

Payroll

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Payroll Flow Chart

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

Tabs

Payroll header

Home (162626) Payroll: 1000265 ✖

Payroll 1/39

Client*	XYZ Foundation	Organization*	XYZ Offsite
Document No	1000265	Period*	Apr-22
Target Document Type*	Konnect Payroll	Valid To*	15/04/2022
Valid From*	01/04/2022	Business Partner Group	Employee
Department		Payroll Process	
Employee	Vijayakumar	Reset Payroll	
Position		Employee/Vendor*	ABC Enterprises
NetPay	0.00		

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	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

Tabs

Payroll detail salary heads

[Payroll](#) > [Payroll Detail](#) > SalaryHeads▼ 1/0

Client	XYZ Foundation	Organization	HQ
Sequence	10		
Document No	1001331		
RuleType	Basic	Related Contribution	
Category	Variable		
Calculation			
Amount	30,000.00		

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

Client	XYZ Foundation	Organization	HQ
Document No	1000071	Employee	Krish
LeaveType	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:

Employee: Krish RuleType: Basic

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 :

Tabs

Exclude Employee

Home (162626) *Payroll: 1000265 x

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

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