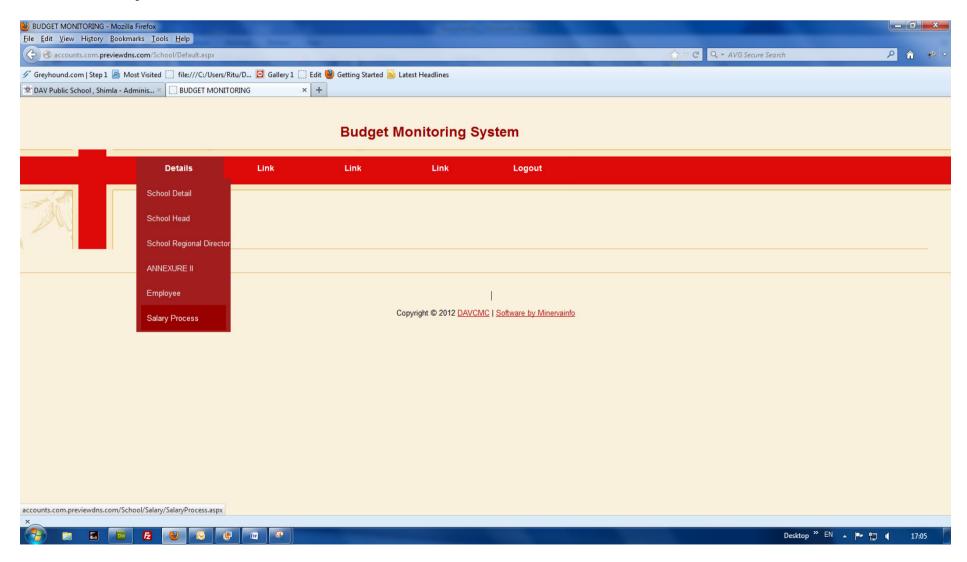
Salary for 6th Pay Commission

Login in at http://accounts.com.previewdns.com/login.aspx

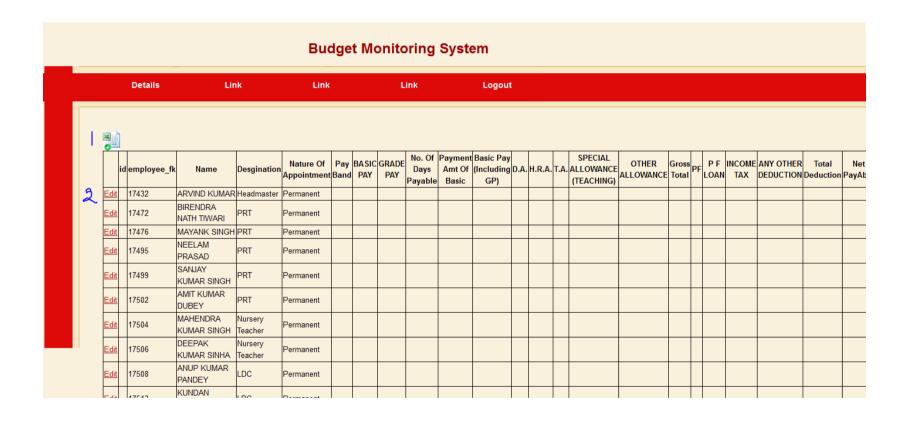
Select Salary Process



SALARY PROCESS SHEET: Two options of filling the salary

1 EXCEL FILE

2 ONLINE SALARY ENTRY



1 EXCEL FILE

- Download the excel file.
- Save it
- Open in excel
- Enter the data as required.

DO AND DONTS while saving the excel:

Do not copy paste

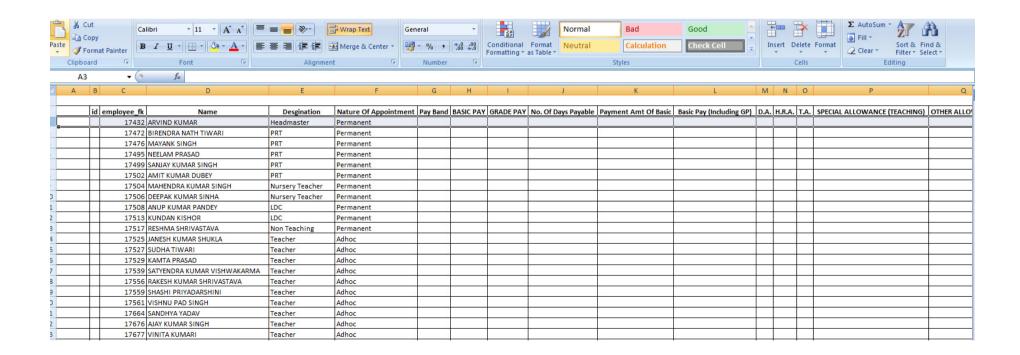
Do not format

Dot not add formula or formatting (bold, colour, merge)

Do not edit the employee name, designation, nature of appointment. This can be done later in the software once the salary is uploaded.

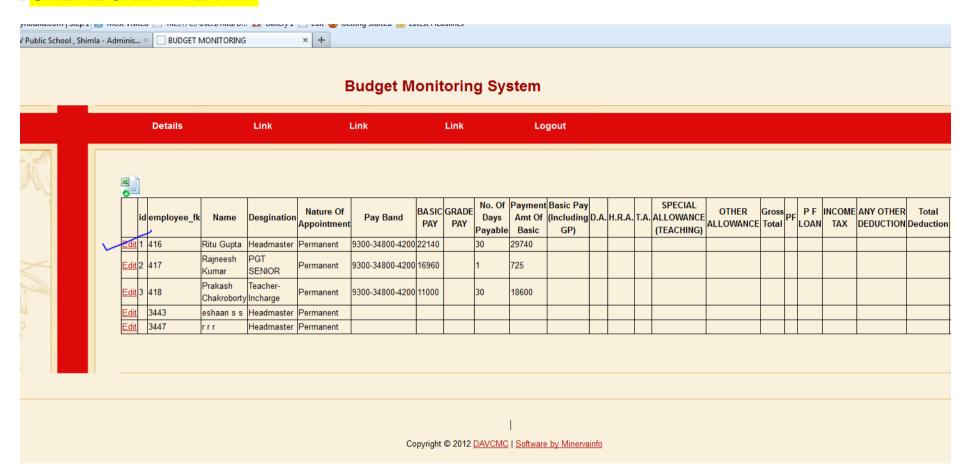
HOW DO I UPLOAD:

WE will be opening the gateway to upload the excel file in a couple of days time.

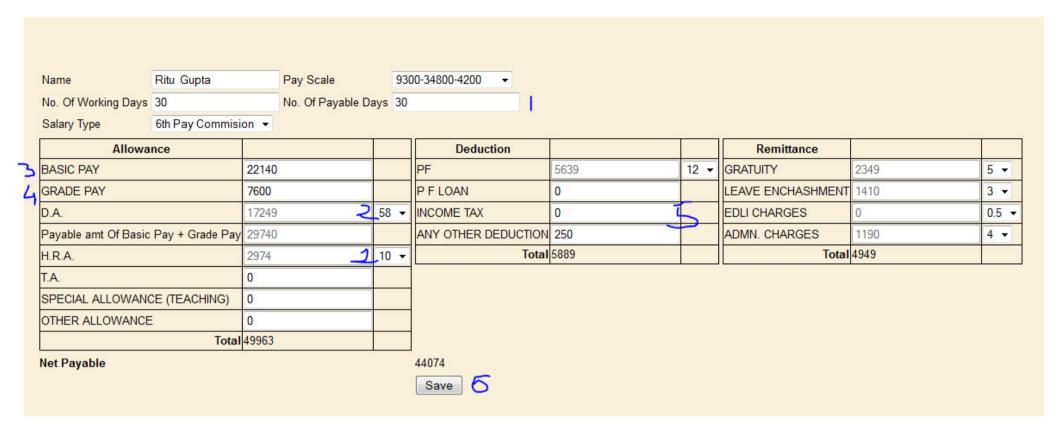


Download a demo excel file from support to see how the data needs to be filed in.

2 ONLINE SALARY ENTRY



Click on the edit to fill the salary



- 1. Fill in 30 days by default.
- 2. Select the percentage for DA and HRA.
- 3. Fill in the Basic Pay and enter . The screen will refresh to take your input.
- 4. Fill in Grade Pay and enter. The screen will refresh to take your input. You can fill in relevant TA, Special Allowance.
- 5. Fill in any other deductions.
- 6. Press Save.

Complete the process for the next employee.