**UW KENYA PAYROLL PROCESS WORKFLOW**

Timesheets sent out to staff by 15th of every month and submitted to the CO by the PFA by 22nd

Preparation of Payroll from the 23rd to 24th and payroll schedules sent out to PFAs by the 24th and sent back to the CO by midday on the 25th

Country Manager signs the payroll schedules on the 25th

Net salaries spreadsheet is prepared (by Rael) and forwarded to the Accounts team.

Accounts team reviews the spreadsheet for correctness and forwards to Rael for a final review of the net salaries on the 25th

The spreadsheet is uploaded on S2B by end of day on the 25th

Authorization of salaries on S2B by the signatories on 25th

Salaries received by staff between 27th and 29th

Cheques are submitted to the relevant authorities on 29th and 30th

Country manager signs the deductions cheques on 28th

Preparation of statutory and voluntary deduction payments on the 28th

**Filing and remission of tax returns to KRA on the 1st**

Payroll eRevolver reconciliation submitted to UW by 10th

Payroll transactions are captured on QuickBooks by 5th

**KEY**

1. CO- Country Office
2. PFA- Project Field Administrator
3. S2B- Straight to Bank
4. KRA- Kenya Revenue Authority

***In case any of the stated timelines fall on a weekend the applicable deadline will be the last Friday prior to the respective date.***