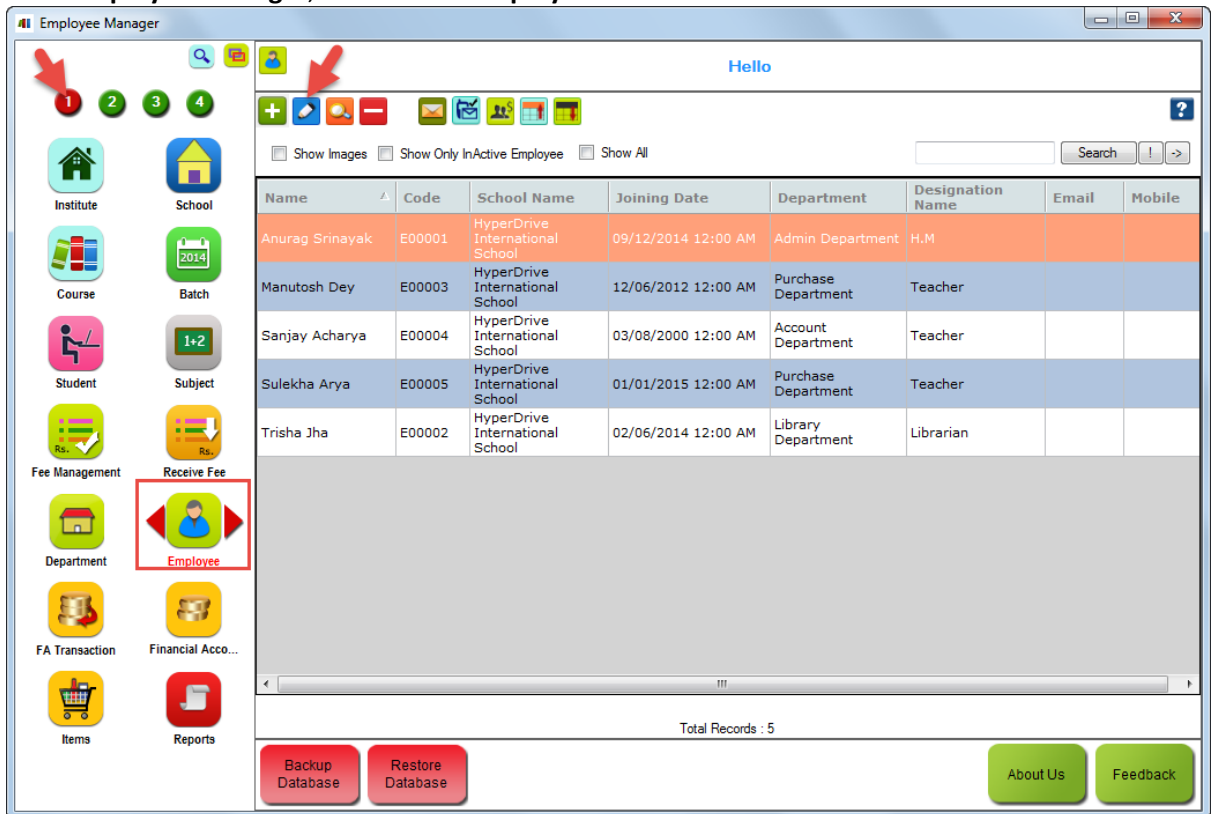


How to apply salary rule to an employee in HDSchool?

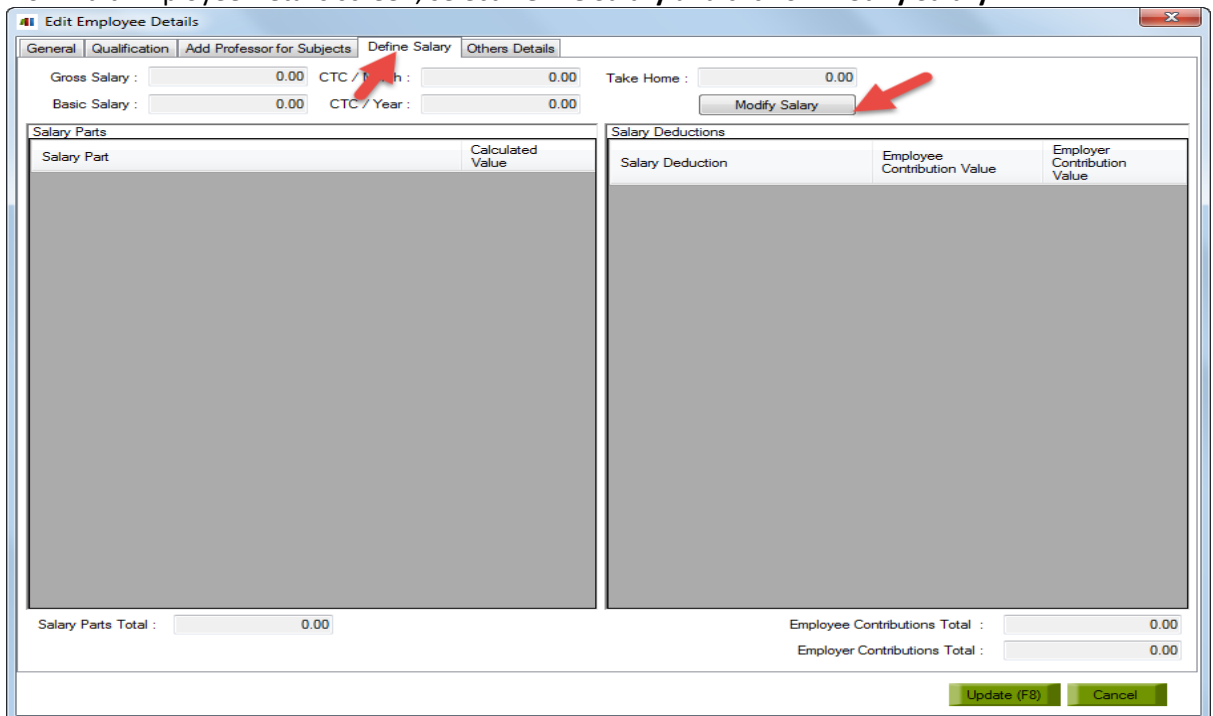
To apply salary rule to an employee, follow the step below:

1. Run **HDSchool**.
2. From 1st of HDSchool, click on **Employee**.
3. From **Employee Manager**, click on **Edit Employee**.



Name	Code	School Name	Joining Date	Department	Designation Name	Email	Mobile
Anurag Srinayak	E00001	HyperDrive International School	09/12/2014 12:00 AM	Admin Department	H.M		
Manutosh Dey	E00003	HyperDrive International School	12/06/2012 12:00 AM	Purchase Department	Teacher		
Sanjay Acharya	E00004	HyperDrive International School	03/08/2000 12:00 AM	Account Department	Teacher		
Sulekha Arya	E00005	HyperDrive International School	01/01/2015 12:00 AM	Purchase Department	Teacher		
Trisha Jha	E00002	HyperDrive International School	02/06/2014 12:00 AM	Library Department	Librarian		

4. From Edit Employee Details screen, select **Define Salary** and click on **Modify Salary**.



General | Qualification | Add Professor for Subjects | **Define Salary** | Others Details

Gross Salary : 0.00 CTC / Month : 0.00 Take Home : 0.00
Basic Salary : 0.00 CTC / Year : 0.00

Modify Salary

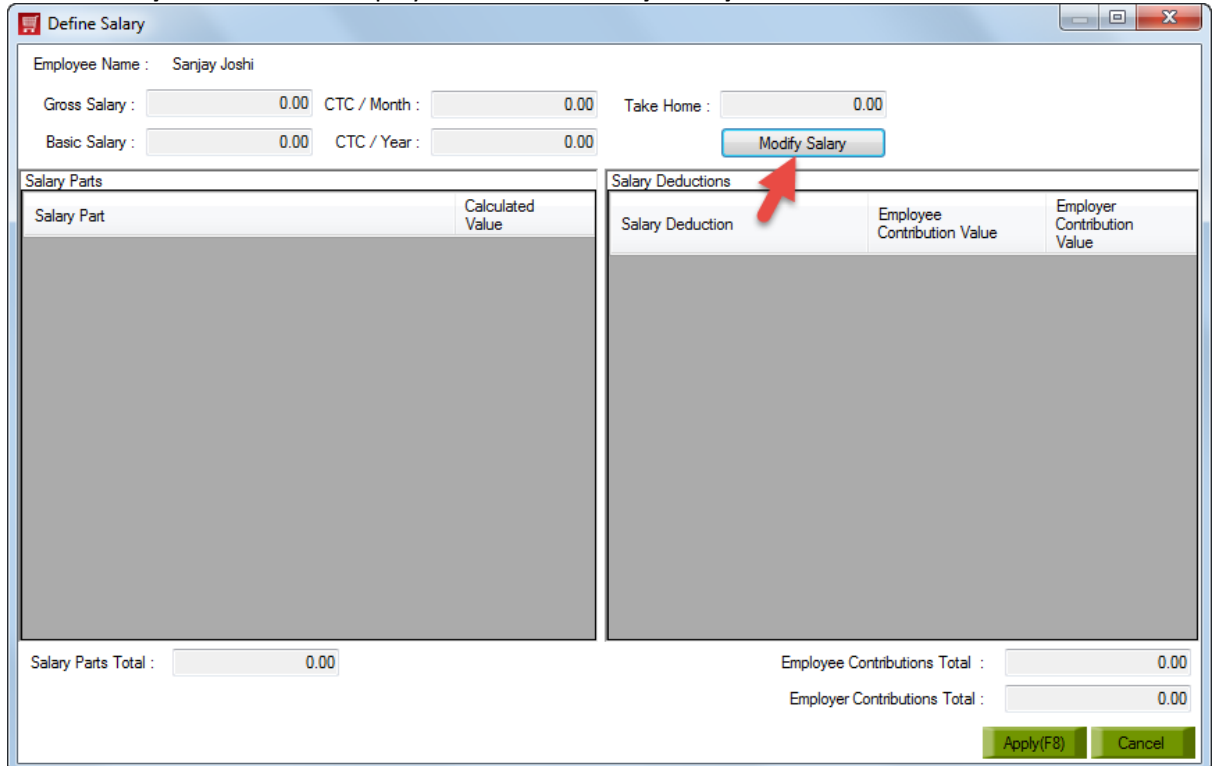
Salary Part	Calculated Value
-------------	------------------

Salary Deduction	Employee Contribution Value	Employer Contribution Value
------------------	-----------------------------	-----------------------------

Salary Parts Total : 0.00 Employee Contributions Total : 0.00
Employer Contributions Total : 0.00

Update (FB) Cancel

5. **Define Salary** screen will be displayed. Click on **Modify Salary**.



Employee Name : Sanjay Joshi

Gross Salary : 0.00 CTC / Month : 0.00 Take Home : 0.00

Basic Salary : 0.00 CTC / Year : 0.00

Modify Salary

Salary Parts		Salary Deductions		
Salary Part	Calculated Value	Salary Deduction	Employee Contribution Value	Employer Contribution Value

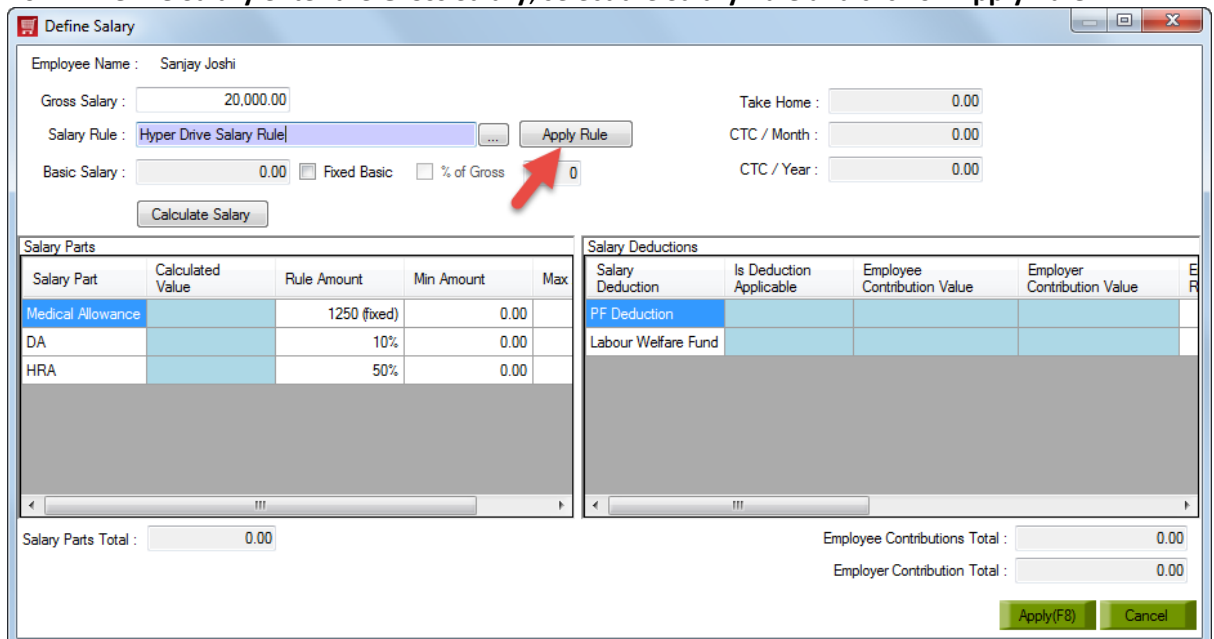
Salary Parts Total : 0.00

Employee Contributions Total : 0.00

Employer Contributions Total : 0.00

Apply(F8) Cancel

6. Now in **Define Salary** enter the **Gross Salary**, select the **Salary Rule** and click on **Apply Rule**.



Employee Name : Sanjay Joshi

Gross Salary : 20,000.00 Take Home : 0.00

Salary Rule : Hyper Drive Salary Rule Apply Rule CTC / Month : 0.00

Basic Salary : 0.00 Fixed Basic % of Gross 0 CTC / Year : 0.00

Calculate Salary

Salary Parts					Salary Deductions			
Salary Part	Calculated Value	Rule Amount	Min Amount	Max	Salary Deduction	Is Deduction Applicable	Employee Contribution Value	Employer Contribution Value
Medical Allowance		1250 (fixed)	0.00		PF Deduction			
DA		10%	0.00		Labour Welfare Fund			
HRA		50%	0.00					

Salary Parts Total : 0.00

Employee Contributions Total : 0.00

Employer Contribution Total : 0.00

Apply(F8) Cancel

7. You see **Salary Parts** and **Salary Deductions** that are included in that **Salary Rule**. Click on **Calculate Salary**.



Define Salary

Employee Name : Sanjay Joshi

Gross Salary : 20,000.00

Salary Rule : Hyper Drive Salary Rule

Basic Salary : 11,718.75 Fixed Basic % of Gross 58.59

Take Home : 18,447.12

CTC / Month : 21,766.41

CTC / Year : 2,61,196.98

Salary Parts				
Salary Part	Calculated Value	Rule Amount	Min Amount	Max
Medical Allowance	1,250.00	1250 (fixed)	0.00	
DA	1,171.88	10%	0.00	
HRA	5,859.38	50%	0.00	

Salary Parts Total : 8,281.25

Salary Deductions				
Salary Deduction	Is Deduction Applicable	Employee Contribution Value	Employer Contribution Value	
PF Deduction		1,546.88	1,754.41	
Labour Welfare Fund		6.00	12.00	

Employee Contributions Total : 1,552.88

Employer Contribution Total : 1,766.41

8. Click on **Apply** to apply the salary the rule.

Define Salary

Employee Name : Sanjay Joshi

Gross Salary : 20,000.00

Salary Rule : Hyper Drive Salary Rule

Basic Salary : 11,718.75 Fixed Basic % of Gross 58.59

Take Home : 18,447.12

CTC / Month : 21,766.41

CTC / Year : 2,61,196.98

Salary Parts				
Salary Part	Calculated Value	Rule Amount	Min Amount	Max
Medical Allowance	1,250.00	1250 (fixed)	0.00	
DA	1,171.88	10%	0.00	
HRA	5,859.38	50%	0.00	

Salary Parts Total : 8,281.25

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Salary Deduction	Is Deduction Applicable	Employee Contribution Value	Employer Contribution Value	
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Employee Contributions Total : 1,552.88

Employer Contribution Total : 1,766.41

