SME SIMPLE PAYROLL PROTOTYPE

1. Login Page

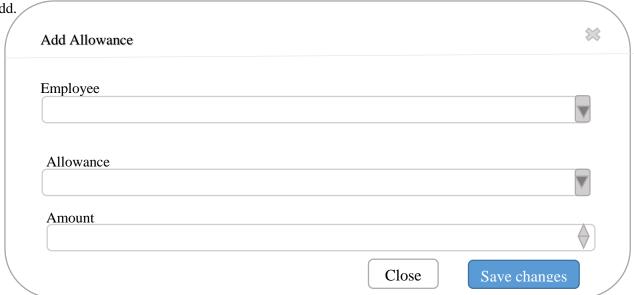


2.Main Page(Payroll Tab)

							I	OG OFF
LOGO	Payroll G	eneration						
	Year	Month						
HELP	View Allowance	Vi Dedu		Generate Payroll	Bank Statemen		rint yslip	Email Payslip
Employees	Registered l	Employees						
Payroll Allowance List	10	records per pa	ge			Search	:	
Overtime	Name	Basic	Gross Pay	P.A.Y.E	Monthly Relief	N.S.S.F	N.H.I.F	Pension
Deductions N.H.I.F								
Income Tax								
P.10A								
P.10 P.9A								
- 3.3.2								
						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



2.b. <u>View Deductions</u>

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

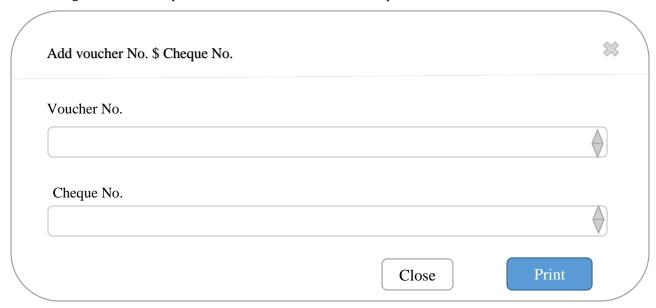


2.c. Generate Payroll

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.



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.

3.a. Employees Tab

LOG OFF **LOGO Employees ADD Registered Employees** Employees Payroll Allowance List **Email Address** Exclude? # Name **KRA PIN** National ID Overtime Deductions N.H.I.F 5 Income Tax 6 P.10A 8 P.10 10 P.9A 11 **Previous** Next

3.a. Employees Tab

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

Employee Registration		
First Name		
Middle Name		
Last Name		
KRA PIN		
National ID		
Email		
N.S.S.F NO		
N.H.I.F NO		
Bank Name		
Bank Branch		
Bank Code		
Account NO		
Basic Pay		
	Register	Cancel

4.a. Allowance List Tab

LOG OFF LOGO **Allowance List ADD** Employees Payroll Allowance List Allowance Delete Overtime 1 Deductions 3 N.H.I.F Income Tax P.10A P.10 P.9A

4.b. Add Allowance

This allows one to add allowance to the list.



5. Overtime Tab

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

	_			LOG OFF
LOGO	Overtime			
HELP	Year	Month		ADD
Employees Payroll	Overtime			
Allowance List	#	Employee	Amount	Delete
Overtime Deductions	1 2	, , , , ,		
N.H.I.F Income Tax	4			
P.10A				
P.10 P.9A				

5.b. Add Overtime

This will add overtime for a particular employee.



6. Deductions

LOG OFF

LOGO

Deductions

HELF

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

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

Deductions

HELF

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

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	100000		1700
amount			
above			

Save

LOG OFF

LOGO

Deductions

HELF

Employees

Payroll

Allowance List

Overtime

Deductions

N.H.I.F

Income Tax

P.10A

P.10

P.9A

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.<u>P.10, P.10 and P.9A</u>

These tabs will	generate	their i	ndividual	report	based	on a s	pecific v	vear.
				- P O - F				,