



## Vanilla Payroll Administration Guide



## Introduction

The Vanilla Payroll module will help companies outside Singapore, Hongkong and Myanmar to compute the salary of your staff. In this document, we will run through processing your payroll to generate the salary of your staff.

### Administration

#### Employee Pay Details

Employee Pay Details will show you your employees pay information. This is also the page that allows you to mass edit the pay elements or to use a template to upload pay elements.

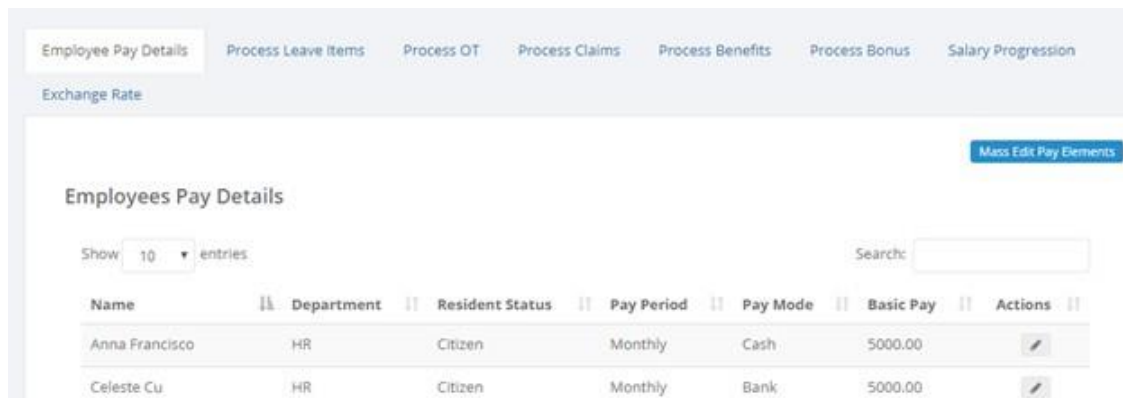




**Step 1:** Click on


A screenshot of a navigation menu with the text "Administration" highlighted in a grey box.

**Step 2:** Click on

**Step 3:** You will see your staff's employee pay details.

A screenshot of the "Employee Pay Details" page. It features a navigation bar with tabs: "Employee Pay Details", "Process Leave Items", "Process OT", "Process Claims", "Process Benefits", "Process Bonus", and "Salary Progression". Below the tabs is an "Exchange Rate" section. The main content area is titled "Employees Pay Details" and includes a "Show 10 entries" dropdown, a search box, and a "Mass Edit Pay Elements" button. A table lists employee details with columns: Name, Department, Resident Status, Pay Period, Pay Mode, Basic Pay, and Actions. Two employees are listed: Anna Francisco and Celeste Cu.

Name	Department	Resident Status	Pay Period	Pay Mode	Basic Pay	Actions
Anna Francisco	HR	Citizen	Monthly	Cash	5000.00	
Celeste Cu	HR	Citizen	Monthly	Bank	5000.00	

**Step 4:** You can configure your staff's pay details by clicking the small pencil  icon under the **Actions** tab.

**Step 5:** You will be taken to this page where you can update your staff's pay information.

Blue Save as template

<b>Employee Info</b> <span>View Details</span> National ID <input type="text" value="A123456789C"/> Date of Birth <input type="text" value="21/04/1992"/> Join Date <input type="text" value="01/01/2020"/> Confirm Date <input type="text" value="Please enter confirm date"/> Cessation Date <input type="text" value="Please enter cessation date"/> Passport <input type="text" value="Enter passport number here"/> Residency <input type="text" value="Foreigner"/>	<b>Additions</b> <input checked="" type="checkbox"/> Basic Pay <input type="text" value="BasicPay"/>	<b>Deductions</b> 
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Actual Hr  Add Incomplete Work Hr (OT1-5yr)  Add

Working hours and OT

Actual Hours	Incomplete Hours	OT1 (Hrs.)(Amt.)	OT2 (Hrs.)(Amt.)	OT3 (Hrs.)(Amt.)	OT Formula	Actual Hour Formula
<input type="text" value="0"/> <input type="text" value="0.00"/>	<input type="text" value="0"/> <input type="text" value="0.00"/>	<input type="text" value="0"/> <input type="text" value="0.00"/>	<input type="text" value="0"/> <input type="text" value="0.00"/>	<input type="text" value="0"/> <input type="text" value="0.00"/>	<input type="text" value="(BasicPay*12)/(52*44)"/>	<input type="text" value="(BasicPay*12)/(52*44)"/>

**Step 6:** You can enter information or small notes under the **Remarks Box** if you wish to.

**Remarks**

Display remarks in payslip



**Step 7:** Click on the **Save** button for any changes made.

## Process Leave Items

Step 1: Click on **Payroll**

Step 2: Click on **Administration**

Step 3: Click on **Process Leave Items**

Step 4: Click on **Process No Pay Leave**

Step 5: Search the appropriate month for the No Pay Leave

Search for:

You should see this screen with a small write out of the key elements you would want to focus on

Employee Pay Details | Process Leave Items | **Process OT** | Process Claims | Process Benefits | Salary Progression

Process No Pay Leave | Process Leave Encashment

\* Please make sure that the No Pay Leave field for the leave type to be transferred here is checked in JustLogin Leave >> Leave Setup >> Leave Type.  
 \* The field must be checked before the employee has applied the leave.  
 \* Only the approved records will be transferred to and displayed in ePayroll.

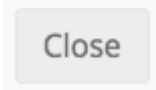
Search for: MAY 2020

Employee Name	Days	Formula/Amount (Note)	Leave From	Leave To	Month	Year	Status	Processed Date	Leave Cancelled	Pay Back (Note)	Leave Type (Note)	Pay Element (Note)
Blue	5	(10000/21) * 5.00	11/5/2020	15/5/2020	May	2020	Pending		No		No Pay	No Pay Leave

[Back](#)

Step 6: To include the No Pay to the Deduction in the staff pay, click on the | You

should see this message appearing. Click



Great!

The selected pay element has been added to this employee.

[Close](#)

Step 7: Click on and look for the staff that you have added the No Pay Leave Pay Element. Click on . You should see the No Pay Leave at the side of deduction.

Blue Save as template

<b>Employee Info</b> <span>View Details</span> National ID <input type="text" value="A123456789E"/> Date of Birth <input type="text" value="21/04/1992"/> Join Date <input type="text" value="01/01/2020"/> Confirm Date <input type="text" value="Please enter confirm date"/> Cessation Date <input type="text" value="Please enter cessation date"/> Passport <input type="text" value="Enter passport number here"/> Residency <input type="text" value="Foreigner"/>	<b>Additions</b> <input checked="" type="checkbox"/> Basic Pay <span>x ⚙</span> <input type="text" value="BasicPay"/>  <input type="text" value="Actual Hr"/> <span>Add</span>	<b>Deductions</b> <input checked="" type="checkbox"/> No Pay Leave <span>x ⚙</span> <input type="text" value="2380.95"/>  <input type="text" value="Incomplete Work Hr (DT1-Sys)"/> <span>Add</span>
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Update Pay Information

Lee Poh Johnny Template Name Add New Get Save as template

<b>Employee Info</b> <span>View details</span> NRIC/FIN <input type="text" value="S9197977B"/> Date of Birth <input type="text" value="15/03/1991"/> Join Date <input type="text" value="01/01/2018"/> Confirm Date <input type="text" value="Please enter confirm date"/> Cessation Date <input type="text" value="Please enter cessation date"/> Residency <input type="text" value="Citizen"/>	<b>Additions</b> <input checked="" type="checkbox"/> Basic Pay <span>x ⚙</span> <input type="text" value="BasicPay"/> <input checked="" type="checkbox"/> CPF/SDL Payable <span>Ordinary</span> <span>⌵</span>  <input type="text" value="Actual Hr"/> <span>Add</span>	<b>Deductions</b> <input checked="" type="checkbox"/> CDAC Fund <span>x ⚙</span> <input type="text" value="SYSTEM AUTO COMPUTED"/> <input type="checkbox"/> CPF/SDL Payable <span>N/A</span> <span>⌵</span> <input checked="" type="checkbox"/> No Pay Leave <span>x ⚙</span> <input type="text" value="217.39"/> <input checked="" type="checkbox"/> CPF/SDL Payable <span>Ordinary</span> <span>⌵</span>  <input type="text" value="Community Chest"/> <span>Add</span>
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## Process Leave Items – Leave Encashment

Step 1: Click on Payroll

Step 2: Click on Administration

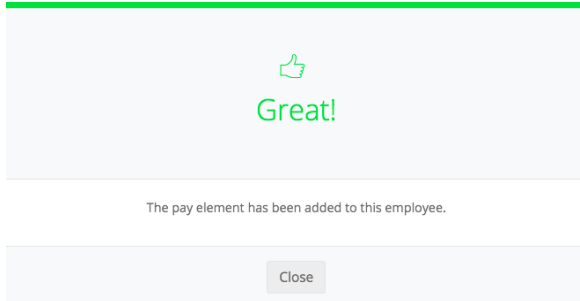
Step 3: Click on Process Leave Items

Step 4: Click on Process Leave Encashment

Step 5: Select the year

Pending Records Transferred from eLeave in : 2020

Step 6: Click on the icon to proceed. You should see the below message. Click on "Close".



Step 7: To check whether the Leave Encashment has been successfully transferred, click on the **Employee Pay Details**

Look for the staff that you add the leave encashment. Click on the icon.

You should see Leave Encashment added in the Additional portion.

Update Pay Information

Blue Save as template

Employee Info	Additions	Deductions
<b>National ID</b> A123456789C	<input checked="" type="checkbox"/> Basic Pay BasicPay	<input checked="" type="checkbox"/> No Pay Leave 2380.95
<b>Date of Birth</b> 21/04/1992	<input checked="" type="checkbox"/> Leave Encashment (Sys) 923.08	
<b>Join Date</b> 01/01/2020		
<b>Confirm Date</b> Please enter confirm date		
<b>Cessation Date</b> Please enter cessation date		
<b>Passport</b> Enter passport number here		
<b>Residency</b> Foreigner		
	Actual Hr Add	Incomplete Work Hr (OT1-Sys) Add

## Process OT

After you had done the Pending OT, you can make the required amendment (if you wish) in the Process OT tab.

Step 1: Click on Payroll

Step 2: Click on [Administration](#)

Step 3: Click on [Process OT](#)

Step 4: Click on [Process OT](#) The following page would appear.

The screenshot shows the 'Process OT' page in the justlogin system. It features a table with columns for Name, Hrs Worked, OT 1.0, OT 1.5, OT 2.0, Incomplete Hrs, OT Formula, and Actual Hr Formula. The table lists 10 employees, with 'Bay Jean Lee (Alfred)' selected. At the bottom, there are buttons for 'Update', 'Update All', 'Import OT Hours', 'Reset', and 'Reset All'.

Name	Hrs Worked	OT 1.0	OT 1.5	OT 2.0	Incomplete Hrs	OT Formula	Actual Hr Formula
Ang Hee Chuan Pete	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay
Ang Lee Jin (Wilson)	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay
Ang Mee Ling Lyn	53.00	194.58	0.00	0.00	0.00	(BasicPay*12)/(52*44)	(BasicPay*12)/(52*44)
<input checked="" type="checkbox"/> Bay Jean Lee (Alfred)	0	0.00	0.00	5.08	195.83	0.00	0.00
Chai Lee Teck Davidson	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay
Gan Eng Heng Howard	0.00	0.00	0.00	2.00	72.38	0.00	0.00
Gan Lee Meng Aldo	500.00	500.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay
Gan Ling Ting Tina	0.00	0.00	0.00	2.83	80.15	0.00	0.00
George Lim	0.00	0.00	0.00	0.00	0.00	(BasicPay*12)/(52*44)	BasicPay
Kang Ying (Nancy)	0.00	0.00	0.00	9.67	380.38	0.00	0.00


Step 5: Update the OT time accordingly, then click on [Update](#) or [Update All](#)

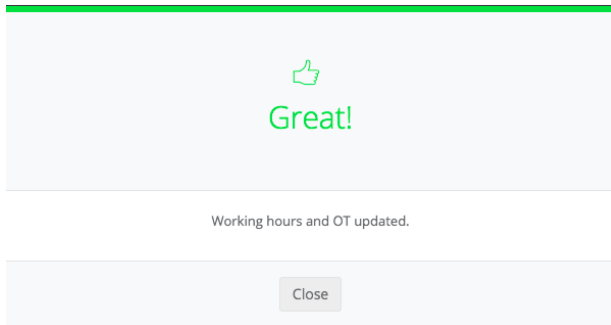
Step 6: To check that the OT data is transferred correctly to the employee, click on [Employee Pay Details](#)

Step 7: Select the staff that you had done the OT transfer and click on the . Scroll down and you should see the **Working hours and OT**

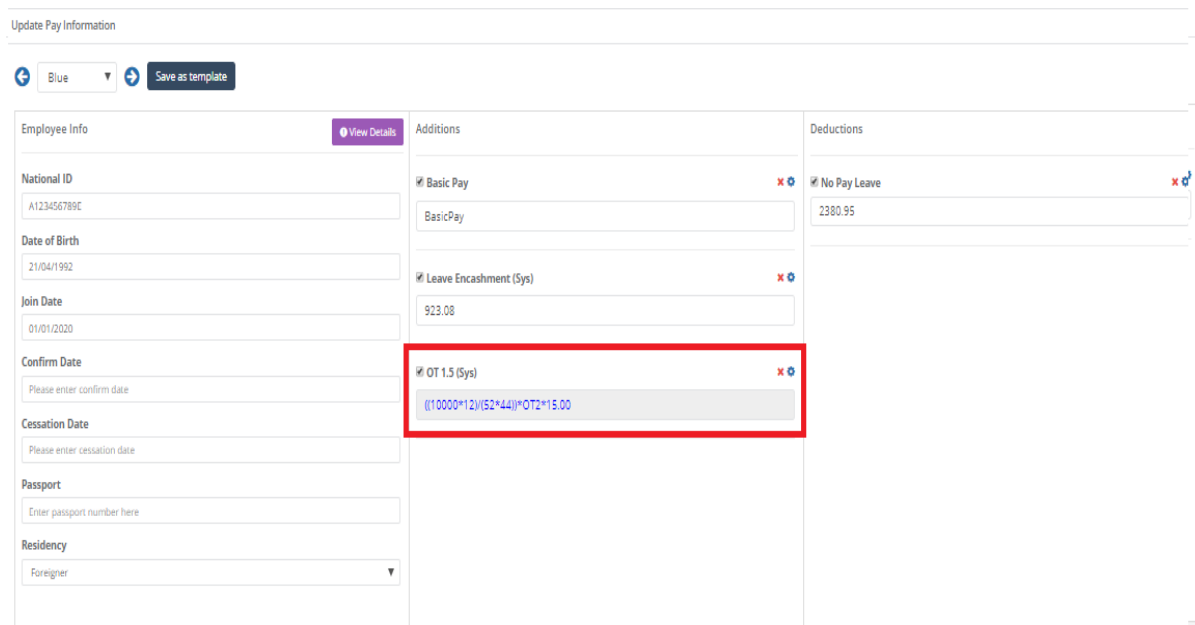
The screenshot shows the 'Employee Pay Details' page for an employee named 'Citizen'. The 'Working hours and OT' section is expanded, showing a table with columns for Actual Hours, Incomplete Hours, OT 1.0, OT 1.5, OT 2.0, OT Formula, and Actual Hour Formula. The values for OT 1.5 are 5.08 and 195.83. Below the table is a 'Remarks' section with a checkbox for 'Display remarks in payslip' and a 'Save' button.

Actual Hours	Incomplete Hours	OT 1.0	OT 1.5	OT 2.0	OT Formula	Actual Hour Formula
0	0.00	0	5.08	0	(BasicPay*12)/(52*44)	BasicPay

Step 8: Click on  and the system will show you this message.




Step 9: You should see that the OT will be added onto the Additions column.

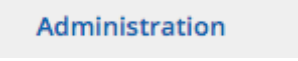


## Process Claims

If your company subscribed to JustLogin eClaim (eForm), you can pull the claim information from eClaim to Payroll and place those claims as part of the staff pay once the claims are reimbursed by the claim administrator.

To process claim, do the following:

Step 1: Click on  Payroll

Step 2: Click on 



Step 3: Click on **Process Claims** . You should see a list of claims the claim administrator had proceeded.

This page is linked to JustLogin's eForm module. Only the claims passed from eForm module will be displayed here.

- All -    2019    - All -

<input type="checkbox"/>	Employee Name	Pay Element Name	Amount	Status	Transferred Date	Transferred By	Processed Date	Processed By
<input type="checkbox"/>	Bay Jean Lee (Alfred)	Taxi Claim	30	Pending	5/17/2019 8:23:39 AM	jason		
	Teo Lin Ming Tom	Taxi Claim	50	Processed	4/5/2019 11:23:32 AM	jason	4/5/2019 11:23:58 AM	jason
	Gan Lee Meng Aldo	Gym Membership Claim	99	Processed	4/15/2019 3:41:08 PM	jason	4/15/2019 3:42:56 PM	jason
	jason	Gym	99	Processed	5/3/2019 4:31:22 PM	jason	5/3/2019 4:32:27 PM	jason
	jason	Taxi Claim	20	Processed	5/3/2019 4:31:22 PM	jason	5/3/2019 4:32:27 PM	jason

Approve    Approve All


Step 4: You can refine the list based on months or based on status.

- All -    2019    - All -

Step 5: Select those claims you wish to **Approve** or click **Approve All** to approve all pending claims without selecting.


### Check Processed Claim

You can check the system had successfully transferred the process claims to the staff by doing the following:

Step 1: Click on  **Payroll**

Step 2: Click on **Administration**

Step 3: Click on **Employee Pay Details**

Step 4: Find the staff that you did the claim transfer on and then click on the  icon. Check whether the transferred claim appears in the **Additions** column

## Process Benefits

If your company subscribe to JustBenefit, you can import all the benefits claims from that to Payroll. To do that, we need to assume that the JustBenefit administrator had done the required transfer of the benefit claims to Payroll.



Step 1: Click on

Step 2: Click on **Administration**

Step 3: Click on **Process Benefits** . You should see a list like the below.

This page is linked to JustLogin's eBenefit module. Only the benefit claims passed from eBenefit module will be displayed here.

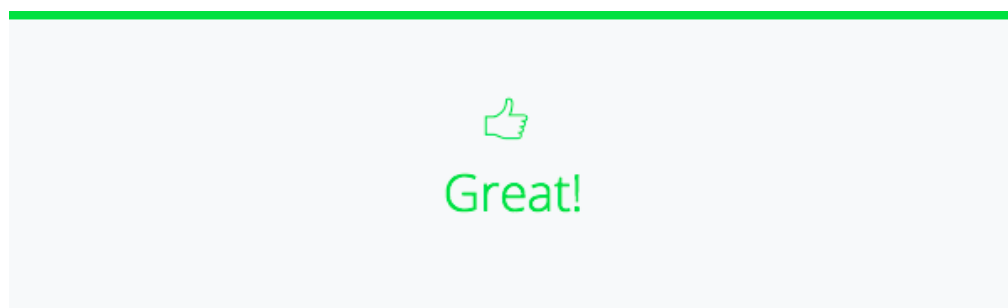
All 2019 Pending

Show 10 entries Search:

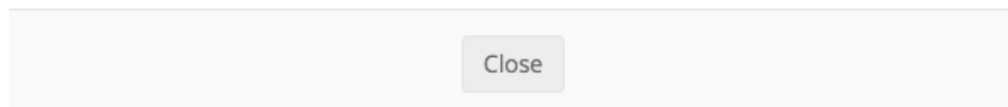
<input type="checkbox"/>	Employee Name	Benefit	Amount	Status	Transferred Date	Transferred By	Pay Element	Processed Date	Processed By
<input type="checkbox"/>	Ang Lee Jin (Wilson)	Dental	300.00	Pending	21/5/2019	jason	Dental		

Showing 1 to 1 of 1 entries Previous 1 Next

Step 4: Select the record you wish to approve and click on **Approve** button. You should see this message when the system has successfully approved the transfer




The Pay Element has been added to the Employee Pay Information.




### Check Approved Benefit Claims

You can do the following to verify that the Benefit claim had been successfully transferred.

Step 1: Click on  Payroll

Step 2: Click on **Administration**

Step 3: Click on **Employee Pay Details**

Step 4: Search for the staff and then click on  icon. The claim should appear in the **Additions** column.

## Salary Progression

The Salary Progression is useful when you need to change the staff salary. This is also the page which you can see the salary progression history.

## Changing Salary

To change the salary of the staff, do the following:


Step 1: Click on Payroll

Step 2: Click on Administration

Step 3: Click on Salary Progression

Step 4: The system will show you the staff list

Employee Name	Effective Date	Current Pay	Previous Pay	Reason	Remark	Action Date	Action By	Actions
Ang Hee Chuan Peter	11/7/2019	5080.00	5080.00	Promotion		14/5/2019	jean	
Ang Lee Jin (Wilson)	11/06/2019	2900.00	0.00			17/06/2019	jean	
Ang Jee Ling Yin	19/4/2019	198.00	3700.00		convert to part time	10/04/2019	jean	
Ng Joon Lee (JHua)	07/02/19	4880.00	0.00			01/01/2019	jean	
Chai Lee Tock (Saidhan)	1/8/2019	3600.00	0.00	Starting Pay		03/05/2019	jean	
Chai Lee Tock (Saidhan)	07/02/19	2500.00	0.00			16/03/2019	jean	
Lim Ting Meng (Hwee)	07/02/19	4400.00	0.00			17/03/2019	jean	
Lim Lee Ming Ann	04/02/19	5000.00	4000.00	Promotion		17/04/2019	jean	
Lim Ling Ting (Tia)	10/02/19	3600.00	3600.00	Promotion		23/04/2019	jean	
George Lim	30/4/2019	4500.00	0.00			11/05/2019	jean	

Step 5: Look for the staff you wish to update the pay and click on the  icon

Step 6: The following form will appear. Make the required changes

**Add New Pay**

Name : Chia Lee Teck Melvin

\* Basic Pay :  Enter new pay

\* Effective Date:  Date in which new pay will take effect

Reason:  Reason for adjustment

Remark:

Visible To Employee:  Whether staff can see the reasons of pay adjustment



Step 7: Click on

Employee Name	Effective Date	Current Pay	Previous Pay	Reason	Remark	Action Date	Action By	Actions
Ang Hee Chuan Pete	17/7/2019	5500.00	5000.00	Promotion		16/05/2019	jason	
Ang Lee Jin (Wilson)	11/4/2019	2800.00	0.00			17/05/2019	jason	
Ang Mee Ling Lyn	19/4/2019	700.00	3750.00		convert to part-time	10/04/2019	jason	
Bay Jean Lee (Alfred)	1/1/2019	4900.00	0.00			01/01/2019	jason	
Chai Lee Teck Davidson	1/4/2019	3000.00	0.00	Starting Pay		02/05/2019	jason	
Chia Lee Teck Melvin	1/1/2019	2500.00	0.00			16/05/2019	jason	
Gan Eng Heng Howard	7/5/2019	4600.00	0.00			17/05/2019	jason	
Gan Lee Meng Aldo	4/9/2019	5000.00	4500.00	Promotion		17/05/2019	jason	
Gan Ling Ting Tina	1/3/2019	3800.00	3600.00	Promotion		23/04/2019	jason	
George Lim	30/4/2019	4500.00	0.00			17/05/2019	jason	

Showing 1 to 10 of 25 entries

Previous **1** 2 3 Next

## Process Pay

New Payrun for all Employees



Step 1: Click on

Step 2: Click on **Process Pay** The system will automatically place you at the **New Payrun**

Step 3: Select the month you wish to run the payrun for

Payrun for \*  Prev | Next

Step 4: Select the Pay Period

Pay Period \*    
    
    
 All current employees plus any resigned/terminated employees from the listing box below

Step 5: Select whether you wish to run the payrun for all or for specific employees through this option

Employee Selection \*   
  All current employees plus any resigned/terminated employees from the listing box below.   
  All current employees excluding selected employees from the listing box below.   
  Include only the selected employees from the listing box below

Step 6: Select the option of how you wish to release the payslip

Payslip Release \*  Manual Release  Immediately after approval  Selected date after approval

**Manual Release** - requires you to manually release the payslip before the employees can receive their payslips.

**Immediately after approval** - once you approve the pay, the system will automatically send out the payslip.

**Selected date after approval** - you can pre-approve the pay but will not release the payslip until your specified release date.

Step 7: **(Optional)** The remarks field allows you to enter a remark to which would appear in the payslip.

Payslip Remarks



Step 8: Specify the payroll period. The default is 1st of the month to the end of the month.


Payroll Period  to

Step 9: Indicate whether the OT follow the Payroll Period or not. If not following, unchecked the tick box and the system will ask you to define the date range for the OT period.

**OT Period**  Follow Payroll Period

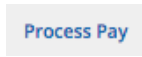
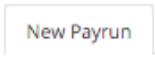
Step 10: Specify the payment date

Payment Date

Step 11: To proceed with the payrun, click on 

### New Payrun for Selected Employees

Step 1: Click on  Payroll

Step 2: Click on  . The system will automatically place you at the  .


Step 3: Select the month you wish to run the payrun for at

Payrun for \*   [Prev](#) | [Next](#)

Step 4: Select the Pay Period

Pay Period \*    
Employee Selection \*   
 Adhoc  
\* All current employees plus any resigned/terminated employees from the listing box below

Step 5: Select  Include only the selected employees from the listing box below

Step 6: Select 

Step 7: You can indicate the department you wish to search for in the Search field on the top right.

**Employee Selection**

Search:

<input type="checkbox"/>	Name	Username	Department	Status	Creation Date
<input type="checkbox"/>	Ang Mee Ling Lyn	lyn	Marketing	Active	06/04/2019
<input type="checkbox"/>	Lay Hong Kee Jeff	jeff	Marketing	Active	13/06/2019
<input type="checkbox"/>	Lim Beng Heng Wayne	wayne	Marketing	Active	12/06/2019
<input type="checkbox"/>	Lim Hong Hai Aaron	aaron	Marketing	Active	21/06/2019
<input type="checkbox"/>	Lim May Pamela	pamela	Marketing	Active	24/04/2019
<input type="checkbox"/>	Sim Teck Lee Simon	simon	Marketing	Active	21/05/2019
<input type="checkbox"/>	Tay Seng Long Trevor	trevor	Marketing	Active	25/06/2019

Step 8: Click on the top check box to select all

Step 9: Click on the

The selected users will appear in the Employee Selection

**Employee Selection \***

- All current employees plus any resigned/terminated employees from the listing box below.
- All current employees excluding selected employees from the listing box below.
- Include only the selected employees from the listing box below

Ang Mee Ling Lyn  
Lay Hong Kee Jeff  
Lim Beng Heng Wayne  
Lim Hong Hai Aaron

Step 10: Select the option of how you wish to release the payslip

**Payslip Release \***  Manual Release  Immediately after approval  Selected date after approval

**Manual Release** - requires you to manually release the payslip before the employees can receive their payslips.

**Immediately after approval** - once you approve the pay, the system will automatically send out the payslip.

**Selected date after approval** - you can pre-approve the pay but will not release the payslip until your specified release date.



Step 11: (Optional) The remark field allows you to enter a remark to which would appear in the payslip.

**Payslip Remarks**

Step 12: Specify the payroll period. The default is 1st of the month to the end of the month.


**Payroll Period**  to

Step 13: Indicate whether the OT follow the Payroll Period or not. If not following, unchecked the tick box and the system will ask you to define the date range for the OT period.

**OT Period**  **Follow Payroll Period**


Step 14: Specify the payment date

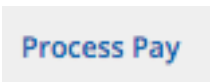
**Payment Date**

Step 15: To proceed with the payrun, click on 

### Approving Pending Payrun

This article shows you how to use the Payrun Progres page to approve payrun and how to delete previously executed payrun.

Step 1: Click on  **Payroll**

Step 2: Click on 

Step 3: Click on **Payrun Progress**

Step 4: Select the month you want to approve the payrun

justlogin

JA  
JASON  
jason training 14

Leave

Payroll

My Payslip

Payrun

Administration

Configuration

Reports

Accounting Software

Attendance

New Payrun | Payrun Progress | Payrun Summary

Payrun for: May 2019

\* Click the numbers to view the list of employees under each status.

Status	PayRun Date	Period	Run By	Total Employee	In Queue	Failed	Pending Approval	Approved	Rejected
Completed	06/05/2019 04:07 PM	Monthly	jason	15	0	0	15	0	0

Previous | 1 | Next

Lock Payrun

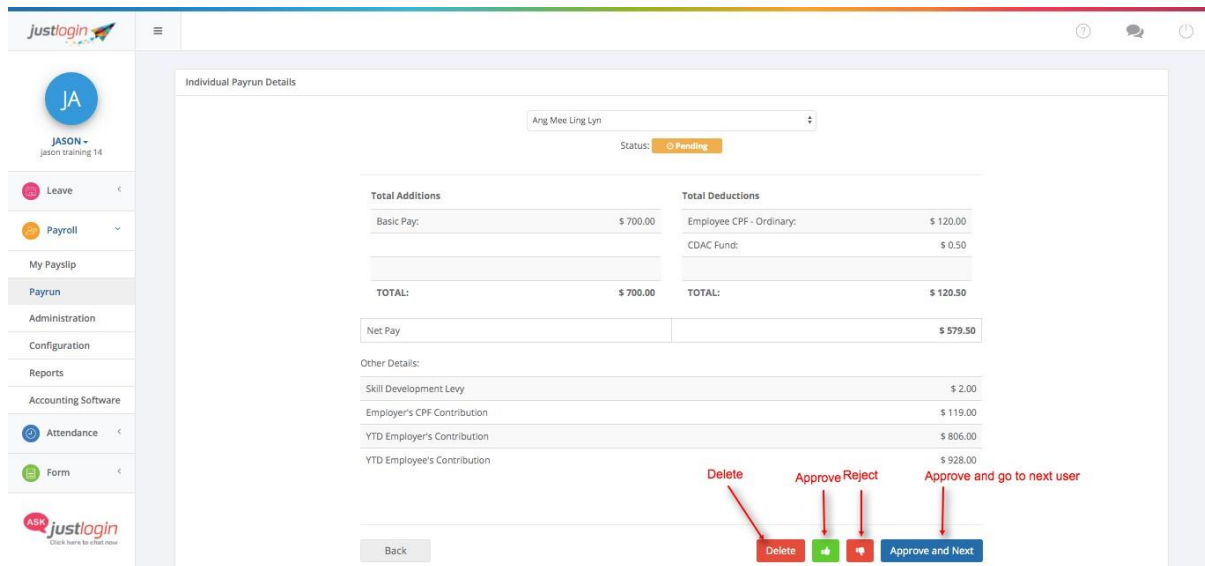
Justlogin Pte Ltd. © Copyright 2019 - 1.0

Step 5: Click the number at the **Pending Approval** column



Step 6: You can click on the icon to see each individual staff payrun or you may click on **Approve All** the button to approve without going through the staff payrun.

Step 7: If you select the the system will show you the payrun of the staff you have selected. You can choose to delete the payrun, to approve, reject or to approve and go to the next staff.

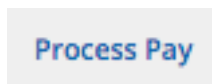


## Deleting Payrun

Even after you have approved the payrun, you will still be able to delete the payrun. This is to ensure that you can redo the required if you make any mistake. To delete a payrun, do the following:



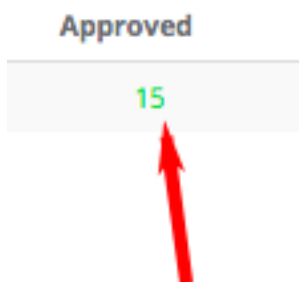
Step 1: Click on



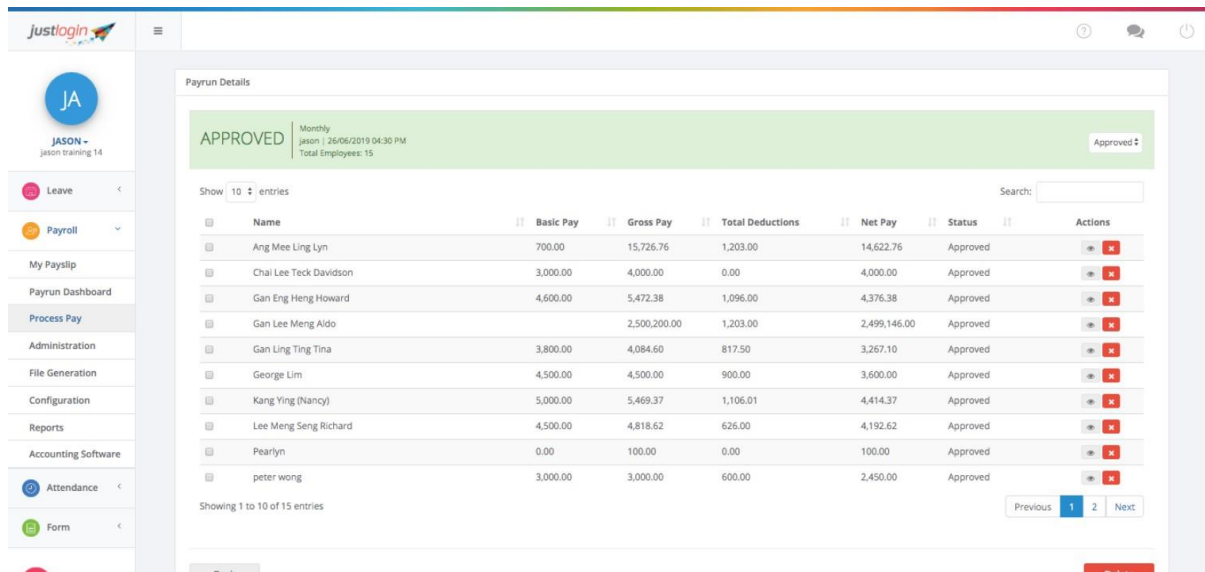
Step 2: Click on


Step 3: Click on **Payrun Progress**


Step 4: Click on the number at the Approved column



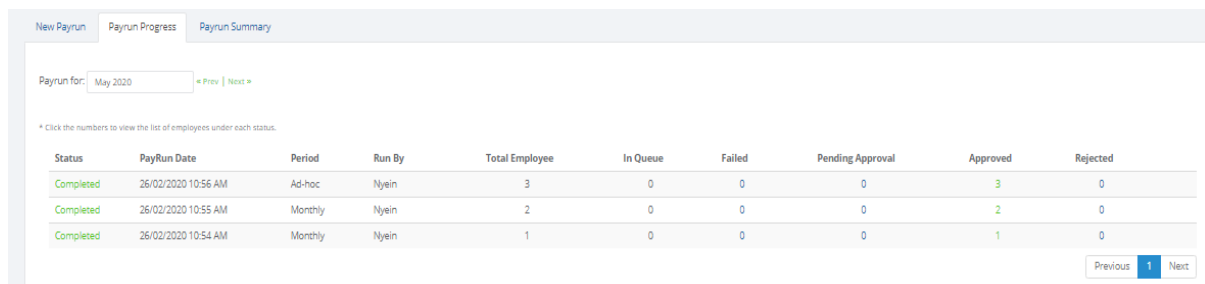
Step 5: You will see this page.



Step 6: Look for the staff whose pay you want to delete the payrun and then click on the  to delete the payrun.

Step 7: The system will prompt you are you sure of the deletion. Click on 

. The system will show you the number of records you deleted at the **Rejected** column.



## Payrun Summary

The Payrun Summary is the page that you would go to release the pay slips to the employees.

Step 1: Click on  Payroll

Step 2: Click on 

Step 3: Click on the 

New Payrun | Payrun Progress | Payrun Summary

Payrun for: May 2020 [← Prev](#) | [Next →](#)

Search:

<input type="checkbox"/>	Name	Pay Period	PayRun Date	Approved By	ApprovedDate	Pay Mode	Release Status	Release Date	Email	Cheque No
<input type="checkbox"/>	aung	Monthly	26/02/2020	Nyein	26/02/2020	Cash	Not released		aung@gmail.com	<input type="text"/>
<input type="checkbox"/>	aung	Ad-hoc	26/02/2020	Nyein	26/02/2020	Cash	Not released		aung@gmail.com	<input type="text"/>
<input type="checkbox"/>	Blue	Monthly	25/05/2020	Nyein	25/05/2020	Cash	Not released		blue@justlogin.com	<input type="text"/>
<input type="checkbox"/>	lk1	Ad-hoc	26/02/2020	Nyein	26/02/2020	Cheque	Not released		lk1@gmail.com	<input type="text"/>
<input type="checkbox"/>	lk1	Monthly	26/02/2020	Nyein	26/02/2020	Cheque	Not released		lk1@gmail.com	<input type="text"/>
<input type="checkbox"/>	Nyein	Monthly	26/02/2020	Nyein	26/02/2020	Cash		26/02/2020	nyeinaye@justlogin.com	<input type="text"/>
<input type="checkbox"/>	Nyein	Ad-hoc	26/02/2020	Nyein	26/02/2020	Cash	Not released		nyeinaye@justlogin.com	<input type="text"/>

Previous | 1 | Next

Back [Update Payment Date](#) [Update Cheque](#) [Release](#) [Release All](#) [Resend Payslip](#) [Resend All Payslip](#)

Step 4: (Optional) If you are paying someone by cheque, you can enter the Cheque No that you issue to the staff.

Step 5: (Optional) Click on the [Update Cheque](#) to save the cheque number.

Step 6: You can click on the [Release All](#) to release the payslip to all the staff without selecting. Alternatively, you can selectively release payslip to the staff you want by clicking on the checkbox located before the name. Then click on the [Release](#) button.

## Reports

Reports allow you to generate the reports in Payroll.

### Generating Reports

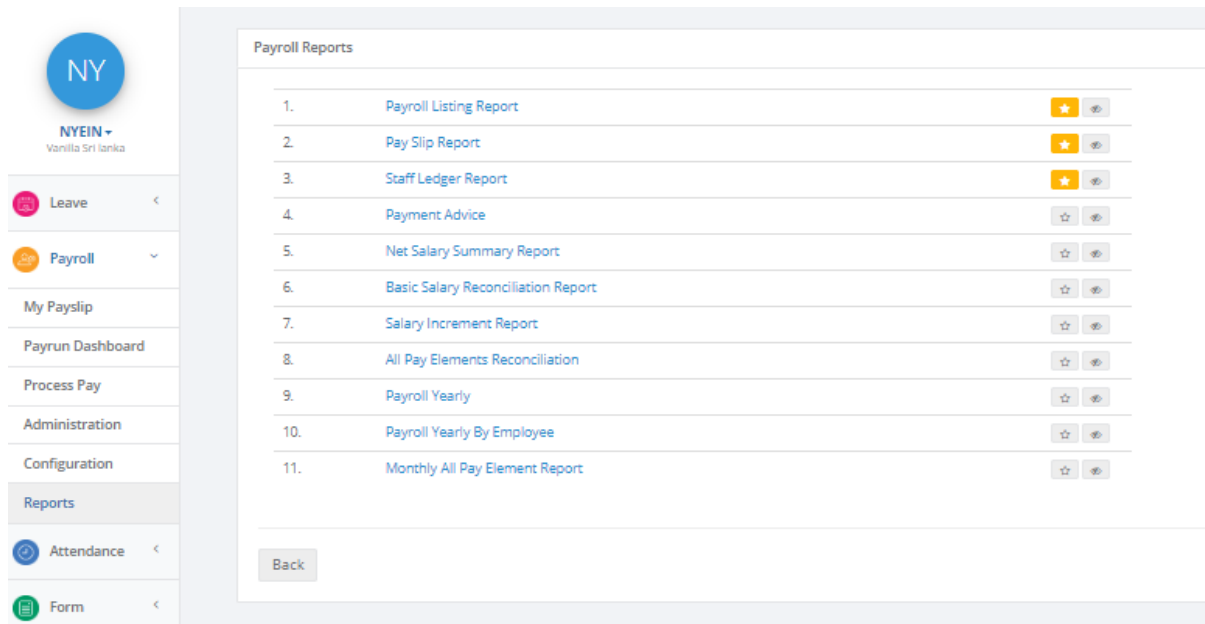
The steps in using Reports are:

Step 1: Login as the payroll administrator

Step 2: Click on  **Payroll**

Step 3: Click on [Reports](#)

Step 4: Click on the name of the report that you want to run



Step 5: Click on the report and the system will start to generate the report.



Step 6: Click on to print to PDF or click on the to export the report to another format such as CSV or Excel.

## Bookmark Reports

You can bookmark the reports that you need to constantly used. To do that, do the following:

Step 1: Login as the payroll administrator



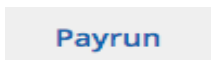
Step 2: Click on



Step 3: Click on



Step 4: At the report that you wish to bookmark, click on the . You will notice that that report will move all the way to the top and the will changed to



Step 5: If you click on , you will see that the report will be placed in the Post Payroll

### 3. Post Payroll

#### PAYROLL REPORTS

Click to see your payroll reports.

 Monthly Payroll  
Detail (Total Additions)

 Other Reports

 Transfer to  
Accounting