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User Manual

**PITS PAYROLL ALLOWANCE AND DEDUCTIONS**

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## 1.0 Introduction

This extension is a permanent solution for recording the Allowances and Deductions which are dynamic with respect to each payslip period. With this module, we can record each allowance and deductions date wise. And this will auto-populate to the Other Input fields of Employee Payslips based on the Payslip date period. It is possible to automate their effect in the salary computation with these data in the Other Inputs field and proper Salary Rule configuration.

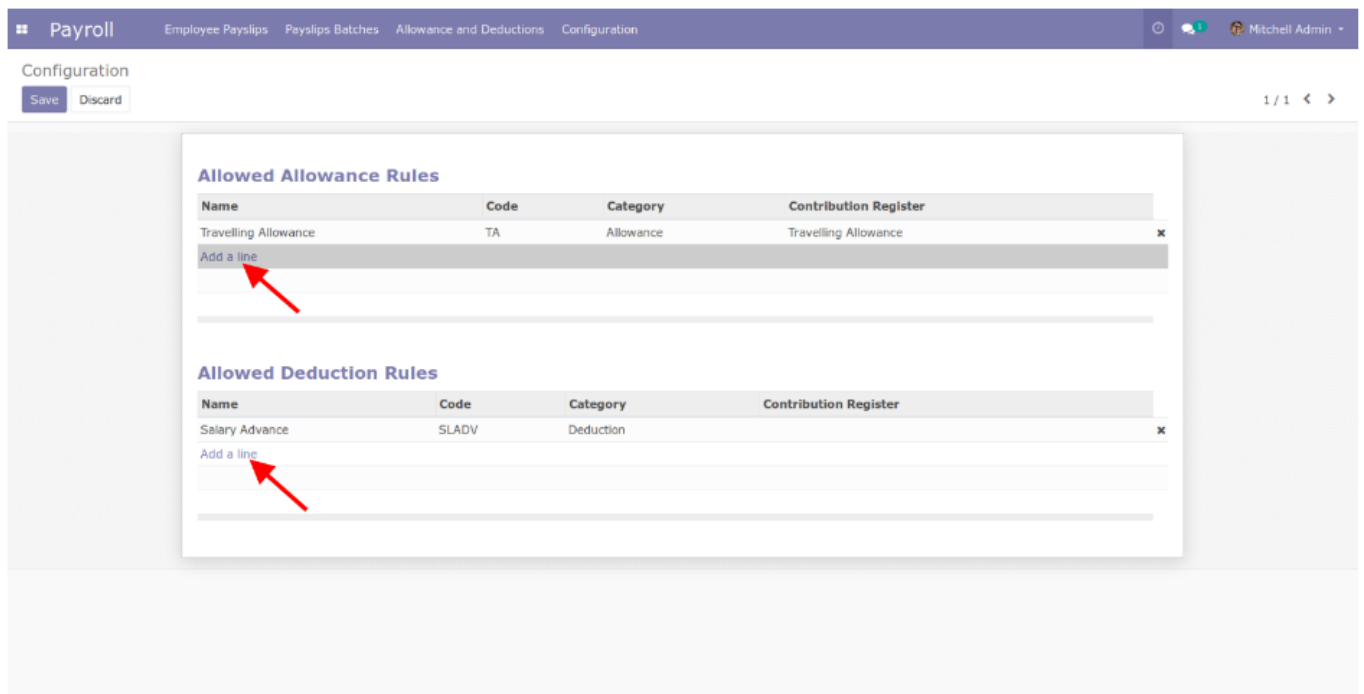
## 1.1 Configuration

### 1.Set allowed Salary Rules

Go to Payroll --> Configuration --> ALW/DED Configuration

Choose the desired Salary Rules which are coming under category Allowance and Deduction.

Please note that you can select a salary rule only if Inputs are configured under that particular salary rule.



The screenshot displays the 'Configuration' page for 'Payroll' in the PITS system. The breadcrumb trail is 'Payroll > Employee Payslips > Payslips Batches > Allowance and Deductions > Configuration'. The user is logged in as 'Mitchell Admin'. The page title is 'Configuration' with 'Save' and 'Discard' buttons. The main content area is divided into two sections: 'Allowed Allowance Rules' and 'Allowed Deduction Rules'. Each section contains a table with columns for 'Name', 'Code', 'Category', and 'Contribution Register'. In the 'Allowed Allowance Rules' section, there is one entry: 'Travelling Allowance' with code 'TA', category 'Allowance', and contribution register 'Travelling Allowance'. Below this entry is an 'Add a line' button, which is highlighted with a red arrow. In the 'Allowed Deduction Rules' section, there is one entry: 'Salary Advance' with code 'SLADV', category 'Deduction', and contribution register 'Salary Advance'. Below this entry is another 'Add a line' button, also highlighted with a red arrow. The page number '1/1' and navigation arrows are visible in the top right corner.

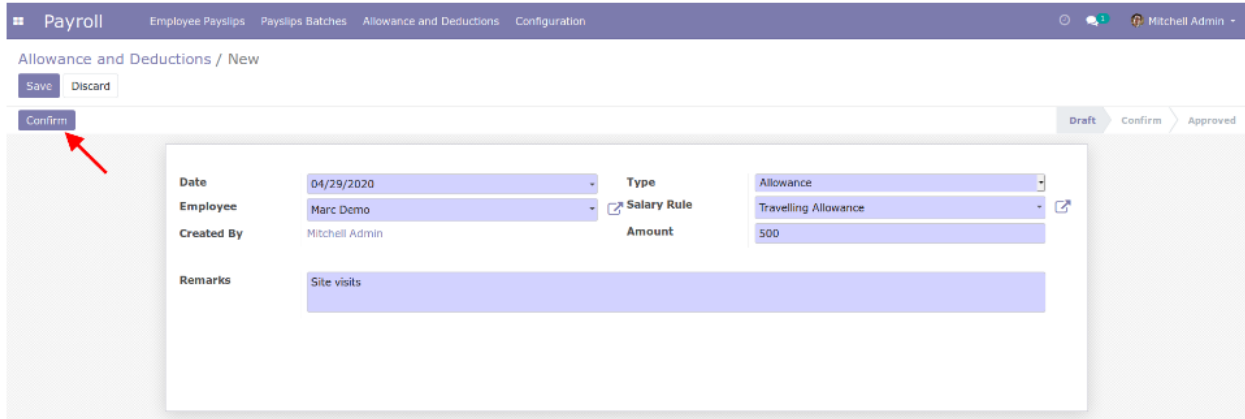
Name	Code	Category	Contribution Register
Travelling Allowance	TA	Allowance	Travelling Allowance

Name	Code	Category	Contribution Register
Salary Advance	SLADV	Deduction	Salary Advance

## 2. ALW/DED Entry

Go to Payroll --> Configuration --> Allowance and Deductions

Enter all the required values. You can select a Salary rule only if it is allowed in the ALW/DED Configuration and is included in the salary structure of the particular employee.



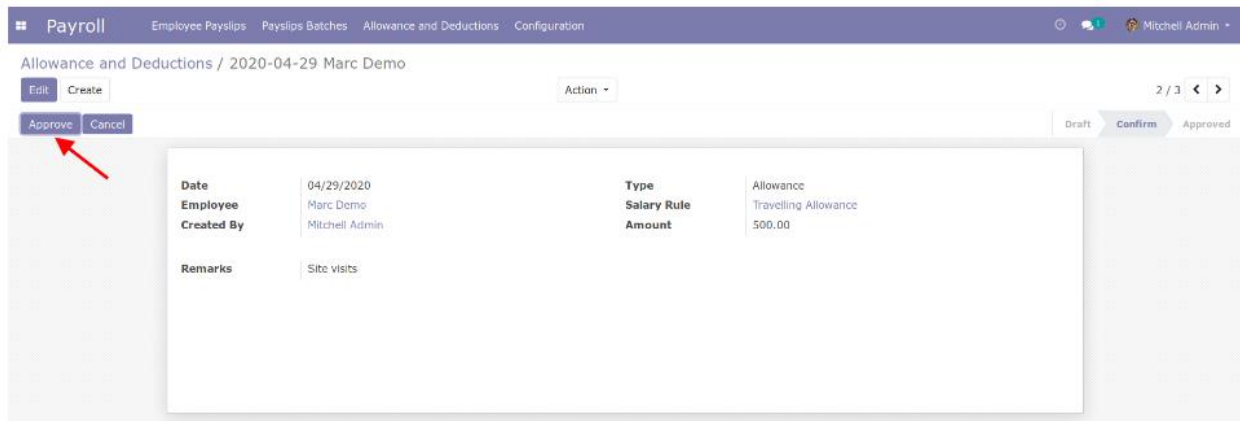
Date	04/29/2020	Type	Allowance
Employee	Marc Demo	Salary Rule	Travelling Allowance
Created By	Mitchell Admin	Amount	500
Remarks	Site visits		

After entering the details you can confirm the entry by clicking the Confirm button.

## 3. Approving ALW/DED Entry

Click the Approve button to approve the entry

Only user with Payroll-Manager permission can Approve the record.



Date	04/29/2020	Type	Allowance
Employee	Marc Demo	Salary Rule	Travelling Allowance
Created By	Mitchell Admin	Amount	500.00
Remarks	Site visits		

## 5. Employee Payslip

The approved Allowance and Deduction entries will be available under the Other Inputs of the Payslip.

The screenshot shows the 'Employee Payslips / New' form. The employee is 'Marc Demo' and the period is from 04/10/2020 to 05/09/2020. The contract is 'Contract For Marc Demo' and the structure is 'Marketing Executive'. The payslip name is 'Salary Slip of Marc Demo for April-2020'. The 'Worked Days & Inputs' section is expanded to show 'Other Inputs'.

Description	Code	Number of Days	Number of Hours	Contract
Normal Working Days paid at 100%	WORK100	21.00	168.00	Contract For Marc Demo

Description	Code	Amount	Contract
Salary Advance	SLADV	1,000.00	Contract For Marc Demo
Travelling Allowance	TA	500.00	Contract For Marc Demo

## 6. Salary Computation

With proper Salary Rule configuration, you can reflect these Inputs to the Salary Computation. For example:- Consider the salary rule configuration of Travelling Expenses given below

The screenshot shows the 'Salary Rules / Travelling Allowance' configuration page. The name is 'Travelling Allowance', the category is 'Allowance', and the code is 'TA'. The sequence is 50 and it is active. The 'Conditions' section is set to 'Python Expression' with the condition 'result = inputs.TA'. The 'Computation' section is set to 'Python Code' with the code 'result = inputs.TA.amount'. Both the condition and code fields are highlighted with red boxes.

The salary computation will be



# PITS PAYROLL ALLOWANCE AND DEDUCTIONS

Payroll Employee Payslips Payslips Batches Allowance and Deductions Configuration Mitchell Admin

Employee Payslips / Salary Slip of Marc Demo for April-2020

Edit Create Print Action 3 / 3

Confirm Compute Sheet Cancel Payslip Draft

**Marc Demo** 11 Payslip

Period: 04/01/2020 - 04/30/2020 Contract: Contract For Marc Demo  
Reference: SLIP/010 Structure: Marketing Executive  
Payslip Name: Salary Slip of Marc Demo for April-2020 Credit Note:

Worked Days & Inputs Salary Computation Details By Salary Rule Category Accounting Information

Name	Code	Category	Quantity	Rate (%)	Rule	Amount	Total
Basic Salary	BASIC	Basic	1.00	100.0000	Basic Salary	5,000.00	5,000.00
House Rent Allowance	HRA	Allowance	1.00	40.0000	House Rent Allowance	5,000.00	2,000.00
Conveyance Allowance	CA	Allowance	1.00	100.0000	Conveyance Allowance	800.00	800.00
Conveyance Allowance For Gravie	CAGG	Allowance	1.00	100.0000	Conveyance Allowance For Gravie	600.00	600.00
Meal Voucher	MA	Allowance	22.00	100.0000	Meal Voucher	10.00	220.00
Travelling Allowance	TA	Allowance	1.00	100.0000	Travelling Allowance	500.00	500.00
Gross	GROSS	Gross	1.00	100.0000	Gross	9,120.00	9,120.00
Provident Fund	PF	Deduction	1.00	-12.5000	Provident Fund	5,000.00	-625.00
Salary Advance	SLADV	Deduction	1.00	100.0000	Salary Advance	-1,000.00	-1,000.00
Professional Tax	PT	Deduction	1.00	100.0000	Professional Tax	-200.00	-200.00
Net Salary	NET	Net	1.00	100.0000	Net Salary	7,295.00	7,295.00