



PAYLINE PAYROLL

FOR YOUR PAYROLL SOLUTIONS

START OF YEAR

**PAYLINE
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FOR YOUR PAYROLL SOLUTIONS

YOUR SOLUTION FOR
Compliance and Employee
Payroll Management

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Payline Payroll User Manual

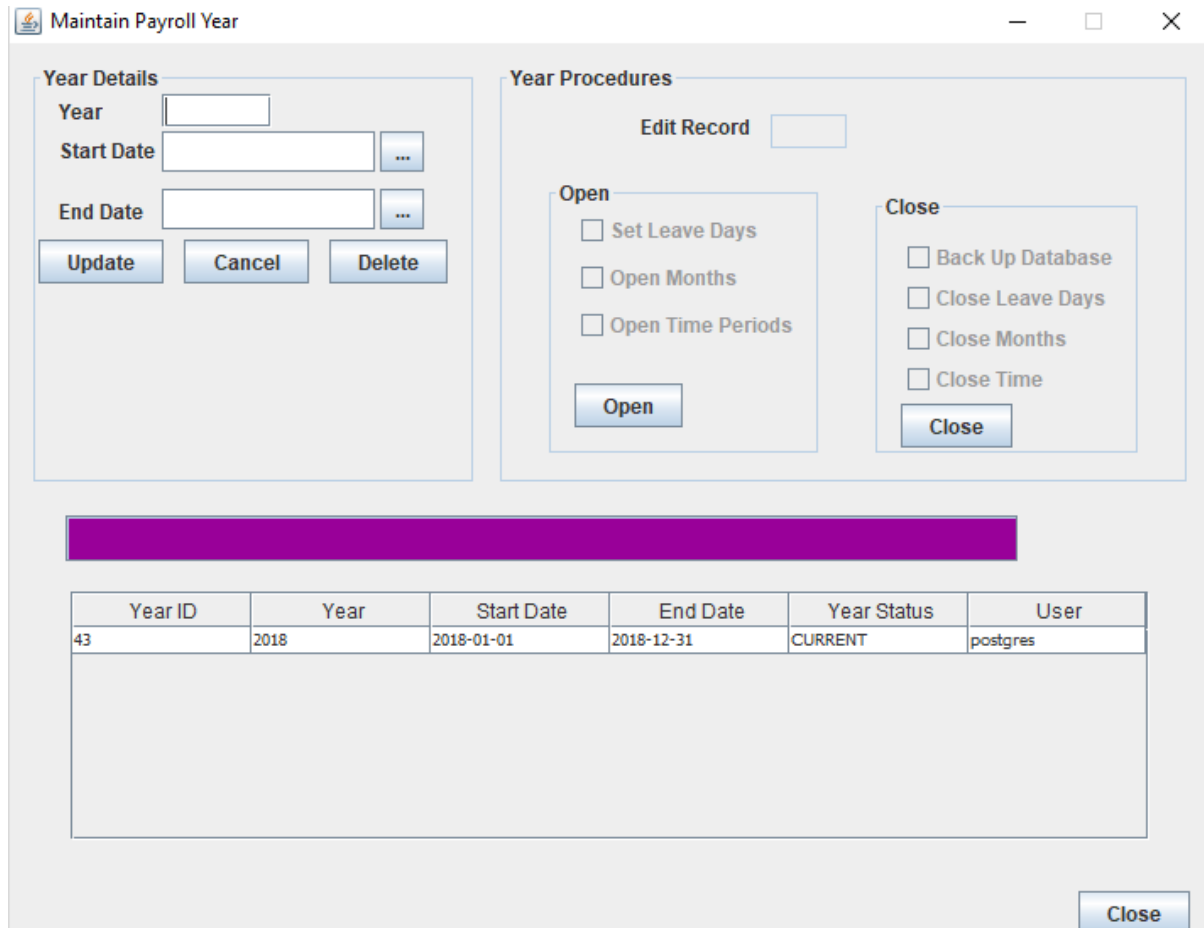
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PAYLINE PAYROLL

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



Year ID	Year	Start Date	End Date	Year Status	User
43	2018	2018-01-01	2018-12-31	CURRENT	postgres

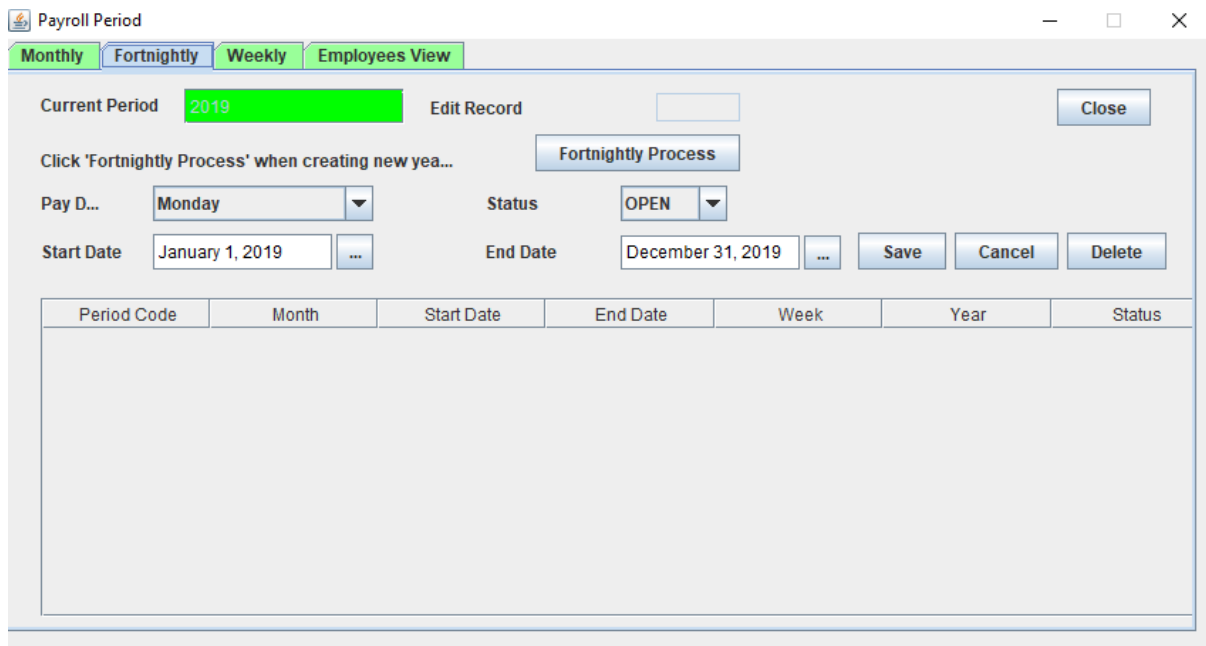
To open a new year the CURRENT year must have been closed. Refer to end of year procedure document.

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



Payroll Period

Monthly Fortnightly Weekly Employees View

Current Period **2019** Edit Record

Click 'Fortnightly Process' when creating new year...

Pay D... Status

Start Date End Date

Period Code	Month	Start Date	End Date	Week	Year	Status

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"



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Payroll Period

Monthly Fortnightly Weekly Employees View

Current Period: 2019 Edit Record [] Close

Click 'Fortnightly Process' when creating new year... Fortnightly Process

Pay D...: Monday Status: OPEN

Start Date: January 1, 2019 End Date: December 31, 2019 Save Cancel Delete

Period Code	Month	Start Date	End Date	Week	Year	Status
20191	January	2019-01-01	2019-01-14	1	2019	OPEN
20192	January	2019-01-09	2019-01-28	2	2019	OPEN
20193	February	2019-01-29	2019-02-11	3	2019	OPEN
20194	February	2019-02-12	2019-02-25	4	2019	OPEN
20195	March	2019-02-26	2019-03-11	5	2019	OPEN
20196	March	2019-03-12	2019-03-25	6	2019	OPEN
20197	April	2019-03-26	2019-04-08	7	2019	OPEN
20198	April	2019-04-09	2019-04-22	8	2019	OPEN
20199	May	2019-04-23	2019-05-13	9	2019	OPEN
201910	May	2019-05-14	2019-05-27	10	2019	OPEN
201911	June	2019-05-28	2019-06-10	11	2019	OPEN
201912	June	2019-06-11	2019-06-24	12	2019	OPEN
201913	July	2019-06-25	2019-07-08	13	2019	OPEN

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 <ul style="list-style-type: none"> • 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

Payroll Method Selection

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

Execute:

Select Employee

By Employee Search Name:
 By Grade

Select All	Employee Number	Name	Surname
<input type="checkbox"/>	236	Eleonora	Ventry
<input type="checkbox"/>	70	Giuseppe	Rohaley
<input type="checkbox"/>	230	Alise	Packebush
<input type="checkbox"/>	2	Evan	Zigomalas
<input type="checkbox"/>	157	Galen	Wendorf
<input type="checkbox"/>	45	Kip	Turziano
<input type="checkbox"/>	3	France	Andrade

Select	Grade
<input type="checkbox"/>	1

Employee Number	Name	Surname	S. Date	E. Date	Payroll Method
26	Jonathan	Musei	2015-04-01	2999-01-12	FDS Forecast
4	Ulysses	Mcwalters	2018-11-01	2999-12-31	PAYE Traditional
501	Lionel	Messi	2014-05-12	2999-01-01	FDS Forecast
502	Michael	John	2015-01-01	2999-01-01	FDS Forecast
503	Matiti	Movie	2019-06-30	2999-01-01	FDS Forecast
504	Maiden	Beast	2007-05-12	2999-01-01	FDS Forecast
505	Best	Best	2016-01-01	2999-01-01	FDS Forecast
506	Months	Months	2017-01-01	2999-01-01	FDS Forecast
507	Brute	Brute	2016-10-01	2999-01-01	FDS Forecast
508	Vehicle	Car	2018-06-12	2999-01-01	FDS Forecast
509	Moment	Great	2018-01-01	2999-01-01	FDS Forecast
36	Alethea	Mould	2018-02-02	2999-01-12	PAYE Traditional

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.



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Payroll Method Selection

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

Execute

Select Employee

By Employee Search Name

By Grade

Select	Grade
<input type="checkbox"/>	1

Select All

Employee Number	Name	Surname
<input checked="" type="checkbox"/>	236	Eleonora Ventry
<input type="checkbox"/>	70	Giuseppe Rohaley
<input type="checkbox"/>	230	
<input type="checkbox"/>	2	
<input type="checkbox"/>	157	
<input type="checkbox"/>	45	
<input type="checkbox"/>	3	

Payline Payroll

Record Saved Successfully

Employee Number	Name	E. Date	Payroll Method	
100	Linwood Rosenlof	2017-01-07	2999-01-12	FDS Forecast
101	Latosha Alexy	2016-02-01	2999-01-12	FDS Forecast
102	Alexia Meenan	2015-07-08	2999-01-12	FDS Forecast
103	Graham Stanwick	2016-10-20	2999-01-12	FDS Forecast
104	Elinore Fulda	2015-02-04	2999-02-11	FDS Forecast
106	Eloisa Faurote	2015-01-02	2999-01-12	FDS Forecast
107	Shawana Cantua	2016-04-05	2999-01-12	FDS Forecast
108	Alyssa Ansbro	2015-02-04	2015-12-31	FDS Forecast
110	Terry Gauthier	2015-11-08	2999-12-31	FDS Forecast
111	Sena Langenbach	2015-02-03	2999-01-12	FDS Forecast
112	Cristen Nessel	2015-03-18	2999-01-12	FDS Forecast
113	Lashawn Ker	2016-10-04	2999-01-12	FDS Forecast

After you save the confirmation of records saved will appear.