HR Ghana

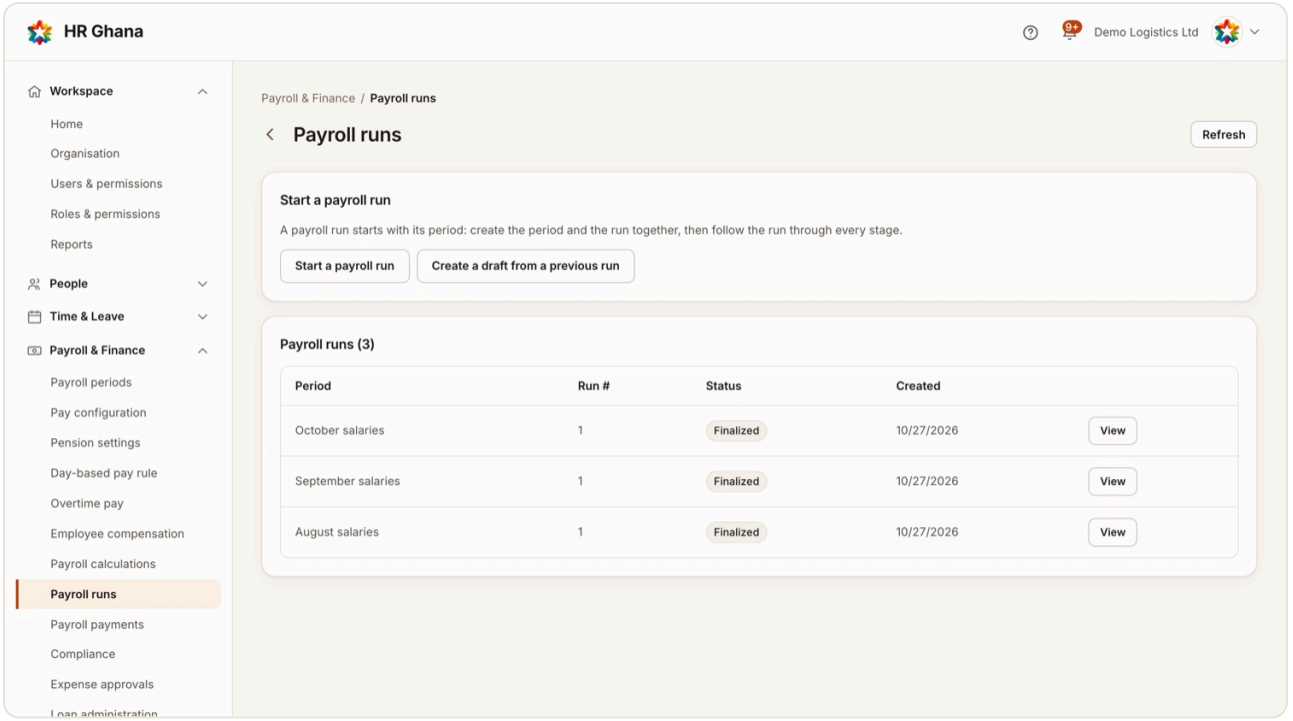
Running payroll

For Finance, Finance Managers and owners

Calculate, review, approve and finalise a payroll run, and understand the payslip your people receive.

hrghana.com · October 2026 · Screens show sample data

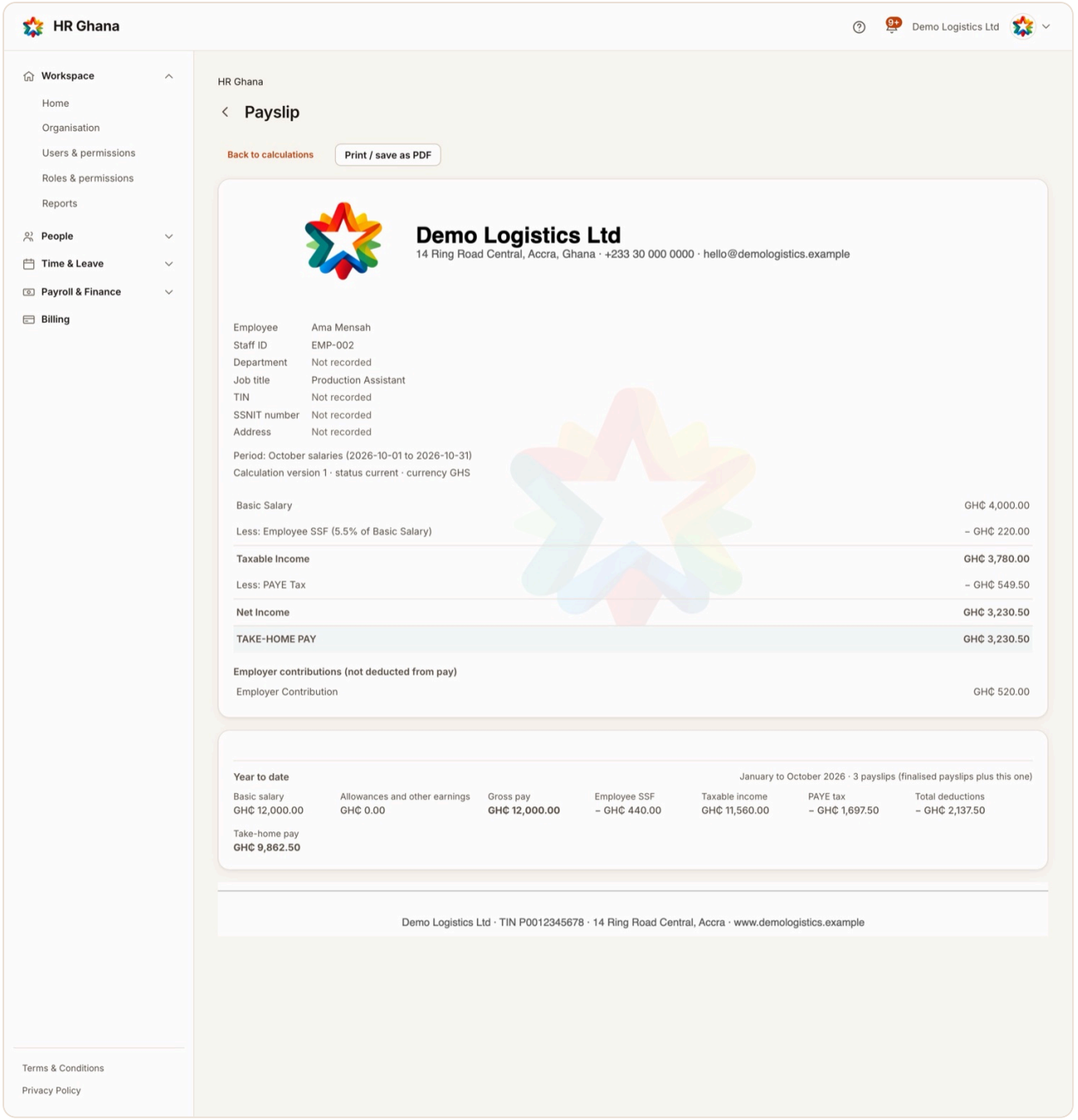
1. Create and calculate the run



Payroll & Finance > Payroll runs.

1. Make sure each employee has pay details (Pay configuration) and that the payroll period exists (Payroll periods).
2. If someone does not pay SSNIT (some employers pay it for some staff only), open their profile first and set Pays SSNIT to No in the Ghana compliance identifiers card. They then have no SSF, no employer SSNIT contribution and no SSF line on their payslip. Recalculate any run you had already calculated; finalised runs never change.
3. Open Payroll runs, create a run for the period and choose Calculate.
4. The system works out each employee's pay with the statutory rules in force for that period. A calculation that cannot be completed is shown with the reason.

2. Read the payslip

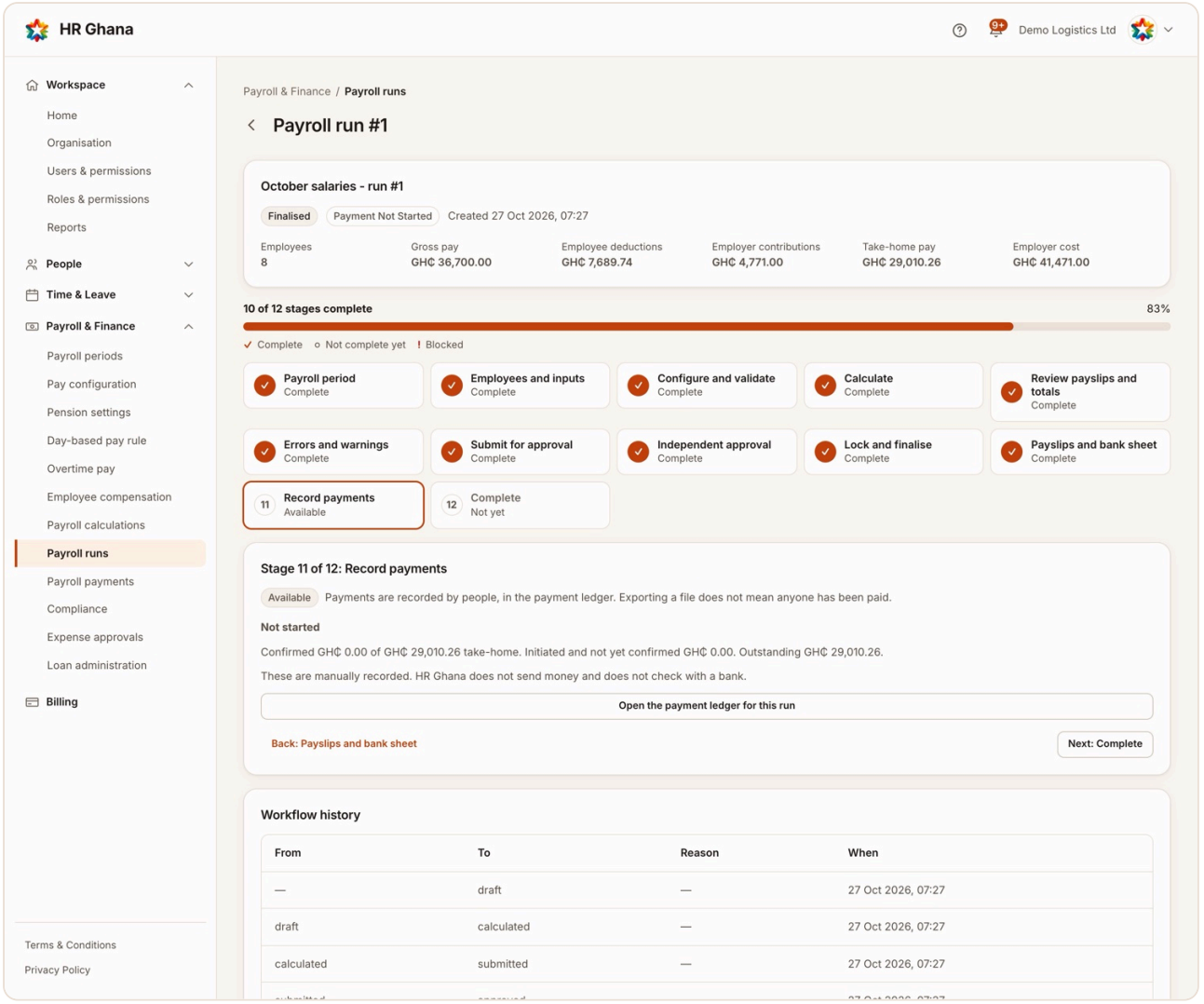


A payslip on the company letterhead.

1. Every payslip reads in the same order: Basic Salary, less employee SSF (left out for an employee who does not pay SSNIT), taxable income, less PAYE, net income, then any allowances and approved claims, ending in TAKE-HOME PAY.
2. The details at the top (name, staff ID, department, job title, TIN, SSNIT number and address) are the ones saved with the payslip, so a finalised payslip never changes when a profile is edited later.
3. Employer pension contributions are listed separately and are not deducted from pay.
4. Lines with nothing in them are hidden. Use Print / save as PDF for a copy: it fits one A4 sheet, and a longer payslip continues neatly onto the next.
5. The year to date appears once, along the bottom of the sheet: Basic salary, Allowances and other earnings, Gross pay, Employee SSF, Taxable income, PAYE tax, Total deductions and Take-home pay, with deductions shown with a minus. Your letterhead footer sits below it.

6 If your organisation has uploaded a letterhead, every payslip appears on it, with a clear gap below the header. A company logo appears as a faint watermark behind the payslip unless the owner has switched that off.

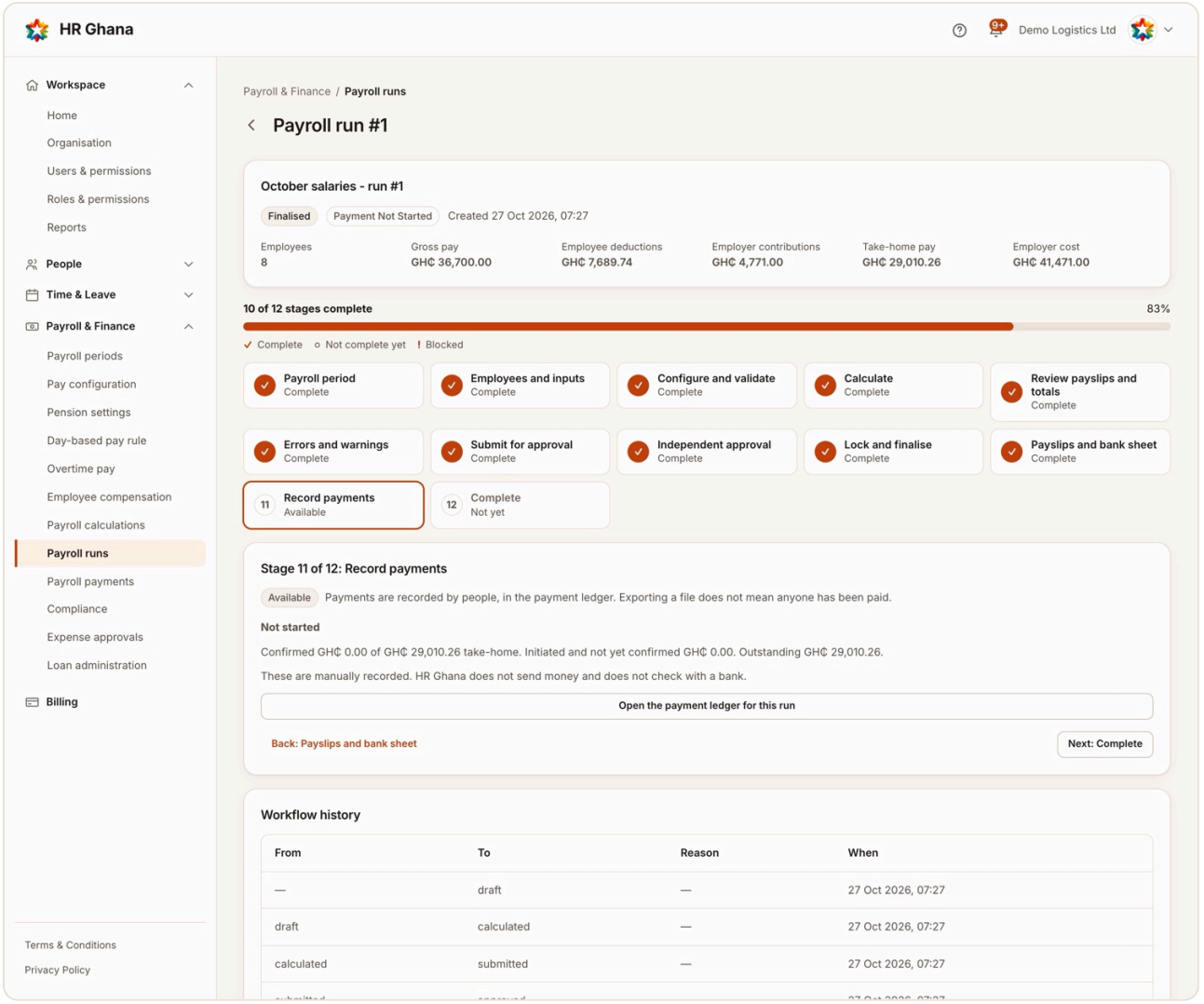
3. Review before you submit



The payslip review on a payroll run.

1. The Payslip review panel shows the totals and a searchable list of every payslip. For each employee it reads left to right: gross pay, then the deductions that were computed (SSF, PAYE, other deductions, total deductions), then take-home pay. Employer contributions are not shown on this step.
2. Blocking problems (for example a failed calculation or a negative take-home) must be fixed before the run can move on.
3. Warnings (for example a large change from last month, or no bank account recorded) are shown for you to read and acknowledge.
4. Tick that you have reviewed the payslips and submit for approval. The submission is tied to exactly the payslips you reviewed.

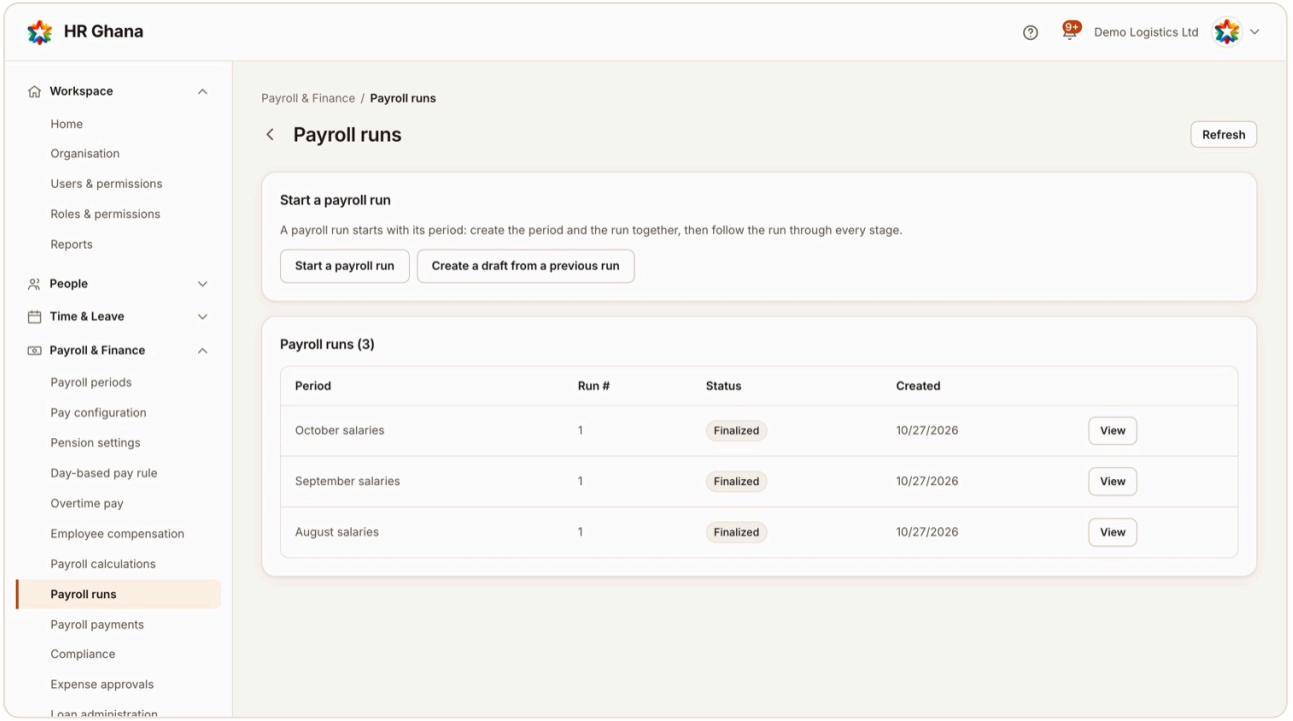
4. A different person approves



The approver sees the same review and confirms it.

1. A Finance Manager (or another authorised person who did not prepare the run) opens the run, reviews it and approves, or returns it with a reason.
2. If anything changed after submission, approval is refused until the run is returned and submitted again.
3. A person who created, calculated or submitted a run can never approve it, even if they hold both roles.
4. If nobody else can approve, the run simply waits.

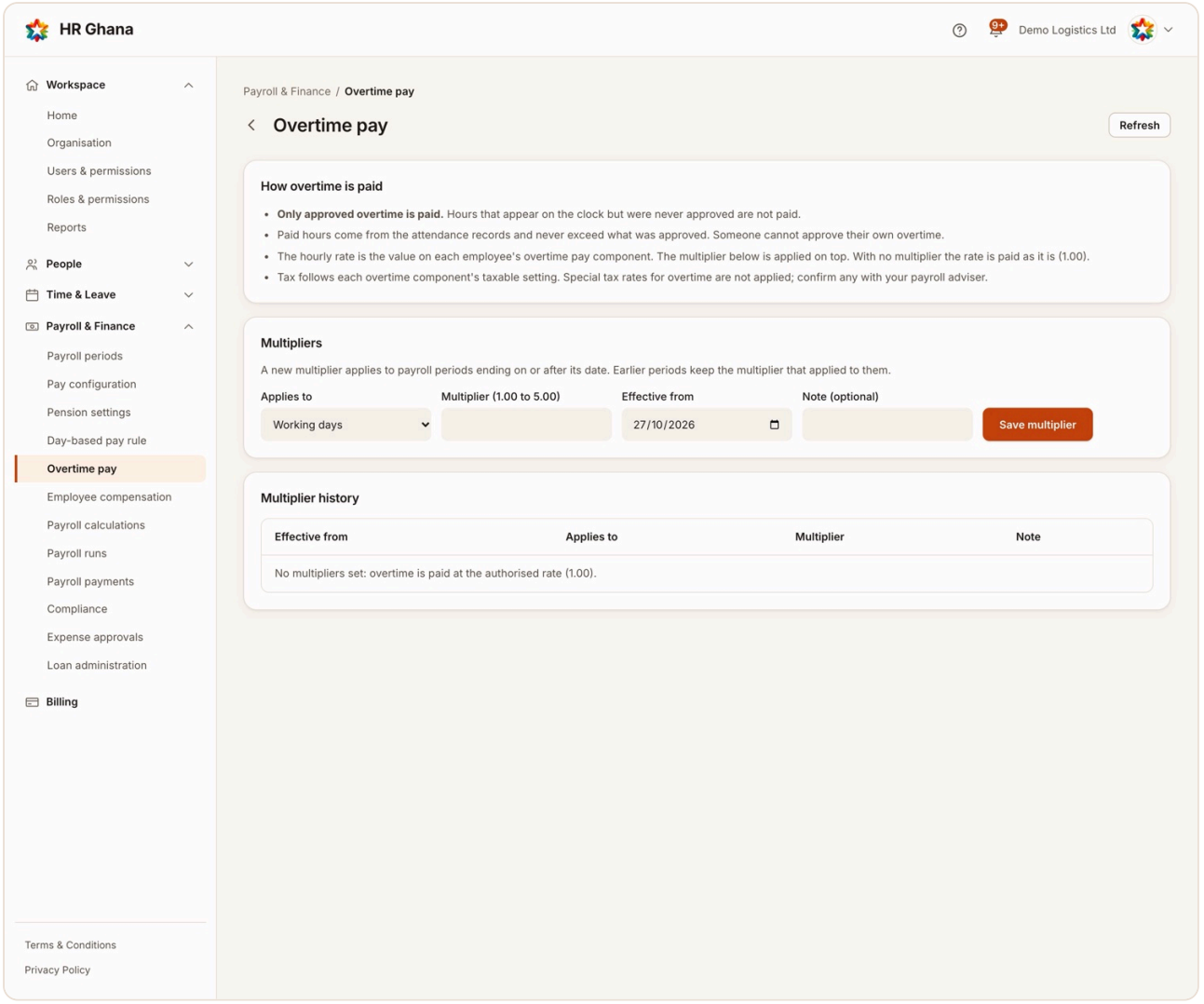
5. Finalise, release and pay



After approval: lock, finalise, then record payments.

1. Once approved, lock and finalise the run. Only then are payslips released to employees, who see only their own.
2. Approving or finalising does not mark anyone as paid. Record payments separately under Payroll payments, with one person initiating and a different person confirming.
3. Approved expense claims you include in the run are added to take-home pay; they are marked as reimbursed only when the payments covering them are confirmed.

6. Overtime in payroll



Payroll & Finance > Overtime pay: how overtime is paid, and the multipliers.

1. Only approved overtime is paid. Hours the clock recorded but nobody approved are never paid, and nobody can approve their own overtime.
2. An employee is paid for approved overtime only if they have an overtime pay component (set up under Payroll configuration and Employee compensation). The hourly rate is that component's value.
3. Paid hours come from the attendance records and never exceed the hours approved. Open Payroll & Finance > Overtime pay to set the multiplier for working days and for non-working days; a new multiplier applies to periods ending on or after its date, and with no multiplier the rate is paid as it is (1.00).
4. Tax follows each overtime component's taxable setting. Special tax rates for overtime are not applied; confirm any with your payroll adviser.

Remember

> Note: HR Ghana prepares and validates statutory figures from the rules held in the system. Confirm your organisation's own tax and pension treatment with a qualified adviser.

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.