

ZOHO PAYROLL KENYA HELP DOCUMENTATION

By Mediacent Interactive

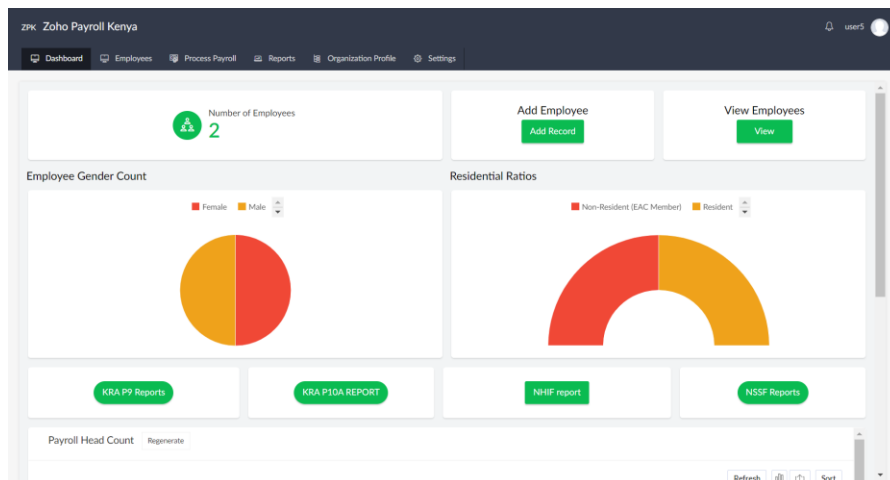
Contact Information

Send us a Mail. Email: support@mediacent.africa

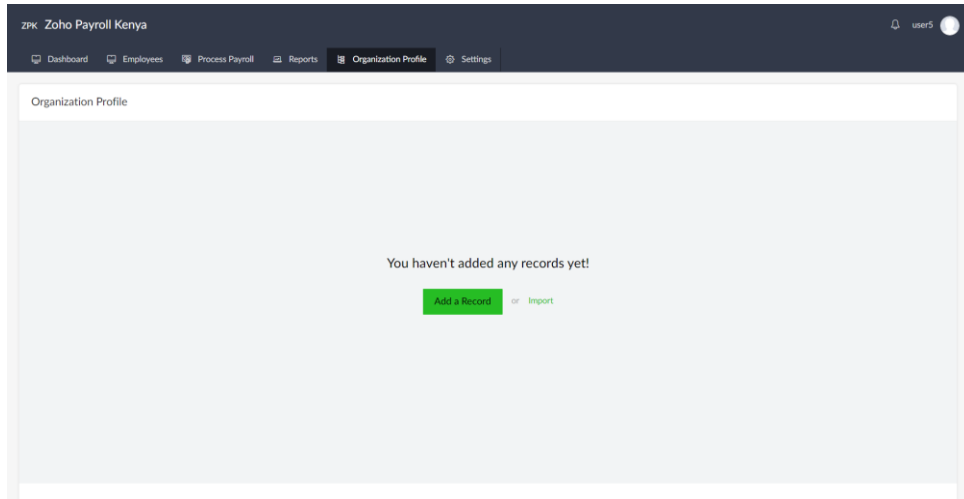
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Frequently Asked Questions (FAQs)

1. What is a payroll system?
A payroll system is a software or platform that helps businesses manage employee compensation, including salaries, wages, bonuses, and deductions. It automates tasks like calculating pay, withholding taxes, and generating pay slips.
2. What are the benefits of using a payroll system?
 - ✓ Increased accuracy in payroll processing.
 - ✓ Time savings due to automation of calculations and record-keeping.
 - ✓ Improved compliance with tax regulations and reporting.
 - ✓ Enhanced security and data privacy.
3. How do you add your employer/organization details to Zoho Payroll Kenya?
The Company Setup is where you store all the details about the employer. You may find it helpful to gather all the required information before setting it up to save you time.
To add your organization details, follow the following steps:
 - i. Select “Organization Profile” in the menu to enter your organization’s details.



- ii. Click on the “Add a record” button. An Organization Profile form pops up.



iii. Fill in all the required fields.

This screenshot shows the 'Basic Details' section of the Organization Profile form. It contains the following fields:

- Organization Logo: Select Image
- Statutory Compliance For: -Select-
- NSRF No: [Text Input]
- DIT No: [Text Input]
- HELB No: [Text Input]
- Language: -Select-
- Address: Address Line 1, Address Line 2, City / District, State / Province, Postal Code, Country
- Organization Code: [Text Input]
- Organization Name: [Text Input]
- Organization Short Code: [Text Input]
- Organization Print Name: [Text Input]
- PIN No: [Text Input]
- NHIF No: [Text Input]
- VAT No: [Text Input]
- Licence No: [Text Input]
- Industry Type: [Text Input]
- Company Custom Name: [Text Input]
- Country: -Select-
- Phone: +254 - 712 123456

This screenshot shows the 'Base Currency' and 'Financial Year Details' sections of the Organization Profile form. It contains the following fields:

- Base Currency:
 - Currency Code: [Text Input]
 - Currency Symbol: [Text Input]
 - Currency Name: [Text Input]
 - Decimal Point: -Select-
 - Description: [Text Area]
- Financial Year Details:
 - Start Date: dd MM/YY - [Date Picker]
 - End Date: dd MM/YY - [Date Picker]
- Other Details:
 - Date Format: -Select-
 - Company UIN: [Text Input]

At the bottom, there are 'Save' and 'Reset' buttons.

iv. Click Submit to add the Organization details.

Note: All fields with an asterisk (*) are mandatory, hence you are required to provide this information before submitting the form to Zoho Payroll Kenya, otherwise you won't be allowed to add the details provided.

4. How to add an employee to Zoho Payroll Kenya?

There are three ways to add an Employee to Zoho Payroll. They are as follows:

i. Add employee manually.

This involves adding the employee's details manually via a form provided. To add an employee, follow the following steps:

a. Navigate to the Employees menu, and select Add Employee

The screenshot shows the 'Add an Employee' form in the Zoho Payroll Kenya application. The form is organized into two main sections: 'Personal Details' and 'Salary Details'. The 'Personal Details' section includes fields for Employee Name (split into First Name and Last Name), National ID No., Employee Email, Gender, Date of Birth, Residential Status, PIN No., NSSF No., NHIF No., and Passport Photo. The 'Salary Details' section includes fields for Employee Type, Payment Currency, Payment Type, Monthly Salary (KES), Work Shift, Hourly Rate (KES), Daily Rate (KES), Withholding Tax, and Income Tax. The form is displayed within a web application interface with a navigation menu at the top.

b. Fill in all required employee details.

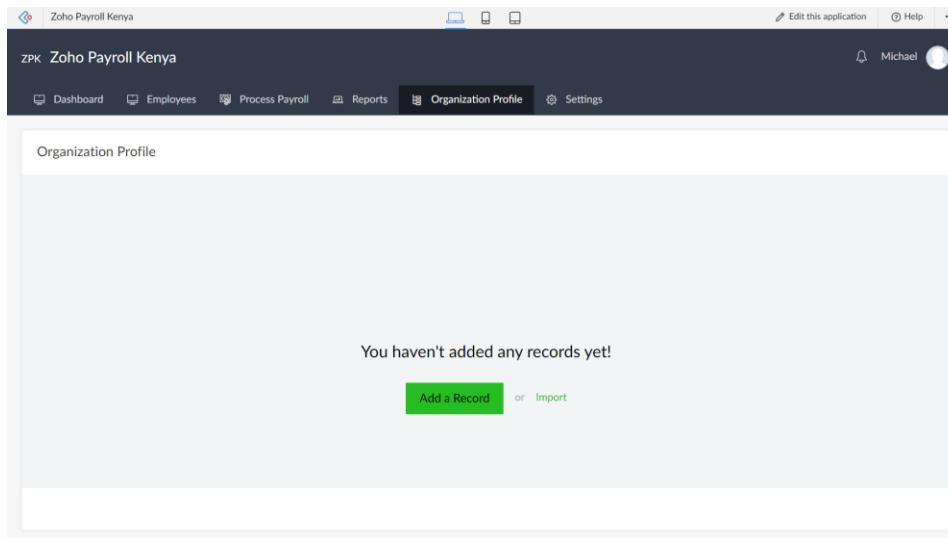
c. Click the "Submit" button to add the employee.

ii. Import employee(s)

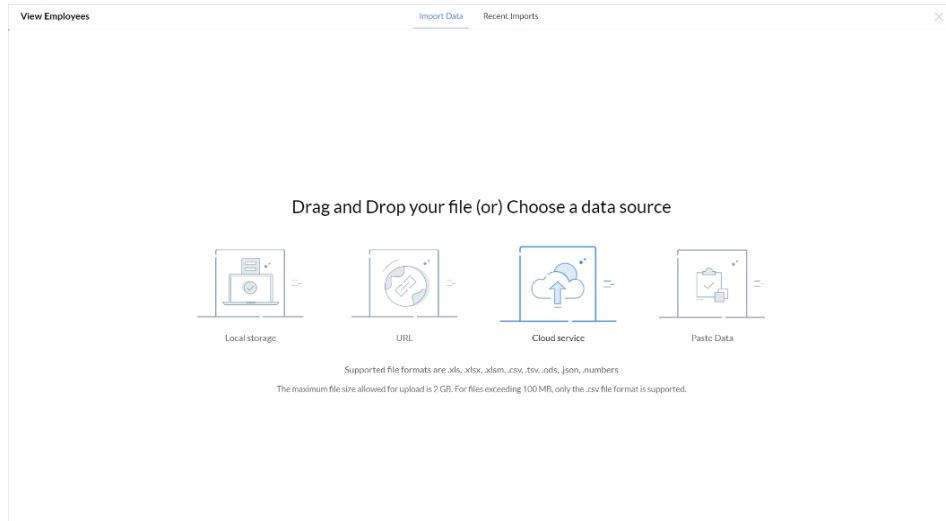
This allows bulk add operation of employees. You can import employees based on 4 predefined options, which are either Local Storage by providing a file, URL where you provide a direct download link of a file, cloud service where you select the file, or Paste Data which are comma separated. All the files provided must be of the predefined supported format.

To import employees, follow the following steps:

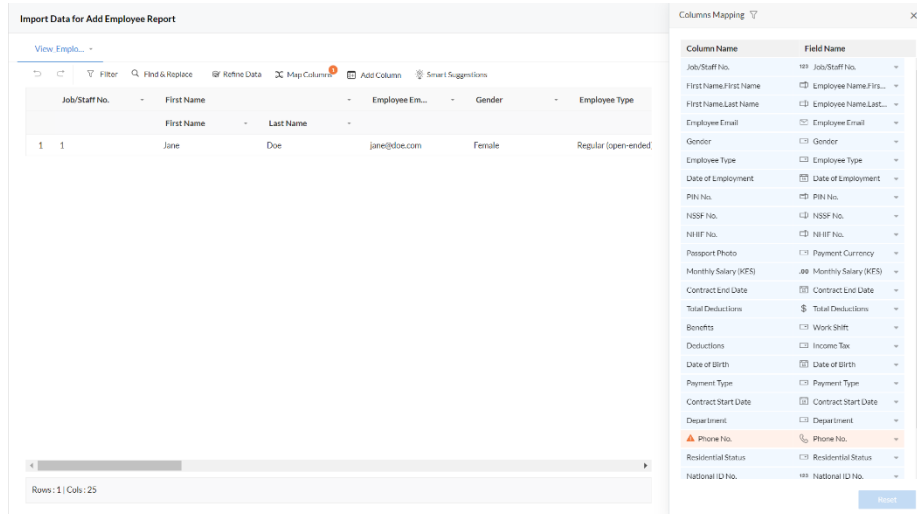
- a. If no records exist, click the “import” option which will show the defined import options, otherwise click on the more options button and select the import option.



- b. Select the desired import option, and provide the required details.



- c. The provided details are then displayed, where you are supposed to map them correctly with the Organization details fields.



- d. After correct mapping, click the “import” button to perform the import action.

Import Data for Add Employee Report

View Empls...

Filter Find & Replace Refine Data Map Columns Add Column Smart Suggestions

Job/Staff No.	First Name	Last Name	Employee Em...	Gender	Employee Type
1	Jane	Doe	jane@doc.com	Female	Regular (open ended)


Rows: 1 | Cols: 25

Columns Mapping

Column Name	Field Name
Job/Staff No.	Job/Staff No.
First Name,First Name	Employee Name,First...
First Name,Last Name	Employee Name,Last...
Employee Email	Employee Email
Gender	Gender
Employee Type	Employee Type
Date of Employment	Date of Employment
PIR No.	PIR No.
NSSF No.	NSSF No.
NHIF No.	NHIF No.
Passport Photo	Payment Currency
Monthly Salary (KES)	Monthly Salary (KES)
Contract End Date	Contract End Date
Total Deductions	Total Deductions
Benefits	Work Shift
Deductions	Income Tax
Date of Birth	Date of Birth
Payment Type	Payment Type
Contract Start Date	Contract Start Date
Department	Department
Phone No.	Choose a field
Residential Status	Residential Status
National ID No.	National ID No.

Reset

e. Progress of imports will then be shown on the window that pops up.



1%

Data Import is in Progress...

Meanwhile, you can access the application. It is recommended not to edit the application while the data is imported, as it might interrupt the process.

0 records has been imported

Access Application

View Import Status

5. How to run the payroll on Zoho Payroll Kenya?

To process payroll, follow the following steps:

- i. Select the "Process Payroll" in the menu. The process payroll form is then displayed.

ZPK Zoho Payroll Kenya

Dashboard Employees **Process Payroll** Reports Organization Profile Settings

Process Payroll

Payroll Month Start * 25-Sep-2023

Payroll Month End * dd-MMM-yyyy

Process Reset

Muster Roll Report

Staff No	Name	Basic Pay	Gross Pay	NHIF	NSSF	PAYE	Total Statutory	Net Pay	NSSF Employers Contrib.
4770001	Jane Kasimi	76200.00	76200.00	1400	1080.00	14709.35	17189.35	59010.65	1080.00
4770002	Murimi Eiden	120800.00	120800.00	1700	1080.00	28044.35	30824.35	89975.65	1080.00
Grand Total		197000.00	197000.00	3100	2160.00	42753.70	48013.70	148986.30	2160.00

ii. Enter the required Payroll Month Start and Month End.

ZPK Zoho Payroll Kenya

Dashboard Employees **Process Payroll** Reports Organization Profile Settings

Process Payroll

Payroll Month Start * 01-Aug-2023

Payroll Month End * 31-Aug-2023

Process Reset

Muster Roll Report

Staff No	Name	Basic Pay	Gross Pay	NHIF	NSSF	PAYE	Total Statutory	Net Pay	NSSF Employers Contrib.
4770001	Jane Kasimi	76200.00	76200.00	1400	1080.00	14709.35	17189.35	59010.65	1080.00
4770002	Murimi Eiden	120800.00	120800.00	1700	1080.00	28044.35	30824.35	89975.65	1080.00
Grand Total		197000.00	197000.00	3100	2160.00	42753.70	48013.70	148986.30	2160.00

iii. Click the “Process” button to confirm the processing.

iv. A success message is shown indicating that the processing is done. You can now navigate to the “Payroll Reports” under the Reports in the menu to view the run payroll report.

ZPK Zoho Payroll Kenya Processing Payroll Done user5

Dashboard Employees **Process Payroll** Reports Organization Profile Settings

Process Payroll

Payroll Month Start *

Payroll Month End *

Muster Roll Report

Staff No	Name	Basic Pay	Gross Pay	NHIF	NSSF	PAYE	Total Statutory	Net Pay	NSSF Employers Contrib.
4770001	Jane Kasini	76200.00	76200.00	1400	1080.00	14709.35	17189.35	59010.65	1080.00
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Grand Total		197000.00	197000.00	3100	2160.00	42753.70	48013.70	148986.30	2160.00

6. How does the system handle tax calculations?

The payroll system uses tax tables and formulas to calculate taxes based on employee information and current tax rates. It ensures accurate withholding and helps generate necessary tax forms.

7. Can I customize pay structures in the payroll system?

Yes, the system allows for customization, you can set up various deductions and benefits for employee(s).