ZOHO PAYROLL KENYA HELP DOCUMENTATION

By Mediacent Interactive

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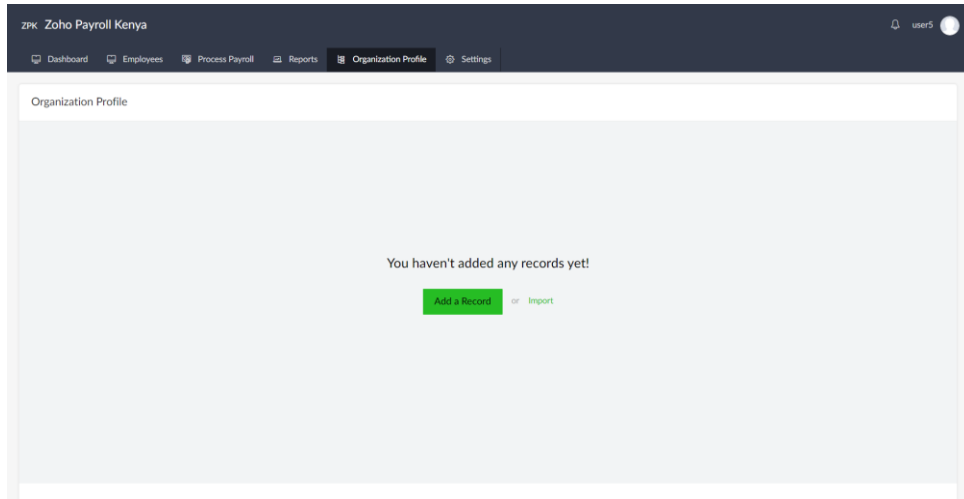
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Frequently Asked Questions (FAQs)

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.
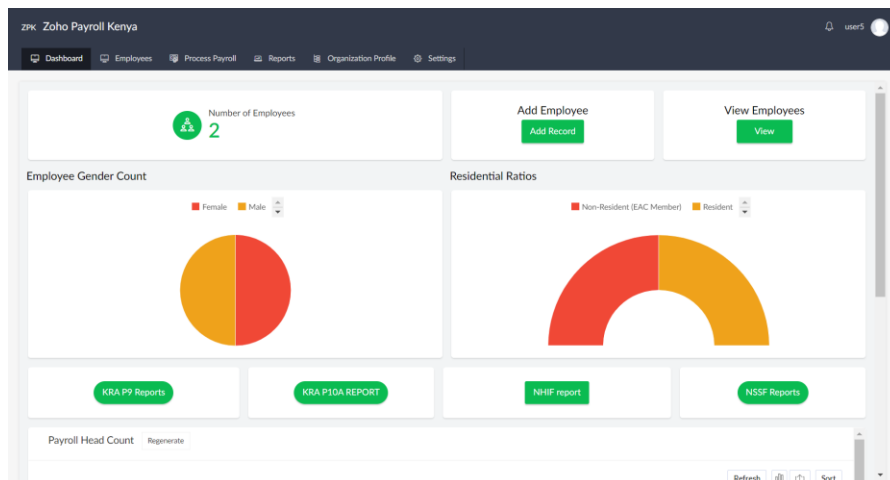
   ii. Click on the "Add a record" button. An Organization Profile form pops up.

iii. Fill in all the required fields.

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

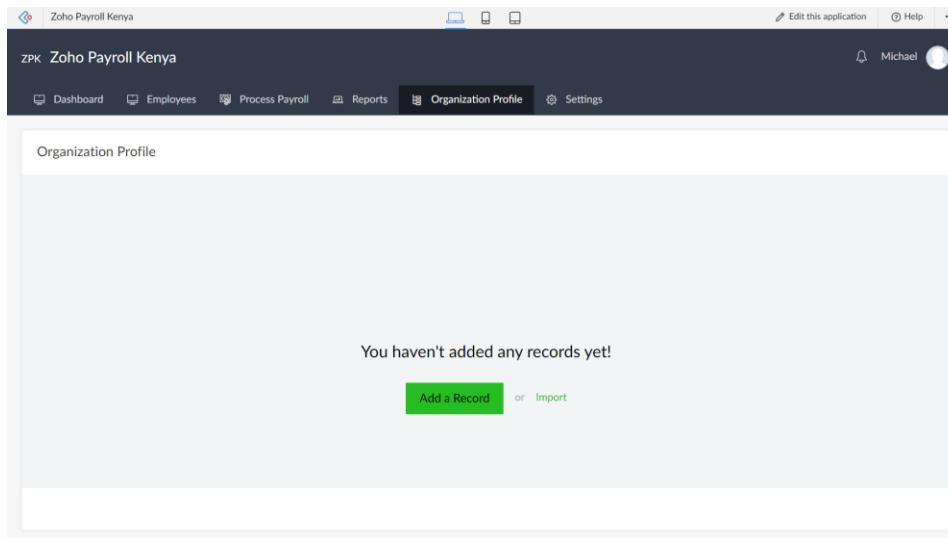   b. Fill in all required employee details.
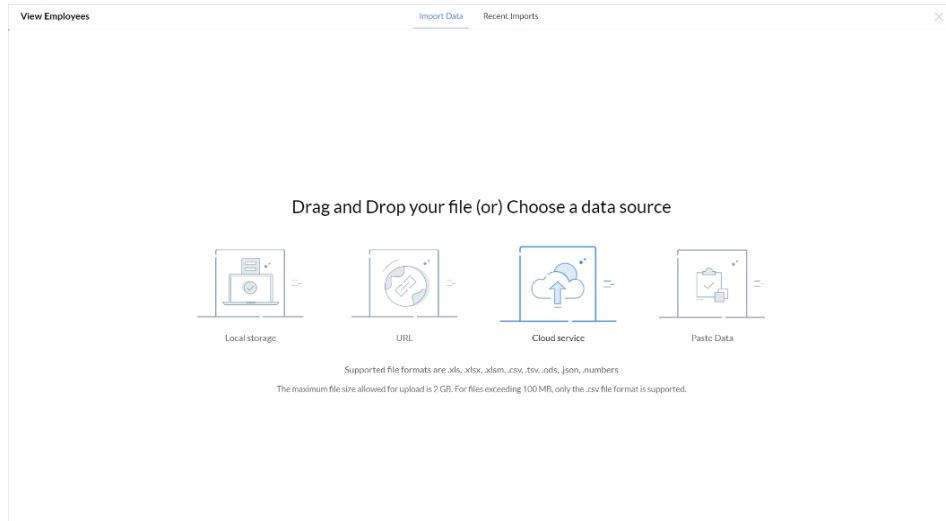   c. Click the "Submit" button to add the employee.

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.
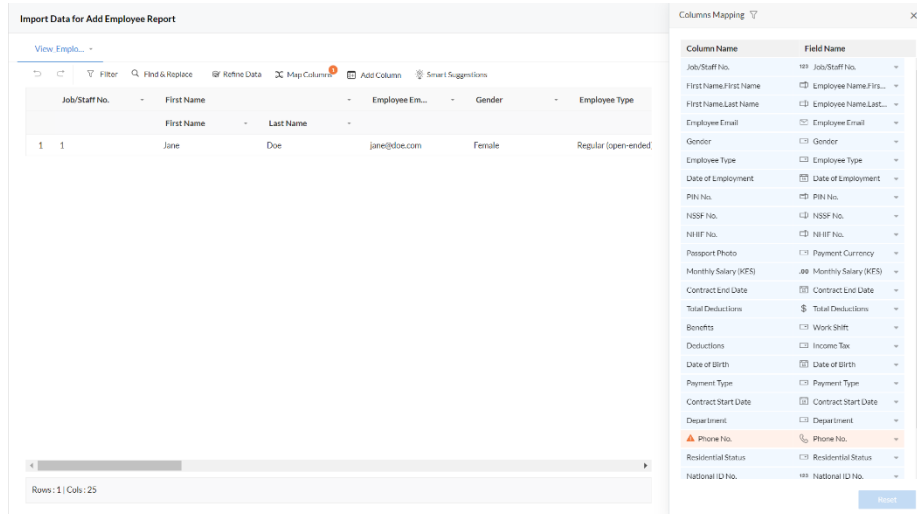To import employees, follow the following steps:

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.

Drag and Drop your file (or) Choose a data source

Local storage   URL   Cloud service   Paste Data

Supported file formats are .xls, .xlsx, .xlsm, .csv, .tsv, .ods, .json, .numbers

The maximum file size allowed for upload is 2 GB. For files exceeding 100 MB, only the .csv file format is supported.

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.

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

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.

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

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.

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).