DIANO

DIANO ACADEMY · CHECK

# DIANO for HR Payroll: the check

Answer on your own. Choose one answer for each question unless it says otherwise.

**Track:** G: General employees · **Version:** 5 November 2026

DIANO, by DIALE Consulting (Pty) Ltd · info@diale.co.za · 087 265 3889

# DIANO for HR Payroll: the check

| NAME | DATE |
| --- | --- |
| COMPANY | SCORE / 12 |

**1. Which plan includes HR and payroll?**

- □ a) Free
- □ b) Starter
- □ c) Growth
- □ d) Every plan

**2. What is the order of a payroll run?**

- □ a) Finalise, Calculate, Create, Approve
- □ b) Create the run, Calculate, Approve run, Finalise run
- □ c) Approve, Create, Pay
- □ d) Calculate, Pay, Create

**3. Who presses Approve run?**

- □ a) Always the person who prepared it
- □ b) Someone other than the person who prepared it (if you are the only one, you type a reason)
- □ c) The bank
- □ d) SARS

**4. A finalised run is wrong. What do you do?**

- □ a) Edit the payslips
- □ b) Reverse this run with a reason, then Create the corrected run
- □ c) Delete the employee
- □ d) Ignore it

**5. How do employees get their payslips?**

- □ a) DIANO e-mails them
- □ b) You open the run, press Payslip, Download PDF, and give or send it yourself
- □ c) By SMS
- □ d) They print them in DIANO Drive

**6. Where does DIANO make the EMP201 from?**

- □ a) Your finalised payroll runs
- □ b) The bank statement
- □ c) Draft runs
- □ d) The leave register

**7. What does the EMP201 screen say?**

- □ a) "Filed with SARS"
- □ b) "Preview — check with your tax practitioner"
- □ c) "Final"
- □ d) Nothing

**8. Who submits the EMP201 to SARS?**

- □ a) DIANO
- □ b) You, on SARS eFiling; then you record it as submitted in DIANO
- □ c) The employee
- □ d) DIANO Support

**9. Which days are not counted as leave days?**

- □ a) Mondays
- □ b) Weekends and public holidays
- □ c) Fridays
- □ d) None

**10. Declining a leave request needs what?**

- □ a) A doctor's note
- □ b) A reason
- □ c) The employee's password
- □ d) Nothing

**11. What is the overtime rate for a Sunday?**

- □ a) 1×
- □ b) 1.5×
- □ c) 2×
- □ d) 3×

**12. You send DIANO Support a screenshot about a payroll problem. What must it not show?**

□ a) The menu

□ b) ID numbers, bank details or payslips

□ c) The date

□ d) The error message

Pass mark: 10 out of 12. Your trainer marks this check. Nothing you write here is stored by DIANO.