

Processing Multiple Pay Runs

Payroll Processing



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1.0 Pay Run

1.1 Definition

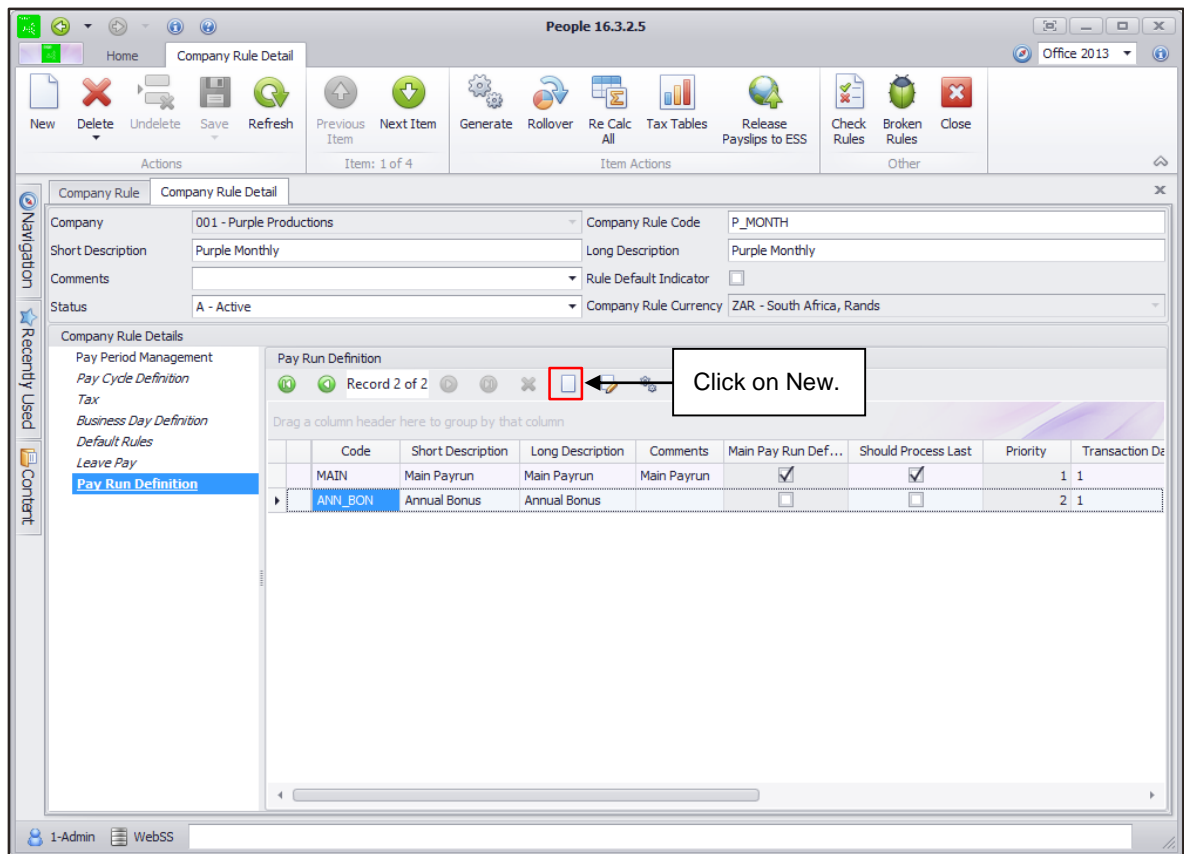
Sage 300 People allows you to add multiple pay runs per pay period. This means that you can add more than one payslip per employee per pay period. For example, in December you can create a normal payslip as well as a bonus payslip. Each payslip will have its own net pay amount and can be paid separately.

When creating multiple pay runs you can specify the pay period in which these pay runs should be active.

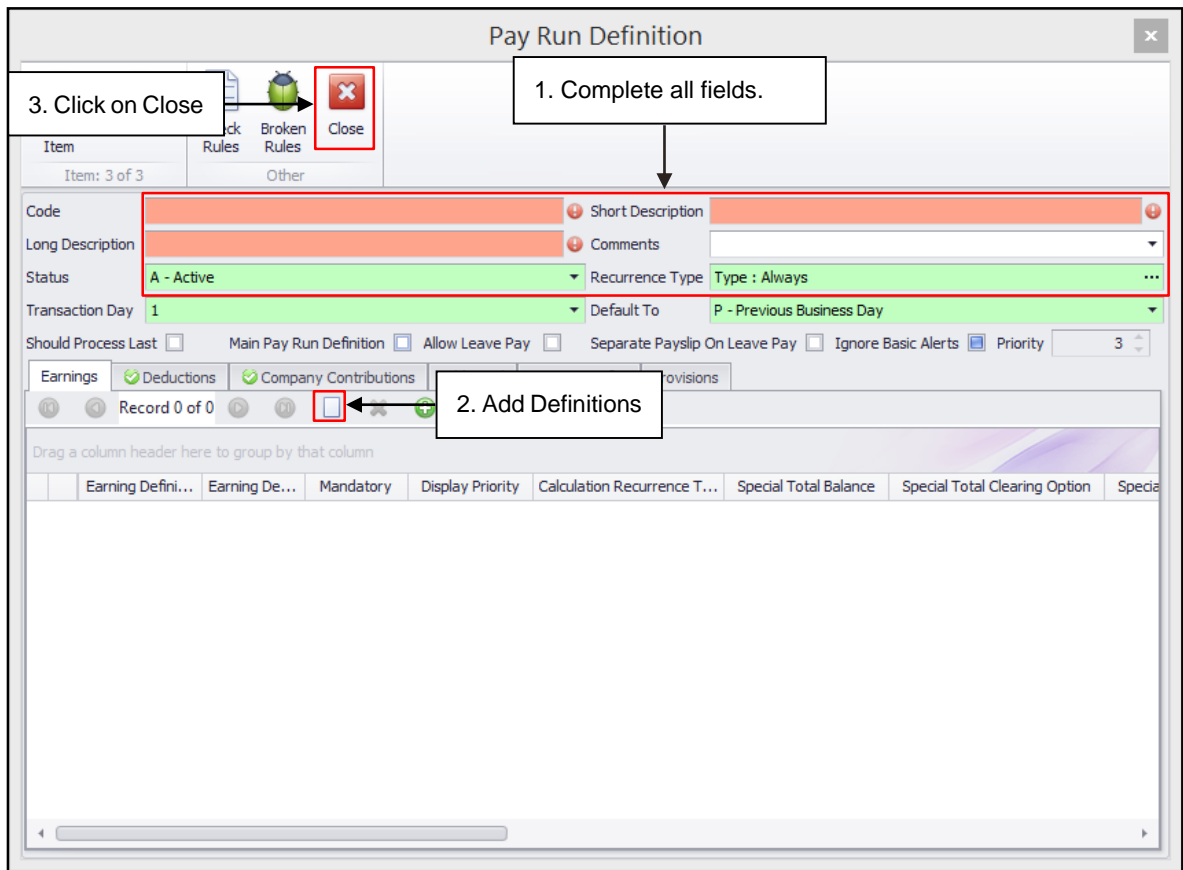
1.2 Creating a new Pay Run

To access the Payment Setup Screen, from the Navigation pane:

Expand **Company Management**
Double-click on **Company Rule**
Double-click on the applicable Company Rule
Click on **Pay Run Definitions**

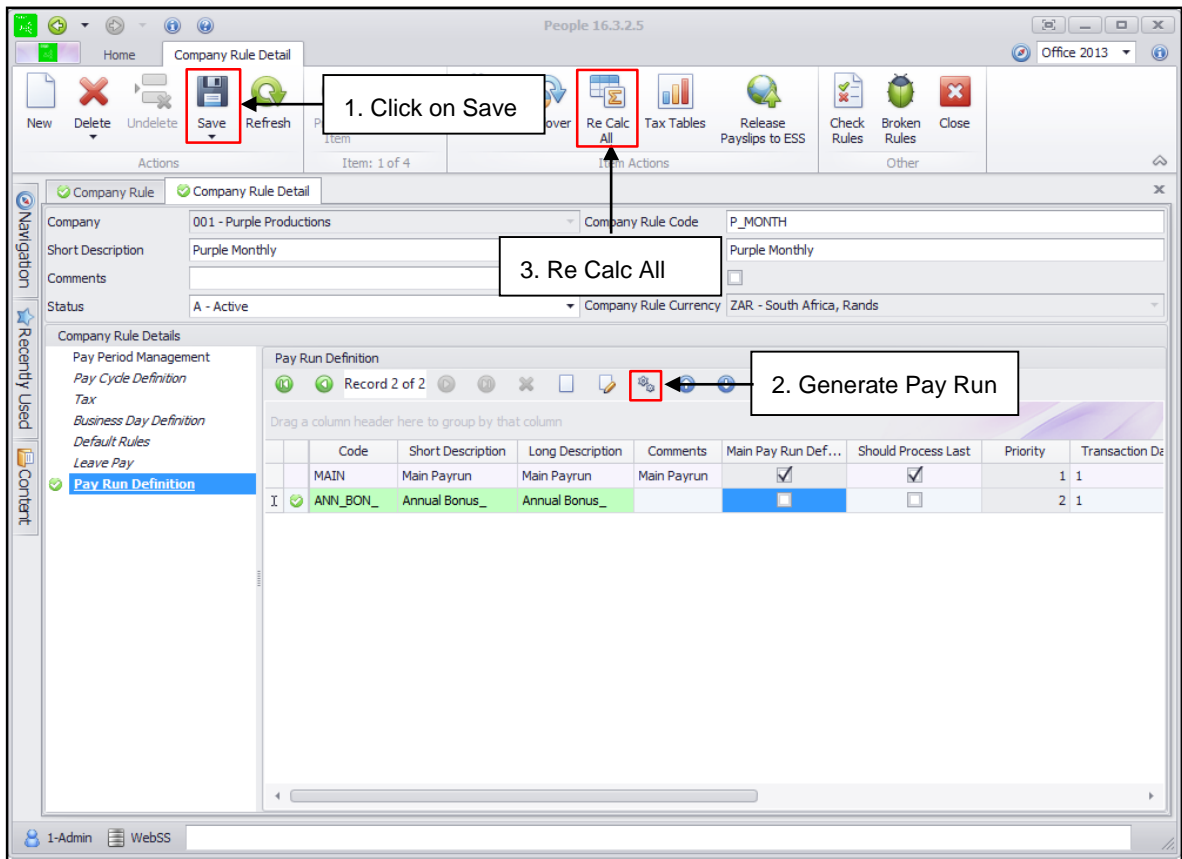


The **Pay Run Definition Detail Screen** will display.



Important fields on the Pay Run Definition Detail Screen:

Field	Description
Recurrence Type	You may specify a recurrence for when the pay run must be active on the employee's Payslip Definition Screen. This option is inactive for the default pay run.
Should Process Last	One of the pay runs must be set to be the last pay run that should be open as the final statutory deductions will be allocated to the last active pay run.
Main Pay Run Definition	Tick the box if this is the main pay run. Once the pay run has been processed, the pay run may not be changed. A basic salary must be linked to this pay run. The basic salary on the employee Payslip Definition Screen is used for cost to company purposes, net up, and basic salary setup calculations.
Allow Leave Pay	Tick the box to indicate that leave pay must be calculated for the payslip of this pay run
Separate Payslip On Leave Pay	If you tick this box, the leave pay amount will be calculated on a separate Leave Pay pay run. If you do not tick this box, the leave pay will be calculated on this pay run. The amount will be displayed in the Amount column of the Leave Pay earning line.
Ignore Basic Alerts	If you tick this box, you can select to suppress the Basic Alerts for the specific pay run



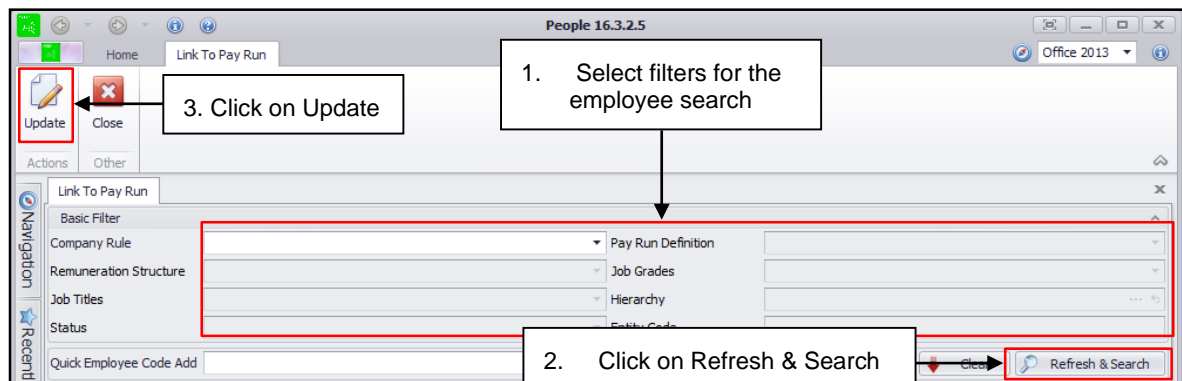
1.3 Bulk Pay Run Update

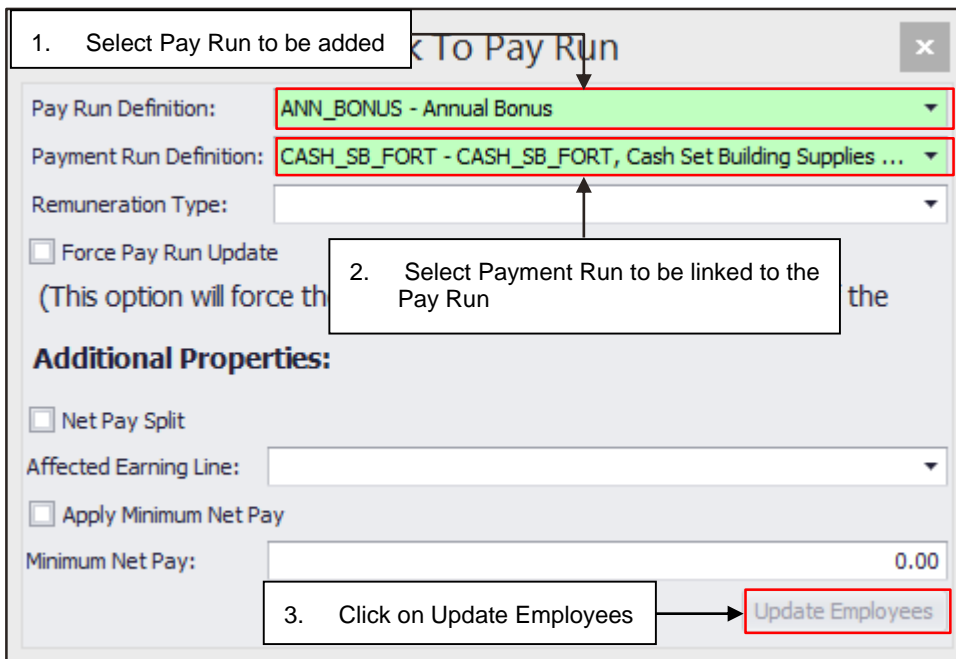
This option allows you to link a Pay Run or to update the Payment Run details for multiple employees.

To access the Bulk Employee Update Screen, from the Navigation pane:

- Expand Utilities
- Expand Bulk Employee Update
- Double-click on Link To Pay Run

The **Link To Pay Run Basic Filter Screen** will display.





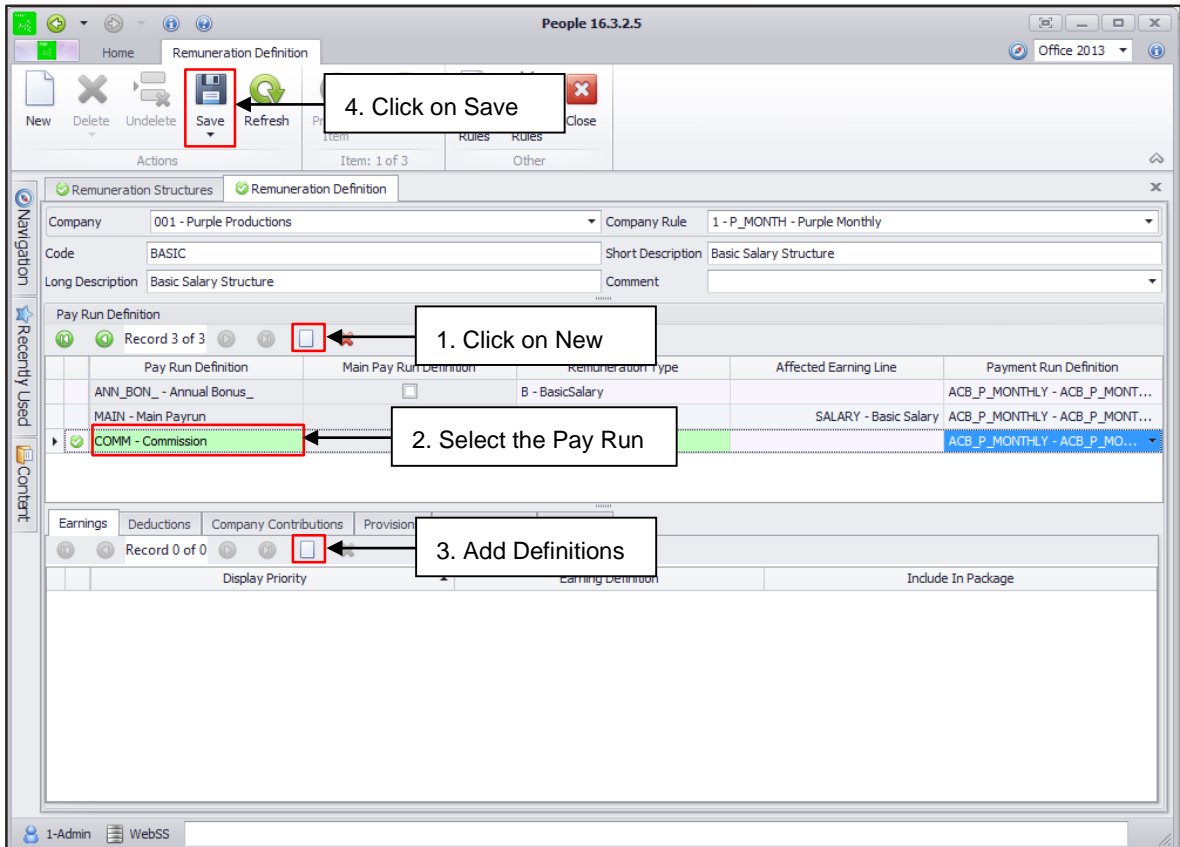
1.4 Link Pay Run on Remuneration Structure

If you make use of Remuneration Structures you have to link the Pay Run on the Remuneration Structure.

To access the Remuneration Definition Screen, from the Navigation pane:

- Expand **Company Management**
- Double-click on **Remuneration Structures**
- Double-click on the applicable Remuneration Structure

The **Remuneration Definition Screen** will display.



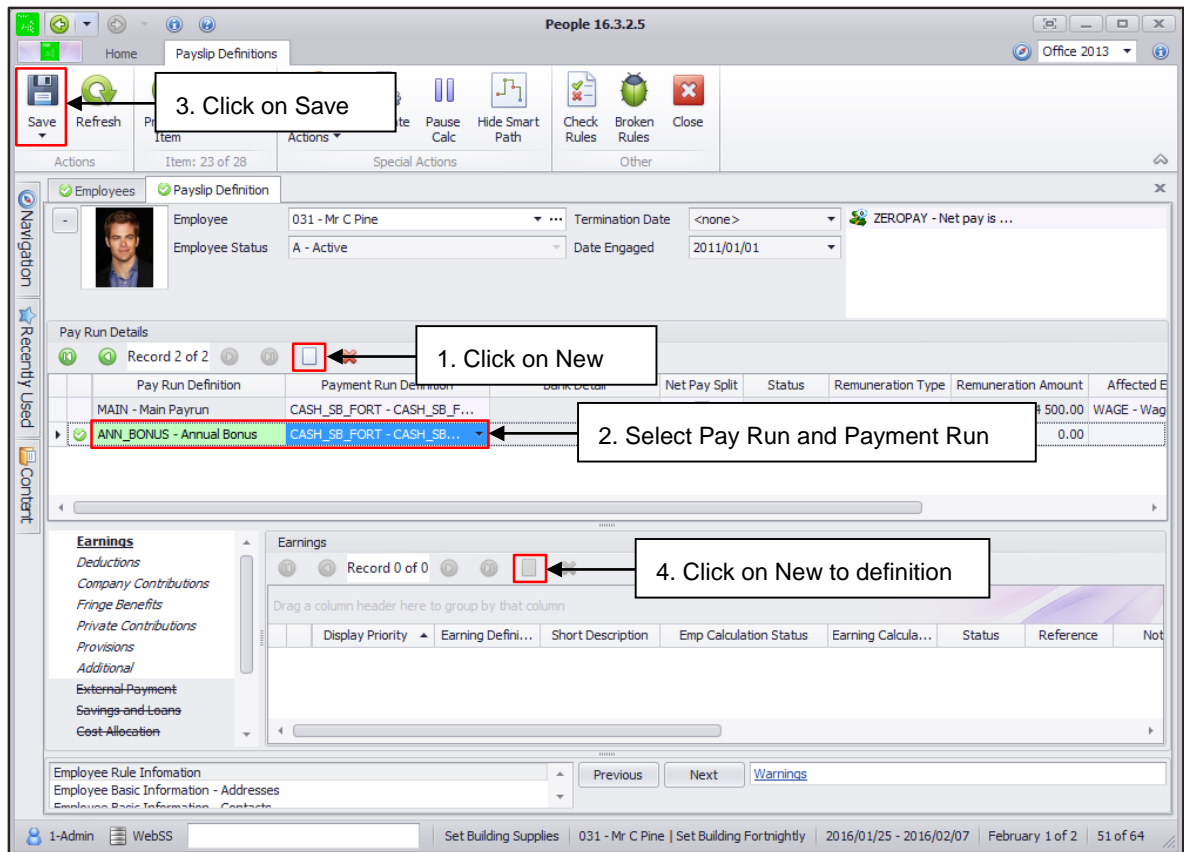
1.5 Link Pay Run on Employee

If you do not make use of remuneration structures you can link the Pay Run on the employee's payslip definition screen.

To access the Payslip Definition Screen, from the Navigation pane:

Expand **Employee Management**
Double-click on **Employee**
Double-click on **Payslip Definition**

The **Payslip Definition Screen** will display.



1.6 Process Pay Run

Make sure that you are on the correct Pay Run when processing your payroll.

To access the Payslip Detail Screen, from the Navigation pane:

Expand **Employee Management**
Double-click on **Employee**
Double-click on **Payslip Detail**

The **Payslip Detail Screen** will display.

People 16.3.2.5

Home Payslip Office 2013

Save Refresh Previous Item Next Item Employee Actions Calculate Pause Calc Hide Smart Path Freeze Payslip Forced Pay Early Pay Forced YTD Hide Details Hide Zero Amounts Print Payslip 12 Month History Other

Actions Item: 1 of 33 Special Actions Actions

Navigation Recently Used Content

Employees Payslip Detail

Employee 001 - Mr S Spielberg Termination Date <none> RFIRETREM - RFI exceeds Retirement Remu...
 Employee Status A - Active Date Engaged 2001/01/01

Record 2 of 2

Annual Bonus_ [Statutory Tables] Consolidated

Display Member
 Main Payrun [Statutory Tables]
 Annual Bonus_ [Statutory Tables]

Summary

Earnings
 Deductions
 Company Contributions
 Fringe Benefits
 Private Contributions
 Provisions
 Additional
 Shifts
 Salary Cost
 Tax
 Job Costing Detail
 Cost Centre
 Cost
 Net Pay Split
 BCEA
 Total

Company Contributions

Code	Total
1 SDL	59.16
	118.32

Fringe Benefits

Code	Total
	0.00

5 916.46 2 249.36

Current Period Period Salary 5 916.46 Total Earnings 5 916.46 Total Deductions 2 249.36 **Net Salary 3 667.10**

Employee Rule Information
 Employee Basic Information - Addresses
 Employee Basic Information - Contacts

Previous Next Warnings

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Click on the dropdown to select the applicable Pay Run