

India payroll compliance: a monthly run and a governed correction

Continuing from [A first payroll run, reviewed and approved by someone else](#): once a month's payroll is approved, the **Compliance** area works out the statutory side of that month from the same payslips. This page follows one month through a compliance run, its review and finalization, the statutory working files, and the governed way to correct a finalized run.

Illustrative demonstration prepared using publicly available company context and synthetic data. This page does not represent a production deployment, customer endorsement, or use of real employee data.

https://www.youtube-nocookie.com/embed/4wIjGq_9Q8

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The company this page follows

Same illustrative demo structure as the rest of this book: one fictional company, Meridian Interiors. Its name, its people and every figure shown are synthetic; none of it represents a real customer, a real headcount or a real payroll.

What this page does and does not claim

- Statutory reference values (rates, ceilings, slabs, due dates and file formats) are shipped with a recorded source and a verification status, and they are under controlled review where applicable. Treat every figure as a working figure for a qualified person to check.

Nothing here represents a figure as verified-correct.

- Nothing is filed automatically. There is no portal submission, and nothing on this page is a certification.
- The statutory files are **internal working files**. They are not validated by any government portal.

Before you begin

Go to **Payroll → Compliance**. The Compliance area has six tabs: Compliance Dashboard, Compliance Applicability, Run Compliance, Government Filing, Compliance Calendar and Compliance Settings.

- **Compliance Settings** holds the company's configuration: provident fund, ESI, professional tax (including the state), labour welfare fund, TDS (including the default regime), gratuity and statutory bonus. A run cannot start for a company that has no compliance configuration.
- A run reads the month's payslips. A person with no payslip for the month is not in the run.

See [Running payroll](#) and [Payslips](#).

Run compliance for a month

1. On **Compliance Dashboard**, select **Run Compliance**.
2. Choose the month and year, then select **Run Compliance** again.
3. The run opens as a **Draft**. It shows the statutory totals for the month (provident fund, ESI, professional tax, labour welfare fund, TDS and total employer cost) and one line per employee.

A draft can be recomputed as often as needed; recomputing refreshes the same run rather than creating another one.

Review, then finalize

Review the totals and each employee's line. **Finalize** locks the run. The run's status changes to **Finalized**, and its **Recompute** and **Finalize** buttons are gone: a finalized run cannot be recomputed or edited in place. If the payslips it was computed from change afterwards, the run shows a warning that it no longer matches, and it is not silently updated.

An ordinary run is finalized in one step by a person with permission to change compliance runs.

Statutory working files

From a finalized run, select **Statutory files**. The page offers one generator per file type: the provident fund ECR file, the ESI contribution file, a Form 24Q working file (generated from the last month of a quarter) and a Form 16 Part B working statement (generated from the March run).

- The page states that portal validation (the EPFO and ESIC portals accepting a file) is outside the platform and is not checked. It reports only the platform's own structural validation.
- Form 24Q and Form 16 Part B are internal working files for a tax professional. They are never submitted anywhere.
- A file is generated from a finalized run only, and the platform refuses when there is nothing valid to write, for example when a run has no member rows. A refusal produces no file.
- **Prepare filing tasks** sets up human-assisted tasks for the run. It says plainly that nothing is submitted to a portal.

The run page also offers **Generate XLSX** and **Generate PDF** for an internal summary of the run.

Correcting a finalized run: supersede, with a second person

A finalized run is never changed. A correction is a new run for the same month that **supersedes** the original.

1. A person who has been explicitly given the permission to request a supersede enters a reason of at least 15 characters on the finalized run and selects **Request supersede**. The reason is kept permanently.
2. The request goes to the company's **Compliance Supersession Approvers**. It appears in their **Governance → My Approvals**. The person who requested it cannot approve it, and the request is refused up front if nobody else is eligible.
3. On approval, the original run becomes **Superseded**. It stays readable, shows who requested and approved the supersede and the reason, and its files stay downloadable, but it is no longer counted. A fresh **Draft** run for the same month replaces it.
4. Finalizing the replacement also needs a second person: whoever requested the supersede cannot finalize its replacement.

A period whose filing task has been submitted or paid cannot be superseded at all.

Not shown on this page

- Marking a filing task as submitted, recording a payment, or reconciling it. Those are human bookkeeping steps for a filing a person made elsewhere; the platform does not file.
- Government notices, the Evidence Vault and the Compliance Calendar.

Related reading

- [A first payroll run, reviewed and approved by someone else](#)
- [Running payroll](#)
- [Payslips](#)

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