



Payroll Management Users Procedures and Instruction Manual

Integrated Financial Management Information System
(IFMIS)

PLEASE REFER TO THIS USER MANUAL WHILE WORKING IN PAYROLL.
WORKING IN PAYROLL WITHOUT REFERRING TO THIS MANUAL MIGHT
LEAD TO DELAY IN THE PROCESSES

FreeBalance, 2023-10-07

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Document History

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1	2023-10-07	FreeBalance	
3			
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1. Introduction

1.1 Project Overview

The Ministry of Finance and Economic Development (MFED) of the Republic of Kiribati (GoK) has contracted FreeBalance to implement the payroll module as part of its endeavor to reform Public Financial Management (PFM) for creating greater fiscal transparency and improved accounting/financial reporting.

These are core modules within Civil Service Management, it is based on FreeBalance Accountability Suite Government Resource Planning (GRP) platform that is a Commercial Off-the-Shelf (COTS) application, designed and configured to meet the business process requirements.

This document provides guidance on the Payroll Management Module of the FreeBalance Accountability Suite Government Resource Planning (GRP) in conformity with the requirements of the GoK. Explain all processes related to payroll management. Explain step-by-step guide covering the entire employee lifecycle, from data entry to payroll processing, payment disbursement, and reporting

1.2 Intended Audience and Reading Suggestions

This report is intended for consumption by government officials, subject matter experts, business analysts and any other interested parties with the appropriate clearance from MFED PMO.

This document is specifically for use by all the ministries, departments and Agencies of the GoK.

2. Employee Master Maintenance

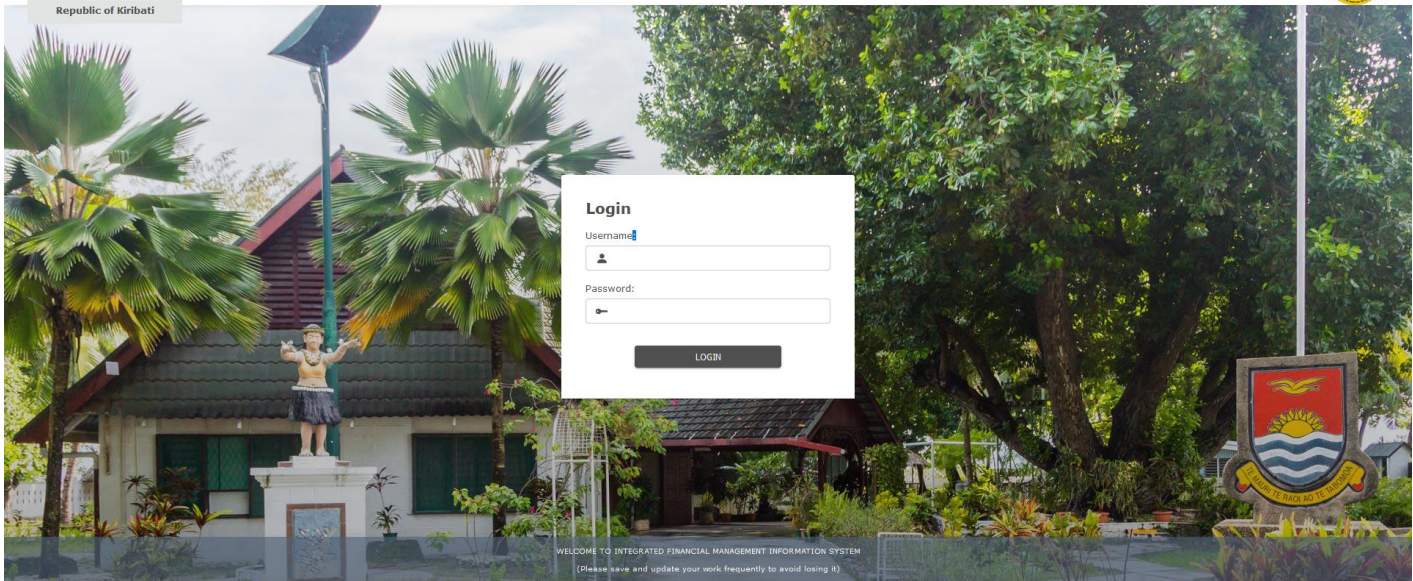
How to Log into the system

1. Each user must have a user account created in the system
2. To log into the system

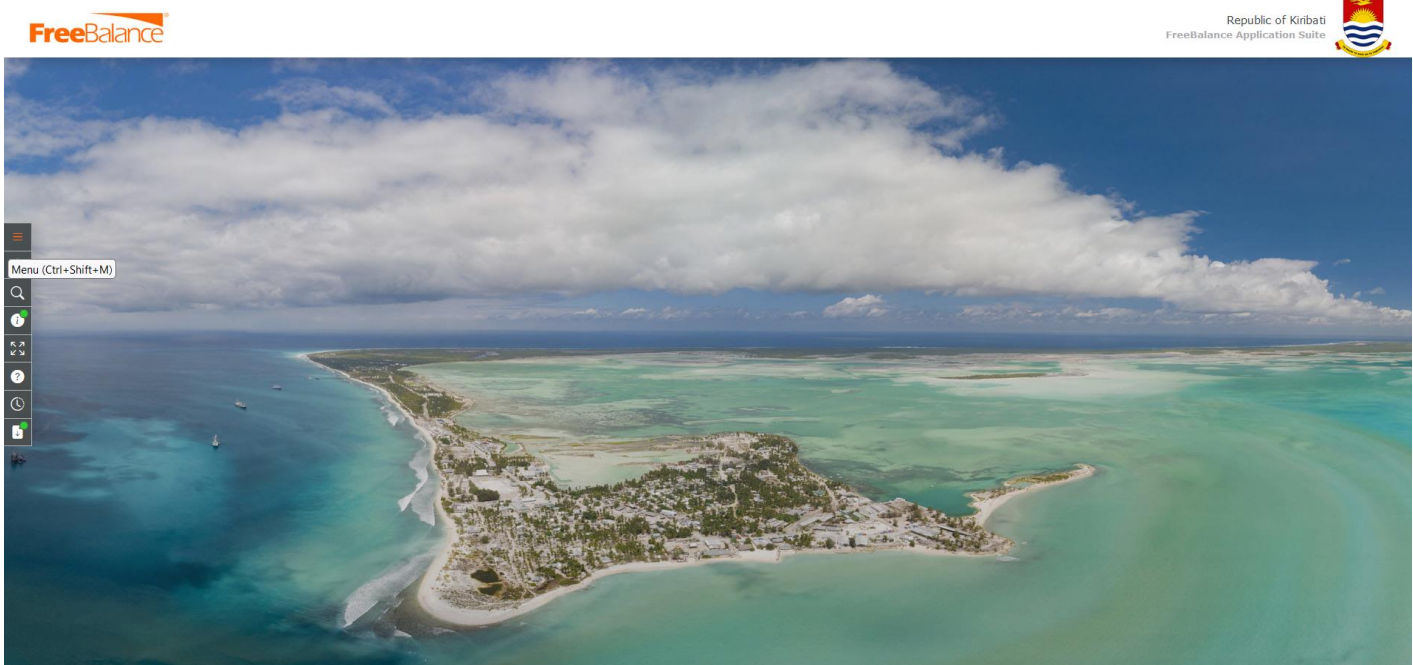
Paste the link below on the web browser

<https://apac.freebalance.com/Kiribati/faces/fbFramesetTemplate.xhtml>

3. The system will load and the logon form will be displayed as seen below



4. In the field "Username", enter your username
5. In the field "Password", enter your password
6. Then click the login button. if successful you will be logged into the system as seen below and can access the menu



If the login is not successful, please reenter your password and try again.

If it fails then inform the system administrator for help.

2.1 Adding New Employee

New employees will be created using the Manage Employee form. Managed employee form will be used to maintain all the details related to the employee i.e employee personal details li.e names, date of birth, organization, hire date etc. In addition, through the tabs. the following information will be maintained.

- a) Employee Payment Information - Will maintain details of how employees will be paid i.e Direct deposit or Cash. This tab is mandatory
- b) Spoken Languages - This is also mandatory

Contacts - This is also Mandatory

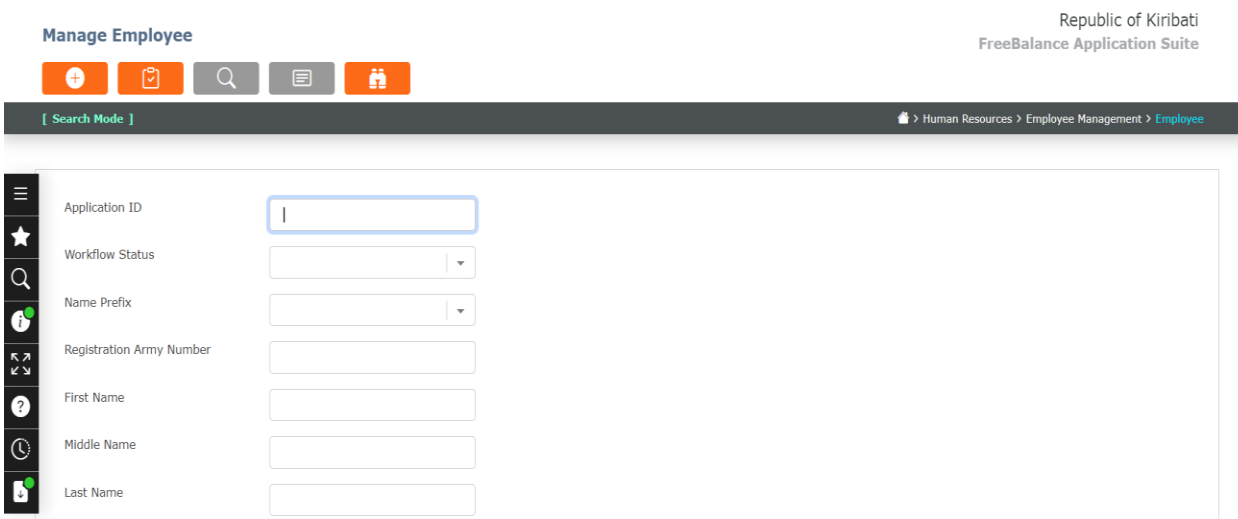
Step 1. Navigation to menu

Human Resources>Employee Management>Employee



Click on Employee and the 'Manage Employee' screen will be opened as seen below.

By default it will open in search mode



Step 2. To create a new employee, Click on new button  , from the main menu as seen in the above screen shot.

The form will open in "Insert Mode" as seen in the screenshot below, and the user can now proceed to populate all the required fields including the tabs accordingly.

Manage Employee

[Insert Mode]

Picture		
* Application ID	<input type="text"/>	
* Workflow Status	Created	
Name Prefix	<input type="text"/>	
* First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
* Last Name	<input type="text"/>	
Default Language	<input type="text"/>	
Date Of Birth	<input type="text"/>	
Place Of Birth	<input type="text"/>	
Gender	<input type="text"/>	
* KPF Number	<input type="text"/>	
Identification Document Number	<input type="text"/>	
Marital Status	<input type="text"/>	
Marriage Date	<input type="text"/>	
Is Active	<input checked="" type="checkbox"/>	
Application User	<input type="text"/>	
Organization	<input type="text"/>	
Created On	5/10/2023 00:00:00	
Created By	fb_modera	
Approved On	<input type="text"/>	

Approved By

Country Of Origin

Employee Designation

* Religion

Is this Employee also a Beneficiary

Is On Permanent/Recurrent Contract? *Do not check(Tick) if employee is employee on Temporary/Project Contract*

Deceased Date

Old Employee Number

Tax Identification Number

National ID

Pay Slip Sent Via Email

Last Consecutive Periods

* Currency

* Hire Date

Permanent Date

Anticipated Retirement

Retirement Date

Departure Date

Inactive Reason

[Educations](#)
[* Spoken Languages](#)
[Employee Associations](#)
[Employment Histories](#)
[* Employee Payment Information](#)
[Notes](#)
[Social Number History](#)
[Employee Assignments](#)
[Internal trainings taken](#)
[Internal trainings given](#)
[Required Documents](#)
[* Contacts](#)
[Address](#)
[Attachments](#)
[* Additional Information](#)

[Specific Institutions](#)
[Dependents](#)
[Disability Types](#)

Step 3. **Note** Distinguish between the permanent/Recurrent Contract employee and temporary/project-based employee using the field “Is on Permanent/Recurrent Contract”

If employee has a permanent/recurrent contract - have the field ticked/checked
 If employee has a Temporary/Project - don't tick/check the field

* Religion

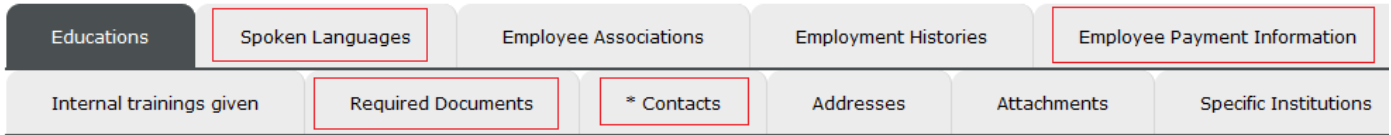
Is this Employee also a Beneficiary

Is On Permanent/Recurrent Contract?

Deceased Date

Old Employee Number


Step 4. Fill all the mandatory tabs denoted by asterisk* such as spoken languages, employee payment information, required documents for contact.

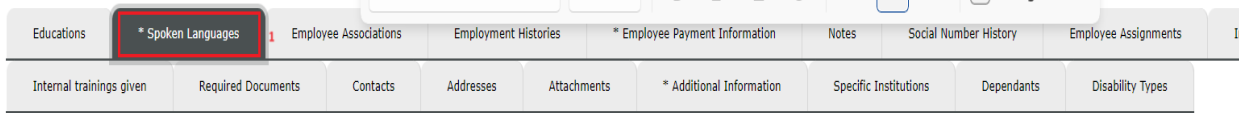


Select Education

Populate the tabs as below

Step 4 (a) Spoken languages

Click on the tab 'Spoken languages' as seen from the above screenshot then, Click on the lookup button  and select the language from the drop down menu and update it.



Select Lookup on ID Abbreviation

The screen "World Languages" below will open, as seen below

World Language


[Search Mode]

Application ID

Is Active

Origin

Abbreviation

Click the find button  and the list of all the languages will be displayed as seen below.

[Selection Mode] Home > Human Resources > Employee Management > Employee

Select	Application ID	Abbreviation
<input checked="" type="checkbox"/>	0000000001	ENGLISH
<input type="checkbox"/>	0000000002	FRENCH
<input type="checkbox"/>	0000000003	Austronesian
<input type="checkbox"/>	0000000004	Taetae
<input type="checkbox"/>	0000000005	Gilbertese

[Select All](#) | [Select None](#)

Tick the required languages, and then click on the “Return” Button . the selected languages will be added to the “Spoken Language” Tab.

Proceed to populate the next tab

Step 4 (b) Required documents

This is a mandatory tab. It's where supporting documents in this case Appointment Letter will be attached. Ensure its scanned and in PDF format.

Example: To attach a supporting document i.e appointment letters, Click the “Required Documents” Tab, then click on Appointment Letter . as seen below

Educations
* Spoken Languages
Employee Associations
Employment Histories
* Employee Payment Information
Notes
Social Number History
Employee Assignments
Internal trainings taken

Internal trainings given
Required Documents
Contacts
Addresses
Attachments
* Additional Information
Specific Institutions
Dependants
Disability Types

Select	Application ID	Required Document List Type
<input checked="" type="checkbox"/>		Appointment letter 2

The form below will be opened. From here you can attach the appointment letter.

Required Document

Application ID

Is Document Valid

* Required Document List Type

* Attachment

To attach the appointment letter, click the new button and the screen below will open

Information

Application ID

Attachment Classification

* Title

Description


* Attachment Appointment...ce Mark.pdf

Date Time

User

* Attachment Language



- Enter the Title
- Enter description
- Browse and attach the soft copy of the appointment letter
- The click the update button  at the bottom of the screen

The appointment letter will be added, the form will appear as below.

Required Document

Application ID

Is Document Valid


* Required Document List Type

* Attachment [Appointment Letter - Mr Space Mark.pdf](#)

Click the Update and return button to complete attaching the required document

Proceed to populate the next required tab


Step 4 (c) Contact Tab

Click on the tab, press the add button  and update the contact of the employee and update.

Step 4 (d) Employee Payment Information Tab.

This tab is mandatory.

This tab describes how the employee will be paid, the options can be either through Direct deposit (Bank) or Cash (for outer island employees.) Some employees have both options.

To enter the pay details of an employee, click the 'Employee Payment Information' tab, then click the new button  and the screen below will open

The fields that will appear later on will depend on the paymethod chosen. Below are the scenarios of how an employee can be paid.

- Scenario 1: Employees paid through Bank "Direct Deposits"

If the employee is paid through Bank:

- Then choose "Direct Deposit" in the field "Pay method"

Employee Payment Information

• Pay Method

• Pay Type

Pay Value

• Bank Account

Payment Method

Is Active

- Pay Type - If all the employee's net salary(100%) will be paid to 1 bank account, then Choose "Balance" .
- Then click on the field "Bank Account" , another screen "bank Account" will be opened. In this screen enter the employees bank account details, populating all the mandatory fields with the asterisk (*)

Bank Account

- Financial Institution: ANZ Kiribati
- Branch: ANZ Kiribati
- Currency: AUD
- Account Number: 87363836
- IBAN:
- National Transfer Code:
- Bank Account Name: Space Mark
- Account Type:
- Type Of Bank Account: Saving
- Routing Information:
- Comments:
- Intermediary Bank BIC:
- Is Active:
- Created On: 5/10/2023
- Commercial Bank Account Name:

Once done, click the save and return button at the bottom of the screen



You will be taken back to the employee payment information screen below

Employee Payment Information

• Pay Method


• Pay Type

Pay Value

• Bank Account

Payment Method

Is Active

Click the save and return button on the above screen  and the bank details will be added to the "Employee Payment Information" tab as seen below.

Educations	* Spoken Languages	Employee Associations	Employment Histories	* Employee Payment Information	Notes	Social Number History	Employee Assignments	Internal trainings taken	Internal trainings given	Required Documents								
<div style="display: flex; justify-content: space-between; font-size: small;"> Contacts Addresses Attachments * Additional Information Specific Institutions Dependents Disability Types </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> + ✕ 📄 📄 </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;">Select</th> <th style="width: 40%;">Pay Method</th> <th style="width: 40%;">Pay Type</th> <th style="width: 15%;">Is Active</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td><input checked="" type="checkbox"/></td> <td>Direct_Deposit</td> <td>Balance</td> <td>True</td> </tr> </tbody> </table>											Select	Pay Method	Pay Type	Is Active	<input checked="" type="checkbox"/>	Direct_Deposit	Balance	True
Select	Pay Method	Pay Type	Is Active															
<input checked="" type="checkbox"/>	Direct_Deposit	Balance	True															

● Scenario 2 - Salary Split across multiple bank Accounts

If an employee wants to split their salary between bank accounts. i.e employee has two bank accounts.

For example

Bank Account 1 - This will take AUD 100

Bank Account 2 - Will take the balance

So to split an employee's salary into different bank accounts. Repeat the steps in Scenario 1

- But when entering the split, start by entering the details of the bank account that will take on the known amount. in this case Bank Account 1.

Follow the same steps as in scenario 1 but change the following

- The Pay Type will be "Amount"
- Enter the pay value in this case 100

As seen on the form below, then follow through by clicking the Bank Account and enter the employee bank account details.

Employee Payment Information

• Pay Method

• Pay Type

Pay Value

• Bank Account +

Payment Method 🔍

Is Active

✓
✕

- After entering the known amount as above, repeat step in Scenario 1 again to enter 2nd bank details. All steps will be the same as defined in scenario 1 but the Pay Type will be "Balance" as seen below

Employee Payment Information

• Pay Method

• Pay Type

Pay Value

• Bank Account +

Payment Method 🔍

Is Active

✓
✕

Once the split has been entered, the tab "Employee Payment Information" will look like below. Two records, each record represents a split in net salary.

Educations
* Spoken Languages
Employee Associations
Employment Histories
* Employee Payment Information

Internal trainings given
Required Documents
Contacts
Addresses
Attachments
* Additional Information

+
🗑️
📄
📄✕

Select	Pay Method	Pay Type
<input checked="" type="checkbox"/>	Direct Deposit	Amount
<input checked="" type="checkbox"/>	Direct Deposit	Balance

For a split, one of the splits must have a pay type = Balance.

- **Scenario 3. Employees Paid through cash.**

Assume all the salary (100%) will be paid through cash.

If the employee is paid through Cash:

- Then choose “Cash” in the field “Pay method”. Additional fields will be added and the form will appear as below.

Employee Payment Information

• Pay Method

• Pay Type

Pay Value

• Payment Location

• Pay Agent + -

Payment Method -

Receiver Name

Type of Identification

Identification Number

Receiver Address ✓ ✖

Is Active

✓
✖

- Pay Type - If all the employee’s net salary(100%) will be paid in cash, then Choose “Balance” .
- Populate all the other required fields i.e
 - Select the Pay Agent. This is the Island Treasurer. use the lookup button + next to the field Pay Agent. When clicked, the Pay Agent screen will open. Then click find - ,the list of pay agents will be displayed as below

Pay Agent

[Selection Mode]
FreeBalance Application Suite

Application ID	Name
0000000002	test
0000000003	Treasurer - Betio
0000000004	Treasurer - Orona
0000000005	Treasurer - Bairiki
0000000006	No Payment Infor!!!!!!
0000000007	Treasurer - Ambo
0000000008	Treasurer - Bikenibeu
0000000009	Treasurer - Bonriki
0000000010	Treasurer - Nawerewere
0000000011	Treasurer - Nanikaai
0000000012	Treasurer - Tanaea
0000000013	Treasurer - North Tarawa
0000000014	Treasurer - Abaiang
0000000015	Treasurer - Abemama
0000000016	Treasurer - Aranuka
0000000017	Treasurer - Arorae
0000000018	Treasurer - Banaba
0000000019	Treasurer - Beru
0000000020	Treasurer - Butaritari
0000000021	Treasurer - Kuria
0000000022	Treasurer - Maiana

- click on the correct one to select
- Payment Location - Select "Outer island"
- Receiver Name - Enter name of the person going to receive the cash
- Type of Identification - Select Identity Type
- Identification Number - Enter the Identity Number base on the selection made in "Type of Identification"
- Receiver Address - Enter the address of the receiver.
- Then click "Save and Return"
- The record will be added to the "Employee Payment Information" as seen below

Select	Pay Method	Pay Type
<input checked="" type="checkbox"/>	Cash	Balance

● Scenario 4. Employees net salary split into Multiple cash splits
e.g AUD 41 by cash to Island A and the Balance by cash to Island B

Enter multiple cash splits in 'Employee Payment Information'. Repeat the step in Scenario 3.

But start by entering the split that have fixed amounts, The only thing that will change in Scenario 3 is

- The Pay Type will be "Amount"

- o Enter the pay value in this case will be 41
- o Populate the remaining fields. The pay agent is the Island

The screen will look like below.

Then click update and return button



The record will be added to the "Employee payment Information" tab

Enter the 2nd allocation to Island B

Follow the same steps as in Scenario 3.

Once done the Payment information will have 2 records as seen below


Educations		* Spoker Languages		Employee Associations		Employment Histories		* Employee Payment Information	
Contacts		Addresses		Attachments		* Additional Information		Specific Institutions	
Dependants		Disability							
<input checked="" type="checkbox"/>	Cash							Amount	
<input checked="" type="checkbox"/>	Cash							Balance	

- Scenario 5: Mixed Pay method -


Part of employees salary is through Cash and the other through bank

Follow the same process, enter the allocations accordingly, ensure that each allocation has the correct pay method either cash or bank. The process is the same as in the above scenarios. Below is a screen of a mixed pay method

Employee Payment Information

• Pay Method 

Pay Value

Payment Method 

Is Active


✓
✗

Step 5. Click the save button at the bottom of Manage Employee screen, if all the required fields have been populated, an error message will be generated if any of the required and mandatory fields have not been populated. If this happens, go and populate the field and save again.

If the save is successful, you will get a message below and the employee will be assigned a new employee ID number.



Step 6. Send for Approval

- Scroll to the top of the form, you will see a field "Transition",.
- Click on the drop down and select the appropriate option.
- To send for approval, choose "Submit for Approval", then click on the Transition button  as seen below.

Manage Employee

[Update/Delete Mode]

MANGO JOSEPH

Picture

Application ID: 2999999

Workflow Status: Created

Workflow Process Status: Created [en]

Transition: Submit for Approval

Name Prefix:

First Name: MANGO

- The following screen will appear

Transition

Application Language: English

Step Note:

Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

Finish

The User can enter a comment, in the field "Step Note". This comment will be displayed to the next approver or next recipient of the request.

- Click the Finish button the request will be completed i.e approved or sent to the next approver. The message below will be displayed.

apac.freebalance.com says

Workflow Transition Executed

- Click Ok

That is how a new employee record is added to the system and sent for approval.

Note:

Before Approval, the record will be a draft. So it's important that the user should always check and know the status of approval by following the remaining steps to know the approval status.

Step 7. Transition will be assigned to respective users as defined in user role and functional, final stage approved.

The user that created the record can view how the approval will be done, who the approvers are and the status of approval. This information is available through the Workflow History form.

- On the Manage Employee Screen.
- Click on the button  Workflow History.

Manage Employee



The details of the approval will be displayed as seen below.

Workflow History

Current Stage

Filter On Execution Step Type

Execution Date	Description	Transition Type	From Stage	To Stage	Workflow Execution Step Type	User	Step Note	Evidence Valid of Signature Data
6/10/2023 16:44:29	Created [en]	Manual		Created [en]	Completed	fb_modera		
6/10/2023 16:54:13	Submit for Approval	Manual	Created [en]	Approval Requested [en]	Completed	fb_modera		
6/10/2023 16:54:13	Approval Requested - Send to SRO MDA	Automatic	Approval Requested [en]	SRO MDA Approval Requested	Completed	fb_modera		
6/10/2023 16:54:14	Return Back to Creator	Manual	SRO MDA Approval Requested	Created [en]	Assigned	reritai		
6/10/2023 16:54:14	Approved - Send to MFED Reviewer MDALink	Manual	SRO MDA Approval Requested	MFED Reviewer	Assigned	reritai	Next Approver	
6/10/2023 16:54:14	Rejected	Manual	SRO MDA Approval Requested	Rejected [en]	Assigned	reritai		

✕

2.2 Approval of the New Records

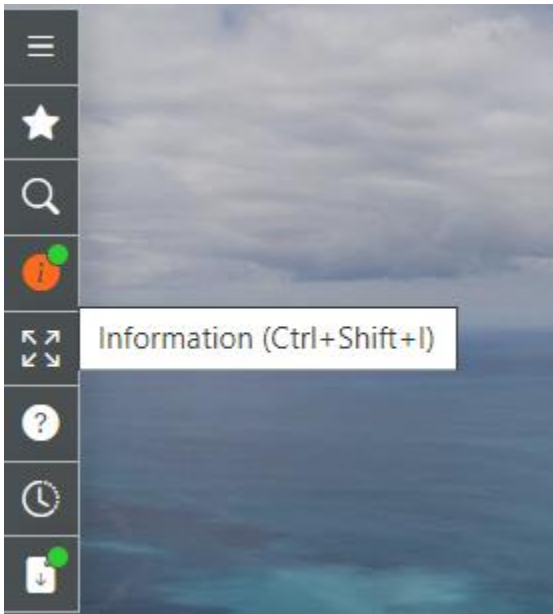
Once a new record has been created, It will have to be approved.

Below are the steps of how the record can be approved.

Step 1. The approver should log into the system. Upon successful login, the system will load and the Main menu will be displayed.

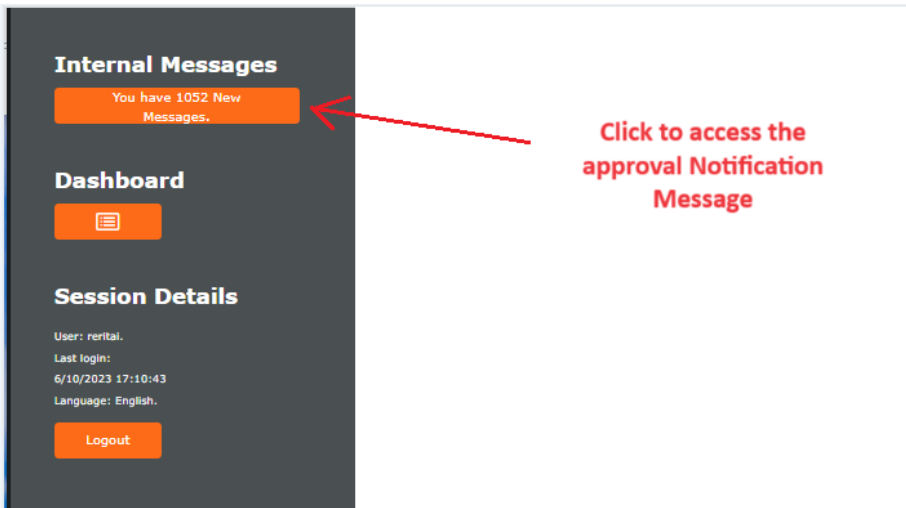
Step 2: On the Left hand side, there is a side menu that will be displayed as seen below, Click on the Information

icon  below



Step 2. A side menu will be displayed on the right side of the screen as seen below. The Approver will be able to see "Internal Messages" with a note in Orange of the number of messages that the approver has and has not yet read them.

Part of these messages are the request for approval that the Approvers has to act upon.



Click on the messages, as shown above to access the approval notification messages.

- Internal message screen will open as seen below.

Select	Status	From	ID	Subject
<input type="checkbox"/>	●	Moo Odera	130840	There is a new Employee (Code = 2999999) transition assigned to you

- In this case there is only one message for approval, and the status is green. Click on it and the Manage employee will open to view the details of the new employee prior to approval.
 - To view the Supporting document (in this case Appointment letter - Click the Tab "Required document.- then browse till you can see the document and download is required")
- Go to the transition field, and select the option to approve as seen below.

Manage Employee

[Update/Delete Mode]

MANGO JOSEPH

Picture +

Application ID

Workflow Status

Workflow Process Status


Transition

Approved - Send to MFED Reviewer MDALink
 Rejected
 Return Back to Creator

Name Prefix

First Name

Middle Name

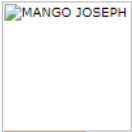
- To send for approval, choose the appropriate choice, then click on the Transition button  as seen below.

Manage Employee



[Update/Delete Mode]


MANGO JOSEPH

Picture 

Application ID

Workflow Status


Workflow Process Status

Transition 

Name Prefix

First Name

Middle Name

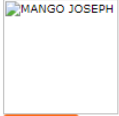


Manage Employee



[Update/Delete Mode]


MANGO JOSEPH

Picture 

Application ID


Workflow Status

Workflow Process Status

Transition 

Name Prefix

First Name



- The following screen will appear

Transition


Application Language: English

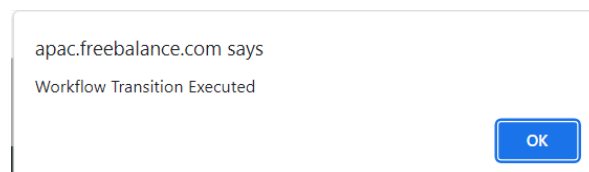
Step Note:

Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

Finish

The Approver can enter a comment, in the field "Step Note". This comment will be displayed to the next approver or next recipient of the request.

- Click the Finish button  the request will be completed i.e approved or sent to the next approver. The message below will be displayed.



- Click Ok

That is how a new employee record can be approved.

Note: To have employee record approved, there are multiple stages of approval, So the workflow has been designed such that from one stage, is approved, Approval notification will be sent to the next approver.

So the other approvers will repeat the same steps define 3.2 to make approvals

2.3 Making Changes to Employee Master Records

When an employee record has been created in the system and approved, Changes can be made however some fields are restricted and once changed, a change request will be generated.

Below are the steps to make changes and update employee records.

Step 1. Navigation to menu

Go to : Human Resources>Employee Management>Employee



Step 2. Search and open the existing employee record .

- Open the employee form (Human Resources>Employee Management>Employee)
- The form opens in search mode
- Search for the employee to have the record displayed on the form. Use the find button in the top menu of the forms as seen in the screenshot below.

You can search by any field. Put a value in the required field and click the find button. The value put in the field to be search does not have to be complete , you can use the asterisk (*)

i.e search for employees with Surname starting with Tua#####.

denotes any others letters


In the the Surname field, input, Tua* then click find.

All employees whose names start with Tua##### will be displayed.

- is a wild card, and can be used in various ways for searching and retrieving records.
- The record of the employee will be displayed on the form

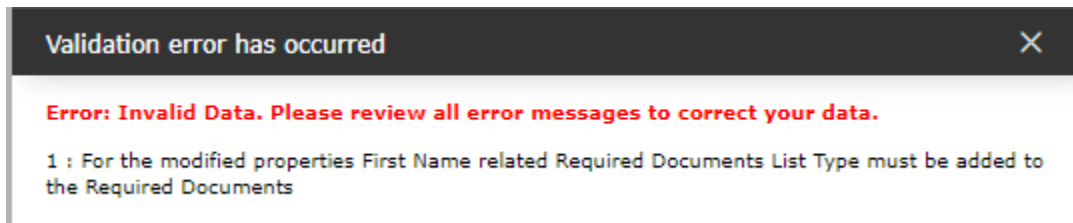
Step 3. You can now make the required change. Go to the field that requires the change and make the change i.e., date of birth, name etc. Changes can also be made to records in the different tabs i.e Employee Payment information, Contact etc

Additional records can be added in the tabs or the existing ones can be changed.

- For additional records in the tabs, each tab has new button  , click on this button and a form will be opened, input the details and click save and return button at the bottom of the form.

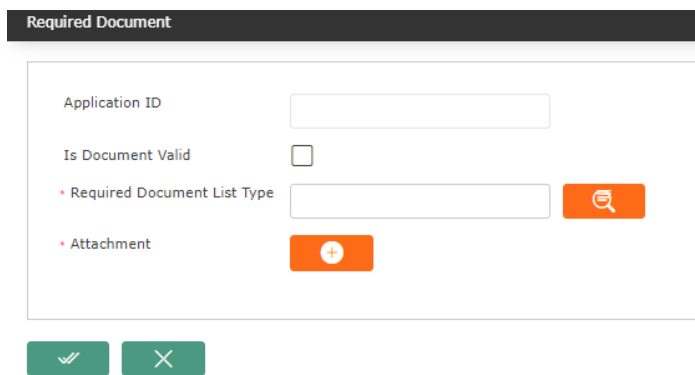
-


Step 4. Attachment of Supporting Documents. So fields are restricted and for any change, a supporting document will be required. if not attached, the user will get the following message.

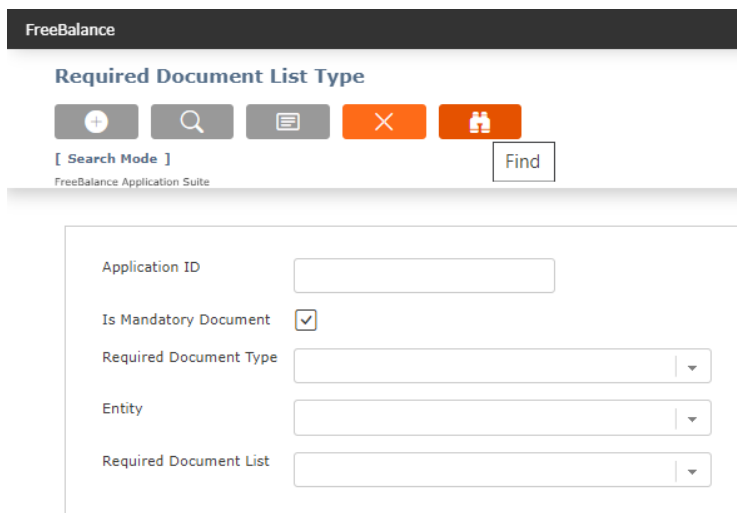


Supporting documents can be attached as follows.

- Click on the tab "Required Documents"
- Click the new button , the screen below opens



- In "Required Document List Type", click the lookup button  and the screen below will be displayed.



- Click the find button. the options below will be displayed.

Required Document List Type



[Selection Mode]

FreeBalance Application Suite

Application ID	Required Document Type	Field	Required Document List
3	Employee Update	nationalId	National Id Card
4	Employee Update	dateOfBirth	Birth certificate
5	Employee Update	firstName	Name change certificate
6	Employee Update	middleName	Name change certificate
7	Employee Update	lastName	Name change certificate

In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.

- You will return back to “Required Document” Screen
- Tick the field - Is Document Valid

Required Document

Application ID

Is Document Valid

* Required Document List Type +

* Attachment + New

✓
✕

- Click the new button in Attachment as seen above. “Information” form will open. This is where you will enter the details of the attachment that you want to submit.
 - Enter a Title
 - Enter the description
 - Attachment - Browse and attach the supporting document

Then click update as seen in the screenshot below

Information

Application ID

Attachment Classification

* Title

Description

* Attachment Supporting ...st Name.pdf

Date Time

User

* Attachment Language

- after clicking update, you will return to the "Required Document screen" as seen below

Required Document

Application ID

Is Document Valid

* Required Document List Type

* Attachment [Supporting Doc - Last Name.pdf](#)

- Click "Save and Return" button
- The supporting documents will be added under the tab "Required Documents" as seen below.

Select	Application ID	Required Document List Type
<input checked="" type="checkbox"/>	31	Appointment letter
<input checked="" type="checkbox"/>		Name change certificate

This is the Supporting document that has been attached

Update

Step 4. After making the changes, Click on the update button at the bottom of the form, the system will create a change request, the user will receive the message in the screenshot below.

These messages will only appear if the change was made to a restricted field that requires approval otherwise if the field change is not restricted then the record will be saved and the change will take immediate effect.

Below is a sample change request notification that will be generated for a restricted field if changed.

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?

OK Cancel

Click Ok

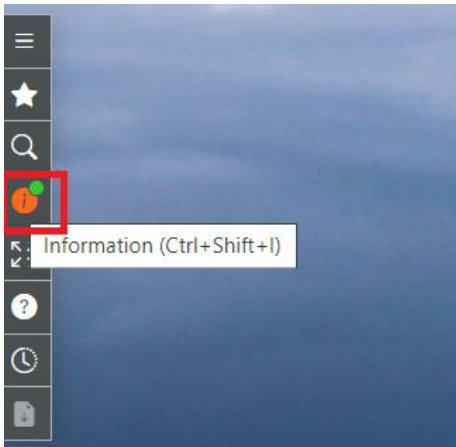
The change request will be sent instantly to the approver.

Note: The change will not be effective until it has been approved.

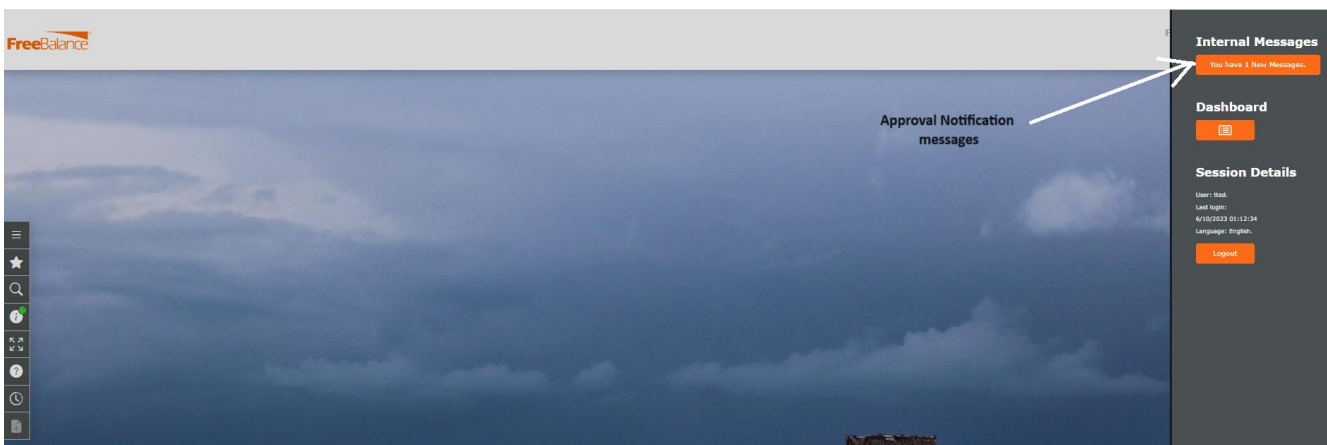
2.4 Approving the Changes

Step 1. The approve should log into the system

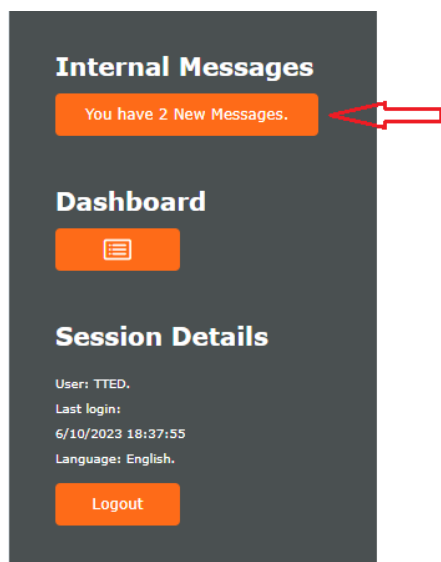
Step 2: Click on the Information icon  below



Step 2. Approvers will receive an approval notification in "Internal Message"



Step 3. Click on the messages, below 1 message has been received, Click on it



Step 4. Click on the internal message, follow the arrow in the screenshot above. The internal message screen below will open. The approver is able to view the approval notifications for change requests.

Internal Message

Select	Status	From	ID	Subject
<input type="checkbox"/>	●	Moo Odera	130841	There is a new Change Request (Code = 148) transition assigned to you
<input type="checkbox"/>	●	Moo Odera	130833	There is a new Change Request (Code = 147) transition assigned to you

The approver has to approve each change request.

Step 5. Click on the ID of a given change request and the following screen will open

Internal Message

◀ ▶


ID: 130841

From: Moo Odera

Organization Name: MOE

Subject: There is a new Change Request (Code = 148) transition assigned to you

Body: Transaction = Change Request
Transaction Id = 148
Code = 148
Options Available: Rejected, MFED Reviewer, Cancelled

Entity
Change Request  Update Domain

Send Email

Requires Action

Receive Read Notice

Step 6. Click the button "Update Domain" to view the details of the change request as seen below.

The change is at the bottom of the screen as seen below.

Change Request


[Update/Delete Mode]

Application ID: 148

Workflow Status: Approval Requested

Workflow Process Status: Approval Requested

Transition: []


Domain ID: 6788 

Restricted Properties Only:

Last Operation Sequence: 4

Change Request Type: Employee


Restriction Context: Restrictions on Employee

Institution: 1501 

Fiscal Year: []

Fiscal Period: []

Created On: 6/10/2023 18:08:17


Created By: fb_modera 

Approved On: []

Approved By: []

To view the supporting Document, Click this button, the Employee form will open, Click the tab "Required Document" , you will see the attached document

Change Request Operation	Sequence	Entity Property Description	Entity Property Old Value	Entity Property New Value
1		LastName	MILLY PER	MILDRED

To view the supporting Document, Click this details button  in the field "Domain ID", the Employee form will open, Click the tab "Required Document" , you will see the attached document

Step 7. To Approve, Go to the Transition field and select the required option to approve.


Change Request


[Update/Delete Mode]

Application ID: 148

Workflow Status: Approval Requested

Workflow Process Status: Approval Requested

Transition: Endorsed - Send to Review 


Domain ID: 6788 

Restricted Properties Only:

Last Operation Sequence: 4

Change Request Type: Employee

Restriction Context: Restrictions on Employee

Institution: 1501 

Transition

Then click the 'Transition' button, the following screen will pop up

Transition

Application Language

Step Note

Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

✎ ✕
Finish

Click the Finish button, the following message will be displayed.

apac.freebalance.com says

Workflow Transition Executed

OK

Click Ok to complete.

3. Employee Appointments

3.1 Adding New Employee Assignments(Appointments/Contracts)

Employee assignment is the central component of Payroll CSM, connecting employees to various elements, including employee positions, situation code combinations, pay codes, shift schedules, cost items, deductions, salary transitions, and coding blocks. To create a new employee assignment follow the following steps.

The employee assignment form will be used to capture and maintain all employee appointments/ Contracts.


Follow the steps below to create new Employee Assignments (Appointments)

Step 1. Navigate the menu

Human Resource>Employee Management>Assignment Management



Step 1. In order to open the employee assignment screen, click “**Employee Assignment**” as seen from the screen shot above.

Step 2. The Employee assignment screen is displayed by default at search mode, Click on the new button 

A screenshot of the 'Employee Assignment' screen. The title 'Employee Assignment' is at the top left. Below it is a toolbar with a search icon, a list icon, and a 'New' button (highlighted with a red box). The main area contains a form with the following fields: 'Employee Assignment Filter' (dropdown menu set to 'Current'), 'Employee' (text input with a search icon), 'Assignment ID' (text input), 'Workflow Status' (dropdown menu), '* Reason for Assignment' (dropdown menu), 'Position' (text input with a search icon), 'Legal Basis' (dropdown menu), 'Union' (dropdown menu), 'Institution' (text input with a search icon), and 'Report To' (text input with a search icon). On the left side, there is a vertical sidebar with icons for home, star, search, info, expand, help, clock, and mobile.

Step 3. The Job Offer screen below will open.

Populate the following field.

- Create Assignment Based on Job Offer - Untick
- Reason for Assignment - Select the appropriate reason from the drop down.

- Employee Position - Select the employee position. Use the lookup button
- Enter Start date.
- Pay Code - select from the drop down.





When populated the screen will display as follows.


Create Assignment Based On Job Offer


Create Assignment Based On Job Offer

Job Offer



* Reason for Assignment

* Employee Position  

* Start Date 

End Date 

Pay Code

Step 4. Click proceed, you will return to the employee assignment screen

Step 5. Populate all the required fields (*) on the form .

Step 6. Populate also the Tab "Salary Transitions"

- Click Salary Transition tab

Attachments
* Salary Transitions
Automatic Cost It

+

New

Salary Scal

↓

- Click the New and enter the details of the employees salaries
 - if the employees salary is from the salary scale, then enter the details as below.

Salary Transitions

Is OffScale

• Group

• Sub Group

• Effective Date

• Salary Step

Step Amount

Amount

Populate these fields if the employee salary is from the Salary Scale

- if the employees salary is not from the salary scale, then enter the details as below.
 - Ensure that the field “Is OffScale” is ticked
 - Then enter the salary in the field Amount
 - The amount is the annual salary.

Salary Transitions

Is OffScale

• Group

• Sub Group

• Effective Date

• Salary Step

Step Amount

Amount

- Click save and return. You will be taken back to the employee assignment form. And the salary Transistio Tab will display as below

Attachments	* Salary Transitions	Automatic Cost Items	Automati				
	<table border="1"> <thead> <tr> <th>Salary Scale</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>L16 / - 1 / 1</td> <td>8,000.00</td> </tr> </tbody> </table>	Salary Scale	Amount	L16 / - 1 / 1	8,000.00		
Salary Scale	Amount						
L16 / - 1 / 1	8,000.00						

Step 7. Populate also the Tab "Assignment Financial Coding Block"

- Click on "Assignment Financial CodingBlocks" Tab
- Click the add button

Assignment Financial CodingBlocks

• Percentage

• Coding Block

Note: Confirm the coding block from the senior accountant

- Then click save and return

Step 8. Click the 'Required Document' tab. And attach the contract or Appointment letter.

This is a mandatory tab. It's where supporting documents will be attached. These documents should have been scanned and in PDF format.



To attach a supporting document i.e appointment letters, Click the "Required Documents" Tab, then click on Appointment Letter . as seen below

Select Application ID **Required Document List Type**


 [Appointment letter](#)

The form below will be opened. From here you can attach the appointment letter.

Required Document

Application ID	<input type="text"/>
Is Document Valid	<input checked="" type="checkbox"/>
* Required Document List Type	<input type="text" value="1"/> 
* Attachment	




To attach the appointment letter, click the new button  and the screen below will open

Information

Application ID	<input type="text"/>
Attachment Classification	<input type="text"/>
* Title	<input type="text" value="Appointment Letter - Mr. Space Mark"/>
Description	<input type="text" value="Appointment Letter - Mr. Space Mark - Temporary Appointment"/>
* Attachment	<input type="button" value="Choose File"/> Appointmen...ce Mark.pdf
Date Time	<input type="text"/>
User	<input type="text"/>
* Attachment Language	<input type="text" value="English"/>



- Enter the Title
- Enter description
- Browse and attach the soft copy of the appointment letter
- The click the update button  at the bottom of the screen

The appointment letter will be added, the form will appear as below.

Required Document

Application ID

Is Document Valid


* Required Document List Type +

* Attachment [Appointment Letter - Mr Space Mark.pdf](#) ✓ ✖

✓
✖

Update And Return

Click the Update and return button to complete attaching the required document

Step 8. If all the required information has been provided, then click the save button  at the bottom of the screen to save the record

apac.freebalance.com says

Is a retroactive pay required for this assignment?

OK

Cancel

Step 9. Send it for approval.

Go to the Transition field at the top of the screen, and select the options from the from down, Click on the transition button and accept the messages thereafter to send for approval.

Step 10. The approver will log in and get the approval notification message in "Internal messages."

3.2 Changes to Employee Assignment(Appointment)

The changes to a contract can be of various forms that ranges from Termination, Promotion, Transfers etc.

All these changes will be done on the employee assignment form.

i.3.2.1 Termination of Appointment

Follow the steps below to end the assignment/appointment of an employee.

Step 1: Open the employee assignment form. Use the path below

- Follow the path:

Human Resources>Employee Management>Assignment Management>Employee Assignment

- Click on employee assignment
- Form will open in search mode

Step 2: Search and retrieve the employee's assignment

- Enter the Employee number in the field "Employee".

Employee Assignment


[Search Mode] Find

Employee Assignment Filter: Current

Employee: 99996

Full Name: GUN PENSE

Assignment ID:

- Click the Find button  . Employee assignment details will be displayed on the form

Step 3: Enter the end date and reason

- Scroll down the form till you are able to see the field 'End date',
- Enter the end date
- In the field "End date Reason ". Select the reason for ending the contract.

Employee Assignment

[Update/Delete Mode]

End Date: 31/12/2023

End Date Reason: END OF CONTRACT

Pay Termination End Date:

Last Increment Date:

Step 4: Attach the supporting document

Supporting documents can be attached as follows.


- Click on the tab "Required Documents"
- Click the new button , the screen below opens



Required Document


Application ID:

Is Document Valid:

Required Document List Type:

Attachment: 

- In "Required Document List Type", click the lookup button  and the screen below will be displayed.

FreeBalance

Required Document List Type

[Search Mode] Find

FreeBalance Application Suite

Application ID

Is Mandatory Document

Required Document Type

Entity

Required Document List

- Click the find button. the options below will be displayed.

FreeBalance

Required Document List Type

[Selection Mode]

FreeBalance Application Suite

Application ID	Required Document Type	Field	Required Document List
16	Employee Assignment Update	endDate	Supporting document


In the column for the field, click on the one that relates to the changes that you made. i.e if you end the contract, then choose the end date.


- You will return back to "Required Document" Screen
- Tick the field - Is Document Valid

Required Document

Application ID

Is Document Valid

* Required Document List Type 

* Attachment 

- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
 - Enter a Title
 - Enter the description
 - Attachment - Browse and attach the supporting document

Then click update as seen in the screenshot below

Information

Application ID

Attachment Classification

Title

Description

Attachment Supporting ... f Contract.pdf

Date Time

User

Attachment Language

- after clicking update, you will return to the "Required Document screen" as seen below

Required Document

Application ID

Is Document Valid

Required Document List Type

Attachment [Supporting Doc - End of Contract.pdf](#)

- Click "Save and Return" button
- The supporting documents will be added under the tab "Required Documents"

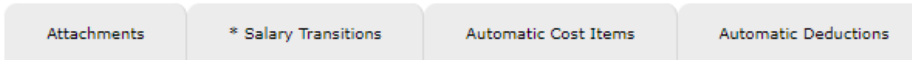
Step 5: Click the update button at the bottom of the screen

Employee Assignment



[Update/Delete Mode]

Last Increment Date	<input type="text"/>	
Specialty	<input type="text"/>	
Created On	<input type="text" value="25/9/2023 00:00:00"/>	
Created By	<input type="text" value="alafai"/>	
Approved On	<input type="text" value="28/9/2023 11:11:57"/>	
Approved By	<input type="text" value="ttebania"/>	
Explanation Note	<input type="text"/>	
Notice Date	<input type="text"/>	

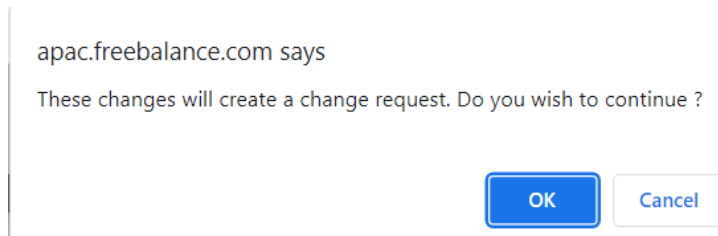


Select	Application ID	Required Document List Type
<input checked="" type="checkbox"/>	13	Appointment letter
<input checked="" type="checkbox"/>		Supporting document



Update

Step 5: A change request message will be displayed as below



- Click Ok
- The change request has been sent to the approver

Note: The change will only be effective once the change has been approved

ii.3.2.2 Other Changes to employees assignments

All the changes related to employees appointment will be effected on the employee assignment form. These changes other than termination of appointment may include

- Promotions/Demotions - When there is a change in Position, salary
- Transfer - Employee being shift from one Institution to another
- Reclassifications - In this there may be position change, salary change
- Recall - Employees who were suspended in the past but are being reinstated again.
- Re-employment - Employees who left in the past but are being engaged again.
- Leave etc

To effect these changes, Create a new employee assignment.

Step 1: Follow the same steps as guided in 3.2, however in the field "Reason of Assignment", select the appropriate reason.

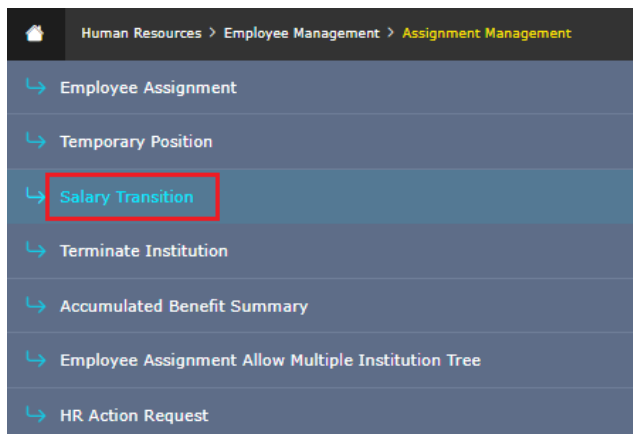
Note. If there are any existing and active assignments, they will be ended.

3.3 Changes in Employee Salary Scale (Salary Transitions)

When an employee's salary scale changes, use "salary Transition" to effect the change.

Follow the steps below.

- Open the salary transitions form.



- Populate all the mandatory fields
- Attach the supporting documents
- Save
- Go to Transition field and sent for approval

4. Allocating Allowances to Employees

Employees can be entitled to allowance in two ways;

1. Recurrent allowances (Long Term Allowances)

These are allowances issued to an employee and will be paid to the employee in every pay period until it is stopped. for example car allowance, Housing Allowance etc

In the system, these allowances will be issued an employee using **"Automatic Cost Item"** form (**Payroll Management>Employee Payroll Settings>Automatic Cost Items**)

See section 5.1, how the allowance can be assigned to an employee

2. Pay Period Specific Allowances

These are allowances issued to an employee for a specific pay period. For example Overtime, Shift etc

In the system, these allowances will be issued an employee using **"Cost Item Per Period"** form (**Payroll Management>Employee Payroll Settings>Automatic Cost Items**)

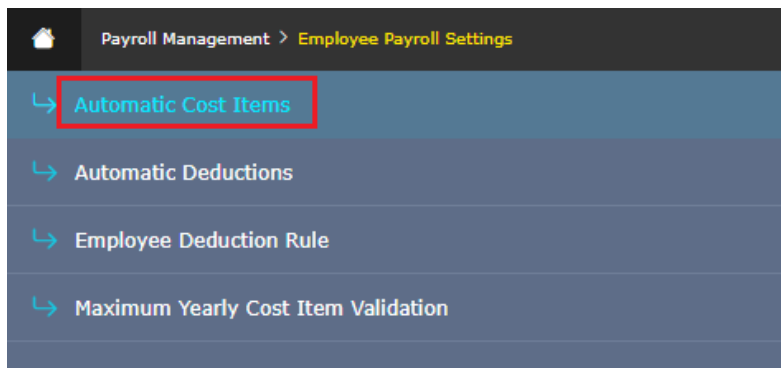
4.1 How to Assign Automatic Cost Item (ACI) to an Employee


Follow the steps below to assign an ACI to an employee

Step 1. Navigate to the menu below


Payroll Management>Employee Payroll Setting >Automatic Cost item

Click to open form



Step 2. The automatic cost item screen is displayed by default at search mode, click on the new button  (You will then be in insert mode).

Step 3. Complete all mandatory fields on the form, denoted by an asterisk(*) are mandatory

- Additional fields will be displayed after selecting the cost item.
- Populate all the required fields.
- Mandatory fields are denoted by an asterisk (*)
- Some fields, have a lookup button , Click on like to make a selection from a given list.

Automatic Cost Item



[Insert Mode]

Employee	99998		
Employee Assignment	1		
Employee Position	DUMMYPOST-15		
Position Description	DUMMY POSITION		
Cost Item	A002		
Name	RESPONSIBILITY		
Start Date	1/1/2023		
End Date			
Cost Item Frequency Amount			
Cost Item Rate	100.00		
Effect On Accumulated Benefit			
Accumulated Benefit			
Financial Debit Coding Block	-/-/-/211114/-		
Financial Credit Coding Block			
Number Of Hours Or Days	1.00		
Amount For Frequency			
Legal Basis			
Explanation			

Step 4. Attach Supporting Document.

This is a mandatory tab. It's where supporting documents will be attached. These documents should have been scanned and in PDF format.

To attach a supporting document


- Click the "Required Documents" Tab
- The link to attach the supporting document required will be displayed

- click on it.

Link to Attach Supporting Document, Click on it and follow the next steps to attach the document

- The form below will be opened. From here you can attach the appointment letter.

To attach, click the new button  and the screen below will open

- Enter the Title
- Enter description
- Browse and attach the soft copy of the appointment letter
- The click the update button  at the bottom of the screen

The Supporting document will be added

- Click the Update and return button to complete attaching the required document

Step 5. Save the record

- Click the save button  at the bottom of the form to save
- The following message will be displayed.

apac.freebalance.com says

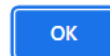
These changes will create a change request. Do you wish to continue ?



- Click Ok and the message below will be displayed.

apac.freebalance.com says

Change Request for AutomaticCostItem Created Successfully



You have successfully added the ACI to an employee, its now pending approval.

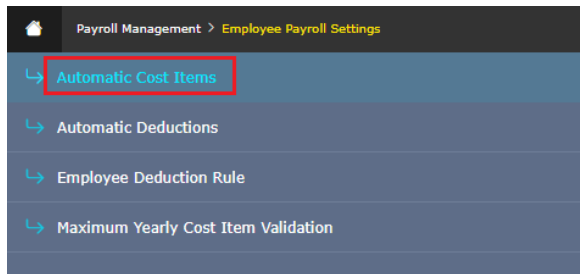
4.2 How to makes changes to Automatic Cost Item (ACI) assigned to an Employee

Follow the steps below to make changes to ACI assigned to employees.

Step 1. Navigate to the menu below

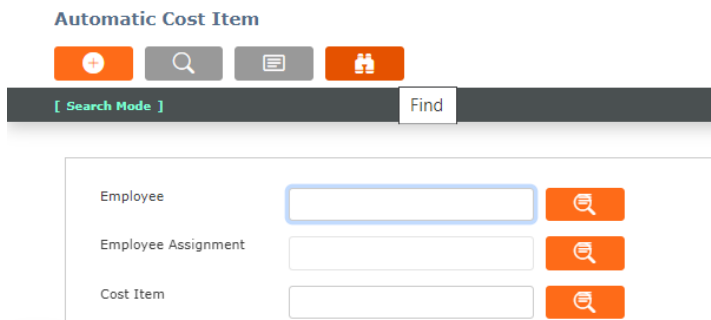
Payroll Management>Employee Payroll Setting >Automatic Cost item

Click to open form

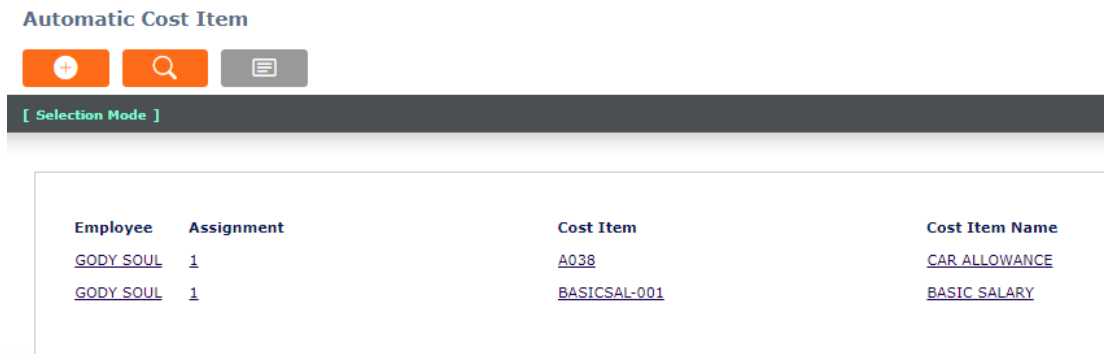


Step 2. Search for an employee's ACI to be changed.

The automatic cost item screen is displayed by default at search mode as below



- Employee the employee ID.
- Multiple fields can be used for the search
- Then click the find button. the results will then be displayed. for example as seen below



- Click on the Cost item that needs to be changed.
- You will be taken to the ACI form, the details of the cost item assigned to the employee will be displayed as seen below

Automatic Cost Item

[Update/Delete Mode]

Employee	99998	
Employee Assignment	1	
Employee Position	DUMMYPOST-15	
Position Description	DUMMY POSITION	
Cost Item	A038	
Name	CAR ALLOWANCE	
Start Date	28/1/2023	
End Date	1/7/2023	
Cost Item Frequency Amount		
Cost Item Rate	100.00	
Effect On Accumulated Benefit		
Accumulated Benefit		
Financial Debit Coding Block	-/-/-/211114/-	
Financial Credit Coding Block		
Number Of Hours Or Days	1.00	
Amount For Frequency	180.00	
Legal Basis		

Step 3. Make the Changes

- Make the changes as required.

Note that some fields are restricted and any changes made will trigger a change request that has to go for approval.

Step 4. Attach the Supporting Documents.

Supporting documents can be attached as follows.

- Click on the tab "Required Documents"
- Click the new button , the screen below opens

Required Document

Application ID

Is Document Valid

• Required Document List Type 🔍

• Attachment +

✓
✕

- In “Required Document List Type”, click the lookup button 🔍 and the screen below will be displayed.

FreeBalance

Required Document List Type

+
🔍
☰
✕
👤

[Search Mode]
Find

FreeBalance Application Suite

Application ID

Is Mandatory Document

Required Document Type ▼

Entity ▼

Required Document List ▼

- Click the find button. the options below will be displayed.

FreeBalance

Required Document List Type

+
🔍
☰
✕

[Selection Mode]

FreeBalance Application Suite

Application ID	Required Document Type	Field
10	Automatic Cost Item Update	amountForFrequency


In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.


- You will return back to “Required Document” Screen
- Tick the field - Is Document Valid



Required Document

Application ID

Is Document Valid

* Required Document List Type 

* Attachment 


- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
 - Enter a Title
 - Enter the description
 - Attachment - Browse and attach the supporting document


Then click update as seen in the screenshot below

Information

Application ID

Attachment Classification

* Title 



Description 

* Attachment Supporting ...Cost Item.pdf

Date Time

User

* Attachment Language

- after clicking update, you will return to the "Required Document screen" as seen below

Required Document

Application ID

Is Document Valid

Required Document List Type +

Attachment [Supporting Doc - Cost Item.pdf](#) ✓ ✕

✓
✕

- Click "Save and Return" button
- The supporting documents will be added under the tab "Required Documents" as seen below.

Step 5. Save the change

- Click the update button ✓ at the bottom of the form
- The message below will be generated

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?

- Click Ok, then the following confirmation message will be generated

apac.freebalance.com says

Change Request for AutomaticCostItem Created Successfully

- Click Ok to Finish

That is all, The change request has been made. It will be effective once approved.

4.3 How to Assign Cost Item Per Period (CIPP) to an Employee


Follow the steps below to assign an CIPP to an employee

Step 1. Navigate to the menu below


Payroll Management>Employee Payroll Results>Cost Items Per Period

Click to open form



Step 2. The CIPP item screen is displayed by default at search mode, click on the new button  (You will then be in insert mode).

Step 3. Complete all mandatory fields on the form, denoted by an asterisk(*) are mandatory

- Additional fields will be displayed after selecting the cost item.
- Populate all the required fields.
- Mandatory fields are denoted by an asterisk (*)
- Some fields, have a lookup button , Click on like to make a selection from a given list.

Cost Item Per Period

+
🔍
☰
👤

[Search Mode]

Employee	<input type="text"/>	🔍
Workflow Status	<input type="text" value="▼"/>	
Employee Assignment	<input type="text"/>	🔍
Roll Back	<input checked="" type="checkbox"/>	
Fiscal Year	<input type="text" value="▼"/>	
Pay Code	<input type="text" value="▼"/>	
Pay Period	<input type="text" value="▼"/>	
Cost Item Start Date	<input type="text"/>	
Cost Item End Date	<input type="text"/>	
Cost Item	<input type="text"/>	🔍
Amount For Frequency	<input type="text"/>	
Number Of Hours or Days	<input type="text"/>	
Rate	<input type="text"/>	
Cost Item Scale Level	<input type="text" value="▼"/>	
Number Of Pay Periods	<input type="text"/>	
Calculated Amount	<input type="text"/>	
Corrected Amount	<input type="text"/>	
Taxable Amount	<input type="text"/>	
Legal Basis	<input type="text" value="▼"/>	

Step 4. Attach Supporting Document.

This is a mandatory tab. It's where supporting documents will be attached. These documents should have been scanned and in PDF format.

To attach a supporting document

- Click the "Required Documents" Tab
- The link to attach the supporting document required will be displayed
- click on it.

Attachments | **Required Documents**

+ | | |

Select	Application ID	Required Document List Type
<input checked="" type="checkbox"/>		Supporting document

Link to Attach Supporting Document, Click on it and follow the next steps to attach the document

- The form below will be opened. From here you can attach the appointment letter.

Required Document

Application ID

Is Document Valid

• Required Document List Type

• Attachment

To attach, click the new button and the screen below will open

Information

Application ID

Attachment Classification

• Title

Description

• Attachment No file chosen

Date Time

User

• Attachment Language

- Enter the Title
- Enter description
- Browse and attach the soft copy of the appointment letter

- The click the update button  at the bottom of the screen

The Supporting document will be added

- Click the Update and return button to complete attaching the required document

Step 5. Save the record

- Click the save button  at the bottom of the form to save
- The following message will be displayed.

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?

- Click Ok and the message below will be displayed.

Change Request for Cost Item Per Period Created Successfully

You have successfully added the CIPP to an employee, its now pending approval.

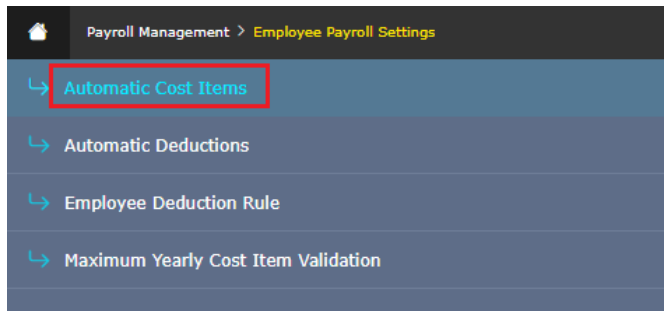
4.4 How to makes changes to Cost Item Per Period (ACI) assigned to an Employee

Follow the steps below to make changes to CIPP assigned to employees.

Step 1. Navigate to the menu below

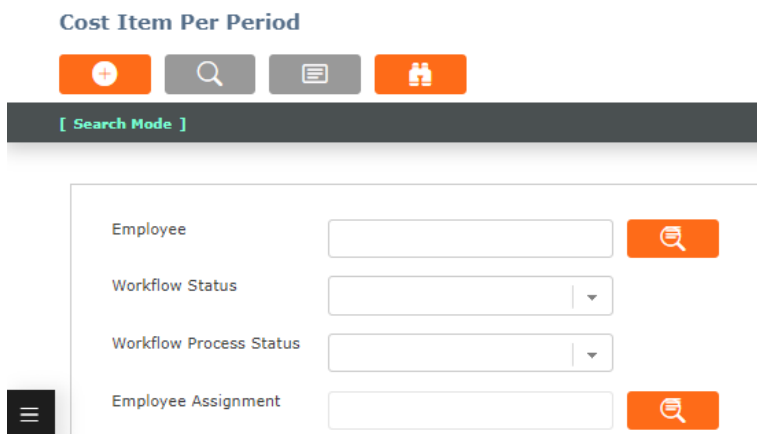
Payroll Management>Employee Payroll Results>Cost Items Per Period

Click to open form

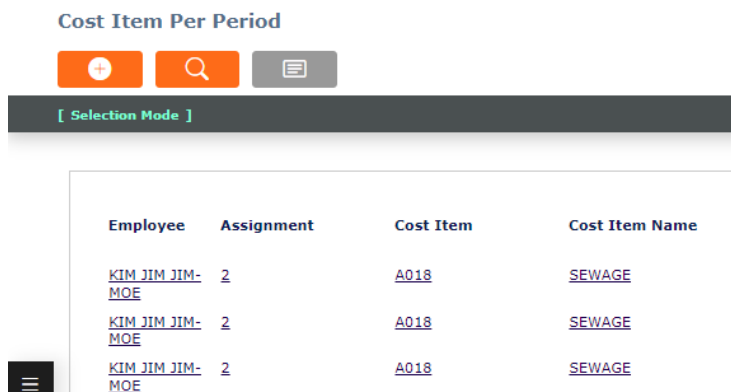


Step 2. Search for an employee's CIPP to be changed.

The CIPP screen is displayed by default at search mode as below



- Employee the employee ID.
- Multiple fields can be used for the search
- Then click the find button. the results will then be displayed. for example as seen below



- Click on the Cost item that needs to be changed.
- You will be taken to the CIPP form, the details of the cost item assigned to the employee will be displayed as seen below

Cost Item Per Period

+
🔍
🗨️
🕒

[Update/Delete Mode]

<ul style="list-style-type: none"> ☰ ★ 🔍 📌 🔄 ? 🕒 🗨️ 	<ul style="list-style-type: none"> • Employee <input type="text" value="99991"/> 🔍 Employee Name <input type="text" value="KIM JIM JIM-MOE"/> • Workflow Status <input type="text" value="Approval Request"/> ▼ Workflow Process Status <input type="text" value="Approval Request [en]"/> ▼ • Employee Assignment <input type="text" value="2"/> 🔍 • Fiscal Year <input type="text" value="FY 2023"/> ▼ • Pay Code <input type="text" value="Ministry, Departments and i"/> ▼ • Pay Period <input type="text" value="5 [25/2/2023 - 10/3/2023]"/> ▼ • Cost Item Start Date <input type="text" value="25/2/2023"/> • Cost Item End Date <input type="text" value="10/3/2023"/> • Cost Item <input type="text" value="A018"/> 🔍 🗨️ Cost Item Frequency <input type="text" value="Unit"/> ▼ Cost Item Amount For Frequency <input type="text" value="0.63"/> Cost Item Debit Coding Block <input type="text" value="-/-/-/211114/-"/> Cost Item Credit Coding Block <input type="text"/> Amount For Frequency <input type="text"/> • Number Of Hours or Days <input type="text" value="30.00"/>
---	--

Step 3. Make the Changes

- Make the changes as required.

Note that some fields are restricted and any changes made will trigger a change request that has to go for approval.

Step 4. Attach the Supporting Documents.

Supporting documents can be attached as follows.

- Click on the tab "Required Documents"
- Click the new button , the screen below opens

Required Document

Application ID

Is Document Valid

• Required Document List Type 🔍

• Attachment +

✓
✗

- In “Required Document List Type”, click the lookup button 🔍 and the screen below will be displayed.

FreeBalance

Required Document List Type

+
🔍
☰
✗
👤
Find

[Search Mode]
FreeBalance Application Suite

Application ID

Is Mandatory Document

Required Document Type ▼

Entity ▼

Required Document List ▼

- Click the find button. the options below will be displayed.

FreeBalance

Required Document List Type

+
🔍
☰
✗

[Selection Mode]
FreeBalance Application Suite

Application ID	Required Document Type	Field
10	Automatic Cost Item Update	amountForFrequency

In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.

- You will return back to “Required Document” Screen
- Tick the field - Is Document Valid

Required Document

Application ID

Is Document Valid

* Required Document List Type

* Attachment

- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
 - Enter a Title
 - Enter the description
 - Attachment - Browse and attach the supporting document

Then click update as seen in the screenshot below

Information

Application ID

Attachment Classification

* Title

Description

* Attachment Supporting ... Cost Item.pdf

Date Time

User

* Attachment Language

- after clicking update, you will return to the "Required Document screen" as seen below

Required Document

Application ID


Is Document Valid

* Required Document List Type

* Attachment [Supporting Doc - Cost Item.pdf](#)

- Click "Save and Return" button
- The supporting documents will be added under the tab "Required Documents" as seen below.

Step 5. Save the change

- Click the update button  at the bottom of the form
- The message below will be generated

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?



- Click Ok, then a confirmation message will be generated to confirm the change was completed.
- Click Ok to Finish

That is all, The change request has been made. It will be effective once approved.

4.5 Processing Arrears

To process arrears, Retroactive Payment Summary

Navigation

Human Resources ► Batch Update ► Retroactive Payment Summary

Retroactive Payment Summary



[Search Mode]

Workflow Status

Choose Filter:

Employee

Employee Assignment

Employee Position

Generic Position

Category

Group

Classification

Salary Step

Institutions



Select Institutions

Choose Fields to be changed:

Fiscal year to be paid in:

Pay code to be paid in:

Pay period to be paid in:

Retroactive start date

Retroactive end date

Selected Cost Items



Select com.fb.hr.costitem.dom.CostItem.applicationId com.fb.hr.costitem.dom.CostItem.name

Percentage Increase

Amount Of Increase

Ceiling Amount

Ceiling Based On Pay Period

Is Based on an individual amount for each employee

List of Employees with Fixed Amounts

List of Adjustments

Details

Select	Id	Employee	Assignment	Pay period to Cost Item be paid in:	com.fb.hr.costitem.dom.CostItem.name Deduction	Name	Retroactive Amount
--------	----	----------	------------	--	--	------	--------------------





Retroactive Payment Summary screen Fields and Tabs

- **Employee:** Users can select an employee from the lookup button for whom Retroactive Payment Summary to be created.
- **Assignment Id:** Users can select the employee assignment for the employee selected in the above field.

- **Generic position:** Users can select the Generic position of the employee from the lookup button.
- **Position Category:** Users can select the Position Category of the employee from the lookup button.
- **Employee position:** Users can select the Employee Position of the employee selected from the lookup button.
- **Cost item scale group:** Users can select the Cost Item scale group of employees from the dropdown box.
- **Cost item scale step:** Users can select the Cost Item Scale step from the dropdown box.
- **Institution:** The required Institution to be selected from the relevant institution shown upon clicking the lookup button.
- **Pay Period to be paid in:** Period to be selected from dropdown box. Only pay periods which are in OPEN status and whose cut-off date has not expired, are shown in this list.
- **Retroactive Start Date:** The date to be selected must be less than the End Date.
- **Retroactive End Date:** The date to be selected must be greater than the Start Date but must be within Pay Period.
- **Cost Items to consider:** Relevant Cost Items to be selected from the lookup button.
- **Basic Salary Cost Item:** Users can select Cost Item for basic Salary.
- **Other Cost Items:** Users to select Cost Items other than Basic Salary.
- **Percentage Increase:** Increase in percentage to be mentioned in this field.
- **Retroactive Detail:** Details regarding retroactive payment summary is mentioned in this column.



Create a Retroactive Payment Summary

To **CREATE** a **Retroactive Payment Summary**, follow the steps below:

1. Click on the **new**  icon (the screen is in Insert Mode).
2. Complete all mandatory Fields. Fields denoted by an asterisk (*) are mandatory (see details in “Retroactive Payment Summary screen Fields and Tab”).
3. Click on the **Save**  icon at the bottom to save the new information. A window appears to confirm the information has been saved.


Modify/Update a Retroactive Payment Summary

To **Modify/Update** a Retroactive Payment Summary, follow the steps below:



1. Enter the information to be used as retrieval criteria in the appropriate field(s). If users prefer to see the list of all **Records**, leave all fields blank, and click on the **Find**  icon.
2. Click on the **Record** to modify (screen is in **Update/Delete Mode**).
3. Make the necessary modification(s).
4. Click on the **Update**  icon at the bottom of the screen to save the modifications
5. A window appears to confirm the modification. Click **OK** to confirm.

Delete a Retroactive Payment Summary

To **DELETE** a **Retroactive Payment Summary**, follow the steps below:

1. Find the **Retroactive Payment Summary** to **Delete**.
2. Click on the **Delete**  icon.
3. A window will appear asking to confirm.
4. Click **OK** to confirm and delete the **Record**.
5. A window will be displayed confirming the **Record** has been deleted.

To verify that the Record has been deleted

1. Click on the **Search**  icon.
2. Enter the **Record** information.
3. Click on the **Find**  icon.
4. The 'No results' window will appear.

5. Assigning Deductions to Employees

Deductions can be made against employee's Salaries.

For Automatic Deductions, These will apply automatically i.e PAYE(Income Tax) and KPF both employee and employer contributions.

1. Recurrent Deductions (Long Term Deductions)

These are Deductions made against employee's salaries and will span several pay periods. for example Loans etc

In the system, these deductions will be issued to an employee using "**Automatic Deduction**" form (**Payroll Management>Employee Payroll Settings>Automatic Deductions**)

3. Deductions Specific to a given Pay period

These are deductions issued to an employee for a specific pay period.

In the system, these deductions will be issued an employee using "**Deduction Per Period**" form (**Payroll Management>Employee Payroll Settings>Deduction Per Period**)

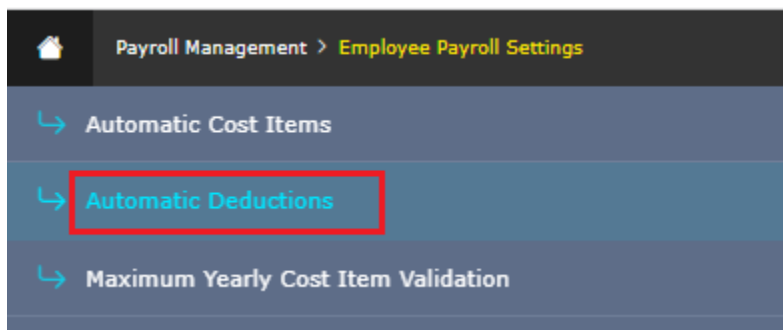
5.1 How to Assign Automatic Deductions (AD) to an Employee


Follow the steps below to assign an AD to an employee

Step 1. Navigate to the menu below


Payroll Management>Employee Payroll Setting >Automatic Deduction

Click to open form



Step 2. The automatic deduction screen is displayed by default at search mode, click on the new button  (You will then be in insert mode).

Step 3. Complete all mandatory fields on the form, denoted by an asterisk(*) are mandatory

- Additional fields will be displayed after selecting the cost item.
- Populate all the required fields.
- Mandatory fields are denoted by an asterisk (*)
- Some fields, have a lookup button , Click on like to make a selection from a given list.

Automatic Deduction

+
🔍
☰

[Insert Mode]

• Employee	<input type="text" value="99999"/>	+	🔍	☰
• Employee Assignment	<input type="text" value="1"/>	+	🔍	☰
• Deduction	<input type="text" value="D001"/>	+	🔍	☰
Name	<input type="text" value="ADVANCE (1)"/>			
• Deduction Start Date	<input type="text" value="1/1/2023"/>	📅		
Deduction End Date	<input type="text" value="1/7/2023"/>	📅		
• Origin	<input type="text" value="Manual"/>			
Vendor	<input type="text" value="5417"/>	+		
Amount	<input type="text"/>			
Rate	<input type="text"/>			
Exemption	<input type="text"/>			
Minimum Salary	<input type="text"/>			
Financial Coding Block Credit	<input type="text" value="1702/0000/00000/12/62127"/> <small>3/000</small>	+		
• Amount	<input type="text" value="25"/>			
Rate	<input type="text"/>			
Max Cumulative Deduction	+			
Legal Basis	<input type="text"/>			
Explanation	<input type="text" value="advance"/>			

Note:

- If the deduction will run for a known period, then enter the start date and end dates.
- if the end date is not known, then leave it blank and enter the start date only.
- A specific amount is to be deducted till a maximum amount has been reached after which the deduction should be stopped. then do the following
 - From the screen shot above, Enter the amount to be deducted every pay pay in the field "Amount"
 - To define the maximum limit, click the new button +, next to the field "maximum Accumulation Deduction"

Max Cumulative Deduction



- Max Accumulation deduction form will be open, populate as below

Max Cumulative Deduction

• Cumulative Deduction Start Date

Is Active

• Currency ▼

• Cumulative Max Amount

Cumulative Total

Attachment

Explanation

✓
✗

- Enter the start date
- Cumulative Max Amount - Enter the maximum amount here
- Attachment - Attach the supporting document for the limit.
- Explanation - Enter a comment
- Then click save and return button
- The limit entered will be displayed on the form as below

Max Cumulative Deduction

✓
✗

Step 4. Attach Supporting Document.

This is a mandatory tab. It's where supporting documents will be attached. These documents should have been scanned and in PDF format.

To attach a supporting document

- Click the "Required Documents" Tab
- The link to attach the supporting document required will be displayed
- click on it.

Attachments

Required Documents

+
✗
📄
📄

Select	Application ID	Required Document List Type
<input checked="" type="checkbox"/>		Supporting document

📄

Link to Attach Supporting Document, Click on it and follow the next steps to attach the document

- The form below will be opened. From here you can attach the appointment letter.

Required Document

Application ID

Is Document Valid

• Required Document List Type +

• Attachment +

✓
✕

To attach, click the new button + and the screen below will open

Information

Application ID

Attachment Classification ▼

• Title ✎

Description ✎

• Attachment Choose File No file chosen

Date Time

User

• Attachment Language ▼

✓
✕

- Enter the Title
- Enter description
- Browse and attach the soft copy of the appointment letter
- The click the update button ✓ at the bottom of the screen

The Supporting document will be added

- Click the Update and return button to complete attaching the required document

Step 5. Save the record

- Click the save button  at the bottom of the form to save
- The following message will be displayed.

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?



- Click Ok and the message below will be displayed.

Change request for Automatic Deduction created successfully.

You have successfully added the AD to an employee, its now pending approval.

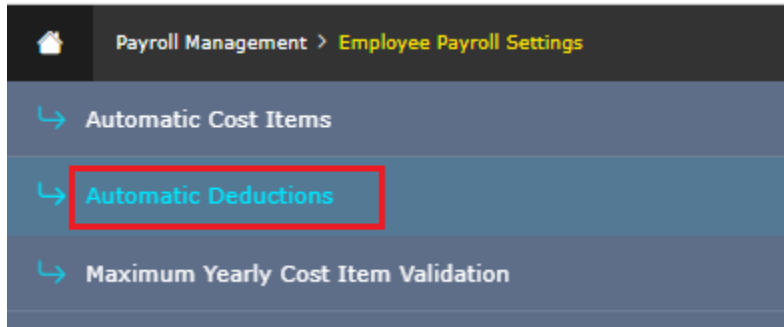
5.2 How to makes changes to Automatic Cost Item (ACI) assigned to an Employee

Follow the steps below to make changes to AD assigned to employees.

Step 1. Navigate to the menu below

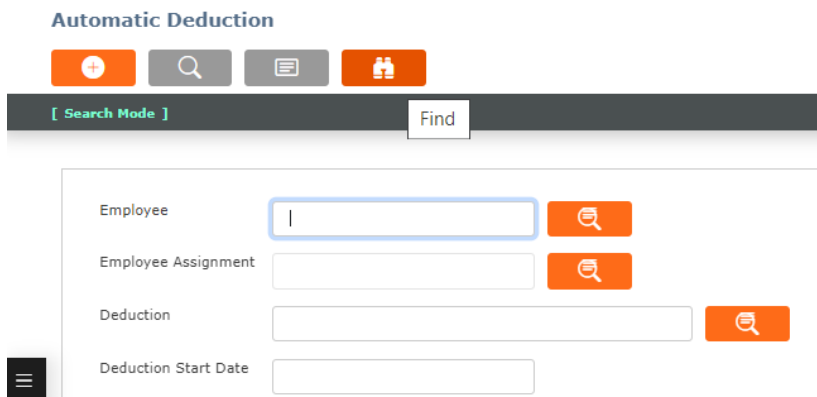
Payroll Management > Employee Payroll Setting > Automatic Deduction

Click to open form

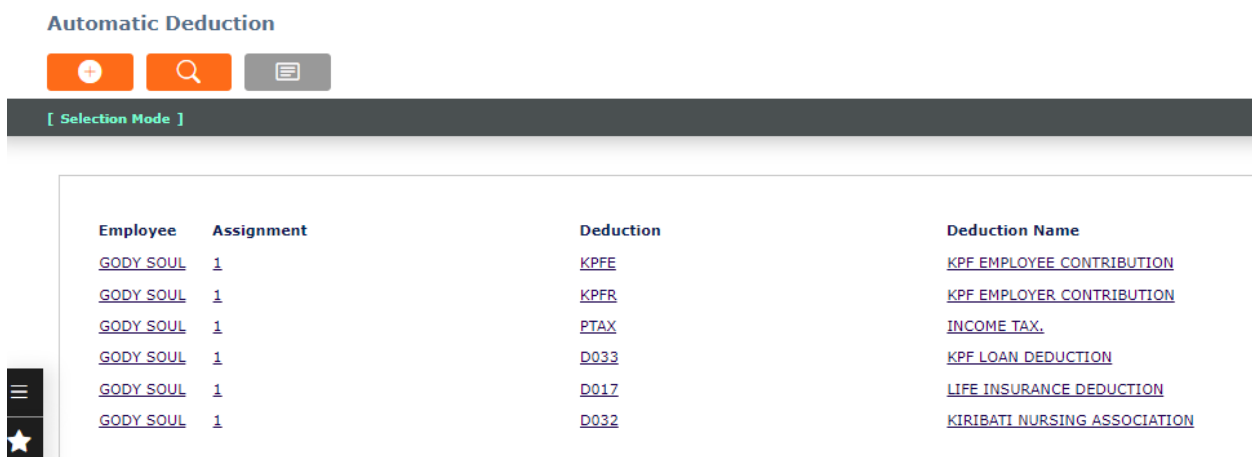


Step 2. Search for an employee's AD to be changed.

The automatic Deduction screen is displayed by default at search mode as below



- Employee the employee ID.
- Multiple fields can be used for the search
- Then click the find button. the results will then be displayed. for example as seen below



- Click on the Cost item that needs to be changed.
- You will be taken to the AD form, the details of the cost item assigned to the employee will be displayed as seen below

Automatic Deduction

[Update/Delete Mode]

- Employee: 99998
- Employee Assignment: 1
- Deduction: D017
- Name: LIFE INSURANCE DEDUCTION
- Deduction Start Date: 14/1/2023
- Deduction End Date: 1/7/2023
- Origin: Manual
- Vendor: 80
- Amount:
- Rate:
- Exemption:
- Minimum Salary:
- Financial Coding Block Credit: 1702/0000/00000/12/63183 0/000
- Amount: 30.0000000
- Rate:
- Max Cumulative Deduction: +
- Legal Basis:
- Explanation: insurance

Step 3. Make the Changes

- Make the changes as required.

Note that some fields are restricted and any changes made will trigger a change request that has to go for approval.

Step 4. Attach the Supporting Documents.

Supporting documents can be attached as follows.

- Click on the tab "Required Documents"
- Click the new button , the screen below opens

Required Document

Application ID

Is Document Valid

• Required Document List Type

• Attachment

- In “Required Document List Type”, click the lookup button and the screen below will be displayed.

FreeBalance

Required Document List Type

[Search Mode]

FreeBalance Application Suite

Application ID

Is Mandatory Document

Required Document Type

Entity

Required Document List

- Click the find button. the options below will be displayed.

FreeBalance

Required Document List Type

[Selection Mode]

FreeBalance Application Suite

Application ID	Required Document Type	Field
12	Automatic Deduction Update	amount

In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.

- You will return back to “Required Document” Screen
- Tick the field - Is Document Valid

Required Document

Application ID

Is Document Valid

* Required Document List Type

* Attachment

- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
 - Enter a Title
 - Enter the description
 - Attachment - Browse and attach the supporting document

Then click update as seen in the screenshot below

Information

Application ID

Attachment Classification ▾

Title

Description

* Attachment Supporting Doc - AD.pdf

Date Time

User

* Attachment Language ▾

- after clicking update, you will return to the "Required Document screen" as seen below

Required Document

Application ID

Is Document Valid

* Required Document List Type +

* Attachment [Supporting_Doc - AD.pdf](#) ✓ ✕

✓
✕

- Click "Save and Return" button
- The supporting documents will be added under the tab "Required Documents" as seen below.

Step 5. Save the change

- Click the update button ✓ at the bottom of the form
- The message below will be generated

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?

OK
Cancel

- Click Ok, then the following confirmation message will be generated
- Change request for Automatic Deduction created Successfully.
- Click Ok to Finish

That is all, The change request has been made. It will be effective once approved.

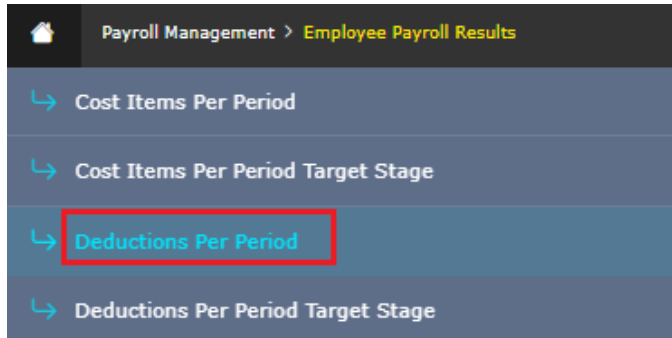
5.3 How to Assign Deduction Per Period (DPP) to an Employee


Follow the steps below to assign an DPP to an employee

Step 1. Navigate to the menu below


Payroll Management>Employee Payroll Results>Deduction Per Period

Click to open form



Step 2. The DPP item screen is displayed by default at search mode, click on the new button  (You will then be in insert mode).

Step 3. Complete all mandatory fields on the form, denoted by an asterisk(*) are mandatory

- Additional fields will be displayed after selecting the cost item.
- Populate all the required fields.
- Mandatory fields are denoted by an asterisk (*)
- Some fields, have a lookup button , Click on like to make a selection from a given list.

Deduction Per Period

[Insert Mode]

- Employee: 99994
- Full Name: GOAL MUTI
- Workflow Status: Created
- Employee Assignment: 1
- Deduction: D001
- Vendor: 5417
- Fiscal Year: FY 2023
- Pay Code: Ministry, Departments and .
- Pay Period: 4 [11/2/2023 - 24/2/2023]
- Deduction Employer Share:
- Deduction Effect On Pay:
- Deduction Amount:
- Deduction Rate:
- Deduction Exemption:
- Deduction Minimum Salary:
- Deduction Coding Block Credit: 1702/0000/00000/12/62127
3/000
- Deduction Coding Block Debit:
- Amount:

Step 4. Attach Supporting Document.

This is a mandatory tab. It's where supporting documents will be attached. These documents should have been scanned and in PDF format.

To attach a supporting document

- Click the "Required Documents" Tab
- The link to attach the supporting document required will be displayed
- click on it.

Attachments
Required Documents

+
🗑️
📄
✖️

Select	Application ID	Required Document List Type
<input checked="" type="checkbox"/>		Supporting document

📄

Link to Attach Supporting Document, Click on it and follow the next steps to attach the document

- The form below will be opened. From here you can attach the appointment letter.

Required Document

Application ID

Is Document Valid

• Required Document List Type +

• Attachment +

✓
✕

To attach, click the new button + and the screen below will open

Information

Application ID

Attachment Classification ▾

Title ✎

Description ✎

• Attachment Choose File Supporting Doc - AD.pdf

Date Time

User

• Attachment Language ▾

✓
✕

Update

- Enter the Title
- Enter description
- Browse and attach the soft copy of the appointment letter
- The click the update button ✓ at the bottom of the screen

The Supporting document will be added

Required Document

Application ID

Is Document Valid

* Required Document List Type +

* Attachment [Supporting_Doc - AD.pdf](#) ✓ ✖

✓
✖

- Click the Update and return button to complete attaching the required document

Step 5. Save the record

- Click the save button  at the bottom of the form to save
- The following message will be displayed.

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?

OK
Cancel

- Click Ok and the message below will be displayed.

Change Request for deduction Per Period Created Successfully

You have successfully added the DPP to an employee, its now pending approval.

5.4 How to makes changes to Deduction Period (DPP) assigned to an Employee

Follow the steps below to make changes to DPP assigned to employees.

Step 1. Navigate to the menu below

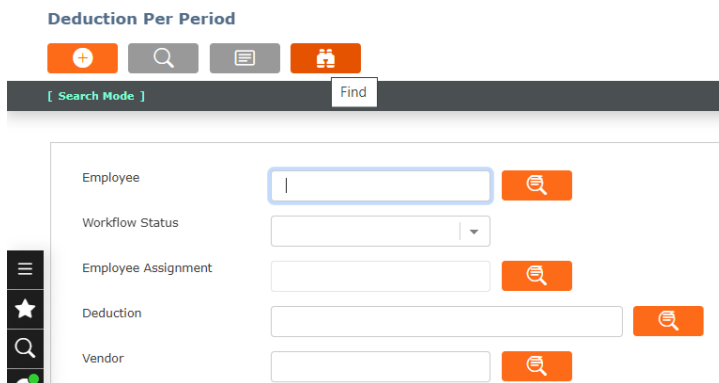
Payroll Management>Employee Payroll Results>Deduction Per Period

Click to open form

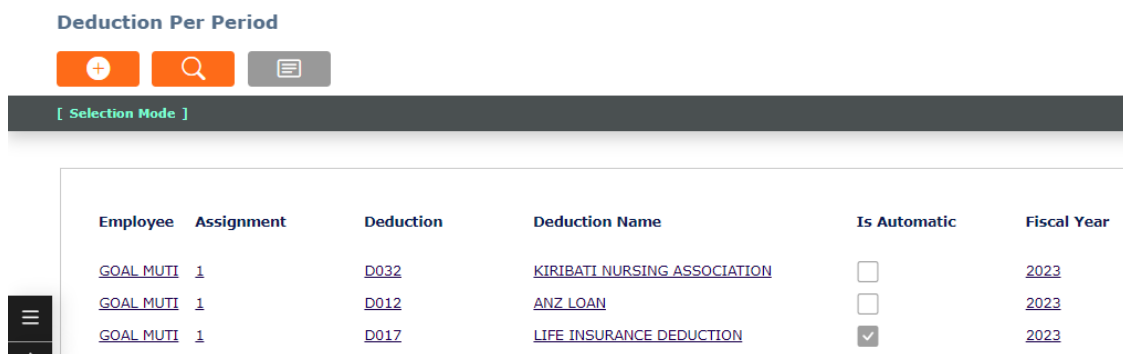


Step 2. Search for an employee's DPP to be changed.

The DPP screen is displayed by default at search mode as below



- Employee the employee ID.
- Multiple fields can be used for the search
- Then click the find button. the results will then be displayed. for example as seen below



- Click on the Deduction item that needs to be changed.
- You will be taken to the DPP form, the details of the deduction item assigned to the employee will be displayed as seen below

Deduction Per Period

+
🔍
☰
🕒

[Update/Delete Mode]

☰
★
🔍
ℹ️
🔄
?
🕒
📄

• Employee 🔍

Full Name

• Workflow Status ▼

Workflow Process Status ▼

• Employee Assignment 🔍

• Deduction 🔍

Vendor 🔍

• Fiscal Year ▼

• Pay Code ▼

• Pay Period ▼

Deduction Employer Share

Deduction Effect On Pay

Deduction Amount

Deduction Rate

Deduction Exemption

Deduction Minimum Salary

Deduction Coding Block Credit 🔍

Step 3. Make the Changes

- Make the changes as required.

Note that some fields are restricted and any changes made will trigger a change request that has to go for approval.

Step 4. Attach the Supporting Documents.

Supporting documents can be attached as follows.

- Click on the tab "Required Documents"
- Click the new button , the screen below opens

Required Document

Application ID

Is Document Valid

• Required Document List Type 🔍

• Attachment +

✓
✗

- In “Required Document List Type”, click the lookup button 🔍 and the screen below will be displayed.

FreeBalance

Required Document List Type

+
🔍
☰
✗
👤
Find

[Search Mode]
FreeBalance Application Suite

Application ID

Is Mandatory Document

Required Document Type ▼

Entity ▼

Required Document List ▼

- Click the find button. the options below will be displayed.

FreeBalance

Required Document List Type

+
🔍
☰
✗

[Selection Mode]
FreeBalance Application Suite

Application ID	Required Document Type	Field
10	Automatic Cost Item Update	amountForFrequency


In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.


- You will return back to “Required Document” Screen
- Tick the field - Is Document Valid



Required Document

Application ID

Is Document Valid

* Required Document List Type 

* Attachment 


- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
 - Enter a Title
 - Enter the description
 - Attachment - Browse and attach the supporting document


Then click update as seen in the screenshot below

Information

Application ID

Attachment Classification

Title 



Description 

* Attachment Supporting Doc - AD.pdf

Date Time

User

* Attachment Language


 



- after clicking update, you will return to the "Required Document screen" as seen below



Required Document

Application ID

Is Document Valid

Required Document List Type 


Attachment [Supporting_Doc - Cost_Item.pdf](#)  

Save And Return

- Click "Save and Return" button
- The supporting documents will be added under the tab "Required Documents" as seen below.

Step 5. Save the change

- Click the update button  at the bottom of the form
- The message below will be generated

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?

- Click Ok, then a confirmation message will be generated to confirm the change was completed.
- Click Ok to Finish

That is all, The change request has been made. It will be effective once approved.

6 Payroll Transaction Processing

Once all payroll changes have been done for the given pay period, payroll transaction process activities will then be performed. These activities include

- Calculate Regular Payroll
- View Pays
- Pay Calculation Log
- Finalize Pay Period
- Payment Batch for Salaries
- Payment Summaries for Salaries

6.1 Calculate Regular Payroll

The Calculate Regular Payroll function is used to determine an employee's pay based on the Fiscal Year, Pay Code, and Pay Period selected.

During calculation the system will take into account all of the information pertaining to the employee and their assignment, as well as the cost items and deductions that apply to them. Including all changes made.

Note: It's important to proceed with this process after all the adjustments or changes that related to the pay period have been captured and approved.

Follow the steps below to calculate the payroll for the given pay period/day.

Step 1 Ensure the data entry and all changes for the given pay period have been done completed

Step 2 Confirm that all approvals have been done.

Step 3. Proceed and perform the payroll calculation. Navigate to menu

Payroll Management>Payroll Transaction Processing>Payroll Calculation

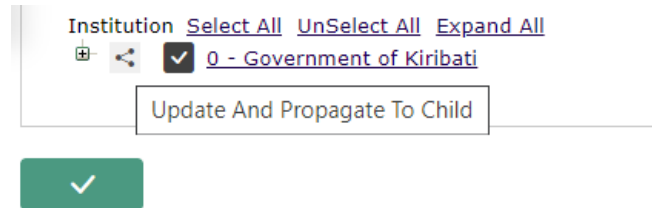



Step 4. Click "Calculate regular payroll" the screen below will display.

- Select the pay period to be calculated. to do this the following fields must be specified.
 - Fiscal Year
 - Pay Code

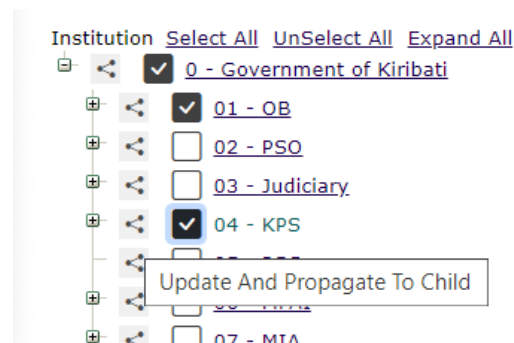
- Pay Period
- Employee - This is optional. When left blank it will process for all employees.
- If you input an employee ID, then it will calculate for only that employee
- At the bottom, there is the institution. Here you can choose the institution to be calculated.
 - If you want to calculate for all employee irrespective of the institution they belong to, then tick "0 - Government of Kiribati"

Then click "Update and Propagate to Child" button



- If you want to calculate for a specific institution, then click the plus sign  on the Institution to display the list of institutions, you can then select the institution(s) to calculate.

Remember to propagate to select the child institutions as well



- After selecting the pay period to calculate , the selection will appear as below.

Calculate Regular Payroll

* Fiscal Year


* Pay Code

* Pay Period

Work From

Work To


Pay Date

Employee 

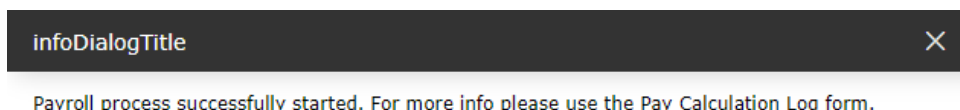
Domain Tag

Institution [Select All](#) [UnSelect All](#) [Expand All](#)

<input checked="" type="checkbox"/>	0 - Government of Kiribati
-------------------------------------	----------------------------



- To start the calculation, click the “calculate Payroll” Button at the bottom of the form and the following message will be displayed.



Note: The calculation has started, for many employees it may take some time to complete. You can monitor the calculation progress and status through the payroll calculation log in Section 6.2

6.2 Pay Calculation Log

Use this feature to monitor the calculation progress and status.

- The Pay Calculation Log displays all information pertaining to calculation and finalization processes that have been executed.
- It is used to view the status of the process that was launched.
- It also displays any errors that occurred during the process in order to allow modifications to be performed for those employees prior to re-calculating or finalizing.

Follow the steps below to see the status of the calculation log

Step 1: Browse and open the Pay calculation Log from the path below

Payroll Management>Payroll Transaction Processing>Payroll Calculation>Pay Calculation Log

Click and the payroll calculation log screen will open.

Step 2: Select the calculation to view. The list can be long overtime since several calculations will have been done in the past.

To limit the options, enter the criterion , The criterion can be by

- The start date - The the calculation was started or initiated
- You can also be more specific and specify the Fiscal Year, Pay Code and Pay Period.

Once the criterion has been specified, click the find button , the calculation will be displayed, click on it to select it.

Pay Calculation Log



[Selection Mode]

Application ID	Pay Code	Pay Period	Batch Process Origin
37	Ministry, Departments and Agencies	4	Payroll Calculation
38	Ministry, Departments and Agencies	18	Payroll Calculation



In this case 2 calculations have been done.

Note: Calculations can be done as many times as required as long as the pay period has not been finalized.

Step 3: The details of the calculation will be displayed on the form as seen below

Pay Calculation Log



[View Mode]

• Start Date

• End Date

• Fiscal Year

• Pay Code

• Pay Period

• Work From

• Work To

Message

Payments to Calculate

Payments Calculated to Date

Created By

The calculated was completed since it has an end date

The calculation was for the this period

The calculation was success full, no errors encountered

there where 134 employees to eb calculated, All have been calculated

Note: From the screen shot above

- The start and end date have been indicated. It mean the calculation was completed

- The Tab “Institutions” - will list the institutions that have been calculated
- The Tab “Pay calculation Error Details” - will list the errors encountered during the calculation

Go view these errors, and then make the corrections and run the calculation again.

6.3 View Pay

The results from the calculations can be seen through “View pay”, through the path below
Payroll Management>Payroll Transaction Processing>Payroll Calculation>View Pays

The Payroll Calculation Results only displays calculations that did not have any errors ,as any payroll calculation with an error is not be saved.

To view the results;

- Open view pay through the path above (Employee Net payment Screen will be opened)
- Enter the criteria to retrieve the results to be viewed

Below is the extract of 1 employee calculation results.

Employee Net Payment

[View Mode]

Application ID: 185-211-6789

Is Finalized:

Is GI Distributed:

Is Valid:

Is Payslip Sent By Email:

Date Calculated: 3/10/2023 16:51:38

Cancel Date:

Amount Paid: 541.994 **Net pay**

Total Cost Items: 863.80 **Gross salary**

Total Employee Share Deductions: 321.81 **Total deductions**

Total Employer Share Deductions: 51.28 **Employer Contribution. In this case KPF**

Employee: 99998

Fiscal Year: FY 2023

Pay Code: Ministry, Departments and .

The button section has the details of the Allowances(Cost items) paid out and the Associated deductions as well as seen below.

Cost Item Per Period		Deduction Per Period		Payment Details		Cost Item Financial Coding Block		Deduction Financial Coding Block	
<u>Id</u>	<u>Name</u>	<u>Calculated Amount</u>	<u>Corrected Amount</u>	<u>Fiscal Year</u>	<u>Pay Code</u>	<u>Pay Period</u>			
<u>13981</u>	<u>BASIC SALARY</u>	683.80		<u>FY 2023</u>	<u>Ministry, Departments and Agencies</u>	<u>7</u>			
<u>13982</u>	<u>CAR ALLOWANCE</u>	180.00		<u>FY 2023</u>	<u>Ministry, Departments and Agencies</u>	<u>7</u>			

You can click on each tab, to view the details.

View pay will show you the calculations details per employee.

However if you want for many employees, you can generate various reports from the path below.

Payroll Management>Reports>Payroll

The key report for verification are:

- Production Control Report - allow users to make comparisons for amount paid in earnings and deductions between 2 different pay periods.
- Payroll Register Report - report that will allow users to see for a specific period all the amounts for the Cost Items, Deductions (Employee and/or Employer) and also the cumulative amounts up to this specific period.
- Detailed Cost Item/Deduction Per Period Report - allows the user to view the list of employees who obtained the selected Cost Item/Deduction for the specified Pay Period.
- Payroll Verification Report

6.5 Finalize a Pay Period

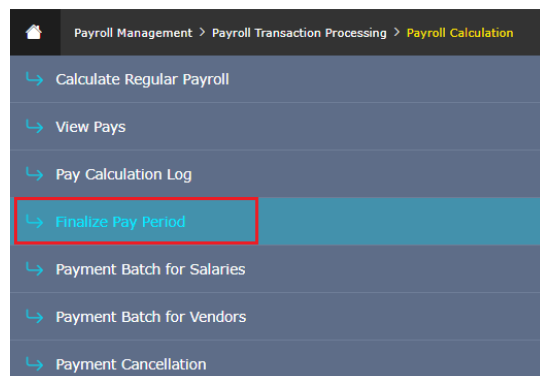
Once the payroll results have been verified, the payroll administrator can then proceed to Finalize the pay period.

- The Finalize Pay Period function is used to prevent additional changes, and freeze the amounts that have been calculated for the selected Fiscal Year, Pay Code, and Pay Period.
- Once finalization has been completed, the application will not allow any modifications to be made for the selected period.
- Finalized pays cannot be recalculated. Financial information can be generated when the pay period is finalized.

Follow the steps below to finalize the pay period

Step 1. Go to the Finalize Pay Period Screen.

Payroll Management>Payroll Transaction Processing>Payroll Calculation>Finalize Pay Period



Click on it to open

Step2 .Select the period to Finalize

Finalize Pay Period

* Fiscal Year: FY 2023


* Pay Code: Ministry, Departments and .

* Pay Period: 7 [25/3/2023 - 7/4/2023]

Work From: 25/3/2023

Work To: 7/4/2023


Pay Date: 6/4/2023

Employee: 

Domain Tag:

Institution: [Select All](#) [UnSelect All](#) [Expand All](#)

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Step3 . Click The Finalize button to complete.

6.6 Payment Batch for salaries

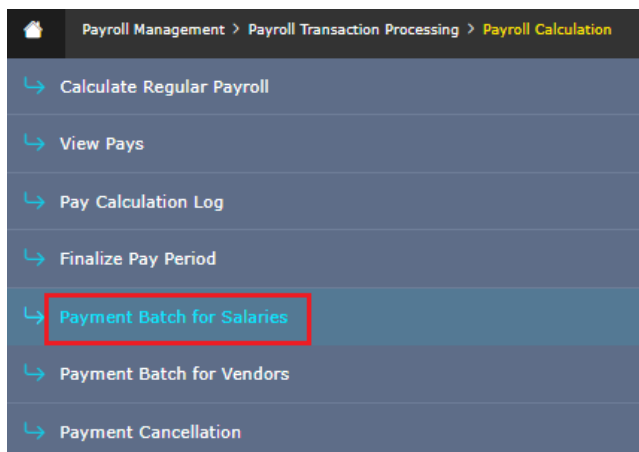
Once the pay period has been finalized, The payment batch for salaries can then be generated.

The Payment Batch for Salaries generates the required set of payments needed to deliver financial information and payments related to a specific pay period. This information will be taken from the results obtained during the finalization process.

To generate the payment batch, follow the steps below.

Step 1. Go to Payment Batch for Salaries

Payroll Management>Payroll Transaction Processing>Payroll Calculation>Payment Batch for Salaries



Click to open form.

Step 2. Set Criteria to create the batch.

Once done it will appear as below.

Payment Batch (Salaries)

* Fiscal Year: FY 2023

* Pay Code: Ministry, Departments and .

* Pay Period: 7 [25/3/2023 - 7/4/2023]

Employee: [Search Icon]

Create Batch For: All

Comment: [Text Area]

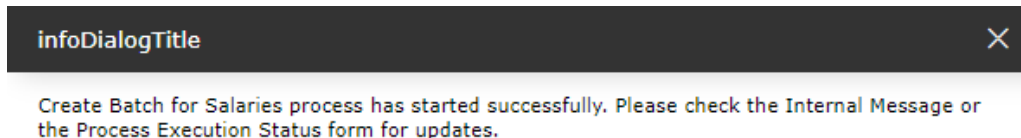
Domain Tag: [Dropdown]

Institution: [Select All](#) [UnSelect All](#) [Expand All](#)

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Execute Payment Batch

Step 3. Click the button “Execute Payment Batch” to create the batch and the following message will appear



Step 4. View the batch created from

- Internal Message
- Process Execution status form

Take note of the Batch No created.

6.7 Payment Summaries for salaries

The Payment Summaries for Salaries contains the detailed information pertaining to any batches that have been generated in the application through the Payment Batch for Salaries screen.

This allows users to validate the information before sending information to financials and delivering employee pays.

This screen also enables payment files to be generated. The following are the files

- Deposit files
- Pay Agents payment Report (For employee in Outer islands paid by cash)
- Expense Voucher

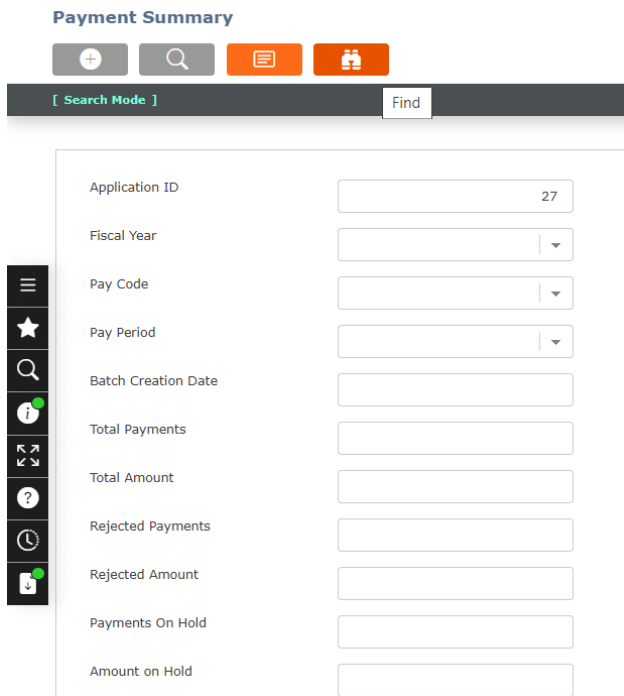
Follow the steps below to view the details of the batch created in section 7.6

Step 1: Open the Payment Summary Screen. Use the path below

Payroll Management>Payroll Transaction Processing>Payroll Calculation>Payment Summaries for Salaries

Click and the Payment Summary screen will open

Step 2: In the field "Application" ID, enter the Batch Number that was created in Section 7.6



Then click the find button

Step 3: The details of the batch will be displayed as below

Payment Summary



[Update/Delete Mode]



Application ID	<input type="text" value="17"/>
Pay Code	<input type="text" value="Ministry, Departments and ."/>
Pay Period	<input type="text" value="3 [28/1/2023 - 10/2/2023]"/>
Batch Creation Date	<input type="text" value="29/9/2023 00:47:58"/>
Fiscal Year	<input type="text" value="FY 2023"/>
Fiscal Period	<input type="text" value="SEPTEMBER"/>
Total Payments	<input type="text" value="7"/>
Total Amount	<input type="text" value="3,190.232"/>
Rejected Payments	<input type="text" value="0"/>
Rejected Amount	<input type="text" value="0.000"/>
Payments On Hold	<input type="text" value="0"/>
Amount on Hold	<input type="text" value="0.000"/>
Employee Direct Deposits Generated	<input type="checkbox"/>
EVs Generated	<input type="checkbox"/>
Next Cheque Number	<input type="text"/> <input type="button" value="Search"/>
Comment	<input type="text"/>

Total Amount - Displays the total amount that will be paid out

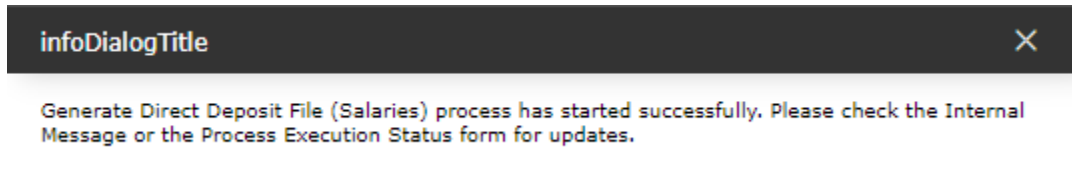
Total Payments - List the number of payments that will be made. The details on the individual payout is listed at the bottom of the form as seen below

Payment Details						
Select	Sequence No.	Employee	Institutions	Pay Method	Payment Detail Status	Payment Detail Amount
<input type="checkbox"/>	0	1234567	Administration	Direct Deposit	Not Paid	757.58
<input type="checkbox"/>	5	7654321	Administration	Direct Deposit	Not Paid	100.00
<input type="checkbox"/>	6	7654321	Administration	Direct Deposit	Not Paid	36.26
<input type="checkbox"/>	2	7654321	Administration	Direct Deposit	Not Paid	588.85
<input type="checkbox"/>	10	99996	MOE	Cash	Not Paid	30.00
<input type="checkbox"/>	11	99996	MOE	Direct Deposit	Not Paid	1,128.01
<input type="checkbox"/>	15	99991	MOE	Direct Deposit	Not Paid	549.54

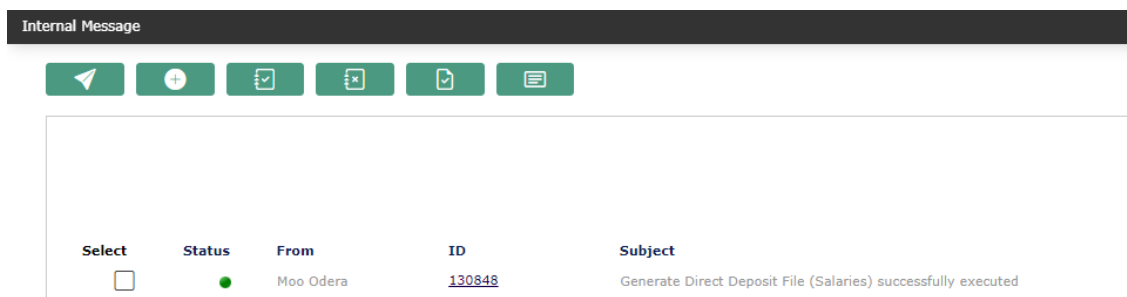
Step 4: At the bottom of the form there are three buttons that will be used to generate the payments files

a) How to generate the Direct Deposit file

- Click the button "Generate Employees Direct Deposit file (S)"
- Message below will be displayed.



- Go to internal messages to retrieve the file generated. In internal messages, you will find the message, it will read as follows

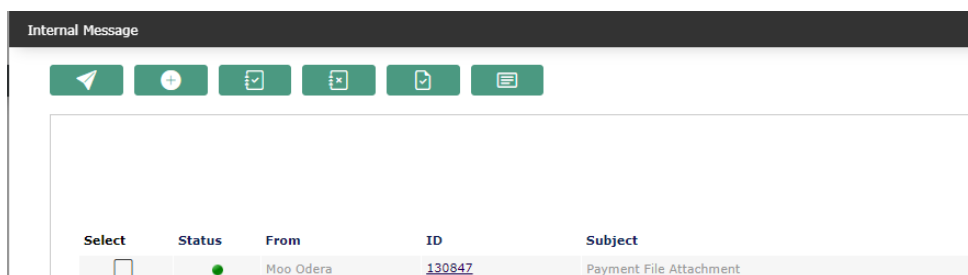


- Click on the ID to view the details. The sample message will be as below

"File(s) generated for Fiscal Year 2023, Pay Code MDA, Pay Period 3 and saved in C:\FreeBalance\Kiribati\PayrollDirectDeposit\:

PP3MDA_B1_a290923 004758.txt

"



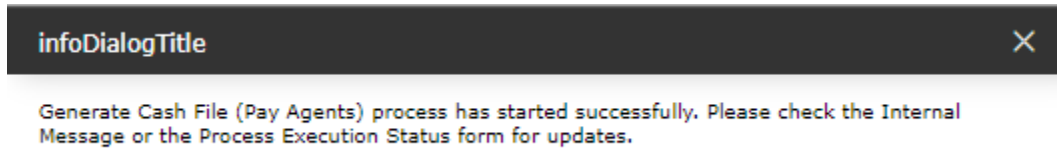
- Click on the ID to download the file
- **Upload in Transactive system**

b) How to Generate Pay Agents payment Report(Outer Island)

To generate the payment files for employees paid by cash in the outer islands, follow the steps below

- Click on the button "Pay Agents Payment Report" , at the bottom of the form

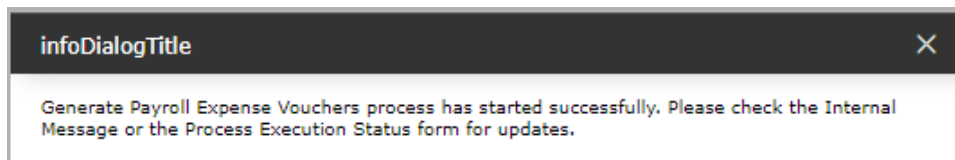
- The following message will appear



-
- Check the internal message for the location of the files and then download.

c) How to Generate Expense Voucher

- Click the button "Generate Expense Voucher"
- The message below will be generated



- Check internal messages for the details of the expense voucher generated.

6.8 Close the pay period


Follow the steps below to close the pay period

1. Navigation

Navigate to Payroll Management ► Support Entities ► Pay Period Management ► Pay Code.

- By default, you will be in Search Mode.



2. Click the find  button to view the list of pay codes.
3. Click on paycode to select
4. Scroll to the add button as seen below

Pay Code



[Update/Delete Mode]



Is Active

• Number Of Pay Periods Per Year

• Number Of Work Days Per Period

• Number Of Weeks Per Year

• Number Of Days Per Year

• Number Of Work Days Per Year

• Actual Number Of Work Days Per Year

• Average Work Days Per Year

• Average Work Days Per Month





• Average Days Per Month

Treasury Bank Account  

Is For Pensions

Description

Pay Period

New

Previous Next

Select	Fiscal Year	Pay Period Number	Pay Period Status	Pay Date	Work From	Work To	Is supplementary?
<input checked="" type="checkbox"/>	2023	1	Open	12/1/2023	31/12/2022	13/1/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	2	Open	26/1/2023	14/1/2023	27/1/2023	<input type="checkbox"/>

5. Scroll down to the section where you will be able to see the list of pay periods

Pay Period



Previous Show All 78 Next

Select	Fiscal Year	Pay Period Number	Pay Period Status	Pay Date	Work From	Work To	Is supplementary?
<input checked="" type="checkbox"/>	2023	1	Open	12/1/2023	31/12/2022	13/1/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	2	Open	26/1/2023	14/1/2023	27/1/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	3	Open	9/2/2023	28/1/2023	10/2/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	4	Open	23/2/2023	11/2/2023	24/2/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	5	Open	9/3/2023	25/2/2023	10/3/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	6	Open	23/3/2023	11/3/2023	24/3/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	7	Open	6/4/2023	25/3/2023	7/4/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	8	Not Processed	20/4/2023	8/4/2023	21/4/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	9	Not Processed	4/5/2023	22/4/2023	5/5/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	10	Not Processed	18/5/2023	6/5/2023	19/5/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	11	Not Processed	1/6/2023	20/5/2023	2/6/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	12	Not Processed	15/6/2023	3/6/2023	16/6/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	13	Not Processed	29/6/2023	17/6/2023	30/6/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	14	Not Processed	13/7/2023	1/7/2023	14/7/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	15	Not Processed	27/7/2023	15/7/2023	28/7/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	16	Not Processed	10/8/2023	29/7/2023	11/8/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	17	Not Processed	24/8/2023	12/8/2023	25/8/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	18	Open	7/9/2023	26/8/2023	8/9/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	19	Not Processed	21/9/2023	9/9/2023	22/9/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	20	Not Processed	5/10/2023	23/9/2023	6/10/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	21	Not Processed	19/10/2023	7/10/2023	20/10/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	22	Not Processed	2/11/2023	21/10/2023	3/11/2023	<input type="checkbox"/>

6. Identify the pay period that you want to close from the list and click on the pay period Number to open as below

Pay Period

Pay Period Number	<input type="text" value="5"/>
• Pay Period Status	<input type="text" value="Open"/>
• Pay Date	<input type="text" value=""/>
Default Data Entry Cut Off Date	<input type="text" value=""/>
Default Approval Cut Off Date	<input type="text" value=""/>
• Work From	<input type="text" value="25/2/2023"/>
• Work To	<input type="text" value="10/3/2023"/>
• Fiscal Year	<input type="text" value="FY 2023"/>
Is supplementary?	<input type="checkbox"/>
Generate Retroactive payments?	<input checked="" type="checkbox"/>
• Adjustment Rate	<input type="text" value="1.000000"/>
• Payroll Domestic Currency Split Percentage	<input type="text" value="100.0"/>

Pay Calculation Management

7. In the field "Pay period Status", choose "Close"
8. Click "Update and Return" button
9. Then you will return to the pay code form
10. Scroll down to the bottom and click the update button at the bottom of the form to save.

7 Management Reports

○ Payslip Report

This report should produce all the payslips that correspond to filters selected (pay period, organization, etc.)


The screenshot shows the 'Criteria' section of the Payslip Report interface. It includes the following fields and options:

- Fiscal Year:** A dropdown menu set to 'FY 2023'.
- Pay Code:** A dropdown menu.
- Pay Period:** A dropdown menu.
- Employee:** A text input field with a magnifying glass icon to its right.
- Comment:** A text area containing the text: 'Pay Slip Attached. Please check. Kind Regards, Thank you,'.
- Institution:** A section with links for 'Select All', 'UnSelect All', and 'Expand All'.
- Sort By:** Two columns, 'Institution' and 'Work Location', each with a list of arrows for sorting.
- Work Location:** A text input field with a magnifying glass icon and an upward arrow button below it.

At the bottom of the interface, there are three green buttons: a share icon, a refresh icon, and a print icon.

● How to GENERATE a Payslip

Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Payslip Report
2. Complete the following filter criteria:
 - Fiscal Year - Select Fiscal Year from the drop-down menu.
 - Pay Code - Select Pay Code from drop-down menu.
 - Pay Period - Select Pay Period from drop-down menu.
 - Institution - Institution (mandatory parameter) can be selected using the Lookup and Find icons to retrieve the Institution.
 - Employee - Employee unit (optional parameter) that can be selected using the Lookup and Find icon to retrieve the Employee. If selected, the report will include the selected Employee and all Employees below the selected unit.
 - Comment - Enter additional comments (optional)
3. If all filter criteria are left blank, all Employees and Institutions allowed by the report will be included.
4. Generate the Payslip Report in PDF, prior to printing, using the .

5. After generating the Payslip, you can now print.

o Gross Salary Gap Report

The Gross Salary Gap report allows the user to view an employee's gross salary gap between 2 selected periods. It is recommended to execute this report prior to finalizing the current period Pay Calculation as once the Pay has been finalized, the user will be unable to make any modifications if there is any error in an employee pay calculation.

Gross Salary Gap Report

PDF EXCEL XLSX RTF DOCX ODT ODS

Criteria

* Tipo de Reporte

Period Compare

* Fiscal Year

* Pay Code

* Pay Period

Period With

* Fiscal Year

* Pay Code

* Pay Period

Employee

* Gap

Institution [Select All](#) [UnSelect All](#) [Expand All](#)

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1. How to GENERATE a Gross Salary Gap Report

Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Gross Salary Gap Report
2. Specify Report Type
 - o Report Type: Select Report Type Status from the drop-down menu. Options are 'Summary' or 'Detail.'
3. Specify Period Compare details.
 - o Fiscal Year: Select Fiscal Year from the drop-down menu
 - o Pay Code: Select Pay Code from the drop-down menu
 - o Pay Period: Select Pay Period from the drop-down menu

4. Specify Period Compare details.
 - Fiscal Year: Select Fiscal Year from the drop-down menu
 - Pay Code: Select Pay Code from the drop-down menu
 - Pay Period: Select Pay Period from the drop-down menu
 - Employee - Employee unit (optional parameter) that can be selected using the Lookup and Find icon to retrieve the Employee. If selected, the report will include the selected Employee and all Employees below the selected unit.
 - Gap - Enter Gap
5. If all filter criteria are left blank, all Employees allowed by the report will be included.
6. Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons as preferred.

○ Production Control Report

The Production Control Report is a report that will allow users to make comparisons for amount paid in earnings and deductions between 2 different pay periods.

Production Control Report



Criteria
Period Compare

Fiscal Year

Pay Code

Pay Period

Period With

Fiscal Year

Pay Code

Pay Period

Employee Position

Employee

Cost Item

Deduction

Difference

Comment



Salary Classification

Salary Group

Salary Classification

Salary Step

Situation Code Level

SCC Level 1

SCC Level 2

SCC Level 3

SCC Level 4

Hierarchy Rollups COA Elements

Coding Block Filter Type

Coding Block

Group By

Situation Code Combination

Salary Transition

Employee Position

Employee

Group By Organization Unit

Group By Institution Type

Institution [Select All](#) [Unselect All](#) [Expand All](#)

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2. How to GENERATE the Production Control Report

Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Production Control Report
2. Enter Period Compare information
 - Fiscal Year - Select Fiscal Year from drop-down menu
 - Pay Code - Select Pay Code from drop-down menu
 - Pay Period - Select Pay Period from drop-down menu
3. Enter Period With information
 - Fiscal Year - Select Fiscal Year from drop-down menu
 - Pay Code - Select Pay Code from drop-down menu
 - Pay Period - Select Pay Period from drop-down menu
 - Employee - To enter the Employee, (optional field) click on the Lookup and Find icon to retrieve the Employee list, then select the Employee
 - Employee Position - To enter the Employee Position, (optional field) click on the Lookup icon , click on Find icon to retrieve the Employee Position list, then select the Employee Position
 - Cost Item - To enter the Cost Item, (optional field) click on the Lookup and Find icon to retrieve the Cost Item list, then select the Cost Item
 - Deduction - To enter the Deduction, (optional field) click on the Lookup and Find icon to retrieve the Deduction list, then select the Deduction
 - Difference - Enter Difference
 - Comment - Enter additional Comments (optional)
 - Situation Code Combination - Check Situation Code Combination, if necessary
 - Salary Transition - Check Salary Transition, if necessary
 - Employee Position - Check Employee Position, if necessary
 - Employee - Check Employee, if necessary
 - Group By Organization Unit - Check Group By Organization Unit, if necessary
 - Group By Institution Type - Select Group By Institution Type from drop-down menu
4. If all filter criteria are left blank, all Employees, Employee Positions, Cost Items, Deductions will be included in the Report allowed by the report user security profile.
5. Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons.

○ Payroll Verification Report

This report should be based on entity employee net payment. From this entity there is a link to cost items per period, deductions per period and assignment.

The xls file produced will allow users to do verification for a specific payroll period. The xls file will be detailed by employee and no grouping will be allowed. Also no total will be generated. The reason is that the user will manipulate the data as he wants and produce the total for any grouping.

Payroll Verification Report

PDF
EXCEL
XLSX
RTF
DOCX
ODT
ODS

• Fiscal Year

• Pay Code

• Pay Period

Employee

Employee Position

Net Pay

Salary Classification

Salary Group

Salary Classification

Salary Step

Situation Code Level

SCC Level 1

SCC Level 2

SCC Level 3

SCC Level 4

Hierarchy Rollups COA Elements

Coding Block Filter Type

Coding Block

Institution [Select All](#) [UnSelect All](#) [Expand All](#)

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• **How to GENERATE the Payroll Verification Report**

Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Payroll Verification Report
2. Complete the following filter criteria:
 - Fiscal Year - Select Fiscal Year from drop-down menu
 - Pay Code - Select Pay Code from drop-down menu

- Pay Period - Select Pay Period from drop-down menu
 - Employee - To enter the Employee, (optional field) click on the Lookup and Find icon to retrieve the Employee list, then select the Employee
 - Employee Position - To enter the Employee Position, (optional field) click on the Lookup and Find icon to retrieve the Employee Position list, then select the Employee Position
 - Cost Item - To enter the Cost Item, (optional field) click on the Lookup and Find icon to retrieve the Cost Item list, then select the Cost Item
 - Deduction - To enter the Deduction, (optional field) click on the Lookup and Find icon to retrieve the Deduction list, then select the Deduction
 - Situation Code Combination - To enter the Situation Code Combination, (optional field) click on the Lookup icon , click on Find icon to retrieve the Situation Code Combination list, then select the Situation Code Combination
 - Salary Transition - To enter the Salary Transition, (optional field) click on the Lookup icon , click on Find icon to retrieve the Salary Transition list, then select the Salary Transition
 - Gross Amount - Enter Gross Amount
 - Institution - Click the individual Select Checkbox (es), under Sort By to select and deselect the Institution(s), as required, or click the Select All icon or Unselect All icon, to select or deselect all Institution (s), if required.
3. If all filter criteria are left blank, all Employees, Employee Positions, Cost Items, Deductions, Situation Code Combinations, Salary Transitions will be included in the Report, as well as the Institutions allowed by the report user security profile.
 4. Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons.

○ Payroll Exceptions for Cost Items and Deductions

The Payroll Exceptions for Cost Items & Deductions is a report that will allow users to visualize employees whose Cost Items and/or Deductions per period have been updated with a corrected amount after the initial Payroll Calculation was executed but when the pay period was not yet closed at the time the change was done.

Payroll Exceptions For Cost Items And Deductions Report

PDF
EXCEL
XLSX
RTP
DOCX
ODT
ODS

Criteria

• Fiscal Year:

• Pay Code:

• Pay Period:

Employee Position:

Employee:

Cost Item:

Deduction:

Cost Item Difference:

Deduction Difference:

Comment:

Situation Code Level

SCC Level 1:

SCC Level 2:

SCC Level 3:

SCC Level 4:

Hierarchy Rollups COA Elements

Coding Block Filter Type:

Coding Block:

Group By Organization Unit:

Group By Institution Type:

Institution: [Select All](#) [UnSelect All](#) [Expand All](#)

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- **How to GENERATE the Report**

Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Payroll Exceptions Report
2. Complete the following filter criteria:
 - Fiscal Year - Select Fiscal Year from drop-down menu
 - Pay Code - Select Pay Code from drop-down menu
 - Pay Period - Select Pay Period from drop-down menu

- Employee - To enter the Employee, (optional field) click on the Lookup and Find icon to retrieve the Employee list, then select the Employee
 - Employee Position - To enter the Employee Position, (optional field) click on the Lookup and Find icon to retrieve the Employee Position list, then select the Employee Position
 - Cost Item - To enter the Cost Item, (optional field) click on the Lookup and Find icon to retrieve the Cost Item list, then select the Cost Item
 - Deduction - To enter the Deduction, (optional field) click on the Lookup and Find icon to retrieve the Deduction list, then select the Deduction
 - Cost Item Difference - Enter Cost Item Difference
 - Deduction Difference - Enter Deduction Difference
 - SCC Level 1 - Select SCC Level 1 from drop-down menu
 - SCC Level 2 - Select SCC Level 2 from drop-down menu
3. Select Group By Organization Unit
 - Group By Institution Type - Select Group By Institution Type from drop-down menu
 - Group By - Select Group By from drop-down menu
 4. If all filter criteria are left blank, all Employees, Employee Positions, Cost Items, Deductions will be included in the Report allowed by the report user security profile.
 5. Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons.

○ Payment Schedule by Pay Period Report

This report is for all payment methods DIRECT DEPOSIT and PAY AGENT(CASH or CHEQUE)

Payment Schedule By Pay Period Report



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- ?
- 🕒
- 📄

- Report Type
- Fiscal Year
- Pay Code
- Pay Period
- Employee 🔍
- Pay Agent Report
- Bank
- Branch
- Group By Organization Unit
- Group By Institution Type

Institution [Select All](#) [UnSelect All](#) [Expand All](#)

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Sort By
Employee ID

↑

- **How to GENERATE the Payment Schedule By Pay Period Report**

Follow the steps below:

Navigate through Payroll Management ► Reports ► Payroll ► Payment Schedule by Pay Period Report

Complete the following filter criteria:

Report Type - Select Report Type from drop-down menu

Fiscal Year - Select Fiscal Year from drop-down menu

Pay Code - Select Pay Code from drop-down menu

Pay Period - Select Pay Period from drop-down menu

Employee - To enter the Employee, (optional field) click on the Lookup and Find icon to retrieve the Employee list, then select the Employee

Pay Agent - Enter Pay Agent, if necessary

Bank - Enter Bank, if necessary

Branch - Enter Branch, if necessary

Select Group By Organization Unit

Group By Institution Type - Select Group By Institution Type from drop-down menu

If all filter criteria are left blank, all Employees will be included in the Report allowed by the report user security profile.

Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons.

o Detailed Cost Item/Deduction Per Period Report

The Detailed Cost Item/Deduction Per Period report allows the user to view the list of employees who obtained the selected Cost Item/Deduction for the specified Pay Period.

• How to GENERATE a Detailed Cost Item/Deduction Per Period Report

Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Detailed Cost Item or Deduction Per Period Report
2. Complete the following filter criteria:
 - o Fiscal Year - Select Fiscal Year from drop-down menu
 - o Pay Code - Select Pay Code from drop-down menu
 - o Pay Period - Select Pay Period from drop-down menu
 - o Employee - To enter the Employee, (optional field) click on the Lookup and Find icon to retrieve the Employee list, then select the Employee
 - o Employee Position - To enter the Employee Position, (optional field) click on the Lookup and Find icon to retrieve the Employee Position list, then select the Employee Position

- Report Type - Select Report Type from drop-down menu
 - Cost Item - To enter the Cost Item, (optional field) click on the Lookup and Find icon to retrieve the Cost Item list, then select the Cost Item
 - Deduction - To enter the Deduction, (optional field) click on the Lookup and Find icon to retrieve the Deduction list, then select the Deduction
 - Situation Code Combination - To enter the Situation Code Combination, (optional field) click on the Lookup and Find icon to retrieve the Situation Code Combination list, then select the Situation Code Combination
3. Enter Group By information
 - Group By - Select Group By from drop-down menu
 4. Select Group By Organization Unit
 - Group By Institution Type - Select Group By Institution Type from drop-down menu
 5. If all filter criteria are left blank, all Employees, Employee Positions, Cost Items, Deductions, Situation Code Combinations, will be included in the Report allowed by the report user security profile.
 6. Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons.

○ Excluded Cost Items/Deductions by Employee

The Excluded Cost Items/Deductions by Employee report allows the user to visualize active employee assignments who do not have the selected Cost Items and /or Deductions for the selected Pay Period.

Excluded Cost Items Or Deductions By Employee Report

PDF EXCEL XLSX RTF DOCX ODT ODS

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- 🕒
- 📧

Criteria

• Fiscal Year FY 2023

• Pay Code

• Pay Period

Employee Position 🔍

Cost Item Scale Group 🔍

• Report Type Excluded Cost Item

• Excluded Cost Item 🔍

Excluded Deduction 🔍

Comment

Group By Group By

Group By Organization Unit

Group By Institution Type

Institution [Select All](#) [UnSelect All](#) [Expand All](#)

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- **How to GENERATE the Report**

Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Excluded Cost Items or Deductions by Employee Report
2. Complete the following filter criteria
3. Click on the Lookup and Find icon to retrieve the list
4. Select the Item. If all filter criteria are left blank, all lists will be included in the Report
5. Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons.

○ Payroll Register Report

The Payroll Register Report is a report that will allow users to see for a specific period all the amounts for the Cost Items, Deductions (Employee and/or Employer) and also the cumulative amounts up to this specific period.

Payroll Register Report

PDF EXCEL XLSX RTF DOCX ODT ODS

Report Type:

* Fiscal Year:

Employee:

Employee Position:

Cost Item:

Deduction:

Comment:

Show Cumulative:

* Status Of Pay:

Salary Classification

Salary Group:

Salary Classification:

Salary Step:

Situation Code Level

SCC Level 1:

SCC Level 2:

SCC Level 3:

SCC Level 4:

Hierarchy Rollups COA Elements

Coding Block Filter Type: Coding Block ▼

Coding Block: 🔍

Group By:

Situation Code Combination

Salary Classification

Employee Position

Group By Organization Unit

Group By Institution Type: ▼

Institution: Select All UnSelect All Expand All

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Pay Period

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Select	Fiscal Year	Pay Code	Pay Period Number	Pay Period Status	Pay Date	Work From	Work To
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- **How to GENERATE the Report**

Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Payroll Register Report
2. Complete the following filter criteria
3. Click on the Lookup and Find icon to retrieve the list
4. Select the Item. If all filter criteria are left blank, all lists will be included in the Report
5. Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons.

- Payroll by Financial Account

The Payroll by Financial Account report will allow the user to have a detail or summary of Coding Block assigned to each Cost Item/Deduction of a Net Payment number.

Payroll By Financial Account Report

Payroll Management > Reports > Payroll > Payroll By Financial Account Report



Criteria

* Report Type:

* Fiscal Year:

* Pay Code:

* Pay Period:

Employee:

Employee Position:

Cost Item:

Deduction:

Expense Voucher:

Journal Voucher:

Situation Code Level

SCC Level 1:

SCC Level 2:

Hierarchy Rollups COA Elements

Coding Block Filter Type:

Coding Block:

Group By

Group Individual Institutions:

Group By Institution Type:

Secondary Group By:

Sort By

Institution [Select All](#) [Unselect All](#) [Expand All](#)

000 - G.O.U

998 - ** MIGRATED PENSION (VOTE)

999 - **OTHER PENSION ENTITIES VOTE

- How to GENERATE the Report

Follow the steps below:

1. Navigate through Payroll Management > Reports > Payroll > Payroll by Financial Account Report
2. Complete the following filter criteria
3. Click on the Lookup and Find icon to retrieve the list
4. Select the Item. If all filter criteria are left blank, all lists will be included in the Report
5. Generate in HTML, PDF, MS Excel, RTF and MS Word formats, prior to printing, using the icons.

These are a few sample reports.

For additional reports, go to: **Payroll Management>Reports>Payroll**

8. Supplementary Payroll

Follow the steps below to process the payroll.


11. Create a Supplementary Pay Period.

Navigate through Payroll Management ► Support Entities ► Pay Period Management ► Pay Code.

- By default, you will be in Search Mode.

Pay Code



12. Click the find  button to view the list of pay codes.
13. Click on paycode to select
14. Scroll to the add button as seen below

Pay Code



[Update/Delete Mode]

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- ?
- 🕒
- 📄

Is Active

• Number Of Pay Periods Per Year

• Number Of Work Days Per Period

• Number Of Weeks Per Year

• Number Of Days Per Year

• Number Of Work Days Per Year

• Actual Number Of Work Days Per Year

• Average Work Days Per Year

• Average Work Days Per Month

• Average Days Per Month

Treasury Bank Account 🔍 🗨️

Is For Pensions

Description

Pay Period

+
🗑️
📅
📄

📄
Previous
Show All 78
Next

Select	Fiscal Year	Pay Period Number	Pay Period Status	Pay Date	Work From	Work To	Is supplementary?
<input checked="" type="checkbox"/>	2023	1	Open	12/1/2023	31/12/2022	13/1/2023	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2023	2	Open	26/1/2023	14/1/2023	27/1/2023	<input type="checkbox"/>

15. Click the New Button to create a supplementary period

- Fill in the details relating to the supplementary pay period
- **Note: Ensure that the field "is Supplementary" is Checked/Ticked**

As seen below, adjust the supplementary dates as per your needs.

Pay Period

Pay Period Number	<input type="text"/>
• Pay Period Status	Not Processed <input type="button" value="v"/>
• Pay Date	23/2/2023 <input type="button" value="📅"/>
Default Data Entry Cut Off Date	<input type="text"/>
Default Approval Cut Off Date	<input type="text"/>
• Work From	11/2/2023 <input type="button" value="📅"/>
• Work To	24/2/2023 <input type="button" value="📅"/>
• Fiscal Year	FY 2023 <input type="button" value="v"/>
Is supplementary?	<input checked="" type="checkbox"/>
Generate Retroactive payments?	<input checked="" type="checkbox"/>
• Adjustment Rate	1.000000 <input type="text"/>
• Payroll Domestic Currency Split Percentage	100.0 <input type="text"/>
Pay Calculation Management	

16. Click the Update and Return button

17. Go to the bottom of the Pay Code form and click update to complete the update and creation of the Supplementary pay period

Pay Code

[Update/Delete Mode] Payroll Mana

<input checked="" type="checkbox"/>	2023	4	Not Processed	23/2/2023	11/2/2023	24/2/2023
<input checked="" type="checkbox"/>	2023	5	Not Processed	9/3/2023	25/2/2023	10/3/2023
<input checked="" type="checkbox"/>	2023	6	Not Processed	23/3/2023	11/3/2023	24/3/2023
<input checked="" type="checkbox"/>	2023	7	Not Processed	6/4/2023	25/3/2023	7/4/2023
<input checked="" type="checkbox"/>	2023	8	Not Processed	20/4/2023	8/4/2023	21/4/2023
<input checked="" type="checkbox"/>	2023	9	Not Processed	4/5/2023	22/4/2023	5/5/2023
<input checked="" type="checkbox"/>	2023	10	Not Processed	18/5/2023	6/5/2023	19/5/2023
<input checked="" type="checkbox"/>	2023	11	Not Processed	1/6/2023	20/5/2023	2/6/2023
<input checked="" type="checkbox"/>	2023	12	Not Processed	15/6/2023	3/6/2023	16/6/2023
<input checked="" type="checkbox"/>	2023	13	Not Processed	29/6/2023	17/6/2023	30/6/2023
<input checked="" type="checkbox"/>	2023	14	Not Processed	13/7/2023	17/7/2023	14/7/2023
<input checked="" type="checkbox"/>	2023	15	Not Processed	27/7/2023	15/7/2023	28/7/2023
<input checked="" type="checkbox"/>	2023	16	Not Processed	10/8/2023	29/7/2023	11/8/2023
<input checked="" type="checkbox"/>	2023	17	Not Processed	24/8/2023	12/8/2023	25/8/2023
<input checked="" type="checkbox"/>	2023	18	Not Processed	7/9/2023	26/8/2023	8/9/2023
<input checked="" type="checkbox"/>	2023	19	Not Processed	21/9/2023	9/9/2023	22/9/2023
<input checked="" type="checkbox"/>	2023	20	Not Processed	5/10/2023	23/9/2023	6/10/2023
<input checked="" type="checkbox"/>	2023	21	Not Processed	19/10/2023	7/10/2023	20/10/2023
<input checked="" type="checkbox"/>	2023	22	Not Processed	2/11/2023	21/10/2023	3/11/2023
<input checked="" type="checkbox"/>	2023	23	Not Processed	16/11/2023	4/11/2023	17/11/2023
<input checked="" type="checkbox"/>	2023	24	Not Processed	30/11/2023	18/11/2023	1/12/2023
<input checked="" type="checkbox"/>	2023	25	Not Processed	14/12/2023	2/12/2023	15/12/2023

Update

Note: If employees are to be paid in the supplementary pay period below to different pay codes, then the supplementary pay period should be created for each pay code.

- Process and do data entry (i.e Assign employees allowances and deductions) in the supplementary pay period and when done process the payroll. **Repeat Section 4 to 7**