



HR & Payroll: End-to-End Walkthrough

A practical step-by-step scenario for HR Officers and Payroll Specialists — from hiring an employee to confirming accounting impact.

Scenario Overview



Role

HR Officer / Payroll Specialist

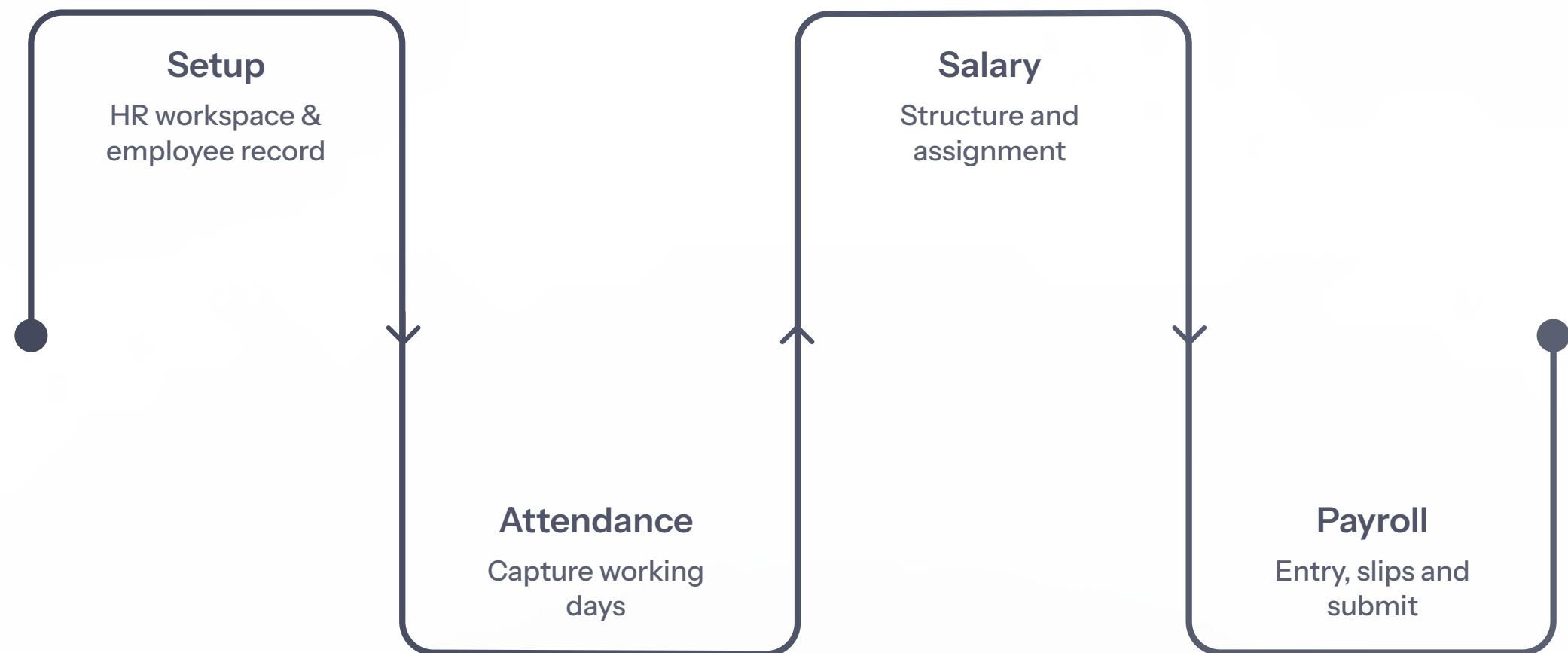
Goal

Hire an employee, assign a salary structure, run payroll, and confirm accounting impact.

Preconditions

- Company, fiscal year, and HR settings configured
- Payroll period exists
- Access to Employee, Salary Structure, Payroll Entry, and Salary Slip modules

The Full Payroll Journey



Nine steps take you from the HR workspace all the way to verified general ledger postings — covering every critical touchpoint in the payroll cycle.

Step 1 — Open HR Workspace

Action

Navigate to the HR workspace in the system.

Expected Output

HR shortcuts and KPIs appear, ready for use.



Steps 2 & 3 — Employee & Attendance

1

Create Employee

Open Employee → New. Fill personal data, department, designation, and date of joining → Save.

Output: Employee record created with a unique Employee ID.

2

Capture Attendance

Record or import attendance for the payroll month.

Output: Attendance data available for payroll calculation.

Steps 4 & 5 — Salary Structure & Assignment



Create Salary Structure

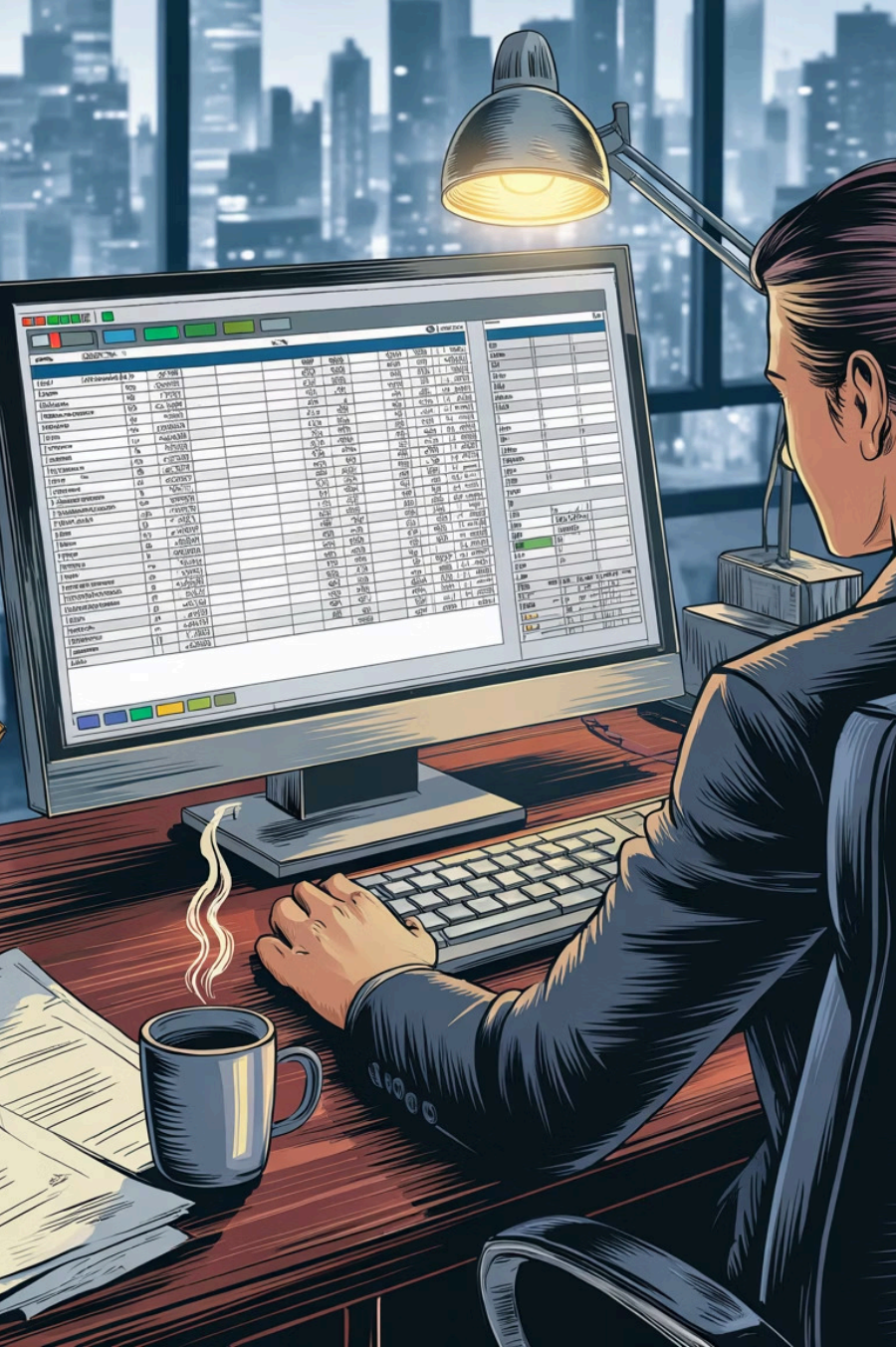
Open Salary Structure → New (or use existing). Define earnings/deductions rules → Save → **Submit.**

Output: Structure is active and assignable.

Assign to Employee

Open Salary Structure Assignment → New. Choose employee, structure, and effective date → Save → **Submit.**

Output: Assignment recorded and effective.



Step 6 – Create Payroll Entry

Action

Open Payroll Entry → New. Set company, payroll period, and department (optional) → click **Get Employees** → Save.

Expected Output

Payroll Entry lists all employees to be processed in this cycle.

Steps 7 & 8 – Salary Slips & Submission

1

Create Salary Slips

In Payroll Entry, click **Create Salary Slips**. Slips are generated in draft or submitted state based on settings.

2

Submit Payroll

Submit Salary Slips (or Payroll Entry if workflow controls it). Net pay and deductions are finalized and posted.

Step 9 — Validate Accounting Impact



Action

Open the **General Ledger** for the payroll posting date.

Expected Output

Payroll expense and liability entries exist as expected — confirming the accounting impact is correctly recorded.

✅ GL entries verified: payroll expense and liability postings confirmed.



Mission Accomplished

Employee Hired

Record created with ID, department, and designation.

Payroll Processed

Salary slips generated with calculated net pay and deductions.

Accounting Verified

GL postings confirmed — end-to-end payroll cycle complete.