

**This work instruction was last updated: 11<sup>th</sup> March 2010**

## **Pay Advice Enquiry**

This Work Instruction describes the process to Set Current Tax Period

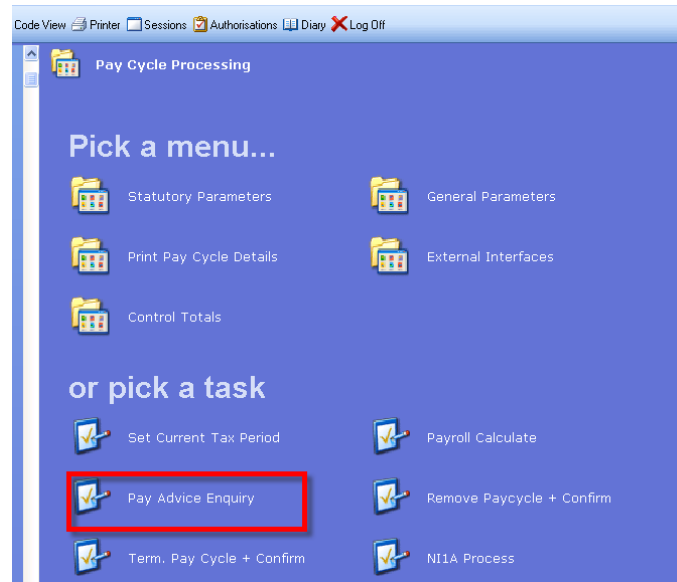
The path to the screen is Payroll / Pay Cycle Processing / Pay Advice Enquiry.

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# 1 Pay Advice Enquiry

## 1.1 The form Pay Advice Enquiry



## 1.2 Select Employee and tab through

Surname	Inits	Title	Emp Number	National ID Number	Start Date	For

## 1.3 Choose the required period and Select

**MD79G1 Payslip History Period selection**

Seq	Tax Year	Period	Run+Type	Pay Type	Description	Status	Notes
001	2009	11	Std	M	Monthly		
002	2009	10	Std	M	Monthly		
003	2009	09	Std	M	Monthly		
004	2009	08	Std	M	Monthly		
005	2009	07	Std	M	Monthly		
006	2009	06	Std	M	Monthly		
007	2009	05	Std	M	Monthly		
008	2009	04	Std	M	Monthly		
009	2009	03	Std	M	Monthly		
010	2009	02	Std	M	Monthly		
011	2009	01	Std	M	Monthly		
012	2008	12	Std	M	Monthly		
013	2008	11	Std	M	Monthly		

**MD79L4 Pay Elements**

Seq	Code	Desc	Units	Rate	Payment	Code	Desc	Deduction
001	7001	Pen SalSac			91.99	0001	Tax Paid	288.40
002	7070	RevSalary			1441.17	0040	NI C/O	5.73
003	1000	Basic Pay			338.78	0040	NI C/O	95.43
004	1000	Basic Pay			1194.38	9220	PASNAS SS	

Gross Pay 1441.17    Deductions 378.10    Net Pay 1063.07