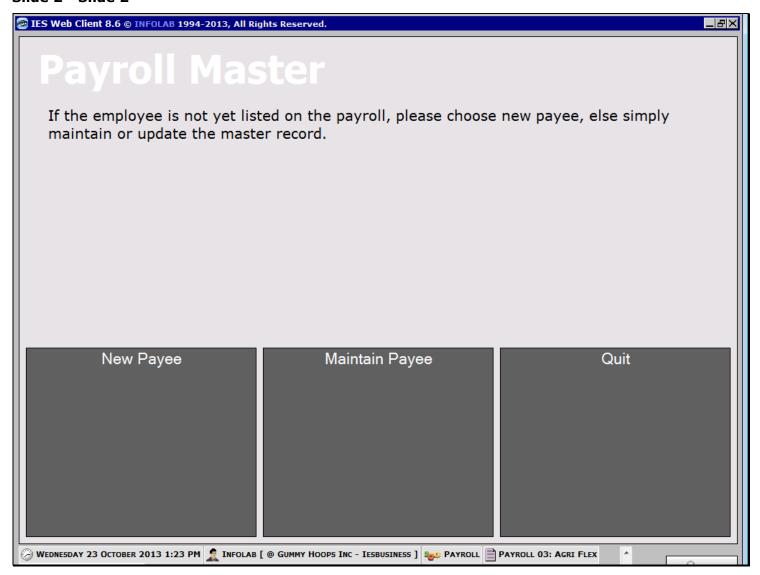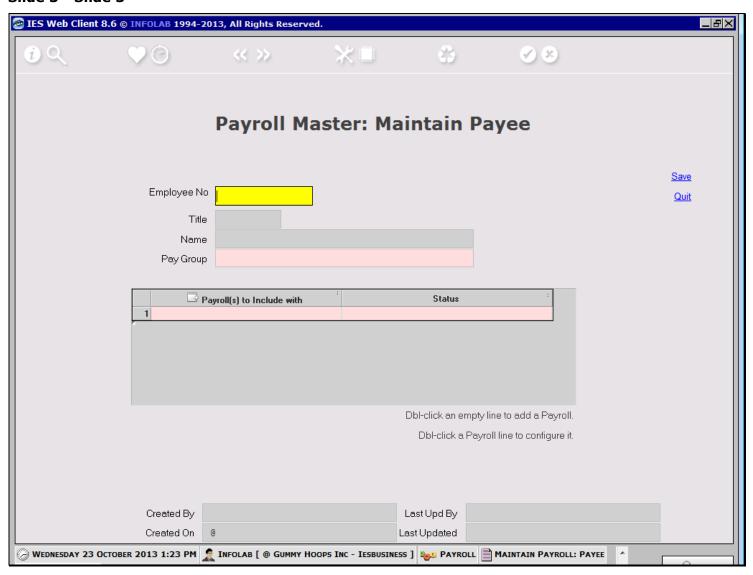**Slide 1 - Slide 1**

Slide notes

After registering an Employee for the Payroll, we will use the maintenance option to configure the settings for the Employee further. We can also use the option from time to time to make changes, or to add secondary earnings and deductions.
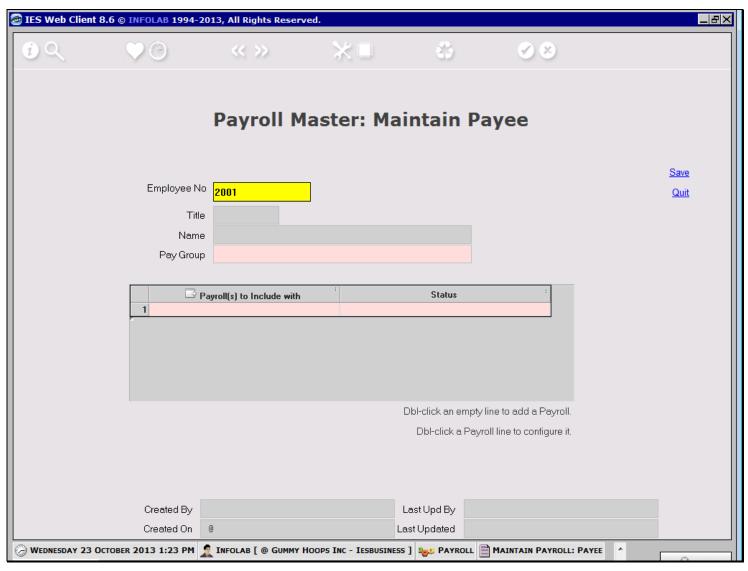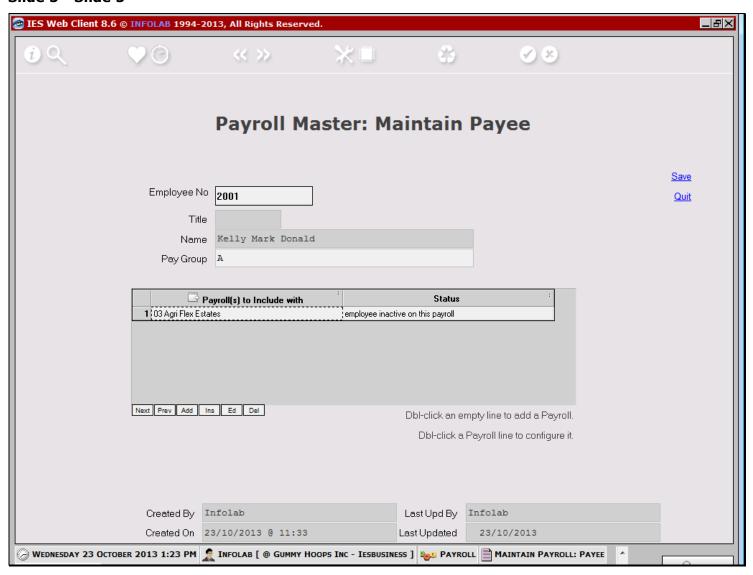
Slide 2 - Slide 2

Slide notes

Slide 3 - Slide 3

Slide notes

Slide 4 - Slide 4

Slide notes

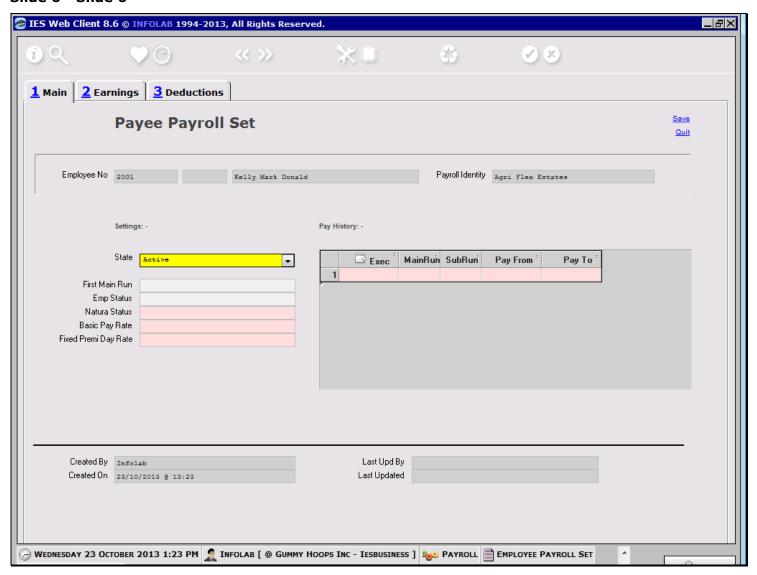The Employee must be flagged for a Pay Group.
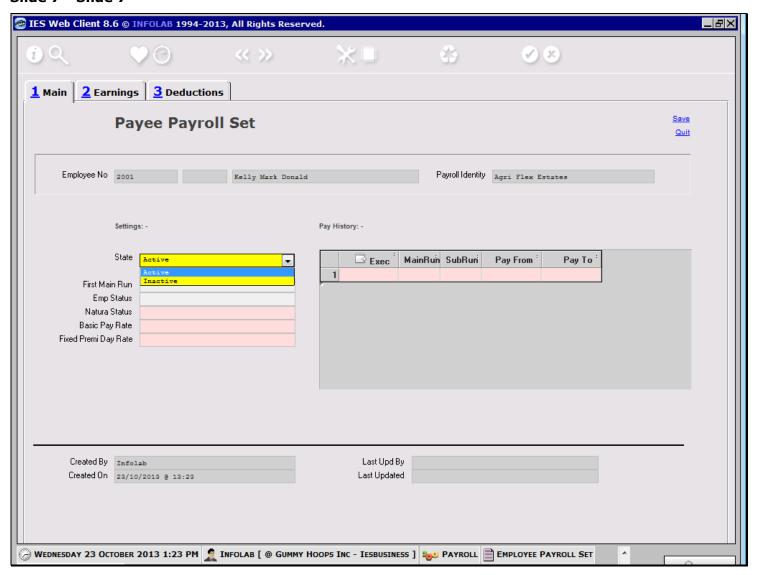
Slide 5 - Slide 5

Slide notes

Since the Employee is new on the Payroll, the status is not yet showing as active. We dbl-click to configure this Employee Payroll entry.
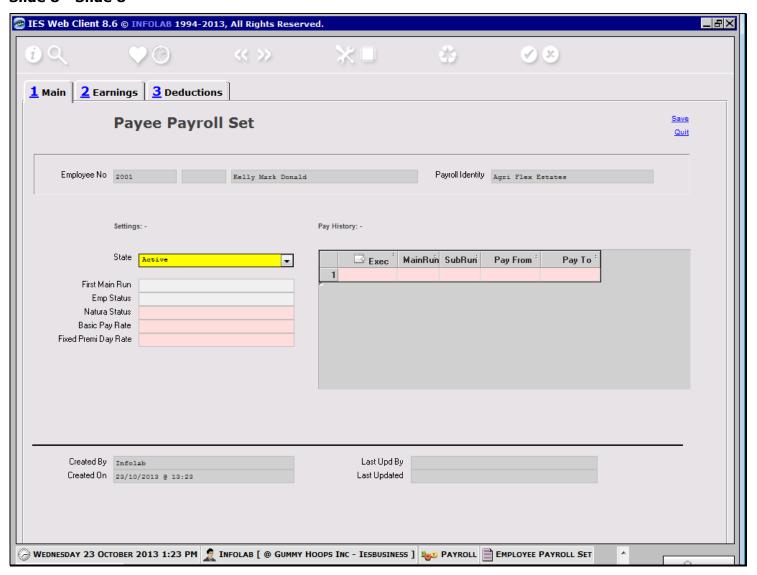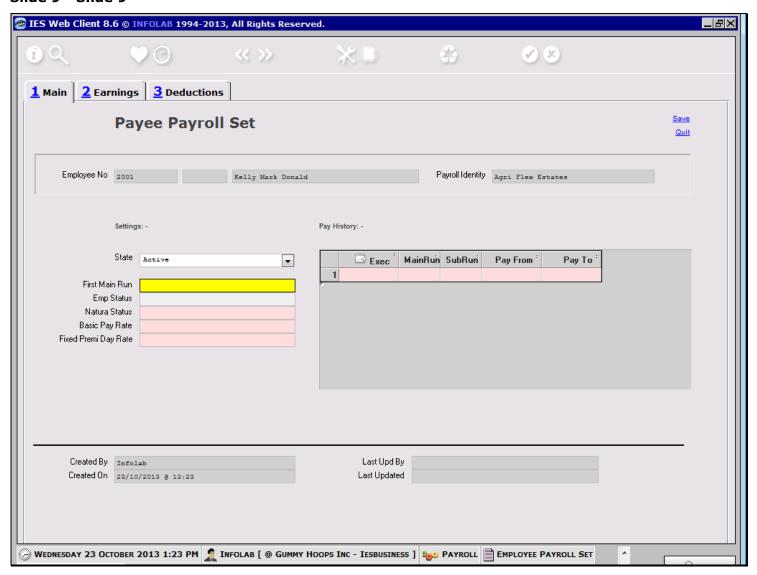
Slide 6 - Slide 6

Slide notes
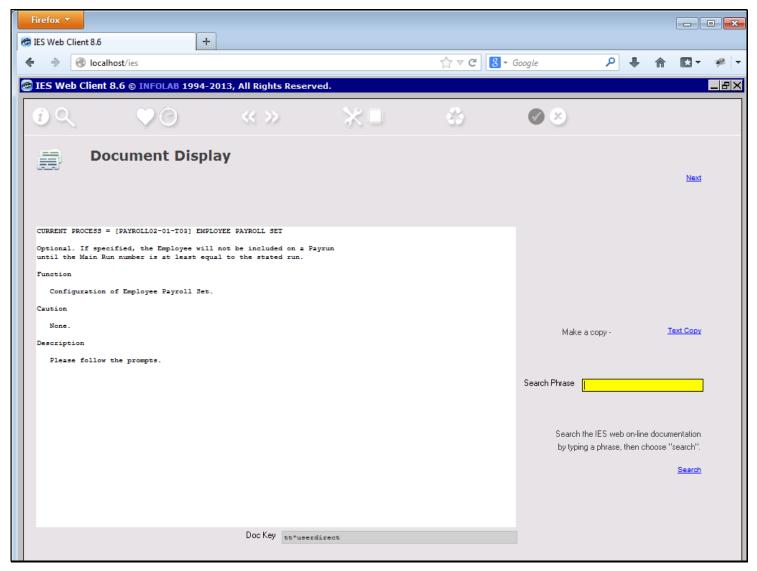
Slide 7 - Slide 7

Slide notes

Slide 8 - Slide 8

Slide notes

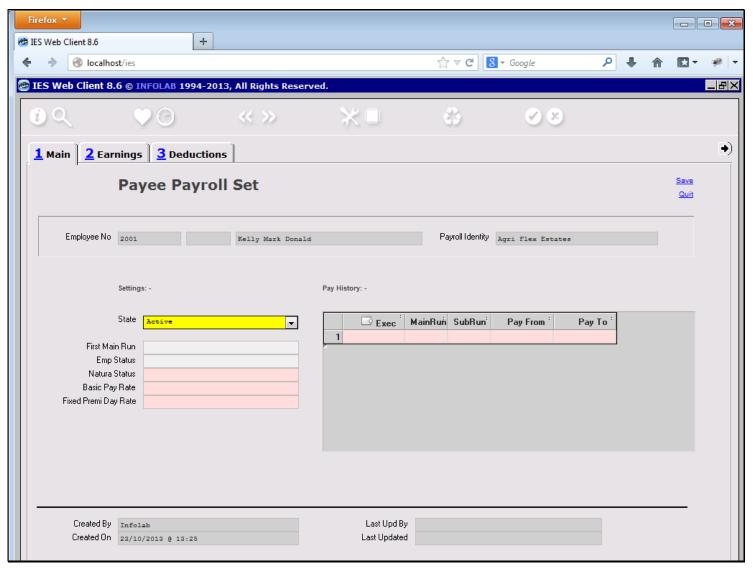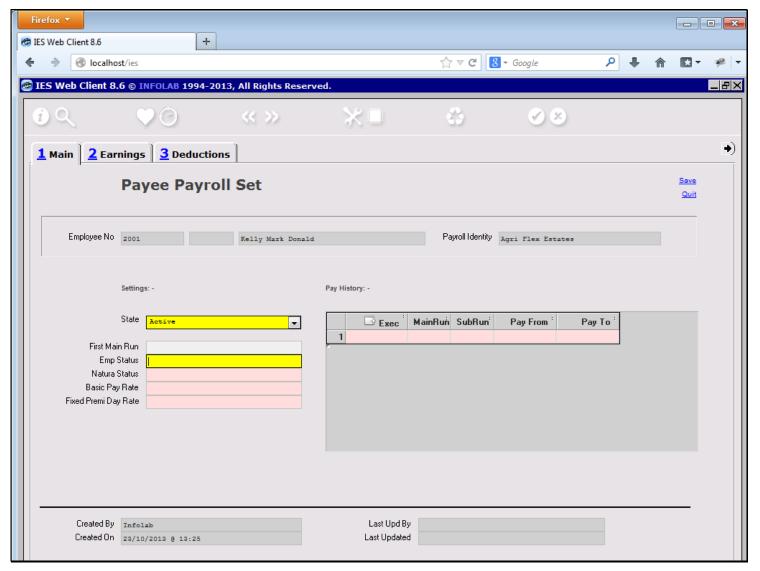**Slide 9 - Slide 9**

Slide notes

Slide 10 - Slide 10

Slide notes

We only need to state the 1st Main Run for the Employee if it is not the next run.

Slide 11 - Slide 11
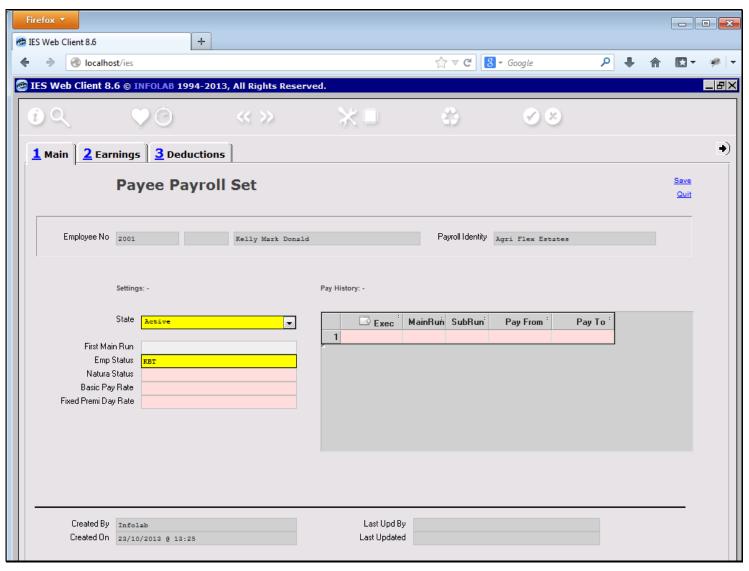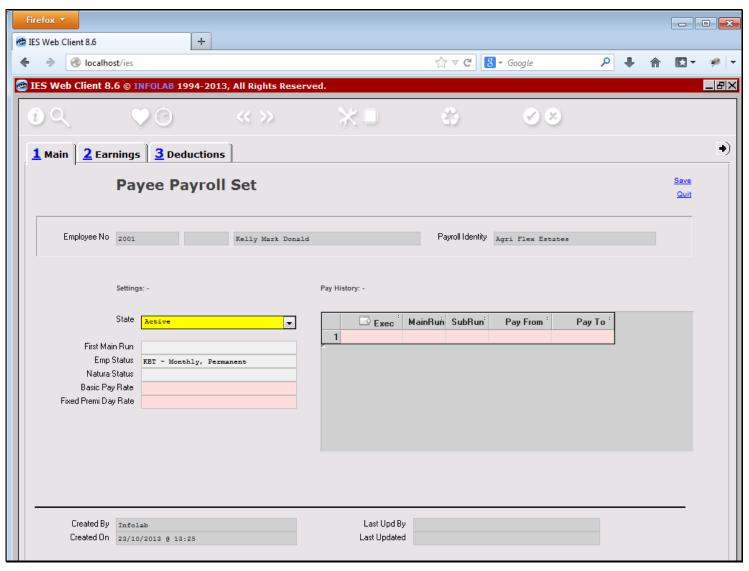

Slide notes

Slide 12 - Slide 12

Slide notes

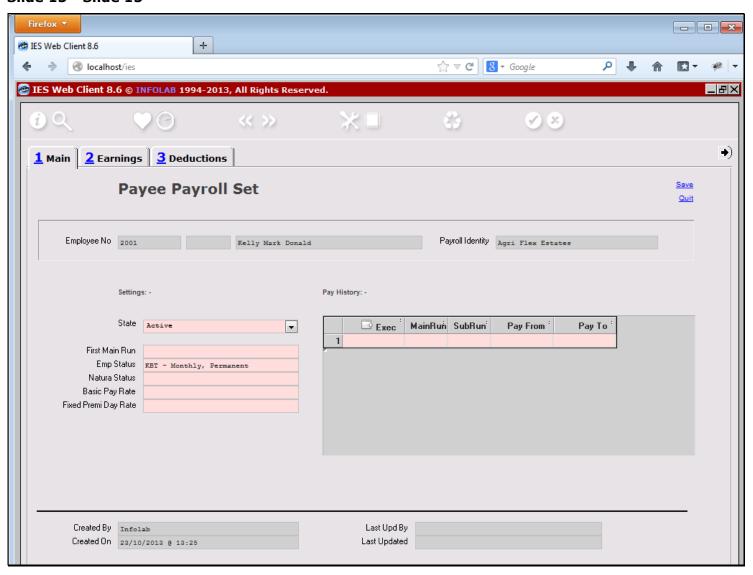The Employee must have a valid status, and this is an Employee Status type already defined for the Payroll.
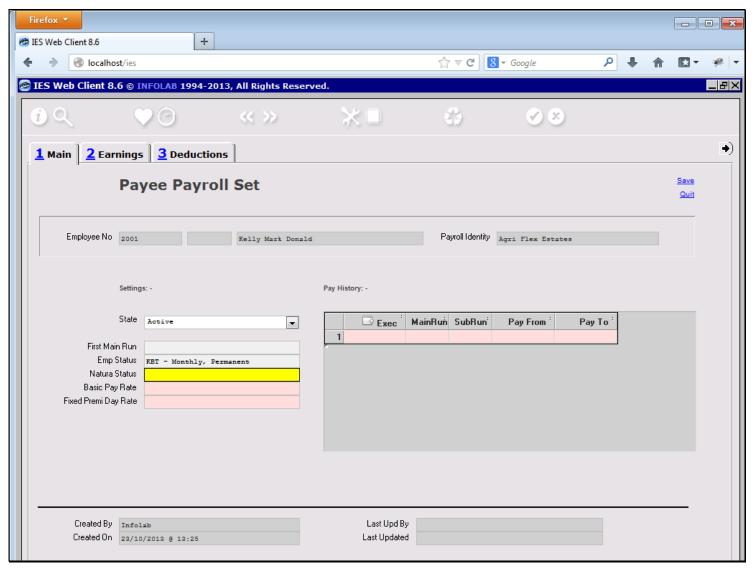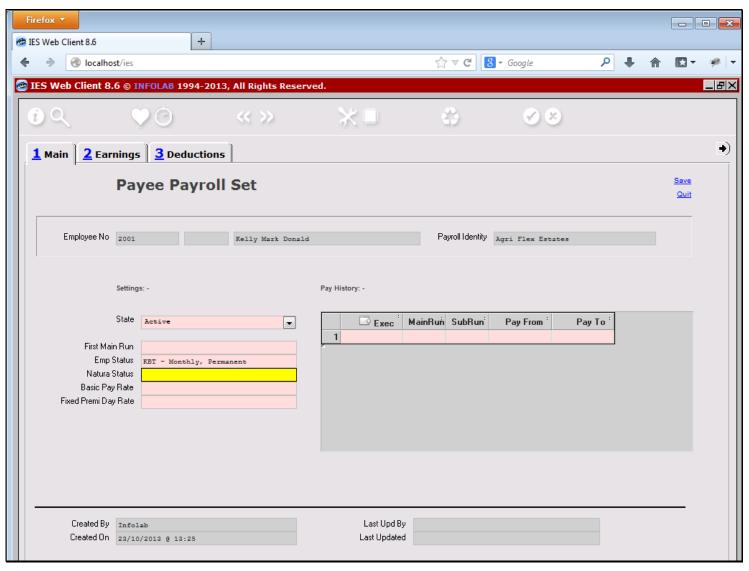
Slide 13 - Slide 13
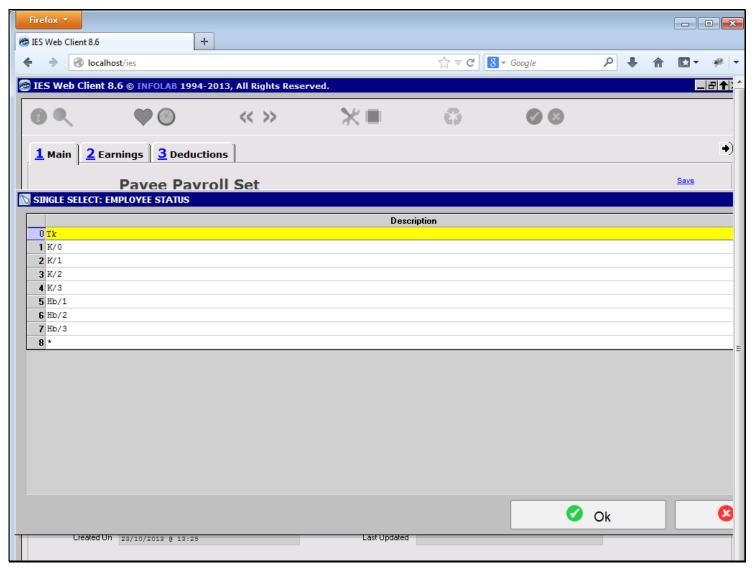

Slide notes

Slide 14 - Slide 14

Slide notes

Slide 15 - Slide 15

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Slide 16 - Slide 16

Slide notes

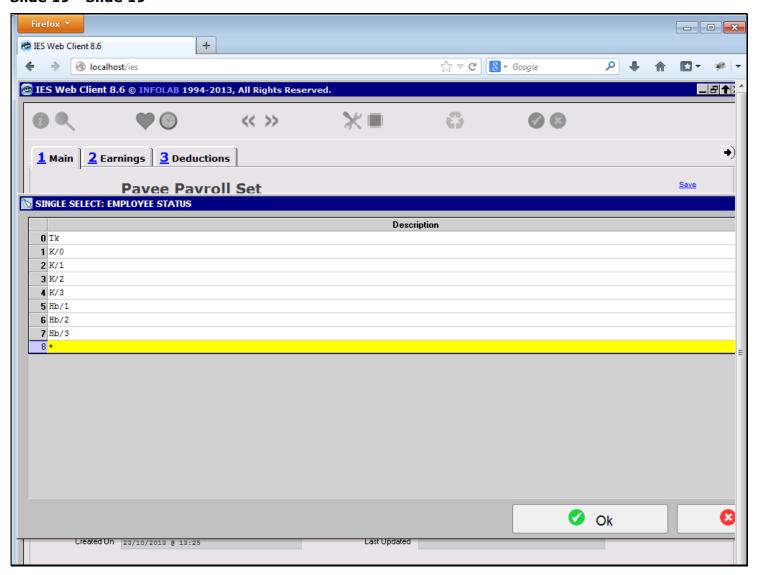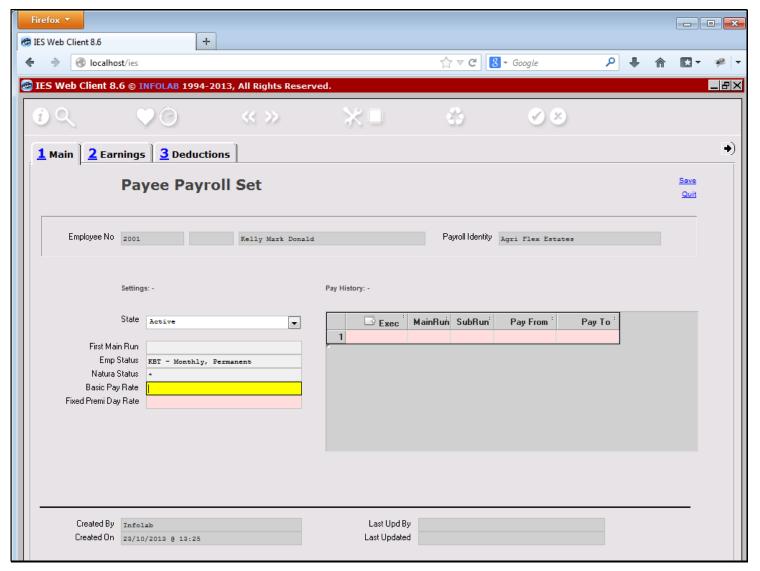**Slide 17 - Slide 17**

Slide notes

Slide 18 - Slide 18

Slide notes

We must select a Natura option for the Employee, and if it is not used, we can just select the '*' option.
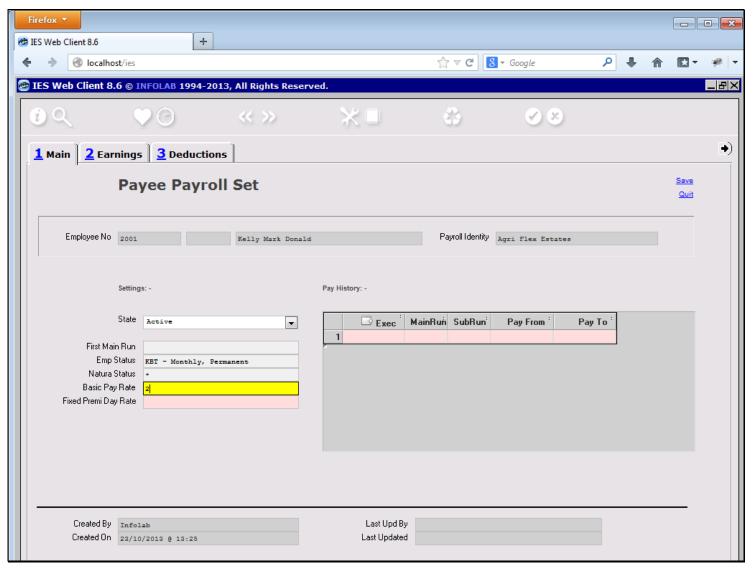
Slide 19 - Slide 19
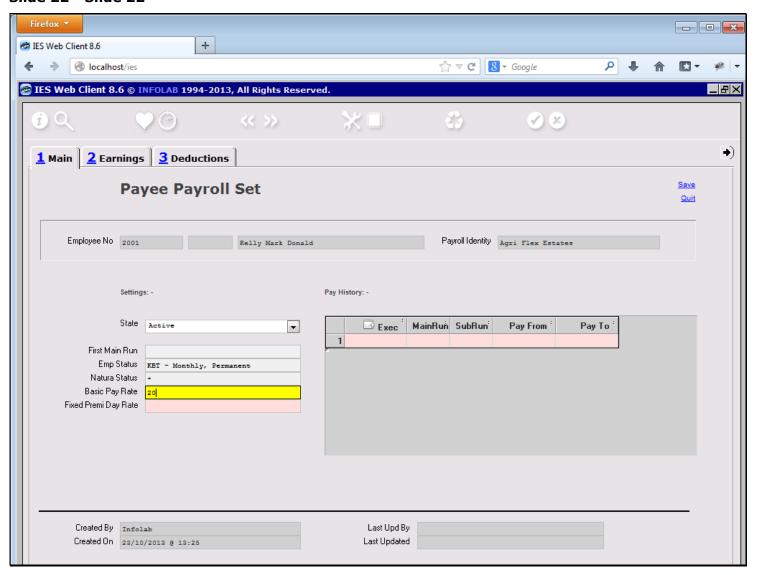

Slide notes

Slide 20 - Slide 20

Slide notes

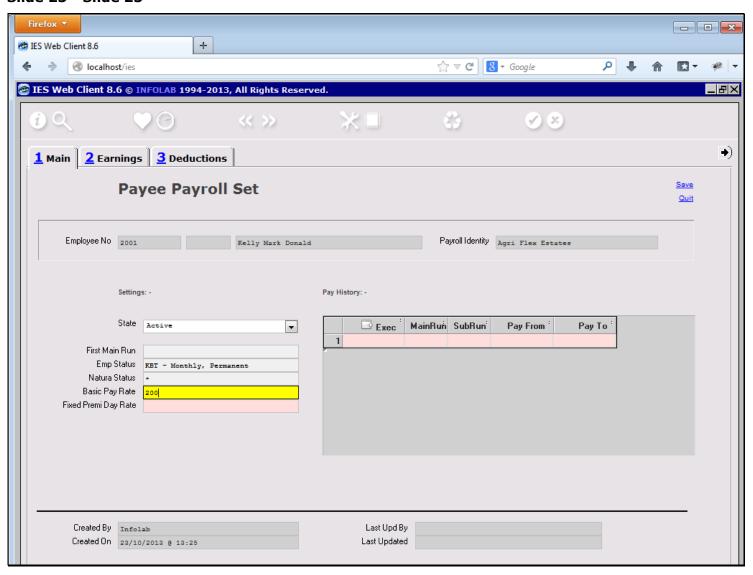There has to be a Basic Pay rate, although for "pay as you work" Employee types, we can state zero.
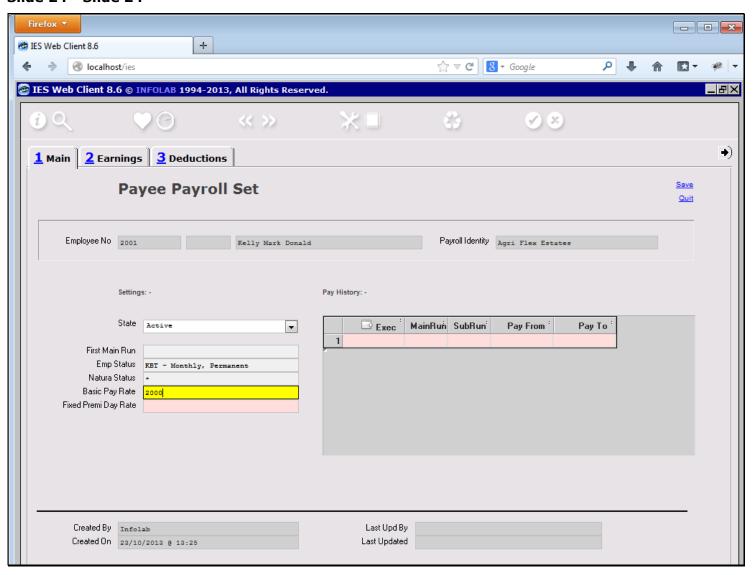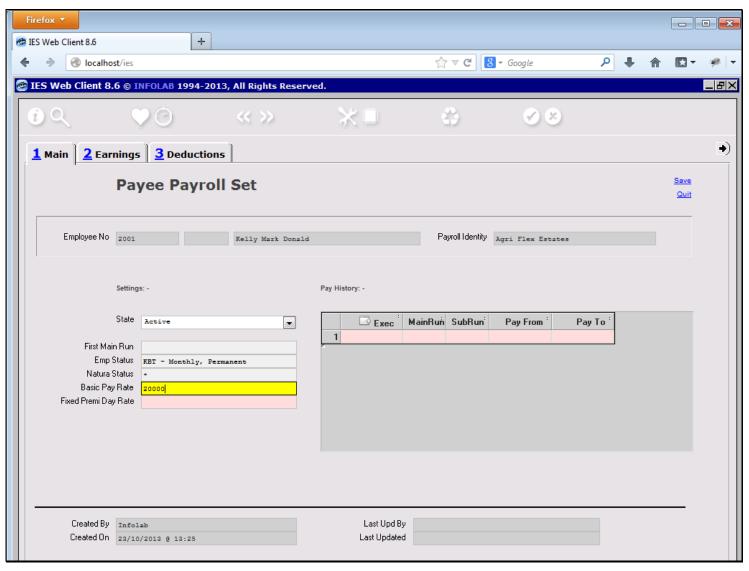
Slide 21 - Slide 21

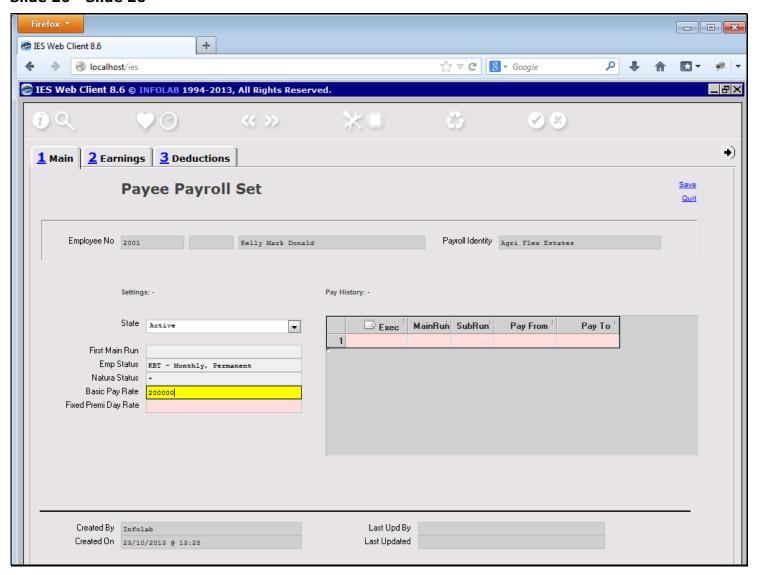**Slide notes**

Slide 22 - Slide 22

Slide notes

Slide 23 - Slide 23

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Slide 25 - Slide 25

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Slide 27 - Slide 27
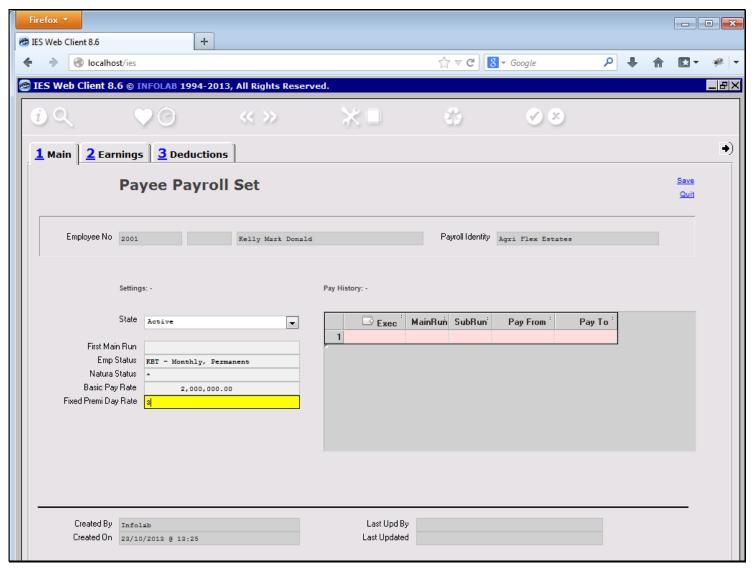

Slide notes

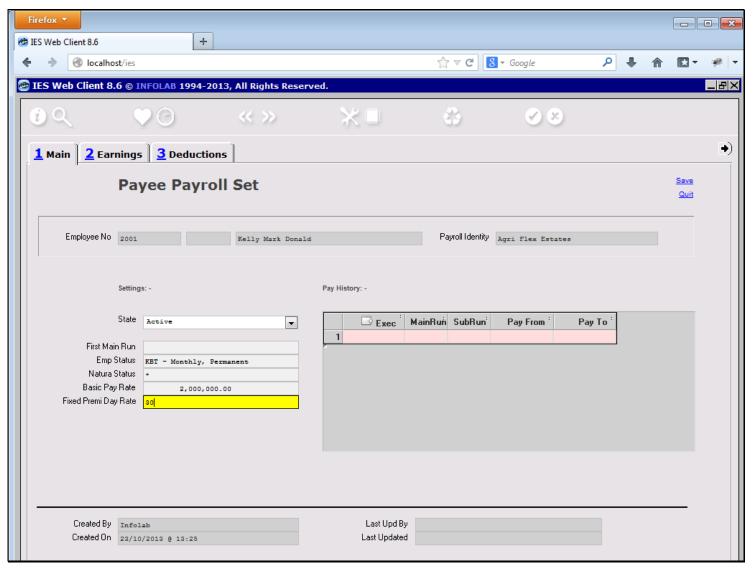**Slide 28 - Slide 28**
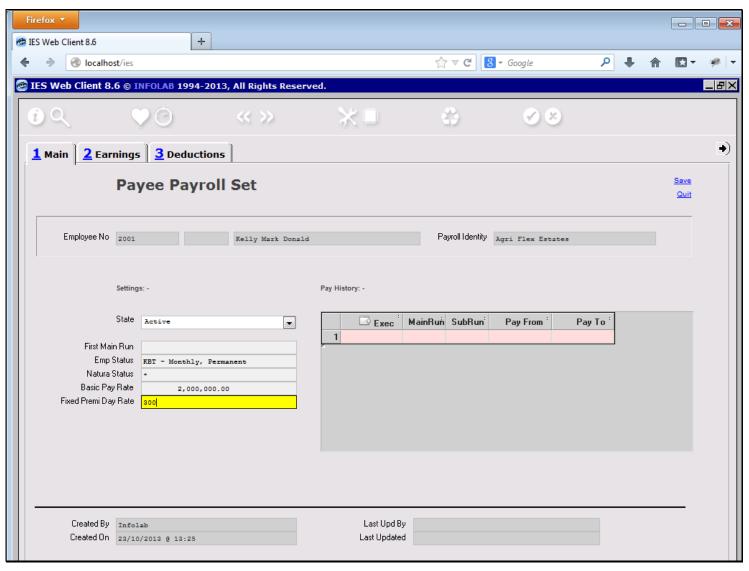

Slide notes

Slide 29 - Slide 29

Slide notes

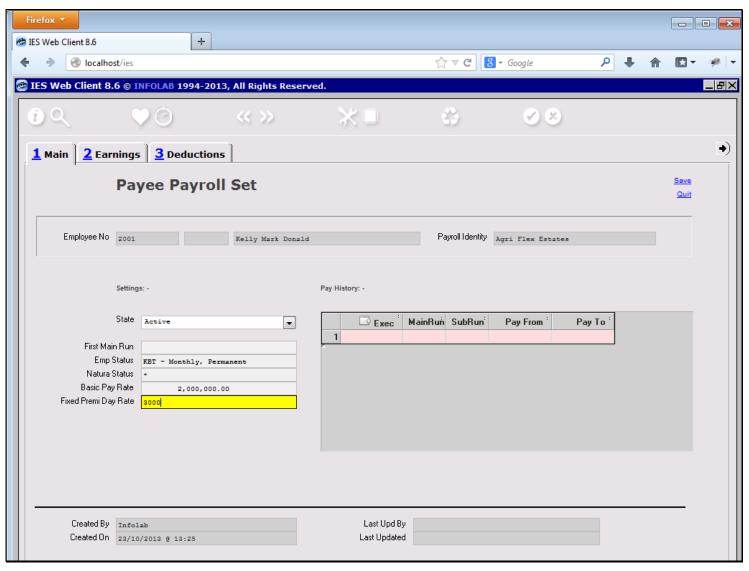The Fixed Premi Day rate is also mandatory, but once again if it is not used we can state zero.
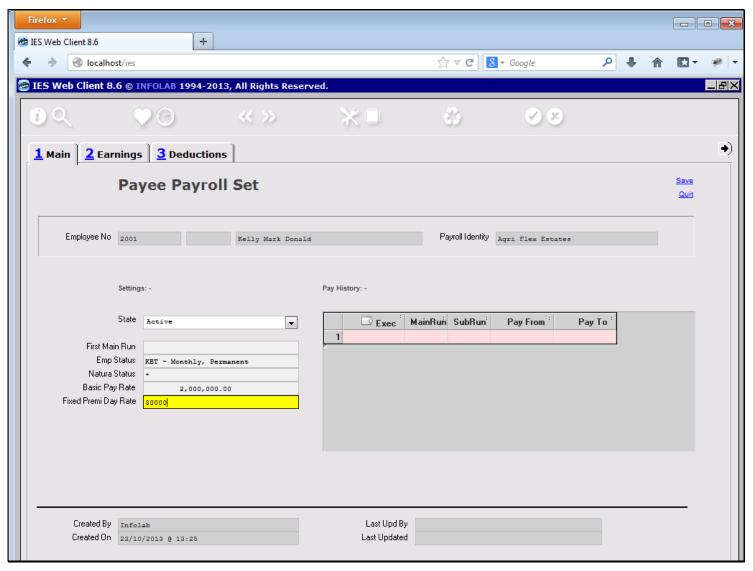
Slide 30 - Slide 30

Slide notes

Slide 31 - Slide 31

Slide notes
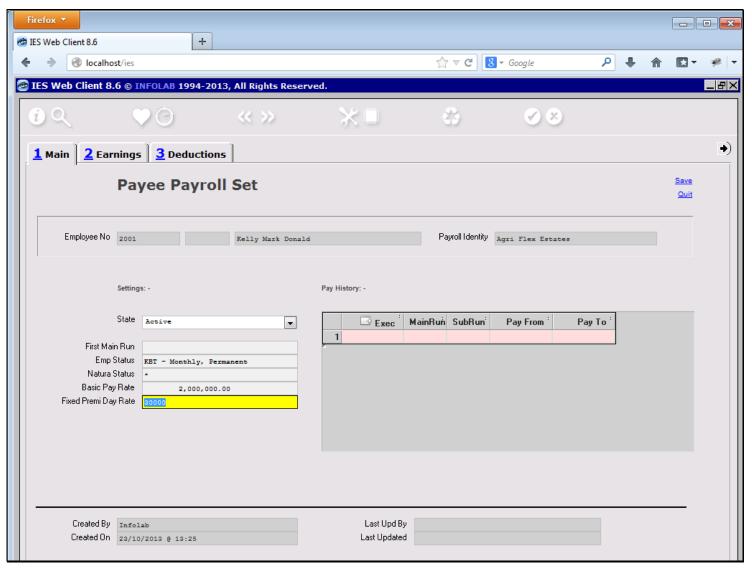
Slide 32 - Slide 32

Slide notes
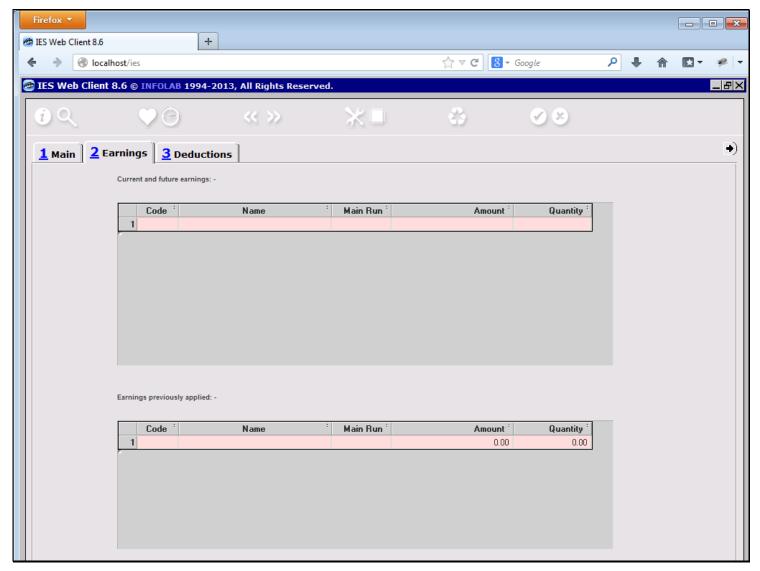
Slide 33 - Slide 33

Slide notes

If the Employee has not been included in a Pay run so far, then there will be no history at the 'Pay History' section yet.
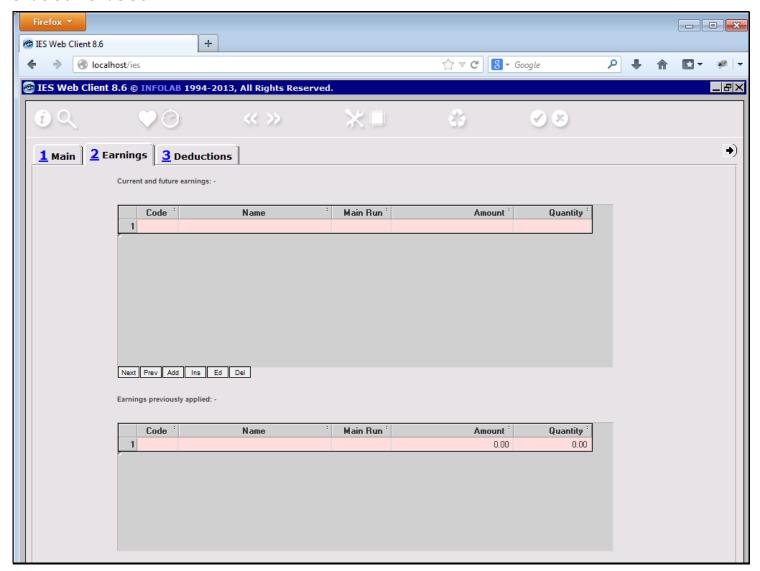
Slide 34 - Slide 34

Slide notes
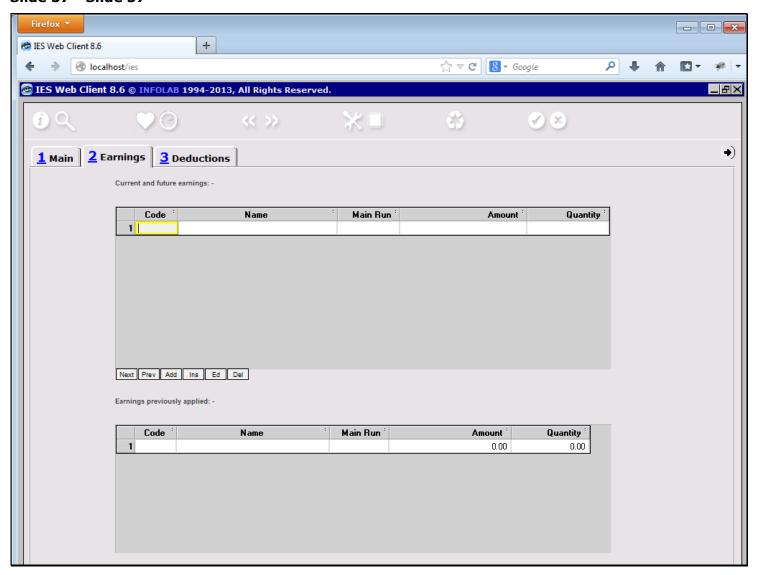
Slide 35 - Slide 35

Slide notes

The Employee already has Primary Earnings and Deductions based on his or her Employee Status. However, it is optional to include some Secondary Earnings and Deductions, but only when necessary.
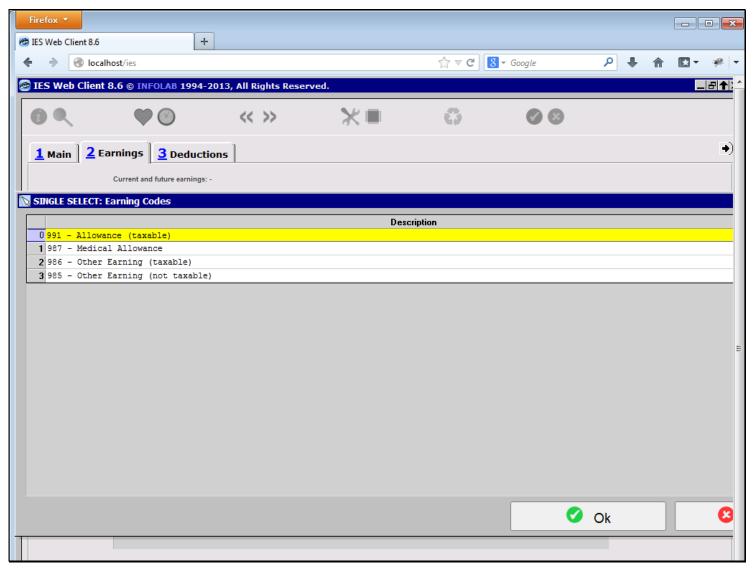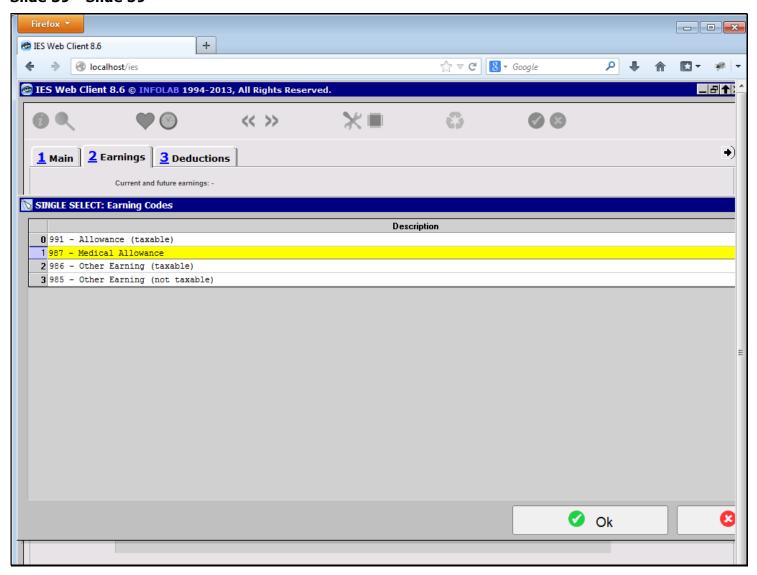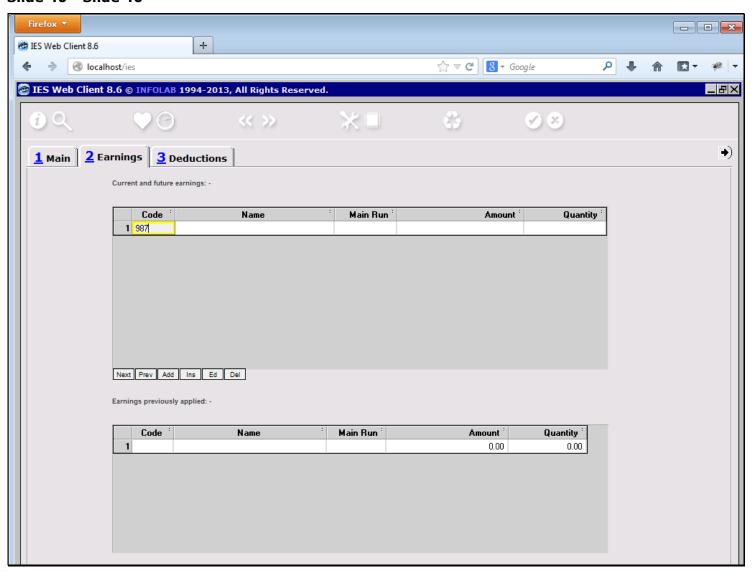
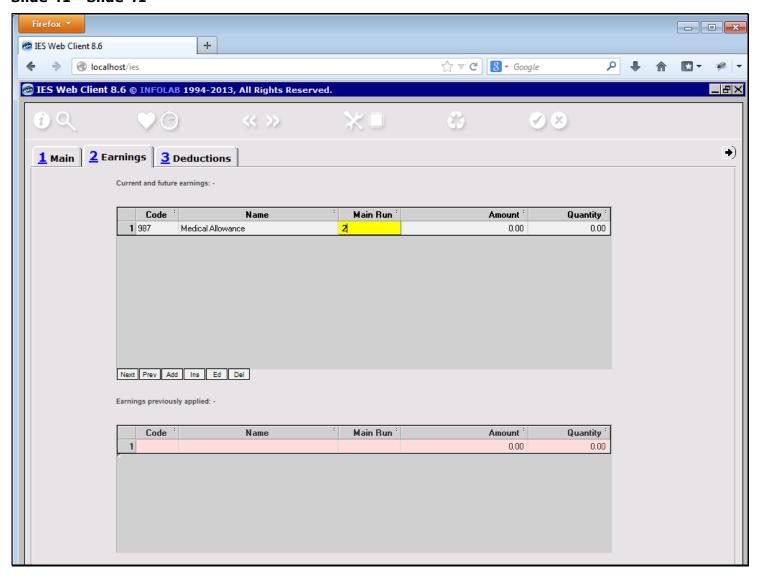**Slide 36 - Slide 36**

Slide notes

Slide 37 - Slide 37

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Slide 38 - Slide 38

Slide notes

Slide 39 - Slide 39

Slide notes

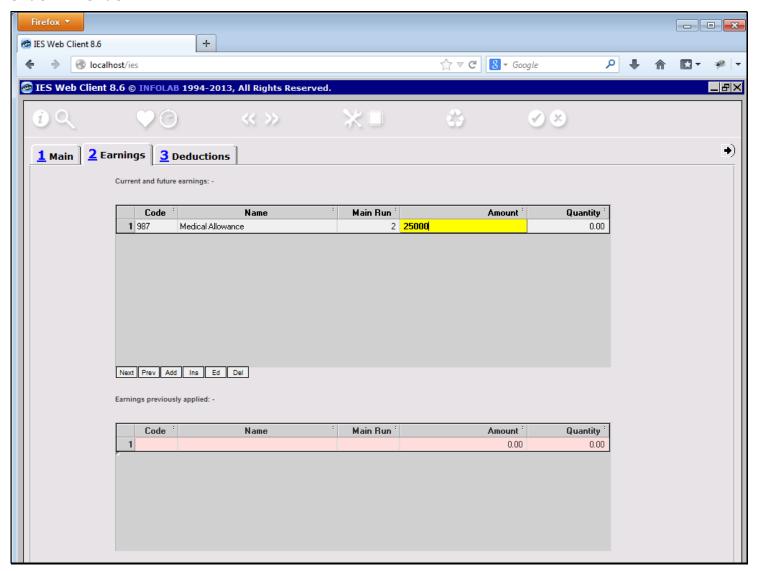**Slide 40 - Slide 40**

Slide notes
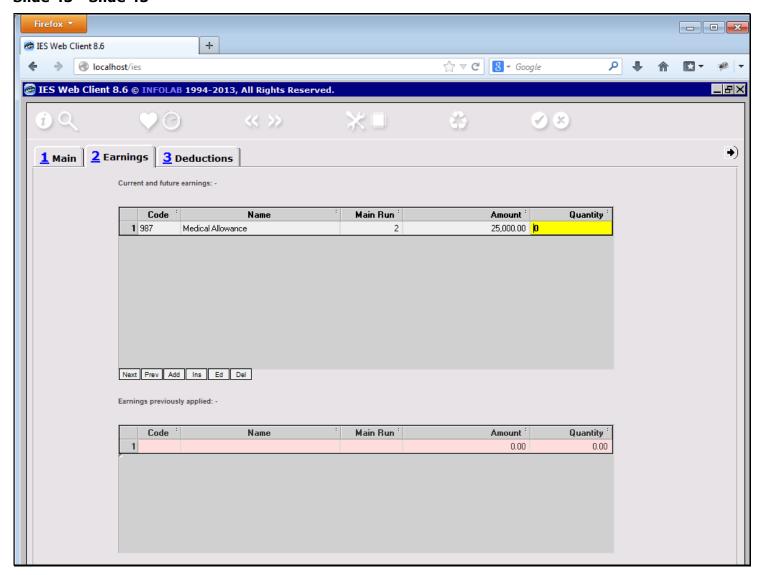
Slide 41 - Slide 41

Slide notes

In our example, we will add a once off Medical Allowance. For a regular Earning or Deduction, we will state the Main Run as zero, but for a once off we will state the specific Run Number and the Earning will then apply only for that Run.
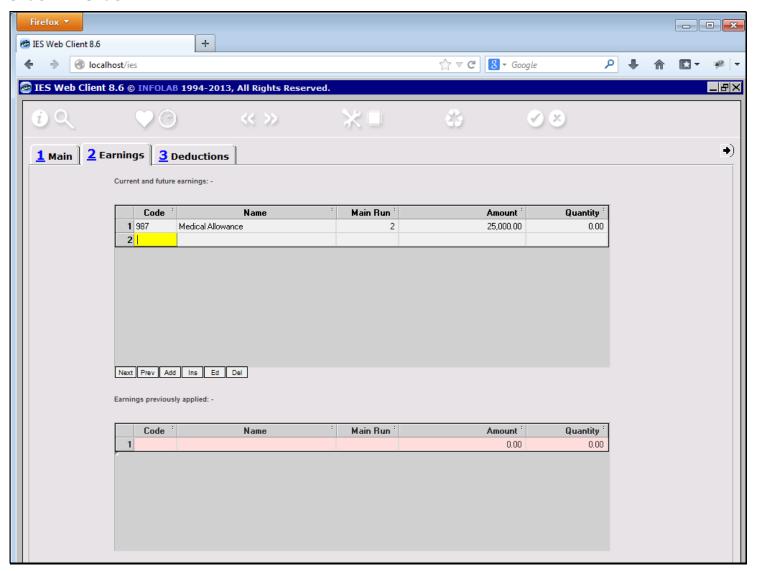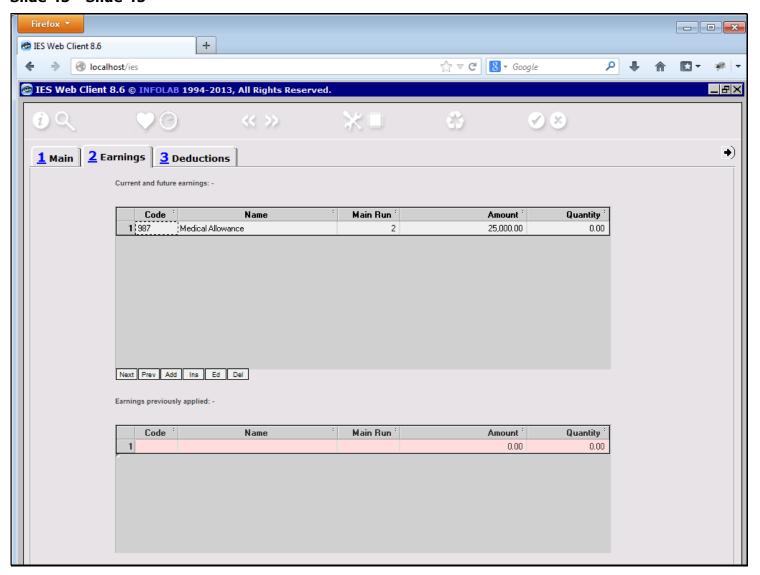
Slide 42 - Slide 42

Slide notes

Slide 43 - Slide 43

Slide notes

Quantity is not applicable.

Slide 44 - Slide 44
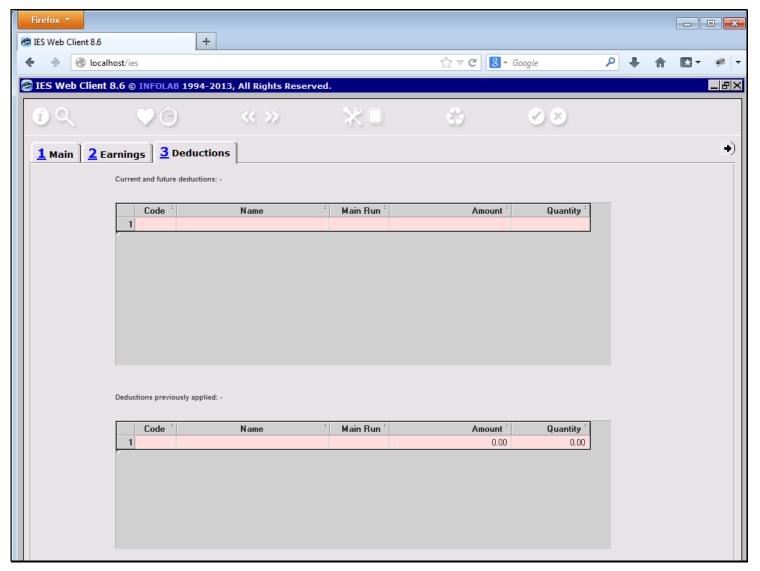

Slide notes

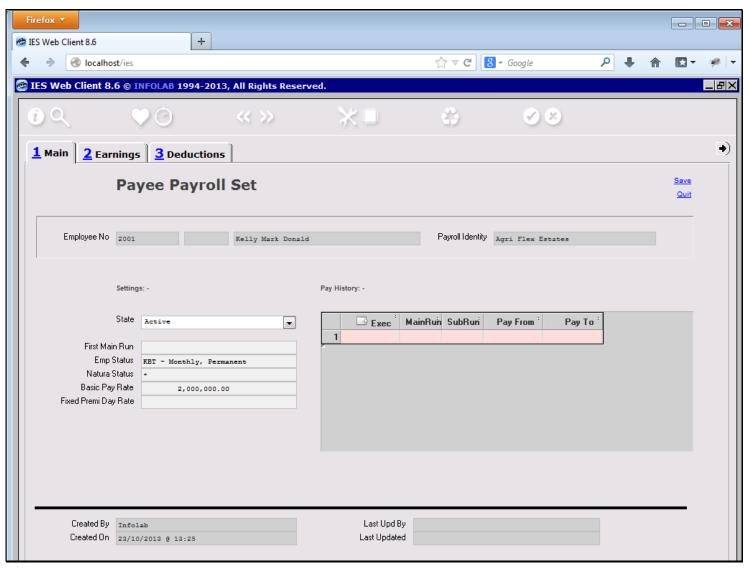**Slide 45 - Slide 45**

Slide notes

Slide 46 - Slide 46

Slide notes

There are also some Secondary Deduction options available, but we will not include any at this time.

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Slide notes

Slide 48 - Slide 48

Slide notes