

Leave Pay

Leave Pay Separate Payslip



From the Main Screen of the company, go to Company>Miscellaneous>Miscellaneous 2.

At the bottom of the screen click on the Separate Payslip button. There are 2 selections:

- How many Separate Payslips do you plan for this period?
 - Example, you have a Normal and Bonus payslip, here you select 2 as it should exclude the Leave Pay Separate Payslip
- Are you doing a Leave Pay Payslip for this Period?
 - If you are making use of the Leave Pay function as well, you will tick the box.
- It will display the number of payslips and require you to name your payslips. Your Leave Pay payslip will automatically be filled in as your last payslip and will be greyed out as you cannot give it a name, it defaults to Leave Pay.
- Access the respective Earnings and Deductions tabs at the top to link the relevant earnings and deductions to each Separate Payslip.
- On the Leave pay Separate Payslip you will only link your Leave Pay earning line and any other deductions on which Leave Pay has an impact, example the Pension or Provident Fund methods as that will include the Leave Pay in the method.
- Ensure processing of payslips are done in sequence and that the relevant payslips are frozen before proceeding with the next payslip so that the values accumulate to the correct payslips
- Print Separate Payslip validation reports and correct any errors
- If no errors are encountered, proceed to print the payslips

Note: Separate Payslips have to be setup before activating Leave Pay if a Leave Pay Separate Payslip is required