
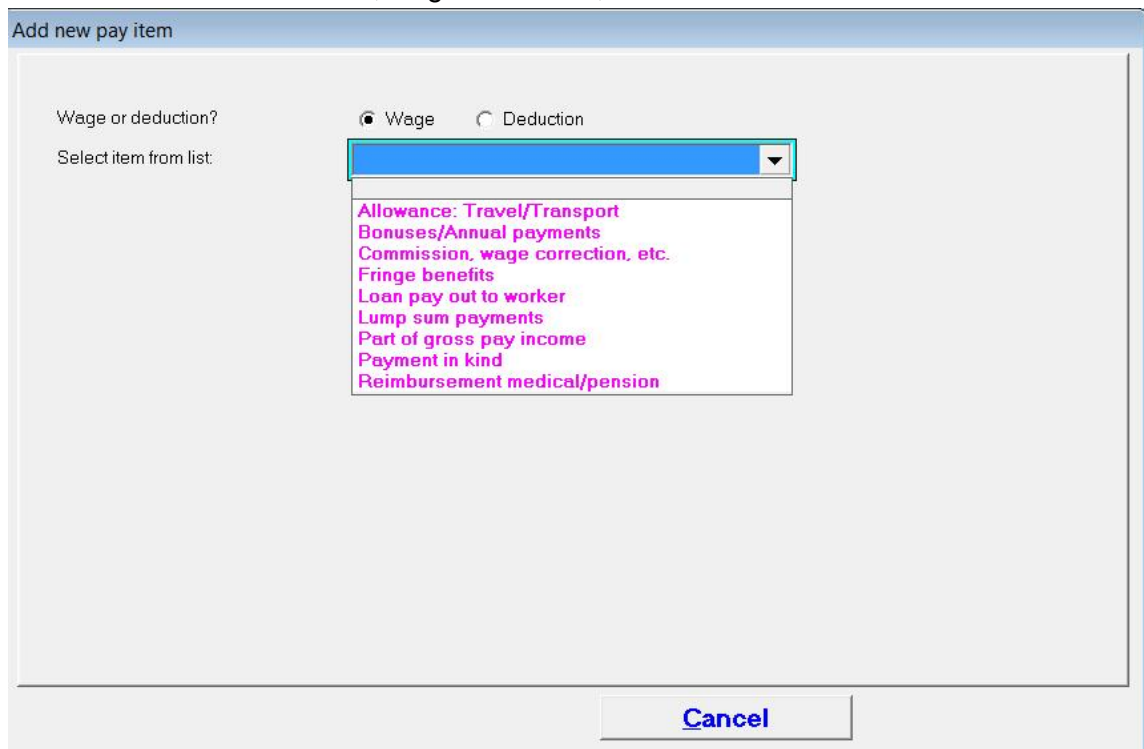


## ADDING OF COMMISSION AS A PAYSリップ ITEM

To insert a new payslip item for “Sales Commission”, proceed as follows:

1. Click on the Main Screen on: Pay.
2. Select from the options in the yellow block: Payslip items.  

3. A list with existing payslip items will be displayed.
4. To add the item for sales commission, click at the bottom of the screen on: Insert.
5. Select: Wage.
6. Select the correct item from the list displayed, by clicking on the black “drop-down” arrow. Select: Commission, wage correction, etc.



Add new pay item

Wage or deduction?  Wage  Deduction

Select item from list:

- Allowance: Travel/Transport
- Bonuses/Annual payments
- Commission, wage correction, etc.
- Fringe benefits
- Loan pay out to worker
- Lump sum payments
- Part of gross pay income
- Payment in kind
- Reimbursement medical/pension

Cancel

7. Select “Commission” from the white label at the bottom of the page (the line will be highlighted in blue), and click on: Select.

Add new pay item

Wage or deduction?  Wage  Deduction

Select item from list: Commission, wage correction, etc.

English description	Afrikaans description
Advance	Voorskot
<b>Commission</b>	<b>Kommissie</b>
Extra wages paid	Ekstra loon
Regular pension payouts	Gereelde pensioen uitbetalings
Savings pay out to worker	Uitbetaling van spaargeld aan werker
Wage correction	Loonregstelling

Select

Cancel

8. Complete the English and Afrikaans description (Commission / Kommissie).
9. Select the item type: General, AND indicate if the transaction must be recurrent or or leave the tick box blank, if not.

Add new pay item

Chosen item (english wording): Commission

Chosen item (afrikaans wording): Kommissie

English description: **Commission**

Afrikaans description: **Kommissie**

Item type: General

Recurrent?

Back

OK (add pay item) Cancel

10. Click on: OK (add pay item).

11. The item for commission will be added to the existing list of payslip items:
  - If the transaction was marked as a recurrent transaction, it will automatically be repeated on the following payslips.
  - Should the commission amount differ from month to month, the amounts can be adjusted on the payslips.
  - Where it was indicated that the transaction is not recurrent, the transaction will not repeat on following payslips.
  
12. Please note: PAYE will be calculated on commission, but UIF will NOT be applicable – see the relevant Act.