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Main Content

Let's set up your organisation!

0 of 7 completed

Need help with setup?

Basic Details

COMPLETED

Compliance and people

2 steps | 10 mins

1. Setup Compliance — **Start**
2. Add employee and contractors

KYC verification

2 steps | 10 mins

Welcome
XYZ

NEXT PAYROLL
NA

ACCOUNT BALANCE
₹0.00

UPDATE BALANCE

Enter company details

① Enter company details ——————— ② Set payroll date ——————— ③ Set employee salary structure

Enter GSTN

22AAAAA0000A1Z5

⚡ Save time by entering GST and let us pre-fill your company info like address, pin, etc. Bonus: claim GST credit on invoices!

Don't have GSTIN   Continue

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Enter company details

① Enter company details ———————— ② Set payroll date ———————— ③ Set employee salary structure

Private ⌄

Select business category

Enter PAN
AAAAA0000A

We need your pan to verify your business details.

Fill via GSTIN   Back   Continue

Enter company details

1 Enter company details ———————— **2** Set payroll date ———————— **3** Set employee salary structure

Brand Name
ABC

If your company is publicly known by a different brand name, then please enter that here.

Private ⌄

In case of incorrect company type. please go back to edit PAN details.

Company Name
XYZ TECHNOLOGIES

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edit PAN details.

Enter Registered office Address*

123

Address line 2

123

Enter PIN Code*

123456

Delhi

Choosing the state affects Professionals tax compliance, it is suggested to select the state where your company based in.

Back Edit PAN   Back   Continue

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Choose when you would like to pay your employees. Select a date after the 15th to pay your employees for the same month. For example, if you pick the 31st, employees will be paid for January on January 31st. Alternatively, if you pick the 1st, employees will be paid for January on February 1st.

16-12-2024

You can choose to either manually request execution each month before the payroll is processed, or Cotodel can automatically execute your payroll on the chosen date.

☐ Automatically run payroll on selected date

Employees can request salary advances through Cotodel. If approved, the advance amount will be paid immediately and automatically deducted from future payments to the employees.

☑ Let employees request salary advances

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☐ Use Cotodel's default salary structure (recommended)

Default Salary Structure

① To remove any predefined component, enter "0" as the percentage/amount.

② Fixed amounts should be entered as per the monthly salary.

③ If the sum of the components doesn't match the monthly pay, the difference will be adjusted from these components: LTA, HRA, Special Allowances, and Basic (where LTA has the highest priority and Basic has the lowest).

Salary Component	%age of CTC	Percentage or Fixed?	Taxable?
Basic Salary	50	Percentage ⌄	Yes ⌄
HRA	25	Percentage ⌄	Yes ⌄

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Salary Component	%age of CTC	Percentage or Fixed?	Taxable?
Basic Salary	50	Percentage ∨	Yes ∨
HRA	25	Percentage ∨	Yes ∨
Special Allow.	15	Percentage ∨	Yes ∨
LTA	10	Percentage ∨	Yes ∨

+ Add Custom allowance

If you are using Flexible Benefits, you can specify whether they are taxable or not, unless you have explicitly approved an exemption for them.

☑ Consider FBP allowance to be taxable by default

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