# Tabs

- Payroll header
- Payroll detail
- Payroll detail salary heads
- Payroll detail attendence
- Payroll detail leave
- Payroll detail employee
- Payroll related documents
- Payroll additional pay heads
- Exclude Employee

# Payroll header



## **Critical Fields :**

1.Employee : Name of the Employee

2.Department  : Department will be fetched automatically

3.Position : Position will be fetched automatically

4.Valid from: To select the start date

 5.Valid to:To select the end date

6.Period: To select the month

7.Business partner group: It will shows the BP Group

8. Employees / vendor:this field used for payroll documentation working employee updating purpose

9.Employees / vendor location:to select the location

10.Currency : Multiple currency support for this field, to choose which currency you need

13.Net Pay : It will shows the nat pay of the employee

12.Payroll Process : While selecting this will process the payroll

13.Reset Payroll : While Selecting will reset the existing record in payroll only if in draft or inprogress stage.

# Critical & onetime setup fields :

1.Organization:This Field is used to select the organization

2.Target Document Type- This Field is used to select the type of the document that you are going to process

# Non-Critical Fields :

# Zoom condition's :

# Customization :

# Payroll detail

| Client | XYZ Foundation | Organization | HQ |
|---|---|---|---|
| Employee | Nagaraj | Item No | |
| Department | Purchase | Position | Purchase-Manager |
| Pay | 27,090.00 | Reimbursement | 0.0 |
| OT | 0.00 | Company Deductions | 0.0 |
| Bonus | 0.00 | Net Pay to Employee | 23756.24 |
| Deduction | 1,834.08 | | |
| Tax | 1500.0 | | |
| Net Payable | 23756.24 | Paid | |

Note: Once Payroll document is prepared above mention (attached the screen shot) fields are update automatically ,This fields are update read only

# Payroll detail salary heads

| | |
|---|---|
| Client | XYZ Foundation |
| Sequence | 10 |
| Document No | 1001331 |
| RuleType | Basic |
| Category | Variable |
| Calculation | |
| Amount | 30,000.00 |
| | ☑ Active |

| | |
|---|---|
| Organization | HQ |
| | |
| | |
| Related Contribution | |

Note : Salary heads details update automatically when payroll document is preparing stage

# Payroll detail attendence

| | | | | |
|---|---|---|---|---|
| Client | XYZ Foundation | | Organization | HQ |
| Document No | 1000139 | | | |
| Customized Days | 27 | | | |
| Worked Days | 22.00 | | Working Days | 27.00 |
| OT | 0.00 | | | |
| | ☑ Active | | | |

Note : This tab is updating for after payroll document preparing stage

1.Customized days:

2. Worked days: How many days working for employee

3.Working days:This field update based on HR calender

4.OT

# Payroll detail leave

| | |
|---|---|
| Client | XYZ Foundation |
| Document No | 1000071 |
| LeaveType | Casual |
| LeaveDuration | Days |
| Eligibility | Yearly |
| Valid From | |
| ☑ Active | |

| | |
|---|---|
| Organization | HQ |
| Employee | Krish |
| Leave Limit | 12.0 |
| Consumed Leave | 4.00 |
| Balance Leave | 8.00 |
| Valid To | |

## Critical Fields

## Critical & onetime setup fields

## Non-Critical Fields

1.Leave limit: How many days leave available in yearly

2.consumed leave :Month wise leave consumed details update in this field

3.Balance leave

## Zoom condition's

# Customization

# Payroll detail employee

| | | | |
|---|---|---|---|
| Client | XYZ Foundation | Organization | HQ |
| Document No | 1001229 | Attendence Type | |
| Item No | | RuleType | Basic |
| Employee | Krish | | |
| Valid from | 01/10/2020 | Valid to | 31/10/2020 |
| Basis | 30000.00 * (22.0 + (27.0- 27.0))/27.0 | | |
| Calculated Amount | 24,444.44 | | |
| ☑ Payslip | | ☑ Active | ☐ Paid |

**▾ Reference**

| | | | |
|---|---|---|---|
| Invoice for Employee Earnings | 1000535_31/10/2020_42624.89_10_24444.44 | Invoice for Employee Deduction | |

Note: once payroll document is preparing  this tab is update automatically ,in this tab working based on salary heads master data

# Payroll related documents

| | |
|---|---|
| Client | XYZ Foundation |
| Document No | |
| Document Status | Completed |

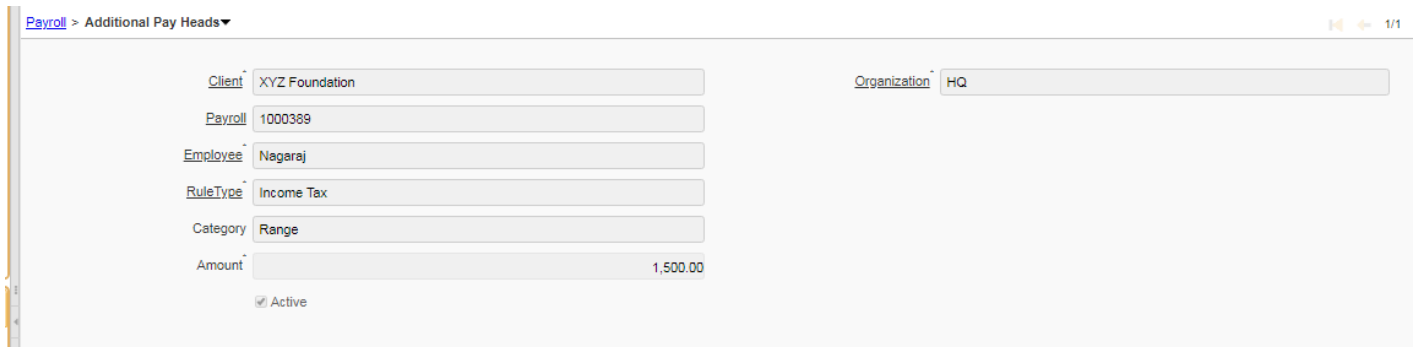| | |
|---|---|
| Organization | HQ |
| Table | C_Invoice_Invoice |

## Critical Fields

## Critical & onetime setup fields

## Non-Critical Fields

## Zoom condition's

## Customization

# Payroll additional pay heads



## Critical Fields :

1. Amount : This Field is used to give a Amount for the mentioned rule type, This could be a Integer.

## Critical & onetime setup fields :

1. Rule Type : This Field is used to select the Additional Rule Type name in the Window, It is a Separate Master window .
2. Employee : Employee Field is used to select the Particular Employee name for this transaction, The names are came from employee master .

## Non-Critical Fields :

## Zoom condition's :

## Customization :

# Exclude Employee



**Description :**

Using this Subtab we can exclude employee from payroll, So while running payroll if we want to exclude an employee we can use this tab to exclude employee.

**CRITICAL FIELDS:**

**1. Business Partner :** We can select the employee name to exclude from payroll process

**2. Description :** We can maintain the reason for Exclude, This is for reference.