

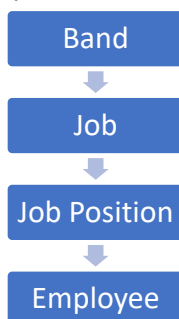


ABUWOOD Payroll & Employees Module Training Manual

- Salary rules have been configured at the band level across different companies.
- Each band definition includes whether it falls under a Main Function or a Support Function.
- These rules automatically apply to all hierarchical levels under the band, including Jobs, Job Positions, and Employees.
- The values displayed on the employee's profile (contract or card) will be the ones reflected directly in their payslip.
- In case there are any exceptions at the employee, job, or job position level, the system allows for override at each of those levels individually.

The structure follows this hierarchy:

Band → Job → Job Position → Employee



Any values defined at a higher level will cascade down to the lower levels unless explicitly overridden — allowing flexibility for special cases or exceptions

User Manual

- **How to Add an Employee Manually on Odoo**
Open Employees Module → Click “New” → Fill the Employee general info in the Employee card → Navigate between tabs (Resume, Work info, Private info, Payroll and Settings) to fill the needed fields → Click “Save”
- **How to Bulk Add an Employee list by Excel**
Open Employees Module → Click on the settings button then Import records → Choose the Needed Data file to Import → Map fields between Odoo and the excel file if not already automatically Mapped → Click Test → Once Odoo message is “Everything Seems Valid” click Import
- **How to Bulk Edit an Employee List**
Same Process as Bulk adding but You need to Export the Needed data with External ID field by Clicking on “I want to Update data” while Exporting
- **How to add Contracts Manually**
Open Employees Module → Click on Employees → Contracts → Click on “New”
Fill in the contract general info on the contract card → Navigate between tabs (Salary Info, Details and Signatories) to fill the needed fields → Click “Save”
- **How to Bulk add Contracts**
Open Employees Module → Click on Employees → Contracts → Click on Import Records → Choose the needed Excel File → Map fields between Odoo and the excel file if not already automatically Mapped → Click Test → Once Odoo message is “Everything Seems Valid” click Import

Tips On Using Bulk Import Successfully

- To Avoid any Mapping Issues between Odoo and actual data, Kindly Map the name of fields in Excel as in Odoo Before Importing
- If you’re editing or updating an existing employee card imported using External ID, Make sure not to edit the External ID itself to avoid any data duplication
- If an Export of the current records is done without the External ID, Odoo will automatically generate a new record as the only reference for Editing Records is the External ID
- You can also add new records while working on and Exported sheet that’s exported with the External ID and Odoo will generate new records automatically whilst Updating or editing the needed records as well

How to run Payslip to Employees

- You need to make sure you are choosing the correct company from the top right side
- Go to the payroll module → Payslips → Batches → New
- Name the payslip batch ex:- (ADC April 2025)
- Set the required period for the payslip run
- Click on Generate payslips

Notes on Payslip rules:- All the payslip rules has been configured to be automatically computed except the following has been configured as “other inputs” and shall be added to the employee Salary slip manually

- 1- Incentive (Sales)
- 2- Other Incentive Dues
- 3- Mission Allowance
- 4- Meal Allowance
- 5- Transport Allowance
- 6- Non-Accrued Tax
- 7- Accrued Tax
- 8- P&G Contest
- 9- Nestlé Contest
- 10- Energizer Contest
- 11- Wadi Food Contest
- 12- Chevron Contest
- 13- SC Johnson Contest
- 14- Education Allowance
- 15- Other Bonus DUES
- 16- Company Gift (Taxable)
- 17- Company Gift (Non taxable)
- 18- Ramadan & Hajj Subsidy
- 19- Annual Bonus
- 20- Annual Bonus FOR SPECIAL ABILITY
- 21- Mobile Phone Deduction
- 22- Premium Card and Other Benefits
- 23- Premium Card Deduction
- 24- Other Deductions
- 25- Premium Card Benefits
- 26- Salary adjustment
- 27- Referral award
- 28- Penalty Deduction
- 29- Absent Amount
- 30- Sick Leave
- 31- SI05 Emp. Share previous month
- 32- SI06-Employer share Previous m

How to add a manual entry “other input” on an employee salary slip

- **Go to Payroll module → Payslips → all payslips**
- **Search for the employee using Registration number or name → click on the employee**
- **Scroll down till you see the “Other Input” fields**
- **Choose the input you would like to edit then edit the required amount**
- **Click save and then Compute sheet**