School Dynamics

THE SCHOOL DYNAMICS MANUAL · CHAPTER 11

Staff

Staff and their accounts, roles, leave, duty rosters, monitoring, payroll and payslips.

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CHAPTER	LESSONS	SCREENS	EDITION

Edition of 11 November 2026. The latest version, with search and questions answered by the team, is at app.schooldynamics.ug/help.
Screens show the demo school: every name and figure is invented. © 2026 Newline Technologies Limited, Kampala.

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Staff

Staff and their accounts, roles, leave, duty rosters, monitoring, payroll and payslips.

The people who run the school: their accounts and roles (which decide what each person sees), leave and duty rosters, staff monitoring, and paying staff.

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CHAPTER 11 · STAFF

Staff and their sign-in accounts

Find a member of staff, add a new one with their sign-in name and roles, change their details, set a new password, or deactivate someone who left.

For: School administrator, Head teacher · app.schooldynamics.ug/help/staff/staff-and-accounts

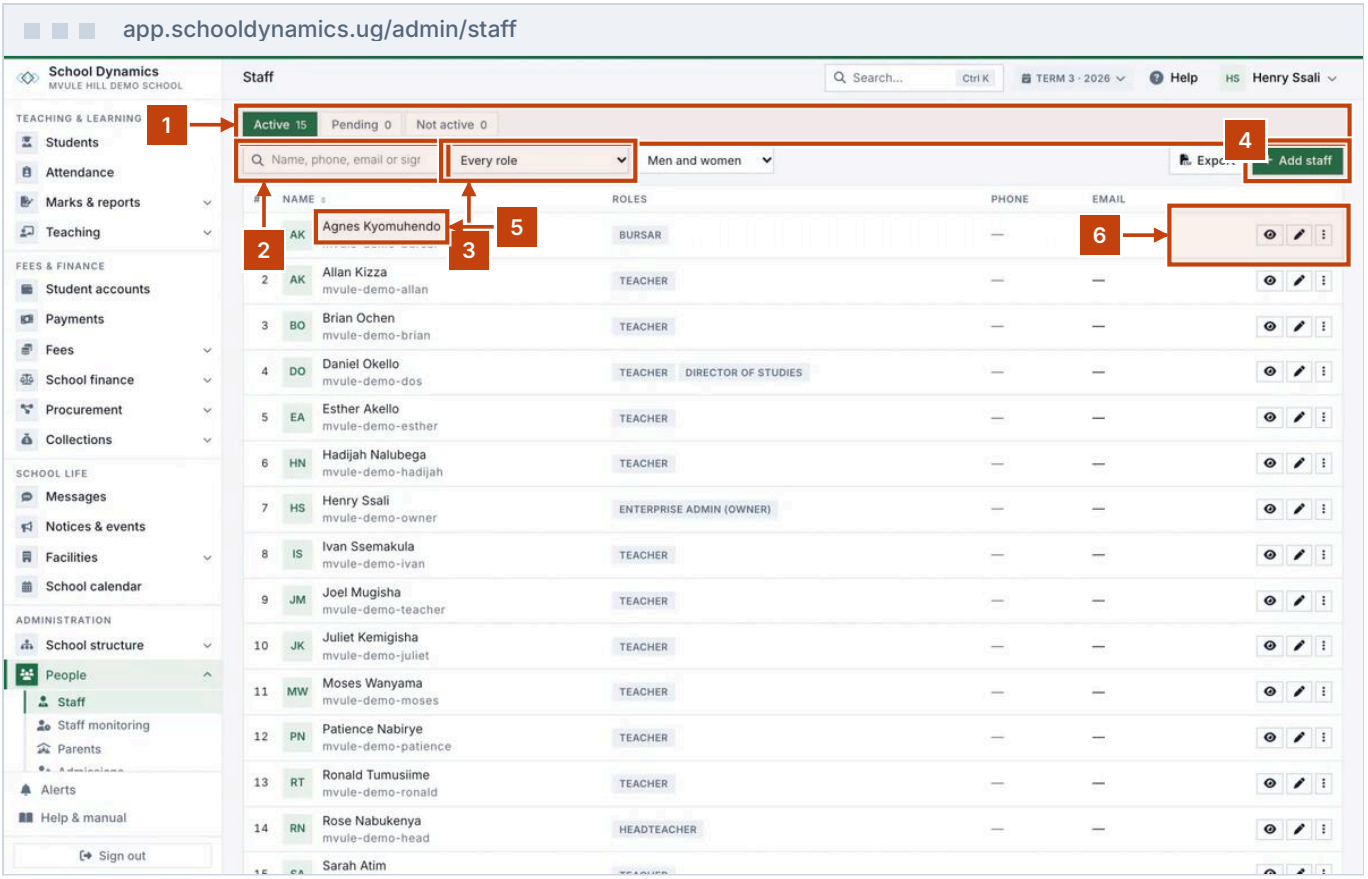
Staff lists everyone who works at the school, with their roles and contacts. From here the school administrator adds new staff, gives each one a sign-in name and password, changes their details, and deactivates those who leave.

Before you start

- The school administrator, the head teacher, the deputy, the director of studies and the bursar can see the list.
- Adding staff, changing their details, roles and passwords, and deactivating them is for the school administrator and the school's owner.

The staff list

Open **People › Staff**.



The demo school · invented names and figures

1 Active, Pending and Not active staff, with how many.

2 Find someone by name, phone, email or sign-in name.

3 Show one role only.

4 Add a member of staff.

5 Click a name for the quick view: roles, contacts and what they teach.

6 Edit, and More: roles, a new password, two-step sign-in, deactivate.

- The tabs 1 show **Active**, **Pending** and **Not active** staff, each with how many.
- Search 2 by name, phone number, email or sign-in name. Choose a role 3, or men or women.
- **Export** downloads the list shown as a spreadsheet. ID and bank numbers are in it only for those who manage staff.
- **Add staff** 4 adds a new member of staff.
- Click a name 5 for the quick view: their roles, phone, email, date of birth, supervisor, the classes and streams they lead, the subjects they teach this year, their highest study and emergency contact, and their signature. Those who manage staff also see the NIN, TIN, NSSF and bank numbers. **Lessons monitored** opens their staff monitoring record.
- The buttons at the end of a row 6: the pencil to edit, and **More** for the rest.

Add a member of staff

1. Press **Add staff**.
2. On **Bio & contacts**, type the **First name** and **Last name**, choose the **Sex**, and type the **Mobile number**. Add the other details you have.
3. Fill in **Personal**, **Education** and **ID & bank** now or later. The bank details are used for payroll.
4. On **Sign-in & photo**, type a **Sign-in name**, or leave it blank to use their email or phone number.
5. Type a **Password** of at least 4 characters, or leave it blank and set it later.
6. Add a **Photo** and a **Signature** (for documents they sign) if you have them.
7. Tick their **Roles**. **Teacher** is ticked for you. See Roles and permissions.
8. Press **Add to staff**.

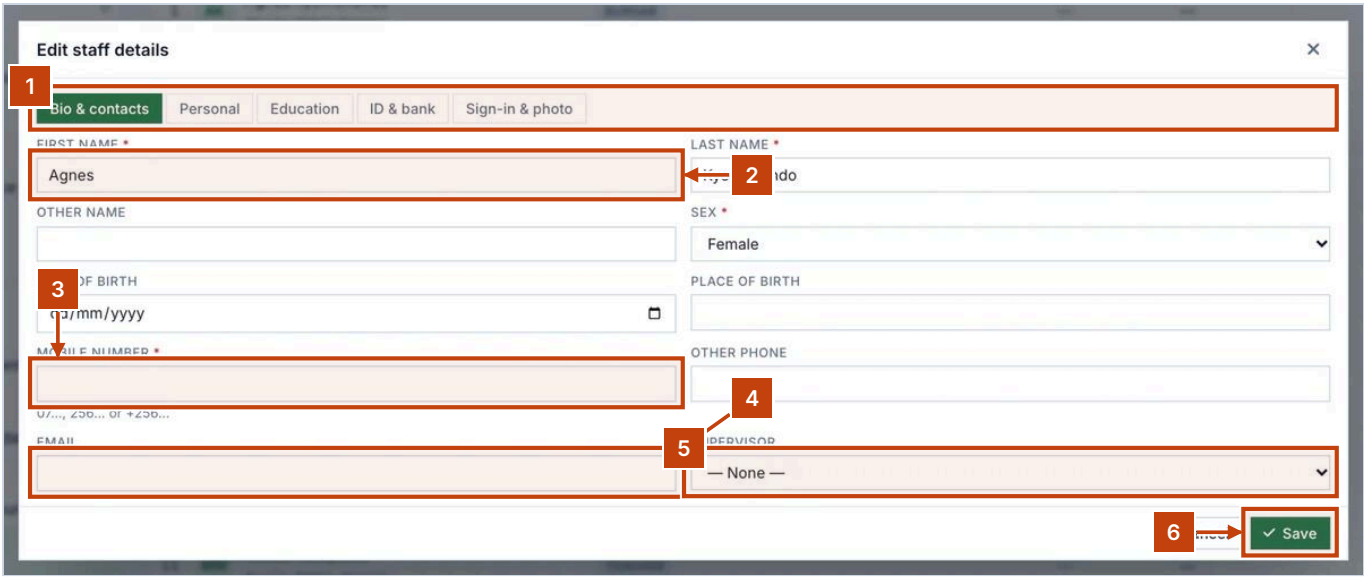
A note says, for example, *Juliet Kemigisha added. They sign in as …*, with their sign-in name. Tell them their sign-in name and password; nothing is sent to them. They then sign in as in Signing in.

The form refuses, with a sentence saying why, when:

- the first or last name, the sex or the mobile number is missing (*Enter a valid mobile number, e.g. 0772 123456.*);
- the email is already someone else's (*The email … is already used by someone else.*);
- no role is ticked (*Give at least one role (e.g. Teacher).*).

Change someone's details

Press the pencil on their row, or **Edit** in their quick view.



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1 The details, in five tabs.

2 First and last name, sex and a mobile number are needed.

3 Mobile number: 07..., 256... or +256...

4 Email: no two people can share one.

5 Their supervisor, if they have one.

6 Save.

The same form opens, with its five tabs 1. Change what you need: the name 2, the mobile number 3, the email 4, the supervisor 5, or anything on the other tabs, then press **Save** 6. A new photo or signature replaces the old one. If nothing was changed, the note says *Nothing changed.*

Roles and passwords are not changed on this form: use the **More** menu.

The More menu

Choose	What happens
Roles	Tick or untick their roles. See Roles and permissions.
Set a new password	Type the new password twice (at least 4 characters) and press **Set password**. Nothing is sent: tell them in person. Their other browsers and phones ask them to sign in again with it.
Reset two-step sign-in	For someone who lost their phone and their recovery codes. They sign in with the password alone until they set two-step sign-in up again from **My profile**.
Deactivate	They can no longer sign in, and they leave the active list. Their records stay.
Activate	For someone not active: they can sign in again.

> ⚠ **CAREFUL**
>
> Some changes are refused to keep the school from locking itself out: you cannot deactivate yourself, the school's owner always stays active, and the school must keep at least one active administrator (*The school would have no active administrator. Make someone else an administrator first.*).

Good to know

- Every member of staff has their own sign-in. Never share one account between two people: the audit log records who did what.
- A teacher's classes and subjects are set on the classes and subjects pages, not here. The quick view only shows them.

QUESTIONS

A teacher forgot their password. What do I do?
Open the row's **More** menu and choose **Set a new password**. Nothing is sent: tell them the new password in person.

A teacher left the school. Should I delete them?
No. Choose **Deactivate** in the row's **More** menu. They can no longer sign in, and their records (marks, roll-calls, payments they took) stay. You can activate them again later.

Where do I say which subjects a teacher teaches?
On the class's subjects, under **Subjects**. The staff quick view then lists them. See Subjects.

Can two people share an email address or a phone number as their sign-in name?
No. A sign-in name and an email address belong to one person only, across the whole system.

Roles and permissions

Give each member of staff the roles that fit their job, and see what each role lets a person see and change.

For: School administrator, School owner · app.schooldynamics.ug/help/staff/roles-and-permissions

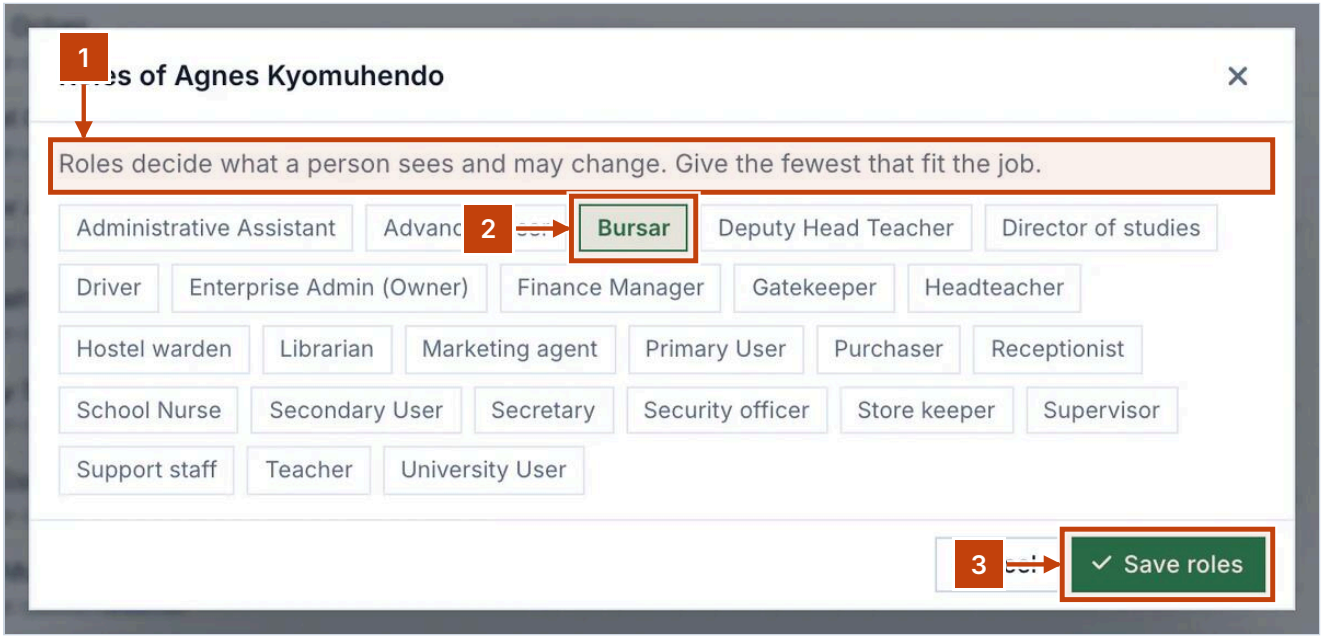
A role says what a member of staff is in the school: teacher, bursar, director of studies and so on. Roles decide which menu items a person sees and what they may change. Give each person the fewest roles that fit their job.

Before you start

Giving roles is for the school administrator and the school's owner.

Give or change someone's roles

1. Open **People › Staff**.
2. Click the person's name, then press **Roles** in their quick view (or choose **Roles** in the row's **More** menu).
3. Tick the roles they need, and untick those they no longer need.
4. Press **Save roles**.



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1. Give the fewest roles that fit the job.
2. A ticked role. Click a role to tick or untick it.
3. Save roles. The change is written in the audit log.

The dialog says it plainly 1. Each role is a button that is ticked or not 2. **Save roles** 3 keeps the change, and the audit log records the person's new roles and who changed them (see The audit log).

A new member of staff gets their roles when they are added: **Teacher** is ticked for you on the form.

> ⚠ CAREFUL
>
> Three changes are refused, so the school cannot lock itself out:
>
> - *You cannot remove your own administrator role. Ask another administrator.*
> - *The school owner keeps the administrator role.*
> - *The school would have no active administrator. Make someone else an administrator first.*

What each role can do

Every member of staff, whatever their roles, can read the school profile, the notices and the school calendar; ask for things to be bought; ask for leave and read their own payslips; clock in and read the duty roster; and see their alerts. A role adds to that. A person with several roles can do everything each of them allows.

The roles below carry the names shown in the dialog.

Role	What it adds
Enterprise Admin (Owner)	The school administrator: everything in the school, including its settings, staff and roles, and payroll.
Headteacher	Students, classes, marks and report cards, results analysis; roll-calls and discipline; reviewing schemes of work and lesson plans; fees and finance to look at, not change; messages, notices and the calendar; the exam timetable and visiting days; approving purchases, leave and payroll; the duty roster, staff monitoring and staff attendance; the audit log; documents, record requests, requirements, alerts settings and account deletions.
Deputy Head Teacher	As the head teacher, except payroll, the alerts settings and account deletions.
Director of studies	Classes and subjects (and changing them), students (adding and changing), marks, report cards and results analysis; roll-calls and discipline; reviewing schemes of work and lesson plans; messages, notices and the calendar; the exam timetable; the duty roster and staff monitoring; hostels; the staff list.
Teacher	Classes and students to look at; marks for their own subjects; roll-calls; discipline records; sharing learning resources for their subjects; the night roll-call where they are the matron or patron.
Secretary	Students (adding and changing); messages, notices and the calendar; documents and ID cards; visiting days; correcting staff attendance; parents' record requests and consent records.
Bursar	Fees and finance (recording and changing; only the bursar deletes); messages; stores and procurement; transport; payroll (preparing and paying); requirements; the canteen; the online payment keys; the staff list.
Finance Manager	Fees and finance (recording and changing); procurement; requirements; the canteen.
Store keeper	Stores, receiving goods, requirements (to look at), the canteen.
Purchaser	Stores, buying (procurement) and receiving goods.
Hostel warden	Hostels, roll-calls and the night roll-call, visiting days.
School Nurse	The sick bay; students to look at.
Librarian	The library.
Receptionist	Visitors; students to look at; visiting-day bookings.

Role	What it adds
Security officer, **Gatekeeper**	Visitors and visiting-day bookings.
Driver	Transport.

Administrative Assistant, **Supervisor**, **Marketing agent**, **Support staff** and the older **Advanced User**, **Primary User**, **Secondary User** and **University User** roles add nothing to what every member of staff can do.

For the same rules seen from each job, see Who can do what.

Good to know

- The school's owner can do everything in the school, whatever roles they hold.
- Some pages check more than the role. A teacher enters marks only for the subjects they teach, and nobody approves their own leave.
- Salaries are private: only the school administrator, the head teacher and the bursar see payroll. Everyone else sees only their own payslips.

QUESTIONS

A teacher cannot see a page they need. What do I do?
Check which role the page needs in the table below, and add that role to the teacher. They see the new pages the next time a page loads.

Can one person hold two roles?
Yes. A director of studies who also teaches holds both **Director of studies** and **Teacher**, and can do everything either role allows.

Why can I not take the administrator role from someone?
Three rules: you cannot remove your own administrator role, the school's owner keeps it, and the school must keep at least one active administrator.

Who can do everything?
The school's owner, whatever roles they hold, and anyone with the administrator role (**Enterprise Admin (Owner)**).

CHAPTER 11 · STAFF

Leave

Ask for leave and follow the decision, approve or decline requests, see who is away, and keep each person's leave balance.

For: Everyone, Head teacher, School administrator · app.schooldynamics.ug/help/staff/leave

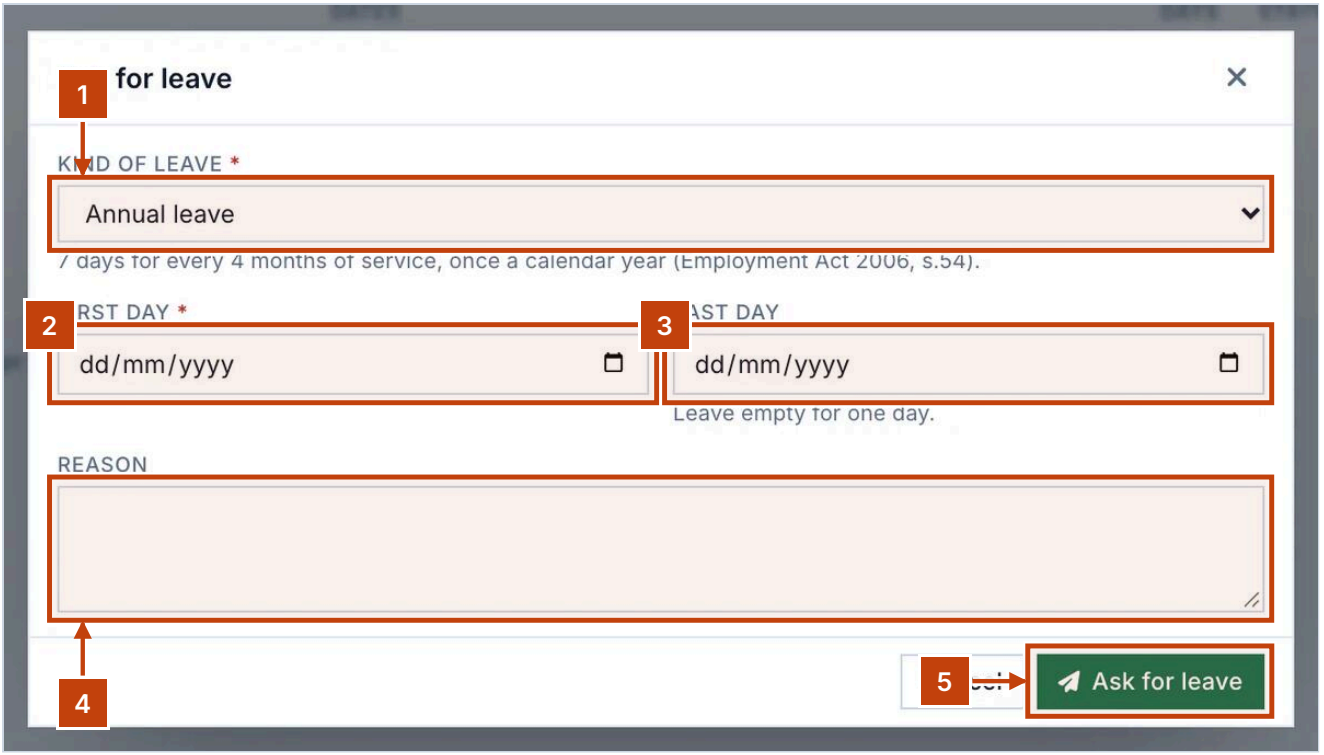
Every member of staff asks for leave here and follows the decision. The head teacher, the deputy or the school administrator approves or declines it. Leave is counted in working days, and each kind has its yearly leave allowance.

Before you start

- Everyone on the staff can ask for leave and see their own requests.
- Approving, declining and recording leave for someone else is for the head teacher, the deputy and the school administrator.
- Those who see the staff list (the head teacher, deputy, director of studies, bursar and administrator) see everyone's leave, **Who is away** and **Balances**.

Ask for leave

Open **People › Leave**. The top of the page shows how many days you have left this year. Press **Ask for leave**.



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1 The kind of leave. The note under it says what the law allows.

2 The first day.

3 The last day. Leave it empty for one day.

4 Why (if you want to say).

5 Ask for leave. The head teacher, deputy or administrator decides it.

1. Choose the **Kind of leave** 1.
2. Choose the **First day** 2 and the **Last day** 3. Leave the last day empty for one day.
3. Read the line under the dates: how many working days it is, and how many you have left.
4. Type the **Reason** 4 if you want to.
5. Press **Ask for leave** 5.

Your request shows as **Waiting** until it is decided. When it is approved or declined, the list says so, with any note from the person who decided it.

The kinds of leave, as the school starts with them:

Kind	Allowance a year	Pay
Annual leave	21 working days (7 for every 4 months of service)	Full pay
Sick leave	No yearly limit: each request is decided	Full pay for the first month away; a medical certificate may be asked for
Maternity leave	60 working days, for women	Full pay
Paternity leave	4 working days, for men	Full pay
Compassionate leave	No yearly limit unless the school sets one	Full pay
Study leave	No yearly limit unless the school sets one	Full pay
Unpaid leave	No yearly limit	Unpaid

The request is refused, with a sentence saying why, when:

- the dates are all days off (*Those dates are all days off (weekends or public holidays). Choose working days.*);
- it crosses 31 December (*Leave is counted per calendar year. Split leave that crosses 31 December into two requests.*);
- it overlaps another request of yours that is waiting or approved;
- it asks for more than is left. Requests still waiting count too, so two requests cannot both pass the limit;
- it is more than 120 working days (split it into parts).

To take back a request that is still waiting, open it and press **Cancel leave**. The days are given back.

Approve or decline leave

Requests waiting for a decision come first in the list, and **Waiting for a decision** counts them.

1. Open the request (click its kind of leave), or use the tick or cross on its row.
2. Read it: the working days, what the person has left of that kind this year, whether it is paid, and the reason.
3. Press **Approve** or **Decline**.
4. Type a **Note**. When you decline, say **Why it is declined**: the person will read it.
5. Press **Approve leave** or **Decline leave**.

If the person is on the duty roster while away, the request and the approve dialog list those duties. Approving keeps the duty: the roster then marks the clash so a replacement can be found (see Duty roster).

Nobody decides their own leave: *Someone else decides your own leave.* The school's owner is the only exception.

An approver can also cancel leave that is waiting or already approved: open it and press **Cancel leave**.

Record leave for someone

When someone could not ask in advance (sick leave, for example):

1. Press **Ask for or record leave**.
2. Choose **Who**.
3. Fill in the kind, the dates and the reason.
4. Keep **Already agreed: record it as approved** ticked.
5. Press **Record leave**.

It is approved at once, in your name. Untick the box to put it in as a request waiting for a decision instead.

Who is away

The **Who is away** tab shows a month of approved leave, day by day. Requests still waiting show with a dashed edge; untick **Show requests still waiting** to hide them. Weekends, days the school does not work and public holidays are greyed. Under the month, a list shows everyone away that month.

Balances and allowances

The **Balances** tab shows each active member of staff and the approved days of each kind of leave they took in the year, against the allowance. A figure above the allowance is marked in red. **Waiting** shows days still waiting for a decision. Choose another year at the top. **Spreadsheet** downloads the table.

To change the allowances, the head teacher, the deputy or the administrator presses **Allowances**, types the working days a year for each kind, and presses **Save allowances**. Leave a box empty for no yearly limit. Annual, maternity and paternity leave always need a number, and it cannot be below the law: 21, 60 and 4 days.

Good to know

- A working day is a day of the school's working week, less Uganda's public holidays. The Eid holidays change each year and are not left out: the approver adjusts a request that spans one.
- Approved unpaid leave is taken off the month's payslip by itself (see Payroll).
- Every request, decision and cancellation is recorded with who did it.

QUESTIONS

How many days of annual leave does each member of staff get?
21 working days a year unless the school gives more, as the Employment Act 2006 sets. The head teacher can raise it under **Balances**, **Allowances**, but never below the law.

My leave crosses New Year. Why is it refused?
Leave is counted per calendar year. Ask for it in two parts: up to 31 December, and from 1 January.

Can I approve my own leave?
No. Someone else decides it. Only the school's owner, who has nobody above them, may.

I am sick and could not ask in advance.
The head teacher, the deputy or the school administrator can record the sick leave for you afterwards. It is approved at once.

Does unpaid leave come off the salary?
Yes. Approved unpaid leave in a month is taken off that month's payslip by itself.

The duty roster

See who is on duty each week of the term, put staff on a duty or fill a whole duty by turns, and print the roster.

For: Head teacher, Director of studies, Everyone · app.schooldynamics.ug/help/staff/duty-roster

The duty roster shows who is on which duty in each week of the term: teacher on duty, the gate, meals, a dormitory, and any duty your school names. Everyone on the staff can read it. The head teacher, the deputy, the director of studies and the school administrator build it.

Before you start

- The term needs its start and end dates (under **Academic years**), so its weeks are known. See Academic years and terms.
- Building the roster is for the head teacher, the deputy, the director of studies and the school administrator.

Read the roster

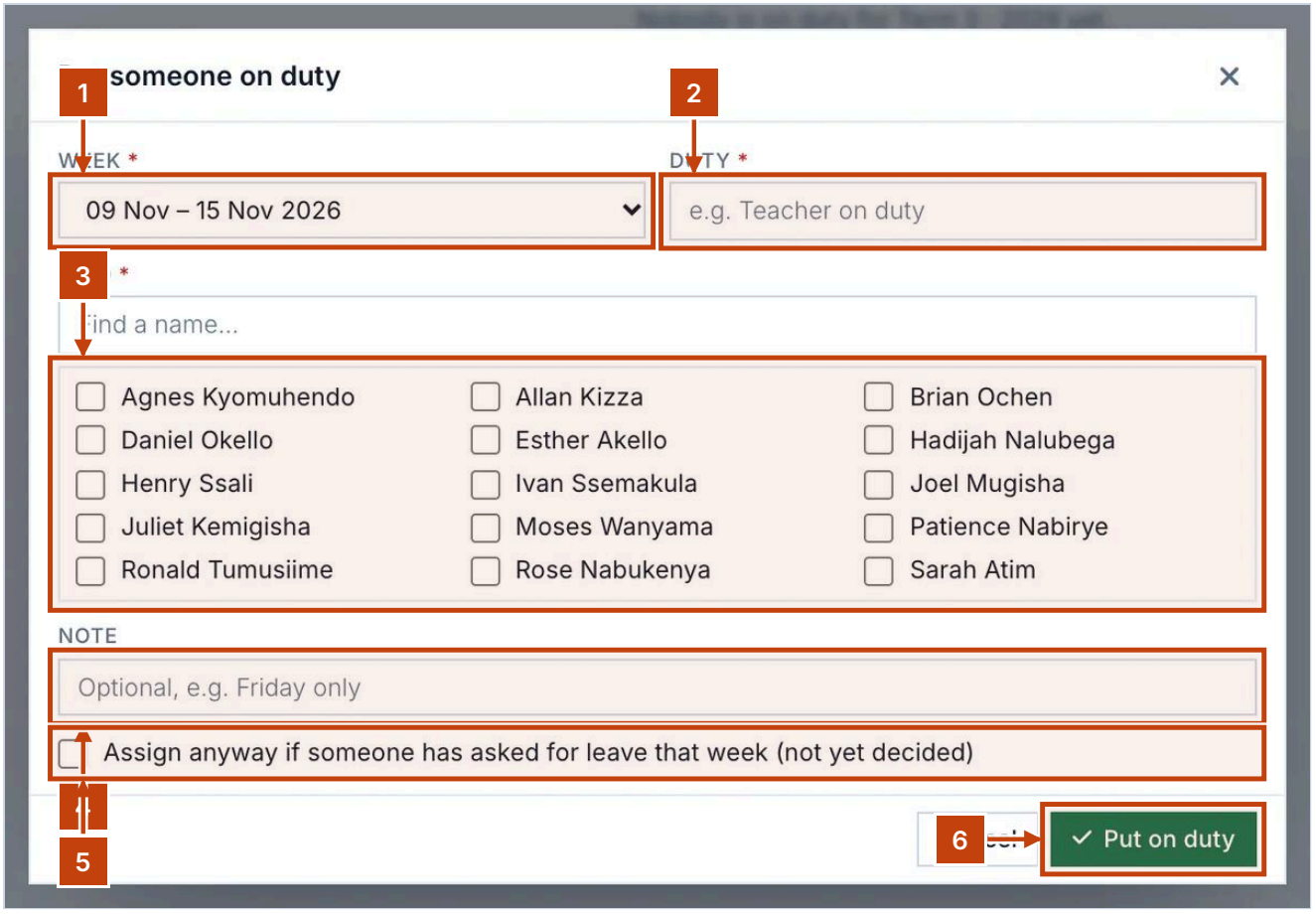
Open **People › Duty roster**. It opens on the active term; choose another term at the top.

- **Your next duties** at the top lists yours.
- Each row is a week (Monday to Sunday), and each column a duty. This week is shaded.
- Your own name is marked. A name with a warning sign is someone who is on leave that week: hover it to see the leave.
- **PDF** opens the term's roster to print or share.

When nobody is on duty yet, the page says so.

Put someone on duty

Press **Put someone on duty**, or the small + in a cell to start on that week and duty.



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1	The week: Monday to Sunday.	2	The duty. Pick one or type your own.
3	Who. Type to find a name, then tick.	4	A note, for example Friday only.
5	Put them on even if they asked for leave that week.	6	Put on duty.

1. Choose the **Week** 1.
2. Choose or type the **Duty** 2: **Teacher on duty**, **Dormitory (boys)**, **Dormitory (girls)**, **Gate**, **Meals**, **Assembly**, **Games**, **Prep**, a duty used before, or a new one.
3. Tick **Who** 3. Type in the box to find a name.
4. Add a **Note** 4 if you like.
5. Press **Put on duty** 6.

The roster refuses, with a sentence saying why, when:

- the person is on approved leave that week (*... is on annual leave ... Choose someone else.*);
- the person has asked for leave that week and it is not yet decided. Tick **Assign anyway if someone has asked for leave that week (not yet decided)** 5 to put them on all the same, since the leave may still be declined;
- the person is already on that duty that week;

- the week is outside the term's dates.

To take someone off, press the small × beside their name and confirm.

Fill a duty by turns

For a duty that rotates through the term, let the roster share it out:

1. Press **Fill by turns** (or the round-arrow button beside a duty's name).
2. Choose or type the **Duty**.
3. Choose **People a week**.
4. Tick **Who**, in the order they should take their turns.
5. Press **Fill the empty weeks**.

The people you ticked take the duty in turn, week after week, for every week of the term that has nobody on that duty yet. Anyone on leave, or waiting for leave, that week is skipped. A note says how many turns were given and who was skipped. Weeks that already had someone are left as they are.

When leave is approved later

Approving leave never removes a duty. The person's name stays on the roster with a warning sign, so you can see the clash and find a replacement: take them off that week and put someone else on. The person approving the leave sees the duties too, before deciding. See Leave.

> **GOOD TO KNOW**
>
> Every change to the roster is recorded with who made it.

QUESTIONS

Can two people share a duty in the same week?
Yes. Tick both when you put them on duty, or set **People a week** to 2 when you fill it by turns. One person cannot be on the same duty twice in a week.

Someone was approved for leave after the roster was made. What happens to their duty?
It stays, marked with a warning sign. Take them off and put someone else on for that week.

Why does Fill by turns refuse to run?
The term needs its start and end dates, so its weeks are known. Set them under **Academic years**.

Where do I see my own duties?
At the top of the page: **Your next duties**. Your name is also marked in the roster.

CHAPTER 11 · STAFF

Staff monitoring

Record the lessons class monitors and the director of studies watched, follow the trends on the dashboard, and print a report for a teacher, subject, class or term.

For: Director of studies, Head teacher, School administrator · app.schooldynamics.ug/help/staff/staff-monitoring

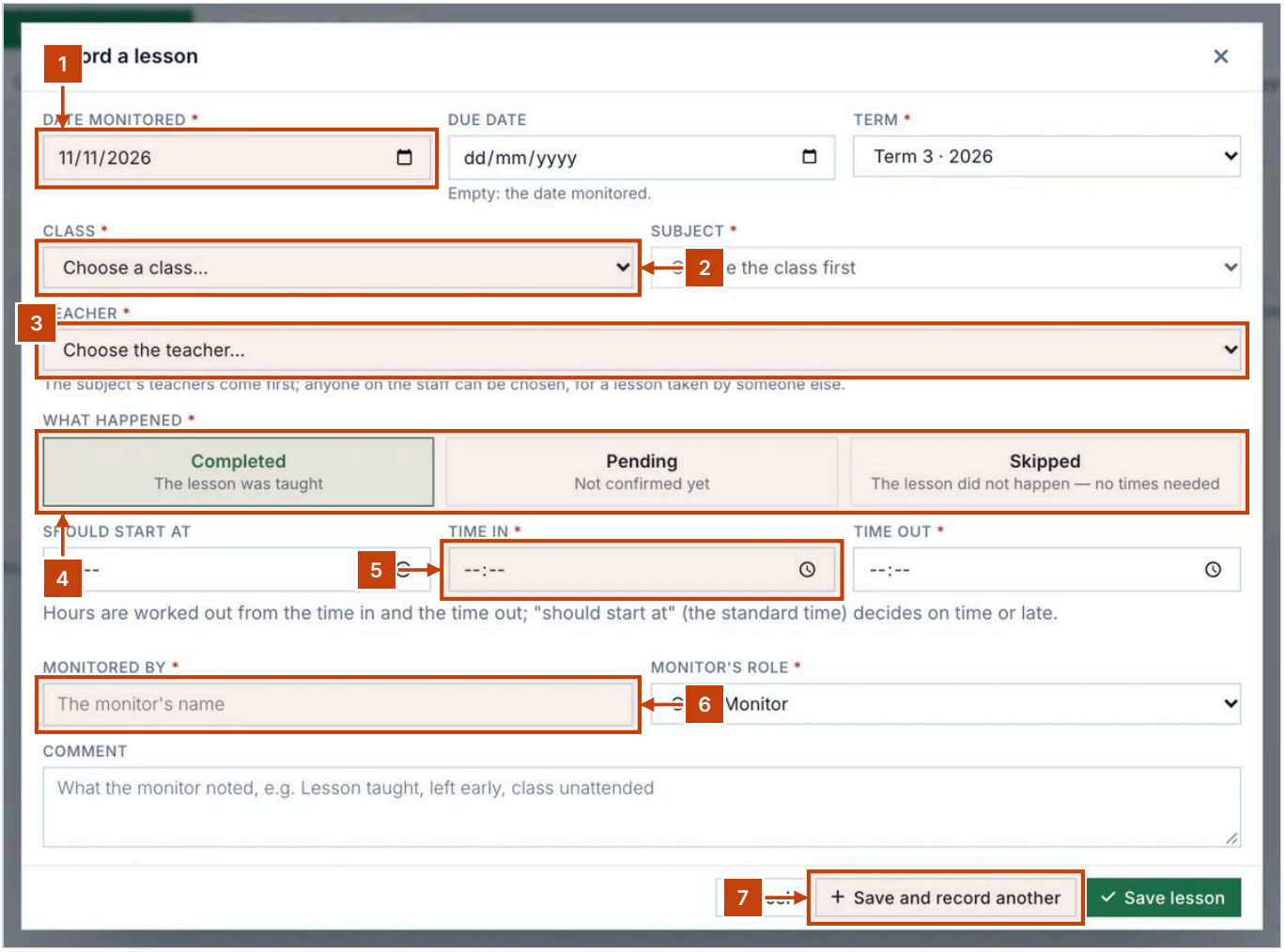
Staff monitoring keeps the sheets that class monitors and the director of studies fill in: which lessons were taught, when the teacher came in and left, and what the monitor noted. The dashboard shows the trends, and reports gather the evidence for one teacher, a subject, a class or a term.

Before you start

- Reading the records, the dashboard and the reports is for the school administrator, the head teacher, the deputy, the director of studies and the bursar.
- Recording, changing and deleting them is for the school administrator, the head teacher, the deputy and the director of studies.
- Teachers do not see these records, not even their own.

Record a lesson

Open **People › Staff monitoring** and press **Record a lesson**.



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1. The day the lesson was watched.
2. The class, then the subject.
3. The teacher. The subject's teachers come first.
4. What happened: Completed, Pending or Skipped.
5. Time in and time out. With Should start at, on time or late is worked out.
6. Who watched the lesson, and their role.
7. Save and record another: the day, class and monitor stay for the next line.

1. Choose the **Date monitored** 1. Add a **Due date** if it differs (empty means the date monitored), and check the **Term**.
2. Choose the **Class**, then the **Subject** 2.
3. Choose the **Teacher** 3. Picking a subject suggests its teacher. Anyone on the staff can be chosen, for a lesson taken by someone else.
4. Choose **What happened** 4: **Completed** (the lesson was taught), **Pending** (not confirmed yet) or **Skipped** (the lesson did not happen).
5. Type **Should start at**, **Time in** and **Time out** 5. A skipped lesson needs no times. The line under the times shows how long the lesson was and whether it started on time.
6. Type who it was **Monitored by** and choose the **Monitor's role** 6: **Class Monitor**, **DOS** or **Other**. Add a **Comment** if the monitor wrote one.
7. Press **Save lesson**, or **Save and record another** 7 to go on with the same sheet.

The dialog refuses, with a sentence saying why, when a needed field is missing, when the class is of another year than the term, when the subject is not one of the class's, or when *Time out cannot be earlier than time in.*

The lessons monitored

The first tab, **Lessons monitored**, lists every lesson recorded, newest first. Search a teacher, monitor or comment, or choose a teacher, term, class, subject, status or dates. The figures above the list count the lessons shown: **Lessons monitored**, **Hours taught**, **Completed**, **Skipped** and **On time**.

- Click a lesson for its record: times, how long it was taught, punctuality, the monitor, the comment, and who entered it. **Edit** changes it; **Delete** removes it from every report, after asking.
- Click a teacher's name to see that teacher's lessons alone. The **Lessons monitored** button in a staff member's quick view opens the same page.
- **Excel** downloads the lessons shown.

The dashboard

The **Dashboard** tab sums up the lessons recorded, for every term or for one: how many this week and this month, the hours taught, the **Completion rate**, the **Coverage** (lessons with a time in and out), **On time**, and how many teachers were monitored. It also shows the lessons by status, the last seven days, the teachers, subjects and classes monitored most, and the latest records. Click **Lessons monitored**, **This week** or **This month** to open those lessons.

Reports

The **Reports** tab keeps named reports you can open again, each with its reference (for example *EMT-00012*).

1. Press **New report**.
2. Choose the **Kind of report**: **Individual teacher** (needs a teacher), **Subject-wise** (needs a class and one of its subjects), **Class-wise** (needs a class) or **Term trend** (needs a term, or both dates).
3. Type a **Name** you will know it by, for example *Mr Okello, Term 2*.
4. Narrow it with the **Term**, **Class**, **Subject**, **Teacher**, **From** and **To**. Leave both dates empty to cover the whole term.
5. Press **Save and open**.

The report opens over the list: its figures, a table **By teacher**, and a breakdown by subject, class or month. **Excel** and **PDF** download it. **Every lesson** opens the report's own page, with every lesson it covers and **Download PDF**. **Change** edits the name or filters; **Delete** removes the report but not its lessons.

QUESTIONS

Can teachers see their own monitoring records?
No. The records are confidential: only the school's leaders, the director of studies and the bursar can read them.

How is "late" worked out?
From **Should start at** and **Time in**. A lesson with no **Should start at** time counts neither as on time nor as late.

A monitor's sheet has twenty lessons. Do I open the dialog twenty times?
No. Press **Save and record another** after each line: the day, class and monitor stay filled in for the next one.

Does deleting a report delete its lessons?
No. A report only gathers lessons. Deleting it leaves every lesson in place.

Payroll

Set each person's salary, prepare the month's payroll with PAYE, NSSF and Local Service Tax worked out, have it approved, and record it as paid.

For: Bursar, Head teacher, School administrator · app.schooldynamics.ug/help/staff/payroll

The payroll pays staff once a month. The bursar sets each person's salary once. Each month the bursar prepares the payroll, the head teacher approves it, and the bursar records it as paid. PAYE, NSSF and Local Service Tax are worked out at Uganda's rates for that month, and the paid payroll goes into the school's spending by itself.

Before you start

- The school administrator, the head teacher and the bursar can see payroll. Nobody else sees anyone's salary.
- Setting salaries, preparing payrolls and recording them as paid is for the bursar and the school administrator. Approving is for the head teacher and the school administrator.
- The bank details of each member of staff are on their record under **People › Staff** (the **ID & bank** tab). See Staff and their sign-in accounts.

Set up payroll once

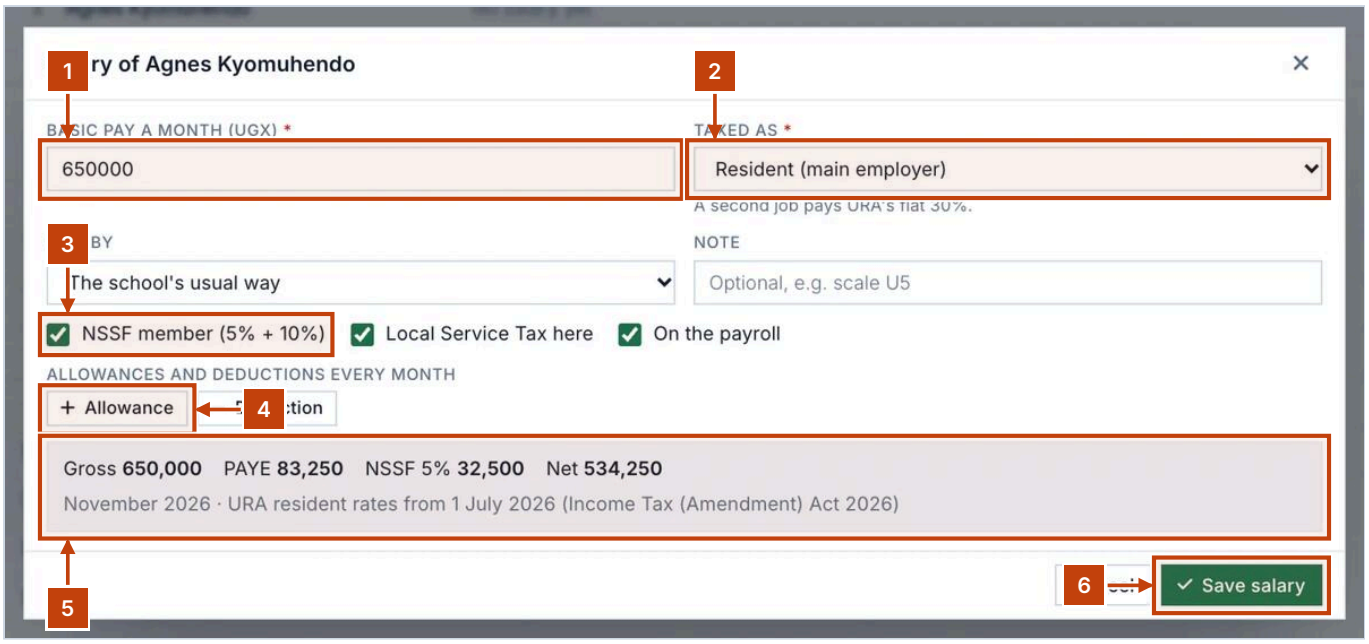
Open **People › Payroll** and press **Payroll settings**.

1. Choose where **Salaries are filed under**: an account of the school's chart of accounts, such as *Salaries*. Gross pay is entered there when a payroll is paid.
2. Choose where **Employer NSSF is filed under**, or leave it as the salaries account.
3. Choose how staff are **Usually paid by**: **Bank Transfer**, **Mobile Money**, **Cash**, **Cheque** or **Other**.
4. If PAYE, NSSF and LST are paid to the authorities later, tick **PAYE, NSSF and LST are paid later (owed until remitted)** and choose who they are **Owed to**, a supplier such as URA. They then show among what the school owes until paid.
5. Press **Save settings**.

Until the salaries account is chosen, the page reminds you, and no payroll can be recorded as paid. If the school has no chart of accounts yet, add an account such as *Salaries* first: see Budget and expenditure.

Set each person's salary

Open the **Salaries** tab. It lists every active member of staff with their basic pay, allowances, deductions, their net pay this month and how they are taxed. Choose **No salary yet** to find those still to set. Click a name.



The demo school · invented names and figures

1 Basic pay a month, in shillings.

2 How they are taxed: main employer, non-resident, or a second job.

3 NSSF and Local Service Tax, and whether they are on the payroll.

4 Add an allowance or a deduction paid every month.

5 This month's pay as you type: gross, PAYE, NSSF, LST and net.

6 Save the salary.

1. Type the **Basic pay a month (UGX)** 1.
2. Choose how they are **Taxed as** 2: **Resident (main employer)**, **Non-resident**, or **Second job (flat 30%)**.
3. Untick **NSSF member (5% + 10%)** or **Local Service Tax here** 3 if they do not apply. Untick **On the payroll** to pause their pay.
4. Add what they get or give every month 4: press **Allowance** (housing, transport…) or **Deduction** (a SACCO saving, a loan), type its name and amount. An allowance is taxed unless you untick **Taxed**.
5. Read the figures 5: gross pay, PAYE, NSSF, LST, other deductions and net pay this month.
6. Press **Save salary** 6.

A change reaches the next payroll prepared, or a draft when it is refreshed. Payslips already approved never change.

How pay is worked out:

- **Gross pay** is the basic pay plus every allowance.
- **NSSF**: 5% of gross pay from the member of staff, and 10% on top from the school.
- **Local Service Tax** is taken in July to October, a quarter of the year's amount each month, by the band of the monthly gross pay.
- **PAYE** is worked out on gross pay, less allowances that are not taxed and less LST, by URA's table for that month (or a flat 30% for a second job).
- **Net pay** is gross pay less PAYE, NSSF, LST and the other deductions.

Prepare the month's payroll

1. On the **Payrolls** tab, press **New payroll**.
2. Check the **Month**. A payroll can be prepared at most one month ahead, and there is one payroll a month.
3. Press **Prepare payroll**.

The month's payroll opens as a **Draft**, with one payslip for each active member of staff with a salary. Approved unpaid leave in the month is taken off as *Unpaid leave*, by the days away.

Check each payslip. Click a name to open it:

- To add overtime, a bonus or a salary advance for this month only, use **Add for (month) only**: choose **Add to pay** or **Take off pay**, type what it is for and the amount, and press **Add**. Remove such a line with its ×.
- **Take off this payroll** leaves the person out this month; their salary stays.

At the top of the page:

- **Refresh** builds every payslip again from the salaries as they are now. Lines added for this month are kept.
- **Delete draft** deletes the draft and its payslips. Nothing has been paid and no salary changes.
- **Summary PDF** prints the month's payroll. **Bank list** downloads who to pay and how much, with their bank and account numbers, for the bank or a mobile money bulk payment.

Approve the payroll

The head teacher opens the month's payroll, checks it, and presses **Approve payroll**. A box asks to confirm the number of staff and the net pay.

The button cannot be pressed while a payslip has more deductions than pay (the page lists how many), or when nobody is on the payroll. Once approved, the payroll is frozen. To change it, press **Back to draft**, say **Why**, and it will need approving again.

Record it as paid

After paying the staff:

1. Open the month's payroll and press **Record as paid**.
2. Check **Paid on** (not in the future) and **Paid by**.
3. Choose the **Term the spending belongs to**.
4. Read what will be entered in the spending: the gross pay under the salaries account, and the employer NSSF.
5. Press **Record as paid**.

The payroll is now **Paid** and cannot be changed. The gross pay and the employer's NSSF are entered in the school's spending under the accounts you chose, like any other spending (see Recording spending). Each payslip is emailed to staff who have an email address; the page counts **Payslips emailed** and marks those with no email. **Email those not sent** tries again for those whose email failed.

> ⚠ CAREFUL
>
> Recording the payroll as paid enters the money in the school's books and cannot be undone. Record it only after the staff have been paid.

Good to know

- The payrolls list shows each month's staff, gross pay, PAYE, NSSF, net pay and status, with the last net pay and its cost to the school (gross pay plus the employer's NSSF).
- Every step (prepared, changed, approved, sent back, paid) is listed under **History** on the payroll's page, with who did it.

QUESTIONS

Who prepares and who approves the payroll?
The bursar prepares it and records it as paid. The head teacher approves it. The school administrator can do all three.

Can I change a payroll after it is approved?
Send it **Back to draft** with a reason, change it, and have it approved again. Once it is recorded as paid, it cannot be changed.

Where do overtime or a salary advance go?
In that month's payslip, while the payroll is a draft: open the payslip and use **Add for … only**. Regular allowances and deductions belong on the salary.

Do staff on unpaid leave get their full pay?
No. Approved unpaid leave in the month is taken off their payslip by itself, as *Unpaid leave*.

Do staff get their payslips?
Yes. When the payroll is recorded as paid, each payslip is emailed to staff who have an email address, and every member of staff can open theirs under **My payslips**.

My payslips

Every member of staff can read and download their own payslips, once the month's payroll has been paid.

For: Everyone · app.schooldynamics.ug/help/staff/payslips

My payslips shows your own payslips, month by month, once each month's payroll has been recorded as paid. You can read each one and download it as a PDF.

Open your payslips

Open **People › My payslips**.

At the top, the latest month: your **Net pay**, **Gross pay**, **PAYE**, and **To your NSSF** (your 5% and the school's 10%).

Below, one row for each month: **Gross**, **Deductions**, **Net pay** and the day it was **Paid on**.

1. Click the month, or the eye button.
2. Read the payslip: basic pay and each allowance; then PAYE (and the pay it was worked out on), your NSSF 5%, Local Service Tax when it applies, and any other deductions; and the school's NSSF 10%.
3. Press **PDF payslip** to download or print it. The PDF button on the row does the same.

Good to know

- A payslip shows here only after the bursar records the month's payroll as paid. Drafts and approved payrolls are not shown.
- When the payroll is paid, your payslip is also emailed to you, if your staff record has an email address. Ask the school administrator to add yours.
- PAYE, NSSF and Local Service Tax are worked out at Uganda's official rates for that month. See Payroll for how.
- Approved unpaid leave in a month is shown as a deduction, *Unpaid leave*. See Leave.
- Nobody else can open your payslips here. Those who run payroll read them on the payroll's own page.

QUESTIONS

This month's payslip is not there. Why?
Payslips show once the bursar has recorded the month's payroll as paid. Until then, the payroll is still being checked or approved.

My payslip looks wrong. Who do I ask?
The bursar. They prepare the payroll and can correct a payslip before it is approved.

Can anyone else see my payslip?
Only those who run payroll: the school administrator, the head teacher and the bursar. Other staff see only their own.

Did the school pay my NSSF?
Your payslip shows both: your 5% taken from your pay, and the school's 10% on top. **To your NSSF** at the top adds them up for the latest month.



School Dynamics

Questions? Ask under any lesson in the app, or write to the team.

app.schooldynamics.ug/help