

# Separate Payslips

## Difference Payslip



The difference payslip is a fixed additional payslip that will record values in certain instances:

- Separate payslips were activated AFTER processing or input was already completed for the month. In this scenario the hourly input will be on the difference payslip and will have to be move manually per employee.
- The Difference Payslip will show any amounts processed on a line that was not linked to any of the desired payslips. You will receive a red message “Payslips not Adding up – see ‘Difference’ Tab”. It is therefore very important to always remember to update the separate payslip setup once new earning or deductions lines are added.
- If you complete any manual changes to the main payslip AFTER all payslips are printed or frozen – these adjustments will end up on the difference payslip. You need to unfreeze these payslips before amendments are made.
- Terminations AFTER all payslips are printed or frozen will result is tax adjustments ending up on the difference payslip. This happens since the final tax calculation is only completed on termination. If all payslips are frozen as payments were already made – this tax adjustment has nowhere else to go.

When you click on the button  (at the top of the payslip screen), you will be able to see the Separate Payslip Screens:

- The earnings and deductions on these screens will be split according to the linking on the setup screen.
- The values on the Main Payslip must add up to the values on each Separate Payslip plus the Difference Separate Payslip:

**Main Payslip = Bonus SP + Normal SP + Difference SP**

**Difference Separate Payslip**

**Difference**

There should be no earning, deduction, CC or hours differences!

| No | Earning | Amount |
|----|---------|--------|
| 1  | Salary  |        |
| 2  | O/T 1.5 |        |
| 3  | O/T 2   |        |
| 4  | Commiss |        |
| 5  | Travel  |        |
| 6  | Prf Bon |        |
| 7  | Pro Bon |        |
| 8  | Subsist |        |
| 9  | Lve Pay |        |
| 10 | Term Lv |        |
| 11 | N/Shift |        |
| 12 | Ann Bon |        |
| 13 | ReimTra |        |
| 14 |         |        |
| 15 |         |        |
| 16 |         |        |

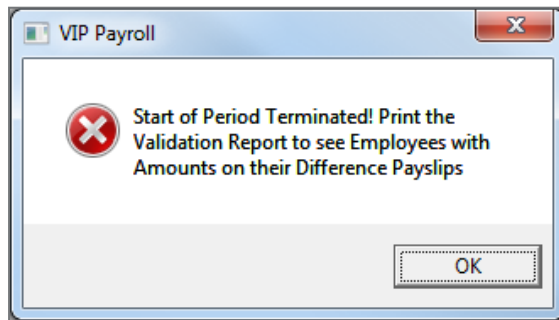
| No | Deduction | Amount |
|----|-----------|--------|
| 1  | Tax       |        |
| 2  | U.I.F.    |        |
| 3  | Prov Fd   |        |
| 4  | Med Aid   |        |
| 5  | Loan      |        |
| 6  | Union     |        |
| 7  | Savings   |        |
| 8  | Add Tax   |        |
| 9  | Garnish   |        |
| 10 | Cell Ph   |        |
| 11 | Parking   |        |
| 12 | Skills    |        |
| 13 |           |        |
| 14 |           |        |
| 15 |           |        |
| 16 |           |        |

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

This report can be used to check for:

- a. Differences
- b. Negative Nett Salaries
- c. Unfrozen payslips

If there are differences on the difference payslip the following error will appear, and a start of period will not be allowed:



These differences will have to be fixed or moved to the right payslips BEFORE a start of period will be allowed.