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# WHITE PAPER USER MANUAL FOR – PAYROLL MANAGEMENT

## Module – Human Resource

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## Overview:

Payroll refers to the process by which an organization calculates and distributes compensation to its employees for their work. It involves several key components:

1. **Salary and Wages:** Determining how much employees will be paid based on their employment agreements, hours worked, or commission structures.
2. **Deductions:** Calculating various deductions, including taxes (federal, state, local), social security, health insurance, retirement contributions, and other withholdings.
3. **Payroll Processing:** Compiling all relevant data (e.g., hours worked, overtime, leave taken) and running payroll on a regular schedule (weekly, biweekly, monthly).
4. **Distribution:** Issuing payments to employees, which can be done via direct deposit, checks, or other methods.
5. **Record-Keeping:** Maintaining accurate records of payroll transactions for compliance, audits, and reporting purposes.
6. **Reporting:** Preparing and submitting necessary reports to government agencies regarding payroll taxes, employee earnings, and compliance with labor laws.

Effective payroll management is crucial for ensuring employees are paid accurately and on time, maintaining compliance with regulations, and managing financial records.

## Why it is used?

Payroll is used for several important reasons:

1. **Compensation:** Ensures that employees are paid accurately and on time for their work, which is essential for employee satisfaction and retention.
2. **Legal Compliance:** Helps organizations comply with labor laws, tax regulations, and reporting requirements, reducing the risk of legal issues and penalties.
3. **Record Keeping:** Maintains accurate records of employee earnings, deductions, and hours worked, which are necessary for audits and financial reporting.
4. **Financial Management:** Supports budgeting and financial planning by tracking labor costs and forecasting future payroll expenses.
5. **Employee Benefits:** Manages deductions for benefits like health insurance, retirement contributions, and other employee programs, ensuring that employees receive their entitlements.
6. **Tax Reporting:** Facilitates accurate tax calculations and timely submissions of payroll taxes to government agencies, ensuring compliance with tax obligations.

7. **Employee Engagement:** Timely and accurate payroll contributes to a positive workplace culture, fostering trust and engagement among employees.

In summary, payroll is a critical function that supports both organizational operations and employee welfare.

### Where it used?

In essence, payroll is a fundamental function in any organization that employs workers, ensuring accurate compensation and compliance with financial regulations.

### When it used?

Payroll is used at key times, including:

1. **Regular Pay Cycles:** Processed weekly, biweekly, or monthly.
2. **Onboarding:** Set up for new employees.
3. **Salary Reviews:** Adjustments made annually or semi-annually.
4. **Employee Departures:** Final paychecks for leaving employees.
5. **Bonuses:** Special payroll runs for bonuses and incentives.
6. **Tax Reporting:** Year-end reporting and documentation.
7. **Status Changes:** Updates for promotions or changes in hours.

Overall, payroll ensures timely and accurate employee compensation throughout their employment.

**Enter Your User Name And Password**

**Login Form**

User Name : GRACE.KALENDA

Password : \*\*\*\*\*

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Put the Login details & click on login

Navigation
Refresh

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Notification

	From User	Document Type	Document No	Notification Date	Request Information
<input type="checkbox"/>	Mr. Moses Odongo	Leave Application	DPF011	19-OCT-2024 10:09:27	
<input type="checkbox"/>	Mr. Moses Odongo	Leave Application	DPF011	11-OCT-2024 12:29:59	
<input type="checkbox"/>		Employee Master	DPF100002	11-OCT-2024 10:54:02	
<input type="checkbox"/>		Employee Master	DPF100002	11-OCT-2024 10:44:38	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Click on Payroll Period

Status	Period	Num	Year	From	To	Close Date
Close	MAY-2024	1	2024	23-APR-2024	22-MAY-2024	20-JUL-2024
Close	JUN-2024	2	2024	23-MAY-2024	22-JUN-2024	20-JUL-2024
Open	JUL-2024	3	2024	23-JUN-2024	22-JUL-2024	
Future	AUG-2024	4	2024	23-JUL-2024	22-AUG-2024	
Future	SEP-2024	5	2024	23-AUG-2024	22-SEP-2024	
Future	OCT-2024	6	2024	23-SEP-2024	22-OCT-2024	
Future	NOV-2024	7	2024	23-OCT-2024	22-NOV-2024	
Future	DEC-2024	8	2024	23-NOV-2024	22-DEC-2024	
Future	JAN-2025	9	2024	23-DEC-2024	22-JAN-2025	
Future	FEB-2025	10	2025	23-JAN-2025	22-FEB-2025	

[Change Status..](#)

Select the previous period and Click on Change Status > Close the Period

Status	Period	Num	Year	From	To	Close Date
Close	MAY-2024	1	2024	23-APR-2024	22-MAY-2024	20-JUL-2024
Close	JUN-2024	2	2024	23-MAY-2024	22-JUN-2024	20-JUL-2024
Close	JUL-2024	3	2024	23-JUN-2024	22-JUL-2024	21-OCT-2024
Future	AUG-2024	4	2024	23-JUL-2024	22-AUG-2024	
Future	SEP-2024	5	2024	23-AUG-2024	22-SEP-2024	
Future	OCT-2024	6	2024	23-SEP-2024	22-OCT-2024	
Future	NOV-2024	7	2024	23-OCT-2024	22-NOV-2024	
Future	DEC-2024	8	2024	23-NOV-2024	22-DEC-2024	
Future	JAN-2025	9	2024	23-DEC-2024	22-JAN-2025	
Future	FEB-2025	10	2025	23-JAN-2025	22-FEB-2025	

[Change Status..](#)

Select the Current period for which you want to run the payroll and click on change status

Status	Period	Num	Year	From	To	Close Date
Close	MAY-2024	1	2024	23-APR-2024	22-MAY-2024	20-JUL-2024
Close	JUN-2024	2	2024	23-MAY-2024	22-JUN-2024	20-JUL-2024
Close	JUL-2024	3	2024	23-JUN-2024	22-JUL-2024	21-OCT-2024
Future	AUG-2024	4	2024	23-JUL-2024	22-AUG-2024	
Future	SEP-2024	5	2024	23-AUG-2024	22-SEP-2024	
Future	OCT-2024	6	2024	23-SEP-2024	22-OCT-2024	
Future	NOV-2024	7	2024	23-OCT-2024	22-NOV-2024	
Future	DEC-2024	8	2024	23-NOV-2024	22-DEC-2024	
Future	JAN-2025	9	2024	23-DEC-2024	22-JAN-2025	
Future	FEB-2025	10	2025	23-JAN-2025	22-FEB-2025	

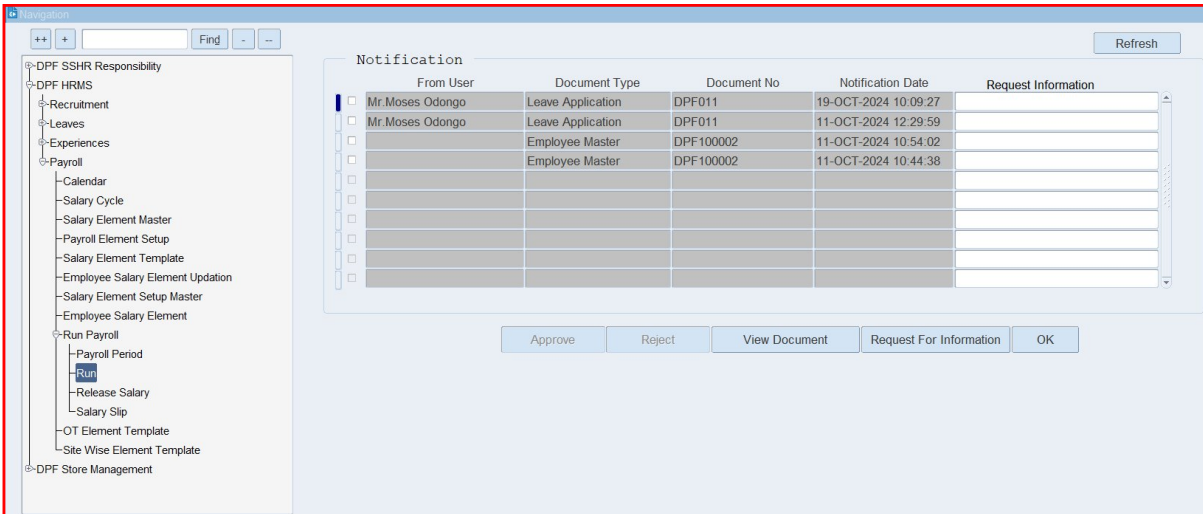
[Approve](#)

**Caution**

Open this period?

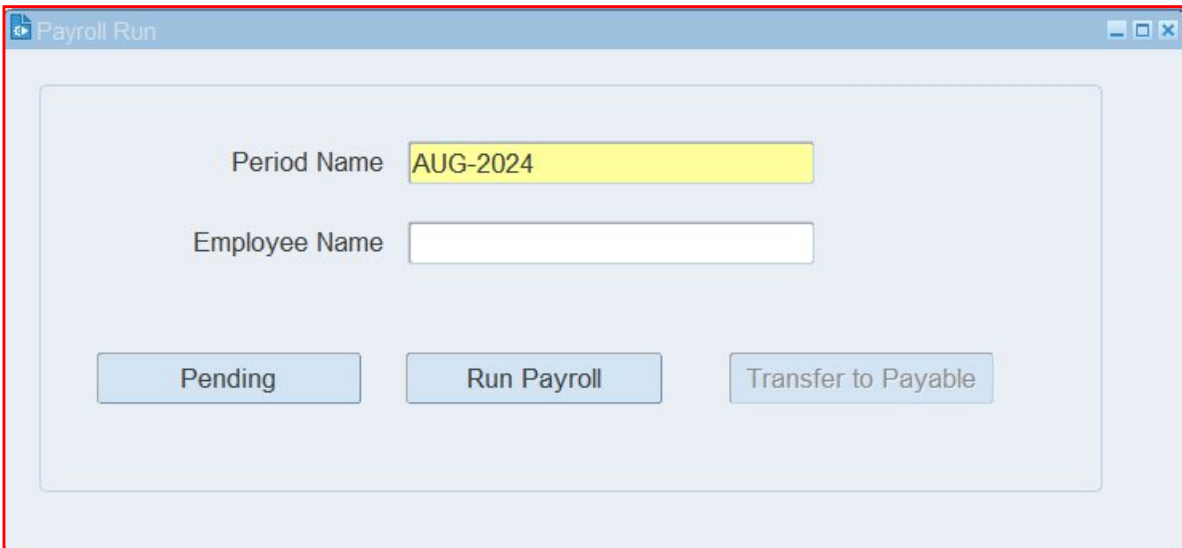
[Payroll Period](#)  
[Run](#)  
[Release Salary](#)

Open the period.



From User	Document Type	Document No	Notification Date	Request Information
Mr. Moses Odongo	Leave Application	DPF011	19-OCT-2024 10:09:27	
Mr. Moses Odongo	Leave Application	DPF011	11-OCT-2024 12:29:59	
	Employee Master	DPF100002	11-OCT-2024 10:54:02	
	Employee Master	DPF100002	11-OCT-2024 10:44:38	

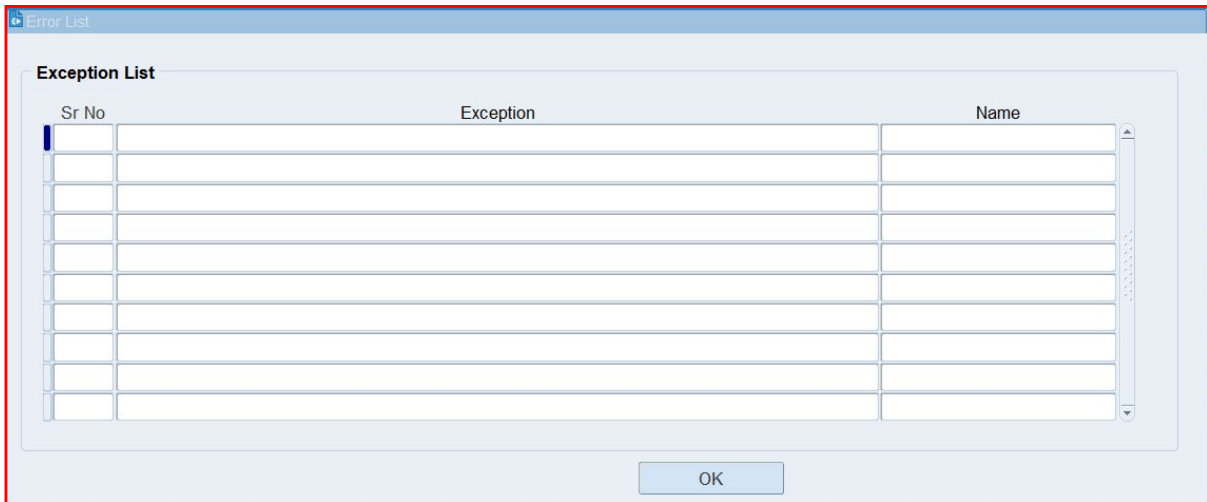
Click on Run.



Period Name

Employee Name

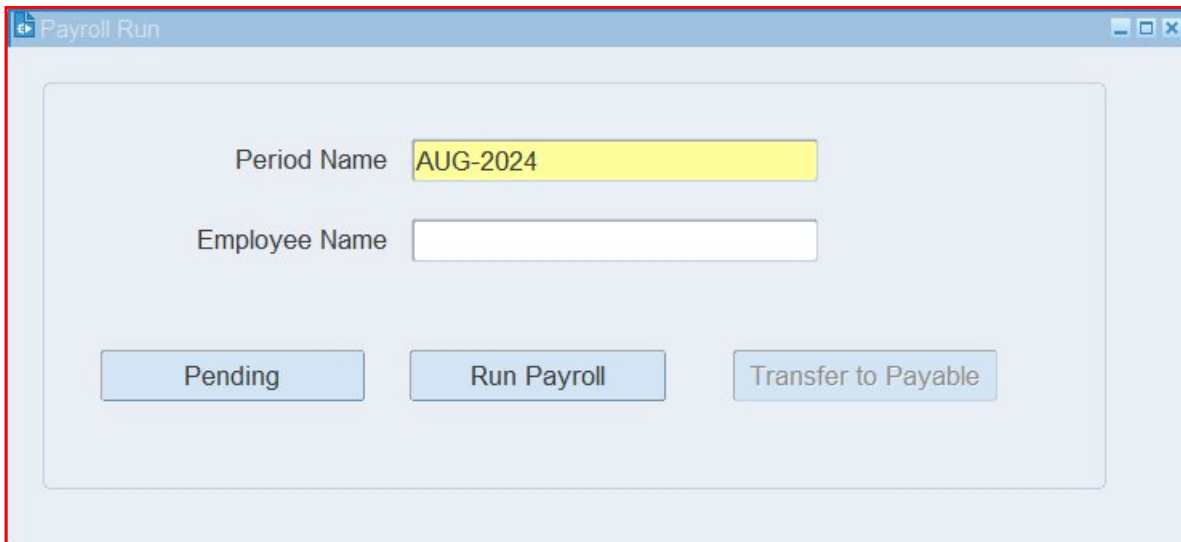
Select the period for you want to run the payroll and Click on Pending to check weather any task is pending for run the payroll



Sr No	Exception	Name

OK

If any activity is pending then the system will show the pending activity in the Exception list. > Click on Ok.



Period Name

Employee Name

If there are no pending activities, you can go ahead and click the "Run Payroll" button to proceed. And Click on Transfer to Payable once the payroll is generated.

XX END XX