List of TAGS in payroll

When preparing or reviewing payroll on Totem, the system provides a number of useful TAGS that will allow to quickly assess any important changes to employee status.

These changes are visible when the payroll is run and to any people involved in the checking or approval process. The information is also permanently saved as part of the payroll history. The changes will show for the period of the payroll and depending on the relevance of the information, may continue for the following periods.

Here is list of all available TAGS

new	new employee
no bank account	no bank account details recorded
bank a/c change	a change has been recorded for the current payrun for an updated bank account
bank a/c change not verified	a change has been recorded for the current payrun and the bank account has not been verified
salary changed	employee's salary has changed for or in the current payroll period
pvd change	a change relating to the employee's provident fund relates to the current payrun

cost center change	the employee's cost center has changed
not register sso	employee not registered for SSO
skipped payroll	employee has skipped payroll cycle, possibly due to rejoining company or joining late in the previous pay period
will resign	employee has defined Employment End Date with Resign Reason being **resignation**
will retire	employee has defined Employment End Date with Resign Reason being **retirement**
will terminate	employee has defined Employment End Date with Resign Reason being **terminated**
resign	resigned in this payroll period
retirement	retired in this payroll period
severance	severance pay included in payroll
resigned	already resigned, may be due extra payments
retired	already retired
terminated	already terminated
tax overwrite	tax calculation has been overwritten
pvd overwrite	provident fund calculation has been overwritten
LWOP	leave without pay has been taken in the current payrun
payroll note	employee has payroll note on their profile
confirmed	confirmed payroll draft