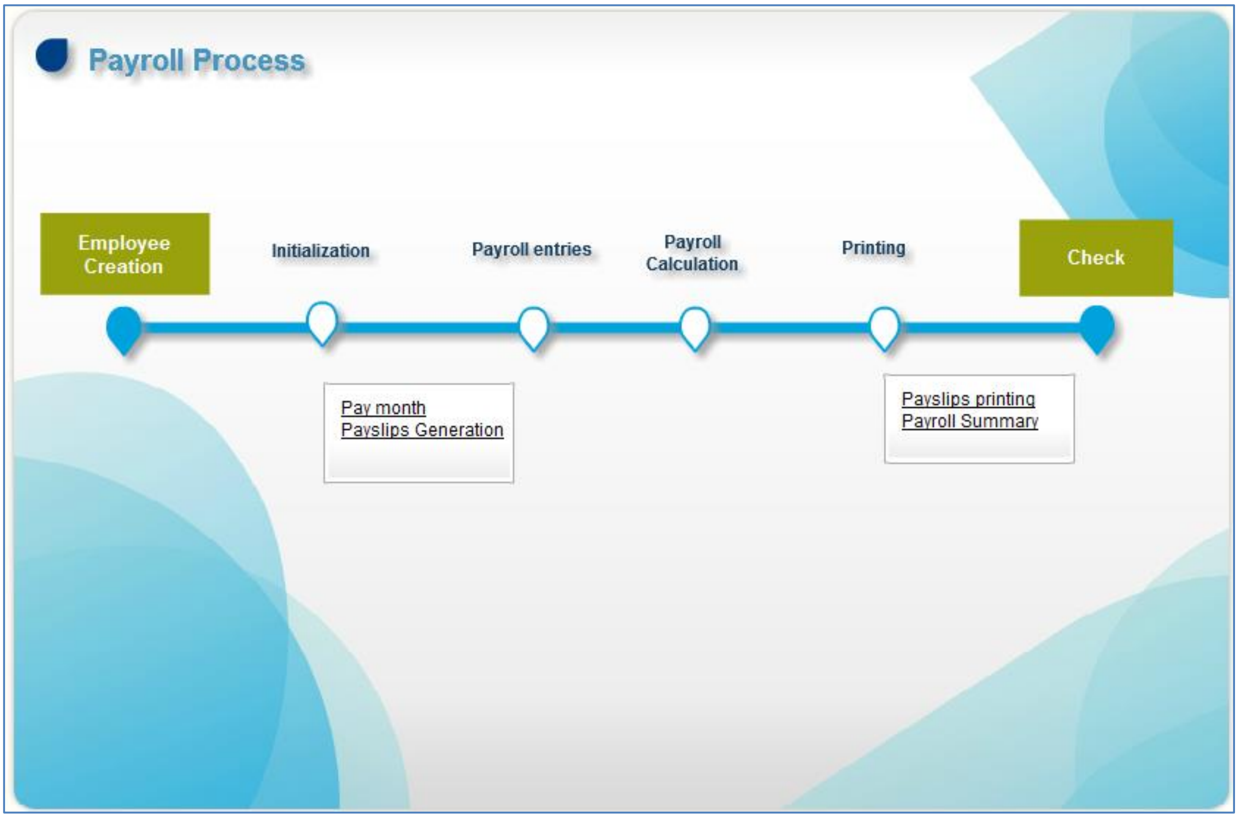
HRM-002_02-Payroll
User guide

Version	Date	Origin	Comments
V1.0	16/01/2017	Zied FIOUEL	

Summary

I. HRM Introduction:

This guide helps you develop a whole payroll process from the initialization of the payroll until the finalization of the payroll:



II. Payroll Process:

HRM Payroll process includes the followings:

- Payroll Initialization
- Pay slip Preparation
- Posting payroll entries
- Payroll Automatic Calculation
- Pay slip and Payroll Summary Edition

1. Payroll initialization:

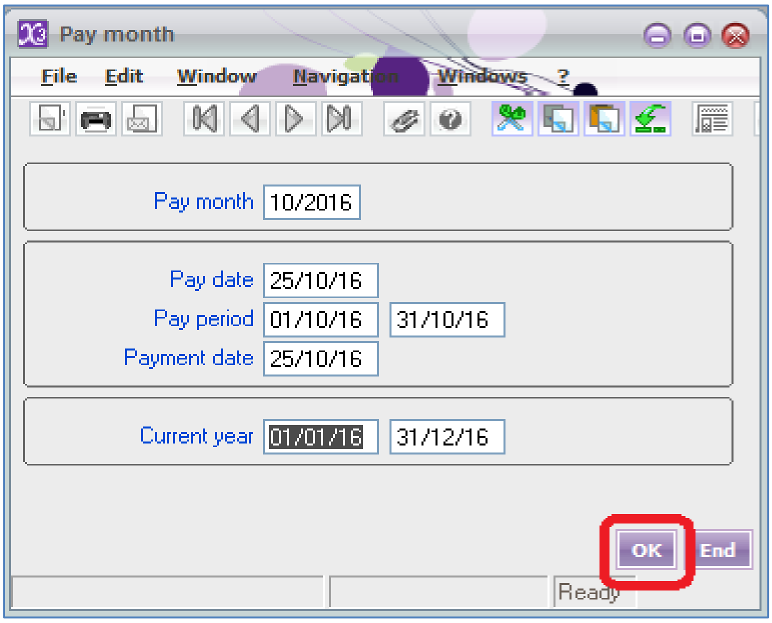
a. Pay month:

This step means the initialization of the monthly payroll.

First you go to the screen Pay month under the link: **"Payroll → Pay slips → Payroll initialization → Pay month"**

Then you should precise on which period (month) you will work on by selecting the pay month as shown below.

The system will propose automatically the pay dates from the beginning to the end of the month.



If we have 2 payrolls during the same month (with two separate payslips), the pay month must be spited on 2 coherent pay periods.

b. Automatic generation:

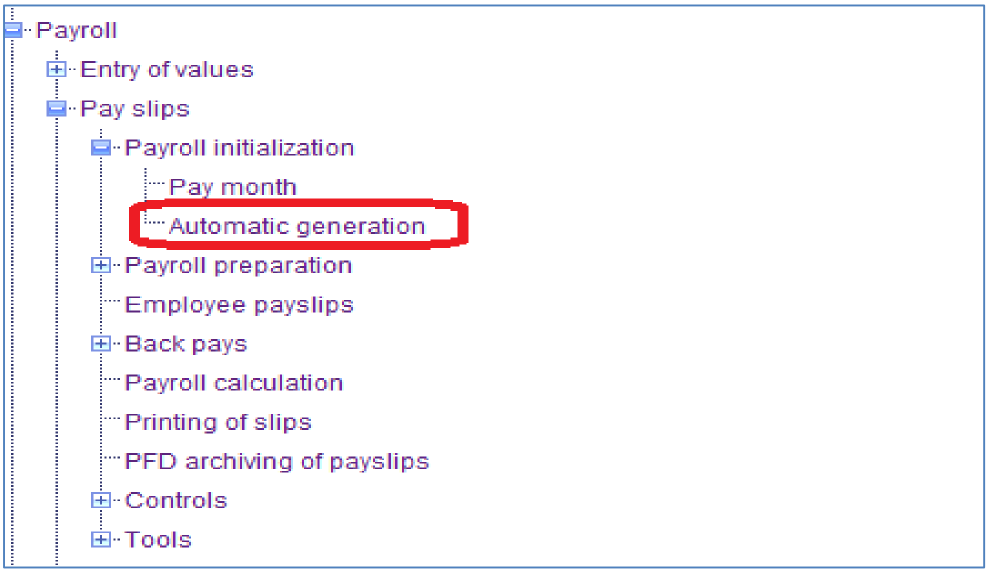
Once the pay month initialized, you move to the automatic generation step. This function generates the headers of the payslips in order to process the payroll for the selected period.

Please note that this step must be done prior you start posting or injecting payroll entries.

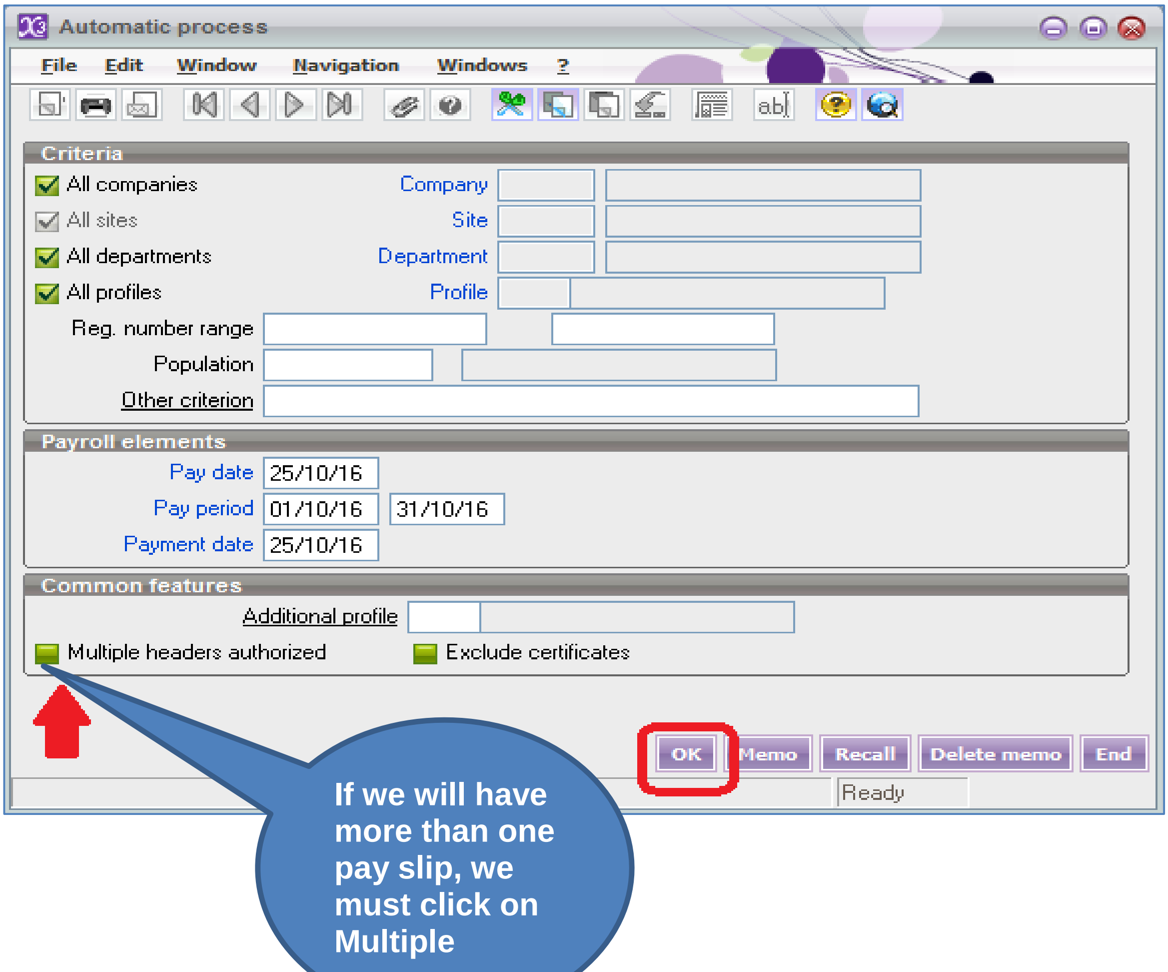
Automatic generation can be performed through two functions:

- **"Automatic generation" function:**

"Payroll → Pay slips → Payroll initialization → Automatic generation"



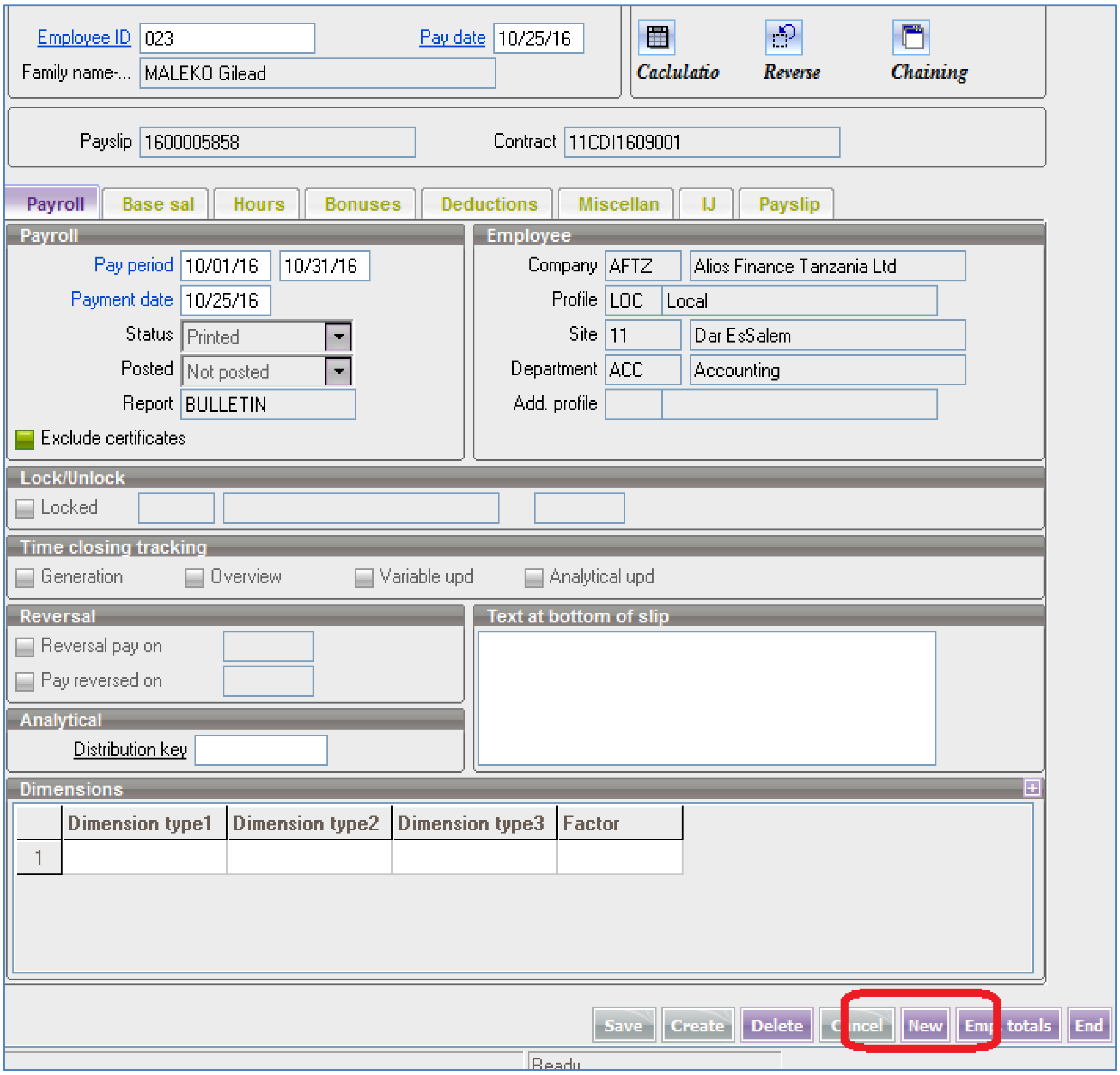
You select the pay dates and you confirm by clicking on button OK as shown below:



❖ **"Employee payslips**

"Payroll → Payslips → Employee Payslip»

(1): Click on the « New » button.



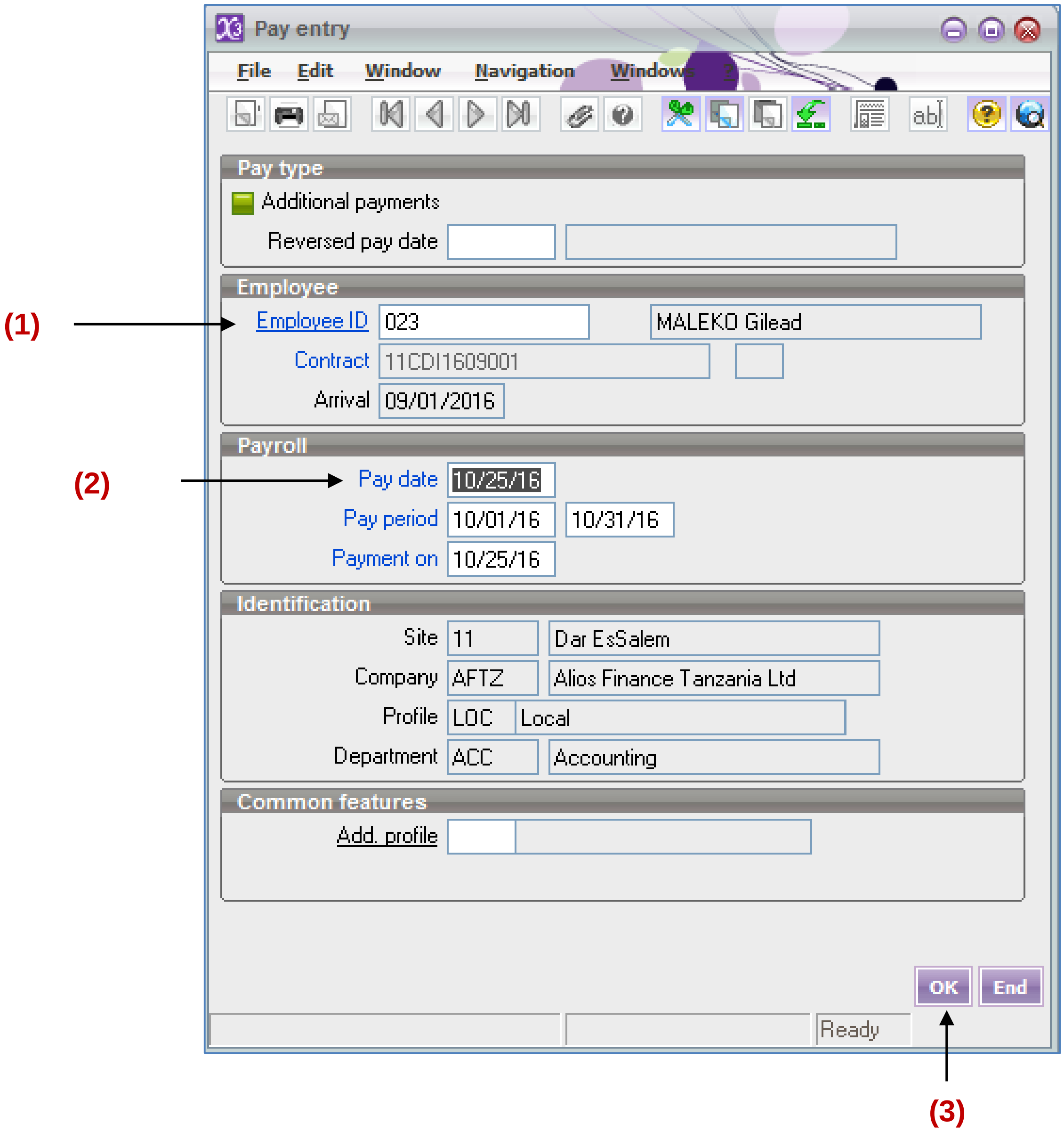
A new screen is displayed:

(1): Input the Employee ID

(2): Check the pay range date

(3): Click on the « OK » button

Note that this method just allows us to generate one payslip for the selected employee.


Pay entry
File Edit Window Navigation Windows ?
Pay type
Additional payments
Reversed pay date
Employee
(1)
Employee ID 023 MALEKO Gilead
Contract 11CDI1609001
Arrival 09/01/2016
Payroll
(2)
Pay date 10/25/16
Pay period 10/01/16 10/31/16
Payment on 10/25/16
Identification
Site 11 Dar EsSalem
Company AFTZ Alios Finance Tanzania Ltd
Profile LOC Local
Department ACC Accounting
Common features
Add. profile
OK End
Ready
(3)

2. Input of payroll items – Payroll preparation:

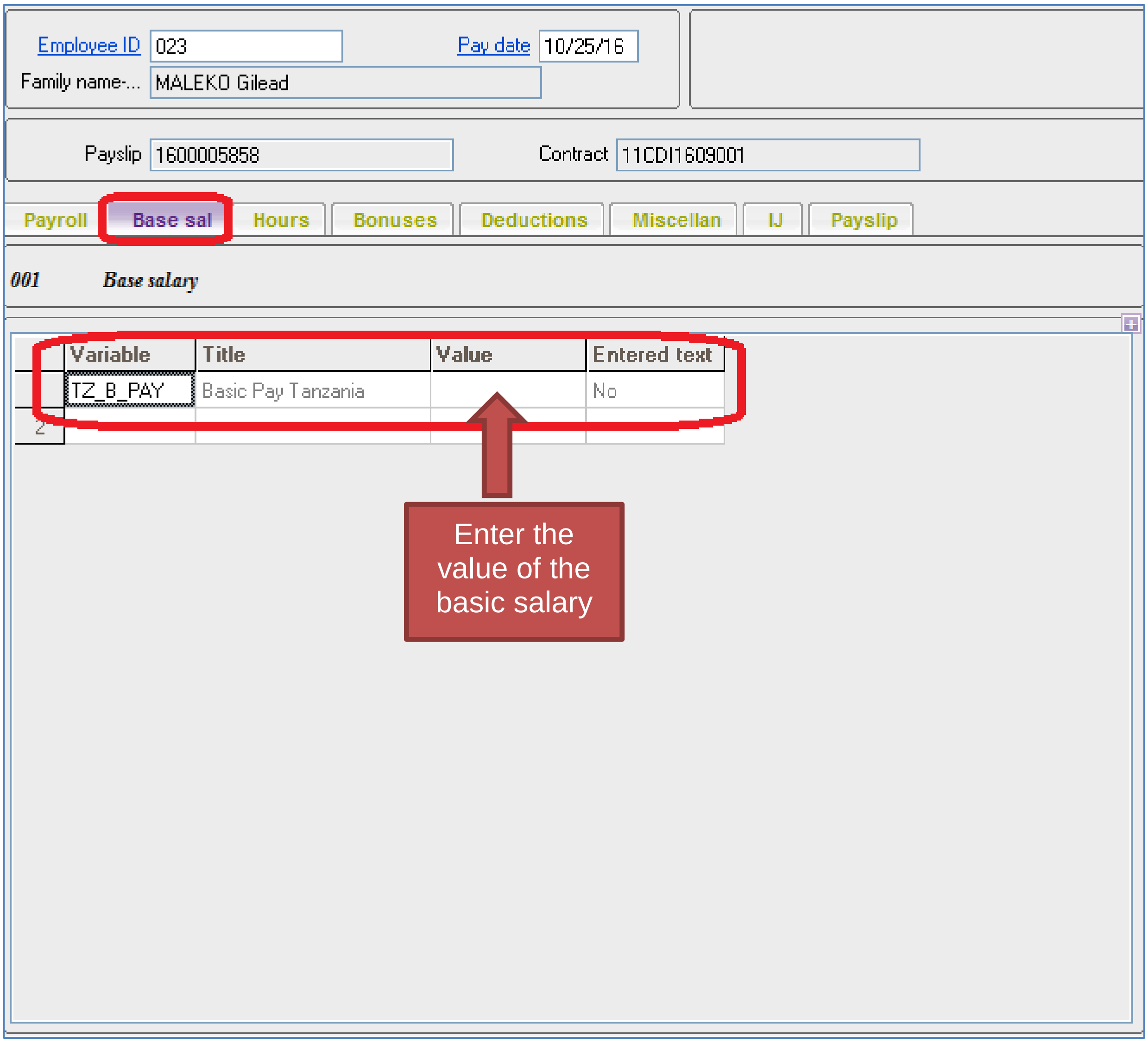
This step allows you to input the values of the employees' variables on the system by using the screen below

"Payroll → Pay slips → Employee payslips"

In the left list of this screen (Employee payslips), you can select the employee and his/her payslip (with a quick Select):

Last Read									
Pay slips									
Employee ID	Name	First name	Pay date	Site	Department	Profile	Status	Posted	Payslip
001	DE VILLARD	Jerome	10/25/2016	11	MAN	EXP	Printed	Not posted	1600005842
004	MGAZA	Amiri	10/25/2016	11	ADMIN	LOC	Printed	Not posted	1600005856
010	PAMBA	Frank	10/25/2016	11	COM	LOC	Printed	Not posted	1600005859
014	MALLE	Mercy	10/25/2016	11	ADMIN	LOC	Printed	Not posted	1600005845
015	NDAKIDEMI	Edward	10/25/2016	11	ACC	LOC	Printed	Not posted	1600005846
016	SUNGUYA	Yohane	10/25/2016	11	RECO	LOC	Printed	Not posted	1600005847
018	SEIF	Kinanasy	10/25/2016	11	MID	LOC	Printed	Not posted	1600005848
019	ULOMI	Oscar	10/25/2016	11	MID	LOC	Printed	Not posted	1600005849
020	MDEMU	Grace	10/25/2016	11	MID	LOC	Printed	Not posted	1600005850
021	MUNISI	Elda	10/25/2016	11	RISK	LOC	Printed	Not posted	1600005860
022	SHIKONYI	Masanju	10/25/2016	11	COM	LOC	Printed	Not posted	1600005852
023	MALEKO	Gilead	10/25/2016	11	ACC	LOC	Printed	Not posted	1600005858
024	TUMAINI	LILIAN	10/25/2016	11	MID	LOC	Printed	Not posted	1600005857

Thereafter, you update the payroll variables for each employee.
We start with the first tab "**Basic salary**":



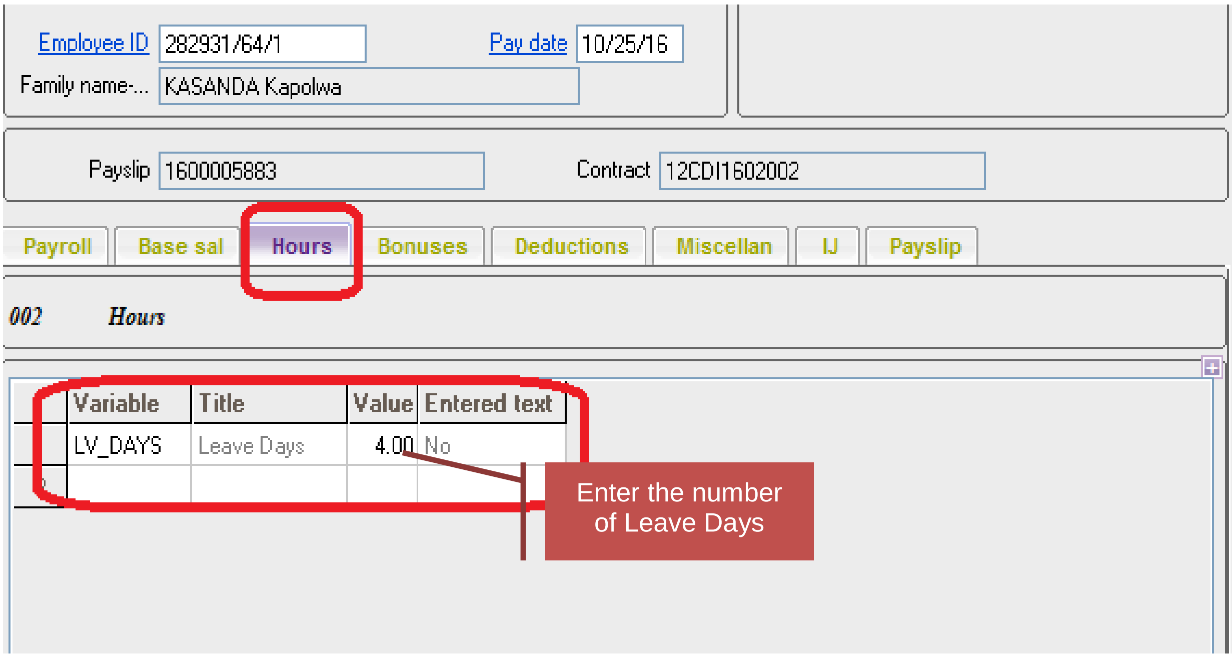
This variable is conserved and will be changed only when the employee's base salary varies.

Note that for the basic salary, the code of the variable contains the abbreviation for the country, as shown below:

Variable code	Country
TZ_B_PAY	AFTZ
KE_B_PAY	AFKE
ZM_B_PAY	AFZM

For the second tab "**Hours**", it will be used for the AFZM to calculate the Leave Commutation.

You must select the variable "LV_DAYS" and indicate the number of the leave days:

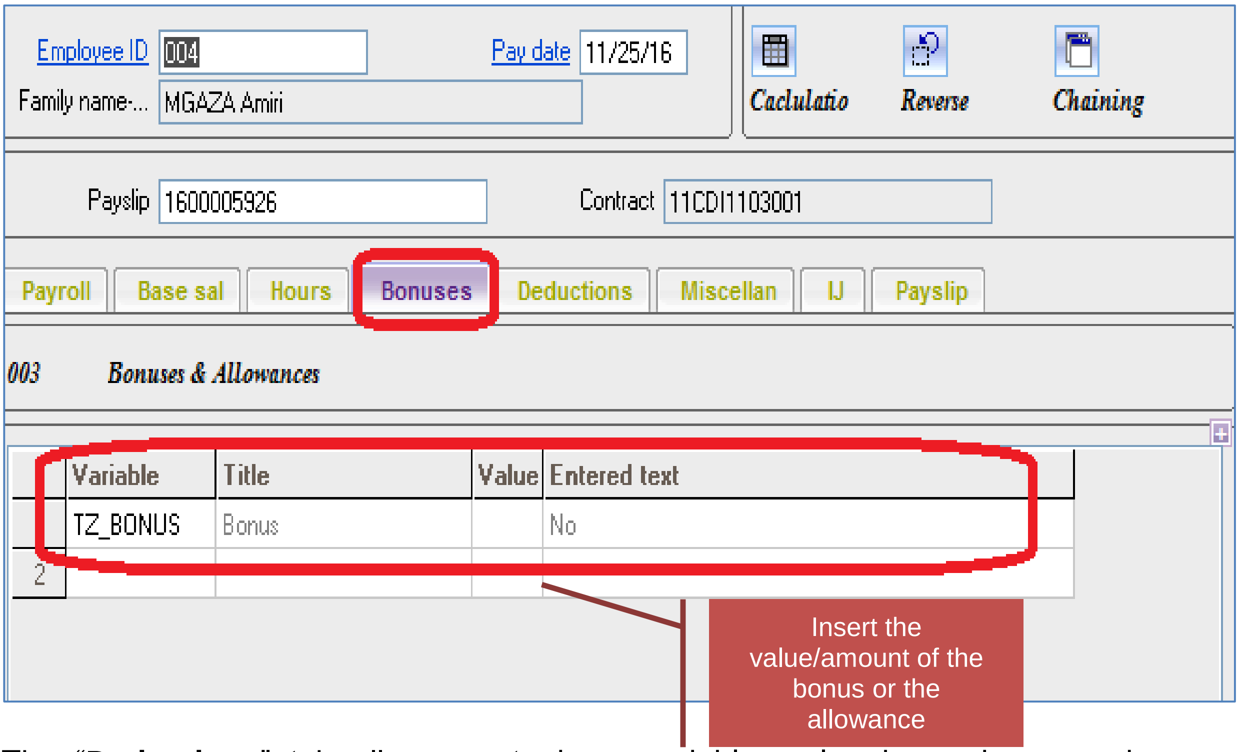


The system will automatically calculate the value of paid leave (Below you find the line relating to paid leave in a payslip):

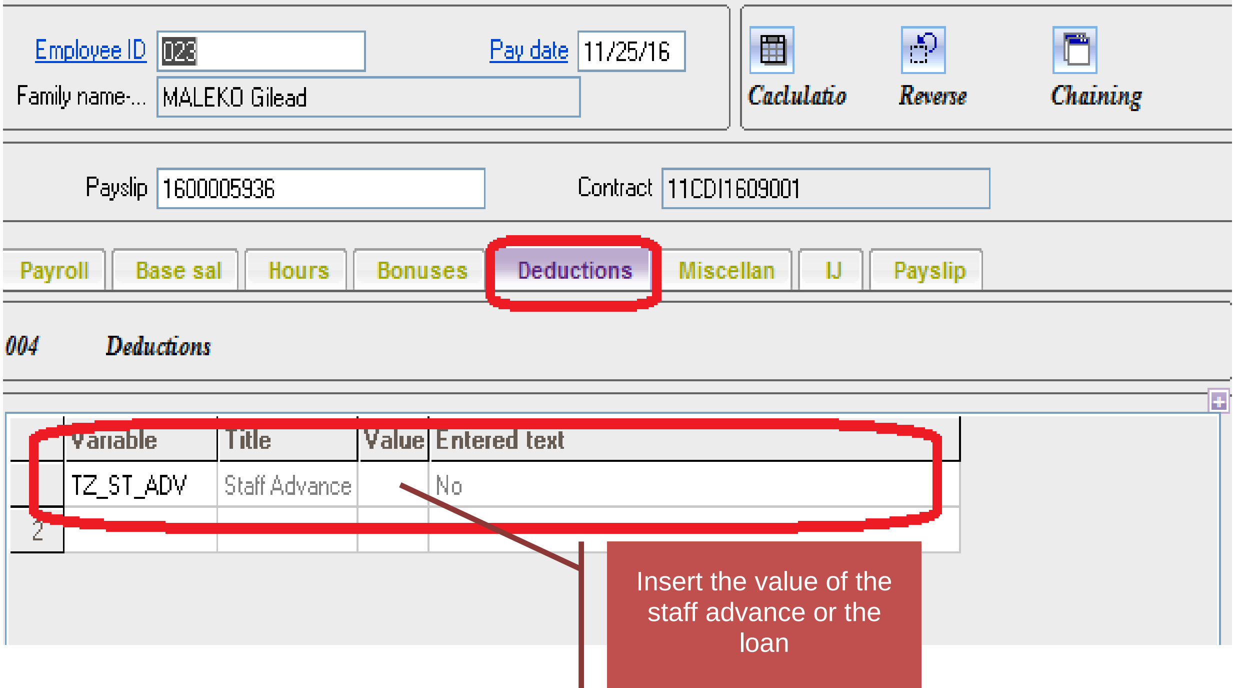
For the "**Bonuses**" tab, you will find the different bonuses and benefits for each company. All variables start with the country code (TZ, ZM and KE).

To calculate a bonus or benefit, you just need to select the appropriate variable and insert the value.

Below is an example:



The “**Deductions**” tab allows us to input variables related to advances given to employees or loans that vary from one month to another:

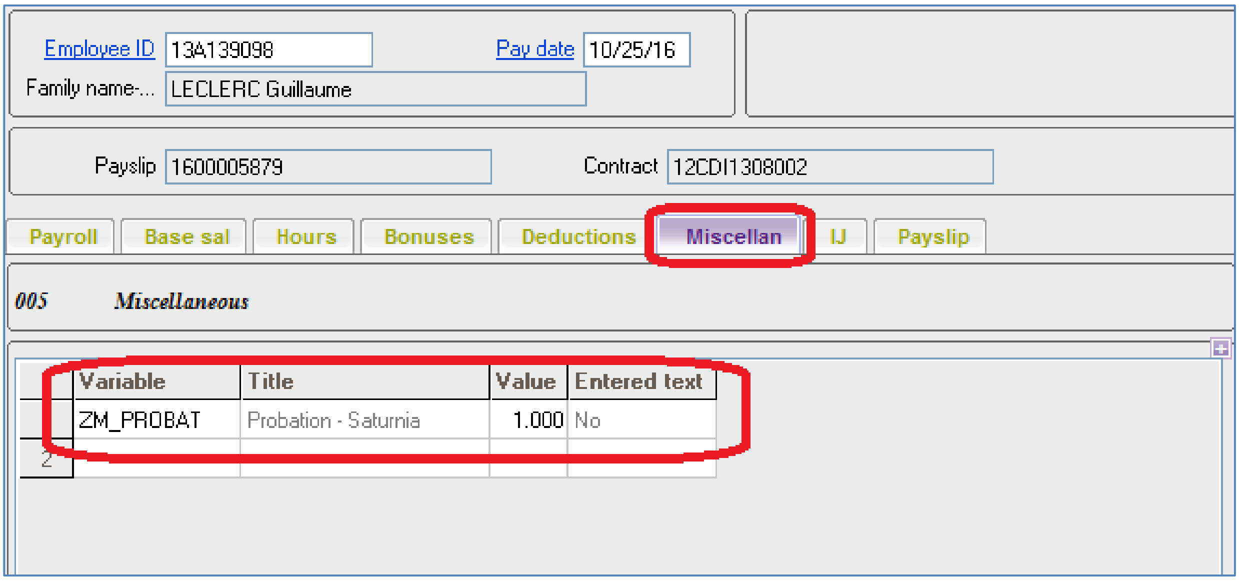


The deduction will be taken into account after the calculation of the payslip (see example below):

2990	TZ_ST_ADV			-2,000.00		Staff Advances

We will use the tab "**Miscellaneous**" for cases of probation for the AFZM.

For these cases, we insert the value "1" at the level of the variable "ZM_PROBAT":



The system will not calculate the SATURNIA CONTRIBUTION in this case.

Once all payroll variables entered and controlled, you move to the next step and proceed to the payroll calculation.

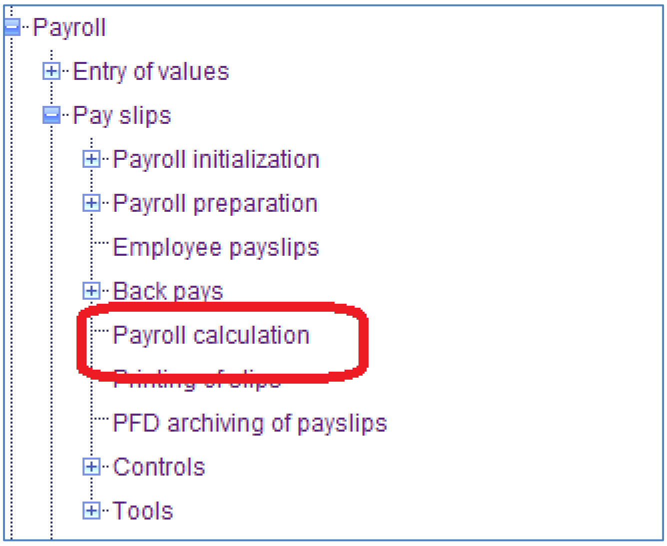
3. **Payroll Calculation:**

Once the different variables input, you proceed to the payroll calculation which can be done with two methods:

- **The function « Payroll calculation »:**

  This function allows you to start a collective calculation by using the screen below:

"Payroll → Pay slips → Payroll calculation"



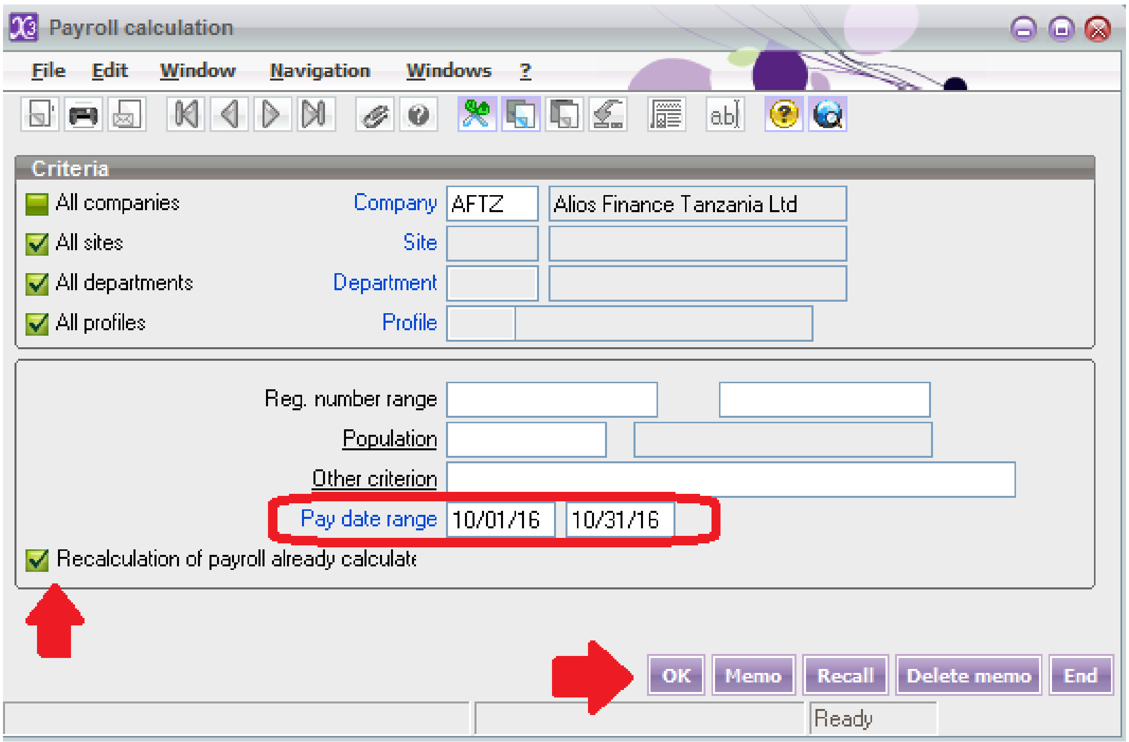
Three steps must be followed:

(1): Enter the company code

(2): Check the pay date range

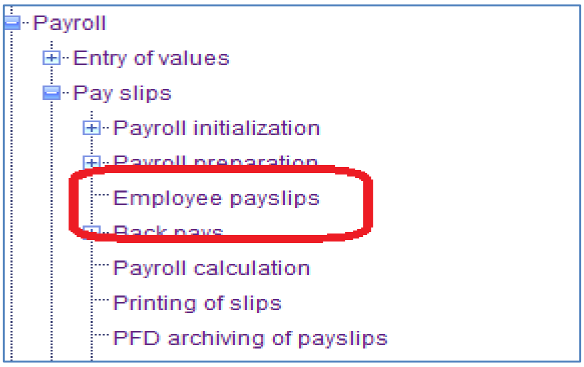
(3): Click the OK button

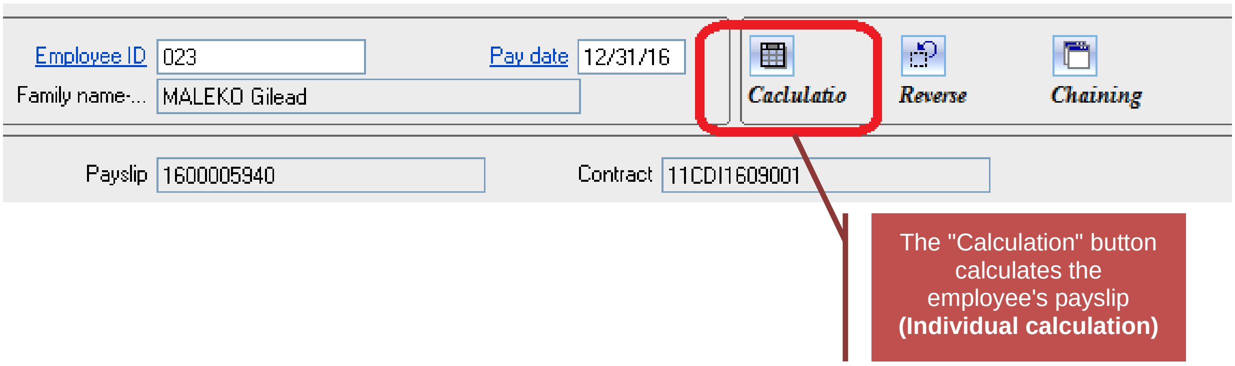
Note: The option recalculation of payroll already calculated: It is used to recalculate the calculated payslips to take into account the latest changes.



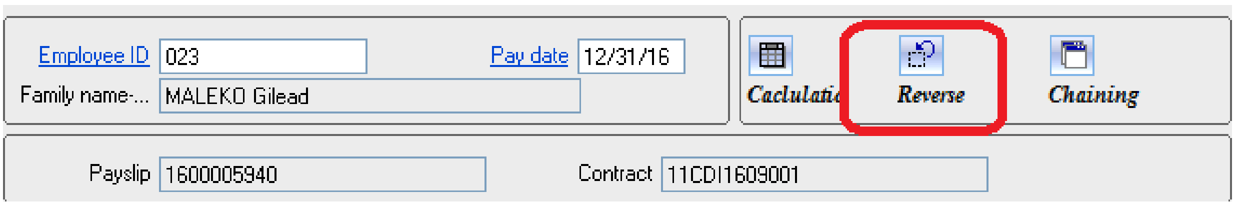
❖ **"Employee payslips" function:**

"Payroll → Pay slips → Employee payslips"

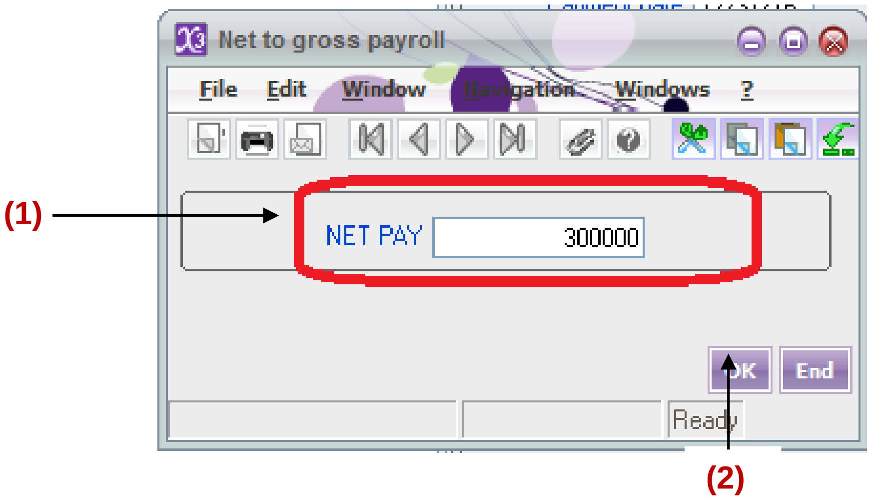




The “Reverse” function allows you to calculate payroll upside down:



An entry screen is displayed:



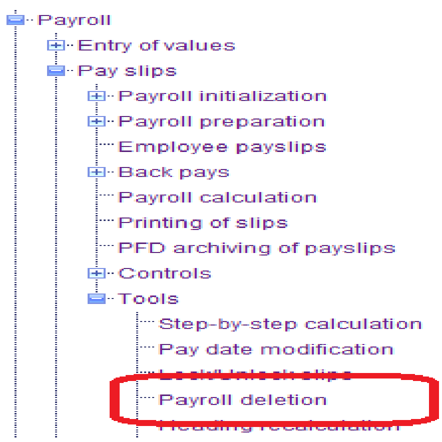
(1): Enter the net amount to be paid

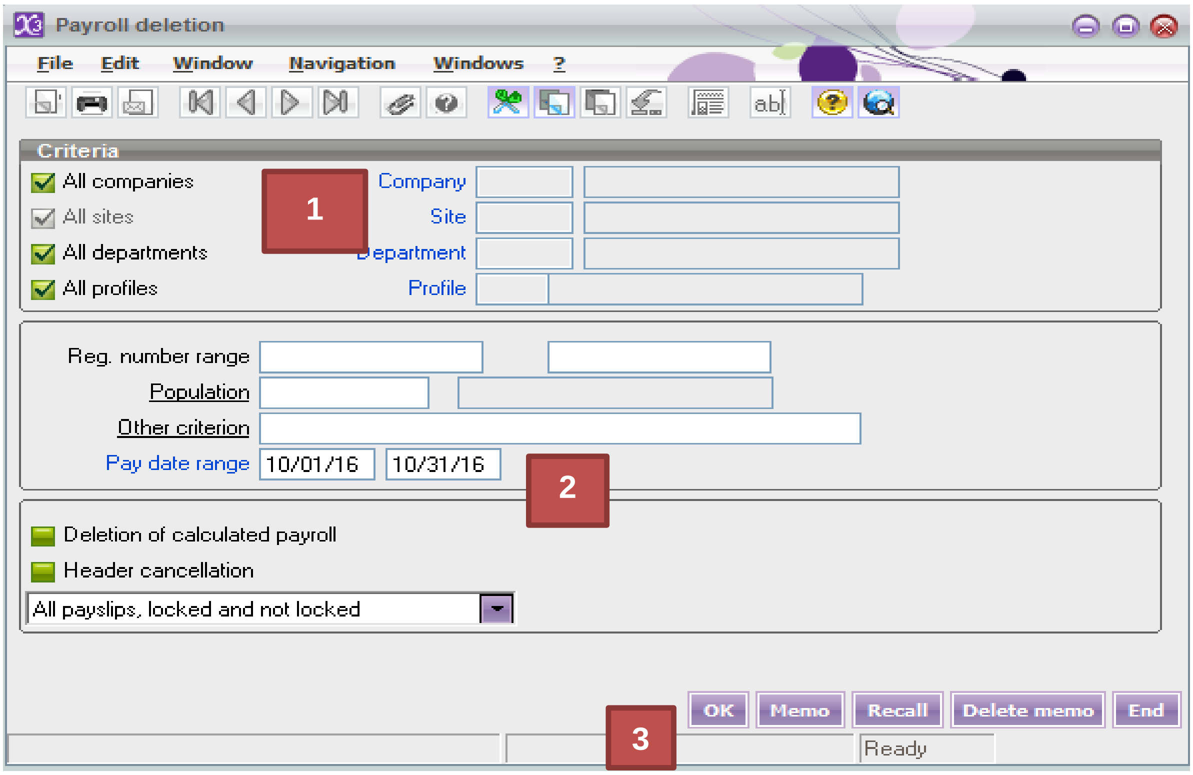
(2): Click the OK button

4. Payroll deletion:

This function allows you to delete the payroll by selection criteria.

"Payroll → Pay slips → Tools → Payroll deletion"





(1): Enter company code

(2): Select the start date and end date

(3): click the OK button

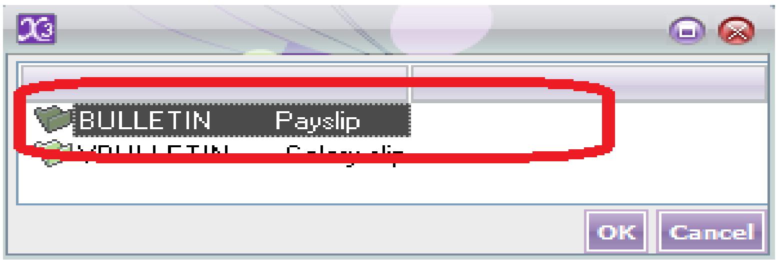
- ⇨ Deletion calculated payroll: Deletes the calculated pay slips
- ⇨ Header cancellation: Deletes the headers of the created pay slips

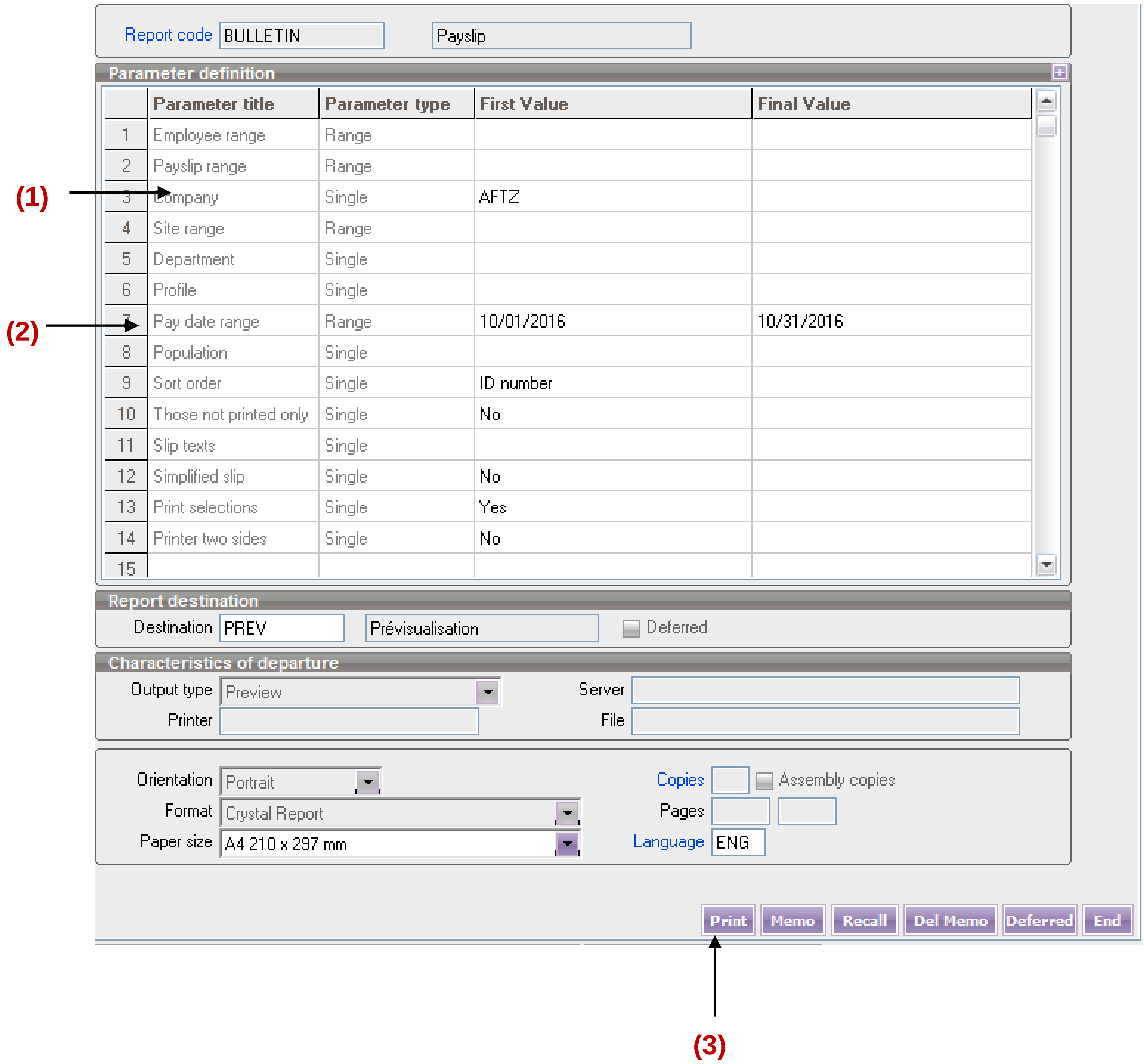
5. Printing of slips:

You can print individually payslip for each employee or collectively

"Payroll → Pay slips → Printing of slips"

To print the payslip, you must choose your own the payslip model (as shown below):





(1): Enter the company code

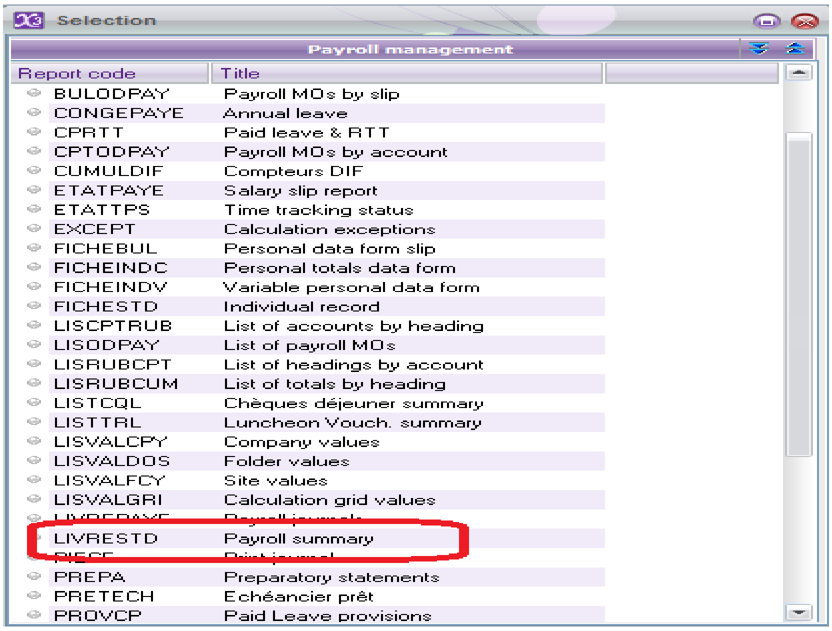
(2): Select the start date and end date of the payroll

(3): Click on the Print button

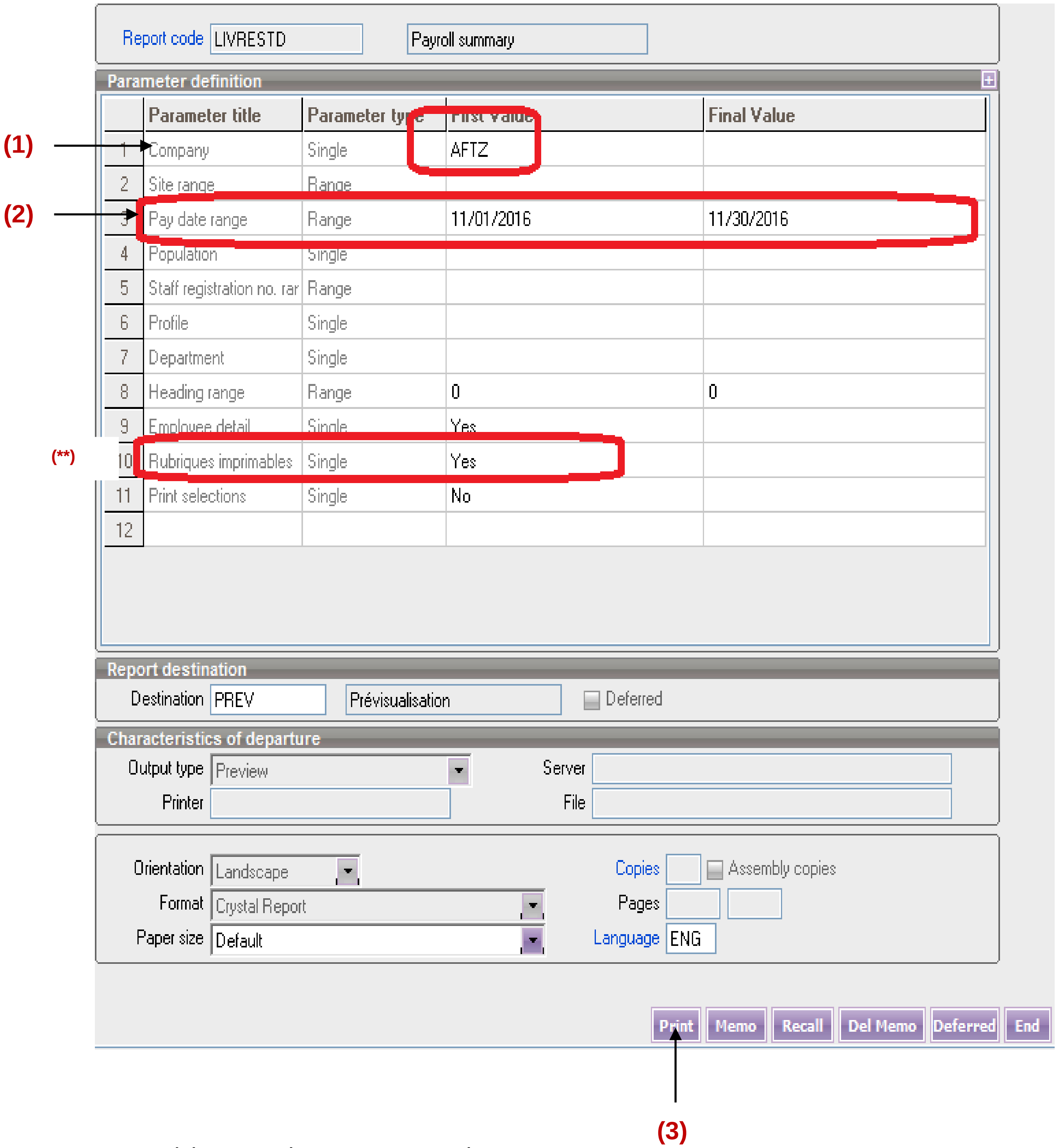
To print individually payslips, you can do it through the screen "Employee Payslips" by clicking on the button "Print the current record" at the top of the screen as shown below:

6. Payroll Summary printing:

The report is named "LIVRESTD":



Once the print screen displayed, you must select the subsidiary and pay dates to print the payroll summary:



(1): Enter the company code.

(2): Select the start date and end date of the payroll.

(3): Click the print button.

Please Note:

- (**): The option "printable heading" allows you to print only the headings that figure on the pay slip.

Creating headers, posting values and calculating the payslip through the Employee Payslips function can just be done individually

The delete of a pay slip causes the loss of the posted values

It is possible to delete calculated or printed pay slips when not yet booked.

It is impossible to delete a payroll on a month if there are payrolls calculated on the following month(s).

Pay slips not printed are not included in the Payroll journal entry

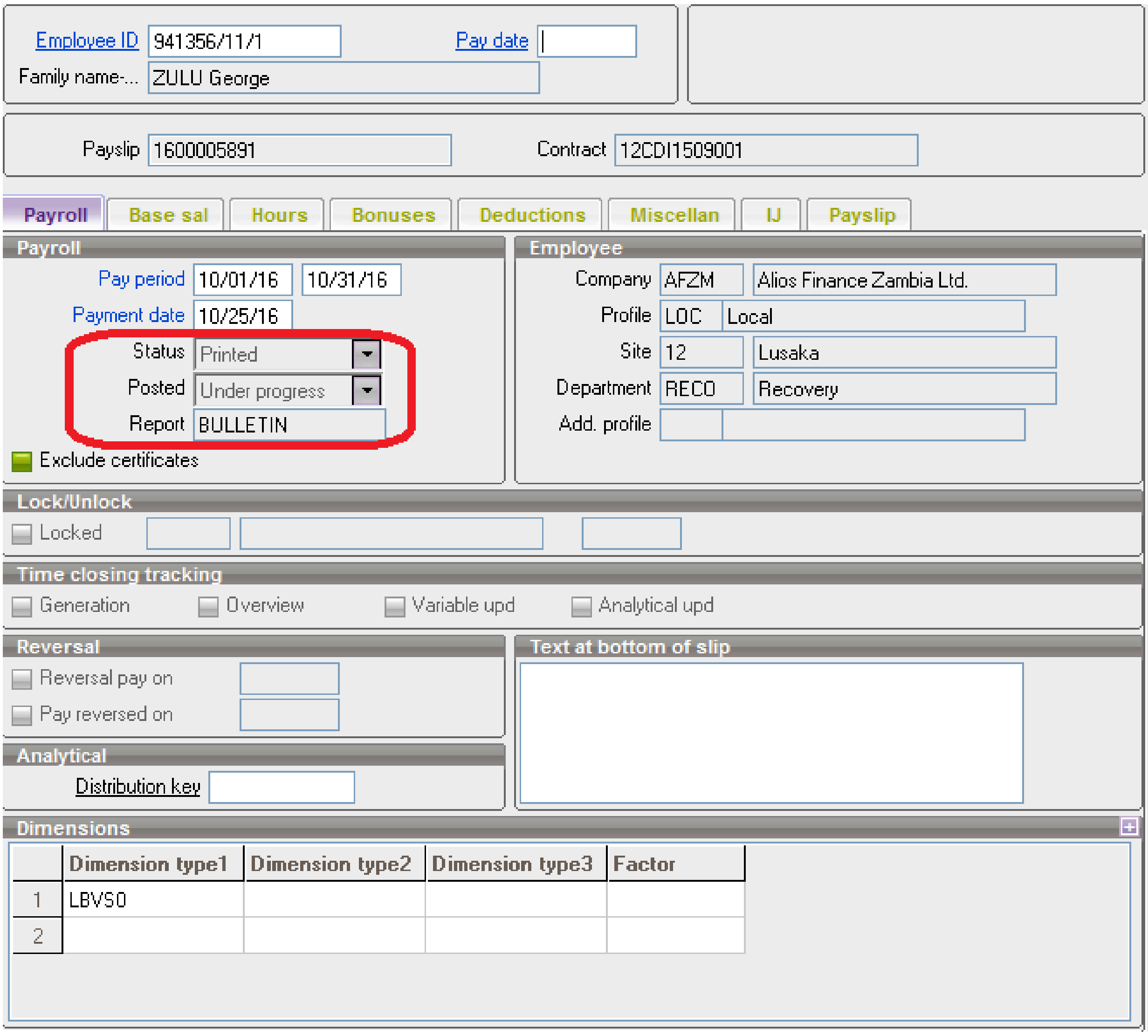
Inactive employees are not included in the payroll calculation and consequently not considered on the payroll journal entry.

The table below shows the allowed actions and rights on a pay slip regarding its status:

Action / Payslip Status	Entry and modification	Calculation	Printing	Delete
Entry	Yes	Yes	Yes	Yes
Calculated	Yes	Yes	Yes	Yes
Printed	Yes	Yes	Yes	Yes
Under progress	No	No	Yes	No
Posted (Booked)	No	No	Yes	No

The information about the status of the pay slip and its posting are displayed on the Payroll tab of the Employee Payslips function:

"Payroll → Employee Payslips"


Employee ID
941356/11/1
Pay date
Family name-...
ZULU George
Payslip
1600005891
Contract
12CDI1509001
Payroll
Base sal
Hours
Bonuses
Deductions
Miscellan
IJ
Payslip
Payroll
Pay period
10/01/16
10/31/16
Payment date
10/25/16
Status
Printed
Posted
Under progress
Report
BULLETIN
Exclude certificates
Employee
Company
AFZM
Alios Finance Zambia Ltd.
Profile
LOC
Local
Site
12
Lusaka
Department
RECO
Recovery
Add. profile
Lock/Unlock
Locked
Time closing tracking
Generation
Overview
Variable upd
Analytical upd
Reversal
Reversal pay on
Pay reversed on
Text at bottom of slip
Analytical
Distribution key
Dimensions
Dimension type1
Dimension type2
Dimension type3
Factor
1
LBVS0
2

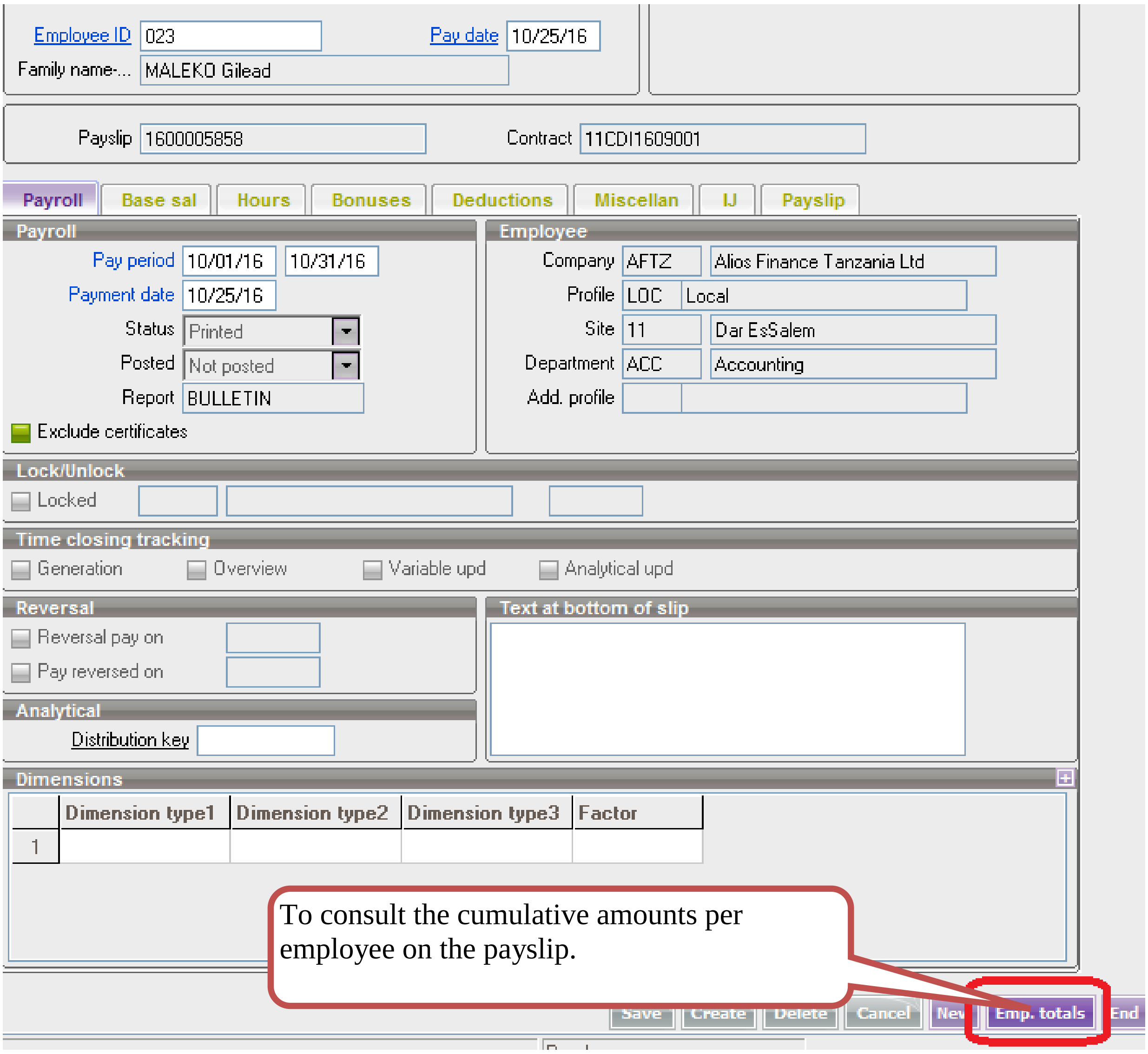
7. Controls Functions:

This function provides several controls for the calculated pay slips:

❖ **Employee Totals:**

"Payroll → Pay slips → Employees payslips"

And you click on "**Emp. Totals**"



The totals calculated for the employee will be displayed:

Employ... 023 MALEKO Gilead Date 10/25/16 PaySlip 1600005858 Contract 11CDI1609001

	Total	Title	Periodicity	Payroll amount	Total Amount
22	ELEM_EXO	Eléments Non Imposables	Month		
23	EMP_CON	Employer Contributions	Month		
24	EMP_CON_A	Annual Employer Contributions	Year		
25	GAINS	Total Gain	Month		
26	GROSS_A	Annual Gross Salary	Year		
27	GROSS_M	Gross Salary	Month		
28	IGR	IGR	Year		
29	IGR_A	IGR Annuel	Year		
30	IMPOT	IMPOT	Month		
31	IRPP	Cumul IRPP MOIS	Month		
32	IRPPM	IRPP	Year		
33	IRPP_A	IGR	Year		
34	IS	IS	Year		
35	ISR_1	ISR1	Year		
36	M_NAP	Monthly Net to Pay	Month		
37	NBP_A	Nbre de paies dans l'année	Year		
38	NBP_M	Nbre de paies dans le mois	Month		
39	NBP_P	Number of payroll	Year		
40	NET_A	Net annuel	Year		
41	NET_PAYER	NET A PAYER	Year		
42	NOTE	Note Mensuelle	Year		
43	PAI_DAYS	Paid Days	Month		
44	PLAF_INDEM	Plafond Indemnités	Year		
45	PRET	pret	Month		

❖ Salary Slip Report:

- This function allows you to edit a "payslip report" information for a selection of employees and periods.

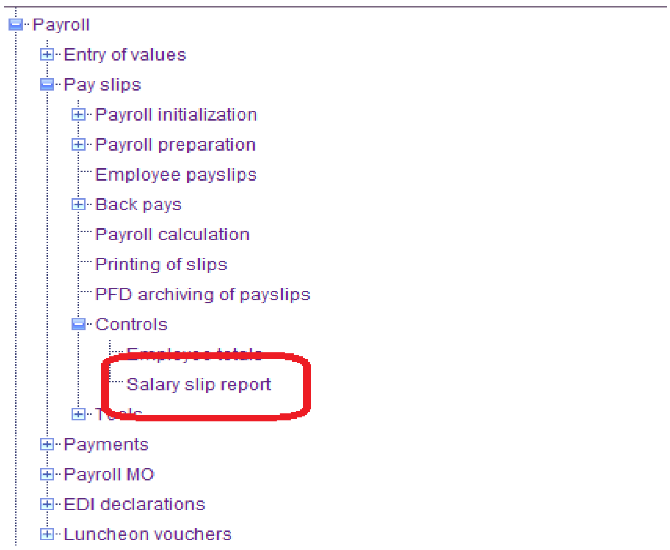
- This information reflects the status of payslips: Entered, Calculated, Printed or Posted.

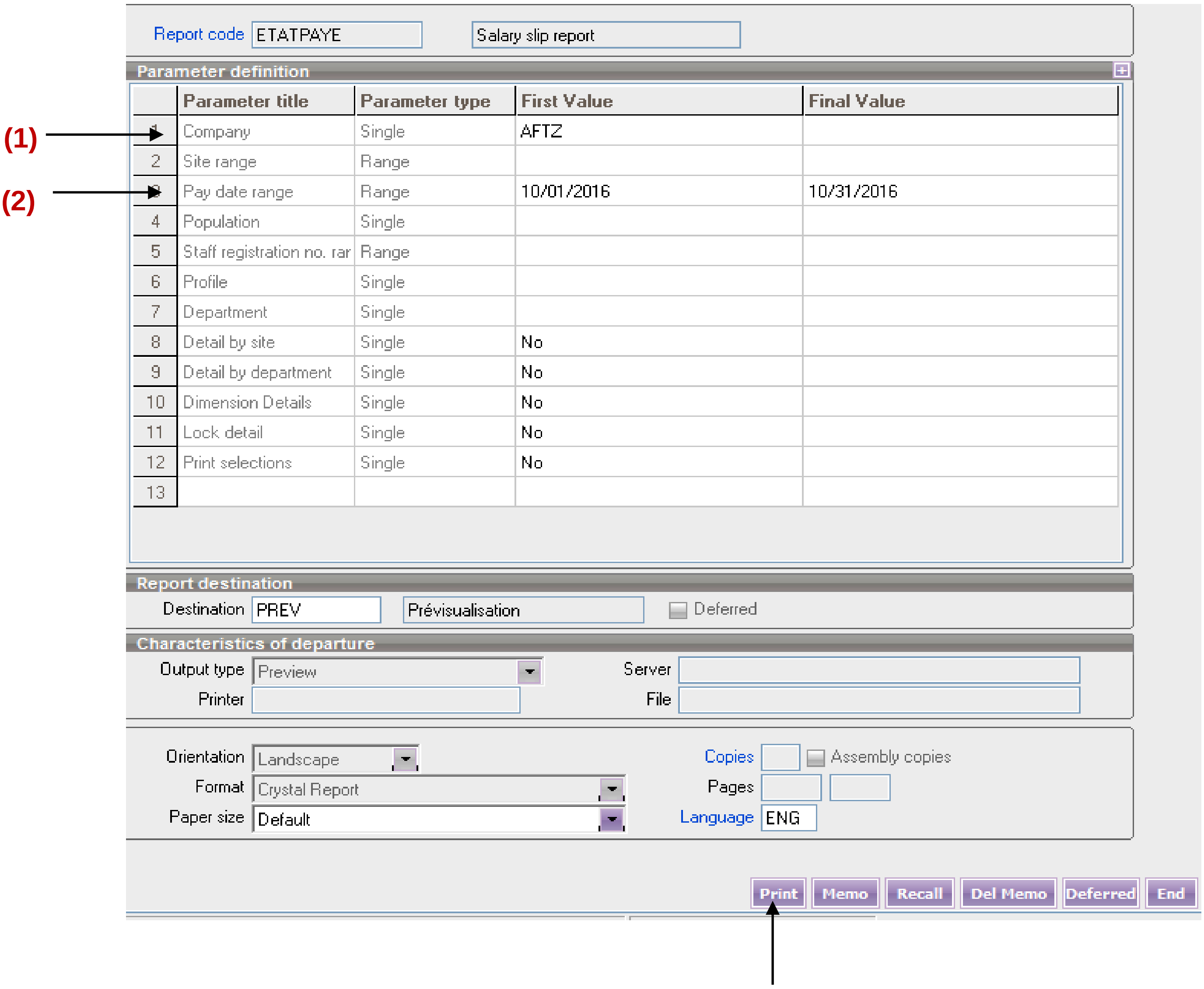
- This function also displays the total number of generated payslips, as well as the total payrolls per "Status".

- This is a control state to use especially before the calculation of the payroll journal entry.

To generate this report, you must follow this path:

"Payroll → Pay slips → Controls→Salary slip report"





(3)

(1): Enter the Company code

(2): Select the start and end payroll dates

(3): Click the Print button

Salary slip report

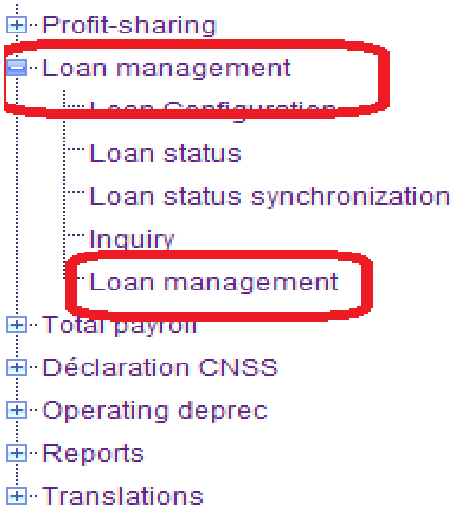
y, December 16, 2016

Company AFTZ Alios Finance Tanzania Ltd From 10/1/2016 To 10/31/2016

Employee ID	NameFirst name	Months	Pay date	Calculated	Printed	Archivé	Acct	Locked	Site	Profile	Department
001	DE VILLARD Jerome	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	EXP	MAN
004	MGAZA Amiri	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	ADMIN
010	PAMBA Frank	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	COM
014	MALLE Mercy	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	ADMIN
015	NDAKIDEMI Edward	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	ACC
016	SUNGUYA Yohane	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	RECO
018	SEIF Kinanasy	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	MID
019	ULOMI Oscar	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	MID
020	MDEMU Grace	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	MID
021	MUNISI Elda	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	RISK
022	SHIKONYI Masanju	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	COM
023	MALEKO Gilead	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	ACC
024	TUMAINI Lilian	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	MID
	Number of pays		**13**	**13**	**13**						

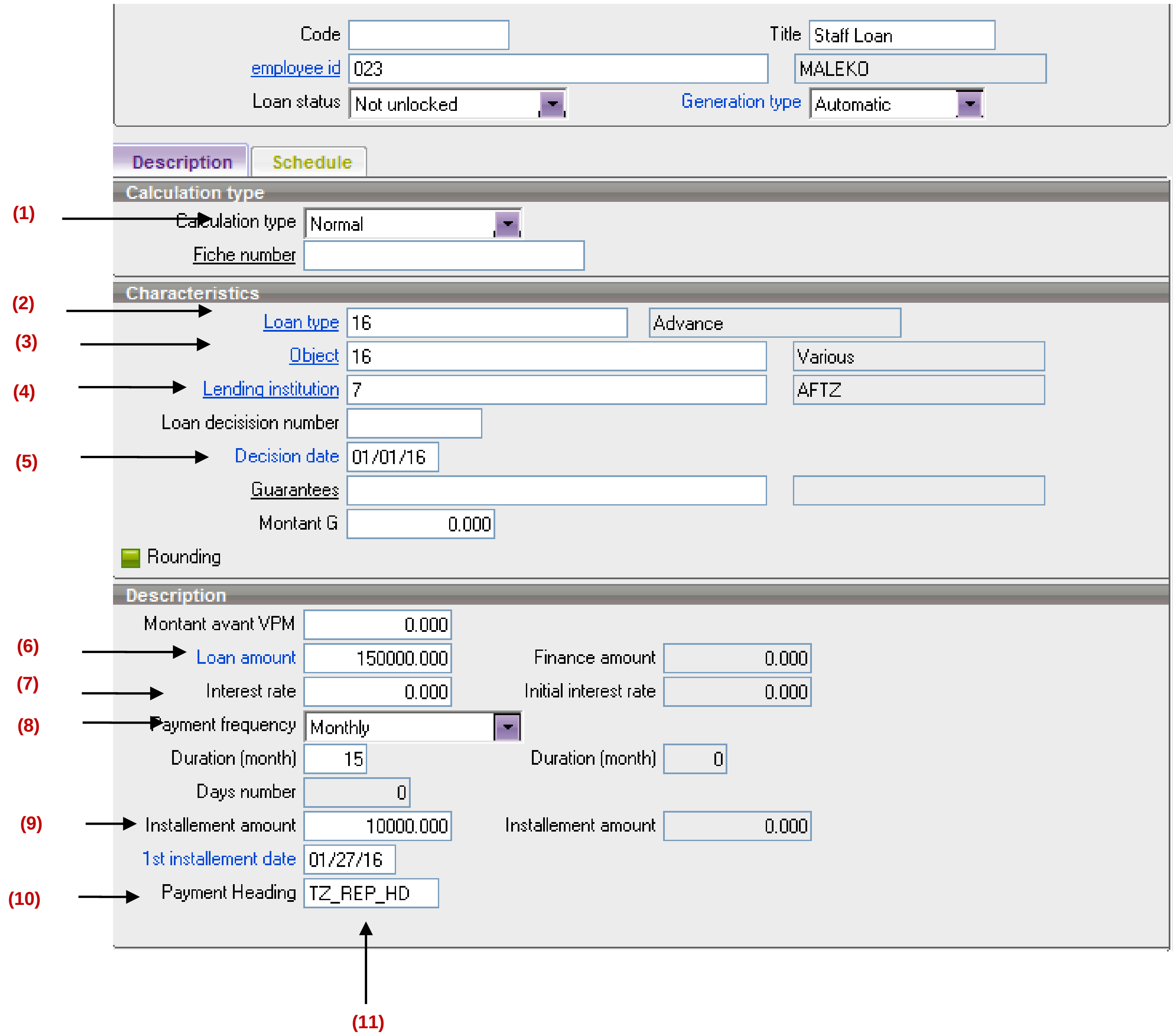
III. Loan Module:

"Loan management ➔ Loan management"



1. Loan creation:

To create a loan, first click the new button. Then, you must select the employee and fill in the fields describing the credit: type, amount, duration, and first due date.



(1) Select the calculation type:

- Normal: An interest-free loan
- Setup file: A loan with interest

(2) Select the loan type (Advance or Staff Loan for example)

(3) Select the object of the loan

(4) Select the lending institution (AFTZ, AFZM or AFKE)

(5) Insert the Decision date

(6) Insert the loan amount (The total amount)

(7) Choose the payment frequency:

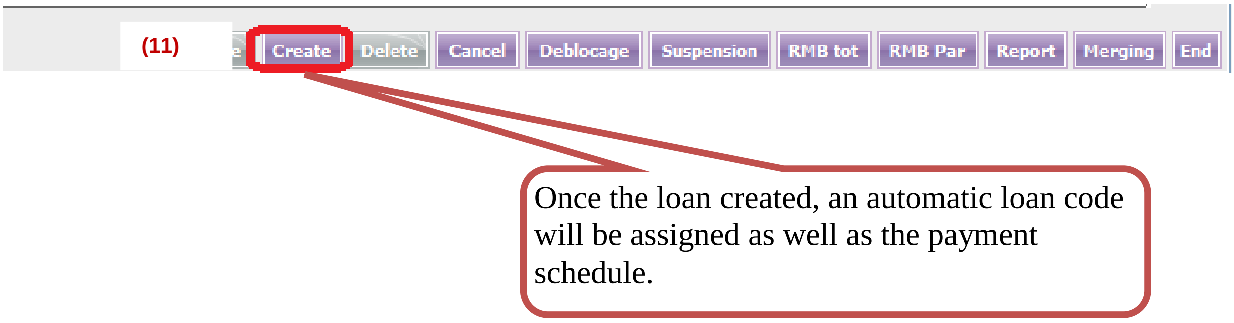
- Monthly
- Bimonthly
- Quarterly
- Annual
- Number of days

(8) Insert the duration

(9) Insert the date of the first installment

(10) Select the Payment Heading

(11) Create the loan

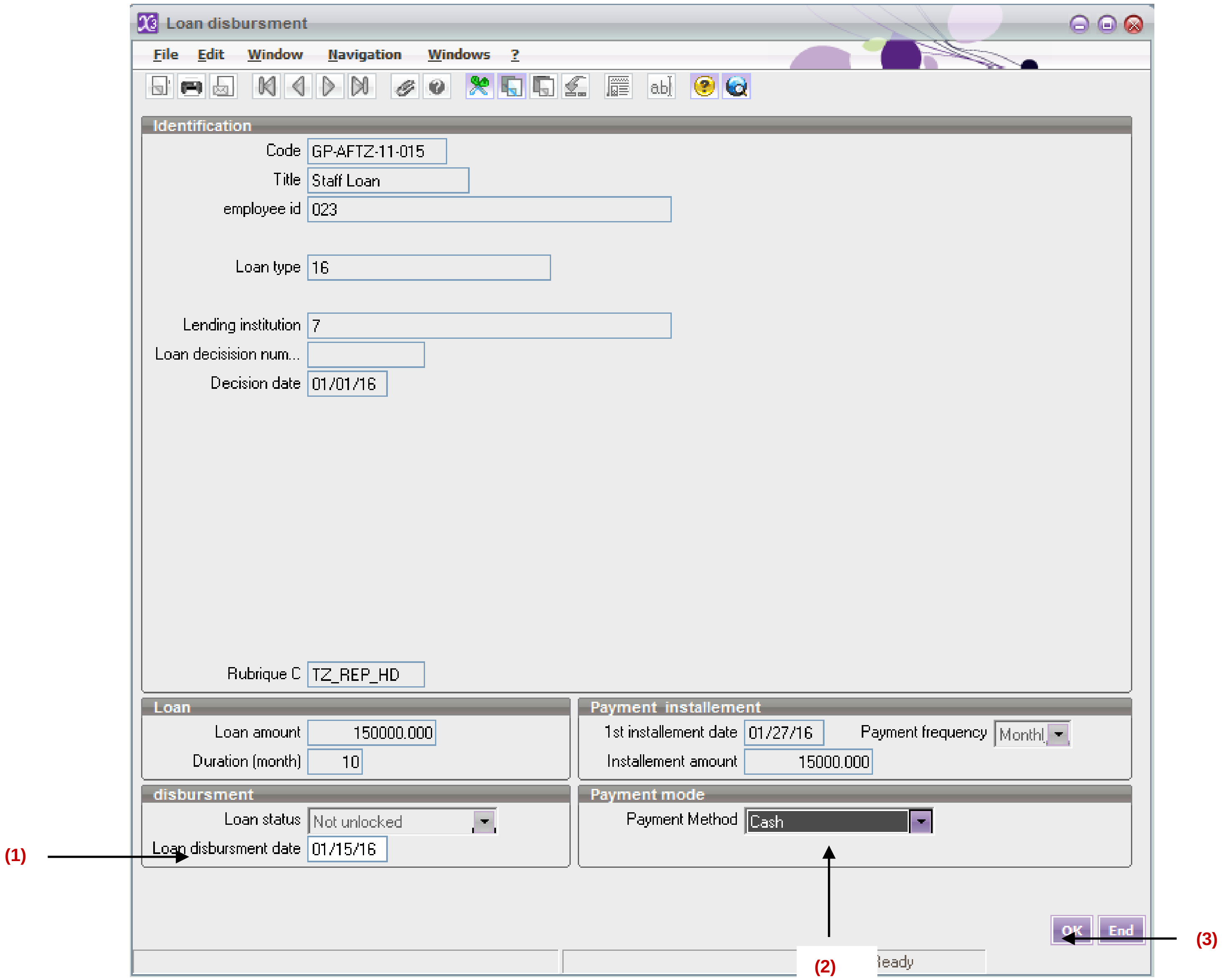


	Merging	Number	Loan code	Due date	Installement amount	Status	PaySlip	Due amount	Interest	Installement amount	Outstanding amount
1		GP-AFTZ-11-0150	GP-AFTZ-11-015	01/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	135000.000
2		GP-AFTZ-11-0151	GP-AFTZ-11-015	02/29/16	15000.000	Not calculated		150000.000	0.000	15000.000	120000.000
3		GP-AFTZ-11-0152	GP-AFTZ-11-015	03/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	105000.000
4		GP-AFTZ-11-0153	GP-AFTZ-11-015	04/30/16	15000.000	Not calculated		150000.000	0.000	15000.000	90000.000
5		GP-AFTZ-11-0154	GP-AFTZ-11-015	05/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	75000.000
6		GP-AFTZ-11-0155	GP-AFTZ-11-015	06/30/16	15000.000	Not calculated		150000.000	0.000	15000.000	60000.000
7		GP-AFTZ-11-0156	GP-AFTZ-11-015	07/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	45000.000
8		GP-AFTZ-11-0157	GP-AFTZ-11-015	08/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	30000.000
9		GP-AFTZ-11-0158	GP-AFTZ-11-015	09/30/16	15000.000	Not calculated		150000.000	0.000	15000.000	15000.000
10		GP-AFTZ-11-0159	GP-AFTZ-11-015	10/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	0.000
11											

2. Loan Disbursement:

Prior to include the loan due amounts on the payroll process generation, you may unlock the loans as shown below ("unblocking" button in the screen below).

An entry screen appears:



(1) Insert the disbursement date

(2) Select the payment method

(3) Click the OK button

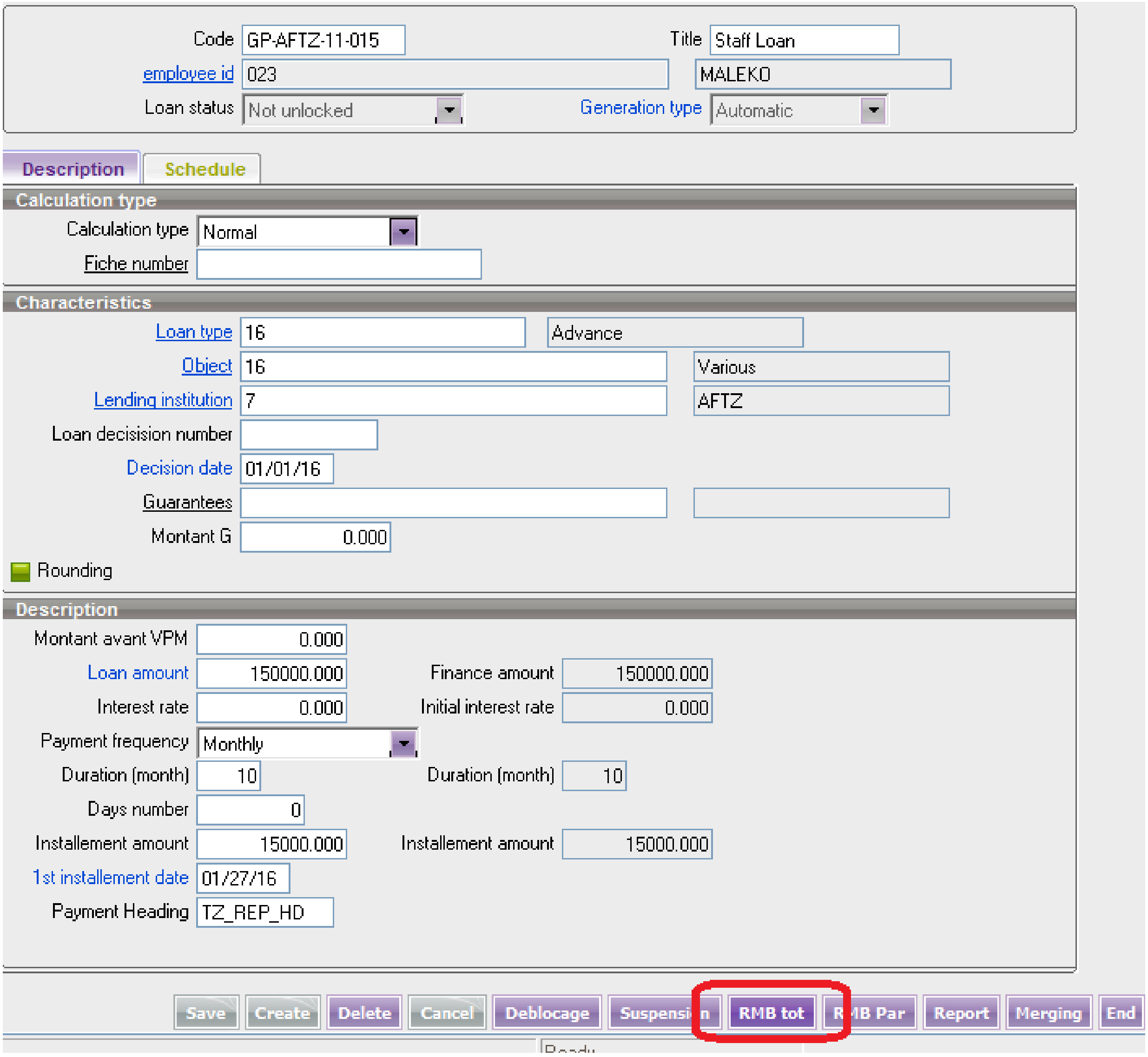
Once the loan is Unlocked and the first installment date is included in our current pay month, the loan will automatically be integrated at the payslip.

An unlocked loan can't be deleted!!

3. Miscellaneous Transactions:

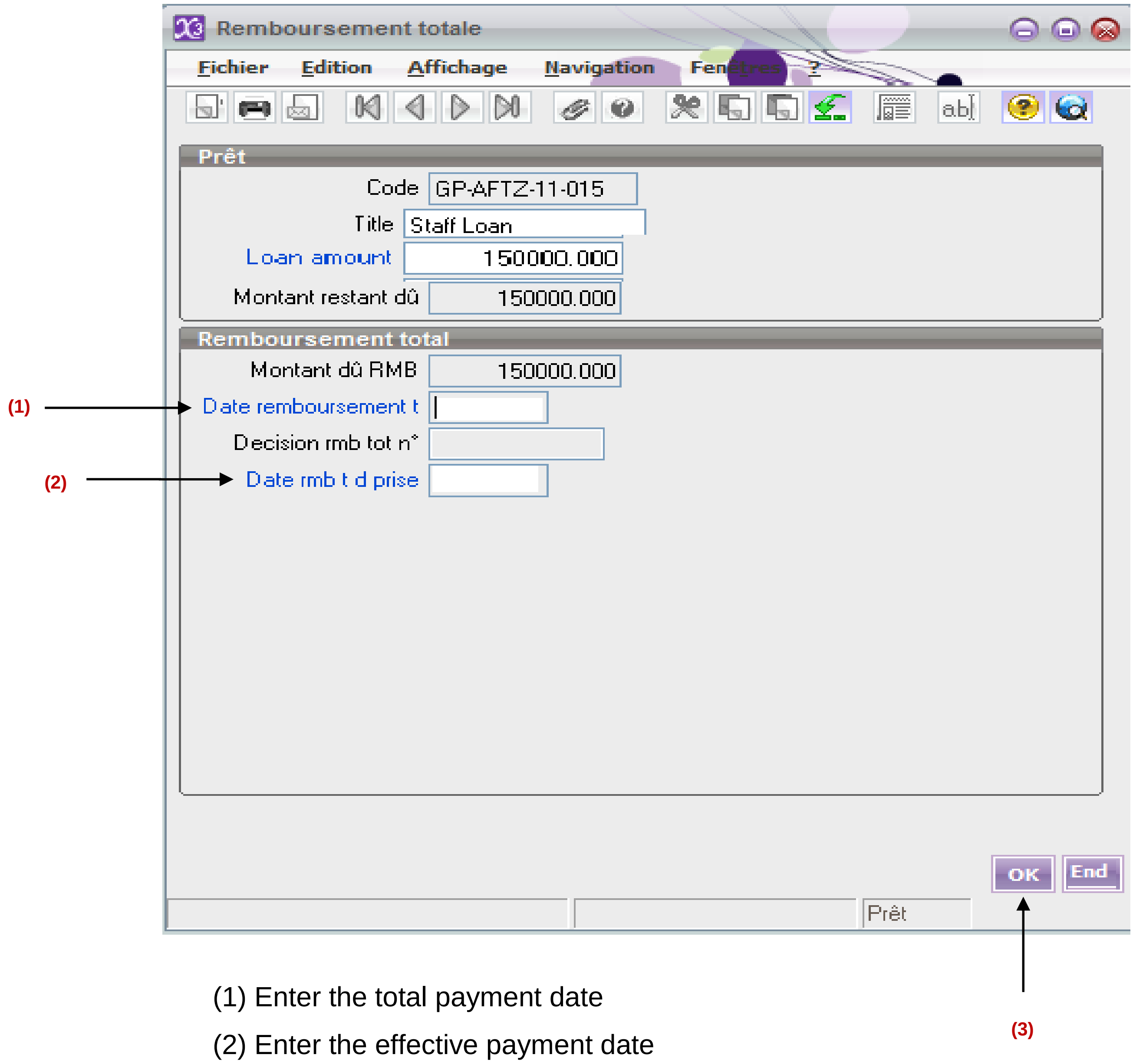
Total repayment (Anticipated Loan end):

Total Repayment function allows the employee to anticipate the end of his loan.



(1) Click the "RMB TOT" Button

An entry screen appears:

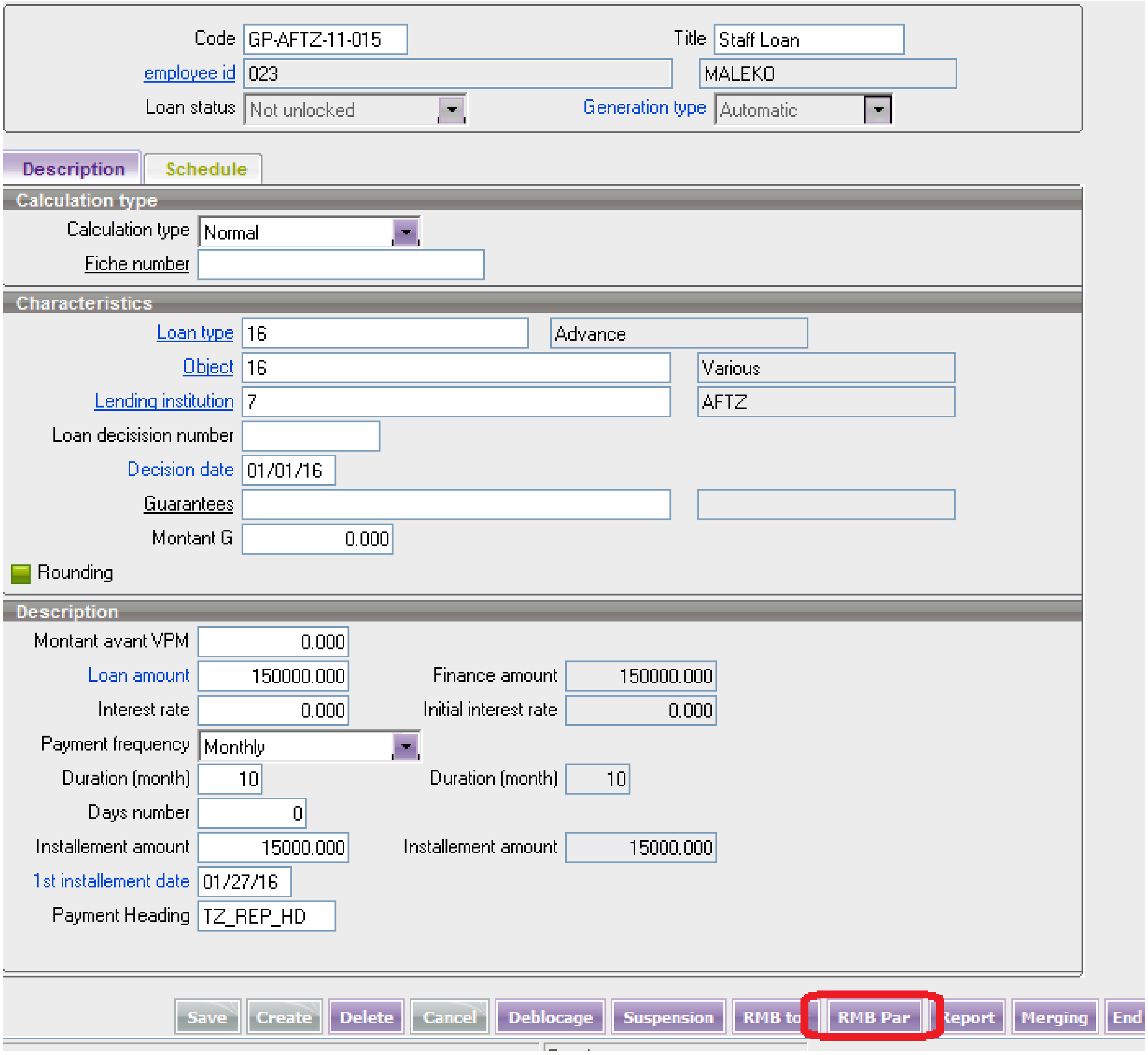


(1) Enter the total payment date

(2) Enter the effective payment date

(3) Click the OK button

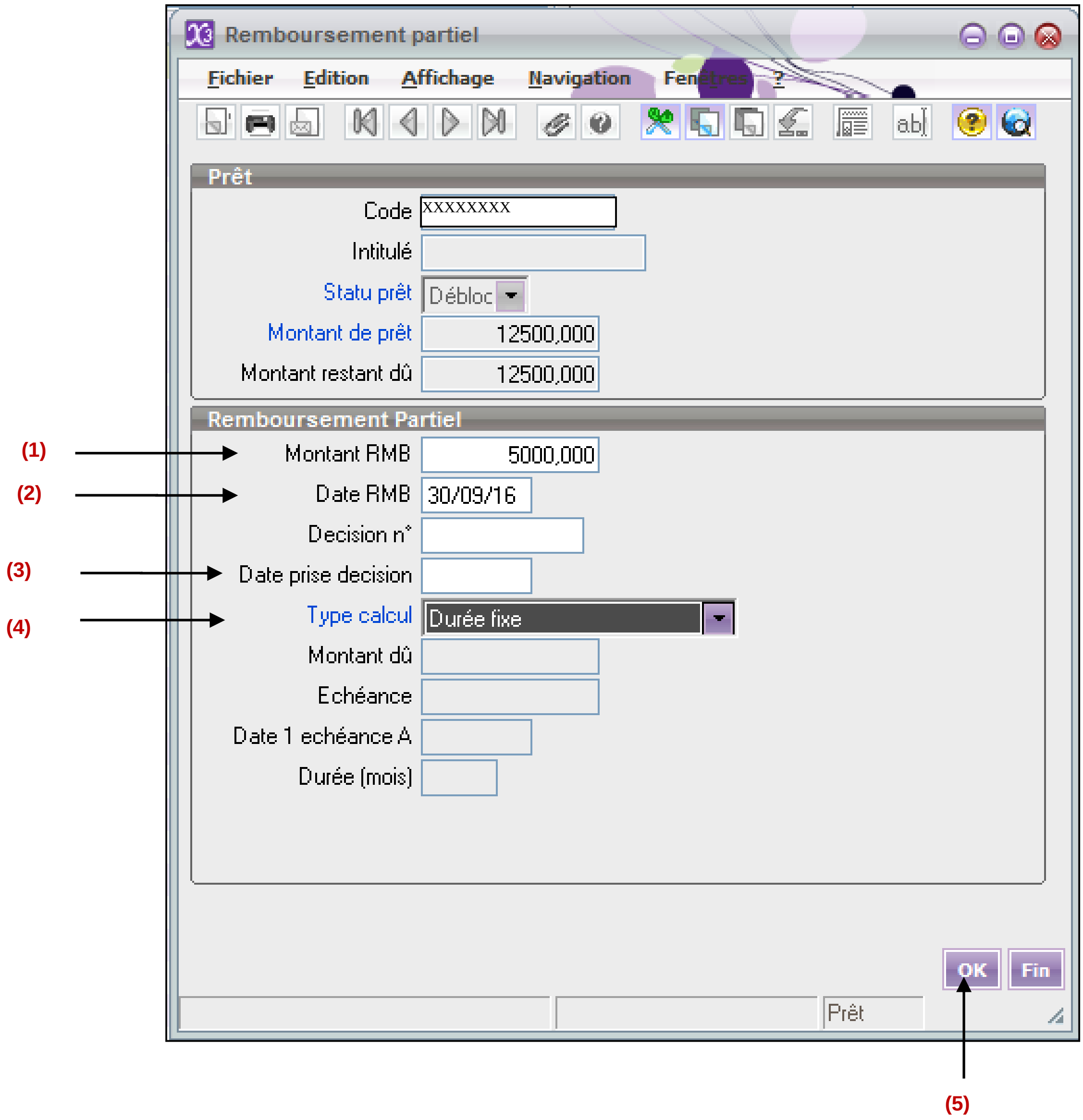
Partial Payment:



This function allows the employee to repay a part of his / her loan

(1) Click the PAR PAY button

An entry screen appears:



(1) Enter the refund amount

2) Enter the date of the partial payment

(3) Enter date of taking into account the partial payment

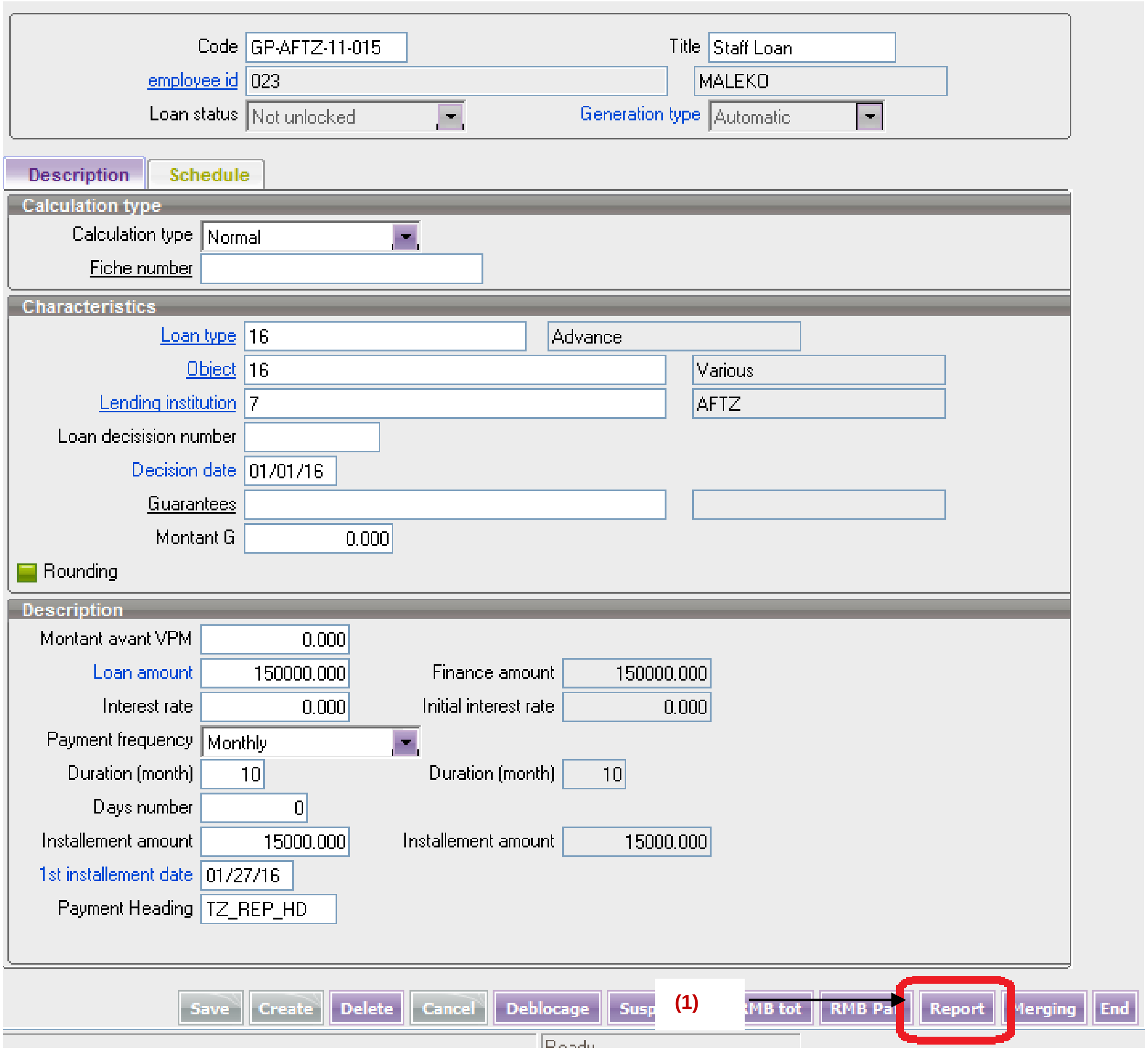
(4) Select the calculation type:

- Fixed term: the amount of the due date will be amortized
- Fixed Maturity Amount: The installment amount remains fixed and the number of installments will be reduced.

(5) Click the OK button.

Installment postponement:

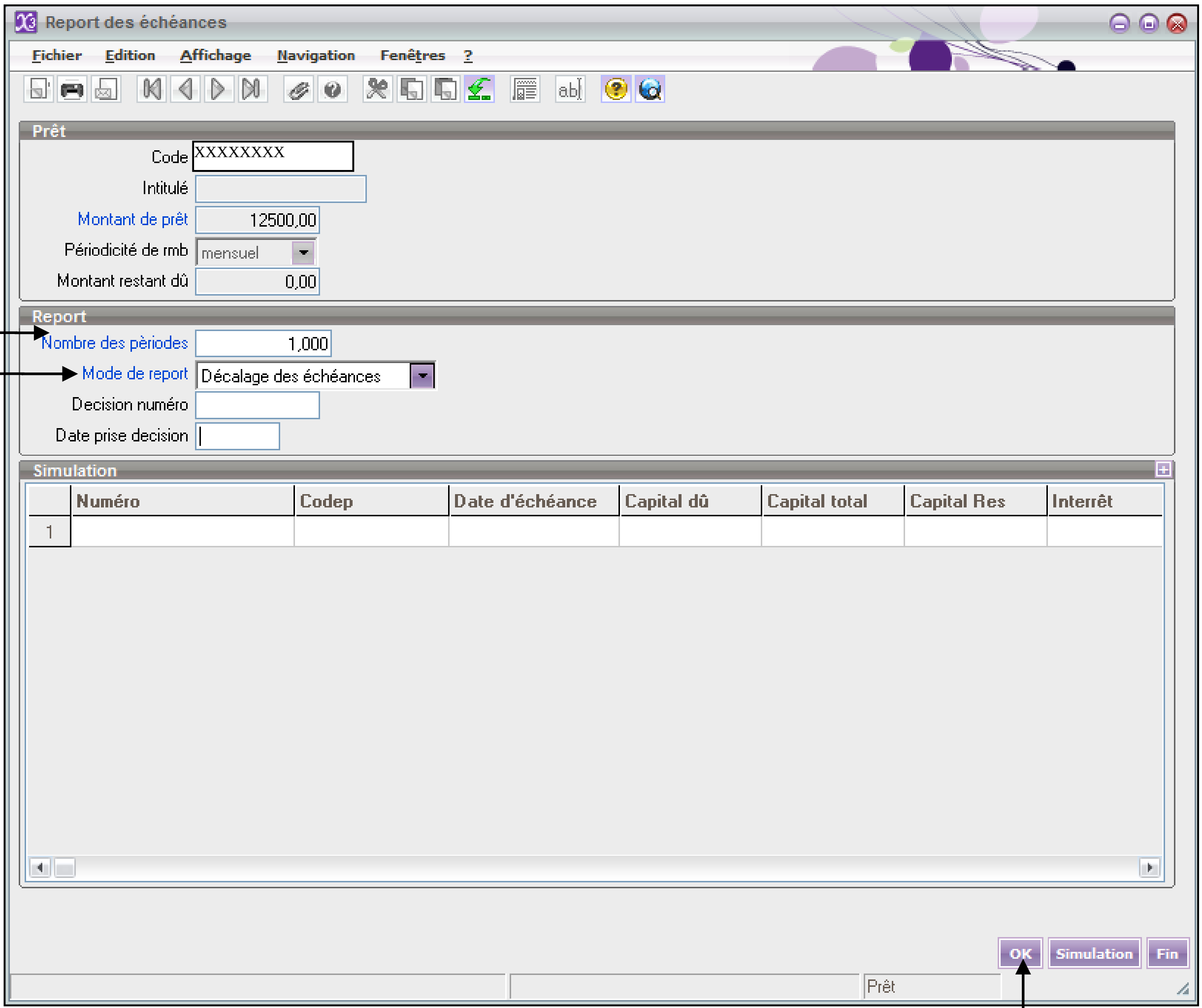
This function postpones the repayment of one or many installments.



(1) Click the Report button.

An entry screen appears:

(1)
(2)



(3)

(1) Enter the number of installments to postpone.

(2) Enter the postponement mode

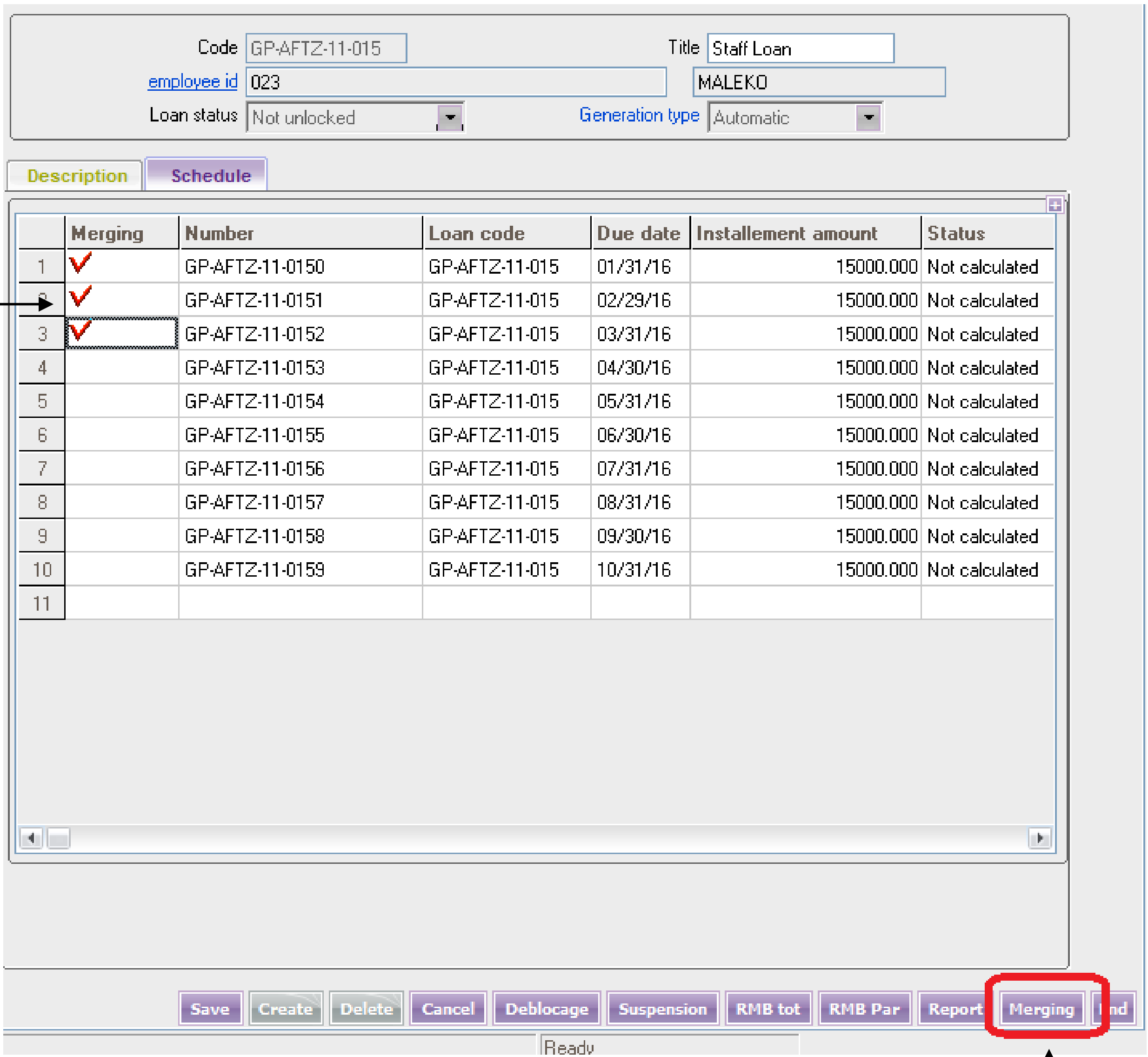
- Offset of installments: delay the postponed installments forward at the end of the loan.
- Deferral on the next installment: Merger of deferred periods with the next due date.

(3) Click the Ok button.

Merging:

This function allows the merging of two or many installments over a single month. You have to select the installments to merge and click on **Merge** by choosing the merge date:

(1)

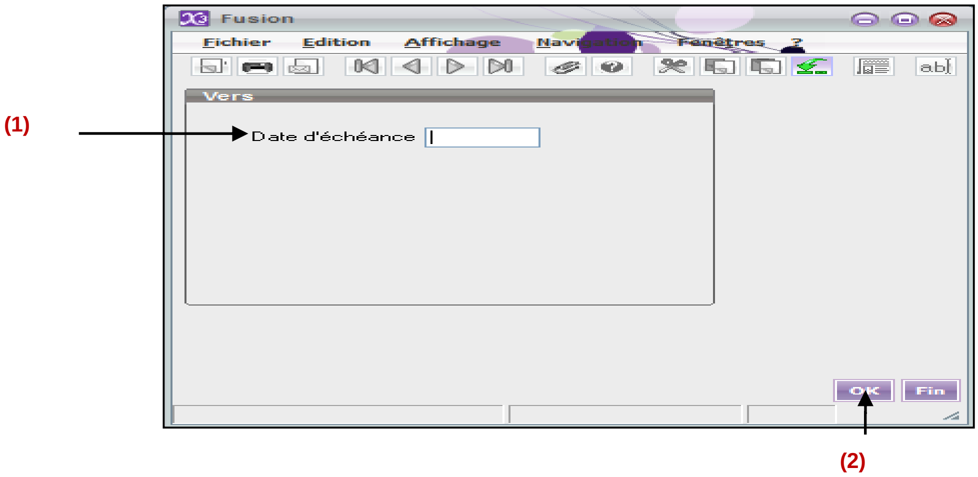


(2)

(1) Double Click on the merging field to select the schedules to merge.

(2) Click on the button **Merging**

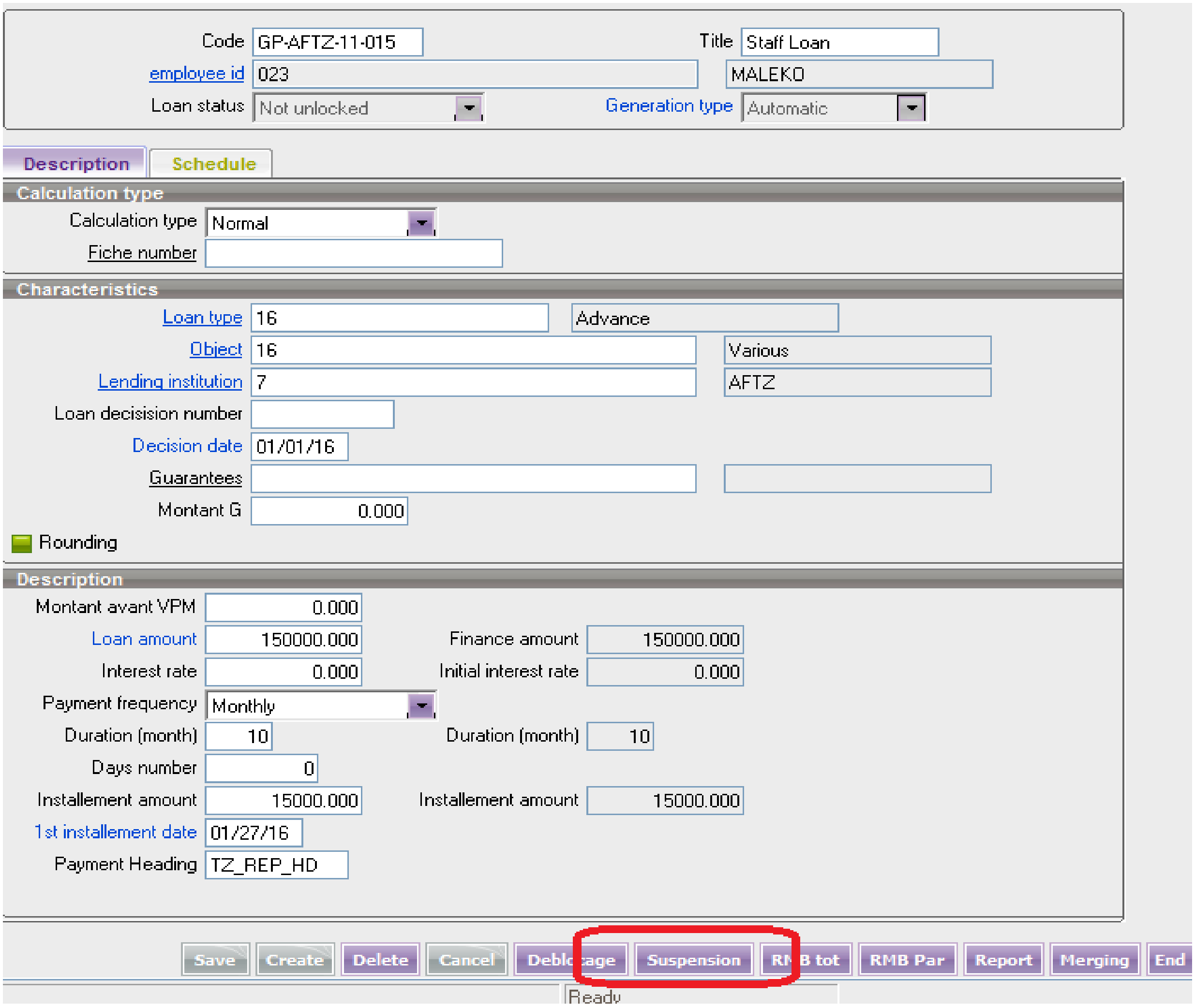
An entry screen appears:



(1) Enter the date of the merger
(2) Click the OK button.

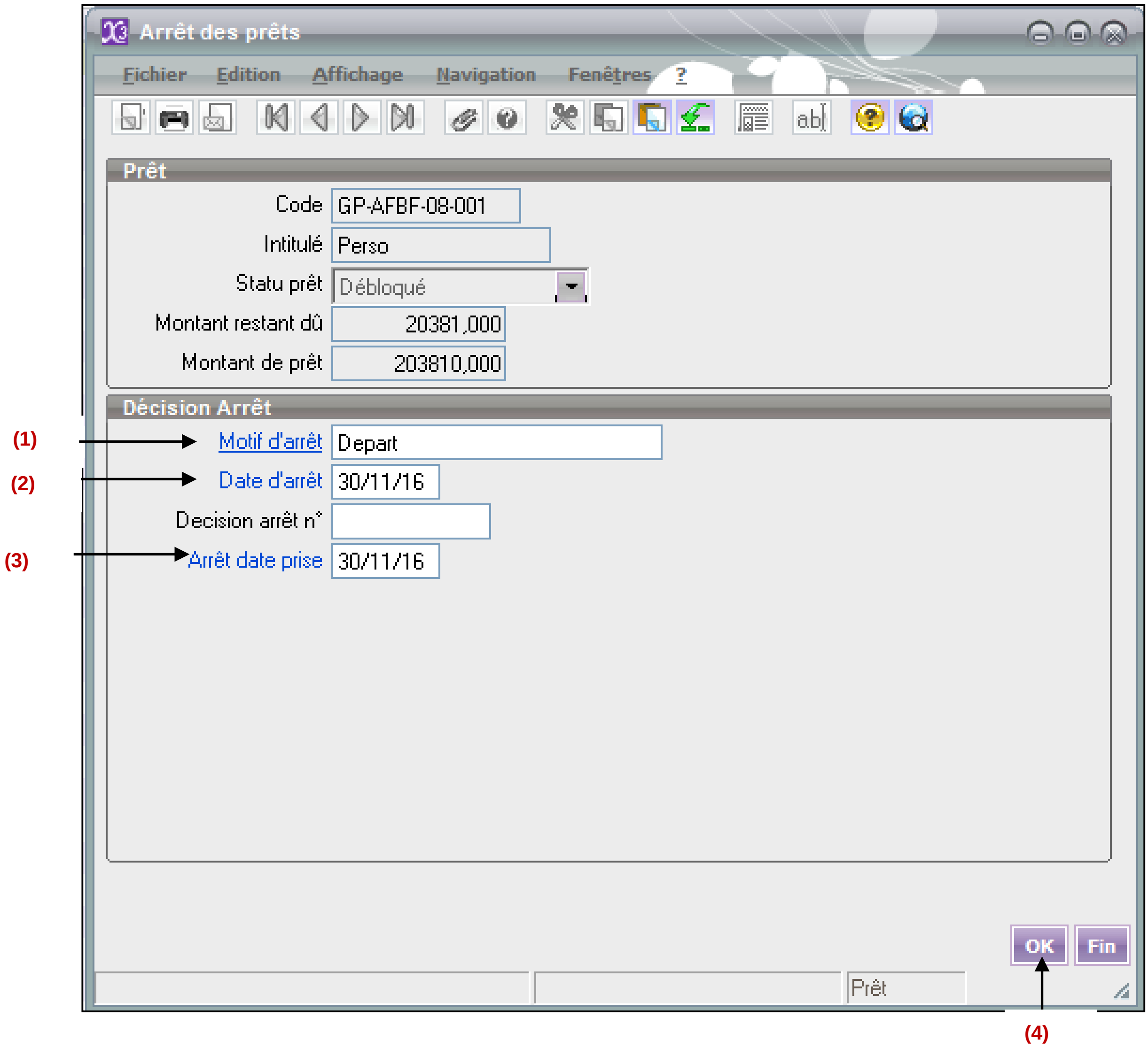
Interruption:

This function is used to stop or interrupt the loan.



(1) Click on the "Interruption" button

An entry screen appears:



(1) Select the reason for the loan interruption

(2) Enter the loan interruption date

(3) Enter the date of taking into consideration the interruption of the loan.

(4) Click the Ok button.

4. Loans Status:

The table below explains the different status of loans:

Status	Comments
Not unlocked	The loan is created and unblocked and will not impact the payroll
Unlocked	The loan is created and unblocked and will impact the payroll
Interrupted	The loan is interrupted
Balanced	The loan is fully refunded