

peopleplus

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PEOPLEPLUS

Cost to Company Manual

01

Section 01: Setting up Cost to Company Group

Introduction

The People Plus system requires certain HR features to be configured prior to using the Payroll

Purpose

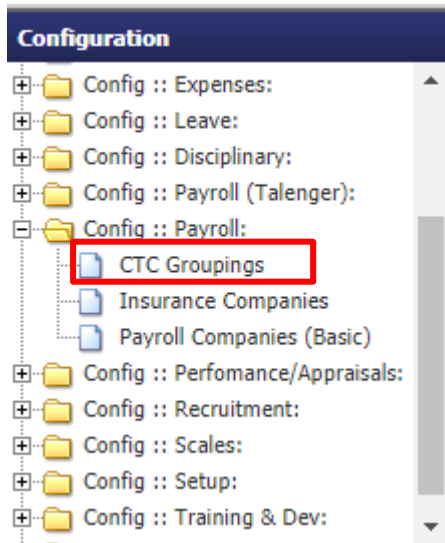
The purpose of this section is to provide a step by step guide to setting up the system configuration for a Cost to Company payroll

- Hover over the Setup tab in the Module Menu. A sub-menu will appear, as displayed below:
- Click on Configuration.



Step 1:

Under Configuration Select Config Payroll, then CTC Grouping



Step 2

Select Add in the far right corner of your screen

CTC Groupings:

Add

Step 3:

1. Create a name for your CTC group

Add a New Cost to Company Grouping:

Name:

Select the fields that you want to group together. This will sum all the selected fields together to give you a total value.

- Income
- Deductions
- Benefit
- Company Contribution
- Other

Save

- Click on the drop downs to add Income, Deductions, Benefits, Company Contributions and Other to add the Fields you want to be part of the CTC package

▼ Income		
Name:	Sars Code:	Payroll Code:
<input type="checkbox"/> (Hrs) Basic Salary - Capture the total number of normal hours an employee have to be paid See on Employee>Payroll Settings if Rate Hourly was selected and not Set Monthly Salary	3601	1034
<input type="checkbox"/> Basic Salary Pensionable - Basic Salary made to an employee who is on a pension or provident fund	3601	1004
▼ Deductions		
Name:	Sars Code:	Payroll Code:
<input type="checkbox"/> PAYE TOTAL	4103	PAYETOTAL
<input type="checkbox"/> Additional Tax	4102	4001
<input type="checkbox"/> UIF - Employee	4141	4036
▼ Benefit		
Name:	Sars Code:	Payroll Code:
<input type="checkbox"/> Medical Aid Benefit	3810	2006
<input type="checkbox"/> Use of Motor Vehicle	3802	2009
▼ Company Contribution		
Name:	Sars Code:	Payroll Code:
<input type="checkbox"/> Skills Development Levy	4142	4472
<input type="checkbox"/> UIF - Company	4141	3029
▼ Other		
Name:	Sars Code:	Payroll Code:
<input type="checkbox"/> Total RFI	3697	TotalRFI
<input type="checkbox"/> Total NRFI	3698	TotalNRFI

- Once you have made all your selections click on Save at the Bottom of your screen

Add a New Cost to Company Grouping:


Name:

Select the fields that you want to group together. This will sum all the selected fields together to give you a total value.

- ▼ Income
- ▼ Deductions
- ▼ Benefit
- ▼ Company Contribution
- ▼ Other

Step 4:

1. Hover over payroll and select the update/Process option

 Employees	Unpaid Leave
 Setup	Expense Claims
 Payroll	Timesheets
 Learning	Insurance
 OHS Risk Compliance	Update/Process
 Recruitment	Special Run
 Reports	Reports
 Document Library	Loans
 My Account	Garnishees
	Payroll Audit Log
	Tax Calculator

2. Select the employee you want to add the CTC group too

Employee No:	Surname:	First Name:	Status:
TAL031 	Saaiman	Johann	Unprocessed
TAL034 	Harriman	Kieran	Unprocessed

3. Click on Edit on the far right of your screen

Johann Saaiman (TAL031):

[Edit](#)

4. Tick the Use Cost to Company option then click on the drop down next to the Cost to Company Group and select the Group you have created for the package you would like to allocate to the employee

Cost To Company:	
Use Cost To Company:	<input checked="" type="checkbox"/>
Cost To Company Group:	Grouping 1 ▼
Total Cost To Company:	Not Selected
Total Value of Package Transactions:	Grouping 1
	Grouping 2
	Grouping 3

5. Add the Total Cost to Company value

Cost To Company:	
Use Cost To Company:	<input checked="" type="checkbox"/>
Cost To Company Group:	Grouping 1 ▼
Total Cost To Company:	10000

6. Click on update once all the above options has been completed

Johann Saaiman (TAL031):





[Update](#)

Step 5:

Process the employee you have set up to check if the package has taken effect

Current Pay Period:

Date From: 01/03/2020
Date To: 31/03/2020
Pay Period: 1

 **Process Payroll**  **Un-Process Payroll**  **Payroll Period Error Log**  **Close Period**  **Next Pay Period**

Process...

Employees: ▼

Select Employees:

<input checked="" type="checkbox"/>	TAL031	Johann Saaiman
<input type="checkbox"/>	TAL034	Kieran Harriman
<input type="checkbox"/>	TAL035	Langley Kirkwood
<input type="checkbox"/>	TAL036	Lianne Mazzullo
<input type="checkbox"/>	TAL037	Mark van Wijk
<input type="checkbox"/>	TAL038	Matthew Stow
<input type="checkbox"/>	TAL039	Michael Richard
<input type="checkbox"/>	TAL040	Nicola Jackman
<input type="checkbox"/>	TAL041	Nikki Seberina
<input type="checkbox"/>	TAL042	Olufunsho Ademoye
<input type="checkbox"/>	TAL043	Pam Laxen
<input type="checkbox"/>	TAL044	Remi Kehinde
<input type="checkbox"/>	TAL045	Riana Roberts
<input type="checkbox"/>	TAL046	Rob Vega
<input type="checkbox"/>	TAL047	Rohan Dass
<input type="checkbox"/>	TAL048	Samela Tyelbooi