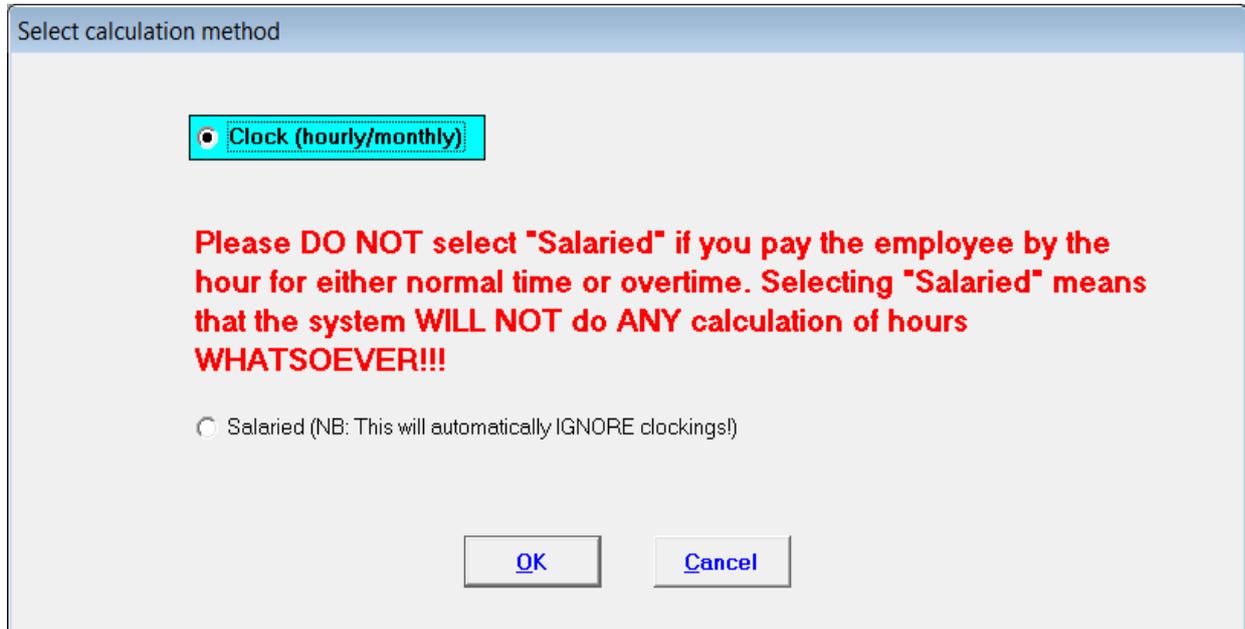


CHANGE CLOCK WORKER TO SALARIED WORKER (& SALARIED WORKER TO CLOCK WORKER)

Upon appointment of employees, you need to distinguish between a Clock worker (hours worked will be calculated) and a Salaried worker (earning a fixed wage, added overtime and deducting short time; a Salaried worker does not need to clock):



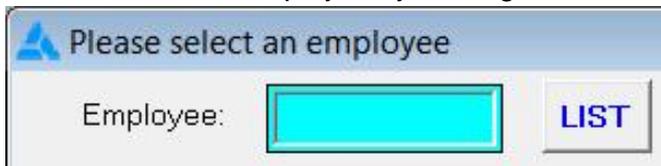
The dialog box has a title bar that says "Select calculation method". Inside, there are two radio buttons. The first one is selected and is labeled "Clock (hourly/monthly)". The second one is not selected and is labeled "Salaried (NB: This will automatically IGNORE clockings!)". In the center, there is a red warning message: "Please DO NOT select 'Salaried' if you pay the employee by the hour for either normal time or overtime. Selecting 'Salaried' means that the system WILL NOT do ANY calculation of hours WHATSOEVER!!!". At the bottom, there are two buttons: "OK" and "Cancel".

To change the calculation method afterwards, follow the steps below:

1. Click on the Main Screen on: Fix Employee:

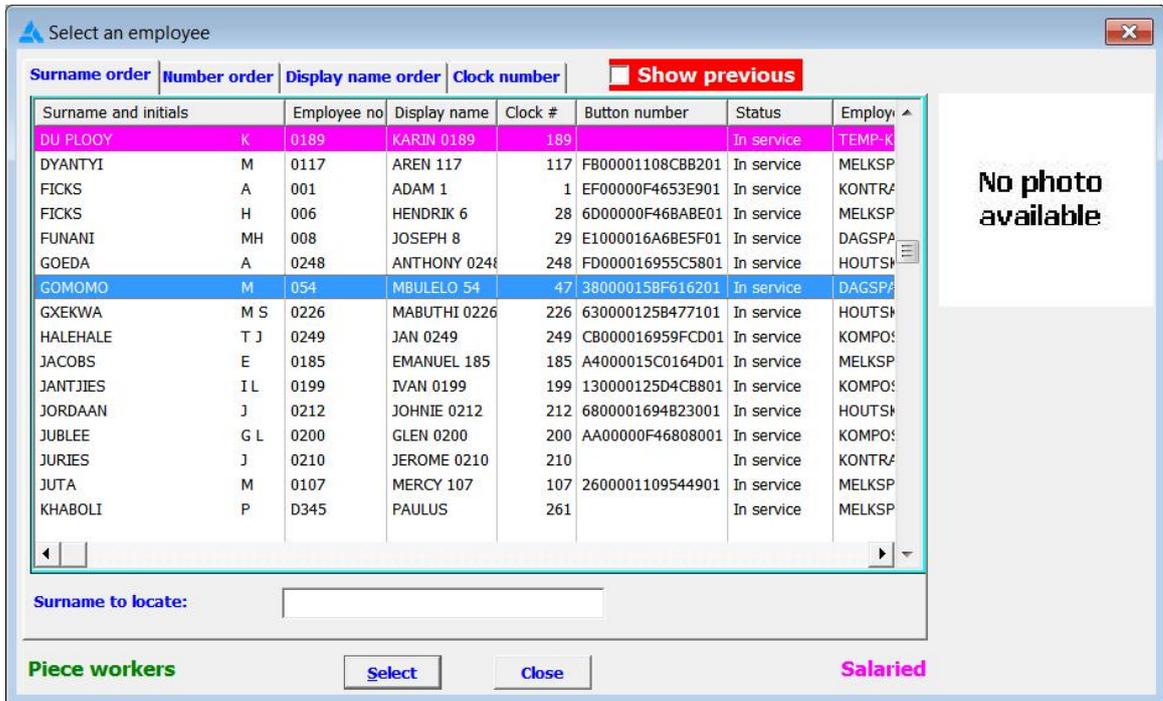


2. Select the correct employee by clicking on the word "LIST":

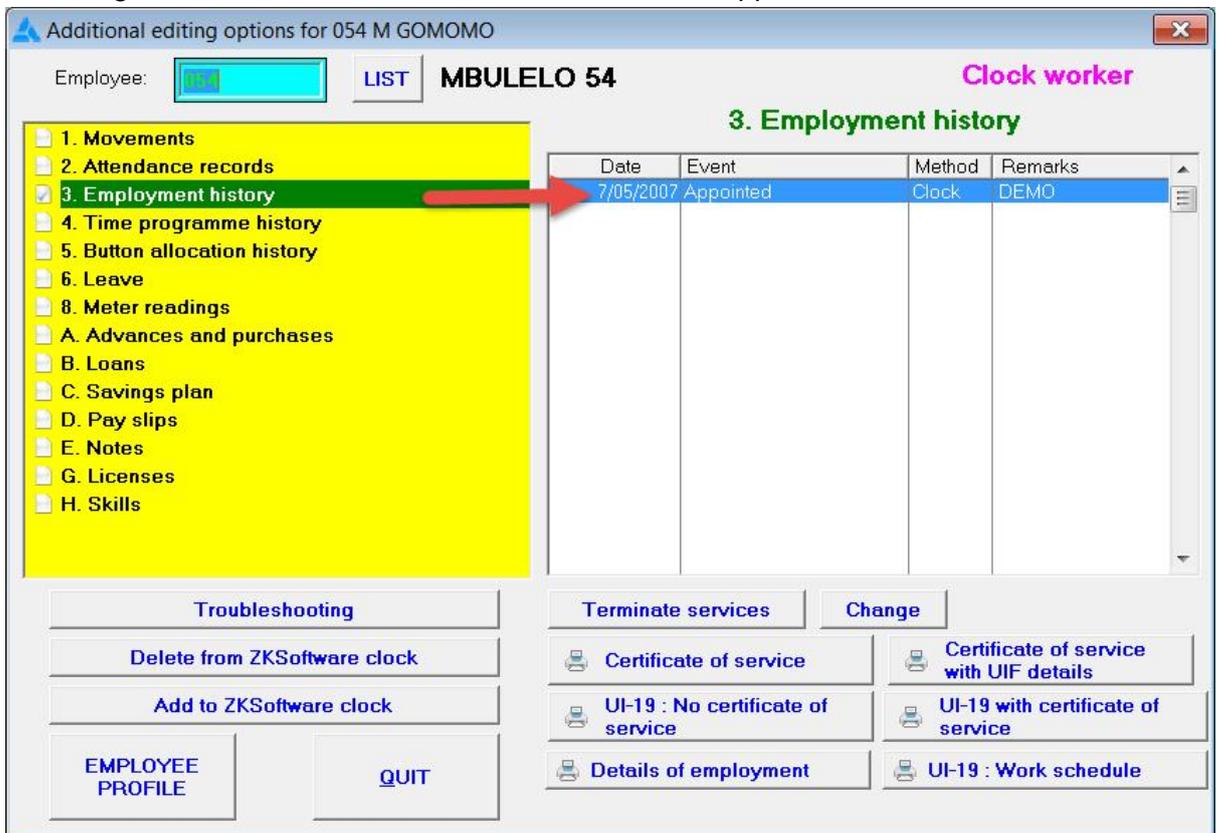


The dialog box has a title bar that says "Please select an employee". Inside, there is a label "Employee:" followed by a text input field. To the right of the input field is a button labeled "LIST".

3. A Personnel List will be displayed. Double-click on the employee's name:



- The employee's personal profile will open.
- Select from the options in the yellow block: Employment history.
- The employee's employment history will be listed in the white table on the right hand side.
- To change the calculation method, double-click on the Appointment date in the table:



8. Employment history will be displayed.
9. Change the calculation method to:
 - "Clock", where a Salaried worker need to be changed to a Clock worker; and
 - "Salary", where a Clock worker need to be changed to a Salaried worker.:

Updating employee history record

Employee: 054 M GOMOMO
 Event: Appointed
 Date: 7/05/2007
 Calculation method: Clock (hourly/monthly) Pure piecework Salaried
 Employment duration: Permanent Temporary
 Company name: DEMO

Use expiry date? None Contract Residence permit

Bio clock number:
 Remarks/reasons for transaction:

OK (Save) QUIT without saving Last update: 15/10/2014

Promotions	
Date	Occupational level
2007/05/07	Skilled technical and academically qualified workers, ju

10. Click at the bottom of the screen on: OK (Save).
11. The "previous" screen will be displayed again. Click on: Quit.
12. When changing a Clock worker to a Salaried worker, the employee's name will be highlighted in PINK on the Personnel List. A Clock worker's name is displayed in WHITE:

Select an employee

Show previous

Surname order	Number order	Display name order	Clock number	Button number	Status	Employ
FICKS	A	001	ADAM 1	1	EF00000F4653E901	In service
FICKS	H	006	HENDRIK 6	28	6D00000F468ABE01	In service
FUNANI	MH	008	JOSEPH 8	29	E1000016A68E5F01	In service
GOEDA	A	0248	ANTHONY 0248	248	FD000016955C5801	In service
GOMOMO	M	054	MBULELO 54	47	38000015BF616201	In service
GXEKWA	M S	0226	MABUTHI 0226	226	6300001258477101	In service
HALEHALE	T J	0249	JAN 0249	249	CB000016959FCD01	In service
JACOBS	E	0185	EMANUEL 185	185	A4000015C0164D01	In service
JANTJIES	I L	0199	IVAN 0199	199	130000125D4CB801	In service
JORDAAN	J	0212	JOHNIE 0212	212	6800001694823001	In service
JUBLEE	G L	0200	GLEN 0200	200	AA00000F46808001	In service
JURIES	J	0210	JEROME 0210	210		In service
JUTA	M	0107	MERCY 107	107	2600001109544901	In service
KHABOLI	P	D345	PAULUS	261		In service
KOTSELE	BA	040	SAM 40	93	8800001107DB2D01	In service
LODEWYK	AAB	0208	AZARIO 0208	208	B900001695795A01	In service

Surname to locate:

Piece workers Select Close Salaried

When changing an employee's calculation method, you most probable would have to change the employee's tariffs as well. Do this as follows:

1. Click on the Main Screen on: Fix employee.
2. Select the correct employee by clicking on the word "LIST".
3. A Personnel List will be displayed. Double-click on the employee's name.
4. The employee's personal profile will open.
5. Click at the bottom of the page in the left side corner on the option: Employee Profile:

Additional editing options for 054 M GOMOMO

Employee: LIST **MBULELO 54** Salaried worker

1. Clock movements

Button Number	Date	Time	Status	Clock
38000015BF616201	13/05/2014	07:16	Unconverted	SKL
38000015BF616201	12/05/2014	16:55	Converted	SKL
38000015BF616201	12/05/2014	07:54	Converted	SKL
38000015BF616201	10/05/2014	19:34	Converted	SKL
38000015BF616201	10/05/2014	03:48	Converted	SKL
38000015BF616201	09/05/2014	16:54	Converted	SKL
38000015BF616201	09/05/2014	07:55	Converted	SKL
38000015BF616201	08/05/2014	17:22	Converted	SKL
38000015BF616201	08/05/2014	07:51	Converted	SKL
38000015BF616201	07/05/2014	18:20	Converted	SKL
38000015BF616201	07/05/2014	11:33	Converted	SKL
38000015BF616201	06/05/2014	16:50	Converted	SKL
38000015BF616201	06/05/2014	07:47	Converted	SKL
38000015BF616201	05/05/2014	19:06	Converted	SKL
38000015BF616201	05/05/2014	07:53	Converted	SKL
38000015BF616201	04/05/2014	17:21	Converted	SKL
38000015BF616201	04/05/2014	14:28	Converted	SKL

Troubleshooting

Delete from ZKSoftware clock

Add to ZKSoftware clock

EMPLOYEE PROFILE QUIT

Change status to DISCARDED

Mark discarded records newer than 12/05/2014 as "Unconverted"

Clock card: All movements

6. A second page with personal data will be displayed.
7. Select from the options in the yellow block: Rates/Tax.
8. Change the hourly tariff, of fixed wage, on the right hand side:

Updating (M GOMOMO (Mbulelo))

B. Rates/Tax

Income tax number:

Tax nature:

Tax directive applicable? None Directive (specify %)
 Non-standard service Independant contractor

Employment tax incentive:

Payment method: Cash Cheque Electronic

Wage frequency: Daily Weekly Fortnightly Monthly

Gross pay per pay period: Bonus month:

Hourly or fixed wage? Hourly wage Fixed wage

Hourly rate:

Number of dependants: (registered on medical aid - including member)

UIF Contributor? (To be printed on UIF-19 form)

Total monthly remuneration: Total hours worked during month:

Please provide an employee number. The number can also be his or her initials. Remember that this number MUST be unique!

9. Click on: OK (Save) to save changes.