

**Course  
&  
Test Series**

**Self-Made Assignment - Computerized Accounting Tally**

**Introduction to Payroll - Create Employee Group in Tally**

**Create Employee Groups in Tally (Payroll Info)**

**1. Department-Based Employee Groups**

Group Name	Description
Sales Department	Employees involved in selling products/services
Marketing Department	Employees handling advertising, campaigns, market research
Finance Department	Accountants, cashiers, auditors, and finance managers
HR Department	Recruiters, HR executives, and managers
IT Department	Developers, network admins, tech support
Production Department	Factory workers, machine operators, plant supervisors
Logistics Department	Drivers, warehouse managers, dispatch team

**2. Designation-Based Employee Groups**

Group Name	Description
Senior Managers	Top-level management
Middle Managers	Department heads, team leads
Executives	Operational-level staff
Clerical Staff	Admin assistants, clerks
Technicians	Field engineers, mechanics
Interns	Trainees or short-term hires

**3. Location-Based Employee Groups**

Group Name	Description
Head Office - Mumbai	Corporate employees in HO
Branch - Delhi	All employees in the Delhi office
Factory - Pune	Employees working at the Pune manufacturing unit
Warehouse - Kolkata	Storekeepers, logistics staff in Kolkata warehouse

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**4. Employment Type-Based Groups**

Group Name	Description
Permanent Staff	Full-time regular employees
Temporary Staff	Short-term hires or seasonal workers
Contractual Workers	Hired through contractors
Consultants	Paid per assignment or hour

**4. Project-Based Employee Groups**

Group Name	Description
Project Alpha Team	Developers and managers assigned to Project Alpha
Construction Site A	On-site engineers and labor for a specific site
R&D Team	Staff involved in research and development

**5. Shift-Based Employee Groups**

Group Name	Description
Morning Shift	Staff working from 6 AM to 2 PM
Evening Shift	Staff working from 2 PM to 10 PM
Night Shift	Staff working from 10 PM to 6 AM
Rotational Shift	Shift-based workers with changing schedules

**6. Grade-Based or Salary Level Groups**

Group Name	Description
Grade A Employees	Senior executives, high salary range
Grade B Employees	Mid-level staff, standard pay
Grade C Employees	Entry-level staff

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