

# **PAYROLL SYSTEM USER GUIDE**

## Overview

The Payroll Module automates the payroll process, making it easy to manage employee salaries, tax deductions, and benefits.

## Getting Started

1. Login to the HRIS: Use your credentials to access the dashboard.
2. Navigate to Payroll: Click on the "Payroll" tab in the main menu.

## Managing Payroll

1. Enter Payroll Data: Input salary details, bonuses, and deductions.
2. Process Payroll: Click "Process Payroll" to calculate wages.
3. Review and Adjust: Review the payroll summary and make any necessary adjustments.
4. Finalize Payroll: Confirm and finalize the payroll for the pay period.

## Generating Payslips

1. Generate Payslips: Select "Generate Payslips" from the payroll menu.
2. Distribute Payslips: Send electronic payslips to employees via email or make them available on their dashboards.

## Reports and Analytics

1. Payroll Reports: Access various reports such as monthly payroll summaries, tax reports, and employee earnings.
2. Analytics: Use the analytics tools to gain insights into payroll trends and costs.