

Pixel Time

Training manual

Version 99 · 3 October 2026

For employees, managers and admins · Pixel Plus IT

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1. Welcome to Pixel Time

Pixel Time is a multi-tenant time & attendance system built for South African businesses — clocking in, leave, approvals, scheduling, payroll export, and billing, all in one place.

Who this manual is for

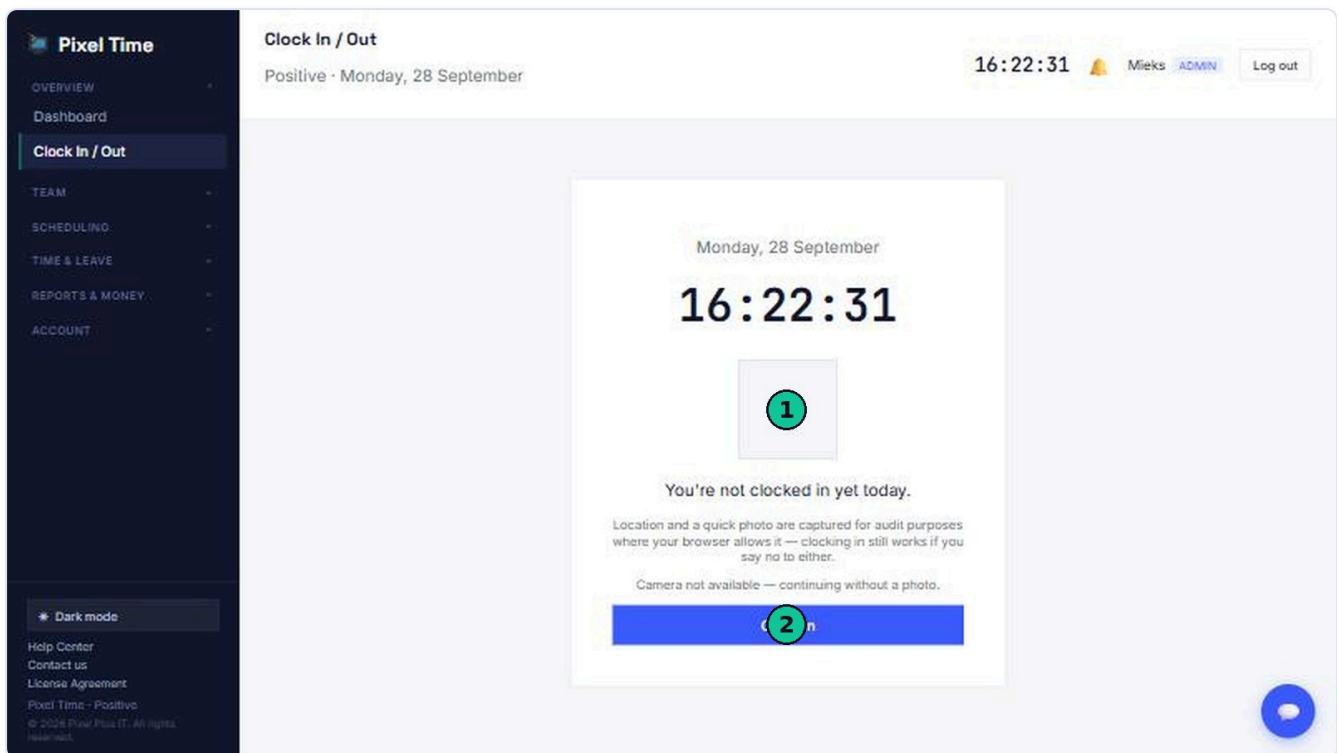
Everyone who uses Pixel Time: employees clocking in day to day, managers approving requests for their team, and admins who configure the whole workspace. Sections are marked by audience so you can jump to what's relevant.

MFA (multi-factor authentication) is required on every web login and can't be turned off, for anyone — it's what keeps accounts secure even if a password is ever guessed or leaked. Device-only employees (kiosk, QR, fingerprint/face) don't need a web login at all, so this doesn't apply to them.

2. Clocking in — every employee

Ask your manager which method your workplace uses:

Method	How it works
Kiosk tablet	Tap your name on a shared tablet, enter your PIN
QR code	Scan the printed code with your own phone's camera
Fingerprint / face device	No PIN needed — the scanner matches you directly
Web app	Only if you have a login — see below



The Clock In / Out page — available to anyone with a web login

Camera prompt

If your browser allows it, a quick photo is taken for audit purposes — you'll see a brief preview first. Saying no to the camera still lets you clock in fine.

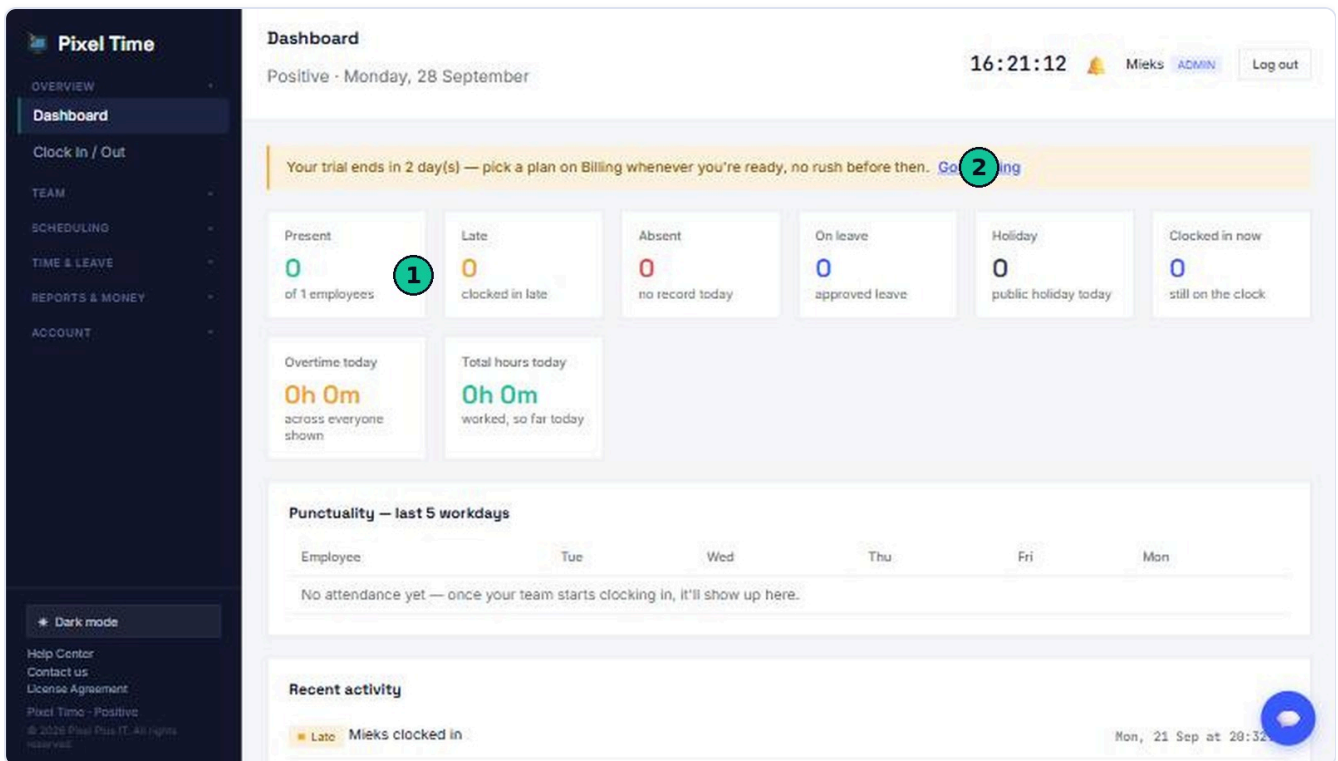
Multiple sessions a day

Step out and come back (a delivery run, a split shift, lunch at home) — just clock in again. Hours from every session that day add up automatically, and only your very first clock-in and very last clock-out are ever rounded, if your company rounds at all.

Won't let you clock in?

Some workplaces turn on location checking or Shift Control (clock in only near your shift start/end time). Talk to your manager if you think this is wrong — they can adjust it or log the time for you via Corrections.

3. Your Dashboard — every employee



Dashboard — admins and managers see a company-wide view; employees see their own

Your at-a-glance view: today's clock status, a punctuality snapshot for the last few workdays, and recent activity. Admins and managers additionally see who's clocked in right now, overtime today, and a "Waiting on you" summary of pending approvals.

4. Leave, hours & corrections — every employee

Requesting leave

Go to **Leave requests**, pick a type and your dates, and submit — your manager is notified to approve it. Your remaining balance per leave type shows at the top of the same page. The **Calendar** view shows approved leave for your whole team on a real month grid.

Seeing your hours

Timesheets shows your worked hours by day for any full week (Monday–Sunday). Time beyond your company's daily/weekly thresholds shows an **OT** badge — a manager's approval isn't final by itself; an admin still signs off before it counts for payroll.

Wrong clock time?

Go to **Corrections** (if you have a login) and submit the correct time with a short reason. No login? Tell your manager directly.

Swapping a shift: go to **Shift swaps**, pick who you're swapping with and the date, and submit — your manager approves before it's final, and the roster updates for both of you automatically. Dark mode toggle lives at the bottom of the sidebar if you prefer it.

5. Approving & managing a team — managers

A manager only sees and acts on people in their own department — their team's timesheets, leave, corrections, and approvals. Reports and Payroll export are available too, scoped the same way.

Approvals in one place

Every pending leave request, correction, shift swap, overtime claim, and manual adjustment for your team lands in **Approvals**, oldest first — instead of checking four separate pages.

Approving leave that exceeds someone's balance

Pixel Time doesn't block this — there are legitimate reasons to allow it. You'll see a clear warning both before and after approving, so it's never silent even though it's allowed.

Managers can't touch company-wide Settings, Shifts, Holidays, Billing, or the Audit log — those need either configuration access or company-wide visibility that doesn't fit a department-scoped role.

6. Roles at a glance

Role	Can do
Employee	Clock in, request leave, see own hours, submit corrections/swaps
Manager	Everything an employee can, plus approve & report for their own department
Admin	Everything company-wide: Settings, Devices, Shifts, Billing, Audit log
Auditor	Read-only, company-wide — sees everything an admin can, changes nothing

7. Getting help

The in-app **Help Center** (the chat bubble, or the Help Center link in the sidebar) has a searchable FAQ covering every topic in this manual, plus a downloadable *Complete Help Center Training Guide* that matches every FAQ question one-for-one, and a training video.

For anything this manual doesn't cover, use **Contact us** in the app, or email pos@positive-sa.co.za directly.

Pixel Time

Training Manual: new features

Employee record · Leave · Pay rules and labour cost · More reports · Payroll export controls

October 2026. Screens come from a demo company (Acme Trading), so names and amounts are examples.

What is new

Area	What you can now do
Team > Employee record	Store employee number, ID, address, emergency contact, contract dates, contracted hours, hourly rate and status (active, suspended, on leave).
Leave	South African leave types, paid or unpaid, monthly earning, carry-over, supporting documents, cancellation requests, decline reasons.
Settings > Pay rules	Overtime, Sunday, public holiday and night multipliers, with a start date.
Reports > More reports	Over 60 extra reports, including labour cost, contracted vs actual hours and leave reports.
Payroll export	Pay codes, warnings before export, a reason for exporting a period again, export history and a check for changes made after export.

1. Employee record

Who: administrators. Managers can see the status badge but cannot open the record.

Open an employee's record

1. Go to Team > Employee records in the menu.
2. Press Open record on the person. (It is also under Team > Everyone > Edit > Employee record, the section with the small arrow.)

Pixel Time

OVERVIEW
TEAM
Team
Employee records
Visitors
Photos
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
ACCOUNT

* Dark mode

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Employee records

Acme Trading (Pty) Ltd · Friday, 16 October

21:21:05 🚨 Chris Admin ADMIN Log out

Employee records

Employee number, ID, address, emergency contact, contract dates, contracted hours, hourly rate and status for everyone. Press **Open record** on a person.

Search na

Name	Employee no.	Type	Department	Contract ends	Status	
Anele Mokoena	E006	Part-time	Warehouse	—	Active	Open record
Chris Admin	E001	Permanent	Operations	—	Active	Open record
Lerato Dlamini	E004	Casual	Warehouse	—	Suspended	Open record
Pieter van Wyk	E003	Full-time	Warehouse	—	On leave	Open record
Sipho Khumalo	E005	Contract	Operations	30 Nov 2026	Active	Open record
Thandi Nkosi	E002	Permanent	Operations	—	Active	Open record

▼ **Employee record** (employee number, ID, contact, emergency contact, contract, contracted hours, status)

EMPLOYEE NUMBER ID / PASSPORT NUMBER
E002 8505055000089

EMPLOYMENT TYPE HOME ADDRESS
Permanent 12 Jacaranda St, Pretoria

EMERGENCY CONTACT NAME RELATIONSHIP
Sam Nkosi Spouse

EMERGENCY PHONE ALTERNATIVE PHONE
0829998888

CONTRACT START CONTRACT END (LEAVE EMPTY IF OPEN-ENDED)
02/15/2021 mm/dd/yyyy

CONTRACTED HOURS PER WEEK CONTRACTED DAYS PER WEEK
45.00 5.0

HOURLY RATE (R) (USED ONLY FOR LABOUR-COST ESTIMATES)
68.50

STATUS STATUS NOTE
Active e.g. Disciplinary hearing, maternity

STATUS FROM STATUS UNTIL
mm/dd/yyyy mm/dd/yyyy

Save employee record

Recent changes
16 Oct 2026 21:10 — contracted_hours_week: "" → "45"; contracted_days_week: "" → "5"; contract_start: "" → "2021-02-15"; address changed; id_number changed; emergency_name changed; emergency_phone changed; hourly_rate changed

Team > Employee records: press Open record on a person.

OVERVIEW

TEAM

Team

Visitors

Photos

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

ACCOUNT

* Dark mode

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Team

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20:07:50 Chris Admin ADMIN Log out

Add employee Bulk import Departments Everyone (6)

Everyone (6)

Show former employees

Search by name or department...

Name	Department	Site	Shift	Today	Access	Actions
Anele Mokoena anele@acme.co.za	Warehouse	Default	Default		Web login	Edit Offboard
Chris Admin chris@acme.co.za	Operations	Default	Default		Web login	Edit Offboard
Lerato Dlamini lerato@acme.co.za	Warehouse	Default	Default		Web login	Edit Offboard
Pieter van Wyk pieter@acme.co.za	Warehouse	Default	Default		Web login	Edit Offboard
Sipho Khumalo sipho@acme.co.za	Operations	Default	Default		Web login	Edit Offboard
Thandi Nkosi thandi@acme.co.za	Operations	Default	Default		Web login	Edit Offboard

Team list. The grey badges show Suspended and On leave next to Today.

DEPARTMENT SITE

Operations Company default

JOB DETAILS

Supervisor Permanent 02/15/2021 Save

▼ Employee record (employee number, ID, contact, emergency contact, contract, contracted hours, status)

EMPLOYEE NUMBER

E002

ID / PASSPORT NUMBER

8505055000089

EMPLOYMENT TYPE

Permanent

HOME ADDRESS

12 Jacaranda St, Pretoria

EMERGENCY CONTACT NAME

Sam Nkosi

RELATIONSHIP

Spouse

EMERGENCY PHONE

0829998888

ALTERNATIVE PHONE

CONTRACT START

02/15/2021

CONTRACT END (LEAVE EMPTY IF OPEN-ENDED)

mm/dd/yyyy

CONTRACTED HOURS PER WEEK

45.00

CONTRACTED DAYS PER WEEK

5.0

HOURLY RATE (R) (USED ONLY FOR LABOUR-COST ESTIMATES)

68.50

STATUS

Active

STATUS NOTE

e.g. Disciplinary hearing, maternity

STATUS FROM

mm/dd/yyyy

STATUS UNTIL

mm/dd/yyyy

Save employee record

Recent changes

16 Oct 2026 20:05 — contracted_hours_week: "" → "45"; contracted_days_week: "" → "5"; contract_start: "" → "2021-02-15"; address changed; id_number changed; emergency_name changed; emergency_phone changed; hourly_rate changed

Employee record: employee number, contact details, contract, hourly rate and status.

Fields

- Employee number: must be unique in your company. Payroll exports use it.
- ID or passport number, address and emergency contact: needed for HR files and emergencies.
- Contract start and end: a report lists contracts ending in the next 60 days.

- Contracted hours and days per week: used by the Contracted versus actual hours report.
- Hourly rate: used only for the labour-cost estimates. Leave it empty if you do not want costs.
- Status: Suspended or On leave, with a note and dates. It shows on the Team list. It does not stop the person clocking in; to remove access, use Offboard.
- Recent changes: shows what was changed and when. ID, address, emergency contact and rate changes show as "changed" without the value, to protect personal information.

2. Leave

Employees: request leave

1. Go to My leave > Request leave.
2. Choose the leave type and the dates. Weekends and public holidays are not counted, unless your company's leave type counts them.
3. Attach a supporting document (PDF, JPG or PNG, up to 5 MB) when the leave type needs one, for example a medical certificate for sick leave over 2 days.
4. Submit. Your manager is notified.

The screenshot shows the 'My leave' section of the Pixel Time application. On the left is a dark sidebar with navigation links: OVERVIEW, TIME & LEAVE, My timesheet, My corrections, Shift swaps, My leave (highlighted), and ACCOUNT. The main content area is titled 'My leave' and shows the user's current location as 'Acme Trading (Pty) Ltd · Friday, 16 October' with a timestamp of '20:07:52'. Below this, there are six cards showing leave balances: Annual leave (21 days left), Sick leave (7 days left), Family responsibility (3 days left), Maternity leave (120 days left, Unpaid leave), Parental leave (10 days left, Unpaid leave), and Adoption leave (70 days left, Unpaid leave). A seventh card for Commissioning parental leave (70 days left, Unpaid leave) is partially visible. Below the cards, there is a 'Request leave' button and a link to 'My requests (1)'. The 'Request leave' form is open, showing a dropdown for 'Leave type' set to 'Annual leave', fields for 'Start date' and 'End date' (both with mm/dd/yyyy format and calendar icons), a 'Reason (optional)' text area, and a 'Supporting document' section with a note '(PDF/JPG/PNG; needed for some leave types, e.g. a medical certificate)' and a 'Choose File' button. A blue chat bubble icon is in the bottom right corner of the form area.

Request leave, showing balances and the supporting document field.

- You cannot request leave that overlaps leave you already have pending or approved.
- To cancel: open My requests. Pending leave cancels at once. Approved leave that has not started becomes a cancellation request that your manager approves or refuses. Leave that has started must be cancelled by your manager.

Managers and administrators: approve, decline, cancel

Pixel Time

OVERVIEW
TEAM
SCHEDULING
TIME & LEAVE
Approvals
Timesheets
Corrections
Shift swaps
Leave requests
REPORTS & MONEY
ACCOUNT

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Leave requests

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20:07:54 Chris Admin ADMIN Log out

Annual leave: 21 days left
Sick leave: 10 days left
Family responsibility: 3 days left
Maternity leave: 120 days left, Unpaid leave
Parental leave: 10 days left, Unpaid leave
Adoption leave: 70 days left, Unpaid leave
Commissioning parental leave: 70 days left, Unpaid leave

Log leave Team requests (4) Leave types

Team requests

Calendar view → Export CSV Print

Pieter van Wyk · Annual leave
2 Nov - 6 Nov · 5.0 day(s) [✓] Reason (optional) [✗]

Anele Mokoena · Maternity leave Unpaid
16 Nov - 12 Mar · 85.0 day(s) [✓] Reason (optional) [✗]

Thandi Nkosi · Sick leave
12 Oct - 14 Oct · 3.0 day(s) [Approved] Cancel

Lerato Dlamini · Annual leave
14 Dec - 18 Dec · 5.0 day(s)
Cancellation reason: Wedding postponed [Cancel requested] Approve Refuse

Team requests: approve or decline (with an optional reason), and cancellation requests from employees.

- Approve with the tick, or decline with the cross. The optional reason is shown to the employee and in their email.
- Unpaid leave types show an Unpaid label.
- When an employee asks to cancel approved leave, press Approve to return the days to their balance, or Refuse to keep the leave.
- An administrator or manager can cancel approved leave directly. The days go back to the balance.

Administrators: leave types

1. Go to Leave requests > Leave types.
2. Press Add South African statutory types to add annual, sick, family responsibility, maternity, parental, adoption and commissioning parental leave where you do not have them yet. The days are starting points: check them against your policy and contracts.
3. Edit a type: days per year, carry-over limit, earned at the start of the year or monthly, document needed after N days, paid or unpaid, count weekends.
4. Tick "Also change this year's balances by the difference" if a change to the days should apply to current balances as well.

Leave types

Add South African statutory types

Adds annual, sick, family responsibility, maternity, parental, adoption and commissioning parental leave if you do not have them. The days are starting points; confirm them against your own policy and contracts. Weekends and public holidays are not counted unless you tick "Count weekends".

Name	Days per year
<input type="text" value="Annual leave"/>	<input type="text" value="21"/>
Carry-over to next year (max days)	Needs a document after (days, 0 = never)
<input type="text" value="5"/>	<input type="text" value="0"/>
Earned	☒ Paid leave
<input type="text" value="All at the start of the year"/>	☐ Count weekends and public holidays
	☐ Also change this year's balances by the difference

Delete Annual leave

Name	Days per year
<input type="text" value="Sick leave"/>	<input type="text" value="10"/>
Carry-over to next year (max days)	Needs a document after (days, 0 = never)
<input type="text" value="0"/>	<input type="text" value="2"/>
Earned	☒ Paid leave
<input type="text" value="All at the start of the year"/>	☐ Count weekends and public holidays
	☐ Also change this year's balances by the difference

Delete Sick leave

Name	Days per year
Family responsibility	3

Leave types: each type has its own rules.

- A leave type that has requests against it cannot be deleted. Set its days to 0 instead.
- New-year balances are created automatically on 1 January, with carry-over added up to the limit. The optional daily cron job makes sure they exist even before anyone opens Leave.

3. Pay rules and labour cost

Who: administrators set the rules. Administrators and auditors see labour-cost reports. Managers do not see pay rates.

Set the pay rules

1. Go to Settings > Pay rules.
2. Choose the date the rules start from and the four multipliers. 1 means no extra pay.
3. Save. Each rule applies from its date until the next rule starts. Saving a rule for a date that already has one replaces it.

Settings
Acme Trading (Pty) Ltd · Friday, 16 October
20:07:57 Chris Admin ADMIN Log out

My account Company Branding Locations & kiosk Notifications API & billing **Pay rules** Data & privacy

Pay rules
Multipliers used for the labour-cost estimates in Reports. 1 means no extra pay. Defaults follow the BCEA: overtime at 1.5, Sunday and public holiday work at 2 (1.5 on Sundays where the employee normally works Sundays). Night work (18:00 to 06:00) has no fixed BCEA multiplier; it needs an allowance or transport, so it starts at 1. Each rule applies from its date until the next rule starts. These are estimates for budgeting; your payroll system stays the authority on pay.

From 1 Oct 2026
Overtime ×1.5 · Sunday ×1.5 · Public holiday ×2 · Night ×1.1 Remove

From 1 Jan 2026
Overtime ×1.5 · Sunday ×2 · Public holiday ×2 · Night ×1 Remove

Add or change a rule

Applies from
10/01/2026

Overtime × Sunday ×
1.5 2

Public holiday × Night ×
2 1

Save rule

Saving a rule for a date that already has one replaces it. Set each employee's hourly rate on the Team page under Employee record.

Pay rules with two rules in force (from 1 January and from 1 October).

- BCEA starting point: overtime 1.5, Sunday and public holiday work 2 (1.5 where the employee normally works Sundays). Night work (18:00 to 06:00) has no fixed multiplier, so it starts at 1.
- Set each employee's hourly rate in Employee record. Employees with no rate cost R0 in the reports and appear in "Employees with no hourly rate".
- These are estimates for budgeting. Your payroll system remains the authority on pay.

How a day is costed

- Ordinary hours are paid at the hourly rate. On a Sunday or public holiday they use that day's multiplier.
- Overtime hours use the overtime multiplier, or the Sunday or holiday multiplier if it is higher.
- Night hours add the night multiplier's extra on top.
- Example: R100 an hour, 9 hours on a normal Monday with 1 hour overtime = $8 \times R100 + 1 \times R150 = R950$.

4. More reports

Where to find them

1. Go to Reports and open the More reports tab.
2. Choose a report from the list (grouped by topic), set From and To, and press Show.
3. Use Export CSV or Print.

The screenshot shows the Pixel Time software interface. On the left is a dark sidebar with a menu including Overview, Team, Scheduling, Time & Leave, Reports & Money, and Account. The 'Reports' section is expanded, showing options like Report builder, Payroll export, Audit log, and ACCOUNT. The main area is titled 'Reports' and shows 'Acme Trading (Pty) Ltd · Friday, 16 October' with a clock at 20:08:00 and user 'Chris Admin'. A navigation bar includes options like Options, Daily register, Hours & overtime, Late & early leave, Absence & Bradford, Who is in now, Working-time check, and 'More reports' (which is active). Below this, the 'Labour cost estimate by employee' report is displayed. It has a dropdown menu set to 'Labour cost estimate by employee', date pickers for 'From' (10/01/2026) and 'To' (10/16/2026), and buttons for 'Show', 'Export CSV', and 'Print'. A note states: 'Ordinary hours are worked hours less overtime (Sunday and holiday hours are included in the ordinary/overtime columns and shown separately for reference). Estimate only.' The report table has columns: Employee, Hourly rate, Ordinary hours, Overtime, Sunday hours, Public holiday hours, Night hours, and Estimated cost. The data rows are as follows:

Employee	Hourly rate	Ordinary hours	Overtime	Sunday hours	Public holiday hours	Night hours	Estimated cost
Anele Mokoena	R50.00	30h 0m	0h 0m	0h 0m	5h 0m	0h 0m	R1,750.00
Lerato Dlamini	R42.00	88h 0m	0h 0m	0h 0m	8h 0m	0h 0m	R4,032.00
Pieter van Wyk	R55.00	110h 30m	6h 30m	18h 0m	9h 0m	0h 0m	R7,562.50
Sipho Khumalo	R48.00	117h 0m	26h 0m	22h 0m	11h 0m	143h 0m	R9,086.40
Thandi Nkosi	R68.50	93h 30m	11h 0m	0h 0m	9h 30m	0h 0m	R8,151.50

Labour cost estimate by employee (administrators and auditors only).

Reports added with these features

Report	What it shows
Labour cost estimate by employee, department, branch	Hours, overtime and estimated cost from rates and pay rules.
Employees with no hourly rate	Who is missing a rate.
Overtime, Sunday, public holiday and night hours	Premium hours per employee. No pay rates, so managers can use it for their department.
Contracted versus actual hours	Weekly contracted hours scaled to your date range against hours worked.
Employee register	Number, type, start date, contracted hours, status.
Missing or duplicate employee numbers	Fix these before a payroll export.
Employees with no emergency contact	Who still needs one.
Contracts ending soon or already ended	Next 60 days and any past end date.
Suspended and on-leave employees	Current status with dates and notes.
Unpaid leave days by employee	For payroll deductions.
Cancelled leave and cancellation requests	With the reasons given.
Leave that needs a document but has none	For example sick leave over 2 days with no certificate.
Leave types and rules, Pay rules in force	A printable copy of your current setup.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
 - Reports**
 - Report builder
 - Payroll export
 - Audit log
- ACCOUNT

Reports

Acme Trading (Pty) Ltd · Friday, 16 October

20:08:03 Chris Admin [ADMIN](#) [Log out](#)

ptions Daily register Hours & overtime Late & early leave Absence & Bradford Who is in now Working-time check [More reports](#)

Contracted versus actual hours

Report

Contracted versus actual hours

From

10/05/2026

To

10/11/2026

Show

Export CSV

Print

Contracted hours are pro-rated by the number of days in the date range (days ÷ 7 × weekly hours). Only people with contracted hours set are listed.

Employee	Department	Contracted h/week	Contracted in period	Actual worked	Difference	Actual as % of contract
Anele Mokoena	Warehouse	24	24h 0m	15h 0m	-9h 0m	62.5%
Lerato Dlamini	Warehouse	30	30h 0m	40h 0m	+10h 0m	133.3%
Pieter van Wyk	Warehouse	45	45h 0m	54h 0m	+9h 0m	120.0%
Sipho Khumalo	Operations	48	48h 0m	66h 0m	+18h 0m	137.5%
Thandi Nkosi	Operations	45	45h 0m	47h 30m	+2h 30m	105.6%

Contracted versus actual hours for the week 5 to 11 October.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
 - Reports**
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Reports

Acme Trading (Pty) Ltd · Friday, 16 October

20:08:07 Chris Admin [ADMIN](#) [Log out](#)

ptions Daily register Hours & overtime Late & early leave Absence & Bradford Who is in now Working-time check [More reports](#)

Employee register (numbers, type, contract, status)

Report

Employee register (numbers, type, contract, status)

From

10/01/2026

To

10/16/2026

Show

Export CSV

Print

Current active staff; the dates are ignored. ID numbers are not shown, only whether one is on file.

Employee	Employee no.	Department	Type	Start date	Contracted h/week	Status	ID number on file
Anele Mokoena	E006	Warehouse	Part-time	18 Sep 2023	24	Active	No
Chris Admin	E001	Operations	Permanent	1 Mar 2019		Active	No
Lerato Dlamini	E004	Warehouse	Casual	10 Jan 2024	30	Suspended	No
Pieter van Wyk	E003	Warehouse	Full-time	1 Jun 2022	45	On leave	No
Sipho Khumalo	E005	Operations	Contract	3 Mar 2025	48	Active	No
Thandi Nkosi	E002	Operations	Permanent	15 Feb 2021	45	Active	Yes

Employee register.

- Managers only see people in their own department in every report.
- The night-hours report counts 18:00 to 06:00, the period the BCEA treats as night work.

5. Payroll export controls

Who: administrators set pay codes. Administrators, managers (own department) and auditors can see the page. Auditors cannot change settings.

Warnings before you export

Open Payroll export and choose the dates. The page now checks the range before you download.

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Payroll export
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20:22:17 Chris Admin ADMIN Log out

Export Pay codes Export history (1) Column profiles (0)

Export hours for payroll
Downloads a CSV with regular hours, overtime, and attendance counts per employee for the date range below.

This range (5 Oct - 11 Oct 2026) will export 5 employees · 224.5h regular · 0.0h overtime — check this looks right for the range before downloading.

Check: Unapproved overtime is left out for 1 employee(s): Thandi Nkosi. Approve it first if it should be paid.

This period was already exported on 16 Oct 2026 20:21 (5 employees). To export it again, give a reason below.

File layout
One line per employee (all columns)

Reason for exporting again
e.g. Corrected Alice's Sunday hours

From
10/05/2026

To
10/11/2026

Download CSV

Need this to match a specific column layout your payroll system expects (Sage, PaySpace, or anything else)? Build a **Column profile** on the next tab — pick which columns to include and rename each header to match exactly what your system needs.

A red "Fix before export" item stops the download. A "Check" item is a reminder.

- Fix before export: an employee with no employee number, two employees with the same number, or hours with no pay code (pay-code layout only).
- Check: unapproved overtime is left out of the file. Approve it first if it should be paid.

Set pay codes

1. Open Payroll export > Pay codes.
2. Type the code your payroll system uses for regular, overtime, Sunday and public holiday hours.
3. Save. Two hour types cannot share one code.

Pixel Time

OVERVIEW TEAM SCHEDULING TIME & LEAVE REPORTS & MONEY

Reports

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Payroll export

Acme Trading (Pty) Ltd · Friday, 16 October

20:22:18 🚨 Chris Admin ADMIN Log out

Export **Pay codes** Export history (1) Column profiles (0)

Pay codes

Type the code your payroll system uses for each kind of hours. They are used by the "one line per pay code" layout. Leave a type blank if you do not pay it separately. Hours with no code stop that layout from exporting, so nothing is silently dropped.

Regular hours
1000

Overtime hours
1500

Sunday hours
2000

Public holiday hours
2100

Save pay codes

Pay codes tab.

Then choose File layout: One line per pay code. The file has Employee No, Employee, Pay code and Hours, one line for each code an employee has hours for.

Exporting the same period twice

Pixel Time

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Payroll export

Acme Trading (Pty) Ltd · Friday, 16 October

20:22:50 🚨 Chris Admin ADMIN Log out

Export **Pay codes** Export history (1) Column profiles (0)

Export hours for payroll

Downloads a CSV with regular hours, overtime, and attendance counts per employee for the date range below.

This range (5 Oct - 11 Oct 2026) will export 5 employees · 224.5h regular · 0.0h overtime — check this looks right for the range before downloading.

Check: Unapproved overtime is left out for 1 employee(s): Thandi Nkosi. Approve it first if it should be paid.

This period was already exported on 16 Oct 2026 20:21 (5 employees). To export it again, give a reason below.

File layout
One line per pay code (Employee No, Pay code, Hou

Reason for exporting again
e.g. Corrected Alice's Sunday hours

From
10/05/2026

To
10/11/2026

Download CSV

Need this to match a specific column layout your payroll system expects (Sage, PaySpace, or anything else)? Build a **Column profile** on the next tab — pick which columns to include and rename each header to match exactly what your system needs.

A period that was already exported asks for a reason before it can be exported again.

- The reason is saved in the export history and in the audit log.

Export history and changes after export

1. Open Payroll export > Export history.
2. Press Check for changes next to an export.

The screenshot shows the Pixel Time application interface. On the left is a dark sidebar with navigation links: OVERVIEW, TEAM, SCHEDULING, TIME & LEAVE, REPORTS & MONEY, Reports, Report builder, Payroll export (highlighted), Audit log, and ACCOUNT. The main content area is titled 'Payroll export' and shows 'Acme Trading (Pty) Ltd · Friday, 16 October' with a timestamp of 20:22:52 and a user 'Chris Admin' with a 'Log out' button. Below this are tabs for 'Export', 'Pay codes', 'Export history (1)', and 'Column profiles (0)'. The 'Export history' tab is active, displaying a table with columns: When, By, Period, Layout, Employees, Regular h, Overtime h, Repeat reason, and a 'Check for changes' button. The table contains one entry for '16 Oct 2026 20:21' by 'Chris Admin' for the period '2026-10-05 to 2026-10-11' with 5 employees, 222.50 regular hours, and 0.00 overtime hours. Below the table is a section titled 'Changed since export #1' with a table showing changes for 'Thandi Nkosi', specifically 'Regular hours (incl. manual adjustments): 47.50 to 50.50'. At the bottom of this section is a text prompt: 'Tell payroll about these, or export the period again with a reason.' A 'Dark mode' toggle is visible in the sidebar, and a chat bubble icon is in the bottom right corner.

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Payroll export

Acme Trading (Pty) Ltd · Friday, 16 October

20:22:52 Chris Admin ADMIN Log out

Export Pay codes **Export history (1)** Column profiles (0)

Export history

Every download is recorded with the numbers it contained. "Check for changes" compares those numbers with today's, so you can see anything that was corrected after the file went to payroll.

When	By	Period	Layout	Employees	Regular h	Overtime h	Repeat reason
16 Oct 2026 20:21	Chris Admin	2026-10-05 to 2026-10-11	Pay codes	5	222.50	0.00	<button>Check for changes</button>

Changed since export #1

Employee	What changed
Thandi Nkosi	Regular hours (incl. manual adjustments): 47.50 to 50.50

Tell payroll about these, or export the period again with a reason.

Each export keeps a copy of its numbers. The comparison names anyone whose hours changed afterwards.

- Tell payroll about the changes, or export the period again with a reason.

6. Who can see what

Feature	Admin	Manager	Auditor	Employee
Employee record (edit)	Yes	No	No	No
Request and cancel own leave	Yes	Yes	No	Yes
Approve, decline, cancel others' leave	Yes	Own department	No	No
Leave types	Yes	No	No	No
Pay rules	Yes	No	No	No
Labour cost reports (pay rates)	Yes	No	Yes	No
Other More reports	Yes	Own department	Yes	No
Payroll export: pay codes	Yes	No	View only	No
Payroll export: download	Yes	Own department	Yes	No

7. Good to know

- The leave type days (maternity, parental, adoption and so on) are starting points. Confirm them against your own policy, contracts and current labour law.
- Leave days are now working days. Leave requested before this update keeps the days it was saved with.
- A suspended employee can still clock in. Use Offboard to remove access.
- Labour cost is an estimate. Check payroll against your payroll system before paying anyone.