HR4ON

USER GUIDE

Payroll Guide

Run payroll end to end in HR4ON: salary structures and revisions, the monthly run, payslips, arrears, final settlements and statutory work.

WHO IT'S FOR

Payroll makers, payroll checkers and payroll administrators

COVERS

Compensation, monthly payroll runs, approvals, payslips, arrears, off-cycle runs, final settlements, loans and benefits in payroll, statutory and tax, reports

HR4ON · People First. Payroll Always. · ARTRA Technologies · 2 November 2026

About this guide

This guide is for the people who prepare and check payroll in HR4ON. It follows the payroll month in the order you do the work: confirm salaries, open the run, lock the inputs, fix readiness issues, calculate, review variances, send the run to an independent checker, finalise it and release payslips. Later chapters cover arrears, off-cycle runs, final settlements for leavers, deductions that come from loans and benefits, statutory and tax work, and the reports you use to reconcile.

Payroll in HR4ON always uses **four eyes**. The **maker** (in the screenshots, Sneha Reddy, Payroll Specialist) prepares and calculates. The **checker** (Vikram Shah, Finance Manager) reviews and approves. HR4ON does not let the person who calculated or submitted a run approve it. Steps that only the checker does are marked **Checker** in this guide.

Payment of salaries is a separate step owned by finance. Finalising a payroll run fixes the amounts and hands them to **Payments & accounting**; it never moves money by itself. The Finance Guide explains payment batches and bank files.

What you can do in HR4ON

- Understand the payroll calendar, the run statuses and who does each step
- Read salary packages, pay components, formulas and structures, and follow revisions and merit cycles
- Create a payroll run, lock inputs and clear readiness blockers
- Add variable inputs such as incentives and overtime and get them approved
- Hold or exclude an employee, calculate and recalculate
- Review results and variances, explain changes and submit for approval
- Approve a run as checker, finalise it and release payslips
- Create arrears, corrections and off-cycle runs
- Prepare a full and final settlement for a leaver
- See loan, benefit and expense amounts that flow into payroll
- Work with tax declarations, proofs, rule packs and statutory returns
- Use the payroll, compensation and compliance reports

Before you start

- Open HR4ON in a web browser on your laptop, or on your phone. On a phone you can add it to your home screen and use it like an app.
- Sign in with your **username or work email** and your password. Use **Accept an invitation** the first time, or **Can't sign in?** if you are locked out.
- What you see depends on your role. If a menu or button in this guide is missing for you, ask your HR administrator.

A red outline in a screenshot shows where to click or look.

Button Words shown like this are labels you will see on screen.

The screenshots use the HR4ON demonstration company, so the names, numbers and dates are examples. The demo company runs payroll in demonstration mode: statutory amounts are demo values and net pay is never paid. Everything else works exactly as it does in a live company.

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01 Payroll at a glance

Start here. This chapter explains who does what, the monthly payroll calendar, how a run moves from status to status, and where everything lives in the Payroll workspace.

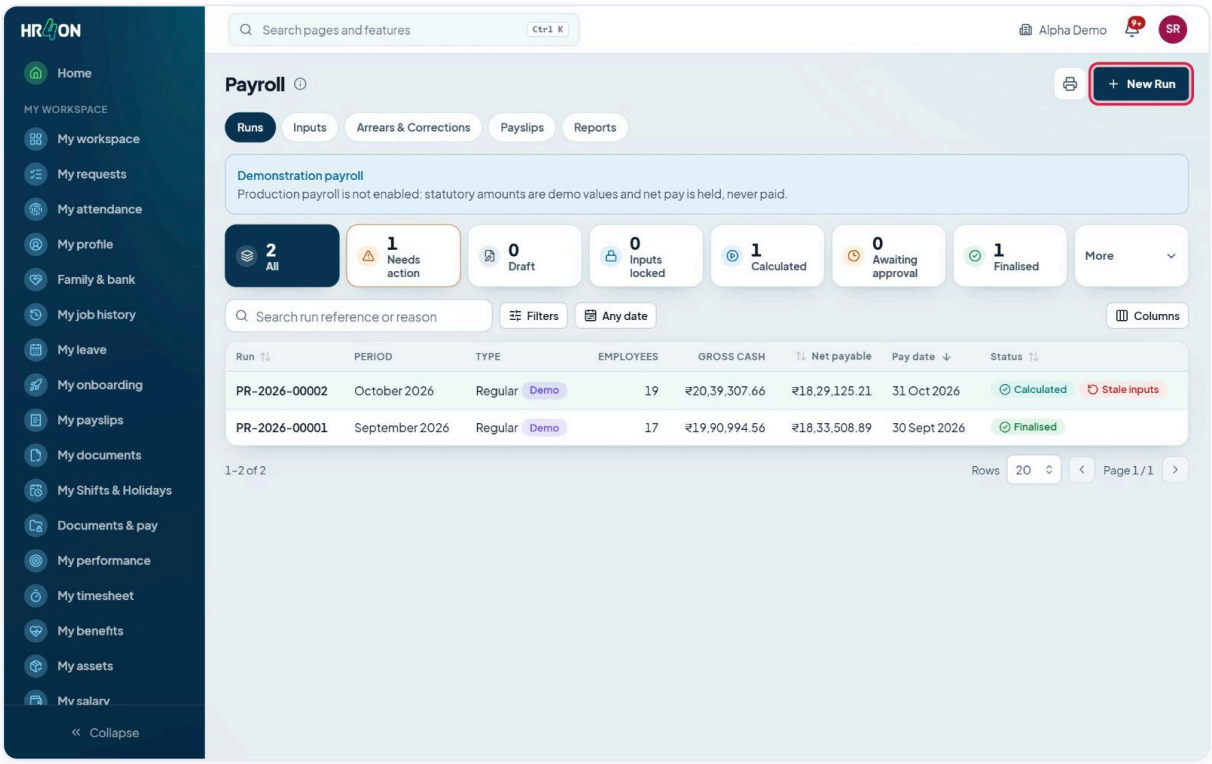
1.1 Who does what

Payroll work is split between people so that no one person can both prepare and approve pay. Knowing who owns each step helps you route questions quickly.

ROLES

- **Payroll maker**: keeps inputs up to date, creates the run, locks inputs, fixes readiness issues, calculates, explains variances, submits for approval, finalises and releases payslips. Also prepares final settlements, arrears and statutory returns.
- **Payroll checker** (often the Finance Manager): approves variable inputs and arrears entered by the maker, reviews the calculated run and approves it, or returns it with a reason.
- **HR**: proposes salary packages and revisions, records joiners and leavers, approves bank accounts and runs merit cycles. Their approved data is what payroll uses.
- **Finance**: pays the liabilities that a finalised run creates, reconciles the bank and posts accounting journals.
- **Employees**: see their payslips and payments, submit tax declarations, proofs, expenses and loan requests.

> **GOOD TO KNOW**
> - The person who calculated or submitted a run can never approve it. HR4ON blocks it even for administrators.



The Payroll workspace, as the maker sees it. The checker sees the same list.

1.2 The monthly payroll calendar

Each pay group has a calendar of pay periods. A period has an earning period, an input cutoff, an attendance window and a pay date. The calendar tells you when inputs must be in and when the run has to be finalised.

WHAT EACH PERIOD SHOWS

- **Earning period**: the days being paid, for example 1 to 31 October.
- **Cutoff**: the last day for inputs such as incentives and overtime. In the demo it is five days before the period ends.
- **Attendance**: the window of attendance and leave that payroll reads. Groups set to **Frozen attendance period** wait until attendance for that window is frozen.
- **Pay date**: the date employees are paid. Monthly groups pay on a chosen day of the next month or on the last day of the period.
- **Locked / Open**: a period becomes locked when its regular run is finalised.

HOW TO DO IT

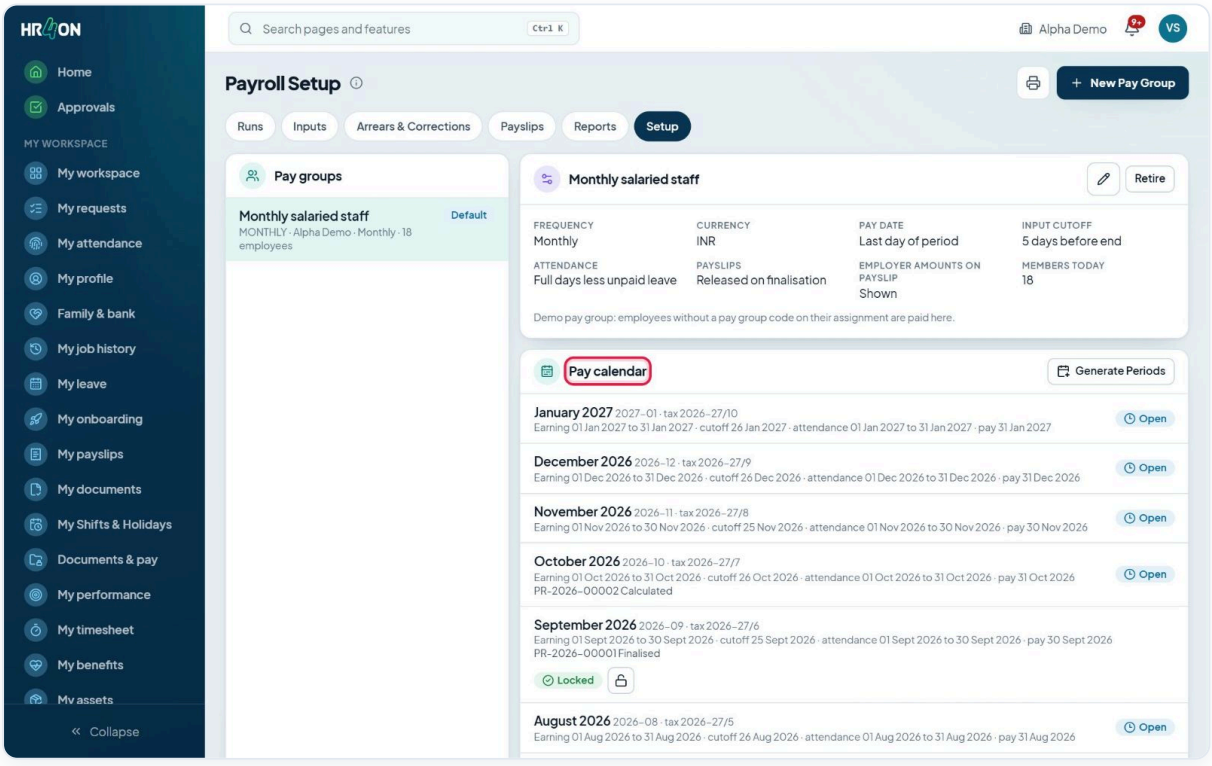
1. Open **Payroll** from the **Pay** section of the menu.
2. Select the **Setup** tab (shown to people who manage payroll setup).
3. Choose a pay group on the left to see its rules and its **Pay calendar**.

TIP

- A typical month: inputs are added and approved until the cutoff, attendance is frozen, the maker locks inputs and calculates in the last week, the checker approves, and the run is finalised before the pay date.
- Payroll administrators use **Generate Periods** to add future periods. Existing periods are kept.

GOOD TO KNOW

- A locked period can only be reopened by someone with unlock rights, with a reason, and only so that a new regular run can follow a reversal.



Payroll Setup: the pay group rules and its calendar of periods.

1.3 Run statuses, in order

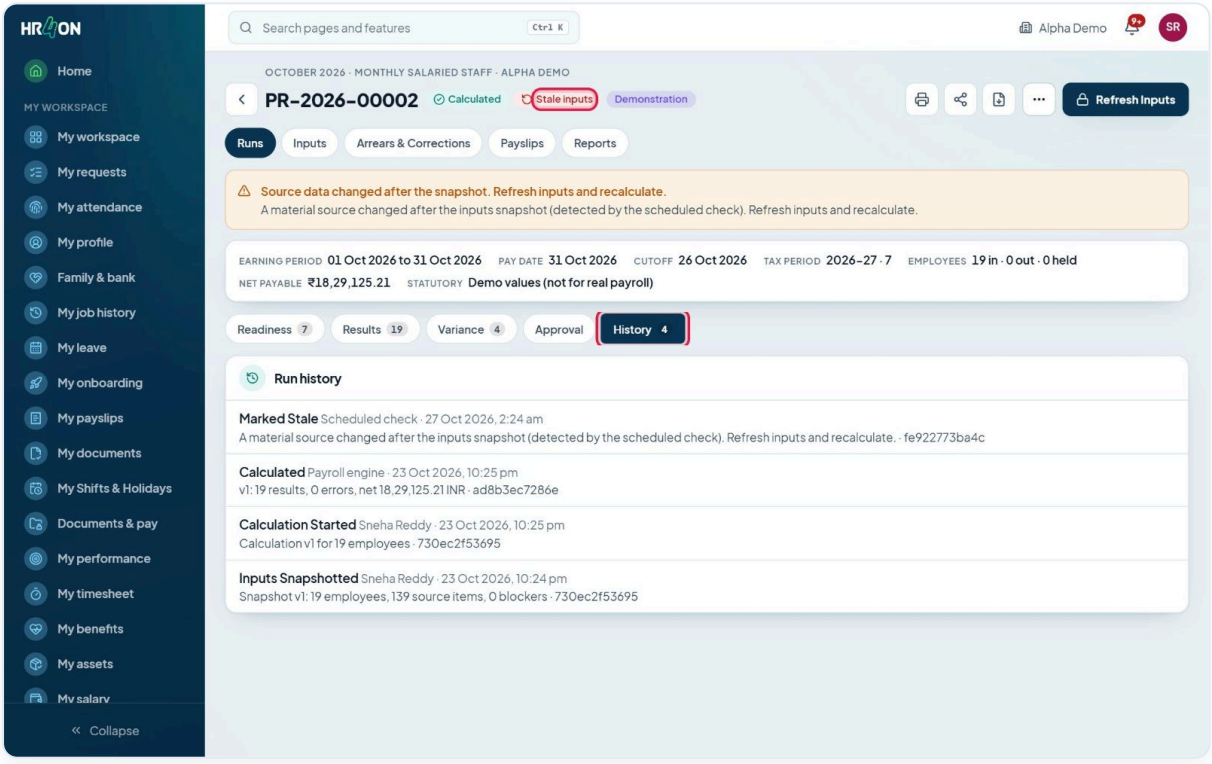
A payroll run moves through fixed statuses. The badge next to the run reference always shows where it is, and a blue **Next** banner on the run tells you the next step.

STATUSES

- **Draft**: the run exists; nothing is locked yet.
- **Inputs locked**: HR4ON has taken a snapshot of who is paid and which approved inputs are included, and has checked readiness.
- **Calculating**: the payroll engine is working through employees. A progress count is shown.
- **Calculated**: results are ready for review by the maker.
- **Awaiting approval**: submitted to the checker.
- **Approved**: the checker approved this exact calculation.
- **Finalised**: results, balances and payment liabilities are posted and can no longer change. Payslips are created.
- **Cancelled**: stopped before finalisation; reserved inputs are released for another run.
- **Stale inputs** (red badge): a source changed after the snapshot, for example a leave approval or a salary change. Refresh the inputs and recalculate.

GOOD TO KNOW

- You cannot submit a run with open blockers, with stale inputs, or with variances above the threshold that are not explained.
- If a source changes after approval, the approval is invalidated and the run goes back to **Calculated**.



A run that went Draft, Inputs locked, Calculated and was then marked stale by the scheduled check.

1.4 Find your way around the Payroll workspace

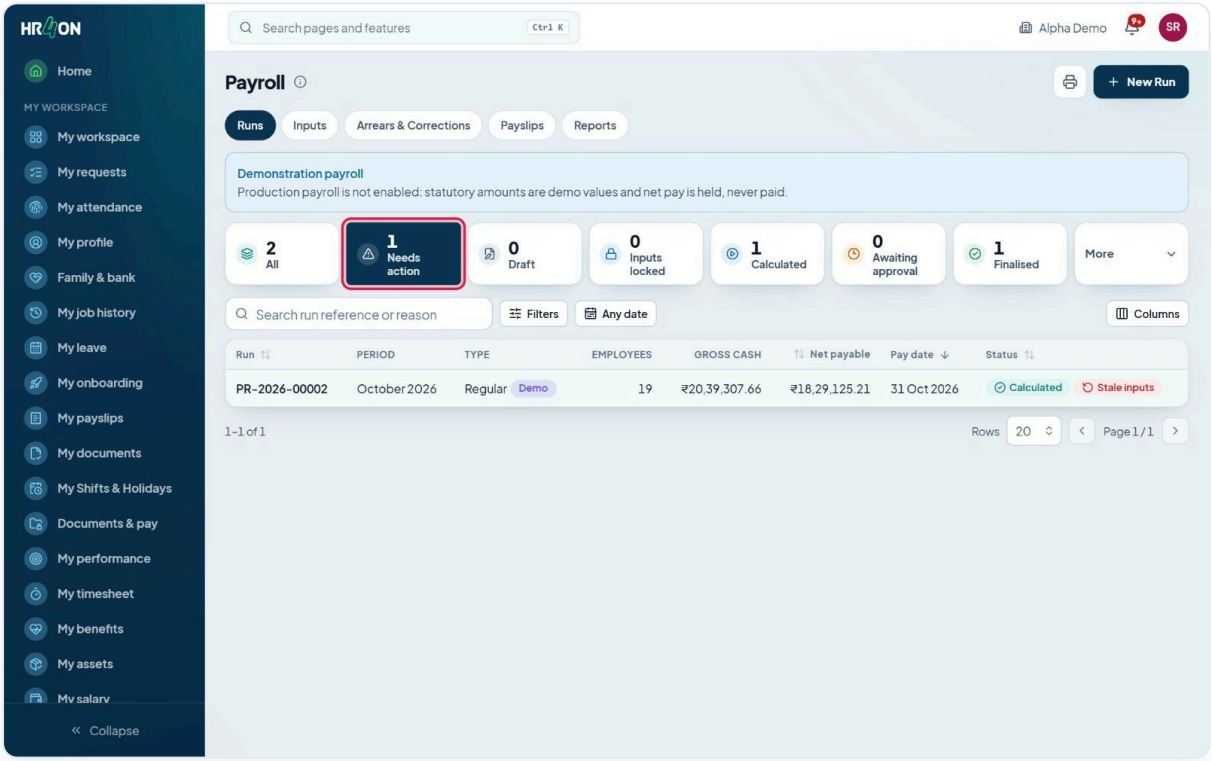
Everything for running payroll sits under **Payroll** in the **Pay** section. The tabs at the top of each page switch between its areas.

PAYROLL TABS

- **Runs**: every payroll run, with count tabs for **Needs action**, **Draft**, **Inputs locked**, **Calculated**, **Awaiting approval**, **Finalised** and more.
- **Inputs**: variable inputs such as incentives, one-off deductions and overtime hours.
- **Arrears & Corrections**: backdated salary changes and manual corrections to finalised results.
- **Payslips**: every statement version, released or not.
- **Reports**: register, variance and exceptions, year-to-date balances and reconciliation.
- **Setup**: pay groups and calendars (payroll administrators).

TIP

- Related areas live next to Payroll in the menu: **Compensation**, **Statutory & tax**, **Payments & accounting**, **Loans & advances** and **Final Settlements**.
- Use **Search pages and features** (Ctrl K) to jump to any page by name.



Runs that need action: stale inputs, open blockers or a decision waiting.

02 Salary packages, components and structures

Payroll pays what Compensation approves. HR proposes packages and revisions; payroll reads them, checks them and uses them in every run. This chapter explains the pay components, formulas and structures behind each package so you can trace any amount on a payslip.

2.1 The compensation register

The register lists every employee with the salary package in force on a date. Use it to confirm that joiners have a package before you lock inputs, and to look up anyone's CTC and monthly gross.

WHAT YOU SEE

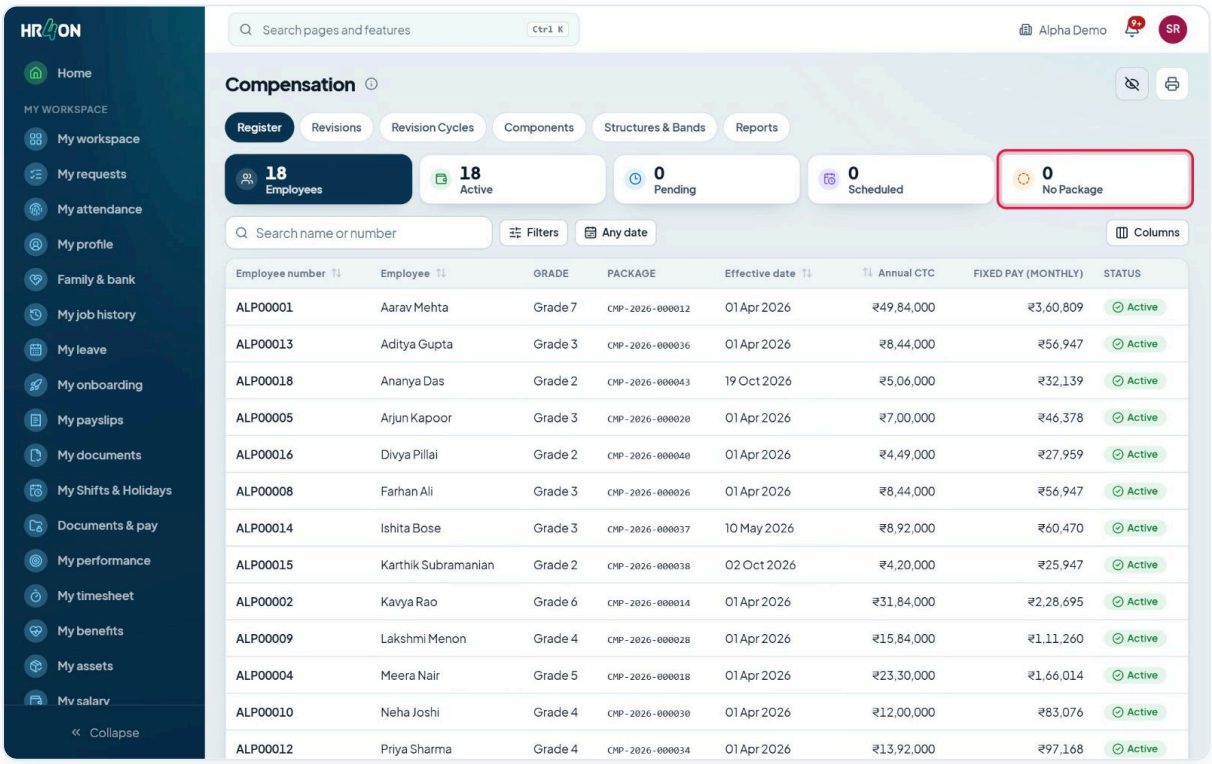
- Count tabs: **Employees**, **Active**, **Pending** (a proposal is waiting), **Scheduled** (a package starts later) and **No Package**.
- **Annual CTC** is the cost to company, not take-home pay. **Fixed pay (monthly)** is the recurring monthly cash.
- Amounts are hidden until you select the eye button (**Show amounts**). Your choice is remembered on this device.

HOW TO DO IT

1. Open **Compensation** from the **Pay** section.
2. Select the eye button to show amounts.
3. Select **No Package** to find employees who cannot be paid yet.
4. Use **Filters** and the **As of date** field to see packages in force on another date.
5. Select an employee to open their package.

GOOD TO KNOW

- An employee without an approved package raises a blocker in the payroll run. Ask HR to propose one before the cutoff.



2.2 Read an employee's package

The employee page shows the package in force, its component breakup and how each amount was derived. This is where you check a figure when an employee questions their pay.

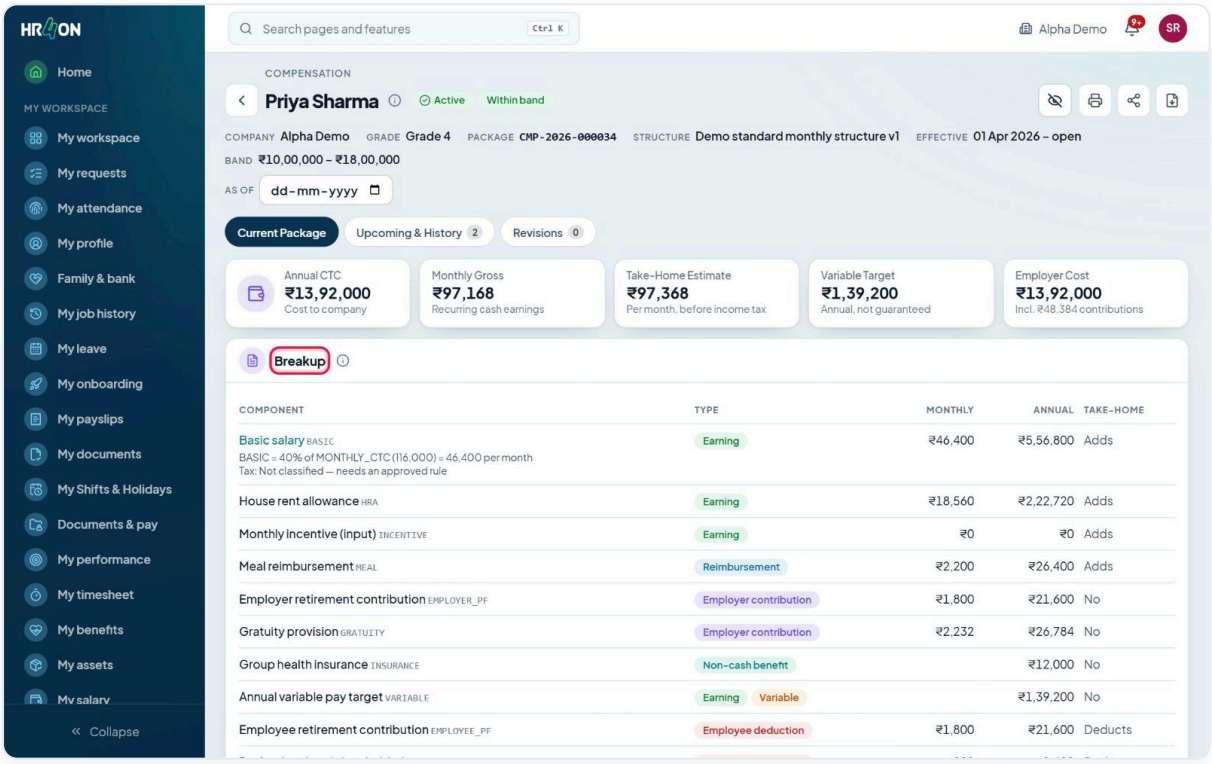
WHAT YOU SEE

- Tiles: **Annual CTC**, **Monthly Gross**, **Take-Home Estimate** (before income tax), **Variable Target** and **Employer Cost**.
- **Breakup**: each component with its type, monthly and annual amount and whether it adds to or deducts from take-home.
- Select a component name to see its derivation, for example "40% of CTC", and its tax class.
- Tabs: **Current Package**, **Upcoming & History**, **Revisions** and **Retro Impact**.

HOW TO DO IT

1. In the register, select the employee.
2. Show amounts if they are hidden.
3. Select a component name in **Breakup** to read how it was worked out.
4. Use **Compare** to see two packages side by side.

> **TIP**
> - **Take-Home Estimate** is a guide only; the payroll run works out the real net pay with tax, attendance and inputs.



2.3 Pay components

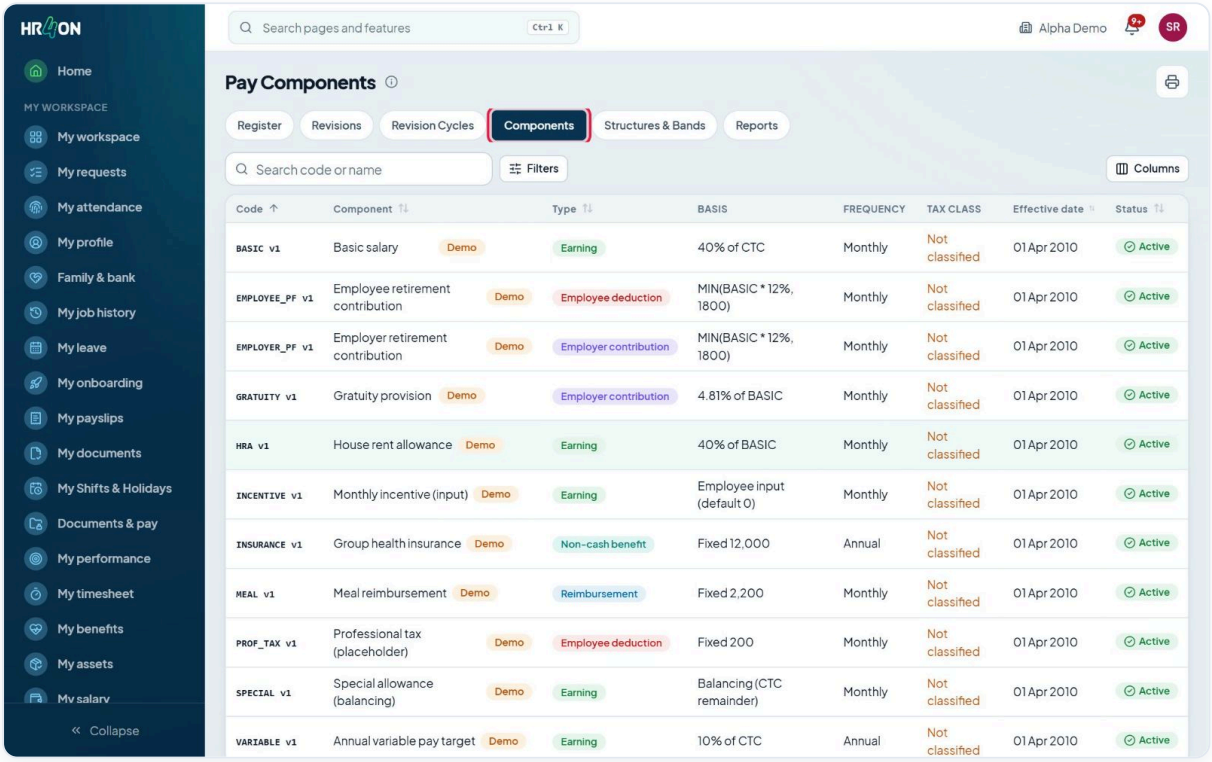
Pay components are the building blocks of every package and payslip line: basic salary, allowances, deductions, employer contributions and reimbursements. Each one is versioned and effective-dated.

WHAT YOU SEE

- **Type**: **Earning**, **Employee deduction**, **Employer contribution**, **Reimbursement**, **Non-cash benefit** or **Informational**. Only cash earnings, cash reimbursements and deductions change take-home pay.
- **Basis**: how the default amount is derived: a fixed amount, a percentage of CTC or of another component, a formula, the balancing remainder of CTC, or an employee input.
- **Tax class**: the tax rule the component follows. "Not classified" is shown in amber and should be fixed by the administrator.
- **Status**: **Draft**, **Active** or **Retired**.

HOW TO DO IT

1. Open **Compensation**, then the **Components** tab.
2. Use **Filters** to show one type or every version.
3. Select a component to open its details.



2.4 Component details and simulation

The component panel explains exactly how a component behaves in payroll, and lets you try its derivation with sample values without saving anything.

WHAT YOU SEE

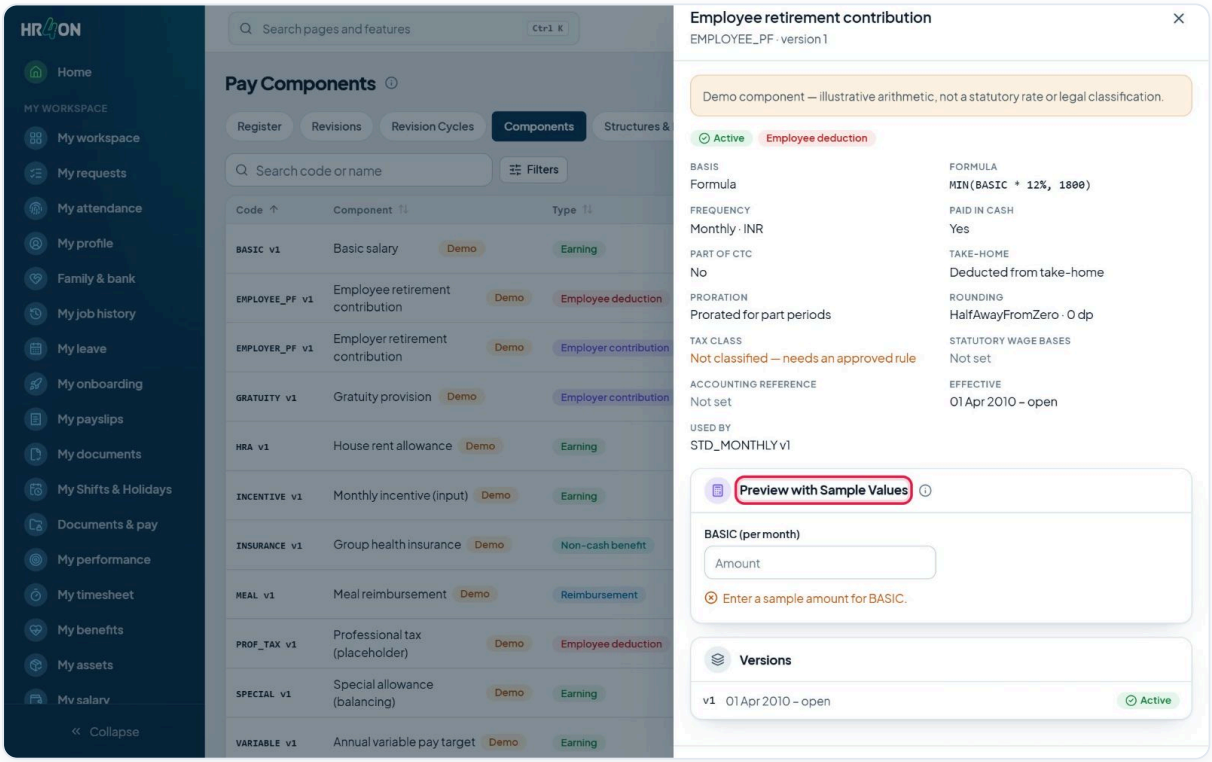
- **Paid in cash**, **Part of CTC**, **Take-home**, **Proration** and **Rounding** decide how the amount is treated in each run.
- **Statutory wage bases** lists the statutory schemes (for example provident fund) whose wages include this component.
- **Used by** shows the structures that include it.
- **Simulate** (or **Preview with Sample Values** for formula components): enter an annual CTC or sample amounts to see the result.
- **Versions** lists every version with its effective dates.

HOW TO DO IT

1. In **Components**, select a component.
2. Read the details.
3. Scroll to **Simulate** or **Preview with Sample Values** and enter sample values.

GOOD TO KNOW

- A missing value in a simulation or a run is reported as an error. It is never treated as zero.
- Only compensation administrators can create, activate or retire components. A change always creates a new version; payroll results already posted keep the version they used.



2.5 Formulas and conditional formulas

A component can be derived by a formula. Formulas can use other components, CTC and employee facts such as grade, location, metro, payable days or overtime hours, and can make decisions with IF, SLAB and LOOKUP.

WHAT YOU SEE

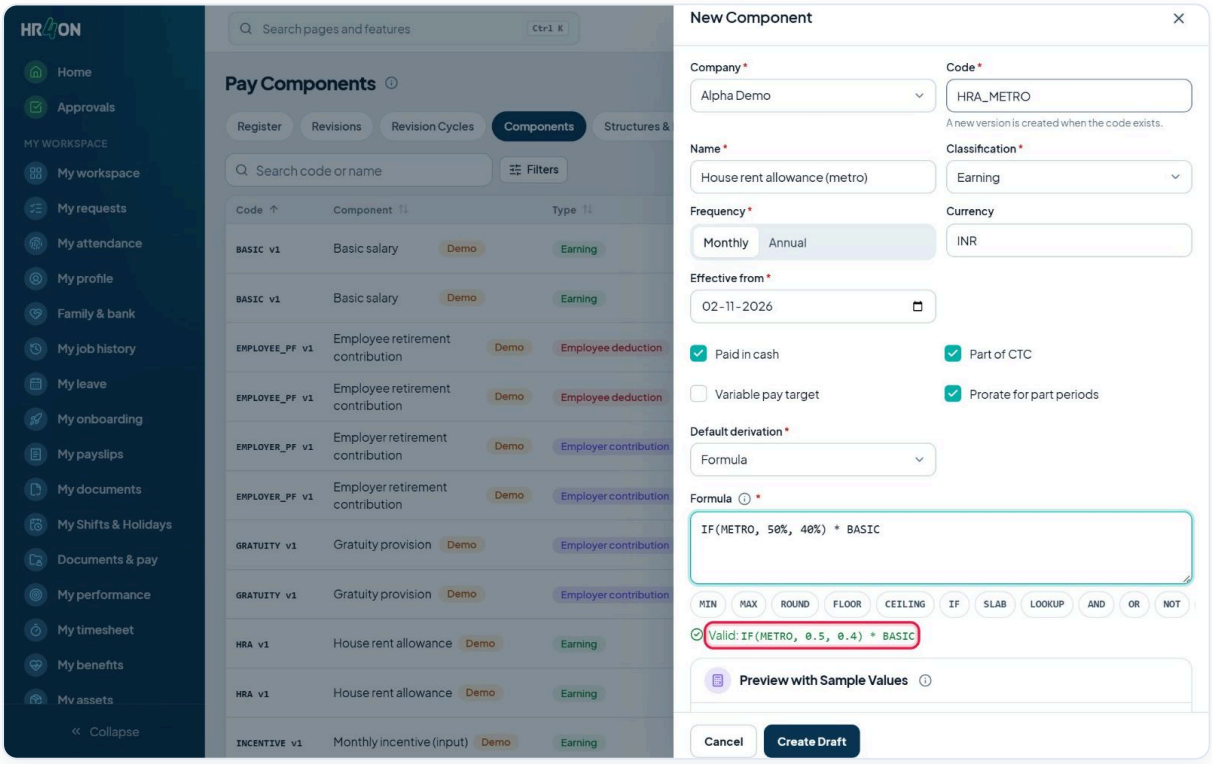
- Example: **IF(METRO, 50%, 40%) * BASIC** pays house rent at 50% of basic in metro cities and 40% elsewhere.
- Example: **MIN(BASIC * 12%, 1800)** caps a contribution.
- Tap the chips under the formula box to insert functions, operators and variables. Text values go in quotes, for example **GRADE == "G5"**.
- HR4ON checks the formula as you type and shows **Valid** with the normalised formula, or a plain-language error.
- Formulas that use pay-period facts (payable days, overtime hours, night shifts) are worked out with a standard 30-day month in the package and with real attendance in the payroll run.
- **Preview with Sample Values** lets you try the formula with sample amounts and employee facts.

HOW TO DO IT

1. Compensation administrators: in **Components**, select **New Component** (or open a draft and select **Edit**).
2. Set **Default derivation** to **Formula**.
3. Type the formula or build it with the chips.
4. Wait for the green **Valid** line, then try sample values in the preview.
5. Select **Create Draft**. The draft is activated separately.

GOOD TO KNOW

- A formula that refers to a missing component or value stops the calculation for that employee with a clear error, so check new formulas in the preview first.



A conditional formula being checked as it is typed. Nothing is saved until Create Draft.

2.6 Salary structures and bands

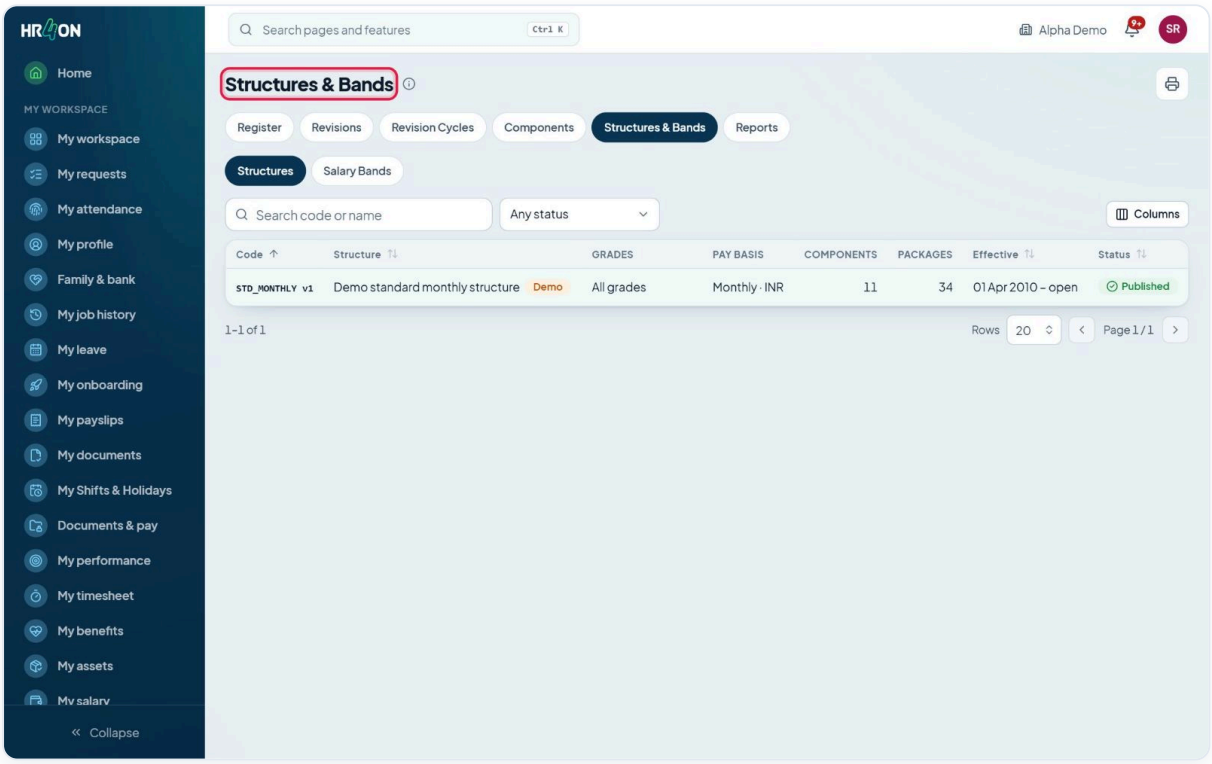
A salary structure lists the components of a package in calculation order and says who it applies to. Salary bands give the annual CTC range for each grade.

WHAT YOU SEE

- **Structures**: code, version, pay basis, grades, number of packages and status (**Draft**, **Pending approval**, **Published**, **Retired**).
- **Salary Bands**: minimum, midpoint and maximum CTC per grade. Proposals outside the band are flagged or blocked.
- Published versions never change. A change is a new version that needs independent approval.

HOW TO DO IT

1. Open **Compensation**, then **Structures & Bands**.
2. Switch between **Structures** and **Salary Bands**.
3. Select a structure to open it.



2.7 Inside a structure

The structure page shows each component line in calculation order with its derivation, and lets you simulate the whole package for a sample CTC.

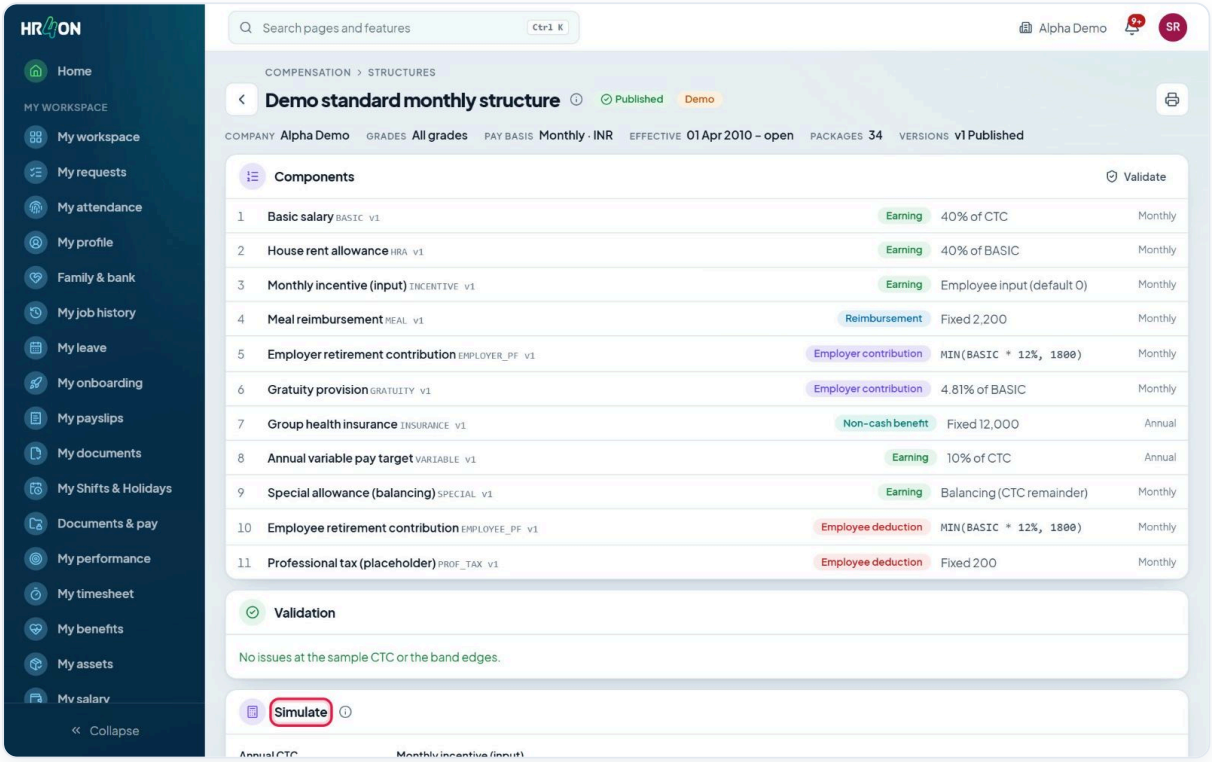
WHAT YOU SEE

- **Calculation order**: lines are evaluated in dependency order; the balancing line takes whatever CTC remains and must not go negative.
- **Simulate**: enter a **Sample annual CTC** to see the full breakup.
- **Validation**: checks run at the sample CTC and at the band edges of each grade.

HOW TO DO IT

1. Open a structure.
2. Enter a sample annual CTC in **Simulate**.
3. Read the breakup and any validation messages.

> **TIP**
> - When an employee's payslip looks wrong, simulate their CTC here to see the expected breakup before you look at the run.



03 Revisions, merit cycles and letters

Salary changes are proposed by HR or managers, approved by an independent approver and only then reach payroll. This chapter shows how to follow a revision, how bulk increments and merit cycles work, and what happens when a change is backdated into a period that was already paid.

3.1 Follow salary revisions

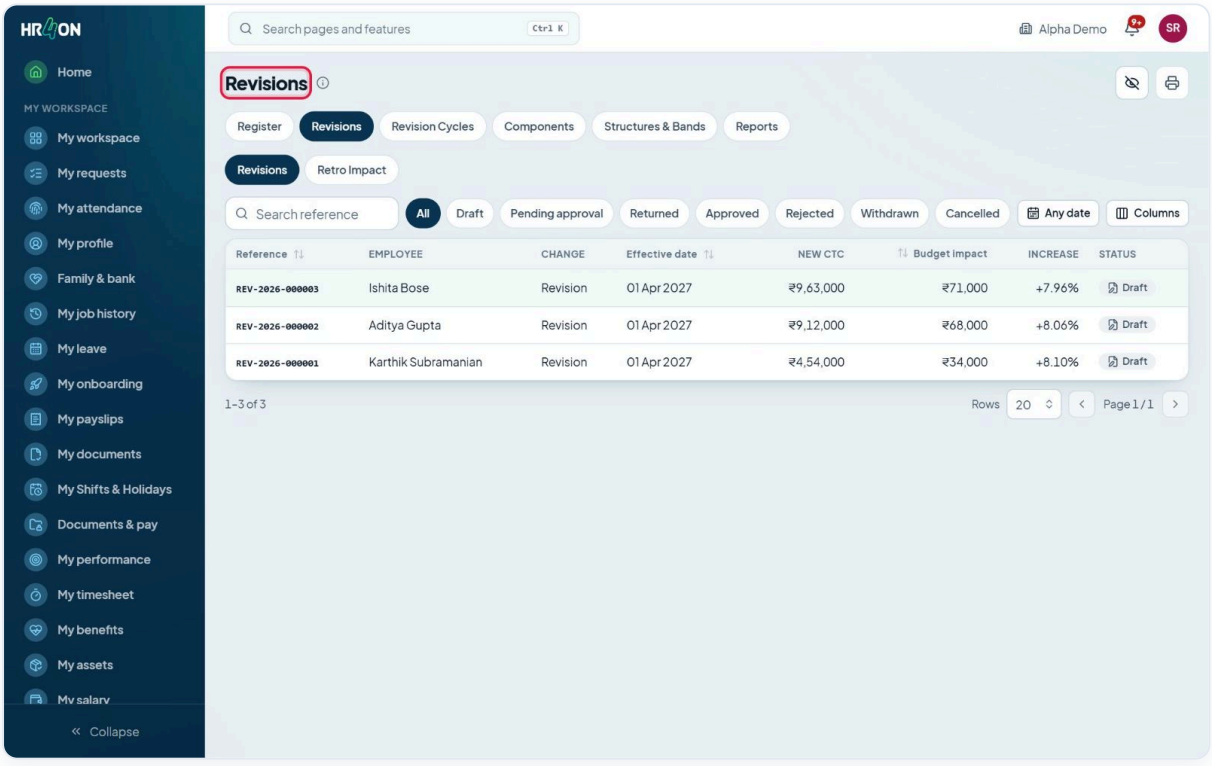
The **Revisions** tab lists every proposed or approved change with its effective date, increase and status. Payroll uses it to see what will change in the coming runs.

WHAT YOU SEE

- Columns: **Reference**, **Employee**, **Change**, **Effective date**, **New CTC**, **Increase**, **Budget impact** and **Status**.
- Status filters: **Draft**, **Pending approval**, **Returned**, **Approved**, **Rejected**, **Withdrawn** and **Cancelled**. Approved changes not yet used in a run show as awaiting payroll.
- A **Backdated** badge marks a change whose effective date falls in a period that is already paid.
- The **Retro Impact** tab lists the paid periods affected by backdated changes.

HOW TO DO IT

1. Open **Compensation**, then **Revisions**.
2. Filter by status or effective date.
3. Select a revision to review it.



3.2 Review a revision (checker)

The review page shows the old and new package side by side with the budget impact. **Checker:** compensation approvers decide here or from **Approvals**.

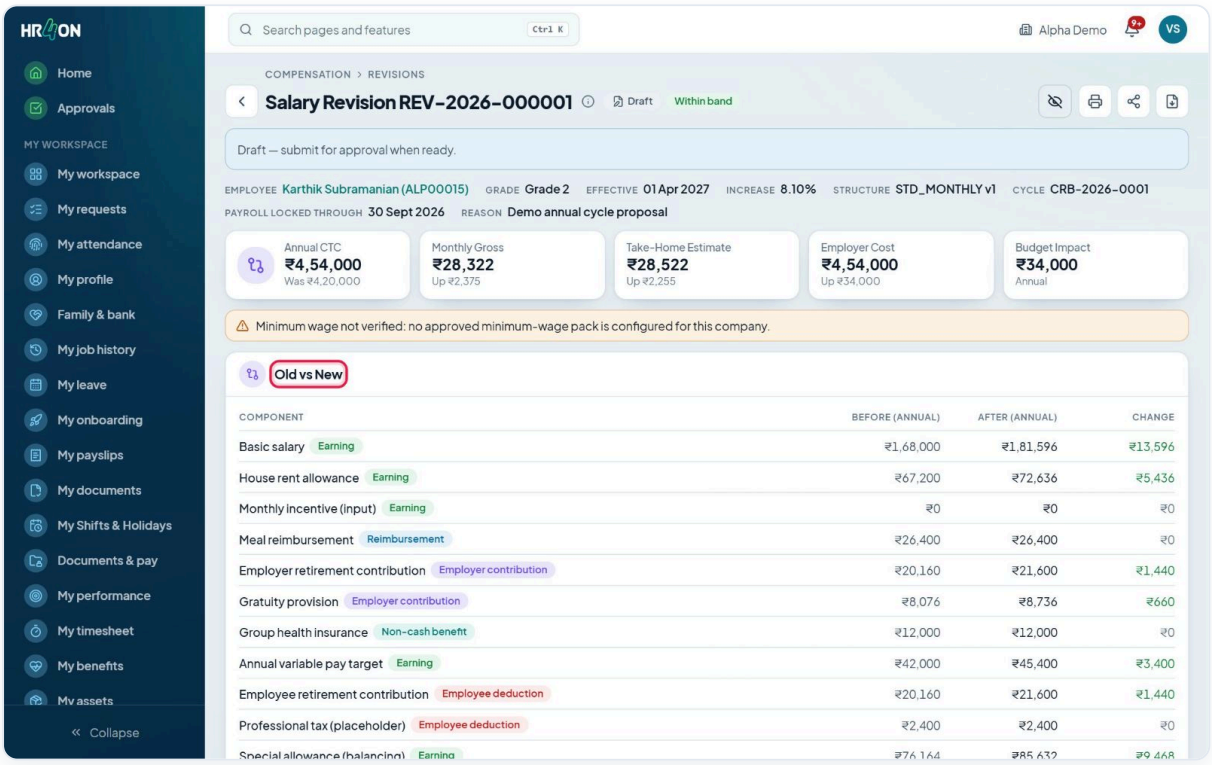
WHAT YOU SEE

- **Old vs New**: CTC, monthly gross, take-home estimate and employer cost before and after.
- **New Breakup**: the component lines of the proposed package.
- **Exception justification** appears when the new CTC is outside the band.
- **Payroll locked through** shows the last paid period, so you can see whether the change is backdated.

HOW TO DO IT

1. Open the revision.
2. Compare old and new.
3. Checker: select **Approve**, or use **More actions** for **Return To Maker** or **Reject** with a reason.

> **GOOD TO KNOW**
> - Approval never rewrites a finalised payroll. If the change is backdated, HR4ON creates one retro-impact record for each paid period and payroll pays the difference as arrears (see chapter 8).



3.3 Bulk increments

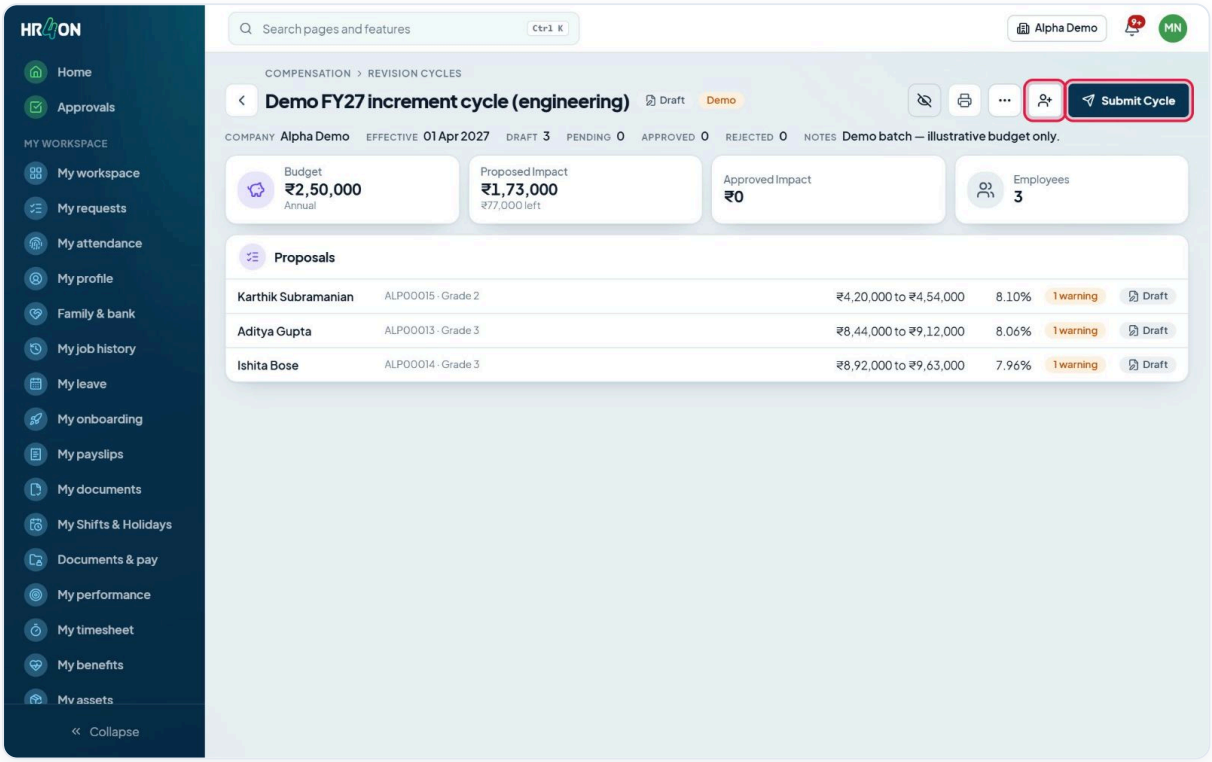
A bulk increment applies one percentage to a selected group, for example a cost-of-living rise. Each employee's change is still approved individually.

WHAT YOU SEE

- **Revision Cycles** lists bulk increments and merit cycles with budget, proposed and approved impact.
- In a bulk increment, the **Add employees** button selects employees by department or grade and sets the **Increase %** and reason; **Add Proposals** adds them.
- **Submit Cycle** sends every proposal for approval. If the cycle is over budget you must explain why.

HOW TO DO IT

1. Open **Compensation**, then **Revision Cycles**.
2. Select a bulk increment to see its proposals and budget.



3.4 Merit cycles and worksheets

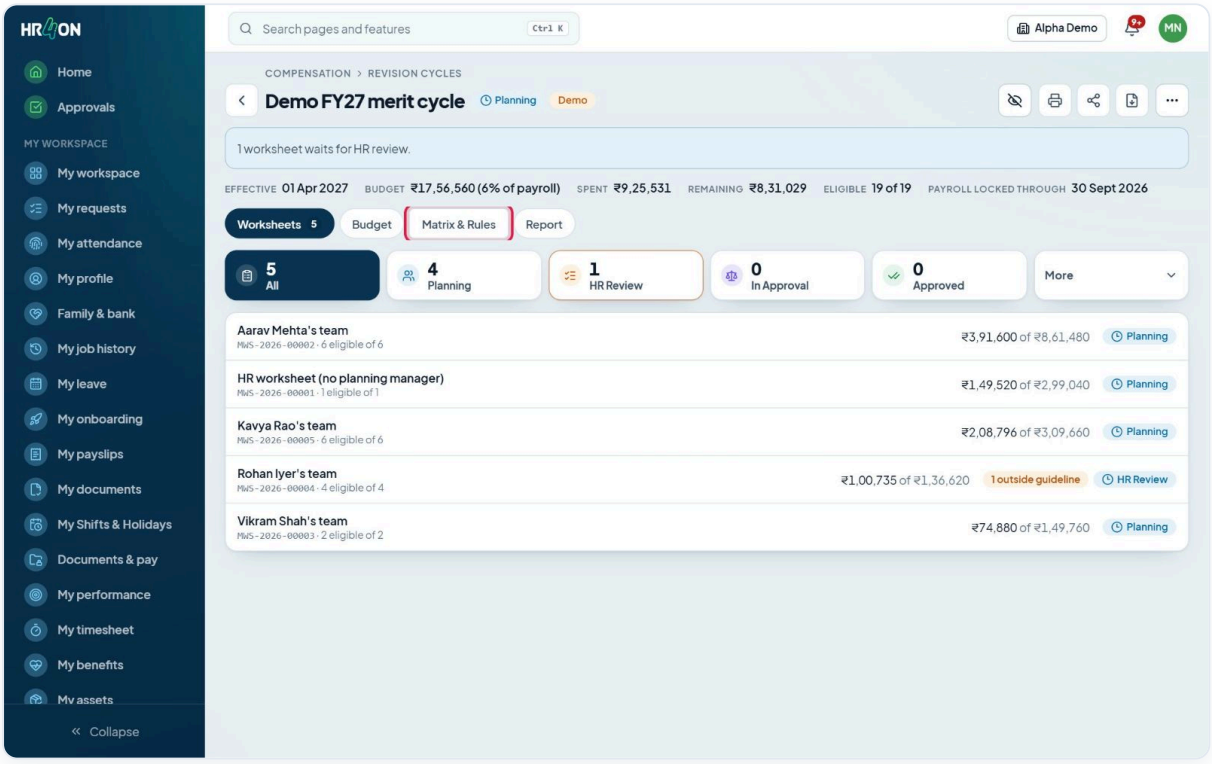
A merit cycle gives each manager a worksheet to plan increases against a merit matrix and a budget. HR reviews the worksheets, each one goes through approval, and HR applies the approved increases.

WHAT YOU SEE

- **Matrix & Rules**: rows are performance ratings, columns are compa-ratio or position in band; each cell holds a minimum, target and maximum increase %.
- **Eligibility**: grades, employment types, minimum service and whether people on probation or notice are excluded.
- **Budget**: the budget as an amount or % of payroll, how it is split by department or manager, and the **Salary revision letter** template.
- **Report**: distribution by rating and budget against spend.
- Worksheet statuses: **Planning**, **HR Review**, **In Approval**, **Returned**, **Approved**, **Rejected** and **Applied**.

HOW TO DO IT

1. Open **Revision Cycles** and select the merit cycle.
2. Use the **Worksheets**, **Budget**, **Matrix & Rules** and **Report** tabs.
3. Managers plan in **Merit Planning** under **My team**.



3.5 Apply increases and issue revision letters

When worksheets are approved, HR selects **Apply Approved**. HR4ON creates the new packages from the effective date and, if chosen, generates salary revision letters.

HOW TO DO IT

1. HR opens the merit cycle and selects **Apply Approved**.
2. Tick **Generate salary revision letters and send them for issue approval** if letters are needed.
3. Select **Apply**. The result shows how many were applied, skipped or failed, how many letters were made and how many paid periods were sent to arrears.
4. Select **Open Letters** to follow the letters in Documents.

> **TIP**
> - Payroll does not need to re-enter anything: the next run picks up the new package from its effective date.

> **GOOD TO KNOW**
> - Letters can be generated only when a published Salary Revision template exists in Documents.
> - Increases effective in a paid period appear on the payroll **Arrears & Corrections** tab as backdated salary changes to assess.

3.6 Compensation reports

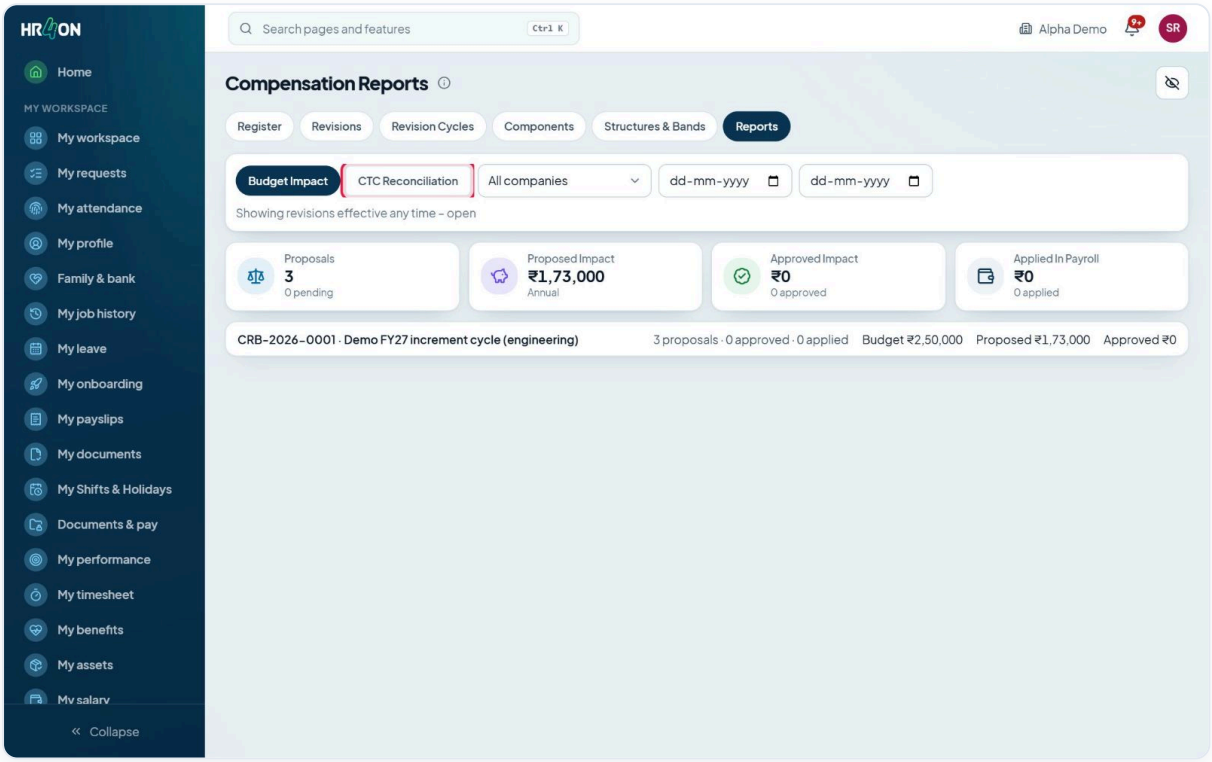
Compensation reports show the budget impact of revisions and reconcile CTC to what payroll actually paid.

WHAT YOU SEE

- **Budget Impact**: proposed, approved and applied impact for revisions effective in a date range.
- **CTC Reconciliation**: annual CTC, fixed cash, variable target and employer cost of packages in force on a date, with an **Unreconciled** count.

HOW TO DO IT

1. Open **Compensation**, then **Reports**.
2. Choose the report and the dates.



04 Prepare the monthly run

This chapter covers the first half of the run: create it, lock the inputs and clear the readiness issues so that it can be calculated.

4.1 Create a payroll run

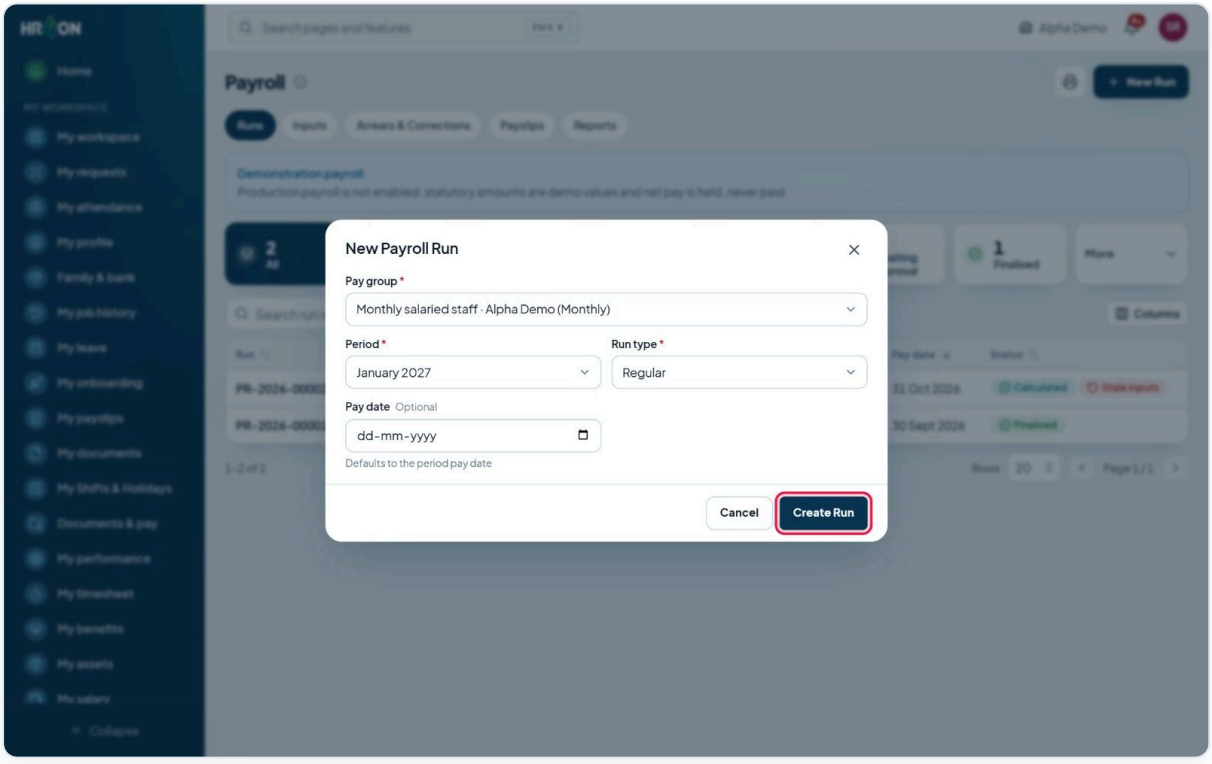
Create one regular run for each pay group and period. Off-cycle, correction and final settlement runs are created the same way (see chapter 8).

HOW TO DO IT

1. Open **Payroll** and select **New Run**.
2. Choose the **Pay group**.
3. Choose the **Period**. Locked periods are marked "(locked)".
4. Leave **Run type** as **Regular**.
5. Leave **Pay date** empty to use the period pay date, or pick another date.
6. Select **Create Run**. The run opens in **Draft**.

GOOD TO KNOW

- Only one regular run can be open for a pay group and period.



4.2 Lock inputs

Locking takes a snapshot of who is paid and which approved inputs (attendance, leave, salary packages, variable inputs, benefits, expenses and loans) the run will use, then checks readiness.

WHAT YOU SEE

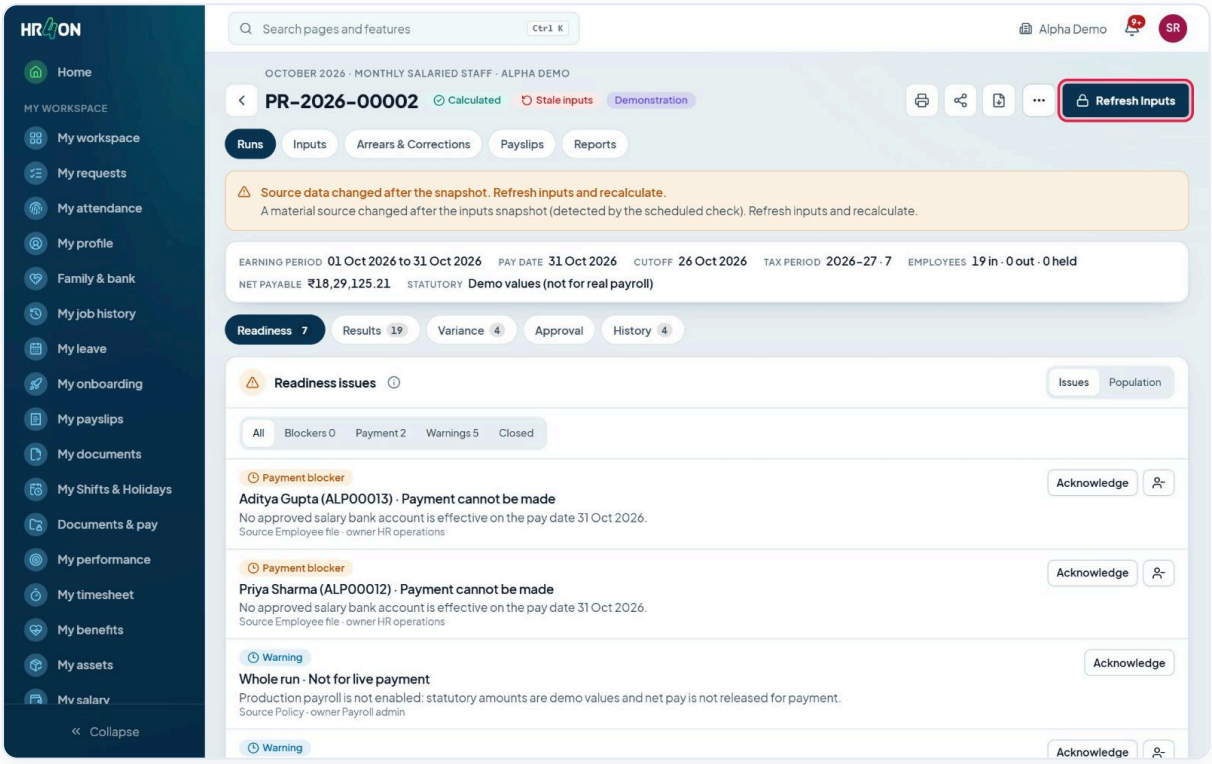
- The facts strip shows **Earning period**, **Pay date**, **Cutoff**, **Tax period**, how many employees are in, out and held, **Net payable** and whether statutory amounts are live or demo values.
- A blue **Next** banner tells you the next step; an amber banner tells you what is blocking.

HOW TO DO IT

1. Open the run.
2. Select **Lock Inputs**. The status changes to **Inputs locked** and the **Readiness** tab fills in.
3. If the run later shows **Stale inputs**, select **Refresh Inputs** (or **Refresh inputs** in **More actions**) to take a new snapshot.

GOOD TO KNOW

- Inputs approved after the snapshot are not included until you refresh. A scheduled check marks the run stale when a material source changes.



The October run: facts strip, the next step and the Readiness tab.

4.3 Readiness: blockers, payment blockers and warnings

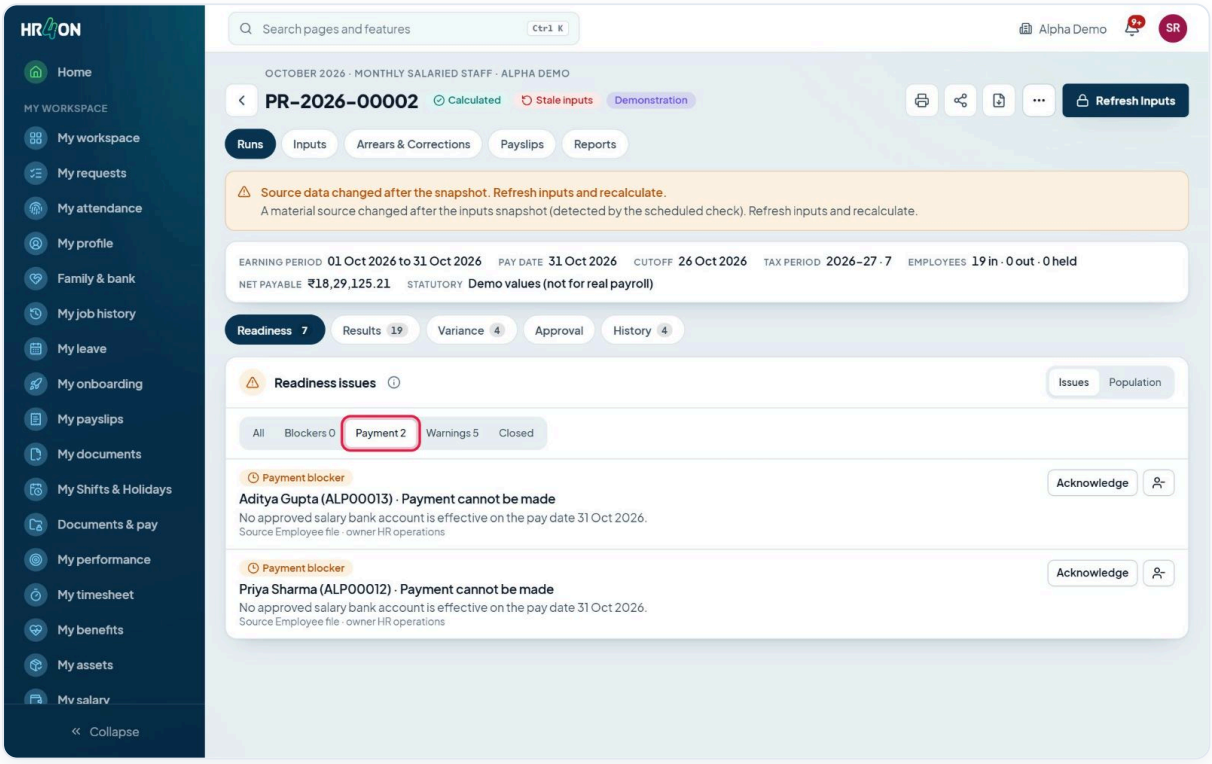
The **Readiness** tab lists everything that could make pay wrong. Work through it before you calculate.

WHAT YOU SEE

- **Blockers**: stop calculation, for example a missing salary package or unfrozen attendance. Fix the source, then refresh inputs.
- **Payment**: payment blockers, for example no approved bank account on the pay date. Wages are calculated but the payment is held.
- **Warnings**: worth reading but not stopping, for example a joiner paid for part of the month or a source already paid in an earlier run.
- **Closed**: issues that were fixed or acknowledged.
- Each issue shows the employee, the impact, the message, the source and the owner (HR operations, payroll maker or checker).

HOW TO DO IT

1. Open the **Readiness** tab and choose **Blockers**, **Payment** or **Warnings**.
2. Fix the source where the issue says, for example ask HR to approve a bank account.
3. Select **Refresh Inputs** so the run sees the fix.



4.4 Acknowledge a warning

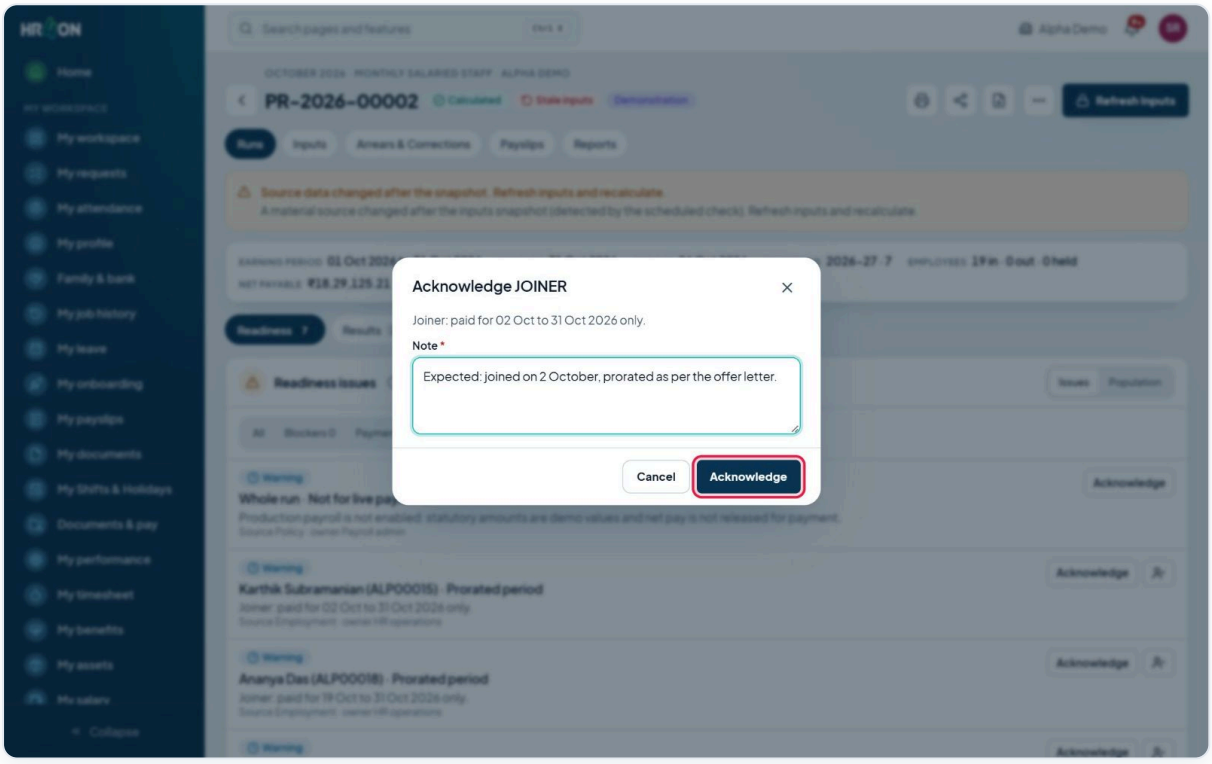
When a warning or payment blocker is expected, acknowledge it with a note so the checker can see that you looked at it.

HOW TO DO IT

1. Select **Acknowledge** next to the issue.
2. Type a **Note**, for example why the amount is expected.
3. Select **Acknowledge**. The issue moves to **Closed**.

GOOD TO KNOW

- Blockers cannot be acknowledged. They must be fixed, or the employee excluded with a reason.



4.5 Population: include, hold or exclude employees

The **Population** view lists everyone in the run with their eligibility. Change an employee's treatment when they must not be paid this month or their payment must wait.

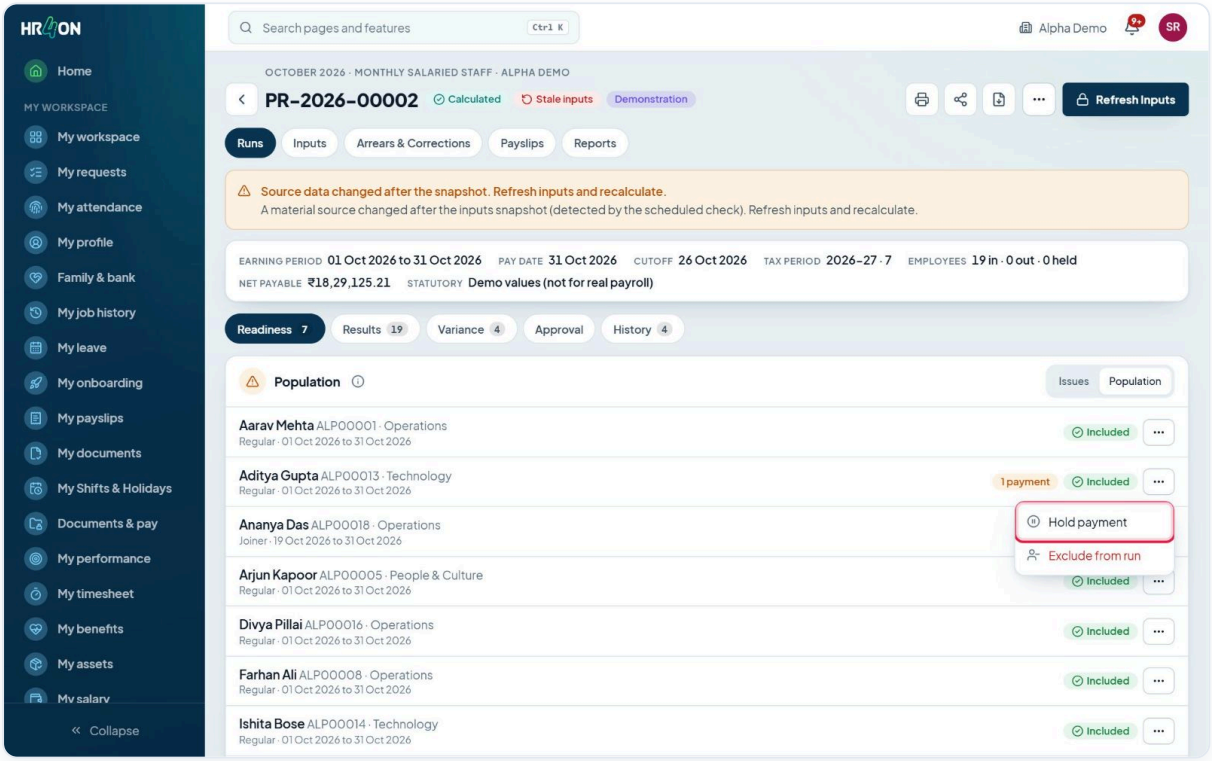
WHAT YOU SEE

- **Included**: paid normally.
- **Held**: calculated, but the payment is held until released by finance.
- **Excluded**: left out of this run, for example paid in a separate final settlement.
- Badges show open blockers and payment blockers per employee.

HOW TO DO IT

1. In **Readiness**, select **Population**.
2. Select the **Treatment** menu button next to the employee.
3. Choose **Hold payment**, **Exclude from run** or **Include**.
4. Type a **Reason** and confirm.
5. Lock inputs again before calculating.

> **GOOD TO KNOW**
> - Changing the population unlocks the inputs. Lock them again before you calculate.



05 Payroll inputs

Most inputs reach payroll automatically from the module that owns them. This chapter explains where attendance, leave and other inputs come from and how to add the variable inputs that payroll owns itself.

5.1 Where inputs come from

When you lock inputs, HR4ON reads approved data from each module. You fix an input at its source, never by typing over the result.

SOURCES

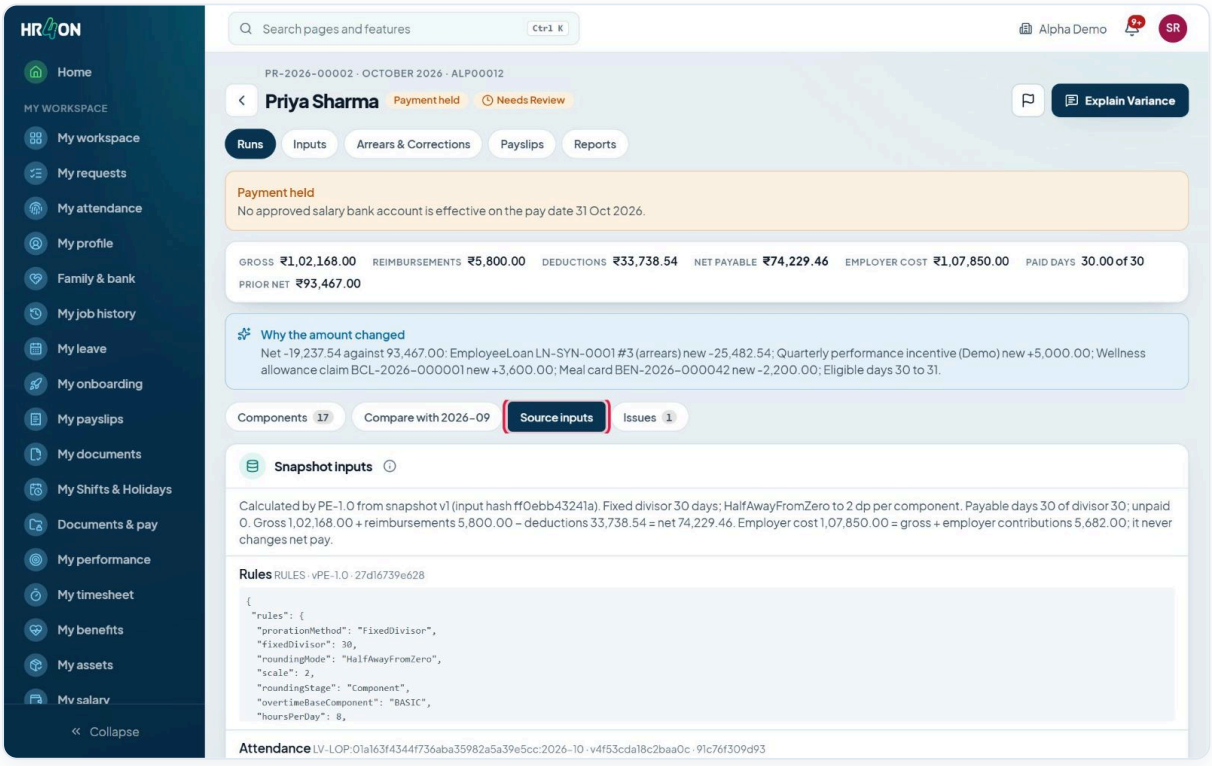
- **Salary**: the approved package in force (Compensation).
- **Attendance and leave**: payable days, unpaid leave (loss of pay), overtime and night-shift days from the frozen attendance period, or full days less approved unpaid leave, depending on the pay group.
- **Leave encashment**: approved encashments (Leave).
- **Benefits**: employee contributions and employer costs from accepted elections (Benefits).
- **Expenses**: approved claims routed to payroll (Expenses & travel).
- **Loans**: instalments due and salary advance recoveries (Loans & advances).
- **Tax and statutory**: declarations, accepted proofs and approved rule packs (Statutory & tax).
- **Variable inputs**: incentives, one-off deductions and overtime hours (Payroll Inputs).

TIP

- Open any employee result and select **Source inputs** to see exactly which source versions were used.

GOOD TO KNOW

- Each source record can be paid only once. If a run tries to include a record already paid by an earlier run, it shows a **SOURCE_ALREADY_CONSUMED** warning and leaves it out.



Source inputs of one employee: each approved source with its version.

5.2 Variable inputs

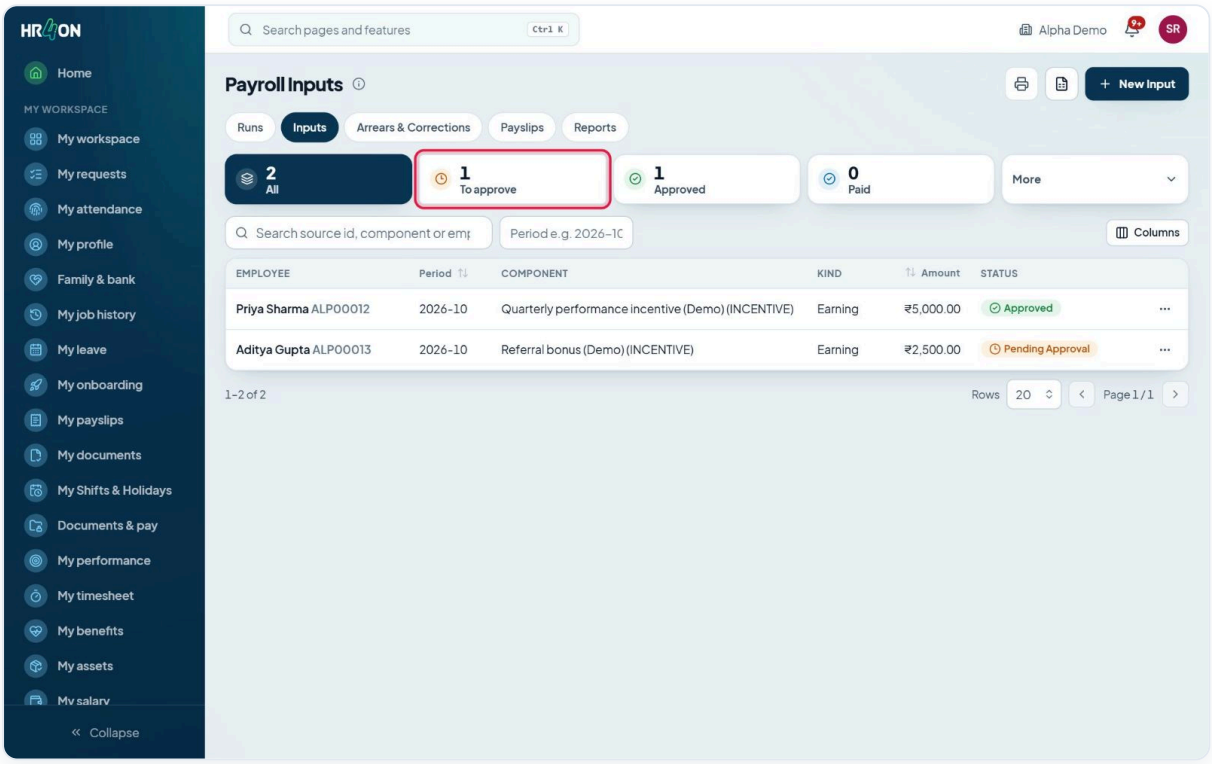
The **Inputs** tab holds incentives, one-off deductions, reimbursements and overtime hours from approved source systems. Each input needs approval by someone other than the person who entered it.

WHAT YOU SEE

- Count tabs: **All**, **To approve**, **Approved**, **Paid** (used by a run), **Rejected**, **Cancelled**.
- Columns: employee, **Period**, **Component**, **Kind**, **Amount** (or hours) and **Status**.
- Type a period such as **2026-10** in the period box to see one month.

HOW TO DO IT

1. Open **Payroll**, then **Inputs**.
2. Select a count tab or search by source id, component or employee number.



5.3 Add a variable input

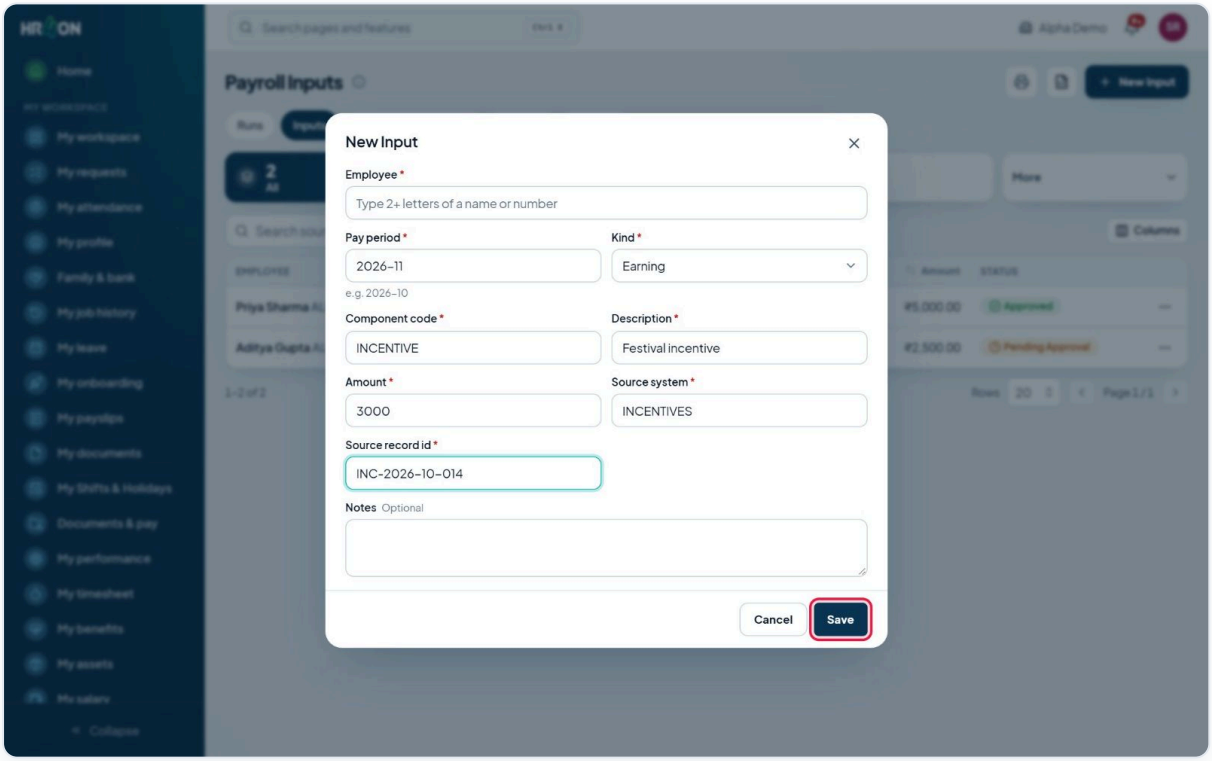
Add an input when an approved source, such as an incentive scheme, sends an amount for an employee.

HOW TO DO IT

1. In **Inputs**, select **New Input**.
2. Type two or more letters of the employee name or number and pick the employee.
3. Enter the **Pay period**, for example **2026-10**.
4. Choose the **Kind**: **Earning**, **Deduction**, **Reimbursement** or **Overtime hours**.
5. Enter the **Component code** (for example **INCENTIVE**), a **Description** and the **Amount** (or **Hours**).
6. Enter the **Source system** and the **Source record id** from the source.
7. Select **Save**. The input is saved for approval.

> **TIP**
> - For many inputs, use the import button and choose **Import: Variable inputs**.

> **GOOD TO KNOW**
> - The same source record id can be paid only once.
> - Approved inputs cannot be edited; cancel and add a new one instead.
> - Inputs added after the run was locked are picked up only when you refresh inputs.



5.4 Approve variable inputs (checker)

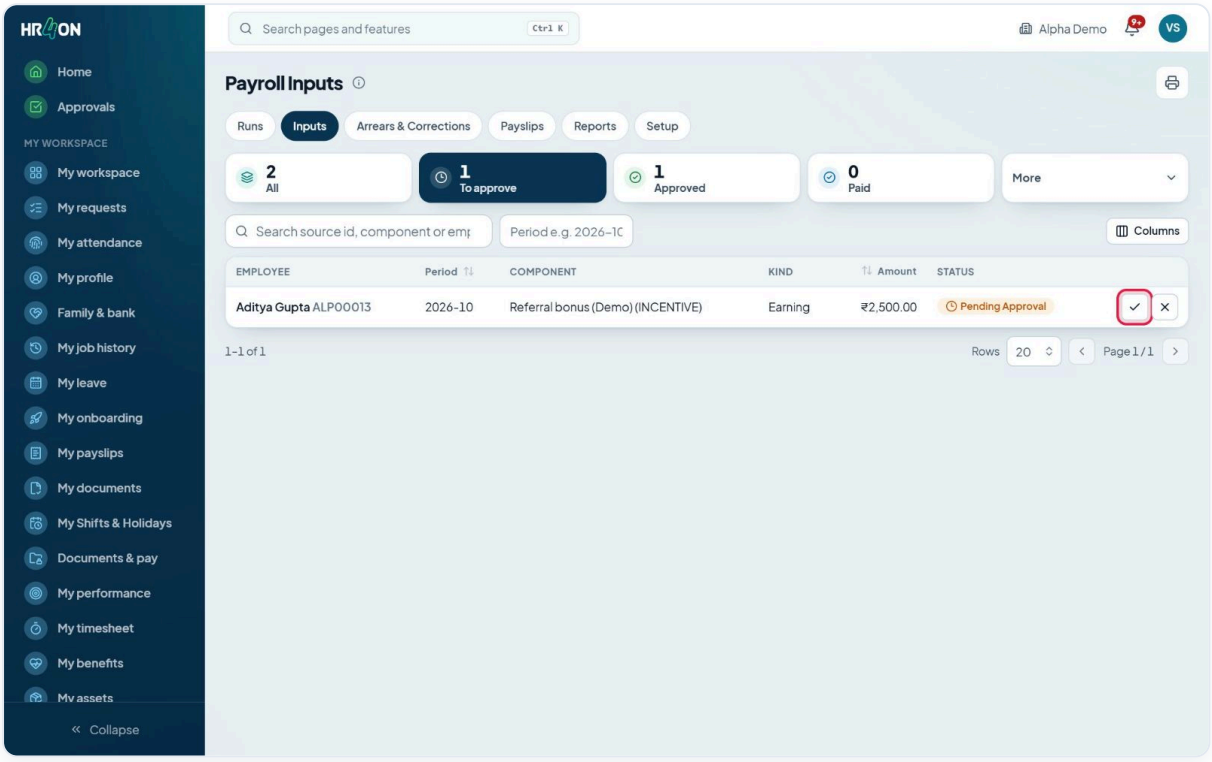
Checker: inputs waiting for approval show tick and cross buttons for people who can approve them.

HOW TO DO IT

1. Open **Payroll**, then **Inputs**, and select **To approve**.
2. Select the tick to approve, or the cross to reject with a reason.

GOOD TO KNOW

- You cannot approve an input you entered yourself.



06 Calculate and review

With inputs locked and blockers cleared, calculate the run and review the results before you send it to the checker.

6.1 Calculate the run

Calculation works out every employee's pay from the locked inputs. Large runs calculate in the background with a progress count.

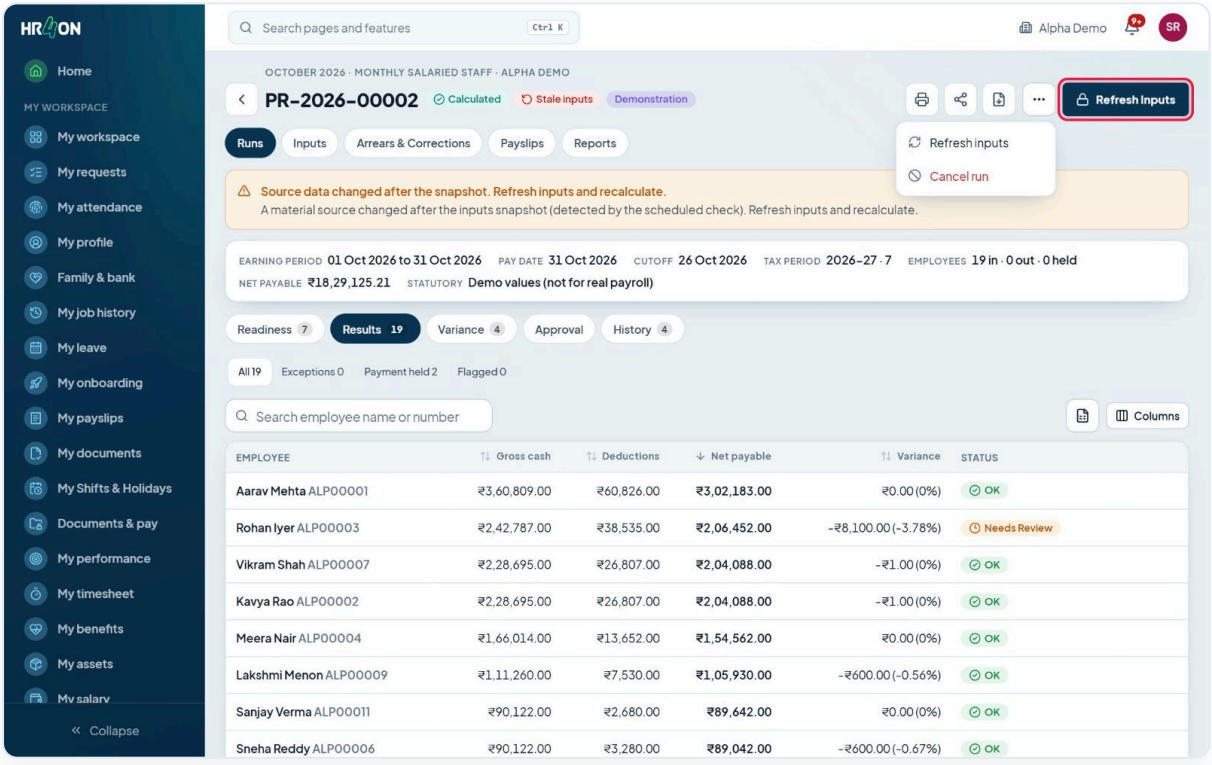
WHAT YOU SEE

- On a stale run, **More actions** offers **Refresh inputs** and **Cancel run**. **Recalculate** appears once the inputs are fresh and locked.

HOW TO DO IT

1. Select **Calculate** on a run in **Inputs locked**.
2. Wait while the status shows **Calculating** and the count of employees processed.
3. When it shows **Calculated**, open **Results**.
4. To calculate again after a fix, select **More actions** then **Recalculate**.

> **TIP**
> - If a calculation is interrupted, select **Resume Calculation**. To stop one, use **More actions**, then **Stop calculation**; results so far are discarded.



The More actions menu of a run with stale inputs.

6.2 Results

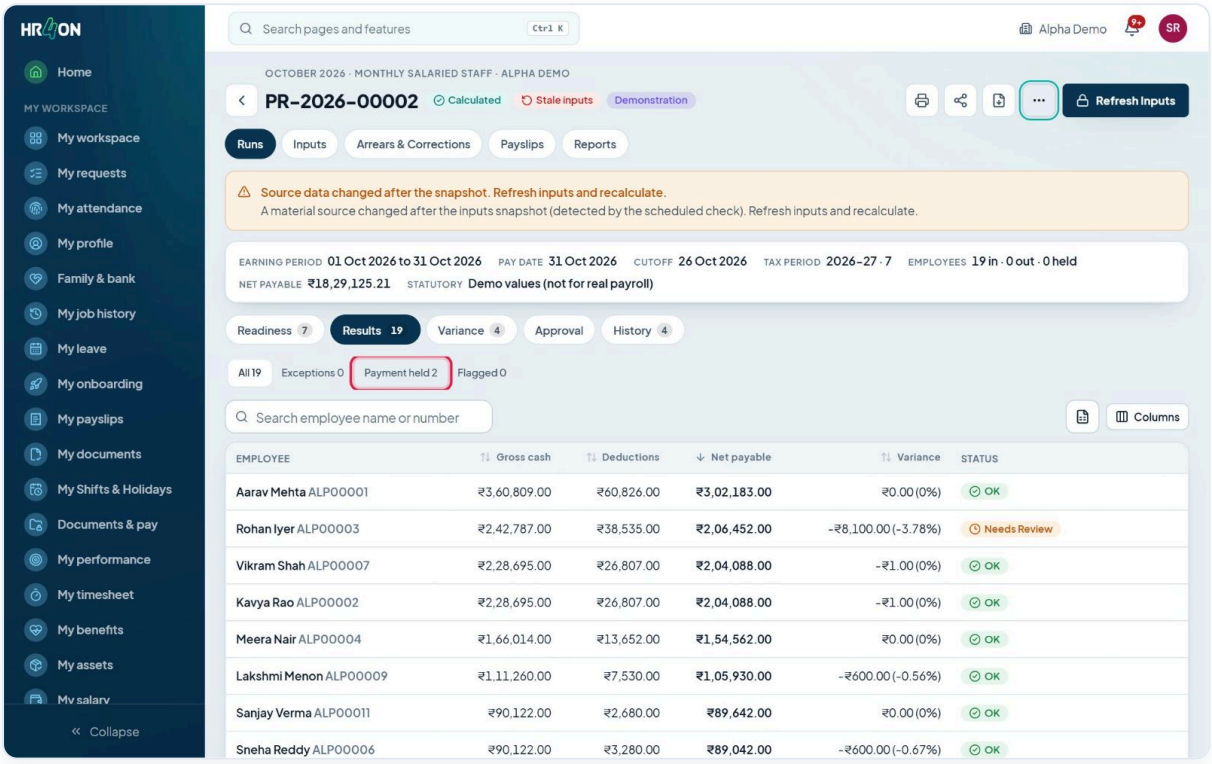
The **Results** tab lists each employee's gross cash, deductions, net payable and variance against the previous period.

WHAT YOU SEE

- Filters: **All**, **Exceptions** (errors and negative net pay), **Payment held** and **Flagged**.
- **Status**: **OK**, an exception, **Payment held** or a variance status.
- More columns, such as **Reimbursements**, **Employer cost**, **Payable days** and **Unpaid days**, can be added from the column picker.
- Use the export button for a spreadsheet of the results.

HOW TO DO IT

1. Open the **Results** tab.
2. Choose a filter or search an employee.
3. Select an employee to see their calculation.



6.3 One employee's calculation

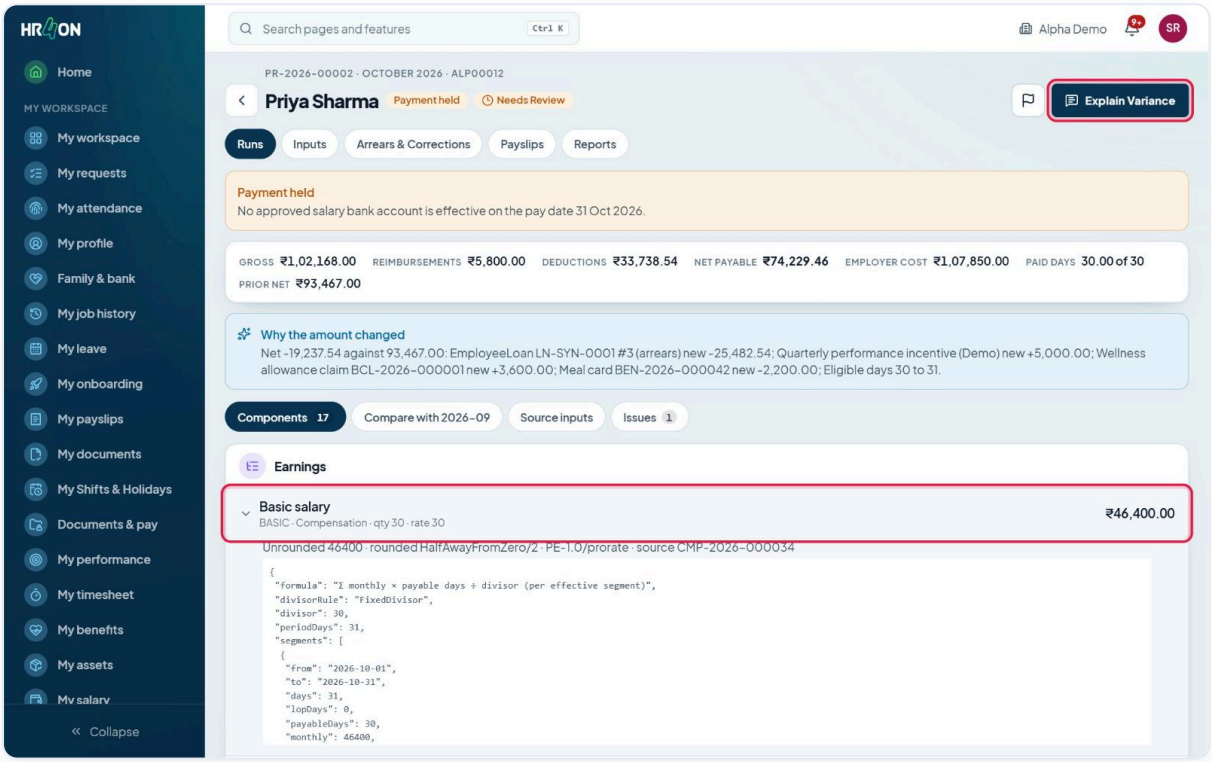
The result page explains every line of an employee's pay, so you can answer questions without a spreadsheet.

WHAT YOU SEE

- Facts strip: **Gross**, **Reimbursements**, **Deductions**, **Net payable**, **Employer cost**, **Paid days** and **Prior net**.
- **Components**: earnings, reimbursements, deductions, employer contributions (not in net) and non-cash items. Select a line to see its unrounded amount, rounding, formula version and full trace.
- An **Arrears** badge marks a line paid as arrears.
- Tabs: **Compare with** the previous period, **Source inputs**, **Issues** and **Statements** (payslips and corrections).

HOW TO DO IT

1. Open an employee from **Results** or **Variance**.
2. Select a component line to expand its trace.
3. Use **Flag an issue** (flag button) to mark the result for a second look.

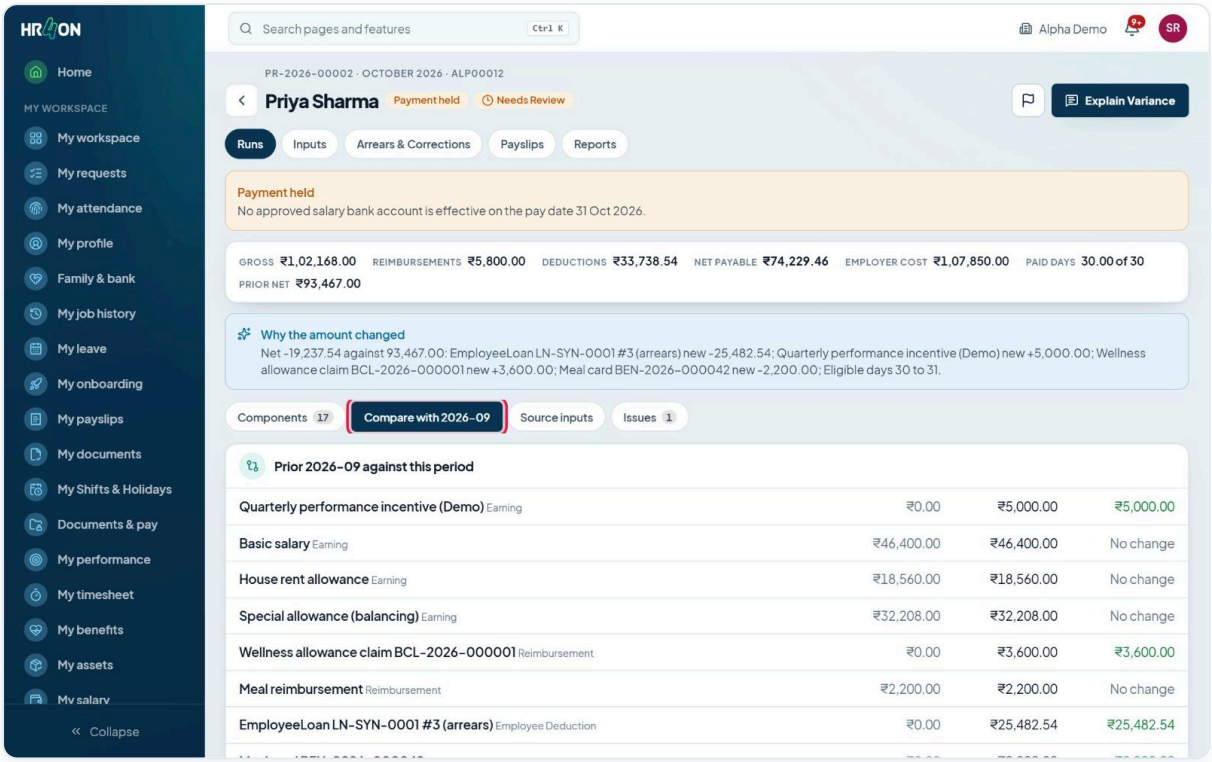


6.4 Compare with the previous period

The comparison lists every component with last period's amount, this period's amount and the change.

HOW TO DO IT

1. On the employee result, select **Compare with** followed by the previous period.
2. Read the change on each line: green is an increase, red a decrease.



6.5 Review variances

The **Variance** tab shows employees whose net pay changed by more than the company threshold. Each one needs an explanation before you can submit.

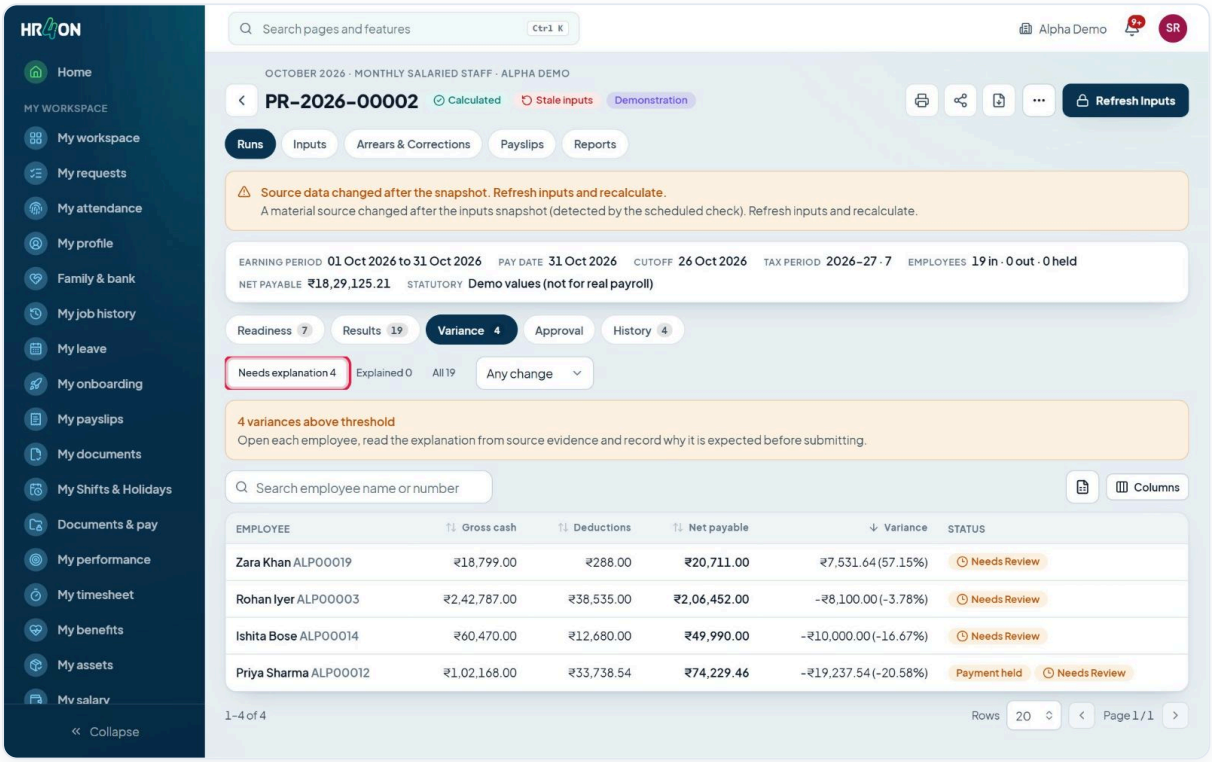
WHAT YOU SEE

- Filters: **Needs explanation**, **Explained**, **All**.
- The threshold list narrows to changes of 5%, 10% or 25% or more.
- HR4ON shows **Why the amount changed**, worked out from the source evidence, on each employee result.

HOW TO DO IT

1. Open the **Variance** tab.
2. Open each employee in **Needs explanation**.
3. Read **Why the amount changed** and check the comparison.
4. Select **Explain Variance**, type why the change is expected and select **Save**.

> **GOOD TO KNOW**
> - A run with unexplained variances above the threshold cannot be submitted for approval.

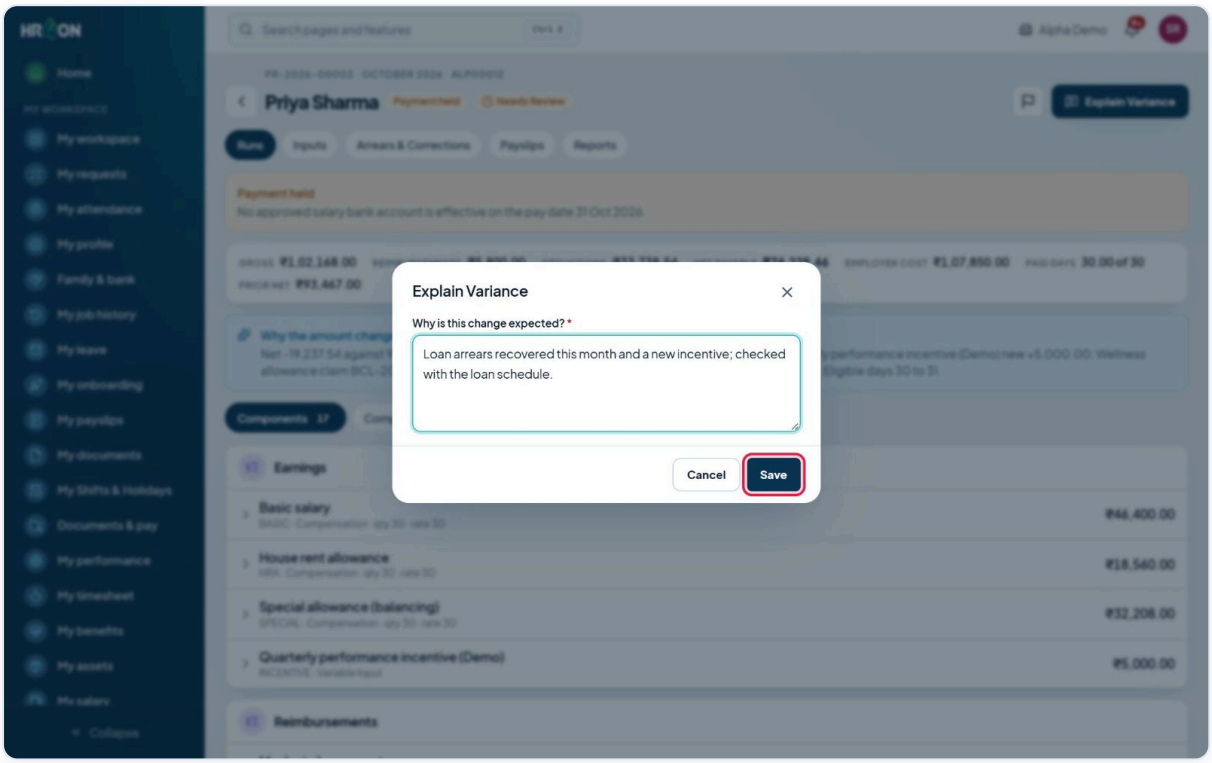


6.6 Explain a variance

The explanation is your note to the checker: why the change is expected.

HOW TO DO IT

1. On the employee result, select **Explain Variance**.
2. Type the reason in **Why is this change expected?**.
3. Select **Save**. The status becomes **Explained**.



07 Approve, finalise and release payslips

The second half of the run: submit to the checker, approve, finalise and release payslips. Each step needs the one before it.

7.1 Submit for approval

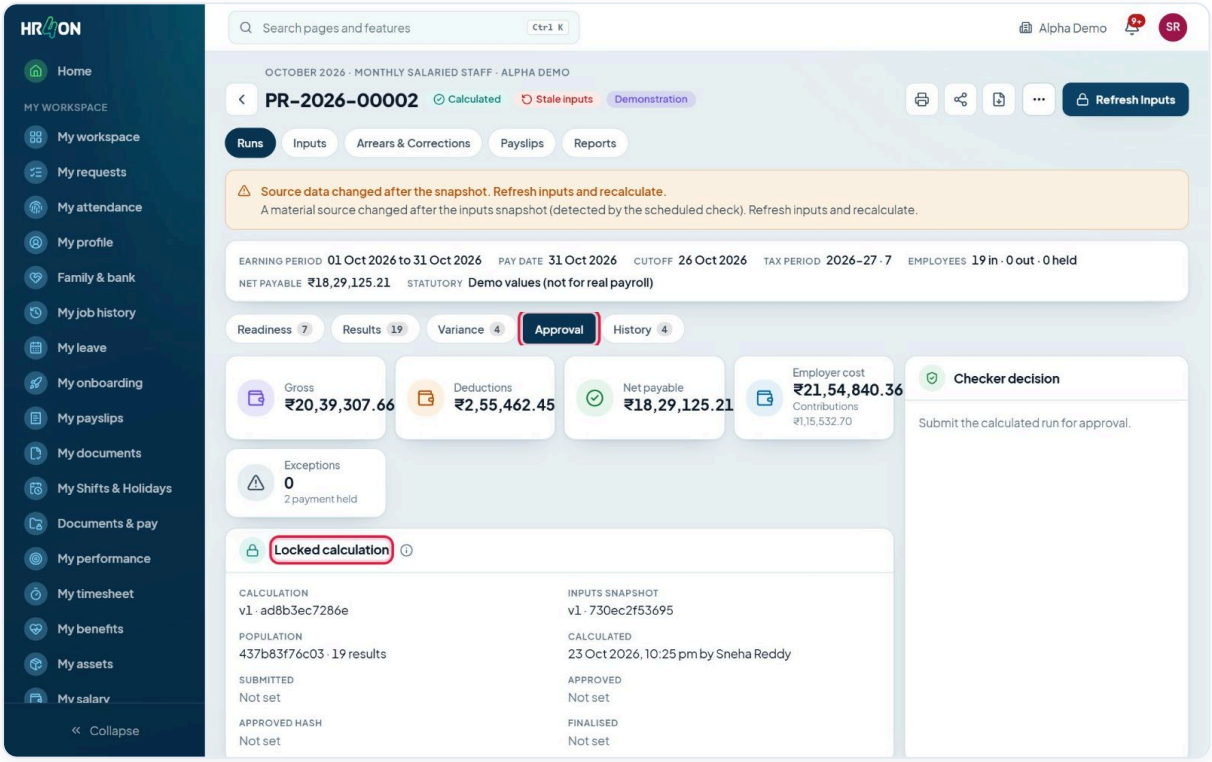
When results are reviewed, send the exact calculation to an independent checker.

HOW TO DO IT

1. Check that the **Readiness** tab has no open blockers and that every variance is explained.
2. Select **Submit for Approval**. The status changes to **Awaiting approval**.
3. To change something after submitting, use **More actions**, then **Withdraw from approval**, with a reason. The run goes back to **Calculated**.

GOOD TO KNOW

- HR4ON refuses to submit if inputs are stale, blockers are open or variances above the threshold are unexplained, and tells you which.



The Approval tab before submission: totals and the locked calculation the checker will approve.

7.2 Approve a run (checker)

Checker: you approve the exact calculation and inputs the maker submitted. Runs waiting for you appear under **Awaiting approval** and in your **Approvals**.

WHAT YOU SEE

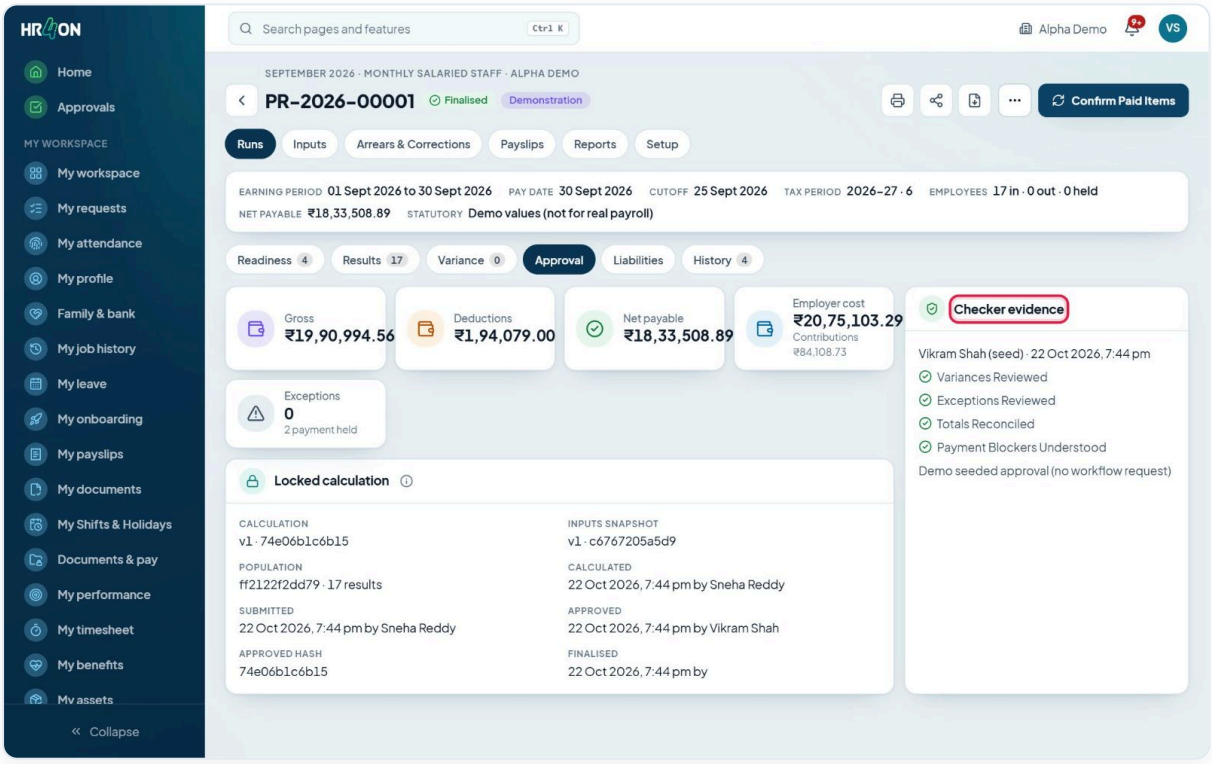
- Tiles: **Gross**, **Deductions**, **Net payable**, **Employer cost** (with contributions) and **Exceptions** (with how many payments are held).
- **Locked calculation**: the calculation and input snapshot versions, who calculated and submitted, and when.
- **Checker decision**: four checks you confirm before approving.

HOW TO DO IT

1. Open the run and select **Review and Approve** (or the **Approval** tab).
2. Review **Results**, **Variance** and **Readiness** as needed.
3. Tick each check: **Variances above threshold are explained**, **Exceptions and negative net pay reviewed**, **Totals reconcile to the register** and **Payment holds are understood (not paid)**.
4. Add a **Comment** if you wish.
5. Select **Approve**. The status changes to **Approved**.
6. If something is wrong, use **More actions**, then **Return to maker**, with a reason. The run goes back to **Calculated**.

GOOD TO KNOW

- **Approve** stays disabled until all four checks are ticked.
- If a source changes after you approve, the approval is no longer valid and the run must be refreshed, recalculated and approved again.



A finalised run keeps the checker's evidence: who approved, when, the ticked checks and the comment.

7.3 Finalise the run

Finalising posts the results, year-to-date balances and payment liabilities. After this nothing in the run can change.

HOW TO DO IT

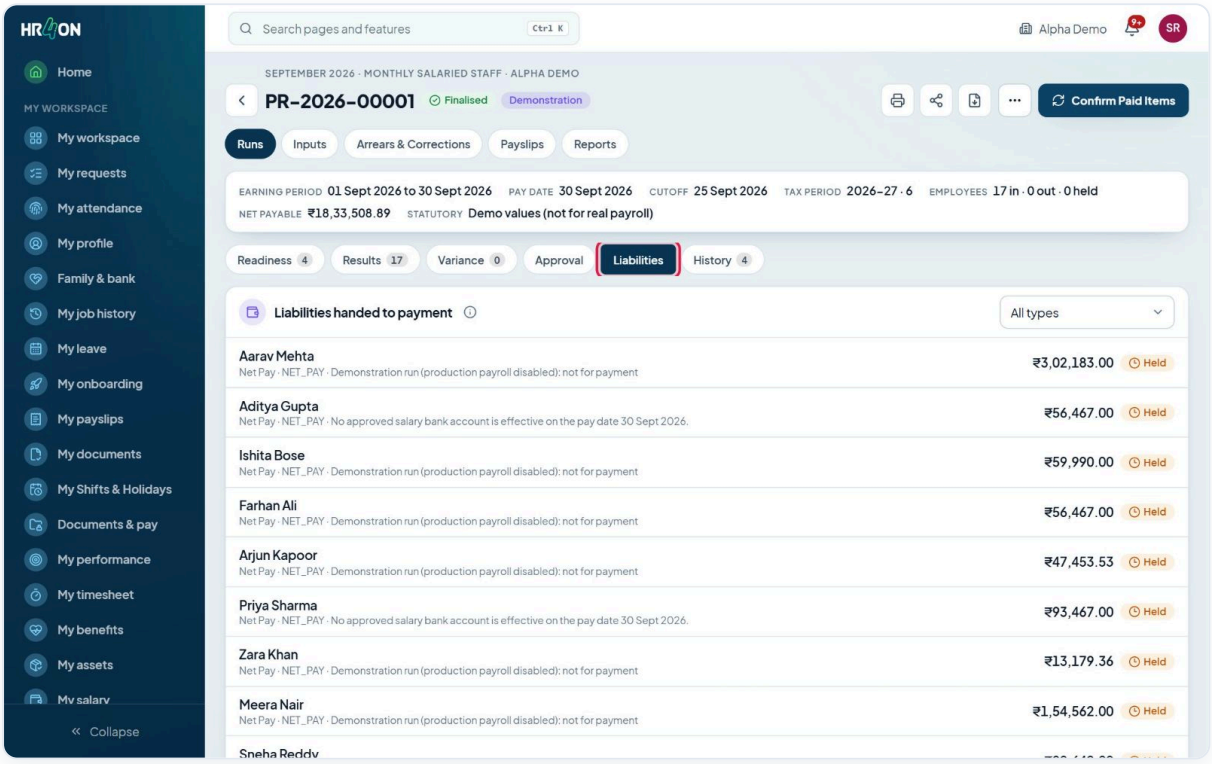
1. Open the approved run.
2. Select **Finalise** (on the **Approval** tab or at the top).
3. The status changes to **Finalised**. Payslips are created and the **Liabilities** tab appears.

TIP

- After finalising, select **Confirm Paid Items** so that expenses, benefits, leave encashments and loans are marked as paid in their own modules.

GOOD TO KNOW

- Finalising does not pay anyone. Finance pays the liabilities from **Payments & accounting**.
- Mistakes found after finalising are fixed with arrears, a correction run or a reversal, never by editing the run.



Liabilities handed to payment after finalisation.

7.4 Liabilities handed to payment

The **Liabilities** tab of a finalised run lists what is owed: net pay to each employee, statutory amounts, loan and expense recoveries, other deductions and employer contributions.

WHAT YOU SEE

- Filter by type: **Net pay**, **Employee statutory**, **Employer statutory**, **Loan recovery**, **Expense recovery**, **Other deduction**, **Employer contribution**.
- Each liability shows its amount and payment status (for example **Pending**, **Held**, **Paid**).
- **Paid item confirmations** lists what was confirmed back to the source modules.

GOOD TO KNOW

- Held payments and zero or negative net pay are never offered for transfer.

7.5 Release payslips

Each pay group decides when payslips appear to employees: automatically on finalisation, or when you release them.

WHAT YOU SEE

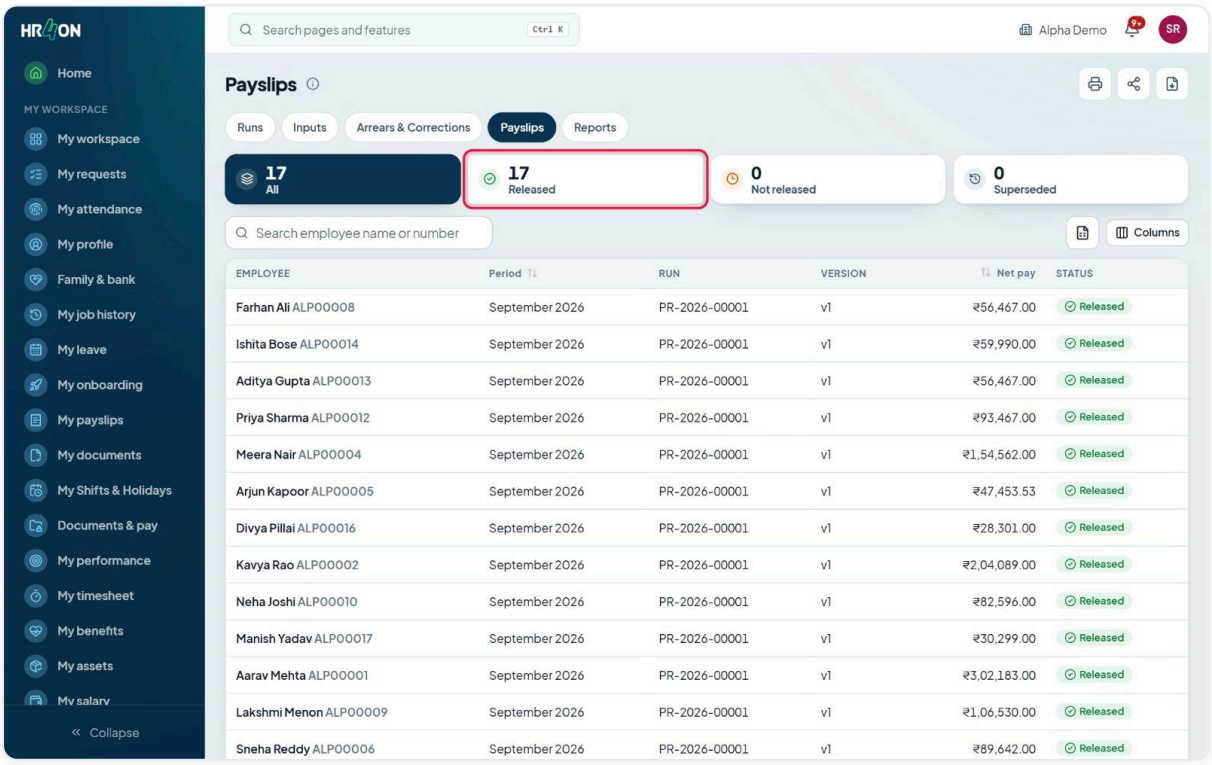
- Payslip statuses: **Not released** (generated), **Released** and **Superseded** (replaced by a corrected version).

HOW TO DO IT

1. For groups set to manual release, open the finalised run.
2. Select **More actions**, then **Release payslips**.
3. To release one employee's payslip, open it in **Payslips** and select **Release**.

GOOD TO KNOW

- Employees see released versions only. They are notified and can open the payslip under **My payslips** on their phone.



7.6 Open a payslip and its PDF

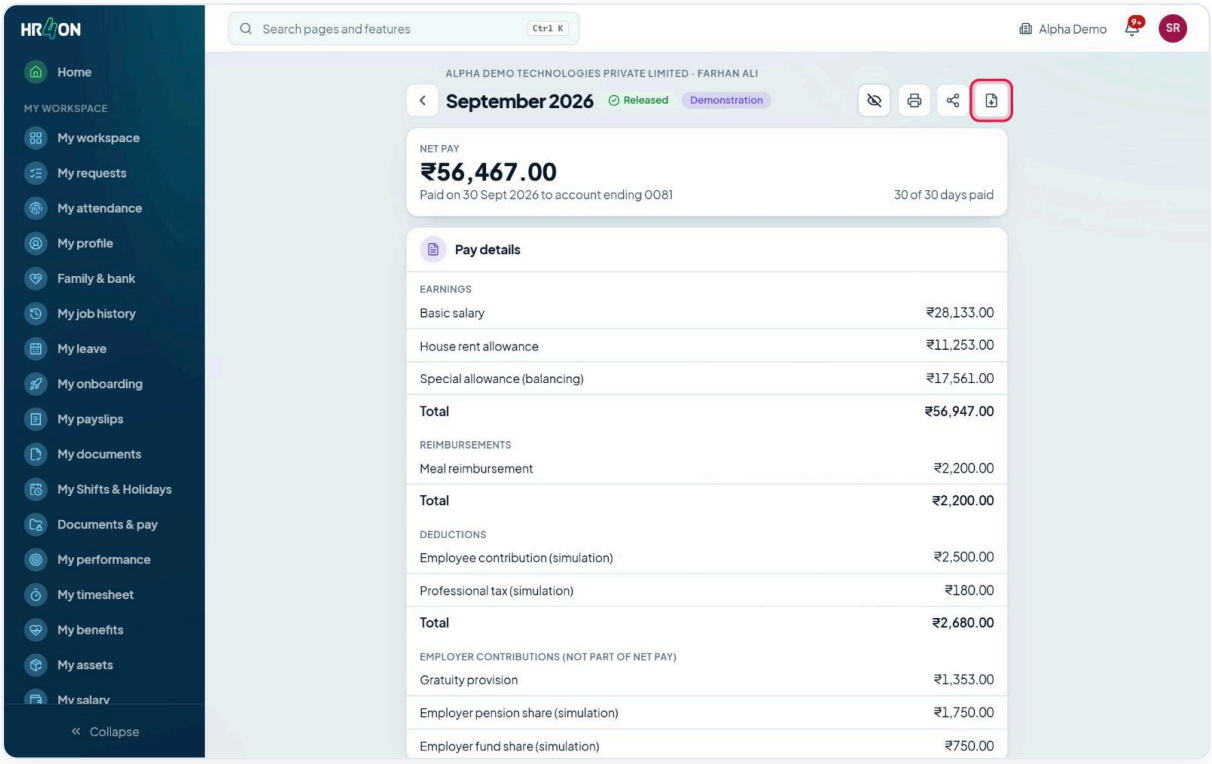
The payslip view is exactly what the employee sees: net pay, paid days, earnings, deductions and year-to-date figures.

HOW TO DO IT

1. Open **Payroll**, then **Payslips**, and select a payslip.
2. Select **Download PDF** or **Share PDF** for the PDF.
3. Use the eye button to hide amounts when someone can see your screen.

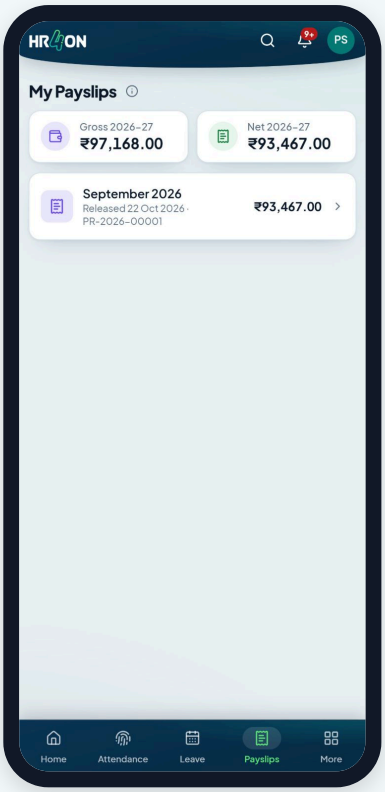
TIP

- A corrected payslip shows a **Revised statement** note, and the old one links to the current version.



ON YOUR PHONE

Employees open released payslips from **Payslips** on their phone.



7.7 Run history, cancelling and reversing

The **History** tab records every step with who did it, when and the fingerprint of the data. Two more actions are available when things go wrong.

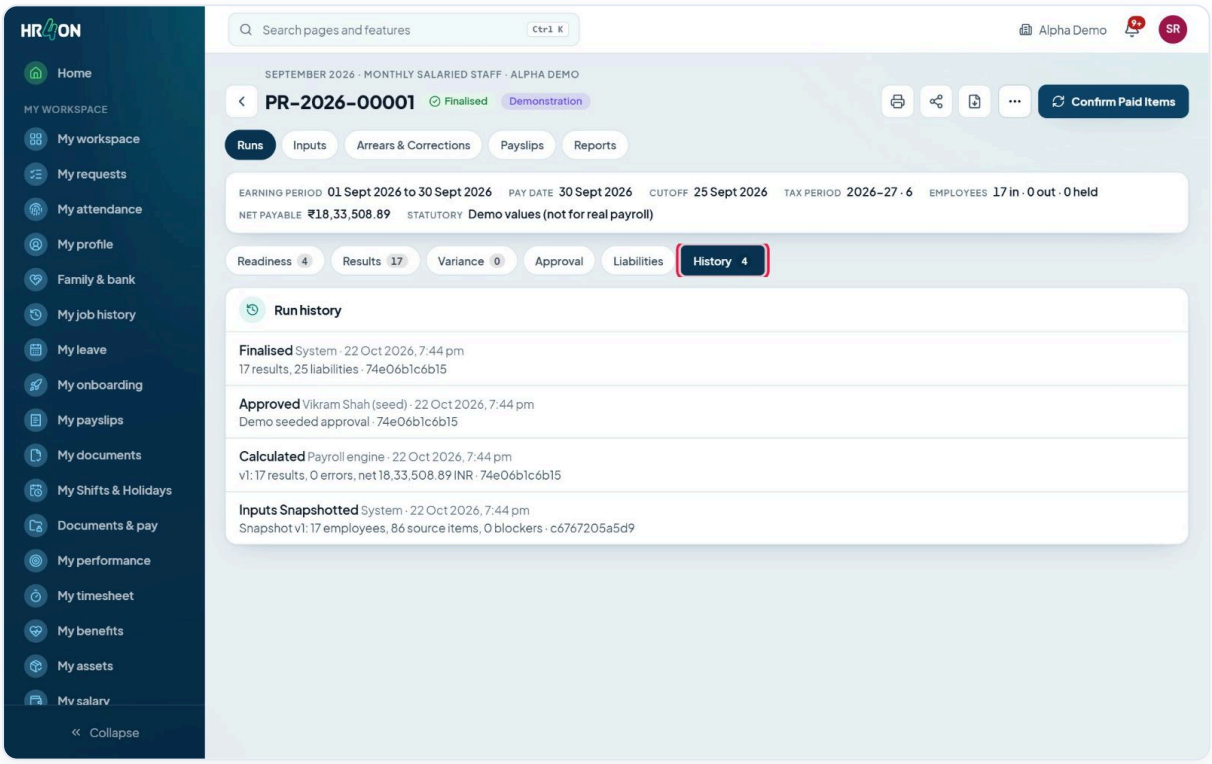
WHAT YOU SEE

- **Cancel run** (before finalisation): releases the reserved inputs so they can be paid by another run. Nothing has been paid.
- **Reverse run** (after finalisation): creates a linked reversal run that is calculated, approved and finalised like any other. Unpaid liabilities are cancelled; paid ones stay paid and are flagged for recovery. Old statements are kept and marked superseded.

HOW TO DO IT

1. Open the run and select **More actions**.
2. Choose **Cancel run** or **Reverse run** and type a reason of at least five characters.

> **GOOD TO KNOW**
> - Reversing needs reversal rights (normally the checker or payroll administrator).



08 Arrears, corrections and off-cycle runs

Finalised payroll never changes. Differences are paid or recovered later through arrears, corrections and extra runs. This chapter explains each one.

8.1 The arrears and corrections register

The **Arrears & Corrections** tab lists every adjustment to a finalised result with its delta and status.

WHAT YOU SEE

- Statuses: **Draft**, **Awaiting approval**, **Approved to pay**, **Paid** (applied in a run), **Returned**, **Rejected**, **Cancelled**.
- **Delta** is the newly due amount minus what was already paid, minus earlier adjustments for the same result.
- **Paid in** shows the run that paid it.

HOW TO DO IT

1. Open **Payroll**, then **Arrears & Corrections**.
2. Select a count tab or search by reference, reason or period.

8.2 Retro arrears drafts from backdated revisions

When Compensation approves a salary change effective in a paid period, it appears at the top of the register under **Backdated salary changes to assess**.

HOW TO DO IT

1. Open **Arrears & Corrections**.
2. Select **Create Drafts** to prepare one arrears draft for each paid period, or **Calculate Arrears** on one line.
3. Open each draft, check the delta by component and select **Submit**.
4. The checker approves it in **Approvals**. It is paid in the next regular run or a correction run.

GOOD TO KNOW

- Drafts already created are skipped, so you can select **Create Drafts** again safely.

8.3 Correct a finalised result

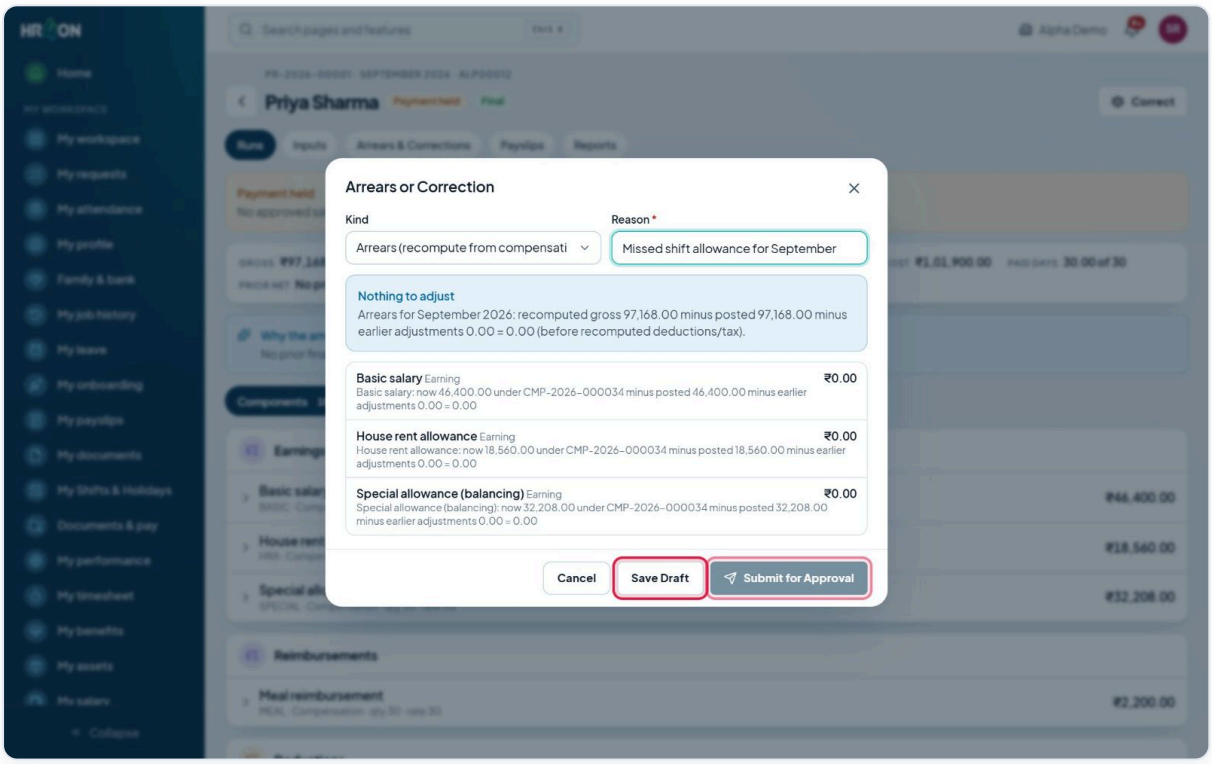
Use a correction when one employee was paid wrongly in a finalised run, for example a missed allowance.

HOW TO DO IT

1. Open the finalised employee result and select **Correct**.
2. Choose **Arrears (recompute from compensation)** to recompute from the approved package, or **Manual correction line** to enter a **Code**, **Line kind** and **Delta amount** (negative to reduce).
3. Type the **Reason** and check the preview of the delta.
4. Select **Submit for Approval**, or **Save Draft** to finish later.

GOOD TO KNOW

- **Submit for Approval** is available only when the delta is not zero; "Nothing to adjust" means the result already matches.
- The original payslip is kept, with a link to the revised one.
- Someone other than you approves the correction.



8.4 Off-cycle, correction and final settlement runs

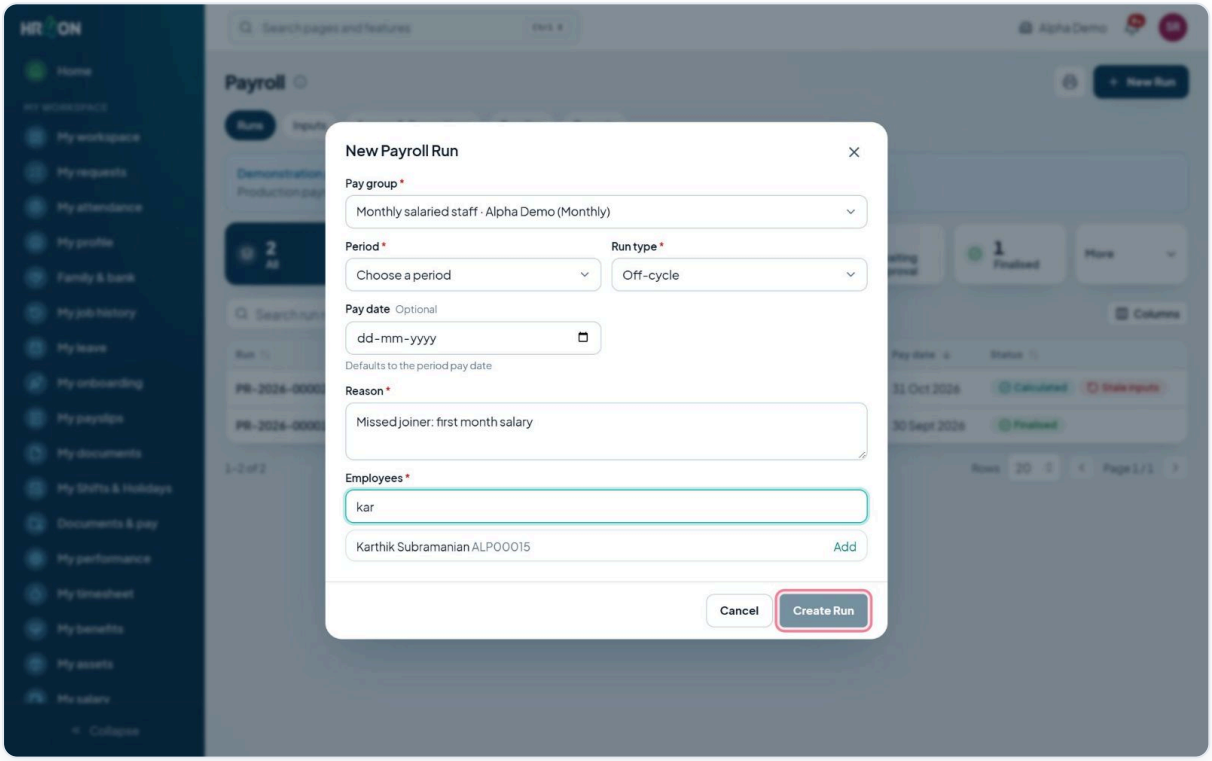
Besides the regular monthly run you can create extra runs for the same period.

WHAT YOU SEE

- **Off-cycle**: pays chosen employees outside the regular run, for example a missed joiner.
- **Correction (approved adjustments)**: pays approved arrears and corrections without waiting for the next month.
- **Final settlement**: pays a leaver's full and final settlement.
- A **Reversal** run is created only by **Reverse run**.

HOW TO DO IT

1. Select **New Run**, choose the pay group and period.
2. Choose the **Run type**.
3. Type the **Reason** (required for every type except regular).
4. For off-cycle and final settlement runs, type two or more letters of each employee and select **Add**.
5. Select **Create Run**, then lock inputs, calculate, submit and finalise as usual.



09 Final settlements for leavers

A full and final settlement pays a leaver's last salary, encashments and other dues, and recovers what they owe. Payroll prepares it, the payroll checker approves it, payroll submits it and finance pays it.

9.1 The settlements list

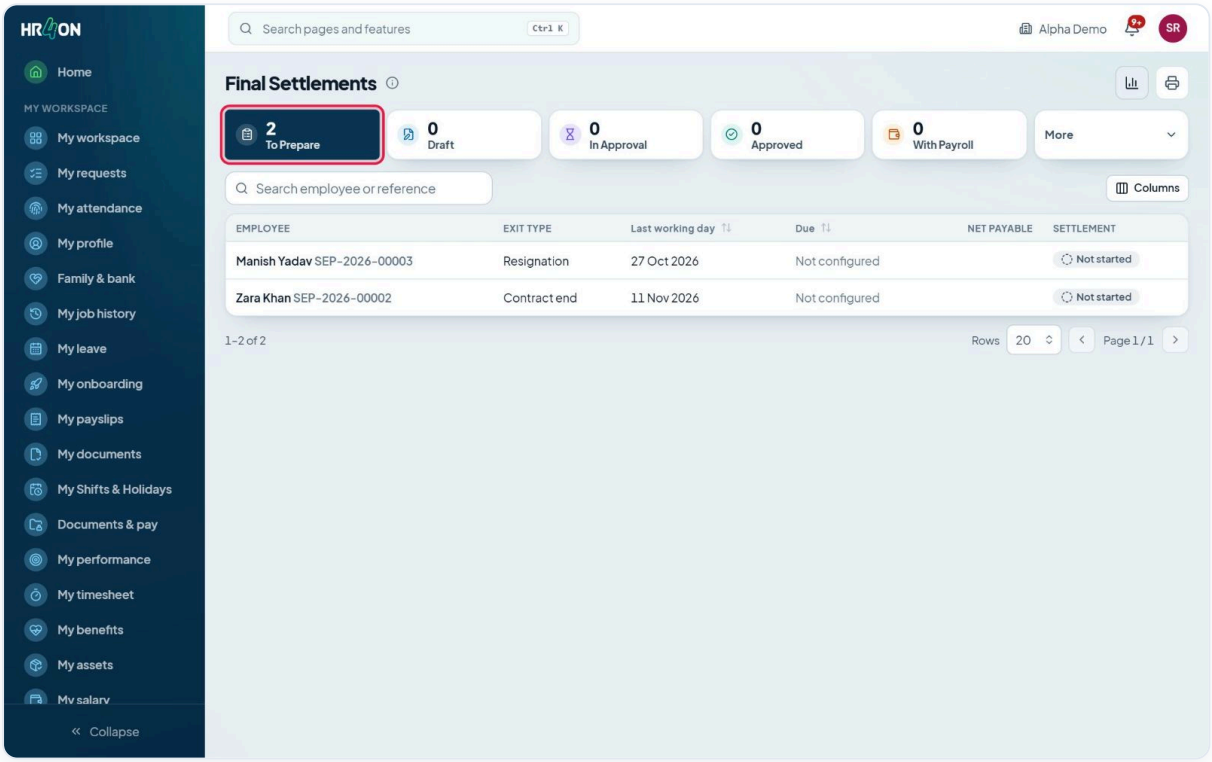
Leavers appear here once their exit date is approved in Separations.

WHAT YOU SEE

- Count tabs: **All**, **To Prepare**, **Draft**, **In Approval**, **Approved**, **With Payroll**, **Paid**.
- Columns: settlement, employee, exit type, **Last working day**, **Due**, **Net payable**, **Disputed** and **Paid on**.

HOW TO DO IT

1. Open **Final Settlements** from the **Pay** section.
2. Select **To Prepare** to see leavers waiting for you.
3. Select a leaver to open the settlement workbench.



9.2 Collect inputs and build the settlement

Collecting reads the leaver's approved data from payroll, leave, attendance, statutory, expenses and loans to build a provisional settlement run.

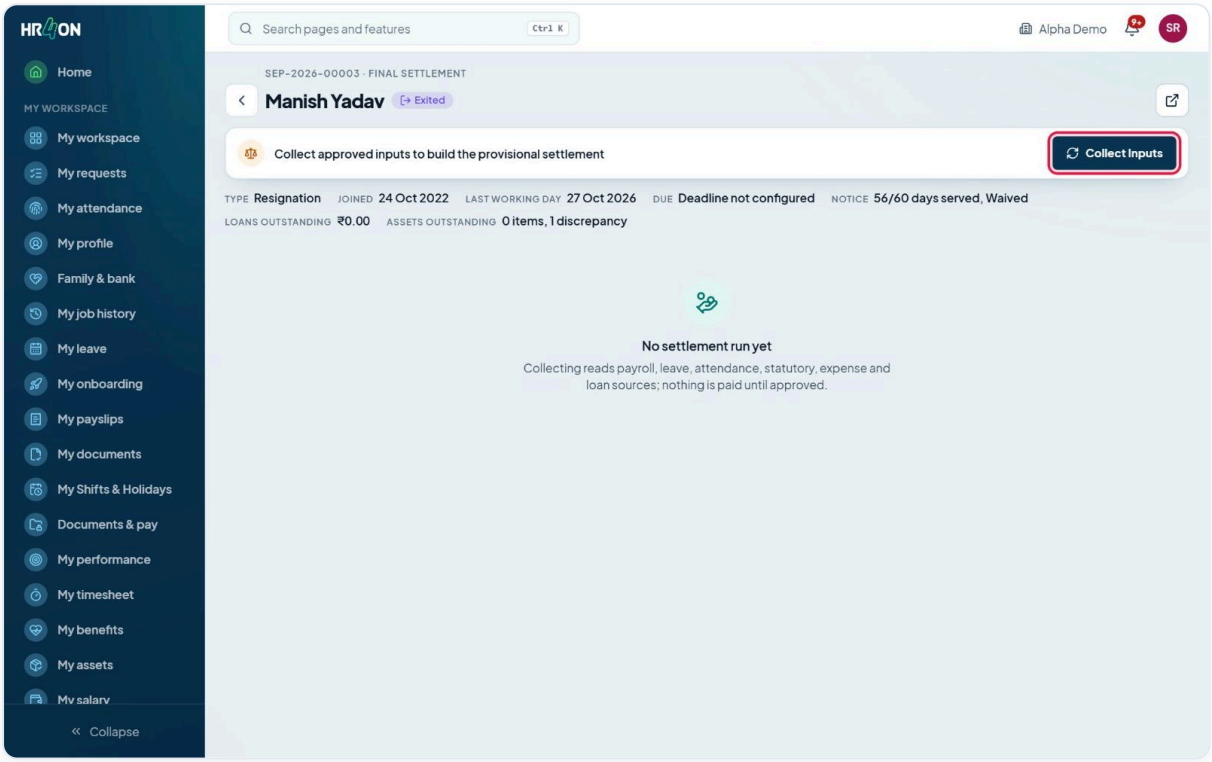
WHAT YOU SEE

- Header facts: **Type**, **Joined**, **Last working day**, **Due**, **Notice** served against required, **Loans outstanding** and **Assets outstanding**.
- The bar under the header always shows the next step and its button.

HOW TO DO IT

1. Open the leaver.
2. Select **Collect Inputs**. Run 1 is created as a provisional **Draft**.

> **GOOD TO KNOW**
> - Nothing is paid until the settlement is approved, submitted to payroll and paid by finance.



9.3 What a settlement contains

Each settlement run groups the items so you can check them line by line.

GROUPS

- **Earnings**: salary for the exit month up to the last working day, leave encashment, notice pay and other dues.
- **Deductions and recoveries**: notice shortfall, loan and advance balances, expense advances, asset recoveries and tax.
- **Employer contributions (not deducted from pay)**.
- **Disputed (recorded separately)**: items the employee disputes; they do not block the undisputed amount.
- **Information and excluded**: shown for reference.
- Tiles: **Earnings**, **Deductions** and **Net payable** (or **Recoverable** when the leaver owes money).

TIP

- Loan balances are recovered as decided in **Loans & advances**, **Exit Review**. Statutory entitlements are never withheld.

9.4 Resolve items, add late items and approve

Work through the provisional run, then send it for approval.

HOW TO DO IT

1. Use each item's menu to **Resolve and Include**, **Exclude**, **Dispute** or **Remove** it. Excluding or disputing needs a reason.
2. Use **Run actions**, then **Add Approved Input** for an approved amount from outside the sources, or **Refresh From Sources** after a source changes.
3. If a warning says payroll items arrived late, select **Add Late Items**.
4. Select **Send for Approval**. The run goes to the payroll checker (**Open Approval** shows the request).
5. **Checker:** approve or return it in **Approvals**.
6. When approved, select **Submit to Payroll**.

GOOD TO KNOW

- If any input changes after approval, the approval is invalidated and the run returns to draft with the reason shown.

9.5 Payment, statement and late inputs

Finance pays the settlement and records it. You can print the statement at any time.

HOW TO DO IT

1. Finance selects **Record Payment** with the payment reference and date once the money is paid.
2. Use **Download PDF** on the workbench for the settlement statement.
3. If approved inputs arrive after payment, select **Check Late Inputs**. They go into a linked **Supplemental (off-cycle)** run.

10 Loans, benefits and expenses in payroll

Three modules send money into or out of each payslip. You do not enter these amounts; you check that they reached the run and that they were confirmed as paid.

10.1 Loan and advance recoveries

Loan instalments and salary advance recoveries due in the period become payroll deductions automatically. **Reconciliation** in Loans & advances compares what was due with what payroll deducted.

WHAT YOU SEE

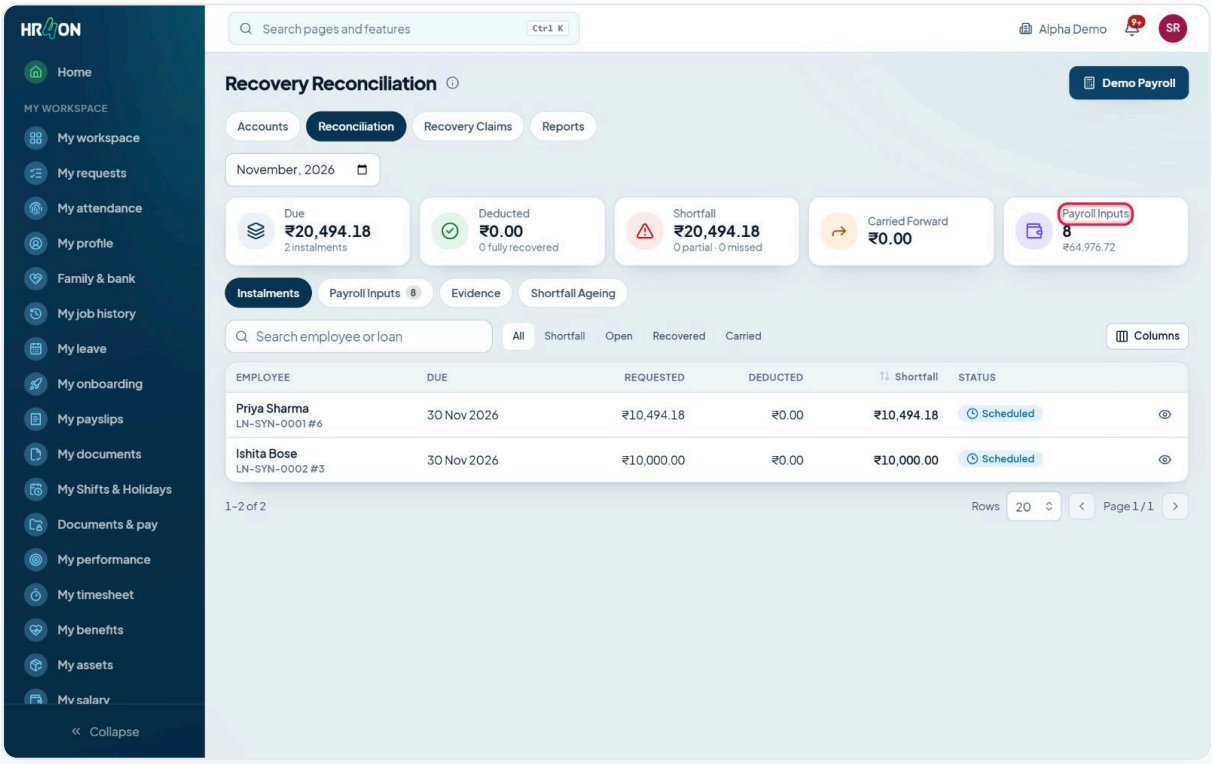
- **Payroll Inputs**: the recoveries payroll will deduct this period. Collecting again never deducts twice.
- **Evidence**: deductions posted from finalised payroll.
- **Shortfall Ageing**: instalments not fully deducted, for example because net pay was too low, by days past due.

HOW TO DO IT

1. Open **Loans & advances**, then **Reconciliation**.
2. Choose the **Pay period**.
3. Check **Payroll Inputs** before you lock inputs and **Evidence** after finalising.

GOOD TO KNOW

- An instalment counts as recovered only when finalised payroll or payment evidence is posted. Undeducted amounts stay outstanding.



10.2 Benefit contributions

Accepted benefit elections create monthly payroll inputs: employee contributions deducted from pay and employer costs. HR releases them to payroll from Benefits.

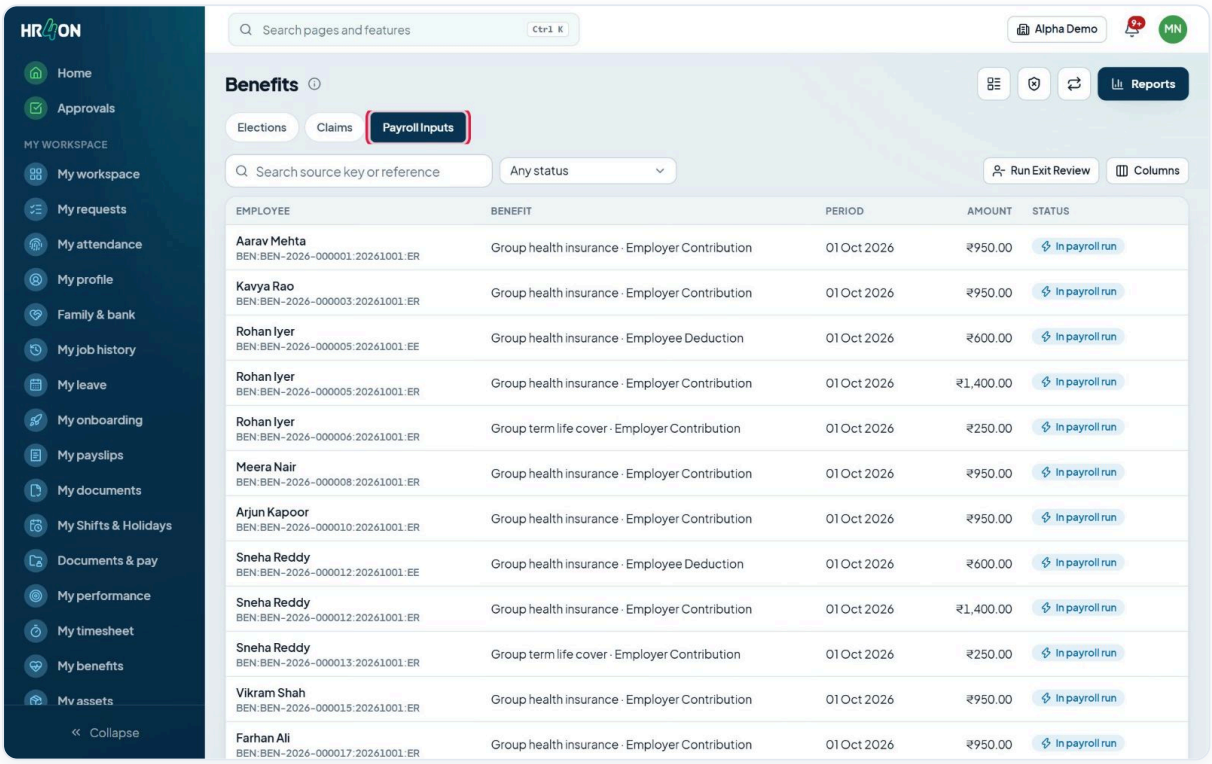
WHAT YOU SEE

- In **Benefits**, **Payroll Inputs** shows each input with its period, contribution, status and payroll run.
- Statuses include **To Pay**, **Paid**, **Settled Outside Payroll** and recoveries on hold.
- In the payroll result, benefit deductions appear under **Deductions** and employer costs under **Employer contributions (not in net)**.

HOW TO DO IT

1. HR opens **Benefits**, then **Payroll Inputs**.
2. HR selects **Release To Payroll** for the month.
3. You lock or refresh inputs so the run picks them up.

> **TIP**
> - **Benefit Reports**, **Cost** compares expected contributions with what payroll took for the month.



10.3 Expense reimbursements and recoveries

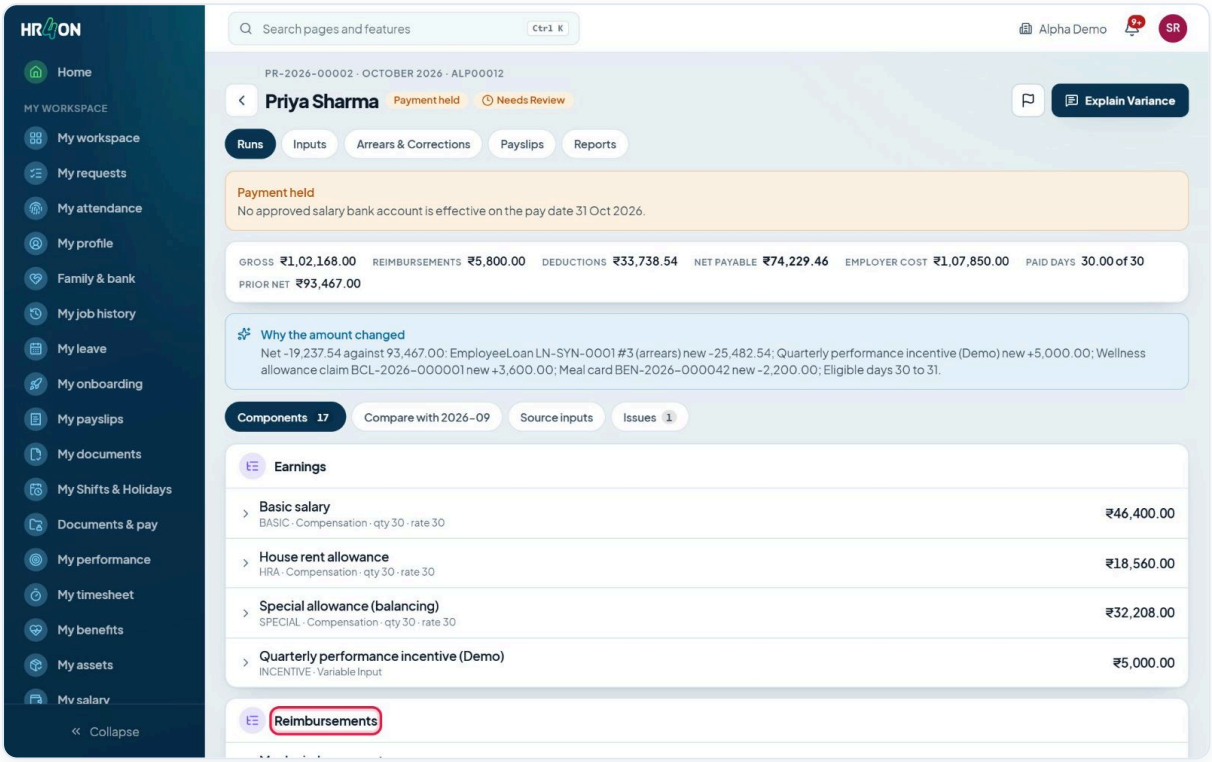
Finance routes each approved expense claim once: through payroll or by direct payment. Claims routed to payroll appear as reimbursements in the run; unrecovered travel advances can be deducted.

WHAT YOU SEE

- Reimbursements are shown separately from gross pay in the result and on the payslip.
- After finalising, **Confirm Paid Items** marks the claims as paid in Expenses.

GOOD TO KNOW

- A claim is never paid twice: if payroll included it, it cannot also be paid directly.



Reimbursements in an employee result, shown apart from earnings.

11 Statutory and tax

Statutory & tax holds the rules for provident fund, state insurance, professional tax, labour welfare fund and income tax, each employee's statutory profile and tax declarations, and the returns and payments due to authorities.

11.1 Compliance readiness

Readiness tells you whether live payroll can run: every applicable scheme needs an approved, signed-off rule pack, establishments need applicability and registrations, and every employee needs a statutory profile.

WHAT YOU SEE

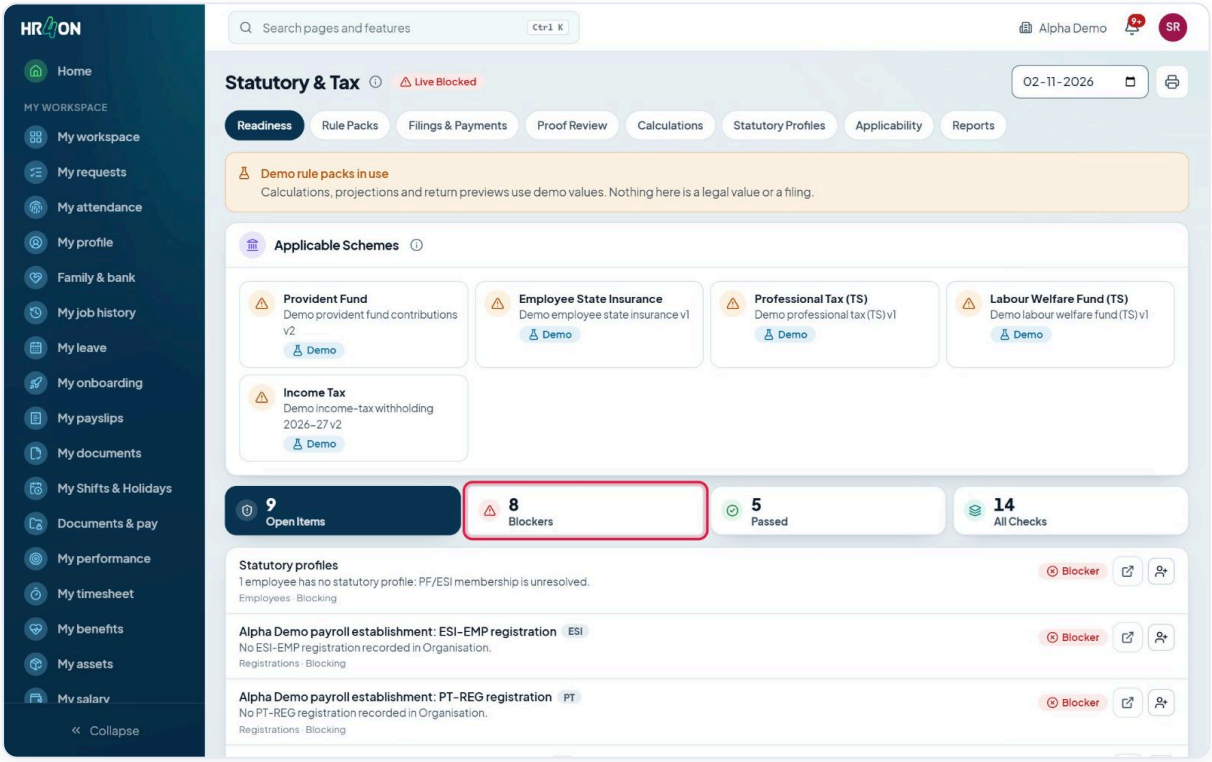
- Count tabs: **Open Items**, **Blockers**, **Passed**, **All Checks**. The page header shows **Live Blocked** or **Live Ready**.
- **Applicable Schemes** shows each scheme with its pack status.
- Use **Assign Owner** to give an open item to a person.

HOW TO DO IT

1. Open **Statutory & tax** from the **Pay** section.
2. Select **Blockers** and work through each item.

GOOD TO KNOW

- Missing configuration is a blocker, never a silent zero.



11.2 Rule packs

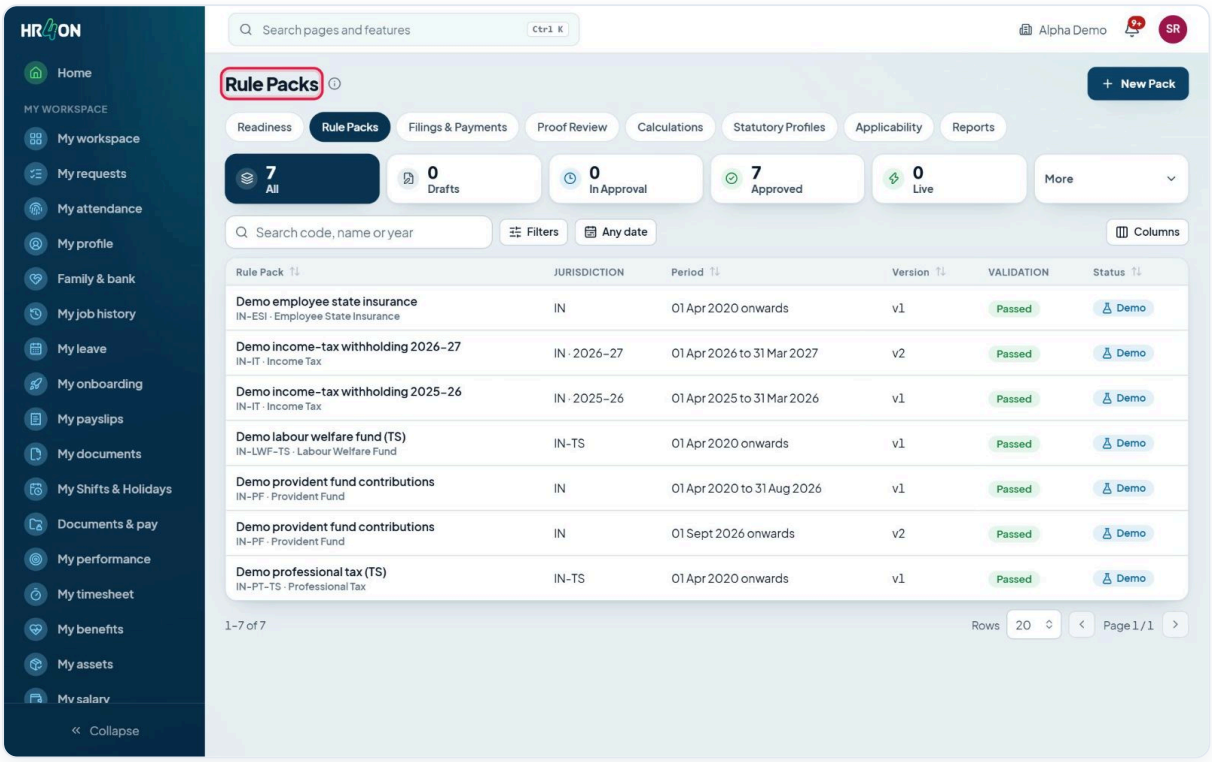
A rule pack holds the rates, ceilings and rules of one scheme for a period, for example provident fund contributions or income-tax withholding for a tax year.

WHAT YOU SEE

- Count tabs: **All**, **Drafts**, **In Approval**, **Approved**, **Live**, and under **More**, **Demo** and **Superseded**.
- Each pack shows scheme, jurisdiction, version, effective period, validation and status.
- Demo packs are for previews and simulations only, never for real payroll.

HOW TO DO IT

1. Open **Statutory & tax**, then **Rule Packs**.
2. Select a pack to open it.



11.3 Inside a rule pack: preview, sign-off and new versions

The pack page shows its rules, wage definition, sources and versions, and lets you preview a calculation.

WHAT YOU SEE

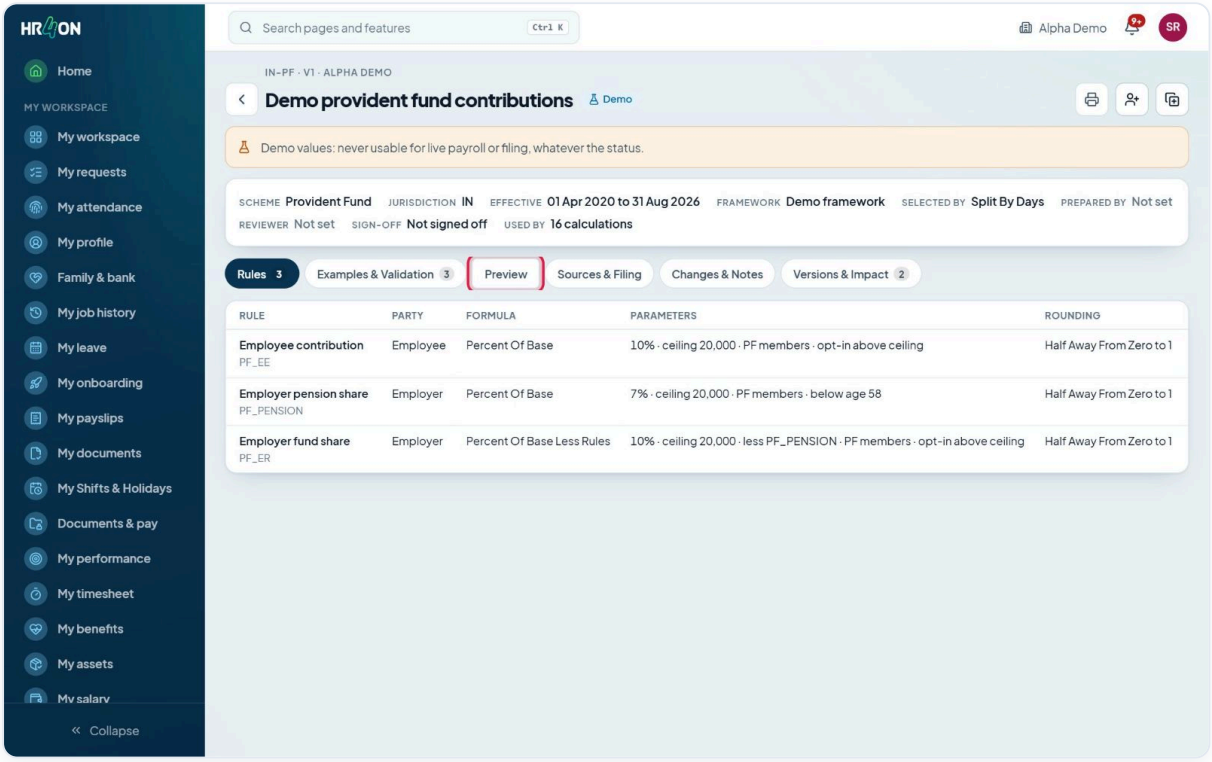
- Tabs: **Rules**, **Examples & Validation**, **Preview**, **Sources & Filing**, **Changes & Notes** and **Versions & Impact**.
- The facts line shows the scheme, effective dates, who prepared it, the reviewer and whether it is signed off.
- **Preview** calculates sample amounts. Previews never save anything.
- **Official Sources** needs a link or document and the date it was reviewed.

HOW TO DO IT

1. Payroll makers create a draft with **New version**, edit it and select **Validate**.
2. Select **Submit For Approval**.
3. **Checker:** the reviewer records **Sign Off** with evidence, then approves it.

GOOD TO KNOW

- A pack used for live payroll must be approved and signed off by someone other than the person who prepared it.



11.4 Statutory profiles and applicability

Each employee needs a statutory profile: PF membership, ESI number or exemption, PAN and work state. **Applicability** says which schemes apply to each establishment.

WHAT YOU SEE

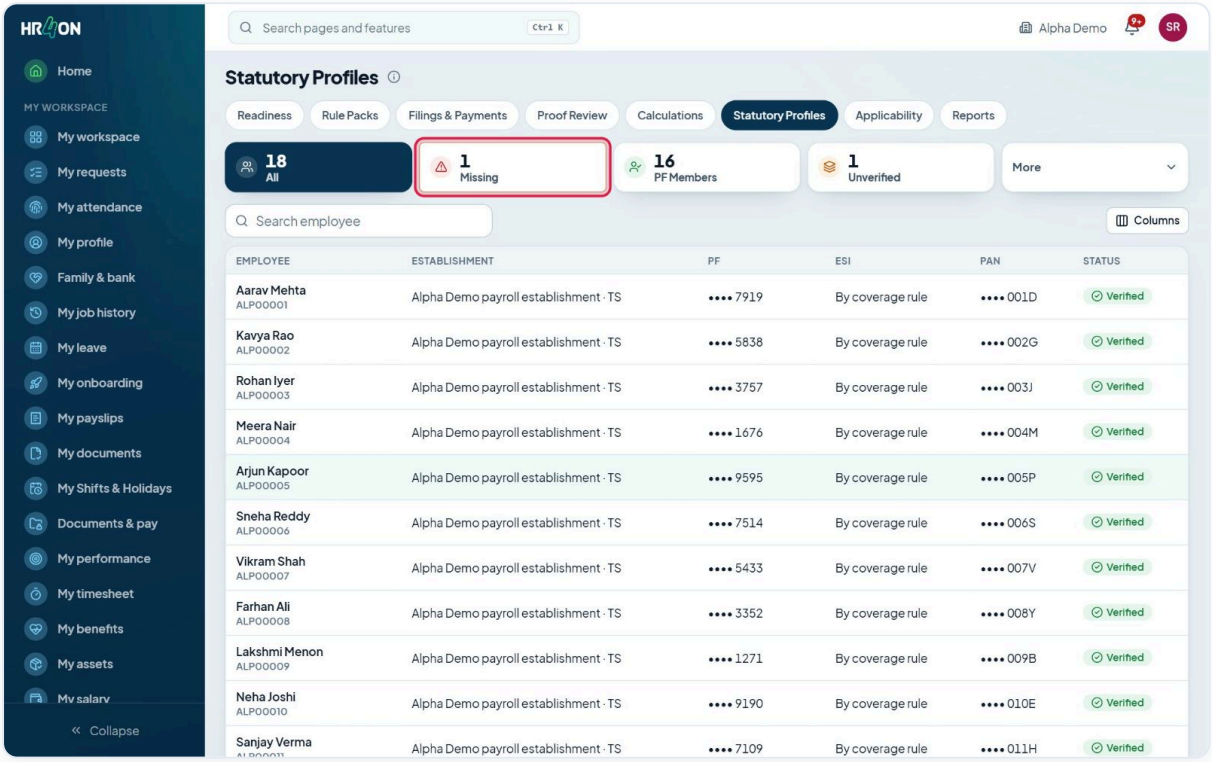
- Count tabs: **All**, **Missing**, **PF Members**, **Unverified**, and more under **More** (for example **Verified**, **Opt-outs**, **Above Ceiling**).
- Numbers are stored securely and shown masked; **Reveal** is recorded.
- Select **Verify** once a profile is checked against documents.

HOW TO DO IT

1. Open **Statutory & tax**, then **Statutory Profiles**.
2. Select **Missing** and complete each profile.
3. Open **Applicability** to check schemes per establishment.

GOOD TO KNOW

- A missing profile blocks live payroll for PF and ESI.



11.5 Tax regimes, declarations and proof review

Employees choose a tax regime, declare investments and later upload proofs. Payroll reviews the proofs; the accepted amounts drive tax withholding.

WHAT YOU SEE

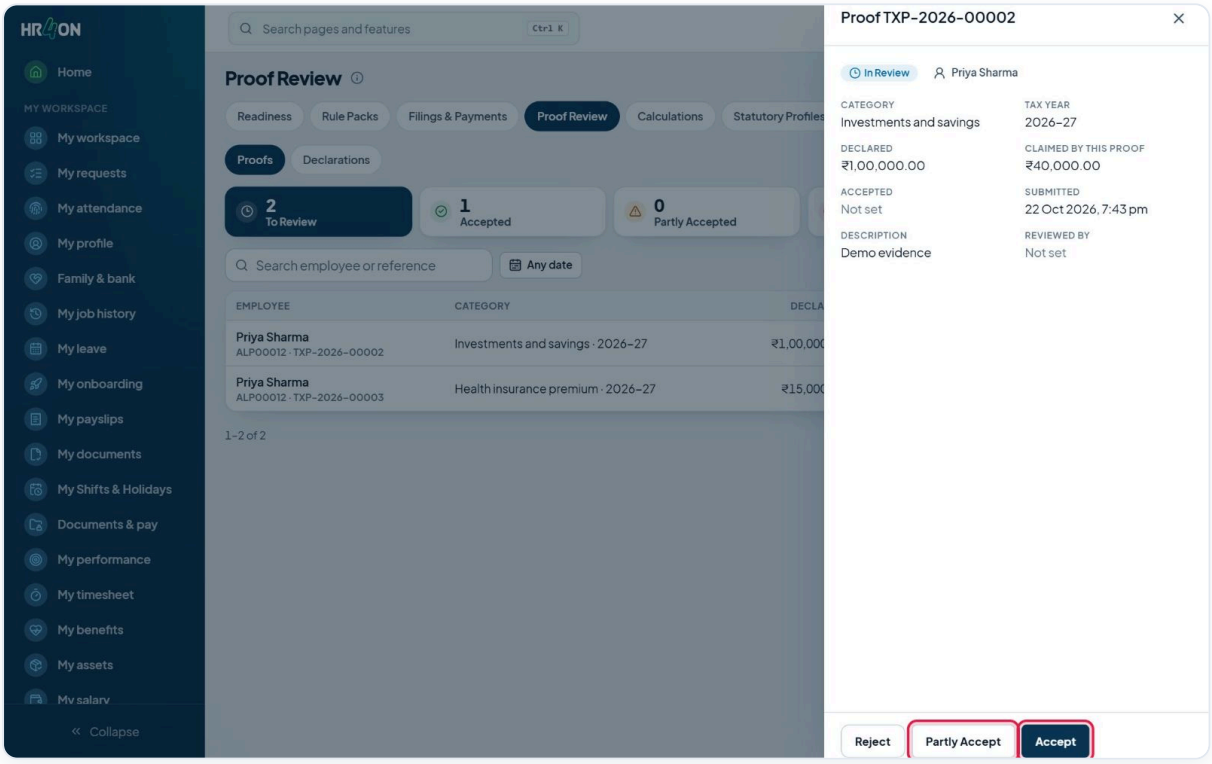
- **Proof Review** has two views, **Proofs** and **Declarations**. Proof count tabs: **To Review**, **Accepted**, **Partly Accepted**, **Rejected** and **All**.
- Declared, proven and accepted amounts stay separate.
- The employee tax page shows the regime, declarations, **Estimated Annual Tax**, **Monthly Withholding** and **Already Paid**, with a **Tax Explanation**.

HOW TO DO IT

1. Open **Statutory & tax**, then **Proof Review**, and select **To Review**.
2. Open a proof and its evidence.
3. Select **Accept**, **Partly Accept** (enter the **Accepted Amount**) or **Reject**. Partial acceptance and rejection need a reason.

GOOD TO KNOW

- The employee sees the changed eligible amount and the new withholding.



11.6 Statutory calculations

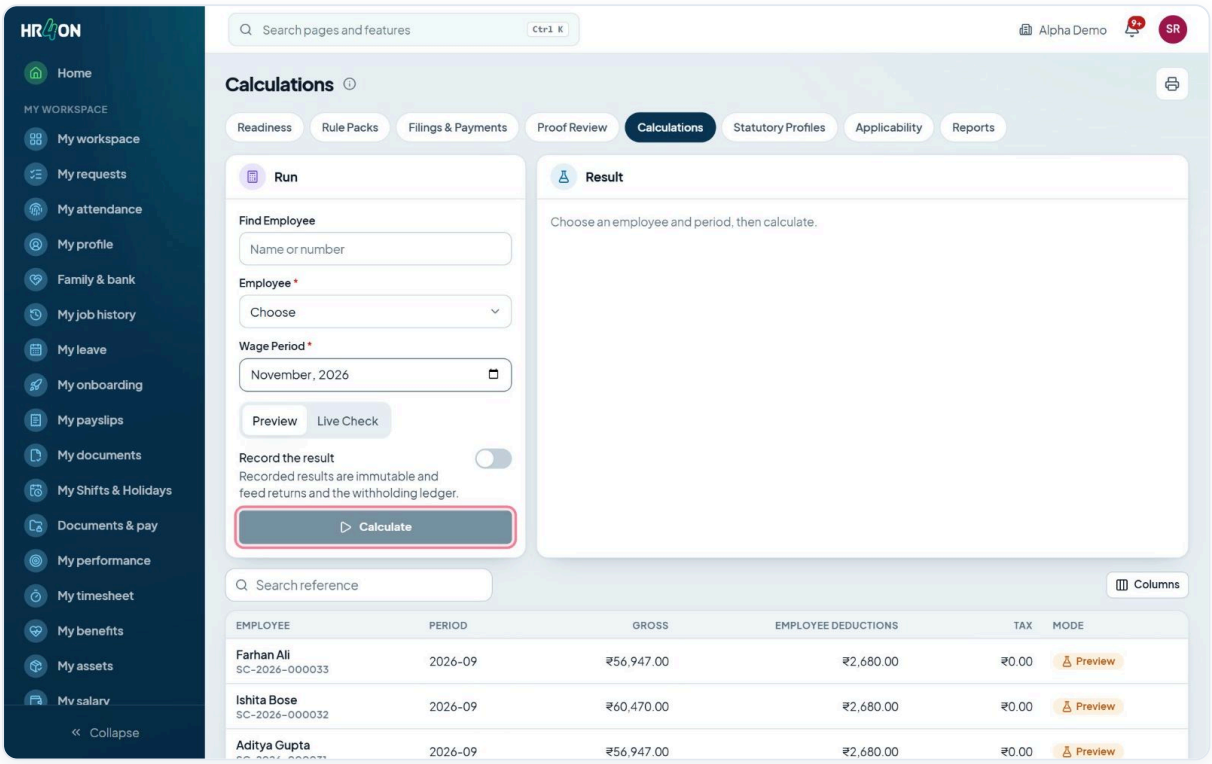
Calculations works out statutory deductions and tax for one employee and period, so you can check a figure before or after the run.

HOW TO DO IT

1. Open **Statutory & tax**, then **Calculations**.
2. Find the employee, choose the **Wage Period** and **Preview** or **Live Check**.
3. Turn on **Record the result** only when the result should be kept; recorded results cannot change.
4. Select **Calculate** and read the result and any blockers.

GOOD TO KNOW

- Live mode is blocked for any scheme whose pack is demo or not signed off.



11.7 Statutory returns and payments: PF, ESI, PT, TDS

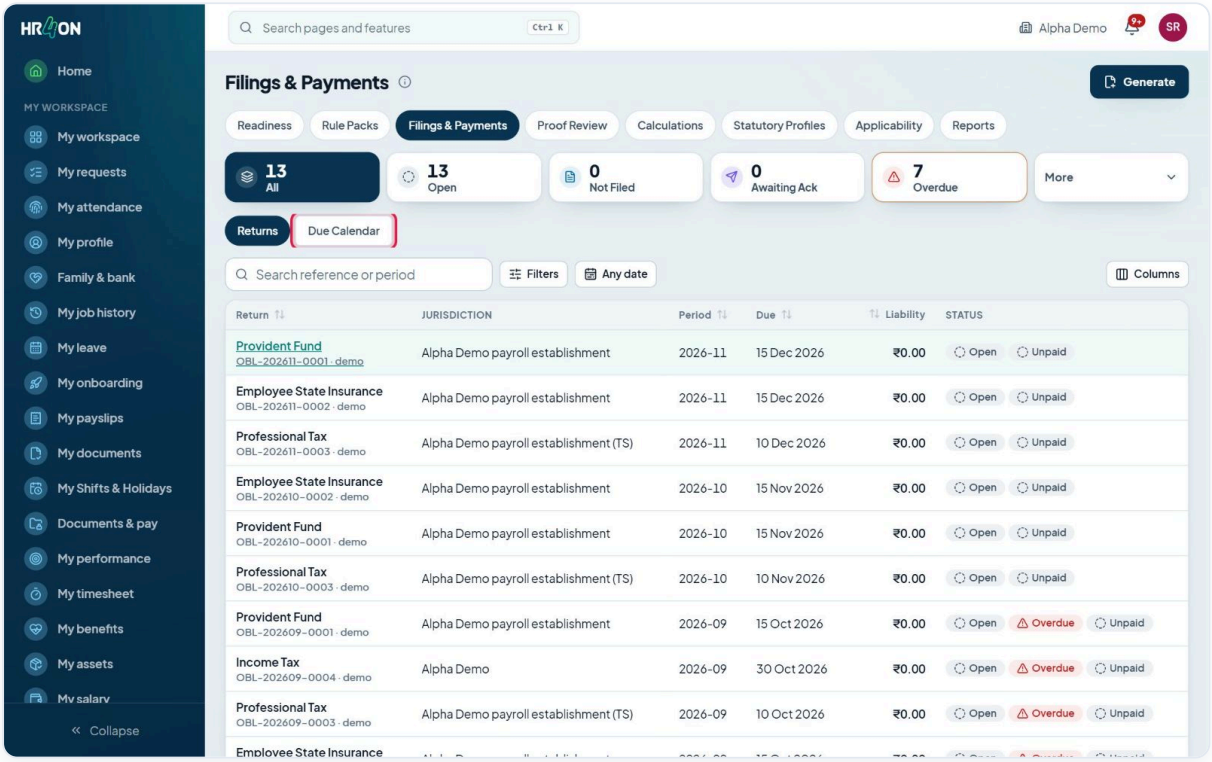
Filings & Payments lists each obligation for a scheme and period: the return, its due date, the liability and payments made.

WHAT YOU SEE

- Count tabs: **All**, **Open**, **Not Filed**, **Awaiting Ack**, **Overdue**, and more under **More**. Switch between **Returns** and **Due Calendar**.
- Return and challan files are previews: HR4ON never files anything with an authority.
- A return counts as filed only when the authority acknowledgement is recorded. Payments are separate evidence.

HOW TO DO IT

1. Select **Generate** to create obligations for a period.
2. Open an obligation and select **Prepare** to validate and generate the return preview from the period's final calculations.
3. Download the preview and file it on the authority's portal.
4. Select **Record Submission**, then **Record Acknowledgement** when the authority accepts it.
5. Finance records the challan with **Record Payment**.



11.8 An obligation in detail

The obligation page keeps the return versions, the payment evidence and the history.

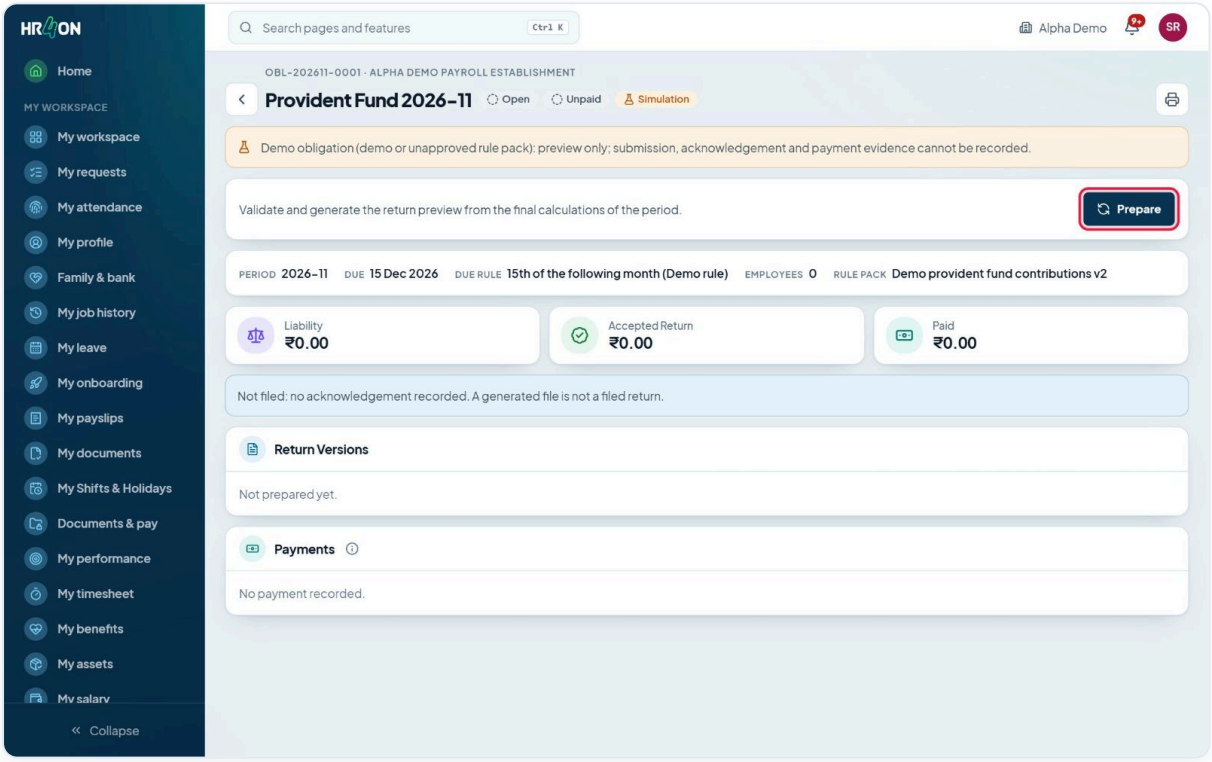
WHAT YOU SEE

- Tiles: **Liability**, **Accepted Return** and **Paid**.
- **Return Versions** and **Payments** keep every version and payment.
- Obligations from demo rule packs are previews only: submission, acknowledgement and payment cannot be recorded.

HOW TO DO IT

1. Open an obligation from **Filings & Payments**.
2. Select **Prepare**, then **Download preview** for the return file.
3. Record submission, acknowledgement and payment as they happen. Use **Start Amendment** for a corrected return.

> **GOOD TO KNOW**
> - Bank success alone never proves acceptance of a return.



12 Payroll reports

Reports use posted payroll results and balances within your access. Use them to reconcile each run and to answer audit questions.

12.1 Payroll register

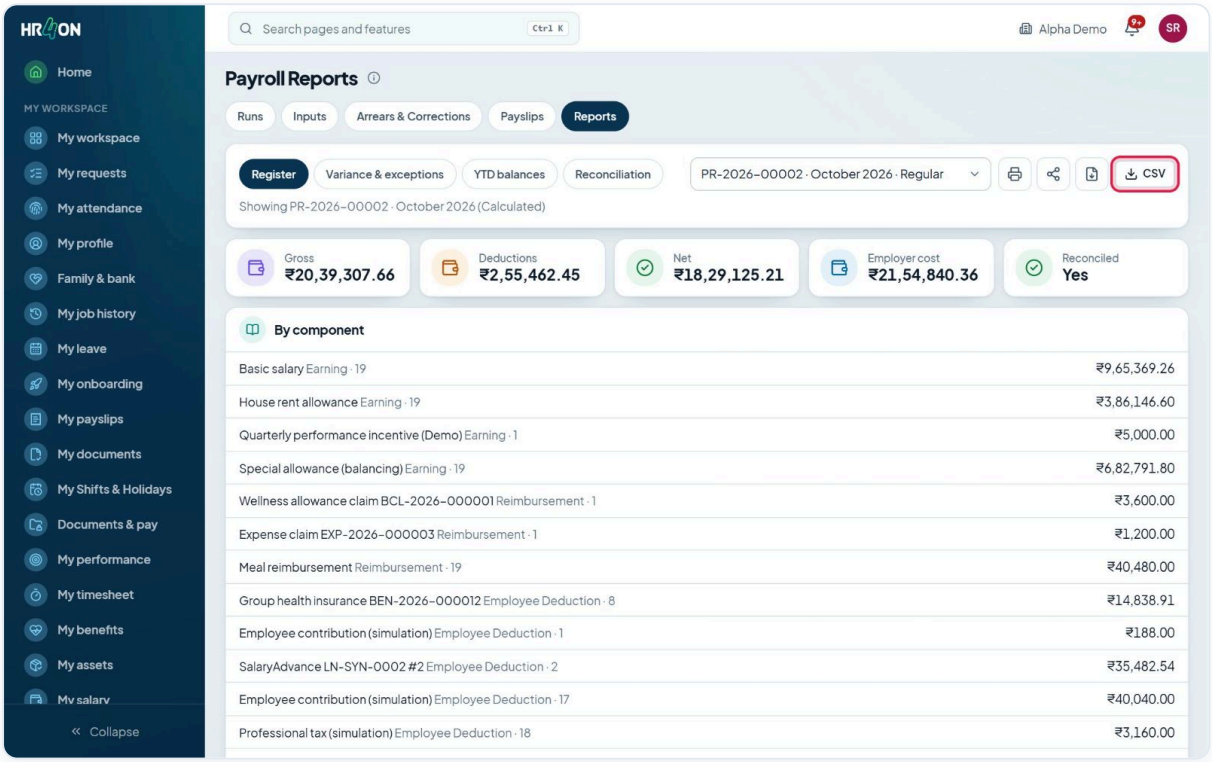
The register totals a run by component and by employee and tells you whether it reconciles.

WHAT YOU SEE

- Tiles: **Gross**, **Deductions**, **Net**, **Employer cost** and **Reconciled**.
- **By component** and **By employee** lists.

HOW TO DO IT

1. Open **Payroll**, then **Reports**.
2. Choose the run in the run list.
3. Select **Download PDF** or **CSV** to export.



12.2 Variance, exceptions and year-to-date

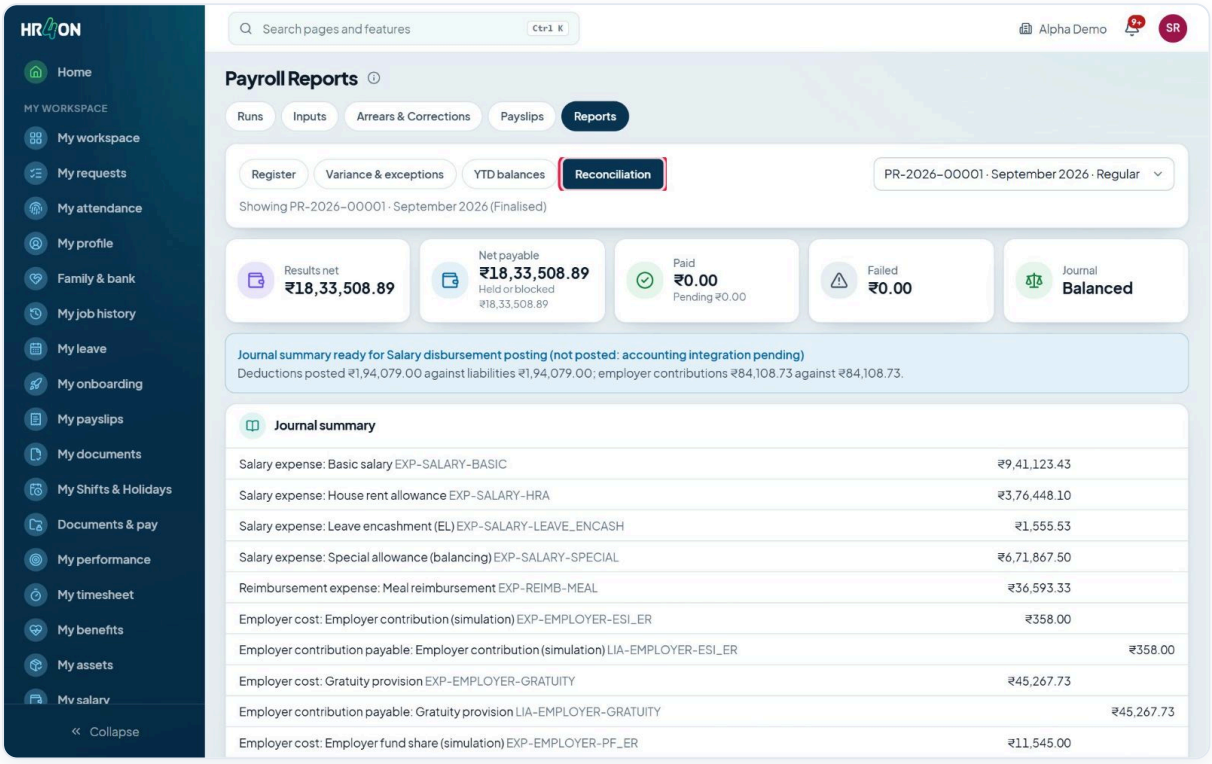
Three more payroll reports help with review and year-end.

WHAT YOU SEE

- **Variance & exceptions**: every issue of the run with its source.
- **YTD balances**: year-to-date gross, deductions, net and tax per employee; type a tax year such as **2026-27**.
- **Reconciliation**: results net against net pay liabilities, paid, pending and failed amounts, and the journal summary.

HOW TO DO IT

1. In **Reports**, select the tab you need.



12.3 Statutory reports

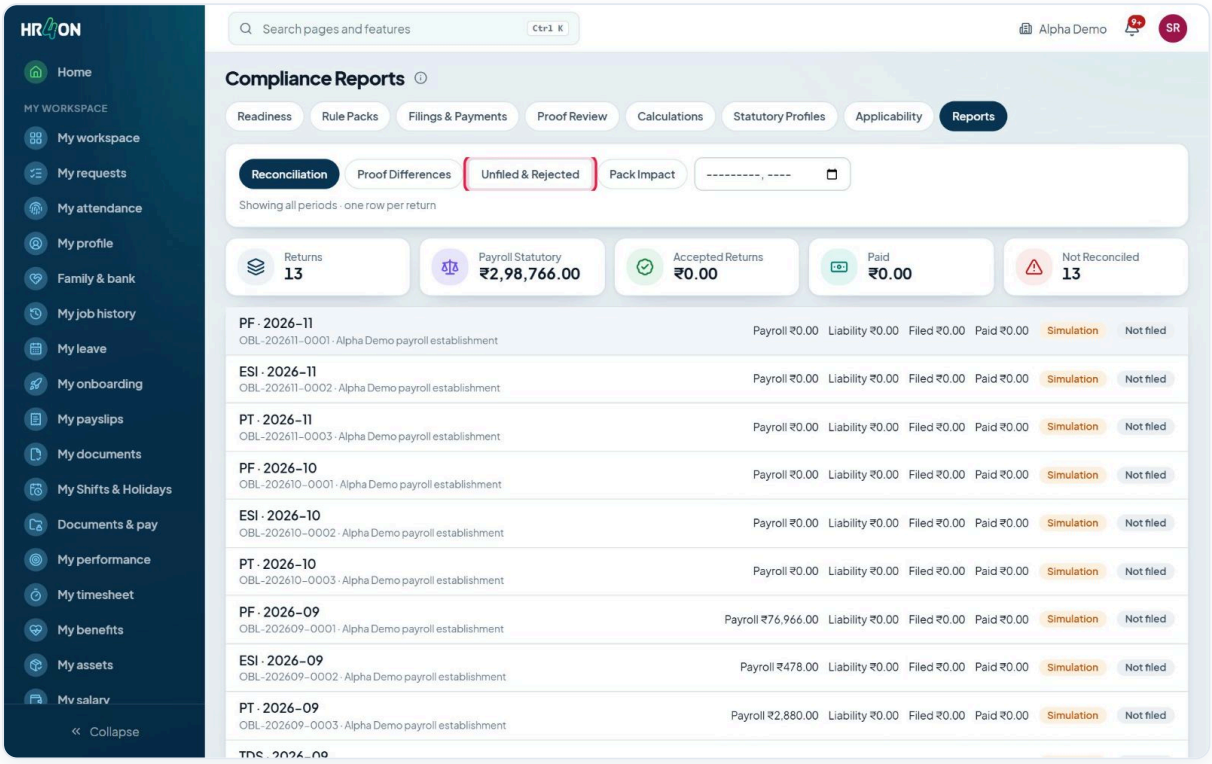
Statutory & tax reports reconcile statutory amounts with payroll and track unfiled returns.

WHAT YOU SEE

- **Reconciliation**, **Unfiled & Rejected**, **Proof Differences** and **Pack Impact**.
- Demo rows come from demo rule packs and are never filings.

HOW TO DO IT

1. Open **Statutory & tax**, then **Reports**.
2. Choose a report, period and company, then **Download CSV** if needed.



A Words used in this guide

Arrears
Money owed for an earlier period, usually from a backdated salary change, paid in a later run.

Checker
The independent person who approves inputs, arrears and payroll runs prepared by the maker.

Correction run
An extra run that pays approved arrears and corrections without waiting for the next month.

CTC
Cost to company: the annual cost of an employee, including employer contributions. Not take-home pay.

Cutoff
The last date for inputs to be included in a period's regular run.

Delta
The difference between what is now due and what was already paid.

Employer contribution
An amount the company pays on top of salary, such as provident fund. Not deducted from pay.

Final settlement
Full and final payment to a leaver: last salary, encashments and dues, less recoveries.

Finalise
Post a run's results and liabilities permanently. Finalised runs never change.

Held payment
A calculated payment that is not offered for transfer until finance releases it.

Liability
An amount a finalised run owes to an employee, an authority or another party.

Lock inputs
Take a snapshot of who is paid and which approved inputs are used, and check readiness.

Loss of pay
Unpaid days that reduce salary, from unpaid leave or absence.

Maker
The person who prepares and calculates payroll.

Off-cycle run
A run for chosen employees outside the regular monthly run.

Pay group
A group of employees paid on the same frequency, calendar and rules.

Payment blocker
An issue that lets pay be calculated but holds the payment, such as a missing bank account.

Proration
Paying part of an amount for part of a period, such as a joiner's first month.

Reversal run
A run that undoes a finalised run; it is approved and finalised like any other.

Rule pack
The versioned rates and rules of one statutory scheme for a period.

Stale inputs
A source changed after the snapshot; refresh the inputs and recalculate.

Statutory profile
An employee's statutory memberships and numbers, such as PF and ESI.

Variance
A change in net pay against the previous period above the company threshold.

Variable input
A one-off amount such as an incentive, deduction or overtime hours.