

Salary Structure Components

Learn how to configure and customize **Salary Structure Components** in the TankhaPay Business Portal using the Onboarding Assistant. In this video, we demonstrate how to manage earning components that form the foundation of your organization's salary structure. Easily view, edit, and customize salary components to match your company's payroll policies and statutory requirements. You'll learn how to:

- Access the **Salary Components** section from the Onboarding Assistant
- View earning components such as Basic Salary, HRA, Special Allowance, Conveyance, Medical Allowance, and more
- Edit component names to suit your organization's salary structure
- Configure custom allowances based on business requirements
- Set calculation percentages for salary components
- Define whether components are applicable for **EPF** and **ESIC** contributions
- Activate or deactivate salary components as per your company policy
- Save and apply updated salary structure settings

A well-configured salary structure ensures accurate payroll processing, statutory compliance, and flexibility in designing compensation packages.

- [Overview Video](#)

Overview Video

<https://www.youtube.com/embed/fAu8DyzJ0tU>

Step-by-Step Tutorial Guide

Step 1: Open Salary Structure Components

1. Log in to the TankhaPay Business Portal.
2. From the left-side navigation menu, navigate to **Payroll Management** or **Business Settings** (depending on your portal configuration).
3. Click on **Salary Structure Components**.

The Salary Structure Components page displays all the components currently configured in the system.

Step 2: Review Existing Salary Components

1. On the Salary Structure Components page, review the available components.
2. The list may display:
 - Component Name
 - Component Code
 - Component Type

- Taxability
- Status
- Actions

This allows administrators to manage all salary components from a single location.

Step 3: Create a New Salary Component

1. Click on **Add Component** or **Create Salary Component**.
2. The component creation form will open.

This form is used to configure a new salary component.

Step 4: Enter Basic Component Details

Fill in the required information, including:

- Component Name
- Component Code
- Description (if applicable)

Use meaningful names that clearly identify the salary component.

Examples:

- Basic Salary
- House Rent Allowance (HRA)
- Conveyance Allowance
- Special Allowance
- Professional Tax

Step 5: Select the Component Type

Choose the appropriate **Component Type**.

Depending on your organization's configuration, options may include:

- Earnings
- Deductions
- Reimbursements
- Employer Contributions
- Statutory Components

Selecting the correct type ensures proper payroll calculations.

Step 6: Configure Calculation Method

Choose how the component amount will be calculated.

Common calculation methods include:

- Fixed Amount
- Percentage of Basic Salary
- Percentage of Gross Salary
- Formula-Based Calculation
- Manual Entry

Select the method that matches your organization's payroll policy.

Step 7: Configure Tax and Statutory Settings

Set the applicable tax and compliance options for the component.

Depending on the component, configure:

- Taxable or Non-Taxable
- PF Applicability
- ESIC Applicability
- Professional Tax Inclusion
- Other Statutory Rules

These settings help ensure accurate payroll and statutory compliance.

Step 8: Define Component Limits (If Applicable)

If required, configure:

- Minimum Value
- Maximum Value
- Default Value
- Percentage Limits

These limits help standardize salary calculations across the organization.

Step 9: Set Component Status

Choose whether the component should be:

- Active
- Inactive

Only active salary components will be available while creating salary structures.

Step 10: Save the Salary Component

1. Review all entered information.
2. Verify:
 - Component Name
 - Component Type
 - Calculation Method
 - Tax Settings
 - Status
3. Click **Save**.

The new salary component is now added successfully.

Step 11: Edit Existing Salary Components

1. Locate the required component from the list.
2. Click the **Edit** icon.
3. Update the necessary details.
4. Save the changes.

This allows administrators to keep salary components aligned with changing payroll policies.

Step 12: Manage Salary Components

From the Salary Structure Components page, administrators can:

- View component details
- Edit existing components
- Activate or deactivate components
- Search and filter components
- Maintain standardized payroll configurations

Regular maintenance ensures accurate payroll processing and compliance.

Key Benefits of Salary Structure Components

- Centralized salary component management
- Flexible earnings and deduction configuration
- Automated payroll calculations
- Accurate statutory compliance
- Standardized salary structures
- Easy component maintenance
- Improved payroll accuracy and efficiency

End of Tutorial

You have successfully learned how to configure and manage **Salary Structure Components** in the TankhaPay Business Portal. Properly configured salary components form the foundation of accurate payroll processing, statutory compliance, and consistent employee compensation management.