

Quick Step By Step Guide on Using OX ERP (Payroll):

****Open your app as you go through this manual for easier understanding**

Payroll Menu: Here we setup everything relating to payroll.

a) **Setups** >

- i) **Department:** Create different department. Input department name and other brief details. Click add more than one department at a time.
- ii) **Employee Remuneration (Income):** Input income name, income type: income can be fixed or variable, choose if income is taxable (PAYE).
- iii) **Relief:** Input relief name, relief type: relief can be fixed or variable, input relief percentage and choose income relief will be applicable to.

Max value: Input the higher value to consider when computing reliefs. Whichever is higher shall be used. If none, input 0.
- iv) **Employee Deductions:** input deduction name, deduction type: deduction can be fixed or variable, input deduction percentage and choose income deductions will be applicable to.
NB: PAYE has a separate window for setup. As such shouldn't be created here.
- v) **PAYE:** As PAYE is progressive, input in progressive order. Under the description, input the PAYE step name, rate in % to be deducted and the value. Click add more to add as many PAYE steps as required.
- vi) **Employer contribution:** Input contribution name, contribution type: contribution can be fixed or variable, input contribution percentage, select deduction category that contribution matches and choose income contribution will be applicable to.
- vii) **Employee Account Name:** Here we setup all possible account name employees can have as it relates to payroll (deduction/contribution/income). E.g. All Bank names, Pension fund administrator names, tax bodies, mortgage bank names, Insurance company names...
- viii) **Staff category:** Here we setup different grade levels/steps/cadre of staff. Input the grade level name and a brief description.
- ix) **Staff category pay details:** Here we setup payroll components for each staff category.
- x) **Employees:** here we add/edit all employees.

b) **Employee Pay menu** >

- i) **Edit Employee pay:** employee's payroll can be called up and edited here. E.g. change in grade, income or deduction.

- ii) **Employee Debt/Loan:** Here we issue further deductions to employee. Deduction could be attributed to penalty or debt servicing. OR we issue loans to employees to be paid from their wage.

Choose the employee. The column debit: is where we specify which deduction category the value will be charged on. The **Value:** is where we specify the figure to be deducted. Re-payment spread: Tell system how many times this deduction should be spread. E.g. If an employee takes a loan to be paid in 3 tranches, the repayment spread will be 3. (As such when payroll is processed, employee gets an extra deduction of figure/3 till it offsets the figure) or if an employee is being penalized in which penalty is 1,000 deduction. Since the deduction is one off, the repayment spread will be 1 (As such when payroll is processed, employee gets an extra deduction of 1,000) **Account:** we specify which account to be credited. E.g. "salary advance or staff penalty"

NB:

- Upon submission, the account e.g. "Salary advance or staff penalty" will be credited and employee account debited.
- When payroll is processed for such employee here, the account setup upon issuance e.g. "salary advance or staff penalty" will be debited and employee account credited.

- iii) **Employee Statement:** An employee ledger.

c) **Process Salary >**

- i) **Pay employee:** Here we process payroll per employee
 - ii) **Pay all employee:** Here we process payroll for all registered employees
 - iii) **Processed salary batch:** A report for processed salary per batch.
 - iv) **Processed salary/Employee:** A report for processed salary per batch/employee.
- NB: When salary is processed, system automatically debits the set debit accounts and the corresponding credit account saved in the income, deductions and PAYE setup

d) **Reports>**

All reports pertaining to the processed payroll.

- i) **Accounts report:** this is where user generates payables report for each credit account attached to a payroll components upon setup. Report shows employee details, value to be paid, institution payable to (Bank name, Tax body name, Pension Admin name...), account no. E.g., if we setup all net pay income to be credited to say "net salaries payable" account, we select the "net salaries payable" and batch we want to generates the report, system will generate a comprehensive report of payables due each employee. Report can be spooled to excel or saved as PDF.

Pointers