

**Course
&
Test Series**

Self-Made Assignment - Computerized Accounting Tally

Introduction to Payroll - Payheads in Tally

Create Payheads on Payroll Info in Tally:

1. Earnings for Employees:

These are salary components that add to the employee's gross salary.

Pay Head Name	Pay Type	Calculation Type	Example Value
Basic Salary	Earnings for Employees	As Computed Value	40% - 50% of CTC
House Rent Allowance (HRA)	Earnings for Employees	As Computed Value	40% or 50% of Basic
Conveyance Allowance	Earnings for Employees	Fixed Amount	₹1,600/month
Special Allowance	Earnings for Employees	As Computed Value	Variable

2. Deductions from Employees:

These are statutory or other deductions from salary.

Pay Head Name	Pay Type	Calculation Type	Example Value
Provident Fund (PF)	Deductions from Employees	As Computed Value	12% of Basic Salary
Employee State Insurance (ESI)	Deductions from Employees	As Computed Value	0.75% of Gross
Professional Tax	Deductions from Employees	On Slab Rate	₹200 or based on salary slab
Income Tax (TDS)	Deductions from Employees	As Computed Value	Based on tax regime

3. Employer Contributions:

These are company-paid statutory benefits.

Pay Head Name	Pay Type	Calculation Type	Example Value
Employer PF	Employer's Contribution	As Computed Value	12% of Basic
Employer ESI	Employer's Contribution	As Computed Value	3.25% of Gross
Gratuity	Provisions	As Computed Value	4.81% of Basic (approx.)

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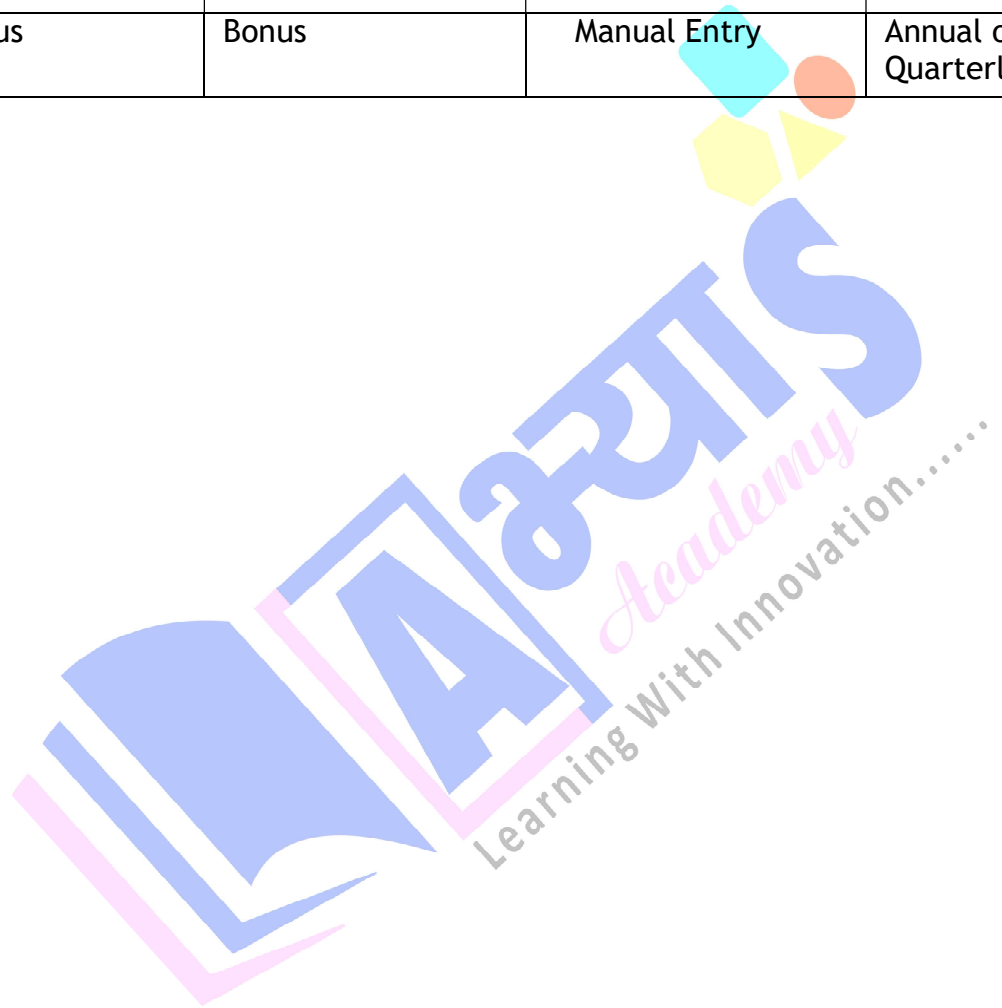
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4. Reimbursements / Others:

These are benefits or reimbursements not considered regular earnings.

Pay Head Name	Pay Type	Calculation Type	Example
Telephone Reimbursement	Reimbursements	Fixed Amount	₹500/month
Bonus	Bonus	Manual Entry	Annual or Quarterly



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