

# SME SIMPLE PAYROLL PROTOTYPE

## 1. Login Page

**SME SIMPLE PAYROLL**

ENTER PASSWORD AND USERNAME

*Username or Email*

*Password*

Sign In

Forgot Password

## **2.Main Page(Payroll Tab)**

LOG OFF

# LOGO

HELP

Employees

## Payroll

## Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

---

P.10A

---

P.10

---

P.9A

## Payroll Generation

Year

Month

View  
Allowance

View Deductions

## Generate Payroll

## Bank Statement

[Print Payslip](#)

# Email Payslip

## Registered Employees

10



records per page

Search:

[illegible]

## Previous

1

**Next**

### 2.a. View Allowance

Here one will be able to view the available allowances and if there is none, he/she will be prompted to add.

Add Allowance

Employee

Allowance

Amount

Close

Save changes

### 2.b. View Deductions

Here one will be able to view the available allowances and if there is none, he/she will be prompted to add.

Add Deduction

Employee

Deduction

Value

Close

Save changes

### 2.c. Generate Payroll

This will basically generate employee's payroll based on the inputted employee number.

#### 2.d. Bank Statement

This will generate bank slip based on voucher number and cheque number.

Add voucher No. \$ Cheque No. 

Voucher No.

Cheque No.

Close

Print

#### 2.e. Print Pay slip

This will print employees pays slip based on the employee's number.

#### 2.f. Email Pay slip

This will email employees' pays lip using employee's email address and employee number.

LOGO

HELP

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

LOG OFF

Employees

ADD

Registered Employees

#	Name	KRA PIN	Email Address	National ID	Exclude?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Previous

1

Next

### 3.a. Employees Tab

This gives the system user ability to add new employees to the payroll system.

#### Employee Registration

<b>First Name</b>	<input type="text"/>
<b>Middle Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>
<b>KRA PIN</b>	<input type="text"/>
<b>National ID</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>
<b>N.S.S.F NO</b>	<input type="text"/>
<b>N.H.I.F NO</b>	<input type="text"/>
<b>Bank Name</b>	<input type="text"/>
<b>Bank Branch</b>	<input type="text"/>
<b>Bank Code</b>	<input type="text"/>
<b>Account NO</b>	<input type="text"/>
<b>Basic Pay</b>	<input type="text"/>
	<input type="button" value="Register"/>
	<input type="button" value="Cancel"/>

4.a. Allowance List Tab

LOGO

HELP

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

LOG OFF

Allowance List

ADD

#	Allowance	Delete
1		
2		
3		
4		

#### 4.b. Add Allowance

This allows one to add allowance to the list.

Add Deduction

Name

Close

Add



5. Overtime Tab

This list shows a record of overtime per month of every employee if any.

LOGO

HELP

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

LOG OFF

Overtime

Year

Month

ADD

Overtime

#	Employee	Amount	Delete
1			
2			
3			
4			

### 5.b. Add Overtime

This will add overtime for a particular employee.

Add Overtime

Employee

Amount

Month

Year

Close

Save changes

6.Deductions

LOGO

HELP

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

LOG OFF

Deductions

Deductions

#	Name	Value
1	Monthly Relief	1162
2	N.S.S.F	Automatically Calculated
3	Tax	Automatically Calculated
4	Insurance Relief	Manually Entered
5	N.H.I.F	Automatically Calculated
6	Pension Plan	Manually Entered
7	Standing Order	Manually Entered
8	Advances	Manually Entered
9	Loan Repayment	Manually Entered
10	Misc Ded/Ref	Manually Entered
11	Pension Refund	Manually Entered
12	Helb	Manually Entered

Save

LOG OFF

LOGO

HELP

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

Deductions

Deductions

#	Min	Max	Deduction
1	1000	5999	150
2	6000	7999	300
3	8000	11999	400
4	12000	14999	500
5	15000	19999	600
6	20000	24999	750
7	25000	29999	850
8	30000	34999	900
9	35000	39999	950
10	40000	44999	1000
11	45000	49999	1100
12	50000	54999	1200
13	60000	69999	1300
14	70000	79999	1400
15	80000	89999	1500
16	90000	99999	1600
Any amount above	100000		1700

Save

LOG OFF

LOGO

HELP

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

Deductions

Deductions

#	Min	Max	Deduction
1	1	10164	10
2	10165	19740	15
3	19741	29316	20
4	29317	38892	25
5	38893		30

Save

**9.P.10, P.10 and P.9A**

These tabs will generate their individual report based on a specific year.

