

THE GAMBIA

SOCIAL SECURITY AND HOUSING FINANCE
CORPORATION
(SSHFC)



PAYROLL

System User Manual

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Introduction

This user guide provides guidelines on how to use the Payroll platform which takes records of all employee details on Allowance, Deduction Type, Notch, Salary, Staff Loan & Tax.

Launching the application

1. Web Page

Type <http://ssmistest.com/login> in your address bar to access web page as shown in

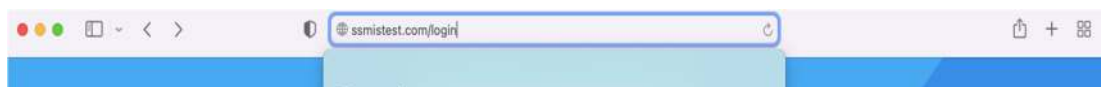


Figure 1.0

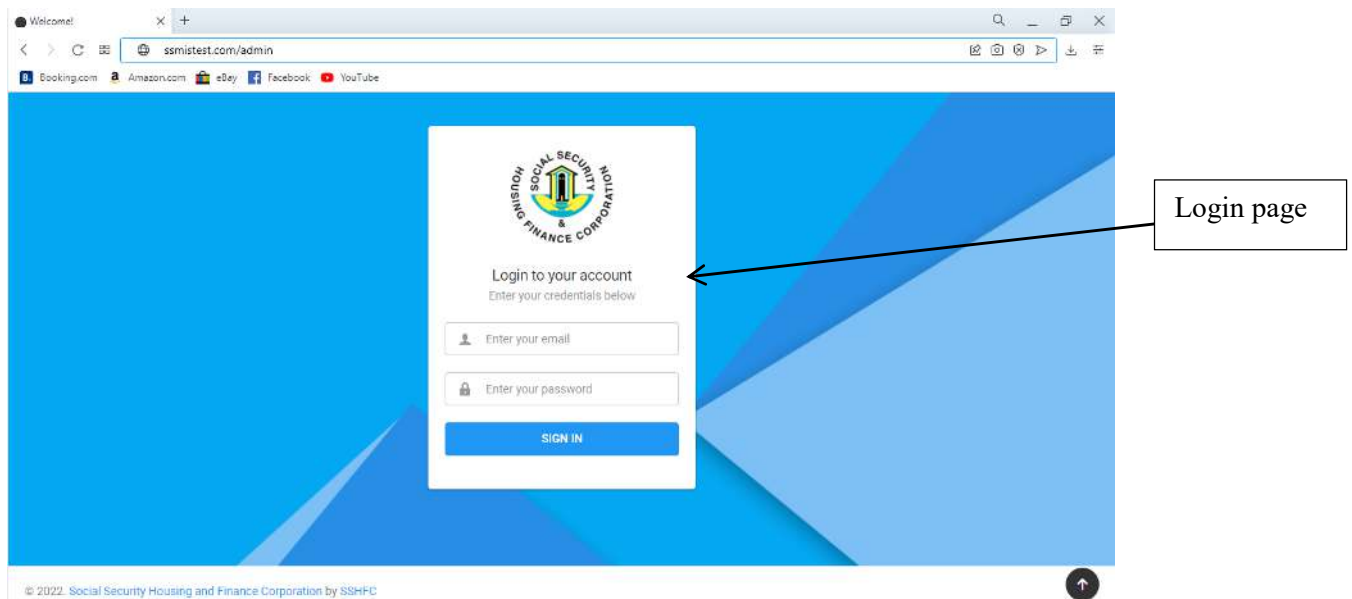


Figure 1.1

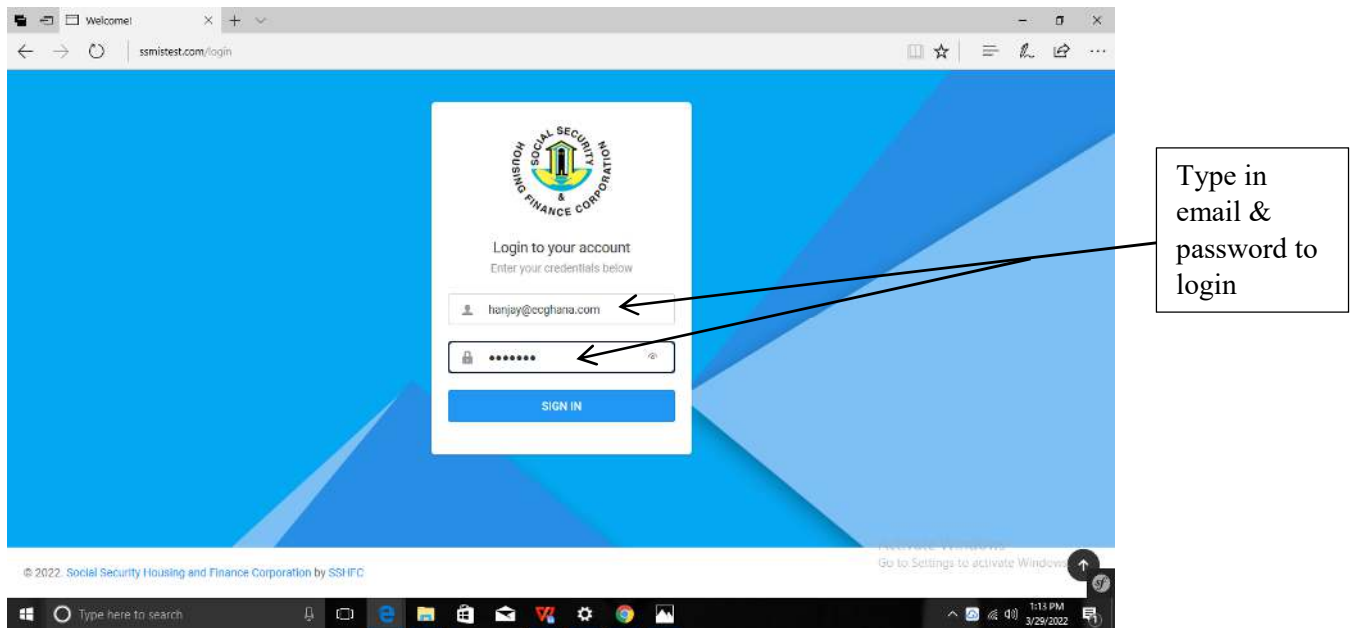


Figure 1.2

2. Dashboard

The platform has a Payroll section which has all the available setups.

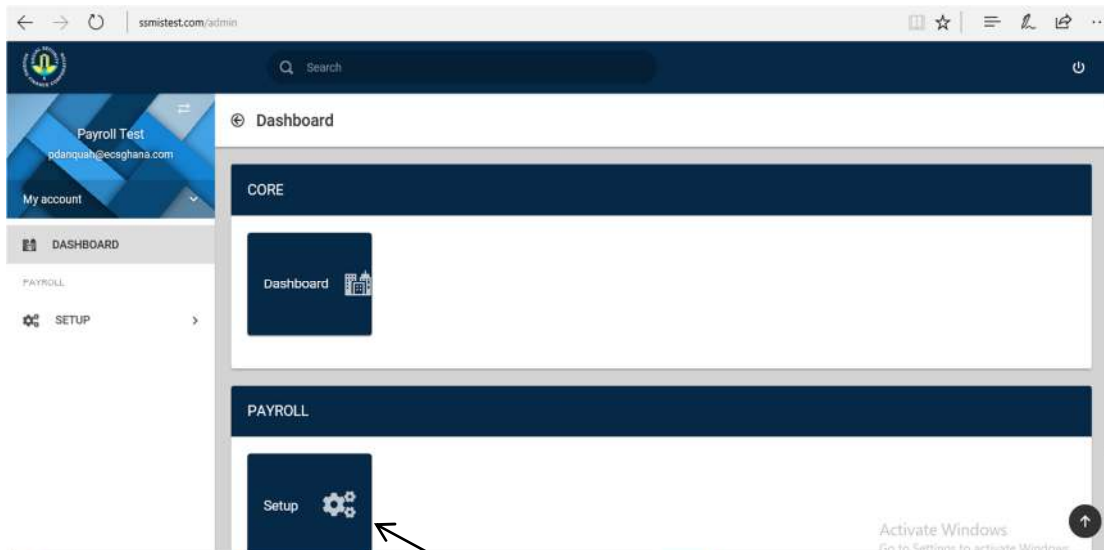


Figure 2.0

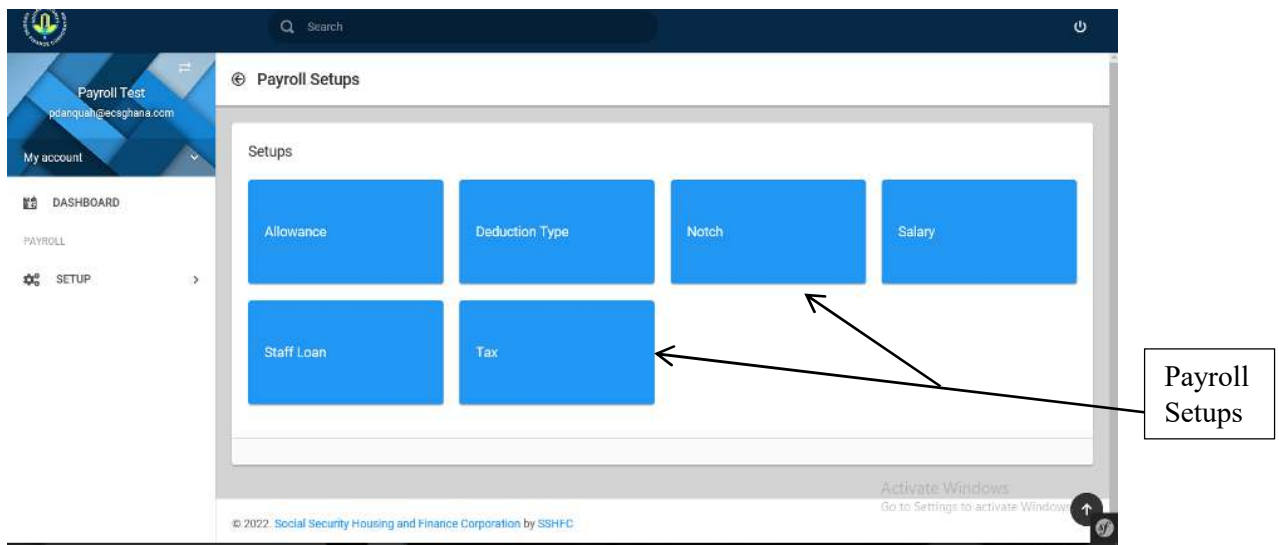


Figure 2.1

3. Allowance Setup

This setup enlists all the benefits/allowances available to employees with their rate units.

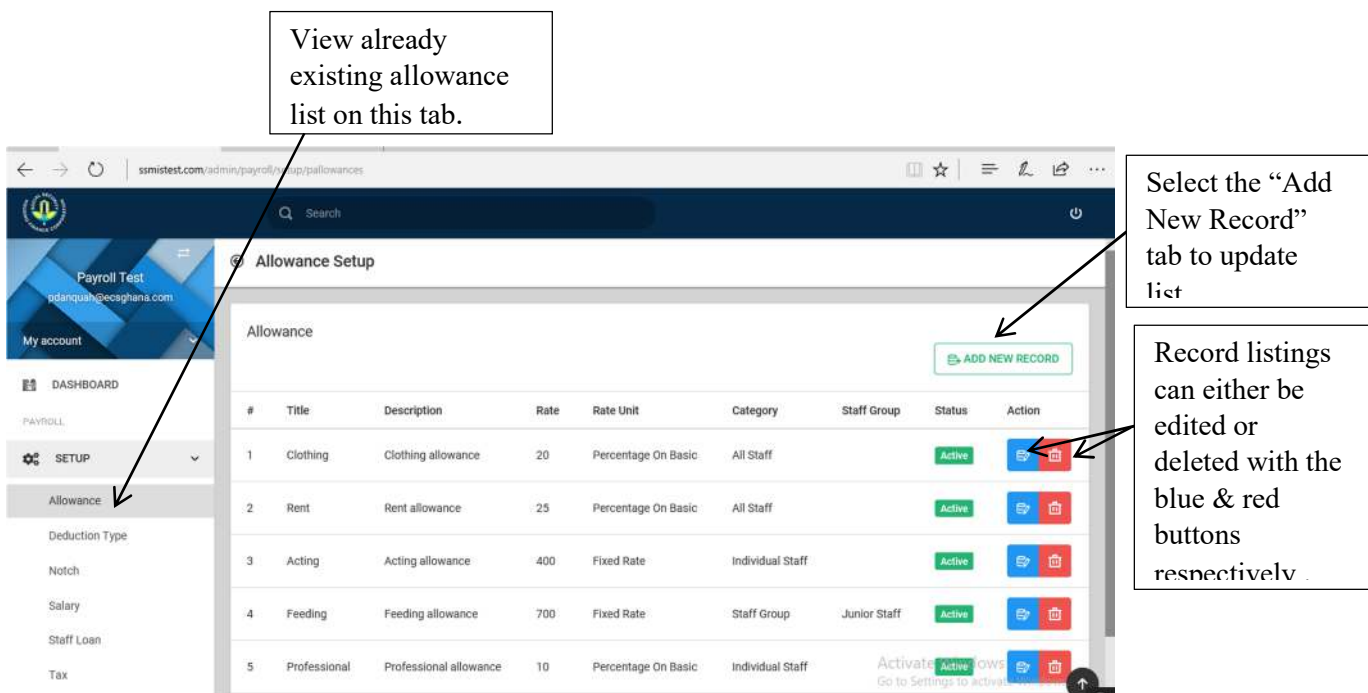


Figure 3.0

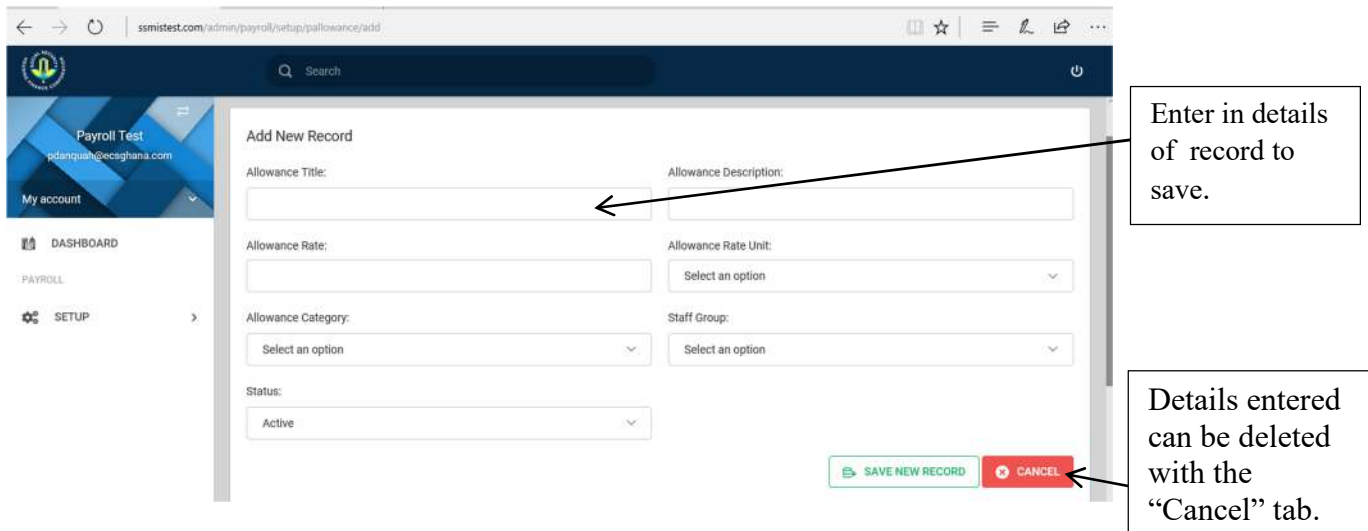


Figure 3.1

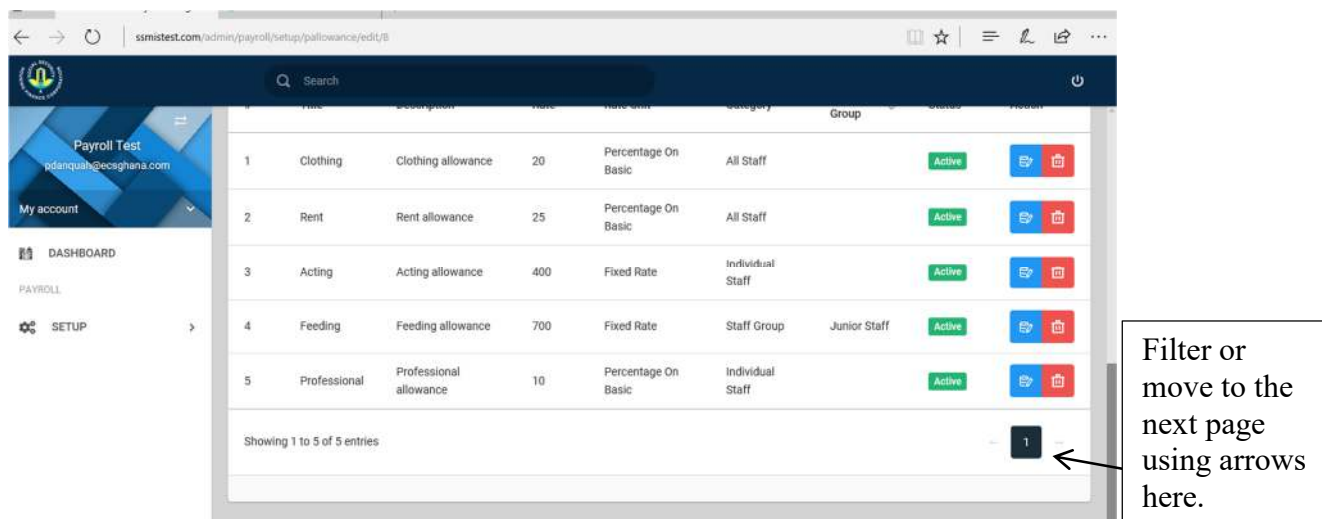


Figure 3.2

4. Deductions Type Setup

Deduction Types listed show all staff contributions, employer contributions, contribution unit, category, staff group as well as the actual deduction type name.

New records can however be added to already existing list.

The screenshot shows the 'Deduction Types Setup' page. The sidebar on the left has a 'Deduction Type' tab selected. The main area displays a table of deduction types with columns: #, Category Code, Type ID, Deduction Name, Staff Contribution, Employer Contribution, Contribution Unit, Category, and Staff Group. There are two records listed. Above the table is a filter input and a 'Show: 10' dropdown. To the right of the table are buttons for 'COPY', 'EXCEL', 'CSV', and 'PDF'. An 'ADD NEW RECORD' button is located at the top right of the table area.

#	Category Code	Type ID	Deduction Name	Staff Contribution	Employer Contribution	Contribution Unit	Category	Staff Group
1	10000	SN21	SSNIT	10	15	Percentage On Basic	All Staff	
2	10001	SN22	Provident Fund	10	0	Percentage On Basic	All Staff	

Annotations:

- Select the "Deduction Type" tab to view all added records of deduction.
- Deduction types list can be exported as an excel, crv or pdf file.
- New records can be added using the "Add New Records" tab.

Figure 4.0

Deduction Type Setup can be updated after selecting the “Add New Record” tab. Type in the deduction category code,deduction name,employee contribution and other needed details to add new deduction type to save.

Payroll Test
pcanquah@ecsfghana.com

My account

DASHBOARD

PAYROLL

SETUP

Deduction Type Setup

Add New Record

Deduction Category Code:

Deduction Name:

Employer Contribution:

Deduction Category:

Deduction Type ID:

Staff Contribution:

Contribution Unit:

Staff Group:

Type in details to save new deduction type.

Figure 4.1

5. Notch Setup

This setup shows the various salary grades with their values and tax values.

Payroll Test
pcanquah@ecsfghana.com

My account

DASHBOARD

PAYROLL

SETUP

Allowance

Deduction Type

Notch

Salary

Staff Loan

Notch Setup

Notches

Filter: Type to filter...

Show: 10

COPY EXCEL CSV PDF

ADD NEW RECORD

Update notches list using the “Add New Record” tab.

Select preferred export format to download file list.

Select the “Notch” tab to view all salary grades.

#	Salary Grade	Notch Description	Notch Value	Tax Value	Status	Action
1	Grade 1	Grade 1 Notch 1	3,705,000	130,750	Active	
2	Grade 1	Grade 1 Notch 2	3,965,000	169,750	Active	
3	Grade 2	Grade 2 Notch 1	4,750,000	300,000	Active	

Figure 5.0

Type in particular searches to easily filter.

Pages can be filtered up to 100 entries.

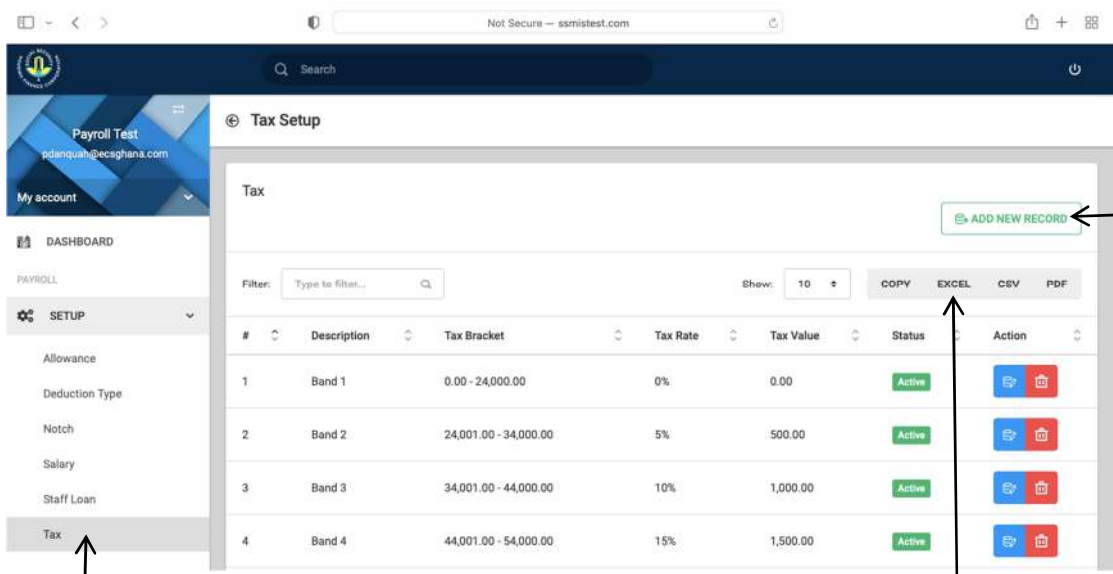
Choose to edit or delete notch entry using icons located at the 'Action' section.

#	Salary Grade	Notch Description	Notch Value	T	Status	Action
1	Grade 1	Grade 1 Notch 1	3,705,000	130,750	Active	[Edit] [Delete]
2	Grade 1	Grade 1 Notch 2	3,965,000	169,750	Active	[Edit] [Delete]
3	Grade 2	Grade 2 Notch 1	4,750,000	300,000	Active	[Edit] [Delete]
4	Grade 2	Grade 2 Notch 2	4,965,000	343,000	Active	[Edit] [Delete]

Figure 5.1

6. Tax Setup

The Tax tab details all bands with their tax rate,tax value and their current status.



Payroll Test
pdanquah@ecsfghana.com

My account

DASHBOARD

PAYROLL

SETUP

- Allowance
- Deduction Type
- Notch
- Salary
- Staff Loan
- Tax**

⊕ Tax Setup

Tax

Filter: Type to filter...

Show: 10

COPY EXCEL CSV PDF

#	Description	Tax Bracket	Tax Rate	Tax Value	Status	Action
1	Band 1	0.00 - 24,000.00	0%	0.00	Active	
2	Band 2	24,001.00 - 34,000.00	5%	500.00	Active	
3	Band 3	34,001.00 - 44,000.00	10%	1,000.00	Active	
4	Band 4	44,001.00 - 54,000.00	15%	1,500.00	Active	

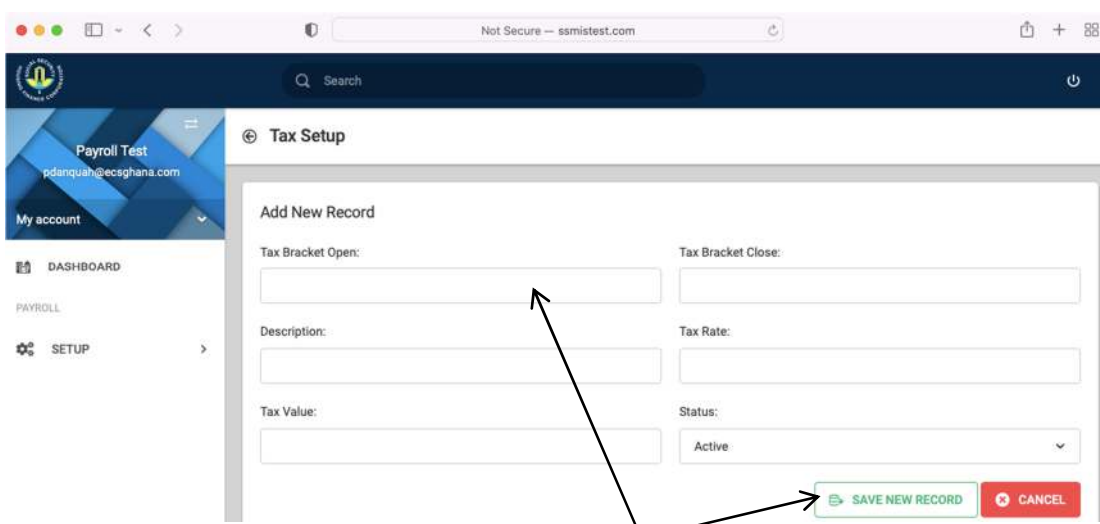
ADD NEW RECORD

Select the "Add New Record" tab to update tax

Select the Tax tab to view tax list.

Download or export tax list to save.

Figure 6.0



Payroll Test
pdanquah@ecsfghana.com

My account

DASHBOARD

PAYROLL

SETUP

⊕ Tax Setup

Add New Record

Tax Bracket Open:

Tax Bracket Close:

Description:

Tax Rate:

Tax Value:

Status:

Active

SAVE NEW RECORD CANCEL

Enter in details to save new record.

Figure 6.1