

Slide 1 - Slide 1

Slide notes

Before an Employee can be paid on the Payroll, he or she must be registered at the Payroll.

## Slide 2 - Slide 2

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# Payroll Master

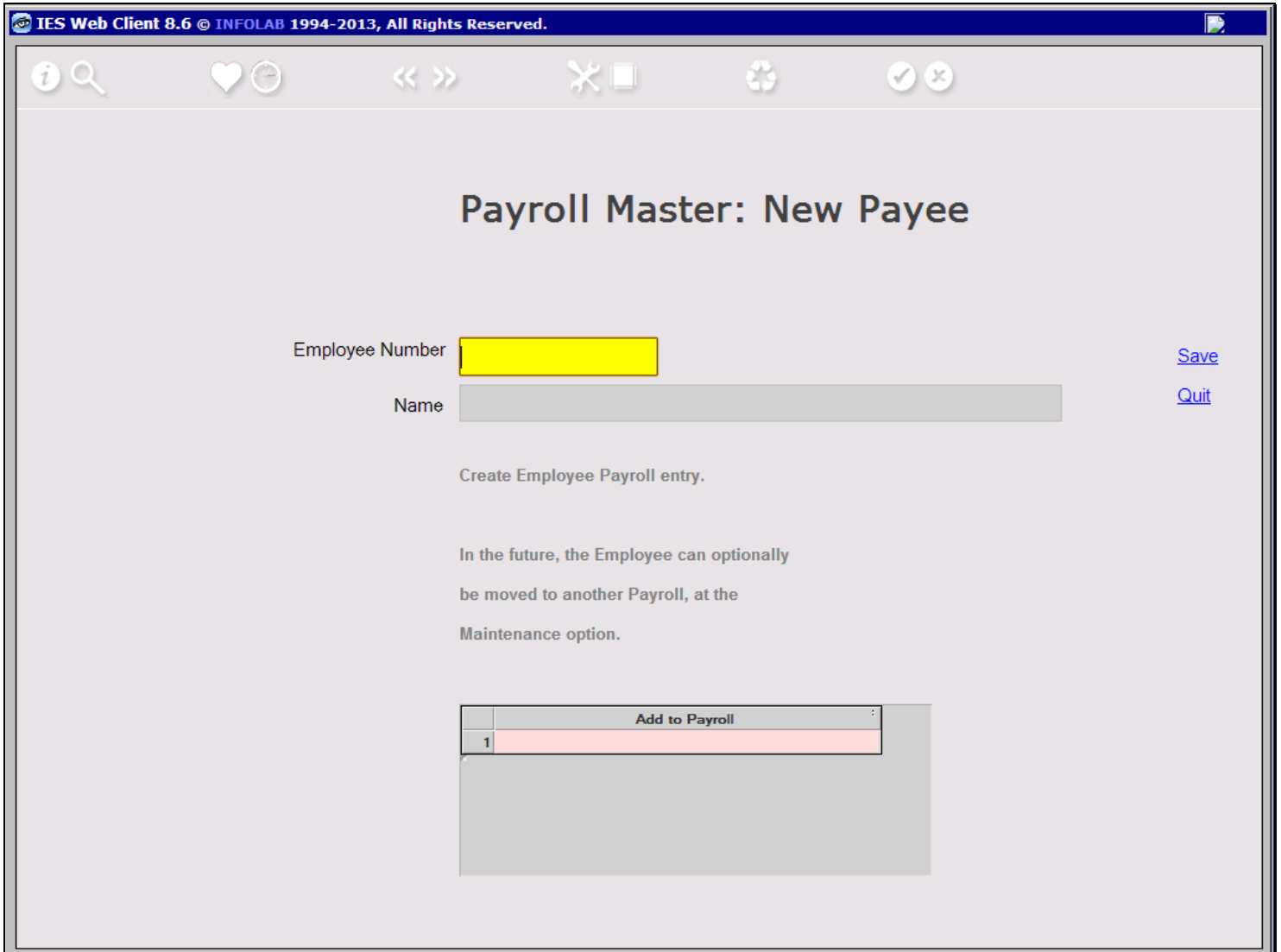
If the employee is not yet listed on the payroll, please choose new payee, else simply maintain or update the master record.

New Payee      Maintain Payee      Quit

**Slide notes**

The Employee must already be on the Personnel register, and not yet on the Payroll, then we can choose 'New Payee'.

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Slide notes

We input the Employee number, which is then recognized and a new Payroll entry is opened.

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### Payroll Master: New Payee

Employee Number  [Save](#)

Name

[Quit](#)

Create Employee Payroll entry.

In the future, the Employee can optionally be moved to another Payroll, at the Maintenance option.

| Add to Payroll |  |
|----------------|--|
| 1              |  |

**Slide notes**

Then we indicate the Payroll identity where to register the Employee.

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## Payroll Master: New Payee

Employee Number  [Save](#)

Name  [Quit](#)

Create Employee Payroll entry.

In the future, the Employee can optionally be moved to another Payroll, at the Maintenance option.

| Add to Payroll |                   |
|----------------|-------------------|
| 1:03           | Agri Flex Estates |

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### Payroll Master: New Payee

Employee Number  [Save](#)

Name

[Quit](#)

Create Employee Payroll entry.

In the future, the Employee can optionally be moved to another Payroll, at the Maintenance option.

| Add to Payroll |  |
|----------------|--|
| 1              |  |

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If we try to enter an Employee number that is not on the Personnel register, then we will get an error.

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### Payroll Master: New Payee

Employee Number  [Save](#)

Name

[Quit](#)

Create Employee Payroll entry.

In the future, the Employee can optionally be moved to another Payroll, at the Maintenance option.

| Add to Payroll |  |
|----------------|--|
| 1              |  |

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Slide 8 - Slide 8

The screenshot shows a web application window titled "IES Web Client 8.6 © INFOLAB 1994-2013, All Rights Reserved." The main content area is titled "Payroll Master: New Payee". It contains a form with the following fields:

- Employee Number:
- Name:

There are two blue links on the right side: "Save" and "Quit".

An error dialog box titled "IES Client" is displayed in the center. The message reads: "This value must be present as a key on the data file called 'Personnel Master', and it is not." Below the message is an "OK" button.

Below the error dialog, there is a table with a header "Add to Payroll" and one row containing the number "1".

At the bottom of the form area, there are several buttons: "Next", "Prev", "Add", "Ins", "Ed", and "Del".

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## Payroll Master: New Payee

Employee Number  [Save](#)

Name

[Quit](#)

Create Employee Payroll entry.

In the future, the Employee can optionally be moved to another Payroll, at the Maintenance option.

|   | Add to Payroll       |
|---|----------------------|
| 1 | <input type="text"/> |

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Slide 10 - Slide 10

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Payroll Master: New Payee

Employee Number  [Save](#)

Name

[Quit](#)

Create Employee Payroll entry.

In the future, the Employee can optionally be moved to another Payroll, at the Maintenance option.

|   | Add to Payroll |
|---|----------------|
| 1 |                |

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Slide notes

And if we use an Employee number that is already registered for Payroll, then it will also be declined.

Slide 11 - Slide 11

The screenshot shows a web browser window titled "IES Web Client 8.6 © INFOLAB 1994-2013, All Rights Reserved." The main content area displays the "Payroll Master: New Payee" form. The form includes an "Employee Number" field with the value "1001" and a "Name" field. To the right of the form are "Save" and "Quit" links. An error dialog box titled "IES Client" is overlaid on the form, containing the message: "This value is not allowed to be present as a key on the data file called 'Payroll Master', and it is already present there." Below the error message is an "OK" button. At the bottom of the form, there is a table with a header "Add to Payroll" and a single row containing the number "1". Below the table are navigation buttons: "Next", "Prev", "Add", "Ins", "Ed", and "Del".

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### Payroll Master: New Payee

Employee Number  [Save](#)

Name

[Quit](#)

Create Employee Payroll entry.

In the future, the Employee can optionally be moved to another Payroll, at the Maintenance option.

| Add to Payroll |  |
|----------------|--|
| 1              |  |

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