

HR Guide lines For Complete Payroll

- **Steps :**

- 1) Upload/Maintain Attendance
- 2) Maintain Shift Configuration for the period
- 3) Update Permissions/Leaves for that period
- 4) Run Payroll for the period(If any error/warning messages, check in log and window and rectify)
- 5) Check Attendance Summary Report
- 6) Check Paysheet/Payment reports for calculated salary
- 7) check ESI/PF reports
- 8) For any adhoc investigation, check the payroll individual tabs for employee/pay head/leave/Ot other information
- 9) Once Salary Statement is verified, please Complete the Payroll Document
- 10) Create Payroll Payment for Employee Pay/PF/ESI individually and do the disbursement

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