

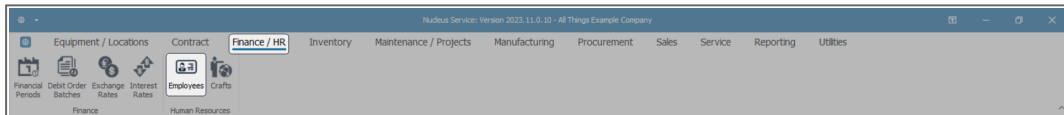
HUMAN RESOURCES

EMPLOYEES – PAYROLL DATA

Payroll Data can be set up to include payroll, income tax, pension, medical aid and union details for example, that are not already set up on the system.

You can make changes directly in this screen, using the **search** buttons and **drop-down arrows** and **save** any changes as required.

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

VIEW EMPLOYEE PAYROLL DATA

SELECT EMPLOYEE

- Select the **row** of the employee whose payroll data you wish to **view**.
- Click on the **Payroll Data** tile in the **Links** panel.

idEm...	EmployeeID	FullName	EmailAddress	Manager	DepartmentName
925	VAN232	Drew Vance	drew.vance@attexampdomain.co.za	Eleso Felix	Quality Assurance
119	NX654	Dulce Nixon	dulce.nixon@attexampdomain.co.za	Giovanni Brooks	Executive Committee
212	COM114	Dustin Compton	dustin.compton@attexampdomain.co.za	Leslie Miles	Accounts
58	EDW218	Dylan Edwards	dylan.edwards@attexampdomain.co.za	Kerij Faulkner	Service Centre
771	KW723	Dylan Kim	dylan.kim@attexampdomain.co.za	Julia Boyle	Service Centre
484	PAT439	Easton Patrick	easton.patrick@attexampdomain.co.za	Donald Powell	Development
124	POW1383	Easton Powell	easton.powell@attexampdomain.co.za	Dulce Nixon	D
195	CAR636	Eden Cardenas	eden.cardenas@attexampdomain.co.za	Leslie Miles	Purchasing
2	ROW002	Eden Rowan			Executive Committee
266	TUC402	Edwin Tucker	edwin.tucker@attexampdomain.co.za	Juilette Becker	Service Centre
775	LI167	Eileen Li	eileen.li@attexampdomain.co.za	Jorge Andrius	Service Centre
421	MUN726	Eliana Munoz	eliana.munoz@attexampdomain.co.za	Ayla Pittman	Administration
783	YAT627	Eleanor Yates	eleanor.yates@attexampdomain.co.za	Jorge Andrius	Service Centre
362	RAS095	Elijah Rasmussen	elijah.rasmussen@attexampdomain.co.za	Langston McMahon	Sales
213	HUN866	Elna Hunt	elna.hunt@attexampdomain.co.za	Leslie Miles	Administration
903	MC331	Elna McIntyre	elna.mcintyre@attexampdomain.co.za	Eleso Felix	Engineering
177	WR2208	Elsbeth Wright	elsbeth.wright@attexampdomain.co.za	Leslie Miles	Human Resources
670	CAR292	Elsie Carson	elsie.carson@attexampdomain.co.za	Hunter Blankenship	Service Centre
904	FEL335	Eleso Felix	eleso.felix@attexampdomain.co.za	Eden Rowan	Executive Committee
142	HAI151	Elisha Hahn	elisha.hahn@attexampdomain.co.za	Dulce Nixon	Safety
446	RDG627	Elisha Rodgers	elisha.rodgers@attexampdomain.co.za	Ayla Pittman	Administration
121	CLR479	Ellen Curtis	ellen.curtis@attexampdomain.co.za	Alonda Dyer	Implementations
275	JAR808	Ellen Jarvis	ellen.jarvis@attexampdomain.co.za	BaVee Patel	Development
887	BEC433	Eliana Becker	eliana.becker@attexampdomain.co.za	Kace Dickson	Service Centre
109	POP783	Elianna Pope	elianna.pope@attexampdomain.co.za	Dulce Nixon	Administration
15	POG956	Elianna Pugh	elianna.pugh@attexampdomain.co.za	Eden Rowan	Executive Committee

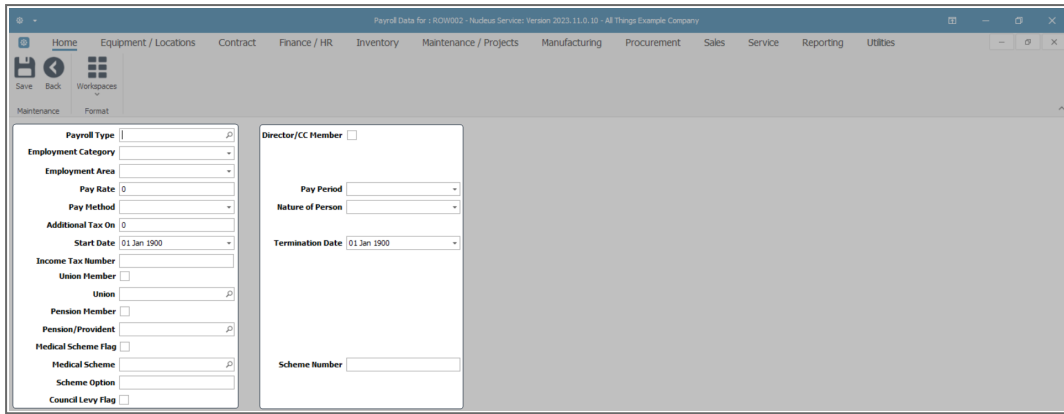
- The **Payroll Data for: []** screen will open.

VIEW PAYROLL DETAILS

- Here you can **view** any payroll information that has been entered into the system for the selected employee.

ADD PAYROLL DATA

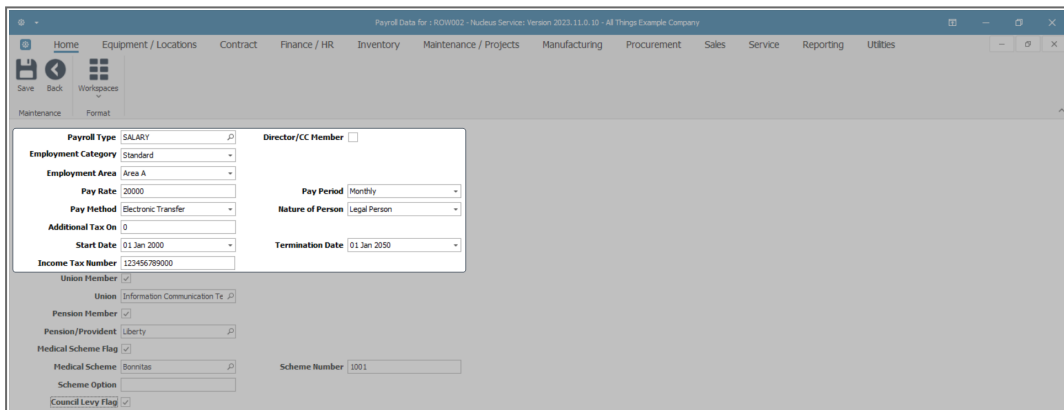
- You will note that there is no **Add** button in this screen. Information is added in the following ways:
- Typing directly in a text box.
- Using the **search** buttons and the subsequent **Select...** screens.
- Using the **drop-down arrows** and the subsequent **drop-down lists**.



ADD PAYROLL DETAILS

- Type in or use the search and drop-down lists to enter the following information:
 - **Payroll Type:** Click on the **search** button and choose the relevant option from the '**Select a Payroll run type**' pop-up screen.
 - **Director / CC Member:** Select this check box if this employee is a director or a member of a close corporation.
 - **Employment Category:** Click on the drop-down arrow and select from the list the category of employment linked to this employee.
 - **Employment Area:** Click on the drop-down arrow and select from the list the area of the company where this employee is based.
 - **Pay Rate:** Type in the amount of pay per period of work. This works in conjunction with the next field.
 - **Pay Period:** Click on the drop-down arrow and select the recurring length of time over which employee time is recorded and paid - e.g. Daily, Hourly, Monthly, Weekly.

- **Pay Method:** Click on the drop-down arrow and select from the list, the method by which this employee will receive their pay e.g. Cash, Electronic Transfer.
- **Nature of Person:** Click on the drop-down arrow and select from the list the relevant type e.g. **Natural** if the employee is considered to be an ordinary resident for income tax purposes.
- **Additional Tax On:**
- **Start Date:** Either type in, or click on the drop-down arrow and use the calendar function to select the date the employee joined the company.
- **Income Tax Number:** Type in the unique personal number given to the employee by the country's revenue services.

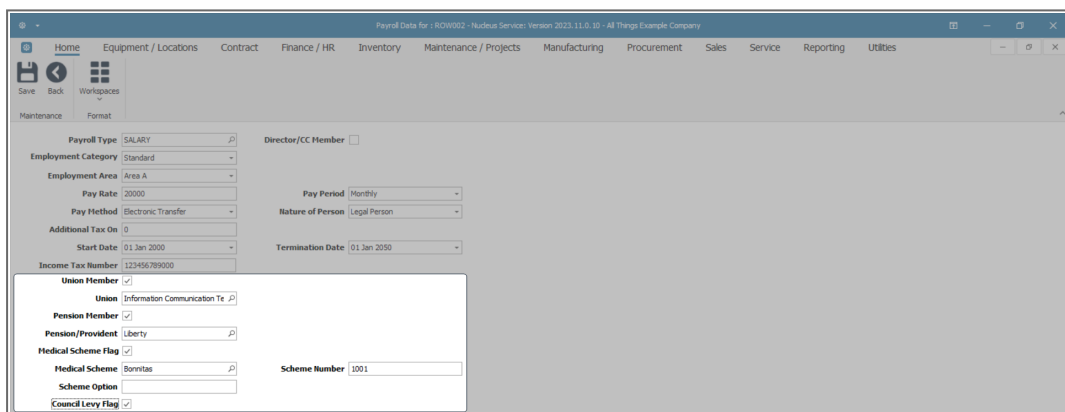


The screenshot shows a web application interface for entering payroll data. The form includes the following fields and options:

- Payroll Type:** SALARY
- Employment Category:** Standard
- Employment Area:** Area A
- Pay Rate:** 20000
- Pay Method:** Electronic Transfer
- Additional Tax On:** 0
- Start Date:** 01 Jan 2000
- Income Tax Number:** 123456789000
- Director/CC Member:**
- Pay Period:** Monthly
- Nature of Person:** Legal Person
- Termination Date:** 01 Jan 2050
- Union Member:**
- Union:** Information Communication Te
- Pension Member:**
- Pension/Provident:** Liberty
- Medical Scheme Flag:**
- Medical Scheme:** Bonitas
- Scheme Number:** 1001
- Scheme Option:**
- Council Levy Flag:**

- **Union Member:** Select this check box if the employee is a union member.
- **Union:** Click on the **search** button and choose the relevant option from the '**Select a Union**' pop-up screen.
- **Pension Member:** Select this check box if the employee is linked to a pension scheme.

- **Pension/Provident:** Click on the **search** button and choose the relevant option from the '**Select a Pension fund**' pop-up screen.
- **Medical Scheme Flag:** Select this check box if the employee is linked to a medical aid scheme.
- **Medical Scheme:** Click on the **search** button and choose the relevant medical aid scheme option from the '**Select a Medical scheme**' pop-up screen.
- **Scheme Option:** Type in the **type** of medical aid plan the employee has with the medical scheme named above - e.g. Hospital Plan, Classic Saver Plan.
- **Scheme Number:** Type in the unique medical aid scheme number, pertinent to the employee.
- **Council Levy Flag:**



SAVE PAYROLL DETAILS

- When you have finished adding the payroll details, click on **Save**.

The screenshot shows a web application interface for entering payroll data. The form includes the following fields and values:

- Payroll Type: SALARY
- Employment Category: Standard
- Employment Area: Area A
- Pay Rate: 20000
- Pay Method: Electronic Transfer
- Additional Tax On: 0
- Start Date: 01 Jan 2000
- Income Tax Number: 123456789000
- Union Member:
- Union: Information Communication Te
- Pension Member:
- Pension/Provident: Liberty
- Medical Scheme Flag:
- Medical Scheme: Bonitas
- Scheme Option:
- Council Levy Flag:
- Director/CC Member:
- Pay Period: Monthly
- Nature of Person: Legal Person
- Termination Date: 01 Jan 2050
- Scheme Number: 1001

- A notification message box will pop up informing you -
 - **Payroll has been saved.**
- Click on **OK**.

This screenshot is identical to the previous one, but it includes a small notification dialog box in the center of the screen. The dialog box contains the text "Payroll has been saved" and an "OK" button at the bottom.

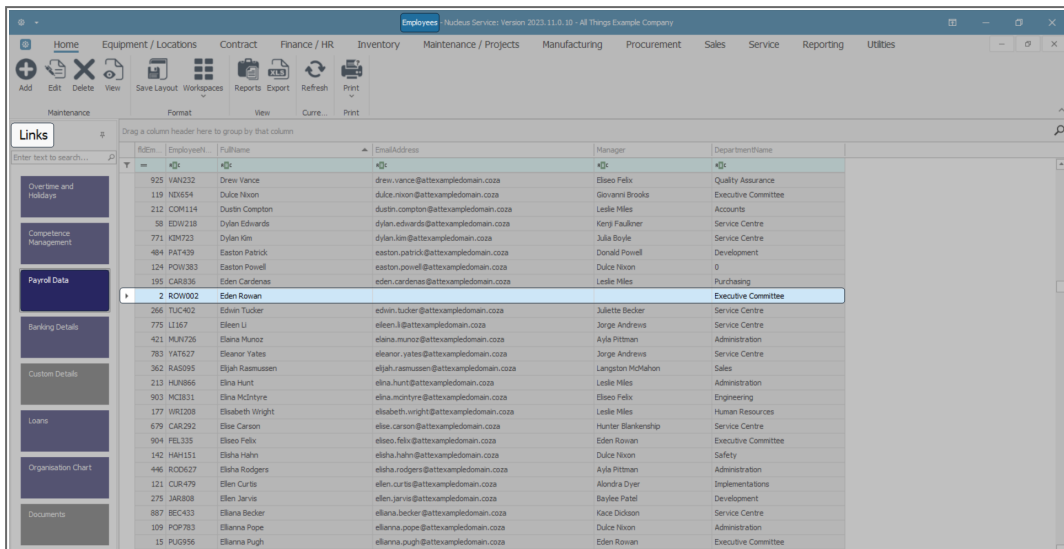
- The details will be saved and you will return to the **Employees** listing screen.

EDIT PAYROLL DATA

SELECT EMPLOYEE

- In the **Employees** listing screen.
- Select the **row** of the employee whose payroll data you wish to **edit**.

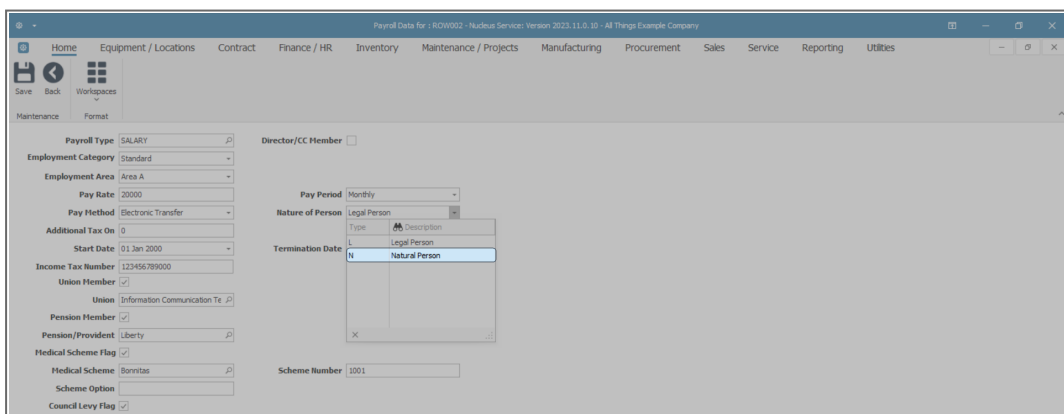
- Click on the **Payroll Data** tile in the **Links** panel.



- The **Payroll Data for []** screen will open.

EDIT PAYROLL DETAILS

- Make the changes as required.
- In this example, the **Nature of Person** has been changed from **Legal Person** to **Natural Person** using the drop-down arrow and selection from the subsequent drop-down list.



- When you have finished making the required changes -

- Click on **Save**.

The screenshot shows a web-based form titled 'Payroll Data for : ROW002 - Nucleus Services: Version 2023.11.0.10 - All Things Example Company'. The form is divided into several sections with labels and input fields:

- Payroll Type:** SALARY
- Employment Category:** Standard
- Employment Area:** Area A
- Pay Rate:** 20000
- Pay Method:** Electronic Transfer
- Additional Tax On:** 0
- Start Date:** 01 Jan 2000
- Income Tax Number:** 123456789000
- Union Member:**
- Union:** Information Communication Te
- Pension Member:**
- Pension/Provident:** Liberty
- Medical Scheme Flag:**
- Medical Scheme:** Bonitas
- Scheme Option:**
- Council Levy Flag:**
- Director/CC Member:**
- Pay Period:** Monthly
- Nature of Person:** Natural Person
- Termination Date:** 01 Jan 2050
- Scheme Number:** 1001

- A notification message box will pop up informing you -
 - **Payroll has been saved.**
- Click on **OK**.

This screenshot is identical to the previous one, but it includes a small white dialog box with a close button (X) in the top right corner. The dialog box contains the text 'Payroll has been saved' and an 'OK' button at the bottom.

- The details will be saved and you will return to the **Employees** listing screen.

DELETE PAYROLL DATA

- You can only edit the information in the Payroll Data screen, you cannot delete all the payroll data for an employee.

MNU.021.015