USER GUIDE

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xPay User Guide – 23 September 2022

Introduction / General

xPay was designed to run in **any browser** on **any device**, yet to have **a consistent user-interface**. To achieve this, the user-interface has a "vertical" feel to it, similar to what you experience on cell phone apps.

Once your company's payroll database has been set up, you can log on to the main menu:

Simply click/tap on a button to navigate, or on PC, you can also navigate with Tab / Shift-Tab / Enter on the keyboard. Eg. click "Manage Employees":
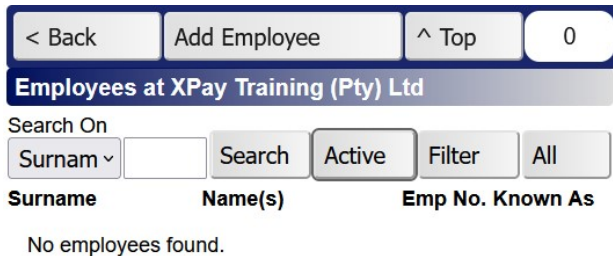
The "< Back" button always takes you back to the previous screen. Please note: even though xPay runs in the browser, the browser's back and forward buttons are not to be used. All navigation within the xPay "web app / wapp" should be done via on-screen buttons. If you accidentally try to navigate with the browser's back and forward buttons, xPay will bring up this message:

Then just click on "Stay on page".

Date Input Fields

Click on the … button to open the calendar:

Dates can also be typed in various formats such as 1 mar 2022, or 1 mar, or 1 3 2022 or 1 3. The up and down arrow keys can also be used to move the date either on the calendar or input box.

New Employee

Navigate to Main Menu >> Manage Employees >> Add Employee:

Cancel	OK - Accept		^ Top
A	B	C	D	E	F	G	H	I	J	K

Add Employee

A - Statutory

Employee No.
XP001   Get Next

Service Start Date
01-Mar-2022   ...

Title
Mr

Gender
Male

Ethnic Origin
African

Surname
Boloi

First Name(s)
Steven

Initials
S

Known As
Steve

Nature Of Person
A - Individual with ID/Pass

ID No.
9001010323082

Date Of Birth
01-Jan-1990   ...   From ID

Validate ID No.

Payslip Password (leave blank to use ID No.)

Passport No.

Country Of Issue

Date Issued
...

You can press the "Get Next" button to obtain the next available employee number. The auto-numbering convention can be set up under Main Menu >> Global Settings >> General (A) >> Employee Number Prefix. When you later edit the employee record, you will notice that the employee number field is locked:

Employee No.
XP001   Modify

Normally one should not change employee numbers, nor encode information in the number that might change over time. For instance, to number employees according to department, may not be such a good idea; what if the employee later moves to a new department, are you going to change the employee number? What confusion may it cause? For instance, when you export payroll info to SARS' e@syFile system, the employee number might be used by e@syFile to match records. If you however need to change a number and you can manage the implications, you can press "Modify" to unlock the Employee No. field.

Technical note: Internally, xPay stores related records of employees under a system-generated code. So, should you change an employee number, it will not cause any problems with any related record within xPay.

When you press "OK - Accept" the system will not save the record to the database unless the mandatory fields are filled out. Eg:

Cannot proceed

Employee Type is required.

OK

For the purpose of this tutorial, you can fill in arbitrary information, but ensure to have these fields:

E - Rates

Pay Frequency	Paid Per Hour
Monthly	No

On "OK – Accept" the system will bring up the Add Tax Period Screen.

Set up Tax Period and Base Package

Before any payslips can be generated, you need to set up a *tax period*, as well the *base package*. The tax period will later on become the basis for the IRP5/IT3(a) certificate; whereas the base package defines what the employee normally earns per pay period. XPay supports Weekly, Fortnightly and Monthly pay periods.

Add Tax Period for Boloi, Steven (Steve) - XP001

Pay Frequency
Monthly

Period Employed From
01-Mar-2022 ...

Period Employed To
28-Feb-2023 ...

Date Of Next Transaction
25-Mar-2022 ...

Pay Periods In Tax Year
12 | Calc.

Total calender days from 01-Mar-2022 to 28-Feb-2023: 364 days. Months based on 364/12 days per month: 12.0

Monthly Payslips: 12

NB: When setting up a tax period, the number of periods calculated by the system should be over-ridden if the employee is not to be paid for a full period. If an employee doesn't start working at the beginning of a month, change the number of pay periods to a decimal value (say 11.5 if employee started on 16th March).

Date of Next Transaction tells the system for which date you want to schedule the next payslip. In the above example, the first payslip is scheduled for 25-Mar-2022.

After setting up the tax period, go Back to the employee's file, and click Base Package:

Base Package of Boloi, Steven (Steve) - XP001

Total Earnings:	0.00	Modify
Total Company Contributions:	0.00	Modify
Total Deductions:	0.00	Modify

If paid per hour, the system will automatically use "Wages" and "Salary" for Earnings. (Wages is used for hourly-paid weekly and fortnightly employees, and Salary is used for hourly-paid monthly employees.) If you don't pay the employee per hour, you would typically use the **Base Salary** earning type.

Click "Modify" next to Total Earnings, and then "Add Earning"

For most earnings, the Given/Payslip Amount equals Cash Value. Non-cash earnings such as company-supplied housing benefits, would have R0.00 as Given/Payslip Amount, with the Cash Value as determined by the applicable legislation.

Click "Get Default" to obtain the default Taxable Amount and IRP5 Code as defined under Global Settings >> Earning Types. Most earnings are fully taxable. For travel allowances, based on the circumstances of the employee, the taxable amount is either 20% or 80% of the Cash Value, in which case you may need to over-ride "Get Default".

RFI stands for Retirement Fund Indicator. This field should be Yes if the employee belongs to a "Defined Benefit" retirement fund.

Print Base Package:

XPay Training (Pty) Ltd   *Employee Base Package*

Employee:	**Boloi, Steven**	Dept: Sales
Date:	09-Jun-2022	
Employee No.	XP001	
Job Title:	Marketer	
ID No.	9001010323082	
Income Tax No.	- Employed from 01-Mar-2022	
Employee Res. Address:		
Net payment transferred to:		
Tax Calc. Method:	[2023] Annual tables	

		Income		Taxable
(A) Total Gross Earnings	R	**10,000.00**	R	**10,000.00**
Base Salary	R	10,000.00	R	10,000.00

		Comp. contr.		Taxable
(B) Total Company Contributions	R	**200.00**	R	**-**
UIF	R	100.00	R	-
SDL	R	100.00	R	-

Total Cost to Company (A + B)	R	10,200.00

		Own. contr.		Deductible
(C) Total Employee Deductions	R	**100.00**	R	**-**
UIF	R	100.00	R	-

		Own contrib.		Taxable
(PAYE) Employees Tax Deducted	R	**431.25**	R	10,000.00
Voluntary Over-Deduction	R	-		
less Medical Tax Credit	R	-		
(D) Net Employees Tax Deducted	R	431.25		

NET Payment (A-C-D)	R	**9,468.75**

XPay automatically calculates UIF and SDL.

In some cases an employee might be appointed to have an agreed NET Payment. In such cases, the Quick Tax Calculator could be useful (Main Menu >> Quick Tax Calculation):

Quick Tax Calculation

Period	Qualify For Add. Rebate
Monthly	No

Per-Period Taxable Amount	Annual Taxable Bonusses
10,655.87	0.00

Calculation Result for Tax Year 2023

Total Taxable R	127,870.39
Total Tax R	6,591.67
Per-Period Tax R	549.31
Annual Bonuses Tax R	0.00

Net		Consider UIF
10,000.00	Calc. Backwards	Yes

UIF Amount: R 106.56

In the example, we specified a target Net amount of R10,000 and clicked "Calc. Backwards" giving a required Given Amount of R10,655.87.

But let us keep R10,000 as the Given Amount for the purpose of this tutorial, and also don't define further company contributions and deductions.

Generate Payslips

Once the tax period and base package are set up, you can generate payroll transactions. When you generate new transactions, the system **COPIES** the current base package as default values onto the new payslip. Therefore, always ensure to update base packages **BEFORE** you generate transactions. If you forget about this requirement, it is not serious. You have two options: You can either apply the changes to both the base package and the new payslip, or you could remove the payslip, fix the base package, and just generate again.

An easy way to see the scheduling status of all employees, is to go to Main Menu >> Batch Jobs >> Tax Period Transactions:

As you can see in this example, Boloi does not have any payslips yet, and the next payslip is scheduled for generation on 25-Mar-2022.

To generate the payslip, go to Main Menu >> Batch Jobs >> Generate Payslips:

Specify Date of Next Transaction, then click "OK - Proceed":

Cancel	Proceed with 1/1	^ Top

Generate transactions for 25-Mar-2022

Select All	Clear

Surname	Name(s)	Emp No.	Known As
Boloi	Steven	XP001	Steve

No click "Proceed with 1/1" and you should get this:

< Back	^ Top

Generate transactions for 25-Mar-2022

Surname	Name(s)	Emp No.	Known As
Boloi	Steven	XP001	Steve
Successful			

Go back to the Batch Jobs menu:

Batch Jobs

Generate Payslips

Capture / Import Clock Card Hours

Excel Imports

Finalize / E-Mail / Print Payslips

View E-Mail Batches

Tax Period Transactions

IRP5 Certificates

ETVR

Clear IRP5 Submission

Roll Over Leave Cycles

If you had hourly-paid employees, you would use "Capture / Import Clock Card Hours" next.

Ad-hoc entries are normally not defined in the base package owing to their varying nature.

Excel Imports can be useful to import ad-hoc amounts from a spreadsheet against earning types, company contributions or deductions:

Excel Imports

Excel File
Admin1.xlsx   ...

First Record In Excel Row   **Column With Emp. No.**
9   A

Column With Amount   **Column With Description (leave blank if not used)**
E

Payslip Date   **Import Amount As**
25-Mar-2022   ...   Normal Amount

Import Description as Payslip Notes
No

Earning Type
Commission

Company Contribution Type

Deduction Type

Once you have added the "ad-hoc" entries onto the payslip (those entries not copied from the base package), proceed to

Finalize / E-Mail / Print Payslips

Back	Proceed with 1/1	^ Top

Payslips for 25-Mar-2022

Select All	Clear

Surname	Name(s)	Emp No.	Known As	
Boloi	Steven	XP001	Steve	...
* NOT SEALED				

Even on this screen, you have the option to modify the payslip. Click on the employee's record to open the payslip screen:

< Back

Payslip of Boloi, Steven (Steve) - XP001

25-Mar-2022

* NOT SEALED   Summary

Total Earnings:	10,000.00	Modify
Total Company Contributions:	0.00	Modify
Total Deductions: (Excl. TAX)	0.00	Modify

Go Employee

Let us add a commission earning of R2,000.00. Click "Modify" and "Add Earning":

Cancel	OK - Accept

Add Payslip Earning

Earning Type

Commission

Given / Payslip Amount | Cash Value

| 2,000.00 | 2,000.00 | Same as Given |

Taxable Amount

| 2,000.00 | Get Default |

IRP5 Code | RFI

3606 COMMISSION | No

Over-ride Description

Go back to :

Back	Proceed with 1/1	^ Top

Payslips for 25-Mar-2022

| Select All | Clear |

Surname	Name(s)	Emp No.	Known As	
Boloi	Steven	XP001	Steve	...
* NOT SEALED				

then click "Proceed with 1/1":

< Back	^ Top

1 Payslip(s) Selected

Calculate Tax and Seal

E-Mail

Print

Unseal

Remove

and then click "Calculate Tax and Seal":

One would normally use the **Average** formulas. This method ensures that the employee's tax is always "squared out", meaning that if the employee were to resign at any time, there will be no over- or under-tax deductions.

Per-period formulas are typically used for opening balance transactions, or to deal with the problematic 53-week or 27-fortnight tax calculation issue. Last-period is only required when voluntary tax was explicitly defined on the employee tax period.

After the tax calculation operation, XPay seals the payslip:

You can now e-mail the payslips:

Or print:

XPay Training (Pty) Ltd   *Advice No. 1*

EMPLOYEE PAYMENT ADVICE

Employee:	**Boloi, S (Steve) - Sales**
Date:	**25-Mar-2022**
Employee No.	**XP001**
ID No.	**9001010323082**
Income Tax No.	**- Employed from 01-Mar-2022** Job Title:Marketer

	Income		YTD		Taxable		YTD
Earnings	R	**12 000.00**	R	**12 000.00**	R	**12 000.00**	R	**12 000.00**
Base Salary	R	10 000.00	R	10 000.00	R	10 000.00	R	10 000.00
Commission	R	2 000.00	R	2 000.00	R	2 000.00	R	2 000.00

	Own contrib.		YTD		Deductible		YTD
Deductions	R	**100.00**	R	**100.00**	R	-	R	-
UIF - Unemployment Insurance Fund	R	100.00	R	100.00	R	-	R	-

	Comp. contr.		YTD		Taxable		YTD
Company Contributions	R	**220.00**	R	**220.00**	R	-	R	-
UIF - Unemployment Insurance Fund	R	100.00	R	100.00	R	-	R	-
Skills Development Levy	R	120.00	R	120.00	R	-	R	-

	Own contrib.		YTD		Taxable		YTD
Employees Tax Deducted	R	791.25	R	791.25	R	12 000.00	R	12 000.00

NET Payment	R	**11 108.75**	R	**11 108.75**

Note: If you print more than one payslip, XPay will zip them all into one file that will be available in the browser's Downloads.

For both e-mailing and printing purposes, payslips are generated in .pdf file format.

Leave

The company's leave policy can be set up under Main Menu >> Global Settings >> Leave Schemes, eg:

Details per Leave Type for Normal Employee	
Leave Type	**Accrual**
Annual Leave	15
Sick Leave	30
Family Responsibility Leave	3

Here you define how many days are accrued against the various leave types, based on the length of service within the company.

Cancel	OK - Accept	Remove

Edit Detail

Leave Type

Annual Leave

Just Started days accrued over full cycle length	1 year service at start of cycle
15	15
2 years	3 years
15	15
4 years	5 years
15	20
6 years	7 years
20	20
8 years	9 years
20	20
10 years	15 years
20	20
20 and more years	
20	

Apart from sick leave, always set up the leave cycles to close off 31-Dec-20XX. By doing so, you only need to batch-create new leave cycles once a year. (In January). To set up new cycles, either for new employees or for existing employees in need of new leave cycles, go Main Menu >> Batch Jobs >> Roll Over Leave Cycles:

For new employees, specify the appointment date, and for the annual January roll-overs, specify 1-Jan of the current year.

As per the example, click "OK - Proceed":

Click "Proceed with 1/1/":

If you now go to the employee's file >> Leave Record, you should see this:

	< Back		Add Cycle		Print		^ Top	

Leave Records of Boloi, Steven (Steve) - XP001

Leave Accrual Calc. Date

31-Dec-2022	...	Open Cycles C ⌄	Refresh

Calculation as on 31-Dec-2022

B/F	Cycle Accrual	Tot. Accrual	Apprvd / Taken	Left
0	12.5	12.5	0	12.5

Annual Leave from 01-Mar-2022 to 31-Dec-2022

0	30	30	0	30

Sick Leave from 01-Mar-2022 to 28-Feb-2025 (Accrual at start of cycle)

0	2.5	2.5	0	2.5

Family Responsibility Leave from 01-Mar-2022 to 31-Dec-2022 (Accrual at start of cycle)

XPay will pick up if the employee was engaged in the middle of the year, and the accrual will be pro-rata for fewer months, as shown above.

When an employee takes leave, the details of the approved leave form must be captured against the appropriate cycle. As an example, the employee took normal annual leave from the 14th to the 16th March. Click on the Annual Leave cycle:

< Back	^ Top	

Annual Leave from 01-Mar-2022 to 31-Dec-2022

Record of Days Taken

Close Off / Resign

Edit Cycle

Then click "Record of Days Taken":

< Back	Add Record	^ Top

Leave Details of Annual Leave starting 01-Mar-2022

Requested: 0 day(s)   Approved: 0 day(s)   Rejected: 0 day(s)

From	To	Days	Status

No entries on system.

Then click "Add Record":

Cancel	OK - Accept

Add Leave Record on Cycle Annual Leave starting 01-Mar-2022

Leave Taken From

| 14-Mar-2022 | ... | To | 16-Mar-2022 | ... |

Days Taken

| 3 | Calc. | Status | Approved ⌄ |

Date Requested

| 10-Mar-2022 | ... | Date Valid Medical Cert. Received | | ... |

Contact Details During Leave / Motivation

Notes For Report

Internal Notes

Click "OK - Accept":

< Back	Add Record	^ Top

Leave Details of Annual Leave starting 01-Mar-2022

Requested: 0 day(s)   Approved: 3 day(s)   Rejected: 0 day(s)

From	To	Days	Status
14-Mar-2022 -	16-Mar-2022	3	A

After loading the leave form, the leave cycle will be updated:

Leave Records of Boloi, Steven (Steve) - XP001

Leave Accrual Calc. Date

| 31-Dec-2022 | ... | Open Cycles C ⌄ | Refresh |

Calculation as on 31-Dec-2022

B/F	Cycle Accrual	Tot. Accrual	Apprvd / Taken	Left
0	12.5	12.5	3	9.5

Annual Leave from 01-Mar-2022 to 31-Dec-2022

| 0 | 30 | 30 | 0 | 30 |

Sick Leave from 01-Mar-2022 to 28-Feb-2025 (Accrual at start of cycle)

| 0 | 2.5 | 2.5 | 0 | 2.5 |

Family Responsibility Leave from 01-Mar-2022 to 31-Dec-2022 (Accrual at start of cycle)

You can also show the leave balances on the payslip if you want to.   Various fine-tunings can be made on the payslip. These settings are changed via Main Menu >> Global Settings >> Payslip Settings:

Payslip Settings for XPay Training (Pty) Ltd

Excel Template Name	Format
StandardPaymentAdvice	Standard
Exclude Trading Name	Exclude YTD Figures
No	No
Exclude Annual Leave	Leave Calc. Option
No	As on Payslip Date
Exclude Company Contributions	Show Rates
No	Yes
Don't Show Grade	Exclude Blank Payslip Items
No	Yes
Show Bank Details	Show Number Of Shifts From January
Yes	Yes
Show Staff Loans Current Balance	Show Savings Account Current Balance
Yes	Yes
Show Known As	Show Department
Yes	Yes

Staff Loans and Garnishee Orders

As with changes to base packages, staff loans and garnishee orders should be loaded BEFORE new transactions are generated. To capture staff loans, open the employee's file, then go Staff Loans >> Add Loan:

When you now generate the payslip, the deduction will be included:

Note: You may notice that the YTD taxable is indicated as R22,000.00, whereas the YTD Base Salary is only R20,000.00. The extra R2,000.00 comes from the commmission of the previous payslip. You can set "Exclude Blank Payslip Items" to "No" under payslip settings to modify the payslip to also show previous entries.

To load garnishee orders, follow these steps: Open the employee's file, then go Garnishees >> Add Record:

Here you define the total amount eventually to be settled.

We also need to add a base package deduction. But first, go Main Menu >> Global Settings >> Deduction Types >> Add Type:

(This deduction type needs to be set up once only).

Under Global Settings, you would also set up new payees. Typically, for garnishee orders, you would set up the attorneys or collection agent as the payee. Eg:

When you now add the base package deduction, ensure to also link the deduction to the original amount to be settled:

Cancel	OK - Accept

Add Base Package Deduction

Deduction Type
Garnishee Orders

Own Contribution	Tax Deductible Amount	
1,000.00	0.00	Get Default

IRP5 Code

Payee	Ref Policy No.
Attorney XYZ	

Skip Extra Period
No

Transaction Amounts Fixed
No

Percentage-based	% of Earnings flagged
	A

Garnishee
Debt settlement - OUTS. R5,000.00

The deduction will now be included on the next payslip:

XPay Training (Pty) Ltd

Advice No. 3

EMPLOYEE PAYMENT ADVICE

Normal Leave (days)	
Leave Cycle from 01-Mar-2022 to 31-Dec-2022	
Accrual (payslip date):	3.750
Taken (payslip date):	3.000
Left (payslip date):	0.750

Employee: **Boloi, S (Steve) - Sales**
Date: **25-May-2022**
Employee No. **XP001**
ID No.   **9001010323082**
Income Tax No. **- Employed from 01-Mar-2022**   Job Title:Marketer

		Income		YTD		Taxable		YTD
Earnings	R	10 000.00	R	32 000.00	R	10 000.00	R	32 000.00
Base Salary	R	10 000.00	R	30 000.00	R	10 000.00	R	30 000.00

		Own contrib.		YTD		Deductible		YTD
Deductions	R	1 600.00	R	2 300.00	R	-	R	-
Garnishee Orders - Attorney XYZ	R	1 000.00	R	1 000.00	R	-	R	-
Staff Loans	R	500.00	R	1 000.00	R	-	R	-
UIF - Unemployment Insurance Fund	R	100.00	R	300.00	R	-	R	-

		Comp. contr.		YTD		Taxable		YTD
Company Contributions	R	200.00	R	620.00	R	-	R	-
UIF - Unemployment Insurance Fund	R	100.00	R	300.00	R	-	R	-
Skills Development Levy	R	100.00	R	320.00	R	-	R	-

		Own contrib.		YTD		Taxable		YTD
Employees Tax Deducted	R	431.25	R	1 653.75	R	10 000.00	R	32 000.00

NET Payment	R	7 968.75	R	28 046.25

Outstanding Balances of Staff Loans as on 25-May-2022
  Loan to fix car Loan Amount: 2 000.00 Outs: 1 000.00
  TOTAL OUTSTANDING 1 000.00

The system will automatically stop the deductions once the full amount has been settled:

Garnishees of Boloi, Steven (Steve) - XP001

Amount To Pay	Ded.	Outst.
5,000.00	1,000.00	4,000.00

01-May-2022 Debt settlement

22

Resignations

Many things must be considered when an employee resigns. According to the Basic Conditions of Employment Act, employee are entitled to gratuities upon retrenchment. You may also need to apply for a tax directive from SARS. You also need to check if there are outstanding staff loans or any unused leave that may be converted to cash.

In the following example, Steven Boloi resigns end of June 2022. First, we will check his leave balances, and close off the cycles:

Leave Records of Boloi, Steven (Steve) - XP001

Leave Accrual Calc. Date

30-Jun-2022 | ... | Open Cycles C ˅ | Refresh

Calculation as on 30-Jun-2022

B/F	Cycle Accrual	Tot. Accrual	Apprvd / Taken	Left
0	5	5	3	2

Annual Leave from 01-Mar-2022 to 31-Dec-2022

0	30	30	0	30

Sick Leave from 01-Mar-2022 to 28-Feb-2025 (Accrual at start of cycle)

0	2.5	2.5	0	2.5

Family Responsibility Leave from 01-Mar-2022 to 31-Dec-2022 (Accrual at start of cycle)

As seen above, the employee has two days normal leave left by 30 June 2022. Now click on any leave cycle:

Annual Leave from 01-Mar-2022 to 31-Dec-2022

Record of Days Taken

Close Off / Resign

Edit Cycle

Now click "Close Off / Resign":

Back | OK - Proceed

Close Off / Resign

NOTE: You are about to close off leave cycles for close-off date 30-Jun-2022. Open leave cycles that span this date will be shortened, and additional accrual will be reduced pro-rata. Where a non-zero closing balance is left, a final leave entry will be logged to zero the balance.

,and "OK - Proceed":

Please confirm

The following cycle(s) are to be closed off:

Annual Leave - cycle from 01-Mar-2022 to 31-Dec-2022
Sick Leave - cycle from 01-Mar-2022 to 28-Feb-2025
Family Responsibility Leave - cycle from 01-Mar-2022 to 31-Dec-2022

Yes

No

Click "Yes" to give:

Result

3 leave cycles were modified.

OK

, and then Print (ensure to set to "Yes" the option *Show Leave Liability Section*):

Print Leave Records of Boloi, Steven (Steve) - XP001

Leave Accrual Calc. Date

| 30-Jun-2022 | ... | All Cycles ⌄ |

Cycles From   To

| 01-Mar-2022 | ... | 31-Dec-2022 | ... |

Show Leave Liability Section

| Yes ⌄ |

XPay Training (Pty) Ltd
Employee Leave Record with Accrual as on 30-Jun-2022
XP001 - Boloi, Steve

Leave Type	Cycle Start	Cycle End	Brought Forward (A)	Accrual as on 30-Jun-2022 (B)	Accum. (C = A+B)	Taken (D)	Balance as on 30-Jun-2022 (C-D)	Accum. as on cycle end date	Projected Balance at cycle
Annual Leave (Closed)	01-Mar-2022	30-Jun-2022	0.00	5.00	5.00	5.00	0.00	5.00	0.00
From 14-Mar-2022 to 16-Mar-2022						3.00			
From 30-Jun-2022 to 30-Jun-2022 (System auto-entry for close-off date 30-Jun-2022 Accrual reduced from 12.5 to 5.0 days)						2.00			
Sick Leave (Closed)	01-Mar-2022	30-Jun-2022	0.00	3.33	3.33	3.33	0.00	3.33	0.00
From 30-Jun-2022 to 30-Jun-2022 (System auto-entry for close-off date 30-Jun-2022 Accrual reduced from 30.0 to 3.3 days)						3.33			
Family Responsibility Leave (Closed)	01-Mar-2022	30-Jun-2022	0.00	1.00	1.00	1.00	0.00	1.00	0.00
From 30-Jun-2022 to 30-Jun-2022 (System auto-entry for close-off date 30-Jun-2022 Accrual reduced from 2.5 to 1.0 days)						1.00			

Current Annual Salary:	120000.00
Working days per annum:	260.00
Daily Cost:	461.54
Days due:	2.00
Liability (Days due * Daily Cost):	923.08

In the above example, the leave encashment value is R923.08.

xPay User Guide – 23 September 2022

The next step is to generate, calculate and seal the payslip as you would normally do. In this case, we also added the leave encashment, and we increased the staff loan deduction to ensure the employee's debt is fully settled before he leaves:

XPay Training (Pty) Ltd

EMPLOYEE PAYMENT ADVICE

Advice No. 4

Normal Leave (days)	
Leave Cycle from 01-Mar-2022 to 30-Jun-2022	
Accrual (payslip date):	5.000
Taken (payslip date):	3.000
Left (payslip date):	2.000

Employee: **Boloi, S (Steve) - Sales**
Date: **25-Jun-2022**
Employee No. **XP001**
ID No. **9001010323082**
Income Tax No. **- Employed from 01-Mar-2022**

Job Title:Marketer

	Income		YTD		Taxable		YTD	
Earnings	R	10 923.08	R	42 923.08	R	10 923.08	R	42 923.08
Base Salary	R	10 000.00	R	40 000.00	R	10 000.00	R	40 000.00
Leave Encashment	R	923.08	R	923.08	R	923.08	R	923.08
Commission	R	-	R	2 000.00	R	-	R	2 000.00

	Own contrib.		YTD		Deductible		YTD	
Deductions	R	2 109.23	R	4 409.23	R	-	R	-
Garnishee Orders - Attorney XYZ	R	1 000.00	R	2 000.00	R	-	R	-
Staff Loans	R	1 000.00	R	2 000.00	R	-	R	-
UIF - Unemployment Insurance Fund	R	109.23	R	409.23	R	-	R	-

	Comp. contr.		YTD		Taxable		YTD	
Company Contributions	R	218.46	R	838.46	R	-	R	-
UIF - Unemployment Insurance Fund	R	109.23	R	409.23	R	-	R	-
Skills Development Levy	R	109.23	R	429.23	R	-	R	-

	Own contrib.		YTD		Taxable		YTD	
Employees Tax Deducted	R	597.40	R	2 251.15	R	10 923.08	R	42 923.08

NET Payment	R	8 216.45	R	36 262.70

Now we have to shorten the tax period, and perform the final tax verification calculation. Open the employee's file, then go Tax Periods, and then Edit:

Edit Tax Period of Boloi, Steven (Steve) - XP001

Pay Frequency
Monthly

Period Employed From
01-Mar-2022   ...

Period Employed To
30-Jun-2022   ...

Date Of Next Transaction
...

Pay Periods In Tax Year
4   Calc.

Total calender days from 01-Mar-2022 to 30-Jun-2022: 121 days.
Months based on 364/12 days per month: 4.0

Monthly Payslips: 4

Ensure to blank out the Date of Next Transaction – there is no further transaction scheduled.

Now go Main Menu >> Batch Jobs >> Tax Periods Transactions:

Back	Proceed with 1/1	^ Top

Tax Periods for 2023

Select All	Clear

Surname	Name(s)	Emp No.	Known As	
Boloi	Steven	XP001	Steve	...

Monthly 01-Mar-2022 to 30-Jun-2022   Next:
#Prds:4.0 Calc:4.0 NOT PREPARED   Recent:25-Jun-2022
NOT YET SEALED

Click "Proceed with 1/1":

< Back	^ Top

1 Tax Period(s) Selected

Prepare for Last-Period / TAX Recon Calc.

Perform TAX Recon Calc. and Seal

Roll Over

Re-Schedule Date Of Next Payslip

Unseal

Click "Prepare for Last-Period / Tax Recon Calc.":

Back	OK - Proceed

Prepare for Last-Period / TAX Recon Calc.

NOTE: The selected tax period(s) will be prepared for last-period / tax recon calculation, provided that no more transactions are scheduled.

To give:

Result

Number of tax period(s) selected: 1

1. Boloi - XP001: Fine

Number of tax periods(s) prepared: 1
Number of tax periods(s) not prepared: 0

OK

Now click "Perform TAX Recon Calc. and Seal":

To give:

Ensure there are no over or under-deductions:

Almost finally, you need to edit the engagement record of the employee. Open the employee's file, then go Engagements >> Edit, and complete the resignation section:

And, finally, the UIF status must be changed. Open the employee's file, then go General Info, and set the UIF fields as follows:

Cancel	OK - Accept		^ Top
A	B	C	D	E	F	G	H	I	J	K

UIF Status

06 RESIGNED

UIF Non-Deduction Reason   **SDL Exemption**

06 No income paid for the payroll p ⌄   No ⌄

B - Residential Address

Tax Directives:

In our example, after issuing the employee with the payslip, he was unhappy and insisted on a gratuity payment. The owner heeded the request and they agree on an amount of R5000. The owner applied for a tax directive, and SARS indicated that R500 tax must be withheld on the gratuity amount. (The amount must be reported under code 4115 on the IRP5.)

First, we need to unseal the payslip. You can use Batch Jobs >> Finalize / E-Mail / Print Payslips and just select the one employee, or you can also navigate to the payslip from the employee's file >> Tax Periods >> Transactions >> Payslips:

Payslips for TP Starting 01-Mar-2022 of Boloi, Steven (Steve) - XP001

Date	Net	TAX (xMTC)	Taxable	Method	YTD Prds
25-Jun-2022 Sealed:09-Jun-2022	8,216.45	597.40	10,923.08	AVG	4.0
25-May-2022 Sealed:09-Jun-2022	7,968.75	431.25	10,000.00	AVG	3.0
25-Apr-2022 Sealed:09-Jun-2022	8,968.75	431.25	10,000.00	AVG	2.0
25-Mar-2022 Sealed:09-Jun-2022	11,108.75	791.25	12,000.00	AVG	1.0

Click on 25-Jun-2022:

Payslip of Boloi, Steven (Steve) - XP001

25-Jun-2022 Sealed 09-Jun-2022 by Mirror User1

Net Payment:	8,216.45	Summary
TAX:	597.40	
Total Earnings:	10,923.08	View
Total Company Contributions:	218.46	View
Total Deductions: (Excl. TAX)	2,109.23	View

Print

E-Mail

Unseal

Remove

Calculate Tax and Seal

Click Unseal:

Unseal Payslip

NOTE: The payslip will be unsealed, provided the tax period has not yet been sealed.

Result

Result:

Tax Period already sealed.

Number of payslips unsealed: 0
Number of payslips not unsealed: 1

OK

You will notice that the payslip remains sealed. This is because the tax period has already been sealed. Only after unsealing the tax period via Batch Jobs >> Tax Period Transactions, should you be able to unseal the payslip:

Back | OK - Proceed

Unseal Tax Period(s)

NOTE: The selected tax period(s) will be unsealed, provided that the tax period(s) have not yet been issued an End-Feb IRP5/IT3(a) Certificate (or a Final Bi-Annual Certificate).

After unsealing the payslip, add the Severance Pay-out earning:

Cancel | OK - Accept

Add Payslip Earning

Earning Type

Severance Pay-out

Given / Payslip
Amount | Cash Value

5,000.00 | 5,000.00 | Same as Given

Taxable Amount

5,000.00 | Get Default

IRP5 Code | RFI

3901 GRATUITIES (RETIREMENT/RETRENCHM ⌄ | No ⌄

Over-ride Description

Now click on the Summary button of the payslip:

Payslip of Boloi, Steven (Steve) - XP001

25-Jun-2022

* NOT SEALED		Summary
Total Earnings:	15,923.08	Modify
Total Company Contributions:	218.46	Modify
Total Deductions: (Excl. TAX)	2,109.23	Modify

We now have to over-ride the tax. As per the calculation prior to the severance pay-out, we saw that the tax must be R597.40. We have to add the R500 from the directive, thus over-riding the tax to R1097.40:

Cancel	OK - Accept	^ Top

Edit Payslip Summary

TAX Deducted (exMTC)
1,097.40

Voluntary TAX

Net Payment
8,216.45

Payslip No.
4

TAX Calculated	Method	AVG YTD	Tax Year	Total Taxable
597.40	AVG	4	2023	10,923.08

"OK – Accept" should give:

Note

When you over-ride the tax, the system will revert back to automatic tax calculation mode after this payslip has been sealed.

OK

NB: Remember to change back the employee's UIF status to Active and clear out UIF Non-Deduction Reason, before you calculate and seal the payslip:

UIF Status
01 ACTIVE

UIF Non-Deduction Reason

Now click "Calculate and Seal" and you should get this:

Result

Result:

Fine NOTE: USER TAX OVER-RIDE WAS APPLIED

Number of payslip(s) sealed: 1
Number of payslip(s) not sealed: 0

OK

To indicate the directive's tax amount for code 4115, edit the tax period:

Period End   Cancel   OK - Accept   Remove
Number of Periods
Worked
4

Additional Settings

Fixed Rate Income (Employee taxed at 25%)
No

Directive Number   % Taxable If Directive Obtained

Voluntary Over-Deduction   Voluntary Amount
No

Apply Voluntary Tax To Last Period / Don't zero YTD vol. tax on Last-Period Calc.
No

Reason For Non-Deduction

TAX 4115   Own Capacity Medical Aid
                                   Contribution Per Period
500.00

(This step can be performed before or after you seal the transaction. If the 4115 tax was zero, this step would not be required.)

Now perform "TAX Recon Calc. and Seal" as described earlier, and set the final UIF status.

Tax Periods for 2023

Select All   Clear

Surname	Name(s)	Emp No.	Known As	
Boloi	Steven	XP001	Steve	...

Monthly 01-Mar-2022 to 30-Jun-2022   Next:
#Prds:4.0 Calc:4.0 Worked:4.0   Recent:25-Jun-2022
Sealed:10-Jun-2022 TAX (excl.MTC) R:2,751.15
UNDER R:-400.00

Because of the directive, it may appear as if the tax is incorrect. That is why you must retain a copy of the payslip prior to adding the gratuity amount in order to substantiate the final amount of tax deducted.

Bi-Annual IRP5/IT3(a) Certificates

Once you have completed all the transactions up to the end of August, you can create an export file that can be uploaded into e@syFile. Follow these steps: Go Main Menu >> IRP5 Certificates:

, select "Bi-Annual" for 2023, then click "OK – Proceed":

,click "Proceed with 1/1":

Now click "Assign Certificate Numbers":

Click "Yes":

Result

Number of entries: 1

1. Boloi - XP001: Fine

Entries assigned a number: 1
Entries not assigned a number: 0

OK

Thereafter, click "Generate SARS File":

Back	OK - Proceed

Bi-Annual SARS File for Tax Year 2023

Generation No.

0001

File Type

Test

Click "OK - Proceed":

Back	Download File

Bi-Annual SARS File for Tax Year 2023

File successfully created. 1 certificates were exported with a total (SITE + PAYE + TAX4115) value of R 2,751.15.

Click on Download File

Always create the file as Test, and then import into e@syFile. Only once e@syFile reports no errors, should you change the file to Live.

NB: The errors reported by e@syFile should be corrected on both the employee's General Info, as well as on the certificate. For instance, e@syFile reported that we have an invalid ID number for Boloi. So first, we will go to the employee's file and click "General Info", and rectify the employee's ID number:

Bi-Annual IRP5s/IT3(a) for Tax Year 2023

Surname	Name(s)	Emp No.	Known As
Boloi	Steven	XP001	Steve

Monthly 01-Mar-2022 to 30-Jun-2022 [AUGUST FINAL] Cert. No. **00000001**

Click on the employee's Name:

< Back **Options** **^**

BI-ANNUAL(FINAL) IRP5/IT3(a) for Boloi; Steve (XP001), tax period starting 01-Mar-2022

Certificate sealed 10-Jun-2022 09:10

Type	IRP5 Code	IRP5 Description	Amount
Normal Income	3601	INCOME - TAXABLE	40,000.00
Normal Income	3605	ANNUAL PAYMENT - TAXABLE	923.00
Normal Income	3606	COMMISSION	2,000.00
Lump Sums	3901	GRATUITIES (RETIREMENT/RETRENCHMENT /DEATH)	5,000.00
Gross Remuneration	3696	GROSS NON-TAXABLE INCOME	0.00
Gross Remuneration	3699	GROSS REMUNERATION	47,923.00
Employees Tax Deductions	4101	STANDARD INCOME TAX ON EMPLOYEES SITE	0.00

Then click "Options":

< Back

BI-ANNUAL(FINAL) IRP5/IT3(a) for Boloi; Steve (XP001), tax period starting 01-Mar-2022

Certificate Header Info

Go Employee

Unseal

Calc Totals

Seal

Clear Certificate

From here you can go the employee's file and fix the ID number under General Info.

Then click "Unseal", go to Options again and click "Certificate Header Info":

| Cancel | OK - Accept | Get Current | ^ |

Certificate Header Info for BI-ANNUAL(FINAL) IRP5/IT3(a) for Boloi; Steve (XP001), tax period starting 01-Mar-2022

Statutory

Surname
Boloi

First Name(s)
Steven

Initials
S

Nature Of Person
A - Individual with ID/Passport No

ID No.
9001010323082

Date Of Birth
01-Jan-1990 [...]

When you click "Get Current", the changes made on the General Info screen will be applied to the certificate. Then seal the certificate, and repeat this process until e@syFile reports no errors. Then you would export a Live file.

When you complete the declaration in e@yFile, the monthly totals should tally with the figures obtained from Main Menu >> Reports >> E1 - EMP 501:

	PAYE	SDL	UIF	TOTAL MONTHLY LIABILITY
MARCH 2022	791.25	120.00	200.00	1,111.25
APRIL 2022	431.25	100.00	200.00	731.25
MAY 2022	431.25	100.00	200.00	731.25
JUNE 2022	1,097.40	159.23	318.46	1,575.09
JULY 2022				0.00
AUGUST 2022				0.00
SEPTEMBER 2022				0.00
OCTOBER 2022				0.00
NOVEMBER 2022				0.00
DECEMBER 2022				0.00
JANUARY 2023				0.00
FEBRUARY 2023				0.00
ANNUAL TOTAL	**2,751.15**	**479.23**	**918.46**	**4,148.84**

These totals should also tally with the actual payments made to SARS through the course of the year.

(If you do the bi-annual submission after you have done payslips from September onwards, just delete those months' figures from the EMP501 once it comes up in Excel.)

Year-End Procedures

For the purpose of this tutorial, add another employee, starting 1-Feb-2023, with a Base Salary of R10,000.00, having one payslip dated 25-Feb-2023. Eg:

etc.

When you come to the last payslips in the financial year (last payslips in Feb), calculate and seal the payslips as you normally would, eg:

Then go Main Menu >> Batch Jobs >> Tax Period Transactions:

Click "OK - Proceed":

Click "Proceed with 2/2":

Click "Prepare for Last-Period / TAX Recon Calc." and you should get this:

Click "Perform TAX Recon Calc. and Seal" and you should get this:

Ensure there are no over- or under-deductions, unless of course if there was a directive. (Or if you had a 53-week/27-fortnight tax calculation issue where you calculated the 53rd week or 27th fortnight on per-period formulas.)

You now need to set up new tax periods. Just click "Roll Over". The system will then auto-create new tax periods for the active employees, and also set the Date of Next Transaction to the first payslip date in March:

Result

Number of tax period(s) selected: 2

1. Boloi - XP001: Tax period ended prior to End-Feb / no engagement record for 1 March 2023.
2. Mary - XP002: Fine

Number of tax periods(s) rolled over: 1
Number of tax periods(s) not rolled over: 1

Note: To view the new tax period(s), go back to Batch Jobs and refresh the list of tax periods for the new tax year.

OK

Tax Periods for 2024

Select All	Clear

Surname	Name(s)	Emp No.	Known As	
Mary	Bhengu	XP002	Mary	...

Monthly 01-Mar-2023 to 29-Feb-2024   Next:25-Mar-2023
#Prds:12.0 Calc:12.0 NOT PREPARED   Recent:
NOT YET SEALED

You can now generate, calculate and seal payslips as you normally would for March onwards.

Note: It may be that you have to perform a few payruns in March on the previous year's tax tables. Once the new tax tables have been uploaded, the system will automatically make corrections on the tax of the next payslip. The new tax tables will be available via Main Menu >> Global Settings >> Tax Tables and Rebates >> Load Different Tax Year:

< Back	Load Different Tax Year

Tax Tables and Rebates

Current Tax Year	2023
Primary Rebate	16,425.00
Over 65	9,000.00
Fixed Rate %	25.00
SITE Cut-off Amount	60,000.00

Low	High	Base	Rate
0.00	226,000.00	0.00	18.00
226,000.00	353,100.00	40,680.00	26.00
353,100.00	488,700.00	73,726.00	31.00
488,700.00	641,400.00	115,762.00	36.00
641,400.00	817,600.00	170,734.00	39.00
817,600.00	1,731,600.00	239,452.00	41.00
1,731,600.00	999,999,999.00	614,192.00	45.00

The issuing of End-Feb IRP5s is similar to the Bi-Annual process, except you report for the whole year.

Medical Aids

First, we need to tell XPay from when the employee joined a medical aid, and also how many persons are registered. Open the employee's file and click "Medical Aid Memberships":

Click "Add Entry" to get:

As seen above, the employee's tax will be decreased by R928 per month owing to the Medical Tax Credit.

Note: If an employee changes his medical aid status, you need to update the medical history. For instance, lets say Mary becomes the proud mother of another son in Sep 2023, you would add a new record with Date Joined 01-Sep-2023, and Persons = 4. This extra record is required because XPay has to calculate the medical tax credit on a month-to-month basis based on the number of beneficiaries. **NB**: Also, should an employee resign from a medical aid, you need to add another entry with Persons = 0.

Next, we have to define the base package elements. In our example, the total monthly amount paid to the medical aid is R2000. The company agrees to pay half (company contribution) and the employee agrees to pay the other half (deduction). When you load the base package entries, ensure to click "Get Default" after typing the amount. You should get a message similar to this:

"The current per-period maximum medical tax credit (MTC) is R928.00 for 3 beneficiaries. The full company contribution is taxable. The system will however automatically calculate the MTC on the payslips."

And for the deduction:

"The medical aid deduction is not tax-deductible. The system will however automatically calculate the MTC on the payslips."

Print the base package:

		Income		Taxable
(A) Total Gross Earnings		**R 10,000.00**	R	**10,000.00**
Base Salary		R 10,000.00	R	10,000.00
		Comp. contr.		Taxable
(B) Total Company Contributions		**R 1,220.00**	R	**1,000.00**
Medical Aid Comp. Contributions		R 1,000.00	R	1,000.00
UIF		R 110.00	R	-
SDL		R 110.00	R	-
Total Cost to Company (A + B)		**R 11,220.00**		
		Own. contr.		Deductible
(C) Total Employee Deductions		**R 1,110.00**	R	-
Medical Aid		R 1,000.00	R	-
UIF		R 110.00	R	-
		Own contrib.		Taxable
(PAYE) Employees Tax Deducted		**R 611.25**	R	11,000.00
Voluntary Over-Deduction		R -		
less Medical Tax Credit		R 611.25		
(D) Net Employees Tax Deducted		R -		
NET Payment (A-C-D)		**R 8,890.00**		

As seen above, the employee's tax liability will be reduced by the MTC. However, the MTC may not be more than PAYE; then XPay will reduce the MTC amount accordingly.

Once the medical history has been loaded and the base package has been set up, the payslips will start to reflect the same.

xPay also supports medical tax legislation where the employee pays for the medical aid in his private capacity(directly from the employee's own bank account) and he/she still wants to claim the MTC. This setting is available on "Edit Tax Period":

ESS - Employee Self-Service

Payslips can be printed as per the .pdf payslips generated by the system, or payslips can be e-mailed, or employees can obtain their payslips via xPay's ESS feature that is fully supported on cell phones. Via ESS employees can also view and apply for leave, and managers can approve or reject leave requests.

To activate an employee's ESS account, go to General Info of the employee eg:

As with xPay admin users, employees also need to register their accounts via the xPay Global Company Index on https://mirrorsa.co.za/payroll.htm eg:

Log-on for ESS Employee:

Mirror XPay Employee Self-Service Main Menu

XPay Training (Pty) Ltd

View Payslips	
View / Apply for Leave	
Approve / Reject Leave	

View Payslips

xPay ESS will display all sealed payslips of the past three years. In some cases you might have sealed payslips, but you don't want to publish them yet on ESS. Under Global Settings >> Transactions Cut-off Date, you can control the view period via ESS Max Show Date:

Set Transactions Cut-off Date

Date

[   ] [...]

Payslip transactions on or prior to this date may not be unsealed. Also, new payslip transactions must be dated after this date.

ESS Max Show Date

[   ] [...]

If ESS Max Show Date is left blank, employees can view all sealed payslips of the past three years. Otherwise, only sealed payslips up to this date are visible in ESS.

< Back	^ Top	2

Payslips for Smith, Johny (Johnny) - XP001

Date	Net	TAX (xMTC)	Taxable	Method	YTD Prds
25-Apr-2022 Sealed:01-Jul-2022	9,468.75	431.25	10,000.00	AVG	2.0
25-Mar-2022 Sealed:14-Jun-2022	11,108.75	791.25	12,000.00	AVG	1.0

< Back	

Payslip of Smith, Johny (Johnny) - XP001

25-Apr-2022 Sealed 01-Jul-2022 by Mirror User1

Net Payment:	9,468.75	Summary
TAX:	431.25	
Total Earnings:	10,000.00	View
Total Company Contributions:	200.00	View
Total Deductions: (Excl. TAX)	100.00	View

Print

View / Apply for Leave

< Back	Print	^ Top	

View / Apply for Leave

Leave Accrual Calc. Date

31-Dec-2022	...	Open Cycles Only	Refresh

Calculation as on 31-Dec-2022

Brought Fwd	Cycle Accrual	Tot. Accrual	Apprvd / Taken	Left
0	12.5	12.5	0	**12.5**

Annual Leave from 01-Mar-2022 to 31-Dec-2022

0	30	30	0	30

Sick Leave from 01-Mar-2022 to 28-Feb-2025 (Accrual at start of cycle)

0	2.5	2.5	0	2.5

Family Responsibility Leave from 01-Mar-2022 to 31-Dec-2022 (Accrual at start of cycle)

For example, employee applies for Annual Leave:

< Back	New Leave Request	^ Top	

Leave Details of Annual Leave starting 01-Mar-2022

Requested: 0 day(s)	Approved: 0 day(s)	Rejected: 0 day(s)

From	To	Days	Status

No entries on system.

Cancel	OK - Accept	

New Leave Request on Cycle Annual Leave starting 01-Mar-2022

Leave Taken From		To	
13-Sep-2022	...	16-Sep-2022	...

Days Taken		Status
4	Calc.	Requested

Contact Details During Leave / Motivation

Going to the Cape

Manager logs onto xPay ESS and goes **Approve / Reject Leave**:

< Back	^ Top	2

Leave Requests for Manager Moloi, Sarah (Sarah) - XP002

Refresh

Surname	Name(s)	Emp No.	Known As
Naidoo	James	XP003	James
14 day(s) Annual Leave from 14-Dec-2022 to 04-Jan-2023			
Smith	Johny	XP001	Johnny
4 day(s) Annual Leave from 13-Sep-2022 to 16-Sep-2022			

Cancel	OK	Print

Approve / Reject Annual Leave Leave Request of Smith, Johny (Johnny) - XP001

Leave Taken From   To

13-Sep-2022	...	16-Sep-2022	...

Days Taken   Status

4	Calc.	Approved

Contact Details During Leave / Motivation

Going to the Cape

Manager Comments

< Back	OK - Proceed

Print Leave Records of Smith, Johny (Johnny) - XP001

Leave Accrual Calc. Date

31-Dec-2022	...	Open Cycles Only

Print:

	A	B	C	D	E	F	G	H	I	J
1	XPay Training (Pty) Ltd									
2	**Employee Leave Record with Accrual as on 31-Dec-2022**									
3	XP001 - Smith, Johnny									
6	**Leave Type**	**Cycle Start**	**Cycle End**	**Brought Forward (A)**	**Accrual as on 31-Dec-2022 (B)**	**Accum. (C = A+B)**	**Taken (D)**	**Balance as on 31-Dec-2022 (C-D)**	**Accum. as on cycle end date**	**Projected Balance at cycle**
8	**Annual Leave**	01-Mar-2022	31-Dec-2022	0.00	12.50	12.50	4.00	8.50	12.50	8.50
9	From 13-Sep-2022 to 16-Sep-2022 {Going to the Cape}						4.00			
10	**Sick Leave**	01-Mar-2022	28-Feb-2025	0.00	30.00	30.00	0.00	30.00	30.00	30.00
11	None taken									
12	**Family Responsibility Leave**	01-Mar-2022	31-Dec-2022	0.00	2.50	2.50	0.00	2.50	2.50	2.50
13	None taken									
14										

Security

xPay sends e-mail log-on notifications to payroll admin users and ESS users.

E-mails for Leave Transactions

E-mail notifications of leave requests and approvals/rejections are sent to employees and managers. Under Global Settings >> General (A), you can define a list of payroll admin users to include in such e-mails, in HR Department E-mail List:

General Settings (A) for Solar Services (Pty) Ltd

Mirror xPay License Key | License No.

SyQlqoQubxKHp/+Nor3Y5Wk6C87hAzpu9mPwYyuykOFdx22y3ykCzMDefLu48C4 | 10704

Cost Center Option

Single cost center, integrated GL accounts

Overtime Scale 1 Factor	Overtime Scale 2 Factor	Overtime Scale 3 Factor
1.5000	2.0000	2.5000

Employee Number Prefix (e.g. ABC or NONE if no prefix) | Employee Number Digit String (e.g. 000)

SS | 000

Round Leave Credits To Month-End | Leave Liability Calculation Days Per Year

Yes | 260

HR Department E-mail List (if more than one e-mail, separate with;)