



XENATUS GLOBAL
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xPayroll GCC Localization

(Sample Manual – Detailed all process manual is embedded in the product itself)

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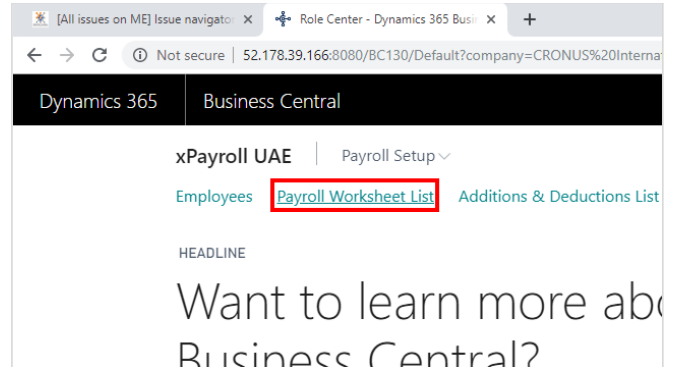
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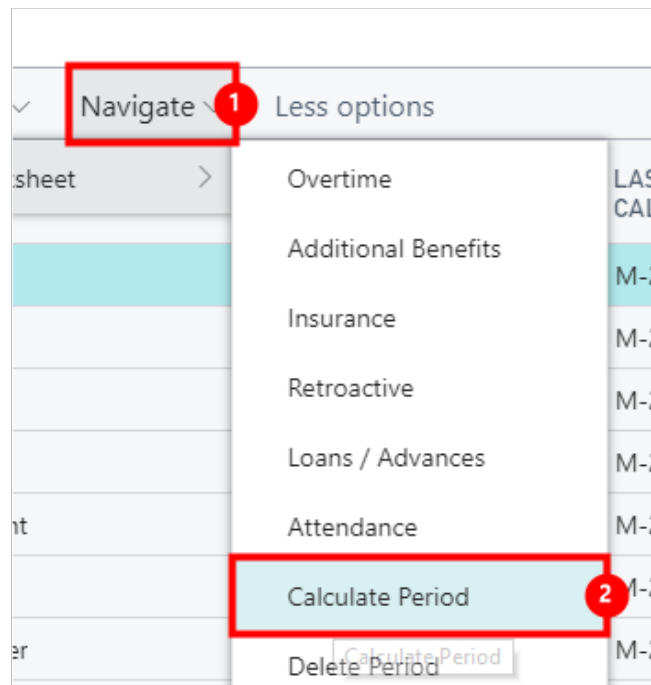
1.1. How to process Payroll

Click on the navigation menu item **Payroll Worksheet List**



1.1.1. Calculate Period

This step will create and execute a payroll calculation batch which will add a line for each payroll element in the Payroll Worksheet for each employee.



1. Click on the navigation menu item popup **Navigate**
2. Click on the navigation menu item **Calculate Period**

1. Click on **Period Code**
2. You can use the Filters of the system, to eliminate the calculation process to desired Employee No or Payroll Profile.
3. Click on the button **OK**

NO. ↑	PROF NAME	LAST NAME	INITIALS	JOB TITLE	PAYROLL PROFILE	CALCULATED
AH	Annette	APUL	APUL	Secretary	PROF-0001	M-2019-04
JR	John	EDWARDS	JR	Managerial Director	PROF-0001	M-2019-04
LM	Linda	Martin	LMARTIN	Service Manager	PROF-0001	M-2019-04
MD	Mary	McMURSEY	MD	Designer	PROF-0003	M-2019-04
MH	Mark	Hanson	MHANSON	Production Assistant	PROF-0001	M-2019-04
PS	Peter	Sullivan	PSACDOW	Sales Manager	PROF-0003	M-2019-04
RL	Richard	Luth	RLUM	Production Manager	PROF-0001	M-2019-04
TS	Timothy	Smith	TSMITH	Production Assistant	PROF-0001	M-2019-04

- Once the Payroll Worksheet is run the Last Period Calculated will be updated on the Payroll Worksheet list.

Click on the cell **No.** on any row

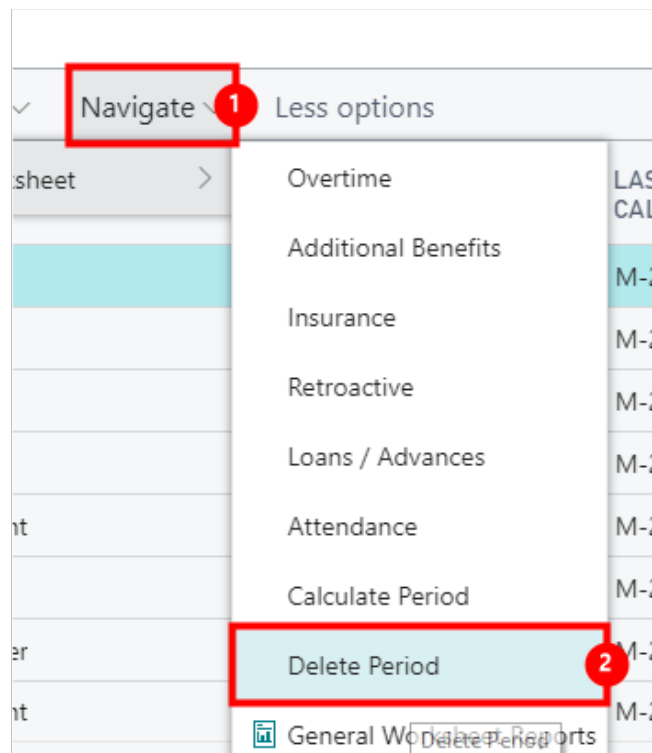
NO. ↑	FIRST NAME
AH	Annette
JR	John
LM	Linda
MD	Mary
MH	Mark
PS	Peter
RL	Richard
TS	Timothy

LINE NUMBER ↑	PAY ELEMENT CODE	PAY ELEMENT NAME	PERIOD CODE ↑	PAY DATE	SIGN	TYPE	AMOUNT
10	SA	BASIC SALARY	M-2019-04	4/30/2019		Employee	1,550.00
20	HA	HOUSE RENT ALLOWANCE	M-2019-04	4/30/2019		Allowance	100.00
30	SA	TRANSPORTATION, UTILITIES & OTHER ALLOW.	M-2019-04	4/30/2019		Allowance	25.00
40	AF	AIRFARE ADVANCE	M-2019-04	4/30/2019		Deduction	10.00
170	SD	LOAN DEDUCTION	M-2019-04	4/30/2019		Deduction	1,000.01
180	OA	OTHER ALLOWANCE	M-2019-04	4/30/2019		Allowance	20.00
250	TE	PHONE ALLOWANCE	M-2019-04	4/30/2019		Allowance	10.00
270	LP	ANNUAL LEAVE PROVISION	M-2019-04	4/30/2019		Information	140.58

1. On this screen all the elements that are included on the Active Payroll Profile of the Employee including Loan repayments, overtime, additions/deductions, salary, Provisions (Bonus, Leave, Flight fare and Gratuity). It also includes the Period, the Payment Date, Sign (whether addition or deduction or information), the Type (whether Employee or Employer contribution) and the amount.

1.1.2. Delete Payroll

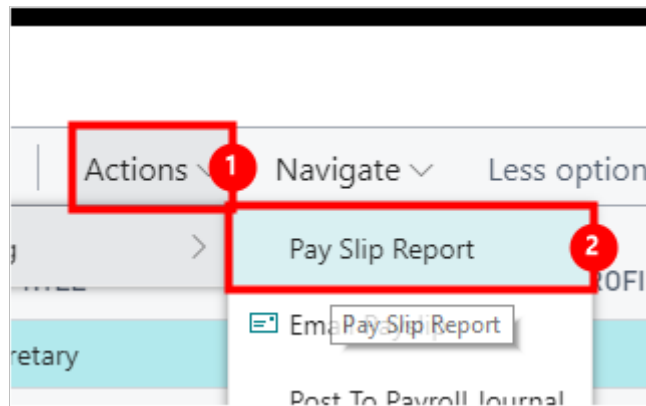
In order to re-run the payroll calculation for a period already calculated, the period will have to be deleted first. If the user tries to process the “calculate period” function without first deleting the period, the function will exclude this period for calculation. Therefore, in order to recalculate a period, the following steps will have to be performed:



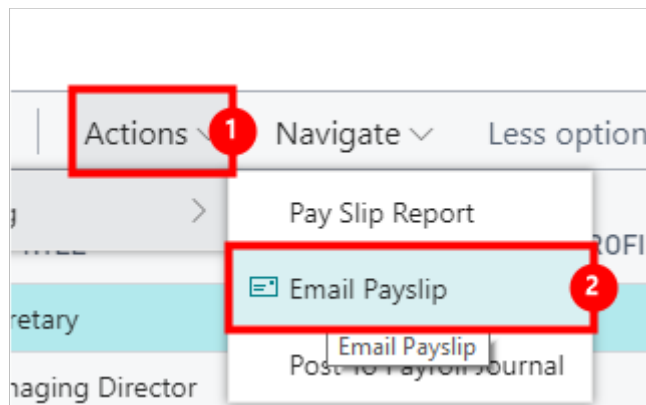
1. Click on the navigation menu item popup **Navigate**
 2. Click on the navigation menu item **Delete Period**
- Note: It is possible to delete the payroll period calculated per employee or per Payroll Profile or per Dimension included on the Employee cards (i.e. per Cost Centre, Department etc) or for all Employees.

1.1.3. Print and Email Payslips

Once payroll period has been calculated and verified, the user can now print out the pay slip reports or send them by email to the respective employee directly.



1. Click on the navigation menu item popup **Actions**
2. Click on the navigation menu item **Pay Slip Report**



1. Click on the navigation menu item popup **Actions**
2. Click on the navigation menu item **Email Payslip**

1.1.4. Post to Payroll Journal

This step will transfer the worksheet lines to a general ledger journal. However the journal created will not be posted yet. This step depends on the configuration of the "Payroll Setup" form, explained earlier in the document; mainly the "Posting to GL" setup, which specified how payroll worksheet lines will be summarized into the journal, and the employee and employer "Journal batch" selections, that determine the general journal names and voucher series to use when creating the payroll vouchers. To post the worksheet to the Payroll journal, follow these steps:

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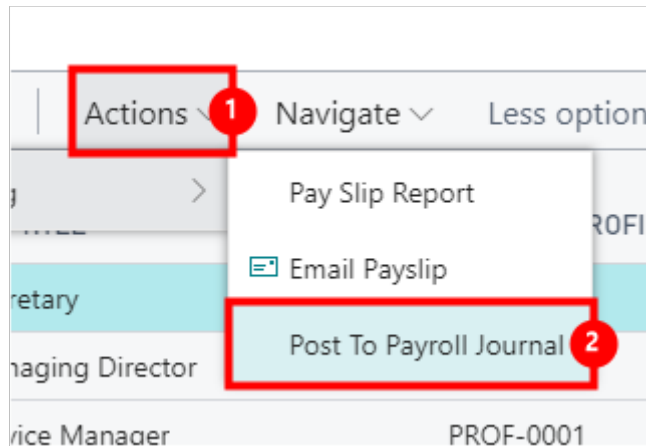
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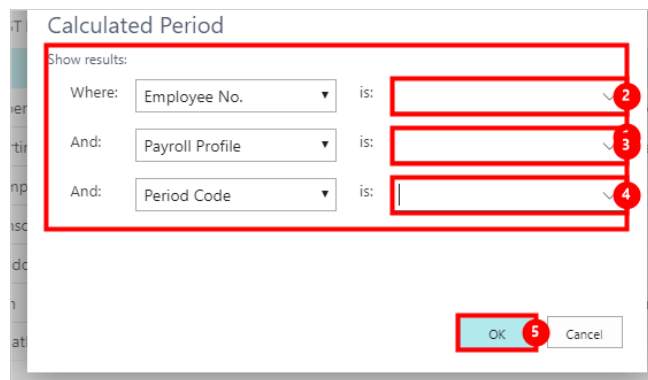
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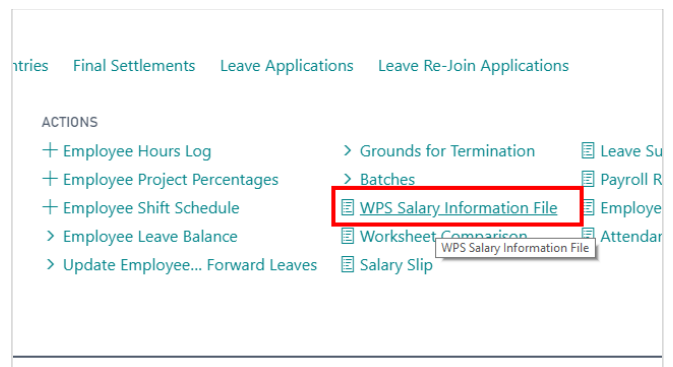
1. Click on the navigation menu item popup **Actions**
2. Click on the navigation menu item **Post To Payroll Journal**

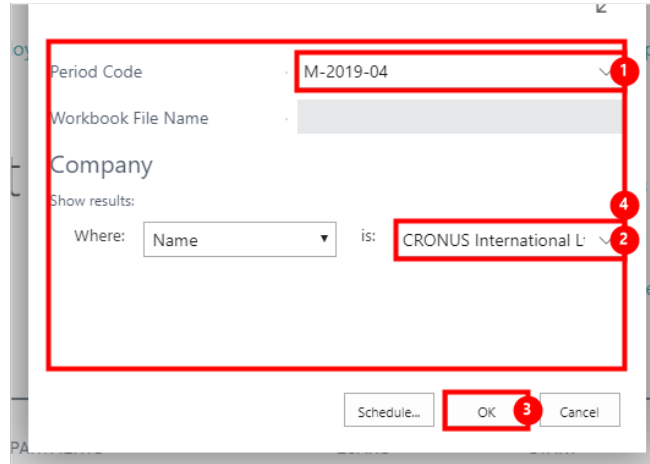


1. Click on the field **Employee No.**
2. Click on the field **Payroll Profile**
3. Click on the field **Period Code**
4. Click on the button **OK**

1.2. How to run WPS Salary Information

Click on the navigation menu item **WPS Salary Information File**





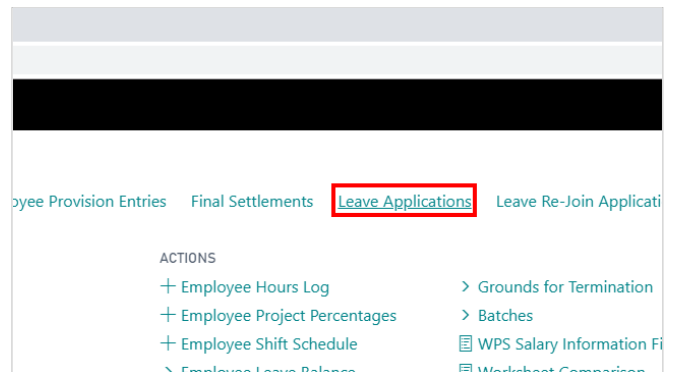
1. Click on the field **Period Code**
2. Click on the field **Name**
3. Click on the button **OK**

1.3. How to enter Leave Applications

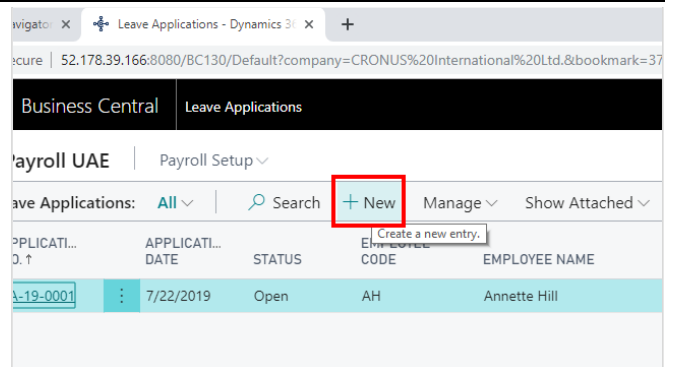
1.3.1. Leave Applications

In order to record any leaves taken from the employee Leave Applications need to be created.

Click on the navigation menu item **Leave Applications**



Click on the navigation menu item **New**



1. Click on the field **Application No.**
2. Click on **Employee Code**
3. Click on **Leave Code**
4. Click on **From Date**
5. Click on **To Date**
6. Click on **Half Day**
7. Click on **Days 0.00**
8. Click on **Leave Balance Days 0.00**
9. Click on **Remarks**
10. Click on **Status Open**

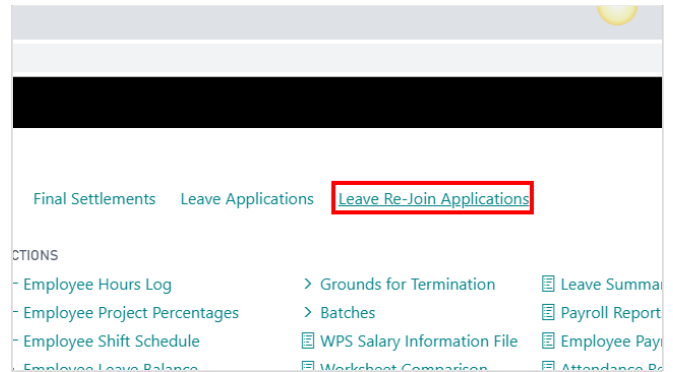
1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Post**

Click on the button **Yes**

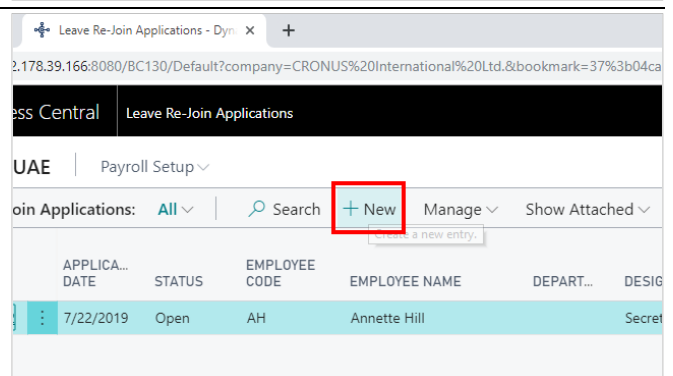
1.3.2. Leave Re-Join Applications

If during the period of the leave an employee returns to work then the Leave Rejoining Application is used.

Click on the navigation menu item **Leave Re-Join Applications**

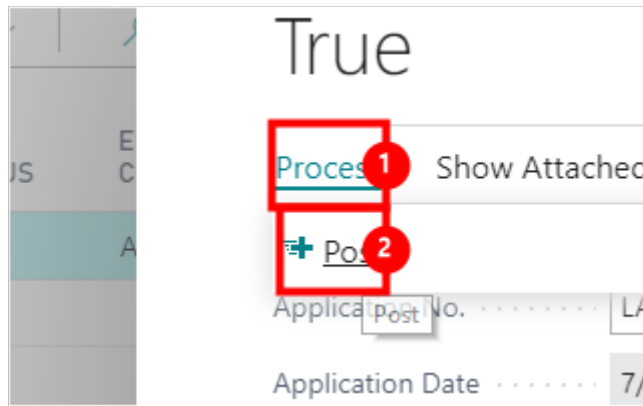


Click on the navigation menu item **New**



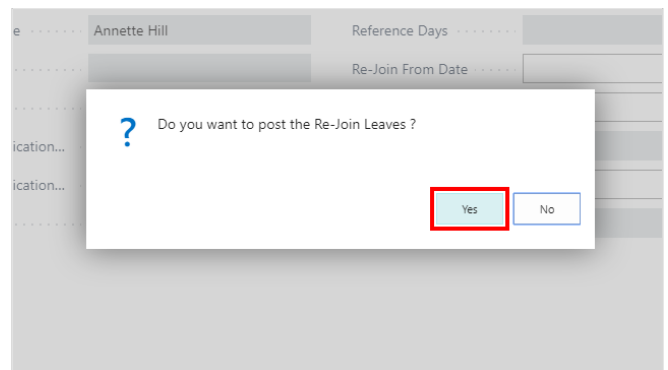
Application No.	LA-19-0004	Reference From Date	
Application Date	7/25/2019	Reference To Date	
Employee Code	AH	Half Day	<input type="checkbox"/>
Employee Name	Annette Hill	Reference Days	0.00
Department		Re-Join From Date	
Designation	Secretary	Re-Join To Date	
Reference Application...		Re-Join Days	0.00
Reference Application...		Remarks	
Leave Code		Status	Open

1. Click on **Application No.**
2. Click on **Employee Code**
3. Click on the field **Employee Code**
4. Click on **Reference Application No.**
5. Click on **Re-Join From Date**
6. Click on **Re-Join To Date**
7. Click on **Remarks**



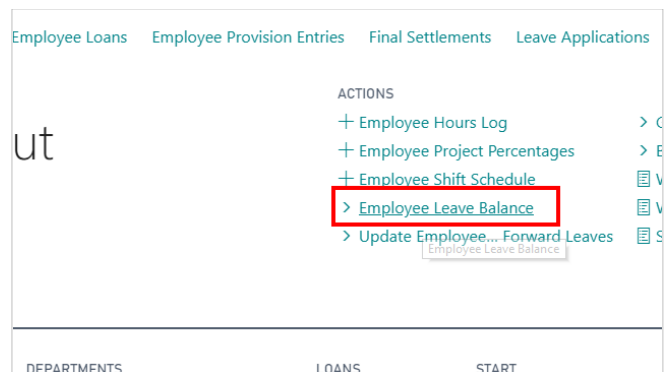
1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Post**

Click on the button **Yes**



1.4. How to view Leave Balances

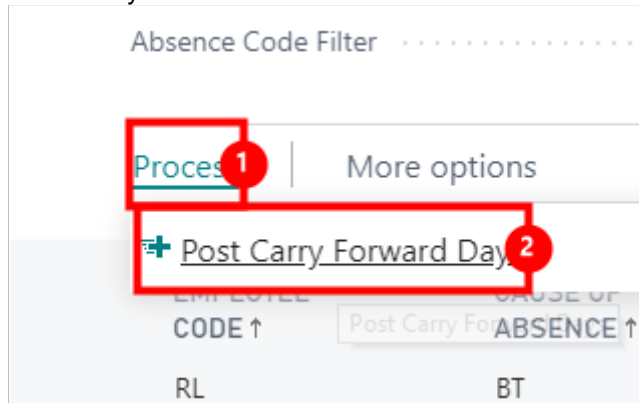
Click on the navigation menu item **Employee Leave Balance**



EMPLOYEE CODE	CAUSE OF ABSENCE	DESCRIPTION	YEAR	OPENING BALANCE (DAYS)	EARNED LEAVES AS OF DATE	TOTAL AVAILABLE LEAVES	TAKEN VACATION	ENCLOSURE DATES	LEAVE BALANCE (DAYS)	CARRY FORWARD LEAVES
RL	BT	BUSINESS TRIP	2019							
RL	CL	COMPENSATORY	2019							
RL	CO	COMPENSATORY LEAVE	2019							
RL	ML	MATERNITY LEAVE	2019							
RL	MS	MEDICAL SICK LEAVE	2019							
RL	PL	PATERNITY LEAVE	2019							
RL	SH	SICK LEAVE (PAID)	2019		15.00	15.00			15.00	
RL	SL	SICK LEAVE (FULL PAID)	2019		15.00	15.00			15.00	
RL	SW	SICK LEAVE (WITHOUT PAY)	2019		45.00	45.00			45.00	
RL	UL	LOSS OF PAY	2019							
TS	AL	ANNUAL LEAVE	2019		12.83	12.83			12.83	5.00
TS	BT	BUSINESS TRIP	2019							
TS	CL	COMPENSATORY	2019							
TS	CO	COMPENSATORY LEAVE	2019							
TS	ML	MATERNITY LEAVE	2019							
TS	MS	MEDICAL SICK LEAVE	2019							
TS	PL	PATERNITY LEAVE	2019							
TS	SH	SICK LEAVE (PAID)	2019		15.00	15.00			15.00	
TS	SL	SICK LEAVE (FULL PAID)	2019		15.00	15.00			15.00	
TS	SW	SICK LEAVE (WITHOUT PAY)	2019		45.00	45.00			45.00	
TS	UL	LOSS OF PAY	2019							

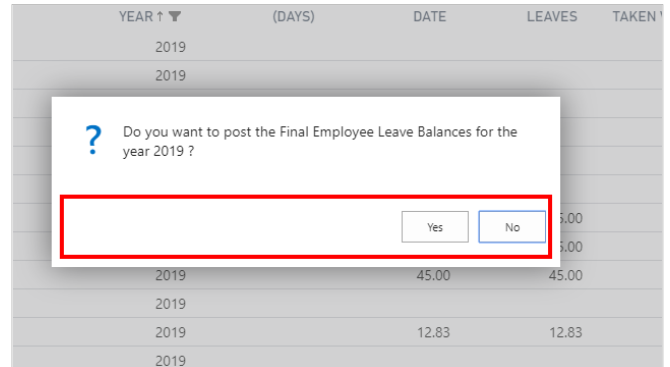
1. Use **Filters Employee Filter Absence Code Filter Year As on Date**
2. The screen includes information such as the Absence Open Balance, Earned Leaves as of date, Total Available Leaves, Taken Vacation Leave Balance and Carry Forward Leaves.

Automatic Posting of Carry Forward Days On the same screen the Post Carry Forward Days button is included. This is usually run after year end to Automatically Carry Forward the Leave Balances. The days carried forward is based on the Leave type rules defined. On the As on Date the last day of the year needs to be entered and then click on Post Carry Forward Balances.



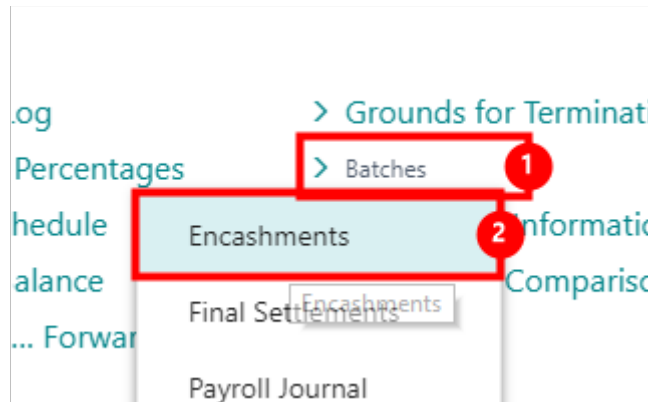
1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Post Carry Forward Days**

Click on **Yes No**



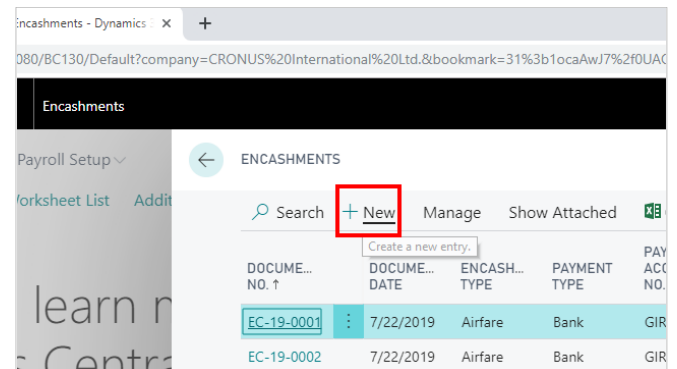
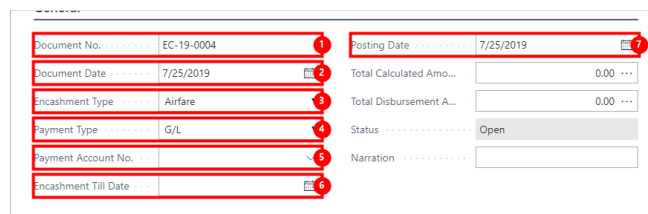
1.5. How to run Encashments

Through Encashment Bonus, Airfare tickets and Leaves can be encashed.



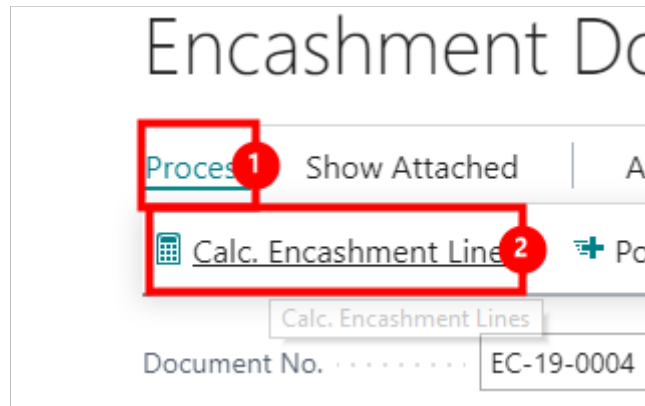
1. Click on the navigation menu item popup **Batches**
2. Click on the navigation menu item **Encashments**

Click on the navigation menu item **New**

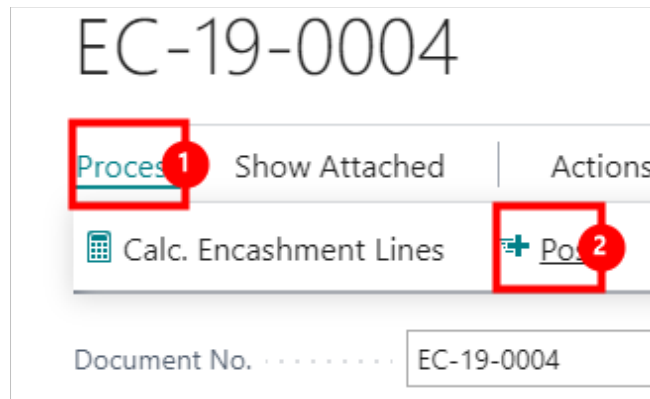



Document No.	EC-19-0004	Posting Date.	7/25/2019
Document Date	7/25/2019	Total Calculated Amo...	0.00 ...
Encashment Type	Airfare	Total Disbursement A...	0.00 ...
Payment Type	G/L	Status	Open
Payment Account No. ...		Narration	
Encashment Till Date ...			

1. Click on **Document No.**
2. Click on **Document Date**
3. Click on **Encashment Type Airfare Bonus Annual Leave**
4. Click on **Payment Type G/L Bank**
5. Click on **Payment Account No.**
6. Click on **Encashment Till Date**
7. Click on **Posting Date**

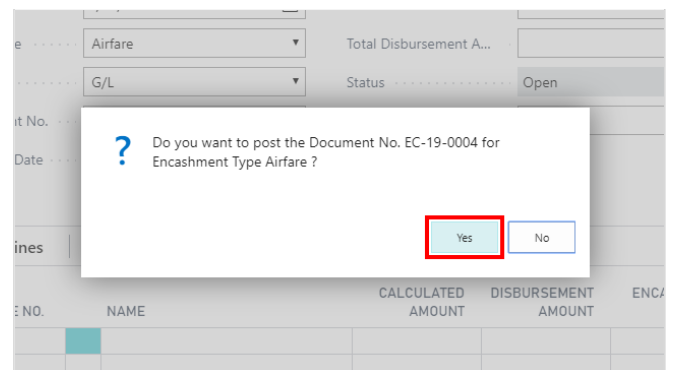


1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Calc. Encashment Lines**
The total calculated amount and total Disbursement Amount are now calculated from the Encashment Lines included which include the calculated amount and Disbursement Amount for each Employee. If required the Disbursement Amount on the line for each employee can be changed accordingly based on any management decisions.



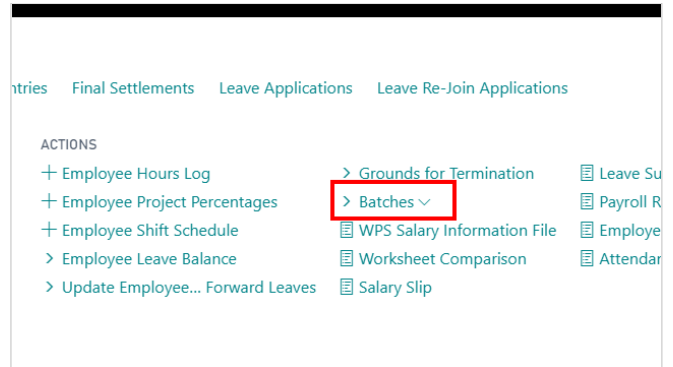
1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Post**

Click on the button **Yes**

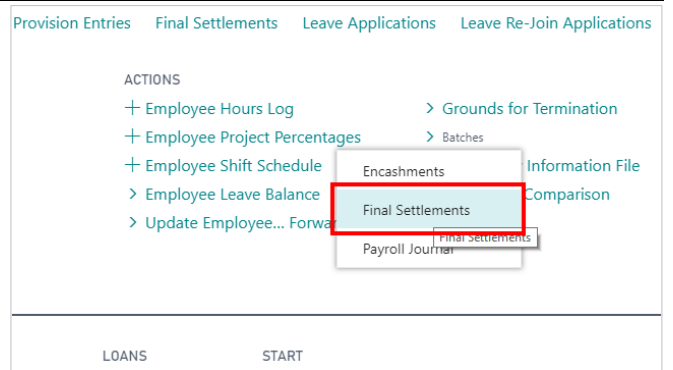


1.6. How to run Final Settlement

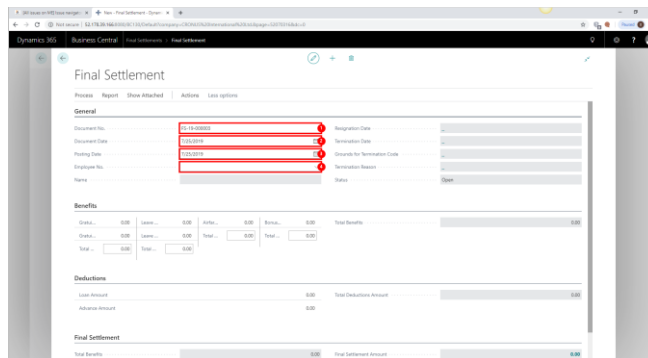
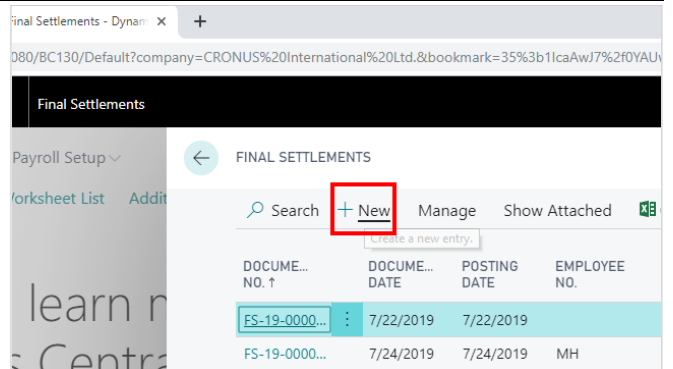
Click on the navigation menu item popup **Batches**



Click on the navigation menu item **Final Settlements**

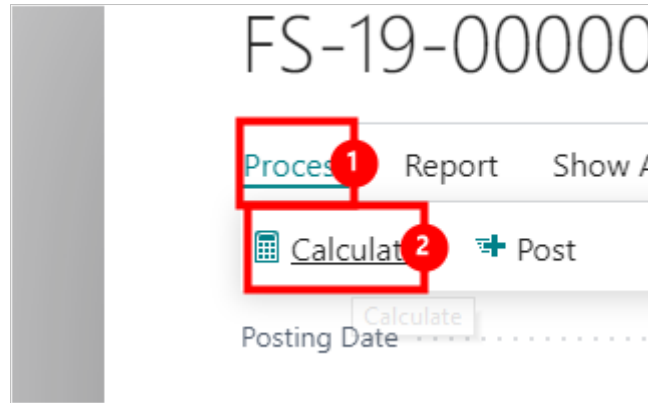


Click on the navigation menu item **New**



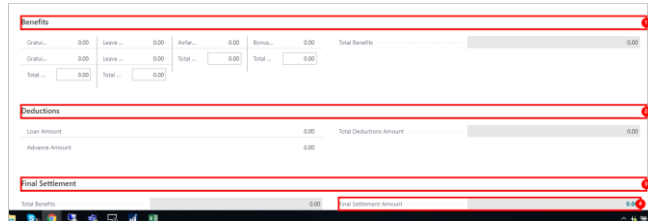
1. Click on the field **Document No.**
2. Click on the field **Document Date**

3. Click on the field **Posting Date**
4. Click on the field **Employee No.**

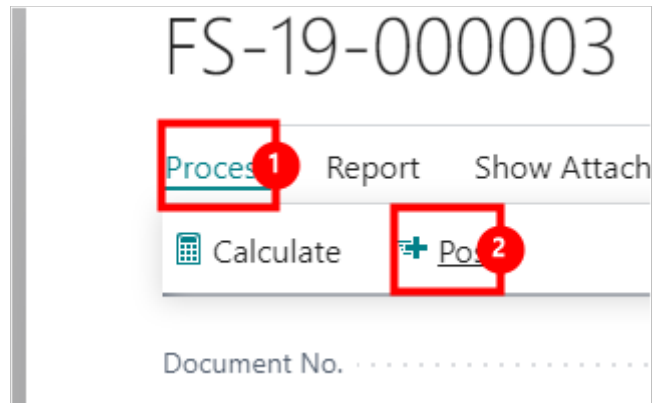


1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Calculate**

Once the Calculate is run then the Benefits and Deduction amounts are calculated.



1. Click on **Benefits**
2. Click on **Deductions**
3. Click on **Final Settlement**
4. Click on **Final Settlement Amount 0.00**
 Based on Management Decision the Total Gratuity Amount, Total Leave Salary, Total Airfare Amount and Total Bonus Amount may need to change so these fields are editable.



1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Post**

Click on the button **Yes**

