

How to add employees, issue pay slips and related accounting?

BUZZ EXPANDER SCHOOLS

SCHOOL Options | STUDENT Data | **EMPLOYEE Data** | FINANCE Data | LOGOUT Log Out

To add employee details click on Employee details

Add Employee

Personal Information

* EMPLOYEE NAME: Full Name
* GENDER: Male, Female
* PLACE OF BIRTH: City
* DATE OF BIRTH (STRICTLY DD-MM-YYYY): DD-MM-YYYY
Age (as on today):
* CONTACT NUMBER: 10-digit number
EMAIL: Email ID
* QUALIFICATION: B Tech
* PHOTO (PNG / JPG ONLY): Choose File | No file chosen

Served for : DD-MM-YYYY

* PREVIOUS ORGANIZATION: Institute Name
* ADDRESS: Complete Permanent
* CITY: City
* STATE: State
Contact Number
* CURRENT POSITION: Select
* STANDARD: Select
SECTION: Select
Payslip Information
* PAYMENT BANK: SBI
* PAYMENT LOCATION: Jalgaon
ACCOUNT NUMBER
PAY SCALE: 10000 - 20000
SCALE TYPE: Type
DATE OF INCREMENT: 21-05-2016

SAVE

Add employee details
And click on save

Skool Admission x Skool Admission x

https://www.skooladmission.com/employee_list.php

BUZZ EXPANDER SCHOOLS SCHOOL Options STUDENT Data EMPLOYEE Data FINANCE Data LOGOUT Log Out

Go to manage salary

View / Edit Add Employee

Current Session : 2016-2017 (To change, click [HERE](#))

#	EMPLOYEE NAME	POSITION	ACTION
1	Rahul Sharma	Class Teacher	Edit Details Manage Roles Manage Salary
2	Amol Deshpande	Teacher	Edit Details Manage Roles Manage Salary
3	Mahesh Mahajan	Teacher	Edit Details Manage Roles Manage Salary
4	Atul Mali	Board Member	Edit Details Manage Roles Manage Salary

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https://www.skooladmission.com/employee_salary.php

Generate Salary For the Month of :
May 2016

DA = % of (Basic Pay + Grade Pay)

HRA = % of (Basic Pay + Grade Pay)

Earnings :

#	HEAD	AMOUNT
1	Basic Pay	<input type="text" value="10000"/>
2	Grade Pay	<input type="text" value="5000"/>
3	DA	<input type="text" value="14250"/>
4	HRA	<input type="text" value="1125"/>
5	Head	<input type="text" value="Amount"/>

Deductions :

#	HEAD	AMOUNT
1	Professional Tax	<input type="text" value="200"/>
2	E. P. F.	<input type="text" value="100"/>
3	Head	<input type="text" value="Amount"/>

GROSS EARNINGS **DEDUCTIONS** **NET INCOME**

Select Month and appropriate heads and save. If you don't know how to add new heads. Kindly go through the finance settings tutorial.

Skool Admission | Skool Admission | https://www.skooladmission.com/school_entries_sal.php

Account Entry

www.skooladmission.com says:
Saved Successfully

GO BACK

Save all vouchers and Click on Ok

Earnings (Payment Voucher)

Date	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION
21-10-2016	Dr Basic Pay - 10000 Grade Pay - 5000 DA - 14250 HRA - 1125	30375		Salary Deposited - Amol Deshpande -
Voucher No 37				
	Cr SBI		30375	

SAVE

Deductions (Receipt Voucher)

Date	A/C PARTICULARS	DEBIT	CREDIT	DESCRIPTION
21-10-2016	Cr Professional Tax - 200 E. P. F. - 100		300	Salary Deposited - Amol Deshpande -

Skool Admission | Skool Admission | https://www.skooladmission.com/employee_salary.php

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Amol Deshpande

Past Months Salary


#	MONTH	AMOUNT	ACTION
1	May 2016	30075	🔍 📄
2	Apr 2016	28575	🔍 📄

To generate pay slip for an employee click on green icon

Generate Salary For the Month of :
Select

pdf_payslip.php x Skool Admission x

https://www.skooladmission.com/pdf_payslip.php



Era Public School, Khapar
 Khapar, Taluka: Akkalkuwa, District: Nandurbar, Maharashtra

Employee Name	Amol Deshpande	Bank Name	State bank of india
Position	Teacher	Bank Account No	31111893265
Qualification	B. Tech	Scale Type	Mission
Payslip Location	jalgaon	Pay Scale	1000-2000
Salary Date	20-10-2016	Date of Increment	15-05-2012

Earning	Amount	Deduction	Amount
Basic Pay	10000	Professional Tax	200
Grade Pay	5000	E. P. F.	100
DA	12750		
HRA	1125		
Gross Earnings	28875	Deductions	300
		Net Income	28575

Tutorial Complete