



SAFEGUARD GLOBAL

Payroll

User Guide

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Introduction

Welcome to the Payroll User Guide!
This guide is designed to help you make the most of the Payroll feature. Below, you can explore the key functionalities and workflows designed to help you manage payroll efficiently.

What is the Payroll feature?

Payroll is a feature of the Safeguard Global Platform designed to simplify payroll management, ensuring accurate and timely payments for employees. It provides a streamlined interface for submitting payroll changes, tracking entitlements, and managing payroll cycles.

With Payroll, you can:

- **Add new pay elements** such as bonuses, salary adjustments, benefits and so on for individual employees.
- **Review past payroll** cycles to see what was submitted and ensure accuracy.
- **Import payroll** data using Bulk Uploads for efficient processing of multiple changes.
- **Export payroll** data for reporting, audits, and compliance needs.

Accessing Payroll

You can access Payroll through the following methods:

1. Access Payroll directly by clicking this link – [Payroll](#)
2. Or navigate to Payroll through the [Safeguard Global Platform](#)
 - Navigate to **Payroll** via the grid menu icon in the top left corner.

Upon accessing the portal, the login page will appear (Figure – 1)

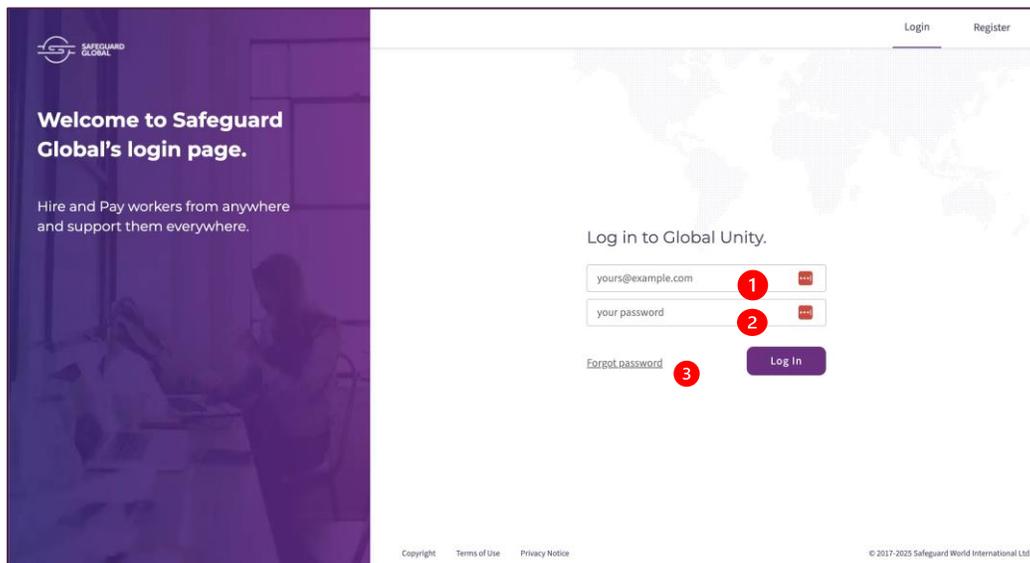


Figure 1 – Login page

Login Instructions

- If you are a registered user:
 - Enter your email address, enter your password, and click **Log In** (Point 1 & 2, Figure 1)
- If you do not have an account or need to reset your password:
 - Click **Forgot Password** and follow the instructions (Point 3, Figure 1)

Navigating Payroll

- If you are accessing Payroll via the [Safeguard Global Platform](#):
 - After logging in, click the **Payroll** tile (Point 1, Figure 2) or select **Payroll** from the grid menu icon in the top left corner (Point 1, Figure 3).

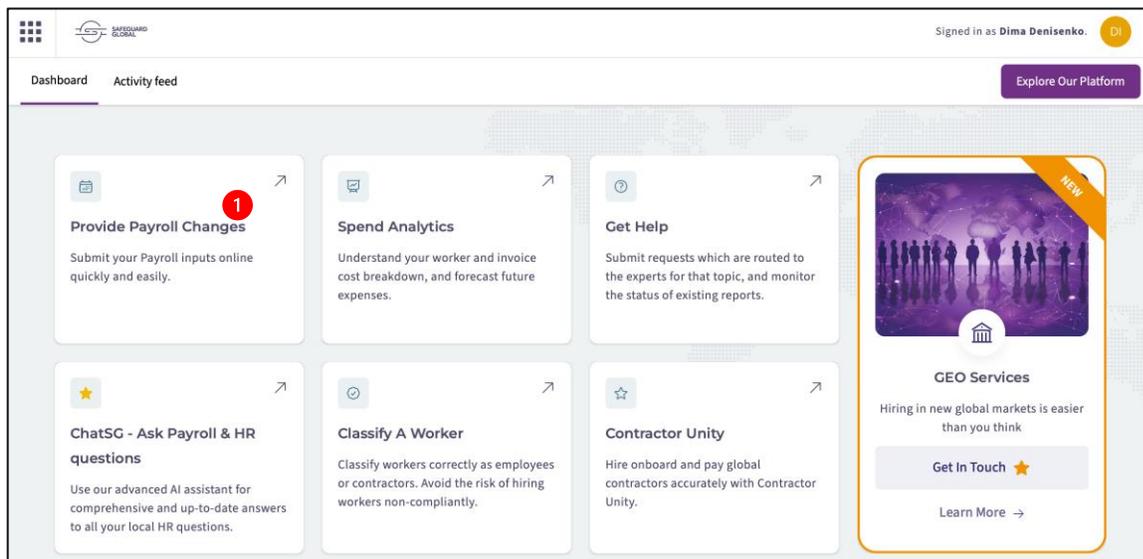


Figure 2 – Safeguard Global Platform

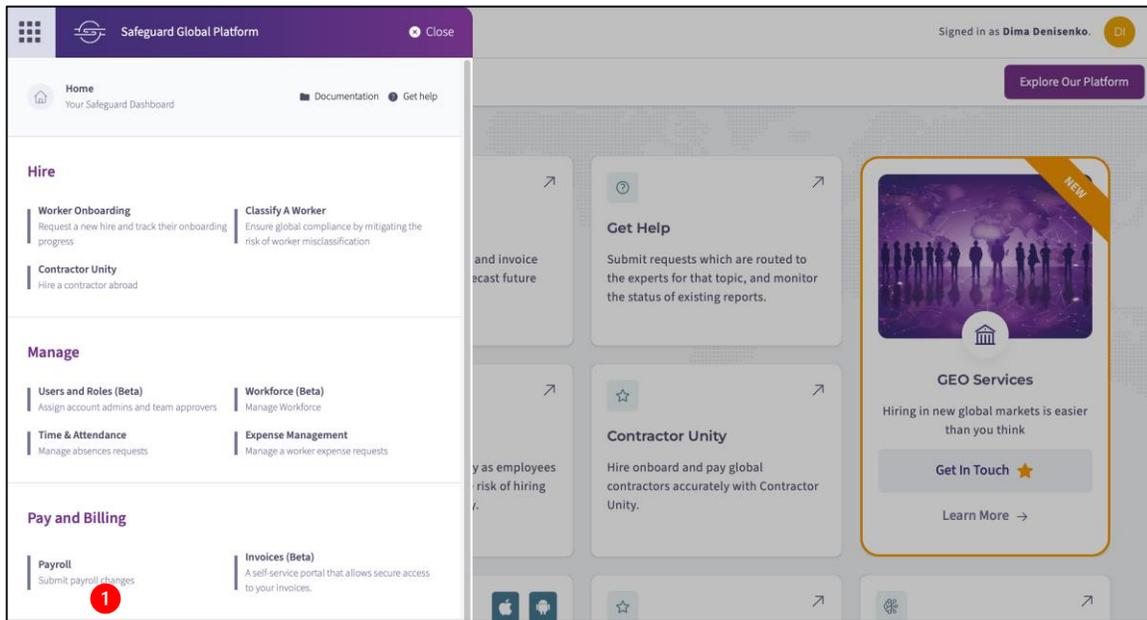


Figure 3 – Global Unity/ Safeguard Platform

Getting Started: A Typical Payroll Workflow

To help you navigate the Payroll feature, let's walk through a standard payroll processing scenario. Whether you need to update payroll details, submit changes, or review past payrolls, this guide will take you through the most common steps to ensure smooth payroll management.

1. Review Open Payrolls

- Check the **Open Payroll** tab to see upcoming payroll cycles where changes can still be made.
- Identify employees requiring updates and make necessary adjustments before the cut-off date.

2. Making Payroll Changes

- Use **manual payroll changes** for individual updates, such as salary adjustments or one-time bonuses.
- Use **bulk uploads** when making multiple changes across several employees to save time.

3. Finalizing and Exporting Payroll Data

- Once changes are complete, you can use the filters and search functionality to verify specific payroll records.
- You can export payroll data for deeper analysis or to integrate it with other tools and systems you use

4. Tracking Past Payrolls

- After the cut-off date, payrolls move to the **Closed Payroll** tab where they are processed and paid.
- Use the past payrolls section to review historical payroll data and generate reports for audits or compliance purposes.

Navigating Payroll Cycles

Payroll cycles are categorized into two tabs:

- **Open Payroll** → Payroll cycles where changes can still be made before the cut-off date. Cut-off dates for such payroll cycles are still in the future. You can see the number of days left to submit changes in the Timeline next to the date.
- **Closed Payroll** → Payroll cycles that have passed the cut-off date and are now being processed or paid. No further changes can be made.

The screenshot displays the 'Payroll' management interface. At the top, there are navigation tabs for 'Open Payrolls' and 'Closed Payrolls'. To the right, there are buttons for 'Bulk Upload Payroll Changes', 'Export Payroll Changes', and 'Add New Payment'. Below these, a search bar is labeled 'Search by worker name or ID'. A toggle switch for 'Show Only Changes' is present, along with a 'Filter' dropdown menu. The main content area shows a timeline view. A diamond marker indicates a date 'Fri Feb 28 2025' with a note '6 days to submit changes'. Below this, a dot marker indicates a specific payroll cycle: '16:00 GMT+1 Safeguard Global - KEN' for 'March 2025'. A table lists workers for this cycle:

	Lene Havas	0000020574	Changes	
	Nassim Marino	0000023521	Changes	
	Balveer Spapens	0000024220	No Changes	
	Mirta Albertus	0000014940	No Changes	
	Ernestina Lipičnik	0000024093	No Changes	

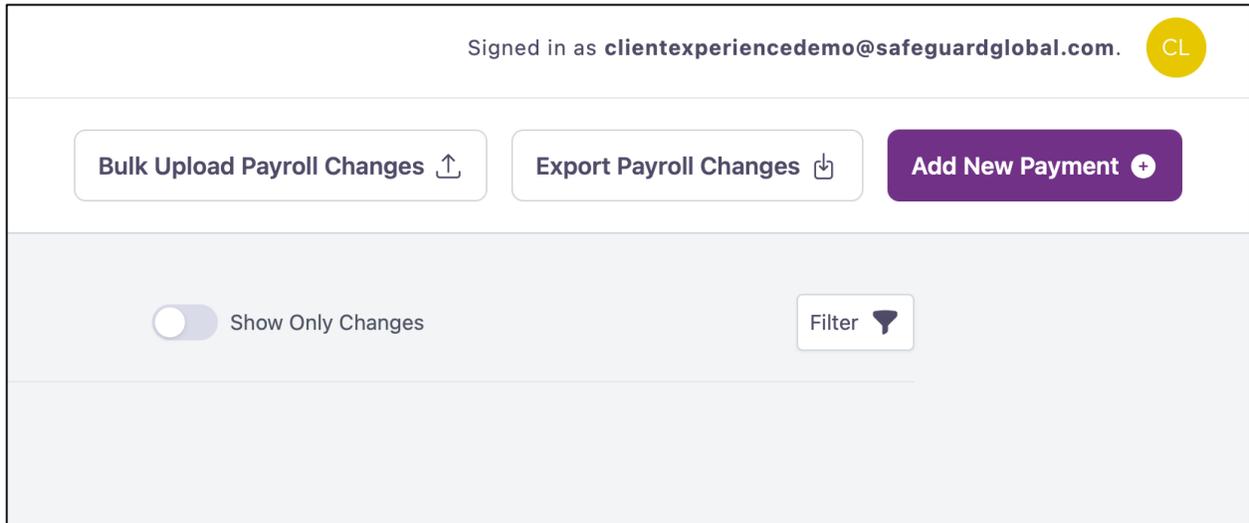
Payroll cycles are organized in a timeline view, sorted by cut-off date. Scroll to navigate through payroll periods.

For each payroll cycle, you will see a list of workers that will get paid when the payment date comes.

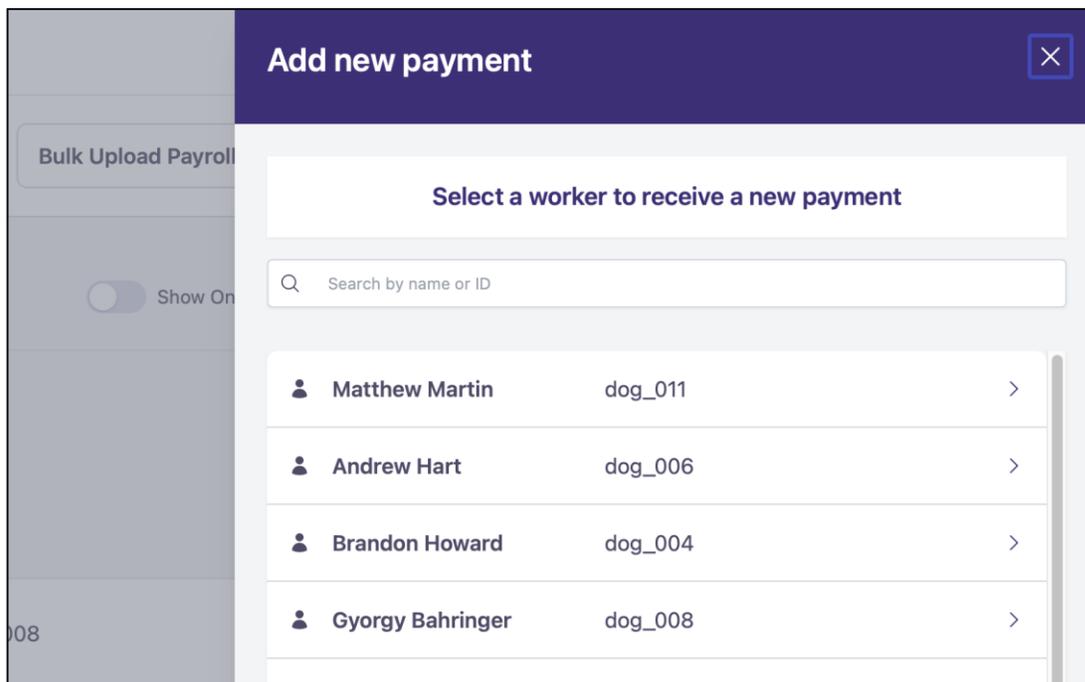
Add a New Payroll Change

To make individual payroll changes:

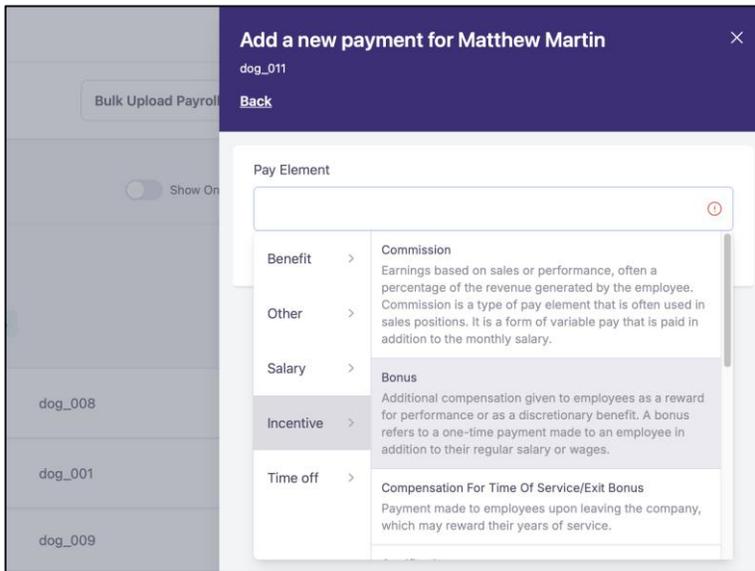
- Click "Add new payroll change".



- Select the worker to which you want to add a payroll element.



- Select the payroll element you would like to add.



- Enter **details** (effective dates, amount, etc.).

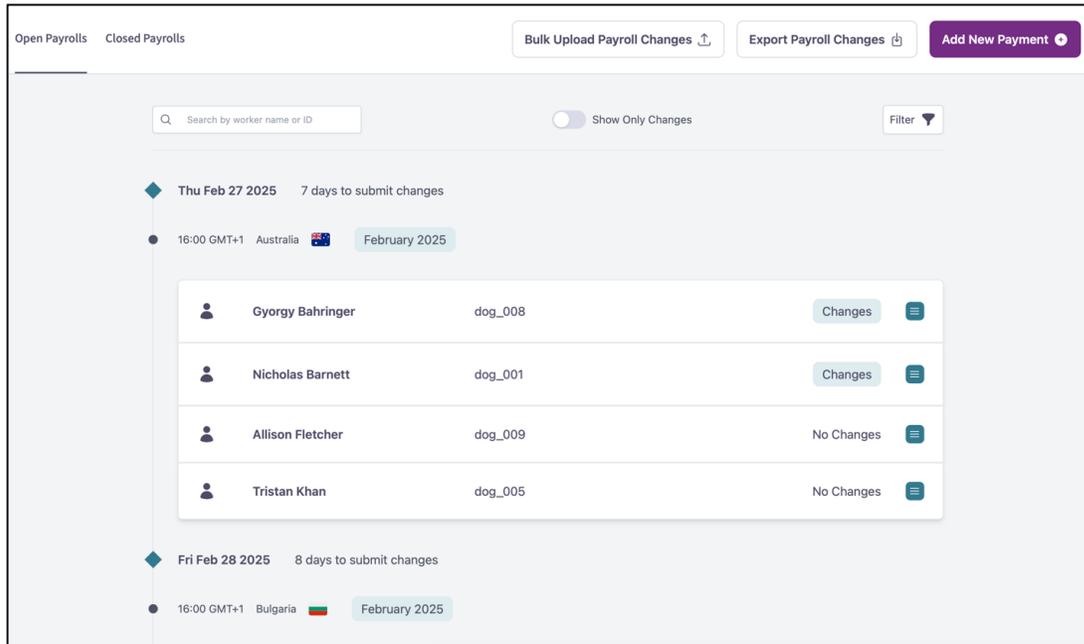
- Click "**Submit**".

Now your payroll change is added to the worker's payroll, and you will be able to see it in the corresponding payroll cycle in the Timeline view.

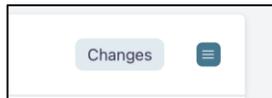
View and Modify Existing Payroll

To view and edit payroll for a worker:

1. Find the worker in the **Timeline view** using filters or search.



2. Click the **blue button** next to the worker to access their payroll details.



3. Modify payroll by deleting, editing, changing the effective date, or adding a new payroll change.

Bulk Upload Payroll

Gyorgy Bahringer
dog_008

Payroll Cycle	Cut-off Date	Next Payment Date
February 2025	Thu Feb 27 2025	Invalid Date

6 Permanent Entitlements

Childcare Allowance

Amount: 300 \$ AUD

From: 01 February 2025 To (optional): Ongoing

Comment (optional): Add an optional comment

General Allowance

Amount:

Add payment to this payroll cycle Save Changes

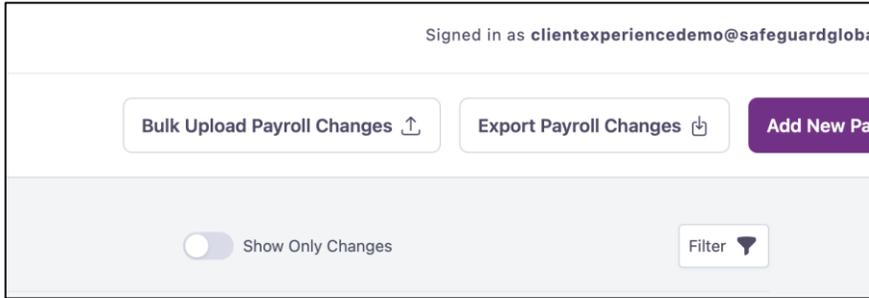
4. Click **"Save"** to confirm the changes.

You can view payroll records for both past and future payroll cycles, but modifications can only be made to **Open Payrolls** with a cut-off date in the future.

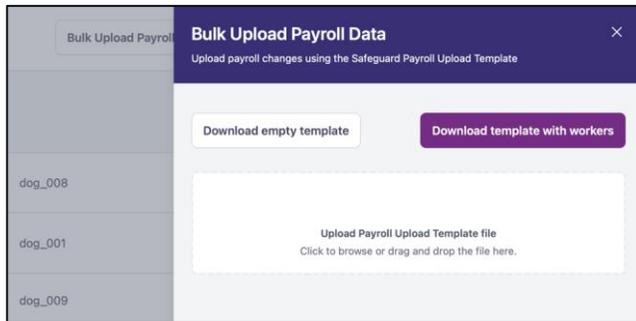
Bulk Payroll Changes

For updating multiple workers at once:

1. Click "**Bulk Uploads**" in the menu.



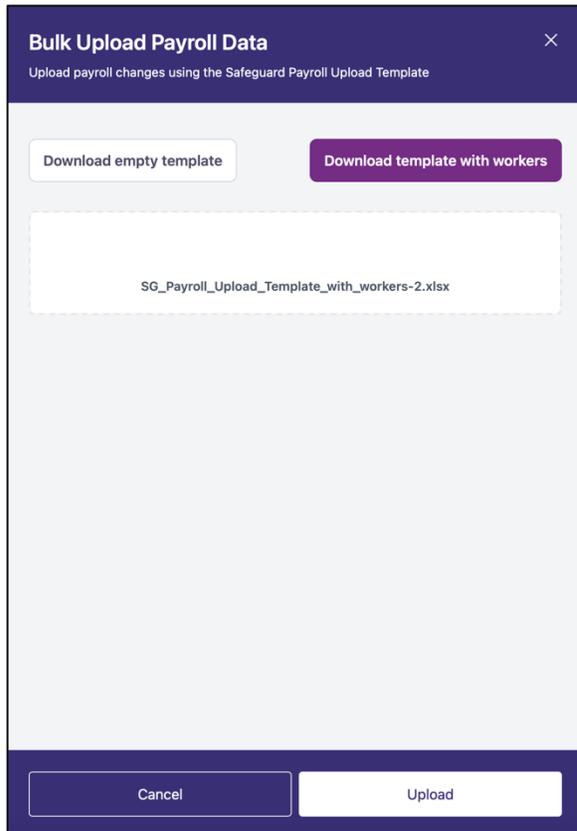
2. Download the **Bulk Upload Template**, either as a blank file or pre-filled with all your workers and their worker IDs.



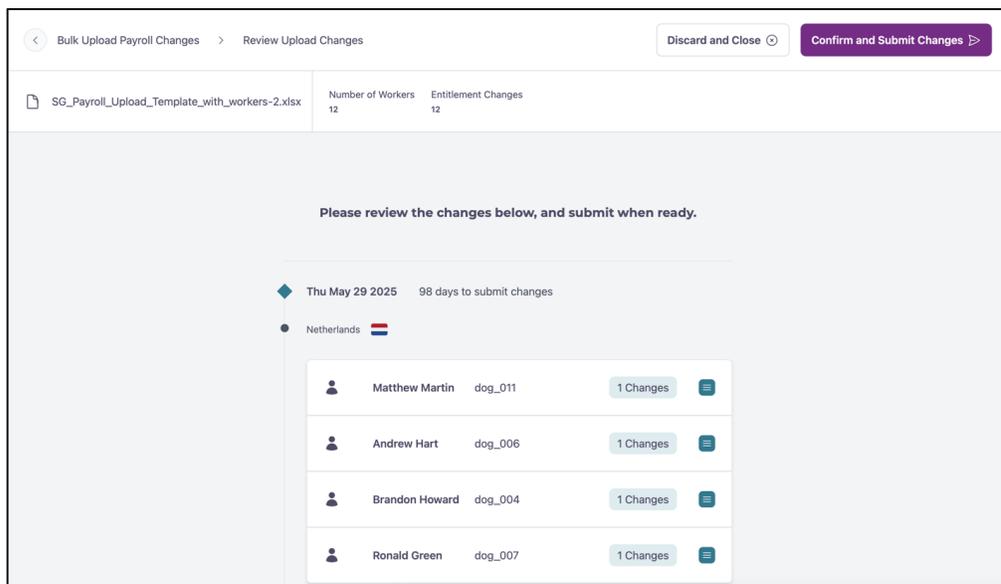
3. Enter the payroll changes in the template.

	B	C	D	E	
	Employee Name	Pay Element	Amount	Effective From	Effective To
5	e.g. Juan Pérez (optional)	e.g. Monthly Salary	e.g. 12.34	e.g. 01 October 2024	e.g. 02 October 2024
	Matthew Martin	Food Voucher	100	01 May 2025	
	Andrew Hart	Food Voucher	100	01 May 2025	
	Brandon Howard	Food Voucher	100	01 May 2025	
	Gyorgy Bahringer	Food Voucher	100	01 May 2025	
	Michael Paul	Food Voucher	100	01 May 2025	
	Tara Miller	Food Voucher	100	01 May 2025	
	Scott Brown	Food Voucher	100	01 May 2025	
	Tanya Hodges	Food Voucher	100	01 May 2025	
	Nicholas Barnett	Food Voucher	100	01 May 2025	
	Ronald Green	Food Voucher	100	01 May 2025	
	Tristan Khan	Food Voucher	100	01 May 2025	
	Allison Fletcher	Food Voucher	100	01 May 2025	

4. Upload the completed file back into the Payroll Application.



5. Review the payroll changes that were found in your template file.



6. Click **“Confirm and Submit Changes”** when you are ready.

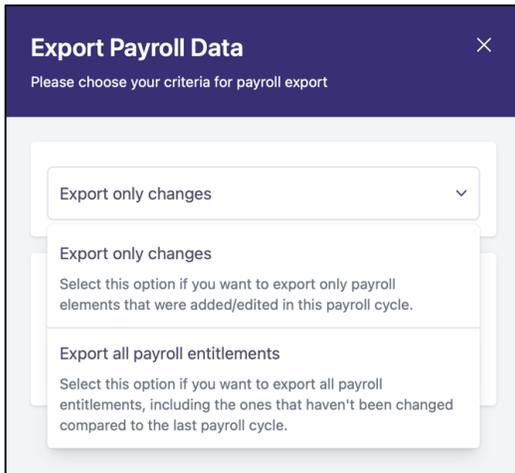
Exporting Payroll Changes

To export payroll changes:

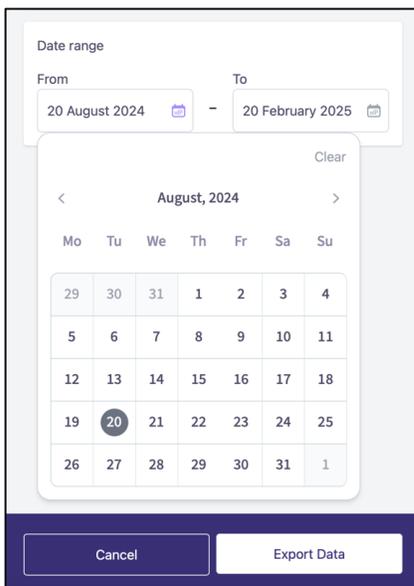
1. Click "**Export Payroll Changes**" in the top-right corner.



2. Select whether to export **only changed entitlements** or **all payroll entitlements**.



3. Select the date range for the payroll data you want to export.



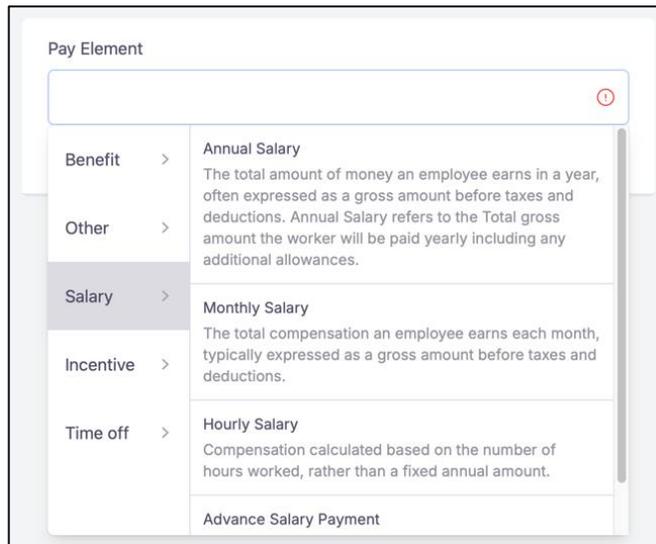
4. Click "**Export Data**" to download the file.

Types of Payroll Entitlements

Payroll entitlements are categorized into several types based on their nature and purpose. Below is an overview of the key categories:

1. Salary Entitlements

- These represent recurring salary payments such as:
 - Annual Salary
 - Monthly Salary
 - Hourly Wage
- These payments are typically ongoing and repeat each payroll cycle.



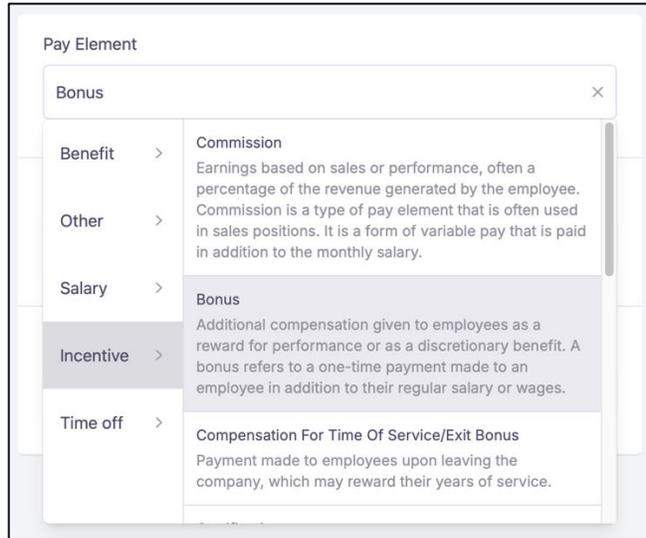
The image shows a screenshot of a 'Pay Element' dropdown menu. The menu is open, displaying a list of categories and their corresponding sub-items. The categories are: Benefit, Other, Salary, Incentive, and Time off. The 'Salary' category is currently selected and highlighted. The sub-items listed are: Annual Salary, Monthly Salary, Hourly Salary, and Advance Salary Payment. Each sub-item has a brief description of what it represents.

Category	Sub-item	Description
Benefit	Annual Salary	The total amount of money an employee earns in a year, often expressed as a gross amount before taxes and deductions. Annual Salary refers to the Total gross amount the worker will be paid yearly including any additional allowances.
Other	Monthly Salary	The total compensation an employee earns each month, typically expressed as a gross amount before taxes and deductions.
Salary	Hourly Salary	Compensation calculated based on the number of hours worked, rather than a fixed annual amount.
Incentive	Advance Salary Payment	
Time off		

2. Incentive Payments

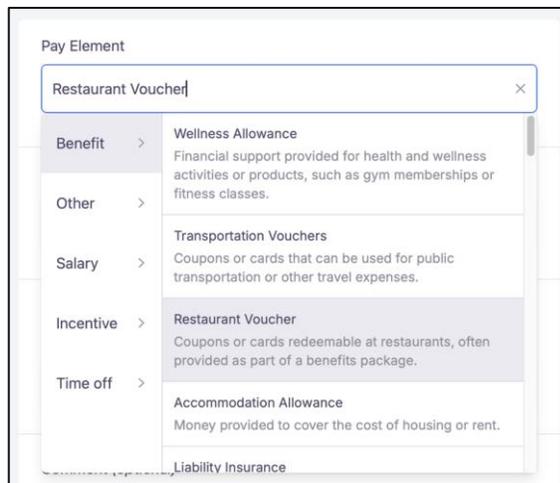
- One-time or performance-based payments, including:
 - Commissions
 - Bonuses (e.g., sign-on bonuses, performance bonuses)

- These are usually awarded based on performance criteria or agreements.



3. Benefits

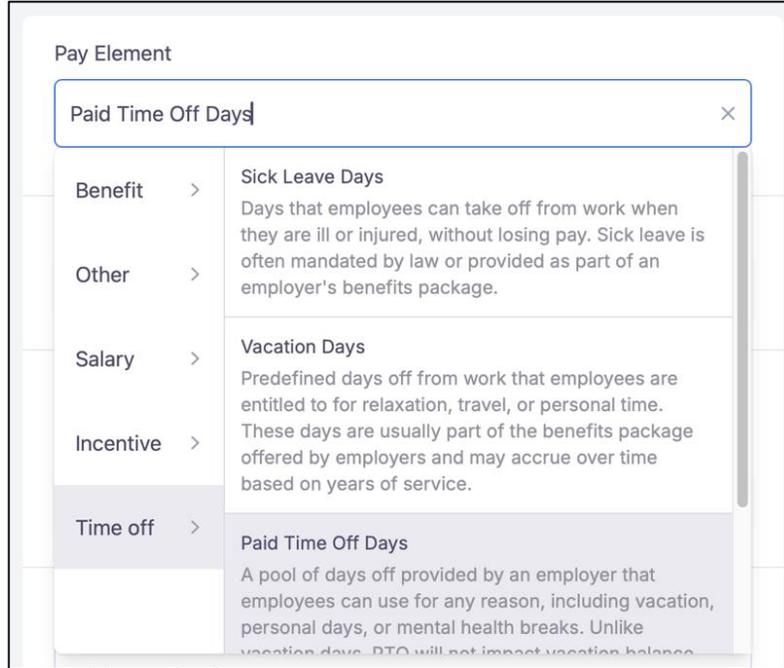
- Non-cash or additional financial benefits provided to employees, such as:
 - Vouchers
 - Allowances
 - Insurances
- These may be ongoing or provided under specific conditions.



4. Time Off Pay Elements

- Payments related to employee leave and overtime, including:
 - Sick Leave Days
 - Vacation Days
 - Paid Time Off Days
 - Overtime Hours

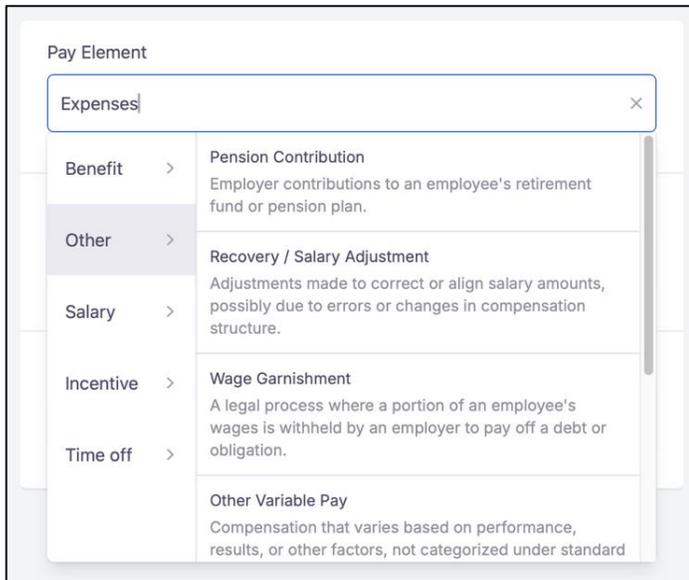
- These elements help track compensated time off and extra work hours.



5. Other Entitlements

- Additional payroll elements that do not fit into the above categories, such as:
 - Pension Contributions
 - Wage Garnishments
 - Expenses
 - Other Variable Pay

These can be one-time payments or recurring, depending on policy.



Types of Entitlement Behavior

All payroll entitlements fall into one of the following categories based on their duration and recurrence:

1. Permanent Entitlements

- These are **ongoing payments** that automatically repeat each month unless manually removed or changed.
- Example: A fixed **monthly salary** or **recurring benefits** like insurance.

2. Temporary Entitlements

- These apply for a specific payroll cycle and **do not carry over** to the next month.
- Example: **A one-time bonus** or **a temporary allowance** provided for a single payroll period.

3. Unit Entitlements

- These are a special type of **temporary entitlement**, measured in **time-based units** (e.g., hours or days).
- Example: **Sick leave days, overtime hours, or vacation days** that determine pay adjustments based on time worked or taken off.

This classification ensures payroll elements are structured and managed efficiently, allowing for accurate calculations and payments.

Gyorgy Bahringer ×

dog_008

Payroll Cycle	Cut-off Date	Next Payment Date
February 2025	Thu Feb 27 2025	Invalid Date

- > **6** Permanent Entitlements
- > **2** Temporary Entitlements
- > **0** Unit Entitlements

Frequently Asked Questions (FAQ)

1. When will payroll changes take effect?

- Payroll changes take effect based on the selected “effective from” date and the cut-off date for the payroll cycle.

2. Can I make changes to a payroll cycle after the cut-off date?

- No, once the cut-off date has passed, the payroll moves to the Closed Payroll tab and no further changes can be made.

3. How can I update payroll details for multiple employees at once?

- Use the Bulk Uploads feature to submit payroll changes for multiple employees in a single action.

4. What should I do if an upcoming payroll contains incorrect data?

- You can still make changes to the upcoming (open) payroll cycles before the cut-off date comes.

5. Can I retrieve past payroll records?

- Yes, all processed payrolls are stored in the Closed Payrolls tab, where you can review and export historical payroll data.

Support and Assistance

For any issues or questions refer to the [Help Center](#).