

Freeze Separate Payslips



How to Freeze Separate Payslips

Background on Freezing Separate Payslips

The moment you print a Separate Payslip for an employee, this payslip will be Frozen and no further entries may be placed on the frozen Payslip. Frozen Payslips may however be re-printed, if necessary, e.g. because of a paper-jam, etc.

Printing the Separate Payslips to the screen will not freeze the Separate Payslip.
You will still be allowed to do input on the Separate Payslip Screens.

Any payslips that were printed to Printer or ASCII will be automatically frozen.

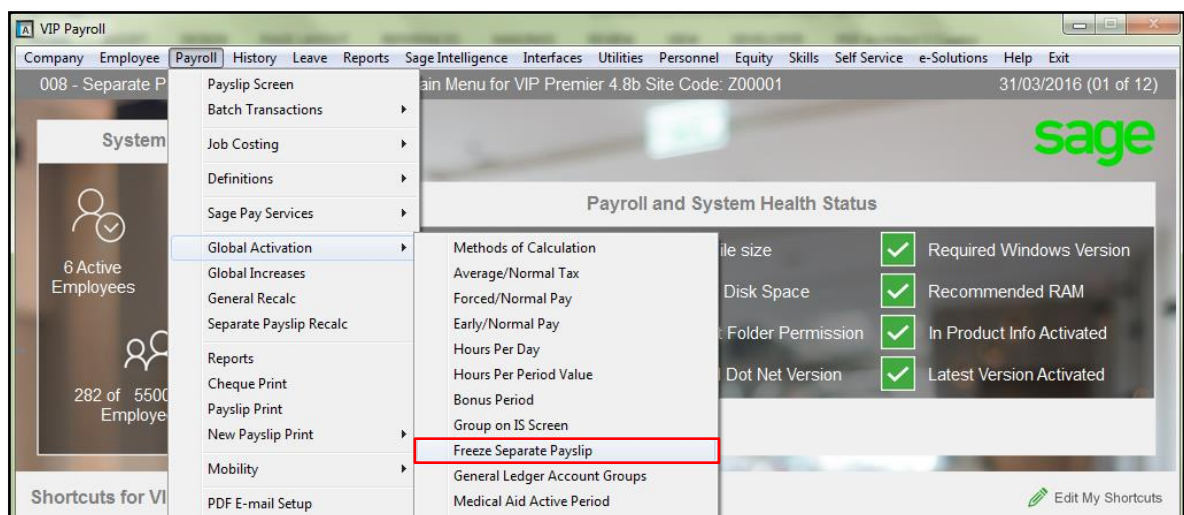
Global Activation to Freeze Separate Payslip

Once you have completed all the processing for the Separate Payslip that you are working with, you should freeze the payslip to ensure that no more input accumulates to that payslip.

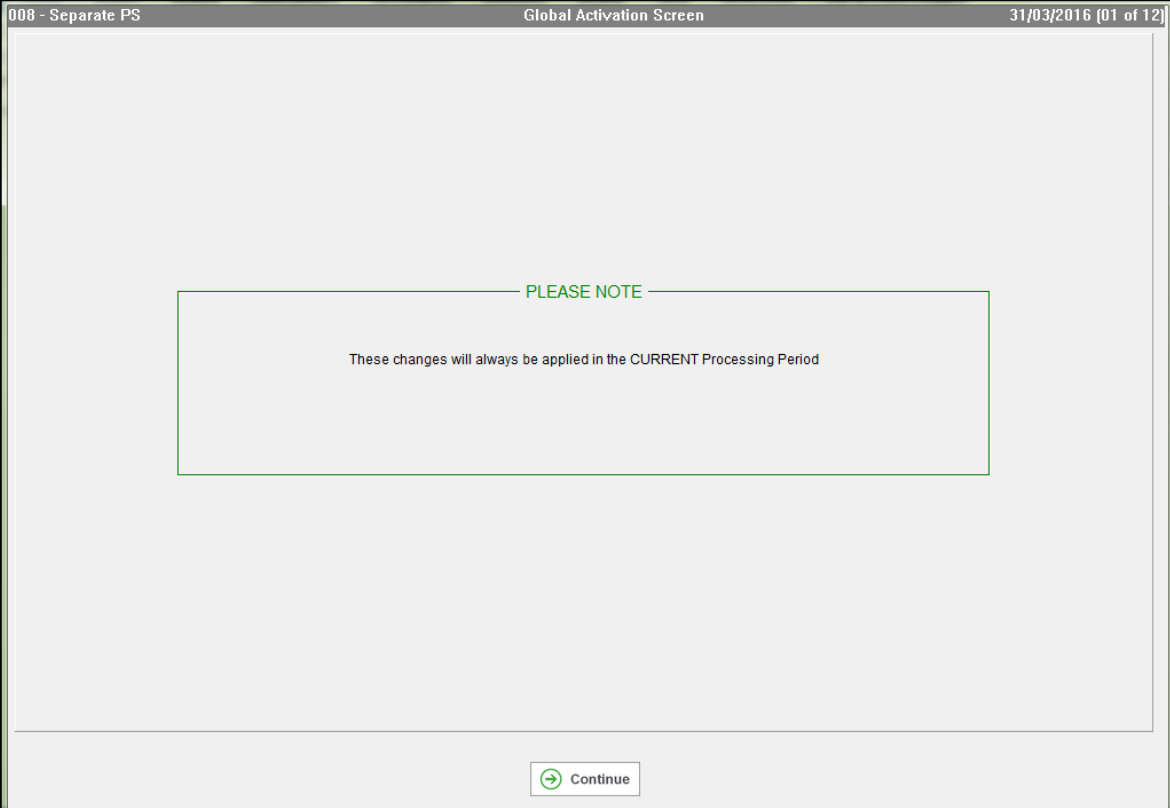
The Global Freezing of Separate Payslips allows you to freeze a specific Separate Payslip for all employees.

How to Access Global Activation of Freeze Separate Payslip

- Click on Payroll.
- Click on Global Activation.
- Click on Freeze Separate Payslip.



The Global Activation Screen will be displayed.



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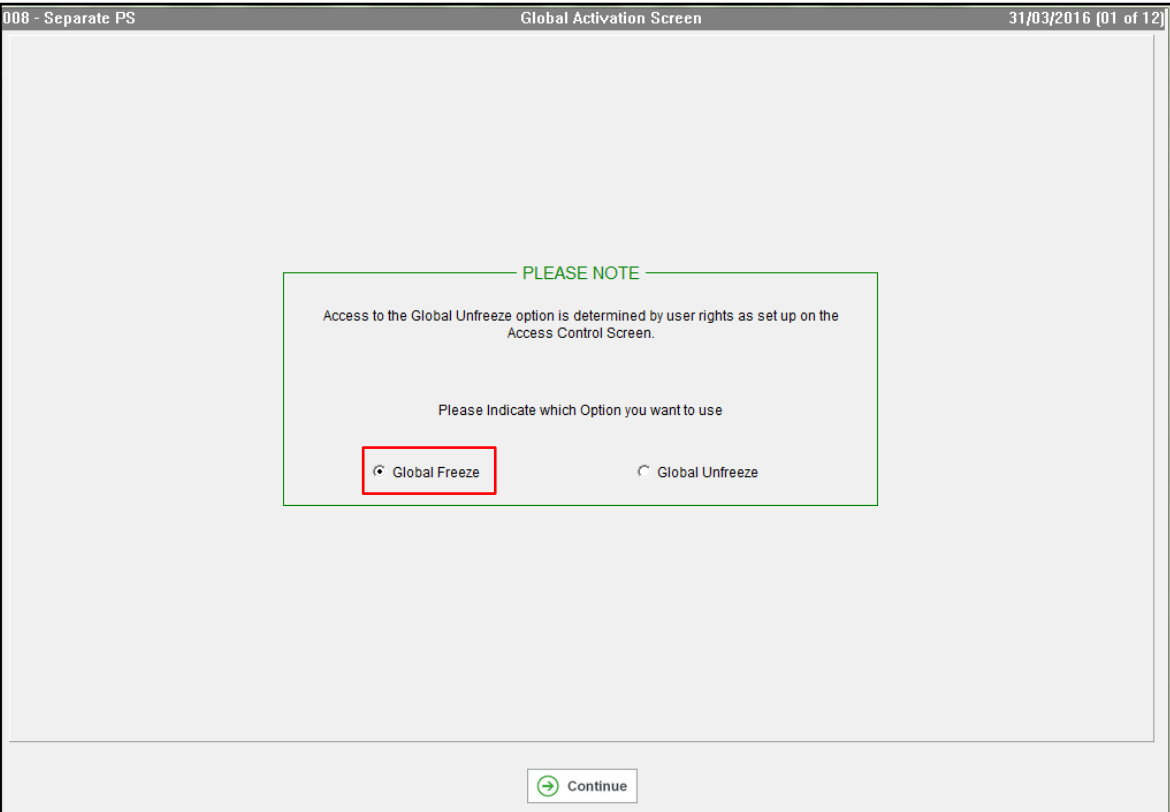
PLEASE NOTE

These changes will always be applied in the CURRENT Processing Period

Continue

This screenshot shows the 'Global Activation Screen' with a header bar containing '008 - Separate PS', 'Global Activation Screen', and '31/03/2016 [01 of 12]'. The main content area features a green-bordered box with the heading 'PLEASE NOTE' and the text 'These changes will always be applied in the CURRENT Processing Period'. At the bottom center, there is a 'Continue' button with a green arrow icon.

Click on Continue



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PLEASE NOTE

Access to the Global Unfreeze option is determined by user rights as set up on the Access Control Screen.

Please Indicate which Option you want to use

☒ Global Freeze ☐ Global Unfreeze

Continue

This screenshot shows the 'Global Activation Screen' with the same header bar. The green-bordered box contains the heading 'PLEASE NOTE', followed by the text 'Access to the Global Unfreeze option is determined by user rights as set up on the Access Control Screen.' and 'Please Indicate which Option you want to use'. Below this, there are two radio button options: 'Global Freeze' (which is selected and highlighted with a red box) and 'Global Unfreeze'. A 'Continue' button with a green arrow icon is located at the bottom center.

Select Global Freeze, and Continue

Global Freeze of Separate Payslip

Which Separate Payslip do you want to Freeze?

Apply these changes for All Employees

Select the Separate Payslip from the Drop Down that you would like to globally Freeze.

The Changes can then be applied to the following ranges:

- All Employees
- Category
- Paypoint
- Department
- Job Grade

Apply these changes for All Employees

All Employees
All Employees
Category
Pay Point
Department

Select the applicable range and Click on Continue

VIP Payroll

Are these selections correct?

Yes
No
Cancel

Click on Yes if you have made the correct Selections.

Separate Payslips are then Frozen for the Payslip and Employees you have selected.