

DIFFERENT STEPS FOR SUBMISSION OF SALARY ONLINE FROM SCHOOL END

| STEP - 1 | STEP - 2 | STEP - 3 |
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| Log on at www.wbsed.gov.in Click Enter to proceed Click Intra SED button on right panel | Click SCHOOL LEVEL USER to expand menu Click Head of Institution | Type 11 digit DISE Code as User Name Type password as provided Type captcha as displayed & Click Login |
| STEP - 4 | STEP - 5 | STEP - 6 |
| Click CHANGE PASSWORD Type Old Password Type New password Retype New password again to confirm Click Submit | Click HOME OF HEAD OF INSTITUTION In the Main Menu Download School Profile & Employee Profile Make multiple sets of Employee profile (4 pages) as per your Employee No | Manually fill up all Employee profiles in consultation with the concerned employee. Keep the filled up forms handy, arranged according to the order as per your monthly requisition |
| STEP - 7 | STEP - 8 | STEP - 9 |
| Click HOME OF HEAD OF INSTITUTION In the Main Menu Click TEACHER INFORMATION Click Teacher Details Click ADD NEW STAFF | Submit profiles 1. Primary Details 2. Personal Details 3. Contact Details 4. Professional Details Click Submit at every stage to proceed to next stage | In the Profile Menu Newly added employee will be queued with the note of "Waiting for Approval" under STATUS Submit Profile of all employees After all submission, post feedback to DI under Feedback Menu requesting to accept the profiles and Log Out |
| STEP - 10 | STEP - 11 | STEP - 12 |
| After DI/ADI accepts your profiles (this may take few days depending on the queue at DI end) you can get the Status as "Profile Accepted" in place of "Waiting for Approval" Such acceptance is required only once | At this stage click TEACHERS MONTHLY SALARY INFORMATION (Main Menu) followed by Teachers Monthly Salary Details (2nd sub menu) Click Submit to proceed | Enter Basic Pay (including Grade pay) and press Tab Key to calculate DA, HRA, MA, Gross Pay, P.Tax & Net Pay. HRA will be calculated @15%, if it is lesser (fixed) change HRA and press Tab Key to recalculate. |
| STEP - 13 | STEP - 14 | STEP - 15 |
| Enter other fields 1. CPF (if any) 2. PF & PF Loan deduction 3. I. Tax deduction Press Tab Key after each entry to recalculate Net Salary | Complete Salary Submission Table and Click Save. However you may Click Save after entering 3 or 4 employee salary data. After completion take a print of saved data under TEACHERS MONTHLY SALARY INFORMATION (Main Menu) followed by Print Teachers Monthly Salary Details (3rd sub menu) Your bill will be splitted here according to salary source. | Check Total Amount with your manual bill (for dummy submission). Open salary table again, make changes (if required) Click Save. You will be prompted to "Finalise". Click Finalise to freeze your bill. Your salary data will then be sent to DI by the system. Take a print of the bill as taken earlier. This print has a remark "Salary Finalised on.." Take 3 copies, submit 2 copies to DI after duly signed by HM & Secretary |