



## 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.



## Payroll User Guide

0. Prepare staff data to enrol staff.

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

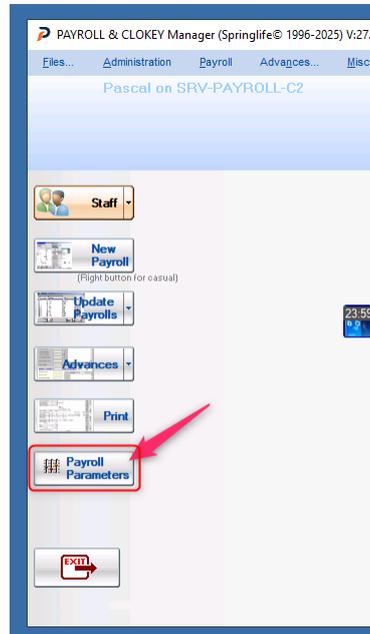
- Family Name (as on VNPF / Bank account)
- First Name (as on VNPF / Bank account)
- Their ID if they have (ID should be integer between 1 and 999 999)
- VNPF number
- Department
- Date of birth
- Date of employment
- Current salary (hourly rate for hourly profile or monthly total for fixed month salary)
- 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.

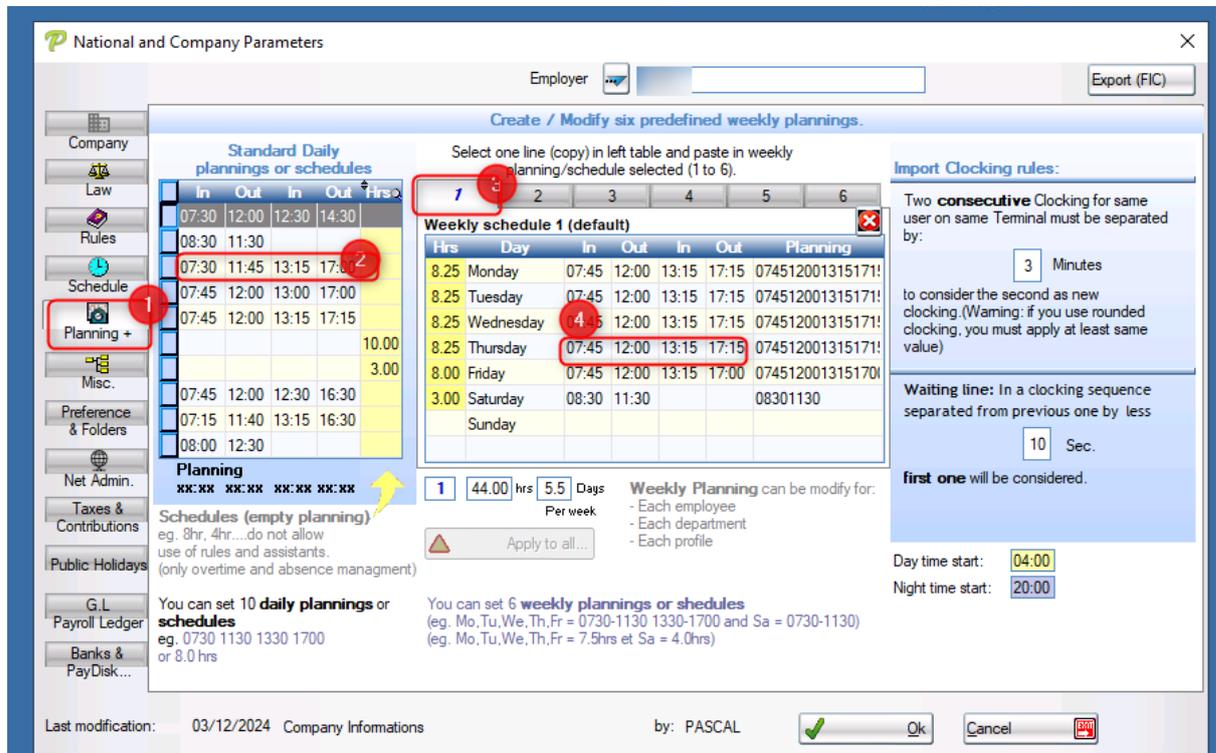
# Payroll User Guide

## 1. Prepare plannings

a. Go to Payroll parameters:



b. Setup a planning:



## Payroll User Guide

- 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

Holiday	Day	Description	Paid
13/10/2022	Jeudi	Jour férié	Paid
29/11/2022	Tuesday	Public Holiday	Paid
26/12/2022	Monday	Public Holiday	Paid
27/12/2022	Tuesday	Public Holiday	Paid
02/01/2023	Monday	Public Holiday	Paid
21/02/2023	Mardi	Jour férié	Paid
06/03/2023	Lundi	Jour férié	Paid
07/04/2023	Vendredi	Jour férié	Paid
10/04/2023	Lundi	Jour férié	Paid
01/05/2023	Lundi	Jour férié	Paid
18/05/2023	Jeudi	Jour férié	Paid
24/07/2023	Lundi	Jour férié	Paid
31/07/2023	Lundi	Jour férié	Paid
15/08/2023	Mardi	Jour férié	Paid
05/10/2023	Jeudi	Jour férié	Paid
29/11/2023	Mercredi	Jour férié	Paid
25/12/2023	Lundi	Jour férié	Paid
26/12/2023	Mardi	Jour férié	Paid
01/01/2024	Lundi	Jour férié	Paid
			Not paid

**Public Holiday paid** are paid according hours set for that day except when the employee profile specifically indicate: "Public Holiday paid are not paid".

**Unpaid Public Holiday** define the real hours required to calculate non attendance hours.

On Public Holiday, paid or not:  
 - **Hours worked** are paid at rate defined in profile of employee  
 - and **in addition to it** it is a **Public Holiday paid**.

**Add** Additions / modifications / deletions are immediate

**Delete**

**Regional Public Holiday:**  
 (Apply only to one part of the staff)  
 Use preferably **Backpay / Adjustment or Additional day off** (if p.h paid) in payroll sheet.

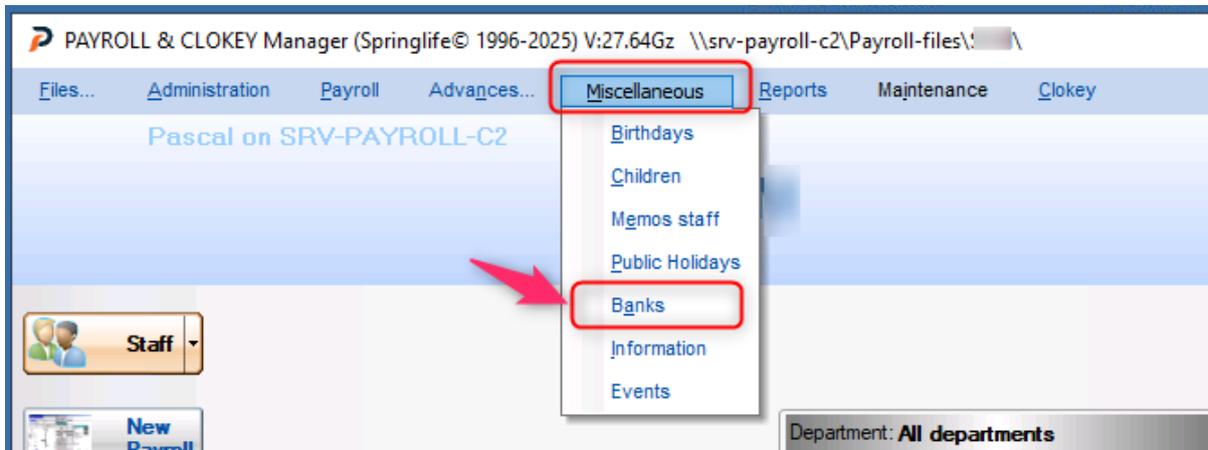
**Day off (option 3 in Paid column):**  
 Applies to the whole company (for annual or exceptional closure...)  
 Equivalent to authorized absence (for statistics)

Last modification: 03/12/2024 Company Informations by: PASCAL

- 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.

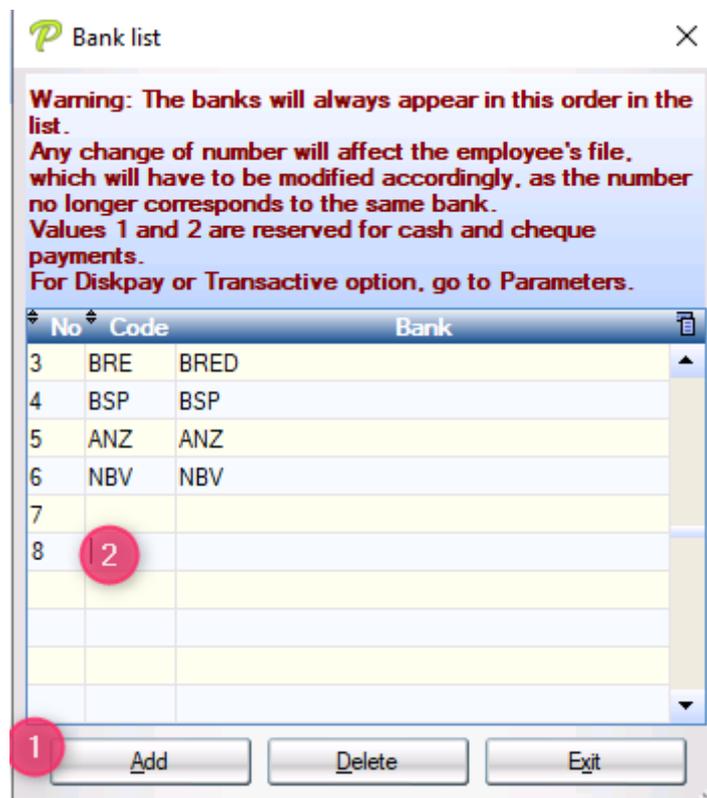
## Payroll User Guide

### 2- Add Banks



Click Add and enter Bank code (3 characters) and full bank name as you wish.

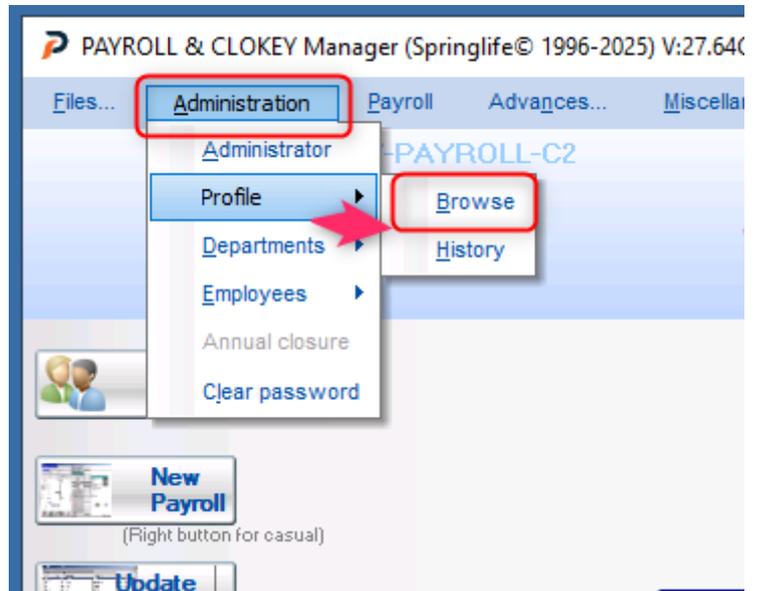
Then Exit when done.



## Payroll User Guide

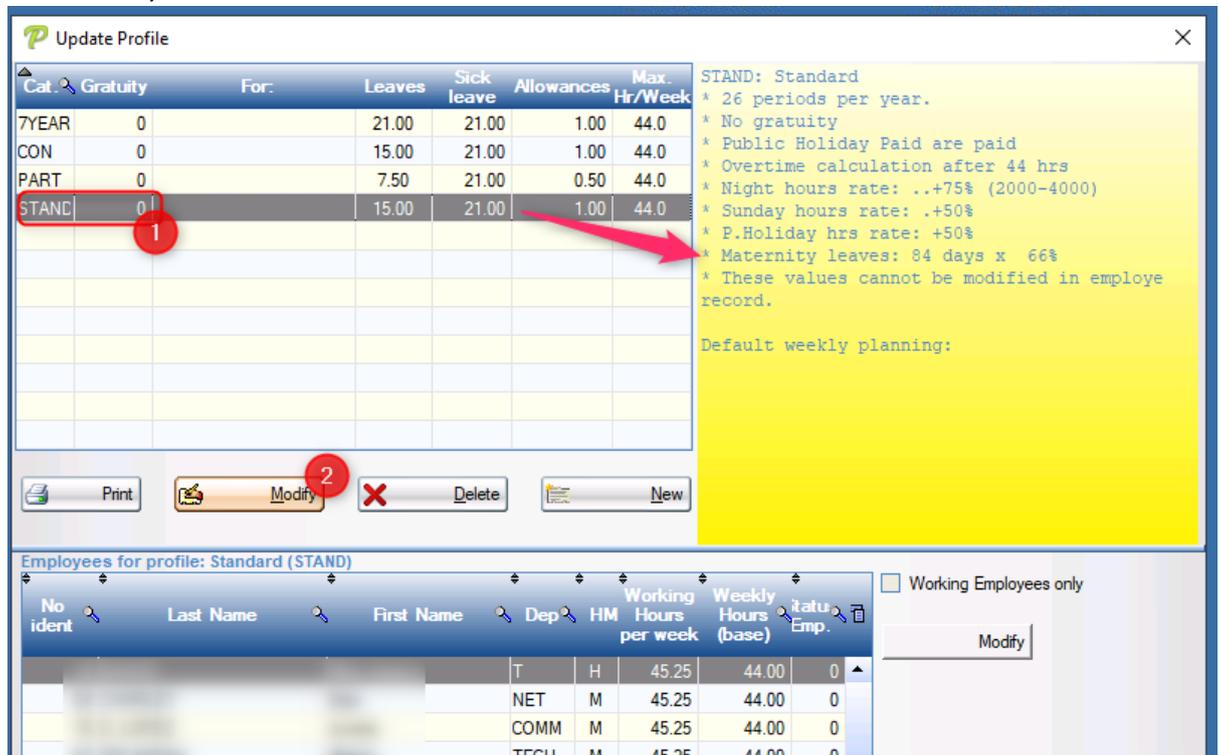
### 3- Prepare Profiles

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.



## Payroll User Guide

Profile features:

**Profile description**

Profile:  Description:

Salary bound to profile **1**  
 Salary not bound to profile

Hourly **2** This parameter can be modified later in Employee record  
 Monthly

Number of periods per year (12, 24, 26, 52):  **3**

This value cannot be modified later except when applying to all active employees in the profile..

These values are modifiable in Employee record and will be applied only to all employees in profile, whom new value is beneficial to employee.

Minimum Hour Rate:    
 Annual leaves (days)   
 Minimum Monthly Rate:   
 Sick leave per year (days)   
 for (hrs): 44 hrs  
 Allowances per year (month)

Following parameters are bound to that Profile and cannot be modified in Employee record or Payroll sheet. Changes will apply to all Employees in that that Profile.  
 Exception: If overtime threshold or day start or night start were modified in Employee record, profile new value will not apply.

Allowance per month for that profile:  For:

Maternity leaves:  days paid at:  X Base Salary **4**

This profile is not entitle to Public Holiday paid.

Hour rate X:

Night   
 Sunday   
 Public holiday

If those rates are set to x1, Public Holidays, Sunday, nights will be treated as normal hours.

Contract of employment or part time or casual employee: Item of contract are not controlled and will be under employer's responsibility. **5**

Values that will be proposed when creating an employee with this profile. These values can be modified in the employee's file and will never be applied to existing employees in the profile unless the salary is linked to the profile. **6**

Weekly hours base for profile:   
 Weekly hours for overtime calculation:

Overtime hours will be calculated above this number of hours.

- **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.*

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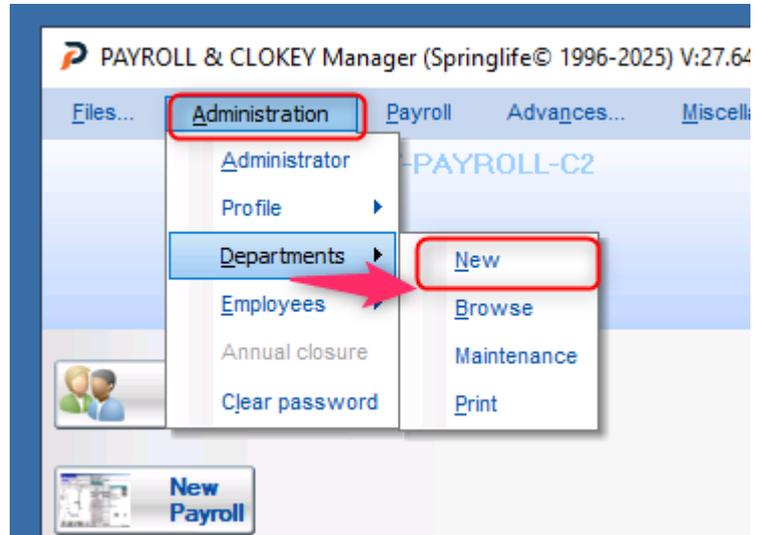
- *Hourly / Monthly:*
  - a. Hourly profile would calculate salary from hours made during the period.
  - b. Monthly profile would calculate salary from monthly salary and possibility to remove non attendance hours (if option is set – will see that option in Staff's record)
  
- *Number of periods per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

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### 4- Prepare Department:

#### 1- *Departments:*

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



## Payroll User Guide

### 2- Department window:

Department

Dep:  Department:

Level:

Day time start:   
Night time start:

**Clocking Rules**

**Rules (can be modified for each Employee)**

No Early Ck In  am  pm

Ck In Rounded by

Ck Out Rounded by

No Late Ck Out  am  pm

Minimum overrun

Late Ck In Authorized

Flexible break

**If no planning or no clocking during shift hours**

**Compulsory Break**  
According planning if any.  
If not, a break of  minutes will be inserted half day.

No Break

Missing clockings ± Mn:

VNPF **105763**

**Default weekly planning No 1**

Hrq	D	Day	In	Out	In	Out
8.25	8.25	Monday	07:45	12:00	13:15	17:15
8.25	8.25	Tuesday	07:45	12:00	13:15	17:15
8.25	8.25	Wednesday	07:45	12:00	13:15	17:15
8.25	8.25	Thursday	07:45	12:00	13:15	17:15
8.00	8.00	Friday	07:45	12:00	13:15	17:00
3.00	3.00	Saturday	08:30	11:30		

Weekly planning hours:     Days Per week

Weekly hours required:

**Record and apply:**  **planning**

**Record and apply:**  **rules**

**Record and apply:**  **rules and planning**

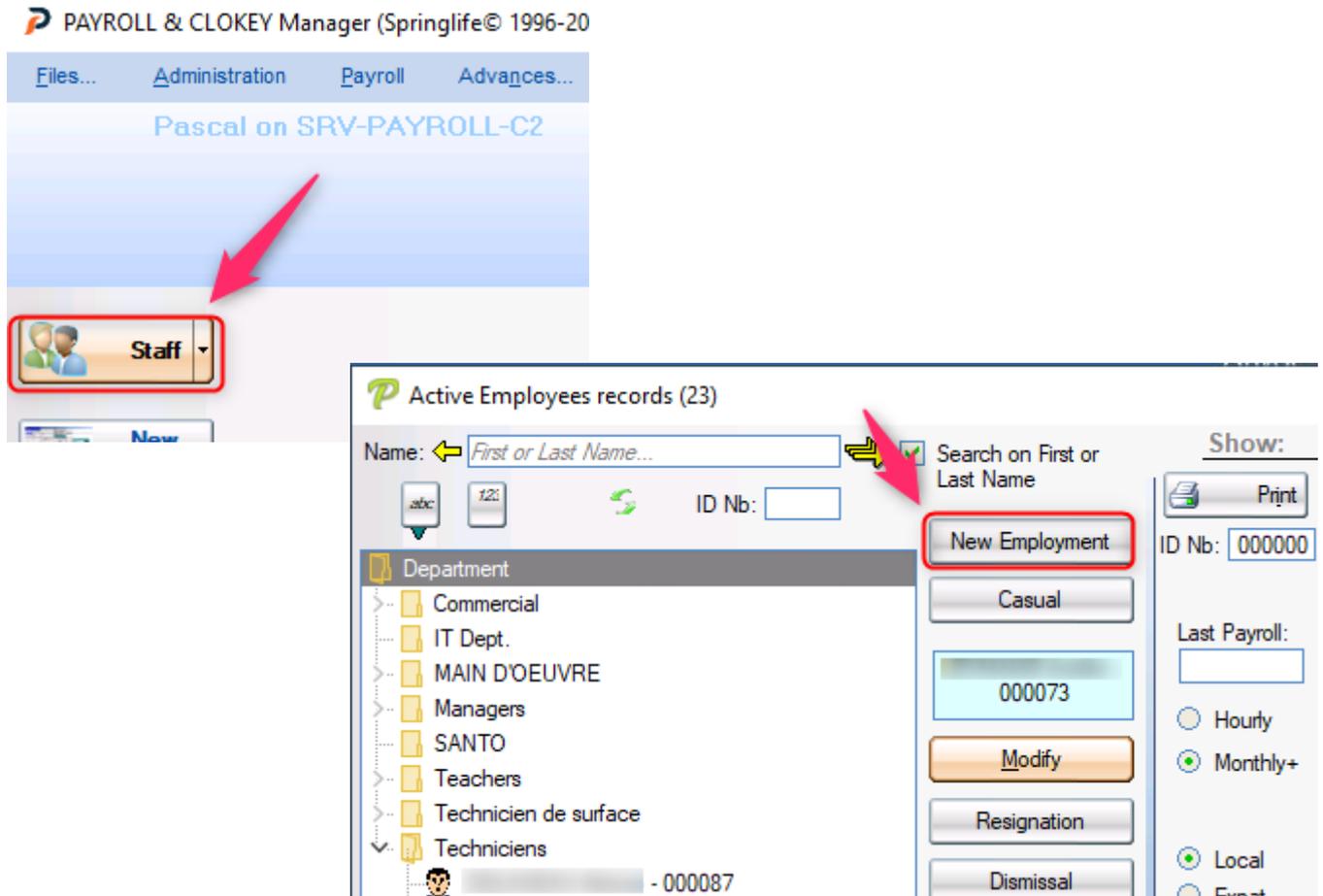
**Apply:** Planning and/or rules will be replaced. If planning is modified, weekly hours base and required weekly hours will remain unchanged in employee record.

**Record without applying**

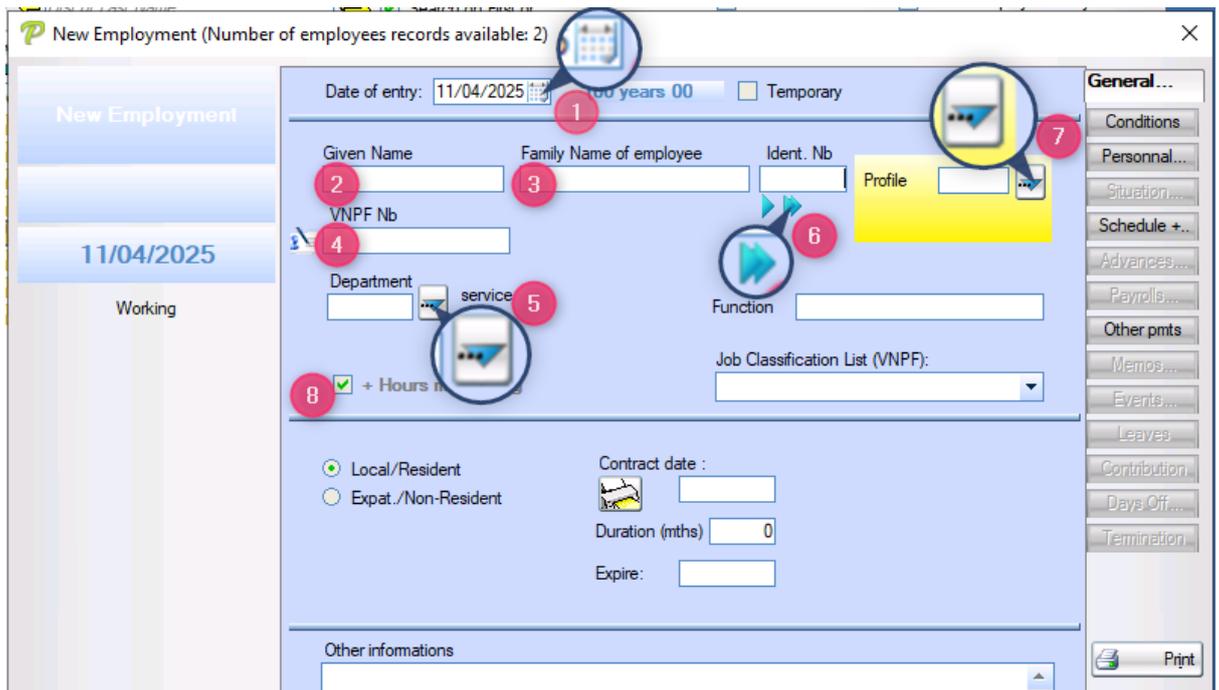
- 1 Enter Dep: (5 characters to quickly identify the department)
- 2 Enter Department name in full
- 3 You can change the day and night hours (default is Vanuatu's labour law)
- 4 You can pre-setup some rules to manage clockings in time sheet. This can be set and recorded later during the payroll.
- 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 department, or just *Record without applying* if it is new department.

## 6- Add staffs

Click *Staff* then *New Employment*



## Payroll User Guide



The screenshot shows the 'New Employment' window with the following fields and callouts:

- 1:** Date of entry: 11/04/2025
- 2:** Given Name
- 3:** Family Name of employee
- 4:** VNPF Nb
- 5:** Department
- 6:** Function
- 7:** Profile
- 8:** + Hours monitoring (checkbox)

Other visible fields include: Ident. Nb, Temporary (checkbox), Local/Resident (radio), Expat./Non-Resident (radio), Contract date, Duration (mths), and Expire.

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.

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Now clic tab *Conditions*:

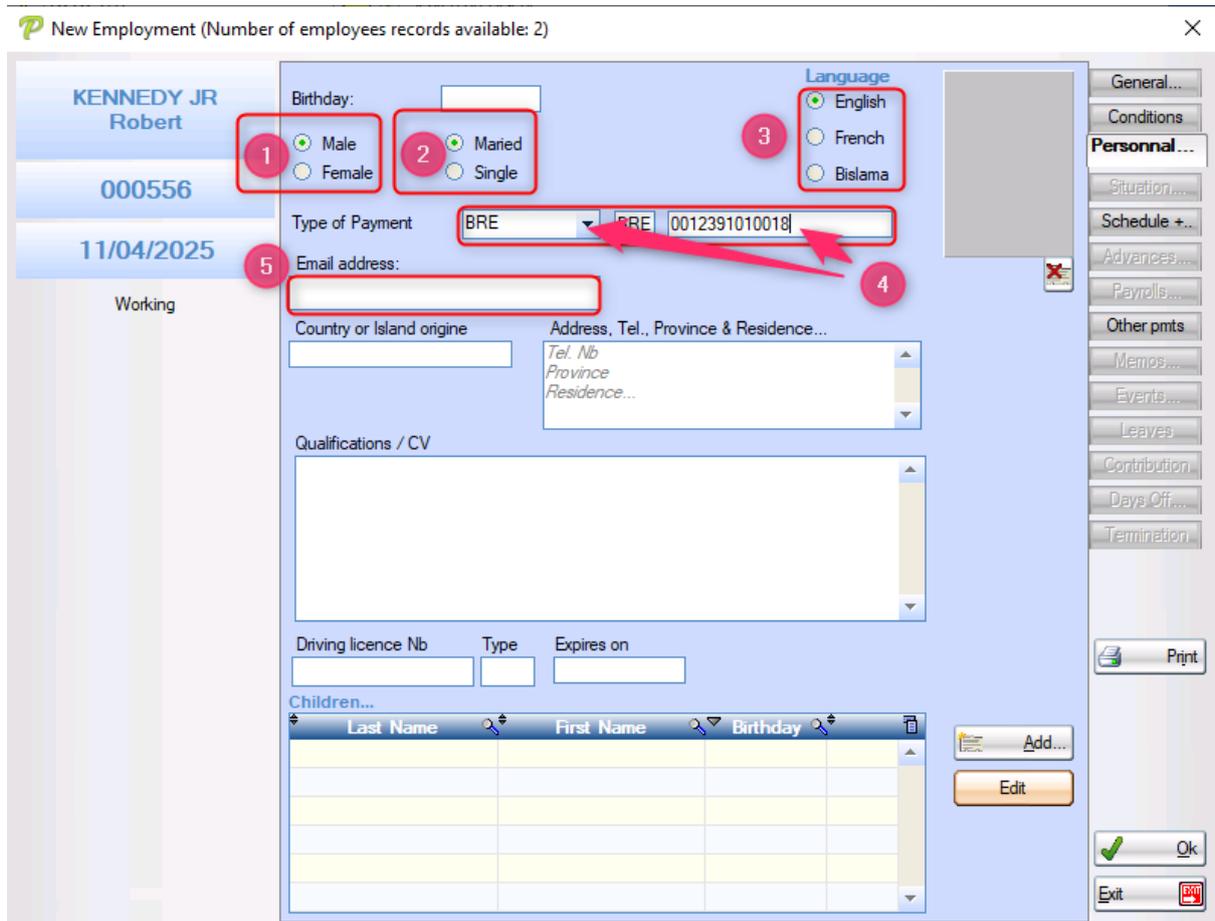
New Employment (Number of employees records available: 2) ×

<b>KENNEDY JR</b> <b>Robert</b>  <b>000556</b>  <b>11/04/2025</b>  Working	Profile <b>STAND</b> Standard	General...	
	Salary and conditions are: <input type="radio"/> Linked to profile <input checked="" type="radio"/> Not linked to profile	<input checked="" type="radio"/> Hourly Number of periods per year: <b>26</b> <input type="radio"/> Monthly <input checked="" type="checkbox"/> + Compulsory Hours Monitoring	<b>Conditions</b>
	Weekly hours for overtime calculation: <b>44.00</b> To modify: apply another profile or modify here		Personal... Situation... Schedule +... Advances... Payrolls... Other pmts Memos... Events... Leaves Contribution Days Off... Termination
	<b>Weekly hours base:</b> <b>44.00</b> 0.00 hours X 0.00 days per week <b>Monthly base:</b> <b>57,200</b> Value day off paid: 0 <b>Hourly rate:</b> <b>300.00</b> Increase +		Print
+ Profile Allowance:			
+ Personal Allowance:			
= Gross <b>57,200</b>			
- NPF <b>2,288</b> <input type="checkbox"/> No NPF contribution			
- Deduction / contribution %			
- Other deduction:			
+/- Other Amount			
= <b>Net Base</b> <b>54,912</b>			
End of employment allowances: <b>0.0</b> month per year			
Annual leaves: <b>15.00</b> Public holiday <b>1.50</b> Sunday <b>1.50</b> Night <b>1.75</b>		<input checked="" type="checkbox"/> Ok	
Sick Leave per year <b>0</b> Maternity leaves: <b>84</b> days paid at: <b>0.66</b> X Base Salary		Exit	

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

## Payroll User Guide

Personal Window:



**KENNEDY JR Robert**  
000556  
11/04/2025  
Working

Language:  English,  French,  Bislama

1- Male , Female   
2- Married , Single

Type of Payment: BRE | BRE | 0012391010018

5- Email address:

Country or Island origine:   
Address, Tel., Province & Residence...  
Tel. Nb, Province, Residence...

Qualifications / CV:

Driving licence Nb:  Type:  Expires on:

Last Name	First Name	Birthdate

Buttons: Add..., Edit, Ok, Exit, Print

- 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 !

## Payroll User Guide

Schedule + Windows:

**Employee record**

000555  
03/12/2024  
Working

**Current weekly hours base:** 44.00

Right button to insert or modify a daily planning in weekly table:

Modify manually Apply department Delete planning

**Weekly schedule (no planning)**

Hrq (N)	Hrs	Day	In	Out	In	Out
8.25	8.25	Monday	07:45	12:00	12:30	16:30
8.25	8.25	Tuesday	07:45	12:00	12:30	16:30
8.25	8.25	Wednesday	07:45	12:00	12:30	16:30
8.25	8.25	Thursday	07:45	12:00	12:30	16:30
8.25	8.25	Friday	07:45	12:00	12:30	16:30
3.00	3.00	Saturday	08:30	11:30		

Weekly planning hours: 44.25  
Standard daily hours: 8.25  
5 hrs for days/Week: 5.50

Weekly calculation: 3 44.00

Night time start: 20:00 Day time start: 04:00

**Break according planning**

- Duration strictly limited
- Duration not limited

**When no planning**

Break duration (Mn): 0

Missing clockings ± Mn:

No fingerprint recorded locally  
No face recorded locally

PIN Nb: [redacted] [eye icon] [X icon]  
RFID Nb: [redacted] [eye icon] [X icon]

Print, Ok, Exit

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)

## Payroll User Guide

Salary Increase:

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

Employee record

Profile: STAND Standard

Salary and conditions are:  
 Linked to profile  
 Not linked to profile

Hourly  Monthly  + Compulsory Hours Monitoring

Number of periods per year: 26

Weekly hours for overtime calculation: 44.00 To modify: apply another profile or modify here

Weekly hours base: 44.00 + hours X 4.40 days per week

Monthly base: 60,000 Value day off paid: 3,147

Hourly rate: 314.69 **Increase +** last increase: 03-12-2024

+ Profile Allowance:

+ Personal Allowance:

= Gross: 60,000

Click the *increase* button:

Employee record

Profile: STAND Standard

Salary and conditions are:  
 Linked to profile  
 Not linked to profile

Hourly  Monthly  + Compulsory Hours Monitoring

Number of periods per year: 26

Weekly hours for overtime calculation: 44.00 To modify: apply another profile or modify here

Weekly hours base: 44.00 + hours X 4.40 days per week

Monthly base: 60,000

Hourly rate: 314.69

**Increase**

Monthly base + vt  1 or = vt  2

Hour rate + vt  3 or + %  4

5

+ Profile Allowance:

+ Personal Allowance:  6  7

= Gross: 60,000

- NPF: 2,400  No NPF contribution

- Deduction / contribution:  %

- Other deduction:

+/- Other Amount:  8  9

= Net Base: 57,600

End of employment allowances: 1.0 month per year

Annual leaves: 15.00 Public holiday 1.50 Sunday 1.50 Night 1.75

Sick Leave per year: 0 Maternity leaves: 84 days paid at: 0.66 X Base Salary

## Payroll User Guide

- 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 window.
- 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.

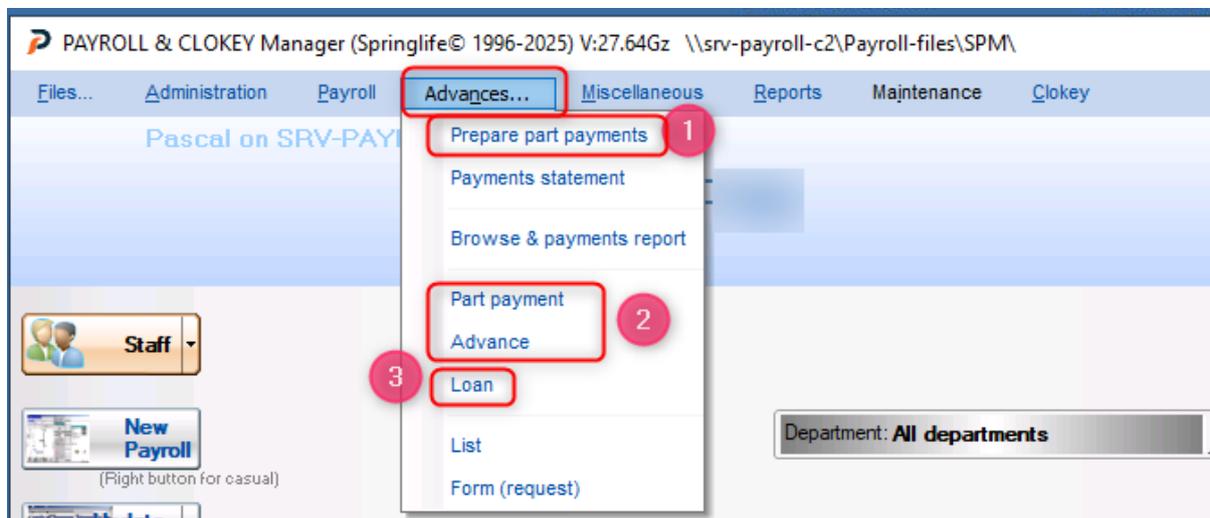
## Payroll User Guide

### 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.



## Payroll User Guide

### 7.1 Prepare part payments

This is to set all staff part payment

Options to save/re-edit

Department	No ID	Name	Current	Amount	Payment
<b>MAN</b>				<b>23,000</b>	
	15			5,000	BFE
	62			15,000	BFE
	63			3,000	BSP
	89				BSP
<b>T</b>				<b>0</b>	
	38			0	BFE
<b>TECH</b>				<b>2,000</b>	
	56			0	NBV
	70			2,000	BFE
	73				BFE
	77				BFE
	78				BFE
	81				BSP
	83				NBV
	85				NBV
	86				BFE
	87				BFE
<b>NET</b>				<b>0</b>	
	68				BFE
<b>COMM</b>				<b>0</b>	
	69				BFE
				<b>25,000</b>	

- 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.

## Payroll User Guide

### 7.2 Individual Part payment / advance

**Advance or loan**

No ID... **1** Employee Name... Dep... **2**

555 YOUNG Tony COMM

Amount: Part payment **4** Date: 07/04/2025 **3**

**Part payment** **2**

**Advance**

**Loan**

**Before current entry:**

Field	Value	Unit
Current net salary:	25,344	(26)
- Part payment current balance	5,000	
- Advances current balance:	0	
- Previous Repayment:	1,385	
- Assignment:	0	
Balance (wage estimate):	18,959	

BRE 00011225 51550

**After current entry (now):**

Current part payment:	5,000
Current advance:	0
New monthly repayment:	3,000
New estimated balance (wage):	18,959

*If unspecified (free repayment), Loan will be yellow highlighted when posting Payrolls.*

Original loan: 20,000

07/04/2025: Previous balance: 14,000+  
new loan: 0 = 0

Loan balance: 14,000

**5** Ok / Next Next >> Exit

**List of part payment/advance or loan**

Date	Amount	Type
01/04/25	5,000	Acompte

- 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.

## Payroll User Guide

### 7.3 Loans

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

**Advance or loan** ✕

No ID... Employee Name... Dep...  
   2

Amount:   4 Date:  3  Always cash

**Before current entry:**

	Date	Amount	Type
Current net salary:	15/05/25	30,000	Acompte
- Part payment current balance	15/04/25	30,000	Acompte
- Advances current balance:	15/03/25	30,000	Acompte
- Previous Repayment:	15/02/25	35,780	Acompte
- Assignment:			
Balance (wage estimate):		73,215	

Reverse selected line...

**After current entry (now):**

Original loan

5 **New monthly repayment:**

*If unspecified (free repayment), Loan will be yellow highlighted when posting Payrolls.*

New estimated balance (wage):

Loan balance   
 Current loan   
 New Loan balance

6

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:

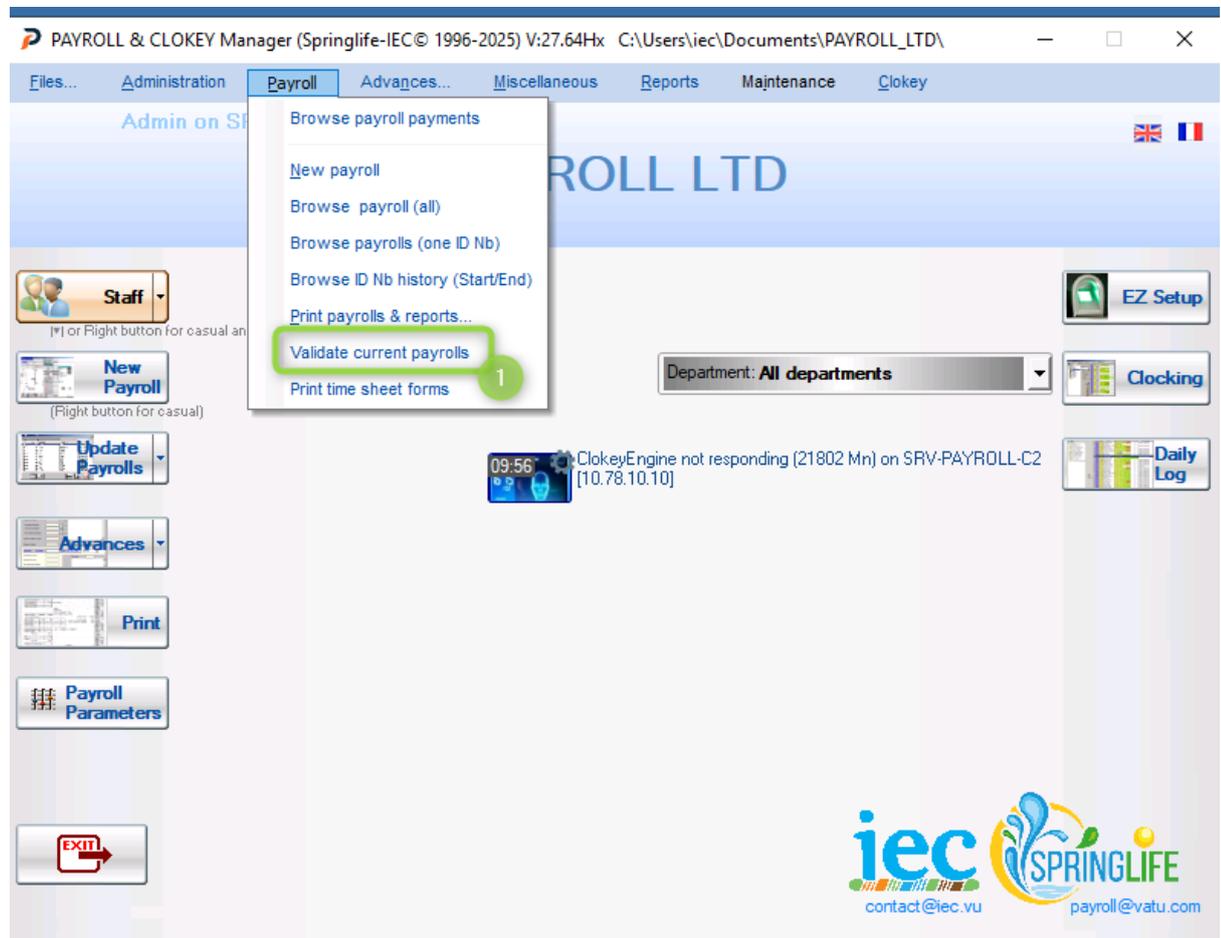
Example:

- If repayment should be 5000vt per payroll, and there is 24 payroll per year, enter  $5000 \text{ vt} \times 24 / 12 = 10.000 \text{ vt}$  per month.
- If repayment should be 5000vt per payroll and there is 26 payrolls per year, enter  $5000 \text{ vt} \times 26 / 12 = 10.833 \text{ vt}$  per month

## Payroll User Guide

### 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.



## Payroll User Guide

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)

Payroll

<b>Employee Family Name...</b> <input type="text"/>	<b>ID No</b> <input type="text"/>	<b>Department</b> <input type="text"/>	profile Allowance: <input type="text" value="0"/>																						
<b>Start work on:</b> <input type="text"/>			Personal Allowance: <input type="text" value="0"/>																						
<b>Period from</b> <input type="text"/> <b>To</b> <input type="text"/>	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Monthly	Periods: <input type="text" value="0"/>	Premium / Bonus / Comm: <input type="text" value="0"/>																						
Total Nb hours period: <input type="text" value="0.00"/>			<b>Adjustments and Backpay</b> <input type="text" value="0"/>																						
Monthly base: <input type="text" value="0"/>			<table border="1"> <thead> <tr> <th>Nb Hours</th> <th>X</th> <th>+/- Adjustments</th> </tr> </thead> <tbody> <tr><td><input type="text" value="1.00"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text" value="1.25"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text" value="1.50"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text" value="1.75"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text" value="2.00"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text" value="-1.00"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>	Nb Hours	X	+/- Adjustments	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1.25"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1.50"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1.75"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-1.00"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="New Time sheet"/>
Nb Hours	X	+/- Adjustments																							
<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>																							
<input type="text" value="1.25"/>	<input type="text"/>	<input type="text"/>																							
<input type="text" value="1.50"/>	<input type="text"/>	<input type="text"/>																							
<input type="text" value="1.75"/>	<input type="text"/>	<input type="text"/>																							
<input type="text" value="2.00"/>	<input type="text"/>	<input type="text"/>																							
<input type="text" value="-1.00"/>	<input type="text"/>	<input type="text"/>																							
Hourly rate: <input type="text" value="0.00"/>	Hourly bonus + <input type="text"/>		Total working hours: <input type="text" value="0.00"/>																						
for hrs per week: <input type="text" value="0.00"/>			Normal days hours: <input type="text"/>																						
			Night Hours: <input type="text"/>																						
Leaves days per year: <input type="text" value="0.000"/>			Sunday worked hours: <input type="text"/>																						
Leave owing: + <input type="text" value="0.000"/>			Public holiday worked hours: <input type="text"/>																						
Sick leave days per year: <input type="text" value="0.0"/>			Public holiday paid hours: <input type="text"/>																						
Sick leave days left: <input type="text" value="0.0"/> after: <input type="text" value="0"/>			<b>Gross Base</b> <input type="text" value="0"/>																						
Days off+: <input type="text"/>			Leave taken: <input type="text"/> Paid: <input type="text"/>																						
RDO Hours owing: <input type="text" value="0.00"/> + Allocated: <input type="text"/>			<b>Net Base</b> <input type="text" value="0"/>																						
Today: <input type="text"/>			Deduction: <input type="text" value="0"/>																						
- Used: <input type="text" value="0.00"/>			Other deductions: <input type="text" value="0"/>																						
- Converted: <input type="text" value="0.00"/>			Part Payment: <input type="text" value="0"/>																						
Note: <input type="text"/>			Advance: <input type="text" value="0"/>																						
Vnpr_no: <input type="text"/>	Payment: <input type="text" value="Cash"/>		Loan repayment: <input type="text" value="0"/>																						
<input type="checkbox"/> Validated			Wage withholding: <input type="text" value="0"/>																						
<input type="button" value="Cancel"/>	<input type="button" value="Ok / Next"/>	<input type="button" value="Next"/>	Other (not salary +/-): <input type="text"/>																						
			Before adjustment																						
			<b>Net Total</b> <input type="text" value="0"/>																						

## Payroll User Guide

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.

Payroll

ID No	Christian Name	Function	Department	Current
28	BENNET Michael	DIRECTEUR GENERAL	ADMIN	
7	BROOKS Willima	CAISSIERE	COM	
12	CHAMBERS Sophie	PILOTE MACHINE PAPIER	WH	
25	COOPER Benjamin	CHAUFFEUR LIVREUR	COM	30/06/2025
9	CRAWFORD Lily	MAGASINIERE	WH	
6	FOSTER Amelia	REPRESENTANT / VENDEUR	COM	
15	HART Samuel	MAGASIGNIERE	WH	
5	HAYES Charlotte	CAISSIERE	COM	
1	JAMES Carter	COMPTABLE	ADMIN	
14	MORGAN Jack	MAGASINIERE	WH	
4	PARKER Chloe	PILOTE DE MACHINE PAPIER	WH	
27	REED Daniel	SUPERVISEUR DE DOCK	WH	
11	STEVENS Ella	MAGASINIER AIDE SUP.DOCK	WH	
26	TURNER Olivia	COMPTABILITE CLIENTS	ADMIN	
3	WATSON Emily	ASSISTANTE - COMPTABLE	ADMIN	
10	WEST Thomas	MAINTENANCE / PRODUCTION	WH	

1 / 16

Only display those whom current payroll is not >= Last payroll (current) or Monday 30 Jun 2025

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.

Payroll

Employee Family Name...	ID No	Department	profile Allowance:
MORGAN Jack	14	WH	0
Period from to (30 days)	Start work on:		Personal Allowance:
01/06/2025 30/06/2025			0
Total Nb hours period: 0.00	<input checked="" type="checkbox"/> Hourly 12		Premium / Bonus / Comm: 0
Monthly base: 57,200	<input type="checkbox"/> Monthly	Periods	Adjustments and Backpay: 0
Hourly rate: 300.00	Hourly bonus +		
for hrs per week: 44.00			
last increase: 28-11-2024			

Nb Hours	X	+/- Adjustments	
190.67	1.00		0
	1.25		0
	1.50		0
	1.75		0

Total working hours:	0.0
Normal days hours:	
Night Hours:	
Sunday worked hours:	
Public holiday worked hours:	

## Payroll User Guide

### 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.

The screenshot shows a table of clocking events. The context menu options are:

- Minimum overun
- Late Ck In Authorized
- Flexible break if compulsory set in planning
- Complete missing clocking (1/2) and break in the line
- Complete all missing clocking and break in line
- Apply current rules on this row
- Apply original Clocking for selected line (Home) Début/Origine
- Sick leave day
- Annual day leave
- Display original Clocking of that day

### 2- Click "Apply Clockings to Time Sheet"

- 3- It will calculate 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

The screenshot shows the 'Time Sheet and Time Card' window for employee Morgan Jack. The interface includes:

- Summary Panel (Left):** Shows employee details (MORGAN Jack), period (01/06/2025 to 30/06/2025), total hours (184.00), hourly rate (300.00), and various leave and RDO balances.
- Weekly Summary (Middle-Left):** Shows Overtime (44.00), No Att. (44.00), and other metrics.
- Time Sheet Table (Center):** A table with columns for Day, Date, In, Out, and Overtime. It shows clocking events for each day of the week.
- Right Panel:** Contains settings for 'Break duration (Mn)', 'Apply following rules', and buttons for 'Record Time Card without applying to Time Sheet' and 'Apply Clockings to Time Sheet'.

## Payroll User Guide

- 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.

Payroll

Employee Family Name... **MORGAN** ID No **14** Department **WH** Jack

Start work on: **01/07/2020**

Period from **01/06/2025** to (30 days) **30/06/2025**

Total Nb hours period: 184.00

Monthly base: **57,200**

Hourly rate: **300.00** Hourly bonus +

for hrs per week: **44.00**

last increase: 28-11-2024

Leaves days per year: **15.000**

Leave owing: + 1.250 **10.750**

Sick leave days per year: **21.0**

Sick leave days left: **21.0**

Days off+:

RDO Hours owing: **0.00** + Allocated: - Used: **0.00** - Converted: **0.00**

Note:

Vnpf\_no 122335 Payment: ANZ

Validated ANZ 200123

profile Allowance: 0

Personal Allowance: 5,000 Rent allowance **1**

Premium / Bonus / Comm: 10,000 Attendance bonus

Adjustments and Backpay: 0

Nb Hours	X	+/- Adjustments
157.43	100	47.230
	1.25	0
	1.50	0
	1.75	0
	2.00	0
26.93	-100	

Sick leave: 0

Leaves: 8.00

VNPF  **2,489**

Deduction **2,350**

Other deductions **0** **2**

Part payment (0) **0**

Advance (0) **0**

Loan (0) **0**

Wage withholding **0**

Other (not salary +/-) **0** **3**

Before adjustment

Net Total **57,391**

Total working hours: **157.43** 184.00

Normal days hours: **157.43**

Night Hours:

Sunday worked hours:

Public holiday worked hours:

Public holiday paid hours:

Gross Base **62,230**

Leave taken: Paid: **2,400** **4**

Net Base **57,391**

Purchases at the shop 06/25

Day	Hours
Su 01	
Mo 02	8.02
Tu 03	7.28
We 04	8.12
Th 05	8.05
Fr 06	7.93
Sa 07	1.53
Su 08	
Mo 09	7.85
Tu 10	7.13
We 11	8.15
Th 12	8.28
Fr 13	7.82
Sa 14	3.42
Su 15	
Mo 16	7.83
Tu 17	7.97
We 18	8.37
Th 19	7.88
Fr 20	7.35
Sa 21	3.65
Su 22	
Mo 23	7.38
Tu 24	7.72
We 25	7.33
Th 26	
Fr 27	
Sa 28	
Su 29	
Mo 30	8.37

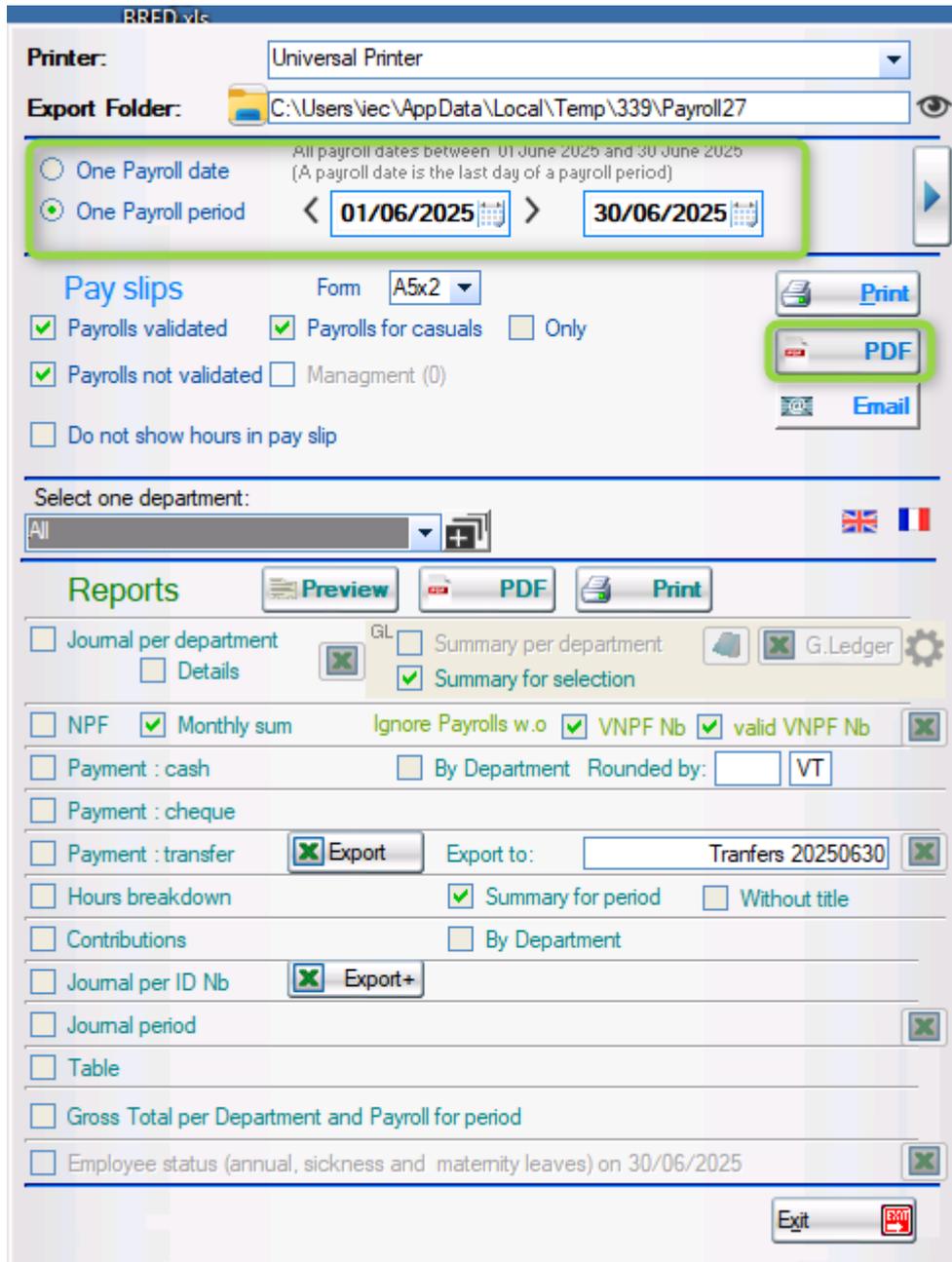
157.43 0.00

### 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 generate 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.



**Printer:** Universal Printer

**Export Folder:** C:\Users\vec\AppData\Local\Temp\339\Payroll27

All payroll dates between 01 June 2025 and 30 June 2025  
(A payroll date is the last day of a payroll period)

One Payroll date

One Payroll period < 01/06/2025 > 30/06/2025

**Pay slips** Form A5x2

Payrolls validated  Payrolls for casuals  Only

Payrolls not validated  Management (0)

Do not show hours in pay slip

**Print** **PDF** **Email**

Select one department: All

**Reports** **Preview** **PDF** **Print**

Journal per department  Details  Summary per department  Summary for selection  G.Ledger

NPF  Monthly sum  Ignore Payrolls w.o  VNPF Nb  valid VNPF Nb

Payment : cash  By Department Rounded by: VT

Payment : cheque

Payment : transfer **Export** Export to: Transfers 20250630

Hours breakdown  Summary for period  Without title

Contributions  By Department

Journal per ID Nb **Export+**

Journal period

Table

Gross Total per Department and Payroll for period

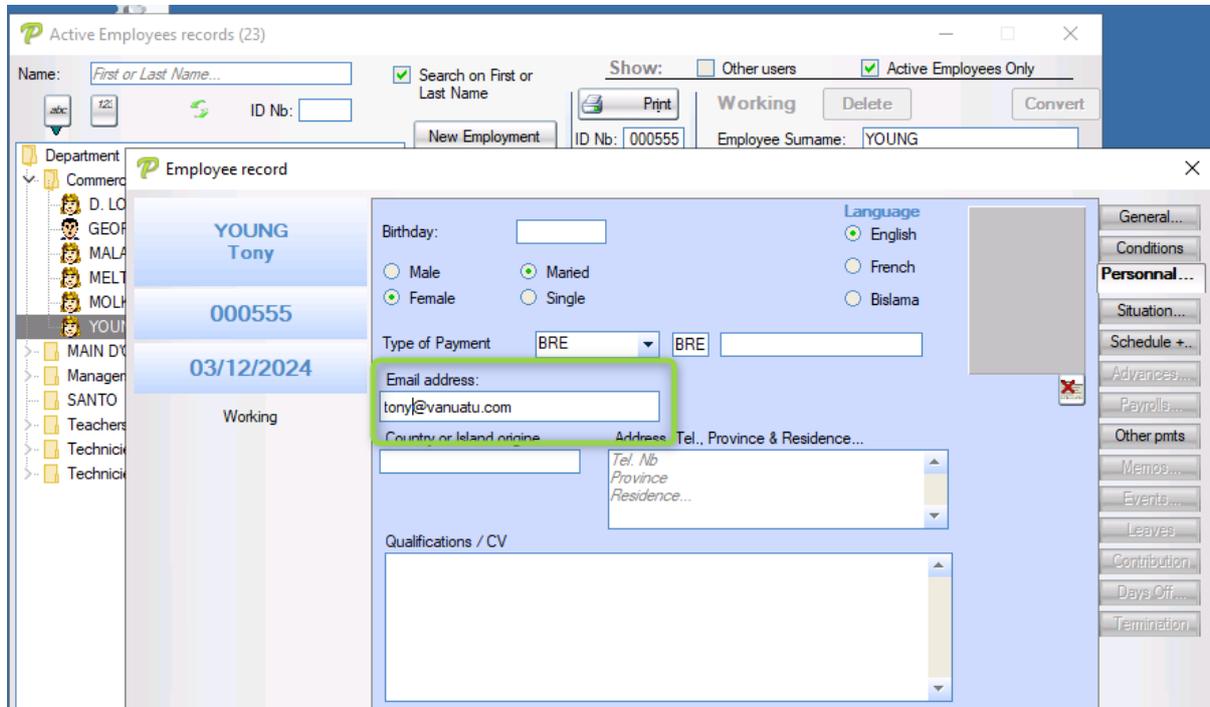
Employee status (annual, sickness and maternity leaves) on 30/06/2025

**Exit**

## Payroll User Guide

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.

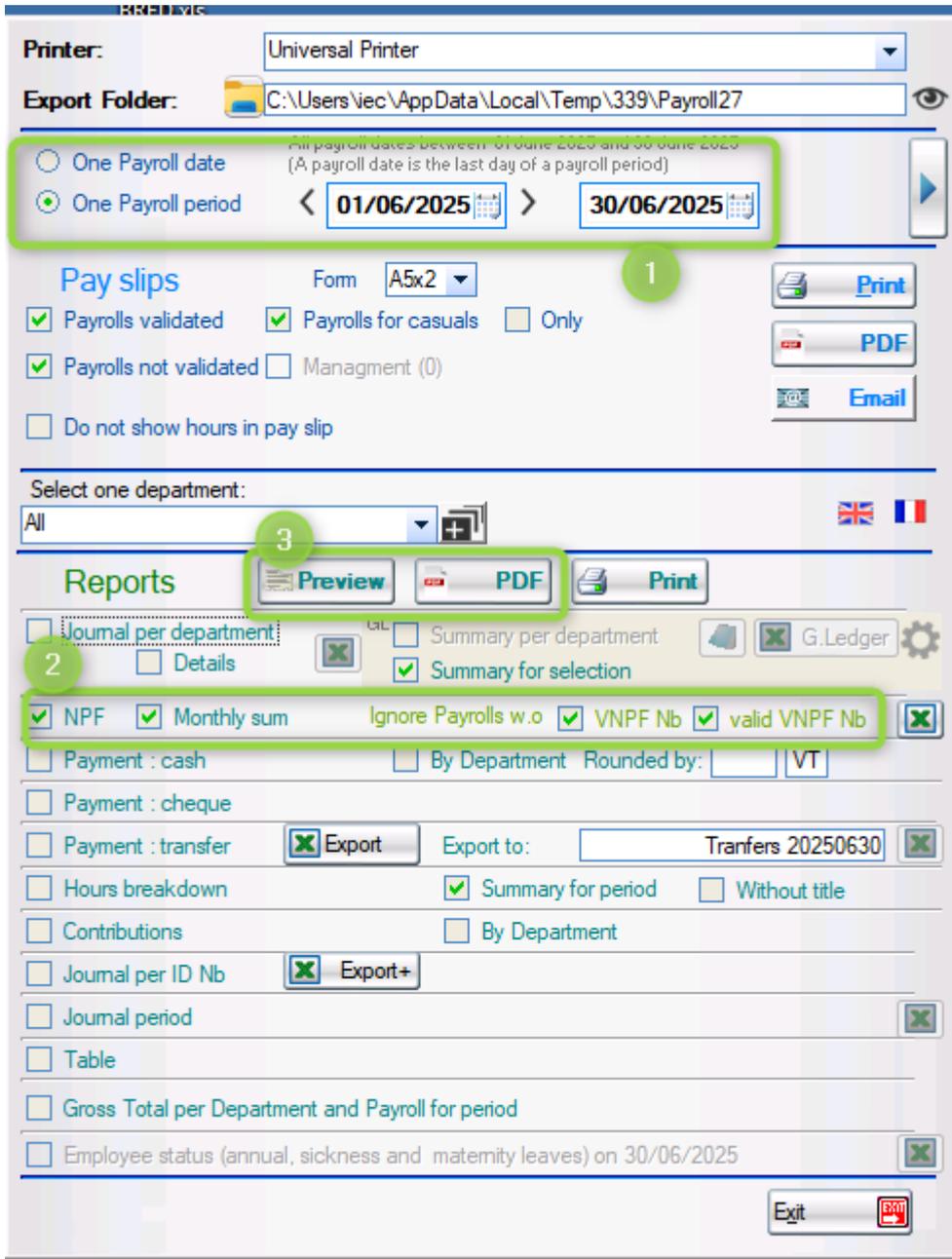
Second, be sure to set the email of each staff in the “personal” tab of the Employee Record:



## Payroll User Guide

### 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 those with a valid VNPF number.)
- 3- “Preview” or “PDF” will Preview or Generate the PDF for VNPF to save/print.



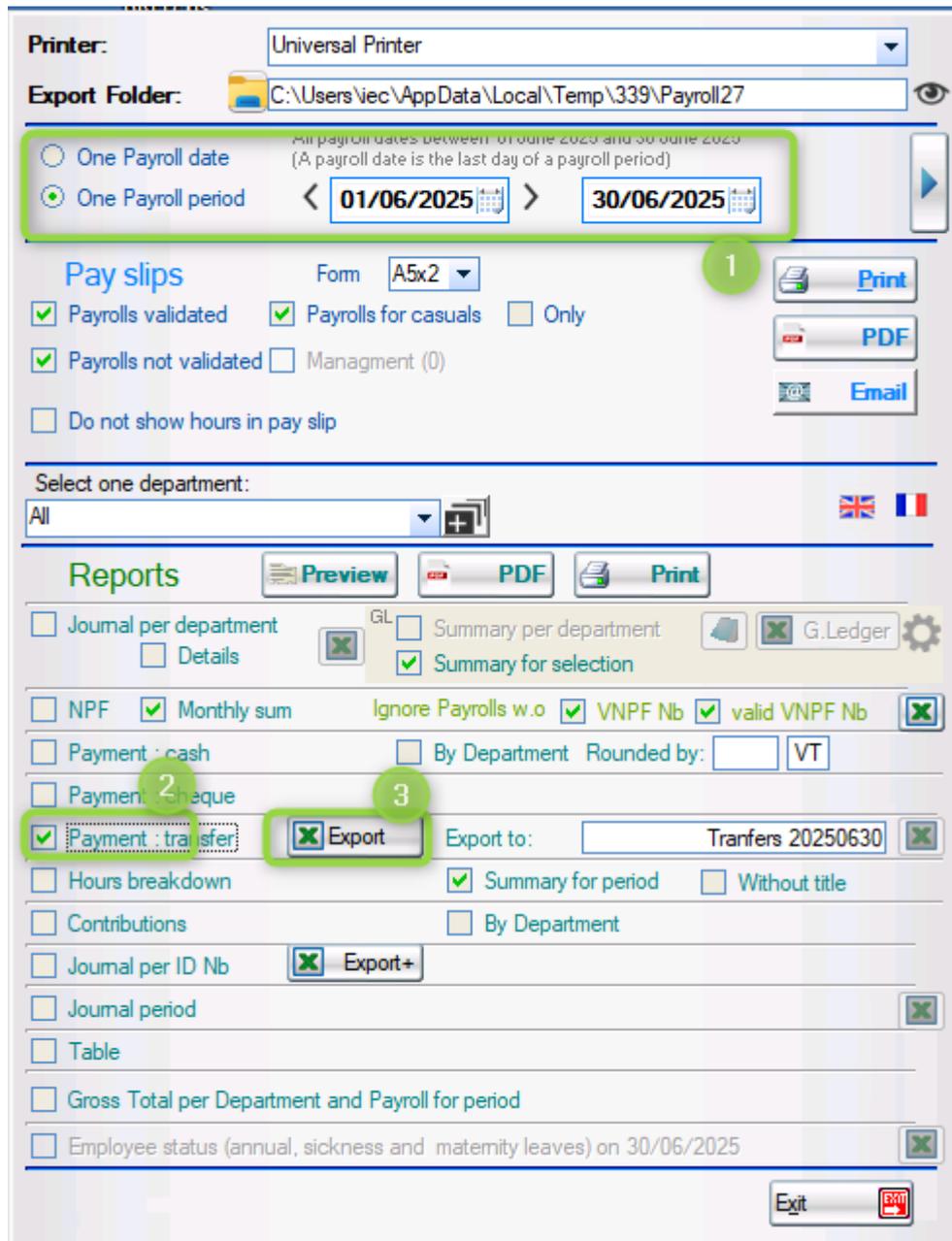
The screenshot shows the payroll software interface for generating a VNPF report. Key elements include:

- Printer:** Universal Printer
- Export Folder:** C:\Users\vec\AppData\Local\Temp\339\Payroll27
- Payroll Selection:** Radio buttons for "One Payroll date" and "One Payroll period". The "One Payroll period" option is selected, with dates 01/06/2025 and 30/06/2025.
- Pay slips:** Form A5x2, with checkboxes for "Payrolls validated", "Payrolls for casuals", "Payrolls not validated", and "Do not show hours in pay slip".
- Department:** "All" selected in the "Select one department:" dropdown.
- Reports:** "Preview" and "PDF" buttons are highlighted. Other options include "Journal per department", "Summary per department", "Summary for selection", "NPF", "Monthly sum", "Ignore Payrolls w.o", "VNPF Nb", and "valid VNPF Nb".
- Payment Options:** "Payment : cash", "Payment : cheque", and "Payment : transfer".
- Export Options:** "Export" and "Export+" buttons.
- Other Options:** "Hours breakdown", "Contributions", "Journal per ID Nb", "Journal period", "Table", "Gross Total per Department and Payroll for period", and "Employee status (annual, sickness and maternity leaves) on 30/06/2025".

## Payroll User Guide

### 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.



The screenshot displays the payroll software interface for generating a Bank Transfer report. Key elements include:

- Printer:** Universal Printer
- Export Folder:** C:\Users\iee\AppData\Local\Temp\339\Payroll27
- Payroll Selection:** One Payroll period selected, with dates 01/06/2025 to 30/06/2025.
- Pay slips:** Form A5x2, with options for validated/not validated payrolls and management.
- Department:** All
- Reports:** A list of reports including Journal per department, NPF, Monthly sum, Payment : cash, Payment : cheque, **Payment : transfer** (selected), Hours breakdown, Contributions, Journal per ID Nb, Journal period, Table, Gross Total per Department and Payroll for period, and Employee status.
- Export:** The 'Export' button for the 'Payment : transfer' report is highlighted with a green circle and the number 3.

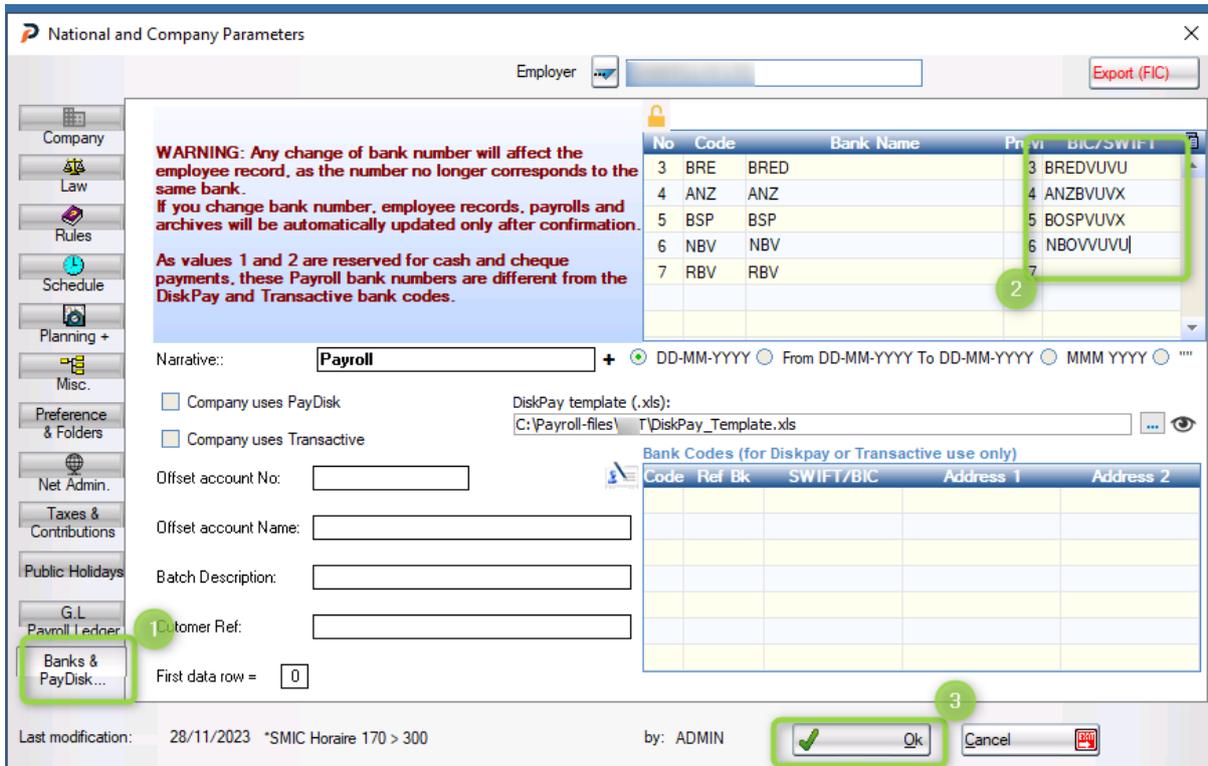
# Payroll User Guide

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.



## Payroll User Guide

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 “Select columns” and you can show/hide the column
- 4- You can move column with drag & drop the column header.

The screenshot shows the 'Transfers' window in the payroll software. The table displays payroll data for 31/05/2025. A context menu is open over the table, and a 'Select columns' sub-menu is visible, showing a list of columns with checkboxes. Green arrows and numbers 1-4 highlight the steps: 1. Arrow pointing to the right arrow next to the payroll period selection. 2. Arrow pointing to a right-click in the table. 3. Arrow pointing to the 'Select columns' option in the context menu. 4. Arrow pointing to the 'Bank' column header in the table.

Pay day	NO ID	Name	Amount	Bank	Account Nb	DEP	Def.	Def. acc. nb	BIC
31/05/2025	5	HAYES Charlotte	39,000	ANZ	2223145	COM	ANZ	2223145	ANZBVUVX
31/05/2025	1	JAMES Carter	127,000	ANZ	1245678	ADMIN	ANZ	1245678	ANZBVUVX
31/05/2025	14	MORGAN Jack	34,461	ANZ	200123	WH	ANZ	200123	ANZBVUVX
31/05/2025	15	HART Samuel	35,980	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	8	SULLIVAN Henry	4,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	9	CRAWFORD Lily	34,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	10	WEST Thomas	40,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	4	PARKER Chloe	50,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	6	FOSTER Amelia	41,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	26	TURNER Olivia	50,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	3	WATSON Emily	60,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	7	BROOKS Willma	40,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	12	CHAMBERS Sophie	50,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	27	REED Daniel	160,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
31/05/2025	28	BENNET Michael	240,000	ANZ	219753	WH	ANZ	219753	ANZBVUVX
Sum			1,540,000						
Counter	15								

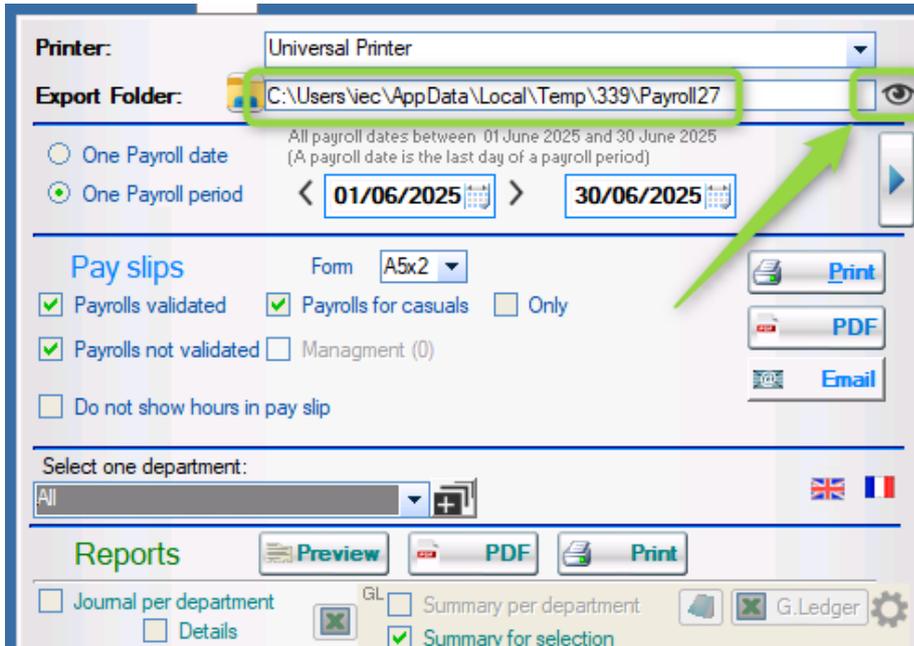
Once done, tick “Payment transfer” and Export button will export as set. The setup of columns is auto saved for next time you export.

## Payroll User Guide

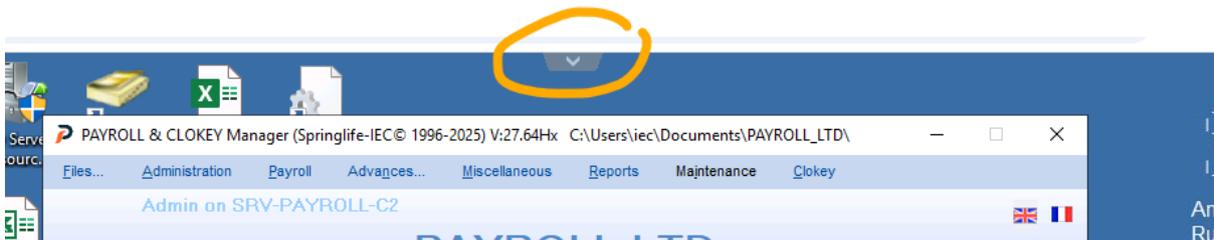
### 9.4- Document transfer from Cloud

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

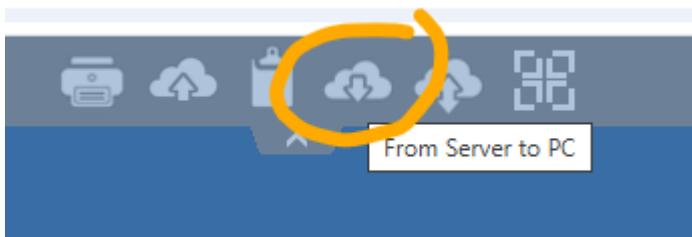
To see those files, you can click on the “eye” icon in “Print” – you can also see the path on the remote server.



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.



## Payroll User Guide

### 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

The screenshot shows the 'Active Employees records (17)' window. On the left, a tree view shows the 'Comercial' department with several staff members listed. 'SULLIVAN Henry - 000008' is selected, highlighted with a green circle and a '1' next to it. In the center, a vertical menu of actions is shown, with 'Resignation' and 'Dismissal' buttons highlighted by a green box and a '2' next to it. The right side of the window displays the employee's details, including name, function, department, and various leave and working hour settings.

Hrq	D	Day	In	Out	In	Out
8.00	8.00	Monday	08:00	12:00	13:00	17:00
8.00	8.00	Tuesday	08:00	12:00	13:00	17:00
8.00	8.00	Wednesday	08:00	12:00	13:00	17:00
8.00	8.00	Thursday	08:00	12:00	13:00	17:00
8.00	8.00	Friday	08:00	12:00	13:00	17:00
4.00	4.00	Saturday	08:00	12:00		
		Sunday				

## Payroll User Guide

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, Average 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

**Resignation**

SULLIVAN Henry  
000008  
03/08/2015  
Resigned

Last 12 months: 7 periods / 12 (5 periods excluded)

From	To	Gross	Nb Hours	Hr base	Hrs x Hr base	Day leave p	Leaves paid
01/05/2025	31/05/2025	65,395	207.82	315...	65,462.35		
01/04/2025	30/04/2025	62,606	204.22	315...	64,327.93		
01/03/2025	31/03/2025	63,124	205.07	315...	64,595.69		
01/02/2025	28/02/2025	63,738	207.43	315...	65,341.61		
Sum		438,088	1,431.42		450,896.61	0.00	0.00

Absence > 40 % Years @ 60,060 (Current monthly base for 44 weekly hrs) 592,071

Allowances: 9.86 Years @ 62,584 Average wages for 7 last months 616,953

09 years 10 months 09 days Years @ 64,414 (Average working hours paid last 12 months) 634,991

**Severances allowance:** 592,071

Annual leaves days left: 19.190 @ 2,520 + Total Leaves 48,360

Rostered Day Off (Hrs): 0.00 @ 315.0 + RDO hours... 0

+ Profile Allowance: 0

+ Personal Allowance: 0

01/06/2025 - 12/06/2025 Days w.o pay: 0 + Estimate wage 23,940

- VNPF 2,892

- Contribution 0

- Other deduction... 0

- Advance: 0

- Part Payment: 0

- Loan Balance: 0

- Guaranty, outstanding: 0

+/- Other Amount 0

= Total 661,479

Resignation  
On: 12/06/2025 12

Prepare End of employment (Resignation)

Proceed END of employment Imprimer Exit

## Payroll User Guide

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.

Termination: Last Payroll No: 00000820250612 SULLIVAN Henry

<b>Employee Family Name...</b> SULLIVAN Henry	<b>ID No</b> 8	<b>Department</b> COM	profile Allowance: 0	Su 01
Period from: 01/06/2025 to (12 days): 12/06/2025	Start work on: 03/08/2015	Hourly: <input checked="" type="checkbox"/> Monthly: <input type="checkbox"/>	Personal Allowance: 0	Mo 02 7.70
Total Nb hours period: 76.00	12 Periods	Hourly bonus +	Premium / Bonus / Comm: 0	Tu 03 8.43
Monthly base: 60,060			Back-pay, corrections, notice: 01	We 04 8.18
Hourly rate: 315.00			Nb. Hours X +/- Adjustments	Th 05 7.82
for hrs per week: 44.00			76.33 1.00 24,045	Fr 06 6.73
Leaves days per year: 21.000			1.38 1.25 545	Sa 07 4.02
Leave owing: + 0.690 19.190			1.50 0	Su 08
Sick leave days per year: 0.0			1.75 0	Mo 09 8.63
Sick leave days left: 0.0 after: 0			2.00 0	Tu 10 8.08
			1.12 -1.00	We 11 8.78
			Days Hrs	Th 12 9.33
RDD Hours owing: 0.00	+ Allocated: 0.00		Leaves 19.13 8.00 48,360	
Today: - Used: 0.00	- Converted: 0.00		VNPF 2,918	
Note: *FIN D' EMPLOI (Démission) * Congés annuels: 19.190408 jours payés * Net arrondi à +2				
Vnfp_no	Payment: Cash		Deduction 0	
<input type="checkbox"/> Validated			Other deductions 0	
			Part payment (0) 0	
			Advance (0) 0	
			Loan (0) 0	
			Wage withholding 0	
			Other (not salary +/-) 592,071	
			Before adjustment +2 662,103	
			Net Total 662,105	

Total working hours: 77.71  
 Normal days hours: 77.71  
 Night Hours:  
 Sunday worked hours:  
 Public holiday worked hours:  
 Public holiday paid hours:  
**Gross Base 72,950**  
 Leave taken: Paid: 19.19 x2,500  
**Net Base 70,032**  
 592,071 pour Indemnités de fin d'emploi  
 9.86 years X 60,060

## Payroll User Guide

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.

Active Employees records (16)

Name:   Search on First or Last Name

Show:  Other users  Active Employees Only

Employee ID: 000008

Employee Surname: SULLIVAN

Name: Henry

Function: CENTRE D'APPELS/ VENTE

Department: COM

VNPF: 189101

Starting Date: 03/08/2015 (09 years 09 months 28 days)

Annual Leave per year: 21.000 (Left: 0.000)

Sick Leave per year: 21.0 (Left: 0.0)

Maternity Leaves: 0.00

RDO Hrs: 0.00

Weekly Hours (Base): 44.00 (days/Week: 5.50)

Standard daily hours: 8.00 x 8.00

Weekly hours required: 44.00 (days/Week: 5.50)

Planning allocated to this Employee: 44.00 / 7

Hrq	D	Day	In	Out	In	Out
8.00	8.00	Monday	08:00	12:00	13:00	17:00
8.00	8.00	Tuesday	08:00	12:00	13:00	17:00
8.00	8.00	Wednesday	08:00	12:00	13:00	17:00
8.00	8.00	Thursday	08:00	12:00	13:00	17:00
8.00	8.00	Friday	08:00	12:00	13:00	17:00
4.00	4.00	Saturday	08:00	12:00		
		Sunday				

## Payroll User Guide

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”

The screenshot displays the payroll software interface. On the left, a table lists staff members with columns for Date, ID, Family Name, Name, and various financial and time-related fields. Staff member 6, FOSTER, Amelia, is highlighted in green. A green circle '1' is placed over this row. An 'Update Payroll' window is open for Amelia Foster, showing a 'Payroll Modification No: 00000620250531'. The window is divided into several sections: 'FOSTER' (with a green circle '2' over the 'COM' dropdown), 'Start work on: 20/12/2022', 'Period from: 01/05/2025 to 31/05/2025', and 'Total Nb hours period: 196.00'. Below this, there are fields for 'Monthly base: 72.453', 'Hourly rate: 380.00', and 'for hrs per week: 44.00'. There are also fields for 'Leaves days per year: 15.000', 'Leave owing: 16.000', and 'Sick leave days per year: 21.0'. A 'Note' field is empty. At the bottom, there are fields for 'Vnpt\_no: 156789', 'Payment: ANZ 4456789', and a 'Validated' checkbox. A green circle '3' is placed over the 'Unvalidate' button. On the right side of the window, there are sections for 'profile Allowance', 'Personal Allowance', 'Premium / Bonus / Comm', 'Adjustments and Backpay', and 'Total working hours: 180.08'. There are also fields for 'Gross Base: 74.727' and 'Net Base: 71.738'. A green circle '3' is also placed over the 'Unvalidate' button at the bottom right of the window.

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 payroll and the app will propose you to have this last payroll as termination payroll. This is same process.

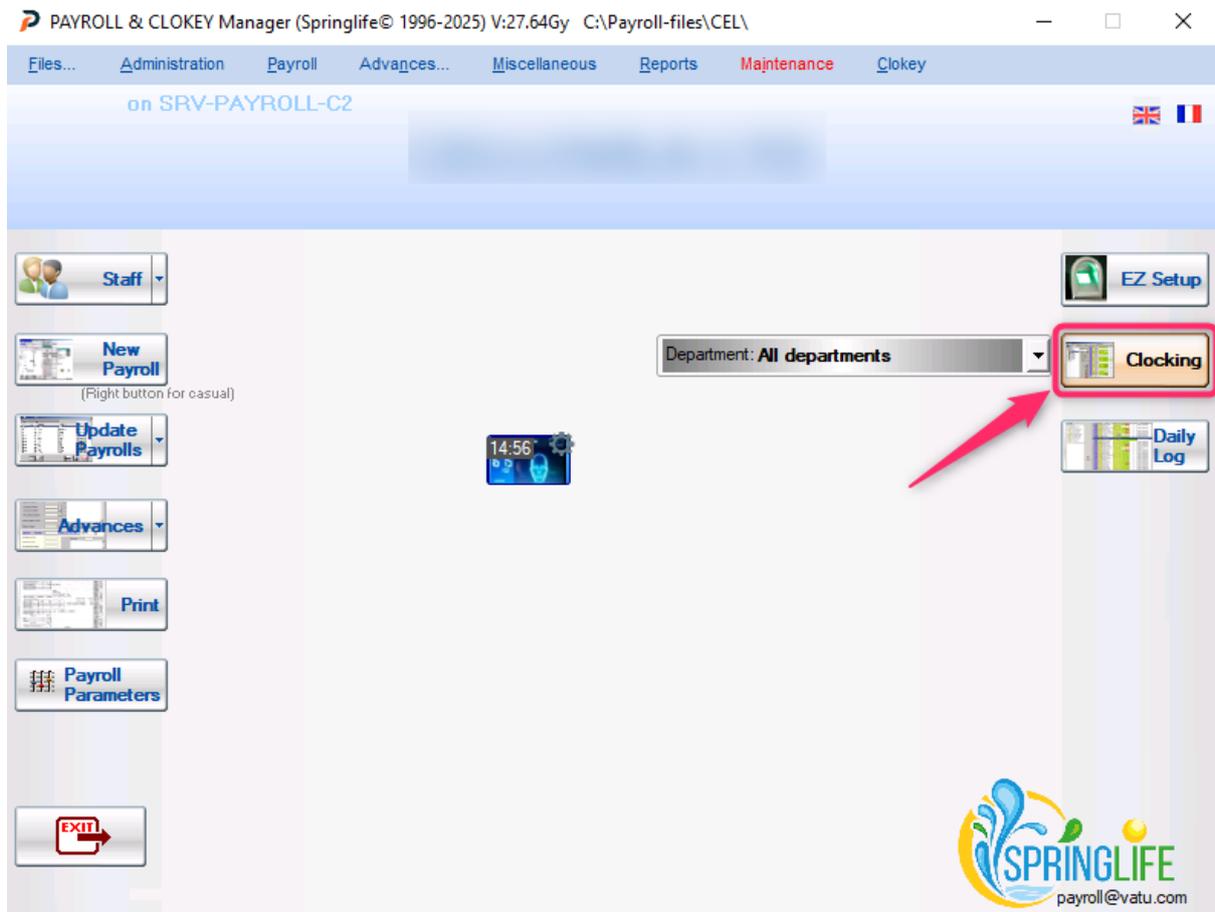


## Payroll User Guide

### 11- Attendance Report

This document introduces the method for obtaining the attendance report.

#### 1- Open the Clocking page



# Payroll User Guide

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

**Only existing (recorded) and valid clocking associated with a planning** are considered for punctuality statistics. Calculations on 2nd period are valid only if nb of clockings matches with planning. Incohents or incomplete days are ignored.

Start Date: 01/01/2024  
 End Date: 31/12/2024  
 Preset Time Period: [Dropdown]  
 Select: [Dropdown] All  
 Department: ALL

For users not subject to hours control only: Unrecorded clockings in daily time sheets can be recorded now.

**Punctuality statistics, period: 01/01/2024 / 31/12/2024**

Name	Nb of missing 1st period	Nb of missing 2nd period	Max Late (Mn) 1st period	Global average (Mn) 1st period	Average Late (Mn) 1st period	Nb Lates 1st period	Total late (Mn) 1st period	Max Late (Mn) 2nd period	Global average (Mn) 2nd period	Average late (Mn) 2nd period	Nb Lates 2nd period	Total late (Mn) 2nd period	ID Nb
P					0	0	0					0	000001
T			139	11	42	4	168	94	11	28	6	165	000003
T	2	1	31	5	15	22	322	31	2	7	20	133	000004
M		2	68	5	15	20	300	229	25	58	26	1,505	000005
F		2	50	4	12	19	228	40	4	12	20	238	000006
M			78	5	33	9	298	122	16	45	21	955	000007
F		1	75	6	27	14	379	67	6	18	21	384	000008
H		2	38	6	11	36	385	96	7	32	13	421	000009
B	2		54	12	25	27	681	72	8	26	17	441	000010
N	2	1	11	1	7	4	28	67	3	13	8	103	000011
K		1	41	3	12	15	180	28	2	6	25	148	000014
F		1	44	2	13	12	152	92	6	17	23	384	000015
N		2	100	5	12	27	331	93	9	22	24	521	000025
T		1	24	4	7	35	245	67	10	31	19	598	000026
V	25	20			0	0	0			0	0	0	000028

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

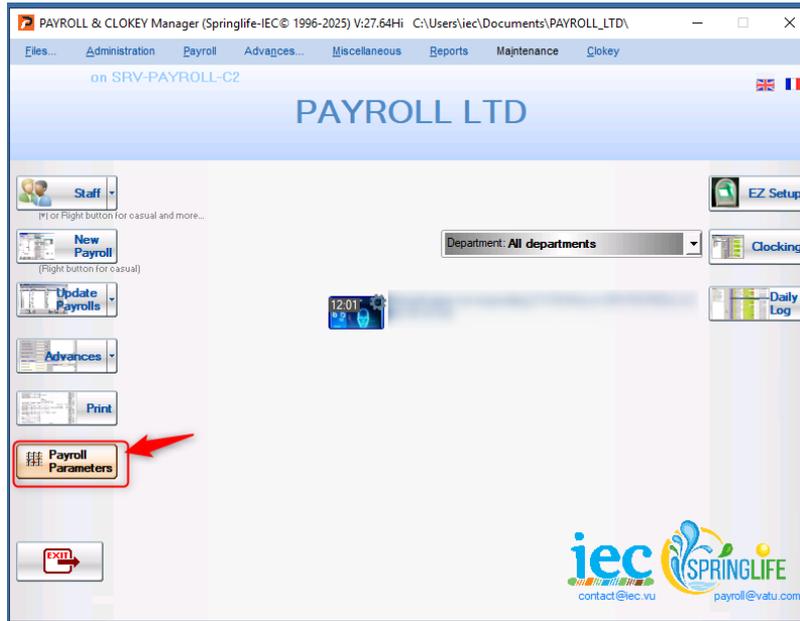
# Payroll User Guide

## 12- Wages GL extraction

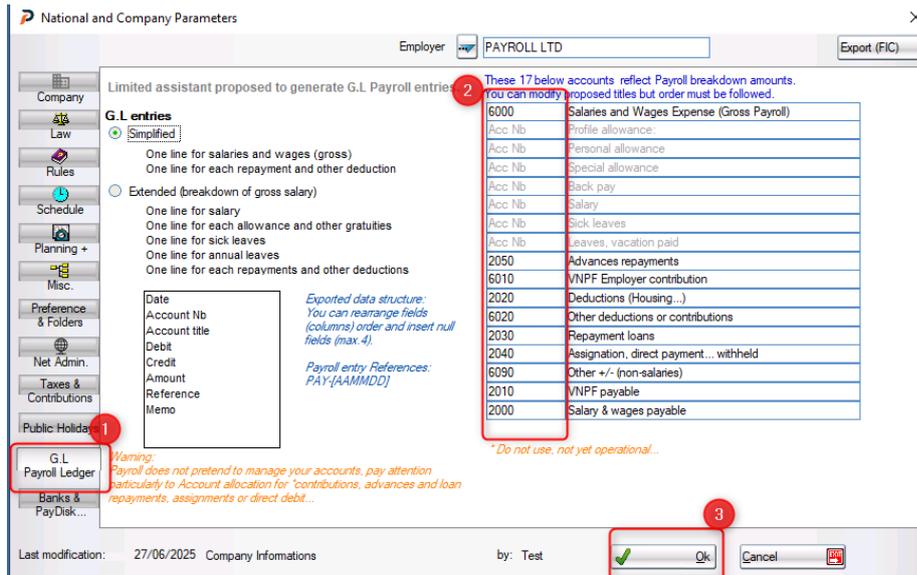
As of June 2025 (version V27.64 Hi), Payroll includes a Wages General Ledger export feature, available in both text and Excel formats.

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

### 1. Go in Payroll parameters



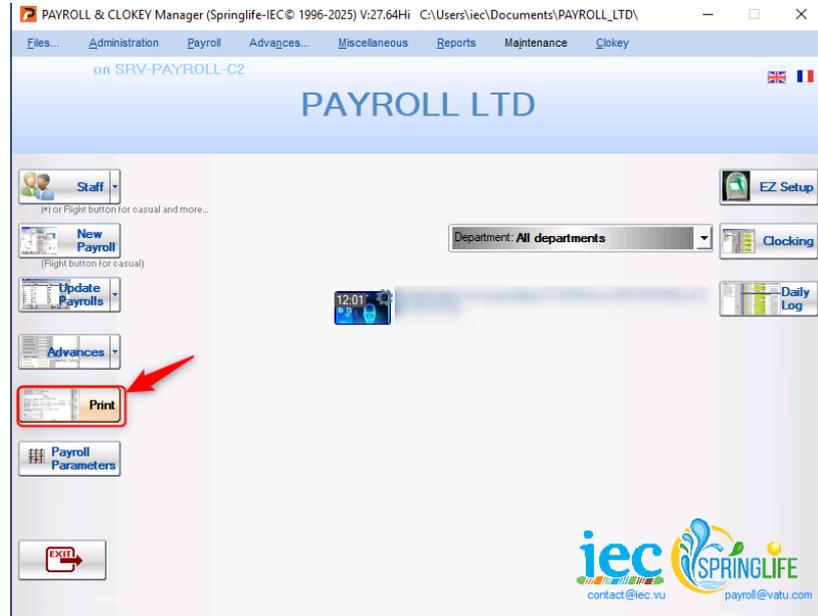
### 2. Select GL and add your accounting codes as needed (these codes will be shown in the GL report)



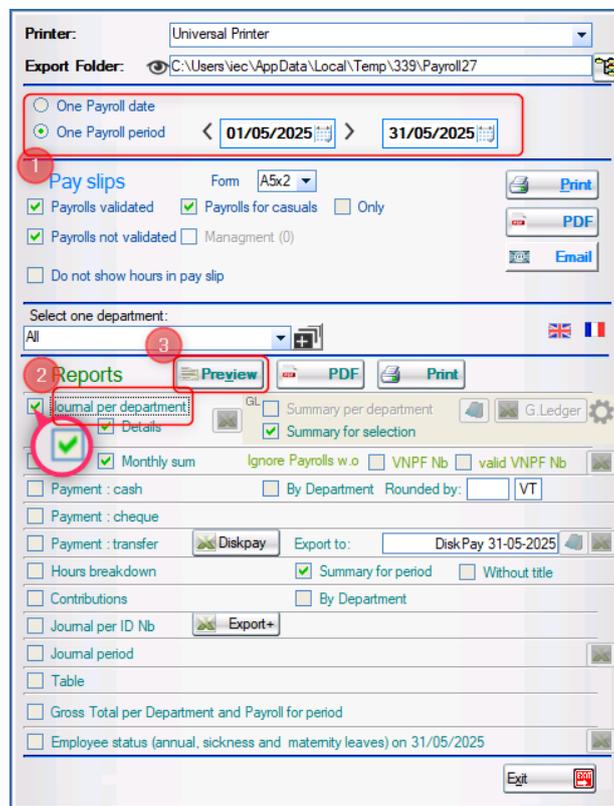
## Payroll User Guide

Now to extract wages GL for a period:

3. Click “Print” to print/export reports

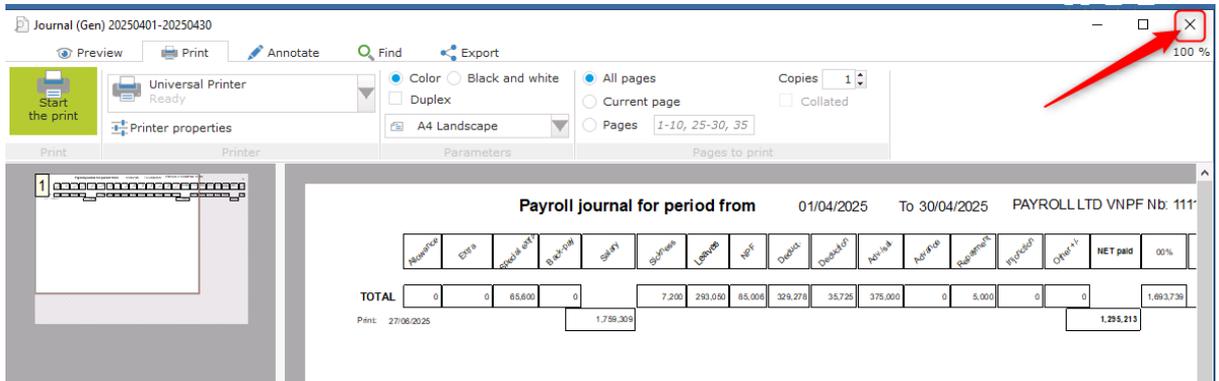


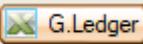
4. Select the period (1), tick “Journal per department” (2) then “Preview” (3) – the system will prepare data from this preview.

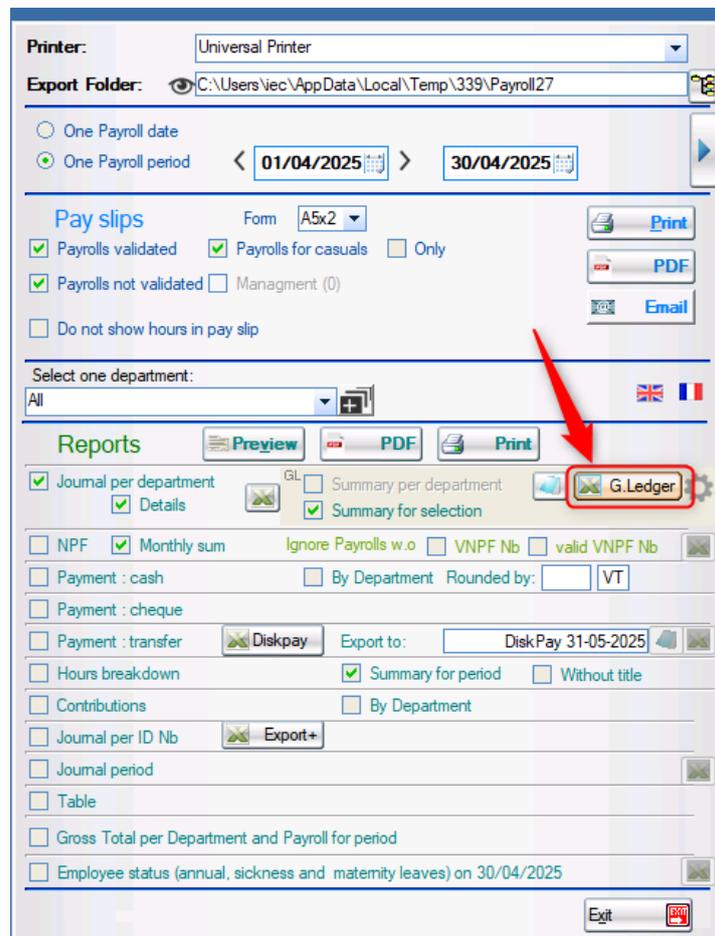


## Payroll User Guide

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.





## Payroll User Guide

Excel should open with Wages GL for the period:

	A	B	C	D	E	F	G	H	I
	Date	Account	Account title	Debit	Credit	Amount	Reference	Narrative	
2	20250430	6000	Salaries and Wages Expense (Gross Payroll)	2125159	0	2125159	PAY-250430	Salary/Wages: 01/04/2025 - 30/04/2025	
3	20250430	6000	Salaries and Wages Expense (Gross Payroll)	63	0	63	PAY-250430	Roundings: 01/04/2025 - 30/04/2025	
4	20250430	2050	Advances repayments	0	375000	-375000	PAY-250430	Repayment advance salary: 01/04/2025 - 30/04/2025	
5	20250430	2030	Repayment loans	0	5000	-5000	PAY-250430	Repayment loan: 01/04/2025 - 30/04/2025	
6	20250430	2020	Deductions (Housing...)	0	329278	-329278	PAY-250430	Deduction: 01/04/2025 - 30/04/2025	
7	20250430	6020	Other deductions or contributions	0	35725	-35725	PAY-250430	Contribution: 01/04/2025 - 30/04/2025	
8	20250430	6010	VNPf Employer contribution	85006	0	85006	PAY-250430	PAYROLL LTD VNPf Employer: 01/04/2025 - 30/04/2025	
9	20250430	2010	VNPf payable	0	170013	-170013	PAY-250430	PAYROLL LTD Total VNPf: 01/04/2025 - 30/04/2025	
10	20250430	2000	Salary & wages payable	0	1295213	-1295213	PAY-250430	PAYROLL LTD Salary and wages payable: 01/04/2025 - 30/04/2025	
11									

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



Clocking Log and Schedules

Import Individual Time Card Time Log / Period Statistics Setup 17-05-24 14:11 Action: Use right mouse button or Insert or Delete or Home

Clocking recorded and/or original Clockings Ctrl hrs only Display: All employees for period By Name

ID No	Name	Night	HDay	Date	Day week	In	Out	In	Out	In	Out	Planning	Depart.	N.Hrs	Freq
001004	NOMLEAS Dick		08:42	06/05/2024	Monday	07:28	13:07	13:47	16:50			0730120013001630	PV	8.00	
001004	NOMLEAS Dick		07:40	07/05/2024	Tuesday	07:38	11:59	13:01	16:20			0730120013001630	PV	8.00	
001004	NOMLEAS Dick	01:10	12:33	08/05/2024	Wednesday	06:25	11:59	13:01	21:10			0730120013001630	PV	8.00	
001004	NOMLEAS Dick		07:34	09/05/2024	Thursday	07:53	12:51	13:29	16:05			0730120013001630	PV	8.00	
001004	NOMLEAS Dick		07:55	10/05/2024	Friday	07:36	11:59	12:59	16:31			0730120013001630	PV	8.00	
001004	NOMLEAS Dick		04:03	11/05/2024	Saturday	08:31	12:34					07301130	PV	4.00	
001004	NOMLEAS Dick			12/05/2024	Sunday							PV			
001000	QORIG Allan	00:00	06/05/2024	Monday								0730120013001630	PV	8.00	8.00
001000	QORIG Allan	00:00	07/05/2024	Tuesday								0730120013001630	PV	8.00	8.00
001000	QORIG Allan	00:00	08/05/2024	Wednesday								0730120013001630	PV	8.00	8.00
001000	QORIG Allan	00:00	09/05/2024	Thursday								0730120013001630	PV	8.00	8.00
001000	QORIG Allan	00:00	10/05/2024	Friday								0730120013001630	PV	8.00	8.00
001000	QORIG Allan	00:00	11/05/2024	Saturday								07301130	PV	4.00	4.00
001000	QORIG Allan			12/05/2024	Sunday							PV			
001001	SIRI Amos	07:58	06/05/2024	Monday		07:26	11:59	13:05	16:30			0730120013001630	PV	8.00	8.00
001001	SIRI Amos	07:40	07/05/2024	Tuesday		07:39	12:52	13:52	16:19			0730120013001630	PV	8.00	8.00
001001	SIRI Amos	08:16	08/05/2024	Wednesday		07:19	12:36	13:32	16:31			0730120013001630	PV	8.00	8.00
001001	SIRI Amos	07:05	09/05/2024	Thursday		08:00	11:30	12:30	16:05			0730120013001630	PV	8.00	8.00
001001	SIRI Amos	08:00	10/05/2024	Friday		07:30	12:38	13:38	16:30			0730120013001630	PV	8.00	8.00
001001	SIRI Amos	00:00	11/05/2024	Saturday								07301130	PV	4.00	4.00
001001	SIRI Amos			12/05/2024	Sunday							PV			
001005	TOKO Edmund	07:58	06/05/2024	Monday		07:26	11:59	13:01	16:26			0730120013001630	PV	8.00	
001005	TOKO Edmund	07:44	07/05/2024	Tuesday		07:32	11:59	13:01	16:18			0730120013001630	PV	8.00	
001005	TOKO Edmund	01:08	11:50	08/05/2024	Wednesday	07:08	11:59	13:01	21:08			0730120013001630	PV	8.00	
001005	TOKO Edmund	07:00	09/05/2024	Thursday		08:30	12:50	13:29	16:09			0730120013001630	PV	8.00	
001005	TOKO Edmund	07:50	10/05/2024	Friday		07:36	11:56	13:01	16:31			0730120013001630	PV	8.00	
001005	TOKO Edmund	00:00	11/05/2024	Saturday								07301130	PV	4.00	
001005	TOKO Edmund			12/05/2024	Sunday							PV			
001009	WILLIAM Rogger	08:05	06/05/2024	Monday		07:26	11:33	12:28	16:26			0730120013001630	PV	8.00	
001009	WILLIAM Rogger	07:50	07/05/2024	Tuesday		07:32	11:31	12:28	16:19			0730120013001630	PV	8.00	
001009	WILLIAM Rogger	09:12	08/05/2024	Wednesday		06:25	11:31	12:29	16:35			0730120013001630	PV	8.00	
001009	WILLIAM Rogger	07:13	09/05/2024	Thursday		08:00	12:35	13:32	16:10			0730120013001630	PV	8.00	
001009	WILLIAM Rogger	07:28	10/05/2024	Friday		07:36	11:30	12:48	16:22			0730120013001630	PV	8.00	
001009	WILLIAM Rogger	00:00	11/05/2024	Saturday								07301130	PV	4.00	
001009	WILLIAM Rogger			12/05/2024	Sunday							PV			

84 Display original Clockings Reload original clocking Summary Close

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.

## Payroll User Guide

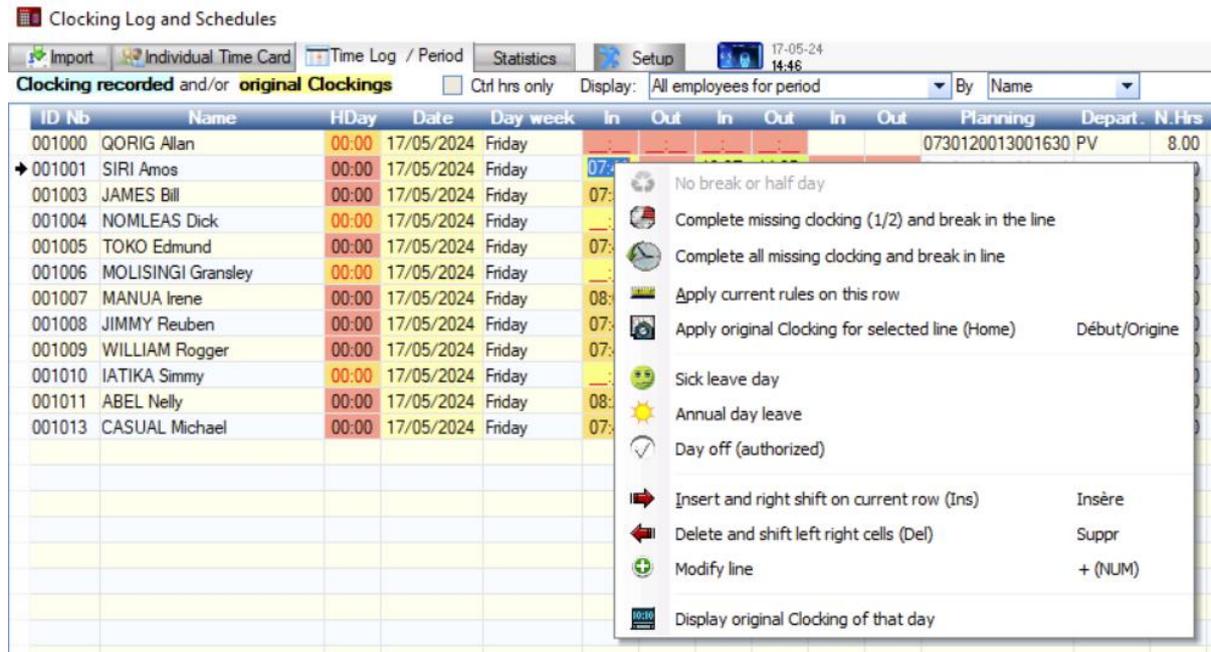
You can also enter a specific period with the “from to” dates.

*Note: original clocking can always be recovered with a right click on the date and “apply original clocking”. In individual time card you can 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 right click will popup a menu to manipulate rows (insert or delete) and set some other actions:



ID Nb	Name	HDay	Date	Day week	In	Out	In	Out	In	Out	Planning	Depart.	N.Hrs
001000	QORIG Allan	00:00	17/05/2024	Friday							0730120013001630	PV	8.00
001001	SIRI Amos	00:00	17/05/2024	Friday	07:30								
001003	JAMES Bill	00:00	17/05/2024	Friday									
001004	NOMLEAS Dick	00:00	17/05/2024	Friday									
001005	TOKO Edmund	00:00	17/05/2024	Friday	07:30								
001006	MOLISINGI Gransley	00:00	17/05/2024	Friday									
001007	MANUA Irene	00:00	17/05/2024	Friday	08:30								
001008	JIMMY Reuben	00:00	17/05/2024	Friday	07:30							Début/Origine	
001009	WILLIAM Rogger	00:00	17/05/2024	Friday	07:30								
001010	IATIKA Simmy	00:00	17/05/2024	Friday									
001011	ABEL Nelly	00:00	17/05/2024	Friday	08:30								
001013	CASUAL Michael	00:00	17/05/2024	Friday	07:30								

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 strictly 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.



## Payroll User Guide

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).

Example: 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.

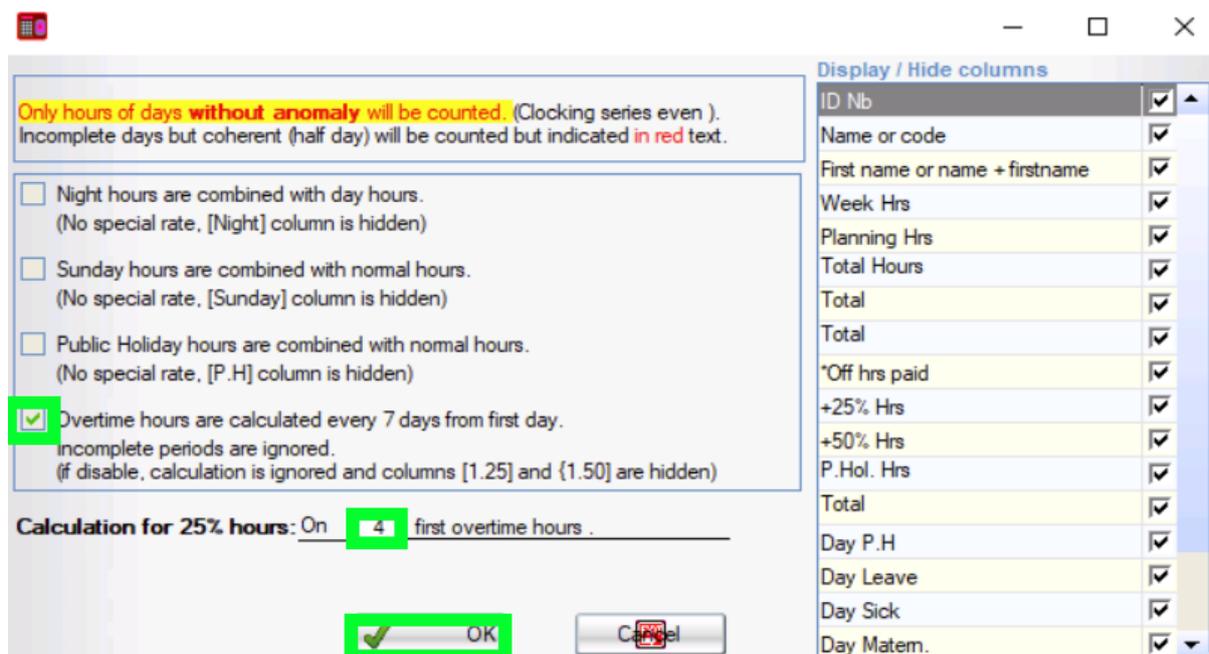
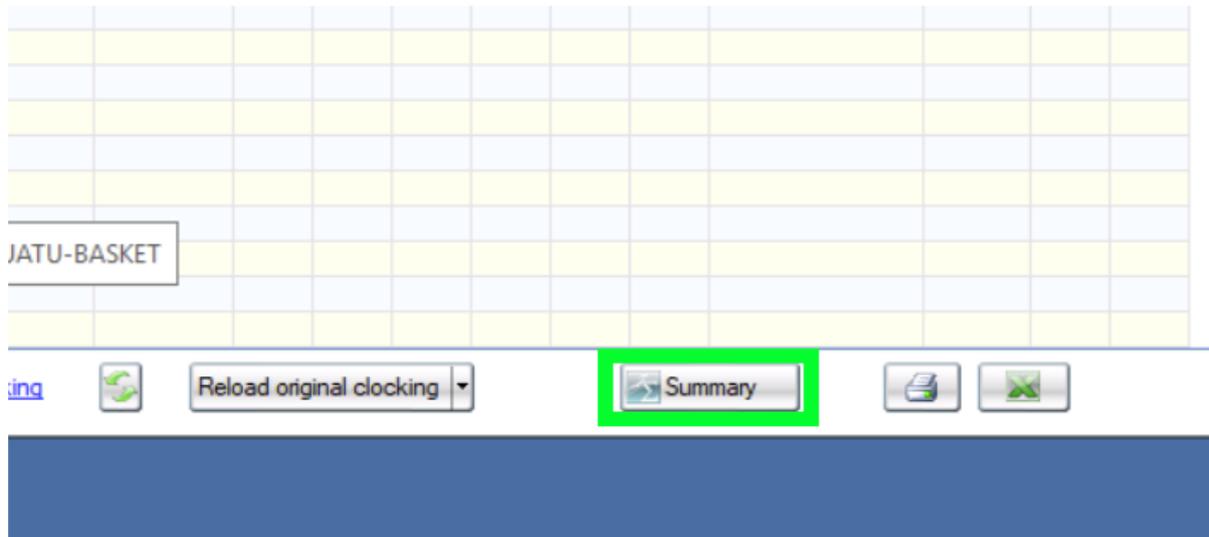
If incoming clocking is 7h36 for a planning set to 7h30, the clocking will not be amended and stay at 7h36.

### Clocking Round:

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

## Payroll User Guide

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.



# Payroll User Guide

Clocking Log and Schedules

Import Individual Time Card Time Log / Period Statistics Setup 17-05-24 13:15 Action: Use right mouse button

Clocking summary per employee for period 06/05/2024 - 12/05/2024

ID Nb	Name or code	First name or name +firstname	Week Hrs	Planning Hrs	Total Hours worked	Total Night Hrs	Total Day Hrs worked	*Off hrs paid	+25% Hrs	+50% Hrs	P.Hol. Hrs worked	Total Sunday Hrs worked	Day P.H	Day Leave	Day Sick
001000	QORIG	Allan	44.00	44.00	0.00			8.00							
001001	SIRI	Amos	44.00	44.00	38.98		38.98	8.00	2.98		7.08		1		
001003	JAMES	Bill	44.00	44.00	31.35		31.35	8.00					1		
001004	NOMLEAS	Dick	44.00	44.00	49.62	1.17	48.45	8.00	4.00	8.45	7.57		1		
001005	TOKO	Edmund	44.00	44.00	43.50	1.13	42.37	8.00	4.00	2.37	7.00		1		
001006	MOLISINGI	Gransley	44.00	44.00	0.00			8.00					1		
001007	MANUA	Irene	44.00	44.00	27.23		27.23	8.00					1		
001008	JIMMY	Reuben	44.00	44.00	30.62		30.62	8.00					1		
001009	WILLIAM	Rogger	44.00	44.00	39.80		39.80	8.00	3.80		7.22		1		
001010	IATIKA	Simmy	44.00	44.00	30.80		30.80	8.00			7.18		1		
001011	ABEL	Nelly	44.00	44.00	17.62		17.62	8.00			6.73		1		
001013	CASUAL	Michael	44.00	44.00	38.78		38.78	8.00	2.78		7.13		1		

### 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:

Clocking Log and Schedules

Import Individual Time Card Time Log / Period Statistics Setup 17:05:24 14:46 Action: Use right mouse button c

Clocking summary per employee for period 16/05/2024 - 16/05/2024

ID Nb	Name or code	First name or name + firstname	Week Hrs	Planning Hrs	Total Hours worked	Total Night Hrs	Total Day Hrs worked	*Off hrs paid	+25% Hrs	+50% Hrs	P.Hol. Hrs worked	Total Sunday Hrs worked	Day P.H	Day Leave	Day Sick
001000	QORIG	Allan	44.00	8.00	0.00			0.00							
001001	SIRI	Amos	44.00	8.00	0.00			0.00							
001003	JAMES	Bill	44.00	8.00	3.58		3.58	0.00							
001004	NOMLEAS	Dick	44.00	8.00	0.00			0.00							
001005	TOKO	Edmund	44.00	8.00	4.50		4.50	0.00							
001006	MOLISINGI	Gransley	44.00	8.00	0.00			0.00							
001007	MANUA	Irene	44.00	8.00	3.07		3.07	0.00							
001008	JIMMY	Reuben	44.00	8.00	6.43		6.43	0.00							
001009	WILLIAM	Rogger	44.00	8.00	6.57		6.57	0.00							
001010	IATIKA	Simmy	44.00	8.00	0.00			0.00							
001011	ABEL	Nelly	44.00	8.00	0.00			0.00							