Payroll User Guide
Fully Updated 01/26

This document introduce the first steps on how to:

0   prepare staff data
1   prepare plannings
2   add public holidays
3   add banks
4   prepare profiles
5   add departments
6   add staffs
7   advances/accounts and loans
8   prepare payrolls
9   print/email payslips and reports
10 discontinue a staff
11 Attendance Report
12 Wages GL extraction
13 Clockings management

Assuming you already have Payroll installed with a proper license, with at least one clocking machine, and you have admin rights in Payroll.

0. Prepare staff data to enrol staff.

For this, we usually propose the business to pare an excel file with such information:

- Family Name (as on VNPF / Bank account)
- First Name (as on VNPF / Bank account)
- Their ID if they have (ID should be integer between 1 and 999 999)
- VNPF number
- Department
- Date of birth
- Date of employment
- Current salary (hourly rate for hourly profile or monthly total for fix month salary)
- Payroll period (12,24 or 26 per year)
- Leaves remaining on last payroll
- Sick leaves remaining on last payroll
- Payment type: Bank name and account number, cheque or cash

With these data you will be able to quickly start employment recording.

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- 1. **Prepare plannings**

a. Go to Payroll parameters:
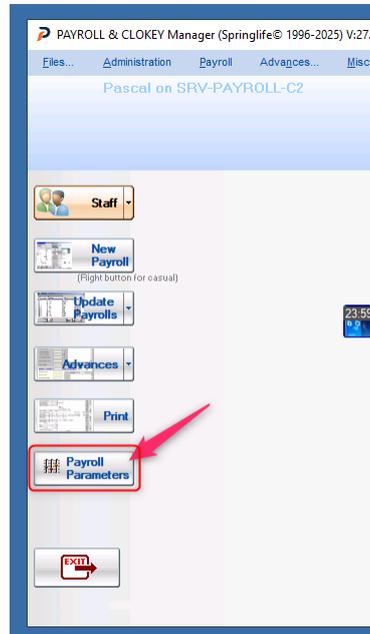
b. Setup a planning:
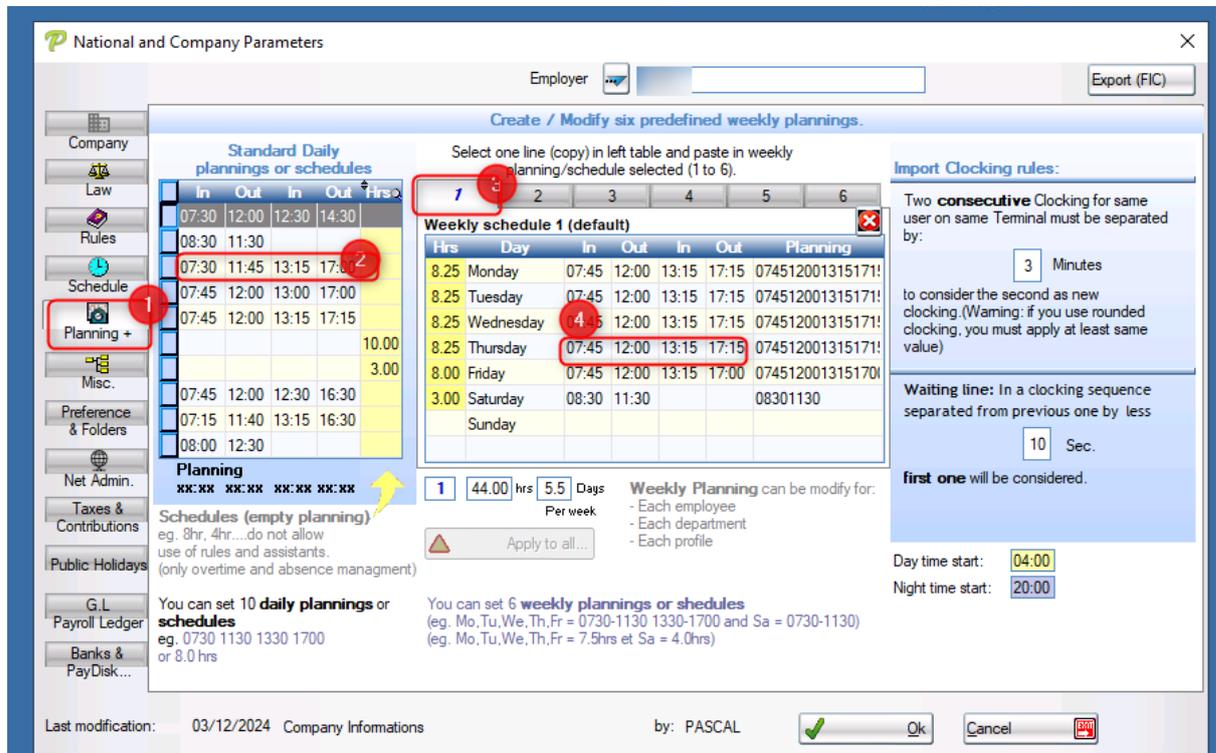
c. Setup a planning:
   1. Click the menu
   2. Add/select daily planning*
   3. Select a schedule (1 to 6, can be replaced after planning is applied to the staff)
   4. Click on the day you want to assign the selected daily planning from point 2. Any mistake you can reset the current weekly planning by clicking the red cross top/right:
   5. Click ok to close the planning window.

Note: you can set a planning as a number of hours the staff should work. You can see in screenshot "10" and "3" which is the total of hours for a day. In that case, there is a possibility to set a lunch break for period >5 hours (see paragraph 4 on adding Departments)

1- Add public holidays

a. Select Public Holidays tab
b. Click Add
c. Enter the date of PH. You can set Paid (monthly staff will get the days paid, hourly staff will get the hours paid following the schedule of that day of the week)
d. Once you add public holidays as needed, click Ok. We recommend to set the PH of the year once you have the official list from Government.
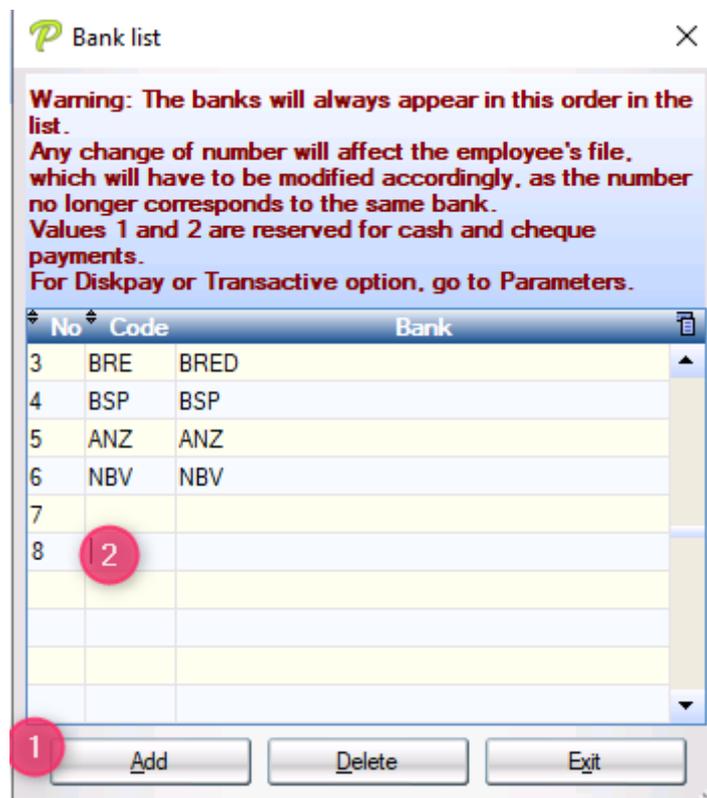
2- Add Banks
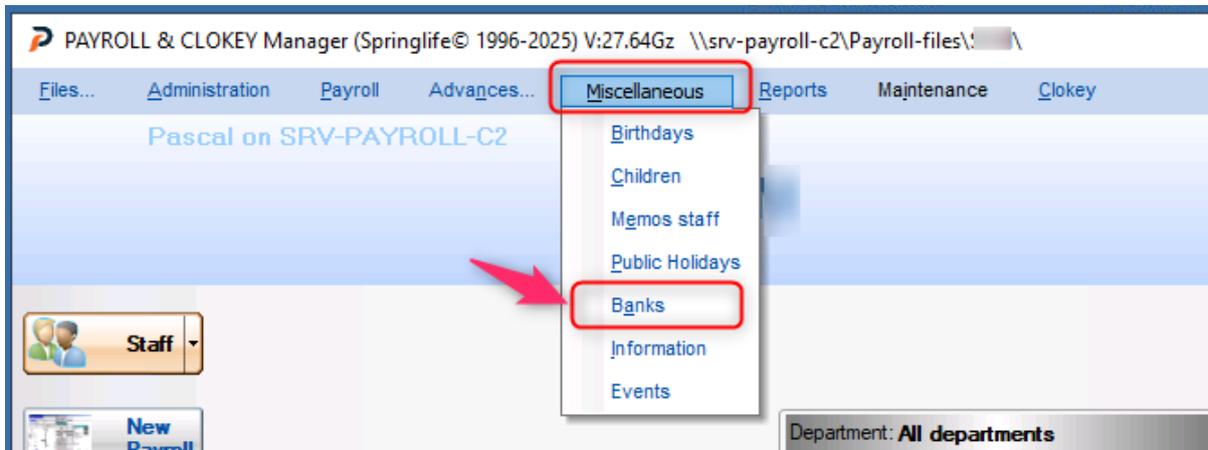
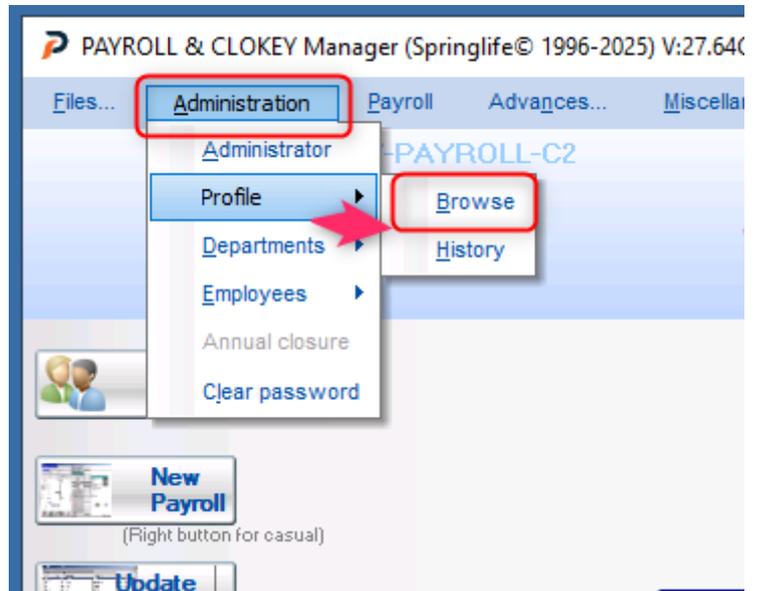Clic Add and enter Bank code (3 characters) and full bank name as you wish.
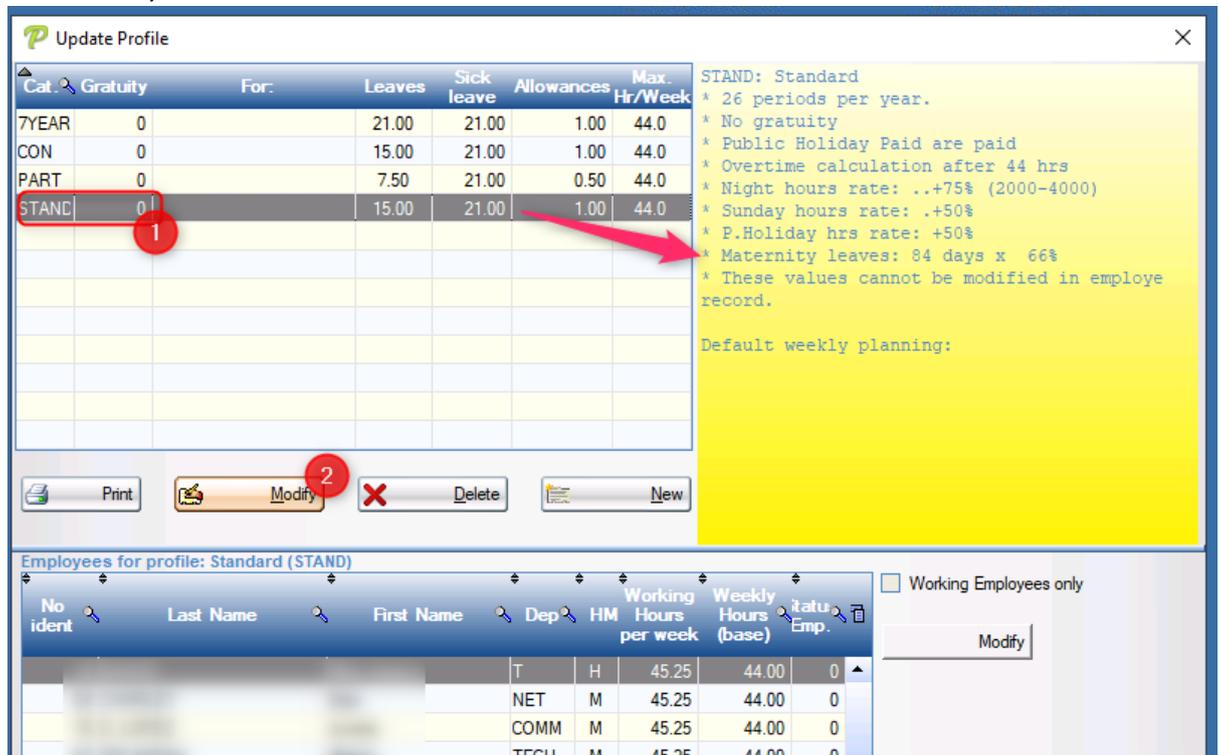
Then Exit when done.

3- Prepare Profiles

From main menu, go to "Administration" then "Profile" and "Browse"

There is 2 default profile: monthly and hourly profile.

You can select existing profile (see below, sumup of profile on the right, and list of staff with this profile at the bottom). You can edit current or create new profile to design payroll features as you need.

Profile features:

- *Salary bound options*:
  a. salary bond to profile: staffs in that profile could have their salaries increased changing the rate in the profile itself.
  b. salary not bound: increase of salary is done individually in the employee record.

  Note: It is generally used with "not bound", and preferred to have Salary not dependent from profile.
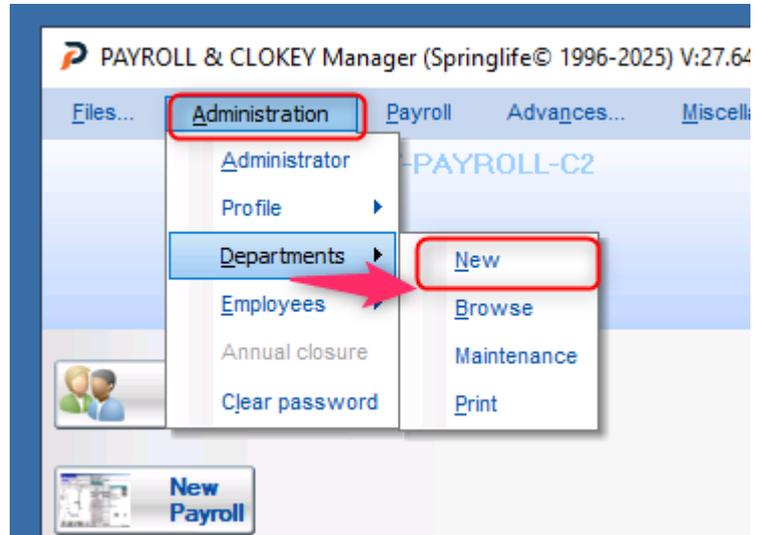
- *Hourly / Monthly*:

    a. Hourly profile would calculate salary from hours made during the period.
    b. Monthly profile would calculate salary from monthly salary and possibility to remove non attendance hours (if option is set – will see that option in Staff's record)

- *Number of periods per year:*
    a. 12: one payroll per month (monthly payroll)
    b. 24: two payrolls per month (semi-monthly payroll)
    c. 26: payroll every 2 weeks (fortnightly payroll)
    d. 52: one payroll per week (weekly payroll)

- *This profile is not entitled to Public Holidays paid*
    a. If ticked, the public holiday will not be paid for staff using this profile

- *Contract of Employment*
    a. If ticked, you will be able to edit most of the rules (Night, Sunday, Public holiday rates in the staff record and few more settings). This unlocks the Vanuatu's labour rules for staff in this profile.
- Weekly hours base for profile
    a. Define the default hours to work per week and the overtime calculation. Current setup is following Labour's law but can be modify in Staffs' record.

4- **Prepare Department:**

1- *Departments*:

Add (new) or browse a department following the screenshot:

2- *Department window:*


1 Enter Dep: (5 charaters to quicly identify the deparment)
2 Enter Departement name in full
3 You can change the day and night hours (default is Vanuatu's labour law)
4 You can pre-setup some rules to manage clockings in time sheet. This can be set and recorded later during the payroll.
5 You have to assign a default planning for this department. This can also be changed later in Payroll. To change the planning use the 2 small arrows up/down to scroll recorded planning created in paragraph 1.
6 *Compulsory break* can be used if you set a planning with static number of hours per day (see paragraph 1- planning).
7 Save settings. You can save and apply to employees assigned to this department if you browse (edit) this deparment, or just *Record without applying* if it is new department.

6- Add staffs

Click *Staff* then *New Employment*
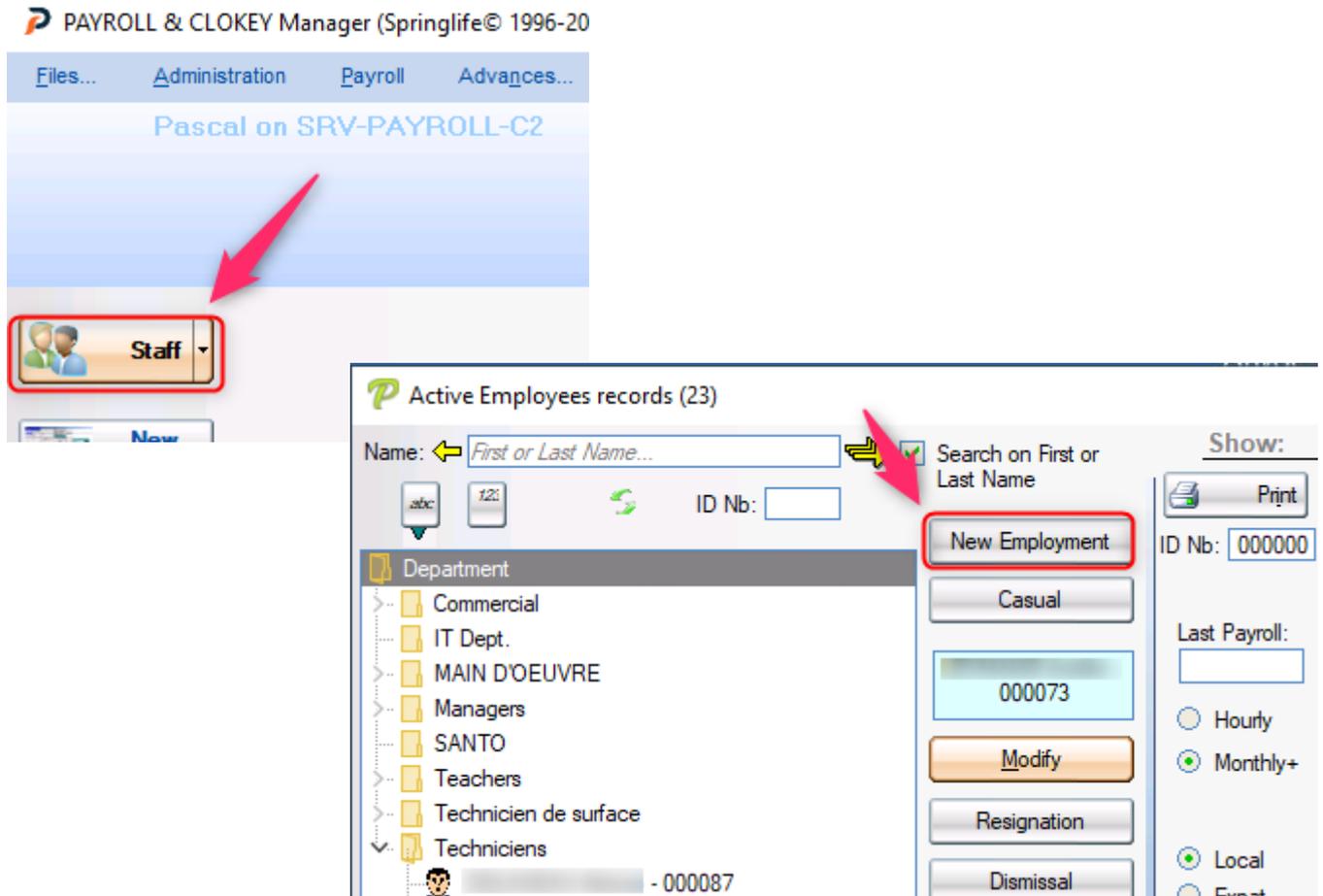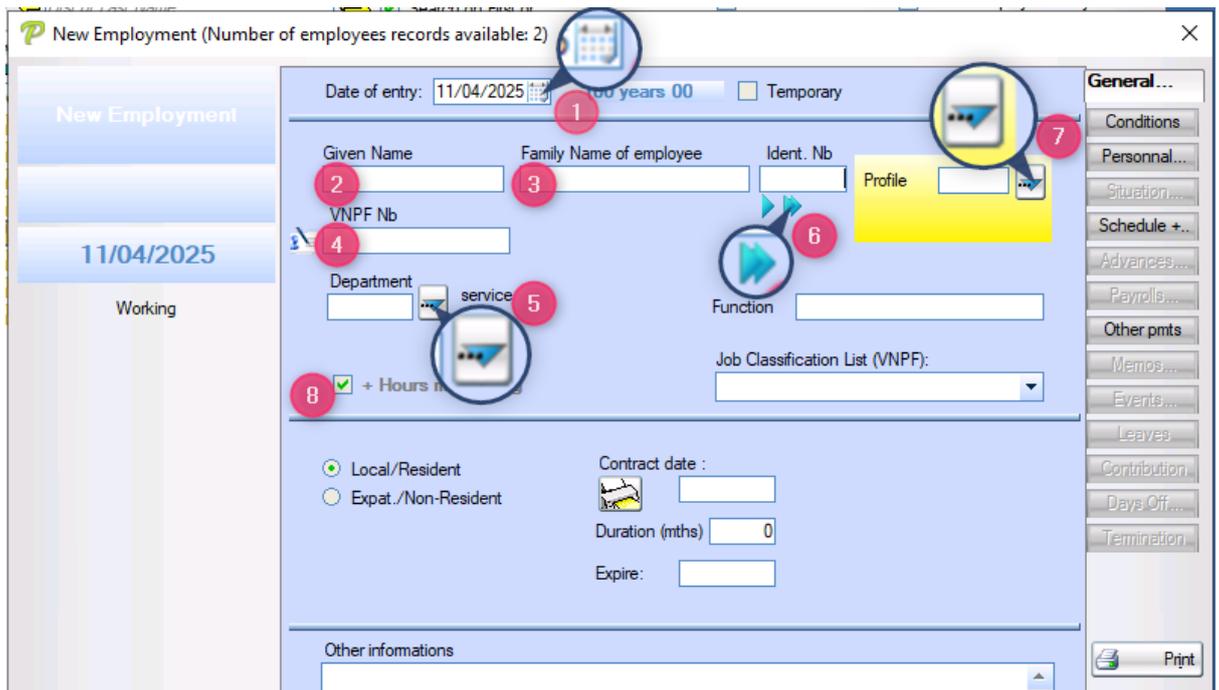
In first window (General Tab):

- 6.1.1 Set the date of employment
- 6.1.2 Add First name
- 6.1.3 Add Family name
- 6.1.4 Add NVPF number (if not available just leave if blank, the software will add temporary one - to be amended later, do not forget)
- 6.1.5 Select staff's Department
- 6.1.6 Ident Nb: this will be the ID number of the staff.(should be max. 999999). Use the double arrow to get the next available ID number. This ID is important, and should be use only once for one staff only. Do not try to re-use a previous ID (which is possible but mixing old and new payroll of this ID – not recommended). **This ID is also used to register the staff in Clocking Machines.**
- 6.1.7 Profile to select as setup in paragraph 3.
- 6.1.8 Hours monitoring: set if you want to use the time sheet (generated by the clocking machine) to calculate late arrivals. This setting can be changed only for Monthly payroll profile.
- 6.1.9 If you have one or more clocking machine, it is time to register the staff in them, using the ID number of the staff generated/setup on 6.1.6.

Now clic tab *Conditions*:

This is showing the default settings from the profile loaded. The Salaray cannot be increase at this stage because the employment is no saved. In next page we will see how to increase salary.

Personal Window:
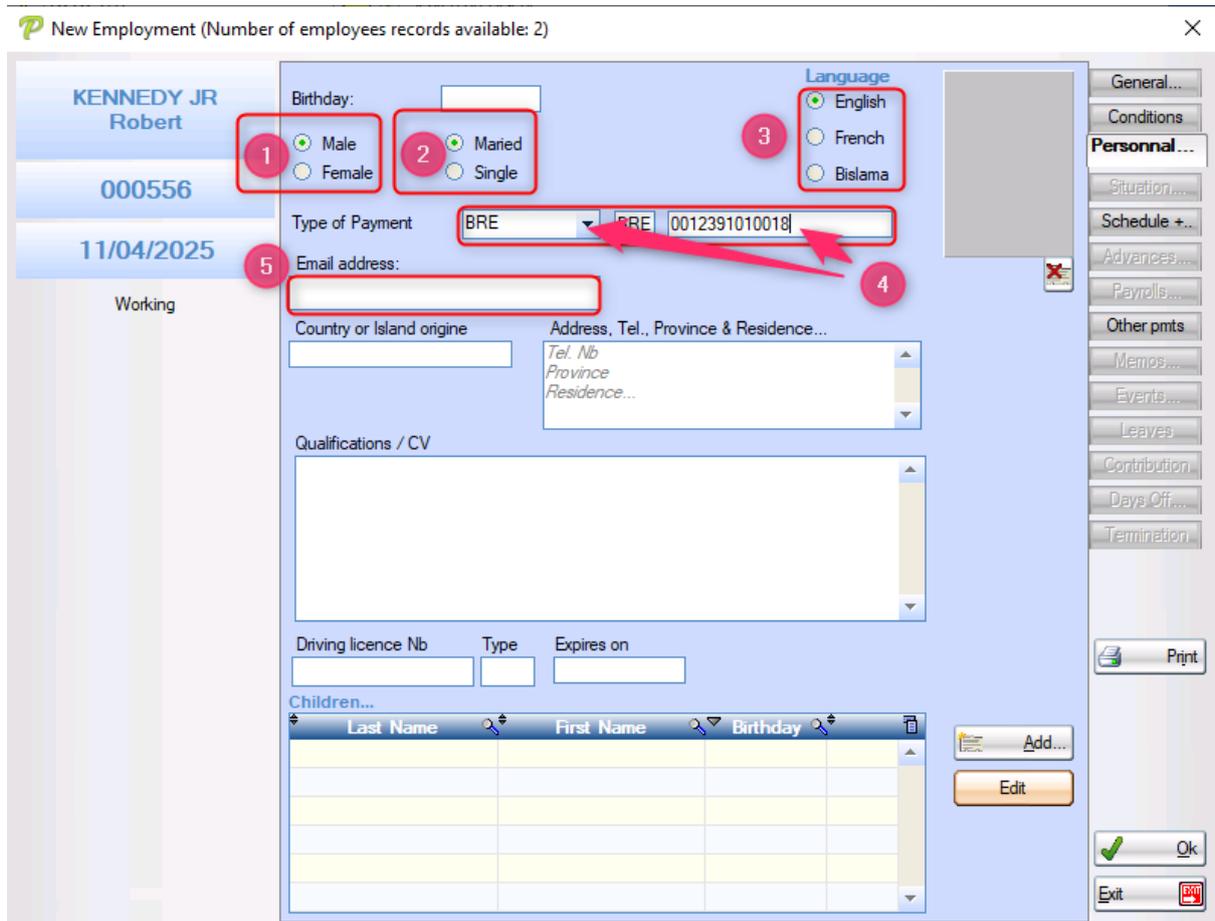
1- Set staff as male of female (only 2 choices in our world)
2- Marital Status as information
3- Setup staff's Payslip preferred language
4- Select the bank and bank number – recommended to not use space or "-", only numeric characters.
5- Email: add email address. If staff has no email, leave it blank.

OK to save !

Schedule + Windows:

You can re-select a planning from ones already setup in paragraph 1 scrolling from 1 to 7 (7 is the current planning, 1-6 are predefined planning). You can also change the daily schedule with right clic on the planning table.
Possibility to also change the overtime calculation for first hours (default is 44 hours)

Salary Increase:

After clicking OK on the the first employment staff window, re-open it and go to *Conditions*:

Clic the *increase* button:

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1- To change the monthly base adding an amount(enter 2000vt to increase monthly salary by 2000vt)
2- To set the new monthly salary (you can decrease – check Vanuatu's law if it is possible to decrease salary without new contract / employment)
3- Hourly rate increase by xx VT.
4- Percentage of hourly rate increase.
5- For any increase manipulation you made, click "ok" to confirm. The new salary rate/amount will be saved once you click "Ok" in this main window. You can still cancel the increase by clicking "Exit" from the Employee Record windo.
6- You can set a recurrent personal allowance here (set an amount). This amount can be edited in the Payroll, but will show up each new Payroll. VNPF calculation will include this amount.
7- This is text message explaining the Personal Allowance. It will be shown on payslip so staff will know about this allowance.
8- This is a recurrent amount of money (add or remove) which will show on each new Payroll. You can edit the value on each payroll. This amount is not part of VNPF.
9- This is text for the detail of this amount.

Click OK to save, or Exit to cancel.

7 Advance, part payment and loads

Payroll is handling all these re-payment systems.

Note: Advance Payment refers to wages given before they are earned, acting as a short-term loan repaid through future deductions. Part Payment is a portion of already earned wages paid earlier than the scheduled payday, typically due to delays or extenuating circumstances

We will focus only Part Payment, but advance is similar use. Payroll is making distinction of the 2, we recommend to only use Part Payment if you not accounting expert.
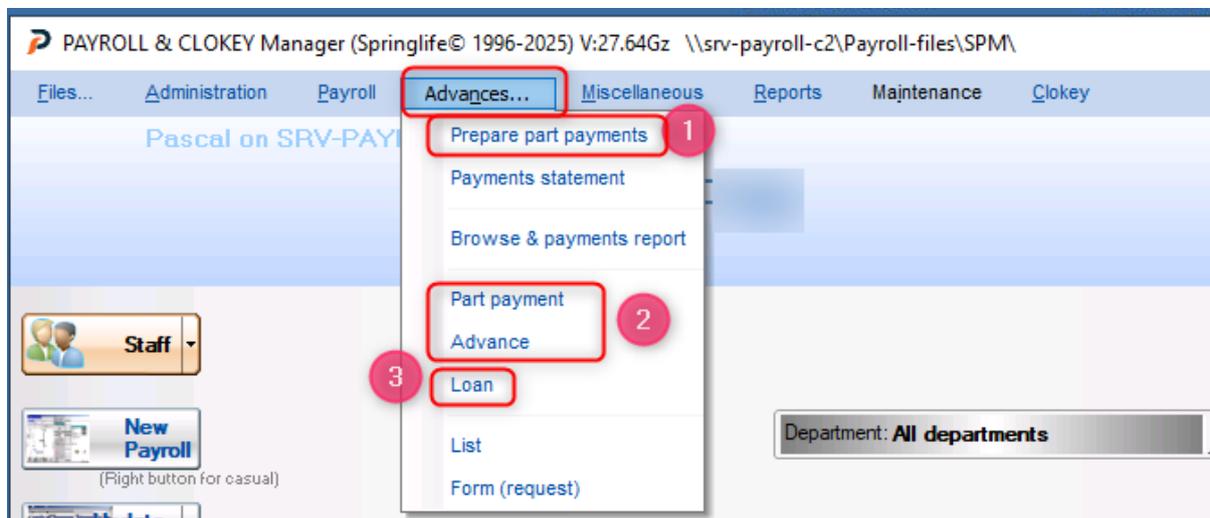
7.1 Prepare part payments
This is to set all staff part payment

7.1.1   Set the date of the part payment

7.1.2   Set amount of part payment for each staff. You can see total per department and total for all staff.

7.1.3   You can Record this work to re-use / amend (optional)

7.1.4   Validate to confirm

7.1.5   Then Close.

7.2 Individual Part payment / advance

7.2.1   Select ID or staff name

7.2.2   Select Part Payment or Advance

7.2.3   Select data or the part payment / advance

7.2.4   Enter the amount. This amount will automatically popping up in the Payroll with any other additional previous advance.

7.2.5   Ok/Next to confirm. The software will jump to the next staff. If it is the last staff from his list.

7.3 Loans

Typically same as advance, enter same information with the total loan, and you can set the repayment amount in point 5:

This repayment amount is the total to repay PER MONTH. If you have 24 or 26 pays per year, this is how to enter the monthly repayment amount PER PAYROLL:

Example:

- If repayment should be 5000vt per payroll, and there is 24 payroll per year, enter 5000 vt x **24** /12 = 10.000 vt per month.
- If repayment should be 5000vt per payroll and there is 26 payrolls per year, enter 5000 vt x **26** /12) =10.833 vt per month

8   Prepare payroll

8.1 Before making a new Payroll, you have to "Validate" previous payrolls.
Once validated, a new payslip can be generated for the next period.
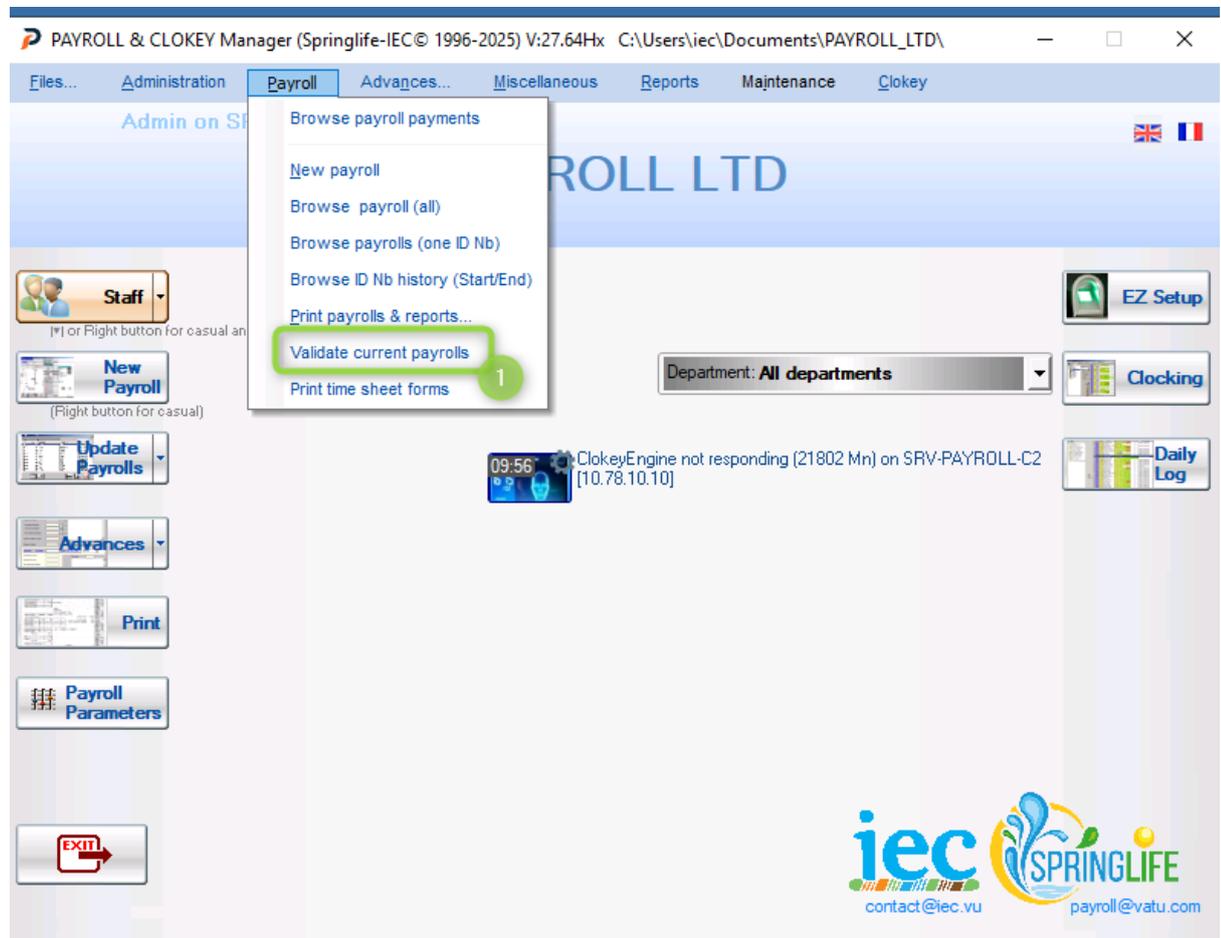
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8.2 Now you can select "New Payroll" from main page and start making new payroll.
   This is the standard process which will be detailed in next pages:

1- Select a staff
2- Confirm the period
3- Open the Time Sheet to get hours of work for the period (The monthly with no hours monitoring does not need this step)
4- Add Bonus/Allowance for the period (VNPF will be paid on it)
5- Add Deductions, confirm Part payment / Advance and/or loan.
6- Confirm the payment method for the payroll if different for this payslip
7- "Ok/Next" to save and do next staff (or "Ok/New" to save and select another staff)

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Details:

1- Select the staff:

Double click or select the staff then "ok".

You can see the staff with a payroll already set for 30/06/2025 in this example (that's the next period for the company). The one with no "Current" date have no new payroll yet from last validation.

2- Confirm the period: on first Payroll you need to enter the "Period from" manually. If second or next payroll, this "Period from" will be automatically set as the next day of last payroll.

3- Open the time-sheet:

1- You need to verify the clockings if they are all correct. If one clocking is missing the calculation of working hours will be wrong. This part to manage clockings has been described in another document. You can right click on the non clocked line and set the day as "Sick leave" or "Annual leave" to let it paid.

2- Click "Apply Clockings to Time Sheet"

3- It will calculates working hours per week with a sumup in (3) where you can see normal hours, non attendance hours (from schedule) and overtime hours.
If you don't want to pay overtime for this payslip, click the Scissors icon next to "Overtime" in the summary – it will cut overtime.

4- "Record" will save the working hours and overtime hours and move it into the payslip

4 - Add Bonus/allowances
1. Add Personal allowance (for example a house rental allowance) and/or a Bonus
2. Add Deductions if any (in this example the Staff purchased some items from the company which deduct the invoices from the salary).
3. You can add/remove amount as "other salary". This has no impact on VNPF. This is usually to refund the staff like bus fare etc.. (not part of payroll so no VNPF to pay on it).
4. You can pay Day Leaves there. If you have a staff with too many days accumulated, you can pay these days instead of the staff to take leaves.

9 Print / Email payslip and report

9.1 Print Payslip

The menu "Print" from main page is opening the reporting window.

Select the period or one payroll date, then select "PDF" and it will generates all payslip in PDF and will propose to append all individual payslip in one PDF – we always suggest to do that to keep all payslips in a single PDF, easy to print.

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To send payslip by email, the "Email" button next to "PDF" should be used. First is to confirm with the technical support that sending payroll by email has been configured with a correct email server.
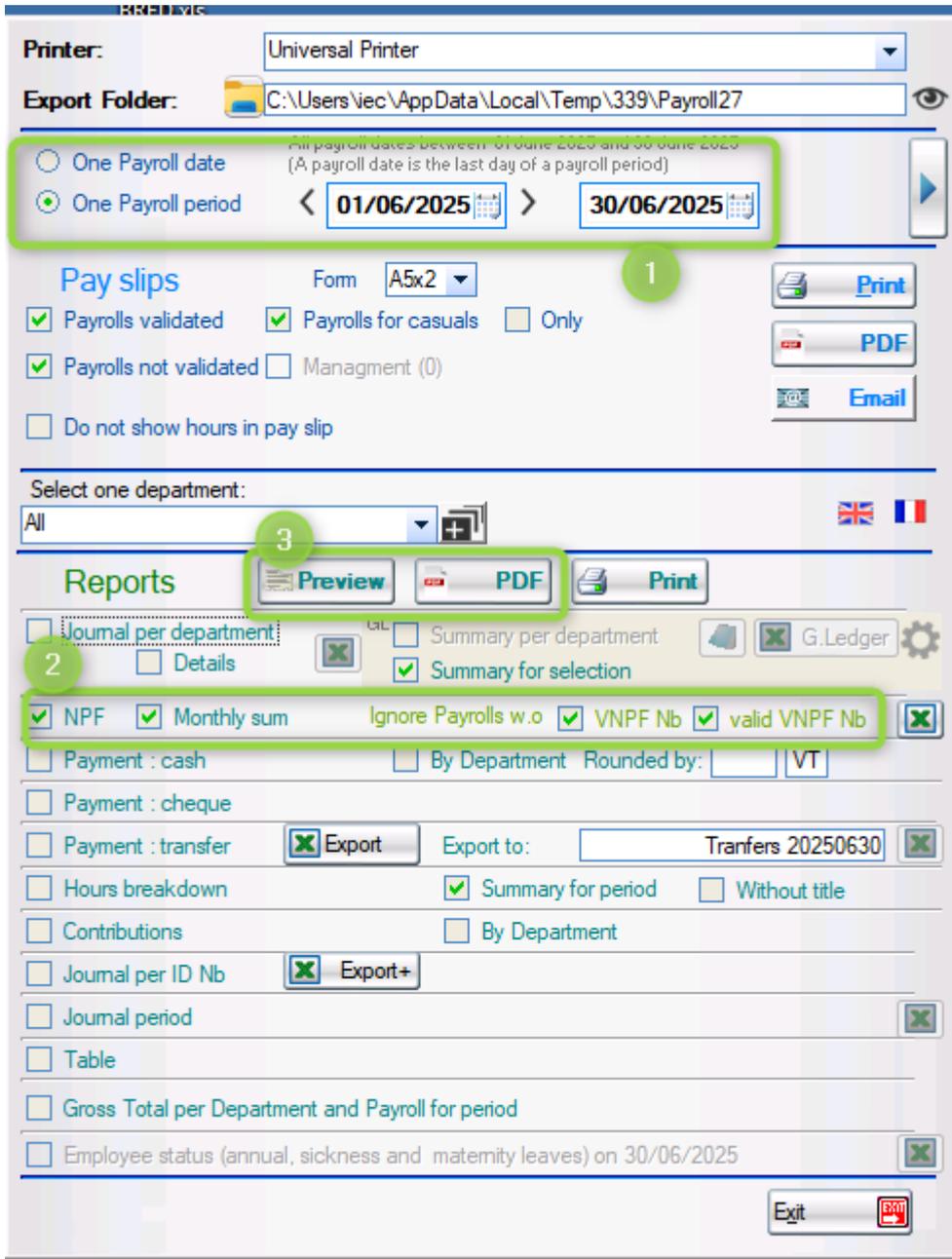
Second, be sure to set the email of each staff in the "personal" tab of the Employee Record:
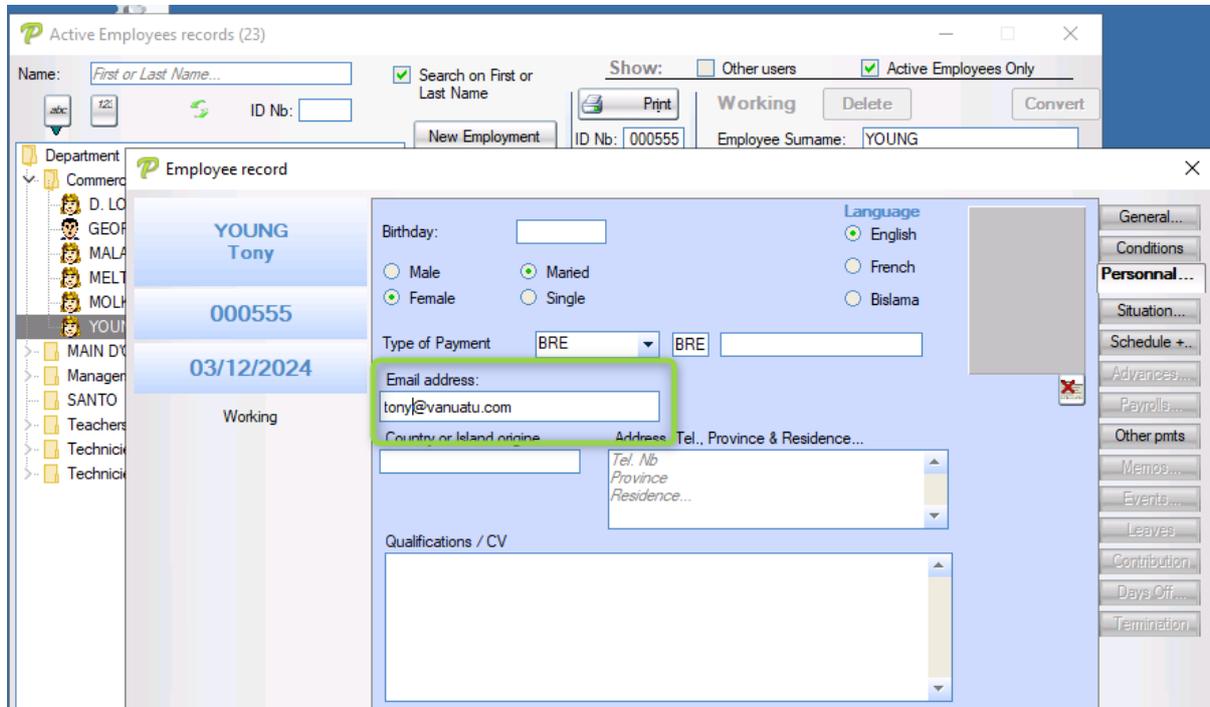
9.2- VNPF report:

1- Select Period
2- then tick "VNPF" and all others parameter ("Monthly sum" will set only one line per staff with total of VNFP to pay for the period – and "Valid VNPF Nb" is used to only print payslip for whose with a valid VNPF number.)
3- "Preview" or "PDF" will Preview or Generate the PDF for VNPF to save/print.

9.3- Bank Transfer report:

1- Select period
2- Tick "Payment – Transfer" to print/export the transfer payment
3- "Export" will generate the excel file with the list of transfer to be done.
   For those who are using Transactive or Diskpay, the "Export" button could be "PayDisk" which will generate the transfer from the bank template.

There is possibility to setup your own template if you do not use Diskpay nor Transactive.

1/ Setup Swift bank for banks

1- In "payroll Parameters" select "Banks & Paydisk"
2- You can add SWIFT for banks as needed (Banks as created in Miscellaneous on main page -> Banks)
3- Click ok to save settings

   Note: "Company uses PayDisk" and "Company uses Transactive" should be unticked to export a self-constructed report.
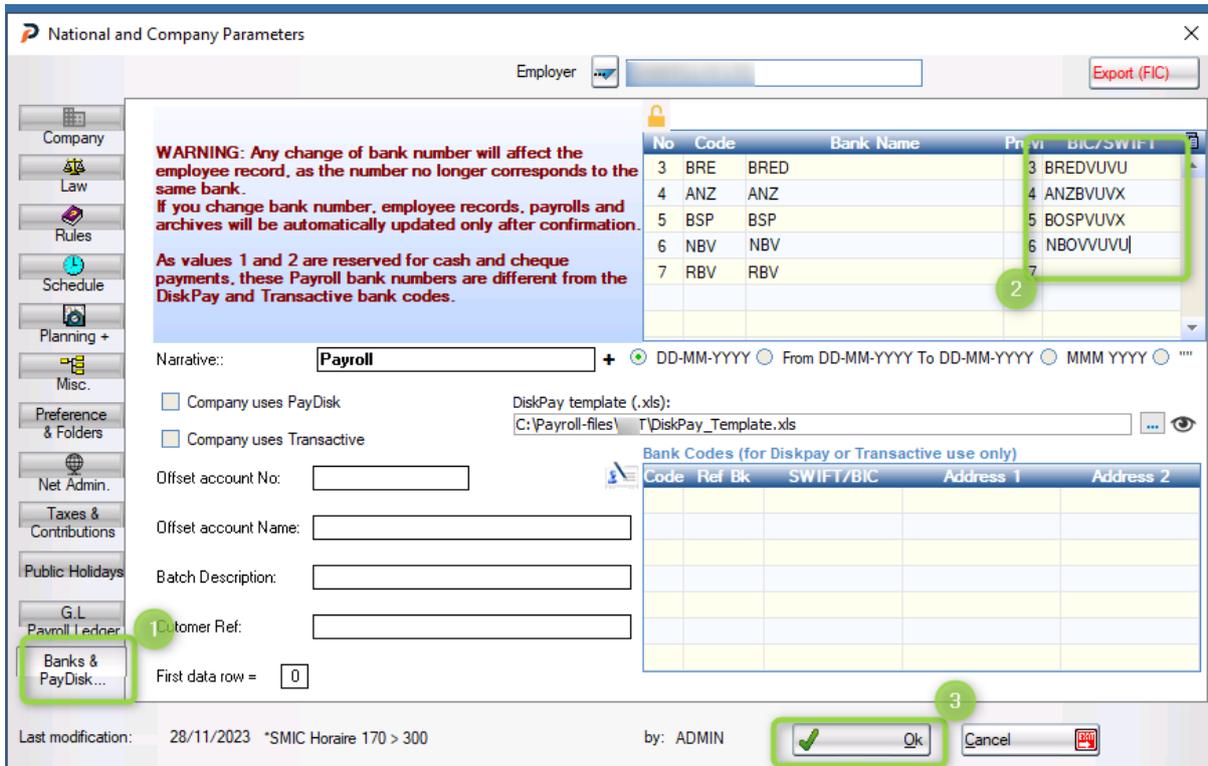
Now go to "Print" and you can adjust the report:

1. Click on the large arrow next to Payroll period selection. A large table is opening with preview of the export (the table is large you might enlarge the windows or use the horizontal lift to see all columns)
2. Right click anywhere in the table
3. Go to "Selecl columns" and you can show/hide the column
4. You can move column with drag & drop the column header.

Once done, tick "Payment transfer" and Export button will export as set. The setup of columns is auto saved for next time you export.

9.4- Document transfer from Cloud

If you are using the Cloud version, the files generated are saved on the remote server.

To see those files, you can click on the "eye" icon in "Print" – you can also see the path on the remote server.
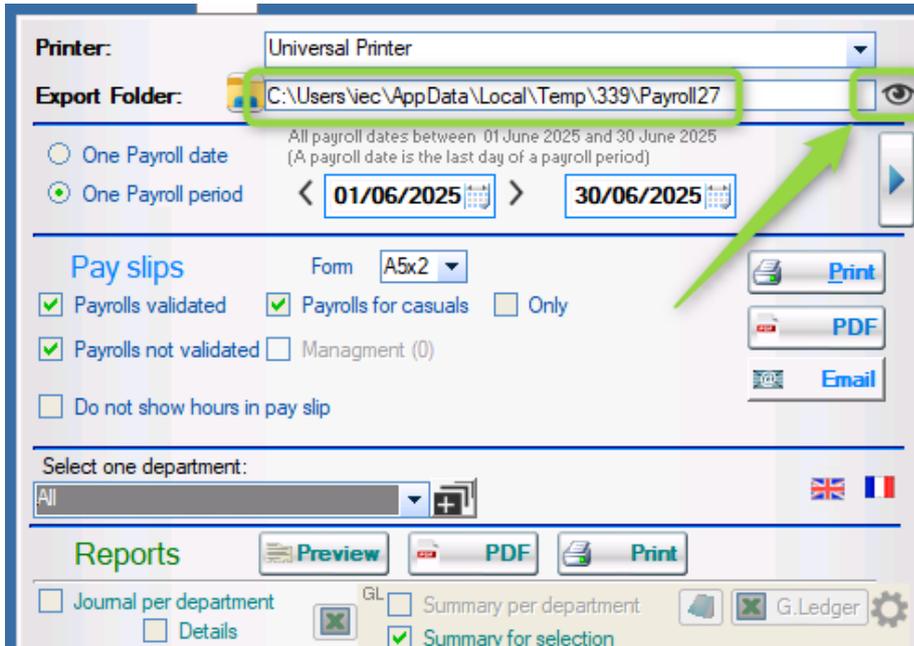
In order to download any of the generated files, use the built-in transfer service. See the small arrow at the top of the browser window, there is a small arrow – click on it.
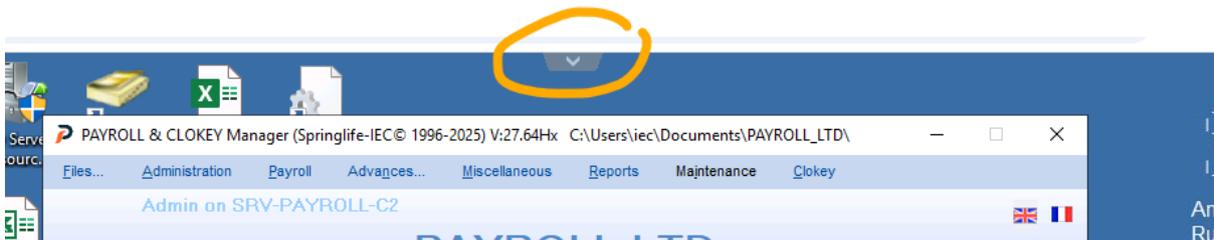
Select "From server to PC" and it will open the File Explorer to select the file you need to download to your computer.
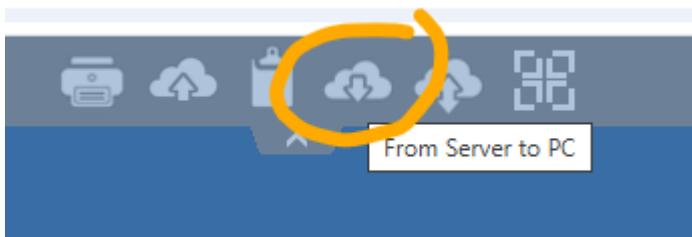
10- Terminate a staff (Dismiss / resign)

This is a procedure to Resign / Dismiss a staff.

There is 2 cases

Case 1: You know the staff will Resign (or you dismiss) and you need to prepare the last payroll.

Case 2: You want to dismiss/resign a staff which has already a last payroll (see this case in next pages)

Case 1:

> This is the easiest way, just open the "Staff" and
> 1- Select the staff
> 2- Click Resignation or Dismissal

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The Pre-resignation windows is opening where you:

1- Choose the end of employment date (the last payroll date)
2- Optional: the Payroll app is calculating severance from date of employment with 3 kind of calculation: salary from standard hours vs rate, Avarage salary of last 7 months or Average working hours paid last 12 months. This is as information only. This can help you to pay severance but if you prefer your own method of calculation, or pay separately, just ignore (you will be able to delete that on the termination payroll)
3- Click "Proceed END of employment -> you will be redirected to the termination payroll

Termination payroll:

1- You have to prepare the last payroll like you used to do for a standard payroll (in my case need to confirm hours worked going into "update time sheet) like every payroll).
2- Payroll will add the remaining Leaves which will be paid from last payroll.
3- The Severance is added in "Other" and you can delete the amount and the labels if you do not want to pay the severance from Payroll.
4- "Validate" will save the termination payroll.

The staff is now terminated

1- his avatar is transparent meaning the staff is not active anymore. Any terminated staff remain in the database

2- To show any terminated previous staff, untick "Active Employee Only" which will show terminated staff to access any payroll or information.

Case 2: the staff resign at his last payroll (validated)

First need to unvalidate the last payroll (if validated). To do that open the "Update Payroll" and

1- select the staff
2- Note the hours and total (you will have to redo the Payroll and should have same values)
3- Click "unvalidate"

Once unvalidated, you can use the Case 1 as explained on first page of this doc: Select the staff, Click "resign" or "dismiss" and select the last date of payoll and the app will propose you to have this last payroll as termination payroll. This is same process.
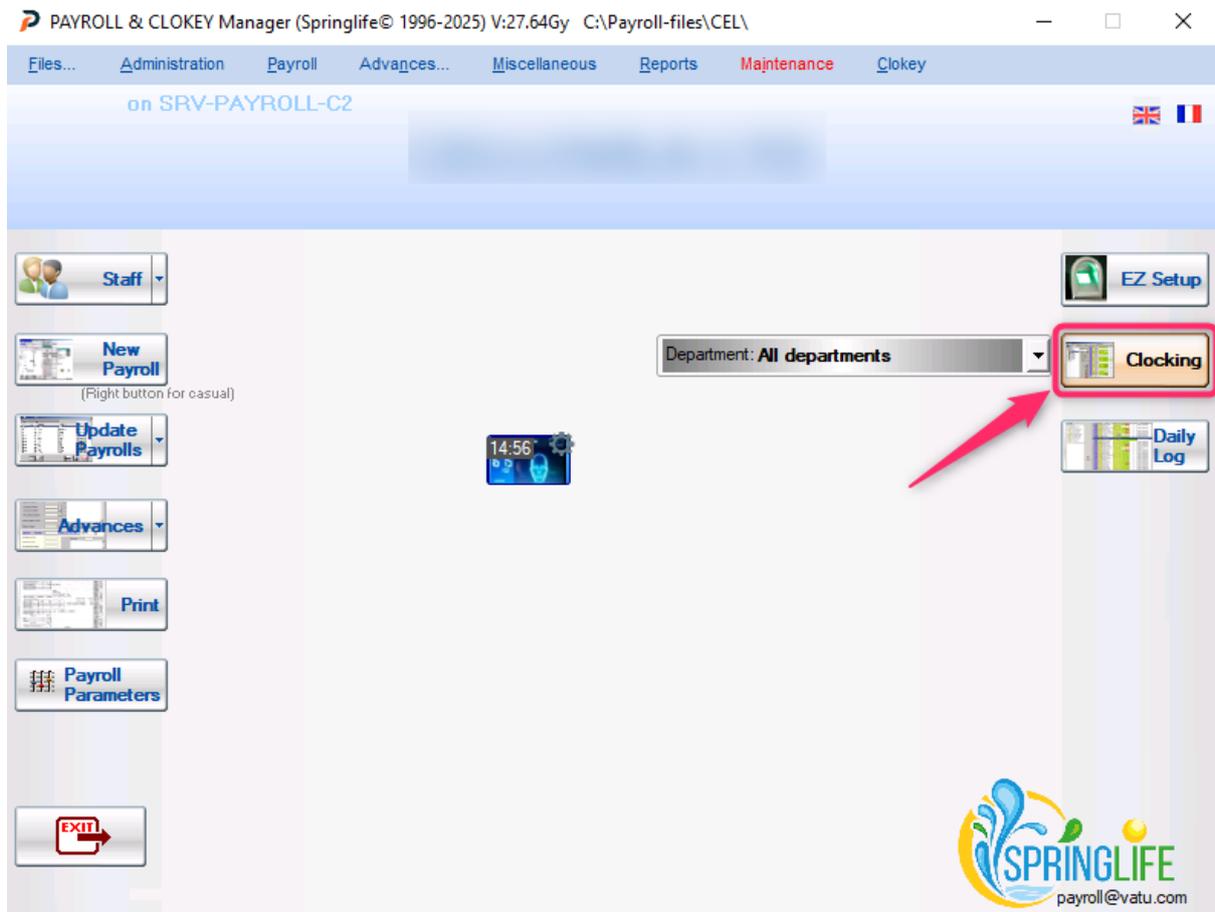
11-   Attendance Report

This document introduces the method for obtaining the attendance report.

1- Open the Clocking page

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2- Select "Statistics" Tab, then the period by the preset or enter start/end date, then "Update"

The punctuality statistics provide data for staff with a planning-only focus.

12- Wages GL extraction

As of June 2025 (version V27.64 Hi), Payroll includes a Wages General Ledger export feature, available in both text and Excel formats.

Here's how to access it: first, you need to set your accounting wage codes.

1. Go in Payroll parameters
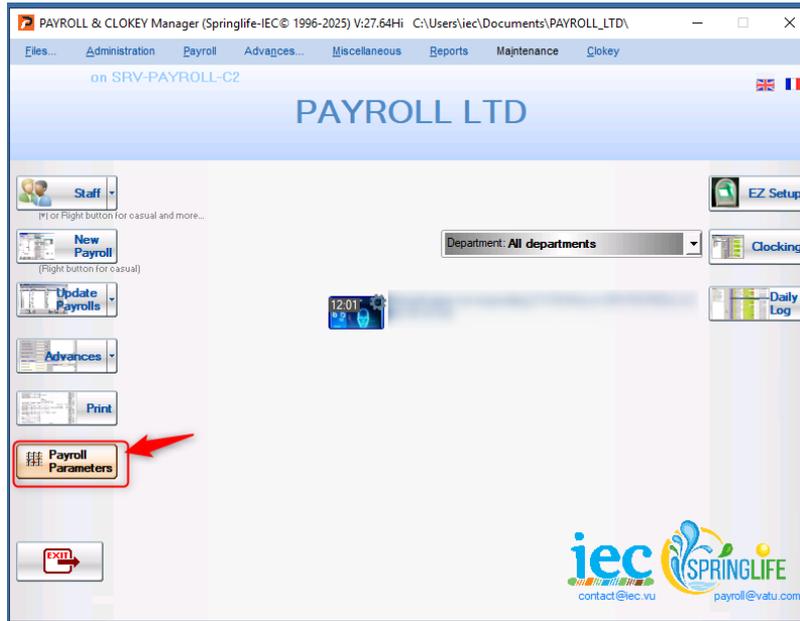
2. Select GL and add your accounting codes as needed (these codes will be shown in the GL report)
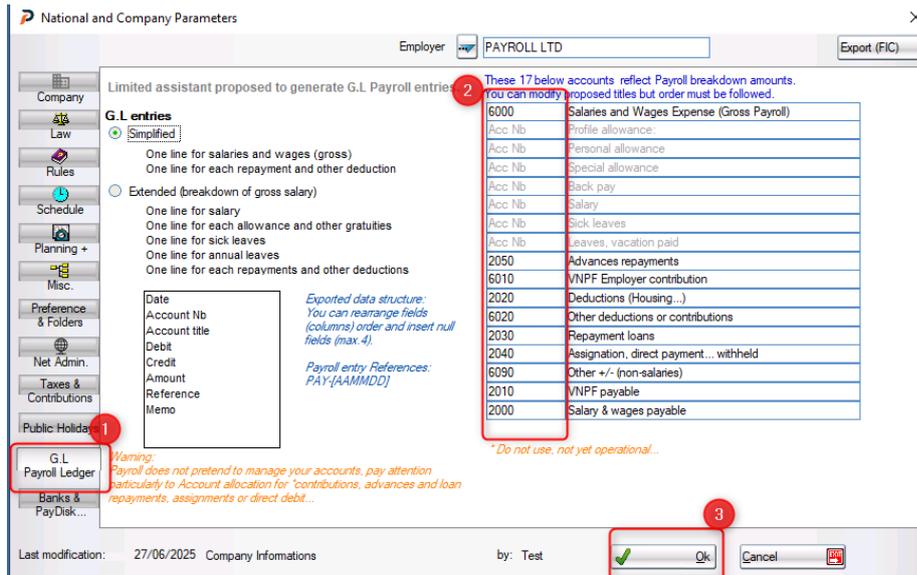
Now to extract wages GL for a period:

3. Click "Print" to print/export reports
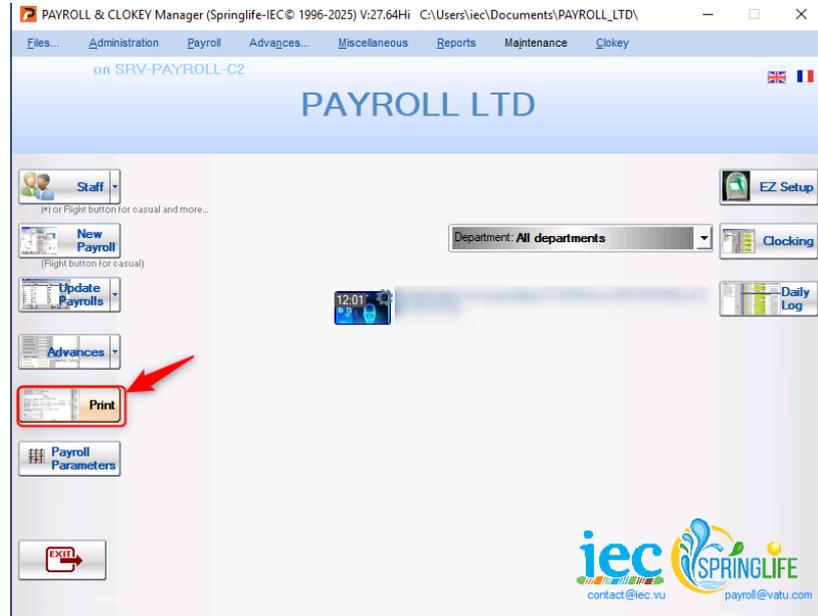
4. Select the period (1), tick "Journal per department" (2) then "Preview" (3) – the system will prepare data from this preview.

5. Close the preview as this report is just use to pre-calculated amounts.

6. Now button is active, data are ready to be exported into Excel. Click on it.

Excel should open with Wages GL for the period:

You can use this report to enter data in your accounting software.

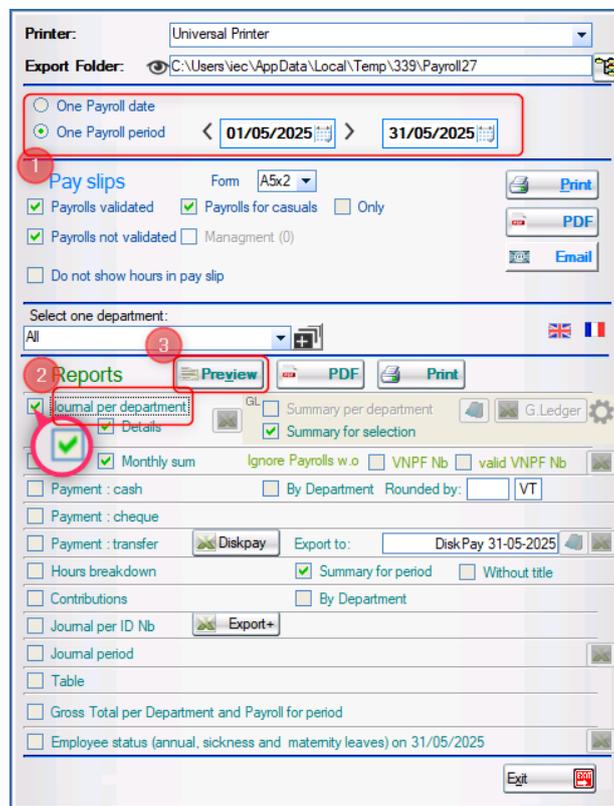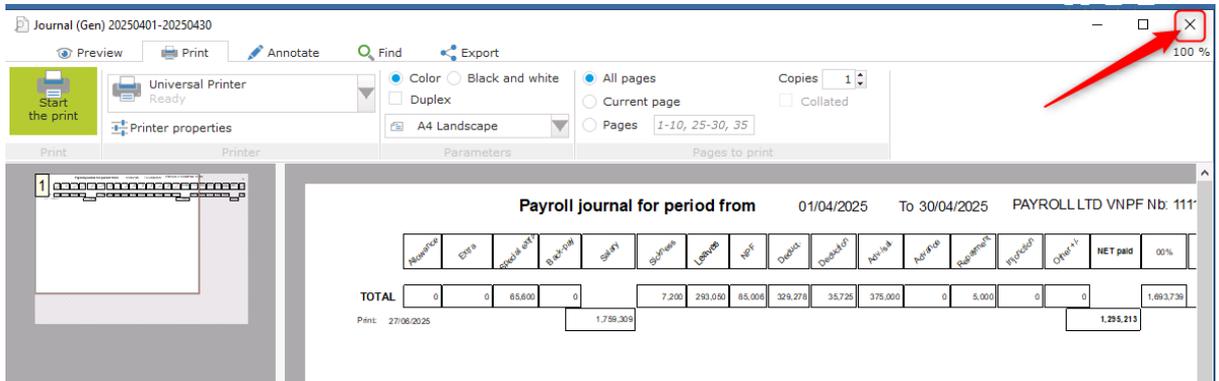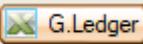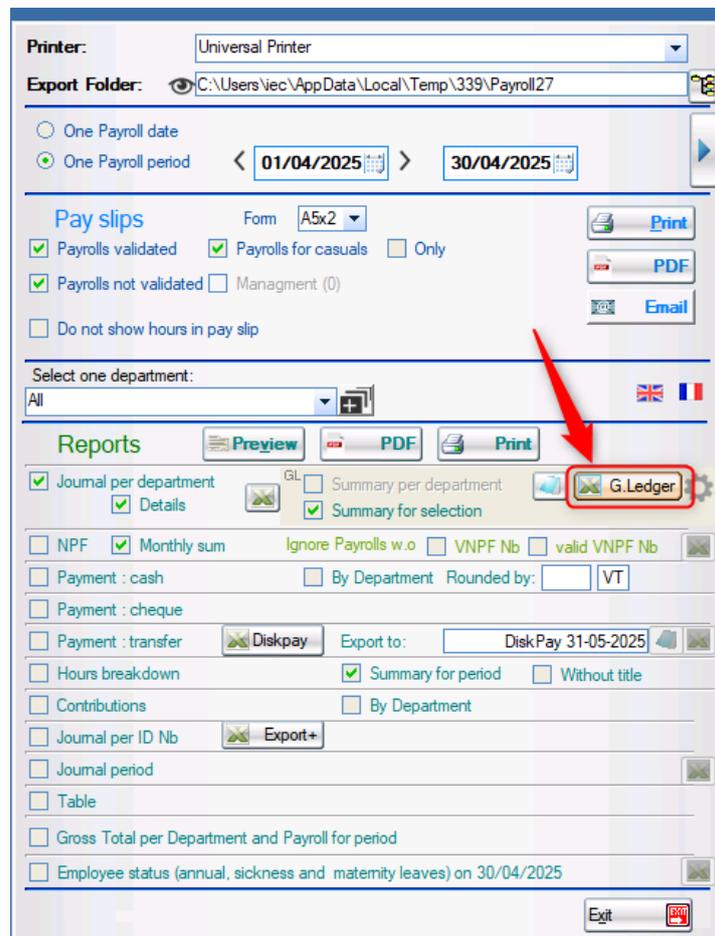Note: The **Debit/Credit** column is used to indicate the nature of the entry when recording transactions in the journal. We also added an **Amount** column, where debit values are positive and credit values are negative. This format allows for easier data import or interpretation as invoice in accounting systems like Xero, which may use a single "Amount" column instead of separate debit/credit fields.

13 – Clockings management

Clocking Time Log for a period – click Clocking from main menu

This window shows all the users for the period. Shortcut to "Today", "Last Week" and "Last month" are accessible. Arrows next to these button are to set previous or next day/week/month. In the system, a week is starting Mondays.

You can also enter a specific period with the "from to" dates.

Note: original clocking can always be recovered with a right click on the date and "apply original clocking". In individual time card you car see the original clocking and the saved clocking.

The purpose of this window is to manipulate and amend duplicate or missing clocking in order to not get any error for hours calculation.

You can modify a clocking by double click the clocking to edit/delete.

A righ clic will popup a menu to manipulate rows (insert or delete) and set some other actions:

With this menu you can affect a non-working day as sick leave or annual leave if any.

Missing clockings:

In one click, you can fill up the ½ day missing clockings (filled up 1x morning and 1x afternoon clocking if it is missing, with penalty if you need "Duration strikly limited"). This ½ auto complete is only working if the user has a schedule, and only if there is 4x clockings a day. You can fill up missing clockings manually anyway. Auto-complete is not possible for public holiday where you will have to manually amend clockings if any for public holidays.

Apply rules:

No early clocking am/pm: the incoming time (am and/or pm, you can choose) will amend the incoming time to fit the planning schedule if there is an early arrival. This is to prevent calculation of hours in case of early arrival.

Example: if coming at 6h50 and planning start at 7h00, the incoming clocking will be amended to 7h00.

No late clocking am/pm: the outgoing time (am and/or pm, you can choose) will amend the outgoing time to fit the planning schedule if there is an late departure. This is to prevent calculation of hours in case of late departure.

Example: if outgoing clocking is 17h10 and planning is set at 17h00, the outgoing clocking will be amended to 17h00.

Minimum overrun:

This is to calculate extra hours from outgoing time only from a minimum of extra hours (minutes).

Exmaple: Set Minimum overrun to 30 minutes.

In that case, if outgoing clocking is to 17h10 and planning is set to 17h00, it will have no effect and will amend the outgoing clocking to 17h00.

If outgoing clocking is to 17h35 and planning is set to 17h00, the outgoing clocking will not change and remain at 17h35 – Overrun will be approved.

Late CK in accepted:

This is allowing a late arrival.

Example: Set Late CK In accepted to 5 minutes

In that case, if incoming clocking is 7h34 for a planning set to 7h30, the clocking will be recorded as 7h30.
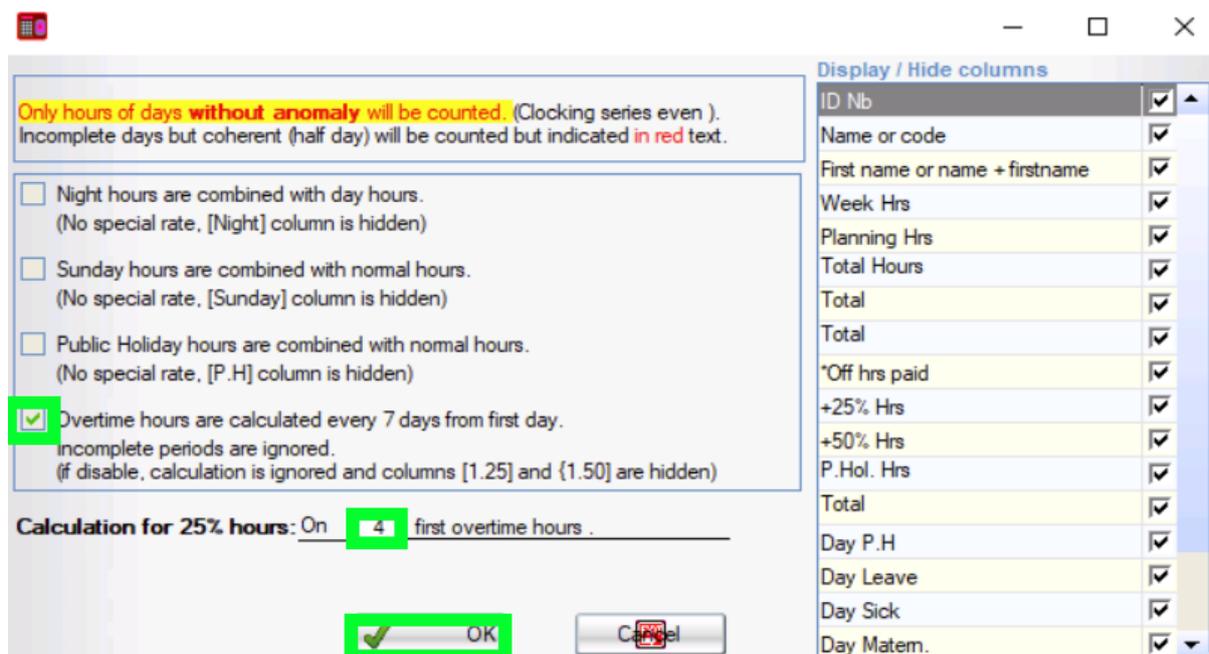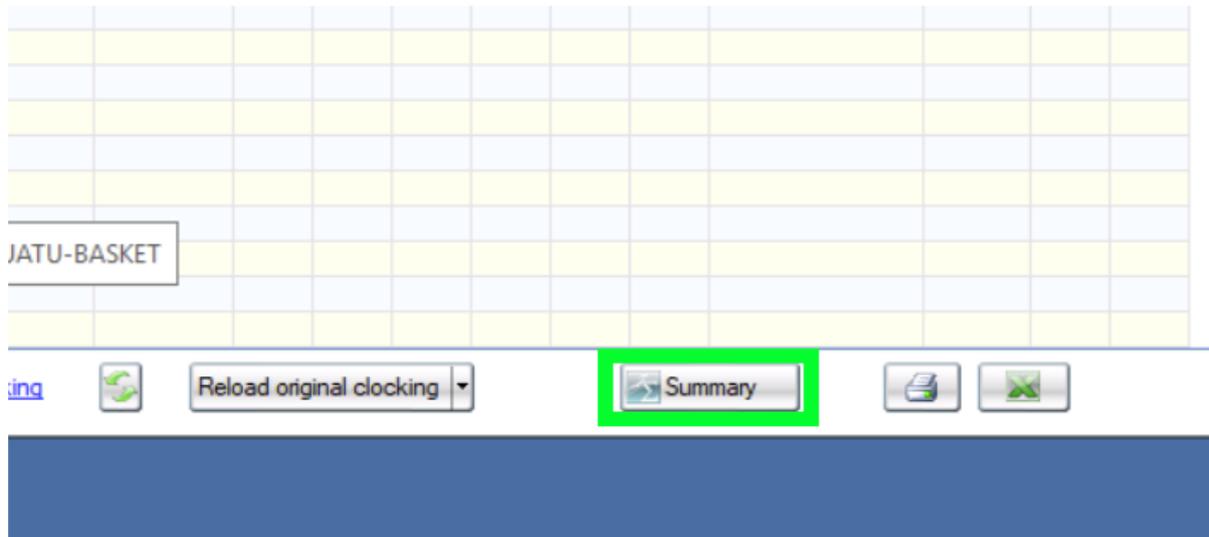
If incoming clocking is 7h36 for a planning set to 7h30, the clocking will not be amended and stay at 7h36.

Clocking Round:

This is rounding clocking to next minutes as malus by minutes specified.

How to use summary:

The standard is to tick the "overtime hours", and set overtime as "4".

For standard company rules which match labor law, keep all settings shown and click ok.

Column explanation:

Week hours is the weekly planning hours that users should make for the week.

Planning hours is the total hours the user should make for the selected period.

Total hours worked is the sum of all worked hours (day + night)

Total Night hours is the sum of hours worked at night (20h00 to 4h00 by default)

Total Day hours worked is the sum of hours worked during day time (4h00 to 20h00 by default)

Off Hours paid is the hours to be paid for a public holiday based on planning for that day

+25% and *+50%* are extra hours for the period – period should be a multiple of 7 (7, 14 ,21, 28 days etc…) Extra hours are weekly calculated.

Public Holiday Hours worked are hours made during a public holiday (this is not included in the Total Hours worked)

Day Public Holiday is the number of public holiday during the period

Day leave are number of days where users have been set as holidays for the period.

Day sick are number of days where users have been set as sick for the period.

To print the report, export to excel first and print from it.

Note: extra hours are calculated from for regular hours only: night hours worked, public holidays hours worked and Sunday hours worked have their own bonus and should not be counted as extra hours

Payroll User Guide

If Total hours worked have font in RED (like example below), meaning there is a problem in the clocking for the staff for the period. You can double click the problematic user to jump to the problematic clocking time log: