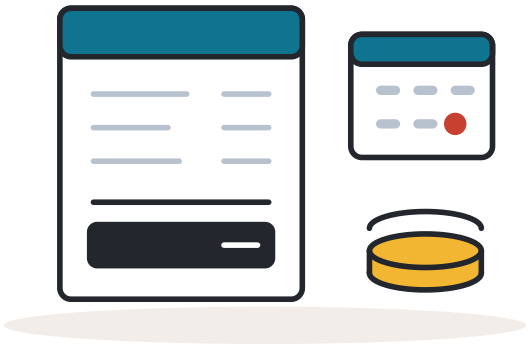
Payroll, from the package to the payslip

One idea: the People desk builds the month's run from the salary packages, the extras, the leave and the loans; the chief accountant, then the CFO, then the CEO sign it in the decision window and the payroll entry posts by itself — then each office's Finance pays its own people, and every employee sees his payslip.



Build the month
the People desk

→

Three signatures
chief accountant → CFO → CEO

→

The entry by itself
on the last signature

→

Paid by office
Erbil for Erbil, Baghdad the rest

→

The payslip
each employee sees his own

Who reads this

The HR manager and HR officer who build, the chief accountant, CFO and CEO who sign, Erbil and Baghdad Finance who pay — and the managers who ask for a bonus or a penalty.

Where

HR → "Payroll": Runs, Packages, Extras, Loans, Rules; Finance → "Payroll" to pay; the decision window to sign; "My pay" for every employee.

What you need

A package for every employee, the rules saved, the deduction notices sent, the month's extras entered, and approved loans paid out.

HR builds, Finance pays. Not a dinar is paid that the People desk did not build and the three did not sign; and Finance never builds a run.

Who does what and who pays whom

One road every month: the People desk builds, three sign in the decision window, and only two offices pay — Erbil for the people in Erbil, Baghdad for everyone else.

The month's payroll run

People desk builds and sends → **Chief accountant** step 1/3 → **CFO** step 2/3 → **CEO** step 3/3 → **Payroll entry** posts by itself → **Office Finance pays** Erbil · Baghdad

Role	Who	What he does	Where
The People desk	HR manager and HR officer	Packages, rules, extras, loans; builds, rebuilds and sends the run	HR → "Payroll"
The signers	Chief accountant → CFO → CEO	Read the run against last month, then "Approve" or "Not approved"	Decision window
Office Finance	Erbil Finance · Baghdad Finance	Pays its office's part; pays out approved loans; cancels a run with nothing paid	Finance → "Payroll"
The manager	Team manager	Asks for a bonus or a penalty for his own team — sees no pay figures	HR → "Team"
The employee	Every employee	Sees his own payslip and loan only	"My pay"

Who pays	Whom	From where
Erbil Finance	The people who work in Erbil	An Erbil cash box or bank
Baghdad Finance	Everyone else: Baghdad, Basra, Najaf, Mosul, Dubai…	A Baghdad cash box or bank

The paying office is set at build

From the "project location" on the HR file; empty? from his region; otherwise Baghdad.

An administrator

Can pay either office; a Finance keeper pays his own office only.

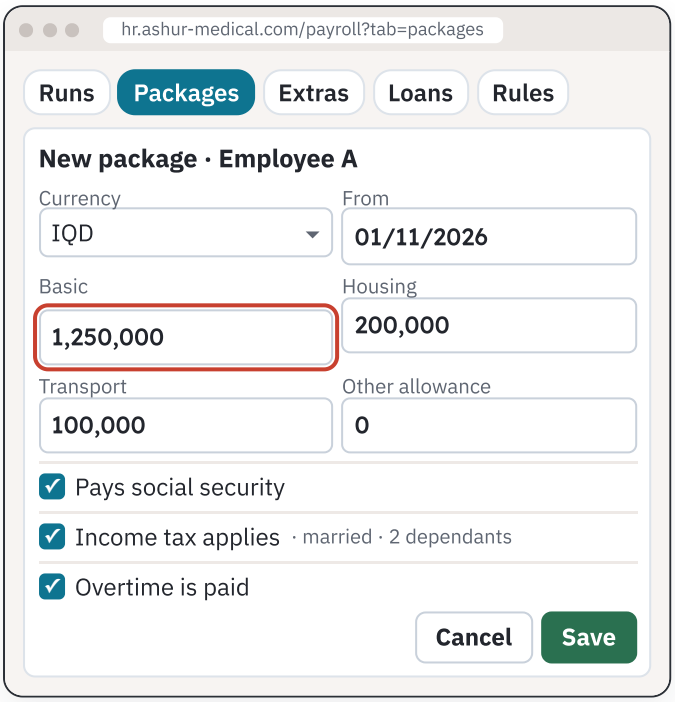
Notices to their own office

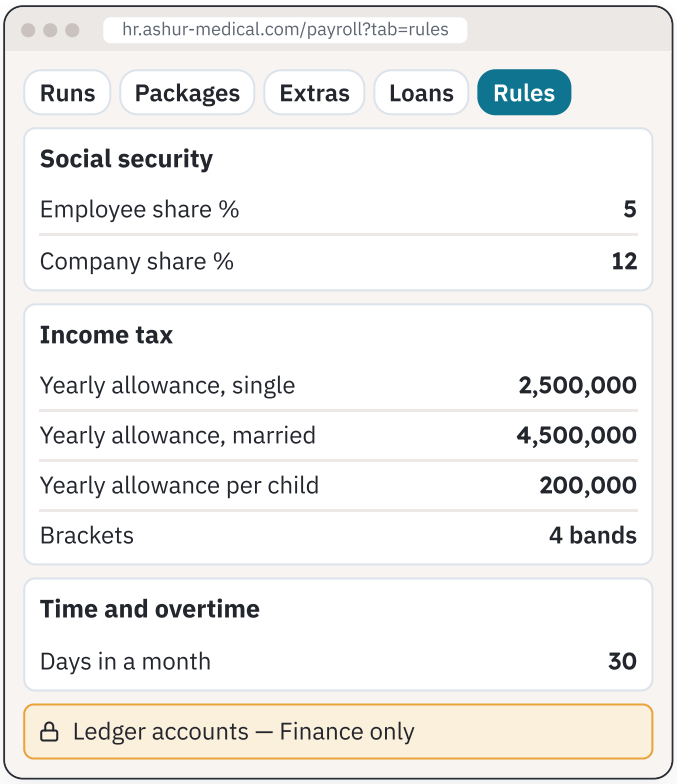
"Loan to pay out" and "deduction notice" reach the employee's own office Finance only.

Nobody leaves his own system. HR builds inside its system, the signers in the decision window, Finance pays inside its own.

Setup a package per person, one set of rules

Before the first run: every employee has a package — the basic, the allowances and the pay currency — and the rules are saved: social security, income tax and the days in a month. The People desk edits both; the account mapping stays with Finance.





A package changes from a date

"A new row from a date; the old one stays for the months before it." The whole story is under "Packages over time".

Dinar or dollar

A package has one currency; the run totals each currency apart and never converts in silence.

Rules apply to the next run

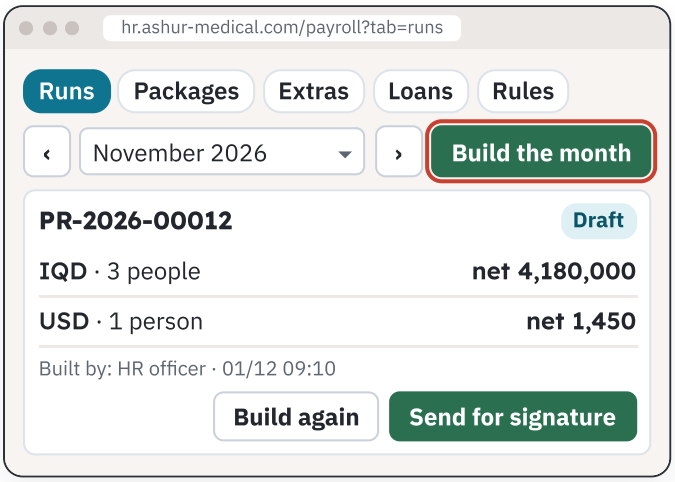
"The next run uses these rules; a run already built keeps the rules it was built with."

No package, no pay. An employee with no package shows in the run with "no package — not paid". The figures here are examples only.

The monthly road in eight steps

One run per month. It stays a draft you can rebuild until it is sent; then it walks the signatures, then the entry, then the payment — and the status on the run says where it is.

Draft → Waiting for signatures → Approved — not paid yet → Partly paid → Paid



1. **Build the month's run**
   HR → "Runs" → pick the month → "Build the month".
2. **Check the lines and warnings**
   "Built. Check the lines, then send it for signature."
3. **Rebuild while it is a draft**
   Fixed a package or an extra? "Build the month" again.
4. **Send for signature**
   "It cannot be rebuilt after."
5. **Three signatures**
   Chief accountant → CFO → CEO.
6. **The entry posts by itself**
   On the last signature: the payroll entry.
7. **Pay by office**
   One payment entry per office and currency.
8. **Paid → payslips**
   When every line is paid.

One run a month

Never two runs for the same month; only a cancelled run makes room for a new one.

A part month by days

Someone who joined or left during the month is paid his days with the company; a leaver's settlement shows.

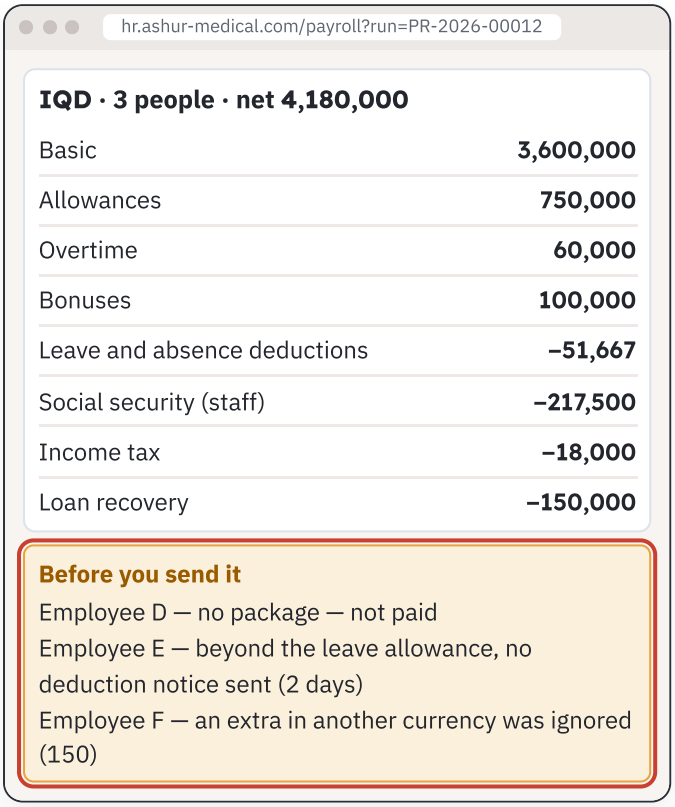
The run opens its entries

"Payroll entry" and "Payment entry" open from the run inside HR — read-only.

Sending locks the run. Check before "Send for signature": after it there is no rebuild, and a fix means cancelling the run or next month.

Check before you send the lines and the warnings

Every built run carries its totals per currency and a “Before you send it” list. Each warning says who and what; fix the cause, then “Build the month” again — while the run is a draft.



Warning	What to do
no package — not paid	Enter his package under “Packages”, then rebuild.
beyond the leave allowance, no deduction notice sent	The leave desk sends the deduction notice, then rebuild — the run never deducts what it was not told.
an extra in another currency was ignored	Enter the extra in the currency of the employee’s package.
a loan in another currency was not recovered	A loan is recovered in the package currency; see Finance.
deductions exceeded the pay	The deduction stops at the pay; check the extras and notices.
net went below zero — the loan waits	The loan instalment waits this month.

Open the lines

One line per employee: basic, allowances, overtime, bonus, deductions and net — search by name or code.

Compare with last month

The signers see the run beside the last approved one; a big difference with no reason will be asked about.

A warning does not block

You can send with a warning — but whoever has no package is not paid, and what was not notified is not deducted.

Zero warnings before you send. Every warning you leave becomes a correction next month.

What goes into a line from the basic to the net

Every line of the run is one employee's payslip: what he earned this month, less what is taken off, makes the net. No number is typed into a line by hand — each comes from its own place.

Employee A	November 2026 · IQD
Basic	1,250,000
Housing	200,000
Transport	100,000
Overtime · 2 days	60,000
Bonus · extra	100,000
Earned	**1,710,000**
Leave deduction · 1 day	−51,667
Social security 5%	−77,500
Income tax	−18,000
Loan instalment	−150,000
Net	**1,412,833 IQD**

Item	Where it comes from
Basic and allowances	The package in force that month; by days if he joined or left in it
Extras	A bonus, allowance or deduction entered for this month
Overtime	The days and hours from approved overtime and timesheets
Leave deduction	Unpaid days beyond the allowance — from deduction notices only
Loan instalment	From every loan paid out, until it is paid off
Social security	The staff share is deducted; the company share is its cost
Income tax	On what was earned, after social security when the rule says so

A day = the wage ÷ days in a month

In the example: (1,250,000 + 300,000) ÷ 30 = 51,667 a day.

Social security on the wage or the basic

The rule says which; the company share is not in the net — it is in the entry.

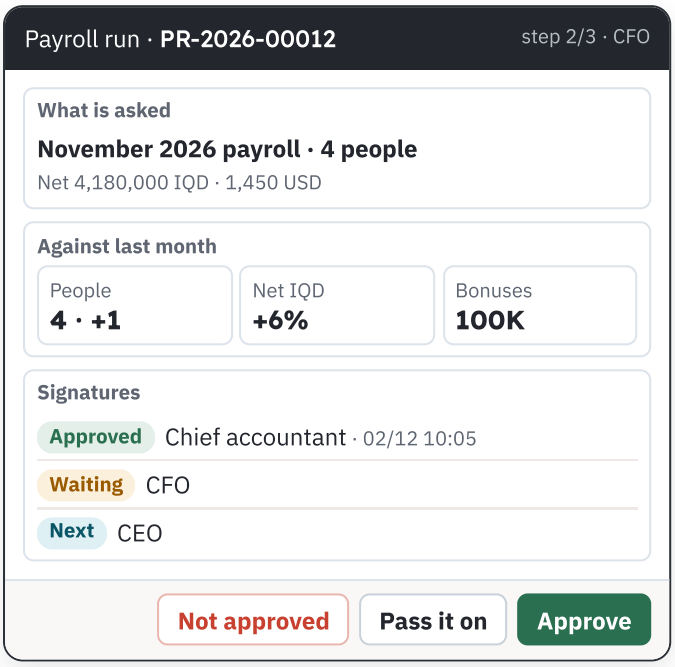
A deduction stops at the pay

No negative net: if the deductions are larger, the loan waits for next month.

The payslip is the line. What the employee sees in "My pay" is his line of the approved run — no other paper. The figures are examples.

The signatures in the decision window

“Sent — the chief accountant, then the CFO and the CEO sign it from their inbox.” Each signer reads the run and its totals against last month, then “Approve” or “Not approved” with a reason.



1. **“Send for signature”** → the run is “Waiting for signatures” and reaches the chief accountant.
2. Chief accountant → CFO → CEO, each from his bell or inbox.
3. **“Not approved”** needs a reason, and the run goes back to the People desk.
4. The third signature → “Approved — not paid yet”, and the payroll entry posts the same moment.

In the window only

No signature outside the decision window; the CEO signs from his cockpit without leaving it.

The signer is away?

His stand-in sees the same run; or “Pass it on” to a stand-in, with a note.

No figures for managers

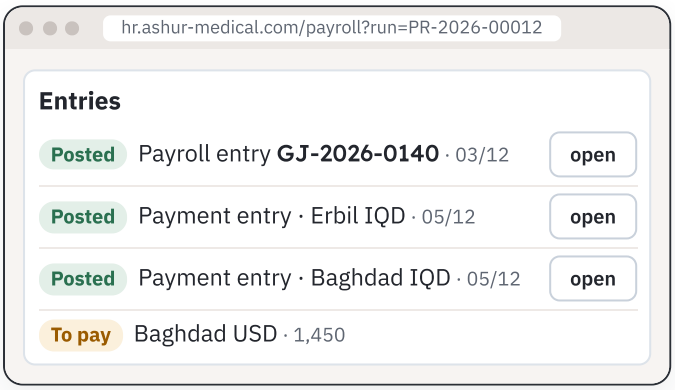
A team manager sees neither the run nor the salaries; only the three signers, Finance and HR.

Three signatures on every run. A run waiting for a signature is never paid; Finance sees the Pay button only after the third.

What touches the books and when

Building, rebuilding and sending a run write no entry. The books move at four moments only — each entry written by the system itself and opened from the run.

The moment	The entry	Debit	Credit
Final approval	Payroll entry	Salaries, allowances, overtime, bonuses, company social security — expenses	Net salaries payable (one line per employee), social security payable, income tax payable, staff loans (instalments)
Pay by office	Payment entry — per office and currency	Net salaries payable, per employee	That office's cash box or bank
A loan paid out	Loan entry	Staff loans	Cash box or bank
Cancel a run	Reversal entry	Reverses the payroll entry line by line — the original stays, nothing is deleted	



The entry carries its office

The payroll entry is filed under its people's office when they all sit in one, else the head office; a payment entry under the paying office.

Each currency apart

Dollars are booked in dollars at the approved rate; never mixed with dinars.

Writes an entry

- ✓ The last signature on the run
- ✓ Each office-and-currency payment
- ✓ Paying out a loan
- ✓ Cancelling an approved run (a reversal)

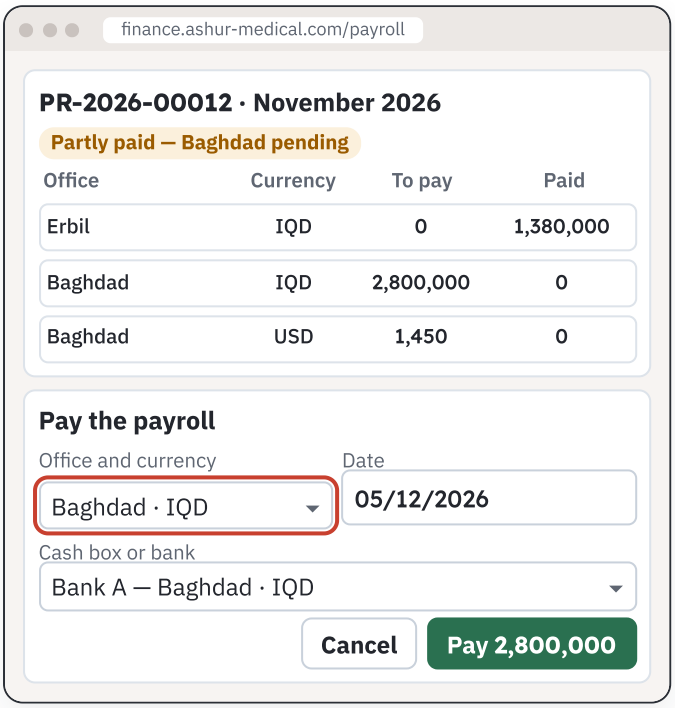
Writes no entry

- ✗ Packages, rules and extras
- ✗ Building, rebuilding and sending the run
- ✗ A penalty / bonus request and its approval
- ✗ Cancelling a draft

The expense on approval, the cash on payment. Between the two the net stays "payable" in each employee's name — and the run says who is paid and who waits.

Pay by office one office and currency at a time

After the third signature the run shows to both offices' Finance with each one's part. "One office and one currency at a time, from a cash box or bank of that office." The run turns "Paid" when every line is paid.



1. Finance → "Payroll" → the approved run → **"Pay the payroll"**
2. "Pick the office first" — a Finance keeper sees only his own; then a box or bank of that office, in its currency.
3. One payment entry for that office and currency, memo "Payroll paid — month — office (currency)".
4. A part left? "Partly paid — … pending". Every line paid → "Paid".

Step 1

Project location on the HR file

"Erbil" → Erbil; any other place → Baghdad.

Step 2 — if it is empty

The employee's region

Erbil region → Erbil.

Otherwise

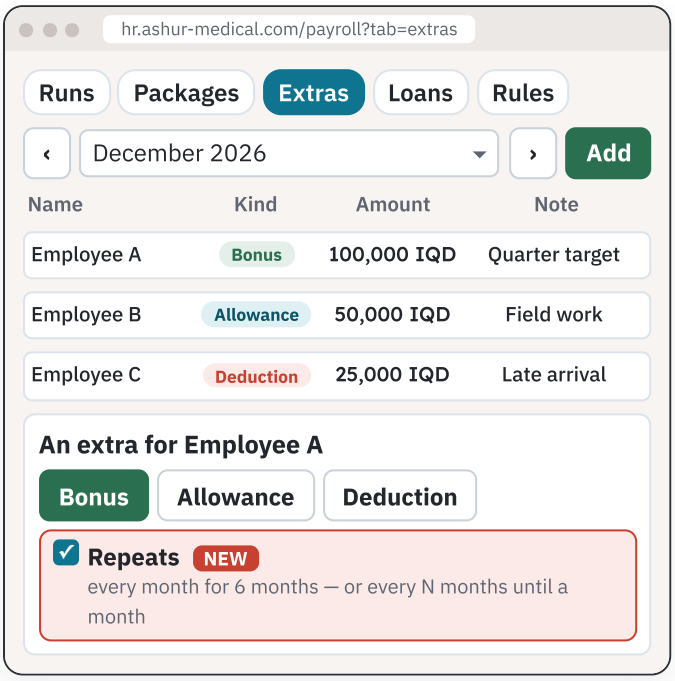
Baghdad

Baghdad pays everyone not set to Erbil.

The box belongs to the paying office. Erbil never pays from a Baghdad box nor the other way; and "Nothing left to pay in this run" once the part is done.

Bonuses and deductions the Extras

One extra for one month: a bonus, an allowance or a deduction, entered for the current month or a coming one, and picked up by itself when that month's run is built. Once the month's run is sent its extras lock — anything new goes to next month.



1. HR → "Extras" → pick the month → **"Add"**
2. The employee, the kind, the amount in his package currency, and a note that says why.
3. A coming month? Move to it with the arrow — the extra waits there until its run is built.
4. The month's run was sent? Its extras are locked: enter it for next month.

Bonus

Added to what was earned and booked to "Employee rewards".

Allowance

An allowance for this month only, on top of the package allowances.

Deduction

Taken off what was earned, and stops at the pay.

NEW — repeating extras: "every month for N months" or "every N months until a month" — entered once, picked up by every run on its date.

The Penalty / Bonus request NEW

A manager (for his own team) or HR asks for a penalty or a bonus with its type and reason; the HR manager approves, and the CEO too above 250,000 IQD or 200 USD. On approval it goes into payroll by itself and the employee is told.

The request
a manager for his team, or HR

→

HR manager
approves or not

→

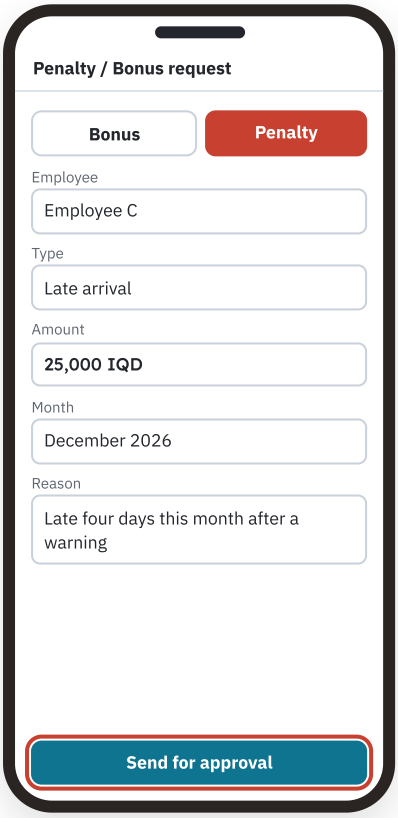
CEO
above 250,000 IQD or 200 USD

→

Into payroll
an extra for the month, by itself

→

The employee is told
in his bell



Penalty	Bonus
Late arrival	Performance
Absence without leave	Target achieved
Damage / loss	Occasion / Eid
Breach of rules / warning	Other
Other	

Who asks	Who approves
A manager — own team only	HR manager; + the CEO above the limit
HR officer	HR manager; + the CEO above the limit
The HR manager himself	The CEO

A reason is required

The type and reason stay with the extra and show in the “Penalties and bonuses” report.

The limit per currency

Above 250,000 IQD or 200 USD the CEO signs after the HR manager.

After the run is sent

A request approved after the month’s run was sent goes to next month.

Nobody approves his own request. The HR manager’s own request goes to the CEO. Names and amounts are examples.

Loans paid out once, recovered every month

"The manager and the CFO sign; Finance pays it out; the run recovers it." An approved loan is paid out by the employee's office Finance, then every run takes its instalment until it is paid off.

The ask
"Ask for a loan for..."

→

Two signatures
the manager, then the CFO

→

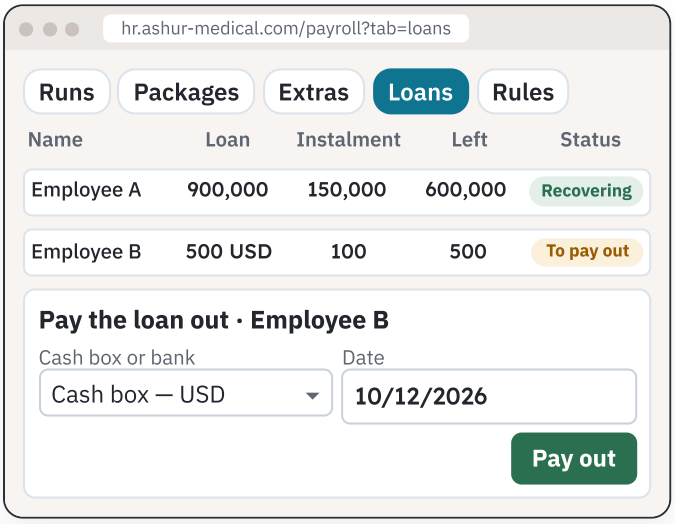
Paid out
his office Finance — "Pay the loan out"

→

The instalment
from every run

→

Paid off
nothing left



1. The employee or HR: the amount, the monthly instalment and the currency — his package currency.
2. The decision window shows the instalment against the salary and the loans already running.
3. "Loan to pay out" reaches his own office Finance only → entry: debit staff loans, credit the box.
4. Every run takes the instalment ("Loan recovery") until nothing is left.

Net not enough?

"net went below zero — the loan waits": the instalment is held, the pay is not broken.

A leaver

What is left of the loan shows in his final settlement after his last month's instalment.

The employee sees his loan

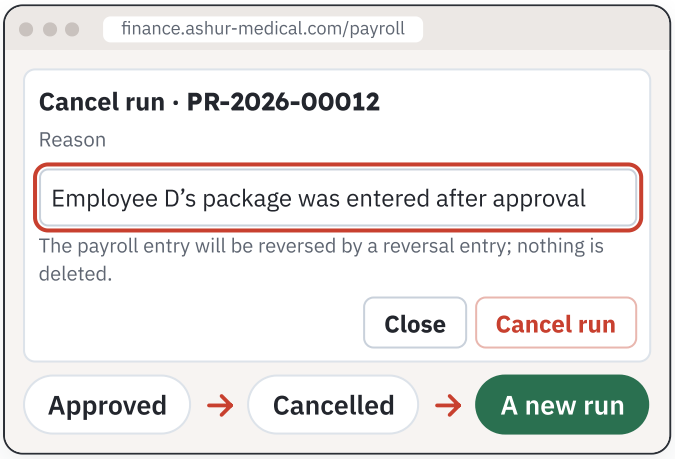
In "My pay": the amount, the instalment and what is left — his own only.

⚠ **A run that recovered instalments cannot be cancelled.** The instalments taken are tied to their loans; the fix goes into next month.

Corrections cancel the run, never delete it

One run per month. While it is a draft: fix and rebuild. After sending and before anything is paid: Finance → “Payroll” → “Cancel run” with a reason — its entry is reversed, never deleted — then the month is built again.

Run status	How to correct	Who
Draft	Fix the package, extra or notice, then “Build the month” again	HR
Waiting for signatures	A signer chooses “Not approved” with a reason in the decision window first	The signer
Approved — not paid yet	“Cancel run” with a reason → the payroll entry is reversed, leave notices are freed for the next run → build again	Finance
Partly paid or Paid	No cancel. The difference goes into next month’s run as an extra (bonus or deduction)	HR



Allowed

- ✓ Draft or approved, with nothing paid
- ✓ The cancelled run stays on record with its status and reason

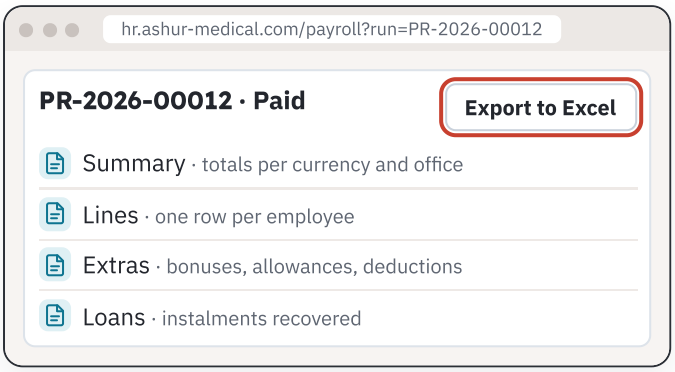
Not allowed

- ✗ A run with any line paid
- ✗ A run that recovered loan instalments
- ✗ A run waiting for a signature — decided in the window first

Reversed, never deleted. The original entry and its reversal stay side by side in the books — and the new run takes the cancelled one’s place for the same month.

Records and who sees what

Every run exports to Excel from HR, and the payroll reports live in the reports centre — for payroll seats only. And every employee sees his own payslip alone.



HR → Reports → Payroll reports

1. Salary register
2. Deductions
3. Allowances
4. Pay history
5. Loans
6. Upcoming bonuses & deductions
7. Penalties & bonuses

Each report has the people and period filter, and Excel or PDF export.

Who	Sees the runs	Sees payslips	Exports and reports	Pays
People desk	yes	yes	yes	no
Finance	yes	yes	no	yes
Administrators	yes	yes	no	yes
A manager	no	no	no	no
An employee	no	his own	no	no

Export is HR's

"Export to Excel" shows for the People desk only, on any run.

A manager, no figures

Asks for a bonus or penalty for his team and sees its status — never the salary or the net.

The payslip in "My pay"

Each employee sees his payslips from approved runs, and his loan.

Pay stays private. The employee, the People desk, Finance and the signers see it — nobody else. No payroll file is sent outside the system.

Questions that come up

What gets asked in the first month — and the answer as the system works.

Question	Answer
A penalty after the run was sent?	The month's extras lock once it is sent. Enter it — or approve its request — for next month; it is taken there.
Someone has no package?	It shows "no package — not paid". Enter his package, then "Build the month" while the run is a draft; after sending, he is paid next month with an extra.
Paid from the wrong office?	The box must belong to the paying office, so another office's box is refused. If the office itself is wrong: correct the "project location" on the HR file — it applies from the next run.
Employee in Erbil but project in Baghdad?	The paying office follows the HR file's project location: Baghdad. Empty? His region. Otherwise Baghdad.
Over his leave and nothing was deducted?	The run deducts only what a deduction notice says. Send the notice, then rebuild — or it is taken next month.
We need to change the social security rate or tax bands?	HR → "Rules" → "Save the rules". It applies from the next run; a built run keeps its rules. The accounts are Finance's.
A monthly bonus for six months?	A repeating extra: "every month for 6 months" — entered once, picked up by every run.
The run was approved with a mistake?	Nothing paid yet? Finance "Cancel run" with a reason, then build again. Paid? Correct it with an extra next month.

Three windows on the same run

HR builds it under "Payroll"; the signers in the decision window; Finance pays it under its own "Payroll".

The bell says what waits for you

A run to sign, a part to pay, a loan to pay out, a deduction notice — each to its own person only.

The month before the month

Extras and requests go in before the run is built; whatever comes after sending goes to next month.

An answer not here? The "Feedback" button on any page — say what happened, with a picture of the screen.

Payroll rules and help

What makes every run right the first time — and where to get help.

The golden rules

- A package for every employee before building the month
- Zero warnings before “Send for signature”
- Three signatures in the decision window — nothing else
- A cancel reverses, never deletes — and only before any payment
- Deduction notices sent before the build
- An extra in the package currency, with a written reason
- Erbil pays Erbil, Baghdad pays the rest
- Pay never leaves the system

If you need help

The Feedback button
Something broken? Tap it, say what happened, with a picture of the screen

The HR manager
For packages, rules, extras and penalty / bonus requests

The office Finance
For paying, paying out loans, and cancelling an unpaid run

The system administrator
For a seat that cannot see payroll, or a ledger account not mapped

Your first month

- [ ] Open “Packages” and check every employee has one
- [ ] Enter an extra for a coming month and see where it waits
- [ ] Open the “Payroll entry” from an approved run
- [ ] Read “Rules”: social security, tax and days in a month
- [ ] Build the month’s run and read “Before you send it”
- [ ] Open “My pay” and see your payslip as an employee does

If it is not in the system... it did not happen. A bonus with no extra, or a deduction with no notice, never reaches the payslip.