

File Edit View Data Reporting Setup Tools Window Help



PRISMA SYSTEMS PAYROLL BRIEFS

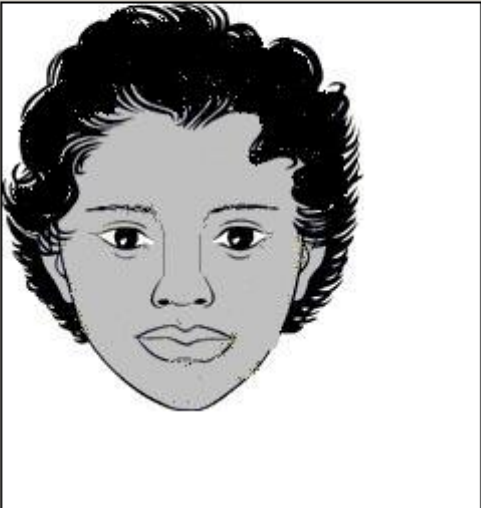


- 1. Employee Details**
- 2. Salary Details**
- 3. Pay Codes**
- 4. Process Payroll**
- 5. Reports & Payslips.**

This Presentation will cover only the above – The system is wide and has functions like loan management and many others



Employee Details

<input type="text"/>	<input type="text" value="AAORON,Christine Haney :CP00928"/>	Hire Company	<input type="text" value="Max Works Marketing Company"/>
Details Official Addresses Education Languages Family Details Emergency Contacts Next of Kin Previous Employment Passport			
Staff Number	<input type="text" value="CP00928"/>		
First Names	<input type="text" value="Christine Haney"/>		
Maiden Name	<input type="text"/>		
Surname	<input type="text" value="AAORON"/>		
Preferred Names	<input type="text"/>		
Title/Prefix	<input type="text" value="Mrs."/>		
Initials	<input type="text" value="P"/>		
Base Country	<input type="text" value="New Zealand"/>		
Nationality	<input type="text" value="Newzealander"/>		
Other Nationality	<input type="text"/>		
Telephones			
Office Phone	<input type="text" value="223007551"/>		
Office Extension	<input type="text" value="2308"/>		
Home Telephone	<input type="text" value="64220076"/>		
Mobile Telephone	<input type="text" value="0720-3333249"/>		
			
		Data Access	
Computer User ID	<input type="text" value="CP00928"/>		
View Access Level	<input type="text" value="23"/>		
		Work Place	
Work Location	<input type="text" value="Nairobi main Depot"/>		
Physical Description	<input type="text"/>		
Email Address	<input type="text" value="chaney_aaaron@pepe.com"/>		



Employee Details – Lots of HR Optinals

- **Basic Details – Staff Number, Names, etc**
- **Reporting Statuses and Classifications**
- **Addresses – Home, Office, Visit Address, etc**
- **Education – Levels Of Education & Details**
- **Languages – Spoken/Written/Read Languages**
- **Family Details – Spouses, Children etc**
- **Emergency Contacts**
- **Next of Kin**
- **Previous Employments Details**
- **Passport Details**
- **Assignments**

Only basic details are required to process payroll; the rest are additional optional for Human Resources Information Reporting



Salary Details

AAORON,Chris Haney :CP00928 Pay Group Senior and Executives

Set Up | User Optionals

Pay Company	Payroll Company	Payment Method	Bank
Pay Location	Pay Location 1	Pay To Bank	Barclay Bank Nairobi - Hurligham Shopping Ce
Pay Status	Active Salary Pay	Bank Account	33-333-4444
Salary Group	Joub Group 3	Bank Account Name	Chris Haney AAORON
Effective From Date	05/02/2006 End 05/02/2010	Bank Account Type	Saving Account
Salaried (Fixed Basic)	<input checked="" type="checkbox"/> Y Use Hour Rate Basic (Time Sheet) <input type="checkbox"/> N	Transfer to Bank by EFT	<input type="checkbox"/> N
Basic Salary (Salaried)	390000.00 Salary Scale if "N" Above	EFT Bank Name	
Personal Tax Relief	1162.00 If not Globally Applied	Split Payments	<input type="checkbox"/> N
Tax Relief Group	Not Applicable	Bank Percentage	0.0000 % Cash 0.0000 %
Pensionable	<input checked="" type="checkbox"/> Y Where Applicable	Salary Cost Account	500MKT200
Pension Provider	Commercial Pension Provider Agency	Supervisor and Approver	**

Additional pay transactions like advances, loans and standard deductions can be attached to an individual or pay group



Pay Codes

- **Professional and International Pay Transactions codes that will do everything as instructed.**
- **There is no limit of Pay transactions codes that can be managed.**
- **Pay Transactions are user defined and none is hard coded into the system.**
- **Pay transaction codes are grouped as:**
 - **Earnings**
 - **Benefits**
 - **Deductions**
 - **Taxes**
 - **Information.**



Payroll Process

The pay process allows selections for:

- **Single Pay Group**
- **Entire Company**
- **Single Employee**

Trial Payroll

- **View trial payslips and reports and correct if necessary before running the final payroll.**

Final Payroll

- **Process payroll on your schedule – Since you control the payroll process, you process payroll at any time at your convenience.**




Reports

- **Four basic methods of extracting data.**
 - **Standard and employee centric reports.**
 - **Pre-determined query Views.**
 - **Query templates wizards**
 - **Independent query files**
- **Reports are not hard coded to the system**
 - **Can write own reports**
 - **Can be sent via mail**
 - **Any OWN defined reports can be made**
 - **Exported to Word, Excel, PDF, HTML**
 - **User definable and maintained menus**



Reports – Very Many Types of Pay Slips

Staff Number	CP00928
Staff Name	Chris Haney AAORON
Pay Location	Pay Location 1
Pay Period	January,2008
Income	
Basic Pay	350,000.00
Gross Pay	350,000.00
Statutory Deductions	
Tax Relief	3,000.00
Taxable Pay	347,000.00
Tax Charged	99,193.00
Personal Relief	1,162.00
Normal Deductions	
PAYE	98,031.00
National Social Security Fund	200.00
National Hospital Insurance Fund value table	320.00
Pension Scheme contribution	14,000.00
Loan Repayment	19,550.20
Total Deductions	132,101.20
Net Pay	
Net Pay	217,898.80
Information	
Car Loan Balance	574,943.15
Pay Slip Group	258
Payment Details	

 Payroll Company	
Staff Number	CP00928
Staff Name	Chris Haney AAORON
Pay Location	Pay Location 1
Pay Period	January,2008
Income	
Basic Pay	350,000.00
Gross Pay	350,000.00
Statutory Deductions	
Tax Relief	3,000.00
Taxable Pay	347,000.00
Tax Charged	99,193.00
Personal Relief	1,162.00
Normal Deductions	
PAYE	98,031.00
National Social Security Fund	200.00
National Hospital Insurance Fund value table	320.00
Pension Scheme contribution	14,000.00
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Total Deductions	132,101.20
Net Pay	
Net Pay	217,898.80
Information	
Car Loan Balance	574,943.15

Two payslips types shown one with a logo. Logos are scanned or drawn images that can be shown on the pay slips



Reports – KRA Card Sample

KENYA REVENUE AUTHORITY

INCOME TAX DEPARTMENT

TAX DEDUCTION CARD YEAR 2007

Employer Name..... Max Works Marketing Company

Employer's PIN P600981456B78T

Employer's Main Name... AAORON

Employee's Main Name... Chris Haney

Employee's PIN a999xxxxx90000

Month	Basic Salary	Benefits Non Cash	Value of Quarters	Total Gross	Defined Contribution Scheme			Owner Occupied Interest	Retirement Contribution	Chargeable Pay	Tax Charged	Personal Insurance Relief	PAYE (J - K)
					E								
	A	B	C	D	E1	E2	E3	F	G	H	J	K	L
January	452000			452000	135600	14000	17500		14000	452000	130693	1162	
February	452000			452000	135600	14000	17500		14000	452000	130693	1162	
March	452000			452000	135600	14000	17500		14000	452000	130693	1162	
April	452000			452000	135600	14000	17500		14000	452000	130693	1162	
May	452000			452000	135600	14000	17500		14000	452000	130693	1162	
June	452000			452000	135600	14000	17500		14000	452000	130693	1162	
July	452000			452000	135600	0	17500		0	452000	130693	1162	
August	452000			452000	135600	0	17500		0	452000	130693	1162	
September	452000			452000	135600	0	17500		0	452000	130693	1162	
October	449000			449000	134700	0	17500		0	449000	129793	1162	
November	347000			347000	104100	0	17500		0	347000	99193	1162	
December	347000			347000	104100	0	17500		0	347000	99193	1162	
Totals	5211000			5211000	1563300	84000	210000		84000	5211000	1504416	13944	

To be completed by Employer at end of year

TOTAL TAX (COL. L) Kshs 1490472

TOTAL CHARGEABLE PAY (COL. H) Kshs 5211000

Unlimited History and can go back as far as database can handle



Reports – Standard NSSF Report

Employers Name Payroll Company NATIONAL SOCIAL SECURITY FUND
 Employer Number: 33333X
 Contribution Period January,2008
 Address Box 172045
 Biashara Street
 Nairobi
 Telephone No 07744332111

STANARD CONTRIBUTIONS RETURN FORM

For Official Use Only						
BATCH NUMBER	EMPLOYER NUMBER	NUMBER OF ENTRIES	TOTAL VALUE shillings	SERIAL NUMBER	MONTH	YEAR
	123	24	9,600.00		January,2008	2008

Personal Number	Employee's Name	Fund Members Number	Mandatory Contrs	Voluntary Contrs	TOTAL	National ID Number
102	Allan Aringo		400.00		400.00	
B100134	Kathy Albatros Albert		400.00		400.00	
B100142	Greg Lesa Anderson		400.00		400.00	
CP00133	Norberto Martin Akeo	444-66-5555	400.00		400.00	
CP00135	Pep Harris Alexander	666-88-7777	400.00		400.00	
CP00726	Frank Castillo Adda	691-692-6875	400.00		400.00	
CP00928	Chris Haney AAORON	358-582-4323	400.00		400.00	
CP01874	Dag ALBERS	386-962-6118	400.00		400.00	



THE END

