

## **xPayroll GCC Localization**

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



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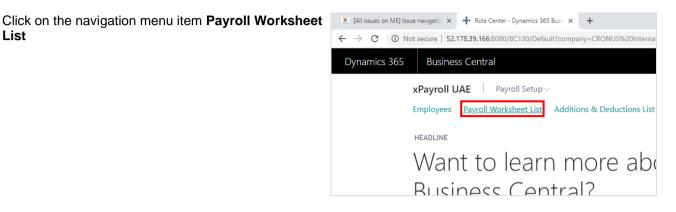
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## 1.1. How to process Payroll

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.

	_	
∽ Navigate ∖	Less options	
sheet >	Overtime	LAS
	Additional Benefits	M-2
	Insurance	M-2
	Retroactive	M-2
	Loans / Advances	M-2
ıt	Attendance	M-2
	Calculate Period	21-2
9r	Delete <sup>aperlater</sup> Period	M-2

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

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eriod Desc	ription			
Employe	e			
how results:				
Where:	No.	٠	is:	~
And:	Payroll Profile	•	is:	$\sim$

- 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**

N0. †	FIRST NAME	LAST NAME	INITIALS	JOB TITLE	PAYROLL PROFILE	CALCULATED
AH I	Arnette	HB	AHIL	Secretary	PROF-0001	M-2019-04
a.	John	Roberts	JROBERTS	Managing Director	PROF-0001	M-2019-04
M	Linda	Martin	LMARTIN	Senice Manager	PROF-0001	M-2019-04
MD	Mary	Dempsey	MDEMPSEY	Designer	PROF-0003	M-2019-04
мн	Mark	Hanson	MHANSON	Production Assistant	PROF-0001	M-2019-04
15	Peter	Saddow	PSACOOW	Sales Manager	PROF-0003	M-2019-04
R.	Richard	Lum	RUUM	Production Manager	PROF-0001	M-2019-04
TS	Timothy	Sneath	TSNEATH	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

Payroll Worksheet List:	All ~	₽ Search	+ New	×D
NO. †	_	FIRST NAME		
АН	- E -	Annette		
JR		John		
LM		Linda		
MD		Mary		
МН		Mark		
PS		Peter		
RL		Richard		
TS		Timothy		

LINE NUMBER 1	PRY ELEMENT CODE	PAY ELEMENT NAME	PERIOD CODE 1	PAY DATE	SION	TYPE	AMOU
10	8A	BASIC SALARY	M-2019-04	4/20/2019	Addition	Employee	1.550
20	HA	HOUSE RENT ALLOWANCE	M-2019-04	4/20/2019	Addition	Employee	100
30	14	TRANSPORTATION, UTILITIES & OTHER ALLOW	M-2019-04	4/20/2019	Addition	Employee	20
40	AS	AIRIARE ADVANCE	M-2019-04	4/20/2019	Deduction	Employee	10
170	10	LOAN DEDUCTION	M-2019-04	4/20/2019	Deduction	Employee	1.090
190	OA .	OTHER ALLOWANCE	M-2019-04	4/20/2019	Addition	Employee	20
250	76	PHONE ALLOWANCE	M-2019-04	4/20/2019	Addition	Employee	10
270	UP.	ANNUAL LEAVE PROVISION	M-2019-04	4/20/2019	Information	Employee	140

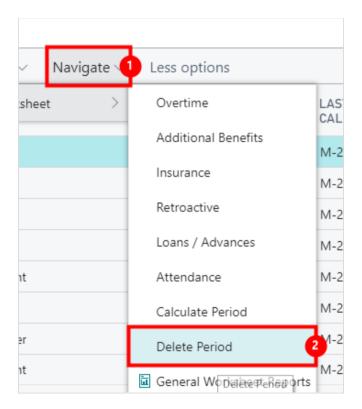
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1. On this screen all the elements that are included on the Active Payroll Profile of the Employee including Loan repayments, overtime, additions/deductions, salary, Provisions (Bonus, Leave, Flight fare and Gratuity). It also includes the Period, 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:



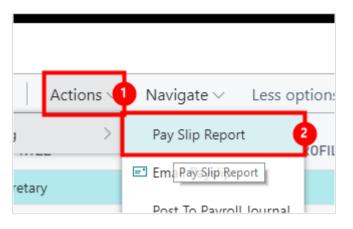
- 1. Click on the navigation menu item popup **Navigate**
- Click on the navigation menu item Delete Period
   Note: It is possible to delete the payroll period calculated per employee or per Payroll Profile or per Dimension included on the Employee cards (i.e. per Cost Centre, Department etc) or for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

## 1.1.3. Print and Email Payslips

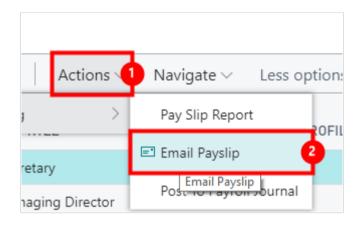
Once payroll period has been calculated and verified, the user can now print out the pay slip reports or send them by email to the respective employee directly.

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



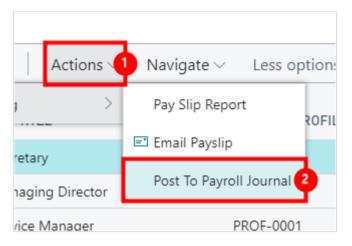
- 1. Click on the navigation menu item popup Actions
- 2. Click on the navigation menu item Email Payslip

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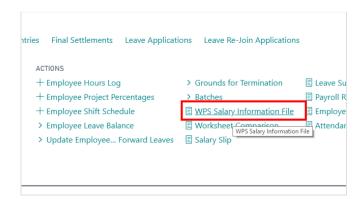
- 1. Click on the navigation menu item popup Actions
- 2. Click on the navigation menu item Post To Payroll Journal

εT I	Calculat	ed Period						
	Show results:							
er	Where:	Employee No.	•	is:			~	ct
-tir	And:	Payroll Profile	•	is:			$\sim$	er
np	And:	Period Code	•	is:			~	
ISC								ist
dc								
١								na
ati						ок 5	Cancel	ist

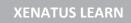
- 1. Click on the field **Employee No.**
- 2. Click on the field **Payroll Profile**
- 3. Click on the field **Period Code**
- 4. Click on the button **OK**

## 1.2. How to run WPS Salary Information

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



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Period Code		M-2019-04	~1
Workbook File	Name		
Company Show results:			4
Where:	Name	• is: CRONUS International	Ŀ √2
		Schedule OK 3 Ca	ancel

- 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

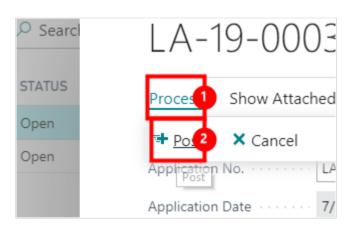
Applications					
	oyee Provision E	ntries Final S	ettlements	Leave App	<u>lications</u> Leave Re-Join Applicati
		ACTIONS			
			ee Hours Log ee Project Per		<ul><li>&gt; Grounds for Termination</li><li>&gt; Batches</li></ul>
		1.1	ee Shift Scheo		WPS Salary Information Fi Workshoot Comparison
Click on the navigation menu item New	avigator 🗙 🔹 Le	eave Applications - D	ynamics 36 🗙	+	
	cure   52.178.39.1	166:8080/BC130/D	efault?compar	ny=CRONUS	%20International%20Ltd.&bookmark=37
	Business Cer	ntral Leave Ap	oplications		
	ayroll UAE	Payroll Setu	∼dr		
	ave Applications	s: All ~	🔎 Search	+ New	Manage $\vee$ Show Attached $\vee$
	PPLICATI D. ↑	APPLICATI DATE	STATUS	El Create CODE	E a new entry. EMPLOYEE NAME
	<u>\-19-0001</u>	7/22/2019	Open	AH	Annette Hill

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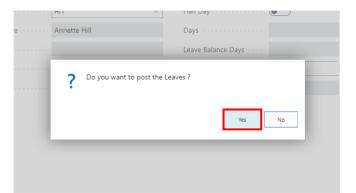


- 1. Click on the field **Application No.**
- 2. Click on Employee Code
- 3. Click on Leave Code
- 4. Click on From Date
- 5. Click on **To Date**
- 6. Click on **Half Day**
- 7. Click on **Days 0.00**
- 8. Click on Leave Balance Days 0.00
- 9. Click on **Remarks**
- 10. Click on Status Open



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

Click on the button Yes



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#### 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	
	Final Settlements Leave Applications Leave Re-Join Applications
	CTIONS
	- Employee Hours Log > Grounds for Termination 🗉 Leave Summa
	- Employee Project Percentages > Batches 🗄 Payroll Report
	- Employee Shift Schedule 🗄 WPS Salary Information File 🗏 Employee Pay
Click on the polyingtion many item New	Emplayer Lave Palance F Workshoot Comparison F Attendance De
Click on the navigation menu item <b>New</b>	- Leave Re-Join Applications - Dyn X +
	2.178.39.166:8080/BC130/Default?company=CRONUS%20International%20Ltd.&bookmark=37%3b04ca
	ess Central Leave Re-Join Applications
	UAE Payroll Setup ~
	oin Applications: All ~   $\mathcal{P}$ Search + New Manage ~ Show Attached ~
	APPLICA EMPLOYEE DATE STATUS CODE EMPLOYEE NAME DEPART DESIG
	7/22/2019 Open AH Annette Hill Secret
Application No. · · · · · LA-19-0004	Reference From Date ·····
Application Date · · · · · · 7/25/2019	Reference To Date · · · · · · _
2 nployee Code · · · · · · AH V	Half Day
Employee Name · · · · · Annette Hill	Reference Days · · · · · 0.00
Department · · · · · · · · · · · · · · · · · · ·	Re-Join From Date ······ 🚉
Reference Application	4         Re-Join Days         0.00
Reference Application	Remarks ·····

Open

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

Leave Code

- 5.
- Click on Re-Join To Date 6.
- 7. Click on Remarks

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- 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 Loans	Employee Provision Entries	Final Settlements	Leave Applicati	ons
	AC	TIONS		
ـ	+	Employee Hours Log	l i i i i i i i i i i i i i i i i i i i	>
ut	+	Employee Project Pe	rcentages	>
	+	Employee Shift Sche	dule	Ξ
	>	Employee Leave Bala	ince	Ε
	>	Update Employee Employee Lear	Forward Leaves	Ξ
DEPARTMENTS	LOAN	S STAF	т	

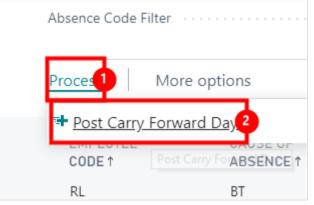
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HLTERS Employee Filter Hosence Code Filter					Year As on Date		7/25/2019		2019
Process Mo	re options								V
EMPLOYEE CODE †	CAUSE OF ABSENCE †	DESCRIPTION	YEAR I W	DPENING BALANCE (DATS)	EARNED LEAVES AS DN DATE	TOTAL BUBLABLE LEAVES	TAKEN VACATION	ENCASHED LEAVE BALANCE DAYS (DAYS)	CARR FORMAR LEAVE
F1.	87	BUSINESS TRIP	2019						
RL III	CL	COMPENSATORY	2019						
RL.	CD	COMPRESIONATE LERVE	2019						
FL.	ML.	MATERNITY LEAVE	2019						
RL .	MSL	MEDICAL SICK LEAVE	2019						
FL.	PL PL	PATERINITY LEAVE	2019						
FL.	SH	SICK LEAVE (HALF PAID)	2019		15.00	15.00		15.00	
RL.	SL	SICK LEAVE (FULL PAID)	2019		15.00	15.00		15.00	
FIL.	SW	SICK LEAVE (WITHOUT PAY)	2019		45.00	45.00		45.00	
和_	UL.	LOSS OF PAY	2019						
75	AL.	ANNUAL LEAVE	2019		12.83	12.83		12.83	5.0
75	87	BUSINESS TRIP	2019						
75	CL.	COMPENSATORY	2019						
75	CO	COMPRESSIONATE LEAVE	2019						
75	ML	MATERNITY LEAVE	2019						
75	MSI,	MEDICAL SICK LEAVE	2019						
75	PL.	PATERINITY LEAVE	2019						
15	SH	SICK LERVE (HALF PAID)	2019		15.00	15.00		15.00	
15	51	SICK LEAVE (FULL PAID)	2019		15.00	15.00		15.00	
15	SM	SICK LEAVE (WITHOUT PAY)	2019		45.00	45.00		45.00	

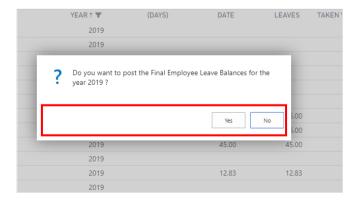
- 1. Use Filters Employee Filter Absence Code Filter Year As on Date
- 2. The screen includes information such as the Absence Open Balance, Earned Leaves as of date, Total Available Leaves, Taken Vacation Leave Balance and Carry Forward Leaves.

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



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## 1.5. How to run Encashments

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



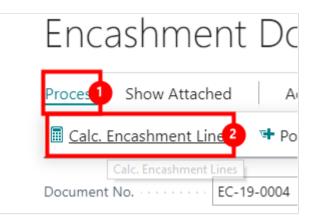
- 1. Click on the navigation menu item popup **Batches**
- 2. Click on the navigation menu item Encashments

Click on the navigation menu item New incashments - Dynamics 🗄 🗙 🛛 🕂 Encashments Payroll Setup  $\leftarrow$ ENCASHMENTS orksheet List Addi 🔎 Search Manage x Show Attached + New ΡΔΥ DOCUME.. NO. ↑ DOCUME. DATE ENCASH... TYPE PAYMENT TYPE ACC NO. learn r EC-19-0001 7/22/2019 Airfare Bank GIR EC-19-0002 Centra 7/22/2019 Airfare Bank GIR EC-19-0004 Posting Date 7/25/2019 1007 Total Calculated Amo.. 0.00 ·· Total Disbursement A.. 0.00 .. Status Open

- 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**

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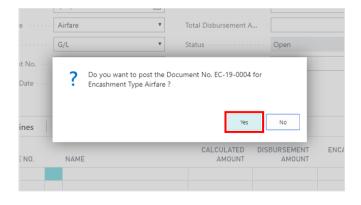


- 1. Click on the navigation menu item popup **Process**
- 2. Click on the navigation menu item **Calc. Encashment Lines** The total calculated amount and total Disbursement Amount are now calculated from the Encashment Lines included which include the calculated amount and Disbursement Amount for each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

EC-19-0004						
Proces Show Attached Actions						
🖩 Calc. Encashment Lines 🛛 🖶 Po. 2						
Document No EC-19-0004						

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

#### Click on the button Yes

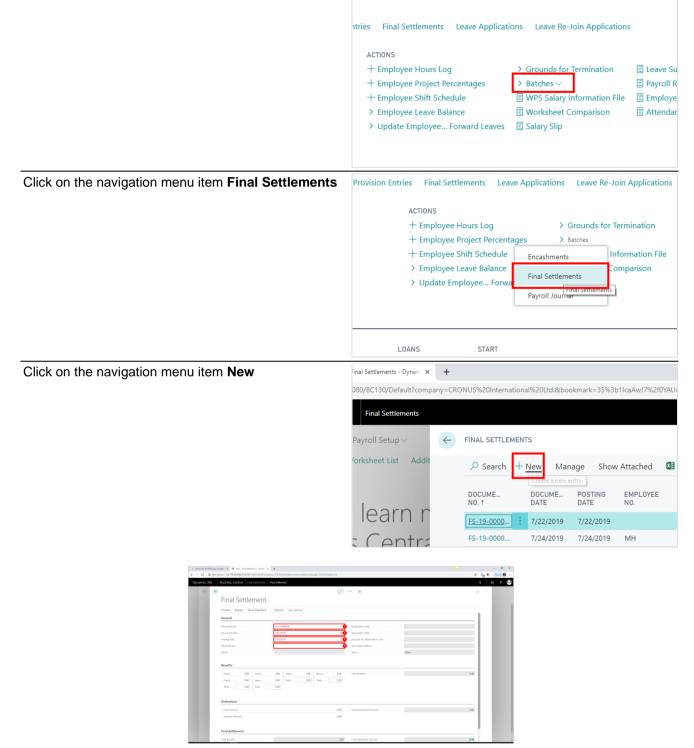


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## **1.6.** How to run Final Settlement

Click on the navigation menu item popup Batches

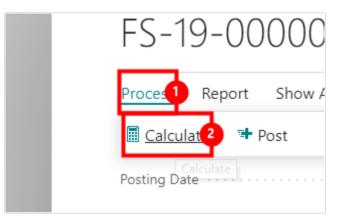


- 1. Click on the field **Document No.**
- 2. Click on the field **Document Date**

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- 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.

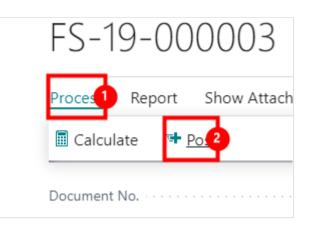
tarr         tarr <thtarr< th="">         tarr         tarr         <tht< th=""><th>Gratui 0.00 Leave</th><th></th><th>Airfar 0.00 Total 0.00</th><th>0.00</th><th>Total Benefits</th><th>0.00</th></tht<></thtarr<>	Gratui 0.00 Leave		Airfar 0.00 Total 0.00	0.00	Total Benefits	0.00
Loan Amount 0.00 Total Deductions Amount 0		0.00				
Advance Amount 6.00				 0.00	Total Deductions Amount	0.00
	Loan Amount					
				0.00		

- 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.

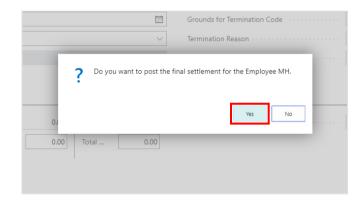
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- 1. Click on the navigation menu item popup **Process**
- 2. Click on the navigation menu item **Post**

Click on the button Yes



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