

# Employee Transfers

How to transfer employees between frequencies

## Selecting an employee for transfer

To transfer an employee:

Tip: You can only transfer employees individually




- Select the employee you want to transfer
- Click **On / Off Boarding** in the menu options
- Click on Transfer in the On/Off Boarding menu

## Step 1 Screen

### Employee Transfer

The ETI Period Count for all transferred employees will default to '1' on the new payslip and should be edited if necessary.

#### Step 1

to which company/frequency are you transferring <b>Benjamin Martin</b> :	Reypath/PaySpace – Demo - Weekly	
effective from which pay run in the current company/frequency:	August - 2022	
what is the start date in the new company/frequency:	26 August 2022	
terminated for statutory reporting:	<input type="checkbox"/> 	

- Select the company/frequency to transfer to
- Choose the effective pay run from when the employee starts at the company/frequency
- Select the new start date
- Tick if employee should be terminated for statutory reporting
  - If transferring between companies, with different Company UIF registration numbers, this field should be ticked. The original employee record will then be included as a "Termination" in the UIF declaration file and UI-19 report. For Employment Equity purposes, this record will be included in Section C of the EEA2 (Workforce Movement) in Table 4.1 (Terminations).
  - If transferring between frequencies with the same Company UIF registration number, this field should not be ticked. The employee will be "Active" with an unbroken UIF record. Where the employee has been transferred mid-month resulting in two payslips in one month, please ensure the aggregated UIF contributions adhere to the monthly UIF limit. This employee will also be "Active" for Employment Equity purposes.

## Step 2 Screen

Step 2		
the listed component(s) will not be copied over to the new company/frequency being transferred to:	Birthday Calculation	
<div>Save &amp; Next Step &gt;&gt;</div>		

This screen will list all components that will not be carried over with the employee

## Populate the employee details

Once you have click on **Save & Next Step >>** the following screens will come up:

To follow the steps of the workflow, click on the item top right of the screen:

Page 1 of 6		
Employee / Leave Setup		2. Leave Adjustments >
<div>+ Leave Scheme</div>		
Effective Date ↓	Leave Scheme	
2022/08/26	Standard Leave	

## Leave setup screen

- Click on 

+ Leave Scheme
- Select the leave scheme
- Click on 

Update

 and go to the next screen

Page 1 of 6		
Employee / Leave Setup		2. Leave Adjustments >
<div>+ Leave Scheme</div>		
Effective Date ↓	Leave Scheme	

## Leave Adjustment screen

- Populate the employee leave details and click on update

Update

- Click on and go to the next screen

Leave Adjustment

Adjustment

Leave Type: \*  
Annual

No. Of Days: \*  
0.00

Run: \*  
Run

Comments:  
Comments

Additional fields

History

Run	Leave Type	No. Of Days
Q	(All)	Q
No relevant data available		

Update

## Position screen

- Select the employee position details

Update

- Click on and go to the next screen

Employee / Basic Information

## Position

Position

Effective Date: \*

2022/08/26

Position: \*

Sales Consultant (SC)

Organisation unit: \*

Electronics

## Tax Profile screen

Fill in the employee employment, identification and tax details

- Click on  and go to the next screen


Employee / Basic Information


### Tax Profile

**Detail**

Terminate employee: ☐


**Employment**

Group join date: \*  


Employment date: \*  

Not re-employable: ☐

**Identification**

Nature of person: \*  

**Tax**


Tax status: \*  

Tax Ref. Number:

Reference number:


**Statutory Fields**

Voluntary over deduction: ☐


Statutory employment date override:  


Apply 27% tax for Public Service Employee: ☐

## Pay Rate Details screen


- Fill in the pay rate details
- Click on 

**Current pay rate detail**

Frequency:  

Employee is paid: \*  

Package:

Effective Date:  

Increase reason:

Pay Package Automatically: ☐

**Additional**

Hours per day: \*

Days per period: \*

Monday: ☒

Tuesday: ☒

Wednesday: ☒

Thursday: ☒



Friday: ☒

Saturday: ☐

Sunday: ☐

Comments:

## Recurring Payroll Components

- Add the recurring components
- To add a component click on 
- Click on  to finalize the steps

Employee / Payroll Processing August Week 4 - 2022 Other Actions Refresh

### Recurring Payroll Components

\* Part Of Package

Allowances			Deductions		
Component name	Tax code	Amount	Component name	Tax code	Amount
* Cell Phone Allowance Taxable	3713	0.00	Provident Employee	PROVD	0.00

Company Contributions			Fringe Benefits		
Component name	Tax code	Amount	Component name	Tax code	Amount
Company Car - Use of motor vehicle acquired by employer NOT via Operating Lease Vat	0000	0.00	* Company Car - Use of motor vehicle acquired by employer NOT via Operating Lease	3802	0.00
* Provident Employer	4473	0.00			

Personals			Notes		
Component name	Tax code	Amount	Component name	Tax code	Amount