

# Bulk Freeze or Unfreeze Payslips

## Payroll Processing



The Bulk Freeze Payslip functionality allows you to freeze a group of employees' payslips. This means that no more input will be allowed on the employee's payslip and the payslip will not be recalculated.

The following could be reasons to freeze an employee's payslip:

- The employee is already terminated, and no more input is allowed on the payslip, and the employee should only be paid at the end of the month.
- System changes will be applied in the current processing period and should only be applied to the employee's payslip in the next period.
- An employee is paid Leave Pay and then returns early from leave but then goes on the remaining portion of the leave, therefore Leave Pay will not be paid again but the payslip should be inactive when the employee goes on leave again.
- The Freeze Payslip functionality can also be used when any changes, for example calculations, should not be applied to employees' payslips now but only in the next pay period.
- The employee's payments will still be included in payment files at the end of the processing period as well as in all reports.
- The payslip will automatically unfreeze when you start a new processing period after a Rollover.

Firstly, you will need to add Freeze Payslip Reason Codes.

**On the Navigation pane:**

- Expand** Parameters
- Expand** Payroll
- Double-click on** Freeze Payslip

Click on the **New** button and add a Code, Short and Long Description, then **Save**.

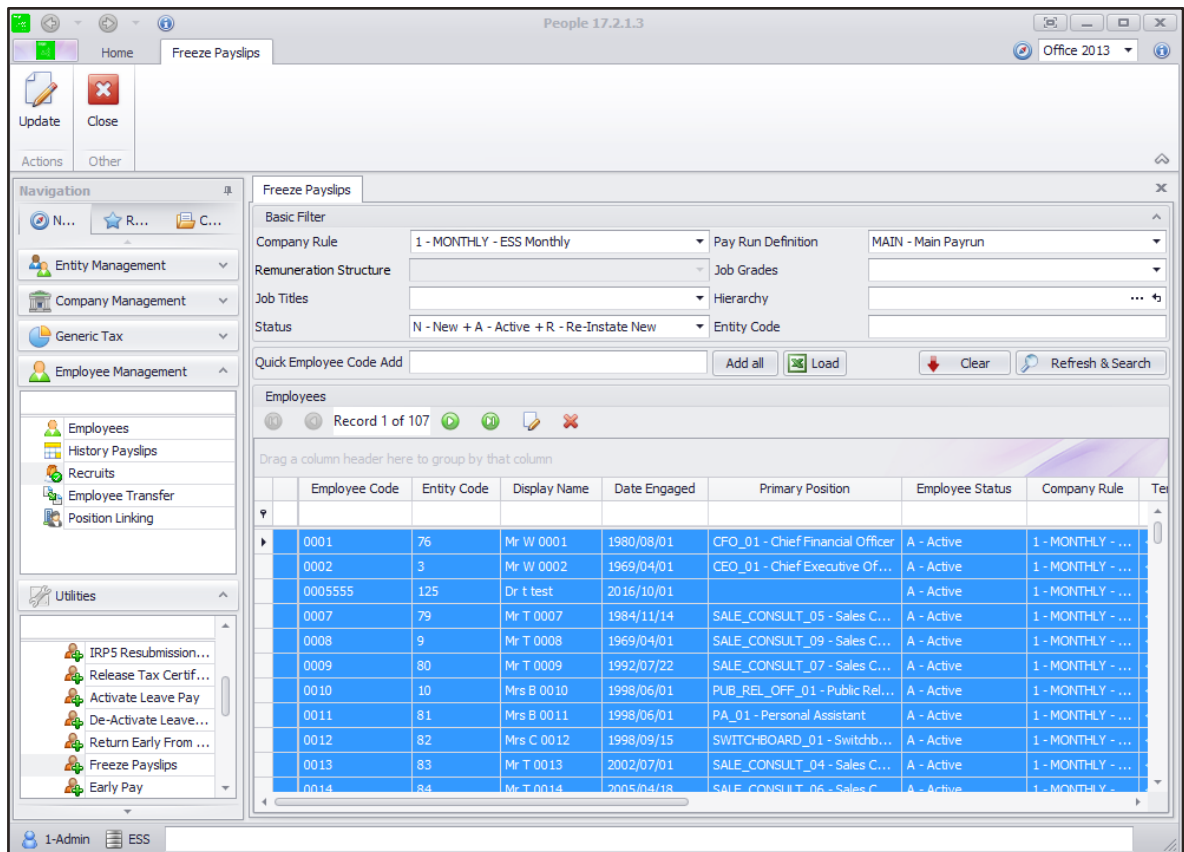
The screenshot shows a window titled 'Freeze Payslip' with a table containing one record. The table has columns for Code, Short Description, Long Description, Comment, and Status. The record has the code 'DONOTCAL', short description 'Do Not Cal', long description 'Do Not Cal', and status 'A - Active'.

	Code	Short Description	Long Description	Comment	Status
▶	✔ DONOTCAL	Do Not Cal	Do Not Cal		A - Active

## On the Navigation pane:

- Expand Utilities
- Expand Bulk Employee Update
- Double-click on Freeze Payslips

Select the employee(s) for which the bulk update must be applied. Use the Basic Filter option to select the required employees.



## Company Rule

Select the Company Rule to which the employees are linked. This is a mandatory field. Only one Company Rule can be selected at a time.

## Remuneration Structure

This field allows you to apply the filter for employees linked to a specific Remuneration Structure. More than one Remuneration Structure may be selected.

## Pay Run Definition

This field allows you to apply the filter for employees linked to a specific Pay Run. More than one Pay Run may be selected.

## Job Titles

This field allows you to apply the filter for employees linked to a specific job title. More than one job title may be selected.

## Job Grade

This field allows you to apply the filter for employees linked to a specific job grade. More than one job grade may be selected.

## Status

This option allows you to apply the filter for employees with a specific employee status.

## Hierarchy

This option allows you to apply the filter for employees linked to a specific hierarchy. Multiple hierarchies may be selected.

## Quick Employee Code Add

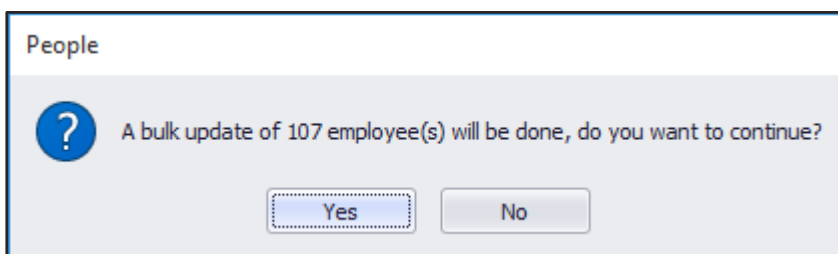
This option allows you to add employees that were not included in the filter criteria. Enter the employee code(s) separated with a comma (',') and click on the **Add** button. The employee(s) will be added to the employee list. You not have to click on the **Refresh and Search** button to add the employee(s) to the list.

Click on the **Refresh & Search** button for the filter criteria to be applied. The filtered employees will be displayed on the Employees section. Select the employees that should be updated from the list. The <Ctrl> and <Shift> keys may be used to select multiple employees.

## Load MS Excel Spreadsheet

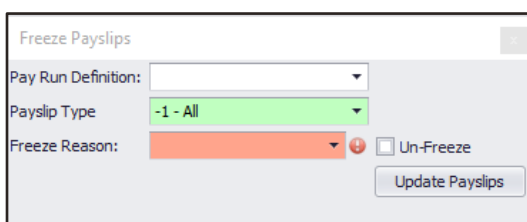
This option allows you to load a list of employees to update from a MS Excel Spreadsheet.

Click on the **Update** button. The following confirmation message will be displayed:



Click on **Yes**.

The following message will be displayed:



You need to make the necessary selections to indicate the options that should be applied to freeze the payslip.

### Pay Run Definition

Select the specific Pay Run that must be frozen. This is not a mandatory field. If no selection is made in this field all payslips for the employee will be frozen.

### Payslip Type

This option allows you to select the payslip type that must be updated. The options are:

- **All:** this option will freeze all the payslip types for the selected Pay Run.
- **Normal:** this option will freeze only the Normal payslip for the selected Pay Run.
- **Leave Pay:** this option will freeze only the Leave Pay type payslip for the selected Pay Run.
- **Tax Close:** this option will freeze the closed tax record payslip of the selected Pay Run.

### Freeze Reason

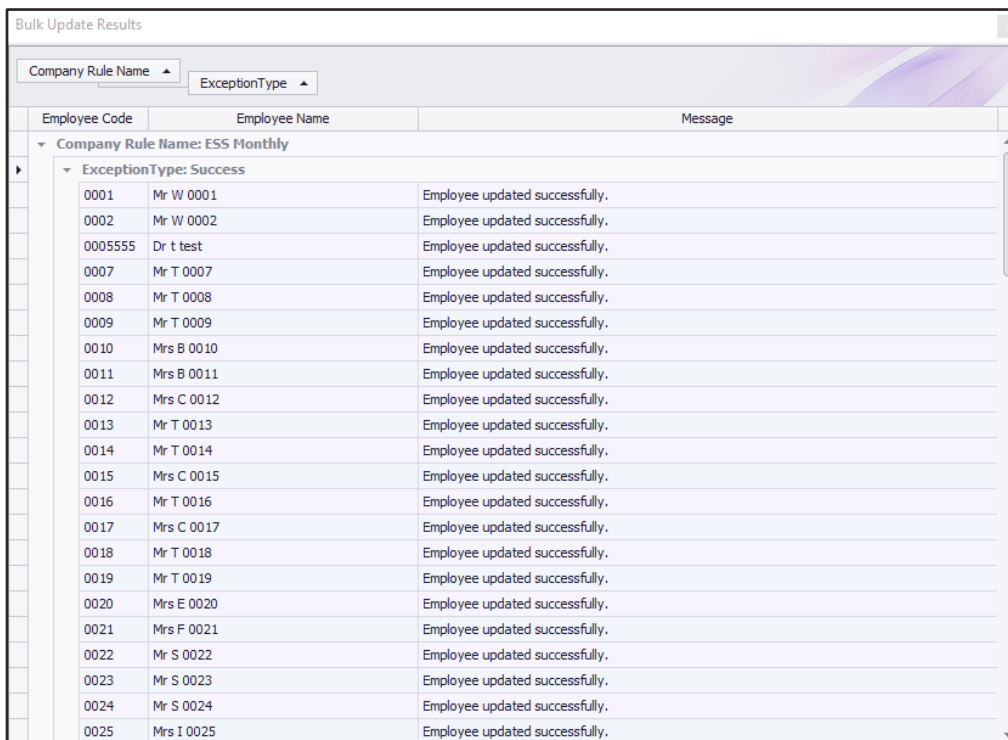
Select the reason for freezing the selected payslips.

### Un-Freeze

Check the checkbox to unfreeze the selected payslips. If this field is not checked the selected payslips will be frozen.

Click on the **Update Payslip** button to continue.

Once the update is complete the Bulk Update Results screen will be displayed:



The screenshot shows a window titled "Bulk Update Results". At the top, there are two dropdown menus: "Company Rule Name" and "ExceptionType". Below these is a table with three columns: "Employee Code", "Employee Name", and "Message". The table is filtered by "Company Rule Name: ESS Monthly" and "ExceptionType: Success". The table contains 25 rows of data, each representing an employee update.

Employee Code	Employee Name	Message
0001	Mr W 0001	Employee updated successfully.
0002	Mr W 0002	Employee updated successfully.
0005555	Dr t test	Employee updated successfully.
0007	Mr T 0007	Employee updated successfully.
0008	Mr T 0008	Employee updated successfully.
0009	Mr T 0009	Employee updated successfully.
0010	Mrs B 0010	Employee updated successfully.
0011	Mrs B 0011	Employee updated successfully.
0012	Mrs C 0012	Employee updated successfully.
0013	Mr T 0013	Employee updated successfully.
0014	Mr T 0014	Employee updated successfully.
0015	Mrs C 0015	Employee updated successfully.
0016	Mr T 0016	Employee updated successfully.
0017	Mrs C 0017	Employee updated successfully.
0018	Mr T 0018	Employee updated successfully.
0019	Mr T 0019	Employee updated successfully.
0020	Mrs E 0020	Employee updated successfully.
0021	Mrs F 0021	Employee updated successfully.
0022	Mr S 0022	Employee updated successfully.
0023	Mr S 0023	Employee updated successfully.
0024	Mr S 0024	Employee updated successfully.
0025	Mrs I 0025	Employee updated successfully.

Warnings and Errors during the Bulk Update:

**The following will result in errors when using the Bulk Employee Update function:**

- The selected Pay Run is already processed
- Early Pay has been activated
- Forced Pay has been activated
- Stop Further Entry has been activated
- Payslip has already been frozen

**Other reasons why freeze reason might fail:**

- The employee does not have the selected Pay Run
- The selected Pay Run is inactive