Payline Payroll User Manual

Table of Contents

1 Login

The system allows you to log in to the company that you wish to run the payroll for. If you're a licence allows you to have more than one company operating the payroll will thus allow you to access the companies.

2 Common Themes in the Payroll Function

2.1 Save Button
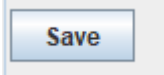
Throughout the system the save button achieve two functions

- Saving new records
- Saving an edited record that already existed
- On saving the system gives feedback on a saved record
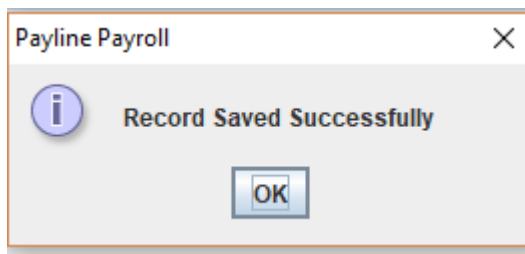
2.2 Cancel Button
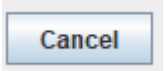
The cancel button clears your screen for input.

2.3 Delete Button
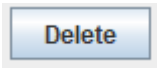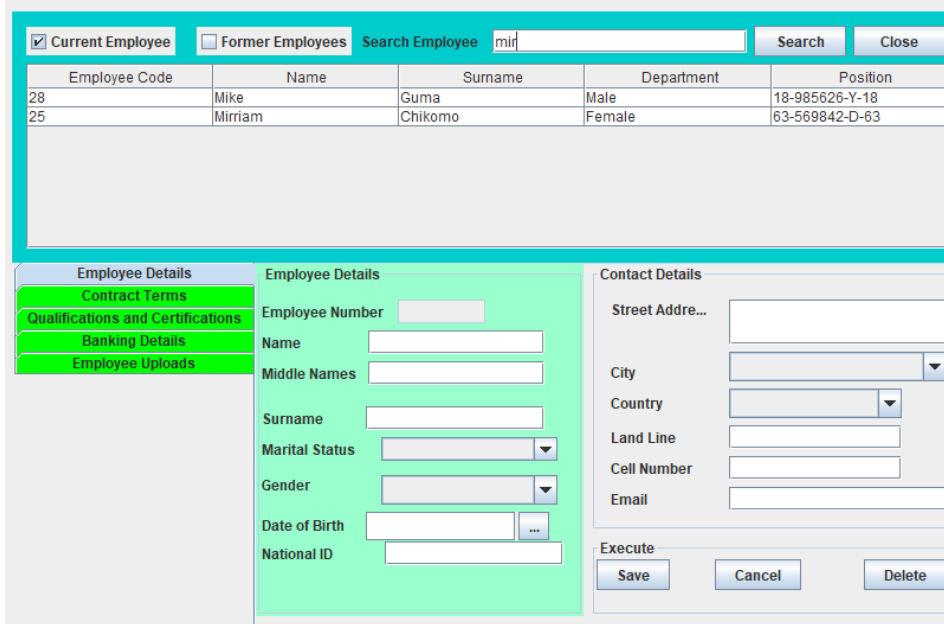
Delete button removes a record from Payline. Once deleted the record cannot be recovered. Before deletion a warning is given as below
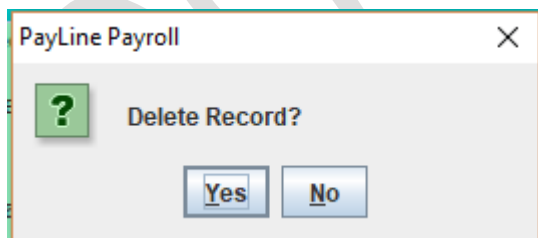
On confirmation for deletion the record is then deleted. A confirmation message of a deletion is then given.

2.4 Search Function

The search function in the system enables for one to be able to search for record by typing in the name of the employee and the table will show

Clicking on the name of the employee found int eh search box brings out the records of the employee as shown below

2.5 Record Highlighted

A record that is being edited will show the record number which is greyed out.

Edit Record 4

This is the record number of the data being changed. Throughout the system the Edit Record is prevalent showing the record being changed. An example can be shown below

First Name			Search		CoPayments	Active

Employee Code	First Name	Last Name	National ID
22	Mwana	Zimbo	23-124560OPS
23	Tatenda	Moyo	63-123890-U23
26	Shingai	Kapfunde	63-145625-X-...
42	Pamela	Mahembe	63-1569808-...
32	Manyara	Venda	24-148602-D-...
20	Jane	Govai	89-4506897-...
33	Samuel	Nheta	17-265423-Q-...
38	Oscar	Pandu	45-628419-J-...

System ID	Scheme Nu...	Deduction ...	Scheme Pr...	Start Date
15	qw	Medical Aid	PSMAS	2018-01-01

Edit Record 15   **Detail ID** 26

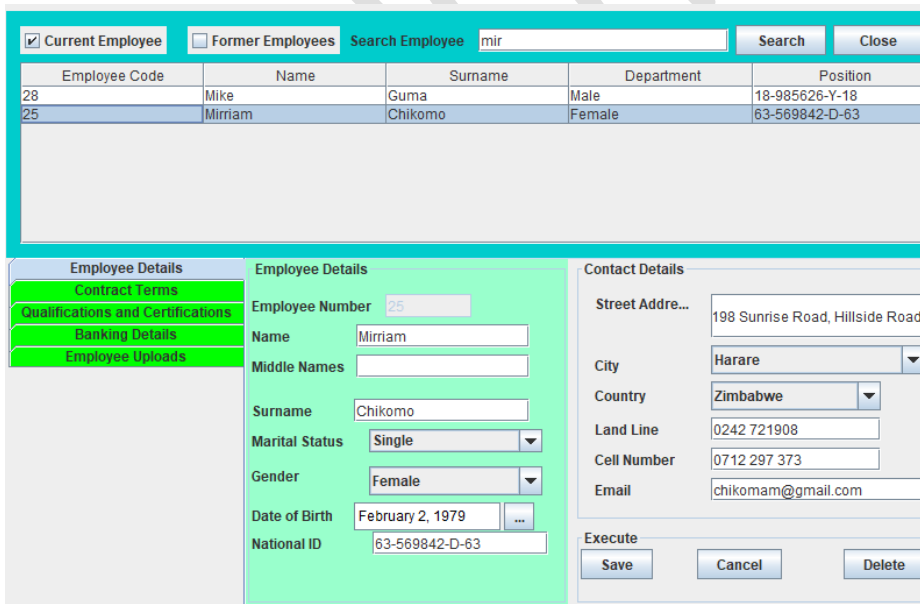|				
Employee Code	23	Employee	Tatenda	
Deduction Type	Medical Aid	5	Status	Active
Scheme Provider	PSMAS		Scheme Name	e
Scheme Number	qw			
Start Date	January 1, 2018	...	End Date	January 1, 2999	...

Copayment | Spouse | Employee Amount | 1.0 | Employer Amo... | 1.0 | Active | Commit

Employee Code	System ID	Detail ID	CoPayment	Employee Amount	Employer Amount	Active
23	15	23	Father	1.0	65.0	Active
23	15	24	Mother	1.0	65.0	Active
23	15	25	Children	2.0	65.0	Active

Save   Cancel   Delete   Close

3 Getting Started with Payline System
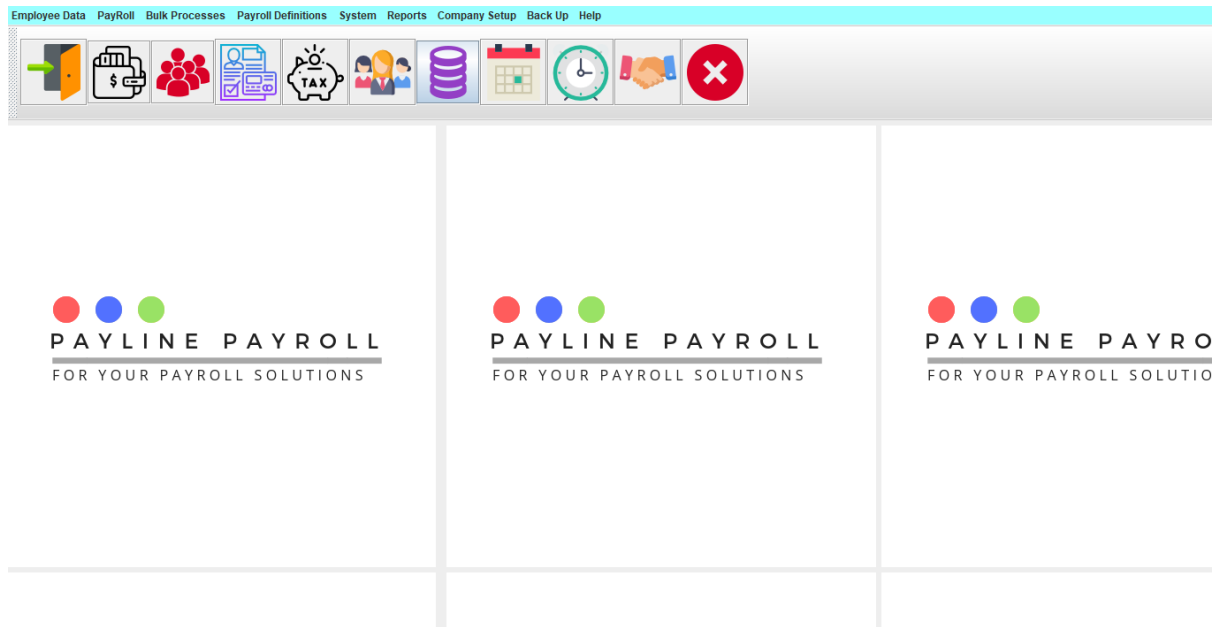
Once is logged in you have access to different menu for the system.

3.1 Setting Up your company

To set up your company you go to the following

- Access menu [Company Setup]
- Select [Register/Open Company] menu

From the screen that comes out you can then register your company name and other details that follow.

3.2 Switching between companies
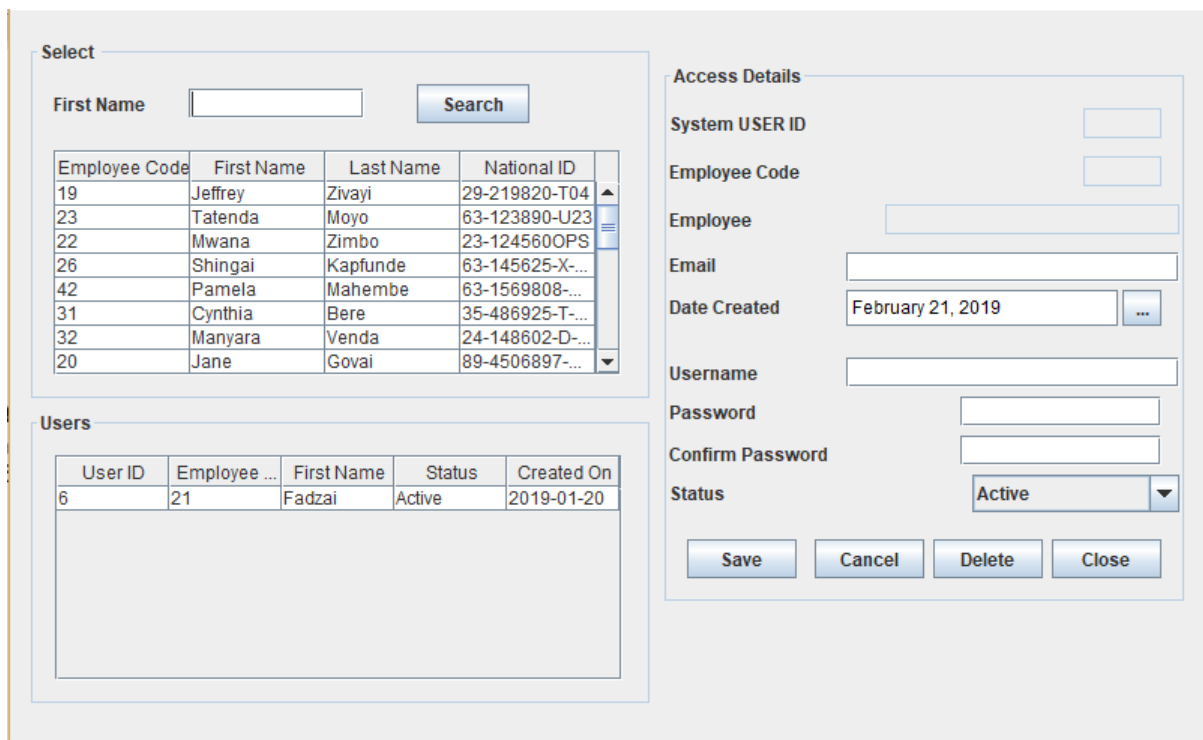
You can switch between companies once you are in the system.

- Access menu [Company Setup]
- Select [Register/Open Company] menu
- From the screen you can use the button Switch Company

Register Users

You can register users in the system by using the administration screen.

- Access [System] menu
- Select [System Administration]
- Select [Add Users]

From here you can add, delete or set Active or Inactive status for users. The system will track the person's activities throughout the system.

3.3 Setting Up Work Day Base

The work day base is the number of days that the payroll is calculated against

The system has the following work day bases

- 22 days
- 26 days
- 30 days
- And absolute days for the months

Setting up the work day base enables the system to calculate earnings for leave days sold, employees who start or leave in the middle of the month.

To access the menu

- Access [System]
- Select [Work day Set Up]

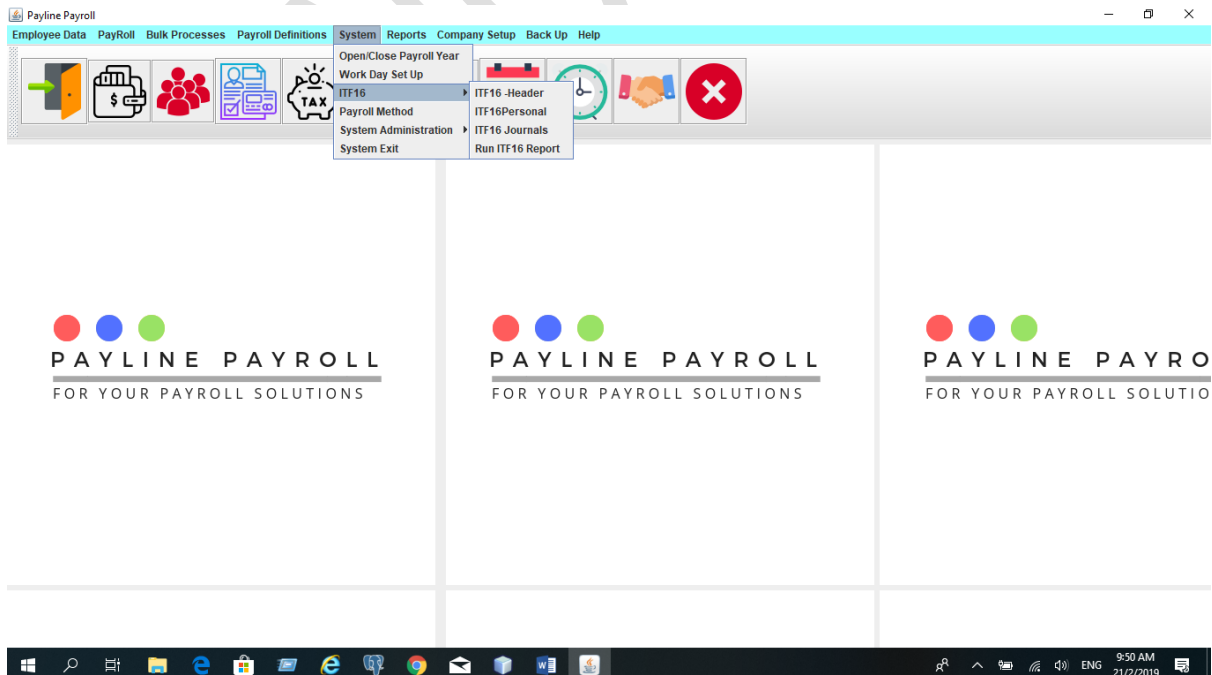## 3.4 ITF16 Report

ZIMRA requires that the ITF16 report be produced every year. The system has inbuilt ITF6 builder for any users which is available under the following menu as shown below
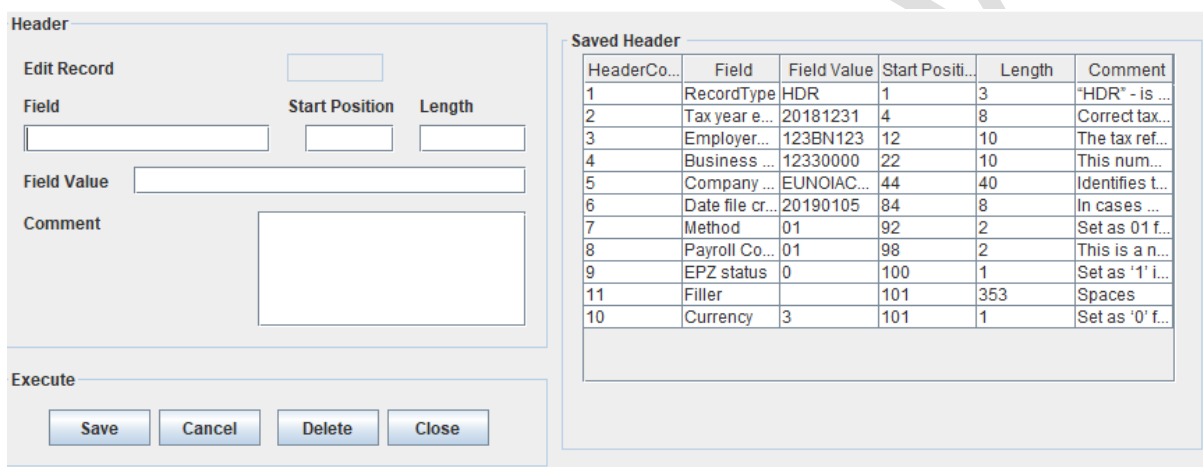
There are three builders as shown

- ITF16 Header
- ITF16 Personal
- ITF16 Journal

3.4.1 ITF16 Header

The header helps to build the file as required by ZIMRA.

For each entry the following is captured

- Field: Name of the filed as according to ZIMRA
- Start Position: The place start for the field value
- Filed Value: The actual value that will appear in the report
- Length: The size in length of the filed
- Comment: The comment that helps to understand what the field is about

N.B. The header structure is provided by ZIMRA for the ITF16 report.

3.4.2 ITF16 Personal

The ITF16 personal helps you to build the Payroll ITF16 report by capturing the fields required to give the personal details of the person. The builder access the database, and subsequent tables. From this one can then access the field that they want to see in the report as shown below

PAYLINE PAYROLL

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DataBase Tables	Table Fields	Personal Columns
PayrollRun		Edit Record Table Name
ProcessedPayroll		
copaymentdetails		Field Start Position Length
backupconfiguratic		
bank		
banknames		Comment
resources		
allowances		
benefitsparameter		
codependents		
company		
allowanceparamet		Execute
contracttype		
copayment		Save Cancel Delete Close
contractterm		

Saved Header

HeaderCode	Field	Table Name	Start Position	Length	Comment
2	surname	employeedetails	22	24	Employees surn...
3	employeename	employeedetails	46	24	Where the payrol...
4	nationalid	employeedetails	70	12	As the National I...
5	dateofbirth	employeedetails	82	8	When the emplo...
6	startdate	contractterm	90	8	Either first day of...
7	exitdate	contractterm	98	8	Either last day of...
1	employeenumber	contractterm	1	8	This is a referen...

The selection of the fields requires for one to capture the Start Position, Length, and Comment as shown below

3.4.3 ITF16 Journals

This section enables the system to capture the different elements that must appear in the ITF16 report.

From this one access the journals with the information that is needed.

You can then proceed to choose as many columns as needed for each field, the system with then add these two to make the field required. As with the Header and Personal section of the ITF16 report the system requires the Start Position, Length and Comment.

Each selected filed must be categorised between the following

Earnings, Benefits, Tax Credits and Deductions.

3.4.3.1 Place Holder

Where a place holder position is needed the system allows one to create the place with similar values of Start Position, Length and Comment being needed.

In this case no field value is selected.

3.5 Payroll Method

The Payroll method is the different payroll method runs available in the system. The system allows for the following runs

- Final Deduction System Forecast Method
- Final Deduction System Average Method
- PAYE Traditional method

Payroll Method Selection

☐ PAYE Method ☐ Final Deduction System: Forecast ☐ Final Deduction System: Average

Execute

[Save] [Cancel] [Delete] **[Close]**

Select Employee

☐ By Employee   Search Name [_____]   ☐ By Grade

Select	Employee Number	Name	Surname
☐	37	Honest	Chireya
☐	34	Simbarashe	Chogote
☐	27	Chipo	Fundura
☐	20	Jane	Govai
☐	28	Mike	Guma
☐	41	Portia	Hlahla
☐	26	Shingai	Kapfunde

Select	Grade
☐	1
☐	2
☐	3
☐	4
☐	5

Employee Number	Name	Surname	S. Date	E. Date	Payroll Method
23	Tatenda	Moyo	2015-01-01	2999-01-12	FDS Forecast
22	Mwana	Zimbo	2017-01-07	2999-01-12	FDS Forecast
26	Shingai	Kapfunde	2016-02-01	2999-01-12	FDS Forecast
42	Pamela	Mahembe	1979-06-08	2999-01-12	FDS Forecast
32	Manyara	Venda	2015-04-01	2999-01-12	FDS Forecast
20	Jane	Govai	2018-11-01	2999-12-31	PAYE Traditional
33	Samuel	Nheta	2015-04-01	2999-01-12	FDS Forecast
38	Oscar	Pandu	2016-10-04	2999-01-12	FDS Forecast
39	Tsitsi	Nyoni	2016-10-04	2999-01-12	FDS Forecast
40	Lovemore	Sithole	2015-07-08	2999-01-12	FDS Forecast
43	Getrude	Manyonga	2016-10-20	2999-01-12	FDS Forecast
28	Mike	Guma	2015-02-04	☐999-02-11	FDS Forecast
34	Chaipa	Muchena	2018-02-02	2999-01-12	PAYE Traditional

The system automatically defaults to FDS Forecast method on capturing an employee or system year roll over as long as the employee's contract start is before 1 January of the payroll year.

Where one is in the joins in the mid-year the system uses the PAYE Traditional method.

The payroll method can thus be changed depending on the rules supplied by ZIMRA.

3.6 Open or Closing the year

The system can be maintained for the year cycles that are present. Hence to set the years or close the years

- Access[System] menu
- Select [Open/Close Payroll Year]

Year Details

Year

Start Date [ ] ...

End Date [ ] ...

[Update] [Cancel] [Delete]

Year Procedures

Edit Record [ ]

Open
- ☐ Set Leave Days
- ☐ Open Months
- ☐ Open Time Periods

[Open]

Close
- ☐ Back Up Database
- ☐ Close Leave Days
- ☐ Close Months
- ☐ Close Time
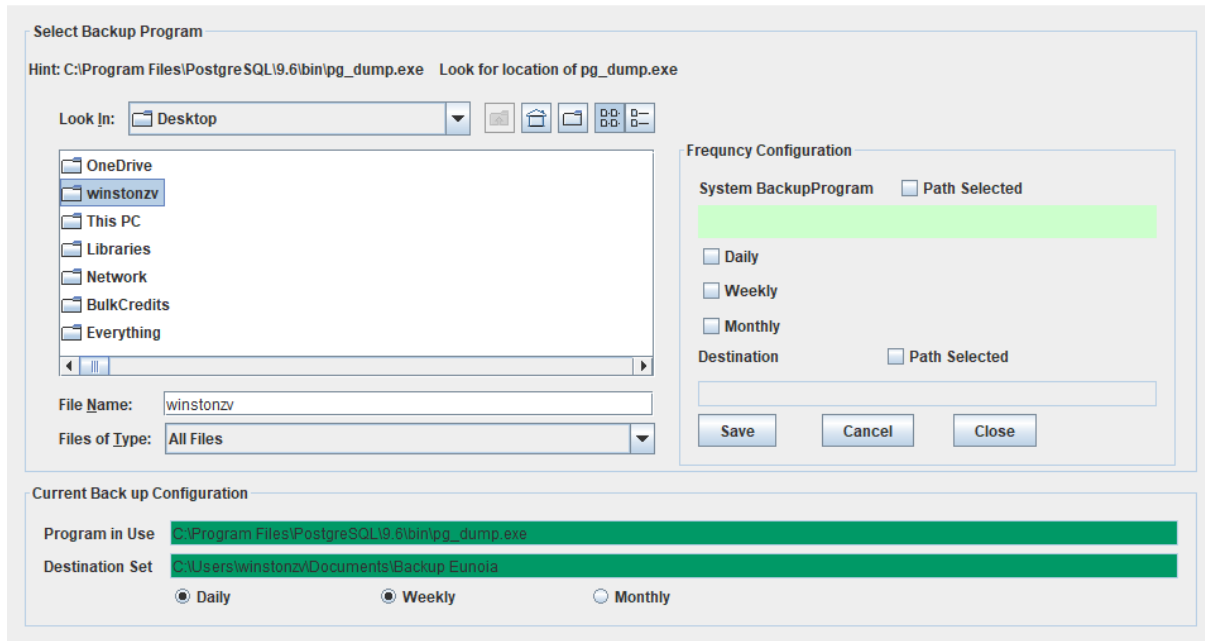
[Close]

Year ID	Year	Start Date	End Date	Year Status	User
40	2018	2018-01-01	2018-12-31	CURRENT	postgres
15	2017	2017-01-01	2017-12-31	CLOSED	postgres

[Close]

- The start date and end date are needed.
- One cannot close the year if there are still payroll months not run
- Once cannot open new payroll year if there is another open payroll year
- Once cannot jump a payroll year (in special cases contact payroll supplier for assistance)
- Before closing or opening new year, always back up the database.

4 Back Up

4.1 Configuration Back Up

The system comes with a back up facility which allows you to make back up as according to configurations

- Access [Back up] menu
- Select [Configuration Back Up]

From here one must access the program for back up which is the PostgreSQL\[VERISON NUMBER]\bin\pg_dump.exe
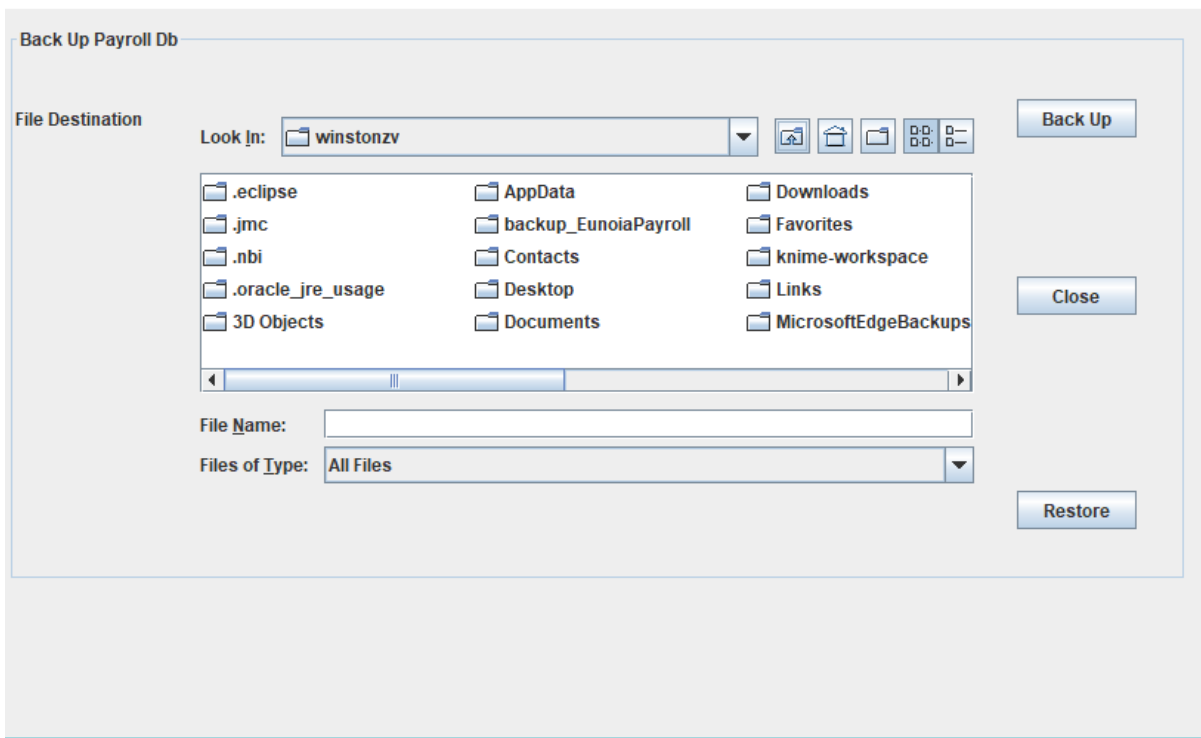
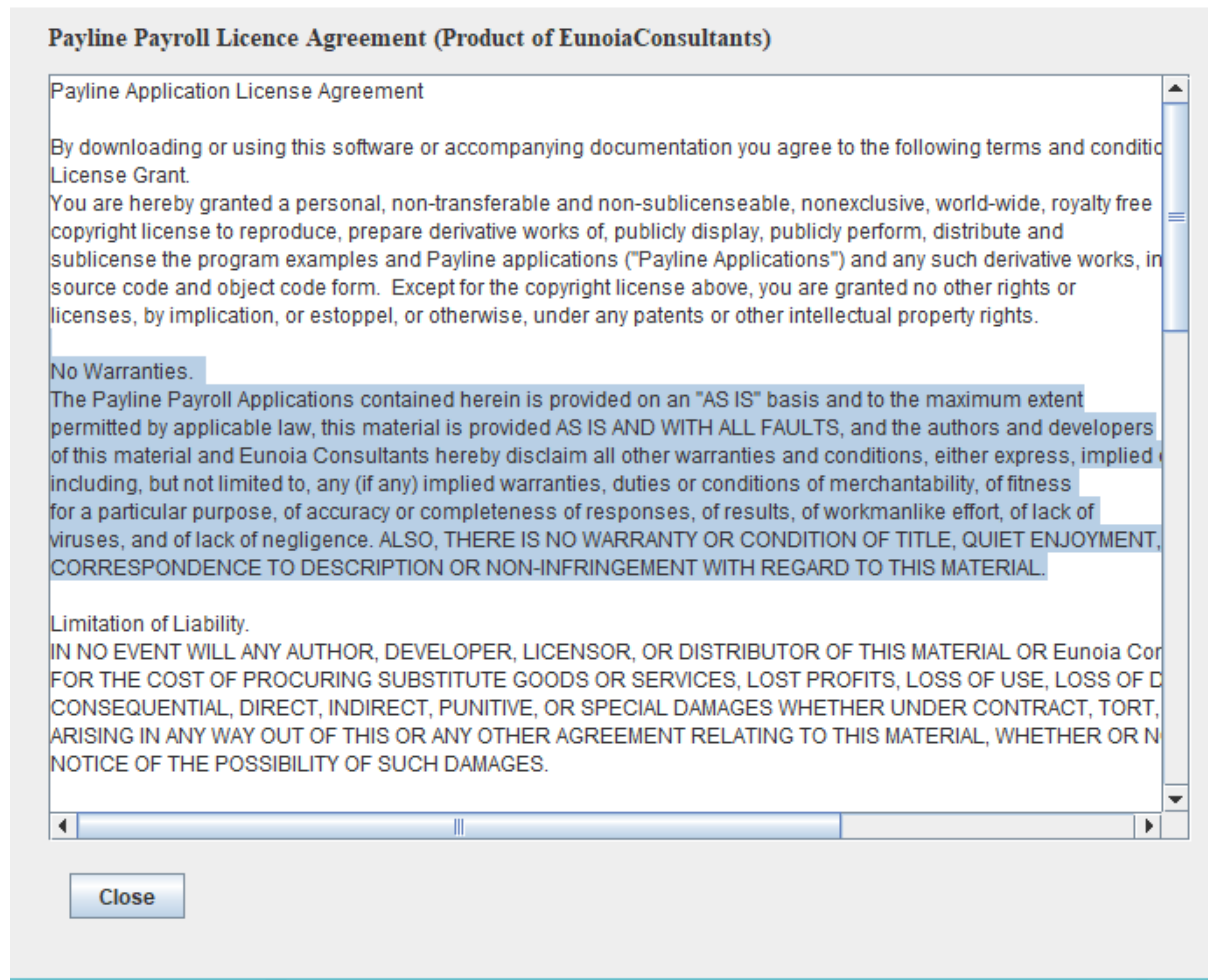Select the destination set

4.2 Backup and Restore

- Access [Back Up] menu
- Select [Backup and Restore]

You can destination to backup to or where the file is located you can restore from that file after picking up the file

5 Licence Agreement

You can see the licence agreement from the following

- Access [Help] menu
- Select [Licence]

Payline Payroll Licence Agreement (Product of EunoiaConsultants)

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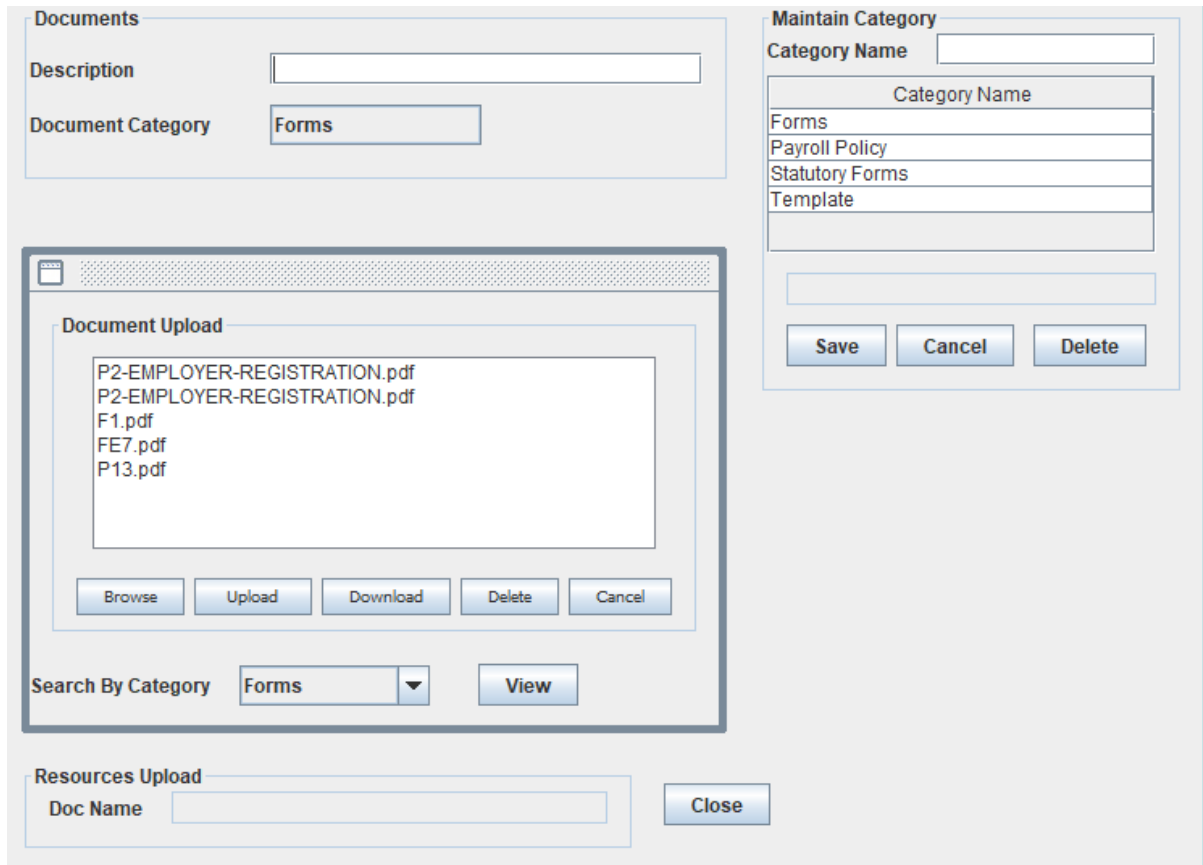IN NO EVENT WILL ANY AUTHOR, DEVELOPER, LICENSOR, OR DISTRIBUTOR OF THIS MATERIAL OR Eunoia Cor
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NOTICE OF THE POSSIBILITY OF SUCH DAMAGES.

Close

6 Document Management for Payroll Forms

The system allows you to upload and download payroll forms that the regulator requires you to fill or use.

- Access [Help] menu
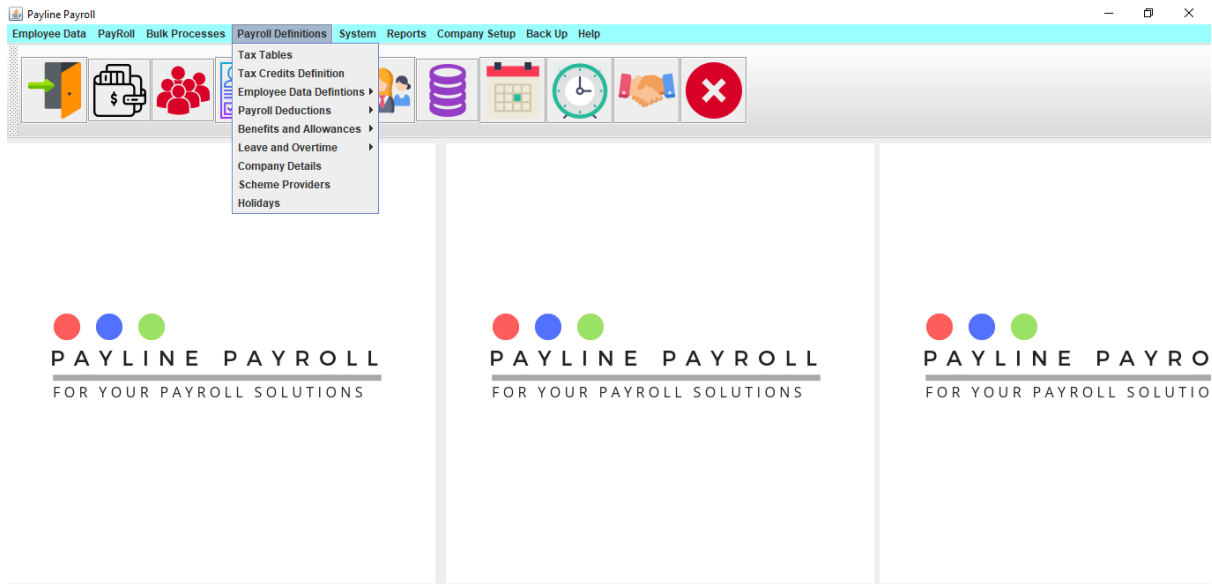- Select [Resource]

From here you can Browse and upload forms or policy documents

- Create category of uploads
- When uploading select category name
- Browse and Upload document

You can download documents uploaded

- Select document to download
- Click download and save where you want to see the document

7 Payroll Definitions

The payroll definitions menu enables you define the different variables ro parameters that are going to be used in the payroll. These include the following categories

- Tax Tables
- Tax Credits
- Employee Data Definitions
- Payroll Deductions
- Benefits and Allowances
- Leave and Overtime
- Company Details
- Scheme Providers
- Holidays

7.1 Tax Tables

The tax tables are provided by ZIMRA each year and are the threshholds for calculating PAYE for the government. The payroll captures the monthly and yearly tax tables and where there is special request other periodic tables can be added.

7.2 Monthly and Yearly Tax Tables

To enter, view or edit the entries one must select if they want to view the monthly or yearly tax tables

Select Tax Table To Update

				Monthly ▼
Lower Range	**Upper Range**	**Tax**	**Deduction Amount**	**Year**
				2018 ▼ **Commit**

Range ID	Year	Lower Range	Upper Range	Tax Range	DeductionAmount	
16	2018	1500.01	3000.0	25.0	135.0	**Save**
						Cancel
						Delete
						Close

Current Tax Table

Range ID	Year	Lower Range	Upper Range	Tax Range	DeductionAmount
14	2018	0	300	0	0
15	2018	300.01	1500	20	60
16	2018	1500.01	3000	25	135
17	2018	3000.01	5000	30	285
18	2018	5000.01	10000	35	535
19	2018	10000.01	15000	40	1035
20	2018	15000.01	20000	45	1785
21	2018	20000.01	300000	50	2785

Edit Record

Once a the tax table is selected once can then proceed to enter values from Lower Range, Upper Range, Tax and Deduction Amount. The payroll will select the year as according to the current set year.

Once the entries are committed into the table below them can thus be saved. You can enter as many entries as a possible and committing each entry as required before hitting the Save button.

7.3 Tax Credit

The tax credits definition can be defined in the payroll by accessing

- Access[Payroll Definition]
- Select [Tax Credits Definition]

From this enter your tax credit as defined by government for the employees

Here we capture

- Name: Name of the tax credit
- Description: Description of the tax credit with regard to what it is
- Total Credit Amount: Amount allowed to be claimed per year
- Months Applicable: the number of months that once can apply or receive the credit

In capturing the credit there are tow options

- BY Amount: If it is going to be an amount that is subtracted
- By Percentage: If the tax credit will be a percentage of any amount that is to be captured e.g.

Medical Appliances could be $500 but the percentage of tax credit that can be applied is 50%, we thus capture the 50% as shown in the examples above.

7.4 Payroll Deductions

Payroll deductions are the deductions that must be made on the salary for statutory or non-statutory purposes. The system, gives tow menus which are

- Statutory Deduction
- Non-Statutory Deductions (Employee)

7.4.1 Statutory Deduction

- Access[Payroll Definitions]
- Select [Payroll Deductions]
- Select [Statutory Deductions

On accessing the deduction one must enter the following categories of information

Statutory Name

The name of the statutory deduction that is going to be done

Calculation Terms

- Gross Minimum: Is there a minimum that is need to be considered for calculation which must be included. E.g NSSA Pension requires a minimum of 700 on the gross amount.

Contribution %

The contribution is split into two elements

- Employee Contribution: The amount that the employee contributes
- Employer Contribution: The amount that the employer contributes

Calculate on

This identifies what the statutory deduction will be calculated on. There are five categories which include the following

- Gross Salary: Salary that the employee is signed up to earn
- Benefits: Contract benefits that the employee is contracted to receive
- Allowances: The allowances that the employee will receive whilst on contract

- **Employer Contribution:** Benefits that the employee receives as a result on employer contribution
- **PAYE:** The PAYE calculation where a statutory is calculated over the PAYE

Apply to

- All employees: Deduction to be for all employees
- Selective Employees: Deduction to be applied to specific employees

7.4.2 Non-Statutory Deductions (Employee Deductions)

These are deductions for the employee which are not regulatory demanded

- Access[Payroll Definitions]
- Select [Payroll Deductions]
- Select [Employee Deductions]

ID	Name	Description	Tax Exemption	Minimum Exempt Am...	Maximum Exempt A...	Exempt Percentage	TC	AD
3	Arrears Pension Con...	Arrears on pension p...	YES	0.0	1800.0	8.0	0	0
5	Medical Aid	Medical aid for emplo...	YES	0.0	0.0	50.0	1	0
2	Retirement Annuity F...	Contribution retireme...	YES	0.0	2700.0	0.0	0	1
4	Canteen Contribution	Monthly Canteen foo...	NO	0.0	0.0	0.0	0	0
6	Loan	Loans to employees	NO	0.0	0.0	0.0	0	0
7	Asset Sale	Sell of asset by comp...	NO	0.0	0.0	0.0	0	0
1	Pension Fund Contri...	Pension	NO	0.0	0.0	0.0	0	0

Edit Record

All deductions are captured with the following

- Name: stating the name of the deduction which it will be referred to by
- Description: Additional information to help understand the deduction
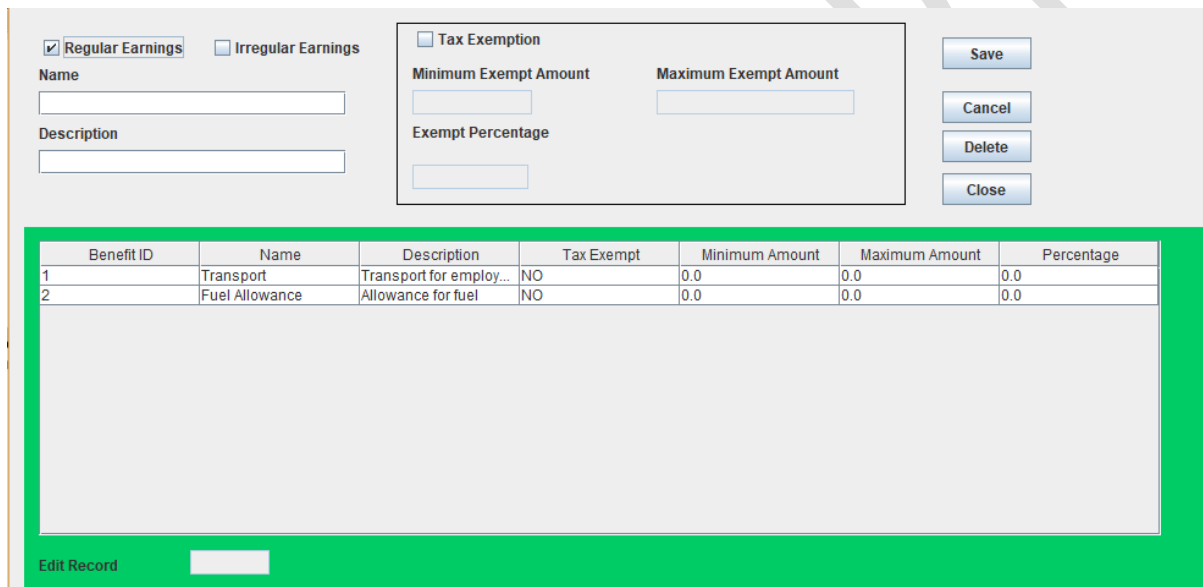
Deductions can have the following

Apply Tax Credit

A deduction may require that tax credit be claimed or applied to it

Allowable Deduction

The deduction may require that an allowable deduction be made to the earnings of the employee

In capturing the tax credit or the allowable deduction the following fields are completed
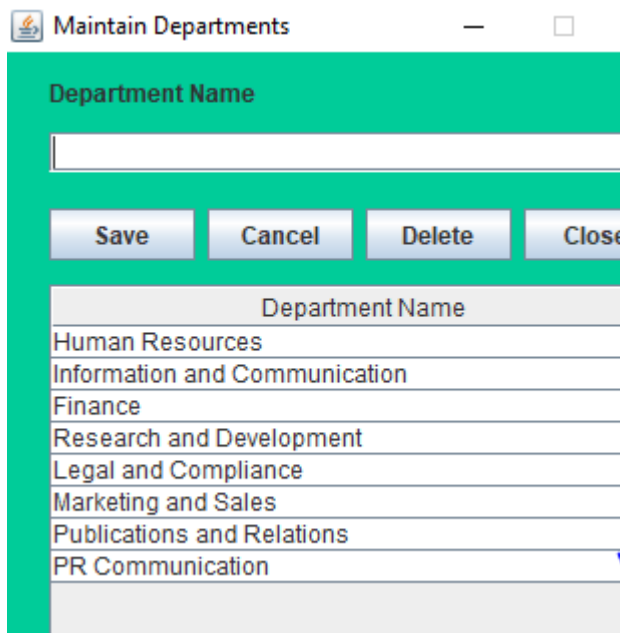
- Minimum exempt amount: Minimum amount that will be allowed
- Maximum exempt amount: Maximum amount hat will be allowed

- Exempt percentage: Percentage that can used for the tax credit or allowable deduction

7.5 Benefits and Allowances

The benefits and allowances screens define the type of benefits that one will be allocated and where applicable the tax exemption that will be given.

7.5.1 Benefits

- Access[Payroll Definitions]
- Select [Benefits and Allowances]
- Select [Benefits]

☑ Regular Earnings	☐ Irregular Earnings		☐ Tax Exemption			Save
Name	Description		Minimum Exempt Amount	Maximum Exempt Amount		Cancel
						Delete
			Exempt Percentage			Close

Benefit ID	Name	Description	Tax Exempt	Minimum Amount	Maximum Amount	Percentage
7	Scholarship	Scholarship paid to st...	YES	500.0	2300.0	50.0
10	Telephone Allowance	Company telephone ...	NO	0.0	0.0	0.0
14	Overtime Allowance	Consistent Overtime ...	NO	0.0	0.0	0.0
15	Housing Allowance	Housing allowance b...	NO	0.0	0.0	0.0
16	Canteen Benefit	Canteen Benefit give...	NO	0.0	0.0	0.0
8	Travell Allowance	Transport allowance f...	NO	0.0	0.0	0.0

Edit Record

Benefits can be categorised into the following

- Regular Earnings: Earnings that one receives regularly as part of the contract
- Irregular Earnings: Earnings that one receives irregular such as once a month in a year

All benefits are captured with the following

- Name: stating the name of the benefits which it will be referred to by
- Description: Additional information to help understand the benefits

Deductions can have the following

Tax Exemption

The benefits may require that a tax exemption be made to the earnings of the employee

In capturing the tax credit or the allowable deduction the following fields are completed

- Minimum exempt amount: Minimum amount that will be allowed
- Maximum exempt amount: Maximum amount hat will be allowed
- Exempt percentage: Percentage that can used for the tax exemption

7.5.2 Allowances

- Access[Payroll Definitions]
- Select [Benefits and Allowances]
- Select [Allowances]

Allowances can be categorised into the following

- Regular Earnings: Earnings that one receives regularly as part of the contract
- Irregular Earnings: Earnings that one receives irregular such as once a month in a year

All allowances are captured with the following

- Name: stating the name of the allowances which it will be referred to by
- Description: Additional information to help understand the allowances

allowances s can have the following

Tax Exemption

The allowances may require that a tax exemption be made to the earnings of the employee

In capturing the tax credit or the allowable deduction the following fields are completed

- Minimum exempt amount: Minimum amount that will be allowed
- Maximum exempt amount: Maximum amount hat will be allowed
- Exempt percentage: Percentage that can used for the tax exemption

7.6 Employee Data Definitions

These are employee data sets that need to be used throughout the payroll

7.6.1 Employee Department

- Access[Payroll Definitions]
- Select [Employee Data Definitions]
- Select [Employee Departments]

Once thus save, edit and delete the records as created.

7.6.2 Education Level

- Access[Payroll Definitions]
- Select [Employee Data Definitions]
- Select [Employee Education Level]

Education Level

Education Level
Bachelors Degree
Diploma
Certificate
PHD
Doctorate
Masters 1

Save | Cancel | Delete | Close

Edit Record

7.6.3 Employee Grades
- Access[Payroll Definitions]
- Select [Employee Data Definitions]
- Select [Employee Grades]

7.6.4 Employee Contract Types

- Access[Payroll Definitions]
- Select [Employee Data Definitions]
- Select [Employee Contract Types]

7.6.5 Employee Banks

- Access[Payroll Definitions]
- Select [Employee Data Definitions]
- Select [Employee Banks]

Bank Name

Save	Cancel	Delete	Close

Bank Name
CABS
Nedbank
Barclays
National Building Society
Steward Bank
Post Office Savings Banks
Womens Bank
NMB Bank Zimbabwe
FBC
Stanbic
Banc ABC
First Capital
Empower Bank Zimbabwe
EcoBank

Edit Record

7.6.6 Employee Dependent Types

- Access[Payroll Definitions]
- Select [Employee Data Definitions]
- Select [Employee Dependent Types]

7.7 Leave Time and Overtime

One can define the leave time categories and over time categories in the definitions.

7.7.1 Leave time parameters

- Access[Payroll Definitions]
- Select [Leave Time and Overtime]
- Select [Leave Types]

From this section once can create the different leave types that can exist in the company with the following parameters

- Leave Type: Name of the leave type
- Mandatory: Id the leave type mandatory to be taken
- Days entitled per year: How many days are allowed in a year
- Monthly accrual: Do the leave days accrue monthly
- Sell Leave Days: Can one sell the days for cash or benefit
- Allocate to all employees: Are the leave days available to everyone
- Included in calculations: do the leave days include holidays, and weekends

Each entry is saved in the table below where one can see what is active and the parameters that exist.

7.7.2 Overtime
- Access[Payroll Definitions]
- Select [Leave Time and Overtime]
- Select [Overtime Rates]

This defines the overtime rates that are going to be used when calculating the amount of overtime taken and its value

Each record captured has the following values

- Type of Overtime: Name of over time
- Overtime Rate: The rate at which overtime will be calculated

7.8 Holidays

The payroll needs the holidays in order to consider leave days in the system

- Access[Payroll Definitions]
- Select [Holidays]

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Holiday Name	Date		Save	Delete
		...	Cancel	Close

Holiday ID	Holiday Name	Date	Period	User
3	Boxing Day	2018-12-26	2018	postgres
4	New Year	2018-01-01	2018	postgres

Edit Record

8 Employee Data

Employee data consists of different screens which include the following

- Employee Details
- Benefits
- Leave Days
- Individual Deductions
- Overtime
- Co-payments
- Terminate Employee
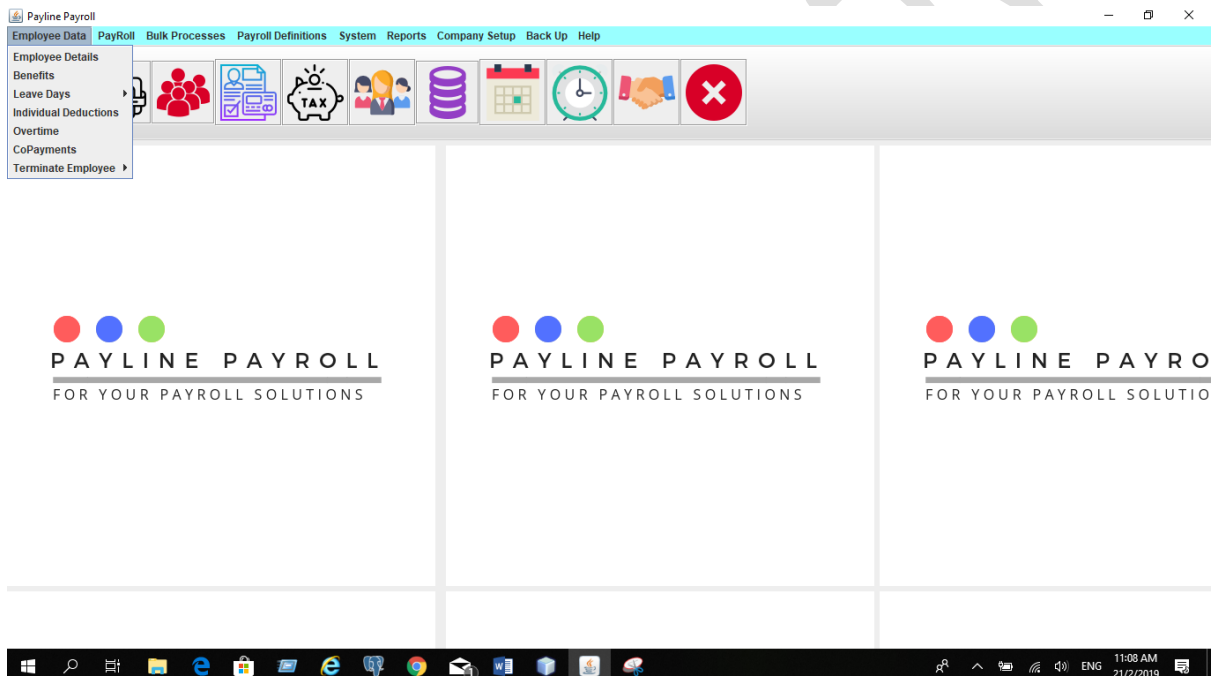
8.1 Employee Details

The employee details has the following

- Employee Details: Captures personal information on the employee
- Contract Terms: Captures contract details of the employee as related to the company
- Qualifications and Certifications: Captures the employee qualifications
- Banking Details: Captures the banking details of the employee
- Employee Uploads: Uploads the documents that are associated with the employee

8.1.1 Employee Details
- Access[Employee Details]
- Select [Employee Details]

Split into two sections the employee details as well as contact details as shown in the screen below

8.2 Contract Terms

- Access[Employee Details]
- Select [Employee Details]
- Select[Contract Terms] tab

- Exit date defaults to 2999 unless specified by capturer
- Employee status defaults to active

8.2.1 Qualifications and Certifications

- Access[Employee Details]
- Select [Employee Details]
- Select[Qualifications and Certtifications] tab

8.2.2 Banking Details

- Access[Employee Details]
- Select [Employee Details]
- Select[Banking Details] tab

Baking details are used to pay the employee. Payment file produced after payroll run points to the banks captured. Employee can have only one bank at a time for the payroll

8.2.3 Employee Uploads

- Access[Employee Details]
- Select [Employee Details]
- Select[Employee Uploads tab

Allows for the upload of the employee picture and their related documents

Documents can be download and saved to a folder of choice

8.3 Employee Deductions

An employee can have different deductions that are removed from the payroll after allowable deductions. These deductions can vary from loans, canteen and other different deduction types.

- Access[Employee Details]
- Select [Individual Deductions]

The deductions have different forms which are

Based on Global Limit

These are deductions which have a limit and are not continuous. Such deductions include loans or advances that need to be deduction from ones salary.

The global limit is thus the total deduction amount which is broken down into monthly payments

Global limits can have

- Interest rate
- Interest calculations

The system picks deduction types as according to the different deductions defined in the system.

Continuous Deductions

These are deductions that will be deducted for a continuous period e.g. canteen deduction

Continuous deductions will be calculated regularly from the payroll and are based on a single amount of deduction

Deduction Status

All deductions are from Active or Inactive, when set active these will be deduction at the time that the payroll is run.

8.4 Overtime

Overtime is captured from the overtime screen access as follows

- Access[Employee Details]
- Select [Overtime]

The system picks the Overtime Type from the defined overtime type and rates as according to the payroll definitions. Entries for overtime are limited to 12 hours per capture. When saved entries will appear in the table below.

8.5 Copayments

The co-payments are for those payments which are done in conjunction with the employer contributing such as medical aid, funeral assurance etc.

- Access[Employee Details]
- Select [Copayments]

The co-payments allows for the following

Select Employee

You can select the employee who is to have co-payments

Once selected the co-payments appear under status (Active/Inactive)

Copayment Details

The next section allows for the capturing of the co-payment details with regards to the following

- Deduction Type
- Status
- Scheme Provider
- Scheme name
- Scheme number
- Start Date
- End Date

Co-dependents

Where the employee is paying for different dependents the system allows for all the allocation of the payments to the different dependents as shown the screen above.

Commit Button: this drops selected and allocated amounts to the table below ready for saving
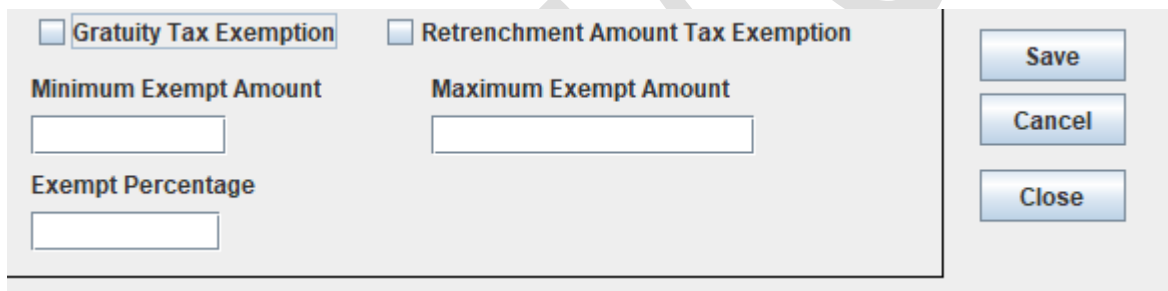
8.6 Termination of Employee

The system allows for the termination of employee procedures.

8.6.1 Termination Tax

To terminate an employee we need to make sure that the tax component has been set

- Access[Employee Details]
- Select [Terminate Employee]
- Select [Terminate Tax]

The termination tax will deal with gratuity and retrenchment.

Tax Exemption

The earnings may require that a tax exemption be made to the earnings of the employee

In capturing the tax exemption the following fields are completed

- Minimum exempt amount: Minimum amount that will be allowed
- Maximum exempt amount: Maximum amount hat will be allowed
- Exempt percentage: Percentage that can used for the tax exemption

8.7 Terminate Process

- Access[Employee Details]
- Select [Terminate Employee]
- Select [Terminate Process

Leave Days

Once an employee is selected for termination the system will automatically calculate the leave days owing

8.7.1.1 Calculate Payouts

When clicked the calculate owing will show a new screen for how much the employee is supposed to be paid on termination

This calculates gratuity and retrenchment package

Calculate on

Select what the packages will be calculated on

- Gross Salary
- Benefits
- Allowance

Gratuity Awarded

Calculates the total over weekly or monthly and commits amount to table

Retrenchment Awarded

Calculates the total over

- Number of years saved
- Minimum to be given per period of service

Transfer

- The Amount can thus be transferred to the main screen for calculating termination process

8.7.1.2 Amount Owing

On selection of Amount Owing the screen amount owing will appear as shown below

From this we can calculate where the employee has saved notice period or not.

Transfer

The Amount can thus be transferred to the main screen for calculating termination process

Once saved the employee's status is then saved as inactive and will no longer be on the payroll, their dues will be calculated on the next payroll run and taxed appropriately.

9 Bulk Process

The bulk processes include the following

- Payroll Print
- Bulk Selective Statutory
- Bulk Salary Adjustments
- Bulk Benefits
- Bulk Allowances
- Bulk Tax Credits
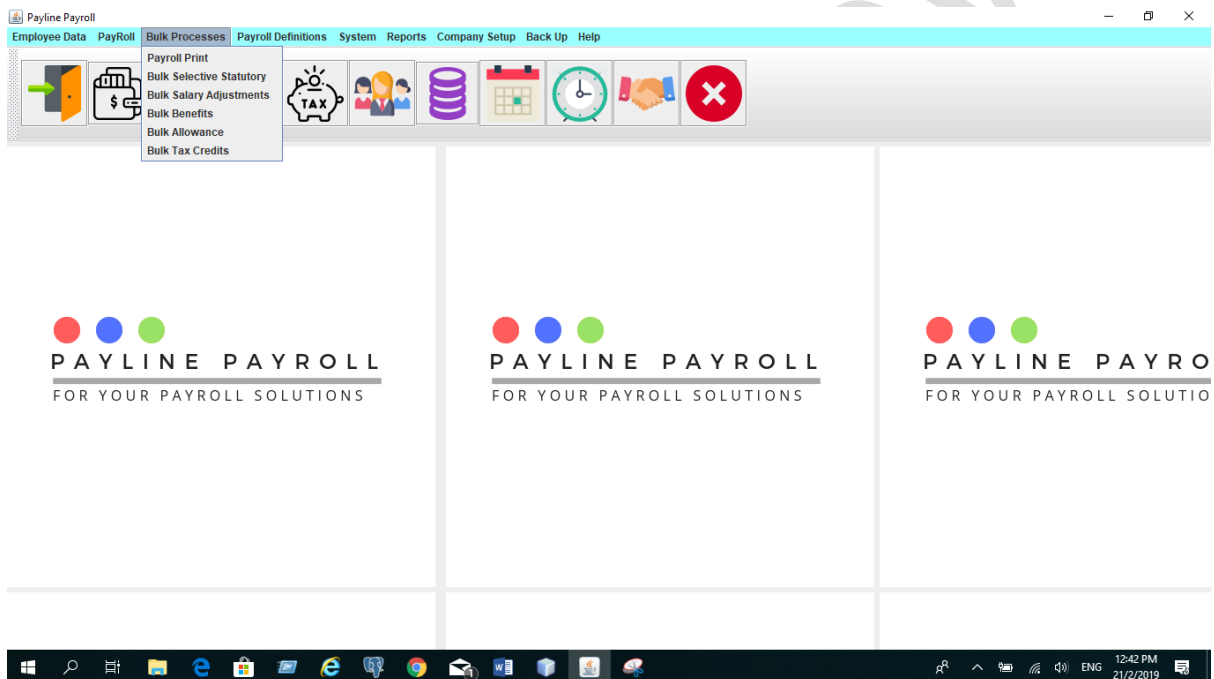
9.1 Selected Statutory

- Access[Bulk Processes]
- Select [Bulk Selected Statutory

From the screen the following can be achieved

- Select defined statutory deductions
- Define the start and end dates
- Select employee to apply or
- Select according to the Employee Grade that it will apply to
- Save to apply

9.2 Salary Adjustments

- Access[Bulk Processes]
- Select [Bulk Salary Adjustments]

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- Select the operation if increase or decrease
- Enter the rare to be used
- On apply the increase will be effected

One can select by Organisation or by department

9.3 Bulk Benefits

- Access[Bulk Processes]
- Select [Bulk Selected Statutory

- Selection can be done according to Regular or Irregular benefits
- When selected the benefit can be capture by amount or percentage
- Benefit can be applied to employee or by grade
- Save

9.4 Bulk Allowances

- Access[Bulk Processes]
- Select [Bulk Allowances]

- When selected the benefit can be capture by amount or percentage
- Allowance can be applied to employee or by grade
- Save

9.5 Bulk Tax Credits

- Access[Bulk Processes]
- Select [Bulk Tax Credits]

Credit ID	Name	Description	Amount	Monthly	Percentage
1	Blind Credit	Credit for th...	900.0	75.0	0.0
4	Disability C...	Mentally or ...	900.0	75.0	0.0
2	Elderly	Elders credit	900.0	75.0	0.0
5	Invalid Appl...	Purchasing...	0.0	50.0	50.0
3	Medical Ex...	Medical Ex...	0.0	50.0	50.0

Edit Record 5
Credit Record 4
Name Elderly
Start Date November 1, 2018 ... **End Date** November 30, 2018 ...

Amount
Amount 75.0

Percentage
Percentage 0.0 Amount

☑ By Employee **Search Name**

Select	Employee Number	Name	Surname
☐	20	Jane	Govai
☐	21	Fadzai	Ruth
☐	22	Mwana	Zimbo
☐	23	Tatenda	Moyo
☐	24	Shaine	Muchena
☐	26	Shingai	Kapfunde
☐	27	Chipo	Fundura

☐ By Grade

Select	Grade
☐	1
☐	2
☐	3
☐	4
☐	5

Save
Cancel
Delete
Close

View Employee 20 Jane Govai View

System ID	Credit ID	Employee Code	Amount	S. Date	E. Date	Delete
2	2	19	75.0	2018-11-01	2018-11-30	Delete
3	3	20	500.0	2018-11-01	2018-11-30	Delete
5	4	19	75.0	2018-11-01	2018-11-30	Delete
4	5	21	400.0	2018-11-01	2018-11-30	Delete
8	1	22	75.0	2018-02-01	2999-01-12	Delete
7	3	21	45.0	2018-10-01	2018-10-31	Delete

- When selected the tax credit can be capture by amount or percentage
- Tax credit can be applied to employee or by grade
- Save

10 Payroll

The payroll section consists of the following

- Run Payroll
- Payroll Archive
- Pay Slip View
- Payroll Period
- Pay Bank
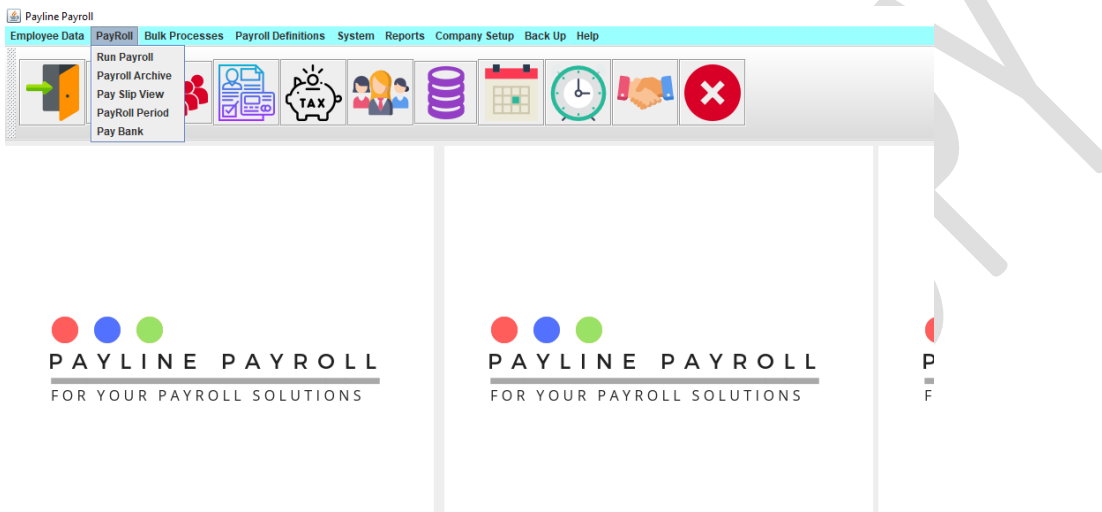
10.1 Run Payroll

- Access[Payroll]
- Select [Run Payroll]

Period Code	Month	Status	Start Date	End Date	Month	Year
20181	January	CLOSED	2018-01-01	2018-01-31	1	2018
20182	February	CLOSED	2018-02-01	2018-02-28	2	2018
20183	March	CLOSED	2018-03-01	2018-03-31	3	2018
20184	April	CLOSED	2018-04-01	2018-04-30	4	2018
20185	May	CLOSED	2018-05-01	2018-05-31	5	2018
20186	June	CLOSED	2018-06-01	2018-06-30	6	2018
20187	July	OPEN	2018-07-01	2018-07-31	7	2018
20188	August	OPEN	2018-08-01	2018-08-31	8	2018

Payroll Peri... 20181 Start Date January 1, 2018 ... End Date January 31, 2018 ... Run Cancel Close

Employee Run

0%

- Select period to run from those shown
- Click run and payroll will run

10.2 Payroll Archive

Shows the archive of the payroll ran or pending

- Access[Payroll]

- Select [Payroll Archive]

Period Code	Status	Start Date	End Date	Month	Year
201812	OPEN	2018-12-01	2018-12-31	12	2018
201811	OPEN	2018-11-01	2018-11-30	11	2018
201810	OPEN	2018-10-01	2018-10-31	10	2018
20189	OPEN	2018-09-01	2018-09-30	9	2018
20188	OPEN	2018-08-01	2018-08-31	8	2018
20187	OPEN	2018-07-01	2018-07-31	7	2018
20186	CLOSED	2018-06-01	2018-06-30	6	2018
20185	CLOSED	2018-05-01	2018-05-31	5	2018
20184	CLOSED	2018-04-01	2018-04-30	4	2018
20183	CLOSED	2018-03-01	2018-03-31	3	2018
20182	CLOSED	2018-02-01	2018-02-28	2	2018
20181	CLOSED	2018-01-01	2018-01-31	1	2018

Search Period [   ]   Search

[   ]   Print Payslips   Close

- Select period
- Click on "Print Payslips"
- Save where you want to see payslips

10.3 Payslip View

Allows for a payslip to be view or printed for one employee at a time

- Access[Payroll]
- Select [Payroll Archive]

- Select employee
- Select period
- Click view to see data
- Click print to view payslip

10.4 Payroll Period

Allows to set the payroll period for each year which are ran for the payroll

- Access[Payroll]
- Select [Payroll Period]

- Current period is selected by default where the year has been set
- Capture start and end date
- Capture status
- Save saves all records

10.5 Pay Bank

Allows for payments to the bank to be made

- Access[Payroll]
- Select [Payroll Archive]

- Select journals by select the year period code
- Click on view to see journals

- Click on the amount category to be paid
- Click view payments to see payments
- Select export preference (xls, pdf or csv)
- Export file to preferred location

11 Reports

The reports screen allows you to pull up different reports that you can view

- Access[Reports]
- Select [Main Reports]

Reports

Payline Payroll Reports
- Payroll Journal Reports
- Leave Days
- Holidays
- Employee Details

First Name _____ [Search] [Close]

Employee Code	First Name	Last Name	National ID
22	Mwana	Zimbo	23-124560OPS
19	Jeffrey	Zivayi	29-219820-T04
23	Tatenda	Moyo	63-123890-U23
26	Shingai	Kapfunde	63-145625-X-63
42	Pamela	Mahembe	63-1569808-M-63

Employee Number _____ _____

Select Dates

Year [2017 ▼] Payroll Period [20181 ▼]

Start Date _____ End Date _____

[Print]

- One can select a report from the left tree element.
- Put in parameters asked by report
- Print report as desired or save to destiny of choice