

Guide for the HR officer

Guides by job role

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Guide for the HR officer

Keep employee records, leave, attendance and payroll correct month after month.

Intermediate · About 15 minutes · Version 1.0 · Updated 17 November 2026

Your role

You look after the people side of the business: who works for you, when they are away and what they are paid. The information is confidential. Treat it that way.

When someone joins

1. Create the employee record with the right department, designation and bank details. See Employees.
2. Record their KRA PIN, National ID, NSSF and SHA numbers.
3. Assign leave. See Leave types, allocations and applications.
4. Assign a salary structure. See Salary components and structures.
5. Create their user if they need to sign in. See Creating users and assigning roles.

Every day and week

- Record attendance. See Attendance, and Biometric attendance if you use a device.
- Process leave applications, or check that approvers do.
- Process expense claims. See Expense claims.

Every month

1. Make sure attendance and leave are submitted.
2. Run payroll and check the slips. See Running payroll and payslips.
3. Check the statutory amounts against current rates. See Kenyan statutory deductions.
4. Pay salaries and send payslips.
5. Give the accountant the figures for PAYE, SHIF, Housing Levy and NSSF payments.

When someone leaves

Follow the checklist in Gratuity and end of service. Set the status to *Left*, never delete the record.

Common mistakes

- Running payroll before attendance is complete.
- Sharing payslip or salary details with people who do not need them.

Who to ask

The accountant about tax, and your lawyer about employment law.

Related documentation

- Employees
- Leave types, allocations and applications
- Running payroll and payslips
- Kenyan statutory deductions