

Process Advance Pay

Sometimes an employee requires one or more periods of pay in advance. This often happens when a weekly paid employee is about to go on holiday and wants their pay beforehand. The procedure is as follows:

1. Ensure that active Adjustments exist for the current period *and* future holiday periods. Where one-off Adjustments are involved this will require the early entry of extra Adjustments for the holiday periods.
2. Generate Payslips for the individual *only*, for the current period.
3. Generate Payslips for the individual *only*, for the future holiday periods.
4. Generate Payslips for all employees in the normal way for the current period. The payslips in the future holiday periods will be detected and a message will appear asking if these future payslips are to be paid in the current period. Answering 'Yes' will cause the Pay Date for the future holiday periods to be set to the current Pay Date but the Week and Month Numbers will remain set to those of the future holiday periods (to be correct for Social Insurance and Income Tax).

Jurisdictions:

The above Pay in Advance procedure applies to both Guernsey and Jersey jurisdictions. The advantage of this method is that there will be no missing weeks in the employee's contribution schedule. Missing weeks would cause a loss of benefit in the long term for the employee.

Example:

The current period ends 07-Jan-2002. The Adjustment form below shows Gordon's 'Wage' and 'Overtime' for his last working week (01-Jan-2002 to 07-Jan-2002) before he goes on holiday for 2 weeks (08-Jan-2002 to 21-Jan-2002). The 'Wage' adjustments for both future weeks have already been entered:

Employee Adjustment Details

Company	MyCompany	Name	Giles, Gordon Mr		Pay Cycle	Weekly
Dept't	Admin	Number	000004		Pay	£200.00
Section					Hrs/Wk	35.00
					Unit	Week

Search by Active details only?

Code	Start date	End date	Units	Type	Value	Last Used	Show on Slips?	One Off?	S I	T A X	Dept Code
Overtime	01-Jan-2002	07-Jan-2002	5	Hour	£28.55		✓	✓	✓	✓	Admin
Wage	01-Jan-2002	07-Jan-2002	1	Week	£200.00		✓	✓	✓	✓	Admin
▶ Wage	08-Jan-2002	14-Jan-2002	1	Week	£200.00		✓	✓	✓	✓	Admin
▶ Wage	15-Jan-2002	21-Jan-2002	1	Week	£200.00		✓	✓	✓	✓	Admin
*							✗	✗	✗	✗	

Memo for current adjustment	Gordon is on holiday this week and the next.	£628.55	Employers Contribution	£0.00
Explanation of this adjustment	Allow Gordon Giles 1 Week of Wages (£200.00) starting from 8 January 2002 until 14 January 2002 on a Weekly basis.			

Record: 4 of 11

Then, payslips are generated for Gordon for each of the 3 weeks (current week plus 2 future weeks). On the Payslip Generation form,

Step 3 is

'Giles, Gordon Mr'.

Step 2 should be

01-Jan-2002 to 07-Jan-2002, then
08-Jan-2002 to 14-Jan-2002, then
15-Jan-2002 to 21-Jan-2002.

Finally, payslips are generated as normal for everyone else at the normal week-end:

Step 2 is

01-Jan-2002 to 07-Jan-2002

Step 3 is

Blank

Payroll Administration Payslip Generation and Printing

Company Numero Uno

TT Payslip Generation

Version: 2.06

- 1 Employees with which pay cycle are payslips to be generated or previewed?
wWeekly
- 2 From what date should payslips be generated or previewed?
01-Jan-2002 07-Jan-2002 Week 1 Pay Date 07-Jan-2002
- 3 If payslips are required for just one employee then select that employee below:
giles, Gordon Mr

Generate payslips. Preview Test Page. Preview payslips.

Cash Breakdown. Payslips for Period Report. Preview cheques.

Autopay for 04-Jan-2002 STOP

Then the following messages will appear:

Advance Pay

Some unpaid payslips have been detected in future periods (Advance Pay). Would you like to see these Advance Payments?

Yes No

This message has detected Gordon's unpaid 'Wage' payslips in the future weeks 08-Jan-2002 to 14-Jan-2002 and 15-Jan-2002 to 21-Jan-2002. Click 'Yes' to see Gordon's payslips for the future weeks to ensure that they are correct...

Advance Pay

The unpaid payslips in future periods will be paid in this period. Do you wish to continue?

Yes No

Click 'Yes' to pay Gordon's future weeks 'Wages' now.

What actually happens is that the future week's Pay Dates are set to 07-Jan-2002 (the Pay Date of the current week). Gordon will receive a payslip grossing £628.55 this week and no payslips in the subsequent 2 weeks while he is away (because he will have no payslips with the future Pay Dates).