

# Payroll Management

---

## Introduction

In a company, payroll is the sum of all financial records of salaries for an employee, wages, bonuses and deductions. In accounting, payroll refers to the amount paid to employees for services they provided during a certain period of time. Payroll plays a major role in a company for several reasons.

## PAYROLL MANAGEMENT

### What is the process of payroll?

Handling payroll typically involves sending out pay slips to employees. A payroll is a company's list of its employees, but the term is commonly used to refer to: the total amount of money that a company pays to its employees. a company's records of its employees' salaries and wages, bonuses, and withheld taxes.

### Gross

Gross Pay is the total amount paid to an employee for each pay period. It differs company to company. Some company Fix one amount to employee is called Gross.

GROSS SALARY: IS THE AMOUNT OF SALARY PAID AFTER ADDING ALL BENEFITS AND ALLOWANCES AND BEFORE DEDUCTING ANY TAX.

**Gross = Basic + DA + Allowances**

**Gross = CTC- Employer Contributions**

### CTC (Cost to Company)

Cost to Company is nothing but the cost which employer is incurring to avail services from you. Cost to Company figure is the opportunity cost of the company by hiring you as an employee and includes amount given to you and money spent by the employer. It is seen that in normal cases take home salary is around 65-70% of the CTC salary.

**CTC = Gross+ Employer Contributions + Other Benefits**

### Net Salary

Net pay is the amount of money which someone actually takes home after all of the deductions, voluntary contributions.

NET SALARY: IS WHAT IS LEFT OF YOUR SALARY AFTER DEDUCTIONS HAVE BEEN MADE.

**Net Salary = Gross- Employee Contribution**

Topic covers under this course practical session on given below list.

<b>Module – Payroll Management</b>	
<b>1. Understanding the Concept of Salary &amp; CTC etc.</b>	
<b>2. Payroll Software and Excel Practice</b>	
<b>3. Understanding Salary Processing</b>	
<b>4. Concept and Calculation of Leave &amp; Attendance Management</b>	
<b>5. Designing Salary Breakup { 'CTC to Gross, Gross to CTC, Net Pay to Gross}</b>	
<b>6. Designing Salary Breakup and Salary Slip of Employees</b>	
<b>7. Concept and Calculation of Income Tax and TDS</b>	
<b>8. Payroll Software and Excel Practice</b>	
<b>9. Payroll Input Sheet</b>	
<b>10. Payroll Register</b>	
<b>11. Full &amp; Final Calculation</b>	
<b>12. MIS Report</b>	