i2e Consulting
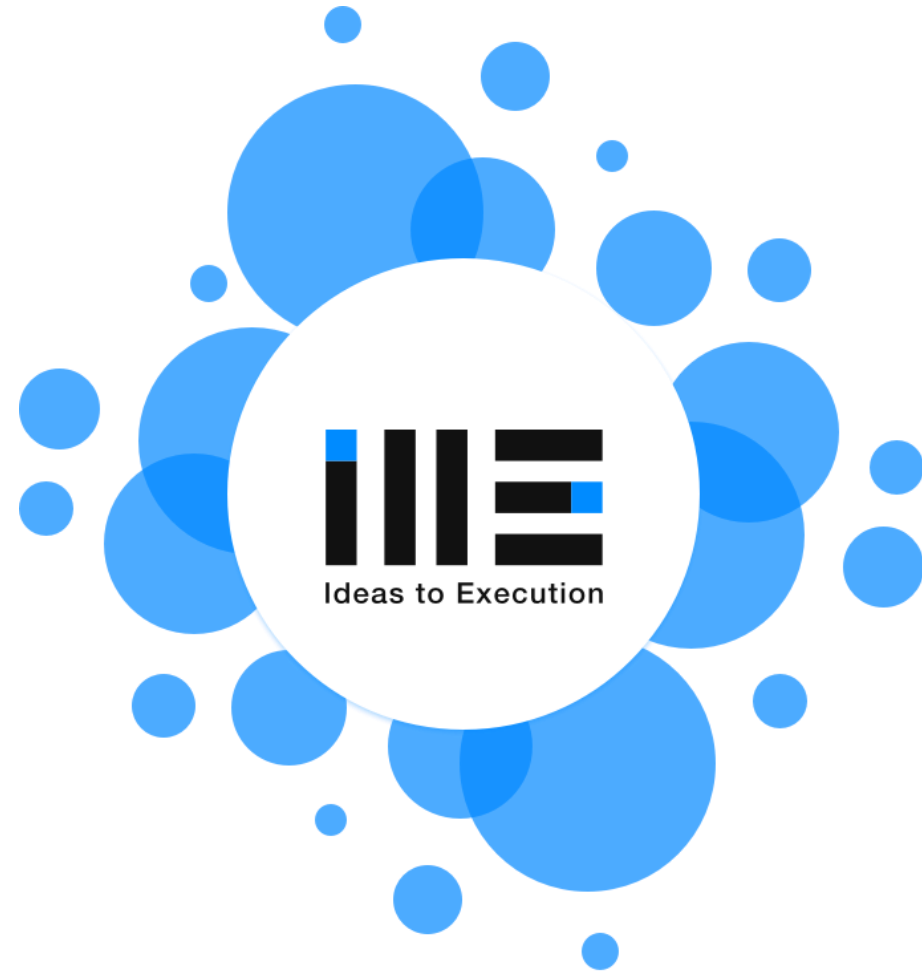
Salary Slip process
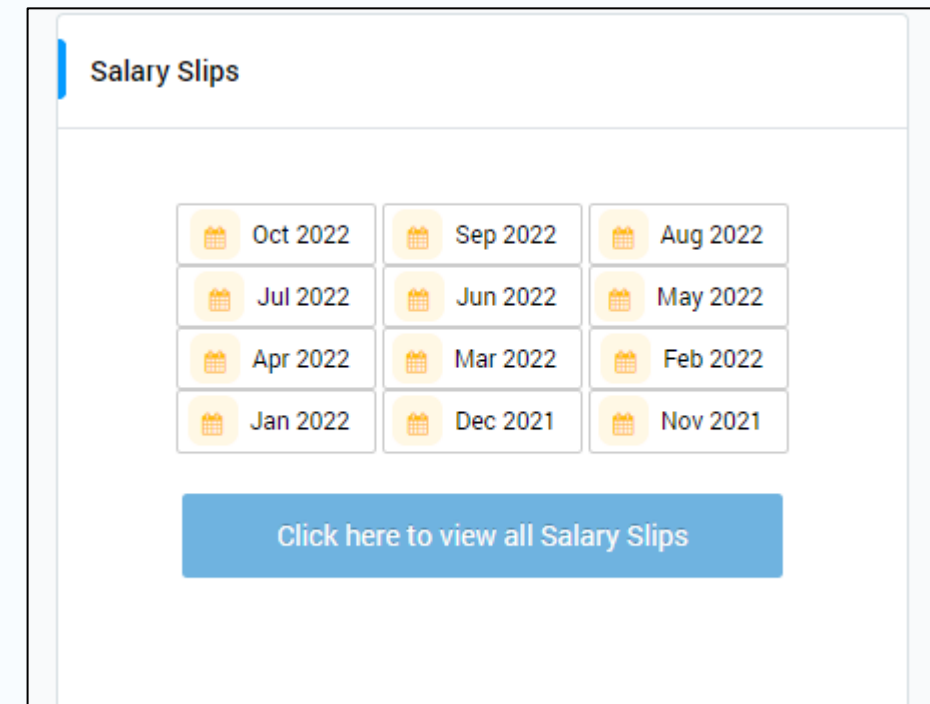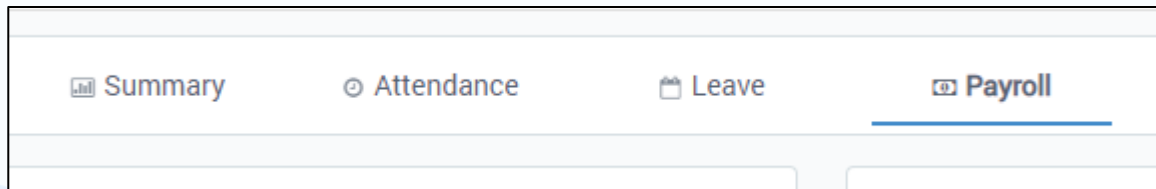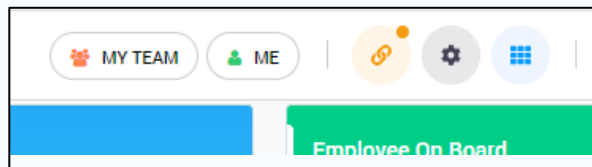
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➢ Salary Slips / Payslips are received (within 7 working days)

➢ After salary is credited i.e after 1st of every month.

➢ It is uploaded on Beehive application. Below is the path to download/view the payslips:

Dashboard ➔ ME Tab ➔ Payroll Module

COMPONENTS OF SALARY SLIP

Employee Code	000	Employee Name	XYZ
Division	i2e Consulting Pvt Ltd	Category(Filter)	Staff
Branch	i2eMumbai	Work Location	Andheri
Date Of Joining	01-Jul-2021	Department	HUMAN RESOURCES
Designation	HR Executive	Days Paid	30
PAN No.	ABCDEFG	PF Account No.	000000000000000
UAN Number	123456789	Bank Account No.	9876543210
Bank Name	HDFC Bank Ltd		

All basic information about the employee is mentioned in this table

COMPONENTS OF SALARY SLIP

Pay slip for the month of October

Days Paid	30/31

LWF	12

Arrears Days	1 / 2 / 3

At the top of the salary slip the "Month" shows the salary paid for a particular month.

Days paid reflect the number of days paid in a particular month. If the number days paid is less than 30 or 31 it means there is a deduction in salary. For any such clarification on deductions please reach out HR.

LWF stands for LABOUR WELFARE FUND which is deducted twice every year from salary i.e in December & June month's salary.

Arrears reflects the previous month's deductions which are paid in the current month salary.

COMPONENTS OF SALARY SLIP

PT Contribution	Rs. 300 (Feb)

Professional Tax is a mandatory deduction of Rs. 200/- every month. Only for the month of February the deduction is Rs. 300/-

Leave Encashment Salary	Rs. 000

Previous year's EL balance encashment will reflect here which is paid in the subsequent year i.e in January or February

Annual Bonus Pay	Rs. 000

Fixed Bonus component if any

Performance Bonus	Rs. 000

Performance Bonus includes – Employee of the Month & Performance Bonus (declared separately if any)

Net Pay	Rs. 000

Net Pay indicates the amount actually paid to the employee after all deductions

COMPONENTS OF SALARY SLIP

TDS	Rs. 000

TDS is calculated on yearly basis. This TDS amount will be deducted on monthly basis from the employee's salary.
To calculate TDS, employee needs to update their investment details under the Investment Declaration and Proof Submission tab.

Note – for updating Investment details, employee has to follow the payroll cut-off date. If the cut off date is not followed, Investment details will be considered in the next month's payroll cycle.

For any more queries please reach out at finance@i2econsulting.com

Thank You