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**.

Configure Rules Create Masters Locations Banks Leaves S	LNO CO	Q		Element Report do	wnload Pay Allocation	Display Orde
Locations Banks	LNO CO			Element Report do	writed Pay Allocation	
Banks	LNO CO				ı ¹	New
	LNO CO				~ 1	New
Leaves	LNO CO					
		MPONENT	TYPE	TAXABLE	FIXED	
Holidays	Bon	tus 1	Earning	No	No	View/Ed
2	BAS	SIC Arrears	Earning	Yes	No	View/Edit
PF Rules 3	Hou	use Rent Allowance Arrears	Earning	Yes	No	View/Edit
Salary Components 4	Spe	ecial Allowance Arrears	Earning	Yes	No	View/Edit
My Subscription 5	BAS	sic	Earning	Yes	Yes	View/Edit
6	Hou	use Rent Allowance	Earning	Yes	Yes	View/Edit
Account Balance 7	Con	rveyance Allowance	Earning	Yes	Yes	View/Edit
8	Med	dical Allowance	Earning	Yes	Yes	View/Edit
9	Spe	scial Allowance	Earning	Yes	Yes	View/Edit
10) Emp	ployer PF	Earning	No	Yes	View/Edit
				đ	first Previous 1-10 of 36 h	iext Last >

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.

Type : Allocate new pay component						•			
> Pay Component: Profession Tax				× •					
> Effective Month :			November-2018						
	Bra	anch :	Bangalore	•					
idva	nced Sea	arch							
	Code	/Name :							
									Save
	Code	Name	Job Type	Department	Location	CostCenter	Designation	Effective date	
1	001	Vishwas SJ	Permanent		Bangalore		Senior Payroll Specialist		
1	002	Mani	Mermanant	Software developer	Barigalore		Senior Payroll Specialist		
1	003	Vankit	Permanent		Bangalore		Senior Payroll Specialist		
1	004	Anitha Satish	Permanent	Human resource	Bangalore		HR		
1	005	Sanman H r	Permanent	Human resource	Bangalore		HR		
1	006	Shruthi S		Information technology	Bangalore		Senior Payroll Specialist		
1	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.

	1	> Type :	Change pay component effective month			Resigned Employees:				
> Pay Component:			Profession Tax		-					
Effective Month :			November-2018							
		Branch :	Bangalore							
Adv	anced									
	C	ode/Name :							-	
	Co	de Name	Job Type	Department	Location	CostCenter	Designation	Effective	Save	
~	001	Vishwas			Bangalore		Senior Payroll Specialist			
~	002	Mani		Software developer	Bangalore		Senior Payroll Specialist			
4	003	Vankit	Permanent		Bangalore		Senior Payroll Specialist			
4	004	Anitha Satish	Permanent	Human resource	Bangalore		HR			
4	005	Sanman H r	Permanent	Human resource	Bangalore		HR			
Y	006	Shruthi		Information technology	Bangalore		Senior Payroll Specialist			
-	010	Sripad Reo			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.

		Type :	Do-allocate p	ey component		•	Resigned Employees:		
P	ay Compo	onent:	Profession Ta	×					
Ef	fective M	onth :	November-20	18 •					
	Bra	anch :	Bangalore	•					
dva	nced Sea								
	Code	/Name :							Constant of the
	Code	Name	Job Type	Department	Location	CostCenter	Designation	Effective date	Save
1	001	Vishwas SJ	Permanent		Bangalore		Senior Payroll Specialist		
1	002	Mani		Software developer	Bangalore		Senior Payroll Specialist		
1	003	Vankit	Permanent		Bangalore		Senior Payroll Specialist		
1	004	Anitha Satish	Permanent	Human resource	Bangalore		HR		
1	005	Sanman H r	Permanent	Human resource	Bangalore		HR		
1	006	Shruthi S		Information technology	Bangalore		Senior Payroll Specialist		
1	010	Sripad Reo			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.