

8 October 2015

Valued client

Good day

## **SALARY REGISTER - 2016, VERSION 0008**

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 0008 of your Salary Register for the 2016 tax year is now available at [www.Dropbox.com](http://www.Dropbox.com).

### This upgrade includes:

- Conversion from "Overtime Leave Days" to "Overtime Leave Hours".
- Calculation of the rand value of all accumulated leave.
- Bug fixes (w r t monthly and weekly payslips and staff loans).
- Improved monthly and weekly payslips.

### How to proceed:

- Convert all "Overtime Leave Days" to "Overtime Leave Hours" on the "Accumulated Leave and Overtime"-sheet (before the next payslips are printed).
- 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.
- Remember to update OpenOffice.org 4.1.1 Calc regularly.
- Please use [www.Dropbox.com](http://www.Dropbox.com) only through your internet browser (e g Google Chrome, MS Internet Explorer, Mozilla Firefox, etc) (and not by means of the desktop application).
- Please report all possible bugs on the current Salary Register.
- Please make suggestions to improve the current Salary Register.

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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at

SUN JOMAR ACCOUNTANTS

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