

# 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 payroll is 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:

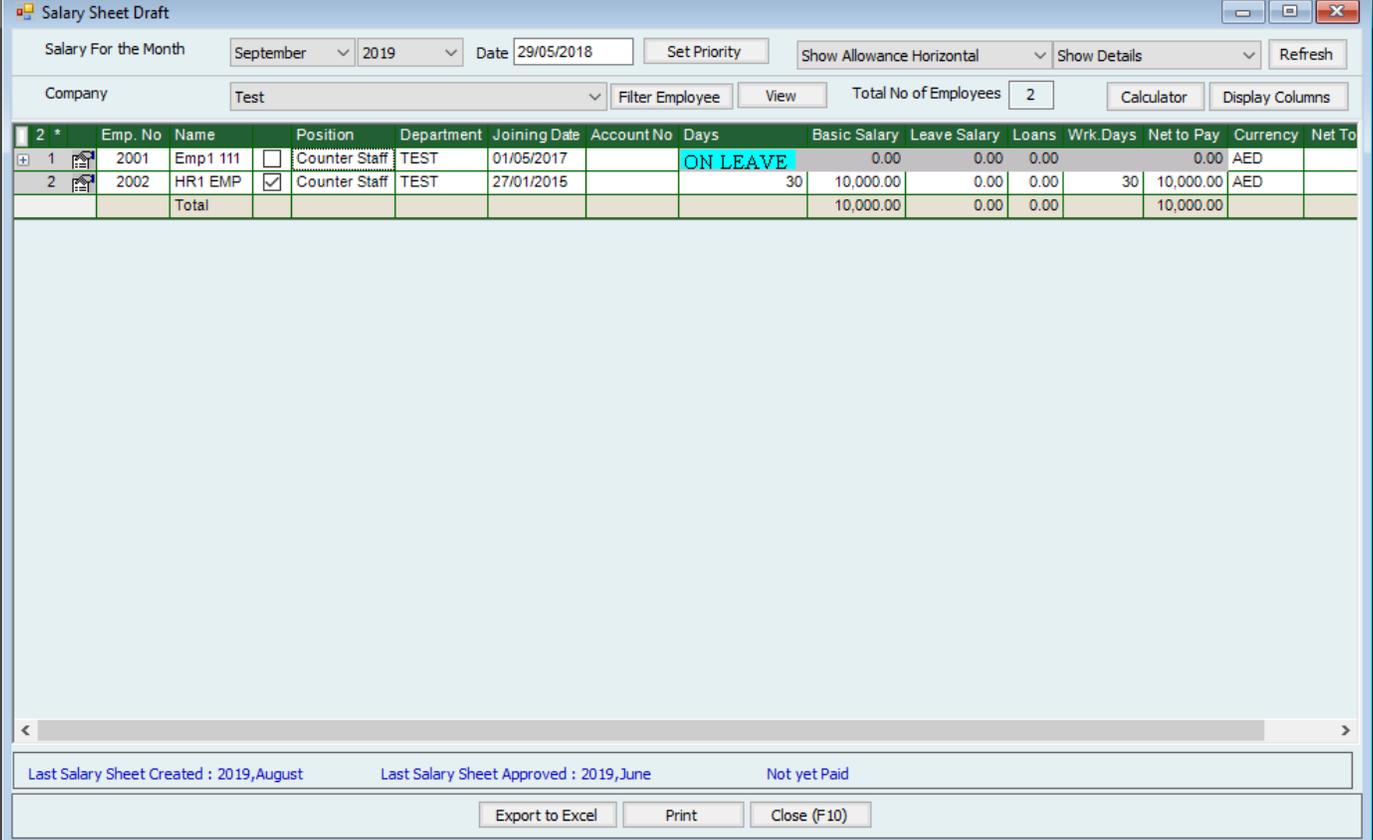
Payroll → HR Payroll → Create Draft Salary Sheet

S.No	Name of Company	Create Date	Last S.Created	Last S.Approved	Last S.Paid	Dep. Nos.	Pos. Nos.	Active	Inactive	Total Emp.
1	Social Security Sample	03/07/2017	02/2018	01/2018	Not yet Paid	4	4	7		7
2	omer Test	22/12/2016	08/2018	08/2018	07/2017	10	71	16	1	17
3	vices	18/08/2016	07/2017	07/2017	Not yet Paid	8	10	9		9
4		31/10/2015	11/2018	11/2018	07/2016	9	70	56	8	64
5		02/05/2018	08/2019	06/2019	Not yet Paid	1	1	4		4
6		14/05/2018	Not yet created	Not yet Approved	Not yet Paid	0	0			0

Note: List only the Employees that are Assigned as HR-Employees **AR**

Draft Salary Sheet    Close (F10)

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



The screenshot shows a software window titled "Salary Sheet Draft". At the top, there are controls for "Salary For the Month" (September 2019), "Date" (29/05/2018), and "Company" (Test). Below this is a table with columns: Emp. No, Name, Position, Department, Joining Date, Account No, Days, Basic Salary, Leave Salary, Loans, Wrk. Days, Net to Pay, Currency, and Net To. Two employees are listed: Emp 2001 (Emp1 111) is marked "ON LEAVE" and has 0.00 salary; Emp 2002 (HR1 EMP) has 10,000.00 salary and 30 working days. A "Total" row shows 10,000.00 basic salary and 10,000.00 net to pay. At the bottom, there are status indicators for "Last Salary Sheet Created" (2019, August), "Last Salary Sheet Approved" (2019, June), and "Not yet Paid", along with buttons for "Export to Excel", "Print", and "Close (F10)".

Emp. No	Name	Position	Department	Joining Date	Account No	Days	Basic Salary	Leave Salary	Loans	Wrk. Days	Net to Pay	Currency	Net To
2001	Emp1 111	Counter Staff	TEST	01/05/2017		ON LEAVE	0.00	0.00	0.00		0.00	AED	
2002	HR1 EMP	Counter Staff	TEST	27/01/2015		30	10,000.00	0.00	0.00	30	10,000.00	AED	
Total							10,000.00	0.00	0.00		10,000.00		

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.

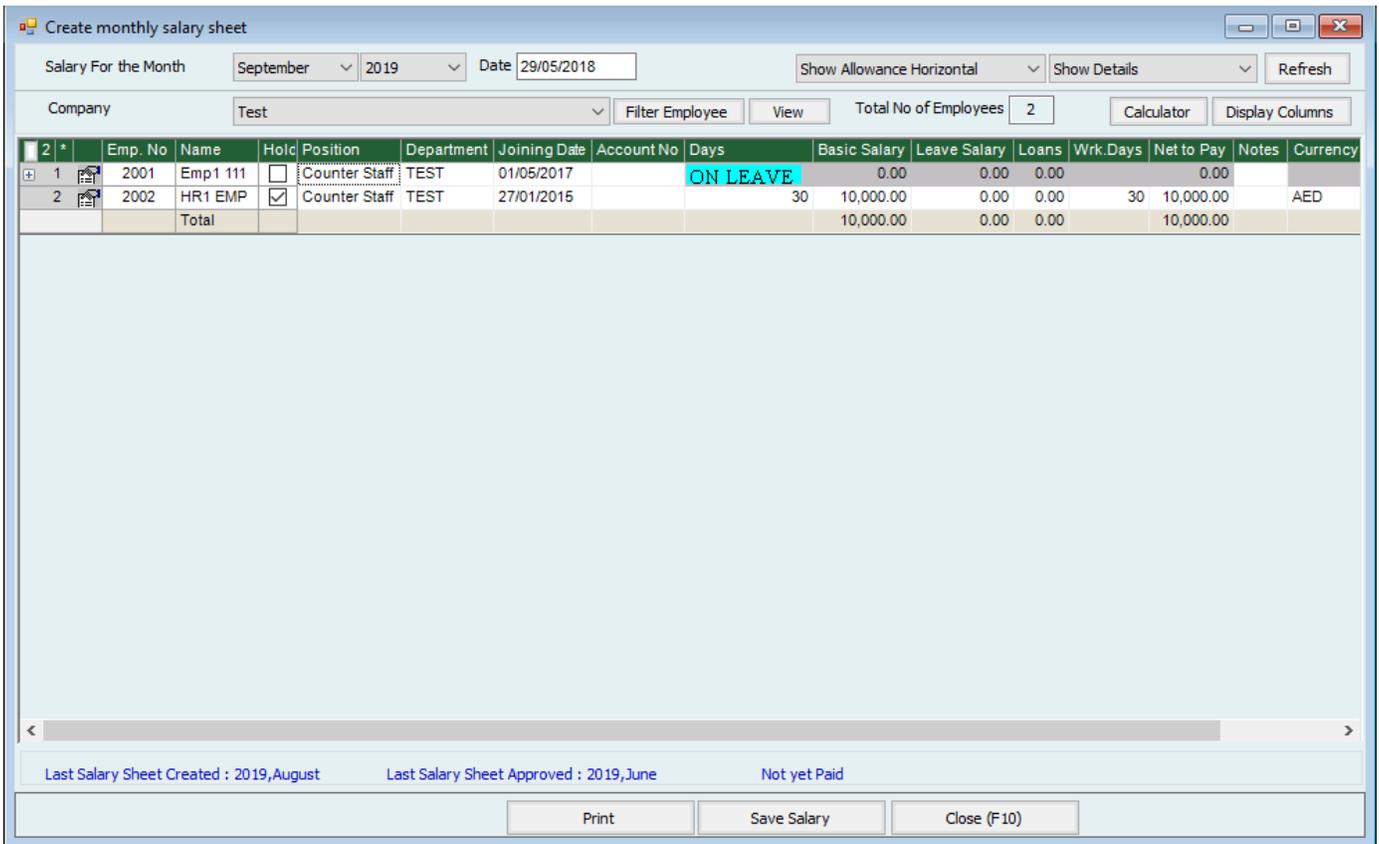
## Create Salary Sheet & Activities

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 → HR Payroll → Create Salary Sheet and Activities.



2 *	Emp. No	Name	Hold	Position	Department	Joining Date	Account No	Days	Basic Salary	Leave Salary	Loans	Wrk. Days	Net to Pay	Notes	Currency
1	2001	Emp1 111	<input type="checkbox"/>	Counter Staff	TEST	01/05/2017		ON LEAVE	0.00	0.00	0.00		0.00		
2	2002	HR1 EMP	<input checked="" type="checkbox"/>	Counter Staff	TEST	27/01/2015		30	10,000.00	0.00	0.00	30	10,000.00		AED
Total									10,000.00	0.00	0.00		10,000.00		

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.

Approve monthly salary sheet

Salary For the Month: July 2019 Date: 29/05/2018

Company: Test Total No of Employees: 2

#	Emp. No	Name	Position	Department	Joining Date	Account No	Days	Basic Salary	Leave Salary	Loans	Wrk Days	Net Before Tax	Tax Item	Tax Amt
1	2001	Emp1 111	Counter Staff	TEST	01/05/2017		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 Salary Sheet Created : 2019, August      Last Salary Sheet Approved : 2019, June      Not yet Paid

Print Salary Slip    Print    Approve Salary    Close (F10)

## **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

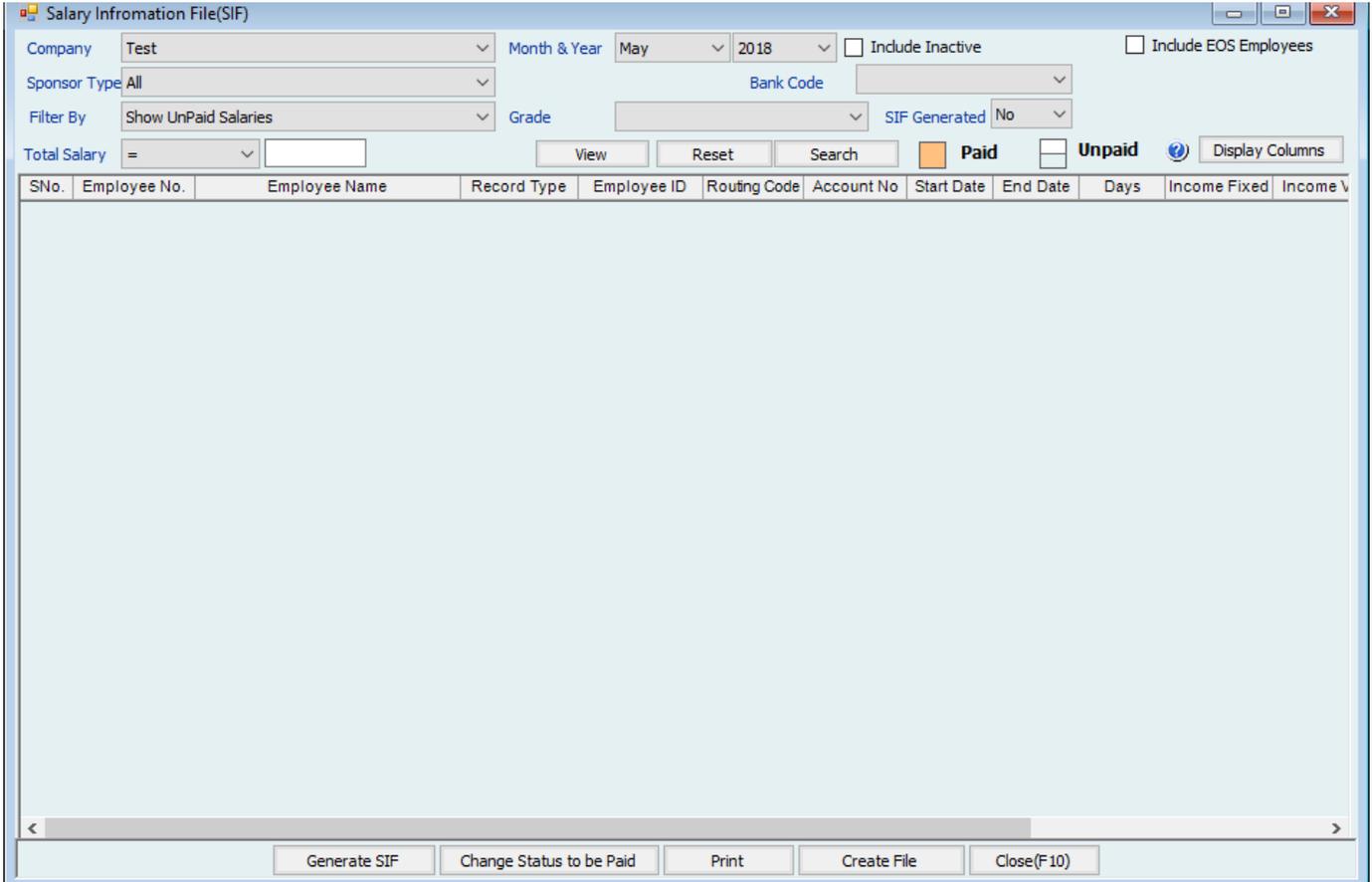
Select the month from unpaid month dropdown to pay.

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.



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.



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

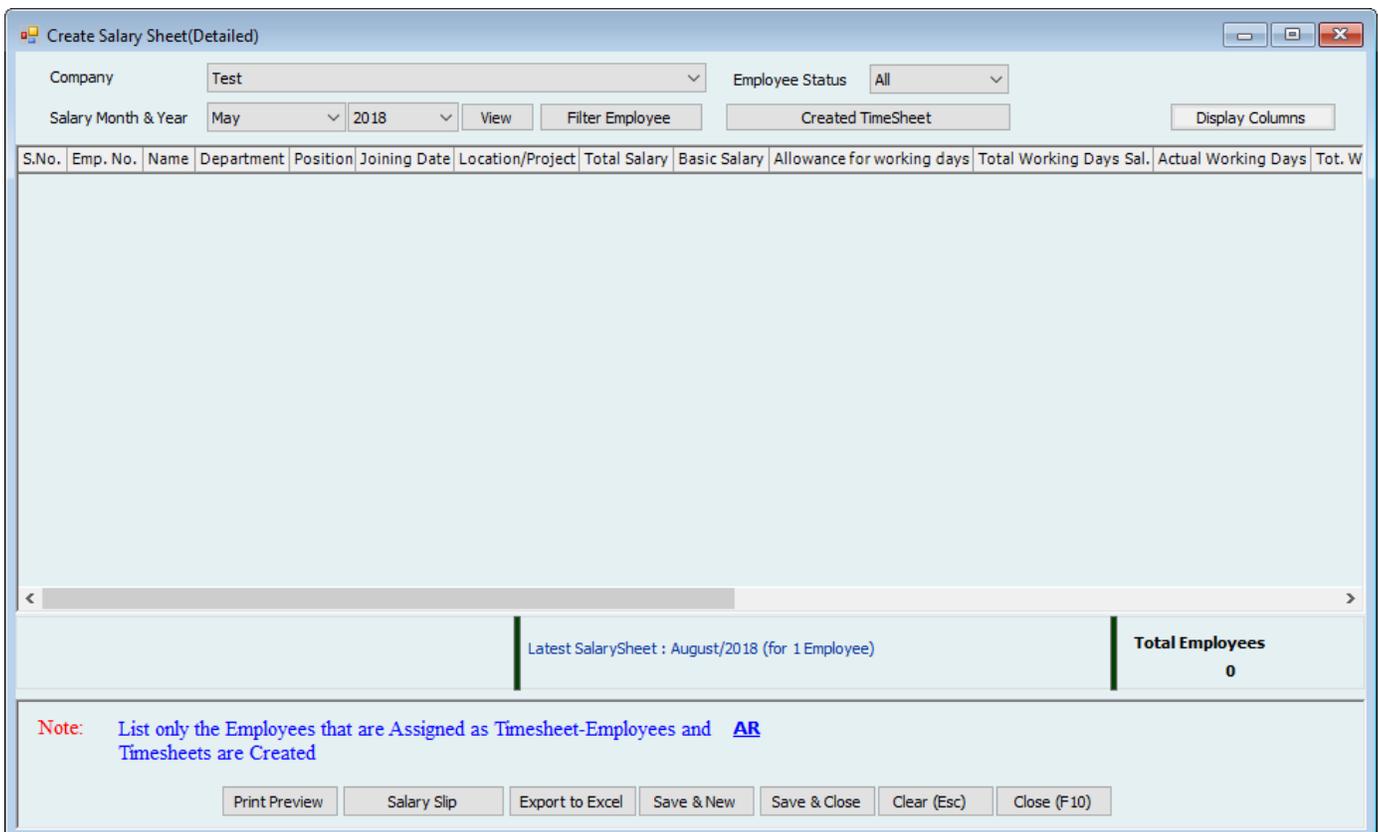
### Create Salary Sheet (Detailed/Summary)

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:



S.No.	Emp. No.	Name	Department	Position	Joining Date	Location/Project	Total Salary	Basic Salary	Allowance for working days	Total Working Days Sal.	Actual Working Days	Tot. W
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Latest SalarySheet : August/2018 (for 1 Employee)

Total Employees 0

Note: List only the Employees that are Assigned as Timesheet-Employees and AR Timesheets are Created

Print Preview Salary Slip Export to Excel Save & New Save & Close Clear (Esc) Close (F10)

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



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	Deduction
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Note: List only the Salary Sheets that are Created and After approving the salary sheet it will be remove from the list **AR**

Approve Close (F10)

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



## **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:

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Select the month from unpaid month dropdown to pay.

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

