


Manus+ Annual Statement 2023

Salary periods in 2023

Remember to enter the new salary periods for the year 2023 before the end of the calendar year. This must be entered completely and for all active Salary nodes.

A Salary node can be recognized by the icon  in the organizational structure. You can add the salary periods using the following steps:

Version 4.0 and higher

Select the Salary node and go to menu *Management\Settings*. Select the section *Salary settings\Salary periods*, double-click on the salary group and select the year 2023. If entire months apply to this group, use the button to fill the entire year at once with all the months. If different salary periods apply, for example 4-4-5 weekly periods, the periods must be added using the button *New* at the bottom. Perform these actions for all active salary groups.

Holidays 2022

The holidays for 2023 may be entered as followed:

Version 4.0 and higher

Select the highest node the holidays apply to and go to menu *Management\Settings*. Select section *Lists\Holidays*. The holidays can be entered using the button *New* at the bottom.