

# Salary Structure

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# Introduction

# Introduction

## Overview

1. Salary Structure is used to mention the pay heads and the salary details for the employee.

## Business Case

1. In a company salary structure is used for mention the employee salary details which is used by the HR persons.

Tab

Tab

# Structure

The screenshot shows the 'Salary Structure' form in the KONECT ANALYTICS application. The form is divided into two main sections: 'Client' and 'Organization'. The 'Client' section includes fields for 'Employee' (Gayathri), 'Department' (Delivery), 'AttendanceType' (Attendance), 'Gross Salary' (76,250.00), 'Net Salary' (76,250.00), 'Valid from' (01/08/2019), and an 'Active' checkbox. The 'Organization' section includes fields for 'Organization' (Manufacturing Discrete), 'Position' (Asst.Manager), 'Contract' (dropdown), 'Pay Type' (Monthly), 'Shift' (dropdown), and 'Valid to' (30/12/2020). The form is displayed in a tabbed interface with 'Salary Structure' as the active tab. The top navigation bar includes 'Home (7)', 'Summary', and 'Salary Structure'. The bottom navigation bar includes 'Favourites' and 'Recent Items'.

Field	Value
Client	Konect Demo
Employee	Gayathri
Department	Delivery
AttendanceType	Attendance
Gross Salary	76,250.00
Net Salary	76,250.00
Valid from	01/08/2019
Active	<input checked="" type="checkbox"/>
Organization	Manufacturing Discrete
Position	Asst.Manager
Contract	
Pay Type	Monthly
Shift	
Valid to	30/12/2020

## Critical Fields

1. Attendance Type : It is used to select the attendance type.(Refer Attendance Type Master)
2. Valid From : The Valid From date indicates the first day of a date range
3. Valid To : The Valid To date indicates the last day of a date range
4. Shift : Used to select the shift from the list.
5. Pay Type : Used to select the pay type from the list.(Daily,Monthly,Hourly,Weekly)
6. Contract : It is used to mention the contact name.(Refer Contract Master)

## Critical & onetime setup fields

1. Organization Field : This Field is used to select the organization which you are going to process the document.
2. Employee : Used to mention the Employee name.A Business Partner is anyone with whom you transact. This can include Vendor, Customer, Employee or Salesperson
3. Department : Used to mention the department of this Employee.(Refer Department Master)
4. Position : Used to mention the Position of this Employee.(Refer Position Master)

## **Non-Critical Fields**

## **Zoom condition's**

## **Customization**

Tab

# Pay Heads

The screenshot shows the 'Salary Structure' configuration page in the KONECT ANALYTICS system. The page is titled 'Salary Structure' and is part of the 'Pay Heads' section. It features a sidebar with 'Favourites' and 'Recent Items' tabs. The main content area contains the following fields:

- Client:** Konnect Demo
- Organization:** Human Resource
- Sequence:** 50
- RuleType:** HRA-T
- Calculation:** Basic-T
- Percentage:** 40.0
- Amount:** 4,000.00
- Active:** ☒

The page also includes a top navigation bar with 'Home (7)', 'Summary', and 'Salary Structure' tabs, and a bottom status bar showing '5/10'.

## Critical Fields

1. Amount : It is used to mention the Rule type Amount.
2. Percentage : It used to mention the percentage of Amount from the basic pay amount.(This is only present when the calculation is available)

## Critical & onetime setup fields

1. Rule Type : It is used to select the rule type.(Refer Rule Type Master)

## Non-Critical Fields

1. Sequence : The Sequence indicates the order of records

## Zoom condition's

## Validation

Tab

# Additional Working

The screenshot shows the 'Additional Working' configuration page in the KONECT ANALYTICS system. The interface includes a top navigation bar with the logo, search bar, and user profile. Below the navigation bar, there are tabs for 'Home (7)', 'Summary', and 'Salary Structure'. The 'Salary Structure' tab is active, showing a list of 'Additional Working' records. The first record is selected, displaying the following details:

- Client:** Konnekt Demo
- Employee:** Ravi
- Sequence:** 10
- OT Pay Calculation:**
- Grace Time:**
- OT Limit:** 0.0
- OT Rate:** 0.0
- Valid from:** 01/01/2019
- Organization:** Human Resource
- Type:** Overtime Pay
- Rule Type:** Over Time
- RuleType:**
- OT Percentage:** 0.0
- OT Type:** Hours
- OT Unit:** Hour
- Valid to:** 30/12/2020

The second record is also visible, showing:

- Client:** XYZ Foundation
- Organization:** MainHQ
- Salary Structure:** Vivian Andrew\_19/01/2022\_18/01/2023
- Employee:** Vivian Andrew
- LeaveType:** Compensatory Leave
- Eligibility:** Monthly
- OT Limit:** 0.0
- Type:** Compensatory off
- Limit:** Days
- GT Unit:** Minute

## Critical Fields

1. **Type** : It is used to select the additional work type from the list.(Ex : Compensatory off,Overtime Pay)
2. **Leave Type** : This is used to mention the compensatory leave type.(Refer Leave Type Master) This is present only when compensatory is selected

## Critical & onetime setup fields



1. OT Pay Calculation : It is used to select the pay calculation type.
2. OT Percentage : Used to mention the OT percentage.

## Non-Critical Fields

1. Eligibility : It is used to mention the Eligibility type from the list.(Ex : Monthly,Weekly,Yearly). This is present only when compensatory is selected
2. Limit : Used to mention the limit from list.(Ex : Days,Hours,Months)
3. OT Limit : This is used to mention the limit value.
4. Sequence : The Sequence indicates the order of records
5. Rule Type : Used to mention the rule types from the list.
6. Grace Time : Used to mention the grace time.
7. OT Rate : Used to mention the OT rate.
8. OT Unit : Used to mention the OT unit.

## OT and Comp Off Concept:

- 1) OT can be calculated based on additional working hours from working hours
- 2) Comp Off can be calculated based on the hour if the additional working hours meet 4 hours it will automatically raise comp off for half a day it can be viewed in the Leave status window as comp off 0.5 days.

If the below-mentioned config is activated if there is any LOP it will automatically replace with comp off and we can see the reference in the Comp off Leave status window description.

**Note: We can maintain OT or Comp off we cant maintain both simultaneously.**

## System Configuration from Konnect

**KA\_OTREQUEST** - Check OT request for Employee if it is yes then it will consider OT

**KA\_COMPOFF\_FIRST\_PRIORITY** - CompOff is given high priority (LOP will be replaced with Compoff) for employee.



Tab

# Leave

The screenshot shows the 'Salary Structure' configuration page for 'Leave' in the KONNECT ANALYTICS system. The page is divided into two main sections: Client and Organization. The Client section includes fields for Client (Konnnect Demo), Employee (Ravi), Eligibility (Yearly), Leave Limit (12.00), Valid from (01/01/2019), and an Active checkbox. The Organization section includes fields for Organization (Human Resource), LeaveType (Casual), LeaveDuration (Days), Carry Forward Leaves (0.0), and Valid to (30/12/2020). The page has a top navigation bar with 'Home (7)', 'Summary', and 'Salary Structure' tabs. A left sidebar contains 'Favourites' and 'Recent Items' sections. The bottom of the page shows a vertical scrollbar.

## Critical Fields

1. Eligibility : This is used to mention the eligibility of the leave.(Yearly,Monthly,Weekly)
2. Leave Duration : Used to mention the leave duration.(Hours,Days,Months)

## Critical & onetime setup fields

1. Leave Type : Used to mention the Leave type from the leave type master.

## Non-Critical Fields

1. Leave Limit : Used to mention the leave limit according to the eligibility.
2. Carry Forward Leaves : Used to mention the carry forward leaves.this leaves will move to the next calendar year.

## Zoom condition's

## Validation

Tab

# Permission/ On-Duty

The screenshot shows a software interface with a top navigation bar containing tabs: 'Home (52)', 'Summary', 'Salary Structure', and 'Leave Type: Casual Leave'. Below the navigation bar is a toolbar with various icons. The main content area is titled 'Structure > Permission/On-Duty'. Below this title, it says 'Data requested'. The form contains the following fields:

- Client**: Konnect Demo
- Organization**: Food Industry
- Salary Structure**: Charlie-T\_01/06/2023\_30/06/2023
- Business Partner**: Charlie-T
- Permission Type**: Permission (dropdown menu)
- Leave Limit**: 12.00 (with a small icon)
- Eligibility**: Yearly (dropdown menu)
- Unit**: Hours
- Valid from**: 01/06/2023
- Valid to**: 30/06/2023

## Critical Fields

1. **Permission Type** : This field is used to mention the Type of the Permission like Permission or On-Duty.
2. **Leave Limit** : It is used to mention the leave limit data , it is an integer data.
3. **Eligibility** : It is used to mention the Leave limit type it can be Yearly , Monthly, Weekly.

## Critical & onetime setup fields

1. **Organization Field** : This Field is used to select the organization which you are going to process the document.
2. **Unit** : Unit field is used to Mention Unit of the duration , It can be Hours or Minutes.

**Non-Critical Fields**

**Zoom condition's**

# Document Actions

# Validations

## **Save :**

1. It is used to save the records after the mandatory fields are filled.

## **Delete :**

1. It is used to delete the records before the transactions are done.

# Video



# Forms and Process

# Verify salary structure Process

Home (60)SummaryVerify Salary Structure ✕

Do you want to start the Process?  
Verify all Salary Structures that are un-verified

☐ Run as Job

✔ OK✕ Cancel

## **Process Use :**

Verify salary structure process is used to verify the all salary structure master data at the one time process.