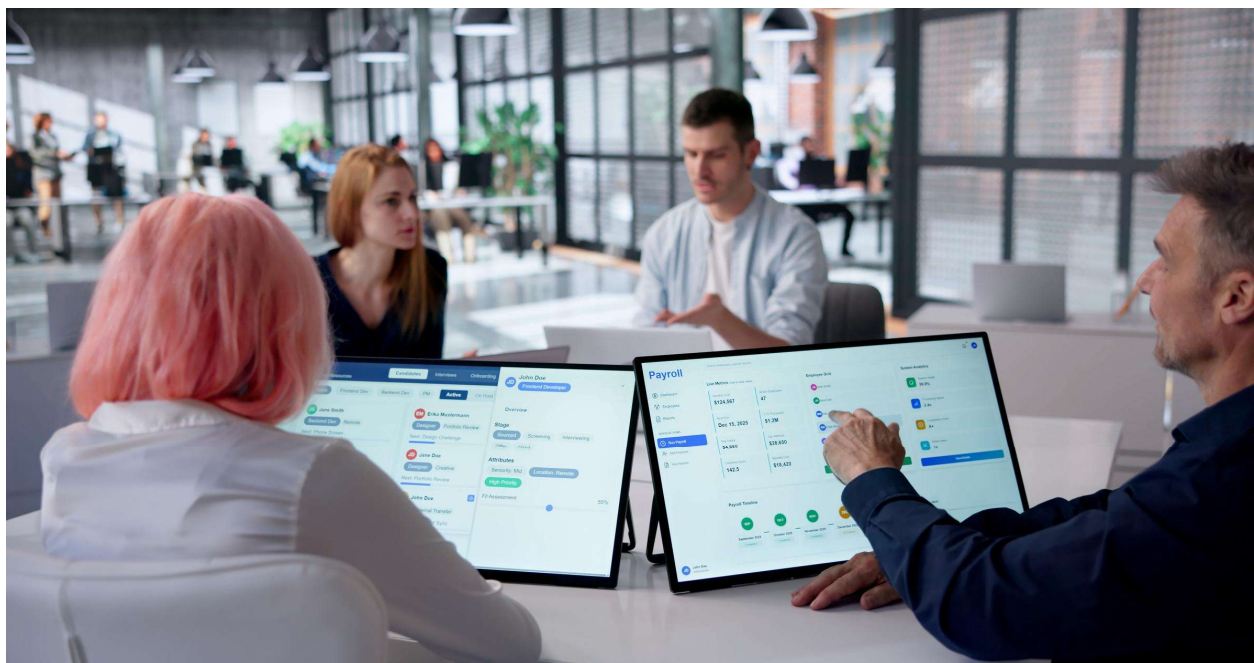
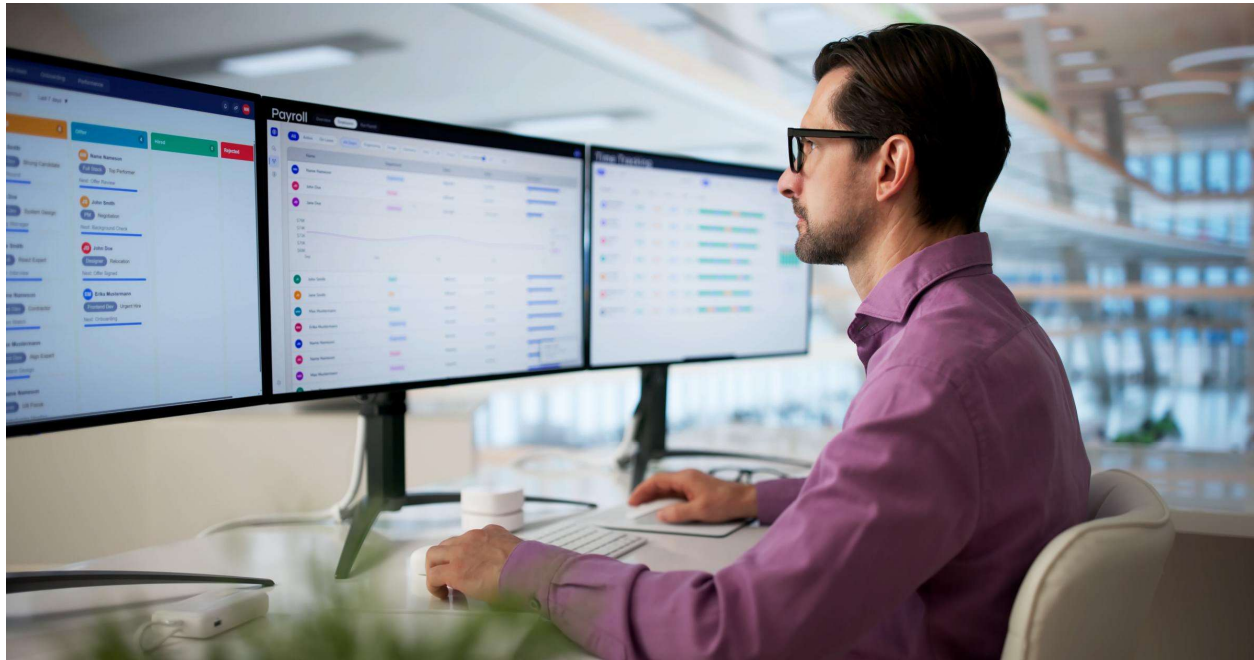


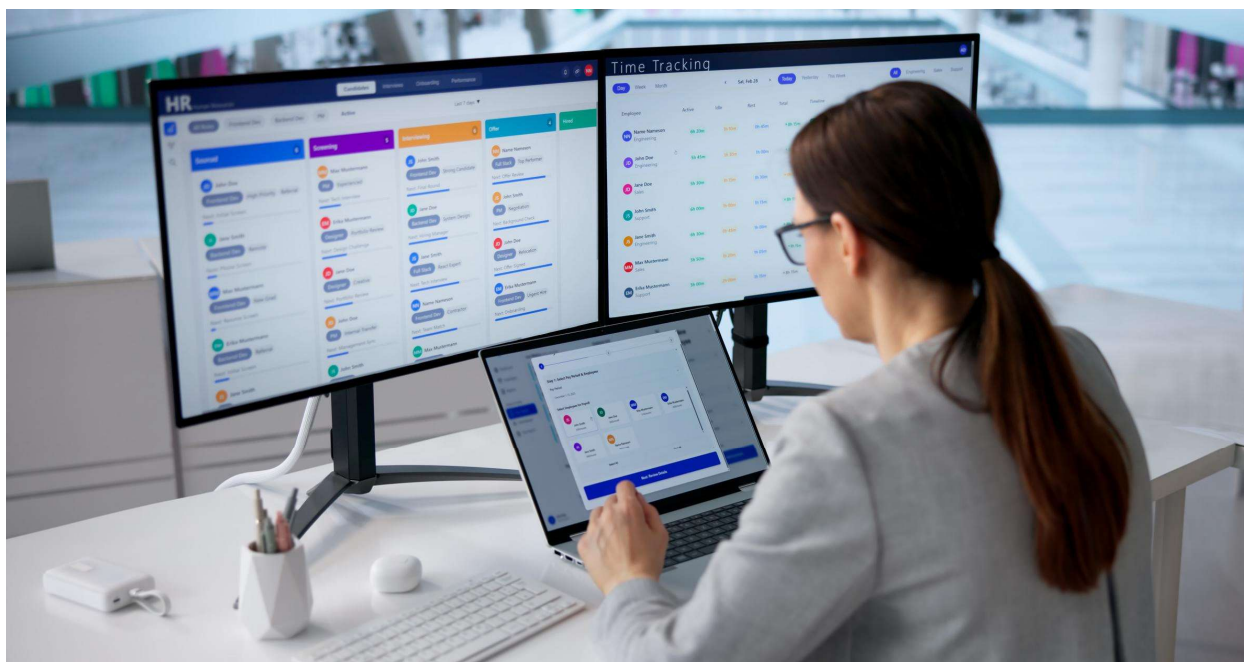
ACHIEVO LIMITED

CASE STUDY

Transforming Payroll Operations Through Process Excellence and Workforce Management







Executive Summary

As organizations grow, payroll administration becomes increasingly complex. Managing salaries, statutory deductions, employee records, and compliance requirements across multiple locations can create operational challenges and expose businesses to significant risks.

Achievo Limited partnered with a multi-site organization to modernize payroll administration, streamline workforce processes, and strengthen statutory compliance. Through process improvements and dedicated payroll support, the organization achieved greater accuracy, enhanced visibility, and improved operational efficiency.

Client Profile

Industry

Retail and Commercial Operations

Workforce Size

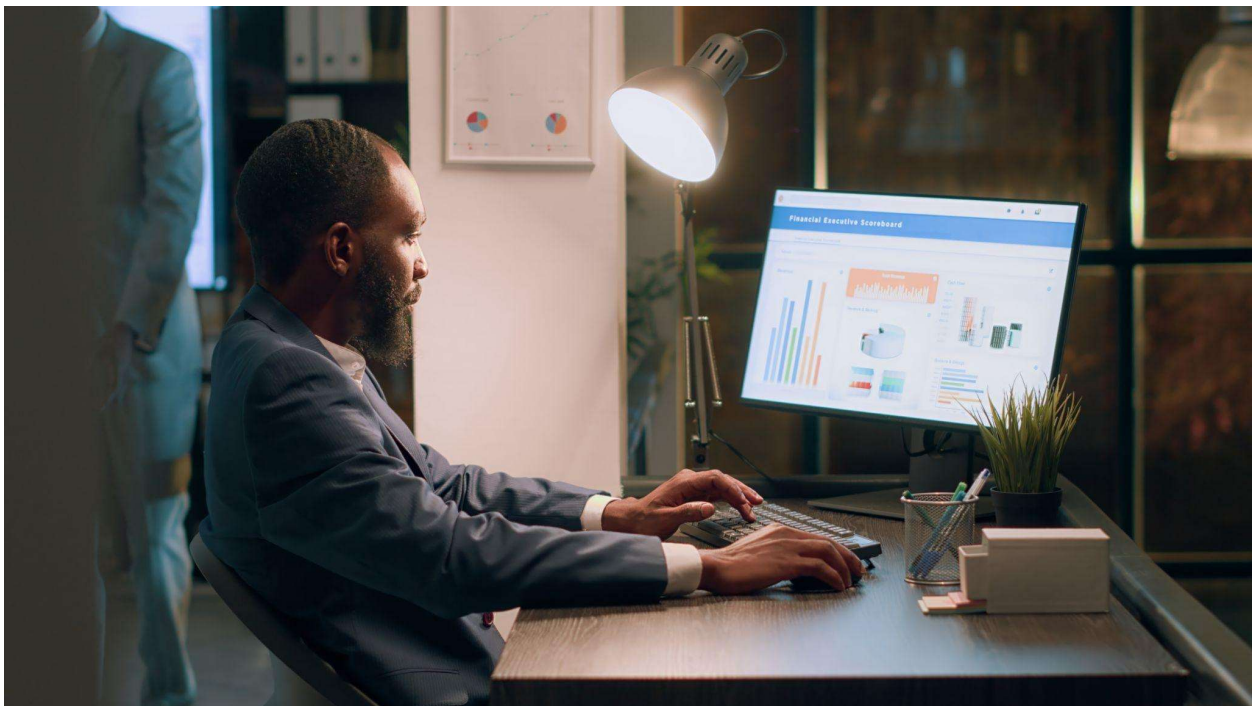
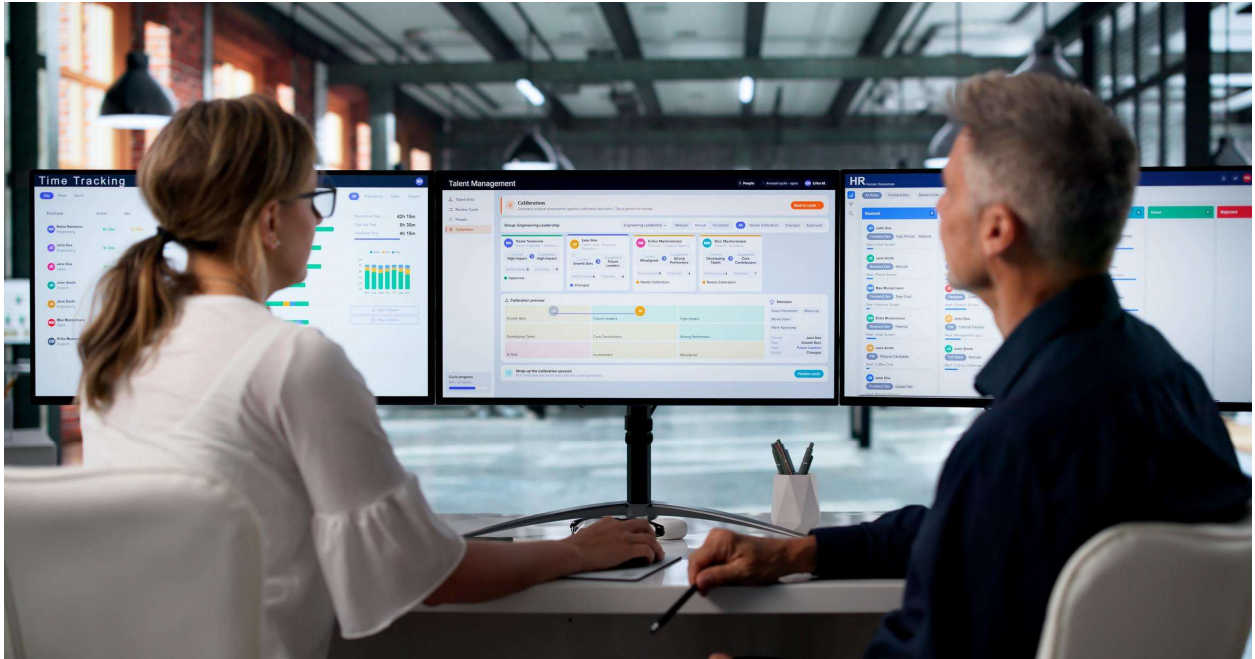
Large multi-location workforce

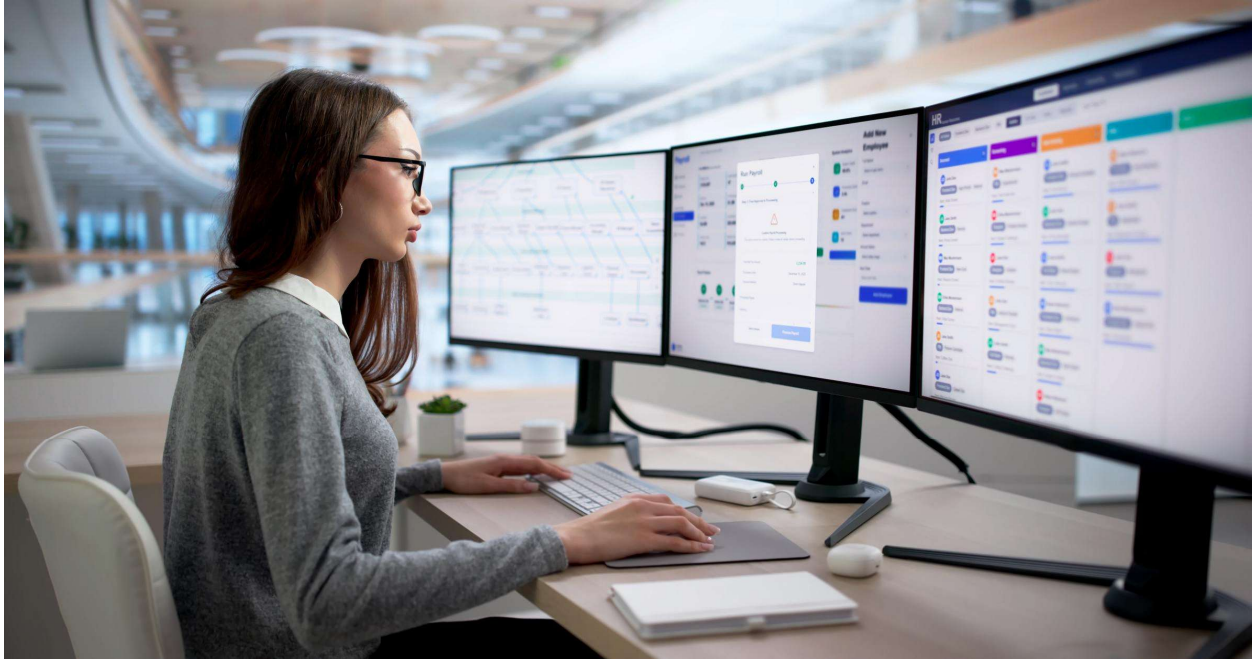
Geographical Coverage

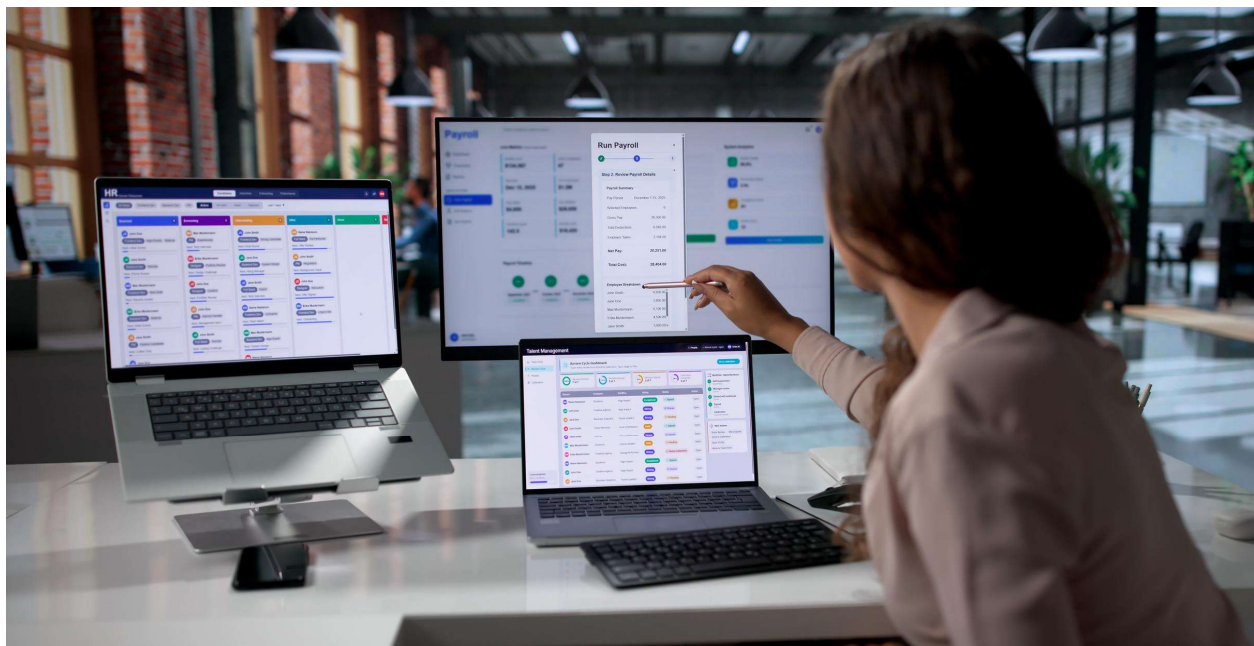
Multiple operational sites across Kenya

Key Challenges

- Manual payroll processes
 - Payroll inaccuracies and delays
 - Complex statutory requirements
 - Increasing workforce size
 - Limited reporting visibility
 - Administrative inefficiencies
 - Compliance risks
-







The Challenge

The client was experiencing increasing complexity associated with payroll administration.

Manual Processes

Payroll activities required extensive manual intervention, increasing the risk of errors and consuming valuable management time.

Workforce Expansion

Rapid organizational growth made employee administration more demanding.

Compliance Requirements

Managing statutory deductions and reporting obligations required greater accuracy and consistency.

Limited Visibility

Management required improved payroll reporting and workforce information.

Administrative Burden

Internal teams were spending excessive time on payroll-related activities rather than focusing on strategic priorities.

Achievo's Approach

Achievo implemented a structured payroll transformation framework designed to improve efficiency and strengthen compliance.

Payroll Administration Services

Achievo provided:

- Salary processing support
 - Payslip generation
 - Employee record management
 - Payroll reporting
 - Reconciliation processes
 - Documentation and controls
-

Statutory Compliance Management

Support was provided for:

- PAYE administration
 - SHIF remittances
 - NSSF contributions
 - Housing Levy compliance
 - Statutory reporting requirements
-

Workforce Administration

Processes were enhanced through:

- Employee data management
 - Leave administration support
 - Records management
 - Personnel documentation
 - Reporting and analysis
-

Process Standardization

Standard procedures and controls improved consistency, accountability, and accuracy throughout payroll operations.





Select Period/Year

2024

Filter

\$

TOTAL GROSS PAY

5,527,500.00

2024 - May/2024

\$

TOTAL NET PAY

4,041,416.44

2024 - May/2024

MALE EMPLOYEES

7.00

2024 - May/2024

FEMALE EMPLOYEES

4.00

2024 - May/2024

PAYROLL PER MONTH

Period/Month	Total Gross Pay	Total Net pay
Apr/2024	640,500	488,670
Feb/2024	1,331,000	968,069
Jan/2024	1,237,000	897,327
Mar/2024	1,238,500	886,631
May/2024	1,080,500	800,720

TOTAL AMOUNTS/PAYROLL CODE

Payroll Code	Total Amount
Gross Salary	5,527,500
Taxable Pay	5,436,545
Basic Salary	5,072,000
Net Pay	4,041,416
Total Deductions	1,486,084

TOTALS/DEPARTMENT

Department	Total Amount
Softwares	345,000
Marketing	655,000
Accountancy	238,000
Customer Support	2,172,000
Information	369,250

Support



Outcomes

Following the transformation initiative, the organization realized significant operational improvements.

Improved Payroll Accuracy

Structured controls and professional administration reduced processing errors and improved consistency.

Greater Efficiency

Automation of routine processes and improved workflows reduced administrative workload.

Enhanced Compliance

Timely management of statutory obligations strengthened regulatory compliance.

Better Reporting

Management gained improved access to payroll information and workforce insights.

Increased Employee Confidence

Reliable payroll administration contributed to improved employee satisfaction and trust.

Scalable Operations

Payroll processes became capable of supporting continued organizational growth.

Value Delivered

Reduced Administrative Burden

Internal teams were able to focus on strategic priorities rather than routine payroll activities.

Stronger Governance

Standardized procedures improved transparency and accountability.

Operational Excellence

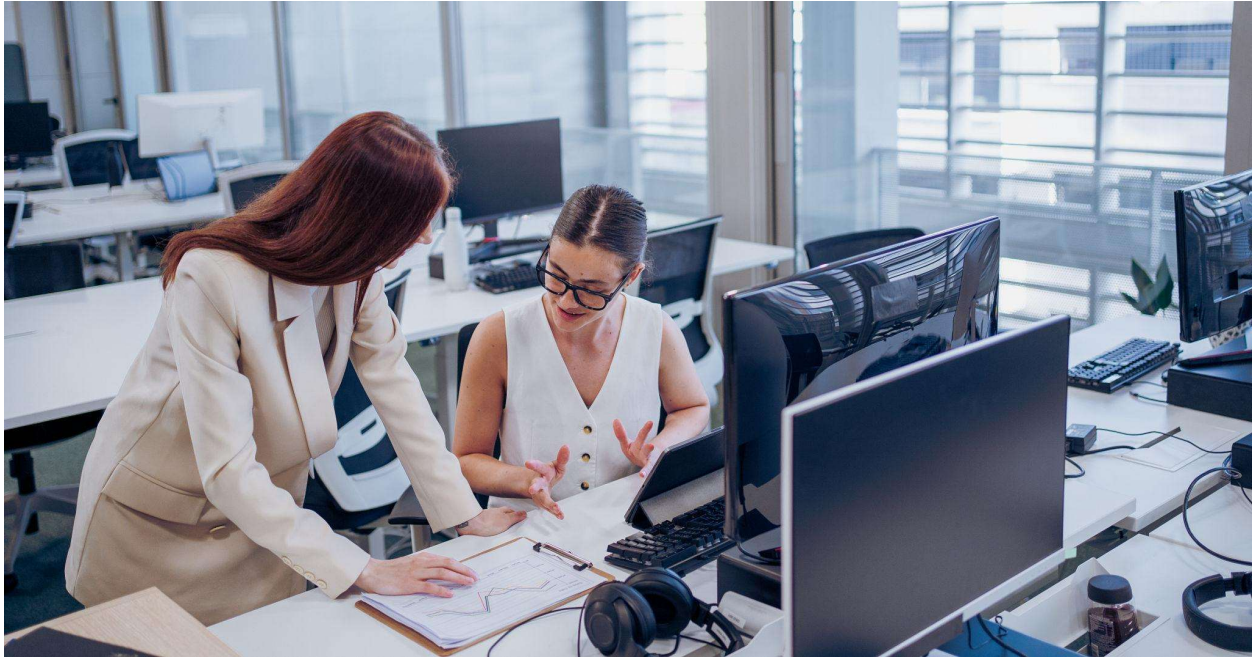
Efficient payroll management supported business continuity and organizational performance.

Risk Reduction

Improved controls minimized compliance and payroll-related risks.









Key Success Factors

Experienced Payroll Professionals

Dedicated teams with extensive expertise in workforce administration and payroll processes.

Compliance-Focused Approach

Strong emphasis on statutory obligations and best practices.

Scalable Solutions

Support designed to accommodate workforce growth and changing operational requirements.

Process Excellence

Continuous improvement and standardized procedures enhanced reliability and efficiency.

Client-Centered Service

Solutions tailored to the specific needs and objectives of each organization.

Lessons Learned

Successful payroll transformation requires more than salary processing. Organizations benefit from:

- Strong internal controls
- Accurate employee information
- Consistent processes
- Timely statutory compliance
- Reliable reporting mechanisms
- Scalable workforce management practices

By combining these elements, organizations can strengthen governance, improve employee experience, and support long-term growth.

About Achievo Limited

Achievo Limited provides integrated business support solutions including:

Payroll Administration

Human Resource Management

Recruitment and Talent Acquisition

Workforce Outsourcing

Loss Prevention Services

Security Solutions

Hygiene Services

Retail Operations Support

Operating in over 120 locations across Kenya, Achievo helps organizations improve efficiency, strengthen compliance, and achieve sustainable growth.

Partner With Achievo Limited

Transforming Payroll. Strengthening Performance.

Payroll Administration • Workforce Management • Compliance Solutions

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 <https://achievo-limited-webapp.vercel.app/>

Empowering People • Simplifying Payroll • Delivering Results

Note for Publication

This case study intentionally uses a generalized client profile. If you intend to publish a version referencing a specific organization (such as Naivas, Cide Group, Fahari Aviation, or another client), it is advisable to obtain client approval and ensure that any quantitative performance claims are supported by documented evidence. This approach aligns with professional practices followed by consulting and outsourcing firms and protects client confidentiality.