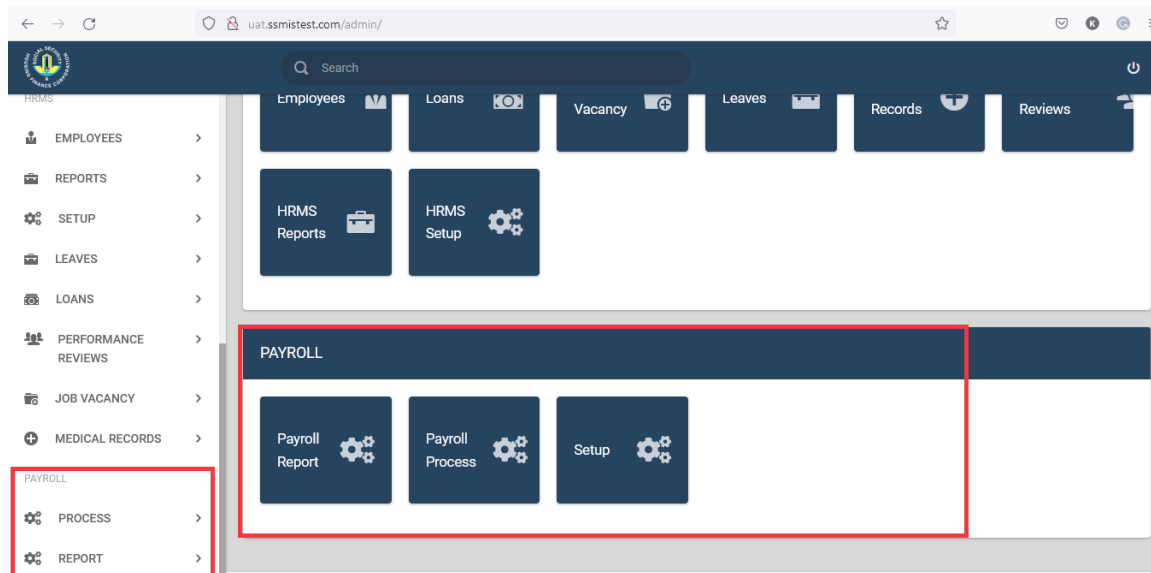




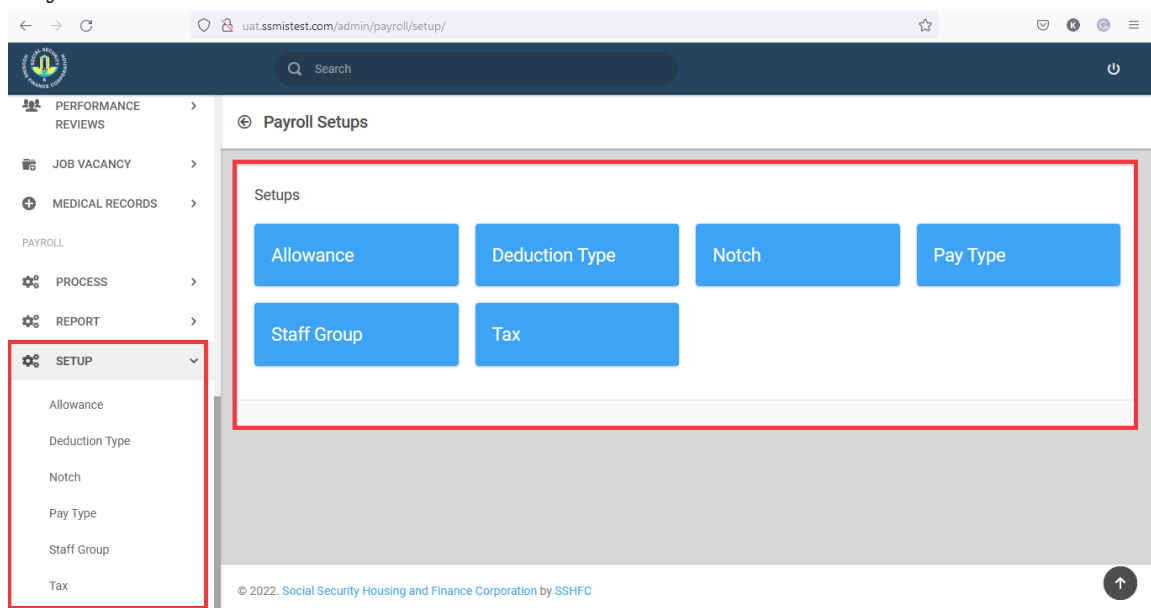
# Introduction

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. The left sidebar contains a menu with 'Allowance' highlighted under the 'SETUP' section. The main area displays a table of allowances with columns: #, Title, Description, Rate, Rate Unit, Category, Staff Group, Status, and Action. A red box highlights the 'Allowance' menu item, the 'ADD NEW RECORD' button, the filter and show controls, and the table headers. The table lists six allowances: Transport Allow., Warm Clothing Allowance, Acting, Professional, Residential, and Transport.

| # | 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 (dropdown), Allowance Category (dropdown), Staff Group (dropdown), and Status (dropdown). There are 'SAVE NEW RECORD' and 'CANCEL' buttons. Below the form is a table showing the existing allowances, with a red box highlighting the form fields and the table headers.

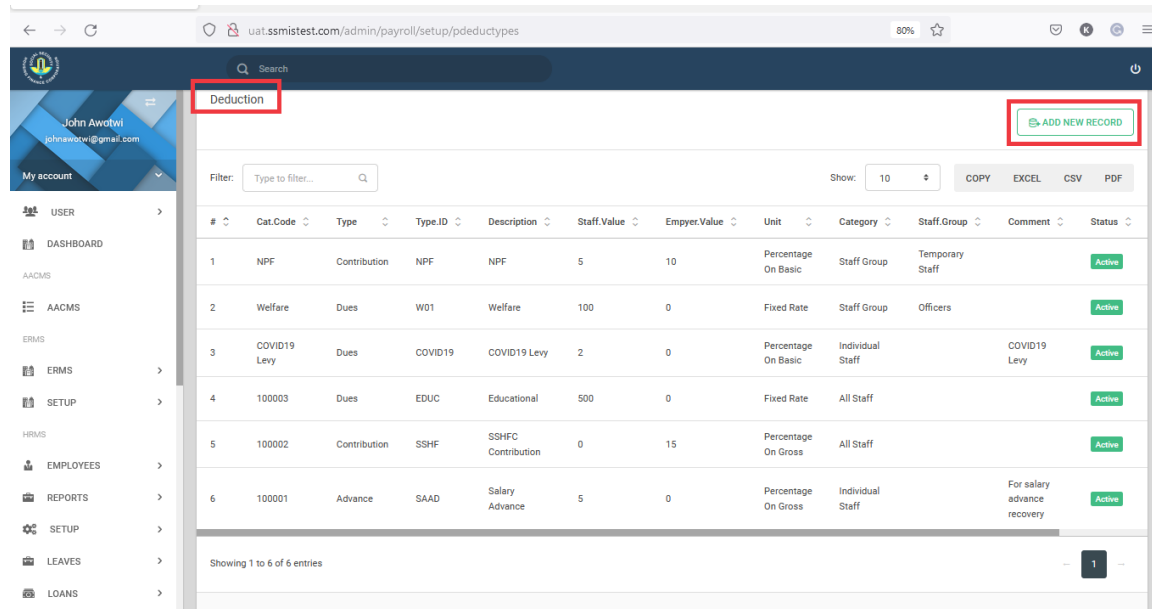
| # | Title                   | Description      | Rate | Rate Unit           | Category         | Staff Group     | Status | Action          |
|---|-------------------------|------------------|------|---------------------|------------------|-----------------|--------|-----------------|
| 1 | Transport 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.

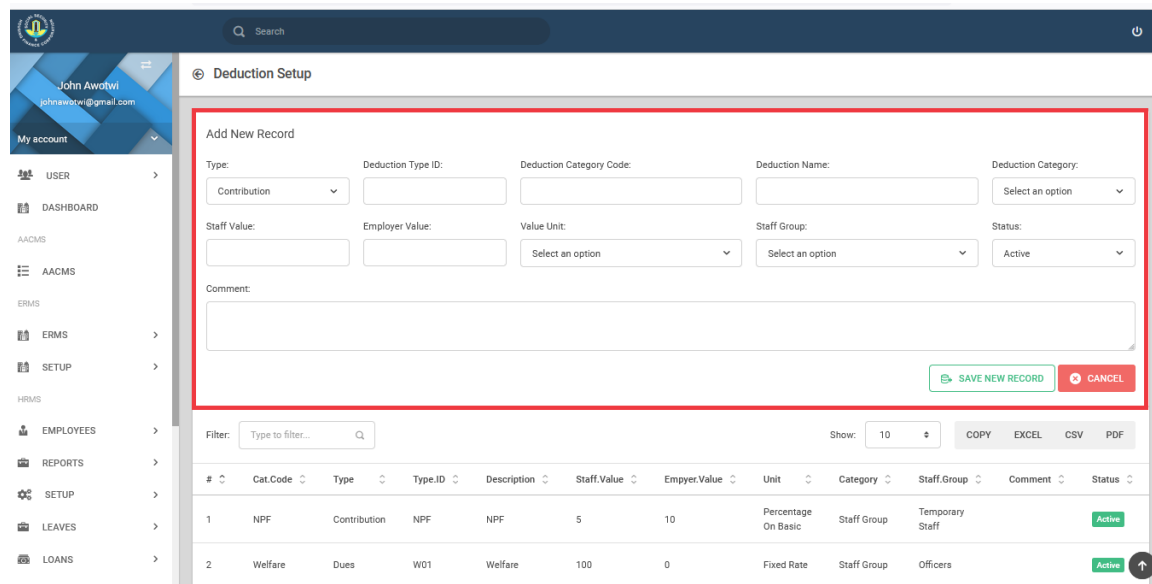
Use the save button to complete the entry.

## 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

Payroll Test  
info@ecghana.com

My account

DASHBOARD

PAYROLL

SETUP

Allowance

Deduction Type

Notch

Salary

Staff Loan

**Tax**

Tax Setup

ADD NEW RECORD

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%       | 900.00    | 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 |        |

Select the Tax tab to view tax list.

Download or export tax list to save.

Select the "Add New Record" tab to update tax

Payroll Test  
info@ecghana.com

My account

DASHBOARD

PAYROLL

SETUP

**Tax Setup**

Add New Record

Tax Bracket Open:

Tax Bracket Close:

Description:

Tax Rate:

Tax Value:

Status:

SAVE NEW RECORD CANCEL

Enter in details to save new record.