



**Advania Payroll**  
Setup and instructions

# Advania Payroll

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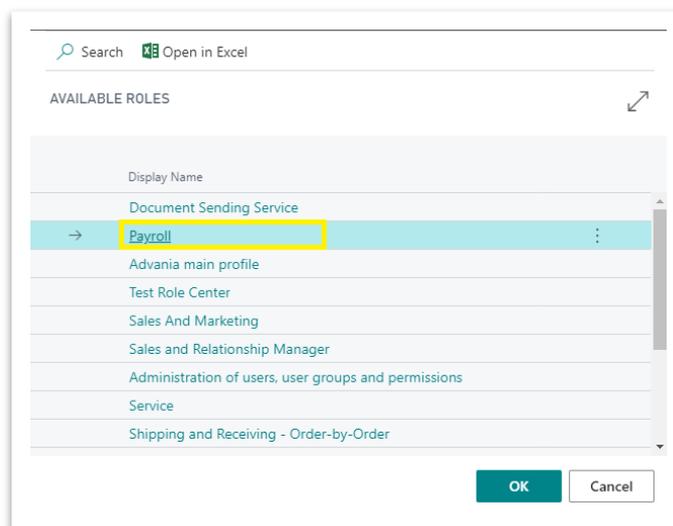
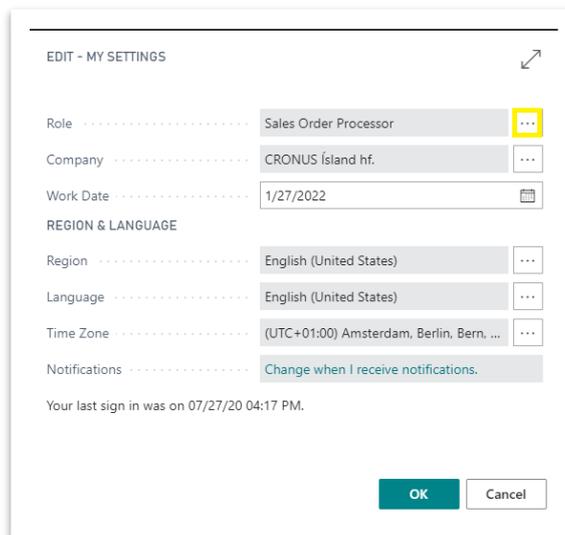
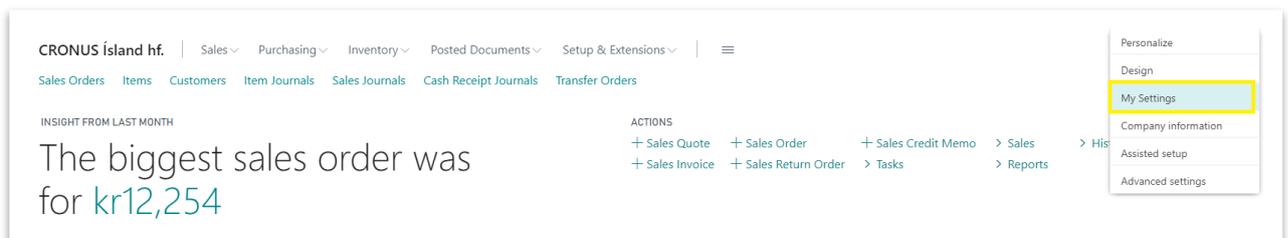
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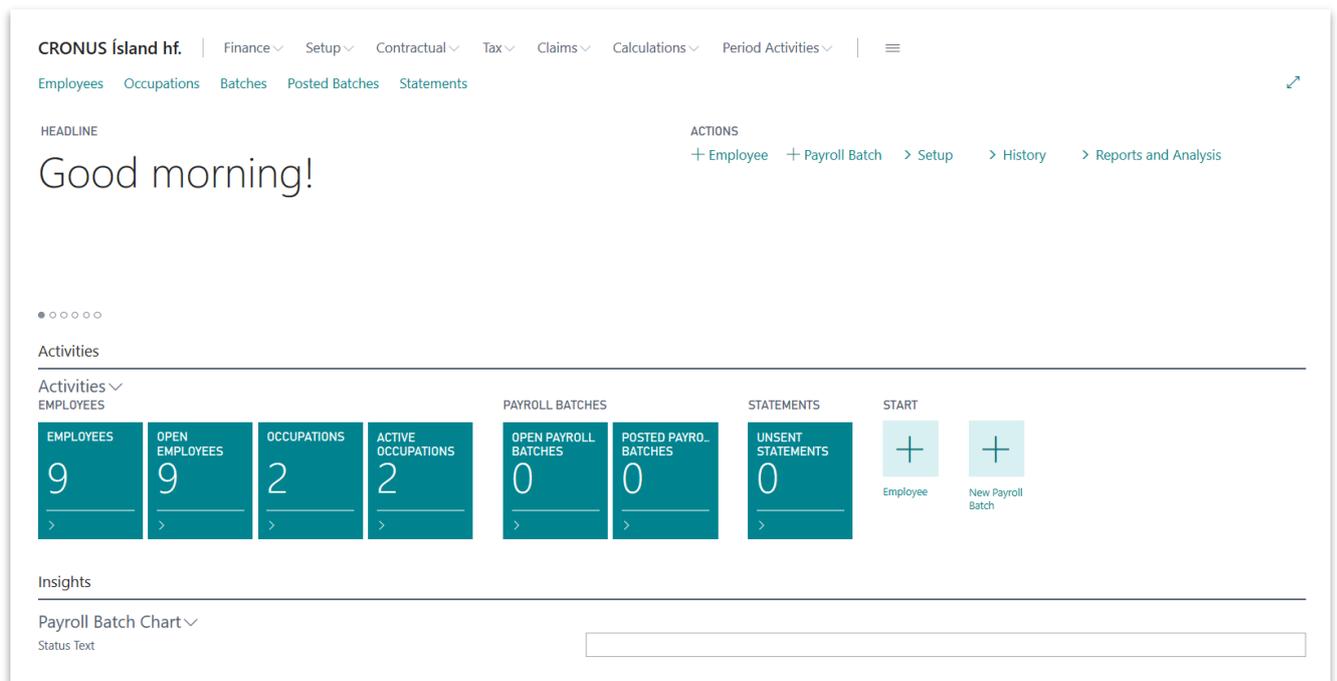
## 1. ABOUT ADVANIA PAYROLL

Advania Payroll solution is customized to Icelandic labor market legislation. The solution is suitable for all wage processing, whether for employees on hourly wages or monthly wages, prepaid or postpaid wages. It is easy to connect it with other systems, with this solution the salary calculation can be broken down into the smallest units.

The most solution functionalities are available from corresponding role center, which can be selected from *Available Roles* page.

Go to *My Settings* and for *Role* field from *Available Roles* choose *Payroll*.



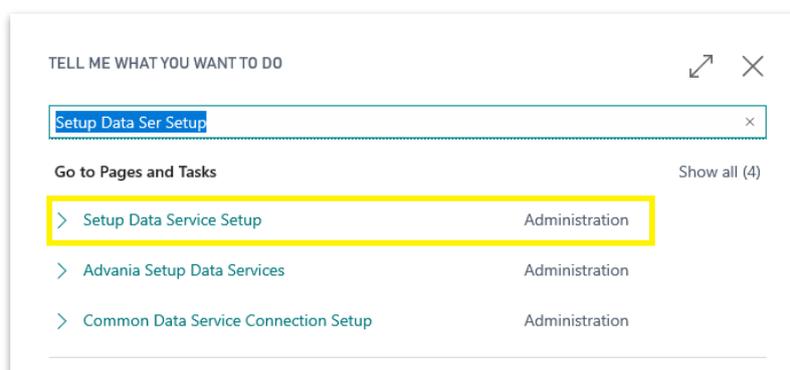


Payroll – Role Center

## 2. ADVANIA SETUP DATA SERVICES

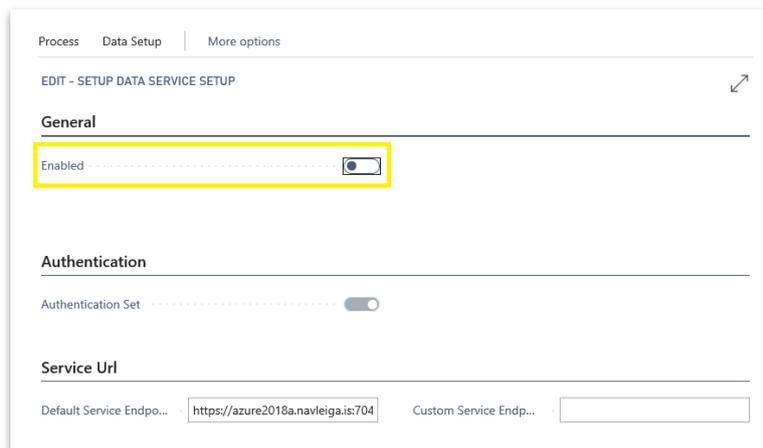
To make our and customers lives easier, Advania developed *Setup Data Services* solution which can download and setup all necessary data for solutions. Following the steps below, setup data will be downloaded for standard tables, so even if database is empty, with downloaded data *Business Central* will be prepared for working.

On the Home Page, click Search icon and type **Setup Data Services Setup**



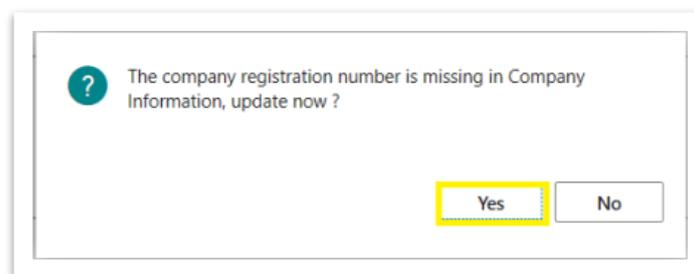
“Tell me”

Click Advania Setup Data Services and set *Enabled* to true.:



Setup Data Services Setup

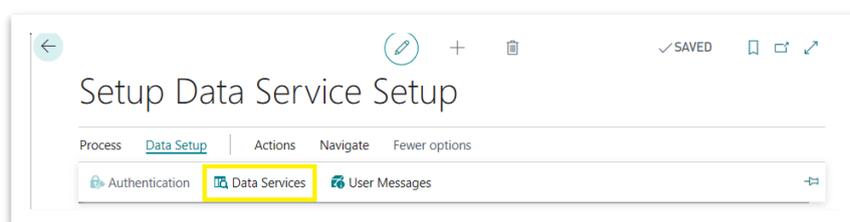
In case that *Setup Data Service* functionality is not enabled and there is no *Registration No.* in *Company Information* table, confirmation dialog will pop up:



**Registration No.** needs to be filled on *Company Information* page in so the system can be able to download the data.

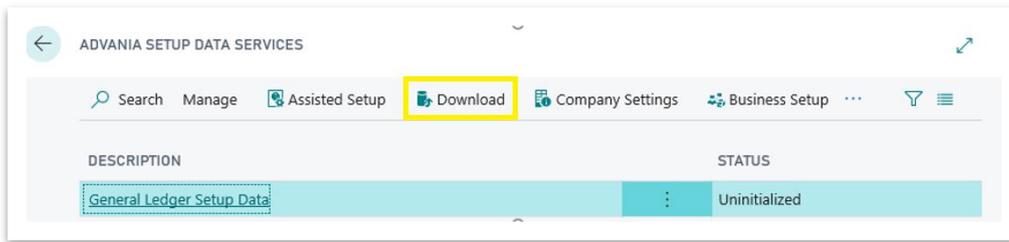
**\*Important:** For testing purpose **Registration No. 5902697199** will be used, to be able to download.

Run Data Services action:



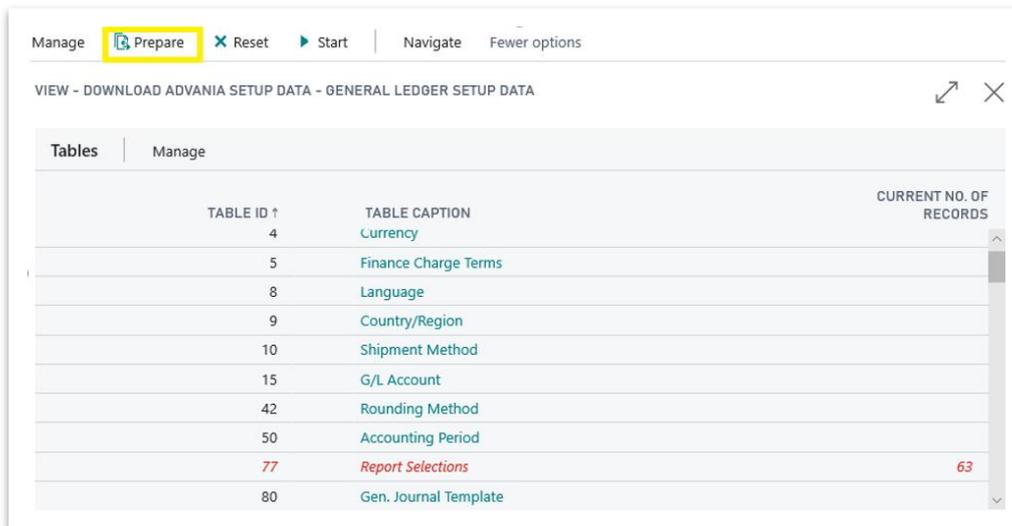
Setup Data Services Setup

*Setup Data Service Setup* page is opened, click on *Download* action to open the Download page:



*Advania Setup Data Services*

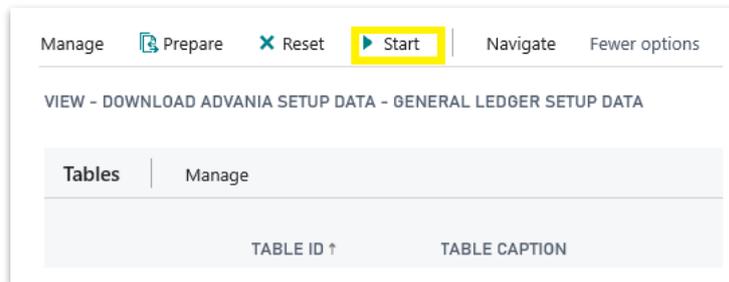
Click Prepare page action to download the list of tables that are going to be filled in after the download:



*Download Advania Setup Data*

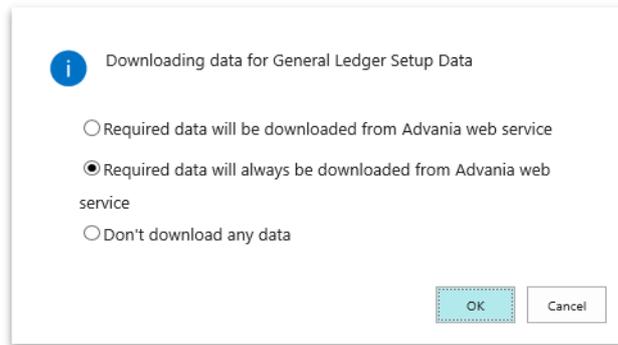
The tables that are empty are colored in green. On the other hand, tables that already have some records, are colored in red.

Once the table list is prepared, click on Start page action to run the setup data download.

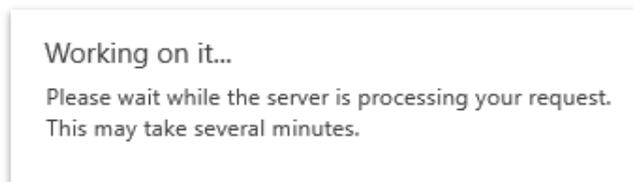


*Download Advania Setup Data*

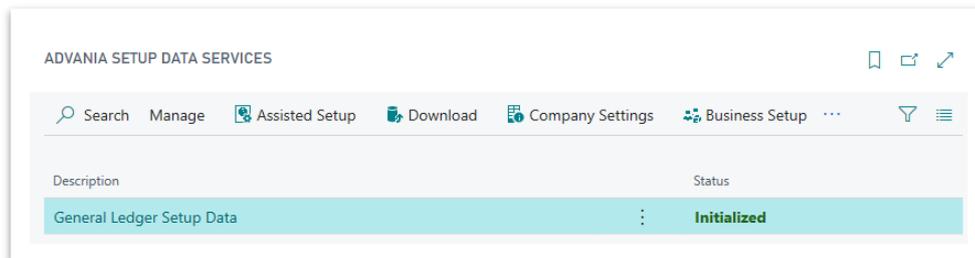
Choose whether the data will be downloaded from Advania web service once, always or cancel the download by selecting one of the following options:



Wait until the system finishes the download:



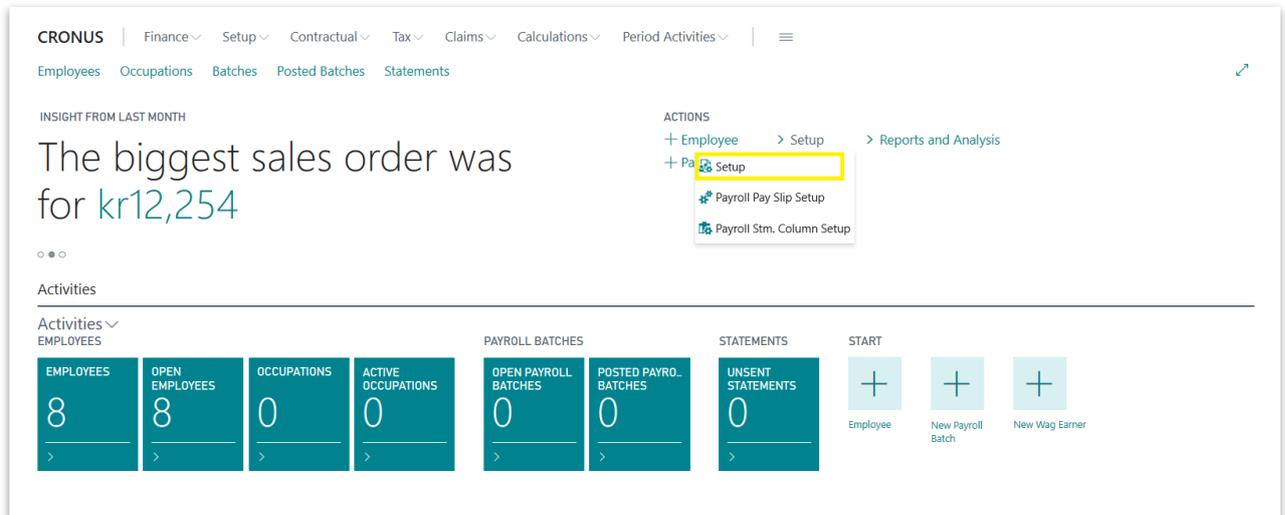
Check if all tables in the list are colored in red, which means that data was downloaded. Close *Download Advania Setup Data* page. After the data was downloaded, *General Ledger Setup Data* will have status **Initialized**:



*Advania Setup Data Services*

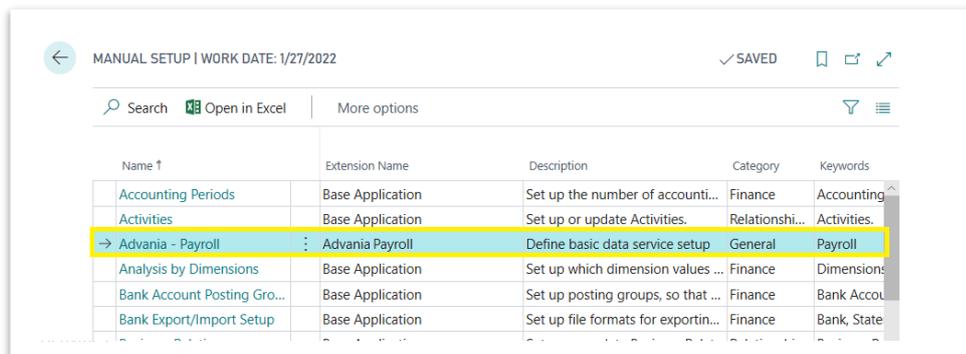
### 3. SETUP OF ADVANIA PAYROLL

To start using a solution, *Payroll* solution need to be enabled in *Payroll Setup* page. **Payroll Setup** can be accessed from Role Center under *Setup* area.



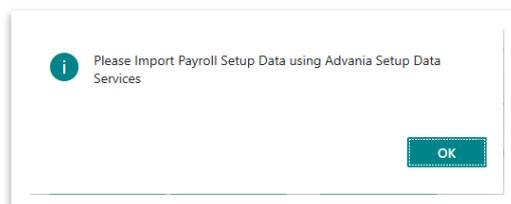
Payroll - Role Center

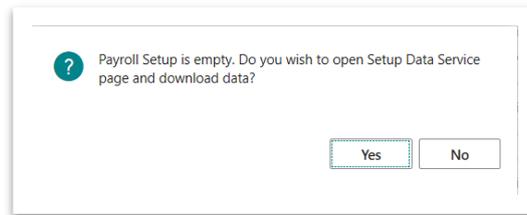
Or from **Manual Setup** page, choosing related link.



Manual Setup

Clicking on *Advania – Payroll* from *Manual Setup* (or on *Setup* from Role Center) message and confirmation dialog will pop up before open *Payroll Setup* page:



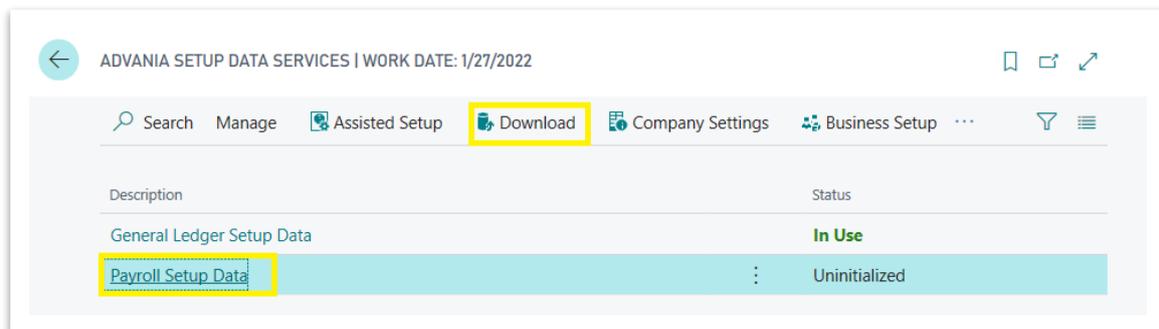


The easiest way to start using a Payroll solution is to download necessary data/setups with *Advania Setup Data Services*. Click **OK** and after that choose **Yes**.

### Download Payroll data from Setup Data Services

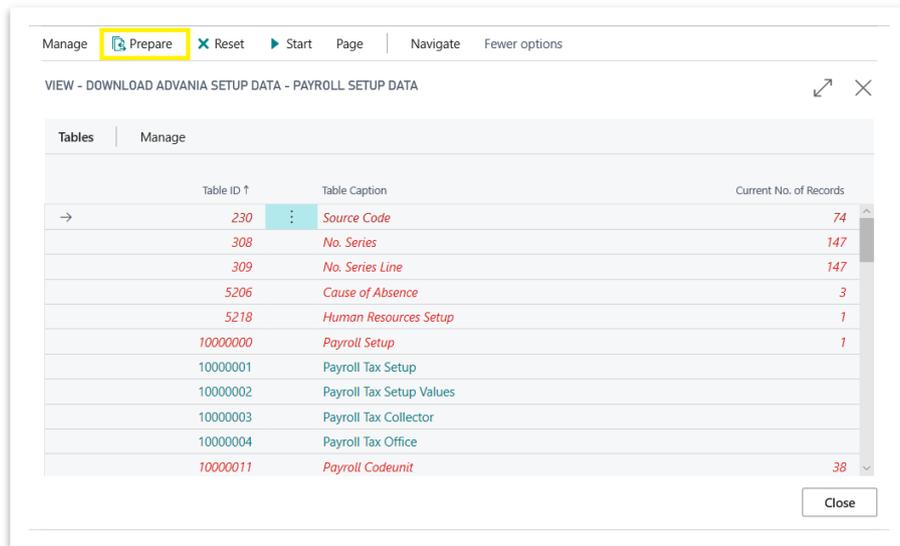
If you selected **Yes** on previous confirmation dialog, Setup Data Service Setup page will be opened. On Setup Data Service Setup page click on **Data Services** action.

On open page *Advania Setup Data Services* you should see *Payroll Setup Data*, which represent data service that will be used to download all necessary setup data for *Payroll* solution. *Download* page action will take you to *Download Advania Setup Data* page.



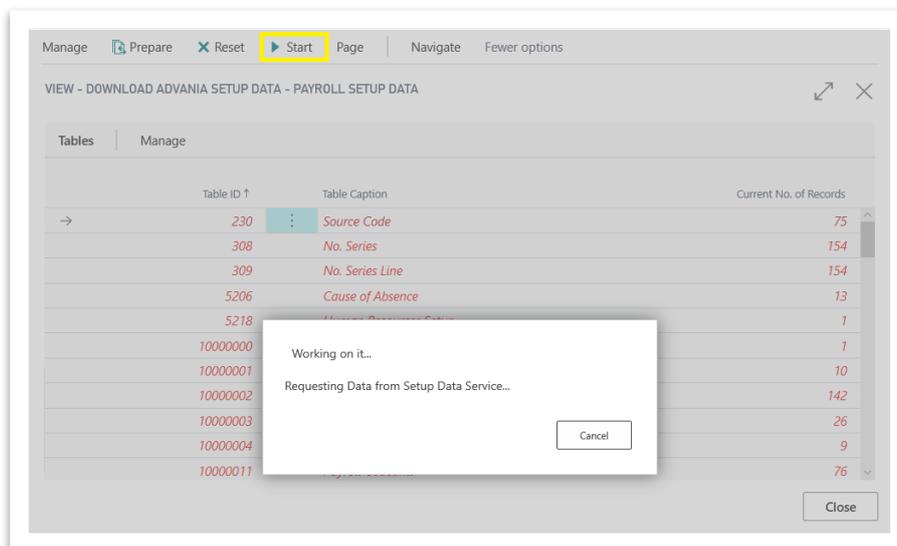
*Advania Setup Data Services*

*Prepare* action from *Download Advania Setup Data* page will add tables to the list, for which will be requested data from Data Service.



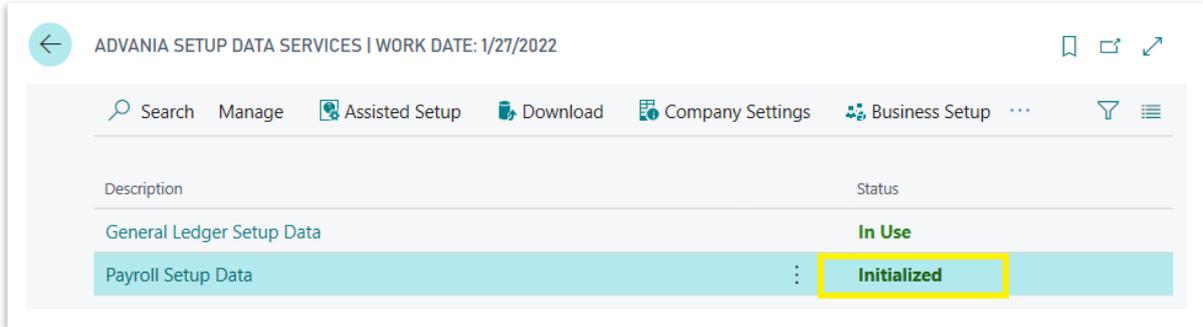
Download Advania Setup Data

On Start page action you can download data for tables from the list.



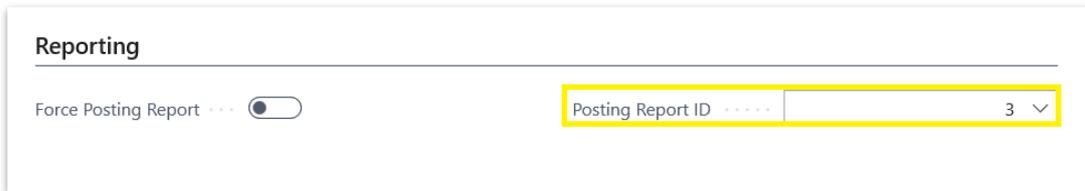
Downloading Data

After data are downloaded *Payroll* data service will get a status *Initialized*.



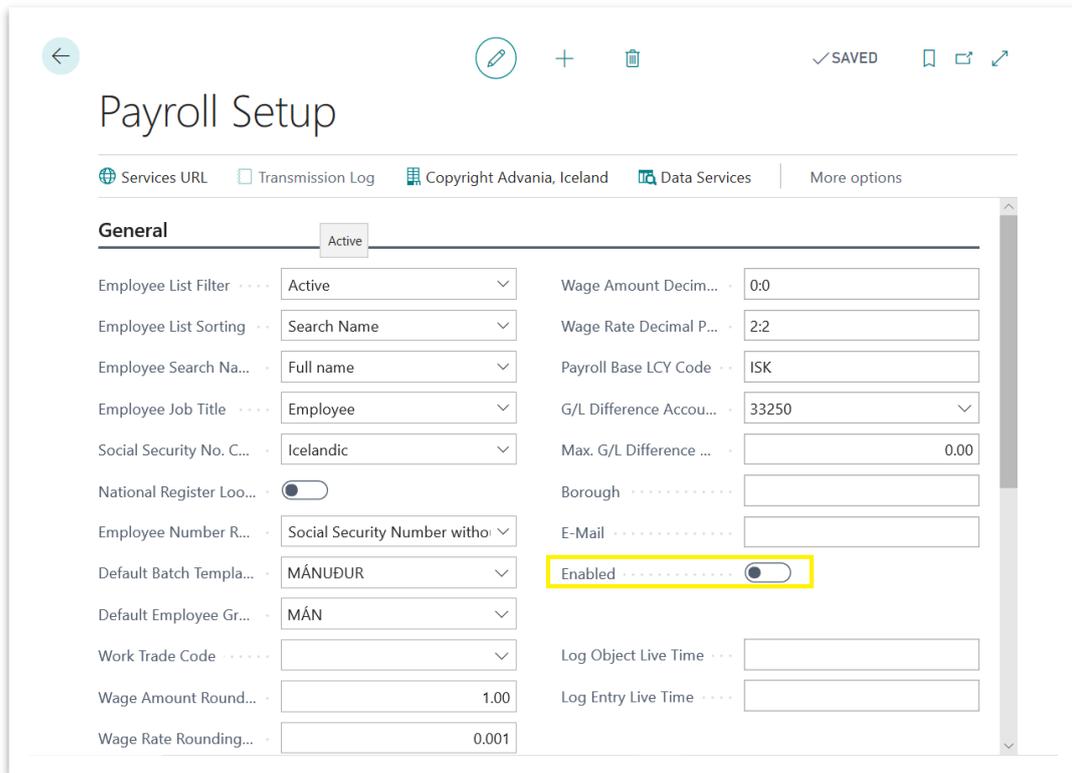
*Advania Setup Data Services*

After all payroll data have been downloaded from service, go back to *Payroll Setup* and in *Reporting* tab for *Posting Report ID* field select 3.



*Payroll Setup – Reporting tab*

Click on enable button and close the page. After solution has been enabled it is ready for use.



The screenshot shows the 'Payroll Setup' page in a web application. At the top, there are navigation icons (back, edit, add, delete) and a 'SAVED' status indicator. Below the title, there are links for 'Services URL', 'Transmission Log', 'Copyright Advania, Iceland', and 'Data Services'. The main content area is titled 'General' and has a sub-tab 'Active'. It contains two columns of settings:

- Left Column:**
  - Employee List Filter: Active
  - Employee List Sorting: Search Name
  - Employee Search Name: Full name
  - Employee Job Title: Employee
  - Social Security No. Country: Icelandic
  - National Register Location: (toggle off)
  - Employee Number Requirement: Social Security Number witho...
  - Default Batch Template: MÁNUÐUR
  - Default Employee Group: MÁN
  - Work Trade Code: (empty)
  - Wage Amount Rounding: 1.00
  - Wage Rate Rounding: 0.001
- Right Column:**
  - Wage Amount Decimal: 0:0
  - Wage Rate Decimal Places: 2:2
  - Payroll Base LCY Code: ISK
  - G/L Difference Account: 33250
  - Max. G/L Difference: 0.00
  - Borough: (empty)
  - E-Mail: (empty)
  - Enabled: (toggle on, highlighted with a yellow box)
  - Log Object Live Time: (empty)
  - Log Entry Live Time: (empty)

Payroll Setup

## Payroll Setup

On Setup page there are several tabs:

**General:** in general tab can be found some basic setups like: which Employees will be visible in *Payroll Employee list* and how they will be sorted, some default values for Batch Templates and Employee group, rounding precision and decimal places for wage amount and rate, how long will records and their messages exist in Transmission Log, Enable button.

### General

Employee List Filter : Active	Wage Amount Decim... : 0:0
Employee List Sorting : Search Name	Wage Rate Decimal P... : 2:2
Employee Search Na... : Full name	Payroll Base LCY Code : ISK
Employee Job Title : Employee	G/L Difference Accou... : 33250
Social Security No. C... : Icelandic	Max. G/L Difference ... : 0
National Register Loo... : <input checked="" type="checkbox"/>	Borough :
Employee Number R... : Social Security Number witho	E-Mail :
Default Batch Templa... : MÁNUÐUR	Enabled : <input checked="" type="checkbox"/>
Default Employee Gr... : MÁN	Log Object Live Time :
Work Trade Code :	Log Entry Live Time :
Wage Amount Round... : 1.00	
Wage Rate Rounding... : 0.001	

Payroll Setup – General tab

**Numbering:** in numbering tab are defined different No. series that will be used through the solution.

### Numbering

Occupation Nos. : STARF	Payroll Batch Nos. : LAUNAKRSLA
Prior Occupation Nos. : FYRRISTÖRF	Payroll Posted Batch ... : BÓKUÐ LAUN
	Statement Nos. : STATEMENT

Payroll Setup – Numbering tab

**Reporting:** in reporting tab is defined report that will be printed when *Post and Print* action is run from *Payroll Batch*, here you can set up if confirmation dialog will pop up before every posting of payroll batch.

### Reporting

Force Posting Report : <input checked="" type="checkbox"/>	Posting Report ID : 10010805
--	------------------------------

Payroll Setup – Reporting tab

**Custom fields:** these fields represent additional fields for Employee and Occupation. If those fields are defined, they will be visible in *Employee card* and *Employee Occupation list*.

**Custom Fields**

Occupation 1 Label	.....	New Occ. Field	.....	Employee 1 Label	.....	New Empl. Field	.....
Occupation 2 Label	.....		.....	Employee 2 Label	.....		.....
Occupation 3 Label	.....		.....	Employee 3 Label	.....		.....
Occupation 4 Label	.....		.....	Employee 4 Label	.....		.....
Occupation 5 Label	.....		.....	Employee 5 Label	.....		.....

*Payroll Setup – Custom Fields tab*

EMPLOYEE CARD  
2105053340 · Egill · Karen · Hjartarson

Bank Accounts · Occupations · Tax Cards · Pension Funds · Trade Union · Annuity Claims · Employee Absence · Wages · Deductions with Statements

Details · Attachments (0)

**Communication**

Extension ..... New Empl. Field .....  
 Mobile Phone No. .... Native Language .....  
 Pager ..... Reports Delivery ..... Both  
 Home Phone No. .... Alt. Address Code .....  
 Home E-Mail ..... Alt. Address Start Date .....  
 Company Email ..... Alt. Address End Date .....

Employee Picture

*Payroll Employee Card – Communication tab*

EMPLOYEE OCCUP.

Search + New Edit List Delete Filter Open in Excel More options

No.	Main Occ...	Start Date ↑	End Date ↑	Wage Method Code	Contract Code	Bracket Code	Bracket Step	Employee Group Code	Employment Ratio %	Last Modified Date/Time	Bloc... ↑	Global Dimension 1 Code	Global Dimension 2 Code	New Occ. Field
→	ST0001	1/1/2020		ST+REIKN	ALM 162,5	1	1	MÁN	100	8/5/2020 12:31 PM	<input type="checkbox"/>			<input type="checkbox"/>

*Employee Occupation*

**Calculation:** in calculation tab can be found basic setups necessary for pay slip calculation.

**Calculation**

Payroll G/L Posting ..... Account

Statement Creation ..... Month

Own Tax Card Code ..... EIGID

Spouse Tax Card Code ..... MAKA

Constant Codeunit C... LAUNAFASTI

Apply Absence Auto...

Monthly Rate Code ..... ML

Daily Hour Rate Code ..... DV

Overtime Rate Code ..... YV

Payroll Setup – Calculation tab

**Receivers:** in receivers tab can be found setup for default charges for some third parties such as pension funds, savings funds, trade unions.

Receivers			
Pension Fund Person ...	LÍFMA	Savings Fund Employ...	VIDBMÓT
Pension Fund Employ...	LÍFMÓT	Trade Union Employe...	FÉLMA
Savings Fund Person ...	VIDBLM	Rehabilitation Charge	ENDURHÆF

Payroll Setup – Receivers tab

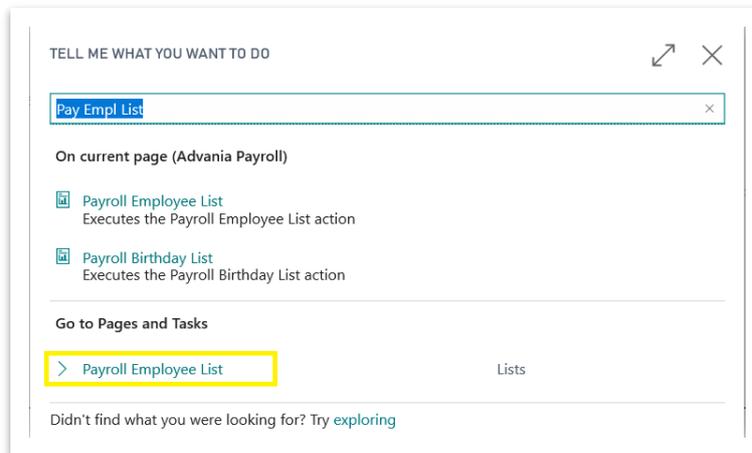
**Cust./Vend.:** if company sells or buys something from their employees, it can create them as customers or vendors from *Payroll Employee Card*. In Customer/Vendor tab can be found some default information that will be used for creation of vendors, customers or resources from Employees.

Cust./Vend.			
Customer Posting Gr...	INNLENDIR	Resource Gen. Prod. ...	
Customer Payment T...	LM+15D	Vendor Posting Group	INNLENDIR
Customer Payment M...	BANKI	Vendor Payment Ter...	LM+15D
Customer Gen. Bus. P...	INNLENDIR	Vendor Payment Met...	BANKI
Resource Group No. ...		Vendor Gen. Bus. Pos...	INNLENDIR
Resource Base Unit o...		Vendor Number Rule	Social Security Number with h

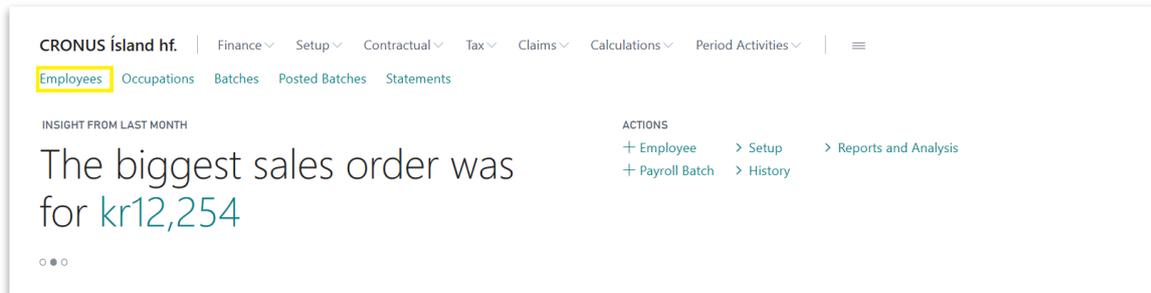
Payroll Setup – Cust./Vend. tab

## 4. EMPLOYEE

There are new *Employee Card* and *Employee List* pages, created especially for Payroll, which are often used in solution. *Payroll Employee List* can be opened from Payroll roll center through *Employees* action or search for Payroll Employee List.



### 1. "Tell me"



### Payroll – Role Center

To create new *Employee* for payroll click on *New* action from *Employee List* or click on *Employee* action from *Payroll* role center.

CRONUS Ísland hf. | Finance | Setup | Contractual | Tax | Claims | Calculations | Period Activities

Employees: Employees | Search | **+ New** | Delete | Process | Filter | Search | Open in Excel | More options

No.	Search Name ↑	Address	Post Code	City	Phone No.	Job Title	County	Region Code	Native Language	Nationality	Citizenship
BB	BBLDMSTER	Safamyri 84	101	Reykjavik		Hönnuður					
EG	EGUNNARS	Selsmyri 12	GB-N16 34Z	Reykjavik		Þjónustustjóri					
EJ	EJÓNSSON	Fannborg 13	126	Reykjavik		Sölustjóri					
EP	ELVART	Grettisgötu 108	101	Reykjavik		Aðstoð við framl.					
GJ	GJÓNS	Markarlandi 20	101	Reykjavik		Ritari					
GP	GPORST	Lautarsmára 166	126	Reykjavik		Framleiðslustjóri					
HS	HSIGUR	Grimmsgötu 13	101	Reykjavik		Aðstoð við framl.					
JR	JRÓBERTS	Hellisstíg 14	126	Reykjavik		Stjórnarformaður					

Payroll Employee List

CRONUS | Finance | Setup | Contractual | Tax | Claims | Calculations | Period Activities

Employees Occupations Batches Posted Batches Statements

INSIGHT FROM LAST MONTH

The biggest sales order was for **kr12,254**

ACTIONS

- + Employee** > Setup > Reports and Analysis
- + Payroll Batch > History

Payroll – Role Center

Enter value for No. field (don't use No. series), after that new page for fast insert will be opened.

Employee Card

Bank Accounts Occupations Tax Cards Pension Funds Trade Union Annuity Claims Employee Absence Wages

**General** Show more

No. \* [EMPL001] x | ... Post Code \* City \* Country/Region Code Search Name Employee Shortcut Gender Last Date Modified Blocked

Job Title First Name \* Last Name \* Middle Name/Initials Initials \* Address \* Address 2

Errors and Warnings >

Communication > Both

Details Attachments (0)

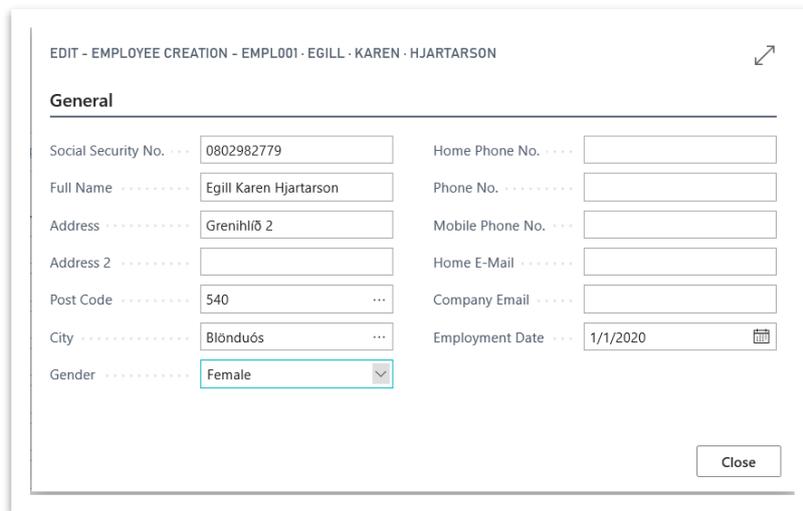
Employee Picture

Employee Factbox

- No. of Occupations (0)
- No. of Pension Funds (0)
- No. of Savings Funds (0)
- No. of Trade Unions (0)

Payroll Employee Card

In General group from the page fill next fields and close the page. For testing purpose enter **0802982779** as *Social Security No.*



Confirmation dialog will pop up, select **Yes**



A Payroll System page for fast employee setup insert will be opened. For testing purpose fill next fields, confirm changes and close page:

- **Pension fund:** choose L500 from *Payroll Pension Funds List*,
- **Savings fund:** choose X941 from *Payroll Pension Funds List* and set some percentages,
- **Union:** choose F520 from *Payroll Trade Unions List*,
- **Bank Account No.:** must have 12 digits,
- **Bank Account No. for Vacation Savings:** must have 12 digits,
- **Last Used Date for Tax Card:** some date before *Employment Date*

EDIT - EMPLOYEE SETUP - EMPL0001 - EGILL - KAREN - HJARTARSON

**Payroll System**

No. ....	EMPL0001	Union (1) .....	Verslunarmannafélag Ska ...
Full Name .....	Egill Karen Hjartarson	Employee .....	1 %
Employment Date ...	1/1/2020	Reports Delivery .....	Both
Pension Fund (1) ...	Stapi líffeyrissjóður ...	<b>BANK ACCOUNT</b>	
Employee .....	4 %	Bank Account No. ....	521702145769
Employer .....	11.5 %	<b>VACATION SAVINGS ACCOUNT</b>	
Rehabilitation .....	0.1 %	Bank Account No. ....	521702145768
Savings Fund (1) ...	Ævilífeyrir Allianz, séreigr ...	<b>TAX CARD</b>	
Employee .....	2 %	Utilization % .....	100 %
Employer .....	3 %	Last Used Date .....	12/31/2019
		Balance (LCY) .....	0

Close

Next mandatory thing is to define *Contract* and *Bracket Code* for *Occupation*. Go to *Occupation* tab for testing purpose for *Contract Code* choose **ALM 162,5** (General wage agreement) from *Payroll Contract List* and in *Bracket Code* insert 1.

**Occupation**

Occupation No. ....	ST0001	Wage Method Code .....	ST+REIKN
Main Occupation .....	<input checked="" type="checkbox"/>	Contract Code .....	ALM 162,5
Start Date .....	1/1/2020	Bracket Code .....	1
Work Code .....		Bracket Step .....	1
Work Description .....		Employee Group Code .....	MÁN
Employment Ratio % .....	100.00		

*Payroll Employee Card – Occupation tab*

**\*Note:** more information about Contract can be found in *Contract* part.

Previously entered employee data can be checked or changed on the payroll employee card through tabs or selected actions from next picture:

EMPLOYEE CARD | WORK DATE: 1/27/2022

EMPL0001 · Egill · Karen · Hjartarson

Bank Accounts Occupations Tax Cards Pension Funds Trade Union Annuity Claims Employee Absence Wages

**General** Show more

No. EMPL0001 Post Code 540

Job Title City Blönduós

First Name Egill Country/Region Code IS

Last Name Hjartarson Search Name EGILL KAREN HJARTARSON

Middle Name/Initials Karen Employee Shortcut

Initials EKH Gender Female

Address Grenihlíð 2 Last Date Modified 7/30/2020

Address 2 Blocked

**Errors and Warnings**

**Communication** Both

**Administration** 1/1/2020 Active

**Occupation** 1/1/2020 hraðritari ALM 162.S 1 MÁN

**Pension Fund** Stapi líffeyrissjóður 4 % 11.5 % 0.1 %

**Savings Fund** Ævilífeyrir Allianz, séreignasjóður 2 % 3 %

**Trade Union** F520 - Verslunarmannafélag Skagafjarðar 1 %

**Tax** 100 % 12/31/2019

**Bank** 521702145769 521702145768

**Employee Factbox**

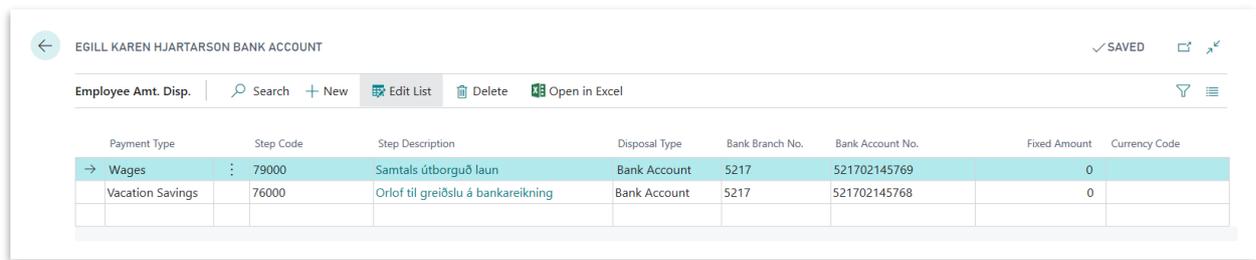
- No. of Occupations (1)
- No. of Pension Funds (1)
- No. of Savings Funds (1)
- No. of Trade Unions (1)
- No. of Customer Receivers (0)
- No. of Employee Tax Cards (1)
- No. of Mate Tax Cards (0)
- No. of Pay Slips (0)

Payroll Employee Card

## Bank Accounts

To open Employee Bank Accounts list click on *Bank Account* action from payroll *Employee card*.

- **Payment Type:** describes purpose of bank account,
- **Step Code and Description:** defines step for Pay slip calculation, it is transferred after insert from Employee's *Wage Method*.  
\*Note: more information about Steps and Wage Method can be found in Payroll Steps and Wage Method parts.
- **Bank Branch No.:** takes first four digit from *Bank Account No.*,
- **Bank Account No.:** represents the number of employee bank account,
- **Fixed Amount:** if there are more than one Bank Account, in this field can be defined how much from payment will be paid to some particular account, and the rest will be paid to other bank account(s).



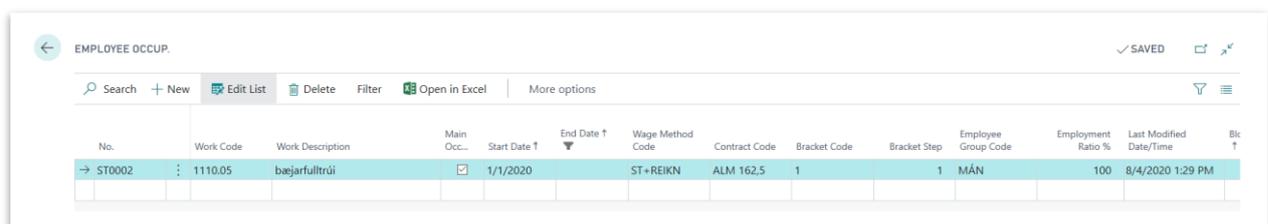
Payment Type	Step Code	Step Description	Disposal Type	Bank Branch No.	Bank Account No.	Fixed Amount	Currency Code
→ Wages	79000	Samtals útborguð laun	Bank Account	5217	521702145769	0	
Vacation Savings	76000	Orlof til greiðslu á bankareikning	Bank Account	5217	521702145768	0	

Employee Bank Account

## Occupations

To see all occupations defined for some employee run *Occupations* action from payroll *Employee Card*.

- **No.:** represent next No. from *Occupation Nos.* that is defined in *Payroll Setup*,
- **Work Code:** is Job title code defined by Icelandic regulation, it can be used for statistical reports.
- **Main Occupation:** defines if this is Employee’s main occupation,
- **Start Date:** represents the start date of the obligation,
- **End Date:** represents the end date of the obligation,
- **Wage Method Code:** defines the wage method which will be used for Pay slip calculation
- **Contract Code:** defines Contract Code for Employee,
- **Bracket Code:** defines Bracket from chosen Contract,
- **Bracket Step:** defines Bracket Step from chosen Contract,
- **Employee Group Code:** defines Employee’s group,
- **Employment Ratio %:** defines if Employee is full time (100%) or part time (50%, 25%) employed.



No.	Work Code	Work Description	Main Occ.	Start Date ↑	End Date ↑	Wage Method Code	Contract Code	Bracket Code	Bracket Step	Employee Group Code	Employment Ratio %	Last Modified Date/Time	Blc ↑
→ ST0002	1110.05	bæjarfulltrúi	<input checked="" type="checkbox"/>	1/1/2020		ST+REIKN	ALM 162,5	1	1	MÁN	100	8/4/2020 1:29 PM	

Employee Occupation list

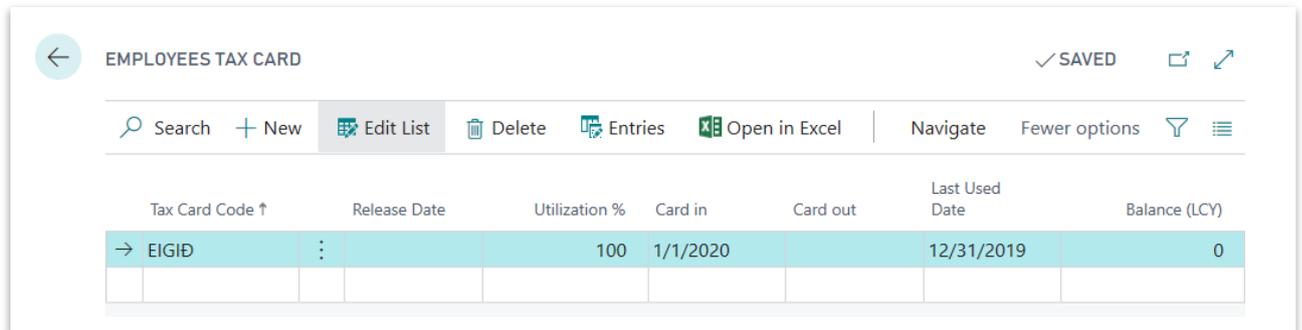
**\*Note:** more information about Wage Method, Contract, and Employee Group can be found in *Wage Method*, *Contract* and *Employee Group* parts

## Tax Cards

To check all employee’s Tax cards click on *Tax Cards* action from *Employee card*.

- **Tax Card Code:** represents kind of Tax card for personal tax credit,
- **Release Day:** represents tax card release date,
- **Utilization %:** defines efficiency percentage that are granted on each tax card,
- **Card in:** defines the date tax card came in system,

- **Card out:** defines the date tax card is taken out from the system and sent to the employee,
- **Last Used Date:** specifies the date when card was last time used,
- **Balance (LCY):** specifies the amount of unused personal allowance.



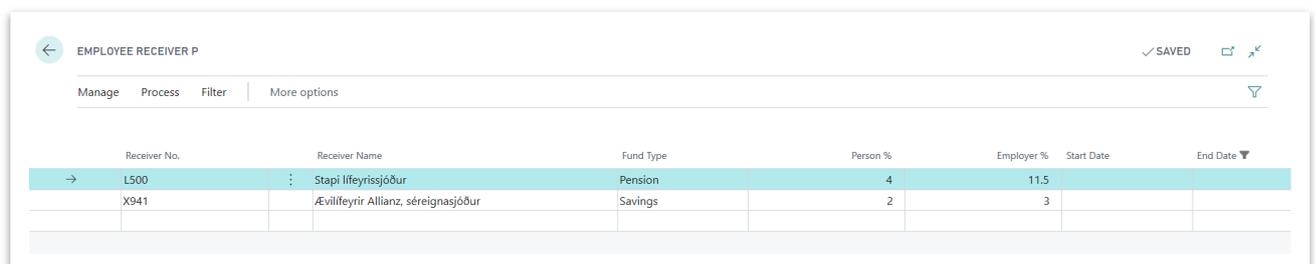
Tax Card Code ↑	Release Date	Utilization %	Card in	Card out	Last Used Date	Balance (LCY)
→ EIGID	:	100	1/1/2020		12/31/2019	0

Employees Tax Card

### Pension and Savings Funds

To check employee’s pension and savings funds click on *Pension Fund* action from *Employee* card.

- **Receiver No., Receiver Name:** represents some of Icelandic pension funds,
- **Fund Type:** defines fund type is it pension or savings,
- **Person %:** defines employee’s deduction,
- **Employer %:** defines employer charge,
- **Start Date:** specifies start date,
- **End Date:** specifies end date.



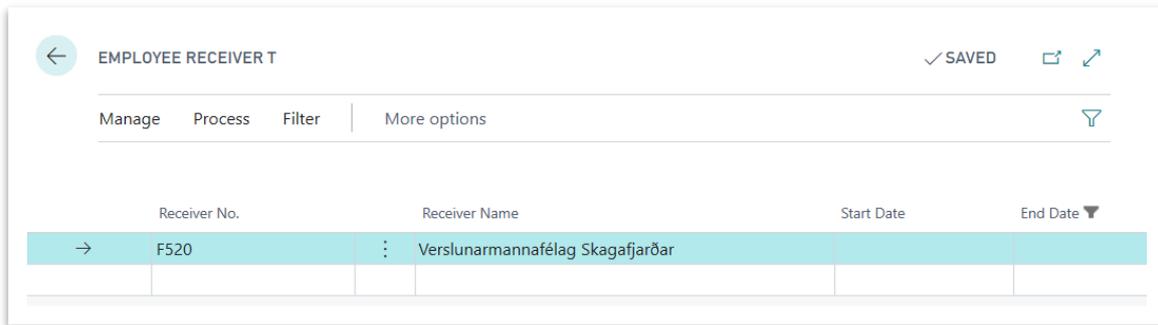
Receiver No.	Receiver Name	Fund Type	Person %	Employer %	Start Date	End Date ▼
→ L500	Stapi líffeyrissjóður	Pension	4	11.5		
X941	Ævillfeyrir Allianz, séreignasjóður	Savings	2	3		

Employees Receiver

### Trade Union

To check employee’s *Trade Union* click on *Trade Union* action from *Employee* card.

- **Receiver No., Receiver Name:** represents some of Icelandic trade union,
- **Start Date:** specifies start date,
- **End Date:** specifies end date.



EMPLOYEE RECEIVER T ✓ SAVED

Manage Process Filter More options

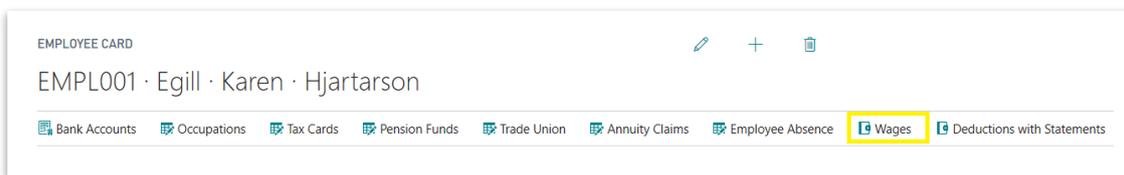
Receiver No.	Receiver Name	Start Date	End Date
→ F520	Verslunarmannafélag Skagafjarðar		

Employees Receiver

### Wages

Wage is regular payment earned for work or services

To add *Wages* for employee, click on *Wages* action from payroll *Employee Card*, *Employee Wage Jnl.* page will open.



EMPLOYEE CARD

EMPL001 · Egill · Karen · Hjartarson

Bank Accounts Occupations Tax Cards Pension Funds Trade Union Annuity Claims Employee Absence **Wages** Deductions with Statements

Employee Card

For testing purpose add base salary, enter next values:

- Occupation No.: ST0001,
- Wage Code: 100 (monthly salary),
- Units: 1

In second new line add 10h overtime, enter next values:

- Occupation No.: ST0001,
- Wage Code: 400 (overtime),
- Units: 10



EMPLOYEE WAGE JNL ✓ SAVED

Manage More options

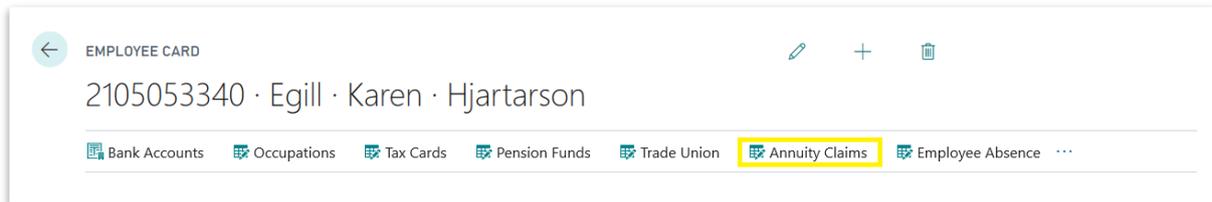
Occupation No.	Wage Code	Wage Description	Currency Code	Units	Rate	Amount	Start Date	End Date	Work Description
ST0001	100	Mánaðarlaun		1	300,000.00	300,000	1/1/2020		
→ ST0001	400	Yfirvinna		10	2,000.00	20,000	1/1/2020		

Employee Wage Jnl.

## Annuity claim

Annuity claim represents afterward taxes and similar things.

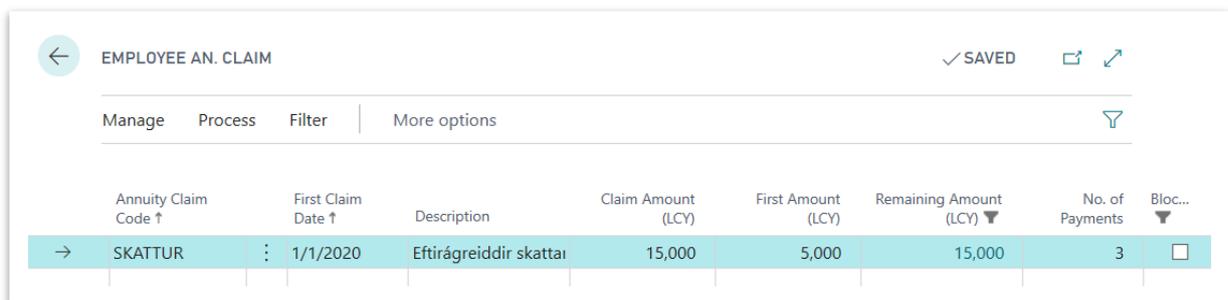
To add Annuity claim to employee click on *Annuity Claim* action from payroll *Employee Card*, *Employee Annuity* page will open.



*Employee Card*

For testing purpose add claim on 15,000.00 that need to be paid to IRS in 3 payments starting from 01/01/2020, enter next values:

- Annuity Claim Code: SKATTUR,
- First Claim Date: 01/01/2020 (or date in future for which will be created Payroll Batch),
- Claim Amount (LCY): 15,000.00
- No. of Payments: 3

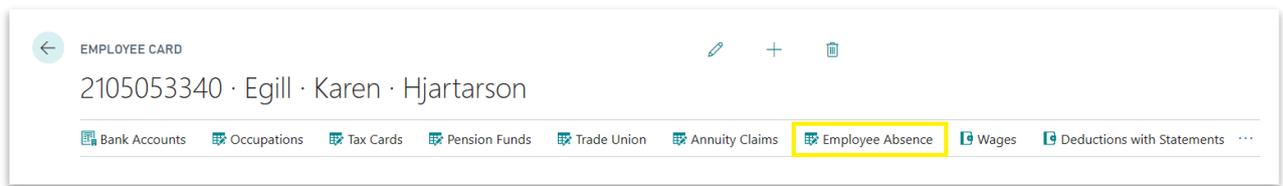


*Employee Annuity Claim*

## Employee Absence

Employee Absence help us to calculate the compensation that an employee can receive for not using vacation. Employee can get that compensation once a year.

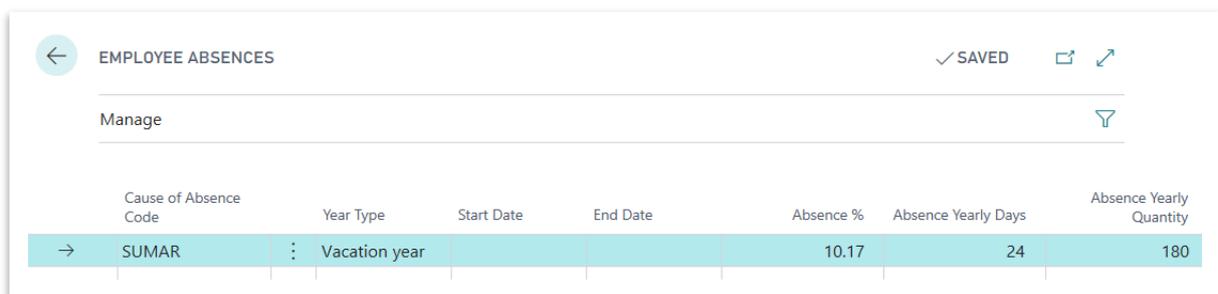
To add Employee Absence for employee, click on *Employee Absence* action from payroll *Employee Card*, *Employee Absences* page will open.



Employee Card

For testing purpose enter next values:

- **Cause of Absence:** SUMAR (Summer vacation),
- **Absence Yearly Days:** 24

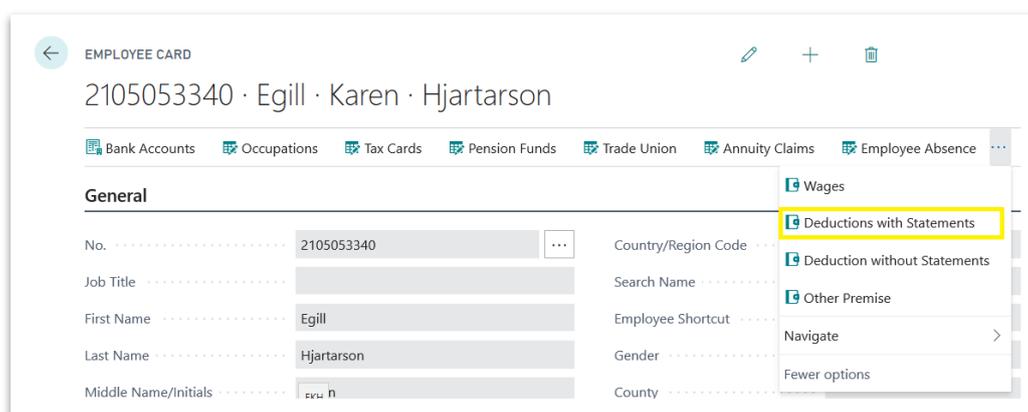


Employee Absences

## Deduction with Statements

Deduction with Statements represents employee’s deduction or company charges in which some third party is involved, for example it can be trade union charges or child alimony.

To add *Deductions with Statements* for employee click on *Deductions with Statements* action from payroll *Employee Card*. *Employee Receiver* page will open.



Employee Card

For testing purpose add some charges from Trade Union, enter next values:

- **Receiver No.:** ST,
- **Start Date:** 01/01/2020 (or date in future for which will be created Payroll Batch),



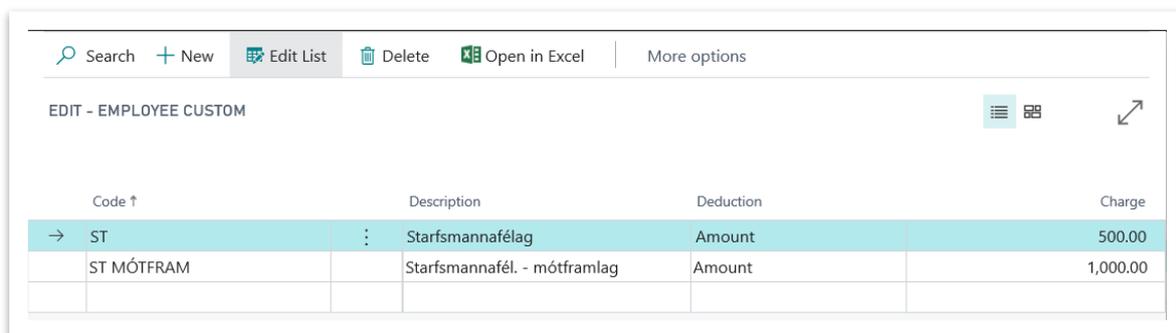
EMPLOYEE RECEIVER C ✓ SAVED

Manage Charges More options

Receiver No.	Receiver Name	Start Date	End Date
→ ST	: Starfsmannafélag	1/1/2020	

Employee Receiver

To check charges for *Deduction with Statement* click on *Charges* action from Employee Receiver page, *Employee Custom* list will open:



EDIT - EMPLOYEE CUSTOM

Code ↑	Description	Deduction	Charge
→ ST	: Starfsmannafélag	Amount	500.00
ST MÓTFRAM	Starfsmannafél. - mótframlag	Amount	1,000.00

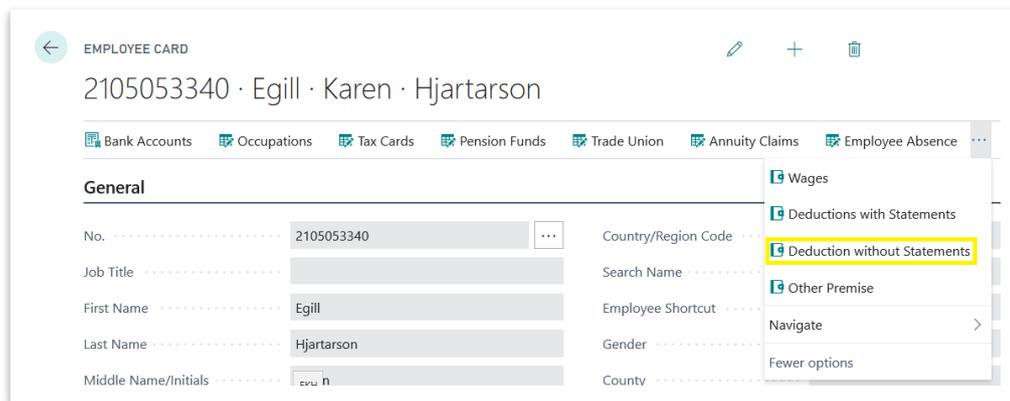
Employee Custom List

Here can be seen that 500.00 will be employee deduction and 1,000.00 will be company charge.

### Deduction without Statements

Deduction without Statements represents employee’s charges such as prepaid salary, cafeteria, Christmas gifts...

To add Deduction without Statements for employee click on Deduction without Statements action from payroll Employee Card, Employee Deduction Jnl page will open.



EMPLOYEE CARD

2105053340 · Egill · Karen · Hjartarson

Bank Accounts Occupations Tax Cards Pension Funds Trade Union Annuity Claims Employee Absence

**General**

No. 2105053340 Country/Region Code

Job Title Search Name

First Name Egill Employee Shortcut

Last Name Hjartarson Gender

Middle Name/Initials evl n County

Wages

Deductions with Statements

**Deduction without Statements**

Other Premise

Navigate

Fewer options

Employee Card

For testing purpose add prepaid salary, employee will pay back to company 10,000.00 each month from January to May, enter next values:

- **Occupation No.:** ST0001,
- **Wage Code:** 690 (Prepaid Salary),
- **Amount:** 10,000.00
- **End Date:** 05/31/2020 (or some date in month after start date)

2.



EMPLOYEE DEDUCT JNL

Manage More options

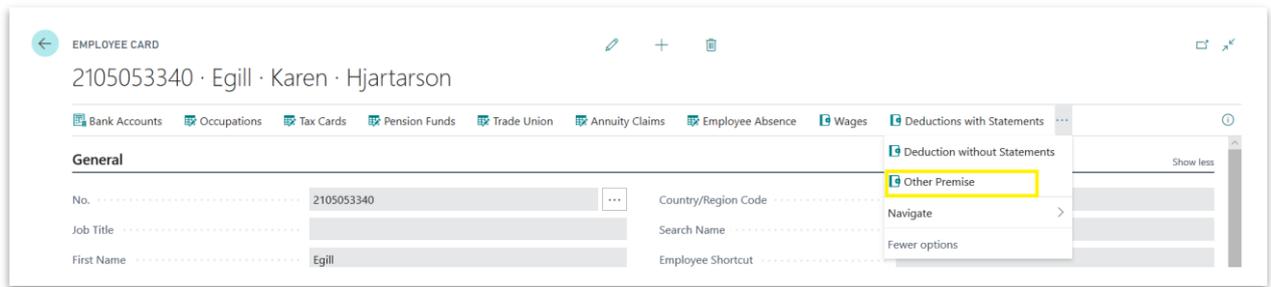
Occupation No.	Wage Code	Wage Description	Units	Rate	Currency Code	Amount	Start Date	End Date
→ ST0001	: 690	Fyrirfram greidd laun				10,000	1/1/2020	5/31/2020

Employee Deduction Jnl.

## Other Premise

Other Premise represents employee’s salary from another employers. By Icelandic law, if employee have income from several sources, tax that should be paid depends on his total income earned from all employers. There are three ranges that define tax rate.

To add Other Premise to employee click on *Other Premise* action from payroll *Employee Card*, *Employee Const Jnl* page will open.



EMPLOYEE CARD  
2105053340 · Egill · Karen · Hjartarson

Bank Accounts Occupations Tax Cards Pension Funds Trade Union Annuity Claims Employee Absence Wages Deductions with Statements

**General**

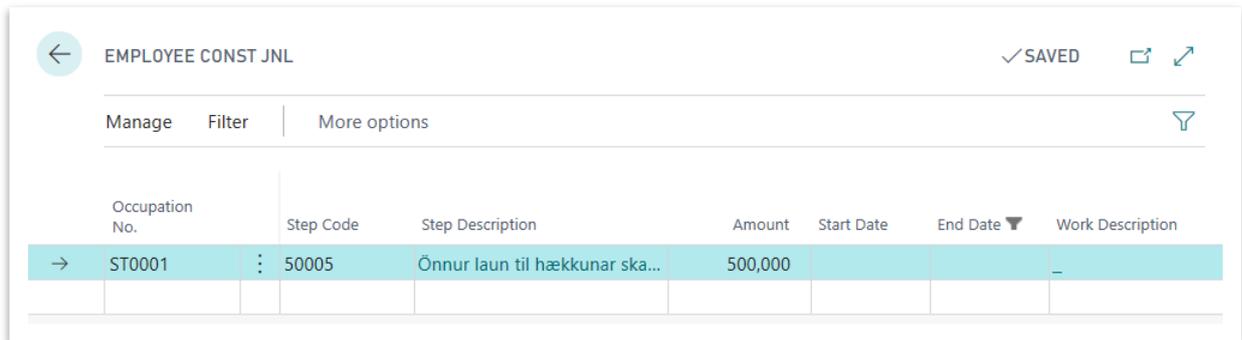
No. 2105053340 Country/Region Code  
Job Title Search Name  
First Name Egill Employee Shortcut

Deduction without Statements  
Other Premise  
Navigate  
Fewer options

*Employee Card*

For testing purpose define premise that will increase employee tax amount, enter next values:

- **Occupation No.:** ST0001,
- **Step Code:** 50005 (other wages for tax base increase),
- **Amount:** 500,000.00,



EMPLOYEE CONST JNL ✓ SAVED

Manage Filter More options

Occupation No.	Step Code	Step Description	Amount	Start Date	End Date	Work Description
→ ST0001	50005	Önnur laun til hækkunar ska...	500,000			-

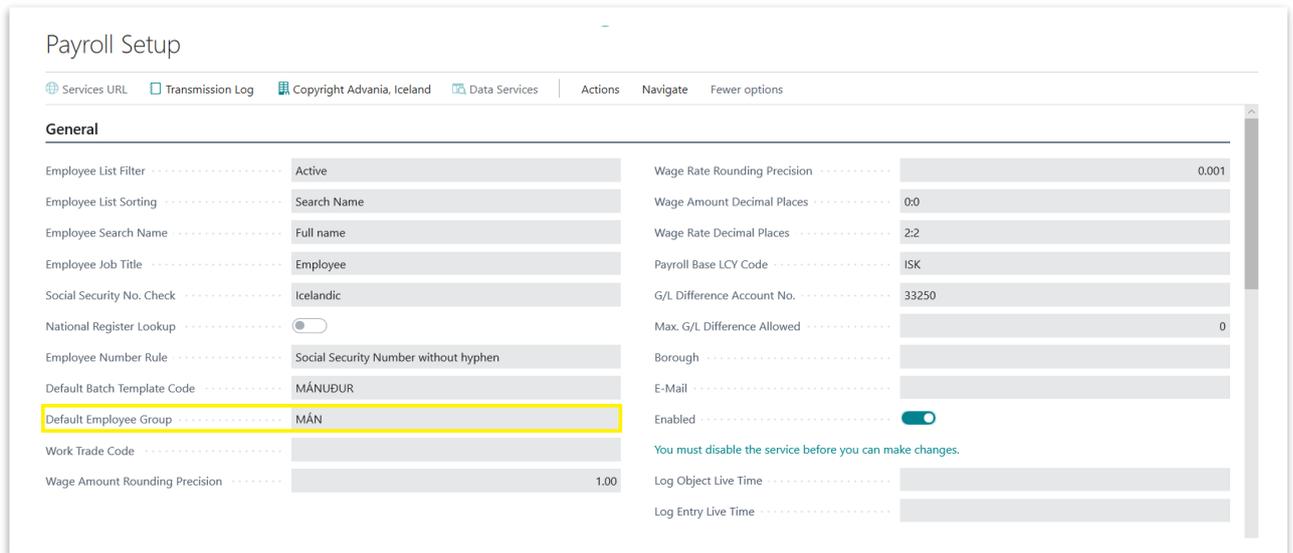
*Employee Const Jnl.*

**\*Note:** More about tax rate and tax calculation can be found in Tax Setup part.

## 5. EMPLOYEE GROUP

*Employee Group* help us with creation of new employees and their pay slip calculation. Employee group include predefined values for some fields that will be automatically applied on new employee with current group. Usually Employee Group is created for employees from the same trade union.

On Payroll Setup is defined *Default Employee Group*, that Employee Group will be always used when new employee is created.

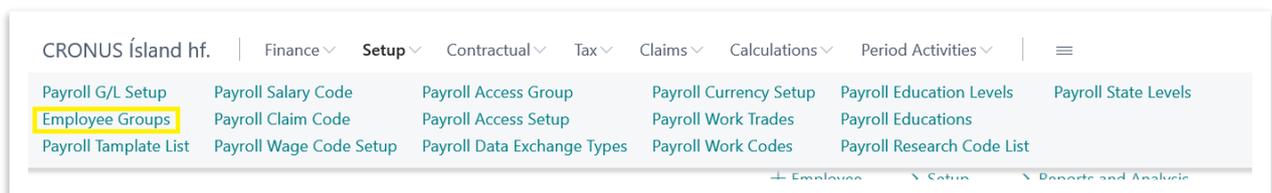


The screenshot shows the 'Payroll Setup' application interface. At the top, there are navigation links: 'Services URL', 'Transmission Log', 'Copyright Advania, Iceland', 'Data Services', 'Actions', 'Navigate', and 'Fewer options'. Below this is the 'General' tab, which contains a grid of configuration fields. The 'Default Employee Group' field is highlighted with a yellow border and contains the value 'MÁN'. Other visible fields include 'Employee List Filter' (Active), 'Employee List Sorting' (Search Name), 'Employee Search Name' (Full name), 'Employee Job Title' (Employee), 'Social Security No. Check' (Icelandic), 'National Register Lookup' (disabled), 'Employee Number Rule' (Social Security Number without hyphen), 'Default Batch Template Code' (MÁNUÐUR), 'Wage Rate Rounding Precision' (1.00), 'Wage Rate Decimal Places' (2:2), 'Payroll Base LCY Code' (ISK), 'G/L Difference Account No.' (33250), 'Max. G/L Difference Allowed' (0), 'Borough', 'E-Mail', 'Enabled' (checked), 'Log Object Live Time', and 'Log Entry Live Time'. A note at the bottom right states: 'You must disable the service before you can make changes.'

Payroll Setup

To demonstrate how *Employee Group* works, *Default Employee Group* will be modified and new employee will be created.

Click on the Employee Groups action from Setup tab in Payroll role center, or search for *Payroll Employee Groups*, *Employee Groups* page will open.



The screenshot shows the 'Payroll Role Center' navigation menu. At the top, there are navigation links: 'CRONUS Ísland hf.', 'Finance', 'Setup', 'Contractual', 'Tax', 'Claims', 'Calculations', and 'Period Activities'. Below this is a grid of links. The 'Employee Groups' link is highlighted with a yellow box. Other visible links include 'Payroll G/L Setup', 'Payroll Salary Code', 'Payroll Access Group', 'Payroll Currency Setup', 'Payroll Education Levels', 'Payroll State Levels', 'Payroll Claim Code', 'Payroll Access Setup', 'Payroll Work Trades', 'Payroll Educations', 'Payroll Template List', 'Payroll Wage Code Setup', 'Payroll Data Exchange Types', 'Payroll Work Codes', 'Payroll Research Code List', '+ Employee', 'Setup', and 'Reports and Analysis'.

Payroll – Role Center

Click on default group from setup (in our case MÁN), *Employee Group Card* will open.

Code ↑	Description	Default Wage Method Code
FYRIRFRAM	Mánaðarlaun	ST+REIKN
MÁN	Mánaðarlaun	ST+REIKN

Employee Groups

Insert values in General tab and add new lines as in picture.

EMPLOYEE GROUP CARD

### MÁN · Mánaðarlaun

Actions    Navigate

**General**

Code ..... MÁN      Nationality ..... IS

Description ..... Mánaðarlaun      Native Language .....

Default Wage Metho... : ST+REIKN      Global Dimension 1 ...

Create Customer .....       Global Dimension 2 ...

Citizenship ..... IS

**Lines**    Manage    More options

Type	Code	Name	Wage Method Code	Contract Code	Bracket Code	Brz
Tax Card	EIGID	Eigið kort				
Pension Fund	L500	Stapi lífeyrissjóður				
Trade Union	F520	Verzlunarmannafélag Skagafjar...				

**Wage Amounts I**

Description      Step Filter

Employee Group Card

Close Employee Group Card and create new Employee, do the first five steps from Employee part. On fifth step, Pension Fund and Trade union should be already defined from Employee Group.

EDIT - EMPLOYEE SETUP - EMP0002 · MAREN · EGILL · KARENTARSON

**Payroll System**

No. ....	EMP0002	Union (1) .....	Verslunarmannafélag Ska ...
Full Name .....	Maren Egill Karentarson	Employee .....	1 %
Employment Date ...	1/1/2020	Reports Delivery .....	Both
Pension Fund (1) .....	Stapi lífeyrissjóður ...	<b>BANK ACCOUNT</b>	
Employee .....	4 %	Bank Account No. ....	
Employer .....	11.5 %	<b>VACATION SAVINGS ACCOUNT</b>	
Rehabilitation .....	0.1 %	Bank Account No. ....	
Savings Fund (0) .....	Lookup Receiver...	<b>TAX CARD</b>	
Employee .....		Utilization % .....	100 %
Employer .....		Last Used Date .....	
		Balance (LCY) .....	0

Close

After Employee is created, check if predefined values are copied from Employee Group.

EMPLOYEE CARD

EMP0002 · Maren · Egill · Karentarson

Bank Accounts Occupations Tax Cards Pension Funds Trade Union Annuity Claims Employee Absence Wages Deductions with Statements

**General**

No. ....	EMP0002	Country/Region Code .....	IS
Job Title .....		Search Name .....	MAREN EGILL KARENTARSON
First Name .....	Maren	Employee Shortcut .....	
Last Name .....	Karentarson	Gender .....	Male
Middle Name/Initials .....	Egill	County .....	
Initials .....	MEK	Region Code .....	
Address .....	Grenihlíð 2	Citizenship .....	IS
Address 2 .....		Nationality .....	IS
Post Code .....	540	Last Date Modified .....	8/11/2020
City .....	Blönduós	Blocked .....	<input type="checkbox"/>

**Errors and Warnings**

**Communication** > Both

**Administration** > 1/1/2020 Active

**\*Occupation** > 1/1/2020 1 MAN

**Pension Fund**

Pension Fund .....	Stapi lífeyrissjóður ...	Employer .....	11.5 %
Employee .....	4 %	Rehabilitation .....	0.1 %

**Savings Fund** > Lookup Receiver...

**Trade Union**

Union Fund .....	F520 - Verslunarmannafélag Skagafjarðar ...	Employee .....	1 %
------------------	---	----------------	-----

Payroll Employee Card

## 6. CONTRACT

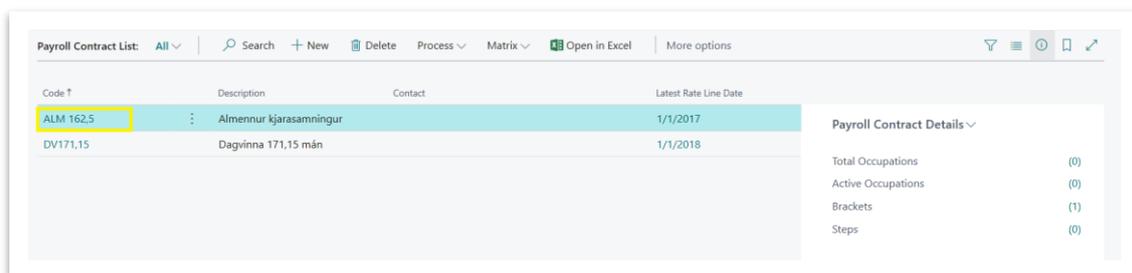
Contract includes all information that are agreed between employee and employer.  
To add new contract for employee do next:

In Payroll role center click on Payroll Contract List action from Contractual tab, or search for Payroll Contract List.



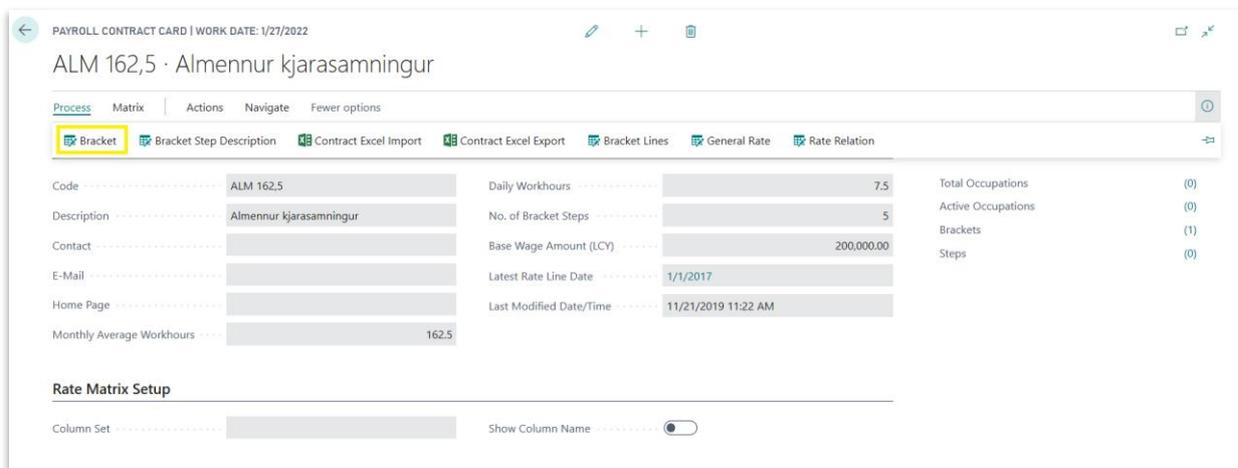
### Payroll – Role Center

Payroll Contract List should be opened. There are two predefined groups of contracts. Click on ALM 162,5 (General wage agreement). Payroll Contract Card will open.



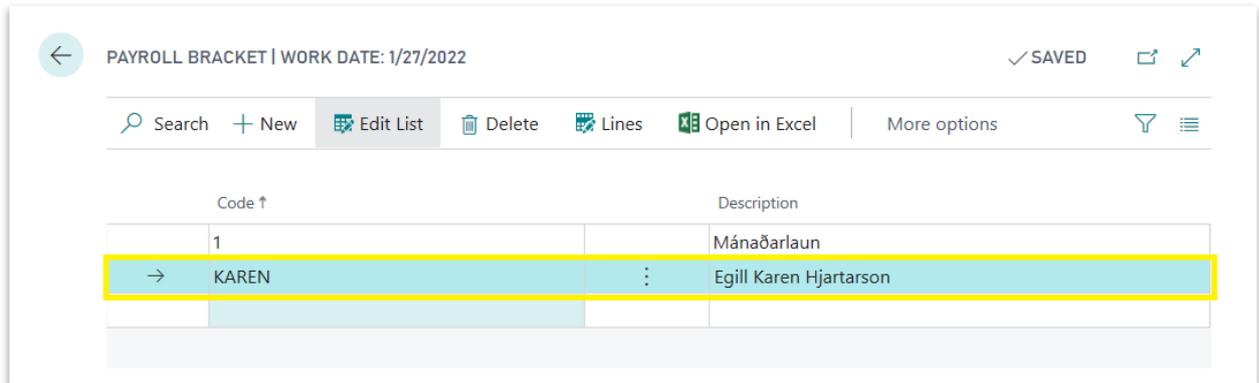
### Payroll Contract List

On Payroll Contract Card can be found general information like *Daily Workhours, Monthly Average Workhours, Base Wage Amount (LCY)*. For each employee or for group of employees can be created Bracket, with click on *Bracket* action. *Payroll Bracket* page will open.



### Payroll Contract Card

In *Payroll Bracket* page insert new record.



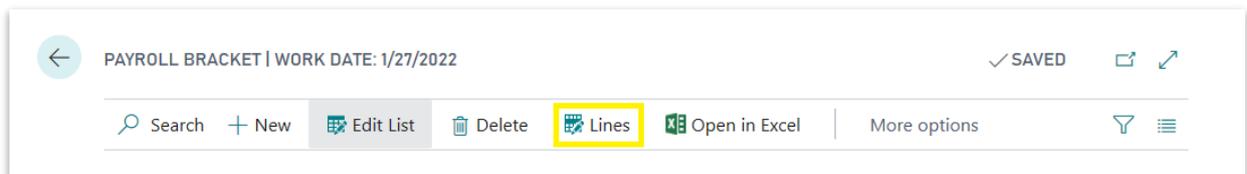
← PAYROLL BRACKET | WORK DATE: 1/27/2022 ✓ SAVED

Search + New Edit List Delete Lines Open in Excel More options

Code ↑	Description
1	Mánaðarlaun
→ KAREN	Egill Karen Hjartarson

*Payroll Bracket*

To add lines for created Bracket click on *Lines* action from *Payroll Bracket* page. *Payroll Bracket Lines* page will open.

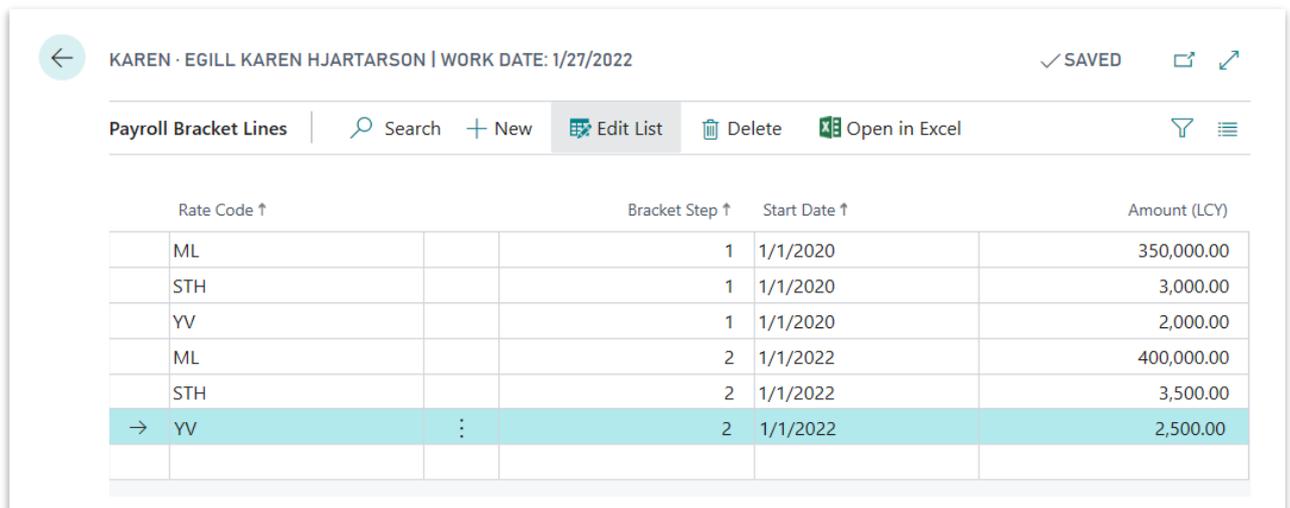


← PAYROLL BRACKET | WORK DATE: 1/27/2022 ✓ SAVED

Search + New Edit List Delete Lines Open in Excel More options

*Payroll Bracket*

Insert next lines in *Payroll Bracket Lines* page. ML rate code represent monthly wage, STH is wage during holidays, YV is overtime. In Iceland Bracket Step defines some kind of employee’s loyalty to the employer, the longer the employee is in the company the higher bracket step it will have.



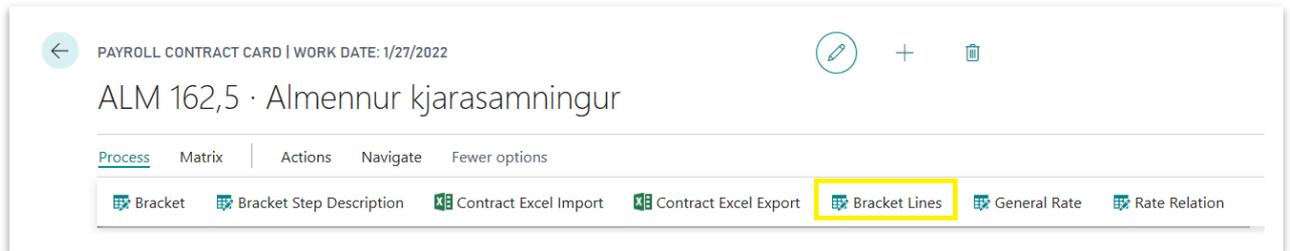
← KAREN · EGILL KAREN HJARTARSON | WORK DATE: 1/27/2022 ✓ SAVED

Payroll Bracket Lines Search + New Edit List Delete Open in Excel

Rate Code ↑	Bracket Step ↑	Start Date ↑	Amount (LCY)
ML	1	1/1/2020	350,000.00
STH	1	1/1/2020	3,000.00
YV	1	1/1/2020	2,000.00
ML	2	1/1/2022	400,000.00
STH	2	1/1/2022	3,500.00
→ YV	2	1/1/2022	2,500.00

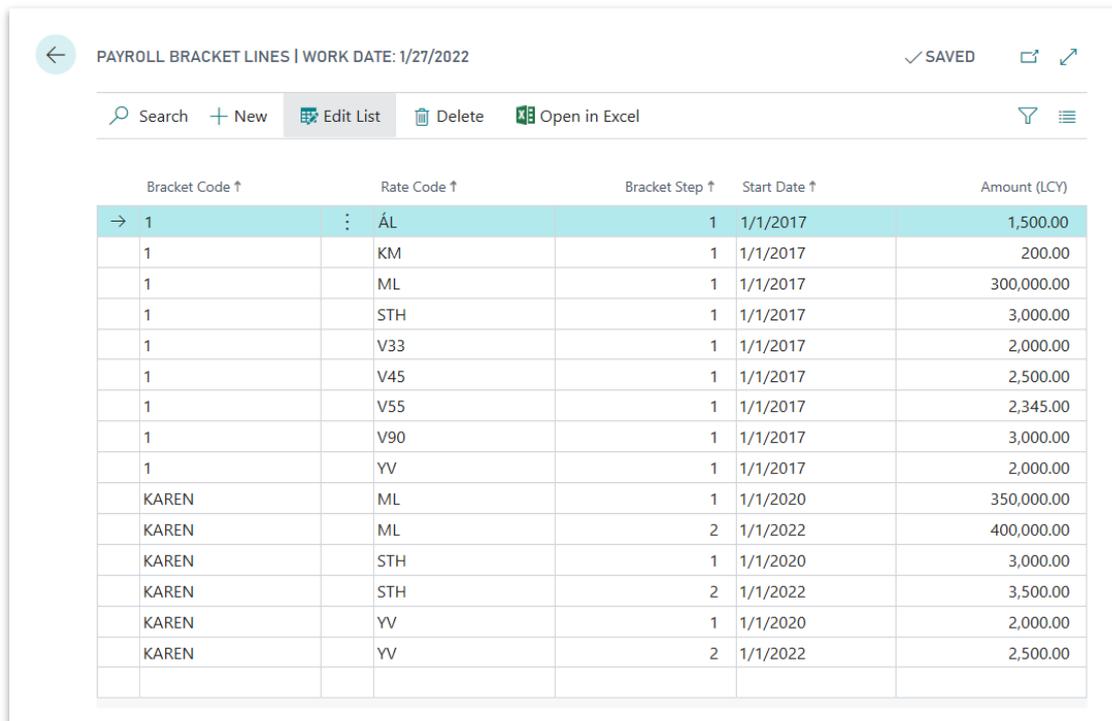
*Payroll Bracket Lines*

To check all Bracket and Bracket lines from Contract, go back to Contract card and click on *Bracket Lines* action.



*Payroll Contract Card*

Payroll Bracket Lines page should be opened, here can be seen all Bracket lines for current contract.

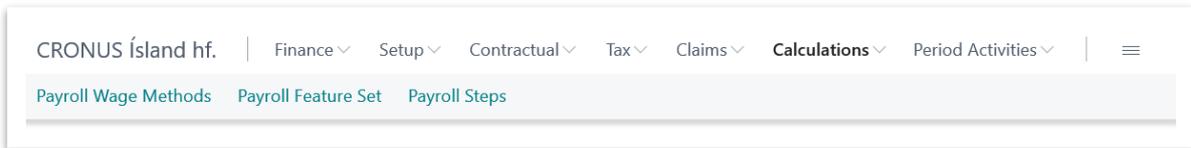


Bracket Code ↑	Rate Code ↑	Bracket Step ↑	Start Date ↑	Amount (LCY)
→ 1	ÁL	1	1/1/2017	1,500.00
1	KM	1	1/1/2017	200.00
1	ML	1	1/1/2017	300,000.00
1	STH	1	1/1/2017	3,000.00
1	V33	1	1/1/2017	2,000.00
1	V45	1	1/1/2017	2,500.00
1	V55	1	1/1/2017	2,345.00
1	V90	1	1/1/2017	3,000.00
1	YV	1	1/1/2017	2,000.00
KAREN	ML	1	1/1/2020	350,000.00
KAREN	ML	2	1/1/2022	400,000.00
KAREN	STH	1	1/1/2020	3,000.00
KAREN	STH	2	1/1/2022	3,500.00
KAREN	YV	1	1/1/2020	2,000.00
KAREN	YV	2	1/1/2022	2,500.00

*Payroll Bracket Lines*

## 7. CALCULATION

In Calculations tab from Payroll role center can be found *Payroll Step*, *Payroll Feature Set* and *Payroll Wage Methods* actions.



Payroll – Role Center

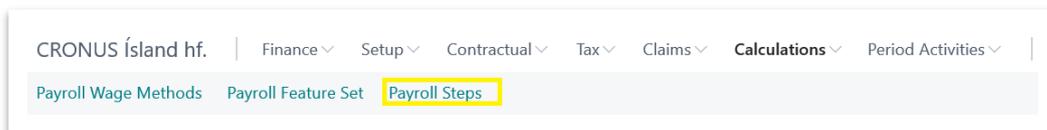
### Payroll Steps

Payroll Steps are key part of this solution. They can be found like part of Payroll Feature Set, Payroll Wage Methods, Payroll Charges, Employee group, Payroll Wage Code Setup, Payroll Pay Slip Setup, Payroll Tax Setup, Payroll G/L setup...

The purpose of Payroll Steps is to help with the calculation and posting of payment slips. During calculation process, system will collect all steps that are involved in employee payment calculation, sort them by code and calculate their amount depending on step’s formula, after that in *Payroll Pay Slip Setup* can be set which steps will be shown on pay slip and how.

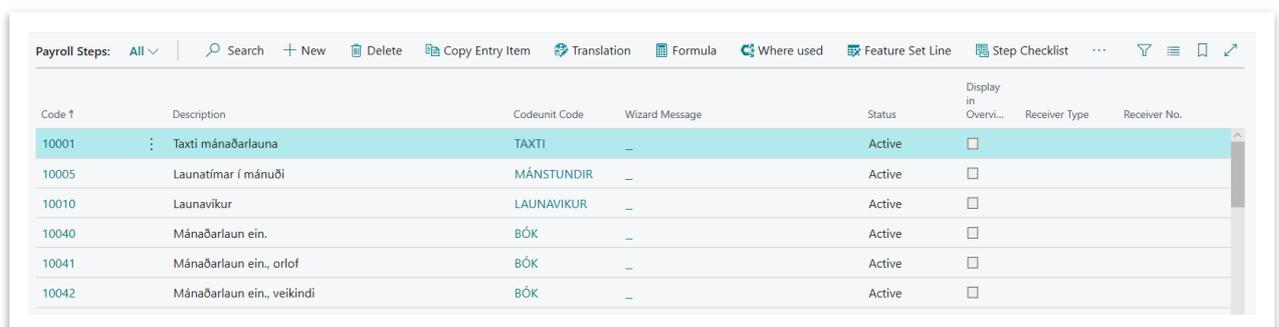
**\*Note:** more information about new Steps and *Payroll Pay Slip Setup* can be found in *Payroll Pay Slip Setup* part.

To open *Payroll Step List* click on *Payroll Steps* action from *Calculations* tab of *Payroll* role center or search for *Step List*.



Payroll – Role Center

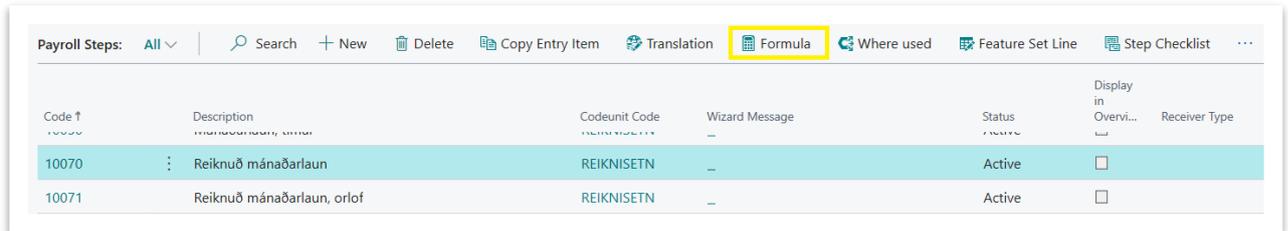
Payroll Steps list page will open, on this page can be found a predefined list of steps adapted to Icelandic payroll regulation.



Code #	Description	Codeunit Code	Wizard Message	Status	Display in Overview	Receiver Type	Receiver No.
10001	Taxti mánaðarlauna	TAXTI	-	Active	<input type="checkbox"/>		
10005	Launatímar í mánuði	MÁNSTUNDIR	-	Active	<input type="checkbox"/>		
10010	Launavikur	LAUNAVIKUR	-	Active	<input type="checkbox"/>		
10040	Mánaðarlaun ein.	BÓK	-	Active	<input type="checkbox"/>		
10041	Mánaðarlaun ein., orlof	BÓK	-	Active	<input type="checkbox"/>		
10042	Mánaðarlaun ein., veikindi	BÓK	-	Active	<input type="checkbox"/>		

Payroll Steps

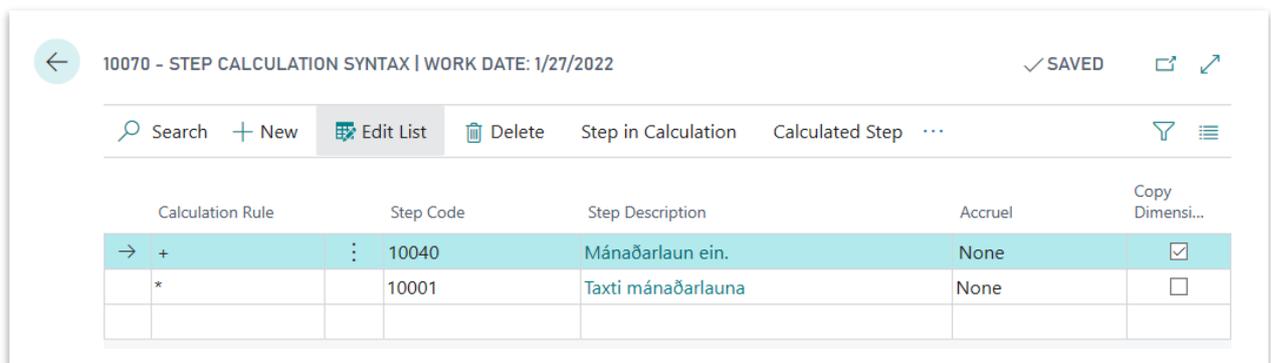
To see formula for Payroll Step click on *Formula* action from *Payroll Steps* page. For example check formula for code 10070 (Calculated monthly salary).



Code ↑	Description	Codeunit Code	Wizard Message	Status	Display in Overvi...	Receiver Type
10070	Reiknuð mánaðarlaun	REIKNISETN	-	Active	<input type="checkbox"/>	
10071	Reiknuð mánaðarlaun, orlof	REIKNISETN	-	Active	<input type="checkbox"/>	

Payroll Steps

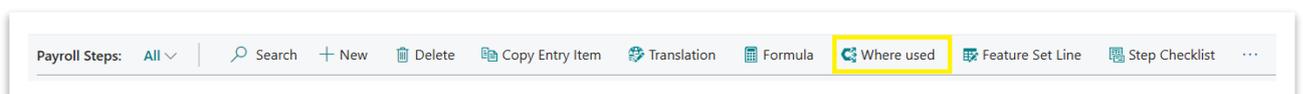
Step Calculation Syntax page will open for selected Payroll Step, here can be seen that step amount for 10070 (Calculated monthly salary) is result of multiplying step 10040 (Monthly salary credits) with 10001 (Rate of monthly salary).



Calculation Rule	Step Code	Step Description	Accruel	Copy Dimensi...
→ +	10040	Mánaðarlaun ein.	None	<input checked="" type="checkbox"/>
*	10001	Taxti mánaðarlauna	None	<input type="checkbox"/>

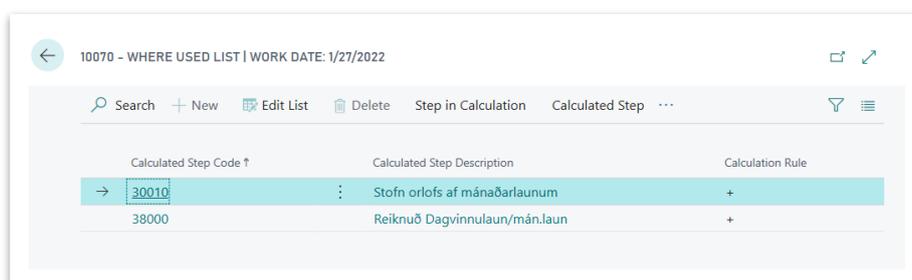
Step Calculation Syntax

To check if Payroll Step is part of other Payroll Step's formula go back to *Payroll Steps* page and click on *Where used* action.



Payroll Steps

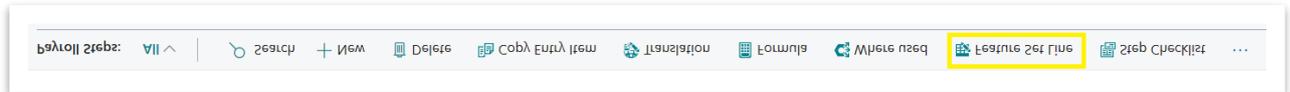
Where Used list will open for selected Payroll Step, here can be found a list of all Steps which have current step in their *Formula*.



Calculated Step Code ↑	Calculated Step Description	Calculation Rule
→ 30010	Stofn orlofs af mánaðarlaunum	+
38000	Reiknuð Dagvinnulaun/mán.laun	+

Where Used List

To see a list off all *Payroll Feature Sets* which include a specific *Payroll Step*, go back to *Payroll Steps* page and click on *Feature Set Line* action.



Payroll Steps

*Payroll Feature Set Steps List* page will open. Here can be seen all *Payroll Features* with selected *Payroll Step*.

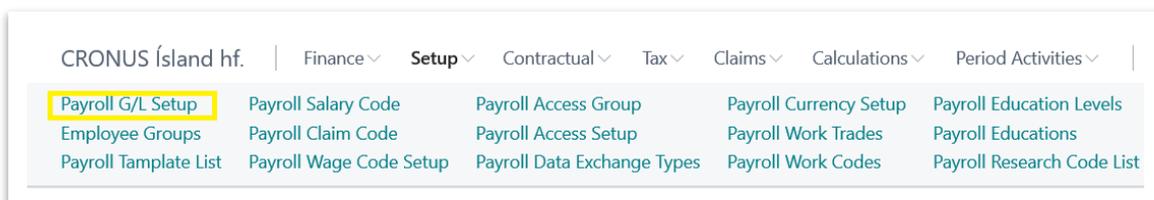
PAYROLL FEATURE SET STEPS LIST   WORK DATE: 1/27/2022			
Feature Set Code ↑	Feature Set Description	Step Code ↑ ▾	Step Description
→ MÁNADARL	Mánaðarlaun	10070	Reiknuð mánaðarlaun

Payroll Feature Set Steps List

### Payroll G/L Setup

*Payroll G/L Setup* help us to define which accounts will be affected by steps during posting.

To open *Payroll G/L Setup* page click on *Payroll G/L Setup* action from *Setup* tab in *Payroll* role center or search for *Payroll G/L Setup*.



Payroll – Role Center

*Payroll G/L Setup* represents list of all steps for which can be created G/L entries during posting, here is defined their Account Type, Account No, it's side of posting. Here can be created or changed existing G/L setup for some payroll steps.

Step Code	Account Type	Account No.	Description	Disposal Type	Debet/Credit	Step Description
38000	G/L Account	22100	Laun	Direct Posting	Debet	Reiknuð Dagvinnulaun/mán.laun
38010	G/L Account	22100	Laun	Direct Posting	Debet	Reiknuð Yfirvinnulaun
38030	G/L Account	22100	Laun	Direct Posting	Debet	Reiknað Orlof
38100	G/L Account	22100	Laun	Direct Posting	Debet	Reiknað vaktarálag + persálag
38210	G/L Account	22735	Dagpeningar - staðgreiðslusk.	Direct Posting	Debet	Reiknaðir Staðgreiðsluskýldir dagpeningar
38230	G/L Account			Direct Posting	Debet	Reiknuð fæðishlunnindi
10625	G/L Account	22700	Bifreiðastyrkur - staðgreiðslusk.	Direct Posting	Debet	Reiknaður akstur staðgr.skyldur
10660	G/L Account	22700	Bifreiðastyrkur - staðgreiðslusk.	Direct Posting	Debet	Bilastyrkur stgr.sk.(upphæð)

Payroll G/L Setup

For testing purpose change Payroll G/L Setup for **92070** Step Code. Go to *Manage* tab and click on *Edit List* action.

Step Code	Account Type	Account No.	Description
38000	G/L Account	22100	Laun
38010	G/L Account	22100	Laun

Payroll G/L Setup

Payroll G/L Setup will open in edit mode, scroll down to the **92070** Step Code and set **22900** Account No. for debit, and **62550** Account No. for credit side.

Step Code	Account Type	Account No.	Description	Disposal Type	Debet/Credit	Step Description
78010	Customer			Direct Posting	Credit	Vöruúttekt
78030	Customer			Direct Posting	Credit	Fært inn á viðskiptamann
92070	G/L Account	22900	Annar starfsmannakostnaður	Direct Posting	Debet	Breyting á orlofsskuldbindingu
92070	G/L Account	62550	Ógreitt orlof - uppsafnað	Direct Posting	Credit	Breyting á orlofsskuldbindingu
61002	G/L Account	22900	Annar starfsmannakostnaður	Direct Posting	Credit	Mötuneyti - reiknisetning
61010	G/L Account			Direct Posting	Credit	Liður fyrir ýmsan starfsmannafrádrátt

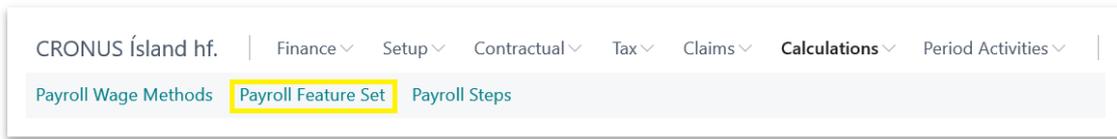
Payroll G/L Setup

Close the page

## Payroll Feature Set

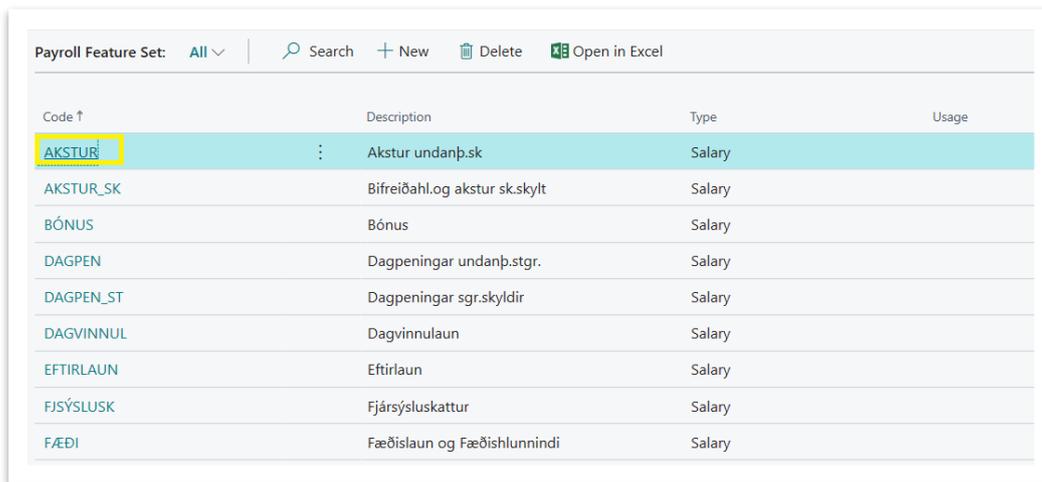
Payroll Feature Set represent the group of *Payroll Steps* that can be included in pay slip calculation, for example like part of Employee Absence, Wage method or Payroll Wage Code Setup.

To check existing *Payroll Feature Sets* run *Payroll Feature Set* action from *Calculation* tab on *Payroll* role center, or search for *Payroll Feature Set List*.



*Payroll – Role Center*

Payroll Feature Set list will open, click on some code to open Payroll Feature Set Card page.



Code ↑	Description	Type	Usage
AKSTUR	Akstur undanþ.sk	Salary	
AKSTUR_SK	Bifreiðahl.og akstur sk.skylt	Salary	
BÓNUS	Bónus	Salary	
DAGPEN	Dagpeningar undanþ.stgr.	Salary	
DAGPEN_ST	Dagpeningar sgr.skyldir	Salary	
DAGVINNUL	Dagvinnulaun	Salary	
EFTIRLAUN	Eftirlaun	Salary	
FJÍSÝSLUSK	Fjársýsluskattur	Salary	
FÆÐI	Fæðislaun og Fæðishlunnindi	Salary	

*Payroll Feature Set*

On Payroll Feature Set Card page can be found all steps included in this feature.

...URE SET CARD | WORK DATE: 1/27/2022

AKSTUR · Akstur undanþ.sk

**General**

Code ..... AKSTUR Usage .....  
 Description ..... Akstur undanþ.sk  
 Type ..... Salary

Payroll Feature Set Subform | Manage

Step Code ↑	Step Description
→ 10600	Akstur km. án staðgr.
10610	Km. gjald án staðgr.
10620	Reiknaður akstur án staðgr.
10650	Bílastyrkur undanþ.(upphæð)
38260	Reiknaðir aksturspeningar utan staðgr.

Payroll Feature Set Card

### Payroll Wage Method

Wage method defines steps and feature sets that are used for calculating extra on salary from overtime and vacation days that are not used.

To open Payroll Wage Methods list page click on Payroll Wage Methods action from Calculation tab or search for Payroll Wage Methods.

CRONUS Ísland hf. | Finance ▾ Setup ▾ Contractual ▾ Tax ▾ Claims ▾ Calculations ▾ Period Activities ▾

Payroll Wage Methods Payroll Feature Set Payroll Steps

Payroll – Role Center

Payroll Wage Methods list will open. On the list click on some record to open Wage Method card.

Code ↑	Description
GREITT	Orlof reiknað á öll laun og greitt á launareikning.
REIKNINGUR	Orlof reiknað á öll laun og greitt á orlofsreikn.
ST+GREITT	Orlofsskuldbinding á DV/ML orlof á YV greitt út með launum.
ST+REIKN	Orlofsskuldbinding á DV/ML orlof á YV greitt á orlofsreikning.

Payroll Wage Methods

In the Wage Method card can be defined *Vacation Saving Step Code*, *Paid Wages Step Code* and features.

← ...WAGE METHOD | WORK DATE: 1/27/2022 ✓ SAVED

### ST+GREITT · Orlofsskuldbinding á DV/ML orlof á YV greitt út með launum.

---

**General**

Code: ST+GREITT      Vacation Savings Step Code: 76000

Description: Orlofsskuldbinding á DV/ML orlof      Paid Wages Step Code: 79000

Include Vacation Days:       Blocked:

---

Lines | Manage

Feature Set Code ↑	Feature Set Description
→ ORLOF YV	Orlof af yfirvinnulaunum
ORLSKULDB	Orlofsskuldbinding

3.

Wage Method

## 8. PAYROLL BATCH

To create new Payroll Batch follow next steps:

If there is no existing employee with data for pay slip calculation, create new one following all steps from Employee part in order to have data for calculation.

Click on *Payroll Batch* action from Payroll role center. *Payroll Batch* page will open.

CRONUS Ísland hf. | Finance ▾ Setup ▾ Contractual ▾ Tax ▾ Claims ▾ Calculations ▾ Period Activities ▾ | ☰

Employees Occupations Batches Posted Batches Statements

INSIGHT FROM LAST WEEK

# Your top customer was

ACTIONS  
 + Employee > Setup > Reports and Analysis  
 + Payroll Batch > History

*Payroll – Role Center*

On *Payroll Batch* page go to the *Salary Start Date* field and for testing purpose insert date of employee employment to calculate his first salary (or insert date of first next period for which is not posted payroll batch, after posting of this batch it will be 02/01/2020).

PAYROLL BATCH LK0003

Process Reports Batch Statements | More options

**General**

Description	*		Work Start Date	*	
Template Code		MÁNUÐUR	Work End Date	*	
Salary Start Date	*	010120	Payday	*	
Salary End Date	*		Pay Slip Message		

Payroll Batch Lines | Manage Functions Line Employee Fewer options

*Payroll Batch*

After *Salary Start Date* is inserted, other fields from *General* tab will be automatically filled.

PAYROLL BATCH LK0003 · Útborgun January 2020

Process Reports Batch Statements | More options

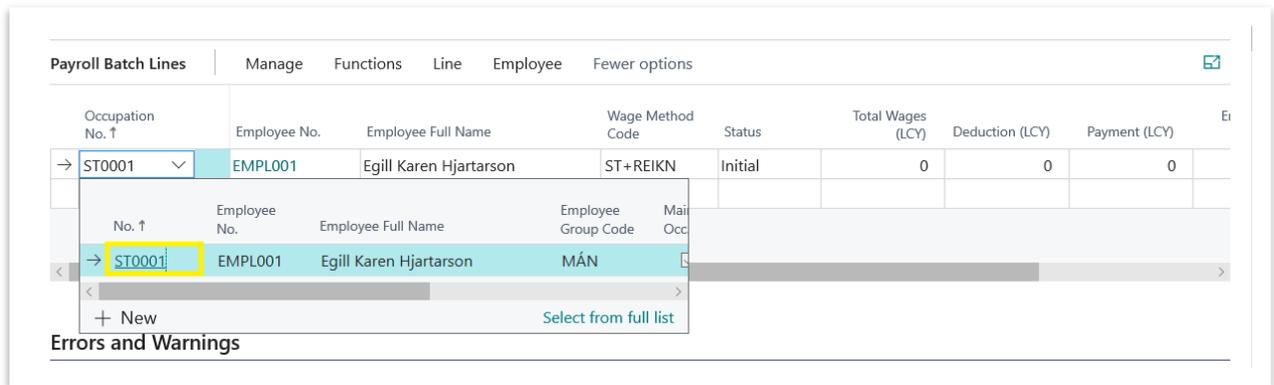
**General**

Description	Útborgun January 2020	Work Start Date	1/1/2020
Template Code	MÁNUÐUR	Work End Date	1/31/2020
Salary Start Date	1/1/2020	Payday	1/31/2020
Salary End Date	1/31/2020	Pay Slip Message	

Payroll Batch Lines | Manage Functions Line Employee Fewer options

*Payroll Batch – General group*

Create new line by selecting *Occupation No.* from created customer.



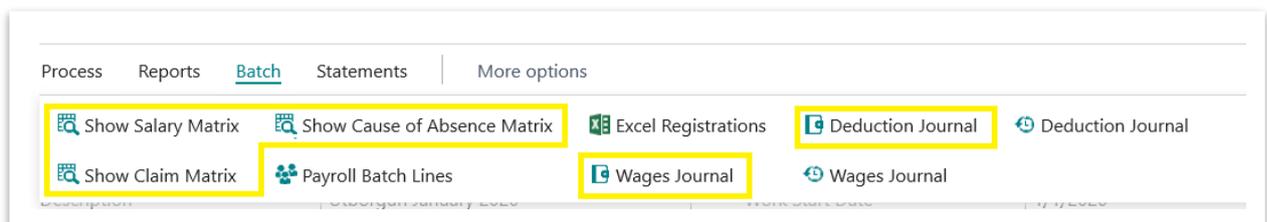
Payroll Batch – Payroll Batch Lines part

The same line can be created using next actions. These actions are used for creating lines when there are more than one employee. Depending on action, various filters can be used for Batch lines creation.



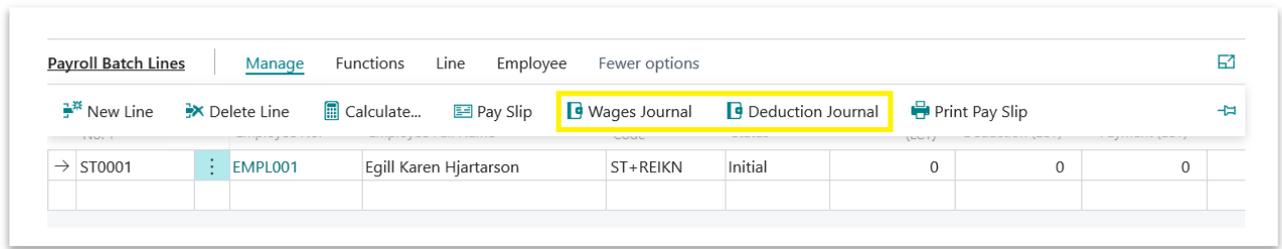
Payroll Batch

After line is created, actions from next picture can be used to check or change some of employee’s Information.



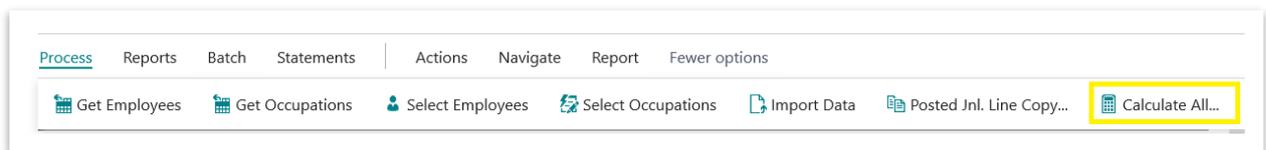
Payroll Batch

Wage Journal and Deduction Journal can be changed on Line level too, using next actions from line:



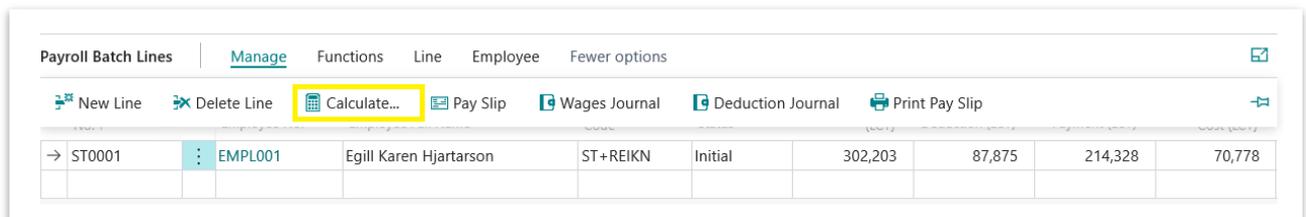
Payroll Batch – Payroll Batch Lines part

After all desired lines are created batch can be calculated running *Calculate All* action.



Payroll Batch

Or it can be calculated line by line with *Calculate* action from line part.



Payroll Batch – Payroll Batch Lines part

After calculation and before posting make sure there are no errors.

PAYROLL BATCH

LK0003 · Útborgun January 2020

Process Reports Batch Statements Actions Navigate Report Fewer options

Salary End Date 1/31/2020 Pay Slip Message

Occupation No. ↑	Employee No.	Employee Full Name	Wage Method Code	Status	Total Wages (LCY)	Deduction (LCY)	Payment (LCY)	Employment Cost (LCY)
→ ST0001	EMPL001	Egill Karen Hjartarson	ST+REIKN	Initial	302,203	87,875	214,328	70,778

**Errors and Warnings**

Error Messages

Message Type	Field Name	Description
(There is nothing to show in this view)		

**Payroll Batch Line Details**

Employee Status	No
Employee Comment	No
Pay Slip Comment	No
Errors	Yes
Warnings	No

*Payroll Batch*

**\*Note:** If steps from *Payroll G/L Setup* are not already done there will be errors for created line.

To check existing errors, select line with error and click on Errors field from Payroll Batch Line Details fast tab, Error Messages page will open.

**Payroll Batch Line Details**

Employee Status	
Employee Comment	No
Pay Slip Comment	No
Errors	Yes
Warnings	No
Messages	No
Wage Journal	(2)
Deduction Journal	(1)
Regular Claims	(2)
Pension Funds	(5)
Trade Unions	(4)
Overwritten lines	(0)

*Payroll Batch Line Details fast tab*

To see record that cause error click on *Open Related Record* action.

Message Type ↑	Description	Context	Context Field Name
Error	Error found for step 92070 "Breyting á orlofsskuldbind..."	ADV Prl. Batch Line: LK0003,...	
Error	Error found for step 92070 "Breyting á orlofsskuldbind..."	ADV Prl. Batch Line: LK0003,...	

Error Messages

In this case Payroll Batch G/L Entries page will open, and from here can be concluded that cause of errors is missing Account No.

Batch No. ↑	Step Code	Step Description	Employee No.	Employee Full Name	Posting Date	Description	Amount (LCY)	Account Type	Account No.
LK0003	86000	Reiknað tryggingagjald	EMPL001	Egill Karen Hjartarson	1/31/2020	Tryggingagjald	21,972	G/L Account	22600
LK0003	92070	Breyting á orlofsskuldbind...	EMPL001	Egill Karen Hjartarson	1/31/2020		34,269	G/L Account	
LK0003	92070	Breyting á orlofsskuldbind...	EMPL001	Egill Karen Hjartarson	1/31/2020		-34,269	G/L Account	
LK0003	40000	Lögskyldur lífeyrissjóður	EMPL001	Egill Karen Hjartarson	1/31/2020	Stapi lífeyrissjóður	-12,088	G/L Account	62540
LK0003	41000	Viðbótarlífeyrissjóður	EMPL001	Egill Karen Hjartarson	1/31/2020	Ævilífvefir Allianz séreign...	-6,044	G/L Account	62540

Payroll Batch G/L Entries

To fix this error follow all steps from *Payroll G/L Setup* part to modify Payroll G/L Setup for **92070** Step Code and after that return back to Payroll Batch.

In Payroll Batch click on Reinstall action from Functions tab on Payroll Batch Lines part.

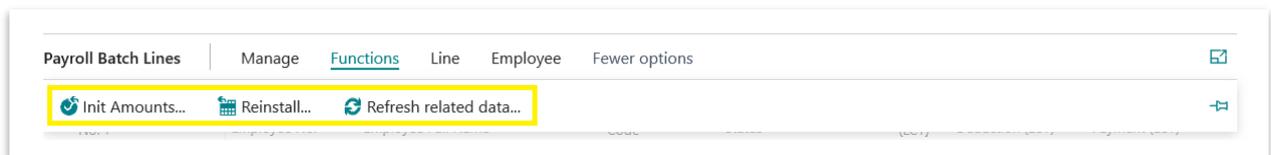
Payroll Batch Lines	Manage	Functions	Line	Employee	Fewer options
Init Amounts...	Reinstall...	Refresh related data...			

Payroll Batch – Payroll Batch Lines part

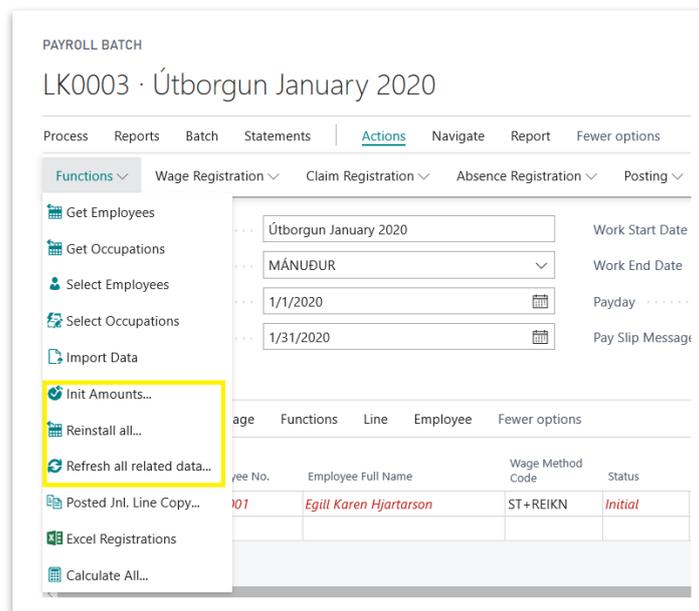
After fixing errors for some line or changing data on employee, next actions can be used for getting fresh data before calculating again:

- Init Amounts: initializes employee without deleting any imported data. Be able to change some basic
- information on employee such as tax etc. before calculating again.
- Reinstall: get all basic information from employee again. Same as if employee is deleted from batch and
- inserted again from beginning.
- Refresh related data: refresh data from employee, refreshes lines in employee journal and get new
- rates.

They can be run only for one line or for entire payroll batch.

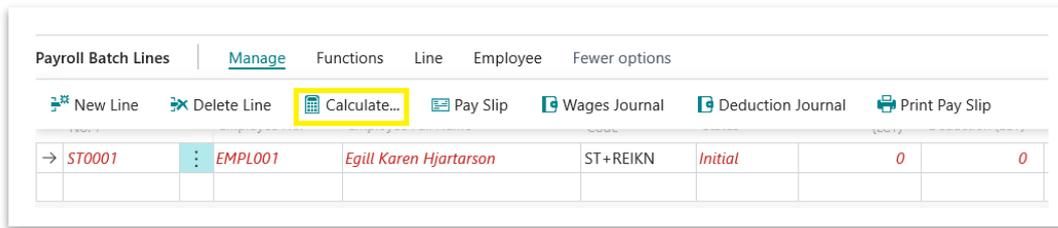


*Payroll Batch – Payroll Batch Lines part*



*Payroll Batch*

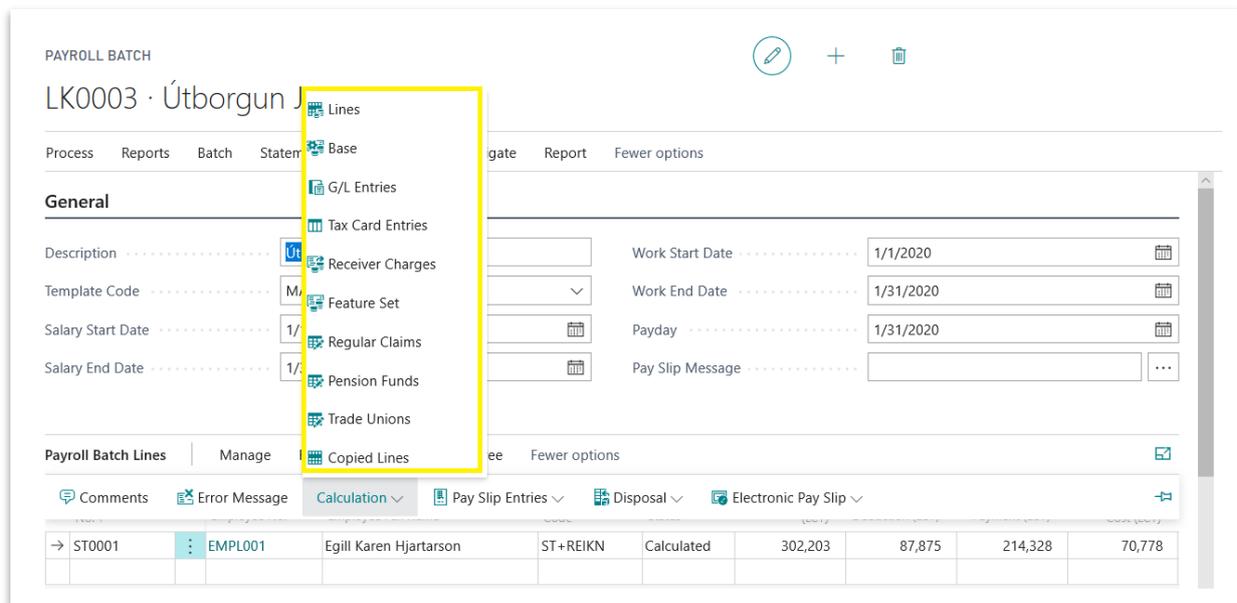
Run Calculate action again.



Payroll Batch – Payroll Batch Lines part

Make sure there are no errors.

After successful calculation, calculated data for batch line can be checked using actions from *Calculation* tab in *Payroll Batch Lines* part of *Batch* card:



Payroll Batch – Payroll Batch Lines part

For example *Lines* action opens *Payroll Batch Wage Lines List* page, in this list can be found all steps included in current batch line, their amounts and other information:

PAYROLL BATCH WAGE LINES LIST

Search Edit List Open in Excel More options

Batch No. ↑	Occupation No. ↑	Employee No.	Employee Full Name	Base No. ↑	Jour...	Journal Type	Posting Date	Amount (LCY)	Ove...	Step Code ↑	Step Description	Wage Code	Charge T
→ LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input checked="" type="checkbox"/>	Salary	1/31/2020	300,000	<input type="checkbox"/>	10001	Taxti mánaðarlauna	100	
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	162.5	<input type="checkbox"/>	10005	Launatimar í mánuði		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	1	<input type="checkbox"/>		1/31/2020	4.43	<input type="checkbox"/>	10010	Launavikur		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input checked="" type="checkbox"/>	Salary	1/31/2020	1	<input type="checkbox"/>	10040	Mánaðarlaun ein.	100	
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	1	<input type="checkbox"/>		1/31/2020	162.5	<input type="checkbox"/>	10050	Mánaðarlaun, tímar		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input checked="" type="checkbox"/>	Salary	1/31/2020	300,000	<input type="checkbox"/>	10070	Reiknuð mánaðarlaun	100	
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input checked="" type="checkbox"/>	Salary	1/31/2020	1	<input type="checkbox"/>	10310	Yfirvinna einingar	400	
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input checked="" type="checkbox"/>	Salary	1/31/2020	2,000	<input type="checkbox"/>	10320	Yfirvinnutaxti	400	
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input checked="" type="checkbox"/>	Salary	1/31/2020	2,000	<input type="checkbox"/>	10380	Reiknuð yfirvinna	400	
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	10.17	<input type="checkbox"/>	30000	Orlofsprósenta		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	2,000	<input type="checkbox"/>	30040	Stofn orlofs af yfirvinnulaun...		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	203	<input type="checkbox"/>	30090	Orlof af yfirvinnulaunum		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	300,000	<input type="checkbox"/>	38000	Reiknuð Dagvinnulaun/mán...		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	2,000	<input type="checkbox"/>	38010	Reiknuð Yfirvinnulaun		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	203	<input type="checkbox"/>	38030	Reiknað Orlof		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	302,203	<input type="checkbox"/>	39000	Alls reiknuð laun		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	302,203	<input type="checkbox"/>	39020	Alls reiknuð staðgreiðsluskyl...		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	10	<input type="checkbox"/>		1/31/2020	302,203	<input type="checkbox"/>	39030	Alls reiknuð laun á staðgreið...		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	1	<input type="checkbox"/>		1/31/2020	302,203	<input type="checkbox"/>	39040	Alls laun á launamiða		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	1	<input type="checkbox"/>		1/31/2020	302,203	<input type="checkbox"/>	39050	Alls reiknuð staðgreiðsluskyl...		
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	1	<input type="checkbox"/>		1/31/2020	12,088	<input type="checkbox"/>	40000	Lögskyldur lífeyrissjóður		Emplc
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	1	<input type="checkbox"/>		1/31/2020	6,044	<input type="checkbox"/>	41000	Viðbótarlífeyrissjóður		Emplc
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	1	<input type="checkbox"/>		1/31/2020	24,176	<input type="checkbox"/>	42000	Lífeyrissjóðshámark til frádrá...		Emplc
LK0003	ST0001	EMPL001	Egill Karen Hjartarson	1	<input type="checkbox"/>		1/31/2020	18,132	<input type="checkbox"/>	43000	Lífeyrissjóður til frádráttar sk...		

Payroll Batch Wage Lines List

G/L Entries action opens *Payroll Batch G/L Entries page*, this page shows which accounts would be affected with posting this batch line and for what amount:

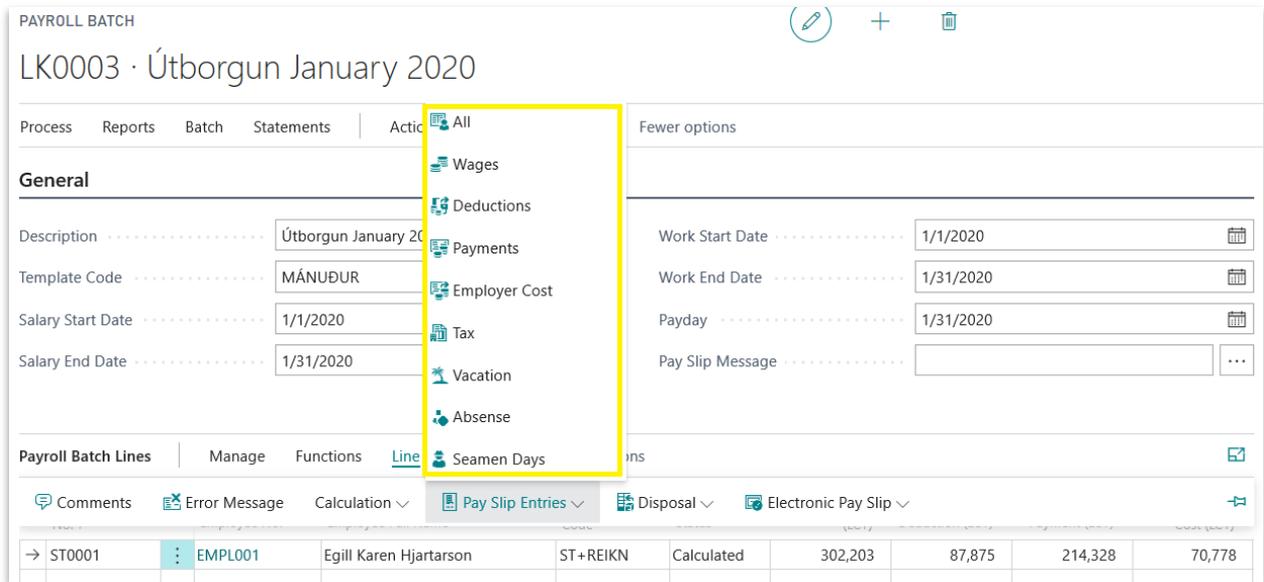
PAYROLL BATCH G/L ENTRIES

Search Open in Excel More options

Batch No. ↑	Occupation No. ↑	Work Description	Step Code	Step Description	Employee No.	Employee Full Name	Posting Date	Description	Amount (LCY)	Account Type	
LK0003	ST0001	—	38000	Reiknuð Dagvinnulaun/m...	EMPL001	Egill Karen Hjartarson	1/31/2020	Laun	300,000	G/L Acco	
LK0003	ST0001	—	38010	Reiknuð Yfirvinnulaun	EMPL001	Egill Karen Hjartarson	1/31/2020	Laun	2,000	G/L Acco	
LK0003	ST0001	—	38030	Reiknað Orlof	EMPL001	Egill Karen Hjartarson	1/31/2020	Laun	203	G/L Acco	
LK0003	ST0001	—	61100	Fyrirfram greidd laun - ha...	EMPL001	Egill Karen Hjartarson	1/31/2020		-10,000	G/L Acco	
LK0003	ST0001	—	80010	Sjúkrasjóður	EMPL001	Egill Karen Hjartarson	1/31/2020	Félagsgjöld	3,022	G/L Acco	
LK0003	ST0001	—	80020	Orlofsjóður	EMPL001	Egill Karen Hjartarson	1/31/2020	Félagsgjöld	756	G/L Acco	
LK0003	ST0001	—	80050	Starfsmenntasjóður	EMPL001	Egill Karen Hjartarson	1/31/2020	Félagsgjöld	907	G/L Acco	
LK0003	ST0001	—	80120	Endurhæfingarsjóður	EMPL001	Egill Karen Hjartarson	1/31/2020	Félagsgjöld	302	G/L Acco	
LK0003	ST0001	—	80300	Starfsmannafél. - móttfram...	EMPL001	Egill Karen Hjartarson	1/31/2020	Annar starfsmannakostna...	1,000	G/L Acco	
LK0003	ST0001	—	82000	Móttframlag	EMPL001	Egill Karen Hjartarson	1/31/2020	Lífeyrissjóðsgjöld - móttfra...	34,753	G/L Acco	
LK0003	ST0001	—	83000	Viðbótarmóttframlag	EMPL001	Egill Karen Hjartarson	1/31/2020	Séreignalífeyrissj. - móttfra...	9,066	G/L Acco	
LK0003	ST0001	—	86000	Reiknað tryggingagjald	EMPL001	Egill Karen Hjartarson	1/31/2020	Tryggingagjald	21,972	G/L Acco	
LK0003	ST0001	—	92070	Breyting á orlofsskuldbind...	EMPL001	Egill Karen Hjartarson	1/31/2020	Annar starfsmannakostna...	34,269	G/L Acco	
LK0003	ST0001	—	92070	Breyting á orlofsskuldbind...	EMPL001	Egill Karen Hjartarson	1/31/2020	Ógreitt orlof - uppsafnað	-34,269	G/L Acco	
Total Debit Amount (LCY) .....									408,250	Total Amount (LCY) .....	0
Total Credit Amount (LCY) .....									408,250		

Payroll Batch G/L Entries

Also after calculation, data that would be included in pay slip can be checked using next actions from *Pay Slip Entries* tab in *Payroll Batch Lines* part of *Batch* card:



Batch	Employee	Name	Code	Status	Wages	Deductions	Total	Net
→ ST0001	EMPL001	Egill Karen Hjartarson	ST+REIKN	Calculated	302,203	87,875	214,328	70,778

*Payroll Batch – Payroll Batch Lines part*

*All* action opens *All Batch Pay Slip Entries* page, here can be found all lines that will be part of pay slip, other actions from *Pay Slip Entries* tab can be used to see lines that are part of some segment from pay slip.

← ALL BATCH PAY SLIP ENTRIES

Search Open in Excel

Employee Full Name	Description	Wage Code	Amount (LCY)	Units	Unit of Measure
Egill Karen Hjartarson	Laun				
Egill Karen Hjartarson	Mánaðarlaun	100	300,000	100	%
Egill Karen Hjartarson	Yfirvinna	400	2,000	1	KLST
Egill Karen Hjartarson	Orlof á yfirvinnu		203	10.17	%
Egill Karen Hjartarson	Laun alls		302,203		
Egill Karen Hjartarson	Frádráttur				
Egill Karen Hjartarson	Orlofsreikningur 123456879021		-203		
Egill Karen Hjartarson	Fél.gj. Verslunarmannafélag Sk...		-3,022	1	%
Egill Karen Hjartarson	Lsj. Stapi lífeyrissjóður		-12,088	4	%
Egill Karen Hjartarson	Viðb.lsj. Ævilífeyrir Allianz, sérei...		-6,044	2	%
Egill Karen Hjartarson	Skattstofn		284,071		
Egill Karen Hjartarson	Tekjuskattur almenn skattpróse...		-105,646	37.19	%
Egill Karen Hjartarson	Persónuafsláttur - eigið kort		54,628	100	%
Egill Karen Hjartarson	Notaður persónuafsláttur		-54,628		
Egill Karen Hjartarson	Staðgreiðsla útborgunar		-51,018		
Egill Karen Hjartarson	Opinber gjöld		-5,000		
Egill Karen Hjartarson	Starfmannafélag		500		

All Batch Pay Slip Entries

Pay slip for Payroll Batch Line can be previewed using *Pay Slip* action from *Manage* tab on *Payroll Batch Lines* part.

Payroll Batch Lines | Manage | Functions | Line | Employee | Fewer options

New Line Delete Line Calculate... **Pay Slip** Wages Journal Deduction Journal Print Pay Slip

→ ST0001	EMPL001	Egill Karen Hjartarson	ST+REIKN	Calculated	302,203	87,875
----------	---------	------------------------	----------	------------	---------	--------

Payroll Batch – Payroll Batch Lines part

This action will open *Payroll Batch Pay Slip* page:

**General**

Company: CRONUS Island hf. Employee No.: EMPL001  
 Batch Salary Period: 01/01/20 - 01/31/20 Social Security No.: 080298-2779  
 EMPLOYEE Occupation No.: ST000  
 Egill Karen Hjartarson Batch No.: LK0001  
 Grenihúð 2  
 S40 Blonduós  
 Payday: January 31, 2020

**Lines**

Description	Units	Unit of Measure	Rate (LCY)	Amount (LCY)	Units per Year	Amount per Year (LCY)
<b>Laun</b>						
Mánaþarfaun	100	%	300.000.00	300.000	1	300.000
Yfirvinna	10	KLST	2.000.00	20.000	10	20.000
Orlof á yfirvinnu	10.17	%	20.000.00	2.034		2.034
<b>Laun alls</b>				<b>322.034</b>		<b>322.034</b>
<b>Frádráttur</b>						
Orlofsreikningur 521702145768				-2.034		2.034
Félagj. Verzlunarmannafélag Skagafjarðar	1	%	322.034.00	-3.220		3.220
Lsi. Staci lífevissisöður	4	%	322.034.00	-12.881		12.881

*Payroll Batch Pay Slip*

Pay Slip can be printed for entire batch using Pay Slips action from Reports tab:

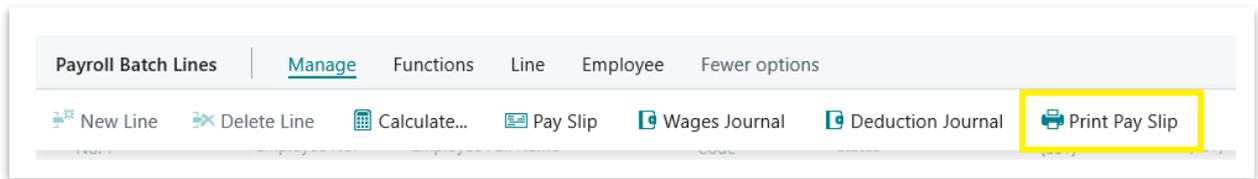
**PAYROLL BATCH**  
 LK0003 · Útborgun January 2020

Process **Reports** Batch Statements Actions Navigate Report Fewer options

**Pay Slips** XML Pay Slips Batch Reconciliation Payroll list - Unposted salary Payroll Unpos...ch G/L Entries

*Payroll Batch*

Or it can be printed for one line only, with *Print Pay Slip* action from *Manage* tab on Payroll Batch Lines part:



*Payroll Batch – Payroll Batch Lines part*

**CRONUS Ísland hf.**  
 Vínland 1  
 Vesturbæ  
 999 Vesturvík  
 Social Security No. 5902697199

**PAY SLIP**

Period: 01/01/20 - 01/31/20  
 Payment dated January 31, 2020  
 LK0001  
 Social Security No. 0802982779

**Egill Karen Hjartarson**  
**Grenihlið 2**  
**540 Blönduós**  
**Ísland**

Employee No. EMPL001

Message:

Description	Units	Rate	Amount	From New Year	
				Yearly amount	Yearly units
<b>Salary</b>					
Monthly salary	100%	300,000.00	300,000	300,000	1
Overtime	10HRS	2,000.00	20,000	20,000	10
Vacation on overtime	10.17%	20,000.00	2,034	2,034	
<b>Total salary</b>			<b>322,034</b>	<b>322,034</b>	
<b>Deduction</b>					
Vacation account 521702145768			-2,034	2,034	
Union fee Verslunarmannafélag Skagafjarðar	1%	322,034.00	-3,220	3,220	
Pensions fee Stapi lífeyrissjóður	4%	322,034.00	-12,881	12,881	
Add.pension fee Ævilífeyrir Allianz, séreignasjóður	2%	322,034.00	-6,441	6,441	
Tax base		302,712			
Income tax General Tax Rate	37.19%	-112,579			
Income tax payment			-112,579	112,579	
Official charges			-5,000	5,000	
Employee association			-500	500	
Prepaid salary			-10,000	10,000	
<b>Total deduction</b>			<b>-152,655</b>	<b>152,655</b>	
<b>Paid salary</b>			<b>169,379</b>		
<b>Bank account 521702145769</b>			<b>169,379</b>	<b>169,379</b>	
<b>Company contribution</b>					
Sickness fund Verslunarmannafélag Skagafjarðar	1%	322,034.00	3,220	3,220	
Holiday fund Verslunarmannafélag Skagafjarðar	0.25%	322,034.00	805	805	
Retraining fund Verslunarmannafélag Skagafjarðar	0.3%	322,034.00	966	966	
Rehabilitation fund Stapi lífeyrissjóður	0.1%	322,034.00	322	322	
Pension fund Stapi lífeyrissjóður	11.5%	322,034.00	37,034	37,034	
Add.pension fund Ævilífeyrir Allianz, séreignasjóður	3%	322,034.00	9,661	9,661	
Employee association Starfsmannafélag			1,000	1,000	
Insurance fee	6.35%	368,729.00	23,414	23,414	
<b>Total Company contribution</b>			<b>75,422</b>	<b>75,422</b>	
<b>Parental leave</b>					
Aggregate now			15		
Total Credit Balance			15		

*Pay Slip report*

Pay Slips can be sent to e-bank, using action *XML Pay Slips* from *Reports* tab, XML file will be generated

---

Process Reports Batch Statements | Actions Navigate Report Fewer options

 Pay Slips  XML Pay Slips  Batch Reconciliation  Payroll list - Unposted salary  Payroll Unpos...ch G/L Entries

*Payroll Batch*

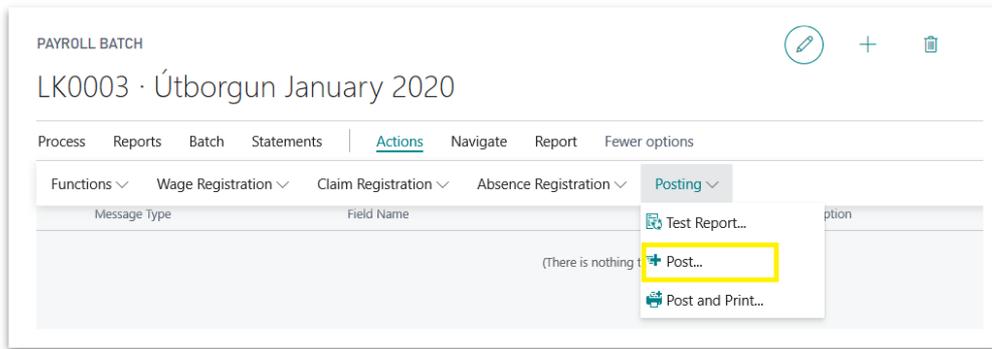
```

<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE XML-S SYSTEM "XML-S.dtd">
- <XML-S>
  - <Statement XKey="00010001" Date="2020/01/31" Acct="590269719908029827791234">
    <?bgls.BlueGill.com DefinitionName=Microsoft Dynamics NAV - Advania Payslip Export?>
    <?bgls.BlueGill.com User1=0802982779?>
    <?bgls.BlueGill.com User3=SRLN-001?>
    <?bgls.BlueGill.com User4=59026971990802982779123410001?>
    <Field Name="PaymentDateLabel">Payment Date</Field>
    <Field Name="PayslipLabel">Payslip</Field>
    <Field Name="EmployeeNoLabel">Employee No.</Field>
    <Field Name="SocialSecurityNoLabel">Social Security No.</Field>
    <Field Name="PaymentNoLabel">Payment No.</Field>
    <Field Name="CompanyName">Documentation2</Field>
    <Field Name="CompanyAddr1">Documentation2</Field>
    <Field Name="CompanyAddr2">Borgartún 28</Field>
    <Field Name="CompanyAddr3">540 Blönduós</Field>
    <Field Name="CompanyAddr4"/>
    <Field Name="CompanyAddr5"/>
    <Field Name="CompanyAddr6"/>
    <Field Name="CompanyAddr7"/>
    <Field Name="CompanyAddr8"/>
    <Field Name="CompanySSN">5902697199</Field>
    <Field Name="EmployeeAddr1">Egill Karen Hjartarson</Field>
    <Field Name="EmployeeAddr2">Grenihlíð 2</Field>
    <Field Name="EmployeeAddr3">540 Blönduós</Field>
    <Field Name="EmployeeAddr4">Ísland</Field>
    <Field Name="EmployeeAddr5"/>
    <Field Name="EmployeeAddr6"/>
    <Field Name="EmployeeAddr7"/>
    <Field Name="EmployeeAddr8"/>
    <Field Name="PaymentDate">31. January 2020</Field>
    <Field Name="PaymentPeriod">Period: 01/01/20 - 01/31/20</Field>
    <Field Name="EmployeeNo">EMPL001</Field>
    <Field Name="SocialSecurityNo">0802982779</Field>
    <Field Name="PaymentNo">BL0001</Field>
  - <Section Name="HeaderRegion" Occ="1">
    - <Section Name="HeaderDetails" Occ="1">
      <Field Name="Column1">Description</Field>
      <Field Name="Column2">Units</Field>
      <Field Name="Column3"/>
      <Field Name="Column4">Rate</Field>
      <Field Name="Column5">Amount</Field>
      <Field Name="Column6">Yearly units</Field>
      <Field Name="Column7">Yearly amount</Field>
    </Section>
  </Section>
  - <Section Name="TopRegion" Occ="1">
    - <Section Name="TopDetails" Occ="1">
      - <Section Name="Column1" Occ="1">
        <Field Name="Align">Left</Field>
        <Field Name="FontBold">TRUE</Field>
        <Field Name="Gildi">Salary</Field>
      </Section>
      - <Section Name="Column2" Occ="1">
        <Field Name="Align">Right</Field>
        <Field Name="FontBold"/>
        <Field Name="Gildi"/>
      </Section>
      - <Section Name="Column3" Occ="1">
        <Field Name="Align">Left</Field>
        <Field Name="FontBold">TRUE</Field>
        <Field Name="Gildi"/>
      </Section>
    </Section>
  </Section>

```

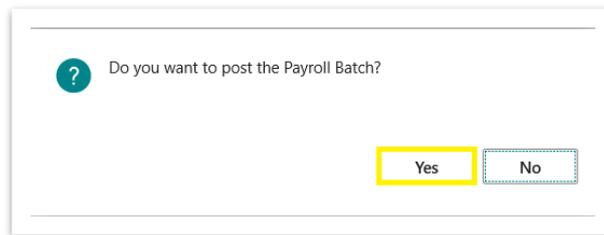
XML Pay Slip

To post *Payroll Batch* click on *Post* action.

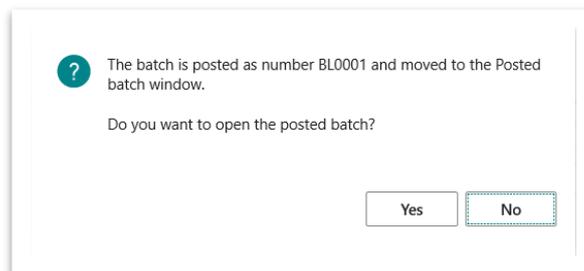


*Payroll Batch*

Confirmation dialog will pop up, select YES

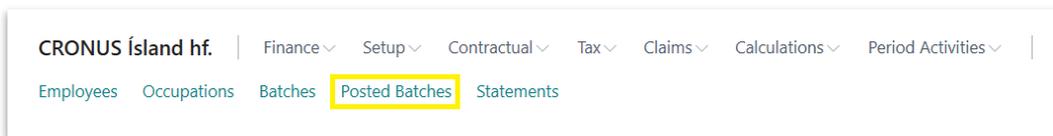


If Payroll Batch is successfully posted, next confirmation dialog will pop up:



### Posted Payroll Batch

To check list of all posted batches search for *Payroll Posted Batch List* or click on *Posted Batches* action from *Payroll* role center.



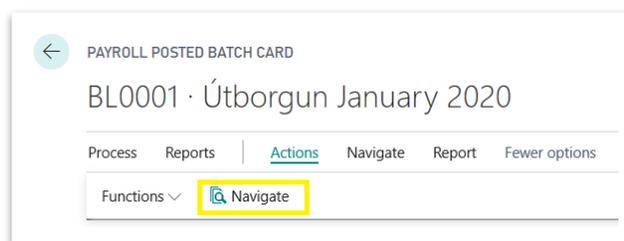
*Payroll – Role Center*

Posted Batches page will open, from here Payroll Posted Batch Card can be opened.

No.	Description	Template Code	Salary Start Date	Salary End Date	Payday	Posting Date	No. of Lines	Wages Step Code	Deduction Step Code	Payment Step Code	Employment Cost Step Code	Pay Slip Setup Name	Posted Pay Slip Report ID	Pay Slip M
BL0001	Útborgun Janua...	MÁNUÐUR	1/1/2020	1/31/2020	1/31/2020	1/31/2020	1	39000	78900	79000	89000	SIÁLFGEFID	10010172	

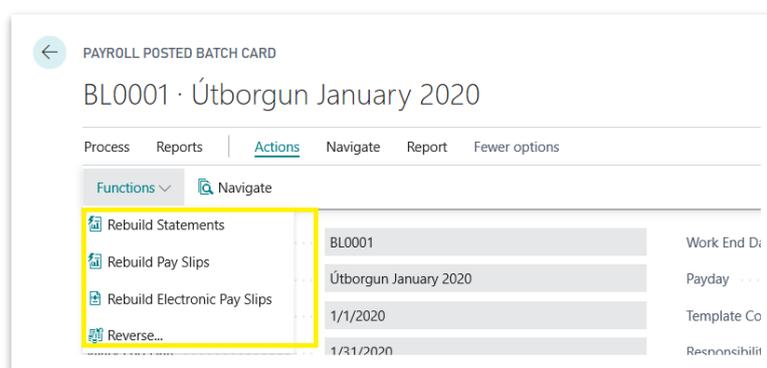
*Posted Batches*

Besides actions that can be found in Payroll Batch Card, there are some new actions on Payroll Posted Batch Card, for example Navigate action.



*Payroll Posted Batch Card*

In Functions tab are group of corrective actions:



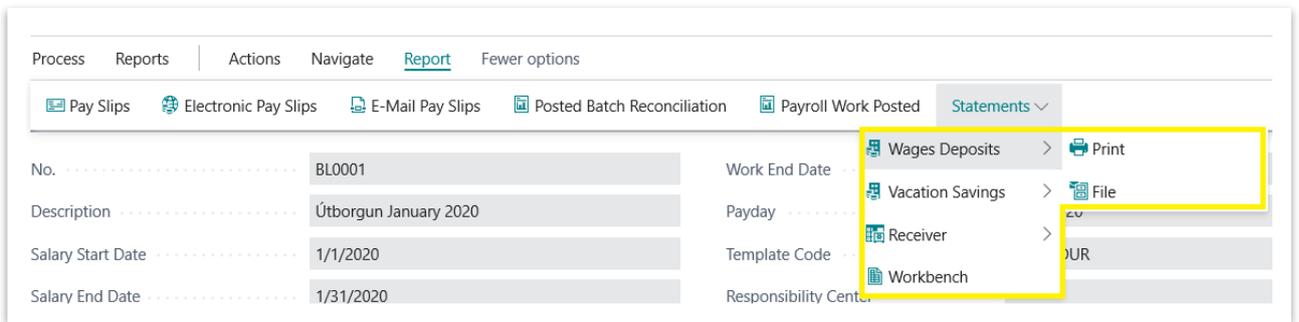
*Payroll Posted Batch Card*

- **Rebuild Statements:** deletes all statement entries and batch statement setup and creates new data according to statement setup.
- **Rebuild Pay Slips:** deletes all pay slips and rebuilds them according to pay slip setup.
- **Rebuild Electronic Pay Slips:** deletes all electronic pay slips and rebuilds them according to pay slip setup.

- *-Reverse*: creates corrective G/L entries and new payroll batch according to posted batch.

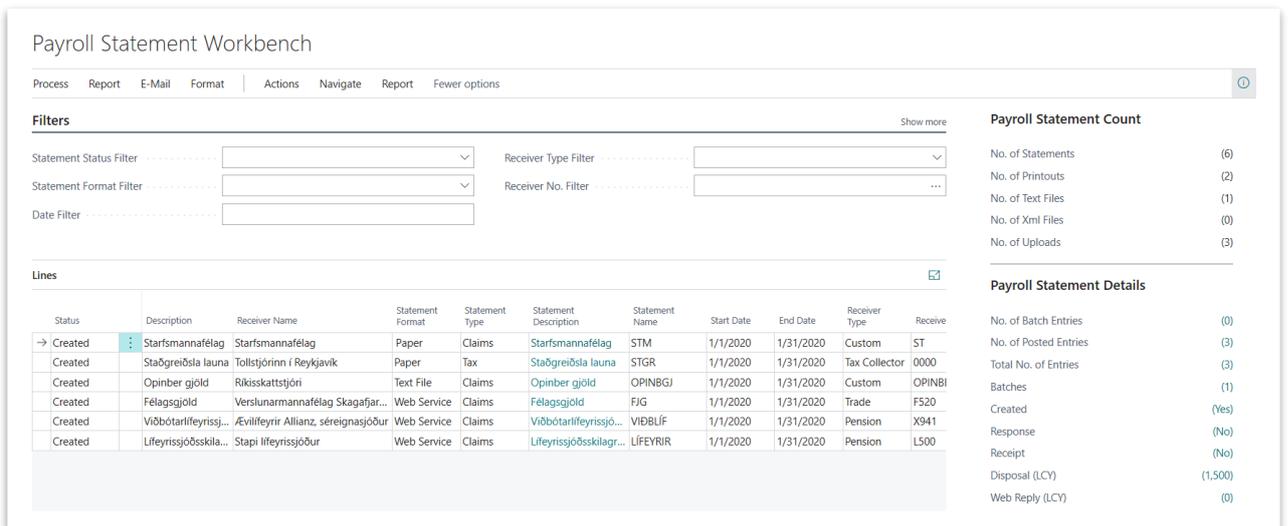
### Statements

Usually when some batch is posted statements are sent to their receivers. Under the *Report* tab in *Posted Batch Card* page is *Statements* group of actions.



*Payroll Posted Batch Card*

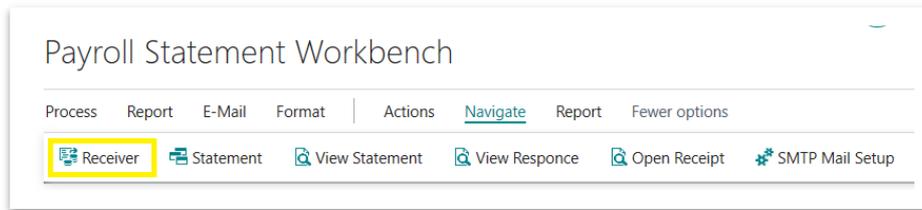
From here can be printed or generated files for *Wages Deposits*, *Vacation Savings* and *Receivers*. *Workbench* action opens *Payroll Statements Workbench* page.



*Payroll Statements Workbench*

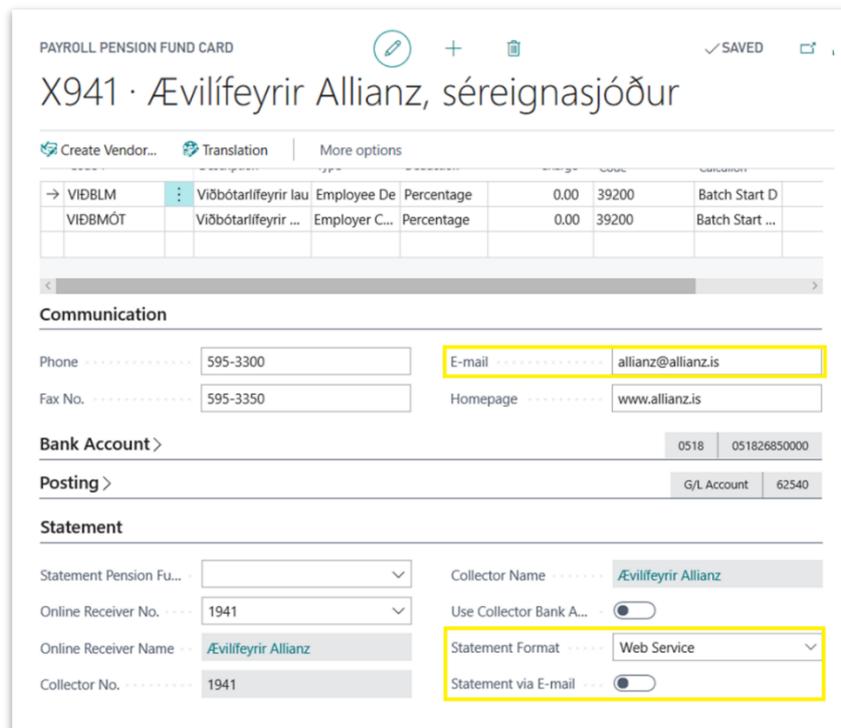
*Payroll Statements Workbench* is detailed list of all created statements. On this page statements can be checked and sent to their receivers.

To check information about receiver use *Receiver* action.



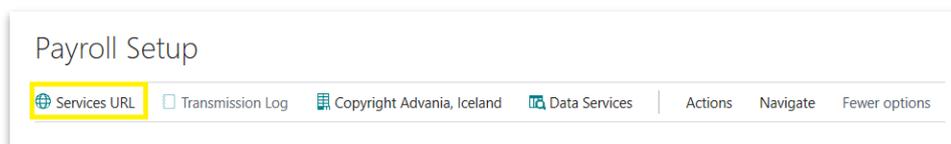
Payroll Statements Workbench

On receiver card in this case *Payroll Pension Fund Card*, are general information and information how statements should be sent, in which format and to which e-mail if it should be sent by e-mail.



Payroll Pension Fund Card

If *Statement Format* is *Web Service*, URL can be checked on *Payroll Setup* with *Services URL* action. To be able to use this action *Payroll Setup* needs to be disabled (don't forget to enable it again).



Payroll Setup

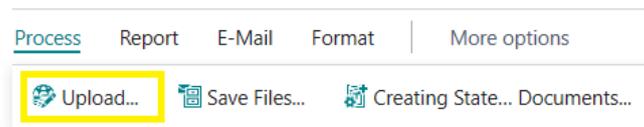
SERVICES URL ✓ SAVED  

 Search
 New
 Edit List
 Delete
 Open in Excel
 

Usage ↑	Service URL	Test Service URL
→ Collector	http://www.skilagrein.is/info/webservices/CollectorEntity.xml	
Fund	http://www.skilagrein.is/info/webservices/FundEntity.xml	
Wages	https://secure.rsk.is/Launamidar/LaunamidarWS/Vefthjonusta.asmx	https://securep.rsk.is/Launamidar/L...
Statement	https://vefur.rsk.is/ws/Stadgreidsla/StadgreidslaService.svc	https://vefur.rsk.is/ws/Stadgreidsla...

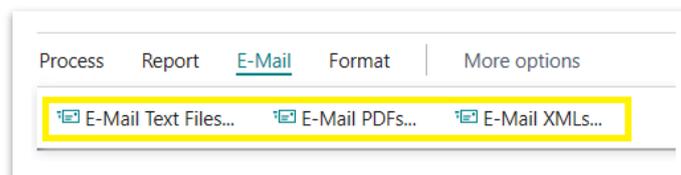
Services Url

From *Payroll Statements Workbench* statements can be sent to their receivers using next actions:



Payroll Statements Workbench

Upload: sends all statements where Statement Type is Web Service.



Payroll Statements Workbench

- *E-Mail Text Files*: sends text files by e-mail for collectors which are marked with send by e-mail,
- *E-Mail PDFs*: sends pdf document by e-mail for collectors which are marked with send by e-mail,
- *E-Mail XMLs*: sends XML files by e-mail for collectors which are marked with send by e-mail.

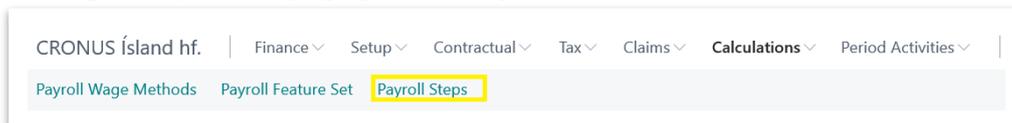
## 9. PAYSリップSETUP

Pay Slip Setup is used for modifying pay slips and creating new ones. It can define what steps will be included in pay slip, where it will be placed, what description will be used.

To add new step in Payroll Slip follow next steps:

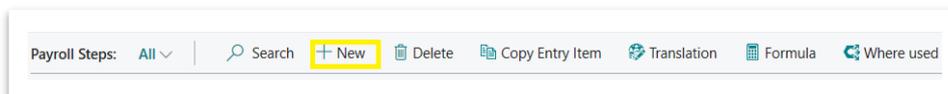
1. Create new *Payroll Step* and *Payroll Wage Code Setup* (for testing purpose create simple step for „special bonus“).

- a) Open *Payroll Steps* page from Payroll role center.



*Payroll – Role Center*

- b) Click on *New* action.



*Payroll Steps*

- c) In Payroll Step Card enter next fields:
  - **Code:** 11905
  - **Description:** Laun 6
  - **Codeunit Code:** BÓK
  - **Rounding precision:** 1

PAYROLL STEP CARD NOT SAVED

## 11905 · Laun 6

Translation | Formula | Where used | Feature Set Line | Navigate | Fewer options

**General**

<table border="0" style="width: 100%;"> <tr><td>Code</td><td>11905</td></tr> <tr><td>Description</td><td>Laun 6</td></tr> <tr><td>Codeunit Code</td><td>BÓK</td></tr> <tr><td>Status</td><td>Active</td></tr> <tr><td>Inactive Date</td><td></td></tr> <tr><td>Temporary Step</td><td><input type="checkbox"/></td></tr> <tr><td>Single Batch Instance</td><td><input type="checkbox"/></td></tr> <tr><td>Delete Not Used Steps</td><td><input type="checkbox"/></td></tr> <tr><td>Update Absence</td><td><input type="checkbox"/></td></tr> <tr><td>Display in Overview</td><td><input type="checkbox"/></td></tr> <tr><td>Rights Period</td><td></td></tr> <tr><td>Amount Error</td><td>None</td></tr> <tr><td>Rounding Precision</td><td>1</td></tr> </table>	Code	11905	Description	Laun 6	Codeunit Code	BÓK	Status	Active	Inactive Date		Temporary Step	<input type="checkbox"/>	Single Batch Instance	<input type="checkbox"/>	Delete Not Used Steps	<input type="checkbox"/>	Update Absence	<input type="checkbox"/>	Display in Overview	<input type="checkbox"/>	Rights Period		Amount Error	None	Rounding Precision	1	<table border="0" style="width: 100%;"> <tr><td>Receiver Type</td><td></td></tr> <tr><td>Receiver No.</td><td></td></tr> <tr><td>Fixed Amount (LCY)</td><td></td></tr> <tr><td>Charge Code</td><td></td></tr> <tr><td>Rate Code</td><td></td></tr> <tr><td>Cause of Absence Co...</td><td></td></tr> <tr><td>Annuity Claim Code</td><td></td></tr> <tr><td>Qualification Code</td><td></td></tr> <tr><td>Tax Setup Code</td><td></td></tr> <tr><td>Charge Type</td><td></td></tr> <tr><td>Update Tax Card Code</td><td></td></tr> <tr><td>Cust. Ledger Code</td><td></td></tr> <tr><td>Last Date Modified</td><td></td></tr> </table>	Receiver Type		Receiver No.		Fixed Amount (LCY)		Charge Code		Rate Code		Cause of Absence Co...		Annuity Claim Code		Qualification Code		Tax Setup Code		Charge Type		Update Tax Card Code		Cust. Ledger Code		Last Date Modified	
Code	11905																																																				
Description	Laun 6																																																				
Codeunit Code	BÓK																																																				
Status	Active																																																				
Inactive Date																																																					
Temporary Step	<input type="checkbox"/>																																																				
Single Batch Instance	<input type="checkbox"/>																																																				
Delete Not Used Steps	<input type="checkbox"/>																																																				
Update Absence	<input type="checkbox"/>																																																				
Display in Overview	<input type="checkbox"/>																																																				
Rights Period																																																					
Amount Error	None																																																				
Rounding Precision	1																																																				
Receiver Type																																																					
Receiver No.																																																					
Fixed Amount (LCY)																																																					
Charge Code																																																					
Rate Code																																																					
Cause of Absence Co...																																																					
Annuity Claim Code																																																					
Qualification Code																																																					
Tax Setup Code																																																					
Charge Type																																																					
Update Tax Card Code																																																					
Cust. Ledger Code																																																					
Last Date Modified																																																					

Payroll Step Card

- d) If pay slip is printed in multiple languages click on *Translation* action, *Payroll Translation* page will open.



Payroll Step Card

Add translation and go back to Step card:

PAYROLL TRANSLATION				
<span>🔍 Search</span> <span>➕ New</span> <span>📄 Edit List</span> <span>🗑️ Delete</span> <span>📄 Open in Excel</span>				
	Language ID ↑		Language Name	Description
→	1033	:	English (United States)	Salary 6
	1039		Icelandic (Iceland)	Laun 6

Payroll Translation

- e) Click on *Feature Set Line* action to add feature, *Payroll Feature Set Steps List* will open:

PAYROLL TRANSLATION					
<span>🌐 Translation</span> <span>📄 Formula</span> <span>🔍 Where used</span> <span>📄 Feature Set Line</span> <span>📄 Navigate</span> <span>⋮ Fewer options</span>					

Payroll Step Card

- f) Select LAUNALIÐIR (Basis for salary calculation) for *Feature Set Code* field, and go back to *Payroll Step Card*.

PAYROLL FEATURE SET STEPS LIST				NOT SAVED
<span>🔍 Search</span> <span>➕ New</span> <span>📄 Edit List</span> <span>🗑️ Delete</span> <span>📄 Open in Excel</span> <span>⋮ More options</span>				
	Feature Set Code ↑	Feature Set Description	Step Code ↑ ▼	Step Description
→	LAUNALIÐIR	Grunnliðir fyrir útreikning	11905	Laun 6

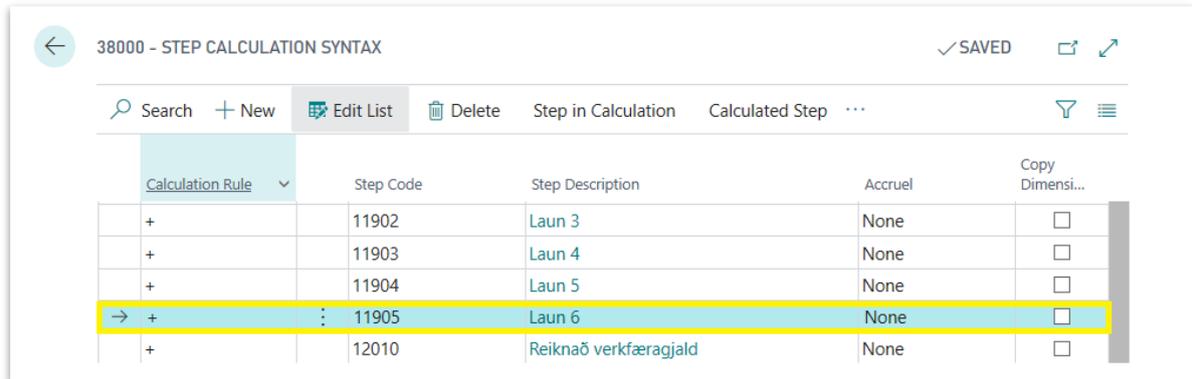
Payroll Feature Set Steps List

- g) Go back to *Payroll Steps* Page, in list find and select *Step Code 38000* (Calculated daily wage/monthly wage), click on *Formula* action. *Step Calculation Syntax* page will open for this code.

Payroll Steps: All				<span>🔍 Search</span> <span>➕ New</span> <span>🗑️ Delete</span> <span>📄 Copy Entry Item</span> <span>🌐 Translation</span> <span>📄 Formula</span> <span>🔍 Where used</span>			
Code ↑	Description	Codeunit Code	Wizard Message				
30095	Orlof af álagslaunum/Bónus	REIKNISETN	-				
38000	Reiknuð Dagvinnulaun/mán.laun	REIKNISETN	-				
38010	Reiknuð Yfirvinnulaun	REIKNISETN	-				

Payroll Steps

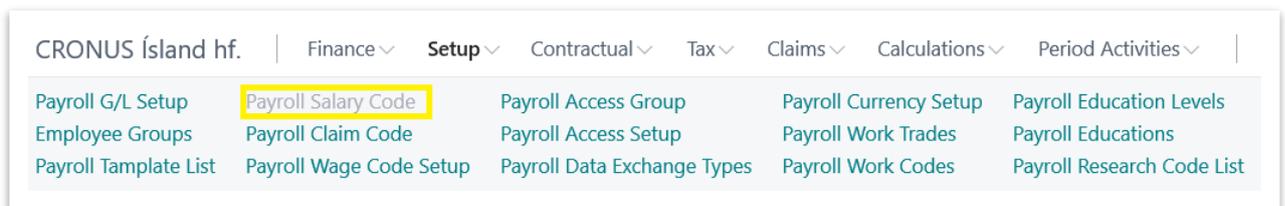
h) Insert new line in *Step Calculation Syntax* page after line with *Step Code 11904*,



Calculation Rule	Step Code	Step Description	Accrual	Copy Dimensi...
+	11902	Laun 3	None	<input type="checkbox"/>
+	11903	Laun 4	None	<input type="checkbox"/>
+	11904	Laun 5	None	<input type="checkbox"/>
→ +	11905	Laun 6	None	<input type="checkbox"/>
+	12010	Reiknað verkfæragjald	None	<input type="checkbox"/>

*Step Calculation Syntax*

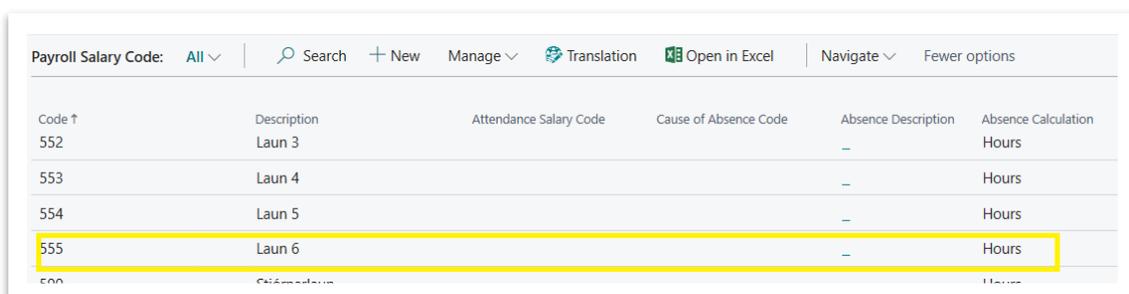
i) Create new *Payroll Salary Code* for which will be created *Payroll Wage Code Setup* with new **11905 Step**.  
Click on *Payroll Salary Code* action from *Payroll* role center or search for it.



CRONUS Ísland hf.	Finance	Setup	Contractual	Tax	Claims	Calculations	Period Activities		
Payroll G/L Setup	Payroll Salary Code	Payroll Access Group	Payroll Currency Setup	Payroll Education Levels	Employee Groups	Payroll Claim Code	Payroll Access Setup	Payroll Work Trades	Payroll Educations
Payroll Template List	Payroll Wage Code Setup	Payroll Data Exchange Types	Payroll Work Codes	Payroll Research Code List					

*Payroll – Role Center*

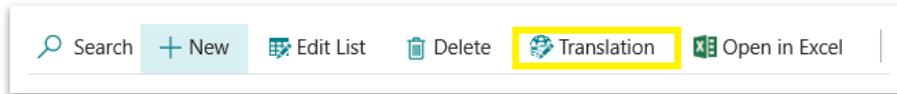
4. Payroll Salary Code page will open, insert new line with **Code: 555** and **Description: Laun 6**



Code	Description	Attendance Salary Code	Cause of Absence Code	Absence Description	Absence Calculation
552	Laun 3			–	Hours
553	Laun 4			–	Hours
554	Laun 5			–	Hours
555	Laun 6			–	Hours

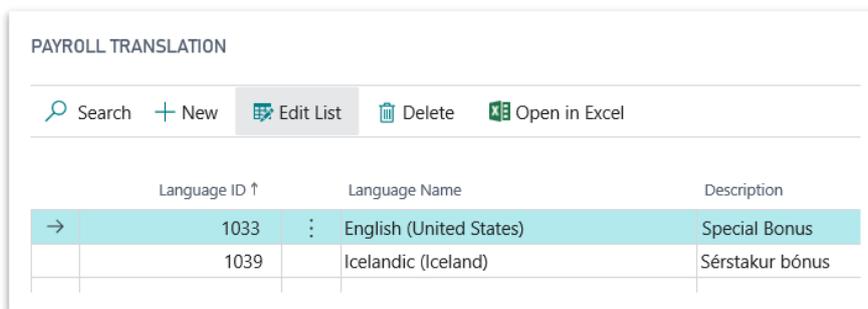
*Payroll Salary Code*

To add translation for Payroll SalaryCode click on Translation action.



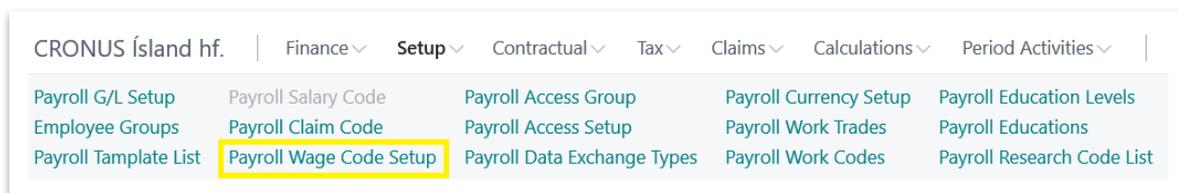
*Payroll Salary Code*

Insert translation and close *Payroll Salary Code* page.



*Payroll Translation*

- j) Create new *Payroll Wage Code Setup*. Click on *Payroll Wage Code Setup* action from *Payroll* role center or search for it. *Payroll Wage Code Setup* page will open.



*Payroll – Role Center*

In *Payroll Wage Code Setup* page create new line, enter next values:

- Wage Code: 555,
- Feature Set Code: LAUNALIÐIR (feature defined in our created 11905 Step),
- Amount Step Code: 11905

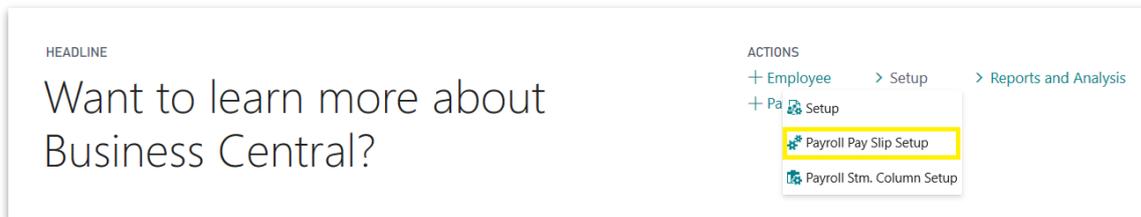
PAYROLL WAGE CODE SETUP ✓ SAVED

Search + New Edit List Delete Open in Excel

Wage Type ↑	Wage Code ↑	Wage Description	Feature Set Code	Feature Set Description	Units Step Code	Rate Step Code	Rate Code	Amount Step Code	Hide in Lookup
Salary	553	Laun 4	MÁNADARL	Mánaðarlaun				11903	<input type="checkbox"/>
Salary	554	Laun 5	MÁNADARL	Mánaðarlaun				11904	<input type="checkbox"/>
Salary	555	Laun 6	LAUNALIÐIR	Grunnliðir fyrir útreikning				11905	<input type="checkbox"/>
Salary	590	Stjórmarlaun	STJÓRNARL	Stjórmarlaun				18020	<input type="checkbox"/>
Salarv	600	Orlofsuobót	UPPBÆTUR	Orlofs-oo Desemberuob...	11000	11010	ORLUPPB	11100	<input type="checkbox"/>

Payroll Wage Code Setup

2. Go to *Payroll* role center and click on *Pay Slip Setup* action or search for *Payroll Pay Slip Setup*.



Payroll – Role Center

3. *Payroll Pay Slip Setup* page will open, to choose pay slip or create new one, drill down on *Pay Slip Name* field.

PAYROLL PAY SLIP SETUP ✓ SAVED

Pay Slip Name ..... SJÁLFGEFID ⋮

Manage ◀ Decrease Identification ▶ Increase Identification Description Translation ...

Payroll Pay Slip Setup

*Payroll Pay Slip Names* page will open, this is the list of all pay slips.

PAYROLL PAY SLIP NAMES

Name ↑	Description	Bank Acc. Disposal Description	Holiday Savings Disp. Desc.	Cash Disposal Description	Check Disposal Description
→ SJÁLFGEFID	Sjálfgefin launaseðill	Bankareikningur %1	Orlofsreikningur %1	Peningar	Ávísun

Payroll Pay Slip Names

For testing purpose existing pay slip will be modified, go back to *Payroll Pay Slip Setup*.

**\*Note:** Which pay slip will be used can be set in Payroll Template Card.

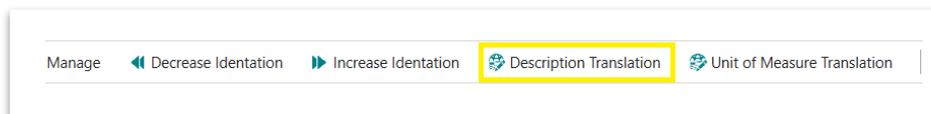
4. After **Laun 5** line, create new line and enter next fields:

- **Description:** Laun 6,
- **Line Type:** +,
- **Amount Step Filter:** 11905,
- **Year Amount Step Filter:** 11905,
- **Show Line:** If amount not null,
- **Other Description:** Wage Code,
- **Electronic Description Layout:** %1 %2,
- **Wages Section:** TRUE,

Description	Amount Step Filter	Year Units Step Filter	Year Amount Step Filter	Show Line	Accumulati... per Year	Unit of Measure	Show Det...	Show Units as Perc...	Show Global Dimension	Other Description	No. of Blank Lines	Paper Description Layout	Electronic Description Layout	Total	Wages Section
Laun 4	11903		11903	If amount n...	Calendar Year		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Wage Code			%1 %2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laun 5	11904		11904	If amount n...	Calendar Year		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Wage Code			%1 %2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laun 6	11905		11905	If amount no	Calendar Yea		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Wage Code			%1 %2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Verkaeragjald	12010		12010	If amount n...	Calendar Year		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Wage Code			%1 %2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payroll Pay Slip Setup

5. If **Other Description** field is not defined for this line, description from this setup will be used on pay slip. To set translation select created line and drill down on **Description** field or click on **Description Translation** action.



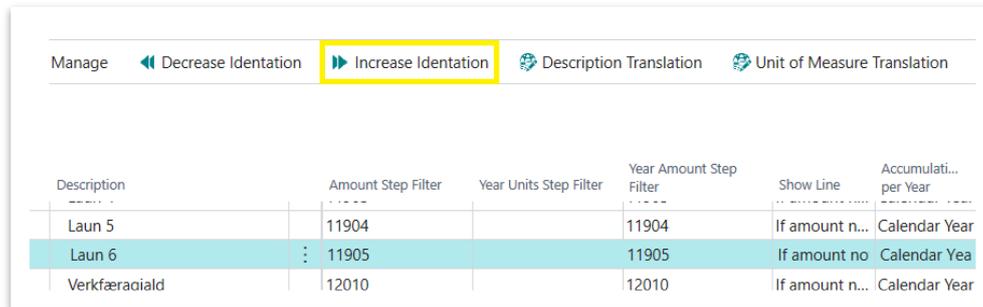
Payroll Pay Slip Setup

Add translation and close **Payroll Translation** page.

Language ID ↑	Language Name	Description
→ 1033	English (United States)	Salary 6
1039	Icelandic (Iceland)	Laun 6

Payroll Translation

6. Select created line, click on *Increase Identification* action and close *Payroll Pay Slip Setup* page.

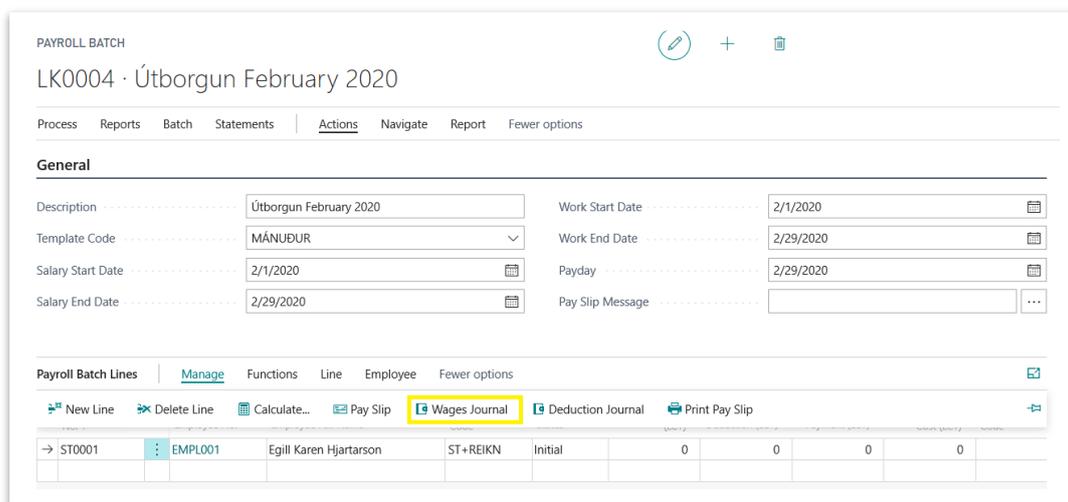


Description	Amount Step Filter	Year Units Step Filter	Year Amount Step Filter	Show Line	Accumulati... per Year
Laun 5	11904		11904	If amount n...	Calendar Year
Laun 6	11905		11905	If amount no	Calendar Yea
Verkfæraaiald	12010		12010	If amount n...	Calendar Year

*Payroll Pay Slip Setup*

7. To be able to see new step on pay slip, create new *Payroll Batch* and in *Wage Journal* add wage with new step.

- a) Follow first four steps from *Payroll Batch* part. In third step for *Salary Start Day* use first day of next month for which payroll batch is not posted for chosen employee.
- b) After Batch is created click on *Wage Journal* action from line part. *Payroll Wage Journal* page will open.



PAYROLL BATCH

LK0004 · Útborgun February 2020

Process Reports Batch Statements Actions Navigate Report Fewer options

**General**

Description: Útborgun February 2020 | Work Start Date: 2/1/2020 | Template Code: MÁNUÐUR | Work End Date: 2/29/2020 | Salary Start Date: 2/1/2020 | Payday: 2/29/2020 | Salary End Date: 2/29/2020 | Pay Slip Message:

Payroll Batch Lines | Manage Functions Line Employee Fewer options

New Line Delete Line Calculate... Pay Slip **Wages Journal** Deduction Journal Print Pay Slip

Line	Employee	Name	Code	Initial	Value 1	Value 2	Value 3	Value 4
→ ST0001	EMPL001	Egill Karen Hjartarson	ST+REIKN	Initial	0	0	0	0

*Payroll Batch*

- c) Insert new line in Payroll Wage Journal and close page. Enter next values:
  - **Contract Code:** ALM 162,5,
  - **Wage Code:** 555 (Wage code created in first step of this section),
  - **Amount (LCY):** 15,000.00

PAYROLL BATCH WAGES JOURNAL ✓ SAVED 

Manage  Update Rate Amounts...  Payroll Bonus Calculation | More options 

Contract Code	Bracket Code	Bracket Step	Wage Code	Rate Code	Description	Units	Rate (LCY)	Amount (LCY)	Unpaid Salary
ALM 162,5	1	1	100	ML	Egill Karen Hjartarson	1	300,000.00	300,000	<input type="checkbox"/>
ALM 162,5	1	1	400	YV	Egill Karen Hjartarson	1	2,000.00	2,000	<input type="checkbox"/>
ALM 162,5	1	1	555		Egill Karen Hjartarson			15,000	<input type="checkbox"/>

Payroll Wage Journal

d) Select created line and click on Calculate action from line part.

Payroll Batch Lines | Manage Functions Line Employee Fewer options

 New Line  Delete Line  Calculate...  Pay Slip  Wages Journal

→ ST0001	EMPL001	Egill Karen Hjartarson	ST+REIKN
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Payroll Batch – Payroll Batch Lines part

8. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.

Payroll Batch Lines | Manage Functions Line Employee Fewer options

 New Line  Delete Line  Calculate...  Pay Slip  Wages Journal  Deduction Journal  Print Pay Slip

→ ST0001	EMPL001	Egill Karen Hjartarson	ST+REIKN	Calculated	302,203	87,6
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Payroll Batch – Payroll Batch Lines part

9. In Salary part of pay slip should be new *Salary Bonus* line.

Egill Karen Hjartarson Grenihlið 2 540 Blönduós Ísland			Employee No. EMPL001	Message:	
Description	Units	Rate	Amount	From New Year	
				Yearly amount	Yearly units
<b>Salary</b>					
Monthly salary	100%	300,000.00	300,000	600,000	2
Overtime	1HRS	2,000.00	2,000	4,000	2
Special Bonus			15,000	15,000	
Vacation on overtime	10.17%	2,000.00	203	406	

Pay Slip report

10. Go back to *Payroll Pay Slip Setup* and set *Other Description* field to empty for **Laun 6** line.

PAYROLL PAY SLIP SETUP

Pay Slip Name: SJÁLFGEFID

Manage ◀ Decrease Identification ▶ Increase Identification Description Translation Unit of Measure Translation

Description	Unit of Measure	Show Det...	Show Units as Perc...	Show Global Dimension	Other Description	No. of Blank Lines	Paper Descr Layout
Laun 4		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Wage Code		
Laun 5		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Wage Code		
Laun 6	:	<input type="checkbox"/>	<input type="checkbox"/>	Yes			
Verkfæragjald		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Wage Code		
Matfærslu		<input type="checkbox"/>	<input type="checkbox"/>	Yes	Wage Code		

Payroll Pay Slip Setup

11. Open created Payroll Batch and calculate it again.

Payroll Batch Lines | Manage Functions Line Employee Fewer options

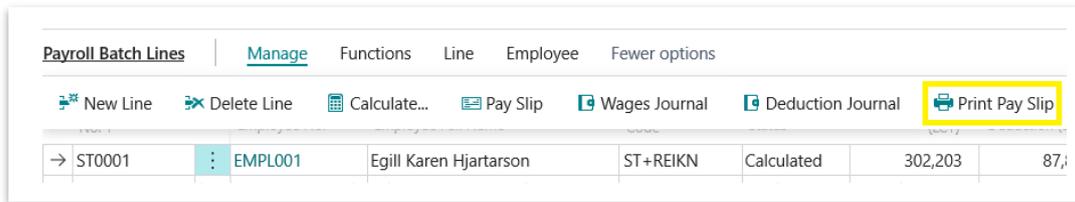
New Line 
  Delete Line 
  Calculate... 
  Pay Slip 
  Wages Journal

→ ST0001	:	EMPL001	Egill Karen Hjartarson	ST+REIKN
----------	---	---------	------------------------	----------

Payroll Batch – Payroll Batch Lines part

5.

12. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.



*Payroll Batch – Payroll Batch Lines part*

13. This time for new step in pay slip, description from *Payroll Pay Slip Setup* is used.

<b>Egill Karen Hjartarson</b>			Employee No.	EMPL001	
<b>Grenihló 2</b>			Message:		
<b>540 Blönduós</b>					
<b>Ísland</b>					
Description	Units	Rate	Amount	From New Year	
				Yearly amount	Yearly units
<b>Salary</b>					
Monthly salary	100%	300,000.00	300,000	600,000	2
Overtime	1HRS	2,000.00	2,000	4,000	2
Salary 6			15,000	15,000	
Vacation on overtime	10.17%	2,000.00	203	406	

*Pay Slip report*

14. Go to the Employee Card of employee from Payroll Batch. Set ISL as Native Language and confirm changes.

EMPLOYEE CARD ✎ + 🗑

EMPL001 · Egill · Karen · Hjartarson

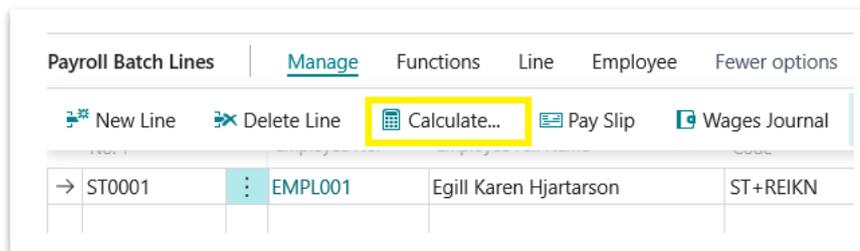
🏦 Bank Accounts
👤 Occupations
📄 Tax Cards
🏛 Pension Funds
🏢 Trade Union
📄 Annuity Claims
👤 Employee Absence
💰 Wages

**Communication**

Extension	<input type="text"/>	Native Language	ISL
Mobile Phone No.	<input type="text"/>	Reports Delivery	Both
Pager	<input type="text"/>	Alt. Address Code	<input type="text"/>
Home Phone No.	<input type="text"/>	Alt. Address Start Date	<input type="text"/>
Home E-Mail	<input type="text"/>	Alt. Address End Date	<input type="text"/>
Company Email	<input type="text"/>		

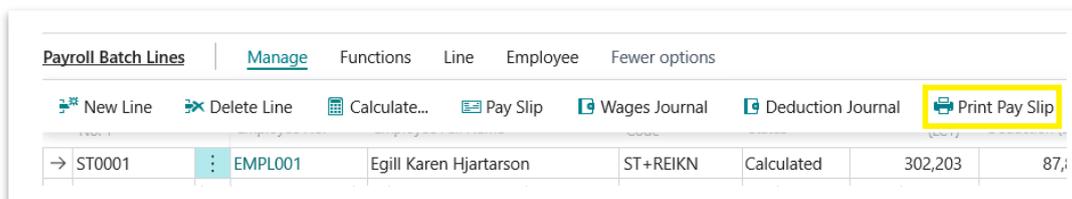
*Payroll Employee Card*

15. Open created Payroll Batch and calculate it again.



Payroll Batch – Payroll Batch Lines part

16. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.



Payroll Batch – Payroll Batch Lines part

17. Pay slip should be printed in Icelandic

<b>Egill Karen Hjartarson</b>		Starfsmannanúmer		EMPL001	
<b>Grenihlíó 2</b>		Skilaboð:			
<b>540 Blönduós</b>					
<b>Ísland</b>					
				<b>Frá áramótum</b>	
<b>Lýsing</b>	<b>Einingar</b>	<b>Taxti</b>	<b>Upphæð</b>	<b>Ársupphæð</b>	<b>Árseiningar</b>
<b>Laun</b>					
Mánaðarlaun	100%	300,000.00	300,000	600,000	2
Yfirvinna	1KLST	2,000.00	2,000	4,000	2
Laun 6			15,000	15,000	
Orlof á yfirvinnu	10.17%	2,000.00	203	406	
<b>Laun alls</b>			<b>317,203</b>	<b>619,406</b>	
<b>Frádráttur</b>					
Orlofsreikningur 123456879021			-203	406	
Fél.gj. Verslunarmannafélag Skagafjarðar	1%	317,203.00	-3,172	6,194	

Pay Slip report

## 10. TAX SETUP

To check tax rates that are used for pay slip calculation click on *Payroll Tax Setup* action from *Payroll* role center or search for it.

CRONUS Ísland hf. | Finance ▾ Setup ▾ Contractual ▾ Tax ▾ Claims ▾ Calculations ▾ Period Activities ▾ |

**Payroll Tax Setup** Payroll Tax Cards Payroll Tax Collectors Payroll Tax Offices Payroll Tax Return Codes

*Payroll – Role Center*

*Payroll Tax Setup* page will open, this page is list of all existing tax setups. For example **ALMSKATT** represents general tax rate setup, **BARN SKATT** is tax rate setup for children...

CRONUS Ísland hf. | Finance ▾ Setup ▾ Contractual ▾ Tax ▾ Claims ▾ Calculations ▾ Period Activities ▾ | ≡

Payroll Tax Setup: All ▾ | 🔍 Search + New 🗑️ Delete Process ▾ Web Service ▾ 📄 Open in Excel | Actions ▾ Navigate ▾ Fewer options

Code ↑	Description	Blocked	Charge Type	Minimum Age	Maximum Age	Age Calculation	Latest Tax Setup Date	Latest Allowance Setup Date
ALM SKATT	Almenn skattprósenta	<input type="checkbox"/>	Employee Deduction	16	0	Next New Year	1/1/2020	1/1/2020
BARN SKATT	Skattprósenta barna	<input type="checkbox"/>	Employee Deduction	1	15	Next New Year	1/1/2014	1/1/2014
FJSÝSLUSK	Fjársýsluskattur	<input type="checkbox"/>	Employee Deduction	0	0	Batch Start Date	–	–
HÁMOP	Hámark opinberra gjalda	<input type="checkbox"/>	Employee Deduction	0	0	Next New Year	–	–
LÍFEYRIR	Lækkun skattstofns	<input type="checkbox"/>	Employee Deduction	16	0	Batch End Date	–	–

*Payroll Tax Setup*

To open card for **ALMSKATT** tax setup click on it's *Code* field. *Payroll Tax Setup Card* page will open:

PAYROLL TAX SETUP CARD ✓ SAVED

## ALM SKATT - Almenn skattprósentá

Process | Web Service | More options

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**General**

Code: ALM SKATT | Age Calculation: Next New Year  
 Description: Almenn skattprósentá | Minimum Age: 16  
 Tax % Steps: Replaces previous step | Maximum Age: 0  
 Blocked:  | Allow Custom Setup:   
 Charge Type: employee Deduction

---

**Payroll Tax Setup Values Subform** | Manage

Start Date	Amount Threshold (LCY)	Amount Ceiling (LCY)	Deduction	Amount (LCY)	Base Step Code	Base Shift Step Code	Node	
1/1/2016	10,043,880	0	Percentage	46.25	50000	50005	Th	
1/1/2017	0	10,016,488	Percentage	36.94	50000	50005	Th	
1/1/2017	10,016,488	0	Percentage	46.24	50000	50005	Th	
1/1/2018	0	10,724,556	Percentage	36.94	50000	50005	Th	
1/1/2018	10,724,556	0	Percentage	46.24	50000	50005	Th	
1/1/2019	0	11,125,045	Percentage	36.94	50000	50005	Th	
1/1/2019	11,125,045	0	Percentage	46.24	50000	50005	Th	
1/1/2020	0	4,042,995	Percentage	35.04	50000	50005	Th	
→ 1/1/2020	:	4,042,995	11,350,472	Percentage	37.19	50000	50005	Th
1/1/2020	:	11,350,472	0	Percentage	46.24	50000	50005	Th

---

**Payroll Personal Values Subform** | Manage

Start Date	Allowance Amount (LCY)	Distribute Allowance	Wages Threshold (LCY)
→ 1/1/2010	:	530,466	0
1/1/2011		530,466	0
1/1/2012		558,385	0
1/1/2013		581,820	0
1/1/2014		605,977	0
1/1/2015		610,825	0
1/1/2016		623,040	0
1/1/2017		634,880	0
1/1/2018		646,739	0
1/1/2019		677,358	0
1/1/2020		655,538	0

Payroll Tax Setup Card

In Payroll Tax Setup Values part can be checked ranges of tax steps for different periods.

**Payroll Tax Setup Values Subform** | Manage

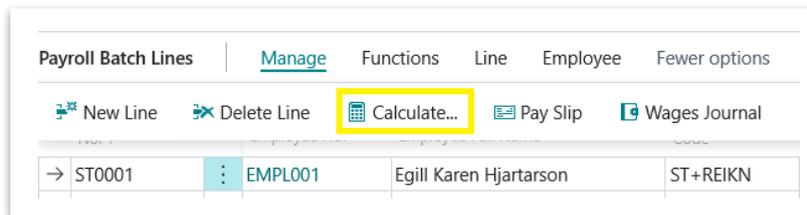
Start Date	Amount Threshold (LCY)	Amount Ceiling (LCY)	Deduction	Amount (LCY)	Base Step Code	Base Shift Step Code	Node	
1/1/2019	0	11,125,045	Percentage	36.94	50000	50005	Th	
1/1/2019	11,125,045	0	Percentage	46.24	50000	50005	Th	
1/1/2020	0	4,042,995	Percentage	35.04	50000	50005	Th	
→ 1/1/2020	:	4,042,995	11,350,472	Percentage	37.19	50000	50005	Th
1/1/2020	:	11,350,472	0	Percentage	46.24	50000	50005	Th

Payroll Tax Setup Card - Payroll Tax Setup Values

Here can be seen that there are three steps. For all annual salaries (including other premises from employee) in 2020 bellow 4,042,995.00 will be used tax rate of 35.04%, for salaries over 11,350,472.00 will be used rate of 46.24% and for all salaries between this two amounts will be used tax rate of 37.19%.

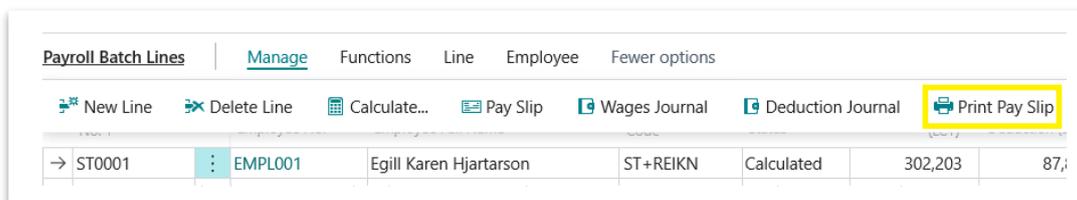
To show how this tax steps work follow next steps:

1. Create new batch following first four steps from *Payroll Batch* part. In the third step for, *Salary Start Day* use first day of next month for wich payroll batch is not posted for chosen employee.
2. Select created line and click on Calculate action from line part.



*Payroll Batch – Payroll Batch Lines part*

3. When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.



*Payroll Batch – Payroll Batch Lines part*

4. In deduction part of pay slip, tax rate is 37.19%.

Deduction				
Vacation account 521702145768			-2,034	2,034
Union fee Verslunarmannafélag Skagafjarðar	1%	322,034.00	-3,220	3,220
Pensions fee Stapi lífeyrissjóður	4%	322,034.00	-12,881	12,881
Add.pension fee Ævilífeyrir Allianz, séreignasjóður	2%	322,034.00	-6,441	6,441
Tax base		302,712		
<b>Income tax General Tax Rate</b>	<b>37.19%</b>	<b>-112,579</b>		
Income tax payment			-112,579	112,579
Official charges			-5,000	5,000
Employee association			-500	500
Prepaid salary			-10,000	10,000
<b>Total deduction</b>			<b>-152,655</b>	<b>152,655</b>

Pay Slip report

- Go back to *Payroll Batch* and click on *Wage Journal* action from line part. *Payroll Wage Journal* page will open.
- In *Payroll Wage Journal* increase *Rate (LCY)* for *Wage Code* 100 to 500,000.00

PAYROLL BATCH WAGES JOURNAL								✓ SAVED			
Manage								Update Rate Amounts...	Payroll Bonus Calculation	More options	
Contract Code	Wage Code	Rate Code	Description	Units	Rate (LCY)	Amount (LCY)	Unp... Salary				
ALM 162.5	100	ML	Egill Karen Hjartarson	1	500,000.00	500,000	<input type="checkbox"/>				
ALM 162.5	400	YV	Egill Karen Hjartarson	10	2,000.00	20,000	<input type="checkbox"/>				

Payroll Batch Wage Journal

- Go back to *Payroll Batch* and calculate it again.

Payroll Batch Lines					Manage	Functions	Line	Employee	Fewer options
					New Line	Delete Line	Calculate...	Pay Slip	Wages Journal
→ ST0001	:	EMPL001	Egill Karen Hjartarson	ST+REIKN					

Payroll Batch – Payroll Batch Lines part

- When pay slip is calculated click on *Print Pay Slip* action from *Payroll Batch Line* part. Request page of report will open, select preview.

Payroll Batch Lines						
Manage Functions Line Employee Fewer options						
<a href="#">New Line</a> <a href="#">Delete Line</a> <a href="#">Calculate...</a> <a href="#">Pay Slip</a> <a href="#">Wages Journal</a> <a href="#">Deduction Journal</a> <a href="#">Print Pay Slip</a>						
→ ST0001	:	EMPL001	Egill Karen Hjartarson	Calculated	502,203	174,163

Payroll Batch – Payroll Batch Lines part

9. This time on one part of salary will be applied tax rate of 46.24% from the third step.

Deduction				
Vacation account 521702145768			-2,034	2,034
Union fee Verslunarmannafélag Skagafjarðar	1%	522,034.00	-5,220	5,220
Pensions fee Stapi lífeyrissjóður	4%	522,034.00	-20,881	20,881
Add.pension fee Ævilífeyrir Allianz, séreignasjóður	2%	522,034.00	-10,441	10,441
Tax base		490,712		
Income tax General Tax Rate	37.19%	-165,820		
Income tax General Tax Rate	46.24%	-20,734		
Income tax payment			-186,554	186,554
Official charges			-5,000	5,000
Employee association			-500	500
Prepaid salary			-10,000	10,000
<b>Total deduction</b>			<b>-240,630</b>	<b>240,630</b>

Pay Slip report

On Payroll Tax Setup card is *Payroll Personal Values* part, this part is list of government's tax benefit amounts for companies.

To check current tax rate from IRS's run *Current Tax* action from *Payroll Tax Setup Card* page.

Process Web Service			
Actions Navigate Fewer options			
<a href="#">Current Tax</a>	<a href="#">Allowed Tax Periods</a>	<a href="#">Download...</a>	

Payroll Tax Setup Card

Payroll Tax Period Information page will open.

### Payroll Tax Period Information

**General**

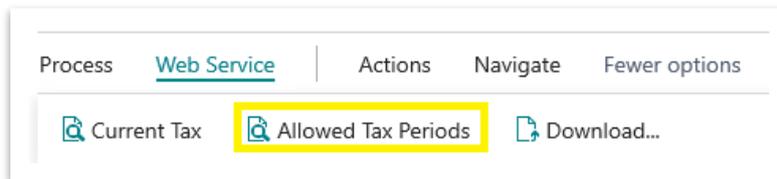
Month and Year	202008	Financial Activities Tax	5.5
Payroll Tax %	6.35	Personal Allowance A...	54,628
Payroll Seaman Tax %	0.65		

Step No. ↑	Amount Threshold (LCY)	Amount (LCY)
→ 1	0	35.04
2	336,917	37.19
3	945,874	46.24

*Payroll Tax Period Information*

To check tax rates for allowed periods from IRS's run *Allowed Tax Periods* action from *Payroll Tax Setup Card* page.



*Payroll Tax Setup Card*

Payroll Tax Allowed Periods page will open.

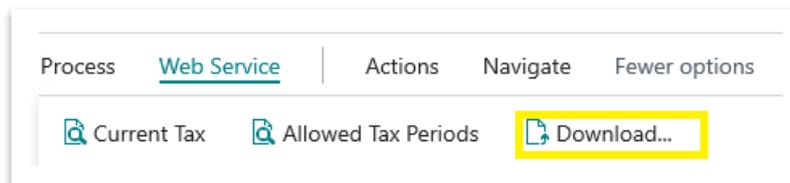
PAYROLL TAX ALLOWED PERIODS

Search Tax percentage Open in Excel More options

Month and Year ↑	Personal Allowance Amount	Payroll Tax %	Payroll Seaman Tax %	Financial Activities Tax %
202001	54,628	6.35	0.65	5.5
202002	54,628	6.35	0.65	5.5
202003	54,628	6.35	0.65	5.5
202004	54,628	6.35	0.65	5.5
202005	54,628	6.35	0.65	5.5
202006	54,628	6.35	0.65	5.5
202007	54,628	6.35	0.65	5.5
202008	54,628	6.35	0.65	5.5

*Payroll Tax Allowed Periods*

To download the detailed settings for the current tax setup code from Advania web site click on *Download* action from *Payroll Tax Setup Card* page.



Payroll Tax Setup Card

## 11. BONUS CALCULATION

Payroll Bonus Calculation report helps with selection of employees for bonus, calculation of bonus according to predefined information from it's request page and updating payroll batch.

To demonstrate how this reports works, follow next steps:

1. If there are no posted batches for employee created from *Employee* part, follow all steps from *Payroll Batch* part.
2. Create new batch following first four steps from *Payroll Batch* part. In the third step for, *Salary Start Day* use first day of next month for wich payroll batch is not posted for chosen employee.
3. To run bonus calculation search for Payroll Bonus Calculation.



"Tell me"

4. Payroll Bonus Calculation request page will open:  
For testing purpose include bonus in created batch for EMPL001 employee (previously created employee with posted batch from step 1 of this chapter), if he worked in period between 01/01/2020 and 01/31/2020. Bonus amount is 100,000, employee will get full bonus amount if he worked at least 4 weeks and his employment ratio is 100%. There is no bonus for this employee if he worked less then 3 weeks in this period.

- **Full Bonus:** 100.000,
- **Minimum Workhours:** 3,
- **100% Bonus at work at least:** 4,
- **Period from:** 01/01/20,
- **Period to:** 01/31/20,
- **Prepaid from:** 01/01/20,
- **Prepaid to:** 01/31/20,
- **Workhours Step Filter 1:** 10040..10044,
- **Workhours Step Filter 2:** 10005,
- **Bonus Salary Code:** 600,
- **Employment Ratio is Max Payment:** true,
- **Move to Batch:** Batch No. of created batch from step 2 of this chapter,
- **No. (Filter: Employee):** Employee No. of employee from step 1 of this chapter.

PAYROLL BONUS CALCULATION 🔖 ↗

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**Print Settings**

Selected printer: ..... (Browser)

---

**Saved Settings**

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: ..... Last used options and filters ▾

---

**Options**

Full Bonus ..... 100,000

Minimum Workhours ..... 3

100% Bonus if worked at least ..... 4

Period from ..... 1/1/2020 📅

Period to ..... 1/31/2020 📅

Prepaid from ..... 1/1/2020 📅

Prepaid to ..... 1/31/2020 📅

Trade Union Filter ..... ▾

Workhours Steps Filter 1 ..... 10040..10044 ...

Multiplier Workhours Steps Filter 1 ..... 0

Workhours Steps Filter 2 ..... 10005 ...

Bonus Payments Steps ..... ▾

Bonus Salary Code ..... 600 ▾

Maximum Montly Workhours ..... 0

Montly Details .....

Employment Ratio is Max. Payme...

Move to Batch ..... LK0002 ▾

---

**Filter: Employee**

× No. .... EMPL001 ▾

× Status ..... ▾

× Statistics Group Code ..... ▾

× Department Code ..... ▾

[+ Filter...](#)

---

Filter totals by:

[+ Filter...](#)

Send to... Print Preview Cancel

Payroll Bonus Calculation – request page

- Click on **Preview** from the request page, preview of *Payroll Bonus Calculation* report will open:

Bonus Calculation									
CRONUS Ísland hf.								9/30/2020 9:57 AM	
								Page 1	
								SKYRR\MIROSLAVD	
Full bonus 100,000 if worked at least 4 weeks from 01/01/20 to 01/31/20 Employment Ratio used as Max. Minimum WorkHours 3 Weeks.									
No.	Full Name	Last Batch No.	Bracket Code	Daily Work Hours	Total Workhours	Ratio	Payment	Already Paid	Unpaid
EMPL001	Egill Karen Hjartarson	BL0001	1	8	4	100.0	100,000	0	100,000
<b>Total:</b>							<b>100,000</b>	<b>0</b>	<b>100,000</b>

*Payroll Bonus Calculation report*

- Close the preview of the report. In „tell me“ search for *Payroll Batch List* and open batch created in step 2 of this chapter which is used in **Move to Batch** field from request page of the *Payroll Bonus Calculation* report.

- In *Payroll Batch Card* run *Wages Journal* action from *Payroll Batch Lines* part.

Payroll Batch Lines						
Manage						
Functions	Line	Employee	Fewer options			
New Line                  Delete Line                  Calculate...                  Pay Slip <b>Wages Journal</b> Deduction Journal                  Print Pay Slip						
→ ST0001	:	EMPL001	Egill Karen Hjartarson	Initial		0

*Payroll Batch – Payroll Batch Lines part*

- Payroll Batch Wages Journal* page will open, here can be seen that new line with **Wage Code 600 (Bonus Salary Code)** from request page of the report) and **Amount (LCY)** of 100,000 is created.

PAYROLL BATCH WAGES JOURNAL   WORK DATE: 1/27/2022									
Manage									
Update Rate Amounts... Payroll Bonus Calculation More options									
Contract Code	Bracket Code	Bracket Step	Wage Code	Rate Code	Description	Units	Rate (LCY)	Amount (LCY)	Unpaid Salary
ALM 162.5	1	1	100	ML	Egill Karen Hjartarson	1	300,000.00	300,000	<input type="checkbox"/>
ALM 162.5	1	1	400	YV	Egill Karen Hjartarson	10	2,000.00	20,000	<input type="checkbox"/>
→ ALM 162.5	:	1	600	ORLUPPB	Egill Karen Hjartarson	1	100,000.00	100,000	<input type="checkbox"/>

*Payroll Batch Wages Journal*