TESSERACT ERP · USER MANUAL

Payroll

Run monthly salaries from attendance and leave, produce payslips, and post everything to the books.

Before you start

1. Make sure your employees are in **HR** → **Employees**.
2. Open **Payroll** → **Payroll settings** and choose the tax rule: none, a flat percentage, or the Bangladesh income tax slabs.
3. Review the **salary components**: Basic is always there; add earnings (house rent, transport, bonus) and deductions (provident fund, loan), as fixed amounts or a percentage of basic.

Set each salary

1. Open **Payroll** → **Salaries**.
2. For each employee, choose how they are paid (monthly, daily or hourly), the basic amount and their components.
3. The estimated monthly gross and net are shown as you type.

Run payroll for a month

1. Open **Payroll** → **Payroll runs** and click **New run**. Pick the month.
2. Tesseract builds a payslip for everyone employed that month, pro-rated for joining or leaving dates, unpaid leave and absences.
3. Open a payslip to add one-off adjustments (overtime, bonus, advance).
4. **Post** the run: the salary expense and liabilities go into the books.
5. When the money has been paid, mark the run **Paid** and choose the bank or cash account.

Payslips

- Each payslip downloads as a PDF in any of the five languages and can be emailed to the employee.
- Employees see their own payslips in **My payslips**.
- Salaries are hidden from roles without payroll permission.

Corrections

A posted run that is wrong can be **voided**; its entries are reversed and you can run the month again.