



BELINA PAYROLL HR VERSION 2

2019 Year-End Procedures



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TIME CONTROL MODULE

Dear Client,

The year-end notes to assist you with the 2019 year-end on your time control modules, are detailed below. **Please follow these notes very carefully.**

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Preface

Please follow the detailed instructions for **Belina Payroll HR Version 2 for the Time Control Module Year-End Procedures**. Please follow these procedures carefully and **PLEASE CREATE BACKUPS FOR ALL YOUR PAYROLLS BEFORE MAKING CHANGES**.

Should you require any assistance, please contact us over email or telephone.

Thank you for choosing Belina Payroll.

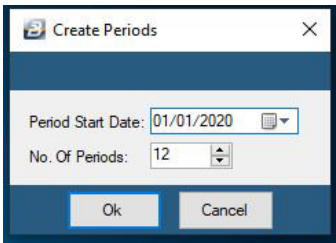


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Section 1 – Creating Periods for 2020

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 01/01/2020.



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 2020 are correct. **Since 2020 is a Leap Year you will have to change the Acc Period for Period 2020/02 to read Feb 2020. To change this you go to Setup – Periods – Accounting Periods.** Change the End Date for the Feb Period to 29-02-2020 and close the window as shown below.

Period	Open/Closed	Days/Per	Hours/Per	Weeks/Per	Start Date	End Date	Acc Period	Bonus Run	Pay Date
2020/01	O	22.00000	176.00	4.00	01/01/2020	31/01/2020	Jan 2020	N	**NOT SE...
2020/02	O	22.00000	176.00	4.00	01/02/2020	29/02/2020	Mar 2020	N	**NOT SE...
2020/03	O	22.00000	176.00	4.00	01/03/2020	31/03/2020	Mar 2020	N	**NOT SE...
2020/04	O	22.00000	176.00	4.00	01/04/2020	30/04/2020	Apr 2020	N	**NOT SE...
2020/05	O	22.00000	176.00	5.00	01/05/2020	31/05/2020	May 2020	N	**NOT SE...
2020/06	O	22.00000	176.00	4.00	01/06/2020	30/06/2020	Jun 2020	N	**NOT SE...
2020/07	O	22.00000	176.00	4.00	01/07/2020	31/07/2020	Jul 2020	N	**NOT SE...
2020/08	O	22.00000	176.00	5.00	01/08/2020	31/08/2020	Aug 2020	N	**NOT SE...
2020/09	O	22.00000	176.00	4.00	01/09/2020	30/09/2020	Sep 2020	N	**NOT SE...
2020/10	O	22.00000	176.00	4.00	01/10/2020	31/10/2020	Oct 2020	N	**NOT SE...
2020/11	O	22.00000	176.00	4.00	01/11/2020	30/11/2020	Nov 2020	N	**NOT SE...
2020/12	O	22.00000	176.00	4.00	01/12/2020	31/12/2020	Dec 2020	N	**NOT SE...



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Reference	Start Date	End Date
Jan 2020	01-01-2020	31-01-2020
Feb 2020	01-02-2020	28-02-2020
Mar 2020	01-03-2020	31-03-2020
Apr 2020	01-04-2020	30-04-2020
May 2020	01-05-2020	31-05-2020
Jun 2020	01-06-2020	30-06-2020
Jul 2020	01-07-2020	31-07-2020
Aug 2020	01-08-2020	31-08-2020
Sep 2020	01-09-2020	30-09-2020
Oct 2020	01-10-2020	31-10-2020
Nov 2020	01-11-2020	30-11-2020
Dec 2020	01-12-2020	31-12-2020

Buttons: Create Periods, Delete Year, Insert, Change, Delete, Close

- 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.

Period Year: 2020

Hours Per Period: 196

Days Per Period: 22

Period Status: Open Closed Unchanged

Apply changes to: Closed Periods Open Periods Both

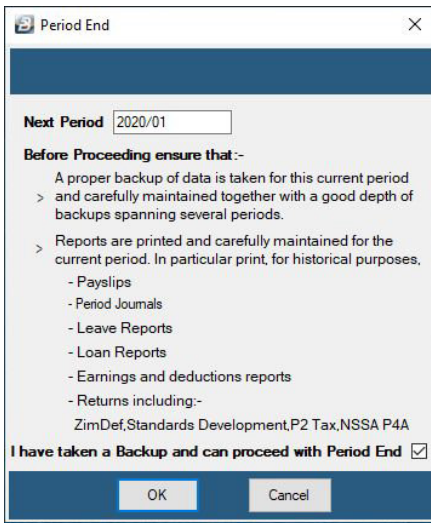
Buttons: Ok, Cancel



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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 1st period of 2020.**





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Section 3 – Entering the Public Holidays for 2020

1. Go to “Setup” > “Calendar”.
2. Change the year to 2020.
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 close button (X) in the top right corner. Below the title bar, there are two tabs: "Calendar" (selected) and "Days". Under the "Calendar" tab, there is a "Year:" dropdown menu set to "2020". Below this is a table with the following columns: "Event Description", "Category", "Day", and "Date". The table contains 14 rows of public holidays for 2020. At the bottom of the window, there are five buttons: "Insert", "Change", "Delete", "Select", and "Close".

Event Description	Category	Day	Date
New Year's Day	Public Holiday	Wednesday	01-01-2020
National Youths Day	Public Holiday	Friday	21-02-2020
Good Friday	Public Holiday	Friday	10-04-2020
Easter	Public Holiday	Sunday	12-04-2020
Easter Monday	Public Holiday	Monday	13-04-2020
Independence Day	Public Holiday	Saturday	18-04-2020
Worker's Day	Public Holiday	Friday	01-05-2020
Africa Day	Public Holiday	Monday	25-05-2020
Heroes Day	Public Holiday	Wednesday	12-08-2020
Defence Forces Day	Public Holiday	Thursday	13-08-2020
Unity Day	Public Holiday	Tuesday	22-12-2020
Christmas Day	Public Holiday	Friday	25-12-2020
Boxing Day	Public Holiday	Saturday	26-12-2020



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General

You are now setup and ready to proceed.

We are committed to providing you with good service. We do appreciate any feedback that you may have so that we improve further. Should you require any assistance with the above instructions or any other issue, please do not hesitate to get in touch.

Please feel free to contact us for assistance.

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