OneKhata - User Guides - Payroll Module

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

Table of Contents:

1. Definitions
2. Setup
    a. Enable Payroll Module
    b. Manage Staff
    c. Salary Configuration
3. Run Payroll
    a. Select a Time Period: Month, Year.
    b. Select Employees
    c. Adjust Attendances - If any.
    d. Adjust Salary - If any.
    e. Review
    f. Finalize
        i. Download - Bank bulk upload excel file.
    g. Share Payslips
4. Reports & History
    a. Share Payslips
    b. Payroll History
    c. Payroll Reports
5. Customize
    a. Manage Salary Components
    b. Manage Salary Templates
6. Additional Resources

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.,

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

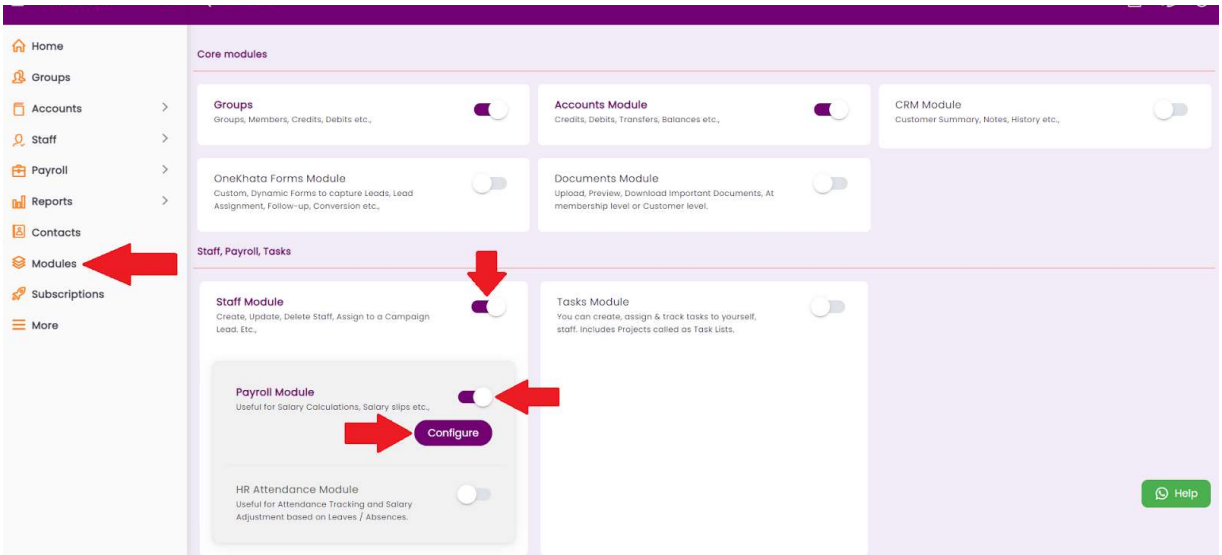
   Some of the salary components are attendance dependent and while some others may not. While creating pay-slip components please select an appropriate option as applicable. Please talk to a Relationship Manager for any support you may need.

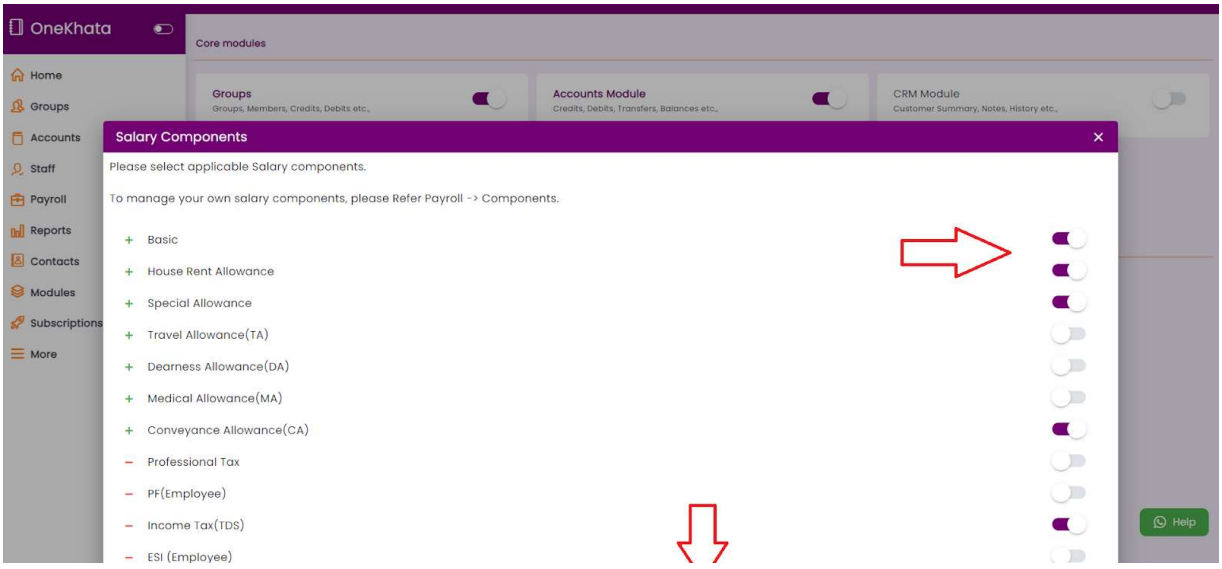
Details:

1. Setup

a. Enable Payroll Module

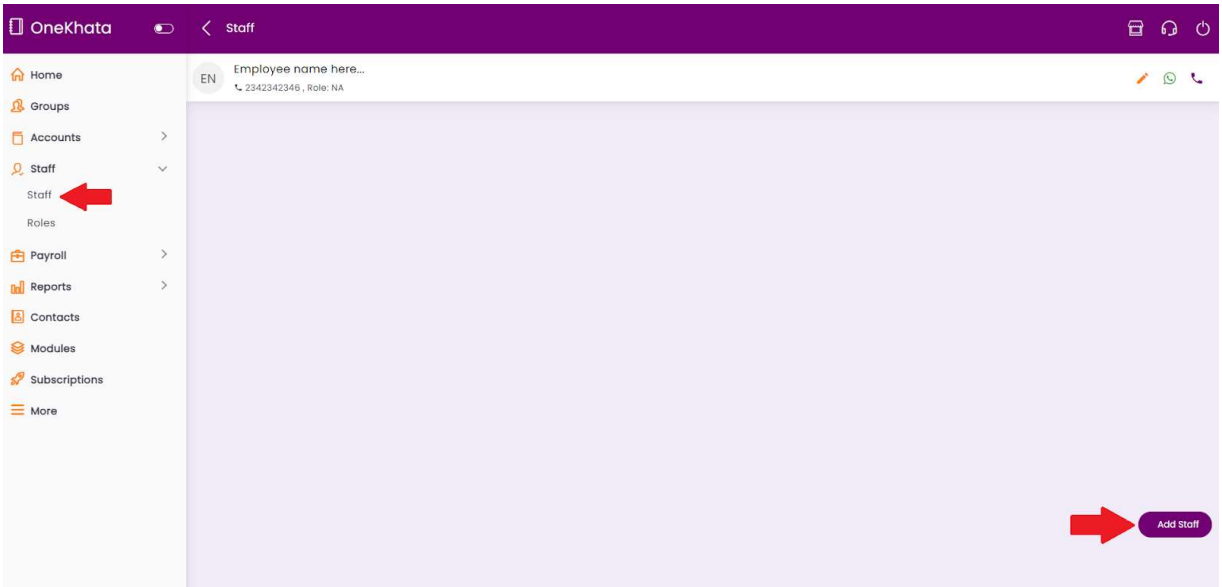
Modules -> Enable Staff Module, Enable Payroll Module. Click Configure.

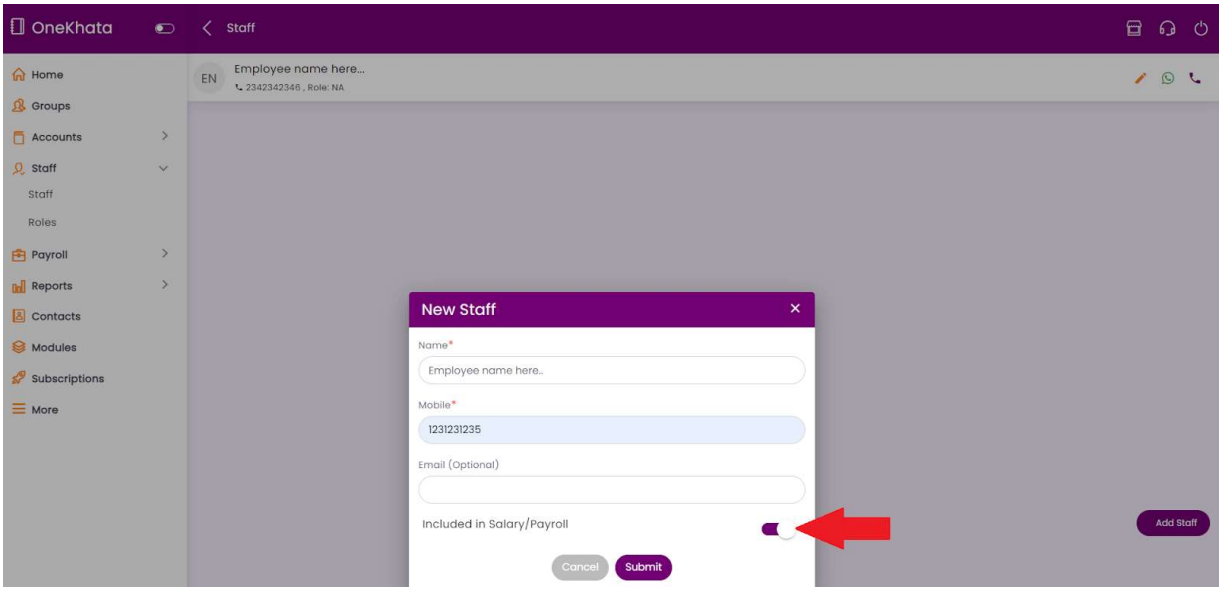




b. Manage Staff

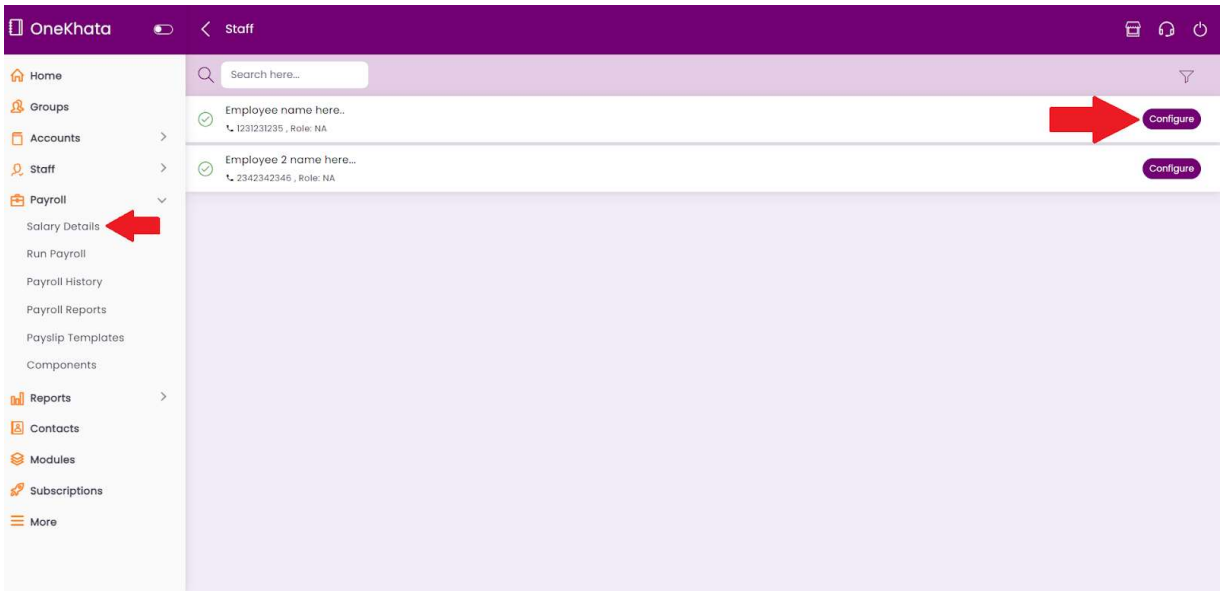
Staff -> Add Staff -> Enter Name, Mobile etc., Select Included in Payroll.



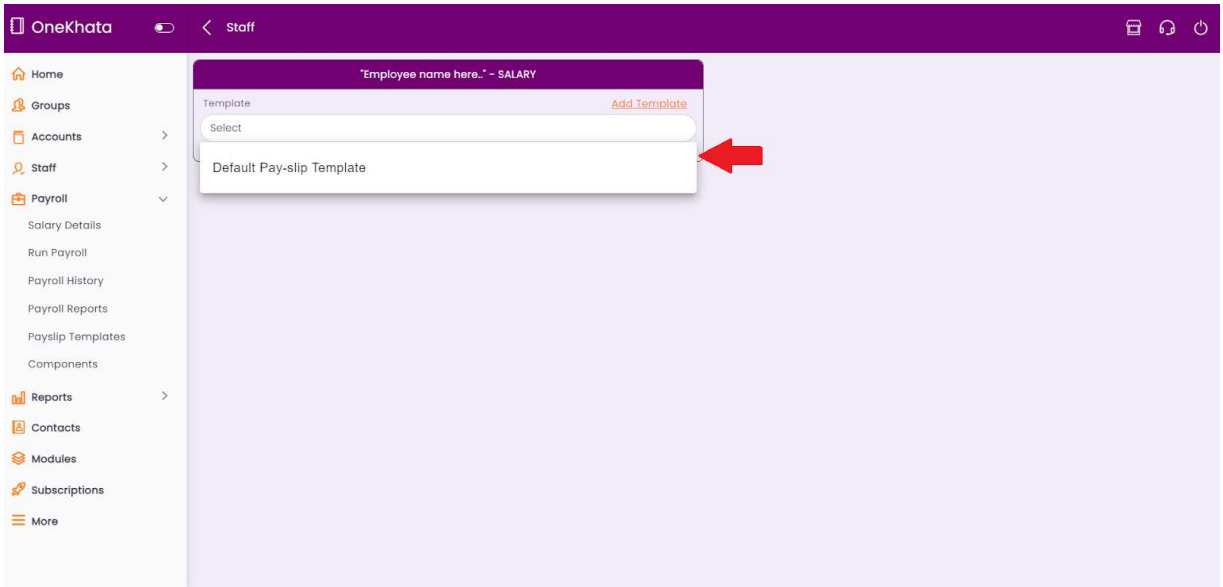


c. Salary Configuration

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

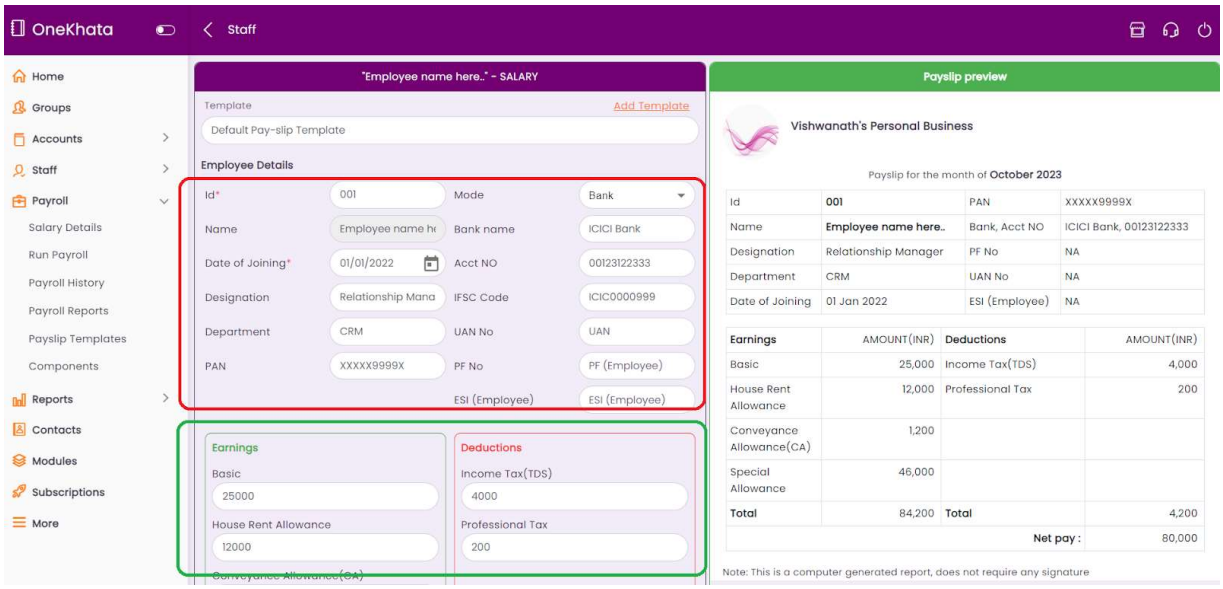


Select an existing template. You can also add your own templates, if required.



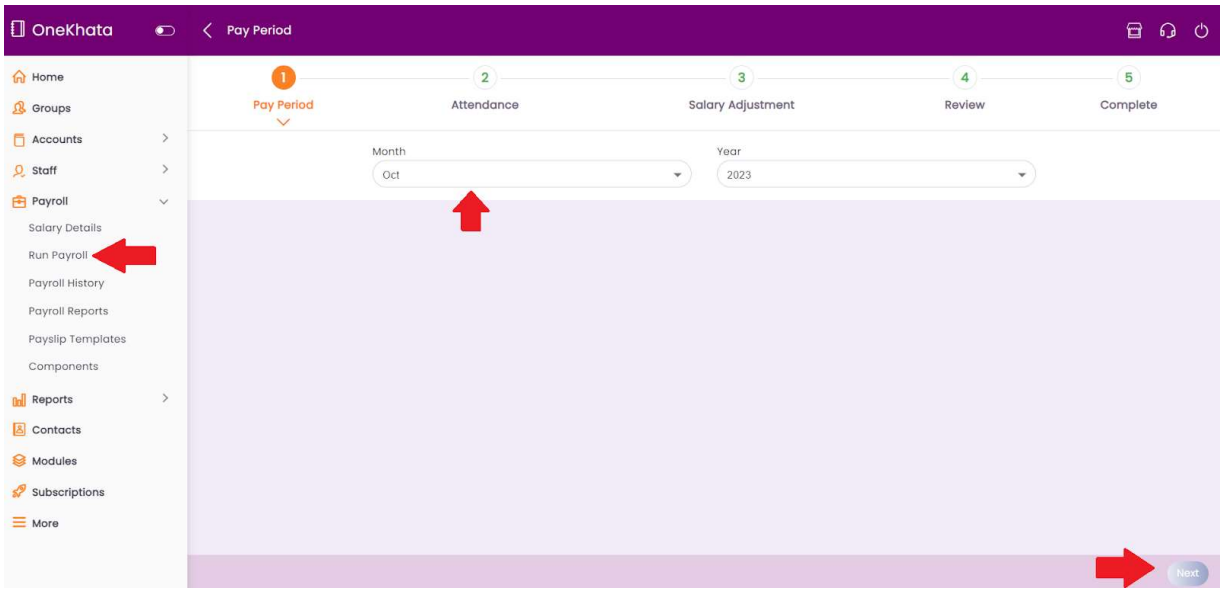
Enter the following information

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

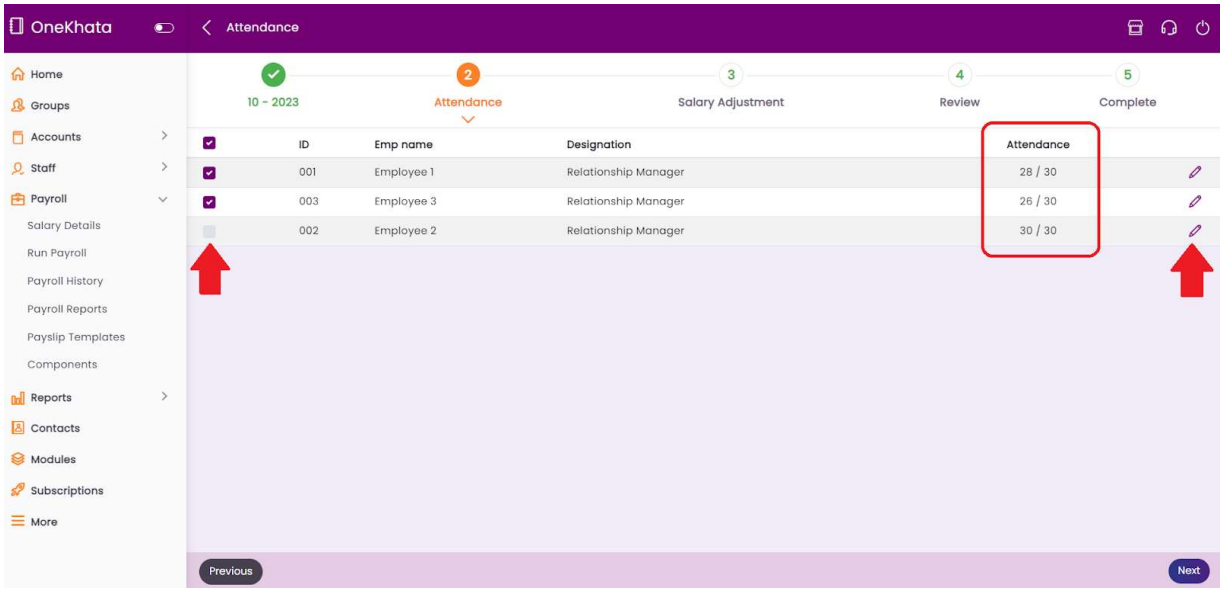


2. Run Payroll

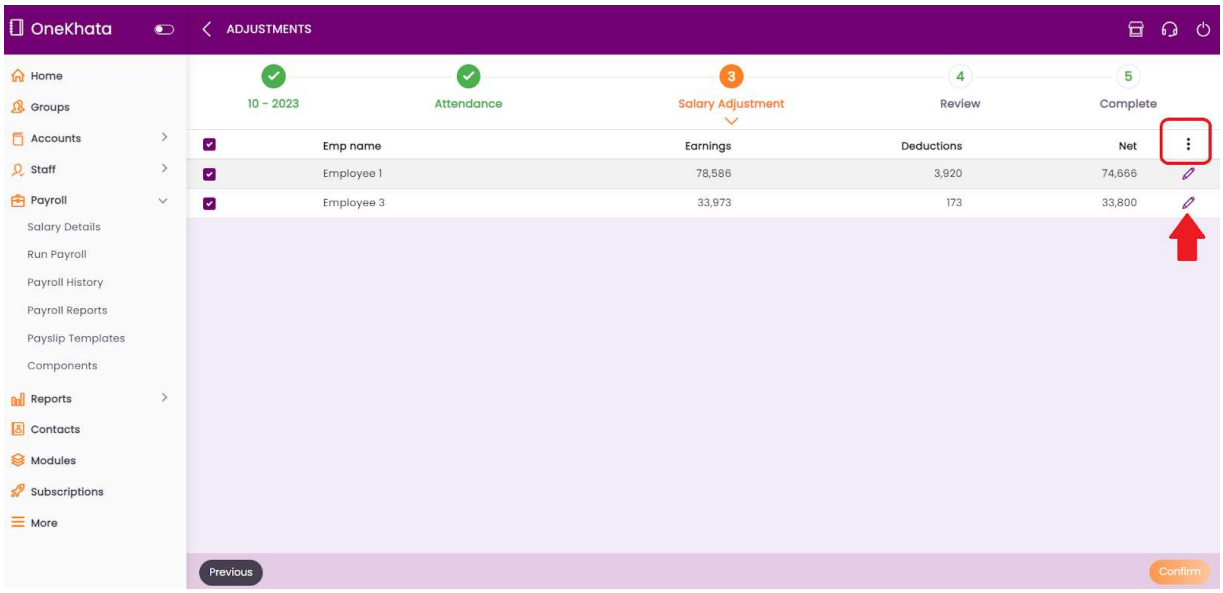
a. Select a Time Period: Month, Year.



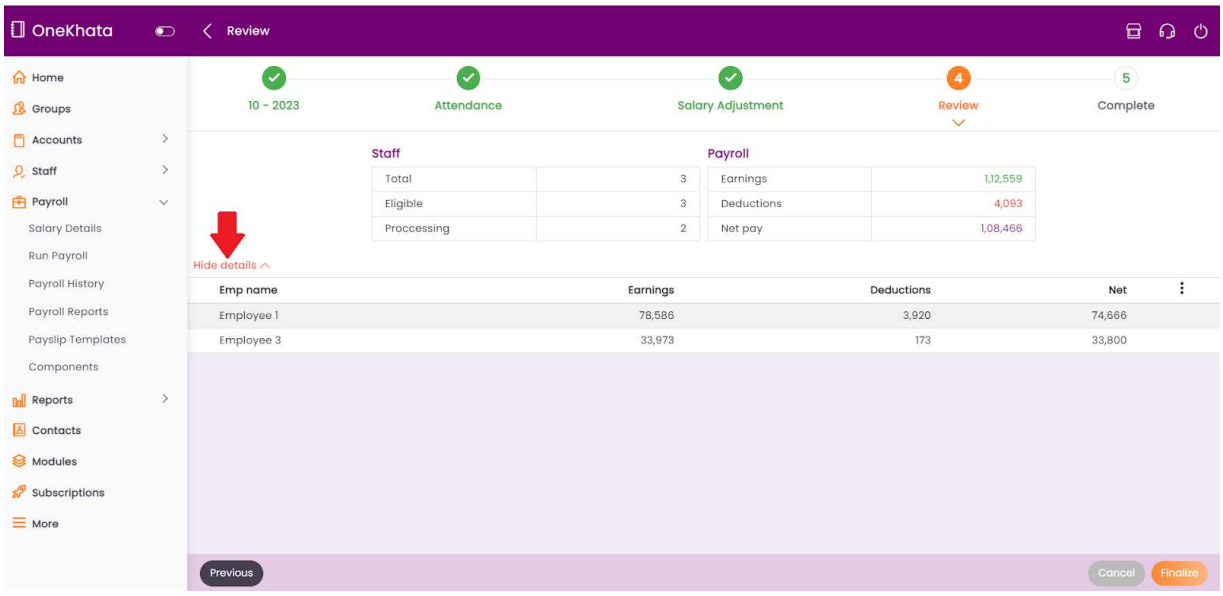
b. Select Employees
c. Adjust Attendances - If any.



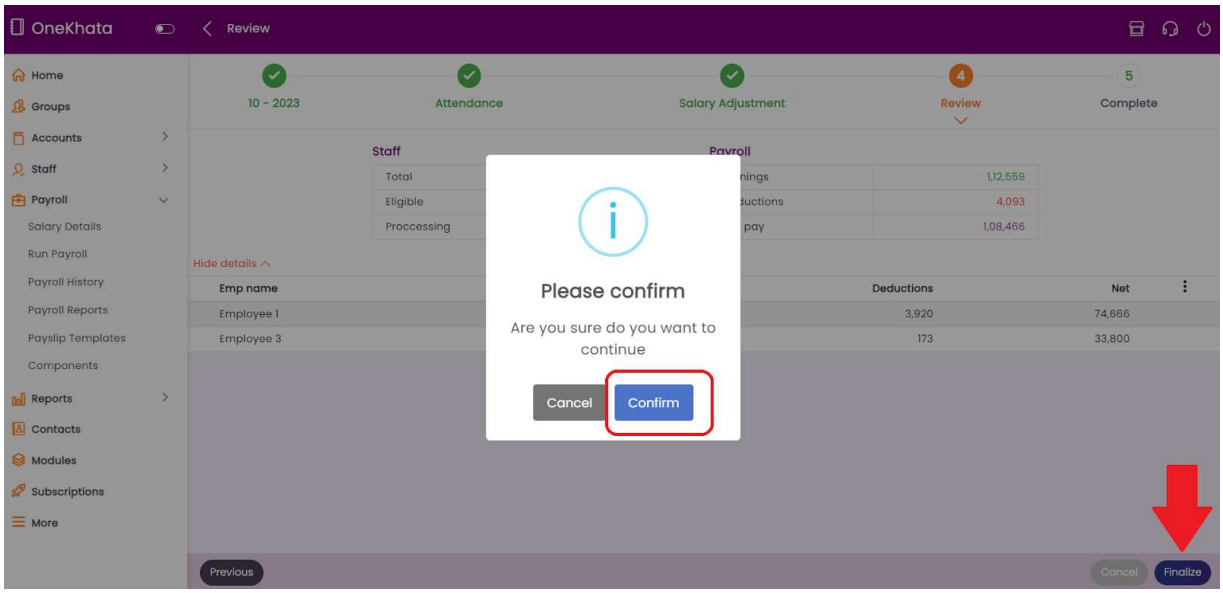
d. Adjust Salaries - If any.

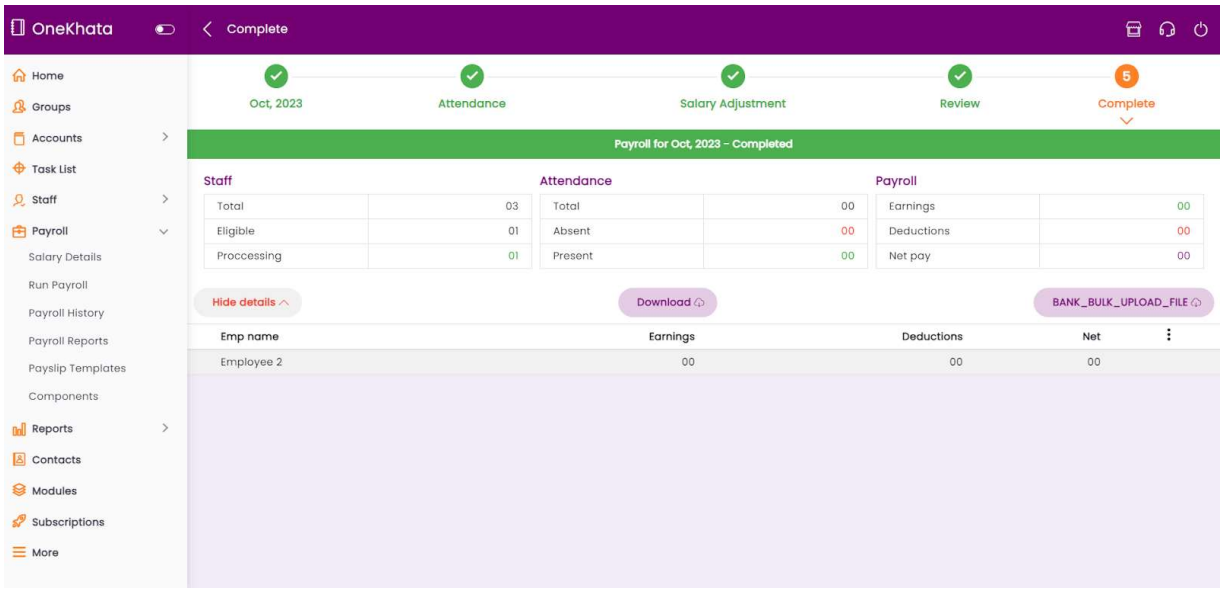


e. Review



f. Finalize



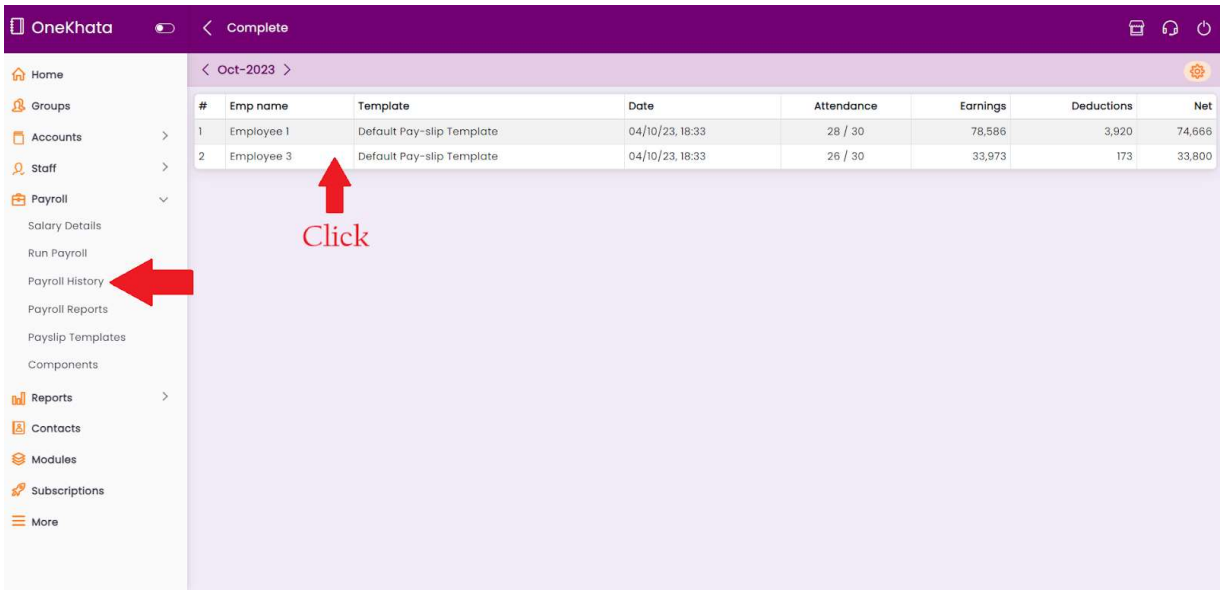


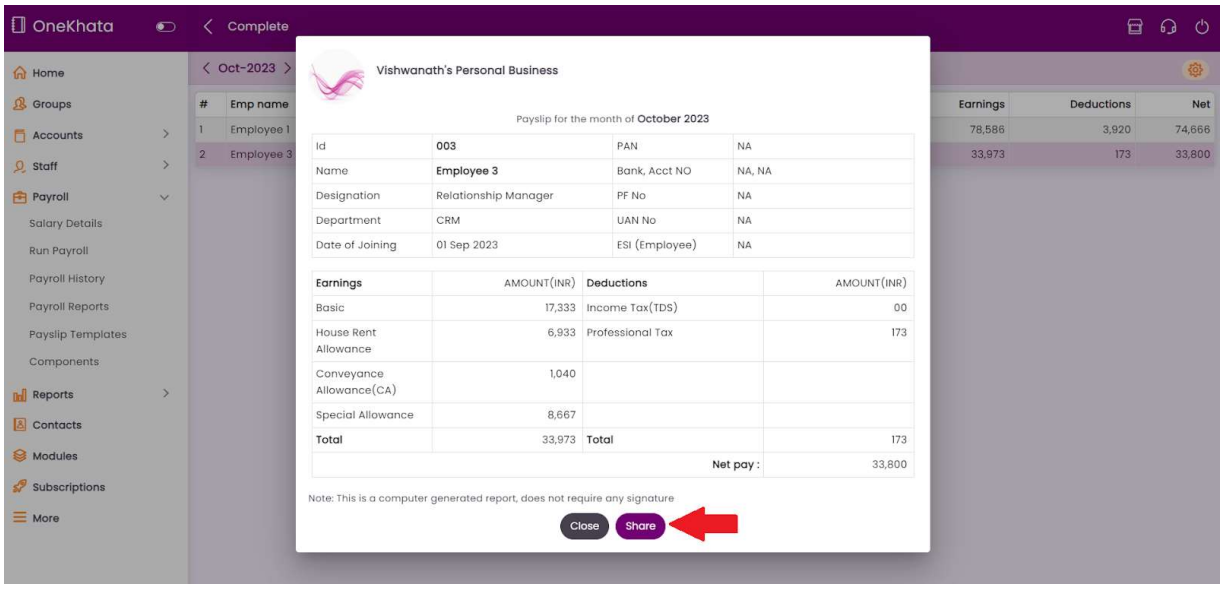
g. Share Payslips

See Payroll History below.

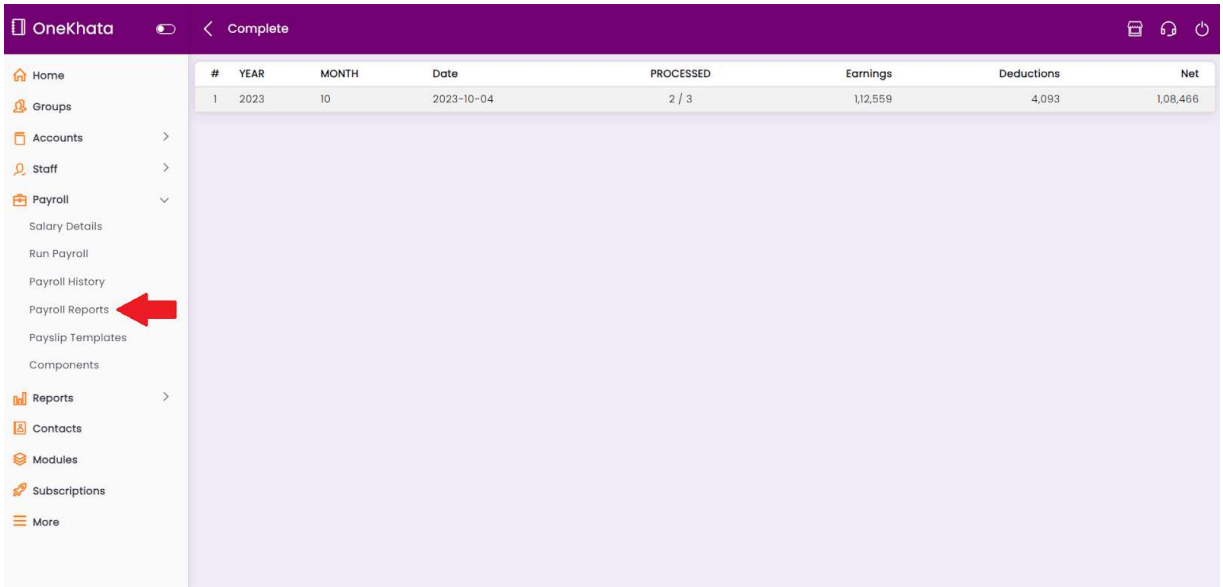
3. Reports & History

a. Payroll History





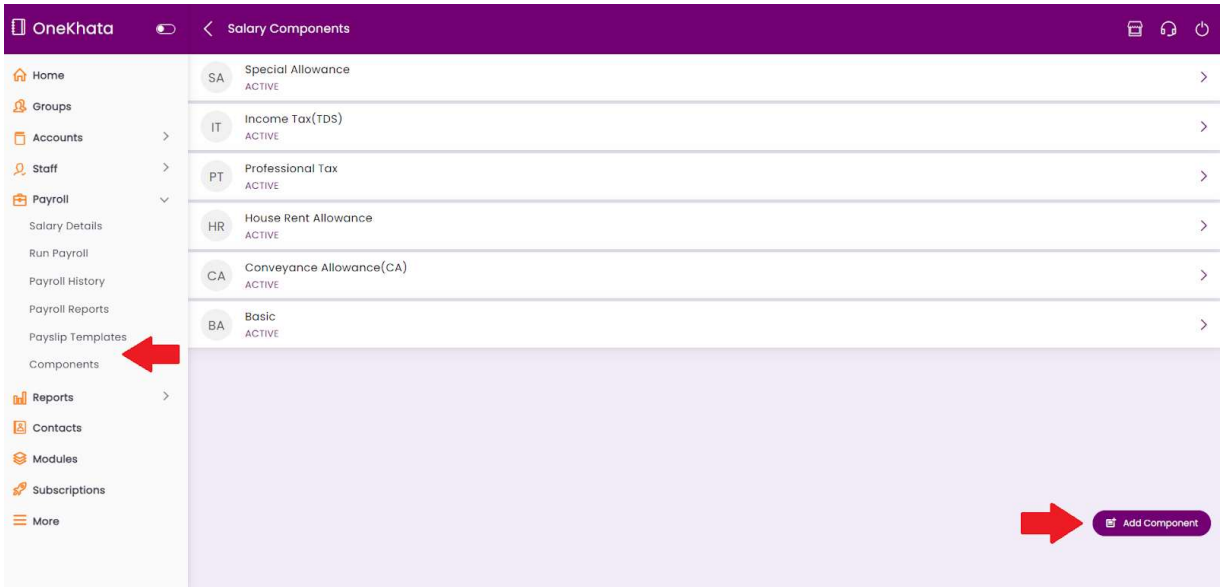
b. Payroll Reports



4. Customize

a. Manage Salary Components

b. Manage Salary Templates



Additional Resources:

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