

Payroll Module

Create, review, and manage payroll runs

A step-by-step guide for administrators

Payroll Runs

Manage employee payroll and payments

+ Create Payroll Run

GLOBAL Summary for Global

TOTAL EARNINGS
\$5,016,000
MM

TOTAL DEDUCTIONS
\$1,139,160
Tax + Deductions

NET TO PAY
\$4,092,000

TAXES
\$762,960
ISR

PAID
66
6 pending

EMPLOYEES
6
With payroll runs

All Companies

All Years

All Months

All Currencies

Search by name...

Q Search

PERIOD

All

Weekly

Q1

Q2

Monthly

STATUS

All

Paid

Partial

Unpaid

Clear filters

Showing 1-50 of 72 · 50 per page

< Previous

Next >

Export CSV

Import CSV

Global

June 2026

May 2026

April 2026

March 2026

February 2026

January 2026

December 2024

November 2024

< >

1

Open Payroll and start a new run

Access the payroll workspace and begin the creation flow.

Open the Payroll module

- 1. Select Payroll from the main navigation menu.
- 2. Review the Payroll Runs dashboard if needed.
- 3. Click Create Payroll Run in the upper-right corner.

Payroll Runs

Manage employee payroll and payments

+ Create Payroll Run

GLOBAL

Summary for Global

TOTAL EARNINGS \$5,016,000 MXN	TOTAL DEDUCTIONS \$1,139,160 Tax + Deductions	NET TO PAY \$4,092,000	TAXES \$762,960 ISR	PAID 66 6 pending	EMPLOYEES 6 With payroll runs
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All Companies

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Search by name...

Search

PERIOD

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Weekly

Q1

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STATUS

All

Paid 66

Partial 0

Unpaid 6

Clear filters

Showing 1-50 of 72 · 50 per page

< Previous

Next >

Export CSV

Import CSV

Global

June 2026 €

May 2026 €

April 2026 €

March 2026 €

February 2026 €

January 2026 €

December 2024 €

November 2024 €

< >

2

Select the employees to include

Build the scope of the payroll run before configuring payment rules.

Choose employees

- 1. Select the company or employee scope.
- 2. Search or filter the employee list if necessary.
- 3. Select one or more employees, or use Select All.
- 4. Confirm the selected count and estimated payroll, then click Next.

Create Payroll Run

Select employees and define payroll parameters

1 Select Employees

2 Configure Payroll

3 Review

Employees selected

0

Period

July 2026

Estimated gross total

\$0.00

Employee Scope

0 employee selected · 7 in this view

Allora HR

Search employees...

Filter

Select All

7 Employees

Diego Moreno Ríos

MXN Employee

Oscar Delgado Ávila

MXN Contractor

Andrés Medina Rojas

MXN Contractor

0 employees selected

Estimated payroll: \$0.00

Cancel

Next



Choose how payroll will be calculated

Use configured salaries or approved timesheets for the selected employees.

Configure payroll

Select the payroll source:

- Fixed Salary Payroll — uses configured salaries and period rules.
- Approved Timesheets Payroll — calculates pay from locked, approved timesheets.

Review the payroll period and click Next.

Create Payroll Run

Select employees and define payroll parameters

- ✓

Select Employees
- 2

Configure Payroll
- 3

Review

Employees selected

2

Period

July 2026

Estimated gross total

\$83,000.00

\$ Payroll Definition

2 employees selected

Diego Moreno RiosOscar Delgado Ávila

Payroll Source

☒

Fixed Salary Payroll

Use configured salaries and period rules

☐

Approved Timesheets Payroll

Calculate pay from locked approved timesheets

📅 Period

2 employees selected

Estimated payroll: \$83,000.00

Back

Next

4

Review the payroll before creating it

Verify the employees and estimated amounts before confirming the run.

Confirm the details

- 1. Review the number of employees and payroll period.
- 2. Verify each employee's gross pay, other income, and estimated net pay.
- 3. If corrections are required, click Back.
- 4. When everything is correct, click Create Payroll Run.

Create Payroll Run

Select employees and define payroll parameters

✓ Select Employees — ✓ Configure Payroll — 3 Review

Employees selected

2

Period

July 2026

Estimated gross total

\$83,000.00

You are about to create a payroll run for 2 employee(s)

Employees selected			
Employees	Gross	Other Income	Estimated net
Diego Moreno Ríos MXN	\$55,000.00	—	\$43,189.93
Oscar Delgado Ávila MXN	\$28,000.00	—	\$28,000.00

2 employees selected
Estimated payroll: \$83,000.00

Back

Create Payroll Run

5

Pay the payroll or export its records

New payroll records remain unpaid until the corresponding action is completed.

Manage the payroll run

After creation, open the applicable payroll period.

From this screen you can:

- Review individual payroll records.
- Use the available actions to manage or mark them as paid.
- Click Export CSV to download payroll information.

Always verify the status after completing a payment action.

Showing 1–2 of 2 · 50 per page

< Previous

Next >

Export CSV

Import CSV

Global

July 2026 2

June 2026 6

May 2026 6

April 2026 6

March 2026 6

February 2026 6

January 2026 6

December 2024 6

Noven >

July 2026 · 2 payroll runs

0 paid 2 unpaid (\$71,190 MXN)

July 2026 2 payroll runs

0 paid 2 unpaid

MONTHLY							
EMPLOYEE	GROSS	TAX	DEDUCTIONS	OTHER INCOME	NET	STATUS	ACTIONS
Oscar Delgado Ávila oscar.delgado@allora.com	\$28,000.00	\$0.00	\$0.00	—	\$28,000.00	Unpaid	
Diego Moreno Rios diego.moreno@allora.com	\$55,000.00	\$11,810.07	\$0.00	—	\$43,189.93	Unpaid	