J2SOFTWARE



Pre•**Requesits**

First thing that needs to be done before the End of Year process, is to download and install the latest version of Payday for Windows.

Using your internet browser, navigate to: https://j2.com.mt/LatestReleases.

Scroll down to the Payday section and click on the link of the latest version (The latest version for 2025 should start 4.30). Follow the online instructions for download.

Normally, J2 Software Payday Setup Files are placed in C:\ Program Files\J2 Applications\Dist Disk\Payday. This path may differ according to the client's installation.

After the setup has downloaded, double click on the setup file to start the installation process. Follow the screen instructions to upgrade the previous Payday version, making sure the installation directory is correct.

After the setup is complete, open Payday for Windows. This should automatically trigger the Payday Structure Update. If not, contact J2 Software immediately, as the installation was done in the wrong directory. When asked to 'Force Structure Update?', you should click No. The structure upgrade should be quite straight forward, but occasionally it issues a link error. Should this happen, please contact J2 Software for assistance.

After the Structure Update is complete, open Payday for Windows again. From the menu, navigate to Help \rightarrow About and confirm that the version is correct.

Special Consideration for Weekly, Fortnightly and 4°Weekly Payrolls

	December 2024							J	Janua	ary 2	025		
Μ	Т	W	Th	F	S	Su	Μ	Т	W	Ťh	F	S	Su
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

Weekly, Fortnightly & 4-Weekly Payrolls will have one of their payroll weeks split, ie between the 30th December and 31st December in 2024 and between the 1st January till the 5th January in 2025.

You can solve this issue in any of the following two ways:

Option 1 : Split Payroll

You can split the payroll into two parts. By using this option, you will need to issue two separate cheques for each employee or manually add the two payrolls together.

- Generate Payroll Part 1 up to and including 31st December by ticking Flexible Dates in the Automatic Payroll Generation screen
- Add to History
- If not already upgraded, upgrade Payday to Ver. 4.30.01 (or later)
- Make the End-of-Year Procedure
- Generate Payroll Part 2 from and including 01-Jan by ticking Flexible Dates in the Automatic Payroll Generation screen

Option 2 : Continued Payroll

You can continue the payroll as usual.

- If not already upgraded, upgrade Payday to Ver. 4.30.01 (or later)
- Issue payroll spanning from 2024 through 2025
- Check for unpaid leave in the 2025 payroll portion. If the value should be paid, go into Employee Maintenance and add some days into 'Temp. Leave from Next Year'. Sick leave must be catered for manually. If there is Sick Leave in the 2025 portion, Option 1 above is preferred.
- Add to History
- Make the End-of-Year Procedure

1. Adding ALL Payrolls to History

<u>A</u> utomatic Payroll Generation <u>E</u> dit Current Payroll <u>P</u> eriods List <u>C</u> lear Current Payroll	Make sure that you have printed ALL necessary reports from the current payroll, such as Payslips, Payroll Summary & Bank
Recalculate History Totals Recalculate Payroll Recalculate Payments Automatic <u>B</u> onus Calculation <u>I</u> mport Payroll	Direct Credits. Then go to Payroll \rightarrow Add to History as shown in "Figure 1" on page 3.
Add To History Reverse From History Cheque Numbers	
Reports	

End-of-Year Procedure 2024

3. Printing "To Date" Reports

History Payslips	From the Reports Menu
History Department of Industry History <u>S</u> ummary	choose History To- Date Totals as show in "Figure 3". A form wil
History To Date Totals	be displayed on screen
Journal Entry	as shown in "Figure
FSS Reports	4". From the Report Name Drop-Down List,
Scheme Reports	choose 'To Date Leave
Benefits Reports	Balances'
Figure 3	

🐓 Report - History To Date Totals	
Toranginay	Pay Type 12 /01/2024 Image: Constraint of the second sec
Department 12	
From 01 V Cutting	
To Al 🗸 Test Department	
Branch 12	Employment -12
From 01 👻 J2 Ltd.	From FR - FT Reduced Hr
To N V Production	To PT V Part-Timer
Get Dept Data from History Records Employee Maint. Display Group Headings	up to Level 1 📩 Include Details
To Date Leave Balances	
To Date Totals	
To Date Leave Taken	
To Date Leave Balances To Date Leave Balances (No Sick)	Ň
Figure 4	NC

Thereafter follow the instructions on screen. The end result should look like "Figure 5" below.

teria : Frequency : (N, F, 4, M Dates : (01/01/2003 - 0		me : (N) Branch :	Jept : (27 - 3	(01 - 55))	Employee Employee	: (nt : (F R	0 - 9999) - 97)						
		Option				hutdown			rull	51.0	nk:	Half	
	b/f	fint.	Taken	Bal.	Int.	Taken	Bal.	Int.	7aken	Bal.	Int.	Taken	Dal
1 : Sammit Tony	5.00+	32.00-	3.50:	33.50	0.00	0.00	0.00	12.00-	B.00c	12.00	12.00-	8.000	12.0
4 : Falson Haris Grazia	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	0.80	8.00	8.00	0.0
6 : Earb Charles	30.00+	30.00-	0.50:	59.50	0.00	0.00	0.00	12.00-	B.00c	12.00	12.00-	8.000	12.0
0 : Baldarchino Hario	45.00+	30.00-	3.50:	71.50	0.00	0.00	0.00	12.00-	2.000	10.00	12.00-	8.000	12.0
10 : Antaq Mario	35.00+	30.00-	0.00:	65.00	0.00	0.00	0.00	12.00-	8.000	12.00	12.00-	8.000	12.0
18 : Abela Anthony	31.00+	30.00-	0.00±	61.00	0.00	0.00	0.00	12.00-	8.000	12.00	12.00-	8.000	12.0
19 : Demanuels John	55.00+	30.00-	0.001	85.00	0.00	0.00	0.00	12.00-	B.00s	12.00	12.00-	8.000	12.0
21 : Cassar Jos	400.00+	30.00-	0.001	60.00	0.00	0.00	0.00	12.00-	B.00c	12.00	12.00-	8.000	12.0
22 : Borg Costanzi Tony	30.00+	30.00-	0.00±	60.00	0.00	0.00	0.00	12.00-	B.00c	12.00	12.00-	8.000	12.0
24 : Nuscat Hartin	30.00+	30.00-	0.00:	60.00	0.00	0.00	0.00	12.00-	B.00c	12.00	12.00-	B.00c	12.0
26 : Berrins Carnela	30.00+	30.00-	0.00:	60.00	0.00	0.00	0.00	12.00-	B.00c	12.00	12.00-	8.00c	12.0
27 : Grach Anthony	30.00+	30.00-	0.00±	68.00	0.00	0.00	0.00	12.00-	8.005	12.00	12.00-	8.005	12.0
29 : Gales Paul	30.00+	30.00-	0.00±	60.00	0.00	0.00	0.00	12.00-	0.00c	12.00	12.00-	0.00c	12.0
31 : Muscat Hanuel	30.00+	30.00-	0.00±	60.00	0.00	0.00	0.00	12.00-	0.00c	12.00	12.00-	0.00c	12.0
999 : Vella Edgar	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00	8.00	0.0
	411.00+	392.00-	7.50:	725.50	0.00	0.00	0.00	156.00-	2.000	154.00	156.00-	8.00c	156.0

The purpose for this report is to ensure that after the End of Year Procedure is completed you will have available a hard copy of any Leave which has not been used by any employee for the year being closed. After you complete the whole End of Year Procedure, you should check that Optionals Left Over field in the Employee Maintenance Screen matches the result on the report for the particular employee. This is applicable only if the outstanding leave will NOT be paid and therefore carried forward into the new year, otherwise, the Optionals Left Over field should read zero.

2. Backing up your data

<u>N</u> ew <u>C</u> lose	Ctrl+INS Ctrl+F4	Go to File \rightarrow Utility \rightarrow Backup Data Files as shown in "Figure
<u>S</u> ave <u>R</u> estore <u>D</u> elete	F12 Ctrl+E	- 2″.
Select Company	•	<u>B</u> ackup
Support Files	•	Restore
Page Setup		FSS File Editor
E <u>x</u> it Program	ALT+F4	FSS Fix FSS PT Fix
		Fix Scheme
		Report Manager
		Purge Year
		End of Year
		Export Data to OLE DB Folder <u>E</u> uro Migration Wizard
		Command Window
	Fi	gure 2

Backup Offer:

For peace of mind, J2 Software can offer a cloud backup solution for Payday for Windows for just €2.21 (excl. VAT) per month per 2Gb of Data Selected. Data can be retained for 999 days.

Overtime

No 3

Employee Maintenance

List

Personal Employment Payment Method Wage

Shifts

Optionals Left Over

Shutdown This Year

Sick Full Entitled

Sick Half Entitled

Temporary Optionals from Next Year

Sumame Scerri

Schemes

5. Setting up Statutory Bonuses

Go to File \rightarrow Support Files - Statutory Bonus and select the Generate Bonuses tab as shown below in "Figure 8".

atutory Bonus Maintenance		
List	<u>D</u> etails	Generate Bonuses
□Default Statutory Bonus ▼ 1. 01-Jan - 30-Jun = ▼ 2. 01-Apr - 30-Sep = ▼ 3. 01-Ju1 - 31-Dec = ▼ 4. 01-Oct - 31-Mar = Percentage 100 % of Default E Generate Bonus io Employment Type ▼ Full Timer Patt Timer ■ Patt Timer Full Time Reduced Hrs	Lm52.00 Lm58.00 Lm52.00	
		Generate Bonuses
	Figure 8	

Tick the Default Bonuses, the percentage amount, and the Employment and Contract Type you want to generate the Statutory Bonuses and then click Generate.

4. Setting up Holidays and Leave

<u>- 🗆 ×</u>

Details

Misc Photo Notes

Allowances Extra Fields

Name Jean-Pierre

3.50 Entitled On

24.00 01/01/2003

0.00 01/01/2003

12.00 01/01/20

Created 26/06/2003 08:50:04 Modified 04/09/2015 09:46:35 J2L 11

Leave

0.00

12.00

Figure 6

Go to **File** \rightarrow **Support Files** \rightarrow **Holidays and Leave** and select the **Copy Entitlements** tab as shown below in ""Figure 7".

😽 Holidays and Leave		
List	<u>D</u> etails	Copy Entitlements
	From Year 1990 * To Year 2025 * Copy Entitlements	After completing this step, see special note on Page 6 of this document.
	Figure 7	

Make sure that the Year From is **1990**. This will create all Holiday, set the default Vacation Leave to 24, default Shutdown to 0, default Sick Full to 12 and default Sick Half to 12.

After generating the Entitlements, you can go into the details tab and adjust any discrepancies, eg the Sick Full & Half values.

Alternatevely, you can set the 'From Year' to the pervious year. This will copy Entitlements from the pervious year.

6. End of Year Routine

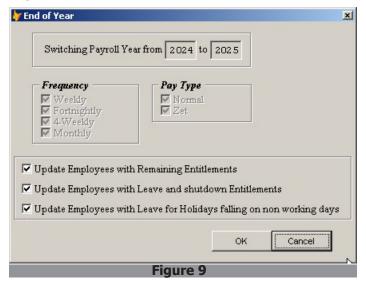
After performing correctly ALL procedures from 1 to 5, the actual 'End of Year' Routine can be initiated as follows :

- Completing the 'Criteria Form' •
- Quitting Payday and logging on again
- **Recalculate History Totals** •

The above functions will be performed by the procedures explained hereunder.

Completing the 'Criteria Form'

Go to File \rightarrow Utility \rightarrow End of Year menu as shown in "Figure 9" below.



IMPORTANT: It is strongly recommended that the following notes are read and fully understood before completing the 'Criteria Form'.

If the 'Update Employees with Remaining Entitlements' is checked i.e. it has a ' \checkmark ' in it, Payday for Windows will automatically bring forward the leave not taken in the year being closed, into the new year. Employee Maintenance Form - Misc - Optional Leave - Optionals Left Over field shown in "Figure 6".

If you have paid, or intend to pay the pending leave, Do Not tick the Check Box.

If the 'Update Employees with Leave and Shutdown Entitlements' is checked i.e. it has a ' \checkmark ' in it, Payday for Windows will automatically update the 'Optionals this Year', 'Shutdown this Year', 'Sick Full and Sick Half Entitlements' for New Year, in the 'Employee Maintenance Form - Misc -Optional Leave' shown in "Figure 6", provided that 'Holidays and Leave' in section 4 have been updated. (Recommended) Make sure these values are correct before you proceed.

As from 2021, by default the leave entitlement will be increased by number of holidays falling on a non working day. If you do not want this option, click the check box to untick it.

End-of-Year Procedure 2024

Once the "Criteria Form" is successfully completed click on the OK button.

A confirmation message will be displayed and pressing the 'Yes' button will confirm the End of Year Procedure.

Ouitting & re-logaina

It is extremely important to quit Payday. Go to File \rightarrow Exit Program.

After successfully quitting the application, click on the application icon and log on again.

Final Step

To complete the 'End of Year' routine successfully, go to Payroll \rightarrow Recalculate History Totals as seen in "Figure 10" (Right). Then click 'Yes' to Payroll Reports Clock Master Budgets

confirmation the action. Finally, File \rightarrow Utilities → FSS Fix, as seen in "Figure 11" (Below). as a precaution for an FSS Bug.

Recalculate Payroll Automatic Bonus Calculation

Automatic Payroll Generation

Edit Current Payroll

Clear Current Payroll

calculate History

Periods List

		Import Payroll
		Figure 10
<u>N</u> ew <u>C</u> lose <u>S</u> ave <u>R</u> estore <u>D</u> elete	gation Employees Ctrl+INS Ctrl+F4 F12 Ctrl+E	Payroll Repo
Select Compa	n <u>y</u>	Backup
Support Files	•	Restore
Page Setup		FSS File Editor
E <u>x</u> it Program	ALT+F4	FSS PT Fix Fix Scheme Report Manager
	Figu	re 11

Now repeat this whole process for every company.

Important Note

This End of Year Routine does NOT include the government wage increase. This has to be done separately either through each individual Employee Maintenance Screen or through the Wage Increase Screen. Both screens are found under Employee menu.

ayday fo					Limited	_	-	_	-		
			_								
Edit	Na	ivigati	ion	Employees	Payroll	Rep	orts	Clock N	laster	B	
: 00	_]	2 ī	ົງອ	Employees Maintenance							
		_		Wage Inc							
	Zı		_	Employe	e Cost		13				
30	11	M	3	Pro-Rata	Entitlem	ante			D =		
				Pro-Kata	Entitien	ients					
Туре	Dpt	No	Name		Hrs	Allow	Wage	As at	Increase	•	
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F:N:FT	02	10	Borg Jo	hn	40.0	0 0.00	183.43	01/01/20	0.00	ſ	
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F:N:FT	02	24	Muscat	Martin	40.0			01/01/20	0.00	Ē	
F:N:FT	11	27		Anthony	40.0			01/01/2013	0.00	L	
F:N:FT	11		Galea I		40.0			01/01/201	0.00	L	
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F:N:FT	01	99999	Camill	eri Peter Paul	40.0	0.00	241.67	01/01/20	0.00	F	
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Sorting	-									•	
Emp	No	Name	Dept	РауТуре	Up	ate		Fill Date	Fill Increase]	

Also, this whole procedure has to be repeated for ALL Companies.

<u>Note</u>

General Note : We have tested various permutations and concluded that ALL employees should be set to have NI Category 'T' - Automatic, except for those Part-Time Employees that have their main job elsewhere. These should have their NI Category set to 'X'- No NI.

As from 2011, there has been an important update in the NI Rates.

Class 1, Categories C & D have a variable cap ceiling, depending on the employee's age. Payday automatically calculates this and employees born up to 31-Dec-1961 will have a different cap ceiling from employees born after that date.

Please also note that for Class 2 Rates, there are also similar changes.

For more details, please follow the below links to the IRD website <u>www.ird.gov.mt</u>. <u>Class 1 & 2 SSC Rates</u> <u>Tax Rates</u>

Disclaimer of Liability

J2 Software have made their utmost to make this document as accurate as possible and free of errors, but do not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, or process disclosed.

Special Note: Leave Entitlement

As from 2021, Leave entitlement will be calculated on the standard 24 days plus any public holiday falling on a non working day.

So, by copying Leave Entitlement from 1990 into 2024 will copy 24 days plus all public holidays in 2024 falling on a non working day.

Any exceptions must be corrected individually.