 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.711.09	
	Process Name	Employee Incentive/Bonus	
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## 01.711.09 – Employee Bonus Configuration

### PROCESS OVERVIEW


This form is used to make provision for bonus calculation i.e. bonus configuration. We need to set bonus calculation parameters on this form which helps to calculate or generate bonus.

We can set the calculations as per %( percentage) or can define fix rate for bonus.

### PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Location	Location must be defined in location/series master	Select location if configuration needs to set as per particular location or series.
Employee Category	Employee category must be defined in category master	Select category for configuration

### PROCESS DETAILS

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Bonus Config Master

Bonus Configuration Master

Skill Status	Payroll Series	Employee Category	From Date	To Date	Max. Limit	Range Form	Range To	Range
SKILLED	07	PW	01-04-2017	31-12-2017		1.00	10500.00	20.00
SEMI SKILLED	07	PW	01-04-2017	31-12-2017		1.00	9800.00	20.00
UNSKILLED	NT	CA	01-04-2017	31-12-2017		1.00	8800.00	20.00
SKILLED	NT	PA	01-04-2017	31-12-2017		1.00	10000.00	20.00
SEMI SKILLED	NT	PA	01-04-2017	31-12-2017		1.00	9300.00	20.00
UNSKILLED	NT	PA	01-04-2017	31-12-2017		1.00	8800.00	20.00
UNSKILLED	07	PW	01-04-2017	31-12-2017		1.00	9300.00	20.00
SKILLED	NM	PW	01-04-2017	31-12-2017		1.00	10000.00	20.00
SEMI SKILLED	NM	PW	01-04-2017	31-12-2017		1.00	9300.00	20.00
UNSKILLED	NM	PW	01-04-2017	31-12-2017		1.00	8800.00	20.00
SEMI SKILLED	07	ST	01-04-2017	31-12-2017		1.00	9800.00	20.00
UNSKILLED	07	ST	01-04-2017	31-12-2017		1.00	9300.00	20.00
SKILLED	NM	ST	01-04-2017	31-12-2017		1.00	10000.00	20.00
SEMI SKILLED	NM	ST	01-04-2017	31-12-2017		1.00	9300.00	20.00
UNSKILLED	NM	ST	01-04-2017	31-12-2017		1.00	8800.00	20.00

Add


Edit

Delete

Find

View

Exit

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**Bonus Config Master**

**Bonus Configuration**

Form Date: 01-04-2017 To Date: 31-12-2017

Location\*: 07 F C

Emp Category\*: PW F C

Afcode: F C

Max. limit: F C

Bonus Rate Type: RATE

Skill Status\*: SKILLED

**Earning Heads**


- ☐ ARREARS
- ☐ ATTENDANCE ALLO
- ☐ BASIC
- ☐ CANTEEN ALLOW
- ☐ CAR ALLOW
- ☐ CITY COMP
- ☐ CONVEYANCE
- ☐ MILK

**Bonus Slab Configuration**

Sno	Start Limit*	End Limit*	Amount*
D 1	1.00	10,500.00	20.00
D 2			
D 3			
D 4			
D 5			
D 6			
D 7			
D 8			
D 9			
D 10			

Save Cancel

BUTTONS	DESCRIPTION
Add	To add record
Edit	To edit record
Delete	To delete record
Find	To find record
View	To view existing record
Exit	To exit from form
Save	To save record
Cancel	To cancel

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### Work Step –

- Step 1 Enter From date and To date (Bonus calculation period)
- Step 2 Select Location
- Step 3 Select Employee Category
- Step 4 Enter amount of maximum limit - if required
- Step 5 Select Bonus rate type a) Rate or b) % (percentage)
- Step 6 Select skill status if required
- Step 7 Select Earning heads on which bonus needs to calculate


### Optional Data Fields

NA

### Tips and Tricks

NA

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
From Date	To enter from date	C	Need to enter from date for bonus configuration
To Date	To enter to date	C	Need to enter to date for bonus configuration
Location	To enter location	C	Need to select location for which configurations needs to be done
Employee Category	To enter employee category	C	Need to select employee category for which configuration needs to be done

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Earning Heads	To select earning heads	C	Need to select earning heads on which bonus need to calculate
Max Limit	To enter max limit	C	Enter max limit which defines calculated bonus will not surpass this max amount limit
Bonus rate type	To select bonus rate type	C	Select bonus rate type
Skill Status	To select skill status	O	Select skill status
Start Limit	To enter start limit	C	Enter start limit of salary on which bonus will be calculate
End Limit	To enter end limit	C	Enter end limit till which bonus need to calculate
Amount	To enter amount	C	Enter percentage or amount