Payout Setting

- Overview Video

Overview Video

https://www.youtube.com/embed/RG_p1XuvQ3c

Step-by-Step Tutorial Guide

Step 1: Open the Payout Settings Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Business Settings**.
3. Click **Payout Settings**.
4. The **Payout Settings** page opens.

This section allows administrators to configure how employee salaries are calculated and when payouts are processed.

Step 2: Configure Monthly Salary Calculation

1. Locate the **Calculate monthly salary based on** section.
2. Select the preferred salary calculation method.
3. Choose the number of days that should be considered for monthly salary calculation from the available dropdown options.
4. Verify that the selected option matches your organization's payroll policy.

This setting determines the basis on which monthly salary calculations are performed.

Step 3: Configure the Pay Cycle

1. Scroll to the **Pay Day** section.
2. Select when employee salaries should be processed.
3. Choose one of the available options, such as:
    - The last working day of every month.
    - A specific day of every month.
4. If a fixed day is selected, choose the required date from the dropdown.

This configuration defines the organization's monthly salary payout schedule.

Step 4: Configure Holiday Payout Behavior

1. Locate the option related to salary payouts on holidays.
2. Enable or disable the setting according to your organization's policy.
3. If enabled, salary will be processed even when the selected payout date falls on a holiday.

This helps ensure salary processing follows company payroll guidelines during holidays.

Step 5: Set the Payroll Processing Start Date

1. Locate the **Start your first payroll from** field.
2. Select the required payroll start month from the dropdown list.
3. Verify the selected month before proceeding.

This determines the month from which payroll processing will begin in the system.

Step 6: Configure the Salary Pay Date

1. Locate the **Select a pay date for your first payroll** field.
2. Select the appropriate salary payout date.
3. Ensure the selected date aligns with your organization's payroll schedule.

This setting defines the first salary payout date after payroll configuration.

Step 7: Save the Payout Settings

1. Review all configured payroll settings.
2. Verify:
    - Monthly salary calculation method.
    - Pay cycle.
    - Holiday payout preference.
    - Payroll start month.
    - First salary payout date.
3. Click **Save & Next** to save the configuration.

The payout settings are now successfully updated and will be applied during payroll processing.

Key Benefits of Payout Settings

- Standardizes monthly payroll processing.
- Configures organization-wide salary calculation rules.
- Supports flexible pay cycle management.
- Defines payroll start and payout schedules.
- Ensures payroll follows company policies for holidays and salary calculations.

- Improves payroll accuracy and consistency.

End of Tutorial

You have now completed the **Payout Settings** configuration in TankhaPay.

This module enables organizations to configure salary calculation methods, pay cycles, and payroll schedules, ensuring accurate and timely salary processing for employees.