HR Ghana

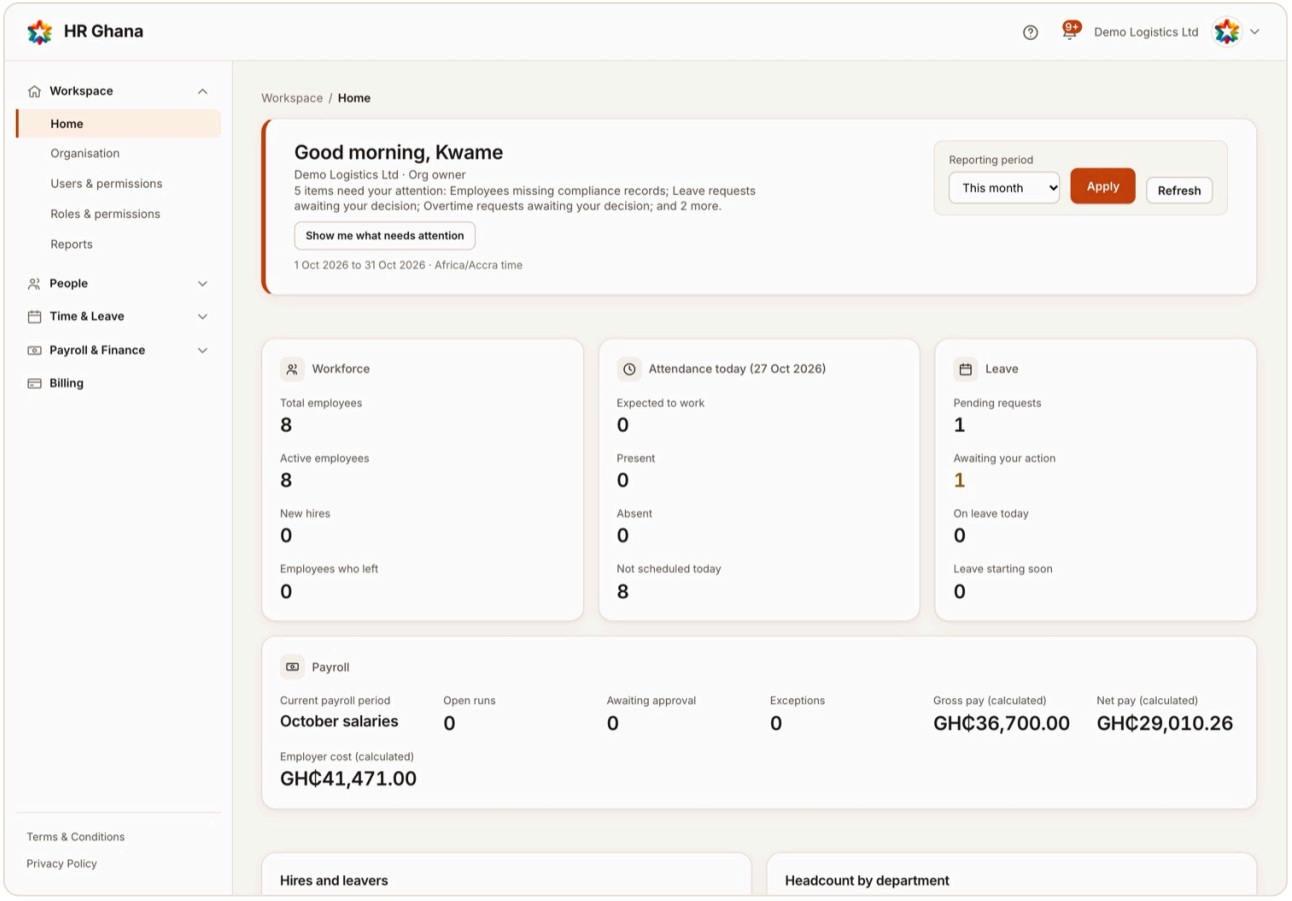
Getting started

For owners and HR administrators

Set up your organisation, add your people, give the right people the right access and tell everyone what is going on. About 20 minutes.

hrghana.com · October 2026 · Screens show sample data

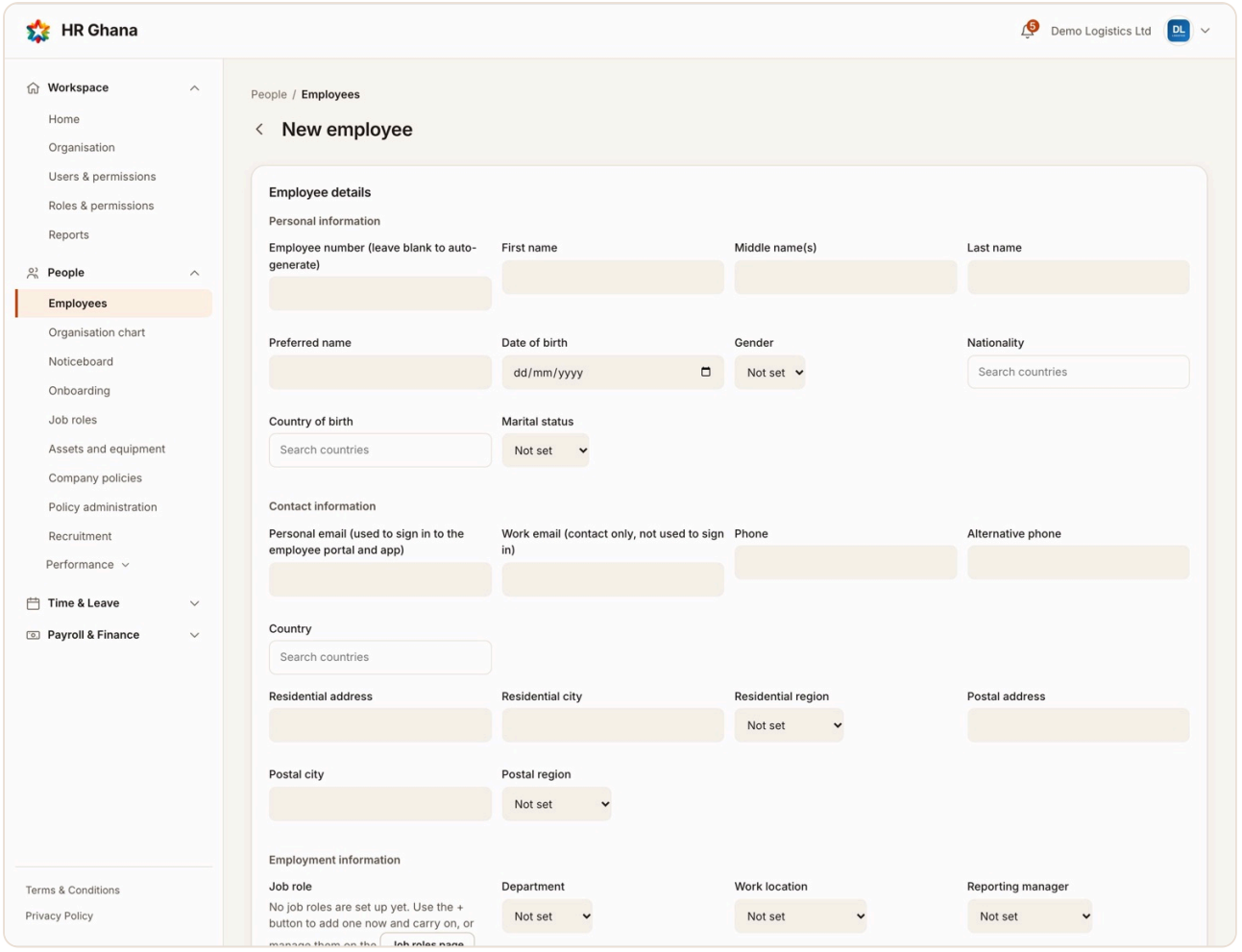
1. Sign in and find your way around



The home page: your dashboard, with the menu on the left.

1. Go to app.hrghana.com and sign in with the email and password you were given.
2. The left menu groups the work: Workspace, People, Time & Leave and Payroll & Finance, plus Billing for the people who manage it. Your own pages (My leave, My attendance, My payroll, My expenses, My loans and My equipment) are in the menu at the top right, under your name or company logo, together with Account settings, Security and Notification preferences.
3. The question-mark icon at the top right is Help & support, and the bell shows your notifications.
4. The dashboard shows headcount, attendance, leave and payroll, with charts. Use the reporting period box to change the dates.
5. For your security you are signed out automatically after an hour without activity. A warning appears five minutes before.

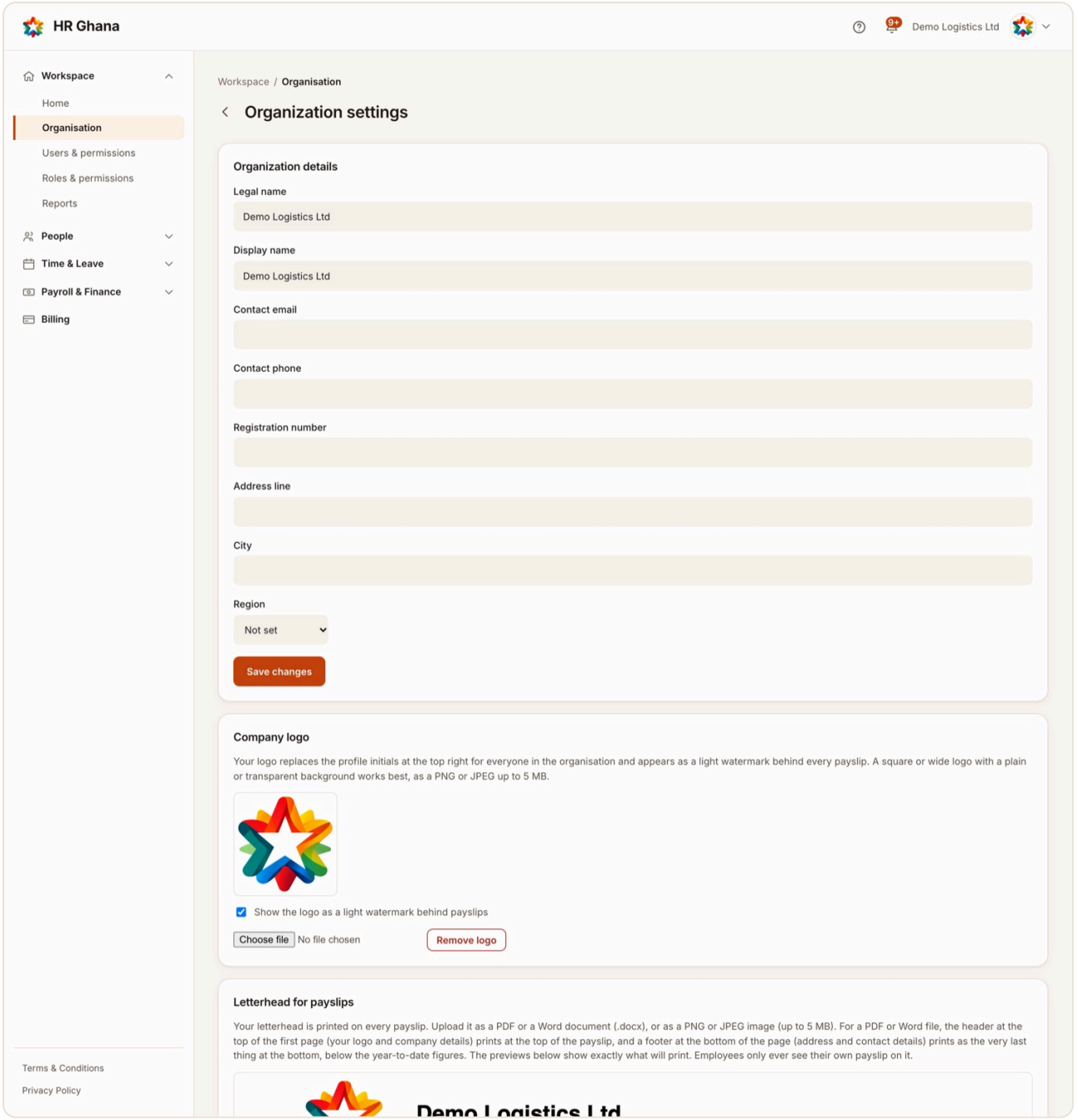
2. Add an employee



People > Employees > Add employee.

1. Open People > Employees and choose Add employee.
2. Fill in the name, hire date, job role, department, work location and manager. If the job role you need is missing, use the + button beside the field to add it without leaving the form.
3. Save. The employee now appears in the list and can be given pay details and a login.
4. Open the employee any time to see their profile, assets and onboarding.

3. Set your organisation details, logo and letterhead

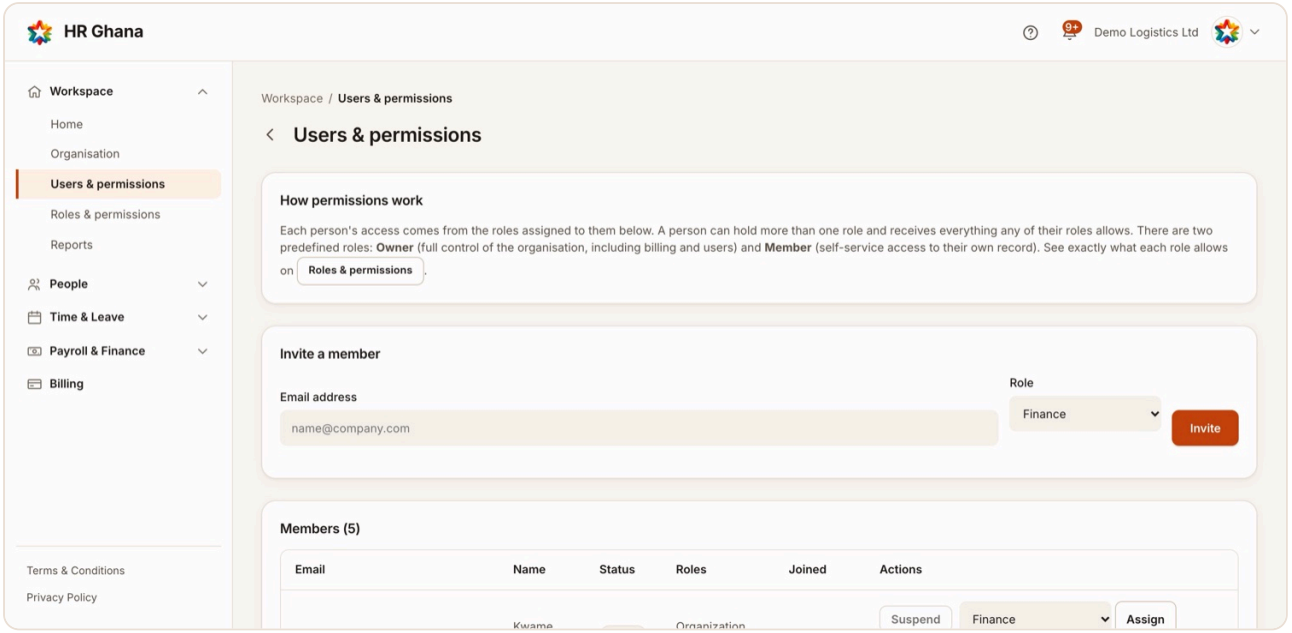


Workspace > Organisation > Organisation settings: details, Company logo and Letterhead for payslips.

1. Open the Organisation page and choose Organisation settings.
2. Check the legal name, contact details and address.
3. Under Company logo, upload a PNG or JPEG (up to 5 MB). It replaces the profile initials at the top right for everyone in your organisation.
4. The logo also appears as a light watermark behind every payslip. If you prefer plain payslips, untick "Show the logo as a light watermark behind payslips"; the watermark is on by default.
5. Under Letterhead for payslips, upload your letterhead as a PDF or a Word document (.docx), or as a PNG or JPEG image (up to 5 MB). For a PDF or Word file, the header at the top of the first page (your logo and company details) and the footer at the bottom (address and contact details) are both used, and a preview shows what will print. Every payslip preview and printout appears on it, with the footer along the very bottom of the sheet.

6 Replace or remove the logo or letterhead from the same cards. Only people who can manage the organisation can change them.

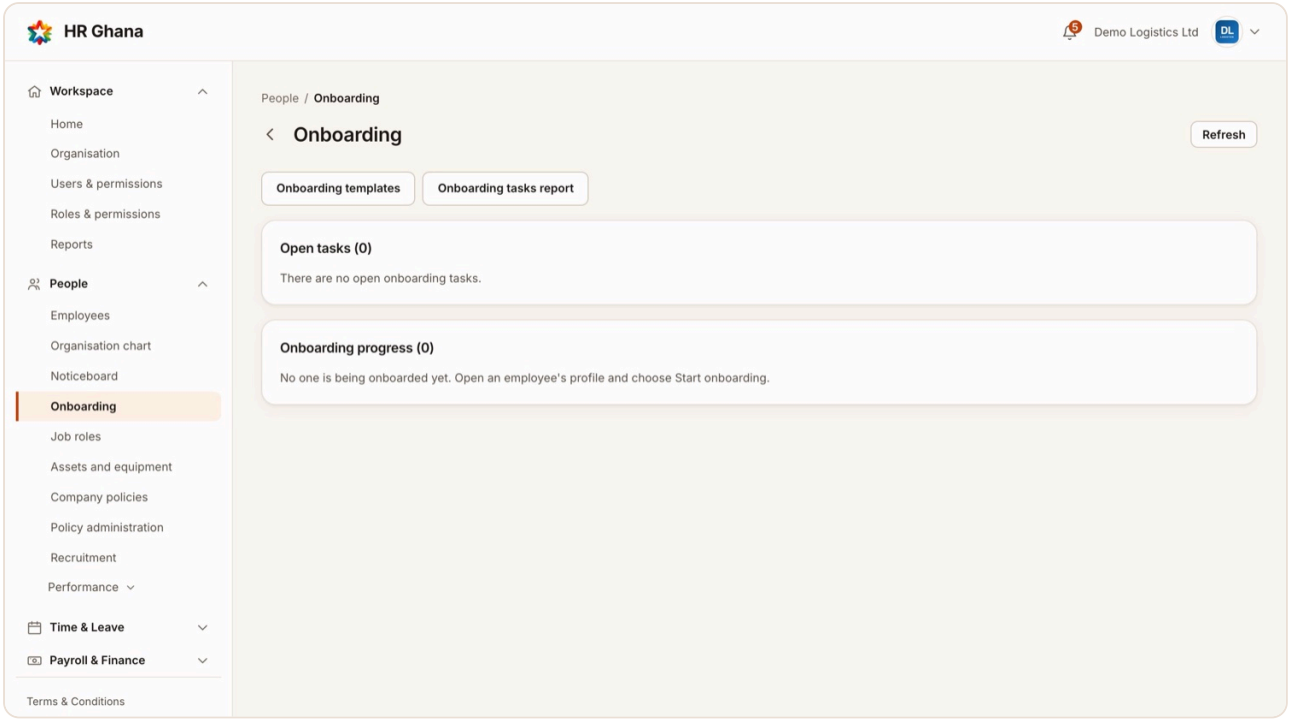
4. Invite people and choose their roles



Workspace > Users & permissions.

1. Open Users & permissions and invite a person by email, choosing a role. The list shows each member's name, email, status and roles; the name comes from their employee record.
2. Roles control what each person can see and do. Open Roles & permissions to see exactly what each role includes.
3. Finance can prepare and submit payroll; Finance Manager can approve it. They are different people by design: nobody can approve a payroll run they prepared.
4. Give people only what they need. You can change a role at any time.

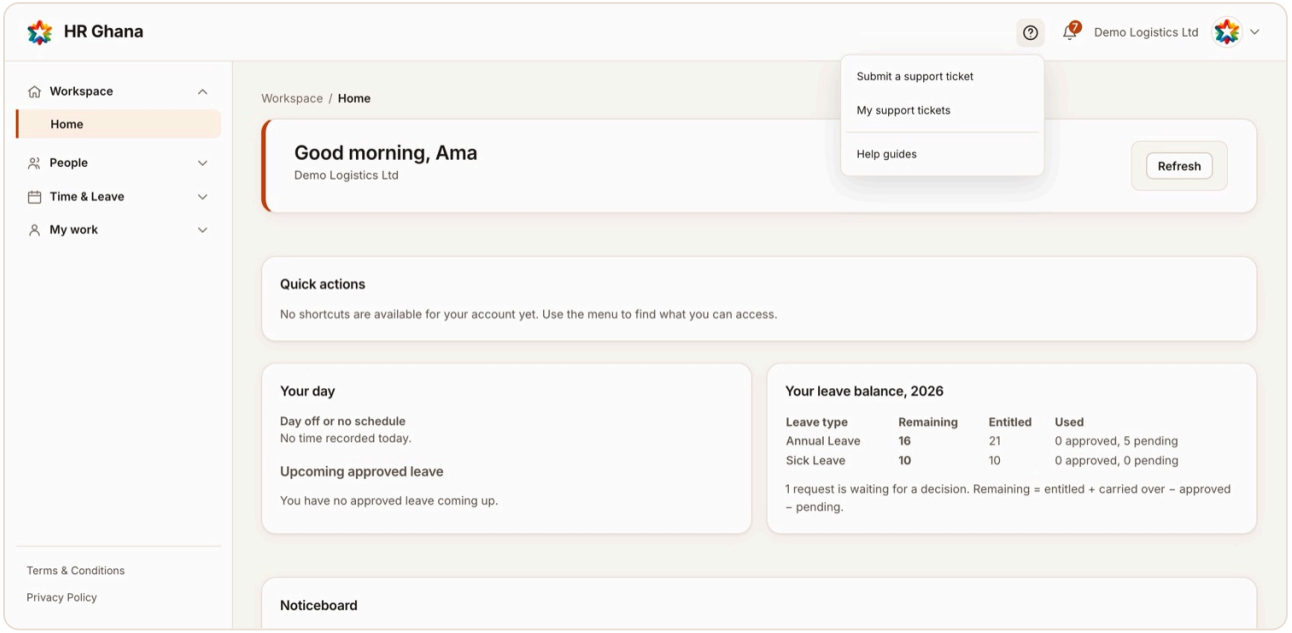
5. Welcome new starters and keep everyone informed



People > Onboarding.

1. Open Onboarding, pick a template and start it for a new employee. Tasks are due relative to the start date and are shared between HR, the manager and the employee.
2. Use the Noticeboard to publish announcements to the whole organisation, a department or a team.
3. Overdue tasks are highlighted so nothing is forgotten.

6. Get help and follow what needs you



The question-mark icon at the top right: support tickets and guides.

1. Choose the question-mark icon, then Submit a support ticket to ask the HR Ghana team for help. Pick a category, describe the problem and send it. My support tickets shows the conversation; a dot on the icon means there is a reply you have not read.
2. The bell shows your notifications: approvals waiting for you, decisions on your requests, payslips and more. Each one opens the item it is about. The same alerts can arrive by email, and in the app they appear in the Notifications tab.
3. Choose Notification preferences in the menu under your name to decide which alerts reach you and how.

Remember

> Tip: use the search boxes and filters on every list. Everything you can see on screen follows your role, so people only see what they should.

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.