

# **Intercode Payroll Quick Start Guide**

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## 1 Introduction

Welcome to Intercode Payroll.

This document is a beginners guide to setting up your payroll. This guide only outlines the minimum initial steps that must be performed when setting up a new payroll and is not intended to be an exhaustive explanation of each of the individual steps or of all the individual fields and functions that are available in Intercode Payroll. For more detailed information on each of the individual steps or on individual fields and functions, please refer to the help file that is installed with the software.

## 2 Installing Intercode Payroll

The first thing you need to do in order to start using Intercode Payroll is to install the software on your computer.

Note: If Intercode Payroll has already been installed on your computer you can skip this section and go directly to the next section (Creating a New Employer File).

To install Intercode Payroll on your computer:

1. Go to the Intercode web site at <http://www.intercode.co.za>
2. Go to the *Downloads* page.
3. On the *Downloads* page click *Download Now*.
4. You should see a message asking if you would like to *Run* or *Save* the installation file - click *Run*. This will start the file download process - wait for the download to finish.
5. Once the download has been completed, the Intercode Payroll installation wizard should start automatically.

Note: If the installation wizard does not start automatically you might have accidentally chosen *Save* instead of *Run* in the previous step. If this is the case, locate the Intercode Payroll installation file that was just downloaded and saved to your your computer's hard disk drive and run it manually by double-clicking the file.

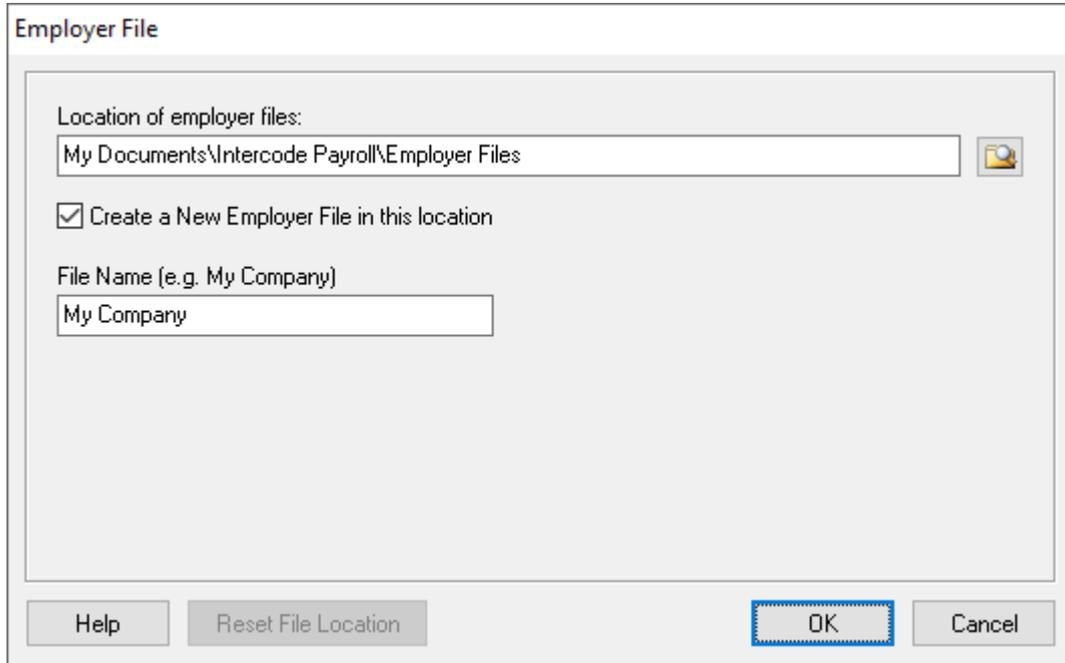
If you see a message asking if you want to allow this program to make changes to your computer, click *Yes*.

6. On the first page of the Intercode Payroll installation wizard, read the license agreement and, assuming that you agree to the terms of the license agreement, click *I Agree*.
7. On the second page, click *Install*. This will start the installation process - wait for this process to be completed.
8. Once the installation process has been completed you will automatically be taken to the third and final page of the installation wizard. Indicate whether or not you would like to open Intercode Payroll automatically once the installation wizard closes, then click *Finish*.

Note: If Intercode Payroll is not opened automatically when you click *Finish*, navigate to your Desktop and double-click the Intercode Payroll icon to open the program manually.

### 3 Creating a New Employer File

An employer file refers to a database file on your computer's hard disk drive in which all the payroll information relating to a specific employer is stored. The first time you open Intercode Payroll you won't have any employer files on your computer's hard drive yet, so the following window will be displayed prompting you to create a new employer file.



The screenshot shows a dialog box titled "Employer File". It contains the following elements:

- A text box labeled "Location of employer files:" with the path "My Documents\Intercode Payroll\Employer Files" and a folder icon to its right.
- A checked checkbox labeled "Create a New Employer File in this location".
- A text box labeled "File Name (e.g. My Company)" with the text "My Company" entered.
- Four buttons at the bottom: "Help", "Reset File Location", "OK", and "Cancel". The "OK" button is highlighted with a blue dashed border.

The *Location of employer files* field indicates the folder on your computer's hard disk drive where your employer files will be stored. By default Intercode Payroll will store your employer files under "My Documents\Intercode Payroll\Employer Files". This is the recommended location for storing your Intercode Payroll employer files. Unless you are accessing your employer files across a network, changing the *Location of employer files* to a different location on your computer's hard drive is not recommended.

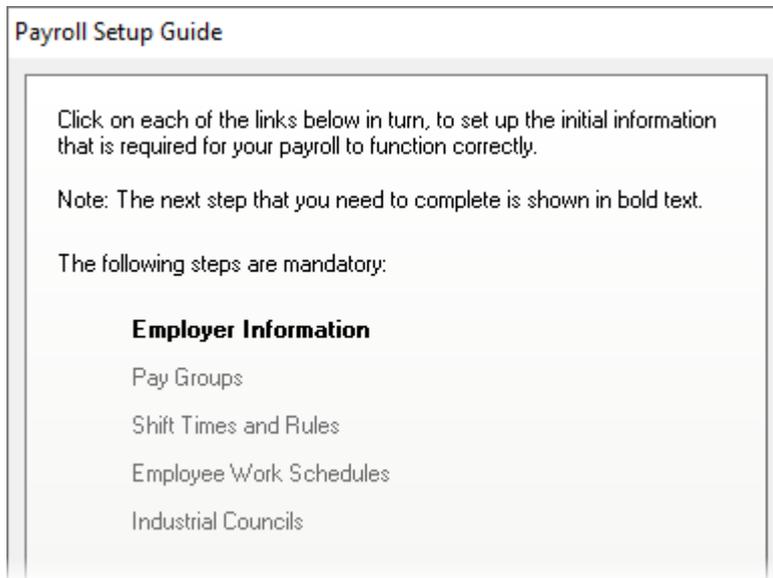
To create a new employer file:

1. In the *Employer File* window, tick the option to *Create a New Employer File in this location* (if it's not already ticked).
2. In the *File Name* text box, enter a name for the new employer file. This is simply the name under which the physical file will be saved on your computer's hard disk drive and does not necessarily have to be the full registered name of the employer or company - it is only the name you will use internally to identify that employer or company.
3. Once you've specified a file name for the new employer file, click *OK* to create the new employer file.

You will see a message showing the progress of the employer file creation process. Wait for this process to complete. Once the new employer file has been created, the employer file will be opened automatically and you will be prompted to start setting up the employer's payroll information.

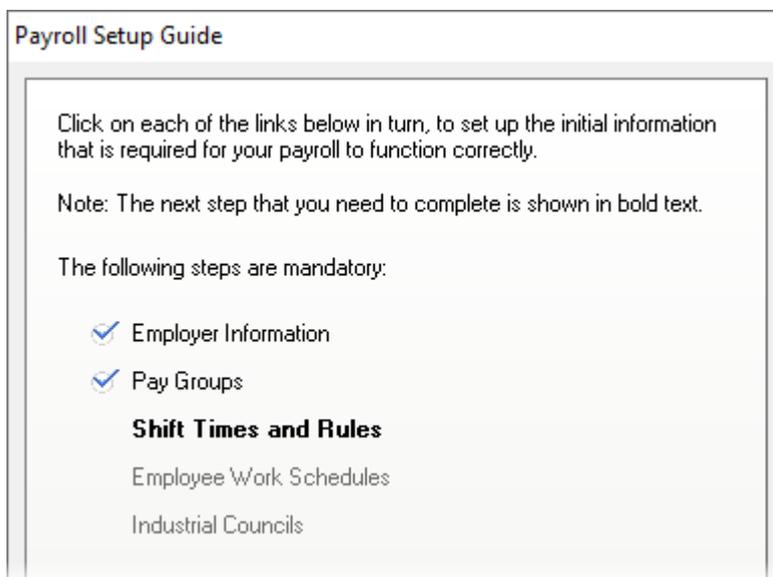
## 4 Setting Up Your Payroll

Whenever a new employer file is created, the *Payroll Setup Guide* window will be displayed automatically prompting you to set up the payroll information of the relevant employer.



The payroll setup guide contains links to the individual processes that must be completed for each new employer file that you create. Starting from the top, click on each of the links in turn and complete the relevant setup process, then move on to the next step.

As each step in the setup process is completed, a check-mark will be displayed to the left of the relevant link to indicate that that particular step has been completed, and the next step that needs to be completed will then be shown in bold text.



Continue clicking on each of the links in turn until all the mandatory steps have been completed.

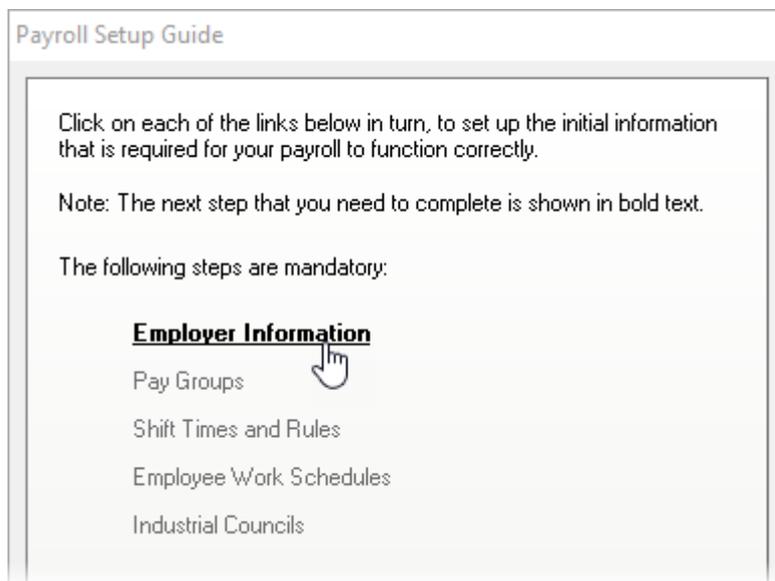
If for any reason you need to return to a previous step in the setup process, simply click on the relevant link to return to that step and review the information that was entered.

You can cancel the setup process at any time by clicking *Cancel* at the bottom of the window. You will not lose any of the information from the steps that have already been completed. If the setup process is cancelled before all the mandatory steps have been completed, the *Payroll Setup Guide* window will automatically be displayed again the next time the program is opened, and you can then continue the setup process from where you left off.

Note: You can access any of these setup processes again at a later stage by selecting the relevant option from the *Setup* menu in the Intercode Payroll main window.

## 4.1 Employer Information

In the *Payroll Setup Guide* window, click the *Employer Information* link to open the *Employer Setup Wizard*.



On the first page of the wizard, use the *Employer Type* drop-down to select the type of employer for which this payroll is being set up (normally a *Company or CC*).

Note: You will not be able to change the *Employer Name* at this stage and the name will display "New Employer (Unregistered)". The employer name will be updated automatically at a later stage once the employer file has been registered using a valid license key (which you'll receive from Intercode once you've purchased a license).

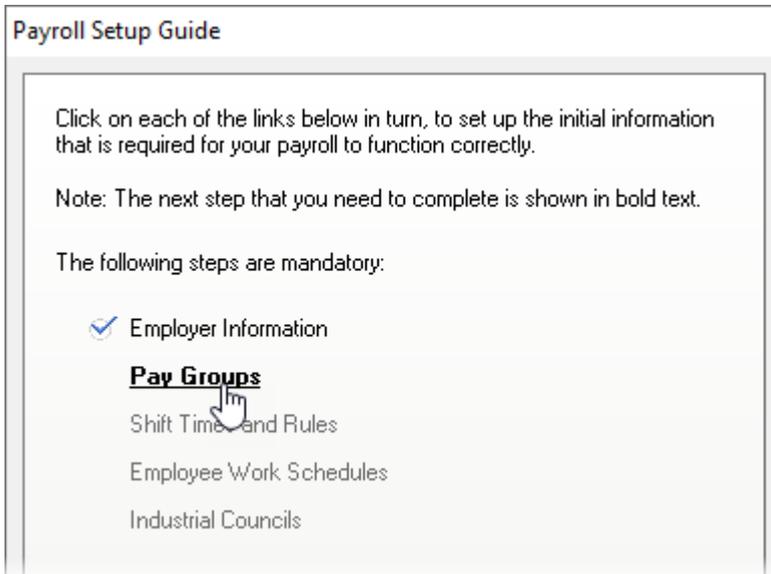
All other fields in the *Employer Setup Wizard* are optional fields and do not have to be completed at this stage, however it is advisable to complete as many of the fields as you can. Click *Next* to move from one page to the next, complete as many of the fields as you can on each page, and then continue clicking *Next* until you reach the last page of the wizard.

On the last page of the *Employer Setup Wizard*, click *Finish* to save the employer information and close the wizard.

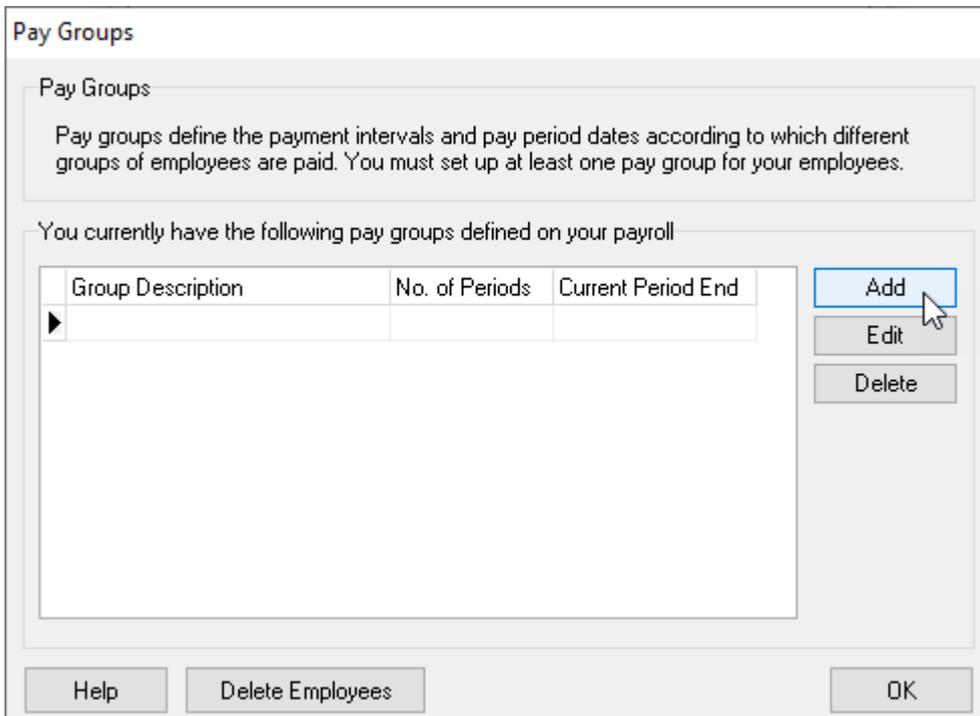
## 4.2 Pay Groups

Pay groups are used to define the payment dates and payment intervals (e.g. weekly, fortnightly or monthly) according to which certain groups of employees will be paid. You must define at least one pay group on your payroll.

In the *Payroll Setup Guide* window, click the *Pay Groups* link to open the *Pay Groups* window.



In the *Pay Groups* window, click *Add* to add a new pay group to your payroll.



The *Pay Group Wizard* will be displayed allowing you to set up the details of the new pay group.

**Pay Group Wizard**

### Pay Group Details

Complete the details relating to the current pay group below, then click Next to continue.

Frequency at which employees in this pay group are paid	Monthly ▾
Description used to identify this pay group on your payroll	Monthly Paid
Default payment method for employees in this pay group	EFT : Manual ▾
Default time and attendance type for employees in this pay group	Daily Work History ▾

Help      Next >      Cancel

On the *Pay Group Details* page, select the frequency at which employees in this pay group will be paid, specify a name for the pay group, and select the default payment method by which employees in this pay group will be paid.

Note: When selecting a default payment method, you should select the payment method that is most likely to apply to the majority of the employees in this pay group. The payment methods of individual employees can still be changed at a later stage if required.

Click *Next* to continue to the *Pay Period Dates* page.

The *Pay Period Dates* page might look slightly different depending on the pay frequency (e.g. weekly, fortnightly or monthly) of the pay group that is being defined, but contains the same basic information for all pay frequencies.

This information is:

- The day of the week or month on which the employees are physically paid.
- The day of the week or month on which the pay period closes (i.e. the payroll cut-off date).
- The day of the week or month that determines the payroll month to which each pay period belongs.

**IMPORTANT:** Pay special attention to the pay period closing day. This will determine the ending date of each consecutive pay period, which in turn will determine the date ranges for which employees will be paid in each pay period. Once you have started creating payslips for the employees in a particular pay group, the pay period closing day can't be changed. It is therefore essential that the pay period closing day is set up correctly from the start.

**Pay Group Wizard**

### Pay Period Dates

Use the options below to define the dates of the first pay period that will be created for this pay group, as well as the manner in which the dates of all subsequent pay periods will be calculated.

Employees in this pay group are physically paid on the 25 th ▾

The pay period for which the employees are being paid, closes on the 23 rd ▾

The payroll month is determined by the month in which the pay period Ended ▾

First Pay Period:

Use the buttons below to set the dates of the first pay period you want to create for this pay group.

<<



>>

Help
< Back
Next >
Cancel

When employees are paid at the end of each pay period, they are paid only for work performed during that pay period. If you pay your employees on a Friday for example, the period ending day would typically be the preceding Thursday (or perhaps even the Wednesday). This ensures that all overtime hours and leave taken is already known on Friday when you process the payroll.

Once you have specified the pay period closing day, you must select the dates of the first pay period you want to create for this pay group. The first payslips that are created for the employees on your payroll will be created for the pay period selected here.

The first pay period for which Intercode Payroll will create payslips will always be the first pay period that fell in the selected payroll month.

Note: If you want to back-capture your employees' payroll information for the year to date, you must set the *First Pay Period* to the first month of the tax year you are currently in. You will then need to manually back-capture your employees' payroll information for each pay period for the year to date. If you do not want to back-capture your employees' payroll information for the year to date, you can simply use the current payroll month (the month you are in) as the starting point for creating payslips.

Once you have completed the information on the *Pay Period Dates* page, click *Next* to move to the *Pay Periods Preview* page.

**Pay Group Wizard**

**Pay Periods Preview**

The table below shows a preview of the pay periods that will be created for this pay group up to the end of the relevant tax year. Make sure that all the pay period dates are correct. Click *Back* if you need to make changes to the pay period dates, otherwise click *Finish* to save these settings and close this wizard.

Period No.	Period Start	Period End	Period of Month	Payment Date
1	2018-02-24	2018-03-23	1 of 1	2018-03-25
2	2018-03-24	2018-04-23	1 of 1	2018-04-25
3	2018-04-24	2018-05-23	1 of 1	2018-05-25
4	2018-05-24	2018-06-23	1 of 1	2018-06-25
5	2018-06-24	2018-07-23	1 of 1	2018-07-25
6	2018-07-24	2018-08-23	1 of 1	2018-08-25
7	2018-08-24	2018-09-23	1 of 1	2018-09-25
8	2018-09-24	2018-10-23	1 of 1	2018-10-25
9	2018-10-24	2018-11-23	1 of 1	2018-11-25
10	2018-11-24	2018-12-23	1 of 1	2018-12-25

Help      < Back      **Finish**      Cancel

Review the information for the pay group and then click *Finish* to save the pay group information and close the wizard.

Repeat the above process as many times as are necessary to cater for all of the different pay groups or pay frequencies on your payroll.

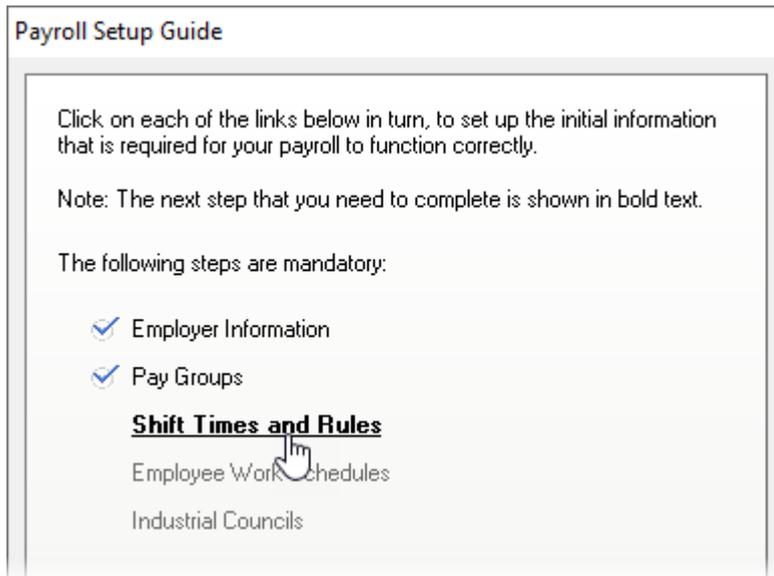
Note: You can set up more than one pay group with the same pay frequency if required, but this is normally only necessary if these pay groups have different pay period dates. If, for example, you have one group of monthly paid employees whose pay periods end on the 23rd of each month, and you have a different group of monthly paid employees whose pay periods end on the last day of each month, you can define two pay groups that are both monthly paid but that have different period closing days (or pay period dates).

Once you have defined all the different pay groups on your payroll, click *OK* in the *Pay Groups* window to return to the *Payroll Setup Guide* window.

## 4.3 Shift Times and Rules

Intercode Payroll uses the concept of shifts to define the starting and ending times according to which certain groups of employees are expected to work on any given day of the week. Shifts are used to define the working times of all types of employees, regardless of whether or not the relevant employees are actually "shift workers".

In the *Payroll Setup Guide* window, click the *Shift Times and Rules* link to open the *Shift Definitions* window.



Intercode Payroll will already have added one default shift for you to modify according to your needs. You can change the shift description, starting time, ending time and so on according to the times that your employees normally work.

If you need to set up additional shifts, click *Add* in the *Shift Definitions* window to add additional shift definitions.

Click *Help* at the bottom of the *Shift Definitions* window for detailed instructions on how to set up shift times and rules.

You may set up as many different shifts as are necessary to accommodate the different working times of different groups of employees, or the working times of employees on different days of the week.

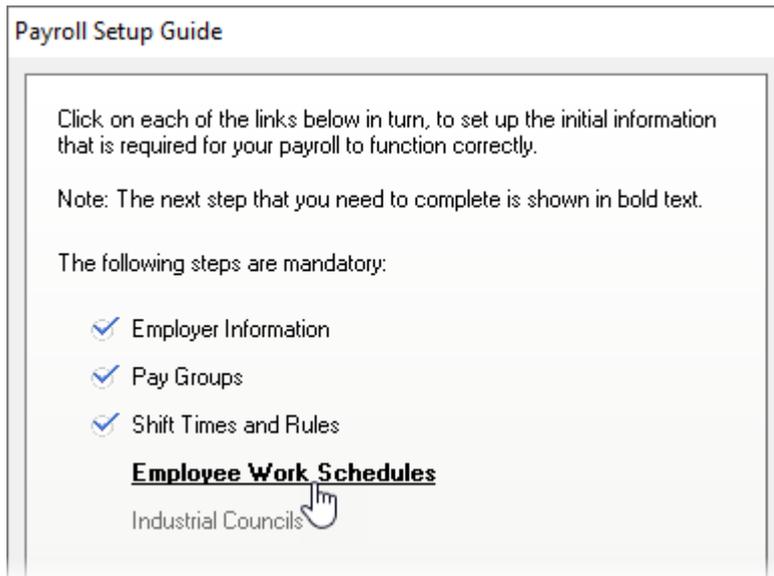
Note: If your employees work according to the same times from one day to the next, you only need to set up one shift to define their working times. When setting up work schedules in the next step, the same shift can then be assigned to different days of the week if required.

Once you have set up enough shifts to represent the hours according to which your employees work, click *OK* to close the *Shift Definitions* window.

## 4.4 Employee Work Schedules

Work schedules are used to define shift patterns according to which employees are expected to work on different days of the week. You must define at least one work schedule for your employees.

In the *Payroll Setup Guide* window, click the *Employee Work Schedules* link to open the *Work Schedules* window.



Intercode Payroll will already have added one default work schedule for you to modify according to your needs. Double-click on the *Normal: 40 Hour Week* default work schedule to open the *Work Schedule Item* window, from where you can then modify the default work schedule to suit your specified needs.

In the *Work Schedules* window, click *Add* to add a new work schedule definition.

Click *Help* at the bottom of the *Work Schedules* window for detailed instructions on how to set up work schedules.

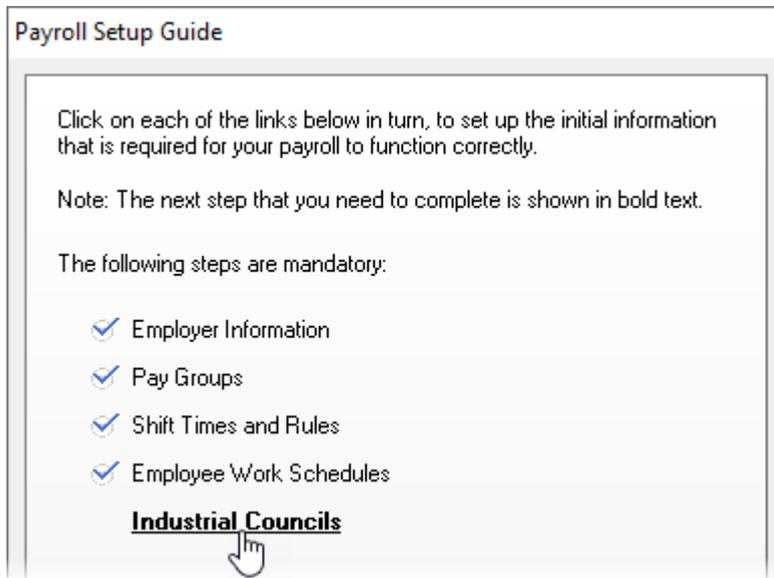
You may set up as many different work schedules as are necessary to accommodate the different working patterns of different groups of employees.

Note: If you have two or more employees who work according to the same shift pattern (as is usually the case), you only need to set up one work schedule for those employees. The same work schedule can be assigned to multiple employees if required.

Once you have defined one or more work schedules that indicate the shifts (i.e. times) according to which your employees work on each day of the week, click *OK* to close the *Work Schedules* window.

## 4.5 Industrial Councils

In the *Payroll Setup Guide* window, click the *Industrial Councils* link to open the *Industrial Councils Wizard*.



In this window you have the opportunity to create pre-defined income and deduction types for certain industrial councils for which support has been built into Intercode Payroll.

If your company is affiliated to either MIBFA, MIBCO or the NBCRFLI, select the relevant option, after which you will be taken through a few additional steps that are specific to the selected council.

If your company is not affiliated to one of the pre-defined councils, select the *No Council / Other Council* option.

Note: If your company is affiliated to an industrial council for which no pre-defined support has been built into Intercode Payroll, it does not mean that Intercode Payroll does not cater for that council's rules. It simply means that you will have to define the income and deduction types that are specific to that council manually, instead of having them created for you automatically.

Once you have selected the relevant industrial council, complete any additional fields that may have become available based on your selection, then click *Finish* to close the wizard.

This will conclude the mandatory part of the payroll setup process.

You may now choose to either continue with the optional part of the payroll setup process (recommended), or you may choose to skip forward and start loading employees onto your payroll immediately.

To start loading employees onto your payroll without completing the optional steps in the setup process, simply click *Close* at the bottom of the *Payroll Setup Guide* window.

Alternatively, continue to the next step in the *Payroll Setup Guide* window.

## 4.6 Leave Types and Entitlements

When you add new employees to your payroll, Intercode Payroll will automatically assign a leave cycle for each of the default leave types to each new employee that is added. The total number of leave days to which an employee is entitled during each leave cycle, as well as the leave cycle starting and ending dates, is controlled by the leave type to which the leave cycle relates.

In the *Payroll Setup Guide* window, click the *Leave Types and Entitlements* link to open the *Leave Type Definitions* window.



...	Description	Cycle Length	Payment Factor	Encash Factor
▶	Annual Leave	12	1	1
▶	Sick Leave	36	1	0
▶	Family Responsibility Leave	12	1	0
	Paid Maternity Leave	0	1	0
	Unpaid Maternity Leave	0	0	0
	Unpaid Leave	0	0	0

Intercode Payroll automatically creates the most commonly used leave types for you when a new employer file is created. You will still need to check (and possibly change) the default leave

entitlements and rules, since these can differ from one company to the next depending on the specific company's policy. The rules you define here will determine the number of leave days to which your employees will be entitled in respect of each of the relevant leave types, how employees will be paid for leave, and how much leave (if any) may be carried over from one leave cycle to the next.

Starting from the top, click on each of the predefined leave types and then click *Edit* (or simply double-click the relevant leave type) to view the leave type definition.

Note: Because annual leave, sick leave and family responsibility leave is regulated by legislation, some of the fields for these three leave types will be disabled when viewing the leave type definition and can not be edited manually. The disabled fields will already contain the correct values, and there is no need for you to make changes to those fields.

At the bottom of the *Leave Type Definition* window, click *Help* for detailed instructions on how to set up leave types.

Once you have checked that the default leave entitlement for each of the predefined leave types is correct, click *OK* to close the *Leave Type Definitions* window.

## 4.7 Job Profiles (Job Descriptions)

Job profiles are used to define the different jobs that could be performed by the employees in a specific company. When a new employee is added to your payroll, the employee's job title, job level, job category etc will be determined by the job profile that is linked to that employee. It is therefore recommended that you set up your job profiles before you start adding employees to your payroll.

In the *Payroll Setup Guide* window, click the *Job Profiles* link to open the *Job Profile Definitions* window.



In the *Job Profiles Definition* window, click *Add* to add a new job profile definition.

At the bottom of the *Job Profile* window, click *Help* for detailed instructions on how to set up a job profile.

You should define as many job profiles as are necessary to accommodate all the different jobs that could possibly be performed by the employees on your payroll.

Once you have defined all the necessary job profiles, click *OK* to close the *Job Profile Definitions* window.

## 4.8 Print Employee Take-on Forms

**IMPORTANT:** When loading a new employee onto Intercode Payroll, it is critical that any employee information that is captured is captured accurately, as this information will affect the results produced by Intercode Payroll. You should never capture "dummy" information if you do not have the correct information on hand. Rather leave the fields for which you do not have accurate information blank, or cancel the employee setup process until such time as you have accurate information to work from.

The best way to collect accurate employee information is to have each of your employees complete an *Employee Take-on Form*. This form contains all the information that you will need to load a new employee onto Intercode Payroll, and will greatly simplify the employee setup process.

In the *Payroll Setup Guide* window, click the *Print Employee Take-on Forms* link to generate a preview of the employee take-on form in the *Report Preview* window.



On the toolbar at the top of the *Report Preview* window, click *Print*. This will display the *Print Options* window.

In the *Print Options* window, specify the number of copies of the employee take-on form that you want to print, then click *OK* to start the printing process.

Once the required number of employee take-on forms have been printed, click *Close* on the toolbar at the top of the *Report Preview* window to close the window.

## 5 Loading Employees

To load a new employee onto your payroll, select *Employees* on the navigation pane to the bottom left of the main window, then select *New Employee* on the toolbar at the top of the *Employees* window.

This will open the *Employee Setup Wizard* which will guide you through the process of setting up a new employee.

Not all the fields in the *Employee Setup Wizard* have to be completed when setting up a new employee, however it is advisable to complete as many of the fields as you can. Click *Next* to move from one page to the next, complete as many of the fields as you can on each page, and then continue clicking *Next* until you reach the last page of the wizard.

On the last page of the *Employee Setup Wizard*, click *Finish* to save the employee information and close the wizard.

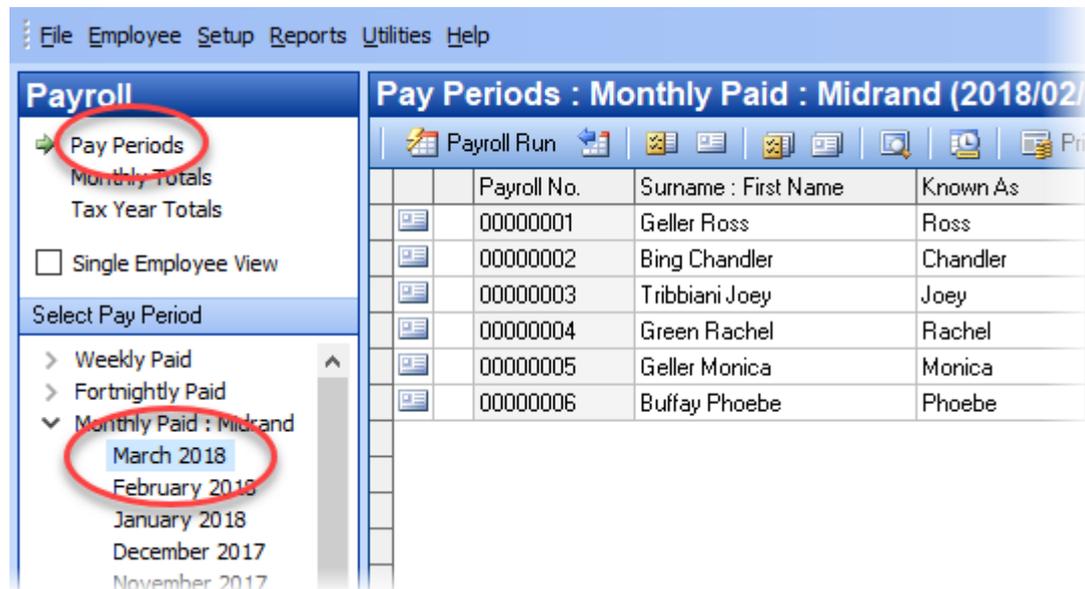
Repeat this process for each of your employees.

## 6 Processing Payslips

Whenever a new employee is loaded onto Intercode Payroll, a payslip for the employee's first pay period will be created automatically (unless the employee's appointment date has been future-dated).

To view your employee payslips for any given pay period:

1. Select *Payroll* in the navigation pane at the bottom left of the main window.
2. Select *Pay Periods* in the task pane at the top left of the *Payroll* window.
3. Select the relevant pay period in the task pane to the left of the *Payroll* window.



In the *Pay Periods* window you should now see a list of your employees' payslips for the selected pay group and pay period.

Double-click on any one of the payslips in the list. This will open the *Payslip Details* window for the selected payslip. This is where you can make changes to the selected employee's earnings, deductions and hours worked for the relevant pay period.

Please refer to the help file that is installed with the software for more detailed information on processing employee payslips.

## 7 Payroll Runs

Once all of your employees' payslips for a certain pay period have been processed and closed, you will need to perform a payroll run in order to generate your employees' payslips for the next pay period.

To perform a payroll run:

1. Click *Payroll Run* on the toolbar at the top of the *Pay Periods* window.
2. In the *Payroll Run* window, select the *Advance to Next Period* option (if it is not already selected), then click *OK*.

A Progress bar will be displayed indicating the progress of the payroll run. Depending on the number of employees on your payroll as well as the processing speed of your computer, this operation may take some time.

Once the payroll run has been completed, the newly created pay period will be selected automatically and the payslips for the new pay period will become visible in the *Pay Periods* window.

Repeat this process at the end of each pay period, for each pay group, until all pay periods for the relevant payroll month have been processed and closed.

If for any reason you find that you need to make changes to the payslips of previous pay period but a payroll run has already been performed for the relevant pay group, you can always reverse the last payroll run that was performed for a particular pay group.

To reverse a payroll run:

1. Click the second button (Reverse Last Run : All Employees) on the toolbar at the top of the *Pay Periods* window.
2. A Confirmation message will be displayed asking if you are sure that you want to reverse the payroll run. Click *Yes*.

Note: Reversing a payroll run will delete any payslips that were created for that pay period. Any changes that were made to employee payslips (such as overtime or leave) will be lost, and will have to be re-captured once the pay period has been recreated.

## 8 Monthly Totals

Monthly totals refer to the totals of all income and deduction items for all employees on your payroll for a particular month, regardless of which pay groups the employees belong to.

Each time a payslip is approved and closed, the totals from that payslip are added to the monthly totals of the payroll month in which the relevant payslip falls.

To view the monthly totals for a particular payroll month:

1. Select *Payroll* in the navigation pane at the bottom left of the main window.
2. Select *Monthly Totals* in the task pane at the top left of the *Payroll* window.
3. Use the calendar in the task pane to the left of the window to select the relevant payroll month.
4. On the toolbar at the top of the *Monthly Totals* window, click *Print Reports*, then select the relevant monthly report from the list of available reports.

Note: The monthly totals for any given payroll month will contain only the totals from payslips that have already been approved and closed.

Note: If a payslip that was previously approved is then later reopened again, the totals from that payslip will automatically be removed from the monthly totals for the relevant payroll month. The same is true of a payroll run that is reversed.

## 9 Tax Year Totals

Tax year totals refer to the totals of all income and deductions for a certain employee, since the start of the employee's latest tax period. Tax year totals are used primarily for generating employee tax certificates at the end of each tax year or when an employee is terminated during the course of a tax year.

To view your employees' tax year totals for a particular tax year:

1. Select *Payroll* in the navigation pane at the bottom left of the main window.
2. Select *Tax Year Totals* in the task pane at the top left of the *Payroll* window.
3. Select the relevant tax year in the navigation pane to the left of the *Tax Year Totals* window.

Note: The tax year totals for any given employee will include only the totals from payslips that have already been approved and closed.

To see the current status of your employees' tax certificates, click *IRP5/IT3A* on the toolbar at the top of the window. Each employee's tax certificate will always be up to date, reflecting the employee's tax status as at the end of the last payslip that was approved and closed.

In cases where the circumstances surrounding an employee's employment dictate that more than one tax certificate should be issued to the employee during the course of a single tax year, Intercode Payroll will generate multiple tax certificates automatically. The type of tax certificate (IRP5 or IT3a) that is issued to each employee on your payroll will also be allocated automatically.

Please refer to the help file that is installed with the software for more detailed information on processing employees' tax certificates.