



Online Payroll System

# User Guide

# **1 WINGUBOX ONLINE PAYROLL SYSTEM**

Wingubox Online Payroll has all you need in a payroll Software/System and more. Our cloud-based payroll management software makes payroll processing and reporting a breeze each month.

This is a basic user guide, made for the first time users, to give them an intro on how the Payroll System works, and can also be used for future reference.

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## 2 PAYROLL SETTINGS

### 2.1 DEFINE/EDIT A DEDUCTION/LOAN

#### 2.1.1 Adding a deduction

On the menu, go to “Payroll Settings” -> “Deductions” -> “Basic Deductions”

The screenshot shows the payroll(Kenya) dashboard. The 'Payroll Settings' menu is highlighted with a red circle, and the 'Deductions' sub-menu is also highlighted. The 'Basic Deductions' option is visible in the sub-menu.

On the left, there is a section for 'Email 2016 P9 Forms to all your employees' with buttons for 'Email P9 forms here' and 'View scheduled Email Tasks'.

The main dashboard is divided into several sections: 'Payroll' (Process your monthly payroll quick and easy, Your last payroll month was Nov, 2017, Process New Payroll button), 'Employees' (Manage your employee database, Currently managing 6 Active employees, Add Employee button), 'Reports' (KRA Reports, NHIF Reports, NSSF Reports, Muster Roll button, Custom Reports button), and 'Settings' (Your payroll application is using the NEW TAX RATES, Revert to Old Rates? button, The Finance Act, 2016 (Tax Rates), Your payroll application is using the new NSSF rates, Revert to Old Rates? button).

- On the Basic Deductions screen, click “Add” button to add a new row.
- Enter the specifications of the deduction (i.e. Deduction title, tax status and applicable relief)
- Click the “Update Deductions” button to save:

The screenshot shows the 'Basic Deductions' screen. It contains a table with the following columns: Title, Mode, Deduct after Taxing, Applicable Relief, Non-Checkoff, and Constant (Every Month). The table lists four deductions: Advance Pay, N.H.I.F., N.S.S.F., and Voluntary N.S.S.F. The 'Add Item' button is highlighted with a red circle.

	Title	Mode	Deduct after Taxing	Applicable Relief	Non-Checkoff	Constant (Every Month)
1.	Advance Pay	monthly	<input checked="" type="checkbox"/>	-- None --	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	N.H.I.F.	monthly	<input checked="" type="checkbox"/>	-- None --	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	N.S.S.F.	monthly	<input type="checkbox"/>	Retirement Fund	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Voluntary N.S.S.F.	monthly	<input type="checkbox"/>	Retirement Fund	<input type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom, there is an 'Add Item' button (highlighted with a red circle) and an 'Update Settings' button.

## 2.1.2 Delete Deduction

- While on the “Basic Deductions” screen, blank all the fields of the specific deduction to delete
- Click on the ‘x’ button as shown below.

payroll(Kenya)

Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Payroll Settings ▾ Reports ▾ Settings ▾

Basic Deductions :

		Title	Mode	Deduct after Taxing	Applicable Relief	Non-Checkoff	Constant (Every Month)
	1.	Advance Pay	monthly ▾	<input checked="" type="checkbox"/>	-- None -- ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2.	N.H.I.F.	monthly ▾	<input checked="" type="checkbox"/>	-- None -- ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3.	N.S.S.F.	monthly ▾	<input type="checkbox"/>	Retirement Fund ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	4.	Voluntary N.S.S.F.	monthly ▾	<input type="checkbox"/>	Retirement Fund ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<div>x</div>	5.	KCB Mortgage	monthly ▾	<input checked="" type="checkbox"/>	Insurance Relief ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ Add Item

Update Settings

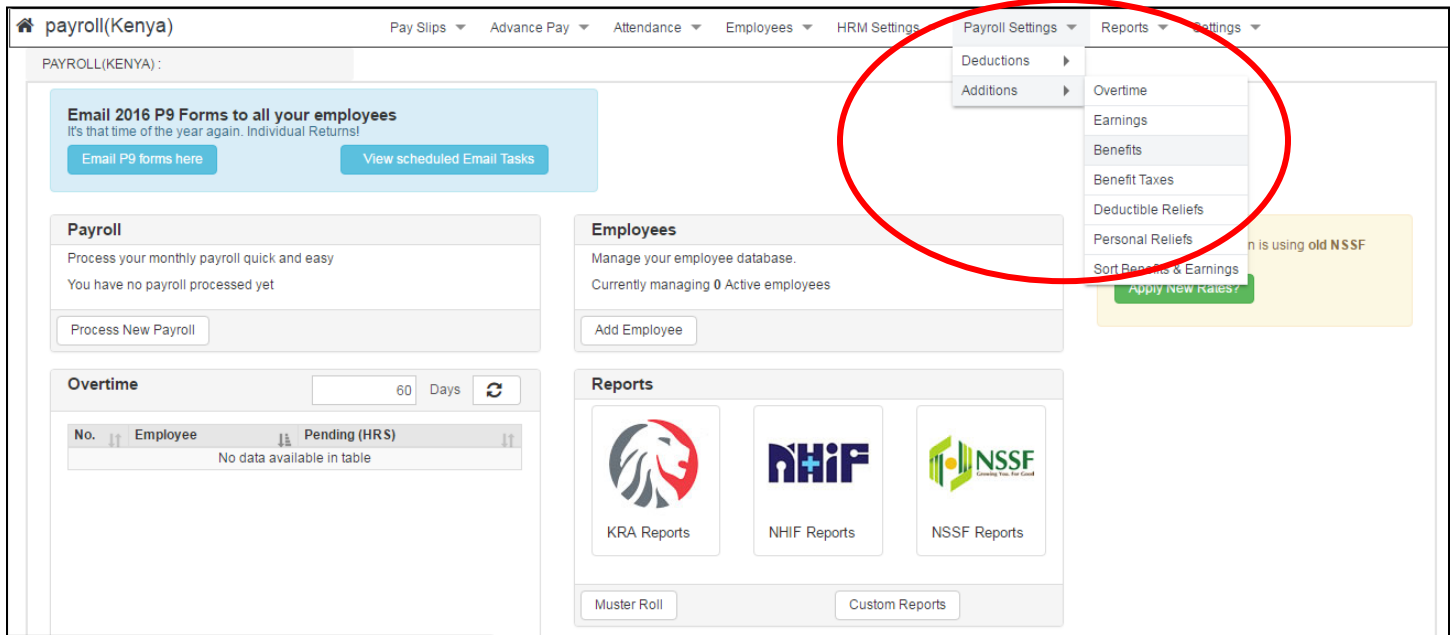
## 3 BENEFITS AND EARNINGS

### 3.1 DEFINE/EDIT BENEFITS/EARNINGS

While benefits are fixed monthly additions to basic salary, earnings are not necessarily monthly and may vary from one month to the next.

#### 3.1.1 Adding benefits

On the menu, go to “Payroll Settings” -> “Additions” -> “Benefits”



payroll(Kenya)

Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Payroll Settings ▾ Reports ▾ Settings ▾

PAYROLL(KENYA):

**Email 2016 P9 Forms to all your employees**  
It's that time of the year again. Individual Returns!  
[Email P9 forms here](#) [View scheduled Email Tasks](#)


**Payroll**  
Process your monthly payroll quick and easy  
You have no payroll processed yet  
[Process New Payroll](#)


**Overtime**  
60 Days [Refresh](#)


No.	Employee	Pending (HRS)
No data available in table		

**Employees**  
Manage your employee database.  
Currently managing 0 Active employees  
[Add Employee](#)

**Reports**

  
KRA Reports

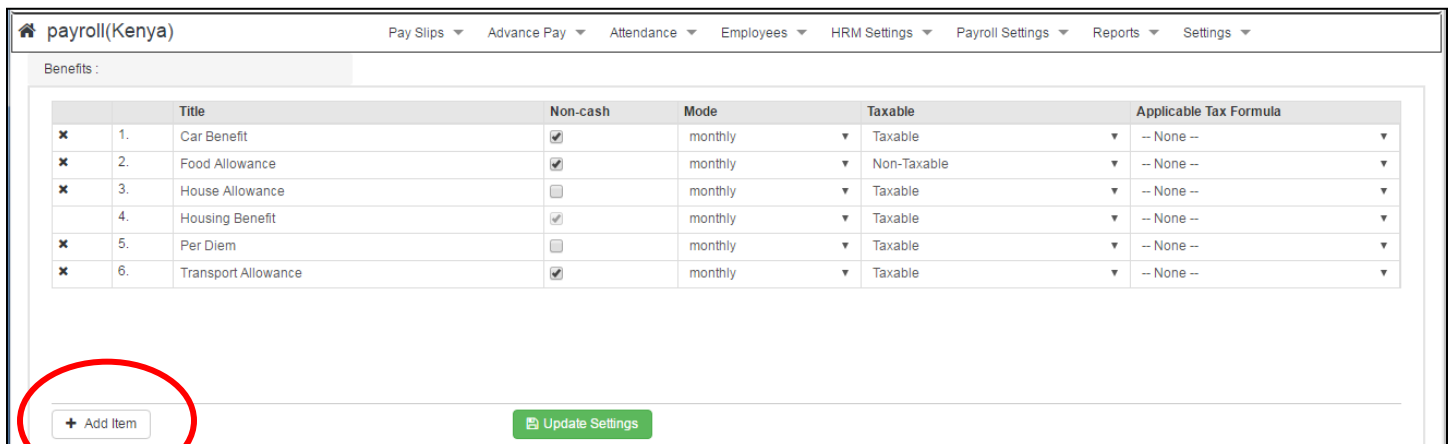
  
NHIF Reports

  
NSSF Reports

[Muster Roll](#) [Custom Reports](#)

[Apply New Rates](#)

- On the “Benefits” page, click the “+Add” button to add a new row
- Enter the benefit details (i.e. Benefit Title, cash/non-cash, taxable/non-taxable and tax formula if applicable)
- Click “Update Benefits” to save



payroll(Kenya)

Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Payroll Settings ▾ Reports ▾ Settings ▾

Benefits:

	Title	Non-cash	Mode	Taxable	Applicable Tax Formula
✕	1. Car Benefit	<input checked="" type="checkbox"/>	monthly	▼ Taxable	▼ -- None --
✕	2. Food Allowance	<input checked="" type="checkbox"/>	monthly	▼ Non-Taxable	▼ -- None --
✕	3. House Allowance	<input type="checkbox"/>	monthly	▼ Taxable	▼ -- None --
	4. Housing Benefit	<input checked="" type="checkbox"/>	monthly	▼ Taxable	▼ -- None --
✕	5. Per Diem	<input type="checkbox"/>	monthly	▼ Taxable	▼ -- None --
✕	6. Transport Allowance	<input checked="" type="checkbox"/>	monthly	▼ Taxable	▼ -- None --

[+ Add Item](#) [Update Settings](#)

### **3.1.2 Delete a Benefit**

- To delete a benefit, Click on the 'x' button as shown above then click update.

### **3.1.3 Earnings**

- On the menu, go to "Payroll Settings" ->"Additions" ->"Earnings"
- Perform the same operations as for Benefits.

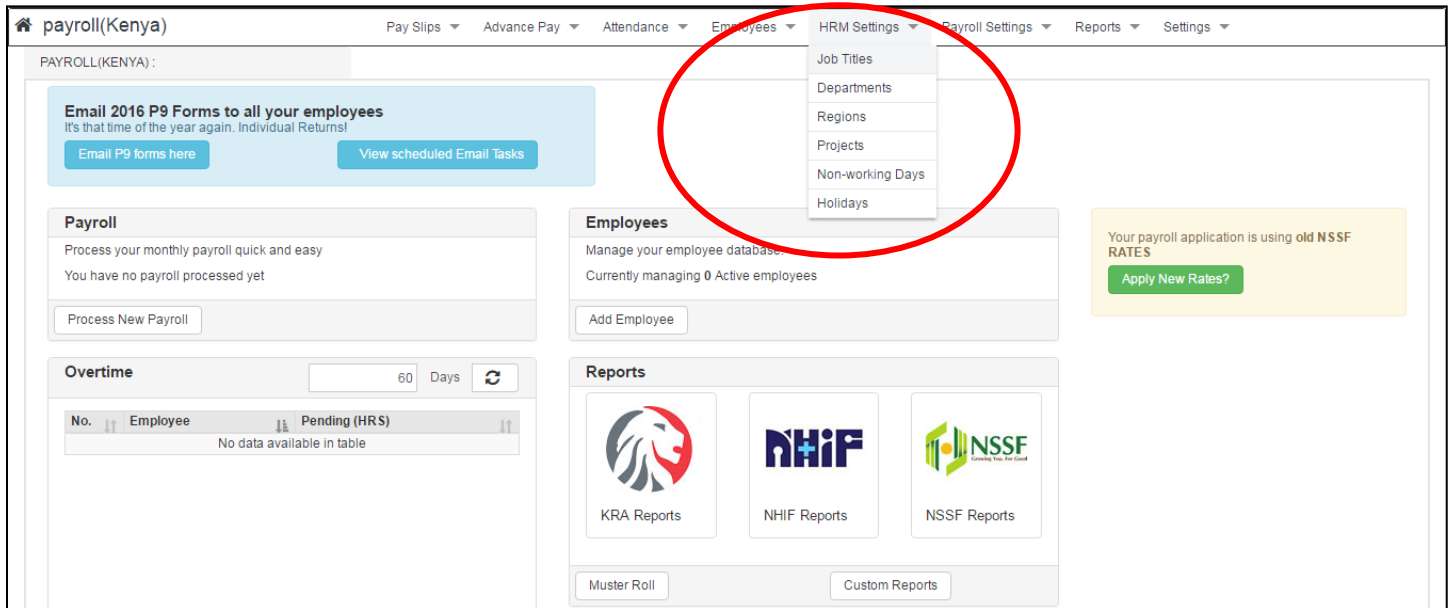


## 4 HRM SETTINGS

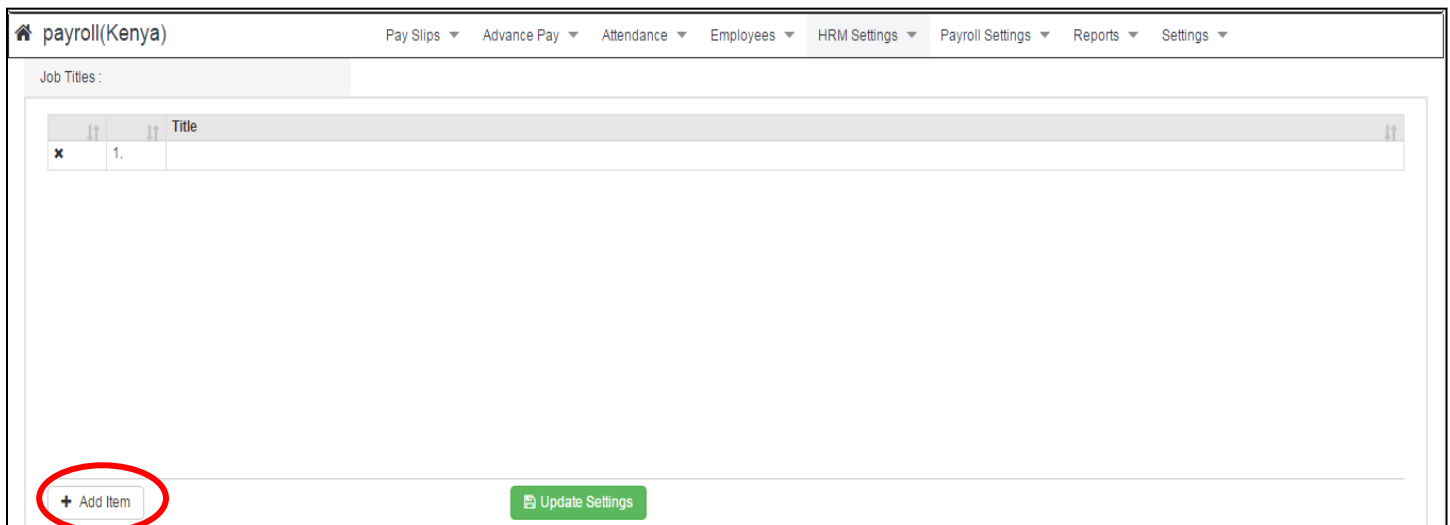
The Human Resource Manager can add custom settings, depending on the company/Business model structure.

### 4.1 Add/Edit Job Titles

- On the menu, go to “HRM Settings” -> “Job Titles”
- Use the “+Add” button to add a new row



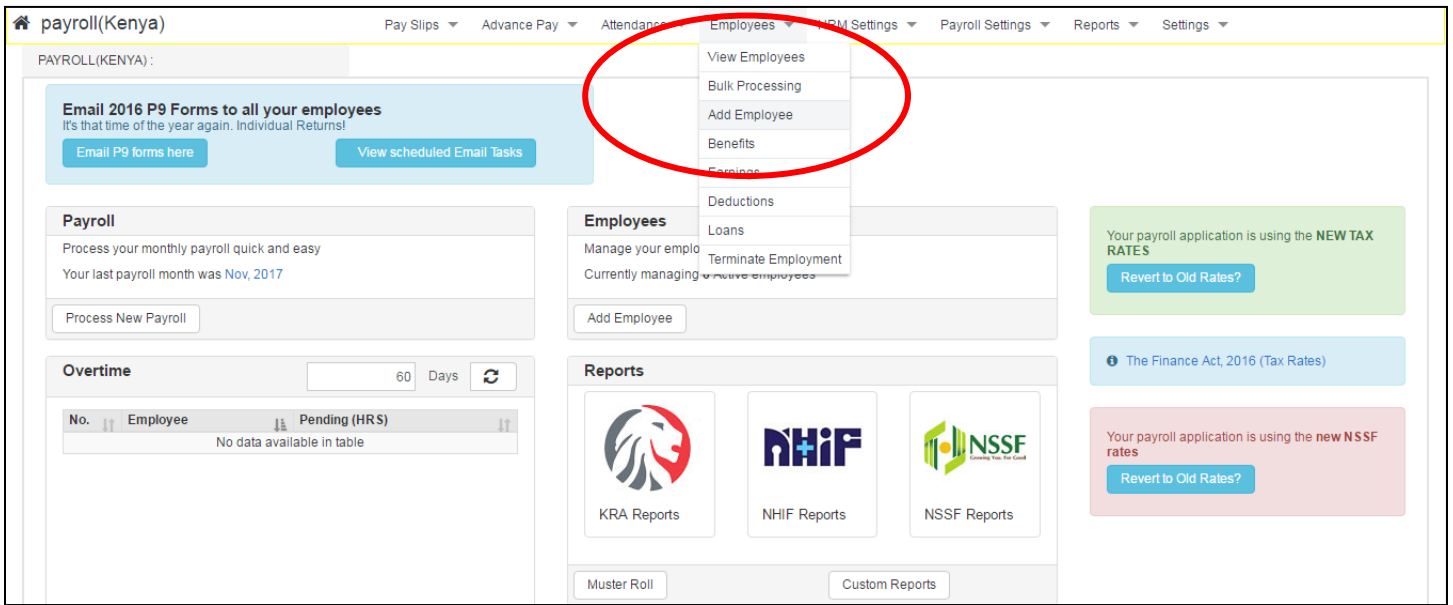
- Enter a Job title, e.g. “Marketing Manager”
- Click the “Update Job Titles”



- The same can be done for departments, region, projects, non-working days, and holidays.

## 5 EMPLOYEE MANAGEMENT

### 5.1 Adding Employees



There are two ways to add employees:

- One by one with “Add Employee” button
- Bulk import with the “Import Employee” button

### 5.1.1 One by one

- On the main menu, go to “Employees”
- Locate and click the “Add Employee” button
- Enter all relevant details under, “Personal Details”, “Salary Details”, “HR Details”, “Contact Details”
- Click the “Update Employee” button to save changes
- Once you save, you’ll notice more tabs appear for “Deductions”, “Loans”, “Benefits”, “Earnings”

payroll(Kenya)

Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Payroll Settings ▾ Reports ▾ Settings ▾

Add Employee :

← View Employee List Select Employee ▾

Personal Details Salary Details HR Details Contact Details

First Name:

Middle Name:

Last Name:

Gender: Select Gender ▾

National ID No:

PIN No.:

Date of Birth:  (dd/mm/yyyy)

Passport Photo

Update Employee

### 5.1.2 Import Employees

- On the main menu, go to ”Employees”-> “View Employees”
- On this page, click on the “Select Action” button then the “Import Employees” button
- Ensure you have your csv file prepared - First column must contain the staff no. (i.e. Job No. ) of the employees

payroll(Kenya)

Pay Slips

Advance Pay

Attendance

Employees

HRM Settings

Payroll Settings

Reports

Settings

View Employees :

Active

-- All Types --

-- All Departments --

-- All Regions --

-- All Job Titles --

Refresh Data

Select Action

Add Employee

Import Employees

Adjust Pay

Add Login Accounts

Terminate Employment

Hide Columns

Search:

	Middle Name	Last Name	Type	Gender	Date of Birth	Age	Email	Phone	Emp. Date	Basic Pay	PIN	ID	NSSF	
	Venere	Chemel	permanent	Female	04/03/1950	66	art@venere.org		04/01/2012	200,000.00	10002	31293251	86544	
	Foller	Printing	permanent	Female	04/05/1950	66	donette.foller@cox.net		04/01/2012	245,000.00	10004	31293253	86544	
<input type="checkbox"/>	1	James	Butt	Benton	permanent	Female	04/01/1950	67	jbutt@gmail.com	04/01/2012	158,000.00	10000	31293249	86544
<input type="checkbox"/>	2	Josephine	Darakjy	Chanay	permanent	Female	04/02/1950	67	josephine_darakjy@darakjy.org	04/01/2012	20,000.00	10001	31293250	86544
<input type="checkbox"/>	4	Lenna	Paprocki	Feltz	permanent	Male	04/04/1950	66	lpaprocki@hotmail.com	04/01/2012	400,000.00	10003	31293252	86544
<input type="checkbox"/>	58698	Peter	Mwangi	Kamande	permanent	Male	04/01/2017	0	joe@wingubox.com	11/01/2017	50,000.00	12214253	312546587	45896

Showing 1 to 6 of 6 entries

- Browse to the prepared csv file, select it and click “Start Import”

payroll(Kenya) Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Payroll Settings ▾ Reports ▾ Settings ▾

Import Employees :

**STEP I : Select your import file (.csv)**

Import Data:  No file chosen

*i* If you choose to import data, ensure your .CSV file has the Job No./Employee No./Staff No. as the first column

- Use the drop down menu to label each column according to the corresponding data (e.g. First name, date of birth, Job title)

payroll(Kenya) Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Payroll Settings ▾ Reports ▾ Settings ▾

Import Employees :

**STEP II: Define your fields**

1. Use the top row to define each column heading  
2. You may further edit the data listed  
3. For **Date** inputs, ensure your date format is correct  
4. Click **IMPORT DATA** to import the data.

Date Format:   [Retry Import?](#)

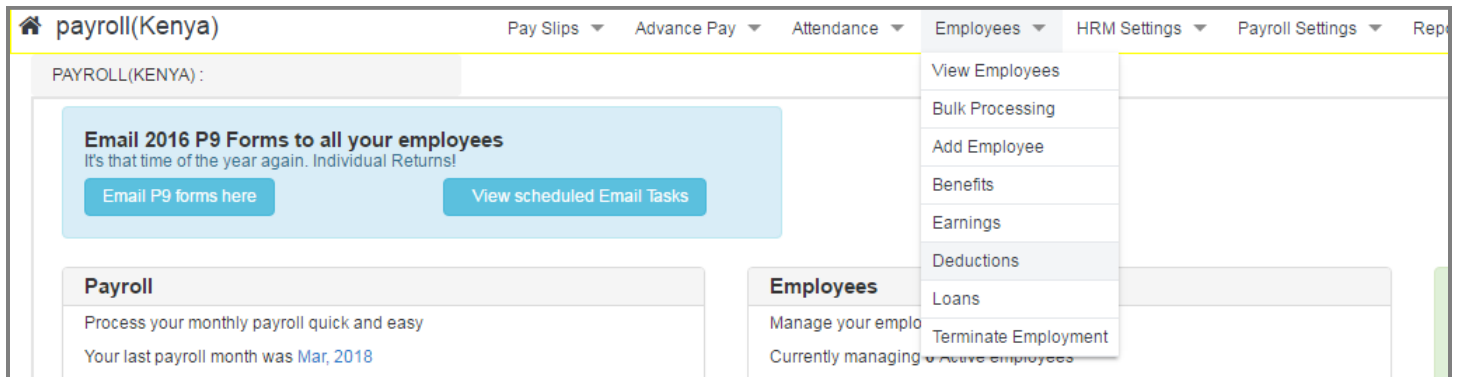
Staff No.	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾	Field Title ▾
1	Field Title	Benton	permanent	Male	4/1/1950	jbutt@gmail.com	745896821	4/1/2012	10000	100		
2	Bank Acc.	Chanay	permanent	Male	4/2/1950	josephine_darak	758689562	4/1/2012	10001	101		
3	Bank Branch	Chemel	permanent	Male	4/3/1950	art@venere.org	789686954	4/1/2012	10002	102		
4	Birth Date	Feltz	permanent	Male	4/4/1950	lpaprocki@hotmail	745547868	4/1/2012	10003	103		
5	Branch Code	Printing	permanent	Male	4/5/1950	donette.foller@cc	789986542	4/1/2012	10004	104		
	Dept.											
	Email											
	Employment Date											
	First Name											
	Gender											
	ID											
	Job Title											
	Last Name											
	Middle Name											
	NHIF No.											
	NSSF No.											
	Next of Kin - Email											
	Next of Kin - Name											

Once you are done, click on import data to add the employees to the system.

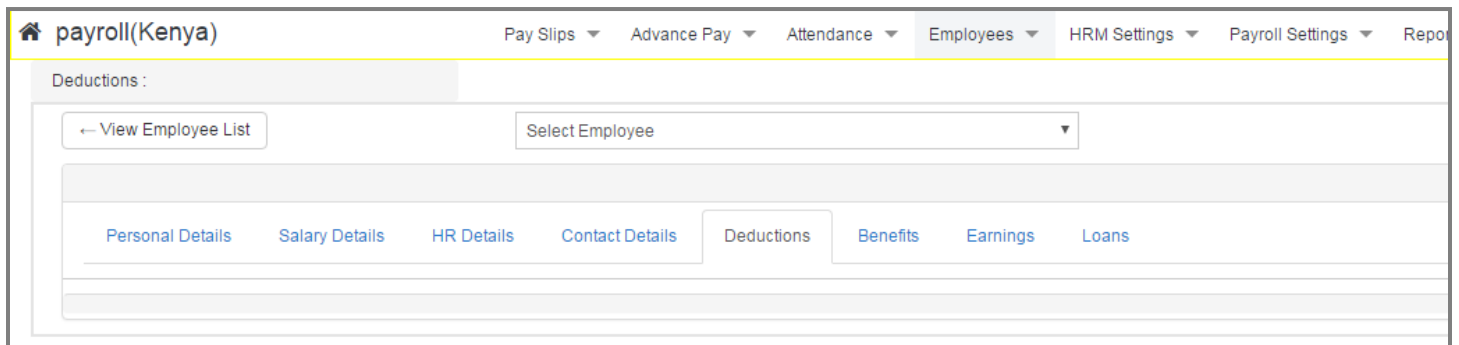
## 5.2 EMPLOYEE DETAILS

### 5.2.1 DEDUCTIONS

Go to the “Main Menu” -> “Employees” -> “Deductions”

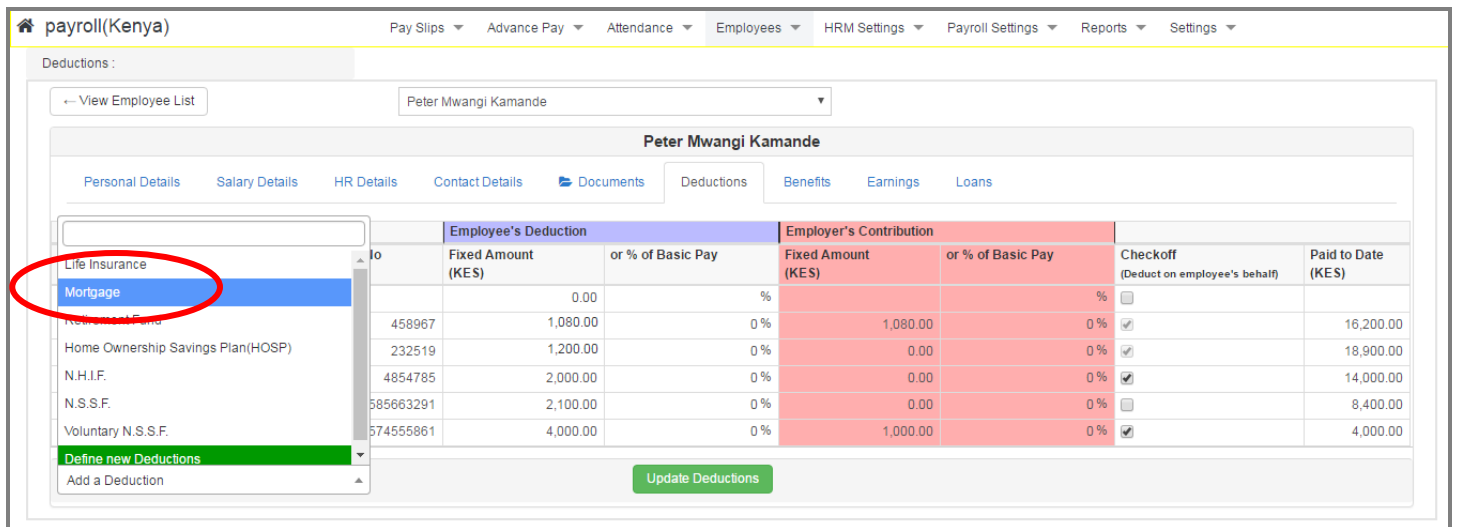


Once on the deductions page, select employee from the dropdown as below...



#### 5.2.1.1 Mortgages

To add a mortgage deduction, once you’ve selected an employee, click the “add deduction” drop-down menu as below, and click on “Mortgage”.



Once you’ve filled the mortgage details click on update deductions.

### 5.2.1.2 Life Insurance

- While still on the “deductions page” as above, click on the add deduction drop-down button, select “Life Insurance” and fill in the details on the form.
- Once done filling the form, click on “Update Deductions”.

The screenshot shows the 'Deductions' page for Peter Mwangi Kamande. The dropdown menu on the left is open, and 'Life Insurance' is highlighted. The table below shows the current deductions and contributions.

Employee's Deduction		Employer's Contribution		Checkoff (Deduct on employee's behalf)	Paid to Date (KES)
Fixed Amount (KES)	or % of Basic Pay	Fixed Amount (KES)	or % of Basic Pay		
	0.00			<input type="checkbox"/>	
458967	1,080.00	1,080.00	0 %	<input checked="" type="checkbox"/>	16,200.00
232519	1,200.00	0.00	0 %	<input checked="" type="checkbox"/>	18,900.00
4854785	2,000.00	0.00	0 %	<input checked="" type="checkbox"/>	14,000.00
585663291	2,100.00	0.00	0 %	<input type="checkbox"/>	8,400.00
574555861	4,000.00	1,000.00	0 %	<input checked="" type="checkbox"/>	4,000.00

### 5.2.1.3 Retirement Fund/Pension

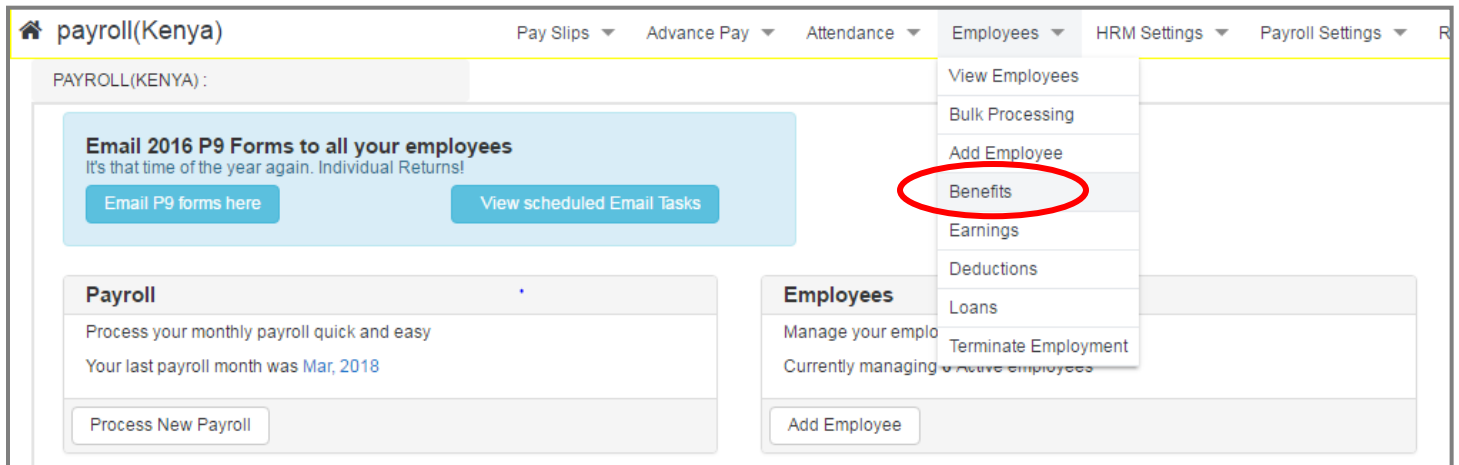
- While still on the “deductions page” as above, click on the add deduction drop-down button, select “Retirement Fund” and fill in the details on the form.
- Once done filling the form, click on “Update Deductions”.

The screenshot shows the 'Deductions' page for Peter Mwangi Kamande. The dropdown menu on the left is open, and 'Retirement Fund' is highlighted. The table below shows the current deductions and contributions.

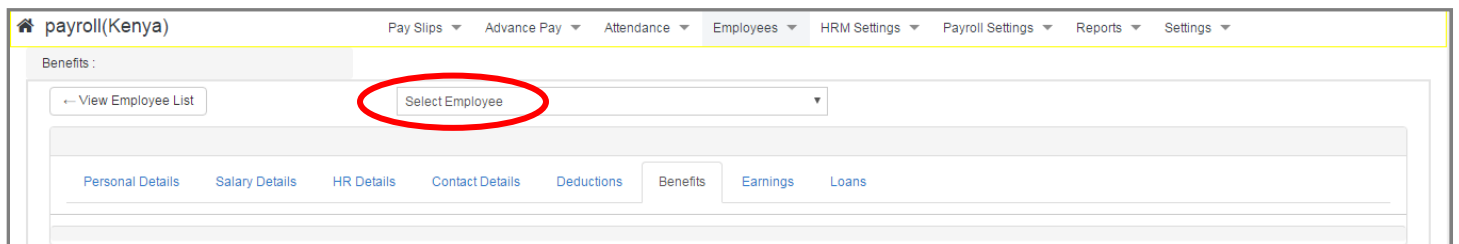
Employee's Deduction		Employer's Contribution		Checkoff (Deduct on employee's behalf)	Paid to Date (KES)
Fixed Amount (KES)	or % of Basic Pay	Fixed Amount (KES)	or % of Basic Pay		
	0.00			<input type="checkbox"/>	
458967	1,080.00	1,080.00	0 %	<input checked="" type="checkbox"/>	16,200.00
232519	1,200.00	0.00	0 %	<input checked="" type="checkbox"/>	18,900.00
4854785	2,000.00	0.00	0 %	<input checked="" type="checkbox"/>	14,000.00
585663291	2,100.00	0.00	0 %	<input type="checkbox"/>	8,400.00
574555861	4,000.00	1,000.00	0 %	<input checked="" type="checkbox"/>	4,000.00

## 5.3 BENEFITS AND ALLOWANCES

Go to the “Main Menu” -> “Employees” -> “Benefits”



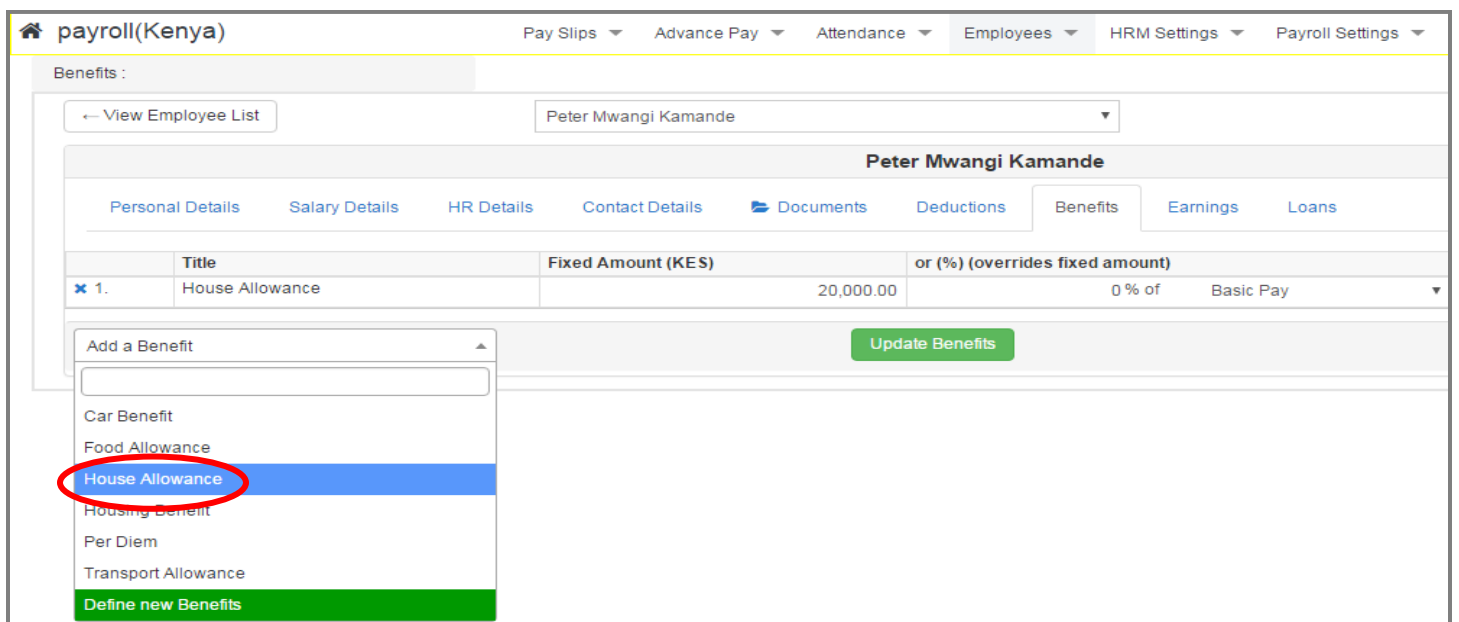
- Click on the “select employee” button from the dropdown as below to select a specific employee...



### 5.3.1 House Allowance

To add a House Allowance, once you’ve selected an employee, click the “add a benefit” drop-down menu as below.

Click on “House Allowance” item from the drop down.



### 5.3.2 Housing Benefit

- To add a housing benefit, once you've selected an employee, click the "Add a Benefit" drop-down menu as below.
- Click on the "Housing Benefit" item on the drop down.
- Fill in the provided form, then click the "update benefits" button when done

The screenshot shows the 'payroll(Kenya)' interface. At the top, there are navigation tabs: Pay Slips, Advance Pay, Attendance, Employees, HRM Settings, Payroll Settings, and Reports. The 'Employees' tab is selected, and the employee 'Peter Mwangi Kamande' is chosen from a dropdown menu. Below this, there are tabs for Personal Details, Salary Details, HR Details, Contact Details, Documents, Deductions, Benefits, Earnings, and Loans. The 'Benefits' tab is active. A table with columns 'Title', 'Fixed Amount (KES)', 'or (%) (overrides fixed amount)', and 'Taxable' is visible. To the left of the table, there is a dropdown menu labeled 'Add a Benefit'. The dropdown menu is open, showing a list of benefits: Car Benefit, Food Allowance, House Allowance, Housing Benefit (highlighted with a red circle), Per Diem, and Transport Allowance. At the bottom of the dropdown menu is a green button labeled 'Define new Benefits'. To the right of the table, there is a green button labeled 'Update Benefits'.



## 6 PAYROLL PROCESSING

### 6.1 Viewing Pay slips

- On the main menu, click “Pay Slips”
- The pay slips are displayed in chronological order per month
- To view pay slips in particular month, you can either:
  - a) Click on the month from the list of months
  - b) Use the search filters to select the month and the year
- Click “Get Slips” button
- To print all pay slips for a particular month, click the print link alongside the payroll month

payroll(Kenya)

Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Payroll Settings ▾ Reports ▾ Settings ▾

View Pay Slips :

August 30, 2017 - November 30, 2017 ▾ All Employees ▾ -- All Departments -- ▾ -- All Regions -- ▾ Refresh Data

Select Payroll Action ▾

Delete Publish Unpublish

Search:

Month	No. of Payslips	Publish Status	
<input type="checkbox"/> November,2017	6	✓	<a href="#">View Muster Roll</a> <a href="#">Print</a>
<input type="checkbox"/> October,2017	6	✓	<a href="#">View Muster Roll</a> <a href="#">Print</a>
<input type="checkbox"/> September,2017	1	✓	<a href="#">View Muster Roll</a> <a href="#">Print</a>
<input type="checkbox"/> August,2017	1	✓	<a href="#">View Muster Roll</a> <a href="#">Print</a>

## 6.2 Printing Many Slips

- To print many pay slips at once, use the checkbox to select the months to print
- Use the “Select Payroll Action” dropdown to click “print”.

The screenshot shows the payroll(Kenya) interface. At the top, there are navigation tabs: Pay Slips, Advance Pay, Attendance, Employees, HRM Settings, and Payroll. Below the tabs, there's a section for 'View Pay Slips' with filters for dates (August 30, 2017 - November 30, 2017), employees (All Employees), departments (All Departments), and regions (All Regions). A 'Refresh Data' button is also present. A dropdown menu labeled 'Select Payroll Action' is open, showing three options: 'Process Payroll', 'Email Pay Slips', and 'Print Payslips'. The 'Print Payslips' option is highlighted with a red circle. Below the dropdown, there's a table with columns: Name, View Payslip, Publish Status, and an action column. The table lists several employees, including Art Venere Chemel, Donette Foller Printing, James Butt Benton, Josephine Darakjy Chanay, Lenna Paprocki Feltz, and Peter Mwangi Kamande. Each employee has a 'View Slip' link and a 'Print/PDF' link.

## 6.3 Employee's Payslip

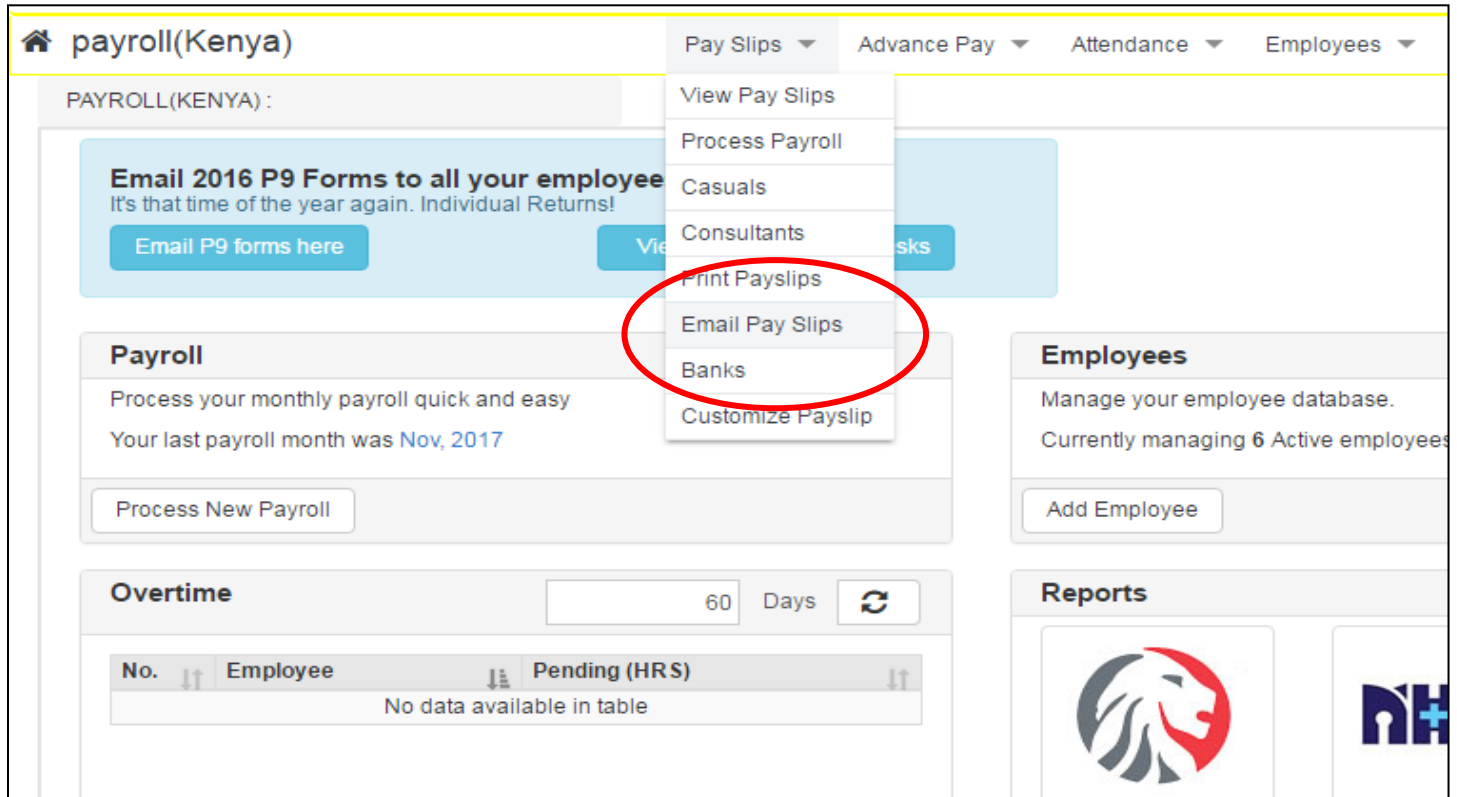
- To view pay slips for a particular employee, from the search filters, select the employee name, month and year
- Click “View Slips” button shown in the above image
- One can also filter the pay slips by Department or by Region

The screenshot shows the 'Employee's Payslip' for Art Venere Chemel. The interface includes a sidebar with a list of employees and a main area displaying the payslip details. The payslip is for the month of November, 2017. The details include:

Pay Slip for Month of November, 2017	
Name:	Art Venere Chemel
Job Title:	Programming
Job Number:	3
KES	
Basic Pay	200,000.00
Gross Pay	200,000.00
Deductions Before Tax:	
N.S.S.F.	-1,080.00
Total Deductions Before Tax	-1,080.00
Taxable Pay	198,920.00
Income Tax	54,279.80
Less Personal Reliefs:	
Tax Relief	-1,280.00
P.A.Y.E.	52,999.80
- Gross Pay after Tax	145,920.20
Deductions After Tax	
N.H.I.F.	-1,700.00
Total Deductions After Tax	-1,700.00
Net Pay	144,220.20
PERSONAL INFO:	
N.H.I.F. [YTD] (KES)	3,400.00
N.S.S.F. [YTD] (KES)	2,160.00
Payment Mode: Not Set	

## 6.4 Emailing Pay Slips

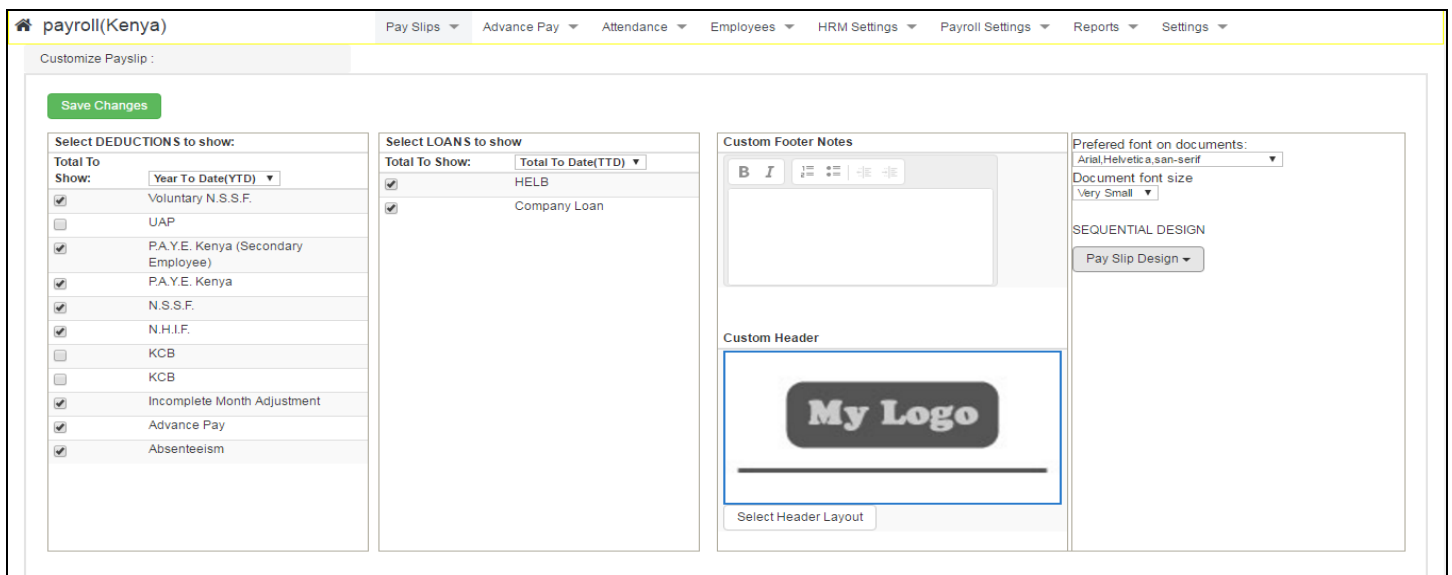
- To Email Pay Slips, click the “Email Pay Slips” Button, under “Pay slips”



- Complete the accompanying email message
- Select employees to email
- Select the particular Payroll month
- Click “Email Pay Slips” button

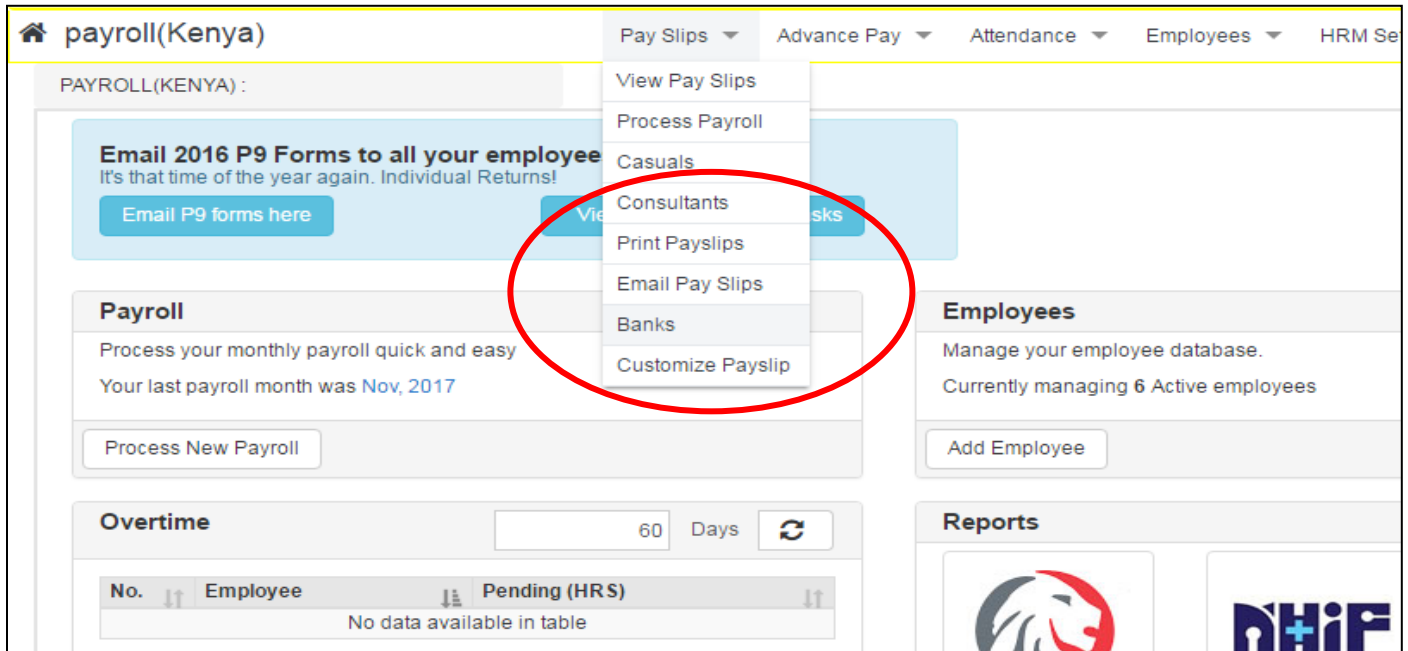
## 6.5 Pay slip Customization

- Pay slip customization can be accessed from the “menu bar”->”Pay Slip” -> “customize pay slip”
- Enter desired footer notes and click “Save Changes” button



## 7 EMPLOYEE'S BANKS

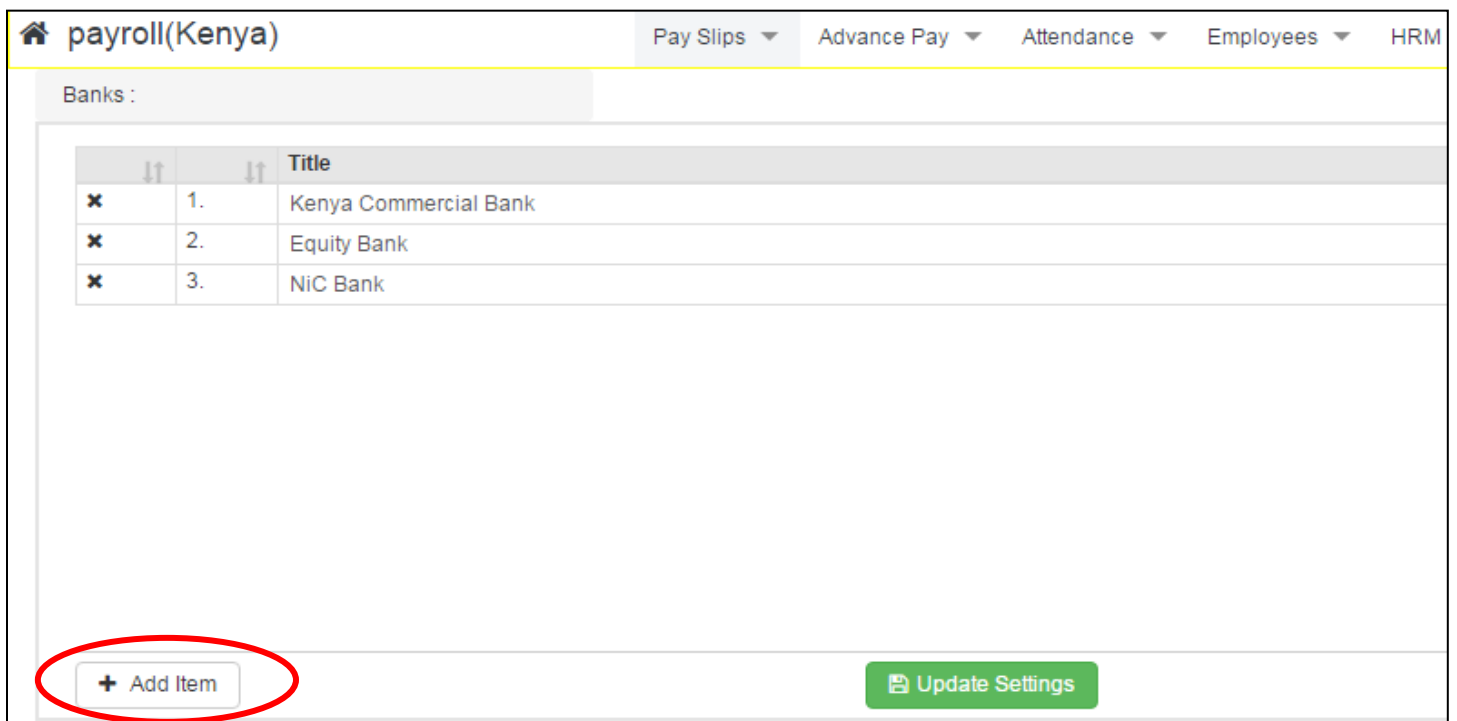
If your Company bank accepts csv files for payroll processing, then you can enter as many banks as your employees are paid through on this section



The screenshot shows the 'payroll(Kenya)' dashboard. The top navigation bar includes 'Pay Slips', 'Advance Pay', 'Attendance', 'Employees', and 'HRM Se'. A dropdown menu is open under 'Pay Slips', with the 'Banks' option circled in red. The dashboard also features sections for 'Email 2016 P9 Forms', 'Payroll' (with a 'Process New Payroll' button), 'Overtime' (with a '60 Days' input), 'Employees' (with an 'Add Employee' button), and 'Reports'.

If your Company bank accepts csv files for payroll processing, then you can enter as many banks as your employees are paid through on this section

- On the main menu, go to "Payslips"->"Banks"
- Click the "+Add" button to add a new row
- Enter the title of the bank
- Click the "Update Payee" button to save



The screenshot shows the 'Banks' section of the payroll(Kenya) system. It features a table with columns for 'No.', 'Employee', and 'Title'. The table contains three rows of data:

No.	Employee	Title
1.		Kenya Commercial Bank
2.		Equity Bank
3.		NiC Bank

At the bottom left, the '+ Add Item' button is circled in red. At the bottom right, there is an 'Update Settings' button.

## 8 ATTENDANCE

### 8.1 Overtime

- The following methods can be used to performed to record overtime
  - a) An employee can log in and enter his/her own overtimes and submit for approval
  - b) An authorized use can enter and approve overtime on behalf of employees
  - c) Bulk import of overtime preprocessed by another system can be imported via “Employees”->”Bulk Processing”

#### 8.1.1 Add/Edit Overtime (Single Entry) As Employee

On the main menu, go to “Attendance”->”Overtime”->”Add Overtime”

payroll(Kenya) Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Pay

PAYROLL(KENYA):

**Email 2016 P9 Forms to all your employees**  
It's that time of the year again. Individual Returns!

Email P9 forms here View scheduled Email Tasks

**Payroll**  
Process your monthly payroll quick and easy  
Your last payroll month was Nov, 2017  
Process New Payroll

**Employees**  
Manage your employee database.  
Currently managing 6 Active employees  
Add Employee

**Overtime** 60 Days ↻

No. ↑↓	Employee ↑↓	Pending (HRS) ↑↓
58698	Peter Mwangi Kamande	3

**Reports**

NHIF

## 8.1.2 Add/Edit Overtime (Single Entry) As Admin

To add an overtime either as admin ,

- Select the particular employee
- Select the applicable Month and Year, e.g. (June, 2013)
- Click the “+Add Overtime” to add a row
- On the row, select the exact date, Overtime Hours worked, any comments (optional)
- One can add as many rows as required
- Once done, click the “Update Overtime” to save entries
- The system calculates and updates, the overtime hours worked and compensation due based on the basic salary

payroll(Kenya)

Pay Slips ▾ Advance Pay ▾ Attendance ▾ Employees ▾ HRM Settings ▾ Payroll Settings ▾ Reports ▾ Settings ▾

Add Overtime :

[← Return to List](#)

Peter Mwangi Kamande January, 2017 [Refresh Data](#)

Approved: 0.00 Disapproved: 0.00 Pending: 1,081.71

With Selected...

<input type="checkbox"/>	Date	Overtime Period	Hours	Rate	Amount	Notes	Status
<input type="checkbox"/>	1. 2017/01/13	12:00 AM 05:20 PM — 08:20 PM	3	1.5	1,081.71		Approval Pending

January 2017

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

+ Add Item

Update Overtime

## 8.2 Overtime Approval

- If the user is authorized to approve, then he/she can check the overtime hours to approve and click “Approve” or “Disapprove” buttons above the overtime listing.
- One can also check and delete an erroneously entered overtime entry.
- By default, payment is always schedule for the same month as the overtime entry month. However, the user can edit this to schedule payment for any other payroll month as so desired.

The screenshot displays the 'payroll(kenya)' interface for Overtime Approval. At the top, there are navigation links: Pay Slips, Advance Pay, Attendance, Employees, HRM Settings, Payroll Settings, and Reports. Below this is a search bar with the text 'Add Overtime :'. The main section shows a table of overtime entries for 'James Butt Benton' in 'January, 2017'. A dropdown menu is open, showing options: 'Approve' (checked), 'Disapprove', 'Mark as Pending', 'Schedule for Payroll', 'Remove Payroll Schedule', and 'Delete'. The table has columns: Overtime Period, Hours, Rate, Amount, and Notes. The first entry shows a period from 12:00 AM to 05:00 PM, with 4.3 hours at a rate of 1.5, resulting in an amount of 4,899.55. The status is 'Pending'.

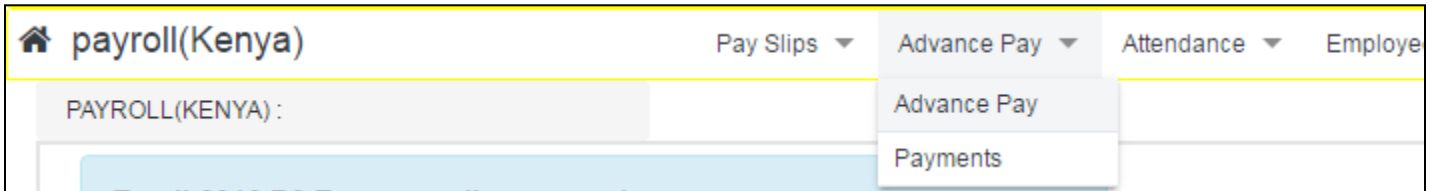
Overtime Period	Hours	Rate	Amount	Notes
12:00 AM - 05:00 PM	4.3	1.5	4,899.55	

## 8.3 Absenteeism

- Absenteeism is similar in functionality to Overtime, except that Overtime is a reward while absenteeism is a penalty.
- Consequently, an employee cannot enter their own absenteeism data. This is done by their authorized supervisor.
- Penalty cost/hour is calculated on based on the basic salary and the number of working days in that month.

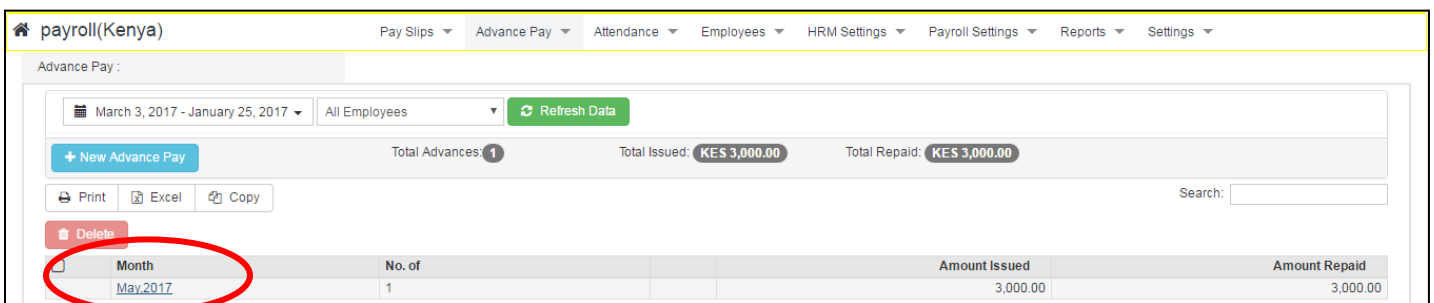
## 9 ADVANCED PAY

- There are situations in which an employee will request an advance payment on their salary due to one reason or another.
- This advance pay, if issued by the employer, is typically recovered on the next payroll processing.
- To enter an advance pay, on the main menu, go to “Advance Pay”



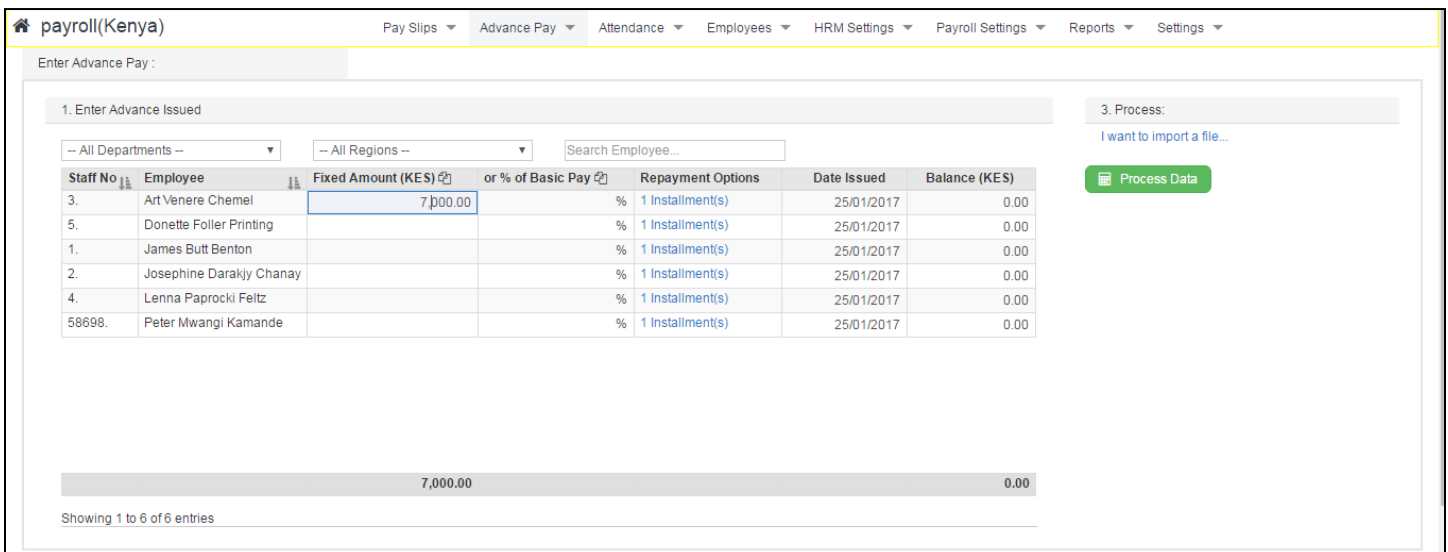
### 9.1 Viewing advanced pay

- A listing of any advance pay entries previously made can be viewed here listed chronologically, per month
- Click on a particular overtime month to view the details of each employee issued advance in that month



### 9.2 Adding an advanced pay

To add a new advance pay, click the “New Advance Pay” button



- On the “Enter Advance Pay” page,
- Step 1: Enter the advance pay amount. This can either be a fixed figure or a percentage of basic pay
- Step 2: Select the employees to receive the advance pay
- Step 3: Enter the date of issue of the advance pay and finally, step 4, click “Process Advance”
- Once this is processed, the WinguBox Payroll will automatically recover the amount on the next payroll month
- Recovered advance pay will always show on the “Advance Pay” listing.



## 10 REPORTS

- All the reports allow for CSV export, PDF reports and direct print to printer.
- One can also select a specific payroll month or a date range depending on the type of report

### 10.1 Custom Pay Reports

- In this area, one can define the report they wish to analysis on any payroll item, e.g. (Basic pay, Net Pay, NSSF, PAYE, Sacco Loan)
- One can also combine more than one payroll item to compile a report. E.g combine Sacco Contributions + Sacco Loan

payroll(Kenya) | Pay Slips | Advance Pay | Attendance | Employees | HRM Settings | Payroll Settings | Reports | Settings

Custom Pay Reports :

November 1, 2017 - November 30, 2017 | Salary Payment Option | Peter Mwangi Kamande | Per Month | Refresh Data

-- All Departments -- | -- All Regions -- | Select Project

Employee Fields to Include:  
☒ PIN No ☒ ID No ☒ Job Title

Select a Report

- Absenteeism
- Advance Pay
- Basic Pay**
- Bonus
- Car Benefit
- Commissions
- Company Loan
- Food Allowance

☒ Show Totals ☒ Show Balance B/F

### 10.2 Muster Roll

This gives a breakdown of a particular payroll month in one summary report

payroll(Kenya) | Pay Slips | Advance Pay | Attendance | Employees | HRM Settings | Payroll Settings | Reports | Settings

Muster Roll :

November, 2017 | -- All Departments -- | -- All Regions -- | Refresh Data

Progress: 100%

Print | PDF | Excel | Copy | Summary Report

Search:

Staff No	Employee Name	Basic Pay	Overtime	Gross Pay	N.H.I.F.	N.S.S.F.	PAYE (Tax)	Total Statutory	KCB	Total Other Ded.	Net Pay
3	Art Venere Chemel	200,000.00	0.00	200,000.00	1,700.00	1,080.00	52,999.80	55,779.80	0.00	0.00	144,220.20
5	Donette Foller Printing	245,000.00	0.00	245,000.00	1,700.00	1,080.00	66,499.80	69,279.80	0.00	0.00	175,720.20
1	James Butt Benton	158,000.00	100.00	158,100.00	1,700.00	1,080.00	40,429.80	43,209.80	0.00	0.00	114,890.20
2	Josephine Darakjy Chanay	20,000.00	0.00	20,000.00	750.00	1,080.00	999.00	2,829.00	0.00	0.00	17,171.00
4	Lenna Paprocki Feltz	400,000.00	0.00	400,000.00	1,700.00	1,080.00	112,999.80	115,779.80	0.00	0.00	284,220.20
58698	Peter Mwangi Kamande	50,000.00	0.00	50,000.00	1,200.00	1,080.00	7,084.80	9,364.80	2,000.00	2,000.00	38,635.20
Grand Totals		1,073,000.00	100.00	1,073,100.00	8,750.00	6,480.00	281,013.00	296,243.00	2,000.00	2,000.00	774,857.00

Showing 1 to 6 of 6 entries

### 10.3 Statutory Reports

One can also get all the KRA reports (P9, P10 and Central Bureau of Statistics) as well as reports for NHIF and NSSF

### 10.4 Electronic Payments

This section allows you to export files for automated salary processing by the employer bank to respective employee receiving banks