

Payroll

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Payroll Flow Chart

Flow Chart

Hr Calendar



Employee



Employee Report



Salary structure



Salary structure Report



Attendance



Import from biometric



Manual Attendance



Attendance Report



Leave status



Payroll



Payslip

Introduction

Overview :

Payroll Window is used to Calculate the payroll Amount for the Employees.

Business Case :

In a organization the Payroll is used to Prepare the over all Employee pay Amount based on their Attendance .

It will show over all Pay head Amounts and leaves.

Tabs

Payroll header

The screenshot shows a software interface for a payroll system. At the top, there's a navigation bar with 'Home (162626)' and 'Payroll: 1000265'. Below this is a toolbar with various icons. The main form is titled 'Payroll' and contains the following fields and controls:

- Client**: XYZ Foundation
- Organization**: XYZ Offsite
- Document No**: 1000265
- Target Document Type**: Konnect Payroll (dropdown)
- Valid From**: 01/04/2022 (calendar icon)
- Valid To**: 15/04/2022 (calendar icon)
- Department**: (empty field)
- Employee**: Vijayakumar
- Position**: (empty field)
- NetPay**: 0.00
- Business Partner Group**: Employee
- Employee/Vendor**: ABC Enterprises (dropdown)
- Buttons**: Payroll Process, Reset Payroll

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 show the net 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 in progress 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 :

Tabs

Payroll detail

[Payroll](#) > Payroll Detail

Client

XYZ Foundation

Employee

Nagaraj

Department

Purchase

Pay

27,090.00

OT

0.00

Bonus

0.00

Deduction

1,834.08

Tax

1500.0

Net Payable

23756.24

Organization

HQ

Item No

Position

Purchase-Manager

Reimbursement

0.0

Company Deductions

0.0

Net Pay to Employee

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

Tabs

Payroll detail salary heads

[Payroll](#) > [Payroll Detail](#) > SalaryHeads▼ 1/9

<u>Client</u>	XYZ Foundation	<u>Organization</u>	HQ
Sequence	10		
Document No	1001331		
<u>RuleType</u>	Basic	<u>Related Contribution</u>	
Category	Variable		
Calculation			
Amount	30,000.00		
<input checked="" type="checkbox"/> Active			

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

Tabs

Payroll detail attendance

[Payroll](#) > [Payroll Detail](#) > Attendance▼ 1/1

Client	XYZ Foundation	Organization	HQ
Document No	1000139		
Customized Days	27		
Worked Days	22.00	Working Days	27.00
OT	0.00		
<input checked="" type="checkbox"/> 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 calendar
4. OT

Tabs

Payroll detail leave

[Payroll](#) > [Payroll Detail](#) > Leaves▼ 1/1

<u>Client</u> *	XYZ Foundation	<u>Organization</u> *	HQ
Document No	1000071	<u>Employee</u>	Krish
<u>LeaveType</u>	Casual	Leave Limit	12.0
LeaveDuration	Days	Consumed Leave	4.00
Eligibility	Yearly	Balance Leave	8.00
Valid From		Valid To	
<input checked="" type="checkbox"/> Active			

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

Tabs

Payroll detail employee

Payroll > Payroll - Detail - Employee

Client: XYZ Foundation Organization: HQ

Document No: 1001229 Attendance 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_42624.69_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

Tabs

Payroll related documents

Payroll > Related Documents ▼ 1/7

Client	XYZ Foundation	Organization	HQ
Document No		Table	C_Invoice_Invoice
Document Status	Completed		

Critical Fields

Critical & onetime setup fields

Non-Critical Fields

Zoom condition's

Customization

Payroll additional pay heads

Payroll > Additional Pay Heads

Client: XYZ Foundation

Organization: HQ

Payroll: 1000389

Employee: Nagaraj

RuleType: Income Tax

Category: Range

Amount: 1,500.00

☒ Active

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

Home (162626) *Payroll: 1000265 ✕

Payroll > Excluded Employees

Inserted

Client: XYZ Foundation Organization: XYZ Offsite

Payroll: 1000265_Apr-22

Business Partner:

Description:

☒ Active

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.

Document Actions

Validation

Document Actions

Delete

Process

Process

Payroll Process

- 1) Payroll Process : It is used to process the payroll process document
- 2) E Mail Payslip : Used to Send a mail to pdf format.
- 3) Document Action : It is Used to Prepare and Complete the Document.

Reports

Reports

Sr.No	Report Name	Report Purpose
1	Payroll Report-SQL Report	In this report HR can get the Particular Employee Pay heads for the Particular Month. It will Give All the Payroll Details.
2	Paysheet Template	This Report is also used to view the Payroll details of the Employee Against Particular Payroll in PDF Format.

Videos

Videos

Payroll Videos