



IMA WORLD HEALTH

# **BHIMA 2.X**

# **PAYROLL FOR GENERAL HOSPITALS REFERENCES WITH THE INDEX SYSTEM**

## 1. EMPLOYEE PAYROLL MANAGEMENT WITH INDEXES

The payroll system based on indices is a computer tool that allows you to manage the distribution of the salary envelope according to different criteria. These criteria include in particular the level of education, seniority, position of responsibility held and the performance of each employee, expressed as a percentage. Thanks to this system, it is possible to assign specific indices to each criterion for each employee.

These indices are then used to calculate the share of the salary package that will be allocated to each individual. For example, an employee with a high level of education, long experience, an important position of responsibility and good performance may benefit from a higher index, which will translate into higher remuneration. The breakdown of the pay envelope is therefore done automatically, thanks to the use of specific formulas and algorithms integrated into the computer system.

These formulas take into account the different indices assigned to each employee to determine the amount that will be paid to them. This system offers many advantages, particularly in terms of transparency and fairness in the remuneration of employees. It also simplifies payroll processes by automating complex calculations related to the distribution of the salary envelope.

In summary, the payroll system based on the indices makes it possible to efficiently manage the breakdown of the pay envelope using criteria such as level of education, seniority, position of responsibility and performance. Thanks to the automation of calculations and the use of indices, this system guarantees fair and transparent compensation for all employees.

## 2. CONFIGURATION

To begin, we will set up a standard payroll setup using the example of a referral General Hospital with seven employees. This configuration will serve as a template for the accurate calculation of the payroll calculation with the index systems.

Next, we'll illustrate this setup by outlining specific steps for each employee. We will consider individual information such as working hours, pay rates, deductions, vacation pay and other legal benefits. Thus, we will be able to generate detailed and accurate payslips for each staff member.

Name and Postname	Grade	Occupation	Function
-------------------	-------	------------	----------

Employee #1	1st level hospitals	Doctor	Medical Director (MDH)
Employee #2	Associated hospitals	Doctor	Chief of Staff Physician
Employee #3	1st class office worker	Doctor	Head of Service
Employee #4	1st class office worker	Nurse	Director of Nursing
Employee #5	1st Class Auxiliary Agent	Nurse	attending nurse
Employee #6	1st Class Auxiliary Agent	Nurse	attending nurse
Employee #7	2nd Class Auxiliary Agent	Mechanic	Driver
Employee #8	2nd Class Auxiliary Agent	Nurse	waiter

First, we will proceed to the configuration of the list:

- ranks,
- occupations,
- functions,
- services,

## 2.1. Rank management

The rank management module allows you to record the different ranks of employees. The registration form will allow you to enter all the necessary information for the accurate calculation of employee salaries. Here are the elements to provide to register a rank: the designation, the code and the basic salary. The basic salary must be defined with reference to the main currency of the company.

Here is the list of standard grades to be configured in the BHIMA system.

	CODED	GRADE
1	A-1	General secretary
2	A-2	General director
3	A-2-MED	General practitioner
4	A-3	Director
5	A-3-1-PS	1st level Chief Director
6	A-3-2-PS	2nd level Chief Director
7	A-3-3-PS	3rd level Chief Director
8	A-3-4-PS	4th level Chief Director
9	A-3-5-PS	5th Grade Chief Director
10	B-1	Head of Division Echelon 2
11	B-1-MED	Clinical Head Physician
12	B-1-PS	Inspector
13	B-2	Head of Division Echelon 1
14	B-2-MED	Resident doctor
15	B-3	Head of Office Echelon 2
16	B-3-MED	Regent Physician
17	B-3-PS	clinical manager
18	B-4	Head of Office Echelon 1
19	B-4-MED	junior doctor
20	B-4-PS	Head of Service
21	C-1	1st Class Administrative Officer, Echelon 2
22	C-1-MED	Internal Medicine
23	C-1-PS	2nd level hospitals
24	C-2	1st Class Administrative Officer, Echelon 1
25	C-2-PS	1st level hospitals
26	C-3	Administrative Attaché 2nd Class, Echelon 2
27	C-3-PS	Associated hospitals
28	C-4	Administrative Attaché 2nd Class, Echelon 1
29	C-5	1st Class Administrative Officer, Echelon 2
30	C-6	1st Class Administrative Officer, Echelon 1
31	C-7	1st class office worker
32	C-7-PS	1st class hospital worker

33	C-8	2nd class office worker
34	C-9	1st class office assistant
35	C10	2nd class office assistant
36	D-1	2nd Class Administrative Officer
37	D-2	1st Class Auxiliary Agent
38	D-2-PS	2nd class hospital
39	D-3	2nd Class Auxiliary Agent
40	D-4	Bailiff

## 2.2. Management of Professions Management

The function of the professions management module is to record the different professions present within the company. Thanks to the registration form, it becomes possible to classify employees according to their respective professions. This functionality contributes to better staff organization and facilitates human resources management by creating a complete database of the different professions represented within the company. Thanks to the professions management module, it is possible to register all the existing professions within the company. The registration form makes it possible to classify employees according to their respective profession. This approach makes it possible to have a clear overview of the different professions present in the company, thus facilitating the management of human resources and the effective allocation of skills within the team.

The screenshot displays a web application interface for 'Gestion des professions'. The main area shows a list of professions with a search bar and a '+ Ajouter Une Profession' button. A modal window titled 'Ajouter une profession' is open, featuring a 'Désignation' input field and 'Annuler' and 'Soumettre' buttons. The background list includes professions such as Accoucheuse, Administrateur Gestionnaire, Anesthésiste, Assistant en pharmacie, Biologiste médical, Chauffeur, Chirurgien dentiste, Economiste, Electricien, Epidémiologiste, Gestion Financière, Gestion Informatique, Infirmière, Informaticien, Juriste, Kinésithérapeute, Laborantin, Mécanicien, Médecin, and Médecin vétérinaire.

Here is the list of standard professions to configure in the BHIMA system.

OCCUPATION	
1	Midwife
2	Administrator Manager
3	Anesthetist
4	Pharmacy Assistant
5	medical biologist
6	Driver
7	Dentist
8	Economist
9	Electrician
10	Epidemiologist
11	Financial management
12	IT management
13	Nurse
14	computer scientist
15	Lawyer
16	Physiotherapist
17	Laboratory assistant
18	Mechanic
19	Doctor
20	Veterinarian
21	Mine and Hydrocarbon
22	Nutritionist
23	Pharmacist
24	Radiologist
25	Without qualifications
26	Community Health
27	Public health

### 2.3. Function management

The Function management module allows you to record the different functions existing within the organization and to configure the different functions benefiting from the responsibility bonuses.

The Function Management module provides the ability to register the multiple functions that exist within your organization. In addition, it allows you to configure the various functions that benefit from responsibility bonuses. Thanks to this module, you will be able to easily manage and organize the roles and responsibilities within your company, guaranteeing a fair allocation of bonuses according to the functions performed. By using this module, you will be able to precisely identify the different functions within your organization, record their specific characteristics and define the bonuses and benefits associated with them. Effective management of functions is essential to ensure a solid organizational structure and facilitate strategic decision-making. With this module, you will be able to configure and adjust the bonuses and responsibilities of each function in a transparent and efficient way.

Here is the list of functions to configure in BHIMA.

FUNCTION	
1	Midwife
2	Administrator Manager
3	Technical assistant
4	Brigadier
5	Communication Manager
6	Driver
7	Head of car transport
8	Head of Office (CB)
9	cell leader
10	Head of Division (CD)
11	Section Head
12	Head of Service
13	Chief of Staff
14	Clerk
15	Coordinator
16	data manager
17	Director
18	Deputy director
19	Disciplinary Director
20	Director Head of Service
21	Director of Nursing
22	Electrician
23	Internship supervisor
24	Teacher

25	biller
26	Waitress
27	waiter
28	Hostess
29	Bailiff
30	Nurse Supervisor (IS)
31	Registered Nurse (IT)
32	attending nurse
33	computer scientist
34	Inspector (INSP)
35	National Inspector
36	Provincial Inspector
37	Steward
38	Laboratory assistant
39	Logistician
40	Mason
41	internship supervisor
42	Matron
43	Mechanic
44	Doctor
45	District Chief Physician
46	District Chief Medical Officer (MCD)
47	Chief of Staff Physician
48	Area Chief Medical Officer (MCZ)
49	Medical Director (MDH)
50	Provincial Medical Inspector
51	Provincial Medical Inspector (MIP)
52	Doctor
53	Carpenter
54	Movement & statistics
55	Input Operator
56	Pharmacist
57	Provincial Inspector Pharmacist
58	Prefect
59	Protocol
60	Principal
61	Radiologist
62	Executive Secretary
63	Secretary General (SG)
64	Secretary General ai (SG ai)
65	Sentinel
66	Supervisor
67	Vaccinator



#### 2.4. Configuration of basic premiums and premiums on responsibility

The form below offers the possibility of configuring the bonuses allocated to agents when they are recruited, according to their grade or their level of studies. This feature allows precise configuration of the bonuses awarded taking into account these specific criteria. Using the mentioned form, it is possible to configure the bonuses granted to agents when recruiting them, based on their grade or level of education. This configuration option provides optimal granularity to determine bonus amounts based on these specific criteria, ensuring accurate management of incentives within the company.

For basic bonus setup in BHIMA, just go to the **Indices menu** in the **Human Resources directory**.



This **Menu** has two modules:

- Pay index management
- Payroll Multiple (index)

The general registry interface looks like this:

Période : Ce Mois
 

Date	Nom de l'employé	Niveau d'étude	Responsabilité	Prime au recrutement	Prime sur la responsabi...
ⓘ Il n'y a pas d'enregistrements à afficher.					

The register has the following columns:

- Date
- employee name
- Level of study (Grade)
- The position of responsibility
- Responsibility Premium

#### 2.4.1. Configuration of the basic bonus (linked to the level of study or grade)

To proceed with the configuration of the basic bonus, you just have to go to the menu of the module "Management of pay indices" and select the option "recruitment bonus".

Date	Nom de l'employé	Niveau d'étude	Responsabilité	Prime au recrutement	Prime sur
✓					
✓					
✓					
✓					
✓					
✓					
✓					
✓					
✓					

Gestion des indices de paie **PRIME AU RÉCRUTEMENT**

Niveau d'étude

Sélectionner un Grade

Valeur

Fermer Soumettre

The registration procedure is simplified to its maximum: you just have to choose the level and provide the value of the index.

For our illustration example here is the configuration that will have to be done.

1	1st level hospitals	80
2	Associated hospitals	80
3	1st class office worker	70
4	1st Class Auxiliary Agent	40
5	2nd Class Auxiliary Agent	10

#### 2.4.2. Configuration of the bonus on responsibility (related to the function)

In order to configure the bonus on responsibility, you just have to navigate in the menu of the module "Payroll index management" and choose the option "recruitment bonus"

Ressources humaines / Gestion des indices de paie

Q Rechercher + Ajouter Menu

Période : Ce Mois Limite : 10000000

Date	Nom de l'employé	Niveau d'étude	Responsabilité	Prime au recrutement	Prime sur

Prime au recrutement

Prime sur la responsabilité

Télécharger en Excel

Télécharger en PDF

Actions

Actions

Actions

Actions

Actions

Actions



### 3. TOPICS

The payroll system with index used in the General Hospitals of the references, includes specific headings, which it will be necessary to be able to create.

Name and Post name	Education level (A)	Responsibility ( C)	Seniority (B)
Employee #1	80	40	3
Employee #2	80	20	4
Employee #3	70	20	8
Employee #4	70	30	10
Employee #5	40	0	1
Employee #6	40	0	0
Employee #7	10	0	2
Employee #8	10	0	7

Here are the different sections that will have to be created

#### 3.1. The level of studies

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- is not to be entered manually
- And with the type of index **“Base index”**

Mettre à jour les informations de rubrique de Paie **MISE À JOUR**

Cette rubrique est un indice  
 Oui  Non

Cette rubrique est une valeur monétaire  
 Oui  Non

Cette rubrique est à saisir  
 Oui  Non

Type d'indice  
 Cette rubrique est un indice de base

Position  
 1

Valeur

### 3.2. Seniority

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with the type of index "**Index of seniority**"

This item is calculated by calculating the difference in years between the hiring date and the pay period.

Mettre à jour les informations de rubrique de Paie **MISE À JOUR**

**Cette rubrique est un indice**  
 Oui  Non

**Cette rubrique est une valeur monétaire**  
 Oui  Non

**Cette rubrique est à saisir**  
 Oui  Non

**Type d'indice**  
L'indice d'ancienneté ▼

**Position**  
2

### 3.3. Responsibility

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with the type of index "**Index of seniority**"

Mettre à jour les informations de rubrique de Paie **MISE À JOUR**

Cette rubrique est un indice  
 Oui  Non

Cette rubrique est une valeur monétaire  
 Oui  Non

Cette rubrique est à saisir  
 Oui  Non

Type d'indice  
 Cette rubrique est l'indice de responsabilité

Position  
 3

### 3.4. Fixed base index

The fixed base index is the sum of the base, seniority and responsibility indices.

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with the type of index "**Item is the total of Code**"

Mettre à jour les informations de rubrique de Paie **MISE À JOUR**

Cette rubrique est un indice  
 Oui  Non

Cette rubrique est une valeur monétaire  
 Oui  Non

Cette rubrique est à saisir  
 Oui  Non

Type d'indice  
 Cette rubrique est le Total de code

Position  
 4

### 3.5. Base of fixed premium

The Payroll System with Model Index of General Referral Hospitals offers a method of dividing the premium envelope into two distinct parts. In this system, 30% of the envelope is allocated to a fixed bonus, which is a predetermined amount. The remaining 70% of the envelope is reserved for the performance bonus, which is based on the results obtained. In other words, with this compensation system, a fixed portion of the bonus is guaranteed, while the majority of the bonus is awarded based on performance. This approach aims to motivate employees to achieve specific goals and reward their efforts accordingly.

To configure this system, simply go to the Payroll configuration module.

Payroll / Paramètres du système de paie

Paramètres du système de paie

Choisissez les différents types de manière de posté les données du Payroll dans le posting journal ainsi que l'assignation aux centres des coûts

**Par défaut**  
Avec cette option les transactions liés aux paiement des employés se font en bloc et nécessite à ce que chaque comptes des charges soient reliées à un centre de coût

**Individuellement par employé**  
Avec cette option les transactions liées au paiement des employés se font individuellement par employée

**Régrouper par centres des frais**  
Avec cette option les transactions liées au paiement des employés se font par groupe par rapport aux centres des coûts relatives des employés

Taux d'accroissement de l'indice de base en (%) / an

0 %

Le système de paie avec indice prend généralement en compte l'indice de base de départ à l'embauche, la date d'embauche et leur niveau d'éducation pour projeter leur indice de « base » (à un pourcentage d'augmentation chaque année).

Activer le système de paiement par indice

Oui  Non

Le pourcentage à attribuer à la prime fixe

100 %

Définition du pourcentage à attribuer à la prime fixe par rapport à la prime de performance sur la feuille de paie?

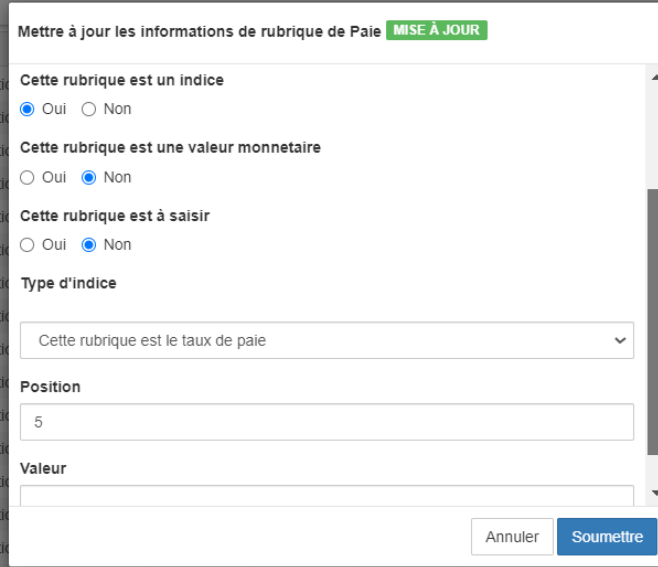
Mettre à jour

By default, the entire percentage awarded is allocated to the fixed bonus, which means that the performance bonus is not taken into account. However, when the fixed bonus is set at 30%, this indicates that the remaining 70% will constitute the performance bonus. In summary, the percentage allocated to the fixed bonus directly determines the percentage reserved for the performance bonus. If the fixed bonus is set at 30%, this means that 70% of the bonus pool will be awarded based on performance. This flexibility makes it possible to adapt the distribution of bonuses according to the objectives and desired results.



This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with the type of index **"This item is the pay rate"**



Mettre à jour les informations de rubrique de Paie **MISE À JOUR**

Cette rubrique est un indice  
 Oui  Non

Cette rubrique est une valeur monétaire  
 Oui  Non

Cette rubrique est à saisir  
 Oui  Non

Type d'indice  
Cette rubrique est le taux de paie

Position  
5

Valeur

Annuler Soumettre

The pay rate is calculated by dividing the fixed bonus envelope by the sum of the fixed base indices.

### 3.6. Fixed premium

The fixed bonus is calculated by multiplying the fixed base index by the pay rate.

Mettre à jour les informations de rubrique de Paie **MISE À JOUR**

Cette rubrique est un indice  
 Oui  Non

Cette rubrique est une valeur monétaire  
 Oui  Non

Cette rubrique est à saisir  
 Oui  Non

Type d'indice  
Prime fixe de base

Position  
6

Valeur

Annuler Soumettre

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with the type of index **“Basic Fixed Premium”**

### 3.7. Individual achievement

Individual performance is expressed in terms of percentage.

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- must be entered manually during each payment configuration
- And with the type of index **“Individual performance”**

Mettre à jour les informations de rubrique de Paie MISE À JOUR

---

**Cette rubrique est un indice**  
 Oui  Non

**Cette rubrique est une valeur monétaire**  
 Oui  Non

**Cette rubrique est à saisir**  
 Oui  Non

**Type d'indice**

**Position**

### 3.8. relative point

The relative point is obtained by multiplying " *the fixed base index and the individual performance* "

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with index type **“Relative point”**

Mettre à jour les informations de rubrique de Paie MISE À JOUR

---

**Cette rubrique est un indice**  
 Oui  Non

**Cette rubrique est une valeur monétaire**  
 Oui  Non

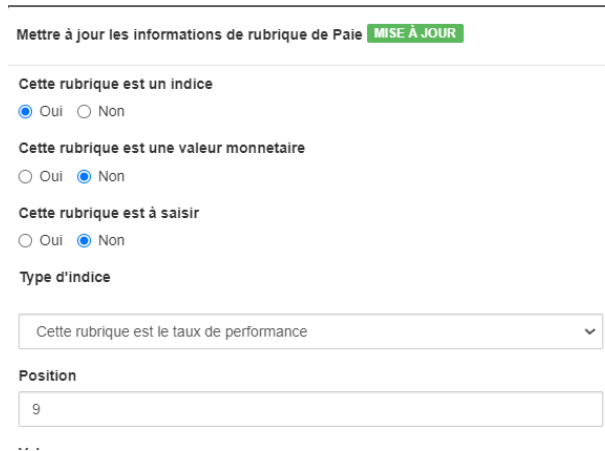
**Cette rubrique est à saisir**  
 Oui  Non

**Type d'indice**

**Position**

### 3.9. Calculation rate on the performance index

The calculation rate on the performance index is calculated by dividing the envelope allocated to the performance bonus by the sum of the relative points.



Mettre à jour les informations de rubrique de Paie MISE À JOUR

Cette rubrique est un indice  
 Oui  Non

Cette rubrique est une valeur monétaire  
 Oui  Non

Cette rubrique est à saisir  
 Oui  Non

Type d'indice  
Cette rubrique est le taux de performance ▼

Position  
9

...

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with the type of index **"This item is the performance rate"**

### 3.10. Performance bonus

The performance bonus is obtained by multiplying the relative point by the rate on the performance index.

This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with the type of index **“Performance bonus”**

Mettre à jour les informations de rubrique de Paie MISE À JOUR

**Cette rubrique est un indice**  
 Oui  Non

**Cette rubrique est une valeur monétaire**  
 Oui  Non

**Cette rubrique est à saisir**  
 Oui  Non

**Type d'indice**

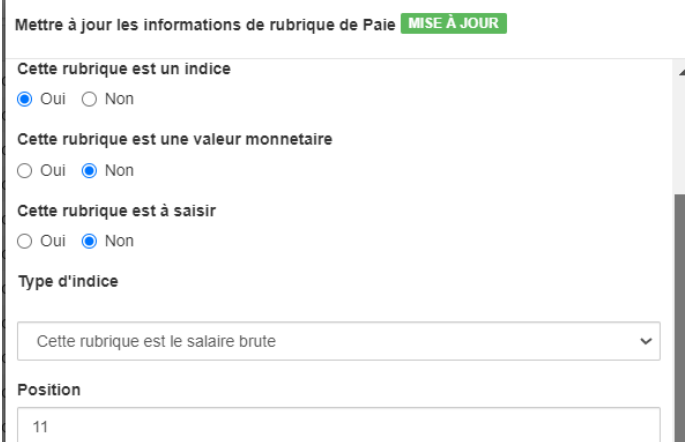
Prime de Performance ▼

**Position**

10

### 3.11. Gross salary

The gross salary is obtained by calculating the sum of the fixed bonus and the performance bonus.



Mettre à jour les informations de rubrique de Paie **MISE À JOUR**

**Cette rubrique est un indice**  
 Oui  Non

**Cette rubrique est une valeur monétaire**  
 Oui  Non

**Cette rubrique est à saisir**  
 Oui  Non

**Type d'indice**  
Cette rubrique est le salaire brute

**Position**  
11


This section must have the following characteristics:

- to be a clue,
- is not to be a monetary value
- cannot be entered manually
- And with the type of index **"This heading is the gross salary"**

## 4. PAY PERIOD CONFIGURATION

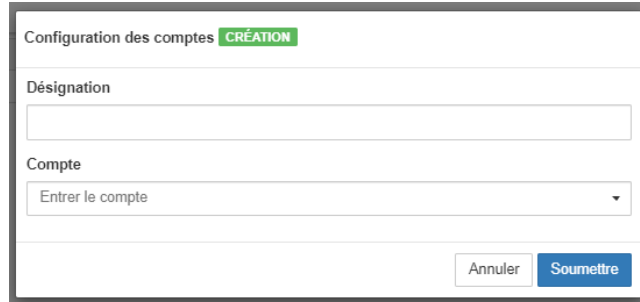
### 4.1. Heading configuration

To create a section configuration, you just have to click on the **'Add a section configuration'** button. Once the new configuration has been created, you can name it, then by clicking on the **'Action'** button, a menu is displayed allowing you to update the name of the configuration and to select the items associated with this configuration.

Pressing the button  **Configurer** triggers the display of the interface allowing the selection of the different headings. Below you will find an overview of said interface.

## 4.2. Configuring Accounts

Thanks to the account configuration module, it is possible to configure the account dedicated to expenses, used by the company for the remuneration of its personnel.

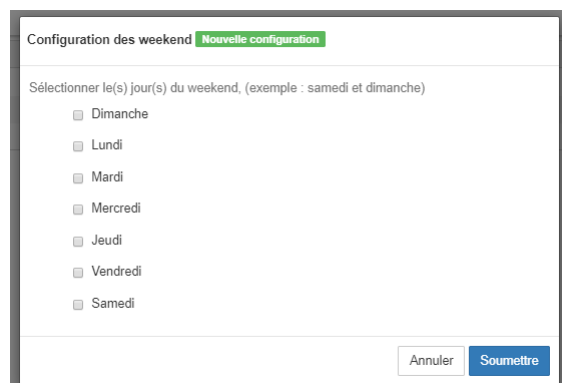


The screenshot shows a web form titled "Configuration des comptes" with a green "CRÉATION" button. The form has two main sections: "Désignation" with a text input field, and "Compte" with a dropdown menu labeled "Entrer le compte". At the bottom right, there are two buttons: "Annuler" and "Soumettre".

## 4.3. Configuring weekends

The weekend configuration feature allows you to select the days considered as working days among those that make up the weekend. This operation will allow you to count the number of working days during a given pay period.

To create a weekend configuration, simply click on the "Add a weekend configuration" button. After naming the configuration, as soon as it is created, a simple click on the "Action" button displays a menu allowing you to update the name of the configuration, as well as to select the working days for said configuration.



The screenshot shows a web form titled "Configuration des weekend" with a green "Nouvelle configuration" button. The form contains the instruction "Sélectionner le(s) jour(s) du weekend, (exemple : samedi et dimanche)" followed by a list of days with checkboxes: Dimanche, Lundi, Mardi, Mercredi, Jeudi, Vendredi, and Samedi. At the bottom right, there are two buttons: "Annuler" and "Soumettre".

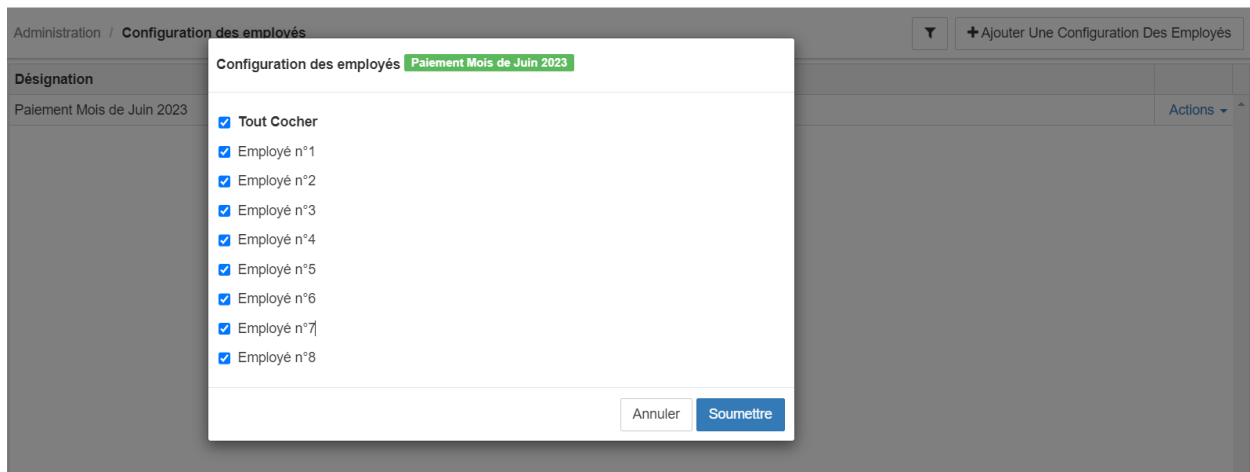


#### 4.4. C onfiguration of employees

The employee configuration function allows you to choose which employees will appear on the payroll.

When you want to create an employee configuration:

- You just need to click on the "Add employee configuration" button,
- to name the configuration. Once the new configuration is created, clicking on the "Action" button displays a menu that allows you to update the name of the configuration, as well as select the employees.



#### 4.5. C onfiguration of periods

The configuration of the payment periods makes it possible to define the date of the beginning and the end of the period, the configuration of the employees, the sections, the accounts, the weekends as well as that of the IPR tax (the IPR tax is calculated according to the finance law of the Democratic Republic of Congo).

NB: Human resources managers should ensure that the different configurations can reflect the real situation of the company.

- **It is strongly discouraged to modify a configuration that has already been used for a previous period ,**
- **For any modification of the elements of a configuration whether it is the addition or the withdrawal of an element of one of the configurations whether it is the headings, the employees, the accounts or the weekends must require the creation of a new configuration.**

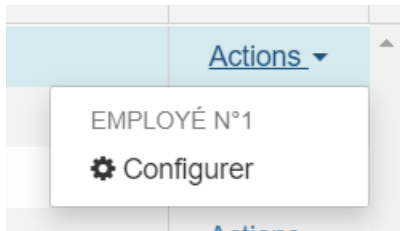
The screenshot displays a web form titled "Configuration des périodes" with a green "CRÉATION" button. The form is organized into several sections:

- Désignation:** A text input field.
- Périodes:** Includes links for "Aujourd'hui", "Cette Semaine", "Ce Mois", and "Cette Année", along with an "Effacer" button. Below are two date selection fields with calendar icons.
- Configuration des employés:** A dropdown menu with the text "Sélectionner la configuration des employés".
- Configuration des rubriques de paie:** A dropdown menu with the text "Sélectionner la configuration des rubriques".
- Configuration du Compte:** A dropdown menu with the text "Sélectionner la configuration des comptes".
- Configuration des weekend:** A dropdown menu with the text "Sélectionner la configuration des weekends".
- Configuration des barèmes IPR:** A dropdown menu with the text "Sélectionner la configuration IPR" and an "Effacer" button.

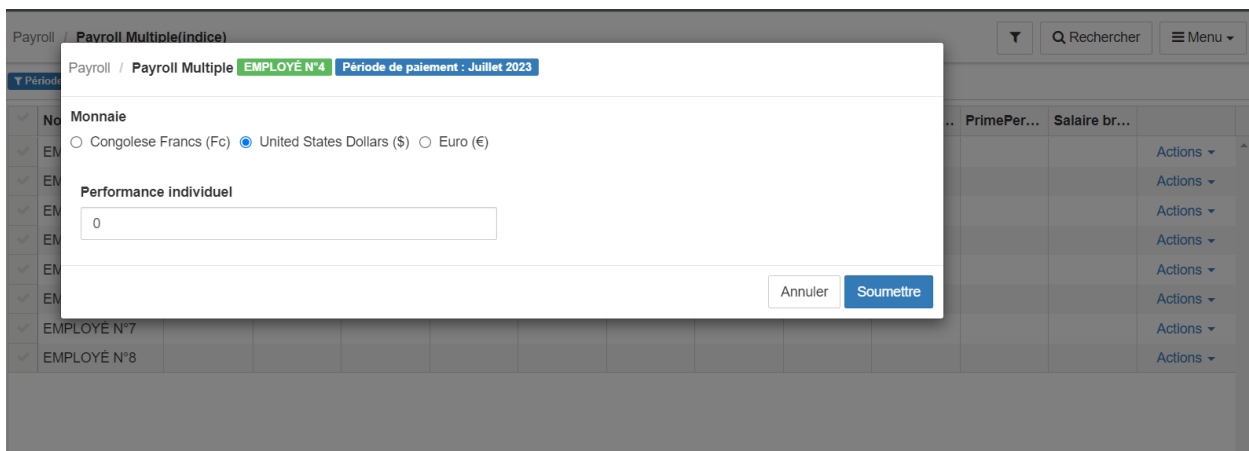
At the bottom right, there are two buttons: "Annuler" and "Soumettre".



You just need to click on the action button and select the setup option to proceed with the setup .

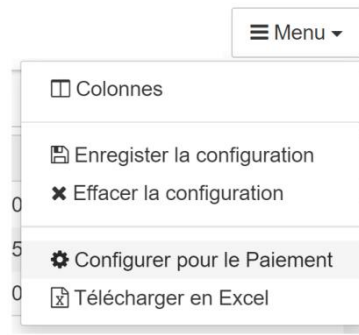


This configuration interface will only show items requiring manual entry as well as those configured to display monetary values.



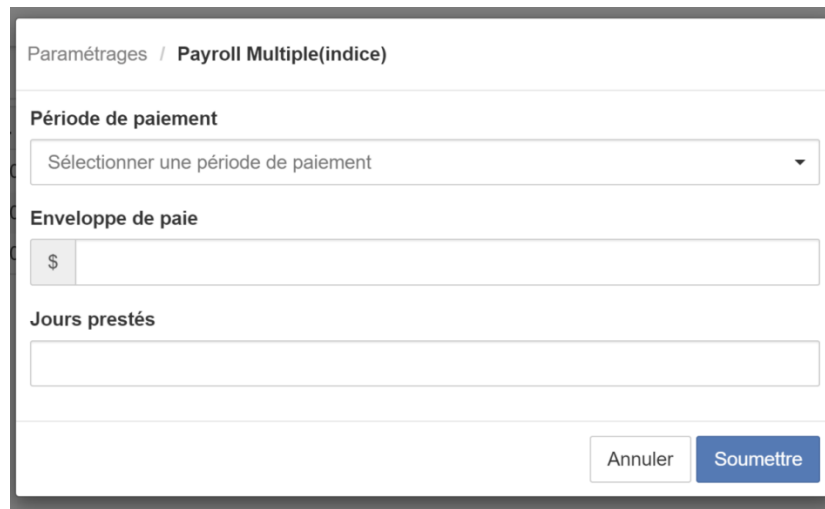
## 5.2. Step 2

Once the data entry of all employees is complete, it is now time to define the payroll envelope. To do this, all you have to do is click on the menu and then select the payment configuration button.



This option launches a window that allows you to:

- Select payment period
- Enter payroll envelope against company currency
- Define the number of working days for the period (26 days)

A screenshot of a configuration window titled 'Paramétrages / Payroll Multiple(indice)'. It contains three main sections: 'Période de paiement' with a dropdown menu showing 'Sélectionner une période de paiement'; 'Enveloppe de paie' with a text input field containing a dollar sign '\$'; and 'Jours prestés' with an empty text input field. At the bottom right, there are two buttons: 'Annuler' and 'Soumettre'.

Once this step is completed, the configuration grid will be automatically updated with all the calculated items. The BHIMA application will allow you to download this configuration grid in Excel format. To do this, simply click on the Menu button and then select the download button in Excel format.

Payroll / Payroll Multiple(indice)

🔍 Rechercher ☰ Menu

📅 Période de paiement : Février 2023 📄 Monnaie : 2

✓	Nom de l'employé	niveauEt...	ANC	Respons...	totCod	vuiBase...	PrimeFix...	PerfInd	PointRel...	VUIPerfo...	PrimePe...	Salaire b...	
✓	EMPLOYÉ N°1	80,00	3,00	40,00	123,00	617,72	277.695,01	90,00	110,70	1.822,18	201.714,86	277.695,01	Actions ▾
✓	EMPLOYÉ N°2	80,00	4,00	20,00	104,00	617,72	187.422,47	65,00	67,60	1.822,18	123.179,09	187.422,47	Actions ▾
✓	EMPLOYÉ N°3	70,00	8,00	20,00	98,00	617,72	194.466,95	75,00	73,50	1.822,18	133.929,92	194.466,95	Actions ▾
✓	EMPLOYÉ N°4	70,00	10,00	30,00	110,00	617,72	238.323,16	85,00	93,50	1.822,18	170.373,44	238.323,16	Actions ▾
✓	EMPLOYÉ N°5	40,00	1,00	0,00	41,00	617,72	85.094,09	80,00	32,80	1.822,18	59.767,37	85.094,09	Actions ▾
✓	EMPLOYÉ N°6	40,00	0,00	0,00	40,00	617,72	75.729,91	70,00	28,00	1.822,18	51.020,92	75.729,91	Actions ▾
✓	EMPLOYÉ N°7	10,00	2,00	0,00	12,00	617,72	28.185,50	95,00	11,40	1.822,18	20.772,80	28.185,50	Actions ▾
✓	EMPLOYÉ N°8	10,00	7,00	0,00	17,00	617,72	35.282,91	80,00	13,60	1.822,18	24.781,59	35.282,91	Actions ▾

### 5.3. Step 3

Once the configuration is complete, it's time to generate the payslips. To do this, go to the Payroll Multiple module located in the large Human resources management folder.



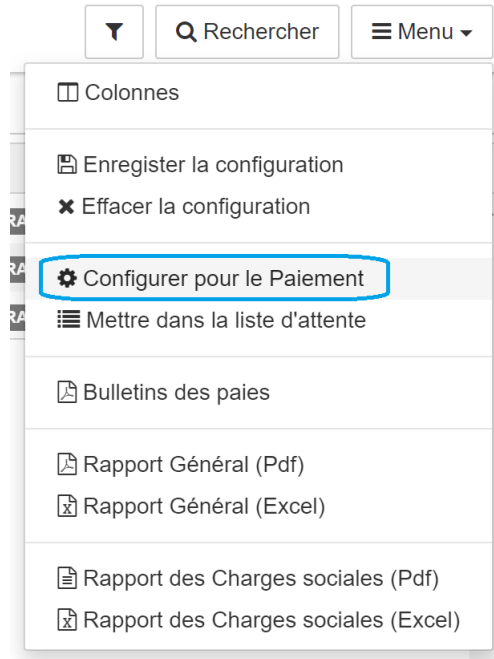
During your first use of the module, a modal window will appear, allowing you to select the pay period, currency and conversion rate to view the reports in different currencies. You will also be able to search using employee name, employee code or status.

After the pay period is set, the main interface displays as follows.

✓ Référence	Nom de l'employé	Code	Salaire Net	Balance	État	
✓ EM.SEMI.1	EMPLOYÉ N°1	BHC	\$0.00	\$0.00	EN ATTENTE DE CONFIGURATION	Actions ▾
✓ EM.SEMI.2	EMPLOYÉ N°2	OKJPIJ	\$0.00	\$0.00	EN ATTENTE DE CONFIGURATION	Actions ▾
✓ EM.SEMI.3	EMPLOYÉ N°3	HH(UWOIJ	\$0.00	\$0.00	EN ATTENTE DE CONFIGURATION	Actions ▾
✓ EM.SEMI.4	EMPLOYÉ N°4	JHOIJW	\$0.00	\$0.00	EN ATTENTE DE CONFIGURATION	Actions ▾
✓ EM.SEMI.5	EMPLOYÉ N°5	JUI102	\$0.00	\$0.00	EN ATTENTE DE CONFIGURATION	Actions ▾
✓ EM.SEMI.6	EMPLOYÉ N°6	NHUN	\$0.00	\$0.00	EN ATTENTE DE CONFIGURATION	Actions ▾
✓ EM.SEMI.7	EMPLOYÉ N°7	JUIN	\$0.00	\$0.00	EN ATTENTE DE CONFIGURATION	Actions ▾
✓ EM.SEMI.8	EMPLOYÉ N°8	JU0015	\$0.00	\$0.00	EN ATTENTE DE CONFIGURATION	Actions ▾

To retrieve configuration data with the hint, all you need to do is:

- Select the employees for whom you want to configure
- Click on menu
- Select the setup option for payment.



After configuring the employees, the state or status of the employees is updated.

Payroll / Payroll Multiple

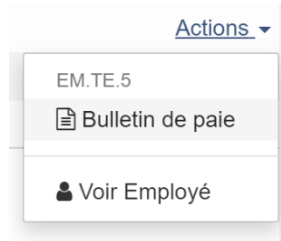
Y Période de paiement : Février 2023 Y Monnaie : 2

✓	Référence	Nom de l'employé	Code	Salaire Net	Balance	État	
✓	EM.SEMI.1	EMPLOYÉ N°1	BHC	\$277,695.00	\$277,695.00	CONFIGURÉ	Actions ▾
✓	EM.SEMI.2	EMPLOYÉ N°2	OKJPIJ	\$187,422.00	\$187,422.00	CONFIGURÉ	Actions ▾
✓	EM.SEMI.3	EMPLOYÉ N°3	HH(UWOJ	\$194,467.00	\$194,467.00	CONFIGURÉ	Actions ▾
✓	EM.SEMI.4	EMPLOYÉ N°4	JHOIJW	\$238,323.00	\$238,323.00	CONFIGURÉ	Actions ▾
✓	EM.SEMI.5	EMPLOYÉ N°5	JUI102	\$85,094.10	\$85,094.10	CONFIGURÉ	Actions ▾
✓	EM.SEMI.6	EMPLOYÉ N°6	NHUN	\$75,729.90	\$75,729.90	CONFIGURÉ	Actions ▾
✓	EM.SEMI.7	EMPLOYÉ N°7	JUIN	\$28,185.50	\$28,185.50	CONFIGURÉ	Actions ▾
✓	EM.SEMI.8	EMPLOYÉ N°8	JU0015	\$35,282.90	\$35,282.90	CONFIGURÉ	Actions ▾

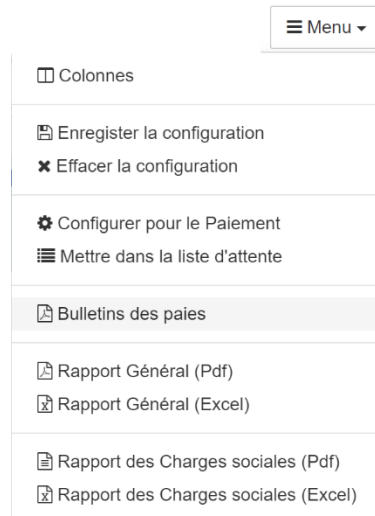


Once the employees are configured for the payment, it is possible to be able to visualize the payslip of the employees.

1. Either by clicking on the action button for each employee and choosing the payslip option



2. Either by selecting the employees, then click on the **Menu and choose the Pay slips** option



IMA WORLD HEALTH  
Gombe / Lukunga / Kinshasa

Nom : EMPLOYÉ N°1  
Genre : M  
Code : BHC  
Référence : EM.SEMI.1  
Grade : Des hôpitaux 1ère échelon  
Nombre des Personnes à charge : 0

**BULLETIN DE PAIE : FEVRIER 2023**

INDICES		RETENUES	
NIVEAU D'ÉTUDES (A)	80	TOTAL	\$0.00
RESPONSABILITY_	40		
ANCIENNETÉ (B)	3		
TOTAL_CODE	123		
VUI DE BASE FIXE	617.7248		
PRIME FIXE (DXF)	\$277,695.01		
PERFORMANCE INDIVIDUEL	90 %		
POINT RELATIF	110.7		
VUI DE BASE PERFORMANCE	1822.1758		
PRIME DE PERFORMANCE	\$201,714.86		
BASE	\$277,695.00		
<b>IMPOSABLE</b>			
	NET IMPOSABLE		\$0.00
<b>NON IMPOSABLE</b>			
	NET NON IMPOSABLE		\$0.00
	SALAIRE BRUT		\$277,695.00
	(SALAIRE BRUT) - (CONTRIBUTIONS ET RETENUES)		\$277,695.00 - \$0.00
	SALAIRE NET		\$277,695.00
			DEUX CENT SEPTANTE-SEPT MILLE SIX CENT NONANTE-CINQ .
			* LE TAUX DE CHANGE : \$1.00

Signatures

Administration

Employé(e)