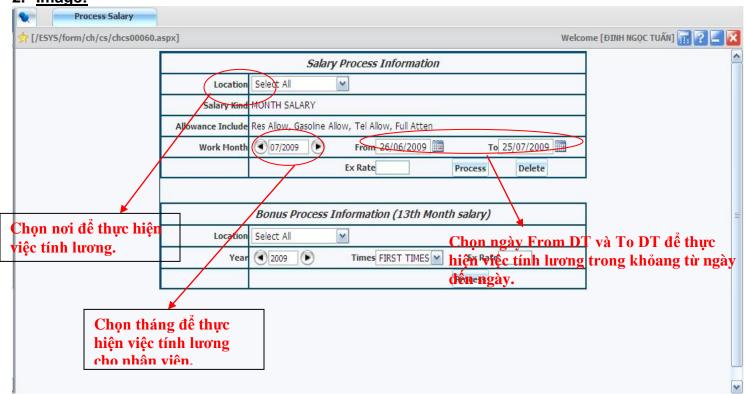
PROCESS SALARY

1. Path:

HR/Payroll Admin/Process Salary.

2. <u>Image:</u>



3. Definition:

The "**Process Salary**" Form is where to process calculation of employee. **Summary**:

- Button: Process.

4. How to use

Choose month in box Work Month, or choose date (from date to date) on the box From DT, To DT. Then click into the button for employees.

5. Field Description:

Field Name	Description
Salary Kind	Salary type (under month or unde

	project)
Allowance Include	Included allowance
Work Month	Choose working month to calculate salary
From DT, To DT	Choose date to calculate salary
Location	Choose location to calculate salary, in
	case the company has a lot of factories in
	different locations, user can choose one
	factory to calculate salary in the factory.