

**sage** One Payroll

*for Kenya*

*Getting started guide*

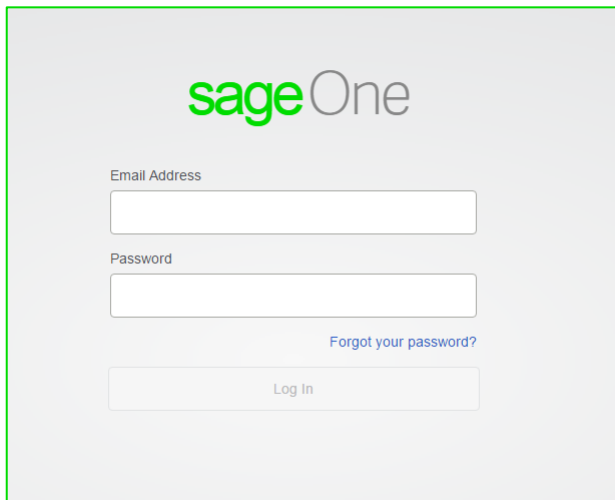
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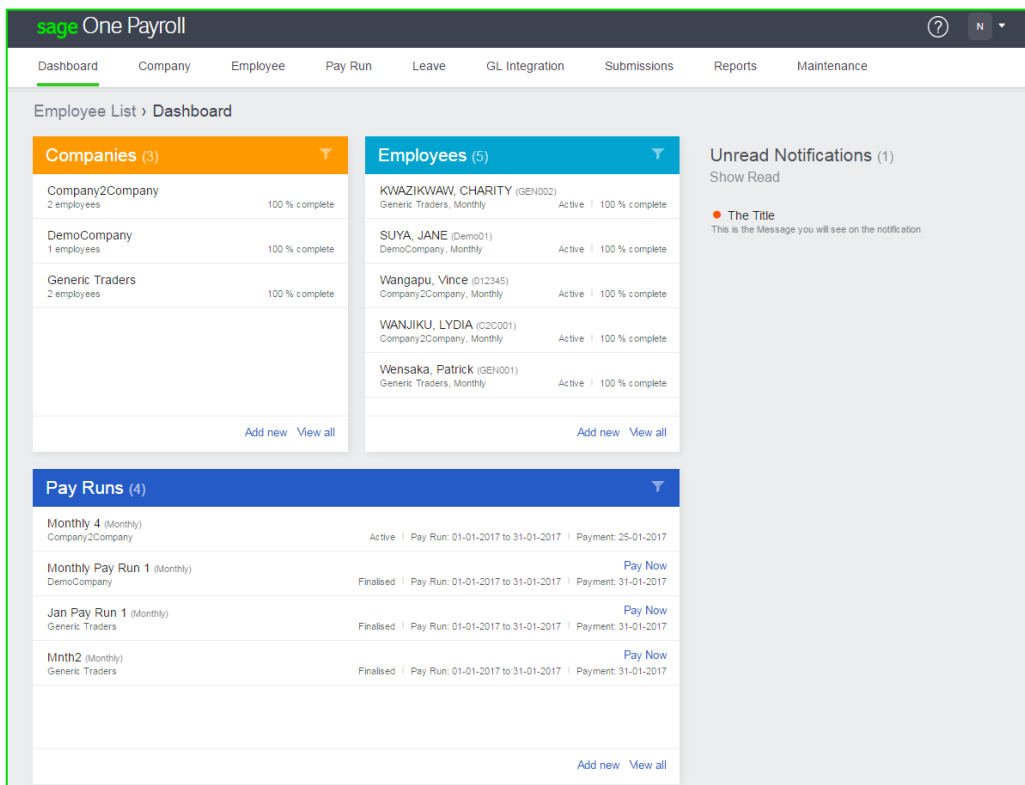
# Introduction

Sage One Payroll for Kenya was designed to comply with the minimum legislative requirements as prescribed by the KRA (Kenyan Revenue Authority). We have incorporated the basic requirements when it comes to leave and supplying a compliant payslip.

1. Log into Sage One Payroll at <https://ke.payroll.sageone.co.za/#/login/>



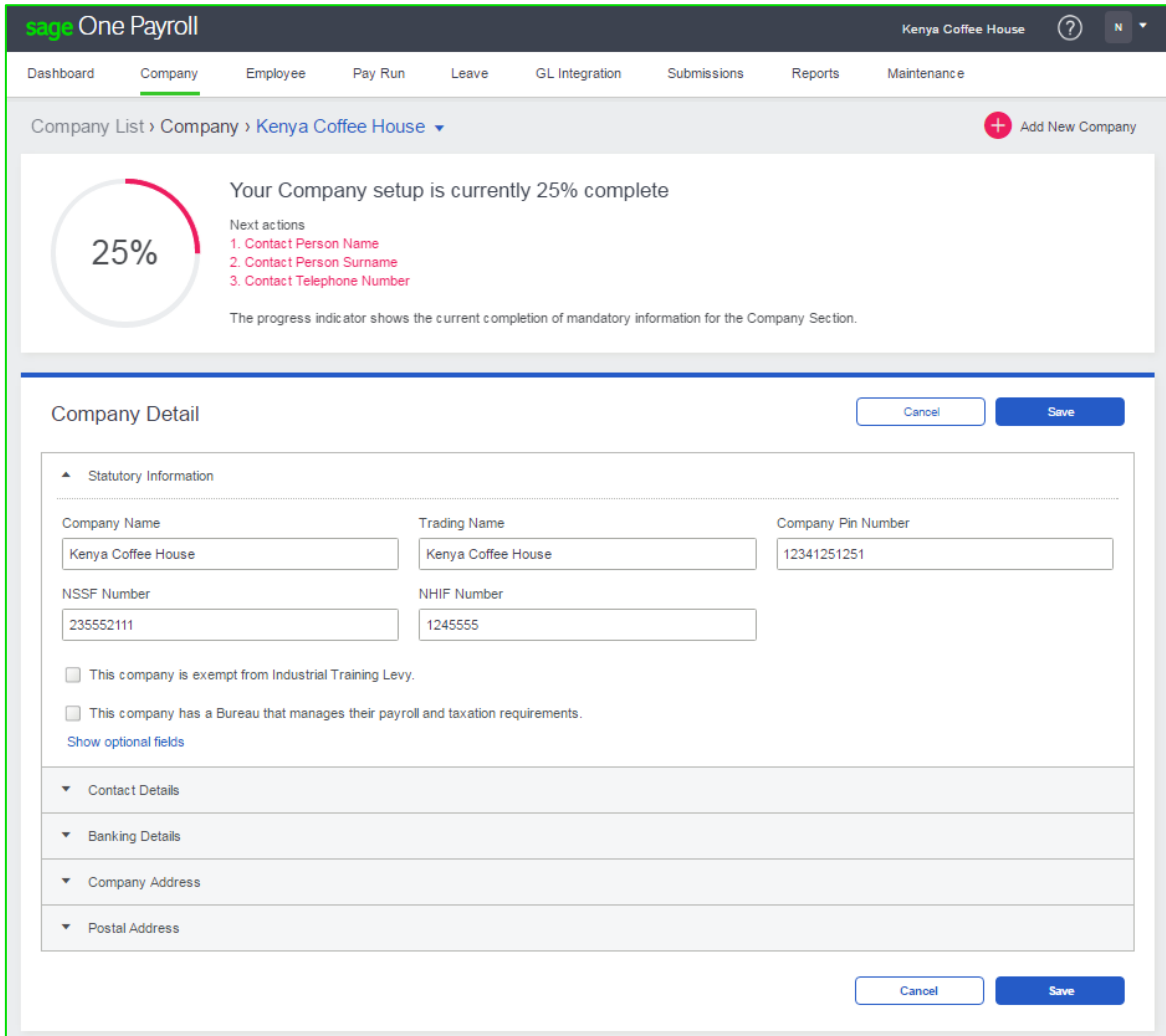
2. If your login attempt is successful, you will be directed to the main application dashboard:



The dashboard provides you with a quick view of all the companies, employees and pay runs created using your Sage One Payroll account. We also use the dashboard to communicate important upcoming events or to notify you of new legislation, product enhancements or known issues. From the dashboard you can navigate through the system using the main menu at the top of the screen.

# Creating a company

1. Get started by setting up your companies first:



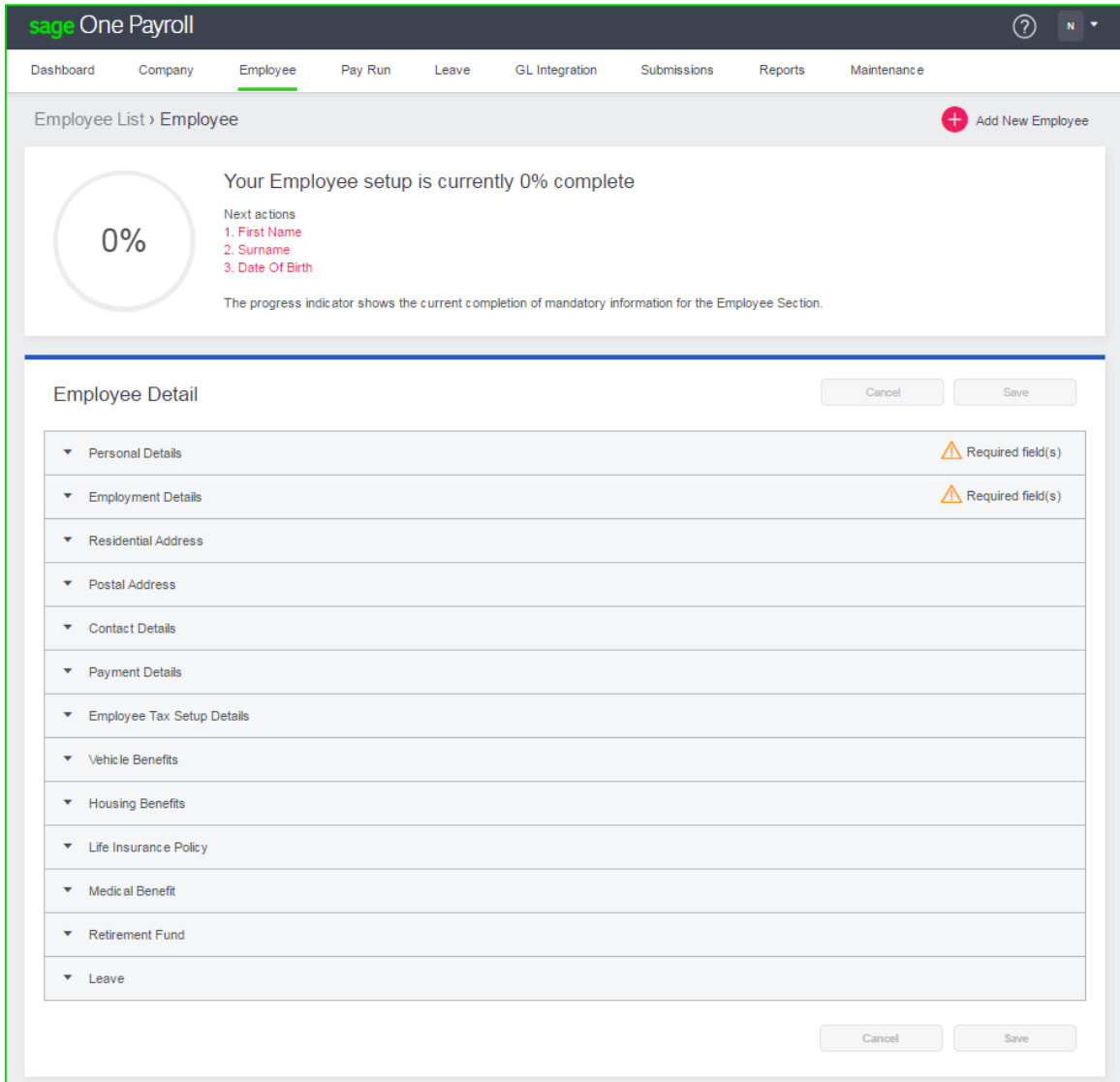
2. The progress indicator will help you to complete all the mandatory fields that are required to set up a complete company before you can produce a payslip or generate reports and submissions.

3. Once your company setup is complete, Sage One Payroll will provide you with the next steps to follow to get started as quickly as possible.

The screenshot displays the Sage One Payroll web interface. At the top, the header includes the Sage One Payroll logo, the company name 'Kenya Coffee House', and a user profile icon. Below the header is a navigation menu with options: Dashboard, Company (highlighted), Employee, Pay Run, Leave, GL Integration, Submissions, Reports, and Maintenance. The main content area shows a breadcrumb trail: 'Company List > Company > Kenya Coffee House'. A large blue circle with '100%' inside indicates that the setup for Kenya Coffee House is complete. To the right of the circle, the text reads: 'The setup for Kenya Coffee House is 100% complete'. Below this, a section titled 'Next actions' lists three steps: 1. Go to Company List, 2. Add an Employee, and 3. Add Pay Components. A note states: 'The progress indicator shows the current completion of mandatory information for the Company Section.' Below the progress indicator is a 'Company Detail' form with a 'Cancel' and 'Save' button. The form contains five sections, each with a dropdown arrow: Statutory Information, Contact Details, Banking Details, Company Address, and Postal Address. At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

# Create your employees

1. Start creating your employees by clicking on the Employee main menu.



2. Complete the personal details, employment details, residential and postal address, contact and payment details for the employee. In the Employee Tax Setup Details section, select the employment classification of the employee. Based on your selection made, Sage One Payroll will assign the correct tax rates for calculating PAYE.

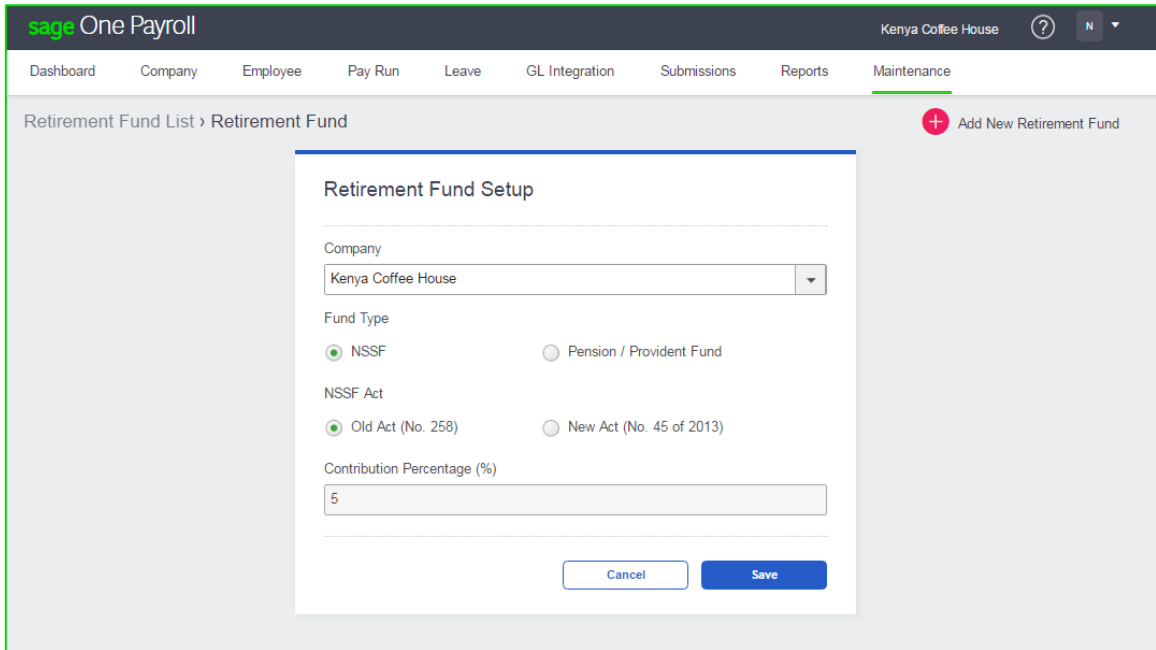
## Create your employees

- Once the employee setup is complete, you can proceed to the next steps.

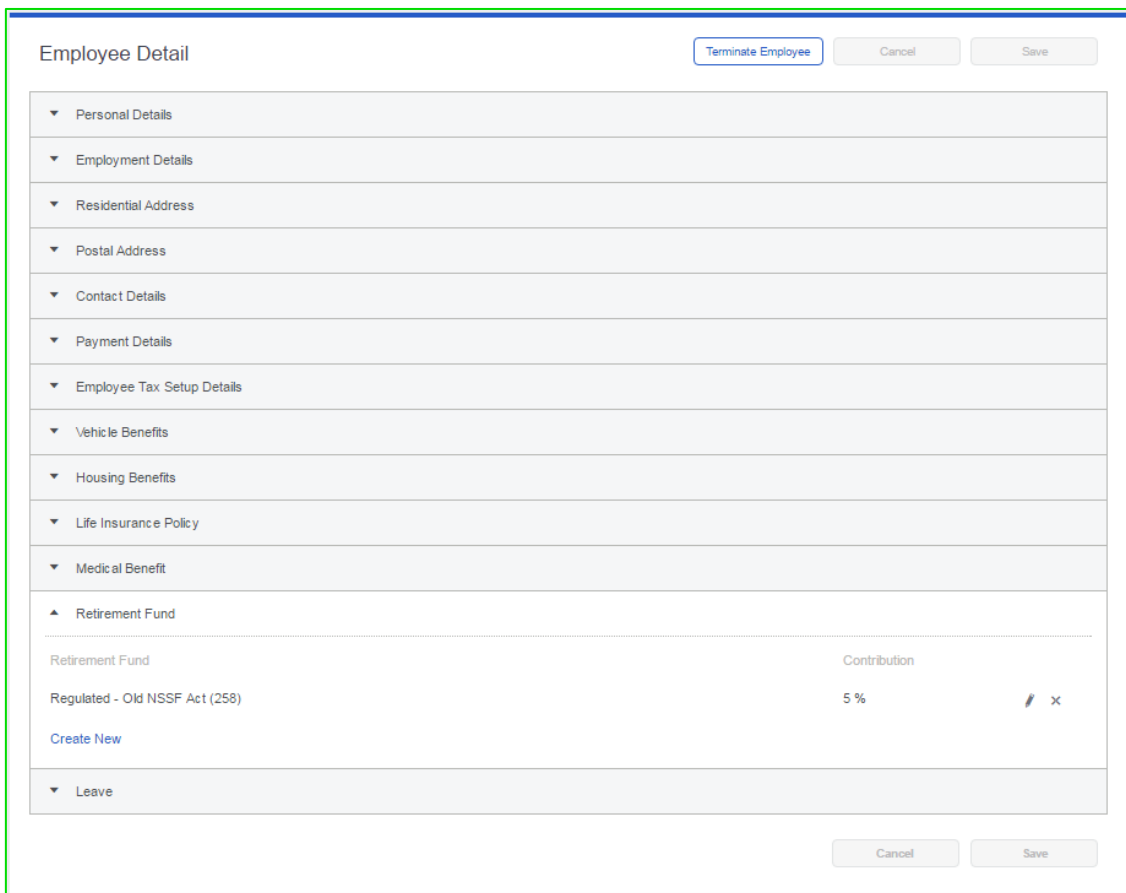
The screenshot displays the Sage One Payroll interface for the company 'Kenya Coffee House'. The navigation menu includes Dashboard, Company, Employee (highlighted), Pay Run, Leave, GL Integration, Submissions, Reports, and Maintenance. The current page is 'Employee List > Employee > Wangapu, Vince (012345)', with an 'Add New Employee' button. A progress indicator shows '100%' completion for the employee setup. The text states: 'The setup for Vince Wangapu is 100% complete'. Below this, 'Next actions' are listed: 1. Go to Employee List, 2. Add a new Employee, and 3. Terminate Employee. A note explains: 'The progress indicator shows the current completion of mandatory information for the Employee Section.' The 'Employee Detail' section is visible, with a 'Terminate Employee' button and 'Cancel' and 'Save' buttons. The detail section includes expandable categories: Personal Details, Employment Details, Residential Address, Postal Address, Contact Details, Payment Details, Employee Tax Setup Details, Vehicle Benefits, Housing Benefits, Life Insurance Policy, Medical Benefit, Retirement Fund, and Leave. At the bottom right, there are 'Cancel' and 'Save' buttons.

# Retirement Fund

1. Set up a Retirement Fund by clicking on Maintenance...Retirement Funds:



2. Select whether the retirement fund is based on the old NSSF Act or the new NSSF Act.
3. Link the fund to the employees.





# Leave

1. Set up your employee's leave entitlement in the employee's masterfile:

The screenshot shows the 'Employee Detail' form with a 'Leave' section expanded. The form includes several tabs: Personal Details, Employment Details, Residential Address, Postal Address, Contact Details, Payment Details, Employee Tax Details, Vehicle Benefits, Housing Benefits, Medical Benefit, and Retirement Fund. The 'Leave' section is expanded to show three types of leave: Annual Leave, Paid Leave (Other), and Sick Leave. Each type has input fields for 'Days per Year' and 'Opening Leave Balance (Days)'. The 'Annual Leave' and 'Paid Leave (Other)' sections both have '24' in the 'Days per Year' field and '1.000' in the 'Opening Leave Balance (Days)' field. The 'Sick Leave' section has '1.000' in the 'Opening Leave Balance (Days)' field. There is a red link 'Add Leave Transaction' below the Sick Leave field. The form also has 'Terminate Employee', 'Cancel', and 'Save' buttons at the top right and bottom right.

- Annual Leave can be set to accrue per day or based on an annual entitlement. Based on your accrual method, Sage One Payroll will default the days the employee will accrue based on the employment guidelines.

## Leave

- Once the setup of the employee's leave is complete, you can create leave transactions to keep track of an employee's leave taken events.

The screenshot shows the 'New Leave Transaction' form in Sage One Payroll. The form is titled 'New Leave Transaction' and is located within the 'Employee > Add Leave' section. The form fields are as follows:

- Company: Kenya Coffee House
- Employee: Wangapu, Vince (012345)
- Leave Type: Annual Leave
- Leave Component: Annual Leave
- Start Date: 07-03-2017
- End Date: 07-03-2017
- Amount (Days): 1
- Comments: Annual leave

At the bottom of the form, there are 'Cancel' and 'Save' buttons. A red plus icon with the text 'Add New Leave Transaction' is visible in the top right corner of the form area.

- The Leave Summary will provide you with a detailed overview of all leave transactions processed for an employee as well as current balances.

The screenshot shows the 'Leave Summary' page in Sage One Payroll. The page is titled 'Add Leave > Leave Summary' and is located within the 'Employee' section. The page displays the following information:

- Company: Kenya Coffee House
- Employee: Wangapu, Vince (012345)
- Calendar view for January 2017, showing weeks 1 through 6. A legend indicates: Annual Leave (orange), Sick Leave (green), Unpaid Leave (blue), and Paid Leave (Other) (teal).
- Leave Balances table:

Leave Type	Hours	Days
Annual Leave	-40.00	-5.00
Sick Leave	8.00	1.00
Paid Leave (Other)	8.00	1.00
Unpaid Leave	0.00	0.00

- Leave Balance Calculation table:

Category	Hours
Opening Balance Hours	8.00
Accrued Hours	0.00
Taken Hours	0.00
Planned Hours	48.00
Current Balance	-40.00

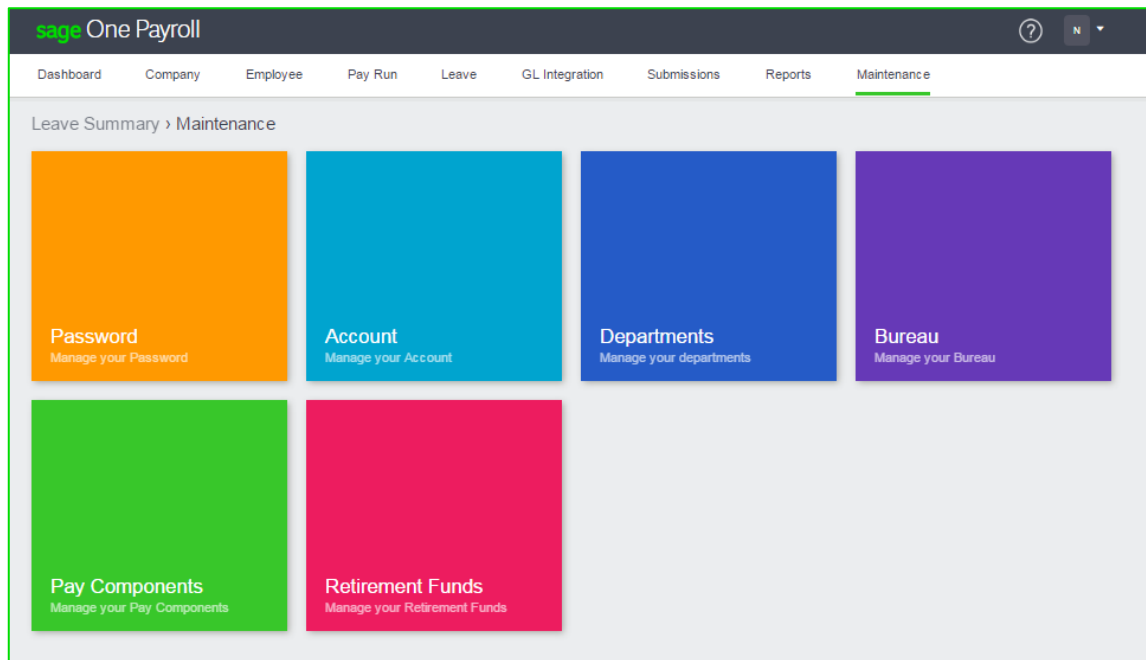
- Provisional Leave table:

Leave Type	Comments
Annual Leave	Annual Leave

Additional details for the provisional leave include: Tuesday, 10 January 2017, Leave amount: 8 hours, and a 'Cancel' button.

# Pay components

1. Set up the Pay Components specific to the company in the Maintenance section:



2. You are able to set up 6 different types of components – Earnings, Deductions, Leave, Relief, Company Contributions or Fringe Benefits.
3. All pay component types are pre-loaded with a default list to make it easier to get going with Sage One Payroll.

# GL integration

1. Set up your GL Integration by clicking on the GL Integration main menu.
2. If you make use of Sage One Accounting you can complete the GL Integration setup to allow your payroll information to be posted to your books in Sage One.

The screenshot shows the Sage One Payroll interface for setting up GL integration. The top navigation bar includes 'Dashboard', 'Company', 'Employee', 'Pay Run', 'Leave', 'GL Integration', 'Submissions', 'Reports', and 'Maintenance'. The current page is 'General Ledger Integration > General Ledger Setup'.

**Sage One Accounting Authentication**

Username:  Password:

Please note that changing from one account to another will result in mappings being removed.

Buttons: Cancel, Save

**Company**

Please select which Payroll company should be used to map its components to the SOA company accounts.

Payroll Company: Kenya Coffee House Accounting Company: Sage One Payroll

Please note that changing from one accounting company to another will result in mappings being removed.

Buttons: Cancel, Save

**Pay Component Mapping**

- ▼ Earning Pay Components
- ▼ Deduction Pay Components
- ▼ Benefits
- ▼ Company Contributions

Buttons: Cancel, Save

3. First, you need to supply a Sage One Accounting username and password to allow access to your accounting data. Sage One will then establish the link and authenticate the credentials you have provided. You are now able to select your Payroll Company and the matching company in Sage One Accounting to start with the setup.
4. In the Pay Component Mapping section, you should link the Debit and Credit accounts to their matching Pay Components. Sage One Payroll will list all the GL accounts in the Expense and Current Liabilities categories from the company you chose to integrate to.

# Pay Run

1. Now that the setup is complete, you are ready to process your first Pay Run.
2. In Sage One Payroll, your Pay Runs for the financial year are not set up in advance but can be created on the fly.
3. Pay Runs don't have to follow a specific sequence and you are also allowed to process more than one run for the same date.
4. The start and end date of the run can be set when you create a new Pay Run and the only requirement is that the length of the run matches the frequency length – a Pay Run for Weekly employees must span across 7 days while a Monthly Pay Run is set up for a specific calendar month.
5. The Payment Date is flexible and can be any date, either within the Pay Run range or outside. The Payment Date will also determine which tax year the Pay Run is allocated to.

The screenshot shows the 'New Pay Run' form in Sage One Payroll. The form is titled 'New Pay Run' and is set for 'Kenya Coffee House'. The frequency is 'Monthly', the name is 'March Pay Run - Monthly', the pay run month is '01-03-2017', and the payment date is '31-03-2017'. There are 'Cancel' and 'Save' buttons at the bottom.

6. The Pay Run will automatically include all employees linked to the selected Pay Frequency, whose profiles have been completed 100%.

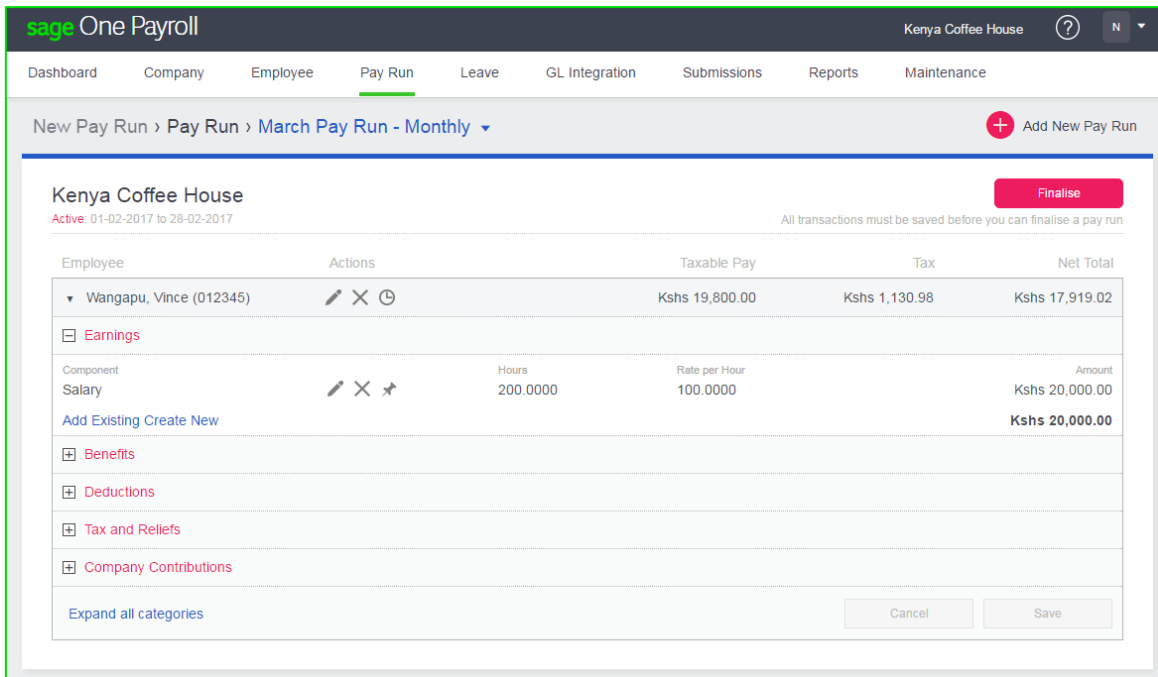
The screenshot shows the 'New Pay Run' page in Sage One Payroll. The page is titled 'New Pay Run > Pay Run > March Pay Run - Monthly'. The table shows one employee, Wangapu, Vince (012345), with a taxable pay of Kshs 0.00 and a net total of Kshs 0.00. There are 'Finalise' and 'Add New Pay Run' buttons.

Employee	Actions	Taxable Pay	Tax	Net Total
Wangapu, Vince (012345)		Kshs 0.00		Kshs 0.00

7. Each employee will be listed and can be accessed to add components to the Pay Run in order to generate a payslip.
8. Use the actions to either edit the employee's profile, exclude the employee from this Pay Run or to terminate the employee's services.

Pay Run

- 9. Sage One Payroll also provides a quick overview of each employee's Pay Run figures by displaying the totals for Taxable Pay, Tax and Net Total.



- 10. You are now able to add earnings and deductions to the Pay Run. Based on the employee profile setup, Pay As You Earn and Retirement Funds will be listed and values calculated automatically.

11. Next step is to preview the Payslip:

The screenshot shows the Sage One Payroll interface. The top navigation bar includes 'Dashboard', 'Company', 'Employee', 'Pay Run', 'Leave', 'GL Integration', 'Submissions', 'Reports', and 'Maintenance'. The 'Reports' menu is active, leading to the 'Pay Advice Report' page. The 'Report Parameters' section includes dropdown menus for 'Company' (Kenya Coffee House), 'Tax Year' (2017), 'Frequency' (Monthly), 'Pay Run' (March Pay Run - Monthly - 28/02/2017), and 'Employee' (Wangapu, Vince (012345)). There are 'Email Report' and 'Generate' buttons at the bottom right of the parameters section.

Below the parameters is a preview of a 'Payslip' for the employee 'Wangapu, Vince'. The payslip details are as follows:

Earnings		Qty	Rate	Amount (KES)
Salary		200	100.00	20,000.00
Commission		0	0.00	5,200.00
<b>Total Earnings:</b>				<b>25,200.00</b>

Deductions		Amount (KES)
NSSF Tier One		200.00
NHIF Contribution		850.00
Tax		2,875.28
<b>Total Deductions:</b>		<b>1,060.00</b>
<b>Net Pay:</b>		<b>28,324.72</b>

Company Contributions		Amount (KES)
NSSF Tier One CC		200.00
Industrial Training Levy Contribution		50.00
<b>Total Company Contributions:</b>		<b>250.00</b>

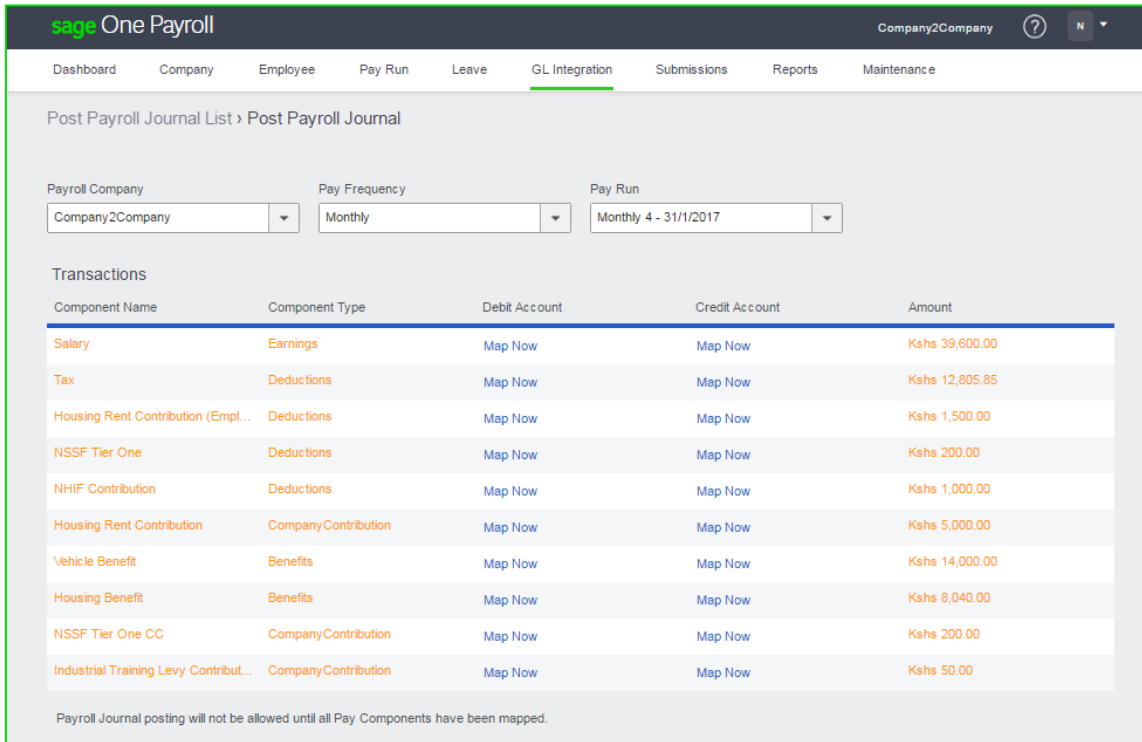
  

Tax and Reliefs		Amount (KES)	Benefits		Amount (KES)
Paye		4,155.28			
Personal Relief		(1,280.00)			

12. On the Preview screen, you can choose to email the Payslip or send to PDF, Excel or Word.

13. Once you are happy that the Pay Run is correct and complete, go ahead and Finalise the Pay Run.

- Once the Pay Run has been finalised, you can post the Payroll Journals to the General Ledger.



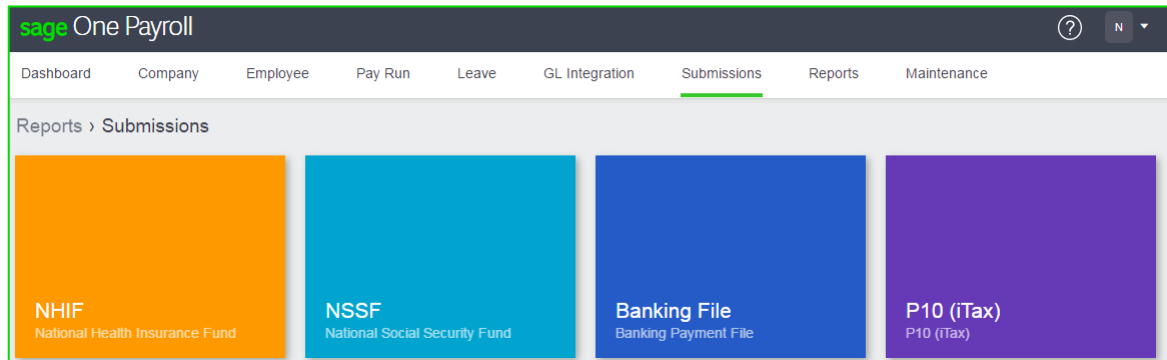
- Sage One Payroll will not allow any journals to be posted unless you have mapped all Pay Components with values to their corresponding GL accounts.



# Submissions

In the Submissions area, you can generate electronic files for the following reasons:

- NHIF – submit your National Health Insurance Fund payments to NHIF.
- NSSF – submit your National Social Security Fund payments to NSSF.
- Banking File – process electronic salary payments.
- P10 (i10) – submit your employee tax payments to the KRA.



## Bank Payments

Pay your employees electronically by generating the banking file to submit to your bank.

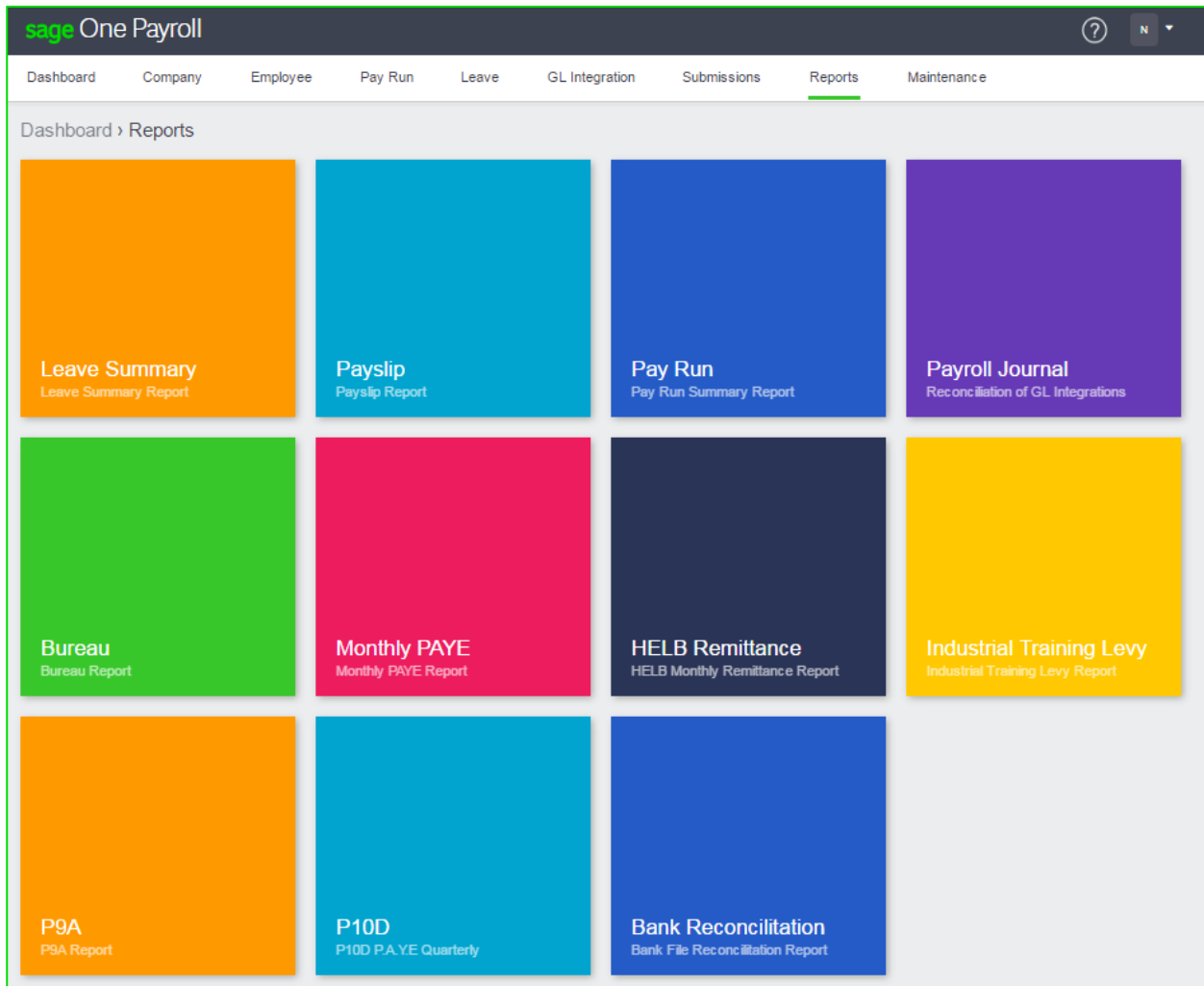
 A screenshot of the Sage One Payroll software interface showing the 'Banking File Submission' form. The form is titled 'Banking File Submission' and is set against a light gray background. The form fields are:
 

- Company:** A dropdown menu with 'Kenya Coffee House' selected.
- Frequency:** A dropdown menu with 'Monthly' selected.
- Pay Run:** A dropdown menu with 'March Pay Run - Monthly - 28/2/2017' selected.
- Bank:** A dropdown menu with 'Kenya Commercial Bank' selected.
- Payment Reference:** A text input field containing 'Salaries'.
- Company Code:** A text input field containing '0123'.

 At the bottom of the form, there are two buttons: a light blue 'Cancel' button and a dark blue 'Generate' button.

# Reports

Sage One Payroll offers a variety of reports to provide you with all the information about your business's payroll you might need. All reports can be emailed, sent to PDF, Word or Excel.



- Leave Summary – this report offers a breakdown of leave transactions for a selected date range.
- Payslip – generate a payslip for any previously finalised Pay Run.
- Pay Run – this is a summary of the pay run.
- Payroll Journal – a summary of the values posted to the General Ledger in Sage One Accounting.
- Bureau – this will show you an overview of all your companies which make use of Bureau services, not only on a payroll level, but also if a Bureau manages and makes all payments on behalf of your company.
- Monthly PAYE – this report will display all the PAYE amounts for a pay run.
- HELB Monthly Remittance – this report will display all the HELB payment amounts for a pay run.
- Industrial Training Levy – this report will display the Industrial Training Levy amounts for a pay run.
- P9A – this report will display all the employees' tax information for the tax year including earnings, benefits and personal information.
- P10D – this report will display the PAYE per employee per quarter for a tax year.
- Bank File Reconciliation – this report displays the bank file information per employee.

# Other cool features

Other cool features included in Sage One Payroll:

- Bureau – if you are an accountant and process the payroll on behalf of your customers, you can set up the Bureau section with your details and link each of the companies you have set up to the Bureau for reporting and/or payments. In the Reports section, you will be able to generate the Bureau report which will list all the companies linked to the Bureau as well as the number of employees per pay frequency.
- Leave Overview – a calendar view of all employees and their individual leave transactions processed for a specific month

