Human resources overview

Human resources and payroll

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What the HR and Payroll module covers and the order in which to set it up.

Beginner · About 10 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Enterprise** plan. Contact us if you want to upgrade.

Overview

The HR and Payroll module keeps your staff records, tracks attendance and leave, and calculates salaries with the correct deductions. It is connected to Accounting, so payroll posts to your books.

What it covers

Area	What you do
Employees	Keep one record per person, with contract and contact details
Attendance	Record who worked each day
Leave	Set leave types, allocate days, approve requests
Salary structures	Define earnings and deductions
Payroll	Create monthly salary slips for everyone
Expense claims	Reimburse staff expenses

Recommended setup order

1. Check your **Company** and **fiscal year**. See Creating and configuring your company.
2. Create **Departments**, **Designations** and **Employment Types**.
3. Add Employees.
4. Set up Leave and Attendance.
5. Build Salary structures and assign them.
6. Run Payroll and review the Kenyan statutory deductions.

Important notes

- You need the **HR Manager** role to set up the module, and **HR User** for daily work. Payroll information is confidential, so grant these roles carefully. See Permissions.

- If you do not see the HR module in your sidebar, it may not be part of your plan. Contact us.

Next steps

Start with Employees.

Related documentation

- Employees
- Leave types, allocations and applications
- Salary components and structures