

Location Master

This document will help user to create new Location/Branch, configure Branch Wise Attendance Cut Off, Branch Wise Base Days, and Branch Wise New Joiner Cut Off and to select Branch Wise Payslips Format.

Go to **Configure** menu → **Master** → click on **Location master**

- **Location:** Enter the location/branch name
- **State:** Select state from drop down list, on this selected State, Profession Tax would be deducted.
- **PT Number:** Enter the PT Registration number of the location
- **ESI Number:** Enter the ESI Registration number of the location
- **Pay Effective Month:** The new location created date will be effective here.
- **Location Wise Address:** Select this option to input the address of PT & ESI registration location and to select the Payslip format.

Below options will appear only if it is configured under **Configure** menu

→ **Company Profile** → **Set up Rule** tab ([Refer Company Profile manual for more details](#)).

- **Attendance Cut off Day:** Select the cut off day for attendance to this location. Example: If Attendance Cycle is 25th to 24th, then select 25 in this drop down.
- **Exclude Week Off from Base Day:** Select this option to exclude Weekly Off days from the base days.
- **Exclude Holiday from Base Day:** Select this option to exclude Holidays from the base days.
- **New Joiner Cut Off:** Select the Cut Off day for new joiner. **Example:** If any employee joined in the month of last week of the month, and company wants to process that employee salary in the next month.
- **Cut off Rule:** Selecting the option “attendance and payroll” will consider attendance and Payroll calculation based on the cut off days. Selecting the option “attendance only” will consider attendance as per the cut off day and Payroll calculation will be on actual days in a month.
- Click on **Base Days** icon against each location to set the branch wise Base Days.

Company Locations

This parameter drives differential holidays, leaves, batch salary processing

Location :

Attendance Cut off Day : --

State : -- Select --

Exclude Week Off from Base Days : ☐ Yes

Exclude Holiday from Base Days : ☐ Yes

PT Number :

ESI Number :

New Joinee Cut off Day : --

Pay Effective Month : 01/04/2015

Cut Off Rule: Attendance And Payroll

Active : ☒ Yes

☒ Location wise address

Location wise address

Address :

City :

Pin :

Payslip Format : -- Select --

Save

Reset

Create groups

Assign groups

Details

Location	State	PT No.	ESI Code	Format Name	Active	View/Edit	Base Days	Delete
Bangalore	Karnataka	1234	3456		Yes			
Chennai	Tamilnadu				Yes			