 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.705.02	
	Process Name	Salary Head Wise Rate Entry	
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01.705.02 – Salary Head Wise Rate Entry


PROCESS OVERVIEW

This Master form is used to revise salary rate of employee for single salary head. We need to define From Date through which increment will be effective in salary of employee from that particular date or month. We also need to define the salary head on which increment has to be given.

Excel template can also uploaded for the same purpose. We can also directly put revised amount or amount by which rates has been revised.


PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Payroll Series	To enter payroll series	Payroll series (location) must be defined in location master form
Grade Code	To enter grade code	Grade code must be defined in grade master
Category	To enter category	Category must be defined in category master form
State	To enter state	State must be defined in state master form
Salary Head	To enter salary head	Salary heads must be defined in salary head configuration master
Emp Code	To enter emp code	Emp code must be defined in employee master form

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PROCESS DETAILS

BUTTONS	DESCRIPTION
Select	To Select
Find	To find records from LOV
Excel	To generate excel from form
Import	To import excel on form
Exit	To Exit from the open form
Cancel	To cancel the entry
Save	To save the record

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FM875 -- Employee Rates Master Entry

Employee Rate Master

Payroll Series	F C	From Date*	01-06-2018	Logic :	C,P,H,M,X,S,O,R,T,E,P,Z
Grade Code	F C	Head :	BASIC	System Code :	
Category*	EX	Executive	Default Rate	Rate :	.00
State			Increment	By	Amount %
Salary Head*	BASIC	BASIC			
Emp Code	F C				Load Employees

Select All


Emp. Code*	Employee Name	From Date *	Current Rate	Increment Amt	New Rate
70023	PANNALAL KOCHALE	01-JUN-2018	18,059.00	.00	18,059.00
70059	PRADIP TIWADE	01-JUN-2018	16,275.00	.00	16,275.00
80020	MANOJ KUMAR KOCHER	01-JUN-2018	24,910.00	.00	24,910.00
80041	PRAVIN KARADBHAI	01-JUN-2018	15,744.00	.00	15,744.00
80394	RAMESH PANNASE	01-JUN-2018	15,313.00	.00	15,313.00
80396	SANDEEP BHATARE	01-JUN-2018	14,974.00	.00	14,974.00
80421	ABHIJIT BAGAL	01-JUN-2018	14,092.00	.00	14,092.00
80748	HARSHIT PIYUSH	01-JUN-2018	13,025.00	.00	13,025.00
80758	MITTHOO SINGH BHATI	01-JUN-2018	11,821.00	.00	11,821.00
80789	PRASHANT MAMIDPALLIWAR	01-JUN-2018	15,283.00	.00	15,283.00
80791	SHYAMLAL SHARMA	01-JUN-2018	12,205.00	.00	12,205.00
80805	HARSHIT KANODIA	01-JUN-2018	25,500.00	.00	25,500.00
80813	RAJESH V.C	01-JUN-2018	25,500.00	.00	25,500.00
90022	A.S. VENKATRAMAN	01-JUN-2018	31,823.00	.00	31,823.00
90053	VISHWANATH BHAGWAT	01-JUN-2018	30,292.00	.00	30,292.00
Total			9,97,690.31		9,97,690.31

Department :

Save Find Excel Import Cancel Exit

Work Step –

- Step 1 Press Select button
- Step 2 Select Payroll series
- Step 3 Select Grade code
- Step 3 Enter Category (by pressing F9 button of keyboard)
- Step 4 Enter State (by pressing F9 button of keyboard)
- Step 5 Enter Salary Head (by pressing F9 button of keyboard)
- Step 6 Select Employee code
- Step 7 Enter from date
- Step 8 Enter in Default Rate field

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Step 9 Enter in Increment field (Either amount or percentage)

Step 10 Click Load employees button

Report for salary head wise rate entry can also be generated

Optional Data Fields

Payroll series

Grade Code


State

Employee Code

Tips and Tricks

Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Payroll Series	To enter payroll series	O	Select payroll series if increment needs to be done according to payroll series
Grade Code	To enter grade code	O	Select grade if increment needs to be done according to payroll series
Category	To enter category	C	Select category for increment
State	To enter state	O	Select state code

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Salary Head	To enter salary head	C	Select salary head on which increment need to be given
Employee Code	To enter employee code	O	Select employees if increment needs to be done by selecting specific employee
From Date	To enter from date	C	Enter from date through which increment will be effective
Default Rate	To enter default date	R	Enter default rate amount e.g. 1500 which is applicable to all employees
Increment Figure	To enter increment figure	R	Enter figure e.g. 1500 or 10 (%)
Amount	To enter increment amount	R	Click on amount if amount is entered in INCREMENT FIGURE field
Percentage	To enter increment percentage	R	Click on percentage if figure is entered in INCREMENT FIGURE field
Load Employees	To load employees	R	Click on load employees button
Head	Show automatically	O	Salary head must be entered in Salary Head field
System Code	Show automatically	O	System code logic must be defined Employee Salary Structure Configuration Master
Rate	Show automatically	O	Rate logic must be defined in Employee Salary Structure Configuration Master
Logic	Show automatically	O	Attendance characters must be defined in Employee Salary Structure Configuration Master