Adding a Salary Pay Item

Payments and Deductions · https://paiyroll.com/kb/adding-a-salary/

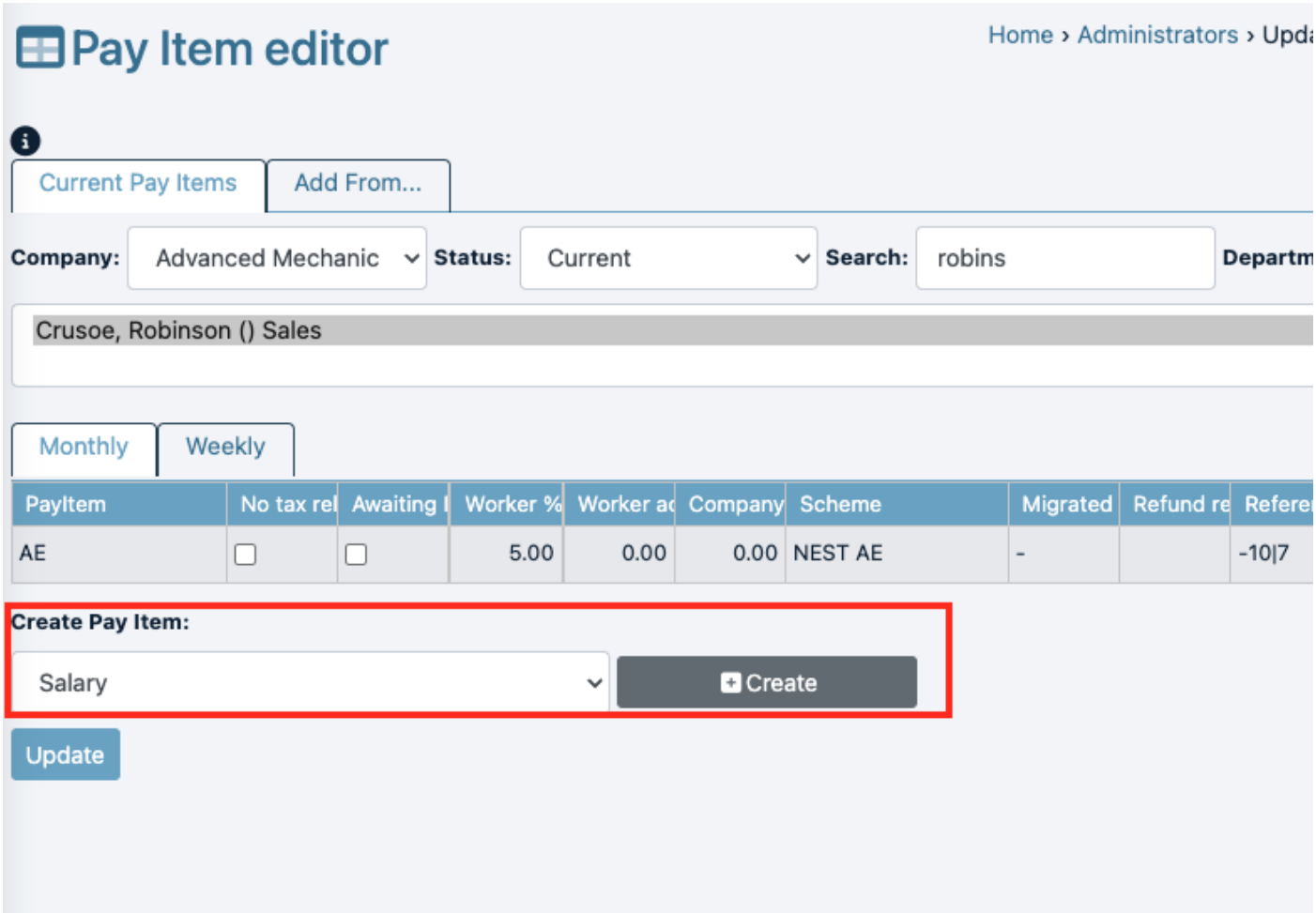
Follow this guide to use or add a salary pay item.

Annual Salary

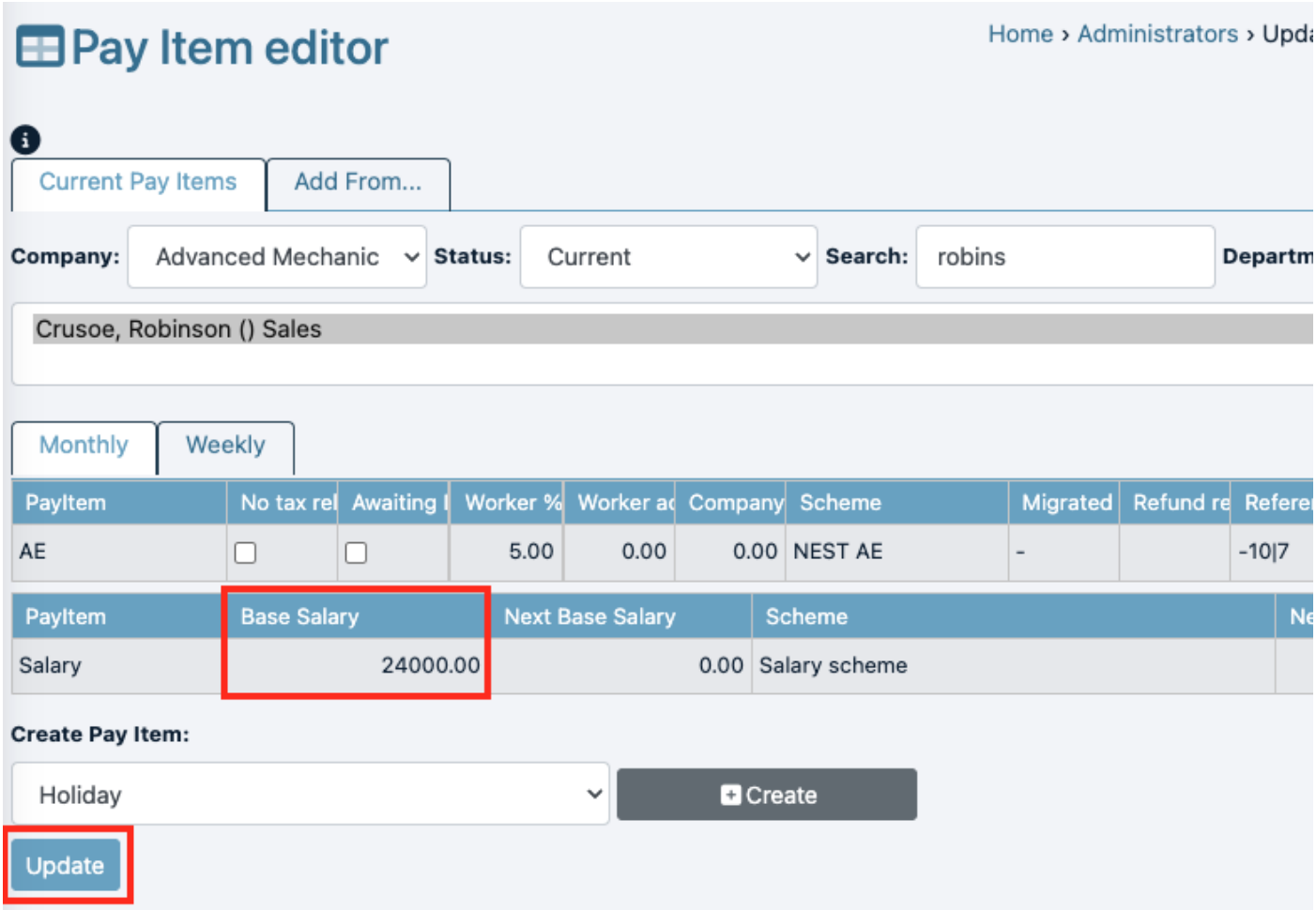
This is based on an annual salary value, which is automatically prorated for starters and leavers.

Go to the **Pay Item editor** and **Search** for the employee.

Select **Salary** in the **Create Pay Item** and click **Create**:



Enter the Annual **Base Salary** and click **View/Update Payslip**:

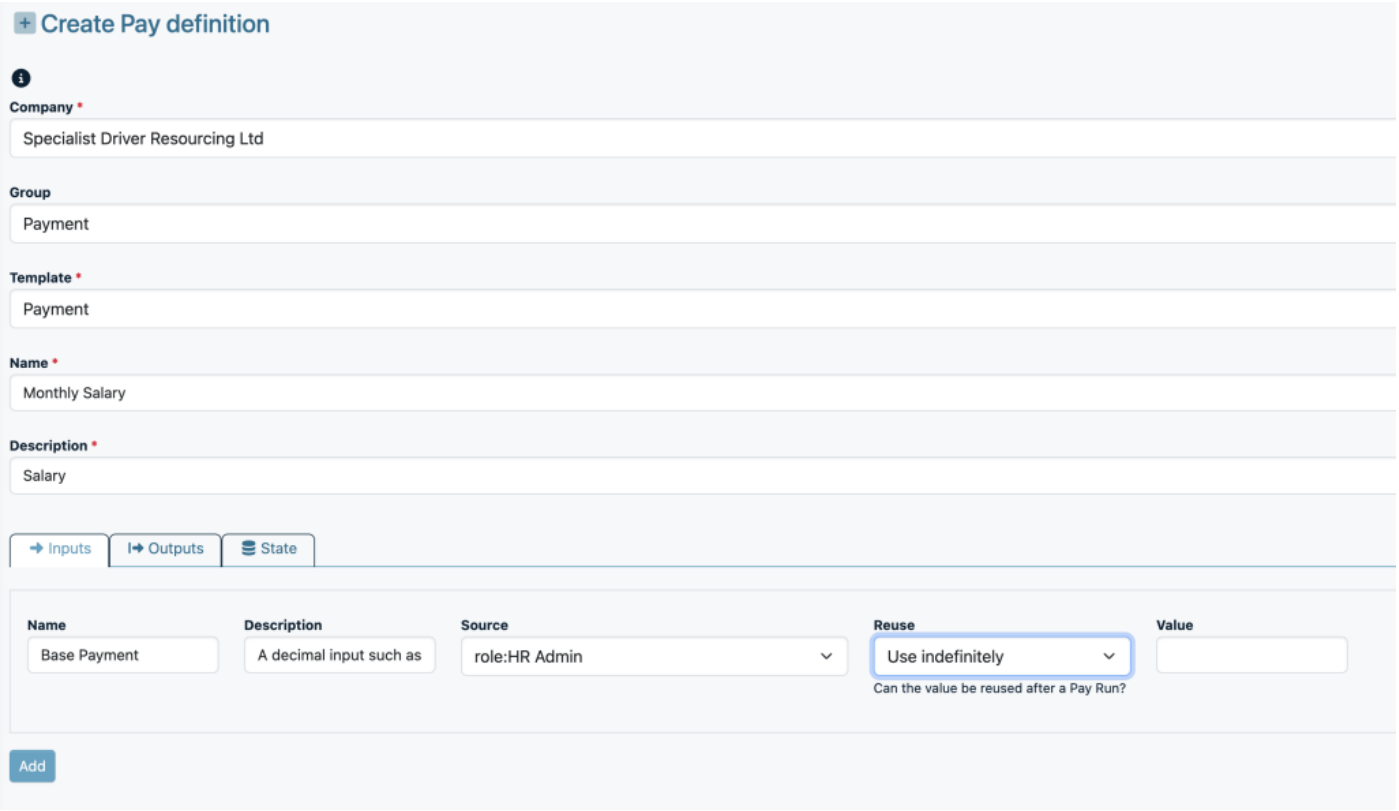


Confirm that the mini payslip shows the expected pay.

Fixed recurring salary, e.g. Monthly

This salary is a fixed value and will repeat indefinitely

Setup > Pay Definitions > + Add...



Click **Add**

In the Pay Item Editor, add this to the relevant employees, enter the period amount and click **View/Update Payslip**.