xPayroll Manual

1. Payroll Setup Parameters

Purpose of this form is to set up the general parameters of the payroll module. All setups that influence the general functioning of the payroll module should be found on this form.

Click on the navigation menu item **Payroll Setup**
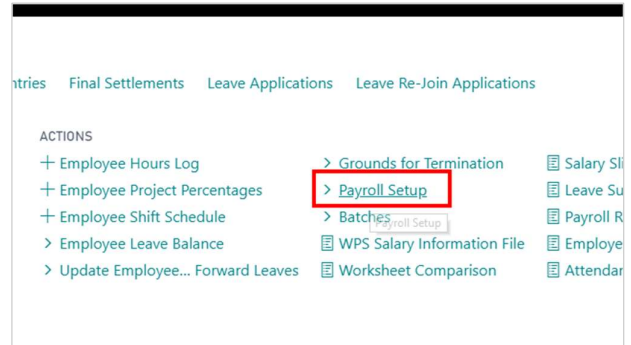
xPayroll Setup - General

1.   Click on **Starting Period**
2.   Click on **Use Balance Accounts**
3.   Click on **Apply Payroll Profile**
4.   Click on **Consider Actual Days perPeriod**
5.   Click on **Basic Salary Calc. Method Employee Salary Field Hours Worked by Dimensions Days Work by Dimension**
6.   Click on **Time Import Option Per Individual Day Per Month**
7.   Click on **Time Import Count Day Hour**
8.   Click on **Employee Work Dim. Code 1**
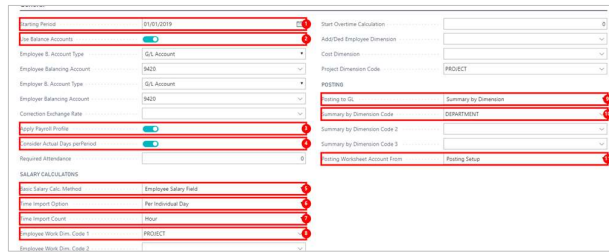9.   Click on **Posting to GL Individual Summary Summary by Dimension**
10.   Click on **Summary by Dimension Code**
11.   Click on **Posting Worksheet Account From Payroll Element Posting Setup**

xPayroll Setup - Templates & Batches

1.   The Templates and Batches associated with Payroll Journal, Additions Deductions, Encashments and End of Service Journal.

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xPayroll Setup - Numbering

1. The number series associated with the formats of document numbers used in the payroll process.

xPayroll Setup - Loan

1. The setup required to calculate and post employee loan periodic payments.

xPayroll - Picture

1. Attach the company logo that will be viewed in Payslips
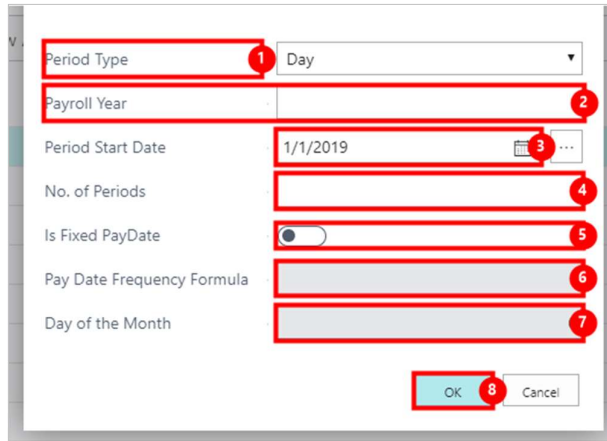
2. Payroll Periods

This is where the Payroll Periods are defined.

Click on the navigation menu item popup **Payroll Setup**

Click on the navigation menu item **Payroll Period**

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

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1. Click on the link **Period Type**
2. Click on **Payroll Year**
3. Click on the field **Period Start Date**
4. Click on the field **No. of Periods**
5. Click on **Is Fixed PayDate, No**
6. Click on the field **Pay Date Frequency Formula**
7. Click on the field **Day of the Month**
8. Click on the button **OK**
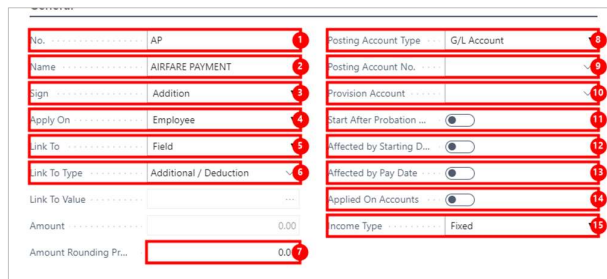
3. Payroll Elements

A Payroll Element is a category of employee salary that is part of the employee payment and compensation package, such as Basic salary, transportation, and housing. Also included are payments due from the employee to the employer, such as social security contributions, as well as deductions from the employee's pay. All payroll elements must be created in this list before calculating a payroll period.

Click on the navigation menu item popup **Payroll Setup**

Click on the navigation menu item **Payroll Elements**

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

1. Click on **No.**

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2.   Click on **Name**
3.   Click on **Sign Addition Deduction Information**
4.   Click on **Apply On Employee Employer**
5.   Click on **Link To Field Selection Calculated % Fixed Value Amount Provision**
6.   Click on **Link To Type**
7.   Click on the field **Amount Rounding Precision**
8.   Click on **Posting Account Type G/L Account Vendor**
9.   Click on **Posting Account No.**
10.   Click on **Provision Account**
11.   Click on **Start After Probation Date**
12.   Click on **Affected by Starting Days**
13.   Click on **Affected by Pay Date**
14.   Click on **Applied On Accounts**
15.   Click on **Income Type Fixed Variable**

4. Payroll Profile Parameters

A payroll Profile is a combination of pay elements grouped together to define the payment and compensation package for one or more employees. The same payroll elements could belong to several payroll profiles. A payroll profile can be assigned to multiple employees who have the same compensation package; however one employee can only be assigned one payroll profile.

Click on the navigation menu item popup **Payroll Setup**
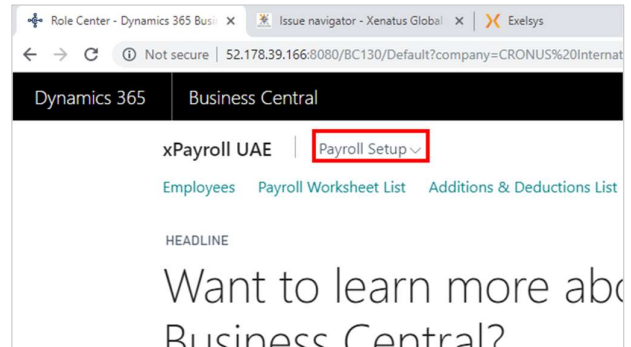
Click on the navigation menu item **Payroll Profile**
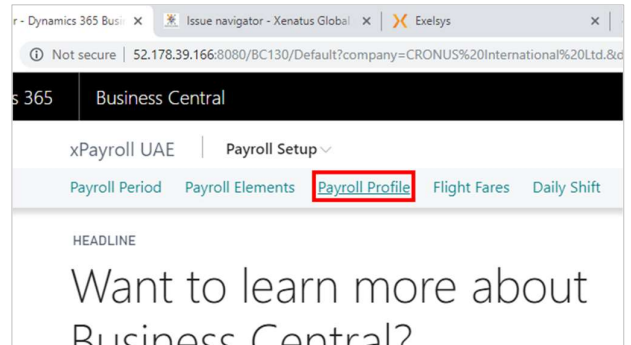
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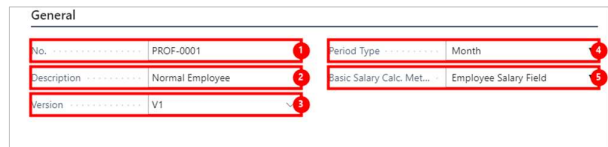
Click on the link in cell **No.** on any row

# 4.1. Payroll Profile - General

On this tab, set up parameters controlling how elements in this profile will be calculated, as well as modify profile versions.

1.   Click on **No.**
2.   Click on **Description**
3.   Click on **Version**
4.   Click on **Period Type Day Week Two Week Month**
5.   Click on **Basic Salary Calc. Method Employee Salary Field Hours Worked by Dimensions Days worked by Dimension**

4.2. Payroll Profile - Payroll Profile Line

On this tab the elements that make up the payroll profile should be defined.
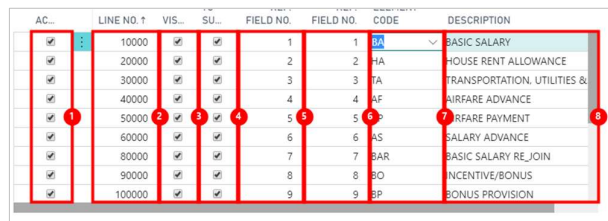
1.   Click on the cell **Active** on any row
2.   Click on the cell **Line No.** on any row
3.   Click on the cell **Visible** on any row
4.   Click on the cell **Add to Summation** on any row
5.   Click on the cell **Periodic Rep. Field No.** on any row
6.   Click on the cell **General Rep. Field No.** on any row
7.   Click on the cell **Element Code** on any row

8. Click on the cell **Description** on any row

4.3. Payroll Profile - Default

Fields on this tab contain default values that will be auto-filled on employee cards for employees assigned to this payroll profile.
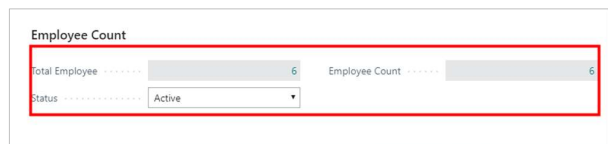

1. Click on **Insured**
2. Click on **Insurance Company**
3. Click on the field **Insurance Company Address**
4. Click on **Daily Transportation**
5. Click on **Hours Per Day**
6. Click on **Days Per Period**
7. Click on **Hours Per Period**
8. Click on **Base Calendar Code**
9. Click on **End of Service Group**
10. Click on **Grounds for Term. Code**
11. Click on **EOS Expense Account**
12. Click on **Leave Group**
13. Click on **Grade Code**
14. Click on **Flight Fare Code**

4.4. Payroll Profile - Employee Count

Contains an employee count and employee status filter for details about number of employees assigned this payroll profile.

- Click on **Total Employee 6 Status Active Inactive Terminated Employee Count 6**

5. Leave Groups Setup

On the Leave Groups setup different Leave Groups can be created which can include different setup per Leave type and Rules. Each Employee is assigned to a specific Leave Group. A Leave Group code can also be selected on a payroll profile as a default value, and then the code shall be auto-assigned on the employee card after selecting a Payroll Profile.
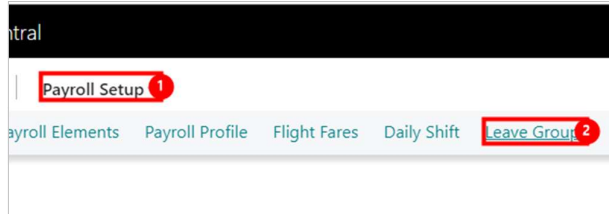
1.   Click on the navigation menu item popup **Payroll Setup**
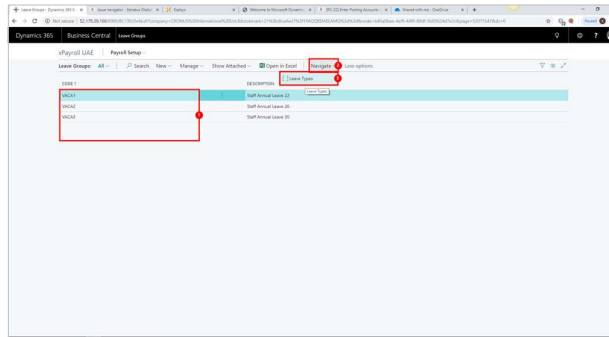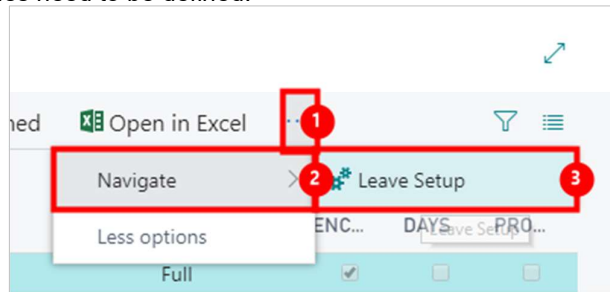2.   Click on the navigation menu item **Leave Groups**

1.   Click on the cell **Code** on any row
2.   Click on the navigation menu item popup **Navigate**
3.   Click on the navigation menu item **Leave Types**
     This is where all the leave types are defined i.e. Annual Leave, Sick Leave and Maternity Leave.

1. Click on the cell **Cause of Absence Code** on any row
2. Click on the cell **Description** on any row
3. Click on the cell **Salary Payment** on any row
4. Click on the cell **Encashment** on any row
5. Click on the cell **Fixed Days** on any row
6. Click on the cell **Start after Probation** on any row
   In case the Leave Type is marked as Fixed Days then even though the Employee might be on Probation they will be eligible for the Leave from the beginning of Employment but will not be able to take leave during the Probation period.   In case the Leave Type is not marked as Fixed Days then the Employee will only be eligible for Leave after Probation based on Prorated calculation after the Probation date.

For each Leave type the rules need to be defined.

1. Click on the navigation menu item popup ▯ ▯
2. Click on the navigation menu item popup **Navigate**
3. Click on the navigation menu item **Leave Setup**
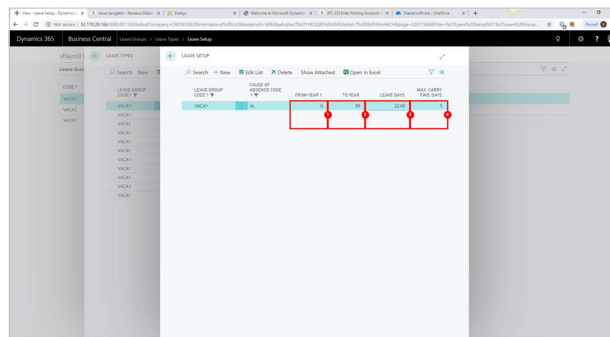
1. Click on the cell **From Year** on any row
2. Click on the cell **To Year** on any row
3. Click on the cell **Leave Days** on any row
4. Click on the cell **Max. Carry Fwd. Days** on any row
   The number of Vacation days the employees are eligible is defined on the Leave Setup depending on the years the employers have been employed. Also the carry forward days is also defined for each Yearly rule.

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6. Employee Card

Click on the navigation menu item **Employees**

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

6.1. Employee Card - General

1. Click on **No. First Name Middle Name Last Name Job Title Initials Search Name Gender Female Male Company Phone No. Company Email Last Date Modified 7/24/2019 Privacy Blocked Hand Punch No. Report to Employee Responsible of Employee 0**

6.2. Employee Card - Address & Contact

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1. Update **Address & Contact Information**

6.3. Employee Card – Administration

1. Click on **Employment Date**
2. Click on **Probation Period**
3. Click on **Probation End Date**
4. Click on **Status Active Inactive Terminated**
5. Click on **Payroll Profile**
6. Click on **Emplymt. Contract Code**
7. Click on **Inactive Date**
8. Click on **Cause of Inactivity Code**
9. Click on **Resignation Date**
10. Click on **Termination Date**
11. Click on **Grounds for Term. Code**
12. Click on **Termination Reason**
13. Click on **Hours Per Day**
14. Click on **Days Per Period**
15. Click on **Hours Per Period**
16. Click on **Leave Group Code**
17. Click on **Disable Overtime**

6.4. Employee Card – Personal

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1. Click on **Birth Date**
2. Click on **Social Security No.**
3. Click on **Union Code**
4. Click on **Union Membership No.**

6.5. Employee Card – Payment

1. Click on **Employee Posting Group**
2. Click on **Place of Birth**
3. Click on **ID Card No.**
4. Click on **ID Card Issue Date**
5. Click on **ID Card Expiry Date**
6. Click on **Emergency Phone**
7. Click on **Emergency Contact**
8. Click on **Marital Status Single Married Divorced Widowed**
9. Click on **No. of Children 0**
10. Click on **Spouse Name**
11. Click on **Driving License**
12. Click on **Driving License Exp. Date**
13. Click on **Driving License Type 1-Motorcycle 2-Tourism 5-Heavy Machine 6-Special Needs**

6.6. Employee Card - Payroll

1. On this tab, some of the fields are calculated amounts based on the employee's attendance payroll calculations of the current period.

6.7. Employee Card - Analysis Dimensions

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1.   Click on **Department Code**
2.   Click on **Project Code**
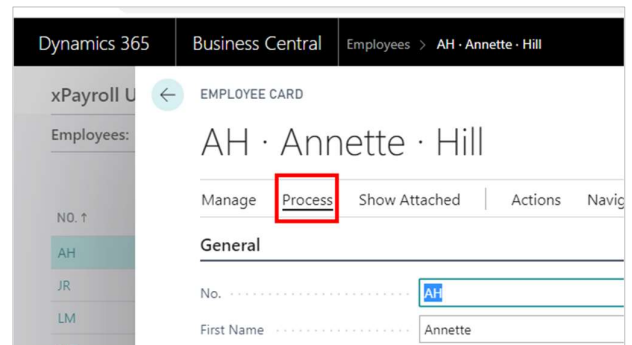
6.8. Employee Card - Bank Information

1.   Click on **Bank Account Number**
2.   Click on **Bank Name**
3.   Click on **Bank/Agent Routing ID**

6.9. Employee Contracts

Click on the navigation menu item popup **Process**
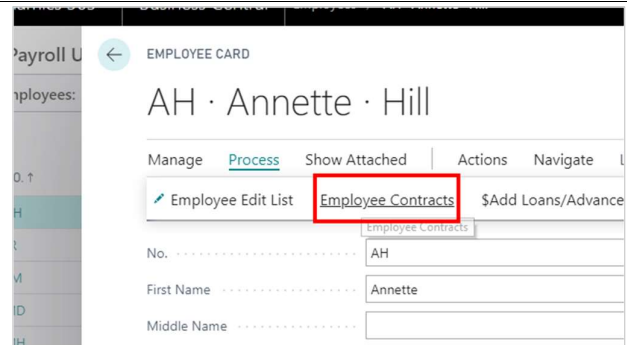
Click on the navigation menu item **Employee Contracts**

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Click on the navigation menu item **New**
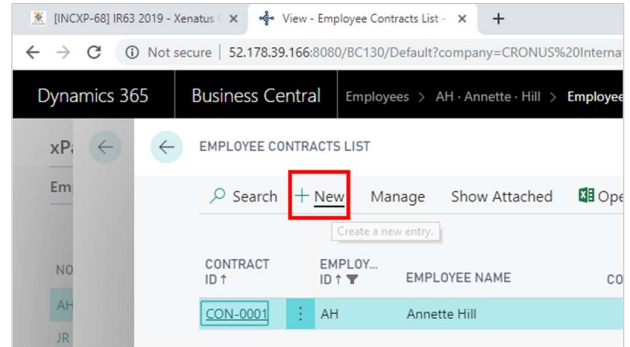
1. Click on **Contract ID**
2. Click on **Contract Type Definite Indefinite Third Party Apprenticeship**
3. Click on **Active**

7. Employee Edit List

In Employee Edit List, you can specify the Salary Amounts and other Allowances. You can also enter the Edit Date, for information purposes, for historical records.

Click on the navigation menu item **Employees**
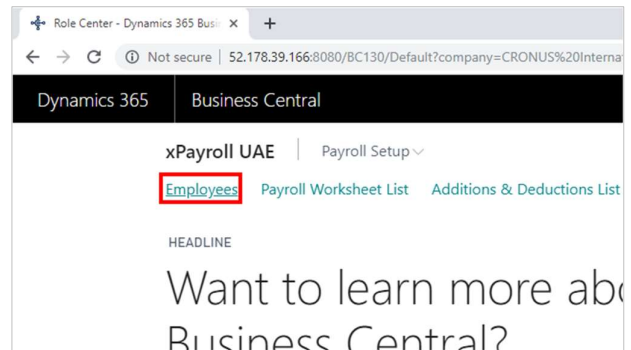
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Click on the link in cell **No.** on any row

| NO. ↑		FIRST NAME	LAST NAME	JOB TITLE	COMPANY PHONE NO.
AH	⋮	Annette	Hill	Secretary	4465-4899-4643
JR Open record "AH" in John w window			Roberts	Managing Direc...	6549-3216-7415
LM		Linda	Martin	Service Manager	020-2584-1095
MD		Mary	Dempsey	Designer	0678-1234-5466
MH		Mark	Hanson	Production Assis...	0678-2135-4649
PS		Peter	Saddow	Sales Manager	0678-9012-3456
RL		Richard	Lum	Production Man...	0678-2534-2013
TS		Timothy	Sneath	Production Assis...	0678-8712-5466
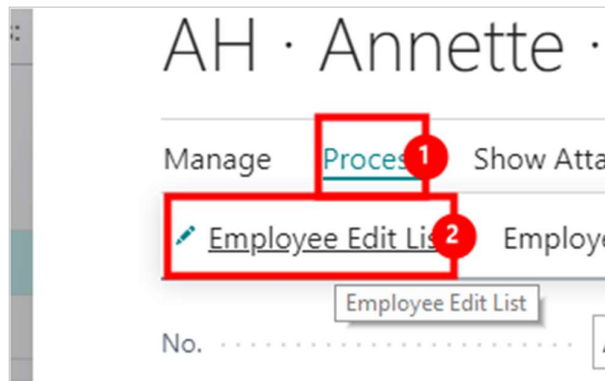
AH · Annette ·

Manage   Proces①   Show Atta

✎ Employee Edit Lis②   Employe

Employee Edit List

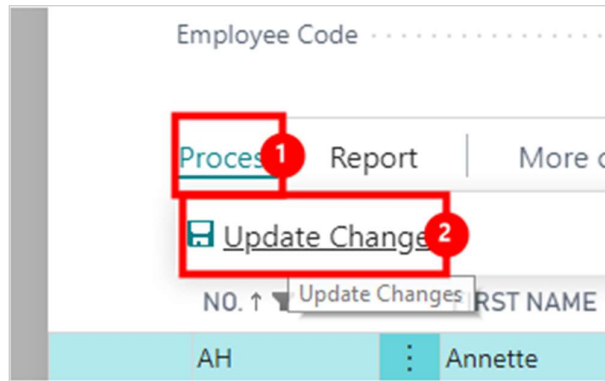No. · · · · · · · · · · · · ·   A

1.   Click on the navigation menu item popup **Process**
2.   Click on the navigation menu item **Employee Edit List**

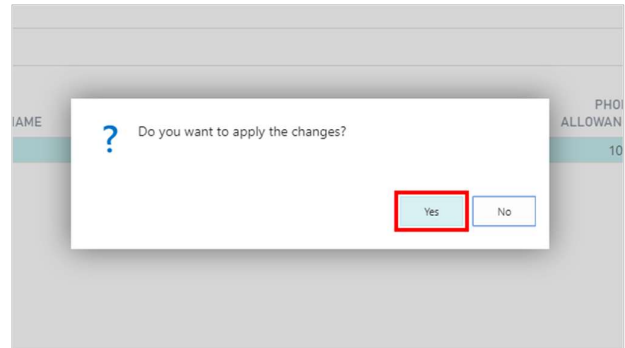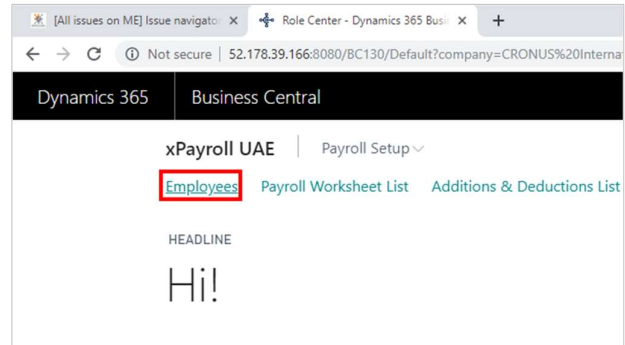| BASIC SALARY	HOUSE RENT ALLOWANCE	TRANSPORTA... ALLOWANCE	PHONE ALLOWANCE	OTHER ALLOWANCE	OTHER/SPECI... ALLOWANCE	CONVEYANCE
1,550.00	100.00	20.00	10.00	20.00	0.00	0.00
①	②	③	④	⑤	⑥	⑦

1.   Click on the cell **Basic Salary** on any row

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

Click on the button **Yes**

8. Employee Loans

Click on the navigation menu item **Employees**

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

8.1. Add Loans/ Advances

1. Click on the navigation menu item popup **New**
2. Click on the navigation menu item **$Add Loans/Advances**

1. Click on the cell **Type** on any row
2. Click on the cell **Description** on any row
3. Click on the cell **Period** on any row
4. Click on the cell **Period Number** on any row
5. Click on the cell **Amount** on any row
6. Click on the cell **Start Date** on any row
7. Click on the cell **Retrieve Amount** on any row
8. Click on the cell **Period Amount** on any row

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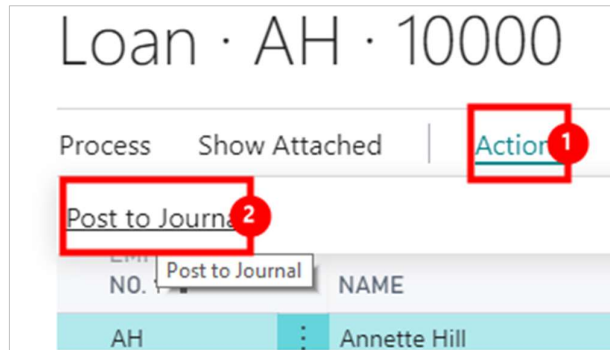T.:+357 22 254 090   Limassol, 4004, Cyprus

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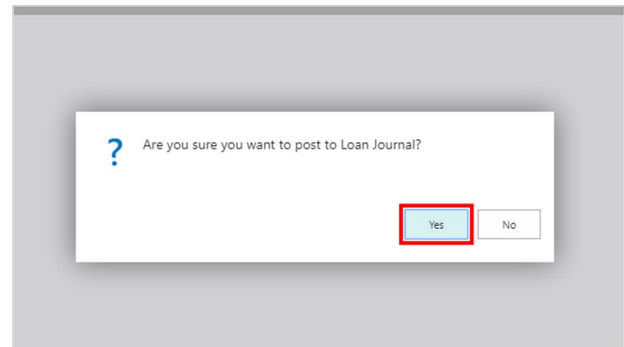**MENA**
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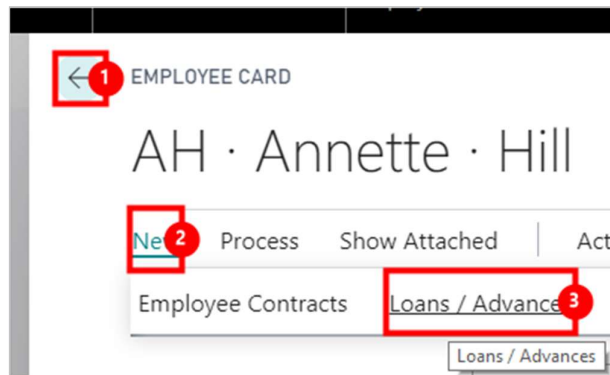W.: www.xenatusglobal.com

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

Click on the button **Yes**
A confirmation message that the entry was created in the Loan Journal and the Loan Repayment List has been created.

8.2. Edit Loan Repayment Amounts

1. Click on the back button
2. Click on the navigation menu item popup **New**
3. Click on the navigation menu item **Loans / Advances**
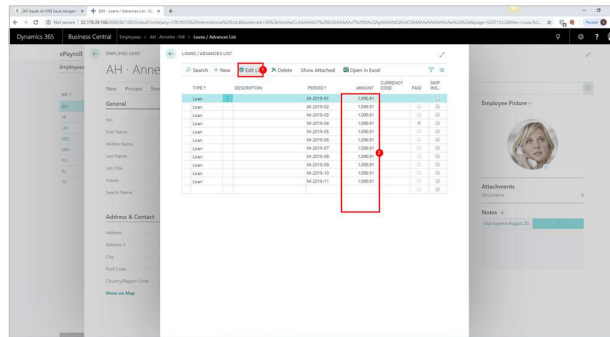
1. Click on the navigation menu item **Edit List**
2. Click on the cell **Amount** on any row

9. How to enter Leave Applications

9.1. 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**	

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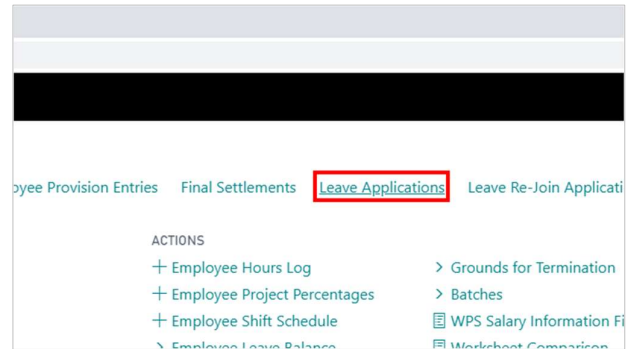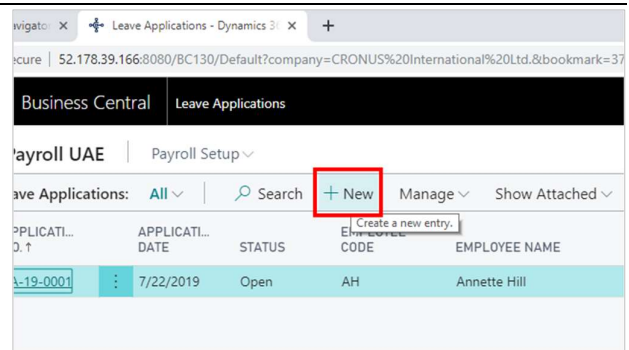T.:+357 22 254 090   Limassol, 4004, Cyprus

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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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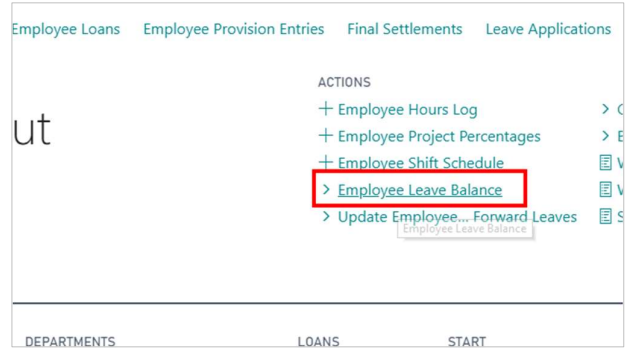
10. How to view Leave Balances

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

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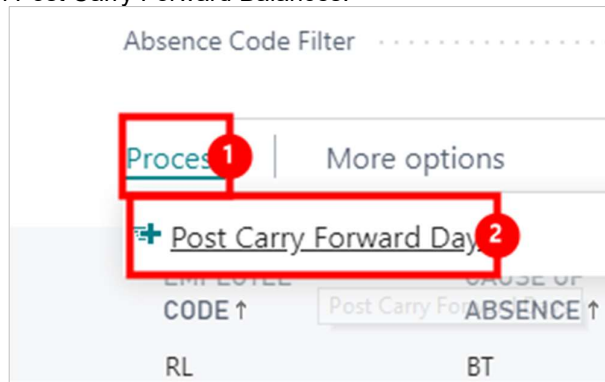
1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Post Carry Forward Days**

Click on **Yes No**

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11. How to process Payroll

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

11.1. 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**

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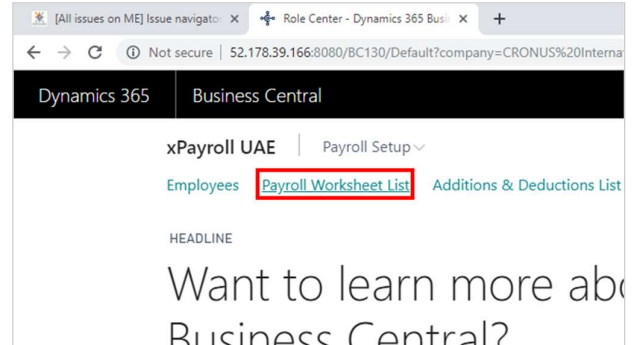
Americas
T.:+1 310 928 7750
T.: +1 514 823 1020

MENA
T.:+961 3 688 806
T.:+961 1 354 337

E.: scope@xenatusglobal.com
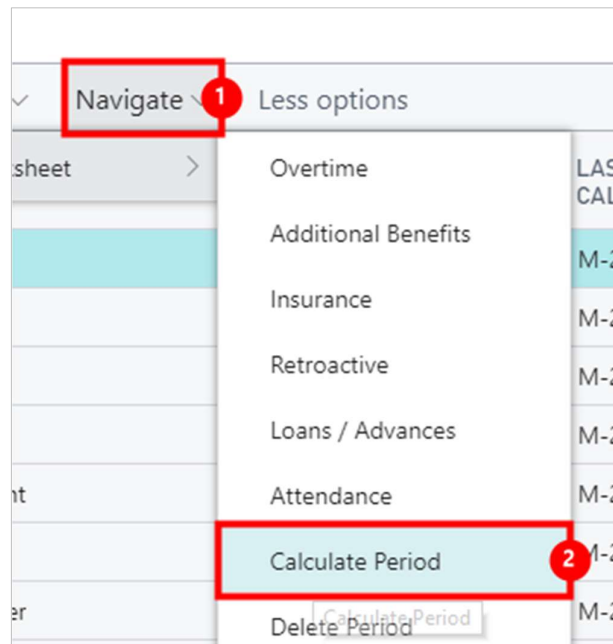W.: www.xenatusglobal.com

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**

- 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

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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.

11.2. 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:
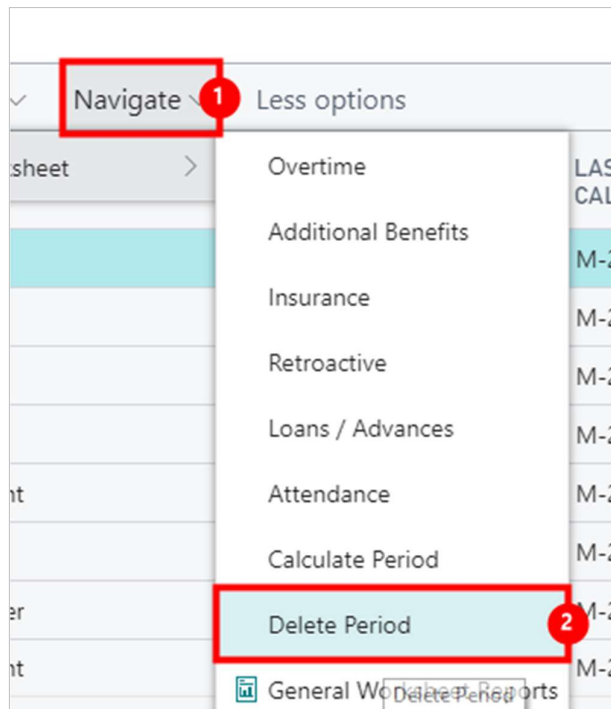
1. Click on the navigation menu item popup **Navigate**
2. Click on the navigation menu item **Delete Period**
   Note: It is possible to delete the payroll period calculated per employee or per Payroll Profile or per Dimension included on the Employee cards (i.e. per Cost Centre, Department etc) or for all Employees.

11.3. 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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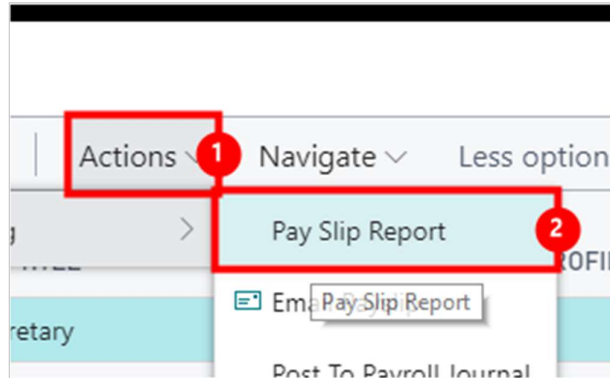T.:+357 22 254 090   Limassol, 4004, Cyprus

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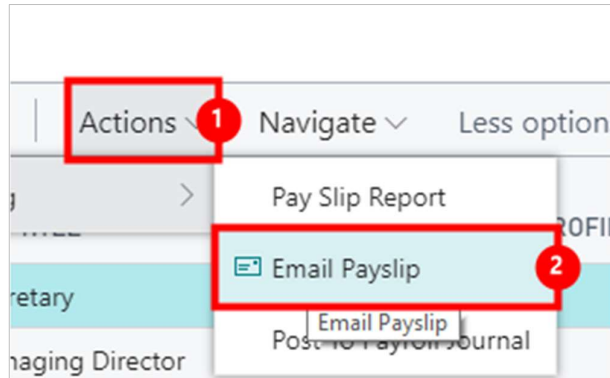**MENA**
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1.   Click on the navigation menu item popup **Actions**
2.   Click on the navigation menu item **Pay Slip Report**

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

11.4. 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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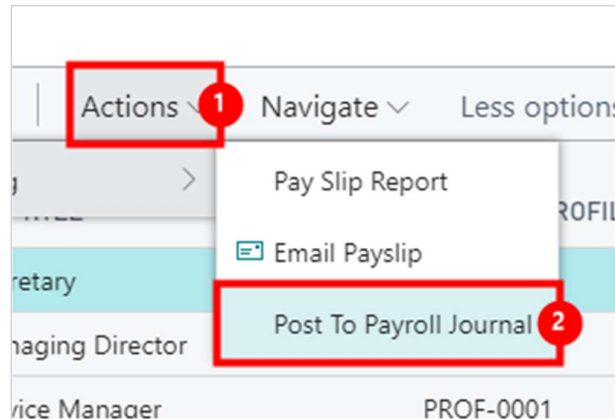T.:+357 22 254 090   Limassol, 4004, Cyprus

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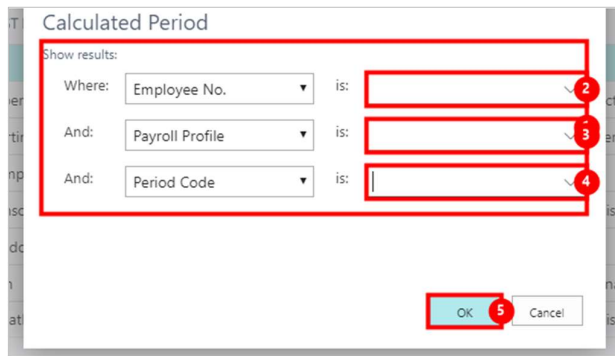**MENA**
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1.   Click on the navigation menu item popup **Actions**
2.   Click on the navigation menu item **Post To Payroll Journal**

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**

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