



BELINA PAYROLL HR VERSION 2

2018 Year-End Procedures



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TIME CONTROL MODULE

Dear Client,

The year end notes to assist you with the 2018 year end on your payrolls, are detailed below. **Please follow these notes very carefully.**

CONTENTS

Before You Commence Year-End Procedures	02
Section 1: Creating periods for 2019	03
Section 2: Period End	05
Section 3: Entering the Public Holidays for 2019	06
General	07



2018 Year-End Procedures

Before You Commence Year-End Procedures

Prior to commencing your year end procedures, we recommend that you download the Belina Payroll update via the link below (dropbox may ask you to sign in, you can select the option at the bottom of the window to proceed without logging in).

This update includes the tax tables for 2019 as well as various improvements and features developed this year. Please refer to the release notes which are accessible under the help menu for the listing of improvements and features.

<https://www.dropbox.com/s/5bsur8dusx2skoj/BelinaPayrollUpdate.exe?dl=0>

Please contact us over email or telephone if you need any assistance.

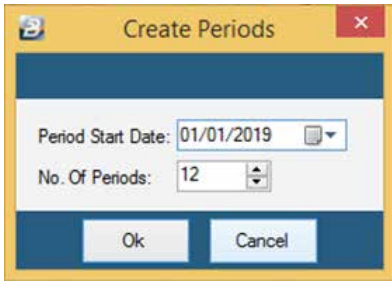


2018 Year-End Procedures

Section 1: Creating Periods for 2019

Once the **final** period of the year has been processed:

1. Go to “Setup” - > “Periods” - > “Pay Periods”.
2. Click on “Create periods”.
3. Use the date picker to select your year start date as 01/01/2019.



4. Input the number of periods in the year i.e. 12 for a monthly payroll, 24 for a bi-monthly payroll, 26 for a fortnightly payroll and 52 for a weekly payroll.
5. Click on “OK”.
6. Check that the average hours and days per period for 2019 are correct.

Period	Open/Closed	Days/Per	Hours/Per	Weeks/Per	StartDate	End Date	Acc Period	Bonus Run	Pay Date
2019/01	O	22.00000	176.00	4.00	01/01/2019	31/01/2019	Jan 2019	N	**NOT SE...
2019/02	O	22.00000	176.00	4.00	01/02/2019	28/02/2019	Feb 2019	N	**NOT SE...
2019/03	O	22.00000	176.00	5.00	01/03/2019	31/03/2019	Mar 2019	N	**NOT SE...
2019/04	O	22.00000	176.00	4.00	01/04/2019	30/04/2019	Apr 2019	N	**NOT SE...
2019/05	O	22.00000	176.00	4.00	01/05/2019	31/05/2019	May 2019	N	**NOT SE...
2019/06	O	22.00000	176.00	5.00	01/06/2019	30/06/2019	Jun 2019	N	**NOT SE...
2019/07	O	22.00000	176.00	4.00	01/07/2019	31/07/2019	Jul 2019	N	**NOT SE...
2019/08	O	22.00000	176.00	4.00	01/08/2019	31/08/2019	Aug 2019	N	**NOT SE...
2019/09	O	22.00000	176.00	4.00	01/09/2019	30/09/2019	Sep 2019	N	**NOT SE...
2019/10	O	22.00000	176.00	4.00	01/10/2019	31/10/2019	Oct 2019	N	**NOT SE...
2019/11	O	22.00000	176.00	4.00	01/11/2019	30/11/2019	Nov 2019	N	**NOT SE...
2019/12	O	22.00000	176.00	4.00	01/12/2019	31/12/2019	Dec 2019	N	**NOT SE...



2018 Year-End Procedures

7. If the default average units per period are incorrect, input the desired days and hours required per period by clicking on **Global Change** and update details accordingly.

Global Change Periods

Period Year: 2019

Hours Per Period: 192

Days Per Period: 24

PeriodStatus

Open Closed Unchanged

Apply changes to

Closed Periods Open Periods Both

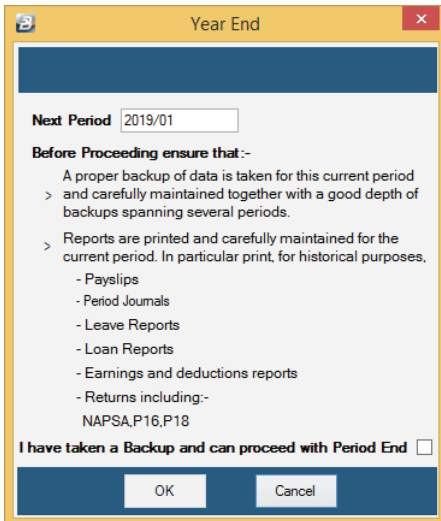
Ok Cancel



2018 Year-End Procedures

Section 2: Period End

1. Print any Year-end reports. Remember most reports can be printed afterwards.
2. Backup each payroll onto reliable media such as External Hard drive, DVD, cloud or any other external media device. We suggest that a backup is also done on the computer hard drive as an additional precaution.
3. Run a period end. This will take you into the **first** period of 2019.





2018 Year-End Procedures

Section 3: Entering the Public Holidays for 2019

1. Go to “Setup” -> “Calendar”.
2. Change the year to 2019.
3. Click on “Insert” and select “Common Public Holidays”.
4. Ensure that the dates are correct. You should end up with a screen like this:

The screenshot shows a window titled "Calendar Setup" with a yellow header and a dark blue footer. At the top left is a small icon, and at the top right is a red close button with a white 'X'. Below the header is a dark blue bar containing a "Year:" label and a dropdown menu set to "2019". The main area is a table with four columns: "Event Description", "Category", "Day", and "Date". The table lists 14 public holidays for 2019. At the bottom of the window is a dark blue bar with five buttons: "Insert", "Change", "Delete", "Select", and "Close".

Event Description	Category	Day	Date
New Year's Day	Public Holiday	Tuesday	01-01-2019
Public Holiday	Public Holiday	Wednesday	02-01-2019
Good Friday	Public Holiday	Friday	19-04-2019
Easter	Public Holiday	Sunday	21-04-2019
Easter Monday	Public Holiday	Monday	22-04-2019
Labour Day	Public Holiday	Wednesday	01-05-2019
Africa Freedom Day	Public Holiday	Saturday	25-05-2019
Heroes Day	Public Holiday	Wednesday	03-07-2019
Unity Day	Public Holiday	Thursday	04-07-2019
Farmers Day	Public Holiday	Wednesday	07-08-2019
National Day of Prayer	Public Holiday	Friday	18-10-2019
Independence Day	Public Holiday	Thursday	24-10-2019
Christmas Day	Public Holiday	Wednesday	25-12-2019
Boxing Day	Public Holiday	Thursday	26-12-2019



2018 Year-End Procedures

General

We are committed to providing you with good service. We do appreciate any feedback that you may have so that we can improve further.

Please feel free to contact us for assistance.

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