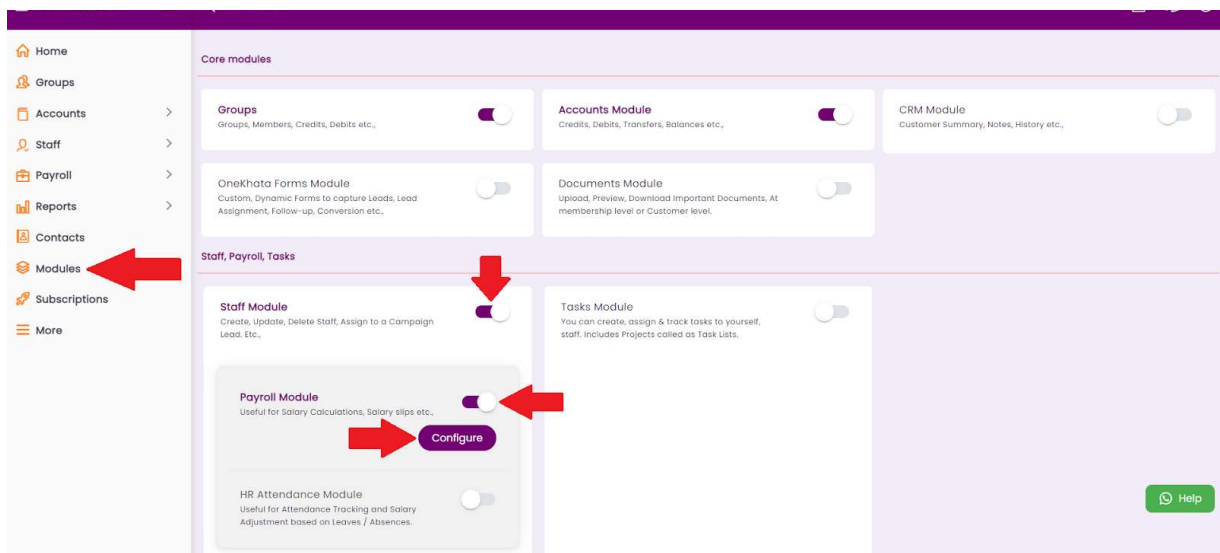
Some of the salary components are attendance dependent and while some others may not. While creating pay-slip components please select an appropriate option as applicable. Please talk to a Relationship Manager for any support you may need.

Details:

1. Setup

a. Enable Payroll Module

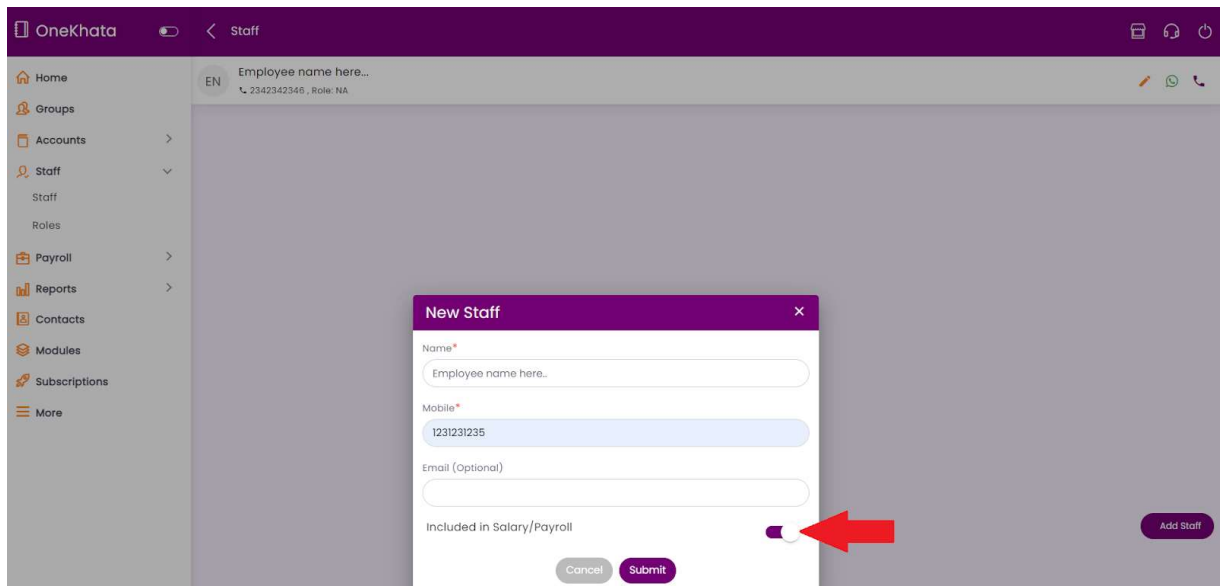
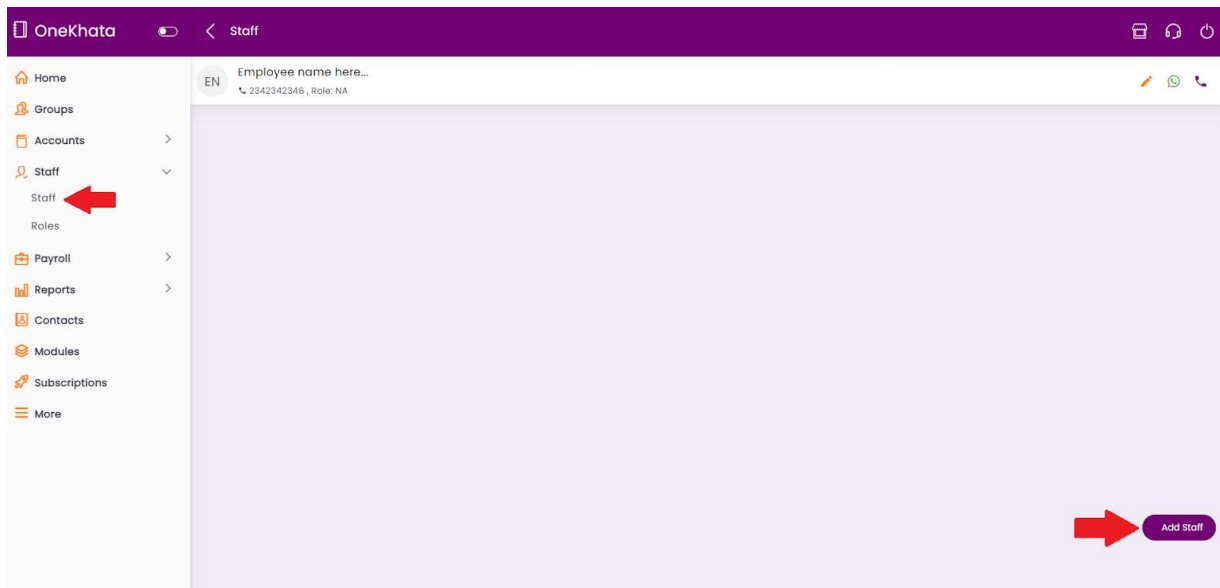
Modules -> Enable Staff Module, Enable Payroll Module. Click Configure.



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b. Manage Staff

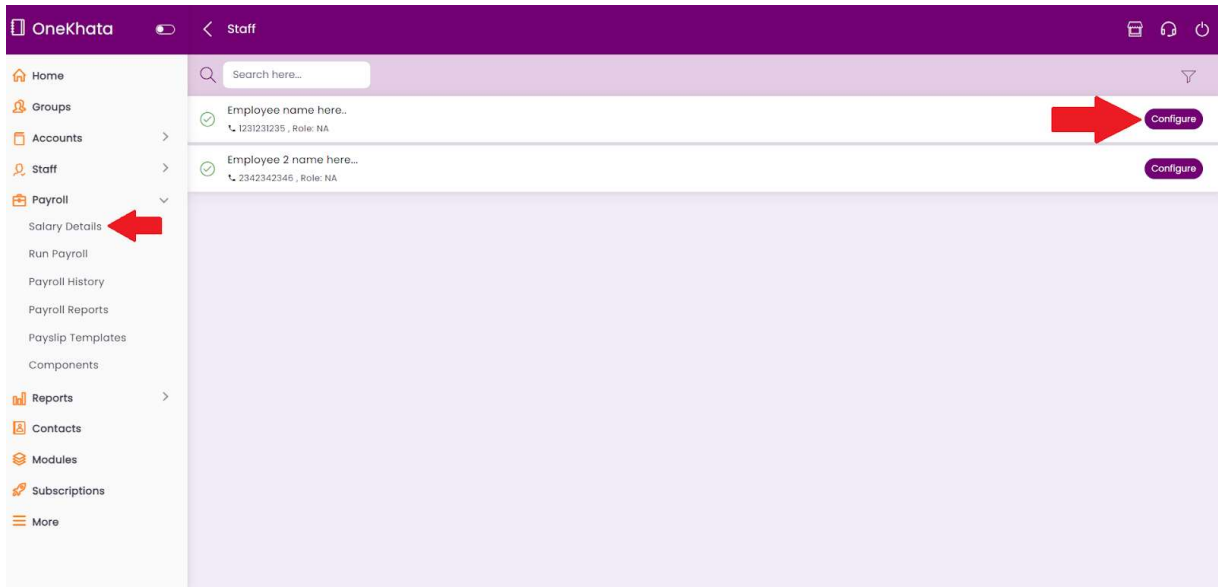
Staff -> Add Staff -> Enter Name, Mobile etc., Select Included in Payroll.



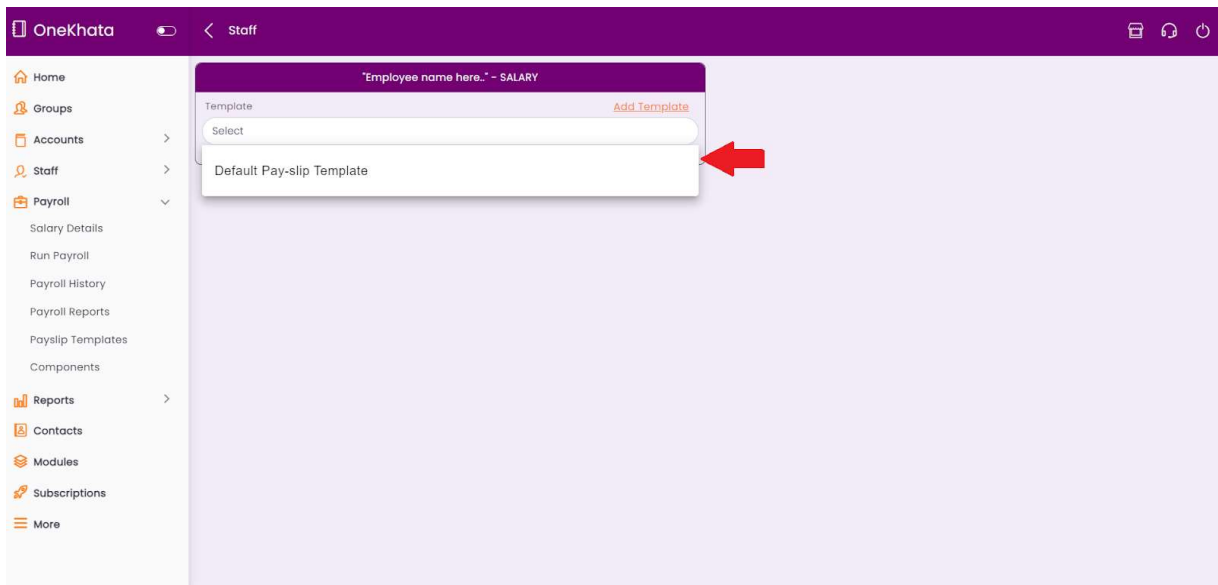
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c. Salary Configuration

Payroll -> Salary Details -> Configure at each employee level.



Select an existing template. You can also add your own templates, if required.



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Enter the following information

- a. Employee information like ID, Date of Joining
- b. Salary details like Basic, HRA etc.,

The screenshot shows the 'Employee name here.. - SALARY' form and a 'Payslip preview' for October 2023.

Employee Details:

- Id*: 001
- Mode: Bank
- Name: Employee name here..
- Bank name: ICICI Bank
- Date of Joining*: 01/01/2022
- Acct NO: 00123122333
- Designation: Relationship Mana
- IFSC Code: ICIC0000999
- Department: CRM
- UAN No: UAN
- PAN: XXXXX9999X
- PF No: PF (Employee)
- ESI (Employee): ESI (Employee)

Earnings and Deductions:

Earnings	AMOUNT(INR)	Deductions	AMOUNT(INR)
Basic	25,000	Income Tax(TDS)	4,000
House Rent Allowance	12,000	Professional Tax	200
Conveyance Allowance(CA)	1,200		
Special Allowance	46,000		
Total	84,200	Total	4,200
		Net pay :	80,000

2. Run Payroll

- a. Select a Time Period: Month, Year.

The screenshot shows the 'Pay Period' selection screen with a progress bar and dropdown menus.

Progress Bar: 1 Pay Period (selected), 2 Attendance, 3 Salary Adjustment, 4 Review, 5 Complete.

Month: Oct

Year: 2023

Red arrows point to the 'Run Payroll' option in the left sidebar, the 'Month' dropdown, and the 'Next' button at the bottom right.

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- b. Select Employees
- c. Adjust Attendances - If any.

ID	Emp name	Designation	Attendance
001	Employee 1	Relationship Manager	28 / 30
003	Employee 3	Relationship Manager	26 / 30
002	Employee 2	Relationship Manager	30 / 30

- d. Adjust Salaries - If any.

Emp name	Earnings	Deductions	Net
Employee 1	78,586	3,920	74,666
Employee 3	33,973	173	33,800

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e. Review

Staff	Payroll
Total	3
Eligible	3
Processing	2

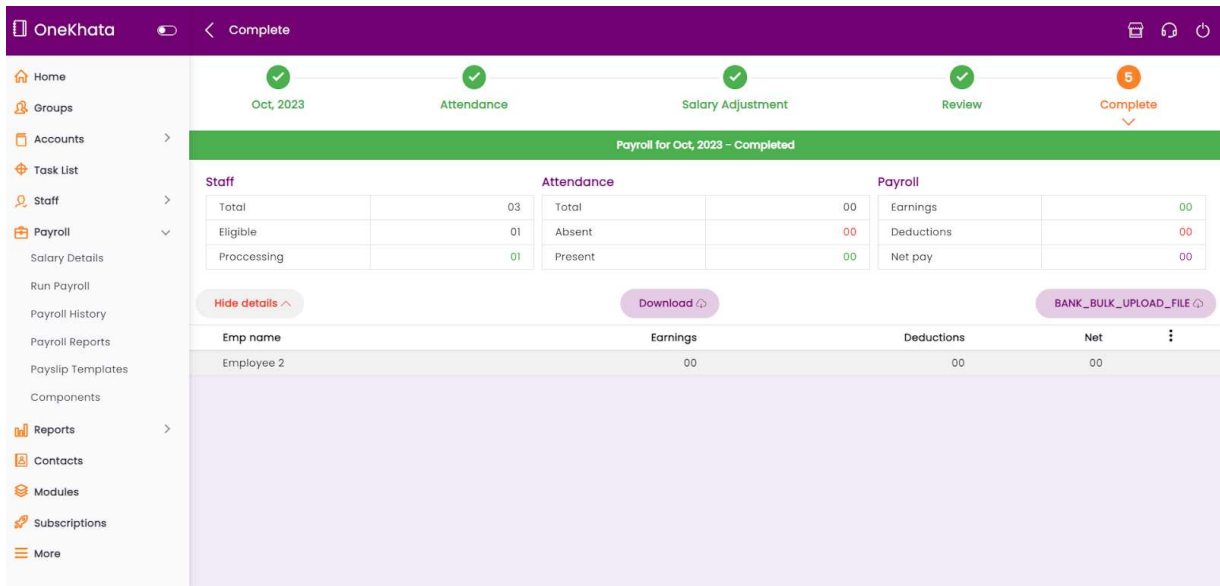
Staff	Payroll
Earnings	1,12,559
Deductions	4,093
Net pay	1,08,466

Emp name	Earnings	Deductions	Net
Employee 1	78,586	3,920	74,666
Employee 3	33,973	173	33,800

f. Finalize

Please confirm
Are you sure do you want to continue

Cancel Confirm



The screenshot displays the OneKhata Payroll Module interface. At the top, a progress bar shows five steps: 'Oct, 2023', 'Attendance', 'Salary Adjustment', 'Review', and 'Complete'. The 'Complete' step is highlighted with a red circle containing the number 5. Below the progress bar, a green header indicates 'Payroll for Oct, 2023 - Completed'. The main content area is divided into three sections: 'Staff', 'Attendance', and 'Payroll'. Each section contains a table with summary data. Below these tables are buttons for 'Hide details', 'Download', and 'BANK_BULK_UPLOAD_FILE'. At the bottom, a table lists payroll details for 'Employee 2'.

Staff	Attendance	Payroll			
Total	03	Total	00	Earnings	00
Eligible	01	Absent	00	Deductions	00
Processing	01	Present	00	Net pay	00

Emp name	Earnings	Deductions	Net
Employee 2	00	00	00

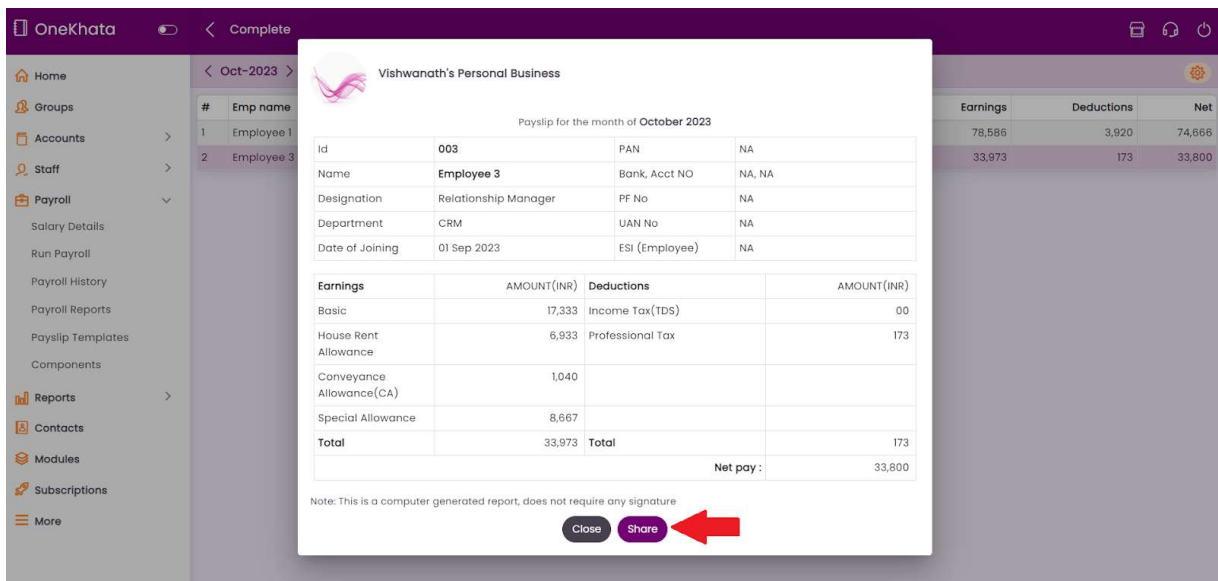
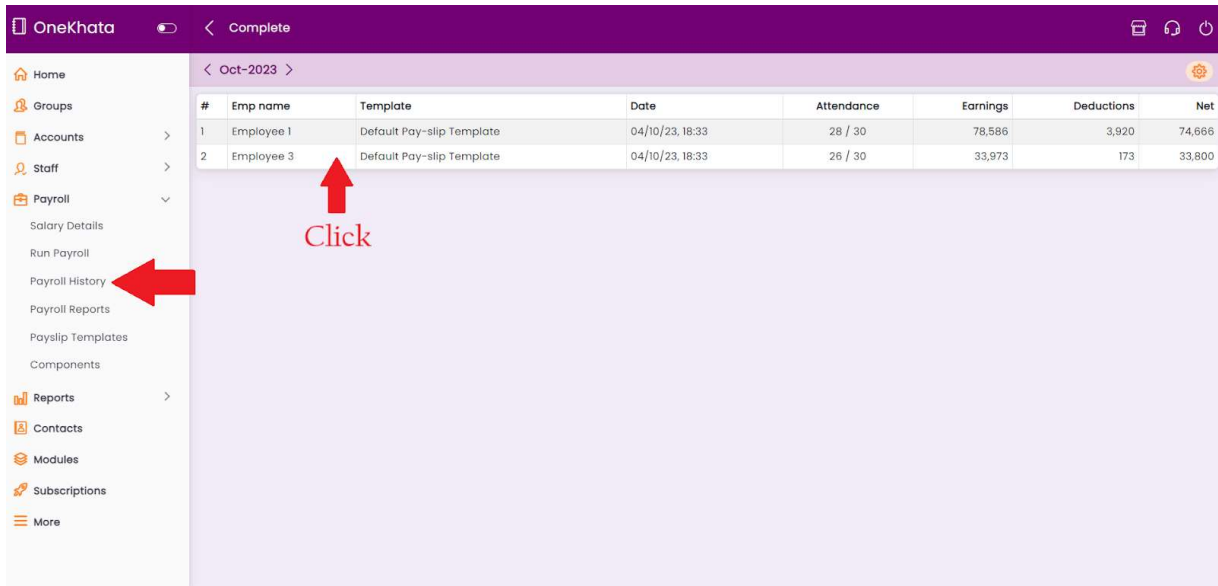
g. Share Payslips

See Payroll History below.

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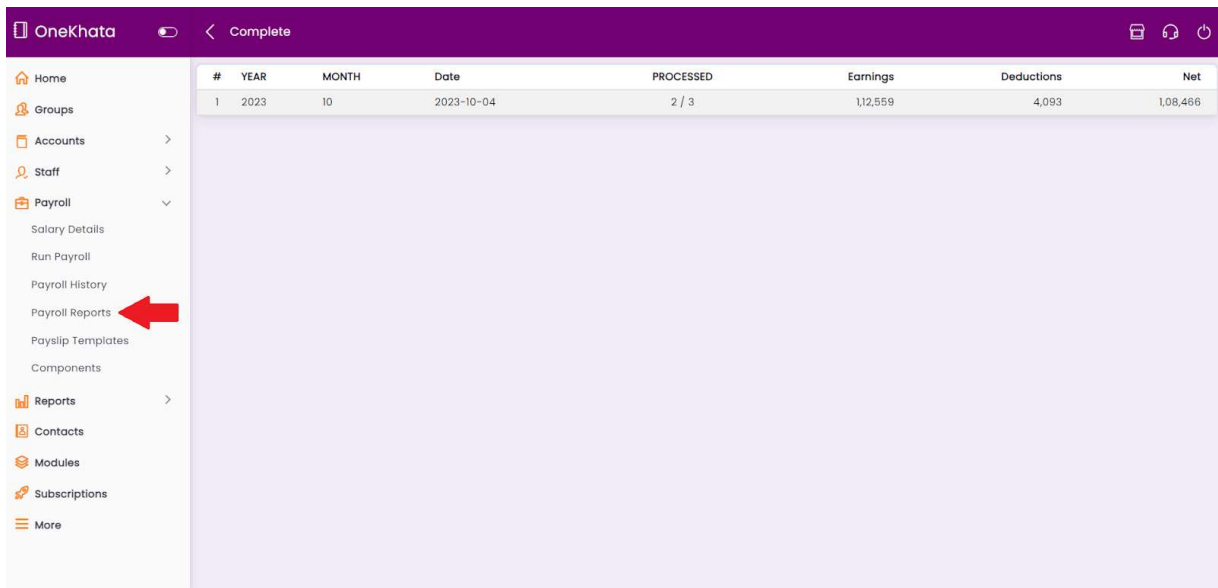
3. Reports & History

a. Payroll History



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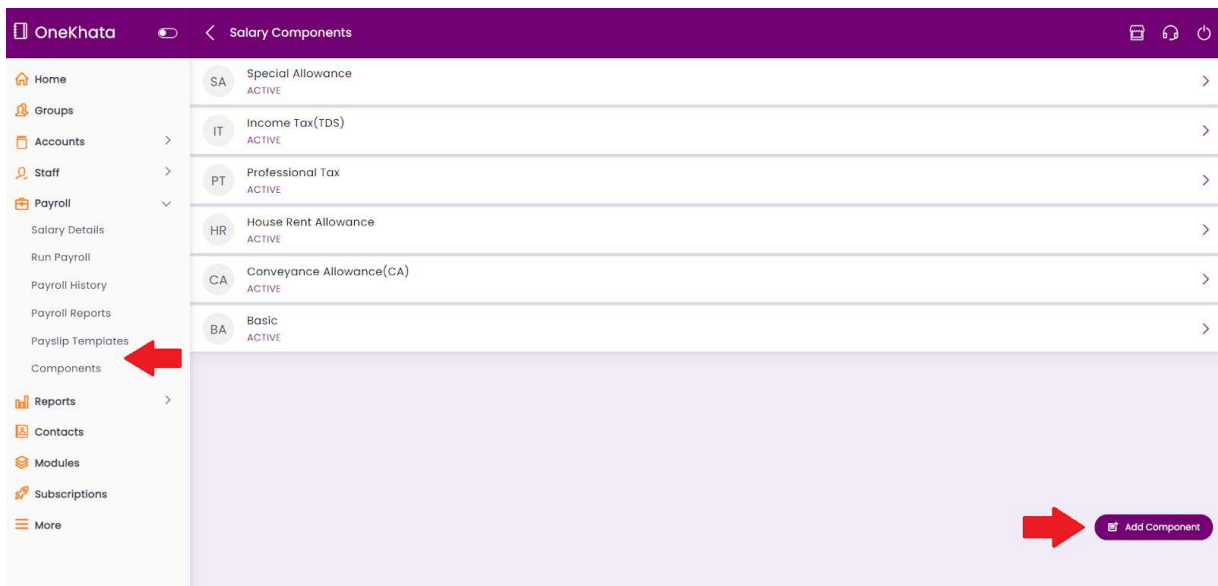
b. Payroll Reports



4. Customize

a. Manage Salary Components

b. Manage Salary Templates



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Additional Resources:

From time to time, additional resources shall be added here.