Overview Video

https://www.youtube.com/embed/38cPtNhcZ-0

Step-by-Step Tutorial Guide

Step 1: Open the Payroll Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Payroll**.
3. Click **Payroll** to expand the available options.
4. Open the payroll processing dashboard.

This module enables HR teams to verify attendance, generate salary advice, approve payroll, process salary payments, and view employee pay summaries.

Step 2: Verify Employee Attendance

1. Click **Bulk Attendance Summary**.
2. Select the required:
   - Payroll Month
   - Organization or Business Unit (if applicable)
3. Review the attendance summary displayed for all employees.
4. Verify attendance details before proceeding with payroll.
5. Ensure there are no pending attendance discrepancies.

Attendance verification ensures salary calculations are based on accurate attendance records.

Step 3: Generate Salary Advice

1. Navigate to **Generate Payment Advice**.
2. Select the required payroll period.
3. Review the employee salary details displayed on the screen.
4. Click **Generate Salary Advice**.
5. Wait for the system to process the salary advice.

The system calculates employee salaries based on attendance, earnings, deductions, and payroll configurations.

Step 4: Review Generated Salary Advice

1. Once salary advice is generated, review the payroll summary.
2. Verify employee details such as:
    - Employee Name
    - Salary Components
    - Earnings
    - Deductions
    - Net Pay
3. Ensure the payroll information is accurate before approval.

Reviewing the payroll summary helps identify any discrepancies before finalizing payroll.

Step 5: Approve Payroll

1. Click **Approve Payroll**.
2. A confirmation window appears.
3. Review the approval message.

4. Click **Approve** to confirm payroll approval.

Once approved, payroll data is locked and becomes available for salary payment processing.

Step 6: Process Salary Payments

1. Navigate to **Payouts** from the Payroll menu.
2. The list of approved payroll batches is displayed.
3. Locate the payroll batch to be processed.
4. Click **Record Payment**.

This section allows HR to record salary payments after payroll approval.

Step 7: Record Salary Payment

1. In the **Record Payment** window, enter the required payment details.
2. Configure information such as:
   - Payment Date
   - Payment Mode
   - Payment Reference Number (if applicable)
3. Verify all entered details.
4. Click **Record Payment** to save the payment information.

Recording the payment updates the payroll status and maintains salary payment records.

Step 8: Verify Payment Status

1. Return to the **Payouts** page.

2. Confirm that the payroll status has been updated successfully.
3. Review the payment details if required.

This ensures salary payments have been successfully recorded.

Step 9: View Employee Pay Summary

1. Navigate to **Employee Pay Summary Report**.
2. Select the required payroll month.
3. Review the employee-wise payroll summary.
4. The report displays information such as:
   - Employee Name
   - Gross Salary
   - Earnings
   - Deductions
   - Net Salary
   - Payment Status
5. Use the available filters to search for specific employee records.

The Employee Pay Summary Report provides a consolidated view of processed payroll.

Step 10: View Employee Salary Slip

1. From the Employee Pay Summary Report, locate the required employee.
2. Click the **View** or **Salary Slip** icon.
3. The employee's salary slip opens.
4. Review salary details, including:
   - Employee Information
   - Earnings
   - Deductions
   - Net Pay
   - Payroll Period
5. Download or print the salary slip if required.

This feature allows HR to verify and share salary slips with employees.

Key Benefits of the Payroll Module

- Verify attendance before payroll processing.
- Automatically generate salary advice.
- Streamline payroll approval workflows.
- Record salary payments efficiently.
- View employee-wise payroll summaries.
- Generate and review salary slips.
- Maintain accurate payroll and payment records.

End of Tutorial

You have now completed the **Payroll Processing** walkthrough in TankhaPay.

This module enables HR teams to verify attendance, generate salary advice, approve payroll, record salary payments, and access employee salary summaries and salary slips from a centralized payroll management system.

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