

Running payroll

A payroll run produces the **Payroll Register**: one record per employee for a pay period, with gross pay, deductions, net pay, and a status showing how far the run has progressed. This page follows a run from starting it to its approval.

What you see depends on your permissions. A person who can only view payroll sees the list and the run screens but none of the buttons below; the buttons appear for people who are allowed to start, change or validate runs. The person who submits a run cannot be the person who approves it.

Before you begin

Every employee you expect to be paid needs an **Active** contract covering the pay period (a Draft contract is not included) — see [Contracts](#). Payroll uses the contract's wage and dates; it does not ask you to re-enter pay information at run time. Pay for the month also follows each person's validated attendance and approved leave for the month's working days.

Start a run

1. Go to **Payroll → Payroll Operations → Payroll Register**. The list shows every run, newest first, with the number of runs at the top. A company with no runs shows "No payroll register runs yet."
2. Select **Start a new run**. The button is shown to people allowed to add payroll runs.
3. Choose the month and year and select **Start run**. BlueOneHR calculates every employee's pay for the month and saves it as a **Draft**. Nothing is paid until the run is approved.

Free trial. Your workspace is fully available.

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Signed in as Ananya Iyer · HR Head

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Ananya

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AUTOMATION

Payroll Register

Payslips

Allowances

Deductions

Bonus

Full & Final Settlements

Payroll Register

5 runs

August 2026

BlueOneHR · 21 employees

₹5473183

GROSS

₹5473183

NET

Approved

July 2026

BlueOneHR · 23 employees

₹5362126

GROSS

₹3976733

NET

Approved

June 2026

BlueOneHR · 23 employees

₹5341050

GROSS

₹3962815

NET

Approved

May 2026

BlueOneHR · 22 employees

₹5268133

GROSS

₹3888492

NET

Approved

April 2026

BlueOneHR · 18 employees

₹5191300

GROSS

₹3812572

NET

Approved

Review the run

Select a run to open it. The header shows the month and who ran it and when. A progress indicator shows **Draft**, **Pending Approval** and **Approved** (a rejected run shows **Rejected** at the last step). Four tiles summarise the run: **Gross Payout**, **Deductions**, **Net Payout** and **Blocked, bank details** (a count of employees whose payment is held up by their bank details; it is a number, not a link). The table below lists each employee with department, gross, deduction and net pay and a status.

While the run is a **Draft** (or was **Rejected**), people allowed to change runs also see:

- **Regenerate**, which recalculates the same month, for example after you correct a contract or an attendance record.
- **Submit for approval**.

Validate before you submit

Select **Run validation** (it reads **Re-run validation** once a validation exists). The checks list their findings by severity: **Critical**, **Warning** and **Information**. Select **View exceptions** to see them.

- A **Critical** finding that can stop the run (for example a missing PAN) must be **resolved** before the run can be submitted. Choose **Resolve** and record a written note; the note is required, the finding is not deleted, and who decided and when is kept. **Waive** (acknowledge) marks a finding as seen but does **not** unblock a critical one. **Resolve all** and **Waive all** act on every open finding of one rule at once.
- While a blocking critical is unresolved the run screen says so and **Submit for approval** is refused.
- A missing bank account is also shown as Critical, but it does not stop the run from being submitted. It is a block on paying that person.

Submit and approve

1. Select **Submit for approval**. The run becomes **Pending Approval**. A company must have at least one payroll approver other than the person who submitted, or the submission is refused with a message saying so.
2. A different person with approval rights opens **Approvals** in the sidebar, chooses **Approve** or **Reject**, and may add a comment. The person who submitted the run cannot approve it.
3. **Approved** runs confirm their payslips. A **Rejected** run goes back to being editable: correct what is wrong, **Regenerate** if needed, and submit again.

What happens next

An approved run's figures become the basis for **payslips** — see [Payslips](#). The **Payslips** screen has its own **Generate payslips** button and lets you filter payslips by status. The run stays in the Payroll Register as the record of what was paid for that month. Paying employees is a separate step on the payout page, which in a workspace without a payment provider connected runs against a mock and moves no money.

Notes

- **Allowances, Deductions, Bonus, and Full & Final Settlements** are managed as their own screens under Payroll Operations. They feed into a run rather than being entered as part of running it.
- An **Approved** run cannot be regenerated or resubmitted.

Troubleshooting

I cannot see Start a new run, Regenerate or Submit for approval. These buttons are shown only to people whose role allows them, and Regenerate and Submit only appear while the run is a Draft or Rejected. Ask your BlueOneHR administrator which payroll permissions your role has.

Submit for approval says it needs an approver. Your company has no payroll approver other than you. Ask your administrator to add one.

A run's totals look wrong. Check contract status, attendance and any allowances or deductions recorded for the affected employees, then **Regenerate** the draft — see [Contracts](#).

The "Blocked, bank details" tile shows a number above zero. Those employees' bank details need attention before they can be paid. The run screen does not list which employees are counted, so check the bank details held for your employees.

Not confirmed

These points have not been checked against a live workspace for this page, and it does not claim them:

- Whether a run can be exported for bank payment, and how.
- What a rejected run's comment looks like to the person who submitted it.

Related

- [How payroll works](#)
- [Contracts](#)
- [Payslips](#)
- [A first payroll run, reviewed and approved by someone else](#)

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