HR Ghana

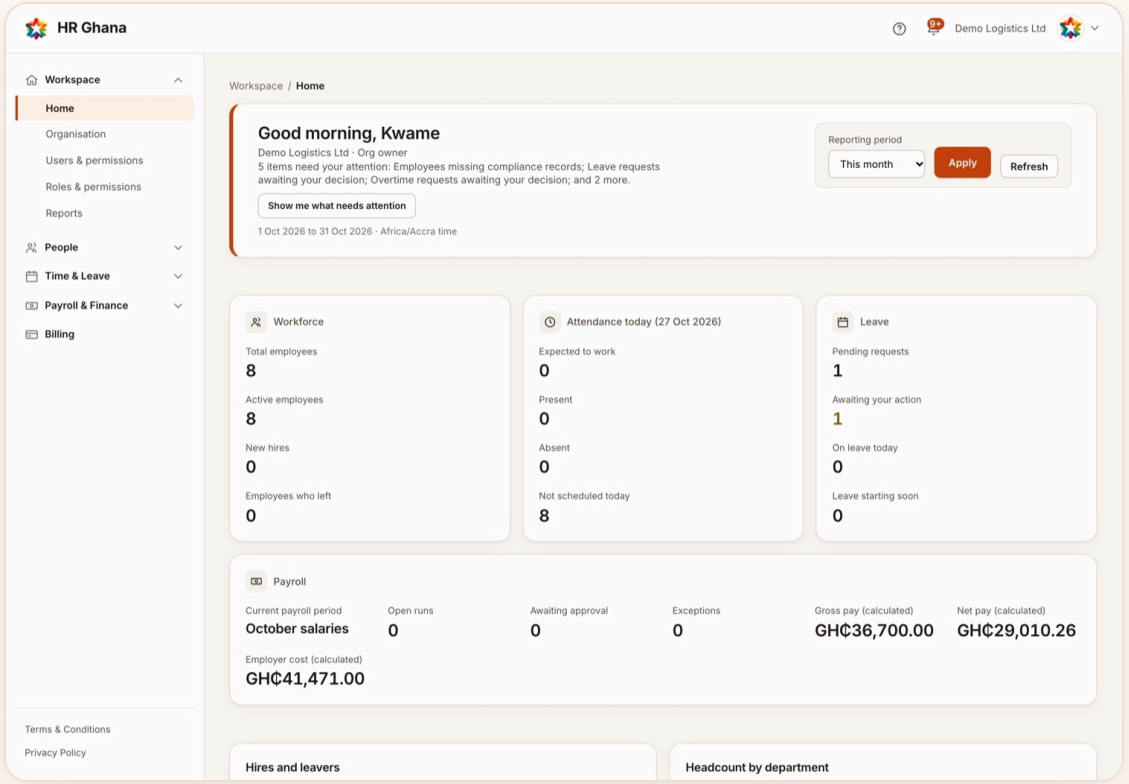
How HR Ghana works

A walk-through for your organisation

People, time, leave, payroll, filings and equipment in one place

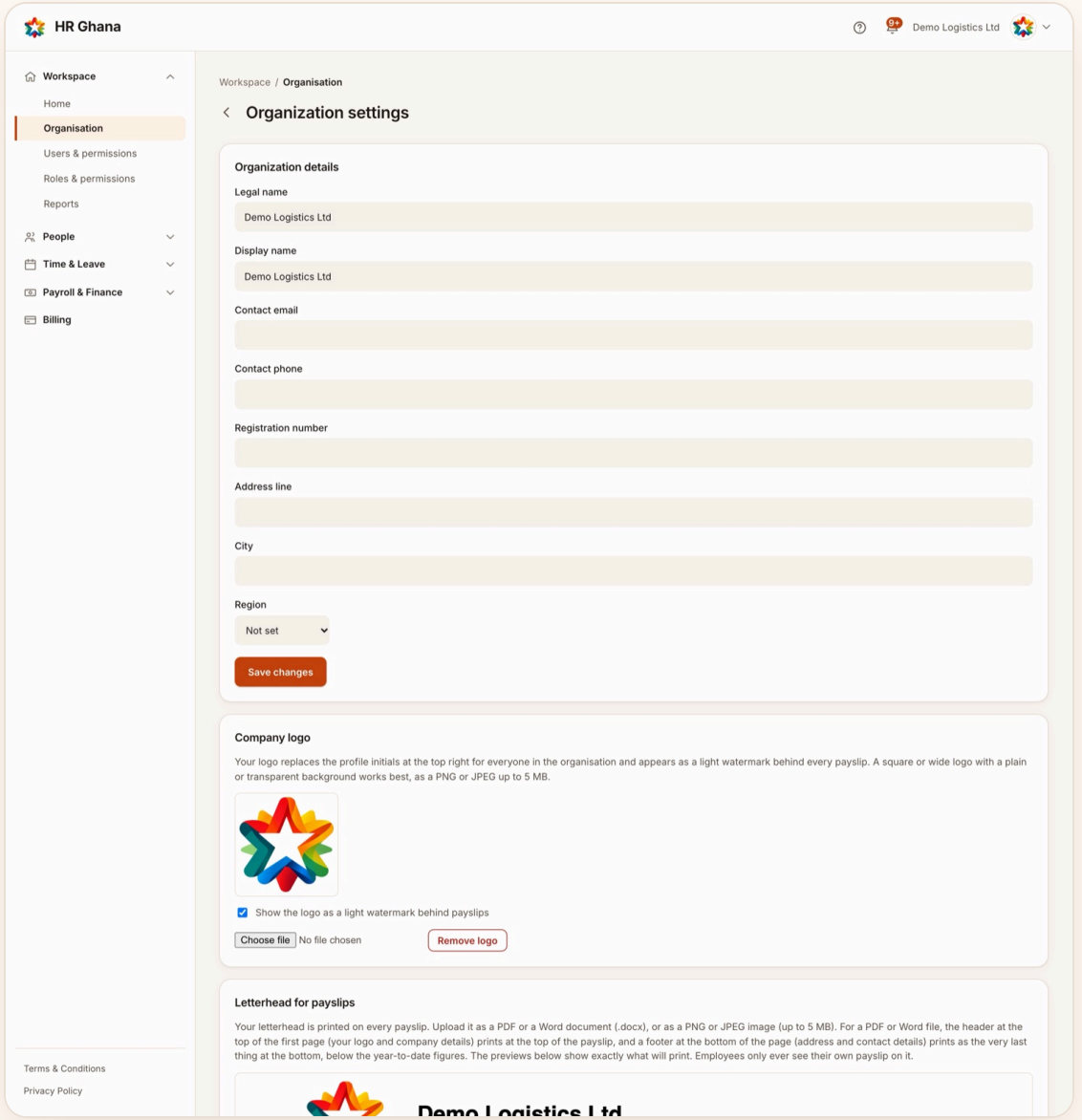
Everything about your people, in one place

- People: employee records, documents, departments, job roles and onboarding
- Time and leave: clock in on web or mobile, leave requests and balances, rotas
- Payroll: calculate, review, approve and finalise, with payslips for everyone
- Compliance: the GRA PAYE schedule and the SSNIT member listing
- Equipment: register, assign, hand over and recover company assets
- Employees get their own app and web home for their day-to-day needs



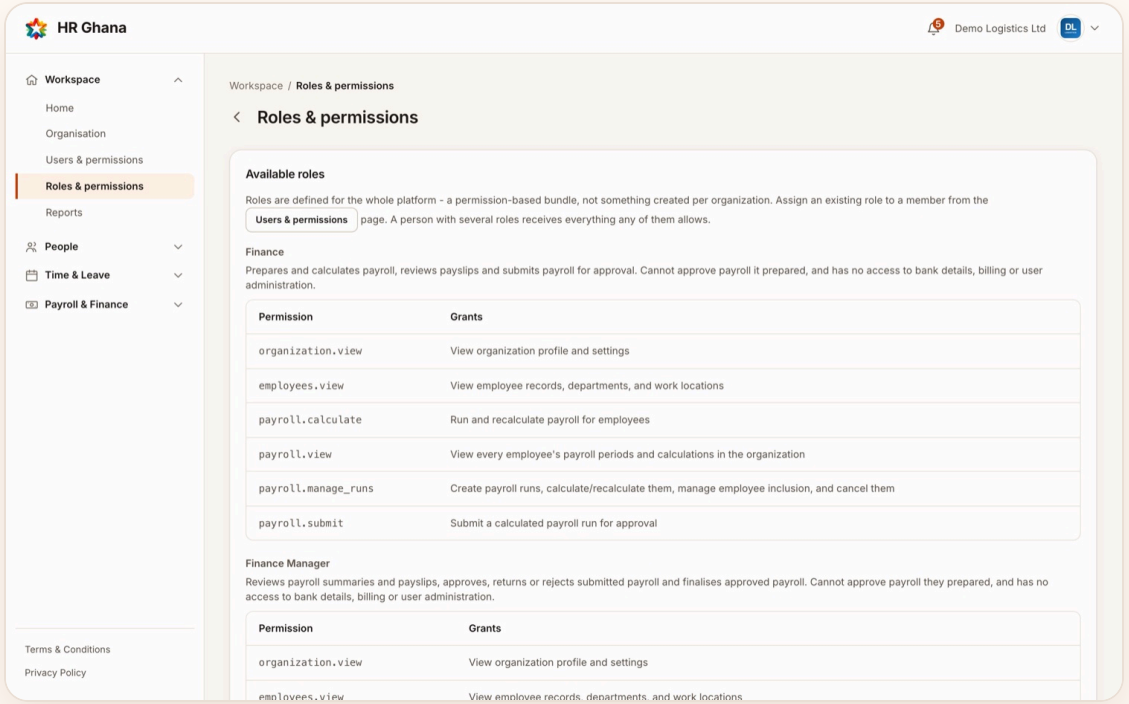
Getting started takes about 20 minutes

- Set your organisation details, company logo and payslip letterhead
- Add your employees (one by one or in bulk) and their pay details
- Invite people and choose their roles: owner, HR, finance, finance manager, manager, employee
- Welcome new starters with onboarding checklists and keep everyone informed on the noticeboard



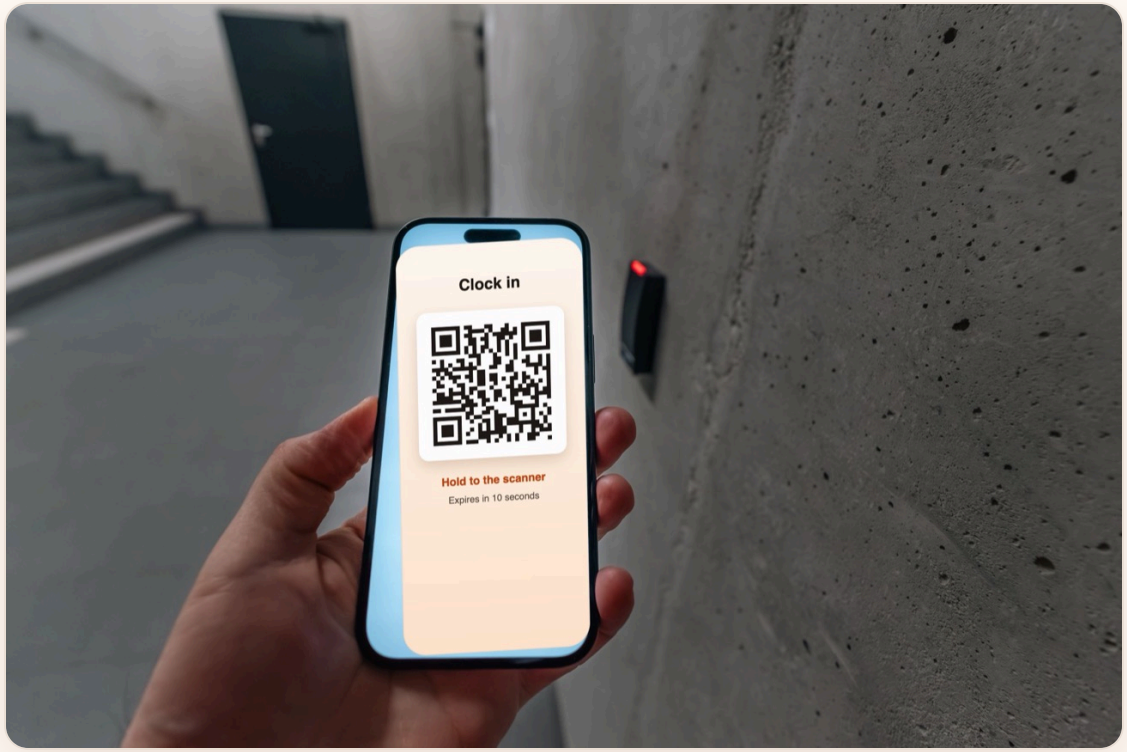
Roles decide what each person sees

- Each role grants specific permissions; you can see exactly what a role includes
- Finance prepares payroll; a different person (Finance Manager) approves it
- General employees see only their own pages under My work: no organisation settings, billing or administration
- Everyone's personal pages (My leave, My attendance, account and security) are in the menu at the top right
- HR, finance and managers keep their full working menus; Billing is its own item for people who manage it



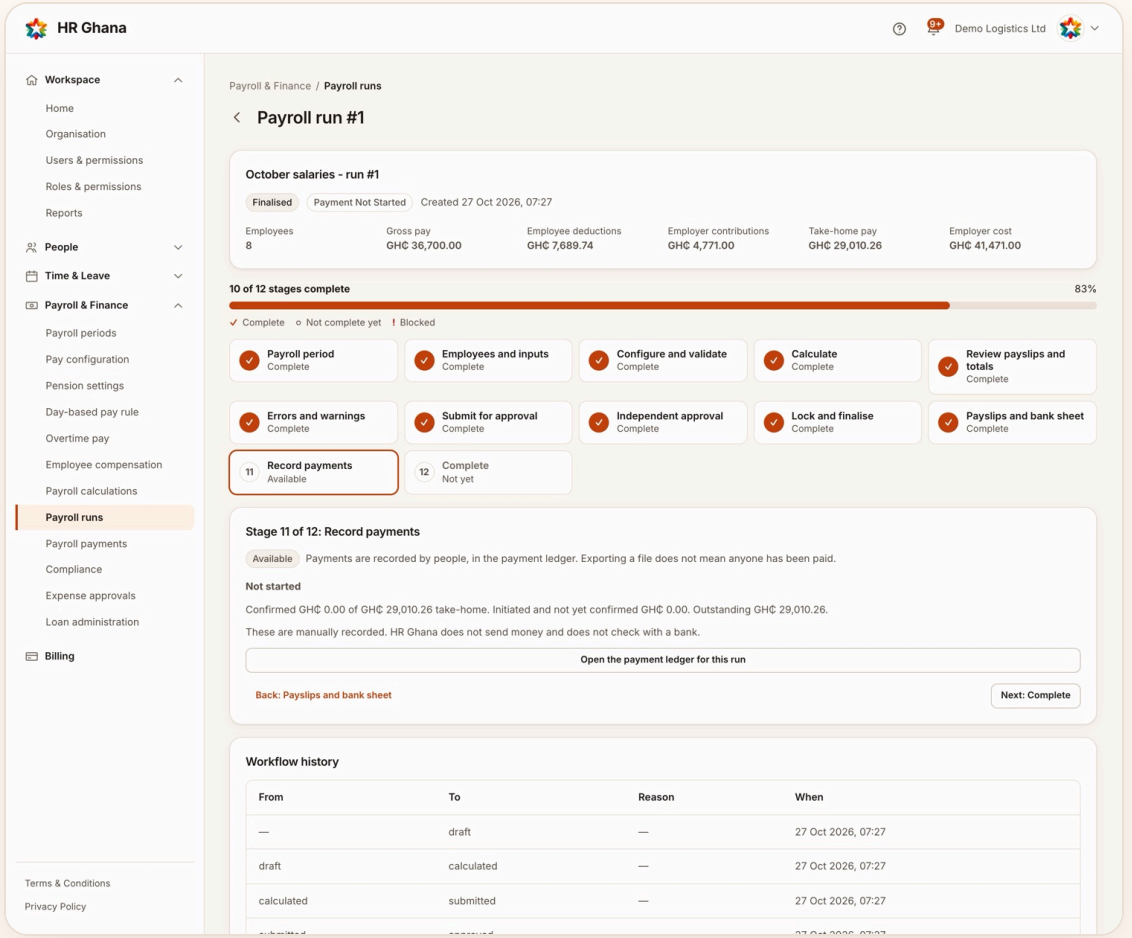
Time and leave

- Choose how people clock in: web, mobile, GPS work areas, QR codes, fingerprint or face-recognition terminals
- Leave types, balances, carry-forward and approvals by managers
- Employees request leave from their phone and are told when it is decided
- Overtime is a request that has to be approved; only approved overtime is paid



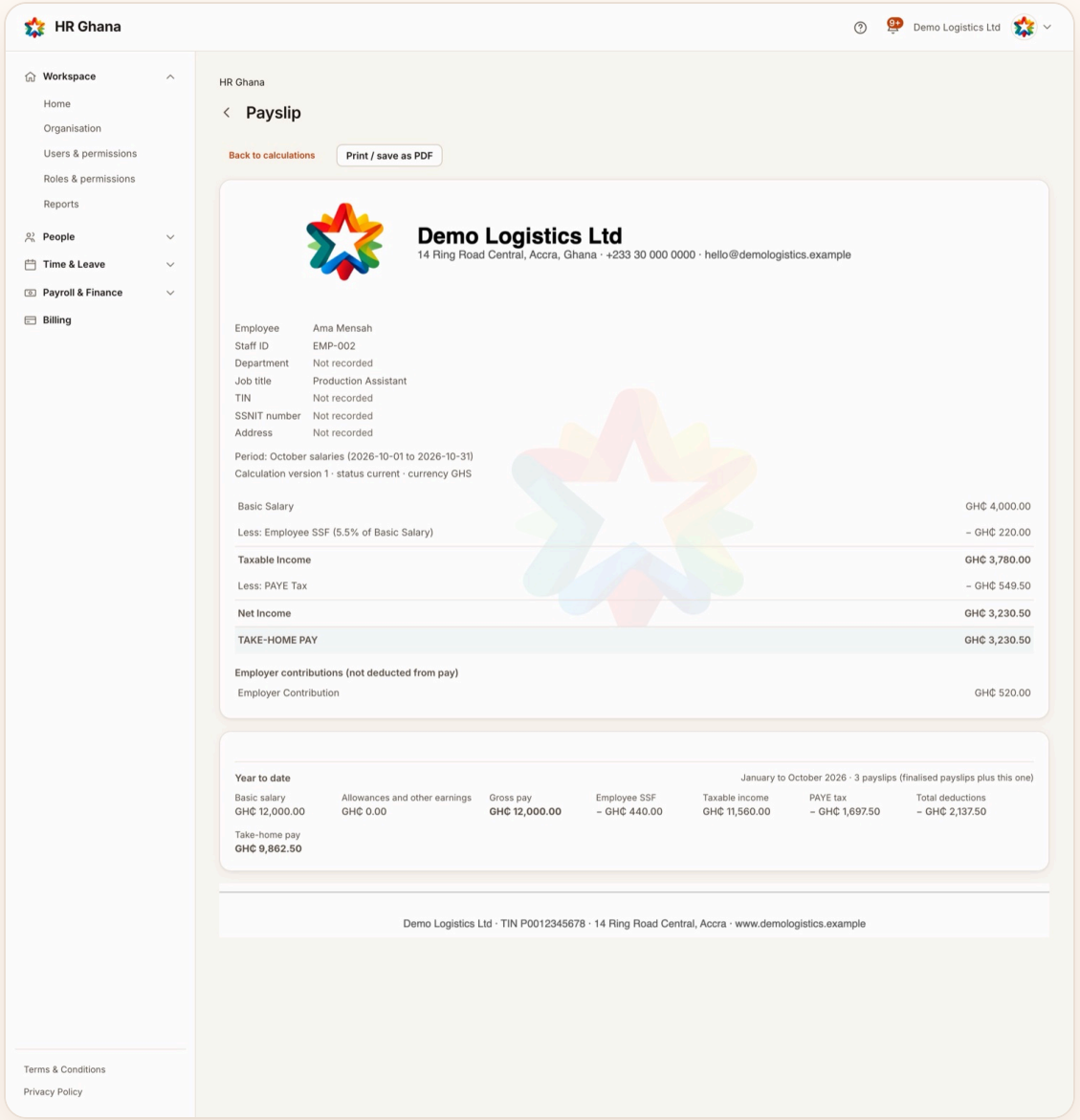
Payroll in four careful steps

- Calculate: statutory rules in force for the period work out each employee's pay
- Review: gross pay, then each computed deduction (SSF, PAYE, others), then take-home pay; problems are flagged
- Approve: a different person approves; nobody can approve a run they prepared
- Finalise and release: payslips go to employees; payments are recorded and confirmed separately



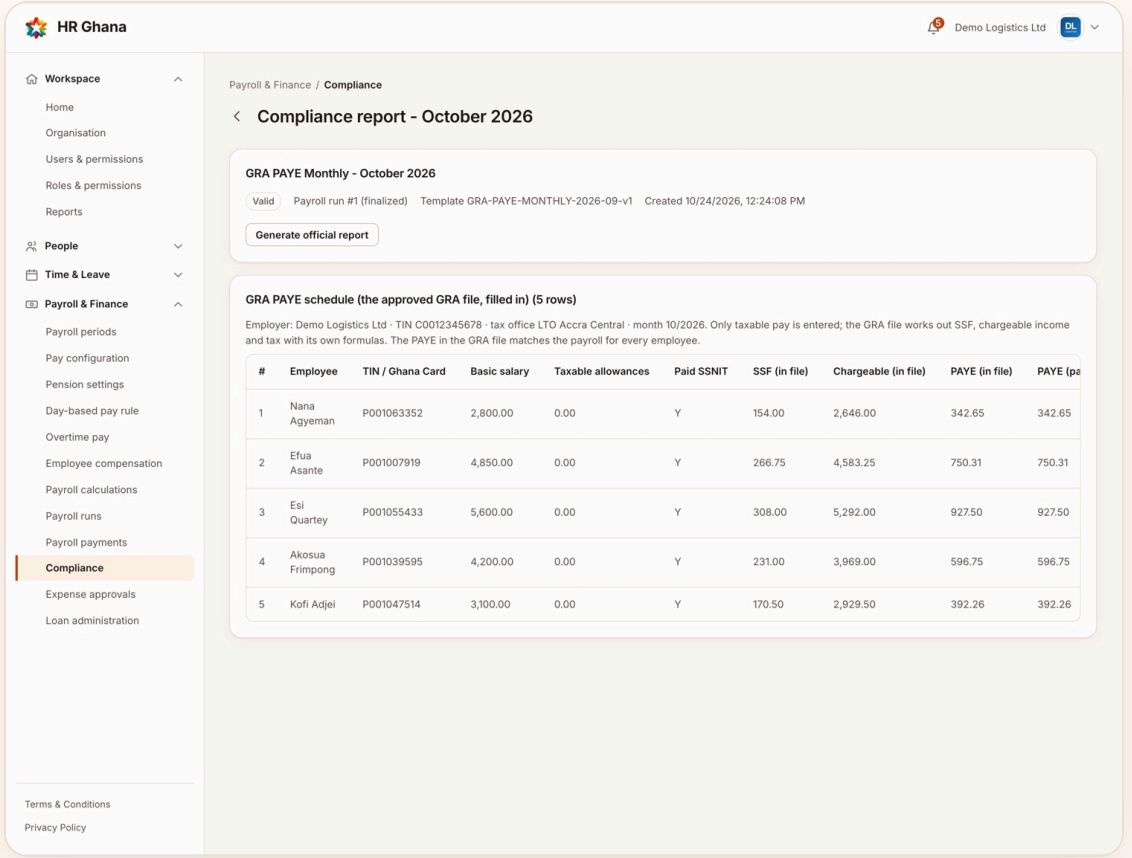
Payslips on your own letterhead

- Every payslip reads in the same order, ending in take-home pay; the job title is shown with the employee details
- Your letterhead prints across the top and its footer along the bottom; your logo can appear as a faint watermark (on by default, switch it off in settings)
- The year to date sits once along the bottom, with deductions shown with a minus; it prints on one A4 sheet
- SSNIT is decided per employee: someone who does not pay SSNIT has no SSF line and no employer SSNIT
- Employees see only their own payslips, on the web and in the app, and can download them as a PDF



GRA and SSNIT filings, from the payroll you finalised

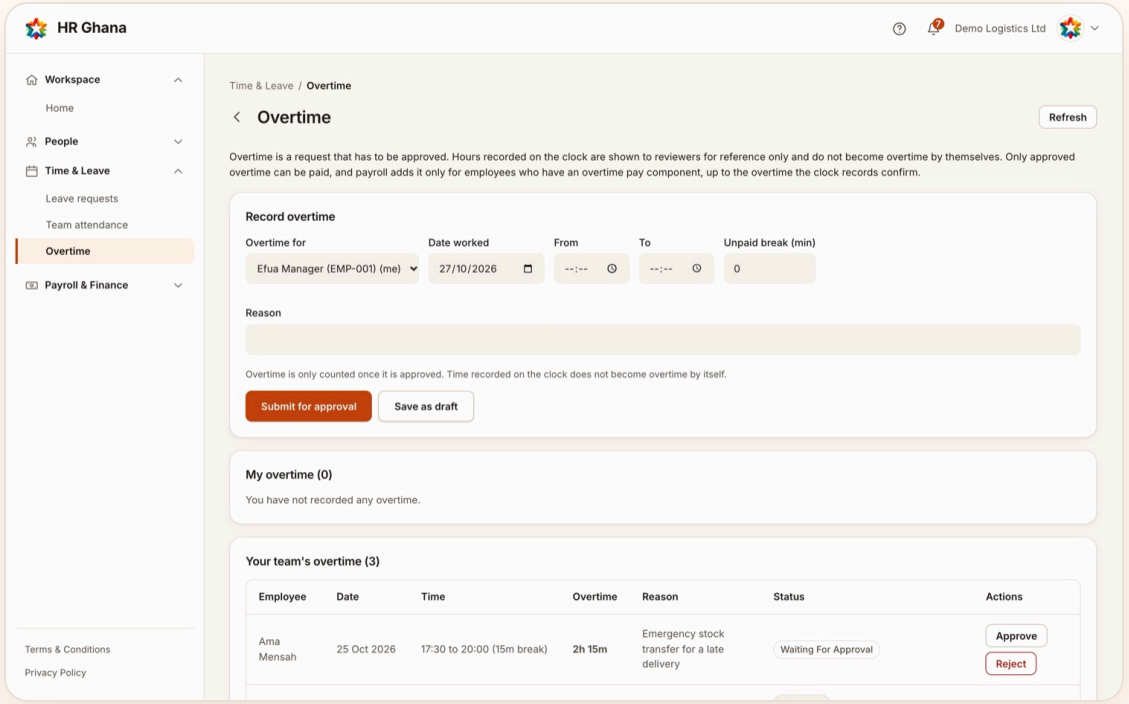
- GRA PAYE schedule: GRA's own approved file, filled in with your employees; only taxable pay is entered
- Paid SSNIT shows Y or N for each employee, with the social security fund taken off only where it was paid
- SSNIT member listing: SSNIT number, name, salary and the 13.5% Tier 1 contribution, with totals
- Validation lists exactly which employees are missing a TIN, Ghana Card or SSNIT number before you generate



Check the files, and your own tax and pension treatment, with a qualified adviser before you file.

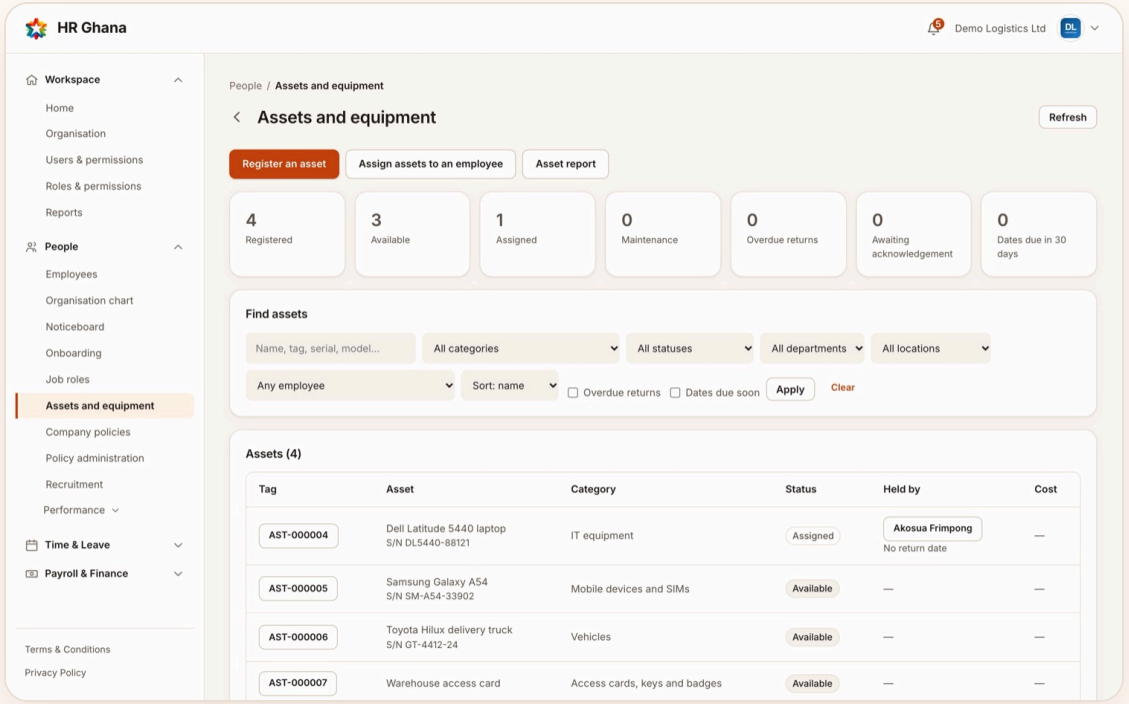
Overtime and loans: asked, decided, everyone told

- Employees submit overtime and loan requests; the people who decide are told straight away, in the app and by email, with a link to that request
- The decision comes back the same way: approved or rejected with the reason, and who decided it (name and email)
- Loans show their repayment schedule, labelled monthly, weekly or fortnightly
- A request that is refused when submitted says why, in plain words



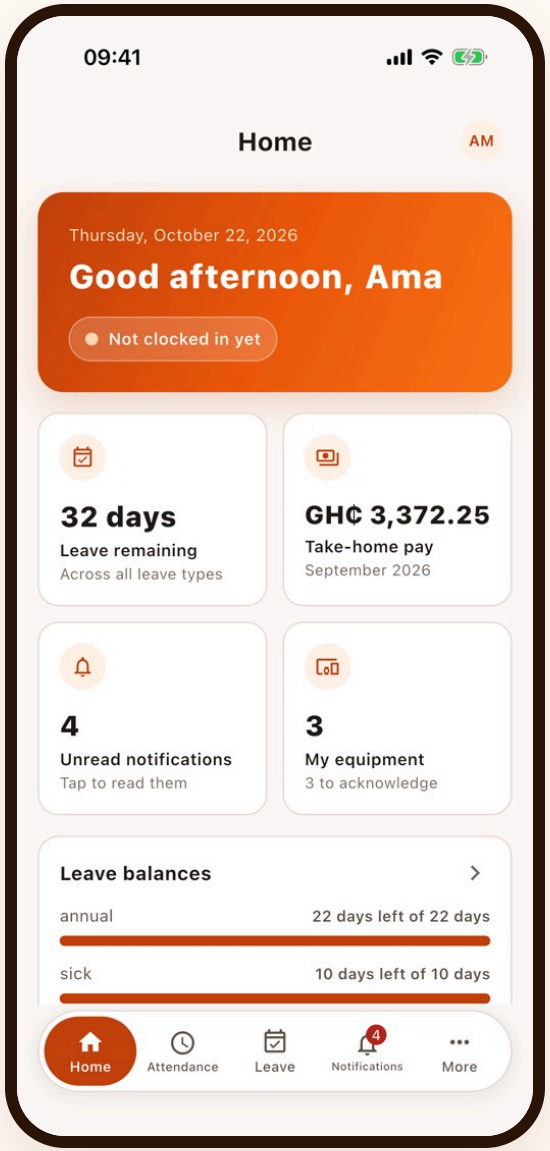
Company equipment, accounted for

- Register laptops, phones, vehicles, cards and more; assign several items at once
- Print a handover record; employees acknowledge items in the app
- Overdue returns and expiring warranties are highlighted and reminded
- Assets stay assigned to a leaver until each return is recorded



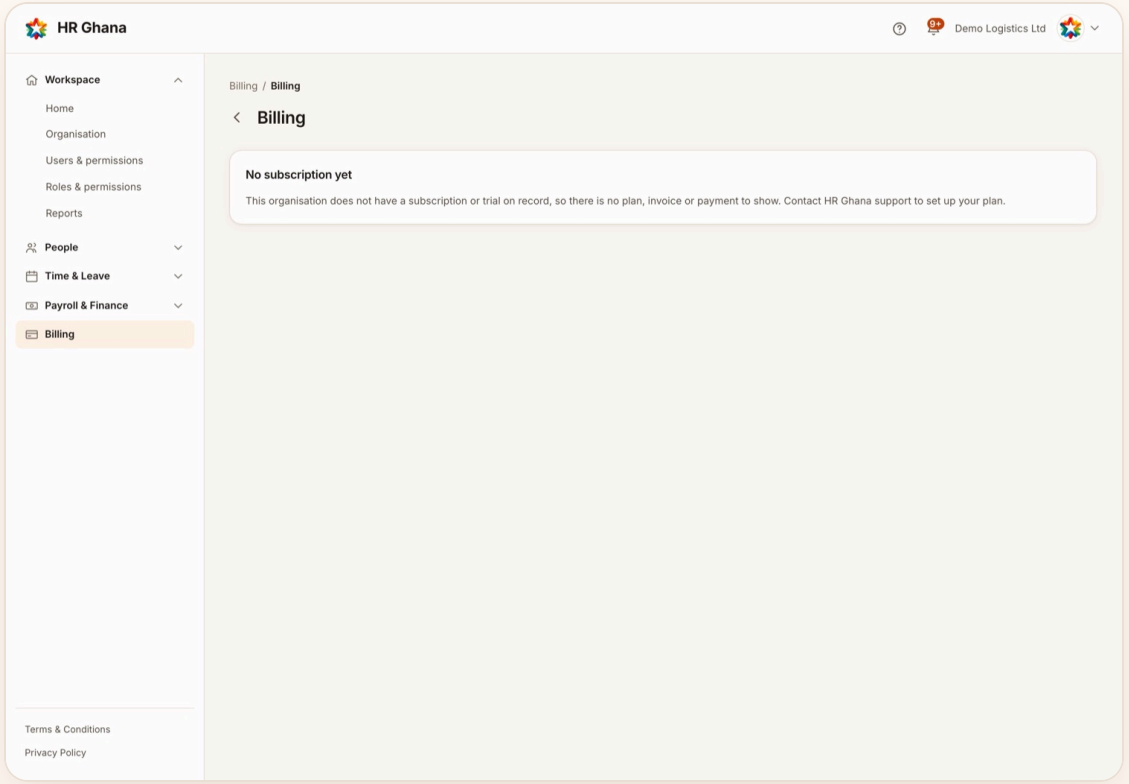
A home for every employee

- Clock in, request leave, record overtime, apply for a loan, read and download payslips, and acknowledge equipment from the mobile app
- Raise a support ticket from the app (More > Help & support) and delete your own account from your profile
- A web home made for employees: their day, tasks, notices and shortcuts
- Managers see approvals waiting for them



Billing and your data, plainly

- Billing is its own item in the left menu, for people who manage it
- 30-day free trial, then per-employee pricing
- If a payment is missed you keep full access for a 14-day grace period, with reminders
- After that the account is read-only: data stays visible, you can still pay and download your data, nothing is deleted
- Download everything as a ZIP of CSV files at any time, even if you decide to leave; data is kept for 90 days after a subscription ends



Your information is looked after

- Each organisation's data is kept separate from every other organisation's
- Automatic sign-out after an hour without activity
- Changes to important settings, payroll steps and downloads are recorded in an audit history
- Finance and approval duties are separated by design

Questions? We are here to help.

support@hrghana.com · hrghana.com

Step-by-step guides for each area are available on the website.