# 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.

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