

Payroll Manual

Payroll

After doing all the activities, users can come to create the payroll for the month. Payroll can be created by employees, departments, projects, and many more. Hinawi ERP payrollis designed to be processed in two different ways.

- 1. HR Employees Payroll
- 2. Timesheet Employees Payroll

The difference between the two is:

Overtime

For timesheet employees, users must define the overtime setup and later, every month simply put the overtime hours. Hinawi ERP will automatically calculate the overtime amount. For HR employees, there is no such automatic overtime calculation from hours, but users can add total overtime amount manually.

Calculation Days Basis

For HR employees, payroll can be calculated on **Actual Days Basis** or **Fix 30 Days**. The total salary will be the same, but the difference will come when there is any absence during the month.

But for timesheet employees, it is only by Actual hours/days worked.

Payroll Process

After creating the activities (If any) e.g. leaves, absences, addition / deductions etc., HR employee payroll can simply be created.

In Timesheet payroll, one additional step is there which is the creation of timesheet. Timesheet payroll will be created only after creating timesheet.

Absence creation

HR employee's absence will be created from absence window and requires approval. Timesheet employee's absence will be created directly from timesheet.







Costing by project

Timesheet employee payroll can be created by different projects and reports can be generated by projects. Whereas for HR, payroll can be processed by one project only.

HR Payroll Create Draft Salary Sheet

Draft salary sheet can be created before creating the actual salary sheet. This draft is needed normally after creating the activities but before their approval or before making the actual payroll. To create a draft, go to:

Payroll → HR Payroll → Create Draft Salary Sheet

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1 Social Security Sample 03/07/2017 02/2018 01/2018 Not yet Paid 4 4 7 2 omer Test 22/12/2016 08/2018 07/2017 10 71 16 1 3 vices 18/08/2016 07/2017 01/2017 10 71 16 1 4 1 18/08/2016 07/2017 07/2016 9 70 56 8 5 02/05/2018 08/2019 05/2019 Not yet Paid 1 1 4 6 14/05/2018 Not yet created Not yet Approved Not yet Paid 0 0	S.No	e of Company	Create Date	Last S.Created	Last S.Approved	Last S.Paid	Dep. Nos.	Pos. Nos.	Active	Inactive	Total Emp.
2 omer Test 22/12/2016 08/2018 07/2017 10 71 16 1 3 vices 18/08/2016 07/2017 07/2017 Not yet Paid 8 10 9 4 31/10/2015 11/2018 11/2018 07/2017 Not yet Paid 1 1 4 6 02/05/2018 08/2018 06/2019 Not yet Paid 1 1 4 6 14/05/2018 Not yet created Not yet Paid 0 0 0	1	I Social Security Sample	03/07/2017	02/2018	01/2018	Not yet Paid	4	4	7		7
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Draft Salary Sheet Close (F10)								Draft Salar	ry Sheet	Close	(F10)

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Select the company to create a draft salary and click on draft salary sheet button down. A new window will open.

🖳 Sala	ary Sh	eet Draf	t													• ×
Sala	ary Fo	r the Mo	nth Se	ptemb	oer ~ 2019	• ~	Date 29/05/201	в	Set Priority	s	how Allowance	Horizontal	∨ Sh	ow Details	~	Refresh
Cor	mpany		Te	st				∽ Filter i	Employee	View	Total No	of Employees	2	Calculator	Display	Columns
2 *	E	mp. No	Name		Position	Departme	ent Joining Date	Account	lo Days		Basic Salary	Leave Salary	Loans V	Wrk.Days Net to	Pay Curre	ncy Net To
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Last S	Salary :	Sheet Cr	eated : 2019	,Augu	st La	ast Salary S	Sheet Approved : 2	019,June		Not ye	t Paid					
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Select the month to see draft for, filter the employees and add to the table.

Users can customize the display of columns and see the relevant ones only. This display can be set as default for this window.

All the created activities will show with their respective effects here.

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Create Salary Sheet & Activities

Finally, salary sheet can be created after approval of activities.

Important: salary sheet cannot be created for a month if there is any activity without approval for the concerned month or if last month's salary is not created.

To create salary sheet, go to:

Payroll \rightarrow HR Payroll \rightarrow Create Salary Sheet and Activities.

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	Salar	ry Fo	r the Mon	th Sep	otemb	er 🗸 2019	∼ Da	ate 29/05/201	8		Sho	w Allowance	Horizontal	∨ Sh	ow Details		~ Ref	resh
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	Last	Salar	y Sheet C	Created : 201	9,Aug	gust La	st Salary Shee	et Approved :	2019, June		Not yet P	Paid						
								F	Print	s	ave Salar	у	Close (F10))				

Select the relevant month and year.

Filter the employees and click on **save** salary to create or click on **print** button to print.







Approve Salary Sheet and Activities

If the user wants to create more activities after creating salary sheet, he/she can simply create them. Moreover, the user can approve and create the salary with the suitable effect regarding these activities. But after approval, no changes can be made to salary sheet. To approve go to:

Payroll → HR Payroll → Approve Salary Sheet and Activities

A window will show all the created months salaries. Select the required one for approval and click on preview button for a final review before approving. In this preview window, the user can print:

- Salary sheet
- Pay slip (Summary and Detailed)

and approve the salary.

🖳 Approv	e month	ly salary she	et								_		×
Salary Fo	r the Mon	ith Jul	у ~	2019 V Da	ate 29/05/2018]	Show Allowar	nce Horizontal	~ 5	Show Det	ails	~ Ref	fresh
Company	/	Tes	st		\sim		Tota	l No of Employe	es 2	[Calculator [Display Colu	umns
2 *	Emp. No	Name	Position	Department Join	ing Date Account N	o Days	Basic Salary L	eave Salary L	oans Wri	k.Days	Net Before Tax	Tax Item	Tax Amo
+ 1 😭	2001	Emp1 111	Counter Staff	TEST 01/08	5/2017	ON LEAVE	0.00	0.00	0.00				
2 😭	2002	HR1 EMP	Counter Staff	TEST 27/01	/2015	31	10,000.00	0.00	0.00	31	10000		
		Total					10,000.00	0.00	0.00		10000		
<													>
Last Sala	ry Sheet (Created : 201	19,August	Last Salary Shee	et Approved : 2019,J	une N	lot yet Paid						
			Duint	t Calacu Slip	Deint		reue Calaru	Class	(E10)				
			Print	t Salary Silp	Print	App	ove Salary	Close	(-10)				

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Hold / Release Salary Payment

Users can Hold / Release the salary of an employee or group of employees after approval.

To hold salary, go to

Payroll → HR Payroll → Hold Salary Payment

Select from drop down **Unpaid Months**, check mark the employees you wish to hold their salary, and then click on **Hold Salary Payments** button.

To release the hold salaries, go to

Payroll → HR Payroll → Release Salary Payment

Select from drop down **Holded Salary Months**, check mark the employees to release salary and click on **Release Salary** button.

Pay Salary Sheet

Salary sheet can be paid after approval. Salary Sheets on Hold cannot be paid until they get released. To pay the salary sheet go to:

Payroll → HR Payroll → Pay Salary Sheet → Pay Full Payment

Select the month from unpaid month dropdown to pay.

Users can filter the employees by payment mode like cash / bank or by different other filters.

Select the employees and click on Pay Salary button to pay the salaries.





🖳 Pay Sala	ary She	et														
Company		Test					~	Filter Em	ployee	Unpaid Mo	nths					
Payment I	Mode	All		→ Filter B	y Active	Payments	~	Include	e Inactive Emp	oloyees	Holded Pa	ayments			Show Check	list
SNo	Emp.	No	iployee N	lar Departmen	t Position	Days	Work.Hrs.	Basic	Allowances	Pension	Total OT	Leave Salary	/ Sub Total	Loans	ence Deduc	Additic 🔺
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			[Pay One Che	que for All	Pay One C	ash Payment	for All	Pay Sala	ry	Print	Clos	se (F10)			

Wages Protection System (WPS)

Hinawi ERP can be used to transfer the salaries of employees through Wages Protection System (WPS) by creating Salary information file (SIF). Go to

Payroll → HR Payroll → Wages Protection System → Salary Information File

Users have the option in payroll settings whether SIF should be generated for approved salary sheet only or it can be created even after creating salary sheet.





To use this window, the user must fill all the required information before. E.g. bank information of employer, bank information of employee, salary transfer mode and labour ID information.

🖳 🖳 Salary Infr	romation Fi	ile(SIF)																
Company	Test				\sim	Month & Ye	ar Ma	у	~ 20	18	× 🗆 I	Include In	active			Include	EOS Emple	oyees
Sponsor Type	All				\sim				I	Bank Co	de			~				
Filter By	Show UnPa	aid Salaries			~	Grade					~	SIF Ger	erated	No 🗸				
Total Salary	=	\sim]		Vi	iew		Reset		Search		Paid	I 🖂	Unpaid	0	Display C	olumns
SNo. Empl	loyee No.	E	mployee Na	ime	Rec	ord Type	Emplo	yee ID	Routin	g Code	Account	t No Sta	rt Date	End Date	Days	Incor	ne Fixed	Income \
						I							1					
<																		>
			Generate	e SIF	Chang	ge Status to	be Paid		Print		Crea	ate File		Close(F10)				

Select the month and year.

Select the sponsor (if required).

The user can filter by: paid or unpaid salaries. Also, he/she can filter the employees in many ways and then add employees to the table. Here again, the user has a choice if SIF file should show the salary for each employee in one amount or each component separately. e.g. basic salary and transportation separately. This option is available in payroll settings.

If any information is missing, the system will highlight the fields to be filled. After making sure everything is fine, the user can click on generate SIF file to create a notepad compatible file. It can also be generated in excel, and few other formats considered acceptable.





Timesheet Payroll

Create Salary Sheet (Detailed/Summary)

For timesheet employees, there is no draft. Their salary can be directly created from

Payroll → Timesheet Payroll → Create Salary sheet

Remember: Salary for timesheet employees can only be created after creating timesheet.

Any changes in the timesheet after creating salary will affect the salary sheet but before approval. To create Timesheet salary, go to:

🖳 Create Salary Sheet(I	Detailed)							
Company	Test			~	Employee Status	All	-	
Salary Month & Year	May	✓ 2018 ∨	View Filter Em	ployee	Created 1	TimeSheet		Display Columns
S.No. Emp. No. Name	Department Posit	on Joining Date	Location/Project Total	Salary Basic Sa	lary Allowance fo	r working days To	tal Working Day	s Sal. Actual Working Days Tot
<								
			Latest SalaryS	heet : August/20	18 (for 1 Employee	2)		Total Employees 0
Note: List only t Timeshee	the Employees th ts are Created	at are Assigned	d as Timesheet-Empl	oyees and	AR			
	Print Preview	Salary Slip	Export to Excel	Save & New	Save & Close	Clear (Esc)	Close (F10)	

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Select the created Timesheet from the drop down for the system to load

employees. The user can preview, and print salary slip or save the salary.

Approve Salary Sheet

Salary sheet for timesheet employees can be approved from

Payroll → Timesheet Payroll → Approve Salary Sheet

🖳 Approve Salar	Sheet 📃 🗖	×
Company	Filter Employee Created Salary Sheets	
S.No. Emp. No.	Name Department Position Location/Project Basic Sal. Allowance Total Working Days Sal. Days Tot. Work Hrs Total O.T Sub. Total Addition Dedu	ction
<		>
Note: Li	t only the Salary Sheets that are Created and After approving the AR ary sheet it will be remove from the list	
	Approve Close (F10)	

Select from drop down the created salary sheet, tick mark the employees and click on approve.

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Salary Sheet – Denomination

This option in Hinawi ERP is suitable for companies who pay the salary to workers through cash. The user can come to this window and see how much currency notes will be used to pay the salaries for selected staff. Go to

Payroll → Timesheet Payroll → Salary Sheet – Denomination

Company	r	Test				~	Sex All	~						
Salary Mo	onth & Year	May	~ 2018	∨ View	Filter En	nployee	Hide	Columns with	n Zero Value					
SNo.	Emp.No	Employee Name	Position	Days	Basic Sal.	Allowances	Total OT	Sub Total	Loan	Additions	Deductions	Net Pay	500	2 🔺
														~
<														>
				Print Preview	Expo	ort to Excel	Clos	e (F10)						

Filter the employees for payroll. After that, the system will automatically give the currency note numbers. Example: How much is required to pay these salaries.

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Hold / Release Salary Payment

The user can Hold / Release the salary of an employee or group of employees after

approval. To hold salary, go to

Payroll → Timesheet Payroll → Hold Salary Payment

Select from the drop down **Unpaid Months**, check mark the employees to hold salary and click on **Hold Salary Payments** button.

To release the hold salaries, go to

Payroll → Timesheet Payroll → Release Salary Payment

Select from drop down **Salary Months on Hold** check mark the employees to release salary and click on **Release Salary** button.

Pay Salary Sheet

Salary sheet can be paid after approval. Salary sheets on hold cannot be paid until they are released. To pay the salary sheet go to:

Payroll → Timesheet Payroll → Pay Salary Sheet

Select the month from unpaid month dropdown to pay.

The user can filter the employees by payment mode like cash / bank or by different other filters.

Select the employees and click on Pay Salary button to pay the salaries.





🖳 Pay Sala	ry She	et														• ×
Company	[Test					~	Filter Em	ployee	Unpaid Mon	nths					
Payment N	4ode	All	~	Filter By	Active	Payments	~	Include	e Inactive Emp	oloyees	Holded Pa	iyments			Show CheckL	ist
SNo	Emp.	No 🗌	iployee Nar	epartment	Position	Days	Work.Hrs.	Basic	Allowances	Pension	Total OT	Leave Salary	Sub Total	Loans	ence Deduc	Additic 🔺
																> ×
Note:	List	only th	e Salary tha	at are App	roved and	l not Payir	ng through V	VPS.WP	S employee	es can be	pay from 1	Update to Q	uickBooks	->Post Sa	lary	AR
	Pay For	ment.Y Single	'ou can pay (Employee sy	One Cheq /stem will	ue Payme Create C	ent/Cash P ash / Cheo	'ayment for jue / Bank '	Multiple Transfer	Employees reading fror	n the Pay	ment Mod	e.				
			Pa	y One Cheq	ue for All	Pay One C	ash Payment i	for All	Pay Sala	ry	Print	Clos	e (F10)			

Thank you.

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