

Create Employees in Tally | Create Employee Master Data in Tally

How to create employees in Tally Payroll

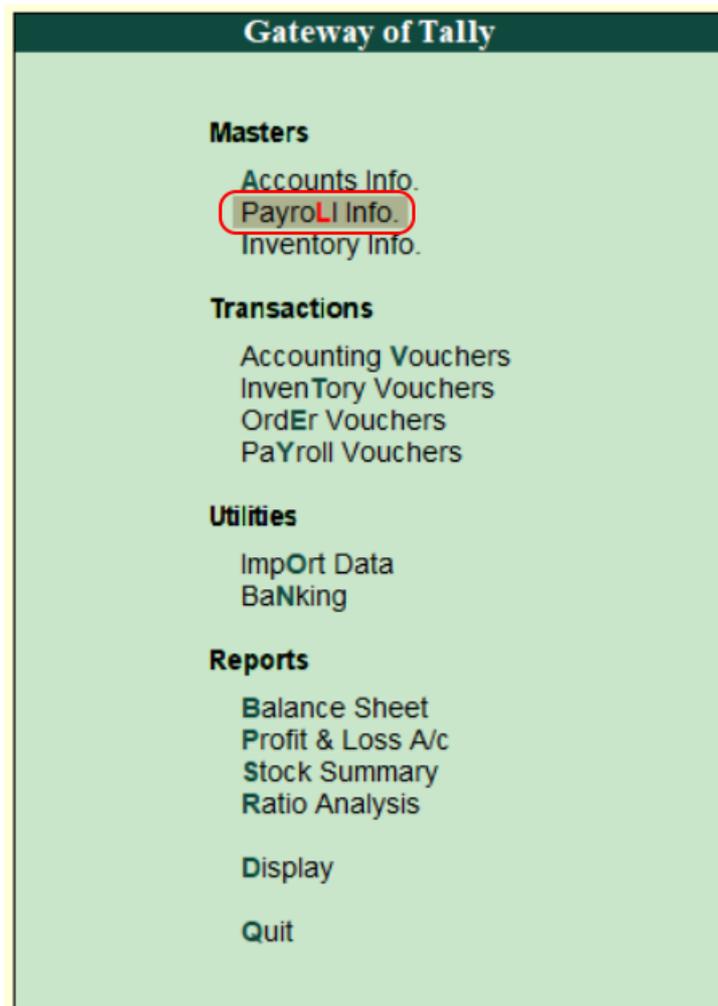
After successfully creation of employee groups in Tally, you can create individual employees master data with group or without grouping under the employee group.

In [Tally.ERP 9](#), all the activities of human resource management employee details can be maintained in employee masters data.

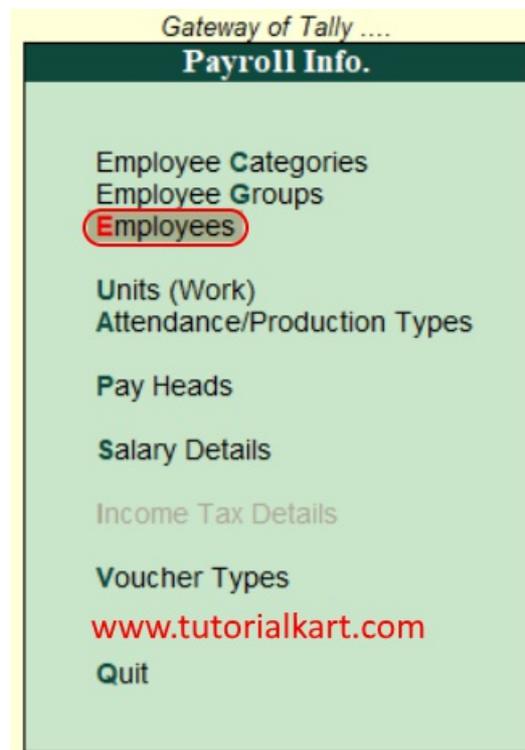
How to create single employee in Tally

Path: Gateway of Tally > Payroll Info > Employees > Single Employee > Create.

Step 1: Under Gateway of Tally, click on the option “Payroll Info” as shown below.



Step 2: Under Payroll info features, click on the option “Employees” to create new employees in tally.erp 9.



Step 3: Under single employee option, click on the option “Create”.



Step 4: In the next screen, employee creation update the following details.

- Name: Enter the name of an employee, this name will be displayed in reports.
- Display name in report as: To display name in reports other than given in name field, enter here
- Under: Choose the **employee group** under this field.
- Date of joining: Enter the joining data of an employee.

Employee Creation Tutorial Kart Ctrl + M

Category : Primary Cost Category

Name : Adarsh Kumar
(alias) : Adarsh

Display name in reports as : Adarsh Kumar

Under : Primary

Date of joining : 1-Apr-2019

Define salary details ? Yes

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General Information	Provide bank details ? No	Passport and Visa Details
Employee Number : Designation : Function : Location : Gender : Date of birth : Blood group : Father's/mother's name : Spouse's name : Address : Phone no. : E-Mail :	<u>Statutory Details</u> Income Tax Number (PAN) : Aadhaar number : Universal Account Number (UAN): PF account number : EPS account number : Date of joining for PF : PR account number (PRAN) : ESI number : ESI dispensary name :	Passport number : Country of issue : Passport expiry date : Visa number : Visa expiry date : <u>Contract Details</u> Work permit number : Contract start date : Contract expiry date :

Q: Quit A: Accept D: Delete

- Define salary details: To enter the salary details of an employee, choose this option as "Yes", and the salary details creation screen will be open. Under salary details screen, you enter all the details of an employee salary i.e. basic pay, allowances, PF, tax, etc.

Salary Details Creation Tutorial Kart Ctrl + M

Category : Primary Cost Category

Name : Adarsh Kumar
(alias) : Adarsh

Display name in reports as : Adarsh Kumar

Under : Primary

Date of joining : 1-Apr-2019

Define salary details : Yes

Employee Number :
Designation :
Function :
Location :
Gender :
Date of birth :
Blood group :
Father's/mother's name :
Spouse's name :
Address :

Phone no. :
E-Mail :

List of Pay Heads

End of List

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type
1-Apr-2019					

Q: Quit

After entering employee salary details, press enter to continue.

Step 5: Under general information, update the required details of an employee i.e. Employee number, designation, function, location, gender, date of birth, blood group, father's/mother's name, address and contact details.

Employee Creation		Tutorial Kart	Ctrl + M
Category	: Primary Cost Category		
Name	: Adarsh Kumar		
(alias)	: Adarsh		
Display name in reports as	: Adarsh Kumar		
Under	: Primary		
Date of joining	: 1-Apr-2019		
Define salary details	? Yes	www.tutorialkart.com	
General Information Employee Number : 001 Designation : Managing Director Function : Location : Hyderabad Gender : Male Date of birth : Blood group : AB Positive Father's/mother's name : Spouse's name : Address : Phone no. : E-Mail : adarsh@tutorialkart.com		Provide bank details ? No Statutory Details Income Tax Number (PAN) : Aadhaar number : Universal Account Number (UAN): PF account number : EPS account number : Date of joining for PF : PR account number (PRAN) : ESI number : ESI dispensary name :	Passport and Visa Details Passport number : Country of issue : Passport expiry date : Visa number : Visa expiry date : Contract Details Work permit number : Contract start date : Contract expiry date :
Q: Quit	A: Accept	D: Delete	

Step 6: To enter the bank details of an employee, choose the options as “Yes” for the field provide bank details. Now the new screen bank details will be opened. Enter the required bank details – Account number, IFSC code, bank name, Branch and transaction type.

Bank Details		Tutorial Kart	Ctrl + M
Category	: Primary Cost Category		
Name	: Adarsh Kumar		
(alias)	: Adarsh		
Bank details for : Adarsh Kumar (001) For Statutory & Payroll Reports A/c no. : 01234567890 IFS code : ICIC0006650 Bank name : ICIC Branch : Hyderabad For Banking		Passport and Visa Details Passport number : Country of issue : Passport expiry date : Visa number : Visa expiry date : Contract Details Work permit number : Contract start date : Contract expiry date :	
Transaction Type e-Fund Transfer A/c no. : 01234567890 IFS code : ICIC0006650 Bank : ICIC			

Step 7: Enter statutory details of employee – PAN no, Aadhaar number, Universal account number, PF account number, ESI number, etc.

<u>Statutory Details</u>	
Income Tax Number (PAN)	:
Aadhaar number	:
Universal Account Number (UAN):	:
PF account number	:
EPS account number	:
Date of joining for PF	:
PR account number (PRAN)	:
ESI number	:
ESI dispensary name	:

Step 8: Under passport and visa details, enter the all required details of employee passport like Passport number, country of issue, passport expiry date, Visa number and Visa expiry date.

Step 9: Enter contract details of employee including work permit number, contract start date and end date.

<u>Passport and Visa Details</u>	
Passport number	:
Country of issue	:
Passport expiry date	:
Visa number	:
Visa expiry date	:

<u>Contract Details</u>	
Work permit number	:
Contract start date	:
Contract expiry date	:

After entering all the required details, press enter and choose “Yes” to accept the entered employees data in Tally.ERP 9.

<u>General Information</u>		<u>Statutory Details</u>		<u>Passport and Visa Details</u>	
Employee Number	: 001	Income Tax Number (PAN)	:	Passport number	:
Designation	: Managing Director	Aadhaar number	:	Country of issue	:
Function	:	Universal Account Number (UAN):	:	Passport expiry date	:
Location	: Hyderabad	PF account number	:	Visa number	:
Gender	: Male	EPS account number	:	Visa expiry date	:
Date of birth	:	Date of joining for PF	:		
Blood group	: AB Positive	PR account number (PRAN)	:		
Father's/mother's name:	:	ESI number	:		
Spouse's name	:	ESI dispensary name	:		
Address	:				
Phone no.	:				
E-Mail	: adarsh@tutorialkart.com				

<u>Contract Details</u>	
Work permit number	:
Contract start date	:
Contract expiry date	:

Accept ?
Yes or No

Learn Tally

↳ [Tally Tutorial](#)

↳ [What is Tally](#)

Tally Basics

↳ [Tally - Download & Install Tally.ERP 9](#)

↳ [Tally - How to Start Tally.ERP 9](#)

↳ [Tally - Screen Components](#)

↳ [Tally - F12: Configurations](#)

↳ [Tally - Accounting Features](#)

↳ [Tally - Inventory Features](#)

↳ [Tally - Statutory & Taxation](#)

Creating Accounting Masters

↳ [Tally - Create Company](#)

↳ [Tally - Alter/ Delete / Shut Company](#)

↳ [Tally - Groups](#)

↳ [Tally - Create Groups](#)

↳ [Tally - Create Single Ledger](#)

↳ [Tally - Create Multiple Ledger](#)

↳ [Tally - Create Single Cost Center](#)

Creating Inventory Masters

↳ [Tally - What is Stock group](#)

↳ [Tally - Create single stock group](#)

↳ [Tally - Create multiple stock groups](#)

↳ [Tally - Stock Categories](#)

↳ [Tally - Create Godowns /Locations](#)

↳ [Tally - Create Unit of Measures](#)

↳ [Tally - Create Stock items](#)

GST In Tally

↳ [Tally - Enable GST in Tally.ERP 9](#)

Payroll in Tally

↳ [Tally - Payroll Configurations](#)

↳ [Tally - Enable Payroll](#)

↳ Tally - Enable Payroll Statutory

↳ Tally - Define employee category

↳ Tally - Define employee Groups

↳ Tally - Create Employees Master Data

↳ Tally - Create Simple Payroll Units

↳ Tally - Create Compound Payroll Units