

From the Team

March 2024

Check Run Setups for the next Tax Year


It is important to perform thorough checks on run setups as the tax year end approaches. Ensuring that payroll records are accurately allocated to the correct tax year is essential for accurate and compliant tax reporting.

How to change the pay date for the current open run?

Navigate > Payroll Cycle > Payslip Pay Dates > Open Run

Edit the current open run's run and specify the correct pay date.

Open Runs					
Period Start Date	Order & Desc	Run Type	Pay Date		
Period End Date	Applicable Month				
01 Mar 2024	[1] - March - 2024	Main Run	31 Mar 2024	Edit	
31 Mar 2024	March 2024				
1					

* pay date: 

Can you make changes to existing frequencies?

Once a frequency is created, the system automatically creates future runs for the remainder of the Tax Year based on the settings selected. If any of these settings are incorrect, applying a change to the affected frequency on the Company Pay Frequencies screen. The changes made will only take effect when the new tax year begins.

Each run will have to be corrected under the Future Runs section on the Company Payslip Pay Dates screen.

Changes to existing/future run setups will need to be logged with help@paymaster.co.za.

More weekly topics on our website [HERE](#).