

Guide for every employee: leave, claims, timesheets and payslips

Guides by job role

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

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Guide for every employee: leave, claims, timesheets and payslips

Apply for leave, claim expenses, record your time and see your payslips yourself.

Beginner · About 12 minutes · Version 1.0 · Updated 17 November 2026

Your role

You do your job. This guide shows what you can do yourself in Hesabu ERP, so you do not have to ask HR for every small thing.

Before you start

Your administrator must link your user to your employee record, and give you the Employee role. If you cannot see the items below, ask HR. See Missing modules or permissions.

Sign in and set up your profile

1. Sign in at your company's address. See Signing in to your workspace.
2. Change your password and check your details. See Updating your profile and password.

Apply for leave

1. Search for **Leave Application** and click **Add Leave Application**.
2. Choose the **Leave Type**, the dates and the reason. The balance is shown.
3. Check that your **Leave Approver** is correct, then **Save**. Your approver is notified.
4. You will be told when it is approved or rejected. Do not go on leave until it is approved.

See Leave types, allocations and applications.

Claim an expense

1. Search for **Expense Claim** and click **Add Expense Claim**.
2. Add each expense with the type, amount and a description. Attach the receipt.
3. Save and submit. Your approver reviews it, then finance pays you.

See Expense claims.

Record your time

If your work is billed by time, search for **Timesheet**, add each piece of work with the project, task and hours, and submit. See Timesheets.

See your payslip

1. Search for **Salary Slip**. You see only your own.
2. Open the month you want. You can print or download it as a PDF.

See Running payroll and payslips.

Your To Do list

Tasks assigned to you and mentions appear in your notifications and **To Do**. See To Do, assignments and mentions.

Good habits

- Submit claims within the month, with receipts.
- Apply for leave early.
- Never share your login.

Who to ask

Your department head for approvals, HR for records and payslip questions, your administrator for login problems.

Related documentation

- Leave types, allocations and applications
- Expense claims
- Timesheets
- Running payroll and payslips
- Updating your profile and password