FreeBalance

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

Document History

Version	Date	By	Revision
1	2023-10-07	FreeBalance	
3			
4			
5			

FreeBalance

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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

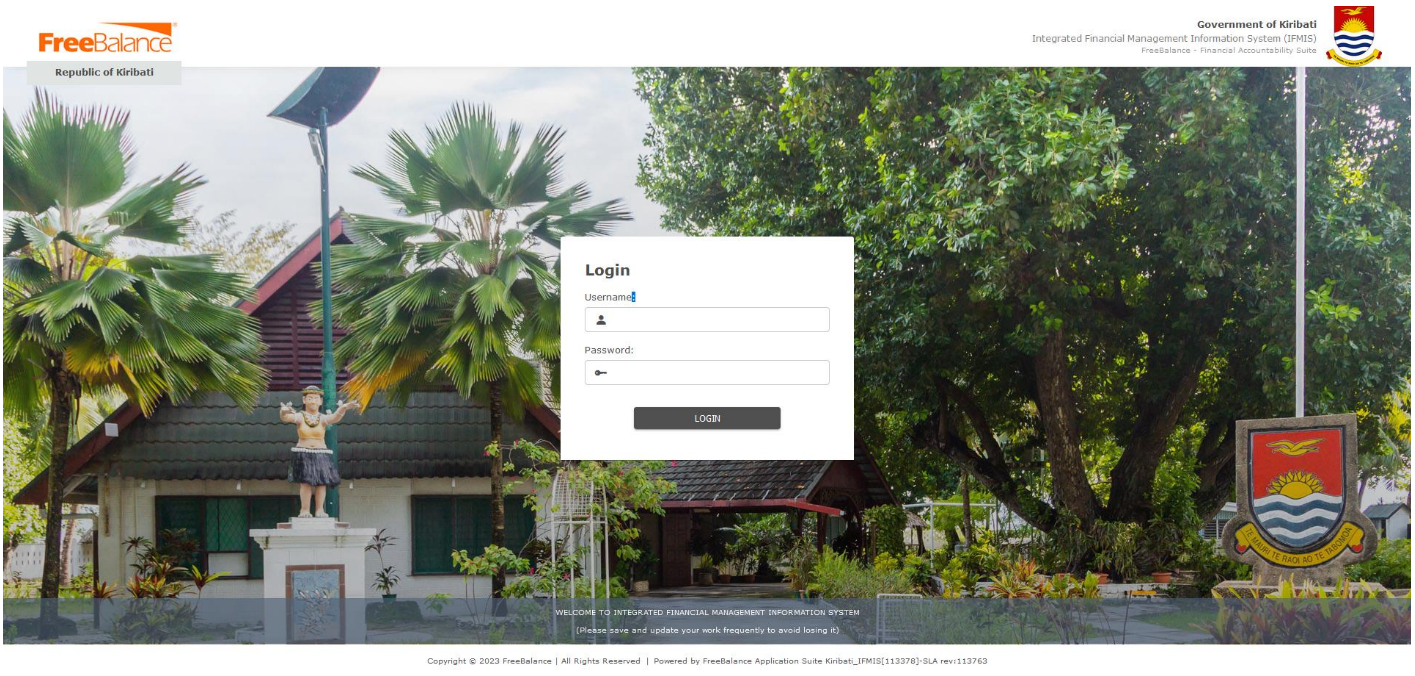
How to Log into the system

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

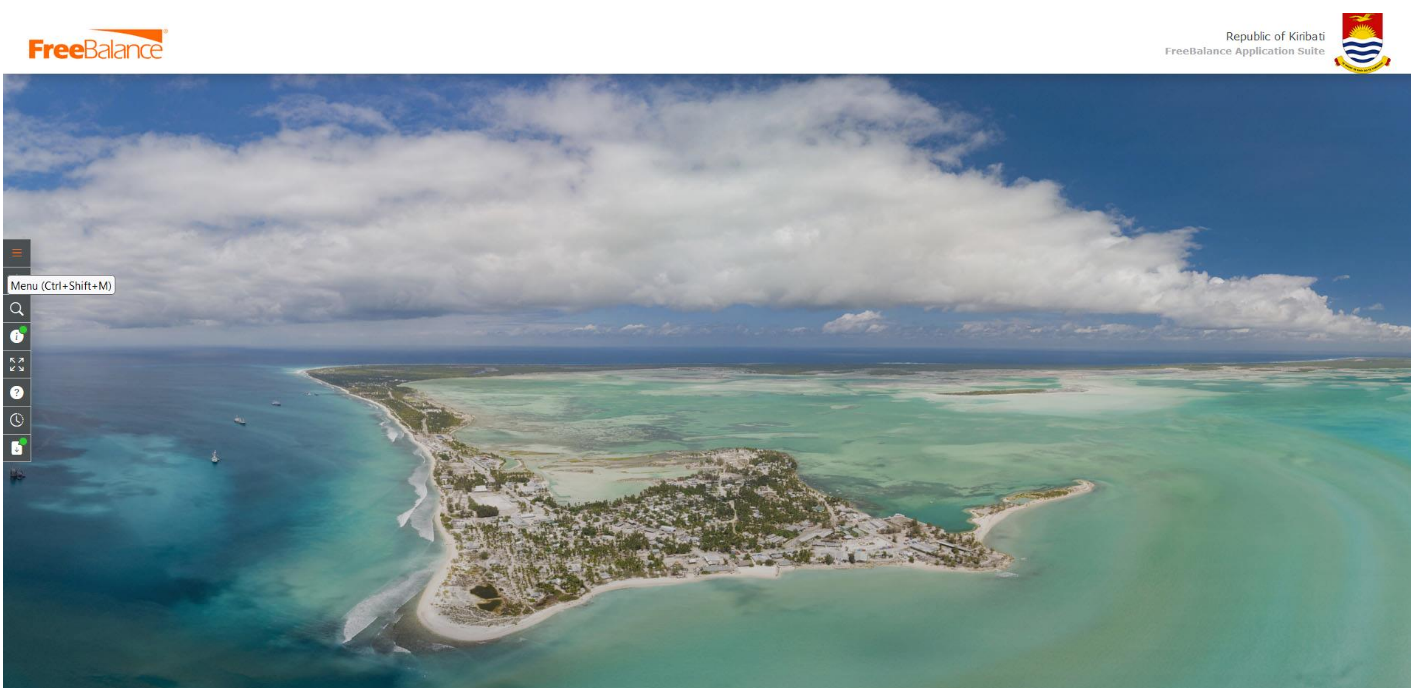
   Paste the link below on the web browser

   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

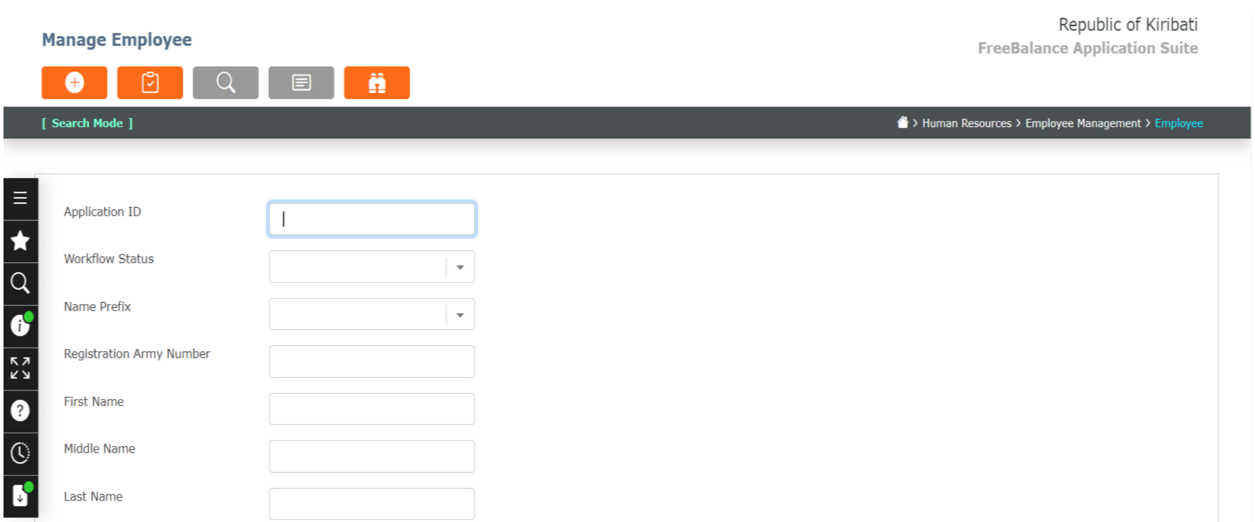
Contacts - This is also Mandatory

Step 1. Navigation to menu

Human Resources>Employee Management>Employee

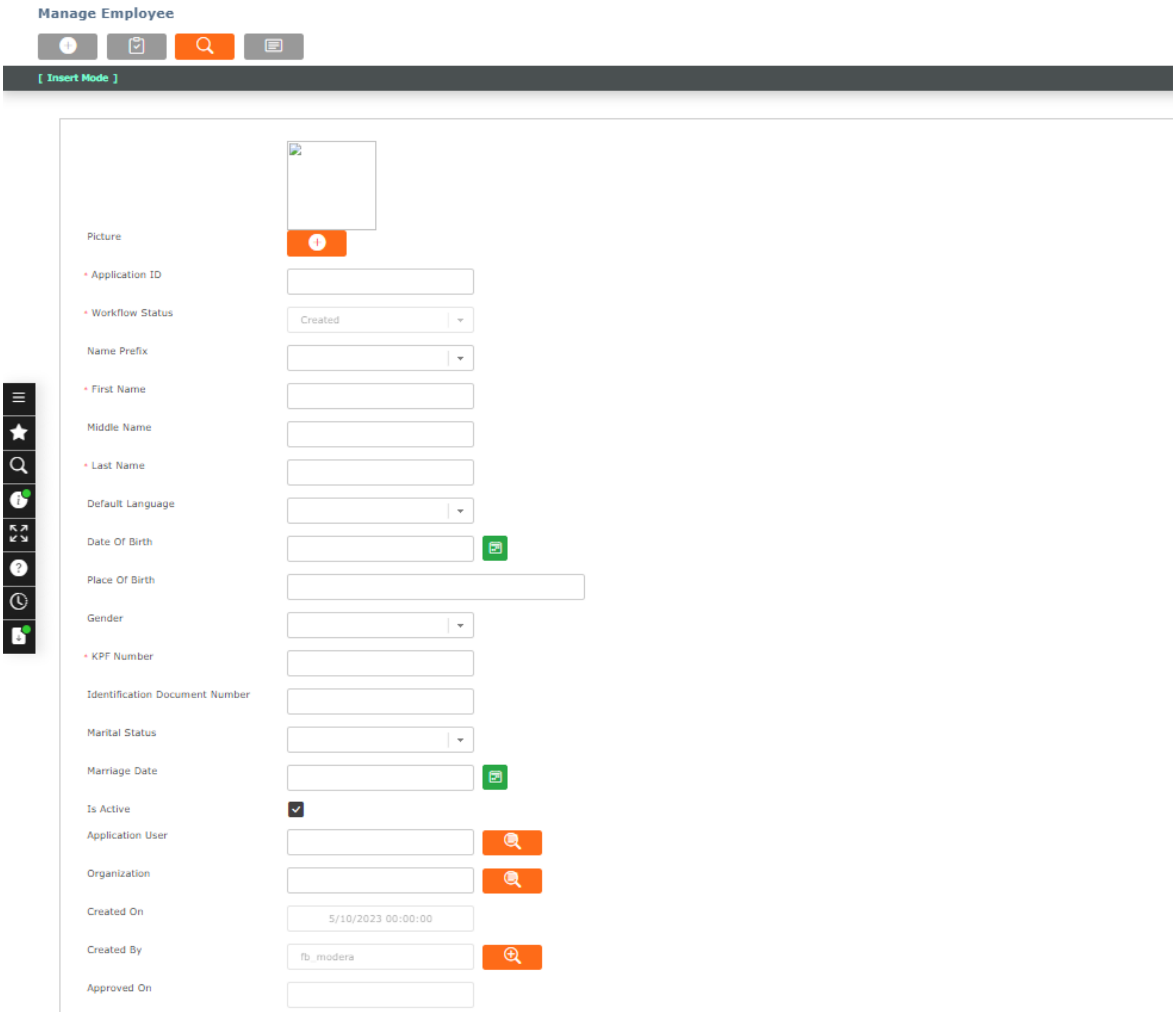
Click on Employee and the 'Manage Employee' screen will be opened as seen below.

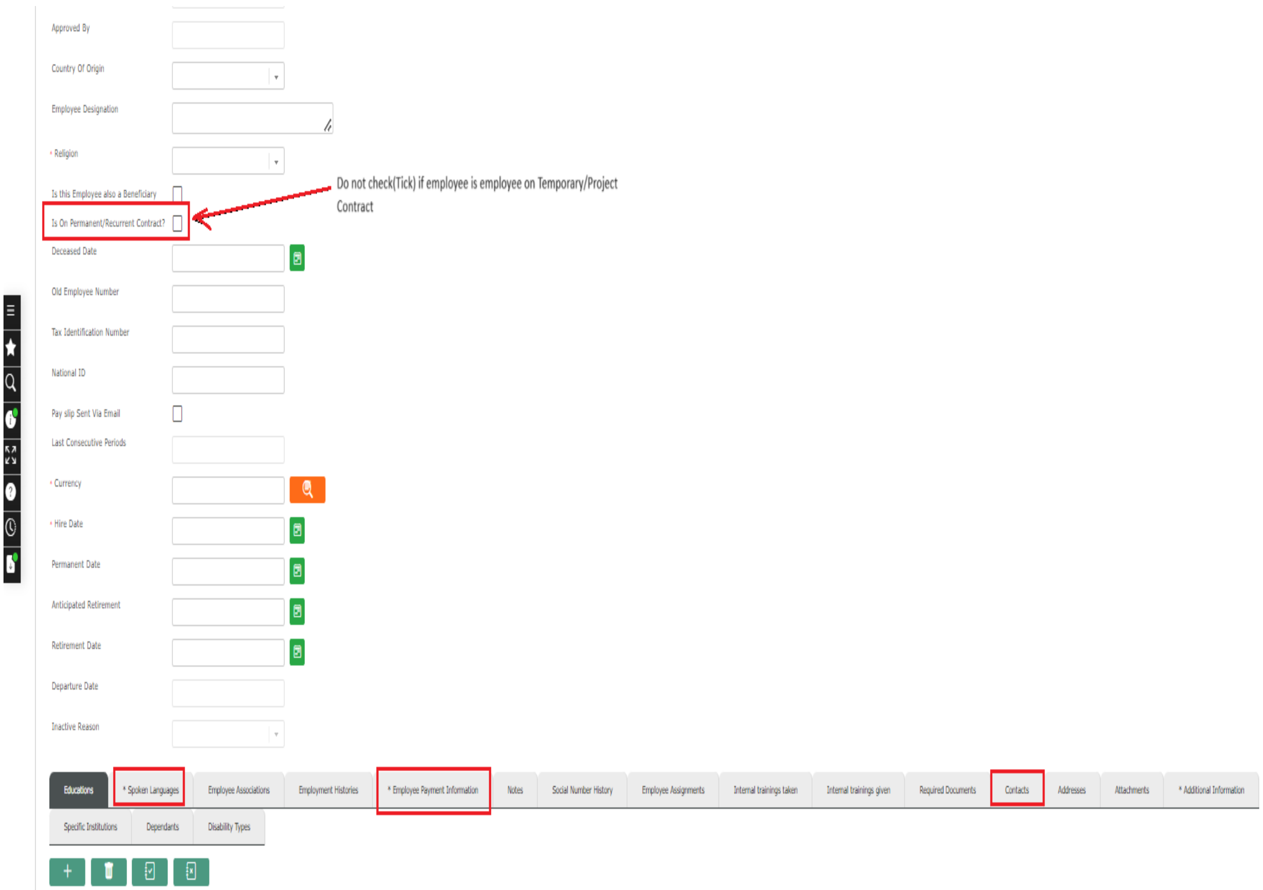
By default it will open in search mode



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

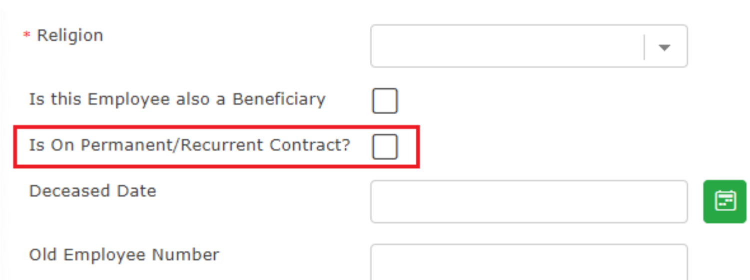
The form will open in "Insert Mode" as seen in the screenshot below, and the user can now proceed to populate all the required fields including the tabs accordingly.





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

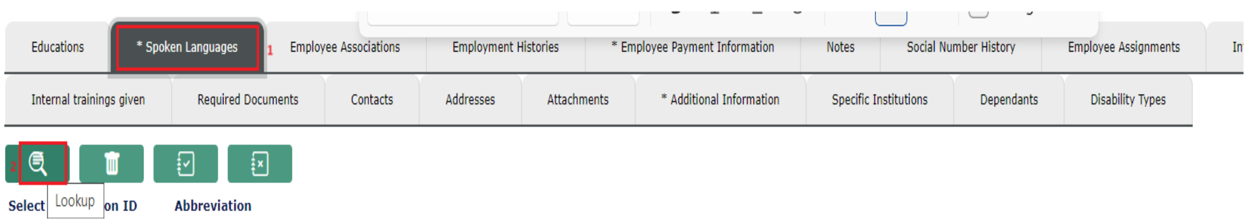


Step 4. Fill all the mandatory tabs denoted by asterisk* such as spoken languages, employee payment information, required documents for contact.

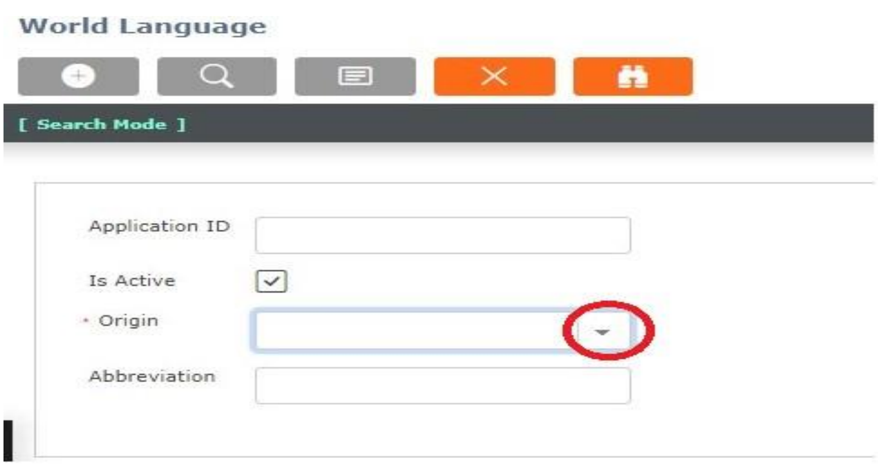
Populate the tabs as below

Step 4 (a) Spoken languages

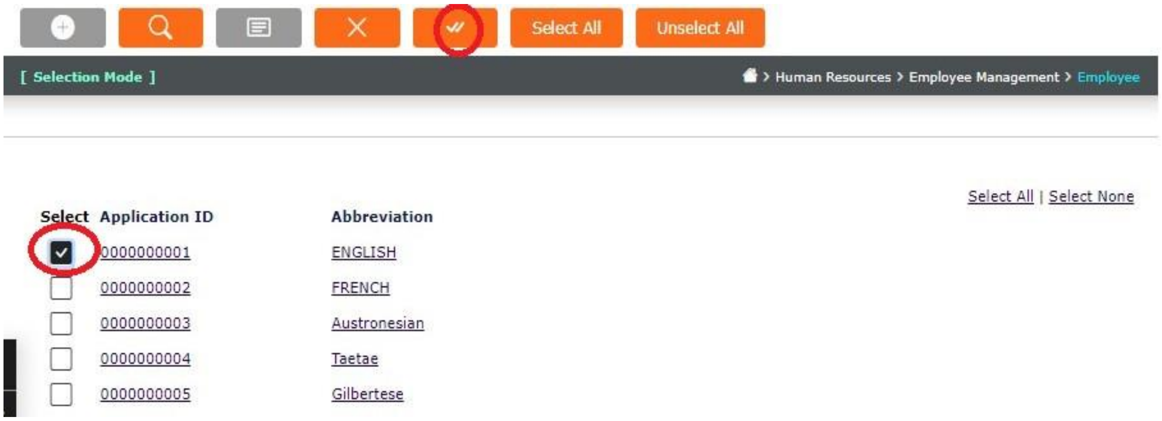
Click on the tab ‘Spoken languages’ as seen from the above screenshot then, Click on the lookup button  and select the language from the drop down menu and update it.



The screen “World Languages” below will open, as seen below



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



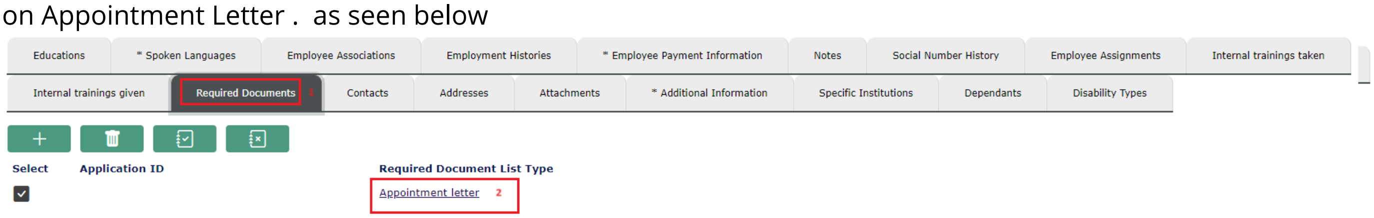
Tick the required languages, and then click on the "Return" Button . the selected languages will be added to the "Spoken Language" Tab.

Proceed to populate the next tab

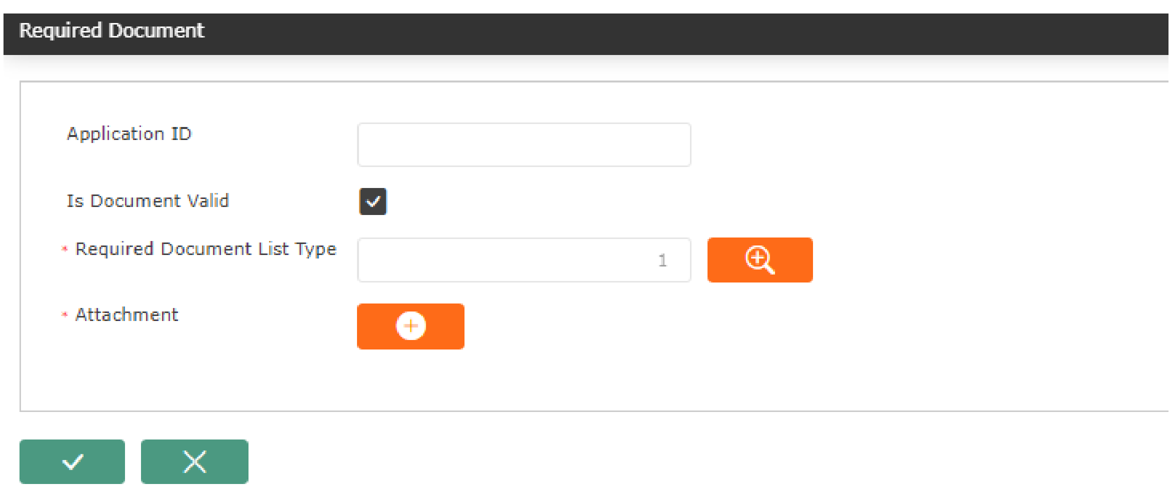
Step 4 (b) Required documents

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.

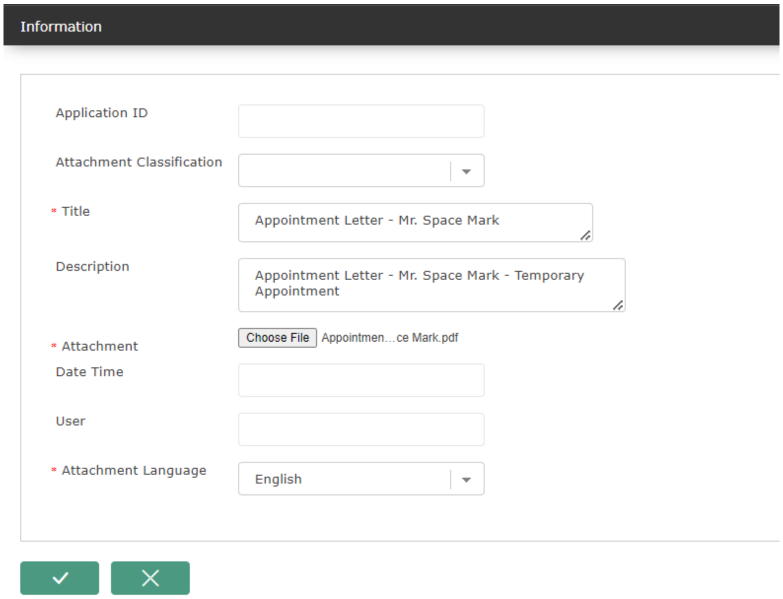
Example: To attach a supporting document i.e appointment letters, Click the "Required Documents" Tab, then click on Appointment Letter . as seen below



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

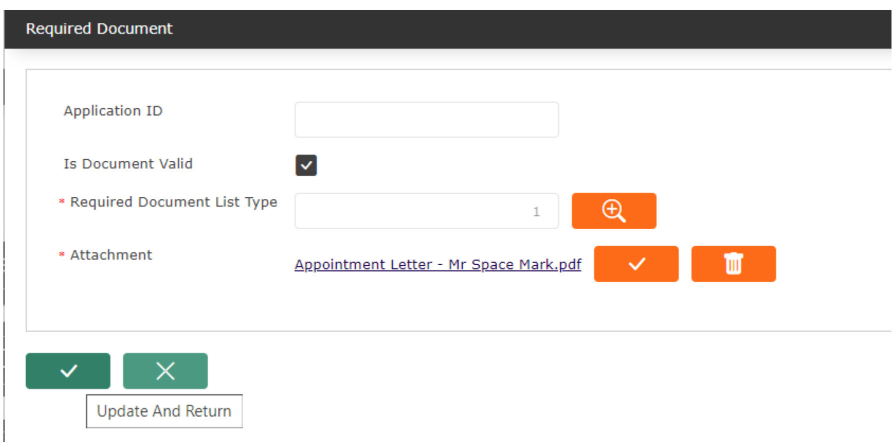


To attach the appointment letter, click the new button and the screen below will open



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

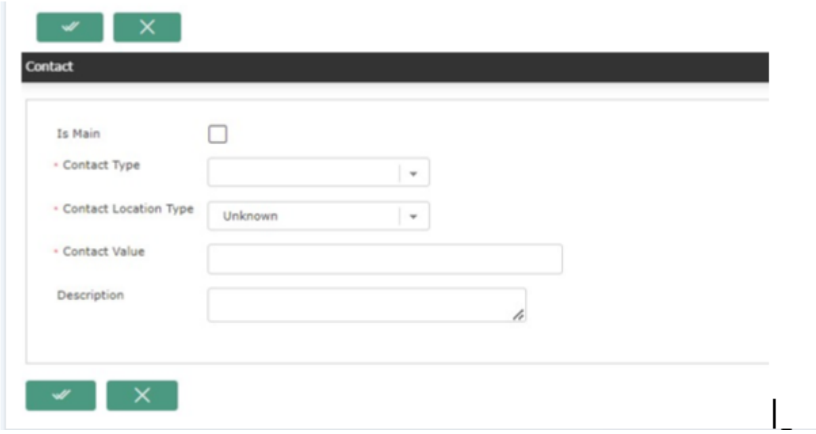


Click the Update and return button to complete attaching the required document

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.

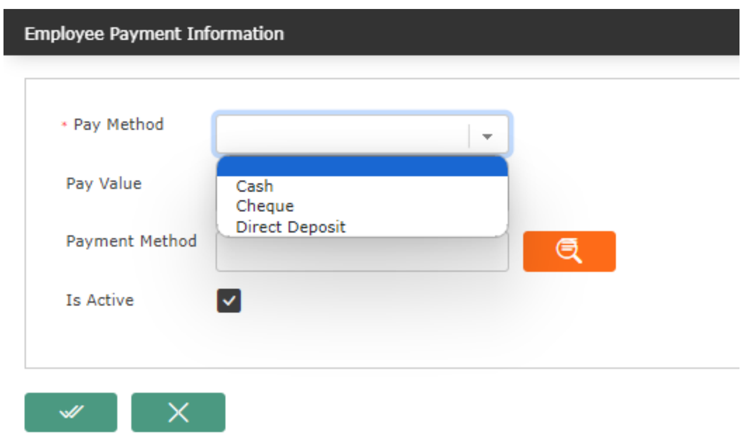


Step 4 (d) Employee Payment Information Tab.

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

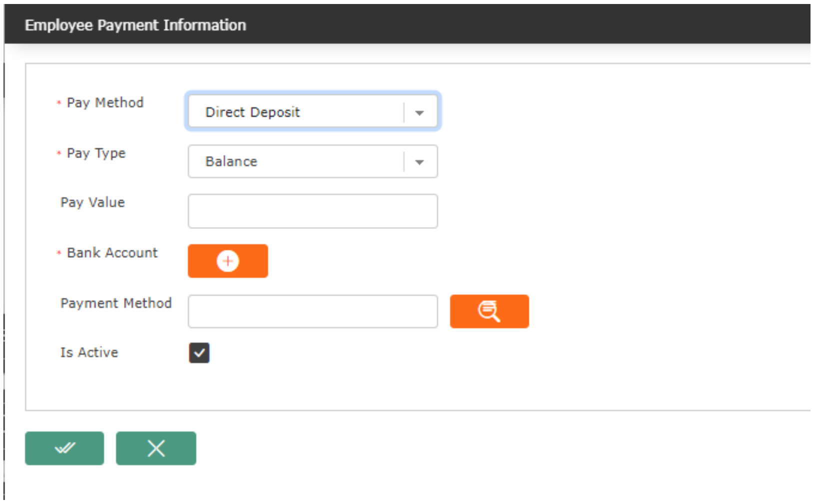


The fields that will appear later on will depend on the paymethod chosen. Below are the scenarios of how an employee can be paid.

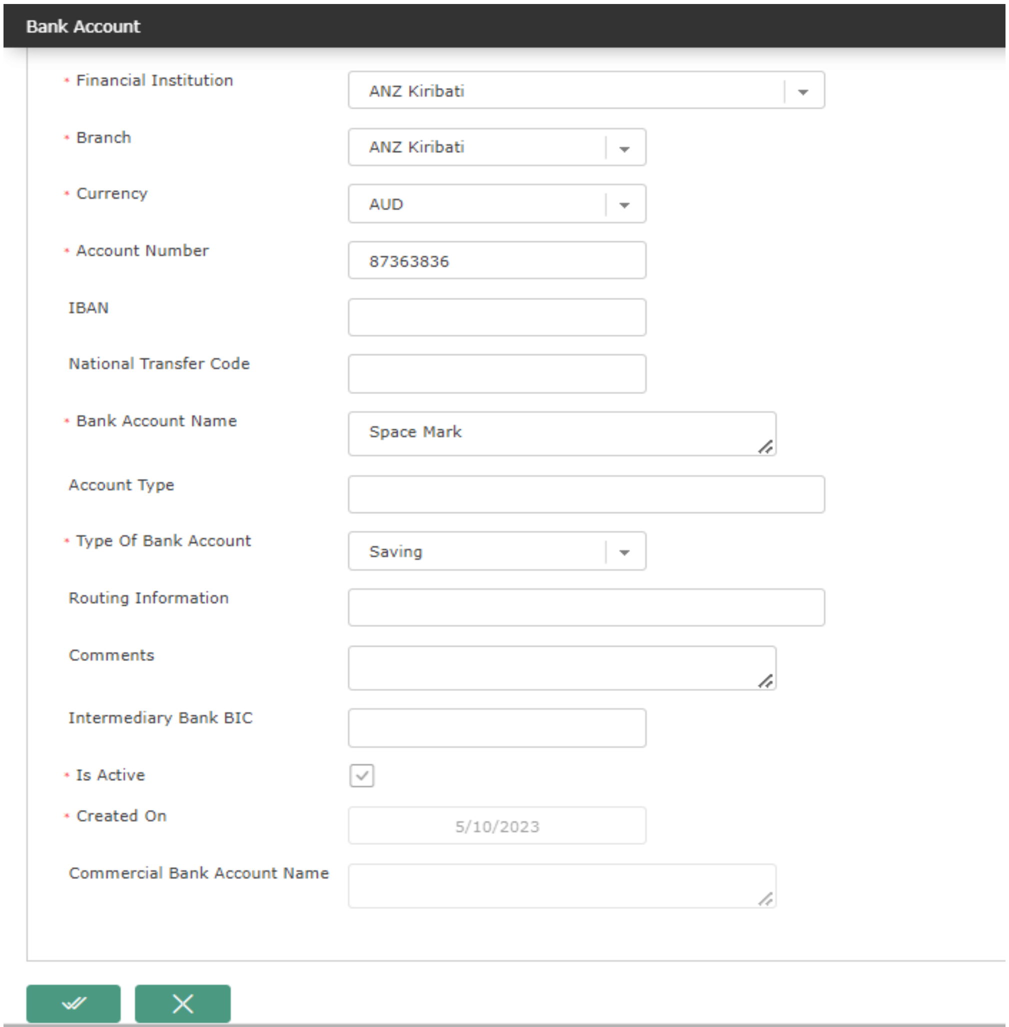
- Scenario 1: Employees paid through Bank "Direct Deposits"

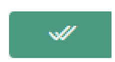
If the employee is paid through Bank:

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

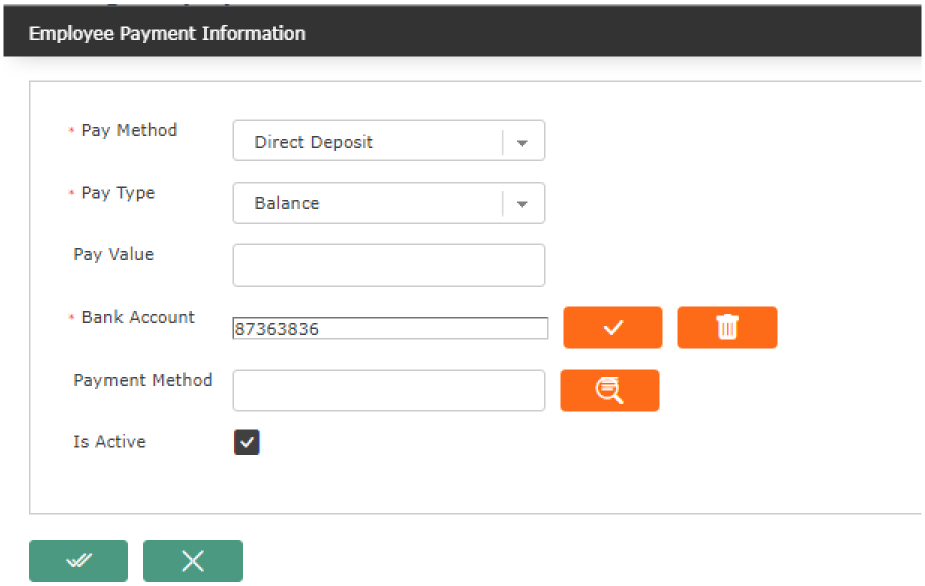


- Pay Type - If all the employee's net salary(100%) will be paid to 1 bank account, then Choose "Balance" .
- Then click on the field "Bank Account" , another screen "bank Account" will be opened. In this screen enter the employees bank account details, populating all the mandatory fields with the asterisk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

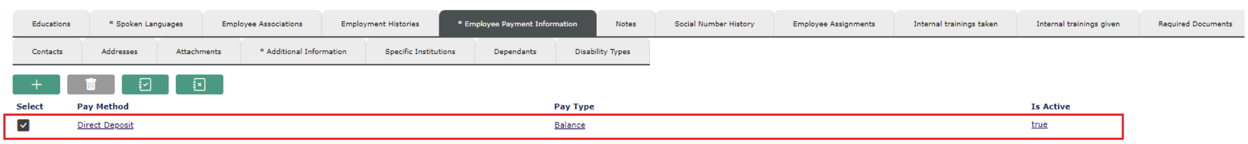


Once done, click the save and return button at the bottom of the screen 

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



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.



- 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

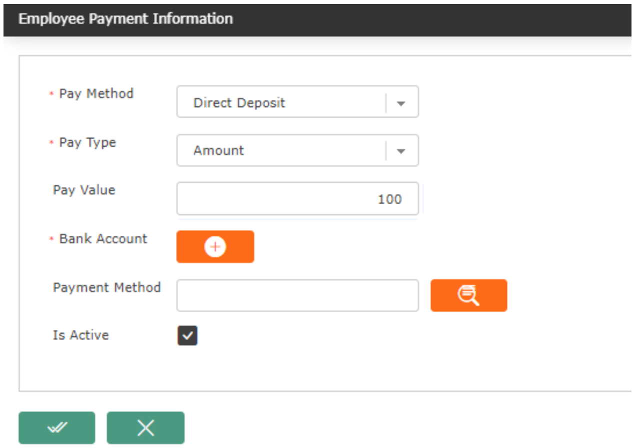
So to split an employee's salary into different bank accounts. Repeat the steps in Scenario 1

➢ 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.

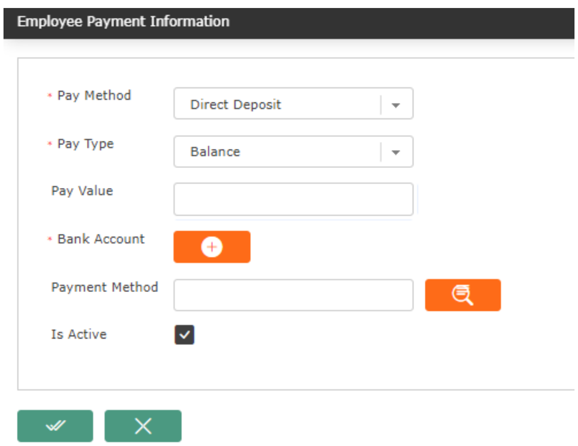
  Follow the same steps as in scenario 1 but change the following

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

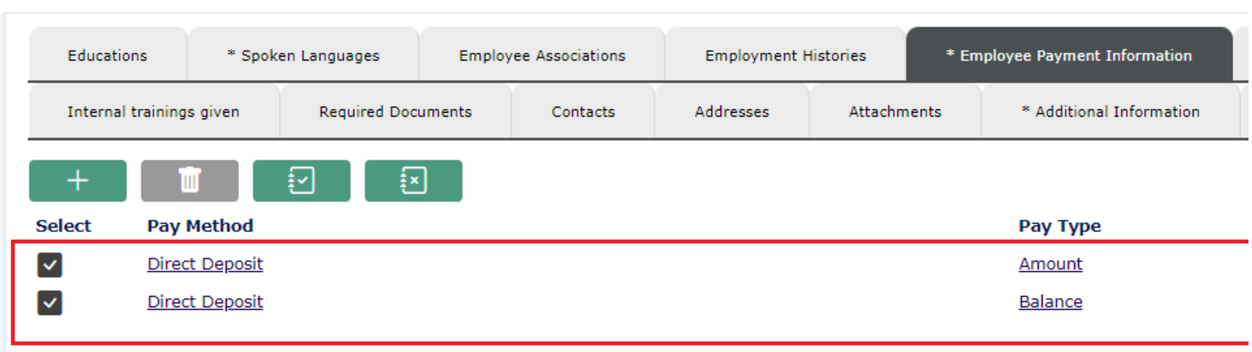
    As seen on the form below, then follow through by clicking the Bank Account and enter the employee bank account details.



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



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.



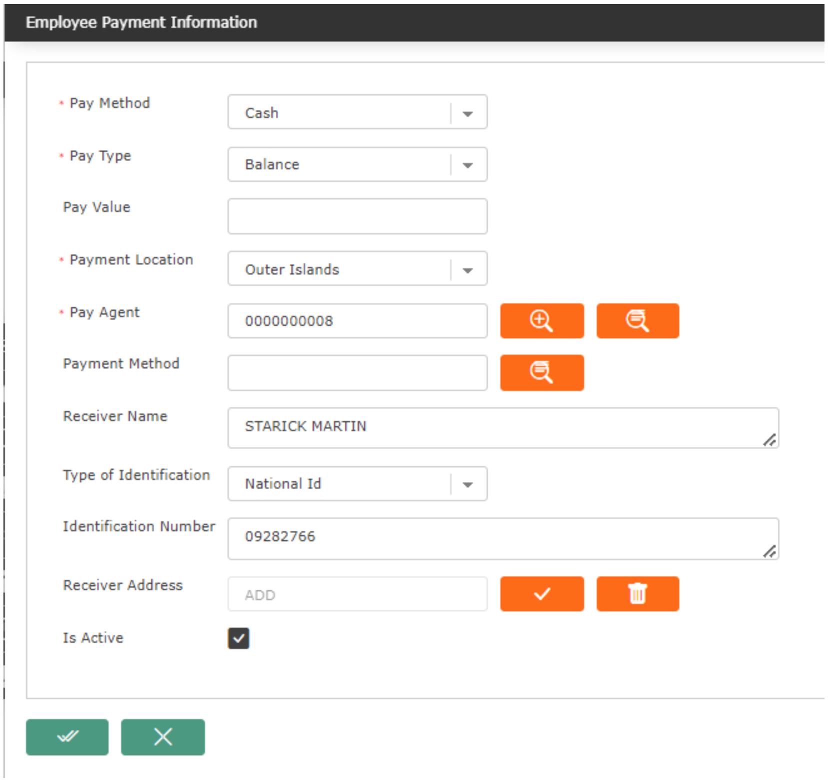
For a split, one of the splits must have a pay type = Balance.

- Scenario 3. Employees Paid through cash.

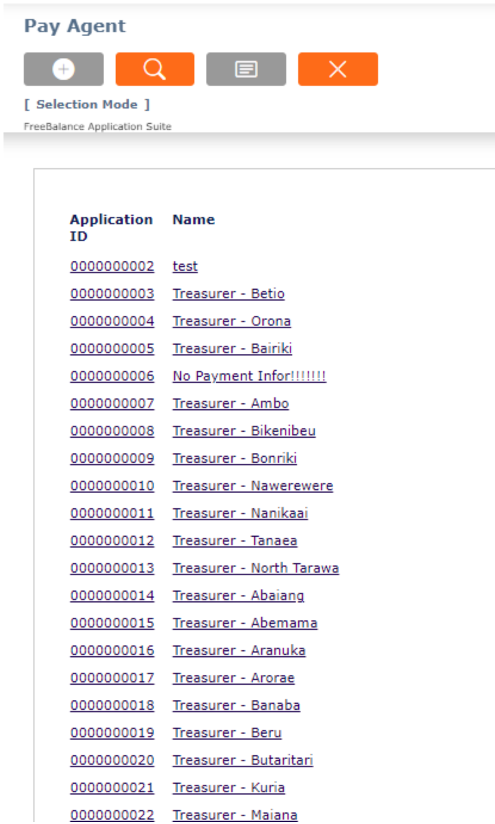
Assume all the salary (100%) will be paid through cash.

If the employee is paid through Cash:

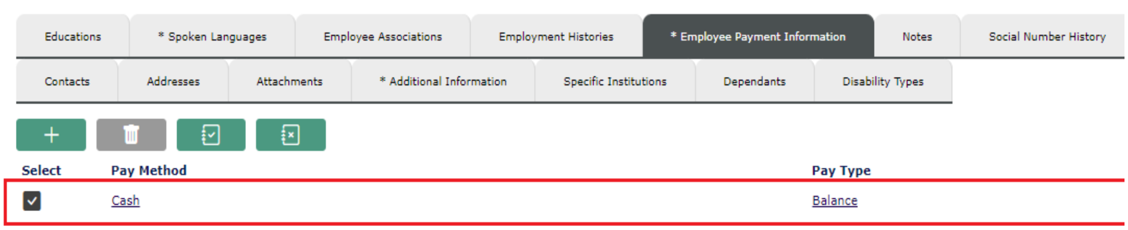
- Then choose “Cash” in the field “Pay method”. Additional fields will be added and the form will appear as below.



- 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



- 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



- 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

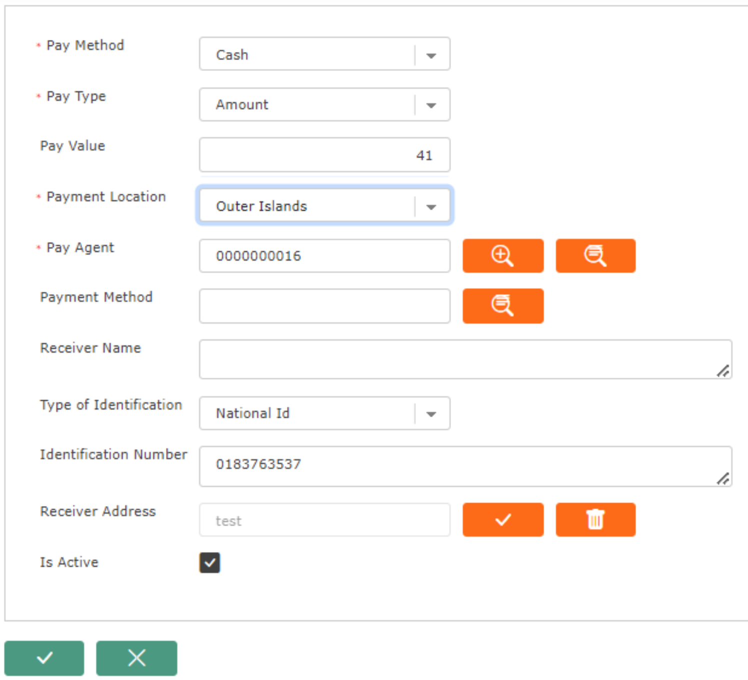
Enter multiple cash splits in ‘Employee Payment Information’. Repeat the step in Scenario 3.

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”

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

The screen will look like below.



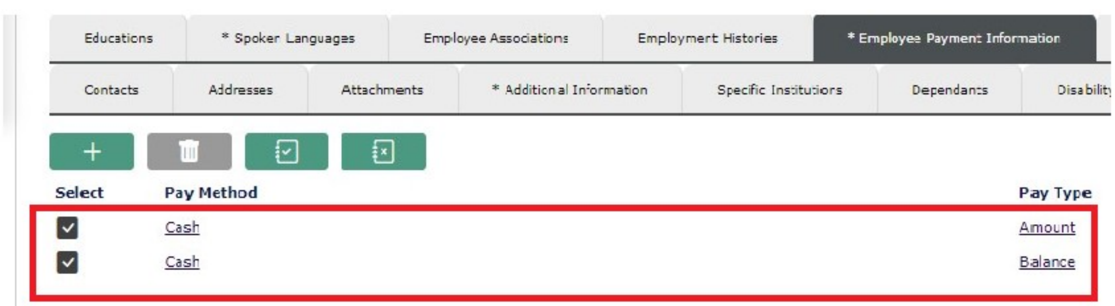
Then click update and return button 

The record will be added to the “Employee payment Information” tab

Enter the 2rd allocation to Island B

Follow the same steps as in Scenario 3.

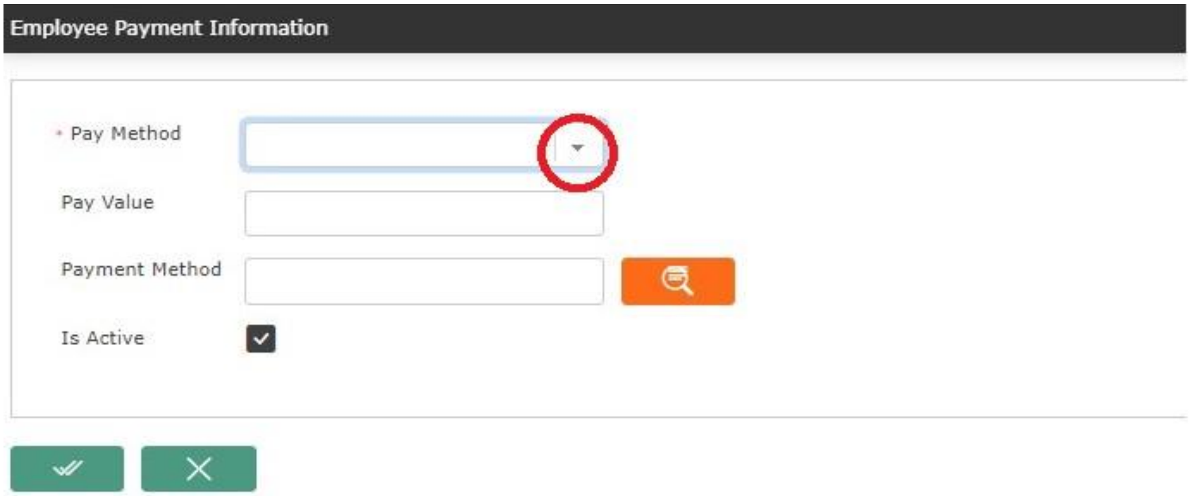
Once done the Payment information will have 2 records as seen below



- 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

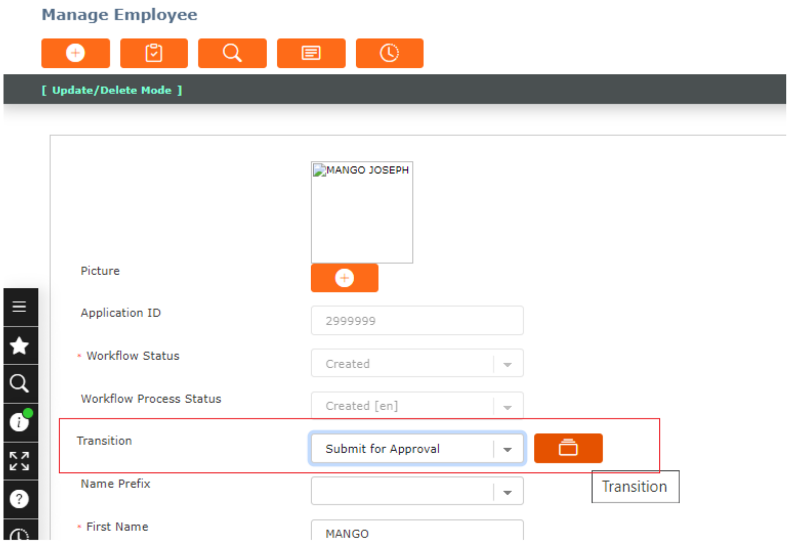


Step 5. Click the save button at the bottom of Manage Employee screen, if all the required fields have been populated, an error message will be generated if any of the required and mandatory fields have not been populated. If this happens, go and populate the field and save again.

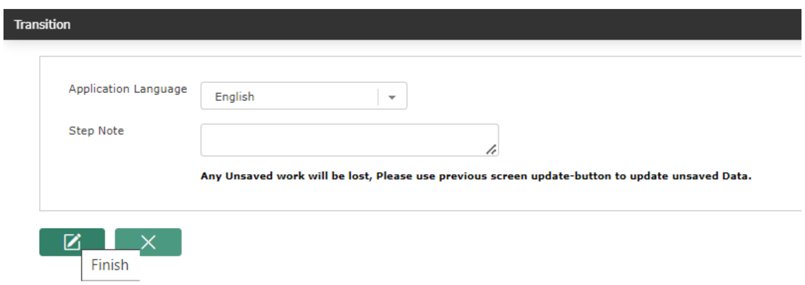
If the save is successful, you will get a message below and the employee will be assigned a new employee ID number.

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.

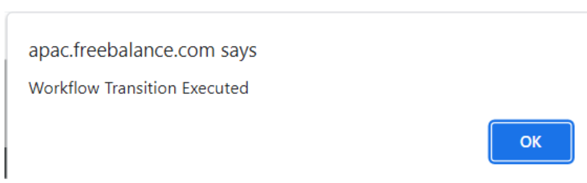


- The following screen will appear



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.



- Click Ok

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

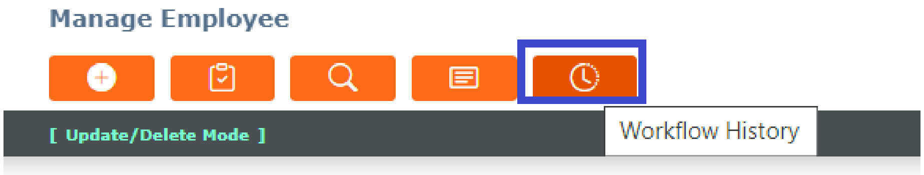
Note:

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.

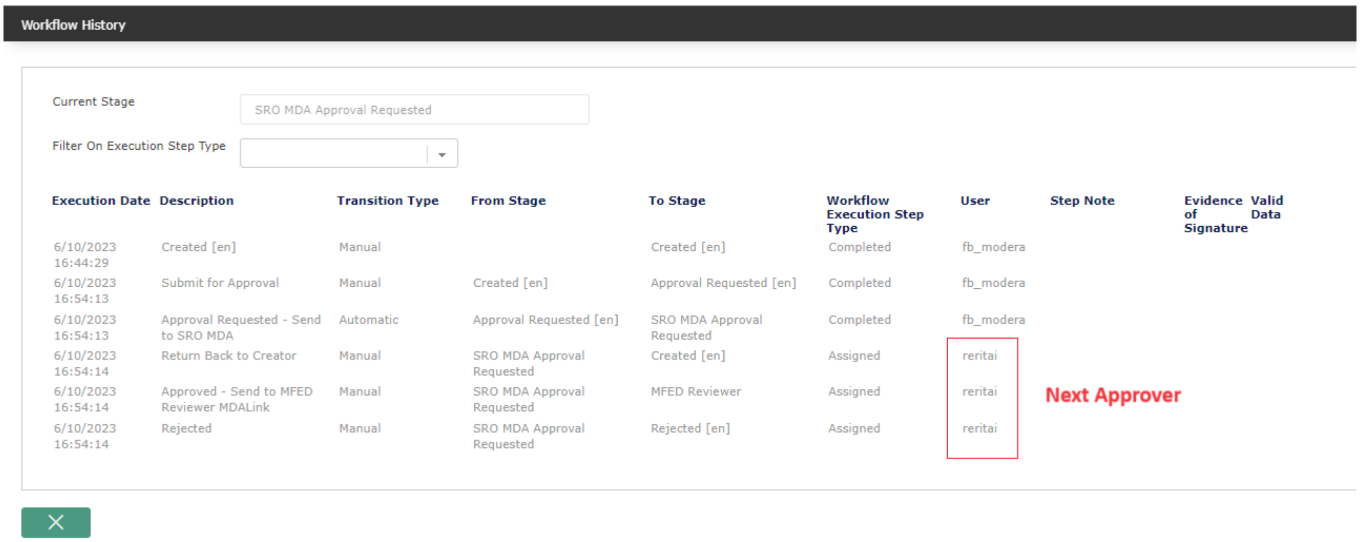
Step 7. Transition will be assigned to respective users as defined in user role and functional, final stage approved.

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.



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



Execution Date	Description	Transition Type	From Stage	To Stage	Workflow Execution Step Type	User	Step Note	Evidence of Signature	Valid 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			
6/10/2023 16:54:14	Rejected	Manual	SRO MDA Approval Requested	Rejected [en]	Assigned	reritai			

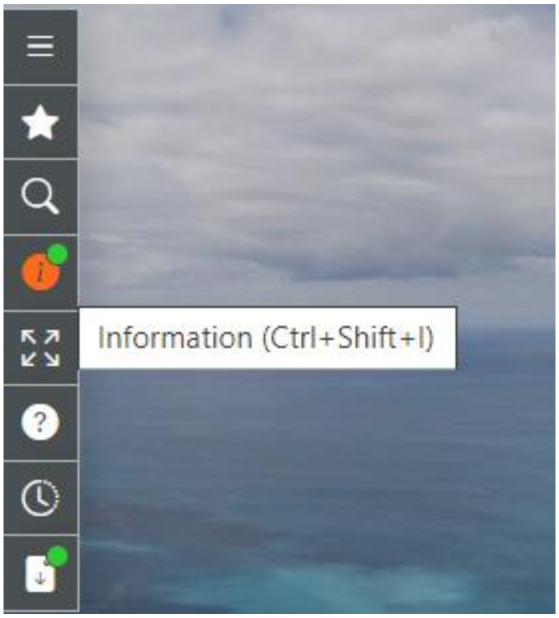
2.2 Approval of the New Records

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

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

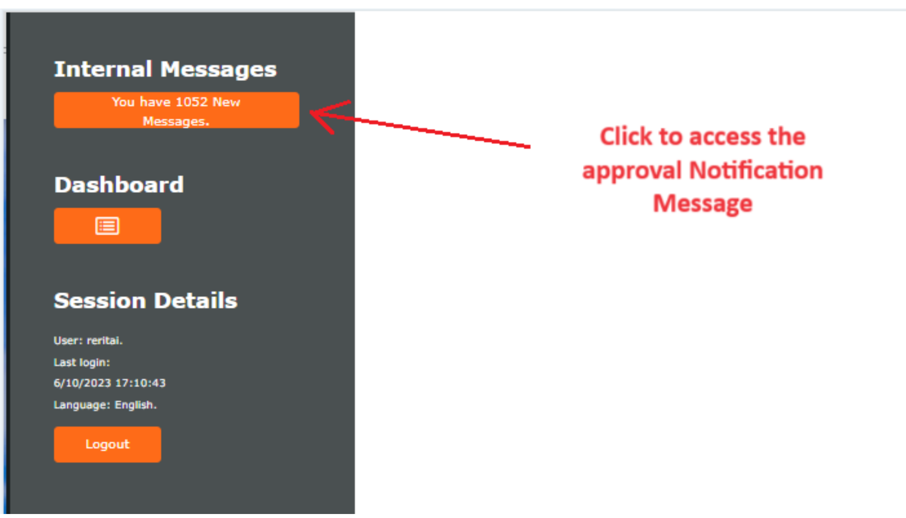
Step 1. The approver should log into the system. Upon successful login, the system will load and the Main menu will be displayed.

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



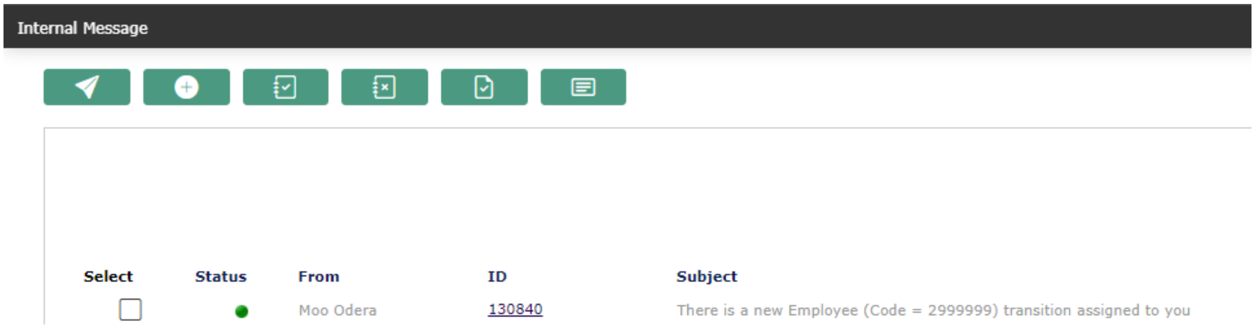
Step 2. A side menu will be displayed on the right side of the screen as seen below. The Approver will be able to see “Internal Messages” with a note in Orange of the number of messages that the approver has and has not yet read them.

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

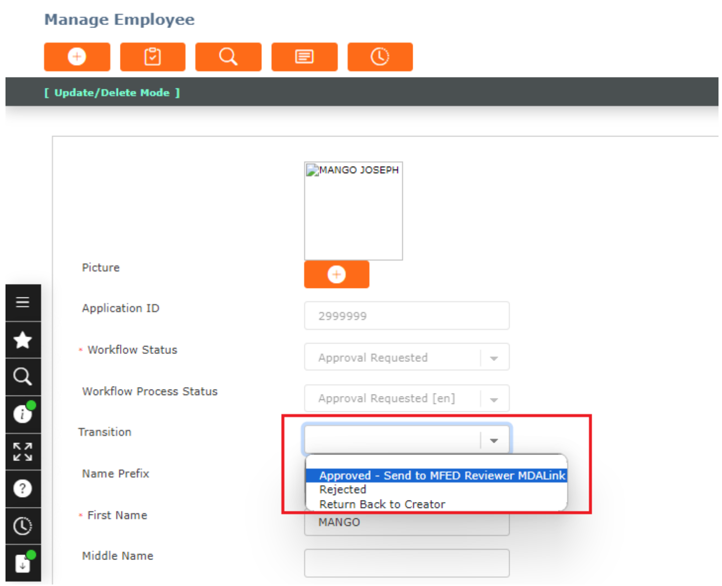


Click on the messages, as shown above to access the approval notification messages.

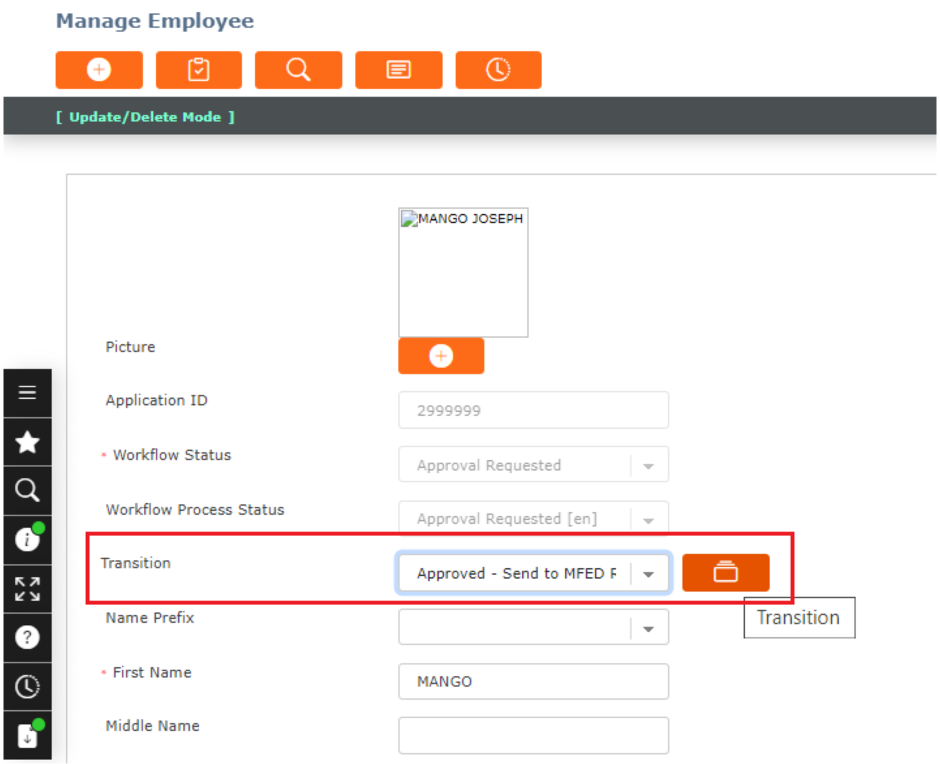
- Internal message screen will open as seen below.

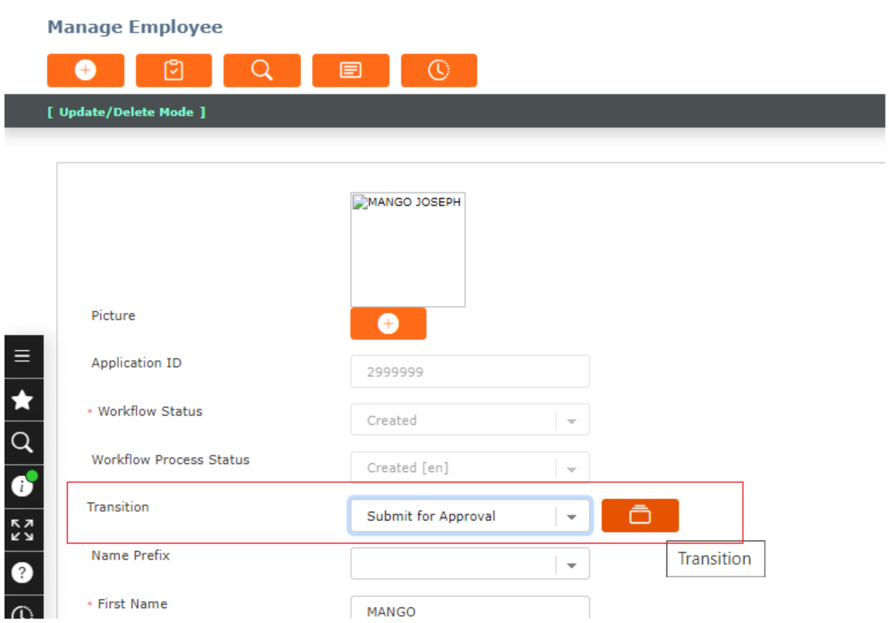


- In this case there is only one message for approval, and the status is green.Click on it and the Manage employee will open to view the details of the new employee prior to approval.
    - To view the Supporting document(in this case Appointment letter - Click the Tab “Required document.- then browse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

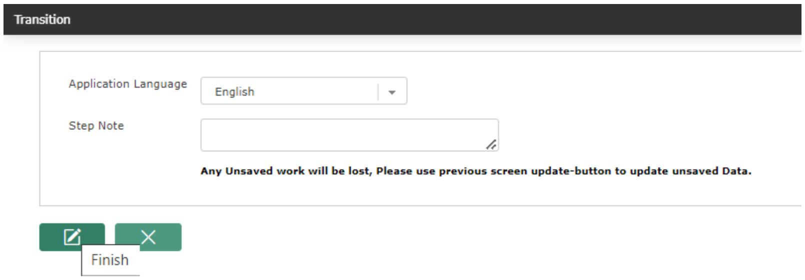


- To send for approval, choose the appropriate choice, then click on the Transition button  as seen below.



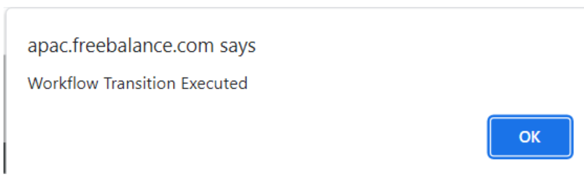


- The following screen will appear



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.

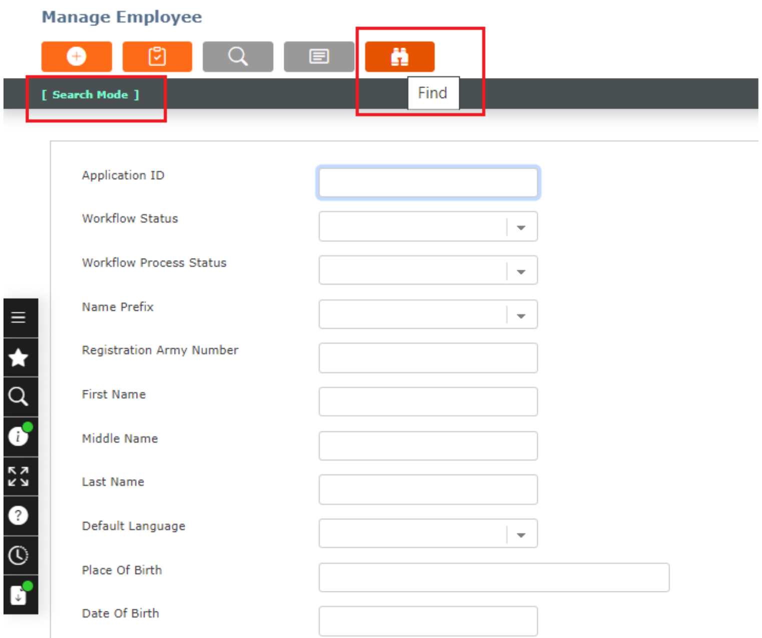
Below are the steps to make changes and update employee records.

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 formas 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.

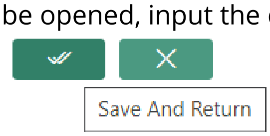
  All employees whose names start with Tua###### will be displayed.

    - 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

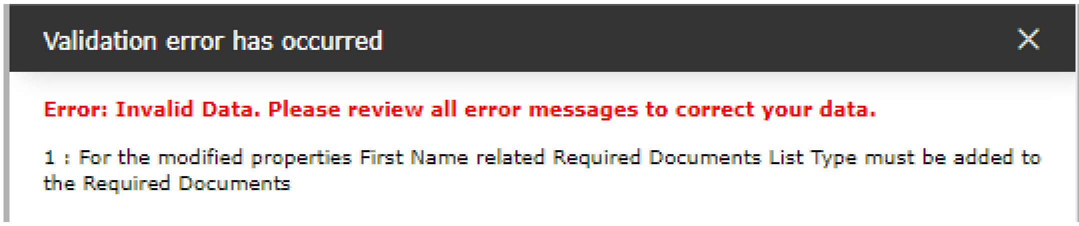
Additional records can be added in the tabs or the existing ones can be changed.

- 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.



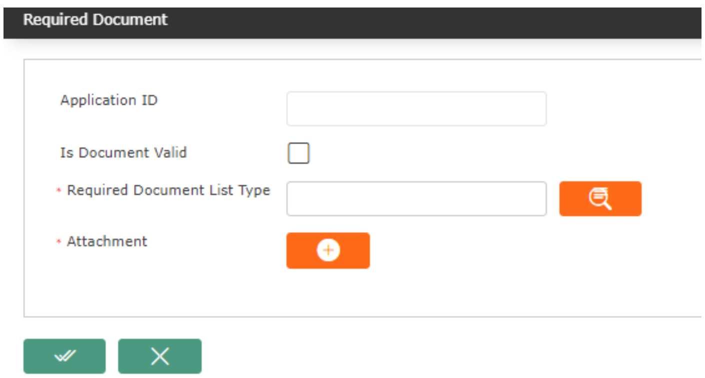
-

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.

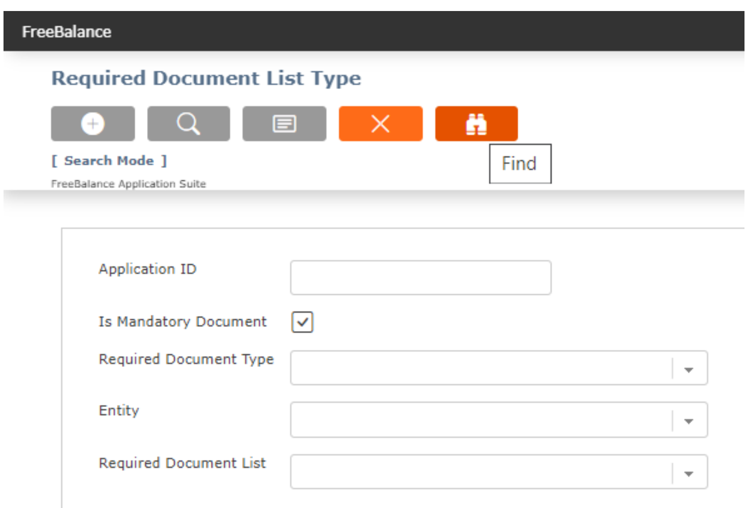


Supporting documents can be attached as follows.

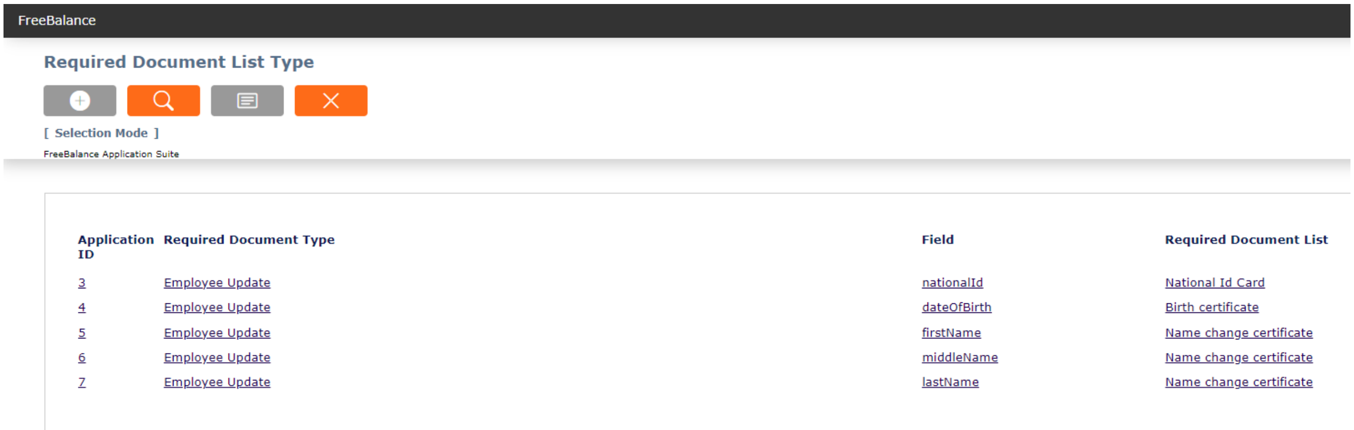
- Click on the tab “Required Documents”
- Click the new button , the screen below opens



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

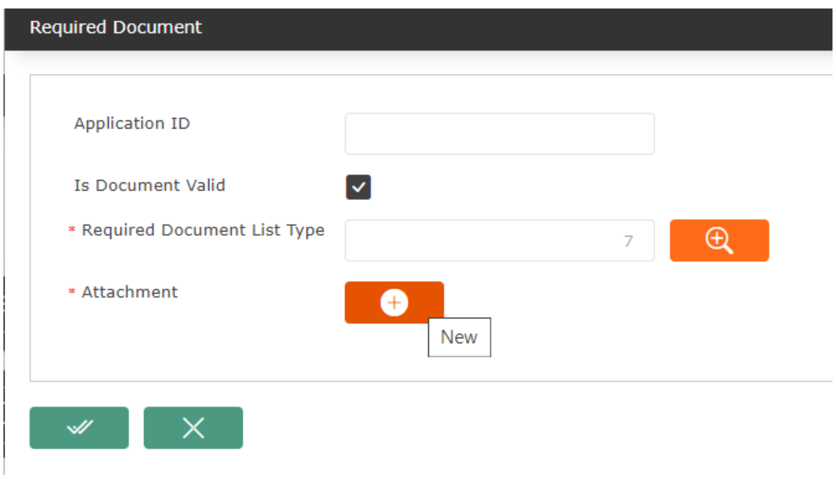


- Click the find button. the options below will be displayed.



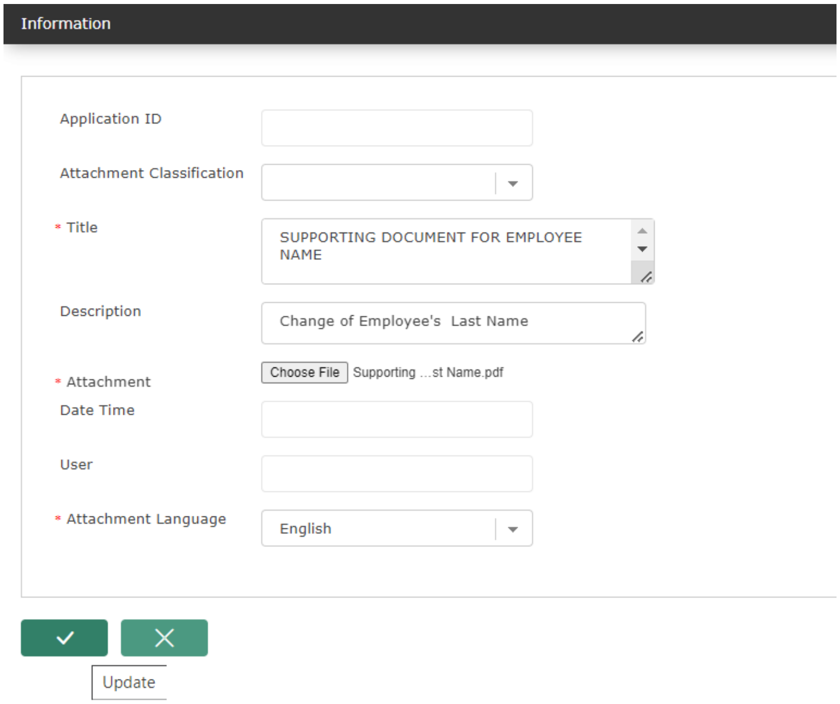
In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.

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

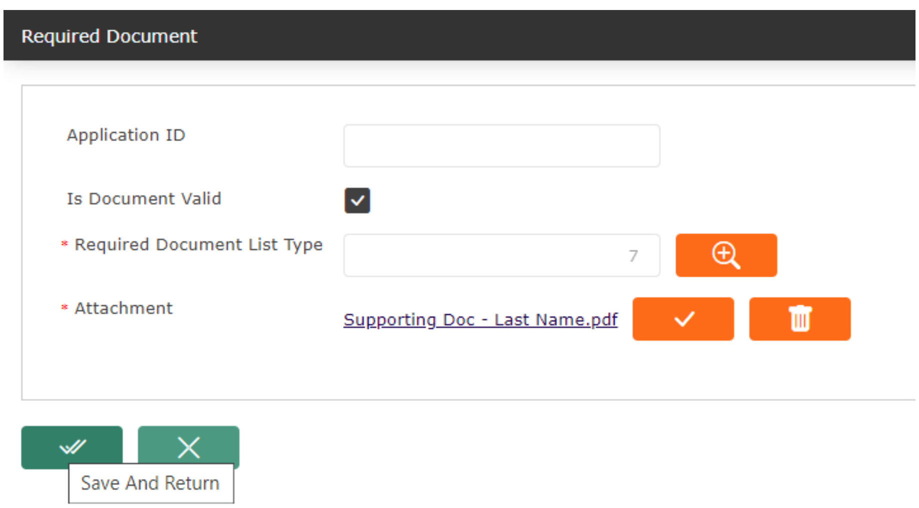


- Click the new button in Attachment as seen above. “Information” form will open. This is where you will enter the details of the attachment that you want to submit.
  - Enter a Title
  - Enter the description
  - Attachment - Browse and attach the supporting document

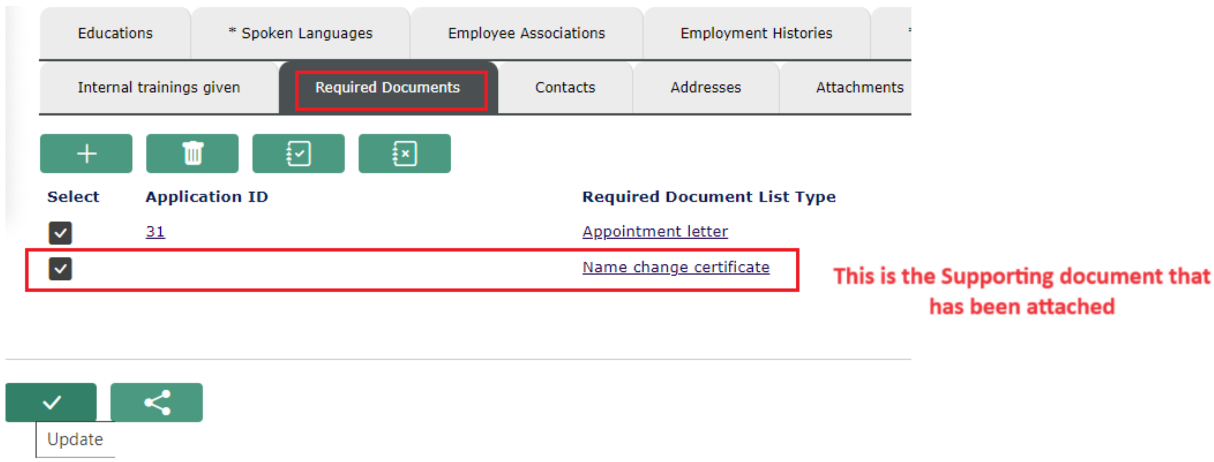
Then click update as seen in the screenshot below



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



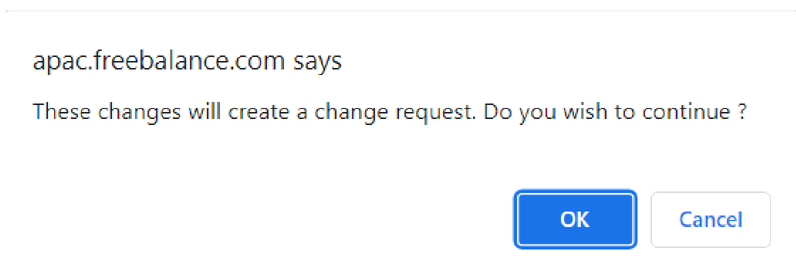
- Click "Save and Return" button
- The supporting documents will be added under the tab "Required Documents" as seen below.



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.



Click Ok

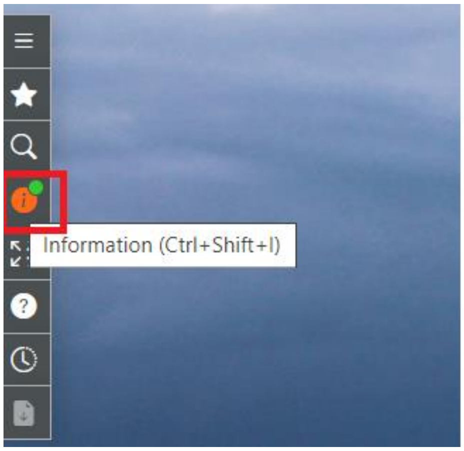
The change request will be sent instantly to the approver.

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

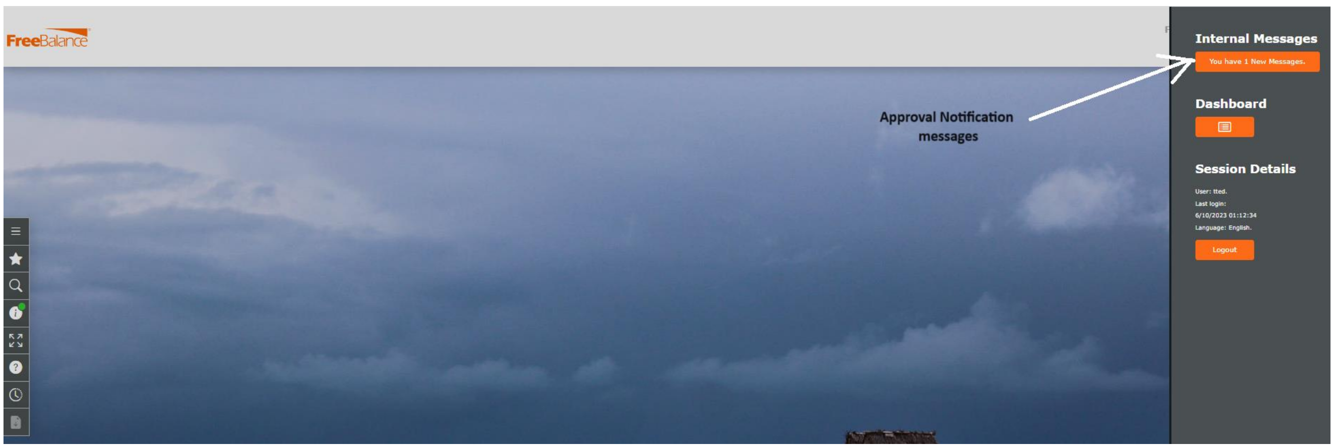
2.4 Approving the Changes

Step 1. The approve should log into the system

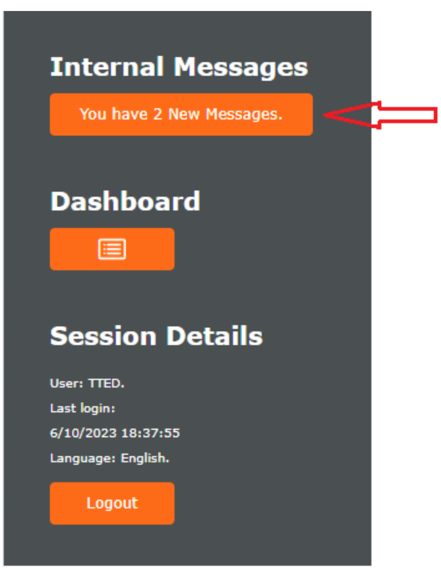
Step 2: Click on the Information icon below



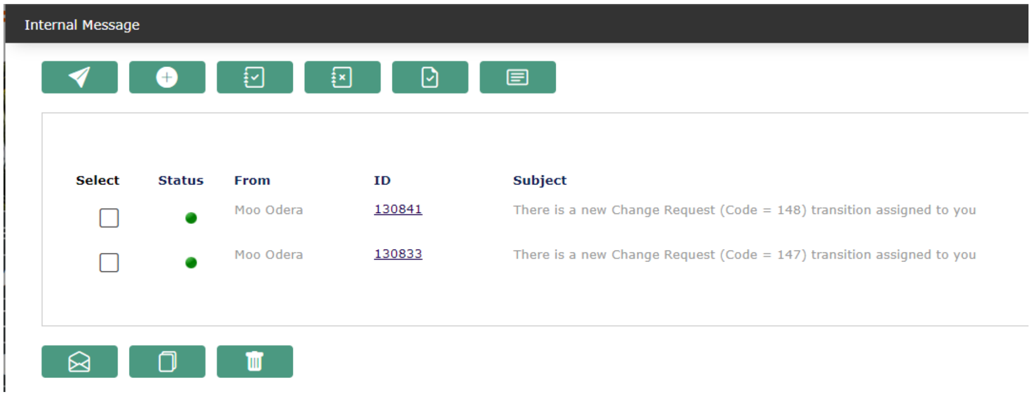
Step 2. Approvers will receive an approval notification in "Internal Massage"



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

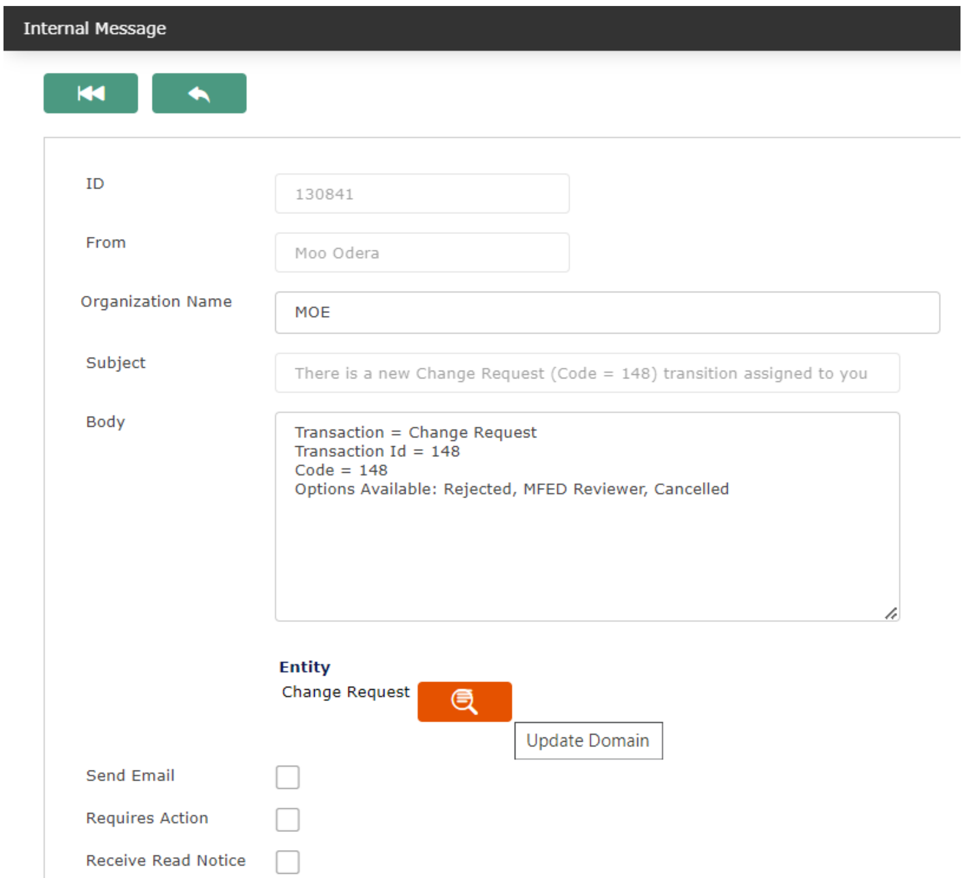


Step 4. Click on the internal message, follow the arrow in the screenshot above. The internal message screen below will open. The approver is able to view the approval notifications for change requests.



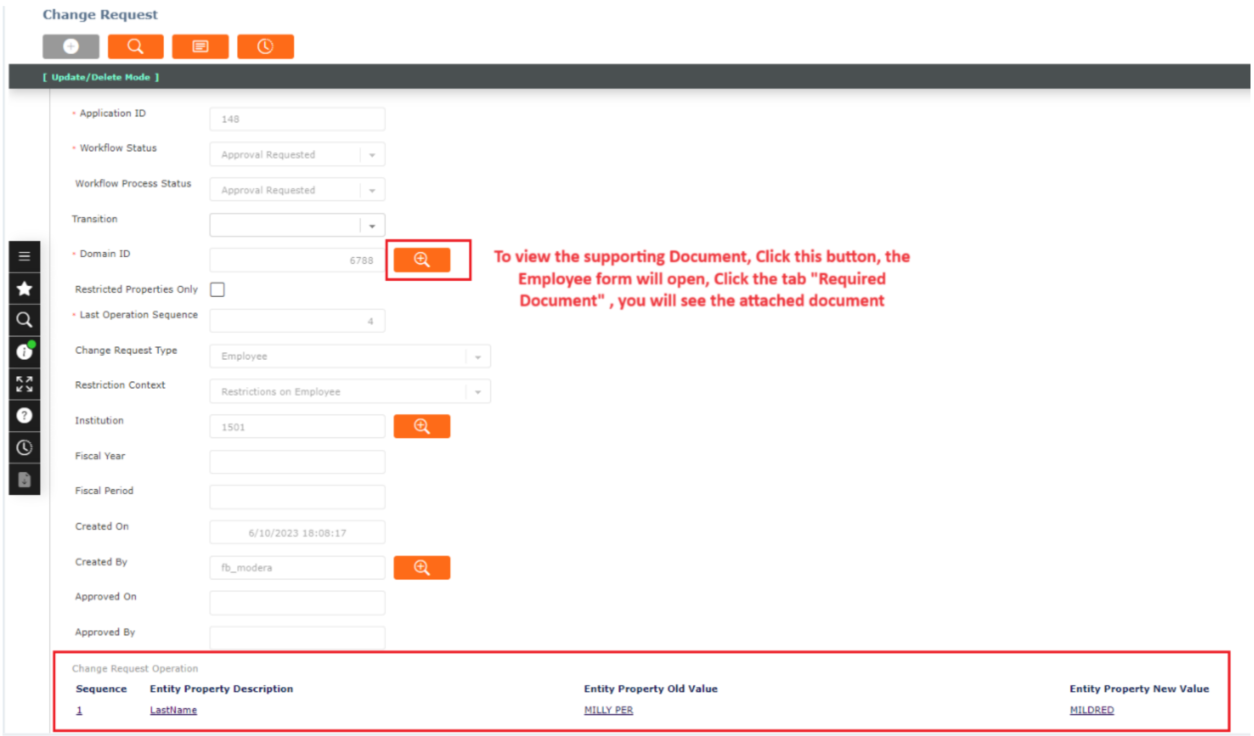
The approver has to approve each change request.

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



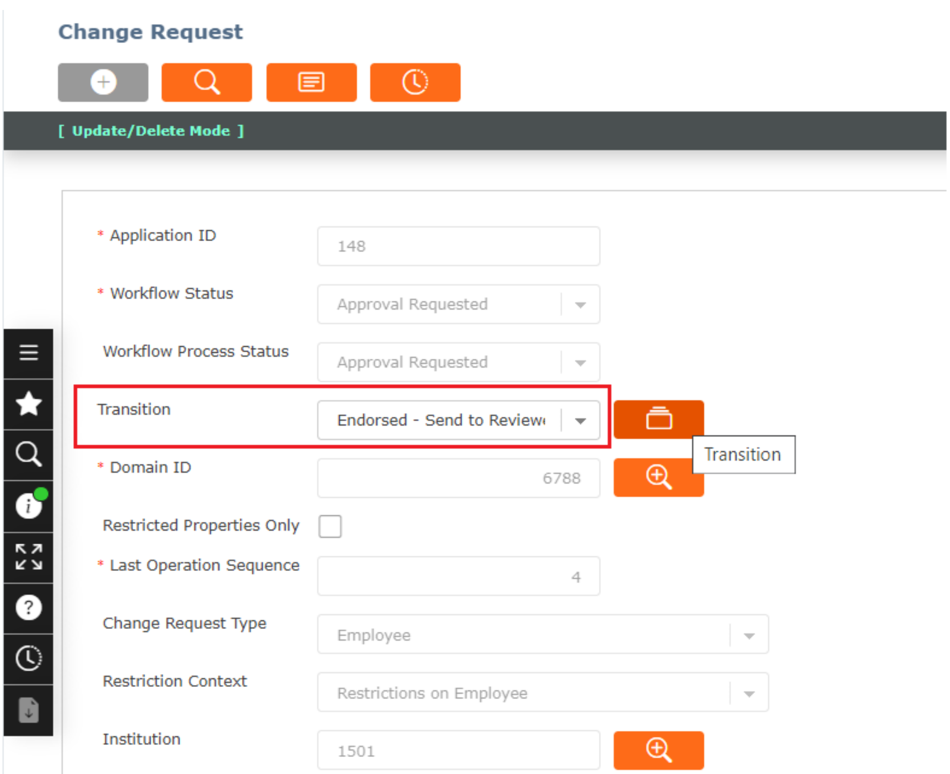
Step 6. Click the button “Update Domain” to view the details of the change request as seen below.

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

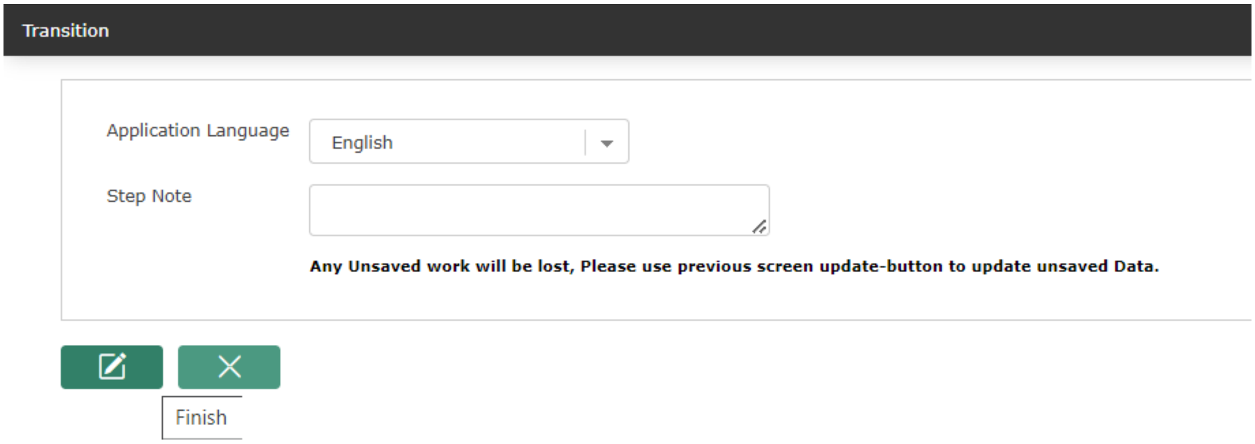


To view the supporting Document, Click this details button  in the field "Domain ID", the Employee form will open, Click the tab "Required Document" , you will see the attached document

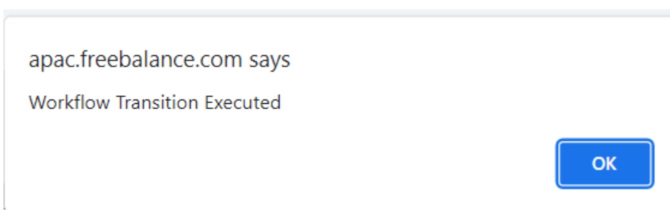
Step 7. To Approve, Go to the Transition field and select the required option to approve.



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



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



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.

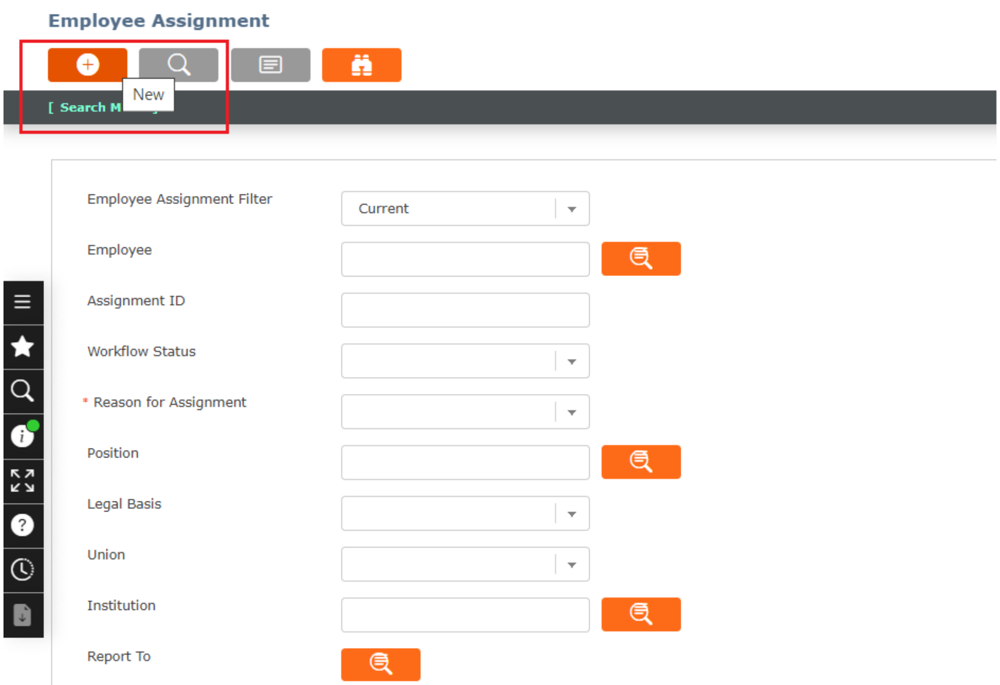
Follow the steps below to create new Employee Assignments (Appointments)

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



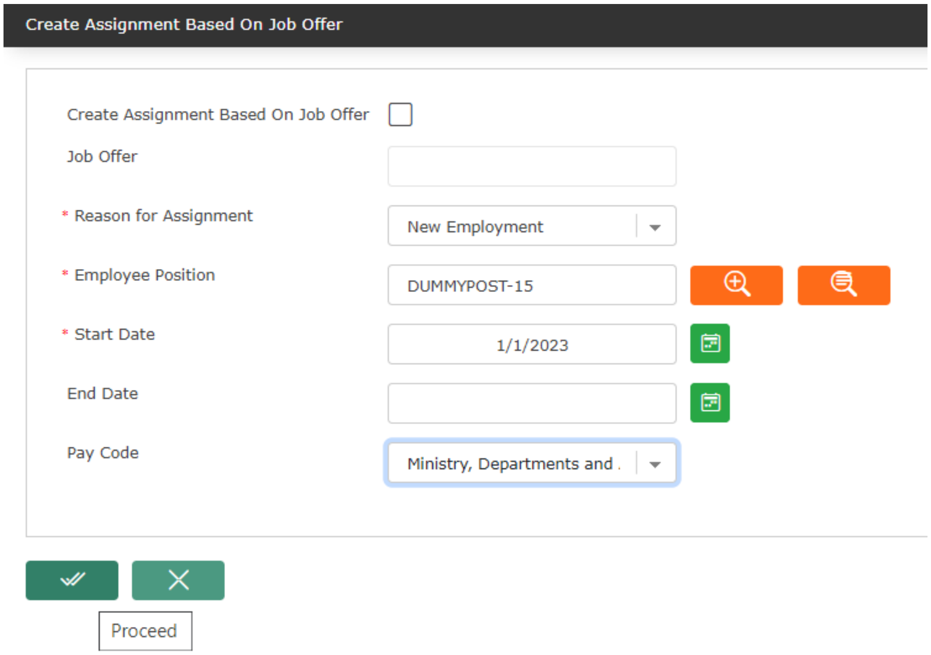
Step 3. The Job Offer screen below will open.

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.

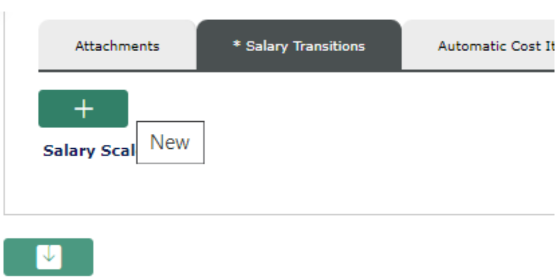


Step 4. Click proceed, you will return to the employee assignment screen

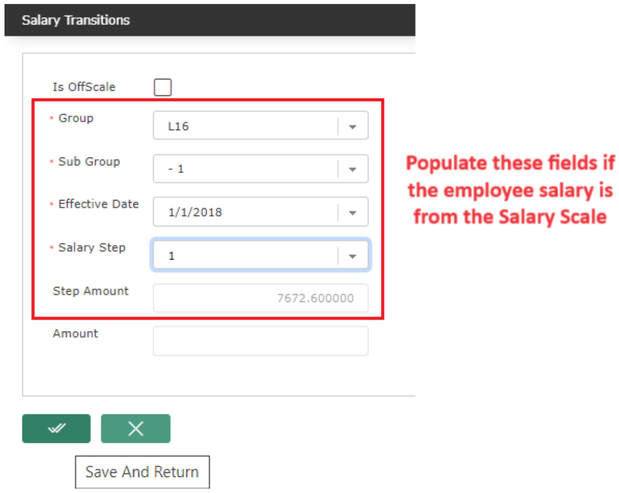
Step 5. Populate all the required fields (*) on the form .

Step 6. Populate also the Tab “Salary Transitions”

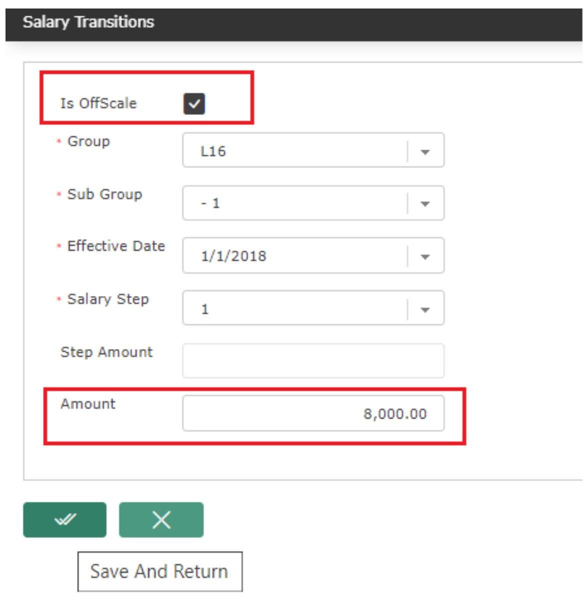
- Click Salary Transition tab



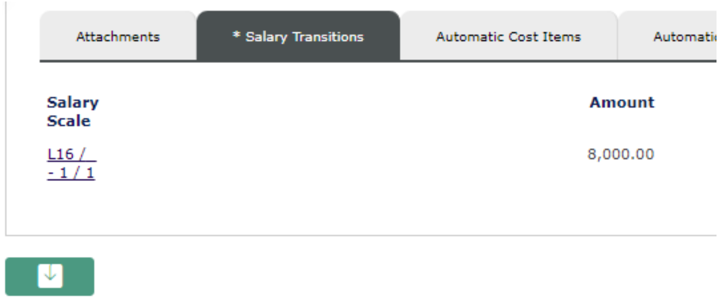
- Click the New and enter the details of the employees salaries
  - if the employees salary is from the salary scale, then enter the details as below.



- 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.

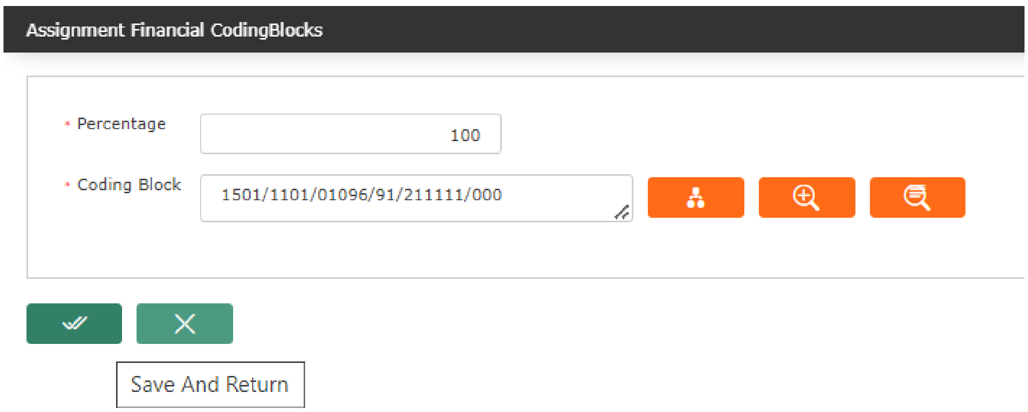


- Click save and return. You will be taken back to the employee assignment form. And the salary Transitio Tab will display as below



Step 7. Populate also the Tab “Assignment Financial Coding Block”

- Click on “Assignment Financial CodingBlocks” Tab
- Click the add button 



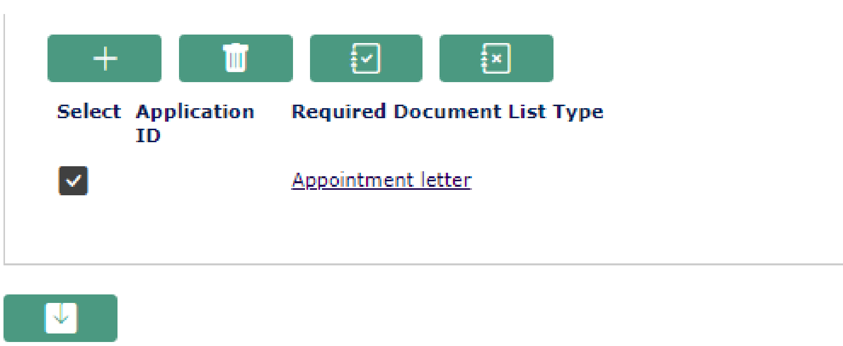
Note: Confirm the coding block from the senior accountant

- Then click save and return

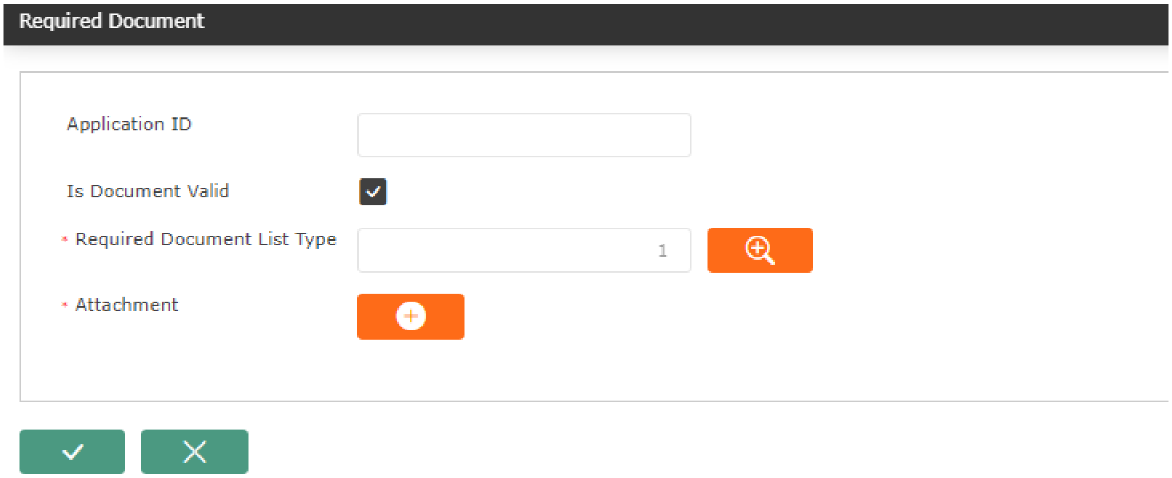
Step 8. Click the ‘Required Document’ tab. And attach the contract or Appointment letter.

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

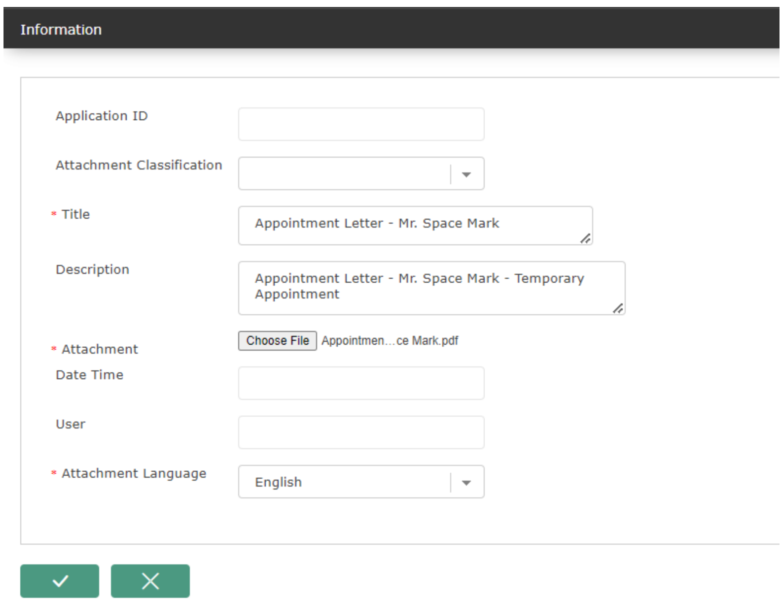
To attach a supporting document i.e appointment letters, Click the “Required Documents” Tab, then click on Appointment Letter . as seen below



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

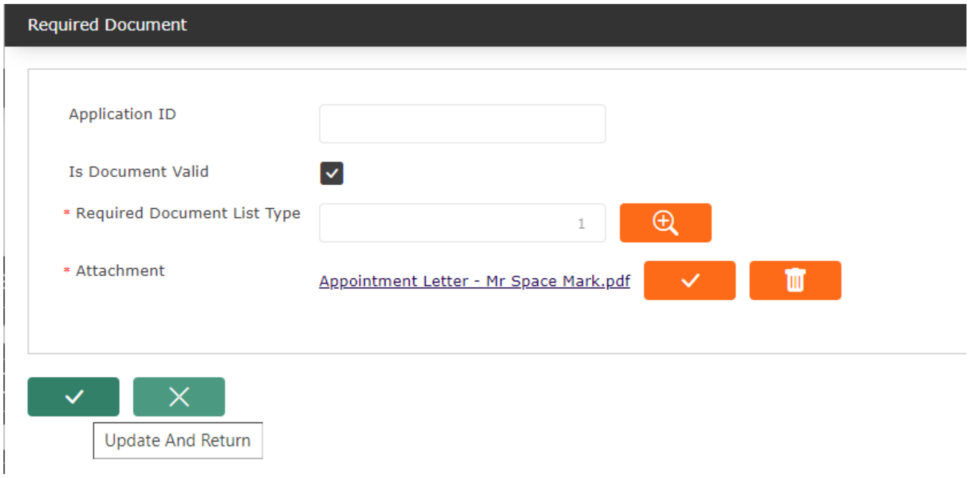


To attach the appointment letter, click the new button and the screen below will open



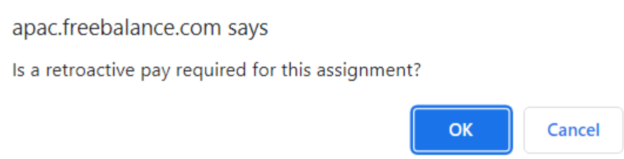
- Enter the Title
- Enter description
- Browse and attach the soft copy of the appointment letter
- The click the update button at the bottom of the screen

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



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



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

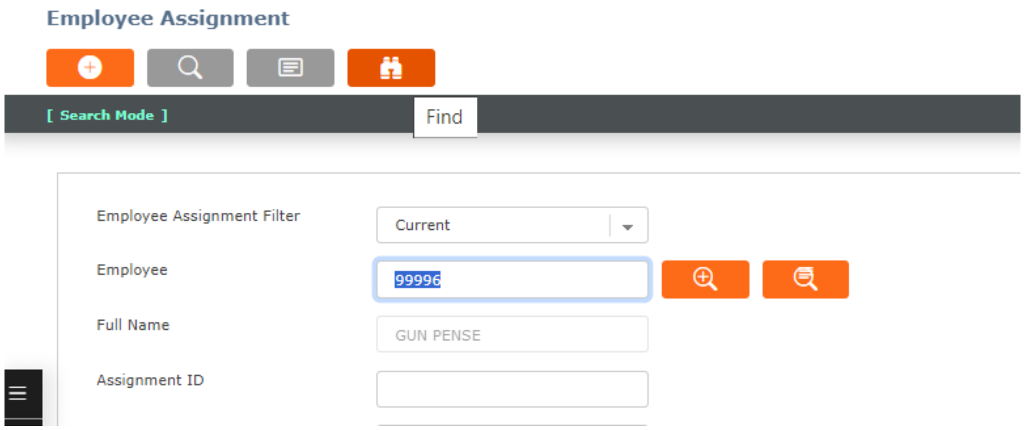
- Follow the path:

  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

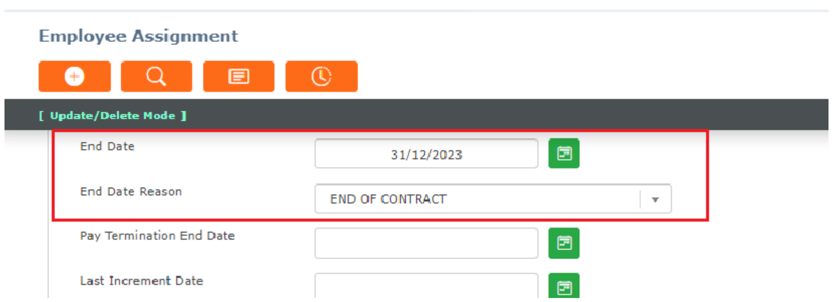
- Enter the Employee number in the field “Employee”.



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

Step 3: Enter the end date and reason

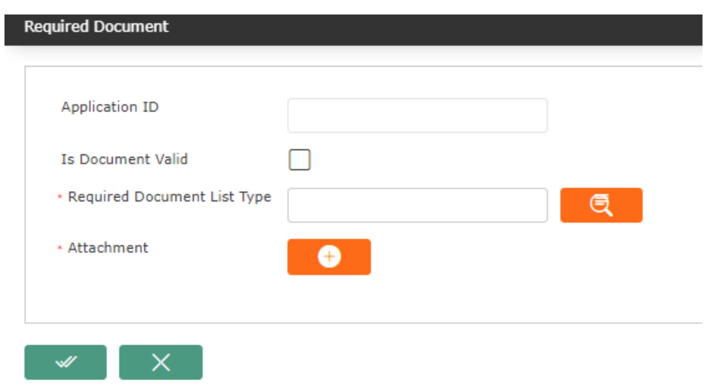
- Scroll down the form till you are able to see the field ‘End date’,
- Enter the end date
- In the field “End date Reason ”. Select the reason for ending the contract.



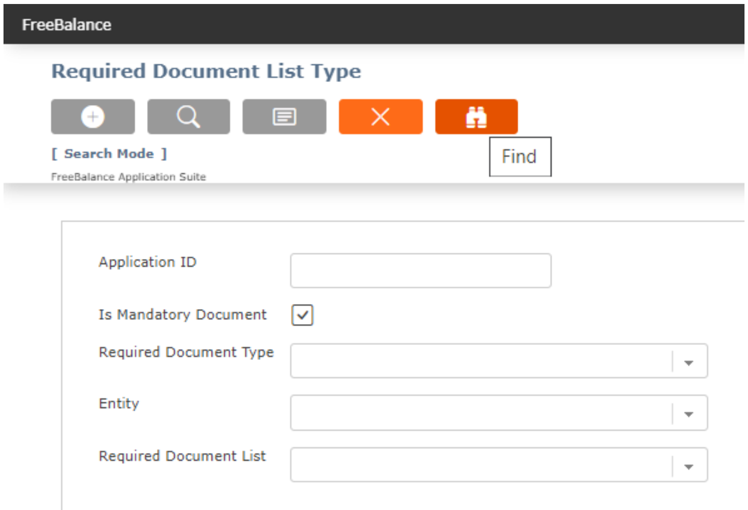
Step 4: Attach the supporting document

Supporting documents can be attached as follows.

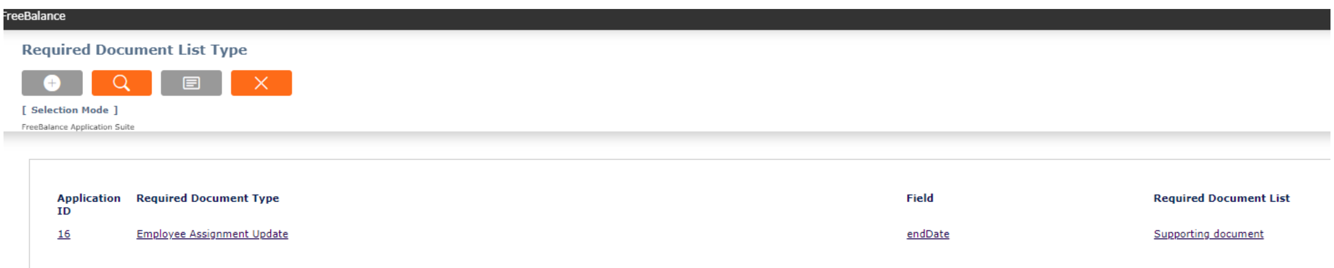
- Click on the tab “Required Documents”
- Click the new button , the screen below opens



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

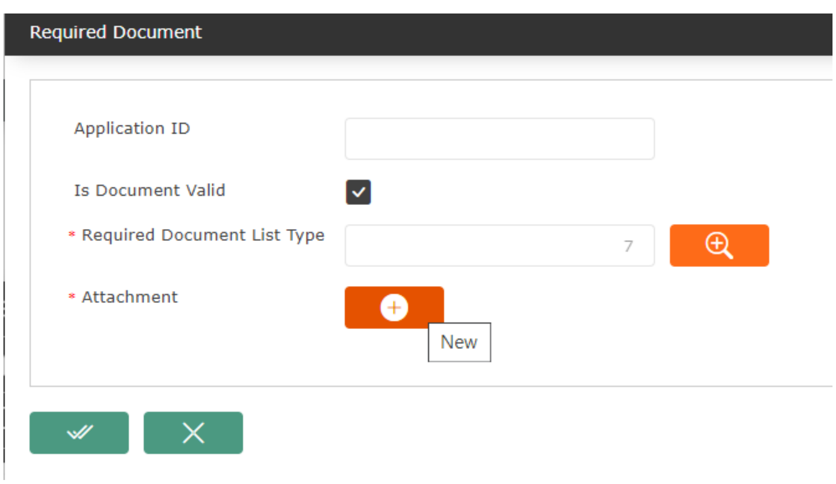


- Click the find button. the options below will be displayed.



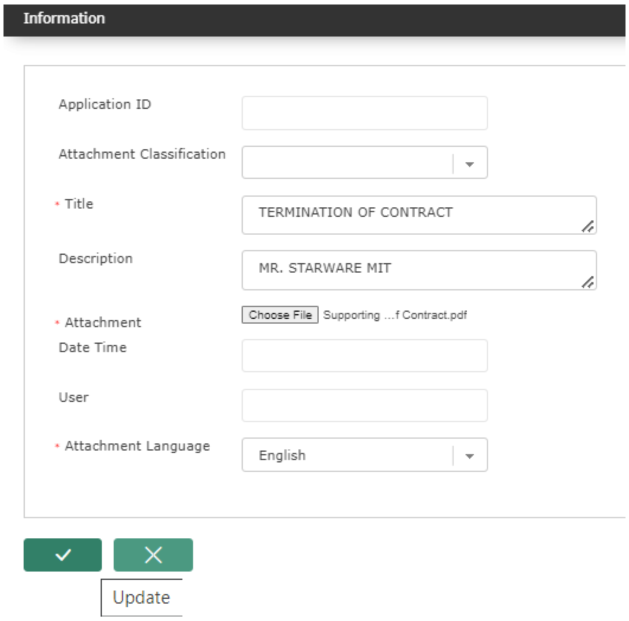
In the column for the field, click on the one that relates to the changes that you made. i.e if you end the contract, then choose the end date.

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

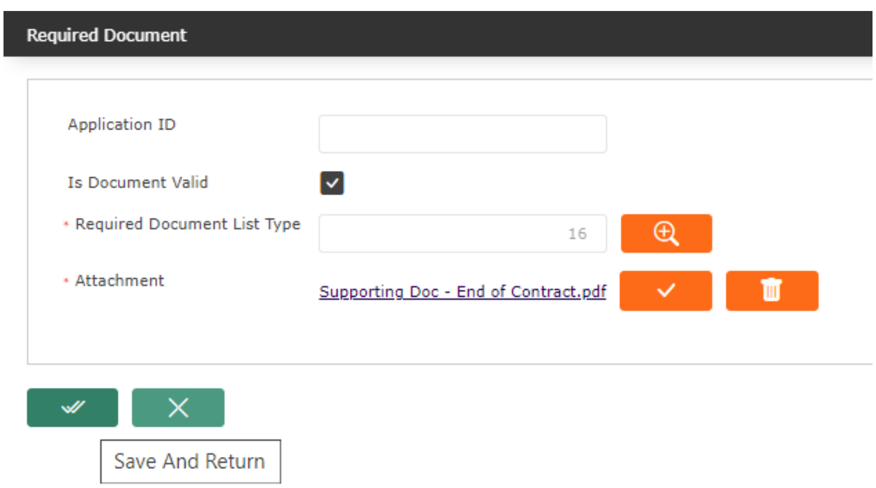


- Click the new button in Attachment as seen above. “Information” form will open. This is where you will enter the details of the attachment that you want to submit.
    - Enter a Title
    - Enter the description
    - Attachment - Browse and attach the supporting document

  Then click update as seen in the screenshot below

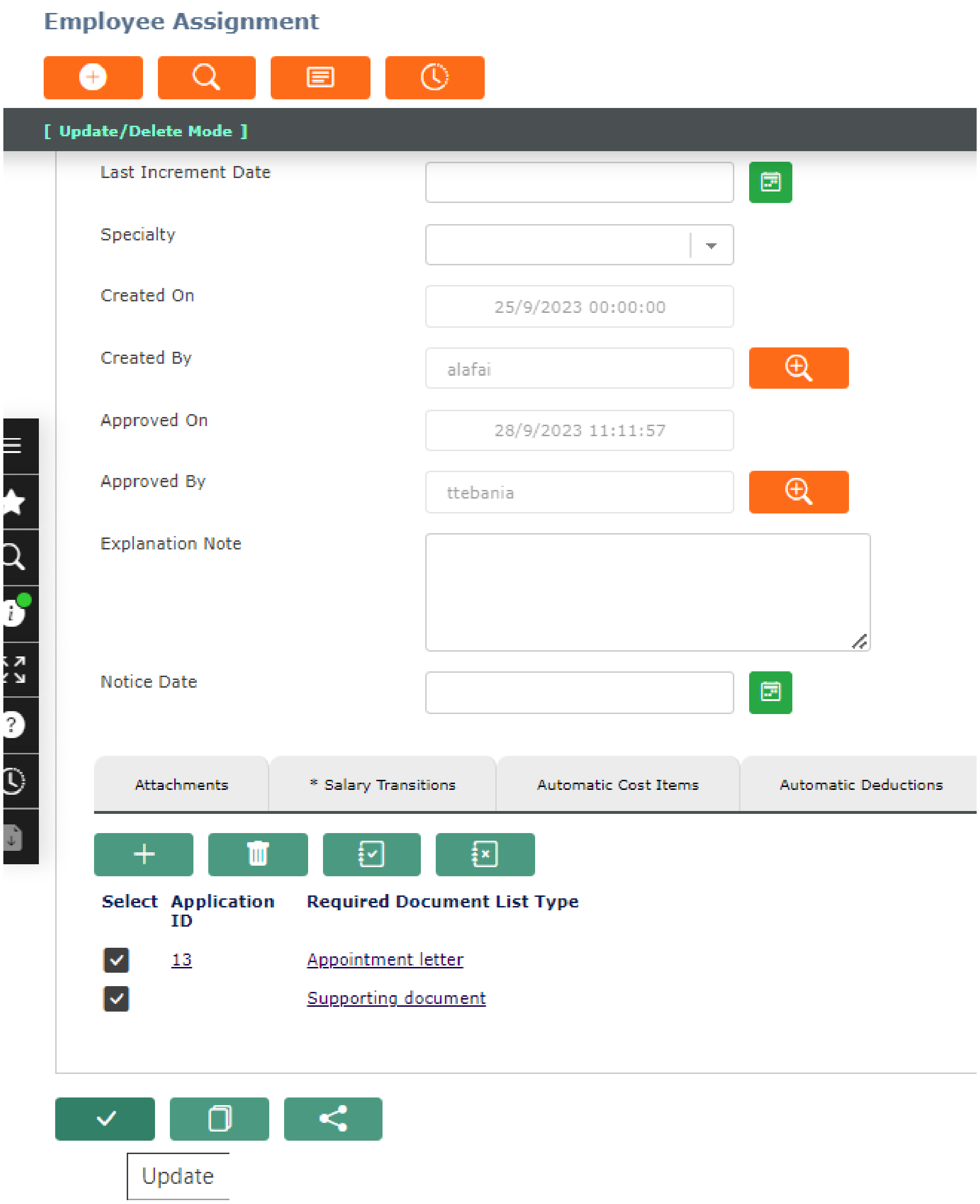


- after clicking update, you will return to the “Required Document screen” as seen below

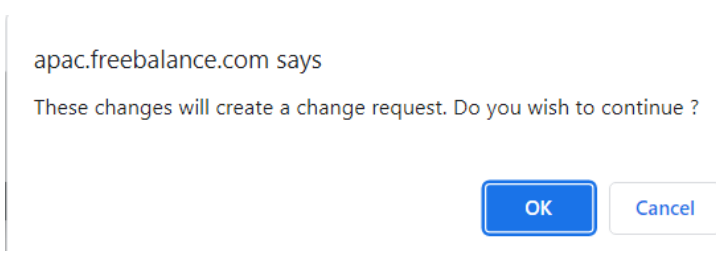


- Click “Save and Return” button
- The supporting documents will be added under the tab “Required Documents”

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



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)***

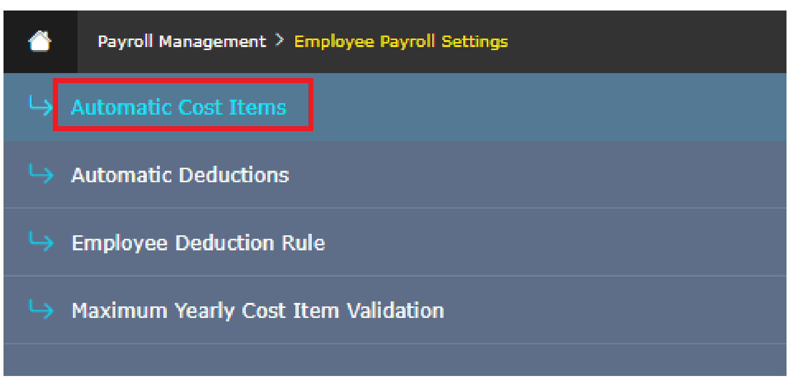
4.1 How to Assign Automatic Cost Item (ACI) to an Employee

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

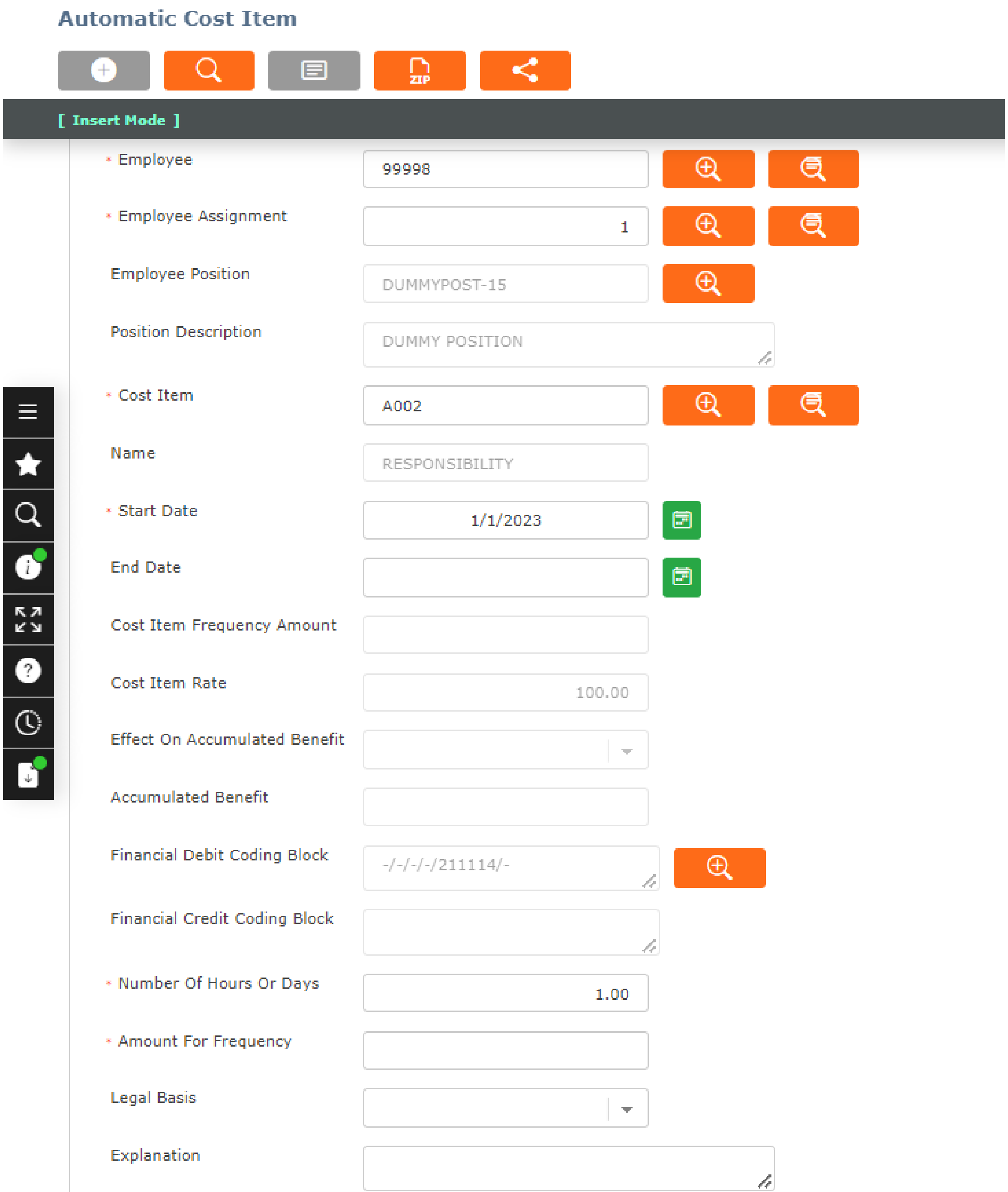
Click to open form



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.



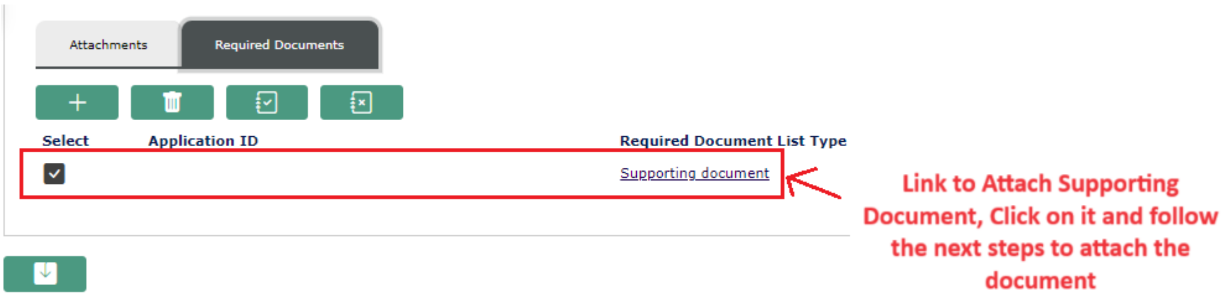
Step 4. Attach Supporting Document.

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

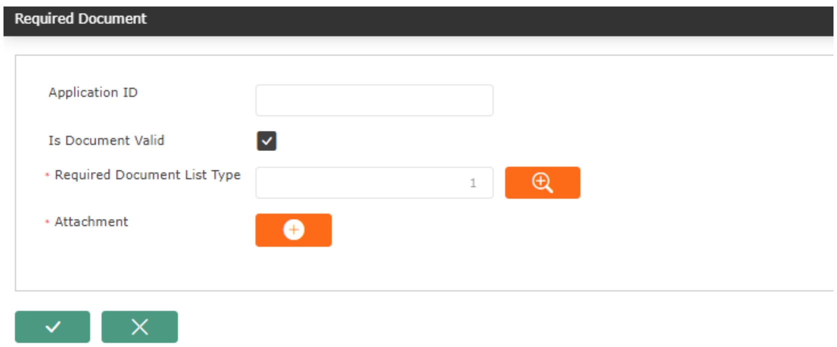
To attach a supporting document

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

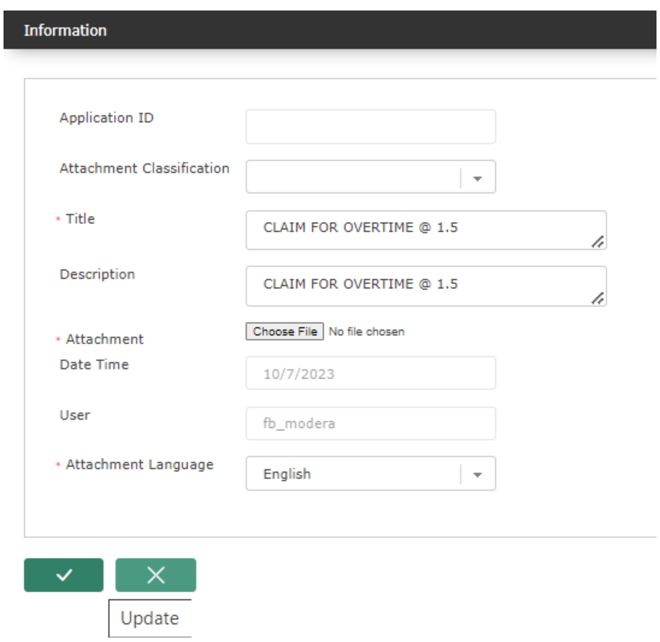
- click on it.



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

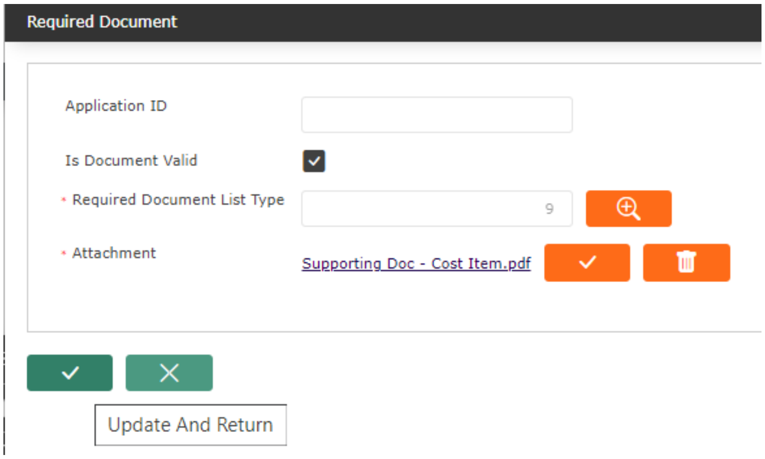


To attach, click the new button  and the screen below will open



- 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

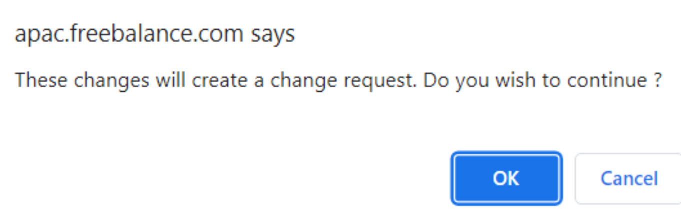
The Supporting document will be added



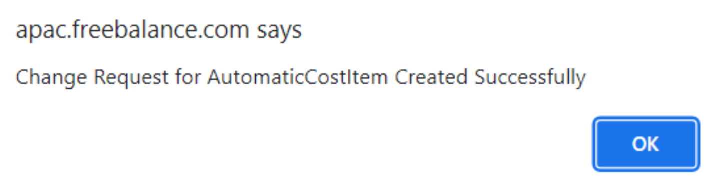
- Click the Update and return button to complete attaching the required document

Step 5. Save the record

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



- Click Ok and the message below will be displayed.



  -

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

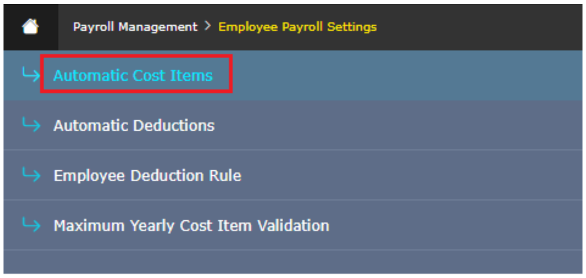
4.2 How to makes changes to Automatic Cost Item (ACI) assigned to an Employee

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

Step 1. Navigate to the menu below

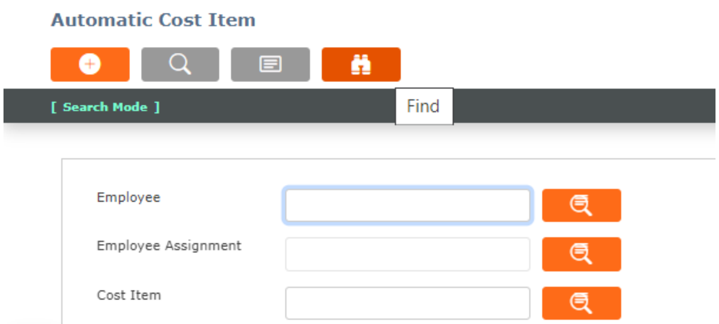
Payroll Management>Employee Payroll Setting >Automatic Cost item

Click to open form

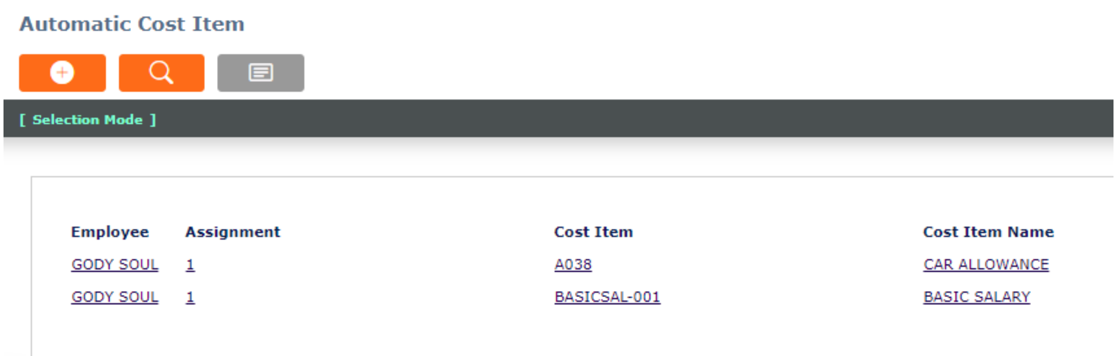


Step 2. Search for an employee's ACI to be changed.

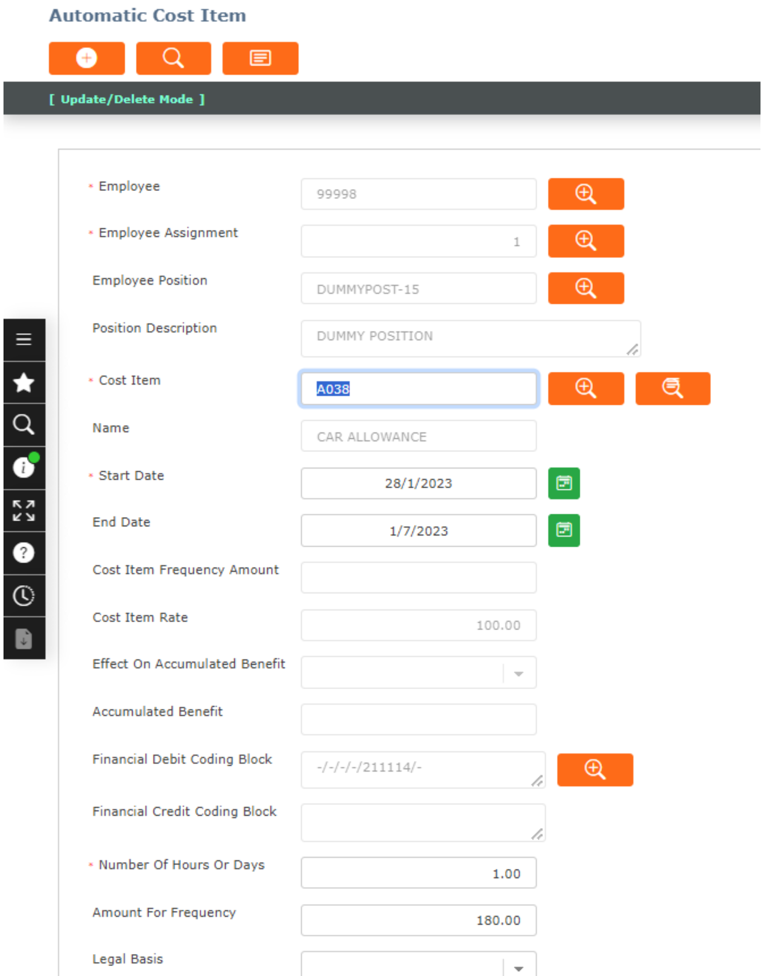
The automatic cost item screen is displayed by default at search mode as below



- 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



Step 3. Make the Changes

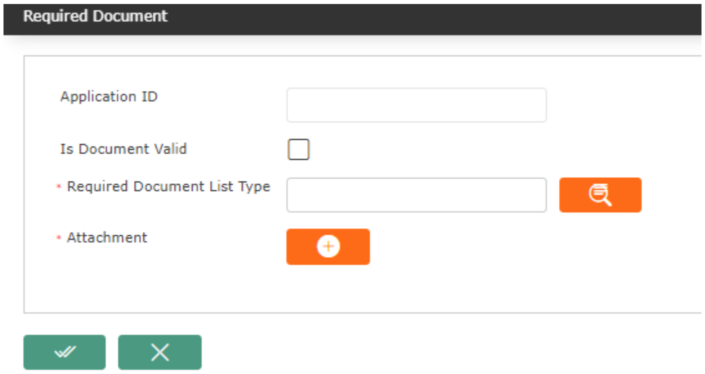
- Make the changes as required.

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

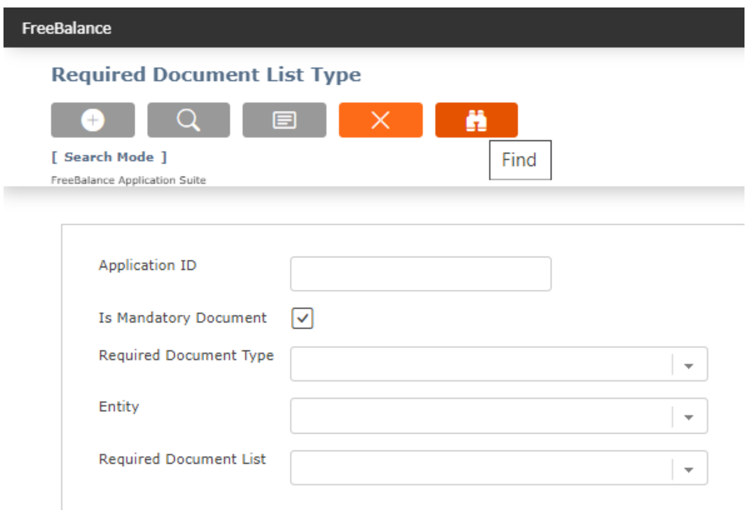
Step 4. Attach the Supporting Documents.

Supporting documents can be attached as follows.

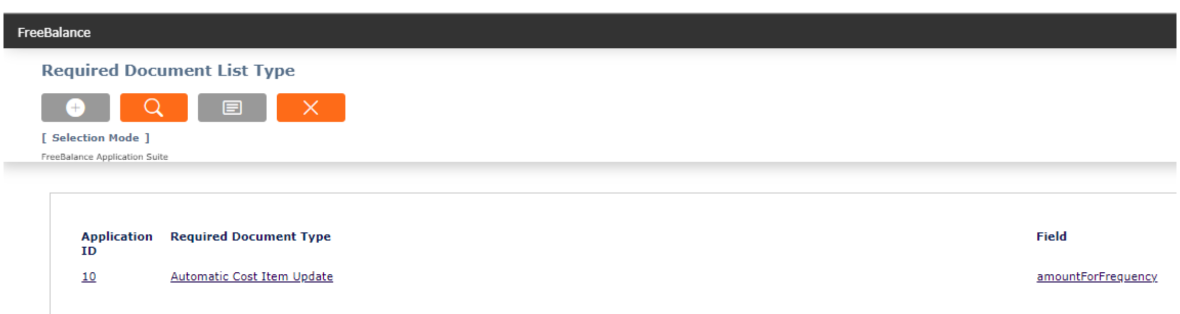
- Click on the tab “Required Documents”
- Click the new button , the screen below opens



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

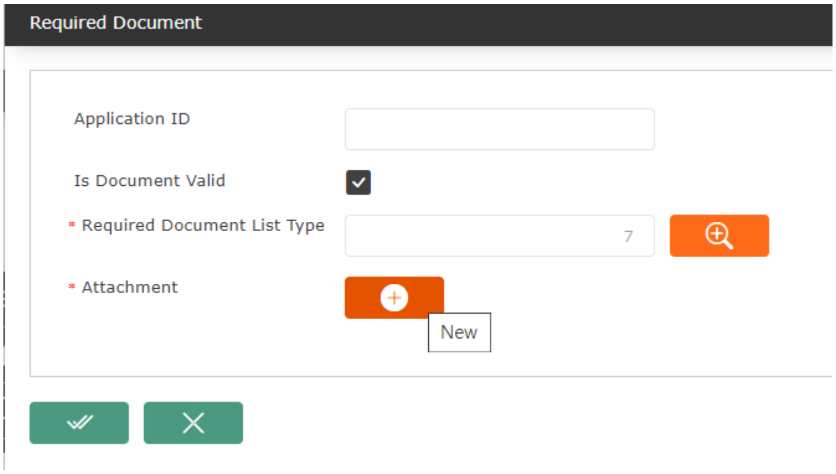


- Click the find button. the options below will be displayed.



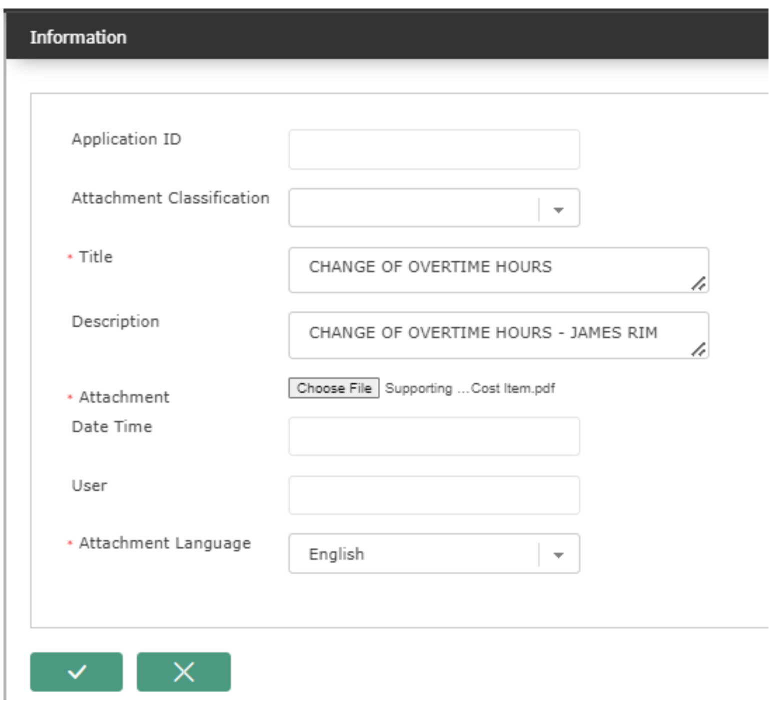
In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.

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

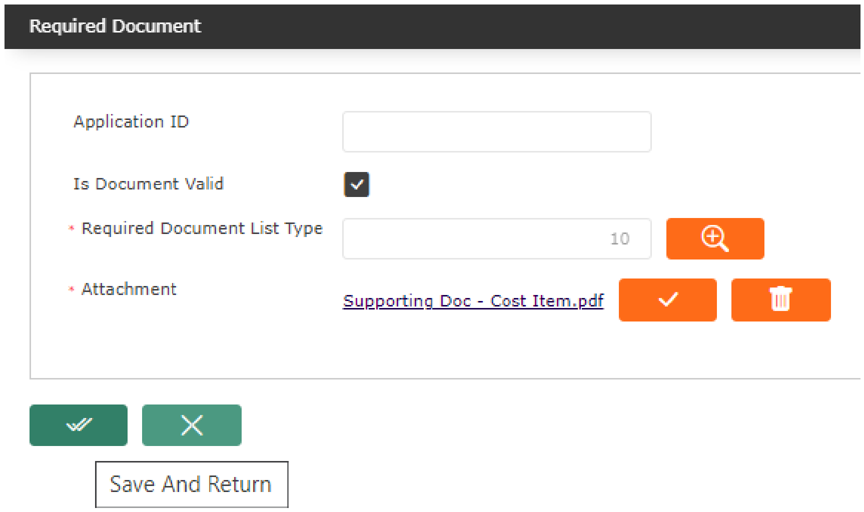


- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
  - Enter a Title
  - Enter the description
  - Attachment - Browse and attach the supporting document

Then click update as seen in the screenshot below



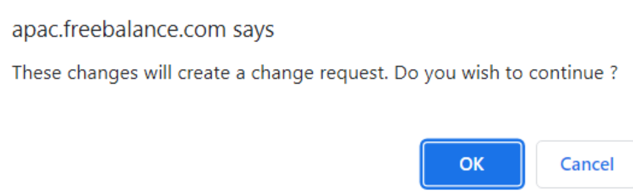
- after clicking update, you will return to the "Required Document screen" as seen below



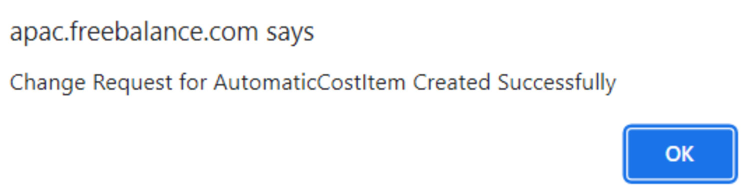
- Click "Save and Return" button
- The supporting documents will be added under the tab "Required Documents" as seen below.

Step 5. Save the change

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



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



- Click Ok to Finish

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

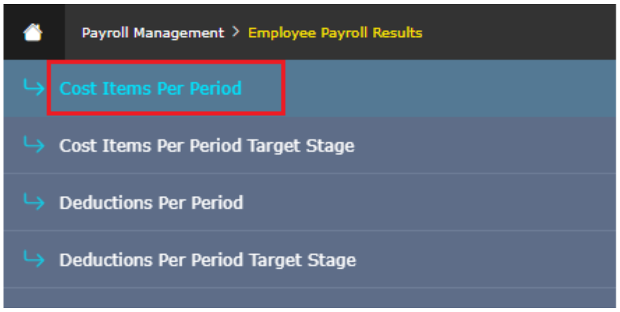
4.3 How to Assign Cost Item Per Period (CIPP) to an Employee

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

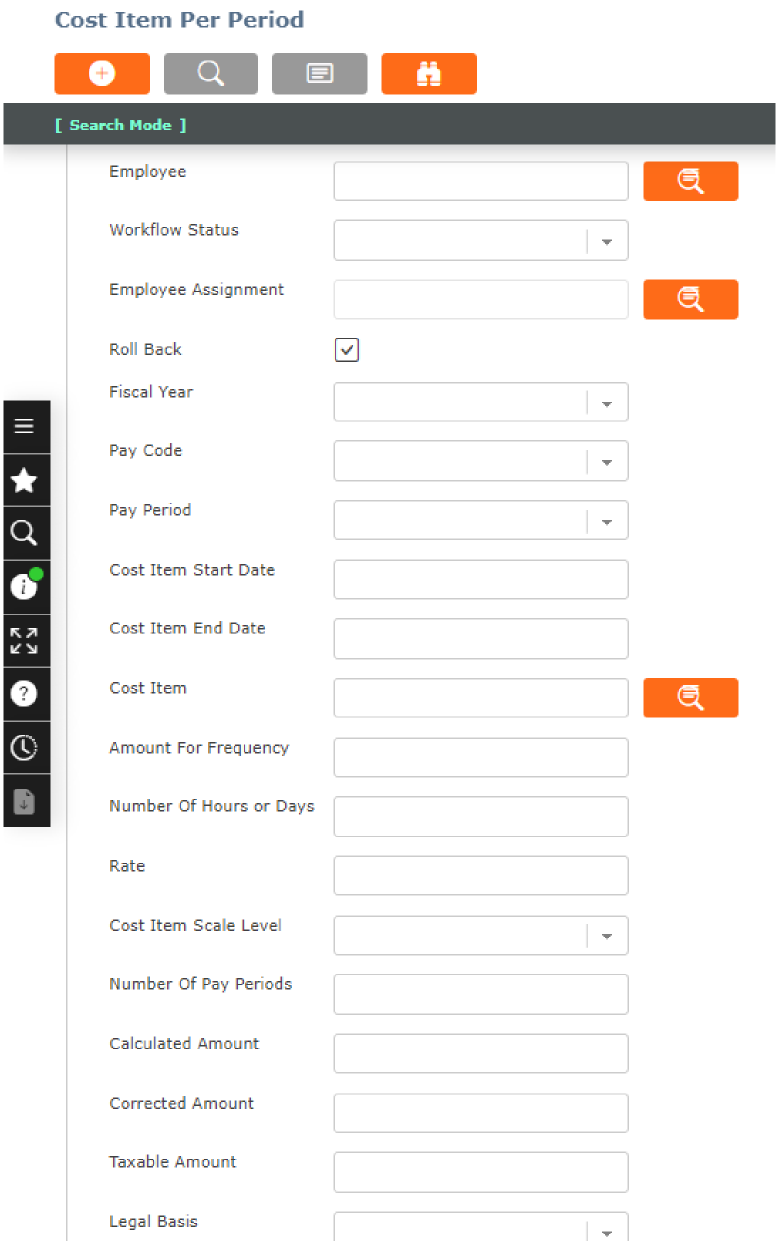
Click to open form



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.

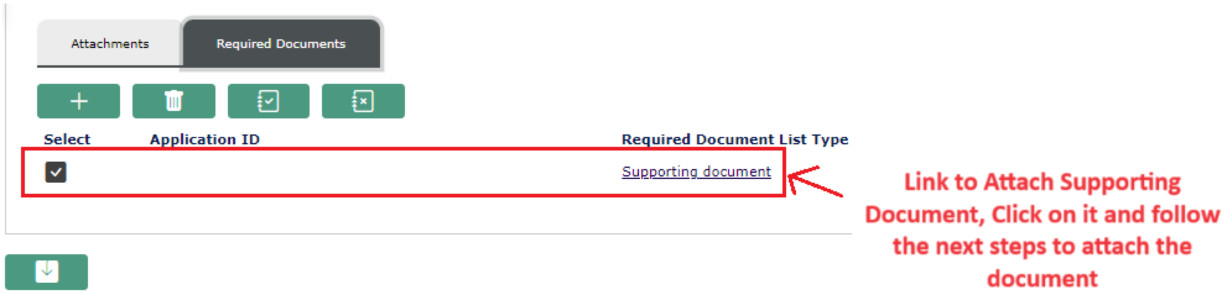


Step 4. Attach Supporting Document.

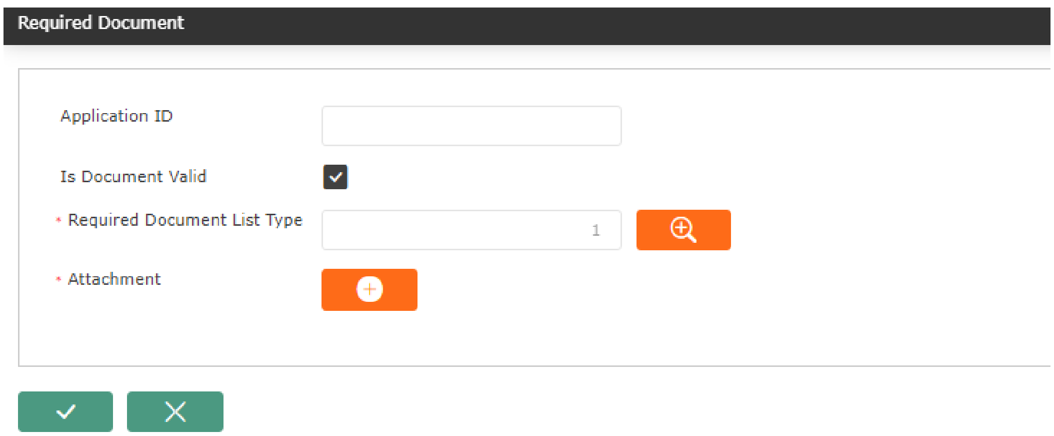
This is a mandatory tab. It's where supporting documents will be attached. These documents should have been scanned and in PDF format.

To attach a supporting document

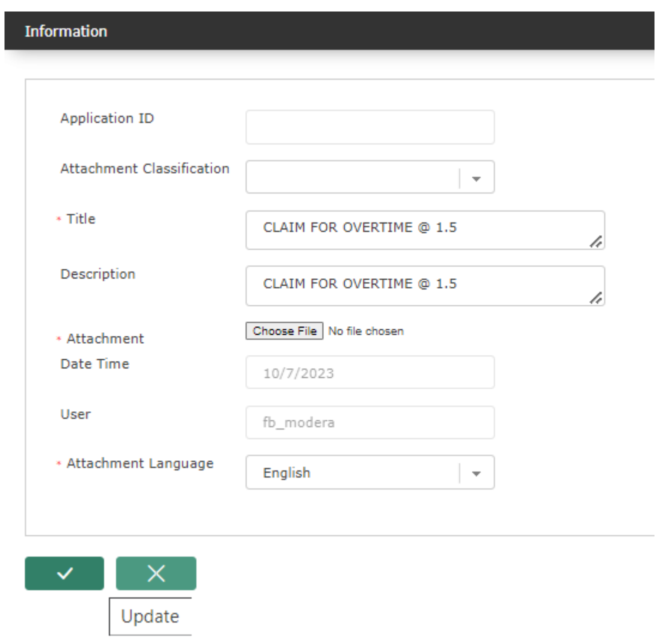
- Click the “Required Documents” Tab
- The link to attach the supporting document required will be displayed
- click on it.



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



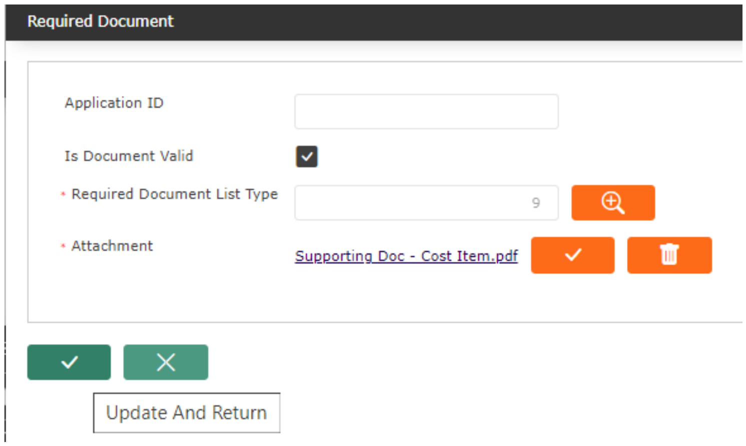
To attach, click the new button and the screen below will open



- 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

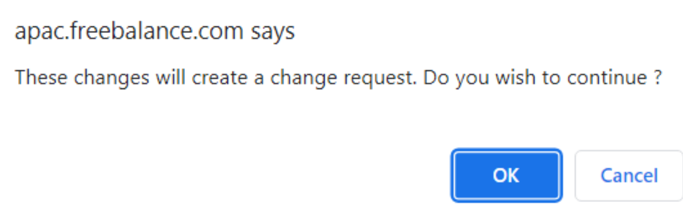
The Supporting document will be added



- 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.



- 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.

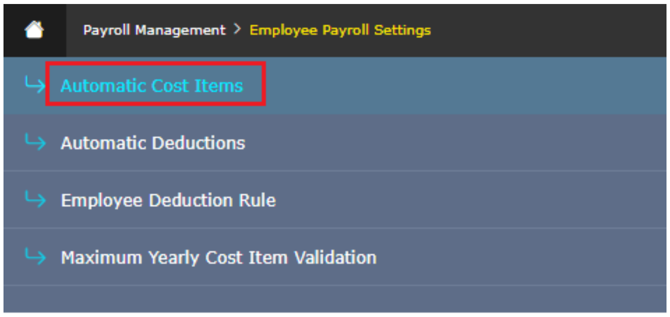
4.4 How to makes changes to Cost Item Per Period (ACI) assigned to an Employee

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

Step 1. Navigate to the menu below

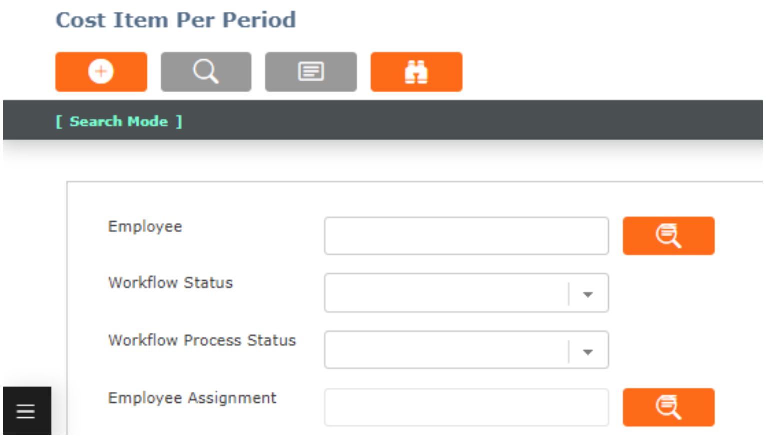
Payroll Management>Employee Payroll Results>Cost Items Per Period

Click to open form

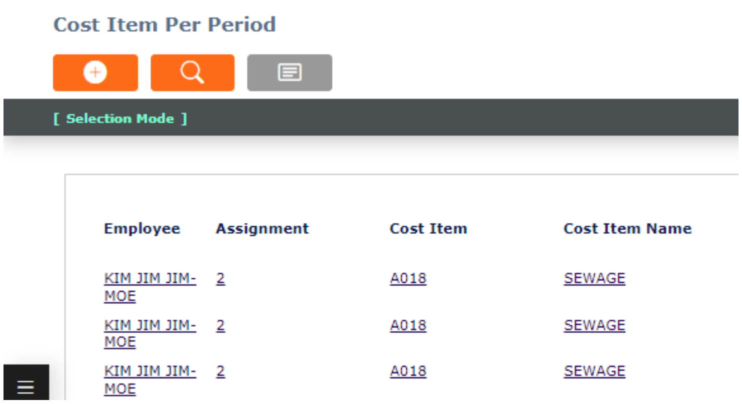


Step 2. Search for an employee's CIPP to be changed.

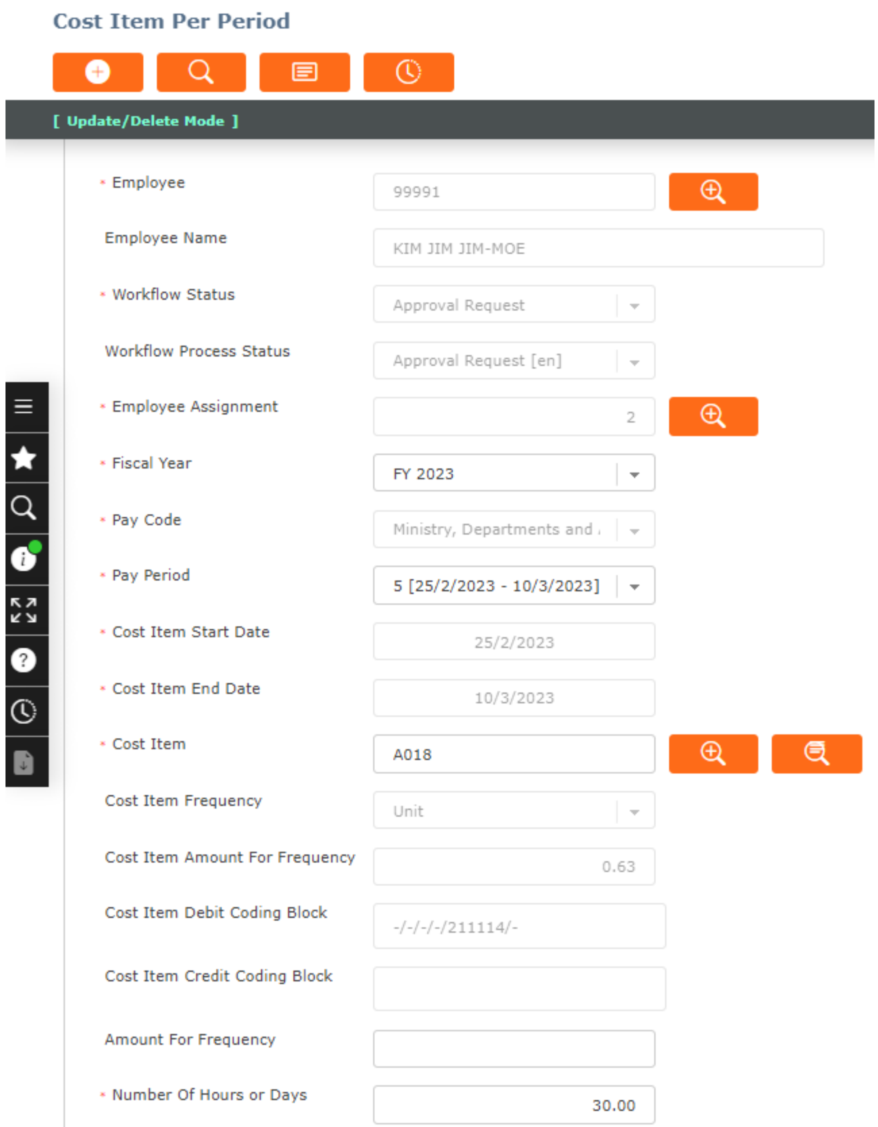
The CIPP screen is displayed by default at search mode as below



- 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



Step 3. Make the Changes

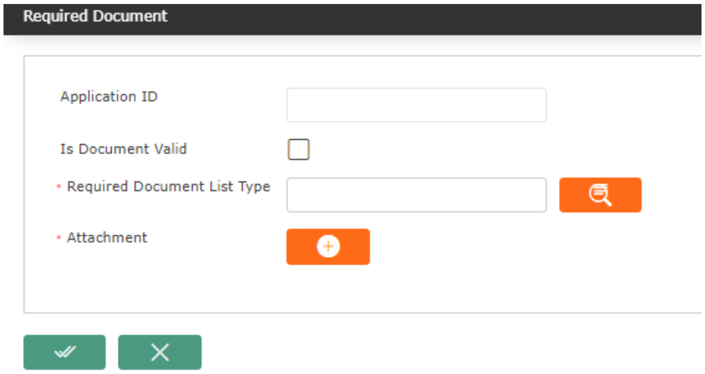
- Make the changes as required.

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

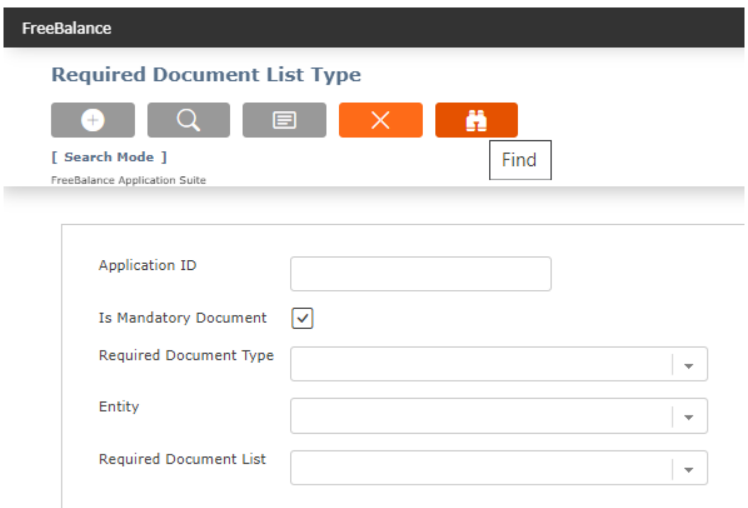
Step 4. Attach the Supporting Documents.

Supporting documents can be attached as follows.

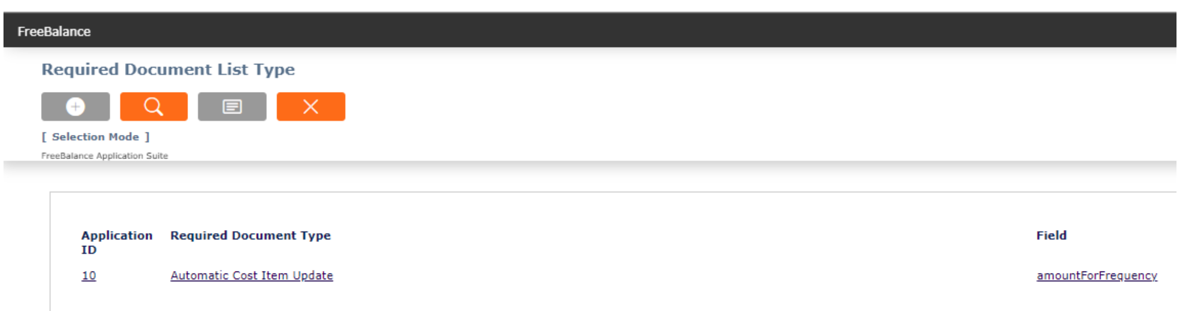
- Click on the tab “Required Documents”
- Click the new button , the screen below opens



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

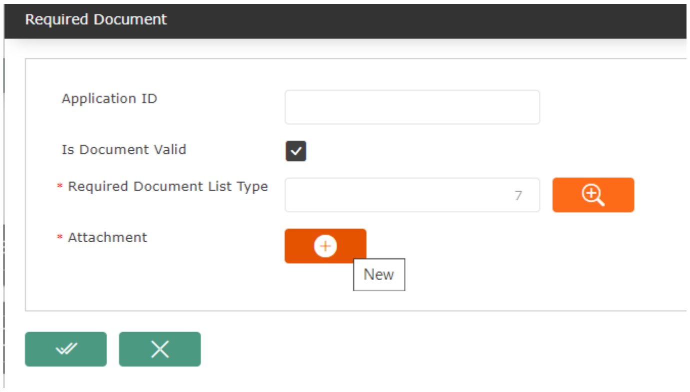


- Click the find button. the options below will be displayed.



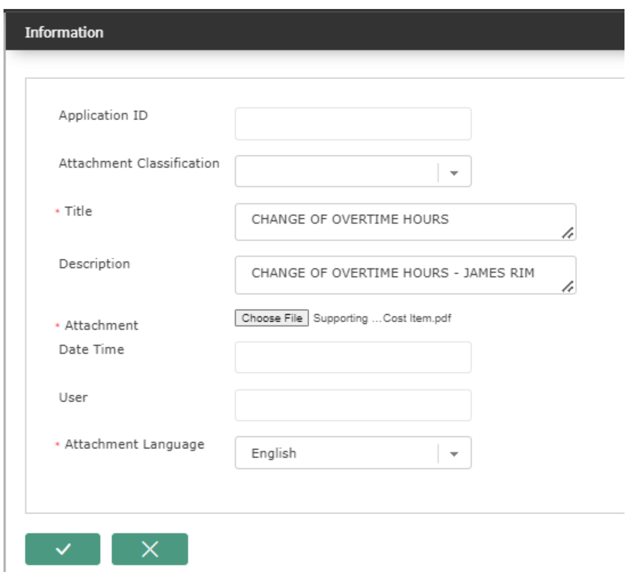
In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.

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

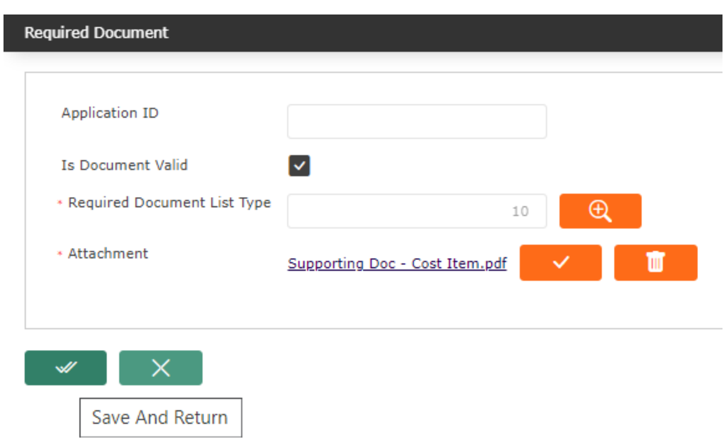


- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
  - Enter a Title
  - Enter the description
  - Attachment - Browse and attach the supporting document

  Then click update as seen in the screenshot below



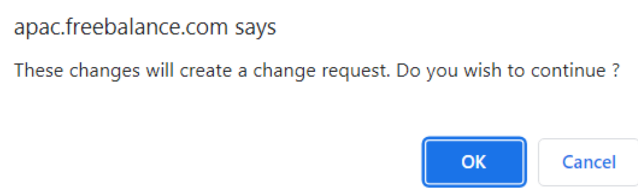
- after clicking update, you will return to the "Required Document screen" as seen below



- 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



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

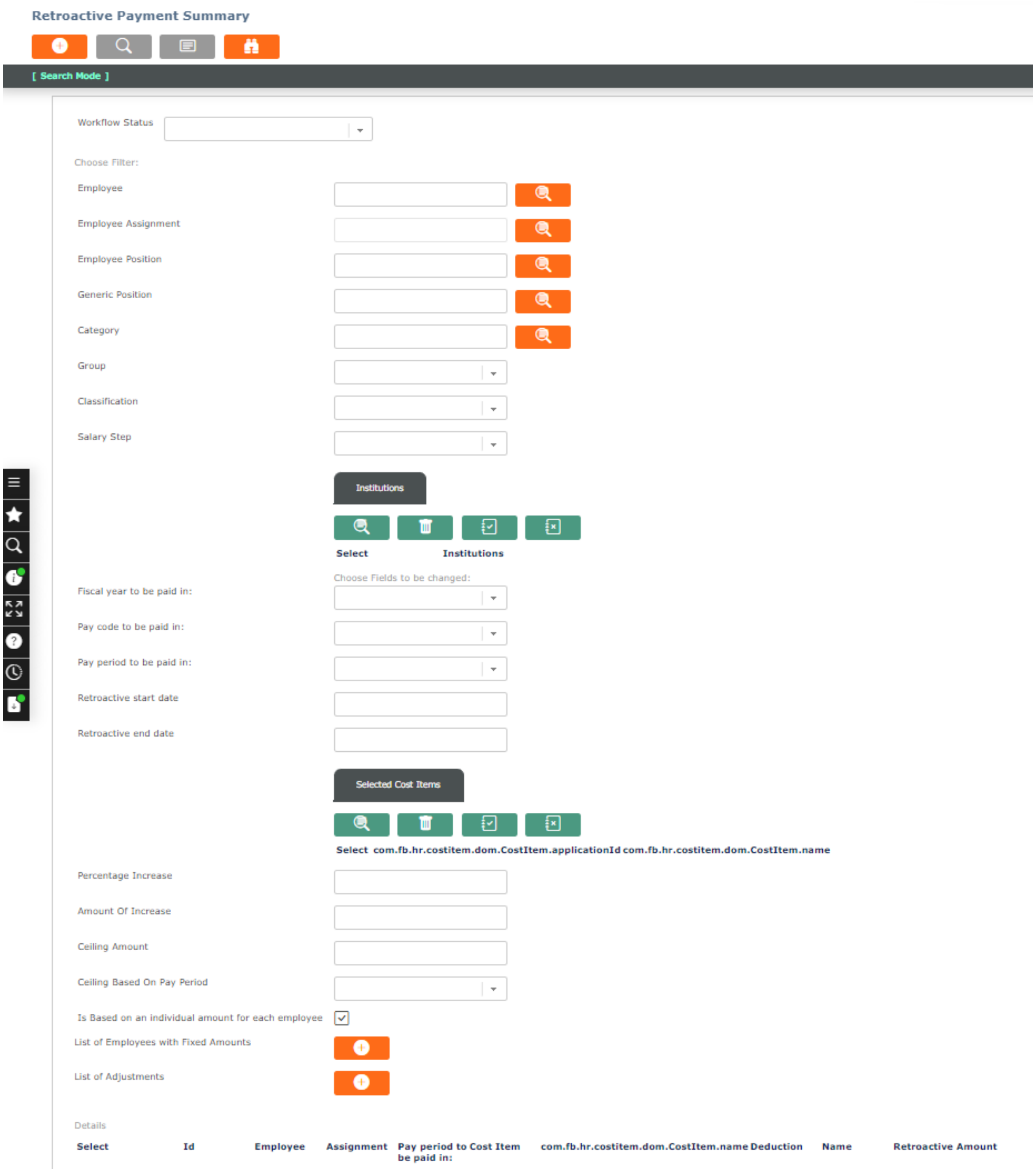
That is all, The change request has been made. It will be effective once approved.

4.5 Processing Arrears

To process arrears, Retroactive Payment Summary

Navigation

Human Resources ► Batch Update ► Retroactive Payment Summary



Retroactive Payment Summary 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)***

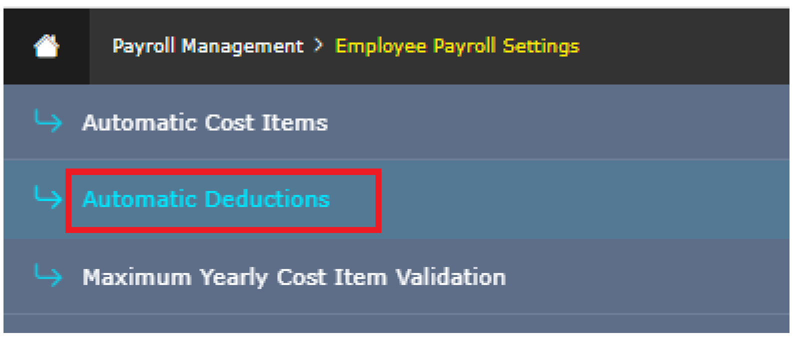
5.1 How to Assign Automatic Deductions (AD) to an Employee

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

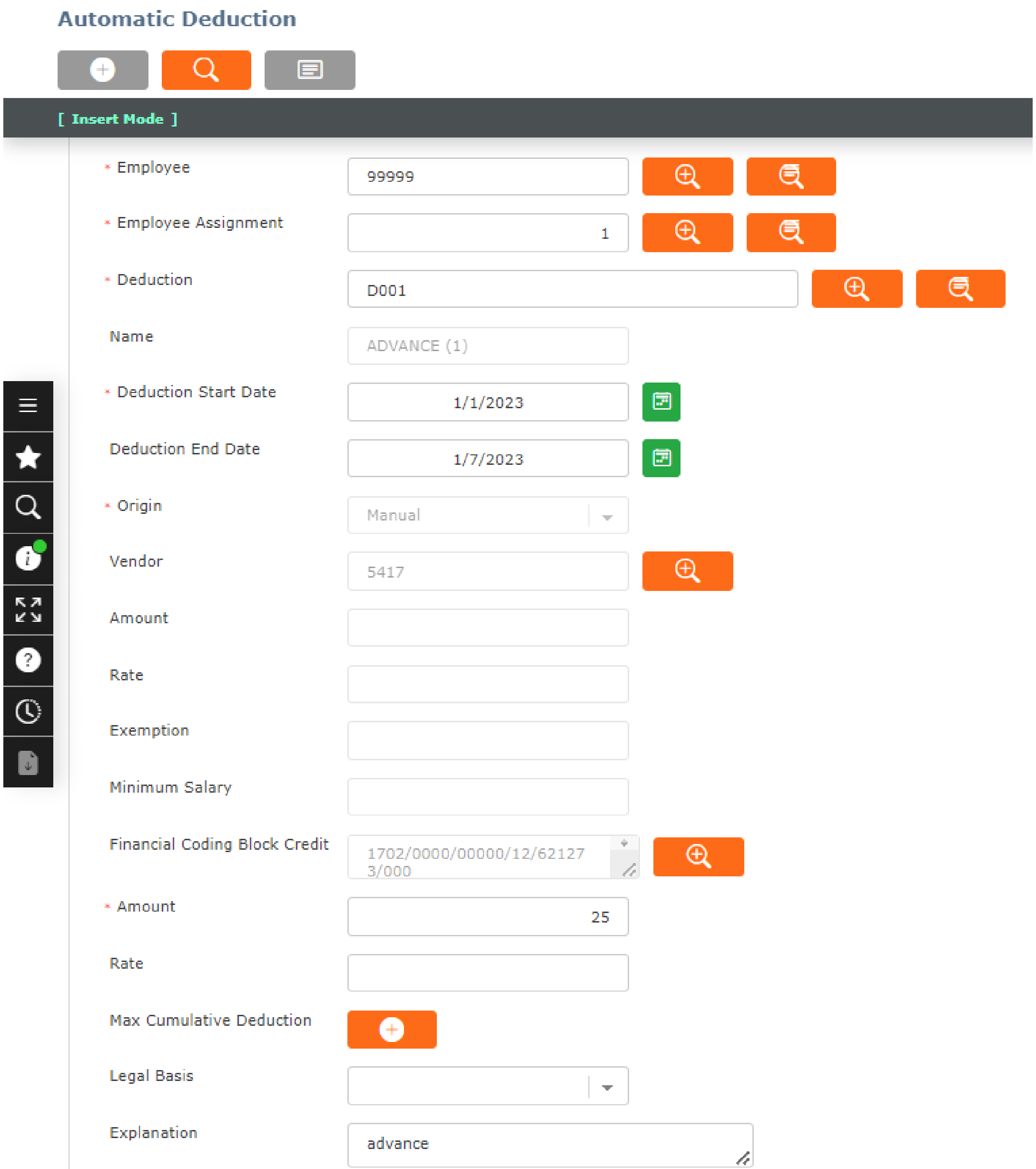
Click to open form



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).

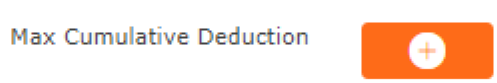
Step 3. Complete all mandatory fields on the form, denoted by an asterisk(*) are mandatory

- 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.

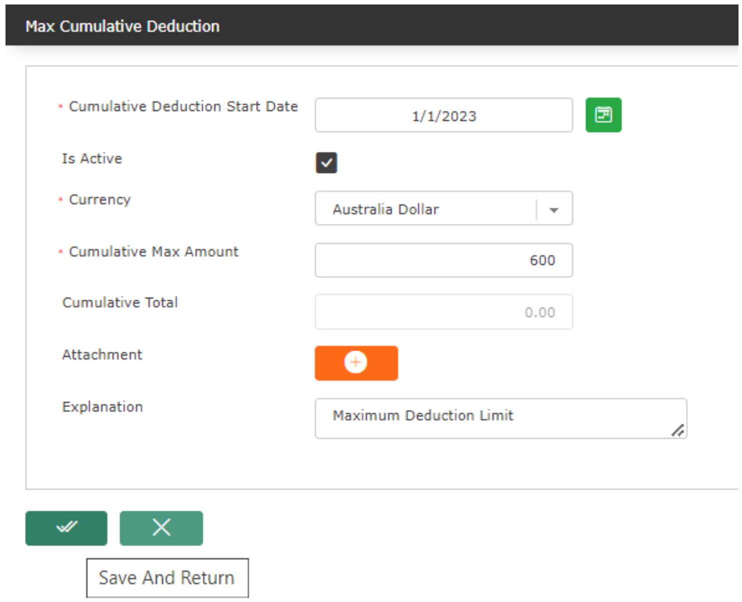


Note:

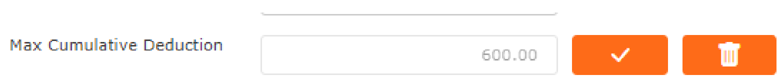
- If the deduction will run for a known period, then enter the start date and end dates.
- if the end date is not known, then leave it blank and enter the start date only.
- A specific amount is to be deducted till a maximum amount has been reached after which the deduction should be stopped. then do 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 Accumulation deduction form will be open, populate as below



  - 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

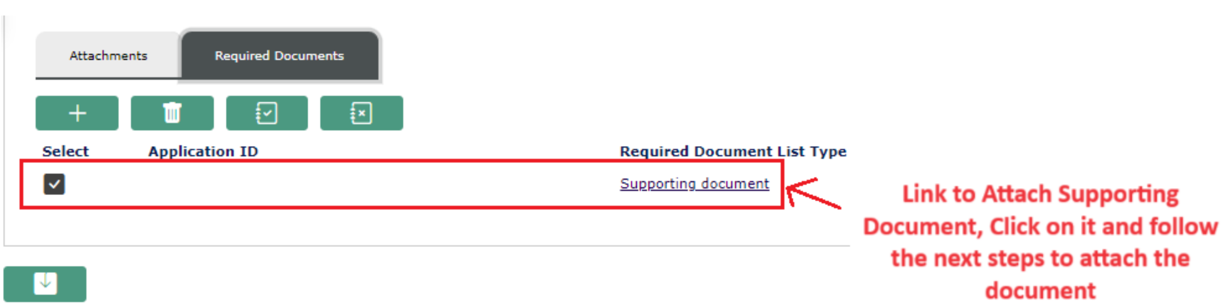


Step 4. Attach Supporting Document.

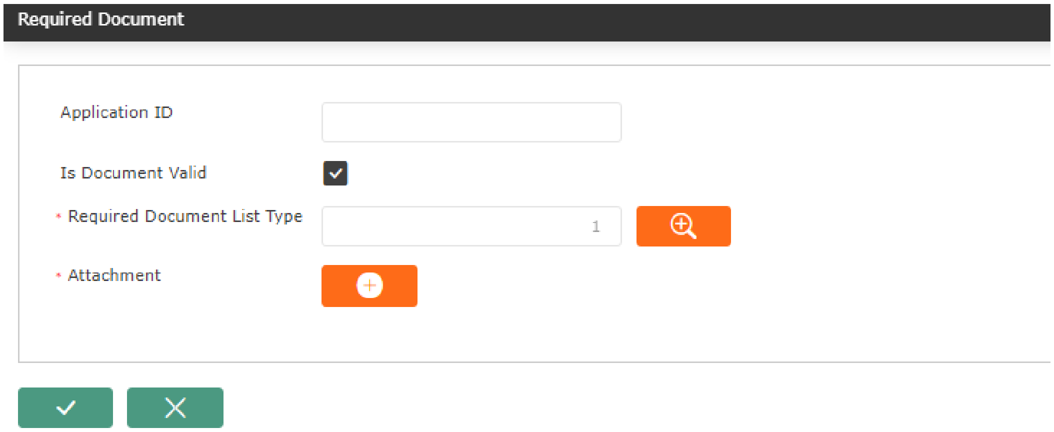
This is a mandatory tab. It's where supporting documents will be attached. These documents should have been scanned and in PDF format.

To attach a supporting document

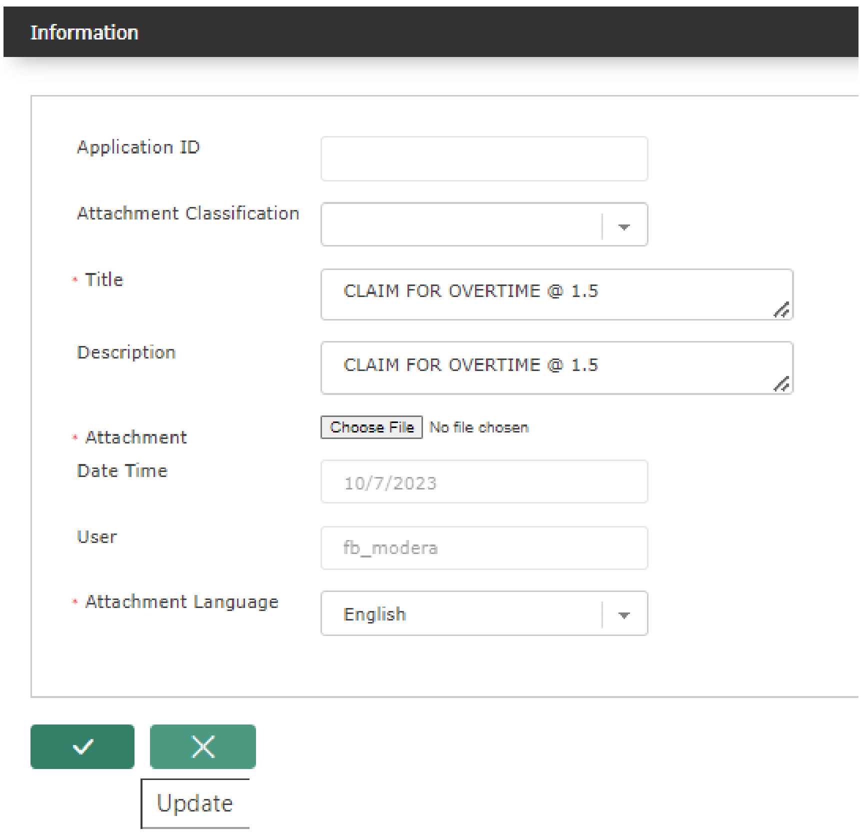
- Click the "Required Documents" Tab
- The link to attach the supporting document required will be displayed
- click on it.



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

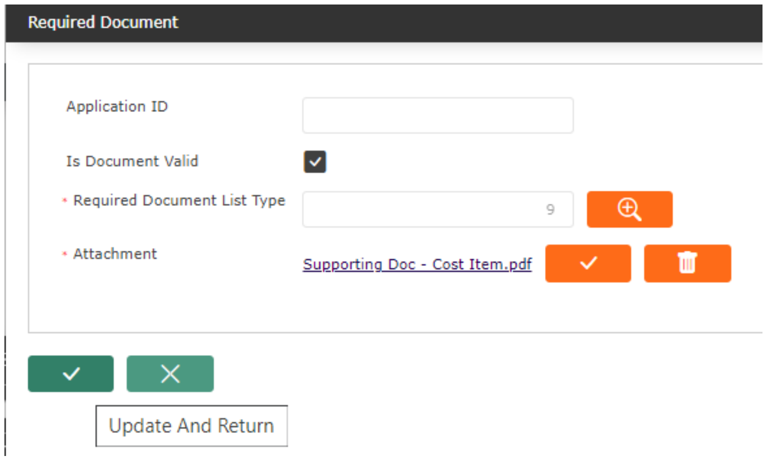


To attach, click the new button  and the screen below will open



- 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

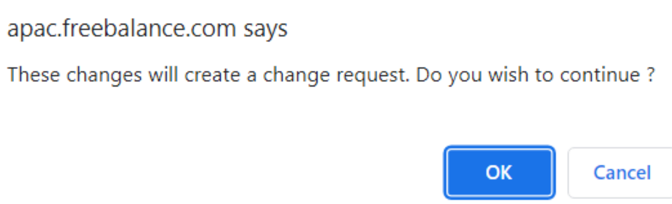
The Supporting document will be added



- 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.



- 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.

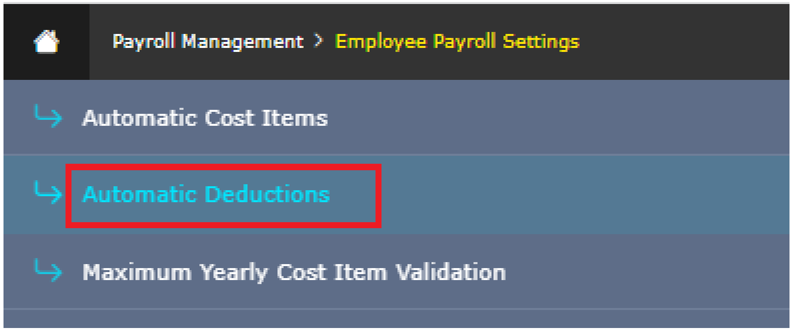
5.2 How to makes changes to Automatic Cost Item (ACI) assigned to an Employee

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

Step 1. Navigate to the menu below

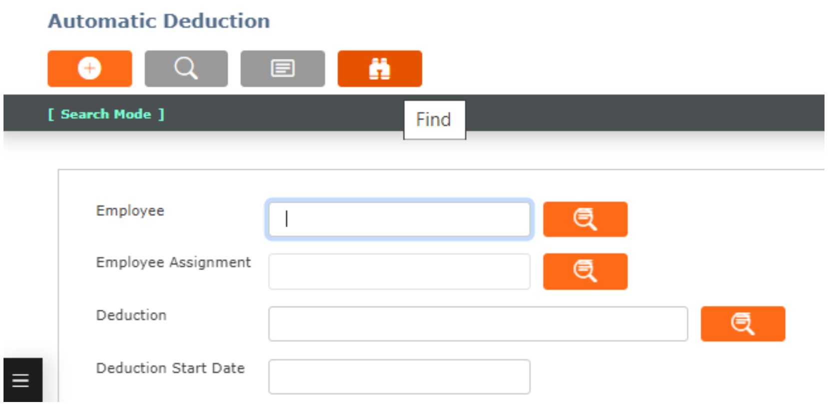
Payroll Management>Employee Payroll Setting >Automatic Deduction

Click to open form

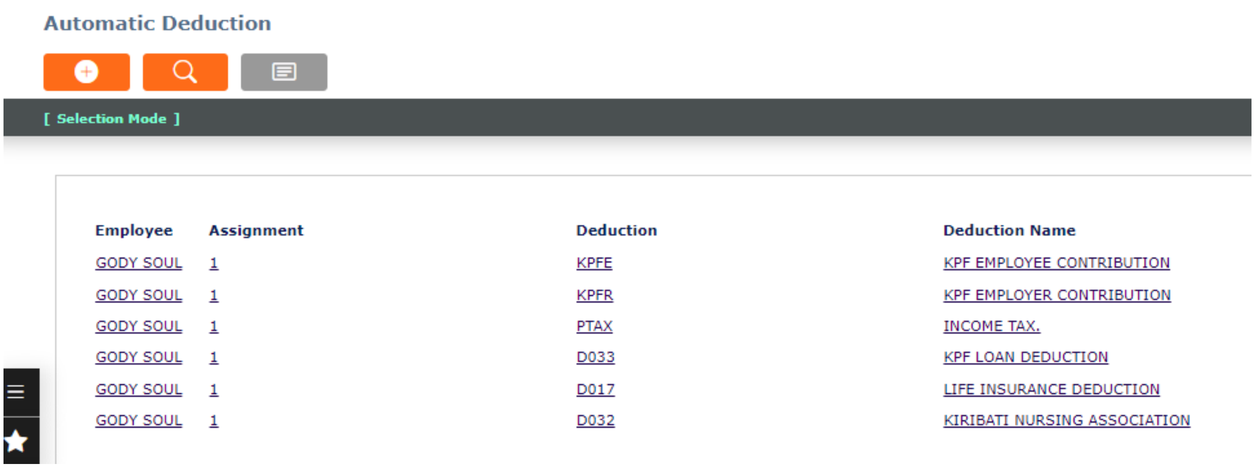


Step 2. Search for an employee's AD to be changed.

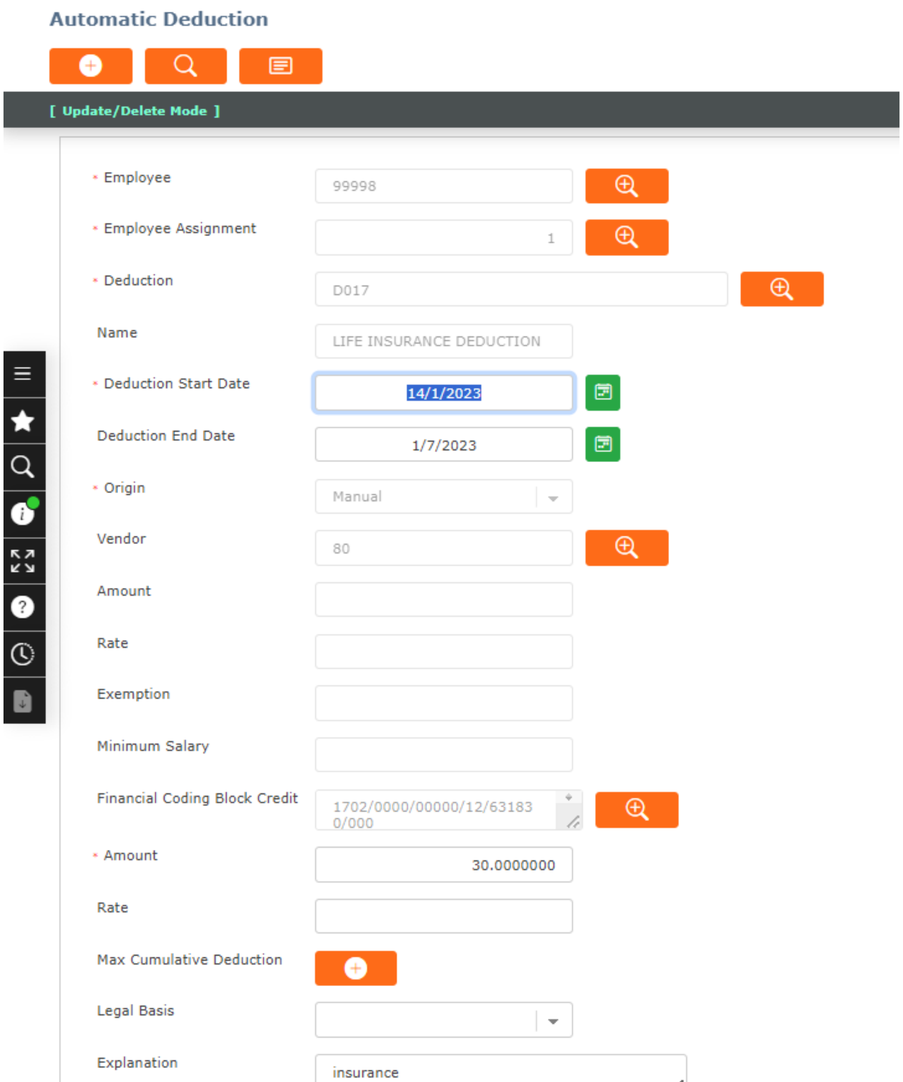
The automatic Deduction screen is displayed by default at search mode as below



- 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



Step 3. Make the Changes

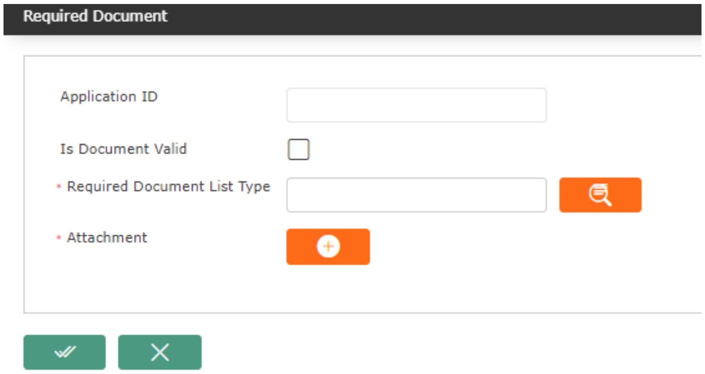
- Make the changes as required.

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

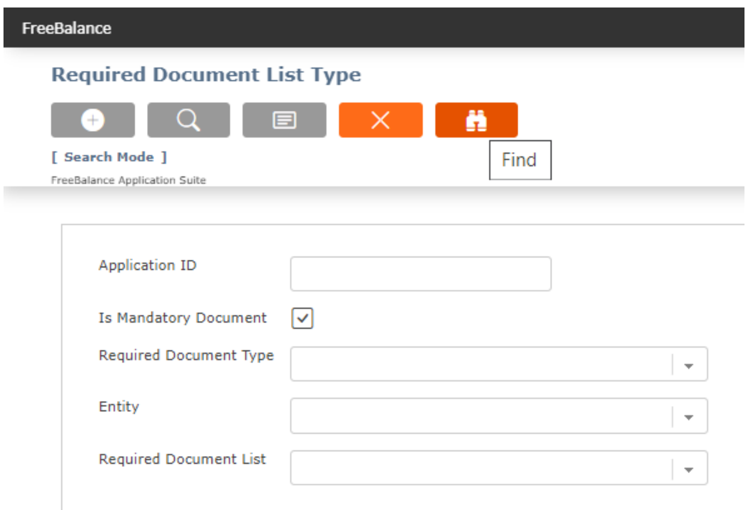
Step 4. Attach the Supporting Documents.

Supporting documents can be attached as follows.

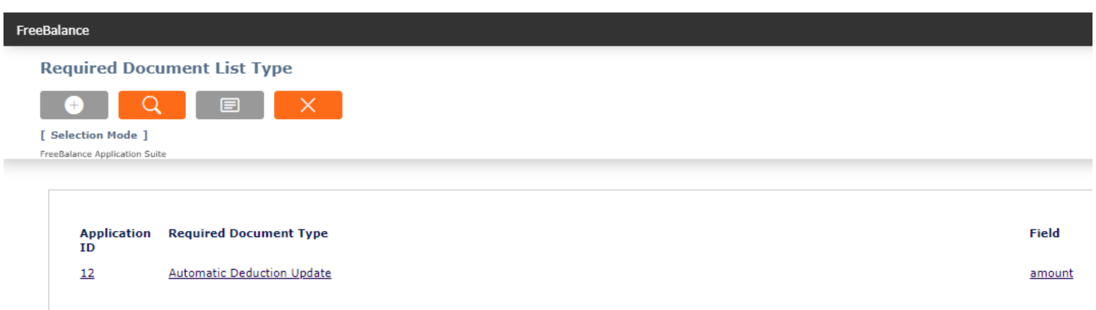
- Click on the tab “Required Documents”
- Click the new button , the screen below opens



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

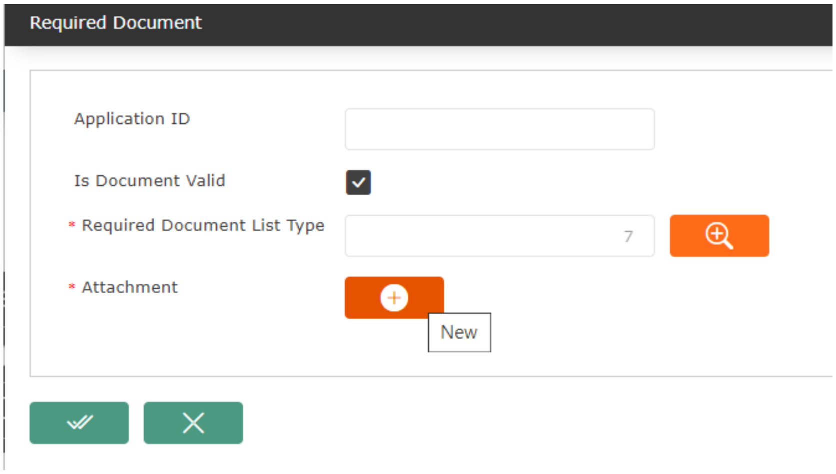


- Click the find button. the options below will be displayed.



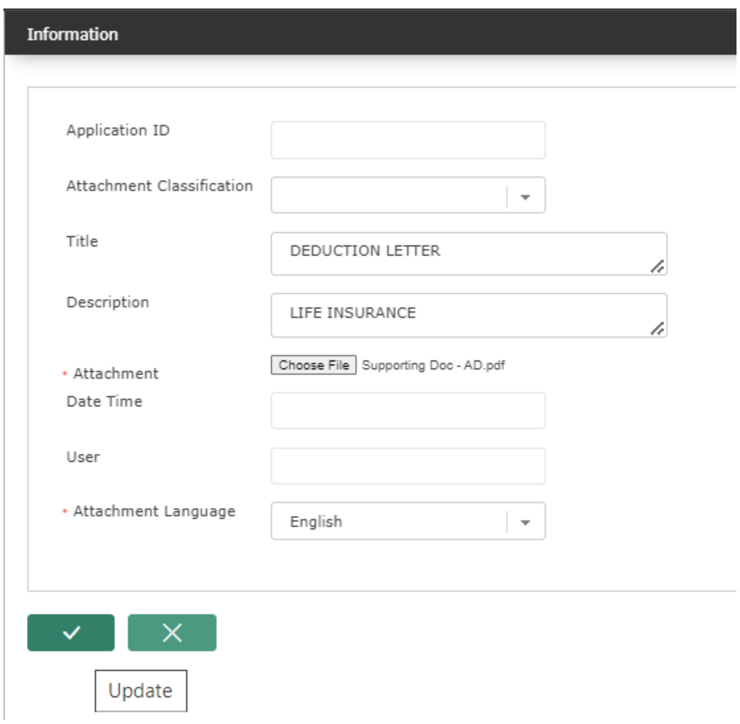
In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.

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

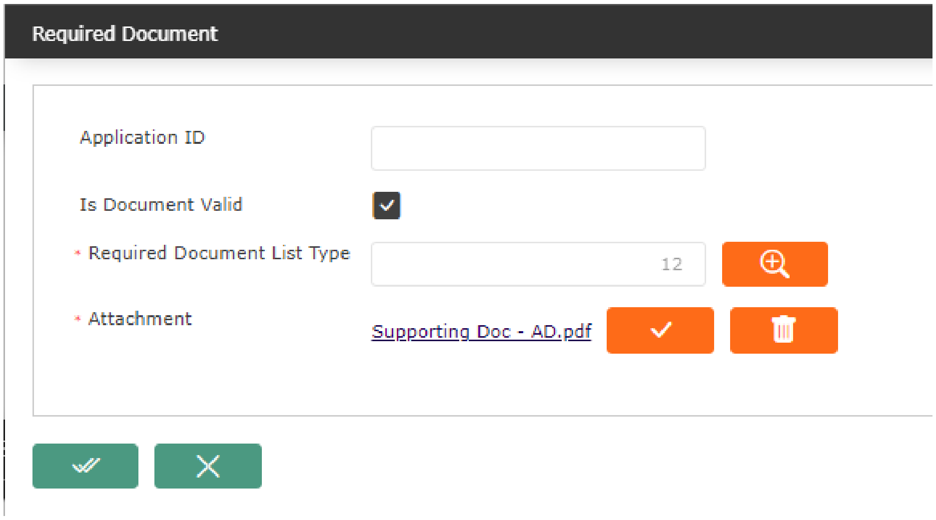


- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
  - Enter a Title
  - Enter the description
  - Attachment - Browse and attach the supporting document

Then click update as seen in the screenshot below



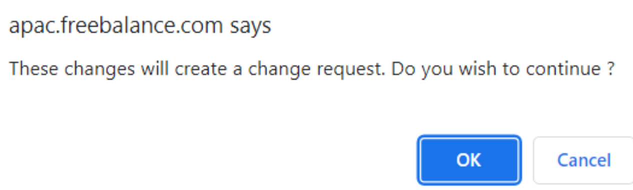
- after clicking update, you will return to the "Required Document screen" as seen below



- 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



- 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

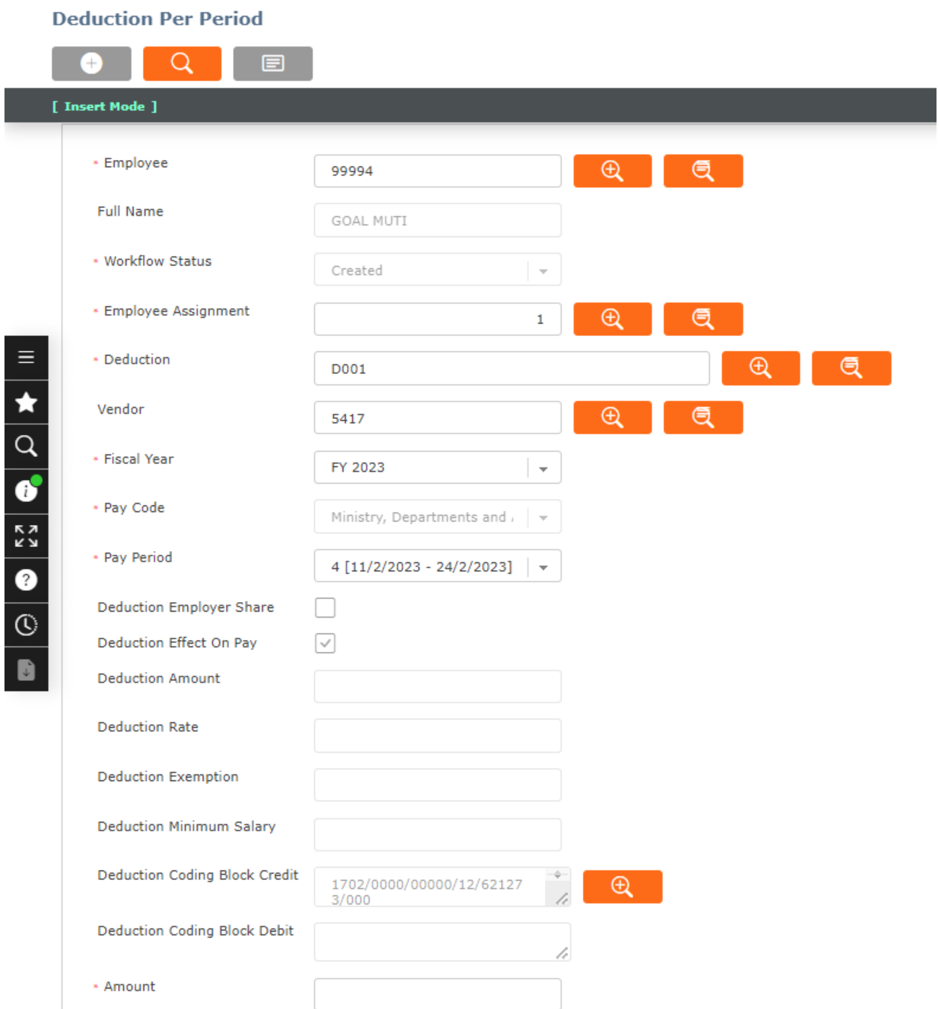
Payroll Management>Employee Payroll Results>Deduction Per Period

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.

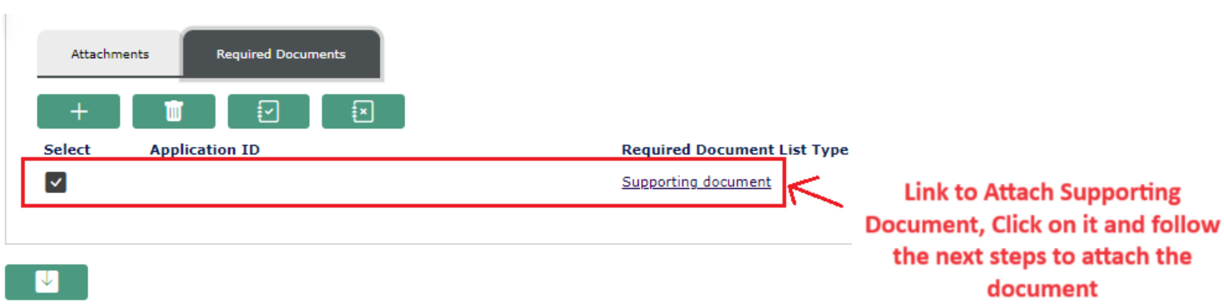


Step 4. Attach Supporting Document.

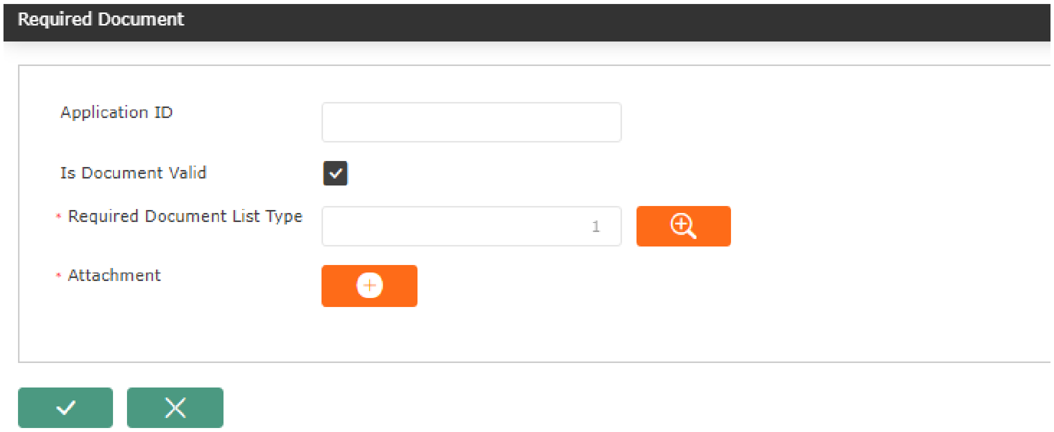
This is a mandatory tab. It's where supporting documents will be attached. These documents should have been scanned and in PDF format.

To attach a supporting document

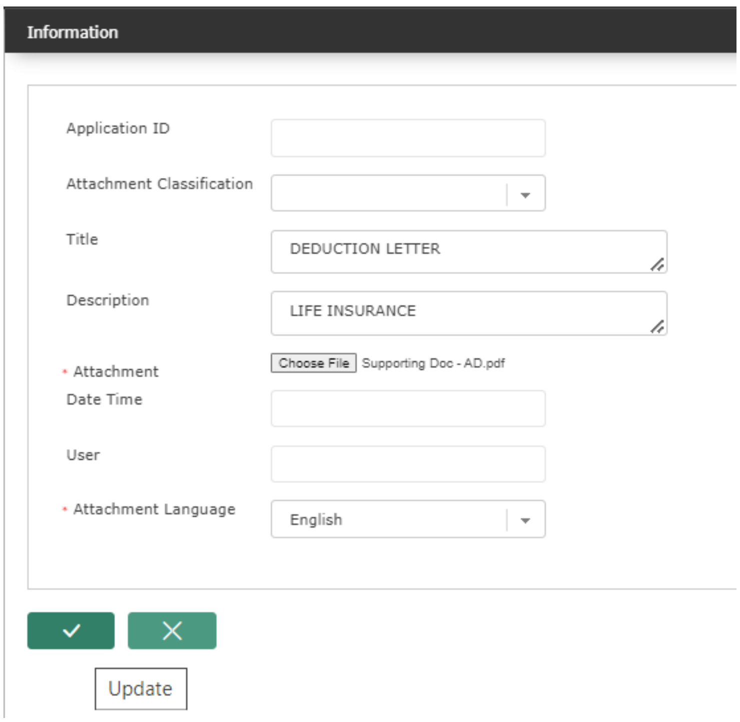
- Click the “Required Documents” Tab
- The link to attach the supporting document required will be displayed
- click on it.



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

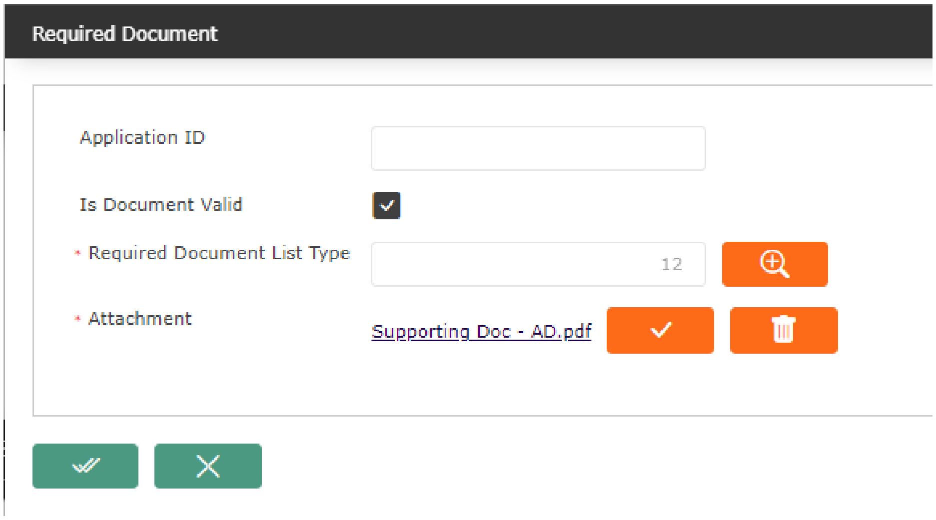


To attach, click the new button and the screen below will open



- 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

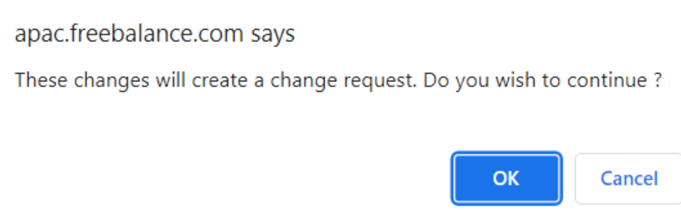
The Supporting document will be added



- 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.



- 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.

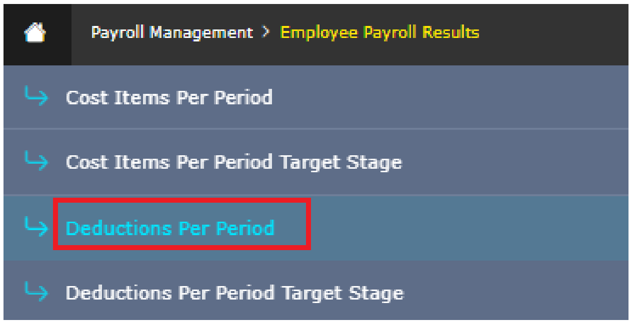
5.4 How to makes changes to Deduction Period (DPP) assigned to an Employee

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

Step 1. Navigate to the menu below

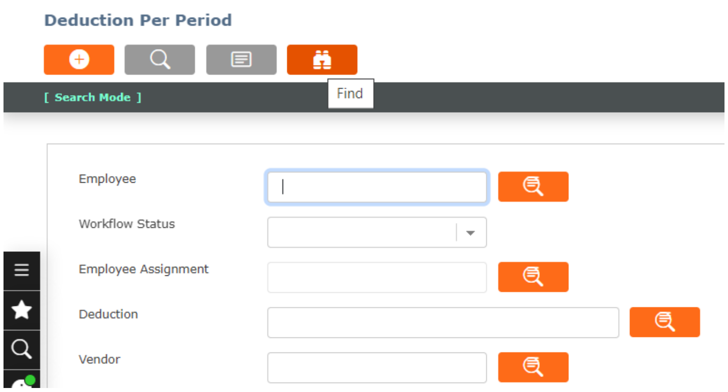
Payroll Management>Employee Payroll Results>Deduction Per Period

Click to open form

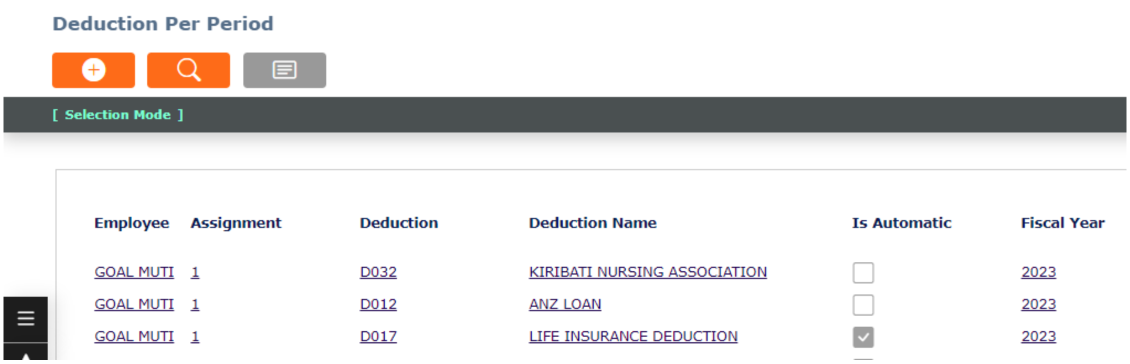


Step 2. Search for an employee's DPP to be changed.

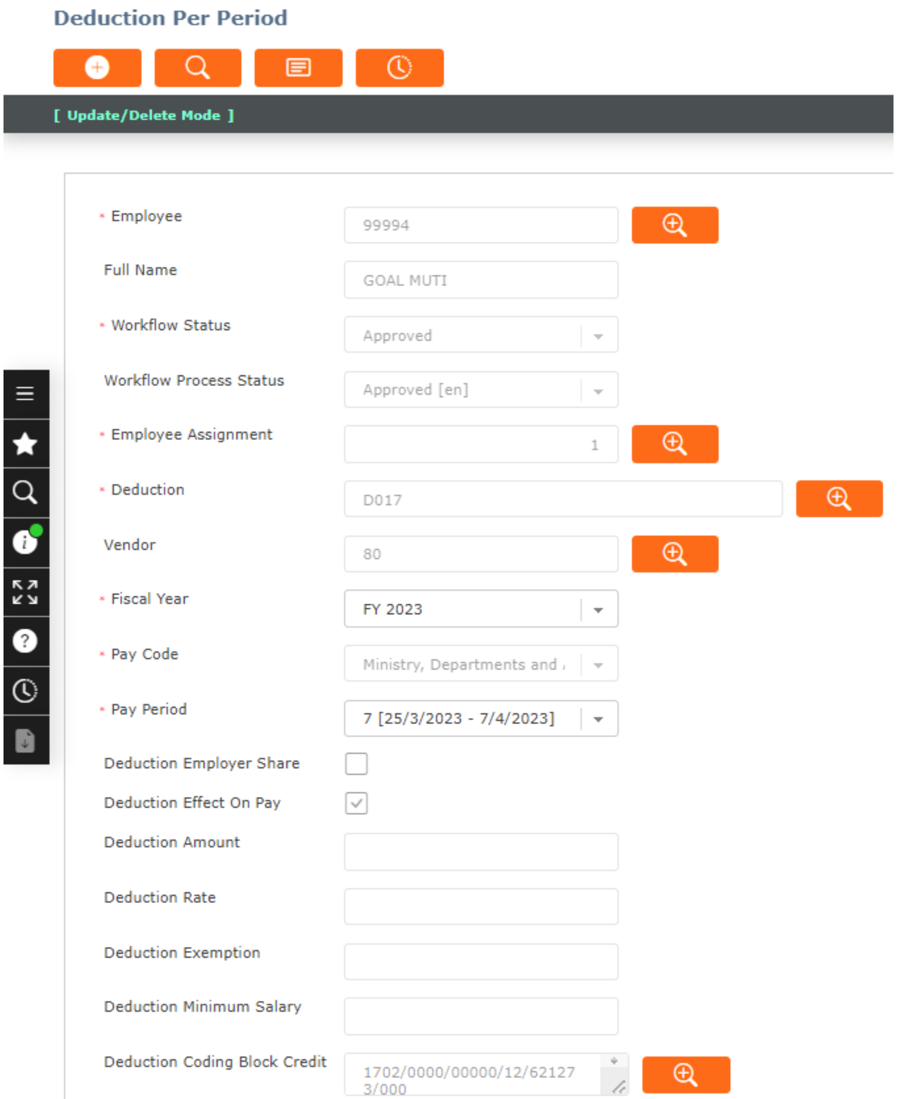
The DPP screen is displayed by default at search mode as below



- 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



Step 3. Make the Changes

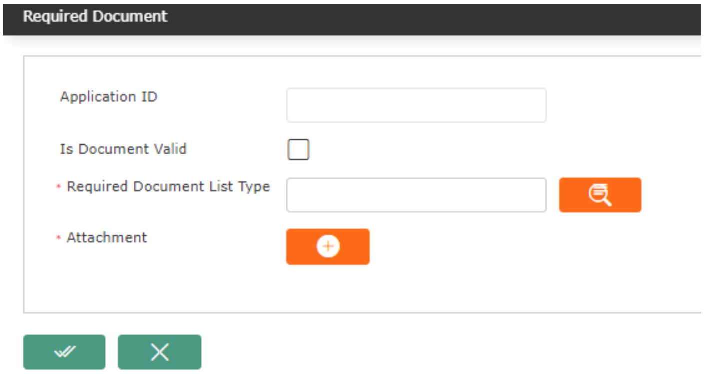
- Make the changes as required.

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

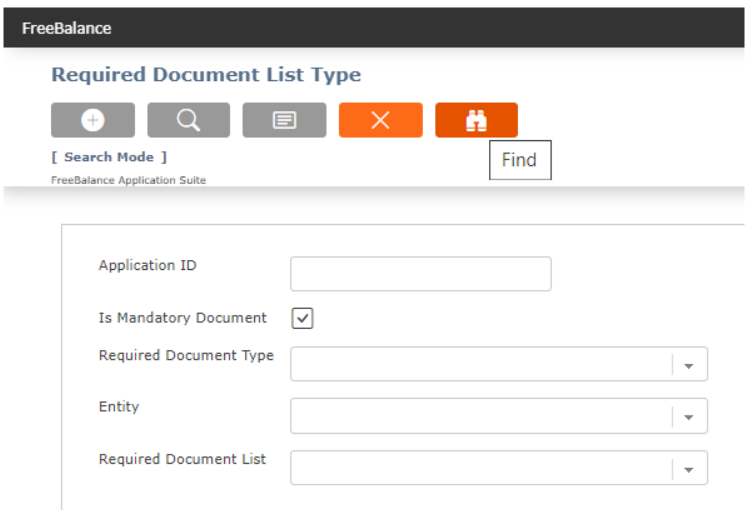
Step 4. Attach the Supporting Documents.

Supporting documents can be attached as follows.

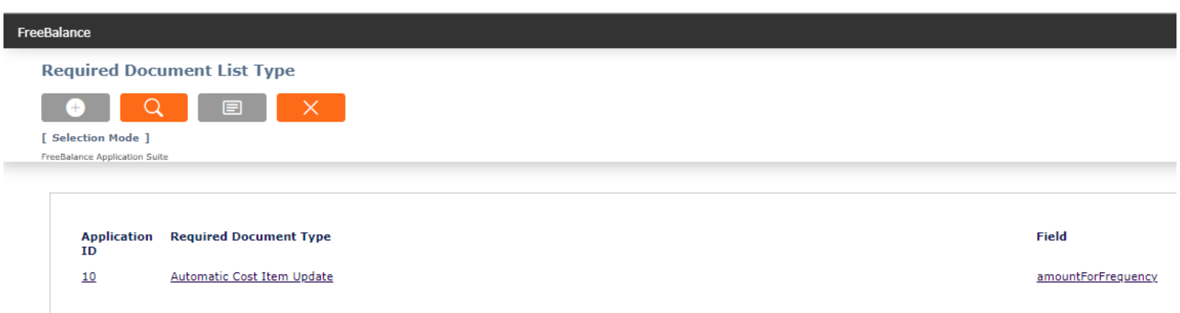
- Click on the tab “Required Documents”
- Click the new button , the screen below opens



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

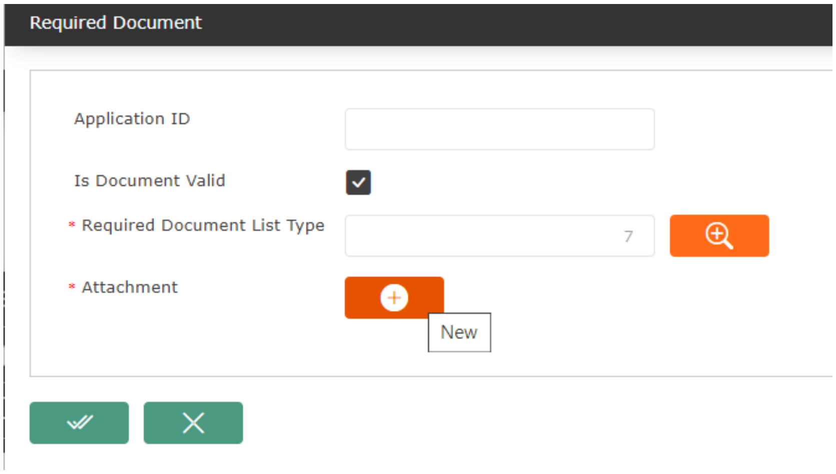


- Click the find button. the options below will be displayed.



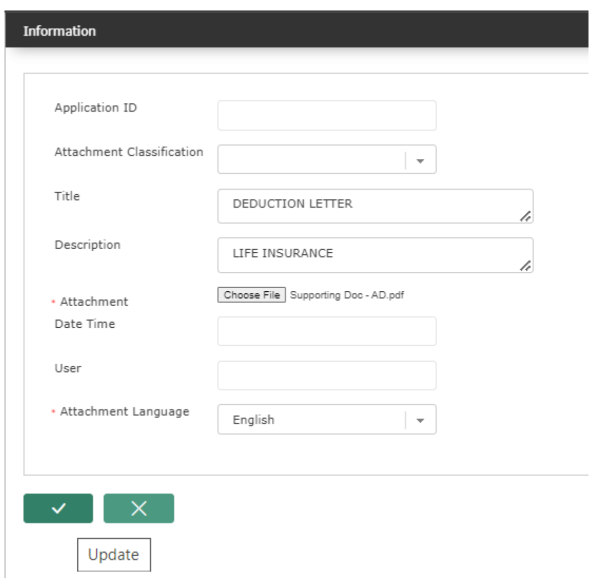
In the column for the field, click on the one that relates to the changes that you made. i.e if you changed last name, then choose lastname.

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

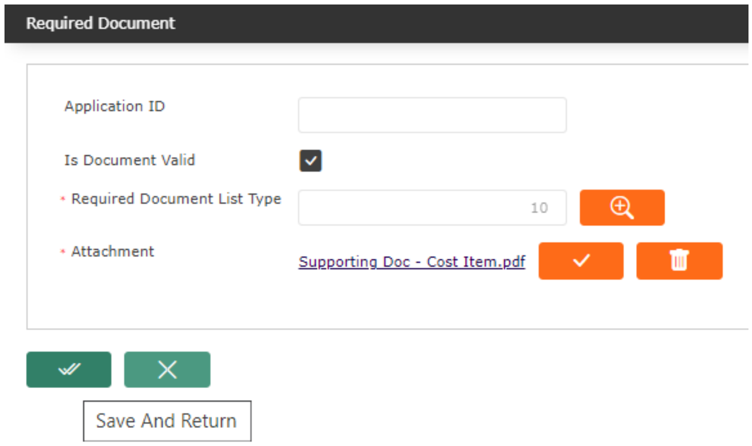


- Click the new button in Attachment as seen above. "Information" form will open. This is where you will enter the details of the attachment that you want to submit.
  - Enter a Title
  - Enter the description
  - Attachment - Browse and attach the supporting document

Then click update as seen in the screenshot below



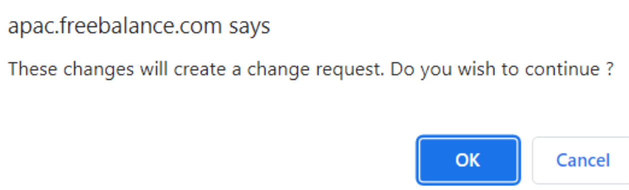
- after clicking update, you will return to the "Required Document screen" as seen below



- 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



- 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.

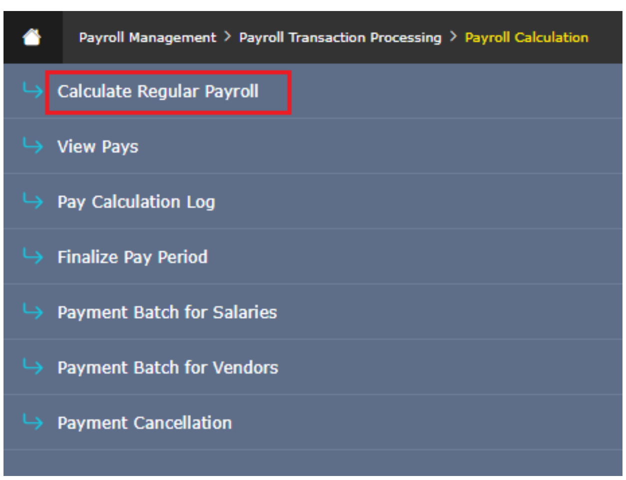
Follow the steps below to calculate the payroll for the given pay period/day.

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

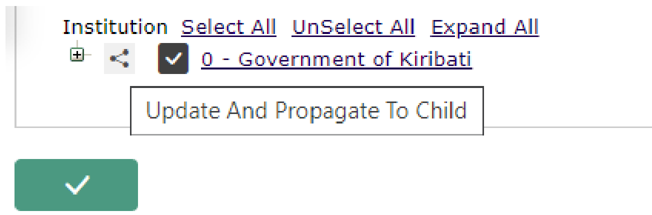


Step 4. Click "Calculate regular payroll" the screen below will display.

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

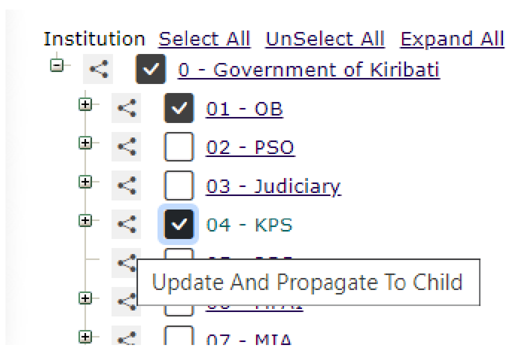
- Pay Period
- Employee - This is optional. When left blank it will process for all employees.
- If you input an employee ID, then it will calculate for only that employee
- At the bottom, there is the institution. Here you can choose the institution to be calculated.
  - If you want to calculate for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

    Then click “Update and Propagate to Child” button

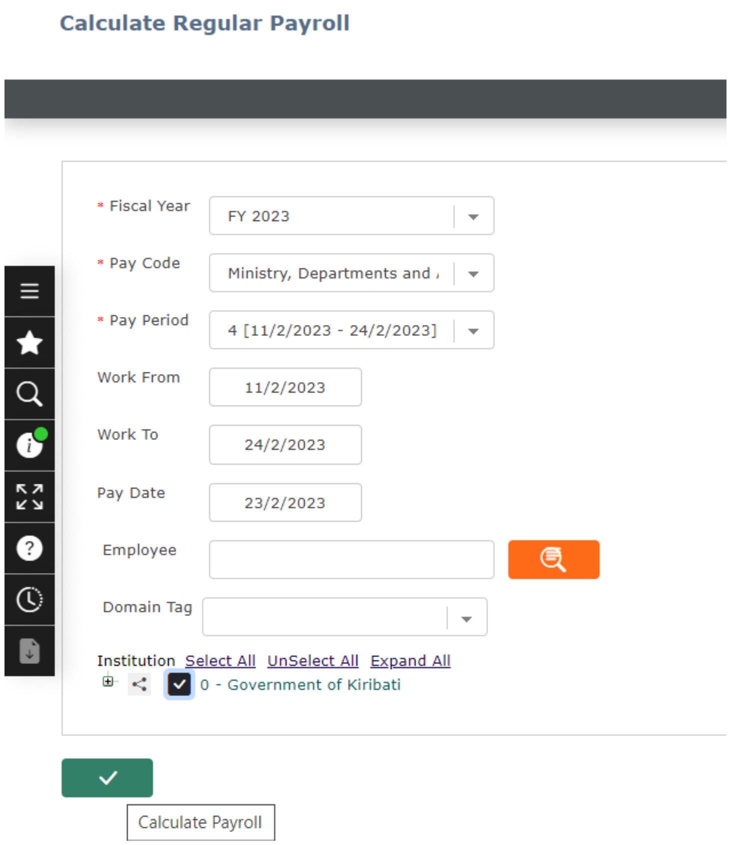


  - If you want to calculate for a specific institution, then click the plus sign on the Institution to display the list of institutions, you can then select the institution(s) to calculate.

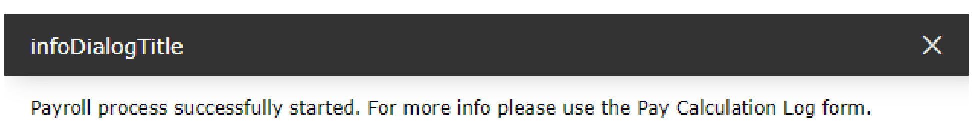
    Remember to propagate to select the child institutions as well



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



-
- 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.

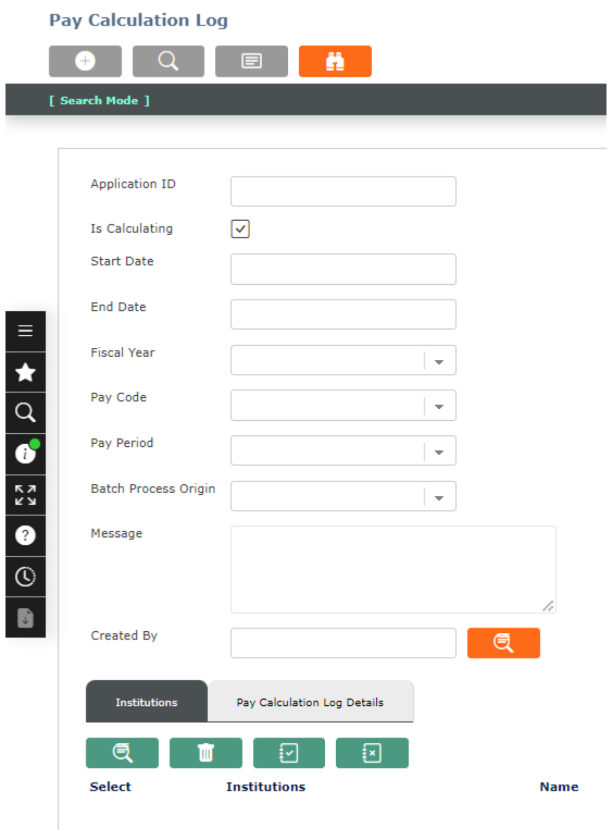
- The Pay Calculation Log displays all information pertaining to calculation and finalization processes that have been executed.
- It is used to view the status of the process that was launched.
- It also displays any errors that occurred during the process in order to allow modifications to be performed 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 criterior , The criterion can be by

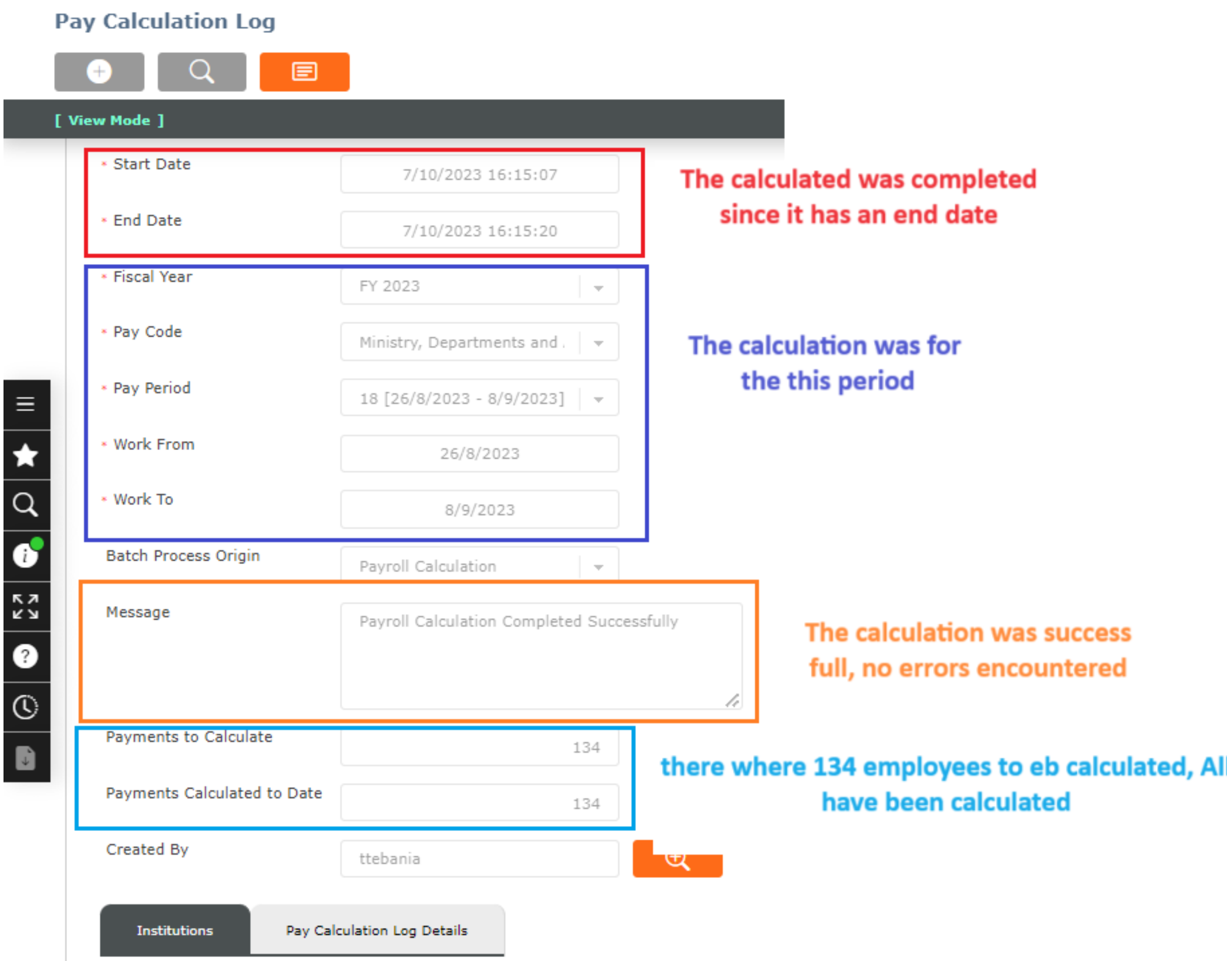
- The start date - The the calculation was started or initiated
- You can also be more specific and specify the Fiscal Year, Pay Code and Pay Period.

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

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



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

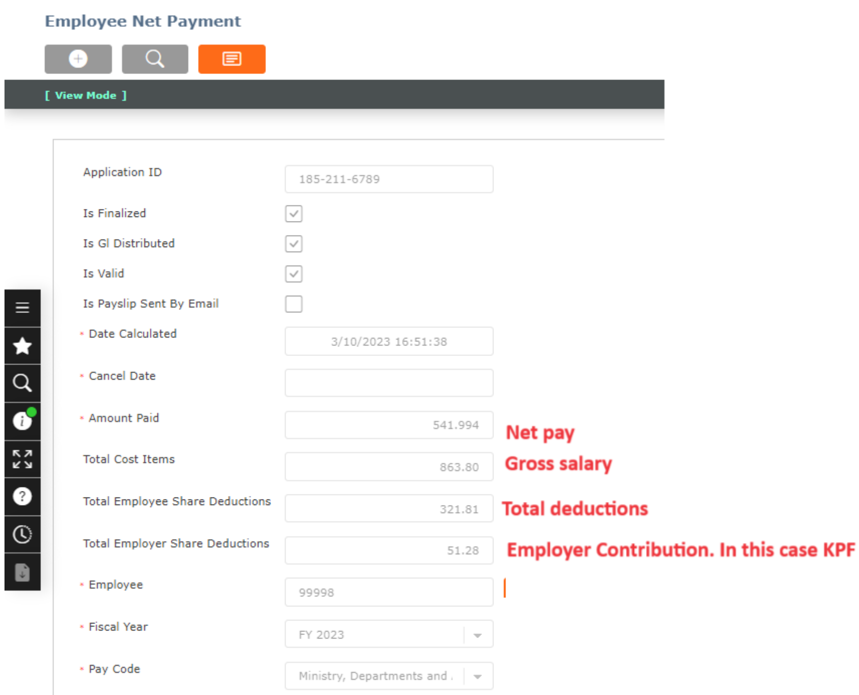
The results from the calculations can be seen through “View pay”, through the path below
Payroll Management>Payroll Transaction Processing>Payroll Calculation>View Pays

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

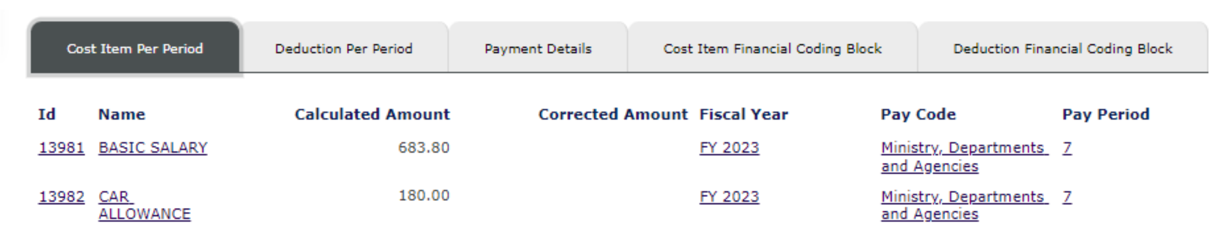
To view the results;

- 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.



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



Id	Name	Calculated Amount	Corrected Amount	Fiscal Year	Pay Code	Pay Period
13981	BASIC SALARY	683.80		FY 2023	Ministry, Departments and Agencies	7
13982	CAR ALLOWANCE	180.00		FY 2023	Ministry, Departments and Agencies	7

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

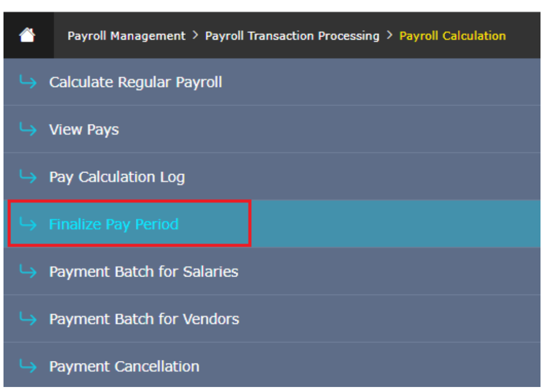
Once the payroll results have been verified, the payroll administrator can then proceed to Finalize the pay period.

- 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.

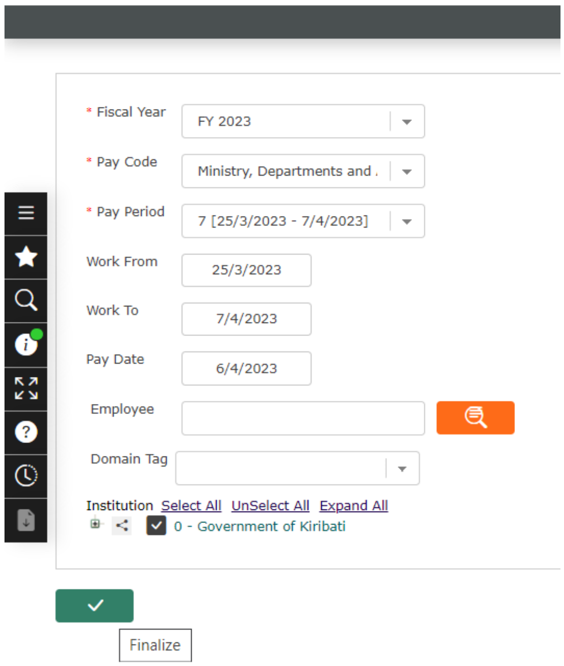
Payroll Management>Payroll Transaction Processing>Payroll Calculation>Finalize Pay Period



Click on it to open

Step2 .Select the period to Finalize

Finalize Pay Period



Step3 . Click The Finalize button to complete.

6.6 Payment Batch for salaries

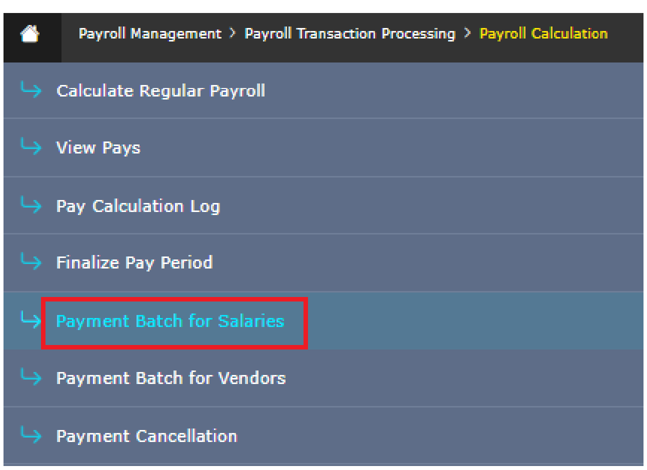
Once the pay period has been finalized, The payment batch for salaries can then be generated.

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

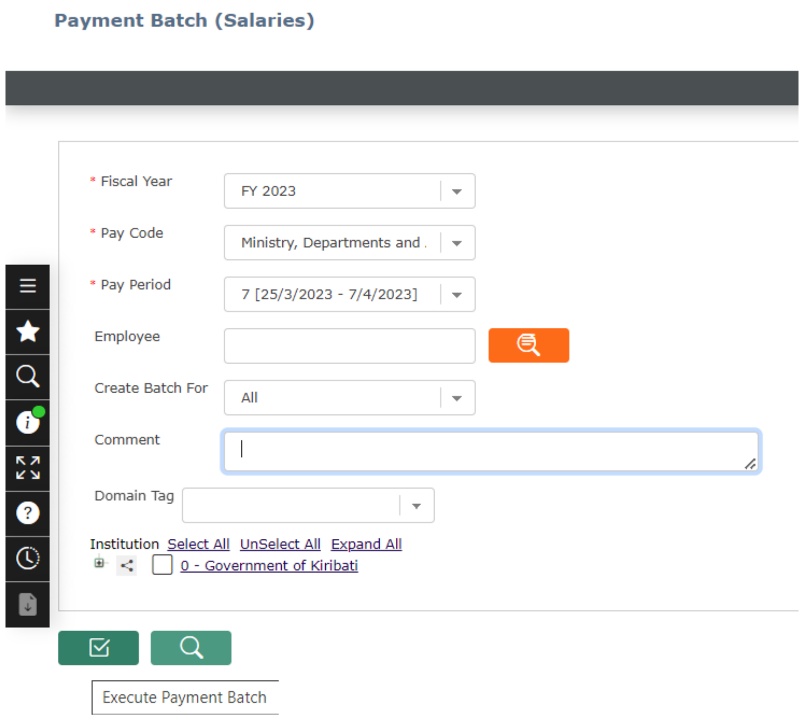
Payroll Management>Payroll Transaction Processing>Payroll Calculation>Payment Batch for Salaries



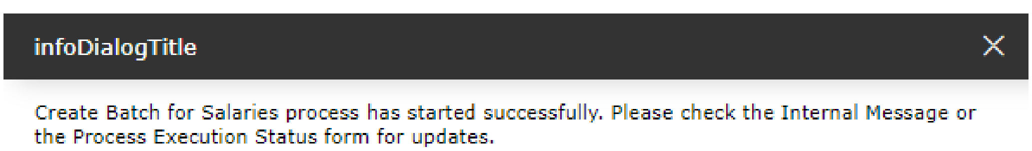
Click to open form.

Step 2. Set Criteria to create the batch.

Once done it will appear as below.



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

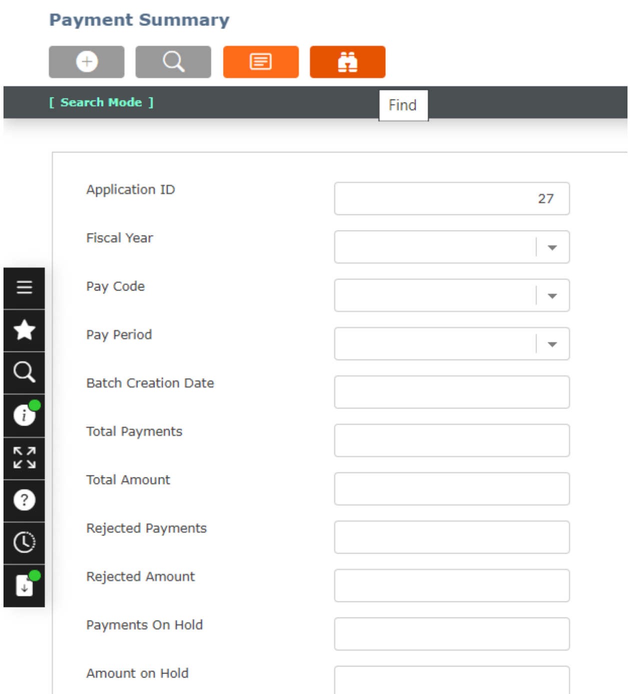
Follow the steps below to view the details of the batch created in section 7.6

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

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

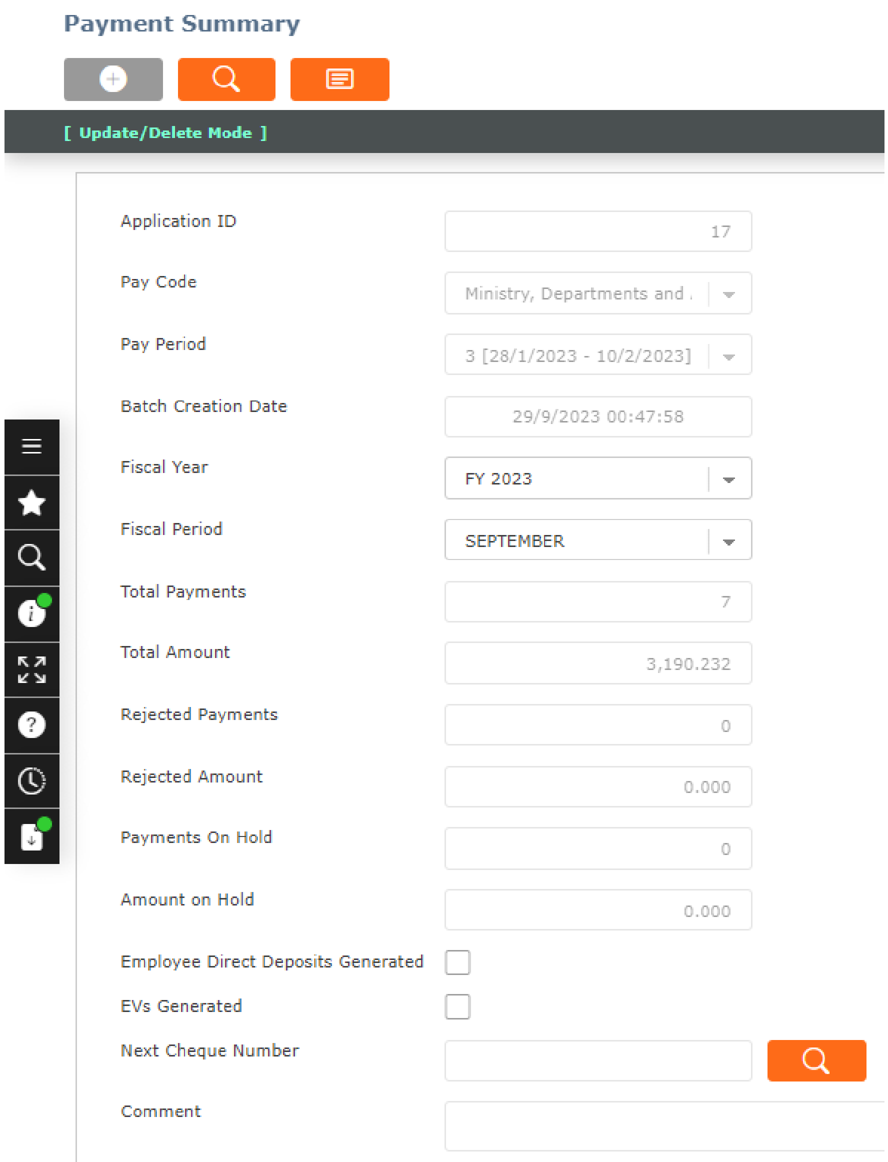
Click and the Payment Summary screen will open

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



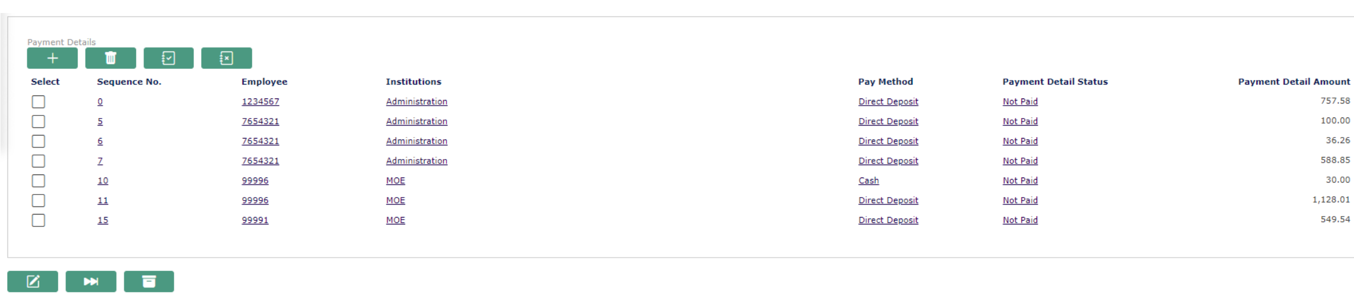
Then click the find button

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



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

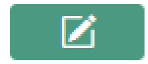


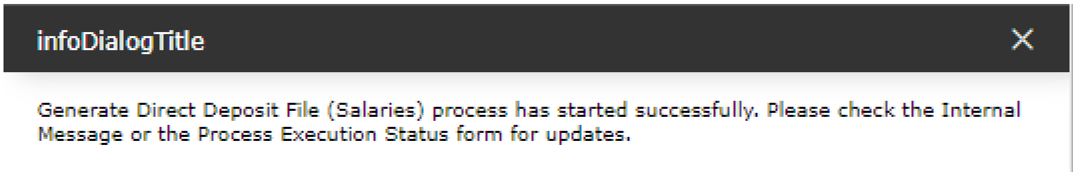
Payment Details

Select	Sequence No.	Employee	Institutions	Pay Method	Payment Detail Status	Payment Detail Amount
	0	1234567	Administration	Direct Deposit	Not Paid	757.58
	5	7654321	Administration	Direct Deposit	Not Paid	100.00
	6	7654321	Administration	Direct Deposit	Not Paid	36.26
	7	7654321	Administration	Direct Deposit	Not Paid	588.85
	10	99996	MOE	Cash	Not Paid	30.00
	11	99996	MOE	Direct Deposit	Not Paid	1,128.01
	15	99991	MOE	Direct Deposit	Not Paid	549.54

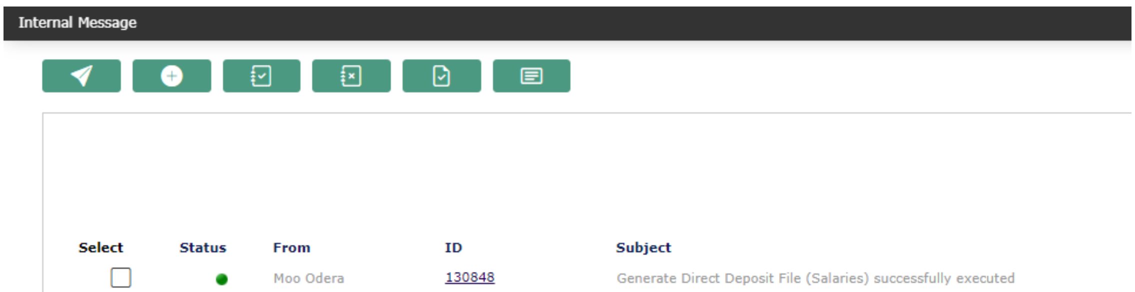
Step 4: At the bottom of the form there are three buttons that will be used to generated the payments files

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

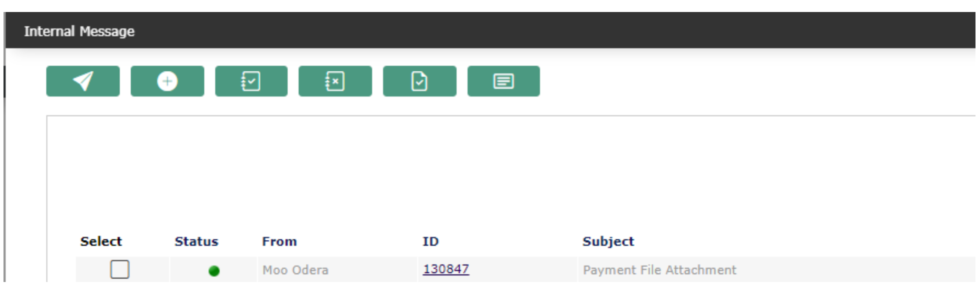


- Click on the ID to view the details. The sample message will be as below

"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

"



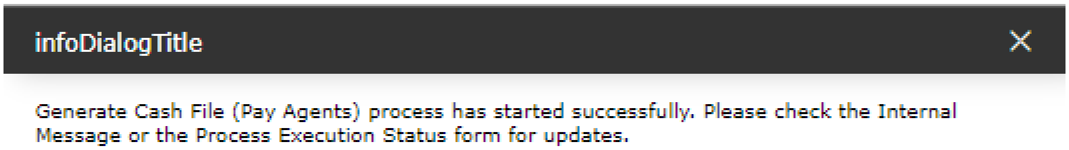
- *Click on the ID to download the file*
- ***Upload in Transactive system***

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

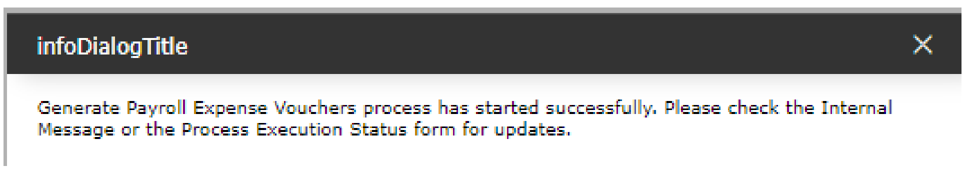
- The following message will appear



-
- 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.

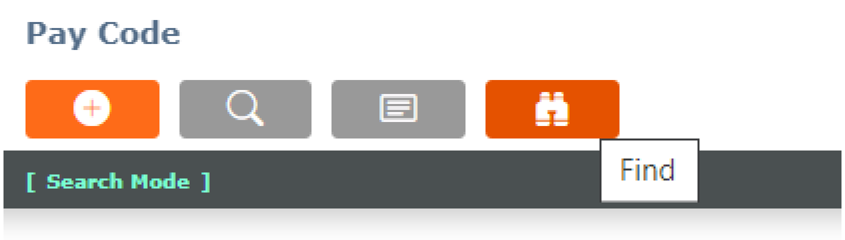
6.8 Close the pay period

Follow the steps below to close the pay period

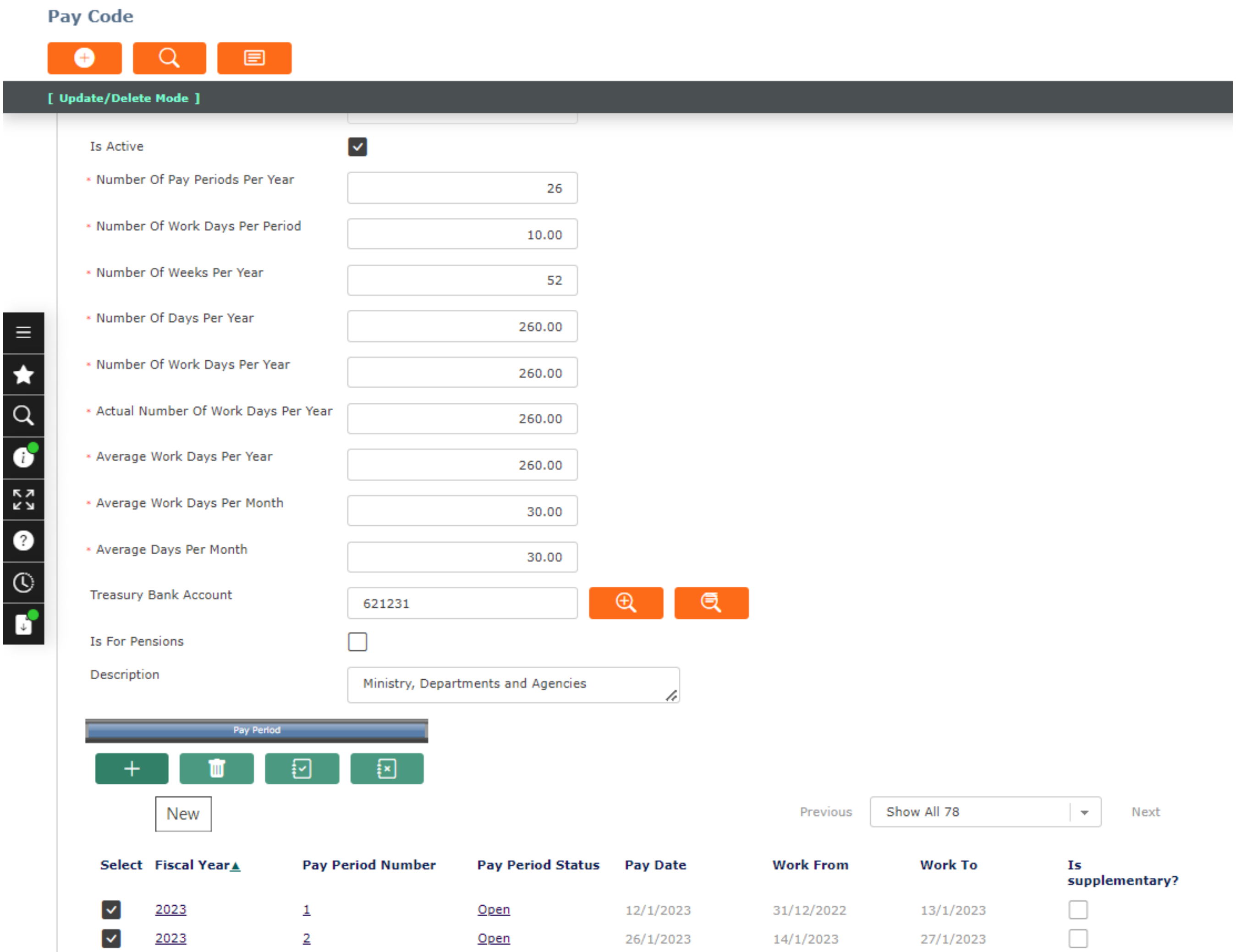
1. **Navigation**

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



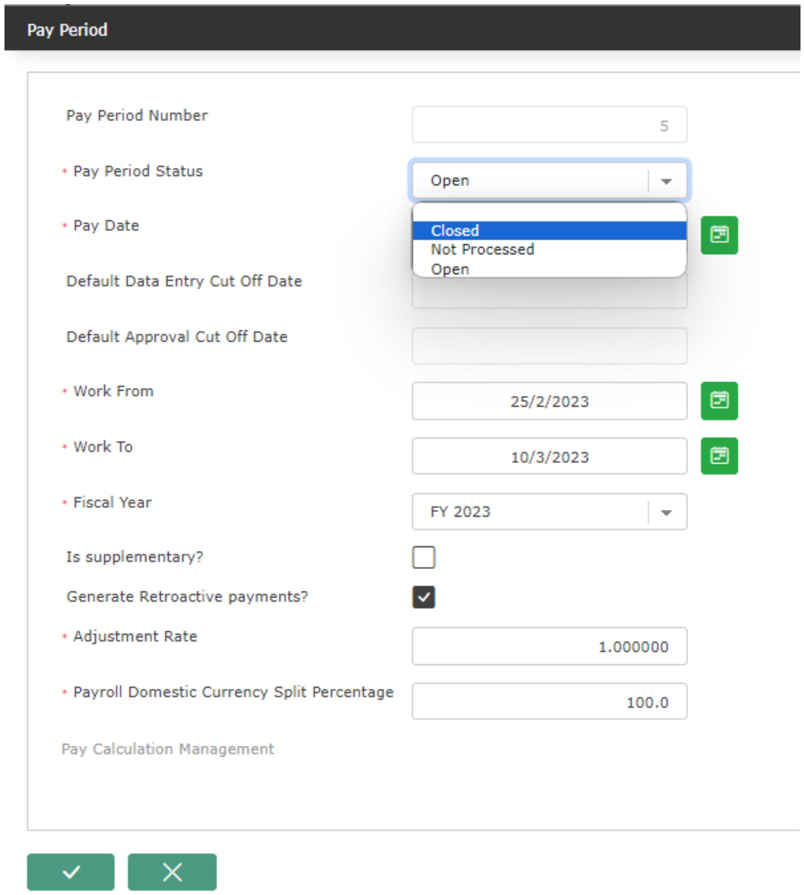
5. Scroll down to the section where you will be able to see the list of pay periods

Pay Period

Previous | Show All 78 | Next

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

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

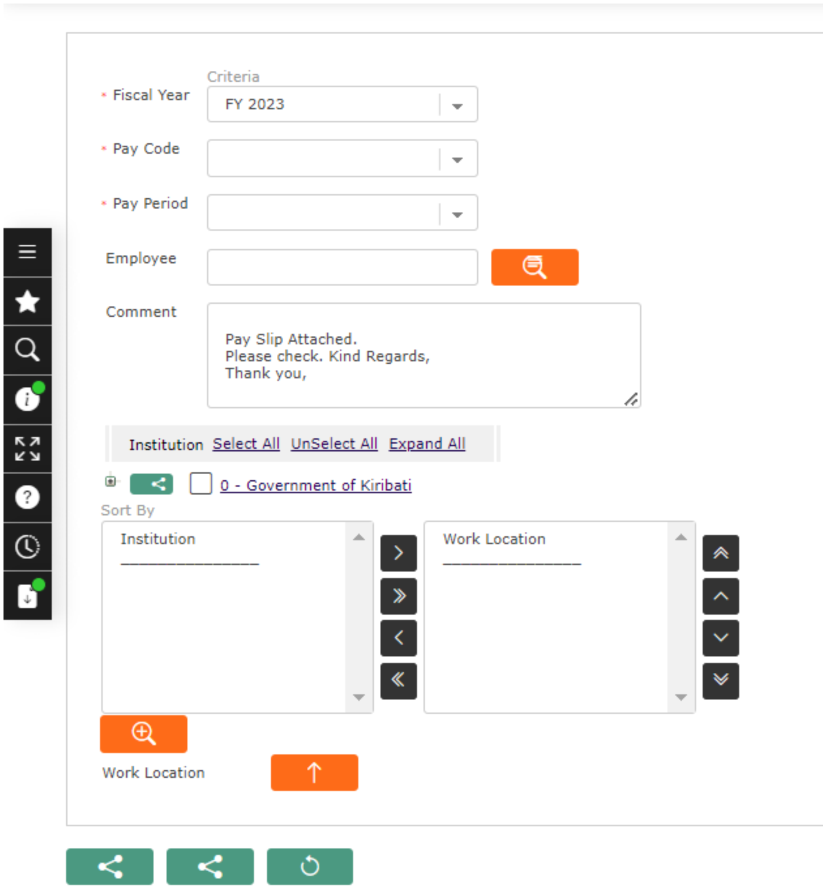


7. In the field “Pay period Status”, choose “Close”
8. Click “Update and Return” button 
9. Then you will return to the pay code form
10. Scroll down to the bottom and click the update button at the bottom of the form to save.

7 Management Reports

○ Payslip Report

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



- **How to GENERATE a Payslip**

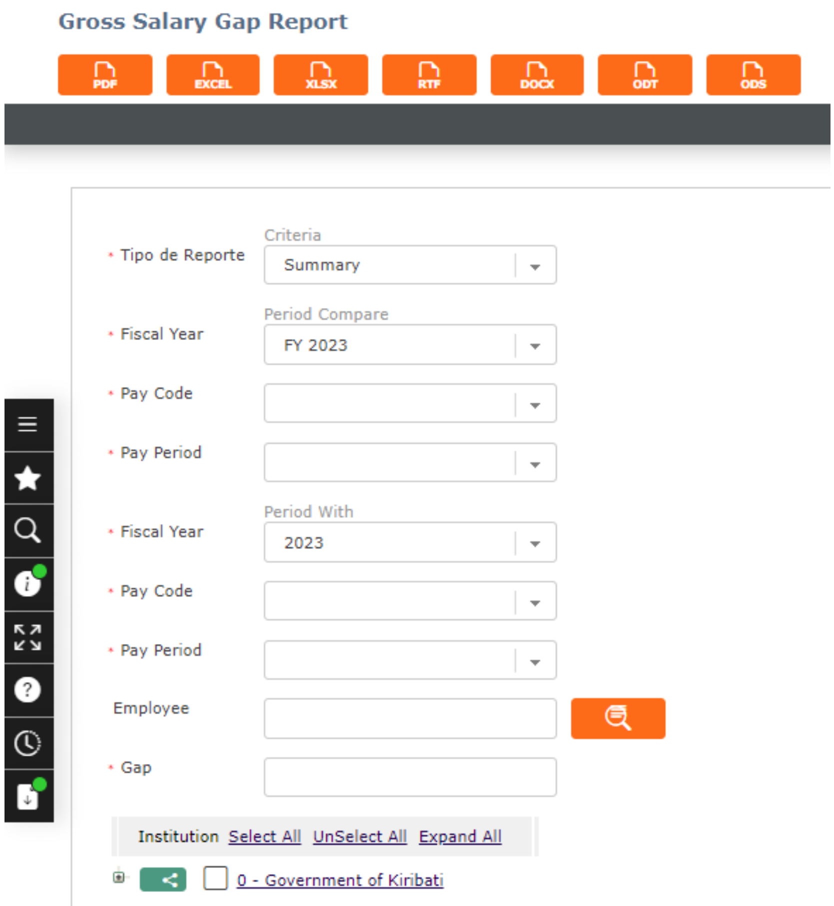
Follow the steps below:

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 icon .

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

○ 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.



1. How to GENERATE a Gross Salary Gap Report

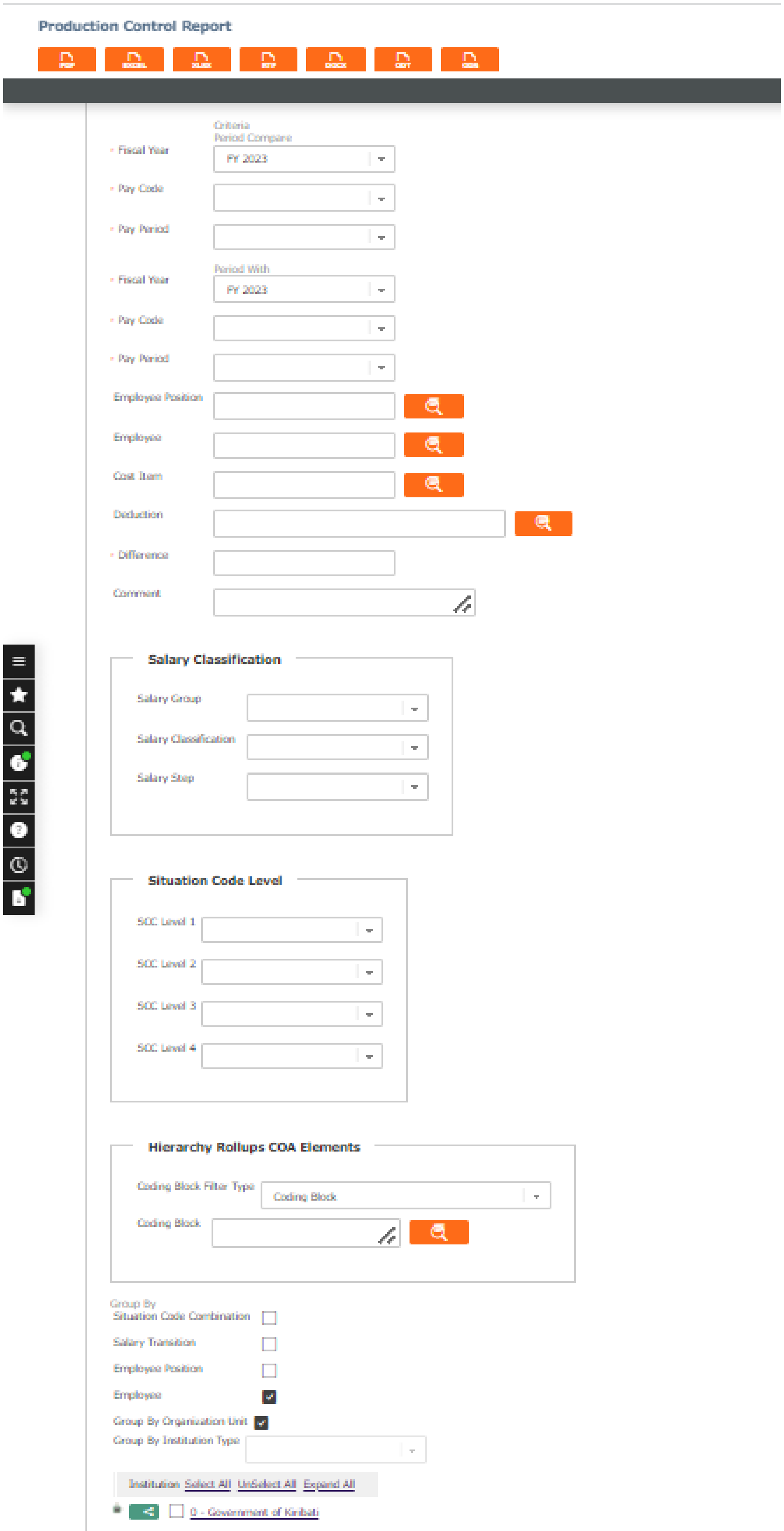
Follow the steps below:

1. Navigate through Payroll Management ► Reports ► Payroll ► Gross Salary Gap Report
2. Specify Report Type
   - Report Type: Select Report Type Status from the drop-down menu. Options are 'Summary' or 'Detail.'
3. 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

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
FY 2023
Pay Code
Pay Period
Period With
Fiscal Year
FY 2023
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
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
0 - Government of Kiribati

2. How to GENERATE the Production Control Report

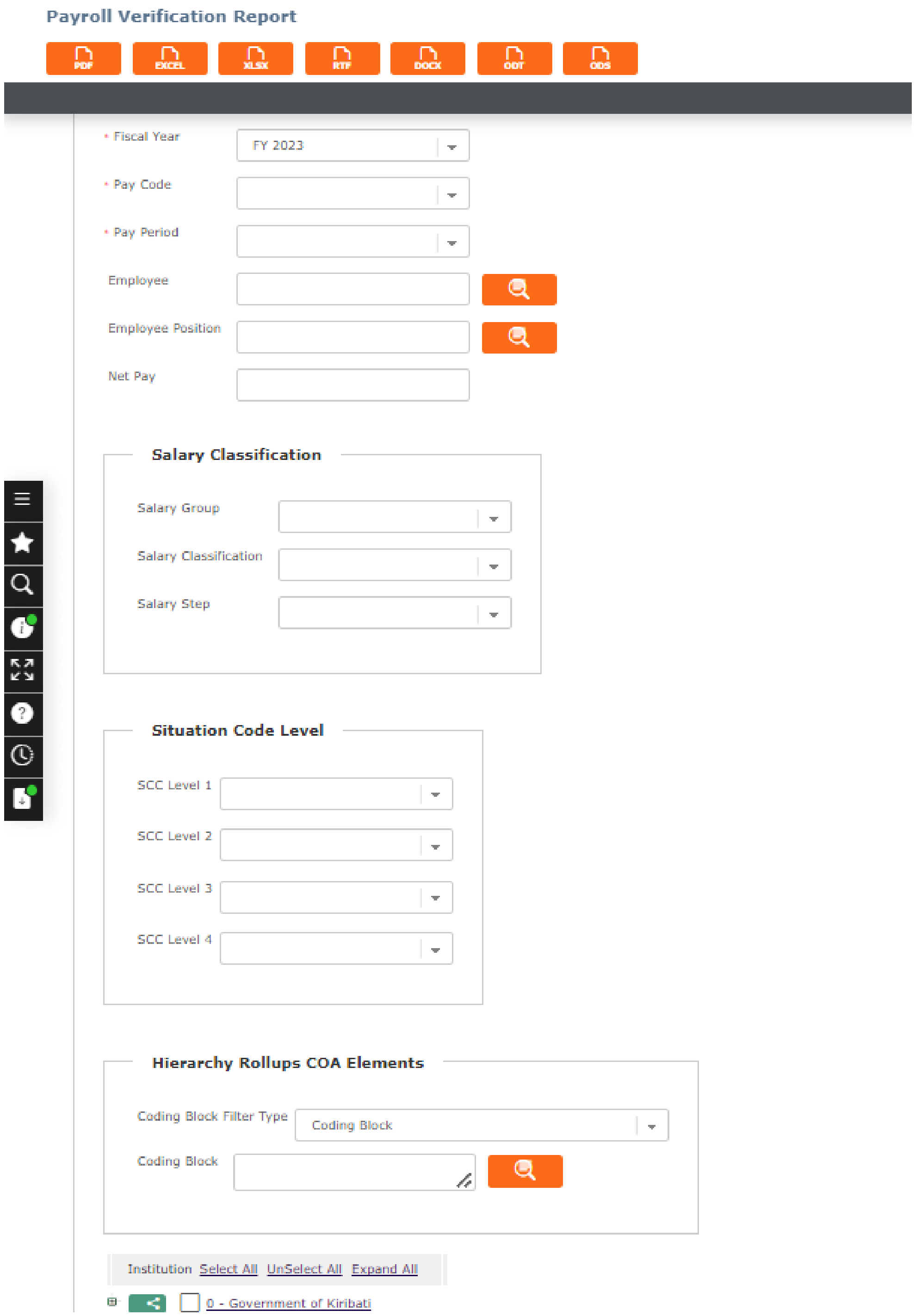
Follow the steps below:

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.



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

  Follow the steps below:

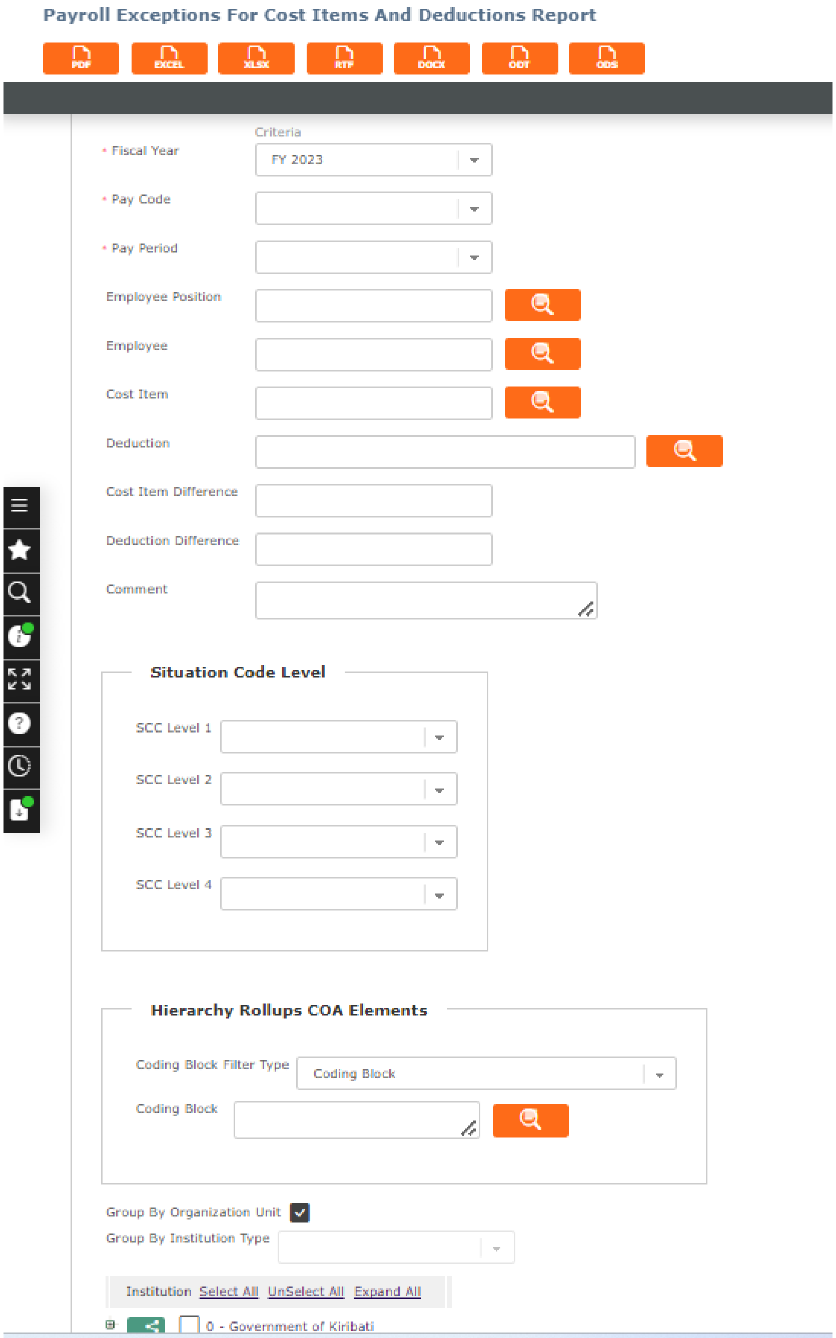
  1. Navigate through Payroll Management ► Reports ► Payroll ► Payroll Verification Report
  2. Complete the following filter criteria:
     - Fiscal Year - Select Fiscal Year from drop-down menu
     - Pay Code - Select Pay Code from drop-down menu

- 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.



- **How to GENERATE the Report**

  Follow the steps below:

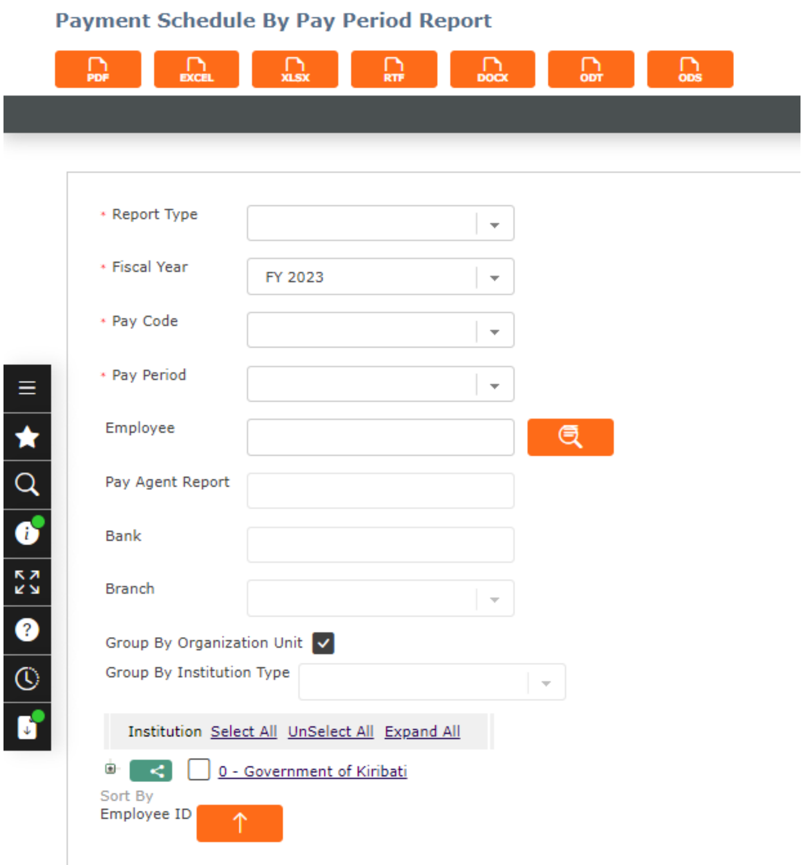
  1. Navigate through Payroll Management ► Reports ► Payroll ► Payroll Exceptions Report
  2. Complete the following filter criteria:
     - Fiscal Year - Select Fiscal Year from drop-down menu
     - Pay Code - Select Pay Code from drop-down menu
     - Pay Period - Select Pay Period from drop-down menu

- 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)



- **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

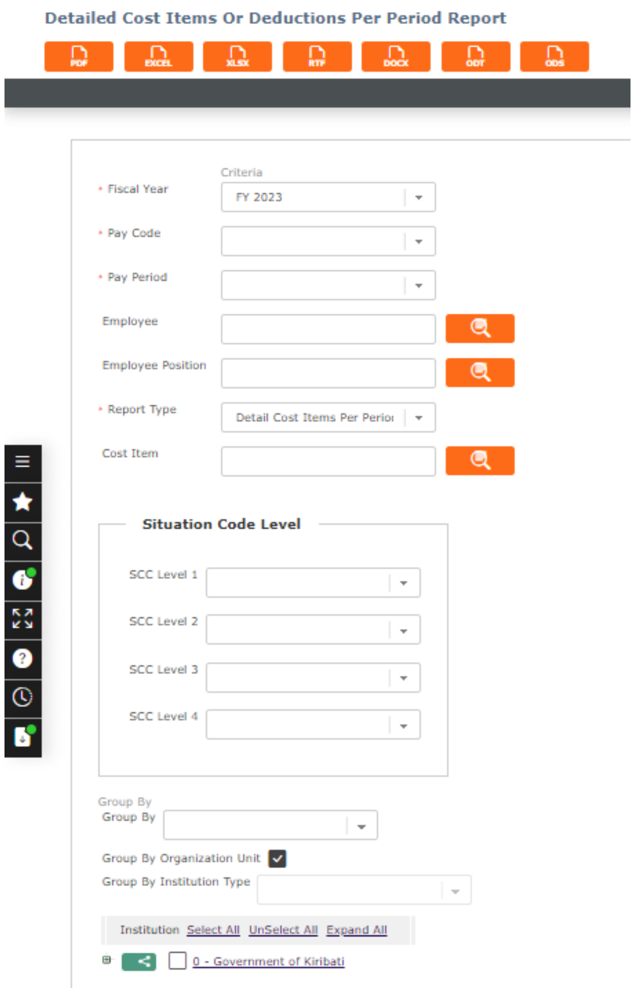
Group By Institution Type - Select Group By Institution Type from drop- down menu

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.

○ 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:

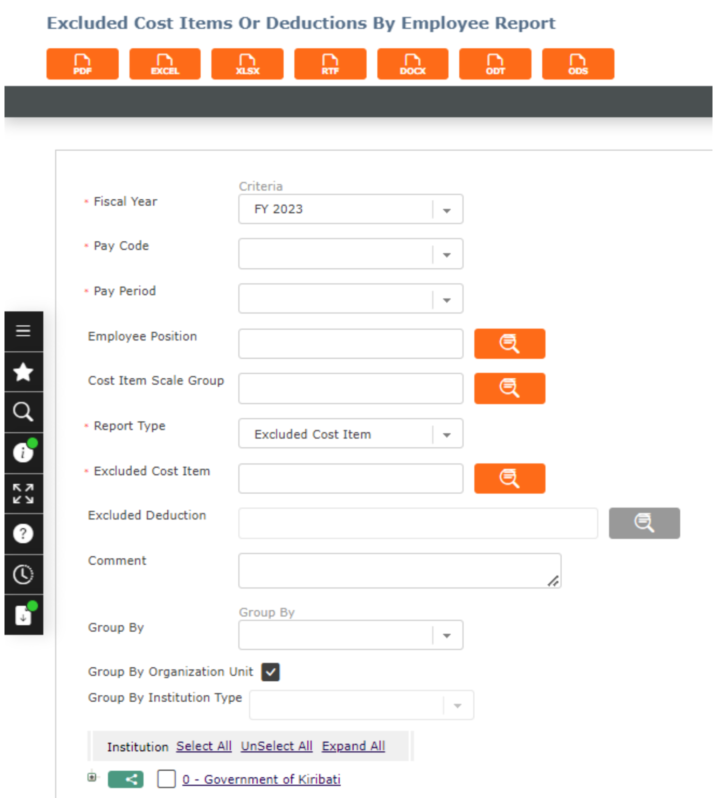
  1. Navigate through Payroll Management ► Reports ► Payroll ► Detailed Cost Item or Deduction Per Period Report
  2. Complete the following filter criteria:
     - Fiscal Year - Select Fiscal Year from drop-down menu
     - Pay Code - Select Pay Code from drop-down menu
     - Pay Period - Select Pay 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

- 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.



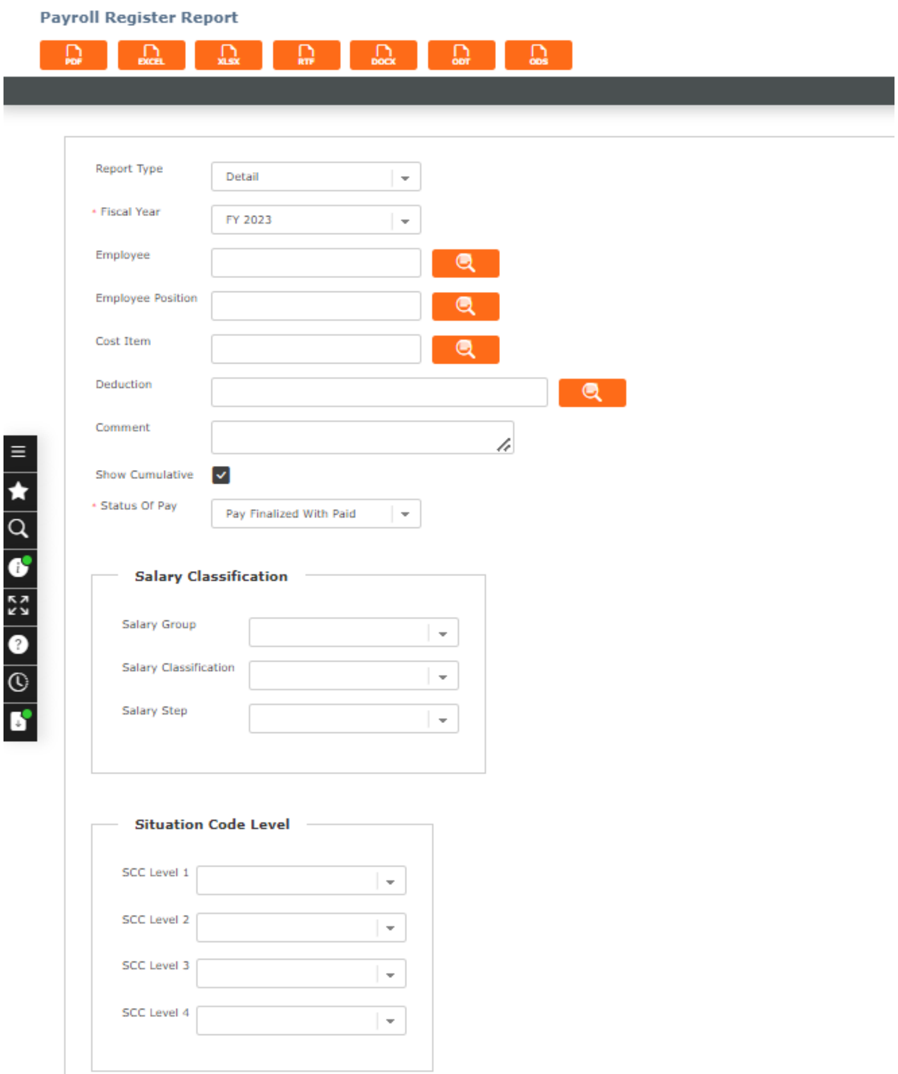
- **How to GENERATE the Report**

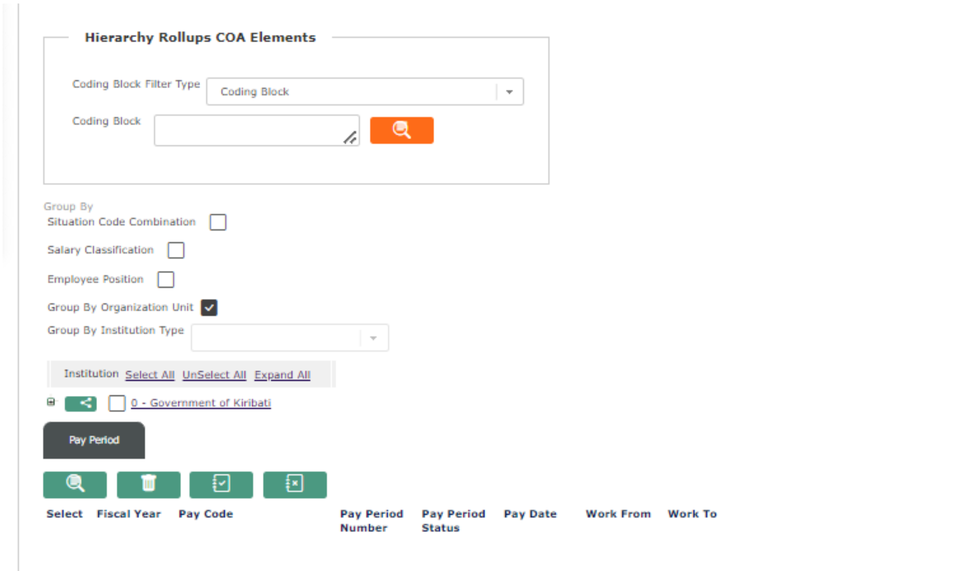
Follow the steps below:

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.





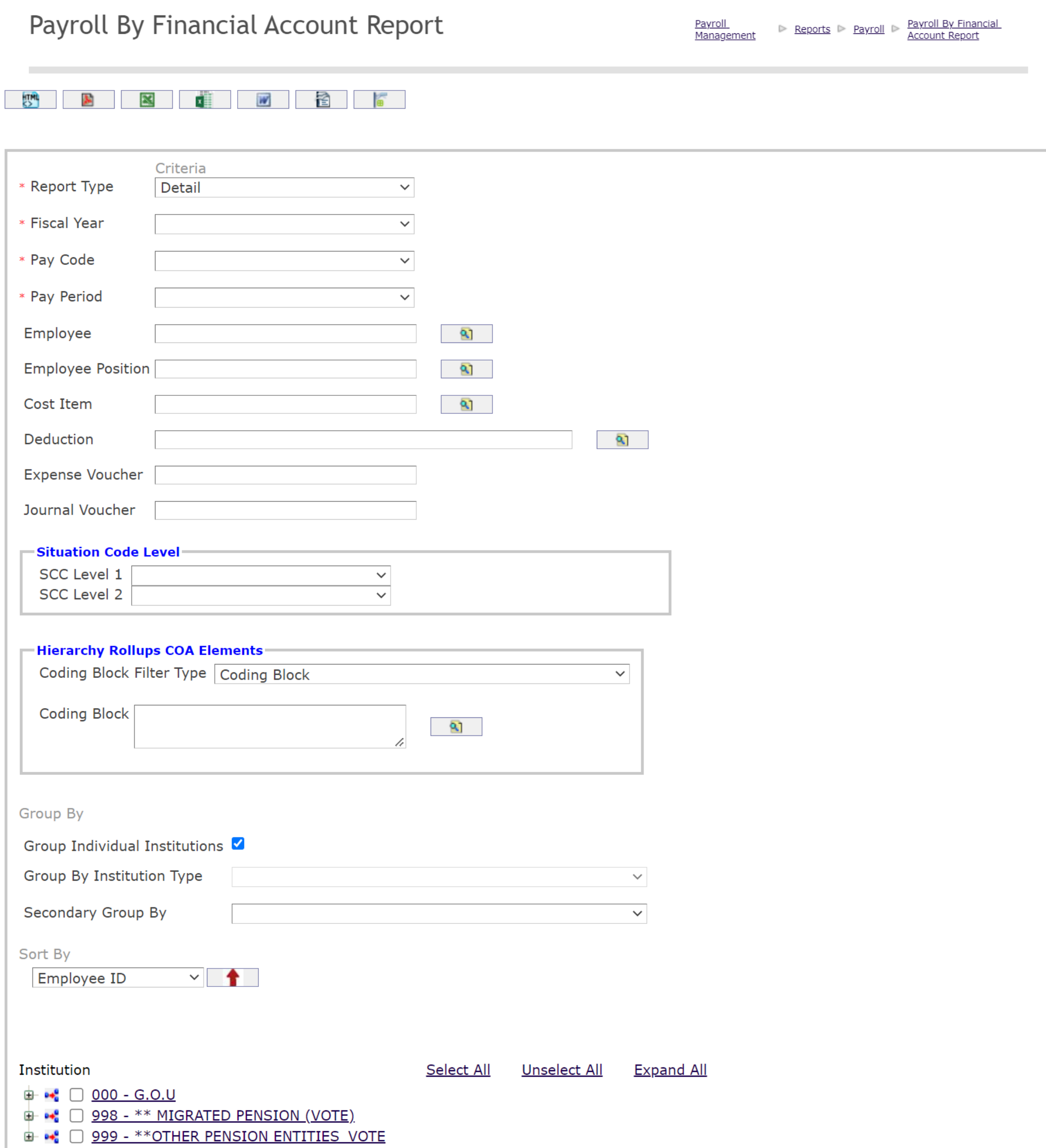
- **How to GENERATE the Report**

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.



- ## 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**

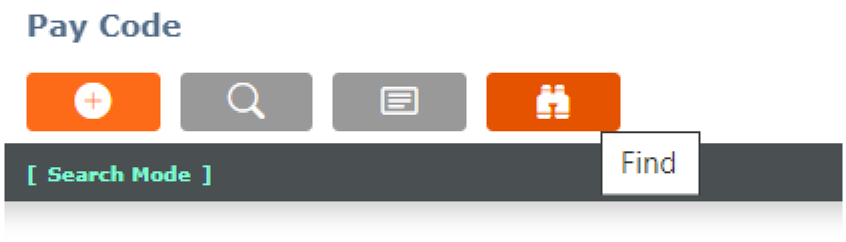
8. Supplementary Payroll

Follow the steps below to process the payroll.

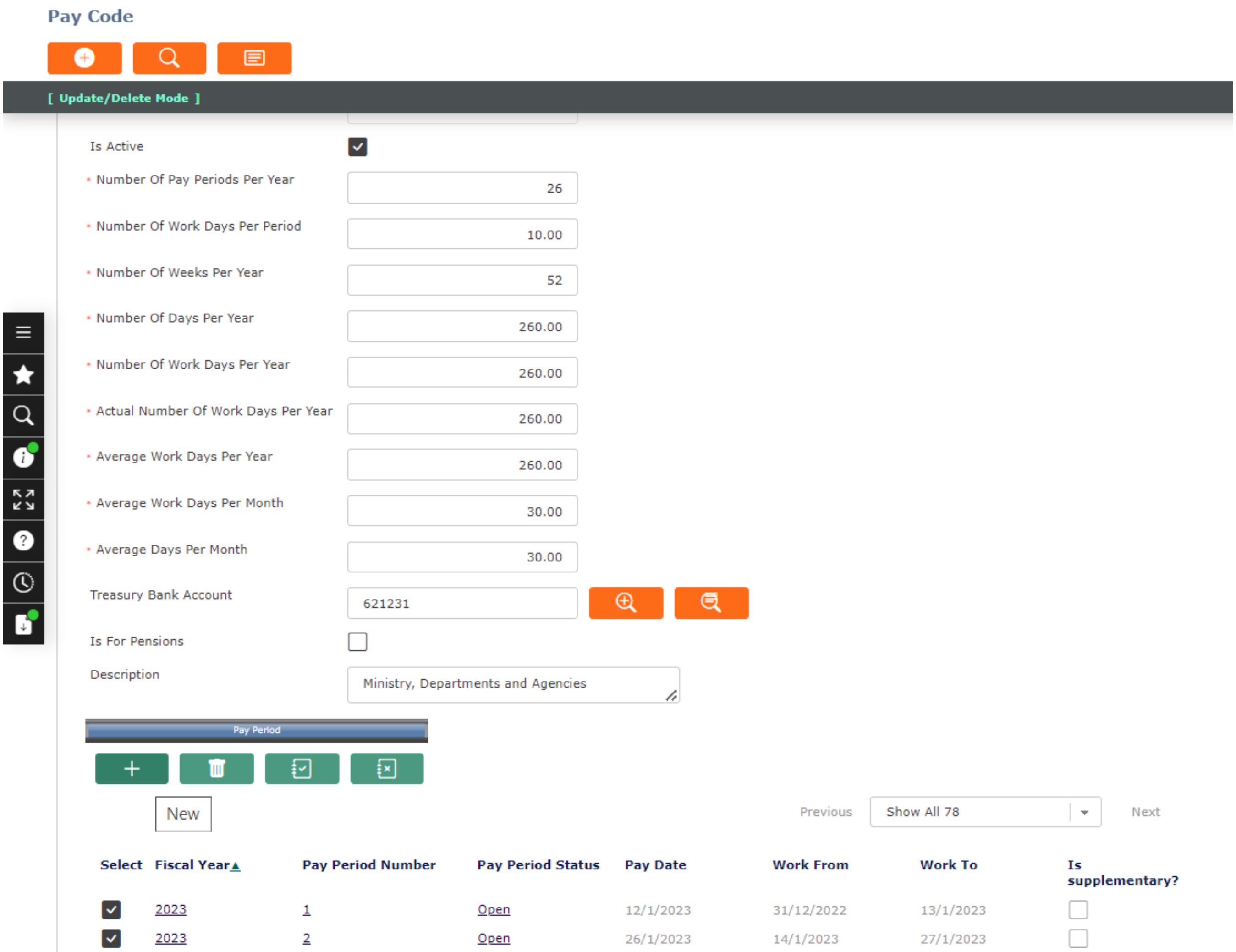
11. Create a Supplementary Pay Period.

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

    - By default, you will be in Search Mode.

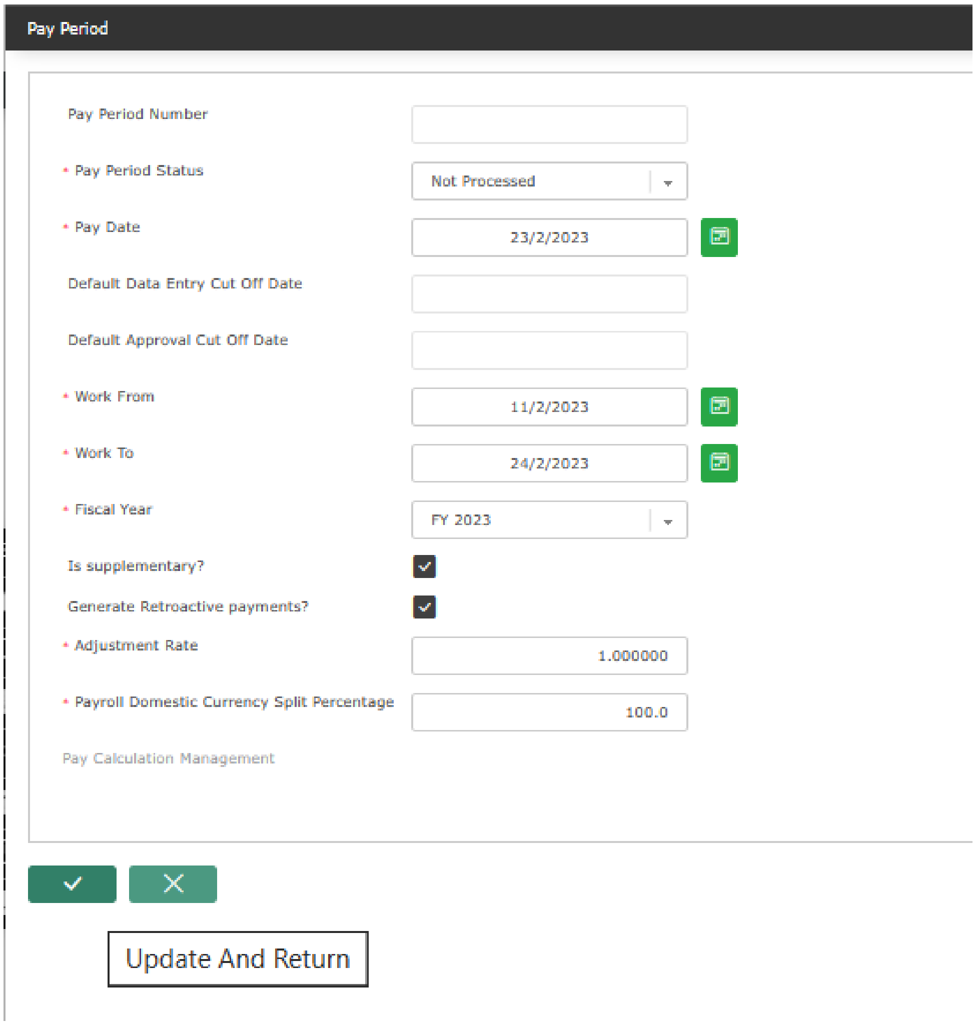


12. Click the find button to view the list of pay codes.
13. Click on paycode to select
14. Scroll to the add button as seen below

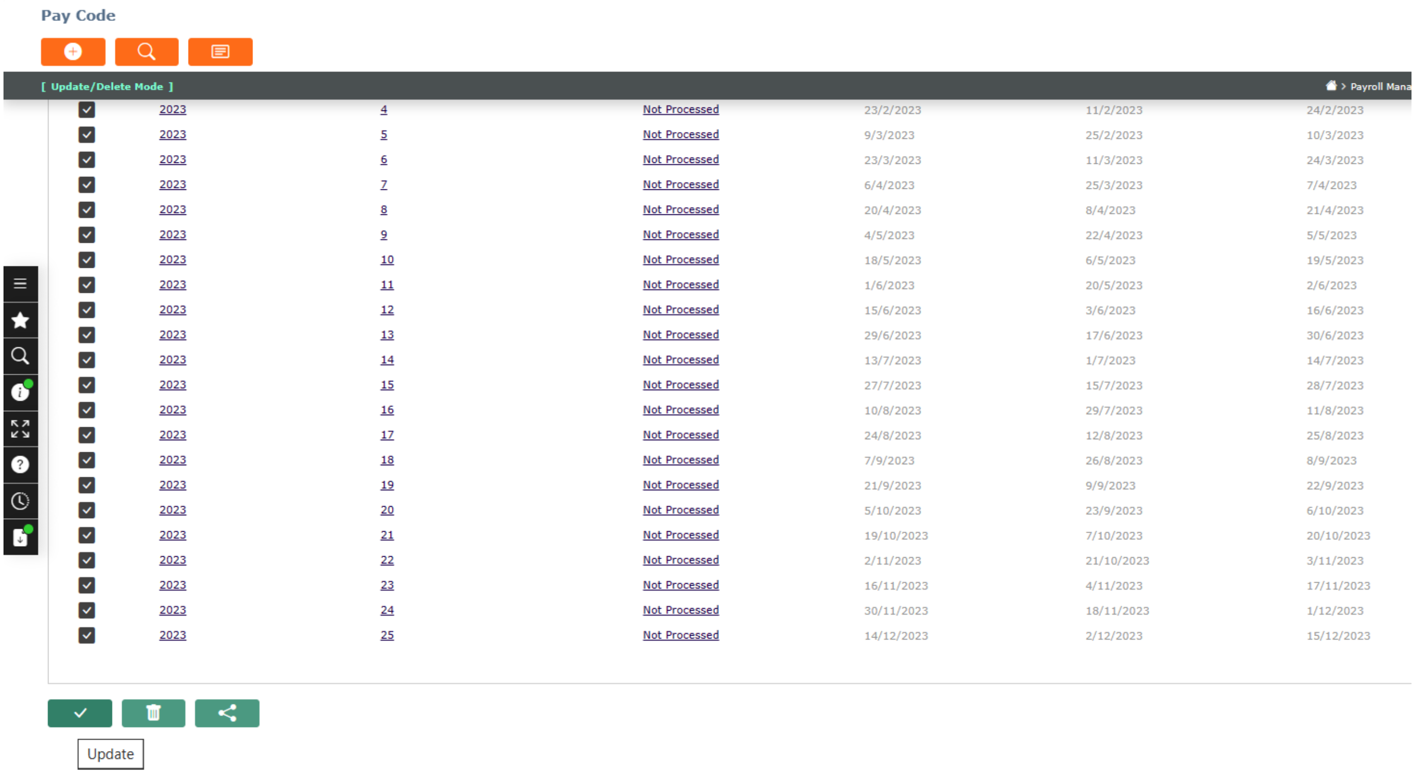


15. Click the New Button  to create a supplementary period
    - Fill in the details relating to the supplementary pay period
    - **Note: Ensure that the field "is Supplementary" is Checked/Ticked**

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



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

2023	4	Not Processed	23/2/2023	11/2/2023	24/2/2023
2023	5	Not Processed	9/3/2023	25/2/2023	10/3/2023
2023	6	Not Processed	23/3/2023	11/3/2023	24/3/2023
2023	7	Not Processed	6/4/2023	25/3/2023	7/4/2023
2023	8	Not Processed	20/4/2023	8/4/2023	21/4/2023
2023	9	Not Processed	4/5/2023	22/4/2023	5/5/2023
2023	10	Not Processed	18/5/2023	6/5/2023	19/5/2023
2023	11	Not Processed	1/6/2023	20/5/2023	2/6/2023
2023	12	Not Processed	15/6/2023	3/6/2023	16/6/2023
2023	13	Not Processed	29/6/2023	17/6/2023	30/6/2023
2023	14	Not Processed	13/7/2023	1/7/2023	14/7/2023
2023	15	Not Processed	27/7/2023	15/7/2023	28/7/2023
2023	16	Not Processed	10/8/2023	29/7/2023	11/8/2023
2023	17	Not Processed	24/8/2023	12/8/2023	25/8/2023
2023	18	Not Processed	7/9/2023	26/8/2023	8/9/2023
2023	19	Not Processed	21/9/2023	9/9/2023	22/9/2023
2023	20	Not Processed	5/10/2023	23/9/2023	6/10/2023
2023	21	Not Processed	19/10/2023	7/10/2023	20/10/2023
2023	22	Not Processed	2/11/2023	21/10/2023	3/11/2023
2023	23	Not Processed	16/11/2023	4/11/2023	17/11/2023
2023	24	Not Processed	30/11/2023	18/11/2023	1/12/2023
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.

18. 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**