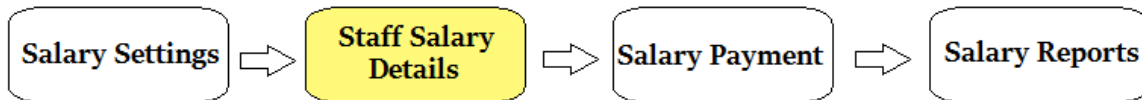


## Salary Details

Staff salary details like FA, Advance Taken has to be entered in the Staff salary details. This data will be pulled to Salary payment menu, on salary amount obtained depending on total working and present days these amount will be deducted/added/only displayed.



### Salary Payment Flow :

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

Salary details can be entered for all the staff in this menu.

Staff Salary Master									
Select Staff Type									
<div>ALL <input type="button" value="Reset"/> <input type="button" value="Export"/></div>									
Salary Master									
Sl.No.	Staff Id	First Name	Designation	PF Applied	P F Number	Current Salary	PT	Advance Taken	FA
1	5000	Sivagami S.	CORRESPONDANT	<input checked="" type="checkbox"/>	1	10000	500	0	0
2	5001	Sethappan R.	CHAIRMAN	<input checked="" type="checkbox"/>	2	16000	0	5000	0
3	5003	Bhuvana S	TEACHER	<input checked="" type="checkbox"/>	3	10000	0	0	0
4	5004	Jayanthi S	TEACHER	<input checked="" type="checkbox"/>	4	16000	0	0	200
5	5005	Lavanya P	TEACHER	<input checked="" type="checkbox"/>	5	10000	800	0	0
6	5006	Manjula K	TEACHER	<input type="checkbox"/>	6	10000	0	0	0
7	5007	Padmavathi S	TEACHER	<input checked="" type="checkbox"/>	6	16000	1000	0	0
8	5008	Rajavanthini S	TEACHER	<input type="checkbox"/>	7	16000	0	0	0
9	5009	Shajutha Shafi S	TEACHER	<input checked="" type="checkbox"/>	7	8000	0	0	200
10	5010	Shanthi T	TEACHER	<input type="checkbox"/>	8	8000	0	0	0
11	5011	Shyamala B	ASSTTEACHER	<input checked="" type="checkbox"/>	8	8000	0	0	0
12	5012	Maria Sushmitha S.	TEACHER	<input checked="" type="checkbox"/>	9	8000	0	0	0
13	5013	Kalalairasi K.	TEACHER	<input checked="" type="checkbox"/>	10	16000	0	0	0
14	5015	Lakshmanan M.	PET	<input checked="" type="checkbox"/>	11	16000	0	0	0
15	5016	Sabila	ASSTTEACHER	<input type="checkbox"/>	12	16000	0	0	0
16	5017	Jenitta Shalini A	TEACHER	<input type="checkbox"/>	13	10000	0	0	0
17	5018	Premalatha M.	TEACHER	<input checked="" type="checkbox"/>	12	10000	0	0	0

## Steps to enter Salary Details

1. Enter the salary details of all the staff in this menu.
2. Please check the staff who are applicable under PF. As the deduction of custom field amounts are applicable for only PF staff. For Non PF staff custom fields amount wont be deducted.

School Master	Switch Academic Year	Default Settings	Salary Settings	Themes	SMS Settings	Email Settings	Customizable Naming Settings
<b>Staff Menu</b>							
Hr/Loan	<input type="text"/>	Enable Hr/Loan	<input type="checkbox"/>	Deduction	NONE	<input type="button" value="v"/>	
Insurance	<input type="text"/>	Enable Insurance	<input type="checkbox"/>	Deduction	NONE	<input type="button" value="v"/>	
Custom 1	PT	Enable Custom 1	<input checked="" type="checkbox"/>	Deduction	DEDUCT	<input type="button" value="v"/>	
Custom 2	Advance Taken	Enable Custom 2	<input checked="" type="checkbox"/>	Deduction	DEDUCT	<input type="button" value="v"/>	
Custom 3	FA	Enable Custom 3	<input checked="" type="checkbox"/>	Deduction	DEDUCT	<input type="button" value="v"/>	
Custom 4	<input type="text"/>	Enable Custom 4	<input type="checkbox"/>	Deduction	NONE	<input type="button" value="v"/>	

3. Click on update button. You will get **"Salary Details Updated Successfully"** Message.

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