

Separate Payslips

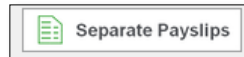
Tax on the difference payslip



After ACB Payments:

All payslips that are currently frozen are also already paid to employees and therefore we cannot unfreeze the payslips to clear the tax value.

- 1.) Create a new separate payslip and call it Corrections or anything else that makes sense to you. From the main menu => Company => Miscellaneous => Click on the separate payslips button



- 2.) Increase the number of payslips used. See below:

- 3.) Make sure that all earnings and deductions are linked for this payslip to be safe.
- 4.) Print the Separate Payslips validation report (Real No 722) to determine how many employees were affected.
- 5.) Access the employee's Separate Payslip screen from the main payslip screen by clicking on the Separate payslip's button . Now click on the difference payslip's tab to view the tax difference in question.
- 6.) The New payslip created will now be open, but the tax will not automatically move to this new payslip created. To move the tax value process R1 on any earning line with the IRP5 code 3601 and then process -R1 on another earning line with the very same IRP5 code. The processing MUST be completed on the main payslip screen. See below:
- 7.) Now access the Separate payslip screens again to see how the tax successfully moved to the New payslip created.

Depending on the reason for the tax difference – the employee might owe you or you might owe the employee whatever ended up on the New payslip created. These differences must be settled within the next pay period.

You will have to deduct the tax difference value from the employee if he/she owes you or you will have to pay the employee the tax difference if you owe him/her. These corrections MUST be made on an earning or deduction line without any taxability or any IRP5 code.

It might be a good idea to print The Separate Payslips Remuneration Report (Real no 719) for the New Payslip created to see a list of all corrections required for the next pay period.

Once all the tax differences were moved to the new payslip for all employees the system will allow you to start a new period.