

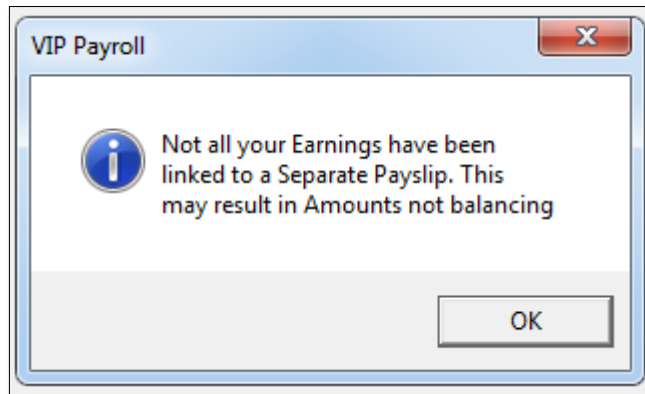
Separate Payslips

Adding a new Earning or Deduction line



When making use of Separate Payslips, it is extremely important to remember that new earning or deduction lines must be linked to the desired payslip to avoid all totals processed for that line ending up on the Difference Payslip.

Once you loaded the new line – the following message will appear as a reminder:

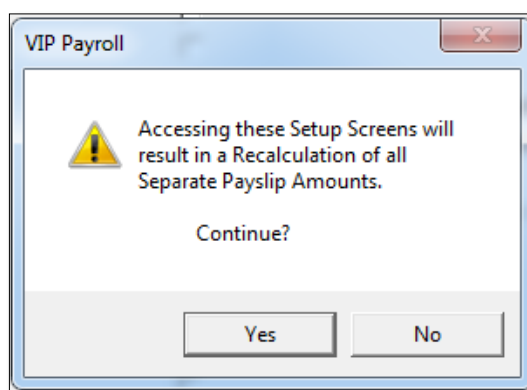


How to link a new earning or deduction line added to the desired payslip?

From the Main Menu

- Company
- Miscellaneous
- Click on the Separate Payslips button

The following message will appear if you already started with processing for the month:



Select – Yes

Note: You won't be able to link a new earning line if payslips were already printed or frozen. These payslips will have to be unfrozen for all employees before changes will be allowed. It is best to add all new Earnings or Deductions required before you start processing for the month.

Now click on the Earnings or deductions tab and make sure that the new line is linked to the desired payslip:

General | **Link Earning 1 - 36** | Link Earning 37 - 72 | Link Deduction 1 - 36 | Link Deduction 37 - 72

	1st	2nd	3rd	4th		1st	2nd	3rd	4th
Package	☐	☐	A	A	Round	R	R	R	R
Cash	☐	☐	B	B	NEW	B	☐	☐	☐
Commiss	☐	B	☐	B					
A/Bonus	B	☐	☐	B					
OT 1.5	☐	☐	B	B					
OT 2.0	☐	☐	B	B					
LvePaid	☐	☐	B	B					
Housing	☐	☐	B	B					
CompAll	☐	☐	B	B					
Travel	☐	☐	B	B					
Petrol	☐	☐	B	B					
P/Bonus	☐	☐	B	B					
Uniform	☐	☐	B	B					
TRClaim	☐	☐	B	B					
Lumpsum	☐	☐	B	B					
Subsist	☐	☐	B	B					
S/Incen	☐	☐	B	B					
Cell	☐	☐	B	B					

 Close

General | Link Earning 1 - 36 | Link Earning 37 - 72 | **Link Deduction 1 - 36** | Link Deduction 37 - 72

Link all Ded's	1st	2nd	3rd	4th		1st	2nd	3rd	4th
☐	☒	☒	☒	☒	Skills	☒	☒	☒	☒
Tax	☒	☒	☒	☒	NEW	☒	☐	☐	☐
U.I.F.	☒	☒	☒	☒					
Pension	☐	☐	☒	☒					
Prv Fd	☐	☒	☐	☒					
MedAid	☐	☐	☒	☒					
Garnish	☐	☐	☒	☒					
Advance	☐	☐	☒	☒					
Social	☐	☐	☒	☒					
Add Tax	☐	☐	☒	☒					
Loans	☐	☐	☒	☒					
Bonds	☐	☐	☒	☒					
Savings	☐	☐	☒	☒					
Cell	☐	☐	☒	☒					
PrivTel	☐	☐	☒	☒					
Insuran	☐	☐	☒	☒					
RAF	☐	☐	☒	☒					
Union	☐	☐	☒	☒					
Round	☒	☒	☒	☒					

 Close

If all lines were not linked as expected an onscreen message will indicate as such.

Return to the setup screen and make sure that all lines are linked to a specific payslip.