	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.707.02	
	Process Name	Payroll Management	
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01.707.02 – Employee Grade Rate Master

PROCESS OVERVIEW

This Master form is used to provide increment in salary heads as per the different grades which exists in organization. We need to define different rate slabs for different grades.

In accordance of the defined slabs, incremented amount will refelect in salary heads of employees which belongs to that grade. We also need to select particular salary head while deciding the increment slab, so increment amount should refelect in that particular salary head only.
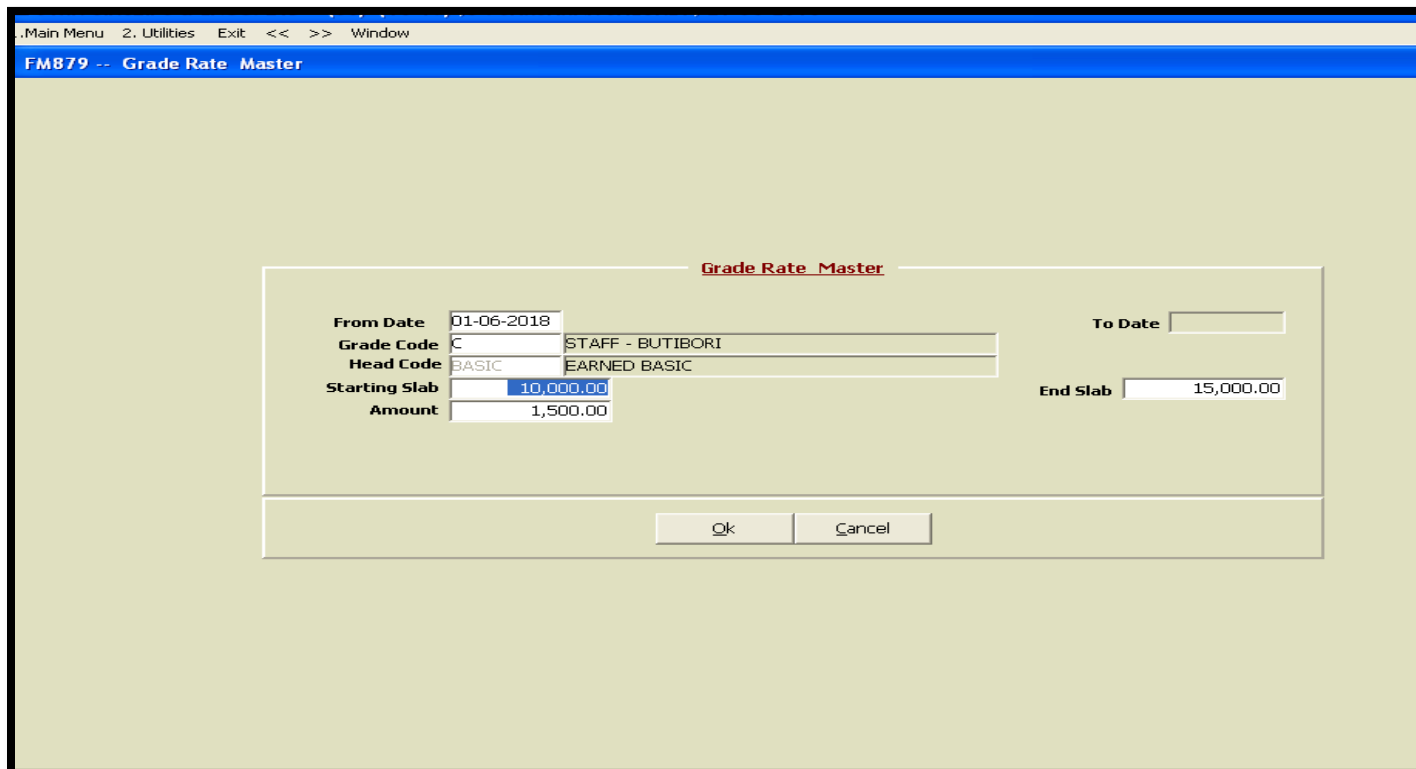
PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Grade Code	To enter grade code	Grade code must be defined in grade master
Head Code	To enter head code	Salary Head code must be defined in Salary Head configuration Master

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PROCESS DETAILS

1. Open the form Grade Rate Master

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Work Step –

Step 1 Press Add button

Step 2   Enter Grade Code (by pressing F9 button of keyboard)

Step 3   Enter Head Code (by pressing F9 button of keyboard)

Step 3   Enter Category (by pressing F9 button of keyboard)

Step 4   Enter Amount in Starting Slab Field (Defined for salary head in Employee Rate Master)

Step 5   Enter Desired Amount in End Slab Field (Defined for salary head in Employee Rate Master)

Step 6   Enter Amount

Report can also be generated after the details in the form has been saved

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Optional Data Fields

Not Applicable

Tips and Tricks

Not Applicable

BUTTONS	DESCRIPTION
Add	To Add new record
Edit	To Edit the existing record
Delete	To Delete existing record
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To save the record
Cancel	To Cancel record

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
From Date	To enter from date	R	Enter from date through which increment needs to be effective in employees salary
Grade Code	To enter grade code	R	Enter the grade for which increment slab is required to define

Head Code	To enter head code	R	Enter the salary head code on which increment slab needs to define and incremented amount will refelect
Starting Slab	To enter starting slab	R	Define starting slab as per salary head amount of employees
End Slab	To enter end slab	R	Define end slab as per salary head amount of employees
Amount	To enter amount	R	Enter the amount which needs to add or reflect in salary head of employees after increment