



**XENATUS GLOBAL**  
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**xPayroll Manual**

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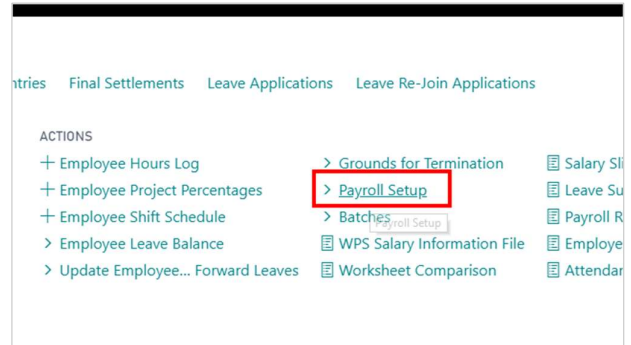
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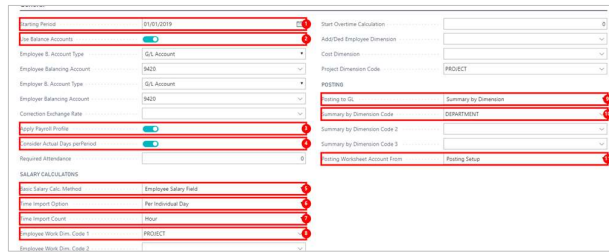
# 1. Payroll Setup Parameters

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.

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

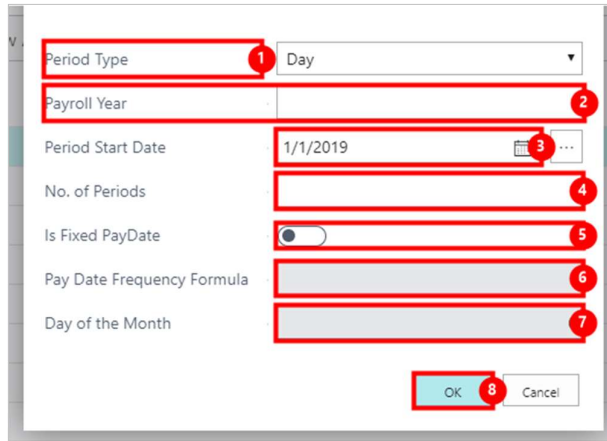
This is where the Payroll Periods are defined.

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

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

PERIOD ID	PERIOD DESCRIPTION	START DATE	END DATE	PERIOD TYPE	PAY DATE	PAYROLL YEAR	PERIOD CALENDAR
M-2019-01	January 01 To January 31	1/1/2019	1/31/2019	Month	1/31/2019	2019	JA
M-2019-02	February 01 To February 28	2/1/2019	2/28/2019	Month	2/28/2019	2019	JA
M-2019-03	March 01 To March 31	3/1/2019	3/31/2019	Month	3/31/2019	2019	JA
M-2019-04	April 01 To April 30	4/1/2019	4/30/2019	Month	4/30/2019	2019	JA
M-2019-05	May 01 To May 31	5/1/2019	5/31/2019	Month	5/31/2019	2019	JA
M-2019-06	June 01 To June 30	6/1/2019	6/30/2019	Month	6/30/2019	2019	JA
M-2019-07	July 01 To July 31	7/1/2019	7/31/2019	Month	7/31/2019	2019	JA
M-2019-08	August 01 To August 31	8/1/2019	8/31/2019	Month	8/31/2019	2019	JA
M-2019-09	September 01 To September 30	9/1/2019	9/30/2019	Month	9/30/2019	2019	JA
M-2019-10	October 01 To October 31	10/1/2019	10/31/2019	Month	10/31/2019	2019	JA
M-2019-11	November 01 To November 30	11/1/2019	11/30/2019	Month	11/30/2019	2019	JA
M-2019-12	December 01 To December 31	12/1/2019	12/31/2019	Month	12/31/2019	2019	JA
M-2020-01	January 01 To January 31	1/1/2020	1/31/2020	Month	1/31/2020	2020	JA
M-2020-02	February 01 To February 28	2/1/2020	2/28/2020	Month	2/28/2020	2020	JA
M-2020-03	March 01 To March 31	3/1/2020	3/31/2020	Month	3/31/2020	2020	JA
M-2020-04	April 01 To April 30	4/1/2020	4/30/2020	Month	4/30/2020	2020	JA
M-2020-05	May 01 To May 31	5/1/2020	5/31/2020	Month	5/31/2020	2020	JA
M-2020-06	June 01 To June 30	6/1/2020	6/30/2020	Month	6/30/2020	2020	JA
M-2020-07	July 01 To July 31	7/1/2020	7/31/2020	Month	7/31/2020	2020	JA
M-2020-08	August 01 To August 31	8/1/2020	8/31/2020	Month	8/31/2020	2020	JA
M-2020-09	September 01 To September 30	9/1/2020	9/30/2020	Month	9/30/2020	2020	JA
M-2020-10	October 01 To October 31	10/1/2020	10/31/2020	Month	10/31/2020	2020	JA
M-2020-11	November 01 To November 30	11/1/2020	11/30/2020	Month	11/30/2020	2020	JA

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



The screenshot shows a dialog box for configuring payroll periods. The fields and their values are as follows:

Period Type	Day
Payroll Year	
Period Start Date	1/1/2019
No. of Periods	
Is Fixed PayDate	<input type="radio"/>
Pay Date Frequency Formula	
Day of the Month	

Buttons: OK, Cancel

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**

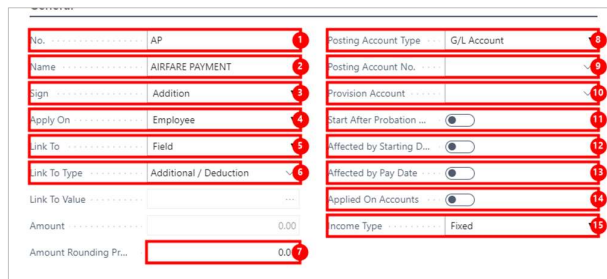
### 3. Payroll Elements

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



The screenshot shows the configuration form for a payroll element. The fields and their values are as follows:

No.	AP	Posting Account Type	G/L Account
Name	AIRFARE PAYMENT	Posting Account No.	
Sign	Addition	Provision Account	
Apply On	Employee	Start After Probation ...	<input type="radio"/>
Link To	Field	Affected by Starting D...	<input type="radio"/>
Link To Type	Additional / Deduction	Affected by Pay Date	<input type="radio"/>
Link To Value		Applied On Accounts	<input type="radio"/>
Amount	0.00	Income Type	Fixed
Amount Rounding Pr...	0.00		

1. Click on **No.**

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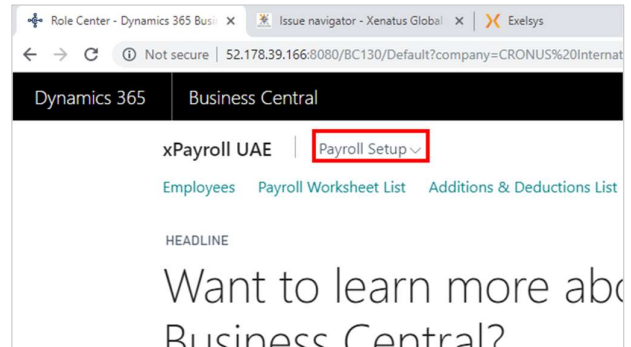
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2. Click on **Name**
3. Click on **Sign Addition Deduction Information**
4. Click on **Apply On Employee Employer**
5. Click on **Link To Field Selection Calculated % Fixed Value Amount Provision**
6. Click on **Link To Type**
7. Click on the field **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**

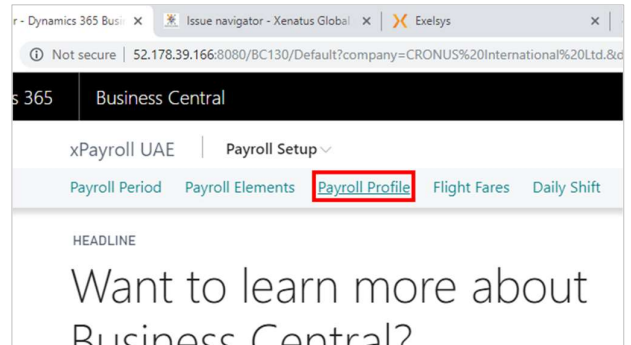
## 4. Payroll Profile Parameters

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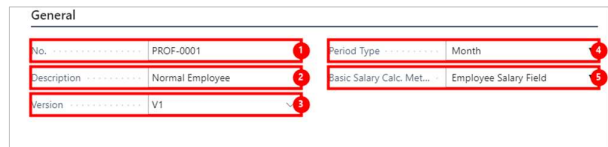
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Click on the link in cell **No.** on any row



### 4.1. Payroll Profile - General

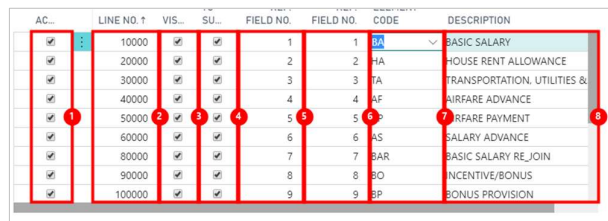
On this tab, set up parameters controlling how elements in this profile will be calculated, as well as modify profile versions.



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

- 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.



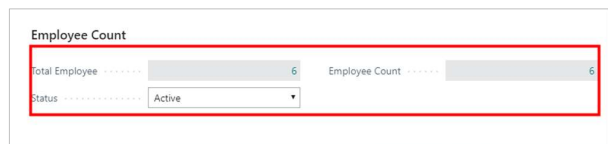
The screenshot shows a form with various fields. Red boxes with numbers 1 through 14 highlight the following fields:

- 1. Insured (checkbox)
- 2. Insurance Company (text field)
- 3. Insurance Company ... (text field)
- 4. Daily Transportation (text field)
- 5. Hours Per Day (text field)
- 6. Days Per Period (text field)
- 7. Hours Per Period (text field)
- 8. Base Calendar Code (dropdown menu)
- 9. End of Service Group (dropdown menu)
- 10. Grounds for Term. Co... (dropdown menu)
- 11. EOS Expense Account (text field)
- 12. Leave Group (dropdown menu)
- 13. Grade Code (dropdown menu)
- 14. Flight Fare Code (dropdown menu)

- Click on **Insured**
- Click on **Insurance Company**
- Click on the field **Insurance Company Address**
- Click on **Daily Transportation**
- Click on **Hours Per Day**
- Click on **Days Per Period**
- Click on **Hours Per Period**
- Click on **Base Calendar Code**
- Click on **End of Service Group**
- Click on **Grounds for Term. Code**
- Click on **EOS Expense Account**
- Click on **Leave Group**
- Click on **Grade Code**
- 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.



The screenshot shows a form titled "Employee Count". A red box highlights the following fields:

- Total Employee (text field) with value 6
- Employee Count (text field) with value 6
- Status (dropdown menu) with value Active

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

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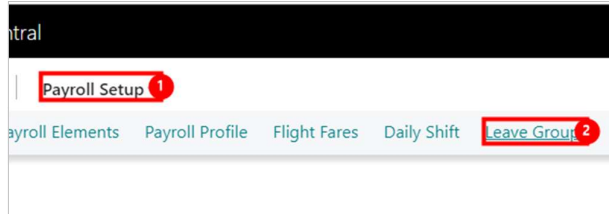
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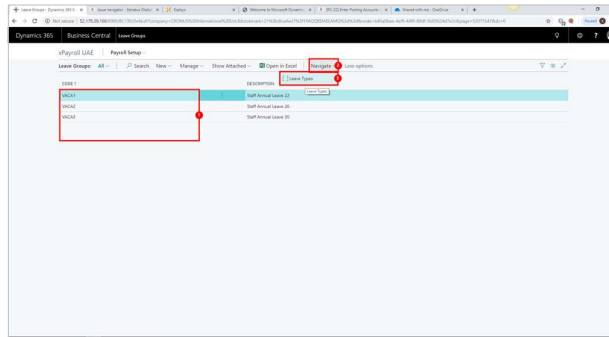


## 5. Leave Groups Setup

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**



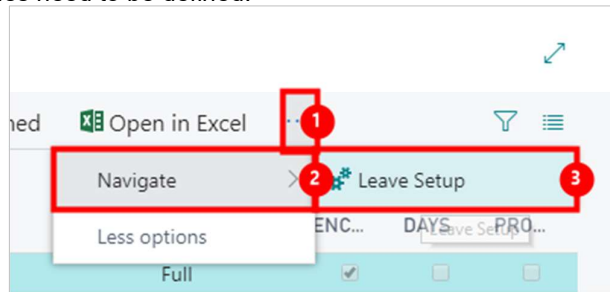
1. Click on the cell **Code** on any row
2. Click on the navigation menu item popup **Navigate**
3. Click on the navigation menu item **Leave Types**  
This is where all the leave types are defined i.e. Annual Leave, Sick Leave and Maternity Leave.

CAUSE OF ABSENCE CODE †	DESCRIPTION	SALARY PAYMENT	ENC...	FIXED DAYS	START AFTE... PRO...
AL	ANNUAL LEAVE	Full	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT	BUSINESS TRIP	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CL	COMPENSATORY	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO	COMPASSIONATE LEAVE	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ML	MATERNITY LEAVE	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSL	MEDICAL SICK LEAVE	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PL	ATERNITY LEAVE	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH	SICK LEAVE (HALF PAID)	Half	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SL	SICK LEAVE (FULL PAID)	Full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SW	SICK LEAVE (WITHOUT PAY)	Zero	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UL	LOSS OF PAY	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

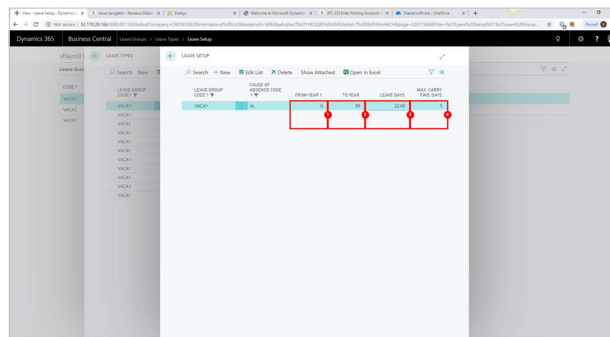
1. Click on the cell **Cause of Absence Code** on any row
2. Click on the cell **Description** on any row
3. Click on the cell **Salary Payment** on any row
4. Click on the cell **Encashment** on any row
5. Click on the cell **Fixed Days** on any row
6. Click on the cell **Start after Probation** on 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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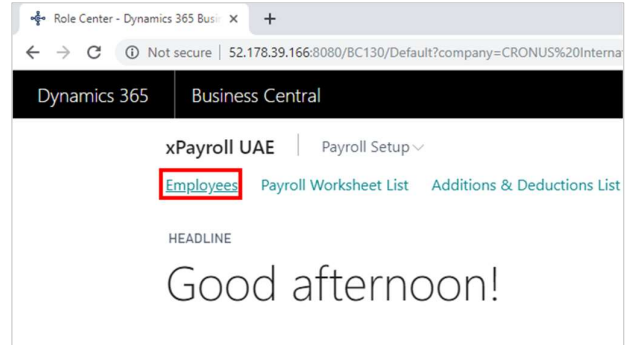
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## 6. Employee Card

Click on the navigation menu item **Employees**



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

NO. ↑	FIRST NAME	LAST NAME	JOB TITLE
<a href="#">AH</a>	Annette	Hill	Secretary
<a href="#">JR</a>	John	Roberts	Managing Direc...
<a href="#">LM</a>	Linda	Martin	Service Manager
<a href="#">MD</a>	Mary	Dempsey	Designer
<a href="#">MH</a>	Mark	Hanson	Production Assis...
<a href="#">PS</a>	Peter	Saddow	Sales Manager
<a href="#">RL</a>	Richard	Lum	Production Man...
<a href="#">TS</a>	Timothy	Sneath	Production Assis...

### 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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Address & Contact			
Address	5 Russel Street	Private Phone No.	4564-4564-7831
Address 2		Pager	
City	Cambridge	Extension	6743
Post Code	PE17 4RN	Direct Phone No.	4465-4999-4643
Country/Region Code		Private Email	ah@corvus-demoite.com
Show on Map		Alt. Address Code	SUMMER
		Alt. Address Start Date	7/1/1994
		Alt. Address End Date	7/21/1994

1. Update **Address & Contact Information**

### 6.3. Employee Card – Administration

Employment Date	6/1/1996	Insurance type	Insured
Probation Period		Medical Insurance Card No.	
Probation End Date		No. of People Insured	
Status	Active	Copy of Insurance Date	
Payroll Profile	PRCP-0001	Grading Code	ENTRY
Emplmt. Contract Code	ADM	Grade Code	02
Inactive Date		No. of Tickets	
Cause of Inactivity Code		Flight Fare Code	
Resignation Date		Flight Fare Currency	
Termination Date		Flight Fare Amount	0.00
Grounds for Term. Code		Annual Ticket Frequency Months	
Termination Reason		Leave Group Code	VACAT
Hours Per Day	8.00	Disable Overtime	
Days Per Period	21.75		
Hours Per Period	173.25		

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 **Emplmt. 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

Personal			
Birth Date	12/12/1963	Union Membership No.	4151746513235-45649
Social Security No.	1212637665	Person ID (Ministry of Labour)	
Union Code	UADM	Ministry of Finance	

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



Employee Posting Group	Manual	Place of Birth	Marital Status	Single
Application Method	112123455	ID Card No.	No. of Children	0
Place of Birth		ID Card Issue Date	Spouse Name	
ID Card No.		ID Card Expiry Date	Maiden Name	
ID Card Issue Date		Emergency Phone	Driving License	
ID Card Expiry Date		Emergency Contact	Driving License Exp. Date	
Emergency Phone			Driving License Type	
Emergency Contact				

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



Basic Salary	1,550.00	Family Allowance	0.00
House Rent Allowance	100.00	Insurance Amount	0.00
Transportation Allowance	20.00	Loan	1,090.91
Phone Allowance	10.00	Retroactive	0.00
Other Allowance	20.00	Scholarship	0.00
Other/Special Allowance	0.00	Daily Transportation Amount	0.00
Conveyance	0.00	Daily Food Allowance	0.00
Currency Code		Overtime Amount	0.00
Overtime	0.00	Family Exemption Amount	0.00
Additional Amount	0.00	Benefits	0.00
Deduction Amount	0.00	Bonus/Incentive Yearly Amount	0.00

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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Analysis Dimensions	
Department Code .....	SALES
Project Code .....	MERCEDES

Employee Bank >

1. Click on **Department Code**
2. Click on **Project Code**

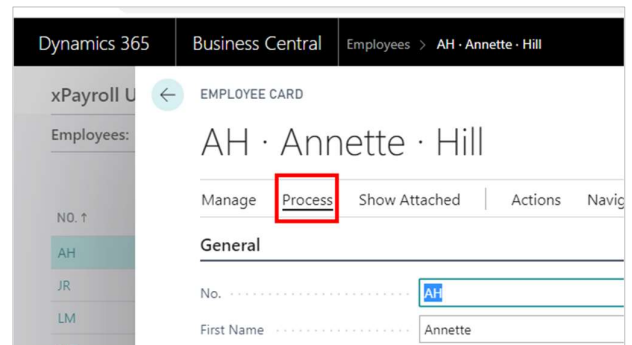
## 6.8. Employee Card - Bank Information

Employee Bank	
Bank Account Number	UA124400572672029876520357
Bank Name	
Bank/Agent Routing ID	

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**



Dynamics 365 Business Central Employees > AH · Annette · Hill

EMPLOYEE CARD

Employees: AH · Annette · Hill

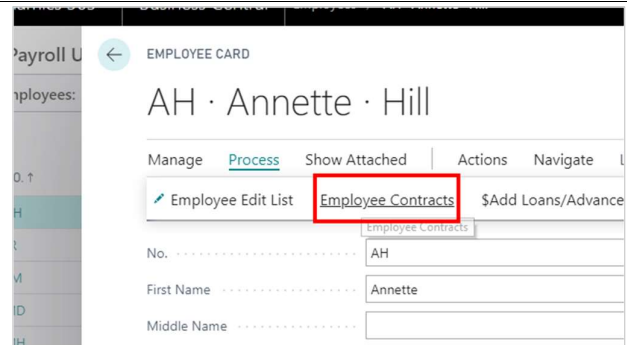
Manage **Process** Show Attached Actions Navig

General

No. .... AH

First Name ..... Annette

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



Payroll U EMPLOYEE CARD

Employees: AH · Annette · Hill

Manage **Process** Show Attached Actions Navigate

Employee Edit List **Employee Contracts** \$Add Loans/Advance

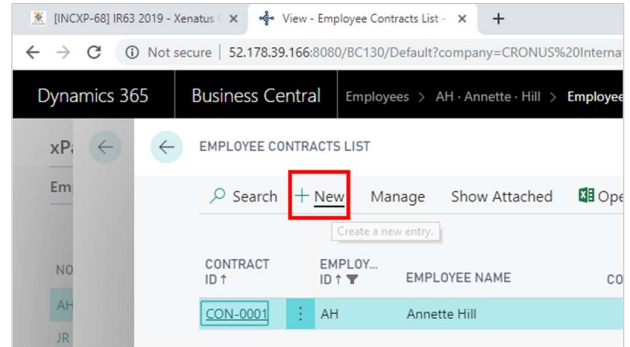
Employee Contracts

No. .... AH

First Name ..... Annette

Middle Name .....

Click on the navigation menu item **New**

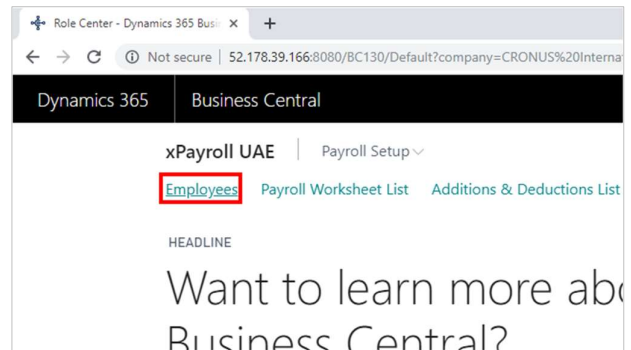


1. Click on **Contract ID**
2. Click on **Contract Type Definite Indefinite Third Party Apprenticeship**
3. Click on **Active**

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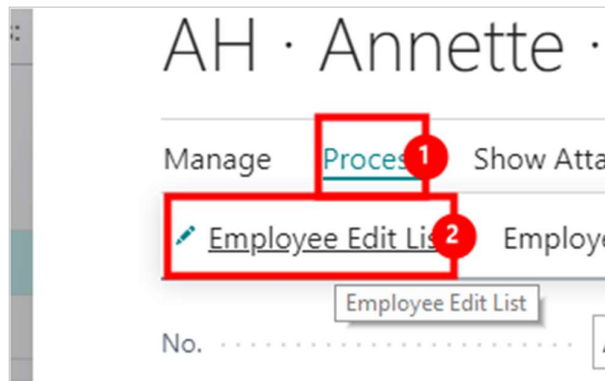
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Click on the link in cell **No.** on any row

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

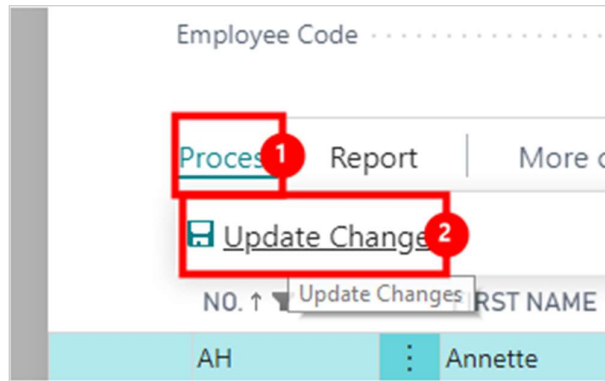


1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Employee Edit List**

BASIC SALARY	HOUSE RENT ALLOWANCE	TRANSPORTA... ALLOWANCE	PHONE ALLOWANCE	OTHER ALLOWANCE	OTHER/SPECL... ALLOWANCE	CONVEYANCE
1,550.00	100.00	20.00	10.00	20.00	0.00	0.00

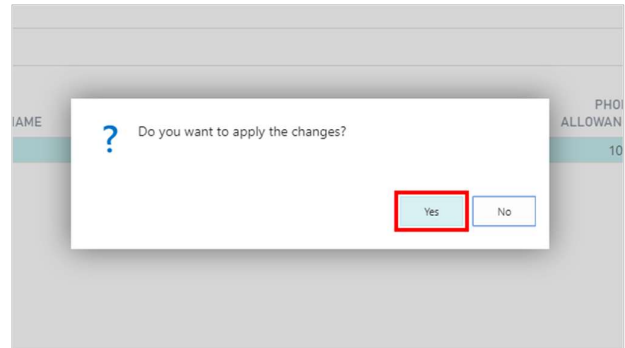
1. Click on the cell **Basic Salary** on any row





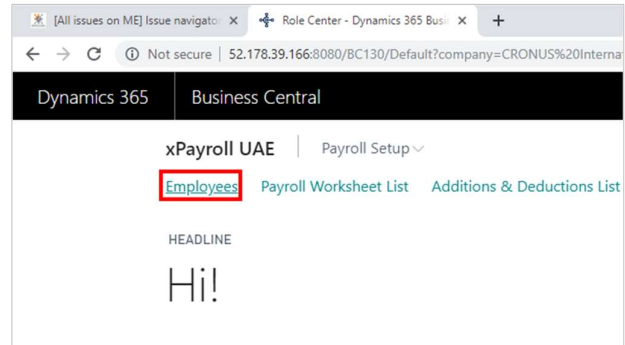
1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Update Changes**

Click on the button **Yes**



## 8. Employee Loans

Click on the navigation menu item **Employees**



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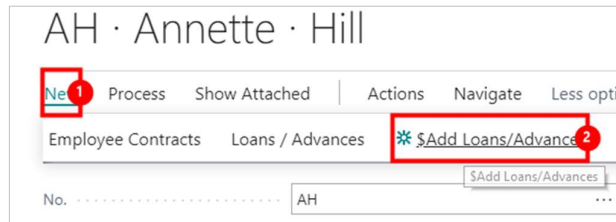
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W.: [www.xenatusglobal.com](http://www.xenatusglobal.com)

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

NO. ↑	FIRST NAME	LAST NAME	JOB TITLE
<a href="#">AH</a>	Annette	Hill	Secretary
Open record "AH" in a new window			
LM	Linda	Martin	Service Manager
MD	Mary	Dempsey	Designer
MH	Mark	Hanson	Production Assis...
PS	Peter	Saddow	Sales Manager
RL	Richard	Lum	Production Man...
TS	Timothy	Sneath	Production Assis...

## 8.1. Add Loans/ Advances



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

TYPE ↑	DESCRIPTION	PERIOD	PERIOD NUMBER	AMOUNT	CURRENCY CODE	START DATE	RETRIEVE AMOUNT	PERIOD AMOUNT	JNL
Loan		3-2019-03	11	12,000.00		1/3/2019	12,000.00	1,090.91	DA

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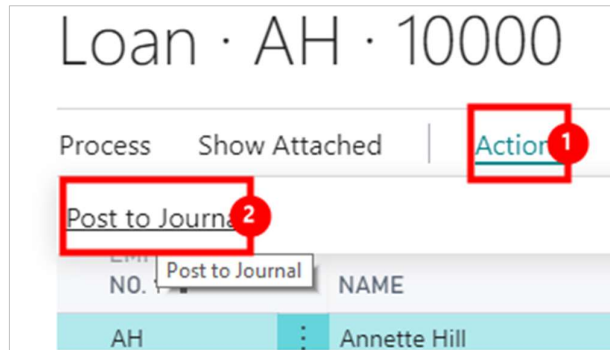
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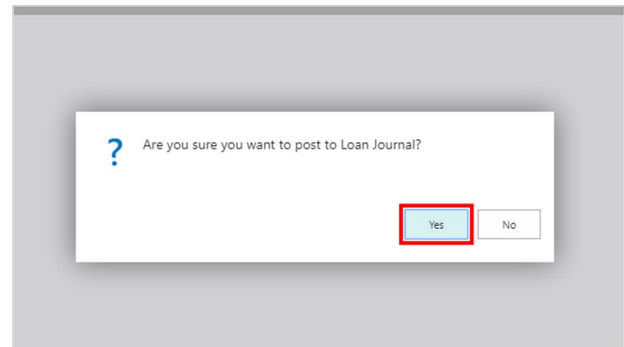
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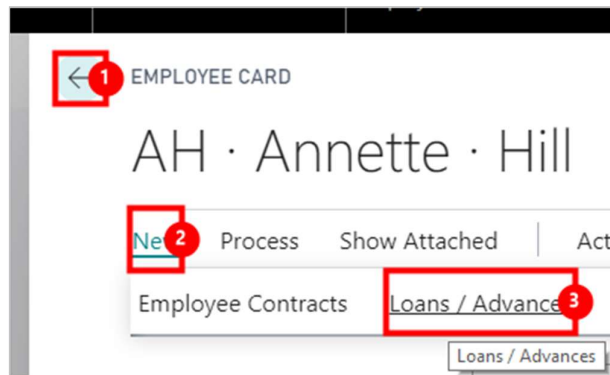
1. Click on the navigation menu item popup **Actions**
2. Click on the navigation menu item **Post to Journal**

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**

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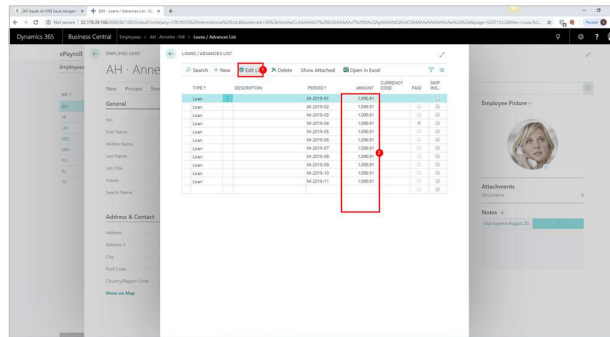
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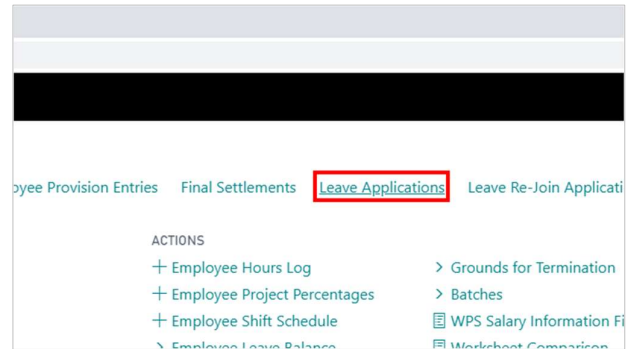
1. Click on the navigation menu item **Edit List**
2. Click on the cell **Amount** on any row

## 9. How to enter Leave Applications

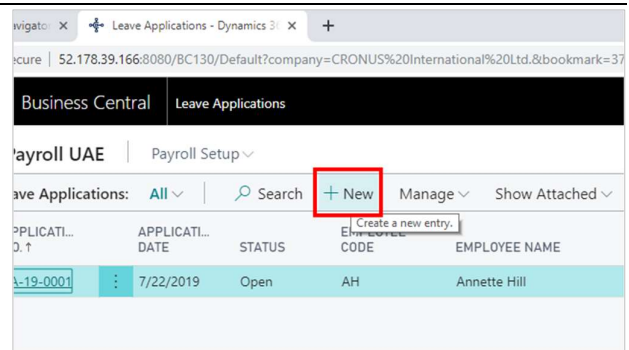
### 9.1. Leave Applications

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**



Application No. ....	LA-19-0003	From Date .....	
Application Date .....	7/25/2019	To Date .....	
Employee Code .....	AH	Half Day .....	<input type="checkbox"/>
Employee Name .....	Annette Hill	Days .....	0.0
Department .....		Leave Balance Days .....	0.0
Designation .....	Secretary	Remarks .....	
Leave Code .....		Status .....	Open

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**

Search

LA-19-0003

STATUS

Open

Open

Process

Show Attached

+ Post

Cancel

Application No. .... LA

Application Date ..... 7/

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

Click on the button **Yes**

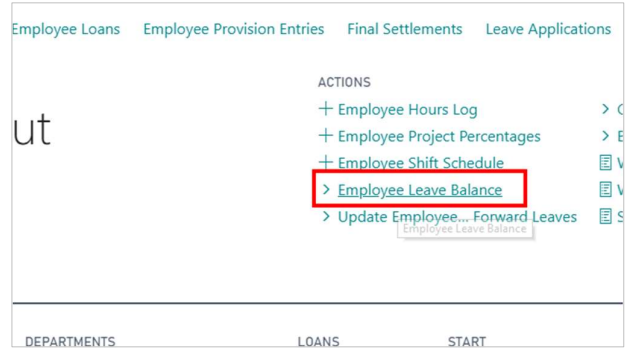
?

Do you want to post the Leaves ?

Yes No

# 10. How to view Leave Balances

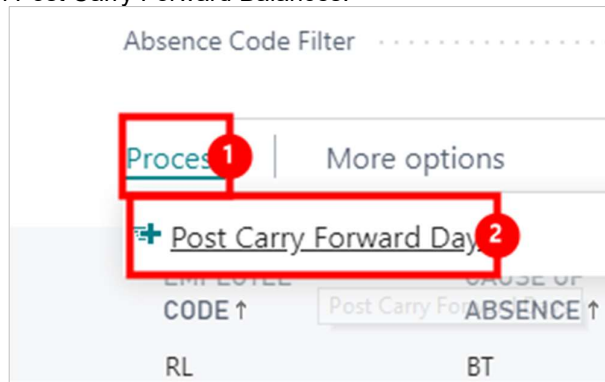
Click on the navigation menu item **Employee Leave Balance**



A screenshot of a data table titled 'Employee Leave Balance'. The table has columns for 'EMPLOYEE CODE', 'CAUSE OF ABSENCE', 'DESCRIPTION', 'YEAR + Y', 'OPENING BALANCE', 'EARNED LEAVES AS ON DATE', 'TOTAL AVAILABLE LEAVES', 'TAKEN VACATION', 'ENCASHED DAYS', 'LEAVE BALANCE', and 'CARRY FORWARD LEAVES'. The table contains multiple rows of data for various employees and absence codes, with some cells highlighted in light blue.

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**

YEAR	(DAYS)	DATE	LEAVES	TAKEN
2019				
2019				
Do you want to post the Final Employee Leave Balances for the year 2019 ?				
			<input type="button" value="Yes"/>	<input type="button" value="No"/>
2019		45.00		45.00
2019				
2019		12.83		12.83
2019				

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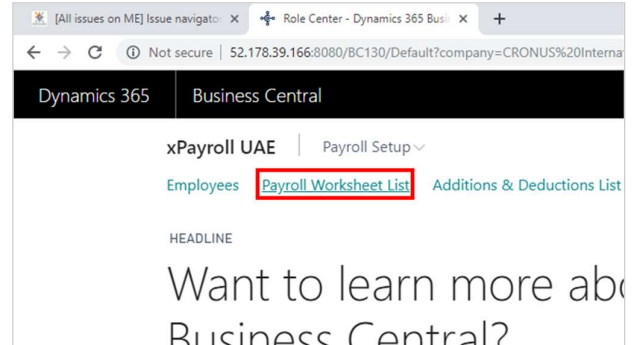
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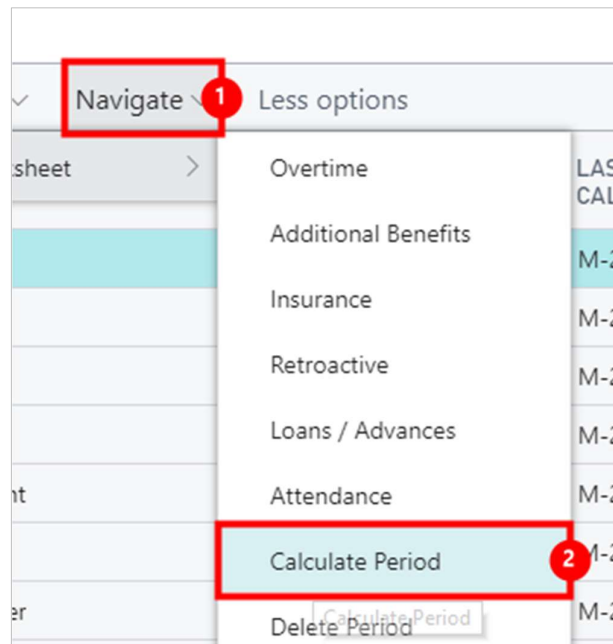
## 11. How to process Payroll

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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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. ↑	FIRST NAME	LAST NAME	INITIALS	JOB TITLE	PAYROLL PROFILE	CALCULATED
AH	Annette	PEL	ANELL	Secretary	PROF-0001	M-2019-04
JR	John	Roberts	JROBERTS	Managing Director	PROF-0001	M-2019-04
LM	Linda	Martin	LAMARTIN	Service Manager	PROF-0001	M-2019-04
MD	Mary	Stempsey	MSTEMPSEY	Designer	PROF-0003	M-2019-04
MH	Mark	Henson	MHANNISON	Production Assistant	PROF-0001	M-2019-04
PS	Peter	Saklow	PSADDOW	Sales Manager	PROF-0003	M-2019-04
RL	Richard	Lum	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

Payroll Worksheet List: All Search + New X D

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

Payroll Worksheet SubForm Manage More options

LINE NUMBER ↑	PAY ELEMENT CODE	PAY ELEMENT NAME	PERIOD CODE *	PAY DATE	SIGN	TYPE	AMOUNT
10	SA	BASIC SALARY	M-2019-04	6/30/2019	Addition	Employee	1350.00
20	HA	HOUSE RENT ALLOWANCE	M-2019-04	6/30/2019	Addition	Employee	100.00
30	TA	TRANSPORTATION EXPENSES & OTHER ALLOW.	M-2019-04	6/30/2019	Addition	Employee	20.00
40	AF	ADVANCE	M-2019-04	6/30/2019	Deduction	Employee	10.00
170	LD	LOAN DEDUCTION	M-2019-04	6/30/2019	Deduction	Employee	1.00
190	OA	OTHER ALLOWANCE	M-2019-04	6/30/2019	Addition	Employee	20.00
200	TE	PHONE ALLOWANCE	M-2019-04	6/30/2019	Addition	Employee	10.00
270	LP	ANNUAL LEAVE PROVISION	M-2019-04	6/30/2019	Information	Employee	18.00

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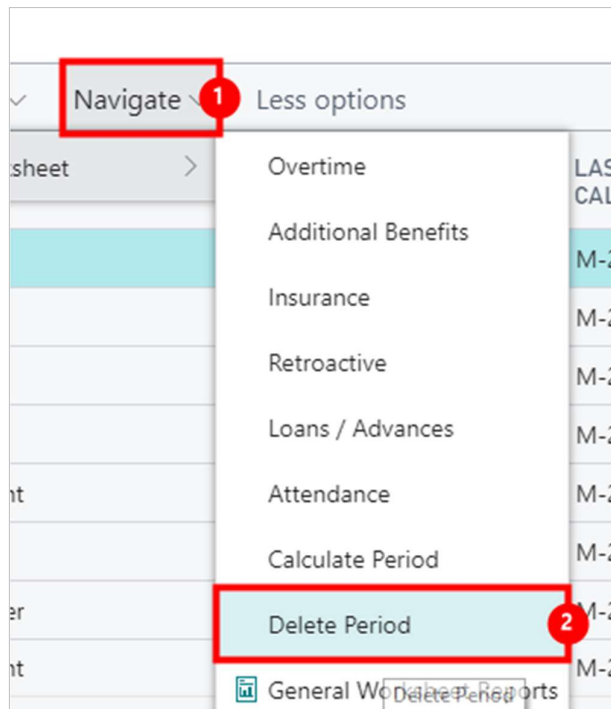
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1. On this screen all the elements that are included on the Active Payroll Profile of the Employee including Loan repayments, overtime, additions/deductions, salary, Provisions (Bonus, Leave, Flight fare and Gratuity). It also includes the Period, 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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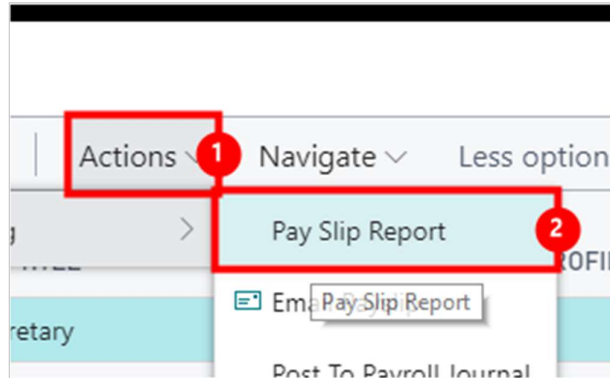
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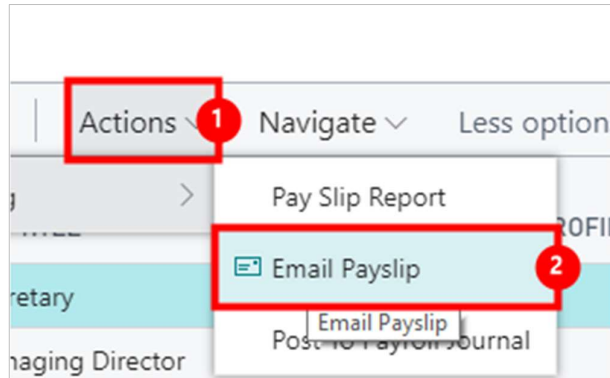
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1. Click on the navigation menu item popup **Actions**
2. Click on the navigation menu item **Pay Slip Report**



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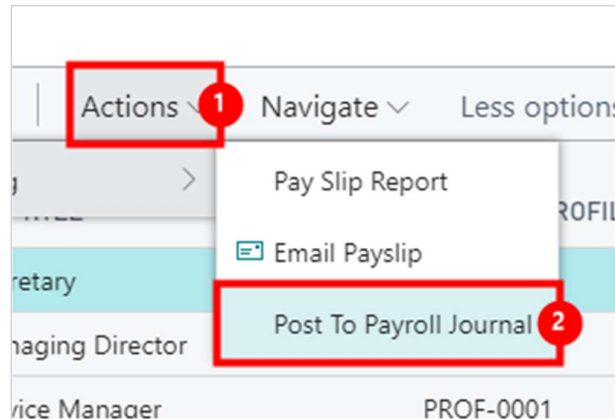
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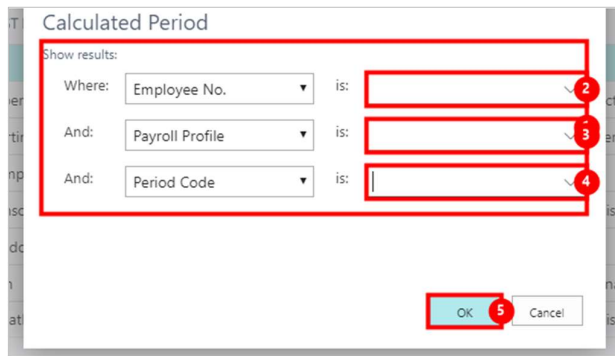
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1. Click on the navigation menu item popup **Actions**
2. Click on the navigation menu item **Post To Payroll Journal**



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**

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