






Salary Structure

Salary Structure Components

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Earnings

| Name | Earning Type | Calculation Type | Consider for EPF | Consider for ESI | Status |
|-------------------------------------|---------------------------------|--------------------------|------------------|------------------|--|
| BASIC SALARY | BASIC SALARY | Percent; 50% of CTC | Yes | Yes | Active  |
| HRA | DA | Percentage; 30% of Basic | No | No | Active  |
| Special Allowance | Special Allowance Allowance | Percentage; 0% | No | No | Active  |
| Conveyance | Conveyance Allowance | Fixed; Flat Amount | No | No | Active  |
| Medical Expenses | Medical Expenses | Fixed; Flat Amount | No | Yes | Active  |
| Salary Bonus | Monthly Bonus | Fixed; Flat Amount | Yes | No |  |
| Commission | Laptop or Communication Charges | Fixed; Flat Amount | No | No |  |
| Transport Allowance | Other Allowance | Fixed; Flat Amount | No | No | Active  |

Edit
Mark as Inactive

In this section, you can view and manage the different components of the salary structure. The list shows details like the name of the earning, its type, its calculation type, and whether it's considered for EPF and ESI. It also shows the current status - active or inactive. To make changes, click on the three-dot icon beside the status column. A pop-up will appear where you can update the calculation type and change its status as active or inactive, based on your organisation's requirements. However, some core components like Basic Salary, HRA, and Special Allowance cannot be marked inactive.

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