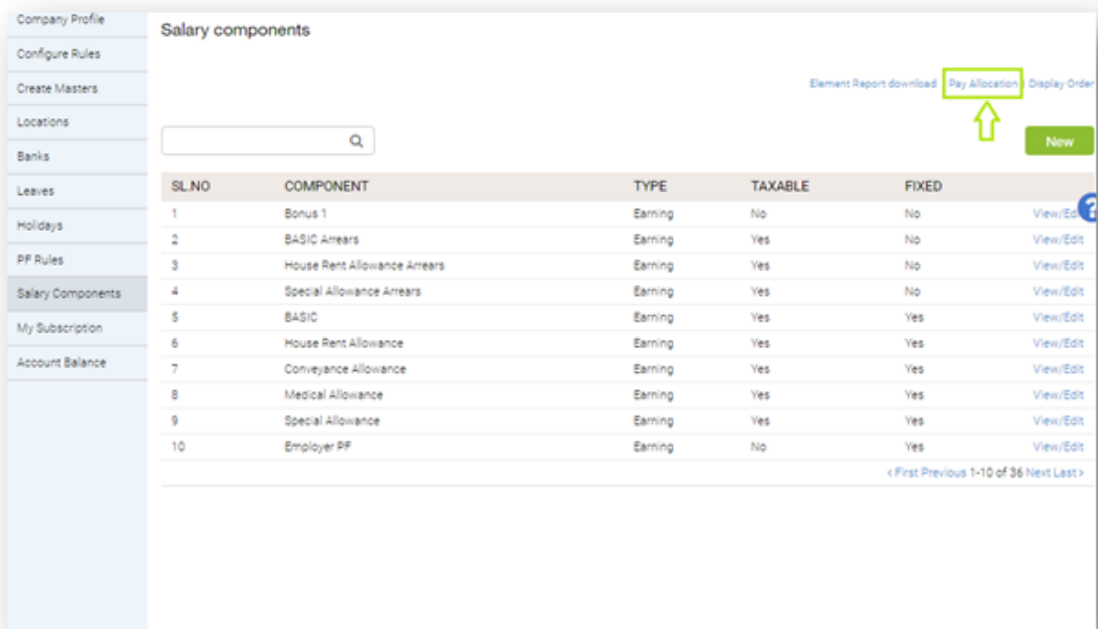


How to allocate a pay component in salary structure of employees?

User can allocate or de-allocate a newly created pay component in salary structure of your employees by following the steps mentioned below:

It is a one-time activity and when new employee records are created, existing salary components will get automatically allocated.

Go to **Settings >> Salary Components** and click on **Pay Allocation**.



There are 3 steps by which allocation / deallocation of Components can be done to the Employees:

1. Allocate new Pay Component
2. Change Pay Component effective month
3. De-allocate Pay Component

Allocate new Pay Component

- This is used to allocate the new Components to the Employees.
- Select the **Type** as **Allocate New Pay Component**.

- User to select the **Component** to be added in salary structure of the Employees.
- **Effective date** is set to current Payroll month by default.

Allocate/De-Allocate pay components

➡ Type : Resigned Employees: ☐

➡ Pay Component:

➡ Effective Month :

Branch :

Advanced Search
Code/Name :

	Code	Name	Job Type	Department	Location	CostCenter	Designation	Effective date
<input checked="" type="checkbox"/>	001	Vishwas SJ	Permanent		Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	002	Mani	Permanent	Software developer	Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	003	Vankit	Permanent		Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	004	Anitha Satish	Permanent	Human resource	Bangalore		HR	
<input checked="" type="checkbox"/>	005	Sanman H r	Permanent	Human resource	Bangalore		HR	
<input checked="" type="checkbox"/>	006	Shruthi S	Permanent	information technology	Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	010	Sripad Rao			Bangalore			

Note –

- If User want to add the Component to salary of Resignees, then the **checkbox next to Resigned Employees** need to be ticked.
- By default, the checkboxes before names of all Employees would be ticked.
- If User need to add the selected Component in salary structure of all these Employees, need to just click “**Save**”.
- However, if User does not want to add the Component to some Employees, untick checkbox against the names of those Employees and then click “**Save**”.
- The Pay Component would be added in the salary structure of all selected Employees.

Change Component effective month

- This is used to change the effective date of the allocated Component.
- Select the **Type as Change Pay Component effective date**.
- Select the **Pay Component**, effective date of which need to be changed.

- Default **Effective date** will be the current Payroll month; User can change to any month of their requirement.

Allocate/De-Allocate pay components

➡ Type:
 Resigned Employees: ☐

➡ Pay Component:

➡ Effective Month:

Branch:

Advanced Search
 Code/Name:

	Code	Name	Job Type	Department	Location	CostCenter	Designation	Effective date
<input checked="" type="checkbox"/>	001	Vishwas SJ	Permanent		Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	002	Mani	Permanent	Software developer	Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	003	Vankit	Permanent		Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	004	Anitha Satish	Permanent	Human resource	Bangalore		HR	
<input checked="" type="checkbox"/>	005	Sanman H r	Permanent	Human resource	Bangalore		HR	
<input checked="" type="checkbox"/>	006	Shruthi S	Permanent	Information technology	Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	010	Sripad Rao			Bangalore			

Note -

- If User needs to change the effective date of the Component of Resignees, then need to tick the **checkbox next to Resigned Employees**; then Resignees names will also appear below
- By default, the checkboxes before names of all the Employees would be ticked.
- If the User needs to change effective date of the selected Component of all these Employees, should click **“Save”**.
- If they don't want to change the effective date of the selected Component for a few Employees, the checkboxes against their names to be unticked and **“Save”**.

De-Allocate new Pay Component

- This is used to de-allocate the allocated Components to the Employees.
- Select the **Type as Allocate new Pay Component**.

- Select the **Pay Component** that need to be removed from the salary structure of the Employees.
- Default effective month will the month of Pay process.

Allocate/De-Allocate pay components

Type:
 Resigned Employees: ☐

Pay Component:

Effective Month:

Branch:

Advanced Search
 Code/Name:

Save

	Code	Name	Job Type	Department	Location	CostCenter	Designation	Effective date
<input checked="" type="checkbox"/>	001	Vishwas SJ	Permanent		Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	002	Mari	Permanent	Software developer	Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	003	Vankit	Permanent		Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	004	Anitha Satish	Permanent	Human resource	Bangalore		HR	
<input checked="" type="checkbox"/>	005	Sanman H r	Permanent	Human resource	Bangalore		HR	
<input checked="" type="checkbox"/>	006	Shruthi S	Permanent	Information technology	Bangalore		Senior Payroll Specialist	
<input checked="" type="checkbox"/>	010	Sripad Rao			Bangalore			

Note -

- If the User needs remove the Component from salary of Resignees, then should tick the checkbox next to the **Resigned Employees** to see even their names in the list.
- By default, the checkboxes before names of all Employees would be ticked.
- If the User needs to remove the selected Component from salary structure of all these Employees, then **"Save"**.
- However, if the User does not want to remove the Component to some Employees, then the corresponding checkboxes need to be unticked and then **"Save"**.
- The pay component would be removed from the salary structure of all selected Employees.

