



**Software for the independently minded Paymaster!**

Thank you for choosing 4PAY as YOUR PAYROLL Solution!

**4PAY 4 Clever Dummies**

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# 4PAY 4 Clever Dummies

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# Foreword

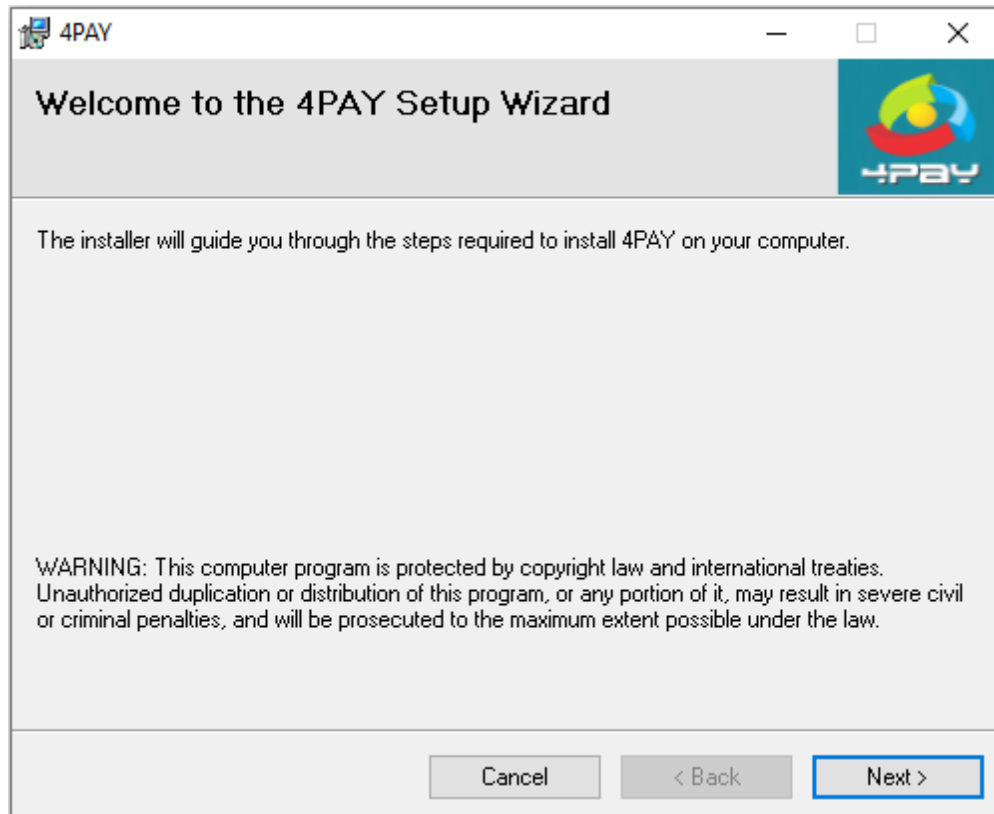
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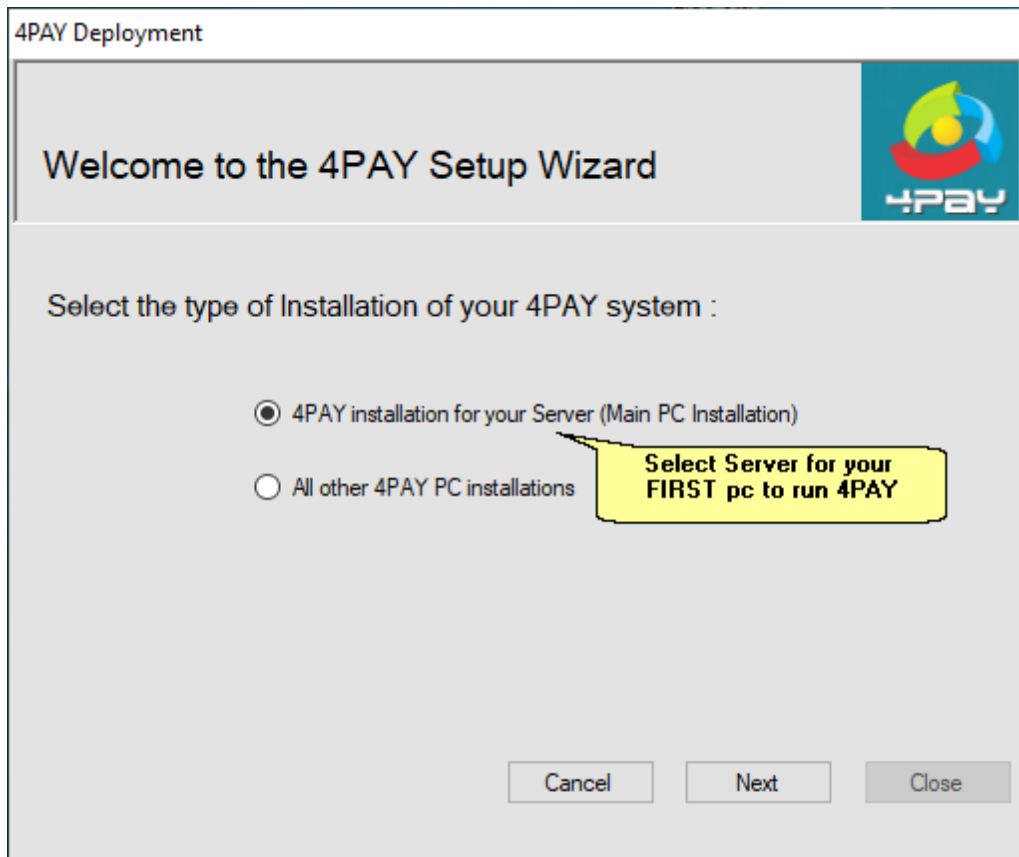
You inspire me!

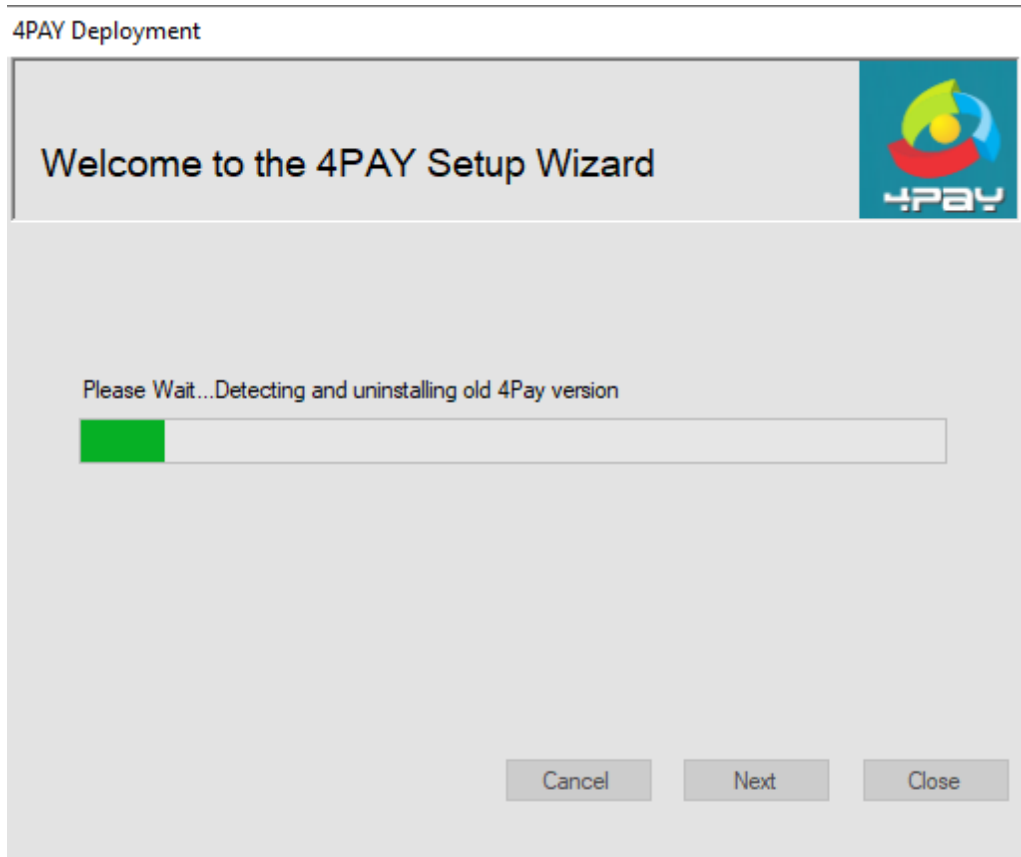
# 1 Installation

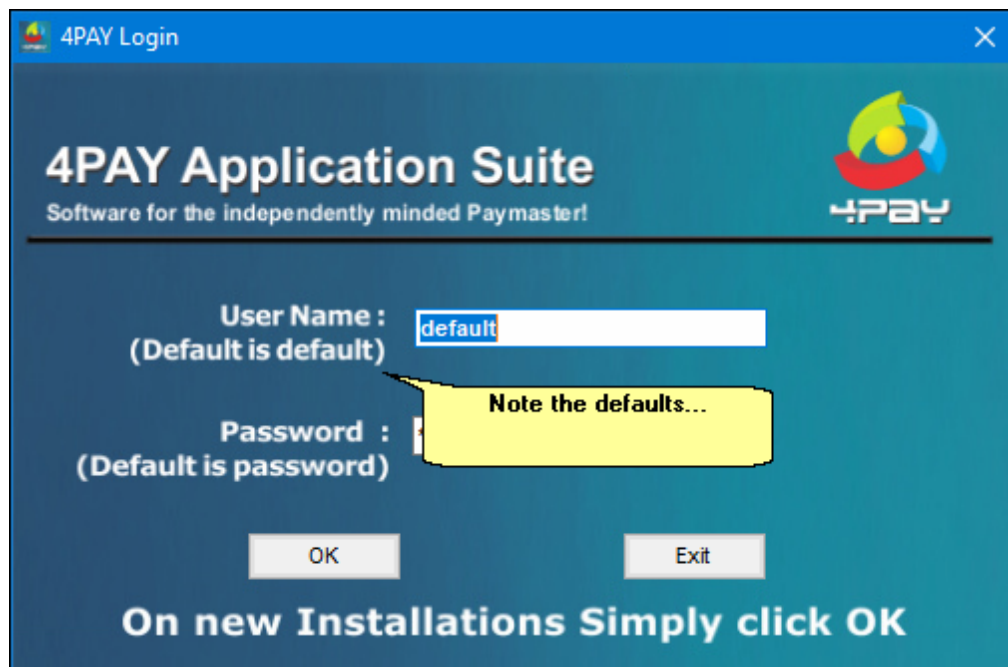
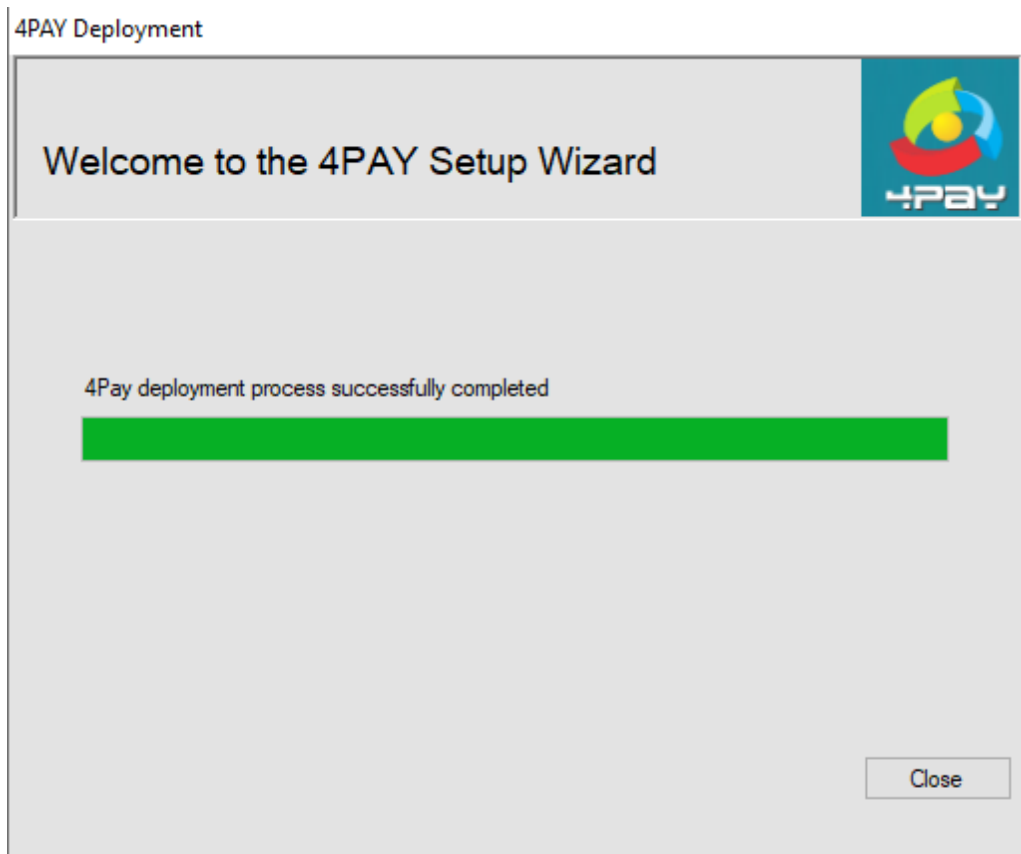
Hi!

Welcome to the 4PAY Manual.

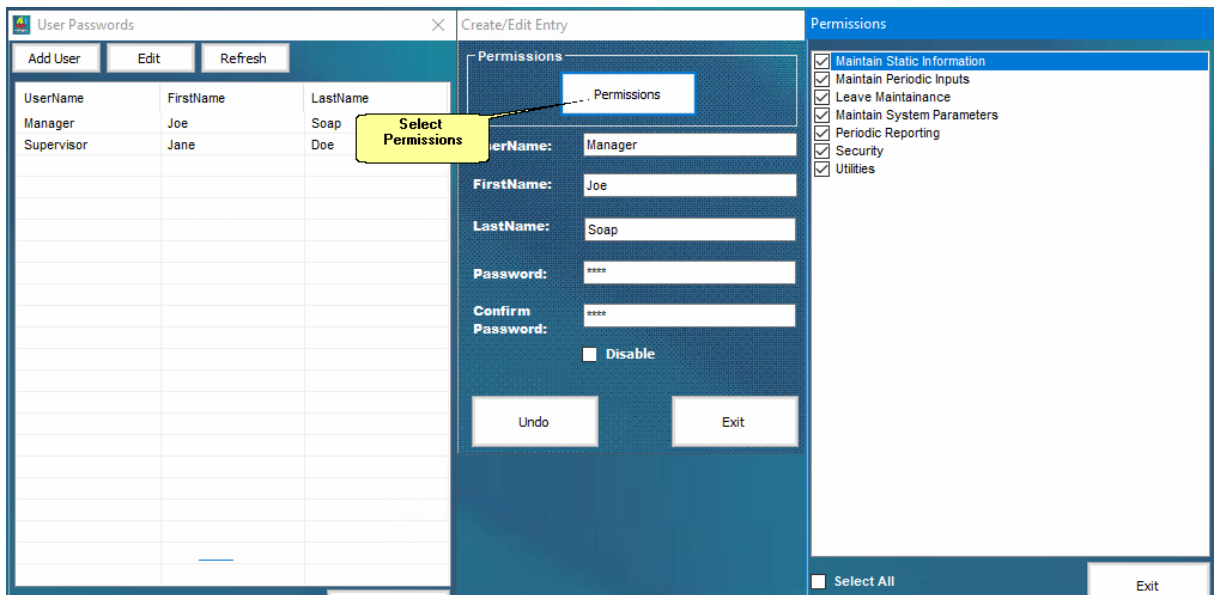
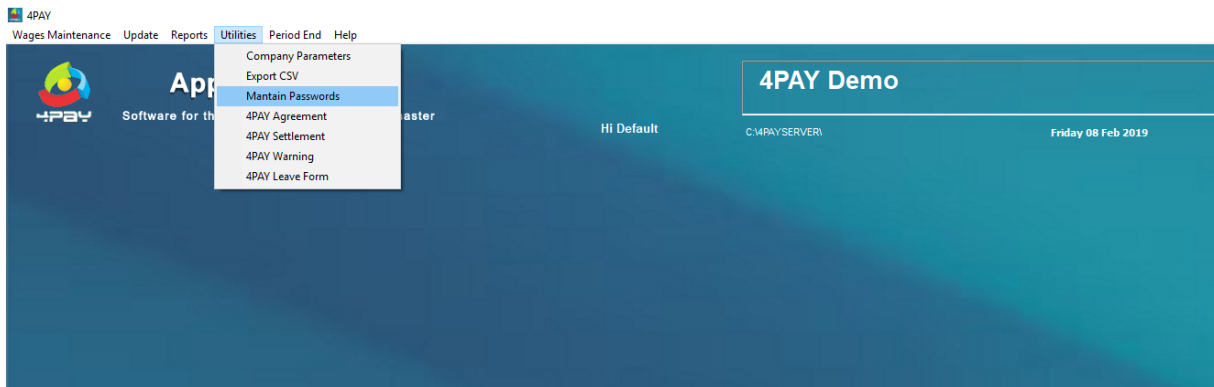












## 2 Getting Started

The system has been designed with simplicity in mind!

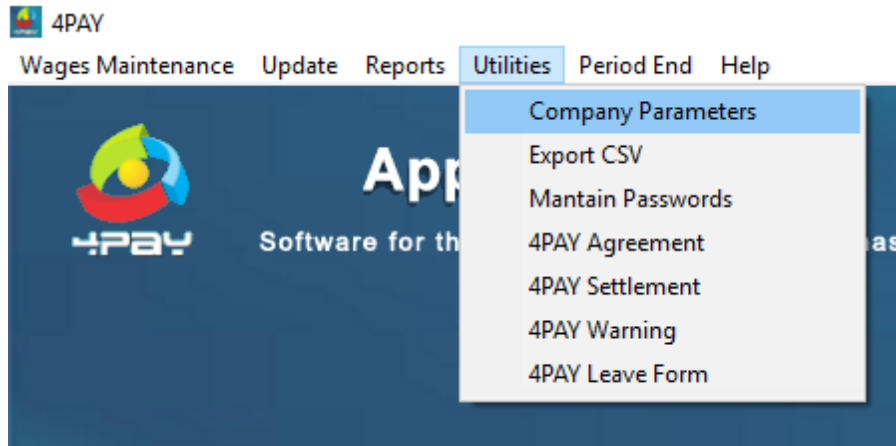
The concept is as follows:

1. Maintain your static info of the workers.
2. Maintain the "period"/month hours that they have worked. Eg, 180 per month.
3. Run the Update.
4. Print the Wage slips & all related reports you require.

You can follow the steps above as many times as you wish until you are happy - Only then do the month end!

So, Lets get started :

Firstly, Enter your company details:



The screenshot shows a software window titled "Company Parameters" with three tabs: "Company Settings", "Tax Tables", and "Define Working Days". The "Company Settings" tab is active and contains the following fields:

- Company Name: TEST Company
- Address: Test Address
- Email Address: email@testcompany.com
- Telephone: test4ne
- Fax: testfax
- Tax Number: Tax number
- Calculate Tax?

A yellow callout box points to the "Calculate Tax?" checkbox with the text: **Calculate TAXES for your employees?**

The "UIF Settings" section contains two rows of contribution rate settings:

- Employee Contribution Rate: 0, with radio buttons for  Percentage and  Amount.
- Employer Contribution Rate: 0, with radio buttons for  Percentage and  Amount.

An "Exit" button with a left-pointing arrow is located in the bottom right corner of the window.

Company Parameters

Company Details Company Parameters Tax Tables Define Working Days Pole Display

Pay Frequency Monthly Import Taxtable

Min	Max	Annual Equivalent	U65	65 - 74
0.00	1,149.00	59,748.00	0.00	0.00
1,150.00	1,151.00	59,826.00	0.00	0.00
1,152.00	1,153.00	59,930.00	0.00	0.00
1,154.00	1,155.00	60,034.00	0.00	0.00
1,156.00	1,157.00	60,138.00	0.00	0.00
1,158.00	1,159.00	60,242.00	0.00	0.00
1,160.00	1,161.00	60,346.00	0.00	0.00
1,162.00	1,163.00	60,450.00	0.00	0.00
1,164.00	1,165.00	60,554.00	0.00	0.00
1,166.00	1,167.00	60,658.00	0.00	0.00
1,168.00	1,169.00	60,762.00	0.00	0.00
1,170.00	1,171.00	60,866.00	0.00	0.00
1,172.00	1,173.00	60,970.00	0.00	0.00
1,174.00	1,175.00	61,074.00	0.00	0.00
1,176.00	1,177.00	61,178.00	0.00	0.00
1,178.00	1,179.00	61,282.00	0.00	0.00
1,180.00	1,181.00	61,386.00	0.00	0.00
1,182.00	1,183.00	61,490.00	0.00	0.00
1,184.00	1,185.00	61,594.00	0.00	0.00
1,186.00	1,187.00	61,698.00	0.00	0.00

Undo Exit

The screenshot shows a software window titled "Company Parameters" with a close button (X) in the top right corner. The window has three tabs: "Company Settings", "Tax Tables", and "Define Working Days", with the last one being the active tab. Below the tabs, there is a checkbox labeled "Carry Over Leave Days To Another Year" which is currently unchecked. Underneath this is a section titled "Company Working Days" enclosed in a rounded rectangle. This section contains seven checkboxes for the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Monday, Tuesday, Wednesday, and Thursday are checked, while Saturday and Sunday are unchecked. Below the "Company Working Days" section is a label "Weekly Pay Day" followed by a dropdown menu that currently displays "Friday". In the bottom right corner of the window, there is a yellow arrow icon pointing left and the text "Exit" below it.

**Company Parameters** [X]

Company Settings | Tax Tables | **Define Working Days**

Carry Over Leave Days To Another Year

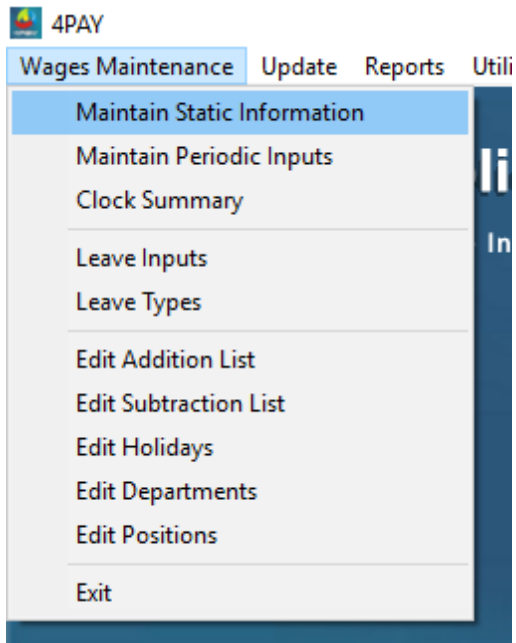
**Company Working Days**

Monday     Tuesday     Wednesday     Thursday

Friday     Saturday     Sunday

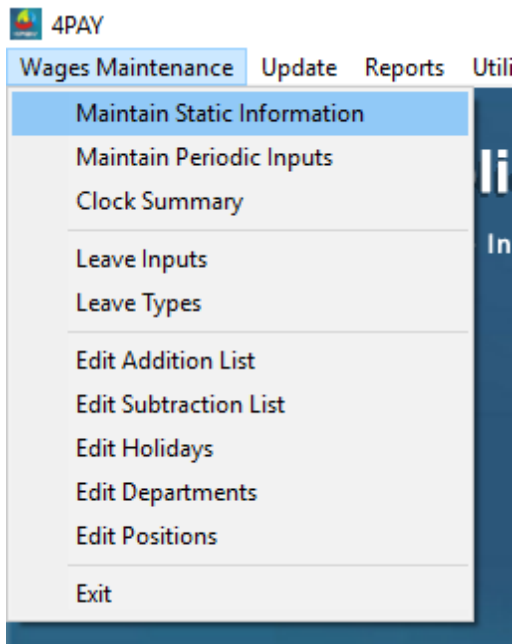
Weekly Pay Day: Friday

Exit

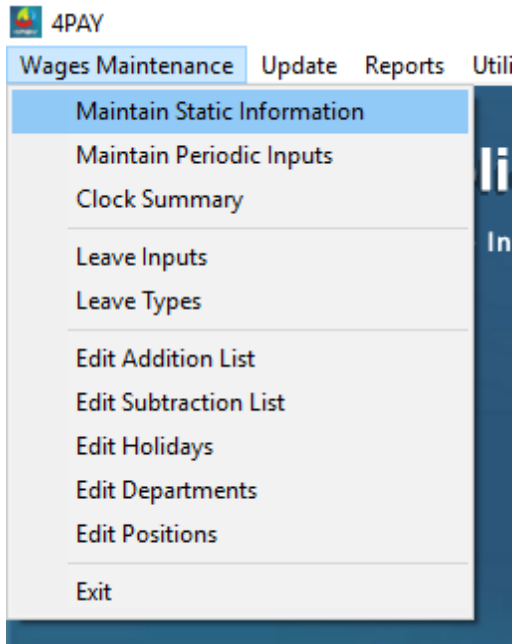


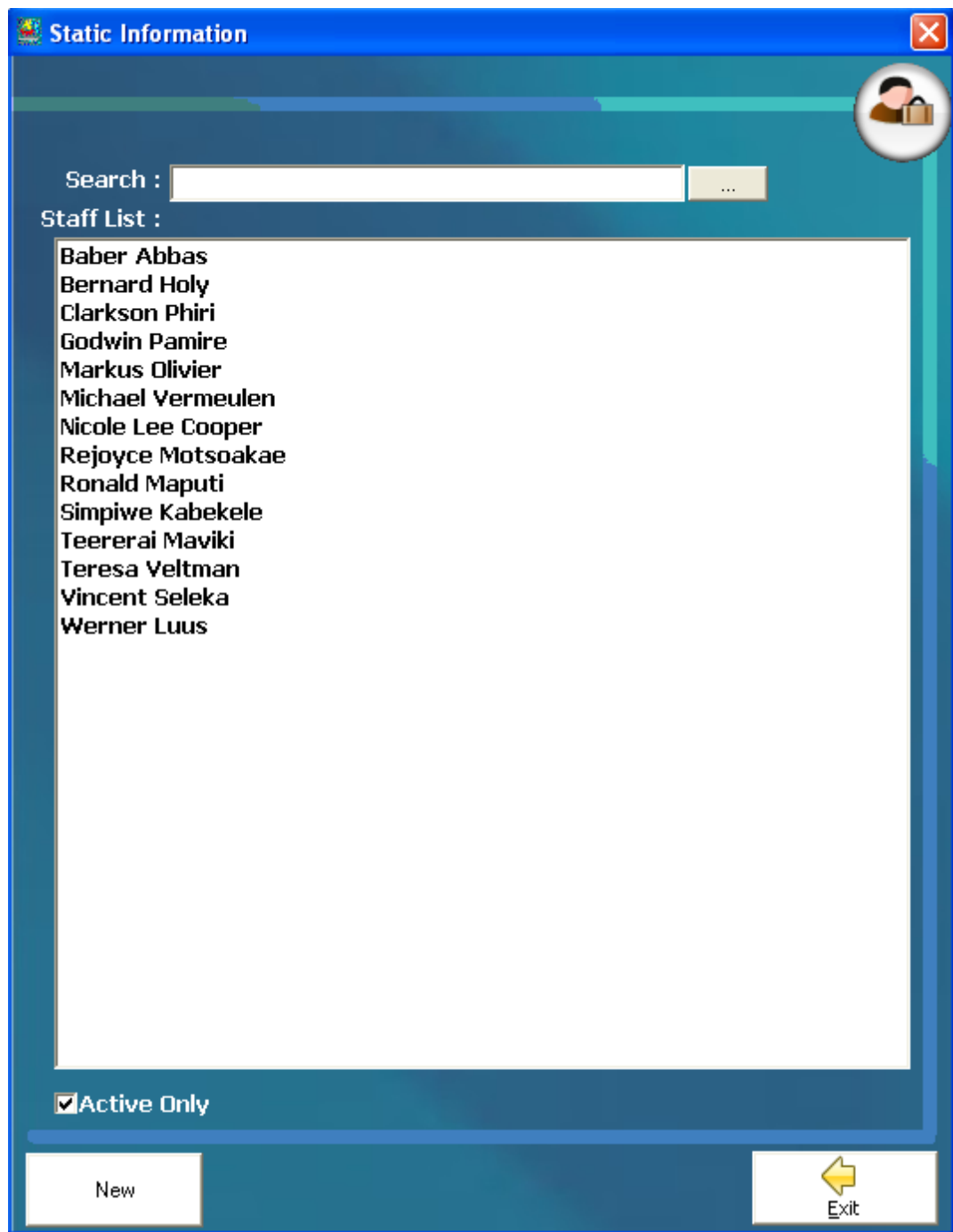
### 3 Maintenance

This section is used to maintain all your employee details & hours worked.



### 3.1 Maintain Employee Static Info







**Employee Details of: Clarkson Phiri**

**1: General Details** Employee Number:

Firstname:  Lastname:   
 Position:  ID Number:   
 Cell:  Telephone:   
 Sex:  Marital Status:   
 Race:  Children:   
 Date Employed:  Date Of Birth:   
 Active:  Date Resigned:   
 Department:   
 Address Details:   
 Code:

**2: Banking Details**

Cash  Cheque  Bank  
 Bank Name:   
 Branch Code:   
 Acc. Name:   
 Acc. No:   
 -Amount to be Transferred-  
 Percent:   Amount:

**3: Loan Details**

Current Loan:   
 Stock Owed:

**4: Salary Details**

Pay:   
 Pay Interval:   
 Tot Addition:   
 Tot Deduct:   
 Net Pay:

**5: Leave Details**

Leave Type	Days Taken	Days Avail.
Leave	0	15
Sick Leave	0	2
Maternity Leave	0	0
Compassionate Leave	0	3

**6: Contributions**

Benefit Fund	Medical Aid
None	None
Pension Fund %: <input type="text" value="0"/>	Amount: <input type="text" value="0.00"/>
Provident Fund %: <input type="text" value="0"/>	Employer %: <input type="text" value="0"/>
Fund %: <input type="text"/>	Employee %: <input type="text" value="0"/>

**7: Working Days**

Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday  
 Sunday

**Additions And Deductions**

Addition			Deductions		
Code	Name	Naration	Code	Name	Naration
Standard additions eg. Transport allowance			Standard deductions eg. Loan repayments, housing etc		

Tot Addition: R 0.00 Tot Deduction: R 0.00

Wage History

Pay Period	Tot Net Pay	Tot Sub	Tot

Link Employee to Debtor on 4POS   
 Customer: None  
 Link Employee to Person in 4Pos  
 Clarkson Phiri

## 3.2 Maintain Periodic Info

The periodic info applies to the hours, additions & Deductions applicable to this period only!

Remember, additions OR subtractions are not allowed if the Static of that employee already includes the addition or deduction. In other words, You cannot have static info for a loan deduction AND a periodic deduction as well.

Wage Calculation

Employee Details of: Clarkson Phiri Employee Number 74

Hours Worked: 180  
 Overtime 1.3ph: 0  
 Overtime 1.5ph: 0  
 Overtime 2.0ph: 0  
 Night Shift: 0

Current Additions and Deductions

Additions: R 0.00      Deductions: R 0.00

Code	Name	Narration	Code	Name	Narration

Current Loan:

Pay Period: March

Gross Pay: R 1,760.00  
 Hours x 1: R 1,760.00  
 Hours x 1.3: R 0.00  
 Hours x 1.5: R 0.00  
 Hours x 2: R 0.00  
 Night Shift:   
 Hourly Pay: R 1,760.00  
 Tot Addition: R 0.00  
 Tot Gross: R 1,760.00  
 UIF: R 0.00  
 TAX: R 0.00  
 Tot Deduct: R 50.00  
 Net Pay: R 1,710.00

Cash: R 1,710.00  
 Bank: R 0.00

Extra Additions and Deductions

Addition			Deductions		
Code	Name	Narration	Code	Name	Narration
			003	Advance Salary	R 50.00

Tot Addition: R 0.00      Tot Deduction: R 50.00

Next

Exit

## 4 Update

The update is where all the calculations wrt TAX, UIF etc happens. Once you go back to maintain the static info OR Periodic Info, you HAVE to run the update to create the new files to print your reports.

Wage Update


Monthly       Weekly       All

Simply make a selection on whether you are running an update on Monthly employees only or Weekly or all (At the end of the month)

Run



# 5 Reports

<b>PAY ADVICE</b>		Compupus P.O.Box 7308,Weltevredenpark,1715 Little Falls 011-475-8731				DATE	March								
UIF/ER:		011-475-8731				EMPL. CODE	74								
NICKNAME		EMPLOYEE				PERIOD									
Clarkson		Phiri				2011/03/01 - 2011/03/31									
AREA	DEPARTMENT	PAYPOINT				SALARY ADVICE No									
	Admin					3									
ACCOUNT No	PAY METHOD	OCCUPATION				TAXABLE PERKS									
	Cash	Cleaning													
LEAVE AVAILABLE	15.00	ANNUAL EQUIVALEN	R 21,120.00	FO	COMPANY CONTR.	R 0.00									
HOURS x1	180.00	WAGES x1	R 1,760.00	UIF		R 0.00									
HOURS x1.3	0.00	WAGES x1.3	R 0.00	TAX		R 0.00									
HOURS x1.5	0.00	WAGES x1.5	R 0.00	Advance Salary		R 50.00									
HOURS x2	0.00	WAGES x2	R 0.00												
NIGHT SHIFT	0.00	WAGES NIGHT SHIFT	R 0.00												
		WAGES	R 1,760.00												
OUTSTANDING LOAN		GROSS EARNINGS				R 1,760.00									
YEAR TO DATE															
TAXABLE EARNINGS	TAXABLE PERKS	TAX PAID	PENSION	MED AID											
R 3,520.00	0.00	0.00	0.00	0.00											
TOTAL DEDUCTIONS						R 50.00									
<b>NET SALARY</b>						R 1,710.00									
Bank Transfer	Coinage Total	200	100	50	20	10	5	2	1	50c	20c	10c	5c	2c	1c
R 0.00	R 1,710.00	8	1	0	0	1	0	0	0	0	0	0	0	0	0



## 5.2 Coinage Analysis


### TEST Company Coinage Report for May 2011



EmpCode	Name	Person LastName	R 200	R 100	R 50	R 20	R 10	R 5	R 2	R 1	50c	20c	10c	5c	2c	1c	CoinTotal
82	Amber	Hamman	27	0	0	0	0	0	0	0	0	0	0	0	0	0	5 400.00
86	Calvin	Klein	90	0	0	0	0	0	0	0	0	0	0	0	0	0	18 000.00
1	John	Doe	111	1	1	0	0	1	0	0	1	0	0	1	0	1	22 355.56
83	Morgan	Fora	12	1	0	0	0	0	0	0	0	0	0	0	0	0	2 500.00
84	Tina	Davis	8	0	1	1	0	1	0	0	0	0	0	0	0	0	1 675.00
<b>Total</b>			<b>49 930.56</b>	<b>248</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	

<b>R 200</b>	49 600.00
<b>R 100</b>	200.00
<b>R 50</b>	100.00
<b>R 20</b>	20.00
<b>R 10</b>	0.00
<b>R 5</b>	10.00
<b>R 2</b>	0.00
<b>R 1</b>	0.00
<b>50c</b>	0.50
<b>20c</b>	0.00
<b>10c</b>	0.00
<b>5c</b>	0.05
<b>2c</b>	0.00

### 5.3 Bank Transfers to be Made

<b>TEST Company</b>						
<b>Transfers for the Period: May 2011</b>						
<u>FirstName</u>	<u>LastName</u>	<u>Bank Name</u>	<u>Bank Code</u>	<u>Account Name</u>	<u>Account Number</u>	<u>Total</u>
Amber	Hamman	Fnb	111 222	Amber Hamman	123456789	R 5 400,00
John	Doe	Absa	330-712	John Doe	111-222-333	R 3 000,00
<b>Grand Total</b>						<b>R 8 400,00</b>


gns\4PAY\Manual\clip0015.bmp  
played at 59.11%

## 5.4 Hours Worked

### TEST Company

Monthly Hours for the Period: May 2011

Picture: F:\Design  
(1280 x 768) displa




Title	First Name	Last Name	HRS1	HRS13	HRS15	HRS20
	Amber	Hamman	180.00	0.00	0.00	0.00
	Calvin	Klein	180.00	0.00	0.00	0.00
	John	Doe	185.00	0.00	0.00	0.00
	Morgan	Fora	180.00	0.00	0.00	0.00
	Tina	Davis	180.00	0.00	0.00	0.00
<b>Grand Total:</b>			<b>905.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## 5.5 Additions

### TEST Company

Monthly Additions For May, 2011



Person FirstName	Person LastName	Amount
<b>May</b>		
<u>Bonus</u>		
John	Doe	R 5 000.00
Amber	Hamman	R 1 000.00
		<u>R 6 000.00</u>
<b>Grand Total</b>		<b><u>R 6 000.00</u></b>

## 5.6 Deductions




# TEST Company

## Monthly Deductions For May 2011



<u>FirstName</u>	<u>LastName</u>	<u>Amount</u>
<b>May</b>		
<u>Clothing</u>		
John	Doe	R 200.00
Amber	Hamman	R 200.00
Tina	Davis	R 200.00
		<u>R 600.00</u>
<u>Medical Aid</u>		
Tina	Davis	R 500.00
		<u>R 500.00</u>
<u>Pension Fund</u>		
Tina	Davis	R 125.00
		<u>R 125.00</u>
May		<b><u>R 1 225.00</u></b>
<b>Grand Total</b>		<b><u><u>R 1 225.00</u></u></b>

## 5.7 IRP5

IRP 5		Employee Tax Certificate			
<b>EMPLOYER INFORMATION:</b>					
COMPANY NAME: 4PAY Demo					
IRP5 NUMBER: [IRP5 Number]		ADDRESS:			
TAX YEAR: 2019		TELEPHONE:			
REFERENCE NUMBER:		EMAIL:			
		FAX:			
<b>EMPLOYEE INFORMATION:</b>					
EMPLOYEE NAME: Testa t		ADDRESS: . . .			
NATIONALID / PASSPORT NUMBER: tt		INCOME TAX NUMBER:			
DATE OF BIRTH: 2001-02-12 00:00:00		EMPLOYEE NUMBER: 1			
<b>TAX CALCULATION INFORMATION:</b>					
PERIOD EMPLOYED FROM: 2019-02-12 00:00:00		PERIOD EMPLOYED TO: Present			
PAY PERIODS IN TAX YEAR: 3		FIXED RATE INCOME: R15,000			
<b>INCOME SOURCES</b>					
Code	Description	Amount			
3601	EARNINGS	R41,667			
3605	FRINGE BENEFITS	R0			
<b>GROSS REMUNERATION</b>					
Code	Description	Amount			
3695	GROSS TAXABLE ANNUAL PAYMENTS	R41,667			
3696	GROSS NON-TAXABLE INCOME	R0			
3697	GROSS RETIREMENT FUNDING INCOME	R0			
3698	GROSS NON-RETIREMENT FUNDING INCOME	R0			
3699	GROSS TOTAL	R41,667			
<b>DEDUCTIONS</b>					
Code	Description	Amount			
4001	PENSION FUND CONTRIBUTIONS	R0			
4003	PROFIDENT FUND CONTRIBUTIONS	R0			
4005	MEDICAL AID CONTRIBUTIONS	R0			
<b>EMPLOYEES TAX DEDUCTION</b>					
Code	Description	Amount			
4101	STANDARD INCOME TAX ON EMPLOYEES-SITE	R0			
4102	PAYE AS YOU EARN-PAYE	R0			
4141	EMPLOYEE AND EMPLOYER UIF CONTRIBUTION	R0			
4103	TOTAL EMPLOYEES TAX	R0			
Page 1 of 1					
Date and 2019/02/13:07:42:44					
Copyright 4PAY 2011					

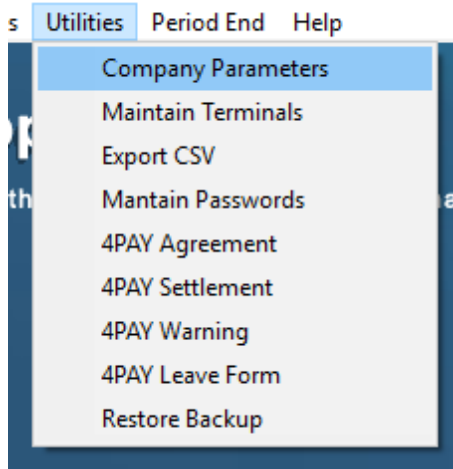
## 6 4PAY Utilities

The image shows two screenshots related to 4PAY Utilities. The top screenshot shows the 'Utilities' menu with the following options: Company Parameters, Maintain Terminals, Export CSV, Mantain Passwords, 4PAY Agreement, 4PAY Settlement, 4PAY Warning, 4PAY Leave Form, and Restore Backup. The bottom screenshot shows a file explorer window for the path 'This PC > CPOS231218 (C:) > 4PayServer'. A yellow callout box states: 'The Template files are stored under c:\4PAYServer folder.' A red box highlights a list of files: 4PAYAgreement.txt (3 KB), 4PAYLeave.txt (1 KB), 4PAYResignation.txt (1 KB), 4PAYSettlement.txt (1 KB), 4PAYWarning.txt (2 KB), and 4PAYWhatsNew.txt (1 KB). A yellow callout box points to this list with the text: 'Simply Right-Click on any of the files & "Open with Notepad" to edit'. The file list also includes folders 'Log' and 'SQLData', and a file 'DB.ini'.

Name	Modified	Type	Size
Log	2019/02/08 04:12	File folder	
SQLData	2019/02/08 04:31	File folder	
4PAYAgreement.txt	2019/02/07 10:41	Text Document	3 KB
4PAYLeave.txt	2019/02/07 10:41	Text Document	1 KB
4PAYResignation.txt	2019/02/07 10:41	Text Document	1 KB
4PAYSettlement.txt	2019/02/07 10:41	Text Document	1 KB
4PAYWarning.txt	2019/02/07 10:41	Text Document	2 KB
4PAYWhatsNew.txt	2019/02/07 10:41	Text Document	1 KB
DB.ini	2019/02/08 04:32	Configuration sett...	1 KB

These are standard text files & can be edited for your own use.

## 6.1 4PAY Company Parameters



**Company Parameters**

Company Details | **Company Parameters** | Tax Tables | Define Working Days | Pole Display

Company Name: Compupos

Address: 785 Montrose ave,  
Little Falls

Email Address: info@compupos.co.za

Telephone: 0105004176

Fax:

Tax Number:

Calculate Tax?

**UIF Settings**

Employee Contribution Rate:   Percentage  Amount

Employer Contribution Rate:   Percentage  Amount

Undo Exit

Company Parameters

Company Details Company Parameters Tax Tables Define Working Days Pole Display

Monthly Period No.	1
Monthly Working Hours	180
UIF Ceiling	12000
Periods in Year (Monthly)	12
Start of week from	0
Year	2019
Weekly Working Hours	45
Periods in Year(Weekly)	52
Weekly Period No.	1

4Clock Installed

Use Person Hours

Undo Exit

Company Parameters

Company Details Company Parameters Tax Tables Define Working Days Pole Display

Pay Frequency Monthly Import Taxtable

Min	Max	Am		65 - 74
0.00	3,024.00	36		0.00
3,025.00	3,025.00	36		0.00
3,026.00	3,026.00	36		0.00
3,027.00	3,027.00	36		0.00
3,028.00	3,028.00	36,336.00	0.00	0.00
3,029.00	3,029.00	36,348.00	0.00	0.00
3,030.00	3,030.00	36,360.00	1.00	0.00
3,031.00	3,031.00	36,372.00	1.00	0.00
3,032.00	3,032.00	36,384.00	1.00	0.00
3,033.00	3,033.00	36,396.00	1.00	0.00
3,034.00	3,034.00	36,408.00	1.00	0.00
3,035.00	3,035.00	36,420.00	2.00	0.00
3,036.00	3,036.00	36,432.00	2.00	0.00
3,037.00	3,037.00	36,444.00	2.00	0.00
3,038.00	3,038.00	36,456.00	2.00	0.00
3,039.00	3,039.00	36,468.00	2.00	0.00
3,040.00	3,040.00	36,480.00	3.00	0.00
3,041.00	3,041.00	36,492.00	3.00	0.00
3,042.00	3,042.00	36,504.00	3.00	0.00
3,043.00	3,043.00	36,516.00	3.00	0.00

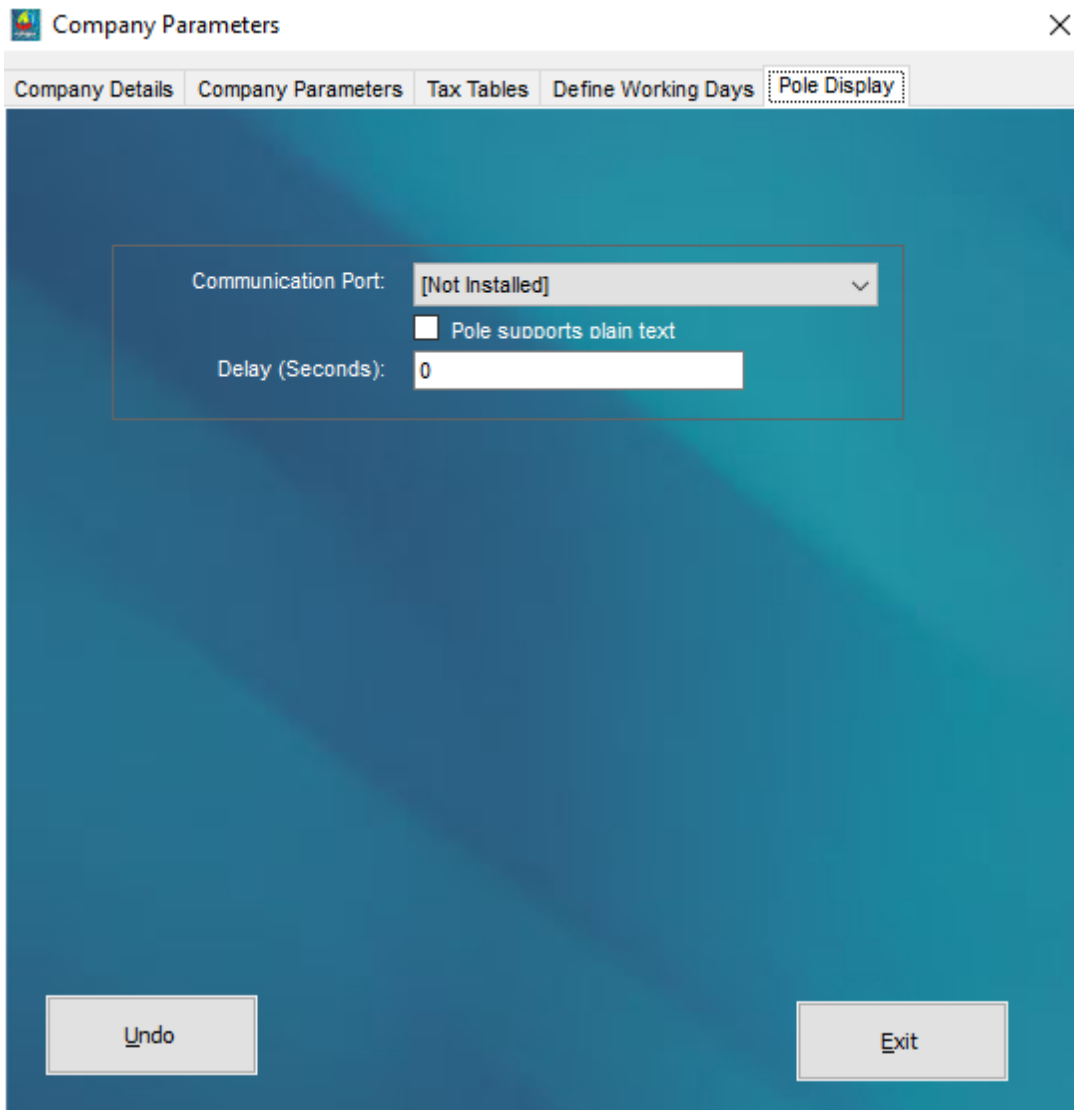
Download & then Import the latest Tax Tables available from [www.4pos.co.za/support](http://www.4pos.co.za/support)

Undo Exit

The screenshot shows a software window titled "Company Parameters" with a close button (X) in the top right corner. The window has four tabs: "Company Details", "Company Parameters", "Tax Tables", and "Define Working Days" (which is selected and highlighted with a dotted border). A fifth tab, "Pole Display", is visible but not selected. The main content area has a teal background and contains the following elements:

- "Annual Leave due" with a text input field containing the number "6" and the word "Months" to its right.
- A checkbox labeled "Carry Over Leave Days To Another" which is currently unchecked.
- A section titled "Company Working Days" enclosed in a white-bordered box, containing seven checkboxes for the days of the week:
  - Monday: checked
  - Tuesday: checked
  - Wednesday: checked
  - Thursday: checked
  - Friday: checked
  - Saturday: unchecked
  - Sunday: unchecked
- "Weekly Pay Day:" with a dropdown menu currently set to "Friday".
- At the bottom, there are two buttons: "Undo" on the left and "Exit" on the right.





## 6.2 4PAY Agreements

We confirm your temporary appointment to the above position and set out below details of your package and employment conditions:

REPORTING TO: Markus Olivier

COMMENCEMENT DATE: \$DEmployed\$

REMUNERATION: \$Basic\$ PLUS \$Bonus\$ Exceptional Service Bonus.

TERMINATION DATE: \$TerminationDate\$

Simply edit the file & use the \$variables\$ provided to be replaced with the actual info for the employee.

WORKING HOURS:

(\$DAY\$ \$, \_\_\_\_\_ Saturdays \_\_\_\_\_ . )

The employee will be remunerated by way of time off in exchange for overtime.

Working overtime is an inherent requirement of the position and therefore your availability to work overtime is a condition of employment.

The company grants \$LEAVE\$ consecutive days annual leave on full pay to the employee for each completed month of employment. During the first three months of continued employment, the employee shall be entitled to not more than \$SICK\$ day(s) sick leave for every twenty-six (26) days worked.

JOB RESP: \$POSITION\$

Please complete, sign and return without delay the following documents:

Duplicate copy of your Letter of appointment, Drivers license if necessary, ID document, proof of residence.

May we take this opportunity of wishing you every success in your new position.

Yours faithfully, \_\_\_\_\_

My period of employment will be as recorded above.

Termination of this agreement will be in writing from either party giving the other party 2 (two) weeks notice if within the first 3 months of employment; thereafter one month's notice is required.

I accept this offer of employment and employment conditions/policies as set out in the Policy, Disciplinary Code and Procedure Guide. Conditions and policies contained in the Policy, Disciplinary Code and Procedure Guide have been read and explained to me. I understand that these conditions will form the terms of my employment contract.

Please note that should you cause loss to the company by way of negligence you will be held financially liable.

### 6.3 4PAY Settlement

Final Settlement

I, \$NAME\$ Acknowledge receipt of the following in full & final settlement of all and any claims and/or disputes which may arise now or in future as a result of the termination of my contract of employment.

Wages : \$TOTAL\$  
Notice : .....  
Leave : \$RLEAVE\$, (\$LEAVE\$ Days)  
Other : .....  
Deductions : .....  
TOTAL : .....

Signed of my own free will.

Employee : ..... Date .....  
Witness : ..... Date .....  
Employer : ..... Date .....

## 6.4 4PAY Warning

### DISCIPLINARY WARNING

DATE ISSUED: \$DateIssued\$

EXPIRY DATE: \$ExpiryDate\$

NAME (OF PERSON ISSUING THE WARNING): \$issuedBy\$  
DESIGNATION: \$Designation\$

ISSUED TO: \$Name\$  
POSITION: \$Position\$  
EMPLOYEE NUMBER: \$EmpNo\$

DESCRIPTION OF OFFENCE:  
\$Offence\$

You are hereby given a WARNING/FINAL WARNING (delete which is not applicable) in respect of this offence:

.....

ACTION REQUIRED TO AVOID FURTHER DISCIPLINARY ACTION IS:  
\$Action\$

Should you fail to comply with the above or commit a further offence, further disciplinary action may be taken. If you wish to do so, you must submit a letter outlining the reasons for requesting an appeal within 2 days of receiving this letter.

\$issuedBy\$

\_\_\_\_\_  
Name of person issuing warning letter

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of employee acknowledging receipt of this notice

\_\_\_\_\_  
Date

Or signed by two witnesses who have been given to the stated employee should the staff member refuse to sign this notice.

Witness 1: \_\_\_\_\_

Date: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Date: \_\_\_\_\_

## 6.5 4PAY Leave Form

LEAVE APPLICATION FORM

EMPLOYEE NAME: \$Name\$

DATE STARTED WITH COMPUPOS: \$DateEmployed\$

No. OF DAYS ALREADY TAKEN : \$DaysAlreadTaken\$

No OF DAYS REQUIRED \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVE :

SICK \_\_\_\_\_

ANNUAL \_\_\_\_\_

OTHER \_\_\_\_\_

IF OTHER - SPECIFY \_\_\_\_\_

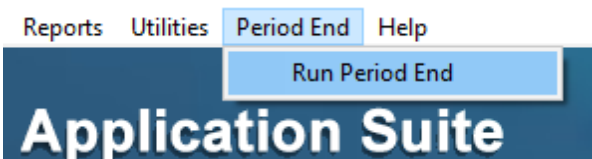
\_\_\_\_\_  
Signed by Employee

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 7 4PAY Period End



Period End Process

Monthly

Weekly

Process

Exit

---

Endnotes 2... (after index)

Back Cover