**SME Simple Payroll Proccess**

Since it’s a payroll System any user is created by administrator, Once Registered the user can login .

Once logged in, the following proccesses follow

1. Create employees
2. Add deductions
3. Add overtime
4. Add allowances
5. Admin sets up NHIF, PAYE, INCOME tax, Monthly Relief

Once the above are set, then

Select month of payment, then Generate payroll. The system will automatically generate payroll and one can print payslip or email them to the respective employees

Once payslip is printed, the user can Print KRA’s P9,P10,P9A forms. Bank Statement can also be printed .

The same process can be repeated the following successive months

NOTE: an employee can be excluded from payroll