

Separate Payslip Differences

Start of Period Terminated



It is important to always print the **Separate Payslip Validation Report** *prior* to printing out any of your finalised payslips. The SP Validation Report will identify any separate payslip differences which require immediate correction. Should you have any values on your *Difference Separate Payslip*, you will not be allowed to complete a Start of Period until the differences/amounts have been corrected.

Note: *Hours/units* differences will however allow a user to complete a start of period.

The SP Financial Difference report can also be printed to indicate whether the differences are earning/deduction amounts or hours/company contributions.

- Print the SP Validation report
Reports > Reports and Maintenance > Reports 1 – 100 Tab > SP Validation report
Select Difference amounts when printing.
- Access the relevant employees' payslip screen.
Select the **SP button** and then the **Difference payslip**
The payslip will indicate which amount caused the difference error.

Common reasons for differences on separate payslips:

1. There is a difference on the Difference Payslip but there is no such value on the Main Payslip. The amount can be seen on the Separate Payslip, but it is greyed out.

Solution:

The amount was entered manually on the Separate Payslip. The amount needs to be entered on the Main Payslip Screen. Unfreeze the employee's separate payslip by clicking on the unfreeze button (top right corner on the SP screen). If this function to unfreeze is not available, make sure that you have access to unfreeze. A VIP super user will also have access to unfreeze payslips.

Then enter the amount on the main payslip screen. Confirm that the amount is allocated to the correct separate payslip and ensure that the Difference payslip is now zero. Freeze or print the payslip again.

2. There is a tax amount on the Difference Payslip. Employee was only terminated after payslips were printed and/or frozen or the employee should have been terminated in a previous period.

Solution:

There are no earnings, the tax recalculation is taken to the Difference Payslip.

If the payslip is frozen, unfreeze the payslip add 1c and –1c on two taxable earning lines. Both these lines should have the same taxability. e.g. Monthly taxability.