

Separate Payslips

Unfreeze Separate Payslips



The moment you print a Separate Payslip for an employee, this payslip will be Frozen, and no further entries may be placed on the frozen Payslip. Frozen Payslips may however be re-printed, if necessary, e.g. because of a paper-jam, etc.

Printing the Separate Payslips to the screen will not freeze the Separate Payslip. You will still be allowed to do input on the Separate Payslip Screens.

The moment that you realise that input or changes are required to any employees' payslip after all payslips were printed or frozen – the need will arise to unfreeze all or specific separate payslips.

The ability to unfreeze separate payslips on your VIP profile will depend on your VIP access. It is therefore important to ensure that you do have the permission to unfreeze separate payslips before you start with this procedure. The super user should be able to grant you access to unfreeze separate payslips.

From the Main Menu

- Company
- Access Control
- Select the profile in Question
- Click on Advance Page 3
- Make sure full access is granted

Advanced Page1	Advanced Page2	Advanced Page3	Advanced Page4	Advanced Page 5
Payroll Access				
		Full	View	No
Payroll Definitions		☒	☐	☐
Unfreeze Separate Payslips		☒	☐	☐

If the super user also don't have permission to unfreeze separate payslips a support consultant will be able to assist with the change required with the help of the VIPSD password.

Note: Unfreezing payslips cannot be done if employees were already paid. This action will cause all differences to move to the unfrozen payslip and it will change the nett salary for all employees and the month end figures will not reconcile as the totals that VIP stored will differ from what was actually paid to the employees.

Unfreeze an individual employee's separate payslip:

- Access the employee's Separate Payslip screen by clicking on the Separate Payslips button  from the main payslip screen.
- Access the payslip that should be unfrozen by clicking on the applicable tab at the top of the screen.
- Click on the unfreeze button. 

It will now be safe to make any desired changes to the main payslip as all changes will move to the unfrozen payslip without ending up on the difference payslip.

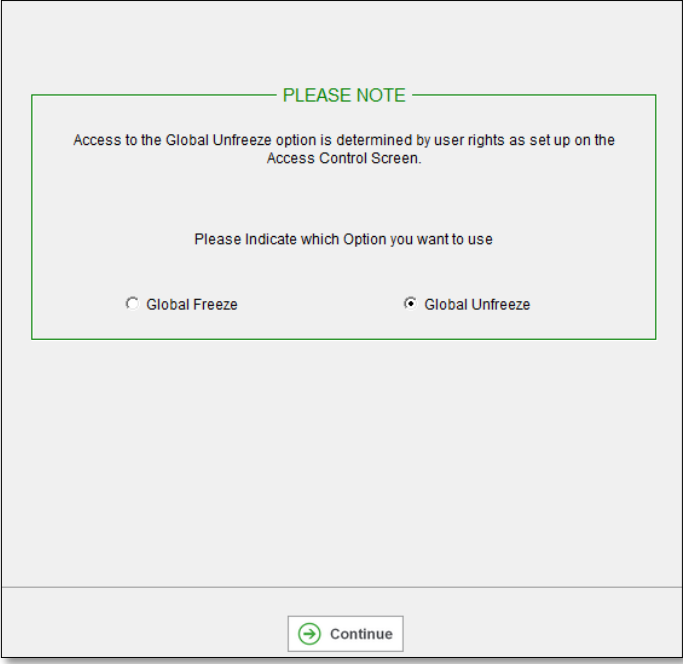
Globally Unfreeze all payslips for all employees:

If input is still required for all employees and no payments were made – all payslips can be globally unfrozen.

From the Main Menu

- Payroll
- Global Activation
- Freeze Separate payslip
- Continue
- Select Global Unfreeze and continue

See below:



The screenshot shows a software interface with a light gray background. In the center, there is a white rectangular box with a green border. At the top of this box, the text "PLEASE NOTE" is centered in green. Below it, a message states: "Access to the Global Unfreeze option is determined by user rights as set up on the Access Control Screen." Further down, the text "Please Indicate which Option you want to use" is centered. Below this text are two radio button options: "Global Freeze" and "Global Unfreeze". The "Global Unfreeze" option is selected, indicated by a filled radio button. At the bottom of the screen, outside the central box, is a "Continue" button with a green arrow icon.

It will now be safe to make any desired changes to the main payslip as all changes will move to the unfrozen payslip without ending up on the difference payslip.