

Practicals 2022-2023



LibreOffice Calc

**PRACTICAL – 11**

Preparation of Payroll

Prepare Payroll of the following employees from the given details

Name	Basic Pay	PF Loan
SRINIVAS	75000	15000
HUSSAIN S.K	77000	18000
NAVEENKUMAR	62000	11000
BHAGYALEKSHMI	55000	0
HASHIR	50000	12000
BINURAJ V.K	48000	15000
JOSE ANTONY	45000	10000
REMADEVI P.S	67000	0
RAJKUMAR	39000	8000
SATHEESHKUMAR.V	35000	5000

Additional Information

1. DA – 10% of Basic pay
2. HRA – Rs.1750 for employees Basic pay greater than Rs.52000, for others Rs.1500.
3. TA – Rs.500 per employees
4. PF Subscription – 10% of Gross pay
5. TDS – 20% of Gross pay

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LibreOffice Calc

AIM

To prepare payroll of employees with given details by using LibreOffice Calc spreadsheet

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter the Title “Payroll of Employees” in the cell A1

Step 3 : Enter the following Labels in respective cells

A2-NAME, B2-BASIC PAY, C2-DA, D2-HRA, E2-TA, F2-GROSS SALARY,
G2-PF SUBSCRIPTION, H2-PF LOAN, I2-TDS, J2-TOTAL DEDUCTIONS,
K2-NET SALARY

Step 4: Enter the Name of Employees from cells A3 to A12

Step 5: Enter Basic pay of each employee from cells B3 to B12

Step 6 : In the cell C3, enter the formula, $=B3*10\%$ and press ENTER key. Drag the formula down up to C12 cell to find the DA amount of remaining employees.

Step 7: Enter In the cell D3, enter the formula, $=IF(B3>52000,1750,1500)$ and press ENTER key. Drag the formula down up to D12 cell to find the HRA amount of remaining employees.

Step 8: Enter the TA value Rs.500 in respect of each employee from cell E3 to E12

Step 9: In the cell F3, enter the formula, $=SUM(B3:E3)$ to calculate Gross Salary of the first employee and press ENTER key. Drag the formula down up to F12 cell to find the Gross Salary of remaining employees.

Step 10: In the cell G3, to find out PF Subscription, enter the formula, $=F3*10\%$ and press ENTER key. Drag the formula down up to G12 cell to find the PF amount of remaining employees.

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Step 11: Enter the PF Loan amount as given in question in respect of each employee from Cell H3 to H12.

Step 12: To calculate the value of TDS, in the cell I3, enter the formula, $=F3*20\%$ and press ENTER key. Drag the formula down up to I12 cell to find the TDS amount of remaining employees.

Step 13: To calculate the Total deductions, in the cell J3, enter the formula, $=SUM(G3:I3)$ and press ENTER key. Drag the formula down up to J12 cell to find the Total deductions of remaining employees.

Step 14: Finally, to calculate the NET SALARY, in the cell K3, enter the formula, $=F3-J3$ and press ENTER key. Drag the formula down up to K12 cell to find the NET Salary of remaining employees.

OUTPUT

	A	B	C	D	E	F	G	H	I	J	K
1	PAYROLL OF EMPLOYEES										
2	NAME	BASIC PAY	DA	HRA	TA	GROSS SALARY	PF SUBSCRIPTION	PF LOAN	TDS	TOTAL DEDUCTIONS	NET SALARY
3	SRINIVAS	75000	7500	1750	500	84750	8475	15000	16950	40425	44325
4	HUSSAIN S.K	77000	7700	1750	500	86950	8695	18000	17390	44085	42865
5	NAVEENKUMAR	62000	6200	1750	500	70450	7045	11000	14090	32135	38315
6	BHAGYALEKSHMI	55000	5500	1750	500	62750	6275	0	12550	18825	43925
7	HASHIR	50000	5000	1500	500	57000	5700	12000	11400	29100	27900
8	BINURAJ V.K	48000	4800	1500	500	54800	5480	15000	10960	31440	23360
9	JOSE ANTONY	45000	4500	1500	500	51500	5150	10000	10300	25450	26050
10	REMADEVI P.S	67000	6700	1750	500	75950	7595	0	15190	22785	53165
11	RAJKUMAR	39000	3900	1500	500	44900	4490	8000	8980	21470	23430
12	SATHEESH KUMAR.V	35000	3500	1500	500	40500	4050	5000	8100	17150	23350

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