

KEBARICK HR & PAYROLL

Practical User Manual — Organisation Administrators, HR, Payroll, Managers and Employees

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This guide follows the current universal-industry application approach: configure your organisation first, add employees next, and complete the appropriate readiness checks before processing payroll.

1. Getting started after registration

- Sign in using the verified organisation account and the credentials you created during registration.
- Open **Organisation Settings** from the top menu. The guided setup and permanent setup checklist are available there.
- Confirm organisation profile, industry/work model, working hours, attendance method, leave policy and payroll foundations.
- Complete the organisation foundation steps before adding staff. Employee access and payroll readiness are tracked separately.
- If your organisation is already in use, existing records are not reset when you update setup preferences.

2. Working hours, shifts and attendance

- Choose a general work schedule for ordinary office staff or configure custom schedules for shifts, branches or departments.
- Not every organisation needs Day, Night and On-call shifts. Only configure them when relevant.
- Attendance methods may include manual attendance, web attendance or supported clock-in devices.
- In **Attendance & Time**, review attendance exceptions, overtime requests, pending clock-ins and device connections.
- Select **Request integration assistance** for help connecting a clock-in machine; it opens the support conversation when available.
- Existing device identifiers and enrolled staff mapping must be checked before making changes to live integrations.

3. Adding employees

- Open **People Directory** and select **Add Employee** or **Import Employees**.
- Use the multi-step employee form: Identity, Contacts, Employment, Payroll, Credentials, Attendance and Documents.
- The Back and Continue buttons move between steps. Use Save incomplete where offered if essential information is still being collected.
- Select county first, then the corresponding sub-county. Where populated, bank selection enables branch and bank-code autofill.
- Verify account numbers, branch codes and statutory fields before activating payroll.

- When no employees exist, the directory should invite you to add the first employee rather than report an empty search result.

4. Primary Admin and user access

- The organisation account owner is referred to as **Primary Admin**. A person with this role does not automatically become an employee.
- Add that person to People Directory only if they are genuinely employed by the organisation.
- Use **Settings & Access** to link eligible existing staff to login accounts and assign roles such as HR, Payroll or Supervisor.
- Use controlled handover for changes to the Primary Admin; do not share existing PINs or create duplicate identities.
- The **Temporary Overall In-Charge** designation is time-limited operational delegation, not a transfer of account ownership.

5. Staff self-service

- Create or link employee login accounts through the authorised access workflow.
- Communicate self-service login details securely to each employee.
- Employees can view only their authorised personal information and allowed HR services.
- Check whether an invitation was created, delivered and used; do not assume an employee has accessed the portal simply because an account exists.

6. Payroll Processing & Approvals

- Regular payroll and Additional Payments & Claims are different modules.
- Open **Payroll Processing & Approvals** for salary periods, calculations, statutory deductions, approvals, finalisation and payslips.
- Confirm salaries, pay cycle, statutory settings and applicable employee details first.
- Use preview/review and resolve outstanding exceptions before authorising payroll.
- Historical completed payroll must not be silently recalculated when company policies are changed.

7. Additional Payments & Claims

- Use this area for approved expense claims, per diem, stipends, loss/damage recoveries, casual pay or eligible consultant payments.
- Select the correct transaction type, recipient and supporting reference, then follow the approval workflow.
- Depending on the transaction type, approved entries may become payroll earnings, reimbursements or authorised deductions.
- Consultant/vendor entries may need an active workforce record under the current payment workflow. Confirm eligibility before submission.

8. Reports, exporting and records

- Use the **Export** menu where relevant; it contains available Print, PDF, Excel, CSV and Copy actions.
- Payroll and statutory reporting are available through the appropriate reporting areas.
- Check filters and date ranges before exporting to avoid incomplete or overly broad reports.
- Employee information and payroll records are protected; share exported files only with authorised recipients.

9. Support and troubleshooting

- Use the compact **Send message / Support** button inside the application for one-to-one assistance.
- The support chat is separate from individual employee self-service conversations and preserves organisation isolation.
- You may also contact Kebarick Ventures: **0725 311 922**, sales@kebarickventures.com.
- Office: Western Heights, Karuna Road, Westlands, Nairobi — near Sarit Centre.
- When a screen is unresponsive, note the screen name, action and approximate time; avoid repeating financial submissions before confirming their status.

10. Administrator checklist

- Organisation settings complete and relevant operational schedules confirmed.
- Employees added with valid employment information and required statutory/payment details.
- Appropriate staff roles assigned, invitations issued and self-service access tested.
- Attendance and leave arrangements reviewed where the organisation uses them.
- Payroll readiness checked before live salary calculations and approvals.
- Exports and reports tested with actual sample records, and authorised support contacts known.

Important: Industry presets are recommendations, not mandatory regulatory settings. Confirm applicable Kenyan employment, tax and sector-specific requirements for your organisation.