Running payroll and payslips

Human resources and payroll

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Running payroll and payslips

Create the month's salary slips, review them, submit and pay.

Intermediate · About 30 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

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

Overview

Each month you run a **Payroll Entry**. It creates a **Salary Slip** for every employee, using their salary structure, attendance and leave.

Prerequisites

Employees with submitted salary structure assignments, submitted attendance and approved leave for the month.

Steps

Run the payroll

1. Search for **Payroll Entry** and click **Add Payroll Entry**.
2. Choose the **Company**, **Payroll Frequency** (*Monthly*), and the **Start Date** and **End Date**.
3. Optionally filter by **Branch**, **Designation** or **Department**. Tick **Validate Attendance** if you want attendance checked, and choose the **Payment Account** and **Cost Center**.
4. Click **Get Employees** to list who will be paid.
5. Click **Save**, then **Create Salary Slips**.

Review the slips

1. Open **Salary Slip** and check several, especially anyone with unpaid leave, a new joiner or a leaver.
2. Check the **Payment Days**, earnings, deductions and **Net Pay**.
3. Correct problems in the source data, such as attendance, then recreate.

Submit and pay

1. In the Payroll Entry, click **Submit Salary Slip**.
2. Click **Make Bank Entry** to record the payment of net salaries from the bank account.

3. Pay staff by bank transfer or M-Pesa bulk payment, using the amounts shown.

Payslips for employees

Open a slip and print or email the PDF, which uses your print format. See Print formats and letterheads.

Salary slip

Practical example

On the 25th, HR runs payroll for November. After checking three sample slips against the worked example, they submit, make the bank entry, and email the payslips.

Important notes

- Do not edit a submitted slip. Cancel it, fix the cause and recreate.
- The statutory amounts payable appear on your balance sheet until you pay them. Record those payments with a journal or payment entry.

Common mistakes

- Running payroll before attendance is submitted.
- Paying staff before checking the totals.

Troubleshooting

An employee has no slip: they have no salary structure assignment for that period, or are not **Active**.

Next steps

Read Expense claims.

Related documentation

- Salary components and structures
- Kenyan statutory deductions
- Attendance