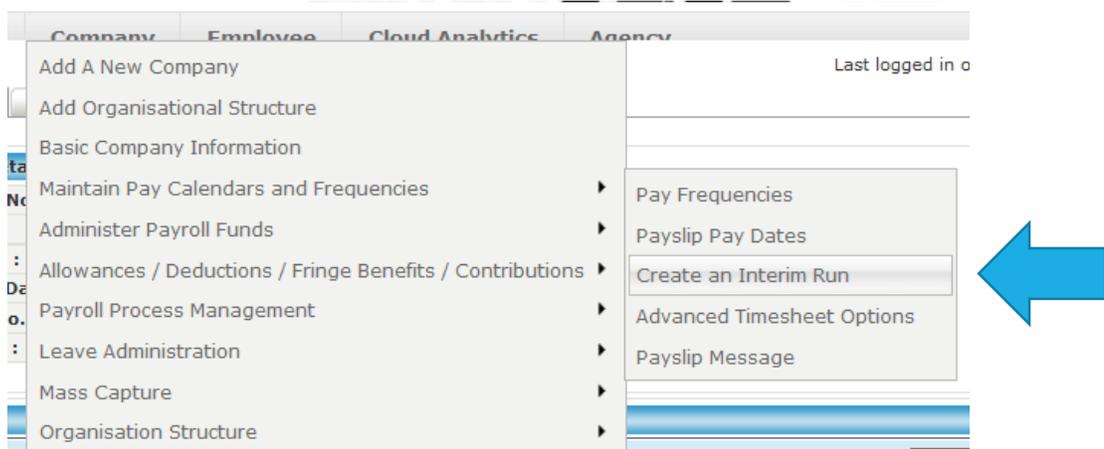


Paymaster Online Tutorial

Creating an Interim run

Your payroll is finished for the month. Reports saved, employees paid. Now it has come to your attention that something was left off. Or you want to pay bonuses to your staff but on a separate Payslip. In these cases, you need an interim run. This is a run that has a separate Payslip, but the tax figures are added to your main run, and one combined emp201 report is created. In your reports section, you can also choose to view the reports by run which will separate the main run and the interim run, or by month which will show you all runs combined.

To create an interim run, click on **company, maintain pay calendars and frequencies, create an interim run**



You will be taken to the Payslip paydates screen

If you would like to add a new interim run [click here](#)

The screenshot shows the 'Payslip paydates' screen. It features two tables: 'Open Runs' and 'Future Runs'. A blue arrow points to the 'click here' link in the text above the tables.

Period Start Date	Period End Date	Order & Desc Applicable Month	Run Type	Pay Date	
01 Oct 2015	31 Oct 2015	[2] - October - 2015 October 2015	Main Run	30 Oct 2015	Edit

Period Start Date	Period End Date	Order & Desc Applicable Month	Run Type	Pay Date	
01 Nov 2015	30 Nov 2015	[1] - November - 2015 November 2015	Main Run	30 Nov 2015	Edit
01 Dec 2015	31 Dec 2015	[1] - December - 2015 December 2015	Main Run	31 Dec 2015	Edit
01 Jan 2016	31 Jan 2016	[1] - January - 2016 January 2016	Main Run	29 Jan 2016	Edit
01 Feb 2016	29 Feb 2016	[1] - February - 2016 February 2016	Main Run	29 Feb 2016	Edit

Click on the “click here” link to add a new interim run.

You will now need to put in the data required.

Details	
* run type:	Interim Run 
* run description:	<input type="text"/> 
* select main run to run with:	--select one-- 
run order number:	--select one-- 
status:	--select one-- 
* pay date:	26 October 2015  
do not allow hours to be posted to this run from the timesheet facility:	<input type="checkbox"/>
cutoff date:	<input type="text"/>  clear
enable payslips to be viewed for an open status:	<input type="checkbox"/>
disable payslip viewing access for ESS users for closed runs?	<input type="checkbox"/>
allow this interim run to use tax periods associated to the previous month / week / fortnight (this will only apply should this run fall before the main run):	<input type="checkbox"/>

[Save](#)

[If you would like to add a new interim run click here](#)

The run description is whatever you want to call it. Staff Bonuses, October run 2 etc.

In the drop down box next to **select main run to run with**, this option is very important. It decides which month to add your interim figures to for the tax payment. You should normally select the current run.

* run description:	Staff Bonus 
* select main run to run with:	--select one--  
run order number:	01 Oct 2015 --> 31 Oct 2015 
status:	--select one-- 
* pay date:	26 October 2015  
do not allow hours to be posted to this run from the timesheet	<input type="checkbox"/>

Run order number is also very important. The UIF deduction and contribution will calculate as per this order. This means that if your interim run is run number 2, and the salary from the main run has already covered the full UIF amount, no UIF will be calculated in this run. If the salary has covered half the UIF, only the other half will be calculated as there is a threshold on UIF amounts.

Status must be open. If closed, you cannot make any changes. If future, you are telling the payroll it hasn't happened yet.

* run type:	Interim Run
* run description:	Staff Bonus
* select main run to run with:	01 Oct 2015 --> 31 Oct 2015
run order number:	3
status:	--select one--
* pay date:	--select one--
do not allow hours to be posted to this run from the timesheet facility:	<input type="checkbox"/>

The pay date determines when the run will close. If you know you will do all your processing today, leave it is the current date. If you know some of it will only be done tomorrow, change the date so that the run does not close on your before you were able to finish processing the information.

The rest of the options are up to you. Generally, we do not bother with the rest of the options.

Once you are done with your selections, click on **save**.

* run type:	Interim Run	
* run description:	Staff Bonus	
* select main run to run with:	01 Oct 2015 --> 31 Oct 2015	
run order number:	3	
status:	--select one--	
* pay date:	26 October 2015	
do not allow hours to be posted to this run from the timesheet facility:	<input type="checkbox"/>	
cutoff date:	<input type="text"/> clear	
enable payslips to be viewed for an open status:	<input type="checkbox"/>	
disable payslip viewing access for ESS users for closed runs?	<input type="checkbox"/>	
allow this interim run to use tax periods associated to the previous month / week / fortnight (this will only apply should this run fall before the main run):	<input type="checkbox"/>	

Save

Once saved, you will see this run in your list of open paydates.

Open Runs						
Period Start Date	Period End Date	Order & Desc Applicable Month	Run Type	Pay Date		
01 Oct 2015	31 Oct 2015	[3] - Staff Bonus October 2015	Interim Run	30 Oct 2015	Edit	Delete
1						

When you go to your employees Payslip screen, you will see this message at the bottom:

Payslip Name	Start Date	End Date		
November - 2015	01 Nov 2015	30 Nov 2015		
October - 2015	01 Oct 2015	31 Oct 2015	Audit	View
1				

create payslips				
Run Description	Start Date	End Date		
Staff Bonus	01 Oct 2015	31 Oct 2015	Click here to create a payslip for this run	
1				

An interim run's Payslips will not be created automatically as it is not a main payroll run. You will need to click on this blue link to create the Payslip. This way you can create only the payslips you need.

NB NOTE! If you are paying basic salary amounts on your interim Payslip, the recurring screen components will calculate. Please make sure you do not double deduct the contributions by manually overriding them with a zero value.