## ZOHO PAYROLL KENYA HELP DOCUMENTATION

## **By Mediacent Interactive**

## **Contact Information**

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## Frequently Asked Questions (FAQs)

1. What is a payroll system?

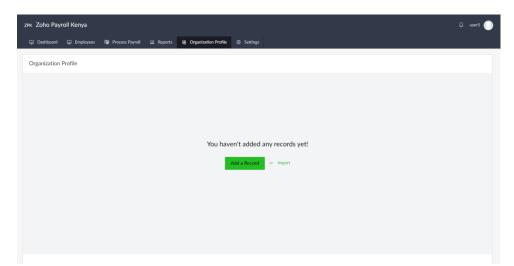
A payroll system is a software or platform that helps businesses manage employee compensation, including salaries, wages, bonuses, and deductions. It automates tasks like calculating pay, withholding taxes, and generating pay slips.

- 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.

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Employee Gender Count	Residential Ratios	
Female Male 🐥	Non-Resident (EAC Member)	2
KRA P9 Reports KRA PIDA REPORT	NHIF report	NSSF Reports
Payroll Head Count Regenerate		
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ii. Click on the "Add a record" button. An Organization Profile form pops up.





iii. Fill in all the required fields.

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Organization Profile						×
Basic Details						
Organization Logo	Select Image	1 8	Organization Code '			
Statutory Compliance For *	-Select-	•	Organization Name *			
NSSF No			Organization Short Code *			
DIT No			Organization Print Name *			
HELB No			PIN No *			
Language *	-Select-	*	NHIF No			
Address			VAT No			
			Licence No			
	Address Line 2		Industry Type			
	City / District	State / Province	Company Custom Name			
	Postal Code	-Select- • Country	Country	-Select-		
Organization Fmail			Phone	<b>+254 •</b> 712 123456		

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	Postal Code Country	Country	-Select-	
Organization Email		Phone	+254 + 712 123456	
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Currency Name *		Decimal Point	-Select-	
Description				
inancial Year Detail	s			
tart Date *	dd-MMM-yyyy	End Date *	dd-MMM-yyyy	
Other Details				
ate Format *	-Select-	Company Url		
	Submit Reset			

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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

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Add an Employee						A
Personal Details						
Employee Name *			National ID No.	0000000		
Employee Email *	First Name	Last Name	PIN No. *			
Gender*	-Select-	•	NSSF No.			
Date of Birth	dd-MMM-yyyy	=	NHIF No. *			
Residential Status *	-Select-	×	Passport Photo	Select Image		
Salary Details						
Employee Type *	-Select-	*	Hourly Rate (KES)			
Payment Currency	-Select-	-	Daily Rate (KES)			
Payment Type *	-Select-		Withholding Tax	%		
Monthly Salary (KES)	000000.00		Income Tax	-Select-		
Work Shift	-Select-					

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

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			+ Add New		
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Personal Email			Address Line 1		
	+254 • 712 123456		City / District	County	
			Postal Code	-Select- Country	
Next of Kin					
Name	Relation	Phone		Email	
		+ Add New			
Social Media					
Linkedin	Twitter				
	+ Add New				
	Submit Reset				

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.

🗞 Zoho Payroll Kenya		<u> </u>		Edit this application	③ Help …
zpк Zoho Payroll Kenya					Michael 🌔
📮 Dashboard 🛛 📮 Employees	鋼 Process Payroll 🖃 Reports	日本 Organization Profile	Settings		
Organization Profile					
	You	haven't added any r	ecords yet!		
		Add a Record or	Import		

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.

	Emplo •						Column Name	Field Name
view	Emplo *			-			Job/Staff No.	123 Job/Staff No.
	C ▼ Filter	Q Find & Replace @/ Ref	fine Data 🛛 🎗 Map Column	👂 🗊 Add Column 🛛 🛞 Smart S	uggrations		First Name First Name	Employee Name Firs
	Job/Staff No.	- First Name		- Employee Em	Gender	- Employee Type	First Name,Last Name	Employee Name_Fis
		First Name	- Last Name				Employee Email	Employee Errail
							Gender	Gender
1	1	Jane	Doe	jane@doe.com	Female	Regular (open-ended)		
							Employee Type	Employee Type
							Date of Employment	Date of Employment
							PIN No.	CD PIN No.
							NSSF No.	D NSSE No.
							NHIF No.	D NHIF No.
							Passport Photo	Payment Currency
							Monthly Salary (KES)	.00 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
							A Phone No.	% Phone No.
_						•	Residential Status	Residential Status
						•	National ID No.	103 National ID No.

d. After correct mapping, click the "import" button to perform the import action.

·	Emplo *							Column Name	Field Name	
view	Cempio •							Job/Staff No.	125 Job/Staff No.	
	C ♥ Filter	Q Find & Replace	🛿 Refine Data	🕻 Map Columns 🛛 🛛	Add Column 👋 Smart 5	uggestions		First Name.First Name	D Employee Name.Firs	
	Job/Staff No.	- First Name			Employee Em	- Gender	- Employee Type	First Name_Last Name	CD Employee Name.Firs	
		First Name		st Name				Employee Email	Employee Email	
								Gender	Gender	
1	1	Jane	Do	e	jane@doe.com	Female	Regular (open-ended)	Employee Type	Employee Type	
								Date of Employment	Employee type Date of Employment	
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								NSSE No.	TP NSSF No.	
								NHIE No.	D NHIF No.	
								Passport Photo	Payment Currency	
								Monthly Salary (KES)	.00 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	
							+	newseries status	- reconstituter status	

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.

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Dashboard	Employees	Process Payroll	🖻 Reports 🗃	Organization Pr	ofile 🚭 Seti	ings				
rocess Payr	roll									
Payroll Month S	Start* 25-Sep-20	)23	-							
	End * dd-MMM		<b></b>							
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ayroll Month E		Reset								
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Muster Roll	Process	Reset Basic Pay	Gross Pay	NHIF	NSSF	РАУЕ	Total Statutory	Net Pay	NSSF Employers Contrib.	
Muster Roll Staff No 4770001	Process Report Name Jane Kasimi	Basic Pay 76200.00	Gross Pay 7.200.00	NHIF 1400	1080.00	14709.35	17189.35	59010.65	NSSF Employers Contrib. 1080.00	
Muster Roll Staff No 4770001 4770021 Grand Total	Process Report Name	Basic Pay	Gross Pay							

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

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rocess Payro	oll									
Payroll Month Sta	art • 01-Aug	2023								
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taff No	Report		Gross Pay 74200.00	NHIF 1400	NSSF 1080.00	<b>PAYE</b> 14709-35	Total Statutory 17109-35	• • • • • • • • • • • • • • • • • • • •	NSSF Employers Contrib, 1080.00	
Muster Roll F taff No 770001 770002	Report Name	Basic Pay								

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.

Destboard     Employee     Process Payroll     Report     Organization Profile     Settings	к Zoho Payr	oll Kenya				✓ Processin	g Payroll Done				Д user5 (
Payroll Month Start *     25-Sep-2023       Payroll Month End *     dd-MMM-ryvyy       Image: Process Rest     mark         Muster Roll Report         Staff No     Name     Baic Pay     Gross Pay     NHIF     NSSF     PAYE     Total Statutory     NtSF Employers Contrib.       4770002     Jane Kainiei     76000.00     1080.00     1070.01     1070.02     5000.05     1000.00	Dashboard	Employees	Process Payroll	🖻 Reports	Organization Profile	e © Setting					
Payroll Month End *     Ad MidMid Typy     Image: Control of	rocess Payro	5II									
Muster Roll Report       Staff No     Name Basic Pay     Gross Pay     NHIF     NSSF     PAYE     Total Statutory     Net Pay     NSSF Employers Contrib.       4770001     Jane Kalini     7420000     1400     100020     1470-25     1718/9-25     \$9100.65     1000.00       4770002     Murini Edem     12080.00     1700     1000.00     2004.35     89175.65     1000.00	Payroll Month Sta	art* 25-Sep-2	2023	=							
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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     Marini Elden     120800.00     120800.00     1700     1080.00     28044.35     30824.35     89975.65     1080.00		Process	Reset								
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     Marini Elden     120800.00     120800.00     1700     1080.00     28044.35     30824.35     89975.65     1080.00											
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     Marini Elden     120800.00     120800.00     1700     1080.00     28044.35     30824.35     89975.65     1080.00											
Staff No     Name     Basic Pay     Gross Pay     NHIF     NSSF     PAYE     Total Statutory     Net Pay     NSSF Employers Contrib.       4770001     Jane Kasimi     7/200.00     7/200.00     1400     1080.00     14709.35     17187.35     59010.65     1080.00       4770002     Murimi Eden     120800.00     120800.00     1080.00     28044.35     30824.35     89975.65     1080.00											
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 Eden     12080.000     12080.00     1090.00     28044.35     30824.35     89975.65     1080.00											
4770001     Jane Kasimi     76200.00     76200.00     1400     1080.00     14709.35     17189.35     59010.65     1080.00       4770002     Murini Eden     12080.00     12080.00     1700     1080.00     28043.35     30824.35     89975.65     1080.00	Muster Roll R	Report									
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	Grand Total		197000.00	197000.00	3100	2160.00	42753.70	48013.70	148986.30	2160.00	

- 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.
- 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).