HR Ghana

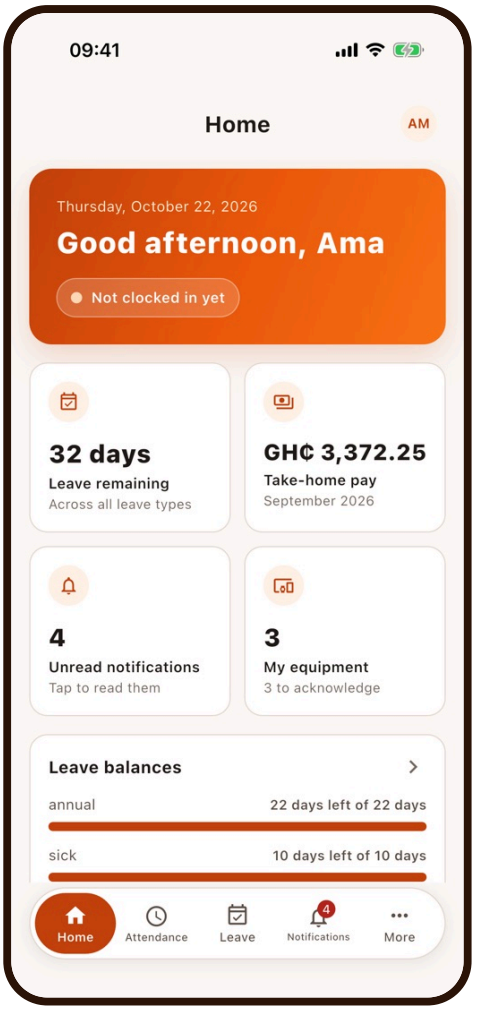
Employee guide

For everyone who works with you

Use HR Ghana on your phone or on the web to clock in, ask for leave, record overtime, apply for a loan, read and download your payslip, get help and look after the equipment you have been given.

hrghana.com · October 2026 · Screens show sample data

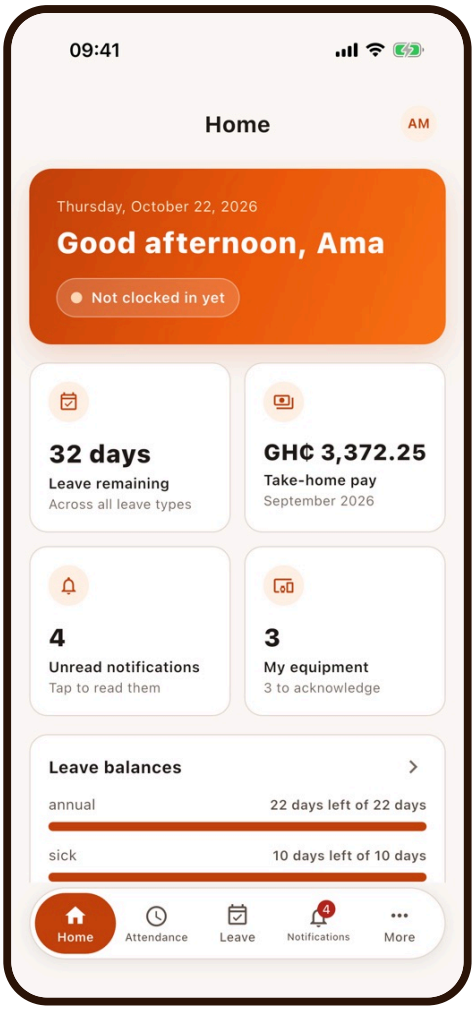
1. Sign in and see your home



The mobile home screen.

1. Open the HR Ghana app (your organisation will tell you how to install it) and sign in with your email and password.
2. Your home shows a greeting with today's attendance, your remaining leave, your latest take-home pay, unread notifications and equipment, the latest notice and, if you manage people, approvals waiting for you.
3. If you do nothing for an hour you are signed out to keep your information safe; just sign in again.

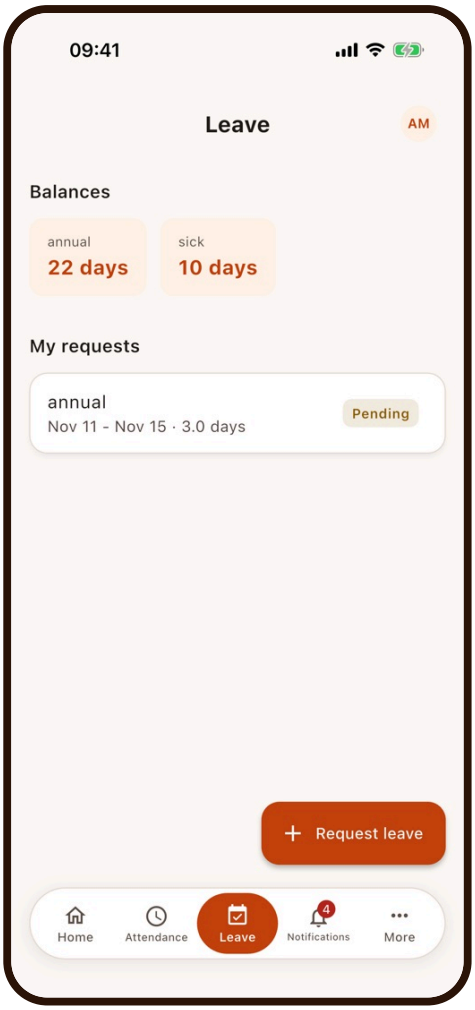
2. Clock in and out



Attendance is the second tab at the bottom.

1. Open Attendance and clock in when you start, take breaks and clock out when you finish.
2. Your organisation chooses how clocking works: in the app, inside a work area, by showing a QR code to a scanner, or at a fingerprint or face-recognition terminal. If a clock-in is refused, you are told why.
3. If you forgot to clock in or out, tell your manager or HR so it can be corrected.

3. Request leave



Leave: balances and your requests.

1. Open Leave to see your balance for each leave type and your recent requests.
2. Choose Request leave, pick the type and dates, add a note and send it. Your manager is told. On the web, open the menu under your name at the top right and choose My leave.
3. You will be notified when it is approved or declined.

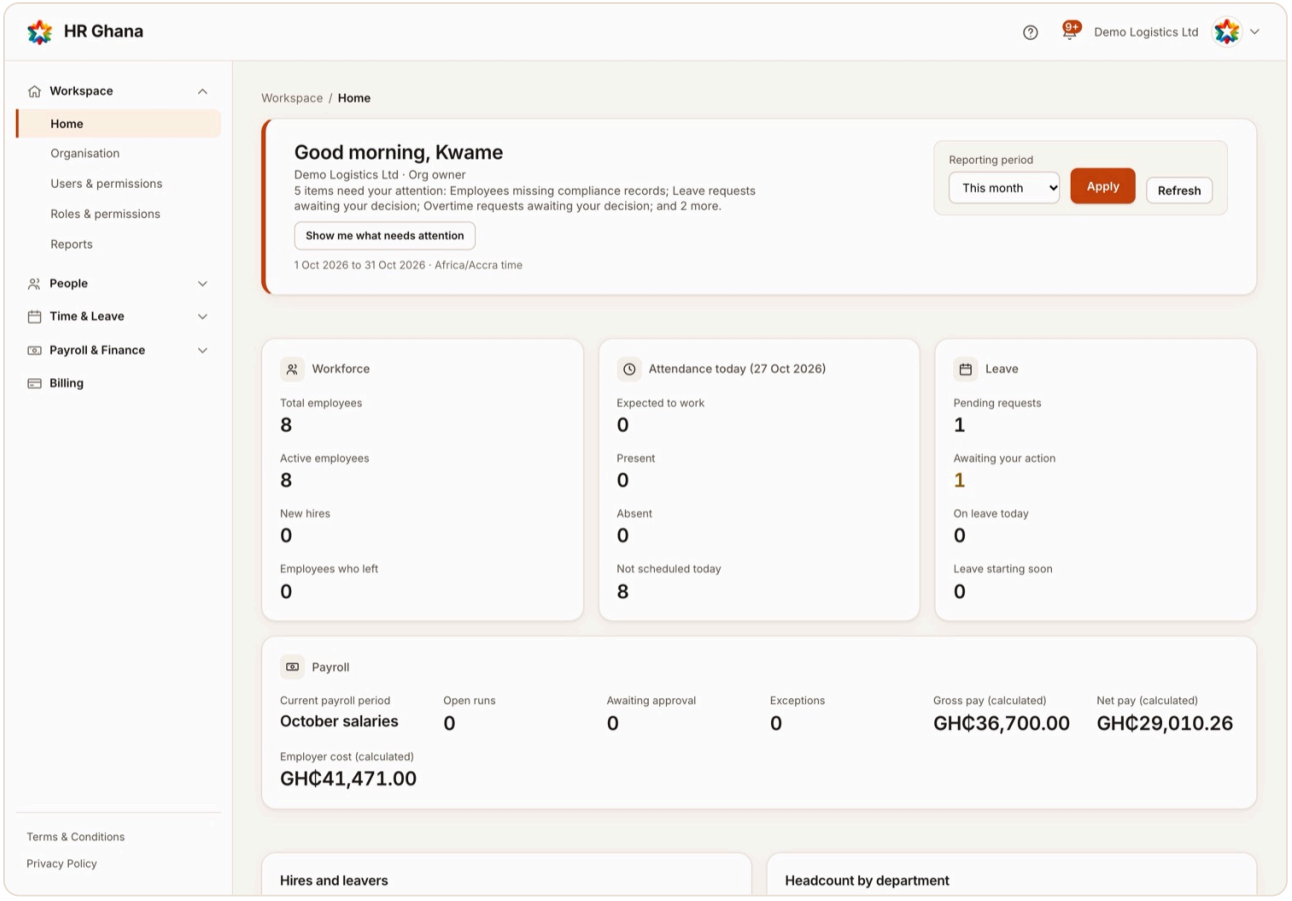
4. Read your payslip



Pay: each month in order, ending in take-home pay.

1. Open More > Pay & payslips. A payslip appears only after your organisation has finalised payroll for that month. Use the back arrow at the top left to return to where you were.
2. It reads from basic salary, through employee SSF, taxable income and PAYE, to your take-home pay. Below it, the year to date shows what you have earned and paid so far this year, with deductions shown with a minus. You only ever see your own.
3. Choose Download payslip to save an A4 PDF, on your organisation's letterhead and with its logo if it has them, or to send it to a printer.
4. On the web, open My work > My payroll in the left menu to print a payslip. If a company logo has been added, it appears faintly behind the payslip.

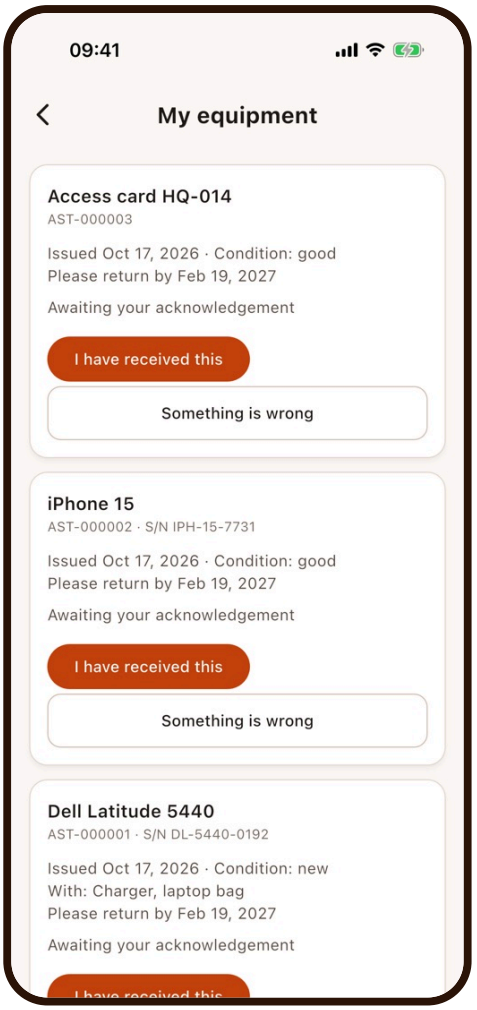
5. Your menus on the web



On the web, your own pages are under My work in the left menu.

1. When you sign in on the web you see a home made for you: your day, tasks, notices and shortcuts.
2. Your left menu shows only what concerns you: My work (payroll, expenses, loans, equipment and performance). Organisation settings, billing and administration are not shown.
3. The menu at the top right, under your name or company logo, holds My profile, My leave, My attendance, Account settings, Security and password, Notification preferences and Sign out.

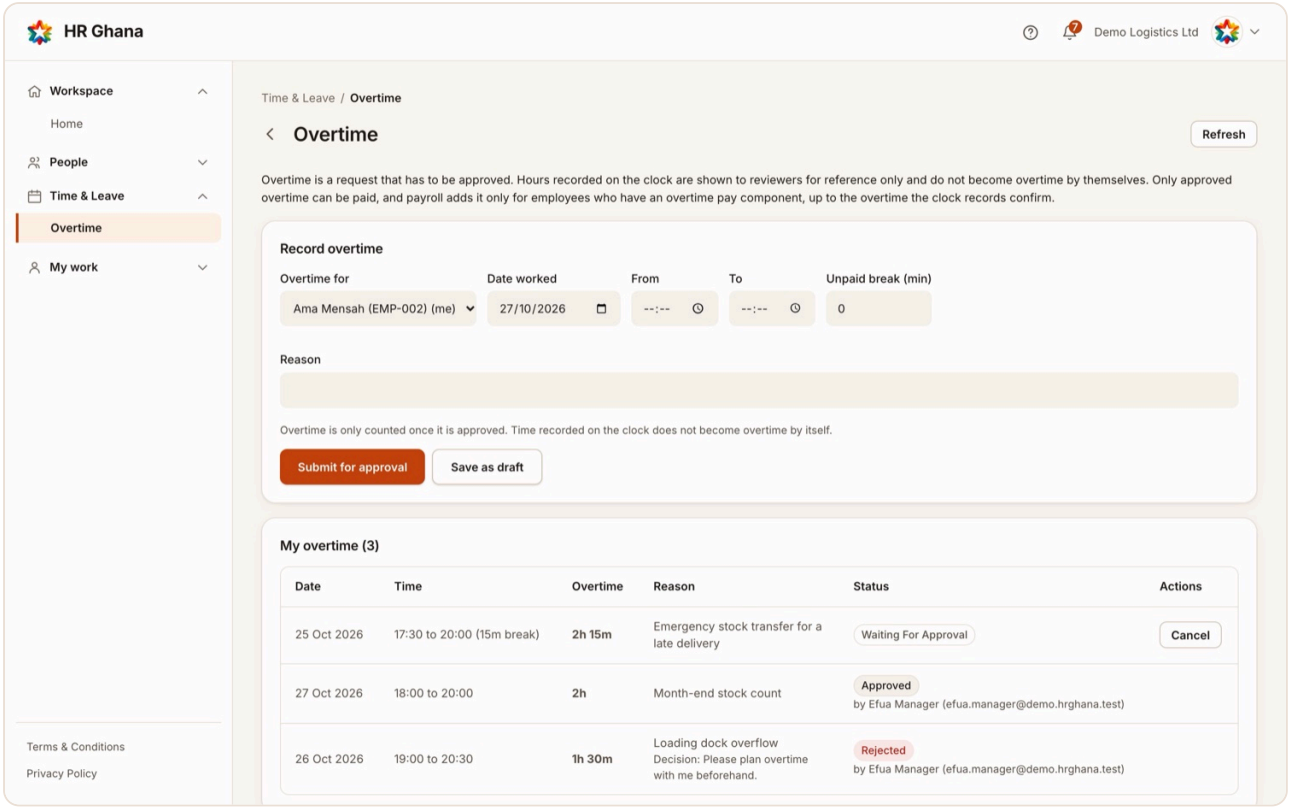
6. Acknowledge your equipment



More > My equipment.

1. When HR assigns you a laptop, phone, card or other item you get a notification. Open More > My equipment.
2. Check the item and choose I have received this, or Something is wrong and say what the problem is; HR is told.
3. When the return date approaches you are reminded. Return items to HR when you leave or when asked.

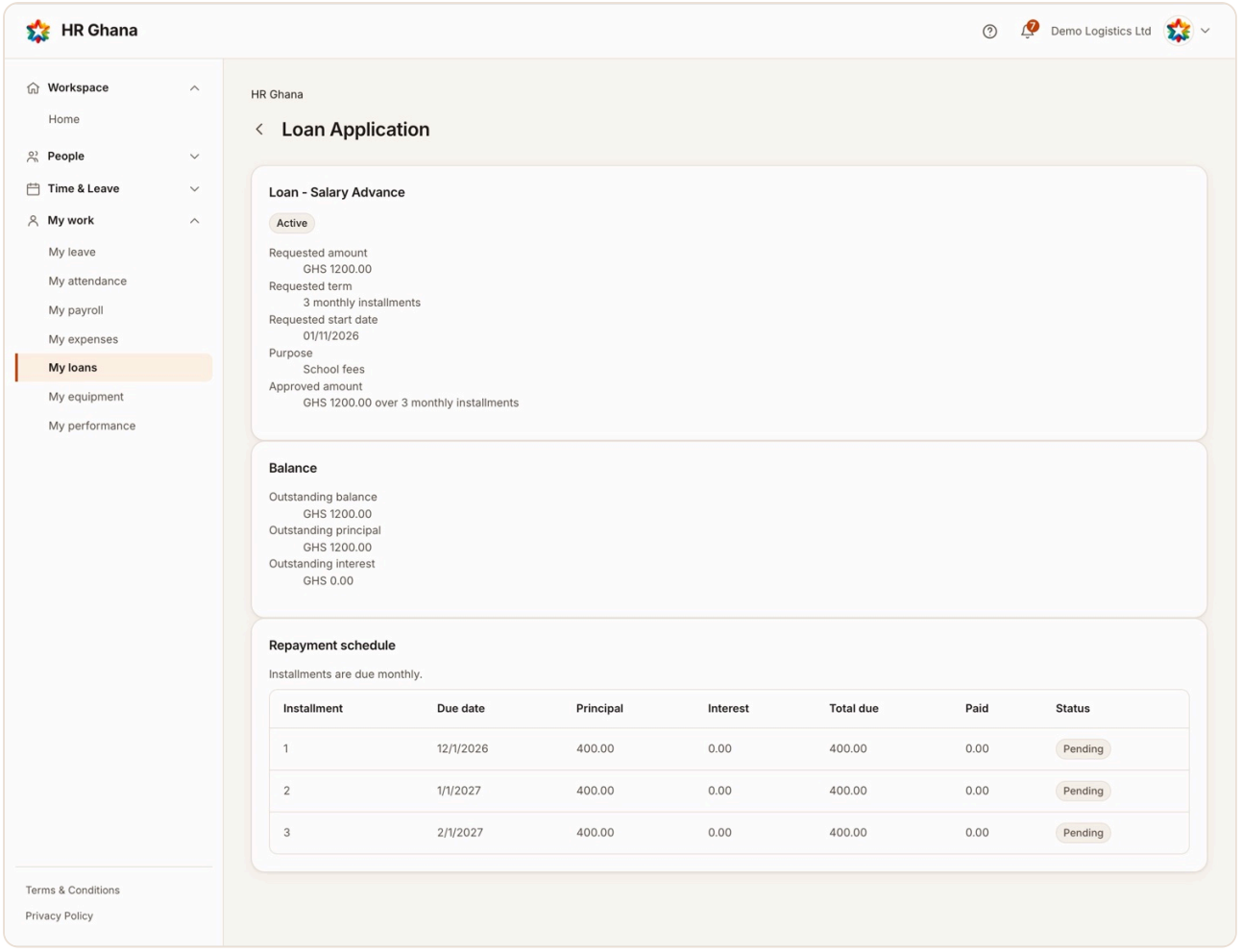
7. Record overtime



Time & Leave > Overtime on the web, or More > Overtime in the app.

1. Open Overtime. Choose the date you worked, the start and end time and any unpaid break, and give a short reason. The length is worked out for you.
2. Choose Submit for approval, or Save as draft to finish later. Your manager, and anyone else who can approve overtime, is told in the app and by email.
3. Overtime only counts once it is approved. Time on the clock does not become overtime by itself.
4. When it is decided you are notified in the app and by email: approved, or rejected with the reason. The request shows who decided it, with their name and email.

8. Apply for a loan



A loan and its repayment schedule.

1. Open More > Loans in the app, or My work > My loans on the web, and apply: choose the loan, the amount, how many installments and when repayments should start.
2. Each loan is repaid monthly, weekly or fortnightly, depending on the loan your organisation set up. The installment count and the schedule say which, for example 3 monthly installments.
3. If the application is refused when you submit it, the message says why, for example that you asked for more installments than the loan allows. Change it and submit again.
4. People who approve loans are told straight away, in the app and by email. You are told when it is approved or rejected, with the approver's name and email.
5. Once the money is paid out, open the loan to see the balance and the repayment schedule, installment by installment.

9. Get help and manage your account

1. In the app, open More > Help & support to raise a ticket with the HR Ghana team, follow replies and answer them. On the web, use the question-mark icon at the top right.
2. In the app, open your profile (the circle at the top right) for personal information, security, notification preferences and Delete my account.
3. Deleting your account closes your login and removes your name, notifications and registered devices. Records your employer has to keep, such as payslips and leave history, stay with your employer. An organisation's only owner has to hand over ownership first. This cannot be undone.

Remember

> Tip: pull down on any screen to refresh. If something looks wrong, tell your HR team; they can see your record and help.

Need help? Contact your HR team, or write to support@hrghana.com. The screens in this guide show sample data; yours will show your own organisation.