

2024

Quick Payroll Cloud & HR December Product Update

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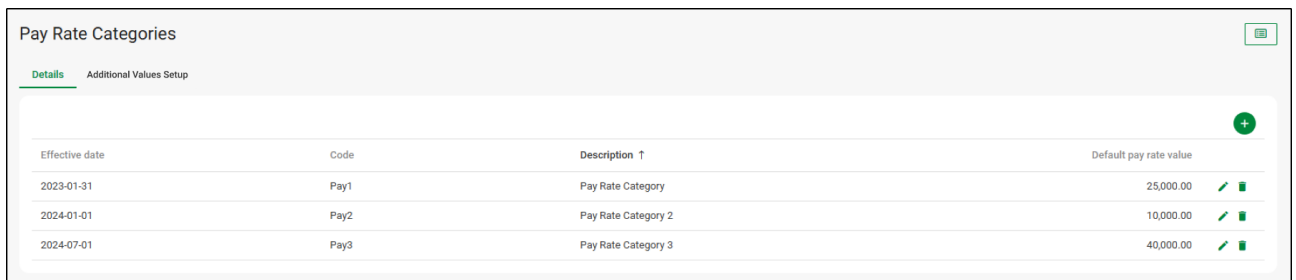
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December Releases

Screen conversion – Pay Rate Categories

The Pay Rate Categories screen has been converted to NextGen and we've introduced the following usability enhancements:

- As part of the screen conversion, we've introduced an API endpoint for the Pay Rate Categories screen now available in the API documentation.
- The Default Pay Rate Value is now shown on the screen, giving users a convenient overview of the pay rate value associated with each Pay Rate Category.

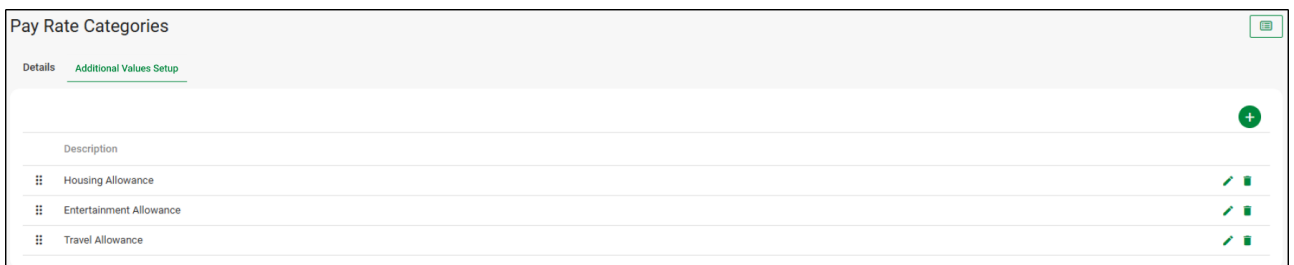


Pay Rate Categories

Details Additional Values Setup

Effective date	Code	Description ↑	Default pay rate value
2023-01-31	Pay1	Pay Rate Category	25,000.00
2024-01-01	Pay2	Pay Rate Category 2	10,000.00
2024-07-01	Pay3	Pay Rate Category 3	40,000.00

Additional value descriptions have been moved to a separate tab that is displayed at the top of the screen, which allows users to reorder descriptions using drag and drop motion.



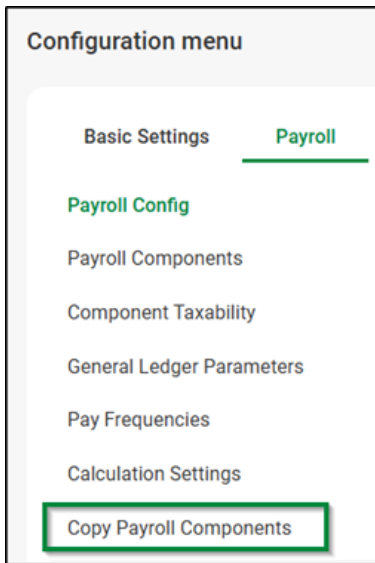
Pay Rate Categories

Details Additional Values Setup

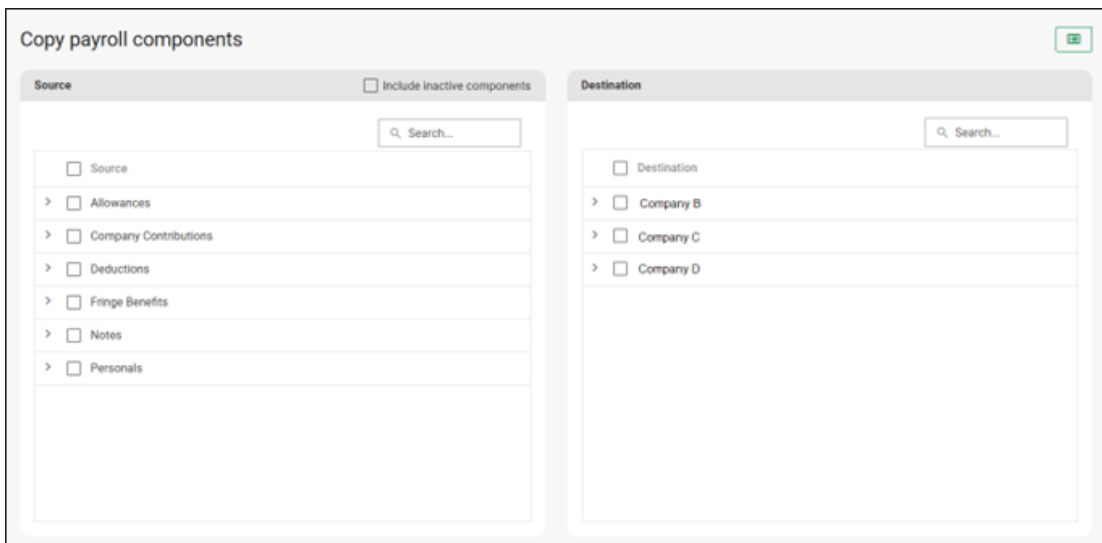
Description
⋮ Housing Allowance
⋮ Entertainment Allowance
⋮ Travel Allowance

Copy Payroll Components

The new Copy Payroll Components feature has been designed to simplify the process of setting up identical payrolls. The Copy Payroll Components accessible under the Config > Payroll > Payroll Config menu enables users with relevant security permissions the ability to seamlessly copy and sync payroll components across different frequencies within a company or across multiple companies within a group. This feature is especially necessary in scenarios that require identical payroll setups across companies or frequencies, improving processing time.



This game-changing feature means that users can copy components from the source (Company A or Frequency A) to the destination (Company B or Frequency B)



Copy Payroll Components feature will allow users to perform the following actions:

- Copy component setups across companies that have the same tax authority and are within the same group.
- Copy and sync component setups across frequencies regardless of the frequency type i.e. Weekly to Monthly.
- Copy advanced payroll component setups, this includes component income base (except company specific references i.e. Leave Setups) and settings as configured under extra options.
- Component settings as configured on the General Ledger Parameters screen (except for fields that are General Ledger specific)

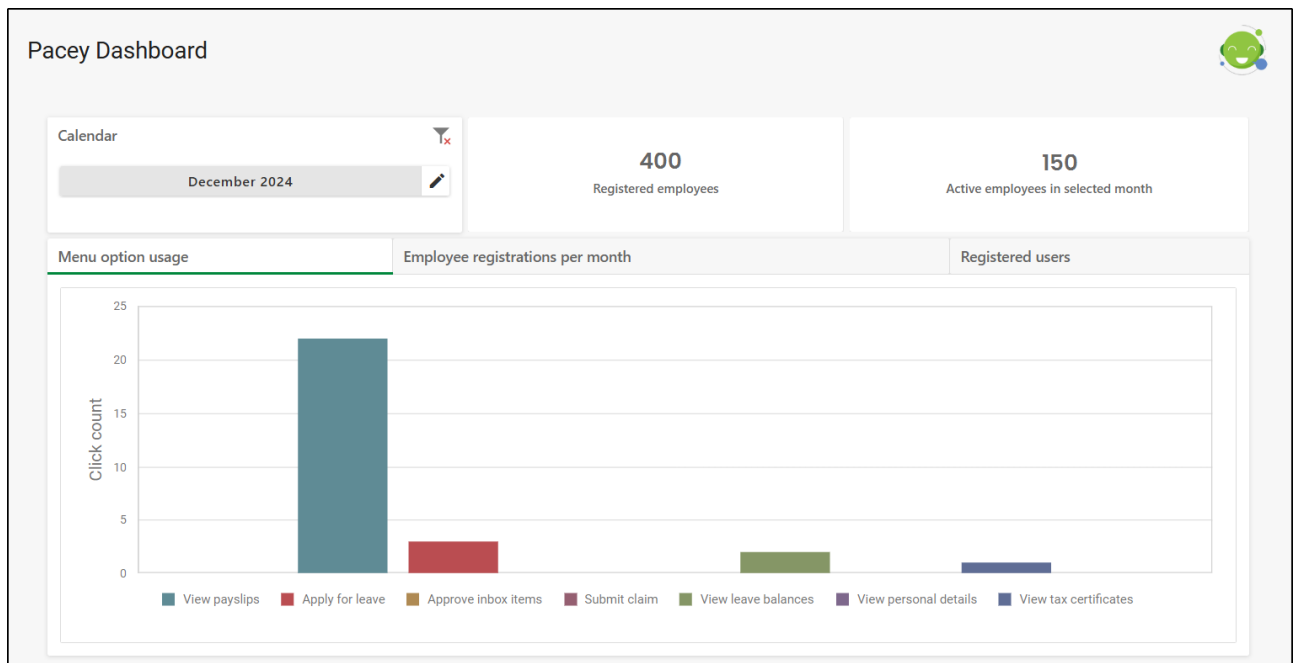
Unlimited WhatsApp ESS conversations with Pacey

Meta has updated its pricing structure, and you get the benefit:

- Employee-initiated conversations are now unlimited, at no extra cost.
- Only pay for business-initiated conversations, capped at 5 per employee per month. Our data shows that this cap is more than sufficient.

More value and convenience, without additional charges. Pacey lets your employees manage their HR needs while reducing admin overload for your HR team.

Using Pacey? Get in touch if you have any questions.



Generating runs for previous Tax Years

During the implementation process, companies often need to load financial data for previous tax years. However, when creating a new pay frequency, the "First Pay Period" date picker restricts users to dates within the current tax year. As a result, only payroll runs within the current tax year can be auto generated and any backdated runs for previous years require manual intervention.

We've removed the restriction on the "First Pay Period" date picker to allow users to select dates from prior tax years. This change will enable the auto-generation of payroll runs for previous tax years without the need for manual intervention.

Example of Run Preview:

Company Pay Frequencies

Payslip pay dates preview

Year ↑

Period start date	Period end date	Month	Run description	Payday
Year: 2023				
01 Mar 2023	31 Mar 2023	March 2023	March - 2023	24 Mar 2023
01 Apr 2023	30 Apr 2023	April 2023	April - 2023	25 Apr 2023
01 May 2023	31 May 2023	May 2023	May - 2023	25 May 2023
01 Jun 2023	30 Jun 2023	June 2023	June - 2023	23 Jun 2023
01 Jul 2023	31 Jul 2023	July 2023	July - 2023	25 Jul 2023
01 Aug 2023	31 Aug 2023	August 2023	August - 2023	25 Aug 2023
01 Sept 2023	30 Sept 2023	September 2023	September - 2023	22 Sept 2023
01 Oct 2023	31 Oct 2023	October 2023	October - 2023	25 Oct 2023
01 Nov 2023	30 Nov 2023	November 2023	November - 2023	24 Nov 2023
01 Dec 2023	31 Dec 2023	December 2023	December - 2023	22 Dec 2023
Year: 2024 (Continues on the next page)				
01 Jan 2024	31 Jan 2024	January 2024	January - 2024	25 Jan 2024
01 Feb 2024	29 Feb 2024	February 2024	February - 2024	23 Feb 2024

Cancel Update

Leave Balance – Display Leave Scheme Name and Effective Date

We've simplified the process of confirming an employee's leave scheme and effective date by displaying this information directly on the Leave Balance screen. This enhancement eliminates the need to navigate to the Leave Setup screen, making it quicker and easier to access these key details without leaving the Leave Balance screen.

Balances

< November - 2024 >

Scheme name: Standard Leave Effective date: 2019/03/01

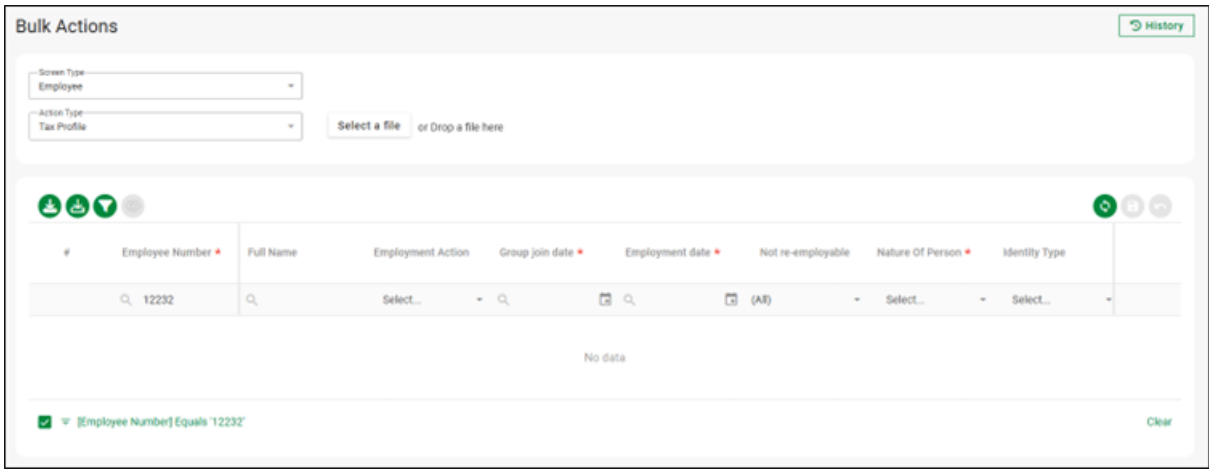
Leave Description ↑	Accrual	Leave Balance	Max Balance
> Annual	2.08	58.75 days	
> Sick	0.00	30.00 days	
> Family Responsibility	0.00	3.00 days	
> Study	0.00	5.00 days	
> Special			

Bulk Actions – Include Future Dated Employees

We've enhanced the Bulk Actions screen to include employees with future dated employment dates when loading Bulk Actions data.

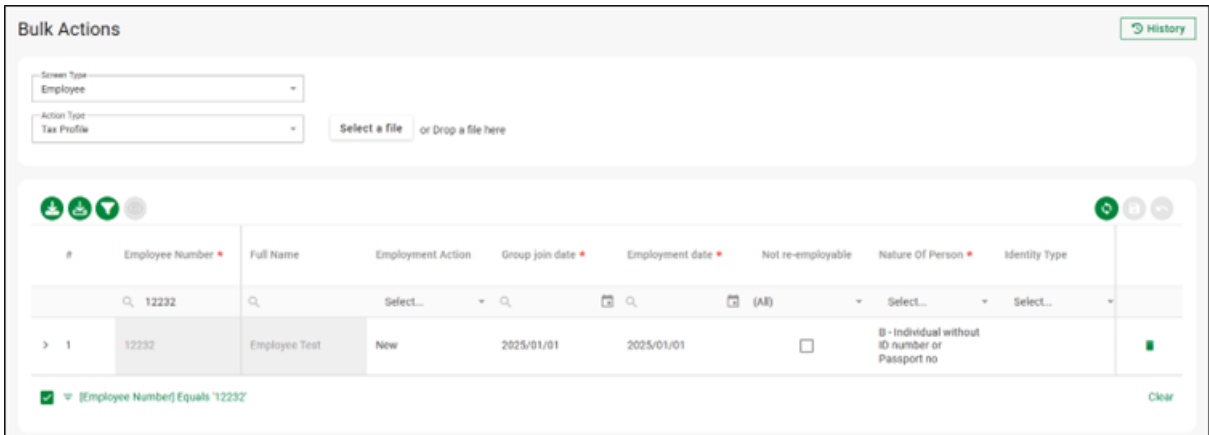
How it worked previously:

When employees with future dated employment dates were onboarded, their data did not appear on the Bulk Actions screen. This prevented administrators from processing bulk changes (such as updating tax profiles) for these employees before their official start date.



How it works now:

The Bulk Actions functionality will now include employees with future-dated employment dates when retrieving bulk upload data. This means that administrators can now process bulk action changes on employees whose official start date is in the future provided their records are complete.



Bulk Uploads to Statutory and Automatic Components

By default, manual uploads to Statutory and Automatic components are restricted to ensure that predefined system calculations occur. However, during take-ons or when processing Year-to-Date corrections, users may require the ability to manually adjust specific values which necessitates the ability to advise these amounts.

Example:

Skills Development Levy	96.2	4142	No	Active	Statutory
UIF BackPay Employer	95.2	4141	No	Active	Automatic
UIF Employer	93.4	4141	No	Active	Statutory

We've introduced a new Calculation setting, "Allow payslip bulk uploads to statutory and automatic components" that allows users to upload figures directly to statutory and automatic components on payslips when needed.

Allow payslip bulk uploads to statutory and automatic components



Say **hello** to **Pacey**.

Our global award-winning WhatsApp employee self-service feature.

Pacey can be used for company announcements, features modern interactive messages and can be accessed internationally.

With Pacey, employees can

- Apply for leave
- Obtain payslips
- Approve inbox items
- View leave balances
- Get tax certificates
- Submit claims

New Features & Enhancements Coming Soon

New Payroll Components Setting

Development is underway to introduce a new setting labelled “Do not calculate on an interim run” under the Extra Options section of components on the Payroll Components screen.


What does this setting do?

For instance, recurring components are calculated each pay period when a payslip is generated, regardless of the run type. However, in some cases, such as when the value for a month has already been calculated in the Main Run payslip, users may not want these components to be recalculated on interim run payslips. Enabling this setting allows users to suppress the calculation of these components on interim run payslips to prevent potential payroll errors.

Update

Please capture the relevant component information below and click save. The component will be added to your frequency's profile and can be viewed under the relevant payslip action heading below.

[edit component blue print](#)

component name: 

formula: *ER Medical Aid Table Lookup*

payslip name:

allow to be part of package:



[click here to manage the company medical aids](#)

extra options

component code:

minimum value:

maximum value:

override formula: [click here to add new override formula](#)  

inactive:

add component to all employees:

only enable from selected month to selected month: from: to:

do not show on payslip:

enforce part of package rule:

always calculate if there is a payslip regardless of basic being present on payslip:

pro rata component as per basic pay:

do not convert to different currency for reports:

multiply payslip result by component:

do not calculate on an interim run:

Feature Spotlight

Payslip Message

Did you know that Quick Payroll Cloud & HR offers the ability to setup a company payslip message? With the **Payslip Message** feature, you can add a personalised touch by adding a message that will be displayed for all employees offering a great way to share important updates, recognition or even a seasonal greeting.

As the festive season approaches, why not spread some holiday cheer by setting up a personalised festive message to appear on all employee payslips by following these simple steps:

1. Navigate to the Payslip Message screen: Configuration > Payroll > Payslip > Payslip Message
2. Select the applicable run in which the payslip should show and add a message.

Example:

Company Payslip Message configuration

Company Payslip Message

[Click here to view audit trail](#)

tax year : 01/03/2024 - 28/02/2025

company run : December - 2024

payslip message :

As the festive season approaches, we want to take a moment to thank you for your hard work and dedication throughout the year. Your contributions have made a real difference and we appreciate all that you do.

Please find your latest payslip attached for your review. Should you have any questions, feel free to reach out to the payroll team.

Wishing you and your loved ones a joyful and restful holiday season!

Warm regards,

Save

Message shown on Payslip

Confidential Payslip Fold Line

Company Name : _____ Run: December - 2024

First Names : _____ Last Name : _____

Birth Date : _____ Position : _____ Empl. Number : _____

Period Start Date : _____ Period End Date : _____ Payment Date : _____

Engagement Date : _____ Termination Date : _____ Grade : _____

Cost Centre : _____ Tax Status : _____ Pay Rate : _____

Ordinary Days : _____ Ordinary Hours : _____ Hourly Rate : _____

Bank Name: _____ Branch Code : _____ Account Number : _____

Tax Ref. Number: _____ Currency : _____ Company Reg. No : _____

UIF Number: _____

Phys. Add: _____

Income	Qty	Current	Tax Code	YTD Amount
Basic Pay				
Entertainment Allowance				
Total Earnings				

Deductions	Balance	Current	Tax Code	YTD Amount
Tax Paid				
UIF Employee				
Total Deductions				

Net Pay

Package Structure Breakdown	Amount	Company Contributions	Current	Tax Code	YTD Amount
Basic Pay		Group Life Employer Contribution			
Entertainment Allowance		Leave Provision			
Total Package		Skills Development Levy			
		UIF Employer			

Fringe Benefits / Personal	Current	Tax Code	YTD Amount	Total CC's	Leave	Accrual	Balance
Free Or Cheap Accommodation Fringe Benefit (New)					Annual Leave		
General Fringe Benefit					Annual Leave Carried Over		
Group Life Fringe Benefit							
Total Fringe Benefits							
Medical Aid Personal - Discovery Classic Smart Plan							
Total Personal							

Comments : As the festive season approaches, we want to take a moment to thank you for your hard work and dedication throughout the year. Your contributions have made a real difference and we appreciate all that you do.

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Wishing you and your loved ones a joyful and restful holiday season!

Warm regards,