

Payroll How-To

Setting Up Leave to Accrue

Outcome: *List the 4 types of leave to be setup.
Demonstrate how to set the Method and calculate the Factor for a Leave window.
Demonstrate how to create, a leave window.
List the fields that must be completed in the “Employee Types” and “Pay Classification” windows.
Explain how to setup a “Leave” client.*

Use When

This is required to accrue leave for employees and to work out payments when leave is taken.

Overview

Sick Leave

Holiday Leave

Long Service Leave

Rostered Day Off

Employee Types

Pay Classification

Setting up a Leave Client

Procedure

1. Leave types can be found in “Payroll / Earning Code” in the “System Codes” menu
 2. A separate code must be entered for each type of leave.
Eg if some part time employees accrue pro rata on hours worked, they would be on a different leave code to part time employees that accrue set hours per period.
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Sick Leave

1. Sick Leave Code
 - A. Between 3 – 6 characters in length
 - B. For more Information see “Data Entry” in the Introduction.
2. Description
 - A. Up to 40 characters

3. **Accrual method**
 - A. Accrue on days means days worked per year and will accrue 1/52 of the entitlement per week.
 - 1) Eg yearly entitlement = 40 hours / 52 weeks = .769 hours per week.
 - B. Grant on anniversary
 - 1) Means the entitlement will be granted at the commit process of the first payrun after the anniversary date.
 - C. Pro-Rata of hours
 - 1) Means the pro-rata rate will be used to calculate the entitlement based on the full time accrual.
 - 2) Eg yearly entitlement = 40 hours / 52 weeks = .769 hours per week / 40 hours per week = .0192 per hour worked.
4. **Pro-Rata Rate**
 - A. The rate to be used for employees who accrue leave based on the Pro-Rata of Hours option (if chosen in the Accrual Method above)
 - B. As per the formula for “Pro-Rata of Hours” option above the value entered here would be the figure (0.0192) as a percentage, ie: 1.92
5. **First year accrual**
 - A. This field is used if the entitlement is different in the first year to the following years (value entered in “Accrual hours Per Period” below).
 - B. Enter the total hours for the first year of service.

6. **Accrual hours Per Period**
 - A. Total entitlement hours for each year. Entered if selected “Accrual Method” (above) is not “Pro-Rata of hours”
7. **Maximum**
 - A. This is the cap value for the entitlement
8. **Anniversary Rule**
 - A. Accrue leave
 - 1) Means leave will accrue on a weekly basis and leave taken will subtract.
 - 2) If leave taken is greater than leave accrued the entitlement will go into negative.
 - B. Positive Accumulation
 - 1) Means if leave taken is greater than leave accrued it will be paid
 - 2) The entitlement **will not go into negative**.
 - C. Reset Accumulation
 - 1) Means at anniversary date entitlement will be set to zero.
 - 2) Then the entitlement for the current year will be added based on the “Accrual Method”.
9. General Ledger Account
 - A. Enter your account code if the general ledger has been setup.

Inclusions

1. Superannuation
 - A. Check this box if super is to be calculated on this leave.
2. Workers Compensation
 - A. Check this box if workers comp is to be calculated on this leave.
3. Accrue after
 - A. Enter the number of months before accrual is shown.
 - B. Accruals will be calculated back to the start date.
4. Entitled after
 - A. Enter the number of months before employee will be entitled to the accrual.
 - B. If leave is to be taken prior to entitlement date a warning will be given
 - C. Leave prior to entitlement date may still be paid if approved.

Holiday Leave

1. Holiday Leave Code
 - A. Between 3 – 6 characters
 - B. For more Information see “Data Entry” in the Introduction.
 2. Description
 - A. Up to 40 characters
-

3. Accrual method

A. Accrue on days

- 1) Means days worked per year and will accrue 1/52 of the entitlement per week.

Eg
$$\text{Yr. Ent.} = \frac{160 \text{ Hrs}}{52 \text{ Wks}} = 3.077 \text{ Hrs per Week}$$

B. Grant on anniversary

- 1) Means the entitlement will be granted at the commit process of the first payrun after the anniversary date.

C. Pro-Rata of hours

- 1) Means the pro-rata rate will be used to calculate the entitlement based on the full time accrual.

Eg. For a yearly entitlement of 160 hours or 4 working weeks.

$$\frac{160 \text{ Hours}}{52 \text{ Weeks}} = 3.077 \text{ Hours per week}$$

$$\frac{3.077}{40 \text{ Hrs in a week}} = 0.0769 \text{ per Hr Worked}$$

4. Hour Pay Type

A. Choose from the list box whether to pay the leave at:

- 1) Normal
- 2) Time and ½
- 3) Double time
- 4) Double and ½
- 5) Triple time

5. Unit Type
 - A. Choose whether to accrue in hours or days from the list box
6. Holiday Loading Pay Code
 - A. Choose an allowance to pay the leave loading from the list box.
 - B. The allowance must be first be setup in the “System Codes” menu under “Payroll / Earning Codes”.
7. Group Certificate
 - A. Choose the field where the amount will appear on the group certificate.
8. General Ledger Account
 - A. Select a General Ledger Account Number from the list box or type in an existing number.

Calculation Rates

1. Units Per Annum
 - A. Enter the number of units to be accrued each year i.e. if unit type is hours, enter the number of hours.
 - B. Entered if the selected “Accrual Method” is not “Pro-Rata of hours”
2. Pro rata entitlement
 - A. The rate to be used for employees who accrue leave based on the Pro-Rata of Hours option (if chosen in the “Accrual Method” above)
 - B. As per the formula for “Pro-Rata of Hours” option above the value entered here would be the figure (0.0769) as a percentage, ie: 7.69
3. Maximum entitlement
 - A. This is the maximum number of hours the entitlement will accrue.
4. Leave Loading
 - A. Enter the percentage loading you wish to apply to annual leave
5. Accrue after
 - A. Enter the number of months before accrual is to show
 - B. Accruals will be calculated back to the start date.
6. Entitled after
 - A. Enter the number of months before employees will be entitled to the accrual.
 - B. If leave is to be taken prior to entitlement date a warning will be given
 - C. Leave prior to entitlement date may still be paid if approved.

Inclusions

1. Superannuation
 - A. Check this box if super is to be calculated on this leave.
 2. Workers Compensation
 - A. Check this box if workers comp is to be calculated on this leave.
-

Long Service Leave

1. Long Service Leave Code
 - A. Between 3 – 6 characters
 - B. For more Information see “Data Entry” in the Introduction.
2. Description
 - A. Up to 40 characters

3. Accrual Method
 - A. Accrue on days
 - 1) Means it is based on days worked per year and will accrue weekly (1/52 of the entitlement per week). From the method “Days per annum” below which gave 4.333 days, we multiply this by 8 (hour per day) to get 34.664 Hours.
Eg $4.333 \times 8 = 34.664$ hours for the year
 - 2) Per Week we divide by 52
$$\frac{34.664 \text{ Hrs}}{52 \text{ Wks}} = 0.666 \text{ Hrs per Week}$$
 - B. Grant on anniversary
 - 1) Means the entitlement will be granted at the commit process of the first payrun after the anniversary date.
 - C. Pro-Rata of hours
 - 1) Means the pro-rata rate will be used to calculate the entitlement base on the full time accrual.
Eg. For a yearly entitlement of 34.664 hours per week.
$$\frac{34.664 \text{ Hours}}{52 \text{ Weeks}} = 0.666 \text{ Hours per week}$$

$$\frac{0.666}{40 \text{ Hrs in a week}} = 0.016 \text{ per Hr Worked}$$

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4. Pro-Rata Rate
 - A. The rate to be used for employees who accrue leave based on hours worked. Enter if “Accrual Method” selected is “ProRata of hours”
 - B. As per the formula for “Pro-Rata of Hours” option the value entered here would be the figure (0.016) as a percentage, ie: 1.6%
 5. Days Per Annum

Enter the number of days to be accrued each year. To be entered when “Accrual Method” (above) selected is not “Pro Rata of hours”

To calculate this:

 - 1) Divide “Days of Long Service To Accumulate” by Years To Accumulate It

Eg 13 weeks long service (5 days a week) for 15 years would look like

$$\frac{13 \text{ weeks} \times 5 \text{ days a week}}{15 \text{ years}}$$

$$\frac{13 \times 5}{15} = \frac{65}{15} = 4.333 \text{ Days per Annum}$$
 6. Group Certificate Box
 - A. Choose the field where the amount will appear on the group certificate.
 7. General Ledger Account
 - A. Enter your account code if the general ledger has been setup.

Inclusions

1. Superannuation
 - A. Check this box if super is to be calculated on this leave.
2. Workers Compensation
 - A. Check this box if workers comp is to be calculated on this leave.

Accrue and Entitled After

1. Accrue after
 - A. Enter the number of months before accrual is to show. The algorithm used in the system will however never show accruals prior to 2 months therefore entering a 2 or less would have no affect.
 - B. Accruals will be calculated back to the start date.
2. Entitled after
 - A. Enter the number of months before employee will be entitled to the accrual.
 - B. If leave is to be taken prior to entitlement date a warning will be given
 - C. Leave prior to entitlement date may still be paid if approved.

Rostered Day Off

1. Rostered Day Off Code
 - A. Between 3 – 6 characters
 - B. For more Information see “Data Entry” in the Introduction.
-

- 2. Description
 - A. Up to 40 characters

The screenshot shows a software window titled "RDO Codes Maintenance". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). The main area is light beige and contains several fields and options:

- Code:** A dropdown menu showing "RD1".
- Description:** A text box containing "Std Guard Rdo".
- Method:** Two radio buttons: "ProRata of Hour" (selected) and "Hours per week".
- Action:** Two radio buttons: "Accrue" (selected) and "Reset".
- Factor:** A text box containing "5.0000".
- Maximum Accrual:** An empty text box.
- Rdo Bank:** A text box containing "RDB".
- Calculation Method:** A dropdown menu showing "Shift".
- GL Account:** A dropdown menu showing "4300".
- Inclusions:** A group box containing two checkboxes: "Superannuation" and "Workers Compensation", both of which are unchecked.
- Buttons:** At the bottom of the window are four buttons: "Apply", "Clear", "Delete", and "Exit".

- 3. Method
 - A. Pro-Rata of hours
 - 1) Means the pro-rata rate will be used to calculate the entitlement base on the full time accrual.
Eg. For a 4 week entitlement of 8.00 hours.
$$\frac{8 \text{ Hours}}{40 \text{ Hours}} = 0.2 \text{ Accrual hrs per worked hr}$$

Factor = 0.2
 - B. Hours per Week
 - 1) Means the number of hours accrued for every week of work.
Eg For a 4 week entitlement of 8.00 hours
$$\frac{8 \text{ Hours}}{4 \text{ Weeks}} = 2 \text{ hours are accrued per week}$$

Factor = 2
 - 4. Action
 - A. Accrue
 - B. Reset
 - 5. Factor
 - A. See value set under "3. Method"
 - 6. RDO Bank
 - A. This value is used by the system to identify RDO accruals.
 - B. It should not be changed.
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7. General Ledger Account
 - A. Enter your account code if the general ledger has been setup.

Inclusions

1. Superannuation
 - A. Check this box if super is to be calculated on this leave.
2. Workers Compensation
 - A. Check this box if workers comp is to be calculated on this leave.

Employment Types

1. Found in the “System Codes” menu under “Payroll / Parameters”.

Employment Types

Employment Type:

Description: Hours/Week: Hours P/A: FTE:

Minimum Hours / Week: Maximum Hours / Week:

Rules | Inclusions | Optimiser | Age Rates

Calculate

Tax Sick Leave Limit Roster Hours

Payroll Tax Annual Leave Limit Payroll Hours

Workers Comp Long Service Leave Overflow Work

Superannuation Autopay Hours AutoSchedule

Limit Super Hours Print Group Certificate Apply Std Hours

Loadings Rostered Days Off

Save Cancel Exit

2. For each “Employment Type”
 - A. In the “Calculate” section check the box(s) for any required leave entitlements.

Calculate

Tax Sick Leave

Payroll Tax Annual Leave

Workers Comp Long Service Leave

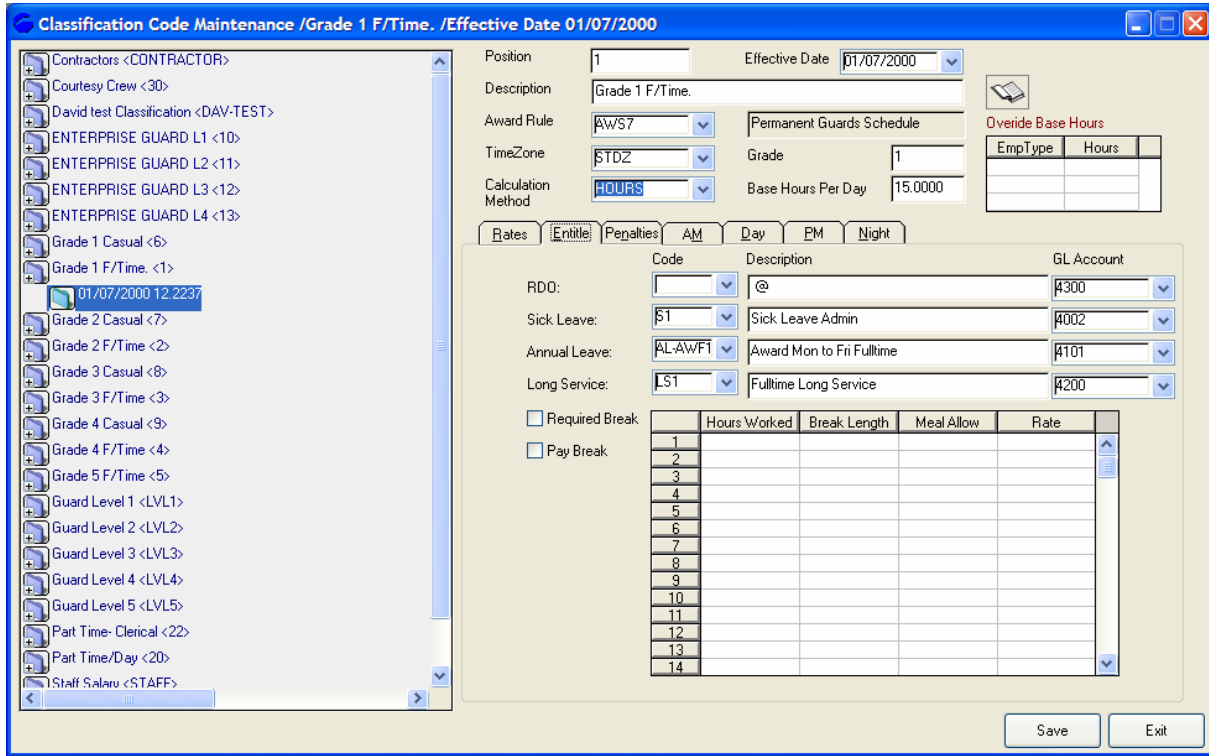
Superannuation Autopay Hours

Limit Super Hours Print Group Certificate

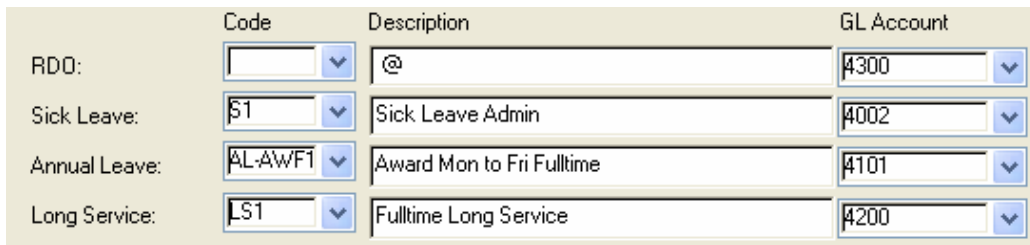
Loadings Rostered Days Off

Pay Classification

1. Found in the “System Codes” menu under “Payroll / Classification Codes”.



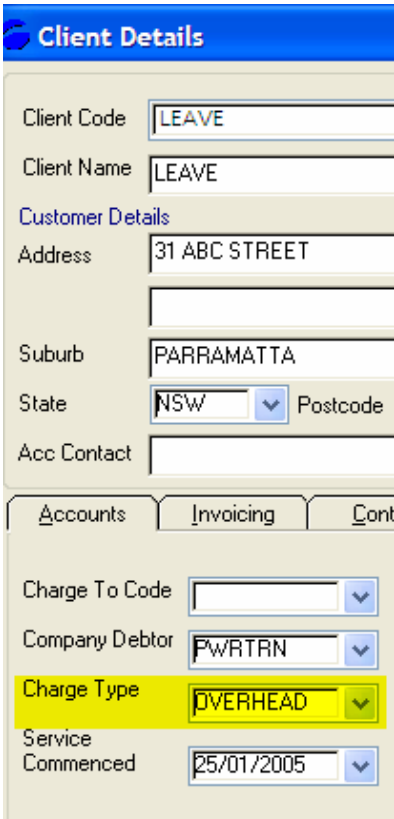
2. Select the “Entitle” tab.
3. Assign a “Leave Code” from the list box for each type of leave displayed on the left.



4. A General Ledger Account can be entered if setup in the General Ledger Module.

Setting up a Leave Client

1. The payroll system pays people based on information in the scheduling system.
 - A. If a person is not scheduled they do not get paid.
 - B. To pay a person who is on leave they must be
 - 1) Scheduled to work for the “Leave” client.
 Or
 - 2) Have leave selected in the “Leave” list box on the booking window of the schedule.
2. The “Leave” client must be set up in “Client Contacts” with a charge type of “Overhead”.



Client Details

Client Code

Client Name

Customer Details

Address

Suburb

State Postcode

Acc Contact


Accounts | Invoicing | Cont

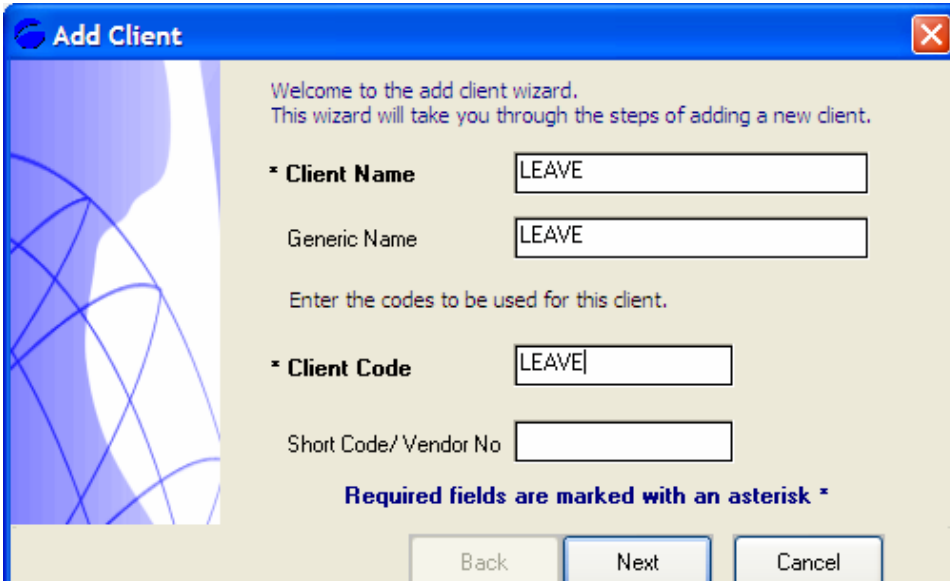
Charge To Code

Company Debtor

Charge Type

Service Commenced

3. To do this
 - A. Select the Wizards Menu
 - B. Click  Add Client
 - C. Enter "Leave" for the:
 - 1) Client Name
 - 2) Generic Name
 - 3) Client Code



Add Client

Welcome to the add client wizard.
This wizard will take you through the steps of adding a new client.

* **Client Name**

Generic Name

Enter the codes to be used for this client.

* **Client Code**

Short Code/ Vendor No

Required fields are marked with an asterisk *

Back Next Cancel

- D. Complete as per normal
- E. Ensure you check “Do you wish to enable rostering?”

Do you wish to enable rostering?

- F. Ensure you select “OVERHEAD” in the “Charge Type”.

Charge Type

Entering a New Tax Table

Outcome: Demonstrate how to enter a new “Tax Table” received from the Tax Office.

Why Use

This procedure is followed every time a new tax table is issued to by the ATO.

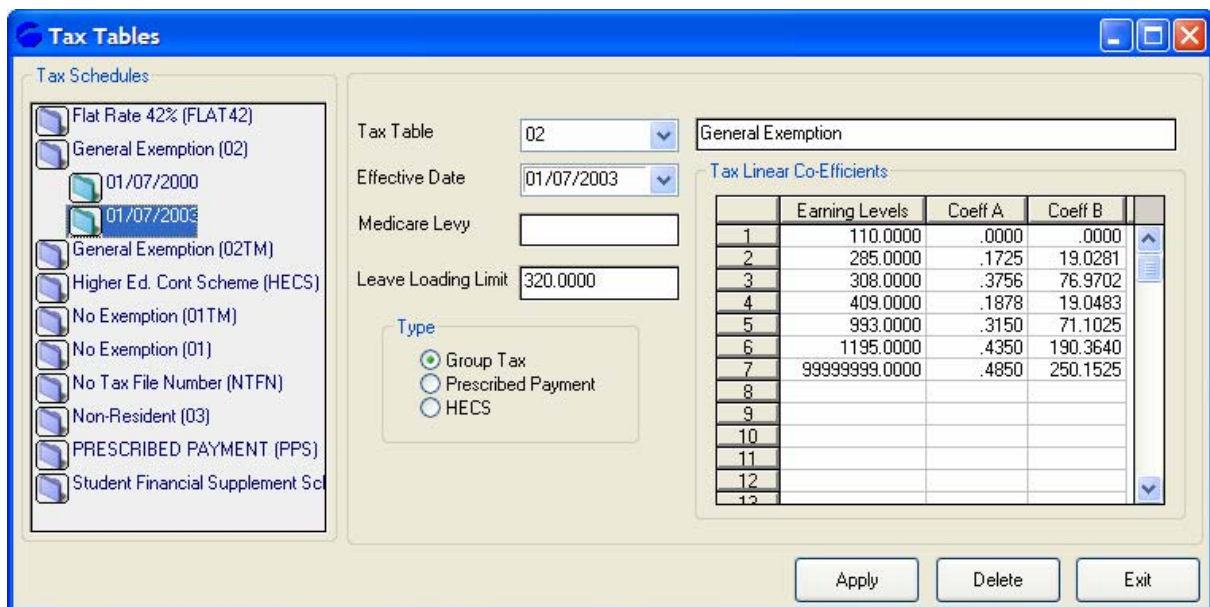
Overview

Entering Data

Applying the change

Procedure

1. Open the “Tax Table” window located in the “System Codes” menu under “Payroll / Parameters / Tax Tables”



2. Enter details as follows:

Tax Table: 02

Effective Date: 01/07/2003

Medicare Levy: []

Leave Loading Limit: 320.0000

Type:

- Group Tax
- Prescribed Payment
- HECS

	Earning Levels	Coeff A	Coeff B
1	110.0000	.0000	.0000
2	285.0000	.1725	19.0281
3	308.0000	.3756	76.9702
4	409.0000	.1878	19.0483
5	993.0000	.3150	71.1025
6	1195.0000	.4350	190.3640
7	9999999.0000	.4850	250.1525
8			
9			
10			
11			
12			
13			

- A. The table number as it appears on the ATO document.
- B. The effective date as it appears on the ATO document.
- C. Enter a description that relates to the tax table
- D. Enter the amounts on the ATO as indicated
- E. If you are not sure about the “Medicare Levy”, “Leave Loading Limit” or the “Type” consult the ATO.

Medicare Levy: []

Leave Loading Limit: 320.0000

Type:

- Group Tax
- Prescribed Payment
- HECS

3. Click the button to save the data
 - A. The “Tax Code” will now appear in the list to the left, however the description will not appear until next time this window is opened.

Process Superannuation Payments

Outcome: *Demonstrate how to create superannuation “Pre-Payment” report.
Explain the meaning of the fields displayed in the “Pre-payment report.
Demonstrate how to create the superannuation payment.
Demonstrate how to setup the superannuation payment for EPS processing.*

Why Use

This is used to calculate the Superannuation payments for a company and then setup the transfer.

Overview

Create Report

Check Report

Create payment

EPS remit payments

Procedure

1. Select Payroll on the “Navigator” window.
2. Open the “Superannuation Processing” window.

Superannuation Processing

Company: PWRTRN

Superannuation needs to be completed before you run your Payroll Tax for the same period.

Date Range:
From Date: 01/12/2004
To Date: 31/12/2004

Super Funds:
AMP AMP
TOW Tower Life

Included Payruns:
 Week Ending
 Processing Date
 Deposit date

Payrun	Week Ending	Process Date	Deposit Date

Processes/Reports:
 Print Pre Payment Report
 Create Superannuation Payments
 Recreate Superannuation Payments
 Print SGL Payment Report
 EPS Remittances to Funds
 Monthly Report to Funds

Output:
 Printer
 Screen
 Email
 File Only

Format:
 HTML
 PDF

Buttons: Select Payruns, Add Payrun, Run Process, Exit

3. If you operate one company it will be automatically selected, if not select your company.
 4. Enter the date range for the superannuation to be paid.
 5. Select “Print Pre Payment Report”
 6. Select “Screen” as the output
 - A. Information can be reviewed on the screen.
-

B. If necessary a hard copy can be printed from this window.

7. Click

Run Process

A. Sample of report

[PRE_PROCESS]		Superannuation Reports				UNIVERSAL SECURITY PTY LTD		Date 2/01/2002
		From 01/04/2001 to 31/05/2001 (9 weeks)						
Employee	Name	Fund	Policy No	Hours	Avg\$	Salary Base	Super Base	Contribn
UN000001	Allan Cordner	ARF		288.00	14.63	4214.71	4214.71	337.18
UN000002	Bill Smith	ARF		392.00	14.63	5736.68	5736.68	458.93
UN000003	Gene Simmons	ARF		304.00	14.63	4448.86	4448.86	355.91
UN000004	Micheal Hayes	ARF		432.00	14.63	6661.93	6322.06	505.76
UN000005	Carie Webb	ARF		528.00	14.63	8406.70	7726.96	618.16
UN000006	Peter Clarke	ARF		324.00	14.63	4741.55	4741.55	379.32
UN000007	Harry Murphy	ARF		438.00	14.63	6409.87	6409.87	512.79
UN000008	David Longbottom	ARF		72.00	14.63	1393.55	1053.68	84.29
UN000009	Heinz Boswenger	ARF		108.00	57.69	9692.31	6230.77	498.46
UN000010	Gus Fergusson	ARF		108.00	14.63	1580.52	1580.52	126.44
UN000011	Alfredo Axiotis	ARF		132.00	14.63	2171.26	1931.74	154.54
UN000012	Kurt Haney	ARF		67.50	14.63	1667.56	987.82	79.03
UN000013	Andrew Townsend	ARF		197.00	14.63	3760.97	2882.98	230.64
UN000014	Harry Bowman	ARF		72.00	14.36	1034.06	1034.06	82.73
UN000015	Thomas Franich	ARF		188.00	14.63	3431.00	2751.27	220.10
UN000016	Robert McCreddie	ARF		336.00	14.63	5936.76	4917.16	393.37
UN000019	Kodak Eastman	AMP	123456789	48.00	14.63	852.45	702.45	00
UN000020	Gregg Evans	ARF		138.00	14.63	2643.55	2019.55	161.56
UN000021	Holly Day	ARF		96.00	14.75	1759.75	1416.10	113.29
UN000022	Matt Rowlands	ARF		12.00	14.63	175.61	175.61	00
UN000023	Phillip Robertson	ARF		356.00	14.63	6229.45	5209.85	416.79
UN000024	John Townsend	ARF		56.00	14.63	819.53	819.53	65.56
UN000025	Richard Ling	ARF		360.00	14.63	6287.99	5268.38	421.47
UN000028	Kelly Taylor	AMP	5678912	170.25	43.66	12591.24	7433.60	00
UN000029	Kevin Griffith	AMP	123123123	32.00	15.19	791.74	486.04	00
UN000030	Clark Kent	ARF	11554466	60.00	55.00	3300.00	3300.00	264.00
UN031	Tom Price	ARF	123654	207.00	57.69	15703.84	11942.31	955.38
	TOTALS					122443.44	101744.09	7435.71

8. Check the values are correct.

A. The fields of the report are created as follows:

- 1) Fund - As set in "Personal Rates", "Super" tab
- 2) Policy No - As set in "Personal Rates", "Super" tab
- 3) Hours - Total hours super could be payable on if not limited
- 4) Avg\$ - \$ value of hours divided by the hours super could be payable on
- 5) Salary Base - Total gross pay
- 6) Super Base - Value of Avg\$ x hours. If super hours are limited then this amount will be the limited hours x Avg\$
- 7) Contribn - Super base x contribution rate as set in "System Codes" menu under "Payroll / Superannuation"

9. When the "Pre Payments Report" values are correct

A. Select "Create Superannuation Payments" and click

Run Process

- 1) This will print a report similar to the pre payment report.

B. Select the "Monthly Report to Funds" and click

Run Process

- 1) This will create a separate report for each fund.

10. If the superannuation payments have been created and there is an error.

A. After the error is fixed select "Recreate Superannuation Payments" and click

Run Process

11. If the super payments are to be transferred by EFT

A. Select “EPS Remittance to Funds” and click

A rectangular button with a thin border and the text "Run Process" centered inside.

B. The payment will then have to be transferred through the Electronic Payment Systems

To setup Accumulating Overtime

Outcome: *Demonstrate how to create a rule that will allow overtime to be earned on cumulative hours.*

Explain how to limit overtime to cumulative hours only.

Demonstrate how to link an overtime rule to the “Employment Type”.

Why Use

An employee can be setup to earn overtime based on their cumulative hours over one or more cycles as opposed to the hours worked in a single day.

Overview

Creating an “Award Overtime Rule”

Link an “Award Overtime Rule” to “Employment Type”

“Recast” overtime prior to the payrun

Procedure

Creating an “Award Overtime Rule”

1. Open the “Payroll / Award Overtime Rules” from the “System Codes” menu

Award Overtime Rules

Rule: 76 Cyclic Roster Limits

Description: 76

Weeks in Roster Cycle: 2 Default Base Hours per Roster Cycle: 76.00

	Hours	Super Hours
1		
2		
3		
4		

Use Employment Type Base Hours
 Include Specific Overtime
 Include Tentative Shifts
 Cast Overtime Daily
 Allow Overtime to be cast on WeekEnd Shifts
 Zero Overtime where hours are less than base
 Apply rule only to Standard Schedule Hours
 Recalculate Nightshift Loadings
 Pay Non Standard Shifts as Overtime

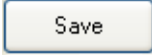
Calculate On: Weekly Cycle Roster Cycle

Overtime Limits

Method: Daily Span Accumulate Daily Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	P/Hol	Spans	Hours
Overtime 1	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00		2
Overtime 2										30
Overtime 3										
Overtime 4										

Save Cancel Exit

2. Select an existing rule or enter a code for a new rule.
 - A. Enter a description for the new code
3. Enter the number of weeks in a "Roster Cycle"
4. Enter the maximum number of "Normal" hours in a "Roster Cycle".
 - A. Hours over this value will incur accumulated overtime.
5. Check "Zero Overtime where hours are less than base"
 - A. This prevents overtime from being paid unless the "Base Hours per Roster Cycle" value is exceeded.
 - B. By default overtime will be paid as a single event exceeding the base.
 - 1). If the base was 76 hours
 - 2) The total hours were 82
 - 3) 6 hours of continuous overtime would be paid.
 - 4) Overtime is paid based on the values set in the "Overtime Limits" table
 - C. By default overtime is paid at non-weekend rates
6. Complete the "Overtime Limits" table
 - A. Each value indicates the time period before the employee enters the next overtime category
7. This is the minimum number of options to be set to be paid accumulative overtime.
8. Check "Cast Overtime Daily" if you want the overtime in excess of the base to be paid against the days where overtime was worked.
9. Check "Allow Overtime to be Cast on Week End Shifts" if you want to allow overtime to be paid at weekend rates as opposed to the rates of the last shift worked on a week day.
10. Click  Save

Link an “Award Overtime Rule” to “Employment Type”

1. Open “Payroll / Parameters / Employment Types” from the “System Codes” menu.

Employment Types

Employment Type: FULLTIME Legend: []

Description: Fulltime Hours/Week: 38.00 Hours P/A: 1976.00 FTE: 1.0

Minimum Hours / Week: 20.00 Maximum Hours / Week: 50.00

Minimum Shift Length: 4.00 Maximum Shift Length: 12.00

Rules Inclusions Optimiser Age Rates


Award Reference: []

Overtime Rule: 76

Allowance Group: []

Superannuation Hours: [] Hours to Meal Break: []

Save Cancel Exit

2. Select your “Employment Type”
3. Select the desired “Overtime Rule”
4. Click  Save

“Recast” overtime prior to the payrun

1. Immediately before the payroll is run and after all adjustments have been made to the schedules cast the overtime
2. Open “Scheduling / Cast Overtime” from the navigator.

Cast Overtime

Company: PWRTRN

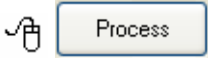
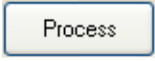
Cast Overtime Cast Night Loadings

Overtime Rule: 76

Pay Week Ending: 29/01/2005

Pay Cycle: WEEKLY

Process Cancel Exit

3. Select “Company”
4. Select the desired “Overtime Rule” to cast
 - A. More than 1 “Overtime Rule” maybe setup
 - B. Each rule must be run separately
5. Select the “Pay Week Ending”
6. Select the “Pay Cycle” type
7. Click  

Setup a GST Contractor

Outcome: *Demonstrate how to create an “Employment Type” that will allow a loading calculation.*
 Explain how to set an “Allowance Code” to add 10% before tax.
 Demonstrate how to add a penalty to create GST.

Use When

When you employ contractors and the GST must be calculated for this procedure

Overview

Create an Employment Type

Create an Award Code

Create an Award Interpreter Record

Create an Allowance Code

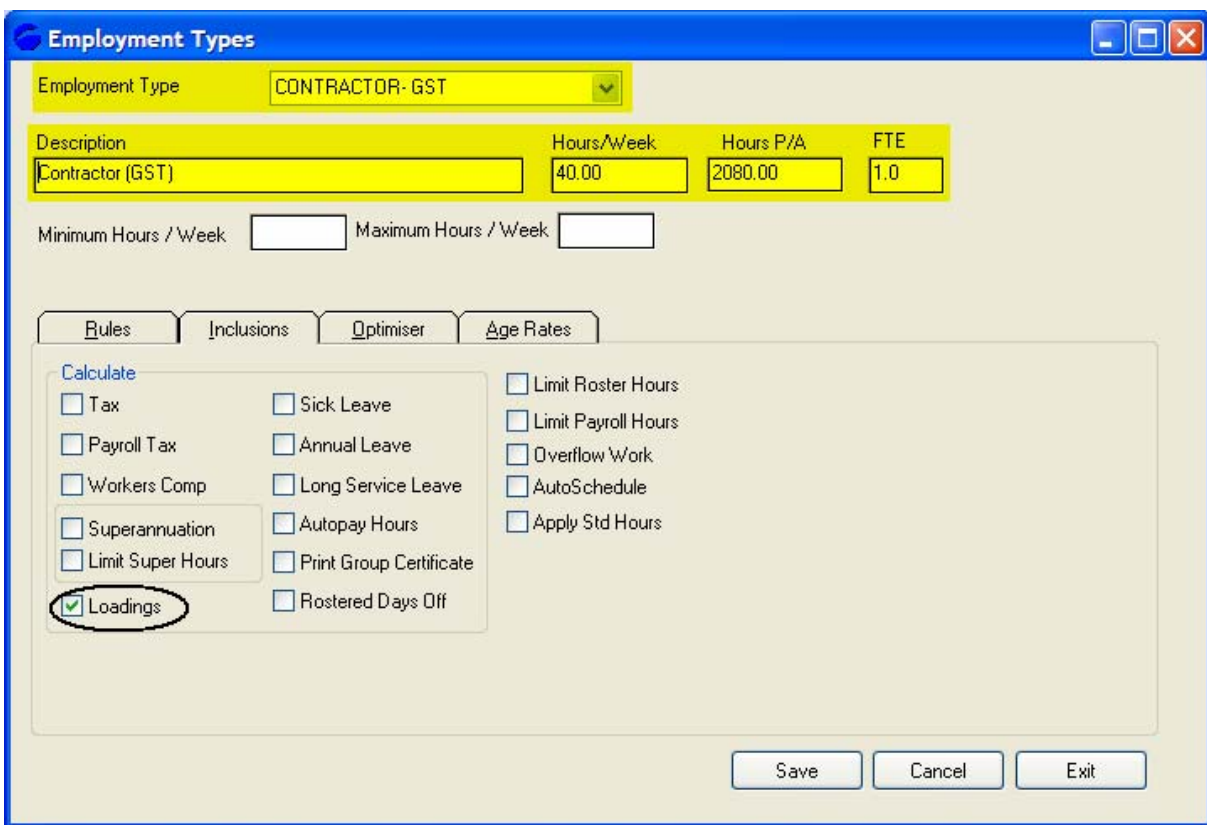
Create a Classification Code


Testing

Procedure

Create an Employment Type

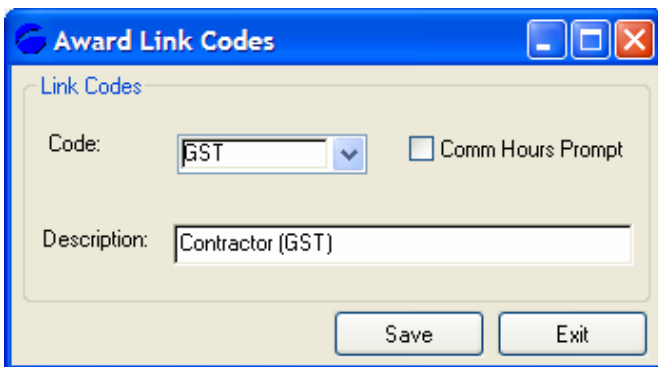
1. Open “Payroll / Parameters / Employment Types” from the “System Codes” menu
-




2. Create an “Employment Type” code and description for the contractor
 - A. Make sure you indicate that it is for GST
3. Complete “Hours/Week”, “Hours P/A” and “FTE” as indicated above.
4. You must check the “Loadings” box to allow the “GST” to be calculated
5. Click 

Create an Award Code

1. Open “Time Scheduling / Award Codes” from the “System Codes” Menu




2. Create a code and description for a “Contractor (GST)”
3. Click 

Create an Award Interpreter Record

This is used to define that normal pay and the GST, as defined above, are paid each day.

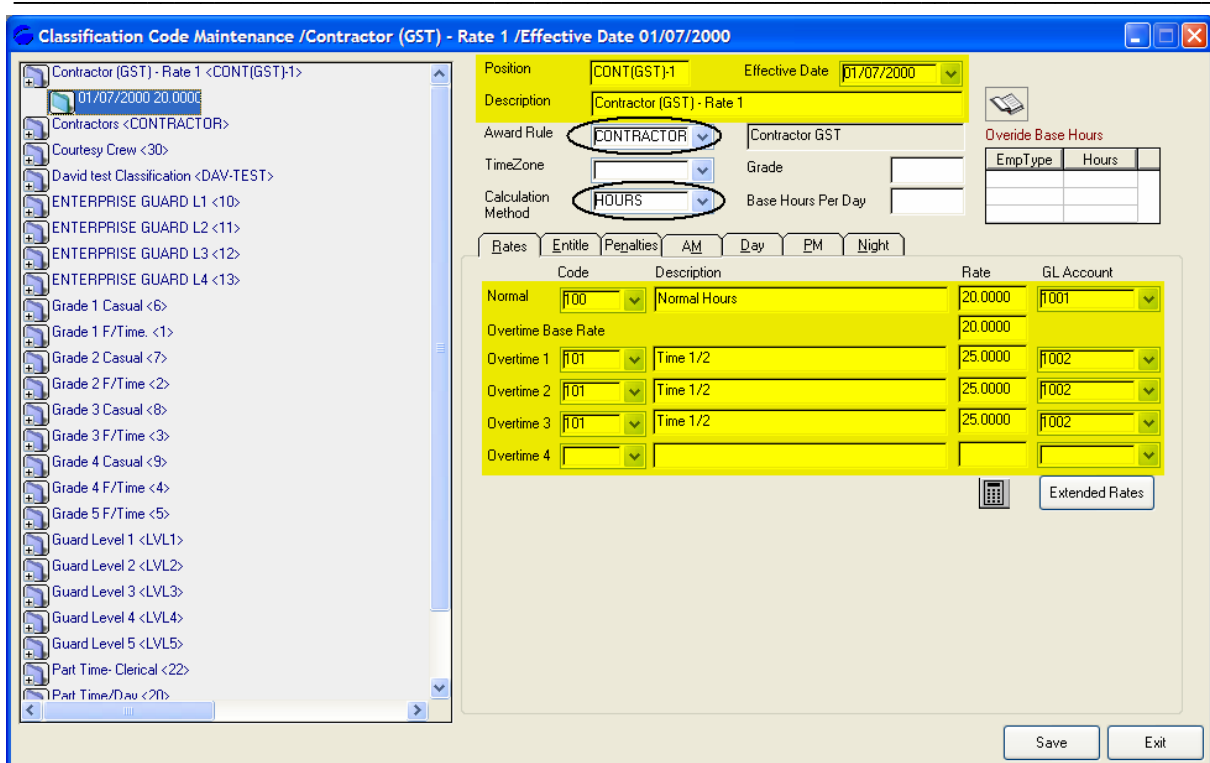
1. Open “Time Scheduling / Award Interpreter” from the “System Codes” menu


2. Enter an “Allowance Code” to indicate GST
3. Select an “Allowance Deduction Type” of “Addition Before Tax”
 - A. This makes the “Allowance” an addition to normal pay before tax
4. Set the “Description” to indicate GST
5. Select “Percentage” as the “Method”
 - A. This is because GST is a percentage
6. Set “Amount/Factor” to 10
 - A. This is because GST is an additional 10%
7. Select “Gross Earnings” in “Group Certificate Box”
8. If using the General Ledger select the appropriate “Cost Centre”
9. Click 

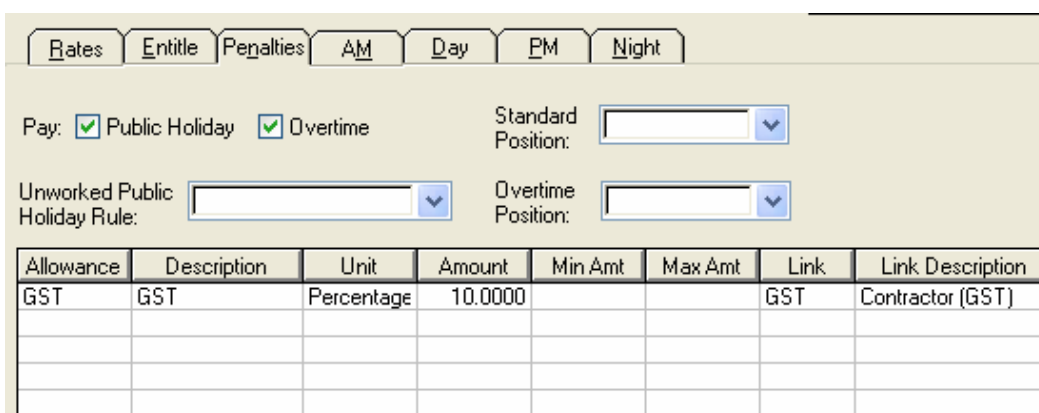
Create a Classification Code


This allows you to define an “Employee Classification”, to be used for contractors that will pay GST by treating it as a penalty rate.



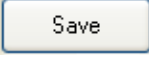
1. Open “Payroll / Classification Codes” from the “System Codes” menu




2. Create a new “Classification”
 - A. Enter a code for the GST contractor in the “Position” field
 - B. Select the “Effective Date”
 - C. Enter a description
3. Select the “Award Rule” you created in the “Award Interpreter”
4. “Calculation Method” is normally set to “Hours” as you pay by the hour
5. Setup the rates as desired
 - A. Click  the “Rates” tab
 - B. Complete values as desired
6. Setup penalties to pay GST
 - A. Click the “Penalties” tab



- B. Check “Pay” “Public Holiday” and “Overtime” if appropriate
- C. Double click  an empty cell under “Allowance”
 - 1) Select the “Allowance” you previously created see “Create an Allowance Code” on page .

- D. Tab to “Amount” and enter 10 for the 10% GST
 - E. Double Click  under “Link”
 - 1) Select the GST award code
 - 2) This links the penalty to the GST award code used in the “Award Interpreter”
7. Click  

Testing

1. Open “Scheduling / Time Scheduling Workbench” from the “Navigator
2. Assign a shift to a contractor
3. Double click the shift
4. Check the “Pay Tab” in the “Booking” window for the rate and classification
5. Go to the Cost Tab
 - A. There should be a GST line under normal hours.
 - B. If the shift was already assigned
 - 1) Double click  the hours and another line should appear with the GST the amount.

Setting Up Superannuation

Outcome: *Demonstrate how to setup a new superannuation fund.
Explain how to check to see when superannuation fund is being used.*

Why Use

Use this feature to register a “Superannuation Fund” with the system so that payments to the fund can be automated.

Overview

Setup

Where it is used

Checking details

Procedure

Setup

1. Open “Payroll / Superannuation” from the “System Codes” menu.
-

Superannuation Fund Control File

Details

Fund: AMP

Policy: AMP

Provider Name: AMP

Address: AMP HOUSE
111 GEORGE STREET

Suburb: SYDNEY

State: NSW Post Code: 2001

Phone: 1300 000 001

Superannuation Parameters

Earnings Threshold: 450.00

Minimum Age: 15

Maximum Age: 70

Contribution Cap: 86000.00

Distribution Method: RPT

Distribution Code:

Account Details:

GL Accounts

Company: 6004

Employee: 1520

Emp Add: 6003

SGL Component

Rate: 9.00

Date: 01/07/2001

Previous Rates

Dates	Rates
01 JUL 2001	9.00

Apply Delete Exit

2. Complete the “Details” section
 - A. Enter a short code for the fund
 - B. Enter the policy number for the company
 - C. Complete the Name and address of fund provider
3. Complete the “Superannuation Parameters” section
 - A. Earnings threshold is the amount that the employee must earn in a month to have super contributed
 - B. Minimum and maximum age of employee for super contributions
 - C. Contribution cap is the maximum yearly amount of contributions per employee
 - D. Distribution method
 - RPT – Report and cheque posted
 - EPS – Electronic payment
 - EDI – Electronic data interchange
 - E. Distribution code is the code for the payment
 - 1) These codes must be created in EPS Payees (System Codes / Payroll / Parameters)
 - F. Account details will be entered automatically if a distribution code is chosen from the list
4. If the General Ledger is being used complete the “GL Accounts” section

Company – Balance Sheet account for the SGL liability

Employee – Expense Account for the SGL

Emp Add – Balance Sheet account for Additional Employee Contributions
5. SGL Component
 - A. SGL – Superannuation Guaranteed Levee
 - B. Date – The date the levee was set
 - C. Previous Rates – A log of changes to the “Superannuation Guaranteed Levee”.

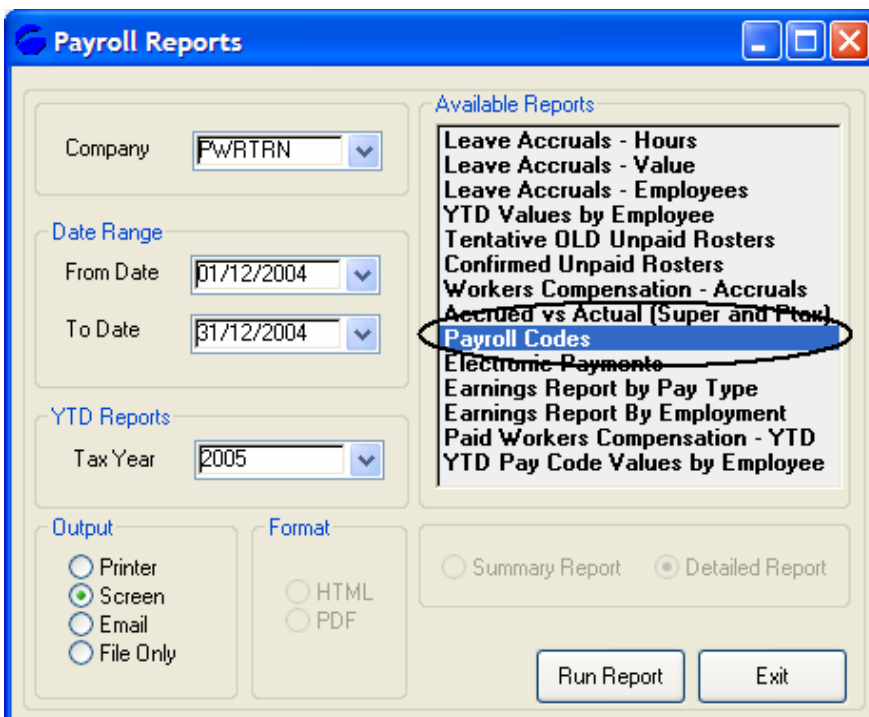
Where it is used

The following items reference the superannuation codes

1. Earning Codes
 - A. All earning codes “System Codes / Payroll / Earning Codes”, including leave codes, must be checked to include superannuation contributions if applicable.
2. Employment Types
 - A. “System Codes / Payroll / Parameters / Employment Types”
 - B. If required, check the box to “Limit Super Hours” and enter the number of hours into “Superannuation Hours”
3. Personal Rates
 - A. Under the Super tab “Biographical / Personnel Maintenance / Maintain Personnel Rates” in the “Navigator”
 - B. Company Contributions
 - 1) Select the Company Super Fund
 - 2) The fund name and contribution % will be entered automatically
 - C. Enter the employee’s policy number
 - D. Employee Contributions
 - 1) Click on a new line on the grid
 - 2) Select the Super Fund
 - 3) The fund name will be entered automatically
 - 4) Enter the amount of the employees contribution
 - 5) Enter the employees policy number

Checking details

1. Run “Payroll / Payroll Reports / Payroll Codes” from the “Navigator”



2. This will create the following report

[Payroll Codes]

UNIVERSAL SECURITY PTY LTD
Earning Codes

Date 9/01/2002

Code	Description	Type	Factor	GC Box	GL Acct	Equiv.	Super	W/Comp	Super	Loadings
100	Normal Hours	Rate	1.0000	Gross Earnings	3011	E1	Yes	Yes	Yes	Yes
101	Time 1/2	Rate	1.0000	Gross Earnings	3011	0	No	Yes	No	No
103	Double Time	Rate	2.0000	Gross Earnings	3011	E3	No	Yes	No	No
107	Double Time 1/2	Rate	2.5000	Gross Earnings	1-5000	E4	No	Yes	No	No
108	Treble Time	Rate	3.0000	Gross Earnings			No	Yes	No	No
113	Rdo Bank	Rate	1.0000	Gross Earnings		RDB	No		No	No
205	Workers Comp	Rate	1.0000	Gross Earnings		WCO	No		Yes	No
E1	Normal Hours	Rate	1.0000	Gross Earnings	1-5000		Yes		Yes	Yes
E1N	Nml Hrs Pd Not Wrk	Rate	1.0000	Gross Earnings	1-5000		No		No	No
E1NR	Normal Hours	Rate	1.0000	Gross Earnings	1-5000		Yes		Yes	No
E2	Time 1/2	Rate	1.5000	Gross Earnings	1-5000		No		No	No
E2Q	Time 1/2	Rate	1.2616	Gross Earnings	1-5000		No		No	No
E3	Double Time	Rate	2.0000	Gross Earnings	1-5000		No		No	No
E3Q	Double Time	Rate	1.6822	Gross Earnings	1-5000		No		No	No
E4	Double Time 1/2	Rate	2.5000	Gross Earnings	1-5000		No		No	No
E4Q	Double Time 1/2	Rate	2.1030	Gross Earnings	1-5000		No		No	No
E5	Tripple Time	Rate	3.0000	Gross Earnings	1-5000		No		No	No
RDB	Rdo Bank	R	1.0000	G			No		No	No
WCO	Workers Comp	R	1.0000	G			No		Yes	No
WEND	Weekend	Rate	1.0000	Gross Earnings		0	No		No	No

- Review the “Super” column to see if superannuation is being paid

Setting up Award Overtime Rules

Outcome: *Explain the options available in an overtime rule.
List the 2 steps to be done after the overtime rules have been created*

Use When

Use this procedure when overtime is not to be calculated based on hours worked in a day

Overview

Create Overtime Rule

Update Employment Type

Cast Overtime

Procedure

Create Overtime Rule

- Open “Payroll / Award Overtime Rules” from the “System Codes” menu

Award Overtime Rules

Rule: 76 Cyclic Roster Limits

Description: 76

Weeks in Roster Cycle: 2 Default Base Hours per Roster Cycle: 76.00

	Hours	Super Hours
1		
2		
3		
4		

Use Employment Type Base Hours
 Include Specific Overtime
 Include Tentative Shifts
 Cast Overtime Daily
 Allow Overtime to be cast on WeekEnd Shifts
 Zero Overtime where hours are less than base
 Apply rule only to Standard Schedule Hours
 Recalculate Nightshift Loadings
 Pay Non Standard Shifts as Overtime

Calculate On: Weekly Cycle Roster Cycle


Overtime Limits

Method: Daily Span Accumulate Daily Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	P/Hol	Spans	Hours
Overtime 1	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00		2
Overtime 2										30
Overtime 3										
Overtime 4										

Save Cancel Exit

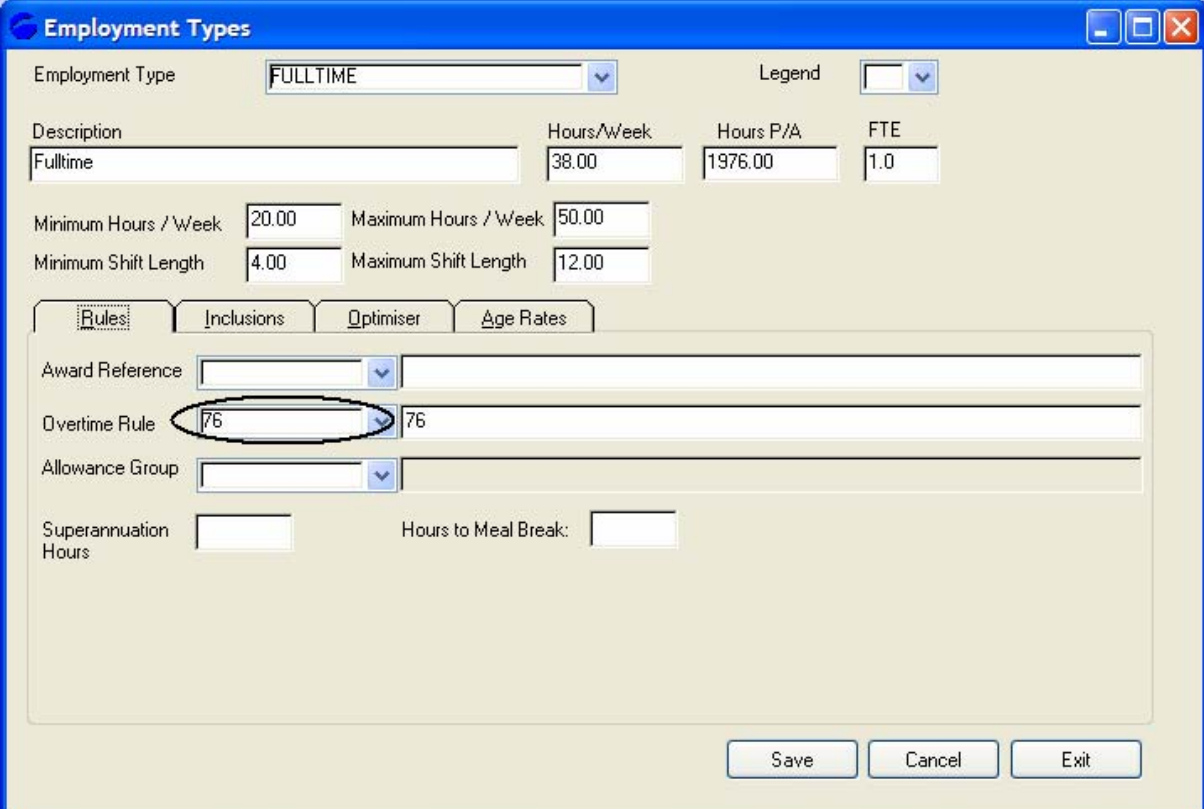
2. Type a short name for the rule then a description
3. Enter the number of weeks used to calculate overtime
4. Enter the number of hours to use as a basis for normal hours
 - A. Hours in excess of this value will be overtime hours
5. Check "Use Employment Type Base Hours"
 - A. If the base hours will be as set based on "Hours/Week" in "Payroll / Parameters / Employment Type" in the "System Codes" menu
6. Check "Cast Overtime Daily" if you want the overtime in excess of the base to paid against the days where overtime was worked.
7. Check "Zero Overtime where hours are less than base"
 - A. This prevents overtime from being paid unless the "Base Hours per Roster Cycle" value is exceeded.
 - B. By default overtime will be paid as a single event exceeding the base.
 - 1). If the base was 76 hours
 - 2) The total hours were 82
 - 3) 6 hours of continuous overtime would be paid.
 - 4) Overtime is paid based on the values set in the "Overtime Limits" table
 - C. By default overtime is paid at non-weekend rates
8. Check "Include Non-Chargeable Hours in Base" if leave taken is to be included in the base hours calculation
 - A. Training shifts will be included in the base hours calculation at all times.
9. Check "Include Specific Overtime" if overtime specifically set on the "Booking" window of the shift is to be included in the base hours calculation

10. Check “Allow Overtime to be Cast on Week End Shifts” if you want the overtime to be calculated based on the last shift even if the last shift is a week end shift. Normally it is based on the last shift on a weekday.
11. Check “Allow Overtime to be cast on Leave Shifts” if you want the overtime to be calculated based on the last shift even if the last shift is a leave shifts. Normally it is based on the last shift on a weekday.
 - A. If this is not checked the overtime will be calculated at the rate of the last shift worked.
 - B. If checked the overtime would be paid at weekday rates only
12. Complete the “Overtime Limits” table
 - A. Each value indicates the time period before the employee enters the next overtime category.
13. Click 

Update Employment Type

To use an “Overtime Rule” an employment type must be told to use it.

1. Open “Payroll / Parameters / Employment Types” from the “System Codes” menu.



Employment Types

Employment Type: Legend:

Description	Hours/Week	Hours P/A	FTE
Fulltime	38.00	1976.00	1.0

Minimum Hours / Week: Maximum Hours / Week:
 Minimum Shift Length: Maximum Shift Length:


Rules | Inclusions | Optimiser | Age Rates

Award Reference:

Overtime Rule: 76

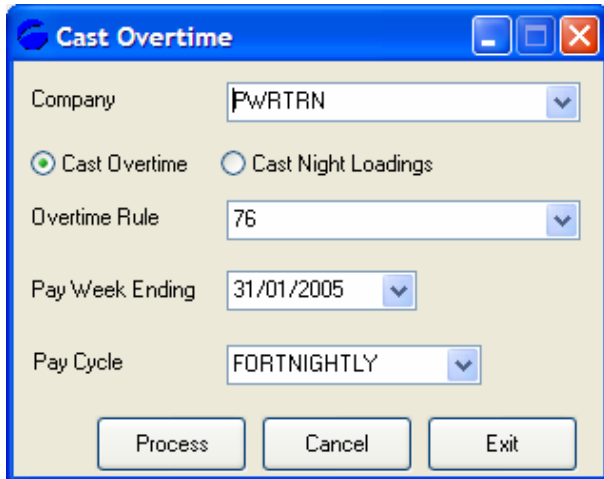
Allowance Group:


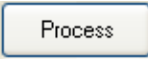
Superannuation Hours: Hours to Meal Break:

2. Select your “Employment Type”
3. Select the desired “Overtime Rule”
4. Click 


Cast Overtime

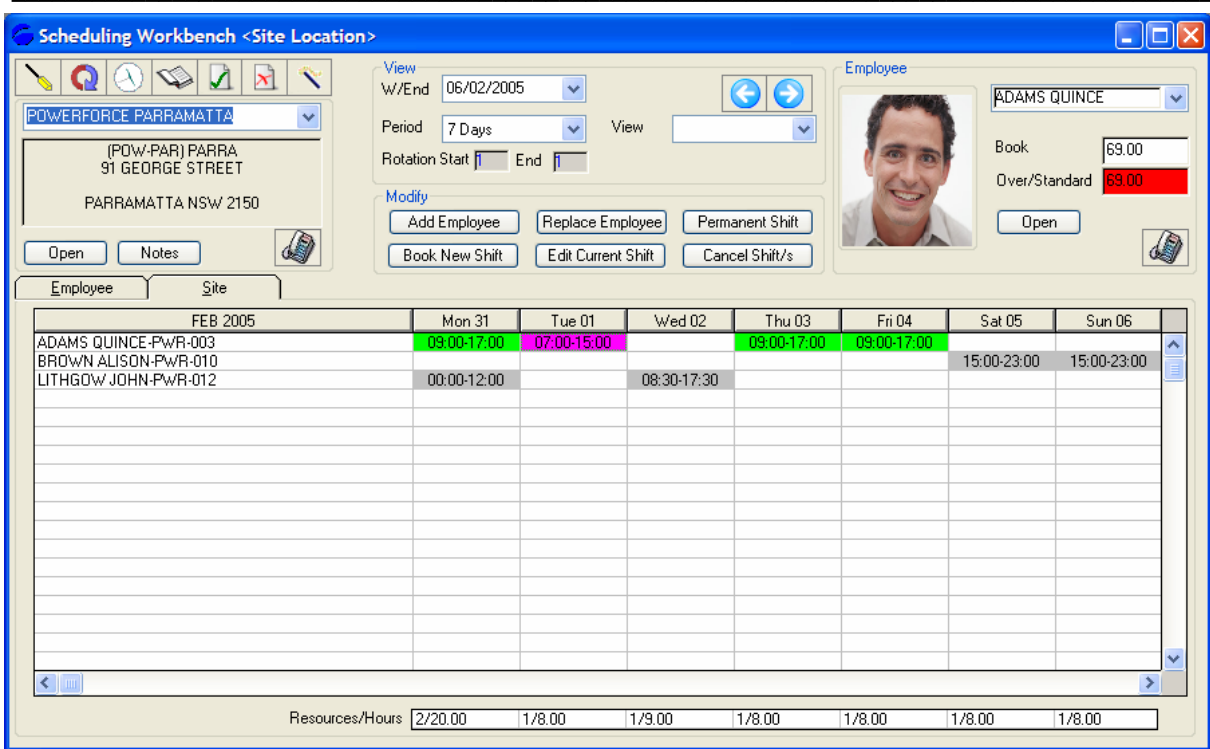
1. Immediately before the payroll is run and after all adjustments have been made to the schedules cast the overtime
2. Open “Scheduling / Cast Overtime” from the navigator.



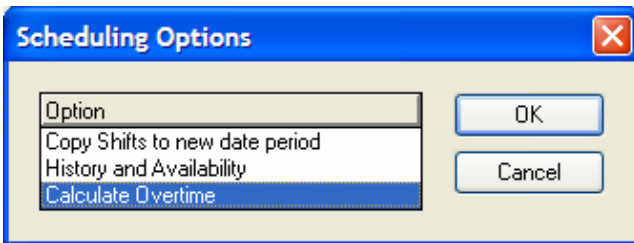
- A. Select “Company”
- B. Select the desired “Overtime Rule” to cast
 - 1) More than 1 “overtime Rule” maybe setup
 - 2) Each rule must be run separately
- C. Select the “Pay Week Ending”
- D. Select the “Pay Cycle” type
- E. Click  

Or

3. Open “Scheduling / Time Scheduling Workbench” from the “Navigator”
 - A. This is only for a single employee
 - B. Select a site
 - C. Double click  an employee name



D. Select “Calculate Overtime”



Setting Up an Award

Use When

These steps should be followed when initially setting up a new award or when a change has been made to an award

Overview

Quick Review

Award Interpreter

Time Zone Maintenance

Classification Codes Maintenance

Employment Types

Allowance / Deduction Codes

Personnel Rates

Concept

1. Edit the “System Codes / Time Scheduling / Award Interpreter” Award Code as required
2. Confirm the details on the details on “System Codes / Time Scheduling / Time Zones / Times Tab” are still appropriate
3. Open “System Codes / Payroll / Classification Codes”
 - A. Select the desired Classification Code
 - B. Check the Award Rule field
 - C. Check the Time Zone field
 - D. Set the Rates on the Rates tab
 - E. On the Entitle tab check the Codes

