

Chapter 6: Payroll

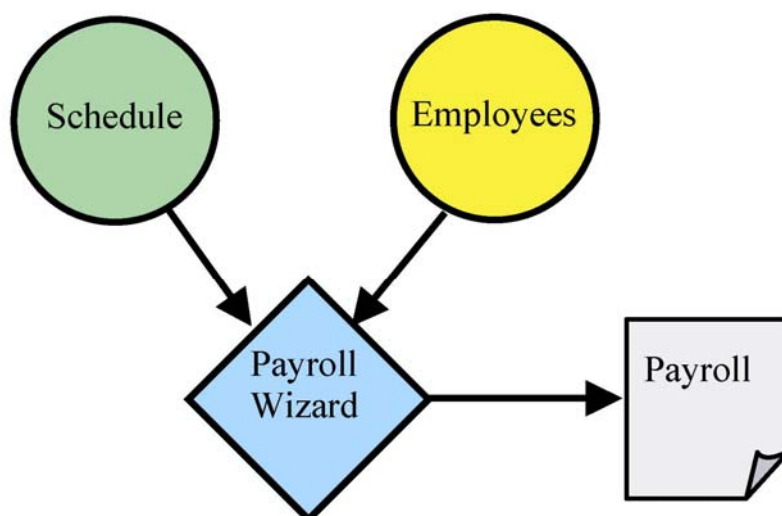
Outline

In this module we will cover:


1. Payroll Wizard
2. Payroll Workbench Review
3. Print Payslips
4. Earning Summary Report
5. Committing a Payroll
6. Electronic Payments

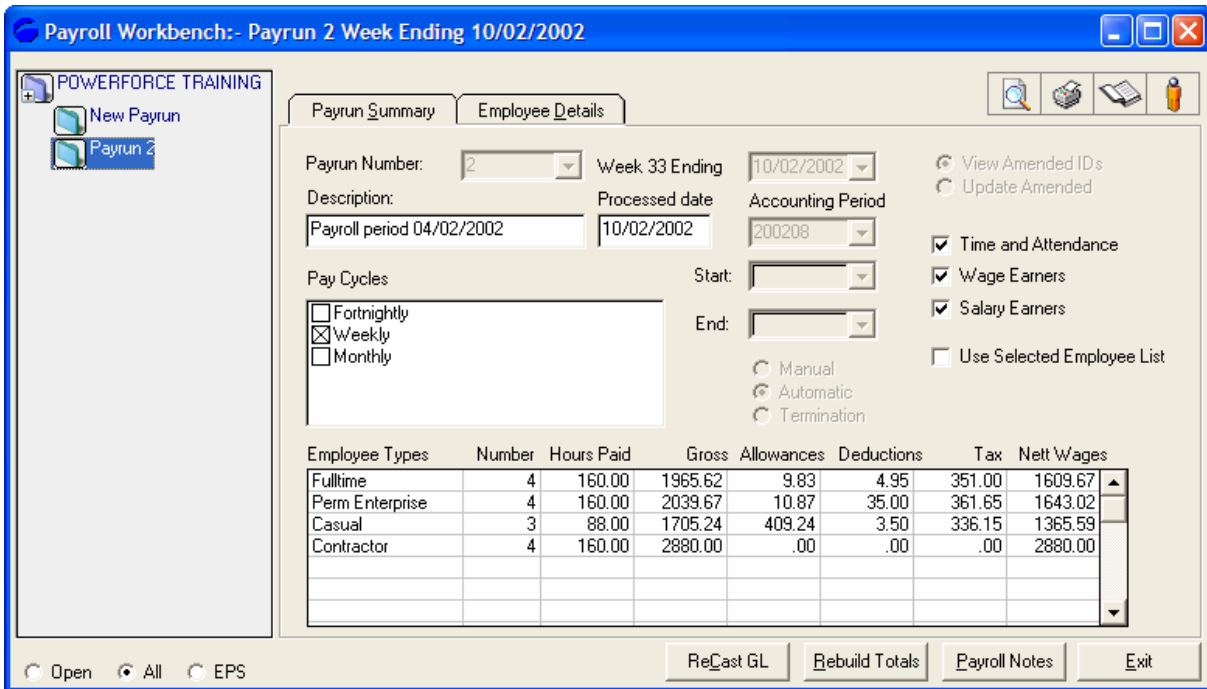
Payroll Wizard

The payroll wizard is the tool used to generate a pay run. The pay run is based on the data in the scheduling system. This information tells the payroll system who worked, and what hours they worked.



Running the Payroll Wizard

1. Open from the Navigator “Payroll / Payroll Workbench”
 - A. Check “All” to show all pay runs
 - B. Double Click  “Payrun 2” to display the pay run details
 - C. The workbench will be discussed in more detail later



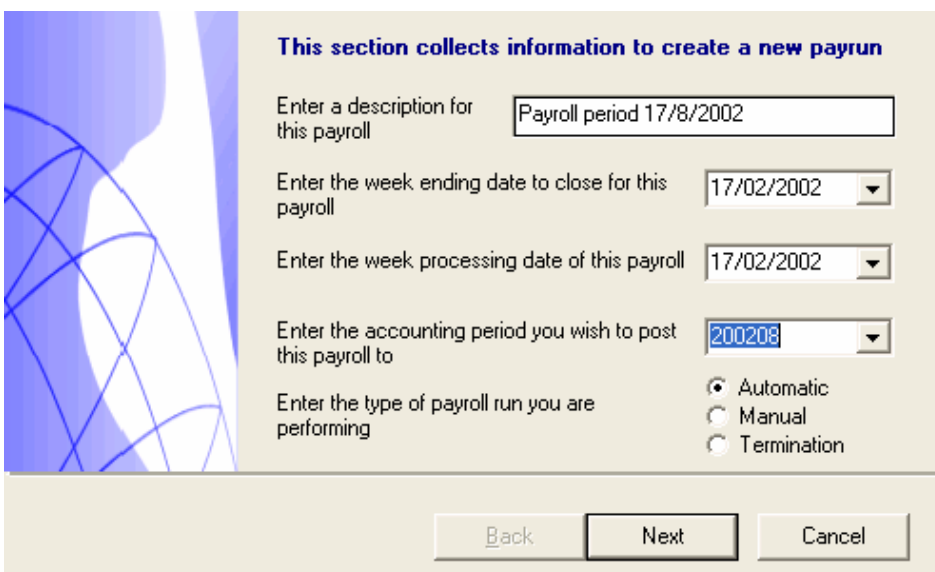
Generate a Pay Run

Pay runs are generated by using the “New Payrun” wizard. However the workbench must be open to run the wizard.


Practice

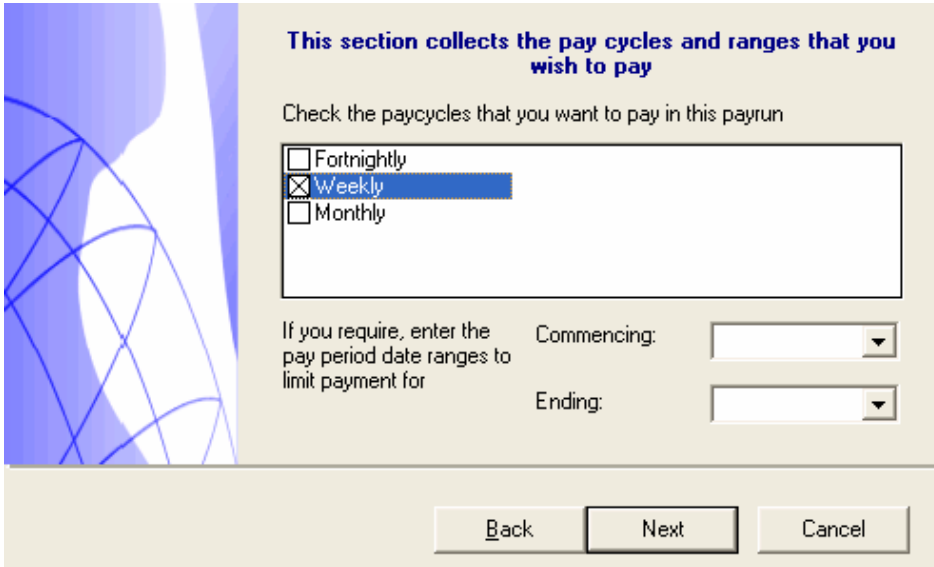
Outcome: Demonstrate how to generate a new pay run

1. Double click  **New Payrun** in the top left of the window



2. Enter the description as indicated
3. Select a “Week Ending” date of “17/02/2002”

- A. This is very important – if the wrong date is selected the example will not produce the planned results
4. Complete the rest of the window as indicated
5. Click  to proceed



This section collects the pay cycles and ranges that you wish to pay


Check the paycycles that you want to pay in this payrun

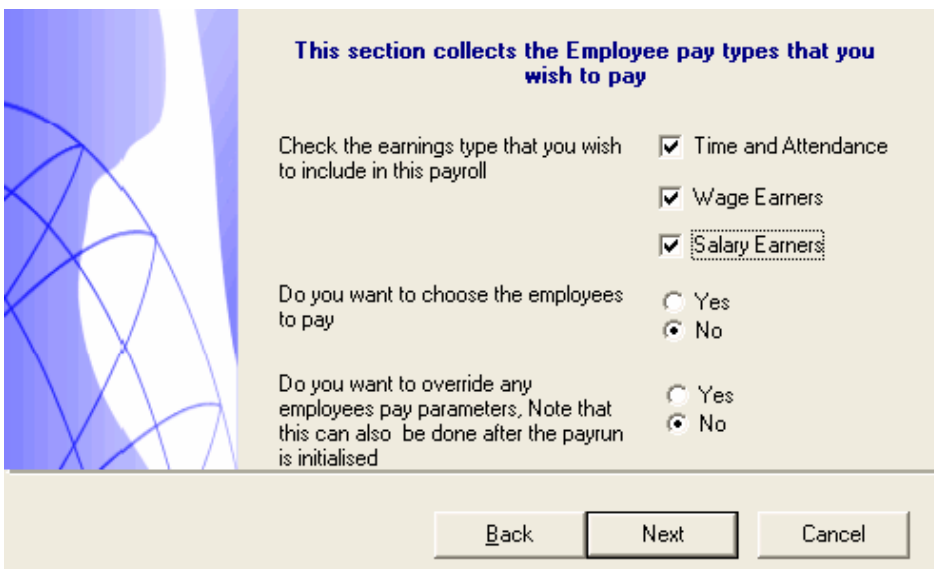
Fortnightly
 Weekly
 Monthly

If you require, enter the pay period date ranges to limit payment for

Commencing:

Ending:

6. Check the “Weekly” box
- A. All employees used in this example are paid on a weekly pay cycle
- B. Use the “Commencing” and “Ending” fields to control the date range if required
7. Click  to proceed



This section collects the Employee pay types that you wish to pay

Check the earnings type that you wish to include in this payroll

Time and Attendance
 Wage Earners
 Salary Earners

Do you want to choose the employees to pay

Yes
 No

Do you want to override any employees pay parameters. Note that this can also be done after the payrun is initialised

Yes
 No

8. Check as indicated



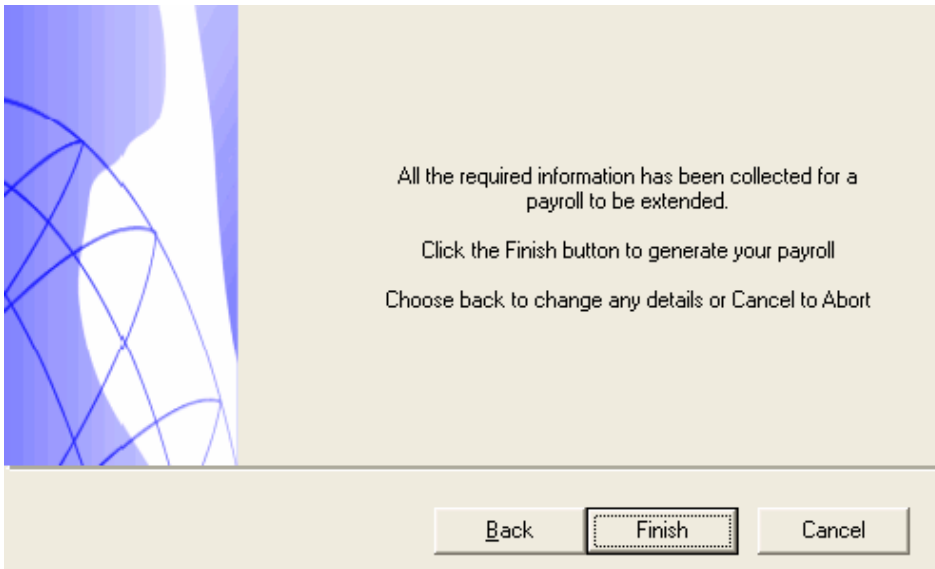
Time and Attendance
 Wage Earners
 Salary Earners


9. Answer “No” to the questions

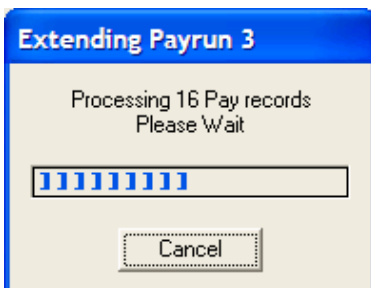
Do you want to choose the employees to pay Yes No

Do you want to override any employees pay parameters. Note that this can also be done after the payrun is initialised Yes No

10. Click  to proceed



11. Click  to start processing the pay run



12. Various messages will be displayed to indicate the status of the pay run

13. When the pay run is complete an exception report will be created

A. If it does not appear on the screen check the task bar



14. The report should look like this

A. The listed employees did not work during this pay run

B. William Stevens appears separately as he did not work and also had deductions

C. You may also have a record for John Practice if you did the add employee practice session

[PAYRUN EXCEPTIONS]

POWERFORCE TRAINING
Payrun 3

Date 24/10/2003

List of Employees for whom no pay was produced This can be for various reasons, the main reason being they are paid by the hour and have worked no hours this pay period, and they have NO standard allowances or deductions

EmpId	Name
PWR-005	Alison Joan Adams
PWR-007	John Brown
PWR-008	Anthony Brown
PWR-010	Alison Brown
PWR-014	Debbie Lithgow





List of Employees Rejected From Payrun for the Following Specific Reasons

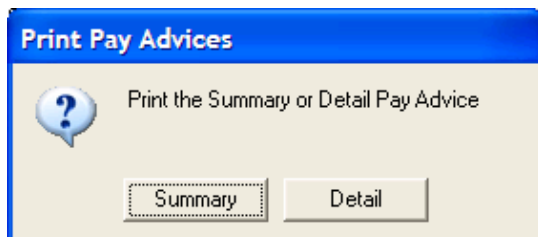
EmpId	Name	Reasons
PWR-205	WILLIAM STEVENS	Active Employee with no Hours Worked this paycycle





Print Payslips

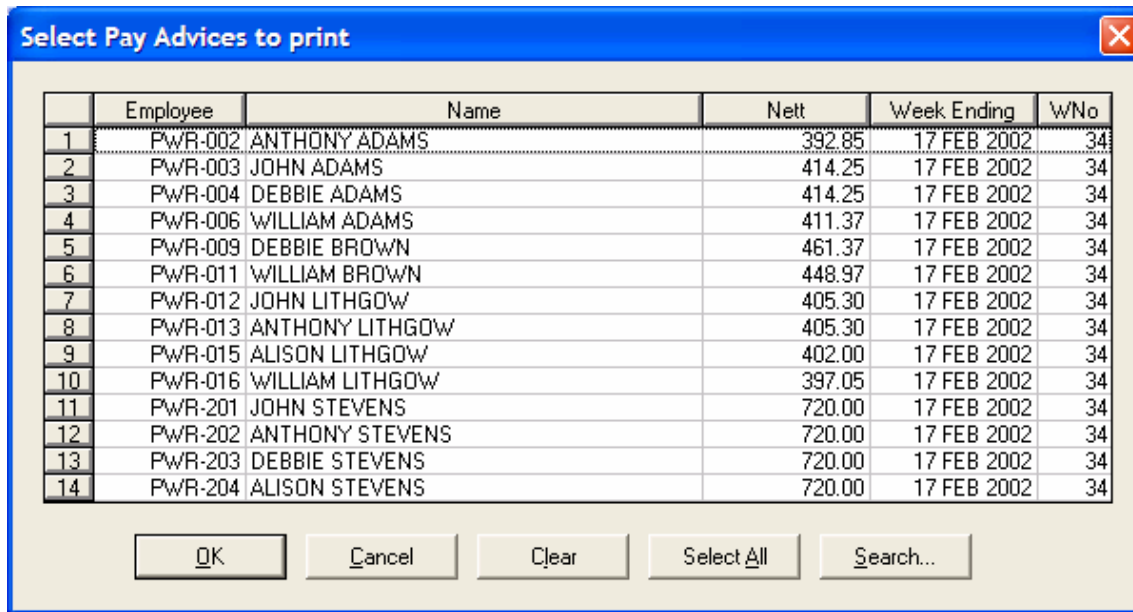
Practice

Outcome: Demonstrate how to generate the employee pay advice slips

1. To print pay slips, click  the  button at the top right of the Payroll Workbench
2. You will be asked if you want “Detailed” or “Summary” pay slips
 - A. Click  



3. You will now have the opportunity to select some or all of the pay slips
 - A. Click  
 - B. Click  



4. Each selected pay advice will now be printed

**POWERFORCE TRAINING
ABN 589 458 265 369
PAY ADVICE**

ANTHONY J ADAMS
1313 Mocking Bird Lane
PARRAMATTA NSW 2150

Pay Method: EFT

		Date Paid		17/02/2002				
Employee	Position	Period	Pay-Point	Payrun	Page			
PWR-002	ENTERPRISE GUARD L1	11/02/2002-17/02/2002	01	3	1 OF 1			
Reference	Description	Start	Finish	Hours				
11/02/2002	NSW	00:00	08:00	8.00				
12/02/2002	NSW	00:00	08:00	8.00				
13/02/2002	NSW	00:00	08:00	8.00				
14/02/2002	NSW	00:00	08:00	8.00				
15/02/2002	NSW	00:00	08:00	8.00				
Day	Date	Rate	Normal	T&1/2	DT	DT&1/2	T3	Totals
Monday	11/02/2002	12.6800	8.00					101.44
Tuesday	12/02/2002	12.6800	8.00					101.44
Wednesday	13/02/2002	12.6800	8.00					101.44
Thursday	14/02/2002	12.6800	8.00					101.44
Friday	15/02/2002	12.6800	8.00					101.44
Total Hours Paid		40.00	40.00					
Total Value			\$507.20					\$507.20



Less Before Tax Deductions	Employee Superannuation	35.00	\$472.20
Less Tax	TAX	79.35	\$392.85
	Nett Pay		\$392.85

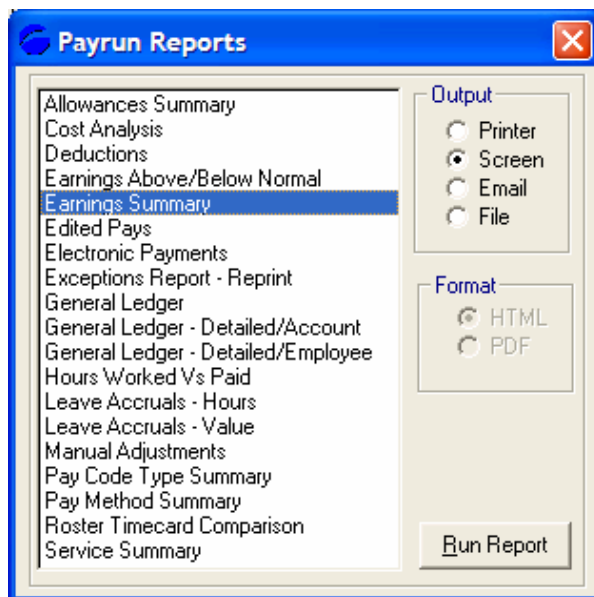
Earning Summary Report


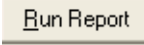
If you wish to check the payroll prior to printing the Pay Advice Slips run an “Earning Summary Report”

Practice

Outcome: Demonstrate how to generate a report showing employee earnings

1. Click  the  (pay run reports) button located at the top right of the Payroll Workbench



2. Select “Earning Summary”
3. Click  the  button

[Employment Type Summary]


POWERFORCE TRAINING
PAYRUN 3 Week Ending 17/02/2002


Date 12/03/2002

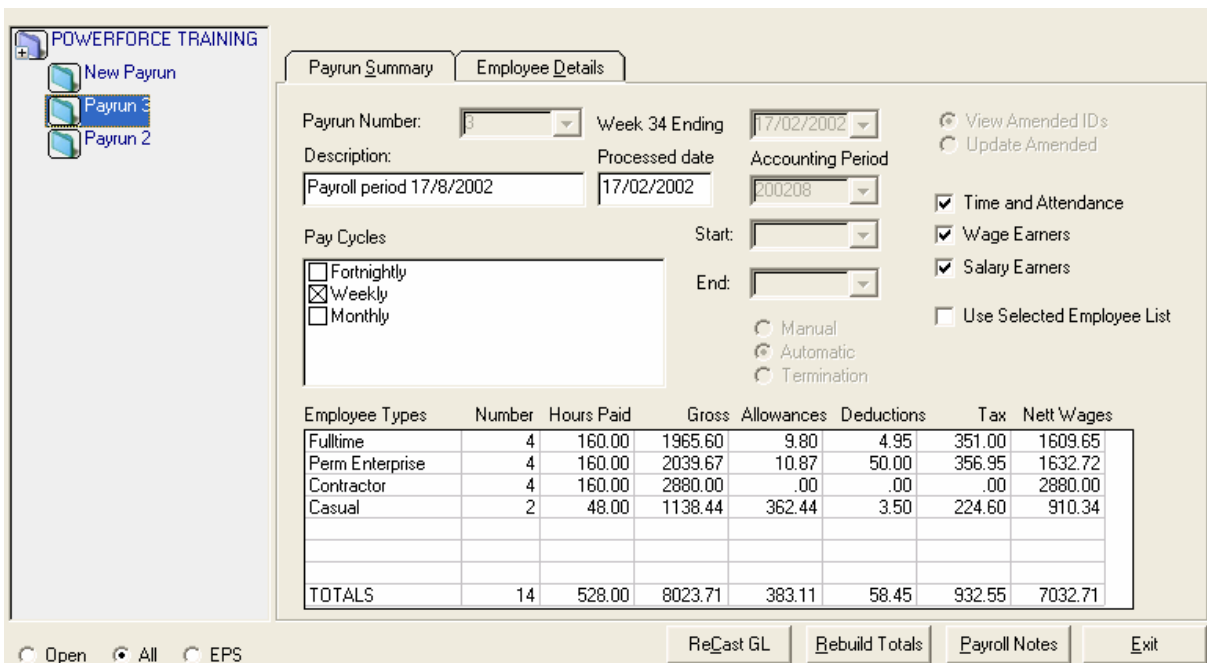
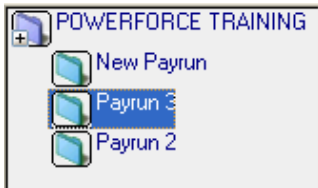
Empld	Name	EmpDate	Hours	Gross	Allowances	Deductions	Tax	Nett	PayBy
PWR-011	William Brown	14/01/2002	24.00	562.72	174.72	3.50	110.25	448.97	Eft
PWR-009	Debbie Brown	14/01/2002	24.00	575.72	187.72	.00	114.35	461.37	Eft
Totals CASUAL			48.00	1138.44	362.44	3.50	224.60	910.34	
PWR-204	Alison Stevens	04/02/2002	40.00	720.00	.00	.00	.00	720.00	
PWR-203	Debbie Stevens	04/02/2002	40.00	720.00	.00	.00	.00	720.00	
PWR-202	Anthony Stevens	04/02/2002	40.00	720.00	.00	.00	.00	720.00	
PWR-201	John Stevens	04/02/2002	40.00	720.00	.00	.00	.00	720.00	
Totals CONTRACTOR			160.00	2880.00	.00	.00	.00	2880.00	
PWR-006	William Adams	14/01/2002	40.00	518.07	10.87	.00	96.40	421.67	Eft
PWR-004	Debbie Adams	14/01/2002	40.00	507.20	.00	.00	92.95	414.25	Eft
PWR-003	John Adams	07/01/2002	40.00	507.20	.00	.00	92.95	414.25	Eft
PWR-002	Anthony Adams	07/01/2002	40.00	507.20	.00	35.00	79.35	392.85	Eft
Totals ENTERPRISE			160.00	2039.67	10.87	35.00	361.65	1643.02	
PWR-016	William Lithgow	04/02/2002	40.00	488.95	.00	4.95	86.95	397.05	Eft
PWR-015	Alison Lithgow	04/02/2002	40.00	488.95	.00	.00	86.95	402.00	Eft
PWR-013	Anthony Lithgow	04/02/2002	40.00	493.86	4.91	.00	88.55	405.31	Eft
PWR-012	John Lithgow	14/01/2002	40.00	493.86	4.91	.00	88.55	405.31	Eft
Totals FULLTIME			160.00	1965.62	9.83	4.95	351.00	1609.67	
Grand Totals			528.00	8023.73	383.14	43.45	937.25	7043.03	


Payroll Workbench Review

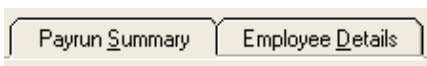
Outcome: Explain how to show an individual employee details

1. The Payroll Workbench contains summary information for the selected pay run
 - A. Double click  “All” at the bottom left of the screen to display pay runs

Open All EPS
 - B. Double click  a pay run to display its details



2. Click  the “Employee Details” tab for employee specific information



ALL

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z
ALL

ADAMS ANTHONY
ADAMS JOHN
ADAMS DEBBIE
ADAMS WILLIAM
BROWN DEBBIE
BROWN WILLIAM
LITHGOW JOHN
LITHGOW ANTHONY
LITHGOW ALISON
LITHGOW WILLIAM
STEVENS JOHN
STEVENS ANTHONY
STEVENS DEBBIE
STEVENS ALISON

Payrun Summary Employee Details

Employee Payroll Overrides

Pay Weeks: 1.0000 Suspend To: Hold

Tax Weeks: 1.0000 Pay Type: Normal

Edit Payroll

Adjustments made after payrun

View Adjustments Detail

Adjustments made before payrun

Pay Summary View EPS Print

17/02/2002	Normal Hours	13.0000	16.00	208.00	▲
	Time 1/2	18.0000	2.00	36.00	
	Double Time	24.0000	6.00	144.00	
	Saturday Loadir	6.5000	8.00	52.00	▼

Wages Breakdown

Before Tax

24.00 Hrs 388.00

Allowances 174.72

Deductions

Taxable Earnings

Taxable 562.72

Tax Amount 110.25

After Tax

Allowances

Deductions 3.50

Nett Pay 448.97

Display # ReCast GL Rebuild Totals Payroll Notes Exit

3. Double click  the employee's name to show his details

- ADAMS ANTHONY
ADAMS JOHN
ADAMS DEBBIE
ADAMS WILLIAM
BROWN DEBBIE
BROWN WILLIAM
LITHGOW JOHN
LITHGOW ANTHONY
LITHGOW ALISON
LITHGOW WILLIAM
STEVENS JOHN
STEVENS ANTHONY
STEVENS DEBBIE
STEVENS ALISON





Employee Payroll Overrides Pay Weeks: <input type="text" value="1.0000"/> Suspend To: <input type="text" value=""/> <input type="checkbox"/> Hold Tax Weeks: <input type="text" value="1.0000"/> Pay Type: <input type="text" value="Normal"/>					Wages Breakdown Before Tax 40.00 Hrs <input type="text" value="488.95"/> Allowances <input type="text"/> Deductions <input type="text"/>																
<input type="button" value="Edit Payroll"/>					Adjustments made after payrun <input type="text"/>																
<input type="button" value="View Adjustments Detail"/>					Adjustments made before payrun <input type="text"/>																
Pay Summary <input type="button" value="View EPS"/> <input type="button" value="Print"/>					Taxable Earnings Taxable <input type="text" value="488.95"/> Tax Amount <input type="text" value="86.95"/>																
<table border="1"> <tr> <td>17/02/2002</td> <td>Normal Hours</td> <td>12.2237</td> <td>40.00</td> <td>488.95</td> </tr> <tr> <td></td> <td>LHMU Union Fe</td> <td>4.9500</td> <td>1.00</td> <td>4.95</td> </tr> <tr> <td></td> <td>Tax</td> <td></td> <td></td> <td>86.95</td> </tr> </table>					17/02/2002	Normal Hours	12.2237	40.00	488.95		LHMU Union Fe	4.9500	1.00	4.95		Tax			86.95	After Tax Allowances <input type="text"/> Deductions <input type="text" value="4.95"/> Nett Pay <input type="text" value="397.05"/>	
17/02/2002	Normal Hours	12.2237	40.00	488.95																	
	LHMU Union Fe	4.9500	1.00	4.95																	
	Tax			86.95																	

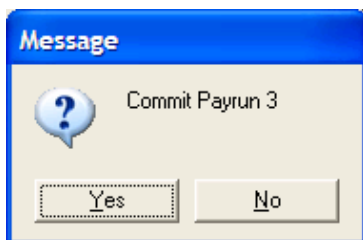
Committing a Payroll

A pay run can be rerun again and again, if required, until it has been committed. This step informs the system to lock in the pay details so that banking details can be generated.

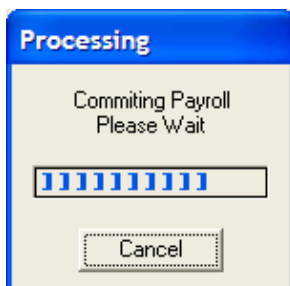
Practice

Outcome: Demonstrate how to prevent changes to a completed pay run

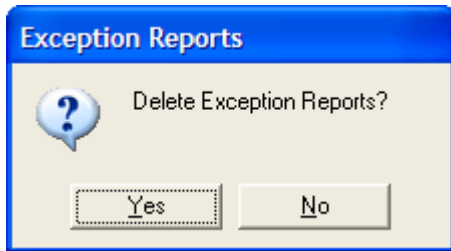
1. From the Payroll Workbench click  the “Pay Run Summary” tab
2. Double click  the pay run
3. Click  the  button at the top right of the window





4. Click  the button



5. Messages will be displayed indicating the status of the process



6. Exception reports are stored as PDF files (Portable Document Format)

- A. Click  to remove the old report
- B. Clicking  will leave the report for later use

7. Once complete the  commit button will be removed





Electronic Payments

Once a pay run has been committed the electronic payment can be generated and then the file for the bank can be produced. The setup details for this are completed as an administration function and are covered in the Administration manual supplied with PowerForce.

Practice

Outcome: *Demonstrate how to create an Electronic Payment File*

1. Click  the  electronic payment button at the top right of the Payroll Workbench

	Source	Type	Reference	Entries	Amount	Include
1						
2						
3						
4						
5						
6						
7						
8						
9						

2. Select "Generate Deposit"

Process to Run


- Recreate Deposit
- Generate Deposit
- Void Payments
- View ALL Outstanding
- View Current Payrun Only
- Rejected Deposits
- Confirm Transmission

3. The payment will automatically be created and displayed in the deposit summary

Deposit Summary

	Source	Type	Reference	Entries	Amount	Include
1	PAY	DEP	3	10	4152.71	Yes

Complete Deposit Total 4152.71


4. To create a report of the payments, click  Print Reports at the bottom right of the window

[EPS_DEPOSIT]

POWERFORCE TRAINING
Remittance No 2
POWERFORCE TRAINING 127-345 137629

Date 12/03/2002

Employee	Account Name	BSB	Account No	Amount	Lodgement	RemitNo	Source	Payrun
PWR-004	DEBBIE ADAMS	012-105	125896	414.25		2	PAY	3
PWR-011	WILLIAM BROWN	012-010	2569785	448.97		2	PAY	3
PWR-015	ALISON LITHGOW	012-138	458956	402.00		2	PAY	3
PWR-006	WILLIAM ADAMS	012-044	314687	421.67		2	PAY	3
PWR-003	JOHN ADAMS	012-011	126874	414.25		2	PAY	3
PWR-016	WILLIAM LITHGOW	012-146	4789012	397.05		2	PAY	3
PWR-012	JOHN LITHGOW	012-011	125987	405.31		2	PAY	3
PWR-009	DEBBIE BROWN	012-055	1268732	461.37		2	PAY	3
PWR-013	ANTHONY LITHGOW	012-003	256978	405.31		2	PAY	3
PWR-002	ANTHONY ADAMS	012-010	596147	392.85		2	PAY	3
	TOTAL Deposits			4,163.03				

5. To create the file to be sent to the bank, click  Create Disk

A. The deposit summary will now indicate that transactions have been created

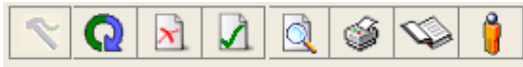
Deposit Summary

	Source	Type	Reference	Entries	Amount	Include
1	PAY	DEP	3	10	4152.71	Yes


11 Records written, 13 Blocks written, 1587 B Deposit Total 4152.71

The Payroll Workbench Buttons

At the top right of the window there are 8 buttons that perform various functions. Once a pay run is committed a ninth button for EFT will appear between the 2 groups of 4 buttons.



Cancel


This  button will delete the data from the pay run but keep the parameters.

Recall Wizard


This  button is normally disabled. Only cancelling a run will enable the button.

Click this button to re-run a pay run when you need to change parameters.



Reprocess Pay Run

Click this  button to reprocess the run using the same parameters as the original run.


Commit

Use this  button to commit the pay run.



Electronic Payments

Click  this  button to open the Electronic Payment window.

View Details

This  button allows you to view individual employee pay data.


Print Pay Advice slips

Click   to print the pay slips.

Reports

This  button displays the report window.

Employee Details

Click  to display the Employee Rates window. If an employee is selected from the Extend tab he will be automatically loaded.

