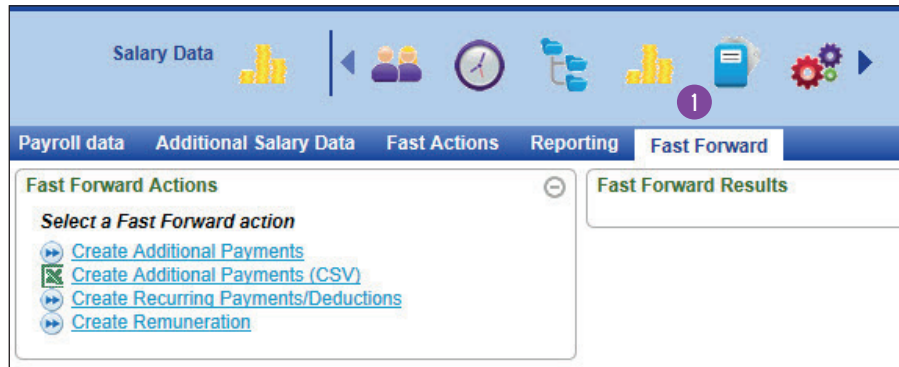


# FAST ENTRY - SALARY DATA

HrOnlineLux 38\_01\_Fast Entry \_Salary Data\_HR



It is now possible to create a bonus, additional payments, deductions, etc. for several employees, quickly and simultaneously.

With a few clicks, add for 5, 10 or up to 15 employees:

- 1 year-end bonus,
- 1 meal voucher,
- 1 additional hour.

1 Go to **Salary Data** > **Fast Forward**, then select an action based on your requirements.

Population	Wage Type	Start Date	Amount
<input type="button" value="Copy"/> <input type="button" value="Paste"/> × HOFSTAT Samuel	Heures sup. 140% *	02 . 11 . 2015 *	,00
<input type="button" value="Copy"/> <input type="button" value="Paste"/> × LAFORGE Jocelyne	Heures sup. 140% *	02 . 11 . 2015 *	,00
<input type="button" value="Copy"/> <input type="button" value="Paste"/> ×	*	DD . MM . YYYY *	,00

Fill in the following information:

**Population:** Select an employee

**Wage type:** The type of overtime

**Start date:** only the current month is taken into account for the payroll.

**End date:** the same as the start date

**Amount:** blank

**Currency:** EUR by default

**Hours:** Please enter

**!** *The aim of this new widget is to enter identical information for several employees in one go.*

- 1 Enter information.
- 2 Click **Copy** on the first line, then click **Paste** on the following lines, as many times as you want to enter more overtime and more people.
- 3 If necessary, change the employee concerned in population, the wage type and the number of hours.
- 4 Click on **Submit**.

# ADDITIONAL PAYMENTS

HrOnlineLux 38\_01\_Fast Entry \_Salary Data\_HR

Create Additional Payments

1

[Add My Selection](#) [Advanced Search](#)

2 3 4

Population	Wage Type	Start Date	Amount
<input type="checkbox"/> <input type="checkbox"/> × HOFSTAT Samuel	13th Month [2N31] *	01 . 11 . 2016 *	2.000,00
<input type="checkbox"/> <input type="checkbox"/> × GERARD Laurent	13th Month [2N31] *	01 . 11 . 2016 *	2.000,00
<input type="checkbox"/> <input type="checkbox"/> × FLORETTE Justine	13th Month [2N31] *	01 . 11 . 2016 *	2.000,00

Fill in the following information:

- **Population:** Select employee.
- **Wage Type:** Type of bonus.
- **Start date:** only the current month is taken into account for the payroll management.
- **End date:** same date as the start date.
- **Amount:** mandatory.
- **Currency:** EUR.

- 1 Enter the information.
- 2 Click **Copy** on the first line, then click **Paste** on the following lines, as many times as you want to enter more overtime and more people.
- 3 If necessary, change the employee concerned in population, the wage type and the number of hours.
- 4 Click on **Submit**.

# RECURRING PAYMENT / DEDUCTION

HrOnlineLux 38\_01\_Fast Entry \_Salary Data\_HR

6	7	Population	Wage Type	Start Date	End Date
		HOFSTAT Samuel	Supplement 50% [1B33]	07 . 11 . 2016	07 . 11
		GERARD Laurent	Allowance [2N01]	07 . 11 . 2016	07 . 11
		FLORETTE Justine	atory Allowance [2N02]	07 . 11 . 2016	07 . 11

Fill in the following information:

- **Population:** Select employee
- **Wage Type:** Type of recurring payment
- **Start date:** only the current month is taken into account for the payroll management.
- **End date:** same date as the start date
- **Amount:** mandatory
- **Currency:** EUR

5 Enter the information.

6 Click **Copy** on the first line, and then click **Paste** on the following lines, as many times as you want to enter more overtime and more people.

7 If necessary, change the employee concerned in population, the wage type and the number of hours.

8 Click on **Submit**.