















Monthly Processing

1. Create Masterfiles – Load Employees (this you will only do if you have new employees)

You have one of two ways to getting to the screen to View | Create employees. Either you can click on 'Edit' | 'Employee Masterfile' or you can click on the following icon:

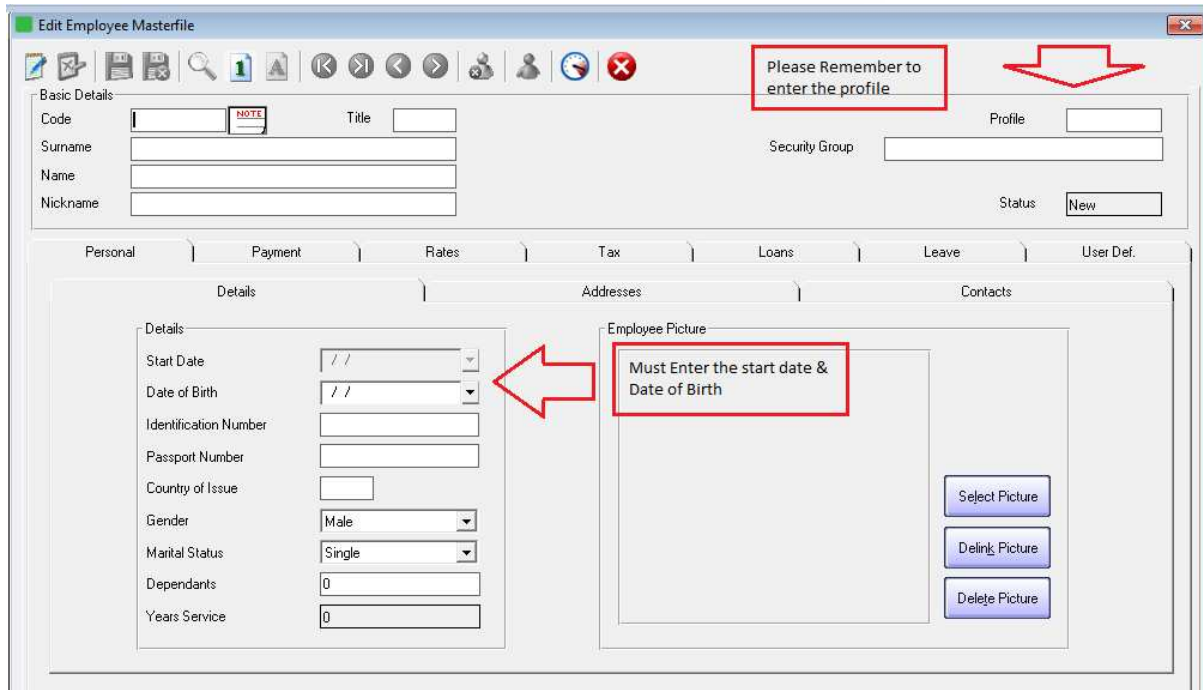


Icons on the Masterfile screen:

Icon	Description
	New Employee
	Delete
	Discard Changes
	Sort by Employee Code Surname
	Previous Next Employee
	View Payslip
	Payroll Run
	Back to View Mode
	Save
	Browse Employees
	First Last Employee
	Terminate Employee
	Change Masterfile View
	Close

On the Edit Employee Masterfile screen, enter your employee details. Once you're done capturing your first employee, click on the save button. You'll see the system stays on 'edit' mode until you've created all your employees. Should you wish to switch to 'view' mode to see your employee you've created, click on the following icon:





Edit Employee Masterfile

Basic Details

Code: [] NOTE Title: [] Profile: []

Surname: [] Security Group: []

Name: [] Status: **New**

Nickname: []

Personal | **Payment** | Rates | Tax | Loans | Leave | User Def.

Details | Addresses | Contacts

Details

Start Date: [/ /]

Date of Birth: [/ /]

Identification Number: []

Passport Number: []

Country of Issue: []

Gender: **Male**

Marital Status: **Single**

Dependants: [0]

Years Service: [0]

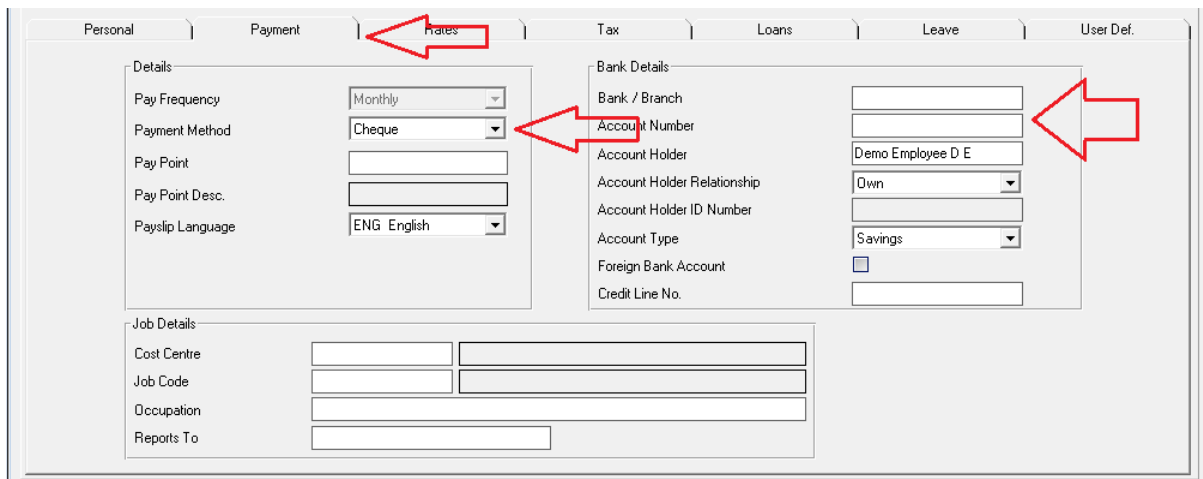
Employee Picture

Select Picture

Delink Picture

Delete Picture

- Recommended Numbering system for the employee code is the 1st 3 digits of the employee surname e.g. WIESE will be WIE001
- This will ensure that your employees are always in alphabetic order



Personal | **Payment** | Rates | Tax | Loans | Leave | User Def.

Details | Addresses | Contacts

Details

Pay Frequency: **Monthly**

Payment Method: **Cheque**

Pay Point: []

Pay Point Desc.: []

Payslip Language: **ENG English**

Bank Details

Bank / Branch: []

Account Number: []

Account Holder: **Demo Employee D E**

Account Holder Relationship: **Own**

Account Holder ID Number: []

Account Type: **Savings**

Foreign Bank Account:

Credit Line No.: []

Job Details

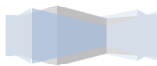
Cost Centre: [] []

Job Code: [] []

Occupation: []

Reports To: []

- On the **Payment Tab** you choose the payment method for your employee (Cash/Cheque/Bank Transfer)
- If you choose Bank Transfer you **MUST** enter the Bank Branch and Account Number
- Please remember to select the correct type of account



- On the **Tax Tab** you must enter the following
 - Type of Employment (Temporary / Permanent)
 - Tax Number (employees)
 - Tax Office
 - Social Security Number

Leave Code	Description	Opening Balance	Days Accrued	Days Taken	Days Due	Cycle Leave Entitlement
0001	Annual Leave	0.00	1.67	0.00	1.67	20.00
0002	Unpaid Leave	0.00	0.00	0.00	0.00	0.00
0020	Sick Leave	0.00	0.83	0.00	0.83	30.00
0030	Other Leave	0.00	0.00	0.00	0.00	0.00

- On the **Leave Tab** it is important to add all leave type and to enter the “**Cycle Leave Entitlement**” this will then accrue the leave days due every month.

Once you have entered all the details you can click on the Save Button  to save you employee.



2. Payslip & Rate Setup

To go to your payslips, you can either Click on Process | Payslips or you can click on the following icon:



Tran Code	Job Code	Cost Centre	Processing Period	Quantity	Rate	Amount	Override	Balance	MTD Amount	YTD Amount
5000						15,000.00	<input type="checkbox"/>		0.00	25,000.00
8001						1,950.00	<input type="checkbox"/>		0.00	1,464.00
8047						81.00	<input type="checkbox"/>		0.00	81.00
9047						81.00	<input type="checkbox"/>		0.00	81.00

Pay Frequency : Monthly

Total Gross Income: 15,000.00 Total Deductions: 1,950.00 Total Nett Pay: 13,050.00

Payslip tabs explained:

Default Tab

This tab will remember your transactions and their values every period up to the point that you either change the value or delete the transaction from the payslip. **E.g.** If you make the basic salary 10 000, the system will keep the basic salary as 10 000 every period until you change it.

Income, Deductions, Benefits & Contributions Tab

These tabs only affect the current period. If you process a transaction on these tabs, the transaction will affect the payslip in the current month but will be removed from the payslip once you've moved into the following month. **E.g.** should you have a basic salary of 10 000 on the Default tab of the payslip but the employee should only get 5 000 for the period, you can change the basic salary to 5 000 on the Income tab. The system will process the 5 000 for the period but will revert back to 10 000 (as specified on the default tab) in the next period.

Leave Tab

Once you've specified the employees entitlement to leave (annual, sick and family responsibility leave) on the Employee Masterfile, you'll be able to process leave on the Leave tab of the payslip by simply selecting the type of leave and entering: the "From" and "To" dates.

Setting up Rates

You would have noticed that you can't enter rates on the Masterfile | Rates screen. This has to be done on the Payslip | Default Tab.

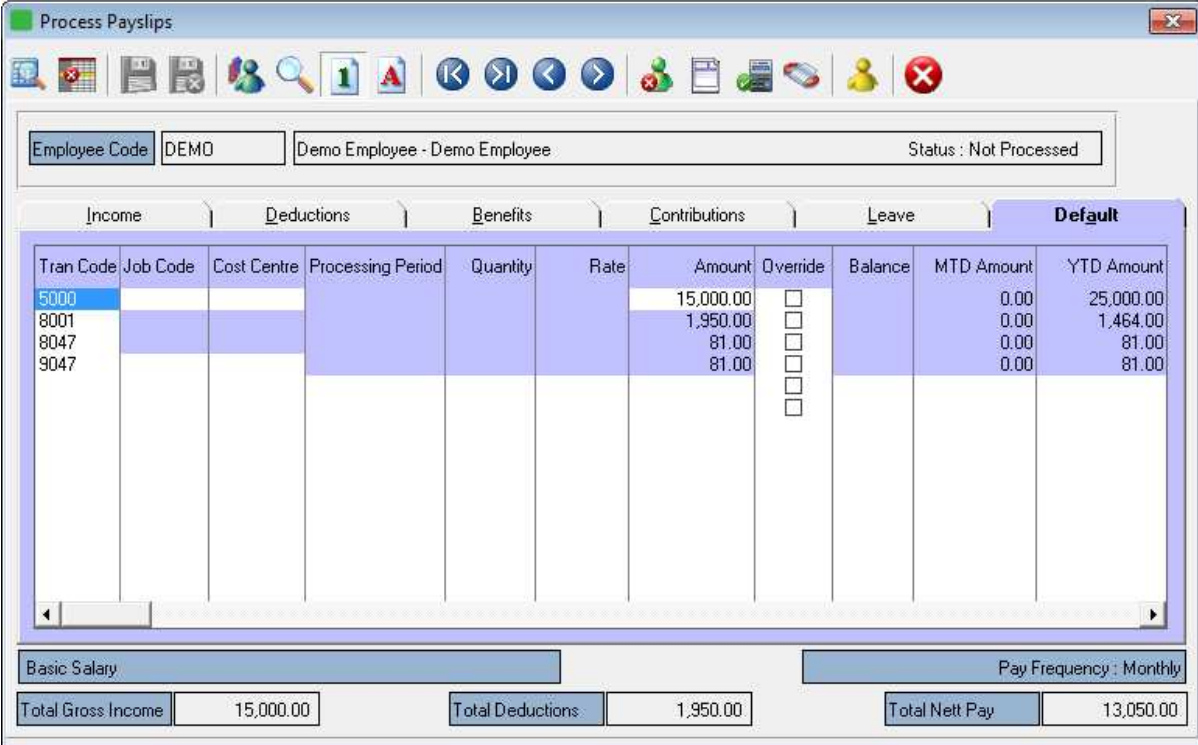
Factors influencing the rates are:

- Amount entered on the Default Tab of the payslip
- Hours & Days specified on the Masterfile | Rates | Working Days Tab.

Please see the example below as to how the system calculates the rates:

Monthly (Basic) Rate Paid Employees

Process | Process Payslips | Default Tab



The screenshot shows the 'Process Payslips' window for a demo employee. The 'Default' tab is active, displaying a table with columns for Tran Code, Job Code, Cost Centre, Processing Period, Quantity, Rate, Amount, Override, Balance, MTD Amount, and YTD Amount. The table shows a basic salary of 15,000.00 and deductions of 1,950.00, resulting in a net pay of 13,050.00.

Tran Code	Job Code	Cost Centre	Processing Period	Quantity	Rate	Amount	Override	Balance	MTD Amount	YTD Amount
5000						15,000.00	<input type="checkbox"/>		0.00	25,000.00
8001						1,950.00	<input type="checkbox"/>		0.00	1,464.00
8047						81.00	<input type="checkbox"/>		0.00	81.00
9047						81.00	<input type="checkbox"/>		0.00	81.00

Summary:

- Basic Salary: 15,000.00
- Total Gross Income: 15,000.00
- Total Deductions: 1,950.00
- Total Nett Pay: 13,050.00
- Pay Frequency: Monthly

Masterfile | Rates Tab

Rate Values		Base Values	
Daily Rate	<input type="text" value="692.2012"/>	Hourly Rate	<input type="text" value="86.5251"/>
Weekly Rate	<input type="text" value="3,461.0060"/>	Notional Pay (Wage)	<input type="text" value="15,000.00"/>
Monthly Rate	<input type="text" value="15,000.0000"/>	Prev. Notional Pay	<input type="text" value="25,000.00"/>
Termination Leave Pay Rate	<input type="text" value="692.20"/>	Last Increase Date	<input type="text" value="01/08/2015"/>
Annual Leave Pay Rate	<input type="text" value="692.20"/>	Termination Date	<input type="text"/>
		Periods Worked	<input type="text" value="5"/>

Hourly Paid

Masterfile | Rates | Working Days Tab

Average Hours per Day	<input type="text" value="8.00"/>
Hours per Week	<input type="text" value="40.00"/>
Days per Month	<input type="text" value="21.67"/>

Enter Hours per Working Day

Week Days	Working Days	Hours
Monday	<input checked="" type="checkbox"/>	0
Tuesday	<input checked="" type="checkbox"/>	0
Wednesday	<input checked="" type="checkbox"/>	0
Thursday	<input checked="" type="checkbox"/>	0
Friday	<input checked="" type="checkbox"/>	0
Saturday	<input type="checkbox"/>	0
Sunday	<input type="checkbox"/>	0

$$15\,000 / 21.67 \text{ Days per month} = 692.2012 \text{ Daily Rate}$$

$$692.2012 / 8 \text{ Hours per day} = 86.521 \text{ Hourly Rate}$$

$$692.2012 \times 5 \text{ Days per week} = 3\,461.006 \text{ Weekly rate}$$



Hourly Rate Payments

Process | Process Payslips | Default Tab

Tran Code	Job Code	Cost Centre	Processing Period	Quantity	Rate	Amount	Override	Balance	MTD Amount	YTD Amount
5002				173.3333	86.5251	15,000.00	<input type="checkbox"/>		0.00	0.00
8001						1,949.58	<input type="checkbox"/>		0.00	-1,464.00
8047						81.00	<input type="checkbox"/>		0.00	81.00
9047						81.00	<input type="checkbox"/>		0.00	81.00

Hourly Wage: _____ Pay Frequency: Monthly

Total Gross Income: 14,997.68 Total Deductions: 1,949.58 Total Nett Pay: 13,048.10

- Use code 5002
- Enter the quantity – this will = the hours worked if a full month was worked

$$\begin{aligned}
 &40 \text{ hours per week} \times 52 \text{ weeks per year} = \\
 &\quad\quad\quad 2080 \\
 &2080 \text{ hours per year} / 12 \text{ months per year} = \\
 &\quad\quad\quad 173.3333 \text{ hours per month}
 \end{aligned}$$

- In the amount column you will enter the total salary as if the employee has worked his total monthly hours = this will then calculate your hourly rate

$$\begin{aligned}
 &173.3333 \times 86.54 \text{ hourly rate} = \\
 &\quad\quad\quad 15\,000
 \end{aligned}$$



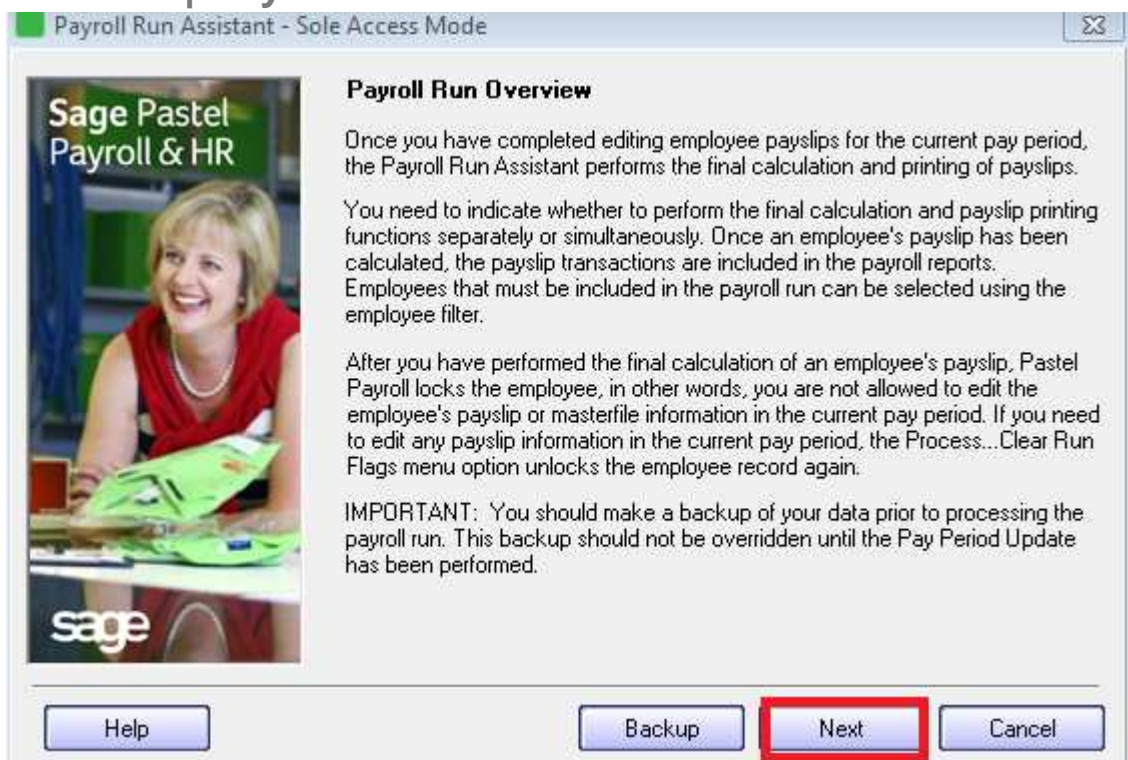


Remember that your default tab is your calculator and you will enter the actual number of hours worked under the Income tab.

3. Payroll Run

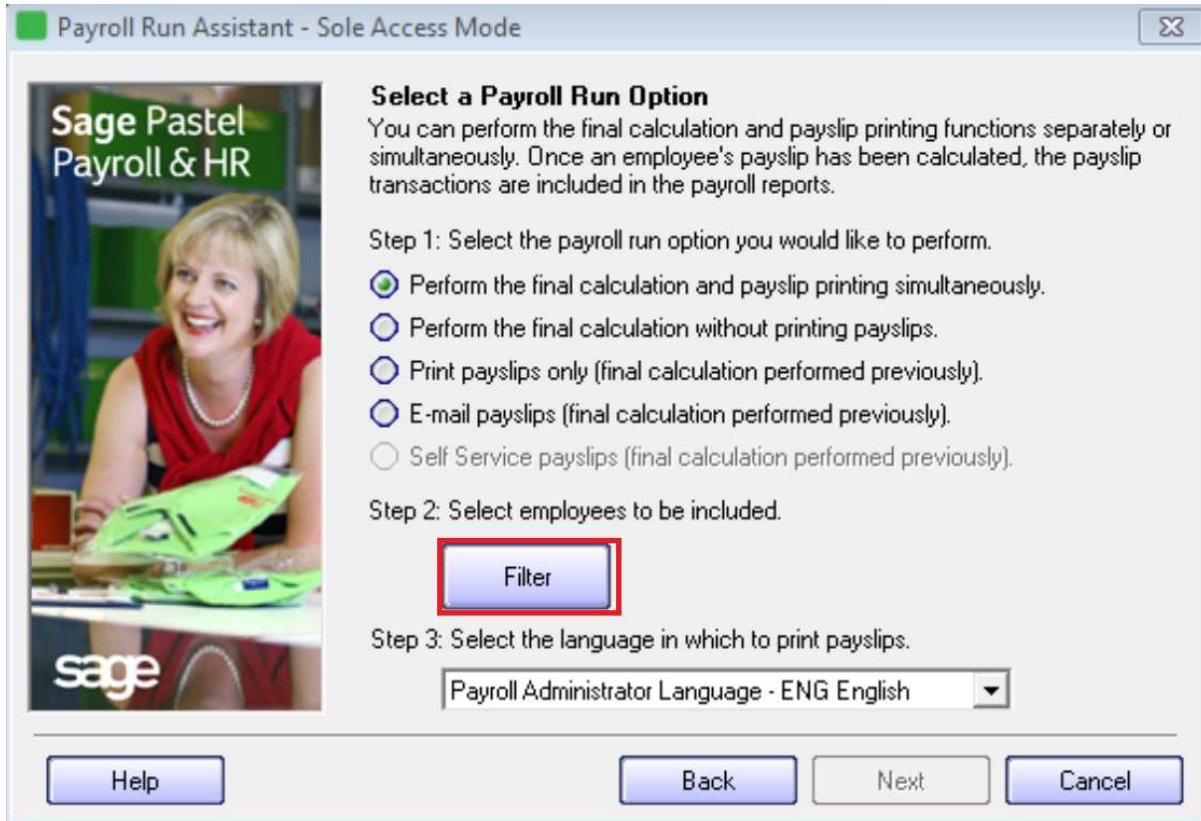
Once you're done processing, you can finalise the payslips by doing a Payroll Run. This will close the payslips so no changes can be made

Process | Payroll Run



- Click next on the Payroll Run Overview Screen
- On the "Select a Payroll Run Option" screen you have the following options
 1. Perform Final calculation and print payslips (*this option you use if you now everything is correct and you want to print payslips*)
 2. Perform Final calculation without printing payslips (*this option you use if you first want to check everything before printing payslips*)
 3. Print payslips only (*this option you use if you have used option 2 and you are satisfied that everything is correct*)
- Once you've selected you options under Step 1, click 'Filter' button and select the employees you wish to perform a payroll run on





Remember that you must always **filter** before you can click next.

- Once you've selected you employees, continue with the steps through to the finish button.

4. Printing Reports

View | Statutory Reports

- Social Security Report form 10 (Monthly Submission)
- Social Security Report Form 10b (Notice of Employment termination)
- PAYE 4 (Monthly PAYE amount payable)

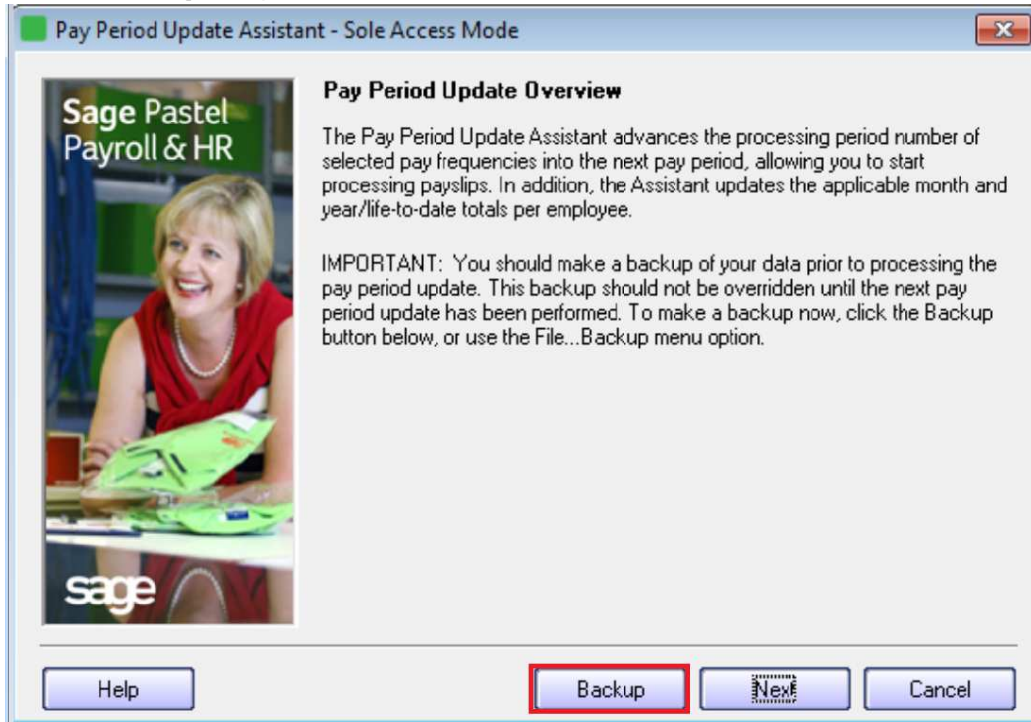
View | Payroll Reports

- Print All reports

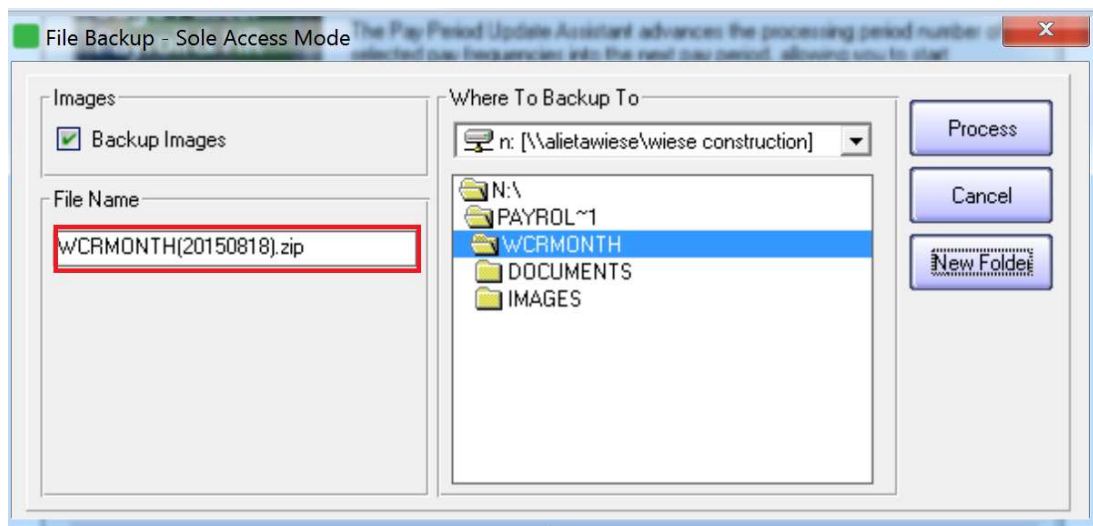


5. Pay Period Update

Process | Pay Period Update



- Please remember to always backup before you do the Pay Period Update



- Change your backup date to your period end date
- Click process and when it is done click ok & Close



- Choose Monthly

Pay Period Update Assistant - Sole Access Mode

Select Pay Frequency
Select the pay frequencies for which you would like to perform a period update.

Monthly
Current Period No: 5
Type of payroll run for next pay period: Month End Date: 31/07/2015
 Normal Run Special Run
Next Period No: 6

Weekly
Current Period No:
Type of payroll run for next pay period: Period End Date:
 Normal Run Special Run
Month End Date:

Fortnightly
Current Period No:
Type of payroll run for next pay period: Period End Date:
 Normal Run Special Run
Month End Date:

Help Back Next Cancel

- Click next
- Process

Now you are done with your payroll for the month and you must start with the next month's processing.



