

Separate Payslips

Purpose of Separate Payslips



Separate Payslips will enable you to create more than one payslip within one pay period. You have the facility to produce up to seven Separate Payslips per pay period.

This means that the information on the Main Payslip Screen can be divided into several different payslips. For example: if you pay Bonuses in December, the December payslip can be divided into two Separate Payslips. One payslip can reflect the Bonus earning and the amount of Tax and UIF calculated on the Bonus, the other payslip can reflect the remaining earnings and deductions. The amounts on the Separate Payslips should always add up to the amounts on the main Payslip Screen.

See an example below:

Main Payslip							
Salary	10 000.00	Tax		2000.00			
Overtime	1 000.00	UIF		148.72			
Bonus	10 000.00	Med Aid		400.00			
		Nett Salary		18 451.28			

Bonus Payslip				Normal Payslip			
Bonus	10 000.00	Tax	900.00	Salary	10 000.00	Tax	1 100.00
		UIF	100.00	Overtime	1 000.00	UIF	48.72
						Med Aid	400.00
		Nett Salary	9000.00			Nett Salary	9 541.28

Note: When using Separate Payslips, input is always done on the Main Payslip Screen. The amounts on the Separate Payslips should always add up to the amounts on the Main Payslip Screen.

To access the Separate Payslips screen – click on the SP button  from the employee's payslip screen.

This button will only be available once separate payslips have been activated and the setup completed.

If you have never used it before, a consultation will be required where the Professional Services Consultant will complete the setup and provide the required training. Setups are not done by support. If you would like assistance to setup Separate Payslips, please click [here](#) to book a consultation.