



OSEBO 360 · PAYROLL GUIDE

The Osebo Payroll & Intelligence Book

A plain-language, step-by-step guide to paying people in Ghana on Osebo – from your pay components and statutory profiles through the run itself and the second pair of eyes that releases it, to the payslip in somebody's inbox and the reports that say what it cost.

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- Part 2** The register
- Part 3** Building the month
- Part 4** Releasing it
- Part 5** Payslips
- Part 6** Reading it
- Part 7** Arc, your assistant
- Part 8** What it costs

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How to use this book

This guide walks you through Payroll & Intelligence 360 – the standalone Osebo app for companies that need to pay people in Ghana correctly, prove it, and read what it cost. It is one of the Osebo 360 apps: sold on its own, with its own signup, its own price and its own menu. You are not buying an HR platform with a payroll bolted to it.

Work through Parts 1 and 2 once, in order, before your first run. After that you will live in Part 3, which is the month, and Part 5, which is how the payslip reaches the person it belongs to.

Every figure in this book comes from one real workspace – **Adinkra Foods**, code **ADI** – on the Payroll & Intelligence 360 plan. It has been used: 8 people on the register across 4 departments, 3 completed monthly runs, and 24 issued payslips. Where this book quotes a number, that number is on the screen beside it.

The big picture – three moves

Whatever you do today – a spreadsheet, a bureau, an accountant with a calculator – this app does three things, and the menu is organised around them:

- **Say who you pay, and under which tax rules.** Your people, your departments, your pay components and your statutory profiles. Parts 1 and 2.
- **Build the month, and have somebody else release it.** A run is prepared, checked, approved and locked. Parts 3 and 4.
- **Get the payslip to the person and the numbers to whoever asks.** Payslips by email, and the reports behind them. Parts 5 and 6.

The one idea to hold on to: the person who builds a run cannot release it

This is the idea the whole product is built on, and it is the reason a payroll app is different from a spreadsheet that adds up.

Paying people is the largest regular movement of money most companies make, and the control that matters is not a password – it is that **two different people touch it**. One builds the run and checks it. A second reads it and releases it. The app enforces that: a Payroll Processor can build a run all day and will not find a button that pays it, and a Payroll Approver can release one and cannot build one.

On Adinkra Foods that reads plainly. Three people hold payroll roles and they hold different ones – an Administrator who sets the rules, a Processor who builds, an Approver who releases. Nobody holds two of them.

This is a separation of duties, not a permission. It is the difference between a payroll somebody can quietly change and one they cannot. If your company is small enough that one person really must do both, you can say so deliberately – see Step 20 – and the run records that you did.

The second idea: a paid person is not a login

The people on a payroll register are floor staff, drivers, cleaners and shift workers. Many of them have never had a work email address, and a product that required an invitation before somebody could be paid would have excluded most of the workforce it is sold to.

So somebody goes on the **register** first, and that is all that is required – they can be paid, taxed, reported on and issued a payslip from the moment they are on it. A **login** is an optional extra you offer afterwards to the ones who want to open their own payslips.

On Adinkra Foods: 8 people on the register, and exactly one of them – Kwame Mensah – has a login. The other 7 are paid every month and have never signed in to anything.

◆ GOOD TO KNOW

This is why payslips go out by **email with the PDF attached**, rather than as a link to sign in. Most recipients have nowhere to sign in to. See Part 5.

What you actually pay for

You pay for **people on the register**, not for logins. The seat is spent the moment somebody is added, whether or not they ever sign in to anything.

That is the honest way round. A company paying eight people is getting eight people's worth of value from the app; charging only for the one who happens to have an email address would price the product by an accident of who has a desk.

Operators are free. An Administrator, a Processor and an Approver cost nothing – they are how the work gets done, not who the work is done to.

You are counted in **bands** rather than per head: a band covers everybody up to a ceiling, and you move band when you outgrow one – not person by person. A bigger register pays less per person, and paying yearly costs ten months rather than twelve.

▲ WATCH OUT

The figures are on this app's page on the Osebo site, where they are kept current. They are deliberately not printed here: a book outlives a price list, and a number set in a document nobody can reissue is worse than no number at all. What does not change is the mechanism – you are counted by people on the register, operators are free, and a person removed from the register

gives their seat back immediately.

Who can do what

Four roles ship with the app:

- **Payroll Administrator** – runs it: pay components, statutory profiles, tax tables, periods and settings.
- **Payroll Processor** – builds and checks the run, and issues the payslips. Cannot release a run.
- **Payroll Approver** – approves a run so it can be paid. Cannot build one.
- **Paid Employee** – opens their own payslips and tax documents. Sees nobody else's pay.

The role is chosen when you invite somebody and can be changed afterwards from **Who runs it** without removing and re-inviting them. Somebody can hold more than one – a small company where one person genuinely prepares and approves is a real company, and Step 20 is where you say so on purpose.

▲ WATCH OUT

You cannot change your own role and you cannot remove yourself. If you are the only administrator the app refuses to demote you at all – there would be nobody left who could undo it.

How to read a figure

Every screenshot in this book is annotated: an arrow points at the control being discussed, a label says what it is, and the caption underneath gives the real figures from that screen. Figures are numbered in document order – Figure 12 is the twelfth figure in the book.

What this app does not do

An honest manual says where the road ends. None of the following exists in this app, so do not go looking for it:

- It does not keep time. It pays a salary; hours come from Time & Attendance 360 or from your own records.
- It does not manage leave balances, contracts, appraisals or disciplinary records. This is a payroll.
- It does not file your returns for you. It produces the schedules a filing is made from – see Part 6.

- It does not pay anybody. It produces the amounts and the payslips; the money leaves through your bank, not through Osebo.
- It does not delete a locked run. A wrong one is superseded, with a reason, and both versions survive.
- It does not recruit, onboard or offboard. Somebody joins the register and leaves it; the employment itself lives elsewhere.

Part 1 Setting up the payroll

Your rules, your components and your tax treatment – done once, before anybody is paid

Step 1. Read the Payroll Centre before you change anything

The app opens on the Payroll Centre. On a new workspace it is honest about being empty; read it once now so the same screen means something to you in a month.

Do this now

1. Sign in. The app opens on Payroll Centre (</payroll-centre>).
2. Read the tiles across the top: people on the register, the last run, what it cost and what is outstanding.
3. Read the list underneath. It is what the app thinks you should do next, in order.
4. Click through to the most recent run and come straight back. Nothing here changes anything.

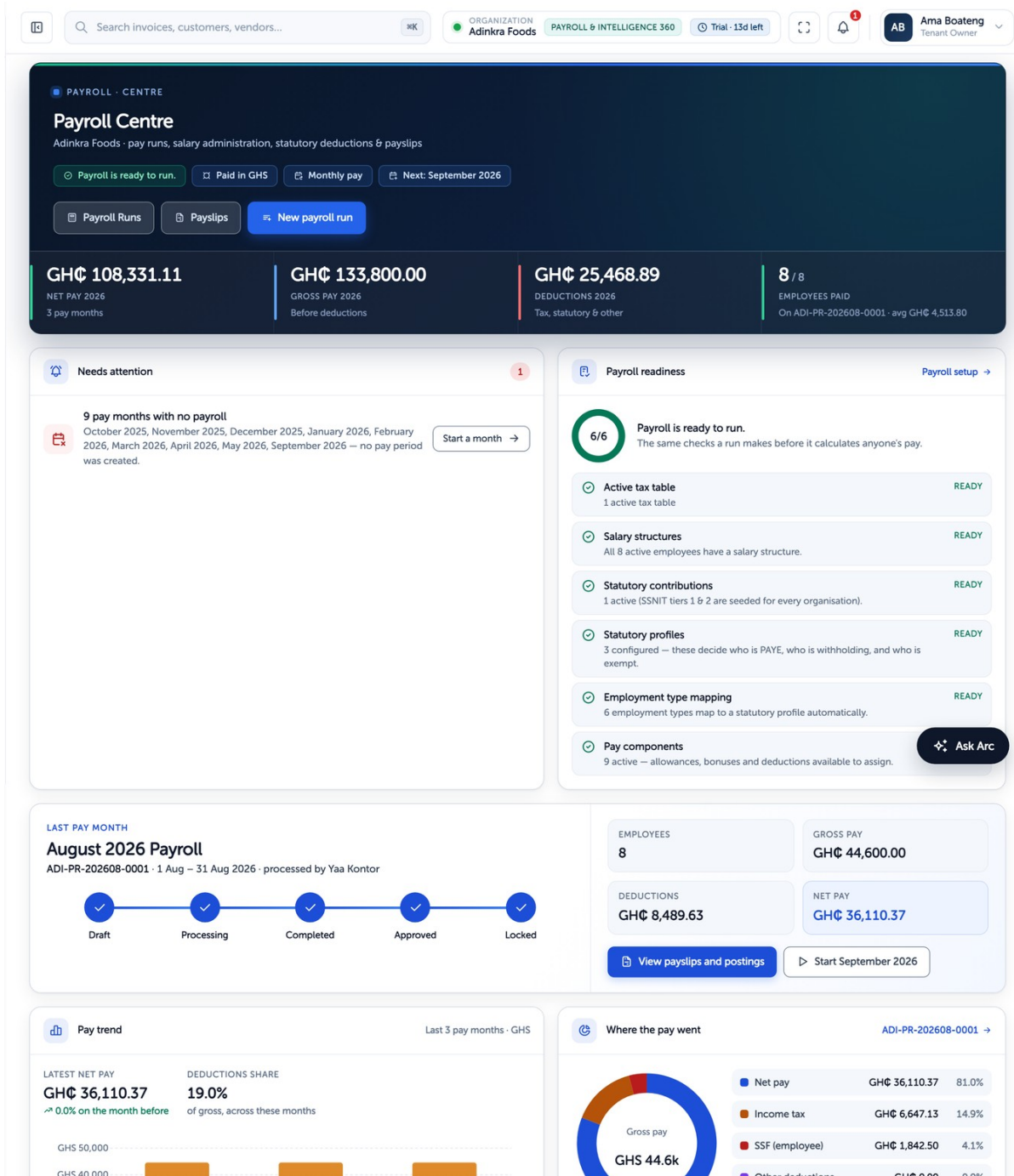


Figure 1 – The Payroll Centre for Adinkra Foods, 13 days into the trial. GH¢ 133,800.00 gross and GH¢ 108,331.11 net across three pay months, 8 of 8 employees paid on ADI-PR-202608-0001 at an average of GH¢ 4,513.80. Payroll readiness reads 6/6 – the same checks a run makes before it calculates anybody's pay.

✓ TIP

The Payroll Centre is the only screen in this app that tells you what to do next. If you ever lose your place in the month, come back here rather than guessing from the menu.

Step 2. The workspace

Workspace is the app's own settings page: what your company is called, who owns the account, and what happens to the subscription.

Do this now

1. Open Workspace (</app/workspace>).
2. Check the name. It is what appears on every payslip you issue, so get it right before you issue any.
3. Note the trial state and when it ends. Nothing stops working the moment it lapses – see Step 33.
4. Leave ownership alone unless you are genuinely handing the company over.

The screenshot shows the 'Workspace' settings page for 'Adinkra Foods'. The top navigation bar includes a search bar, organization name, trial status ('Trial - 13d left'), and user profile ('Ama Boateng, Tenant Owner'). The main header displays 'PAYROLL & INTELLIGENCE 360' and 'Workspace' with a subtitle 'Adinkra Foods - what you are called, where you are, and how people reach you'. Below this are three tabs: 'The desk', 'People & seats', and 'Billing'. A warning message states 'This is your company, not your desk.' with a 'MODULE GUIDE' link. The 'Company' section contains fields for 'Company name' (Adinkra Foods), 'Timezone' (UTC), 'Contact email' (payroll360@osebo.test), 'Phone', 'Website' (https://), and 'Address'. A 'Save' button is at the bottom right. A 'Looking for something else?' section at the bottom provides links to 'Queues, hours and SLA', 'Who is on the desk', and 'Your plan and invoices'. The footer shows '2026 © Payroll & Intelligence 360.' and 'Designed & Developed By Marvalinks Digital'.

Figure 2 – Workspace – the one screen about the company rather than about pay. The name here is what prints on every payslip.

The company name is printed on the payslip PDF. Changing it later does not reprint payslips already issued, and it should not – a payslip is a statement of record from the day it was issued.

Step 3. Departments – the spine of every report

A department is the group a person belongs to, and it is the axis your payroll reports group by. Adinkra Foods has four: Administration, Distribution, Packaging and Production.

Do this now

- 1.** Open Staff register (</app/staff>) and find Departments.
- 2.** Add the departments you actually run a budget against, not every team on a chart.
- 3.** Keep them few. Four is a good number for eight people; twelve would make every report unreadable.
- 4.** Leave the codes alone unless your accounts team needs a particular one.

ORGANIZATION
Adinkra Foods

PAYROLL & INTELLIGENCE 360

Trial - 13d left

AB Ama Boateng
Tenant Owner

PAYROLL & INTELLIGENCE 360

Staff register

Adinkra Foods · the people you pay

Payroll centre

Who runs it

Departments

Import from a spreadsheet

Billing

8
PAYROLL EMPLOYEES

—
NO SEAT COUNT SET

1
CAN OPEN THEIR OWN PAYSLIPS

0
OFF THE REGISTER

A seat is a person you pay.

MODULE GUIDE

WHAT IT IS

HOW TO USE IT

CONNECTED TO

Add somebody to the register

First name

Last name

Email — only if they will open their own payslips

Staff no.

Department — optional

Not set

Started — defaults to today

dd/mm/yyyy

Basic pay — per month, before allowances

0.00

Employment type

Permanent

Statutory profile — optional

Use the employment type's default —...

Add

On the register 8

NAME	DEPARTMENT & TAX	CAN DO	STARTED	PAYSLIPS	ACTIONS
Abena Owusu AD10002 Active	PACKAGING Permanent Employee (Standard) · by type	No login abena.owusu@adinkra-food...	21 Feb 2026	The desk sends them	Invite to payslips Edit Ask Ark
Adwoa Bediako AD10006 Active	PACKAGING Permanent PAYE Employee (Standard) · by type	No login adwoa.bediako@adinkra-fo...	21 Oct 2025	The desk sends them	Invite to payslips Edit Take off
Akosua Darko AD10004 Active	ADMINISTRATION Permanent PAYE Employee (Standard) · by type	No login akosua.darko@adinkra-food...	21 Dec 2025	The desk sends them	Invite to payslips Edit Take off
Esi Nyarko AD10008 Active	ADMINISTRATION Permanent PAYE Employee (Standard) · by type	No login esi.nyarko@adinkra-foods.test	21 Aug 2025	The desk sends them	Invite to payslips Edit Take off
Kofi Asante AD10003 Active	DISTRIBUTION Permanent PAYE Employee (Standard) · by type	No login kofi.asante@adinkra-foods.t...	21 Jan 2026	The desk sends them	Invite to payslips Edit Take off
Kojo Appiah AD10007 Active	DISTRIBUTION Consultant Consultant — Withholding 7.5% · by type	No login kojo.appiah@adinkra-foods.t...	21 Sep 2025	The desk sends them	Invite to payslips Edit Take off
Kwame Mensah AD10001 Active	PRODUCTION Permanent PAID EMPLOYEE	No login	21 Mar 2026	Opens their own	Edit Take off

◆ GOOD TO KNOW

Step 4. Pay components – what people are paid, besides salary

A pay component is anything that is not basic salary: an allowance, a bonus, a deduction. Each one carries the two facts that matter – whether it is taxable, and whether it counts towards pension.

Do this now

1. Open Pay components (</pay-components>).
2. Read what is already there. A new workspace arrives with Ghana's common components rather than a blank page.
3. Add the ones your company actually pays: a transport allowance, a housing allowance, a shift premium.
4. For each, set taxable and pensionable deliberately. These two switches are the whole of what a component does.

Search invoices, customers, vendors...

ORGANIZATION
Adinkra Foods

PAYROLL & INTELLIGENCE 360

Trial - 13d left

AB Ama Boateng
Tenant Owner

CORE HR · PAYROLL CONFIGURATION

Pay Components

Adinkra Foods - configurable earnings & deductions payroll applies, each with its own tax treatment

+ New component
Statutory

9COMPONENTS

5EARNINGS

4DEDUCTIONS

0ACTIVE ASSIGNMENTS

Pay Components

MODULE GUIDE

WHAT IT IS

Pay components are the earning and deduction types payroll applies beyond basic salary and the fixed allowances — cash allowances, night pay, bonuses, reimbursements, salary adjustments, savings boosters, voluntary pension and union dues. Each carries its tax treatment: whether it is taxable (adds to PAYE), pensionable (adds to the SSNIT base), or taken pre-tax.

HOW TO USE IT

Define a component here, then assign it to employees below. On every payroll run each active assignment becomes a line on the payslip, taxed exactly as its flags say. Built-in components can be edited or deactivated but not deleted.

CONNECTED TO

Statutory contributions

Payroll runs

Payslips

Component catalog 9

+ Add

COMPONENT	KIND	CATEGORY	CALCULATION	TAX TREATMENT	ASSIGNED	STATUS	ACTIONS
Savings Booster ADI-SAVINGS-BOOSTER ▾ Built-in	- Deduction	Savings	—	Post-tax	0	✓ Active	
Voluntary Provident Fund (Tier 3) ADI-VOLUNTARY-PENSION ▾ Built-in	- Deduction	Pension	—	Pre-tax	0	✓ Active	
Union Dues ADI-UNION-DUES ▾ Built-in	- Deduction	Union	—	Post-tax	0	✓ Active	
Staff Welfare ADI-STAFF-WELFARE ▾ Built-in	- Deduction	Other	—	Post-tax	0	✓ Active	Ask Ark
Cash Allowance ADI-CASH-ALLOWANCE ▾ Built-in	+ Earning	Allowance	—	Taxable	0	✓ Active	
Night Shift Allowance ADI-NIGHT-ALLOWANCE ▾ Built-in	+ Earning	Night	—	Taxable	0	✓ Active	
Bonus ADI-BONUS ▾ Built-in	+ Earning	Bonus	—	Taxable	0	✓ Active	
Staff Reimbursement ADI-REIMBURSEMENT ▾ Built-in	+ Earning	Reimbursement	—	Tax-free	0	✓ Active	
Salary Adjustment / Arrears ADI-SALARY-ADJUSTMENT ▾ Built-in	+ Earning	Adjustment	—	Taxable Pensionable	0	✓ Active	

Standing assignments 0

Bulk assign

Filter assignments

Search employee, component, department or kind...

All departments ▾

All components ▾

All kinds ▾

EMPLOYEE	DEPARTMENT	COMPONENT	KIND	AMOUNT / RATE	ACTIONS
----------	------------	-----------	------	---------------	---------

★ **IMPORTANT**

Step 5. Statutory profiles – how somebody is taxed

A statutory profile is the set of rules a person is taxed under. It is the difference between an employee on graduated PAYE, a consultant on withholding tax, and a pensioner who pays no SSNIT.

Adinkra Foods has three: **PAYE Employee (Standard)**, **Consultant – Withholding 7.5%** and **Pensioner (No SSNIT)**. They arrived with the workspace; nobody typed them in.

Do this now

1. Open Statutory profiles (</statutory-profiles>).
2. Read the three that shipped. Each names its income-tax mode and what it does about SSNIT.
3. Set the default for each employment type – permanent, contract, consultant, intern and the rest.
4. Add a profile only if your company genuinely has a fourth kind of person. Most do not.

Adinkra Foods
PAYROLL & INTELLIGENCE 360
Trial - 13d left
AB Ama Boateng Tenant Owner

CORE HR · PAYROLL CONFIGURATION

Statutory Profiles

Adinkra Foods · how each employee is taxed — SSNIT, Tier 3 and the income-tax regime (PAYE, withholding or exempt)

+ New profile
Statutory rates

3 PROFILES

1 WITHHOLDING

0 TAX-EXEMPT

0 EMPLOYEES ASSIGNED

Statutory Profiles
MODULE GUIDE

WHAT IT IS

HOW TO USE IT

CONNECTED TO

A statutory profile is the set of levers that decide how one employee is taxed: whether SSNIT and Tier 3 apply, and whether income tax runs as graduated PAYE (with reliefs), as withholding tax at source (for consultants and service providers), or is exempt. The statutory rates themselves — SSNIT %, the PAYE tax table — live in Statutory rates and Tax tables; a profile only chooses which of them apply.

Assign a profile per employee on their record. Each employment type also has a default profile (below), used for new hires and anyone without one assigned. When none of those is set, the org default profile applies. Changes take effect the next time you generate or regenerate a run.

Statutory rates
Tax tables
Payroll runs

Profiles 3 + Add

PROFILE	INCOME TAX	SSNIT / TIER 3
PAYE Employee (Standard) ☆ Default ADI-PAYE-STD · Standard employee: SSNIT, graduated PAYE with reliefs.	PAYE Reliefs OT concession	SSNIT Tier 3
Consultant — Withholding 7.5% ADI-WHT-CONSULT · Service provider: no SSNIT, no PAYE — withholding tax at source.	Withholding	No SSNIT Tier 3
Pensioner (No SSNIT) ADI-PAYE-PENSIONER · Already drawing a pension: no SSNIT tiers 1 & 2 (and so no SSNIT relief), graduated PAYE as normal, voluntary tier 3 still allowed.	PAYE Reliefs OT concession	No SSNIT Tier 3

Employment-type defaults 6 Ask Arc

Each employment type falls back to this profile when an employee has none assigned. Leave one blank to use the org default profile.

EMPLOYMENT TYPE	DEFAULT PROFILE	APPLY
Permanent	PAYE Employee (Standard) Save	
Contract	PAYE Employee (Standard) Save	
Temporary	PAYE Employee (Standard) Save	
Intern	PAYE Employee (Standard) Save	
Consultant	Consultant — Withholding 7.5% Save	
Locum / bank	PAYE Employee (Standard) Save	

Figure 5 – The three statutory profiles this workspace arrived with: PAYE Employee (Standard), Consultant – Withholding 7.5% and Pensioner (No SSNIT). Nobody typed them in.

The employment type you choose for somebody decides their profile. Pick “Consultant” on the register and the app tells you, on the spot, that consultants fall on Consultant – Withholding 7.5%. You are not asked to remember it.

Step 6. Tax tables – the bands themselves

The tax tables are Ghana's PAYE bands and the personal reliefs. A new workspace arrives with them already loaded, which is the point: your first run is computed against a real tax table rather than an empty one.

Do this now

1. Open Tax tables (</tax-tables>).
2. Read the bands. They are the current Ghana PAYE bands, effective from the date shown.
3. Read the reliefs beneath them.
4. Change nothing unless the revenue authority has changed something and you are applying it deliberately.

The screenshot shows the 'Tax Tables' configuration page in a payroll system. The page header includes a search bar, organization name 'Adinkra Foods', payroll system 'PAYROLL & INTELLIGENCE 360', and a trial status 'Trial - 13d left'. The main content area is titled 'Tax Tables' and shows 'Adinkra Foods · PAYE income-tax tables & bands applied by payroll'. It features a '+ New tax table' button and a 'Statutory Contributions' button. A summary bar indicates '1 TOTAL TAX TABLES', '1 ACTIVE', and '0 INACTIVE'. Below this, there are sections for 'WHAT IT IS', 'HOW TO USE IT', and 'CONNECTED TO'. The 'WHAT IT IS' section explains that tax tables hold PAYE income-tax bands for a jurisdiction and period. The 'HOW TO USE IT' section provides instructions on creating and updating tables. The 'CONNECTED TO' section lists 'Statutory Contributions', 'Payroll runs', and 'Payslips'. A 'FILTER TAX TABLES' section includes a search bar and a dropdown for 'All statuses'. Below this is a 'Tax table register' table with columns for NAME, CODE, COUNTRY, EFFECTIVE FROM, STATUS, and ACTIONS. The table shows one entry: 'Ghana PAYE (monthly)' with code 'GH-PAYE-ADI', country 'Ghana', effective from '01 Jan 2026', and status 'Active'. The footer includes copyright information '2026 © Payroll & Intelligence 360.' and a note 'Designed & Developed By Marvalinks Digital'.

NAME	CODE	COUNTRY	EFFECTIVE FROM	STATUS	ACTIONS
Ghana PAYE (monthly)	GH-PAYE-ADI	Ghana	01 Jan 2026	Active	

Figure 6 – Ghana's PAYE bands and reliefs, loaded before anybody was paid. One active tax table, which is what lets a first run be computed against a real one.

▲ WATCH OUT

A tax table has an effective date, and a run is computed against the table in force for its period. Editing a band does not retrospectively change runs already locked – and it must not.

Step 7. Payroll settings

The settings page holds the decisions that apply to every run: your pay cycle, your rounding, and what the app does about the edges.

Do this now

1. Open Payroll settings (</payroll-settings>).
2. Set your pay cycle and pay day.
3. Read each switch and decide it. Every one of them changes a number somewhere in a run.
4. Save, then go back to the Payroll Centre and confirm it now says you are set up.

Search invoices, customers, vendors...

ORGANIZATION

Adinkra Foods

PAYROLL & INTELLIGENCE 360

Trial - 13d left

1

AB

Ama Boateng

Tenant Owner

PAYROLL - CONFIGURATION

Payroll Settings

Adinkra Foods : processing, approvals, payslips and payroll controls

← Payroll runs

GHS

CURRENCY

Payroll base currency

Monthly

FREQUENCY

Payroll cycle

176

MONTHLY HOURS

Overtime divisor

ADI

PAYSLIP PREFIX

Document numbering

Payroll processing

Core payroll cycle and overtime pricing basis.

Base currency *

GHS

ⓘ

The single base currency all salaries are stored in and payroll consolidates to. With multi-jurisdiction payroll on, each employee is taxed in their jurisdiction's local currency, then converted back to this base currency.

Standard Monthly Hours

176

ⓘ

Used to derive the hourly rate for overtime pricing (monthly basic salary ÷ this value). Default 176 = 22 days x 8h.

Payroll Frequency

Monthly

ⓘ

How often payroll is run for this organization. Drives run periods and payslip cadence.

Who signs a run off

Whoever builds a pay run cannot normally approve it. This is where a business with one person says otherwise.

Single approver

ⓘ

The same person may prepare and approve a payroll run

ⓘ

Leave off unless one person genuinely prepares and signs off payroll. Any run approved this way is permanently marked as self-approved on the run and in the audit trail.

Payslip configuration

Document numbering for issued payslips.

Payslip Prefix

ADI

ⓘ

Prepended to every payslip document number, e.g. ADI-202609-0001.

Ask Arc

Payroll controls

Approval, payslip issuance and safety rules applied to every payroll run.

Approval

Require Payroll Approval

ⓘ

On: a completed run must be approved by someone before payslips can be generated. Off: completing a run approves it in the same step – faster for a small team, but no second pair of eyes, and every such run is marked 'approval waived' on the register.

Negative net pay

Allow Negative Net Pay

ⓘ

Off (recommended): a run whose deductions exceed an employee's pay is refused at Complete, naming who is affected, so you can fix the deduction first. On: the run completes and those employees carry a negative net into the payslip, the bank file and the ledger.

Payslip issuance

Automatically Issue Payslips

ⓘ

On: as soon as a run is approved, payslips are generated, the run is locked and payslips are issued – which emails every employee who has an account and commits their loan deductions. Off: you press Generate, Lock and Issue yourself.

Lock on issue

Lock Payroll After Payslip Issue

ⓘ

On: Issue Payslips locks the run itself, so an approved run goes out in one step. Off: you lock the run first, then issue. Either way a payslip is only ever issued from a locked run – this changes how many buttons you press, not the rule.

Loan net-pay floor (%)

Figure 7 – Payroll settings – the decisions that apply to every run rather than to one person.

19

Part 2 The register

The people you pay, what they earn, and how each of them is taxed

Step 8. Put somebody on the register

The staff register is this app's list of the people you pay. It is not an HR system and it does not pretend to be: a name, a staff number, a department, what they are paid, and how they are taxed.

Do this now

1. Open Staff register (</app/staff>).
2. Press Add somebody and fill in their name and staff number.
3. Give them an email address if they have one. It is what their payslip is sent to – see Step 24.
4. Set their basic salary and their employment type.
5. Leave the statutory profile on “Use the employment type’s default” unless this person is genuinely an exception.

The screenshot displays the 'Staff register' interface within the 'PAYROLL & INTELLIGENCE 360' application. At the top, a navigation bar includes a search bar, organization name 'Adinkra Foods', and user profile 'Ama Boateng'. Below this, a dark blue header section shows the 'Staff register' title and a summary of 8 payroll employees, 1 who can open their own payslips, and 0 off the register. A 'MODULE GUIDE' section follows, with tabs for 'WHAT IT IS', 'HOW TO USE IT', and 'CONNECTED TO'. The main form, titled 'Add somebody to the register', contains several input fields: 'First name', 'Last name', 'Email' (optional), 'Staff no.' (auto), 'Department' (with a tooltip 'Please fill out this field.'), 'Started' (defaults to today), 'Basic pay' (per month, before allowances), and 'Employment type' (Permanent). Below these fields is a 'Statutory profile' dropdown menu set to 'Use the employment type's default'. At the bottom, a table titled 'On the register' shows a list of staff members. The first entry is 'Abena Owusu' (ADI0002), who is 'Active' and has a 'Permanent' employment type. The table also shows their 'Can do' status (No login), 'Started' date (21 Feb 2026), and 'Payslips' (The desk sends them). Action buttons for 'Invite to payslips', 'Edit', and 'Ask Arc' are visible for each entry.

Figure 8 – Adding somebody to the register. Choosing the employment type fills in the line beneath it: the Statutory profile field reads “Use the employment type’s default – ...” and names the profile that type falls on.

✓ **TIP**

Choosing the employment type fills in the profile line for you: pick Consultant and the field reads "Use the employment type's default – Consultant – Withholding 7.5%". You only override it when somebody really is an exception to their own type.

Step 9. Read the register as a register

Once there are people on it, the register is a screen you read rather than a form you fill in. Every column answers a question somebody will ask you.

Do this now

1. Open Staff register (</app/staff>).
2. Read the Department & tax column. The top line is what somebody is; the line under it is how that taxes them.
3. Look for the muted "· by type" marker. It means the profile was inherited from the employment type rather than chosen for that person.
4. Read the Can do column. It shows which of your people can do anything beyond being paid.

Figure 9 – The register, read as a register. Eight people, each showing what they are above how that taxes them – “Consultant / Consultant – Withholding 7.5% · by type” for Kojo Appiah. The muted “. by type” means the profile was inherited rather than chosen for that person. One of the eight has a login; the other seven have their payslips sent to them.

An assigned profile and an inherited one produce the same deduction today and behave differently tomorrow. If you later change what Consultant means, everybody inheriting it follows; anybody pinned to a profile does not. That is why the register distinguishes them.

Step 10. Salaries – the structure behind the number

The basic salary you typed on the register creates a salary structure. The Salaries screen is where allowances are added on top of it.

Do this now

1. Open Salaries (</employee-salaries>).
2. Find somebody and open their structure.
3. Add the allowances they actually receive, from the components you set up in Step 4.
4. Check the total against what you believe they are paid. This number is what the run will use.

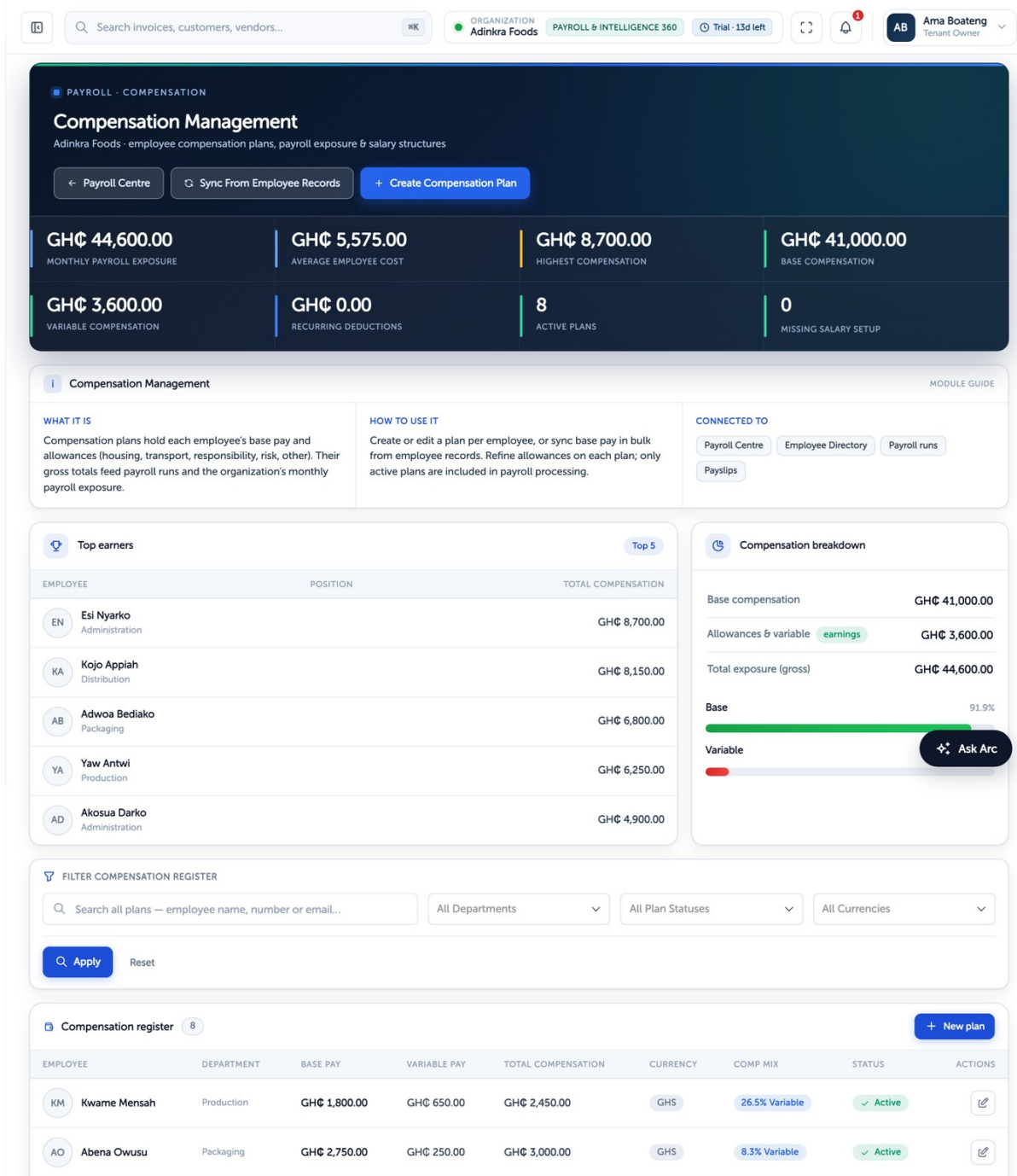


Figure 10 – Salary structures. The basic pay typed on the register creates one; allowances are added here, from the components in Step 4.

▲ WATCH OUT

An active employee with no salary structure is skipped by a run with “No active salary structure”, and a run that skips somebody still completes. Part 3 shows you where the app tells you it happened.

Step 11. Somebody leaves

Taking somebody off the register frees their seat from that day. It does not touch anything they have already been paid.

Do this now

1. Open Staff register (</app/staff>) and find them.
2. Use Remove. Read the confirmation, which says exactly what survives.
3. Confirm. Their seat is free from today.

♦ GOOD TO KNOW

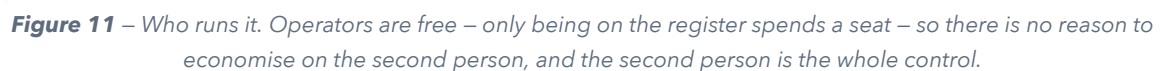
Every payslip already issued to them stays exactly where it is, and so does the run it came from. You can put them back on the register later; the payslips do not come back twice.

Step 12. Invite the people who run it

Who runs it is where operators are added. This is separate from the register on purpose: the people who run your payroll are usually not the people it pays.

Do this now

1. Open Who runs it (</app/people>).
2. Invite your Processor and your Approver as two different people. That is the control this app exists to enforce.
3. Invite an Administrator if somebody other than you will maintain the tax tables and components.
4. Check the Can do column afterwards and confirm nobody holds both Processor and Approver by accident.



Operators are free – they do not spend a seat. Only being on the register costs anything, so there is no reason to economise on the second person here, and the second person is the whole control.

Part 3 Building the month

Opening a period, generating a run, and reading it before anybody sees it

Step 13. Open the period

A payroll period is the month you are paying for. A run belongs to a period, and the period is what the tax table is chosen by.

Do this now

1. Open Payroll runs (</payroll-runs>).
2. Create or open the period for the month you are paying.
3. Check its dates. They decide which tax table applies.
4. Leave it open until the run inside it is locked.

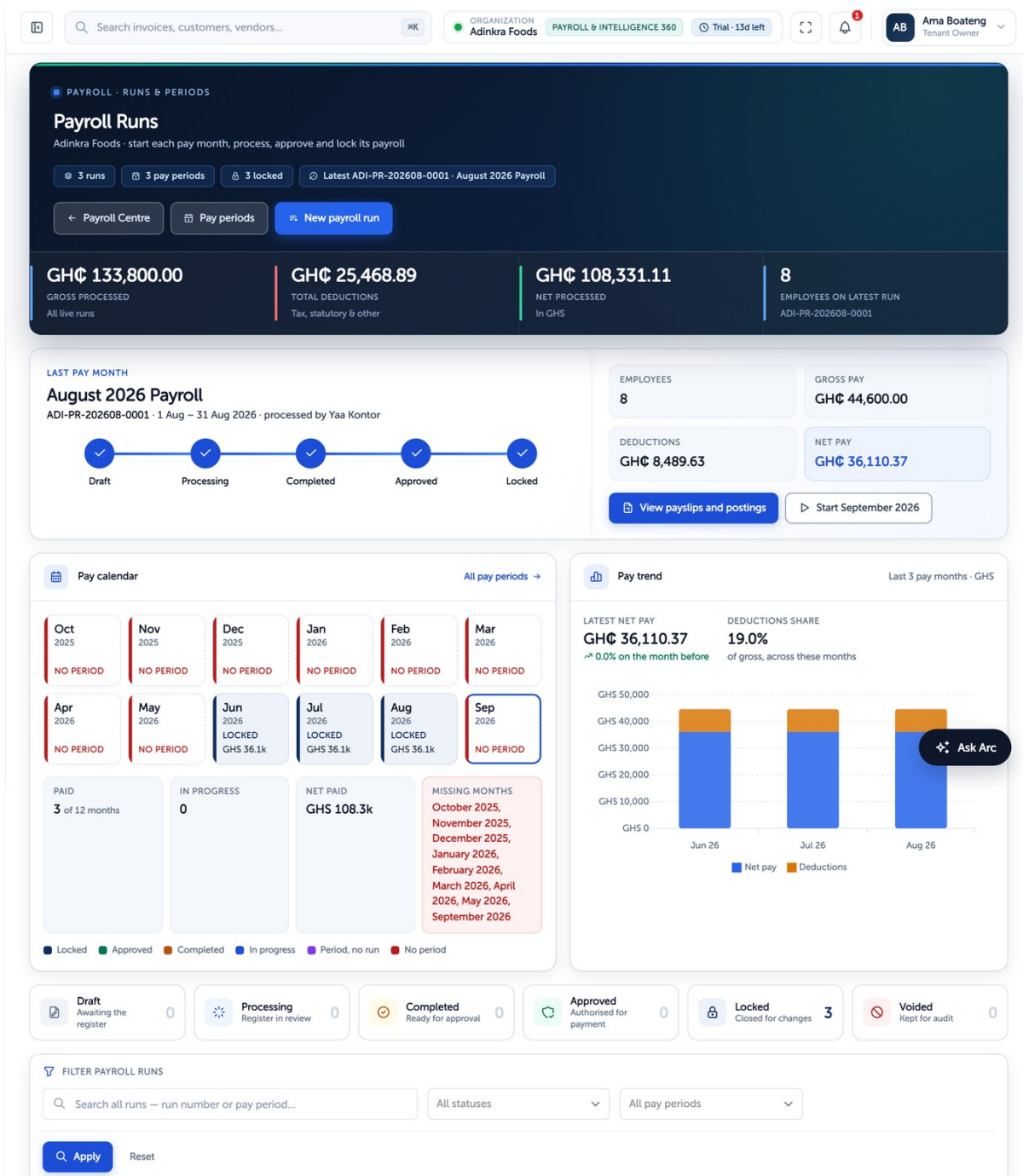


Figure 12 – Payroll runs: 3 runs, 3 pay periods, 3 locked. The pay calendar shows June, July and August 2026 locked at GH\$ 36.1k each and nine months with no pay period created.

Step 14. Generate the run

Generating a run takes every active person with a salary structure, computes their gross, their statutory deductions and their net, and writes one line per person.

Do this now

1. From Payroll runs, press Generate for the open period.

2. Wait for it to finish. On Adinkra Foods this is 8 people; on a large register it is worth the coffee.
3. Read the header: employees counted, gross, deductions, net.
4. Read the skipped count, if there is one, before anything else.

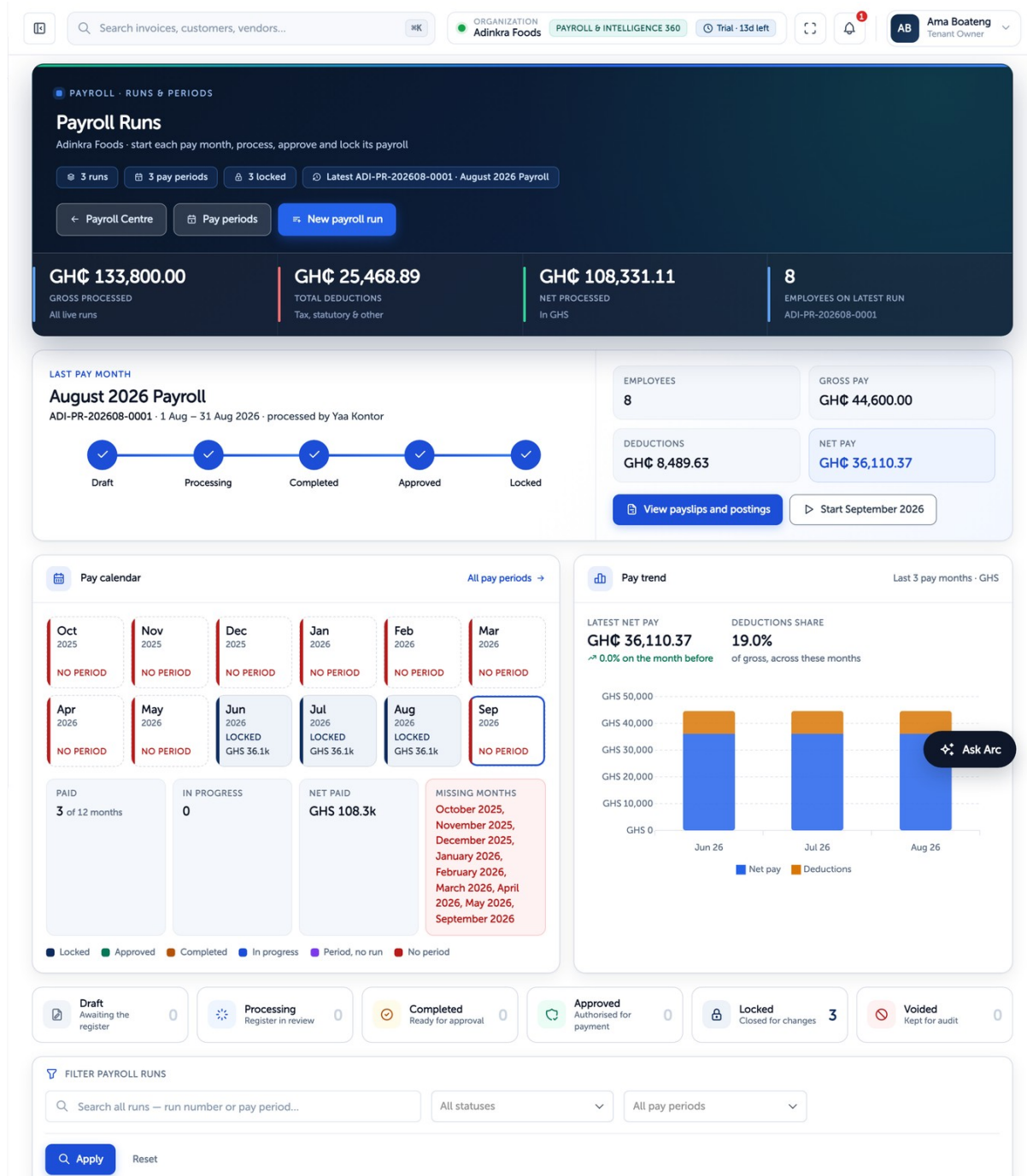


Figure 13 – The same screen read for the month: GH¢ 44,600.00 gross, GH¢ 8,489.63 deductions, GH¢ 36,110.37 net across 8 employees, with the run's progress from Draft to Locked shown as a single line.

▲ WATCH OUT

A run that skips somebody still completes and still looks finished. The skipped count is the only

thing on the screen that tells you a person was not paid, so read it every time – it is the most expensive number on the page.

Step 15. Read the run line by line

The run page is a table of people and what each of them is about to be paid. This is the check, and it is the Processor's job.

Do this now

1. Open the run.
2. Sort by net pay and read the top and the bottom. The extremes are where mistakes live.
3. Open one person's line and read the breakdown: basic, allowances, PAYE, SSNIT, net.
4. Compare the total against last month. Adinkra Foods runs GHS 44,600.00 gross and GHS 36,110.37 net every month, so a month that does not is a month to ask about.

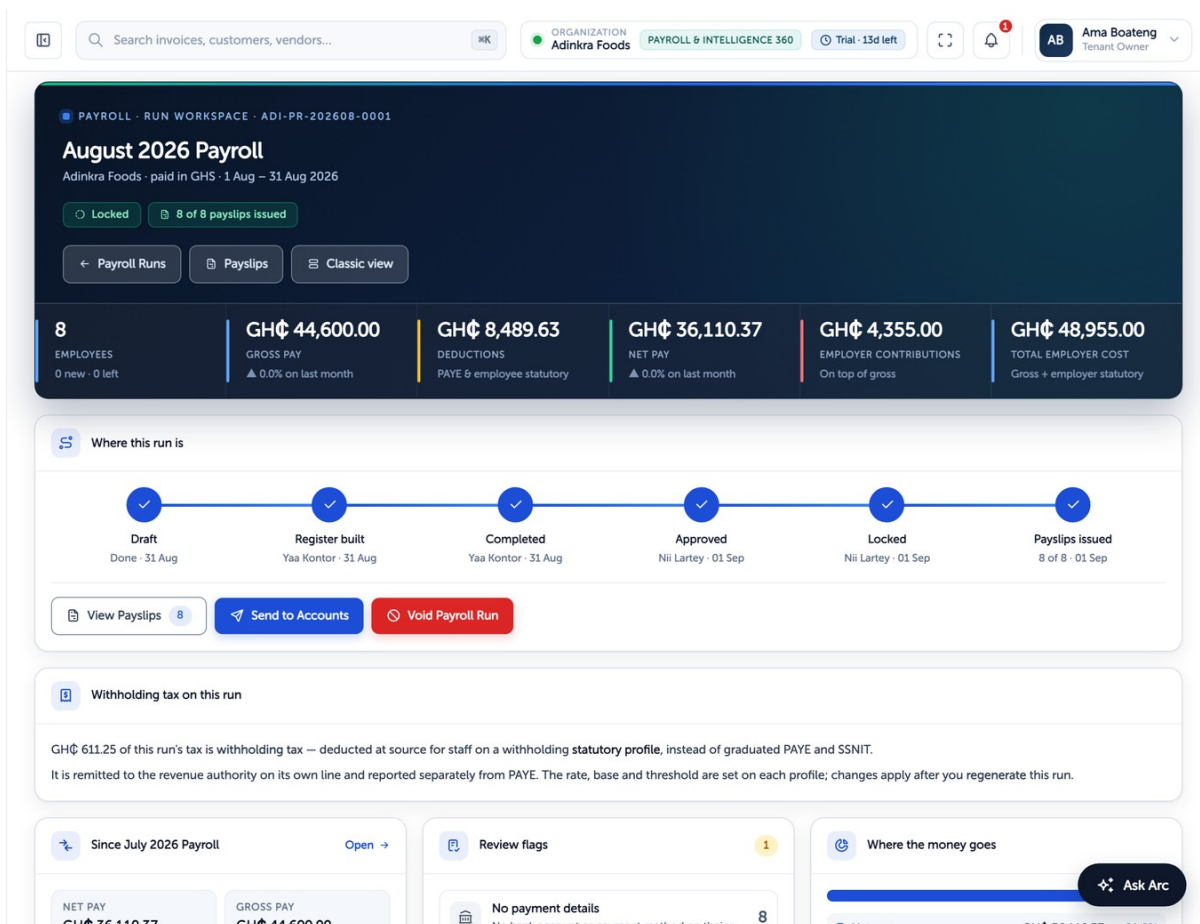


Figure 14 – One run's register, line by line. This is the check, and it is the Processor's job.

✓ TIP

Part 6's Variance report does this comparison for you across every person at once, and it is a faster check than reading lines. Use it here, before you approve, rather than afterwards.

Step 16. Fix something and regenerate

If the run is wrong, the fix is upstream – the register, the salary structure, or a component – and then you generate again.

Do this now

- 1.** Leave the run alone and go and fix the cause.
- 2.** Come back to Payroll runs and generate again.
- 3.** Read the header once more.
- 4.** Only move on when the numbers are ones you would sign.

♦ GOOD TO KNOW

You can regenerate a draft run as many times as you like. Once it is approved and locked, you cannot – a locked run is superseded rather than edited, which is Step 21.

Part 4 Releasing it

Approval, locking, and the control that makes the two of them worth having

Step 17. Submit the run for approval

When the Processor is satisfied, they hand the run on. They do not pay it, and the app will not offer them the option.

Do this now

1. Open the run as the Processor.
2. Press Submit for approval.
3. Confirm. The run is now waiting on somebody else.
4. Look at the buttons you have left. There is no Approve among them, and that is the product working.

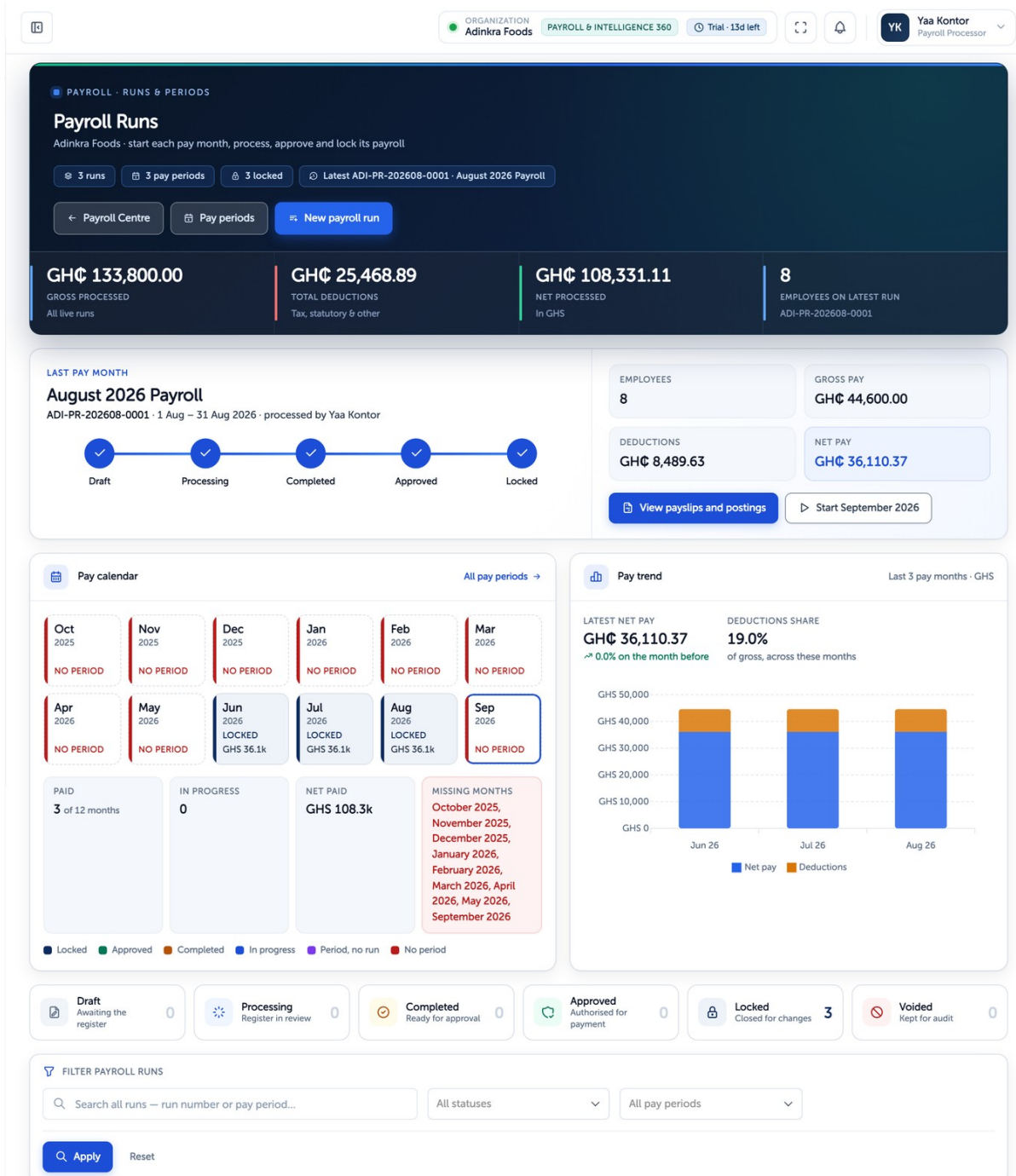


Figure 15 – The same Payroll Runs screen seen by Yaa Kontor, the Payroll Processor. She can start a new run and process it; there is no approval control anywhere on her screen, and that absence is the product working.

Step 18. Approve it, as the other person

The Approver reads a run they did not build. That is the entire value of the control: a second pair of eyes that has no stake in the numbers being right the first time.

Do this now

1. Sign in as the Approver.
2. Open the run from the Payroll Centre.

3. Read the totals and spot-check three people against what you expect.
4. Approve. The run is now payable.

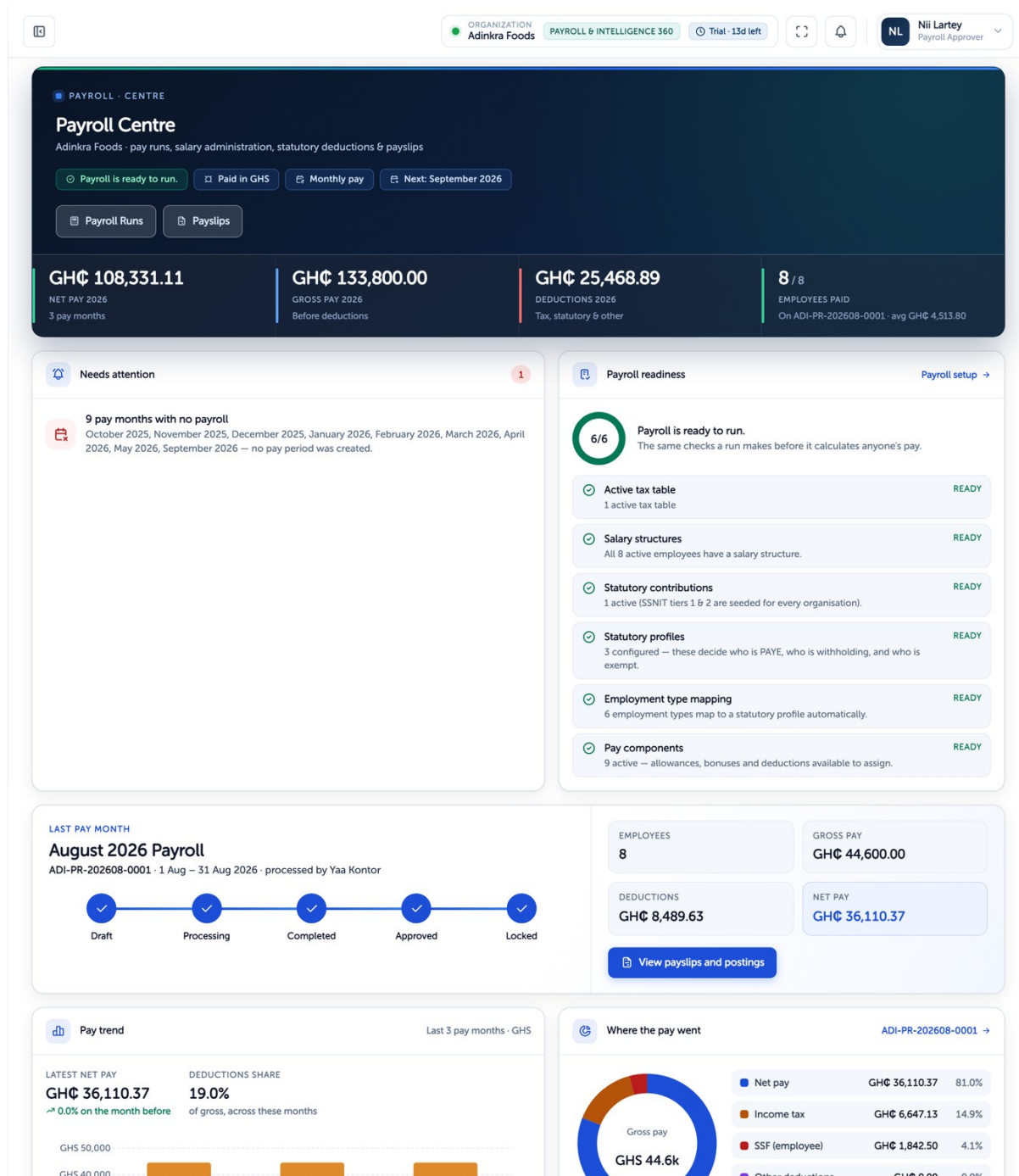


Figure 16 – And the Payroll Centre as the Approver sees it – the run they did not build, waiting on them.

★ IMPORTANT

An Approver cannot generate a run and a Processor cannot approve one. Neither is a matter of trust or of who knows the password; the app does not offer the button.

Step 19. Lock it

Locking is what makes a run final. After this the figures cannot move, which is what allows a payslip issued from it to be a statement of record.

Do this now

1. With the run approved, press Lock.
2. Read the confirmation. It tells you what stops being possible.
3. Confirm.
4. The run is now locked and its payslips can be issued – Part 5.

Step 20. When one person really must do both

Some companies are two people and a bookkeeper. Requiring a second approver there would not make the payroll safer; it would make the product unusable and teach somebody to share a password, which is worse.

Do this now

1. Open Who runs it (</app/people>).
2. Give the one person both Payroll Processor and Payroll Approver.
3. Read what the screen tells you about what you have just done.
4. Run a payroll and watch the run record that it was self-approved.

▲ WATCH OUT

This is a deliberate decision, not a loophole, and the run says so permanently. A run approved by the person who built it carries that fact for its whole life, and anybody reading it later can see it.

Step 21. A locked run that turns out to be wrong

It happens. The answer is not to edit history but to supersede it, so that both versions survive and the correction is legible.

Do this now

1. Open the locked run.
2. Use Supersede and give a reason. The reason is not optional and it is not decoration.
3. Build the replacement run.
4. Approve and lock the replacement as normal.

◆ **GOOD TO KNOW**

The superseded run keeps its own status and its own payslips. You end with two runs and a stated reason, which is exactly what an auditor wants to find and exactly what a spreadsheet cannot produce.

Part 5 Payslips

Issuing them, emailing them, and the password on the file

Step 22. Issue the payslips

Issuing turns a locked run's lines into payslips. Until you issue them, nobody can see anything.

Do this now

1. Open Payslips (</payslips>) or press Issue from the locked run.
2. Read the dialog. It tells you how many people will be emailed and how many cannot be.
3. Decide whether to email now or issue quietly and email later.
4. Confirm.

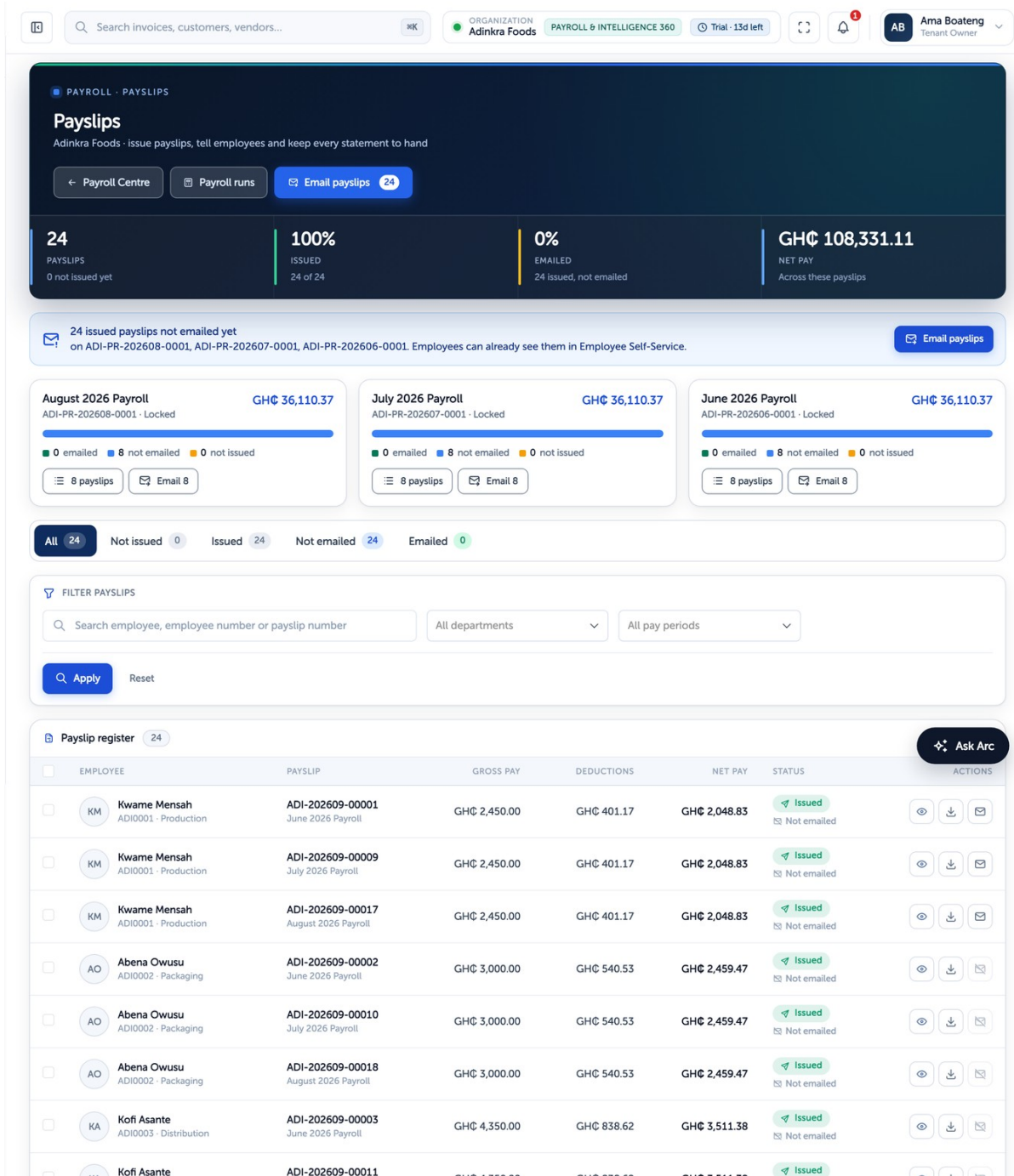


Figure 17 – Payslips. Issuing and emailing are two separate decisions: the dialog counts who can be reached before anything is sent, and names the three reasons somebody cannot be.

✓ TIP

Issuing and emailing are two separate decisions on purpose. A company that wants payslips visible in self-service on the 25th and emailed on the 28th can have exactly that: untick the box, and email from the Payslips page when you are ready.

Step 23. Read who could not be reached

The dialog counts the people the email cannot reach before you press anything, which is while you can still fix it.

Do this now

1. Open the issue dialog and read the second paragraph.
2. It names three reasons separately: no email address, no workspace account, and no employee number.
3. Fix whichever it names – all three are register fields.
4. Come back and issue.

★ IMPORTANT

“No employee number” stops the email because the employee number is the password on the PDF. Somebody without one cannot be sent a locked file, and the app will not send theirs unlocked to make up for it – see Step 25.

Step 24. The payslip goes to the address on the register

This is how this product distributes payslips. The PDF is attached to an email, addressed to the person it belongs to, and nothing in it asks them to sign in anywhere.

Do this now

1. From Payslips, send a run’s payslips.
2. Check one recipient’s inbox on your demo workspace.
3. Confirm the PDF is attached rather than linked.
4. Read the body. There is no button and nothing to click.

◆ GOOD TO KNOW

The login’s address is used when somebody has one, because that is the address they chose and can change. The register’s address is the fallback, and for most of your people it is the only one there is.

Step 25. The password on the file

An emailed payslip is the one copy that travels without anybody proving who they are first. It is forwarded, it lands in shared mailboxes, and it sits in backups for years. So it does not open on its own.

Do this now

1. Open a payslip email and try to open the attachment.
2. It asks for a password. The password is that person's **employee number**, exactly as it appears on the register.
3. Read the email body: it names the rule and never prints the number.
4. Open the same payslip from self-service instead and note that it opens freely.

My Payslips
Your issued earnings statements — view the breakdown or download the official PDF.

AD/0001 | 2026 year to date | Latest GH¢ 2,048.83 net

3 PAYSIPS issued statement(s)	GH¢ 2,048.83 LATEST NET PAY August 2026 Payroll	GH¢ 6,146.49 YTD NET across 3 payslip(s)	GH¢ 7,350.00 YTD GROSS before deductions	GH¢ 1,203.51 YTD DEDUCTIONS PAYE, statutory & other
--	--	---	---	--

Insights & Recommendations | Generated from this report's data

16.4% of your 2026 gross went to deductions
GH¢ 1,203.51 withheld from GH¢ 7,350.00 gross — PAYE, pension and any other deductions. Your tax documents summarise the statutory side.
[Tax Documents](#) →

Payslip History (3)

PAYSIP	PERIOD	GROSS PAY	DEDUCTIONS	NET PAY	ISSUED	ACTIONS
ADI-202609-00017	August 2026 Payroll	GH¢ 2,450.00	GH¢ 401.17	GH¢ 2,048.83	01 Sep 2026	View Download
ADI-202609-00009	July 2026 Payroll	GH¢ 2,450.00	GH¢ 401.17	GH¢ 2,048.83	01 Aug 2026	View Download
ADI-202609-00001	June 2026 Payroll	GH¢ 2,450.00	GH¢ 401.17	GH¢ 2,048.83	01 Jul 2026	View Download

How to read your payslips | Reference guide

Payslips land here once payroll locks the run and formally issues them — so every statement you see is final. The PDF download is the official remuneration statement you can share with banks and authorities.

- GROSS PAY**
Everything you earned in the period — basic salary, allowances and overtime — before any deductions.
- DEDUCTIONS**
Amounts withheld: PAYE income tax, your pension contribution and any other agreed deductions.
- NET PAY**
Gross minus deductions — the amount paid into your account.
- YTD**
Year-to-date — your running totals for the current calendar year.
- EMAILED A COPY?**
The payslip we email you is password-protected. Yours opens with your employee number, ADI0001, typed exactly like that.

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Figure 18 – Kwame Mensah’s own self-service, signed in as himself: 3 issued payslips, GH¢ 7,350.00 gross and GH¢ 6,146.49 net year to date, 16.4% of his 2026 gross withheld. “Emailed a copy?” names the password on the PDF – his employee number – which the email itself deliberately never prints.

★ **IMPORTANT**

The email says “the password is your employee number” and never says what the number is. A message carrying both the locked file and the key to it would have gone through the motions of protecting something without protecting it. The person it belongs to already knows their staff number; a reader over their shoulder does not.

▲ **WATCH OUT**

The self-service download is deliberately not locked. That copy was fetched by somebody already signed in as the person it belongs to – asking them to type their staff number to open a file they just downloaded from their own account buys nothing. Their own self-service page tells them the password for the emailed one.

Step 26. Send one again

People lose emails. Sending one again is a single action and it is recorded.

Do this now

1. Open Payslips and find the row.
2. Use the envelope on that row.
3. Read the confirmation – it names the password that person will need.
4. Confirm.

Part 6 Reading it

The reports, what each is for, and which one to open first

Step 27. The Report Centre

This is the Intelligence half of the product's name. Twelve reports are available to this plan; nine of them are payroll's own.

Do this now

1. Open Reports ([/reports](#)).
2. Read the groups. Payroll's own reports sit together.
3. Open one and press Run report. A report that has not been run yet shows you nothing, by design.
4. Change the period and run it again.

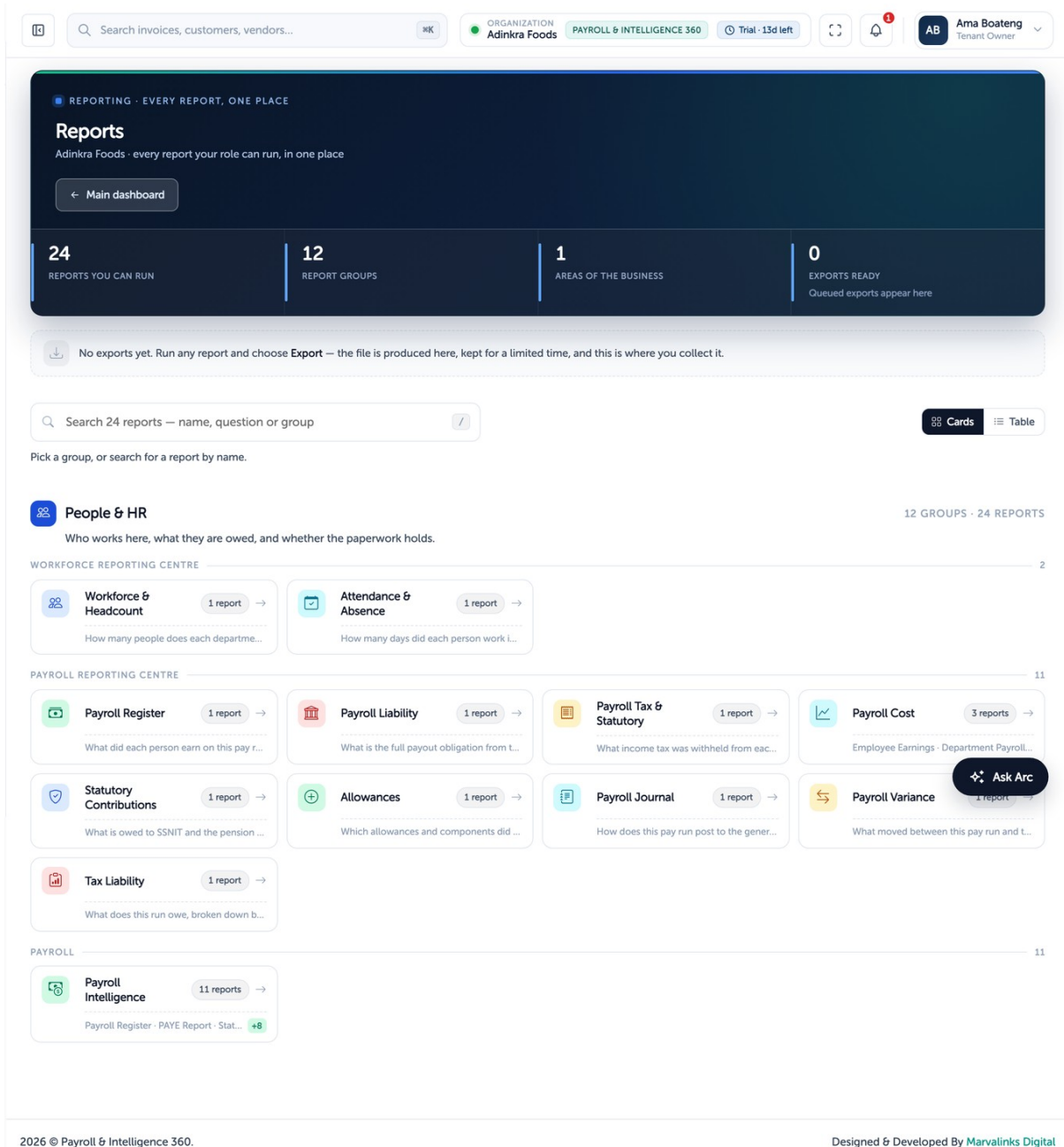


Figure 19 – The Report Centre. Thirteen reports are available to this plan and eleven of them are payroll's own.

▲ WATCH OUT

A report opens on its own default period, which is not necessarily the one you were just looking at. Read the period selector before you read the numbers – a right figure from the wrong month is the most convincing kind of wrong.

Step 28. The Payroll Register

One line per person for a period: gross, every deduction, net. This is the report you print and file, and the one you send when somebody asks for “the payroll”.

Do this now

1. Open Reports and run the Payroll Register.
2. Set it to the period you have just locked.
3. Check the total against the run. They must agree exactly.
4. Export it.

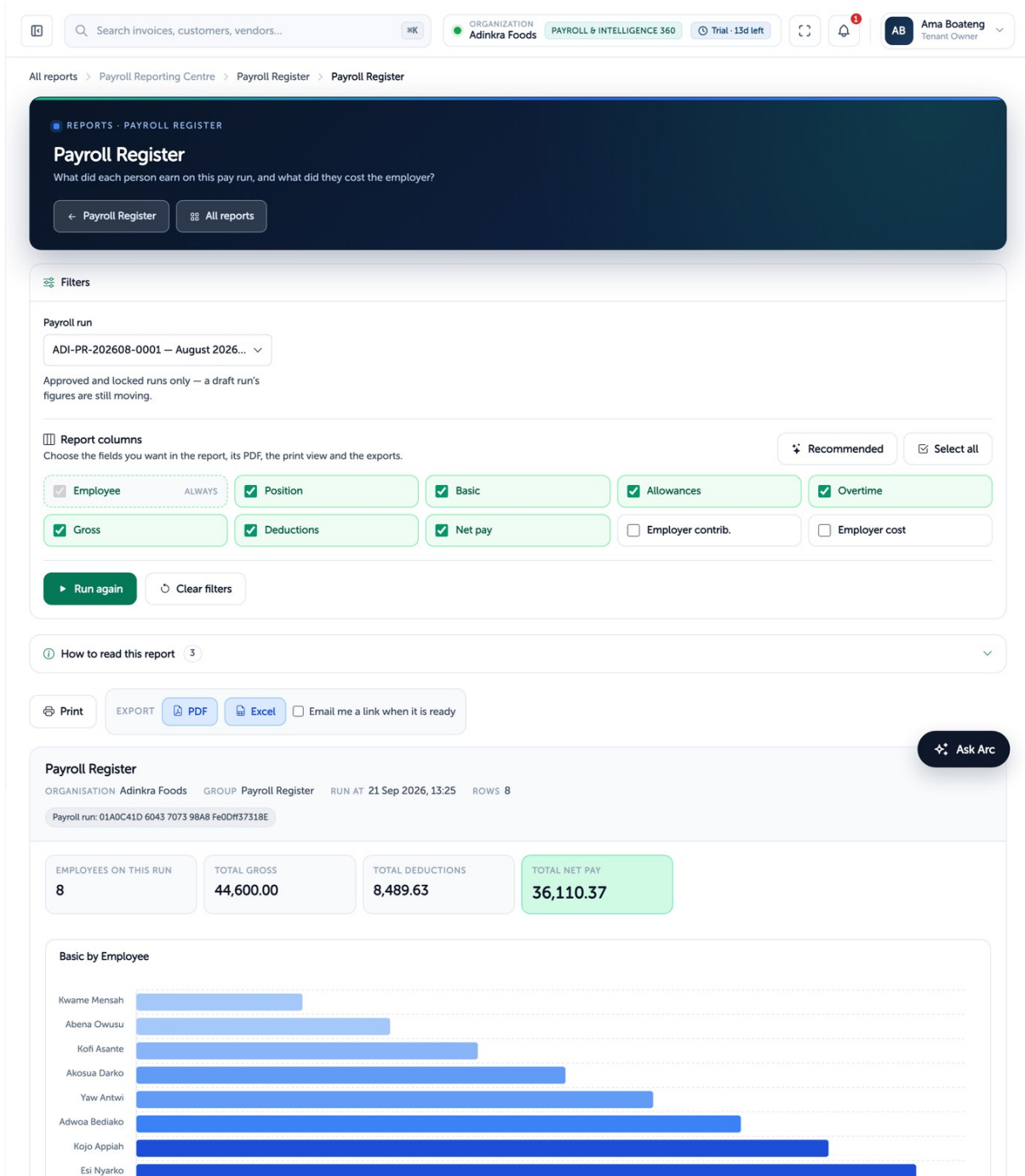


Figure 20 – The Payroll Register, opened on ADI-PR-202608-0001 – August 2026 – without anybody choosing a filter. Eight rows, GH¢ 44,600.00 gross, GH¢ 8,489.63 deductions, GH¢ 36,110.37 net, and basic pay charted from Kwame Mensah's 1,800 to Esi Nyarko's 8,450.

Step 29. The statutory schedules

These are the reports a filing is made from: the PAYE schedule, the statutory contributions, and the tax liability. The app produces them; you file them.

Do this now

1. Open Statutory (/statutory-contributions) and read the month.
2. From Reports, run the PAYE schedule and the statutory report for the same month.
3. Check they agree with each other and with the run.
4. Export what you need for filing.

The screenshot shows the 'Statutory Contributions' page in a payroll system. The page header includes a search bar, organization name 'Adinkra Foods', and a trial status 'Trial - 13d left'. The main section is titled 'Statutory Contributions' and shows a summary of rules: 1 Total Rules, 1 Active Rules, 1 Percentage Based, and 0 Fixed Amount. Below this is a 'Statutory Contributions' section with 'WHAT IT IS', 'HOW TO USE IT', and 'CONNECTED TO' (Tax Tables, Payroll runs, Payslips). A 'FILTER CONTRIBUTIONS' section allows searching by name or code, with filters for 'All types' and 'All statuses'. The 'Statutory contribution register' table lists one contribution: SSNIT (Tier 1 & 2) with a Social Security type, Percentage method, 5.50% employee rate, 13.00% employer rate, and a fixed amount of GHC 0.00. The effective date is 01 Jan 2026 to Open-ended, and the status is Active. The page footer shows '2026 © Payroll & Intelligence 360.' and 'Designed & Developed By Marvalinks Digital'.

CONTRIBUTION	TYPE	METHOD	EMPLOYEE	EMPLOYER	FIXED	EFFECTIVE	STATUS	ACTIONS
SSNIT (Tier 1 & 2) GH-SSNIT-ADI	Social Security	Percentage	5.50%	13.00%	GHC 0.00	01 Jan 2026 to Open-ended	Active	

Figure 21 – Statutory contributions for the month – the figures a filing is made from.

★ IMPORTANT

This app does not file anything for you and does not pretend to. What it gives you is a schedule that agrees with the payslips you issued, which is the part a spreadsheet gets wrong.

Step 30. Variance and cost

Variance compares this month against last, per person. Cost groups the month by department. Between them they answer the two questions a finance director asks.

Do this now

1. From Reports, run the Variance report for the month you are about to approve.
2. Read only the rows that moved. Everybody else is noise.
3. Run the Cost report and read it by department – the four you set up in Step 3.
4. Take the variance to the Approver before they approve, not after.

The screenshot displays the 'Variance Report' interface within the 'Payroll & Intelligence 360' application. The top navigation bar includes a search bar, organization name 'Adinkra Foods', and user profile 'Ama Boateng, Tenant Owner'. The breadcrumb trail indicates the path: 'All reports > Payroll Reporting Centre > Payroll Variance > Variance Report'.

The main header for the report is 'Variance Report' with the subtitle 'What moved between this pay run and the one before it, and by how much?'. Below this, there are two buttons: 'Payroll Variance' and 'All reports'.

The 'Filters' section contains two dropdown menus: 'This run' and 'Compared with', both currently set to 'All'. Below these, explanatory text states: 'The run you are asking about.' and 'The run to measure it against — usually the one before.'.

The 'Report columns' section allows users to choose fields for the report, PDF, print view, and exports. It includes a 'Recommended' button and a 'Select all' checkbox. The selected columns are: 'Measure' (with a sub-label 'ALWAYS'), 'Movement', 'Compared run', 'This run', 'Variance', and 'Change'. There are 'Run again' and 'Clear filters' buttons at the bottom of this section.

Below the filters, there is a section titled 'How to read this report' with a dropdown arrow. Below that, there are 'Print' and 'EXPORT' buttons, with 'PDF' and 'Excel' as options under 'EXPORT'. A checkbox for 'Email me a link when it is ready' is also present.

The main report area is titled 'Variance Report' and shows the following details: 'ORGANISATION Adinkra Foods', 'GROUP Payroll Variance', 'RUN AT 21 Sep 2026, 13:25', and 'ROWS 0'. A message states: 'Everything you are entitled to see'. Below this, a large empty area contains a magnifying glass icon and the text: 'No rows matched these filters. The report ran — nothing in your scope fell inside Payroll Variance. Widen the period or clear a filter and run it again.'

The footer of the application shows '2026 © Payroll & Intelligence 360.' on the left and 'Designed & Developed By Marvalinks Digital' on the right.

Figure 22 – The Variance report: this month against last, per person. Run it before the Approver approves, not after.

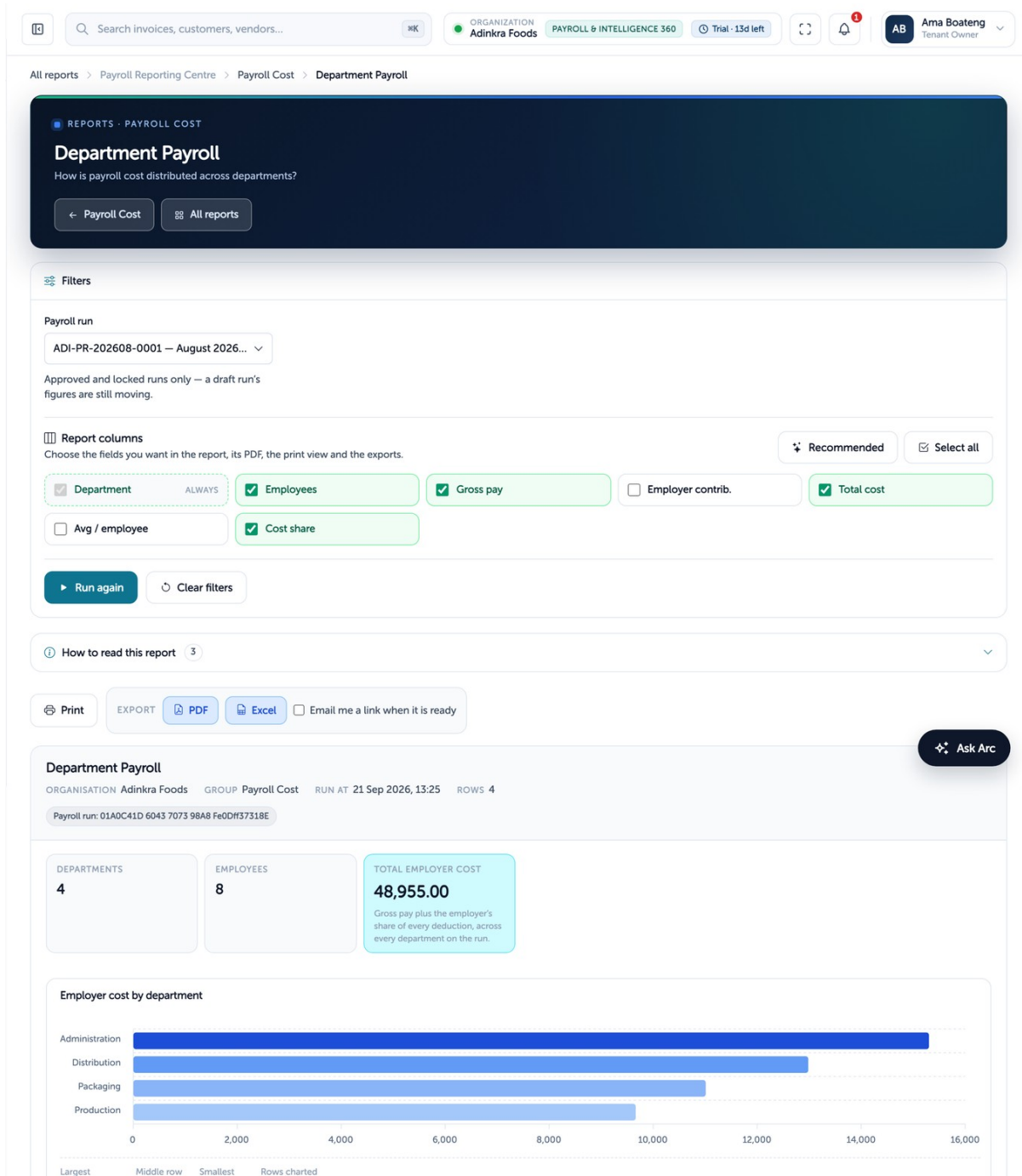


Figure 23 – Cost by department – the four set up in Step 3, and the report a finance director opens first.

✓ TIP

Variance is the best pre-approval check in the product, and Step 15 is where it belongs in your month. Reading it after the run is locked tells you about a mistake you have already paid.

Step 31. The journal

The payroll journal is the accounting entry your month produces – what to debit and what to credit, ready for whoever keeps your books.

Do this now

1. From Reports, run the Payroll Journal for the locked period.
2. Check it balances.
3. Export it for your accountant, or for the Osebo accounting product if you use it.

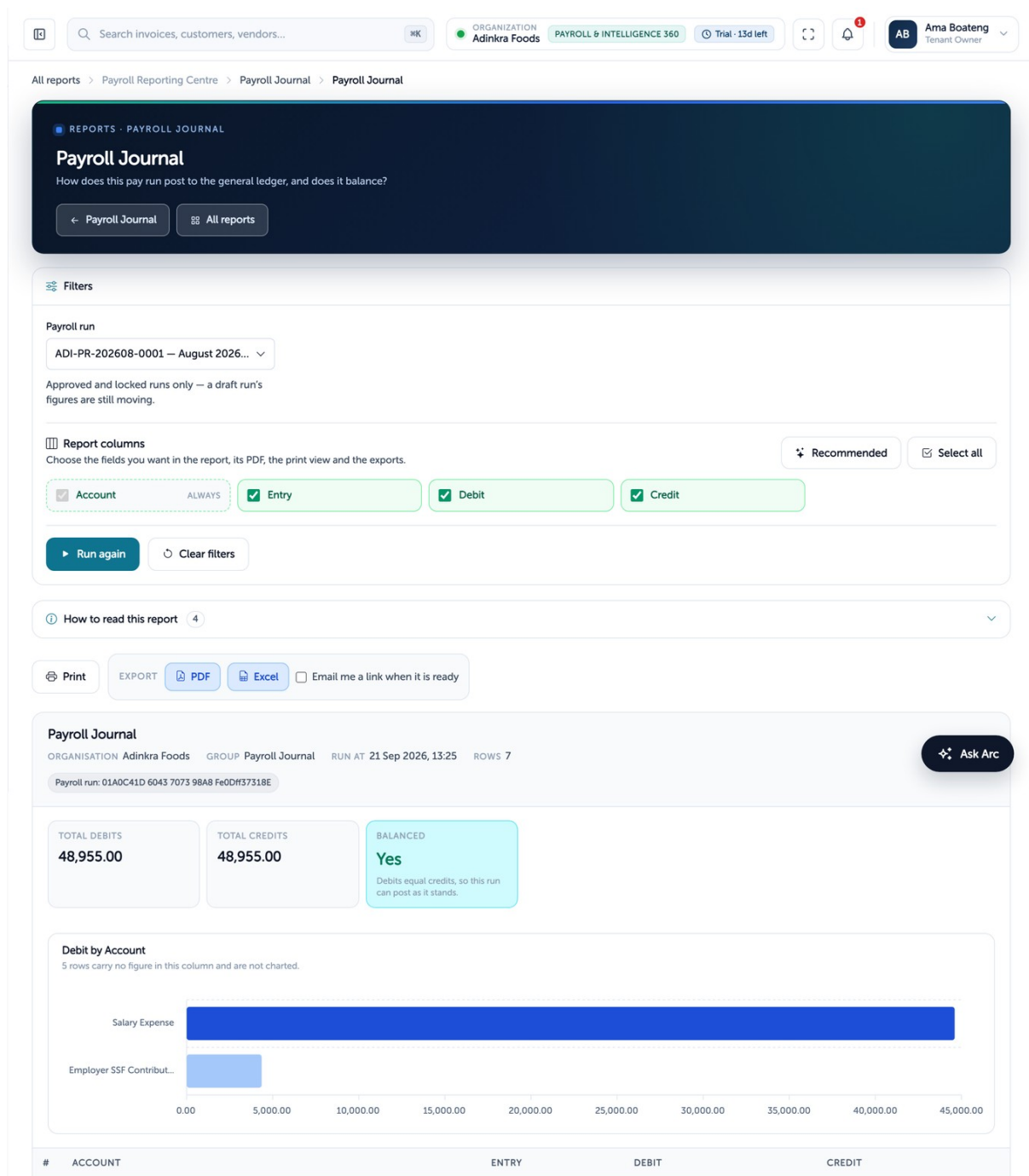


Figure 24 – The payroll journal: what to debit and what to credit, ready for whoever keeps the books.

Part 7 Arc, your assistant

Asking the workspace a question in words

Step 32. Ask Arc something you already know the answer to

Arc answers questions about your own workspace. The way to learn whether to trust it is to start with a question you can check.

Do this now

1. Open Arc from the top bar.
2. Ask it something you can verify – “what did we pay in August?”
3. Check the answer against the run.
4. Then ask it something you would have had to go and look up.

▲ WATCH OUT

Arc can only see what you can see. It obeys the same permissions as the rest of the app, so a Processor asking Arc will not be told something the Processor screens would not show them.

Part 8 What it costs

Seats, operators, and what happens when the trial ends

Step 33. Read your seats

A seat is a person on the register. Operators are free. That is the whole of the model.

Do this now

1. Open Workspace (</app/workspace>).
2. Read how many seats you are using. Adinkra Foods uses 8.
3. Compare that with the number of people who can sign in – on Adinkra Foods that is 4, and only one of them is somebody being paid.
4. Note when your trial ends.

The screenshot shows the 'Workspace' settings page for 'Adinkra Foods' in the 'Payroll & Intelligence 360' application. The top navigation bar includes a search bar, organization name, plan status ('Trial - 13d left'), and user profile ('Ama Boateng, Tenant Owner'). The main content area is titled 'Workspace' and includes a sub-header 'Adinkra Foods - what you are called, where you are, and how people reach you'. Below this are three tabs: 'The desk', 'People & seats', and 'Billing'. A message states 'This is your company, not your desk.' with a 'MODULE GUIDE' link. The 'Company' section contains fields for 'Company name' (Adinkra Foods), 'Timezone' (UTC), 'Contact email' (payroll360@osebo.test), 'Phone', 'Website' (https://), and 'Address'. A 'Save' button is at the bottom right. A 'Looking for something else?' section at the bottom provides links to 'Queues, hours and SLA', 'Who is on the desk', and 'Your plan and invoices'.

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Figure 25 – Seats. Eight people on the register, and four logins – of whom exactly one is somebody being paid.

◆ GOOD TO KNOW

Removing somebody from the register gives the seat back from that day, and every payslip they were ever issued stays where it is. You are never charged for somebody's history.

Step 34. When the trial ends

Nothing disappears. The workspace goes read-only: you can open everything and change nothing.

Do this now

1. Read the banner on the Payroll Centre as the trial gets close.
2. Note that payslips already issued stay visible to the people they belong to.
3. Talk to Osebo before the date rather than after it.

★ IMPORTANT

A lapsed workspace still shows every payslip it has ever issued to the person it belongs to. Ending a subscription does not take away somebody's record of what they were paid, and it should not.

Glossary

- **Pay component** – anything paid or deducted besides basic salary. Carries two facts: taxable, and pensionable.
- **Statutory profile** – the set of rules a person is taxed under. PAYE, withholding, or an exception.
- **Employment type** – permanent, contract, consultant, intern. Chooses the statutory profile by default.
- **Period** – the month being paid for. Decides which tax table applies.
- **Run** – one computation of one period: a line per person, with gross, deductions and net.
- **Locked** – a run whose figures can no longer move. A payslip can only be issued from one.
- **Superseded** – a locked run replaced by a corrected one, with a stated reason. Both survive.
- **Issued** – a payslip that exists for the employee. Issuing and emailing are separate decisions.
- **Seat** – a person on the register. Operators are free.

Setup checklist

1. Departments set up (Step 3).
2. Pay components checked, taxable and pensionable set deliberately (Step 4).
3. Statutory profiles read and defaults set per employment type (Step 5).
4. Tax tables confirmed in force (Step 6).
5. Payroll settings decided (Step 7).
6. Everybody on the register, with a salary and an employment type (Step 8).
7. Everybody who needs one has a salary structure (Step 10).
8. A Processor and an Approver who are two different people (Step 12).

The routine

Once you are set up, a month looks like this:

- 1.** Open the period (Step 13).
- 2.** Generate the run, and read the skipped count first (Step 14).
- 3.** Check it – the Variance report is faster than reading lines (Steps 15 and 30).
- 4.** Submit for approval (Step 17).
- 5.** Somebody else approves it (Step 18).
- 6.** Lock it (Step 19).
- 7.** Issue the payslips and email them (Steps 22 to 24).
- 8.** Run the statutory schedules and file them (Step 29).
- 9.** Run the journal and hand it to your books (Step 31).

Where to go next

If you outgrow this app, the things it deliberately does not do are the things the rest of Osebo does: Time & Attendance 360 keeps the hours a payroll is built from; the full Osebo platform adds contracts, leave, appraisals and the rest of an HR system; Osebo Accounting takes the journal from Step 31 without an export.

Talk to the Osebo team about any of them. Nothing in this app has to be thrown away to move.