

Introduction to Payroll in Tally ERP 9

The Payroll management in Tally ERP 9 can streamline their payroll processes, ensure compliance with statutory requirements, and maintain accurate records of employee earnings and deductions. This helps in reducing administrative workload, minimizing errors, and providing employees with timely and accurate salary payments.

Attendance or Production Types in Tally

In Tally ERP 9, Attendance/Production Types are crucial components used in payroll processing to track the attendance or production details of employees. These types help in defining various attendance or production criteria, which are then used to compute salaries, wages, or bonuses.

**Detailed Explanation of Attendance or Production Types in Tally ERP 9**

**Attendance Types:** These are used to record the attendance of employees, such as present days, absent days, leave taken, overtime, etc.

**Production Types:** These are used to record the production output of employees, often used in manufacturing environments where wages are based on the quantity of work done.

Attendance Type

You can define Attendance/Production Types with or without pay.

- Attendance/Leave with Pay: Use this to record the positive attendance and leave with pay ( For example , Present, Sick Leave, and so on.)
- Leave without Pay: Use this to record negative attendance ( For example , Absent, Leave Without Pay, and so on.)

To record positive attendance type

1. Go to Gateway of Tally > Payroll Info. > Attendance/Production Types > Create .
2. Enter the Name of the attendance type.



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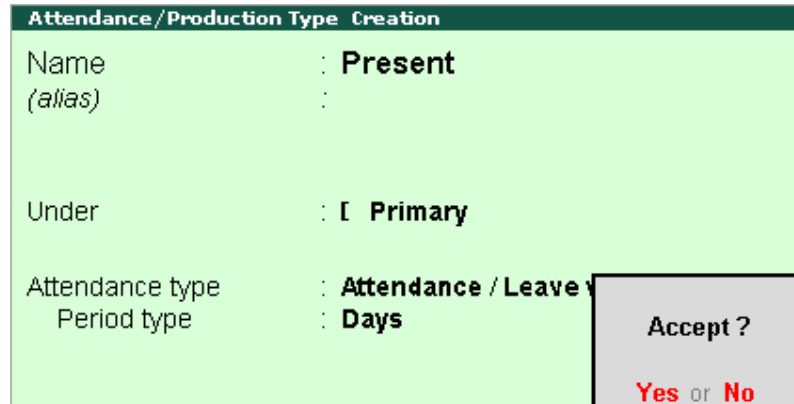


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3. Select Primary from the list for the field Under.

4. Select the Attendance type as Attendance/Leave with Pay. The Period type appears automatically.



5. Press Enter to save.

You can create the Attendance Type Absent as Leave without Pay for recording negative attendance in the same manner.

**Note:** You can maintain and process both the Negative (no. of Absent days) and Positive (no. of Present days) attendances for an employee to compute the salary.

**Production Types**

Using the production type option, you can record the production details ( for example , Piece Production, Overtime Hours, and so on).

1. Go to Gateway of Tally > Payroll Info. > Attendance/Production Types > Create
2. Enter the Name of the Production Type.
3. Select Primary from the list, for the field Under .
4. Select Production as the Attendance Type .
5. Select the appropriate type of unit from the list, in the Unit field.

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Attendance/Production Type Creation	
Name	: Overtime
(alias)	:
Under	: Primary
Attendance Type	: Production
Unit	: Hrs of 60 Mins

**Accept ?**  
Yes or No

6. Press Enter to save.

Similarly, you can create other production types according to your business requirements.

