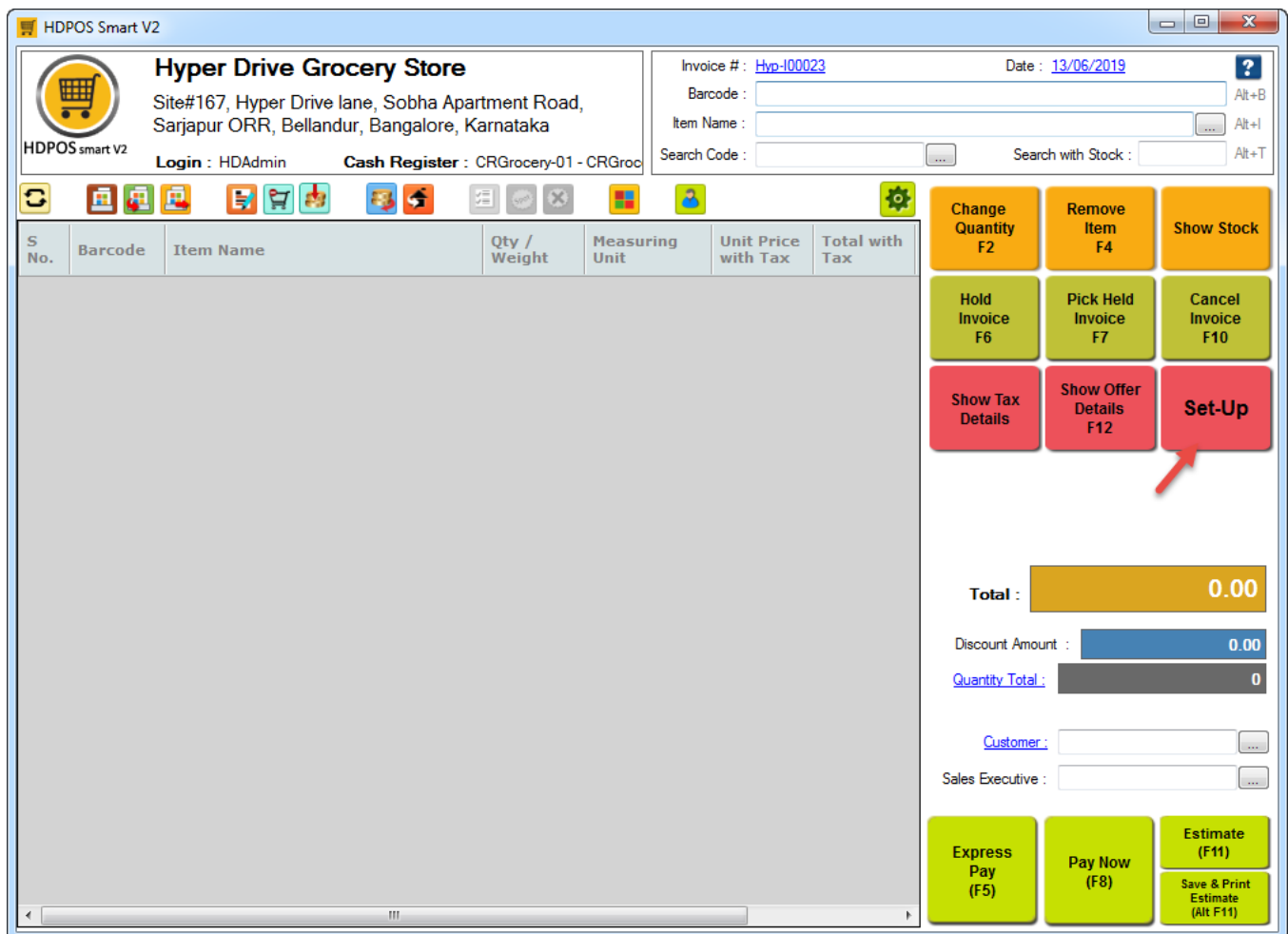# How to apply salary rule to a employee?

To apply salary rule to an employee, follow the step below:

1. Run **HDPOS smart** and click on **Set-Up**.

2. Go to **1st page** and select **Employee**. Click on **Add Employee**.

3. Enter the details of the employee and click on **Define Employee Salary.**

4. **Define Salary** screen will be displayed. Click on **Modify Salary**.

5. Now in **Define Salary** window enter the **Gross Salary**, select the **Salary Rule** and click on **Apply Rule**.

6. You will see **Salary Parts** and **Salary Deductions** that are included in that **Salary Rule**. Click on **Calculate Salary**.

7. Click on **Apply** to apply the salary the rule.

Note: Here **Basic Salary** = **Gross Salary** – **Salary Parts**

Take Home = **Gross Salary** – **Salary Deductions**

CTC /Month = **Gross Salary** + **Employer Contribution**

CTC / Year = **CTC /Month * 12**