2026

Quick Payroll Cloud & HR

November Product Update

EasyBiz quick payroll Cloud & HR

November Releases

1. **Screen Conversion** - Inbox Management
2. **Copy Payroll Components** - Available to all Business Partner users
3. **Pacey** - View, upload and download employee attachments
4. **Column Chooser** - Save custom column selections across grid views
5. **Security Roles** - Restrict user access to specific payroll components
6. **Training, Skills and Qualifications** - Company-wide bulk uploads across multiple pay frequencies

Coming Soon

1. Screen Conversions
2. Employee Medical Aid Summary
3. Administer Payroll Funds
4. Release Note Subscriptions & Alerts

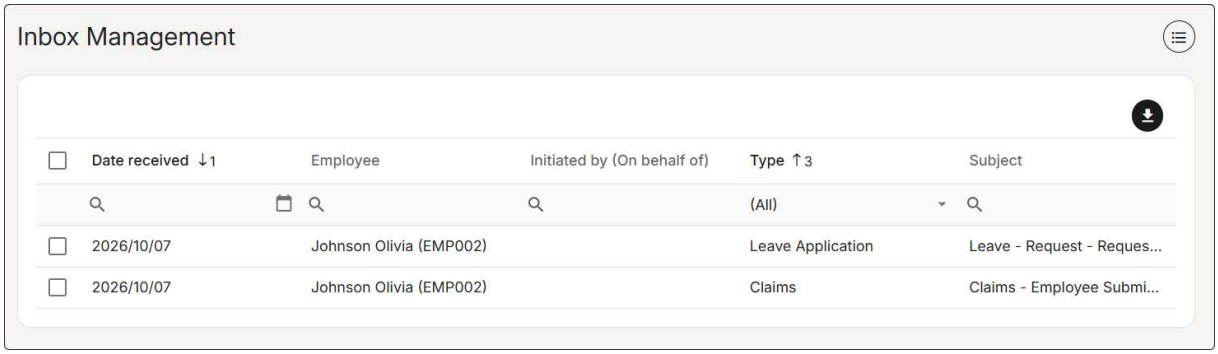
Feature Spotlight: Guaranteed Net Salary via Gross Up

This enhancement makes it easier to manage employees with guaranteed net salaries. By using the **Gross-Up recurring component**, you can enter the employee's agreed net salary, and the system will automatically calculate the required gross earnings. This ensures that, after statutory deductions such as tax, the employee receives the exact agreed net amount, reducing manual calculations and improving payroll accuracy.

November Release

Screen Conversion - Inbox Management

As part of our ongoing screen modernisation initiatives, we've converted the Inbox Management interface. The Inbox Management (Re-Assign Inbox Entry) functionality serves as an administrative module enabling authorised personnel to handle pending workflow messages assigned to specific employees



Crafted around user feedback and modern user experience principles, this updated screen simplifies and accelerates the processing of employee workflow items, including leave requests and expense claims. Enhancements include bulk reassignment capabilities, the option to export individual employee inbox records and integration support via an Inbox Management API

Copy Payroll Components available to all Business Partner users

All Business Partner users with the Copy Payroll Components permission can now copy payroll components directly between the companies within a group and pay frequencies within a company they manage without needing "Is Agency Top Level User" enabled on their profile.

What this means for you:

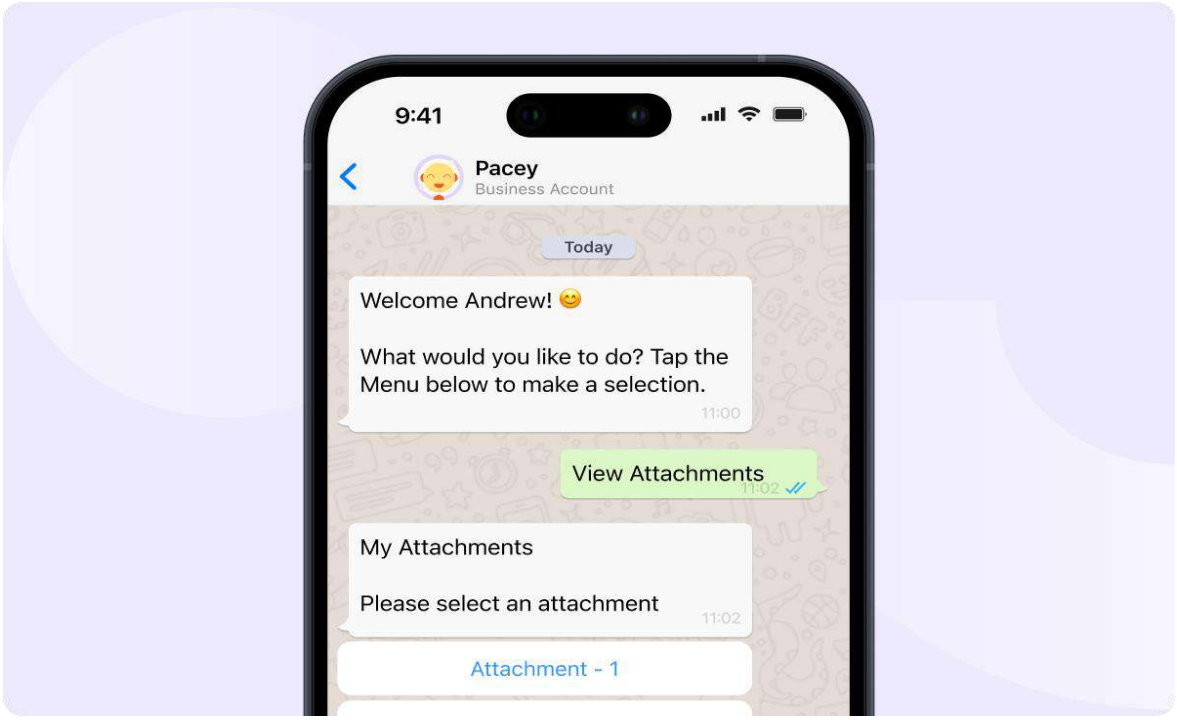
Self-service component setup — All Business Partner users can copy payroll components across companies on their own instead of waiting on the Agency Top Level user to create copies on their behalf.

Faster multi-company rollout — Reuse standardised payroll component configurations across client companies and pay frequencies in a few clicks.

Built-in access & company security — Screen visibility respects your company Security Setting and destination lists automatically filter to only the companies and pay frequencies where you hold both company data access and the Copy Payroll Components permission.

Pacey - View, upload and download employee attachments

Employees can view, download and upload their personal attachments directly inside their WhatsApp chat with Pacey without switching out of the application.



When uploading a file, Pacey prompts the employee for a mandatory description and if your company uses Attachment Classifications, it asks them to select from the classifications permitted for their security role before storing the document.

Column Chooser - Save custom column selections across grid views

Your custom column chooser selections now persist across browser tabs and sessions. Previously, closing your browser tab or navigating away reset the grid back to its default layout, forcing you to re-add optional columns (like leave and claims cut-off dates) every time you logged in.

Now, your personalised grid layout is saved automatically so the exact columns you need are ready whenever you open the screen..

Please note the following:

Selections are saved per user, per company and per screen.

Switching to another browser or device or clearing browser data (site storage) will reset grids to their default column configuration.

Security Roles - Restrict user access to specific payroll components

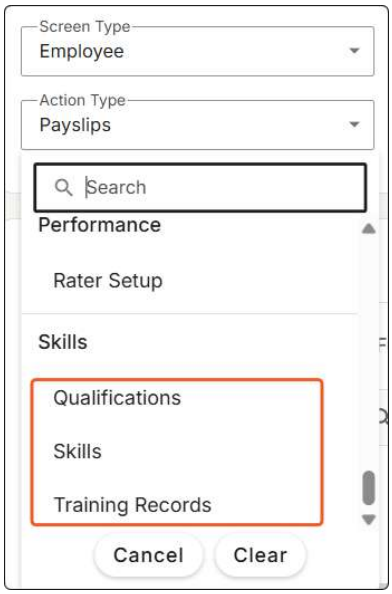
We've enhanced the system to allow security role-based permissions at payroll component level across the **Edit Payslip** and **Recurring Components** screens. When your organisation imports time and attendance inputs (such as overtime or night shift allowances) from an external system of record, you can lock those specific components against unauthorised manual edits or restrict a role i.e. an overtime capturer can only capture overtime while all other components remain locked for input. Users can still view the component and its values on payslips, reports, and forms.

Navigation: Config > Security > Security Roles > Component level security tab



Training, Skills and Qualifications - Company-wide bulk uploads across multiple pay frequencies

You can now upload employee Qualifications, Skills and Training records across multiple pay frequencies in a single bulk upload sheet. These previously had to be executed separately per pay frequency and any spreadsheet containing employees from more than one pay schedule was rejected.



Why it matters:

- **Single-sheet company-wide uploads** — Upload Qualifications, Skills and Training records for employees across pay frequencies in one go without splitting spreadsheets.

- **Individual frequency validation** — Each employee record is validated individually against their assigned pay frequency rules while preserving all existing data integrity checks and audit trails

- **Zero template changes** — Uses your existing bulk upload template structure and column layout, with updated error messaging to support multi-frequency files.

Coming Soon

Screen Conversions

Our screen conversion efforts continue with the following screens:

Employee Medical Aid Summary

As part of our ongoing screen modernisation initiatives, we are introducing the updated Inbox Management interface. The Inbox Management (Re-Assign Inbox Entry) functionality serves as an administrative module enabling authorised personnel to handle pending workflow messages assigned to specific employees

Administer Payroll Funds

- Pension and Provident
- Medical Aid
- Group Life
- Disability and Lumpsum
- Income Protection / PHI

Together they'll bring a more consistent look and feel across setup with clearer layouts, familiar grid views and simpler add, edit and copy actions. Please look out for communication on the release of these screens.

Release Note Subscriptions & Alerts

Staying informed about upcoming updates is now simpler than ever. You will soon have the ability to subscribe to updates for specific country release notes or individual preliminary notes, receiving email notifications whenever modifications occur.

Use the Subscribe toggle on the Preliminary Notes tab to opt into tracking any specific feature or legislative update. Notifications will be triggered when an estimated time of arrival (ETA) shifts, a note description is revised, a feature transitions to live status or a new preliminary note relevant to your subscriptions is published. Each email notification will include direct links to the relevant release note on What's New.

Feature Spotlight

Guaranteed Net Salary via Gross Up

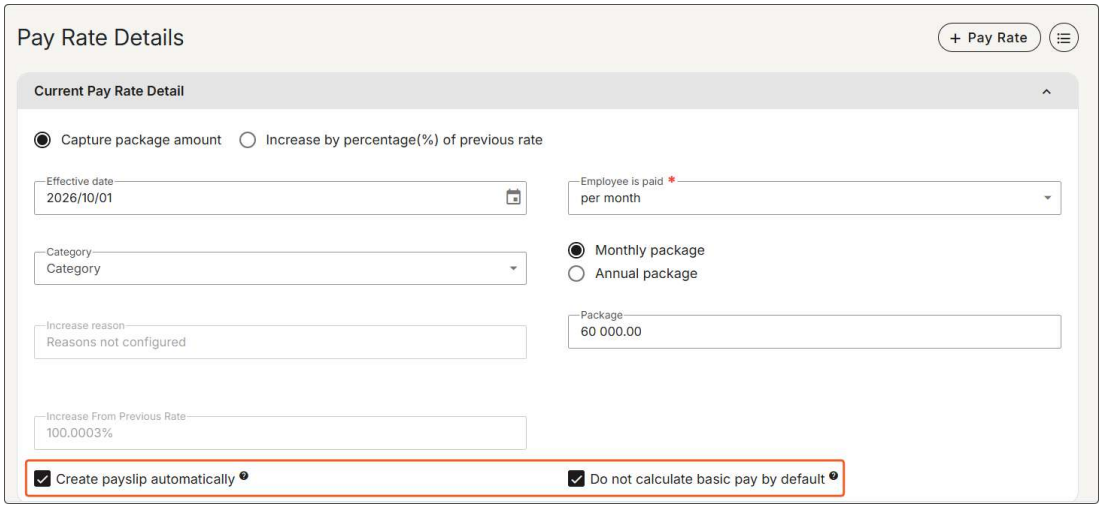
When companies operate on a guaranteed net salary, the system must derive the corresponding gross figure automatically. Using the Gross-Up recurring component enables this seamless net-to-gross calculation.

What are Gross Up Components

Gross up components allow you to input earnings that match the employee's agreed Net amount. Since taxable income is subject to statutory tax deductions, entering the target net value prompts the system to automatically adjust the gross earnings upward—ensuring the employee receives the exact net amount post-deductions.

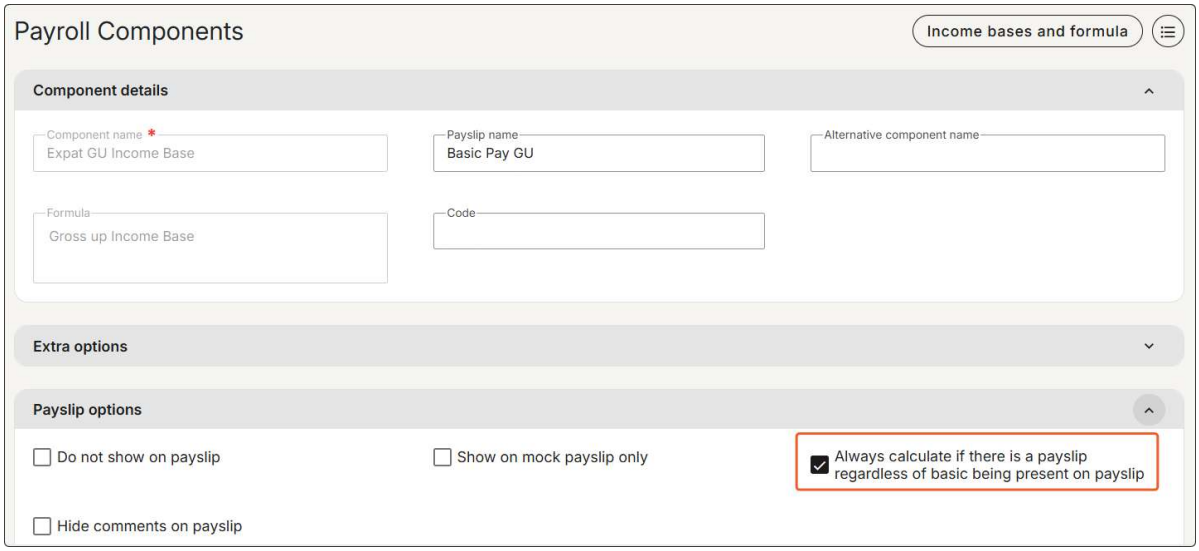
Here's how:

- 1. Adjust employee's Pay Rate Details: Select "Create payslip automatically" and check "Do not calculate basic pay by default".

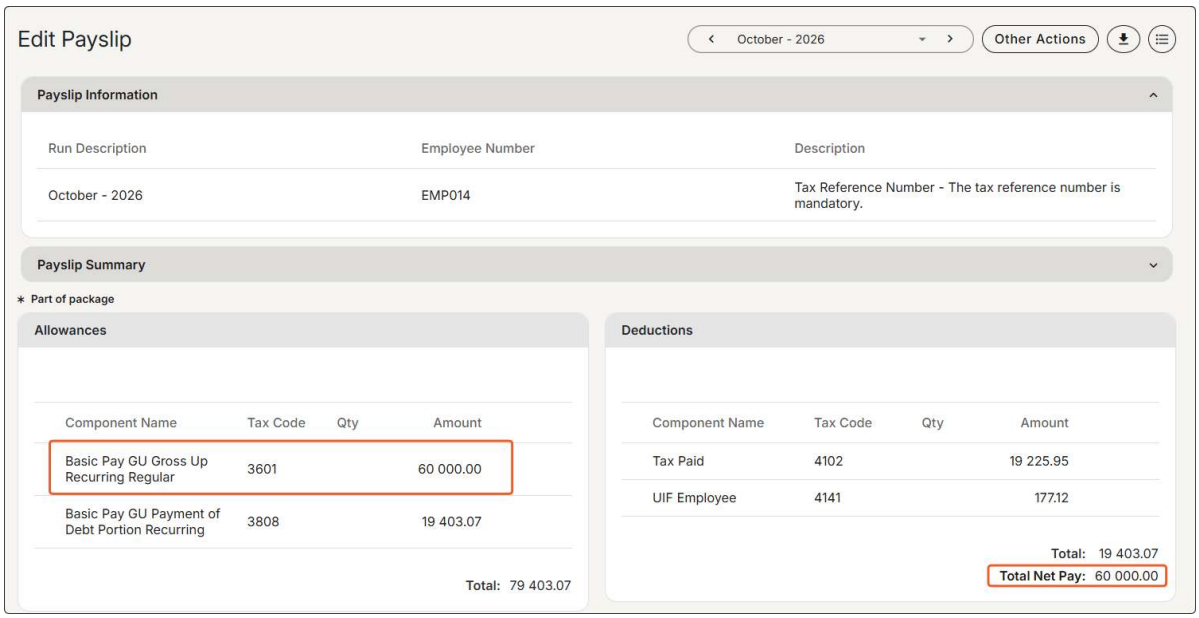


2. Configure the Expat GU Income Base gross up component: Set the income base to "Recurring Package Rate" and check the payslip option "Always calculate if there is a payslip".





3. Link the gross up component to the employee's recurring components (located under notes).
Final outcome: Net pay aligns perfectly with the Package amount



Note: This setup grossing up applies exclusively to Basic Pay. Any additional non-grossed-up inputs will be calculated as standard taxable income unless explicitly configured as gross up components.