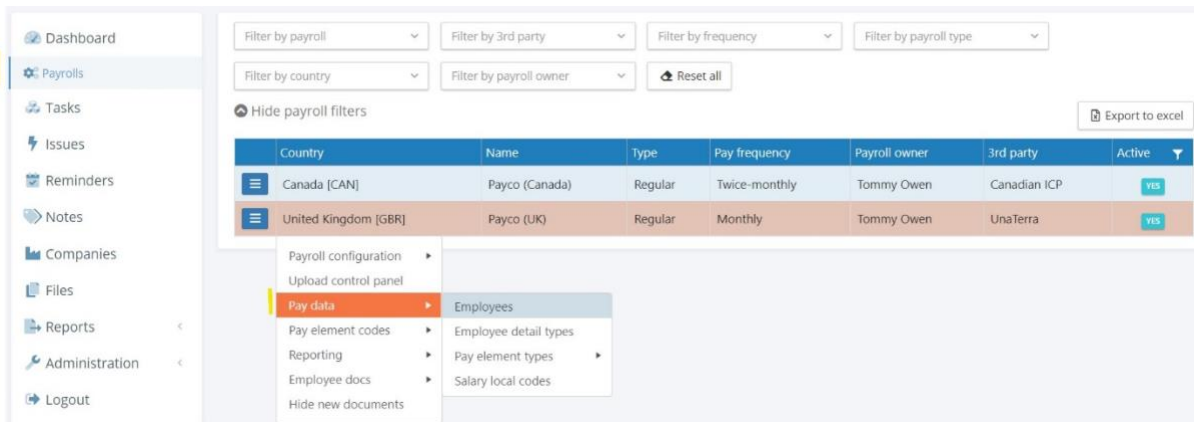


Editing data in our global payroll platform, IPPEX

One way to look at employee information and edit it is directly in the IPPEX portal. This article shows you how to do that.

Choose Payrolls from the left hand menu, click the action menu next to the payroll you are interested in, and click Pay data > Employees



Country	Name	Type	Pay frequency	Payroll owner	3rd party	Active
Canada [CAN]	Payco (Canada)	Regular	Twice-monthly	Tommy Owen	Canadian ICP	YES
United Kingdom [GBR]	Payco (UK)	Regular	Monthly	Tommy Owen	UnaTerra	YES

This will bring up a list of employees. All of the information held about an employee on the platform is accessible from this menu.

For the employee you'd like to view or edit, click the action menu.

- To edit information about the employee, their identification, tax, emails, HR data or payroll start or end dates, click Employee.
- For information about payroll inputs, click Pre Processing Pay Elements.
- For information about payroll outputs, click Post Processing Pay Elements

For example, if you want to change an employee's Job Title, click View employee:

Payco (UK) Employees

Show employee filters Export to excel + Create new employee

	Emp No	Local payroll number	First name(s)	Last name	Email	Start date	Leave date	Last period	IPPEX user
	1	101	Jesse	Pinkman	jesseiep@test.com	01 Apr 2022			YES
	2	102	Hank	Schrader	HS@test.com	08 Jul 2006			NO
	3	103	Lydia	Rodart	LR@test.com	13 May 2021			NO
			Gus	Fring	GF@test.com	18 Sep 2021	30 Jun 2022	Jul 2022	NO

- View employee
- Pre-processing pay elements
- Post-processing pay elements
- Payments
- Employee details
- Organisation unit values
- Addresses
- Bank accounts
- Salary
- Civil status
- Navigate to documents

Then click Edit employee.

Lydia Rodart Employee

Emp No: 3
Local payroll number: 103

Title: Miss
Email address: LR@test.com

First name(s): Lydia
Last name: Rodart

Phone number
Annual days worked

Payroll start date: 13 May 2021
Payroll leave date

Company start date: 23 Mar 2019
Company leave date

Last period

IPPEX user: No

- Identification data
- Additional identification data
- Payment configuration
- HR data
- Document keys

Edit employee + Create new employee Update emp no Done

Expand the HR data section. Enter the new Job Title and click Save.

- Identification data
- Additional identification data
- Payment configuration
- HR data

Job title Senior Brand Associate	Job level
Employment/contract type	Employment/contract status
Contracted hours	Tax level/code
Location	Manager
Next of kin	Next of kin contact number
Spouse name	

- Document keys

Save
Cancel

To update this employee's salary, from the employee list click Pre Processing Pay Elements:

[3] Lydia Rodart
Pre-processing pay elements

2022 Chart view Select employee... 3 of 4

Permanent pay elements Export to excel Edit permanent pay elements

Pay element	Effective from	Effective to	Value	Active
Employee Pension %	01 Apr 2022		5.00	YES
Employer Pension %	01 Apr 2022		3.00	YES
Monthly Salary	01 Apr 2022		7,500.00	YES
Private Healthcare	01 Apr 2022		50.00	YES

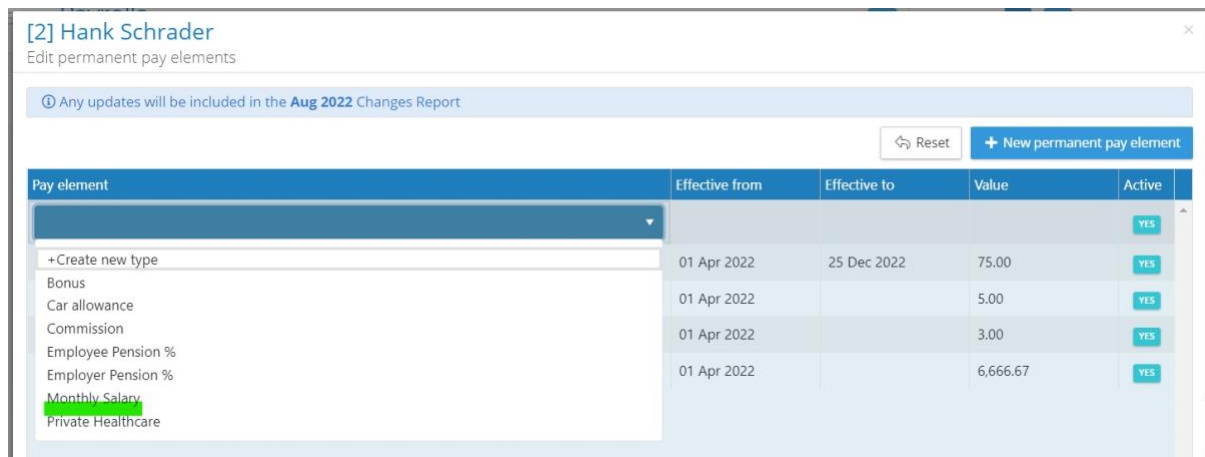
Period pay elements Export to excel Edit active period pay elements

Pay element	2	Oct 2022	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022
Commission				355.00				750.00

Salary is a Permanent pay element because it doesn't change from month to month. Click on Edit permanent pay elements to make a change.

Note that commission is a Period pay element because it will be different each period, and may only be paid in some periods.

When you edit a Permanent pay element like Salary, you need to add a new pay element. If you just edit the existing one you will lose the historical record of that pay element over time. Click + New permanent pay element.



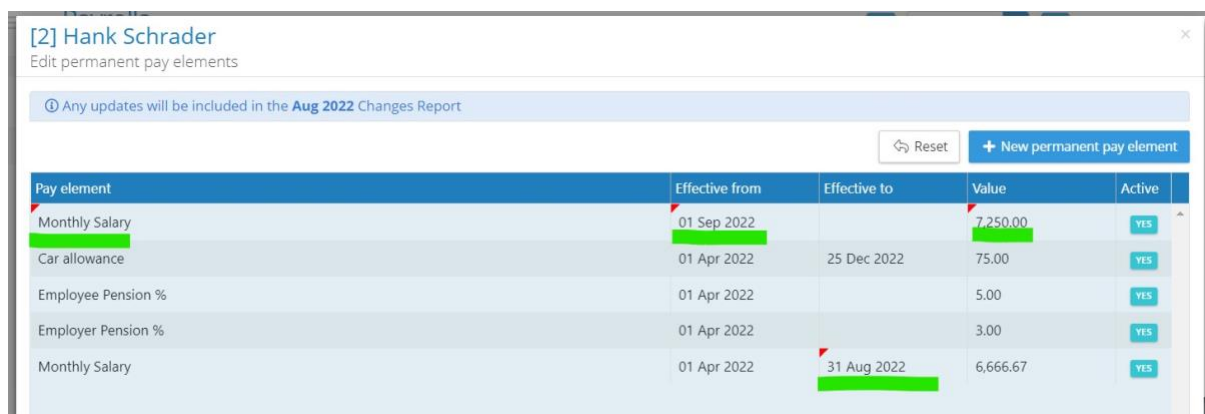
[2] Hank Schrader
Edit permanent pay elements

Any updates will be included in the Aug 2022 Changes Report

Reset + New permanent pay element

Pay element	Effective from	Effective to	Value	Active
+Create new type				YES
Bonus	01 Apr 2022	25 Dec 2022	75.00	YES
Car allowance	01 Apr 2022		5.00	YES
Commission	01 Apr 2022		3.00	YES
Employee Pension %				
Employer Pension %	01 Apr 2022		6,666.67	YES
Monthly Salary				
Private Healthcare				

Select Monthly Salary from the dropdown list. Add an effective date for when the salary change will take effect and enter the new value.



[2] Hank Schrader
Edit permanent pay elements

Any updates will be included in the Aug 2022 Changes Report

Reset + New permanent pay element

Pay element	Effective from	Effective to	Value	Active
Monthly Salary	01 Sep 2022		7,250.00	YES
Car allowance	01 Apr 2022	25 Dec 2022	75.00	YES
Employee Pension %	01 Apr 2022		5.00	YES
Employer Pension %	01 Apr 2022		3.00	YES
Monthly Salary	01 Apr 2022	31 Aug 2022	6,666.67	YES

Note that you must also provide an end date for the previous monthly salary. Once you've made the changes, click Save and the change is made.

This can be a useful way to make changes if you have a small number of employees and changes are infrequent.

You can also update data through input files. See [Uploading an Employee Changes File](#), [Updating Payroll Inputs](#) and [The Ippex File System](#) to learn more.