

PRINT OUT : EMPLOYEE LIST

(& OTHER EMPLOYEE REPORTS)

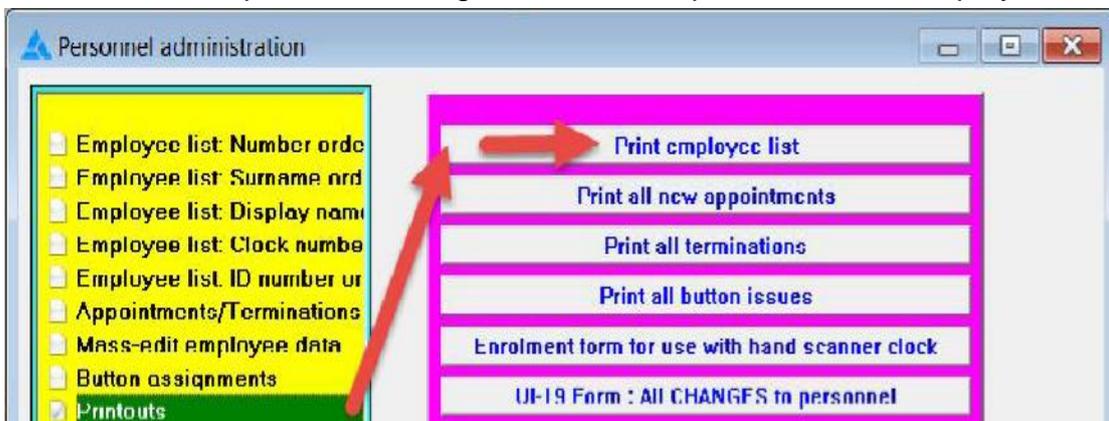
A list of Employees that can be printed (or exported to PDF or Excel formats) is available. To print the list, follow the steps below:

1. Click on the Main Screen on: Personnel.

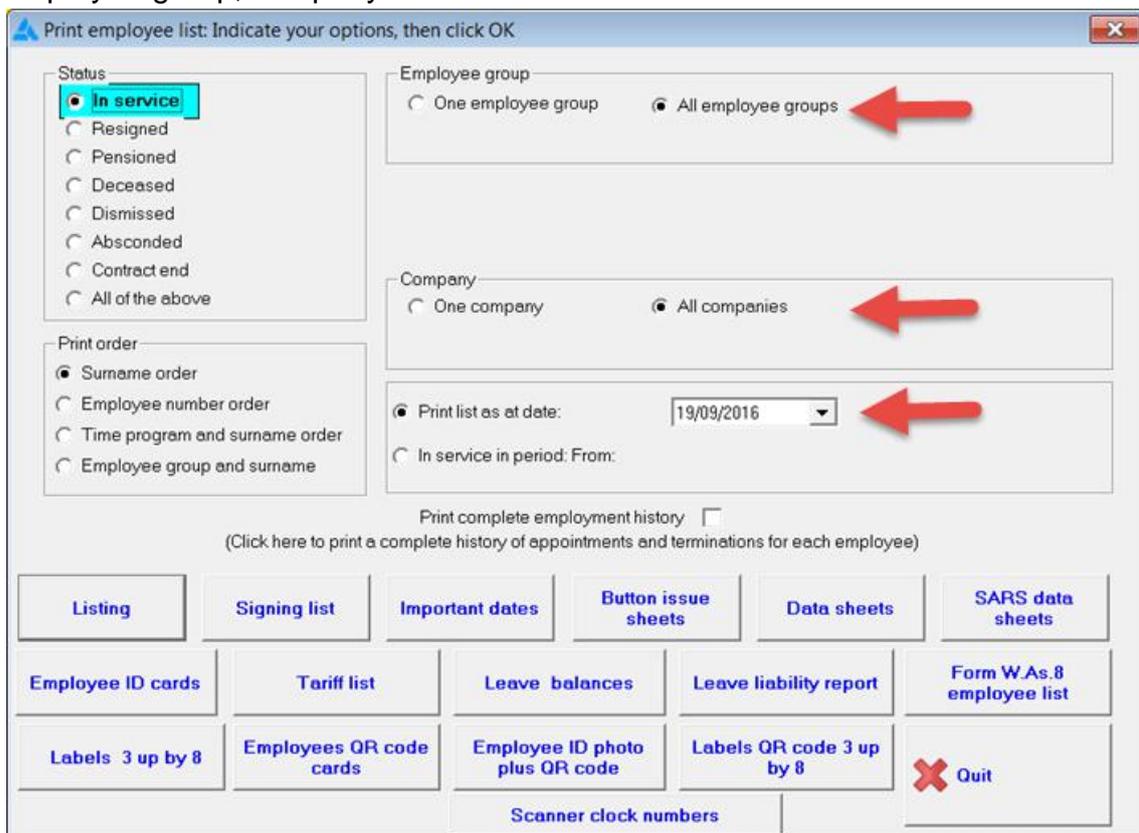


2. Select from the options in the yellow block: Printouts.

3. Select from the options on the right hand side in pink/blue: Print employee list:



4. Indicate the print order required. The printout can also be sorted according to employee group, company and date:



- Various printouts are available under this option, but to print the Employee List, select the "first" option in the grey/blue block: "Listing":

Print employee list: Indicate your options, then click OK

Status

- In service
- Resigned
- Pensioned
- Deceased
- Dismissed
- Absconded
- Contract end
- All of the above

Employee group

- One employee group
- All employee groups

Company

- One company
- All companies

Print order

- Surname order
- Employee number order
- Time program and surname order
- Employee group and surname

Print list as at date: 19/09/2016

In service in period: From:

Print complete employment history

(Click here to print a complete history of appointments and terminations for each employee)

Listing Signing list Important dates Button issue sheets Data sheets SARS data sheets

Employee ID cards Tariff list Leave balances Leave liability report Form W.As.8 employee list

Labels 3 up by 8 Employees QR code cards Employee ID photo plus QR code Labels QR code 3 up by 8 Quit

Scanner clock numbers

- The Employee List will be displayed on the following screen from where you will be able to print it:

All employees in service as at: 18/09/2014 · ALL EMPLOYEE GROUPS · ALL EMPLOYEE GROUPS

Employee number and name	Employee group	Time programme	Status	Allocated button	ID Number	Occupation
0156 SABA (Shethemba)	MELKSPAN	SKIKTYD	In service	F7C00012EEA1E9C1	91D1085877C83	Algemene arbeider
0188 SABA (Sithamandla)	DAGSPAN	SKIKTYD	In service	73C00015EF49F301	94D6075232C82	Algemene werker
0191 SBALLA (Siumko Ben)	KONTRAKWERK	BESTUJR	In service		670E165674C88	Driver
0201 A J L AUGUSTUS (Asirevey Jade Lucious)	KOMPOS	BESTUJR	In service	5AC0001692EE3001	84D5035143C88	Driver
0193 CRAUGUSTUS (Clistin Romec)	KOMPOS	ALGEMEN	In service	57C000169501A001	690C105533C00	Operateur

- Indicate if the Employee List must be exported to PDF or CSV (Excel) by clicking ONCE on the correct icon (for PDF or Excel) on the toolbar at the top:



8. Close the printout by clicking ONCE on the cross/block at the top right corner of the screen:



9. Should the Employee List be exported to CSV, indicate where the printout must be saved, for example, on the Desktop. Click on "Save". The printout will be saved on your Desktop from where it can be opened in Excel format:



10. When choosing the PDF format, the printout will automatically open in PDF from where it can be saved.

11. Various other employee reports can also be printed under the heading "Employee List"

Other employee reports available are:

Signing list

Should you require your employees to sign for receiving any documentation, for example, pay slips, a "Signing list" can be printed here (see example below):

List for: All employees in service as at: 19/11/2014 :ALL EMPLOYEE GROUPS	
SIGNING LIST FOR:	
Employee name and number	Signature/Fingerprint
(0216) T G NTITYANE :Thobile Gilbert (GILBERT 0216)	
(021) JT NTOMANE :Jim Tlhomedl (JIM 21)	
(052) N PETER :Ntsikelelo (ALFRED 52)	
(089) R PETER :Reina (REGINA 89)	
(0221) J PÉRELS :Justin (JUSTIN 0221)	
(003) PD PRINS :Patrick Don (PATRICK 3)	
(0202) B QHAGI :Brian (BRIAN 0202)	
(0218) KJ RALA RALA :Kholisile Jackson (JACKSON 02)	
(0229) S SIKADE :Sipho (SIPHO 0229)	
(0246) F A SLINGER :Frederick Andrew (FREDDIE 0246)	
(082) R SMITH :Rudoloh (RUDI 82)	

PSigningList Page 8 Printed: 19/11/14 at 11:08 V14.11

Important dates

A print out with "**all important dates**" can be generated in PDF format, or in Excel, whereafter you have to Save the print out to your Desktop in order to view the file. The print out will include "**important dates**", some of which are: Date of appointment, years in service, date of birth, contract expiry date, license expiry date, etc.

Select on of the following options: PDF or CSV; then, close the screen by clicking on the orange / white X.

The print out will be generated in the chosen format.

See example of print out hereunder:

All employees in service as at: 21/09/2016 :ALL EMPLOYEE GROUPS :ALL EMPLOYEE GROUPS

Employee number and name	Employee group	ID Number	Birthday	Bonus month	Appointed	Contract expiry	License expiry
0191	S B ALLA (Silumko Ben)	KONTRAKWERK	6708165674088	16 August		26/02/2015	
0201	A J L AUGUSTUS (Ashnevoy Jade Lucious)	KOMPOS	8405035146086	3 May		26/02/2015	
0193	E R AUGUSTUS (Elistin Romeo)	KOMPOS	6903185538088	18 March		26/02/2015	
0296	T A BAADJIES (Thozamile Angelo)	KONTRAKWERK	8708245281084	24 August		21/08/2015	
0133	J BABERS (Josephine)	MELKSPAN	8902030386089	3 February		26/02/2015	
0311	PS BALANI (Petros)	KONTRAKWERK	8006185682084	18 June		21/02/2016	
068	E BANTOM (Eugene)	DAGSPAN	9007126128087	12 July		26/02/2015	
022	AJ BESTER (Andries Jacobus)	KONTRAKWERK	6709175156082	17 September		26/02/2015	
0166	MS BESTER (Mariana Susanna)	ADMIN	6809130021080	13 September		26/03/2012	
0253	R BESTER (Randall)	WERKSWINKEL	8809095419087	9 September		26/02/2015	
087	N BLESS (Nontsikelelo)	MELKSPAN	8004041017082	4 April		26/02/2015	
0299	X P BOOI (Xabiso Phill Christof)	DAGSPAN	9607105167087	10 July		27/10/2015	
0219	PE BOTMA (Philippus Erasmus)	BESTUURDERS	7310145136087	14 October		26/02/2015	
030	F BRAIN (Flip)	KONTRAKWERK	6305285115082	28 May		26/02/2015	
0182	C CHIRO (Cecilia)	MELKSPAN		6 October		26/02/2015	
062	N CHIRO (Nyengeteral)	HUISBEDIENDES		6 April		20/03/2008	
0260	P CHIRO (Petros)	DAGSPAN		20 March		30/03/2016	
0145	HF CILLIERS (Hendrina Francina)	ADMIN	6707250028085	25 July		01/03/2011	
0143	I CILLIERS (Iize)	ADMIN	8108050008088	5 August		01/03/2011	
0144	JA CILLIERS (Johanna Aletta)	ADMIN	7402240173089	24 February		01/03/2011	
0131	CP COETZEE (Christoffel Phillipus)	WERKSWINKEL	5908025024083	2 August		26/02/2015	
0313	P COETZEE (Pieter)	KONTRAKWERK	6607085018089	8 July		01/03/2016	
0183	CJ DU PLOOY (Christiaan Johannes)	BESTUURDERS	5705015096083	1 May		26/02/2015	
0173	GC DU PLOOY (Gesina Catharina)	BESTUURDERS	6208040021084	4 August		26/02/2015	
0117	M DYANTYI (Mphakamisi)	MELKSPAN	7410125813083	12 October		26/02/2015	
0291	DR EDWARDS (DOUGLAS RUSSELL)	BESTUURDERS	9104255386089	25 April		22/06/2015	
0301	A ERASMUS (Annemarie)	WERKSWINKEL	6312210066083	21 December		16/11/2015	
001	A FICKS (Adam)	KONTRAKWERK	5806145222084	14 June		26/02/2015	
006	H FICKS (Hendrik)	MELKSPAN	7903185046081	18 March		26/02/2015	
0268	LD FOKANE (Lefu Daniel)	DAGSPAN	7205101116083	10 May		26/02/2015	
0270	P J FOURIE (Philip Jacobus)	KONTRAKWERK	8903205092080	20 March		26/02/2015	
008	MH FUNANI (Mbuyiselo Howard)	KONTRAKWERK	6611275774089	27 November		26/02/2015	
0261	S FUNANI (Siyabulela)	DAGSPAN	8304045929088	4 April		01/03/2016	
054	M GOMOMO (Mbulolelo)	DAGSPAN	7907155925083	15 July		26/02/2015	
0283	D JACOBS (Dino)	MELKSPAN	9707265705088	26 July		01/03/2015	
0185	E JACOBS (Emanuel)	MELKSPAN	9306236062081	23 June		26/02/2015	
0305	E P JANGA (Edward Patrick)	KONTRAKWERK	7708076069088	7 August		01/03/2016	

Button issue sheets

It is possible to print a "button issue sheet" explaining the clock rules to the employees. An amount can be stipulated for the replacement cost of a button, for which the employee can be held responsible, when losing his/her button. Provision is made on the button issue sheet where the employee can sign, declaring his/her understanding of the rules.

Herewith an example of the print out:

Issue of clock button and clock rules to employee		
Document printed on 19/11/2014 at 11:46		
Employee number:	001	
Button number:	EF00000F4653E901	
Initials:	A	
Surname:	FICKS	
Full names:	Adam	
Name to display on clock:	ADAM 1	
Identity number:	5806145222084	
Date of birth:	14/06/1958	
Language preference:	Afrikaans	
Employee group:	CONTRACT WORK	
Occupation:	Drywer	
Fuel user?	Yes	
Calculation method:	Clock (hourly/monthly)	
Time programme:	MANAGEMENT	
Conversion method:	Standard	
Bank details:	<table border="1"><tr><td>NEDBANK HUMANSDORP 18-84-05 1884017193</td></tr></table>	NEDBANK HUMANSDORP 18-84-05 1884017193
NEDBANK HUMANSDORP 18-84-05 1884017193		
Payment method:	Electronic	
Wage frequency:	Monthly	

072 989 6548

Clocking system rules:

If you lose your clock button, you will need to purchase your own. The current replacement cost is R45.00 per button. You may not clock for anybody else. This is a serious offence in terms of labour law as it amounts to fraud, and it will be treated very strictly. If you forget to clock, we are under no obligation to pay you for any time worked. You may be penalised for short time and/or disciplined for absence if this happens. If you do forget to clock, or forget your clocking button at home, it is YOUR responsibility to bring this to the attention of your supervisor and/or management.

If your clock record is confusing due to clocking irregularities, the proof of time worked will be your responsibility, and only regular proven time will be allocated.

I hereby confirm that I have read and understood these rules, and that I have received the button number shown above.



Signed _____ Date _____

SARS data sheets

Generate a printout reflecting all personal details of an employee. This data sheet will include all relevant personal details as required by SARS. The printout can also be handed to employees for completion in order to update an employee's details on the system.

See example below:

DEMO FARM		
Employee details for SARS purposes (054) Mbulelo GOMOMO		
<i>Please verify the details on record. Should any of the detail be incorrect, provide the new details in the space provided</i>		
	<u>Current detail</u>	<u>New detail</u>
<u>Personal details:</u>		
Surname:	GOMOMO	_____
Full names:	Mbulelo	_____
Identity number:	7907155925083	_____
Date of birth:	15/07/1979	_____
Passport Number:		_____
Passport Country:		_____
Home phone number:		_____
Cell number:	(074) 411-9930	_____
<u>Address details:</u>		
Unit number:		_____
Complex:		_____
Street number:		_____
Street name or farm:	Plot 119	_____
Suburb:		_____
City/Town:	BEESTEKRAAL	_____
Postal code:	0255	_____
Postal address	P O Box 423, HUMANSDORP, 6300	_____
<u>Tax information:</u>		
Income tax number:	3008965141	_____
Med. aid dependants:	0	_____
<u>Bank details:</u>		
Bank name:	FNB	_____
Branch name:	HUMANSDORP	_____
Branch code:	21-01-15	_____
Account number:	62246762505	_____
Account holder:	Mbulelo Gomomo	_____
Acc. holder relationship:	Own	<input type="checkbox"/> Own <input type="checkbox"/> Joint <input type="checkbox"/> Third party
Account type:	Savings account	<input type="checkbox"/> Current account <input type="checkbox"/> Savings account <input type="checkbox"/> Transmission account <input type="checkbox"/> Bond account
_____ Signature		_____ Date
<hr/>		
PEmpDataSARS	Page: 1	Printed: 19/11/14 at 11:51 V14.11

Employee ID cards

Print employee cards reflecting ID numbers. See example below :

<p>0156 156</p> <p>S ABA SINETHEMBA 156 9104085877083 Algemene arbeider</p> <p>F7000012EEA4E901</p>	<p>0186 186</p> <p>S ABA PIENKIE 186 9406075232082 Algemene werker</p> <p>78000015BF49F301</p>
<p>0191 191</p> <p>S B ALLA BEN 0191 6708165674088 Drywer</p>	<p>0201 201</p> <p>A J L AUGUSTUS VOY 0201 8405035146086 Drywer</p> <p>5A00001693EE3001</p>
<p>0193 193</p> <p>E R AUGUSTUS ELISTIN 0193 6903185538088 Operateur</p> <p>570000169501A001</p>	<p>0133 133</p> <p>J BABERS JOSEPHINE 133 8902030386089 Algemene werker</p> <p>F600000F49217D01</p>

Tariff list

A personnel list, reflecting the employees' monthly / weekly tariffs, can be printed here:

All employees in service as at: 17/03/2015 :ALL EMPLOYEE GROUPS

Employee number and name	Employee group	Status	ID Number	Wage Frequency	Gross pay per pay period	Hourly Tariff	
0156	S ABA (Sinethemba)	MELKSPAN	In service	910408587708	Monthly	2455.60	12.59
0186	S ABA (Siphamandla)	MELKSPAN	In service	940607523208	Monthly	2420.41	12.41
0191	S B ALLA (Silumko Ben)	KONTRAKWERK	In service	670816567408	Monthly	5000.00	30.00
0201	A J L AUGUSTUS (Ashnevoy Jade Luciou:	KOMPOS	In service	840503514608	Monthly	4033.41	20.68
0193	E R AUGUSTUS (Elistin Romeo)	KOMPOS	In service	690318553808	Monthly	3456.62	17.73
0133	J BABERS (Josephine)	MELKSPAN	In service	890203038608	Monthly	2501.07	12.83
068	E BANTOM (Eugene)	DAGSPAN	In service	900712612808	Monthly		12.41
0160	JL BEKKER (Johannes Lodewikus)	DAGSPAN	In service	760707500308	Monthly		52.76
0195	R D BEKKER (Roelof Daniel)	HOUTSKOOL	In service	790330509808	Monthly	5319.60	27.28
022	AJ BESTER (Andries Jacobus)	KONTRAKWERK	In service	670917515608	Monthly	23999.21	123.07
0166	MS BESTER (Mariana Susanna)	ADMIN	In service	680913002108	Monthly	5601.96	28.73
0253	R BESTER (Randall)	DAGSPAN	In service	880909541908	Monthly	3900.00	20.00
087	N BLESS (Nontsikelelo)	MELKSPAN	In service	800404101708	Monthly	2478.33	12.71
0242	IF BOTMA (Isebella Fredrika)	ADMIN	In service	800508000708	Monthly	25.64	25.64
0219	PE BOTMA (Philippus Erasmus)	BESTUURDERS	In service	731014513608	Monthly	10000.00	51.28
030	F BRAIN (Flip)	KONTRAKWERK	In service	630528511508	Monthly	6224.40	31.92
0241	B BUYE (Bongani)	HOUTSKOOL	In service	881010639508	Monthly	2420.41	12.41
0182	C CHIRO (Cecilia)	MELKSPAN	In service		Monthly	2478.33	12.71
062	N CHIRO (Nyengerai)	HUISBEDIENDES	In service		Monthly	2599.72	13.33
0260	P CHIRO (Petros)	HOUTSKOOL	In service		Monthly	2419.95	12.41
0145	HF CILLIERS (Hendrina Francina)	ADMIN	In service	670725002808	Monthly	5891.66	
0143	I CILLIERS (Ilze)	ADMIN	In service	810805000808	Monthly	5891.66	
B1	JF CILLIERS (Jan-Francois)	BESTUURDERS	In service		Monthly		
0144	JA CILLIERS (Johanna Aletta)	ADMIN	In service	740224017308	Monthly	20000.00	
0131	CP COETZEE (Christoffel Phillipus)	KONTRAKWERK	In service	590802502408	Monthly	13726.88	70.39
0213	M COOK (Michael)	KOMPOS	In service	811104539908	Monthly	2815.80	14.44
0183	CJ DU PLOOY (Christiaan Johannes)	BESTUURDERS	In service	570501509608	Monthly	42650.40	173.43
0173	GC DU PLOOY (Gesina Catharina)	BESTUURDERS	In service	620804002108	Monthly	10639.57	54.56
0189	K DU PLOOY (Karin)	BESTUURDERS	In service	920413004608	Monthly	2128.00	
0117	M DYANTYI (Mphakamisi)	MELKSPAN	In service	741012581308	Monthly	2455.60	12.59
001	A FICKS (Adam)	KONTRAKWERK	In service	580614522208	Monthly	8299.20	42.56
006	H FICKS (Hendrik)	MELKSPAN	In service	790318504608	Monthly	2771.34	14.21
0268	LD FOKANE (Lefu Daniel)	DAGSPAN	In service	720510111608	Monthly	3510.00	18.00
0270	P J FOURIE (Phillip Jacobus)	KONTRAKWERK	In service	890320509208	Monthly	8000.85	41.03
008	MH FUNANI (Mbuyiselo Howard)	DAGSPAN	In service	661127577408	Monthly	3116.35	15.98
0261	S FUNANI (Siyabulela)	HOUTSKOOL	In service	830404592908	Monthly	2419.95	12.41
054	M GOMOMO (Mbulelo)	DAGSPAN	In service	790715592508	Monthly	2523.81	12.94
0226	M S GXEKWA (Mabuthi Siyanda)	HOUTSKOOL	In service	910926629708	Monthly	2420.41	12.41
0249	T J HALEHALE (Teboho Jan)	KOMPOS	In service	800428590508	Monthly	3248.70	16.66
0185	E JACOBS (Emanuel)	MELKSPAN	In service	930623606208	Monthly	2455.60	12.59
0263	I JANTJIES (Isak)	KOMPOS	In service	580610620908	Monthly	2419.95	12.41
0199	I L JANTJIES (Ivan Lee-Allen)	KOMPOS	In service	860118605108	Monthly	3465.15	17.77
0212	J JORDAAN (Johnie)	DAGSPAN	In service	610807524008	Monthly	3790.80	19.44

Leave balances

Generate a printout reflecting leave balances of each employee:

All employees in service as at: 18/10/2016 :ALL EMPLOYEE GROUPS

Employee number and name	Method	Date	Vacation leave	Sick leave	Family responsibility
0318 BD ABA (Bandle Donald)	Calculation method: 1.50 days pr	22/09/2016	Available: 5.5 days on 18/10/2016	4 days until 28/10/2016	2 days until 31/12/2016
0191 S B ALLA (Silumko Ben)	Calculation method: 1.25 days pr	20/09/2016	Available: 11.25 days on 18/10/2016	27 days until 10/04/2019	3 days until 31/12/2016
0201 A J L AUGUSTUS (Ashnevoy Jade Lucious)	Calculation method: 1.25 days pr	21/09/2016	Available: 3.21 days on 18/10/2016	29 days until 22/07/2018	3 days until 31/12/2016
0193 E R AUGUSTUS (Elistin Romeo)	Calculation method: 1.25 days pr	21/09/2016	Available: 2.21 days on 18/10/2016	28 days until 18/08/2018	3 days until 31/12/2016
0296 T A BAAJIES (Thozamile Angelo)	Calculation method: 1.25 days pr	20/09/2016	Available: 11 days on 18/10/2016	28 days until 20/08/2018	3 days until 31/12/2016
0133 J BABERS (Josephine)	Calculation method: 1.50 days pr	22/09/2016	Available: 11.65 days on 18/10/2016	28 days until 27/03/2017	3 days until 31/12/2016
0311 PS BALANI (Petros)	Calculation method: 1.25 days pr	20/09/2016	Available: 5.5 days on 18/10/2016	30 days until 20/02/2019	3 days until 31/12/2016
068 E BANTOM (Eugene)	Calculation method: 1.25 days pr	22/09/2016	Available: 12.5 days on 18/10/2016	25 days until 26/08/2017	3 days until 31/12/2016
022 AJ BESTER (Andries Jacobus)	Calculation method: 1.25 days pr	20/09/2016	Available: 10 days on 18/10/2016	27 days until 31/01/2018	3 days until 31/12/2016
0166 MS BESTER (Mariana Susanna)	Calculation method: 1.50 days pr	23/09/2016	Available: 15.9 days on 18/10/2016	29 days until 25/03/2018	3 days until 31/12/2016
0253 R BESTER (Randall)	Calculation method: 1.25 days pr	20/09/2016	Available: 1.25 days on 18/10/2016	18 days until 16/03/2017	3 days until 31/12/2016
087 N BLESS (Nontsikelelo)	Calculation method: 1.50 days pr	22/09/2016	Available: 10.9 days on 18/10/2016	36 days until 01/01/2018	3 days until 31/12/2016
0299 X P BOOI (Xabiso Phill Christof)	Calculation method: 1.25 days pr	22/09/2016	Available: 10.5 days on 18/10/2016	30 days until 26/10/2018	3 days until 31/12/2016
0219 PE BOTMA (Philippus Erasmus)	Calculation method: 1.25 days pr	22/07/2016	Available: 8.75 days on 18/10/2016	27 days until 09/09/2016	3 days until 31/12/2016
030 F BRAIN (Flip)	Calculation method: 1.25 days pr	20/09/2016	Available: 16.25 days on 18/10/2016	30 days until 30/09/2018	3 days until 31/12/2016
0182 C CHIRO (Cecilia)	Calculation method: 1.50 days pr	22/09/2016	Available: 4.4 days on 18/10/2016	36 days until 26/04/2019	3 days until 31/12/2016
062 N CHIRO (Nyengeretari)	Calculation method: 1.25 days pr	23/09/2016	Available: 2 days on 18/10/2016	28 days until 19/03/2017	3 days until 31/12/2016
0260 P CHIRO (Petros)	Calculation method: 1.25 days pr	22/09/2016	Available: 7.5 days on 18/10/2016	29 days until 29/03/2019	1 days until 31/12/2016
0145 HF CILLIERS (Hendrina Francina)	Calculation method: 1.50 days pr	23/09/2016	Available: 12.4 days on 18/10/2016	30 days until 28/02/2017	3 days until 31/12/2016
0143 I CILLIERS (Ilze)	Calculation method: 1.50 days pr	23/09/2016	Available: 12.4 days on 18/10/2016	30 days until 28/02/2017	3 days until 31/12/2016
0144 JA CILLIERS (Johanna Aletta)	Calculation method: 1.50 days pr	23/09/2016	Available: 12.4 days on 18/10/2016	30 days until 28/02/2017	3 days until 31/12/2016
0131 CP COETZEE (Christoffel Phillipus)	Calculation method: 1.25 days pr	20/09/2016	Available: 6 days on 18/10/2016	19 days until 07/02/2017	2 days until 31/12/2016
0313 P COETZEE (Pieter)	Calculation method: 1.25 days pr	20/09/2016	Available: 9.5 days on 18/10/2016	30 days until 28/02/2019	3 days until 31/12/2016
0183 CJ DU PLOOY (Christiaan Johannes)	Calculation method: 1.50 days pr	22/09/2016	Available: 20.15 days on 18/10/2016	30 days until 01/05/2019	3 days until 31/12/2016
0173 GC DU PLOOY (Gesina Catharina)	Calculation method: 1.50 days pr	22/09/2016	Available: 9.65 days on 18/10/2016	26 days until 22/07/2018	3 days until 31/12/2016
0117 M DYANTYI (Mphakamisi)	Calculation method: 1.50 days pr	22/09/2016	Available: 1.9 days on 18/10/2016	-25 days until 08/11/2016	3 days until 31/12/2016
0291 DR EDWARDS (DOUGLAS RUSSELL)	Calculation method: 1.50 days pr	22/09/2016	Available: 14.4 days on 18/10/2016	30 days until 21/06/2018	0 days until 31/12/2016
0301 A ERASMUS (Annemarie)	Calculation method: 1.25 days pr	20/09/2016	Available: 11.25 days on 18/10/2016	30 days until 15/11/2018	3 days until 31/12/2016
001 A FICKS (Adam)	Calculation method: 1.25 days pr	20/09/2016	Available: 13.75 days on 18/10/2016	27 days until 24/06/2019	3 days until 31/12/2016
006 H FICKS (Hendrik)	Calculation method: 1.50 days pr	22/09/2016	Available: 19.4 days on 18/10/2016	31 days until 07/08/2017	3 days until 31/12/2016
0268 LD FOKANE (Lefu Daniel)	Calculation method: 1.25 days pr	22/09/2016	Available: 4.75 days on 18/10/2016	30 days until 30/09/2017	3 days until 31/12/2016
0270 P J FOURIE (Philip Jacobus)	Calculation method: 1.25 days pr	20/09/2016	Available: 11.5 days on 18/10/2016	27 days until 13/10/2017	3 days until 31/12/2016
008 MH FUNANI (Mbuyiselo Howard)	Calculation method: 1.25 days pr	20/09/2016	Available: 15.75 days on 18/10/2016	36 days until 31/12/2018	3 days until 31/12/2016
0261 S FUNANI (Siyabulela)	Calculation method: 1.25 days pr	22/09/2016	Available: 9.5 days on 18/10/2016	27 days until 06/06/2017	3 days until 31/12/2016
054 M GOMOMO (Mbulole)	Calculation method: 1.50 days pr	22/09/2016	Available: 9.15 days on 18/10/2016	28 days until 06/05/2019	3 days until 31/12/2016
0319 CC GROEP (Chantel Cathrine)	Calculation method: 1.50 days pr	22/09/2016	Available: 3.9 days on 18/10/2016	3 days until 23/10/2016	2 days until 31/12/2016
0283 D JACOBS (Dino)	Calculation method: 1.50 days pr	22/09/2016	Available: 10.25 days on 18/10/2016	30 days until 28/02/2018	3 days until 31/12/2016

Leave liability report

On this report, the calculation method of leave for each employee, leave available on a specific date, as well as the Rand-value of the leave balances will be shown:

All employees in service as at: 16/08/2016 :ALL EMPLOYEE GROUPS

Employee number and name	Method	Vacation leave	Amount
BK4048 FM ALAM (Freeman Mbuyiseli)	Calculation method: 1.50 da	Available: 8.35 days on 16/08/2016	1252.75
BK0088 CC BEZUIDENHOUT (Cornelia Carolina)	Calculation method: 1.50 da	Available: 9.8 days on 16/08/2016	8345.48
BK0032 S BEZUIDENHOUT (Shovan)	Calculation method: 1.50 da	Available: 21.3 days on 16/08/2016	19880.75
BK0113 WJ BEZUIDENHOUT (Wandry Johannes)	Calculation method: 1.50 da	Available: 8.7 days on 16/08/2016	2007.61
BK4011 EL BONOKWANE (Emmanuel Lebogang)	Calculation method: 1.50 da	Available: 13.8 days on 16/08/2016	2297.70
BK0050 JF BOOYSEN (John Fredrick)	Calculation method: 1.50 da	Available: 14.3 days on 16/08/2016	4289.57
BK0049 S BOOYSEN (Shawn)	Calculation method: 1.50 da	Available: 17.3 days on 16/08/2016	6786.96
BK0103 E BOSHOFF (EUGENE)	Calculation method: 1.50 da	Available: 6.65 days on 16/08/2016	1534.55
BK5021 ER BOTHA (Emmanuel Rudolf)	Calculation method: 1.50 da	Available: 13.3 days on 16/08/2016	2762.68
BK0116 MR CARR (Lance Jonathan)	Calculation method: 1.50 da	Available: 7.7 days on 16/08/2016	25587.64
BK4009 EO CHOEU (Ernest Omphemetse)	Calculation method: 1.50 da	Available: 15.8 days on 16/08/2016	2630.70
BK0011 GCL COETZER (Gerhardus Christiaan Lodewy)	Calculation method: 1.50 da	Available: 21.3 days on 16/08/2016	36373.16
BK0101 J COLLINS (Jonny)	Calculation method: 1.50 da	Available: 4.8 days on 16/08/2016	775.44
BK5012 MJ DE JAGER (Markus)	Calculation method: 1.50 da	Available: 10.01 days on 16/08/2016	1847.75
BK2092 Y DIKANE (YANGA)	Calculation method: 1.50 da	Available: 1.5 days on 16/08/2016	225.05
BK1056 TI DIVHANI (Ivy Tsumbedzo)	Calculation method: 1.50 da	Available: 2.75 days on 16/08/2016	412.58
BK5010 SP DU BRUYN (Soloman Philip)	Calculation method: 1.50 da	Available: 19.34 days on 16/08/2016	8925.80
BK0084 MS DU TOIT (Annelize Madelane)	Calculation method: 1.50 da	Available: 3.3 days on 16/08/2016	1827.74
BK0091 C DU TOIT (Christa)	Calculation method: 1.50 da	Available: 10.8 days on 16/08/2016	5782.43
BK2085 WM DUZE (WILLY MBONGISENI)	Calculation method: 1.50 da	Available: 3.8 days on 16/08/2016	570.11
BK0023 ML EDWARDS (Michelle Edwards)	Calculation method: 1.50 da	Available: 16.3 days on 16/08/2016	17678.82
BK3082 LLG GOVENDER (Lamaz Lazarus)	Calculation method: 1.50 da	Available: 1.85 days on 16/08/2016	452.71
BK2066 S GOXO (Siphenathi)	Calculation method: 1.50 da	Available: 15.8 days on 16/08/2016	2630.70
BK0072 MJ GROBLER (Marthinus Jacobus)	Calculation method: 1.50 da	Available: 12.1 days on 16/08/2016	6701.71
BK0117 R GROBLER (Renier)	Calculation method: 1.50 da	Available: 3.95 days on 16/08/2016	6380.87
BK1001 BG GUMBO (Beauty)	Calculation method: 1.50 da	Available: 10.3 days on 16/08/2016	2615.07
BK4020 S GWAGWA (SIYABUELA)	Calculation method: 1.50 da	Available: 16.8 days on 16/08/2016	2797.20
BK3087 E GWAZVO (ELTON)	Calculation method: 1.50 da	Available: 2.95 days on 16/08/2016	721.89
BK0054 SA HAASBROEK (Susan Adri)	Calculation method: 1.50 da	Available: 14.3 days on 16/08/2016	6930.50
BK0064 AJ HESS (Abraham Jakobus)	Calculation method: 1.50 da	Available: 13.3 days on 16/08/2016	8900.89
BK2003 EC HLONGO (Elvis Carlos)	Calculation method: 1.50 da	Available: 20.3 days on 16/08/2016	9135.00
BK1019 TC HLONGWANE (Tsakane Caroline)	Calculation method: 1.50 da	Available: 12.3 days on 16/08/2016	2324.70
BK4047 BM JAMES (Bongani Merose)	Calculation method: 1.50 da	Available: 8.35 days on 16/08/2016	1390.28
BK0089 NM JANSEN VAN VUUREN (Nico Moran)	Calculation method: 1.50 da	Available: 5.8 days on 16/08/2016	4015.22
BK5142 EZ JOSINE (Ernesto Zefanias)	Calculation method: 1.50 da	Available: 16.3 days on 16/08/2016	2713.95
BK4013 F KARANI (Frans)	Calculation method: 1.50 da	Available: 14.8 days on 16/08/2016	2464.20
BK1049 MWB KASAMBALA (Mathews Wilson Boy)	Calculation method: 1.50 da	Available: 15.8 days on 16/08/2016	2370.47

Form W.As.8 employee list

Print a report of all employees in service on a specified date; excluding Directors and CC-members.

All employees in service between 1/03/2013 and 28/02/2014 NB: Directors and CC members excluded!: ALL EMPLOYEE GROUPS: COMPANY=DEMO FARM					
Emp no.	Surname	Full names	ID Number	Appointed	Terminated
0186	ABA	Siphamandla	9406075232082	21/01/2013	
0191	ALLA	Silumko Ben	6708165674088	11/04/2013	
0213	COOK	Michael	8111045399083	24/07/2013	
0249	HALEHALE	Teboho Jan	** 8004285905083	18/02/2014	
0185	JACOBS	Emanuel	9306236062081	15/01/2013	
0157	MACOLI	Xolani Aaron	7604105258083	13/01/2012	
005	MAERMAN	Ragel	7908020212087	05/05/2008	
0240	MATIKINCA	Solomzi Aubrey	9106076472089	06/01/2014	
0245	MAZANTSI	Ayanda Crestone	9202075503089	13/02/2014	
0165	MINNAAR	Derick William Johannes	8307295151089	09/04/2012	
0190	MINNAAR	Winston Ricardo	7902135077089	21/03/2013	
0147	MUNNICK	Leverne Sylvester	8906205212087	26/08/2011	
0231	NDLANGALAVU	Thandisile	8506126709086	26/11/2013	
0230	NTINYANA	Michael	5801035954086	11/11/2013	
003	PRINS	Patrick Don	7112095151086	01/10/1995	
009	PRINS	Sophie	7005310582087	01/02/1999	
0184	WINDVOEL	Ntombizanele	9110141051084	10/01/2013	
Total number of employees:		17			
** No pay slip in period					

Labels 3 up by 8

Print employee labels. See example below:

BK4048 ALAM, Freeman Mbuyiseli In service	BK0088 BEZUIDENHOUT, Cornelia Carolina In service	BK0032 BEZUIDENHOUT, Shovan In service 180000175339A201
BK0113 BEZUIDENHOUT, Wandry Johannes In service	BK4011 BONOKWANE, Emmanuel Lebogang In service	BK0050 BOOYSEN, John Fredrick In service
BK0049 BOOYSEN, Shawn In service	BK0103 BOSHOFF, EUGENE In service	BK5021 BOTH A, Emmanuel Rudolf In service
BK0116 CARR, Lance Jonathan In service	BK4009 CHOEU, Ernest Omphemetse In service	BK0011 COETZER, Gerhardus Christiaan Lodewyk In service
BK0101 COLLINS, Jonny In service	BK5012 DE JAGER, Markus In service	BK2092 DIKANE, YANGA In service

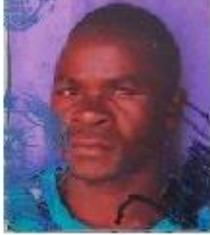
Employees QR code cards

Print QR-cards for employees displaying employees' appointment detail, which cards can be carried with them for identification. See example below:

<p>BK4048 FM ALAM FREEMAN 9211285478085 General worker</p> 	<p>BK0088 CC BEZUIDENHOUT CORNELIA 6906250022086 Sales Representative</p> 
<p>BK0032 S BEZUIDENHOUT SHOVAN 8903295085085 Site Manager 180000175339A201</p> 	<p>BK0113 WJ BEZUIDENHOUT WANDRY 9101175053088 Driver</p> 
<p>BK4011 EL BONOKWANE EMMANUEL 8911105759088 General Worker</p> 	<p>BK0050 JF BOOYSEN JOHN 5510255061080 Workshop Assistant</p> 
<p>BK0049 S BOOYSEN SHAWN 9109115029084 Welder Assistant</p> 	<p>BK0103 E BOSHOF EUGENE 7703285111086 PRESSBRAKE OPERATER</p> 

Employee ID photo plus QR code

Print QR-cards for employees displaying ID photos, which cards can be carried with them for identification. See example below:

<p>0154 RIAAN 452 RM CROUCAMP</p>  	<p>0158 JOHANNES 456 JP ERASMUS</p>  
<p>0016 TNASHE 389 T KAGANDE</p>  	<p>0023 JOHANNES 94 JW KLEYNHANS</p>  
<p>0027 SRIUSO 96 SM LISHABA</p>  	<p>0031 SAMIIFI 7 S P MAGAGULA</p>  
<p>0037 ANTON 2 AJ MAMBO</p>  	<p>0047 LIDA 9 L MAWARIRE</p>  

Labels QR code 3 up by 8

Print QR-code labels reflecting employees' appointment details as per the example below:

BK4048 ALAM, Freeman Mbuyiseli In service		BK0088 BEZUIDENHOUT, Cornelia In service		BK0032 BEZUIDENHOUT, Shovan In service 180000175339A201	
BK0113 BEZUIDENHOUT, Wandry In service		BK4011 BONOKWANE, Emmanuel In service		BK0050 BOOYSEN, John Fredrick In service	
BK0049 BOOYSEN, Shawn In service		BK0103 BOSHOFF, EUGENE In service		BK5021 BOTH, Emmanuel Rudolf In service	
BK0116 CARR, Lance Jonathan In service		BK4009 CHOEU, Ernest Omphemet In service		BK0011 COETZER, Gerhardus Chr In service	
BK0101 COLLINS, Jonny In service		BK5012 DE JAGER, Markus In service		BK2092 DIKANE, YANGA In service	
BK1056 DIVHANI, Ivy Tsumbedzo In service		BK5010 DU BRUYN, Solomon Phil In service		BK0084 DU TOIT, Annelize Madela In service	

Scanner clock number

Print a list of all employees reflecting their hand scanner / bio clock numbers. See example below:

All employees in service as at: 16/08/2016 :ALL EMPLOYEE GROUPS								
Employee number and name	Employee group	Time programme	Status	Scanner/bio number	ID Number	Occupation		
BK4048	FM ALAM (Freeman Mbuyiseli)	YARD	Standard Time Program	In service	185	4048	9211265478085	General worker
BK0088	CC BEZUIDENHOUT (Cornelia Carolina)	CAPE TOWN	Standard Time Program	In service	169	88	6906250022086	Sales Representative
BK0032	S BEZUIDENHOUT (Shovan)	SITE WORKERS	Standard Time Program	In service	2	32	8903295085085	Site Manager
BK0113	WJ BEZUIDENHOUT (Wandry Johannes)	CAPE TOWN	Standard Time Program	In service	223	113	9101175053088	Driver
BK4011	EL BONOKWANE (Emmanuel Lebogang)	YARD	Standard Time Program	In service	100	4011	8911105759088	General Worker
BK0050	JF BOOYSEN (John Fredrick)	PINEHAVEN FACTORY	Standard Time Program	In service	79	50	5510255061080	Workshop Assistant
BK0049	S BOOYSEN (Shawn)	PINEHAVEN FACTORY	Standard Time Program	In service	78	49	9109115029084	Welder Assistant
BK0103	E BOSHOFF (EUGENE)	GUARDRAILS FACTORY	Standard Time Program	In service	199	103	7703285111086	PRESSBRAKE OPERATER
BK5021	ER BOTHA (Emmanuel Rudolf)	PINEHAVEN FACTORY	Standard Time Program	In service	40	5021	8512255069086	Workshop Assistant
BK0116	MR CARR (Lance Jonathan)	OFFICE	None required: Salaried	In service	227		6905275108086	Chief Operations Officer
BK4009	EO CHOEU (Ernest Omphemetse)	SITE WORKERS	Standard Time Program	In service	98	4009	8710056105089	General Worker
BK0011	GCL COETZER (Gerhardus Christiaan Lodewy	OFFICE	None required: Salaried	In service	5	11	7711275096084	Sales Manager
BK0101	J COLLINS (Jonny)	PINEHAVEN FACTORY	Standard Time Program	In service	197	101	9509165095085	General Worker
BK5012	MJ DE JAGER (Markus)	PINEHAVEN FACTORY	Standard Time Program	In service	39	5012	9409035024086	Welder Assistant
BK2092	Y DIKANE (YANGA)	YARD	Standard Time Program	In service	252	2092	8705215882081	General worker
BK1056	TI DIVHANI (Ivy Tsumbedzo)	PINEHAVEN FACTORY	Standard Time Program	In service	241	1056	8502041195089	Cleaner
BK5010	SP DU BRUYN (Soloman Philip)	PINEHAVEN FACTORY	Standard Time Program	In service	38	5010	7508085033087	Mechanic
BK0084	MS DU TOIT (Annelize Madelane)	PINEHAVEN FACTORY	Standard Time Program	In service	162	84	7710190091089	Sales
BK0091	C DU TOIT (Christa)	OFFICE	Standard Time Program	In service	173	91	8207110125088	Admin
BK2085	WM DUZE (WILLY MBONGISENI)	YARD	Standard Time Program	In service	240	2085	7604146129087	General Worker
BK0023	ML EDWARDS (Michelle Edwards)	OFFICE	Standard Time Program	In service	11	23	6706220035089	Accounts
BK3062	LLG GOVENDER (Lamaz Lazarus)	DURBAN	Standard Time Program	In service	203	3062	9605175085080	General Worker
BK2066	S GOXO (Siphenathi)	SITE WORKERS	Standard Time Program	In service	31	2066	9201076357081	General Worker
BK0072	MJ GROBLER (Marthinus Jacobus)	PINEHAVEN FACTORY	Standard Time Program	In service	137	72	5811215099081	Mechanic
BK0117	R GROBLER (Renier)	PINEHAVEN FACTORY	Standard Time Program	In service	229	117	8507255020089	Hands-on-Workshop Mana
BK1001	BG GUMBO (Beauty)	OFFICE	Standard Time Program	In service	32	1001	DK001299	Office Assistant
BK4020	S GWAGWA (SNYABUELA)	SITE WORKERS	Standard Time Program	In service	130	4020	8507135542088	General Worker
BK3067	E GWAZVO (ELTON)	DURBAN	Standard Time Program	In service	208	3067	DN143868	General worker
BK0054	SA HAASBROEK (Susan Adri)	OFFICE	Standard Time Program	In service	18	54	8310110194086	Office Admin
BK0064	AJ HESS (Abraham Jakobus)	PINEHAVEN FACTORY	Standard Time Program	In service	108	64	6307015173084	Welder
BK2003	EC HLONGO (Elvis Carlos)	SITE WORKERS	Standard Time Program	In service	69	2003	8103155792082	Site Foreman
BK1019	TC HLONGWANE (Tsakane Caroline)	OFFICE	Standard Time Program	In service	16	1019	8307140461089	Cleaner
BK4047	BM JAMES (Bongani Merosse)	SITE WORKERS	Standard Time Program	In service	184	4047	8804045561088	General worker
BK0089	NM JANSEN VAN VUUREN (Nico Moran)	SITE WORKERS	Standard Time Program	In service	170	89	9111225905088	HEALTH & SAFETY OFFICE
BK5142	EZ JOSINE (Ernesto Zefanias)	SITE WORKERS	Standard Time Program	In service	55	5142	6604025193080	General Worker
BK4013	F KARANI (Frans)	YARD	Standard Time Program	In service	101	4013	9312056146087	General Worker
BK1049	MWB KASAMBALA (Mathews Wilson Boy)	YARD	Standard Time Program	In service	30	1049	MA182070	DRIVER ASSISTANCE