sesame

Sesame Time

Sesame Advanced

HR Starter

Professional Plan

Enterprise Plan

Payroll

Supervise your team's salary documents

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.
In this file, we will explain how the **"Payroll"** tool works and how you can set it up.
We are here to help you with whatever you need!
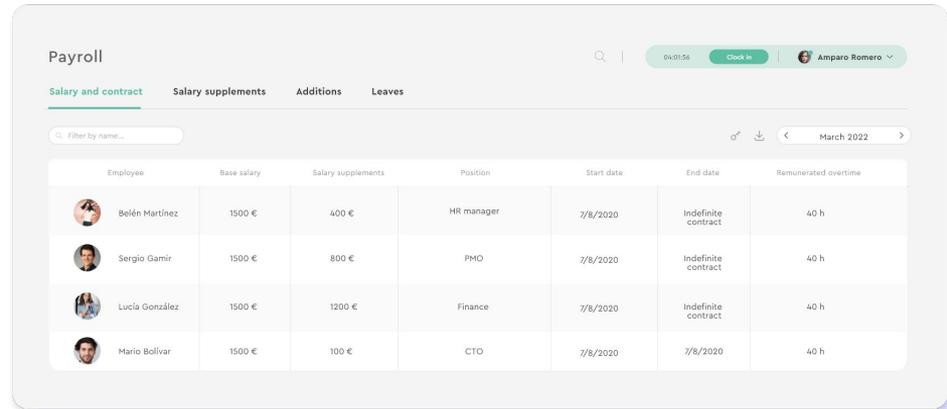
Content

1. Payroll

The Payroll section will be really useful for you to check your employees' contracts in detail.

Payroll >> Salary and contract

As you will have previously set up you **employees'** contracts in their **profiles**, this tool will allow you to have an overview of the contract information generated by your company.

You will schematically view per employee their: base salary, salary supplements, professional category, start date, end date and remunerated overtime.

You will be able to download a template in excel format that collects all payroll incidences so that you can send it to whoever you need. It will be much easier to generate the payrolls of your team.
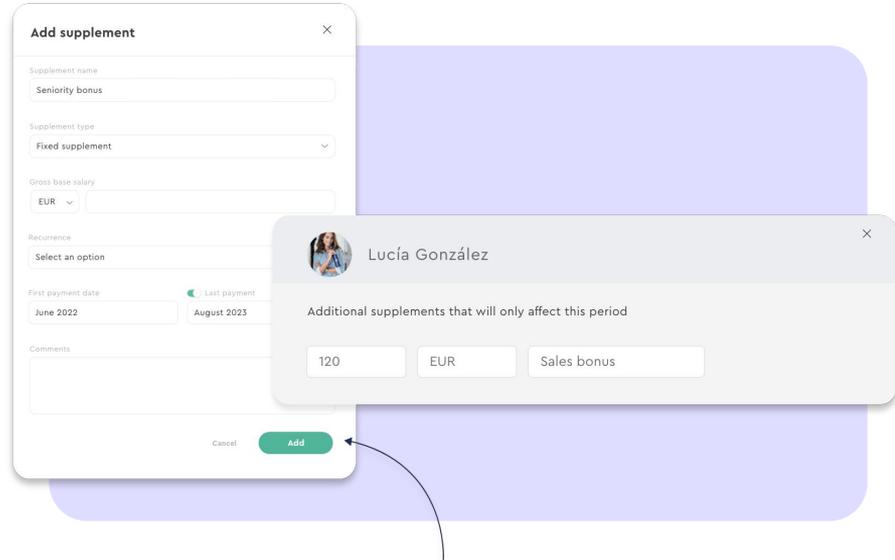
2. Salary supplements

Payroll >> Salary supplements

In this section you can check the **salary supplements** assigned per employee and add new ones. According to the contract conditions of every member of your staff, you will have two ways to set this up:

1. If employees already have **salary supplements in their contract**, select "**Create additional supplement**" and fill out the corresponding information.

2. If employees **do not have salary supplements in their contract**, select "**Go to contract and add supplement**". There you will be able to configure this entirely.

You can speed up your search of a particular user by using the filter of the tool. You may filter by workplace, department and date.
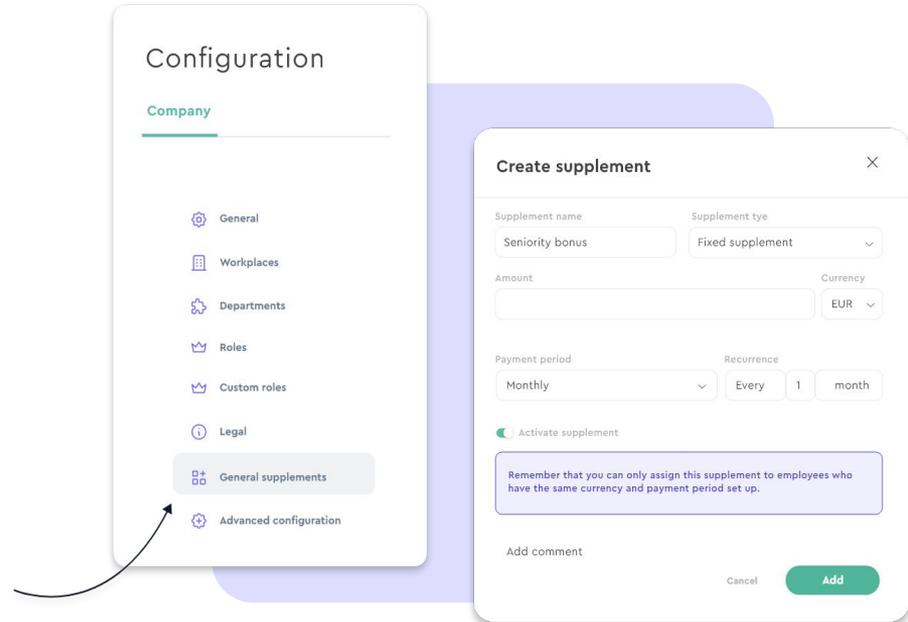
3. General supplements

Create general supplements and assign them to your employees when necessary.

Create a general supplement by accessing **Configuration > General supplement > Create supplement > Fill out the fields > Add.**

The supplement will appear in the list along with the other general supplements.

You can then assign a general supplement to an employee from Contracts in their employee profile.

Keep in mind that you can only assign a supplement if it's set up with the same currency and payment period as the employee's payment conditions.

4. Additions and due dates
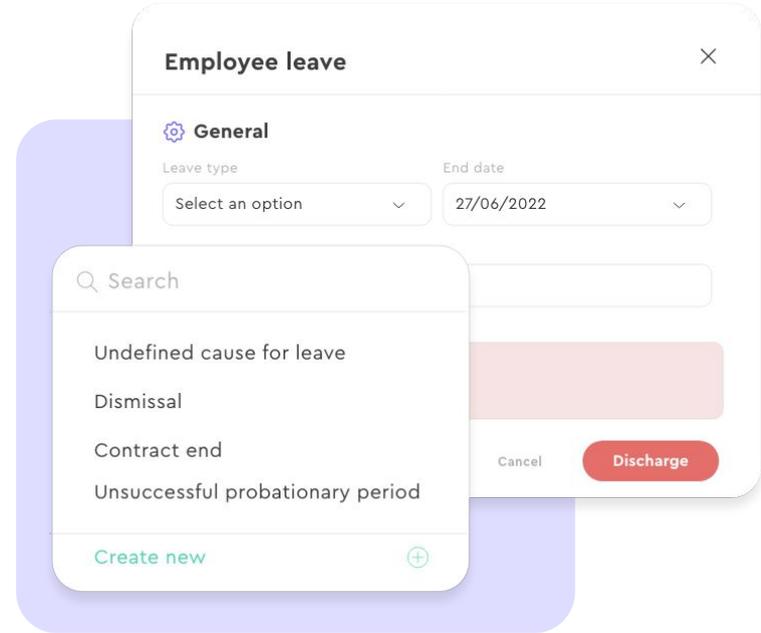
Additions

Payroll >> Additions

Obtain detailed information about each employee's position and type of contract.

Due dates

Payroll >> Due dates

Have a look at the list of employees that have left your company. In order to discharge an employee, you need to go to the user's profile > contracts > three dots > discharge employee.

You may choose the leave type and the effective end date.

Grow your company.
Empower your team!

Do you still have questions? In our help centre you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: **+34 96 062 73 51**.

Email us, we will reply as soon as possible: **soporte@sesametime.com**