

Payrite Operating Instructions

1. Introduction

Payrite has been designed so that it should be relatively simple to use for anyone with a basic understanding of what is required to process the salaries and or wages in any given company.

The system has been setup on your computer with a three digit code and password uniquely identifying each payroll or database being processed on it.

The start-up menu will have up to 15 different headers that will each display a separate sub menu when you click on them. Scroll down with your mouse and then click on the option you want to use

Individual screens all have a similar format with a field name on the left of either an "Edit Box" or a "Combo Box" The former allows you to enter information such as an Employee Surname whilst the latter gives you a choice such as Yes or No.

Most screens have a few large "Buttons" normally displayed near the foot of the page. Click on one of these to Update the Record, Exit the Screen, Call up the Next or Last Employee or Delete a record. E.g. Update (F9). In this instance you can either click on the Update button or press the F9 function key to update the details currently viewed on the screen.

2. Payroll Overview

People generally work for companies in order to earn a salary. The Accounts department for that organisation must then record information about each member of staff. At the end of each Pay Period the employee must be given a payslip with a breakdown of his or her Net Pay.

Staff normally have either a Basic Salary (Salaries) or a Rate per hour or days worked (Wages). Most Salaried staff work either a 22 or a 26 day month whilst Wages staff tend to work 44 hours a week or 176 hours per month.

Employee are often given allowances such as Overtime, Bonus or Travel that are paid regularly or just every now and then (Irregular). PAYE is worked out for that Salary using the Final Deduction System (FDS) that is currently being implemented by the Zimbabwe Tax Authority (ZIMRA). This tax is then deducted from the Gross Pay along with Standard Deductions like Pension and once off Sundry Deductions like Canteen or Debtors.

The resultant Net Pay is then given to the employee either as Cash, Cheque or a Bank Transfer into their bank account.

At the end of each month the Accountant must submit returns to various organisations such as NSSA, Zimra, Pension and Medical Aids. Zimra require you to produce an FDS Disc at Year End summarising the amounts paid to all of your staff as well as a P6 printout with the same information. If employees have has more than one source of income in a given Tax Year then it is up to them to complete an Annual Tax Return for the tax department to analyse.

3. Set Up Files

When you first start using the program you will have to set up your standard files as seen in this sub menu. Most of these screens are self-explanatory.

- 3.1 **Company Details.** Most of the information of this screen is for the benefit of Softrite Staff so that they know how to contact you if and when you have a problem. Fields like Zimra, NSSA, Pension and NEC Numbers are the ones your company needs for printing on your monthly or annual returns.
- 3.2 **System Settings.** This screen is used to indicate Normal Time settings for the System and to set up parameters for the Standard Deductions an employee may have deducted in his or her payslip
- 3.3 **Company Parameters.** This screen allows one to set up different parameters to fine tune your particular payroll requirements. Most companies should just stick to the defaults for the various options. If and when you have time you can browse through the edit boxes to see if any may be useful for your particular application
- 3.4 **Allowance Codes.** Your initial database should have 20 standard Allowances and 20 standard Deductions that cannot normally be amended. These include Overtime, Xmas Bonus and Car Benefit. Each Allowance has a description of up to 20 characters with a 12 digit abbreviation. You can take on your own particular Allowances using Codes 21 – 80.
Each one will have a particular Allowance type with a choice of options listed in the associated Combo Box. They could, for example, be Taxable, Non-Taxable or an Overtime type code with a specific Rate. Allowances that are set as Regular are added to the Basic Salary to determine the expected Gross income for an employee in the PAYE Calculation
- 3.5 **Deduction Codes.** Similar to Allowances except that you must determine whether or not this is a Pension type Deduction whereby the amount is deducted from Expected Gross for the PAYE Calculation
- 3.6 **Banks and Branches.** Set up a 4 digit numeric code for each bank used by your staff along with a 4 digit Branch number and Name
- 3.7 **Company Bank.** Enter your Company Bank Account Details. This is only necessary if you are paying your staff using Bank Transfers
- 3.8 **Pay Points.** The majority of the reports in Payrite are printed in Pay Point order. This would normally be used when you have to pay staff in two (2) or more places on the same day. E.g. you have staff in Bulawayo and in Harare so these would be pay points 1 & 2.
- 3.9 **Cost Centres.** These are used by organisations that want to analyse their labour costs according to the kind of work the employees are doing. These would normally be Cost Centres like Admin, Workshops, Accounts, Management etc.
- 3.10 **Grades.** Most concerns with a reasonable size workforce allocate a Category or Grade to each employee. The Company's NEC usually have a minimum wage for each Grade
- 3.11 **Leave Types.** In Zimbabwe every member of staff is entitled to one month's leave and we refer to this as Normal Leave in Payrite. The system defaults to a few other types of leave like Maternity, Special, Study and Sick Leave.
- 3.12 **National Employment Councils (NEC).** All companies must pay a monthly fee to the NEC that best represents their type of business. Most of the time this fee is split in two between the company and the employee. There is normally a maximum levy for NEC and the latter can be calculated using a percentage of Basic Salary or as a fixed amount for the Employee Grade or Company.

- 3.13 **Tax Tables.** PAYE is calculated using tax tables set out by the Zimbabwe Revenue Authority (Zimra). There are different percentages for each level of gross income and these increase with higher pay levels. These figures cannot be amended by the operator

4. **Allowance Types.**

All income should normally be taxable. Set the Allowance type as follows

1. **Yes.** Normal taxable allowance
2. **Overtime.** Generally one pays either Time & Half or Double Time. Overtime is often paid in Hours worked as opposed to Days for Normal Time
3. **Benefit.** This is used when an employee is given a non-monetary Benefit like a Car or a House. The value of the benefit must be added to the total Salary or wage when working out his PAYE.
4. **Xmas Bonus.** Employees are allowed to have up to \$1000 as a Tax Free Bonus. PAYE is calculated on excess over and above that amount
5. **Commission.** Even though this is not currently taxed any differently there is a space on the Year End P6 that asks for Total Commission paid to an employee
6. **CILL.** Cash in Lieu of Leave is used when staff prefer to be paid for their leave rather than go on Holiday
7. **Gratuity.** An employee is entitled to certain Gratuity Payments when they leave your employee. This is currently taxed as Normal Income
8. **Non-Taxable.** This allowance would be used in a case such as when an employee is being paid back PAYE or other allowance from a previous tax year that does not warrant being taxable
9. **Severance Pay.** When an employee is Retrenched he is allowed to have certain amounts of his final pay to be non-taxable. Payrite and Jacana have been programmed to cater for these limits
10. **Back Pay.** When an employee is given an increase in his standard Salary or Wage that needs to be backdated several Pay Periods then you use a Back Pay Allowance
11. **Leave Pay.** This is used when an employee is going to be away for a few pay periods. Generally for Weekly paid staff taking off 2 or 3 weeks. When used the operator must enter the number of Pay Periods the employee is going to be away. The system reduces the leave due by the quantity entered here
12. **CILL Override** this allows the operator to enter the CILL Days but use a different rate to the one calculated normally in the system for CILL
13. **Savings.** This allowance will be accumulated as a Savings
14. **Teachers Fees.** 50% of Benefits given to Teachers such as the school paying for their kids School fees are added to the Taxable Income for an employee
15. **Rate per Day.** This is the Unit amount for the allowance that an employee is given per day worked in a given pay period. E.G. Candle allowance

5. **Employees Sub Menu**

- 5.1 **Employee Staff Numbers.** All staff must be allocated an Employee Number which is used to uniquely identify them in Payrite or Jacana. If you do not have any existing employee numbers then we recommend that you list the employees by Surname order and then allocate new numbers to them starting with #10 with

increments of 10. To save time when first taking on employees you might want to print the Blank Form in the Basic Masterfile Screen. Make multiple copies of this printout so that an admin person can complete one for each member of staff.

- 5.2 **Basic Masterfile and Employee Take on** You should use one of these screens to take on new members of staff. The Basic Masterfile is quicker to use having less information to capture. Both require you to enter the Employee Names, ID Number, Job Title and Salary or Rate of Pay.

To call up a different employee, one can either click on the Dark Blue, right hand grid or enter the Employee Number. A suitable message will be displayed if you try to enter an invalid number or an employee that has been terminated in a previous year.

When you click on the button written “Take On New Employee” all of the fields will be cleared out awaiting your typing in of details for that person. Certain fields like Pay Point, Cost Centre and Grade all default to the first one stored in their respective tables.

You can write the record away at any time as long as you have entered a Surname. Press “Update Record” or F9

There are buttons on both screens that allow you to take on lots of other information about each employee. You can decide whether or not you want to do this when initialising your database or to come back a later stage once the blank screens have been written out.

- 5.3 **Financial Details**. This screen is used to indicate if an employee is paid by Cash, Cheque or Bank Transfer and you should enter the Bank, Branch and Account Number for all those being paid by Transfer. You must also state which of the Standard Deductions each person should have.

The Tax Indicator should remain as Normal PAYE except in unusual circumstances like when you are recapturing a past pay period. You would then use "Temporary Tax Override" to allow for the actual PAYE deduction to be used.

If an employee has either worked elsewhere during the year or has another form of income then you should set the "Other Job this Year" flag to Yes. PAYE is calculated using "Normal PAYE" instead of the FDS system if set to Yes.

5.4 **Personal Details**.

This screen has now been split into three (3) separate screens

- 5.4.1 **Dates**. The Date of Birth is important for things like determining when NSSA Deductions stop (65years Old). An annual age credit of \$900 is deducted from PAYE for all staff that turn 56 in the current year.

The start date indicates how long someone has worked for you and the Contract date can be used when staff have new contracts every few months.

When an employee leaves your company you should enter a Termination Date so that a salary is not calculated for him after that time. You can now enter a reason for leaving the company along with a short comment. This can be useful in cases where an employee wants to come back and work for you several years later and no-one can remember anything about him or her

- 5.4.2 **Employee Numbers**. These are useful numbers to store and should all be self-explanatory. Some Government returns ask you to list staff by Resident and Citizenship Status so we recommend that you find this out at the start.

- 5.4.3 **New Personal Details**. The P6 uses the address on this screen and if blank then it defaults to the Company Address in Company Details. Fields like Marital Status, Employee Type and Skill level are useful indicators to record. This screen even allows you to link an employee to a Jpeg File so that you can record his photo.

- 5.5 **Old / New Employees**. This screen allows you to record simple details of an employee's previous employer as well as the one terminated employees have moved on to.

- 5.6 **Employee Termination Dates**. This program is only used to look back at the termination dates for past employees.

- 5.7 **Uniforms**. If your company is one that gives staff uniforms then you can record the sizes of Shirts and Trousers here

6. **Pay Run**

This sub menu has been laid in the order needed to process the Pay Run for a given Pay Period. After entering the Pay Date one should enter all of the Monetary changes, Backup and Run the Pay Generation before printing off Payslips. Once you have paid all of your staff and everyone is happy with their pay you then do the Pay Update to add to the

Year to Date (YTD) Totals and then check the Transaction Enquiry to see that the Data Base has been updated correctly.

5.1 **Start of Pay.** Enter the Current Pay Date as well as the dates for the end of the current period and the last one. These 2 dates are compared against any Termination Date for an employee to determine whether or not he or she should be paid for the current Pay Period.

6. **Automatic Allowances.**

This is used if you want the Housing or Transport allowance to be calculated automatically during the Pay Generation. It can be used to do the same for 4 other allowances.

6.1 For housing or transport to be calculated the respective flags in the master file screen should be set to Yes or No for each employee

6.2 There is a flag in the Company Parameters "Use Automatic Allowances" (UAA). This must only be set to Yes if you want the Housing and or Transport to be worked out automatically. If clients want to enter the amount for these fields then they must keep automatic allowances to No

6.3 **Automatic Allowances.** If UAA is Yes then another option titled Automatic Allowances will appear under the Set Up Files sub menu. You can choose to either use the Company amount or for the program to check out how the allowance is to be worked out in the Grades File. (Company / Grade / Individual) Many companies have a set amount for Housing or transport for all their staff

6.4 **Grades.** Each of the Housing, Transport and 4 different allowances allow you to nominate how they are to be calculated.

6.4.1 N:- No allowance

6.4.2 Y:- Yes. Use the amount below this field for everyone with the flag set for Housing or Transport

6.4.3 P:- Percentage of Basic using the amount entered as the %age

6.4.4 C:- Company. Use the Overall Company Amount in the UAA Screen

6.4.5 U:- Unit Rate - Multiply the Amount by the quantity entered on the Monetary Details screen

6.4.6 R:- Salary Rate. Daily rate multiplied by the number of days worked

6.4.7 D:- Pro Rata for Days Worked. The Pay Generation uses the Days worked divided by the Employees Normal days and multiplies by the Amount entered

6.5 **Extra 4 Allowances.** These are worked out automatically in the Pay Generation. The only option that should not apply is the one that uses a Unit Rate (U)

7. Monetary Details

- 7.1 Even though this screen should not be difficult to work out, it is effectively the most complex one in the system. It should be divided into several parts for easier understanding. The top left is for Normal Days worked and Leave Details; the middle left gives a summary of the pay for the individual; the Standard Deductions are listed on the top right; and, the bottom half of screen is divided equally into Allowances and Deductions.
- 7.2 Systems that are set up for Wages can only enter the Rate per Day or hour whilst Salaries system accepts the Basic Salary. Any employee that is missing from work will have short time deducted either in Days or Hours as per System Settings
- 7.3 The Pay Point, Cost Centre or Grade can be amended by clicking on the relevant Grid. Click on the Leave Taken Button to transfer to the Leave Screen. The Date of Birth and Start date are shown for reference purposes but should not be changed here

The screenshot shows the 'Monetary Details' window for employee 'digger'. The interface includes a top navigation bar with 'SOFTRITE PATRITE' and 'Fast Fleet Motors'. The main area is divided into several panels:

- Employee Information:** Name: Ngenya, Grade: 2, Pay Point: 1, Cost Centre: 3, Start Date: 1/05/2001.
- Summary:** Net Basic: 863.64, Gross: 1,051.74, Net Pay: 537.00.
- Standard Deductions:** Emp NSSA: 24.50, Comp NSSA: 24.50, NEC (Com): 3.25, Medical Aid: 95.00, etc.
- Allowances:** 10 - Car Benefit: 150.00, 14 - Housing Allowance: 30.23, 6 - Transport: 17.27, 23 - Lunches: 50.00, 26 - Production: 90.00.
- Sundry Deductions:** 26 - savings: 15.00, 7 - Rent: 12.00, 14 - Funeral Insurance: 2.00.
- Grid:** A list of employees with columns for Pptl No, Name, and Nick Name.

- 7.4 **Standard Deductions.** These can either be worked out automatically or entered by the operator depending on how their particular flags have been set up in the System Settings. You should not be able to amend those that have are supposed to be automatically calculated
- 7.5 **Allowances & Sundry Deductions.** The standard Monetary Details allows one to enter up to 10 separate Allowances and 10 Sundry Deductions for each employee. There is a flag in the Company Parameters that allows you to enter 20 allowances but this is seldom used and not really recommended. To Capture an earning or deduction you can either enter the Code or click on the arrow pointing down on the right hand side of each of the 10 lines. The latter will display all of the possibilities and you should then click on the one that you want to use

The program will look at the Allowance Code screen to determine whether or not to accept a quantity or not. If so then the amount should be worked out automatically.

8. Pay Run for a given Pay Period

The Pay Run sub menu lists those procedures that should be done to complete the payroll for a given pay period. We would, however, suggest the following procedure:

- 8.1 **Recommended Procedure for Pay Day.**
- 8.1.1 Changes to Personal Details such as additional children or change of Address should be done mid month as should the take on of new employees, Loans or Leave Taken
- 8.1.2 **Start of Pay.** Enter the new Pay Date and the end of the Last Pay Period. The latter field is used to see if someone is to be terminated at the end of this pay period.
- 8.1.3 Enter earnings and deductions for the relevant employees using either the Monetary details or one of the options on the Monetary Changes Sub Menu.
- 8.1.4 **Backup**
- 8.1.5 **Pay Generation.** This program reads through all of your employees - both past and present. It looks at the Termination Date, Pay Date and Absent Flag to work out if this is a current employee. If current it calculates the total Taxable amounts for Regular and Irregular Income and uses these to work out the PAYE for the Current Period. If the Other Employment Flag is set to Yes then we use Normal PAYE based solely on the income for the current month. Otherwise the Final Deduction System (FDS) is used. This is described later in a separate section of these notes.
- 8.1.6 If you have a large work force we recommend that you backup to a separate folder once the Pay Generation is complete.
- 8.1.7 **Control Totals.** These can be seen either for the whole Company or by Pay Point. You should have a careful look at the figures shown on this simple summary before going ahead with paying your staff. We have often had cases where the Payroll Operator has been in a rush to finish the payroll and forgotten to capture a few important details. Once you are happy with them you should give a copy to the Manager or accountant for their perusal. It is in their interests to check these figures out regularly as they may notice certain things that are not right in their eyes
- 8.1.8 **PAYE Calculation Enquiry.** You should call up this screen and check out the PAYE calculation for a few of your employees to satisfy yourself that it looks correct. It is always an idea to have a look at this screen for those employees you know might want to know more about the amount they have had deducted from their Gross Pay for PAYE.
- 8.1.9 **Payroll Summary.** This simple report should also be previewed to see if anything looks out of place.
- 8.1.10 **Payslips.** There are several different payslips that one can choose from. We recommend that Salaried staff are given the Bordered Payslip whilst labourers with fewer variations to their pay are given one of the less clustered ones like the Simple Payslip. There is a flag in System Settings that must be changed before Pay Generation before you can create the Simple Payslip
- 8.1.11 **Excel Payslip.** This is a new option that some clients have asked for and may be useful for those companies that want to email the payslips either to their bosses or to Branch offices around the country.
- 8.1.12 **Pay Update.** This should not be done straight away as there are invariably staff that have queries about their pay resulting in one or two amendments being necessary before finalising the Pay for this Period. The Update will write away a new Transaction for this Period as well as adding to the Year to Date accumulations for all the staff and the overall Company figures
- 8.1.13 **Backup**

- 8.1.14 **Transaction Enquiry.** This quick enquiry should be called up to see that the current Pay details have in fact been written away correctly. You should also spare a minute to see that the previous periods pay were not forgotten about

9. Medical Aid

This can be worked out automatically or entered manually on the Monetary details screen. 50% of the employees medical aid contributions and medical shortfalls are taken off of the PAYE for the employee. This cannot, of course, exceed the total PAYE for the Year.

- 9.1 **Medical Aid Takeon.** The initial set up of your files will take on the main medical aid societies in Zimbabwe. To take on another one enter a 3 digit alphabetic code, name and telephone number
- 9.2 **Medical Aid Scheme.** Every medical aid society has a few different schemes that it offers its subscribers. Enter a single digit for the Scheme and take on the different rates for the member, his spouse and any children or dependents. Contributions for dependents are not tax deductible.
- 9.3 **Employee Contributions.** The system assumes that an employee does not pay Medical Aid so one has to call up this screen if you want to enter medical aid details. We recommend that you record this information to help balance returns from the different medical aids that your company deals with on behalf of your staff. This screen is broken down into 3 questions: Does the employee pay Medical Aid; Do you want to record his Medical Aid details; and, lastly a record of whether he or she is paying for themselves and or their family. In the latter case the system will read the medical aid tables to work out their contributions.

10. Medical Expenses.

Whenever an employee sees a doctor, clinic or dentist he can claim any shortfall not paid out for the relevant claim by his medical aid. If the employee does not pay any medical aid he can still utilise the tax benefit from medical expenses for him and his family.

Each claim for a medical expense should ideally be signed for by the employee stating that it is indeed for either himself, his spouse or his children under 18 years of age. These documents should only be handled by someone responsible who will keep any information provided on the claims private. Claims must be made within a reasonable period of time after they are incurred.

11. NSSA Returns.

- 11.1 **NSSA Contributions.** All employees, barring consultants, must contribute to NSSA every month until they reach the age of 65. At the moment they pay 3.5% of their Basic Wage with a maximum of \$24.5. Companies then pay the same amount as their contribution to NSSA. A few well off companies actually pay all of the medical aid for their staff.
- 11.2 **During the year,** NSSA just require the Monthly Remittance advice. Our system will print this for you. It must be sent into NSSA together with the necessary payment by the 10th of the following month. We recommend that you preview the NSSA report by Employee and print if necessary for your records. An excel version of this can be created and stored in a folder on your computer for YTD wage details
- 11.3 **NSSA Masterfile Data.** NSSA have, in the past, asked some companies for NSSA related information on their employees and most of these details can be found on the excel file created in the NSSA Masterfile Data option
- 11.4 **NSSA P4C & P4D.** These are reports that one can create for New or Terminated Employees

- 11.5 **NSSA P9.** This is a form that employees can ask for when they turn 66 if they are wanting to claim a pension from NSSA. This return will print all of the NSSA payments made on behalf of the employee by your company over the past 12 months. One can either print out an individual P9 for a specific employee or wait until the end of the year and print out all of the P9s that can be given to staff over 65
- 11.6 **Year End.** It is a good idea to print off a NSSA report by individual and create an excel file for your records. During the year you can create this report for a range of periods if you want to check that YTD figures all balance
- 11.7 **NSSA P16.** This return can be printed and one can should create an excel csv file to accompany it. The return should be sent into NSSA by 10th of January in the following year

12. Leave

- 12.1 **Leave Types.** The initial setup of the system will create all of the standard leave types that one could use to record time taken off from work. Normal Leave is the type that people take when going away on holiday. In Zimbabwe all staff should be given the equivalent of one calendar month's annual or Normal Leave per year. We have set up the system so that you can select whether to record this for Days Worked or Actual Days. The latter includes public holidays and weekends. We recommend that you use Days Worked. This works out as generally as 22 or 26 days per month which converts to a Leave Allowance of 1.833 or 2.1667 days per month.
- 12.2 **Leave Allowance.** The default Leave Allowance can be set in the Leave Types Program under the Set Up Sub Menu. The individual days or hours can be changed in the Monetary Details Screen.
- 12.3 **Leave Capture.** You can use this screen to view the leave taken for any given employee. To enter additional Journals or Leave Taken Click on the "Add Transaction". Le11 to an Excel file using the appropriate button. Other Leave Types can be seen or added to pressing the Leave Type edit box.

SOFRITRE PAYRITE | **ffw** | **Fast Fleet Motors** | **Change Leave Type** | **Alphabetic Order** | **No** | **Current Tax Year** | **2014**

Employee No | **1** | **Next Employee (F3)** | **Leave Type** | **Show All Years** | **No** | **Current Pay Period** | **10**

Pay Point | **1** | **Harare** | **Prior Employee (F4)** | **Normal Leave** | **Current Year's Staff only** | **Yes** | **Current Lve Allow** | **16.47**

First Name | **Trevor** | **Preview (F8)** | **Excel File** | **Pay Date** | **31/10/2014**

Name | **Ngenya** | **Add Transaction** | **Exit Screen (Esc)**

Pay Date	Seq	Lve Allowance	CILL	Lve Taken	Journals	Lve Periods
27/01/2014	1	1.83				
21/03/2014	3	1.83				
24/04/2014	4	1.83				
21/05/2014	5	1.83				
24/06/2014	6	1.83	10	-2.75		
25/07/2014	7	1.83		-3		
29/08/2014	8	1.83	7			
25/09/2014	9	1.83		5		

Leave This Year

Leave B/F | 42.39

Lve Allow | 16.47

CILL | -22.0

Lve Taken | -14.75

Journals | 0.0

Lve Due | 22.11

Lve Value | 1,005.00

Per	Pay Date	Refer	Tran Type	Leave Type	Qty	From	To Date	Comment
5	21/05/2014	e3	Leave Taken	Normal Leave	-5.00	01/05/2014	06/05/2014	Chimanimani
5	21/05/2014	u711	Leave Taken	Normal Leave	-4.00	16/05/2014	21/05/2014	Vumba
6	24/06/2014	ju32	Leave Taken	Normal Leave	-2.75	21/06/2014	23/06/2014	mana pools
7	25/07/2014	856	Leave Taken	Normal Leave	-3.00	15/07/2014	18/07/2014	kariba boat

Ppt	No	Name
1	1	Ngenya
1	17	Chipo
1	18	Mombe
1	23	Mpofu
1	31	allen
1	60	Smith
1	029	Mpofu
1	100	Thompson
1	147	Raintree
1	265	woodstock
1	445	jore
1	505	erickson
1	562	Legat
1	911	watson
1	954	robins
1	12345	Mathews
1	12432	frank
2	20	Kawanzaruwa
2	56	Wilson
2	111	Nel
2	113	House
3	564	preston
3	951	Breznen
3	952	Smith
4	28	legger

- 12.4 **Special Leave.** A Memo box will be shown if you ask to see the Special Leave Type (SP). 14B Special leave
Special leave on full pay not exceeding twelve days in a calendar year shall be granted by an employer to an employee-
- (a) who is required to be absent from duty on the instructions of a medical practitioner because of contact with an infectious disease;
 - (b) who is subpoenaed to attend any court in Zimbabwe as a witness;
 - (c) who is required to attend as a delegate or office-bearer at any meeting of a registered trade union representing employees within the undertaking or industry in which the employee is employed;
 - (d) who is detained for questioning by the police;
 - (e) on the death of a spouse, parent, child or legal dependant;
 - (f) on any justifiable compassionate ground.

[Section as inserted by section 11 of Act 17 of 2002]

13. **Loans.**

- 13.1 **Loan Codes.** This allows you to state what type of loan the employee has taken in each instance. EG Bike or holiday Loans.
- 13.2 **Loan Capture.** Click on "Take on New Loan" and complete the details. All loans for the employee are shown in the top left grid whilst Loan Transactions for a given loan are shown in the bottom left one. It is recommended that you create a new loan everytime the employee is advanced money to make it easier to keep a track of the movement thereof. The Preview will show details of a particular loan
- 13.3 **Loan Interest.** This is calculated on any outstanding balance for a given loan and includes any interest charged to that loan from a previous period
- 13.4 **Current Loans Report by Pay Point or Cost Centre.** 2 similar reports printed either by Pay point or by Cost Centre. Both allow you to print just the current Loan Deductions; the Loan Balances; or, Loans that have a balance but no loan deduction.