



donkerhoekdata

# Payroll Africa

## HR Info

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Ver.1

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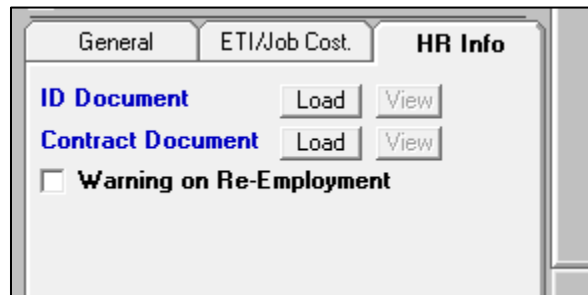


## HR Document Management

A Change has been made to the Payroll Africa program to enable clients to load an ID and/or a Contract document to specific employees' information screens. These document/s can also be viewed and/or deleted when needed.

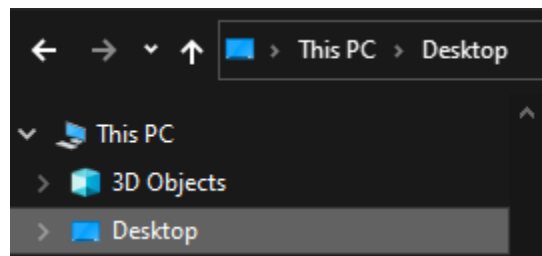
There was also a change made to include a warning message that will display when an employee is re-employed on the system.

**Navigate to Employee > Open the employee information screen > Click on the HR Info tab**



When you first open the HR Info option, the above screen will display. The Load option will be the only option visible at first. The View and Delete options will not be visible until an ID/Contract Document has been loaded with the load button.

When you click on Load, the computers Desktop path will automatically open.



Navigate to the specific path where these types of documents are usually stored in on your computer, then select the document you wish to load to the specific employees information screen. **Only pdf, bmp and jpeg files will be allowed.** The recommended size of jpeg and bmp images are 800 x 500 pixels. If the document does not display correctly, the user must resize the image, as Donkerhoek Data will not be able to assist with this.

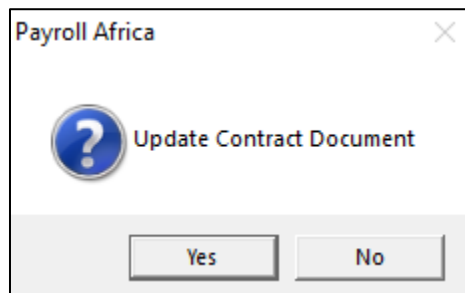
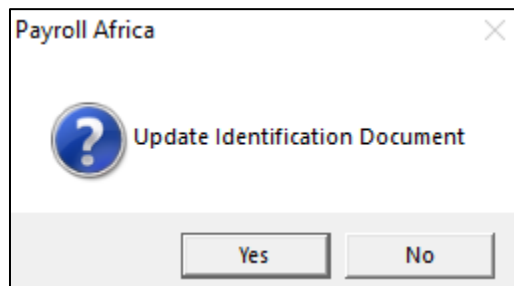
**You will also need the latest version of Adobe to be able to load pdf documents.** When loading a pdf document a scroll bar option must be visible. If it is not visible the PC's screen resolution will need to be adjusted. As every client's PC will have different PC resolutions sizes, depending on the actual screen size, we cannot provide a recommended size.

When viewing PDF documents, the following is displayed at the top of the document. The document can be printed, or saved to a destination of choice. The User will also be able to zoom in, or out.

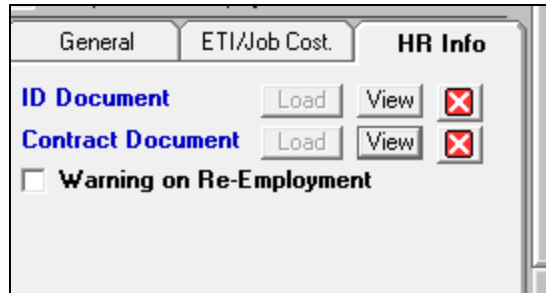


**Please note:** These documents can only be loaded individually per employee as you need to navigate to each employees' information screen to load their spesific documention. There is no global options available to load the documents for more than one employee at a time. If documents are changed or deleted in your current period, previous periods originally loaded documents will not be affected, and still be viewable in those periods. Thus a contract may be different in the current period if a new document was loaded, compared to previous periods.

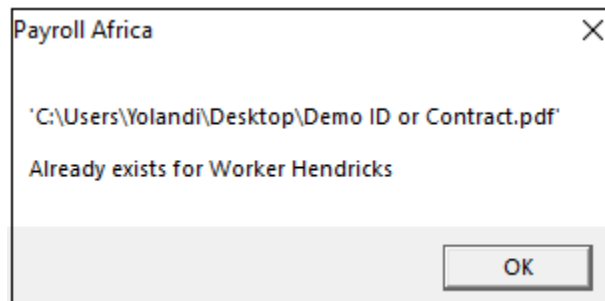
Once the specific document was selected you wish to load for the employee, the following messages below will display according to the load option selected (ID or Contract). If Yes was selected, the document selected will be loaded onto the spesific employees' information screen. If No was selected, then the document will not be loaded.



If Yes was selected on either of the messages above > The load option will be greyed out, and cannot be used again, as a document was already loaded. Only the View and Delete options will be available. Click on View to display the document which was Loaded to the screen.



If you try to load the same document to the ID document *AND* the Contract document, then the following message will display:

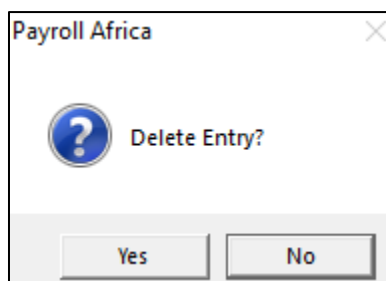


**You can therefore not load the same document at the ID, and contract document options.**

If you wish to delete a previously loaded document, click on the delete button.

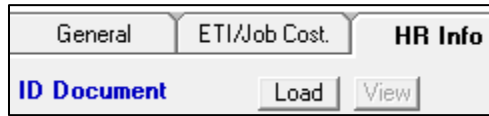


The following message will display:

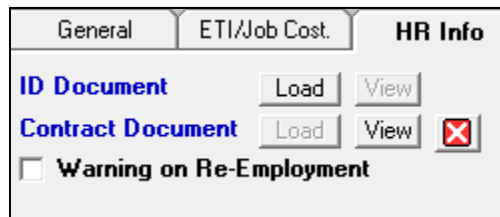


If you click on No, the loaded document will not be deleted.

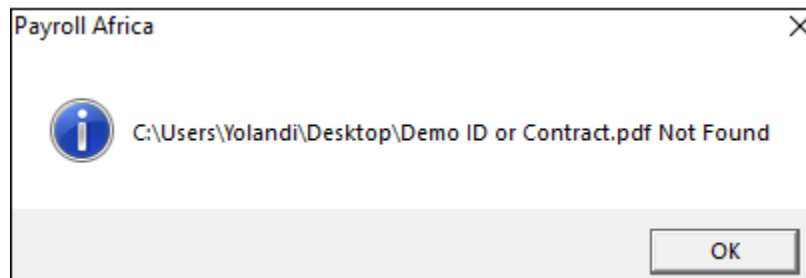
If you clicked on Yes on the above message, the delete button will disappear. The Load option will then be visible again to load a different document. The View option will only be available again, once a document has been loaded.



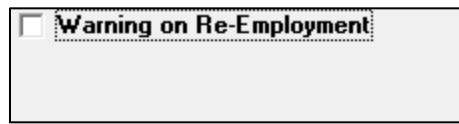
In this example the ID document was deleted, but the Contract document has a loaded document. The View and Delete buttons will only display for the Contract document option.



If a document is removed from the document path that was selected, and you try to view the document, the following message will display:

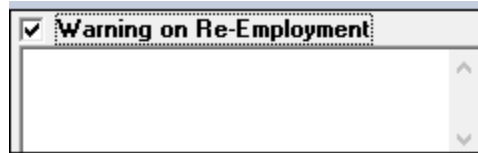


## Warning on Re-Employment option



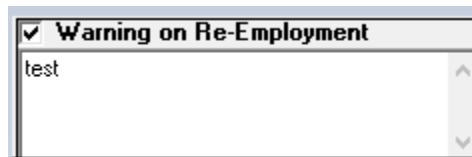
**Warning on Re-Employment**

If the tick box is selected next to Warning on Re-Employment, the option will open where you can type in the warning on re-employment message. If the tick box is unselected, the message box will disappear.



**Warning on Re-Employment**

If a message was entered, it will remain regardless if the tick box is selected or not. There is a limitation of 255 characters that can be typed in the message box.

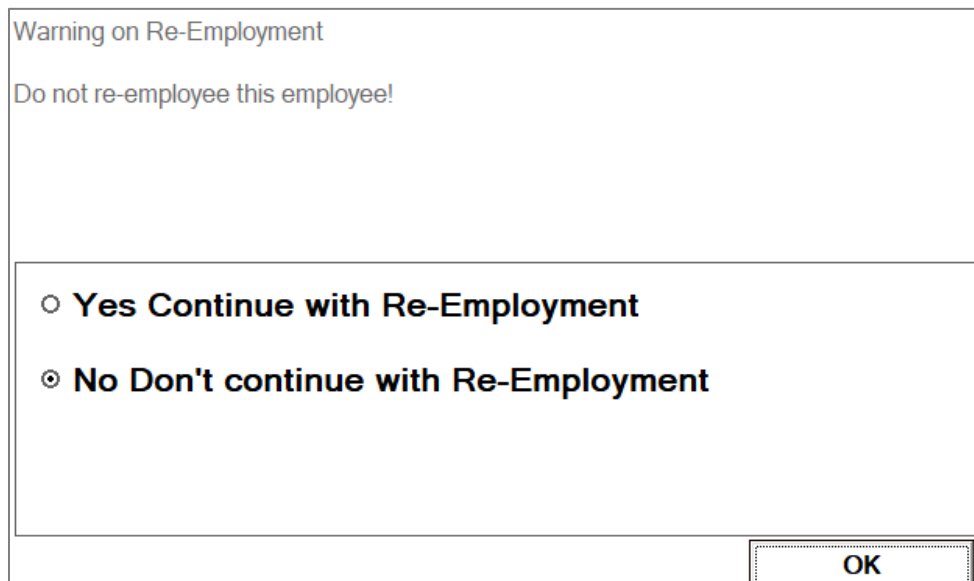


**Warning on Re-Employment**

test

The warning on re-employment option can be entered on active and inactive employee's information screens.

If employee was made inactive, and the *SAME* employee is made active again, a pop-up message will display with the Warning on re-employment description previously entered. There will be a Yes and No option that is displayed.



Warning on Re-Employment

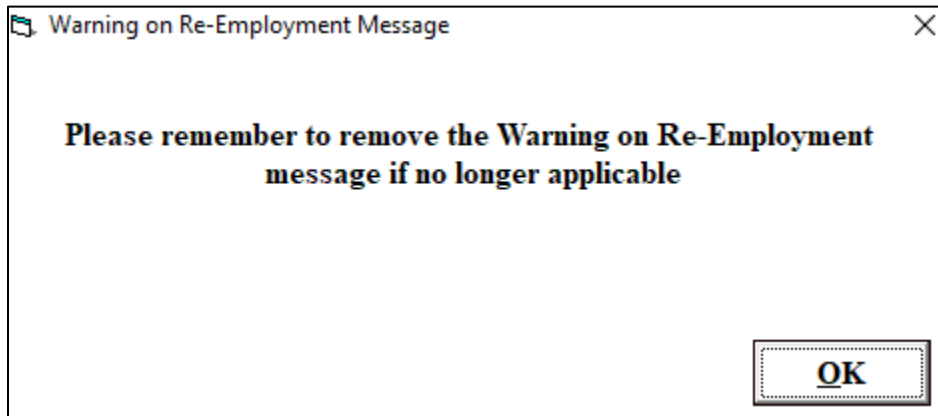
Do not re-employee this employee!

**Yes Continue with Re-Employment**

**No Don't continue with Re-Employment**

OK

On the above screen, if the user selects Yes on the screen and then click on OK, the following message will display:



The user can continue on the employee screen, and the warning message previously entered remains in the message box, until the user removes/edits the message themselves. If warning messages are changed or deleted in your current period, previous periods originally loaded warning messages will not be affected, and still be viewable in those periods. Thus, a warning message may be different in the current period if a new warning message was loaded, compared to previous periods.

Also, if a user clicked on Yes, the pop-up warning message will only display once an employee is made active again.

If the user clicked on No, then the warning message will continue to display, every time a user tries to make the employee active again.

**NB: The 'Warning on re-employment' will only display if the user re-employs the same employee, on the same employee number. The message will not display if the employee is loaded on another employee number. The payroll system will always use the warning message as it was entered in the last period.**

**Warning on re-employment excludes Inactive status reasons**

- 08 Employers Insolvency
- 09 Maternity / Adoption Leave
- 10 Illness Leave / Medically Boarded
- 17 Reduced working hours
- 99 Temporarily inactive

For any queries and support you can contact our friendly support team on 021 874 1047 or email [support@donkerhoekdata.co.za](mailto:support@donkerhoekdata.co.za) for further assistance.