

Essential Steps Before Initiating New Year Payroll Processing

1.Review details of Variable Tax Deductions for the new year

Before starting payroll process for the upcoming year, it is crucial to undergo the **“Review Variable Tax Deduction for 2024”** procedure available in the Close Year menu.

Dashboard Prepare Payroll Pay Employees Month End Process **Close Year** Approvals Reports Settings

Year Pending Processing

2023

Period	Employees	Net Pay	Options	
Dec 2023	Employees (42)	2,169,389.00	details	🔄 review this month
Nov 2023	Employees (42)	2,169,402.00	details	
Oct 2023	Employees (42)	2,169,393.00	details	
Sep 2023	Employees (42)	2,159,750.00	details	
Aug 2023	Employees (41)	2,123,987.31	details	
Jul 2023	Employees (41)	2,111,403.11	details	
Jun 2023	Employees (41)	2,109,269.04	details	
May 2023	Employees (42)	2,249,964.90	details	
Apr 2023	Employees (42)	2,223,393.17	details	
Mar 2023	Employees (43)	2,254,210.27	details	
Feb 2023	Employees (43)	2,255,564.81	details	
Jan 2023	Employees (43)	2,252,078.95	details	



complete tasks for year closing



Review Variable Tax Deduction for 2024

review variable tax deduction

mark completed



Generate PND 1 Kor sequence

generate sequence for pnd 1 kor

mark completed



Submit PND1 Kor

generate P.N.D.1 Kor

mark completed

During this process, you have the flexibility to choose whether to remove all, keep all, or selectively keep specific variable tax deductions.

Review Variable Tax Deduction for 2024

Select how you want to manage the starting values for variable tax deductions for the coming year. Note that you will have further individual options in the coming screens. In case allowance expire, it will not be displayed in this process and it will be automatically removed from employee profile.

☒ remove all tax deductions and start with an empty list
☐ keep all tax deductions and review them later
☐ select which tax deduction categories you want to keep

next step

Note that the system will automatically keep standard tax allowances, such as;

- Spouse Allowance
- Less Income Exemption
- Child Allowance
- Parental Care Allowance
- Support for Disabled or Incompetent Persons

Once you've determined your approach to variable tax allowances, you can decide whether you would like the system to send an email to employees or you want to manage the changes manually.

Review Variable Tax Deduction for 2024

Tax Deductions are ready for processing. Please select if you want system to send email to employees or manage it manually.

☒ allow system to communicate changes to employees
☐ manually manage communication to employees

next step

back

If you need to notify an employee via email, you can customize the message that the system sends to the employee.

Review Variable Tax Deduction for 2024

Tax Deductions are ready for processing. Please select if you want system to send email to employees or manage it manually.

☒ allow system to communicate changes to employees
☐ manually manage communication to employees

next step

back

Employees (42)

2,223,393.17

2.Create 2024 Payroll schedule

Next step is to review the Payroll Schedule:

1. Navigate to Menu > Settings > Payroll Schedule
2. Click on the “Add Record” button

Dashboard
Prepare Payroll
Pay Employees
Month End Process
Close Year
Approvals
Reports
Settings

Organisation

» Overview
» Legal Entities
» Departments
» Locations
» Branches
» Cost Center

Employees

» Employee Details
» Administrative Staff
» Payroll Access Permissions

Payroll

» Preparation & Approval
» Deduction Categories
» Income Categories
» Payroll Schedule
» Provident Fund
» PVD Plan
» Social Security Rates

add record

Payroll Schedule

Year: Payroll Cycles:

search clear

< > 1 show 10 results manage columns

<input type="checkbox"/>	Year	Payroll Cycles	Options
<input type="checkbox"/>	2018	monthly	
<input type="checkbox"/>	2019	monthly	
<input type="checkbox"/>	2020	monthly	
<input type="checkbox"/>	2020	twice a month	
<input type="checkbox"/>	2021	monthly	
<input type="checkbox"/>	2022	monthly	
<input type="checkbox"/>	2023	monthly	

< > 1 results: 1-7 out of 7

3.Select “Manage Schedule” to review and adjust the payroll schedule according to your organisation’s requirements.

4. After making necessary adjustments, click “Add” to finalize the setup.

New Payroll Schedule

Year: 2024 ▾

Payroll Cycles: monthly ▾

? Pay Date: 0 days, before ▾ end of payroll cycle

? Expense Cutoff Date: 0 days, before end of payroll cycle

Bank Processing: 0 days for processing transfers

3

manage schedule

copy from another entity



Payroll cycles has been generated

Start Period	End Period	Pay Date
01 Jan 2024	31 Jan 2024	31 Jan 2024
01 Feb 2024	29 Feb 2024	29 Feb 2024
01 Mar 2024	31 Mar 2024	29 Mar 2024
01 Apr 2024	30 Apr 2024	30 Apr 2024
01 May 2024	31 May 2024	31 May 2024
01 Jun 2024	30 Jun 2024	28 Jun 2024
01 Jul 2024	31 Jul 2024	31 Jul 2024
01 Aug 2024	31 Aug 2024	30 Aug 2024
01 Sep 2024	30 Sep 2024	30 Sep 2024
01 Oct 2024	31 Oct 2024	31 Oct 2024
01 Nov 2024	30 Nov 2024	29 Nov 2024
01 Dec 2024	31 Dec 2024	30 Dec 2024

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✓ add

Thats it! Your system is now ready to start processing payroll for the new year.

For any inquiries or assistance, feel free to email to support@gainplus.asia or call 02 401 9250.