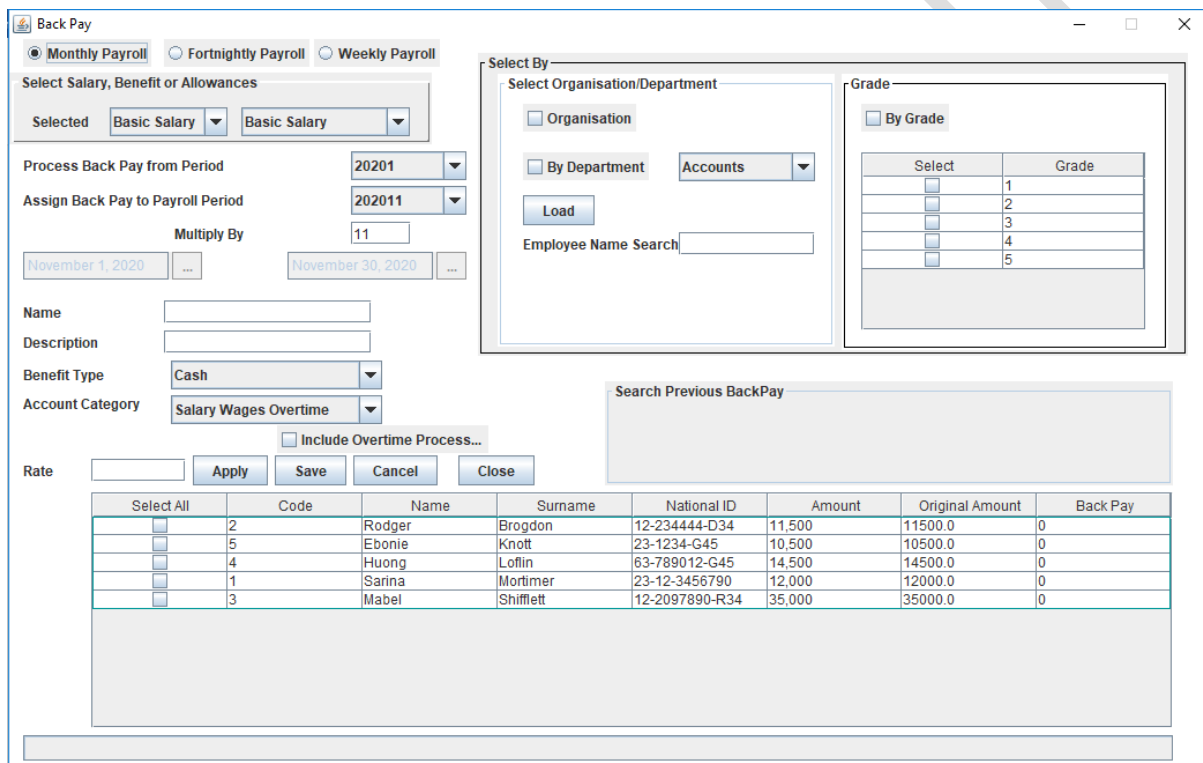


How to Capture Back Pay

1 Access Back Pay Screen

We access the menu for back pay through the menu Bulk Process> Bulk Back Pay. Use this screen if a previous payroll run has been done in the system. If there is no previous payroll run in the system then use manual calculations and capture back pay as a benefit for that period that you want to run.



Select All	Code	Name	Surname	National ID	Amount	Original Amount	Back Pay
<input type="checkbox"/>	2	Rodger	Brogdon	12-234444-D34	11,500	11500.0	0
<input type="checkbox"/>	5	Ebonie	Knott	23-1234-G45	10,500	10500.0	0
<input type="checkbox"/>	4	Huong	Loflin	63-789012-G45	14,500	14500.0	0
<input type="checkbox"/>	1	Sarina	Mortimer	23-12-3456790	12,000	12000.0	0
<input type="checkbox"/>	3	Mabel	Shiffett	12-2097890-R34	35,000	35000.0	0

From the back pay screen we select the following options as shown below

- Basic Salary
- Benefit
- Allowance



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Select All	Code	Name	Surname	National ID	Amount	Original Amount	Back Pay
<input type="checkbox"/>	2	Rodger	Brogdon	12-234444-D34	11,500	11500.0	0
<input type="checkbox"/>	5	Ebonie	Knott	23-1234-G45	10,500	10500.0	0
<input type="checkbox"/>	4	Huong	Lofin	63-789012-G45	14,500	14500.0	0
<input type="checkbox"/>	1	Sarina	Mortimer	23-12-3456790	12,000	12000.0	0
<input type="checkbox"/>	3	Mabel	Shifflett	12-2097890-R34	35,000	35000.0	0

Select the starting period, this will then bring up the employee amounts as from that period. If one selects Basic Salary for 20201 then the basic salary as of that period is what will be used to calculate back pay.

Enter the name and description ensuring to have the correct account category

Name

Description

Benefit Type **Cash** ▼

Account Category **Salary Wages Overtime** ▼

Input the rate as an interger e.g 10% is captured as 10



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Rate Include Overtime Process...
Apply Save Cancel Close

Click on overtime if the back pay is to consider over time. Over Time however can only be selected if it is for Basic Salary.

Select By

Select Organisation/Department

Organisation

By Department Accounts

Load

Employee Name Search

Grade

By Grade

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

You can select employees by using Grade, Organisation or by Department .

When selecting by Department or Organisation click on the load button to show the employees.

When you use grade each click on the grade will select the employees under that grade



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Back Pay

Monthly Payroll Fortnightly Payroll Weekly Payroll

Select Salary, Benefit or Allowances
Selected: Basic Salary Basic Salary

Process Back Pay from Period: 20201
Assign Back Pay to Payroll Period: 202011
Multiply By: 11
November 1, 2020 November 30, 2020

Name:
Description:
Benefit Type: Cash
Account Category: Salary Wages Overtime
 Include Overtime Process...

Rate:

Select By

Select Organisation/Department
 Organisation
 By Department: Accounts

Grade
 By Grade

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

Employee Name Search:

Load

Search Previous BackPay:

Select All	Code	Name	Surname	National ID	Amount	Original Amount	Back Pay
<input type="checkbox"/>	2	Rodger	Brogdon	12-234444-D34	11,500	11500.0	0
<input checked="" type="checkbox"/>	5	Ebonie	Knott	23-1234-G45	10,500	10500.0	0
<input type="checkbox"/>	4	Huong	Loflin	63-789012-G45	14,500	14500.0	0
<input type="checkbox"/>	1	Sarina	Mortimer	23-12-3456790	12,000	12000.0	0
<input checked="" type="checkbox"/>	3	Mabel	Shifflett	12-2097890-R34	35,000	35000.0	0

1.1 Saving Back Pay

When you have entered the rate and selected the employees click on Apply for the calculations to occur.



PAYLINE PAYROLL

FOR YOUR PAYROLL SOLUTIONS

Back Pay

Monthly Payroll Fortnightly Payroll Weekly Payroll

Select Salary, Benefit or Allowances

Selected Basic Salary Basic Salary

Process Back Pay from Period 20201

Assign Back Pay to Payroll Period 202011

Multiply By 11

November 1, 2020 November 30, 2020

Name Back Pay Salary

Description

Benefit Type Cash

Account Category Salary Wages Overtime

Include Overtime Process...

Rate 10

Apply Save Cancel Close

Select Organisation/Department

Organisation

By Department Accounts

Load

Employee Name Search

Grade

By Grade

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

Search Previous BackPay

Select All	Code	Name	Surname	National ID	Amount	Original Amount	Back Pay
<input type="checkbox"/>	2	Rodger	Brogdon	12-234444-D34	11,500	11500.0	0
<input checked="" type="checkbox"/>	5	Ebonie	Knott	23-1234-G45	127050.0	10500.0	116550.0
<input type="checkbox"/>	4	Huong	Loflin	63-789012-G45	14,500	14500.0	0
<input type="checkbox"/>	1	Sarina	Mortimer	23-12-3456790	12,000	12000.0	0
<input checked="" type="checkbox"/>	3	Mabel	Shifflett	12-2097890-R34	423500.0	35000.0	388500.0

The system will have given a suggestion for the number of periods for the back determined by your selected of Periods to process. If this is not correct you can enter your Multiply number .

Click on save and the system will save the back pay waiting for be processes when you next run the payroll.



PAYLINE PAYROLL

FOR YOUR PAYROLL SOLUTIONS

Back Pay

Monthly Payroll
 Fortnightly Payroll
 Weekly Payroll

Select Salary, Benefit or Allowances

Selected: Basic Salary

Process Back Pay from Period: 202010

Assign Back Pay to Payroll Period: 202011

Multiply By: 1

Name: Back Pay Salary

Description: Back pay fr

Benefit Type: Cash

Account Category: Salary Wages Overtime

Rate: 5

Buttons: Apply, Save, Cancel, Close

Include Overtime Process:

Paylin Payroll

Back Pay Allocated Successfully

Select	Code	Name	Surname	National ID	Amount	Original Amount	Back Pay
<input checked="" type="checkbox"/>	2	Rodger	Brogdon	12-234444-D34	12075.0	11500.0	575.0
<input checked="" type="checkbox"/>	5	Ebonie	Knott	23-1234-G45	11025.0	10500.0	525.0
<input checked="" type="checkbox"/>	4	Huong	Loflin	63-789012-G45	15225.0	14500.0	725.0
<input checked="" type="checkbox"/>	6	Raya	Maynard	12345678	11025.0	10500.0	525.0
<input checked="" type="checkbox"/>	1	Sarina	Mortimer	23-12-3456790	12600.0	12000.0	600.0
<input checked="" type="checkbox"/>	3	Mabel	Shifflett	12-2097890-R34	36750.0	35000.0	1750.0
<input checked="" type="checkbox"/>	7	Victor	Stanton	290qww	13125.0	12500.0	625.0

1.2 Run Payroll

After your run for payroll for the next payroll period you should see the back pay.

Earnings		Deduction	
Salary	12,500.00	Arrears Pension Contribution	100.00
Accommodation	120.00	Medical Aid Deduction	250.00
Acting Allowance	200.00	Medical Expencc 1	450.00
* Arrears Pension Contribution Benefit	100.00	NSSA Pension	24.50
Back Pay Salary	625.00	AIDS Levy	71.72
Emergency allowance	340.00	NEC Medical Contributions	207.45
Telephone Allowance	570.01	PAYE	2,390.63
		Total	3,404.30