



Dynamics Business Solutions



# DYNAPAY FOR DYNAMICS 365 BUSINESS CENTRAL USERS MANUAL

Version 1.0 –October 2019

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**Dynamics Business Solutions**

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Table of Contents

PAYROLL IMPLEMENTATION OVERALL PROCESS .....	3
FINANCE BASIC SETUP .....	3
PAYROLL BASIC SETUP .....	3
PAYROLL POLICY AND RULES SETUP .....	4
DAILY TRANSACTIONS .....	4
PERIODIC TRANSACTIONS .....	5
REPORTS .....	5
A. SETUPS SECTION .....	6
1. PAYROLL PARAMETERS .....	6
2. PAYROLL CALENDAR .....	12
3. EMPLOYEE GROUP .....	17
4. GRADE .....	18
5. LEAVE PROFILE .....	24
6. EQUATION FACTORS .....	25
7. POSTING PROFILE .....	28
8. FLIGHT TICKETS .....	30
9. PAYROLL PROVISION .....	31
10. PROVISION SETUP .....	32
11. DEDUCTIONS SETUP .....	33
12. EARNINGS SETUP .....	39
13. OVERTIME SETUP .....	47
14. SOCIAL SECURITY SETUP .....	56
15. PAID LEAVE SETUP .....	57
16. UNPAID LEAVE SETUP .....	66
17. END OF SERVICE SETUP .....	74
18. TIME ATTENDANCE PROFILE SETUP .....	78
B. TRANSACTION SECTION .....	81
1. EARNING TRANSACTIONS .....	81
2. DEDUCTION TRANSACTIONS .....	85
3. PAID LEAVE .....	90
4. UNPAID LEAVE .....	102
5. LEAVE BALANCE ADJUSTMENT .....	109
6. CARRY BALANCE OVER YEAR .....	112
7. OVERTIME TRANSACTION .....	113
8. END OF SERVICE .....	117
9. STOP OR PAYROLL PROCESSING .....	122
10. LOAN ENCASHMENT .....	126
C. PERIODIC SECTION .....	129
1. PAYROLL PROCESS .....	129
2. TEC PROVISION .....	134
3. NON- TEC PROVISION .....	137
4. END OF SERVICE BENEFITS .....	141
5. POSTING LEAVE PROVISION .....	147
6. WAGES PROTECTION SYSTEM .....	153
7. GENERAL JOURNAL .....	155

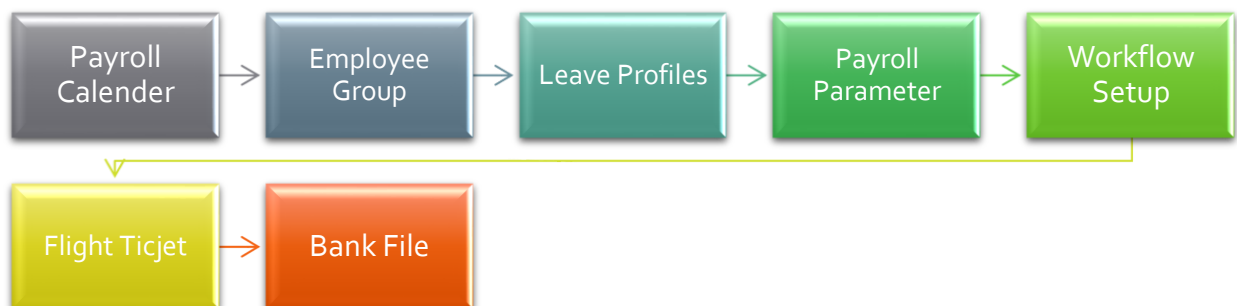
# Payroll Implementation overall Process



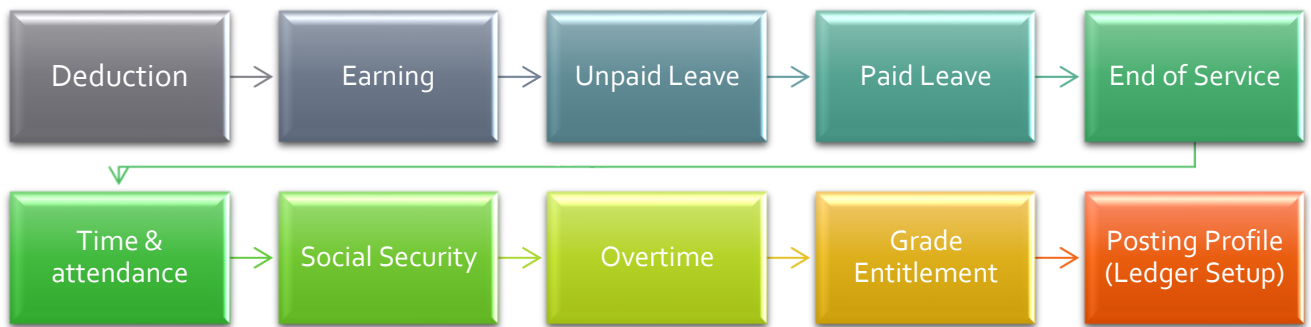
## Finance Basic Setup



## Payroll Basic Setup



## Payroll Policy and Rules Setup

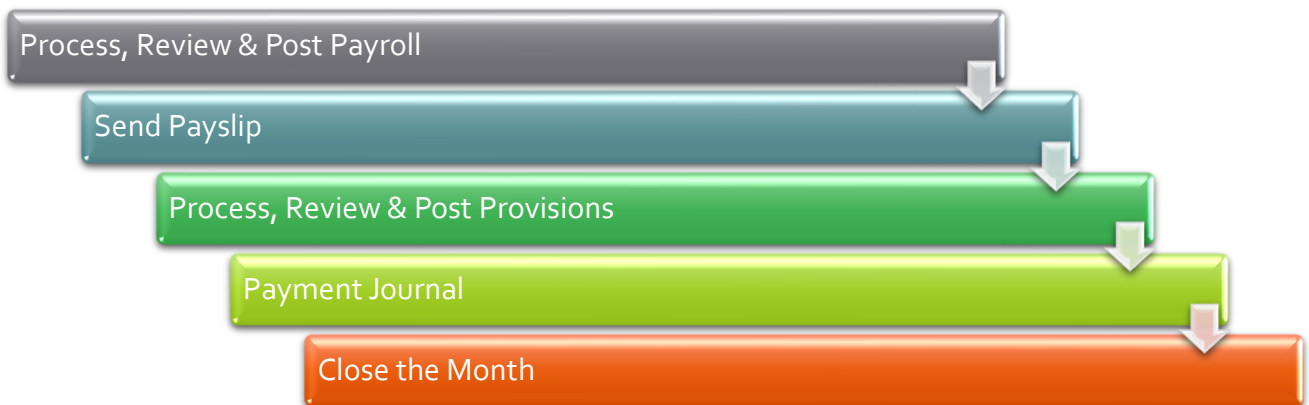


## Daily Transactions



## Periodic Transactions

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## Reports

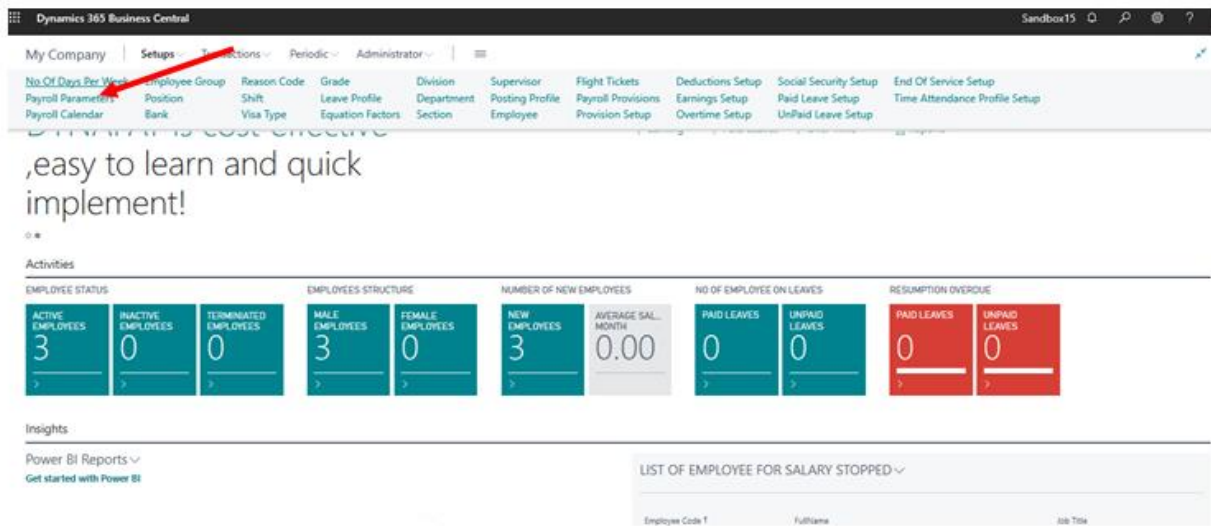
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- List of Employees
- Employee Monthly Salaries
- Pension Report
- Allowance Report
- Monthly Salary Detail Report
- Deduction Report
- Employee Variance Salary
- Leave Balance
- Paid Leave
- Unpaid Leave
- Payslip

# A. SETUPS SECTION

## 1. Payroll Parameters

1.1 To set up Payroll Parameters, go to **Payroll Home Page** first. Under the section – **Setup**, click **<Payroll Parameters>** to proceed.



## 1.2 Payroll Parameters General Screen

This screen allows a number of options to be setup for the payroll system, a list of brief explanation for the fields are provided below for easy reference.

SETUP PAYROLL CALCULATION AND G... ✎ + 🗑 ✓ SAVED 📄 🔗

### Payroll Parameters

🔍 Human Resource Setup
🔍 Actual Working Days Equation
🔍 Populate Master Data
🔍 DYNAPay License ...

---

#### GENERAL

Actual Working Days ...	Default Work Days Leave Days that affect Actual Work Days + Weekly Holiday and included in Working Days	Post Journals ...	<input type="checkbox"/>
Currency ...	AED	Rounding Off ...	<input type="text" value="0.01"/>
GI Template Code ...		Notify Employees ...	<input checked="" type="checkbox"/>
GI Batch Code ...		# Of Days As Per Year ...	<input type="text" value="365"/>
Posting Profile ...		# Of Days As Per Week ...	<input type="text" value="5"/>
		# Of Days As Per Mon...	<input type="text" value="30"/>

---

#### NEGATIVE SALARY

Balance The Negative ...	<input checked="" type="checkbox"/>	Negative Payroll Desc...	Balance The Negative Salary Loan
Loan to balance the n...	<input type="text" value="30"/>		

---

#### SALARY VALIDATION

Maximum Deduction ...	<input type="text" value="0"/>	Allow manual Payroll ...	<input type="checkbox"/>
Start Date ...	1/1/2019		

---

#### CONTROL

Salary Maximum Revl...	<input type="text" value="0"/>	Leave Year Reference ...	Calendar Year
Accept future revision...	<input checked="" type="checkbox"/>	Annual Leave Generat...	<input type="checkbox"/>
Leave Reference ...	Join Date	Absent Code ...	<input type="text" value="10"/>
Balance Calculated Fo...	<input checked="" type="checkbox"/>	Absent Code Descripti...	Unauthorized Absence

---

#### HR EMAIL DETAILS

HR Description ...	<input type="text"/>	HR Email ...	<input type="text"/>
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### 1.3 Click General Tab

#### a) Actual Working Days:

- Click <Actual Working Days Equation> for the Equation Editor to be prompted to add or modify an existing equation to calculate the actual working days. i.e. (Default Work Days- Leave Days that affect Actual Work Days+ Weekly holiday and included in Working days)
- Default Work Days: Default working days from the calendar setup
- Leave Days that affect Actual Work Days: no of leave days which is deducted from salary
- Weekly holiday and included in Working days: no. of weekends during the working period

b) **Currency:**Populate this field using the dropdown menu to choose the default currency for the payroll processing.

c) **GJ Template Code:** Populate this field using dropdown menu to choose the matching ledger journal

d) **GJ Batch Code:** Populate this field using dropdown menu to choose the matching GJ Batch.

e) **Posting Profile:** Populate this field using dropdown menu to choose the Payroll Posting Profile.

f) **Post Journal:**Populate this field using a checkmark for posting the journals automatically by the system.

g) **Round-off:**Enter a numeric value for the system to determine the round-off for payroll figures

h) **Notify Employee:**Populate this field using a checkmark if notification(s) should be sent to the employee(s)

i) **Number of Days as per Year:**Enter the number of days in a year for payroll processing purposes. i.e. 365

j) **Number of Days as per Week:**Enter the number of days in a week for payroll processing purposes. i.e. 5

k) **Number of Days as per Month:**Enter the number of days in a month for payroll processing purposes. i.e. 30

### 1.4 Click Negative Salary Tab

a) **Balance the negative Salary:** Populate this field using a checkmark for Balance the negative salary if the total deduction is more than earnings

b) **Loan to balance the negative payroll:** Populate this field using dropdown menu to choose the applicable option for an earning item to a loan.

c) **Negative Payroll Description:** The description for the loan to balance the negative salary

### 1.5 Click Salary Validation Tab

a) **Maximum Deduction (%):**Enter a percentage for the maximum deduction rate permitted on leave taken by an employee.

b) **Allow Manual Payroll Entry:**Populate this field using a checkmark if manual payroll entry is permitted.

c) **Start Date:**Populate this field by the start date when the company started the payroll process.





### 1.6 Click Control Tab

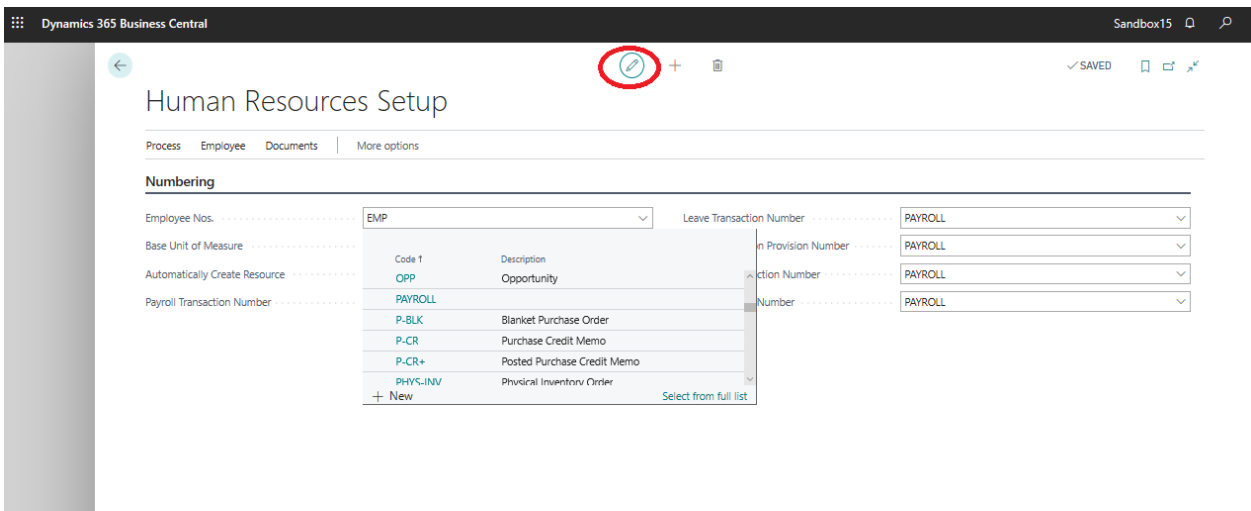
- a) **Salary Maximum Revision Days:** Specifies the maximum revision day for Salary
- b) **Accept Future revision date:** Populate this field using a checkmark if the accept future revision date will be enabled
- c) **Leave Reference:** Populate this field using the dropdown menu to choose the applicable option as leave reference.
  - ✓ **Joining Date** - Based on an employee’s start date with the company.
  - ✓ **Seniority Date** – based on an employee’s seniority date with the company.
- d) **Leave Year Reference:**Populate this field using the dropdown menu to choose the applicable option as leave year reference.
  - ✓ **Employee Year** -Based on the employee’s joining Date with the company
  - ✓ **Calendar Year** -Same as the Gregorian calendar starts on January 1 and ends at December 31
- e) **Annual leave Generate unpaid:** Populate this field using a checkmark for the annual leave generate unpaid
- f) **Absence Code:** Populate this field using dropdown menu to choose the absence code setup in the system
- g) **Absence Code Description:** Description for the absence code

### 1.7 Click HR Email Details Tab

- a) **HR Description:**Enter the name of the human resource department contact person.
- b) **HR E-mail:**Enter the email address of the notifications sender from human resource department.

### 1.8 Human Resource Setup Screen:

This screen allows changes to be made on the number sequences. To start, click **Human Resource Setup button**, then click **<Edit>** button to select the number sequence from the Number series list page like below is displayed.



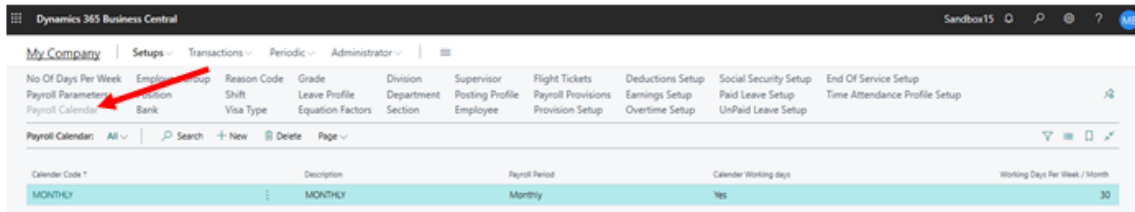
Search **+ New** Edit List Delete Navigate Page More options

SELECT - NO. SERIES LIST ↗

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Def... Nos.	Man... Nos.	Date Order
LOT	Lot Numbering	LOT0001	LOT9999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NS-ITEM	Catalog Items	NS0001	NS0100	-	NS0004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OPP	Opportunity	OP000001	OP999999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
→ PAYROLL	⋮	PR000001	PR999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-BLK	Blanket Purchase Order	1001	2999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-CR	Purchase Credit Memo	1001	2999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-CR+	Posted Purchase Credit Memo	109001	1010999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHYS-INV	Physical Inventory Order	PHIO00001	PHIO99999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHYS-INV+	Posted Phys. Invent. Order	PPHI00001	PPHI99999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P-INV	Purchase Invoice	107001	108999	-	107211	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-INV+	Posted Purchase Invoice	108001	109999	-	108208	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-ORD	Purchase Order	106001	107999	-	106004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-QUO	Purchase Quote	1001	2999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-RCPT	Purchase Receipt	107001	108999	-	107208	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-RETORD	Purchase Return Order	1001	2999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-SHPT	Posted Purchase Shipment	105001	106999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RES	Resource	R0010	R9990	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-BLK	Blanket Sales Order	1001	2999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-CR	Sales Credit Memo	S-CR1001	S-CR2999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S-CR+	Posted Sales Credit Memo	PS-CR104001	PS-CR105999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2. Payroll Calendar

2.1 To start, go to DynaPay Home Page and locate the Setup section. Click < Payroll Calendar > to display the Payroll Calendar Overview Screen.

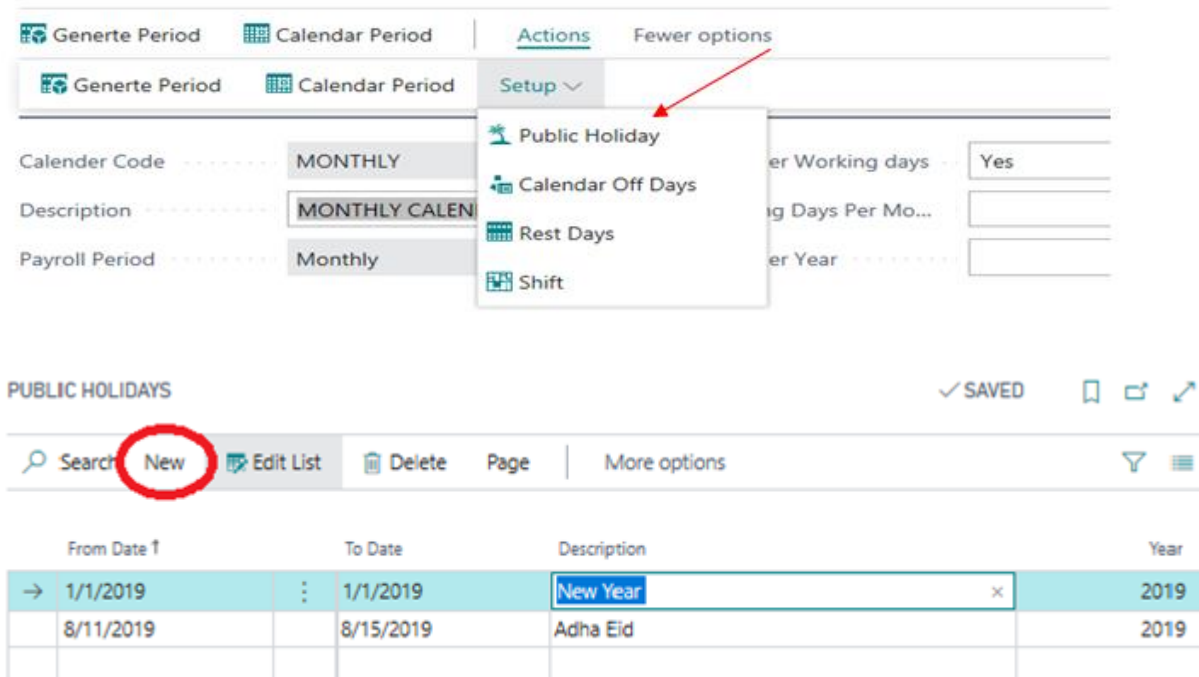


### 2.2 Payroll Calendar Overview Screen:

A brief explanation for all column headers is listed below for easy reference.

- a) Calendar code: Monthly
- b) Description: Monthly Calendar
- c) Payroll period: Monthly
- d) Calendar working days: Yes
- e) Working days per week/month =30 days
- f) Navigate DynaPay → Setup → Payroll Calendar → Calendar code → Actions → Setup → Public holidays
  - o Click <New> and add the following Holidays
  - o New Year → 1/1/2019 – 1/q/2019
  - o National Day of UAE → 02/12/2019 – 02/12/2019

## MONTHLY



- g) Navigate DynaPay → Setup → Payroll Calendar → Calendar code → Actions → Setup → Calendar off days
  - o The calendar off days is Fridays and Saturdays weekends.

- o Click +New button and choose the weekend's day number.

CALENDER OFF DAYS NOT SAVED

Search **+ New** Edit List Delete Page

	Day Number ↑	Name
	6	Friday
→	7	Saturday

**h) Navigate DynaPay → Setup → Payroll Calendar → Calendar code → Actions → Setup → Shifts**

SHIFT DAYS SETUP ✓ SAVED

Search + New Edit List Delete Page

DAY NUMBER ↑	NAME	SHIFT NO ↑	FROM TIME	TO TIME	NUMBER OF HOURS
1	Sunday	REGSHIFT	8:00:00 AM	4:00:00 PM	8.00
2	Monday	REGSHIFT	8:00:00 AM	5:00:00 PM	9.00

- o Day No – a numeric value assigned to a day, for example 3 = Monday
- o Name – description for the shift
- o From Time – starting time
- o To Time – ending time
- o Number of hours

**2.3 Setting up calendar period**

- a) The next step is setting up the periodic payroll processing dates. Click <Calendar Code> button to prompt the Payroll Periodic Dates screen.

Dynamics 365 Business Central Sandbox15

My Company | **Setup** | Transactions | Periodic | Administrator

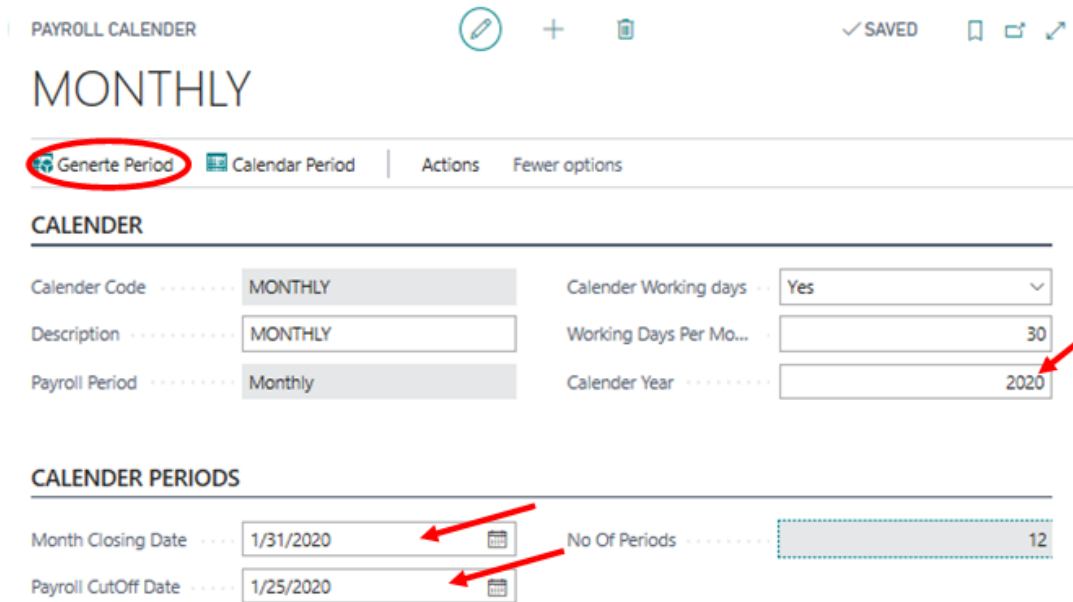
No Of Days Per Week Employee Group Reason Code Grade Division Supervisor Flight Tickets Deductions Setup Social Security Setup End Of Service Setup  
 Payroll Parameters Position Shift Leave Profile Department Posting Profile Payroll Provisions Earnings Setup Paid Leave Setup Time Attendance Profile Setup  
 Payroll Calendar Bank Visa Type Equation Factors Section Employee Provision Setup Overtime Setup UnPaid Leave Setup

Payroll Calendar: All Search + New Delete Page

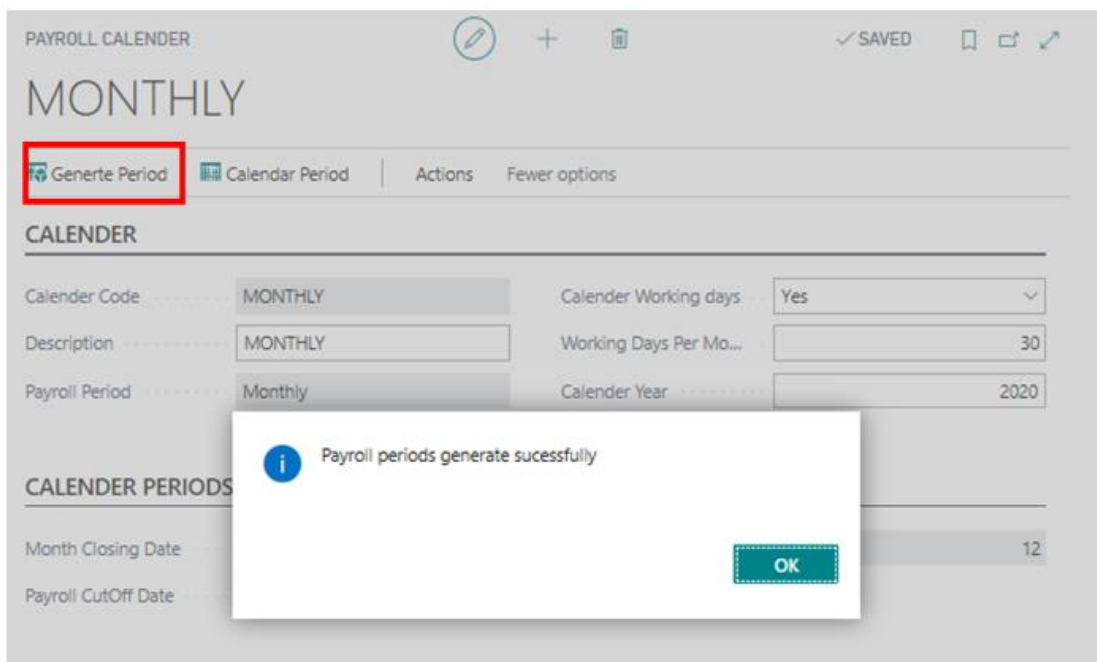
Calendar Code *	Description	Payroll Period	Calendar Working days	Working Days Per Week / Month
MONTHLY	MONTHLY	Monthly	Yes	30

### 2.4 Generate Period

- a) The system will generate all periodic payment frequencies based on the chosen Calendar year and calendar periods. In this example,
  - o Calendar Year: 2020
  - o Month closing Date: 1/31/2020
  - o Payroll cutoff Date: 1/25/2020
  - o No. of Periods: 12
- b) Click <Generate Period > button to generate the calendar periods.



- c) A pop screen will be shown "Payroll Periods generate successfully"



- d) 12 months are displayed when opted for a monthly payroll period. A list of brief explanation for each field and column header is provided below for easy reference.

## 2.5 Calendar Periods

a) Click <Calendar Periods> to see the payroll periodic dates

PAYROLL CALENDER ✓ SAVED

MONTHLY

Generte Period
Calendar Period
Actions
Fewer options

### CALENDER

Calender Code	MONTHLY	Calender Working days	Yes
Description	MONTHLY	Working Days Per Mo...	30
Payroll Period	Monthly	Calender Year	2020

### CALENDER PERIODS

Month Closing Date	1/31/2020	No Of Periods	12
Payroll CutOff Date	1/25/2020		

### PAYROLL PERIODIC DATES

Search Open Period Closed Period Page More options

Period No ↑	Start Date ↑	End Date ↑	CutOff Date	Period Status	Month
1	1/1/2020	1/31/2020	1/25/2020	Opened	1
2	2/1/2020	2/29/2020	2/25/2020	Opened	2
3	3/1/2020	3/31/2020	3/25/2020	Opened	3
4	4/1/2020	4/30/2020	4/25/2020	Opened	4
5	5/1/2020	5/31/2020	5/25/2020	Opened	5
6	6/1/2020	6/30/2020	6/25/2020	Opened	6
7	7/1/2020	7/31/2020	7/25/2020	Opened	7
8	8/1/2020	8/31/2020	8/25/2020	Opened	8
9	9/1/2020	9/30/2020	9/25/2020	Opened	9
10	10/1/2020	10/31/2020	10/25/2020	Opened	10
11	11/1/2020	11/30/2020	11/25/2020	Opened	11
12	12/1/2020	12/31/2020	12/25/2020	Opened	12

- b) **Calendar Year:**Enter the year associated with the payroll calendar.
- c) **Period No:**The system automatically assigns a series of numbers for all calendar periods associated with the payroll year.
- d) **Start Date:**The date on a calendar period begins.
- e) **To Date:**The date a calendar period ends.
- f) **Cutoff Date:**The date payroll processing takes place.
- g) **Period Status:**
  - Opened - payroll periods to be processed
  - Closed - processed payroll periods. The system won't permit any transaction affecting the salary during the closed month.



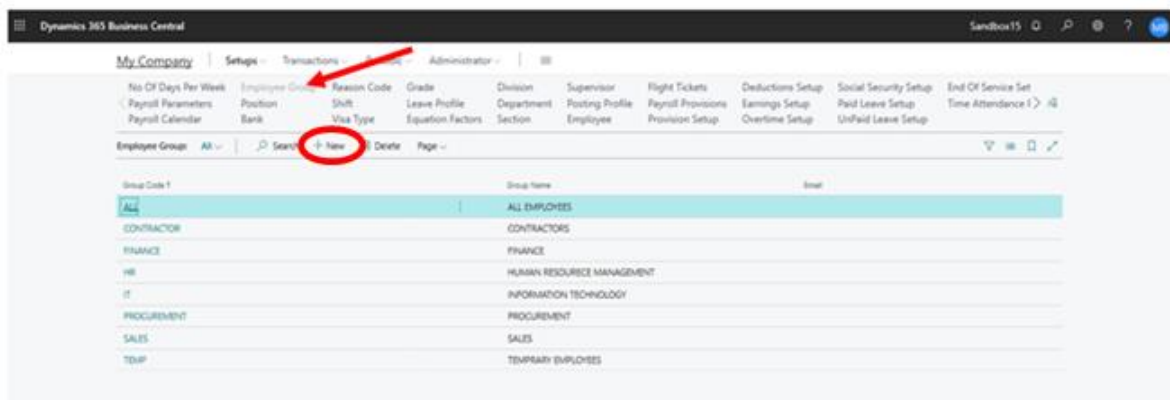
### 3. Employee Group

**3.1** To start, go to DynaPay Home Page and locate the Setup section. Click < **Employee Group** > to display the Employee Group Overview Screen.

#### **3.2 Employee Group Overview Screen**

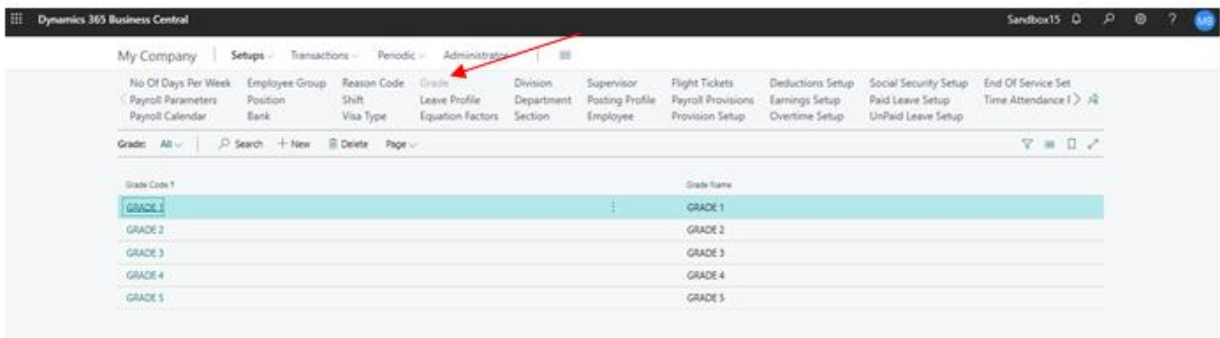
A brief explanation for all column headers is listed below for easy reference.

- Group Code : A unique code for the Employee Group .
- Group Name: A description for the Employee Group .Suggested Description “Contractor” and “Temporary”.
- Click <+ **New**> button to add a new Employee Group
- Employee Group will Help to process the payroll or extract payroll report for specific Group.

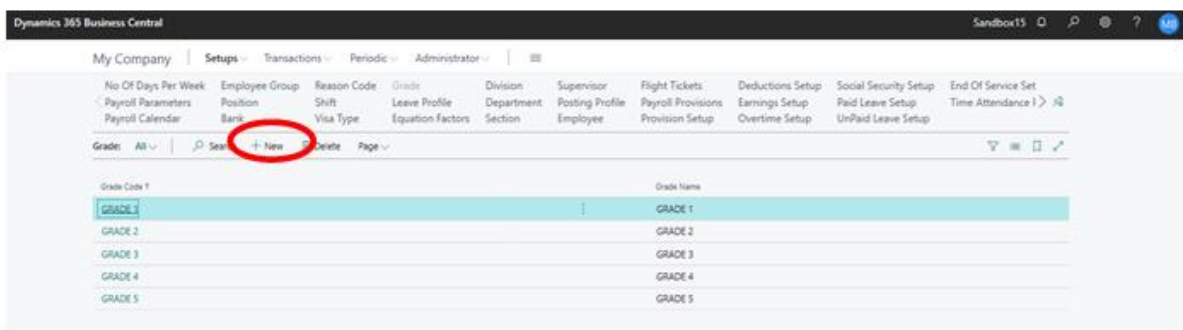


## 4. Grade

4.1 To setup the different grades assigned to employees, go to **DynaPay Home Page** and locate the **Setup** section. Click **<Grade>** to proceed.

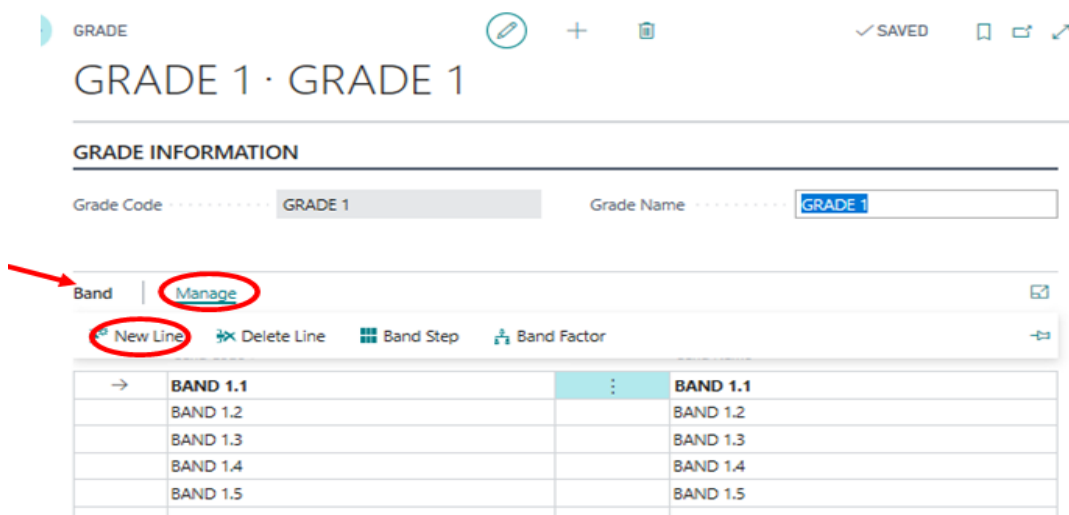


4.2 **Creating a Grade:** To create a new grade, click the **<New>** icon to start. Then enter the information accordingly.



- **Grade Code:** Click to enter the code for the particular grade or ranking for employees.
- **Grade Name:** Click to enter an explanation or name for the grade.

4.3 **Setting up a Band:** After setting up a grade, go to **<Band>** tab, click **<Manage>** and then press **<New Line>** to further define the band associated with the grade.



- **Band Code:** Click to enter the ID associated with the band.
- **Band Name:** Click to enter an explanation or name for the particular band

**4.4 Setting up a Step:** After setting up the band, click **<Manage>** and then press **<BandStep>** to set up the step and other related parameters.

BAND STEP ↗

BAND STEP CODE ↑	BAND CODE ↑ ▼	GRADE CODE ↑ ▼	CALENDAR CODE	LEAVE PROFILE CODE
FEMALE	BAND 1.1	GRADE 1	MONTHLY	22WD
MALE	BAND 1.1	GRADE 1	MONTHLY	24WD

- **Band Step Code:** Click to enter the code or ID for the particular step.
- **Step Description:** Click to enter an explanation or name for the particular step.
- To setup the details for the Step, highlight it under the **Band Step** tab; then click **Band Step Code**.

BAND STEP ⓘ + 🗑️ ✓ SAVED 📄 📄 📄

FEMALE · BAND 1.1 · GRADE 1

➔ Leave Eligibility
➔ Overtime Eligibility
➔ Allowances Eligibility
➔ Performance Appraisal Setup
➔ Provision
➔ Onetime Payment
More options

**STEP DETAIL**

Calendar Code	MONTHLY	Benefit Code Description	Graduity
Leave Profile Code	22WD	Ticket Code	18
Leave Profile Description	22 Working Days	Ticket Code Description	Ticket
Benefit Code	11	Eligible For Ticket	<input checked="" type="checkbox"/>

**TICKET INFORMATION**

Eligibility For Family Ticket	<input checked="" type="checkbox"/>	HFLIGHTTICKET	
		Wife	1
		Children	2
		Children maximum age	18
		Child to adult ticket age	0
		Ticket Class	Economy Class

**LEAVE BALANCE**

Carried Forward	<input checked="" type="checkbox"/>	Maximum Carried	10.00
-----------------	-------------------------------------	-----------------	-------

**4.5 Click Step Detail Tab**

- Calendar Code:** Pick the appropriate calendar code using the dropdown menu.
- Leave Profile Code:** Pick the appropriate leave profile using the dropdown menu. This will define the leave balance entitlement per year for the employees
- Benefits Code:** Pick the appropriate EOS profile, using dropdown menu. This will be used to calculate the accrued End of service benefits for the employee
- Ticket Code:** Pick the appropriate ticket code using the dropdown menu.
- Eligible for Ticket:** Populate this field with a checkmark if flight ticket entitlement exists.



#### 4.6 Click Ticket information Tab

- a) **Eligible for Family Ticket:**Populate this field with a checkmark if the employee entitlement for family ticket. Checking the box would prompt the related boxes below.
- b) **Wife:**Enter the number of wife(s) with flight ticket(s) entitlement.
- c) **Children:**Enter the number of son/ daughter(s) with flight ticket(s) entitlement.
- d) **Children Maximum Age:**Enter the maximum age permissible for the employee’s son/daughter for them to be entitled for a flight ticket.
- e) **Child to adult ticket age:** Enter the adult age permissible for the employee’s son/daughter for them to be entitled for a flight ticket.
- f) **Ticket Class:**Pick the appropriate flight ticket class using the dropdown menu.

#### 4.7 Click Leave Balance Tab

- a) **Carried Forward:**Populate this field with a checkmark if leave balance is permitted to be carried forward.
- b) **Maximum Carried :**Enter the maximum number of days allowed to be carried forward to the next year.

#### 4.8 Click Leave Eligibility Button

LEAVE ELIGIBILITY ✓ SAVED

Search + New Edit List Delete Page Filter Menu

PAY CODE ↑	PAY CODE DESCRIPTION
14 x ▾	Annual Leave
15	Sick Leave
16	Maternity Leave

#### 4.9 Click Overtime Eligibility Button

OVERTIME ELIGIBILITY ✓ SAVED ↗

Search + New Edit List Delete Overtime Eligibility Equation Page More options Filter Menu

PAY CODE ↑	PAYCODE DESCRIPTION	MAXIMUM HOUR PER PERIOD	MAXIMUM AMOUNT PER MONTH
8 x ▾	OverTime	100.00	(Full Basic Salary*2)

### 4.10 Click Allowance Eligibility Button

ALLOWANCE ELIGIBILITY

✓ SAVED

Search + New Edit List Delete Page

PAY CODE ↑	PAY CODE DESCRIPTION	LOWER AMOUNT	UPPER AMOUNT
1	Basic Salary	500.00	50,000.00
2	Housing Allowance	500.00	50,000.00
22	Transportation Allowance	500.00	10,000.00

### 4.11 Click Onetime Payment Button

D365 ONETIME EARNING RULE CARD

GRADE 1 · BAND 1.1 · FEMALE · 0

Minimum Equation 
  Maximum Equation 
 [More options](#)

Band Step Code: FEMALE Pay Code Description: 
   
 Effective From: \*

---

**OVERVIEW**

Minimum Amount EQ	<input type="text"/>	Default Value	Average
Maximum Amount EQ	<input type="text"/>	Sponsor	<input type="text"/>
Recurrence	Unlimited	Recover in EOS	<input checked="" type="checkbox"/>
Year Reference	Calendar Year	Recover Model	Prorated
Minimum Service Mo...	0	Recovery Percentage	0.00
Maximum UnAuthori...	0.00	Deduction Code	0
		Deduction Code Des...	<input type="text"/>
		Partial Payment	<input checked="" type="checkbox"/>

---

**CHILD**

Per Child	<input checked="" type="checkbox"/>	Max Age	0.00
Month	None	Max Children Number	0
Min Age	<input type="text"/>		

---

**PERDIEM**

Per Diem	<input checked="" type="checkbox"/>	AddDayAfter Travel R...	0
Include Traveling Days	<input checked="" type="checkbox"/>	Allow Add Employees	<input checked="" type="checkbox"/>
Include Return Travel ...	<input checked="" type="checkbox"/>	Allow Add Employee...	Department
Add Day Before Trave...	<input type="text"/>	Other Percent To Dad...	0

---

Lines | Manage

COUNTRY/REGION CODE *	CITY *	AMOUNT
		0.00

### 4.12 Click Provision Button

STEP PROVISION 

PROVISION CODE T	PROVISI...	BA... ON FA...	PROVISION REFERENCE	PROVISION REFERENCE DESCRIPTION	PROVISION AMOUNT EQUATION
* <input type="text" value=""/>	Taxes	<input type="checkbox"/>	0		
		<input type="checkbox"/>			

## 5. Leave Profile

5.1 To setup leave entitlement per year for an employee, go to the DynaPay Home Page first. Then locate the **Setup** section, click <Leave Profiles> to proceed.

5.2 The Leave Profiles screen pops up, click <New> icon to add a new profile.

- Profile Code – enter a unique code for the leave profile
- Name – enter a description for the leave profile

22WD

### LEAVE PROFILE INFORMATION

Leave Profile Code : 22WD      Leave Profile Name : 22 Working Days

Lines	Manage	ELIGIBLE FOR NUMBER OF LEAVE DAYS		
		SERVICE YEAR (FROM)	SERVICE YEAR (TO)	DAYS
		0	99	22.00

5.3 To add more details about the leave profile, click Manage and add new line. A range on the number of years an employee is with the firm is defined in this screen. For example, an employee is entitled to 14 leave days per year if he/she has been with the company for at least a year and up to 5 years.

- Years from – minimum number of years an employee is with the company
- To – maximum number of years an employee is with the company
- Eligible for number of Days– number of leave days an employee is entitled to in the given leave profile



## 6. Equation Factors

FACTOR ID	FACTOR NAME	SYSTEM RESERVED PARAMETER	IS ADD IN TOTAL
1	Full Basic Salary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Mobile allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Housing allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Net Gross Salary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Units Count	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Weekly Vacations Days During the period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Public holidays Days during the period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Calendar Period Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	Actual Work Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Leave Days that affect Actual Work Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	Leave Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14	Original	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FACTOR ID	FACTOR NAME	SYSTEM RESERVED PARAMETER	IS ADD IN TOTAL
15	Month Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Week Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Weekly Holiday and included in Working Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Weekly Holiday Days Excluded from effective Leave Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19	Public holidays Days included in Working Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20	Public holidays Days Excluded from effective Leave Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21	Net Basic Salary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
22	Default Work Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23	Full Gross Salary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
24	Full Basic pay slip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
25	Net Pay Slip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
26	Rest Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27	Yearly Benefits Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
28	Transportation allowance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
60	Default working days excluding days of not joining	<input checked="" type="checkbox"/>	<input type="checkbox"/>
61	Hourly Rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
62	Mobile allowance TRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
78	Social Allowance	<input type="checkbox"/>	<input type="checkbox"/>
52	Child Allowance	<input type="checkbox"/>	<input type="checkbox"/>
43	15% Company Pension Contribution	<input type="checkbox"/>	<input type="checkbox"/>
81	Airfare allowance	<input type="checkbox"/>	<input type="checkbox"/>

Factor ID	Factor Name	Factor Description
1	Full Basic Salary	Basic salary of the employee from payroll setup
3	Mobile allowance	Mobile allowance of the employee from payroll setup
4	Housing allowance	Housing allowance of the employee from payroll setup
5	Net Gross Salary	Net gross salary for the employee for the month
6	Units Count	Variable filled during the transaction
7	Weekly Vacations Days During the period	No. of weekends during the leave period
8	Public holidays Days during the period	No. of Public holidays days during the leave period
9	Calendar Period Days	No. of calendar days during a period
11	Actual Work Days	No. of actual working days during a period
12	Leave Days that affect Actual Work Days	No of leave days which is deducted from salary
13	Leave Days	No. of effective leave days
14	Original	Original allowance amount without any deduction
15	Month Days	No of Month days
16	Week Days	No. of week days
17	Weekly Holiday and included in Working Days	no. of weekends during the working period
18	Weekly Holiday Days Excluded from effective Leave Days	No. of weekends were excluded from the leave days calculation
19	Public holidays Days included in Working Days	No. of weekly holiday during the working period
20	Public holidays Days Excluded from effective Leave Days	No. of public holidays were excluded from the leave days calculation
21	Net Basic Salary	The new amount of basic salary for the month
22	Default Work Days	No. of default working days during the month
23	Full Gross Salary	Full Gross salary for the employee
24	Full Basic pay slip	Full Pay slip amount for the employee

25	Net Pay Slip	Net pay slip for employee for a month
26	Rest Days	No. of rest days during a period
27	Yearly Benefits Days	No. of yearly benefits days for EOS calculation
60	Default working days excluding days of not joining	No. of default working days excluding the period before joining during the month

### FACTOR CONFIGURATION PARAMETERS

**SYSTEM**

Is System Reserved  *Enable if the record created by the system and cannot be deleted.*

**BAND**

Linked To Grade  *Checked if the value will be picked from the employee grade.*

Fixed

**FIXED VALUE**

Fixed Amount  *Checked if the value of the factor is fixed amount (Fixed amount has to be filled in this case)*

Is Composit Factor  *Enable if it is linked to one of the allowances (Pay code has to be filled).*

Pay Code    
 Pay code Description

**MISCELLANEOUS**

Is Add In Total  *If pay code is selected and the check box is on to calculate the total amount of the selected pay code*

Calculate Daily Rate  *If pay code is selected and the check box is on to calculate the average amount of the selected pay code*

## 7. Posting Profile

7.1 Posting Profiles allows posting profiles to be defined for the different payroll transactions in the system. To begin setting up posting profiles, go to **DynaPay Home Page** and locate the **Setup** section. Then, click **<Posting Profile>** to proceed.



### 7.2 Posting Profile Screen

This screen provides a snapshot on the different posting profiles defined for each pay code.

DBS POSTING PROFILE DOCUMENT ✓ SAVED

# MONTHLY PAYROLL · MONTHLY PAYROLL

Lines | Manage 🔍 📄

PAY CODE ↑	PAYCODE DESCRIPTION	POSTING PROFILE TYPE	POSTING GROUP VALUE ↑	SUMMARY ACCOUNT CODE	CLEARING ACCOUNT CODE	POSTING LEVEL
1	Basic Salary	All	ALL	BASIC SALAR...	SALARY PAYA...	Ledger
2	Housing Allowance	All	ALL	HRA EXPENSES	SALARY PAYA...	Ledger
3	Mobile Allowance	All	ALL	MOBILE ALLO...	SALARY PAYA...	Ledger
22	Transportation Allowance	All	ALL	TA EXPENSES	SALARY PAYA...	Ledger
1	Basic Salary	By Employee	E0006	BS-SPL-EXP	SALARY PAYA...	Ledger
1	Basic Salary	By Group	FINANCE	BS EXP-FINA...	SALARY PAYA...	Ledger

Below provides a brief explanation on each of the column headers found under Overview tab.

- a) **Pay Code**  
This field displays the pay code associated with the payroll item.
- b) **Description**  
An explanation or name for the payroll item.
- c) **Posting Profile Type**  
This field displays the payroll/transaction type associated with the pay code.  
Posting Profile Type= (All, Employee, Group)
- d) **Posting Level**
  - ✓ **Posting Level (=Worker)**
    - ✓ This will affect Employee Transactions List
    - ✓ Populate this field with a 'Worker' to indicate the associated pay code which will post to the employee transactions list.
  - ✓ **Posting Level (=Ledger)**
    - ✓ Post Directly To General Journal
    - ✓ Populate this field with a 'Ledger' for the entries related to the associated payroll item to be posted directly to the general journal.

- ✓ When all the necessary fields have been defined on the Payroll Code Screen, click the appropriate tab - Expense or Payable associated with the pay code, then define the matching posting profile accordingly.

## 8. Flight Tickets

8.1 The user will enter the flight destinations and the rates according to infant, child and adult for every ticket class (i.e. economic, business and first class)

Flight Tickets: All ▾   Search   + New   Delete   Page ▾	
TICKET CODE ↑	TICKET DESCRIPTION
EGY-CARIO	Cario-Egypt
ENG-LON	London-England
IND-DEL	Delhi-India
IND-HYD	Hyderabad-India
USA-NY	NewYork-USA

## 9. Payroll Provision

9.1 The user will enter the code and description of the provision. Provisions are the category of the provision (no impact on any calculation related to the category).

Payroll Provisions: All ▾ | 🔍 Search + New 🗑️ Delete Page ▾ 🔍 ☰ ↗

PROVISION CODE ↑	PROVISION NAME	PROVISIONS	IS TOTAL EMPLOYEE COST
AIR TICKET	AIR TICKET	Tickets	<input checked="" type="checkbox"/>
BONUS	BONUS	Annual Bonus	<input type="checkbox"/>
HEALTH CLUB	HEALTH CLUB	Others	<input type="checkbox"/>
INCOME TAX	INCOME TAX	Taxes	<input type="checkbox"/>
MEDICAL INSURANCE	MEDICAL INSURANCE	Others	<input type="checkbox"/>

## 10. Provision Setup

**10.1** The users will setup the provision segments (i.e. Engineering is the provision for the groups of engineer staff. Another segment is the Finance staff, etc) this segmentation will help to define the provision scheme for different sections of the organization.

DBS | **Setups** ▾ Transactions ▾ Periodic ▾ Administrator ▾

Provision Setup: All ▾ | 🔍 Search + New 🗑️ Delete Page ▾

GROUP CODE ↑	GROUP NAME
ALL	ALL EMPLOYEES
FINANCE	FINANCE

**10.2** In the following the screen, the user will include all the financial elements that need to be calculated as part of the provision calculation. These elements could be either (percentage/Fixed Amount/Flight ticket) of the (Basic/Billing/Gross) salary.

### FINANCE

Lines | Manage

PROVISION ↑	PAY CODE	PAY CODE DESCRIPTION	PROVISI... METHOD	PERCENTAGE	PROVISI... PAREME...
AIR TICKET	18	Ticket	Flight Ticket	0.00	Basic
*	0	Ticket	Fixed Amount	0.00	Basic

### FINANCE

Lines | Manage

PROVISION ↑	PROVISI... PAREME...	AMOUNT	IS			POSTING LEVEL	SUMMARY ACCOUNT CODE	CLEARNING ACCOUNT CODE
			DE... UP... DA...	TOT... EM... CO...	CR... PO... TR...			
AIR TICKET	Basic	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ledger		

**10.3** In the following screen, the user will setup the financial impact by select the summary and clearing account (debit and credit sides) of the posting vouchers.



## 11. Deductions Setup

11.1 To offset an amount such as a loan repayment from an employee’s paycheck, resulting only a net amount is being paid; you would have to set up a deduction item to accomplish that.

Navigate DynaPay Setup Deductions Setup

### 11.2 Deduction Overview Screen:

PAY CODE ↑ ↓	DESCRIPTION	SHORT NAME	REPETITION	FREQUENCY
6	Pension		Periodic	Monthly
13	Loan Monthly Deduction		Periodic	Monthly
29	Advance Salary Deduction		Periodic	Monthly
31	Negative Salary Loan Deduction		Periodic	Monthly
35	Mobile Deduction		One Time	Monthly
36	Other Deduction		One Time	Monthly

### 11.3 Deduction Detailed Screen:

#### 6 - Pension

Standard Equation Card
  Maximum Equation Card
  Leave Quotion During The Period
 [More options](#)

---

**DEDUCTION PAY CODE**

Type ..... Deduction      Repetition ..... Periodic

Pay Code ..... 6      Frequency ..... Monthly

Description ..... Pension      Is Disabled .....

Label .....      Loan Installment .....

Short Name .....      Is Equation .....

---

**EQUATION TAB**

STANDARD EQUATIONS

..... (Full Basic Salary + Housing allowance)\*5/100

Transaction Description .....

MAXIMUM LIMIT EQUATION FOR THE TRANSACTION

.....

Maximum Installment... 0

EQUATION WHEN LEAVE DURING PERIOD

..... (((Full Basic Salary + Housing allowance)\*0.05)/Default Work Days\*Actual Work Days)

---

**PAYROLL**

Restricted With Grade .....

Post Directly To Ledger .....

Post to Employee Tra...

Include In Gross Salary .....

Element Of Payslip .....

Is Expense .....

Below provides a brief explanation on each of the column headers found under Overview tab.

- a) **Pay Code:**  
This is the pay code associated with the deduction item.
- b) **Description:**  
An explanation or name for the deduction item.
- c) **Is Disabled:**

This field is populated by a checkmark if the deduction item should be disabled for payroll processing purposes. Checking this box would populate the <Disabled> box on the right hand side as well.

### 11.4 Creating a Deduction Item

- a) To create a new deduction item, click the <New> icon to start. The Pay Code as shown in the item

To create a new deduction item, click the <New> icon to start. The Pay Code as shown in the item

PAY CODE †	DESCRIPTION	SHORT NAME	REPETITION	FREQUENCY
5	Pension		Periodic	Monthly
13	Loan Monthly Deduction		Periodic	Monthly
29	Advance Salary Deduction		Periodic	Monthly
31	Negative Salary Loan Deduction		Periodic	Monthly
35	Mobile Deduction		One Time	Monthly
36	Other Deduction		One Time	Monthly

### 11.5 Adding or Modify a Deduction Item

- a) To add or modify details for a deduction item, you would update the fields.

Standard Equation Card | Maximum Equation Card | Leave Equation During The Period | More options

---

**DEDUCTION PAY CODE**

Type: Deduction | Repetition: One Time  
 Pay Code: 53 | Frequency: Monthly  
 Description: \* | Is Disabled:   
 Label: | Loan Installment:   
 Short Name: | Is Equation:

---

**EQUATION TAB**

STANDARD EQUATIONS | MAXIMUM LIMIT EQUATION FOR THE TRANSACTION

Transaction Description: | Maximum Installment: 0

EQUATION WHEN LEAVE DURING PERIOD

---

**PAYROLL**

Restricted With Grade:  | Include In Gross Salary:   
 Post Directly To Ledger:  | Element Of Payslip:   
 Post to Employee Tra...:  | Is Expense:

**b) Is Equation**

The field is populated by a checkmark to activate the <Equation> button when it is required to define the deduction item. Checking this field will activate the <Transaction Description (Unit)> field. Enter a description at <Transaction Description (Unit)> field first, then click <Standard Equation Card > button to use the Equation editor. To begin, check off <Is Equation> box. The <Standard Equation card > button (red circle) is now activated.

**DEDUCTION PAY CODE**

Type	Deduction	Repetition	Periodic
Pay Code	6	Frequency	Monthly
Description	Pension	Is Disabled	<input type="checkbox"/>
Label		Loan Installment	<input type="checkbox"/>
Short Name		Is Equation	<input checked="" type="checkbox"/>

**EQUATION TAB**

<b>STANDARD EQUATIONS</b>	<b>MAXIMUM LIMIT EQUATION FOR THE TRANSACTION</b>
(Full Basic Salary+Housing allowance)*5/100	

Click <Standard Equation card> button to display the equation editor screen.

Condition

Main Equation  If Condition  True  False

(Full Basic Salary-1+Housing allowance-4)\*5/100

7	8	9	+	(	>=
4	5	6	-	)	=
1	2	3	*	<	==
.	0	00	/	>	<=

Clear Equation    Clear Character

Condition :

True :

False :

Add Condition

Full Basic Salary-1    Add Factor

Save Equation    Validate Equation

The dropdown menu (red circle) provides you with a choice of variables containing numeric values differ from employee to employee. To pick the desired variable, highlight the item first; then click the <Add> button (green circle). In this example, the item <Full Basic Salary> was chosen and added, so < Full Basic Salary > (purple circle), the code representing the full Basic salary is displayed.

To form an equation to calculate Pension, let’s assume the formula would be (Full Basic Salary+ Housing Allowance)\*5/100.

**The key sequence to add the equation would be as follows:**

- ✓ Pick **Full Basic Salary** from the dropdown menu.
- ✓ Click <Add Factor> to add the variable
- ✓ Click <+> for addition
- ✓ Pick **Housing Allowance** from the dropdown menu.
- ✓ Click <Add Factor> to add the variable
- ✓ Click <\*> for multiplying
- ✓ Click <5>, Click </> for division and Click <100>.
- ✓ Click <Save Equation> to add the equation onto the system and return to the **Equation tab** as shown below.
- ✓ If you Click <Clear Equation>, it will delete equation onto the system and if you Click <Clear Character> it will delete last variable of numeric value.

**Equation when Leave during Period**

Click <Leave Equation during the Period> to display the equation editor for leave calculations. Refer to the previous item - **Is Equation** on how to use the equation editor.

The screenshot shows an equation editor window. At the top, there is a 'Condition' section with radio buttons for 'Main Equation', 'If Condition', 'True', and 'False'. Below this, the current equation is displayed:  $((Full\ Basic\ Salary-1+Housing\ allowance-4)*0.05)/Default\ Work\ Days-22*Actual\ Work\ Days-11$ . A numeric keypad is visible with buttons for digits 0-9, decimal point, and mathematical operators (+, -, \*, /, =, >=, <=, <, >, (, ). Below the keypad are two buttons: 'Clear Equation' and 'Clear Character'. Underneath, there are three text input fields labeled 'Condition:', 'True:', and 'False:'. At the bottom, there is a large blue 'Add Condition' button, a dropdown menu with the text '--- Please Select Factor ---', and two buttons: 'Add Factor', 'Save Equation', and 'Validate Equation'.

**c) Loan Installments**

If the deduction would be carried out by a series of installments, an example would be offsetting the monthly loan payment for an employee against his monthly salary. So, you would check off **<Loan installment>**, and populate the **<Monthly>** from the drop down menu of frequency for the system to recognize that.

In this example, the code for **<Loan Monthly Deduction>** was chosen.

**DEDUCTION SETUP**

13 - Loan Monthly Deduction

Standard Equation Card **Maximum Equation Card** Leave Quotion D...ring The Period More options

**DEDUCTION PAY CODE**

Type	Deduction	Repetition	Periodic
Pay Code	13	Frequency	Monthly
Description	Loan Monthly Deduction	Is Disabled	<input type="checkbox"/>
Label		<b>Loan Installment</b>	<input checked="" type="checkbox"/>
Short Name		Is Equation	<input type="checkbox"/>

**EQUATION TAB**

<b>STANDARD EQUATIONS</b>	<b>MAXIMUM LIMIT EQUATION FOR THE TRANSACTION</b>
Transaction Description	Maximum Installment... 12
	<b>EQUATION WHEN LEAVE DURING PERIOD</b>

**PAYROLL**

Restricted With Grade	<input type="checkbox"/>	Include In Gross Salary	<input type="checkbox"/>
Post Directly To Ledger	<input type="checkbox"/>	Element Of Payslip	<input checked="" type="checkbox"/>
Post to Employee Tra...	<input type="checkbox"/>	Is Expense	<input type="checkbox"/>

✓ **Maximum Limit Equation for the transaction**

Click **<Maximum Equation Card>** to display the equation editor for calculating the maximum installment amount. \*Refer to the previous item – **Is Equation** on how to use the equation editor.

✓ **Max Installment Period:**

Enter the maximum number of installment payments allowed in this field.

**d) Repetition** **One Time**

This is for a non-periodic deduction against an employee's paycheck such as an additional monthly loan payment on top of an existing one. Check off <**Loan Installment**> would disable this option.

 **Periodic**

Populating this field activates the Frequency Options Box below, so you may choose the desired payment period according to your needs.

**e) Frequency**

Pick the appropriate payment frequent by populating the respective radio button.

**f) Post Directly to Ledger**

This box is populated by a checkmark and is applicable for a deduction item with entries that require posting to the ledger.

**g) Restricted with Grade**

This box is populated by a checkmark and is applicable for a deduction item dependent on an employee's grade.

**h) Include in Gross Salary**

Pick the applicable option to determine if the deduction item should be included as part of the gross salary or not.

**i) Element of Pay Slip**

This field is populated by a checkmark if the deduction item should be included as part of the pay slip for payroll processing purposes.

**j) Post to Employee Transactions History**

Populate this field with a checkmark if the associated entries for the deduction item should be posted to the Employee Transactions. Beware that the related information is reflected in the Employee Master Data Screen if the box is checked. If this is not selected, the posting will affect general ledger only based on the posting profile setup within the payroll.

## 12. Earnings Setup



**12.1** An employee compensation package may consist of additional allowances and payments on top of the basic salary, so you may have them properly setup under Earnings Setup.

Navigate DynaPay  Setup  Earnings Setup

### 12.2 Earning Overview Screen

This section will be covering all items found under Overview tab which is the default page when the Earning Setup screen is prompted.

DBS | **Setups** ▾ Transactions ▾ Periodic ▾ Administrator ▾

Earnings Setup: All ▾ | 🔍 Search + New Manage ▾ Page ▾  

PAY CODE ↑	DESCRIPTION	SHORT NAME	REPETITION	FREQUENCY
1	Basic Salary		Periodic	Monthly
2	Housing Allowance		Periodic	Monthly
3	Mobile Allowance		Periodic	Monthly
7	Annual Bonus		One Time	Monthly
12	Advance Loan		One Time	Monthly
18	Ticket		One Time	Yearly
20	Education Allowance		One Time	Monthly
21	Mobilization Allowance		One Time	Monthly
22	Transportation Allowance		Periodic	Monthly
23	Airfare Allowance		Periodic	Monthly
25	Annual Bonus(Yearly)		One Time	Yearly
28	Advance Salary		One Time	Monthly
30	Balance The Negative Salary Loan		One Time	Monthly
33	Leave Encashment		One Time	Monthly
39	Food Coverage		Periodic	Monthly
42	Leave Advance Salary		One Time	Monthly
43	Pension Company Contr		Periodic	Monthly
50	Other Earnings	OE	One Time	Monthly

Below provides a brief explanation on each of the column headers found under Overview tab.

- a) Pay Code**  
The system automatically assigns a pay code when an earning item is created. This is a serial integer number generated by the system.
- b) Description:**  
An explanation or name for the particular earning item.
- c) Repetition:**  
This field is populated by using the dropdown menu clicking Period or One Time.
- d) Frequency :**  
Populating this field activates the Period Options Box below, so you may choose the desired payment period according to your needs.

### 12.3 Earning Detailed Screen

EARNING SETUP
✓ SAVED

## 1 - Basic Salary

Standard Equation Card
Maximum Equation Card
Leave Quation D...ring The Period
More options

Type	Earning	Repetition	Periodic
Pay Code	1	Frequency	Monthly
Description	Basic Salary	Is Equation	<input checked="" type="checkbox"/>
Label		Is Basic Salary	<input type="checkbox"/>
Short Name			

#### EQUATIONS TAB

<p>STANDARD EQUATIONS</p> <p>Transaction Descript...</p> <p>MAXIMUM LIMIT EQUATION FOR THE TRANSACTION</p>	<p>EQUATION WHEN LEAVE DURING PERIOD</p> <p>Original/Default Work Days*(Actual Work Days)</p>
--	---

#### PAYROLL

<p>Restricted With Grade <input checked="" type="checkbox"/></p> <p>Include In Gross Salary <input checked="" type="checkbox"/></p> <p>Element Of Payslip <input type="checkbox"/></p> <p>Post to Employee Tra... <input checked="" type="checkbox"/></p> <p>Post Directly To Ledger <input type="checkbox"/></p> <p>LOAN</p> <p>Is Loan <input type="checkbox"/></p> <p>Maximum Installmen... 0</p> <p>Related Deduction 0</p> <p>Deduction Description</p> <p>CATEGORY</p> <p>Is Job Related <input type="checkbox"/></p> <p>Payroll Category Standard</p>	<p>TICKET</p> <p>Is Flight Ticket <input type="checkbox"/></p> <p>REIMBURSEMENT</p> <p>Is Reimbursement On... <input type="checkbox"/></p> <p>Reimbursement Code 0</p> <p>Reimbursement Desc...</p> <p>SOCIAL SECURITY</p> <p>Social Security 0</p> <p>Social Security Descri...</p> <p>CHILDREN</p> <p>Is Child Required <input type="checkbox"/></p>
--	--



### 12.4 Creating an Earning Item

To create a new earning item, simply click <New> icon and the system generates a new Pay Code as seen below.

Navigate DynaPay → Setup → Earnings Setup → +New

To add or modify the details for the particular item, click any record under pay code Column.

Pay Code 1	Description	Short Name	Repetition	Frequency
1	Basic Salary		Periodic	Monthly
2	Housing Allowance		Periodic	Monthly
3	Mobile Allowance		Periodic	Monthly
7	Annual Bonus		One Time	Monthly
12	Advance Loan		One Time	Monthly
18	Ticket		One Time	Yearly
20	Education Allowance		One Time	Monthly
21	Mobilization Allowance		One Time	Monthly
22	Transportation Allowance		Periodic	Monthly

**EARNING SETUP**

54 -

Standard Equation Card | Maximum Equation Card | Leave Quation D...ring The Period | More options

**EARNING PAY CODE**

Type: Earning | Repetition: One Time  
 Pay Code: 54 | Frequency: Monthly  
 Description: \* | Is Equation:   
 Label: | Is Basic Salary:   
 Short Name: |

**EQUATIONS TAB**

STANDARD EQUATIONS | MAXIMUM LIMIT EQUATION FOR THE TRANSACTION

Transaction Descript... | EQUATION WHEN LEAVE DURING PERIOD

**PAYROLL**

Restricted With Grade:   
 Include In Gross Salary:   
 Element Of Payslip:   
 Post to Employee Tra...:   
 Post Directly To Ledger:   
**LOAN**  
 Is Loan:   
 Maximum Installmen...: 0  
 Related Deduction: 0  
 Deduction Description: |  
**CATEGORY**  
 Is Job Related:   
 Payroll Category: Standard

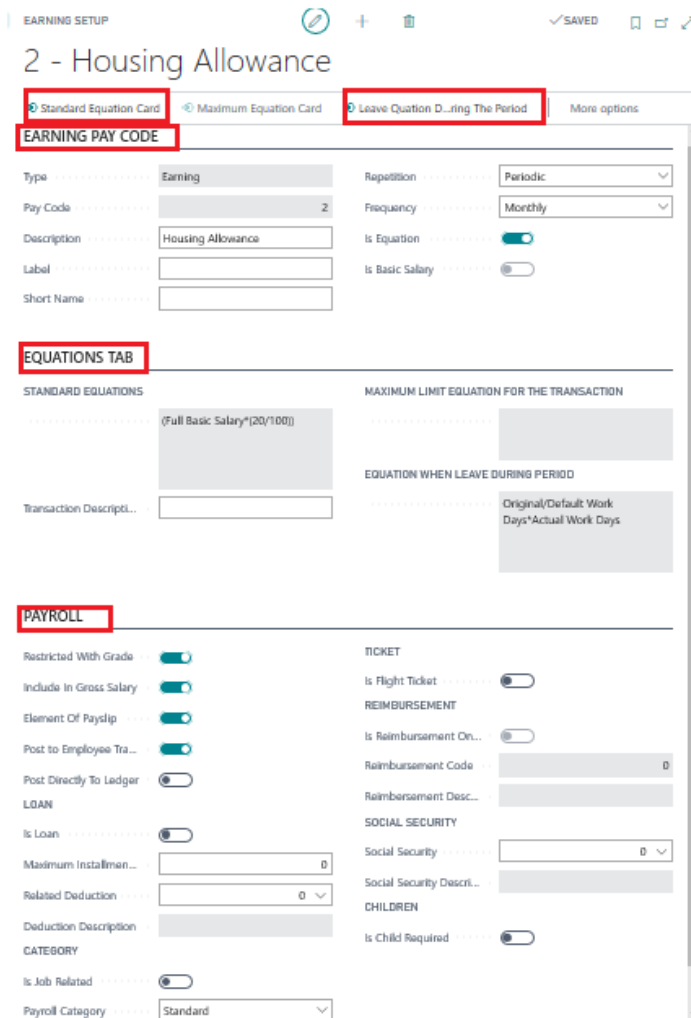
**TICKET**  
 Is Flight Ticket:   
**REIMBURSEMENT**  
 Is Reimbursement On...:   
 Reimbursement Code: 0  
 Reimbursement Desc...: |  
**SOCIAL SECURITY**  
 Social Security: 0  
 Social Security Descr...: |  
**CHILDREN**  
 Is Child Required:

### 12.5 Adding or Modify an Earning Item

To add or make changes on an earning item, click on the particular item under **Pay Code** column. In this example, pay code 2 "Housing Allowance" is chosen .

PAY CODE 1	DESCRIPTION	SHORT NAME	REPETITION	FREQUENCY
1	Basic Salary		Periodic	Monthly
2	Housing Allowance		Periodic	Monthly
3	Mobile Allowance		Periodic	Monthly
7	Annual Bonus		One Time	Monthly
12	Advance Loan		One Time	Monthly
18	Ticket		One Time	Yearly
20	Education Allowance		One Time	Monthly
21	Mobilization Allowance		One Time	Monthly
22	Transportation Allowance		Periodic	Monthly
23	Airfare Allowance		Periodic	Monthly
25	Annual Bonus(Yearly)		One Time	Yearly
28	Advance Salary		One Time	Monthly
30	Balance The Negative Salary Loan		One Time	Monthly
33	Leave Encashement		One Time	Monthly
39	Food Coverage		Periodic	Monthly
42	Leave Advance Salary		One Time	Monthly

Then, a new screen will be opened to add or make the necessary changes as shown below.



**a) Click Earning Pay Code Tab**

○ **Repetition**

This field is populated by using the dropdown menu clicking Period or One Time.

- ✓ **Periodic** – pick this if the item is payable to the employee at the same payment cycle as the basic salary.
- ✓ **One Time** – choose this if the item is for a non-reoccurring payroll payment event such as Annual Bonus which is payable only once per year.

○ **Is Equation**

The field is populated by a checkmark to activate the <Standard Equation Card> button to use the Equation editor to define the earning item.

- ✓ For illustration purposes, let’s say the house allowance for employees is 20% of their full basic salary.
- ✓ First, you would highlight “House Allowance” and click pay code item.
- ✓ Click <Standard Equation card> button to display the equation editor screen.
- ✓ The dropdown menu (red circle) provides you with a choice of variables containing numeric values differ from employee to employee. To pick the desired variable, highlight the item first; then click the <Add Factor> button (orange circle). In this example, the item “Full Basic Salary – 1> was chosen and added, so <Full Basic Salary> (purple circle), the code representing the full basic salary is displayed.

✓ To form an equation to calculate the house allowance equaling to 20% of the basic salary, the buttons on the equation editor would be utilized. You would first place the cursor after <Full Basic Salary>, then click <\*> (green box) for multiplication and finally add <20>, </> for division and <100> (blue boxes) using the number pad to form the equation as illustrated above. Finally, click <Save Equation> (grey box) to add the equation into the system.

✓ The equation (red circle) has been added as displayed below.

## 2 - Housing Allowance

Standard Equation Card
  Maximum Equation Card
  Leave Quation D...ring The Period

Short Name

---

### EQUATIONS TAB

STANDARD EQUATIONS	MAXIMUM LIMIT EQUATION FOR THE TRANSACTION
<input type="text" value="Full Basic Salary*(20/100)"/>	<input type="text"/>
Transaction Descripti...	<input type="text" value="Original/Default Work Days*Actual Work Days"/>

- **Equation when Leave during period**

This is for adding an equation calculating the impact of leave days for the earning item. To learn more about the Equation Editor, please refer to <Is Equation> definition for details.

Condition

Main Equation
  Of Condition
  True
  False

Original-14/Default Work Days-22\*Actual Work Days-11

7	8	9	+	(	>=
4	5	6	-	)	=
1	2	3	*	<	==
.	0	00	/	>	<=

Condition :

True :

False :

**b) Click Payroll Tab****o Restricted with Grade**

This box is populated by a checkmark and is applicable for an earning item dependent on an employee's grade.

**o Included In Gross Salary**

This field is populated by using the dropdown menu by clicking Yes or No.

✓ **Yes** - allows the earning option to be included as part of the Gross Salary.

✓ **No** – the earning option will not be included as part of the Gross Salary.

**o Element of Pay Slip**

This field is populated by a checkmark when the earning item should be included as part of the paycheck.

**o Post to Employee Transactions History**

Populate this field with a checkmark if the associated entries for the earning item should be posted to the Employee Transactions. Beware that the related information is reflected in the Employee Master Data Screen if the box is checked. If this is not selected, the posting will affect general ledger only based on the posting profile setup within the payroll.

**o Post Directly to Ledger**

This box is populated by a checkmark and is applicable for an earning item with entries that require posting to the ledger.

**o Loan**

This box is populated by a checkmark and is applicable for an earning item related to a loan.

**o Flight ticket**

This box is populated by a checkmark and is applicable for an earning item related to a flight ticket. The rates will be populated from the flight ticket price list as mentioned in the above flight ticket setup form.

**o Reimbursement**

This field is populated by a checkmark for an earning item where reimbursement is required when the employee leaves the company as per his or her employment contract. This will be deducted from End of service benefits. For example ( Furniture allowance will be deducted from the employee if he resigns from the company before completing four years).

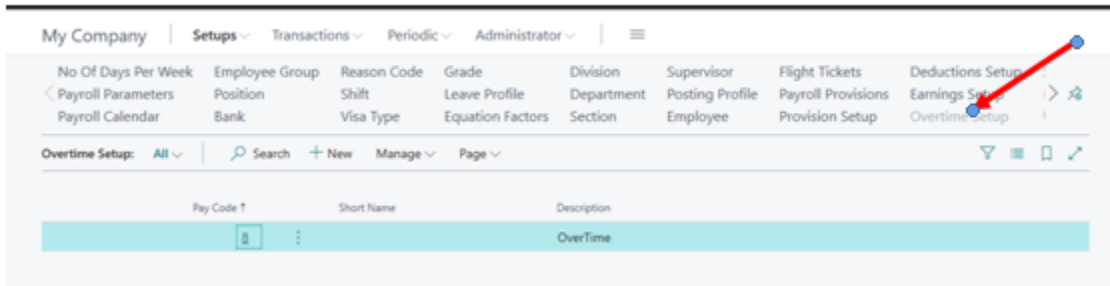
**o Reimbursed Code**

This field is populated by using the dropdown menu to choose the applicable reimburse code for ledger posting.

## 13. Overtime Setup

13.1 To setup overtime parameters,

Navigate DynaPay → Setup → Overtime Setup



A brief explanation on each of the column headers found under Overtime Setup is listed below.

**a) Pay Code**

The system automatically assigns a pay code when for an overtime item.

**b) Description**

An explanation or name for the particular overtime item.

### 13.2 Overtime Setup Overview Screen

OVERTIME SETUP



 SAVED

## 8 - OverTime

---

Standard Equation Card
Public Holiday Equation
Off Days Equation Card

---

#### OVERTIME SETUP PAY CODE

Type	Over Time	Short Name	
Pay Code	8	Is Equation	<input checked="" type="checkbox"/>
Description	OverTime	Fixed Amount	0.00
Label			

---

#### EQUATIONS TAB

<p><b>STANDARD EQUATIONS</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">             (Full Basic Salary/Default Work Days/8*Units Count*1.25)         </div> <p>Transaction Description</p> <div style="border: 1px solid #ccc; padding: 2px;">Normal Hours</div>	<p><b>OFF DAYS</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">             (Full Basic Salary/Default Work Days*Units Count*1.5)         </div> <p>Transaction Descriptio...</p> <div style="border: 1px solid #ccc; padding: 2px;">Weekends</div>
<p><b>PUBLIC HOLIDAYS</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">             (Full Basic Salary/Default Work Days*Units Count*1.5)         </div> <p>Transaction Descriptio...</p> <div style="border: 1px solid #ccc; padding: 2px;">Public Holidays</div>	<p><b>LATE WORKING DAYS</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">             (Full Basic Salary/Default Work Days*Units Count*1.5)         </div> <p>Transaction Descriptio...</p> <div style="border: 1px solid #ccc; padding: 2px;">Late Working Hours</div>

---

#### GENERAL

Include In Gross Salary <input type="checkbox"/>	Post Directly To Ledger <input checked="" type="checkbox"/>
Element Of Payslip <input type="checkbox"/>	Restricted With Grade <input checked="" type="checkbox"/>

### 13.3 Creating an Overtime Item

To create a new overtime item, click the <New> icon to start. The system will automatically assign a new Pay Code as shown in the item highlighted in below.



My Company | **Setups** ▾ Transactions ▾ Periodic ▾ Administrator ▾ | ☰

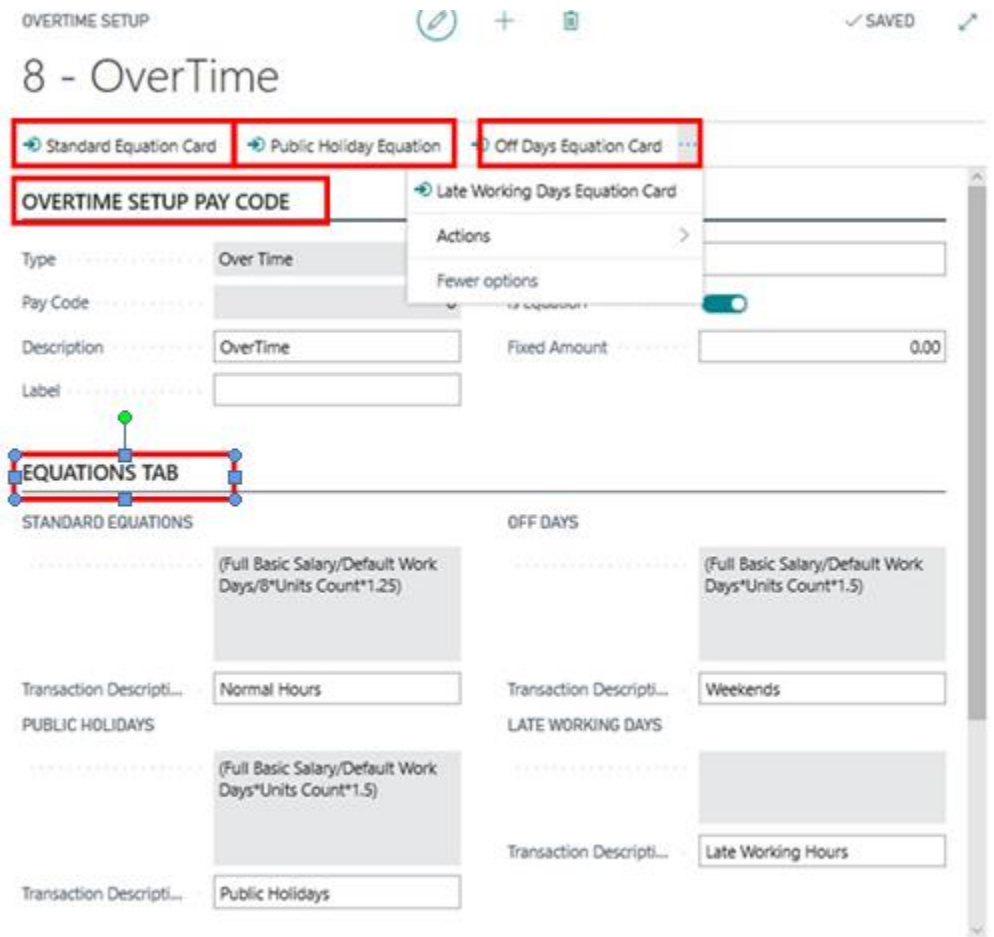
No Of Days Per Week	Employee Group	Reason Code	Grade	Division	Supervisor	Flight Tickets	Deductions Setup	:
< Payroll Parameters	Position	Shift	Leave Profile	Department	Posting Profile	Payroll Provisions	Earnings Setup	> ⚙
Payroll Calendar	Bank	Visa Type	Equation Factors	Section	Employee	Provision Setup	Overtime Setup	

**Overtime Setup:** All ▾ | 🔍 Search **+ New** Manage ▾ Page ▾ 🔍 ☰ 📄 ↗

Pay Code ↑	Short Name	Description
8	:	OverTime

### 13.4 Adding or Modify an Overtime Item

To add or modify details for a overtime item, highlight the particular item, then click the <pay code>. In this example, Pay code 8 for Overtime was chosen.



**a) Click Overtime Setup Pay Code Tab**

○ **Is Equation**

The field is populated by a checkmark to activate all type of <Equations > button under **After Normal Working Hours** when it is required to define the overtime item. Checking this field will deactivate the <Amount> field. Refer to Sections 3.4.3 and 3.5.3 on how to use the Equation Editor.

○ **Fixed Amount**

This field is activated when the <Is Equation> box is empty. Enter the fixed value for the overtime time in the field if applicable.

**b) Click Equation Tab**

○ **Standard Equation Card (After Normal Working Hours Equation)**

✓ Input the equation for calculating overtime on normal or regular work days. Click <Standard Equation Card> to add the formula for the calculation to be carried out. Refer to Sections 3.4.3 and 3.53 on how to use the Equation Editor.

✓ **Transaction Description (Unit):**

Enter an explanation or name for the Transaction Description (Unit) related to the overtime item.

- **Off Days**

Enter overtime setup details related to calculation on overtime accumulated during off days.

- **Off days.**

Input the equation for calculating overtime during off days. Click <Off Days Equation Card> to add the formula for the calculation to be carried out. Refer to Sections 3.4.3 and 3.53 on how to use the Equation Editor.

- **Transaction Description (Unit):**

Enter an explanation or name for the Transaction Description (Unit) related to the overtime item.

GroupName

---

Condition

Main Equation
  Off Condition
  OTrue
  OFalse

(Full Basic Salary-1/Default Work Days-22\*Units Count-6\*1.5)

7	8	9	+	(	>=
4	5	6	-	)	=
1	2	3	*	<	==
.	0	00	/	>	<=

Condition :

True :

False :

- **Public Holidays**

Enter overtime setup details related to calculation on overtime accumulated during public days.

- **Public holidays.**

Input the equation for calculating overtime during public days. Click <**Public Equation Card**> to add the formula for the calculation to be carried out. Refer to Sections 3.4.3 and 3.53 on how to use the Equation Editor.

- **Transaction Description (Unit):**

Enter an explanation or name for the Transaction Description (Unit) related to the overtime item.

Condition

 Main Equation
  If Condition
  True
  False

(Full Basic Salary-1/Default Work Days-22\*Units Count-6\*1.5)

7	8	9	+	(	>=
4	5	6	-	)	=
1	2	3	*	<	==
.	0	00	/	>	<=

Clear Equation
Clear Character

Condition :

True :

False :

Add Condition

--- Please Select Factor ---

Add Factor

Save Equation
Validate Equation

- **Late Working Hours**

Enter overtime setup details related to calculation on overtime accumulated during night duty.

- **Late Working Hours.**

Input the equation for calculating overtime during public days. Click <Equation> to add the formula for the calculation to be carried out. Refer to Sections 3.4.3 and 3.53 on how to use the Equation Editor.

- **Transaction Description (Unit):**

Enter an explanation or name for the Transaction Description (Unit) related to the overtime item.

Condition  
 Main Equation    If Condition    True    False

7	8	9	+	(	>=
4	5	6	-	)	=
1	2	3	*	<	==
.	0	00	/	>	<=

Clear Equation
Clear Character

Condition :

True :

False :

Add Condition

--- Please Select Factor ---
Add Factor

Save Equation
Validate Equation

c) Click General Tab

OVERTIME SETUP ✓ SAVED ↗

8 - OverTime

---

➔ Standard Equation Card
➔ Public Holiday Equation
➔ Off Days Equation Card
⋮

---

**OVERTIME SETUP PAY CODE**

Type	<input type="text" value="Over Time"/>	Short Name	<input type="text"/>
Pay Code	<input type="text" value="8"/>	Is Equation	<input checked="" type="checkbox"/>
Description	<input type="text" value="OverTime"/>	Fixed Amount	<input type="text" value="0.00"/>
Label	<input type="text"/>		

---

**EQUATIONS TAB >**

---

**GENERAL**

Include In Gross Salary	<input type="checkbox"/>	Post Directly To Ledger	<input checked="" type="checkbox"/>
Element Of Payslip	<input type="checkbox"/>	Restricted With Grade	<input checked="" type="checkbox"/>

- **Include in the Gross Salary**

Pick <Yes> or <No> from the dropdown menu to determine if the overtime item should be included in the gross salary or not.

- **Element of Pay Slip**

Populate this field by a checkmark for a particular overtime item that should be included as part of the pay slip.

- **Post Directly to Ledger**

This box is populated by a checkmark and is applicable for an overtime item with entries that require posting to the ledger.

- **Restricted with Grade**

This box is populated by a checkmark and is applicable for an overtime item dependent on an employee’s grade.

## 14. Social Security Setup

14.1 The setup of the social security is the same as periodic deduction setup as mentioned above . Please follow the same steps (9. Deduction Setup)



SOCIAL SECURITY SETUP ✓ SAVED

### 26 - UAE Pension

Standard Equation Card
  Leave Quation D...ring The Period
  Pension Month
 [More options](#)

---

**SOCIAL SECURITY SETUP**

Type: Deduction      Repetition: One Time

Pay Code: 26      Label:

Description: UAE Pension      Is Equation:

Short Name:

---

**EQUATIONS TAB**

<p><b>STANDARD EQUATIONS</b></p> <p>((Full Basic Salary + Housing allowance + Transportation allowance)*5/100)</p> <p>Transaction Description:</p>	<p><b>EQUATION WHEN LEAVE DURING THE PERIOD</b></p> <p>(Original/Default Work Days*Default working days excluding days of not joining)</p>
--	--

---

**GENERAL**

Include In Gross Salary: <input type="checkbox"/>	SI Will Be Added to B...: <input checked="" type="checkbox"/>
Element Of Payslip: <input checked="" type="checkbox"/>	Maximum Tot. SSecuri...: 0.00
Post Directly To Ledger: <input type="checkbox"/>	Pension Company Co...: 0
Restricted With Grade: <input type="checkbox"/>	Company Contra Des...:

---

**PENSION AMOUNT CALCULATION**

Deduct full amount in...:       Calculate on pro-data:

Deduction full month...:



## 15. Paid Leave Setup

### 15.1 To setup paid leave parameters

Navigate DynaPay Setup Paid Leave Setup

### 15.2 Paid Leave Setup Overview Screen

DBS | **Setups** ▾ Transactions ▾ Periodic ▾ Administrator ▾

Week	Employee Group	Reason Code	Grade	Division	Supervisor	Flight Tickets	Deductions Setup	Social Security Se
< rs	Position	Shift	Leave Profile	Department	Posting Profile	Payroll Provisions	Earnings Setup	Paid Leave Setup >
	Bank	Visa Type	Equation Factors	Section	Employee	Provision Setup	Overtime Setup	UnPaid Leave Set
14					Annual Leave			
15					Sick Leave			
16					Maternity Leave			
27					Comp Off			
37					Hourly Leave			
38					Paternity Leave			
48					Study Leave			
49					Exam Leave			
51					Annual Leave Employee Year			
52					Annual Leave Working Days			

PAID LEAVE SETUP ✓ SAVED

14 - Annual Leave

Standard Equation Card | Periods Setup | Restrictions | More options

**PAID LEAVE SETUP**

Type: Paid Leave | Label: |  
 Pay Code: 14 | Short Name: |  
 Description: Annual Leave

**GENERAL**

Restricted With Grade:   
 Minimum Of Service: 3  
**HOURLY LEAVE**  
 Hourly Leave:   
 Hourly Leave Type: Period  
**POSTING**  
 Include In Gross Salary:   
 Element Of Paydip:   
 Post Directly To Ledger:   
 Post to Employee Tra...:   
 Leave Encashment Tr...:   
**BALANCE**  
 Max days / hours allo...: |  
 Leave Period Reference: Year  
 Max consecutive day...: |  
 Parent Leave Balance: 0  
 Parent Leave Balance ...: |  
 Leave Balance Can be...:   
 Is Disabled:

**PAYROLL**

**STOP SALARY**  
 Stop Payroll During L...:   
 Stop Payroll till resu...:   
 Auto extend leave if ...:   
 Standard Equation: Full Gross Salary/Default Work Days\*Leave Days

**PAYMENT**  
 Deduct From Payroll:   
 Pay till leave starting ...:   
 Payment at once:   
 Double Salary For Pu...:   
 Deductable unpaid le...:   
**LEAVE SALARY AS LOAN**

A brief explanation on each of the column headers found under Paid Leave Setup Overview tab is listed below.

**a) Pay Code**

The system automatically assigns a pay code when a new paid leave item is created.

**b) Description**

An explanation or name for the particular paid leave item.

**c) Element of Pay Slip**

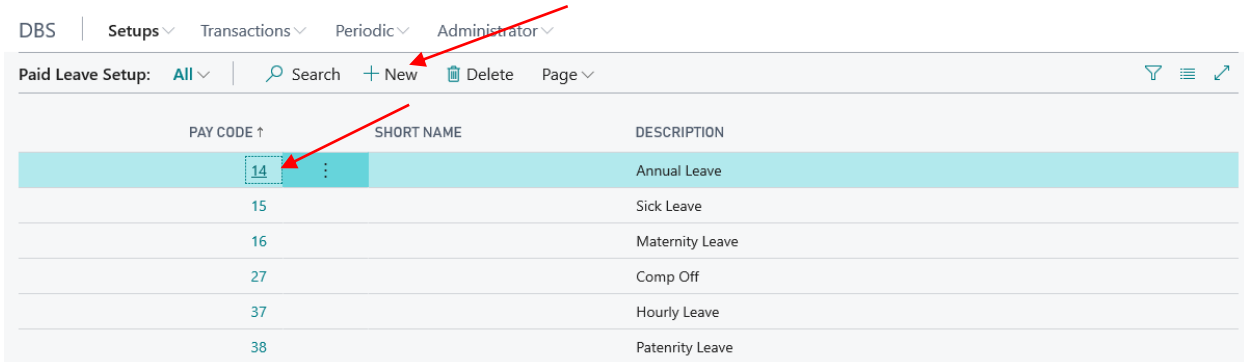
Populate this field by a checkmark for the particular paid leave item that should be included as part of the pay slip.

**d) Disabled**

This field is populated by a checkmark if the paid leave item should be disabled for payroll processing purposes.

### 15.3 Creating a Paid Leave Item

To create a new paid leave item, click the **<New>** icon to start. The system will automatically assign a new **Pay Code** as shown in the item highlighted in below.



PAY CODE ↑	SHORT NAME	DESCRIPTION
14		Annual Leave
15		Sick Leave
16		Maternity Leave
27		Comp Off
37		Hourly Leave
38		Paternity Leave

### 15.4 Adding or Modify a Paid Leave Item

To add or modify details for a paid leave item, highlight the particular item, then click the **<pay code>**. In this example, Pay code 14 was chosen.

PAID LEAVE SETUP



✓ SAVED

# 14 - Annual Leave

[Standard Equation Card](#) [Periods Setup](#) [Restrictions](#) | [More options](#)

## GENERAL

Restricted With Grade

Minimum Of Service ...

### HOURLY LEAVE

Hourly Leave

Hourly Leave Type

### POSTING

Include In Gross Salary

Element Of Payslip

Post Directly To Ledger

Post to Employee Tra...

Leave Encashment Tr...

### BALANCE

Max days / hours allo...

Leave Period Reference

Max consecutive day...

Parent Leave Balance

Parent Leave Balance ...

Leave Balance Can be...

Is Disabled

**a) Click General Tab**

**○ Restricted with Grade**

Populate this field with a checkmark if the paid leave item is dependent on the grade of an employee.

**○ Included in the Gross Salary**

Populate this field with a checkmark if the paid leave item should be included as part of the gross salary.

**○ Leave Encashment Transaction**

Populate this field with a checkmark if cash is paid in lieu of day(s) off.

**○ Element of pay slip**

Populate this field with a checkmark if the leave salary will be a part of the monthly pay slip.

**○ Minimum of service months**

Enter a value for minimum number of service months the employee will be able to apply to that type of leave

**○ Post to employee transaction history**

Populate this field with a checkmark if the leave payment will be posted in the employee transaction history.

**○ Leave Balance can be updated manually**

Populate this field with a checkmark if the approved paid day(s) can be modified manually on the transaction

**○ Disabled**

Populate this field with a checkmark to disable the leave.

**b) Click Payroll Tab**

PAID LEAVE SETUP



✓ SAVED

# 14 - Annual Leave

Standard Equation Card   Periods Setup   Restrictions   More options

Pay Code ..... 14   Short Name .....

Description .....

**GENERAL** >

**PAYROLL**

**STOP SALARY**

Stop Payroll During L...

Stop Payroll till resu...

Auto extend leave if ...

Standard Equation .....

Transaction Descripti...

Off days will be exclu...

Public Holidays will b...

Rest days will be Excl...

**PAYMENT**

Deduct From Payroll ...

Pay till leave starting ...

Payment at once .....

Double Salary For Pu...

Deductable unpaid le...

**LEAVE SALARY AS LOAN**

Leave Salary As Loan ...

Loan Code ..... 0

Load Code Description ..

Min. Leave Days For L...

- **Stop Salary during the leave**  
Populate this field with a checkmark to stop salary processing for the employee required during leave period.
- **Stop Payroll till resumption date**  
Populate this field with a checkmark if a stop on salary payment is required till the employee back from leave.
- **Payroll Calculation for the leave period**  
Click <Equation> to add a formula on calculating the amount for paid vacation. Refer to Sections 3.4.3 and 3.53 on how to use the Equation Editor.
- **Off Days will be excluded**  
Populate this field with a checkmark if weekly holidays should be excluded from leave balance calculation.

- **Rest Days will be excluded**

Populate this field with a checkmark if weekly rest days should be excluded from leave balance calculation.

- **Public Holidays will be excluded**

Populate this field with a checkmark if weekly official holidays should be excluded from leave balance calculation.

- **Transaction Description (Unit):**

Enter an explanation or name for the Transaction Description (Unit) related to the paid leave item.

- **Deduct from payroll**

Populate this field with a checkmark if the paid leave will be deducted from actual working days.

- **Pay till Leave start date**

Populate this field with a checkmark if the employee will be paid in advance for the leave period.

- **Double Salary for Public Holiday**

Pick <Yes> or <No> from the dropdown menu to determine if the employee will get salary for public holidays.

- **Payment at once**

Populate this field with a checkmark if a complete vacation payment is paid once.

c) Click Leave Balance Tab

PAID LEAVE SETUP ✓ SAVED

## 14 - Annual Leave

[Standard Equation Card](#) | 
 [Periods Setup](#) | 
 [Restrictions](#) | 
 More options

---

### LEAVE BALANCE

**THE EFFECT ON THE LEAVE BALANCE**

Accumulated Years

Leave Period Based

Deduct from yearly le...

Fixed Deduct Balance

Fixed days deducted ...

Allowed negative lea...

Add Public Holiday t...

Add off days to the le...

Add Rest days to the ...

Exclude Last Off Days

Valid Leave Return

**EARLY RETURN FROM LEAVE**

Added to leave balan...

**LATE RETURN FROM LEAVE**

Absence Code

Absence Code Descri...

**EXAM LEAVE**

Exam Leave

Leave Days Prior Exam

Include Exam Day In ...

- **Leave Balance is accumulated every(years):**  
Enter the number of years permissible for paid leave accumulation.
- **Year Reference for Leave Balance accumulation:**  
The dropdown menu provides options to use either the employee in service year or follow the calendar year.
- **Deduct from yearly Leave balance**  
Populate this field with a checkmark if the paid leave item will be deducted from the leave balance.
- **Fixed Deducted Balance**  
Populate this field with a checkmark if the deducted balance is a constant. Ex. Maternity leave in Kuwait, 14 days are deducted from the leave balance.
- **Fixed Days Deducted From Balance**  
Enter the number of days to be deducted from the leave balance if applicable.
- **Allow negative leave Balance**  
Populate this field with a checkmark if a negative balance is permissible.

- **Add Public Holidays to Leave balance:**  
Populate this field with a checkmark if public holiday(s) should be added onto the leave balance.
- **Add Off days to leave balance:**  
Populate this field with a checkmark if off day(s) should be added onto the leave balance.
- **Add Rest days to leave balance:**  
Populate this field with a checkmark if rest day(s) should be added onto the leave balance.
- **Late return from leave –Absence code**  
Pick the pay code associated to the unpaid leave item if applicable. System will create absence transaction for the employee using the selected code if he returns late
- **Early Return – add to leave balance:**  
Populate this field with a checkmark if the early return from leave will be added back to the leave balance.

**Click End of Service Tab**

PAID LEAVE SETUP



✓ SAVED



# 14 - Annual Leave

[Standard Equation Card](#)
[Periods Setup](#)
[Restrictions](#)
[More options](#)

**PAID LEAVE SETUP**

Type .....	<input type="text" value="Paid Leave"/>	Label .....	<input type="text"/>
Pay Code .....	<input type="text" value="14"/>	Short Name .....	<input type="text"/>
Description .....	<input type="text" value="Annual Leave"/>		

**GENERAL >**

**PAYROLL >**

**LEAVE BALANCE >**

**END OF SERVICE**

Accumulate Balance d... <input checked="" type="checkbox"/>	Deduct From end of s... <input type="text" value="0.00"/>
Accumulate End of Se... <input checked="" type="checkbox"/>	



- **Accumulate Balance during Leave**

Populate this field with a checkmark if the system will accumulate the leave balance for leave period(s).

- **Accumulate END of service benefits during leave**

Populate this field with a checkmark if deduction has to be taken from service and deduct from EOS benefits.

- **Deduct from End of Service if leave exceeds (Days)**

Enter the maximum number of days which will not affect end of service benefits. The end of service will be deducted by the balance of that leave if the leave will exceed that period.

**d) Periods Setup**

Click this button to setup leave periods and related equations if applicable.

PAID LEAVE SETUP (edit) + (trash) ✓ SAVED (refresh)

## 14 - Annual Leave

[Standard Equation Card](#)
→ **Periods Setup**
→ Restrictions
| More options

---

**PAID LEAVE SETUP**

Type .....	<input type="text" value="Paid Leave"/>	Label .....	<input type="text"/>
Pay Code .....	<input type="text" value="14"/>	Short Name .....	<input type="text"/>
Description .....	<input type="text" value="Annual Leave"/>		

**GENERAL >**

---

**PAYROLL >**

---

**LEAVE BALANCE >**

---

**END OF SERVICE**

Accumulate Balance d... <input checked="" type="checkbox"/>	Deduct From end of s... <input type="text" value="0.00"/>
Accumulate End of Se... <input checked="" type="checkbox"/>	

## 16. Unpaid Leave Setup

### 16.1 To setup unpaid leave parameters

Navigate DynaPay Setup Unpaid Leave Setup

### 16.2 Unpaid Leave Setup Overview Screen

DBS   <b>Setups</b> ▾ Transactions ▾ Periodic ▾ Administrator ▾								
<	Employee Group	Reason Code	Grade	Division	Supervisor	Flight Tickets	Deductions Setup	Social Security Setup
	Position	Shift	Leave Profile	Department	Posting Profile	Payroll Provisions	Earnings Setup	Paid Leave Setup >
	Bank	Visa Type	Equation Factors	Section	Employee	Provision Setup	Overtime Setup	UnPaid Leave Setup
	10	:						Unauthorized Absence
	32							UnPaid Leave
	41							Sick Leave

UNPAID LEAVE SETUP
✓ SAVED

## 32 - UnPaid Leave

Standard Equation Card
Periods Setup
Restrictions
More options

### GENERAL

Restricted With Grade <input type="checkbox"/>	Post Directly To Ledger <input type="checkbox"/>
Minimum Of Service ... <input type="text" value="0"/>	Max consecutive day... <input type="text" value="0"/>
Hourly Leave <input type="checkbox"/>	Max days per year <input type="text" value="0"/>
Hourly Leave Type ... <input type="text" value="Day"/>	Leave Period Reference ... <input type="text" value="Year"/>
Include In Gross Salary <input type="checkbox"/>	Is Disabled <input type="checkbox"/>
Element Of Payslip <input checked="" type="checkbox"/>	

### PAYROLL

Deduct From Payroll <input checked="" type="checkbox"/>	Public Holiday will be... <input checked="" type="checkbox"/>
Stop Salary During Le... <input type="checkbox"/>	Rest Days will be excl... <input checked="" type="checkbox"/>
Stop Payroll till resu... <input type="checkbox"/>	Transaction Descripti... <input type="text"/>
Full Basic pay slip/Default Work Days*Leave Days	Auto extend leave if ... <input checked="" type="checkbox"/>
Off days will be Exclu... <input checked="" type="checkbox"/>	

### LEAVE BALANCE

Year reference for lea... <input type="text" value="Calendar Year"/>	Add public holiday to... <input type="checkbox"/>
Deduct from yearly le... <input type="checkbox"/>	Add off days to the le... <input type="checkbox"/>
Fixed deduct balance <input type="checkbox"/>	Add rest days to the l... <input type="checkbox"/>
Fixed days deducted ... <input type="text" value="0.00"/>	Exclude Last Off Days <input type="checkbox"/>
Allowed negative lea... <input type="checkbox"/>	

### END OF SERVICE

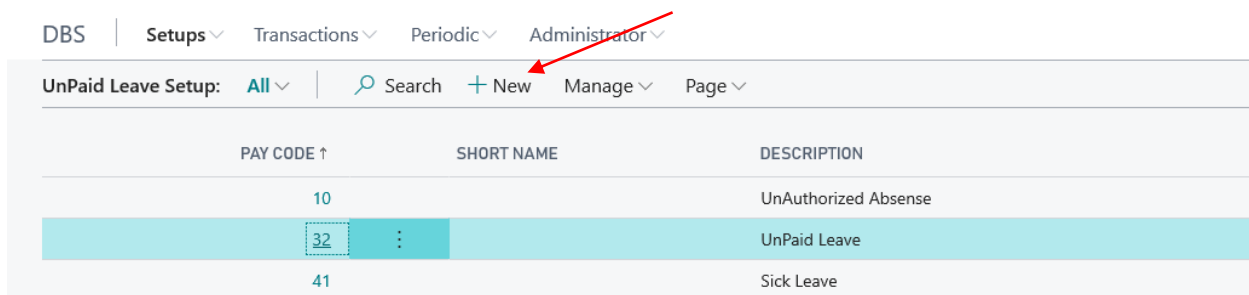
Accumulate Balance ... <input type="checkbox"/>	Deduct from end of s... <input type="text" value="0.00"/>
Accumulate End Of Se... <input type="checkbox"/>	

Below provides a brief explanation on each of the column headers found under Unpaid Leave Setup Overview tab.

- a) **Pay Code**  
The system automatically assigns a pay code when a new unpaid leave item is created.
- b) **Description**  
An explanation or name for the particular unpaid leave item.
- c) **Element of Pay Slip**  
Populate this field by a checkmark for the particular unpaid leave item that should be included as part of the pay slip.
- d) **Disabled**  
This field is populated by a checkmark if the unpaid leave item should be disabled for payroll processing.

### 16.3 Creating an Unpaid Leave Item

To create a new unpaid leave item, click the <New> icon to start. The system will automatically assign a new **Pay Code** as shown in the item highlighted in green below.



PAY CODE ↑	SHORT NAME	DESCRIPTION
10		UnAuthorized Absence
32	:	UnPaid Leave
41		Sick Leave

### 16.4 Adding or Modify an Unpaid Leave Item

To add or modify details for a unpaid leave item, highlight the particular item, then click the <pay code>. In this example , Pay code 32 was chosen.

UNPAID LEAVE SETUP



✓ SAVED

# 32 - UnPaid Leave

Standard Equation Card | Periods Setup | Restrictions | More options

## GENERAL

Restricted With Grade	<input checked="" type="checkbox"/>	Post Directly To Ledger	<input checked="" type="checkbox"/>
Minimum Of Service	<input type="text" value="0"/>	Max consecutive day...	<input type="text" value="0"/>
Hourly Leave	<input checked="" type="checkbox"/>	Max days per year	<input type="text" value="0"/>
Hourly Leave Type	<input type="text" value="Day"/>	Leave Period Reference	<input type="text" value="Year"/>
Include In Gross Salary	<input checked="" type="checkbox"/>	Is Disabled	<input checked="" type="checkbox"/>
Element Of Payslip	<input checked="" type="checkbox"/>		

## PAYROLL

Deduct From Payroll	<input checked="" type="checkbox"/>	Public Holiday will be...	<input checked="" type="checkbox"/>
Stop Salary During Le...	<input checked="" type="checkbox"/>	Rest Days will be excl...	<input checked="" type="checkbox"/>
Stop Payroll till resu...	<input checked="" type="checkbox"/>	Transaction Descripti...	<input type="text"/>
	<input type="text" value="Full Basic pay slip/Default Work Days*Leave Days"/>	Auto extend leave if ...	<input checked="" type="checkbox"/>
Off days will be Exclu...	<input checked="" type="checkbox"/>		

## LEAVE BALANCE

Year reference for lea...	<input type="text" value="Calendar Year"/>	Add public holiday to...	<input checked="" type="checkbox"/>
Deduct from yearly le...	<input checked="" type="checkbox"/>	Add off days to the le...	<input checked="" type="checkbox"/>
Fixed deduct balance	<input checked="" type="checkbox"/>	Add rest days to the l...	<input checked="" type="checkbox"/>
Fixed days deducted ...	<input type="text" value="0.00"/>	Exclude Last Off Days	<input checked="" type="checkbox"/>
Allowed negative lea...	<input checked="" type="checkbox"/>		

## END OF SERVICE

Accumulate Balance ...	<input checked="" type="checkbox"/>	Deduct from end of s...	<input type="text" value="0.00"/>
Accumulate End Of Se...	<input checked="" type="checkbox"/>		

a) Click General Tab

UNPAID LEAVE SETUP



✓ SAVED

# 32 - UnPaid Leave

➔ Standard Equation Card   ➔ Periods Setup   ➔ Restrictions   |   More options

## GENERAL

Restricted With Grade	<input checked="" type="checkbox"/>	Post Directly To Ledger	<input checked="" type="checkbox"/>
Minimum Of Service ...	<input type="text" value="0"/>	Max consecutive day...	<input type="text" value="0"/>
Hourly Leave	<input checked="" type="checkbox"/>	Max days per year	<input type="text" value="0"/>
Hourly Leave Type	<input type="text" value="Day"/>	Leave Period Reference	<input type="text" value="Year"/>
Include In Gross Salary	<input checked="" type="checkbox"/>	Is Disabled	<input checked="" type="checkbox"/>
Element Of Payslip	<input checked="" type="checkbox"/>		

- **Restricted with Grade**  
Populate this field with a checkmark if the paid leave item is dependent on the grade of an employee.
- **Included in the Gross Salary**  
Populate this field with a checkmark if the paid leave item should be included as part of the gross salary.
- **Element of pay slip**  
Populate this field with a checkmark if the leave salary will be a part of the month pay slip.
- **Minimum of service months**  
Enter a value for minimum number of service months the employee will be able to apply to that type of leave
- **Post to employee transaction history**  
Populate this field with a checkmark if the leave payment will be posted to the employee transaction history (employee account statement)
- **Disabled**  
Populate this field with a checkmark to disable the leave.

**b) Click Payroll Tab**

UNPAID LEAVE SETUP



✓ SAVED

# 32 - UnPaid Leave

→ Standard Equation Card   → Periods Setup   → Restrictions   |   More options

**PAYROLL**

Deduct From Payroll	<input type="checkbox"/>	Public Holiday will be...	<input checked="" type="checkbox"/>
Stop Salary During Le...	<input type="checkbox"/>	Rest Days will be excl...	<input checked="" type="checkbox"/>
Stop Paryroll till resu...	<input type="checkbox"/>	Transaction Descripti...	<input type="text"/>
.....	Full Basic pay slip/Default Work Days*Leave Days	Auto extend leave if ...	<input checked="" type="checkbox"/>
Off days will be Exclu...	<input checked="" type="checkbox"/>		

- **Stop Salary during the leave**  
Populate this field with a checkmark if a stop on salary payment is required during leave period.
- **Stop Payroll till resumption date**  
Populate this field with a checkmark if a stop on salary payment is required till the employee returns from leave.
- **Payroll Deduction for the leave period**  
Click <Standard Equation card> to add a formula on calculating the amount for vacation deduction. Refer to Sections 3.4.3 and 3.53 on how to use the Equation Editor.
- **Off Days will be excluded**  
Populate this field with a checkmark if off days during the week will be excluded from leave day(s) calculation.
- **Rest Days will be excluded**  
Populate this field with a checkmark if weekly rest days will be excluded from leave day's calculation.
- **Public Holidays will be excluded**  
Populate this field with a checkmark if public holidays should be excluded from leave calculation.
- **Transaction Description (Unit):**  
Enter an explanation or name for the Transaction Description (Unit) related to the unpaid leave item.

- **Deduct from payroll**  
Populate this field with a checkmark if the unpaid leave item will be deducted from actual work days.
- **Pay till Leave start date**  
Populate this field with a checkmark if the salary will be paid in advance.
- **Deduct at once**  
Populate this field with a checkmark if a complete vacation deduction is done once.

c) **Click Leave Balance Tab**

UNPAID LEAVE SETUP ✎ + 🗑️ ✓ SAVED

## 32 - UnPaid Leave

➔ Standard Equation Card
➔ Periods Setup
➔ Restrictions
| More options

**PAYROLL >**

**LEAVE BALANCE**

Year reference for lea...	<input type="text" value="Calender Year"/>	Add public holiday to...	<input type="checkbox"/>
Deduct from yearly le...	<input type="checkbox"/>	Add off days to the le...	<input type="checkbox"/>
Fixed deduct balance	<input type="checkbox"/>	Add rest days to the l...	<input type="checkbox"/>
Fixed days deducted ...	<input type="text" value="0.00"/>	Exclude Last Off Days	<input type="checkbox"/>
Allowed negative lea...	<input type="checkbox"/>		

- **Leave Balance is accumulated every(years):**  
Enter the number of years permissible for unpaid leave accumulation.
- **Year Reference for Leave Balance accumulation:**  
The dropdown menu provides options to use either the employee in service year or follow the calendar year.
- **Deduct from yearly Leave balance**  
Populate this field with a checkmark if the unpaid leave item would have an impact on the employee's leave balance
- **Fixed Deducted Balance**  
Populate this field with a checkmark if the deducted balance is a constant. Ex. Maternity leave in Kuwait, 14 days are deducted from the leave balance.
- **Fixed Days Deducted From Balance**  
Enter the number of days to be deducted from the leave balance if applicable.

- **Allow negative leave Balance**  
Populate this field with a checkmark if a negative leave balance is permissible.
- **Add Public Holidays to leave balance:**  
Populate this field with a checkmark if public holiday(s) should be added to the leave balance.
- **Add Off days to leave balance:**  
Populate this field with a checkmark if off day(s) should be added to the leave balance.
- **Add Rest days to leave balance:**  
Populate this field with a checkmark if rest day(s) should be added to the leave balance.

**d) Click End of Service Tab**

UNPAID LEAVE SETUP



✓ SAVED

## 32 - UnPaid Leave

---

Standard Equation Card
Periods Setup
Restrictions
More options

Description	UnPaid Leave	x	Deduction Type	Others
-------------	--------------	---	----------------	--------

**GENERAL** >

---

**PAYROLL** >

---

**LEAVE BALANCE** >

---

**END OF SERVICE**

---

Accumulate Balance ...

Accumulate End Of Se...

Deduct from end of s...

- **Accumulate Balance during Leave**  
Populate this field with a checkmark if leave period(s) should not be counted towards the leave balance.
- **Accumulate END of service benefits during leave**  
Populate this field with a checkmark if deduction has to be taken from service and deduct from EOS benefits.
- **Deduct from End of Service if leave exceeds (Days)**  
Enter the period in this field to create an impact on Service Days.



**e) Periods Setup**

Click this button to setup leave periods and related equations if applicable.

UNPAID LEAVE SETUP ✓ SAVED

## 32 - UnPaid Leave

[Standard Equation Card](#) **[Periods Setup](#)** [Restrictions](#) | [More options](#)

---

**UNPAID LEAVE SETUP**

Type	Un-Paid Leave	Label	<input type="text"/>
Pay Code	32	Short Name	<input type="text"/>
Description	UnPaid Leave <input type="text"/>	Deduction Type	Others <input type="text"/>

**GENERAL** >

---

**PAYROLL** >

---

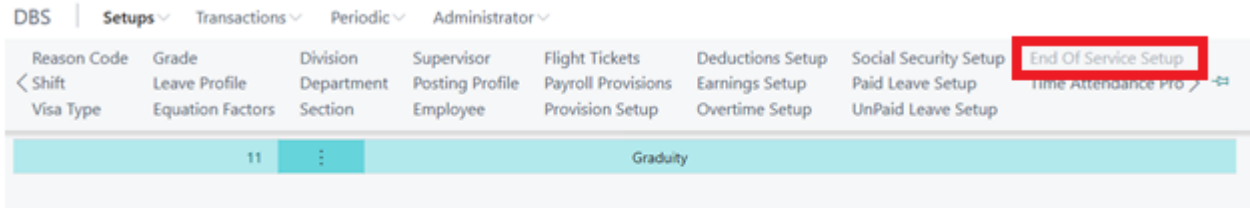
**LEAVE BALANCE** >

---

**END OF SERVICE**

## 17. End of Service Setup

### 17.1 Navigate DynaPay Setup End of Service Setup



END OF SERVICE BENEFITS ✓ SAVED

# 11 - Graduity

➔ Maximum Limit Equation Card
➔ Accured Leave Equation
➔ Benefit Levels
➔ Permission Deperication ...

---

**END OF SERVICE BENEFITS**

Type	End Of Service	Label	<input type="text"/>
Pay Code	11	Short Name	<input type="text"/>
Description	Graduity	Deduction Type	Others

---

**GENERAL**

Minimum Of Service Y...	<input type="text" value="0.00"/>	<b>ACCURED LEAVE</b>	
Use the current benef...	<input type="checkbox"/>	Accured Leave Provisi...	<input type="text" value="14"/>
Include Full Notice Pe...	<input checked="" type="checkbox"/>	Accured Leave Provisi...	Annual Leave
Calculate for part of t...	<input checked="" type="checkbox"/>	Accured Leave Equati...	Full Basic Salary/Default Work Days*Leave Days
<b>MAXIMUM LIMIT</b>			
Standard Equation	Full Basic Salary*24		

- a) Click End of Service Benefits
  - o **Pay code:**  
Unique identification. It comes automatically.
  - o **Description:**  
This field describe pay code.

**b) Click General Tab****o Minimum of service Year**

This is the minimum that the employee will be entitled from end of service benefits. Include full notice period:

**o Use the current benefits level**

This check box if not clicked then system calculates amount as per defined in slab. Like if worker terminate the contract after 10 year of service. Then first five year worker is entitled to benefit of 15 days remuneration for the first five years and for the remaining five years he is entitled for the remuneration of the 30 days for each of the last five years. However if check box is clicked then system override the period defined and calculates the yearly benefit as per equation set for periods more than five years.

**o Include Full Notice period**

If the check box is checked then, notice period get paid like normal working days.

Select Particular pay code (EOS Accrue denotes the way of calculation of End of service benefit) then Press button

**o Calculate for a part of the year**

As per labor law workers entitled to a benefit for the fraction of year in proportion to period of service. If this check box is clicked to "Yes"-then labor law is mapped.

**o Maximum limit**

This field used to define the clause mention in labor law which entails that total of end of service benefit should not exceed one and half year of remuneration for the employees who are paid on monthly basis.

**o Accrued leave provision**

This field specifies the pay code related to the accrued leave Provision

**o Accrued leave provision Description**

The description for the accrued leave provision

**o Accrued leave Equation**

Equation set in this field is used for the calculation of leave liability.

**c) Click Benefit Level Button**

BENEFIT LEVEL (END OF SERVICE) NOT SAVED

Search + New Edit List Delete **Benefit Level Details** Page More options

	FROMYEAR ↑	TOLESTHANYEARS ↑
	1.000	3.00
	3.000	5.00
	5.000	99.00

**Field description**

- **From Year**-This indicates minimum experience year when calculation is to get started.
- **To Years**- This is upper limit till calculation will be carried out.
- Press button **<Benefit level details>**

END OF SERVICE PROFIT SETUP ✓ SAVED

Search + New Edit List Delete EOS Profit Equation Page More options

	Till Year ↑	Yearly Benefits Days	Equation
→	3	7	

**Field description**

- **To Year**- This field set the year up to which yearly benefit amount, as per equation in “**Yearly Benefit Amount**” field, will get calculated.(like in above depicted screen shot to year is 5, which connotes up to 5 year of experience, calculation will be done on the basis of equation in yearly benefit amount field)
- **Yearly benefit days** –this shows the days of entitlement for remuneration of EOS up to period mentioned in to year field. In screen shot the first slab shows that workers shall be entitled for 15 days remuneration for each of the first five years of service and 30 days of remuneration every year thereafter as per second slab.
- **Equation**-This field used to set the equation for the calculation of EOS benefit.

**d) Set Up for Resignation example**








If worker terminates the contract, he is entitled for half of the end of service benefit if period of service reaches not less than three years and not more than five years. In the event where period of service reaches five years and less than ten years, worker shall be entitled to two third of benefit and if the period exceeds 10 years , worker shall be entitled to entire amount.

Path- Set up-EOS –EOS benefits-Select pay code for resignation-Click on Period Set Up-click on EOS Set up

Define the value in “To year” and corresponding “Yearly benefit”. Subsequently set the equation in “Yearly benefit Amount” field as depicted under shown screen shot.

END OF SERVICE PROFIT SETUP

✓ SAVED   

 Search 
  New 
  Edit List 
  Delete 
  EOS Profit Equation 
 Page | More options  

	Till Year ↑		Yearly Benefits Days	Equation
→	3	⋮	7	

Similarly set up for Termination can be done through same path by selecting pay code meant for termination.

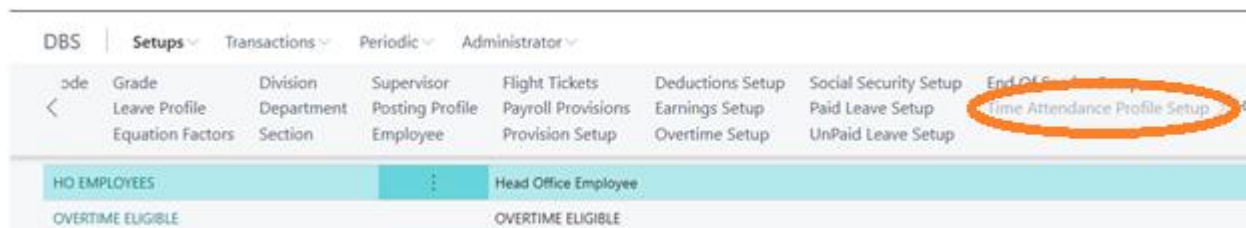
Loan and credits owed by the worker shall be deducted from the End of service benefit.

## 18. Time Attendance Profile Setup

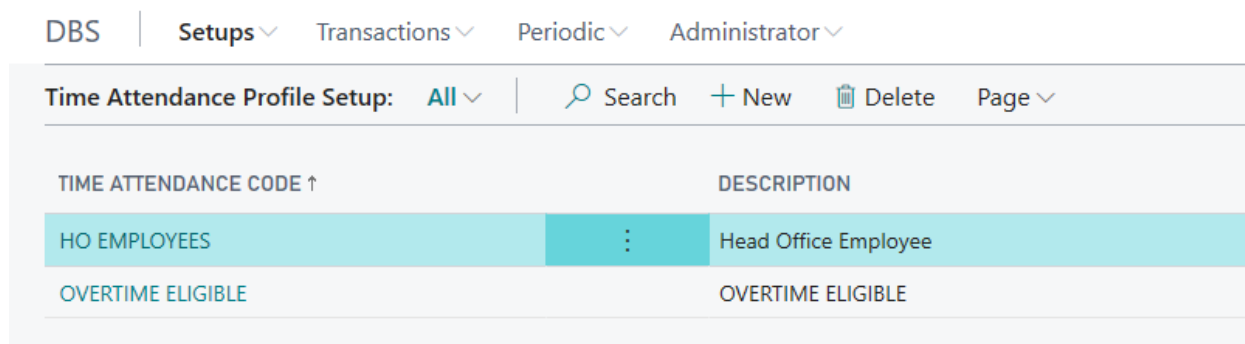
**18.1** Setting up Time Attendance Profile properly is very important. Other features such as Absence Management and Overtime and Earning Calculation Form are based on profiles being setup in the system.

**18.2** To setup different time attendance profiles for the employees, go to **DynaPay Home Page** and locate the **Setup** section. Click **<Time Attendance Profile>** to display the Time Attendance Profile Overview Screen.

Navigate DynaPay → Setup → Time Attendance Profile Setup



### 18.3 Time Attendance Profile Overview Screen



A brief explanation for all column headers is listed below for easy reference.

**a) Time Attendance Code**

This field allows the associated time attendance code to be entered.

**b) Description**

This field allows the description or name for the associated time attendance code.

### 18.4 Creating a Time Attendance Profile

To create a time attendance profile, click the **<+New>** icon to start. Next, populate both Time Attendance Code and Description fields accordingly. Finally, click **Profile Option** tab to setup other fields.

DBS | **Setups** ▾ Transactions ▾ Periodic ▾ Administrator ▾

Time Attendance Profile Setup: All ▾ | Search **+ New** Delete Page ▾

TIME ATTENDANCE CODE ↑	DESCRIPTION
HO EMPLOYEES	Head Office Employee
OVERTIME ELIGIBLE	OVERTIME ELIGIBLE

TIME ATTENDANCE PROFILE



✓ SAVED ↗

# HO EMPLOYEES

## TIME ATTENDANCE PROFILE INFORMATION

Time Attendance Code: HO EMPLOYEES Description: Head Office Employee

## PROFILE OPTIONS

Calendar Code: MONTHLY	<b>OVERTIME INFORMATION</b>
<b>BONUS INFORMATION</b>	Overtime Code: 0
Bonus Code: 0	Overtime Description:
Bonus Description:	Hours exceed the ma...: <input checked="" type="checkbox"/>
<b>ABSENCE INFORMATION</b>	Maximum Overtime ...: 0.00
Absent Code: 0	Flexiable Hours: 0
Absent Description:	

A brief explanation for all fields is listed below for easy reference.

- a) **Bonus Code:**  
The dropdown menu provides a list of bonus codes setup in the system.
- b) **Absence Code:**  
The dropdown menu provides a list of absence codes setup in the system.
- c) **Overtime Code:**  
The dropdown menu provides a list of overtime codes setup in the system.
- d) **Max Overtime Hours:**  
The field captures the maximum hours allowed to be accumulated for overtime.
- e) **Leaves Exceeds the Maximum will be calculated as a Bonus:**

Populating this box with a checkmark would convert any attendance accumulated more than the maximum allowed into a bonus. After all the required information has been entered, click **<Save>** icon to save the changes.



## B. TRANSACTION SECTION

### 1. Earning Transactions

1.1 Earning transactions represent all transactions related to monetary compensation for employees. To start, go to DynaPay home Page, click **Transactions**<**Earning Transactions**> to display the Earning Transactions Overview Screen.

TRANSACTION NUMBER ↓	PAY CODE	PAYCODE DESCRIPTION	TOTAL AMOUNT	POSTED	CREATED BY	CREATED ON
EOS-00002	12	Advance Loan	2,000.00	<input type="checkbox"/>	MEGANB	9/29/2019

EARNING TRANSACTIONS



✓ SAVED

# EOS-00002

Calculate
 Refresh
 Post
 UnPost
 Void Posted General Journal
 Print
 Actions ...

### EARNING TRANSACTIONS

Transaction Number	EOS-00002	Description	Advance Loan
Transaction Date	9/29/2019	Created By	MEGANB
Type	Earning	GL Document No.	
Pay Code	12		

Lines | Manage

ERANING ON DATE ↑	EMPLOYEE CODE ↑	EMPLOYEE NAME	CURRENCY	AMOUNT
9/29/2019	E0002	TALHA BIN MUNEEER	AED	2,000.00

Total Amount ..... 2,000.00

## 1.2 Earning Transactions Overview Screen

A brief explanation for all column headers is listed below for easy reference.

**a) Show filter pane:**

The dropdown menu provides 3 options on displaying earning transactions under the Earning Transactions Overview screen.

- All** -displays all earning transactions found in the system
- Un-posted Transaction** -displays all yet to be posted earning transactions
- Posted transactions** -displays ledger-posted earning transactions

**b) Transaction Number**

The system automatically assigns a payroll transaction number when an earning transaction entry is being created.

**c) Transaction Date**

Posting date for the particular earning transaction is entered here.

**d) Transaction Type**

The system automatically displays the matching description for the chosen pay code.

**e) Pay Code**

The dropdown menu displays all pay codes related to earning transactions.

**f) Pay code Description**

Pay code name for the earning transaction is entered in this field.

**g) Posted**

The system will automatically populate this field after the entry is being posted onto the ledger.

**h) Created by**

This field displays the user who create the earning transaction

**i) Created on**

This field displays the user when create the earning transaction

## 1.3 Creating an Earning Transaction

To create an earning transaction, simply click the <+New> icon to start. A new entry with the automatically generated Payroll Transaction Number is created as displayed in the item highlighted in Blue below.

TRANSACTION NUMBER	TRANSACTION DATE	PAY CODE	PAYCODE DESCRIPTION	TOTAL AMOUNT	POSTED	CREATED BY	CREATED ON
ECOS-00002	9/29/2019	12	Advance Loan	2,000.00	<input type="checkbox"/>	MEGANB	9/29/2019

## 1.4 Adding or Modify an Earning Transaction

Populate or complete the following fields that are applicable to the earning transaction to start the process:

➤ The example illustrated below is for adding an earning transaction for Annual Bonus.

EARNING TRANSACTIONS ✓ SAVED ↗

## EOS-00003

Calculate Refresh **Post** UnPost Void Posted General Journal Print | Actions ...

---

**EARNING TRANSACTIONS**

Transaction Number	EOS-00003	Description	Annual Bonus(Yearly)
Transaction Date	9/29/2019	Created By	MEGANB
Type	Earning	GL Document No.	
Pay Code	25		

---

**Lines** | Manage ☑

ERANING ON DATE ↑	EMPLOYEE CODE ↑	EMPLOYEE NAME	CURRENCY	AMOUNT
9/29/2019	E0004	Mohammad Sulaiman	AED	4,000.00

Total Amount 4,000.00

**a) Click < Lines> Tab**

Populate or complete the following fields to go to the next step:

- Earning date – enter the earning date using the calendar
- Employee Code- use the dropdown menu to locate the employee
- Currency- enter the default currency
- Amount – enter the dirham value
- Click <Post> to post the transaction onto the ledger, a confirmation pop-up screen like below would appear as well. Simply click <ok> to close the pop-up screen. You have just completed all the necessary steps to add an earning transaction onto the payroll system. Now, you may close all the other opened screens before moving onto the next transaction or exiting the program.

EARNING TRANSACTIONS

# EOS-00003

Notifications: 2 Transaction EOS-00003 has been posted | Transaction EOS-00003 has been calculated

Calculate Refresh Post UnPost Void Posted General Journal Print Actions

**EARNING TRANSACTIONS**

Transaction Number: EOS-00003 Description: Annual Bonus(Yearly)  
 Transaction Date: 9/29/2019 Created By: MEGANB

Type:   
 Pay Code:

**Transaction EOS-00003 has been posted**

OK

Lines Manage

ERANING ON DATE	EMPLOYEE CODE	EMPLOYEE NAME	CURRENCY	AMOUNT
9/29/2019	E0004	Mohammad Sulaiman	AED	4,000.00

✓ The **Posted** field is now populated by a checkmark.

Earning Transactions: Paid Leave Leave Balance Adjustment Overtime Transaction Stop Or Payroll Processing  
 Deduction Transactions Un-Paid Leave Carry Balance Over Year End Of Service Loan Encashment

Earning Transactions: All Search + New Delete Page

TRANSACTION NUMBER	TRANSACTION DATE	PAY CODE	PAYCODE DESCRIPTION	TOTAL AMOUNT	POSTED	CREATED BY	CREATED ON
EOS-00003	9/29/2019	25	Annual Bonus(Yearly)	4,000.00	<input checked="" type="checkbox"/>	MEGANB	9/29/2019
EOS-00002	9/29/2019	12	Advance Loan	2,000.00	<input type="checkbox"/>	MEGANB	9/29/2019

## 2. Deduction Transactions

2.1 Deduction transactions represent all transactions related to monetary deductions for employees. To start, go to DynaPay home Page, click **Transactions<Deduction Transactions>** to display the Deduction Transactions Overview Screen.

DEDUCTION TRANSACTIONS ✓ SAVED

# EOS-00004

Calculate Refresh Post UnPost Void Posted General Journal Print More options

### DEDUCTION TRANSACTION

Transaction Number	EOS-00004	Description	Mobile Deduction
Transaction Date	9/30/2019	Created By	MEGANB
Type	Deduction	GL Document No.	
Pay Code	35		

Lines | Manage ✉

DEDUCTION DATE ↑	EMPLOYEE CODE ↑	EMPLOYEE NAME	CURRENCY	AMOUNT
9/30/2019	E0002	TALHA BIN MUNEER	AED	500.00

Total Amount 500.00

### 2.2 Deduction Transactions Overview Screen

A brief explanation for all column headers is listed below for easy reference.



**a) Show filter pane:**

The dropdown menu provides 3 options on displaying deduction transactions under the Earning Transactions Overview screen.

**All** -displays all deduction transactions found in the system

**Un-posted transaction** -displays all yet to be posted deduction transactions

**Posted transaction** -displays ledger-posted deduction transactions

**b) Transaction Number**

The system automatically assigns a payroll transaction number when a deduction transaction entry is being created.

**c) Pay Code**

The dropdown menu displays all pay codes related to deduction transactions.

**d) Transaction Type**

The system automatically displays the matching description for the chosen pay code.

**e) Description**

An explanation or name for the deduction transaction is entered in this field.

**f) Expense**

This field is populated by a checkmark to classify the deduction transaction as an expense as well.

**g) Transaction Date**

Posting date for the particular deduction transaction is entered here.

**h) Posted**

The system will automatically populate this field after the entry is being posted onto the ledger.

**2.3 Creating a Deduction Transaction**

To create a deduction transaction, simply click the <+New> icon to start. A new entry with the automatically generated Payroll Transaction Number is created as displayed in the item highlighted in Blue below.

TRANSACTION NUMBER	TRANSACTION DATE	PAY CODE	PAYCODE DESCRIPTION	TOTAL AMOUNT	POSTED	CREATED BY	CREATED ON
BOS-00004	9/30/2019	35	Mobile Deduction	500.00	<input type="checkbox"/>	MEGANB	9/30/2019

### 2.4 Adding or Modify a Deduction Transaction

Populate or complete the following fields that are applicable to the deduction transaction to start the process:

➤ The example illustrated below is for adding a deduction transaction for Mobile deduction.

DEDUCTION TRANSACTIONS ✓ SAVED ↗

## EOS-00004

Calculate Refresh + Post UnPost Void Posted General Journal Print | More options

---

### DEDUCTION TRANSACTION

Transaction Number	EOS-00004	Description	Mobile Deduction
Transaction Date	9/30/2019	Created By	MEGANB
Type	Deduction	GL Document No.	
Pay Code	35		

---

**Lines** | Manage 🔍

DEDUCTION DATE 1	EMPLOYEE CODE 1	EMPLOYEE NAME	CURRENCY	AMOUNT
9/30/2019	⋮ E0002	TALHA BIN MUNEEER	AED	500.00

---

Total Amount 500.00

**a) Click < Lines> Tab**

Populate or complete the following fields to go to the next step:

- ✓ Deduction date – enter the deduction date using the calendar
- ✓ Employee Code- use the dropdown menu to locate the employee
- ✓ Currency- enter the default currency
- ✓ Amount – enter the dirham value
- ✓ Click <Post> to post the transaction onto the ledger, a confirmation pop-up screen like below would appear as well. Simply click <ok> to close the pop-up screen. You have just completed all the necessary steps to add a deduction transaction onto the payroll system. Now, you may close



all the other opened screens before moving onto the next transaction or exiting the program.

DEDUCTION TRANSACTIONS

EOS-00004

Notifications: 2 Transaction EOS-00004 has been posted | Transaction EOS-00004 has been calculated

Calculate Refresh Post UnPost Void Posted General Journal Print More options

DEDUCTION TRANSACTION

Transaction Number: EOS-00004 Description: Mobile Deduction  
 Transaction Date: 9/30/2019 Created By: MEGANB  
 Type: Pay Code:

Transaction EOS-00004 has been posted

OK

DEDUCTION DATE ↑	EMPLOYEE CODE ↑	EMPLOYEE NAME	CURRENCY	AMOUNT
9/30/2019	E0002	TALHA BIN MUNEEER	AED	500.00

- The **Posted** field is now populated by a checkmark.

DBS | Setups | Transactions | Periodic | Administrator

Earning Transactions Paid Leave Leave Balance Adjustment Overtime Transaction Stop Or Payroll Processing  
 Deduction Transactions Un-Paid Leave Carry Balance Over Year End Of Service Loan Encashment

Deduction Transactions: All Search + New Delete Page

TRANSACTION NUMBER ↓	TRANSACTION DATE	PAY CODE	PAYCODE DESCRIPTION	TOTAL AMOUNT	POSTED	CREATED BY	CREATED ON
EOS-00004	9/30/2019	35	Mobile Deduction	500.00	<input checked="" type="checkbox"/>	MEGANB	9/30/2019

### 3. Paid Leave

**3.1 Employee Paid Leave Transactions** represent transactions generated for approved employee paid leave. To start, go to DynaPay home Page, click **Transactions<Paid leave>** to display the employee Paid Leave Transactions Overview Screen.



#### 3.2 Employee Paid Leave Transactions Overview Screen

A brief explanation for all column headers is listed below for easy reference.

**a) Show filter pane:**

The dropdown menu provides 3 options on displaying paid leave transactions under the Employee Paid Leave Transactions Overview screen.

**All** - displays all paid leave transactions found in the system

**Un-posted transaction** - displays all yet to be posted paid leave transactions

**Posted transaction** - displays ledger-posted paid leave transactions

**b) Leave Reference Number**

The system automatically assigns a leave number when a paid leave transaction entry is being created.

**c) Employee Code**

The dropdown menu displays all employees within an organization.

**d) Pay Code**

The dropdown menu displays all pay codes related to paid leave transactions.

**e) Pay Code Description**

The system automatically populates this field with the matching description for the chosen pay code.

**f) Leave Start Date**

The date where the employee begins to take his/her paid leave.

**g) Leave End Date**

The date where the employee planned to be the last day of his/her paid leave.

**h) Expected Reporting date**

The system automatically set the expected date when the employee returns to work after both the start and end dates are entered.

**i) Effective Leave Days**

The system automatically calculates the number of days after both the start date and end date are being entered. You may adjust this field with a different number if required.

**j) Reported date**

The exact date the employee returns to work if it differs from his/her initial plan.

**k) Is Posted**

The system will automatically populate this field after the entry is being posted.

**l) Is Voided**

The system will automatically populate this field after the entry is voided.

**m) Created By**

The system will automatically populate this field after the entry is created.

**n) Created on**

The system will automatically populate this field after the entry is being created

**3.3 Creating a Paid Leave Transaction**

To create a paid leave transaction, simply click the <+New> icon to start. A new entry with the automatically generated Leave Reference Number is created as displayed in the item highlighted in Blue below.

LEAVE REFERENCE NUMBER	EMPLOYEE CODE	EMPLOYEE NAME	PAYCODE	PAYCODE DESCRIPTION	LEAVE START DATE	LEAVE END DATE	EXPECTED REPORTING DATE	REPORTING DATE	EFFECTIVE LEAVE DAYS	IS POSTED	IS VOIDED	CREATED BY
PRO00372	E0016	Wasim Akram	61	Annual Leave Payment Advance	10/2/2019	10/15/2019	10/16/2019		10.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB
PRO00366	E0013	Shaft Vadila	14	Annual Leave-Working days	6/2/2019	6/2/2019	6/3/2019		1.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB
PRO00365	E0012	Muhammad El-Maraghy	61	Annual Leave Payment Advance	9/17/2019	9/17/2019	9/18/2019		1.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB
PRO00361	E000722	Dima Joseph Massad	14	Annual Leave-Working days	9/8/2019	9/12/2019	9/15/2019		5.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB
PRO00326	NM	NOMAN MANSOOR	27	Comp Off	10/13/2019	10/14/2019	10/15/2019		2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB
PRO00253	E0015	Ahmed Nawar	27	Comp Off	10/6/2019	10/7/2019	10/8/2019		2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB
PRO00252	NM	NOMAN MANSOOR	27	Comp Off	10/1/2019	10/2/2019	10/3/2019		2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MEGANB
PRO00251	E0021	Joinee Mid Month	66	Exam Leave Inside Country	6/9/2019	6/17/2019	6/18/2019		9.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB
PRO00250	E0021	Joinee Mid Month	67	Exam Leave Outside Country	5/5/2019	5/7/2019	5/8/2019		3.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB

**3.4 Adding or Modify a Paid Leave Transaction**

**a)** Populate or complete the following fields that are applicable to the paid leave transaction to start the process:

- Employee Code
- Pay Code
- Leave Start Date

- Leave End Date
- Effective Leave Days
- **The example illustrated below is for creating Paid leave transaction.**
- b) If you have any advance payment with the leave, click **<calculate payroll>** button to calculate these amounts
- c) Go to general tab to check the calculations

PAID LEAVES | WORK DATE: 2/3/2020

PR000372

Extension For Leave | **Payroll Details** | **Calculate Payroll** | Approve | Disapproved | Post

### OVERVIEW

Leave Reference Num...	PR000372	End Date	10/15/2019
Type	Paid Leave	Effective Leave Days	10.00
Employee Code	E0016	Expecting Reporting ...	10/16/2019
Employee Name	Wasim Akram	ADDED BALANCE	
Leave Type	E1	Off Days Added To Bal	0.00
Paycode Description	Annual Leave Payment Advance	Rest Days Added To B...	0.00
Start Date	10/2/2019	Public Holiday Added ...	0.00

### GENERAL

CALCULATION OF LEAVE DAYS		TRAVEL	
The days reduced fro...	10.00	Travel Date	
Days of extended leave	0.00	Travelling To	
Days of paid public h...	0.00	POSTED	
ANNUAL LEAVE BALANCE		Is Posted	<input type="checkbox"/>
Balance Before Leave	12.99	Posted Date	
ADDITIONAL PAYROLL		Is Paid	<input type="checkbox"/>
Include Previous Mon...	<input type="checkbox"/>	Is Closed	<input type="checkbox"/>
PAYROLL		APPROVED	
An Additional amount...	0.00	Is Approved	<input type="checkbox"/>
Payroll calculation for ...	806.45	Approved Date	10/1/2019
Salary till leave start d...	80.65	Approved By	MEGANB
Additional Earning	0.00	VOIDED	
Additional Deduction	0.00	Is Voided	<input type="checkbox"/>
Total Amount	887.10	Voided Date	
		Voided Reason	

- **An additional amount per day**  
This is additional day rate to be paid to the employee, ex. If the day rate is **5 AED**, Leave days =**20** additional amount will be added to the leave salary with the amount  $5 \times 20 = 100$  AED
- **Payroll Calculation for the leave period:**  
The leave salary amount to be paid in advance
- **Salary till leave start date:**  
The salary for the working days till the leave start date
- **Additional earning:**  
The additional benefits or earning added in the additional earning tab to be considered with the leave salary



- **Additional deduction**

The additional deduction added in the additional deduction tab to be deducted from the leave salary

- **Total amount**

Payroll Calculation for the leave period plus Salary till leave start date plus Additional earning minus Additional deduction

d) To get the total amount breakdown click <Payroll Details> button

EMPLOYEE LEAVE DETAILS | WORK DATE: 3/31/2020 ✓ SAVED

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Search Manage Page ⌵ ☰

PAY CODE ↑	DESCRIPTION	AMOUNT	PTYPE	PAYROLL TYPE
1	Basic Salary from date 10/01/19 to date10/01/19	80.65	Earning	Earning

e) Click <Approve> after all data has been entered properly and correctly. After the Paid Leave Transaction has been approved, the box under **Approved** is checked along with the user ID displayed under **Approved By**.

PAID LEAVES | WORK DATE: 3/31/2020 ✓ SAVED

PR000372

[Extension For Leave](#)
[Payroll Details](#)
[Calculate Payroll](#)
Approve
[Disapproved](#)
[Post](#)

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**OVERVIEW**

Leave Reference Num...	PR000372	End Date	10/15/2019
Type	Paid Leave	Effective Leave Days	10.00
Employee Code	E0016	Expecting Reporting ...	10/16/2019
Employee Name	Wasim Akram	ADDED BALANCE	
Leave Type	E1	Off Days Added To Bal	0.00
Paycode Description	Annual Leave Payment Advance	Rest Days Added To B...	0.00
Start Date	10/2/2019	Public Holiday Added ...	0.00

---

**GENERAL**

<b>CALCULATION OF LEAVE DAYS</b>		<b>TRAVEL</b>	
The days reduced fro...	10.00	Travel Date	
Days of extended leave	0.00	Travelling To	
Days of paid public h...	0.00	<b>POSTED</b>	
<b>ANNUAL LEAVE BALANCE</b>		Is Posted	<input type="checkbox"/>
Balance Before Leave	12.99	Posted Date	
<b>ADDITIONAL PAYROLL</b>		Is Paid	<input type="checkbox"/>
Include Previous Mon...	<input type="checkbox"/>	Is Closed	<input type="checkbox"/>
<b>PAYROLL</b>		<b>APPROVED</b>	
An Additional amount...	0.00	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Is Approved</span>	<input checked="" type="checkbox"/>
Payroll calculation for ...	806.45	Approved Date	10/1/2019
Salary till leave start d...	80.65	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Approved By</span>	MEGANB
Additional Earning	0.00	<b>VOIDED</b>	
Additional Deduction	0.00	Is Voided	<input type="checkbox"/>
Total Amount	887.10	Voided Date	
		Voided Reason	

- f) Then, click <Post> to post the Paid Leave Transaction onto the ledger. After the Paid Leave Transaction has been posted, the box under **posted** is checked

PAID LEAVES | WORK DATE: 2/31/2020 ✓ SAVED

## PR000372

[Extension For Leave](#)
[Payroll Details](#)
[Calculate Payroll](#)
[Approve](#)
[Disapproved](#)
+ Post

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### OVERVIEW

Leave Reference Num...	PR000372	End Date	10/15/2019
Type	Paid Leave	Effective Leave Days	10.00
Employee Code	E0016	Expecting Reporting ...	10/16/2019
Employee Name	Wasim Akram	ADDED BALANCE	
Leave Type	E1	Off Days Added To Bal	0.00
Paycode Description	Annual Leave Payment Advance	Rest Days Added To B...	0.00
Start Date	10/2/2019	Public Holiday Added ...	0.00

---

### GENERAL

CALCULATION OF LEAVE DAYS		TRAVEL	
The days reduced fro...	10.00	Travel Date	
Days of extended leave	0.00	Travelling To	
Days of paid public h...	0.00	POSTED	
ANNUAL LEAVE BALANCE		Is Posted	<input checked="" type="checkbox"/>
Balance Before Leave	12.99	Posted Date	
ADDITIONAL PAYROLL		Is Paid	<input type="checkbox"/>
Include Previous Mon...	<input type="checkbox"/>	Is Closed	<input type="checkbox"/>
PAYROLL		APPROVED	
An Additional amount...	0.00	Is Approved	<input checked="" type="checkbox"/>
Payroll calculation for ...	806.45	Approved Date	10/1/2019
Salary till leave start d...	80.65	Approved By	MEGANB
Additional Earning	0.00	VOIDED	
Additional Deduction	0.00	Is Voided	<input type="checkbox"/>
Total Amount	887.10	Voided Date	
		Voided Reason	

**g) Leave Extension**

1. Employee can request human resources department to extend his leave after it has been posted. To extend posted leave click **<extension for leave>** button.
2. Extension screen will popup, create new record, set the new extended date of the leave and set the appropriate options for the extension.

PAID LEAVES | WORK DATE: 3/31/2020 ✓ SAVED

PR000187

Extension For Leave
Payroll Details
Calculate Payroll
✓ Approve
Disapproved
Post ...

**OVERVIEW**

Leave Reference Nu...	PR000187	End Date	8/1/2019
Type	Paid Leave	Effective Leave Days	1.00
Employee Code	E0015	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Expecting Reporting</span>	8/6/2019
Employee Name	Ahmed Nawar	ADDED BALANCE	
Leave Type	63	Off Days Added To Bal	0.00
Paycode Description	Annual Leave Acutals Working ...	Rest Days Added To ...	0.00
Start Date	8/1/2019	Public Holiday Added...	0.00

EMPLOYEE LEAVE EXTENSION | WORK DATE: 3/31/2020 ✓ SAVED

New
Edit List
Delete
Page

LEAVE START DATE	EXTENDED TO	LEAVE DAYS	BALANCE DEDUCT...	PAID	DEDUCT... FROM PAYROLL
8/4/2019	8/6/2019	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Brief explanation**

- **Balance deducted:** the extended days will reduce the balance
  - **Paid:** if the extension day's salary will be paid with the salary
  - **Deduct from payroll:** if the extension day's salary will be deducted from the salary
3. Check the effect of the extension from the general tab in the main screen



PAID LEAVES | WORK DATE: 3/31/2020



✓ SAVED

PR000187

[Extension For Leave](#)
[Payroll Details](#)
[Calculate Payroll](#)
[Approve](#)
[Disapproved](#)
[Post](#)

Start Date ..... 8/1/2019      Public Holiday Added...      0.00

**GENERAL**

**CALCULATION OF LEAVE DAYS**

The days reduced fro...	1.00
Days of extended leave	2.00
Days of paid public h...	0.00
<b>ANNUAL LEAVE BALANCE</b>	
Balance Before Leave	67.34

**TRAVEL**

Travel Date .....  
 Travelling To .....

**POSTED**

Is Posted .....   
 Posted Date ..... 7/27/2019

**ADDITIONAL PAYROLL**

Include Previous Mon...

Is Paid .....

Is Closed .....

**PAYROLL**

An Additional amoun...	0.00
Payroll calculation for...	0.00
Salary till leave start ...	0.00
Additional Earning	0.00
Additional Deduction	0.00
Total Amount	0.00

**APPROVED**

Is Approved .....   
 Approved Date ..... 7/27/2019  
 Approved By ..... MEGANB

**VOIDED**

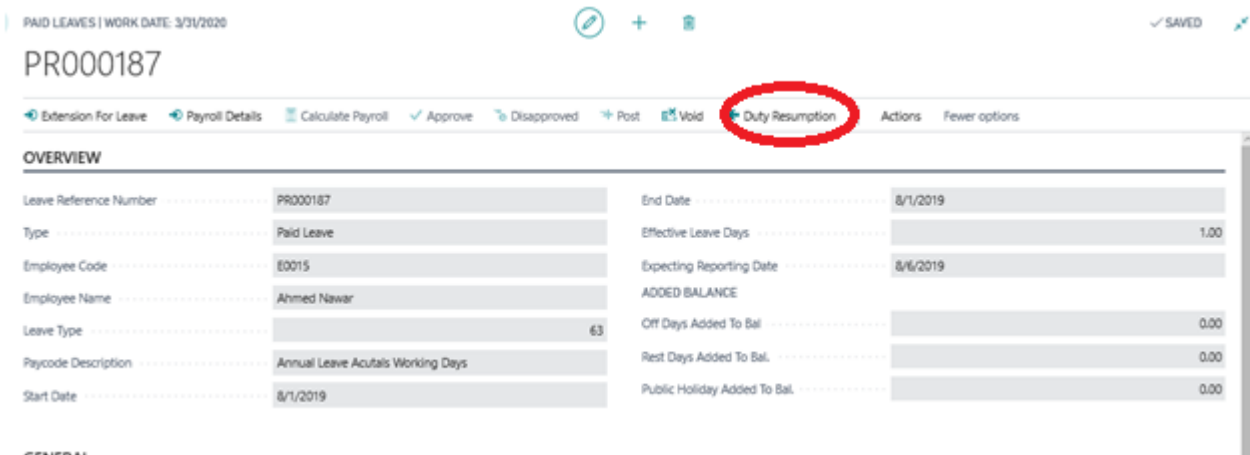
Is Voided .....   
 Voided Date .....

4. As above the expecting reporting date has been updated with the new end date of the leave.
5. Effective leave days has been increased with the extended days
6. Days of extended leave was updated with the extended days

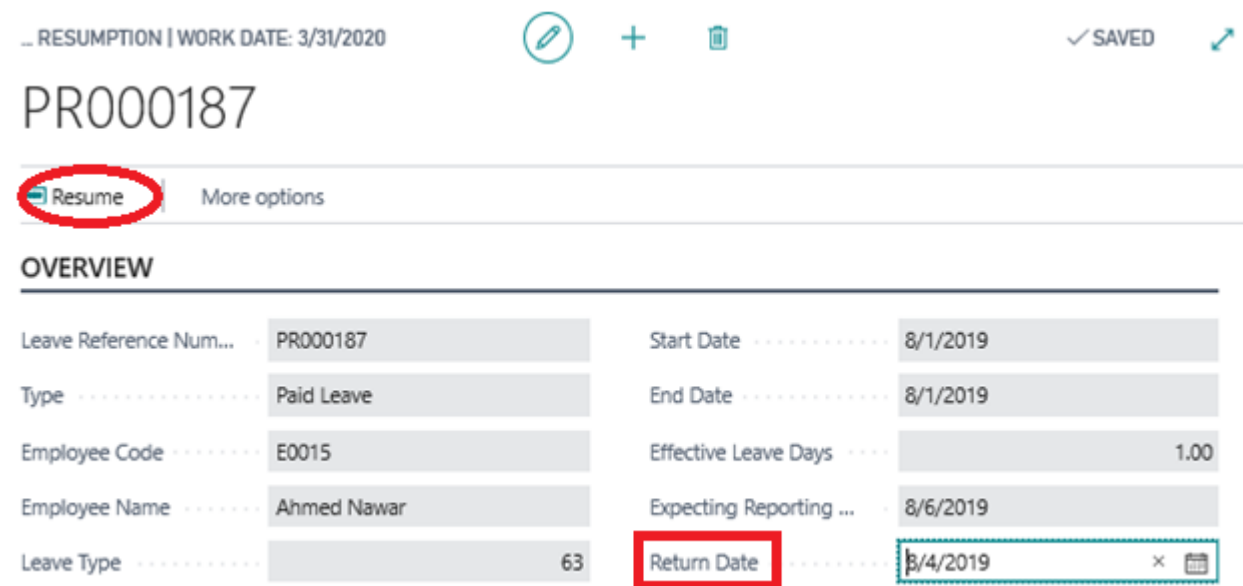
**h) Duty Resumption**

The leave return date displays the actual day the employee returned to work.

1. Click <Resumption Duty > button from the paid leave transaction



2. Duty Resumption screen will popup, Pick the **Return date** from the calendar icon and click **<Resume>** Button.



3. **Return Date**  
This field displays the actual return day.
4. Employee cannot request for any other type of paid /unpaid leave without updating the resumption duty field (Return Date).
5. The Return Date is applicable for all type of paid and unpaid leave .

**i) Void Leave**

1. Void Leave screen provides a platform for handling voids on leave for one or more employees within the company. To start, go to DynaPay Home Page and locate the **Transactions** section. Click **<Paid Leave>** or **<Unpaid Leave>** to display the void leaves screen.
  - ✓ **Paid Leave Transaction**

CRONUS UK Ltd. | Setups - Transactions - Periodic - Administrator -

Earning Transactions | Deduction Transactions | **Unpaid Leave** | Leave Balance Adjustment | Carry Balance Over Year | Overtime Transaction | End Of Service | Stop Or Payroll Processing | Loan Encashment

LEAVE REFERENCE NUMBER	EMPLOYEE CODE	EMPLOYEE NAME	PAYCODE	PAYCODE DESCRIPTION	LEAVE START DATE	LEAVE END DATE	EXPECTED REPORTING DATE	REPORTED DATE	EFFECTIVE LEAVE DAYS	IS POS.	IS VOID	CREATED BY	CREATED ON
PRO00372	E0298	Wasim Aizam	61	Annual Leave Payment Advance	10/2/2019	10/15/2019	10/16/2019		15.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	10/1/2019
PRO00366	E0013	Shafiq Vadla	14	Annual Leave-Working days	6/2/2019	6/2/2019	6/3/2019		1.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	9/17/2019
PRO00365	E0012	Muhammad B-Miraghy	61	Annual Leave Payment Advance	9/17/2019	9/17/2019	9/18/2019		1.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	9/17/2019
PRO00361	E000722	Dima Joseph Messad	14	Annual Leave-Working days	9/8/2019	9/12/2019	9/15/2019		5.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	9/5/2019
PRO00326	NM	NORMAN MANSOOR	27	Comp Off	10/13/2019	10/14/2019	10/15/2019		2.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/24/2019
PRO00253	E0015	Ahmed Nasar	27	Comp Off	10/6/2019	10/7/2019	10/8/2019		2.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/22/2019
PRO00252	NM	NORMAN MANSOOR	27	Comp Off	10/1/2019	10/2/2019	10/3/2019		2.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/22/2019
PRO00251	E0021	Jameel Mid Month	66	Sabb Leave Inside Country	6/8/2019	6/17/2019	6/18/2019		8.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/22/2019
PRO00250	E0021	Jameel Mid Month	67	Sabb Leave Outside Country	5/5/2019	5/7/2019	5/8/2019		3.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/22/2019
PRO00249	E0021	Jameel Mid Month	66	Sabb Leave Inside Country	3/5/2019	3/10/2019	3/11/2019		6.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/22/2019

• **Unpaid Leave Transaction**

CRONUS UK Ltd. | Setups - Transactions - Periodic - Administrator -

Earning Transactions | Deduction Transactions | Paid Leave | **Unpaid Leave** | Leave Balance Adjustment | Carry Balance Over Year | Overtime Transaction | End Of Service | Stop Or Payroll Processing | Loan Encashment

LEAVE REFERENCE NUMBER	EMPLOYEE CODE	EMPLOYEE NAME	PAYCODE	PAYCODE DESCRIPTION	LEAVE START DATE	LEAVE END DATE	EXPECTED REPORTING DATE	REPORTED DATE	EFFECTIVE LEAVE DAYS	IS POS.	IS VOID	CREATED BY	CREATED ON
PRO00373	E000722	Dima Joseph Messad	10	Unauthorized Absence	10/1/2019	10/15/2019	10/16/2019		15.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	10/3/2019
PRO00370	E0010	David Soon	10	Unauthorized Absence	10/1/2019	10/15/2019	10/16/2019		15.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	10/1/2019
PRO00246	E0022	MidMonth Jameel 3	10	Unauthorized Absence	3/17/2019	3/20/2019	3/21/2019		4.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/22/2019
PRO00235	E000722	Dima Joseph Messad	10	Unauthorized Absence	2/19/2019	2/24/2019	2/25/2019		6.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/21/2019
PRO00210	E000722	Dima Joseph Messad	10	Unauthorized Absence	7/15/2019	7/31/2019	8/1/2019		16.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/15/2019
PRO00173	E0010	David Soon	32	UnPaid Leave	4/9/2019	4/14/2019	4/15/2019		6.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/4/2019
PRO00170	E0012	Muhammad B-Miraghy	32	UnPaid Leave	1/1/2019	1/12/2019	1/13/2019		12.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/4/2019
PRO00167	NM	NORMAN MANSOOR	41	Sick Leave	4/14/2019	4/17/2019	4/18/2019		4.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/3/2019
PRO00165	NM	NORMAN MANSOOR	41	Sick Leave	6/26/2019	6/27/2019	6/28/2019		2.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/3/2019

2. **Void Leave Overview Screen**

A brief explanation for all column headers is listed below for easy reference. All these fields captured data entered under Employee Paid/Unpaid Leaves and the transactions were approved and posted onto the ledger.

- **Leave Reference Number**  
A system generated number unique to the particular leave.
- **Employee Code**  
The number associated with the employee who took the leave.
- **Pay Code**  
The code associated with the leave.
- **Pay Code Description**  
The name or description associated with the pay code taken by the employee.
- **Leave Start Date**  
The date the employee began his/her leave.
- **Leave End Date**  
The date the employee end his/her leave
- **Expected Reporting Date**  
The date the employee planned to return to work.
- **Effective Leave Days**  
The number of days calculated based on Start Date and End Date.
- **Reported Date**

The actual date the employee returned to work.

- **Posted**  
The system will automatically populate this field after the entry is posted.
- **Is voided**  
The system will automatically populate this field after the entry is voided.
- **Created on**  
The system will automatically populate this field after the entry is created.
- **Created By**  
The system will automatically populate this field after the entry is created.

3. **Voiding a Leave Transaction**

a) To begin voiding a leave transaction, highlight the associated entry and click the leave reference number.

LEAVE REFERRAL NUMBER	EMPLOYEE CODE	EMPLOYEE NAME	PAYCODE	PAYCODE DESCRIPTION	LEAVE START DATE	LEAVE END DATE	EXPECTED REPORTING DATE	REPORTED DATE	EFFECTIVE LEAVE DAYS	IS POS.	IS VSD.	CREATED BY	CREATED ON
PR000203	80016	Waim Akram	27	Comp Off	7/14/2019	7/14/2019	7/15/2019		1.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/10/2019
PR000202	80016	Waim Akram	66	Exam Leave Inside Country	8/1/2019	8/5/2019	8/6/2019		5.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/10/2019
PR000201	80016	Waim Akram	27	Comp Off	3/3/2019	3/3/2019	3/4/2019	3/4/2019	1.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/8/2019
PR000200	80017	Mid Month Joiner	66	Exam Leave Inside Country	8/18/2019	8/22/2019	8/23/2019	8/23/2019	5.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/8/2019
PR000199	80017	Mid Month Joiner	67	Exam Leave Outside Country	3/18/2019	3/23/2019	3/24/2019	3/24/2019	5.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/8/2019
PR000198	80017	Mid Month Joiner	66	Exam Leave Inside Country	7/7/2019	7/8/2019	7/10/2019	7/10/2019	3.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/8/2019
PR000193	80015	Ahmed Nawar	38	Paternity Leave	3/5/2019	3/6/2019	3/7/2019	3/7/2019	3.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/7/2019
PR000192	80015	Ahmed Nawar	27	Comp Off	8/11/2019	8/12/2019	8/13/2019		2.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/7/2019
PR000190	80015	Ahmed Nawar	27	Comp Off	8/9/2019	8/10/2019	8/11/2019		3.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/7/2019
PR000189	80015	Ahmed Nawar	27	Comp Off	8/18/2019	8/20/2019	8/21/2019		3.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/7/2019
PR000187	80015	Ahmed Nawar	63	Annual Leave Aotak Working Da...	8/1/2019	8/1/2019	8/6/2019	8/4/2019	1.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/7/2019

b) A new Pop screen will open , Enter the <Voided Date >> <Voided Reason> and then press <Void > button

PAID LEAVES | WORK DATE: 3/31/2020

PR000187

Extension For Leave | Payroll Details | Calculate Payroll | Approve | Disapproved | Post | **Void** | Duty Resumption | More options

CALCULATION OF LEAVE DAYS

The days reduced from balance ..... 1.00

Days of extended leave ..... 2.00

Days of paid public holidays ..... 0.00

ANNUAL LEAVE BALANCE

Balance Before Leave ..... 67.34

ADDITIONAL PAYROLL

Include Previous Month Payroll .....

PAYROLL

An Additional amount per day ..... 0.00

Payroll calculation for the leave period ..... 0.00

Salary till leave start date ..... 0.00

Additional Earning ..... 0.00

Additional Deduction ..... 0.00

Total Amount ..... 0.00

TRAVEL

Travel Date .....

Travelling To .....

POSTED

Is Posted .....

Posted Date ..... 7/27/2019

Is Paid .....

Is Closed .....

APPROVED

Is Approved .....

Approved Date ..... 7/27/2019

Approved By ..... MEGANE

VOIDED

Is Voided .....

Voided Date ..... 10/3/2019

Voided Reason ..... wrong entry

- **Voided Date:**  
Click the calendar icon to pick the effective void date.

- **Reason:**

Type the reason for the void

c) A confirmation pop-up screen like below would appear confirming the transaction has taken place.

## 4. Unpaid Leave

**4.1 Employee Unpaid Leave Transactions** represent transactions on employees’ leaves taken without any pay. To start, go to DynaPay Home Page and locate the **Transactions** section. Click < **Unpaid Leaves**> to display the Employee Unpaid Leave Transactions Overview Screen.

REFERENCE NUMBER	EMPLOYEE CODE	EMPLOYEE NAME	PAYCODE	PAYCODE DESCRIPTION	LEAVE START DATE	LEAVE END DATE	REPORTING DATE	EFFECTIVE LEAVE DAYS	IS POS.	IS VOID..	CREATED BY	CREATED ON
PRO00370	E0010	David Boon	10	Unauthorized Absence	10/1/2019	10/15/2019	10/16/2019	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB	10/1/2019
PRO00246	E0022	MidlWorth Joinee 3	10	Unauthorized Absence	3/17/2019	3/20/2019	3/21/2019	4.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/22/2019
PRO00235	E000722	Dima Joseph Massad	10	Unauthorized Absence	2/19/2019	2/24/2019	2/25/2019	6.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MEGANB	7/21/2019
PRO00210	E000722	Dima Joseph Massad	10	Unauthorized Absence	7/15/2019	7/31/2019	8/1/2019	18.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/15/2019
PRO00173	E0010	David Boon	32	UnPaid Leave	4/9/2019	4/14/2019	4/15/2019	6.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/4/2019
PRO00170	E0012	Muhammad El-Maraghy	32	UnPaid Leave	1/1/2019	1/12/2019	1/13/2019	12.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/4/2019
PRO00167	NM	NOMAN MANSOOR	41	Sick Leave	4/14/2019	4/17/2019	4/18/2019	4.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/3/2019
PRO00165	NM	NOMAN MANSOOR	41	Sick Leave	6/26/2019	6/27/2019	6/28/2019	2.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	7/3/2019
PRO00160	E0013	Shafi Vadlia	41	Sick Leave	7/22/2019	8/29/2019	8/30/2019	39.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
PRO00136	E0012	Muhammad El-Maraghy	41	Sick Leave	7/1/2019	7/31/2019	8/1/2019	31.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
PRO00092	E0010	David Boon	10	Unauthorized Absence	6/10/2019	6/12/2019	6/13/2019	3.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
PRO00084	E0013	Shafi Vadlia	10	Unauthorized Absence	3/11/2019	3/13/2019	3/14/2019	3.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PRO00081	E0010	David Boon	10	Unauthorized Absence	6/10/2019	6/13/2019	6/14/2019	4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PRO00080	E0010	David Boon	10	Unauthorized Absence	6/26/2019	6/27/2019	6/28/2019	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PRO00079	E0010	David Boon	10	Unauthorized Absence	6/26/2019	6/27/2019	6/28/2019	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PRO00076	E0010	David Boon	32	UnPaid Leave	6/19/2019	6/20/2019	6/21/2019	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PRO00071	E0010	David Boon	32	UnPaid Leave	6/3/2019	6/5/2019	6/6/2019	3.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

### 4.2 Employee Unpaid Leave Transactions Overview Screen

A brief explanation for all column headers is listed below for easy reference.

**a) Show Filter Pane :**

The dropdown menu provides 3 options on displaying unpaid leave transactions under the Employee Unpaid Leave Transactions Overview screen.

- All** - displays all unpaid leave transactions found in the
- UnPosted Transactions** - displays all yet to be posted unpaid leave transactions
- Posted Transactions** - displays ledger-posted unpaid leave transactions

- **Leave Reference Number**  
The system automatically assigns a leave number when an unpaid leave transaction entry is being created.
- **Employee Code**  
The dropdown menu displays all employees within an organization.
- **Pay Code**  
The dropdown menu displays all pay codes related to unpaid leave transactions.
- **Pay Code description**  
The system automatically populates this field with the matching description for the chosen leave code.
- **Leave Start Date**

The date the employee begins to take his/her unpaid leave.

- Leave End Date**  
 The date the employee planned to be the last day of his/her unpaid leave.
- Effective Leave Days**  
 The system automatically calculates the number of days after both the start date and end date are being entered. You may adjust this field with a different number if required.
- Expected Reporting Date**  
 System automatically set the expected date when the employee returns to work after both the start and end dates are entered.
- Posted**  
 The system will automatically populate this field after the entry is being posted.
- Created on**  
 The system will automatically populate this field after the entry is being created.
- Created By**  
 The system will automatically populate this field after the entry is being created .
- Voided**  
 The system will automatically populate this field after the entry is voided.

### 4.3 Creating an Unpaid Leave Transaction

To create an unpaid leave transaction, simply click the <+New> icon to start. A new entry with the automatically generated Leave Reference Number is created as displayed in the item highlighted in Blue below.

CRONUS UK Ltd. | Setup > Transactions > Periodic > Administrator >

Un-Paid Leave: All | Search | **+ New** | Delete | Page >

LEAVE REFERENCE NUMBER	EMPLOYEE CODE	EMPLOYEE NAME	PARCODE	PARCODE DESCRIPTION	LEAVE START DATE	LEAVE END DATE	EXPECTED REPORTING DATE	EFFECTIVE LEAVE DAYS	IS POS.	IS VOID.	CREATED BY	CREATED ON
PR000170	E0010	David Boon	10	Unauthorized Absence	10/1/2018	10/15/2018	10/16/2018	15.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	10/1/2018
PR000146	E0022	MidMonth Joiner 3	10	Unauthorized Absence	3/17/2019	3/20/2019	3/21/2019	4.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/22/2019
PR000131	E000722	Dima Joseph Messad	10	Unauthorized Absence	2/19/2019	2/24/2019	2/25/2019	6.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/21/2018
PR000110	E000722	Dima Joseph Messad	10	Unauthorized Absence	7/15/2019	7/31/2019	8/1/2019	16.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/15/2019
PR000173	E0010	David Boon	32	UnPaid Leave	4/9/2019	4/14/2019	4/15/2019	6.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/4/2019
PR000170	E0012	Muhammad El-Maraghy	32	UnPaid Leave	1/1/2019	1/13/2019	1/13/2019	12.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/4/2019
PR000167	NM	NOMAN MANSOOR	41	Sick Leave	4/14/2019	4/17/2019	4/18/2019	4.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/3/2019
PR000165	NM	NOMAN MANSOOR	41	Sick Leave	6/26/2019	6/27/2019	6/28/2019	2.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	7/3/2019

### 4.4 Adding or Modify an Unpaid Leave Transaction

a) Populate or complete the following fields that are applicable to the unpaid leave transaction to start the process:

- Employee Code
- Pay Code
- Leave Start Date
- Leave End Date
- Effective Leave Days

➤ **An example on a newly created Unpaid Leave transaction.**

Un-Paid Leaves

NOT SAVED

✓ Approve    ⚠ Disapproved    + Post    ✖ Void    ➔ Extension For Leave    |    Actions    Fewer options

**OVERVIEW**

Leave Reference Nu...		Employee Name	David Boon
Type	Un-Paid Leave	Leave Start Date	10/1/2019
Leave Type	10	Leave End Date	10/15/2019
Leave Description		Effective Leave Days	15.00
Employee Code	E0010	Actual To Date	

**GENERAL**

- b) Then click the **< General tab >** to input more details associated with the unpaid leave transaction.
- c) Before the unpaid leave transaction can be approved, it is crucial to enter **the date the deduction** is going to take place. Then fill out other details as required.
- d) When the required information has been entered, click **<Approve>** button. The **<Approve>** button would be deactivated when the transaction has been approved. And then the system will automatically populate the **<Approved date>** and **< Approved by>** fields after the entry are being created.
- e) Lastly, click **<Post>** to post the Unpaid Leave transaction onto the ledger.



# Un-Paid Leaves

Approve  Disapproved  Post  Void  Extension For Leave | Actions Fewer options

Leave Reference Nu...		Employee Name	David Boon
Type	Un-Paid Leave	Leave Start Date	10/1/2019
Leave Type	10	Leave End Date	10/15/2019
Leave Description		Effective Leave Days	15.00
Employee Code	E0010	Actual To Date	

## GENERAL

Expecting Reporting ...	10/16/2019	ANNUAL LEAVE BALANCE	
Deduction Date	10/25/2019	Balance before Leave	16.96
CALCULATION OF LEAVE DAYS		APPLICATION	
Days deducted from ...	0.00	Leave Type	Internal
PAYROLL PROCESSING DURING THE LEAVE		Application Received ...	
Stop payroll during le...	<input type="checkbox"/>	TRAVEL	
Stop payroll resumpti...	<input type="checkbox"/>	Travel Date	
		Travelling To	

UN-PAID LEAVES | WORK DATE: 3/31/2020



SAVED

# PR000370

Approve  Disapproved  Post  Void  Extension For Leave | Actions Fewer options

## GENERAL

Expecting Reporting ...	10/16/2019	ANNUAL LEAVE BALANCE	
Deduction Date	10/25/2019	Balance before Leave	16.96
CALCULATION OF LEAVE DAYS		APPLICATION	
Days deducted from ...	0.00	Leave Type	Internal
PAYROLL PROCESSING DURING THE LEAVE		Application Received ...	
Stop payroll during le...	<input type="checkbox"/>	TRAVEL	
Stop payroll resumpti...	<input type="checkbox"/>	Travel Date	
		Travelling To	

## MORE INFORMATION

Posted	<input type="checkbox"/>	Approved By	MEGANB
Posted Date		Is Voided	<input type="checkbox"/>
Approved	<input type="checkbox"/>	Voided Date	
Approved Date	10/1/2019	Voided Reason	

- f) To check if the Unpaid Leave Transaction is posted successfully, choose **<Posted transaction>** from the dropdown menu on the top left hand corner for all posted entries to be displayed. Simply locate the posted entry and check if a checkmark is placed in the box under the **Posted** column.

CRONUS UK Ltd | Setups | Transactions | Periodic | Administrator

Earning Transactions | Deduction Transactions | Paid Leave | Un-Paid Leave | Leave Balance Adjustment | Carry Balance Over Year | Overtime Transaction | End Of Service | Stop Or Payroll Processing | Loan Encashment

Un-Paid Leave | **Posted Transactions** | Search | + New | Delete | Page

LEAVE REFERENCE NUMBER	EMPLOYEE CODE	EMPLOYEE NAME	PAYCODE	PAYCODE DESCRIPTION	LEAVE START DATE	LEAVE END DATE	EXPECTED REPORTING DATE	STOP DAYS	IS POSTED	IS VOID	CREATED BY	CREATED ON
PR000232	E0010	David Boon	10	Unauthorized Absense	10/1/2019	10/15/2019	10/16/2019	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEGANS	10/1/2019
PR000246	E0022	MidMonth Joinee 3	10	Unauthorized Absense	3/17/2019	3/20/2019	3/21/2019	4.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANS	7/22/2019
PR000235	E000722	Dima Joseph Massad	10	Unauthorized Absense	2/19/2019	2/24/2019	2/25/2019	6.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANS	7/21/2019
PR000210	E000722	Dima Joseph Massad	10	Unauthorized Absense	7/15/2019	7/31/2019	8/1/2019	17.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANS	7/15/2019
PR000173	E0010	David Boon	32	UnPaid Leave	4/8/2019	4/14/2019	4/15/2019	6.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANS	7/4/2019
PR000170	E0012	Muhammad El-Maraghy	32	UnPaid Leave	1/1/2019	1/12/2019	1/13/2019	12.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANS	7/4/2019
PR000147	NU	NORMAN MANNING	41	Sick Leave	4/14/2016	4/17/2016	4/18/2016	4.00	<input type="checkbox"/>	<input type="checkbox"/>	MEGANS	7/1/2016

g) Leave Extension

Employee can request human resources department to extend his leave after it has been posted.

- ✓ To extend posted unpaid leave, click **<Extension for Leave>** button.
- ✓ Extension screen will popup, create new record, set the new extended date of the leave and set the appropriate options for the extension.
- ✓ **Balance deducted:** the extended days will reduce the balance
- ✓ **Paid:** if the extension day's salary will be paid with the salary
- ✓ **Deduct from payroll:** if the extension day's salary will be deducted from the salary
- ✓ Check the effect of the extension from the **General tab** in the main screen

...-PAID LEAVES | WORK DATE: 3/31/2020

PR000246

Approve | Disapproved | Post | Void | **Extension For Leave** | Duty Resumption | More options

**OVERVIEW**

Leave Reference Nu...	PR000246	Employee Name	MidMonth Joinee 3
Type	Un-Paid Leave	Leave Start Date	3/17/2019
Leave Type	10	Leave End Date	3/20/2019
Leave Description	UnAuthorized Absense	Effective Leave Days	4.00
Employee Code	E0022	Actual To Date	

EMPLOYEE LEAVE EXTENSION

✓ SAVED

Leave Start Date ↑	Extended To	Leave Days	Balance Deducted	Paid	Deduction From Payroll
→ 9/11/2019	9/12/2019	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UN-PAID LEAVES

+ ✓ SAVED

PR000001

Notifications: 3 Transaction PR000001 has ... | Start Date cannot be greater t... | Leave Date cannot be greater than emplo... ▼

✓ Approve Disapproved Post Void Extension For Leave Duty Resumption | Actions ...

OVERVIEW

Leave Reference Nu...	PR000001	Employee Name	AHMED USAMA LARI
Type	Un-Paid Leave	Leave Start Date	9/1/2019
Leave Type	10	Leave End Date	9/10/2019
Leave Description	Unauthorized Absense	Effective Leave Days	10.00
Employee Code	E0001	Actual To Date	

GENERAL

Expecting Reporting ...	9/12/2019	ANNUAL LEAVE BALANCE	
Deduction Date		Balance before Leave	14.66
CALCULATION OF LEAVE DAYS		APPLICATION	
Days deducted from ...	0.00	Leave Type	Internal
PAYROLL PROCESSING DURING THE LEAVE		Application Received ...	
Stop payroll during le...	<input type="checkbox"/>	TRAVEL	
Stop payroll resumpti...	<input type="checkbox"/>	Travel Date	<input type="text"/>
		Travelling To	<input type="text"/>

- ✓ As above the expecting reporting date has been updated with the new end date of the leave.
- ✓ Effective leave days has been increased with the extended days
- ✓ Days of extended leave was updated with the extended days

**h) Duty Resumption**

The leave return date displays the actual day the employee returned to work.

- ✓ Click <Resumption Duty > button from the unpaid leave transaction
- ✓ Duty Resumption screen will popup, Pick the **Return date** from the calendar icon and click <Resume> Button.
- ✓ **Return Date** This field displays the return day.
- ✓ Employee cannot request for any other type of paid /unpaid leave without updating the resumption duty field (Return Date).
- ✓ The Return Date is applicable for all type of paid and unpaid leave.

PR000370

✓ Approve
🚫 Disapproved
+ Post
🗑️ Void
↻ Extension For Leave
**← Duty Resumption**
More options

---

**OVERVIEW**

Leave Reference Nu...	PR000370	Employee Name	David Boon
Type	Un-Paid Leave	Leave Start Date	10/1/2019
Leave Type	10	Leave End Date	10/15/2019
Leave Description	Unauthorized Absense	Effective Leave Days	15.00
Employee Code	E0010	Actual To Date	

RESUMPTION | WORK DATE: 3/31/2020
✎
+
🗑️
✓ SAVED
↗️

PR000187

**Resume**
More options

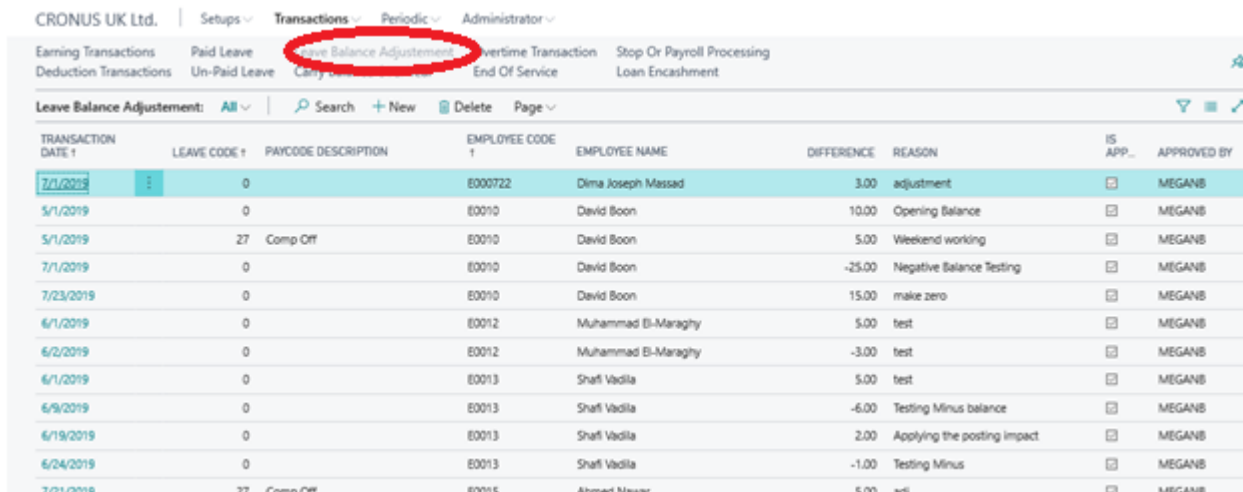
---

**OVERVIEW**

Leave Reference Num...	PR000187	Start Date	8/1/2019
Type	Paid Leave	End Date	8/1/2019
Employee Code	E0015	Effective Leave Days	1.00
Employee Name	Ahmed Nawar	Expecting Reporting ...	8/6/2019
Leave Type	63	Return Date	8/4/2019 <span>✕</span> <span>📅</span>

## 5. Leave Balance Adjustment

5.1 Leave Balance Adjustment screen provides an easy and convenient way to adjust one or more related entries for a single or a group of employees. To start, go to DynaPay Home Page and locate the **Transactions** section. Click <**Leave Balance Adjustment**> to display the Leave Balance Adjustment Transactions Overview Screen.



TRANSACTION DATE	LEAVE CODE	PAYCODE DESCRIPTION	EMPLOYEE CODE	EMPLOYEE NAME	DIFFERENCE	REASON	IS APP.	APPROVED BY
7/1/2019	0		E000722	Dima Joseph Massad	3.00	adjustment	<input type="checkbox"/>	MEGANB
5/1/2019	0		E0010	David Boon	10.00	Opening Balance	<input type="checkbox"/>	MEGANB
5/1/2019	27	Comp Off	E0010	David Boon	5.00	Weekend working	<input type="checkbox"/>	MEGANB
7/1/2019	0		E0010	David Boon	-25.00	Negative Balance Testing	<input type="checkbox"/>	MEGANB
7/23/2019	0		E0010	David Boon	15.00	make zero	<input type="checkbox"/>	MEGANB
6/1/2019	0		E0012	Muhammad El-Maraghy	5.00	test	<input type="checkbox"/>	MEGANB
6/2/2019	0		E0012	Muhammad El-Maraghy	-3.00	test	<input type="checkbox"/>	MEGANB
6/1/2019	0		E0013	Shaft Vadila	5.00	test	<input type="checkbox"/>	MEGANB
6/9/2019	0		E0013	Shaft Vadila	-6.00	Testing Minus balance	<input type="checkbox"/>	MEGANB
6/19/2019	0		E0013	Shaft Vadila	2.00	Applying the posting impact	<input type="checkbox"/>	MEGANB
6/24/2019	0		E0013	Shaft Vadila	-1.00	Testing Minus	<input type="checkbox"/>	MEGANB
7/21/2019	77	Comp Off	F0016	Ahmed Nasser	5.00	wtl	<input type="checkbox"/>	MFGANB

### 5.2 Leave Balance Adjustment Transactions Overview Screen

A brief explanation for all column headers is listed below for easy reference.

- **Transaction Date**  
This field is for capturing the date the entry is being created.
- **Pay Code**  
The dropdown menu displays all pay codes related to paid leave transactions.
- **Pay Code description**  
The system automatically populates this field with the matching description for the chosen leave code.
- **Employee Code**  
The dropdown menu displays all employees within an organization.
- **Difference**  
A positive or negative number representing adding or subtracting of leave days is being entered in this field.
- **Reason**  
This field is for entering a reason explaining why a difference on the leave days has occurred.
- **Is Approved**  
The system will automatically populate this field after the entry is approved.
- **Approved By**  
The system will automatically populate this field after the entry is approved.

### 5.3 Creating a Leave Balance Adjustment Transaction

To create a leave balance adjustment transaction, simply click the <+New> icon to start. A new entry is created as displayed in the item highlighted in blue below.

TRANSACTION DATE	LEAVE CODE	PAYCODE DESCRIPTION	EMPLOYEE CODE	EMPLOYEE NAME	DIFFERENCE	REASON	IS APP.	APPROVED BY
7/1/2019	0		E000722	Dima Joseph Massad	3.00	adjustment	<input type="checkbox"/>	MEGANB
5/1/2019	0		E0010	David Boon	10.00	Opening Balance	<input type="checkbox"/>	MEGANB
5/1/2019	27	Comp Off	E0010	David Boon	5.00	Weekend working	<input checked="" type="checkbox"/>	MEGANB
7/1/2019	0		E0010	David Boon	-25.00	Negative Balance Testing	<input type="checkbox"/>	MEGANB
7/23/2019	0		E0010	David Boon	15.00	make zero	<input type="checkbox"/>	MEGANB
6/1/2019	0		E0012	Muhammad El-Maraghy	5.00	test	<input type="checkbox"/>	MEGANB
6/2/2019	0		E0012	Muhammad El-Maraghy	-3.00	test	<input type="checkbox"/>	MEGANB

### 5.4 Adding or Modify a Leave Balance Adjustment Transaction

Populate or complete the following fields that are applicable to the Leave balance Adjustment transaction to start the process:

- Transaction Date
- Employee Code
- Other Leave
- Difference
- Reason

a) Below is an example on a newly created Leave Balance Adjustment transaction for **Annual leave**. Then, click <Approve> to approve the transaction.

## Leave Balance Adjustment

Approve    More options

---

### LEAVE ADJUSTEMENT

Transaction Date	7/1/2019	Difference	3.00
Employee Code	E000722	Reason	adjustment
Employee Name	Dima Joseph Massad		
Other Leave	<input type="checkbox"/>		
Leave Code	0	Is Approved	<input type="checkbox"/>
Description		Approved By	MEGANB

✓ Finally, the updates under **Approved By** and **Approved** would be displayed like above.

b) Below is an example on a newly created Leave Balance Adjustment transaction for **other type of leave**.

✓ **Other Leave**

Populate the **Other leave** field and select the pay code from the drop down menu that are applicable to the Leave balance Adjustment transaction to start the process:

- ✓ Then, click <Approve> to approve the transaction.
- ✓ Finally, the updates under Approved By and Approved would be displayed like above.

## Adjustment For E0010 On Leave Code 27 - Comp Off

| More options

---

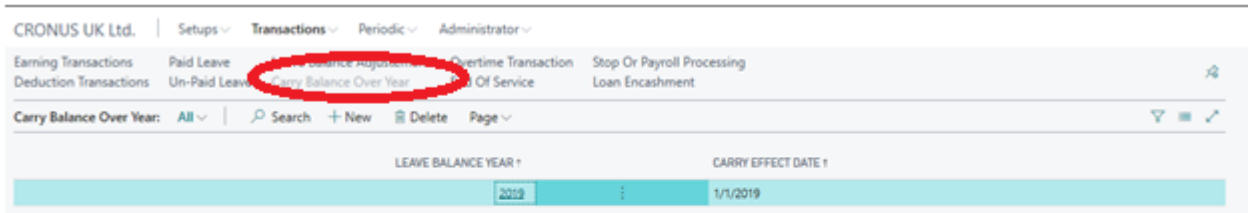
### LEAVE ADJUSTEMENT

Transaction Date	5/1/2019	Difference	5.00
Employee Code	E0010	Reason	Weekend working
Employee Name	David Boon		
Other Leave	<input type="checkbox"/>	Is Approved	<input type="checkbox"/>
Leave Code	27	Approved By	MEGANB
Description	Comp Off		

Finally, the updates under Approved By and Approved would be displayed like above.

## 6. Carry Balance Over Year

6.1 Carry Balance Over Years screen provides a snapshot on carried over leave for one or more employees within the company. To start, go to DynaPay Home Page and locate the **Transactions** section. Click **<Carry Balance over Years>** to display the Carry Balance Over Years Return Overview Screen.



### 6.2 Carry Balance Over Overview Screen

This screen provides up-to-date information on all employees with carried over leave within the company.

..E CARRY OVER | WORK DATE: 3/31/2020 ✓ SAVED

# 2019 - 01/01/19

Lines | Manage 🔍 📄

EMPLOYEE CODE 1	EMPLOYEE NAME	TRANSACTION DATE	AVAILABLE BALANCE	CARRIED BALANCE	BALANCE AVAILAB... FROM DATE 1
AH	Annette Hill	1/1/2018	0.00	0.00	1/1/2019
E000722	Dima Joseph Massad	1/1/2019	0.00	0.00	1/1/2019
E0010	David Boon	1/1/2018	0.00	0.00	1/1/2019
E0012	Muhammad El-Maraghy	1/1/2019	89.92	10.00	1/1/2019
E0013	Shafi Vadila	1/1/2018	0.00	0.00	1/1/2019
E0014	Emarati Employee	1/1/2019	0.00	0.00	1/1/2019
E0015	Ahmed Nawar	1/1/2019	0.00	0.00	1/1/2019
E0016	Wasim Akram	1/1/2019	0.00	0.00	1/1/2019
E0017	Mid Month Joinee	1/1/2019	0.00	0.00	1/1/2019
E0018	Mid Month Joinee2	1/1/2019	0.00	0.00	1/1/2019
E0019	Arrears Arrears	1/1/2019	0.00	0.00	1/1/2019
E0020	KSA Employee	1/1/2019	0.00	0.00	1/1/2019
E0021	Joinee Mid Month	1/1/2019	0.00	0.00	1/1/2019
E0022	MidMonth Joinee 3	1/1/2019	0.00	0.00	1/1/2019



## 7. Overtime Transaction

7.1 Overtime transactions represent all working hours/days accumulated on top of the regular working hours/days for employees. To start, go to DynaPay Home Page and locate the **Transactions** section. Click **<Overtime Transactions>** to display the Overtime Transactions Overview Screen.

CRONUS UK Ltd. | [Setups](#) | [Transactions](#) | [Periodic](#) | [Administrator](#)

Earning Transactions | Paid Leave | Leave Balance Adjustment | Overtime Transaction | Stop Or Payroll Processing  
 Deduction Transactions | Un-Paid Leave | Carry Balance Over Year | End Of Service | Loan Encashment

Overtime Transaction: [All](#) | Search | + New | Delete | Page

TRANSACTION NUMBER ↓	TRANSACTION DATE	PAY CODE	PAYCODE DESCRIPTION	TOTAL AMOUNT	POSTED	CREATED BY	CREATED ON
PRO00232	7/21/2019	8	OverTime	557.46	<input type="checkbox"/>	MEGANB	7/21/2019
PRO00227	7/20/2019	8	OverTime	5.04	<input type="checkbox"/>	MEGANB	7/20/2019
PRO00212	7/15/2019	8	OverTime	0.00	<input type="checkbox"/>	MEGANB	7/15/2019
PRO00211	7/15/2019	8	OverTime	0.00	<input type="checkbox"/>	MEGANB	7/15/2019
PRO00197	7/15/2019	8	OverTime	0.00	<input type="checkbox"/>	MEGANB	7/8/2019
PRO00196	7/8/2019	8	OverTime	20.83	<input type="checkbox"/>	MEGANB	7/8/2019
PRO00177	7/7/2019	8	OverTime	20.16	<input type="checkbox"/>	MEGANB	7/7/2019
PRO00149	6/30/2019	8	OverTime	0.00	<input type="checkbox"/>	MEGANB	
PRO00082	6/18/2019	8	OverTime	9.38	<input type="checkbox"/>	MEGANB	
PRO00055	6/19/2019	8	OverTime	15.12	<input type="checkbox"/>	MEGANB	

### 7.2 Overtime Transactions Overview Screen

A brief explanation for all column headers is listed below for easy reference.

**a) Show filter Pane :**

The dropdown menu provides 3 options on displaying overtime transactions under the Overtime Transactions Overview screen.

**All** - displays all overtime transactions found in the system

**UnPosted**

**Transaction** - displays all yet to be posted overtime transactions

**Posted**

**Transaction** - displays ledger-posted overtime transactions

✓ **Transaction Number**

The system automatically assigns a payroll transaction number when an overtime transaction entry is being created.

✓ **Transaction Date**

Posting date for the particular overtime transaction is entered here.

✓ **Pay Code**

The dropdown menu displays all pay codes related to overtime transactions.

✓ **Pay code Description**

An explanation or name for the overtime transaction is entered in this field.

✓ **Total Amount**

✓ **Transaction Type**

The system automatically displays the matching description for the chosen pay code.



✓ **Posted**

The system will automatically populate this field after the entry is being posted onto the ledger.

✓ **Expense**

This field is populated by a checkmark to classify the overtime transaction as an expense as well.

### 7.3 Creating an Overtime Transaction

To create an overtime transaction, simply click the <+New> icon to start. A new entry with the automatically generated Transaction Number is created as displayed in the item highlighted in blue below.

TRANSACTION NUMBER	TRANSACTION DATE	PAY CODE	PAYCODE DESCRIPTION	TOTAL AMOUNT	POSTED	CREATED BY	CREATED ON
PR000232	7/21/2019	8	OverTime	557.46	<input type="checkbox"/>	MEGANB	7/21/2019
PR000227	7/20/2019	8	OverTime	5.04	<input type="checkbox"/>	MEGANB	7/20/2019
PR000212	7/15/2019	8	OverTime	0.00	<input type="checkbox"/>	MEGANB	7/15/2019
PR000211	7/15/2019	8	OverTime	0.00	<input type="checkbox"/>	MEGANB	7/15/2019

### 7.4 Adding or Modify an Overtime Transaction

Populate or complete the following fields that are applicable to the overtime transaction to start the process:

- Pay Code
  - Description
  - Expense
  - Part of the salary
  - Transaction Date
- The example below is for adding an overtime transaction.

OVERTIME TRANSACTIONS | WORK DATE: 3/31/2020

PR000232

Calculate Refresh Post UnPost Void Posted General Journal Print Actions Fewer options

**OVERTIME TRANSACTIONS**

Transaction Number: PR000232 Pay Code Description: OverTime  
 Transaction Date: 7/21/2019 Description:   
 Type: Over Time Created By: MEGANB  
 Pay Code: 8 GL Document No.:

**Lines** Manage

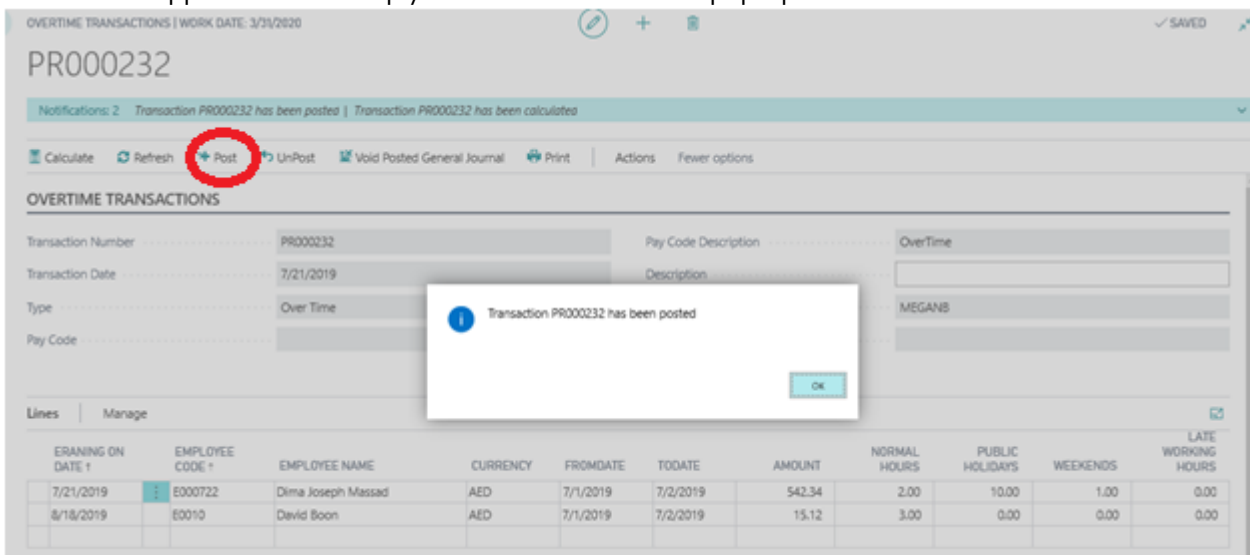
ERANING ON DATE †	EMPLOYEE CODE †	EMPLOYEE NAME	CURRENCY	FROMDATE	TODATE	AMOUNT	NORMAL HOURS	PUBLIC HOLIDAYS	WEEKENDS	LATE WORKING HOURS
7/21/2019	E000722	Dima Joseph Massad	AED	7/1/2019	7/2/2019	542.34	2.00	10.00	1.00	0.00
8/18/2019	E0010	David Boon	AED	7/1/2019	7/2/2019	15.12	3.00	0.00	0.00	0.00

Total Amount: 557.46

a) Click < Lines> Tab to proceed.

Populate or complete the following fields to go to the next step:

- ✓ Earning Date – enter the earning date using the calendar
- ✓ Employee Code - use the dropdown menu to locate the employee
- ✓ From Date – the starting date for the overtime transaction.
- ✓ To Date – the ending date for the overtime transaction.
- ✓ Normal Hours – the extra working hours during the normal working days
- ✓ Public Holiday – the working hours during the public holidays
- ✓ Weekends - the working hours during the off working days
- ✓ Late Working Hours- the working hours during the late working hours
- ✓ Press <Calculate> button to calculate amount of overtime transaction.
- ✓ Click <Post> to post the item onto the ledger. A confirmation pop-up screen like below would appear as well. Simply click <OK> to close the pop-up screen.



- The **Posted** field is now populated by a checkmark. You have just completed all the necessary steps to add an overtime transaction onto the payroll system. Now, you may close all the other opened screens before moving onto the next transaction or exiting the program.

CRONUS UK Ltd. | Setups | Transactions | Periodic | Administrator

Earning Transactions | Paid Leave | Leave Balance Adjustment | Overtime Transaction | Stop Or Payroll Processing  
 Deduction Transactions | Un-Paid Leave | Carry Balance Over Year | End Of Service | Loan Encashment

Overtime Transaction: All | Search | + New | Delete | Page

TRANSACTION NUMBER	TRANSACTION DATE	PAY CODE	PAYCODE DESCRIPTION	TOTAL AMOUNT	POSTED	CREATED BY	CREATED ON
PR000232	7/21/2019	8	Overtime	557.46	<input checked="" type="checkbox"/>	MEGANB	7/21/2019
PR000227	7/20/2019	8	Overtime	5.04	<input type="checkbox"/>	MEGANB	7/20/2019
PR000212	7/15/2019	8	Overtime	0.00	<input type="checkbox"/>	MEGANB	7/15/2019
PR000211	7/15/2019	8	Overtime	0.00	<input type="checkbox"/>	MEGANB	7/15/2019

## 8. End of Service

**8.1** End of service transaction represent the calculation of End of service payment in case of leaving the company (resignation or termination) . To start, go to DynaPay Home Page and locate the **Transactions** section. Click **<End of service >** to display the End of service Transactions Overview Screen.

TRANSACTION NUMBER	TRANSACTION DATE	EMPLOYEE CODE	EMPLOYEE NAME	PAYROLL CODE	PAY CODE DESCRIPTION	REASON CODE	RESIGNATION DATE	SERVICE DATE	POSTED	VOIDED	CREATED BY	CREATED ON
PR000362	8/1/2019	00030	Mandeep Bani	11	Gratuity	TERMINATION	8/1/2019	8/30/2019	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	8/1/2019
PR000354	8/1/2019	00029	Zoya EOS Testing	11	Gratuity	TEST	8/1/2019	8/30/2019	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	8/4/2019
PR000353	8/4/2019	00010	David Boon	11	Gratuity	TEST	8/1/2019	8/30/2019	<input type="checkbox"/>	<input type="checkbox"/>	MEGANE	8/4/2019
PR000091	6/1/2019	00013	Shafiq Vaidia	36	No Gratuity	TEST	8/30/2019	11/30/2019	<input type="checkbox"/>	<input type="checkbox"/>		

### 8.2 End of service Overview Screen

A brief explanation for all column headers is listed below for easy reference.

**a) Show filter Pane :**

The dropdown menu provides 3 options on displaying overtime transactions under the Overtime Transactions Overview screen.

**All** - displays all overtime transactions found in the system

**UnPosted**

**Transaction** - displays all yet to be posted overtime transactions

**Posted**

**Transaction** - displays ledger-posted overtime transactions

- **Transaction Number**

The system automatically assigns a payroll transaction number when an End of service transaction entry is being created.

- **Transaction Date**

Posting date for the particular end of service transaction is entered here.

- **Pay Code**

The dropdown menu displays all pay codes related to end of service transactions.

- **Pay code Description**

An explanation or name for the overtime transaction is entered in this field.

- **Reason Code**

A reason for the End of service

- **Resignation Date**

Pick from the calendar icon the date of resignation for the employee

- **End of service Date**

Pick from the calendar icon the last working date the calculation of End of service taken place.

- **Posted**  
The system will automatically populate this field after the entry is being posted onto the ledger.
- **Voided**  
The system will automatically populate this field after the entry is voided.

### 8.3 Creating an End of service Transaction

To create an end of service transaction, simply click the **<+New>** icon to start. A new entry with the automatically generated Transaction Number is created as displayed in the item highlighted in blue below.

### 8.4 End of service Overview Screen

CRONUS UK Ltd. | Setup -- Transactions -- Periodic -- Administrator

End Of Service: All | Search | **+ New** | Delete | Page --

TRANSACTION NUMBER	TRANSACTION DATE	EMPLOYEE CODE	EMPLOYEE NAME	PAYROLL CODE	PAY CODE DESCRIPTION	REASON CODE	RESIGNATION DATE	END OF SERVICE DATE	POS.	VOID.	CREATED BY	CREATED ON
PRO00362	9/1/2019	8000	Mervin Bani	11	Gratuity	TERMINATION	9/1/2019	9/30/2019	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	9/1/2019
PRO00354	9/1/2019	8009	Ziya EOS Testing	11	Gratuity	TEST	9/1/2019	9/30/2019	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	9/4/2019
PRO00353	9/4/2019	80010	David Boon	11	Gratuity	TEST	9/1/2019	9/30/2019	<input type="checkbox"/>	<input type="checkbox"/>	MEGANB	9/4/2019
PRO00091	6/1/2019	80013	Shaif Vedia	36	No Gratuity	TEST	9/30/2019	11/30/2019	<input type="checkbox"/>	<input type="checkbox"/>		

### 8.5 Adding or Modify an O End of service Transaction

Populate or complete the following fields that are applicable to the End of service transaction to start the process:

- Transaction Date
- Employee Code
- Pay Code
- Reason Code
- Resignation Date
- End of service Date

Afterwards press the button **“Calculate”**.

PR000362

Calculate
Payroll Details
Post
Void
Void Posted General Journal
Print
More options

**END OF SERVICE TRANSACTION**

Transaction Number	PR000362	Reason Code	TERMINATION
Transaction Date	9/1/2019	Resignation Date	9/1/2019
Employee Code	E0030	End Of Service Date	9/30/2019
Employee Name	Masroor Elahi	GL Document No.	
Payroll Code	11	Posted	<input checked="" type="checkbox"/>
PayCode Description	Graduity	Voided	<input type="checkbox"/>

**Detail**

Experience Days	7212	Adjustments	0.00
Leave Balance Days	2.00	Due Installments	3,000.00
Salary Till Day	8,250.00	Benefits Amount	50,000.00
Additional Paid Days	0.00	Leave Balance Amount	333.33
Paid Notice Period	0.00	Reimburse Amount	0.00
Additional Days Amo...	0.00		

**Click Detail Tab**

**Experience Days**

It displays total experience days taken into account for the calculation of EOS benefit amount. It comes automatically once calculate button is pressed.

**Leave Balance Days**

Leave balance displays leave not utilized.

**Salary till Date**

This field shows the salary amount to be paid along with EOS and Leave balance amount.

**Additional paid days**

This field is used to put additional paid day's in addition normal paid days. Having put the additional paid days, press Enter, amount gets calculated automatically and subsequently gets added into total.

**Paid notice period**

This field is used to put paid notice period.

**Additional Days Amount**

To feed additional amount which gets added to total amount once amount is put and then “Enter” is pressed.

**Adjustment**

This field is used to do manual adjustment. Amount gets either added or deducted from Total amount, once amount is put in and enter button is pressed subsequently.

**Due Installment**

This field gets filled automatically if any installment is due for the employee concerned. “Total” field gets adjustment accordingly.

**Benefit Amount**

This field displays the EOS benefit amounts. It comes automatically having got calculated as per equation set for the selected pay code in the set up of EOS.

**Leave Balance amount**

Leave balance amount comes as per the calculation set for the same at the set up for pay code EOS accrue at General tab.

**Reimburse Amount**

If any amount is to get reimbursed from employee gets displayed here and total field gets adjusted accordingly.

**Total Amount**

This field displays the amount comes after addition of EOS benefit amount, Leave balance amount and salary till date.

In order to view the EOS, salary and Leave balance amount press button <Payroll Details>. A new Screen will pop up as shown below :



EMPLOYEE LEAVE DETAILS | WORK DATE: 3/31/2020

✓ SAVED

Search Manage Page

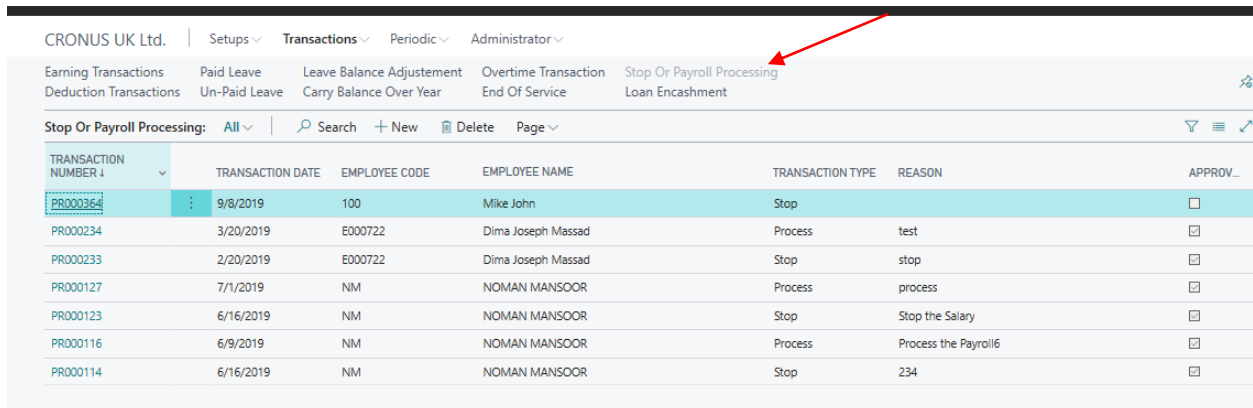
PAY CODE ↑	DESCRIPTION	AMOUNT	PTYPE	PAYROLL TYPE
11	End of service benefit for graduity days ...	50,000.00	Earning	End Of Service
13	Loan Deduction for End Of Service For E...	750.00	Deduction	Deduction
13	Loan Installment	750.00	Deduction	Deduction
1	Basic Salary from date 09/01/19 to date...	5,000.00	Earning	Earning
2	Housing Allowance from date 09/01/19 ...	1,000.00	Earning	Earning
13	Loan Deduction for End Of Service For E...	750.00	Deduction	Deduction
13	Loan Deduction for End Of Service For E...	750.00	Deduction	Deduction
13	Loan Deduction for End Of Service For E...	750.00	Deduction	Deduction
14	Remaining leave balance for balance lea...	333.33	Earning	Paid Leave
22	Transportation Allowance from date 09/...	3,000.00	Earning	Earning

Having done the process, press button **post** to have financial effects.

Posted transaction can be voided through **void** button.

## 9. Stop or Payroll Processing

Stop or Process Salary is a feature that enables payroll processing for one or more employees to be stopped or processed in one screen. To start, go to DynaPay Home Page and locate the **Transactions** section. Click **<Stop or Process Salary>** to display the Stop or Process Salary Overview Screen.



TRANSACTION NUMBER ↓	TRANSACTION DATE	EMPLOYEE CODE	EMPLOYEE NAME	TRANSACTION TYPE	REASON	APPROV...
PR000364	9/8/2019	100	Mike John	Stop		<input type="checkbox"/>
PR000234	3/20/2019	E000722	Dima Joseph Massad	Process	test	<input type="checkbox"/>
PR000233	2/20/2019	E000722	Dima Joseph Massad	Stop	stop	<input type="checkbox"/>
PR000127	7/1/2019	NM	NOMAN MANSOOR	Process	process	<input type="checkbox"/>
PR000123	6/16/2019	NM	NOMAN MANSOOR	Stop	Stop the Salary	<input type="checkbox"/>
PR000116	6/9/2019	NM	NOMAN MANSOOR	Process	Process the Payroll	<input type="checkbox"/>
PR000114	6/16/2019	NM	NOMAN MANSOOR	Stop	234	<input type="checkbox"/>

### Stop or Payroll Processing Overview Screen

To stop or process salary, populate the fields accordingly.

A brief explanation for all column headers is listed below for easy reference.

#### Transaction Number

The system automatically generates the transaction number when a stop or process salary request is created.

#### Transaction Date

This field is for capturing the date the entry is being created.

#### Employee Code

The dropdown menu displays all employees within an organization for easy access on creating a stop or process salary request.

#### Employee Name

The system automatically populates the field with the matching employee number.

**Transaction Type**

The dropdown menu offers 2 transaction types to pick:

**Stop** – a request to put a stop on payroll processing

**Process** - a request to initiate payroll processing

**Reason**

This field captures the explanation or reason for the stop/process request.

**Approved**

The system will automatically populate this field after the entry is approved.

**Creating a Stop or Payroll Processing Request**

To create a stop or process salary request, simply click the <+New> icon to start. A new entry is created as displayed in the item highlighted in Blue below.

CRONUS UK Ltd. | Setups ▾ Transactions ▾ Periodic ▾ Administrator ▾

Earning Transactions | Paid Leave | Leave Balance Adjustment | Overtime Transaction | Stop Or Payroll Processing  
 Deduction Transactions | Un-Paid Leave | Carry Balance Over Year | End Of Service | Loan Encashment

Stop Or Payroll Processing: All ▾ | Search | **+ New** | Delete | Page ▾

TRANSACTION NUMBER ↓	TRANSACTION DATE	EMPLOYEE CODE	EMPLOYEE NAME	TRANSACTION TYPE	REASON	APPRO
PR000364	9/8/2019	100	Mike John	Stop		<input type="checkbox"/>
PR000234	3/20/2019	E000722	Dima Joseph Massad	Process	test	<input checked="" type="checkbox"/>
PR000233	2/20/2019	E000722	Dima Joseph Massad	Stop	stop	<input checked="" type="checkbox"/>
PR000127	7/1/2019	NM	NOMAN MANSOOR	Process	process	<input checked="" type="checkbox"/>
PR000123	6/16/2019	NM	NOMAN MANSOOR	Stop	Stop the Salary	<input checked="" type="checkbox"/>
PR000116	6/9/2019	NM	NOMAN MANSOOR	Process	Process the Payroll6	<input checked="" type="checkbox"/>
PR000114	6/16/2019	NM	NOMAN MANSOOR	Stop	234	<input checked="" type="checkbox"/>

Populate or complete the following fields that are applicable for initiating a stop or process salary request.

Employee Code

Transaction Date

Transaction Type

Reason

The screen below is an example of an initiation on Stop Salary request.

STOP SALARY | WORK DATE: 3/31/2020 ✓ SAVED ↗

## PR000364

✓ Approve | More options

### STOP SALARY

Transaction Number ..... PR000364	Transaction Type ..... Stop
Transaction Date ..... 9/8/2019	Reason ..... due to absent leaves
Employee Code ..... 100	Approved ..... <input type="checkbox"/>
Employee Name ..... Mike John	

Click <Approve> to approve the request. The approved request is now updated with a checkmark under the **Approved** column as displayed below.

STOP SALARY | WORK DATE: 3/31/2020 ✓ SAVED ↗

## PR000364

✓ Approve | More options

### STOP SALARY

Transaction Number ..... PR000364	Transaction Type ..... Stop
Transaction Date ..... 9/8/2019	Reason ..... due to absent leaves
Employee Code ..... 100	Approved ..... <input checked="" type="checkbox"/>
Employee Name ..... Mike John	

The screen below is an example of an initiation on Process Payroll .

STOP SALARY | WORK DATE: 3/31/2020



✓ SAVED

# PR000127

✓ Approve | More options

## STOP SALARY

Transaction Number	PR000127	Transaction Type	Process
Transaction Date	7/1/2019	Reason	process
Employee Code	NM		
Employee Name	NOMAN MANSOOR		
		Approved	<input type="checkbox"/>



Click <**Approve**> to approve the request. The approved request is now updated with a checkmark under the **Approved** column as displayed below.

## 10. Loan Encashment

Loan encashment is a feature that allows adjustment on loan repayment amount to be conducted manually. To start, go to DynaPayr Home Page and locate the **Transactions** section. Click **<Loan Encashment>** to display the Loan Encashment Overview Screen.

CRONUS UK Ltd. | Setups ▾ Transactions ▾ Periodic ▾ Administrator ▾

Earning Transactions Paid Leave Leave Balance Adjustment Overtime Transaction Stop Or Payroll Processing  
 Deduction Transactions Un-Paid Leave Carry Balance Over Year End Of Service Loan Encashment

Loan Encashment: All ▾ | Search + New Delete Page ▾

TRANSA. NUMBER ↓	LOAN TRANSACTL. DATE	PAY CODE	PAY CODE DESCRIPTION	EMPLOYEE CODE	EMPLOYEE NAME	LOAN TRANSA. NUMBER	LOAN AMOUNT	REMAINING AMOUNT	AMOUNT PAID	IS PD..	CREATED BY
PR000360		0					0.00	0.00	0.00	<input type="checkbox"/>	MEGANB
PR000359		54	Car Loan	E000722	Dima Joseph Massad		0.00	0.00	0.00	<input type="checkbox"/>	MEGANB
PR000358		0		E000722	Dima Joseph Massad		0.00	0.00	0.00	<input type="checkbox"/>	MEGANB
PR000231	2/15/2019	54	Car Loan	E000722	Dima Joseph Massad	PR000207	50,000.00	50,000.00	50,000.00	<input checked="" type="checkbox"/>	
PR000128	6/19/2019	54	Car Loan	E0010	David Boon	PR000078	20,000.00	20,000.00	20,000.00	<input checked="" type="checkbox"/>	

### Loan Encashment Overview Screen

A brief explanation for all column headers is listed below for easy reference.

#### Transaction Number

The system automatically populates the field when a new loan encashment request is created.

#### Loan Transaction Date

Click the calendar icon to pick the transaction date for the loan encashment request.

#### Pay Code

The system automatically populates this field after the respective loan reference has been picked.

#### Employee Code

The dropdown menu provides a list of employees within the organization.

#### Loan Transaction number

The dropdown menu provides all loan references associated with the employee.

#### Loan Amount

The system displays the loan amount associated with the employee

### Remaining Amount

The system automatically calculates and displays the loan balance to be repaid.

### Amount Paid

The system automatically calculates and displays up-to-date amount the employee has repaid since loan inception.

### Posted

The system automatically populates the field when the request has been posted.

### Note

This field captures any notes or comments attached with the request.

### Creating a Loan Encashment Request

To create a loan encashment request, simply click the <+New> icon to start. A new entry is created as displayed in the item highlighted in Blue below.

CRONUS UK Ltd. | Setups ▾ Transactions ▾ Periodic ▾ Administrator ▾

Earning Transactions | Paid Leave | Leave Balance Adjustment | Overtime Transaction | Stop Or Payroll Processing  
 Deduction Transactions | Un-Paid Leave | Carry Balance Over Year | End Of Service | Loan Encashment

Loan Encashment: All ▾ | Search | **New** | Delete | Page ▾

TRANSA. NUMBER ↓	LOAN TRANSACTL. DATE	PAY CODE	PAY CODE DESCRIPTION	EMPLOYEE CODE	EMPLOYEE NAME	LOAN TRANSA. NUMBER	LOAN AMOUNT	REMAINING AMOUNT	AMOUNT PAID	IS PD...	CREATED BY
PR000360		0					0.00	0.00	0.00	<input type="checkbox"/>	MEGANB
PR000359		54	Car Loan	E000722	Dima Joseph Massad		0.00	0.00	0.00	<input type="checkbox"/>	MEGANB
PR000358		0		E000722	Dima Joseph Massad		0.00	0.00	0.00	<input type="checkbox"/>	MEGANB
PR000231	2/15/2019	54	Car Loan	E000722	Dima Joseph Massad	PR000207	50,000.00	50,000.00	50,000.00	<input checked="" type="checkbox"/>	
PR000128	6/19/2019	54	Car Loan	E0010	David Boon	PR000078	20,000.00	20,000.00	20,000.00	<input checked="" type="checkbox"/>	

Populate or complete the following fields that are applicable for initiating a loan encashment request.

Transaction Date

Pay Code

Employee Code

Loan Transaction Number

### Note

Click Lines tab to select the installments which will be cashed and then click <Post> to post the Loan Encashment request.

..NCASHEMENT | WORK DATE: 3/31/2020 ✓ SAVED

## PR000231

+ Post | Actions Fewer options

Transaction Date	7/21/2019	Loan Transaction Nu...	PR000207
Employee Code	E000722	Loan Amount	50,000.00
Employee Name	Dima Joseph Massad	Remaining Amount	50,000.00
Pay Code	54	Amount Paid	50,000.00
Pay Code Description	Car Loan	Is Posted	<input type="checkbox"/>

**Lines** | Manage ✉

DUE DATE ↑	AMOUNT PAID	IS SELECTED
2/28/2019	4,166.67	<input checked="" type="checkbox"/>
3/28/2019	4,166.67	<input checked="" type="checkbox"/>
4/28/2019	4,166.67	<input checked="" type="checkbox"/>
5/28/2019	4,166.67	<input checked="" type="checkbox"/>
6/28/2019	4,166.67	<input checked="" type="checkbox"/>
7/28/2019	4,166.67	<input checked="" type="checkbox"/>
8/28/2019	4,166.67	<input checked="" type="checkbox"/>
9/28/2019	4,166.67	<input checked="" type="checkbox"/>
10/28/2019	4,166.67	<input checked="" type="checkbox"/>
11/28/2019	4,166.67	<input checked="" type="checkbox"/>
12/28/2019	4,166.67	<input checked="" type="checkbox"/>
1/28/2020	4,166.67	<input checked="" type="checkbox"/>



## C. PERIODIC SECTION

### 1. Payroll Process

Processing payroll is the final step to monthly payroll preparation before posting and creating payroll voucher.

Processing payroll will calculate all the transactions related to the employee during the period (i.e. month) and calculate the effect of each such as any special benefits applied to the employee, deductions, absence, unpaid leaves and so forth.

There is no restriction to how many times payroll can be processed until the salary sheet is confirmed.

Salary can no longer be processed after the payroll voucher is created or the payroll period has been closed.

**Note:** Creating the voucher and closing the month are two different functions; they will be discussed later in this manual.

#### Processing Payroll

To start, go to DynaPay Home Page and locate the **Periodic** section. Click < **Payroll Process** > to display the Process Payroll Overview Screen.



#### Payroll Process Overview Screen

A brief explanation for all column headers is listed below for easy reference.

##### Calendar Code

This field displays Payroll Calendar code

##### Payroll Period

This field displays the month of the calendar which system have to calculate the payroll .

**From Date**

The date on a calendar period begins

**To Date**

The date on a calendar period ends

**Posting Profile**

Populate this field using dropdown menu to choose the Payroll Posting Profile.

To begin, click the Calendar Code for the purpose of payroll processing. **(Note: Payroll processing for each calendar that exists in the company is required.)**

PROCESS PAYROLL | WORK DATE: 3/31/2020 ✓ SAVED

## MONTHLY

Process Payroll
+ Post Payroll
Void Payroll
More options

---

**PAYROLL PERIODIC PROCESSING**

Calendar Code	MONTHLY	Calendar Year	2019
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Posting Profile</span>	<div style="border: 1px solid black; padding: 2px;">                 All                  By Group                  By Employee             </div>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Payroll Period</span>	3 ...
Employee Groups		From Date	3/1/2019
Employee Code	AH	To Date	3/31/2019

EMPLOYEE CODE	EMPLOYEE NAME	CALENDAR CODE	CALENDER START DATE	CALENDER END DATE	NET SALARY	IS POSTED	GL DOCUMENT NO.
AH	Annette Hill	MONTHLY	3/1/2019	3/31/2019	6,400.00	☑	G00082
E000722	Dima Joseph Massad	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076
E0010	David Boon	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076
E0012	Muhammad El-Maraghy	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076
E0013	Shafi Vadila	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076
E0014	Emarati Employee	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076
E0015	Ahmed Nawar	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076
E0016	Wasim Akram	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076
E0017	Mid Month Joinee	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076
E0018	Mid Month Joinee2	MONTHLY	3/1/2019	3/31/2019	0.00	☑	G00076

Click <Payroll Periodic Processing> tab

Select the appropriate posting profile from the dropdown menu.

**All:** pick this option to process payroll for all employees

**By Employee:** pick this option to process payroll for one employee

**Group:** pick this option to process payroll for a group of employees.

(Note: Group is being assigned to the employee from the Employee Master Screen)

If the posting profile selection is All, the employee Group and Code are disabled.

If the posting profile selection is By Employee, Pick the employee code from the dropdown list that will be selected from Employee Master.

If the posting profile selection is Group, Pick the group Code from the dropdown list that will be selected from Employee Group Master.

#### **Payroll Period**

This field displays the month of the calendar which system have to calculate the payroll.

Click <**Process Payroll**> button to begin the payroll processing.

If applicable, click <**Send email**> to send details of the pay slip by email to the employee.

(This step should ONLY be carried out after the payroll is verified, confirmed and posted to finance.)

Note : Repeat the procedure calendars until all are processed.

Click <**Lines**> Tab

To check the payroll salary details for each employee, Click <**Lines**> to display the Employee Payroll Transactions Overview Screen.

## MONTHLY

Process Payroll | Post Payroll | Void Payroll | More options

### PAYROLL PERIODIC PROCESSING

Calendar Code	MONTHLY	Calendar Year	2019
Posting Profile	All	Payroll Period	3
Employee Groups	FINANCE	From Date	3/1/2019
Employee Code	AH	To Date	3/31/2019

**Lines** Manage

EMPLOYEE CODE	EMPLOYEE NAME	CALENDAR CODE	CALENDAR START DATE	CALENDAR END DATE	NET SALARY	IS POSTED	GL DOCUMENT NO.
AH	Annette Hill	MONTHLY	3/1/2019	3/31/2019	6,400.00	<input checked="" type="checkbox"/>	G00082
E000722	Dima Joseph Massad	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	
E0010	David Boon	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
E0012	Muhammad El-Maraghy	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
E0013	Shafi Vadila	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
E0014	Emarati Employee	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
E0015	Ahmed Nawar	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
E0016	Wasim Akram	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
E0017	Miri Month Innaa	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076

Employee’s details can be retrieved by selecting employee Code as shown below, in our example, we select employee Code AH.

MONTHLY EMPLOYEES CALCULATED PAYROLL | WORK DATE: 3/31/2020

## For The Month of Mar 2019

### EMPLOYEE MONTHLY SALARY

Employee Code	AH	Calendar Start Date	3/1/2019
Employee Name	Annette Hill	Calendar End Date	3/31/2019
Calendar Code	MONTHLY	Is Posted	<input type="checkbox"/>

**Lines** Manage

TYPE	PAY CODE	DESCRIPTION	START DATE	END DATE	DAYS	AMOUNT	IS POSTED
Earning	1	Basic Salary	3/1/2019	3/31/2019	31.00	4,500.00	<input checked="" type="checkbox"/>
Earning	2	Housing Allowance	3/1/2019	3/31/2019	31.00	900.00	<input checked="" type="checkbox"/>
Earning	22	Transportation Allowance	3/1/2019	3/31/2019	31.00	1,000.00	<input checked="" type="checkbox"/>

Total Earning	6,400.00
Total Deduction	0.00
Net Salary	6,400.00

### Creating Payroll Voucher

After reviewing Payroll details for all employees, click **<Post Payroll >** button to be posted to General Ledger.

PROCESS PAYROLL | WORK DATE: 3/31/2020



✓ SAVED

# MONTHLY

Process Payroll **Post Payroll** Void Payroll More options

## PAYROLL PERIODIC PROCESSING

Calendar Code	MONTHLY	Calendar Year	20
Posting Profile	All	Payroll Period	3
Employee Groups	FINANCE	From Date	3/1/2019
Employee Code	AH	To Date	3/31/2019

Lines	Manage	EMPLOYEE CODE	EMPLOYEE NAME	CALENDAR CODE	CALENDER START DATE	CALENDER END DATE	NET SALARY	IS POSTED	GL DOCUMENT NO.
		AH	Annette Hill	MONTHLY	3/1/2019	3/31/2019	6,400.00	<input checked="" type="checkbox"/>	G00082
		E000722	Dima Joseph Massad	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	
		E0010	David Boon	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
		E0012	Muhammad El-Maraghy	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
		E0013	Snafi Vadila	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076
		E0014	Emarati Employee	MONTHLY	3/1/2019	3/31/2019	0.00	<input checked="" type="checkbox"/>	G00076

### Is Posted

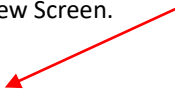
The system automatically populates the field when the payroll transaction has been posted and a new GL Document No. will be generated.

If necessary, click **<Send email>** to send details of the pay slip separately by email to each of the selected employee.

To print the pay slip of the selected employee, simply click **<Print>** button to do so.

### 1. TEC Provision

To Start, go to **DynaPay Home Page** and locate the **Periodic** section. Click **<TEC Provision>** to display the ticket Provision Overview Screen.



CRONUS UK Ltd. | Setups ▾ Transactions ▾ **Periodic** ▾ Administrator ▾

Payroll Process TEC Provision Non-TEC Provision End Of Service Benefits Posting Leave Provision General Journal

TEC Provision : All ▾ Search + New Manage ▾ Page ▾

TRANSACTION NUMBER	DESCRIPTION	TRANSACTION DATE	MONTH	YEAR	TOTAL AMOUNT	IS POSTED	CREATED BY	CREATED ON
PR000132		1/31/2019	1	2019	5,747.31	<input checked="" type="checkbox"/>		
PR000259	FEB ACCRUAL	2/1/2019	2	2019	8,799.40	<input type="checkbox"/>	MEGANB	7/23/2019

## 2. Tec Provision

A brief explanation for all column headers is listed below for easy reference.

### **Transaction Number**

Unique identification number which comes automatically.

### **Description**

This field is used for the description of the transaction, like Ticket provision for specific period.

### **Transaction Date**

Date till the liability is created.

### **Month**

This is the month of the year for calculating Ticket provision.

### **Year**

This is the calendar year for calculating Ticket provision

### **Total Amount**

This field displays the total Ticket liability amount for all employees for the selected month.

### **Is Posted**

This check box automatically select once the transaction gets posted.

### **Created By**

The system will automatically populate this field after the entry is created.

### **Created on**

The system will automatically populate this field after the entry is created.

### **Creating TEC Provision**

To create a TEC provision, simply click the <+New> icon to start. A new entry is created as displayed in the item highlighted in Blue below.

CRONUS UK Ltd. | Setups > Transactions > Periodic > Administrator >

Payroll Process | TEC Provision | Non-TEC Provision | End Of Service Benefits | Posting Leave Provision | General Journal

TEC Provision: All | Search | + New | Manage > | Page >

TRANSACTION NUMBER	DESCRIPTION	TRANSACTION DATE	MONTH †	YEAR †	TOTAL AMOUNT	IS POSTED	CREATED BY	CREATED ON
PR000132		1/31/2019	1	2019	5,747.31	<input type="checkbox"/>		
PR000259	FEB ACCRUAL	2/1/2019	2	2019	8,799.40	<input type="checkbox"/>	MEGANB	7/23/2019

### TEC Provision Details Screen

TEC PROVISION TRANSACTIONS | WORK DATE: 3/31/2020

PR000259

Calculate | + Post | UnPost | Void Posted General Journal | Print | More options

**TEC PROVISION TRANSACTION**

Transaction Number: PR000259 | Year: 2019

Transaction Date: 2/1/2019 | Is Posted:

Description: FEB ACCRUAL | Is Total Employee Cost:

Month: 2 | GL Document No.:

Lines	Manage	EMPLOYEE CODE †	EMPLOYEE NAME	PAY CODE †	PROVISION CODE †	AMOUNT
E0010		David Boon	0	AIR TICKET	2,666.67	
E0012		Muhammad El-Maraghy	0	AIR TICKET	666.67	
E0016		Wasim Akram	0	AIR TICKET	309.52	
E0017		Mid Month Joinee	0	AIR TICKET	119.05	
E0018		Mid Month Joinee2	0	AIR TICKET	250.00	
E0019		Arrears Arrears	0	AIR TICKET	500.00	
E0021		Joinee Mid Month	0	AIR TICKET	232.14	
E0022		MidMonth Joinee 3	0	AIR TICKET	416.67	
E0023		Populate Defaults	0	AIR TICKET	59.52	
E0024		EOS Provision	0	AIR TICKET	666.67	

Click <Calculate> button to generate TEC provision for all employee for the selected month.

#### Field description

#### Employee Code

This is employee Id for all the employee for whom leave liability has been created due to **Generate** button.

#### Pay Code

This field displays the pay code associated with the Provision item.

**Provision Code**

This field displays Provision Code associated with the Ticket

**Total Amount**

This field displays the total Ticket liability amount for all employees for the selected month.

All the fields get filled automatically due to action of **Calculate** Button.

The TEC provision calculation and ledger will be created based on the provision setup as mentioned in the setup section below:

ALL

**PROVISION GROUP INFORMATION**

Group Code ..... ALL x v Group Name ..... ALL EMPLOYEES

PROVISION +	PROVISION DESCRIPTION	PAY CODE	PAY CODE DESCRIPTION	PROVISL. METHOD	PERCENTAGE	PROVISL. PAREME.	AMOUNT	DE. UP. DA.	IS TOT. EM. CO.	CR. PO. TR.	POSTING LEVEL	SUMMAF. ACCOUN. CODE
AIR TICKET	AIR TICKET	0		Flight Ticket	100.00	Billing	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ledger	31500
BONUS	BONUS	7	Annual Bonus	Fixed Amou...	0.00	Billing	1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ledger	31500
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The last step after verification is to post the TEC provisions.



### 3. Non- Tec Provision

To Start, go to **DynaPay Home Page** and locate the **Periodic** section. Click **<Non-TEC Provision>** to display the Non-Tec Provision Overview Screen.



TRANSACTION NUMBER	DESCRIPTION	TRANSACTION DATE	MONTH †	YEAR †	TOTAL AMOUNT	IS POSTED	CREATED BY	CREATED ON
PRO00148		1/1/2019	1	2019	12,000.00	<input type="checkbox"/>		
PRO00236	FEB 2019	2/1/2019	2	2019	13,400.00	<input type="checkbox"/>	MEGANB	7/21/2019
PRO00059		6/17/2019	6	2019	22,400.00	<input type="checkbox"/>		

#### Non-TEC Provision Overview Screen

A brief explanation for all column headers is listed below for easy reference.

#### Transaction Number

Unique identification number which comes automatically.

#### Description

This field is used for the description of the transaction, like Ticket provision for specific period.

#### Transaction Date

Date till the liability is created.

#### Month

This is the month of the year for calculating Ticket provision.

#### Year

This is the calendar year for calculating Ticket provision

#### Total Amount

This field displays the total Non-TEC liability amount for all employees for the selected month.

**Is Posted**

This check box automatically select once the transaction gets posted.

**Created By**

The system will automatically populate this field after the entry is created.

**Created on**

The system will automatically populate this field after the entry is created.

**Creating Non-TEC Provision**

To create a Non-TEC provision (Annual Bonus, Health Club, Bonus etc...), simply click the <+New> icon to start. A new entry is created as displayed in the item highlighted in Blue below.

CRONUS UK Ltd. | Setups ▾ Transactions ▾ Periodic ▾ Administrator ▾

Payroll Process TEC Provision Non-TEC Provision End Of Service Benefits Posting Leave Provision General Journal

Non-TEC Provision: All ▾ Search + New Delete Page ▾

TRANSACTION NUMBER	DESCRIPTION	DATE	MONTH 1	YEAR 1	TOTAL AMOUNT	IS POSTED	CREATED BY	CREATED ON
PRO00146		1/1/2019	1	2019	12,000.00	<input type="checkbox"/>		
PRO00236	FEB 2019	2/1/2019	2	2019	13,400.00	<input type="checkbox"/>	MEGANB	7/21/2019
PRO00059		6/17/2019	6	2019	22,400.00	<input type="checkbox"/>		

**Non-TEC Provision Details Screen**

NON-TEC PROVISION TRANSACTIONS | WORK DATE: 3/31/2020



✓ SAVED

PR000236

Calculate Post UnPost Void Posted General Journal Print More options

**NON-TEC PROVISION TRANSACTION**

Transaction Number	PR000236	Year	2019
Transaction Date	2/1/2019	Is Total Employee Cost	<input type="checkbox"/>
Description	FEB 2019	Is Posted	<input type="checkbox"/>
Month	2	GL Document No.	

TRANSACTION DATE	EMPLOYEE CODE	EMPLOYEE NAME	PAY CODE	DESCRIPTION	PROVISION CODE	PROVISION DESCRIPTION	AMOUNT
2/28/2019	E0010	David Boon	7	Annual Bonus	BONUS	BONUS	1,000.00
2/28/2019	E0012	Muhammad El-Maraghy	7	Annual Bonus	BONUS	BONUS	1,000.00
2/28/2019	E0013	Shafi Vadilla	7	Annual Bonus	BONUS	BONUS	1,000.00
2/28/2019	E0014	Emarati Employee	7	Annual Bonus	BONUS	BONUS	1,000.00
2/28/2019	E0015	Ahmed Nawar	7	Annual Bonus	BONUS	BONUS	1,000.00
2/28/2019	E0016	Wasim Akram	7	Annual Bonus	BONUS	BONUS	1,000.00
2/28/2019	E0017	Mid Month Joinee	0		BONUS	BONUS	900.00
2/28/2019	E0017	Mid Month Joinee	0		HEALTH CLUB	HEALTH CLUB	500.00
2/28/2019	E0018	Mid Month Joinee2	7	Annual Bonus	BONUS	BONUS	1,000.00
2/28/2019	E0019	Amratt Amratt	7	Annual Bonus	BONUS	BONUS	1,000.00

Click <Calculate> button to generate Non-Tec provision for all employee for the selected month.

**Field description**

**Employee Code**

This is employee Id for all the employee for whom leave liability has been created due to **Generate** button.

**Pay Code**

This field displays the pay code associated with the Non-Tec Provision item.

**Provision Code**

This field displays Provision Code associated with the Non-Tec ( Bonus, Health club ... )

**Total Amount**

This field displays the total Non-Ticket liability amount for all employees for the selected month.

All the fields get filled automatically due to action of **Calculate** Button.

The Non-TEC provision calculation and ledger will be created based on the provision setup as mentioned in the setup section below:

DBS PROVISION GROUP DOCUMENT | WORK DATE: 3/31/2020



✓ SAVED ✕

## FINANCE

### PROVISION GROUP INFORMATION

Group Code: FINANCE Group Name: FINANCE

PROVISION #	PROVISION DESCRIPTION	PAY CODE	PAY CODE DESCRIPTION	PROVISI... METHOD	PERCENTAGE	PROVISI... PAREME...	AMOUNT	DE... UP... DA...	IS TOT... EM... CO...	CR... PO... TR...	POSTING LEVEL	SUMMAF ACCOUN CODE
AIR TICKET	AIR TICKET	0		Flight Ticket	0.00	Basic	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ledger	31500
BONUS	BONUS	0		Fixed Amou...	0.00	Basic	900.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ledger	31500
HEALTH CLUB	HEALTH CLUB	0		Fixed Amou...	0.00	Basic	500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ledger	31500
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The last step after verification is to post the Non-Tec provisions.

## 4. End of Service Benefits

To Start, go to **DynaPay Home Page** and locate the **Periodic** section. Click **<End of service Benefits>** to display the EOS Provision Overview Screen.

CRONUS UK Ltd. | Setups ▾ Transactions ▾ Periodic ▾ Administrator ▾

Payroll Process TEC Provision Non-TEC Provision End Of Service Benefits Posting Leave Provision General Journal

End Of Service Benefits: All ▾ Search + New Delete Page ▾

TRANSACTION NUMBER 1	DESCRIPTION	FROM DATE	TO DATE	TOTAL AMOUNT	IS POSTED	CREATED BY	CREATED ON
PR000243	Jan 2019	1/1/2019	1/31/2019	5,211.55	<input checked="" type="checkbox"/>	MEGANB	7/22/2019
PR000303	Feb 2019	2/1/2019	2/28/2019	1,717.84	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000304	Mar 2019	3/1/2019	3/31/2019	2,842.01	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000312	April 2019	4/1/2019	4/30/2019	1,950.23	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000313	May 2019	5/1/2019	5/31/2019	1,777.63	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000314	Jun 2019	6/1/2019	6/30/2019	1,777.63	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000315	Jul 2019	7/1/2019	7/31/2019	1,403.65	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000316	Aug 2019	8/1/2019	8/31/2019	3,030.91	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000317	Sep 2019	9/1/2019	9/30/2019	1,806.39	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000318	Oct 2019	10/1/2019	10/31/2019	1,806.39	<input type="checkbox"/>	MEGANB	7/23/2019
PR000319	Nov 2019	11/1/2019	11/30/2019	1,806.39	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000320	Dec 2019	12/1/2019	12/31/2019	1,806.39	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000321	Jan 2020	1/1/2020	1/31/2020	1,806.39	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000322	Feb 2020	2/1/2020	2/29/2020	1,820.68	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000323	Mar	3/1/2020	3/31/2020	2,242.60	<input checked="" type="checkbox"/>	MEGANB	7/23/2019

### End of Service Benefit Overview Screen

A brief explanation for all column headers is listed below for easy reference.

#### Transaction Number

Unique identification number which comes automatically.

#### Description

This field is used for the description of the transaction, like End of service provision for specific period.

#### From Date

This is start date for calculating the provision. (Like from 01-01-2019)

#### To date

This field is used to put date up to which provision is to get calculated (like 31-1-2019) .

#### Total Amount

This field displays EOS liability amount from date of joining till the date in **Transaction Date** field.

**Is Posted**

This check box automatically selects once the transaction gets posted.

**Created By**

The system will automatically populate this field after the entry is created.

**Created on**

The system will automatically populate this field after the entry is created.

**Creating End of Service Benefit**

To create End of service Benefit, simply click the <+New> icon to start. A new entry is created as displayed in the item highlighted in Blue below.

CRONUS UK Ltd. | Setups ▾ Transactions ▾ Periodic ▾ Administrator ▾

Payroll Process TEC Provision Non-TEC Provision End Of Service Benefits Posting Leave Provision General Journal

End Of Service Benefits: All ▾ Search **+ New** Delete Page ▾

TRANSACTION NUMBER 1	DESCRIPTION	FROM DATE	TO DATE	TOTAL AMOUNT	IS POSTED	CREATED BY	CREATED ON
PR000243	Jan 2019	1/1/2019	1/31/2019	5,211.55	<input checked="" type="checkbox"/>	MEGANB	7/22/2019
PR000303	Feb 2019	2/1/2019	2/28/2019	1,717.84	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000304	Mar 2019	3/1/2019	3/31/2019	2,842.01	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000312	April 2019	4/1/2019	4/30/2019	1,950.23	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000313	May 2019	5/1/2019	5/31/2019	1,777.63	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000314	Jun 2019	6/1/2019	6/30/2019	1,777.63	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000315	Jul 2019	7/1/2019	7/31/2019	1,403.65	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000316	Aug 2019	8/1/2019	8/31/2019	3,030.91	<input checked="" type="checkbox"/>	MEGANB	7/23/2019

**End of Service Benefit Details Screen**

END OF SERVICE BENEFITS | WORK DATE: 3/31/2020



✓ SAVED

PR000322

Generate Benefit Post Un Post Void Posted General Journal Print More options

**INDEMNITY POSTING**

Transaction Number	PR000322	From Date	2/1/2020
Description	Feb 2020	To Date	2/29/2020
		Is Posted	<input type="checkbox"/>
		GL Document No.	

EMPLOYEE CODE 1	EMPLOYEE NAME	TRANSACTION DATE	TOTAL AMOUNT	TOTAL BALANCE	AMOUNT POSTED	BALANCE POSTED
E000722	Dima Joseph Massad	2/29/2020	1,041.67	380.00	86.11	29.00
E0010	David Boon	2/29/2020	780.55	411.00	57.53	29.00
E0012	Muhammad El-Maraghy	2/29/2020	4,277.67	1,507.00	86.30	29.00
E0015	Ahmed Nawar	2/29/2020	11,708.22	412.00	863.01	29.00
E0016	Wasim Akram	2/29/2020	719.18	380.00	59.45	29.00
E0017	Mid Month Joinee	2/29/2020	701.92	371.00	59.45	29.00
E0018	Mid Month Joinee2	2/29/2020	757.53	399.00	57.53	29.00
E0019	Arrears Arrears	2/29/2020	1,467.12	517.00	86.30	29.00

Click <Generate Benefit > button to generate EOS Provision for all employee for the selected period.

**Field description**

**Employee Code**

This is employee Id for all the employee for whom leave liability has been created due to **Generate** button.

**Transaction Date**

Date till the liability is created.

**Total Amount**

This field displays EOS liability amount from date of joining till the date in **Transaction Date** field.

**Total Balance**

This field shows total service Days from joining date to “transaction date” mentioned in the header section of form. (Lets 31-10-2010 then total balance are 153, if date of joining is 01-06-2010).

**Amount Posted**

This field shows the amount which gets realized during period “**From date**” and “**To Date**” mentioned in Header section. It gets calculated by deducting Total amount from current record to the Total amount of previous record.

**Balance Posted**

The service Days for which Amount is posted is shown in this field. Like in instance mentioned above it would be 29.

All the fields get filled automatically due to action of **Generate** Button.

Mode of calculation subject to setup of **Benefit profile** attached with employee.

Benefit profile setup is done in EOS setup and that too in line with the UAE labor laws.

In order to view the equation, go to DynaPAY home page →Setups→ End Of Service Setup

**A form gets opened**

Select pay code (50) EOS Provision→ Press the <**Benefit Levels**>button then press<**Benefit Level Details** >

# 50 - EOS-Provision

[Maximum Limit Equation Card](#)
[Accured Leave Equation](#)

[Benefit Levels](#)
[Permission Deperication](#)
...

**END OF SERVICE BENEFITS**

Type .....	End Of Service	Label .....	<input type="text"/>
Pay Code .....	50	Short Name .....	<input type="text"/>
Description .....	EOS-Provision	Deduction Type .....	Others

**GENERAL**

Minimum Of Service Y... <input type="text" value="0.00"/>	<b>ACCURED LEAVE</b>
Use the current benef... <input type="checkbox"/>	Accured Leave Provisi... <input type="text" value="14"/> ▾
Include Full Notice Pe... <input checked="" type="checkbox"/>	Accured Leave Provisi... Annual Leave-Working days
Calculate for part of t... <input checked="" type="checkbox"/>	Accured Leave Equati... (Full Basic Salary/Default Work Days)*Leave Days
<b>MAXIMUM LIMIT</b>	
Standard Equation .....	<input type="text"/>



BENEFIT LEVEL (END OF SERVICE) | WORK DATE: 3/31/2020

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Search + New Edit List Delete **Benefit Level Details** Page More options

FROMYEAR ↑	TOLESTHANYEARS ↑
0.001 ×	5.00
5.000	10.00
99.000	99.00

END OF SERVICE PROFIT SETUP | WORK DATE: 3/31/2020

✓ SAVED

Search + New Edit List Delete EOS Profit Equation Page More options

TILL YEAR ↑	YEARLY BENEFITS DAYS	EQUATION
	30	Full Basic Salary/30*Yearly Benefits Days

If basic salary (as required in equation) is 100. Employee joining day is 01-06-2010. Lets EOS provision is to be calculated from 01-06-2010 to 31-10-2010(for 153 days).

As per equation **total amount** would be calculated for the fraction of year in proportion to the period of service.



So calculation would be-  $[(100/26)*15*/2]153/365=12.09$

**Total amount-12.09**(as in the above screen shot for employee 7272)

**Total Balance-** This field shows total service Days from joining date to “To date” mentioned in the header section of form. (Lets 31-10-2010 then total balance are 153, if date of joining is 01-06-2010).

**Amount posted-** This field shows the amount which gets realized during period “From date” and “To Date” mentioned in Header section. It gets calculated by deducting Total amount from current record to the Total amount of previous record.

**Balance Posted-** The service Days for which Amount is posted IS shown in this field. Like in instance mentioned above it would be 153.

As in the case of Leave provision, press the **Post** button to post the transaction and view the GL Document number created through General Journal under Periodic Section.

END OF SERVICE BENEFITS | WORK DATE: 3/31/2020



✓ SAVED

PR000322

Generate Benefit **Post** Un Post Void Posted General Journal Print More options



Lines						
EMPLOYEE CODE 1	EMPLOYEE NAME	TRANSACTION DATE	TOTAL AMOUNT	TOTAL BALANCE	AMOUNT POSTED	BALANCE POSTED
E000722	Dima Joseph Massad	2/29/2020	1,041.67	380.00	86.11	29.00
E0010	David Boon	2/29/2020	780.55	411.00	57.53	29.00
E0012	Muhammad El-Maraghy	2/29/2020	4,277.67	1,507.00	86.30	29.00
E0015	Ahmed Nawar	2/29/2020	11,708.22	412.00	863.01	29.00
E0016	Wasim Akram	2/29/2020	719.18	380.00	59.45	29.00
E0017	Mid Month Joinee	2/29/2020	701.92	371.00	59.45	29.00
E0018	Mid Month Joinee2	2/29/2020	757.53	399.00	57.53	29.00
E0019	Arrears Arrears	2/29/2020	1,467.12	517.00	86.30	29.00
E0021	Joinee Mid Month	2/29/2020	719.18	380.00	59.45	29.00
E0022	MidMonth Joinee 3	2/29/2020	770.96	406.00	57.53	29.00
E0023	Populate Defaults	2/29/2020	700.00	370.00	59.45	29.00
E0024	EOS Provision	2/29/2020	4,315.07	1,521.00	86.30	29.00

## 5. Posting Leave Provision

Provisions are important to figure out liability of organization.

To Start, go to **DynaPay Home Page** and locate the **Periodic** section. Click **<Posting Leave Provision>** to display the Leave Provision Overview Screen.

CRONUS UK Ltd. | Setups ▾ Transactions ▾ **Periodic** ▾ Administrator ▾

Payroll Process TEC Provision Non-TEC Provision End Of Service Benefits **Posting Leave Provision** General Journal

TRANSACTION NUMBER 1	DESCRIPTION	FROM DATE	TO DATE	TOTAL AMOUNT	IS POSTED	CREATED BY	CREATED ON
PR000288	Jan 2019	1/1/2019	1/31/2019	28,733.46	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000289	Feb 2019	2/1/2019	2/28/2019	4,238.55	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000290	Mar 2019	3/1/2019	3/31/2019	3,539.02	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000291	April 2019	4/1/2019	4/30/2019	4,264.71	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000292	May 2019	5/1/2019	5/31/2019	3,675.27	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000293	Jun 2019	6/1/2019	6/30/2019	4,260.29	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000294	Jul 2019	7/1/2019	7/31/2019	3,559.43	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000295	Aug 2019	8/1/2019	8/31/2019	4,447.49	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000296	Sep 2019	9/1/2019	9/30/2019	4,484.75	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000297	Oct 2019	10/1/2019	10/31/2019	3,426.90	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000298	Nov 2019	11/1/2019	11/30/2019	4,600.88	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000299	Dec 2019	12/1/2019	12/31/2019	3,369.37	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000300	Jan 2020	1/1/2020	1/31/2020	-68,644.29	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000301	Feb 2020	2/1/2020	2/29/2020	4,262.76	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000346	Mar 2020	3/1/2020	3/31/2020	3,782.22	<input checked="" type="checkbox"/>	MEGANB	9/2/2019

### Posting Leave Provision Overview Screen

A brief explanation for all column headers is listed below for easy reference.

#### Transaction Number

Unique identification number which comes automatically.

#### Description

This field is used for the description of the transaction, like leave provision for specific period.

#### From Date

This is start date for calculating the provision. (Like from 01-01-2019)

#### To date

This field is used to put date up to which provision is to get calculated (like 31-1-2019) .

**Total Amount**

This field displays leave liability amount from date of joining till the date in **Transaction Date** field.

**Is Posted**

This check box automatically select once the transaction gets posted.

**Created By**

The system will automatically populate this field after the entry is created.

**Created on**

The system will automatically populate this field after the entry is created.

**Creating Leave Provision**

To create a Leave provision, simply click the <+New> icon to start. A new entry is created as displayed in the item highlighted in Blue below.

CRONUS UK Ltd. | Setups | Transactions | Periodic | Administrator

Posting Leave Provision: All | Search | **+ New** | Delete | Page

TRANSACTION NUMBER 1	DESCRIPTION	FROM DATE	TO DATE	TOTAL AMOUNT	IS POSTED	CREATED BY	CREATED ON
PR000288	Jan 2019	1/1/2019	1/31/2019	28,733.46	<input type="checkbox"/>	MEGANB	7/23/2019
PR000289	Feb 2019	2/1/2019	2/28/2019	4,238.55	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000290	Mar 2019	3/1/2019	3/31/2019	3,539.02	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000291	April 2019	4/1/2019	4/30/2019	4,264.71	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000292	May 2019	5/1/2019	5/31/2019	3,675.27	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000293	Jun 2019	6/1/2019	6/30/2019	4,260.29	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000294	Jul 2019	7/1/2019	7/31/2019	3,559.43	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000295	Aug 2019	8/1/2019	8/31/2019	4,447.49	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000296	Sep 2019	9/1/2019	9/30/2019	4,484.75	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000297	Oct 2019	10/1/2019	10/31/2019	3,426.90	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000298	Nov 2019	11/1/2019	11/30/2019	4,600.88	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000299	Dec 2019	12/1/2019	12/31/2019	3,369.37	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000300	Jan 2020	1/1/2020	1/31/2020	-68,644.29	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000301	Feb 2020	2/1/2020	2/29/2020	4,262.76	<input checked="" type="checkbox"/>	MEGANB	7/23/2019
PR000346	Mar 2020	3/1/2020	3/31/2020	3,782.22	<input checked="" type="checkbox"/>	MEGANB	9/2/2019

**Leave Provision Details Screen**

LEAVE LIABILITIES | WORK DATE: 3/31/2020



✓ SAVED

PR000346

Generate Leave Provisions Post Un Post Void Posted General Journal Print More options

**LEAVE LIABILITIES**

Transaction Number	PR000346	From Date	3/1/2020
Description	Mar 2020	To Date	3/31/2020
		Is Posted	<input type="checkbox"/>
		GL Document No.	G00032

EMPLOYEE CODE 1	EMPLOYEE NAME	TRANSACTION DATE	TOTAL AMOUNT	TOTAL BALANCE	AMOUNT POSTED	BALANCE POSTED
E000722	Dima Joseph Massad	3/31/2020	241.94	7.50	69.52	2.50
E0010	David Boon	3/31/2020	200.00	6.00	66.67	2.00
E0012	Muhammad El-Maraghy	3/31/2020	375.00	7.50	125.00	2.50
E0014	Emarati Employee	3/31/2020	4,427.42	7.50	1,272.25	2.50
E0015	Ahmed Nawar	3/31/2020	3,750.00	9.50	1,250.00	2.50
E0016	Wasim Akram	3/31/2020	200.00	6.00	66.67	2.00
E0017	Mid Month Joinee	3/31/2020	200.00	6.00	66.67	2.00
E0018	Mid Month Joinee2	3/31/2020	250.00	7.50	83.33	2.50
E0019	Arrears Arrears	3/31/2020	375.00	7.50	125.00	2.50
E0020	KSA Employee	3/31/2020	362.90	7.50	104.28	2.50
E0021	Joinee Mid Month	3/31/2020	183.33	5.50	61.11	1.83

Click <Generate Leave Provision> button to generate Leave provision for all employee for the selected period.

**Field description**

**Employee Code**

This is employee Id for all the employee for whom leave liability has been created due to **Generate** button.

**Transaction Date**

Date till the liability is created.

**Total Amount**

This field displays leave liability amount from date of joining till the date in **Transaction Date** field.

**Total Balance**

This field displays total accumulated leave days from date of joining till the date in **Transaction Date** field. **(Note: System calculates accumulated leave days, irrespective of leave taken during this duration.)**

**Amount Posted**

This field displays the leave liability amount during the period for which transaction is created at Header section of the form. (Between “from date” to “To date” at header level).

**Balance Posted**

This field displays the Leave days balance during the period. (I.e. each month= 2.5 days)

All the fields get filled automatically due to action of **Generate** Button.

**Calculation**

**Total balance**

Let joining date is 15-02-2019. Employee leave entitlement is 30 day per day. Transaction is to be created from 15-02-2019 to 31-3-2020 (410 days). Calculation will get done as per the **Benefit profile** selected for the employee on **Employee master at payroll parameter tab**.

EMPLOYEE | WORK DATE: 3/31/2020 ✎ + 🗑

## E000722 · Dima · Joseph · Massad

🔄 Refresh 📄 Periodic Earnings 📄 Periodic Deductions 👤 Profile Change 👤 Insert Employee Defaults | More options

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**PAYROLL PARAMETERS**

PAYROLL SETUP	PAYROLL SETUP DESCRIPTION
Grade Code: <input type="text" value="GRADE 1"/>	GRADE 1
Band Code: <input type="text" value="BAND 1.1"/>	BAND 1.1
Band Step Code: <input type="text" value="FEMALE"/>	FEMALE
Posting Group Code: <input type="text" value="ALL"/>	ALL EMPLOYEES
Payroll & Provision Group: <input type="text" value="ALL"/>	ALL EMPLOYEES
Leave Profile Code: <input type="text" value="30CD"/>	30 Calender Days
Calendar Code: <input type="text" value="MONTHLY"/>	VALD
Benefit Profile: <input type="text" value="50"/>	EOS-Provision
Ticket Code: <input type="text" value="USA-NY"/>	NewYork-USA
Time Attendance Code: <input type="text"/>	
Salary Day Rate: <input type="text" value="0.00"/>	Stop Salary: <input type="checkbox"/>
Salary Hour Rate: <input type="text" value="0.00"/>	Entitled For Overtime: <input checked="" type="checkbox"/>
Social Salary: <input type="text" value="0.00"/>	
GL Posting Profile: <input type="text" value="PAYROLL"/>	

Amount will get calculated as per the equation set for the benefit code selected (**Code 50**)

Equation of benefit code can be seen through

Setup < EOS Setup < Select pay code (Code 50) and then go to General Tab

Equation can be set as per requirement

If basic salary is 1,000 AED.

Total liability Amount from 15-2-2019 to 31-3-2020 (410 days)  $410/30 \times \text{leave days}$  or Total balance

**Total balance**  $\text{Leave entitlement}/365 \times \text{total days from joining to till 31-3-2020. } (30/365 \times 410 = 33.69863)$

So **Total Amount** is  $1000/30 \times 7.5 = 460.5479$

**Amount Posted**- This amount shows liability realize during 01-07-2010 to 31-10-2010. This comes either by deducting Total amount from amount realized from joining to one day before start date of transaction i.e. from 01-06-2010 to

30-06-2010 or deducting Total amount of current transaction from total amount of transaction created just before the current transaction.

Here, leave from 01-06-2010 to 30-06-2010 is  $70/365 * 30 = 5.753$  Amount-  $120/30 * 5.753 = 23.01$

So amount posted =  $117.367 - 23.01 = 94.35$  Balance posted-  $29.342 - 5.753 = 23.589$

If transaction is created from 1/11/2011 to 30/11/2011

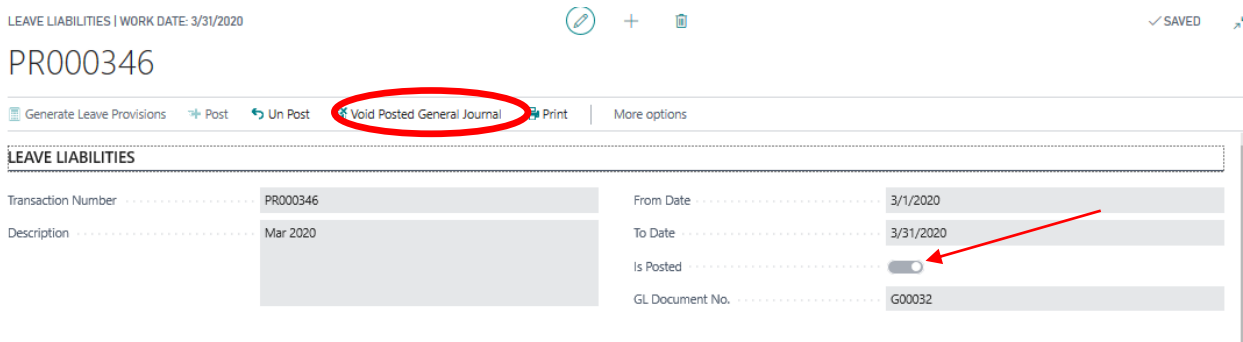
Total amount=140.38

Total balance- 35.096

Amount posted=Total amount- Total amount from Previous transaction i.e.  $140.38 - 117.3667 = 23.013$

Balance posted-Total balance -Total balance from previous transaction  $35.096 - 29.342 = 5.753$

Once the transaction gets generated at line section, press <Post> button and a GL document No will be created . Created GL Document No. can be viewed through General Journal under Periodic Section

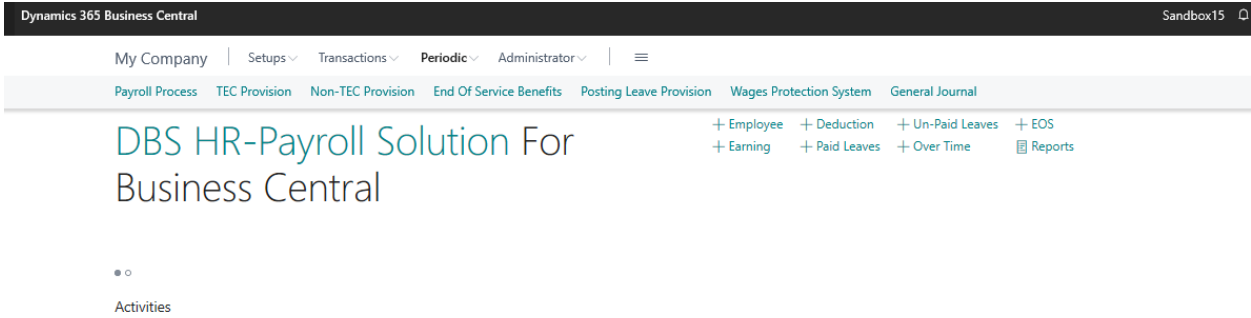


Posted transaction can be voided by selecting <Void Posted General Journal > button



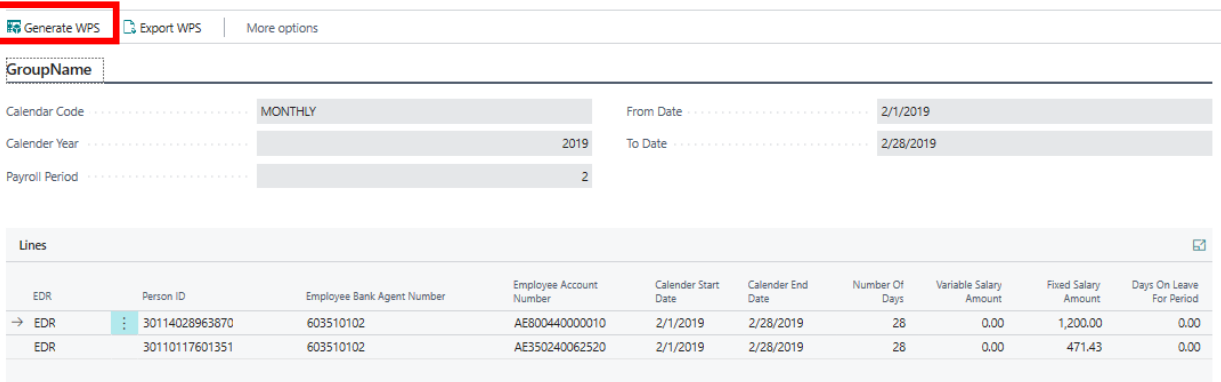
## 6. Wages Protection System

To complete the final salary process, we have to prepare the WPS bank transfer letter along with its attachments, To start, go to DynaPay Home Page and locate the **Periodic** section. Click **<Wages Protection system>** to display WPS.

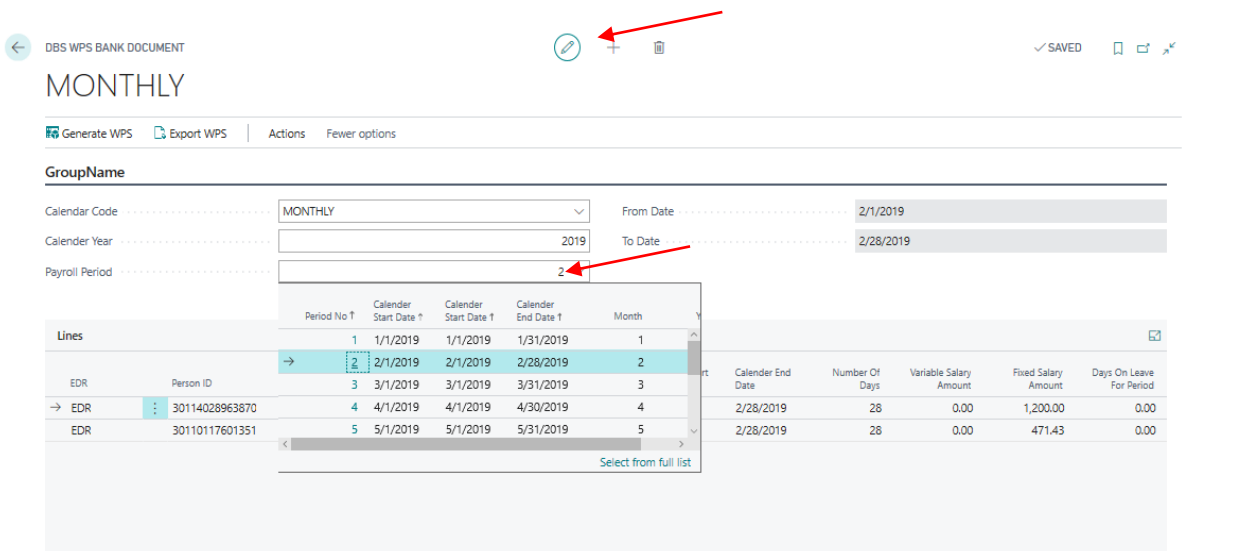


### Wages Protection system (WPS) Overview Screen

#### MONTHLY



Click on **<Edit>** Button and select the payroll period for which you are preparing the payroll.



Click on <Generate WPS> Button to generate WPS for the selected payroll period .

Click on <Export WPS > button to export generated WPS file.

MONTHLY

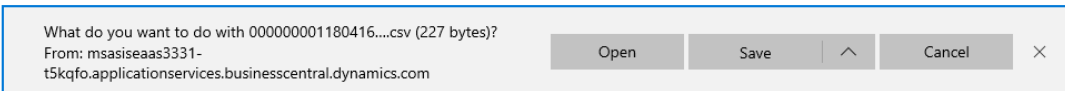
Actions Fewer options

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GroupName

Calendar Code ..... MONTHLY From Date ..... 2/1/2019  
 Calendar Year ..... 2019 To Date ..... 2/28/2019  
 Payroll Period ..... 2

Lines									
EDR	Person ID	Employee Bank Agent Number	Employee Account Number	Calendar Start Date	Calendar End Date	Number Of Days	Variable Salary Amount	Fixed Salary Amount	Days On Leave For Period
→ EDR	30114028963870	603510102	AE800440000010	2/1/2019	2/28/2019	28	0.00	1,200.00	0.00
EDR	30110117601351	603510102	AE350240062520	2/1/2019	2/28/2019	28	0.00	471.43	0.00

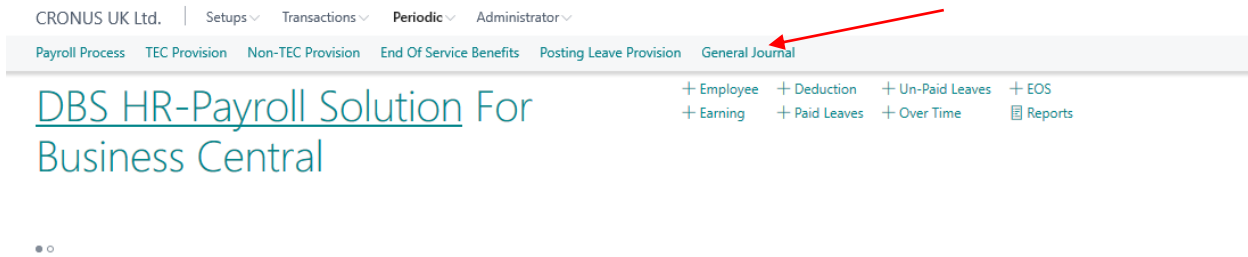


Select the place where you will save the generated files for WPS (you have to create a folder on your desktop for the monthly WPS files and create sub-folders for each salary period)

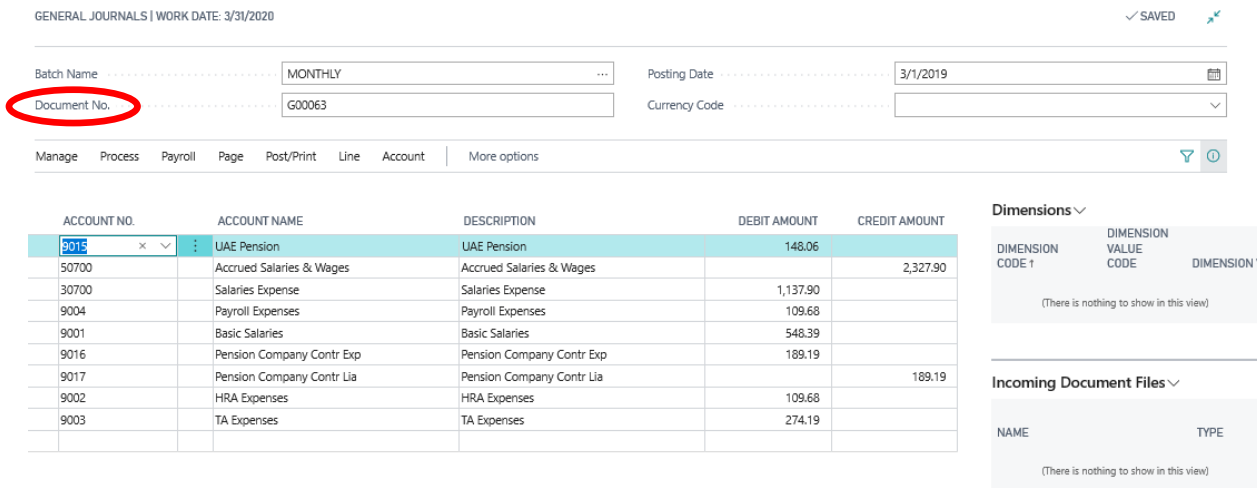
Click “Save” and open file.

## 7. General Journal

To display Payroll voucher, go to DynaPay Home Page and locate the **Periodic** section. Click **<General Journal>** to display the Payroll Voucher (Document No.)



### General Journal Overview Screen



### Document No.

After Posting the Payroll transaction, you can look up for the Document No. and the payroll voucher will be created as shown above.

**FOR FURTHER INFORMATION FEEL FREE TO CONTACT DBS**

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