

Simple Payroll

A guide to the payroll: salary rules and structures, setting up the employees, the monthly run, payslips, printing, accounting and access rights.

1. Start here

In plain words: Every month the same job: the wage, the allowances, the insurance, the tax, the days of unpaid leave, a payslip for each employee, and the entry for the accountant. **Simple Payroll** does it in Odoo Community: you describe the **salary rules** once, group them in **salary structures**, and a **payroll run** makes the **payslips of the month** in one click, with the **unpaid leave** already deducted, the **PDF** of each payslip, the **accounting entries** and the **bank transfer list** in Excel.

Number	Employee	Department	Gross pay	Deductions	Unpaid leave	Net pay	Status
SLIP/2026/00011	Alfred Peters...	Administration...	\$ 3,750.00	\$ 383.25	\$ 0.00	\$ 3,366.75	(Show)
SLIP/2026/00012	Audrey Peters...	Operations	\$ 6,900.00	\$ 691.50	\$ 0.00	\$ 6,208.50	(Show)
SLIP/2026/00013	Chris Cole	Finance	\$ 4,125.00	\$ 423.38	\$ 0.00	\$ 3,701.62	(Show)
SLIP/2026/00014	El Lambert	Administration...	\$ 3,200.00	\$ 328.75	\$ 80.00	\$ 2,840.25	(Show)
SLIP/2026/00015	Ernest Reed	Operations	\$ 6,700.00	\$ 764.50	\$ 0.00	\$ 5,935.50	(Show)
SLIP/2026/00016	Jeffrey Kelly	Operations	\$ 4,000.00	\$ 601.88	\$ 193.33	\$ 3,204.79	(Show)
SLIP/2026/00017	Mari Demo	Sales	\$ 6,000.00	\$ 517.00	\$ 0.00	\$ 5,483.00	(Show)
SLIP/2026/00018	Rachel Perry	Finance	\$ 4,700.00	\$ 480.25	\$ 0.00	\$ 4,219.75	(Show)

A payroll run

Name	Kind	Amount	±
Basic wage	Basic wage	\$ 3,900.00	(Show)
Housing allowance	Allowance	\$ 725.00	(Show)
Transport allowance	Allowance	\$ 250.00	(Show)
Social insurance	Deduction	\$ 261.00	(Show)
Income tax	Deduction	\$ 140.88	(Show)
Unpaid leave (2.0 days)	Unpaid leave	\$ 193.33	(Show)
Performance bonus	Allowance	\$ 190.00	(Show)

The payslip

Payslip SLIP/2026/00016		
Employee: Jeffrey Kelly		Period: 10/01/2026 - 10/31/2026
Department: Operations		Unpaid days: 2.00
Description	Earnings	Deductions
Basic wage	\$ 2,900.00	
Housing allowance	\$ 725.00	
Transport allowance	\$ 250.00	
Social insurance		\$ 261.00
Income tax		\$ 140.88

To print or send

A payroll run, a payslip, and the payslip to print or send.

Tip: The basic wage is the wage of the employee's contract: there is nothing to type twice.

2. What you get

Feature	What it does
Salary rules	Allowances and deductions: a fixed amount, a percentage of the basic wage, or (for a deduction) a percentage of the gross pay; with a ceiling.
Salary structures	The rules of a group of employees, with the accounts and the journals; how a day of pay is counted (30 days, the days of the month or the working days).
Amounts for one employee	Replace the amount or the percentage of a rule for a given employee.
Unpaid leave	The validated time off of the types marked as unpaid is deducted by the day.
Payroll run	The payslips of a month for all the employees, or some departments or structures, in one click; then confirm and pay them all.
Payslips	A number, lines added by hand (a bonus, an advance), confirmation, payment, cancellation.
Accounting	On confirmation an entry: salaries expense, net salaries payable, and each deduction to its account; the payment on the bank journal.
Printing	A PDF payslip for each employee and a payroll summary.
Excel	The bank transfer list of the run: employee, bank, account number, net pay.
Analysis	Pivot of the gross, the deductions and the net by department and month.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Employees (<code>hr</code>), Time Off (<code>hr_holidays</code>) and Invoicing (<code>account</code>)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_payroll_basic.zip` ; unzip it to get the folder `taqnix_payroll_basic` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Simple Payroll** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_payroll_basic --stop-after-init
```

5. Salary rules

In plain words: Payroll → Configuration → Salary Rules. Create the allowances and the deductions that you use.

Payroll Payroll Runs Payslips Configuration						4 1 My Company	
New Salary Rules		Search...				1-4 / 4	
☐	Name	Code	Kind	Computed as	Amount or ...	Ceiling	
☐	Housing allowance	HRA	Allowance (adds to the pay)	A percentage of the basic wage	25.0000	0.00	
☐	Transport allowance	TRA	Allowance (adds to the pay)	A fixed amount	250.0000	0.00	
☐	Social insurance	SOC	Deduction (subtracts from the pay)	A percentage of the basic wage	9.0000	450.00	
☐	Income tax	TAX	Deduction (subtracts from the pay)	A percentage of the gross pay	3.5000	0.00	

Housing and transport allowances, social insurance with a ceiling, and income tax.

Field	Meaning
Kind	An allowance adds to the pay; a deduction subtracts from it.
Computed as	A fixed amount; a percentage of the basic wage; or a percentage of the gross pay (deductions only).
Amount or percentage	The amount, or the percentage: 25 means 25%.
Ceiling	The most that the line can be, in money (the social insurance is 9% of the basic wage, never above 450).
Account	For a deduction: the account it is owed to, such as the tax or the social insurance payable.

6. Salary structures

In plain words: Payroll → Configuration → Salary Structures: pick the rules of a group of employees, and say how the accounting is done. The accounting fields are optional: without them the payroll works, and nothing is posted.

PayrollPayroll RunsPayslipsConfiguration

41My CompanyA

NewSalary StructuresMonthly staff

Employees10

1/1<>

Monthly staff

PAY

A day of pay is ?30 days a month

ACCOUNTING (OPTIONAL)

Salaries journal

Miscellaneous Operations

Salaries expense

620100 Salaries and wages

Salaries payable

210900 Salaries payable

Deductions payable ?

210910 Income tax payable

Payment journal ?

Bank

Housing allowance X

Transport allowance X

Social insurance X

Income tax X

A structure with four rules and its accounts.

Field	Meaning
A day of pay is	How the pay of an unpaid day is computed: the basic wage divided by 30, by the days of the month, or by the working days.
Salaries journal, expense, payable	The entry of a payslip: salaries expense and net salaries payable.
Deductions payable	Where a deduction goes when its rule has no account.
Payment journal	The bank or cash journal that pays the salaries.

7. Set up the employees

In plain words: On the **employee form**, the tab **Salary structure**: choose the structure. The wage comes from the contract. To pay one employee differently, add a line: the rule and its own amount or percentage.

The screenshot displays the Odoo HR system interface for managing an employee's salary structure. The top navigation bar includes links to Employees, Departments, Learning, Reporting, and Configuration. The sub-header identifies the employee as Audrey Peterson. The main content area shows the 'Salary structure' tab, which is set to 'Monthly staff'. A table titled 'AMOUNTS FOR THIS EMPLOYEE' lists the 'Transport allowance' as 400.0000. A chat window on the right shows a congratulatory message from OdooBot.

An employee with the Monthly staff structure and a transport allowance of 400.

Tip: An employee without a salary structure is left out of the payroll run.

8. The monthly payroll run

In plain words: Payroll → Payroll Runs → New: choose the month and the year, and if you want some departments or structures. Click **Generate the payslips**: one payslip per employee, computed, with the allowances, the deductions and the unpaid leave.

Payroll
Payroll Runs
Payslips
Configuration

4
1
My Company

New
Payroll Runs
PAY/2026/0002
1 / 1

Generate the payslips
Compute again
Confirm all
Print the summary
Print the payslips
Bank transfers (Excel)
Draft
Send message
Log note

PAY/2026/0002

Month
October
Year
2026

Departments ?
Salary structures ?

Total Gross	\$ 51,750.00
Total Deductions	\$ 5,632.59
Total Net	\$ 46,117.41

Number	Employee	Department	Gross pay	Deductions	Unpaid leave	Net pay	State
SLIP/2026/00011	Abigail Peters...	Administrat...	\$ 3,750.00	\$ 383.25	\$ 0.00	\$ 3,366.75	Draft
SLIP/2026/00012	Audrey Peters...	Operations	\$ 6,900.00	\$ 691.50	\$ 0.00	\$ 6,208.50	Draft
SLIP/2026/00013	Doris Cole	Finance	\$ 4,125.00	\$ 423.38	\$ 0.00	\$ 3,701.62	Draft
SLIP/2026/00014	Eli Lambert	Administrat...	\$ 3,250.00	\$ 329.75	\$ 80.00	\$ 2,840.25	Draft
SLIP/2026/00015	Ernest Reed	Operations	\$ 8,700.00	\$ 754.50	\$ 0.00	\$ 7,945.50	Draft
SLIP/2026/00016	Jeffrey Kelly	Operations	\$ 4,025.00	\$ 601.88	\$ 193.33	\$ 3,229.79	Draft
SLIP/2026/00017	Marc Demo	Sales	\$ 5,000.00	\$ 517.00	\$ 0.00	\$ 4,483.00	Draft
SLIP/2026/00018	Rachel Perry	Finance	\$ 4,750.00	\$ 490.25	\$ 0.00	\$ 4,259.75	Draft
SLIP/2026/00019	Ronnie Hart	Administrat...	\$ 5,750.00	\$ 597.25	\$ 0.00	\$ 5,152.75	Draft
SLIP/2026/00020	Tina Williamson	Sales	\$ 5,500.00	\$ 570.50	\$ 0.00	\$ 4,929.50	Draft
			\$ 51,750.00	\$ 5,359.26	\$ 273.33	\$ 46,117.41	

A note on this run...

Today

OdooBot 8:55 PM
Payroll run created

The run of October: ten payslips and the totals.

Button	What it does
Compute again	Recomputes the draft payslips, after a change of wage or of rule.
Confirm all	Confirms the payslips and posts their entries.
Mark all as paid	Posts the payments from the payment journal and marks the payslips paid.
Print the summary, Print the payslips	A PDF of the run, and the PDF payslips of all the employees.
Bank transfers (Excel)	The list to send to the bank.

Payroll Payroll Runs Payslips Configuration							
New Payroll Runs Q Search... 1-2 / 2 < >							
☐ Number	Date From	Date To	Payslips	Total Gross	Total Deducti...	Total Net	State
☐ PAY/2026/0002	Oct 1	Oct 31	10	\$ 51,750.00	\$ 5,632.59	\$ 46,117.41	Draft
☐ PAY/2026/0001	Sep 1	Sep 30	10	\$ 51,600.00	\$ 5,434.01	\$ 46,165.99	Paid
				\$ 103,350.00	\$ 11,066.60	\$ 92,283.40	

The runs: September paid, October in draft.

9. A payslip

In plain words: Open a payslip to see its lines: the basic wage, the allowances in green, the deductions in red, the unpaid leave. **Add a line** for a bonus or an advance: it stays when you compute again. Then **Confirm**, and **Mark as paid**.

Payroll
Payroll Runs
Payslips
Configuration

New
Payslips
SLIP/2026/00016

1 / 1

Compute
Confirm
Print
Cancel

Draft
Confirmed
Paid

Send message
Log note

SLIP/2026/00016

Employee: Jeffrey Kelly
Department: Operations
Salary structure: Monthly staff

From: Oct 1
To: Oct 31
Payroll run: PAY/2026/0002
Unpaid days: 2.00

Name	Kind	Amount
Basic wage	Basic wage	\$ 2,900.00
Housing allowance	Allowance	\$ 725.00
Transport allowance	Allowance	\$ 250.00
Social insurance	Deduction	\$ 261.00
Income tax	Deduction	\$ 140.88
Unpaid leave (2.0 days)	Unpaid leave	\$ 193.33
Performance bonus	Allowance	\$ 150.00
Salary advance	Deduction	\$ 200.00

Add a line

Gross pay: \$ 4,025.00
Deductions: \$ 601.88
Unpaid leave: \$ 193.33
Net pay: \$ 3,229.79

A note on this payslip...

Today

OdooBot 8:55 PM
Payslip created

A payslip with two days of unpaid leave, a bonus and an advance.

Total	How
Gross pay	The basic wage plus the allowances.
Deductions	The deduction rules and the deductions added by hand.
Unpaid leave	The basic wage divided by the days of pay, times the unpaid days.
Net pay	The gross pay minus the deductions and the unpaid leave.

In plain words: Cancel a confirmed payslip (not a paid one): its entry is reversed. A confirmed payslip cannot be changed.

10. Printing and the bank

In plain words: **Print** gives the payslip as a PDF, in the language of the employee. **Print the summary** lists the employees of the run with their gross, deductions and net.



My Company
United States

Payslip SLIP/2026/00016

Employee: Jeffrey Kelly
Department: Operations

Period: 10/01/2026 - 10/31/2026
Unpaid days: 2.00

Description	Earnings	Deductions
Basic wage	\$ 2,900.00	
Housing allowance	\$ 725.00	
Transport allowance	\$ 250.00	
Social insurance		\$ 261.00
Income tax		\$ 140.88
Unpaid leave (2.0 days)		\$ 193.33
Performance bonus	\$ 150.00	
Salary advance		\$ 200.00
Gross pay	\$ 4,025.00	\$ 795.21
Net pay		\$ 3,229.79

The payslip to print or send.

11. Accounting

Moment	Entry
Confirmation	Debit salaries expense (net pay plus deductions); credit net salaries payable (with the employee as partner); credit each deduction to its account.
Payment	Debit net salaries payable; credit the bank or cash account of the payment journal.
Cancellation	The entry of the confirmation is reversed.

Tip: Unpaid leave lowers the expense: the entry only carries what is really paid.

12. Analysis

In plain words: Payroll → Payslips opens the list, with a pivot of the gross, the deductions and the net by department and month.

Payroll

Payroll Runs

Payslips

Configuration

4

1

My Company

Payslips

Q Search...

Measures

	Total								
	September 2026			October 2026					
	Gross pay	Deductions	Net pay	Gross pay	Deductions	Net pay	Gross pay	Deductions	Net pay
Total	\$ 51,600.00	\$ 5,154.01	\$ 46,165.99	\$ 51,750.00	\$ 5,359.26	\$ 46,117.41	\$ 103,350.00	\$ 10,513.27	\$ 92,283.40
Administration	\$ 12,750.00	\$ 1,310.25	\$ 11,439.75	\$ 12,750.00	\$ 1,310.25	\$ 11,359.75	\$ 25,500.00	\$ 2,620.50	\$ 22,799.50
Finance	\$ 8,875.00	\$ 913.63	\$ 7,961.37	\$ 8,875.00	\$ 913.63	\$ 7,961.37	\$ 17,750.00	\$ 1,827.26	\$ 15,922.74
Operations	\$ 19,475.00	\$ 1,842.63	\$ 17,632.37	\$ 19,625.00	\$ 2,047.88	\$ 17,383.79	\$ 39,100.00	\$ 3,890.51	\$ 35,016.16
Sales	\$ 10,500.00	\$ 1,087.50	\$ 9,132.50	\$ 10,500.00	\$ 1,087.50	\$ 9,412.50	\$ 21,000.00	\$ 2,175.00	\$ 18,545.00

The payroll by department.

13. Who can do what

Who	Can
Payroll officers	Compute, confirm and pay the payslips and the runs; see the salary rules and structures.
Payroll managers	Also create and change the salary rules and the salary structures; delete.
Other users	No access to the payslips.

14. Arabic and right to left

My Company

1/1

الرؤايب دفعات الرؤايب قساتم الرؤايب الإعدادات

جديد دفعات الرؤايب PAY/2026/0002

ملحظة إرسال رسالة مدفوعة مؤجلة مرسونة

التحويلات البنكية (كسل) اطلع قساتم الرؤايب اطلع الملخص أُنذ للكل احسب مجددا أنشئ قساتم الرؤايب

أودو OdooBot Payroll run created

الأقسام

هيكل الرؤايب

إجمالي الراتب الإجمالي

إجمالي الاستقطاعات

إجمالي الصافي

\$ 51,750.00

\$ 5,632.59

\$ 46,117.41

الرقم	الموظف	القسم	إجمالي الراتب	الاستقطاعات	إجازة بلا أجر	صافي الراتب	الحالة
SLIP/2026/00011	igail Peterson	...inistration	\$ 3,750.00	\$ 383.25	\$ 0.00	\$ 3,366.75	مرسونة
SLIP/2026/00012	drey Peterson	Operations	\$ 6,900.00	\$ 691.50	\$ 0.00	\$ 6,208.50	مرسونة
SLIP/2026/00013	Doris Cole	Finance	\$ 4,125.00	\$ 423.38	\$ 0.00	\$ 3,701.62	مرسونة
SLIP/2026/00014	Eli Lambert	...inistration	\$ 3,250.00	\$ 329.75	\$ 80.00	\$ 2,840.25	مرسونة
SLIP/2026/00015	Ernest Reed	Operations	\$ 8,700.00	\$ 754.50	\$ 0.00	\$ 7,945.50	مرسونة
SLIP/2026/00016	Jeffrey Kelly	Operations	\$ 4,025.00	\$ 601.88	\$ 193.33	\$ 3,229.79	مرسونة
SLIP/2026/00017	Marc Demo	Sales	\$ 5,000.00	\$ 517.00	\$ 0.00	\$ 4,483.00	مرسونة
SLIP/2026/00018	Rachel Perry	Finance	\$ 4,750.00	\$ 490.25	\$ 0.00	\$ 4,259.75	مرسونة
SLIP/2026/00019	Ronnie Hart	...inistration	\$ 5,750.00	\$ 597.25	\$ 0.00	\$ 5,152.75	مرسونة
SLIP/2026/00020	Tina Williamson	Sales	\$ 5,500.00	\$ 570.50	\$ 0.00	\$ 4,929.50	مرسونة
			\$ 51,750.00	\$ 5,359.26	\$ 273.33	\$ 46,117.41	

ملحظة على هذه الصفحة...

A payroll run in an Arabic interface.

15. Limits

Limit	Detail
No country rules	Taxes, social insurance and end of service are yours to describe with rules: nothing is built in for a country.
Monthly pay	One payslip per employee and per period.
Unpaid leave	From the time off of Odoo: only validated leave of the types marked as unpaid.
Overtime, loans	Not added automatically: add them as lines by hand.

16. For developers

In plain words: Skip this chapter if you only use the module.

```
run = env['taqnix.payroll.run'].create({'month': '10', 'year': 2026})
run.action_generate()
run.action_confirm()
run.action_pay()
run.slip_ids.mapped('net')
```

17. Troubleshooting

Problem	What to do
No employee has a salary structure	Set the structure on the Salary structure tab of the employees.
An employee is not in the run	They have no structure, or already have a payslip for the period.
The deduction has no account	Set an account on the rule, or the deductions payable account on the structure.
The net pay is negative	The deductions are above the pay: check the rules and the amounts for the employee.
Nothing is posted	The structure has no journal, expense account or payable account.

18. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_payroll_basic`. Your rules, structures, runs and payslips are kept.

19. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Salary rules (fixed, percentage of basic or gross, ceiling) and salary structures with accounts

- Payroll run: the payslips of a month in one click, confirm and pay all
- Unpaid leave deducted by the day; lines added by hand
- PDF payslips and summary, accounting entries and payments, bank transfer list in Excel
- Pivot analysis, Arabic translation, automated tests