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Employee Transfers

How to transfer employees between frequencies

Selecting an employee for transfer

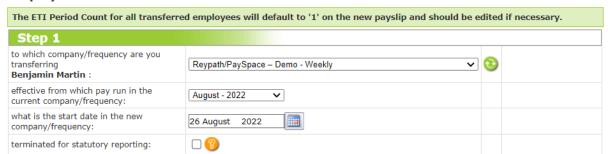
To transfer an employee:

Tip: You can only transfer employees individually

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

Step 1 Screen

Employee Transfer



- 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



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:



Leave setup screen

Click on

- Click on
 Select the leave scheme
 Update
- Page 1 of 6

 2. Leave Adjustments > v

 Employee / Leave
 Setup

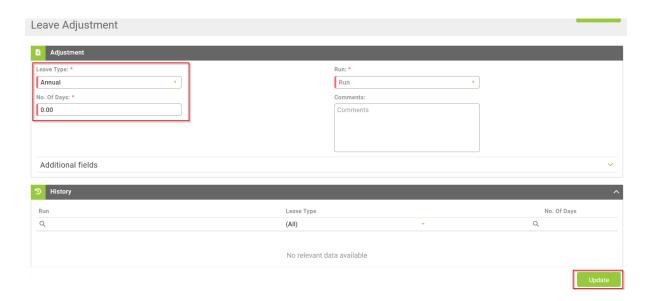
 + Leave Scheme

and go to the next screen



Leave Adjustment screen

- Populate the employee leave details and click on update
- Click on and go to the next screen



Position screen

- Select the employee position details
- Click on and go to the next screen

Employee / Basic Information
Position

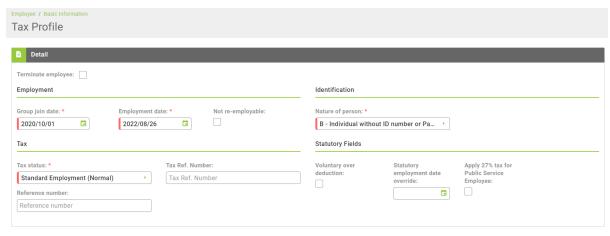




Tax Profile screen

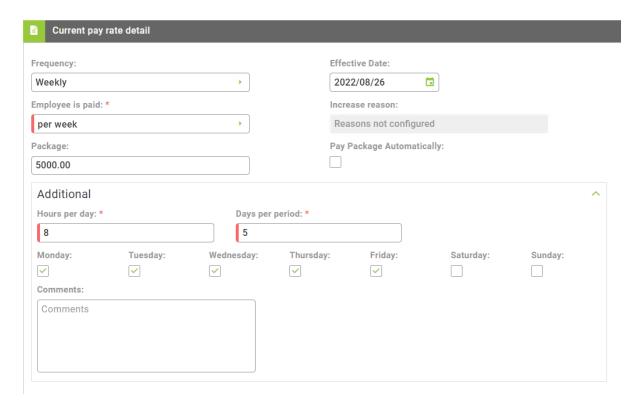
Fill in the employee employment, identification and tax details

Click on and go to the next screen



Pay Rate Details screen

- Fill in the pay rate details
- Click on





Recurring Payroll Components

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

