

Payline Payroll User Manual

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DO NOT COPY



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1 Login

Login to Payline Payroll

Company: EunoiaConsultants

Username: [Text Input]

Password: [Text Input]

Date: February 21, 2019

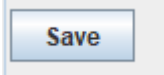
Execute

Login Cancel Close Reset Password

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.

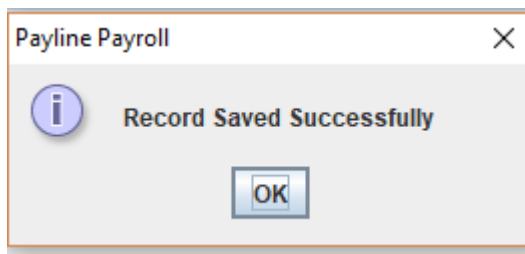
2 Common Themes in the Payroll Function

2.1 Save Button

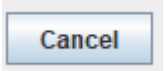


Throughout the system the save button achieve two functions

- Saving new records
- Saving an edited record that already existed
- On saving the system gives feedback on a saved record

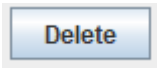


2.2 Cancel Button

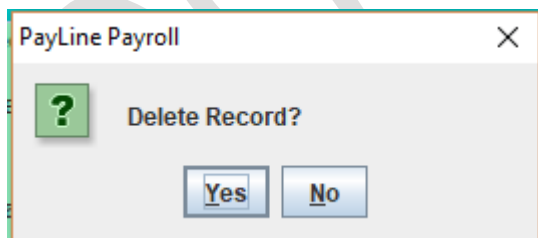


The cancel button clears your screen for input.

2.3 Delete Button



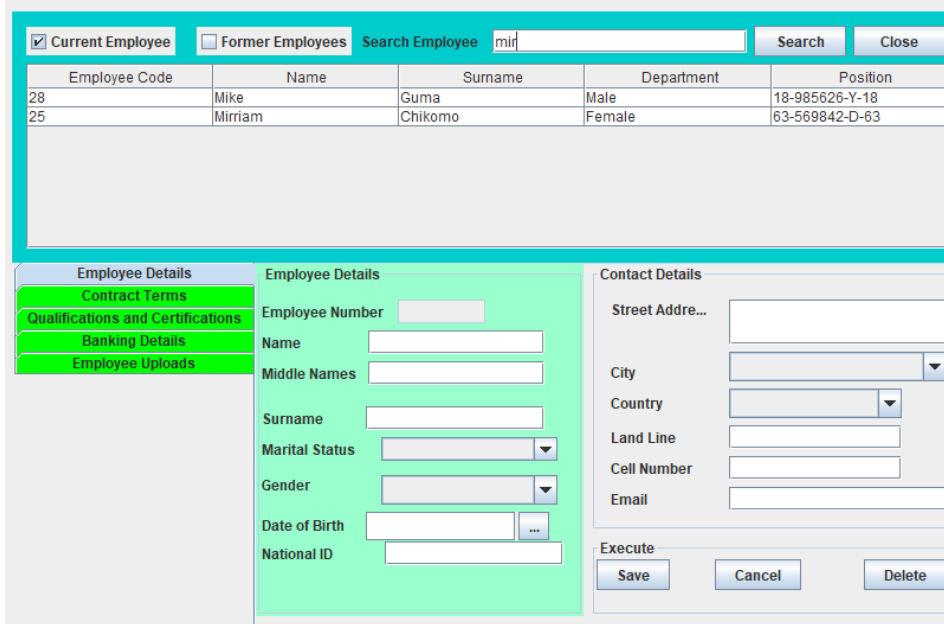
Delete button removes a record from Payline. Once deleted the record cannot be recovered. Before deletion a warning is given as below



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



Employee Code	Name	Surname	Department	Position
28	Mike	Guma	Male	18-985626-Y-18
25	Mirriam	Chikomo	Female	63-569842-D-63

Employee Details

Employee Number:

Name:

Middle Names:

Surname:

Marital Status:

Gender:

Date of Birth:

National ID:

Contact Details

Street Address:

City:

Country:

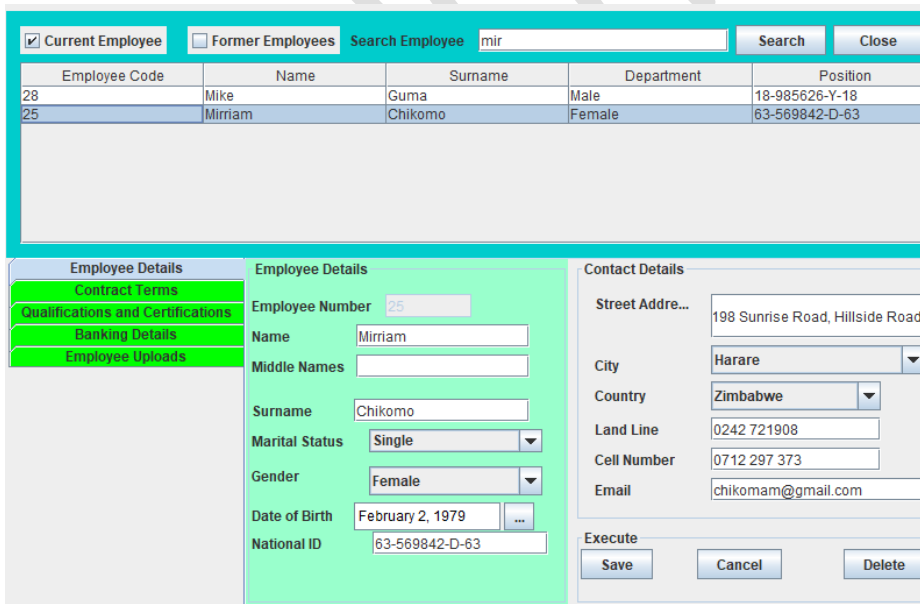
Land Line:

Cell Number:

Email:

Execute

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



Employee Code	Name	Surname	Department	Position
28	Mike	Guma	Male	18-985626-Y-18
25	Mirriam	Chikomo	Female	63-569842-D-63

Employee Details

Employee Number:

Name:

Middle Names:

Surname:

Marital Status:

Gender:

Date of Birth:

National ID:

Contact Details

Street Address:

City:

Country:

Land Line:

Cell Number:

Email:

Execute

2.5 Record Highlighted

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



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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

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 Detail ID

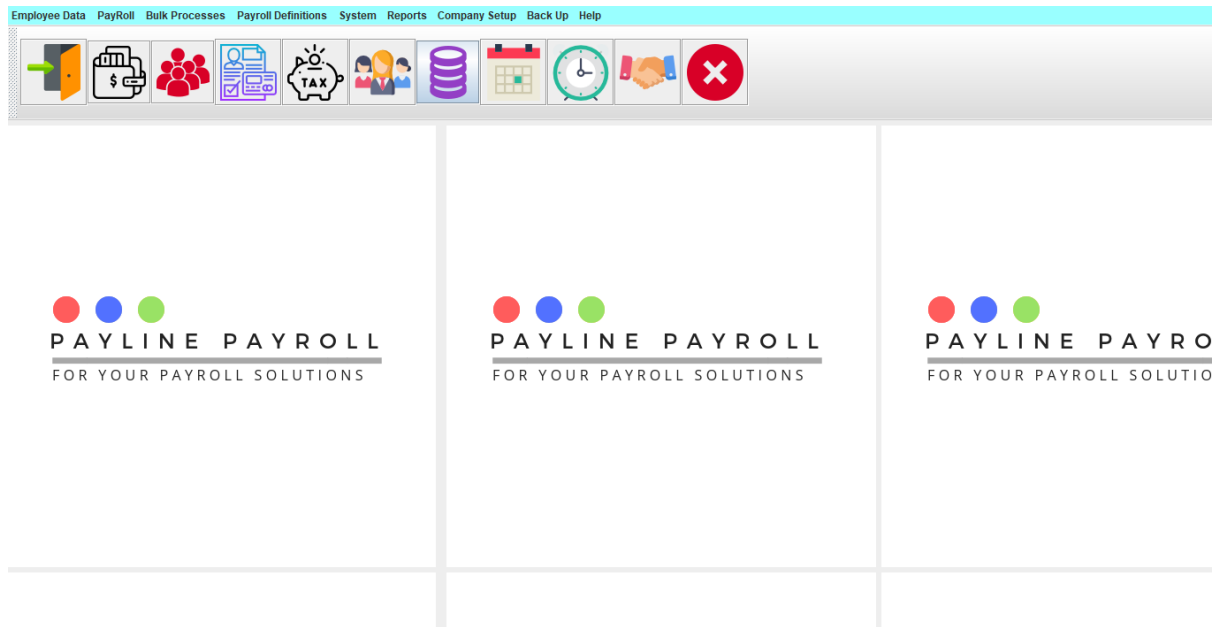
Employee Code Employee
Deduction Type Status
Scheme Provider Scheme Name
Scheme Number
Start Date End Date

Copayment Employee Amount Employer Amo... 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



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

3.2 Switching between companies

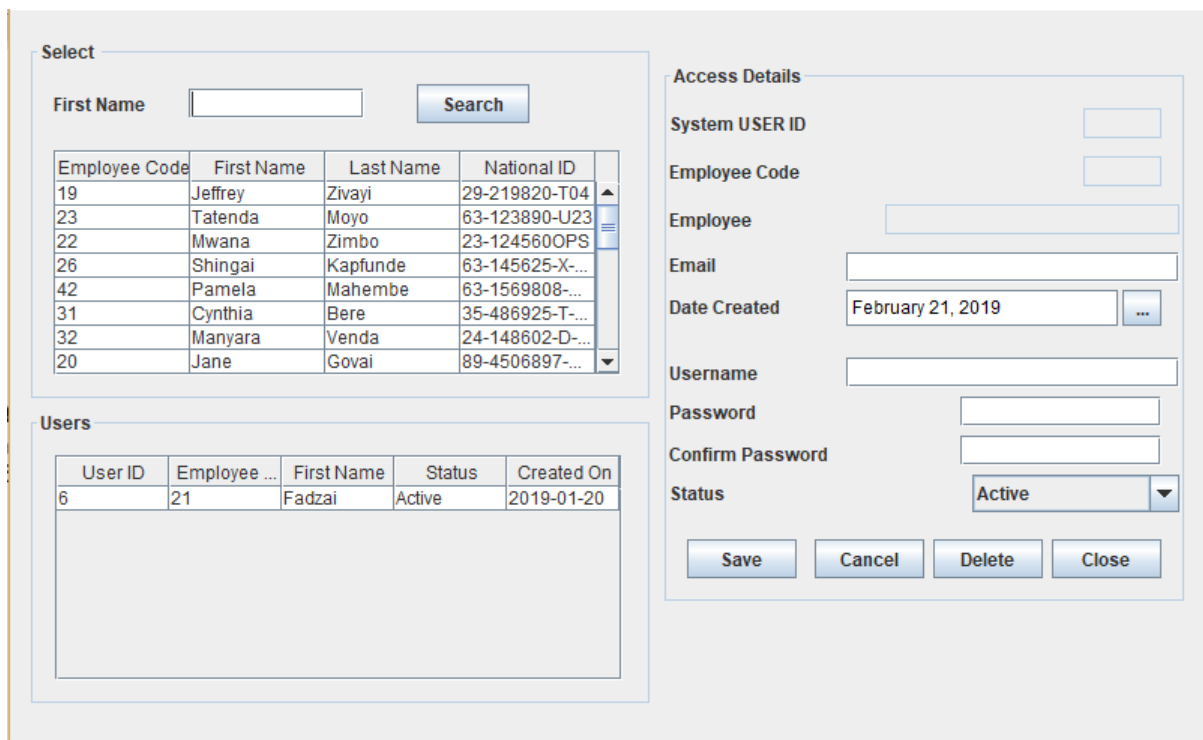
You can switch between companies once you are in the system.

- 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]



Select

First Name

Employee Code	First Name	Last Name	National ID
19	Jeffrey	Zivayi	29-219820-T04
23	Tatenda	Moyo	63-123890-U23
22	Mwana	Zimbo	23-124560OPS
26	Shingai	Kapfunde	63-145625-X-...
42	Pamela	Mahembe	63-1569808-...
31	Cynthia	Bere	35-486925-T-...
32	Manyara	Venda	24-148602-D-...
20	Jane	Govai	89-4506897-...

Users

User ID	Employee ...	First Name	Status	Created On
6	21	Fadzai	Active	2019-01-20

Access Details

System USER ID

Employee Code

Employee

Email

Date Created

Username

Password

Confirm Password

Status

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



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

Close

Period

Year 2018

Base Days

Select Days Base 22

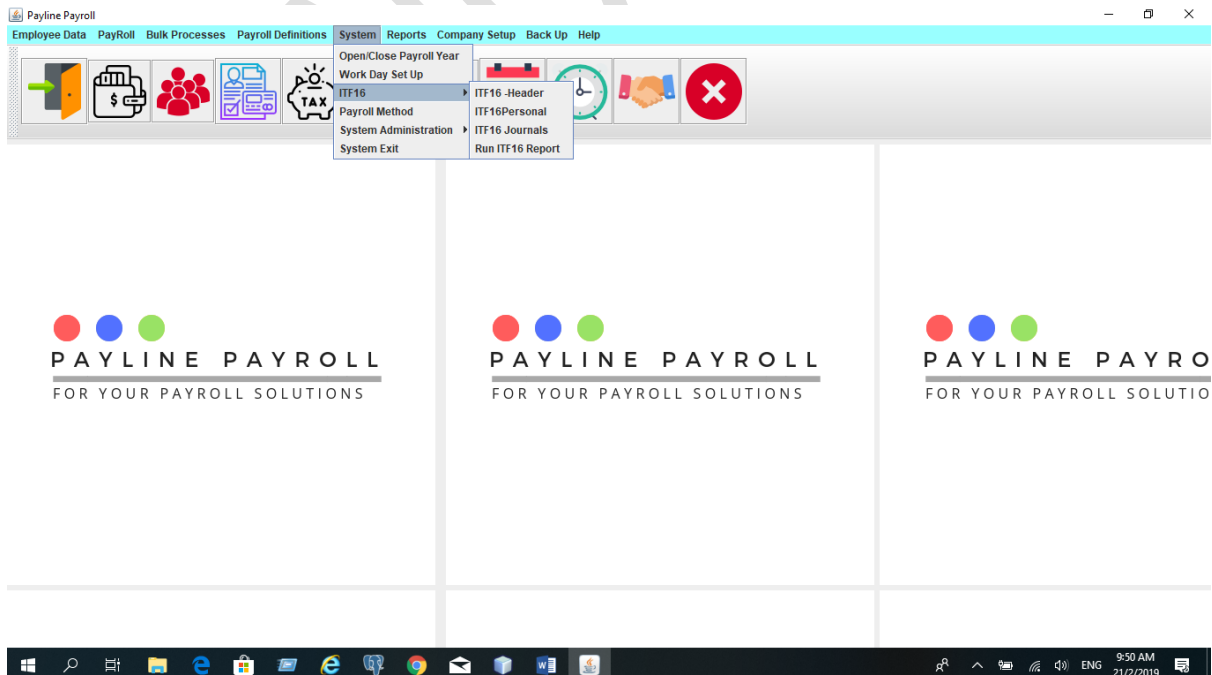
Monthly Days

Execute

Save Cancel Delete

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

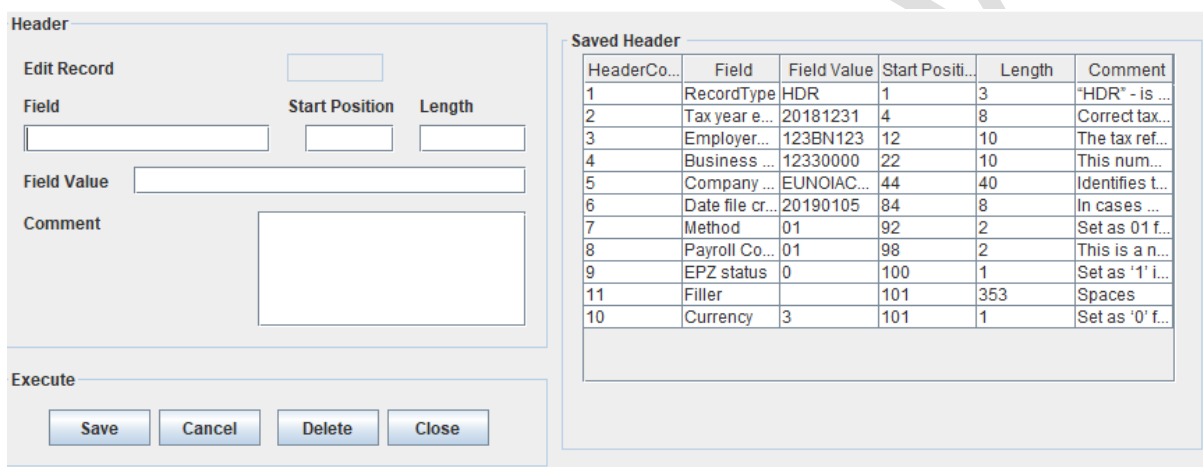


There are three builders as shown

- ITF16 Header
- ITF16 Personal
- ITF16 Journal

3.4.1 ITF16 Header

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



Header

Edit Record

Field Start Position Length

Field Value

Comment

Execute

Saved Header

HeaderCo...	Field	Field Value	Start Positi...	Length	Comment
1	RecordType	HDR	1	3	"HDR" - is ...
2	Tax year e...	20181231	4	8	Correct tax...
3	Employer...	123BN123	12	10	The tax ref...
4	Business ...	12330000	22	10	This num...
5	Company ...	EUNOIAAC...	44	40	Identifies t...
6	Date file cr...	20190105	84	8	In cases ...
7	Method	01	92	2	Set as 01 f...
8	Payroll Co...	01	98	2	This is a n...
9	EPZ status	0	100	1	Set as '1' i...
11	Filler		101	353	Spaces
10	Currency	3	101	1	Set as '0' f...

For each entry the following is captured

- Field: Name of the field 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 field
- 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



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DataBase Tables

- PayrollRun
- ProcessedPayroll
- copaymentdetails
- backupconfiguratic
- bank
- banknames
- resources
- allowances
- benefitsparameter
- codependents
- company
- allowanceparamet
- contracttype
- copayment
- contractterm

Table Fields

Personal Columns

Edit Record Table Name

Field	Start Position	Length
<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment

Execute

Saved Header

HeaderCode	Field	Table Name	Start Position	Length	Comment
2	surname	employeeedetails	22	24	Employees surn...
3	employeename	employeeedetails	46	24	Where the payrol...
4	nationalid	employeeedetails	70	12	As the National I...
5	dateofbirth	employeeedetails	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



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DataBase Tables

- benefits
- credit
- deductionschedule
- department
- educationlevels
- employeeetails**
- employeelevel
- employeeuploads
- grades
- holidays
- frequentdeductions
- leaveparameters
- leavebalance
- resourcecategory
- overtime

Table Fields

- employeeename**
- surname
- gender
- address
- country
- nationalid
- email
- landline
- cellphone
- maritalstatus
- city
- middlename
- employeenumber
- userid

Personal Columns

Edit Record: Table Name:

Field	Start Position	Length
<input type="text" value="employeeename"/>	<input type="text" value="46"/>	<input type="text" value="24"/>

Comment:

Execute

Saved Header

HeaderCode	Field	Table Name	Start Position	Length	Comment
2	surname	employeeetails	22	24	Employees surn...
3	employeeename	employeeetails	46	24	Where the payroll...
4	nationalid	employeeetails	70	12	As the National I...
5	dateofbirth	employeeetails	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...

3.4.3 ITF16 Journals

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

Journals

Year:

- Medical Aid**
- Leave Sold
- Transport
- Net Salary
- Housing Allowance
- Telephone Allowance
- Pension Fund Contribution
- Canteen Benefit
- POSB
- Arrears Pension Contribution
- Overtime Allowance
- NSSA Pension
- Commission
- Loan
- Gross Salary
- Travell Allowance
- Fuel Allowance
- NEC Medical Contributions

Enter Placeholder Field

Sum Columns

Header

Edit Record: Start Position: Length:

Earnings Benefits Credit Deductions

Comment:

Execute

Selected Records

Code	Column	Start Posit...	Length	Comment	Journal Ty...
57	PlaceHol...	130	12	No emplo...	0
55	NSSA Pe...	250	12	NSSA	3
53	Transport	106	12	This inclu...	1
60	Disability ...	334	12	Disability ...	2
59	PlaceHol...	154	12	Gratuity n...	0
58	PlaceHol...	142	12	Irregular e...	0
56	NEC Medi...	262	12	NEC	3
54	Bonus	118	12	This refer...	0

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 will 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.



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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.

Code	Column	Start Posit...	Length	Comment	Journal Ty...
57	PlaceHol...	130	12	No emplo...	0
55	NSSA Pe...	250	12	NSSA	3
53	Transport	106	12	This inclu...	1
60	Disability ...	334	12	Disability ...	2
59	PlaceHol...	154	12	Gratuity n...	0
58	PlaceHol...	142	12	Irregular e...	0
56	NEC Medi...	262	12	NEC	3
54	Bonus	118	12	This refer...	0

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



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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
<input type="checkbox"/>	37	Honest	Chireya
<input type="checkbox"/>	34	Simbarashe	Chogote
<input type="checkbox"/>	27	Chipo	Fundura
<input type="checkbox"/>	20	Jane	Govai
<input type="checkbox"/>	28	Mike	Guma
<input type="checkbox"/>	41	Portia	Hlahla
<input type="checkbox"/>	26	Shingai	Kapfunde

Select	Grade
<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	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	<input type="checkbox"/> 999-02-11	FDS Forecast

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]



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Year Details

Year

Start Date ...

End Date ...

Year Procedures

Edit Record

Open

Set Leave Days

Open Months

Open Time Periods

Close

Back Up Database

Close Leave Days

Close Months

Close Time

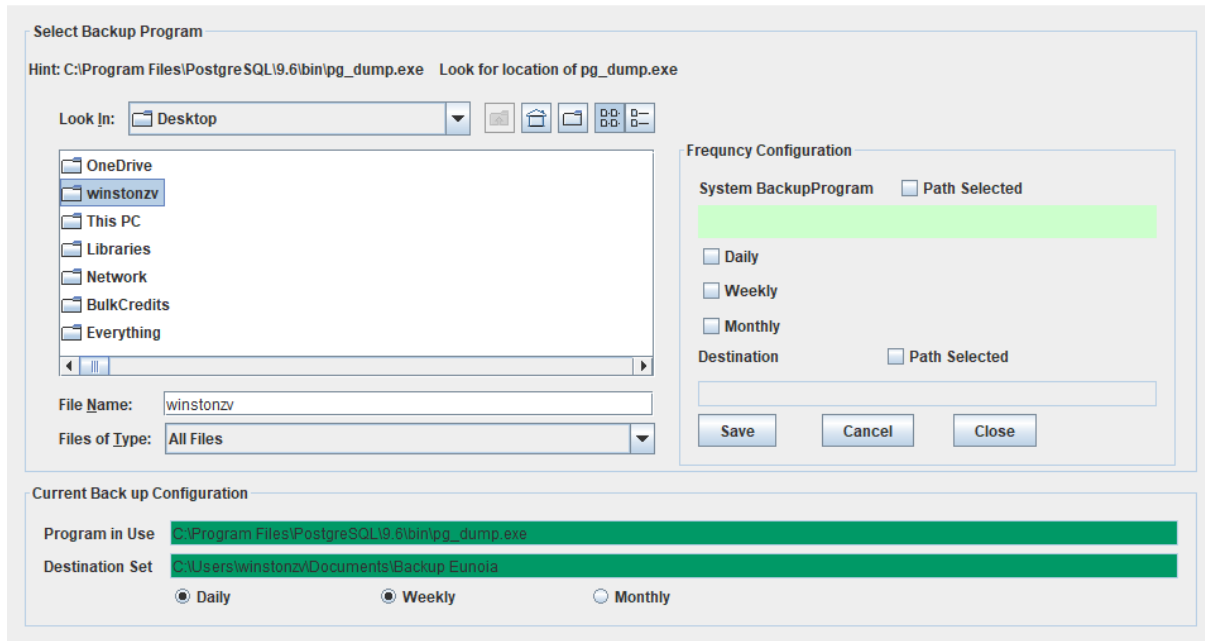
Year ID	Year	Start Date	End Date	Year Status	User
40	2018	2018-01-01	2018-12-31	CURRENT	postgres
15	2017	2017-01-01	2017-12-31	CLOSED	postgres

- 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



Select Backup Program

Hint: C:\Program Files\PostgreSQL9.6\bin\pg_dump.exe Look for location of pg_dump.exe

Look In: Desktop

File Name: winstonzv

Files of Type: All Files

Frequency Configuration

System BackupProgram Path Selected

Daily

Weekly

Monthly

Destination Path Selected

Save Cancel Close

Current Back up Configuration

Program in Use C:\Program Files\PostgreSQL9.6\bin\pg_dump.exe

Destination Set C:\Users\winstonzv\Documents\Backup Eunoia

Daily Weekly Monthly

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

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

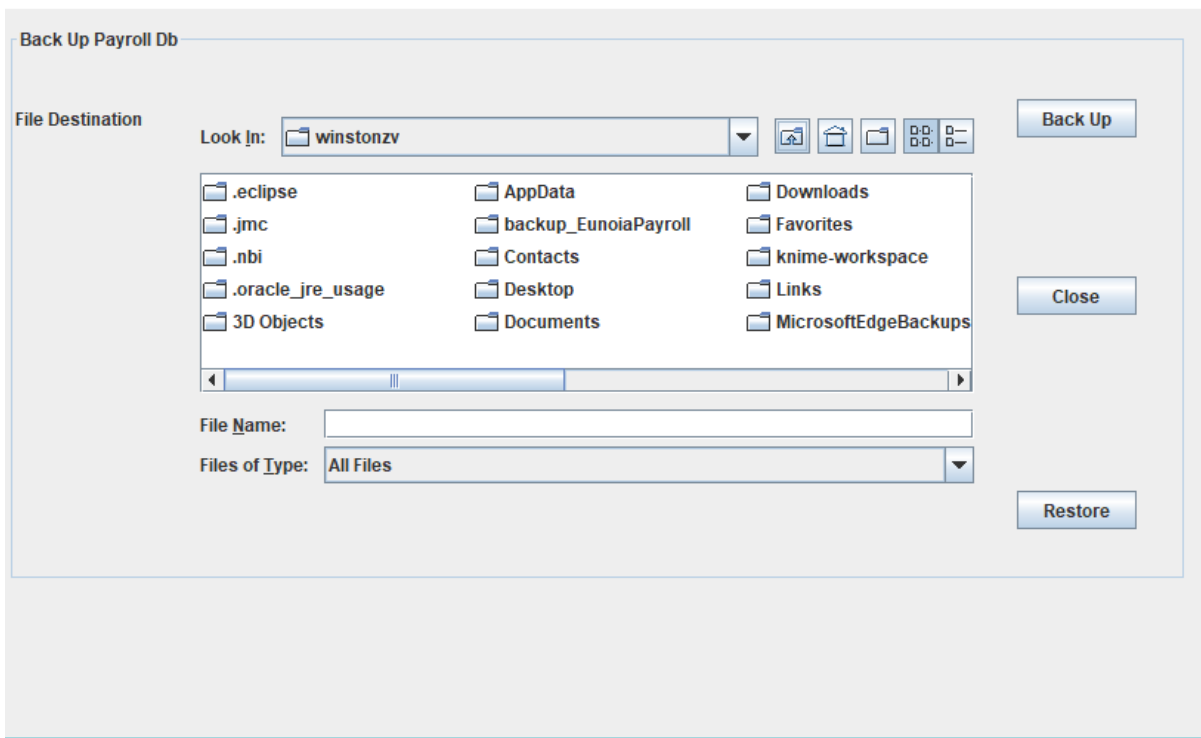
Select the destination set



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4.2 Backup and Restore



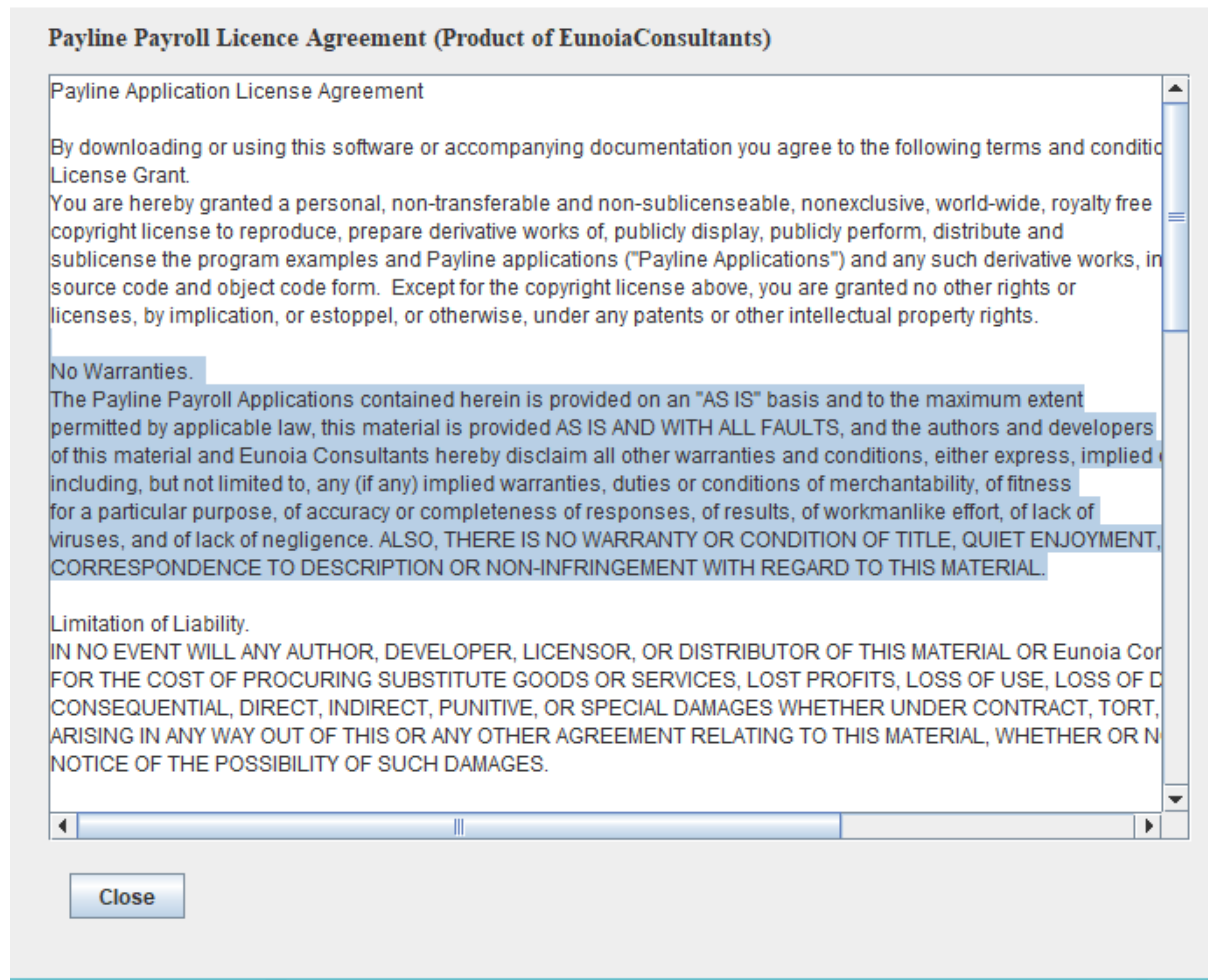
- Access [Back Up] menu
- Select [Backup and Restore]

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)

Payline Application License Agreement

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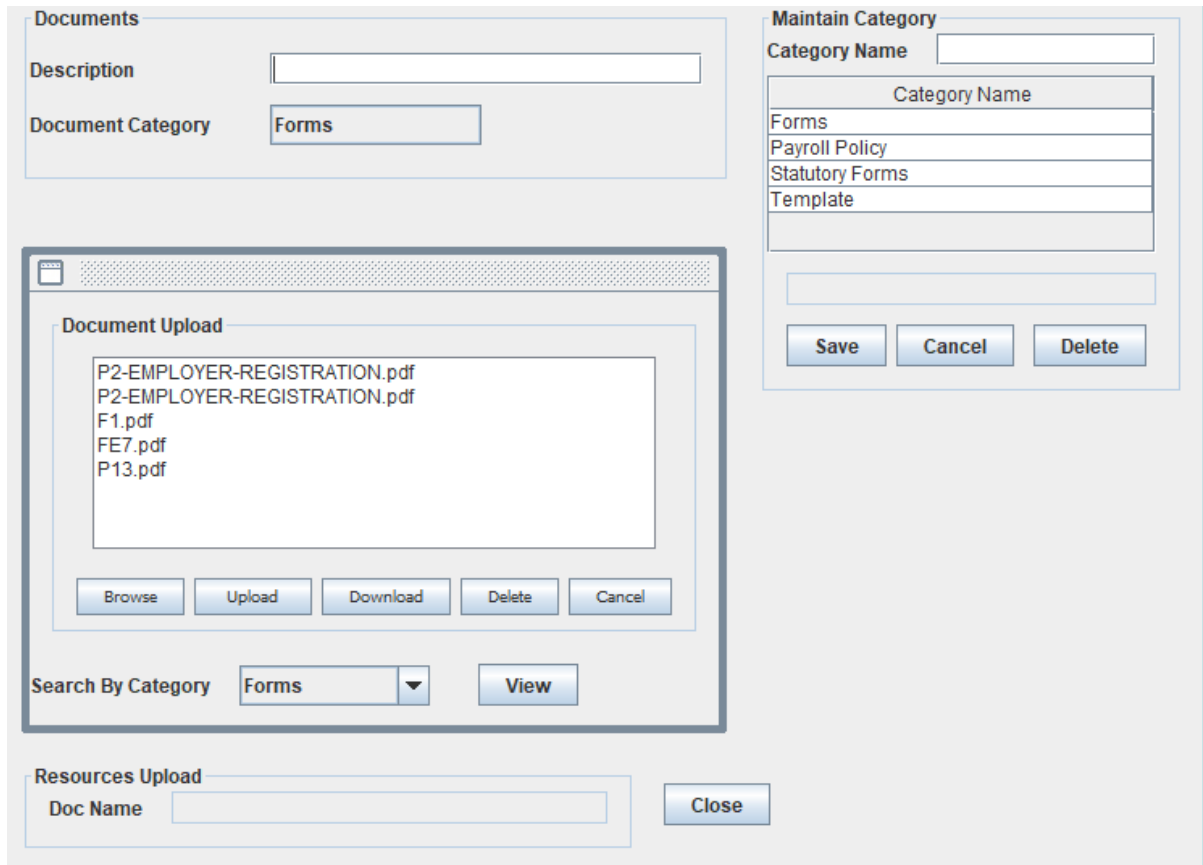
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Close

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]



Documents

Description

Document Category

Maintain Category

Category Name

Category Name
Forms
Payroll Policy
Statutory Forms
Template

Document Upload

P2-EMPLOYER-REGISTRATION.pdf
P2-EMPLOYER-REGISTRATION.pdf
F1.pdf
FE7.pdf
P13.pdf

Search By Category

Resources Upload

Doc Name

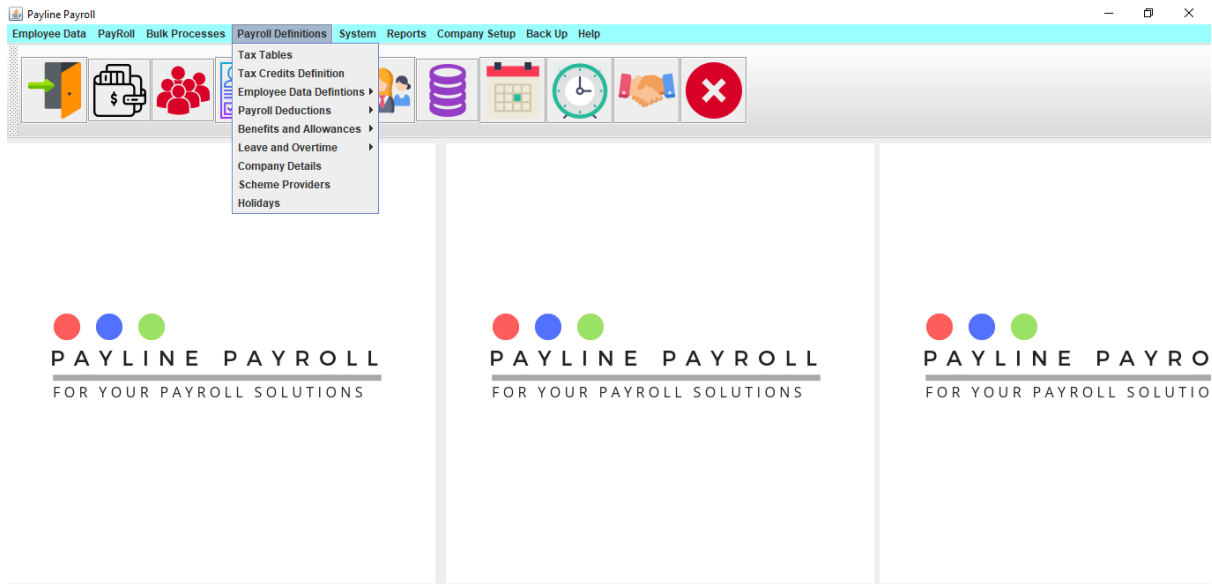
From here you can Browse and upload forms or policy documents

- 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 to define the different variables or 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 thresholds for calculating PAYE for the government. The payroll captures the monthly and yearly tax tables and where there is a 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



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Select Tax Table To Update

Monthly

Lower Range Upper Range Tax Deduction Amount Year

 2018

Range ID	Year	Lower Range	Upper Range	Tax Range	DeductionAmount
16	2018	1500.01	3000.0	25.0	135.0

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

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



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Name:

Description:

Credits for Employee Settings

By Amount Total Credit Amount: Months Applicable: Monthly:

By Percentage Exempt Percentage: Months Applicable:

Credit ID	Name	Description	Total Amount	Exempt Percentage	Months Applicable	Monthly
1	Blind Credit	Credit for the blind	900.0	0.0	12	75.0
4	Disability Credit	Mentally or Physically ...	900.0	0.0	12	75.0
2	Elderly	Elders credit	900.0	0.0	12	75.0
5	Invalid Appliances	Purchasing Invalid Ap...	0.0	50.0	0	50.0
3	Medical Expences	Medical Expences pai...	0.0	50.0	0	50.0

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 two 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 two menus which are

- Statutory Deduction
- Non-Statutory Deductions (Employee)

7.4.1 Statutory Deduction

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



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Statutory Name
Edit Record
Statutory Na...

Contribution %
Employee Contribution
Employer Contribution

Apply To
 All Employees
 Selective Employees

Calculation Terms
Gross Minimum

Calculate On
 Gross Salary Employer Contribution
 Benefits PAYE
 Allowances

Code	Name	Employee Contribu...	Employer Contribut...	Minimum Gross	Apply To All
1	NSSA Pension	3.5	3.5	700.0	yes
7	AIDS Levy	3.0	0.0	0.0	yes
19	NEC Medical Contr...	0.5	0.5	0.0	no
2	WCIF	0.0	1.2	0.0	no
4	Zimbabwe Manpo...	0.0	1.0	0.0	no
3	Standard Develop...	0.0	0.5	0.0	no

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



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- 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

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

Name: Description:

Tax Exemption

Minimum Exempt Amount: Maximum Exempt Amount:

Exempt Percentage:

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

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

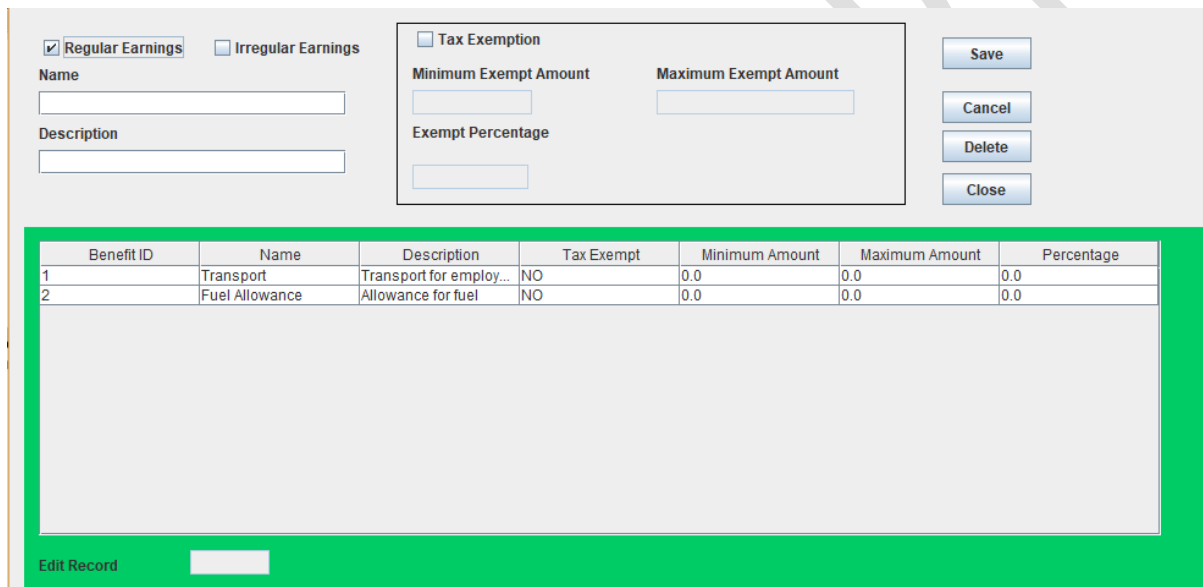
The benefits may require that a tax exemption be made to the earnings of the employee

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 that will be allowed
- Exempt percentage: Percentage that can be used for the tax exemption

7.5.2 Allowances

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



Regular Earnings Irregular Earnings

Name:

Description:

Tax Exemption

Minimum Exempt Amount: Maximum Exempt Amount:

Exempt Percentage:

Buttons: Save, Cancel, Delete, Close

Benefit ID	Name	Description	Tax Exempt	Minimum Amount	Maximum Amount	Percentage
1	Transport	Transport for employ...	NO	0.0	0.0	0.0
2	Fuel Allowance	Allowance for fuel	NO	0.0	0.0	0.0

Edit Record:

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 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

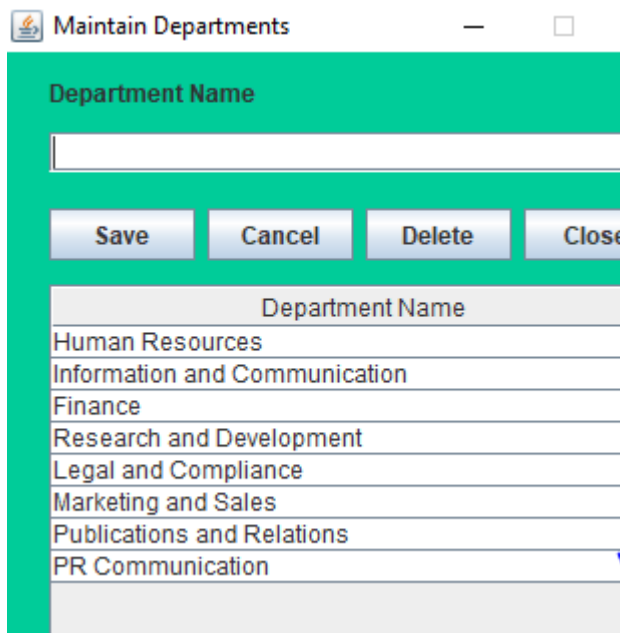
- Minimum exempt amount: Minimum amount that will be allowed
- Maximum exempt amount: Maximum amount hat will be allowed
- Exempt percentage: Percentage that can used for the tax exemption

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]



Maintain Departments

Department Name

Save Cancel Delete Close

Department Name
Human Resources
Information and Communication
Finance
Research and Development
Legal and Compliance
Marketing and Sales
Publications and Relations
PR Communication

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]



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Education Level

Education Level
Bachelors Degree
Diploma
Certificate
PHD
Doctorate
Masters 1

Edit Record

7.6.3 Employee Grades

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



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Grade

Save Cancel Delete Close

Grade
1
2
3
4
5

Edit Record

7.6.4 Employee Contract Types

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



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Contract Type
Permanent
Temporary
Graduate Trainee
Contract
Student

7.6.5 Employee Banks

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



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Bank Name

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]



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Copayment Dependent

Dependent	UserID
Father	postgres
Mother	postgres
Children	postgres
Nephew	postgres
Spouse	postgres
Niece	postgres
Aunt	postgres
Uncle 1	postgres

Edit Record

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



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Leave Type Mandatory

Days Entitled Per Year Monthly Accrual Can Sell Leave Days Allocate to All Employees

Included in Calculations Saturday Sunday Holiday

Leave ID	Leave Type	Days Entitled	Can Accumul...	Monthly Accrual	Saturday	Sunday	Holidays	Sell
0	Vacation	12	Yes	0	YES	YES	No	0
2	Maternity Leave	90	No	0	YES	YES	YES	0
6	Special	12	No	0	No	NO	No	0
7	Normal	22	Yes	2.5	No	NO	No	1
8	Sick Leave	90	No	0	YES	YES	YES	0

Edit Record

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



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Type of Overtime Overtime Rate Lieu of Overtime

 Yes

Overtime ID	Type of Overtime	Overtime Rate	Lieu of Overtime
1	Standard	1.44	YES

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 ...

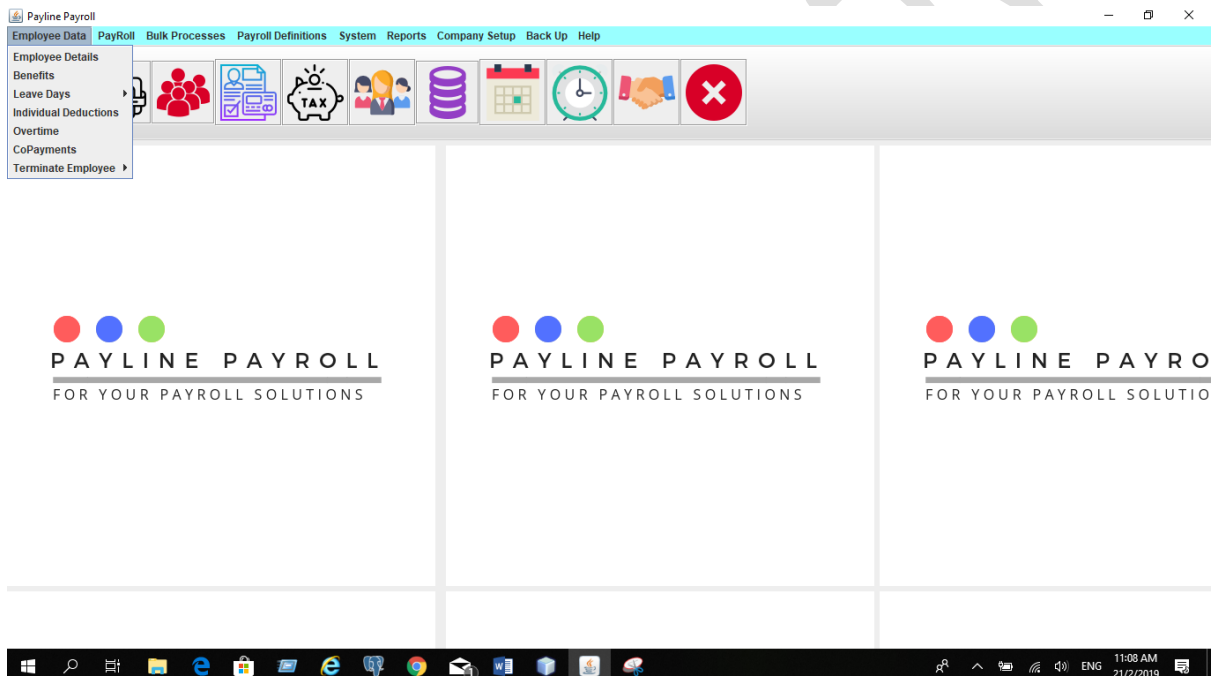
Holiday ID	Holiday Name	Date	Period	User
3	Boxing Day	2018-12-26	2018	postgres
4	New Year	2018-01-01	2018	postgres

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



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Current Employee Former Employees Search Employee

Employee Code	Name	Surname	Department	Position
23	Tatenda	Moyo	Male	63-123890-U23
22	Mwana	Zimbo	Female	23-124560OPS
26	Shingai	Kapfunde	Male	63-145625-X-63
42	Pamela	Mahembe	Female	63-1569808-M-63
32	Manyara	Venda	Female	24-148602-D-24
20	Jane	Govai	Female	89-4506897-P-89
33	Samuel	Nheta	Male	17-265423-Q-17
38	Oscar	Pandu	Male	45-628419-J-45

Employee Details

- Contract Terms
- Qualifications and Certifications
- Banking Details
- Employee Uploads

Employee Details

Employee Number

Name

Middle Names

Surname

Marital Status

Gender

Date of Birth ...

National ID

Contact Details

Street Address

City

Country

Land Line

Cell Number

Email

Execute

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



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Current Employee Former Employees Search Employee Search Close

Employee Code	Name	Surname	Department	Position
23	Tatenda	Moyo	Male	63-123890-U23
22	Mwana	Zimbo	Female	23-124560OPS
26	Shingai	Kapfunde	Male	63-145625-X-63
42	Pamela	Mahembe	Female	63-1569808-M-63
32	Manyara	Venda	Female	24-148602-D-24
20	Jane	Govai	Female	89-4506897-P-89
33	Samuel	Nheta	Male	17-265423-Q-17
38	Oscar	Pandu	Male	45-628419-J-45

Employee Details

Contract Terms

Qualifications and Certifications

Banking Details

Employee Uploads

Employee Details

Employee Number

Name

Middle Names

Surname

Marital Status

Gender

Date of Birth ...

National ID

Contact Details

Street Address

City

Country

Land Line

Cell Number

Email

Execute

Save Cancel Delete

8.2 Contract Terms

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

Current Employee Former Employees Search Employee Search Close

Employee Code	Name	Surname	Department	Position
23	Tatenda	Moyo	Male	63-123890-U23
22	Mwana	Zimbo	Female	23-124560OPS
26	Shingai	Kapfunde	Male	63-145625-X-63
42	Pamela	Mahembe	Female	63-1569808-M-63
32	Manyara	Venda	Female	24-148602-D-24
20	Jane	Govai	Female	89-4506897-P-89
33	Samuel	Nheta	Male	17-265423-Q-17
38	Oscar	Pandu	Male	45-628419-J-45

Employee Details

Contract Terms

Qualifications and Certifications

Banking Details

Employee Uploads

Contract Details

Employee Number

Position

Department

Level

Start Date

Basic Salary

Grade

Contract Status

Contract Status

Contract Ty...

City

Employment Status

Exit Date ...

Reason for E...

Execute

Save Cancel Delete



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- 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 Certifications] tab

The screenshot shows the 'Qualifications and Certifications' tab in the software. At the top, there are checkboxes for 'Current Employee' (checked) and 'Former Employees', a search bar, and 'Search' and 'Close' buttons. Below this is a table of employees with columns for Employee Code, Name, Surname, Department, and Position. The table contains the following data:

Employee Code	Name	Surname	Department	Position
23	Tatenda	Moyo	Male	63-123890-U23
22	Mwana	Zimbo	Female	23-124560OPS
26	Shingai	Kapfunde	Male	63-145625-X-63
42	Pamela	Mahembe	Female	63-1569808-M-63
32	Manyara	Venda	Female	24-148602-D-24
20	Jane	Govai	Female	89-4506897-P-89
33	Samuel	Nheta	Male	17-265423-Q-17
38	Oscar	Pandu	Male	45-628419-J-45

Below the table is a sidebar with tabs: 'Employee Details', 'Contract Terms', 'Qualifications and Certifications' (selected), 'Banking Details', and 'Employee Uploads'. The main area shows the 'Qualifications and Certifications' form with fields for 'Employee Number', 'Programme', 'Education Le...' (set to 'Bachelors Degree'), and 'Year of Completion'. There are 'Add', 'Save', 'Cancel', and 'Delete' buttons. A table below the form shows columns for 'QualificationID', 'Programme', 'Education Level', 'Institution', and 'Year Completed'.

8.2.2 Banking Details

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

Banking 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



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Current Employee Former Employees Search Employee Search Close

Employee Code	Name	Surname	Department	Position
23	Tatenda	Moyo	Male	63-123890-U23
22	Mwana	Zimbo	Female	23-124560OPS
26	Shingai	Kapfunde	Male	63-145625-X-63
42	Pamela	Mahembe	Female	63-1569808-M-63
32	Manyara	Venda	Female	24-148602-D-24
20	Jane	Govai	Female	89-4506897-P-89
33	Samuel	Nheta	Male	17-265423-Q-17
38	Oscar	Pandu	Male	45-628419-J-45

Employee Details
Contract Terms
Qualifications and Certifications
Banking Details
Employee Uploads

Banking
Employee Number
Bank Branch
Branch Co... Account nu...
Execute
Save Cancel Delete

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



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Current Employee Former Employees Search Employee Search Close

Employee Code	Name	Surname	Department	Position
23	Tatenda	Moyo	Male	63-123890-U23
22	Mwana	Zimbo	Female	23-124560OPS
26	Shingai	Kapfunde	Male	63-145625-X-63
42	Pamela	Mahembe	Female	63-1569808-M-63
32	Manyara	Venda	Female	24-148602-D-24
20	Jane	Govai	Female	89-4506897-P-89
33	Samuel	Nheta	Male	17-265423-Q-17
38	Oscar	Pandu	Male	45-628419-J-45

Employee Details
Contract Terms
Qualifications and Certifications
Banking Details
Employee Uploads

Employee Uploads
Employee Number Edit Record

Picture

Browse Upload

Document Upload

Browse Upload Download

Cancel

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.

Frequent Payments

Search Employee

Employee Name Search

Code	Name	Surname	National ID
23	Tatenda	63-123890-U23	
22	Mwana	23-1245600PS	
26	Shingai	63-145625-X-63	
42	Pamela	63-1569808-M-63	

Code: 23 Name: Tatenda

Edit Record:

Calculated Deductions Based on Global Amount

Deduction Type: Loan (6)

Description: Emergency Loan

Global Amount: 650.00 Monthly Fee: 0.00

Apply Interest: Yes Number of Years: 1.00

Interest Rate: 10.00 Total Amount to Be ...: 685.74

Monthly Payment: 57.15

Payroll Deduction Amount: 57.15

Start Date: January 1, 2018 Status: Inactive

Continuous Deductions

Deduction Type: Canteen Contr... (4)

Description: Canteen Deduction

Monthly Payment: 15.3999996

Start Date: January 1, 2018

End Date: January 1, 2018

Monthly Administration Fee: 0.0

Status: Active

Tax

Apply Tax: Yes

Tax %: 0.00

Monthly Tax: 0.00

Execute

Save

Cancel

Delete

Close

DeductionID	DeductionC...	Deduction T...	Description	Originl Amo...	Periodic Am...	Running bal...	Amount Pia...	Start Date
23	4	Canteen Co...	Canteen De...	0	15.3999996	0	0	2018-01-01
18	6	Loan	Loan	10000	278.339996	8329.96094	1670.03992	2018-01-01
22	6	Loan	PSMI Loan	16550	581.849976	13058.9043	3491.0979	2018-01-01
24	6	Loan	Emergency ...	650	57.1500015	0	114.300003	2018-01-01

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]



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Name

Code	Name	Surname	National ID
23	Tatenda	Moyo	63-123890-U23
22	Mwana	Zimbo	23-124560OPS
26	Shingai	Kapfunde	63-145625-X-63
42	Pamela	Mahembe	63-1569808-M-63
32	Manyara	Venda	24-148602-D-24
20	Jane	Govai	89-4506897-P-89

42 Pamela Mahembe 63-156980...

Edit Record

Overtime Date

Hours

Minutes

Overtime Type

Employee Co...	Overtime Cou...	Overtime Type	Overtime Day	Overtime Rate	Hours	Minutes
----------------	-----------------	---------------	--------------	---------------	-------	---------

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]



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First Name Search

CoPayments

Employee Code	First Name	Last Name	National ID
23	Tatenda	Moyo	63-123890-U23
22	Mwana	Zimbo	23-124560OPS
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 Detail ID

Employee Code	<input type="text" value="23"/>	Employee	<input type="text" value="Tatenda"/>
Deduction Type	<input type="text" value="Medical Aid"/> 5	Status	<input type="text" value="Active"/>
Scheme Provider	<input type="text" value="PSMAS"/>	Scheme Name	<input type="text" value="e"/>
Scheme Number	<input type="text" value="qw"/>		
Start Date	<input type="text" value="January 1, 2018"/>	End Date	<input type="text" value="January 1, 2999"/>

Copayment Employee Amount Employer Amo...

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
23	15	26	Spouse	1.0	1.0	Active

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

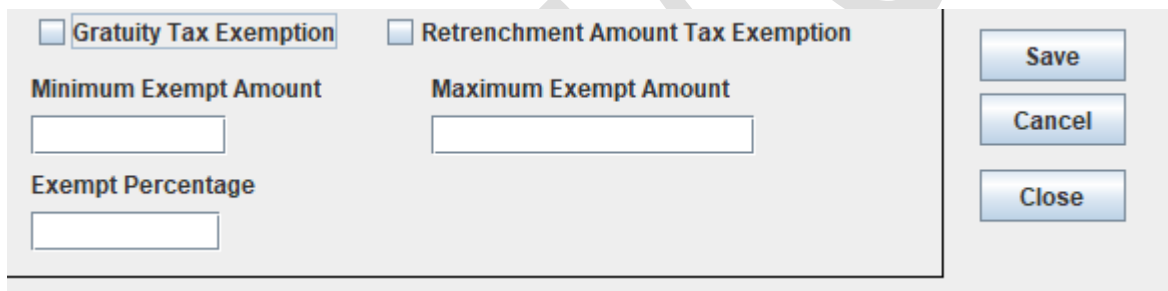
8.6 Termination of Employee

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]



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Current Employee Former Employees Search Employee Search Close

Employee Code	Name	Surname	Department	Position
23	Tatenda	Moyo	Male	63-123890-U23
22	Mwana	Zimbo	Female	23-1245600PS
26	Shingai	Kapfunde	Male	63-145625-X-63
42	Pamela	Mahembe	Female	63-1569808-M-63
32	Manyara	Venda	Female	24-148602-D-24
20	Jane	Govai	Female	89-4506897-P-89
33	Samuel	Nheta	Male	17-265423-Q-17
38	Oscar	Pandu	Male	45-628419-J-45

Employee Details
Employee Number Name

Terminate
Termination D... ...
Last Payroll Per... 20186

Leave Days

Leave	Days	Taken	Balance
-------	------	-------	---------

Leave Value

Payouts

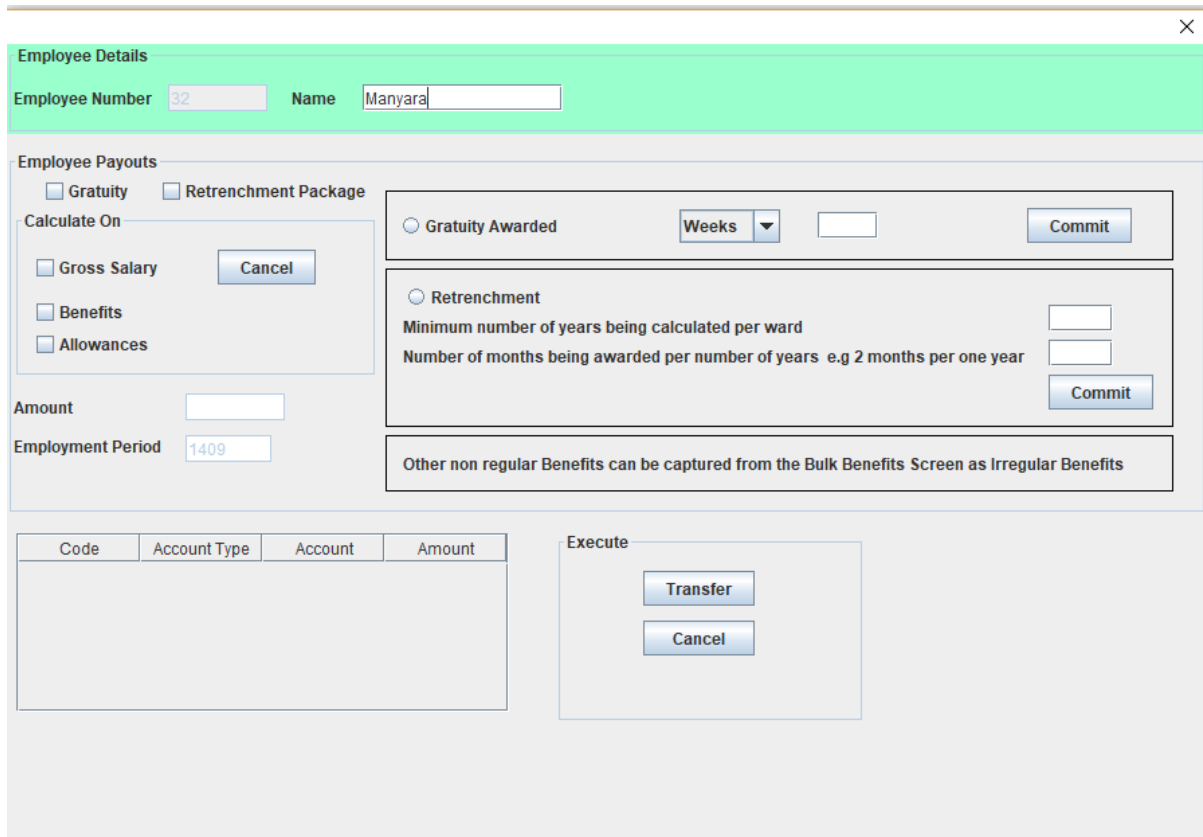
Code	Account Type	Account	Amount
------	--------------	---------	--------

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



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8.7.1.2 Amount Owing

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

Employee Details

Employee Number Name

Notice Period Served

Notice period required to be served by employee

Actual Notice Period served

Amount Owing

Amounts Owed by Employees

Amount employees owing from employ...

Code	Account Type	Account	Amount
------	--------------	---------	--------

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

Transfer

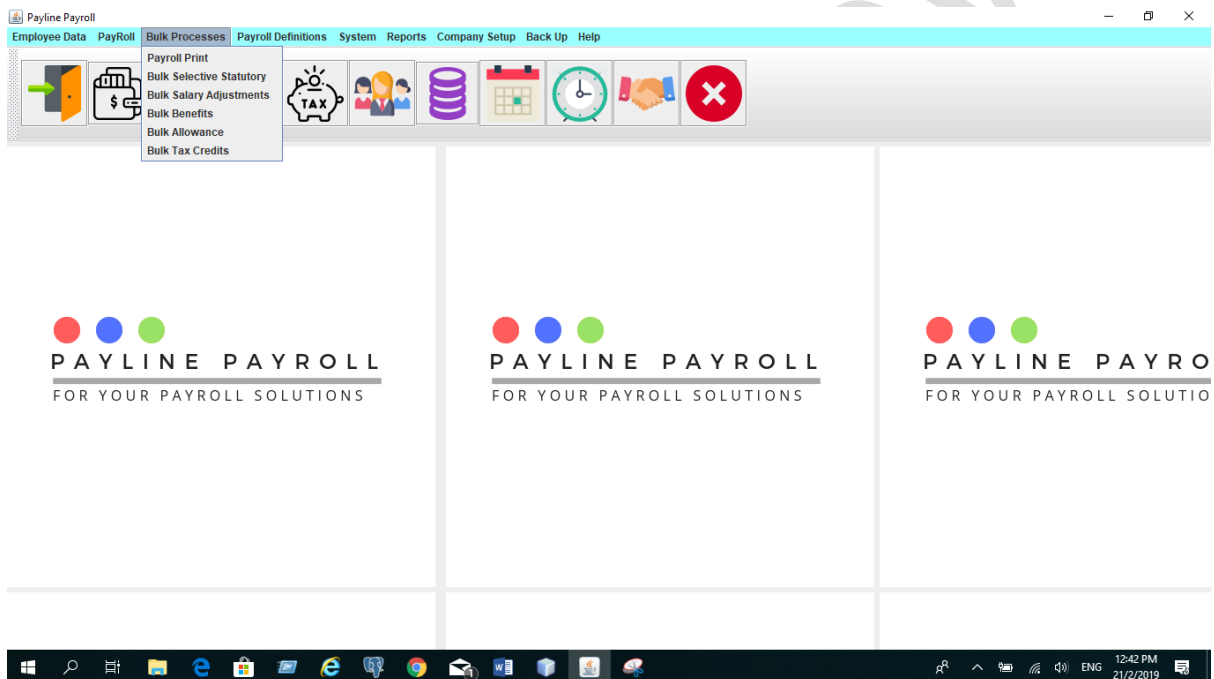
The Amount can thus be transferred to the main screen for calculating termination process

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]



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Selected Statutory Edit Rec...

Statutory

Code	Name	Employee C...	Employer C...	Minimum Gr...	Apply To All
19	NEC Medical C...	0.5	0.5	0.0	no
2	WCIF	0.0	1.2	0.0	no
4	Zimbabwe Ma...	0.0	1.0	0.0	no
3	Standard Dev...	0.0	0.5	0.0	no

Statutory Na...

Gross Minimum

Employee%

Employer %

Start Date ... End Date ...

Details

By Employee Search Name

Select	Employee Num..	Name	Surname
<input checked="" type="checkbox"/>	20	Jane	Govai
<input type="checkbox"/>	21	Fadzai	Ruth
<input type="checkbox"/>	22	Mwana	Zimbo
<input type="checkbox"/>	23	Tatenda	Moyo
<input type="checkbox"/>	24	Shaine	Muchena
<input type="checkbox"/>	26	Shingai	Kapfunde
<input type="checkbox"/>	27	Chipo	Fundura

By Grade

Select	Grade
<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	5

View Employee

Code	Employee ...	Name	Employee ...	Employer C...	Minimum G...	Statutory ID	S.Date	E.Date	Delete
36	20	NEC Medical Contri...	0.5	0.5	0.0	19	2018-11-01	2999-01-12	Delete
37	22	NEC Medical Contri...	0.5	0.5	0.0	19	2019-08-01	2999-01-12	Delete

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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Payroll Period: 20181

Increase
 Decrease

Rate:

Organisation
 By Department: Finance

Employee Name Search:

Select	Code	Name	Surname	National ID	Salary
<input checked="" type="checkbox"/>	37	Honest	Chireya	29-1589776-H-29	5000.0
<input checked="" type="checkbox"/>	34	Simbarashe	Chogote	17-2651328-N-26	4000.0
<input checked="" type="checkbox"/>	27	Chipo	Fundura	11-1567101-V-11	600.0
<input checked="" type="checkbox"/>	28	Mike	Guma	18-985626-Y-18	1200.0
<input checked="" type="checkbox"/>	41	Portia	Hlahla	17-1589074-P-17	450.0
<input checked="" type="checkbox"/>	26	Shingai	Kapfunde	63-145625-X-63	2000.0
<input checked="" type="checkbox"/>	36	Eliane	Kaseke	58-3658095-V-58	3000.0
<input checked="" type="checkbox"/>	42	Pamela	Mahembe	63-1569808-M-63	3000.0
<input checked="" type="checkbox"/>	43	Getrude	Manyonga	12-3697154-L-12	2000.0
<input checked="" type="checkbox"/>	23	Tatenda	Moyo	63-123890-U23	3867.0
<input checked="" type="checkbox"/>	24	Shaine	Muchena	25-189466-X-25	1800.0
<input checked="" type="checkbox"/>	30	Brian	Mukome	15-879131-Z-52	3000.0
<input checked="" type="checkbox"/>	33	Samuel	Nheta	17-265423-O-17	1950.0
<input checked="" type="checkbox"/>	39	Tsitsi	Nyoni	14-125355-O-14	1000.0
<input checked="" type="checkbox"/>	38	Oscar	Pandu	45-628419-L-45	1000.0

- Select the operation if increase or decrease
- Enter the rate 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]

Regular Earnings Irregular Earnings

Benefit ID	Name	Description
7	Scholarship	Scholarship paid to stud...
10	Telephone Allowance	Company telephone allo...
14	Overtime Allowance	Consistent Overtime allo...
15	Housing Allowance	Housing allowance benefit
16	Canteen Benefit	Canteen Benefit given for...
8	Travell Allowance	Transport allowance for ...

Amount Percentage

Calculate on: GROSSSALARY

Start Date: End Date: January 1, 2999

By Employee Search Name:

Select	Employee Number	Name	Surname
<input type="checkbox"/>	20	Jane	Govai
<input type="checkbox"/>	21	Fadzai	Ruth
<input type="checkbox"/>	22	Mwana	Zimbo
<input type="checkbox"/>	23	Tatenda	Moyo
<input type="checkbox"/>	24	Shaine	Muchena
<input type="checkbox"/>	26	Shingai	Kapfunde
<input type="checkbox"/>	27	Chipo	Fundura

By Grade

Select	Grade
<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	5

View Employee: 20 Jane Govai

Benefit ID	Code	Employee Code	Name	Percentage Ben...	Amount	Status	Calculate On	S. Date	E. Date	Delete
7	5	19	Scholarship	50.0	0.0	Active	GROSSSALARY	2018-10-01	2018-12-31	Delete
8	8	22	Transport	0.0	240.0	Active	GROSSSALARY	2018-02-01	2999-01-12	Delete
6	4	21	Bonus	0.0	2400.0	Active	GROSSSALARY	2018-10-02	2018-11-30	Delete
10	11	20	Telephone Allowance	0.0	90.0	Active	GROSSSALARY	2017-02-01	2999-01-01	Delete
10	12	20	Telephone Allowance	0.0	70.0	Active	GROSSSALARY	2017-02-05	2999-01-01	Delete
8	13	20	Transport	0.0	90.0	Active	GROSSSALARY	2015-02-13	2999-01-01	Delete
10	14	22	Telephone Allowance	2.0	0.0	Active	GROSSSALARY	2018-02-15	2999-01-01	Delete
8	6	20	Transport	0.0	165.0	Active	GROSSSALARY	2018-11-01	2019-01-31	Delete



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- 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]

Regular Earnings Irregular Earnings

Allowance ID	Name	Description
1	Transport	Transport for e...
2	Fuel Allowance	Allowance for f...

Edit Record

Allowance ID Name Status

Amount Percentage Calculate on

Start Date ... End Date ...

By Employee Search Name

Select	Employee Number	Name	Surname
<input type="checkbox"/>	20	Jane	Govai
<input type="checkbox"/>	21	Fadzai	Ruth
<input type="checkbox"/>	22	Mwana	Zimbo
<input type="checkbox"/>	23	Tatenda	Moyo
<input type="checkbox"/>	24	Shaine	Muchena
<input type="checkbox"/>	26	Shingai	Kapfunde
<input type="checkbox"/>	27	Chipo	Fundura

By Grade

Select	Grade
<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	5

Save Cancel Delete Close

View Employee View

Allowance ID	Code	Employee ...	Name	Percentage...	Amount	Status	Calculate On	S. Date	E. Date	Delete
2	8	20	Telephone Allo...	0.0	200.0	Active	GROSSSALARY	2018-11-01	2999-01-12	Delete
2	13	22	Fuel Allowance	0.0	480.0	Active	GROSSSALARY	2018-02-01	2999-01-12	Delete
1	15	20	Transport	0.0	100.0	Active	GROSSSALARY	2019-12-13	2999-01-01	Delete
2	7	20	Telephone Allo...	0.0	800.0	Active	GROSSSALARY	2018-10-01	2018-10-01	Delete
1	6	19	Transport	5.0	0.0	Active	GROSSSALARY	2018-11-01	2018-11-01	Delete

- 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]



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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

Credit Record **Name**

Start Date **End Date**

Amount **Percentage** **Amount**

By Employee

Select	Employee Number	Name	Surname
<input type="checkbox"/>	20	Jane	Govai
<input type="checkbox"/>	21	Fadzai	Ruth
<input type="checkbox"/>	22	Mwana	Zimbo
<input type="checkbox"/>	23	Tatenda	Moyo
<input type="checkbox"/>	24	Shaine	Muchena
<input type="checkbox"/>	26	Shingai	Kapfunde
<input type="checkbox"/>	27	Chipo	Fundura

By Grade

Select	Grade
<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	5

View Employee

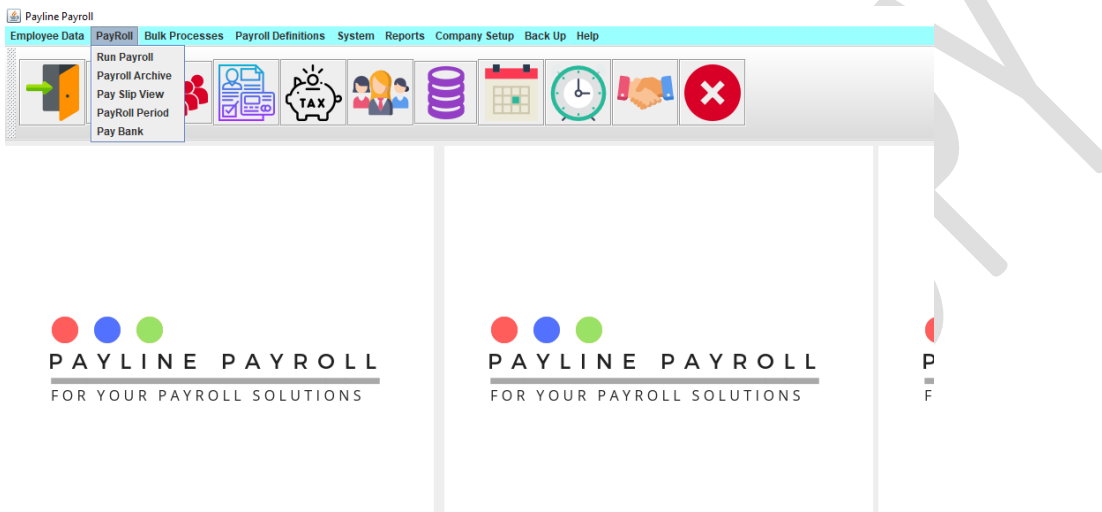
System ID	Credit ID	Employee Code	Amount	S. Date	E. Date	Delete
2	2	19	75.0	2018-11-01	2018-11-30	<input type="button" value="Delete"/>
3	3	20	500.0	2018-11-01	2018-11-30	<input type="button" value="Delete"/>
5	4	19	75.0	2018-11-01	2018-11-30	<input type="button" value="Delete"/>
4	5	21	400.0	2018-11-01	2018-11-30	<input type="button" value="Delete"/>
8	1	22	75.0	2018-02-01	2999-01-12	<input type="button" value="Delete"/>
7	3	21	45.0	2018-10-01	2018-10-31	<input type="button" value="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 ... End Date ...

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]



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- Select [Payroll Archive]

Search Period

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

- 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]



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Search Employee Employee Code Payroll Period

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

Salary

Benefits

Description	Amount
Canteen Benefit	39.6
Travell Allowance	76.14
Housing Allowance	180
Overtime Allowance	480

Net Salary

Leave Balances

Leave Type	Balance	Days Used	Days Entit...
Vacation	12.0	0	12
Maternity L...	90.0	0	90
Special	12.0	0	12
Normal	22.0	0	22
Sick Leave	90.0	0	90
Vacation	12.0	0	12

Deductions

Description	Amount
Medical Aid	2.5
Loan	278.34
AIDS Levy	25.48
Pension Fund Contribution	328.7
Loan	581.85
NSSA Pension	24.5

PAYE

Overtime

- 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]



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Payroll Period Details

Current Period: **2018** Edit Record: Close

Month: Year [YYYY]: Status:

Start Date: End Date: Save Cancel Delete

Period Code	Month	Start Date	End Date	Month	Year	Status
201812	December	2018-12-01	2018-12-31	12	2018	OPEN
201811	November	2018-11-01	2018-11-30	11	2018	OPEN
201810	October	2018-10-01	2018-10-31	10	2018	OPEN
20189	September	2018-09-01	2018-09-30	9	2018	OPEN
20188	August	2018-08-01	2018-08-31	8	2018	OPEN
20187	July	2018-07-01	2018-07-31	7	2018	OPEN
20186	June	2018-06-01	2018-06-30	6	2018	CLOSED
20185	May	2018-05-01	2018-05-31	5	2018	CLOSED

- 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]

Journals

Period: Month: View

- Medical Aid
- Leave Sold
- Net Salary**
- Housing Allowance
- Pension Fund Contribution
- Canteen Benefit
- POSB
- Arrears Pension Contribution
- Overtime Allowance
- NSSA Pension
- Gross Salary
- Travell Allowance
- NEC Medical Contribution
- PAYE

Process Payment

Selected: View Payments Cancel

Payment File Status:

DATE	BRANCH ...	ACCOUNT ...	NAME	AMOUNT	CURRENCY	REFEREN...	NARRATIVE
2019-02-21	18904	34180909887	Simbarashe ...	3059.74	USD	Net Salary	Net Salary
2019-02-21	123	1244400000	Mwana Zimbo	5523.87	USD	Net Salary	Net Salary
2019-02-21	8907	900071093273	Eliane Kaseke	2354.69	USD	Net Salary	Net Salary
2019-02-21	176208	431109386373	Oscar Pandu	836.92	USD	Net Salary	Net Salary
2019-02-21	9801	3209700091	Shingai Kapf...	1612.19	USD	Net Salary	Net Salary
2019-02-21	Avondale	65309201	Brian Mukome	2354.69	USD	Net Salary	Net Salary
2019-02-21	18790	19237009838	Mike Guma	995.72	USD	Net Salary	Net Salary
2019-02-21	110202	26102983	Tsitsi Nyoni	836.92	USD	Net Salary	Net Salary

Pay: PDF XLS CSV Export File Close

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



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- 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

DO NOT COPY



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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 Payroll Period

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