

# peopleplus

HR & Payroll Software for Business



## Introducing FlexiPlus

Flexible monthly HR & Payroll software pricing for business

**HR & PAYROLL SOFTWARE  
FOR BUSINESS**

Software | Consulting | Outsourcing

[www.peopleplus.co.za](http://www.peopleplus.co.za)

**PEOPLEPLUS**

**COVID-19**

**Payroll Report**

**Guideline**

# 01

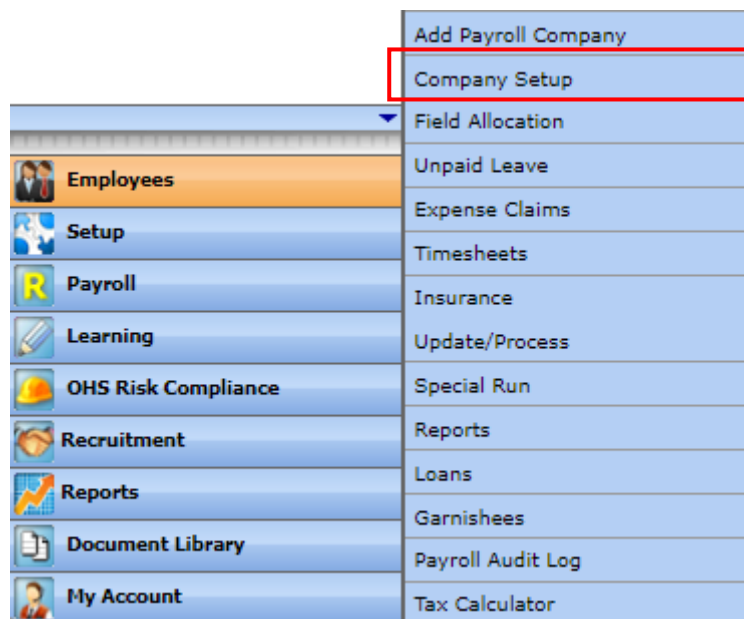
## Section 01: Company Setup

### Introduction

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

### Steps on setting up your payroll for the COVID 19 payroll report.

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



Click on edit to open the company setup

Company Setup: Monthly Payroll Company: Monthly (Monthly)

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Company Setup | Field Allocation | Backups | Update/Process | Reports

[Edit](#)

Add the Shut Down from date and the Shut Down Till Date exactly like the below format

**If dates are not specified on the employee detail screen the dates added to the company setup will be used.**

**Edit Payroll Company Details:**

**Tax Details:**

Payroll Company Name : \*

Payroll Company Code:

Registered Name: \*

Trading/Other Name: \*

Nature Of Business: \*

Company Registration Number:

VAT Reference Number:

PAYE Reference Number:

SDL Reference Number:

Pay SDL?

SARS UIF Number:

UIF Company Registration Number:

Payroll Company Status:

**COVID-19 Relief Program**

Shut Down From:

Shut Down To:

Once all details have been completed click on Update in the right corner

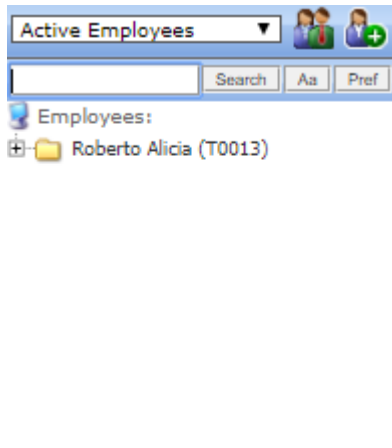
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Company Setup | Field Allocation | Backups | Update/Process | Reports

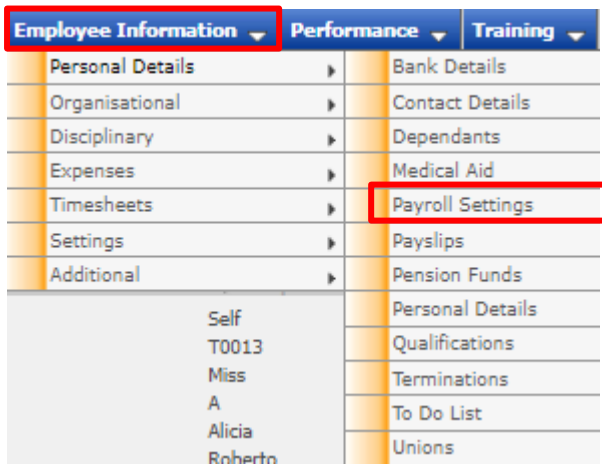
## Steps on setting up your employees for the COVID 19 payroll report.

Note: If the shut down dates for your employees differ from Employers shut down dates then only it's necessary to update the employees dates individually

Search the employee that is part of the Lock Down Period and select the employee



Hover over Employee information the Personal details select option Payroll Settings



Click on Edit

Alicia Roberto (T0013):

Edit

Add the Shut Down From and Shut Down Date to under the Default Details Tab:

Default Details	Employee Details	Medical	Pension/Provident	Unions
<b>Employee Details:</b>				
<b>Payroll Settings:</b>				
Payroll Company: *	Monthly (Monthly)			
Foreign Income:	<input type="checkbox"/>			
<b>Rates:</b>				
Days Per Month:	<input type="text" value="21.67"/>			
Hours Per Month:	<input type="text"/>			
Hours Per Week:	<input type="text" value="40"/>			
Hours Per Day:	<input type="text" value="8"/>			
Paid Type: *	<input type="text" value="Set Salary/Wage"/> ▼			
Rate P. H. *	<input type="text" value="0"/>			
Overtime Rate P. H. 1:	<input type="text" value="0"/>			
Overtime Rate P. H. 2:	<input type="text" value="0"/>			
Overtime Rate P. H. 3:	<input type="text" value="0"/>			
<b>Cost To Company:</b>				
Use Cost To Company:	<input type="checkbox"/>			
Total Cost To Company:	<input type="text"/>			
Total Value of Package Transactions:	<input type="text"/>			
Cash Component:	<input type="text"/>			
Employee Tax Incentive:	<input type="checkbox"/>			
Bonus Provision Amount:	<input type="text" value="0"/>			
<b>COVID-19 Relief Program</b>				
Shut Down From:	<input type="text" value="27/03/2020"/>	<input type="button" value="Calendar"/>		
Shut Down To:	<input type="text" value="30/04/2020"/>	<input type="button" value="Calendar"/>		

Click on update once done

## Section 02: COVID – 19 Payroll Report.

Select option reports:

### Payroll Reports: (Payroll Company Name)

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Company Setup	Field Allocation	Backups	Update/Process	Reports
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- Select the report UIF COVID-19 Relief Claims (Comma Delimited format)
- Select the applicable pay period
- The report must always have a unique sequence number that needs to be changed on a monthly basis
- Add the Sector minimum wage
- Select the payment medium E.g. To employee, To Employer or To Bargaining Council.
- Click on Generate.

Generate Report:	
Select Report:	UIF COVID-19 Relief Claims(Comma Delimited format) ▼
Select Pay Period(s):	No: 2 (01 Apr 20 - 30 Apr 20) - Current ▼
Unique Sequence Number:	<input type="text"/> Last Known Sequence Number: 3
Sector Minimum Wage (p/m):	<input type="text"/>
Payment Medium:	To Employee ▼
<input type="button" value="Generate"/>	

Save the report as is on your Desktop or specified folder:

