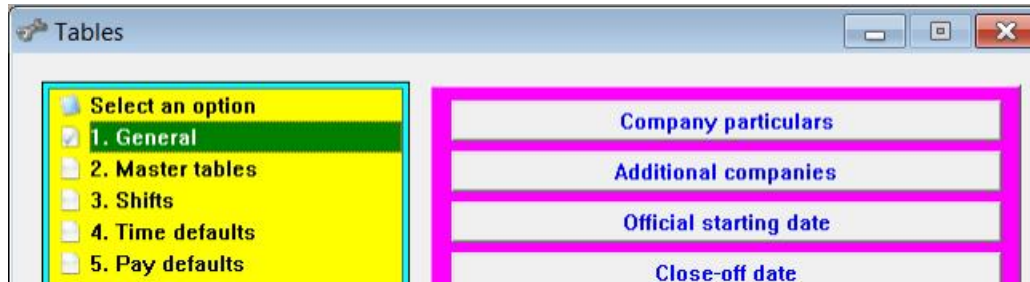


CLOSE-OFF DATE

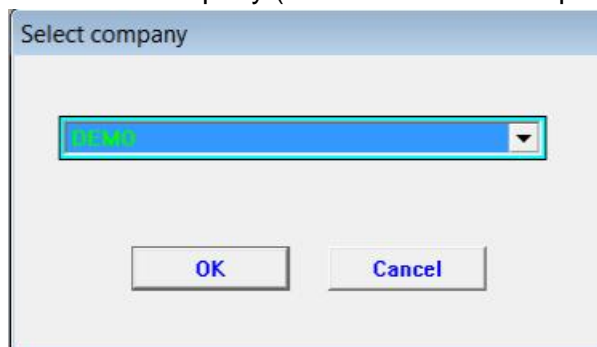
In order to generate or change payslips in a previous pay period, the "Close-off date" needs to be changed.

Follow the steps below:

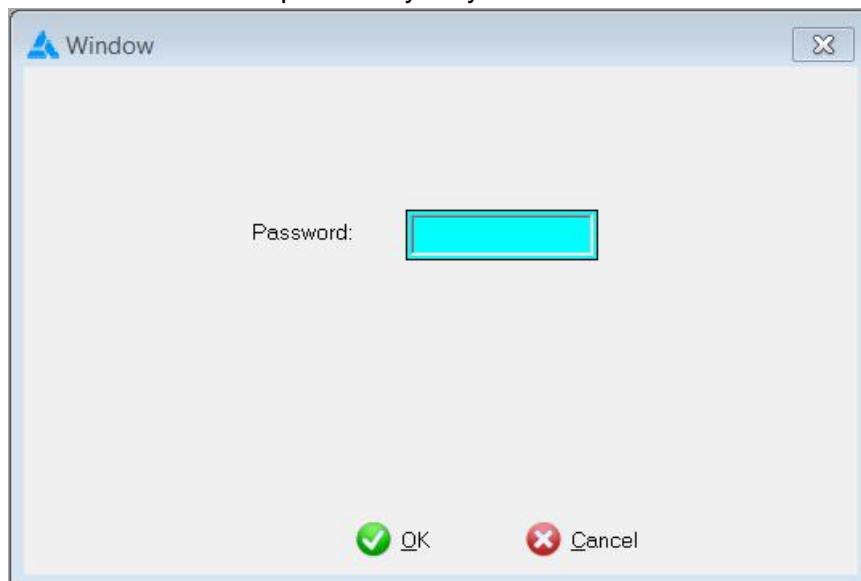
1. On the main screen click on: Tables.
2. No. 1 - General in the yellow block will be highlighted in green.
3. Select from the options in the yellow block: Close-off date.



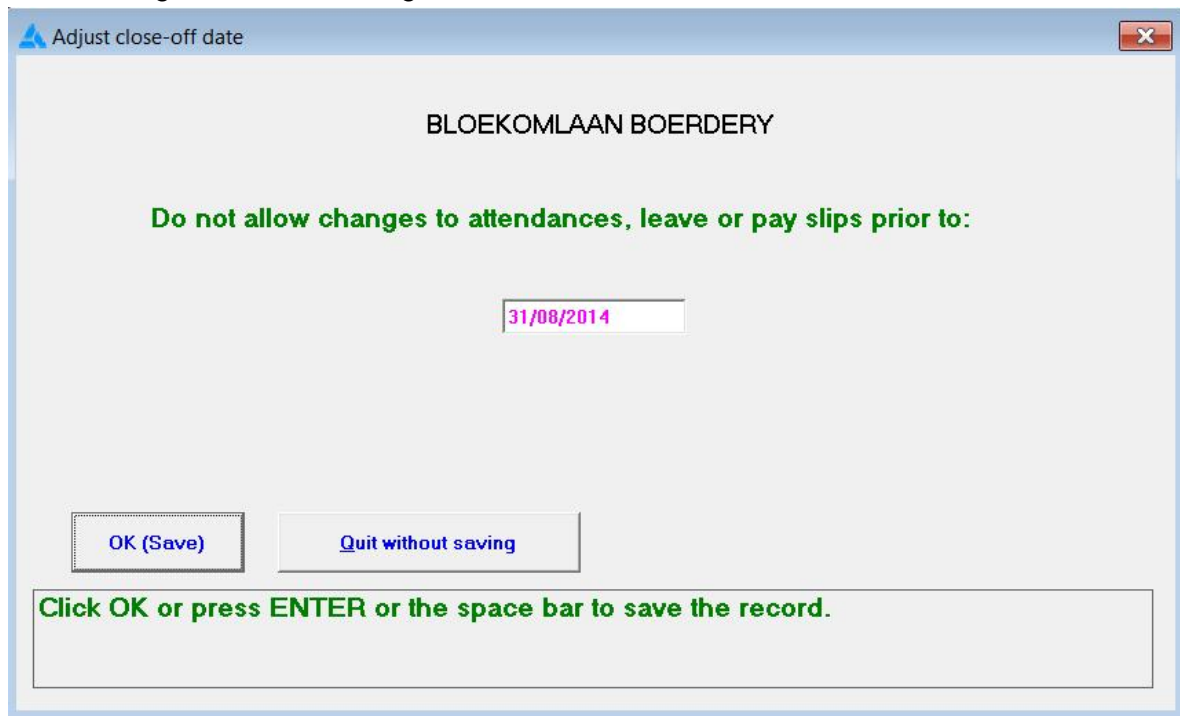
4. Select the company (if more than one company)



5. Enter the password, as required. The password can be obtained from AfriClock and will be valid for that specific day only:



6. Change the close-off date to the last day of the previous month in which the payslips need to be generated or changes need to be done.



Adjust close-off date

BLOEKOMLAAN BOERDERY

Do not allow changes to attendances, leave or pay slips prior to:

31/08/2014

OK (Save) Quit without saving

Click OK or press ENTER or the space bar to save the record.

7. Then generate the payslips or make changes, as necessary.