Utilities – Bulk Employee Update Activate Early Pay



On the Navigation paneExpandUtilitiesExpandBulk Employee UpdateDouble-click onEarly Pay

The Basic Filter section can be used to select which employees will be included in the Early Pay activation.

| Update Cose | 3. Select | Update | | 1.Filte and c | 1.Filter according Company rule and other applicable filters | | |
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| Navigation (| Early Pay | | | | | × | |
| 🕢 Na 😭 R 🔒 C | Basic Filter | | | | • | Y | |
| 🎝 Entity Management | Company Rule | 4 - MD_FORT - Motion Design Fort | ightly | | Pay Run Definition | 1 | |
| Company Hanagement | Remuneration Structure | | | | Iob Grades | • | |
| 🗍 Employee Management | Job Titles | | | | Hierarchy | 61 | |
| of the second se | Status | | | | Entity Code | | |
| Release Tax Certifi | Quick Employee Code Add | | | | Add al I Load | 🦊 Clear 🛛 🖉 Refresh & Search | |
| Activate Leave Pay | Employees | | | | | 1 | |
| De-Activate Leave | No Record | 0 0 🍃 🗙 | | | | | |
| Return Early From L | Dana a sub sus faced to be | in the maximum has there and man | | | | | |
| Freeze Paysips | urag a coumn neader ne | re to group by that courten | | | 2. Select Refresh an | d Search | |
| Import Employee Ph. | Employee Code | Entity Code Display Name | Date Engaged Primary P | osition Employee Status | | Grade R | |
| and and control control and a | 8 | | | | | | |

The following message will appear showing the number of employees to be updated.

| People | |
|--------|---------------------------------------------------------------------|
| ? • | bulk update of 5 employee(s) will be done, do you want to continue? |

Select Yes to continue or No to abort.

Select the relevant information on the drop-down menu's:

- Pay Run Definition select the Pay run that you want to activate early pay for example main run or additional run
- Payslip Type select the applicable payslip that you want to activate early pay for example normal payslip or closed tax record payslip

| Pay Run Definition: | MAIN - Main Payrun | |
|---------------------|--------------------|---|
| Payslip Type | 0 - Normal | • |
| EarlyPay: | | |

The following message will appear after the payslips have been updated:



The result screen will show if the process was successful and display any error messages:

| Comp | any Rule Na | me 🔺 | | | | |
|------|-------------|--------------------------------------|--------------------------------|--|--|--|
| | | ExceptionType | 1 | | | |
| Em | ployee Code | Employee Name | Message | | | |
| • | Company R | Rule Name: Motion Design Fortnightly | t. | | | |
| | Excepti | ionType: Success | | | | |
| | 041 | Mr K Bjorgman | Employee updated successfully. | | | |
| | 042 | Miss B Utonium | Employee updated successfully. | | | |
| | 043 | Mrs B Utonium | Employee updated successfully. | | | |
| | 044 | Mrs B Utonium | Employee updated successfully. | | | |
| | 045 | Mr H Westernaard | Employee updated successfully. | | | |

A notice will now display on the applicable employees, showing that early pay has been activated:

| EARLYPAY - Early Pay is activated | <none></none> | Termination Date | | 041 - Mr K Bjorgman | Employee |
|-----------------------------------|----------------|------------------|------|---------------------|-----------------|
| | 2016/03/01 | Date Engaged | · Ŧ. | A - Active | Employee Status |
| | | | | | |
| | 2016/03/01 | Date Engaged | | A - ACDVE | Employee Status |