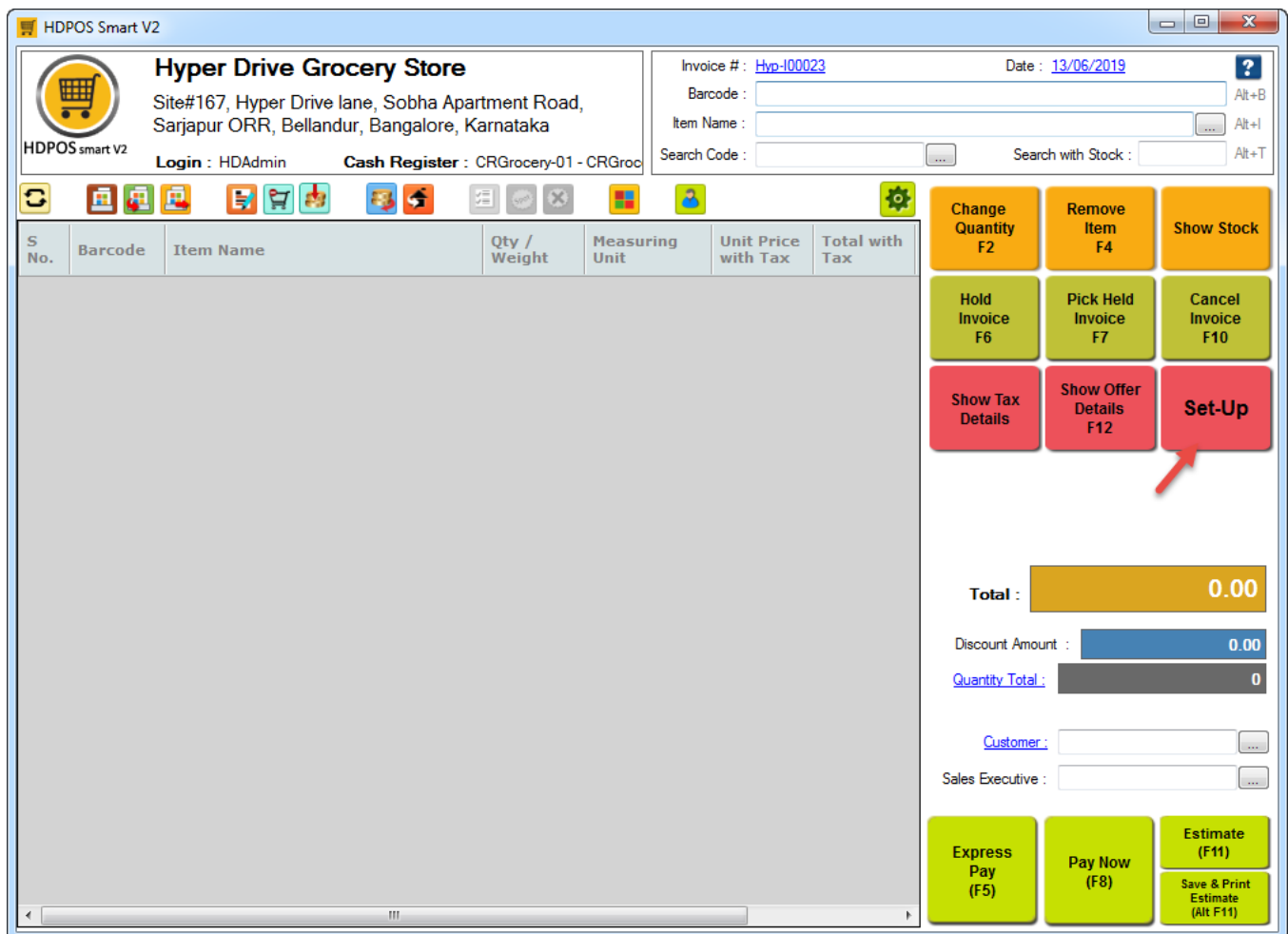


How to apply salary rule to a employee?

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**.

Employees

1 2 3 4 5

Items GRN

Manage Sto... Transfer St...

Cash Regist... Sales Invoi...

Customers Receive Pa...

Suppliers Make Paym...

Business Lo... Sales Returns

Employees Access Rig...

Reports Barcode Pri...

Backup Database Restore Database

DashBoard Go Back To Main Screen About Us

Show Active Employees only Show Inactive Employees only Show All Show Images

Search ! ->

Employee Code	Name	Search Code	Joining Date	Department	Designation	Location Name
E00001	Srihari Vemula		06/01/2017 03:44 PM	Billing	Manager	Hyper Drive Grocery Store
E00002	Srikar Alvala		06/01/2017 03:48 PM	Billing	Cashier	Hyper Drive Grocery Store

Total Records : 2

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

Add New Employee

General Details | User Fields | Other Details | Qualification | Nominee Details | Attachments

Employee Code : E00003 [Define my own Code](#)

Employee Details

First Name : William

Middle Name :

Last Name :

Search Code :

Date of Birth : 18/06/1980 [Clear](#)

Marital Status : Married

Gender : Male

Date Of Joining : 19/06/2015

Business Location : Hyper Drive Grocery Store

Department : Billing

Employee Designation : Cashier

☐ Can request reports via SMS
☐ Can approve access request via SMS
☐ Not an Employee
☐ Can have appointment
☒ Can be attached to invoice appointment

Address

Address Line 1

Address Line 2

City State

Country Zip Code

Contact Info

Telephone Number Fax Number

Mobile Number

E Mail

Website

Working Shift :

Hour Rate : 0.00

Login Details

User Name : [Check ID](#)

Password :

☒ Is Active
☐ Cannot Login without Administrator Permission (Need Active Session)

Sales Commission Details

Sales Commission Percent : 0 %

Commission Quick Position : 0

☐ Apply Commission based on Calculation

Spot Discount at Invoice

☐ Has Limited Spot Discount Authority

Maximum Spot Discount : 0 %

[Save \(F8\)](#) [Cancel](#)

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

Define Salary

Employee Name : William

Gross Salary : 20,000.00

Salary Rule : Hyper Drive Salary Rule

Basic Salary : 11,718.75 ☐ Fixed Basic ☐ % of Gross 58.59

Take Home : 19,765.63

CTC / Month : 20,234.38

CTC / Year : 2,42,812.50

Salary Parts					Salary Deductions				
Salary Part	Calculated Value	Rule Amount	Min Amount	Max	Salary Deduction	Is Deduction Applicable	Employee Contribution Value	Employer Contribution Value	En Ru
Medical Allowance	1,250.00	1250 (fixed)	0.00		PF Deduction		234.38	234.38	
DA	1,171.88	10%	0.00		Labour Welfare		0.00	0.00	
HRA	5,859.38	50%	0.00						

Salary Parts Total : 8,281.25

Employee Contributions Total : 234.38

Employer Contribution Total : 234.38

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

Define Salary

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Gross Salary : 20,000.00

Salary Rule : Hyper Drive Salary Rule

Basic Salary : 11,718.75 ☐ Fixed Basic ☐ % of Gross 58.59

Take Home : 19,765.63

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HRA	5,859.38	50%	0.00						

Salary Parts Total : 8,281.25

Employee Contributions Total : 234.38

Employer Contribution Total : 234.38

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

