

# Gratuity Pay out

## **Disclaimer:**

The Knowledge Base is our platform to share information with our customers and provide you with a 'help me, help myself' environment. The guides and documents provide step by step solutions to assist you with your queries based on the acquisition of solutions from previous enquiries.



## **Important Note**

- The information contained in these articles should be treated as guidelines.
- Some articles are version and build specific.
- Articles may not be applicable to all environments.
- If the proposed solution is not successful, please post your comments below or contact the Sage Pastel Payroll and HR Department directly on (011) 304 4300 or [support.pastelpayroll@sage.com](mailto:support.pastelpayroll@sage.com).



10. **Save** the payslip.
11. Select the **Deductions** tab
12. Enter **Transaction code 8004 - PAYE – Retirement Lump Sum** as well as the amount provided on the Tax Directive obtained from SARS

Tran Code	Transaction Description	Quantity	Rate	Period Amount	Balance	Override	MTD Amount	YTD Amount	Reference
8001	PAYE tax			1,563.75		<input type="checkbox"/>	1,563.75	1,563.75	
8045	UIF - Employee (Actual Pay)			148.72		<input type="checkbox"/>	148.72	148.72	
8004	PAYE - Retirement Lump Sum			0.00		<input type="checkbox"/>	0.00	0.00	

PAYE - Retirement Lump Sum

Total Gross Income	18,500.00	Total Deductions	1,712.47	Total Nett Pay	16,787.53
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13. **Save** the Payslip.

**Note:** Any Leave due to the employee will be paid out, once the employee is terminated

14. Go to **Process...Payslips**
15. Once the values have been captured, select the **Terminate** button at the top right hand side of the payslip.



16. Select the correct end date for the Employee's **Last Working Day**
17. Select the reason for termination from the **Drop Down List**.

**Eg. Resigned**

**Terminate / Reinstatement**

**Termination Details**

Code: 004      Vusi Tshabalala

End Date: 02/01/2018

Reason: Resigned

Tax Certificate Issued:       Tax Certificate Number: \_\_\_\_\_

Skills & Equity Performance Management Incident Type: \_\_\_\_\_

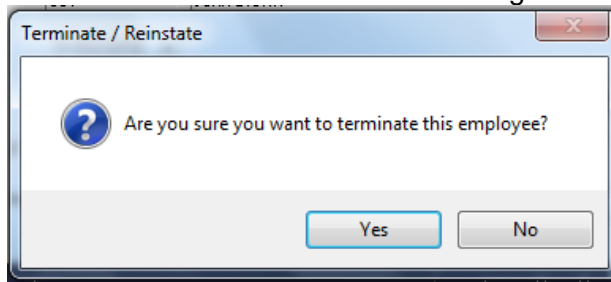
**Leave Details**

Leave Code	Description	Leave Days Due
0001	Annual Leave	1.25
0003	Family Responsibility Leave	0.00
0020	Sick Leave	0.83

Buttons: OK, Cancel

18. Select **OK**

19. Select **Yes** on the Confirmation message



20. The employee's status would have changed to **Not Proc (Term)**

21. Select the **Leave** tab on the payslip.

22. In the next available line, enter **Transaction Code 0001 – Annual Leave** and select the check block **Pay Out**

Tran Code	Transaction Description	Pay Out	Date From	Date To	Days Taken	Days Accrued	Days Due	Period Amount	Remarks
0020	Sick Leave	<input type="checkbox"/>	01/03/2017	31/03/2017		0.83	0.83	574.53	Sick Leave Days Accrued
0001	Annual Leave	<input type="checkbox"/>	01/03/2017	31/03/2017		1.25	0.00	865.25	Leave Days Accrued
0001	Annual Leave	<input checked="" type="checkbox"/>	01/03/2017	31/03/2017	1.25			865.25	

Annual Leave

Total Gross Income 18,500.00      Total Deductions 1,712.47      Total Nett Pay 16,787.53

23. **Save** the Payslip.

24. Select the **Income** tab

25. Transaction **5010 - Leave Pay Paid Out (Terminate)** will be shown on the income tab and will have calculated automatically based on the number of days Paid out.

Tran Code	Transaction Description	Job Code	Cost Centre	Quantity	Rate	Period Amount	Override	MTD Amount	YTD Amount	Reference
5000	Basic Salary					15,000.00	<input type="checkbox"/>	15,000.00	15,000.00	
5010	Leave Pay Paid Out (Terminate)					865.25	<input type="checkbox"/>	865.25	865.25	
5017	ETI Premium Hours					0.00	<input type="checkbox"/>	0.00	0.00	
5780	Gratuity - Retire/ Retrench					3,500.00	<input type="checkbox"/>	3,500.00	3,500.00	

Leave Pay Paid Out (Terminate)

Total Gross Income 19,365.25      Total Deductions 1,868.22      Total Nett Pay 17,497.03

26. Once you have performed a pay period update, the employee's status will read **"Terminated"**.