

Separate Payslips

Separate Payslips activation after payroll processing



Separate Payslips MUST be activated BEFORE any processing is completed for the specific pay period.

It is essential to plan the Separate Payslips, as the order in which they are processed will have a direct influence on the result.

The following things must be kept in mind when planning:

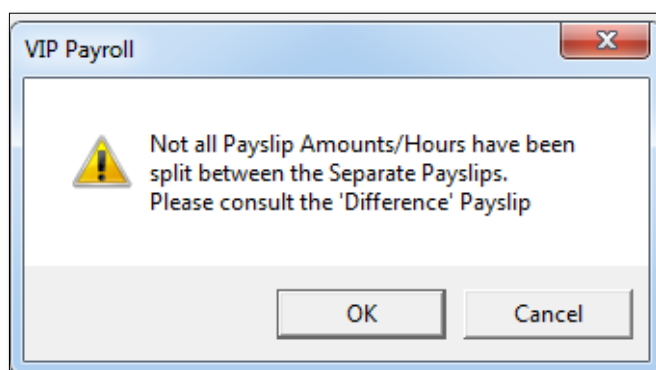
- Will you be using Separate Payslips for this period?
- How many Separate Payslips will you use during this period?
- Which earnings should be included on each Separate Payslip?
- Which deductions should be included on each Separate Payslip?
- On which date will you print and pay each Separate Payslip?

If the proper Separate Payslips planning is not completed and the tool is only activated AFTER hours were imported or processed, the payslips will not split accurately as all the hourly input will be stuck on the difference payslip and won't reflect on any of the payslips as desired. In other words, the payslips will only split the rand values without reflecting any of the hours entered.

Note: It is important to remember that any changes to the hourly input on the main payslip's Hours Screen AFTER ALL payslips were printed / frozen will also result in hours going to the difference payslip. To avoid this any changes on the main payslip can only be done AFTER the applicable payslip in question is unfrozen

The system will allow you to start a new period with hours stuck on the difference payslip.

However, when you close the Separate Payslips screen that can be accessed by clicking on the SP button  from the Employee's Payslip Screen – you will get the message below:



This message can be ignored if you have no need for the hours to reflect accurately on the payslips.

To view a list of all employees with hours stuck on their difference payslip – please consult our Separate Payslips Validation (Real number 722) available on the reports and maintenance menu.

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The hours can be moved back to the payslips as required but this must be completed manually per employee which is a very time-consuming process.

It is therefore rather recommended to restore last month's backup – activated Separate Payslips – Reprocess or re-import the hours required for the pay period so that the payslips can split accurately as designed.