

# Helping you implement the COVID Wage Supplement

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# Contents

	Page
<b>1 Helping You Implement The COVID Wage Supplement . . . . .</b>	<b>2</b>
<b>2 Purpose. . . . .</b>	<b>2</b>
2.1 Employee on a full salary . . . . .	2
2.2 Employee on reduced hours . . . . .	3
2.3 Employee on variable hours . . . . .	3
<b>3 Installing The COVID Wage Supplement . . . . .</b>	<b>3</b>
3.1 Installing the COVID Wage Supplement - Dakar . . . . .	3
3.2 Allocating the newly installed window to a Menu . . . . .	5
<b>4 Allocating The COVID Wage Supplement Amount To The Employees . . . . .</b>	<b>10</b>
4.1 Inputting the Wage Supplement per employee . . . . .	10
4.2 Importing the COVID Wage Supplement via a CSV file. . . . .	11
<b>5 COVID Wage Supplement Report. . . . .</b>	<b>14</b>
<b>6 Changing The Basic Wage (Optional) . . . . .</b>	<b>15</b>
6.1 Employees on reduced hours . . . . .	15
6.2 Employees on variable hours. . . . .	16
<b>7 Appendix . . . . .</b>	<b>17</b>

## 1 Helping You Implement The COVID Wage Supplement

In the wake of the coronavirus outbreak, the Government of Malta approved economic assistance to help businesses keep their employees in work. One such scheme is the COVID Wage Supplement (CWS) which aims to support the wages of those employed by eligible businesses. The supplement passes from the employer to the employee as gross pay of up to €800, appearing in the payslip as a gross amount. It is currently not treated as an income or a grant to the employer. It is best to monitor the government website to stay updated on the CWS. Our mission at Dakar Software has always been to customise HR systems to fit the way our clients work, so our products have in-built flexibility to accommodate change. Embedding the COVID Wage Supplement is no exception. Here, we are pleased to offer our guidance to clients so that they can implement the supplement quickly and easily. While we are in no position to offer any legal or regulatory advice, our guides take you through CWS implementation step-by-step. If you have any queries or need further assistance, our support team are on hand via the help function, email or website chat. We will be happy to guide you through the changes necessary so that the CWS appears in your records as they should.

## 2 Purpose

The **COVID Wage Supplement** scheme aims to assist businesses in keeping their workers employed. If the scheme applies to you, this document will show you the different options available to set up your payroll system with the new COVID Wage Supplement.

Dakar Enterprises Ltd has a new update which needs to be installed to record the COVID Wage Supplement in the system. To download this patch update, click on [this link](#), then simply install on the Dakar system by following the steps shown for Installing the Covid Wage supplement Dakar and [Allocating the newly installed window to a Menu](#)

This update includes:

- A new window to show the COVID Wage Supplement
- An import routine to import the amount via a CSV file
- A report that shows the COVID Wage Supplement amount 10
- The facility to include a remark in the payslip showing the COVID Wage Supplement amount

Once the supplement is installed on Dakar, you need to allocate the supplement to the employee. You might also need to change the employee's basic wage according to information from Malta Enterprise and DIER. Your staff may be employed on different bases, so please follow the relevant instructions per their situation.

### 2.1 Employee on a full salary

- If the employee is to be paid his/her fully salary and you will still be claiming for the COVID Wage Supplement, use this link to skip to: [Allocating The COVID Wage Supplement Amount To The Employees](#)
- In this scenario, the employees' basic pay will still be the same, but the company will be receiving a refund on the amount of COVID allowance applied for.

## 2.2 Employee on reduced hours

- If the employee is to have his/her hours reduced, for example, from a 40 hour week to a 20 hour week, use this link to skip to: [Employees on reduced hours](#). Then follow the [Allocating The COVID Wage Supplement Amount To The Employees](#).
- In this scenario, the employees' working hours are reduced as part of the company's response to the economic conditions brought on by COVID-19. The employees' hourly rate will remain the same.

## 2.3 Employee on variable hours

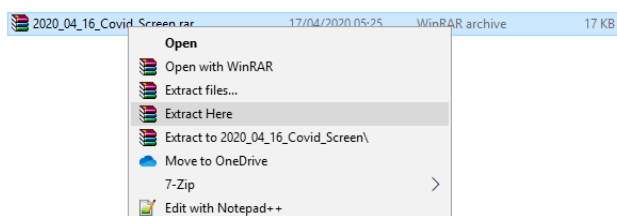
- If the employee is going to work variable hours, (i.e. basic hours that vary each payroll) you will first need to follow the steps provided in: [Employees on variable hours](#), then follow the [Allocating The COVID Wage Supplement Amount To The Employees](#).
- In this scenario, the employees will work variable hours on a need-to basis. The hourly rate will still remain the same, but you will need to input the number of hours worked.
- You might also need to use this option if your system does not have the option to apportion on schedule as noted in the [Appendix](#) schedule creation option.

You are kindly requested to keep checking for any further updates since we are still waiting on how these will show on government reports.

## 3 Installing The COVID Wage Supplement

### 3.1 Installing the COVID Wage Supplement - Dakar

- Together with this document, you should have a ZIP file which can be downloaded by clicking on [this link](#).
- You will need to find this file on your computer; it is normally saved in the **Downloads** folder.
- Unzip the file by right-clicking on it
- Click on **Extract Here**



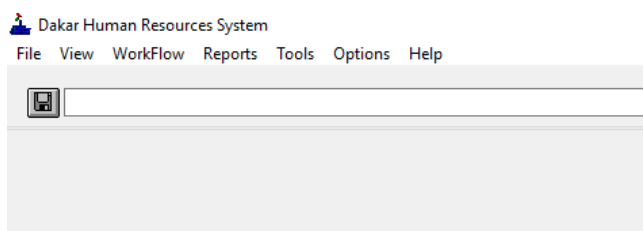
**Figure 1:** Zip File Extraction

- Open the extracted folder which consists of 5 files

Name	Date modified	Type	Size
REV53000.LK	16/04/2020 17:23	LK File	42 KB
REV53000.OV	16/04/2020 17:23	OV File	60 KB
REVLOCKS	16/04/2020 14:02	File	0 KB
REVMEDIA.LK	17/04/2020 05:26	LK File	1 KB
REVMEDIA.OV	16/04/2020 14:02	OV File	0 KB

**Figure 2:** Extracted Files

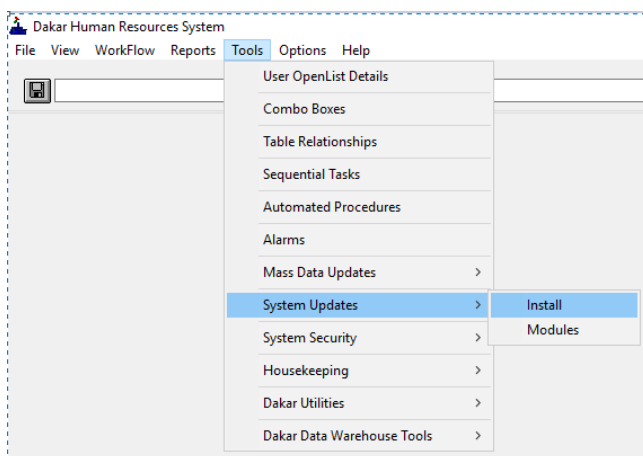
- Log in to the Dakar system as an administrator. You have access to a screen similar to this:



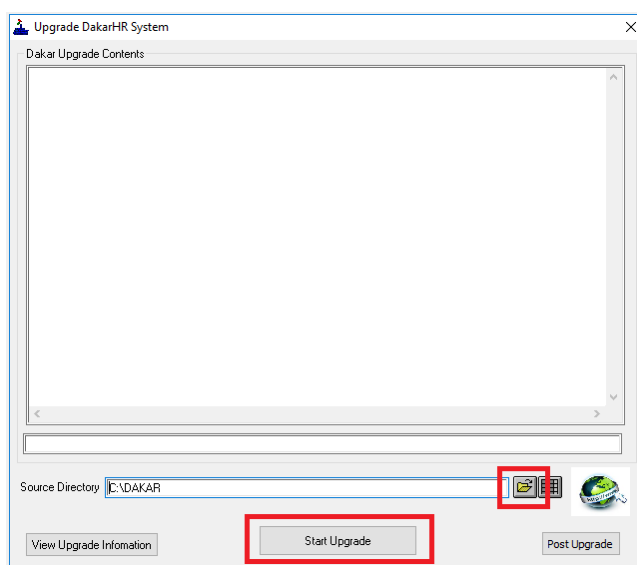
**Figure 3:** Dakar Human Resources System

From the menus above, go to:

- **Tools**
- **System Update**
- **Install**

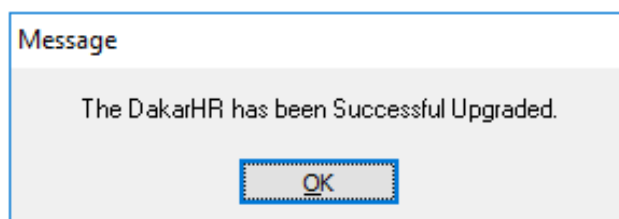


**Figure 4:** Tools Menu



**Figure 5:** Upgrade DakarHR System

- From the **Source Directory**, click on the search folder to locate the newly extracted folder (which contains the 5 files shown earlier).
- Once selected, click on **Start Upgrade** found at the bottom of the screen.
- Insert the **Supervisor Password**.
- Once done, click **OK** on the message.



**Figure 6:** Message Window

- Close the window to return to the main menus.

### 3.2 Allocating the newly installed window to a Menu

Your Dakar system is now updated with a new window. We will need to add this window to a menu to be accessible. From the Administration Menu, go to:

- **Options**
- **General Desktop Settings**
- **General Menus**

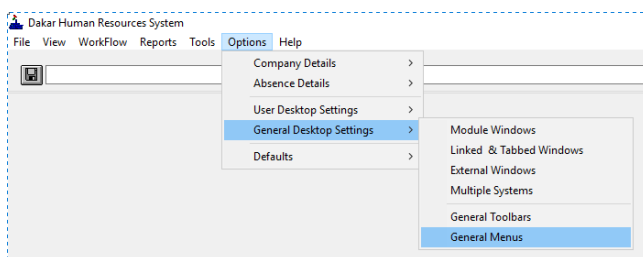


Figure 7: General Menus

This window will appear:

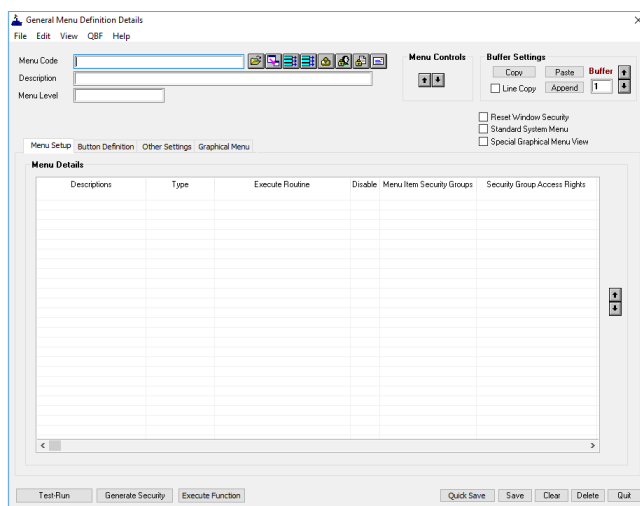


Figure 8: General Menus Definitions Details

For the sake of standardisation, we are going to include the new window under the standard Dakar Payroll™ module, but you can do this in any user defined menu available.

- From the **Menu Code**, select the standard payroll module: PAYROLL\_MALTA

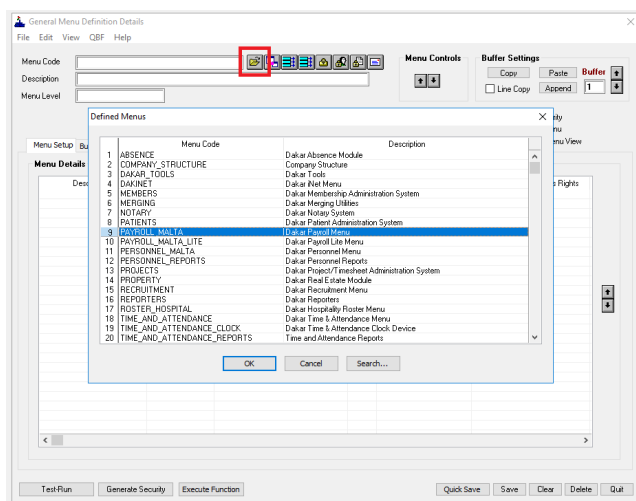


Figure 9: Defined Menus

- Double click on **Employee** under **Menu Details** and **Description**

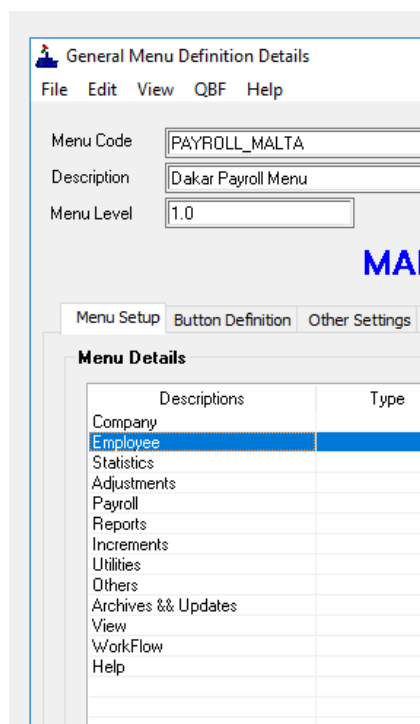


Figure 10: Menu Setup

- Scroll towards the bottom of the screen so that you can add the new screen as highlighted below:



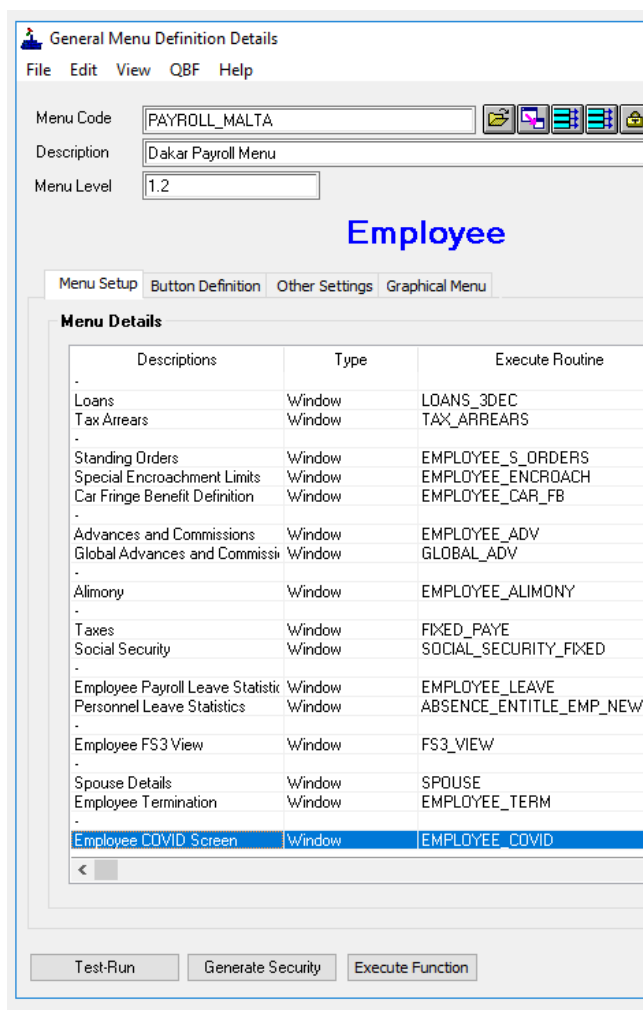
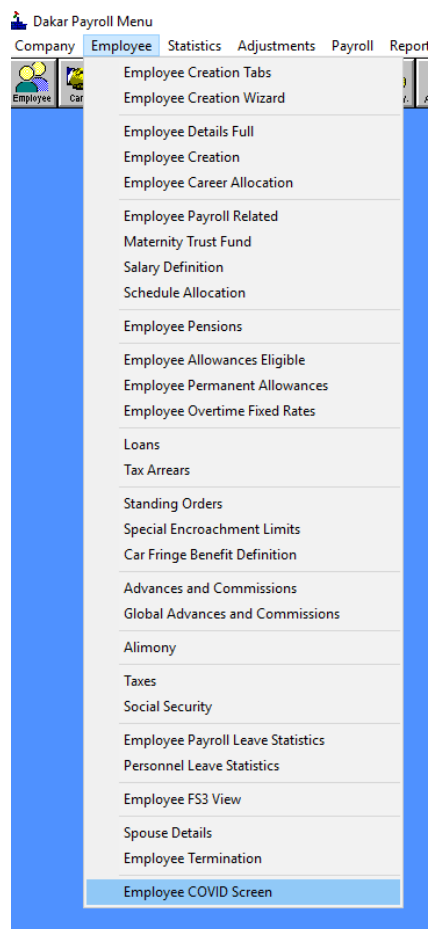


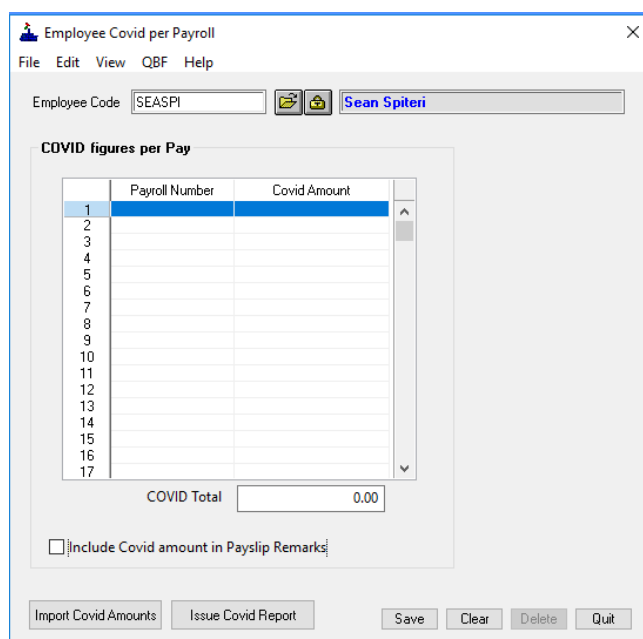
Figure 11: Menu Setup (Cont)

- Make sure you set the following:
  - Under **Description**, type in: **Employee COVID Screen**
  - Under **Type**, double click to select **Window**
  - Under **Execute Routine**, type in: **EMPLOYEE\_COVID**
  - Click on the button Test-Run found at the bottom of the screen to launch the Payroll Module.
  - You should now find the new screen under the **Employee Menu**.



**Figure 12:** Employee Covid Screen

- When you select the window, a new screen appears:



**Figure 13:** Employee Covid Per Payroll

- This window will show you the COVID Grant that you received/will be receiving from the Malta Enterprise per payroll.

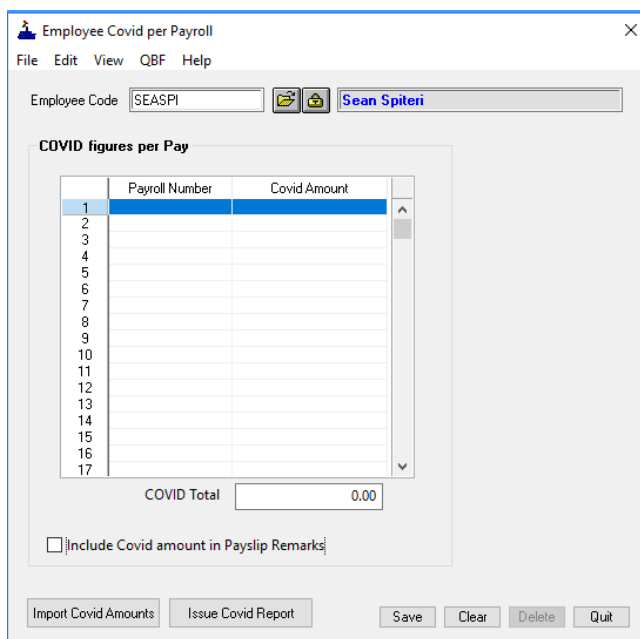
## 4 Allocating The COVID Wage Supplement Amount To The Employees

There are two ways to allocate the amount:

1. Inputting the Wage Supplement per employee.
2. Importing the COVID Wage Supplement via a CSV file.

### 4.1 Inputting the Wage Supplement per employee

- From the Main Payroll Menu click on the Employee Menu
- Click on the Employee Covid Screen. This opens the window below:



**Figure 14:** Employee Covid Per Payroll

- Select the employee using the search button or typing in the employee code
- Input the payroll number under the **Payroll Number** column
- Input the COVID wage supplement amount for that payroll under the **Covid Amount** column
- If you wish to include the supplement in the employee’s payslip tick the **Include Covid amount in Payslip Remarks** tick box.
- **Save**

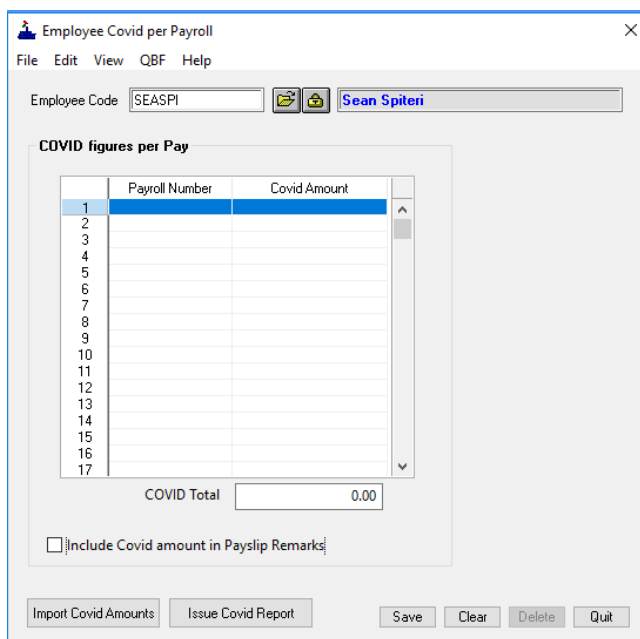
If your payslip design has the remarks feature embedded and the **Include COVID amount in Payslips Remarks** check box is ticked, the system will show a remark, including the amount.

Covid of 300.00, has been included in this Pay

**Figure 15:** Amount

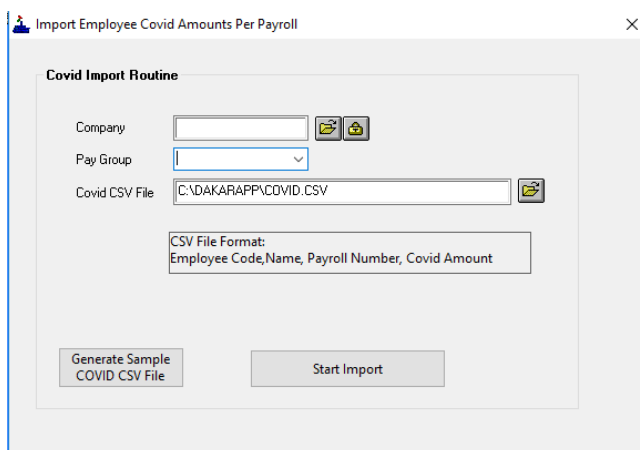
## 4.2 Importing the COVID Wage Supplement via a CSV file.

- From the **Main Payroll Menu**, click on the **Employee Menu**
- Click on the **Employee Covid Screen**. This opens the window below:



**Figure 16:** Employee Covid Per Payroll

- click on the **Import Covid Amounts** button found at the bottom of the screen. The following screen appears:



**Figure 17:** Importing Employee Covid Amounts Per Payroll

- Select the **Company Code** by either typing it in or selecting it from the search button
- Select the **Pay Group** using the down arrow.

Note: If you want to import all the employees irrespective of the company and pay group, you can leave these two fields empty.

- Generate the sample file by clicking on the button **Generate Sample COVID CSV File** found at the bottom of the screen. This generates a CSV file in the following location with the filename called COVID.CSV: **C:\DAKARAPP\COVID.CSV**

- Open the CSV file and change the payroll numbers and amounts as necessary.

	A	B	C	D
1	Emp Name		Payroll	Covid Amour
2	0006	Abela Abigail	1	800
3	0003	Abela Amanda	1	800
4	0007	Abela Bernice	1	800
5	0040	Abela Beverley	1	800
6	0010	Abela Brian	1	800
7	9079	Abela Cheryl	1	800
8	0038	Abela Debbie	1	800
9	0020	Abela Jessica	1	800
10	0045	Abela Roberta	1	800

Figure 18: CSV File

- By default, payroll 1 will be exported and each employee will show a value of €800. All the current employees will be exported in the Excel sheet, irrespective of whether the employee works full-time or part-time. Only the terminated employees will not feature in the Excel sheet. Kindly change accordingly
- The payroll number
- The **COVID Amount**, if applicable
- And remove/add any employees as agreed with the entity.
- Once satisfied, save the file and go back to the Dakar system.
- Locate the file from the **Covid CSV File** location.



Figure 19: Import CSV File

- Press the button **Start Import** found at the bottom of the screen.

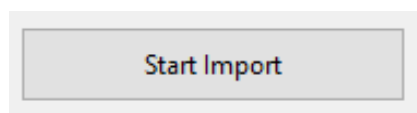
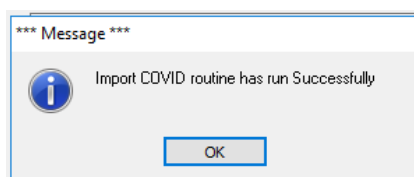


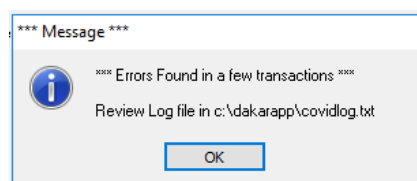
Figure 20: Start Import Button

- If there are no errors, you will find the amounts within the system.



**Figure 21:** Successfull Message

- In case of errors, the system will indicate where to find the log file so that you can investigate further.



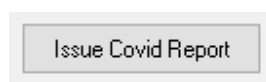
**Figure 22:** Error Message

## 5 COVID Wage Supplement Report

To generate a report to confirm the amounts imported or inputted please follow these steps:

There is a standard report within the **Employee COVID Screen** found at the bottom of the screen.

- Click on the **Issue Covid Report**



**Figure 23:** Issue Covid Report Button

- After clicking the button, a report window appears:

Figure 24: Dakar Personnel System

- Insert the **Company Code** or select it from the search button
- Insert the **Pay Group** or select it from the search button
- Insert the **Payroll** number or select it from the search button

Note: The report will only be generated if that specific payroll has already been calculated.

## 6 Changing The Basic Wage (Optional)

### 6.1 Employees on reduced hours

The guidance below only applies to recent versions. If you do not have a recent version and you need to reduce the hours of the employees, kindly follow the steps under **Employee on variable hours** in the next section, 6.2.

To check if you have one of the recent versions, [click here](#).

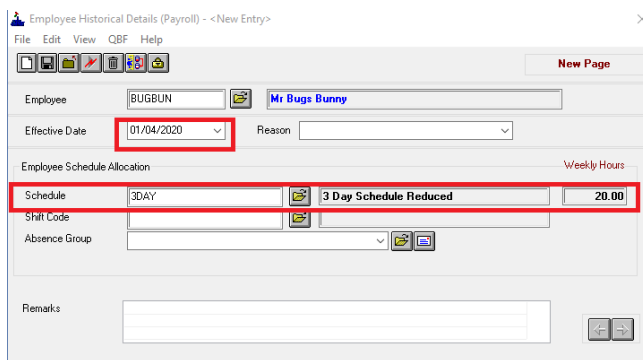
Please note that the basic should include the supplement amount.

Assigning a new schedule to employees ([click here](#) if you need to create a new schedule)



- From the Payroll Module click on the **Employee schedule** icon
- If a page already exists, right click on the white document button to create a new history page. If this is the first page, then skip to the next step.
- Input the effective date
- Assign the new schedule (example: change it to 20 hours a week)
- **Save**





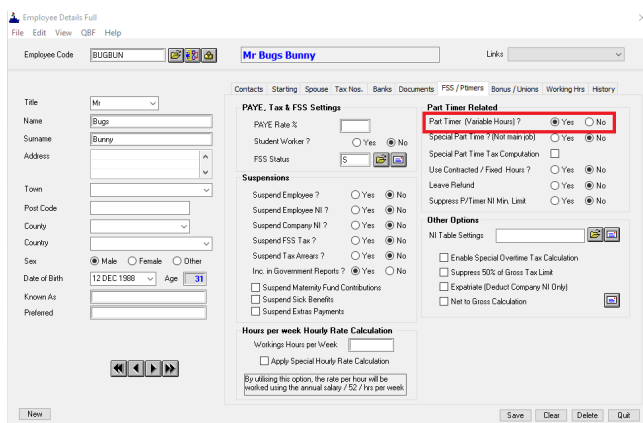
**Figure 25:** Employee Historical Details

## 6.2 Employees on variable hours

Please note that the basic should include the supplement amount.

Set up the employee as a part-timer with variable hours by following these steps:

- From **Payroll Module** click on the employee button
- Select the employee and input the employee code from the **Employee Code** field
- Click on the **FSS/PTimer** tab
- Set the part-timer tick box to yes
- **Save**



**Figure 26:** Employee Details Full

Allocate the basic hours to the employee for that payroll by following these steps:



- Click on the **Punch Card** button
- Set the date according to your punch card collection date
- Set the basic hours accordingly

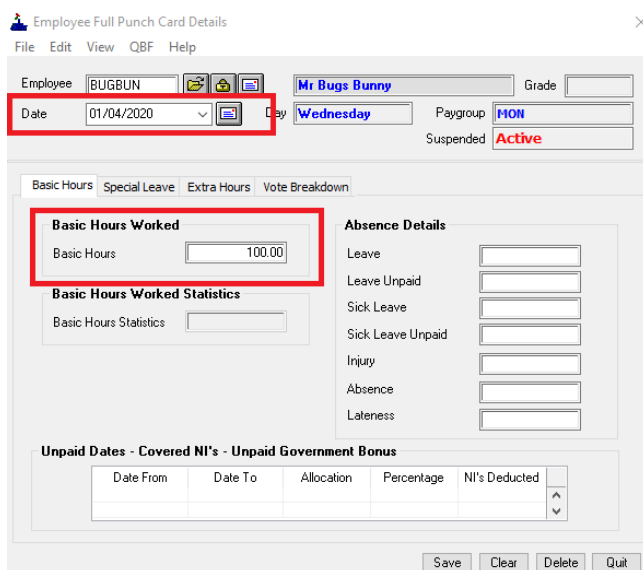


Figure 27: Employee Full Punch Card Details

## 7 Appendix

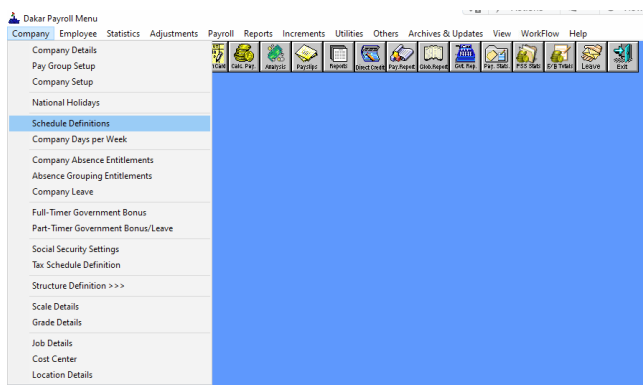
### Purpose

If your employees are going to work fewer hours, you will need to create a new schedule based on the new hours.

### Schedule creation

Step 1 – Creating a new schedule

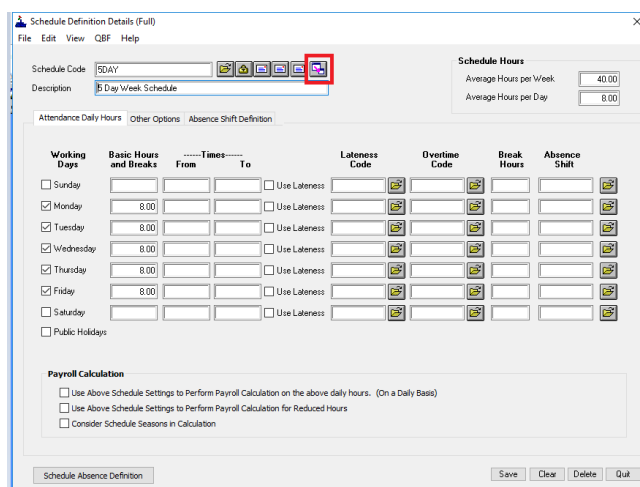
- Payroll module
- Company menu
- **Schedule Definition**



**Figure 28:** Schedule Definition

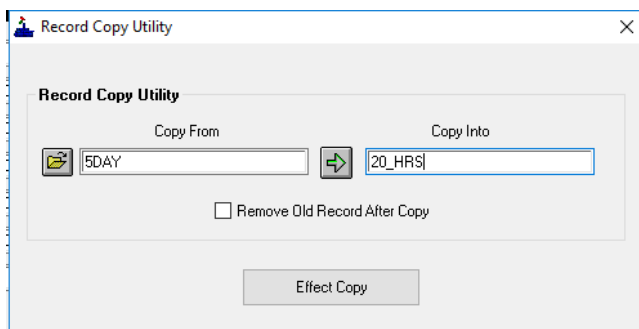
Step 2: Copying the employee’s current schedule to a new schedule

- Call up the employee’s current schedule
- Click on the copy button highlighted below



**Figure 29:** Schedule Definition Details

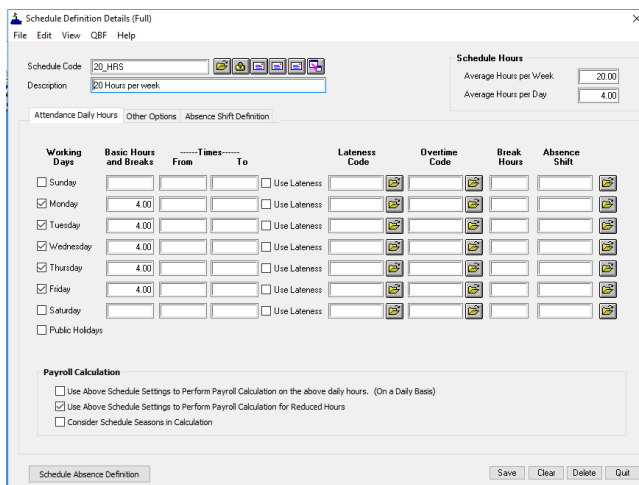
- Key in a code (no spaces)



**Figure 30:** Record Copy Utility

- Close the window
- Call up the new code
- Key in a description
- Assign the hours per week (reduced if necessary)
- Assign the hours per day (reduced if necessary)
- Assign the hours per day accordingly
- Tick the box marked **Use the Above Schedule Settings to Perform Payroll Calculation for Reduced Hours** along the bottom of the screen

Note: If you have the option above, you have one of the recent versions



**Figure 31:** Schedule Definition Details (Full)

Kindly contact us if you have any further queries.

## Dakar Support Team



**Email:** [support@dakarsoftware.com](mailto:support@dakarsoftware.com)



**Telephone:** 21374078

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