



## PRODUCT SUPPORT PACK

### ERS Bio Integration

### Project Description

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## PRODUCT AWARENESS

### Product Vision & Mission

### Product Introduction

*"Sales Pitch" formulated by Product Owners and/ or Integration Partner on what the solution exactly is.*

### Product Demo

*Demo on completed product / Access Details. Links to design Mock-ups, etc.*

### Development Phases

*Expected Phases for roll-out of the product.*

### Client Focus

*Who will the product be aimed at:*

- *Specific Clients*

### Client Billing Structure

- **What will the client be billed for this product**
  - *Recurring Costs*
  - *Subscription with regards to ERS Bio*
- **Will there be annual increases.**
  - *This is subject to the subscription has taken with the third party*
- *How will the billing be calculated (Flat Rated / All Employees / Active Employees / Per Usage, etc). - TBA*
- *Any additional agreements as per SLA. - TBA*

## IMPLEMENTATION PREREQUISITES

### Document Templates, Policies & Forms

- Any applicable document templates, policies and/ or forms that need to be implemented to ensure a successful product (i.e. Company disciplinary Code needs to be in place prior to the use of the Employee Relations Module).
- N/A

## Agreements & Subscriptions

- Any agreements/ subscriptions that the Client needs to have in a place with a 3rd party/ integration partner
  - A client needs to request a Token from ERS Bio, in order to use it as part of his or her PSiber Integration

## Hardware

- Any applicable hardware that the client must acquire in order for the product to function (i.e. Fingerprint scanners for Criminal Checks)
  - Clock devices
  - ERS Bio Software installed

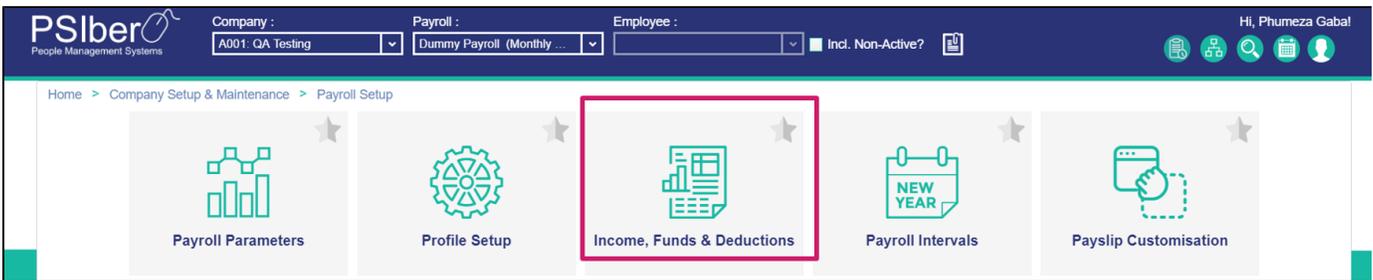
## SETUP & PARAMETERS

### System Setup / Parameter Settings

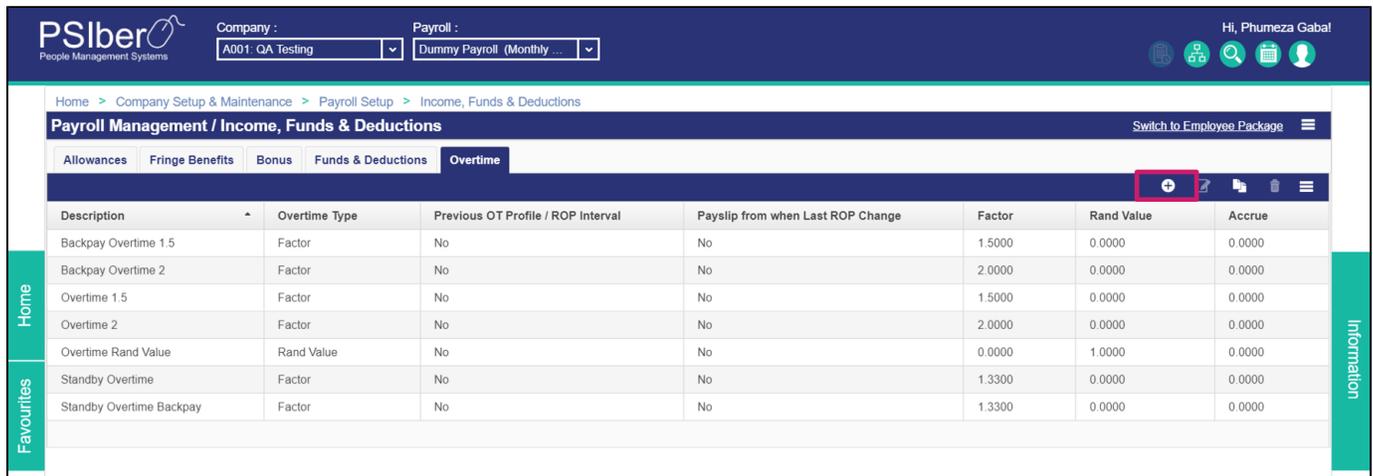
- **System Setup / Parameters that need to be in place to ensure a fully functional product**

#### 1. Overtime Setup

- Setup Overtime for first time use of the Time and Attendance module, to access the overtime set up the user needs to follow these steps:
- Go to Income Funds and Deductions



- Select the 5<sup>th</sup> tab "Overtime", add overtime parameters by clicking on the plus sign



- Enter an Overtime description
- Select an Overtime Type
- Previous Overtime Profile or Rate of Pay interval
- Payslip from when Last ROP change
- Factor
- Use the green button with the correct sign to save changes
- Use the red button with the cross sign to cancel all changes

**Overtime**

Description	Overtime Type	Previous OT Profile / ROP Interval	Payslip from when Last ROP Change
	Factor	No	No

**Factor**

0.0000

2. Create Interface Codes

PSiber People Management Systems

Company : A001: QA Testing | Payroll : Dummy Payroll (Monthly ... | Employee : | Incl. Non-Active?

Hi, Phumeza Gabal

Home > Company Setup & Maintenance > Company Setup > Setup & Parameters

Company Parameters

ESS Parameters

HRM Parameters

HR Parameters

Interface Codes

- Select payroll to add interface code to

PSiber People Management Systems

Company : A001: QA Testing

Hi, Phumeza Gabal

Home > Company Setup & Maintenance > Company Setup > Setup & Parameters > Interface Codes

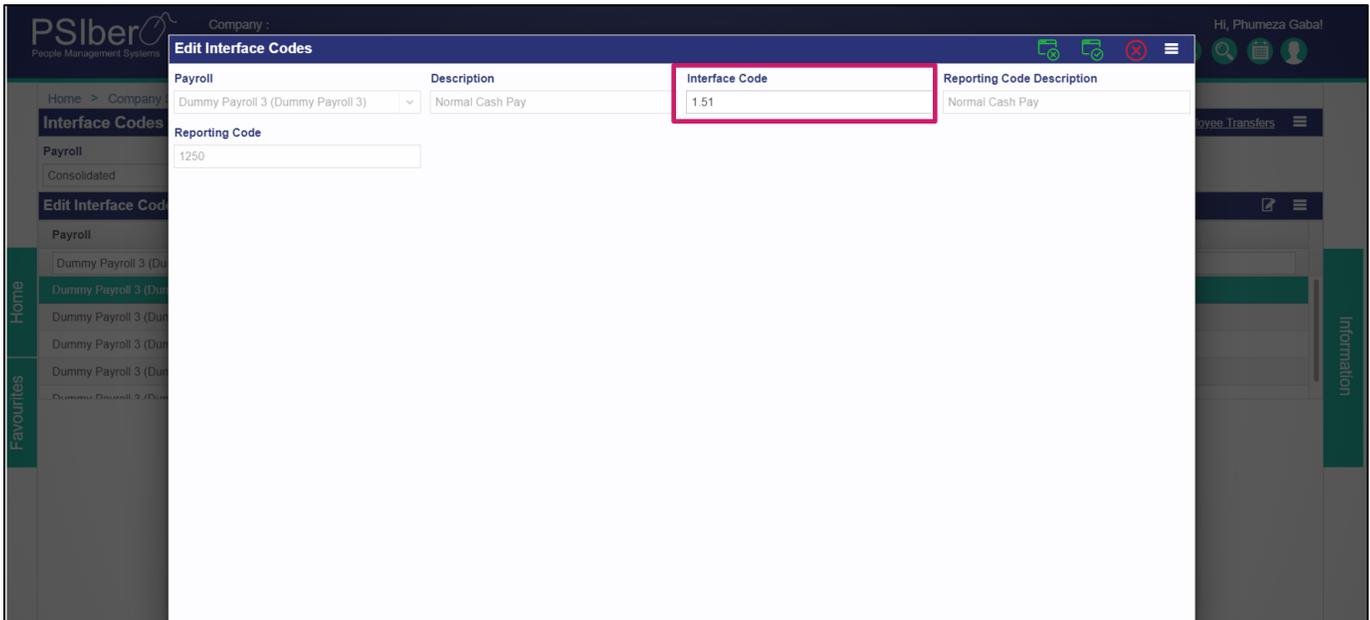
**Interface Codes** Switch to Mass Employee Transfers

Payroll: Consolidated | Entry Group Package Entry Type: Normal Earnings

**Edit Interface Codes**

Payroll	Description	Interface Code	Reporting Code Description	Reporting Code
Dummy Payroll 3 (Dummy Payroll 3)				
Dummy Payroll 3 (Dummy Payroll 3)	Normal Cash Pay	1250	Normal Cash Pay	1250
Dummy Payroll 3 (Dummy Payroll 3)	Public Holidays Worked			
Dummy Payroll 3 (Dummy Payroll 3)	Annual Leave Paid	1450a	Leave Pay	1450a
Dummy Payroll 3 (Dummy Payroll 3)	Annual Leave Unpaid	1440	Leave (Paid/Unpaid)	1440
Dummy Payroll 3 (Dummy Payroll 3)	Sick Leave (Paid/Unpaid)			

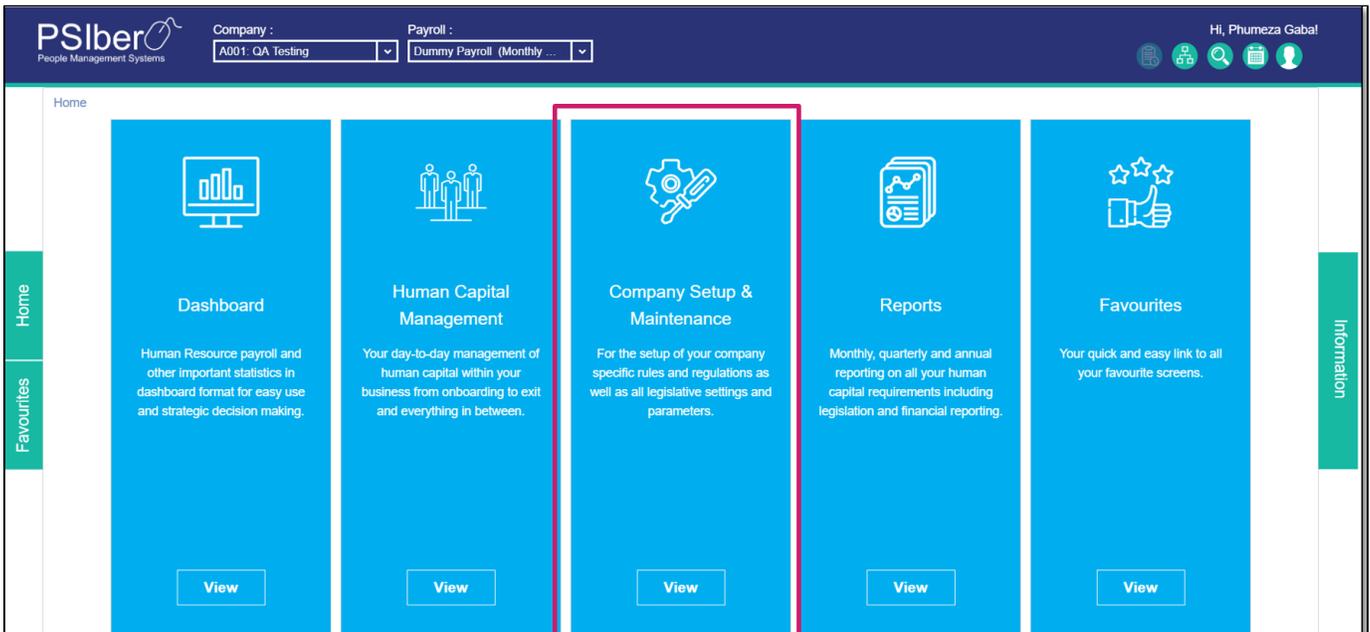
- Enter the interface code and save to keep the setting



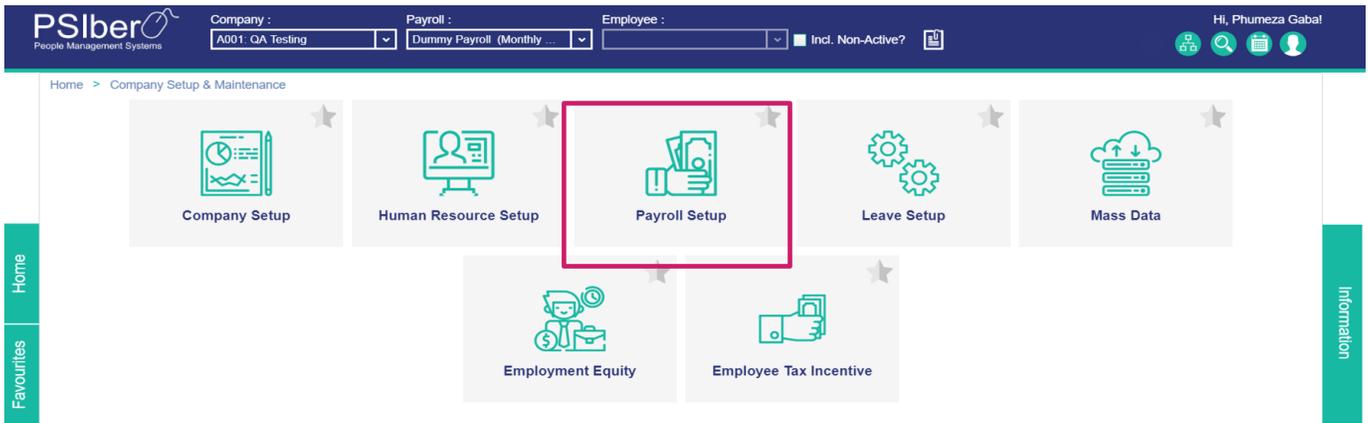
- Save the interface code/s

### 3. Payroll Setup

- A user must set up their Payroll to ensure that Time Costing is enabled. To do this, a user will access the functionality on the following screens:
  - Go to **Company Setup & Maintenance** on PSiber which is located on the Dashboard



- Select the *Payroll Setup* icon



#### 4. Payroll Setup and Payroll Parameters, select the second tab: Pay and Statutory Information

- Go to the bottom of the setup under the Time Costing Tab; select "Enable Time Costing".
- Capture Hours Worked as well as Default Hours
- Default hours can be set to: Actual Hours worked as well as Exceptions

**Normal Working Hours**

Payroll	Payment Rate	Hours per Day		Days per Week		Hours in Pay Period		Hours per Month		Work Week
		Min	Max	Min	Max	Min	Max	Min	Max	
Payroll 3 (Payroll 3)	Monthly	8.00		5.00		173.36		173.36		Setup Work Week
Payroll 12 (Payroll 12)	Monthly	8.00		5.00		173.36		173.36		Setup Work Week
ABG Consulting (Payroll 18)	Monthly	8.00		5.00		173.36		173.36		Setup Work Week
ADM Consulting (Payroll 10)	Monthly	8.00		5.00		173.36		173.36		Setup Work Week

**Time Costing**

Enable Time Costing

Capture % Splits or Hours Worked ? Hours Worked

Default Hours to : Actual

Allow ESS Employee to Capture their own Hours

Allow MSS Manager to Capture Hours for Employees reporting to them

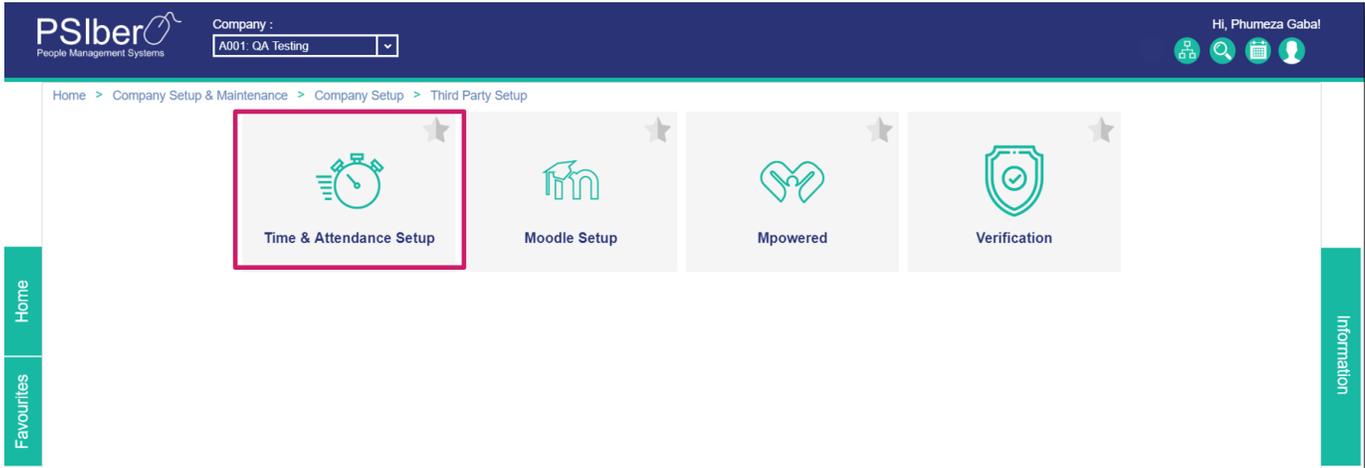
Allow MSS or External User to be linked to specific Time Costing Records

**Entry Types for Time Costing**

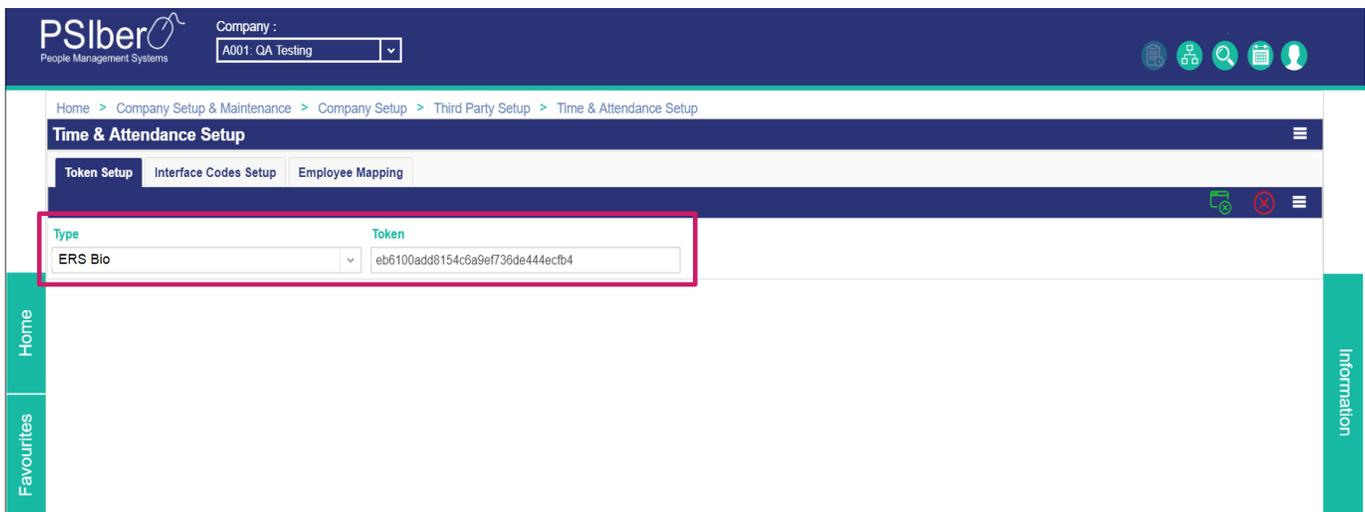
Entry Type	Screen Description	Screen Position	Exclude Monthly Paid Employees	Include Normal Hours Total	Include Percentage Split	Include in Total Shifts	Shifts
Acting Allowance Back Pay	Acting Allowance Back Pay	1	No	No	Yes	No	Calculate Shifts

#### 5. Time and Attendance Setup

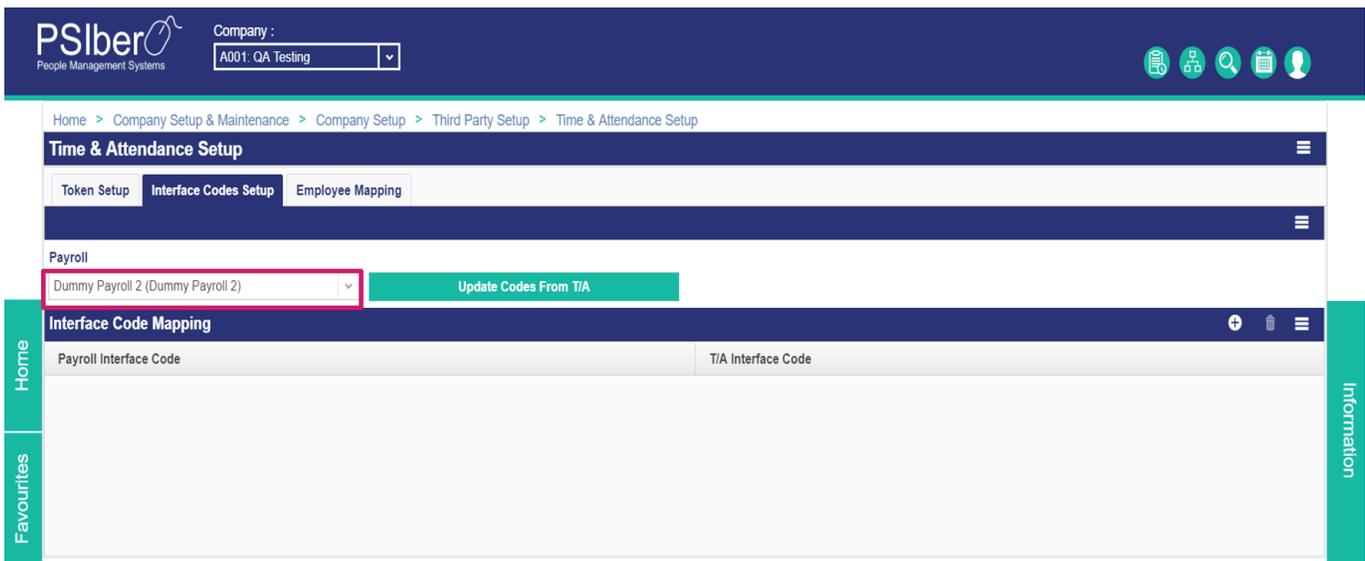
- Create the Time and Attendance Setup by selecting the highlighted icon



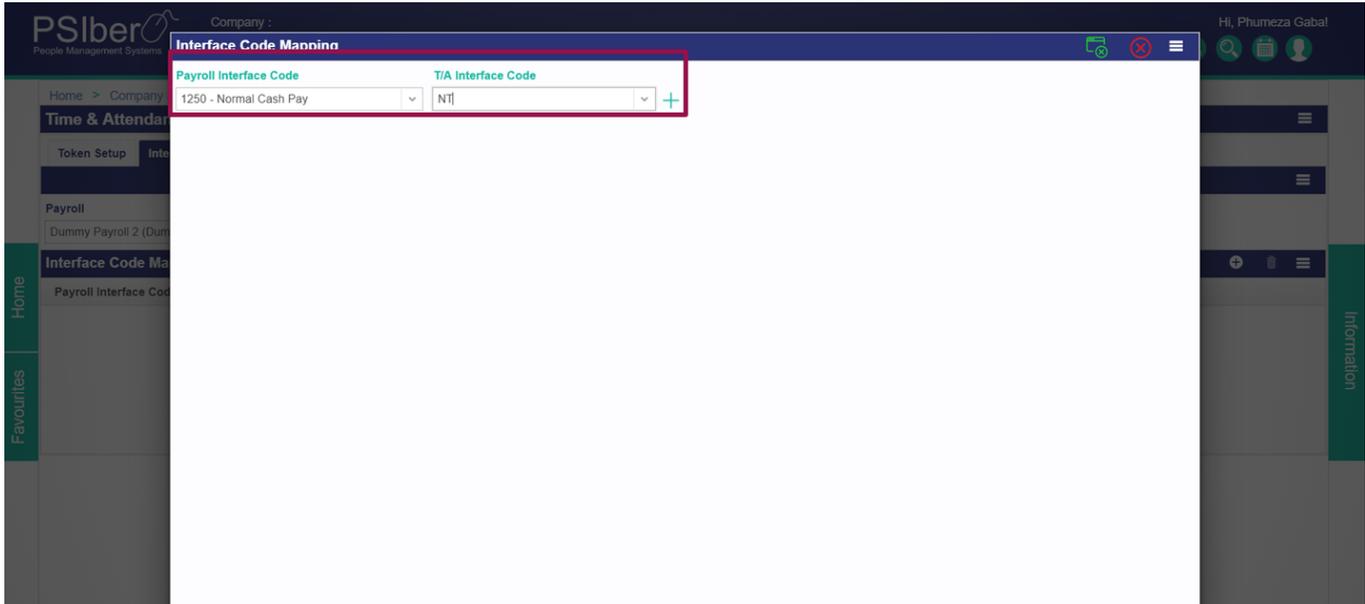
- Select the ERS Bio attendance type and insert the Token provided to you, save



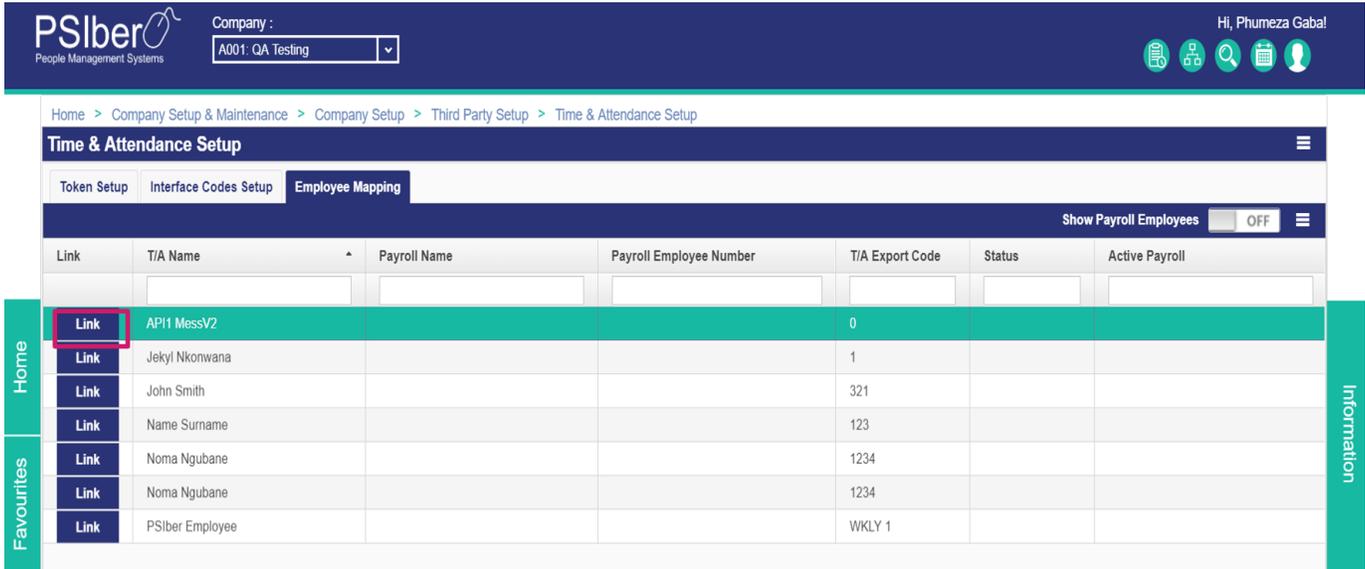
- Select the payroll you are setting up for the Time and Attendance
- Update codes from Time and attendance



- Select the Payroll Interface Code you created



- Employee mapping



- Link the employees to the payroll being processed, save.

PSiber People Management Systems

Company : API1 MessV2

### Employee Linking

Name: API1 MessV2

### Employee Selection

Payroll	Full Name	Id Number	Passport Number	Employee Number	Engagement Date	Er
ABG Consulting	Nozipho Mohapi	6307183964167		QA0174	4 May 2010	Ad
ABG Consulting	Tapitha Oberholzer	6901272010151		QA0275	11 August 2011	Ac
ABG Consulting	Hapiness Mntambo	7611123150143		QA0692	1 March 2007	Di
ADM Consulting	Edra Kapia	8603113125143		QA0925	10 July 2017	Ac
AGB Consulting	Hapiness Lebogo	6201042562153		QA1023	1 January 2013	Di
AGB Consulting	Uaturapi Sebothoma	6203121275139		QA1096	4 May 2006	Ac
AGB Consulting	Dweba Mogapi	9305187455112		QA1252	1 October 2006	Ac
AMD Consulting	Thikhathali Vekarapi	7409195147059		QA1815	9 September 2002	Di
AMD Consulting	Lungi Kapia	7207105008001		QA1877	1 July 1999	Di
AMD Consulting	Ryen Kapia	9708056526071		QA1888	2 August 2010	Ac
Applicants	Hapiness Moiloa	5907203157186	HKG8N59WKGDV	APPL45	1 March 2016	Ac
Botswana	Blessing Vekarapi	9508176023169		QA1443	15 October 2014	Ac
Botswana	Kelapile Nyerenda	914614114		1211	6 June 2016	Ac
Botswana	Keolapile Sebolai	012018004		1212	6 June 2016	Di
NN Consulting	Naapopye Hijakaezapi	6301194027120		QA9331	19 March 2012	Tr
Payroll 3	Uaturapi Hangala	6901243254060		QA9629	22 September 2003	Di

## 6. Report

- Import the report from ERS Bio onto PSiber

PSiber People Management Systems

Company : A001. QA Testing

Interval: February

**Import** Close Interval Open Interval

Week	Cost Centre	Department	Division	Capture Status
Week # 3				Pending

### Hours Worked Detail

Employee Number	Employee Name	Employee Surname	Leave Pay	Total
189637	Nlando	Tyana	40.00	40.00
ABC2 APP	Robin	Willemsse	20.00	20.00
APPL2	Abraham	Augustyn	52.00	52.00
APPL3	Lisa	Le Roux	12.00	12.00
APPL4	Kaye	Becker	25.00	25.00
APPL5	Liesl	Ncheka	75.00	75.00

## 7. Time Costing

- Select Human Capital Management on the Dashboard



- Select Time Costing

The screenshot shows the PSiber People Management Systems dashboard. At the top, there are navigation menus for 'Company' (A001: QA Testing), 'Payroll' (Dummy Payroll (Monthly ...)), and 'Employee'. Below the navigation, there is a breadcrumb trail: Home > Human Capital Management > Payroll Management > Mass Input. The main area contains a grid of eight icons representing different payroll functions. The 'Time Costing' icon, which depicts a clock and hands, is highlighted with a red rectangular box. Other icons include 'Mass Payslip Adjustments', 'Mass YTD Take-On Adjustments', 'Global Package & Payslip Adjustments', 'Mass Increase Rate of Pay', 'Multiple Payslip Adjustments', 'ESS Payment Requests', 'Payslip Entry Splits', and 'Retention Payouts'. The dashboard also features vertical sidebars labeled 'Home', 'Favourites', and 'Information'.

- Select an interval

This screenshot displays the 'Time Costing' interface. At the top, the navigation path is Home > Human Capital Management > Payroll Management > Mass Input > Time Costing. The main header includes 'Time Costing' and a link to 'Switch to Employee Payslip Adjustments'. Below the header, there are three tabs: 'Hours Worked (Week / Cost Centre / Department)', 'Shifts Worked (Interval)', and 'Actual / Theoretical Percentages (Cost Centre / Department)'. The 'Interval' dropdown menu is set to 'November' and is highlighted with a red box. To the right of the dropdown are buttons for 'Import', 'Close Interval', and 'Open Interval'. Below the interval selection, there is a table with columns for 'Week', 'Cost Centre', 'Department', 'Division', and 'Capture Status'. A red box highlights a '+' icon in the top right corner of the table area. The interface also includes vertical sidebars for 'Home', 'Favourites', and 'Information'.

- Capture hours for the selected interval, save.

The screenshot shows the 'Hours Worked Setup' dialog box. It is titled 'Hours Worked Setup' and has a close button in the top right corner. The dialog is divided into two sections. The first section is 'Filter Employees by Base', which contains three dropdown menus for 'Cost Centre', 'Department', and 'Employment Type'. The second section is 'Capture Hours for the Following', which contains a dropdown menu for 'Week' (set to 'Week # 2') and three dropdown menus for 'Cost Centre', 'Department', and 'Division'. The 'Week' dropdown is highlighted with a red box. The background shows the 'Time Costing' interface from the previous screenshot, with the 'Interval' dropdown set to 'November'.

- Import hours for Time Costing

PSiber People Management Systems

Company : A001: QA Testing Payroll : Dummy Payroll (Monthly ...)

Home > Human Capital Management > Payroll Management > Mass Input > Time Costing

**Time Costing** Switch to Employee Payscale Adjustments

Hours Worked (Week / Cost Centre / Department) Shifts Worked (Interval) Actual / Theoretical Percentages (Cost Centre / Department)

Interval  
November Import Close Interval Open Interval

Week	Cost Centre	Department	Division	Capture Status
Week # 2				Pending

- *Import Hours*

PSiber People Management Systems

Company : A001: QA Testing Payroll : Dummy Payroll (Monthly ...)

Hi, Phumeza Gabal

Home > Human Capital Management > Payroll Management > Mass Input > Time Costing

**Time Costing** Switch to Employee Payscale Adjustments

Hours Worked (Week / Cost Centre / Department) Shifts Worked (Interval) Actual / Theoretical Percentages (Cost Centre / Department)

Interval  
November Import Close Interval Open Interval

Week	Cost Centre	Department	Division	Capture Status
Week # 2				Pending

Import Options

Import From: ERS Bio

Ok Cancel

- *Select the start date and end date of the hours being imported, save*

PSiber People Management Systems

Company : A001: QA Testing Payroll : Dummy Payroll (Monthly ...)

Hi, Phumeza Gabal

Home > Human Capital Management > Payroll Management > Mass Input > Time Costing

**Time Costing** Switch to Employee Payscale Adjustments

Hours Worked (Week / Cost Centre / Department) Shifts Worked (Interval) Actual / Theoretical Percentages (Cost Centre / Department)

Interval  
November Import Close Interval Open Interval

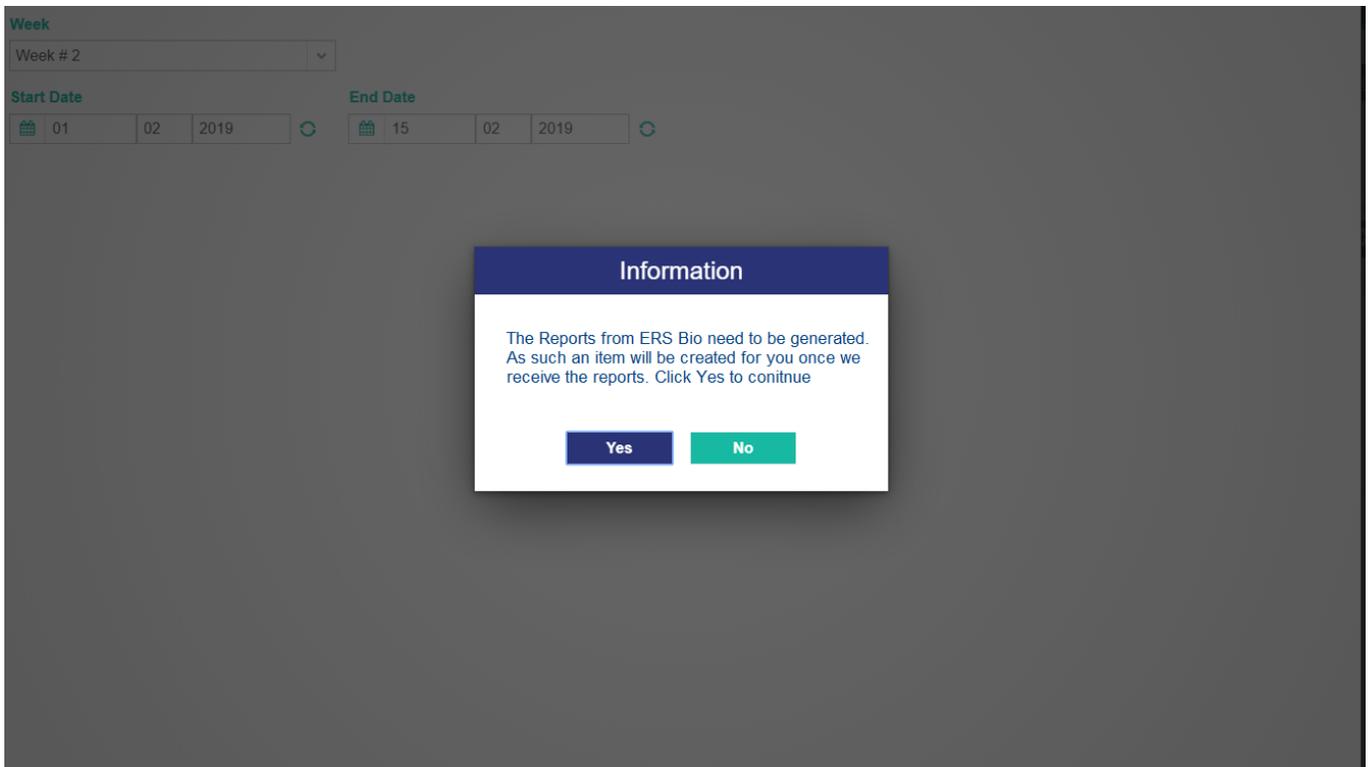
Week	Cost Centre	Department	Division	Capture Status
Week # 2				Pending

**ERS Bio Hours Import**

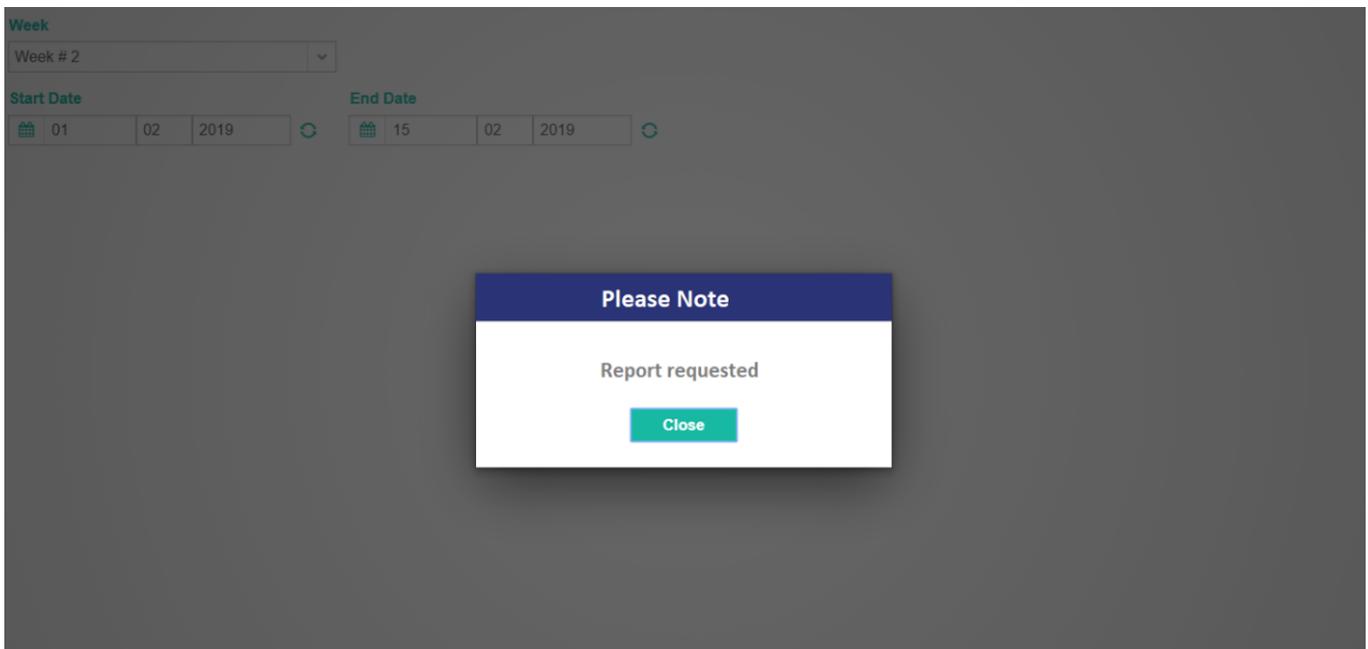
Week: Week # 2

Start Date: 01 03 2019 End Date: 01 03 2019

- A validation message will be displayed for the generation of the report



- A request for the report is sent to ERS Bio



- Results are generated and displayed as follows:

PSiber People Management Systems Company : A001: QA Testing

Interval: February [Import] [Close Interval] [Open Interval]

Week	Cost Centre	Department	Division	Capture Status
Week # 3				Pending

**Hours Worked Detail**

Employee Number	Employee Name	Employee Surname	Leave Pay	Total
189937	Ntando	Tyana	40.00	40.00
ABC2 APP	Robin	Willemse	20.00	20.00
APPL2	Abraham	Augustyn	52.00	52.00
APPL3	Lisa	Le Roux	12.00	12.00
APPL4	Kaye	Becker	25.00	25.00
APPL5	Liesl	Ncheka	75.00	75.00

### Compliance

- Does the product comply with legislative demands, specify applicable legislation
  - Complies with the Basic Conditions of Employment Act: Application of the Act Section 3
- Does the product align with industry Best Practises / Blueprints, provide details

### SYSTEM EXPECTED BEHAVIOUR

#### System Behaviour

- What can be expected in terms of behaviour, validations, etc (What, When, Where & How)
- When the Fill - Up rule option is selected

ERS Bio Hours Import

Week: Week # 1 [Use Fill Up Rules] [Fill Up Rules: ... Select Option]

Start Date: 06/06/2019 End Date: 12/06/2019 [Import T&A Data]

Employee N...	First Names	Surname	Interface Code	Hours
				Min Max

Invalid Selection

Please select a Fill Up Rule

[Close]

**Employee Linking**

Name  
1

**Employee Selection**

Payroll	Full Name	Id Number	Passport Number	Employee Number	Engagement Date	Er
'REAL LIMITED'	Amelia Akooko	8407103864178		333	1 July 2018	Tr
'REAL LIMITED'	Frank Ben	9912092170031		2	1 March 2017	Tr
'REAL LIMITED'	Greer Barnes	73			2 February 2018	Ac
'REAL LIMITED'	Mavusani Cira	6			2 March 2018	Tr
'REAL LIMITED'	Corporations Vaadin				1 April 2018	Ac
'REAL LIMITED'	Rose DeWitt	75			2 January 2018	Ac
'REAL LIMITED'	Conrad Gagilo	6			1 March 2018	Tr
'REAL LIMITED'	Grant Good	9			10 January 2018	Tr
'REAL LIMITED'	Pinney Grant	7005227112168		92	2 July 2017	Tr
'REAL LIMITED'	Sharon Gleper	6907052074002		QA3	1 December 2017	Tr
'REAL LIMITED'	Archford Hesekeiel	7208139281028	VAT1A8WPIFL9	63	1 July 2016	Tr
'REAL LIMITED'	Andries Hahn	9008218541153	A8855566	339	1 April 2019	Ac
'REAL LIMITED'	Style Hendeon	9502206011039		QA1	1 November 2017	Ac
'REAL LIMITED'	Richard Jenkins	7507228202013		EE1	1 August 2017	Tr
'REAL LIMITED'	Mantshadi Kadhikua	9010181034158	Hw2e32e33	86	2 June 2018	Ac

**Link Confirmation**

Are you sure you want to link 1 to Frank Ben?

**Import Result** + x

0 Records Created

0 Records Updated

0 Records Deleted

0 Records Unaffected

0 Records Failed

0 Records Total

Error Log

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Print Close

- Calculate Time and Attendance hours accurately
- Ensure that the push and pull of information between the two systems work seamlessly

**Points of Failure**




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