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Valued client

Good day

SALARY REGISTER - 2016, VERSION 0006

All employers, please read further:
If you are not an employer, you do not need to read further.
This is compulsory reading for all employers.
Only relevant to South African circumstances.
No afrikaans version of this e-mail available.

Version 0006 of your Salary Register for the 2016 tax year is now available at www.Dropbox.com.

This upgrade includes:

- Expansion for accumulated leave and overtime.
- Expansion for staff loans.
- Expansion for weekly and monthly payslips.

How to proceed:

- Use the menu items under the "Homepage and Menu"-sheet to better navigate the Salary Register.
- Update the particulars of each employee under the "Accumulated Leave and Overtime"-sheet in the Salary Register and ensure that these details and balances reconcile with your previous and temporary register.
- Update the particulars of each employee under the "Staff Loans"-sheet in the Salary Register and ensure that these details and balances reconcile with your previous and temporary register.
- Refer to the specific instructions and help on "Using Drop-down Lists" under the "Instructions and Help Page"-sheet in the Salary Register.
- Before actively using the weekly and monthly payslips, re-issue the weekly and monthly payslips for March 2015 until May 2015 using the Salary Register, firstly reconciling these payslip with the earlier ones previously issued, secondly adjusting the Salary Register for any differences, and thirdly reporting any technical problems/errors to our firm.
- After completing the previous steps, start to use the weekly and monthly payslips.
- Again refer to our earlier notice "Salary Register - 2016, Version 0005 (2)" dated 7 Mei 2015 (see below).
- Download and install the latest Apache OpenOffice Extentions (including a South African dictionary) using OpenOffice Calc.
- The overall development of the Salary Register has now passed the point of simply documenting basic details to a point where the automated Salary Register integrades most functionality and can be used inter-actively to maintain and manage most personnel records. Employers should now use the Salary Register accordingly to achieve the best results.
- Due to the automated properties of the Salary Register, it can maintain itself in a fixed state. It is therefor important that employers update the Salary Register regularly as to give timely effect to changes in e g employers, remuneration, deductions, etc.
- A few employers/bookkeepers are still not grasping the fundamental concepts working with www.Dropbox.com. Those employers should again study the contents of "Readme - Dropbox.txt" (especially point 3). The content of "Readme - Salary Register.txt" and "Warning - Development and Alfa Testing.txt" and the earlier released notes could also be studied for better clarity. These documents are also available at www.Dropbox.com.
- Understanding that the Salary Register includes highly confidential information, we suggest that employers password protect their salary registers. Any changes to such passwords should be communicated with our firm.

We trust that you will find this in order.

Please contact us, should you require any further advice or assistance.

Regards

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