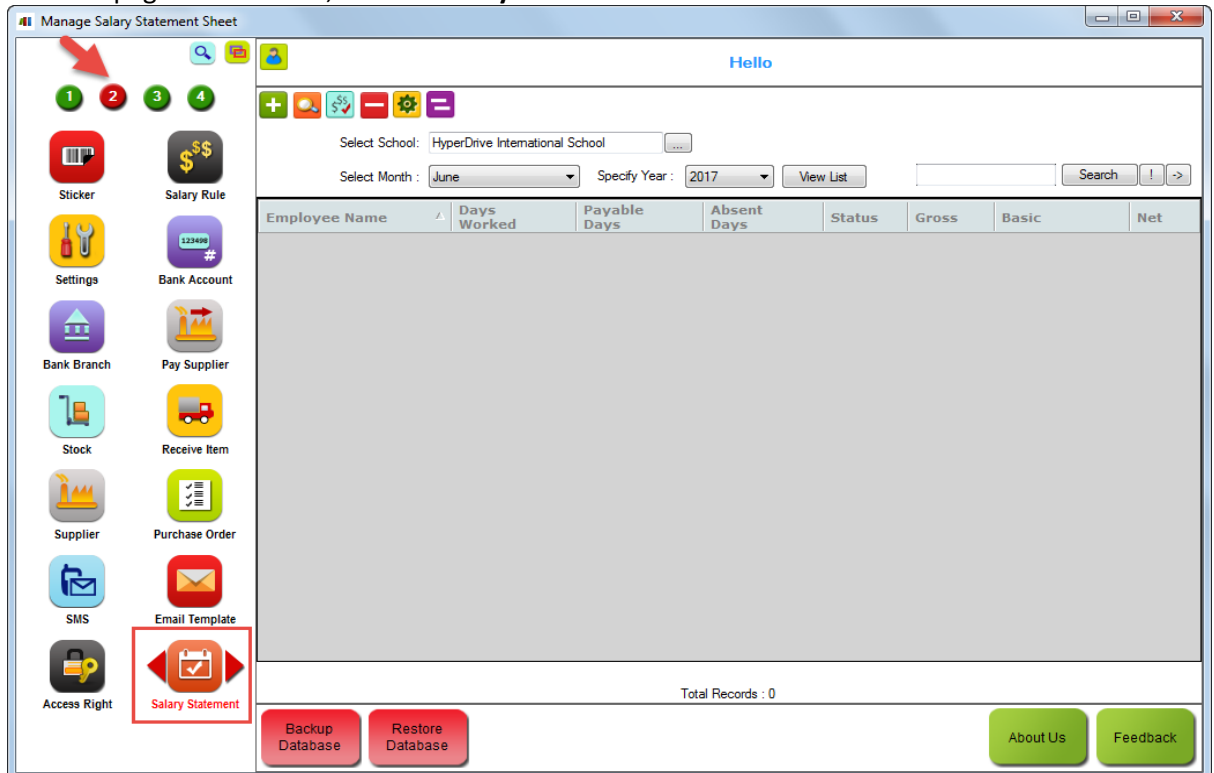


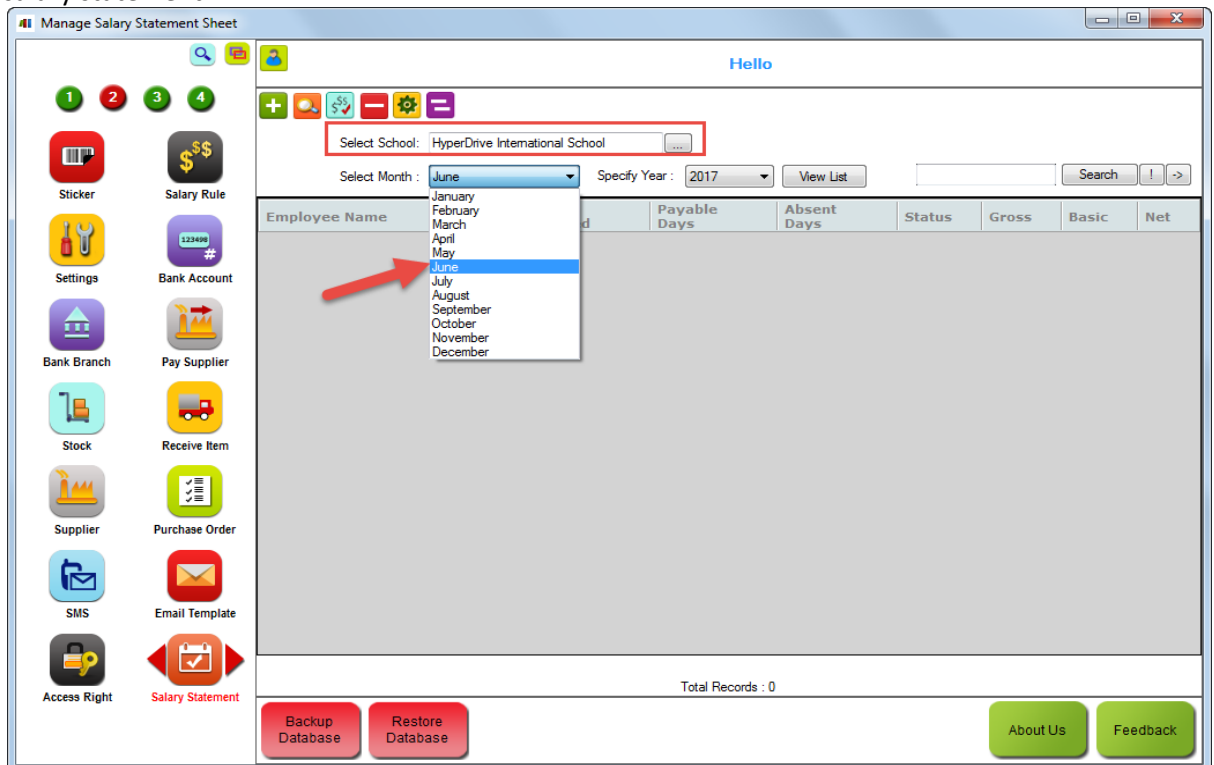
How to generate salary statement for the employees in HDSchool?

Follow the below steps to generate the salary statement for the employees:

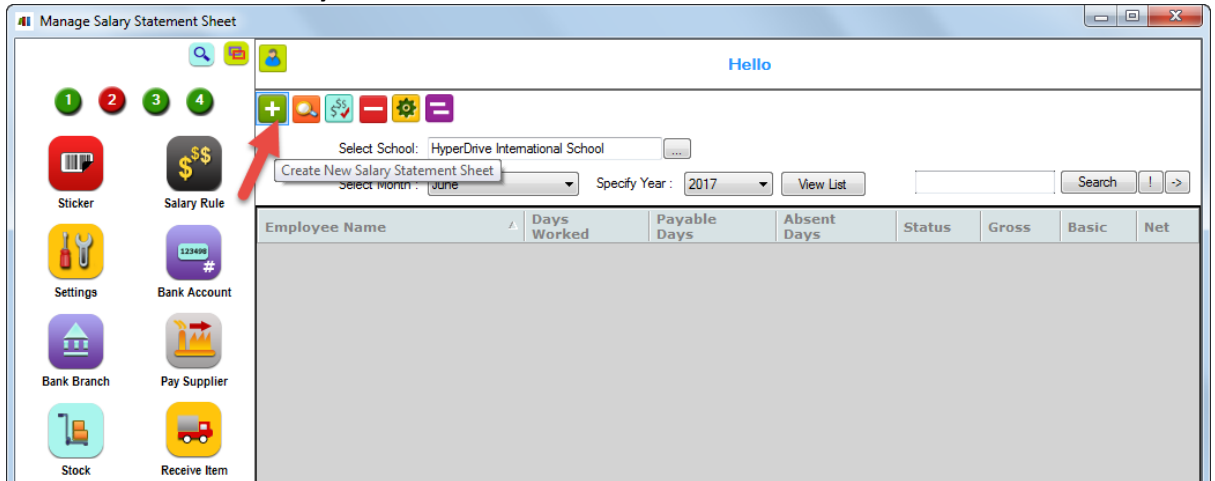
1. Run **HDSchool**.
2. From 2nd page of **HDSchool**, click on **Salary Statement**.



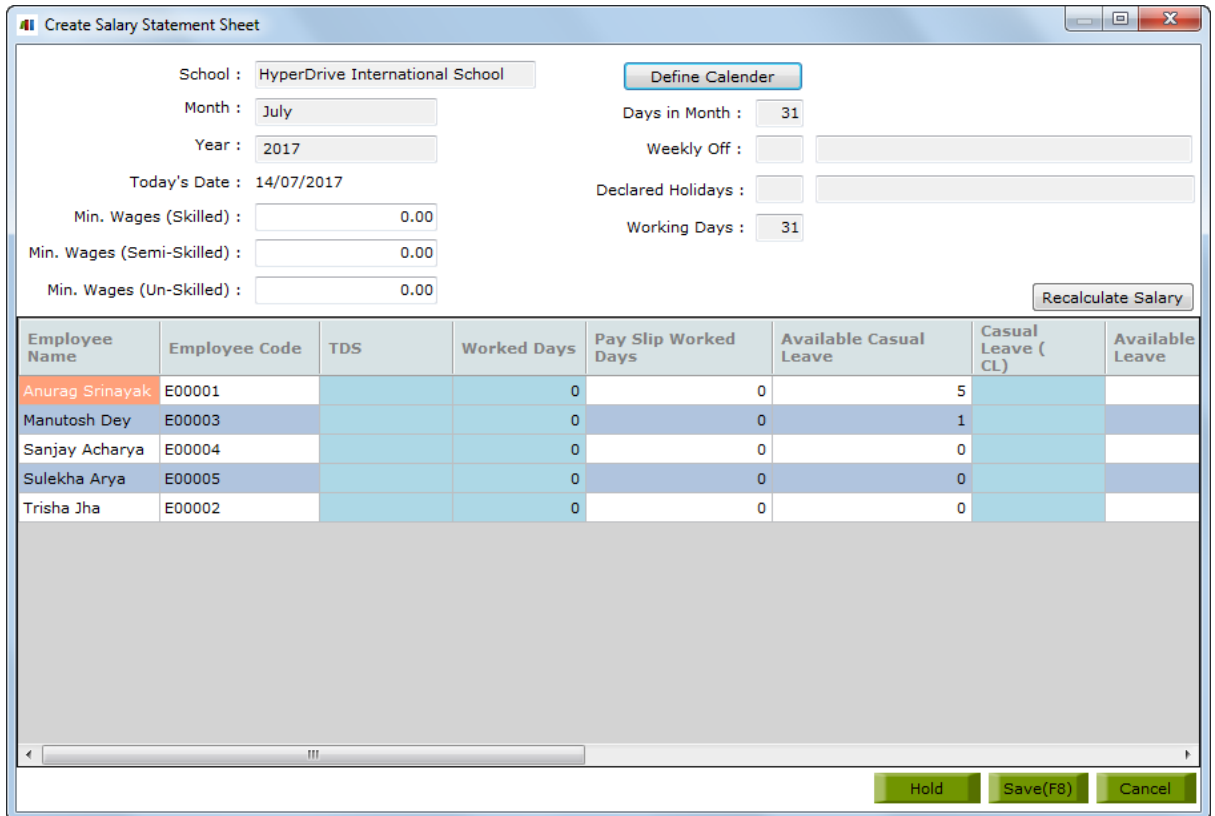
3. In the **Manage Salary Statement Sheet**, Select **School Name** and calendar month to add a salary statement.



4. Click on **Create New Salary Statement Sheet**.



5. **Create Salary Statement Sheet** screen will load Employee list of selected school as shown below.





6. Enter the employee worked days in **Worked Days, Leaves Used** (if any) filed against the employee name.
7. Click on **Recalculate Salary**.

Create Salary Statement Sheet

School : HyperDrive International School

Month : July Days in Month : 31

Year : 2017 Weekly Off :

Today's Date : 14/07/2017 Declared Holidays :

Min. Wages (Skilled) : 0.00 Working Days : 31

Min. Wages (Semi-Skilled) : 0.00

Min. Wages (Un-Skilled) : 0.00

Employee Name	Employee Code	Worked Days	Pay Slip Worked Days	Available Casual Leave	Casual Leave (CL)	Available Sick Leave	Sick Leave (SL)	Absent Days	UnPaid Days	Gross Salary	Deduction	Net Salary	Round Off Amount	NetSalaryAfter RoundOff	Assign Leave Dates
Anurag Srinayak	E00001	28	28	5	3	18		0	0	25,000.00	2,136.00	22,864.00	0.00	22,864.00	Select Dates
Manutosh Dey	E00003	30	30	1		12	1	0	0	25,000.00	2,136.00	22,864.00	0.00	22,864.00	Select Dates
Trisha Jha	E00002	30	30	0		0		1	1	33,870.97	2,847.74	31,023.23	0.00	31,023.23	Select Dates
Sulekha Arya	E00005	30	30	0		6	1	0	0	28,000.00	2,376.00	25,624.00	0.00	25,624.00	Select Dates
Sanjay Acharya	E00004	31	31	0		11		0	0	30,000.00	2,536.00	27,464.00	0.00	27,464.00	Select Dates

8. Click on **Save**.
9. Confirm FA Effect Screen will display asking for confirmation to apply FA effects with this salary sheet for pay slip, click **Yes** to continue.

Confirm FA Effect

Are you sure you want to apply the FA effects with this salary statement sheet for payslip ?

Note: If any necessary **Financial Account** is not assigned. You can hold the salary statement and assign the necessary accounts from **System Settings**.

