Run payroll

Human Resources

Objective

This work instruction aims to provide the steps to run payroll.

Application Domain

This process applies to OSI and its affiliates.

Terms & Definitions

NA

Responsibilities

The Country Manager or its Administrative Support is responsible for all the steps.

Steps

OSI US

1. Go to Bamboo

OSI LATAM

Before the payroll day

1. Provide Elizabeth Torres at Grupo RyM with the incidents:
   a. Time-off: Vacations, sick days, etc.
   b. Commissions
   c. Bonos

   d. Expenses from Kantata

On the payroll day

2. Elizabeth Torres will provide the calculation table

Accounting system at https://latam.opensourceintegrators.net

3. Go to Accounting
4. Open the Payroll journal
5. Duplicate the previous journal entries "Quincena XX" and "Quincena XX (payments)"
6. Open the new "Quincena XX" entry
7. Update the label and the number from the table
8. Attach the file from Elizabeth
9. Validate the entry

BBVA

10. Open a new tab in your browser to go to the bank portal Empresas y Gobierno
11. …

Accounting system at https://latam.opensourceintegrators.net

12. Open the new "Quincena XX (payments)" entry
13. Update the label and the number from the table
14. Attach the confirmation from the bank
15. Validate the entry
16. Go to Account > Actions > Reconciliation
17. Reconcile the journal entries of the payroll with the payment