PAYLINE PAYROLL

FOR YOUR PAYROLL SOLUTIONS

START OF YEAR

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YOUR SOLUTION FOR
Compliance and Employee
Payroll Management

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Payline Payroll User Manual
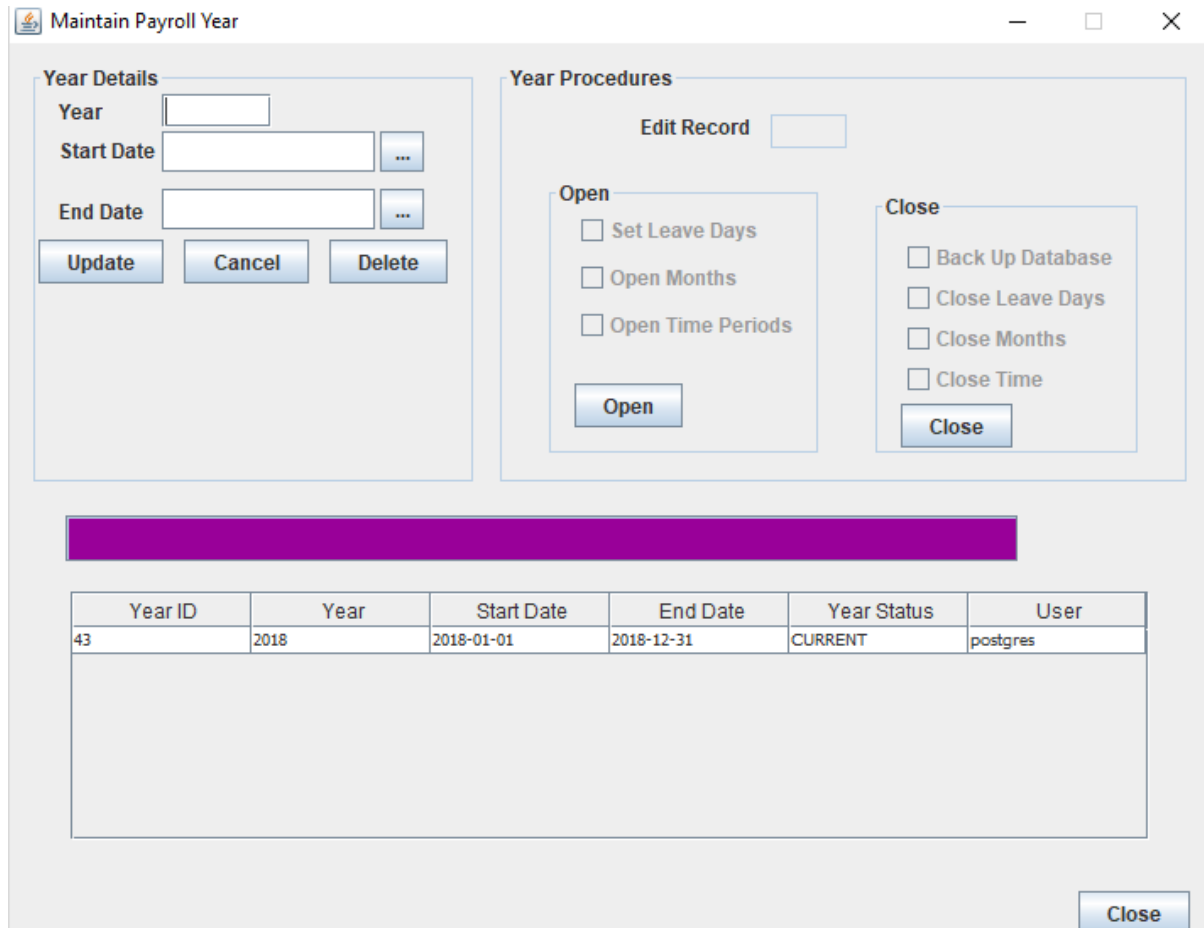
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1 Start of Year

To start the year we have to create the year through the Maintain Payroll Year screen which is accessed by the menu System>Open/Close Payroll Year
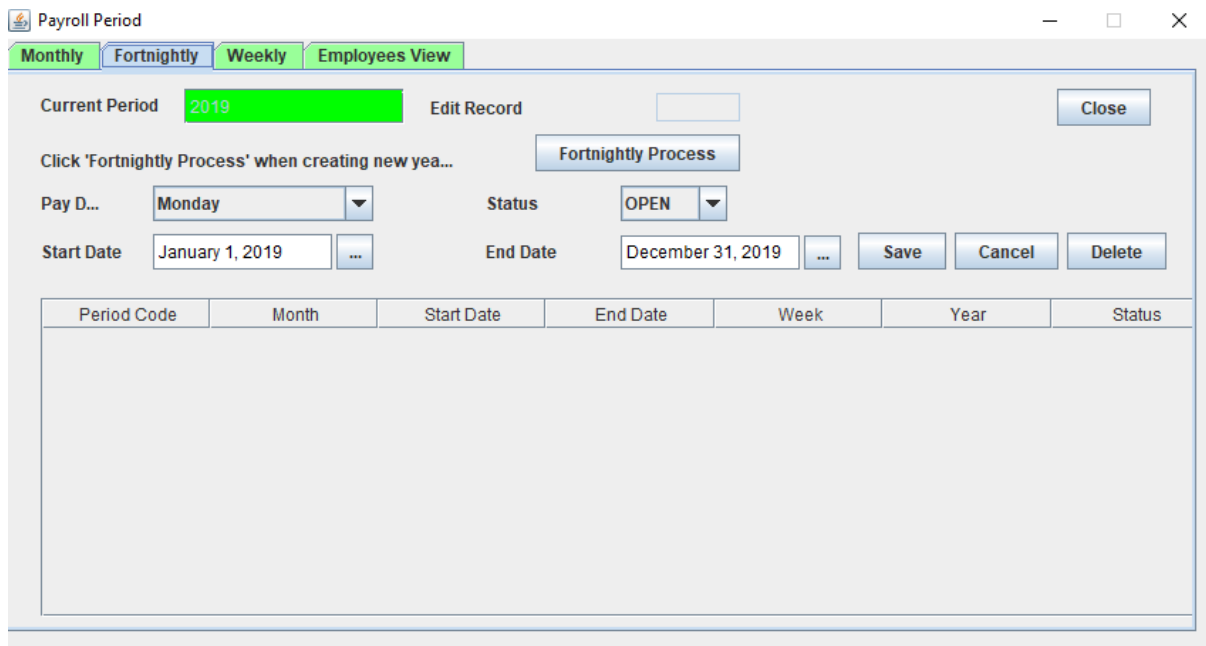

To open a new year the CURRENT year must have been closed. Refer to end of year procedure document.

When closed you can then capture the new year details in the "Year Details" section.

 When captured ensure you can proceed to click "Open" button for the year to open

1.1 Set Up Periods

To set up your year periods access the Payroll Period screen through the menu Payroll>Payroll Period

Here the system will reflect the new year with the beginning to the end year.

In order to process a new period you can create the periods manually or you can click on the process period under each payroll type (Monthly, Fortnightly, Weekly).

To create automatic periods you can click on the buttons "Monthly Process", "Fortnightly Process" and "Weekly Process"

When created these are not yet saved you have to click on "Save" to get them saved. Once saved you will be able to edit the period.

To edit a period, click on it and edit it when the details appear then click save.

2 Updates that are needed

Depending on the budget announcement made by the Finance Ministry or communication from the different Regulators the following must be updated appropriately

#	Section	Notes
1.	Statutory	Observe for changes that need to be done for the following • NSSA • WCIF • NEC or any other statutory or regulatory deductions.
2.	Tax Table	Capture the new tax tables for the new year, which includes for the payroll type (Monthly, Fortnightly and Weekly) as well as the annual Tax table. The system will not allow the payroll to run without tax tables. Refer to user manual for more information.
3.	Work Day Set up	If the company has changed its workday period (22, 26, 30 or 31 days), you will need to update these as well. Refer to User Manual for more information.
4.	Holidays	Capture the Holiday calendar for the year to enable the payroll leave management to be considered. Refer to the user manual for more information.
5.	Update currency	Update the currency in use as well as the exchange rates for use
6.	Salaries, Benefits and Allowance	Since it is the start of the year there may have been some increases or decreases in salaries, benefits and allowance. Review where applicable using the appropriate screens. Refer to the user manual for more information.
7.	Company details	If there are changes with your company information you may need to update these as well from your company set up screen. Refer to the user manual for more information.
8.	Leave Types	Review any leave types that might have changed for the new year or new allocations
9.	Employee Data and other Payroll Definition	Ensure that all payroll definitions are up to date in case of strategy sessions which can result in new job titles, grades,

3 Payroll PAYE Calculation method

The system will roll over all employees to the FDS Forecast method however you need to ensure that this has been done for all employees. To check on employee payroll method go to the screen under System>Payroll Method

From the screen, you will see all employees. Employees coming for the previous year need to all be moved to a payroll method FDS Forecast method, go to the "Payroll Method Selection" where you select the appropriate check box. Click on save and all employees should be converted to the Payroll Method that you have selected.

After you save the confirmation of records saved will appear.