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DIANO for HR Payroll

Employees, leave, the monthly payroll run, payslips and the EMP201 figures: only the screens an HR Payroll user sees

For: HR and payroll staff (the HR Payroll role) · **Length:** 90 minutes · **Track:** G: General employees · **Version:** 5 November 2026

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DIANO for HR Payroll

WHO IT IS FOR
HR and payroll staff (the HR Payroll role)

BEFORE THIS COURSE
Your DIANO login. Your company on the Growth plan (HR and payroll).

LENGTH
90 minutes

YOU WILL BE ABLE TO
Set up HR settings, add an employee, approve leave, run a month's payroll, give out payslips, and prepare the EMP201 figures for eFiling.

This course is for the people who look after staff and pay. It covers only the screens the **HR Payroll** role sees. HR and payroll are on the **Growth** plan.

> The EMP201 is marked **"Preview — check with your tax practitioner"**. Check it with your tax practitioner before you rely on it. DIANO does not file anything with SARS.

Your first day

1. Open the e-mail from DIANO and set your password with the link. Then sign in.
2. You land on **Today**. Your menu shows only the screens your role and your company allow.
3. Top bar: **My profile** and **Help & Support** (**+ New support request**). Don't include ID numbers, bank details or payslips in screenshots you send to support.
4. Help Centre: diano.co.za/help/app/.
5. **"Not available for your role"**: ask your Company Admin. **"This needs a second person"**: ask a colleague.

What your menu shows

Screen (under HR)	What you can do
Employees	Add and change employees
Leave	Apply for, approve and decline leave; balances; public holidays
Payroll	Payroll runs, payslips, EMP201 by month
HR settings	Departments, positions, cost centres; pay day, SDL, leave
My expenses (under Accounting)	Claim back money you spent for work

Set up HR

1. Open **HR**, then **HR settings**. Check the **Departments**, **Positions** and **Cost centres** lists; add your own with **Add**.
2. On the **Payroll and leave** tab, choose your **SDL** setting, the **Pay day** and how annual leave accrues. Press **Save settings**.

3. The **Tax tables** tab shows the SARS tables DIANO uses, with their sources.

Add an employee

1. Open **HR**, then **Employees**, and press **+ New employee**.
2. Fill in the personal details (First names, Surname, SA ID number or Passport number).
3. Then the Employment details (Start date, Department, Position, Cost centre).
4. Fill in **Tax and statutory**, **Banking** and **Basic salary (monthly)**.
5. Add regular items under **+ Add earning or deduction**. Press **Save employee**.

Leave

1. Open **HR**, then **Leave**, and press **+ Apply for leave**.
2. Choose the **Employee** and the **Leave type**, then the **First day** and the **Last day**. Tick **Half day** for a single half day. DIANO shows the working days it counts.
3. Press **Submit leave request**. It is **Pending**.
4. On the **Requests** tab, press **Approve** or **Decline**, then **Approve leave** or **Decline leave**. Declining needs a reason.

Weekends and public holidays are not counted. Tick **Medical certificate received** when you have it; DIANO marks **Certificate needed** when the law asks for one. The **Balances** tab shows entitlement, taken and balance.

Run payroll for a month

1. Open **HR**, then **Payroll**. Under **New payroll run**, choose the **Month**, check the **Pay date**, press **Create the run**.
2. Tick who is paid. Type overtime hours, commission and bonus where needed. Press **Calculate**.
3. Check the totals, the changes from last month and a few payslips (**Payslip** next to an employee). **Change inputs** goes back.
4. **Someone other than the person who prepared it** presses **Approve run**. If you are the only one, type the reason and approve.
5. Press **Finalise run**. The run is locked: payslips are issued, the bank payment file and the EMP201 are ready. With Accounting on, the salaries journal is posted.

Overtime 1.5× is for weekdays and Saturdays; 2× is for Sundays and public holidays.

Pay, and give out payslips

1. Press **Bank payment file (CSV)** and load the salaries at your bank.
2. When the money has left the bank, fill in **Paid on** and **Reference** under **Salaries paid?** and press **Record salaries paid**.

3. **Payslips:** open the run, press **Payslip** next to the employee, then **Download PDF**. Give or send the PDF to the employee yourself.

Under **How PAYE was worked out**, the payslip shows each step of the PAYE sum.

The EMP201 figures

1. Finalise the month's payroll first. DIANO makes the EMP201 from finalised runs.
2. **HR**, then **Payroll**, then **EMP201 by month**. Choose the month. Check PAYE, UIF, SDL and the amount payable.
3. Press **Values to type into eFiling** (or **Download PDF** / **Download CSV**).
4. Submit and pay on SARS eFiling yourself by the due date. DIANO does not file anything with SARS.
5. Back in DIANO, fill in **Submitted on**, the SARS reference (optional) and the **Proof**, then press **Record as submitted on eFiling**. The month is locked.

> The EMP201 says **"Preview — check with your tax practitioner"**. Only a Company Admin can undo a recorded submission, with a reason.

Common mistakes

- **Approving your own run.** Another person approves, unless you are the only one (then a reason is kept).
- **Changing a finalised run.** Reverse it and create the corrected run.
- **Waiting for DIANO to e-mail payslips.** It doesn't yet: download and give them out.
- **Relying on the EMP201 without a check.** It is a Preview.
- **Real data in training or screenshots.** Use invented people only.

Exercises (practice company)

1. As **Nomsa Ndlovu (HR Payroll)**, open **HR settings** and check the Departments list. Add "Site Operations" if it is not there.
2. Add the invented employee **Lindiwe Mthembu (example)**, Sales, Sales Assistant, start 2026-11-01, practice number PRACTICE-0007, basic salary R14 000.00.
3. Apply for 2 days' annual leave for **Johan Botha** and approve it.
4. Create the November payroll run. Give **Sipho Dlamini** R2 000.00 commission. Calculate, and check his payslip.
5. Your trainer (Company Admin) approves the run. Finalise it.
6. Download Sipho's payslip PDF, and open **EMP201 by month** for November. Read the Preview line.

Where to read more

- Help Centre: Payroll for a small business: the basics · Run payroll for a month · Get an employee's payslip · Apply for and approve leave · EMP201 (PAYE, UIF and SDL)
- Module courses: M15 HR and payroll · M09 Expenses · M17 Moving your books (staff and payroll)