

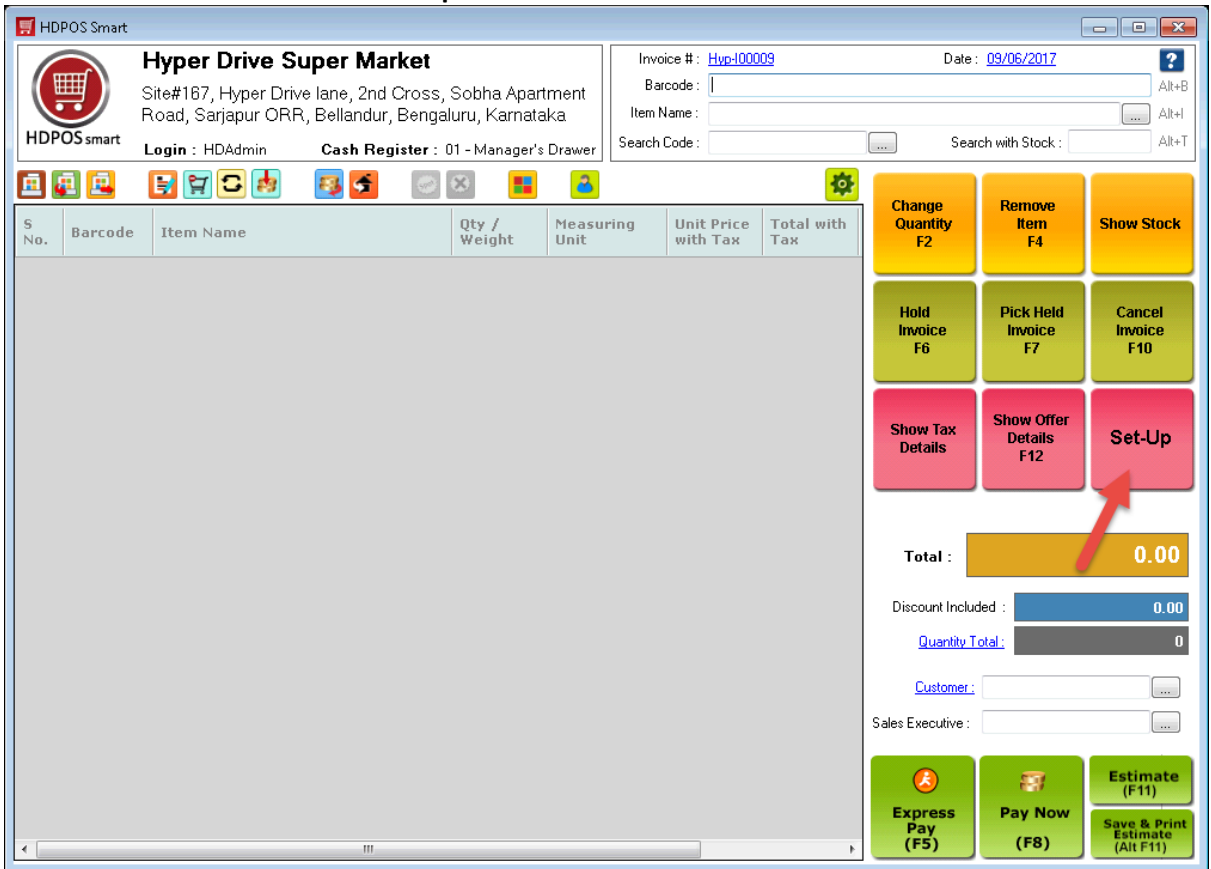
How to define salary deductions in HDPOS smart?



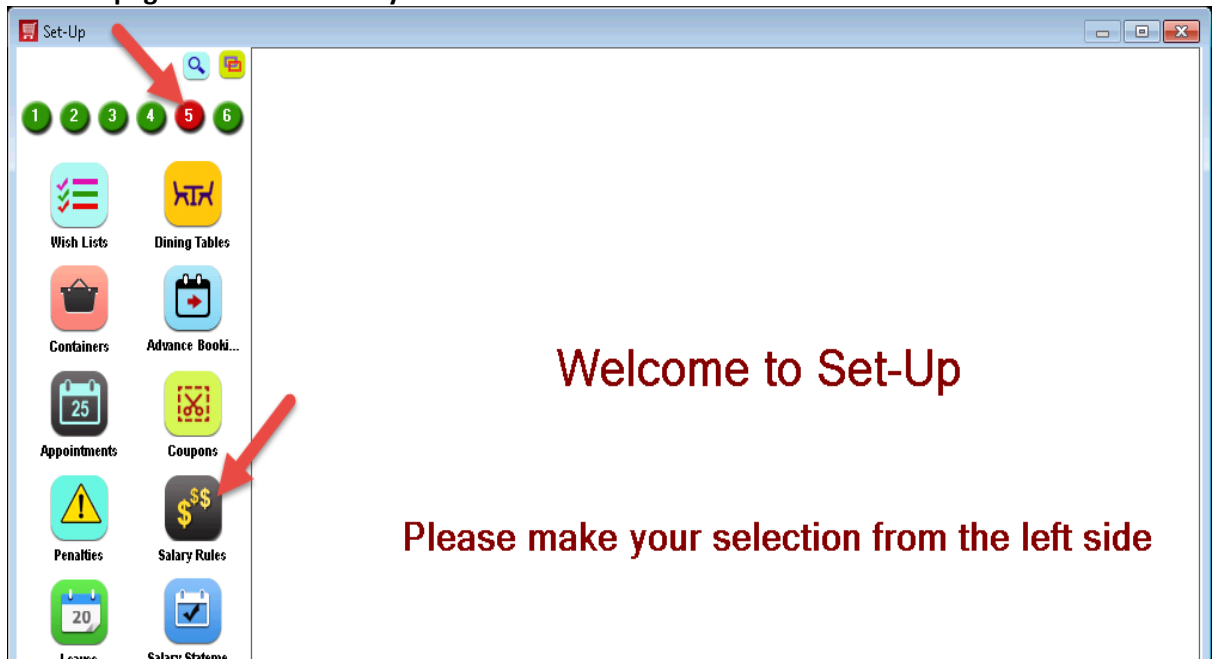
HDPOS smart Tutorials

To define salary deductions in HDPOS smart, follow the steps below:

1. Run **HDPOS smart** and Click on **Set-Up** button.

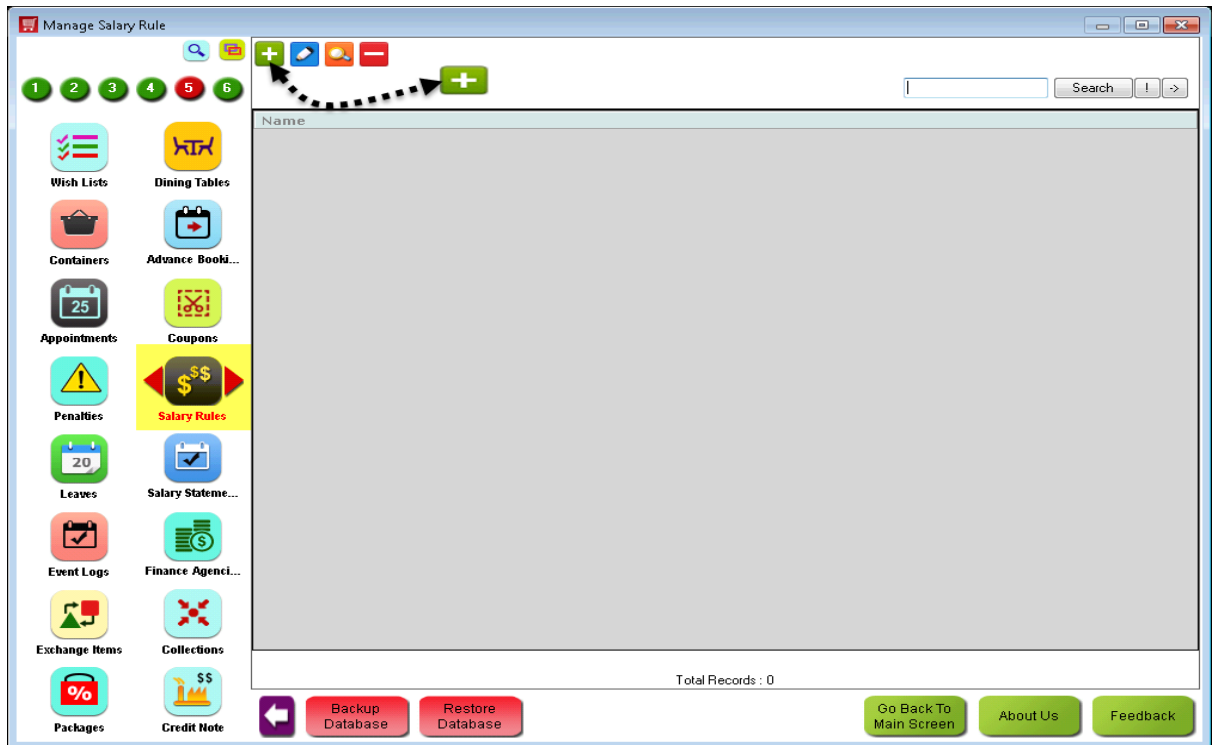


2. Go to 5th page and click on **Salary Rules**.



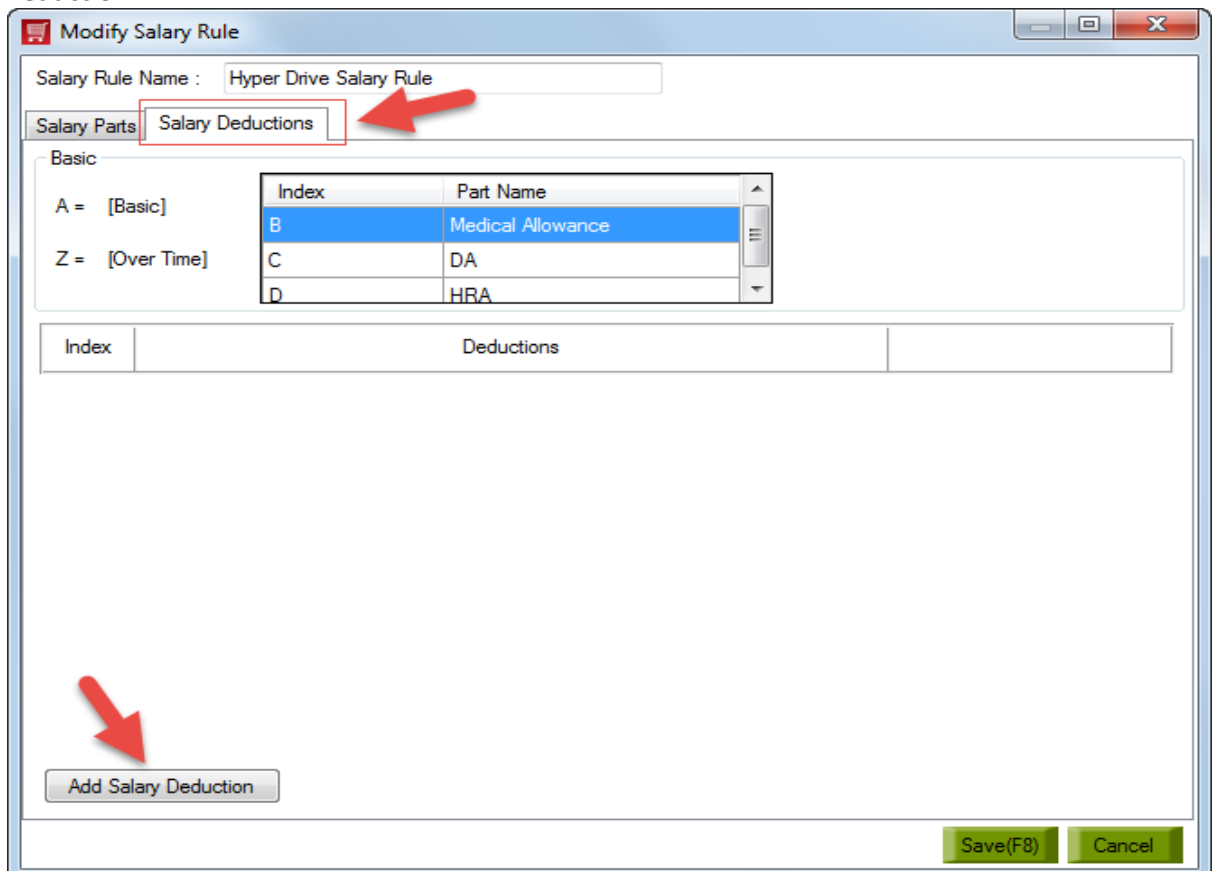


3. Click on **Create new** button.



4. **Add New Salary Rule** screen will be displayed. Enter the salary rule.

5. In the **Add New Salary Rule** screen select **Salary Deductions** and Click on **Add Salary Deduction**.





6. Click on the **3 dotted**  button besides Salary Deduction Name.

Modify Salary Rule


Salary Rule Name : Hyper Drive Salary Rule

Salary Parts | Salary Deductions

Basic

Index	Part Name
B	Medical Allowance
C	DA
D	HRA

A = [Basic]
Z = [Over Time]

Index	Deductions
E =	Salary Deduction Name : <input type="text"/>  <input type="button" value="Delete"/> Contribution By Employee : <input type="text"/> Contribution By Employer : <input type="text"/> Calculation Base : <input type="text"/>

Add Salary Deduction

Save(F8) Cancel

7. From **Manage Salary Deduction Definition** screen, click on **Add Salary Deduction Definition**.

Manage Salary Deduction Definition

+ [arrow] - +


Deduction Name	Employee Amount	Employee Is Percent	Employer Amount	Employer Is Percent	Employee Min Contribution	Employee Ma Contribution
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Total Records : 0

OK Cancel





8. **Add New Salary Deduction Definition** screen will be displayed, click on **3 dotted**  button besides Salary Deduction Name field.

Add New Salary Deduction Definition

Salary Deduction Name : ...

Salary Deduction Printable Name : ...

Employee Contribution

Amount : Is Percent :

Minimum Amount : Maximum Amount :

Maximum Calculation Base :

Employer Contribution

Amount : Is Percent :

Minimum Amount : Maximum Amount :

Maximum Calculation Base :

Employee Payable A/c : ...

Has Sub Parts :

Employer Payable A/c : ...

Employer Expense A/c : ...

Deduction Applicability

Is Applicable On Actual :

Min Calculation Base : Max Calculation Base :

Applicable On All Months : Select Month : January February March April May June

Rounding Type

Round Up Round Off Round Down

Round Amount to nearest :

9. Click on **Add Salary Deduction** .Enter the deduction name in **Add Salary Deductions** screen and click on **OK**.

Manage Salary Deductions

Salary Deductions:

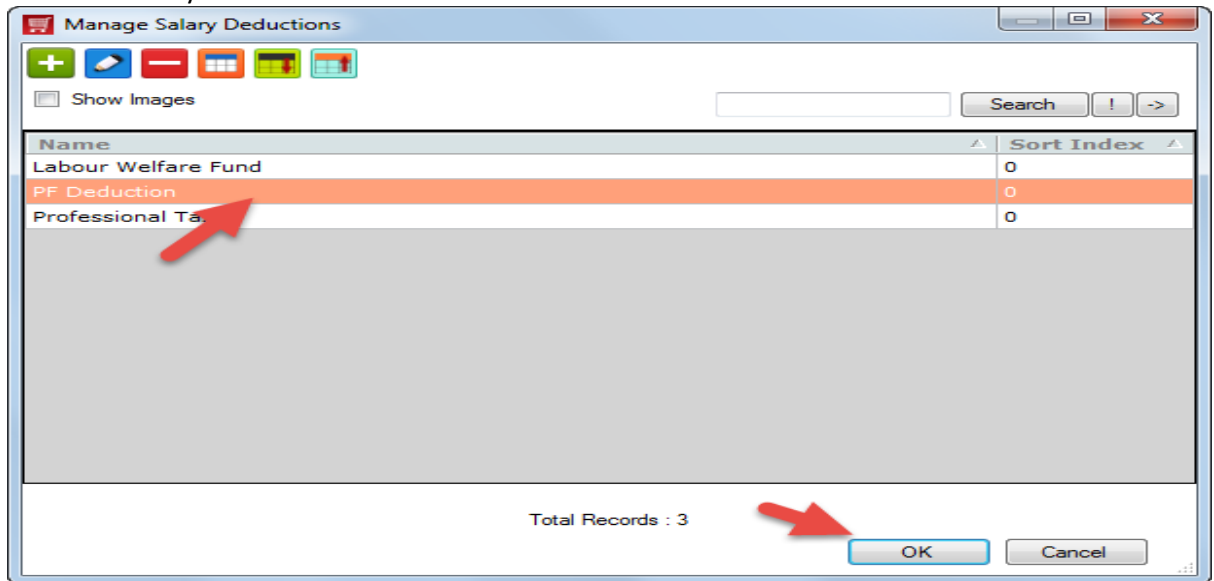
Sort Index :

[Add Photo](#) [Remove Photo](#)

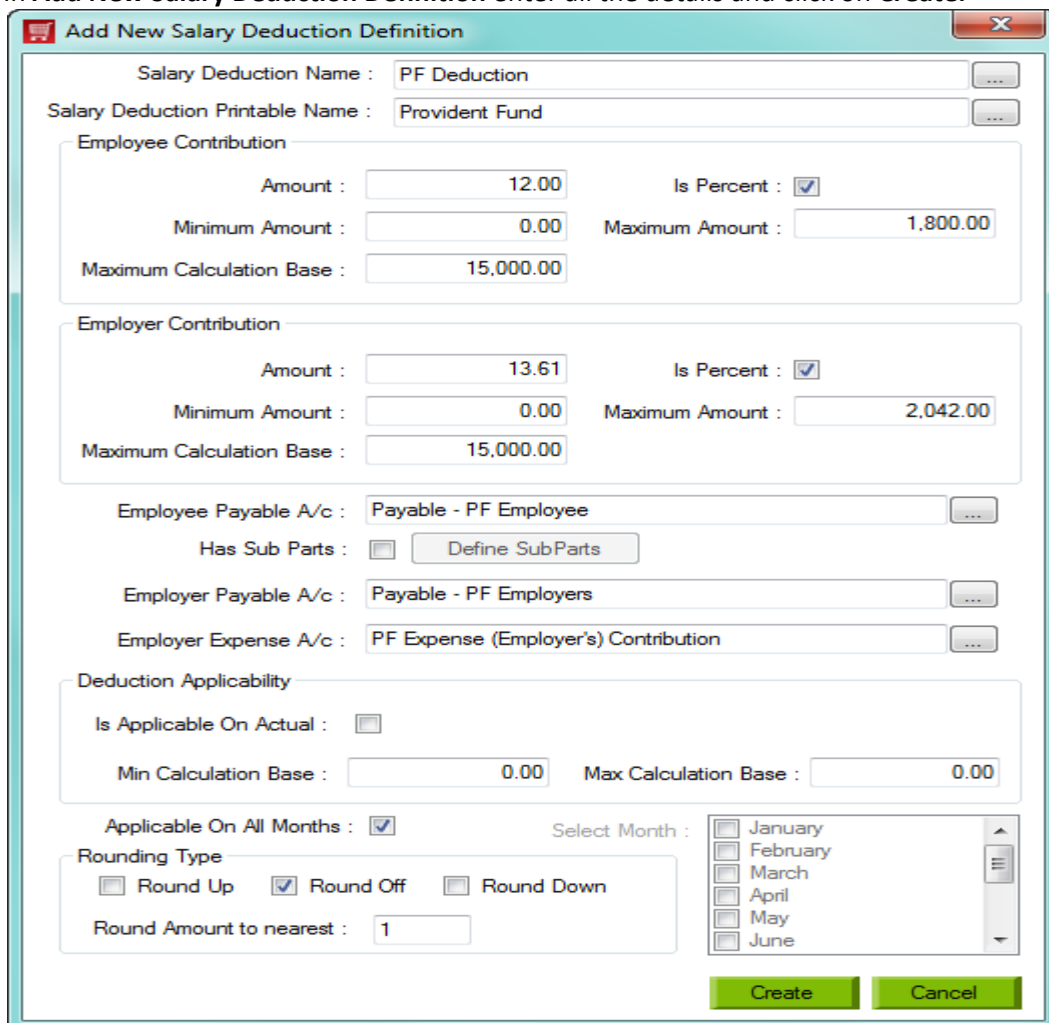
Total Records : 1



10. Similarly enter other salary deductions.
11. **Manage Salary Deductions**; screen displays all deductions names that you have defined. Select the salary deduction name to set the deduction rule and click on **OK**.



12. Select the Salary Deduction Printable Name.
13. In **Add New Salary Deduction Definition** enter all the details and click on **Create**.





I. Employee Contribution:

- **Amount:** The amount contributed by the employee for the deduction
- **Minimum Amount:** Enter the employee minimum contribution for the deduction.
- **Maximum Amount:** Enter the employee minimum contribution for the deduction.
- **Maximum Calculation Base:** Enter the base value to calculate the employee contribution. Here in the above example, employee contribution i.e. 12 % will be calculated on maximum calculation base i.e., 15000 which will be equal to 1800.

Note: If you not specified the maximum calculation base to calculate the contribution, then the employee contribution is calculated on employee basic salary.

II. Employer Contribution:

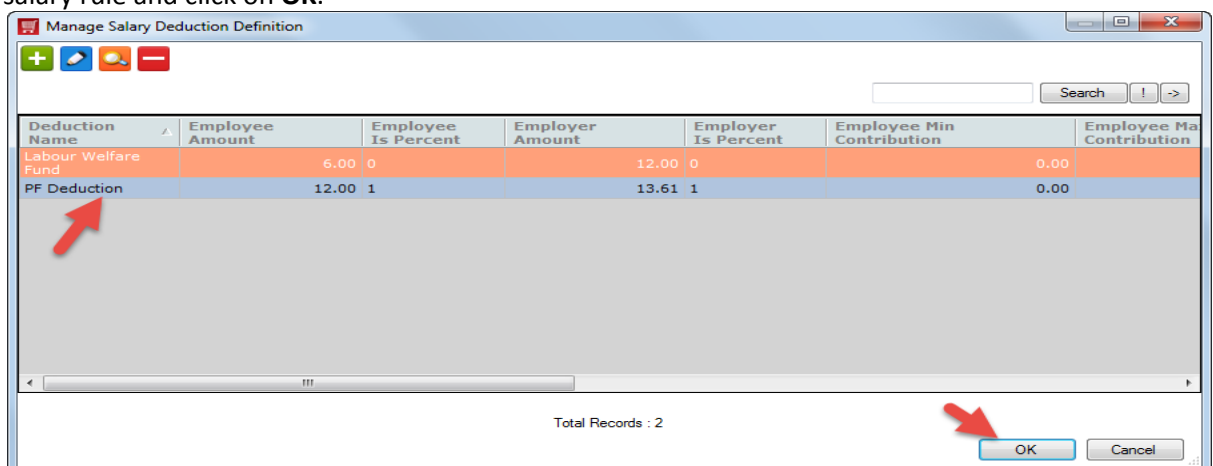
- **Amount:** The amount contributed by the employer for the employee.
- **Minimum Amount:** Enter the employer's minimum contribution for the deduction.
- **Maximum Amount:** Enter the employee minimum contribution for the deduction.
- **Maximum Calculation Base:** Enter the base value to calculate the employee contribution. Here in the above example, employee contribution i.e. 13.61 % will be calculated on maximum calculation base i.e., 15000.
- **Employee Payable A/c:** Select Employee Payable A/c as required.
- **Has Sub Parts:** Check the checkbox if you want to break the contribution in sub parts. Click on to create subparts.
- **Employer Payable A/c:** Select employer Payable A/c.
- **Employer Expense A/c:** Select the employer expense A/c.

III. Deduction Applicability:

- **Min Calculation Base:**
- **Max Calculation Base:**
- **Is Applicable on All Months:** Check this checkbox if deduction is calculated for all month. Unchecking the checkbox, you can select the month for which deduction needs to calculate.
- **Rounding Type:** Select the rounding option and enter the value in **Round Amount to nearest** field.

14. Similarly define other deduction rules.

15. From **Manage Salary deduction definition**, select the deduction name to associate with salary rule and click on **OK**.





16. This will display the employee and employer's contribution details as shown below. Enter the Calculation Base. Here in the below the screen shot I have entered A+C (A= Basic Salary C = DA) as a calculation base.

Modify Salary Rule

Salary Rule Name : Hyper Drive Salary Rule

Salary Parts | Salary Deductions

Basic

A = [Basic]

Z = [Over Time]

Index	Part Name
B	Medical Allowance
C	DA
D	HRA

Index	Deductions
E =	Salary Deduction Name : PF Deduction Contribution By Employee : 12 % Contribution By Employer : 13.61 % Calculation Base : A+C

Add Salary Deduction

Save(F8) Cancel

17. To add other deductions to the salary rule, click on **Add Salary Deduction** and select the salary deduction name.

Modify Salary Rule

Salary Rule Name : Hyper Drive Salary Rule

Salary Parts | Salary Deductions

Basic

A = [Basic]

Z = [Over Time]

Index	Part Name
B	Medical Allowance
C	DA
D	HRA

Index	Deductions
E =	Salary Deduction Name : PF Deduction Contribution By Employee : 12 % Contribution By Employer : 13.61 % Calculation Base : A+C
F =	Salary Deduction Name : Labour Welfare Fund Contribution By Employee : 6 (fixed) Contribution By Employer : 12 (fixed) Calculation Base : A

Add Salary Deduction

Save(F8) Cancel

