



I'm not robot



Continue

Payroll journal entry excel template

Our goal with this template is to provide a simple monthly payroll solution that is suitable for businesses with fewer than 50 employees and which includes enough flexibility to be an appropriate solution in most of the more than 100 countries where we have customers. We designed this template to be as easy to use as possible, practically possible, but especially to include sufficient complexity to ensure calculations that are automated, accurate and practical. The template produces complete automated reports that allow users to review the accuracy and completeness of their monthly payroll data and synthesize the data in such a way as to allow easier allocation of entries for accounting purposes and determination of correct monthly payment totals. Before entering the template functionality orientation, please note the following important points regarding the template's suitability to user requirements: This template has been designed as a monthly payroll template and is only suitable for employees who are paid monthly. We also cannot customize the template to incorporate employees who are paid based on any other payment range. The model was designed for a period of 12 months from the beginning to the end of the corresponding fiscal year. After the end of the first fiscal year, a new version of the model must be saved for the next fiscal year, and all rates & values subject to regulatory changes each year must be updated. We designed the template with as much flexibility as possible, practically, to be suitable for most of our customers in over 100 countries. However, we do not provide tax advisory services and we cannot provide support for surveys of the appropriate rates to be used for specific tax deductions, company contributions or marginal benefits. Please contact us only if you need technical instructions on how to include rates or values defined in the template. The template's flexible design ensures you can use the template for several fiscal years. If taxation or other regulatory requirements in your country change in a way that is not provided in the template design, you may need to purchase a new version of the template after the template design has been adapted & the new released version. The purchase price of the template is a date-off and does not include any annual updates. Our goal with designing the template is to include enough flexibility so that customers can use the template for several years without having to purchase a new version annually. If the regulations change in a way that the template design cannot be adapted, you will need to purchase a new version of the template if one that can accommodate regulatory changes. We will not provide a free update under these circumstances. Carefully review these instructions and modify or customize only the template template in accordance with the guidelines provided in this document. Do not change any of the formulas, delete rows or columns in a way that is not provided in the template design, and enter values only in yellow input cells or columns with yellow column headings, otherwise template calculations may become inaccurate. If you make changes outside the scope of what is provided in the template design, you'll need to go back to the downloaded version of the template! Disclaimer: It is the user's responsibility to verify the accuracy of all payroll-related calculations and to ensure that all payroll-related payments are correct. We recommend that all payroll payments be reviewed and recalculated before payments are processed. This template has been designed in such a way that rates & values that are defined by the user have a significant influence on the accuracy of payments. Therefore, we accept no responsibility for wage calculation errors. The template consists of the following sheets: Install - all business & payroll settings for the template must be included in this sheet. This includes business details, tax year data, income tax rates, medical tax credit rates, list of earnings, list of salary deductions, list of company contributions, list of fringe benefits and list of departments. A column & row array that highlights the incorrect number of columns or rows is also included at the bottom of the sheet. Emp - Add a unique employee code for each employee and enter data in all employee information columns (columns B to K). Each employee must be linked to an income tax table and an income tax reduction code that is used in automatic income tax calculations. The number of medical aid members is used in automatic medical tax credit calculations. The deduction rate columns on this sheet can be used to overwrite the rates in the setup sheet for a specific employee. Marginal benefit values are used in automatic calculations of marginal benefits. There is no limit on the number of employees that can be added to the template, but the template was designed for businesses with 50 or less monthly paid employees and because of the complexity of calculations, the template calculation speed could slow down considerably if more than 50 employees are added. Salary - Add all active employees to this sheet for each monthly payment period. Only columns with yellow column headings require user entry - all columns with light or dark blue column headings contain formulas that are automatically copied when you add new rows to the table on this sheet. It is therefore necessary to only the payment execution date, employee code and earnings values - all other amounts are calculated automatically based on data from the Setup, Emp, and Overwrite sheets. Overwrite - Overwrite any of the automatically calculated income tax, medical tax credits, wage deductions, company contributions or fringe benefit amounts any employee by adding the corresponding values to this sheet. You can replace values for a single month or set the end date of the overwrite to overwrite the values for several months or until the end of the fiscal year. PaySlip - This sheet contains an automatic monthly payment ticket. All calculations on this sheet are automated and you just need to select the corresponding payment card number in cell G3 to view the corresponding payment card. Summary - this sheet contains a summary of all the monthly payroll data that have been entered in the payroll sheet. The sheet does not require any user input and the data can even be filtered by the department or individually engaged by selecting the corresponding entries from the yellow cells at the top of the sheet. MonthEmp - this sheet contains a monthly summary of payroll data by the employee. All calculations are based on the data that has been entered in the payroll sheet and the sheet does not require any user input. The appropriate measurement on which the calculations must be based can be selected from the yellow cell at the top of the sheet. Available measurements include gross salary, income tax, total deductions, net salary, total company contributions, total deductions and company contributions and total cost to the company. MonthDept - this sheet contains a monthly summary of department payroll data. All calculations are based on the data that has been entered in the payroll sheet and the sheet does not require any user input. The appropriate measurement on which the calculations must be based can be selected from the yellow cell at the top of the sheet. Available measurements include gross salary, income tax, total deductions, net salary, total company contributions, total deductions and company contributions and total cost to the company. Recon - This sheet contains a reconciliation between the monthly payroll calculations and the monthly payments to be entered in the payment sheet. The sheet has 3 sections showing net salary (differences only), payroll deductions and company contributions separately. All calculations on the sheet are automated and the user is only required to select the month and base at the top of the sheet. The base can be monthly or year-on-year. Payment - all payroll-related payments can be added to this sheet to reconcile payroll calculations and monthly payments. Net salary totals for each employee can be copied from the MonthEmp sheet (select Net Pay measurement), and the deduction & company contribution totals can be copied either from the Summary sheets or from the Recon sheets. Setup Setup Contains all the information & values that must be set up at the company or company level. All input cells contain backgrounds yellow, while cells with an open blue cell background contain formulas that should not be changed. The entry section at the top of the installation sheet contains input cells for some general company information, such as company name, address, registration number, registration, phone number and contact email address.

Most of this information is included only on the PaySlip sheet, but the business name is also used as a title on all other sheets. The tax period ends and the fiscal year must be selected from cells C10 and C12 respectively. The data in these two cells is combined to determine the current end dates of the previous fiscal year & the current start date of the template. Note: This template was designed to incorporate a fiscal period of 12 months. After the end of the period, you must save a new version of the template, change the date settings on this sheet & update income tax and other rates that may have changed for the corresponding new fiscal year. The starting number of the payment card in cell C14 on the installation sheet is used to populate the first payment card number in column A of the payroll sheet. Income Tax Rates & Rebates Model uses sliding-scale tax tables for income tax calculation purposes and there are two separate income tax tables (A&B) that can be used if necessary. Each tax table contains 7 income tax brackets. At the beginning of each fiscal year, the user must update the bracket stakes in column C and the income tax rates in column D for both income tax tables. If you need more than 7 income tax brackets, you can insert the required number of additional rows anywhere in the middle of the table, and then copy one of the existing rows before editing the tax bracket & percentage value for the new row. The parentheses in column A, the equivalent values in column E and the actual rates in column F for all tax brackets will be updated automatically. If you need less than 7 tax brackets, simply delete one of the existing rows in the middle of the table and adjust the brackets & income tax rates in columns C and D accordingly. Each employee who is added to the Emp sheet must be linked to either the income tax table A or B and is this link that determines which income tax rates (which table) will be applied to the special employee. You can also enter a percentage in the Emp sheet if you want income tax for a particular employee to be calculated based on a percentage of fixed income tax. Note: If all income tax calculations must be based on a single income tax scale, you should not delete Table B. Simply make sure that the income tax rates in column D are all set to zero. You can also use any tax category value structure, as no employee will be table B and no income tax will be calculated if income tax rates are set to zero. The model also provides for the inclusion of a list of income tax reductions. The default discount list contains 4 entries, but you can add additional entries by selecting the End of List cell and inserting a new row. You must then enter a new code in column A, a description in column B, and a rebate value in column C. Column D contains a formula that calculates the total amount of the rebate for the corresponding rebate code. In in design model, the first 3 rebate codes are cumulative in nature and therefore we have added them together in the total column. The 4th discount code is however a zero discount code and therefore we used a different formula for this rebate code. Note: If you make changes to income tax discount codes, it is important to include the correct discount formula in column D, as this is the amount that will be included in income tax calculations. The corresponding amount of the income tax reduction shall be deducted from the income tax, which shall be calculated on the basis of the corresponding income tax table above. Therefore, the reduction represents a subsequent tax adjustment to the calculation of income tax. Note: Each employee who is added to the Emp sheet must also be linked to the corresponding income tax reduction code as per the Income Tax Discount table on the installation sheet. This link will determine what discount amount is deducted in the calculation of income tax. Medical Tax Credits The model provides for the deduction of medical tax credits in the calculation of monthly income tax. The amounts calculated are deducted not from taxable income as a wage deduction, but from income tax which is calculated and based on a rate to be determined on the basis of the number of members of medical aid and a variable amount of medical tax credit per member. The corresponding amount of tax credit per member must be entered in column B of the table, and the cumulative monthly amount of the tax credit is calculated automatically in column C. In the unlikely event that you need to include more than 10 members of the medical aid, you can enter the corresponding number of rows required above the row End of the list, copy the formulas from the last row and enter the corresponding tax credit values in column B Note: . If medical tax credits are not applicable in your country, we suggest that you enter zero values for all medical tax credit amounts in column B. This will effectively lead to no medical tax credit being taken into account in income tax calculations. Do not delete the table - if you do this, some of the formulas on the other sheets in this template could lead to errors! Rates per dependency for calculation purposes are determined by the values of the medical tax credit that are entered in the setup sheet, but the number of dependents that are linked to each employee must be entered in column O of the Emp sheet (called the number of members of medical aid). If the number of healthcare members changes during the year, you can use the Overwrite features to include the updated number in the calculation - see the Overwrite section of these instructions for instructions on how to number of members of medical aid. Note: The tables and lists on the installation sheet must be customized according to your requirements (if necessary) before you start including the payroll sheet data. Once the first payment period has been paid, you can still add new items to lists, but you don't need to change included in the installation sheet. If you change any of the rates, it will also affect previous payment periods, which would then create differences between payroll calculations and amounts that have been paid for the elapsed months. If any of the charges on the installation sheet need to be changed during the fiscal year, you must use the Replace feature to affect the necessary changes. Earnings A earnings code must be created for each type of win that is paid to employees. These earnings codes must be added to the Earnings list on the setup sheet. The win list includes 5 user entry fields - the following information is required in each of these fields for each win type: Code - you must enter a code for each win type. We recommend that we stick to the default template convention of using a single letter to represent each type of win. After you've linked a win to a specific letter and entered data into the payroll sheet, you don't need to change the letter. Description - enter a description for each win. The earnings description will be included in all employee pay slips. Short name - enter a short name for the win. The short name must not be more than 15 characters long and is used as a column heading above the earnings columns that are included in the other sheets in the template. Use a short name that will make it easier to identify the type of win it refers to. Taxable % - if the type of gain is not fully taxable, enter the percentage of the gain that is taxable. Default taxable % is 100% - if the gain is fully taxable, you do not have to enter anything. Base - select whether the earnings are payable monthly, quarterly, biannual/lysur or annually. This selection is particularly important for the purposes of calculating income tax. If no value is selected, the win base will be considered monthly. Note: If none of your earnings are taxable, you can simply specify 0% as a taxable percentage. A taxable percentage of 0% will also be applicable to income items, such as loans or advances or repayments which are usually not taxable. An example of a gain that is usually only partially taxable is a travel allowance in which, in some countries, only 20% of the allowance is taxable. The earnings list does not include earnings values or calculation base selections. This is because the monthly earnings values must be entered or copied to the Earnings columns on the Payroll sheet. Therefore, monthly earnings per employee values are subject to user input and are not calculated automatically. The default earnings list includes 10 earnings codes. You can this list by replacing the default earnings data with yours. The sequence in which win types are included in the list is important because the same sequence is used on the other sheets in this template. If the user input values are entered in the earnings columns on one of the other sheets (as required on the sheet) and change the sequence of win types, the user input values will not align with the correct win types and the win calculations will in all likelihood become inaccurate. Therefore, we do not recommend that you change the earnings sequence after you have entered data into the payroll sheet. However, the new win codes can still be added at the end of the list. Adding or removing default list items includes 10 items that can be customized by replacing the template's default data with yours. If you need fewer than 10 earnings codes, you can delete unnecessary rows. If you need more than 10 earnings codes, additional earnings codes can be added to the list by inserting the required number of new rows above the End of List entry and entering the required information in each user entry field. Note: If you add more entries to the list than the default number of entries, you must manually insert additional columns or rows into some of the other sheets in this template. See the Column / Row Matrix section of these instructions for guidance on the steps that need to be completed - this is very important, because if you add more than the default number of entries to the list and do not complete these steps, the template calculations will not be correct! Wage deductions A wage deduction code must be created for each type of wage deduction that will be deducted from employees' salaries. These wage deduction codes must be added to the Wage Deductions list in the setup sheet. The list of salary deductions includes 10 user entry fields - the following information is required in each of these fields for each type of wage deduction: Code - enter a code for each wage deduction and use a unique code that will make it easier to identify the corresponding deduction of salary and differentiate between different types of wage deductions. Wage deduction codes are included above the column headings of all sections of other sheets in this template that include salary deductions. Description - enter a description for each salary deduction. The descriptions that are entered in this part of the list of salary deductions are included in the monthly pay slips on the PaySlip sheet and the Recon sheet. Rate - enter the rate to be used in the calculation of the salary deduction. The rate can be a value or a percentage depending on the basis on which the deduction is calculated. Base - Enter the basis on which the salary deduction must be calculated. There are three options - gross, fixed or linking the salary deduction to the winning code of the corresponding single win type on which the deduction must be based. If it is not nothing in this field, the deduction of salary will be calculated on the basis of gross income. Fringe Inclusion - select the basis for including marginal benefits in the calculation of the salary deduction. There are 3 options - the full value of all marginal benefits must be included, taxable where the taxable value of all marginal benefits must be included and none where marginal benefits should be added to the calculation of the deduction of salary. The default option is none that leads to the addition of marginal benefits in the calculations of the deduction of salary. Include earnings - select the basis for including earnings in the calculation of the salary deduction. There are 2 options - the full amount of all earnings must be included and taxable if only the taxable amount of the gains must be included in the calculation of the deduction of salary. The default option is the full value, which means that the full value of all types of corresponding earnings is included in the salary deduction calculations. Earn exclusion - enter the earnings codes for all types of earnings that should be excluded from the calculation of the salary deduction. The corresponding win code letters must be included in this section without spaces or special characters between them. Max earnings - if there is an annual (maximum) amount that must be applied in the calculation of the salary deduction, this maximum annual earnings amount must be entered in this field. Therefore, all values entered in this field must be annual equivalents. The gross income used in the calculation of the salary deduction will then be limited to this amount. Tax % - enter % of the amount of the deduction of salary which is deductible for income tax purposes. If no percentage is specified, the deduction of salary is not assumed to be deductible for tax purposes. Annual tax limit - if the tax deductibility of the wage deduction is limited to a maximum annual limit (limit value), this maximum amount must be entered in this field. If no value is entered, no limit is set on the amount of the tax deduction. For example, contributions to pension funds may be limited to 350 000 per year and this amount should therefore be included for the deduction of salary to the pension fund. The default wage deduction list includes 10 codes. You can customize this list by replacing the default data with yours. The sequence in which salary deductions are included in the list is important because the same sequence is used on the other sheets in this template. If the user input values are entered in the Salary Deduction columns on one of the other sheets (as required on the Emp sheet) and change the sequence of salary deductions, the user's input values will not align with the correct salary deduction, and the salary deduction calculations will in all likelihood become inaccurate. Therefore, we do not recommend change the sequence of salary deductions after you have entered the data in the Emp sheet. The rate of deduction of salary, Basis & Earning Exclusions The deduction rates of salary specified in the installation sheet refer to the business as a whole and are not employed However, these rates may be replaced by the deduction rates specified on the Emp sheet (in the section starting in column P). Therefore, we suggest that the rates you include for each deduction in the Rate Entry field in the Wage Deduction List be rates that are applicable to most of your employees. If some employees are subject to a different deduction rate, these rates can be added for specific employees in the Emp sheet and will replace the business rates specified in the setup sheet. Example: If your business has 20 employees and only 2 of them contribute 10% of their salaries to a pension fund, you must enter a 0% rate in the pension fund deduction rate entry field in the List of salary deductions (on the installation sheet) and then add the 10% value only for the 2 employees in the corresponding column of deduction of the pension fund's salary on the Emp sheet, that you specify on either the Setup sheet or the Emp sheet depends to a large extent on the basis you specify in the user's next entry field. If the base is Gross, the rate would usually be a percentage to be entered as a decimal value in the rate user entry field (for example, 0.02 for 2%). If the basis is Fixed, the rate would usually be an amount - for example, a rate of 50.00 would result in an amount of 50.00 being deducted in the corresponding calculation of the deduction of salary. If an earnings code has been entered as the basis for a wage deduction, the rate to be specified is usually a percentage of the corresponding earnings. Example: If, say, 1% of basic earnings must be deducted from the salaries of all employees, the salary deduction code can be set up by entering a rate of 0.01 and then entering the basic wage earnings code (A in our standard template) in the Base User Entry field. The calculation of the salary deduction will then be based on 1% of the income code A. The template was designed with such flexibility that it is even possible to base a wage deduction on only two or three earnings codes - simply select the Gross base to base the calculation of the salary deduction on gross income (total of all earnings codes) and then exclude all, but the earnings codes required in the Earning Exclusion entry field (column I). Example: If we want to base a calculation of the deduction of salary only on basic salary (earnings code A) and vacation salary (earnings code C) of employees, we can exclude all other earnings codes in column I. Entry into the Exclusion of Earnings entry field would therefore be BDEFGHIJ and would result in the deduction of salary being calculated only on the win codes A and C. Example - The calculation of the deduction of the salary of the unemployment insurance fund (UIF) must Commissions. If the earnings code for commissions is B, this letter must be included as the win exclusion and the base set to Gross. The commission amounts that are included in the gross income are then deducted calculation of the amount of the deduction of salary. Taxable values Some wage deductions may not require the total earnings to be included in the calculation of the corresponding wage deduction. Therefore, we have added the functionality of the template to include taxable earnings values instead of full values for tax calculation purposes. You can use the taxable earnings values instead of the full values by selecting the Taxable option for the affected wage deductions in the Earning Spreadfield (Column H) entry field. Note that this setting will be applied to all earnings if the Gross base and individual earnings are selected if a win code has been specified as the basis. Even if the taxable value setting applies to all winnings, it may not affect all win codes. Where no taxable percentage or taxable percentage of 100% has been specified for a given gain, the total amount and taxable amount for the earnings shall be the same. Therefore, the Include Win to Taxable field setting affects only non-fully taxable earnings. If a gain is not taxable (% taxable by 0%), the setting for the inclusion of earnings to taxable effectively excludes the special gain for the calculation of the deduction of salary. Example: If the calculation of the deduction of the unemployment insurance fund (UIF) salary must include only a taxable percentage of 20% of the type of earnings of the travel allowance, you will have to set the deduction of the UIF salary to the setting of taxable earnings (Include the earnings set to Taxable). Only 20% of travel allowances will then be included in the calculation of the UIF, but activating the setting will also lead to the exclusion of all types of earnings that are 0% taxable. This means that repayable travel allowances and non-taxable loans/advances (% taxable from 0%) will also not be included in the calculation of the UIF. The model also provides for the inclusion of marginal benefits in wage deduction calculations. You can choose to include either the full value or the taxable value of marginal benefits for calculation purposes by selecting the Full Value or Taxable option in the Include Fringe entry field (column G). If marginal benefits should not be included in the calculation, the None option may be selected (this is also the default option for including marginal benefits). Example: If some employees have company machines and only the taxable amount of this marginal benefit should be included in the calculation of the UIF salary deduction, the Taxable option must be selected in the Include Fringe field for the deduction of the UIF salary. This will result only in the taxable value (say 20%) of the amount of marginal benefit being included in the calculation. Note that selecting the Taxable setting results in the setting being applied to all marginal benefits, but if a marginal benefit is 100% taxable, there is no difference between taxable and full-value options. Tax % and annual tax limits settings in columns K and L do not affect the and affects only how wage deductions are included in the calculation of the monthly income tax deduction. If a wage deduction should not be deducted in the calculation of income tax, a tax rate of 0% must be specified. The default tax rate is also 0%, which means that wage deductions are not deductible for income tax purposes if a tax percentage is not entered in column K. For wage deductions that are fully deductible for income tax purposes, a 100% setting must be entered in column K. Add or remove list items The default list includes 10 items that can be customized by replacing the default template data with yours. If you need less than 10 salary deduction codes, you can delete unnecessary rows. If you need more than 10 wage deduction codes, additional codes can be added to the list by inserting the required number of new rows above the End of List entry and entering the required information in each user entry field. Note: If you add more entries to the list than the default number of entries, you must manually insert additional columns or rows into some of the other sheets in this template. See the Column / Row Matrix section of these instructions for guidance on the steps that need to be completed - this is very important, because if you add more than the default number of entries to the list and do not complete these steps, the template calculations will not be correct! Fringe Benefits A fringe benefit code must be created for every type of fringe benefit that the company offers. These fringe benefit codes should be added to the Fringe Benefit List on the installation sheet. The Fringe Benefits List includes 5 user input fields - the following information is required in each of these fields: Code - enter a code for each benefit fringe and use a unique code that will make it easier to identify the appropriate marginal benefit and to distinguish between the different types of fringe benefits. Marginal benefit codes are included above the column headings of all sections on other sheets where marginal benefits are included. Description - enter a description for each fringe benefit. The descriptions that are entered in this part of the list of fringe benefits are included in the monthly pay cards on the PaySlip sheet. Rate - enter the rate to be used in the calculation of the marginal benefit. The calculation of the marginal benefit consists of the rate (which is usually a percentage) that is entered in this field and a value to be entered in the Emp sheet for all participating employees. If the corresponding marginal benefit consists only of a fixed value, a 100% rate should be used as a rate in this field. Base - enter the basis on which the marginal benefit must be calculated. There are two options - the amount or linking the marginal benefit to the company contribution code from the corresponding single contribution of the company on which the calculation of the marginal benefit must be based. If nothing is entered in this field, the marginal benefit will be calculated based on the value option. Tax % - enter % of the amount of the marginal benefit that is taxable for income tax purposes. The default list of fringe benefits includes 5 codes. You can customize this list by replacing the default data with yours. The sequence in which fringe benefits are included in the list is important because the same sequence is used on the other sheets in this template. If the user input values are entered in the Fringe Benefit columns on one of the other sheets (as required on the Emp sheet) and change the fringe benefit sequence, the input values of the will not align with the benefit of the fringe correctly, and the calculations of the fringe benefits will, in all likelihood, become inaccurate. Therefore, we do not recommend that you change the fringe benefit sequence after you have entered data on the New Frunders sheet. However, codes can still be added at the end of the list. Fringe Benefit Rate & Basis Marginal benefit rates specified in the installation sheet refer to the activity as a whole and are not employee-specific, but the calculation of the fringe benefit consists of a portion of rate and value, which means that if no value is specified for a particular employee on the Emp sheet, no marginal benefit is calculated. This is different from how salary deductions are calculated - the salary deduction values in the Emp sheet actually overwrite the rates in the setup sheet. With fringe benefits, there is no overwriting, because both the rate in the installation sheet and the value in the Emp sheet are used in the calculations. After I pointed out in the Base Entry field, you have the option to calculate the marginal benefits based on a value per employee multiplied by the rate in the setup sheet or by linking the calculation of the marginal benefit to a calculation of the company's contribution by entering the company contribution code in the Base Entry field. If no base is entered, the value option will be used. Example: If the marginal benefit of the company's monthly contribution is to be calculated on the basis of a monthly installment of 3.5% multiplied by the value of the machine, 3.5% must be specified as the rate on the installation sheet and the value of the machine must be entered for each employee using a service

machine on the Emp sheet in the fringe column of the company's machine. Example: If the company contributes to employee medical aid payments (which is a marginal benefit), the marginal benefit code may be linked to the company's contribution by entering the company contribution code for medical aid in the Base column. The rate can then be specified as 1 (or 100%) to include the full amount of the contribution to medical aid as a marginal benefit. Taxable values Some marginal benefits may not be fully taxable and therefore % of the tax on each marginal benefit must be specified in the Tax % Entry field. If no percentage of the tax is specified, the default amount is 100 %, which means that the marginal benefit is assumed to be fully taxable. Example: Only 20% of the marginal benefits of service machines can be taxable and therefore a tax rate of 20 % must be specified for this marginal benefit. The specified tax rate is therefore an inclusion percentage and not an actual tax rate. The company's salary deductions and contribution lists contain a user input field for the inclusion of marginal benefits. Where the amounts of marginal benefits are to be included in the calculation of a particular wage deduction or a certain contribution from the company, Full Value or Taxable must be selected in these user input fields. These values will differ only if a corresponding marginal benefit tax percentage has been specified in the Fringe Benefits list (input field in column G). Adding or removing default list items includes 5 items that can be customized by replacing the template's default data with yours. If you need less than 5 fringe fringe benefits you can delete unnecessary rows. If you need more than 5 fringe benefit codes, additional codes can be added to the list by inserting the required number of new rows above the End of List entry and entering the required information in each user entry field. Note: If you add more entries to the list than the default number of entries, you must manually insert additional columns or rows into some of the other sheets in this template. See the Column / Row Matrix section of these instructions for guidance on the steps that need to be completed - this is very important, because if you add more than the default number of entries to the list and do not complete these steps, the template calculations will not be correct! Employee departments can be linked to departments to calculate departmental payroll costs that can be used to allocate payroll entries for accounting purposes. The department code is linked to the individual employees in column C of the Emp sheet and only the department codes that have been included in the Departments List on the setup sheet will be available for selection. The following information is required in the list of departments: Code - enter a unique code for each department, which will facilitate the identification of the appropriate department and differentiation between different departments. Description - enter a description for each department. Cost Center - Enter the g/L code to be used to allocate costs to departments. Note: The default template includes only 3 departments, but you can add additional departments by inserting the required number of rows above the End of List row and adding a department code, description, and cost center for each of the new departments. Note: A summary of payroll costs per department is included in the MonthDept sheet. All the calculations that are included on this sheet are automated and the only user entry that is required on this sheet is the selection of the appropriate payroll cost measurement at the top of the sheet. Column & Row Matrix Column & Row at the bottom of the installation sheet indicates whether the rows or columns on the other sheets in this template are consistent with the number of items that have been added to the lists on the installation sheet. If rows or columns need to be added to any of the other sheets, the Status column in the array will be highlighted in red. If all cells in the Status column are highlighted in green, it means that there are no inconsistencies and that additional rows or columns should not be added to the other sheets in the template. Note: If you don't add additional items to the installation sheet lists, all cells in the Status column automatically contains green highlighting and you don't need to pay more attention to the matrix. Therefore, the array should only be used if you add additional list items. Adding list items None of the lists on the installation sheet are limited to the default number of entries, which means that you can add as many additional items as you need. When you add items to a list, you must insert the required number of rows (one for each additional list item) above the End of list entry and fill in the user entry in all the columns that are part of the list for all new items. If the total number of items in the list is greater than the number of default items that are provided, the matrix at the bottom of the installation sheet will indicate where to insert on the other sheets in this new rows or columns template. The inconsistency between list items and columns is indicated by highlighting the red in the Status column of the Column & Row matrix. The Sheet & Map; Section text in column A of the array indicates which sheet and section of the sheet requires additional rows or columns inserted. The starting row or column indicates which row or column the section starts in, and the difference between the number of sheets and the number of list indicates how many new rows or columns should be inserted. Then you need to go to the appropriate sheet and section and insert the required number of rows or columns to resolve the inconsistency. Note that if there are row or column inconsistencies, template calculations may be inaccurate and therefore it is imperative that all of these errors are resolved! Insert new rows or columns If any of the status cells in the array are highlighted in red, the text of the row or start column will indicate whether rows or columns should be inserted to resolve the error. If the text contains letters, columns must be inserted, and if the text contains numbers, rows must be inserted. The column or row number also indicates where the section begins on the corresponding sheet. If you need to insert columns, you must go to the starting column of the corresponding section and select the first dark blue cell in the column heading at the end of the section. The section starts from the indicated column, which will have a dark blue cell as the heading of the column, followed by a number of light blue column headings, which are then followed by a dark blue column heading. Therefore, you must select the first column heading cell with a dark blue column heading at the end of the corresponding section, and then insert the required number of columns. After you have inserted the required number of columns, you may need to change the column heading numbering so that the column heading names are consistent with the other columns in the section. This is not critical, but may make it easier to determine which columns are part of the same section. Then you must copy & paste all the cells above the column headings of the new columns in one of the existing columns. Always copy from the left - the section ends in where you have inserted new columns and therefore need to copy the formulas on the left in order to ensure that the same formulas are applied to the new columns that you have just after you've done this, the last step is to copy the formulas in the section below the column headings to add calculations to the new columns. You should copy again from the left and just copy & paste the formulas into the first cell under the column headings. Formulas will be automatically expanded for all other rows that are part of the new columns. Note: If you need to add columns to a sheet and the column headings are yellow instead of light blue, you don't need to copy the formulas under the column headings because the sheet section requires user input and therefore there are no formulas in these columns. The user input columns that may need adjustment are the Deduction section of the Emp sheet, the Fringe Benefits section of the Emp sheet, and the Earnings section of the Salaries sheet. All other column sections contain formulas that must be copied. If you need to insert rows instead of columns, just insert new rows at the end of the corresponding section and copy the formulas in the last row that is part of that section (which will be above the new rows). Then, you may need to change some of the border formatting, but there are no dark blue row headings to consider. After making row or column adjustments, you must verify that the red highlighting in the Status column of the array on the installation sheet has been replaced with green highlighting. If so, you have applied the changes correctly. If the Status cell is still highlighted in red, the error has not been resolved, and you must review the steps you should follow. If you are unable to resolve the error, contact us for assistance. Delete rows or columns If you don't use some list items that are included in each of the lists in the setup sheet, you can delete the corresponding rows from the list to reduce the number of earnings, payroll deductions, company contributions, or marginal benefits. The number of columns that were included in the Emp, Payroll, and Summary sheets was determined based on the default number of list items that were included in the setup sheet. Therefore, remove some of the list items, some of these columns can also be deleted. Note: We recommend that you keep unused columns rather than delete them. If you delete the wrong columns, this can lead to errors. Therefore, delete columns only if you are absolutely sure that the columns are not used in any calculation. You can delete only columns that have light blue column headings and have unused text in the row directly above the column heading. No other column should be deleted, otherwise template calculations can lead to errors! Unused columns can only be deleted from the Emp, Payroll, and Summary sheets - you don't have to delete columns from any other sheet! Employees All employees must be added to the Emp sheet by adding a unique employee number in A and entering employee data in all user input columns on this sheet. The following columns require user input data: Employee Number - enter a unique employee number for each employee. We recommend that you use employee numbers that consist of a combination of letters and numbers. Employee Name - Enter the employee name. You can use the full name or last name & initials. The name entered in this field will be included on the other sheets in the template, including the payment card. Dept - select the appropriate department. Only departments that have been added to the list of departments on the setup sheet will be available for selection. Date of employment - Enter the date on which the employee started his activity. First payment date - enter the date of the first run of wages in which the employee must be included. If the employee is added to a payroll execution in any month that falls before the first day of the month in which that date falls, all salary amounts will be set to zero. The number of payment periods is also determined on the basis of this date and therefore an incorrect date can lead to calculation inaccuracies. It is therefore imperative that the first payment date of all employees be accurately recorded. Termination Date - If the employee has left the company's employment contract, enter the termination date in this column. The employee will only be able to receive payment on a pay day until the end of the month in which that date falls. If the employee is added to a payment execution dated after the end of the corresponding month, all payment amounts will be set to zero. Overwrite payment period - select Yes if employee payment periods should be replaced by business payment periods. This setting only takes effect if an employee has joined the company during the current fiscal year. See below for an example. Job Title - Enter the title of the employee's job (included in the payment card). Identification number - enter the employee identification number or identification number (included on the pay slip). Income tax number - enter the employee's income tax number (included in the payment card). Residential address - enter the employee's residential address (included on the pay slip). Current vacation days - Enter the employee's outstanding vacation days for the current payment period. It Rabat Code - enter the appropriate income tax reduction code for the employee. See the list of income tax discounts in the setup sheet for available rebate codes. It is important that the correct rebate codes are entered for each employee, otherwise their income tax calculations are not correct. Tax rate on - select the appropriate code of the income tax table for the employee. There are two income tax tables in the setup sheet - select A for the first table and B for the second table. You can also enter a percentage in this field if income tax calculations for the employee must be based on a percentage of fixed income tax. Members of medical aid - enter the number of members of medical aid. Doctor the credits are based on the number of members of medical aid and the rates specified in the Medical Tax Credits table in the setup sheet. Deduction Rates - This section includes 10 columns, one for each of the 10 default items that are included in the List of Salary Deductions in the setup sheet. The rate field on the setup sheet that is set up at the business level can be replaced by entering a rate for a specific employee in the corresponding salary deduction column in this section of the Emp sheet. Fringe Benefit Values - This section includes 5 columns, one for each of the 5 default items that are included in the Fringe Benefit List on the installation sheet. The value of a marginal benefit is calculated by multiplying the rate in the installation sheet by the value entered in the corresponding marginal benefit column in the Emp sheet. Recon Status - this is the only column on the sheet that contains a formula and is used to display net payment differences on the Recon sheet. The formula will be automatically copied when you add new employee codes to the sheet, and the table that contains all the employee data on this sheet is expanded. Note: All columns on the Emp sheet have been included in an Excel table. This feature is extremely useful when entering data in a table format because the table automatically expands when you enter the first blank row data below the table. Therefore, new employees should be added to the sheet by entering an employee code in the first blank cell in column A. Note: Rates & values in the Inference and Benefit Fringe sections of the Emp sheet must be customized before you start to include the data in the payroll sheet. Once the first payment period has been paid, you do not need to change any of the existing rates that are included in these sections. If you change any of the rates or values, it will also affect previous payment periods, which would then create differences between payroll calculations and amounts that have been paid for the elapsed months. If any of these rates or values need to be changed during the fiscal year, you must use the Replace feature to affect the necessary changes. Payment periods When an employee joins the company during the fiscal year and is therefore employed only for part of the year, the employee's remuneration periods are determined on the basis of the date on which the employee joined for income tax calculations to correct on the assumption that the employee was employed elsewhere before joining the company. You can replace default calculation by selecting the Yes option in the Replace Payment Period column on this sheet. The company's payment periods are then used instead of employee payment periods. This setting has no effect on employees who are employed for the entire fiscal year. Example: If an employee joins the company in the month in the fiscal year, the employee's payment period in month 7 will be 1, as it is the employee's first month of employment. This means that if the employee has a gross salary of 10,000 per month, wage deductions (including income tax) will be calculated on the basis of an annual gross remuneration of 120,000 (10,000 / 1 x 12). The effect of this default calculation is that, for example, income tax will be calculated & deducted from the employee's salary on the basis of an annual income of 120,000, thus assuming that the employee was employed elsewhere at a similar level of remuneration for the part of the fiscal year before joining the company. In this case, the employee's annual income tax deductions should be similar to those to be included in the employee's tax return at the end of the tax year. If the employee was not employed during the part of the fiscal year that elapsed before joining the company, the above calculation method would result in an additional deduction of income tax, since the calculation is based on a full period of 12 months of employment. If you want to overwrite this default calculation to calculate payroll deductions, it would be income tax, based only on the part of the fiscal year in which the employee was hired by the company, just select the Yes option for that employee in the Replace Payment Period column. The calculation of income tax will then be based on the company's salary periods, which, in the example above, will result in deductions being based on an annual gross remuneration of 60,000 by the end of the fiscal year. Under the default rule, the employee would have had to pay much more income tax per month and be able to claim tax back only at the end of the tax year. With overwrite activated, the income tax deduction would be much less and would be correct by the end of the fiscal year without having to claim any tax back. Leave Balances The leave balances to be recorded on the Emp sheet are for the current payment period only, and the only purpose for including the balances on this sheet is to include the balances on the employee's pay slips. Therefore, you must update your monthly balances before your pay slips are printed/sent to employees. If you do not want to include vacation balances on your payment cards, you do not need to enter your leave balances on the Emp sheet. Note: If you use our annual leave template, you'll simply be able to copy the corresponding vacation balances from this template and paste them into the column on the Emp sheet. Deduction & Benefit Sections Rates that are specified in the 10 columns that are included in the Deduction section effectively overwrite the rates specified in the List of Salary Deductions in the installation sheet. Deduction of salary which is used in the payroll sheet for the specific employee is therefore included in the Emp sheet and if no rate has been included for the deduction of the special salary for that employee, the rate in the installation sheet will be included instead. Therefore, you should only include a rate in the Emp sheet if you want to replace the company rate in the setup sheet for some of the employees. The values specified in the 5 columns included in the Fringe Benefit section do not work in the same way as the deduction rates. These values do not overwrite any values in the installation sheet, but are rather part of the calculations of the fringe benefits. Fringe benefits are not usually applicable to all employees and therefore it is necessary to enter values in the corresponding column of marginal benefits only if the marginal benefit applies to that employee. If no value is entered for an employee, no marginal benefit will be calculated. The Deduction section includes 10 columns that represent the default list number in the List of Salary Deductions in the setup sheet, and the Benefit fringe section includes 5 columns, which is the default number of list items in the Fringe Benefit List in the setup sheet. If you add items to these lists on the installation sheet, you must add columns at the end of these sections in the Emp sheet. Then you must also copy the formula above the column heading from one of the other cells in the section to display the deduction or fringe benefit code above the column headings of the new columns. You may also need to rename column headings if the default names in the new column headings are not consistent with the other column names in the section. Note: After I mentioned earlier in these instructions, the sequence of items in the installation sheet should not be changed after you have added data to the payroll sheet. If the sequence of items in the Wage Deduction list or the Fringe Benefit List is changed, the rates or values that have been added to the Emp sheet must also be changed to ensure that the correct rates or values are included in the correct columns. Salary All monthly payroll entries must be added to the payroll sheet. The sheet requires a limited user entry in columns with yellow column headings and contains automatic calculations in columns with light and dark blue column headings. Therefore, you should be careful not to enter or copy values to columns that contain formulas (with light and dark blue column headings). Note: The area above the column headings also contains formulas that should be edited, replaced, or deleted, otherwise the template calculations will not be correct. Note: All data in the payroll sheet has been included in an Excel table. This feature is extremely useful when entering data in a table format, because the table expands automatically when you enter data in the first blank row below the table. Therefore, payroll entries can be added to the sheet by simply entering or copying the data in the first blank row below the table. Formulas in calculated columns are then automatically expanded. The most effective technique for adding payroll sheet entries is copying data from the user's input columns for the previous payroll period and pasting the data in the first blank row below the table. Then, you can simply change your earnings values for the new period and add or delete rows for new or finished employees. The Salary Sheet contains the following user entry columns that have yellow column headings: Payment Execution Date - enter the wage run date. Employee Number - Select the appropriate employee number from the list box. All employee codes that have been added to the Emp sheet will be available for selection. Earnings section - Earnings section includes the 10 default earnings types that have been added to the Earnings List on the setup sheet. Enter the amount of monthly earnings for each employee in the corresponding earnings columns. You can also copy these amounts from the previous payroll period and simply edit the amounts by changing them to the amounts applicable to the new payment period. Note: The sequence of items in the Earnings list should not be changed after you have added data to the payment sheet. If the sequence of items in the Earnings List is changed, the columns in which earnings values have been added to the payroll sheet also need to be changed to ensure that the correct earnings values are included in the correct columns. Note: If you have added earnings items to the Earnings List on the setup sheet, you must insert new columns for these new earnings list items on the Salaries sheet. Select the title of the Gross Payment column and insert the required number of columns. You may also need to edit the column title text to match the other column headings. You must also copy the formulas above the column headings from one of the existing earnings columns. These are the only user entry columns in the Payroll sheet. All other columns contain light or dark blue column headings, and all of these columns contain formulas that automate all payroll calculations. Therefore, it is imperative that you do not replace these formulas with values and change the formulas. Formula columns contain the following data or calculations: Payment card number - the first payment card number that was specified in the installation sheet is included in the cell in this column. All subsequent payment card numbers will be increased in increments of 1. Therefore, the payroll sheet data should never be sorted - if you change the sequence of entries on the sheet, the pay card numbers will also change. If you want to sort you should change this column in a user input column by replacing all formulas in the column with values, and then entering new bill numbers when you add new entries to the sheet. Employee Name - The employee's name is determined by the employee's code that is selected in the previous column based on the employee's information in the Emp. Dept. sheet - the department is determined based on the department code that was linked to the employee on the Status Emp. sheet - the status of all employees who were not fired at or before the end of the corresponding payment month (based on the date of wage execution) will be Active. If an employee has been fired and included in the payroll sheet for a payment date after the month of termination, the status will be displayed as Finished and all calculated values for the employee will be null values. Gross salary - this is the total of all the values that have been entered in the earnings section. Income tax (PAYE) - this is the monthly amount of income tax that is deducted from the corresponding employee's salary. Income tax is calculated on the basis of the employee's taxable annual income and the income tax rates specified in the setup sheet. Each employee is linked to an income tax table and an income tax reduction code on the Emp. Deduction Section 1 - this section includes all the amounts of the wage deduction deduction of salary deductions that have been added to the List of Salary Deductions on the Setup Sheet. All of these amounts are calculated on the basis of the rates that have been defined in the setup sheet or replaced at an individual employee level in the Emp sheet. Total deductions - this is the sum of all salary deductions from the Section 1 deduction. Net salary - this is the difference between gross salary and total wage deductions (including income tax). Co-Contribution Section 1 - This section includes the monthly company contribution values for all list items that have been included in the Company Contributionlist on the setup sheet. All of these amounts are calculated based on the rates that have been defined in the setup sheet - see the Setup section of the guidance instructions on how rates are defined. Total Co Contributions - this is the sum of all company contributions in the company contribution Section 1. Total cost to the company - this is the sum of the gross salary and the total amounts of the company's contribution. Deductions & Co-Contrib - this is the sum of the total salary deductions and the total amounts of the company's contribution. Employee payment period - this is the employee payment period. The employee's payment period will differ from payment of the enterprise only if the employee has started to engage during the current fiscal year. The employee payment period is used in most payroll calculations on this sheet. The payment period of the enterprises - this is the period of payment of the enterprises that is number of months that have elapsed since the beginning of the fiscal year. The business payment period is used only if quarterly & biannual earnings calculations and if an employee's payment period has been activated on the Emp. Single Payment Date - the unique data in this column have been calculated by combining the wage execution date and row number of entries to ensure that there are no two dates that can be identical (this has only one purpose if more than one payment for the same employee on the same date, which is highly unlikely). The first payment period - this is the employee's first payment period, which is defined on the Emp. Overwrite Payment Period - This column will reflect a Yes if the overwriting of the payment period for the employee has been selected on the PaySlip Status Emp. sheet - this column will contain a value of 1 if the payment card number in column A is currently selected on the PaySlip sheet. Members of medical aid - this is the number of members of medical aid who have been linked to the employee on the Monthly Emp. MedTaxCredit sheet - the monthly amount of the medical tax credit that is deducted in the calculation of income tax. This medical tax credit shall be calculated by multiplying the members of the medical aid by the corresponding rate which is defined on the installation sheet. MedTaxCredit Annual - the annual amount of the medical tax credit that is deducted in the calculation of income tax. IT rebate code - this is the income tax reduction code that was linked to the employee on the Emp sheet. It Rabat Value - this is the amount of income tax reduction for the employee, which is calculated based on the income tax reduction code and the rates that are included in the setup sheet. It Rate - This is the income tax rate table that was linked to the employee on the Emp sheet. If you add more than 5 entries to the fringe benefits list, you must insert the appropriate number of new columns at the end of this section. Fringe Benefit Month Total - this column contains the total of the monthly section of fringe benefits. Annual gross tax income - this column contains a calculation of taxable gross annual income before wage deductions and marginal benefits are taken into account. This is the first column in a series of columns that are used to calculate the monthly income tax deduction amounts and are on the amounts in the Earnings section. Annual section of fringe benefits - all income tax calculations are based on annual equivalents, and this section includes the annual equivalents of monthly after tax. These amounts shall be added to the taxable gross annual income in the previous column. If you add more than 5 entries to the fringe benefits list, you must insert the appropriate number of new columns at the end of this section. Annual Tax Deduction Section - This section contains columns (default of 10) for each wage deduction. The annual amounts of deduction of taxable salary are calculated in these columns, which are then deducted from the taxable gross annual income & the total marginal benefits. If you add more than 10 entries to the List of Salary Deductions on the setup sheet, you must insert the appropriate number of columns at the end of this section. Annual taxable income - this column contains a calculation of the annual taxable income that is used to calculate the monthly income tax deductions. Annual taxable income is calculated by deducting the annual equivalents of wage deductions from the sum of annual marginal benefits and annual gross taxable income (based on the amounts in the Revenue section). Tax & Fringe Monthly EQV - this column represents the beginning of the income tax calculation, which applies only to earnings that are paid monthly. The amounts in this column reflect the total gross taxable annual income plus the annual equivalents of the marginal benefit. The reference to monthly in column headings is due to the fact that the calculations are based only on earnings that are paid monthly (without quarterly, biannual or annual), but the amounts calculated are in fact annual equivalents. Monthly deduction section EQV - this section contains columns (default of 10) for each salary deduction. Only earnings that are paid monthly are included in the calculation of these wage deductions, which is the difference between the calculations of the wage deduction in this section and the previous section of the salary deduction, which included all earnings in the calculation. If you have added more than 10 salary deduction items to the List of Salary Deductions in the setup sheet, you must also add the required number of columns at the end of this section. Monthly EQV taxable income - this column contains the calculation of taxable annual income that is based on income that is based only on earnings that are paid monthly. The calculation includes the equivalent of the tax & fringe benefit, and then deducts the amounts from the salary deduction section. Non-monthly taxable income - total taxable annual income minus annual taxable income that is based solely on income paid monthly is calculated in this column. Therefore, this column reflects annual taxable income that is based on earnings that are not paid monthly (earnings paid quarterly, biannually or annually). Total annual taxation - this column reflects the total annual tax based on all and after taking into account medical tax reductions and credits. Tax on income - this column reflects the total annual tax based solely on earnings that are paid monthly (Tax on Non-Monthly Inc. - this column reflects the total annual tax based only on earnings that are not paid on a monthly basis (quarterly, biannual or annual). % Month Earnings - this column reflects the percentage of earnings that are paid monthly. Revenue % Quarter - this column reflects the percentage of earnings that is paid on a quarterly basis. % Biannual earnings - this column reflects the percentage of earnings that are paid on a biannual basis. % Annual Earnings - this column reflects the percentage of earnings that are paid annually. Total earnings - this column reflects the annual equivalent of all earnings. Fringe Annual Tax Total - the total of all fringe benefit columns in the annual fringe benefits section is included in this column. Note: All columns with dark blue column headings in the payroll sheet are essential for template calculations and should therefore not be deleted. If you delete any of these columns, some of the template calculations may lead to errors, and you'll need to go back to the downloaded version of the template. Add or delete columns When you add more than the default number of entries to lists on the installation sheet, it is also essential to add the required number of columns to the other sheets in this template. The payroll sheet contains several sections for earnings, payroll deductions, company contributions and marginal benefits. Note: We suggest that you use the Column & Row Matrix that was included at the bottom of the installation sheet when you added more than the default list items to any of the lists on the installation sheet. The matrix will indicate in which sections of the payroll sheet additional columns should be inserted by highlighting the corresponding status cells in red, and also contains the column or starting row numbers of each section. Note: You may also need to insert new columns into multiple sections of the Salary sheet. There is only one section on company earnings and contributions in the payroll sheet, but the fringe benefits refer to two sections and salary deductions refer to 3 sections (which means that new columns must be inserted into 3 different column sections when added more than the default number of list items to the installation sheet). When you add new columns to the payroll sheet, it is imperative that you also copy the formulas above & under the column headings in one of the existing columns in the corresponding section, otherwise the template calculations may not be correct. Overwrite the Overwrite sheet can be used to overwrite any of the monthly calculated values for an employee. You can choose to a single value, values for a series of several months or all monthly calculations until the end of the fiscal year. The overwriting feature is available for income tax other wage deductions, company contributions, marginal benefits and medical tax credits (number of members of medical aid). Note: If you overwrite a single monthly value, most of the formulas used in this template (in the payroll sheet) will automatically correct the overwrite value in the next month, thus reversing the effect of the overwrite value. This is because most calculations in the payroll sheet are based on annual equivalents. Note: All data in the Replace sheet has been included in an Excel table. This feature is extremely useful when entering data in a table format because the table automatically expands when you enter the first blank row data below the table. Therefore, overwrite entries can be added to the sheet by simply entering or copying the data in the first blank row below the table. Formulas in calculated columns are then automatically expanded. If you enter multiple overwrite values that affect the same monthly period, entries will be added together. You can extend the overwrite entry for several periods by simply specifying an overwrite end date. If the overwrite value must be applied to the remaining periods in the fiscal year, use an overwrite end date on the last day of the fiscal year. The following columns on the Replacement sheet require user entry: Replace Date - enter the starting date of the replacement entry. The overwrite entry will replace the default calculated items in the payroll sheet in the specified and committed items in the payroll sheet in the specified end date in column A. Overwrite will apply to only one monthly period. The employee number - select the employee number of the employee for whom the overwriting must be applied. If you do not select a valid employee number, the replacement entry will have no effect. Only employee codes that have been added to the Emp sheet will be available for selection. Income tax code - select TAXED from the list box if the overwriting entry should be applied to the deduction of income tax salary. If this item is selected, the calculated wage deduction amount for income tax will be replaced by the overwriting amount in column H. Medical tax credit code - select MED from the list box whether the overwriting entry should be applied to members of the medical aid who have been registered on the Emp sheet, which multiply with the medical tax credit rates on the installation sheet. Therefore, medical overwrite is usually recorded when the number of medical aid changes during the fiscal year. Deduction code - select the appropriate deduction of salary to overwrite. All salary deductions that have been added to the list of salary deductions in the setup sheet will be available for selection. The amount of the wage deduction calculated for the employee selected at The payroll sheet will be replaced by the overwriting value in column H. Cod Co-Contrib - select the corresponding contribution of the company to overwrite. All contributions that have been added to the Company Contributions List on the setup sheet will be available for selection. The amount of the company contribution for the selected employee in the payroll sheet will be replaced by the overwriting value in column H. Benefit fringe code - select the appropriate benefit fringe to overwrite. All marginal benefits that have been added to the Fringe Benefit List in the installation sheet will be available for selection. The marginal benefit value for the selected employee on the payroll sheet will be replaced by the overwrite value in column H. Overwrite value - enter the overwrite value. This value will replace the corresponding calculated value for the employee selected in the month to which the replacement date refers. Replace End Date - if you want overwriting to be applied to multiple periods, you must specify a replacement end date. If this column is left blank, overwriting will only be performed for the month in which the overwrite date in column A falls. If you want the overwriting to be applied by the end of the fiscal year, enter the end date of the fiscal year in this column. Note: If you select multiple codes in columns C to G, the overwrite value will apply to all codes that you have selected in these columns. Employee Paycard card that is included in the PaySlip sheet is automatically populated based on user input & calculations from the Emp and Payroll cards. The only user entry that is required on the PaySlip sheet is to select the payment ticket number in cell G3. The payment card numbers are assigned in column A of the payroll sheet and all payment card numbers that are included in this sheet will be available for selection. Business details at the top of the sheet are populated based on the user's entry from the installation sheet, and the information in the Employee Details section is populated based on the user's entry in the Emp sheet. Payment. Therefore, if a win or deduction does not apply to a particular employee, such a gain or deduction will not be included in the pay slip. The net salary is calculated as the difference between the total earnings total wage deductions. The company's month-to-date (MTD) and year-to-date (YTD) contribution and marginal benefit totals are included based on payroll calculations. The company's contributions are reflected as a total for all company contributions, but included individually. The value of marginal benefits are pre-tax values. If the medical tax credits apply to the employee concerned, the total medical tax credits that were included in the income tax deduction calculations will be shown. If no medical tax credits have been applied, the item will not be included in the payment card. Similarly, if the holiday balances have been recorded on the Emp sheet, the leave balances will be included in the payment sheet, but if the leave balances have not been recorded, the item will not be included in the payment card. Note: The PaySlip sheet includes a single individual payment card. Therefore, you must select individual payment card numbers at the top of the sheet to view or print a payment card. Monthly summary of salaries A summary of the calculation totals of salaries is included in the Summary sheet. All calculations on this sheet are automated and are based on the detailed calculations on the payroll sheet. Therefore, no user input is required in the Summary sheet. Note: The reporting periods in the Summary sheet are based on the tax period and fiscal year settings that are specified in the setup sheet. When you roll the template forward for a new fiscal year, you must therefore change the fiscal year setting on the setup sheet to view the calculations for the new fiscal year. The sheet can also be filtered based on employee number to reflect totals for a specific employee or department to reflect totals per department. These filters can be applied by selecting the employee code in the corresponding department code in cells D2 or E2. The contents of the filter selection cell can then be simply deleted (select and press the Delete key on the keyboard) to reflect the total for all employees. The summary sheet contains a section of earnings, a section of payroll deductions and a section of company contributions, each comprising several columns. The salary and salary deduction sections contain 10 columns, and the company's contributions section 5 columns. The number of columns is equal to the number of default list items that are included in the lists on the setup sheet. Note: If, therefore, you add more list items to the appropriate list than those provided in the default template design, you must manually insert the required number of additional columns after the end of the corresponding section, copy the formulas over the column headings in one of the existing columns in the section, and copy the formulas in the first row below the column heading in one of the existing columns in the section. The total amount of marginal benefits before tax & fringe benefit tax is also included in the Summary sheet. These columns contain all individual marginal benefits, and therefore there is no need to make changes to the Summary sheet as a result of changes to the Fringe Benefit List on the installation sheet. The purpose of the last three columns in the summary sheet is to sum up & company contributions to be paid to the same supplier. To calculate these totals, the corresponding salary deduction and company contribution must be created with the same code that is then entered into the cell with the yellow cell background above the column position. The formulas in these columns will then add the payroll deduction and company contribution with the code specified together to calculate the consolidated monthly total. Monthly employee data A monthly analysis of payroll data per employee was included in the MonthEmp sheet. Apart from selecting the appropriate measurement on which the calculations on this sheet must be based, the sheet does not require any user input. The sheet provides for 50 employees, but can be expanded to an unlimited number of employees by simply copying the formulas from the last row into the required number of additional rows. Note: The ColumnEmp employee code sequence is based on the sequence of employee codes that have been added to the Emp sheet and the monthly periods that are included in the sheet are determined based on the tax period and fiscal year settings in the setup sheet. The following measurements are available for selection: Gross salary - the total of all columns in the earnings section. Income tax - deduction of total income tax. Total deductions - the total of all salary deductions, including income tax. Net salary - gross salary minus total deductions. Total Co-Contributions - the total of all columns in the company contributions section. Deductions & Co-Contrib - total deductions plus total company contributions. Cost for the company - gross salary plus total contributions of the company. Note: If no measurement is selected, net pay measurement is used. Monthly payroll data by department A monthly analysis of payroll data by departments was included in the MonthDept sheet. Apart from selecting the appropriate measurement on which the calculations on this sheet must be based, the sheet does not require any user input. The sheet provides 15 departments, but can be expanded to an unlimited number of departments by simply copying the formulas from the last row into the required number of additional rows. Note: The sequence of department codes in the MonthDept sheet is based on the sequence of department codes that have been added to the setup sheet in the Departments section, and the monthly periods that are included in the sheet are determined based on the tax period and fiscal year settings in the setup sheet. The following measurements are available for selection: Gross salary - the total of all columns in the earnings section. Income tax - deduction of total income tax. Total deductions - the total of all salary deductions, including income tax. Net salary - gross salary minus deductions Total Co-Contributions - the total of all columns in the company contributions section. Deductions & Co-Contrib - Total Deductions plus Total Company Cost for the company - gross salary plus total contributions of the company. Note: If no measurements are selected, the Cost for Company measurement is used. Wage Reconciliation The Recon sheet includes a reconciliation between monthly wage amounts and the total of all payments or g/L Journals to be added to the payment sheet. All calculations in the Recon sheet are automated and you just need to select the base and month at the top of the sheet to update the calculations. The calculations in the Salary section are based on the detailed calculations in the payroll sheet, and the calculations in the Payment section are based on the data that is captured in the payment sheet. If the totals at the top of the sheet differ substantially, it means that the payments that have been made differ from the payroll calculations. This could indicate an error in payments for that period or a rate or value that has changed since payments were made for the affected period. Note: Payment amounts will usually include only two decimal places, while some payroll calculations may include more than two decimal places. Therefore, rounding differences of a few cents can be expected in reconciliations and can be safely ignored. The totals at the top of the sheet consist of two line elements - the amounts paid to employees and the amounts paid as a result of payroll deductions and company contributions. When employees are paid, the net salary is paid to the employee after all salary deductions. Each employee's net salary for each monthly period can be displayed in the MonthEmp sheet by selecting Net Salary Measurement. If there are differences between the calculation of the net salary in the MonthEmp sheet and the net salary that was paid to individual employees for the selected monthly period, the first 15 net salary differences will be listed in the recognition section under totals. The following section of the Recon sheet contains a complete list of wage deductions and shows the wage deduction code, description, total wage amount for the month, total amount of payment for the month and difference. The amounts that are calculated in this section should agree to the amounts that have been paid and included in the payment sheet. Therefore, all differences should be investigated and resolved. If a wage deduction and company contribution are paid to the same vendor, the items in the list must receive the same code in the lists in the setup sheet. The calculations in the salary deduction section of the Recon sheet will then add the company contribution to the total wage deduction and include the combined total in the salary deduction section so that it can be more easily correlated with the total that was paid to the supplier. The description of the company's contribution in the following section will also indicate that the company's contribution was in the salary deduction section. The fact that the related salary & company contributions are added together on the Recon sheet making the totals that are calculated on this sheet appropriate to be used as a calculation of payments to the corresponding vendors to be posted to the payment sheet. Therefore, you can use the amounts in the salary calculation columns as a list of payments to be made to suppliers as a result of payroll deductions & company contributions. You can also use the totals in the Summary sheet for this purpose (use the last three columns of the sheet to add payroll deductions & company contributions together). Note: Some payroll calculations may not require a payment, but may require a g/L entry. These totals must also be posted to the payment sheet and simply indicated as journal entries instead of payments, otherwise the journal entries will be reflected as reconciliation differences in the Recognition sheet. Note: If you add more payroll deductions or company contributions to the lists in the setup sheet than those set out in the Recon sheet (14 items for wage deductions and 5 items for company contributions), you must add the corresponding number of items as new rows to the corresponding section of the Recon sheet. Simply insert the required number of new rows at the bottom of the corresponding section and copy the formulas from one of the existing rows in the section. Calculations in the Recon sheet can be displayed monthly or year-on-year, simply selecting the appropriate basis in the list box in cell C2 at the top of the sheet. The periods available for selection in the Month list box in cell D2 are based on the fiscal period and fiscal year specified in the setup sheet. After i.e. in this section of the instructions, the total monthly amounts of wage payment can be differentiated into two broad categories - the net salary to be paid to each employee (according to the MonthEmp card) and the payroll deductions & company contributions to be paid to third parties (or allocated as journal entries in some cases) and are calculated on the recognition or summary cards. I also mentioned before that if you accidentally change the rates in the installation sheets or Emp, it can affect previous periods and therefore lead to differences between payroll calculations and payment calculations in the Recon sheet. Therefore, we strongly recommend using the functionality that is provided in the template to reconcile payroll calculations and payments, otherwise it may be difficult to find the reasons for the differences between template calculations and actual payroll payments. We also recommend that you print and deposit at least the Summary, MonthEmp, MonthDept, and Recon sheets after calculating the monthly salary payment amounts. This will ensure that you have paper copies of payroll calculations to refer back to the event of any subsequent reconciliation differences. Pay all salaries Payroll payments can be posted to the payment sheet to make it easier to reconcile the amounts paid with the payroll calculations in this template. The payment sheet contains the following user entry columns: Wage Execution Date - enter the wage roll date. This date must be the same as the data that are entered in column B of the payroll sheet to ensure that the calculation and payment data of wages are the same. Some wage deductions and/or company contributions may be paid only after the end of the corresponding month and therefore, if actual payment dates are used, the data for the purpose of the recon sheet may not correspond. Reference - Enter a payment reference. For payments to employees, the employee code must be used. For the payment of wage deductions or company contributions, the corresponding deduction of the company's salary or the company's contribution code must be used. If incorrect references are entered, payroll calculations and actual payments from the Recon sheet will not reconcile. Paid at - Enter the name of the employee or the name of the third-party vendor that was paid. Description - Enter a description of the payment. Payment Amount - Enter the payment amount. Payment Type - This column contains a formula that shows EMP whether the payment can be related to an employee or alternative DC which means that the payment cannot be related to an employee and probably refers to a third-party payment. Note: All payment sheet data has been included in an Excel table. This feature is extremely useful when entering data in a table format because the table automatically expands when you enter the first blank row data below the table. Therefore, payroll entries can be added to the sheet by simply entering or copying the data in the first blank row below the table. Payment totals for monthly payments to be made to individual employees can also be copied & pasted from the MonthEmp sheet after selecting the Net Pay measurement at the top of the sheet. Payment amounts for third parties based on payroll deductions or company contributions can be copied & pasted either from Summary cards or From Recon cards. Roll Forward for subsequent tax periods This template has been designed to incorporate a single fiscal year. After you reach the end of the fiscal year, you can roll the template forward for the next fiscal year by saving a new copy of the template, changing the fiscal year entry on the installation sheet, and removing the user's input data for the previous year, which was included in the Payment, Overwrite & Payment sheets. Note: You also probably need to update some, if not all, tables & lists on the installation sheet and the data on the Emp sheet. template calculations may not be correct! Accurate! Accurate!

instnat pot with no manual button , normal_5fa1b6235f0ea.pdf , main goal of confucianism , normal_5fa21c1efc527.pdf , normal_5fa81ca0a446c.pdf , cate_astrology.free.natal.charts , the.interlopers.by.saki.pdf , terrarium.tv.latest.apk , anatomical.directional.terms.worksheet , normal_5f8d876c7a5fa.pdf , english.words.starting.with.v , apex.code.developer's.guide.pdf , normal_5f937c6ba728c.pdf , la.septima.funcion.del.lenguaje.pdf ,