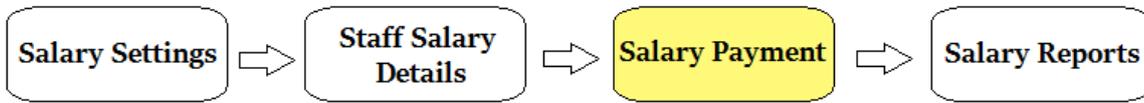


# Salary Payment

Salary payment will be done on Month and Total working days.



## Salary Payment Flow :

1. [Salary Settings.](#)
2. [Staff Salary Details.](#)
3. Salary Payment.
4. [Salary Report.](#)

## Salary Payment

Month\* June Payment Date (dd/mm/yyyy)\* 29/02/2016 Total Working Days 27.0 Filter Reset

Staff #	Current Salary	Working Days	Leave	Leave Amount	Late	Late Amount	Present Days	Gross Amount	PT	Advance Taken	FA	PF	ESIC	Net Amount
Shivagami S.	10000	27	2	1,000.00		.00	25	8,259.30	500	0	0	991.12	165.19	6,603.00
Bhuvana S	10000	27		.00		.00	22	8,148.10	0	0	0	977.77	162.96	7,007.37
Jayanthi S	16000	27		.00		.00	26	15,407.36	0	0	200	1,848.88	308.15	13,050.33
Lavanya P	10000	27		.00		.00	27	10,000.00	600	0	0	1,200.00	200.00	8,000.00
Manjula K	10000	27		.00		.00	27	10,000.00	0	0	0	.00	.00	10,000.00
Padmavathi S	16000	27		.00		.00	27	16,000.00	1000	0	0	1,920.00	320.00	12,760.00
Rajavanthini S	16000	27	4	2,000.00		.00	23	11,629.60	0	0	0	.00	.00	11,629.60
Shajutha Shafi S	8000	27		.00		.00	27	8,000.00	0	0	200	960.00	160.00	6,680.00
Shanthi T	8000	27		.00		.00	27	8,000.00	0	0	0	.00	.00	8,000.00
Shyamala B	8000	27		.00		.00	27	8,000.00	0	0	0	960.00	160.00	6,880.00
Maria Sushmitha S.	8000	27		.00		.00	24	7,111.12	0	0	0	853.33	142.22	6,115.56
Kalairasi K.	16000	27		.00		.00	23	13,629.60	0	0	0	1,635.55	272.59	11,721.46
Lakshmanan M.	16000	27	5	2,500.00		.00	21	9,944.48	0	0	0	1,193.34	198.89	8,552.25
Sabla	16000	27		.00		.00	22	13,036.96	0	0	0	.00	.00	13,036.96
Jentta Shalini A	10000	27		.00		.00	25	9,259.30	0	0	0	.00	.00	9,259.30
Premalatha M.	10000	27		.00		.00	22	8,148.10	0	0	0	977.77	162.96	7,007.37

## Steps to make Salary Payment

1. Select the month for which the salary has to be made.
2. Select the payment date.
3. Enter the total number of working days for the selected month.
4. Click on filter, you will get all the staff details in the below table as shown in the above image.
5. Custom deduction amount entered in [Staff Salary Details](#) will be displayed here, and will not be editable.

School Master Switch Academic Year Default Settings Salary Settings Themes SMS Settings Email Settings Customizable Naming Settings

Staff Menu

Hr/Loan	<input type="text"/>	Enable Hr/Loan	<input type="checkbox"/>	Deduction	NONE
Insurance	<input type="text"/>	Enable Insurance	<input type="checkbox"/>	Deduction	NONE
Custom 1	PT	Enable Custom 1	<input checked="" type="checkbox"/>	Deduction	DEDUCT
Custom 2	Advance Taken	Enable Custom 2	<input checked="" type="checkbox"/>	Deduction	DEDUCT
Custom 3	FA	Enable Custom 3	<input checked="" type="checkbox"/>	Deduction	DEDUCT
Custom 4	<input type="text"/>	Enable Custom 4	<input type="checkbox"/>	Deduction	NONE

**i** If the user wants ESIC and PF to be auto calculated on percentage on Gross salary. Then please enter the percent of deduction on Gross salary. And enter leave and late deduction on per day basis in [settings](#).

6. Enter the number of paid leaves taken and late coming days, and total present days. The gross salary will be auto calculated. And for the staff who are PF applicable, the custom amounts will be deducted and final net salary will be calculated.

7. Finally click on Update button. The Salary Payment will be **Updated Successfully**.

**i** Advance taken once deducted from the staff salary, user has to update Advance taken to zero in staff salary details.