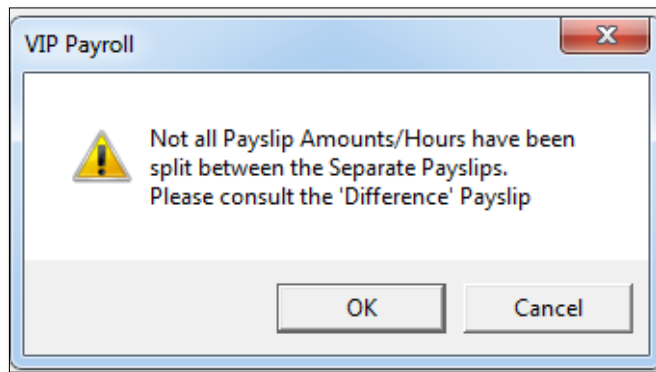


Separate Payslips

Hours on Difference Payslip

The system will allow a start of period if there are Hours stuck on the Difference payslip.

The following warning message will display and should be attended to if required, before a start of period is attempted.



Hours can end up on the difference payslip due to the following reasons:

- Manual changes made to the hourly input on the Main payslip's Hours screen after the payslips were printed or frozen.
- Separate payslips were activated after the payroll processing were already completed for the pay period.
- A method was used on the main payslip that requires hourly input and this was processed after all payslips are printed or frozen for the pay period.

Moving hours from the Difference Payslip is not a simple process as the reset button won't be so kind to move the input for us automatically to the unfrozen desired payslip.

These hours can only be moved manually per employee which makes this a very time-consuming process.

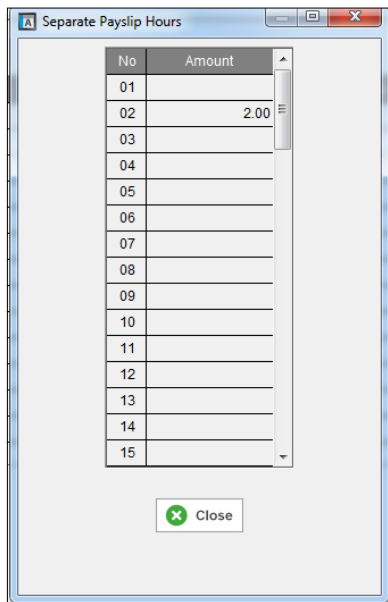
It is therefore rather recommended to restore last month's backup – activated Separate Payslips – Reprocess or re-import the hours required for the pay period so that the payslips can split accurately as designed.

However, if there are only a few employees affected and you should wish to move the hourly input to the desired payslip follow these steps below:

- 1.) Access the Difference Payslip screen by clicking on the Separate Payslips Button  on the Main Payslip Screen.

- 2.) Click on the Hours button  from the Difference Payslip's tab.

In the example below 2 hours is stuck on Hours line 2:



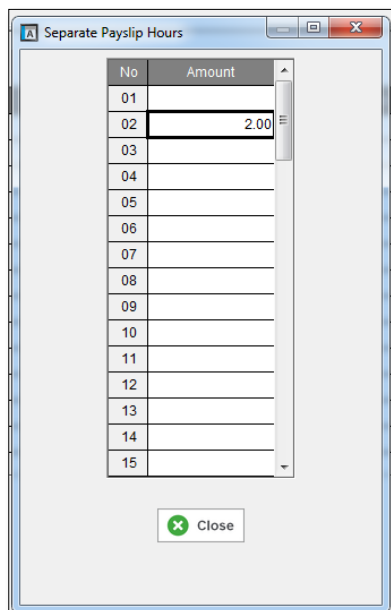
No	Amount
01	
02	2.00
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	

Close

3.) Click on the normal payslip and then select to unfreeze this payslip.



4.) Click on the Normal Payslip's Hours button and then type 2 on line 02 exactly as indicated above from the Difference Payslip.



No	Amount
01	
02	2.00
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	

Close

Complete these steps for all employees affected. The difference payslip should now be cleared, and a start of period can be completed without any warnings.

The Separate Payslips Validation Report (Real No 722) can be printed to view a list of all employees with hours stuck on the Difference Payslip.