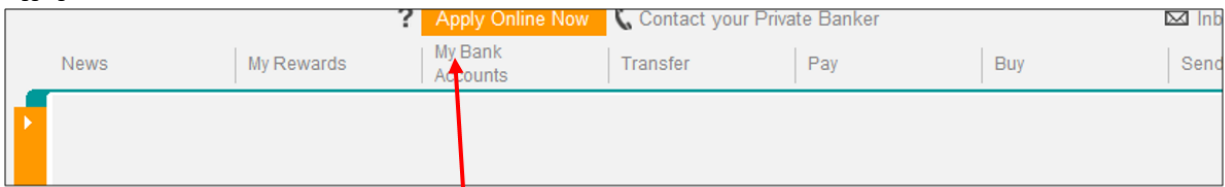


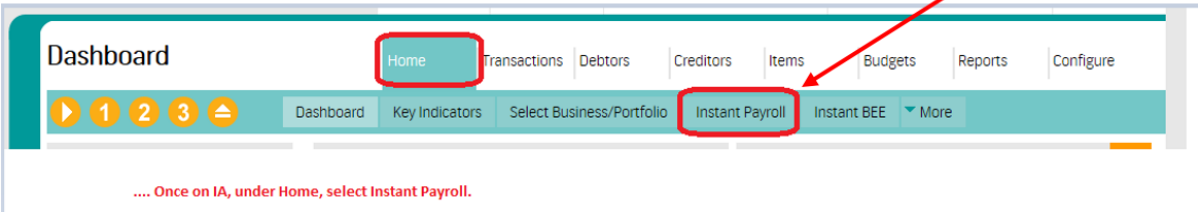
Instant Payroll Set-up and Quick Start Guide

Logging



Login to your FNB Online banking>>Click on **My Accounts Menu >> Instant Accounting**, once redirected to IA Home page, select **Instant Payroll under Home**

After reading the **Terms and Condition**, tick the checkbox to continue.



Instant Payroll

Instant Payroll is a free value-added service from FNB.

Instant Payroll is a complete web-based payroll processing solution that helps you to manage your business' payroll quickly and easily. It allows you to generate payslips and pay your employees and third parties with minimum fuss.

Once you have loaded your business and employees on the system, preparing your monthly payroll and generating payslips is quick and easy. Instant Payroll also ensures that you, as an employer, adhere to current SARS requirements. Instant Payroll allows you to have access to the system wherever you have an Internet connection.

Please read and accept the **Terms and conditions**.

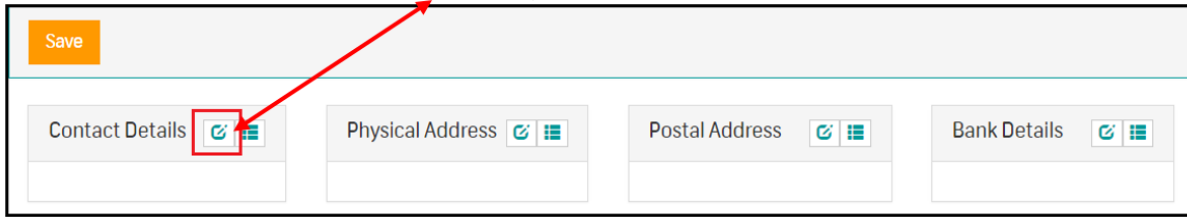
Setting Up new Entity/Business

The first time you login, you will need to fill in the following Business details:

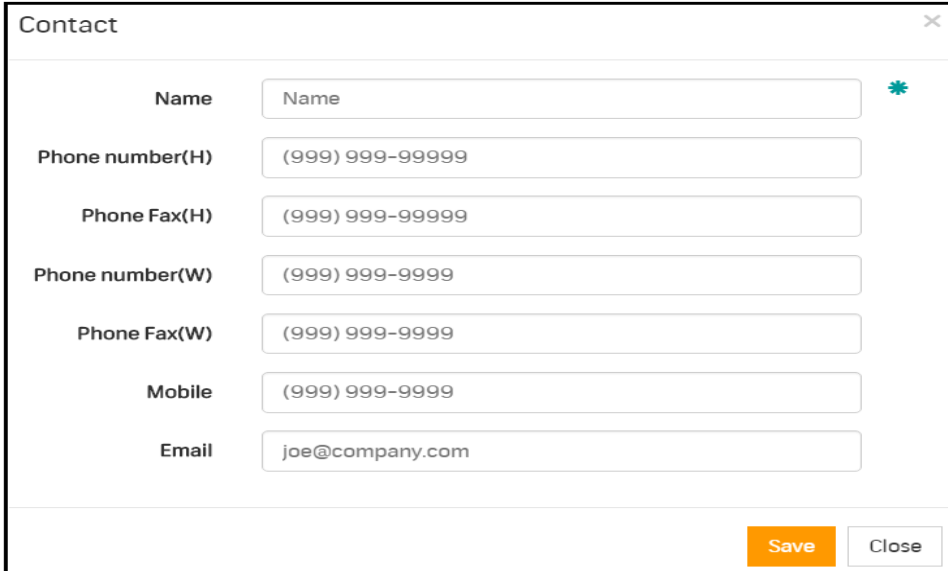
- Enter your Business name
- Registration number
- PAYE NUMBER
- VAT Number
- Select your VAT Trade Division
- SARS UIF Number
- DOL UIF Number
- SDL Number
- Select SIC

After capturing all the fields then click the **Save** button

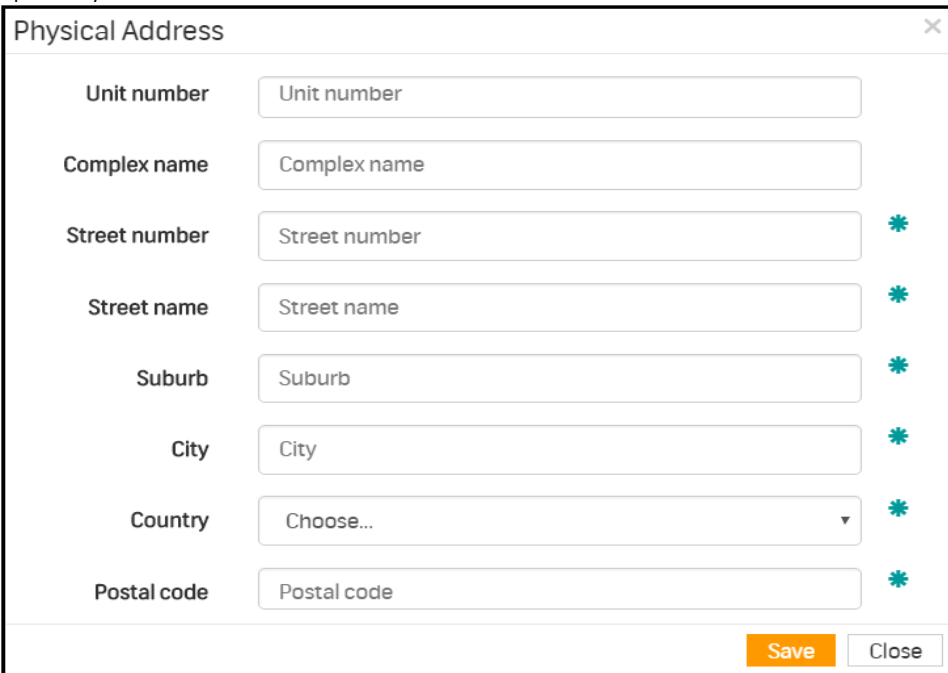
System will display the below panel for Contact Details , Physical Address, Postal Address, Business Bank Details, once updated click save.
To initiate the process of loading details click the **Add/Edit** Icon.



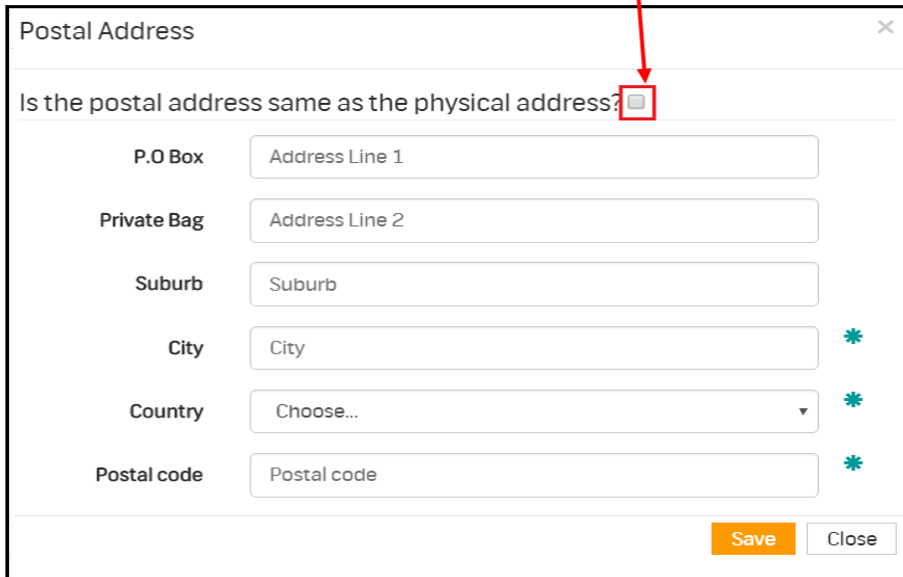
Update Contact Details and then click **Save**.



Update Physical Address and then click **Save**.

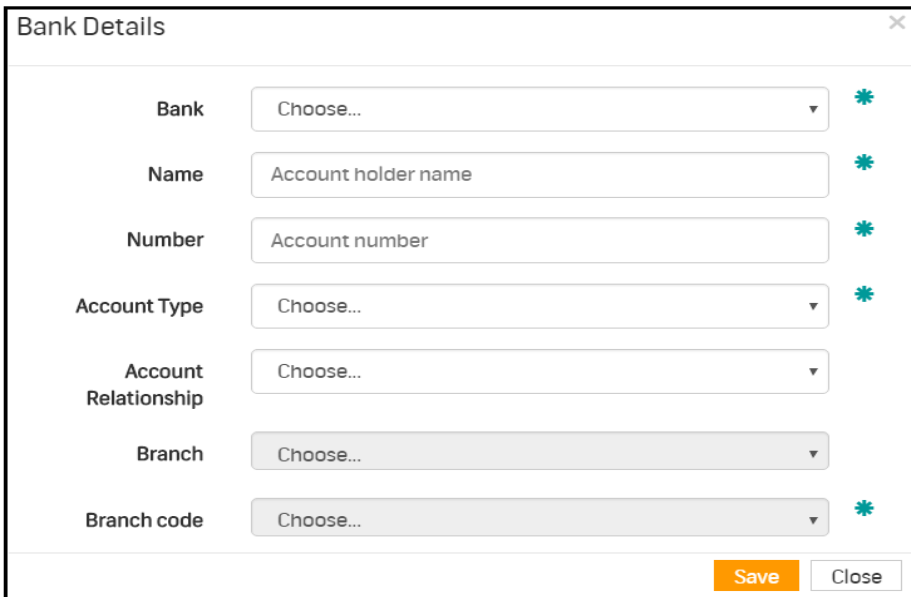


If the Postal Address is the same as Physical Address, then click on the checkbox to copy the address, if not capture Postal address details then click **Save**



The image shows a 'Postal Address' form with a close button in the top right corner. Below the title bar, there is a question: 'Is the postal address same as the physical address?' followed by a checkbox. A red arrow points from the text above to this checkbox. Below the question are several input fields: 'P.O Box' with 'Address Line 1', 'Private Bag' with 'Address Line 2', 'Suburb' with 'Suburb', 'City' with 'City', 'Country' with a dropdown menu showing 'Choose...', and 'Postal code' with 'Postal code'. Each of the last four fields has a blue asterisk icon to its right. At the bottom right, there are two buttons: 'Save' (orange) and 'Close' (white).

Update Bank Details then click **Save**.



The image shows a 'Bank Details' form with a close button in the top right corner. Below the title bar, there are several input fields: 'Bank' with a dropdown menu showing 'Choose...', 'Name' with 'Account holder name', 'Number' with 'Account number', 'Account Type' with a dropdown menu showing 'Choose...', 'Account Relationship' with a dropdown menu showing 'Choose...', 'Branch' with a dropdown menu showing 'Choose...', and 'Branch code' with a dropdown menu showing 'Choose...'. Each of the dropdown menus has a blue asterisk icon to its right. At the bottom right, there are two buttons: 'Save' (orange) and 'Close' (white).

Create Employees

How to load employees on the system.

Click on the **Employees** tab>> Then click on **Create new employee** to add employees into the system.

Employee List **Employees** Payrolls Reports Configure EasyFile Export

Employees First Name/Surname/Employee Number or ID number

Employee Number	First name	Surname	Identity Number	Active
Create New Employee				

After clicking on **Create New Employee**, system will pop-up the below Demographic and Employment details to be captured.

Important Note for PAYE Purposes: **Engagement Date** – should accurately be updated, as PAYE (Tax) is calculated taking into account the day the employee started.

System will display the below panel for Contact Details , Physical Address, Postal Address, Bank Details and Tax Details for updating, once done click **Save**.

Title	Choose...	First Name	Employee First Name
Last Name	Employee Last Name	Initials	Employee Initials
Preferred Name	Employee Last Name	Identity Type	Choose...
Identity Number	Employee Identity Number	Date of Birth	Date Of Birth
Gender	Choose...	Race	Choose...
Physical Disability	Choose...	Nature of Person	Choose...
Job Title	Employee Job Title	Employee Number	Employee Number
Engagement Date	2017/03/01	Discharge Date	Discharge Date
Temporary Employee?	<input type="checkbox"/>	Payment Method	Choose...

Save **Cancel**

To initiate the process of loading details click the **Add/Edit** icon.

The screenshot shows a form with five sections: Contact Details, Physical Address, Postal Address, Bank Details, and Tax Details. Each section has an 'Add/Edit' icon (a circle with a plus sign and a list icon). The Contact Details section contains: Laylor Lorts, H: (012) 345-6771, W: (012) 345-5423, M: (081) 234-5659, E: laylor@ip.com. The Physical Address and Postal Address sections both contain: Unit Number: 234, Complex Number: Rooyal, Street Number: 456, Street Name: Crescent RD, Suburb: Midrand, City: Johannesburg, Postal Code: 2000. The Bank Details section contains: Bank: FNB/RMB, Account Holder: Laylor, #: 567232, B: FNB/RMB, Br#: 250655. The Tax Details section contains: Effective Date: 2017/03/01, Reference No: 2773547159.

Ensure the correct **Number of Dependents** is captured for PAYE (Tax) purpose and click **Save**

The screenshot shows a 'Taxation' form with the following fields: Tax Status (Normal), Tax Reference No. (1234567), UIF Exempt? (checkbox), Pays Own Medical Aid? (checkbox), and No. of Dependants (excl. Main Member) (text input). A red arrow points to the 'No. of Dependants' field. The form has 'Save' and 'Close' buttons at the bottom right.

Important note – Employers should obtain proof from Employees at all times should there be any changes in their medical aid dependants as medical aid tax credit reduces the employees’ PAYE liabilities.

Capture the following and **Save**

1. Tick **“Pays Own Medical Aid”** checkbox for employees who pay their own Medical aid.
2. Specify the number of Medical Aid dependants. Note this exclude the main member as the system is configured to read the Main member in, once you select **“Pays own Medical aid”**
3. Current Tax Year 2018 – Medical Aid Credits. *(This amount changes, annually with Budget speech) update to the system will automatically be done for all Clients.*
 - R303 Main member
 - R303 Second dependent,
 - R204 Additional dependent, with no limit applied to additional dependents.

Repeat the process until you have captured all your employees.

Upload Employee's List

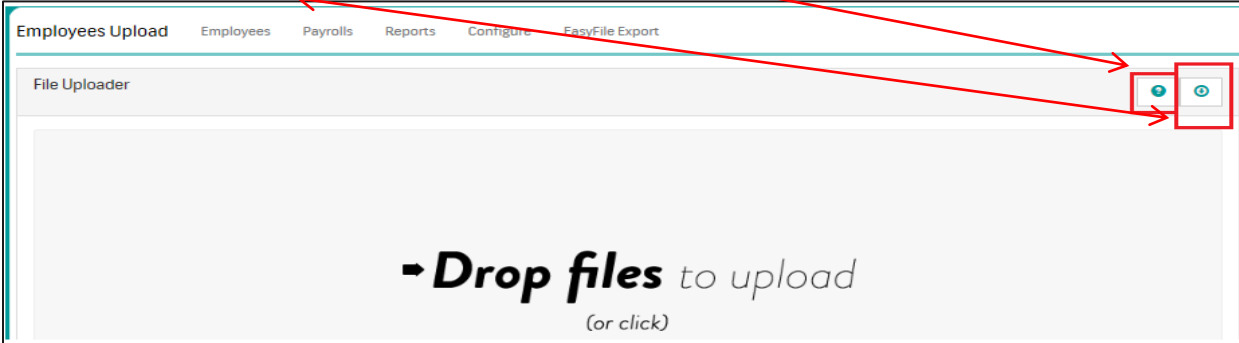
You can also upload a list of Employees into the Instant Payroll.

The system provides a template with all mandatory fields to be captured.

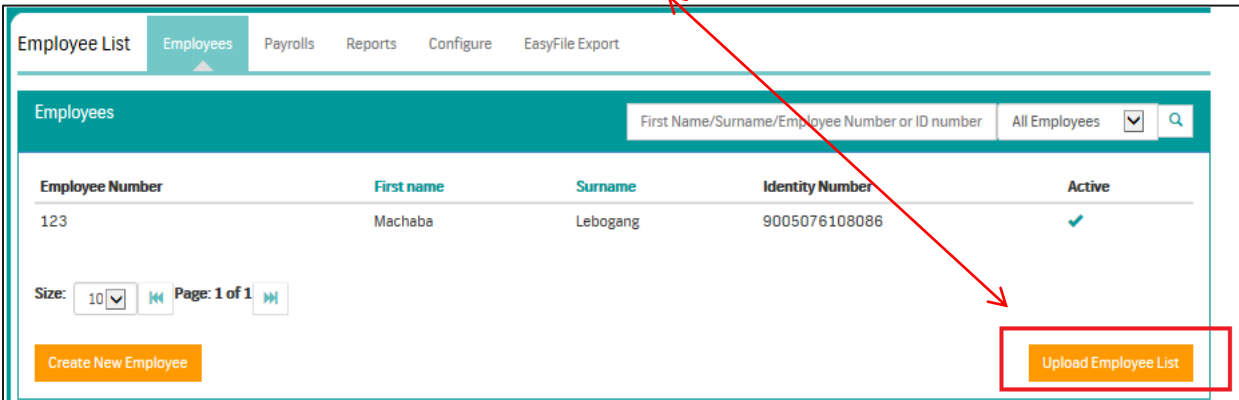
NB: Please note the system will reject any file with blank records or with missing mandatory fields.

For more information on rules and how to upload employees list click **"Help"** Icon

To download the **"Employee Template"** click download icon

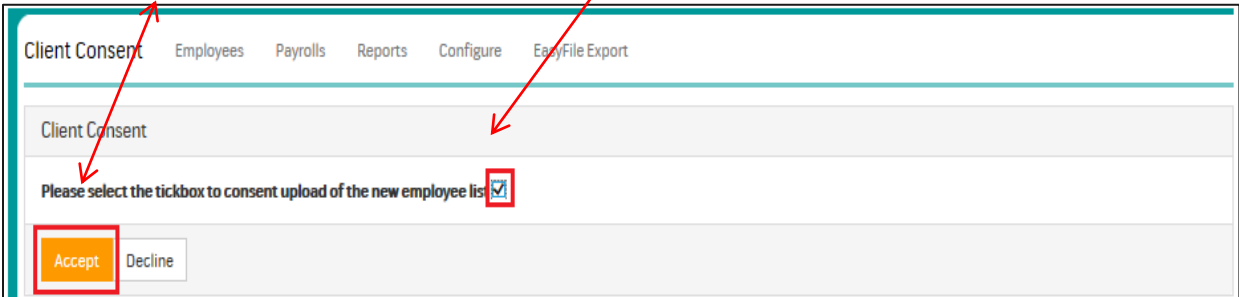


To initiate the process of uploading your employees list >>> Click **"Upload Employee List"**

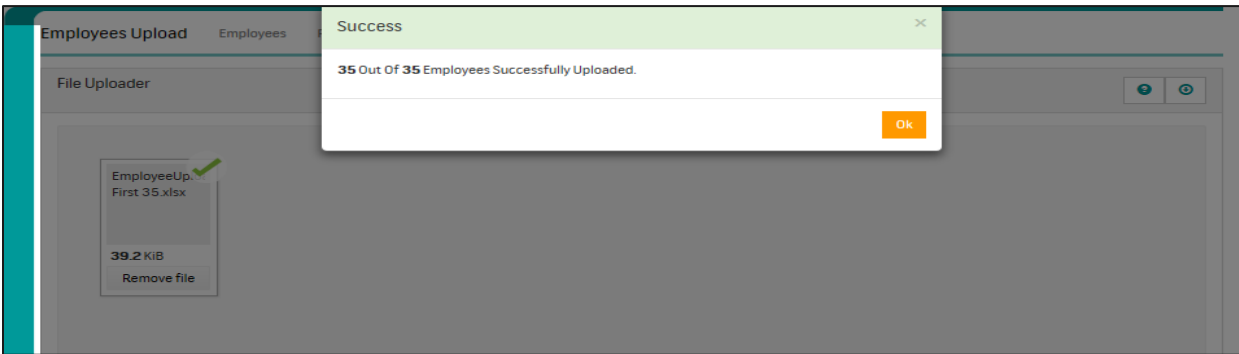
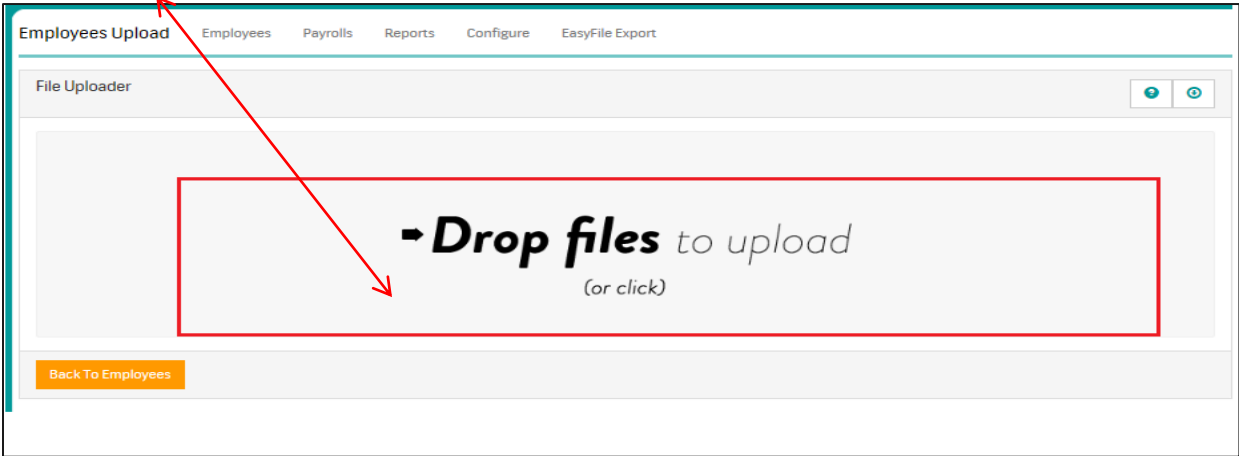


To proceed with uploading the employees list you have to provide **"Consent"** by ticking the checkbox

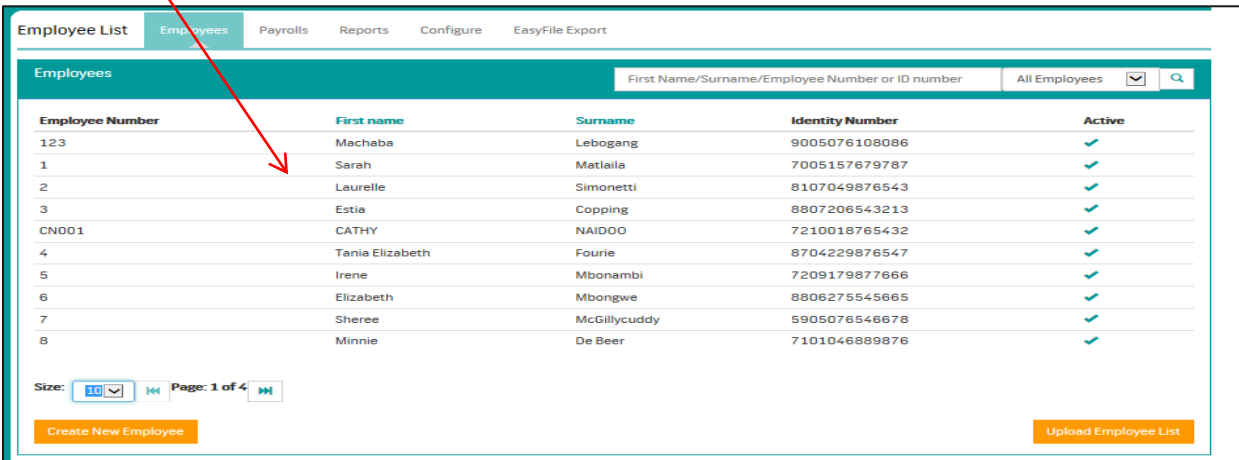
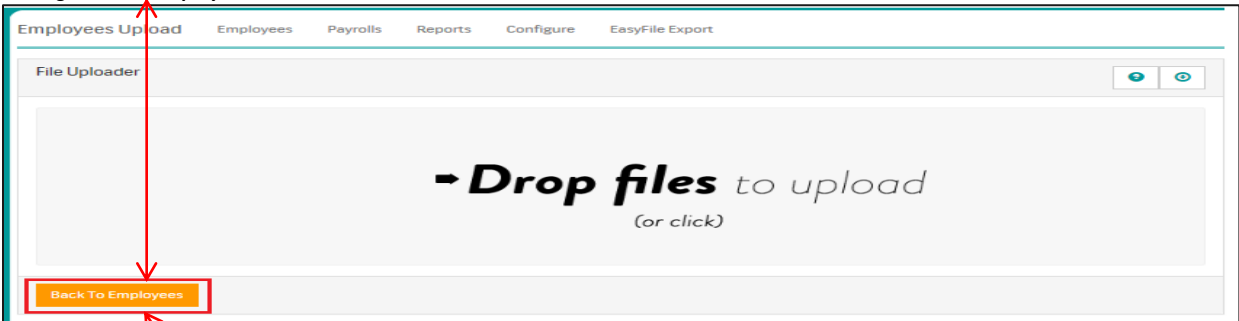
And then click **"Accept"**



For uploading the employees list, drag and drop the file or browse and select it.



After you have successfully uploaded the employees list, you can check for uploaded Employees by Clicking "Back To Employees"



And you can also download or view a report for uploaded Employees.

Report List				
Employees	Payrolls	Reports	Configure	EasyFile Export
Reports				
Name	Description			
IRP5	IRP5			
EMP201	EMP201			
EMP501	EMP501			
Costing	Costing			
Period Net Pay	Period Net Pay			
Employee Deductions & Employer Contributions	Employee Deductions & Employer Contributions			
Payments	Payments			
Payslip	Payslip			
Provident / Pension Fund	Provident / Pension Fund			
Employee Details	Employee Details			
Employee List	Employee List			
Employee Upload	Employee Upload			

Payroll & Payrun

Create Payroll

NB: Payroll is a Tax year which is from **1 March YYYY – 28/29 February YYYY**

Payroll will only be created according to the Tax year, therefore there should only be one payroll for a tax year.

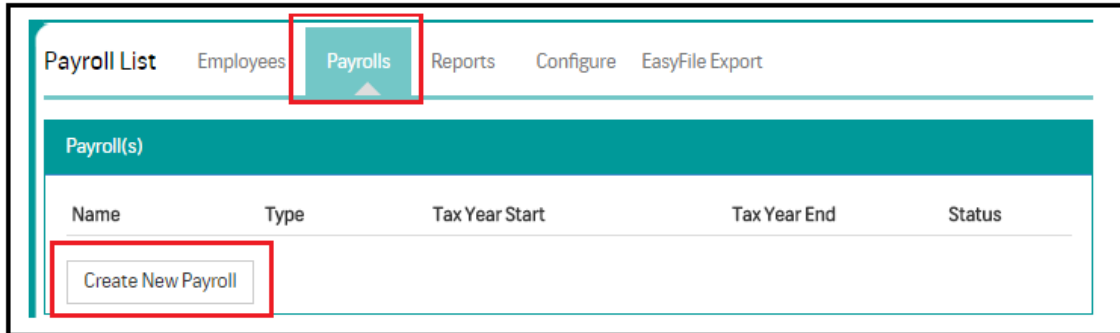
Important Note: An employee should only have one record per Payroll and not more than two within the same entity as the year to date calculation will not balance.

Current Tax year:

1 March 2017 – 28 February 2018

2018 Tax Year End

Click on **Payroll >> Create New Payroll**



A new window will pop up, allowing you to capture the payroll details such as **Name>>Type>> Tax year Start** date.

Tax year End date will auto be populated and it cannot be amended. This will always be greyed out.

The screenshot shows a 'Payroll' form with the following fields:

- Name:** ABC Salaries
- Type:** Monthly
- Tax Year Start:** 2017/03/01
- Tax Year End:** 2018/02/28 (greyed out)

At the bottom right, there are 'Save' and 'Close' buttons.

Click Save.

After successfully creating a Payroll then click on it **"ABC Salaries"** to create Payruns.

The screenshot shows the 'Payroll List' interface with the following table:

Name	Type	Tax Year Start	Tax Year End	Status
ABC Salaries	Month	2017/03/01	2018/02/28	Oper 2017/11/02

A red arrow points to the 'ABC Salaries' record. Below the table is a 'Create New Payroll' button.

Create New Payrun

Create New Payrun = A monthly / Weekly payment in respect of employees' salary/wage.

All payslips should be created here to effect payments to employees and to determine PAYE, SDL, UIF, and Pension limit of R350k/27.5% of remuneration per annum when calculating employees' Net salary.

The year to date (YTD) calculation will take into account all payruns within a "payroll"

- Each Payrun is checked and verified monthly by "Clients".
- Each Payrun has to be verified and accepted as correct, employer cannot reopen and recalculate previous months, salaries / payments.
- The only exception would be, to allow Clients to keep the Payrun open until the 5th of each new month to apply any corrections referring back to the previous month Payrun. After the 5th of each new month, Clients will have no access to amend / adjust any records going back historically as this will impact your payments & submissions to SARS.
- New Payrun creation, the system will auto close the previous month Payrun irrespective of the cut-off date being the 5th.

Payroll: Luminous Salaries
Tax period: 2017/03/01 - 2018/02/28

Payrun(s)			
Period #	Period Start	Period End	Closed
<input type="button" value="Create New Payrun"/>			

Capture the Payrun details and click Save:

Once the Period Start Date is selected system will automatically populate Period Number.

- 1 March 2017 – 28 February 2018 = 2018 Tax Year End

Payrun ✕

Period number	<input type="text" value="1"/>
Period Start Date	<input type="text" value="2017/03/01"/>
Period End Date	<input type="text" value="2017/03/31"/>
Pay Date	<input type="text" value="2017/03/25"/>
Run Message	<input type="text" value="1st Payment"/>

Payrun successfully created, now create payslips for employees by clicking on period 1.

Payroll: Luminous Salaries
Tax period: 2017/03/01 - 2018/02/28

Payrun(s)			
Period #	Period Start	Period End	Closed
1	2017/03/01	2017/03/31	-

Create Payslips

Click on the Payrun which was created and initiate the creation of payslips by clicking "Add Payslip"

Payroll: Luminous Salaries
Payrun #: 1 for period #: 1 [Period: 2017/03/01 - 2017/03/31]

Payslip(s)

Employee	Employment	Net Pay
<input type="button" value="Add Payslip"/>		

After clicking Add Payslip, the below window will open.
Select the name of the Employee you wish to create a payslip for

Payroll: Luminous Salaries
Payrun #: 1 for period #: 1 [Period: 2017/03/01 - 2017/03/31]

Employee:
Choose employee

Earning(s)	Fringe Benefits	Deduction(s)
Total 0.00	Total 0.00	Total 0.00

Contribution(s)
Total 0.00

Calculate

Summary

Remuneration:	0.00
Deductions:	-0.00
Net pay:	0.00

Earnings, Fringe Benefits and Deductions

Payroll: Luminous Salaries
Payrun #: 1 for period #: 1 [Period: 2017/03/01 - 2017/03/31]

Employee:
Choose employee

Earning(s)	Fringe Benefits	Deduction(s)
Total 0.00	Total 0.00	Total 0.00

Contribution(s)
Total 0.00

Calculate

Summary

Remuneration:	0.00
Deductions:	-0.00
Net pay:	0.00

To capture the values click on the **Add/Edit** icon, capture values and **Save**

Earning(s)		Fringe Benefits		Deduction(s)	
Total	0.00	Total	0.00	Total	0.00

Capture all the applicable earnings for the selected employee.

Important to note:

The system will auto populate the previous payslips into the new month's payslip but the client should ensure that the amounts captured are correct.

Payslip - Earning(s) ✕

Basic Salary	3601	0	
Basic Salary (Calculated)	3601	0	
Bonus	3605	0	
Commission	3606	0	
Leave Encashment	3605	0	
Other Allowance (Non-Taxable)	3714	0	
Other Allowance (Taxable)	3713	0	
Overtime 1.0	3601	0	
Overtime 1.5	3601	0	
Overtime 2.0	3601	0	
Reimbursed Kilometres Over Limit	3702	0	
Reimbursed Kilometres Under Limit	3703	0	
Travel Allowance	3701	0	

Done

Capture all the applicable Fringe Benefits for the selected employee.

Fringe Benefits ✕

Employer Pension Fund Contribution	3817	0	
Employer Provident Fund Contribution	3825	0	
Employer Retirement Annuity Contribution	3828	0	
General Fringe Benefit - Taxable	3801	0	
Medical Aid	3810	0	

Done

Capture all the applicable Contributions / Deductions:

Before loading any private **Pension / Annuity / Provident** all employers are required to obtain the relevant certificates / proof of membership from their employees, in order to allow the deductions on the payroll system.

Payslip - Deduction(s) ✕

Advance	ⓘ	ADVANCE	0
Employee Pension Fund Contribution (PC)	ⓘ	4001	0
Employee Provident Fund Contribution (PC)	ⓘ	4003	0
Employee Retirement Annuity Contribution (PC)	ⓘ	4006	0
Employer Pension Fund Contribution	ⓘ	4472	0
Employer Provident Fund Contribution	ⓘ	4473	0
Employer Retirement Annuity Contributionn	ⓘ	4475	0
Interest on Loan	ⓘ	INTEREST	0
Loan Repayment	ⓘ	Loan	0
Medical Aid	ⓘ	4005	0
Other	ⓘ	Other	0
Paye As You Earn (PAYE)	ⓘ	4102	0
PAYE Bonus	ⓘ	4102	0
Savings	ⓘ	SAVING	0
Unemployment Insurance Fund (UIF)	ⓘ	4141	0

Done

Deduction(s) ✎	
Advance	-300.00
Paye As You Earn (PAYE)	621.00
Unemployment Insurance Fund (UIF)	100.00
Employee Retirement Annuity Contribution	100.00
Employee Provident Fund Contribution	100.00
Employee Pension Fund Contribution	100.00
Total	721.00

- | | |
|---|-------------------|
| 1. Employee Pension Fund Contribution | (4001) = R100.00 |
| 2. Employee Provident Fund Contribution | (4003) = R100.00 |
| 3. Employee Retirement Annuity Contribution | (4006) = R100.00 |
| 4. Advance | (Total) – R300.00 |

The Sum of Code; 4001; 4003; and 4006 should be incorporated into **Advance** with a negative (-) as per above diagram, to ensure that the employees' net salary is not reduced.

The purpose of this exercise is to allow PAYE relief on the payroll system for employees who already have their own Private - Pension/ Annuity / Provident with registered Private Financial Institutions.

Finally after capturing all the relevant values click the 'Calculate' button to generate a payslip.

Earning(s)	Fringe Benefits	Deduction(s)
Total 0.00	Total 0.00	Total 0.00
Contribution(s)		
Total 0.00		
Summary		
Remuneration:	0.00	
Deductions:	- 0.00	
Net pay:	0.00	

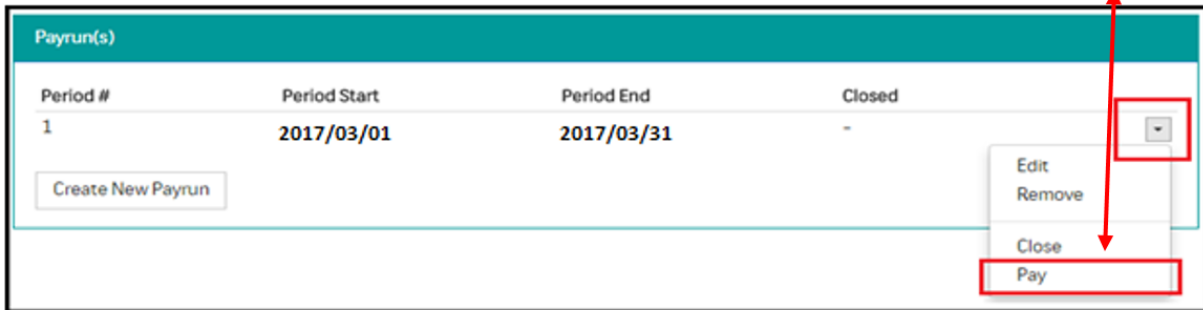
Calculate

Repeat the same process until you have generated all payslips for your employees.

Processing the payment

To process payment do the following

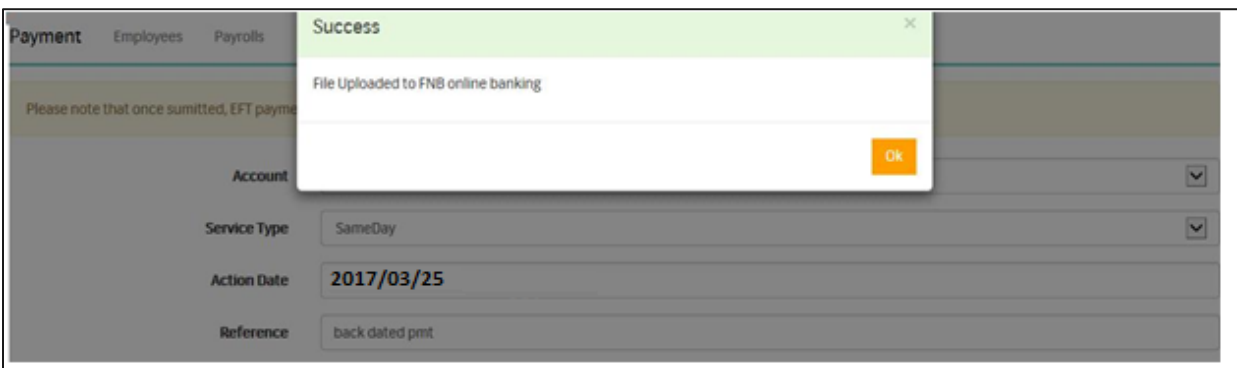
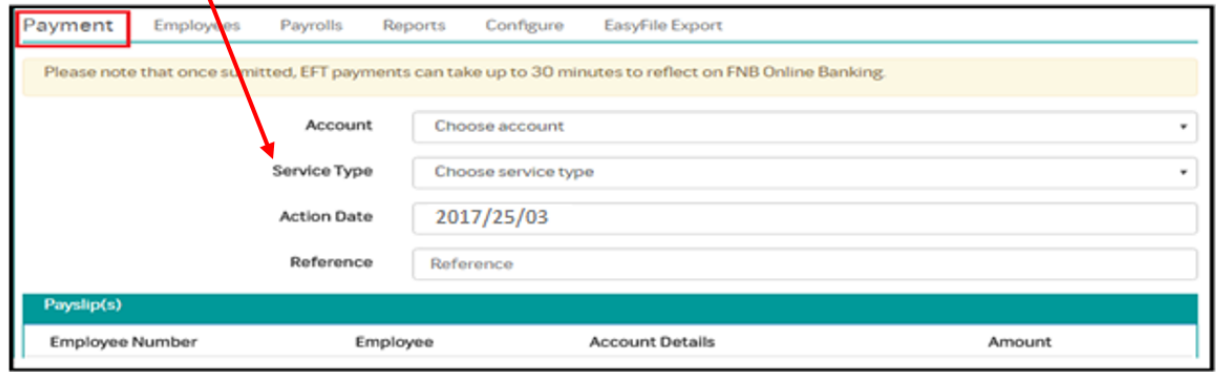
Click **Payrolls >> Payrun** then click on the drop down arrow on the far right of the Payrun/period you want to process and click on **pay**.



Once you've clicked **Pay**, you should choose the Account you want to pay from, the Service Type, Action date and Reference then click **Send payment**.

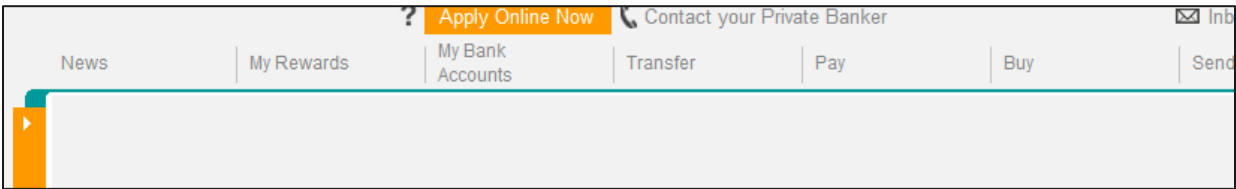
Under **Service Type** consist of the following options:

1. SameDay – this means that once the ACB file has been uploaded and processed, the payment(s) will be made on the same day. Please keep in mind, in order for the payment(s) to be processed on the same day, the file needs to be uploaded and processed before 13H00 each day (in other words, reflect in the employee's account on the same day).
2. OneDay – This means that once the ACB file has been uploaded and processed, the payment(s) will be made one day after (in other words, reflect in the employee's account one day later).
3. TwoDay – This means that once the ACB file has been uploaded and processed, the payment(s) will be made two days later (in other words, reflect in the employee's account two days later).



Once you select "**Send Payment**", an ACB file will be generated and uploaded into the FNB online banking account (this takes between 15 to 30 minutes). To process with payment, complete the following steps:

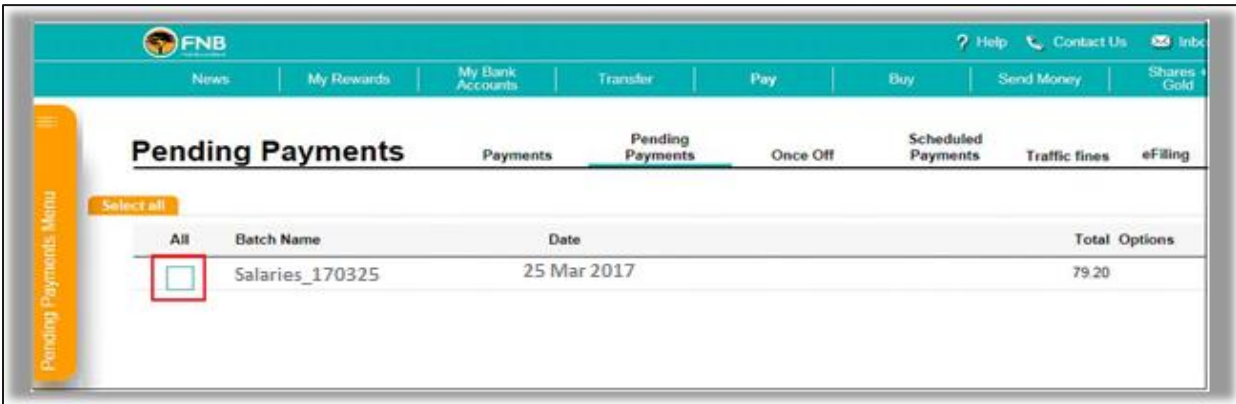
1. Log into your Online Banking



2. Select "Pay" then select "Pending Payment"



3. Select the pending payment by ticking the checkbox and confirm payment



4. Enter OTP and submit

Please enter your OTP

One Time PIN (OTP)

#####


Submit

Didn't receive OTP? Resend to primary option 072***7133


Resend

Download the Banking App and experience Smart inContact to approve transactions securely

Smart inContact, our interactive messaging system has replaced your OTP to approve transactions securely.


+


=



Get the
app now!

Available on the
App Store

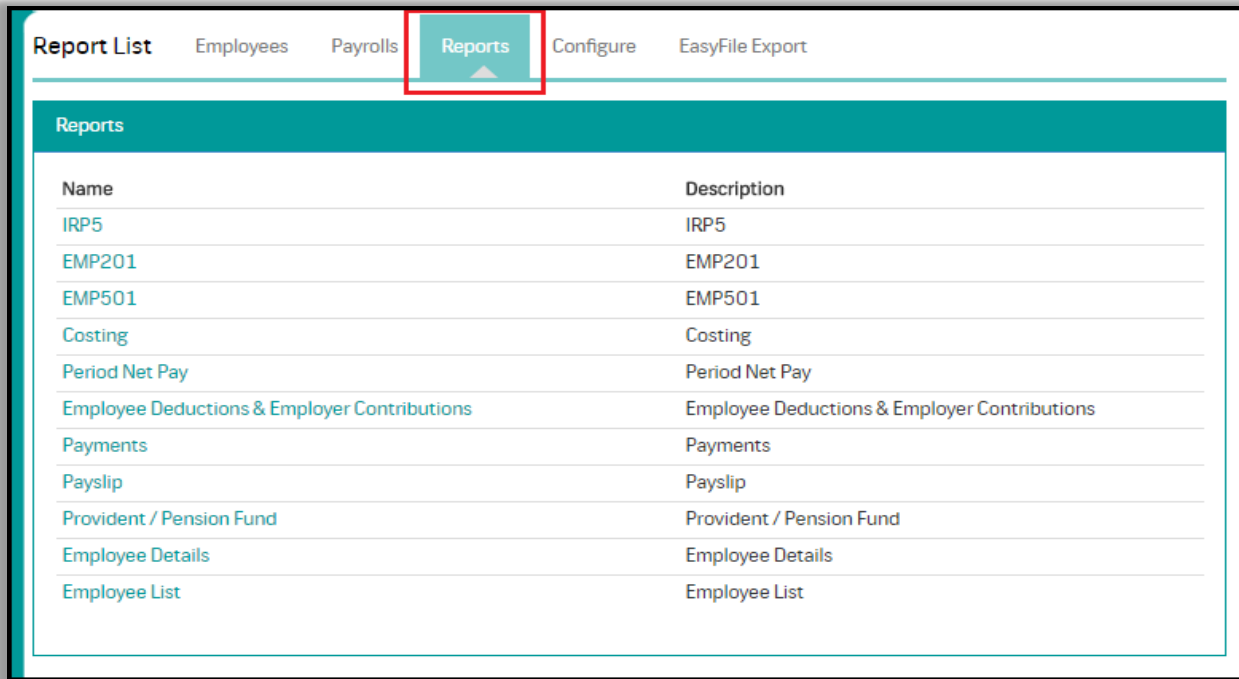
GET IT ON
Google play

Cancel

Submit

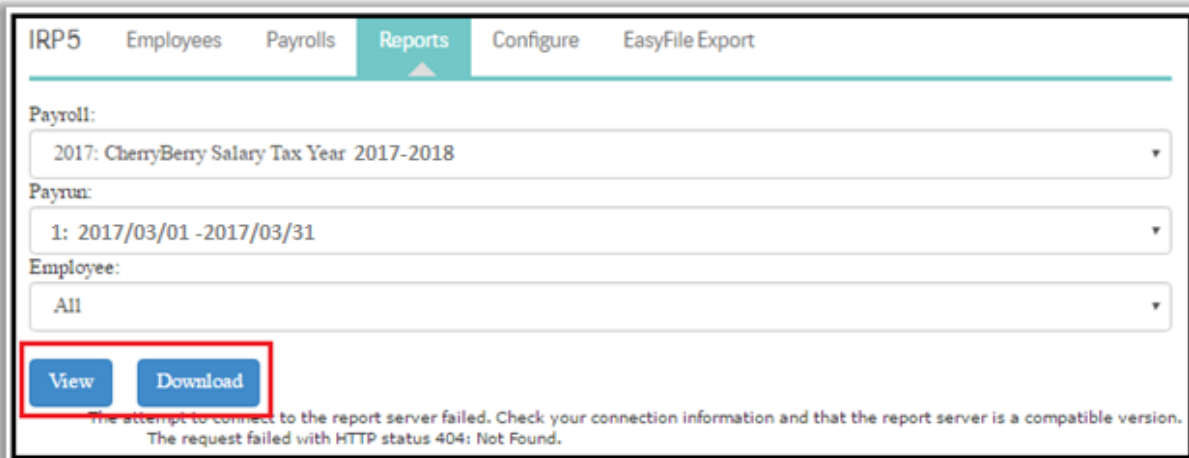
Reports

You can print/e-mail various reports from the system including payslips
Click on reports, select the report you wish to view.



Name	Description
IRP5	IRP5
EMP201	EMP201
EMP501	EMP501
Costing	Costing
Period Net Pay	Period Net Pay
Employee Deductions & Employer Contributions	Employee Deductions & Employer Contributions
Payments	Payments
Payslip	Payslip
Provident / Pension Fund	Provident / Pension Fund
Employee Details	Employee Details
Employee List	Employee List

You can view the report on screen by clicking “View” and you can download it by clicking “Download”



IRP5 Employees Payrolls Reports Configure EasyFile Export

Payroll:
2017: CherryBerry Salary Tax Year 2017-2018

Payrun:
1: 2017/03/01 -2017/03/31

Employee:
All

View Download

The attempt to connect to the report server failed. Check your connection information and that the report server is a compatible version.
The request failed with HTTP status 404: Not Found.

Support User Access

You can allow the Instant Payroll Support Team to only have viewing access to your entity in-order to help in resolving your queries.

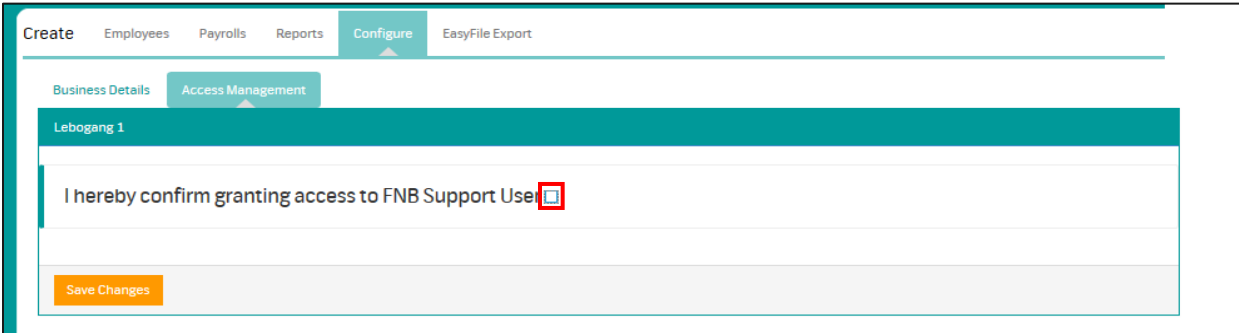
NB: You have the functionality of setting the access expiration date and you can manually revoke it at any time.

NB: The set expiration date should not exceed 14 days and when the expiration date is not specified, system will apply the default expiration date to 24 hours before access is revoked.

To grant access to an entity, you should log into that specific entity and follow the below steps:

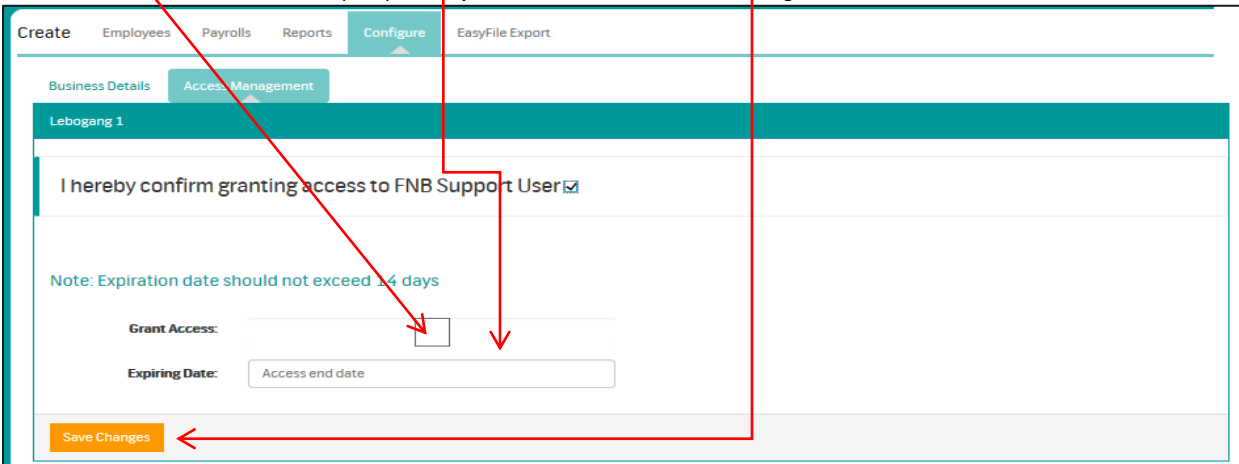
Click **“Configure”** >> click **“Access Management”**

And then accept **“Consent”** by ticking the checkbox.

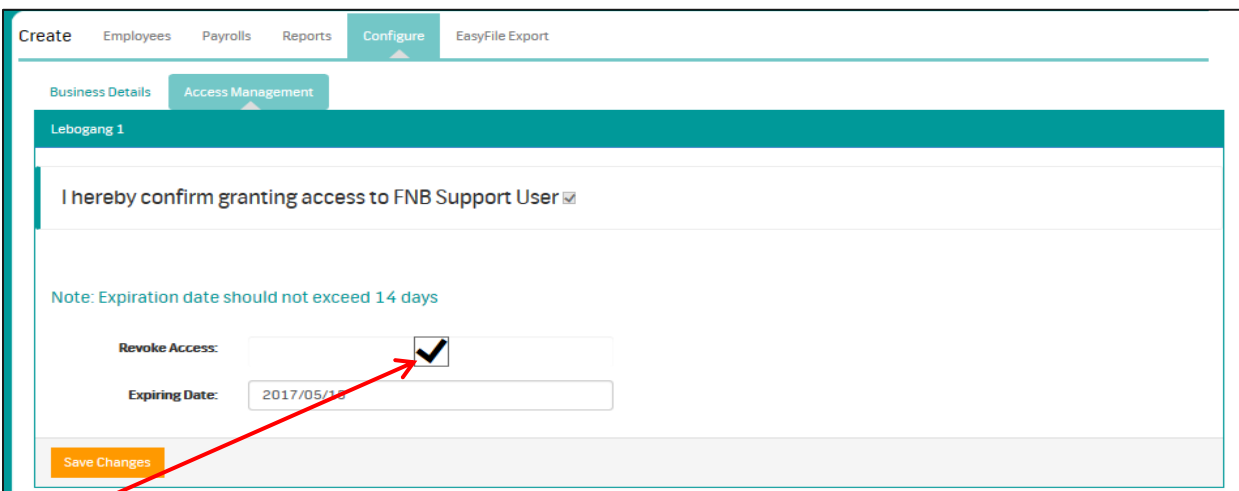


The screenshot shows the 'Access Management' page for 'Lebogang 1'. The navigation menu includes 'Create', 'Employees', 'Payrolls', 'Reports', 'Configure', and 'EasyFile Export'. Under 'Configure', 'Business Details' and 'Access Management' are visible. The main content area displays the text 'I hereby confirm granting access to FNB Support User' with an unchecked checkbox. A 'Save Changes' button is located at the bottom left.

Tick the **“Grant Access”** checkbox and specify the **“Expiration date”**, then click **“Save Changes”**



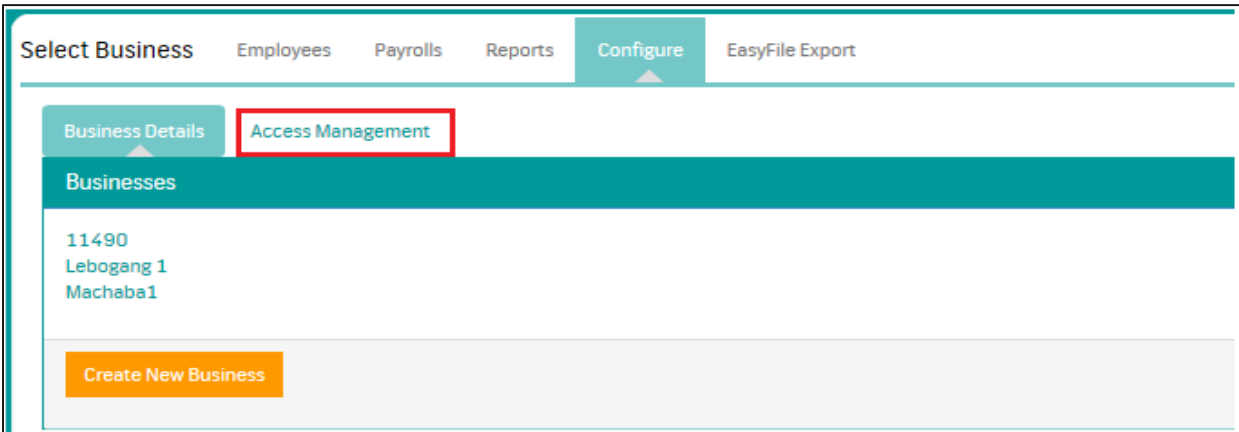
The screenshot shows the 'Access Management' page for 'Lebogang 1'. The 'Grant Access' checkbox is now checked. Below it, a note states 'Note: Expiration date should not exceed 14 days'. The 'Expiring Date' field is set to 'Access end date'. A red arrow points from the 'Grant Access' checkbox to the 'Save Changes' button. Another red arrow points from the 'Expiration date' note to the 'Expiring Date' field.



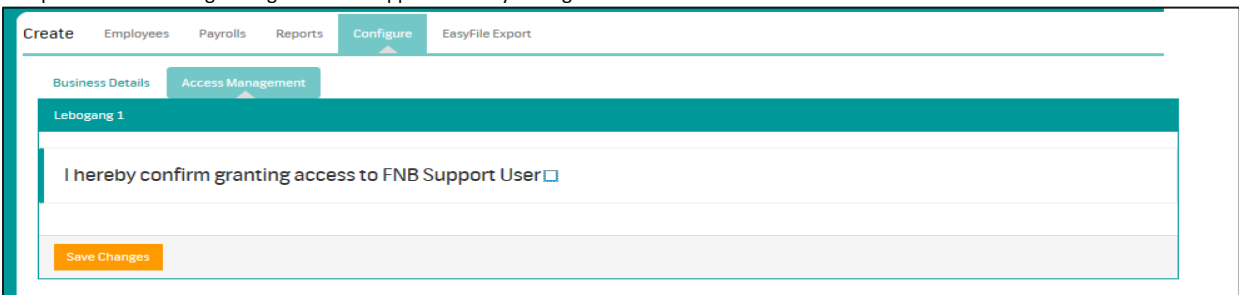
The screenshot shows the 'Access Management' page for 'Lebogang 1'. The 'Revoke Access' checkbox is now checked. The 'Expiring Date' field is set to '2017/05/18'. A red arrow points from the 'Revoke Access' checkbox to the 'Save Changes' button.

To **revoke** access Untick the checkbox

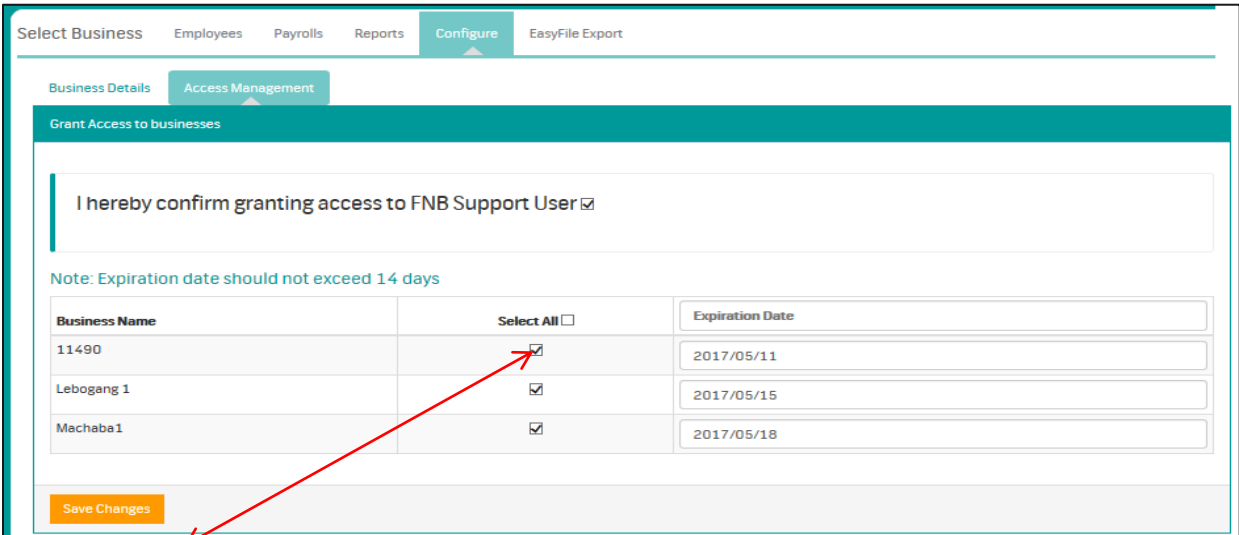
If you have multiple entities you can also grant them access by logging into Instant Payroll then follow the below steps
Click “Access Management” >>



Accept the **Consent** for granting access to Support team by ticking the checkbox



Then **set expiration date** for entities to be accessed by Support Team



To revoke access **untick** Entity/entities then click “Save changes”

For further support and feedback please contact the Instant Solutions Team on:
Email: instantaccounting@fnb.co.za
Telephone: 0860 22 22 55