



Add Pay Details

CA CloudDesk

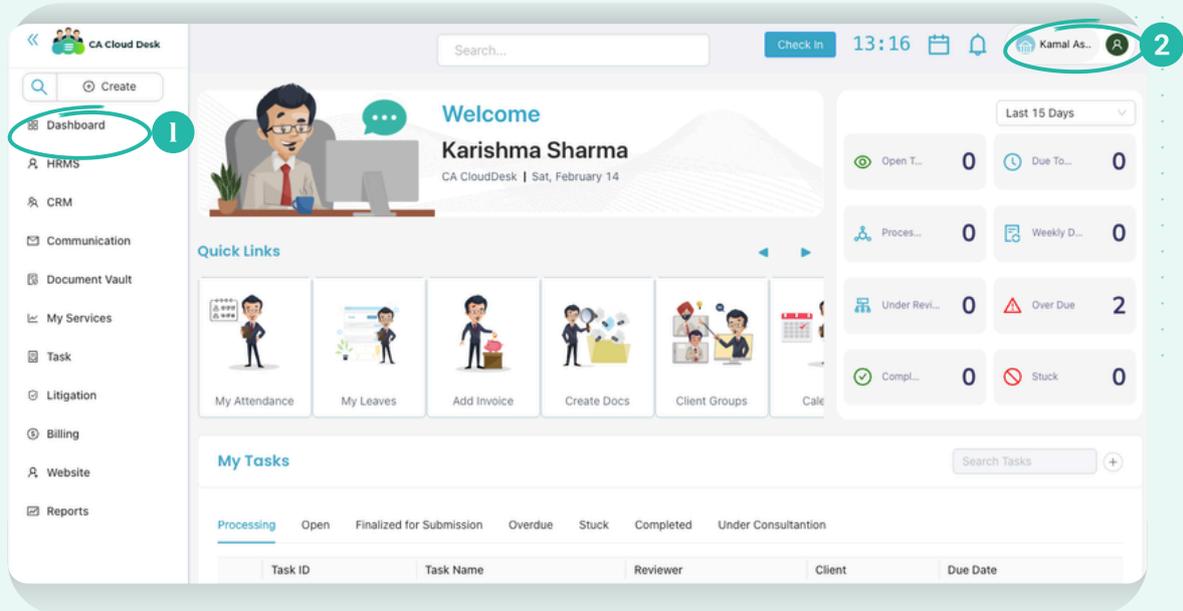


Part-A

Step 1: Go to Dashboard, then select Document Vault

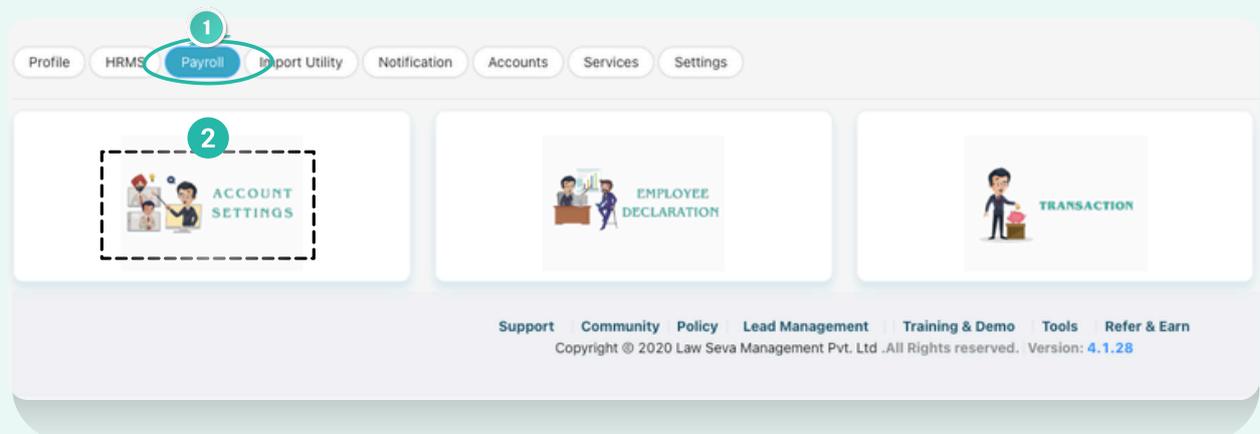


From the main Dashboard, Select Document Vault from left Panel.



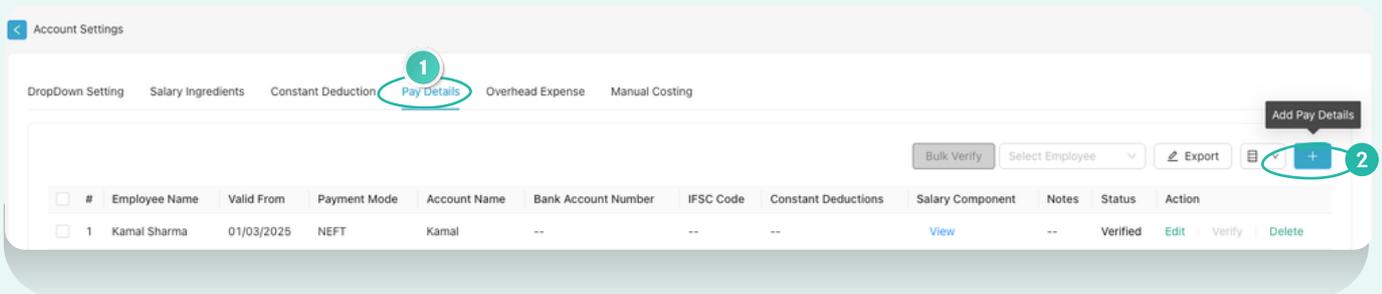
Step 2: Select Payroll, then select Account setting

From the menu, select Payroll, then select Account setting to access payroll and account configuration.



Step 3: From Account setting, select Pay details, then click + icon

Under Account setting, select Pay details, then click the + (plus) icon to add new pay details.



Step 4: Client access

To give the client access to a document, use the client access option and select Yes or No for that document.

Valid From*

Employee*

Payment Mode*

Account Name

Bank Account Number

IFSC Code

PAN No

UAN No

Aadhar No

Constant Deductions

Component

	Name	Value
<input type="checkbox"/>	Kamal Kant Sharma	<input type="text" value="Value"/>
<input type="checkbox"/>	HRA	<input type="text" value="Value"/>
<input type="checkbox"/>	DA	<input type="text" value="Value"/>

Gross Salary

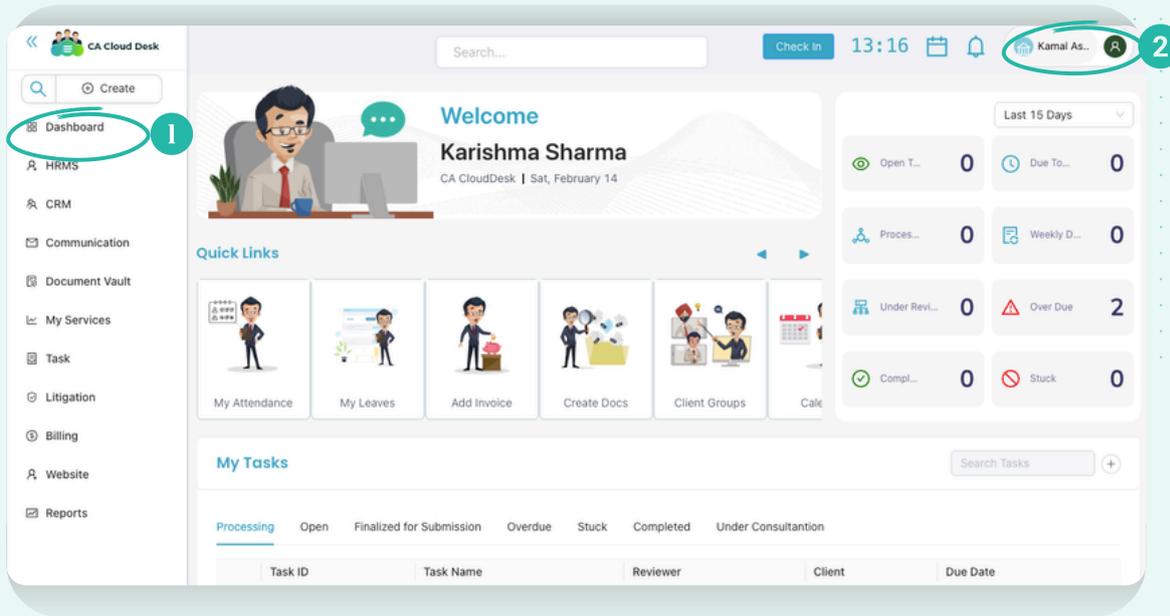
Notes

Save

Part-B

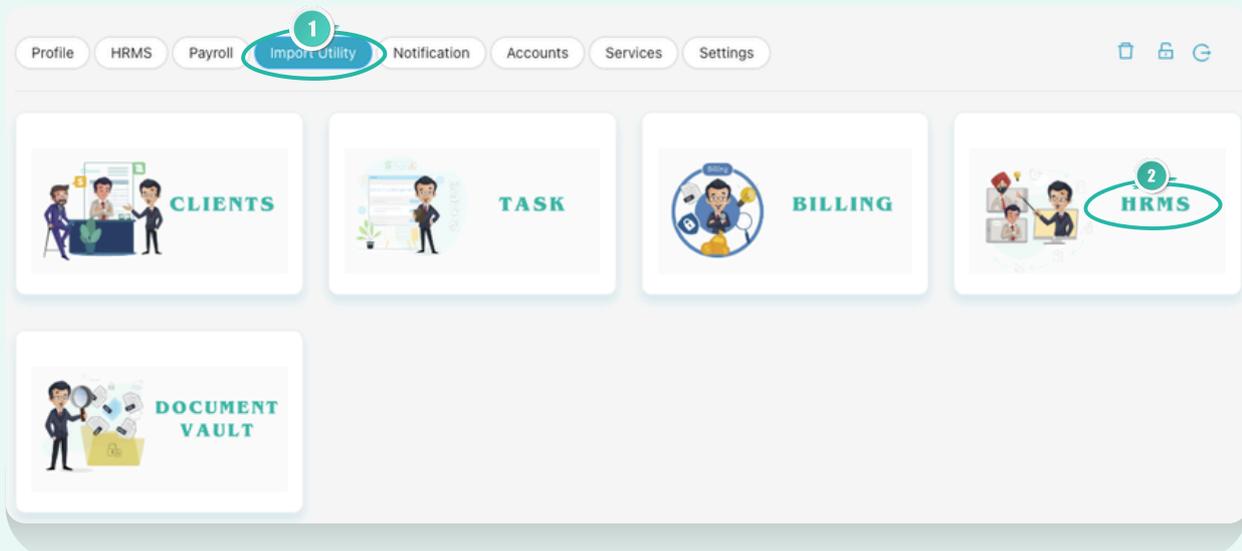
Step 1: Go to Dashboard, then select then select Profile setting

From the Dashboard, click Profile setting (profile icon in the top right) to open your profile & organization settings.



Step 2: Select Import utility, then select HRMS

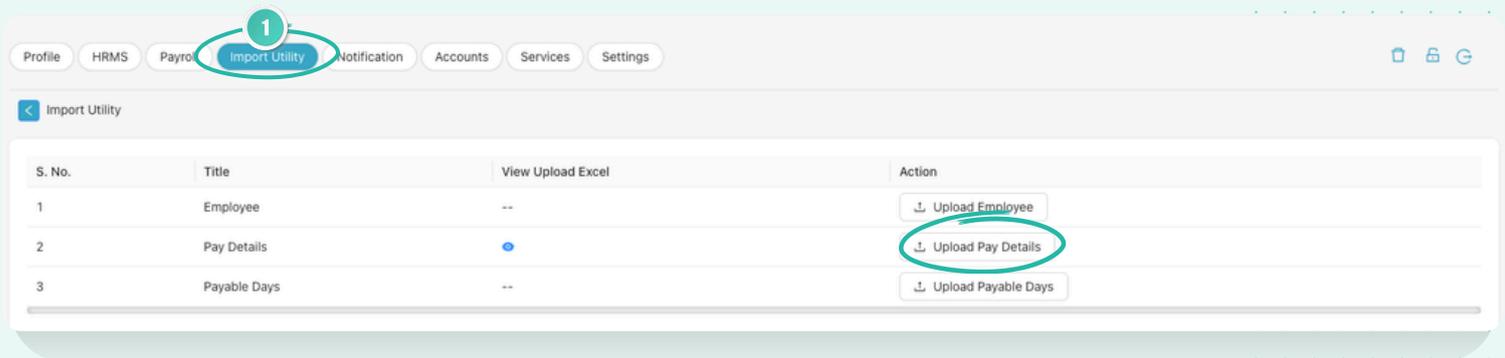
Select Import utility. From the options (Clients, Task, Billing, HRMS, Document vault), select HRMS to import HRMS data.



Step 3: Upload pay details

From the options given, select Pay details. The import options under HRMS typically include:

- 1. Employee
- 2. Pay Details
- 3. Payable Days



Then:

- Download the sample Excel file and prepare your data according to the guidelines mentioned in the sample Excel file.
- Click Click to upload and upload your prepared Excel file.

