FinClock Guide: Payroll Processing

1. **Appraise Payable Hours**

2. **Deductions and Additions.**

3. **Process Payroll**

4. **Download Payroll**

Step 1: Select Payroll on the top menu

Step 2: Appraise Payable Hours

a) Click the Payable hour's page on the left menu (Payable Hours).
b) Hours approved under process payroll will automatically be added to the payable hours of the user.
c) You will see the approved hours and it's time to evaluate whether the hours should be included in the payroll.
d) Check the table with normal hrs. Outside shift, off-location, suspect hours, and the variations.
e) The variation shows a comparison between the payable amount based on calculated hours and the reference payment (agreed or standard monthly payment)
f) When convinced that the hours should be paid, click on the approve button.

10 records per page																	Search:

Name	ID	Normal Hrs.	Outside Shift Hrs.	Overtime Hrs.	Off Location	Early Hrs.	Suspect Hrs.	Pending Approval	Rejected Hrs.	Total Payable Hrs.	Pay per Hr.	Total Payable amount	Ref. Payable amount	Variation	Approvals	Action
Another Person test	2644112	00 hour 00 minute	01 hours 47 minutes	00 hour 00 minute	00 hour 00 minute	00 hour 00 minute	00 hour 00 minute	0	00 hour 00 minute	01 hours 47 minutes	0.00	0.00	0.00	0.00	0	✓ ✕
New Staff	211	11 hours 14 minutes	00 hour 00 minute	00 hour 00 minute	00 hour 00 minute	00 hour 00 minute	00 hour 00 minute	0	00 hour 00 minute	11 hours 14 minutes	0.00	0.00	0.00	0.00	0	✓ ✕

Step 3: Process New Payroll

a) Click the **Process New Payroll** page on the left menu.
b) You will see the approved payable hours
c) To make Adjustments, Click on the **Adjustment button**

USER MENU

$ Processed Payroll

⏱ Approved Timesheets

☑ Process New Payroll

⚙ Payroll Settings

❓ Setup Guide

➔ Logout

👁 Payroll

Select Post:
- All -

Select Employee:
- All -

From Date: 📅 Clear
dd/mm/yyyy

To Date: 📅 Clear
dd/mm/yyyy

Search   Clear

Adjustment   View Payroll   ✔ Export To Excel

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ID	Name	Account No	Mobile No	Job Category	Hours worked	Pay Per Hour	Total Amount
2644112	Another Person test		720001847	News Presenter (Inooro FM)		0	0

Process New Payroll- Adjustments

f) Click the Adjustments Button
g) Select the user's whose payroll details you wish to adjust

USER MENU

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100 ✓ records per page			Search:	
ID	**Name**	**Post Name**	☐	
	Demo LLC	RMS HQ	☐	
2644112	Another Person test	RMS HQ	☐	
211	New Staff	RMS HQ	☐	

Showing 1 to 3 of 3 entries

← Previous | 1 | Next →

Do Adjustment   **Close**

Process New Payroll- Adjustments (Deductions and Additions)

a) You may make adjustments (Hours or amount of money).
b) Deductions: select the deduction type and add type the deduction values.
c) Additions: Select the Bonus type and add type the amount.
d) Confirm details and click process payroll.
e) The processed payroll can be downloaded under the **processed payroll page** as explain in the next step.

USER MENU

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👁 Do Adjustment

| 10 ∨ | records per page | | | | | | Search: | | |

ID	Name	Post Name	Total Pay	Deduction Type	Deduction Value	Bonus Type	Bonus Value	Net Pay
211	New Staff	RMS HQ	$0.00	Amount ∨	0	Amount ∨	0	0

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Process Payroll   Close

Payroll - Download Payroll

a) Select the Processed payroll page on the left menu.
b) Select the payroll whose details you wish to view by clicking the **Details Button**
c) Evaluate the details and Click the PDF or Excel icon to download the payroll

FinClock EMS

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Demo LLC ▾

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⊙ Approved Timesheets

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⊖ Logout

👁 View Payroll Details

Close

PDF   Excel

Search:

Name	ID	Account No	Mobile No	Total Pay	Deduction Value	Bonus Value	Net Pay
ALI SITI FARIDA	18005		705757151	2416.67	0	1	2418
ARONI LAWRENCE NYAKUNDI	16016		71144441111	0	0	0	0

Need help?

Contact Support

support@finclock.com

Chat with support online