

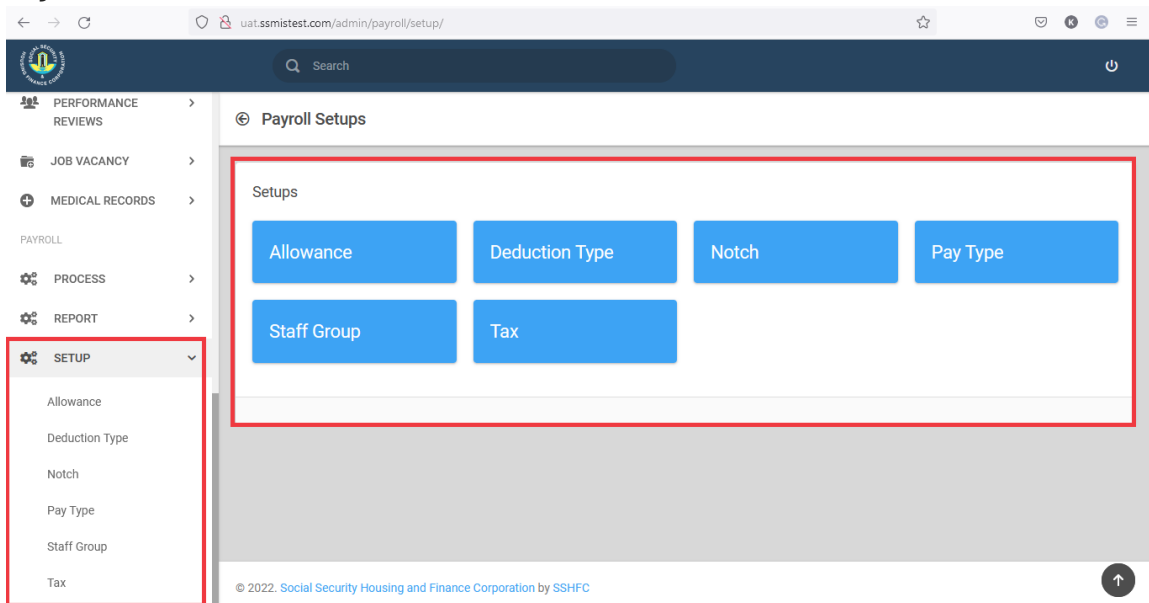
Introduction

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.



Dashboard

The following view is presented to you when you select the setup dropdown under **Payroll**



Allowance Setup

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

The screenshot shows the 'Allowance' setup page. A sidebar on the left contains a menu with 'Allowance' highlighted. The main area features a table of allowances with columns for #, Title, Description, Rate, Rate Unit, Category, Staff Group, Status, and Action. A red box highlights the 'Add New Record' button in the top right. Another red box highlights the 'Filter' search bar. A third red box highlights the table headers. A fourth red box highlights the table rows. A fifth red box highlights the 'COPY', 'EXCEL', 'CSV', and 'PDF' buttons.

#	Title	Description	Rate	Rate Unit	Category	Staff Group	Status	Action
1	Transport Allow.	Transport allow.	3000	Fixed Rate	Staff Group	Temporary Staff	Active	[Edit] [Delete]
2	Warm Clothing Allowance	Cold climate	2000	Fixed Rate	Individual Staff		Active	[Edit] [Delete]
3	Acting	Acting allowance	20	Percentage On Basic	All Staff		Active	[Edit] [Delete]
4	Professional	Professional allowance	10	Percentage On Basic	Individual Staff		Active	[Edit] [Delete]
5	Residential	Residential allowance	1500	Fixed Rate	All Staff		Active	[Edit] [Delete]
6	Transport	Transport allowance	15	Percentage On Basic	All Staff		Active	[Edit] [Delete]

The above image, shows the interface you are greeted with, when you select allowance under the setups. This shows all allowances that have been setup in the system. You have the ability to filter out allowances based on the name, description etc. On this page you can create new allowances, by clicking on the **Add** button.

The screenshot shows the 'Add New Record' form for Allowance Setup. The form is titled 'Add New Record' and contains fields for Allowance Title, Allowance Description, Allowance Rate, Allowance Rate Unit, Allowance Category, Staff Group, and Status. A red box highlights the form fields. Below the form is a table of allowances, similar to the one in the first screenshot. A red box highlights the 'Add New Record' button in the top right of the form area. A second red box highlights the table headers. A third red box highlights the table rows. A fourth red box highlights the 'COPY', 'EXCEL', 'CSV', and 'PDF' buttons.

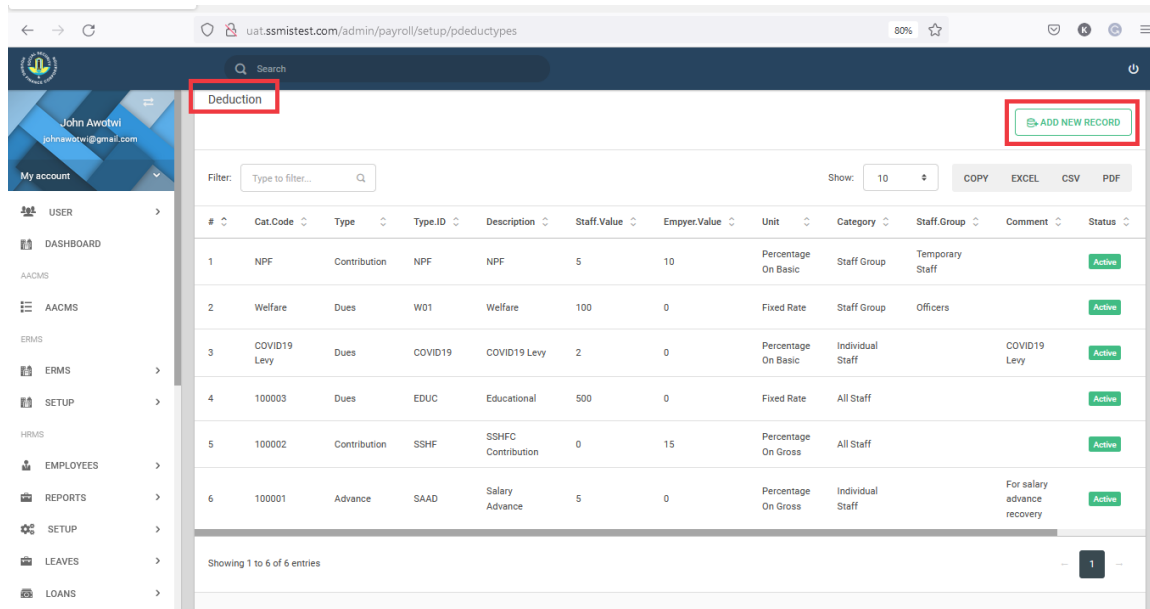
#	Title	Description	Rate	Rate Unit	Category	Staff Group	Status	Action
1	Transport Allow.	Transport allow.	3000	Fixed Rate	Staff Group	Temporary Staff	Active	[Edit] [Delete]
2	Warm Clothing Allowance	Cold climate	2000	Fixed Rate	Individual Staff		Active	[Edit] [Delete]
3	Acting	Acting allowance	20	Percentage On Basic	All Staff		Active	[Edit] [Delete]

When the **Add allowance** button is clicked, you are presented with a page that accepts certain details that make up an allowance. The Allowance Rate is a value, either in fixed

rates or a percentage, this option is available as a drop down under allowance rate values.

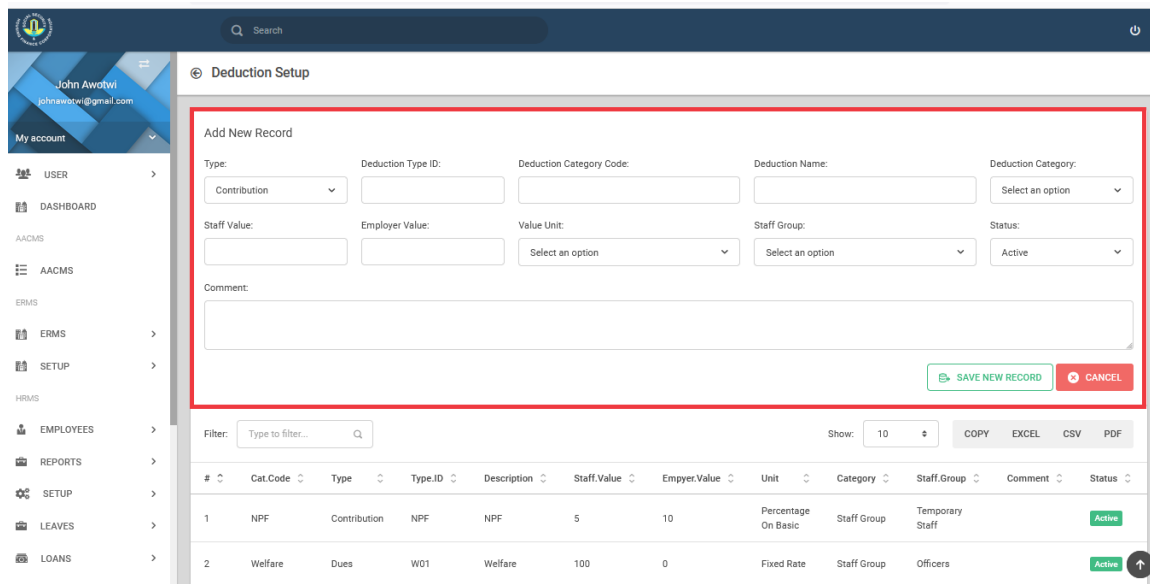
Use the save button to complete the entry.

Deductions Setup



#	Cat.Code	Type	Type.ID	Description	Staff.Value	Employer.Value	Unit	Category	Staff.Group	Comment	Status
1	NPF	Contribution	NPF	NPF	5	10	Percentage On Basic	Staff Group	Temporary Staff		Active
2	Welfare	Dues	W01	Welfare	100	0	Fixed Rate	Staff Group	Officers		Active
3	COVID19 Levy	Dues	COVID19	COVID19 Levy	2	0	Percentage On Basic	Individual Staff		COVID19 Levy	Active
4	100003	Dues	EDUC	Educational	500	0	Fixed Rate	All Staff			Active
5	100002	Contribution	SSHFC	SSHFC Contribution	0	15	Percentage On Gross	All Staff			Active
6	100001	Advance	SAAD	Salary Advance	5	0	Percentage On Gross	Individual Staff		For salary advance recovery	Active

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. Adding a new record, will require that you click the **add record** button.



Add New Record

Type:

Deduction Type ID:

Deduction Category Code:

Deduction Name:

Deduction Category:

Staff Value:

Employer Value:

Value Unit:

Staff Group:

Status:

Comment:

#	Cat.Code	Type	Type.ID	Description	Staff.Value	Employer.Value	Unit	Category	Staff.Group	Comment	Status
1	NPF	Contribution	NPF	NPF	5	10	Percentage On Basic	Staff Group	Temporary Staff		Active
2	Welfare	Dues	W01	Welfare	100	0	Fixed Rate	Staff Group	Officers		Active

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.

Code	Type	Type ID	Description	Staff Value	Employer Value	Unit	Category	Staff Group	Comment	Status	Action
	Contribution	NPF	NPF	5	10	Percentage On Basic	Staff Group	Temporary Staff		Active	[Edit] [Delete]
	Dues	W01	Welfare	100	0	Fixed Rate	Staff Group	Officers		Active	[Edit] [Delete]
ID19	Dues	COVID19	COVID19 Levy	2	0	Percentage On Basic	Individual Staff		COVID19 Levy	Active	[Edit] [Delete]
003	Dues	EDUC	Educational	500	0	Fixed Rate	All Staff			Active	[Edit] [Delete]
002	Contribution	SSHFC	SSHFC Contribution	0	15	Percentage On Gross	All Staff			Active	[Edit] [Delete]
001	Advance	SAAD	Salary Advance	5	0	Percentage On Gross	Individual Staff		For salary advance recovery	Active	[Edit] [Delete]

Using the actions buttons to the right, you can update existing deductions.

Notch Setup

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

Salary Setup

Staff Loan Setup

The Staff Loan tab shows all available loans that are available to employees with the duration minimum & maximum, status of deductibility, interest rate attracted & current status. Staff Loan records can be edited or deleted with the blue or red action buttons.

Tax Setup

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