PAYROLL MODULE USER GUIDE

PAYROLL MODULE OVERVIEW

The payroll module provides an efficient method of maintaining employees, processing payruns and meeting ATO requirements.

The time sheet and payroll system work together to determine:

- Default employee pays
- Pay types based on number hours, times worked, split shift rules etc
- Allowances and deductions based on user-defined rules
- RDO entitlements

Timesheet imports use a range of standard formats such as XML, CSV, Microsoft Excel, or customized formats to suit clients' timesheet software.

The Awards module:

- Fully user-definable award rule interpretation
- Award succession based on award rules (age, time of employment)
- Full integration to the jobs module to allow allocation of employee time for costing and on-charging based on overheads and charge out rates (determined at a job, debtor or department level)

How To Use This User Guide

Information is listed in the order of which you would find the screens in the menus of Accrivia.

Screen images are displayed where necessary and the details of the screen fields are summarised in tables. Where needed a more detailed description of the field and/or process will be listed after the relevant table.

At the end of the User Guide you will find detailed "How to's" about specific payroll related scenarios and how to cover them using Accrivia.

If you are using this Guide in a Training Session

Your trainer will lead you through this guide. As you progress through the program, complete the exercises and record your organisational policies where indicated, to get the most out of this course.

How to Move Around/Use Accrivia

Screen Navigation

Standard Buttons and Check Boxes	
⏮ ◀ ▶ ⏭	Navigator/Arrow buttons to move between records
✚	Add new record
✔	To save changes to record
➖	To delete a record. Can only be done where no other data exists for the record
✖	To abandon changes
Amount ➡⬅mment Award -$49.9 Award $1,442.00	To Move a column in a grid – grab the title with the mouse, drag and drop to desired position
Merge...	Merge two records together. Any record with postings cannot be deleted. Where a duplicate entry has been set up in error, the records can be merged using this function. All transaction history will be transferred to the record you are merging with and the first record is deleted. ** This is a permanent function and cannot be undone.
Edit Code	Changes the reference code for this entry. All historical references to this record will be updated with the new code.
☐ Redundant	Each form has the option to make a record redundant. The conditions and terminology around this function may vary between modules. A redundant record cannot be 'posted' to, but filtering options allow you to report on or view these records if required. *Not applicable to employees in the Payroll Module

Grids - Keys	
Insert or Arrow Down ↓	Add a new line
CTRL + Del	Delete line
Arrow Up ↑	Save line
Arrow Down ↓	Save line AND add new line below
ESC	Clear changes in field
ESC x2	Clear all changes to line
CTRL →	Opens a sub line on line with a +
CTRL ←	Closes a sub line

Shortcut Keys and Tips	
D	When in date field to insert today's date
+ or -	When in date field to adjust date
CTRL + D	When in memo field to insert current date & time
Tick Box	Space bar to add remove tick or double click on tick box.

Hold your mouse over each field to view a description in the 'hints' bar at the bottom of the screen

Where there is a need to Type "Yes' or 'No". The first letter is always in uppercase and the remaining letters are lower case.

By default if you type a part of a code into an entry field the system will jump to the next closest alpha-numeric match. Alternatively you can elect to have the system automatically open the search selection screen if the typed code does not have an exact match

System Check

Menu option: **FILE -** System ▶ Check

Accrivia provides a report that can be run at any stage throughout any month which explores each module and runs cross-checks to ensure that all entries in the system are correct and balanced.

Errors indicate that there is corrupt data or unbalanced transactions in the system and this process allows for these to be corrected before End of Month/Year processing.

> It is highly recommended that a System Check be performed before running an EOM or EOY roll over.

As some databases can be very large - it is recommended that you run a System Check only for the Module you are working on by double clicking on the boxes next to the module names to select. EG: Only click the boxes for Creditors and leave all others blank - this will then only check all transactions relating to Creditors. Untick all other boxes.

> *** **NOTE** - As the General Ledger is linked to almost all other modules in some format, ticking these boxes along with the main module like Creditors can also confirm that all postings into the GL are correct, however it is not critical that it be done at the same time.

Dates

It is extremely important to ensure that you are using the correct system date when running a system check. This may require you to manually change the system date to get the correct information.

> *Examples:*
> If you are running an End of Month check, ensure that you set the system date to the last day of the month you are working in- 30/4/14.
> If you are running an End of Year check, ensure that you set the system date to the last day of the month you are working in- 30/6/14. Failure to set the correct date - ie running a system check on 4/7/14 for the previous financial year will result in Error messages that are not valid as the system is trying to balance across 2 years.

Module tick boxes

As can be seen below, each module has multiple tick boxes available, with each one performing a different function. Listed below are the function details of each box.

DEBTORS

- Box 1 - tick to perform a check on the Debtors module
- Box 2 - tick to realign period totals with the date of the transaction

It is recommended to tick both boxes to eliminate simple date fixes that the system will handle itself.

JOBS

- Box 1 - tick to perform a check on the Jobs module

CREDITORS

- Box 1 - tick to perform a check on the Creditors module
- Box 2 - tick to realign period totals with the date of the transaction

It is recommended to tick both boxes to eliminate simple date fixes that the system will handle itself.

GENERAL LEDGER

- Box 1 - tick to perform a check on the General Ledger module
- Box 2 - tick to check the GL against the Debtors & Creditors modules
- Box 3 - tick to check the GL against the Cashbook postings
- Box 4 - tick to locate the actual transaction that is in discrepancy between the GL and the relevant module in question

PAYROLL

- Box 1 - tick to perform a check on the Payroll module
- Box 2 - tick to perform a check against the Payroll Accruals

It is recommended to tick both boxes in Payroll as Accruals form an important function, and finding errors early can be of great assistance.

INVENTORY

- Box 1 - tick to perform a check on the Inventory module
- Box 2 - tick to check the Inventory Movement against the SOH figure

How to Perform a System Check

1. Select **FILE | SYSDATE** to check that the system date is correct - if running this before an EOM you will need change the date so that it reflects the last day of the month you are checking.
2. Select **FILE | SYSTEM | CHECK**.
3. Ensure no one is in the system using the modules to be checked.
4. Click in the check-box/es for each module you want to check, (hold cursor over each box to view a description of each option in the Hint bar at the bottom of the screen). Click in all boxes on each module line.

5. By default a tick will appear in every module when you open this screen (see below). Double click in the boxes to remove any modules you do not want to run.
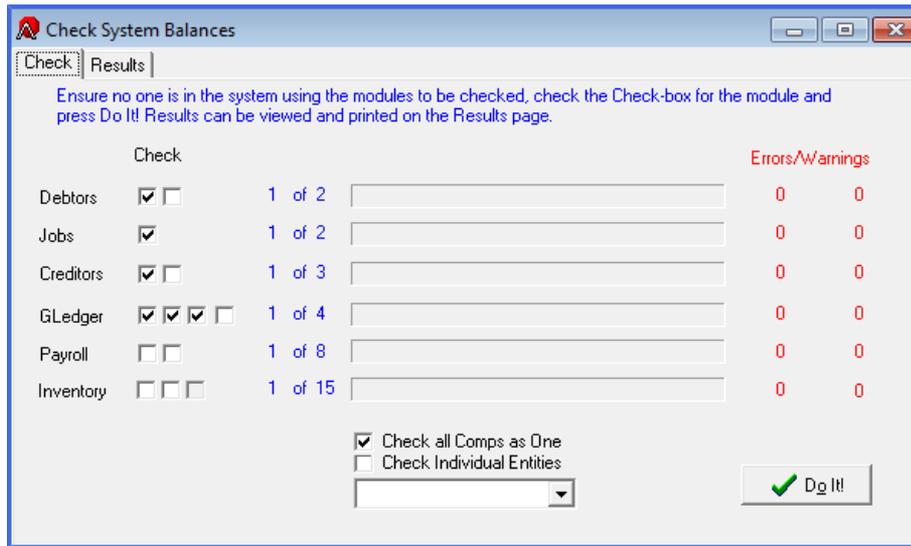
6. Click on the **[DO IT]** button to start the checking process. *Be patient it may take a while to process.*

7. Open the *Results* Tab to view results. This screen will list details of any items not currently in balance.

8. **Did your check reveal any Warnings?**

   Warnings generally alert us that, although the system balances, there is a discrepancy between the sub totals of each period. Ensure the Module/s you are checking has a black (not grey) tick in both check-boxes and re-check the system. This should correct any discrepancies.

9. **Did your check identify any system Errors?**

   Errors indicate that there is corrupt data or unbalanced transactions in the system. These errors should be corrected to ensure the system balances. To assist Accrivia it is essential that a copy of the Results screen be emailed to support@accrivia.com.au for verification and correction.

Errors must be corrected before running any End of Month/Year routines.

The drop-down box at the bottom of the screen to check Entities is for internal use only and should not be changed by anyone other than Your Accrivia Support Team.

PAYROLL DEFAULTS – SYSTEM SETTINGS

Before You Start

Before you can set up employee files you must first define the system settings specific to the Payroll Module. Then values must be defined for all other **PAYROLL | FILE MAINTENANCE** options, e.g. Pay types, Awards, Departments, Codes etc.

1. Define System Settings
   - See "System Settings - PDF Reports" on next page
   - See "System Settings - Bank" on page 26
   - See "Wage Accrual (General Ledger)" on page 35
2. Define Payroll System Settings
   - See "System Settings - Payroll" on page 30
3. Define General Payroll File Maintenance Screens
   - See "Payroll General File Maintenance Screens" on page 67

Steps 1 and 2 will rarely need changing once set-up

The General Payroll File Maintenance Screens will require updating on a ad hoc basis as required

System Settings - PDF Reports

– *PDF Reports tab* is where the location of system produced PDF reports are saved.
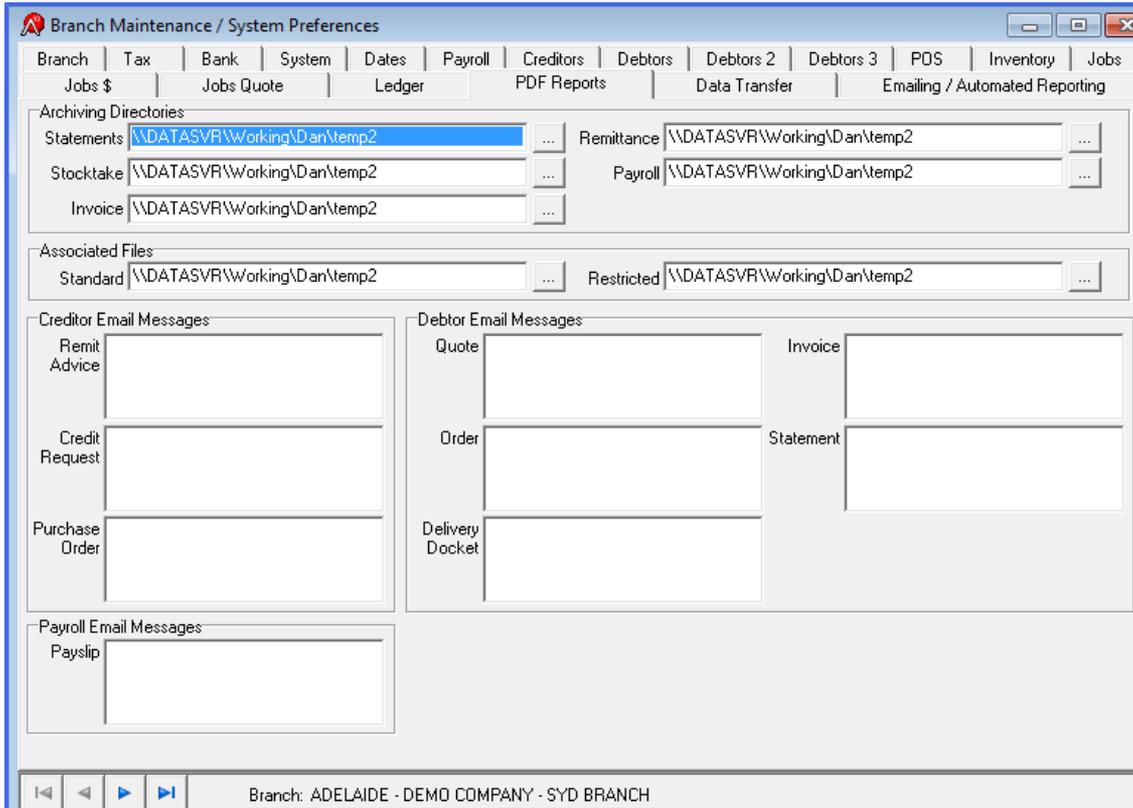
Email Settings

You have the ability to store an email address where a 'Blind Copy' of each email will be stored.

Archiving Directories

1. Locate the individual folders where each type of PDF is to be auto saved. As a general rule this would be on your server where other Accrivia Users can also access them. Create new folders if required

2. Enter the address into the applicable field of the Archiving directory section.

    - Statements - Debtors statements
    - Stocktake - Stocktake Reports
    - Invoice - Debtor Invoices
    - Remittance - Creditor Auto Pay Remittance Advices

- Payroll - Payslips, Payments Summaries and Super Removed report. Also includes a sub folder for Super Contribution files.
- Associated Files

Associated Files - - an extra level of security has been added which restricts the ability of a User to Edit codes in Creditors, Debtors or Jobs.

In order for Users to be able to see the Edit Code button in any of the above modules, they must first have permission on the Menu Visibility fields, then also ensure a a tick is placed in this fields below.

It should be noted that there must be a Filepath name set up in Associated Files fields both Standard and Restricted.
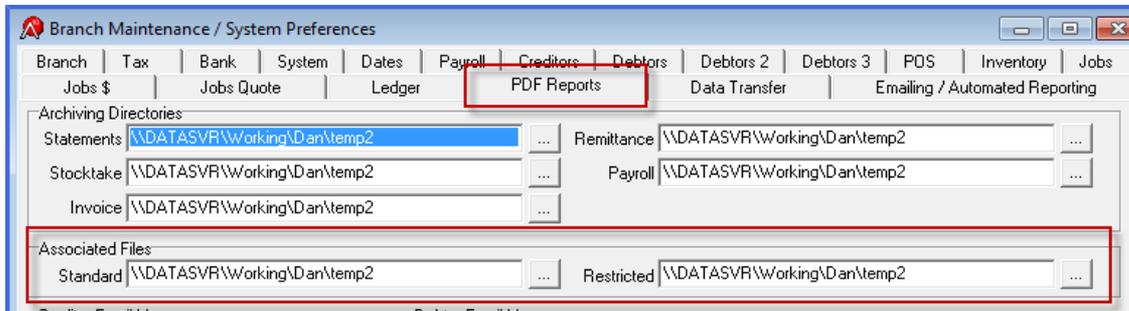
Email Messages

A field is available for each major document within the system which allows you to add a message to the body of the email. Note this message appears in the body of the email only - not on the attached document.

> This is a User option and not a requirement, but it is advisable to have a message entered.
> Web mail solutions, such as Gmail, have dynamic Spam filtering. Messages with attachments and *no* actual message are highly likely to be sent to the Spam Folder

System Settings - Bank

The **FILE |SYSTEM|SETTINGS** – *Bank Tab* allows information to be set that will ensure the .aba bank transfer files for Payroll and Creditors will be accepted via your Internet banking software or website.

This information is set per entity. Use the navigator buttons at the bottom of the screen to locate the entity you wish to update

Bank Details

BANK SUB TAB		
1	BSB No	BSB - must be 6 digits
1	Account No	Account No - maximum 9 digits
2	User No – Payroll/Creds	This number is provided by your bank. It is a unique number that enables them to know the type of payment file being sent and it priority.
3	Payroll/Creds Remitter	The name your bank needs to have listed in the .ABA file
4	Payroll ABA Desc	The description to be displayed on the Employees bank statement for the pay received **OR** Enter '%EC' to use the Employee Code. This enables the ability to match bounced payments to the Employee
5	Auto Balance	Tick this box if your bank requires an auto balancing entry on the .aba file

Credit Card Details

If you regularly make payments using a Credit Card - you can store the details here.

> Details must also be added if you have elected to set up a General Ledger account for the Credit Card and have ticked it as a Bank Account.

- Select the Type of Card - eg VISA, Mastercard etc
- Enter the Credit Card number
- Enter the Expiry Date

Banking Software

Placing a tick in the box - tells the system to Automatically Launch the Bank Software whenever an .ABA file is generated. You will also need to enter/select the correct file name path where the files are saved for the system to use.

Auto Balancing Accounts

Some banks require that you set up an Auto Balancing line in the EFT file when generating the file - this will be set to the correct setting by Accrivia on start up. If new Bank Accounts that

require this type of files are added to your system please contact Your Accrivia Support Team to ensure this set up is correct.

Custom Import File Format

It is possible to import bank files (statements) direct into Accrivia. In order for this function to work correctly you will first need to use an example file from the bank to select the correct columns.

- **Cashbook** - Select the correct Cashbook account
- **Account No** - select the correct bank cashbook
- **Desc** - there are 3 fields here in case you have multiple data columns
- **Debit** - enter the number of the column where the Debit transactions appear
- **Credit** - enter the number of the column where the Credit transactions appear
- **Date -** there are 3 fields relating to the date. In the first enter the number of the column that the date appears in the bank file. In the second select the format that you wish the date to appear - double click to get options. Note in Australia the default standard is DMY = date/month/year 30/10/1963. The final field determines what type of separator will appear in the date / or - (30/10/63 or 30-10-63)

Example

If the bank file appears like this:

	A	B	C	D	E
1	Bank Account	Date	Narrative	Debit Amount	Credit Amount
2	4.56E+15	22/03/2013	VLINE TRAINS	16.70	
3	4.56E+15	3/04/2013	HBF HEALTH LIMITED PERTH AU	334.15	
4	4.56E+15	15/04/2013	PAYMENT-BPAY-THANK YOU		442.60

then the Custom Import File Format (or mapping) would need to look like this:

Counting each column starting at 1 on the left

Column 1 = the Account Number

Column 2 = the Date, there are 3 fields for Date -

- the first tells which column number
- the second advises how what the files date format looks (DMY = Day/Month/Year, MDY = Month/Day/Year or YMD = Year/Month/Day)
- the third advises what format the date is recorded on the bank file (eg with dashes or slashes between the digits etc)

Column 3 = the description or Narrative from the bank file (there are 3 fields for this however the other 2nd and 3rd are optional and not really required for most cases)

Column 4 = this inducates which column the Debit amounts are listed

Column 5 = this indicates which column the Credit amounts are listed

This is sufficient information for Accrivia to correctly load the bank file, any other information on the bank file is not required and will not be recorded in the load.

Internet Bank Statement

Place a tick in this box if you will be downloading bank statements direct from the Internet.

System Settings - Payroll

The **FILE|SYSTEM SETTINGS - *Payroll Tab*** allows information to be set that will apply to all employees and payroll processes in the system. This information will be automatically entered as the default values for all new employee files.

These default values may be overwritten in an individual's file if they are not applicable or if the Awards Module is being used, in which case the Award defaults will then be assigned.

Super

- **Super -** The Super % is the percentage amount that must be paid into a Superannuation Fund for your employees. This value is the default value used when creating new employee files. It can be overwritten for individuals if necessary.
    - **System wide update:** Double clicking in this field will enable a system wide update of the Superannuation % amount.
    - For details on Updating Super Guarantee Rate**please refer to the Accrivia System Manual**
- **Super Gross Min** - Minimum gross monthly wage an employee must earn in order to be eligible for compulsory employer Superannuation contributions. All employees who earn over this amount in any month are entitled to Superannuation for that month.

- **REST Super Plan ID** - REST Super Plan ID –only if the business uses REST
- **REST Super Employer** No - REST Super Employer No. –only if the business uses REST
- **Minimum Super Removal Hours** - Enter the number of hours under which Super will not be calculated under the Super EOM process
- **Super EOM** - Select which employee types the Super End of Month process with be calculated on (*** see further details below)

Other

- **Payrun Days** - Processing day is always 0 e.g. if the payroll week is Mon – Sun and the payrun is processed on the Monday, then Payrun Days will be -1 (1 day before processing) (*** see further details below)
- **Confirm File Maintenance Changes** - Tick for prompt to confirm changes to File Maintenance – Employee screen. Unchecked, changes will be saved just by moving off the record.
- **Job/subcontractor Overhead %** - Enter the % increase when updating Jobs with Employees times - only applicable for clients using the Jobs module
- **Merge Bank Files Where Possible** - Tick to allow merge. If running multiple payruns on the one day from the same bank and ABN, additional payruns will append the first aba file rather than create a new file
- **Week Ending Day** - For Timesheets, the day timesheets end on
- **Auto Terminate Days** - For the Employee Termination function. Set the number of days after which if no hours are worked, the employee is terminated
- **Don't Allow Negative Runs** - To prevent accidentally performing a negative payruns

Leave Entitlements (*** see further details below)

- **Holidays Hours Per Week** - Amount of annual leave accrued per week
- **<=Year Personal Hours** - Amount of personal hours accrued when the employee has been employed less than 1 year
- **>=Year Personal Hours** - Amount of personal hours accrued when the employee has been employed more than 1 year
- **Long Service Start Years** - The years of service required before an employee is eligible for LSL (*** see further details below)

Timesheets

- **Period** - Weekly or Fortnightly
- **Lunch Start** - Enter start time of Lunch break
- **Auto T/C Nos** - System or Company option if Accrivia is to auto generate Timeclock numbers

Settings

- **Extended Payroll Enabled** - Displays if the Award system is enabled to control employee hourly rates and accruals
- **Timesheet Grouping** - Tick box
- **Payroll Cashbook Grouping** - Tick box
- **Employee States Values** - Tick Box – allows the employee file to override rates and accruals if connected to a Award

User Defined Accrual (*** see further details below)

- **Tabs One to Four** - Select tab to set up new accrual
- **Hourly** - Tick if an hourly accrual, leave if $ value
- **Description** - Enter name of accrual e.g. TIL Accrual

Super EOM

Note that Superannuation is calculated each time a payrun is processed and recorded in the Employee's **PAYROLL | FILE MAINTENANCE** | *Employee Super Tab*. However, the **PAYROLL | END | SUPER EOM** routines will remove Superannuation entries in the current month if the employee has earned less than the minimum amount specified here, or is under 18 years of age and worked under 30 hours in the week, each week.

If the Super EOM process is not run, ALL employees will receive Superannuation regardless of their minimum wage for the month.

> For more information about compulsory Superannuation contributions and casual employees, contact the Australian Tax Office (ATO).

Leave Entitlements

When using the Awards facility, the accruals nominated within the awards structure will become the default accruals for the employee.

Auto Adj Leave Entries

The Auto Adj Leave Entries is not applicable to all awards. This option allows the system to over-ride the default Leave Accrual rates, based on the actual paid hours for each employee, effectively accruing entitlements on an hours worked basis rather than a flat rate basis, up to a maximum of

the employees ordinary default hours. This is beneficial for part-time employees whose hours vary each week.

> Refer to Employee Set-up for detailed information in the Payroll User Guide PDF

Long Service Start Years

The Long Service Start Years option allows you to nominate the years of service required before an employee is eligible to take Long Service Leave. Long Service Leave still accrues from their start date, the start year is for reporting purposes.

LSL does not have a default rate. If the employee is not allocated to an Award, LSL is entered manually in the **PAYROLL | FILE MAINTENANCE** - *Accruals Tab* and accrued for all employees from their commencement date. Where the employee is on an award, the award will manage the accrual rate

The **FILE | REPORTS | PAYROLL** – *Pay -accruals Tab* has a report titled 'Long Service Leave' which reports on the value of all LSL liabilities both current and pending.

Pay Run Days

The day the pay run is normally processed on.

E.g. if the payroll week is Mon – Sun and the payrun is processed on the Monday, the Payrun Days will be -1 (one day before the processing day). This will report the week ending date as the Sunday on the Payslips and show Sunday as the payrun date in the Pay Calculate screen.

User Defined Accrual Types

This feature is enabled by keying in the description of the user defined accrual on the 'Payroll' tab of System Settings. Tick if the accrual type is maintained on an 'hourly' basis, or leave un-ticked if the accrual is to track financial values.

When this has been setup, the 'Accrual Classification' Drop List in the Pay Types form will show the usual four (Annual Leave, Personal Leave, LSL and RDO) and the additional types as defined in the system settings.

Both an 'accrual' pay type and a 'payout' pay type need to be allocated to ensure the accrual is collected and paid out.

> **Example:**
> To have a user defined accrual type of 'Time In Lieu', you would define this as the description in the System Settings, setup a TIL-ACCR and TIL-PAYMENT pay types; both would be of type Payment (not allowance or deduction). To accrue, you would enter a negative quantity of hours in the pay process and use TIL-ACCR pay type, and to payout the accrual, use TIL-PAYMENT with a positive quantity.

The balance of user defined accrual types appear on the employee maintenance form in the accruals tab, and a report exists to print all balances by employee.

Wage Accrual (General Ledger)

The **FILE|SYSTEM|SETTINGS - Ledger Tab** is where you can indicate a Wage Accrual account for the purpose of allocating the payroll costs to the actual month to which it applies.

Accrivia Payroll is capable of determining the wages that falls "into the previous month" when a payrun is committed, and doing a Credit journal to the wages account in the month of the week ending date for the 1st of that month, and a Debit entry to the wages account for the last day of the previous month. In each case, the other side of the journal goes to a "Wages Accrual" account. This ensures accurate P/L reporting of true labour costs within the month.

To enable this feature:

1. Go to **FILE|SYSTEM|SETTINGS**
2. Select the *General Ledger tab*
3. Enter the GL 'Accrual Acct' in the 'Payroll Month Split' group box.

EMPLOYEE FILE MAINTENANCE

Setting Up New Employee

The **PAYROLL| FILE MAINTENANCE| EMPLOYEE** screen is where all individual employee files are maintained. You can view employee totals, accruals, payment entitlements, Superannuation records and tax information as well as modify individual employee information.

To set-up a new employee

1. Click on the **+** button
2. Select the Entity (Company/Branch/Store/Division) (for multi-company sites only)
3. Enter a unique Employee Code (maximum 10 characters)
   - This can be a number e.g. 10025
   - A combination of the employee's name e.g: JONESF
   - A combination of name and timeclock number e.g. JONEF10025
4. Choose to default information from another employee or use the re-employment function if required
5. Continue with entering the details as per the tabs categories following

Employee Details

Information is grouped into the following Tab categories:

TAB CATEGORIES		
Details	Main Screen	Main employee details
	Employee Type	Sub Tab Employee Type details
	Work Hours	Sub Tab Employee standard work hours
More Details	Banking	Employee payment method and Bank accounts for pay transfers
	Others	Additional information e.g. package details and email address for payslips, Award overrides
Notes		Auto filled screen of maintenance changes. Also for manual note entries. All entries can be edited
PTD/YTD		View Period to Date, Year to Date earnings
Accruals		Leave accrual details and types. View only for Timesheet users, editable for other users
Tax		Employee Tax Information
Defaults	Pay Type	Default pay elements: hours, allowances, deductions – not for Timesheet users
	Department Split	To allocate employee cost across departments by %
Entitlements	Only enabled for some sites	View only screen of entitlement payments e.g. Coinvest, Incolink, Insurances if applicable
Super		View only screen of Superannuation payments
Pay Types		Historical pay details by pay type and date
Qualifications		Record employee qualifications and expiry e.g. First Aid certificate
Changes Log		View Only screen of detailed maintenance changes
Resource Tabs		User defined tab to record additional information – can be renamed

Employment – Quick Start

When setting up a new employee you are given an option to either use the Default information of another employee with the same employment agreement or to Re-Employ if the employee has worked with this company before and this will restore all of the original settings for that employee.
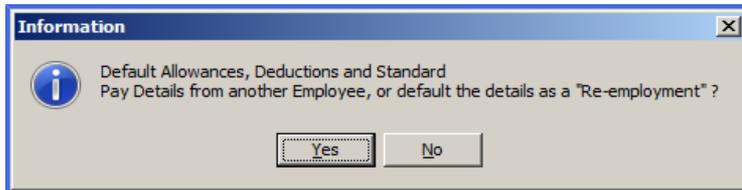
This function enters only basic default information - if using either of these options – always ensure you check each tab and enter new details into each tab where required.

Default information from an existing employee will only install basic details such as Award Type, Tax type etc, no personal information is loaded.

Employee Details Tab

The PAYROLL|FILE MAINTENANCE|EMPLOYEE - *Details tab* contains all the information on your employee. The name, address, phone number, date of birth of each employee, details of pay rates or applicable Award, Superannuation and employment status. Note that some fields will be greyed out depending on different options selected, such as Award.

Never Edit an Employee Code whilst a Pay Run is in Progress

Show Terminated Option

By default, only current employees can be viewed. To view terminated employees tick the 'Show Terminated' option at the bottom of the screen.

This option must be ticked if manually terminating an employee

Filter Option *If visable

This drop option is available for sites with multiple Entities.(eg Branch/Company/Store/Division). This allows the operator to filter employees to a single Entity to aid in the easy movement between its employees using the navigtor buttons

Tips in Entering Address Details

Use of punctuation like commas or full stops in the address field can cause errors when uploading EOY Payment Summaries and with Superannuation Contribution load files.– Do not use punctuation in these fields

Also ensure the spelling of the Suburb is as per Australia Post Guidelines and the postcode is the correct one for the Suburb. Superstream relies on this information being correct.

DETAILS TAB		
Employee Details	Employee Code	Required as per Company numbering protocols
		Type in field and tab to jump to employee. Double click to bring up search screen
	Edit Code	To edit Employee Code – 10 characters maximum
	Names	First name and middle name fields
	Surname	Employee surname/family name
	Address	First line is required, 2nd is optional
	Suburb/State/PCode	Required
	Phone / Mobile No	Employee home phone and mobile numbers
	Birth Date	Birth Date DD/MMYYYY – Age is displayed beside field
	Payment Period	Weekly, Fortnight or Monthly
	Largest/Smallest coin	Drop list: Select only for payments via cash, otherwise leave blank.
	Default/Job Rate	Enter Default pay rate if not using awards or are overriding the award rate.
	Weekly Accrual Hours	If no award is used enter standard weekly hours e.g. 38 or 40 for leave accrual purposes
	Weekly Actual Hours	If no award is used enter actual weekly hours to be worked by the employee. E.g. 38 for full-time or 20 for part-time
	Gender	Male or Female
	Division (Entity)	If applicable – this is selected when first setting up a new employee. The name of this field can be changed to suit requirements eg: Division/Branch/Company/Store
	Time Clock No.	Employee time clock number if using a clocking system
	Default Dept	Select from Drop List
	Use Timesheet	Tick box – for timesheet module users. Tick if using Awards
	Default Status	Enter code e.g. N,S,A,F – for timesheet module users who utilise Clocking Status
	UD Emp Type	User Defined Employee type - set-up in the Employee Position Type

		screen
		Used in report selection criteria
	Student	Select from Drop List
Super	Super Fund	Select from Drop List employee's main super fund for SGC purposes
	& Contrib. % or $	Actual percentage rate for SGC calculations in the left field or enter flat dollar amount is required as per employee agreement in the right
	Award/Above % or $	The standard SGC or award rate for SGC calculations in the left field. $ Amount for the right field.
	Additional/ Minimum	Enter $ amount if additional Superannuation is to be paid. Enter the minimum amount of Superannuation to be paid if applicable
	Member No.	Employee Superannuation Fund Member Number
Awards	Award	Select award from Drop List if Awards is enabled and applicable to the Employee
	Employee Class*	Select from Drop List – Selects sub level of award, connected to Job costing
	Position	Enter Position Title to be displayed on payslips
Employee Type Tab	Employment Type	Select Full Time, Part Time or Casual. Select Salary if applicable
	Commenced Full Time /Part Time	Enter Employee start date of commencing Full Time or Part Time
	Commenced Casual	Enter Employee start date of commencing Casual
	Default Pay Type	Select from Drop List –Has not effect on payrun. *Information only*
	Terminated	Auto filled field from the Termination process Can manually add: Make sure 'Show Terminated' is ticked, double click to enter date and Save
	Termination Reason	Auto filled field from the Termination process Can manually add: Show Terminated is tick, double click to enter Termination date first, select from drop list and Save
	Start Time/ End Time	Employee's standard start and end times * Overrides all other time periods in both the Work Hours Tab and the Awards

Work Hours Tab	Start/End times by Day	Enter if employees work hours are different to those set as default. Becomes the default hours if using Timesheets and overrides Awards.
		*Not visible on all systems

Related Topics:

Employee Details Tab - More Information

Payment Period

It is necessary when doing a pay run to tell the system if an employee is being paid for one week, two weeks, or a one month period for taxation, leave accrual and employee selection purposes in the pay run.

By selecting a Payment period in the Employee's file you are telling the system what period the wage was earned over so that the correct tax scale can be applied and the correct leave entitlements can be accrued.

Leave entitlements are specified as weekly rates. The payment period is used when calculating wages to determine the correct leave entitlements (ie: if the payment period = fortnight, entitlements will be accrued at 2 x weekly rate each time a pay run is updated).

Example 1
Weekly employee earning $1,000 for the pay period:
They will be taxed at using the weekly tax tables a rate of $186. Annual leave would be accrued at the rate of 3.077 hours for the pay period

Example 2
Fortnightly employee earning $1,000 for the pay period:
They will be taxed using the fortnightly tax tables at a rate of $93. Annual leave would be accrued at a rate of 6.144 hours for the pay period.

If an employee is paid for more than one payment period within the one pay run, the 'Pay Period' field in the Pay Posting screen will need to be manually adjusted.

This information is also used when defaulting Employee details into the Pay Calculate screen, as you can select all, Weekly, Fortnight or Monthly depending on your payrun requirements.

Weekly hours

Whether employees are paid monthly, fortnightly or weekly the Actual Weekly Hours should reflect their normal working hours for a week.

The weekly actual hours amount is significant when determining the Normal Gross Pay to be used in the calculation of tax on unused leave amounts. If this field is blank there will be no tax calculated on post 1993 leave entitlements (you will need to determine the correct amount and adjust the tax amount yourself).

The weekly accrual hours is used when determining leave accrual requirements.

Weekly Hours Example
20 days annual leave for a 40 hour work will mean that 3.076923 hours will be accrued each week. If the work week is only 38 hours then the hours accrued each week will be 2.923077

Largest/Smallest Coin

Only select amount if paying employees via cash rather than bank transfer or cheque.

From the first drop-list select the largest monetary denomination to be issued as payment. Select the smallest monetary denomination from the second drop-list (when doing a payrun the exact amount of each coin/note required to make-up the wages is calculated for you). If any amounts are remaining for employees after wages have been calculated out using the minimum denomination specified, these are taken up in tax (and would be returned where relevant as part of a tax return at the end of financial year). Note if using, you must enter Largest in first tab then Smallest in second tab– reversing these has tax implications in payroll.

If an amount is selected in error, click in the field and press the backspace key to clear.

Default Rate of Pay

Enter in a default rate of pay per hour or leave blank if using the Awards module.

To enter a rate different to that of the award, first go to the More Details | Other tab and select "Don't Use Award for Rates". Once selected the default rate field will be in edit mode. To revert to the default Award rate just untick the box. Enter a Job rate (only if enabled)

Jobs only - If an employee attracts a Job rate of pay for working on a commercial sites (or a site other than their usual) enter the rate here in the field next to the default rate of pay.

If not enabled, this is a comment only field and can be used how you wish. e.g Annual Salary amount

Super

Select the appropriate Super fund for the employee from the drop down list. The Super Funds available for selection will be those set up in the PAYROLL | FILE MAINTENANCE | SUPER FUNDS

See "Payroll Super Fund File Maintenance" on page 74

Awards - for Systems that have Awards and Jobs enabled

These Awards are defined in the PAYROLL|FILE MAINTENANCE|AWARD screen and reflect Company/Government Job Awards that categorise the different employment areas of your company.   Within each Award there may be various job classifications, as outlined in PAYROLL|FILE MAINTENANCE|EMPLOYEE CLASS

Select the appropriate Employee Class from the drop down list. The default rate of pay corresponding to this classification will be updated for this employee (unless you have manually overwritten the default value). If you are paying more than the award rate leave, this field blank.

> These Classifications are defined in the PAYROLL | FILE MAINTENANCE| EMPLOYEE CLASS option and outline the job levels or classifications within the various positions of employment within your company.

Employee Type

Select Salary, Full-time, Part-time or Casual. The employee type affects a number of areas, leave accruals and employee selection for payruns.

Casual employees do not receive holiday entitlements, and may or may not be entitled to Superannuation (depending on their gross monthly income). When Salary is checked employees will accrue full entitlements regardless of hours worked, otherwise ratio accruals will apply (if the system setting is set to achieve this in the payroll tab of system settings screen).

When processing payruns in PAY CALCULATE you can define payruns by employee type e.g. Salary employees only.

Start Time/ End Times (Timesheets)

Start time/end time overrides all other time periods in both the Work Hours tab and the hours nominated in the Awards Screens. *Only applicable if using Timesheets.*

Employee - More Details Tab

The PAYROLL | FILE MAINTENANCE |EMPLOYEE - *More Details tab* has information for the type of payment for wages, bank details, debtor income codes, contract expiry date and licence number and expiry date of each employee etc.

The tab is split into two sub tabs:

Banking See "Employee - Banking Sub Tab" on the facing page

*Others*See "Employee - Others Sub Tab" on next page

Employee - Banking Sub Tab

This screen manages how an employee is paid (Cash, Cheque or Transfer)

Where an employee is being paid by Transfer, their bank account details are also entered.

BANKING - SUB TAB		
Paid As	Drop List	Cash, Cheque or Transfer(EFT)
Bank 1		Main bank account. Remaining funds after distribution to following accounts are sent here **
	Bank Name	Drop List – Select Bank
	Bank No	Enter BSB - **MUST HAVE 6 DIGITS** 00000 will initiate Wage Parking
	Account No.	Enter account number
	Account Name	Enter account name - If left blank the employee name will be used in the creation of the .aba file
Bank2, 3,4	Bank Name	Drop List – Select Bank
	Bank No	Enter BSB - **MUST HAVE 6 DIGITS**
	Account No.	Enter account number
	Amount	Enter $ amount to go this account
	Account Name	Enter account name
		** see below for further details

** Bank 1 is considered the main bank account. Bank 2,3 & 4 require a set $ amount to be allocated. When processing the payroll these amounts from Bank 2,3&4 will always be paid first, with the balance that is left being paid into Main Bank 1.

> Where income is low or variable, the use of more than one account is not advised

See "Employee - Others Sub Tab" below

Related Topics:

Employee - Others Sub Tab

This tab contains additional employee details that are not handled by the other tabs.

Employee File Maintenance

Details | More Details | Notes | PTD/YTD | Accruals | Tax | Defaults | Super | Entitlements | Pay Types | Qualifications | Changes Log | Study | Resource 2

Employee Name BRAD APPLE

Banking | Others

Debtor Inc Code 1 LABOUR

Debtor Inc Code 2

Contract Expires / /

Licence No

Licence Expiry / /

Username APPLEB

Protect Member No

Co-Invest Member No 1311798

On Leave Until / /

EMail Address

Package Details

Package Item	Item Value
▶ Novated Lease	$5,000.00

Total: $5,000.00

Dont Use Award For Accruals ☐
Dont Use Award For Rates ☐

Uses Timeclock ☐
Paid In Advance ☐

Show Terminated ☐

OTHERS - SUB TAB		
General	Debtor Inc Code 1	Double click to select **
	Debtor Inc Code 2	Double click to select **
	Contract Expires	Date Field
	Licence No.	Enter Driver's License Number
	Licence Expiry	Date Field
	Visa Expires	Work Visa Expiry date - will be listed in Payroll Anniversary screen
	Min/Max Hours	Timesheet users - warning will be given if either hour qty is triggered. Entered as a weekly amount and scaled according to pay period.
	Username	E.g. Windows/network login id
	Protect Member No	Protect Member No
	CoInvest Member No	Co Invest Member No
	On Leave Until	Is a Date field which can be used to note when an employee is on leave until **
	Email address	Payslips & payment summaries will be emailed if data is entered here. Leave blank if payslips are not to be emailed. If you wish to record an email address for other purposes, use one of the Resources tabs & customise a field to suit.
	Emerg.Cont	Emergency Contact Name
	Emerg. Ph	Emergency Contact Phone Numbers
	Don't Use Award for Accruals	Overrides the Award default accrual figures if ticked **
	Don't Use Award for Rates	Overrides the Award default hourly rate if ticked **
	Uses Timeclock	If employee records time worked via a timeclock

	Paid in Advance	Tick Box - Information only
Package	Package Item	Description of item. Record purposes only
Details	Item Value	$ value of item – records purposes only
		** see below for further details

On Leave Until

Is relevant if using the 'auto terminate' menu for employees that are casual and haven't worked for a given period of time, allows employees who are on leave to be not terminated due to lack of current employment hours.

Don't Use Award – tick boxes

There are two options that allow the employee details to override their associated award.

- "Don't Use Award for Rates" will allow the system to use the Award for all rules, but look at the employee file for the pay rate. When an Award is selected, the rate field is greyed out; selecting "Don't Use Award for Rates" will enable editing of the rate field.
- "Don't Use Award for Accrual" will allow the system to use the Award for all rules and rates, but look at the employee file for leave accruals

Debtor Income Codes

Select the debtor income codes, if applicable. Debtor Income Codes are only applicable if running the Inventory Module. They are just normal stock codes that are used for charging out employee labour through the Debtor Order or Point of Sale screens.

The Debtor Income codes give you the facility to report on the amount of income generated through the Debtor invoicing system by a particular employee. Each employee can be assigned up to two Debtor Income codes. If for example your employees are paid a higher rate of pay when they work on commercial sites you can link two separate debtor income codes to this employee: one for charging out at the standard rate, and one for charging out the commercial rate).

This information allows you to print the "Employee Wages vs. Income Generated" report, from the **FILE|REPORTS-** *PAYROLL tab* to obtain details of the profit/loss associated with an employee.

In order to obtain accurate reports, each employee should have their own debtor income code/s (i.e. if the same code is assigned to multiple employees, the report will show the income attributable to all employees assigned this code).

Employee - Notes Tab

The EMPLOYEE | FILE MAINTENANCE - *Notes Tab* will automatically record a history of changes to an employee's file with the most recent changes at the top of the list. You may also add your own notes and comments to this page regarding the selected employee. Use **CTRL+D** to insert the current date and time.

All notes on this tab can be edited and can be viewed in the Timesheet processing screen.
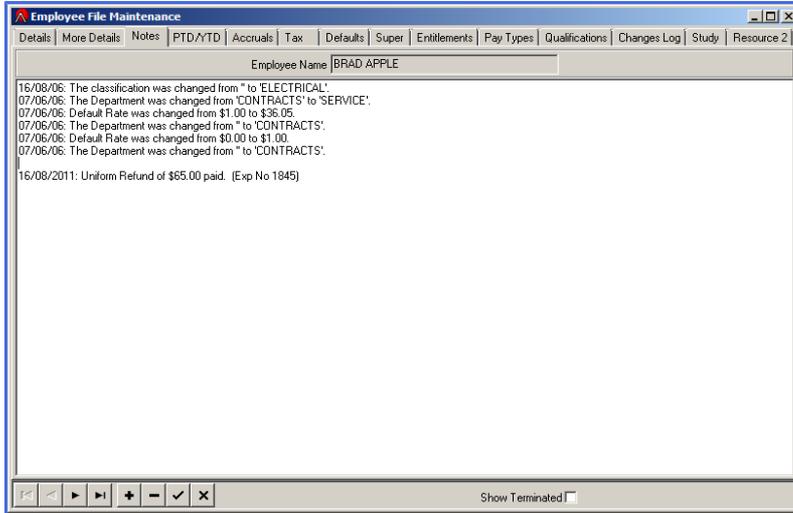
Employee - PTD/YTD Tab

The EMPLOYEE | FILE MAINTENANCE – *PTD/YTD tab* Shows the Period to Date (PTD) and Year to Date (YTD) summary of wages/salaries paid with the current financial year.

This is a *view only* Tab. The figures here are the YTD amounts displayed on payslips and are used for creating payment summaries.

The PTD figures are set to zero with the Payroll End of Month process and are important to the Super Removal process

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Next Step:

Employee - Accruals Tab

The **EMPLOYEE |FILE MAINTENANCE - *Accruals tab*** shows the rate at which leave entitlements are accrued, as well as a summary of all payments and leave entitlements received, accrued and taken to date.

ACCRUALS		
All Leave	Days per Year	Default days of leave accrued per year
	Hours Weekly	Default hours of leave accrued per week
	Hours Accrued	Leave accrued this Financial Year generated from payruns plus BOY figure
	Hours Taken	Leave taken this Financial Year. System generated from payruns
	BOY	Beginning of Year. Balance brought forward from previous year. System generated from END HSR process
	Entitled	Total of hours accrued less hours taken, plus BOY. Becomes BOY when EOY process is run
RDO specific	RDO Granted	Grants RDO accrual regardless of if the hours have been actually accrued.
LSL Specific	Long Service Interest Rate	Interest rate paid on LSL accruals if required
User Defined		User defined leave, such as Time in Lieu, will only display if set-up in System Settings

Awards Users

If you attribute an Award to an employee, the accruals described in that Award will become the defaults for the employee. These fields are then unavailable for editing through this screen. Where you wish to use an Award for all pay elements, except for accruals go to the *More Details – Others tab* and tick "Don't Use Award for Accruals" check box.

Full-Time Employees - No Award

If you have defaults set up in the **FILE|SYSTEM |SETTINGS** *-Payroll tab*, your accruals will default to these values.

Part-Time Employees – No Award

There are two ways to manage part-time employees who are not allocated to an award:

1. Where an employee works a consistent number of hours per week, accrual values can be
   manually entered to reflect unique accruals applicable to them

2. In FILE | SYSTEM | SETTINGS – *Payroll tab* there is a tick option for Auto Adj Leave Ent. When enabled the system will accrue leave based on hours worked. In the EMPLOYEE FILE MAINTENANCE- *Details screen* enter the weekly accrual hours to be a full time work week (eg 38 or 40 hours)

> Only the rates per year/week can be edited. Hours accrued, taken or entitled are system generated via the pay calculation process. Do not use this screen to directly record leave adjustments

No Defaults

If no defaults are set up, enter the total hours of Sick Leave, Holiday hours, Long Service Leave and RDO (if any) the employee is entitled to each year. Based on the Standard Hours specified in the PAYROLL | EMPLOYEE FILE MAINTENANCE - *DETAILS tab*, a weekly hours figure will be calculated on a pro-rata basis (this is used by the PAYROLL | CALCULATE option).

> No leave entitlements will be accrued if accrual value is set to zero.

Related Topics:

Employee - Tax Tab

The EMPLOYEE FILE MAINTENANCE - *Tax tab* is for storing all the employees' tax information.

- Tax File Number (TFN),
- Taxation Calculation Codes,
- HELP Debts, SFSS Debt (if applicable)
- Additional tax payments.
- Reportable Fringe Benefits Tax for reporting on Payment Summaries.

TAX		
General	Taxfile Number	Enter Employee's TFN
	Tax Calculation Code	Drop List – eg Tax Free Threshold, Non Resident **
	HELP Debt	Tick Box. Tick if Employee has advised of HELP Debt (formally HECS). These are deducted from the employee's wage as part of their normal PAYGW tax.
	SFSS Debt	Tick Box. Tick if Employee has advised of SFSS Debt. These are deducted from the employee's wage as part of their normal PAYGW tax.
	Weekly Additional Tax	Enter $ amount as specified by the employee on the Withholding Declaration Form. Enter negative amount for calculated offsets **
Electronic	Previous Names	As per Tax File Number Declaration **
Declaration	Previous Surname	As per Tax File Number Declaration
Details	Date Dec Signed	Date Field As per Tax File Number Declaration
	Date Dec Lodge	System generated if using electronic reporting
Payment Summary	Fringe Benefits Tax	The $ Value of Reportable Fringe Benefits to be reported on the Payment Summary. **
Details	CDEP	Enter CDEP amount here if applicable N/a as at 2013
	Lump Sum E	Enter Lump Sum E amount here if applicable Check with the ATO for the current Reportable amount
		** see further details below

Tax Calculation Code

Tax Calculation Codes are defined in the PAYROLL |FILE MAINTENANCE | *Tax Code* screen.   If no tax file number is supplied, you must select tax code '4 – No Tax Number' from the Tax Code field. This will calculate tax at a penalty rate specified by the Australian Taxation Office.

If an employee has their own tax rate due to completing a PAYG Withholding Variation Application with the ATO, a Tax code will need to be set-up for them specifically in the PAYROLL| FILE MAINTENANCE | *Tax Codes* screen.

Weekly Additional Tax

If the employee is electing to have additional tax deducted from their wage each payrun, enter the amount in the Weekly Additional Tax field. This amount will be automatically added onto the calculated PAYG tax deducted from their wage each pay run. This must be a weekly amount, if the employee is paid weekly or monthly the system will adjust the tax amount accordingly.

> In years where there is an extra payrun for the year it is advisable for additional tax to be withheld for employees. Please refer to the ATO for suggested amount.

Electronic Declaration Details

Optionally you can record employee details as provided by the Employee Declaration. Once a new employee has completed the Employee Declaration the details can be typed here and forwarded electronically to the ATO.

> Your company must be registered with the ATO for electronic lodging.

Payment Summary Details

If the Employee has any Reportable Fringe Benefits Tax amounts that will need to be reported on their Payment Summaries at the end of the financial year. This amount needs to be entered before generating Payment Summaries, in the Payment Summary Details area of the Tax tab. Similarly if a Lump Sum E amount has been received for this employee, the amount can be entered here to be reported on Payment Summaries.

These figures are cleared as part of the End of Year procedures once Payment Summaries have been produced.

Related Topics:

Employee - Defaults Tab

The Defaults Tab has two sub tabs. Default Pay types and Department Split

Default Pay Types

The **PAYROLL|FILE MAINTENANCE|EMPLOYEE**– *Default tab* is for defining details of an employee's regular (or usual) weekly / fortnightly / monthly wage, default payments, allowances and deductions. These details make up an employee's default pay values. When calculating a payrun they can be loaded into the Pay Posting screen and used as a basis to calculate the wages – pay details can then be modified for each individual pay run, as required, before updating.

DEFAULT PAY TYPES		
Grid section	Pay Type	Drop list – select from defined pay types
	Quantity	Enter the qty. Number of hours or units depending on pay type
	Rate	Any type based on Normal Pay will default the rate from the Employee Default screen. Any other rate or $ amount is manually entered
	Description	Optional information field
	Time Sheet Hrs	Pay type Qty is determined by the timesheet hours
	End Date*	Date at which pay type will no longer default - *optional*
	Max Amount*	Amount at which paytype no longer defaults - *optional*
Screen Totals	Total Hours	Total of the hour based pay types
	Total Amount	Total taxable $ amount
Standard Pay	Report Button	Displays the employee's pay breakdown after tax

To quickly view the standard gross pay and the tax to be withheld, click the **[STANDARD PAY]** Button.

Criteria Based Employee Defaults

There is the ability to set an Allowance or Deduction to finish (no longer default) when certain criteria is met.

This function is useful for deductions like Salary Sacrifice laptop which is only to be deducted till a certain amount is reached.

Once set the Allowance or Deduction will default until the date or amount is met. Once finished, the Allowance/Deduction will be removed from the Defaults tab and a note entered onto the Employee Notes tab.

> We highly recommend still checking these defaults, noting when they are meant to end and verifying that they do so

Where the criteria is $ amount based, and the last payment will be the difference between the Max amount and payments to date.

> **Max Amount Please note:** If the allowance or deduction has been used by the employee in the past the allowance/deduction may not default or will stop defaulting before the desired amount. If this is the case, set-up a new Pay Type to handle this scenario.
> EG. LAPTOP 2014 rather than LAPTOP

Timesheet /Award Employees

There is no need to enter defaults for payments/wages where a timesheet and time clocking system are used for that employee.

Only add allowances or deductions that *are not* provided for in the Awards module e.g. Salary Sacrifice, Child Support, Novated Lease etc.

For information on whether a deduction/allowance should be applied before or after tax contact your Accountant or the ATO.

Department Split

If an employee splits their time between more than one job role, in more than one cost centre (Department), you can itemise this here, i.e. 50% administration, 50% sales. These default amounts can be overtyped with actual hours when each pay is calculated, this will allow you to accurately keep track of your real costs for each department.

If a split is not required, allocate 100% of the employees labour cost to the relevant default department.

Timesheet Department Selection and Pay Type Default Department will over-ride this default department during the pay process.
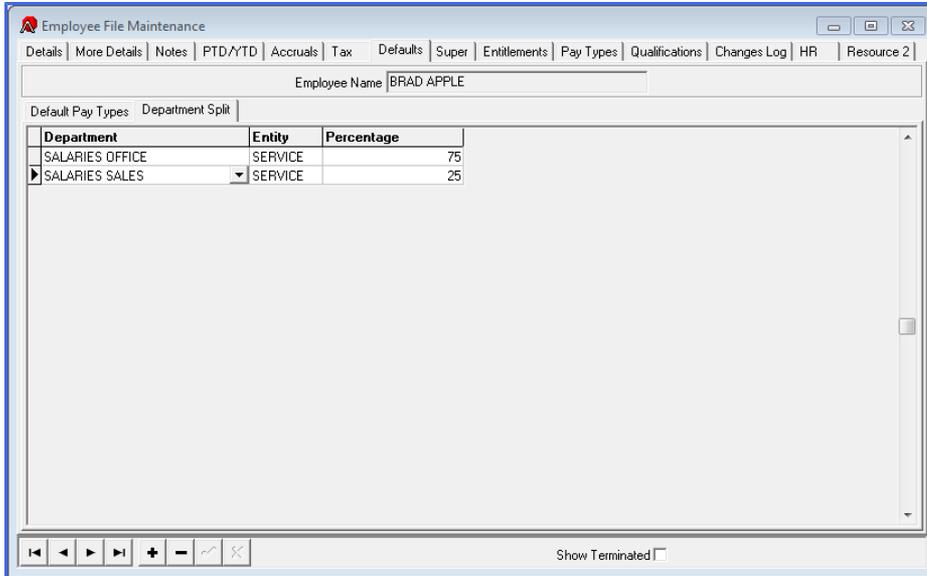
Related Topics:

See "Payroll Super Fund File Maintenance" on page 74

See "Payroll Types (Pay types)" on page 68

See "Payroll Departments" on page 67

Employee - Super Tab

The PAYROLL | FILE MAINTENANCE| EMPLOYEE– *Super tab* is a reporting screen, enabling you to view an employee file for all Super history

This table records a history of all Superannuation payments contributed to the employee's fund, including voluntary and employer contributions, when payment was made to the Super fund, and when the employee was notified of this payment having been made.

This is an information only screen. You are not required to make any entries to this table. It is updated automatically each time a payrun is calculated and Superannuation payments are recorded in the Super Notification option.

Related Topics:

See "Payroll Super Fund File Maintenance" on page 74

See "Payroll: Reportable Employer Contributions (RESC)" on page 79

Employee - Pay Types Tab

The **PAYROLL | FILE MAINTENANCE | EMPLOYEE - *Pay Types Tab*** is a reporting screen, enabling you to search an employee file for all entries of an individual pay type that were paid during a selected date range.

You can determine the total that an employee has been paid to date for each pay type by leaving the start and end date fields empty or you can enter a start and end date and determine how much an employee has been paid for that period.

Employee - Qualifications Tab

The **PAYROLL| FILE MAINTENANCE| EMPLOYEE- *Qualifications tab*** is where employee qualifications can be recorded. Qualifications can include anything from First Aid Certificates, driver's licences to the various Tickets that are required for working on different job sites. This tab could also be used for any internal training that your organisation needs to keep track of.

This tab works with the **PAYROLL| FILE MAINTENANCE| QUALIFICATIONS** screen. Individual qualifications and set-up and maintained in this screen. This screen also interacts with the Qualifications tab.

QUALIFICATIONS TAB		
Grid section	Qualification	Drop list – select from defined Qualification Codes
	Obtained	Date obtained – can be original date or date copy sighted by employer
	Expires	Date expires
	ID Number	Identifying/licence number
	Institute	Where the qualification was gained
	Signed By	Name of signatory
	Renewal Not Required	Tick Box
	Notification	Drop list – determines how employee will be contacted
	Notes	Enter any additional information
	Result	Drop list – Pending, Not Competent or Competent.
Buttons	Copy From	Copy qualifications from an existing employee

Related Topics:

See "Qualifications" on page 84

Employee-Entitlements Tab

The EMPLOYEE FILE MAINTENANCE - *Entitlements tab* is for recording all the employees Entitlements paid by the employer. eg, Protect, Co-invest, Acirt etc

Entitlements consist of:

- Long Service Leave
- Income Protection
- Severance/Redundancy
- UCover
- Training

Entitlements are set-up in the Awards Module on the Accruals Tab and are calculated with each payrun.

To report on these entitlements, go to the PAYROLL |PAY ENTITLEMENTS tab on the reports screen.

Employee - Changes Log Tab

The **PAYROLL| FILE MAINTENANCE| EMPLOYEE–** *Changes Log* tab is a reporting screen, enabling you to view an employee file for all changes made and which User made those changes.

This screen may not be edited unlike the Notes tab.

Employee - Resource Tabs

The **PAYROLL| FILE MAINTENANCE| EMPLOYEE-** *Resources tabs* are user definable screens. Here you can record additional employee information, such as contact details for emergency contact or email address not to be used for payslips.

The name of the Tab itself can be customised. Right click on screen and select Change Tab Caption. To add fields to the screen:

1. Right click on the screen.

2. Select the field to add from the list.

3. Hold down the shift key and select the field to move it into position. Do the same to resize. The resize arrows only appear in the lower right-hand corner.

4. Continue to add fields until you have all the fields required.

5. Right click on each field name and select rename to name the field.

6. Click the **[TICK]** button to update the screen.

You can add a maximum of 5 for each of the following field types:

- Alpha
- Check box
- Date

Only 3 memo types can be added.

> If using a memo field use **CTRL + D** to insert today's date and time when editing the field contents

PAYROLL GENERAL FILE MAINTENANCE SCREENS

The following screens need to be set-up and reviewed when first setting up Accrivia

- See "Employee Classes (Jobs)" below
- See "Payroll Types (Pay types)" on next page
- See "Pay Type Group FM (Awards Allowance/Jobs)" on page 73
- See "Bank Name" on page 74
- See "Awards Module" on page 91
- See "Payroll - ATO Tax Tables" on page 81
- See "Qualifications" on page 84

Employee Classes (Jobs)

PAYROLL| FILE MAINTENANCE| EMPLOYEE CLASS is where employee classes are defined.
When using Awards that are defined in the PAYROLL| FILE MAINTENANCE| AWARD option there may the need to define Employee Classes.

Classifications allow you to distinguish between employees based on a certain criteria for the purpose of charging on-costs to Jobs (See FILE |SYSTEM SETTINGS| *JOB$ TAB*)

Most often QUALIFIED and APPRENTICE are used, but the operator can define any other category that may be useful for their business.

This allows you to apply different percentages for overhead costs such as schooling, RDO's and leave entitlements that various classes of employees attract and on charge them accurately to jobs.

For example if you have a group of workers attract a high number of inclement weather allowances due to the nature of their work, their on-costs will be higher than your group of workers working indoors doing fit outs. This way the on-costs can be correctly charged to the jobs that actually use these higher cost services.

Payroll Departments

The PAYROLL | FILE MAINTENANCE |DEPARTMENT screen allows you to divide your Company into its operating areas or departments. General Ledger accounts for wage expenses can be divided into sub accounts and assigned here to these departments. This allows you to keep track of, and report on the expenses attributable to each.

DEPARTMENT		
Grid section	Department	Department Name
	GL Wage Acct	Select associated GL account for Wage Expenses
	Super GL Acct	Select associated GL account for Superannuation
	Clocking Status	*Quick Service Sites only * Enter the Clocking Status e.g. S. Makes the Department the Default Department, where this clocking status is used in Timesheets

Payroll Types (Pay Types)

All the possible payment types are defined in this PAYROLL| FILE MAINTENANCE| TYPES table.

There are two main types of pay types: PAYMENT and ALLOWANCE/DEDUCTION

- To enter a new Pay Type, click the **[ADD]** button at the bottom of the screen.
- To change the Description click the **[EDIT DESC]** button.

Payment Types

Payment types are controlled by the $ rate as per the employee default rate as listed on their Employee File. This rate is either set per employee or controlled by the Award they are allocated to.

Due to this, the one pay type can be used for employees on different hourly rates.

There is a 'weight' assigned to each payment type which is applied to the employee's default rate of pay. This allows you to specify a single pay type, such as "Overtime", that can be applied to all employees regardless of their rate of pay.

> **Example**
> Where "Overtime" is paid at a rate of time-and-a-half, then the pay type would be given a weight of 1.5, the hourly rate for this pay type will be "employee's default rate" x 1.5.

> Payment Types are always applied before tax; the BEFORE/AFTER TAX column is only applicable to Allowance/Deduction Types and cannot be changed once set.

Allowances/Deductions Types

Any allowances and deductions are also Pay Types.

Allowance and Deduction Types can be set as either before or after tax (refer to the ATO if you are unsure which applies to your pay type), and must have an entry in the BEFORE/AFTER TAX column. This selection will make a difference to the amount of tax deducted, and it also determines if and how the allowance/deduction is reported on the End of Year employee Payment Summaries.

Allowance/Deductions are not assigned a weight. They are assigned a $ value (even if zero). The value of the allowance/deduction is defaulted when set-up on the employee file or in an award. The rate can be overridden on an individual basis as required.

> Where the Allowance/Deduction on the Employee or Award is set with the same $ rate as per the pay type, when this rate is updated on the pay type it will automatically update the rate on the pay type where it is used through the system.
> Where this rate is different, it will not be updated.

For all Allowance/Deductions you must specify what GL account these amounts should be recorded against. Union Fee deductions, for example, may be recorded against a separate liability account until such time that they are paid and the liability account cleared.

System Recognised Pay Types / Codes

There are certain pay types that are recognised by the Payroll System as significant with regards to leave.

The following classifications for leave entitlements are not negotiable. The system will only update an employee's leave accruals if the leave paytypes used in the payrun are allocated to their applicable classifications:

PAYMENT TYPE CODES	CLASSIFICATION
Paid Annual Leave	ANNUAL LEAVE
Paid Sick Leave	PERSONAL LEAVE
Paid Carers Leave	PERSONAL LEAVE
Rostered Day Off	RDO
Long Service Leave	LSL
User Defined	User defined accrual e.g. Time in Lieu
Annual Leave Loading	*Not allocated to a category, but the Description is significant

Pay Types Field Details

Description	Hourly Type	Details	Pay/All/Ded	After/Before Tax	GL Acct	Weight	Rate	Per	Super	Direct Cost	Work Cover	Payroll Tax
ACCIDENT PAY		ACCIDENT PAY	PAYMENT			1.000		HOUR	☑	☑	☑	☑
ANNUAL LEAVE		PAID ANNUAL LEAVE/HOLIDAY PAY	PAYMENT			1.000		HOUR	☑	☑	☑	☑
CAR ALLOWANCE		CAR ALLOWANCE	ALLOWANCE	AFTER	1965		$0.0000		☐	☐	☐	☐
CARERS LEAVE		CARERS LEAVE	PAYMENT			1.000		HOUR	☑	☑	☑	☑
CHILD SUPPORT		CHILD SUPPORT AGENCY DEDUCTION	DEDUCTION	AFTER	3400		$0.0000		☐	☐	☐	☐
COMPASIONATE LE		COMPASSIONATE LEAVE	PAYMENT			1.000		HOUR	☑	☑	☑	☑
CRIB ALL HAMILT		CRIB ALLOWANCE HAMILTON	ALLOWANCE	BEFORE	1965		$12.6700		☐	☑	☑	☑
CRIB TIME		PAID CRIB TIME	PAYMENT			1.000		HOUR	☑	☑	☑	☑
ETP_CASH		ETP PAID	PAYMENT			1.000			☐	☐	☐	☐
ETP_RDO			PAYMENT			1.000			☑	☐	☐	☐
ETP_ROLLOVER		ETP ROLLED OVER	PAYMENT			1.000			☐	☐	☐	☐
F/AID AWARD		LEVEL 1 AID ALLOWANCE	ALLOWANCE	BEFORE	1965		$11.6000		☑	☑	☑	☑
F/AID LEV 2 EB		LEVEL 2 FIRST AID ALLOWANCE	ALLOWANCE	BEFORE	1965		$16.5000		☑	☐	☐	☑
F/AID LEV 3 EB		LEVEL 2 FIRST AID ALLOWANCE	ALLOWANCE	BEFORE	1965		$22.0000		☑	☑	☑	☑
FARES CAR AWA		FARES COMPANY VEHICLE AWARD	ALLOWANCE	BEFORE	1965		$2.8500		☐	☑	☑	☑
FARES CAR EBA		FARES COMPANY VEHICLE EBA	ALLOWANCE	BEFORE	1965		$2.8500		☐	☑	☑	☑

		PAY TYPE FIELDS
	Description	Pay Type Name, e.g. "NORMAL" must be unique
	Details	A more detailed description can be used on Payslip if configured to display this field. eg "Normal Hours Mon - Fri"
	Pay/All/Ded	Drop List – Payment, Allowance or Deduction
*	After/Before Tax	Drop List – Before or After Tax for Allowances and deductions. Leave blank for Payment. Cannot be changed once set.
	GL Acct	Select General Ledger account for Allowances and Deductions, will override Department account
*	Weight	Eg 1.000 for Normal, 1.500 for time & a half.
*	Rate	Default $ amount if applicable
*	Per	Drop List – Hour, KM, Shift, WK or Blank
*	Super	Tick Box – pay type contributes to SGC calculations **
	Direct Cost	Used to calculate average rate per hour – displayed on Dept Summary Report
	Work Cover	Tick Box – Tick if used for Workcover calculations
	Payroll Tax	Tick Box – Tick if used for Payroll Tax calculations
*	RDO Accrual	Tick Box – Tick if contributes to the total hours used for RDO accruals
	Union Details	Enter Full name of Union. Double click to open the Memo field. Enter the name of the Union that is to be reported on Payment Summaries
	Notes	Additional details about pay type
	Base Pay	For Job Costing it is the base working pay type
	Classification	Drop List – select applicable leave type for pay type. **
	Hourly Type	Drop list – Normal or Overtime – for Job costing **
*	Co-Invest LSL	Tick Box – Tick if used for Co-Invest Calculations (VIC/TAS)
*	On Cost IUS	Tick Box – Tick if used for IUS Calculations (NSW)
*	Default Depart-ment	If pay type is to be used with a given Dept by default
	Job Rev Desc	"Do & Charge" jobs - Description that defaults against billing lines on the Job Invoicing screen

	Job Rev Rate	"Do & Charge" jobs –the default rate against billing lines on the job invoicing screen
	Job No. Reqd	For Job Costing – tick if a job number is mandatory
	Pay Sum Type	Tick to have this pay type in the reportable allowances/deductions on the Payment Summary.
	Default Class	Default leave pay type – select only one for each type
	Use PiA	Tick if used with the PiA option in Pay Calculate
	Web Enabled	If available - tick if available for Selection in Web Base Timesheets
	*Affects the Payrun	** see below for further details

Super

The employer's Superannuation contribution is usually calculated on Ordinary Time Earnings (OTE). All pay types representing OTE should have a tick in the 'Super' column. If you require other payment types (e.g. overtime) to be included in the gross amount used to calculate the employer's Superannuation contribution, they must also have a tick the 'Super' column.

It may be that 2 pay types need to be set-up, one that is included in super calculations and one that is not.

Classification /Default Class

For all accrual types, it's necessary to flag them as being Personal Leave, Annual Leave, Long Service Leave or an RDO payment. This enables the system to have multiple pay types used against an accrual type (i.e. personal leave may be taken as sick leave, carers leave, etc).

One, and only one, of the pay types must be ticked as 'Default Classification', which enables Accrivia to see it as the default pay type for that accrual type (typically, the Personal Leave default classification will be 'Sick Leave' or 'Sick Pay', and the other accrual types will typically only have one pay type setup so will therefore be ticked as Default).

There are also Classifications now for Union Fees and Workplace Giving. These have no effect on the payruns and only used with Payment Summary Reporting

Hourly Type

This field is used to specify whether a Payment Pay type is classified as Normal or Overtime. This used in Payroll Calculate and for Job Costing.

In Payroll Calculate the Hourly type is for the Hours Breakdown Summary in the Header. If the Hourly Type is left blank, the system assumes the pay type is Normal.

For the purpose of Job Costing, this dictates the pay type as being Normal or Overtime (Casual or Part-time/Fulltime is determined by the employee) to determine the appropriate loading % rate to put on the employee's hourly rate to determine accurate job costing rate.

Deleting a Pay Type

A Pay Type can only be deleted if it has never been used within the system - this is to preserve the intergrity of the reporting and system checks.

It is recommended that if codes are no longer required, or you wish to tidy your selections to ensure old codes are not accidently selected, to rename the pay type

To do so, use the **[EDIT DESC]** at the bottom of the screen to Edit the Description/Name and place a ZZ in front of the exisitng code (ZZSICK LEAVE) - this will ensure that the history of this code remains on the system but the selection is moved to the very bottom of the selection screen so cannot be accidently selected.

To Delete a Pay Type

1. Place cursor on the line of the entry you want to delete.

2. Hold down the Ctrl key and press the Delete key **[CTRL +DEL]**

3. Click **[OK]** to confirm the deletion.

> Warning - Once confirmation of a deletion is accepted the data is lost and cannot be retrieved!

Pay Type Group FM (Awards Allowance/Jobs)

The **PAYROLL | FILE MAINTENANCE | PAY TYPE GROUP FM** screen controls the grouping of pay types for the purpose of determining allowances for payroll and job costing. It's primarily used for Awards. It has the benefit that the Pay Type group can be updated at any time and the changes will apply to all Awards that use that group. There is no need to go into every award and edit the allowances whenever a change is required.

It's suggested to make the "Pay Type Code" a name / code that accurately, but simply, represents the pay types included in that group, such that selecting this group easily identifies the pay types included. This is best achieved through a "legend", where perhaps ORD may represent ordinary times, OT represents overtimes, etc. The description is a long description field to note the use of this pay type group.

Bank Name

The names of each different bank used by Employees for EFT payment of their wages is defined in this table. The names on this table link through the PAYROLL |FILE MAINTENANCE | EMPLOYEE – *More Details - Banking Tab*

The main purpose of this option is for ease of reporting, it has no effect on the creation of the .aba file

Awards Module

The **PAYROLL | FILE MAINTENANCE | AWARD** option allows you to record the conditions, rates and allowances applicable to your industry, or government awards, AWA's, EBA's, IWA's or unique employee conditions that your company's employees are contracted under, and record the applicable award in the employee's file.

> For complete details on Awards please see section Awards Module

Payroll Super Fund File Maintenance

This screen is for the set-up and maintenance of Super Funds and Superannuation Clearing Houses.

Open PAYROLL | FILE MAINTENANCE | SUPER FUNDS

> NOTE - you may need to activate this menu option in User Access

First Time Using This Screen

The first time you use this screen you will need to do the following:

- Set up your Super Clearing House (Optional)
- Set up your main Super Funds
- Allocate existing Super Pay Types to a Super Fund

Set Up a Clearing House (Optional -only if submitting a contribution file)

Setting up a Clearing House is optional at this stage if you have under 20 employees or will not be using Accrivia to produce your Contribution File.

1. Click on the ![+] button
2. Enter the code you wish to use for the clearing house
3. Enter the name of the clearing house in the Description field
4. Select CLEARING HOUSE in the Fund Type Section
5. Enter the bank details, ABN and contact details
6. Pay Period is not required
7. Enter any additional information or notes in the Fund Details section or leave blank
8. In the Employer ID section, enter the unique employer id allocated to you by the clearing house. Enter one for each ABN if provided.
9. Click ![✓] to Save

Set Up Super Funds (Registered)

1. Click on the ➕ button

2. Enter the code you wish to use for the Super Fund eg. REST for REST Superannuation

3. Enter the Fund Name of the Super Fund in the Description field

   i. This populates the Fund Name field of the file and should match the Fund Name you set-up at the Clearing House

4. Select **REGISTERED** in the Fund Type Section (see below for setting up a SMSF)

5. Select the Spin ID from the drop list

   i. If Spin ID is not in the drop list, then Add to the Super Fund IDs tab using the following steps

      • Spin ID must be unique - provided by the Super Fund

      • Fund Name belonging to the Spin ID

      • Bank account details and address details are optional and for your reference only

6. Select the Pay Period - once set this cannot be changed

    i. please contact support for assistance if a change is required

7. Enter any additional information or notes in the Fund Details section or leave blank

8. In the Employer ID section. Your Clearing House will allocate a unique employer ID for each Super Fund. Enter one for each ABN if provided. This field can be left blank if no ID is provided for a specific ABN.

> At this point click on the tick at the bottom to save the entry - this must be done before you Allocate a Pay Type.

9. Allocate the applicable Super Pay Types

    i. Click on the **ALLOCATE PAY TYPE** Button and select the Super Pay Type

    ii. Continue for each Super Paytype belonging to that fund

10. To set up a new Super pay type

    i. Click in the grid and click the **INSERT** key or **ARROW DOWN**

    ii. Enter the Description, must begin with SUPER

    iii. Enter more detailed information in the Details field,

        - note this is what may be displayed on your payslip, depending on your payslip customisation

    iv. Select if BEFORE or AFTER tax

        BEFORE is required for Employee Salary Sacrifice contributions

        AFTER is required for After Tax Employee Contributions

        Employer Superannuation can be either Before or After tax. We recommend BEFORE, as then the Super Pay Type can then be used for both Employer Superannuation and Salary Sacrifice contributions.

    v. Allocate the General Ledger Accrual account

> Please note this account is normally a Liability (C) account for accounting purposes. The DR account is handled by the Payroll Department.

    vi. Continue until all entered

11. Click ✔ to Save

12. Continue adding Super Funds and allocating Super PayTypes until all Super Pay Types are allocated.

13. The Allocate button will no longer be available once all Super Pay Types are allocated

    i. This takes effect on closing and then reopening the screen

    ii. You can also see on the Pay Type Screen itself any unallocated Super Pay Types, as this will be in RED

14. If a Super Pay Type has been incorrectly allocated, use the **MOVE PAY TYPE TO** button to real-locate to a different Super Fund

15. If you have Super Paytypes that are no longer in use and no contributions are owing, set up a Super Fund called 'OLD Super' or something similar and allocate the Super Pay Types to this Super Fund

    i. Please note the Pay Period for the Super Fund and against the Super Pay Type must be the same

    ii. Please contact support@accrivia.com.au if you require assistance with the pay period if it requires changing.

Setting up a Self Managed Super Fund (SMSF)

1. Click on the ![plus] button
2. Enter the code you wish to use for the Super Fund eg. FAMILY for Family Self Managed Super Fund
3. Enter the Fund Name of the Super Fund in the Description field
   i. This populates the Fund Name field of the file and should match the Fund Name you set-up at the Clearing House
4. Select **SMSF** in the Fund Type Section
5. Enter Fund details per the field name
6. Enter the ESA.
   i. This is like the SPIN number for a registered fund
   1. If using a Clearing House like Quick Super, enter the Fund ID that the Clearing House has allocted to the Fund. eg. CB12345JOHNSONSMSF
7. Select the Pay Period - once set this cannot be changed
   i. please contact support for assistance if a change is required
8. Enter any additional information or notes in the Fund Details section or leave blank
9. In the Employer ID section. Your Clearing House will allocate a unique employer ID for each Super Fund. Enter one for each ABN if provided. This field can be left blank if no ID is provided for a specific ABN.
10. Refer to steps in Setting up a Registered Super Fund for allocating the Super Pay Types

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Related Topics:

See "Employee - Super Tab" on page 62

See "Payroll: Reportable Employer Contributions (RESC)" below

Payroll: Reportable Employer Contributions (RESC)

On the Payment Summary there is the requirement to report Reportable Employer Super Contributions. For full details of what is required please contact the ATO or your Accountant

Employer guide for reportable employer super contributions

With every payrun that Super is calculated, Accrivia updates the *Super Tab* on the EMPLOYEE FILE MAINTENANCE SCREEN. This tab reports the following:

SUPER TAB		
	Date	Week-ending date
	Pay Type	Super Pay type - Super fund and type of payment
	Employer Contribution	Employer Superannuation Guarantee Amount Total Amount - includes Above Award amount
	Employee Contribution	Employee After Tax Contribution
RESC	Salary Sacrifice	Employee Salary Sacrifice Amount
RESC	Above Award *	Employer Above Superannuation Guarantee Amount
	Paid	Date Contributions paid (if using the Super Notification Screen)
	Notified	Date Contribution Payment Notified to employee (if using the Super Notification Screen)
	*Coming Soon	

The RESC field on the Payment Summary totals the Salary Sacrifice and Above Award Columns for the Financial Year being reported on.

If your Super Pay Types have been set-up correctly and your employee's pays have been accurate, then the amount reported for RESC should be accurate. Please verify by the running the Super Summary report for the Financial Year.

If you require additional amounts to be added to the RESC figure, please contact support@accrivia.com.au for advice

Payroll: Changes To Superannuation Pay Types And Handling

Previously Superannuation set-up was handled via the Pay Types File Maintenance Screen.

A new Super File Maintenance screen has been added to manage Superannuation.

This new screen allows the following:

- Set-up and management of Super Pay Types
- Streamlines the management of Super Funds

- Caters for additional Super information such as Spin ID
- Group Super pay types with the same Spin ID under the one overriding Super Fund
- Management of Clearing Houses

> Super Pay Types will no longer be set-up and managed in the Pay Type File Maintenance Screen. They will be handled in the new Super File Maintenance Screen

The new Super File Maintenance Screen connects to new functionality in the Payroll End of Month screens. This has been introduced as part of our move towards SuperStream. This new functionality will:

- Produce one Super contribution file per ABN in your database
  - This one file will contain all Super Fund contributions, which will then be distributed via your chosen Clearing House
- Produce one ABA payment file per ABN in your database, which is linked to the contribution
- Enter the General Ledger Journal and Cashbook entry for the payment made (for those sites who access the General Ledger and Cashbook Modules)

See "Payroll Super Fund File Maintenance" on page 74

Payroll - ATO Tax Tables

The ATO issues specifications relating to Tax Codes and HELP/SFSS payments. The appropriate tax code must be selected in each employee's file, along with whether HELP/SFSS calculations are applicable or not. These codes operate 'behind the scenes' to automatically calculate the applicable amount of tax for each employee.

Tax Codes

The **PAYROLL| FILE MAINTENANCE| TAX CODE** option allows you to maintain a list of Tax Tables as defined by the ATO to calculate tax (PAYGW) from wages. These tax tables are normally updated as part of the End of Year process. You also have the option of creating a User Defined tax code for when a Withholding Variation notification from the ATO.

If need be, an update can be run by the **PAYROLL | END –|UPDATE TAX SCALES** option.

To check if you tax tables are current, view the "Applicable From" date on the Tax Code File Maintenance Screen.

Tax Code File Maintenance

Tax Code: 2

Description: With Tax Free Threshold with Leave Loading
Applicable From: 01/07/2011

Less Than	A	B
$244.00	0	0
$359.00	0.1513	36.9231
$422.00	0.2522	73.1519
$571.00	0.1664	36.9239
$705.00	0.1947	53.0778
$955.00	0.343	157.6978
$1,291.00	0.348	162.4747
$1,532.00	0.32	126.3009

Additional tax codes may be added where an employee has a PAYGW Variation from the ATO.

> **Important**
> Tax tables figures are weekly. The system uses the period on the employee file in conjunction with the Tax Weeks from the Pay Calculate process to adjust the tax calculation to fortnightly or monthly as required

Add a User defined Tax Code – Flat rate of tax

1. Click **[ADD]** to add a new code

2. When prompted enter a tax code number that is unique , one that follows on from the last tax code is preferred

3. Enter the name of the tax code, such as the employee code it refers to or the % tax rate

4. Enter the 'Less Than' amount (eg weekly pay is less than).

5. Enter the % amount in column A - eg. 20% is 0.20

6. Enter a 0 amount in column B**

   a. Column B contains the $ amount to be deducted from the tax calculated (Column A x Gross). An amount is required for marginal tax tables to function. It is not applicable for a flat rate tax

7. Move off the current record to update the entry.
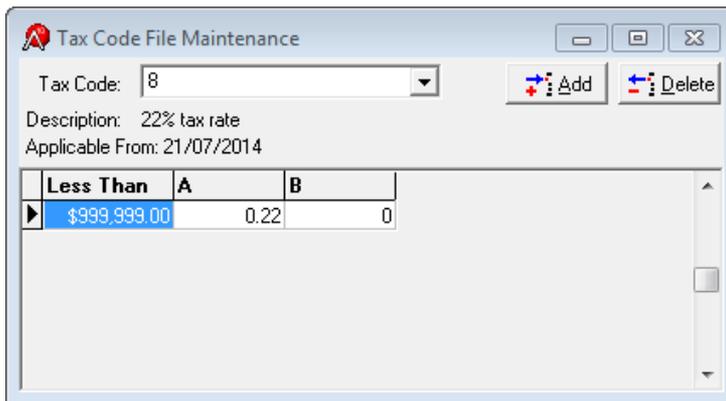
Standard Payroll Tax codes are already set up in your system as defined by the Australian Taxation Office (ATO). These codes are maintained as part of the Payment Summary Process or manually via the Update Tax Code process

If you require a marginal user defined tax code to be set-up, please contact Your Accrivia Support Team for assistance.

See "HELP & SFSS" below

HELP & SFSS

HELP and SFSS rates are set by the Australian Taxation Office and defined in the PAYROLL| FILE MAINTENANCE| HELP & SFSS screens.

Using these rates, the appropriate HELP/SFSS payment will be automatically calculated based on the employee's earnings.

> HELP/SFSS payments are deducted from the employee's wage as part of their normal PAYG tax.

Qualifications

The **PAYROLL| FILE MAINTENANCE| QUALIFICATIONS** screen allows you to state qualification, place them in groups, stipulate renewal information and on the Search tab, to find employees who have specific qualifications.

If set-up, reminders of qualifications due for renewal can printed on the payslip or a separate letter can be produced.

Qualifications can include anything from First Aid Certificates, driver's licences to the various Tickets that are required for working on different job sites.

> **Please Note**:
> This module is currently being rewritten

To Set up Qualifications

Qualifications are setup in 2 section. The overall qualification group and the actual qualification itself. Multiple qualifications can be set-up per group. Some qualifications may have different levels and/or different renewal time frames

Qualification Groups

In the Qualification Groups (upper) section of the Qualification Group Maintenance Screen

1. Insert or Arrow Down to start a new entry
2. Enter a Unique Group Code eg. FIRSTAID
3. Enter a description eg. First Aid Qualifications
4. Continue for all required groups

Qualification

In the Qualification (lower) section of the Qualification Group Maintenance Screen

1. Select the Group required
2. Enter a unique code for the specific Qualification eg. First Aid Lvl 1
3. Enter a long title if required
4. Enter any Notes as required - double click to enter as this is a Memo field

5. Select the renewal time from the drop list

6. Tick Employee responsible if required

7. Continue for all required qualifications

Allocate to Employee

See "Employee - Qualifications Tab" on page 63

Search Tab

The Search Tab of the Qualifications Maintenance screen is where employees can be reviewed, reported on and updated according to their qualifications

Current Qualifications

Displays Employees *with* the Qualifications selected

1. Select the Valid as of Date

2. Select the Qualification/s required

    1. Up to three qualifications can be selected using an AND/OR scenario

3. Click **SEARCH**

4. Employees meeting the criteria will be listed

Required Qualifications

Displays Employees without the Qualifications selected or who has the Qualification, but it has expired.

1. Select the Valid as of Date

2. Select the Qualification/s required

    1. Up to three qualifications can be selected using an AND/OR scenario

3. Click **SEARCH**

4. Employees meeting the criteria will be listed

5. Employees can then be notified either by letter or on their payslips that they are required to update their Qualification

6. Tick Print Letter or Print on Payslip for each employee as required

7. Click Print/Update Records to process

    1. Those selected for Print will be printed straight away, choose your preferred printer when prompted

        1. The employees Qualifications tab will be updated that they were notified via letter and the qualification marked as Pending

> Contact Accrivia Support to customise this letter to your organisations needs.

2. Those selected for Payslip will have their Qualification tab updated to note that they will be notified via their payslip

    1. Once their next pay is processed, there will be a payslip message advising them their qualification has expired or is due to expire

    2. It will continue to be displayed on their payslip until the Qualification is renewed or removed.

Update Results

The Update Results Search option allows you to review employees with Qualifications marked as Pending and update those who have now obtained/updated their qualification.

1. Select the Valid as of Date
2. Select the Qualification/s required

    1. Up to three qualifications can be selected using an AND/OR scenario

3. Click **SEARCH**
4. Employees meeting the criteria will be listed
5. Tick Qualification Obtained against the relevant employees
6. Entered the Competency Completed field at the bottom of the screen
7. Click **UPDATE RECORDS**
8. The employee's qualifications tab will be updated.

    1. The qualification will be marked as Competent

    2. The Expiry date will be updated if the qualification has a renewal period

Days Of Leave

The **PAYROLL | FILE MAINTENANCE | DAYS OF LEAVE** is where Public Holiday and company wide RDO's dates are entered. These dates are used with the Timesheet and Pay In Advance functionality.

In the Timesheets screen the Day of Leave is used by the system the automatically tick the Public Holiday or RDO tick boxes based on the dates entered.

In the Pay in Advance function, where dates are entered the applicable pay type will be defaulted instead of Annual Leave

A recommendation is to Google a list of the Public Holidays for your State at the start of each year and use this to enter the dates.

To enter a Day of Leave

Insert the standard days of leave applicable to employees by selecting the leave type, date and the State that it is applicable to. The system will apply the Days of Leave based on the Employee's Award and if not on award, then their State on the Employee File Maintenance screen.

> ** Note while you can select the individual state - it is recommended to simply use the ALL selection.
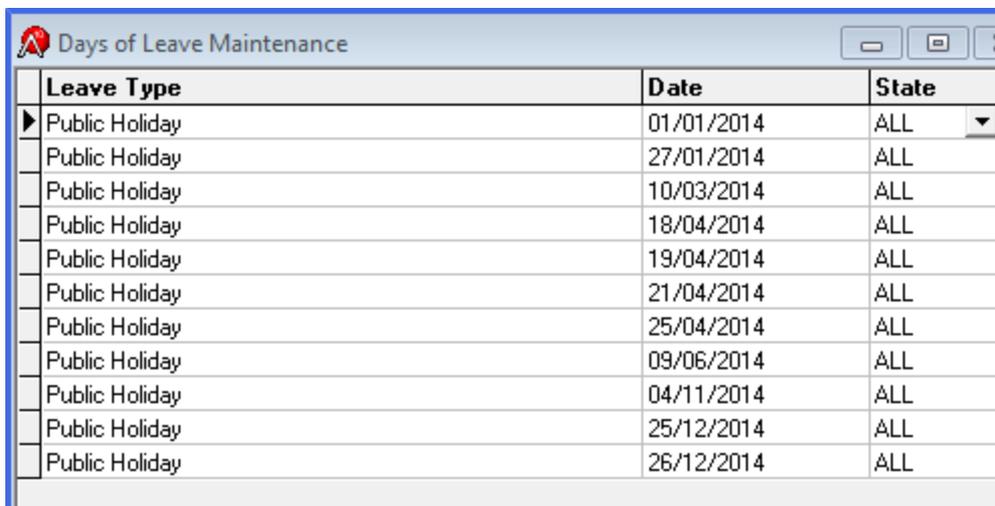
Leave Type	Date	State
Public Holiday	01/01/2014	ALL
Public Holiday	27/01/2014	ALL
Public Holiday	10/03/2014	ALL
Public Holiday	18/04/2014	ALL
Public Holiday	19/04/2014	ALL
Public Holiday	21/04/2014	ALL
Public Holiday	25/04/2014	ALL
Public Holiday	09/06/2014	ALL
Public Holiday	04/11/2014	ALL
Public Holiday	25/12/2014	ALL
Public Holiday	26/12/2014	ALL

Once entered the system will automatically check these fields when processing the weekly Timesheets and place a tick in the Public Holiday box for you, ensuring your employees are then paid at the correct rate.

Processing For Multi States

For the rare occurrences where your company has branches in 2 separate states (ie Albury/Wodonga) then contact Your Accrivia Support Team for advice on the best way to handle this.

1. Set day of leave - set State = ALL

2. Go into timesheets as per normal

3. Click on XML.

   - Use CTRL key with mouse to select only the VIC store files (this is for a Vic only holiday, switch for NSW where applicable)

   - Just check there are only ones there for the week you are processing

- Check that Pub Hol is ticked on employees that were loaded

4. Leave Timesheets open, no need to commit

5. Go back to Days of leave - delete the leave line

6. Click on XML, select remaining files

    - Just check there are only ones there for the week you are processing

    - Check Public Holiday is NOT ticked on those employees

7. Proceed as per normal

Payroll Employee Position Type

The PAYROLL |FILE MAINTENANCE |EMPLOYEE POSITION TYPE (User Defined) screen is where User Defined position types are set-up and maintained.

The Employee Type is mainly used a reporting option, to enable the user to add another layer of employee grouping/filtering that is not already catered for in the existing employee file options.

On a number of Payroll Reports there is a UD Emp Type filter selection.

The naming of this field can be changed to suit your business requirements.Please contact support@accrivia.com.auto arrange.

To Add an Employee Type

1. Click in the gird and click INSERT

2. Enter the name of the employee type

3. Arrow up to save

> In some databases this Employee Type can be used to filter Employees for some payroll processes and/or report customisation. Please contact support@accrivia.com.auto discuss.

Employee Termination (Bulk)

The PAYROLL| FILE MAINTENANCE| EMPLOYEE TERMINATION screen allows you to terminate multiple employees in one process who have not worked for a specified number of days. e.g. 90 days.

The number of days is set in the FILE | SYSTEM SETTINGS - *Payroll Tab* in the Auto Terminate Days field.

All employees whose last worked date is more than the specified days will be displayed for selection and termination if desired.

> Only terminate those employees, such as casuals, who do not have any wages or leave entitlements to be paid.

To Terminate

1. Review the list of employee

2. Tick individually or use the TICK ALL button

3. Click PREVIEW for a report of those to be terminated

4. Click CANCEL if you do not wish to proceed

5. Click APPLY to terminated the selected employees

Employment Declaration (TFN)

The PAYROLL| FILE MAINTENANCE| EMPLOYMENT DECLARATION– screen produces the electronic Tax File Number (TFN) Declaration report for uploading to the ATO.

This file is useful for those employers who have a large workforce and/or one with a high turnover

1. Enter Business and contact details as per what would normally be completed on the paper TFN Declaration form.

2. If producing the actual file for submission to the ATO, select "Production" from the Run Type drop list.

3. All unreported employees will be in the right box , remove those you do not wish to report on. Double click on the employee code and they will move to left box.

   a. If you are running this for the first time, then all employees with a date in the Date Dec Signed field will be listed in the right box

b. To clear them out of the listing (so as not to include them in future reporting) the update process will need to be run just on those employees to add a lodged date against their file

c. Move the new employees to the left box. Use **[CTRL]** to select the new employees and click on the ← left arrow button to remove.

d. Click on the **[UPDATE]** button – ignore the message regarding producing the electronic file.

<div style="border:1px solid #000; background:#c5d3e8; padding:10px;">
If you have any difficulties with this step, please contact Your Accrivia Support Team
</div>

4. For actual ATO reporting ensure those employees listed on the right are the ones to be reported on

a. Click **[CREATE FILE]** and select the file location. Do not change the file name. Confirm the file has been saved. The file may be uploaded to the ATO at this point

b. Click the **[UPDATE]** button and this will insert a date against the Date Dec Lodged field on their file. Employees with this date will not appear for selection in the future

AWARDS MODULE

The **PAYROLL | FILE MAINTENANCE | AWARD | MAINTENANCE**screen allows you to record the conditions, rates and allowances applicable to your industry, or government awards, AWA's, EBA's, IWA's or unique employee conditions that your company's employees are contracted under, and record the applicable award in the employee's file.

The Awards Module connects to the timesheet entry form which allows the times worked for each employee to be entered or imported, and then interpreted based on the award definitions. The pay calculate screen then uses this quantitative information to arrive at the final pay amounts for the employees.
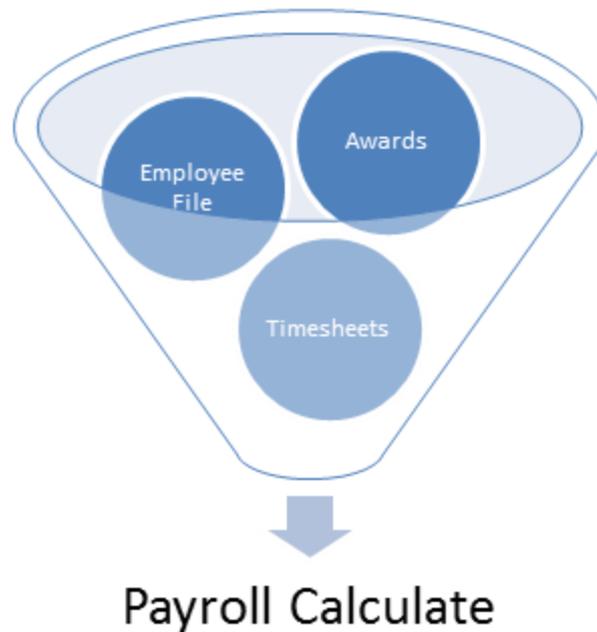
Awards Module- Screen Overview

The **AWARDS | MAINTENANCE** screen is comprised of a number of tabs related to the different components of an award:

- The *STANDARD DEFINITIONS* tab accepts the criteria to calculate normal hours, over-time, public holidays or exceptional rates by Pay type. The hours for each day are compounding with each new pay type/condition.

    - See "Awards - Standard Definitions Tab" on next page

- The *ALLOWANCE* tab sets the criteria for allowances being paid for particular conditions, or pay types worked.
    - See "Awards: Allowances Tab" on page 97
- The *RULES* tab is set to accept post payment on costs depending on your industry type.
    - See "Awards: Rules Tab" on page 98
- The *ACCRUALS* tab provides the accrual ratios, per week, for leave entitlements, and RDO accruals if required. These conditions are imposed by the Employee MASTERFILE when allocated an award and can be viewed in the employee's Accruals Tab.
    - See "Awards - Accruals Tab" on page 101

Related Topics:

Awards - Standard Definitions Tab

This tab accepts the criteria to calculate normal hours, overtime, public holidays or exceptional rates by Pay type. The hours for each day are compounding with each new pay type/condition.

The Header of the *Standard Definitions* tab is static. The body and footer changes depending on what sub tab has been selected.

 Rates and hours viewed apply to the *Employment Type* tab (Full time, Part Time or Casual)that has been selected.

AWARDS – STANDARD DEFINITIONS TAB		
Header	Name	Unique name/code for Award
	Description	Full description of Award
	Type	Select Construction, non-Construction or Either * relates to the Jobs module. Will warn if there is a mismatch between the award and the job allocated.
	State	Select applicable State or ALL for all States
	Start Time	Standard hours of work Start time - only applicable to those who default times, not those who import from a time clock
	End Time	Standard hours of work End time - only applicable to those who default times, not those who import from a time clock
	Warn if no Time-sheet hours	Select employment type for warning if no timesheet hours. Will alert you of any full time or part time employees on this award that have no time sheet hours when loading into the Pay Calculate screen.
	Employee Class	Select from Drop List - if available This is for defaulting purposes only when setting up a new employee
	Lunch Break Mins	Minimum length of standard lunch break in minutes
	Lunch Break Max	Maximum length of standard lunch break in minutes Lunch break start time setting in System Settings |Payroll
	Shift Delimiter	Interval of hours that represents new shift. Indicates the time (in hours) denotes the minimum time between a 'clock off' and the next 'clock on' required signifying a new shift, rather than just a break
	Minimum Super	Minimum Superannuation to be paid per employee – relates to Awards that specify a minimum Super $ amount that must be con-tributed each pay period
Body	Employment Type Tabs	Select Full-time, Part-time, Casual for viewing/ updating pay types, hours and rates
As per tab	Hrs Worked Tab	Enter pay type with the days of the week and no of hours it applies to
	Working Hrs Tab	Complete if pay type is defined by times worked
Footer	Default Rate	Default hourly rate for employment type
As per tab	Accrual Hours	Hours per week that accruals are based on, that is the number of

		hours that are paid to achieve the full accrual ratio for holiday & sick leave (if applicable in the Award)
	Actual Hours	Actual hours worked per week. The difference if any between this and Accrual hours is usually the RDO accrued. (only relevant in industries using RDO accruals)
	Copy To	Copy Standard definitions to an existing award. Copies only the hours, not the rates

Shift Delimiter

Indicates the time (in hours) denotes the minimum time between a "clock off" and the next "clock on" required to signify a new shift, rather than a break.

Minimum super

Relates to awards that specify a minimum super $ amount that must be contributed each pay period.

'Warn if No Time Sheet Hours'

Will alert you of any full time or part time employees on this award that have no time sheet hours when loading the hours into the PAY CALCULATE screen when processing the pay run.

Accrual Hours

Is the number of hours that are paid to achieve the full accrual ratio for holiday and sick leave (if applicable on this Award)

Actual Hours

Are the number of hours a employee works per week. The difference between Accrual Hours and Actual hours usually being the amount of RDO accrued (only relevant in industries that have RDO accruals).

Related Topics:

Payroll: Actual & Accrual Hours
Payroll System Settings

Awards: Hrs Worked Sub tab

The *Hrs Worked* Tab determines which pay type will be chosen for the hours worked on a daily basis. There is an Hrs Worked tab for each of the 3 employment types.

AWARDS – STANDARD DEFINITIONS HRS WORKED SUB TAB			
	Pay Type	Required pay type	
	Days of the Week	The day of the week the Pay Type applies to	
	Clocking Status	To indicate shift type if required e.g.. N for night shift	
	Hours	Number of hours the pay type applies for – refer to following detailed description and example	

Clocking Status

This is used to indicate that a pay type is only to be paid when a timesheet entry has a matching clocking status. Choosing {None} or leaving blank is equivalent to no clocking status, and the | symbol is used to denote an "or" between clocking status values. For example 'N' may be used to denote night shift.

Hours

The pay type is paid according to the number of hours worked for the days selected. Note these hours are in decimal. 23.99 refers to 24 hours

> **Example**
> The Award states that the Hourly rate is to be paid for the 1st 8 hours, then Time & ½ for 2 hours, then Double time for the rest of the day. This is entered as follows:
> *Hourly pay type is entered with 8 hours*
> *Time & ½ pay type is entered as 10, as it applies for the hours worked between 8 and 10 hours*

Double time pay type is then entered as 23.59 as it applies for all hours worked after 10 hours.

Awards: Working Hrs Sub Tab

The *Working Hrs* tab determines the pay types to be chosen based on given times in the day e.g.. Penalty rates

Hrs Worked	Working Hrs								
Pay Type	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**	**Start Time**	**End Time**
▶ HOUR SHIFT 1.30	☑	☑	☑	☑	☑	☐	☐	00:00	06:00
HOUR SHIFT 1.15	☑	☑	☑	☑	☑	☐	☐	21:00	23:59

The *HRS WORKED* tab needs to be completed with a base rate of hours for the 24 hours period so the system has a default pay type to work with if required.

1. Tick the days to which the penalties are applicable

2. Enter the start and end times required

3. Select the applicable pay type for that time period.

4. Enter only those pay types that are not on the HRS worked tab e.g. what differs to the standard pay for that day.

When entering the number of hours worked of 24 hours, use the amount 23:59. Also when entering the time 24:00 use the time 23:59.
Accrivia will always pay the higher of the two pay types when analysing the timesheet information data against the 'Hrs Worked' and the 'Working Hrs' tabs.

Awards: Allowances Tab

The *Allowances*Tab determines the criteria of when allowances are to be paid.

Standard Definitions	Allowances	Rules	Accruals		
Name	A1 AWARD				
Full Time	Part Time	Casual			
Allowance	**Period**	**Hours Needed**	**Status**	**Amount**	**PT Group Code**
▶ FARES CAR AWA	DAILY	0.01		$2.85	ORD RDO
MEAL ALL AW	DAILY	2		$10.10	ORD CAS
TRAVEL ALLOW A	DAILY	0.01		$4.20	ORD RDO

1. Select the Allowance pay type to be paid

2. Select the period, which is the frequency the allowance is to be paid: hourly, daily, weekly, fortnightly or monthly

3. Enter the minimum number of hours needed of the applicable pay types for the allowance to be paid

4. Status is optional e.g.. N for night shift.

    1. To include multiple status values, the values should be separated by the | symbol, and a {None} is equivalent to no status.

5. Enter the amount to be paid per the period specified. e.g. $2.85 per day

6. Select the PT Group Code – This is a grouping of pay types that the allowance is applicable to. Any combinations of those hours worked, when summed, will trigger the allowance to be paid when the amount in the hours needed field is met or exceeded.

    1. e.g. Some allowances are only paid on hours worked, so the Pay Type Group will only included working hours, such as Normal, not any leave pay types

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Next Step:

_____

Related Topics:

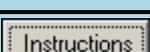See "Pay Type Group FM (Awards Allowance/Jobs)" on page 73

Awards: Rules Tab

The *Rules* Tab is where the criteria for award Rules are set-up. These rules are processed when entering Timesheets and processing via the Pay Calculation Screen.

The Rules processor allows Accrivia to warn of any conditions that are fulfilled or violated, based on pay types paid and/or time clock hours. The Rule can have an outcome (where the pay information is changed based on the Rule) or a warning (where you will be notified of the rule being fulfilled after the timesheet information is drawn into the pay calculation screen).

The rules area normally is used within the "quick service food industry" more so than construction industry (which uses allowances more heavily instead).

Standard Definitions	Allowances	Rules	Accruals									
Name	AWARD 40 HRS											

Rule No	Period	Employee Type	Pay Types	Description	Occurrence within Period	Occurrence Period	Qualifier	Operand	Quan	Apply To	Result	Warning
1	Week	Full Time	⊞ HOLIDAY PAY...	40 HOUR MAKE UP				<	40	Original Data	⊞ NORMAL	☑
2	Week	All	⊞ OTIME SAT	4 HR MAKE UP SAT				<	4	Original Data	⊞ OTIME SAT	☐
3	Week	All	⊞ HOLIDAY PAY...	40 NORMAL HRS				>	40	Resultant Da	⊞ NORMAL...	☐
4	Week	All	⊞ OTIME SUN	4 HR MAKE UP SUN				<	4	Original Data	⊞ OTIME SUN	☐

Copy From | Copy To | Delete Rule | Instructions

AWARDS – RULES TAB		
Rule Grid	Rule No	Master Rule Number. Rules will be applied in order they're defined
	Period	Time frame of the data for analysis
	Employee Type	Employee type rule is applicable for: Full time, Part time, Casual or combination
	Pay Types	The Pay type/s the rule is based on
	Description	Description of the rule
	Occurrence Within	Additional criteria within Period – see below
	Occurrence Period	Additional criteria within Period – see below
	Qualifier	See Definition below
	Operand	Determines when the rule comes into effect: Less than, greater than, equal to or combination
	Quan	Number of hours of the pay types in order to achieve the rule
	Apply to	Whether to apply the calculation to original data or the result from the previous rule
	Result	The pay types to be inserted due to rule being fulfilled
	Warning	Operator will be notified that rule criteria has been met when defaulting timesheet data into Pay Calculation
Buttons	Copy From	Copy Rules from existing Award
	Copy To	Copy Rules to an existing Award.
	Delete Rule	Delete the selected Rule – Rules will be renumbered. Normal CTRL+Del will not work in this screen
	Instructions	Instructions on how to write rules.

Rule No

System generated rule number. The ordering of rules may be significant, given a rule can be based on assessing the original data (i.e. timesheet information) or the resultant data (i.e. the pay screen information, after processing any rules prior to this rule).

Period

Period options available: Month, Fortnight, Week, Day, Shift, ConsHRs (Continuous hours), Hour or TimClkInt (Time Clock Interval). These are periods of time to use applying the condition pay type/s to get quantity to work with.

Occurrence within Period / Occurrence Period

Some rules require that a period of time be considered within another period of time. For example, if uniform allowance was paid based on the person working four shifts in the week, then we would need to consider the "Shifts" within the "Week". These two columns allow this to be stated.

Qualifier

Blank means consider the time within the stated 'Period', 'Span' means consider the time between the first clock on and the last clock off for the 'Period', 'Between' means consider the time between the clock off of the previous 'Occurrence Period' and the next clock on of the next 'Occurrence Period' within the 'Period'.

Warning

Tick if a warning notification is required. This option useful where you wish to know if a particular scenario has occurred, but you do not wish there to be a system generated outcome. If required though a Rule may be both reported as a warning AND have an action performed.

Copy Rules

[Copy From] and **[Copy To]** buttons allow you to copy rules from one award to another.

Hold down the **[CTRL]** key to multi-select awards for copying to. Copying takes approximately 1 minute per award. Please be patient if copying to multiple awards.

> Any existing rules on the 'Copy To' Award will be removed and replaced with the new rules being copied.

Rule Set-up

First note what employee types and pay types the Rule applies to. Then note the pay types that are to be affected by the rule. Ensure all pay types are correctly set-up before proceeding. The following example explains how to set-up on the most common Award rules.

> Example Below

The maximum weekly hours for a full-time employee are 38. Any hours over are to be paid at overtime rates.

- Time and ½ for the first 2 hours

- Double time for the hours following.

- To set-up the rule - Select the pay types that are applicable to a full-time work week, ordinary hours, holiday, public holiday etc. Not overtime rates

Period	Employee Type	Pay Types	Description	Occurrence within Period	Occurrence Period	Qualifier	Operand	Quan	Apply To	Result	Warni
▶Week	Full Time	⊟AH EBA FT/PT...	Maximum weekly hours - f				>	38	Original Data	⊞ORD TIME...	☐
		Pay Type ▲									
		▶AH EBA FT/PT									
		ORD TIME									
		PUB HOL FT/PT									
		▼									
Week	Casual	⊞AH EBA CASUAL...	Maximum weekly hours - c				>	38	Original Data	⊞ORD TIME CAS.	☐
Week	Part Time	⊞AH EBA FT/PT...	Maximum weekly hours - p				>	36	Original Data	⊞ORD TIME...	☐
Week	Part Time	⊞AH EBA FT/PT...	Minimum weekly hours - p				<	10	Original Data	⊞ORD TIME	☑
Week	Full Time	⊞AH EBA FT/PT...	Minimum weekly hours - fu				<	38	Original Data	⊞ORD TIME	☑

Enter the operand as '>' for greater than and a Quan of 38. The rule applies to the original timesheet data.

1. ORD TIME, 38-{Q}, Process Negative is ticked
    1. A negative entry is inserted for ORD TIME to reduce the total quantity for the week to 38

2. OVERTIME 1, {Q}-38, Max Value: 2
    1. An entry for OVERTIME 1 is inserted for hours greater than 38, up to a maximum of 2 hours

3. OVERTIME , {Q} - 40
    1. An entry for OVERTIME 2 is inserted for hours greater than 40
    2. As 'Process Negative' was not ticked, any calculation the results in a negative or zero amount, will not produce a result

Period	Employee Type	Pay Types	Description	Occurrence within Period	Occurrence Period	Qualifier	Operand	Quan	Apply To	Result	Warni
▶Week	Full Time	⊞AH EBA FT/PT...	Maximum weekly hours - f				>		38	Original Data	⊟ORD TIME...	☐
				Pay Type	Quan		Max Value	Process Negative ▲			
				▶ORD TIME	38 - {Q}			☑			
				OVERTIME 1	{Q} - 38		2	☐			
				OVERTIME 2	{Q} - 40			☐			
								▼			
Week	Casual	⊞AH EBA CASUAL...	Maximum weekly hours - c				>		38	Original Data	⊞ORD TIME CAS.	☐
Week	Part Time	⊞AH EBA FT/PT...	Maximum weekly hours - p				>		36	Original Data	⊞ORD TIME...	☐
Week	Part Time	⊞AH EBA FT/PT...	Minimum weekly hours - p				<		10	Original Data	⊞ORD TIME	☑

Next Step:

Awards - Accruals Tab

The AWARDS | MAINTENANCE - *Accruals Tab* is where leave accrual rates are set-up according to the Award requirements.

Tabs are available for Full-time, Part-time and Casual employment types. Enter the days per year to be accrued and the weekly accrual rate will automatically default.

ACCRUALS		
All Leave Types	Days /Year	Default number of days of leave accrued per year
	Hours /Week	Default number hours of leave accrued per week Based on Days/Year and Accrual hours
Tick Boxes	Base Accrual Rate	*Functionality Currently Disabled*
	Grant as Lump Sum	*Functionality Currently Disabled*
	Leave Loading Applicable	Tick if Leave Loading is required to be paid on Annual Leave taken.

Base Accrual Rate & Grant as Lump Sum Options

At this time these functions have been suspended. If your business does require leave to be accrued in either of these ways, please contact Your Accrivia Support Team.

Leave Loading

If ticked, the system will automatically add leave loading based on the number of annual leave hours processed. This process happens when the Award rules are activated in the Pay Calculate screen.

Entitlements Tab

The **AWARDS – ACCRUALS - *ENTITLEMENTS Sub Tab*** is an optional tab depending on your business requirements. Various portable entitlements can be managed on this tab. Enter the weekly amounts as required.

Award Succession

PAYROLL | FILE MAINTENANCE| AWARDS – *Succession* screen is where the "rules" for the automatic moving of an employee from one award to another is stipulated.

> The AWARDS module is being rewritten. This topic will be updated accordingly

> This is for awards with age or length of employment based. If your awards are grade or class based, there is no need to set-up this screen.

When entering the Pay Calculate screen, the succession "rule" is tested.   If fulfilled, the employee is moved to the new award and the operator notified via the Anniversary/Warning screen.

The conditions for Award succession are either on the birthday or commencement:

- The Age condition represents the age just reached to fulfil the requirement to succeed to the next award.

- The Commencement condition represents the number of days or months after the employees commencement date triggers the succession to the next award

These increment conditions work with a system setting that will either succeed the employees *during* the payrun the conditions are met or in the following payrun

> This condition is set-up when your system was first set-up and can only be changed by Accrivia Support.

There is a **[CHECK]** function which runs a check of the succession rules against the Employee Maintenance files and provides a report on which employees can move awards.
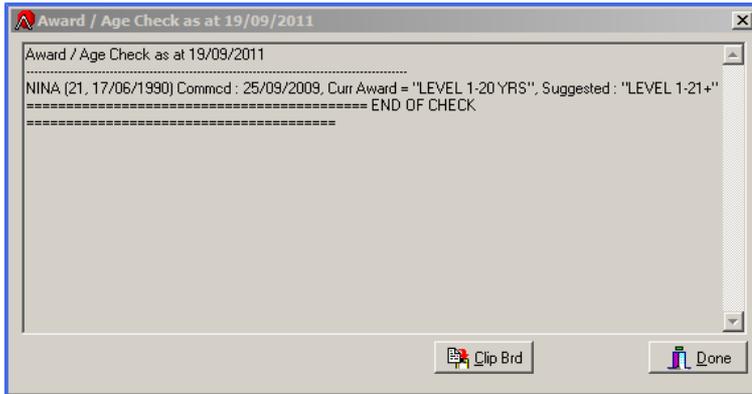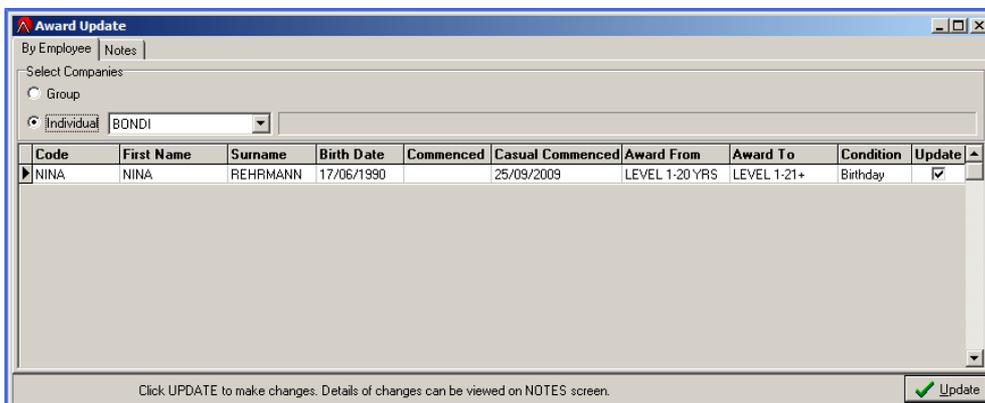

Related Topics:

See "Awards Module" on page 91

See "Auto Award Succession" below

Auto Award Succession

PAYROLL | FILE MAINTENANCE | AWARDS | AUTO AWARD is where Award succession can be manually run, rather than as part of the Payroll Calculate process,and where employees can be checked to see if they are on the correct award according to the succession rules.

1. Select the whole Company or the division (individual) that need checking and press tab.
2. Listed will be any employees who are able to move up an Award. To have the system do this automatically, press the **[UPDATE]** button. The Employee's award will be changed and the changes logged on their file.

You may wish to run a backup before running this process

Related Topics:

See "Awards Module" on page 91

PROCESSING A PAYRUN (CALCULATE)

Payrun Calculation Overview

There are a number of steps to processing a payrun; some of these are dependent on what modules you have installed.

The essential Pay Run steps are:

1. Review/Update employees if required e.g. change of bank details, pay rates etc **PAYROLL |FILE MAINTENANCE |EMPLOYEE**

2. Review Updated Awards (if applicable) **PAYROLL|FILE MAINTENANCE |AWARDS**

3. Back up System **FILE|BACKUP**

4. Process Timesheet data (if applicable) **PAYROLL | TIMESHEETS**

5. Start Pay Run in Pay Calculate **PAYROLL|CALCULATE**

6. Default pay defaults (as per Employee File) and Timesheet data

7. Make changes and enter additional pay information as required

8. Produce payment (EFT file, cheques)

9. Produce Payslips (email, print)

10. Produce reports as per your reporting requirements

11. Update the Payrun (this closes the payrun and updates Accrivia)

System Settings	Employee File Maintenance	Awards Module	Timesheets	Calculate

• Pay Types add/update
• Days of leave
• Tax rates (EOY only)
	• Add new Employees
	• Update Employees
	  • Bank accounts
	  • Rates
	  • Awards
	  • Address
		• Review
		• Update
		• Add
		• Succession
			• Import from external file
			• Default from Award/Employee defaults
			• Edit times, add job numbers as required
				• Default timesheets data & employee pay defaults
				• Review pay roll data
				• Add/edit where required
				• Run reports
				• Produce payslips
				• Produce bank file

Timesheets

The **PAYROLL | TIMESHEETS** Screen allows employee time and attendance information to be keyed in or loaded from an external source.

Time and attendance data can be loaded from a number of file formats:

- Excel
- XML
- Customised

In the **TIMESHEETS** screen, date ranges are viewed and edited. When committed, the time entries made are stored against their dates. The date range loaded, or in view, is NOT saved as its own separate timesheet or file as part of the commit process.

When the timesheet data is loaded into the **PAYROLL | CALCULATE** screen, it is loaded based on the week-ending date. Any timesheet dates committed within that weekending date range will be loaded. If no timesheet dates have been committed, then no timesheet data will be loaded for payment. If only some of the dates in the range have been committed, then only those dates with be loaded into the payrun.

Payroll Settings

Employees must have the "timesheet" option ticked in their set-up screen the Employee File Maintenance Screen in order to be able to enter timesheet hours.

For timeclock users they need to also be identified via the **PAYROLL | EMPLOYEE FILE MAINTENANCE –** *More Details - Others Tab.*

Select Timesheet Parameters

On the **PAYROLL |**TIMESHEET **|** *Selection Criteria* Screen select the week ending date, or if you process fortnightly, the fortnight end date. The week starting date displayed will be automatically adjusted accordingly.

If the weekending date selected is not in-line with the Payroll system settings a warning will be given before you can proceed.

- To enter a new timesheet period without loading any defaults select the week ending date and click **[OPEN]**
- To enter a new timesheet period using default start finish times from the Employee file/Awards, select the employee Entity from the drop list and click **[DEF/LOAD]**
    - A warning message will be displayed if attempting to load defaults for an already committed timesheet period.
- To load timesheet information from an external source (XML, XLS), select the week ending date and click **[OPEN]**. Then once in the Payroll Timesheet screen click **[XML]** or **[XLS]** and select the file to import.

If your system automatically downloads files from an FTP server, the server will check for any new files to be downloaded before showing the list of files to be imported. You may need to patient with this process.

The location of the import folder is in maintained in FILE**|**SYSTEM**|**SETTINGS

Timesheet Processing Screen Overview

Defaulted Time Data

Timesheet defaults are produced for each date, reflecting the default hours applicable to that employee's Award and/or the employee's personal defaults. This screen provides full edit capacity for job costing, department allocation and leave taken.

The Timesheets are generated by clock times, and requires on/off times to calculate the conditions that automatically creates payroll entries.

Loaded Time Data

Times are loaded from external source. Can be XLS, XML, CSV etc. Which can then be edited as required

Screen Overview

To review the overall entity totals select the entity required from the 'tree' at the left of the screen. Employee Summary totals will be displayed to the right, along with entity totals.

PAYROLL TIMESHEET SCREEN		
Details	Status	Selected Employee's status Full Time, Part-time etc
	Commenced	Date commenced status type
	Award	Connected Award name
	Emp Class	Employee Class
	Department	Employee Department
Notes		View of the Employee File Maintenance Notes Tab
	Group Companies	Groups employees at Company level rather than divisional/store level
	Paytype	Paytypes calculated as result of timesheet hours for employee
	Total	Total of hours by pay type and overall total. Updates as timesheet lines are altered for the employee
Accruals (view only)	Personal Hrs Entitled	Personal Hours as at last payrun
	Holiday Hrs Entitled	Holiday/Annual leave hours as at last payrun
	RDO Hrs Entitled	RDO hours accrued as at last payrun
	Long Service Leave Hours	LSL hours accrued as at last payrun
Processing Options	XML	To load timesheet/timeclock data from an external file *This button may vary depending on your system settings
	Def/Load	Loads previously committed timesheet data for a division or defaults if not done already
	Exceptions	Produces reports of rules that have been engaged as part of the awards rule processor for the data in the timesheet that has been loaded.
	hh:mmTimes Show All	Exception report options. Display time in hours and minutes, show all employees
	Clear Emp	Clears all the time data for the selected employee
	Clear All	Clears all timesheets data for all employees
	Commit	Commits (Saves) the current timesheet entries. *Not available once timesheet has been paid.
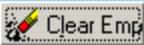
Related Topics:

Related Topics:

See "Days of Leave" on page 86

Employee Timesheet Screen Overview

To see an individual employee's information, click on their code on the 'tree' on the left. Details can be viewed in two ways via the Tabs, *Entry* and *View*
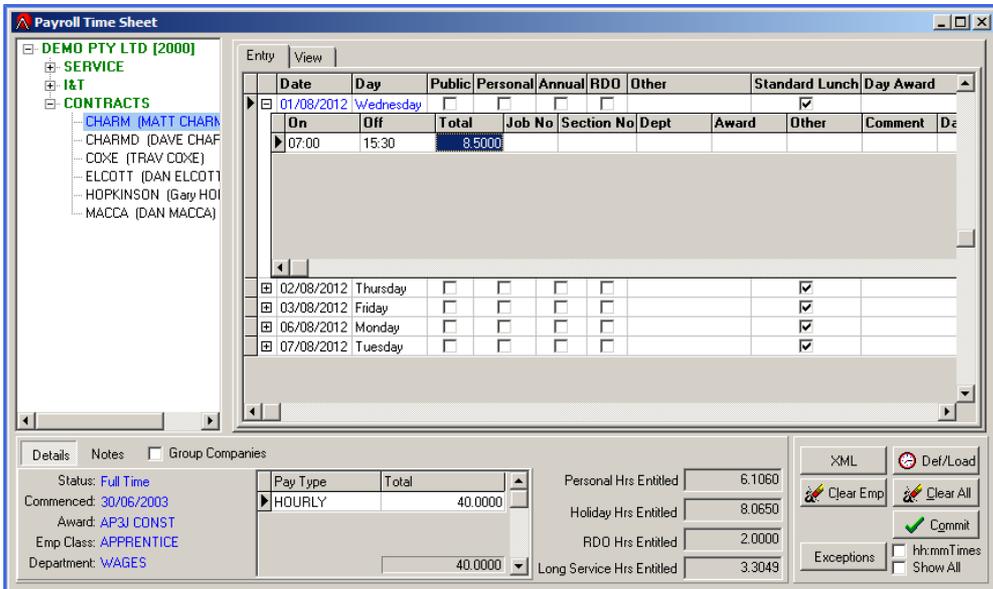
TIME SAVER – to move quickly to a specific employee, enter the first letter of the surname on the left hand side panel to skip right to that section.

Employee Timesheet- Entry Tab

		ENTRY FIELDS	
Main Line	Date	Date
	Day	Day of the week
	Public	Tick if Public Holiday *Auto ticked if using Days of Leave
	Personal	Tick if Sick Leave day – for other types eg, carer's leave, do not tick, use Other field
	Annual	Tick if Annual Leave day
	RDO	Tick if RDO
	Other	Drop down list – select different pay type to be used than normal. Eg Carer's Leave
	Standard Lunch	Tick if standard lunch break taken
	Day Award	Select different award if applicable
	Total	Totals hours for day
Sub Line	On	Start time – clock on
	Off	Finish Time – clock off
	Total	Total hours in decimals – auto calculates or overwrite if known, "off" time will be automatically adjusted
	Job No	Select job number if applicable
	Section No	Select Section number if applicable.
	Dept	Select different department if applicable
	Award	Select Different Award if applicable
	Other	Select different pay type e.g. Carers Leave
	Comment	Memo field if required
	Day Before	For shifts that cover two days (cross over midnight)
	Day After	For shifts that cover two days (cross over midnight)
	Clocking Status	Shift Code eg. A for Afternoon
	Run No	Waste Management Industry specific field
	Total (Time)	Total time displayed in hours and minutes.

Customising the Timesheet Screen

Sub Line columns can be moved around to suit your specific requirements – use your mouse to click on the Name at the top of the column and drag it across to where you would like it to be.

> e.g. If Day Before & Day After are not used then move those columns to the end of the screen to save having to move across them to other fields each time.

> The Pay Calculation screen can be customized in the same way

Timesheet – How to Edit/Enter Employee Times

1. To see and edit individual clocking times, click on the + on the date line. Times can be altered as required;
    a. Note times are in a 24 hour format.
2. The Clocking Status signifies any additional clocking information that was associated with that time clock (eg 'S' for shift supervisor) and can also be entered / altered manually.
3. If entering a shift that crosses over midnight:
    a. End time = 23:59 (so alter start to be 1 minute early)
    b. Add 2nd line for 00:00 till finish time. Tick "day after" to make it connect to the previous line for calculation purposes.
4. Once a line has been edited it changes to blue for easy reference.
5. To add a new line/day press the **INSERT** key. It is vital that the correct date is entered before drilling down to the details sub line.
6. When any required alterations are complete, to save the timesheet information click the **[COMMIT]** button. There is no limit to the number of times you may load and view/edit the timesheets.
    a. Details can be cleared if you do not wish to commit the changes made. The Timesheet screen cannot be closed without committing or clearing.
    b. Once timesheets have been paid as wages, these timesheet dates are locked and can only be viewed, not edited or deleted. The **COMMIT** button is no longer available.
7. Proceed to **PAYROLL | CALCULATE** to complete the pay run.

Related Topics:

See "To Re-default a Timesheet Load" below

See "How To Load Previously Committed Timesheets" below

How To Load Previously Committed Timesheets

1. To reload saved timesheets, click **[DEF/LOAD]** and select the appropriate dates required. An exception report will appear to warn of employees timesheets calculations that do not comply with the Award conditions for that employee.

2. If the timesheet period has already been processed via the pay calculation screen, there will be no Commit Button available once loaded. You will be able to view, but not make any changes

3. Edit if required. Click **[COMMIT]** to resave the timesheets.

4. Proceed to **PAYROLL | CALCULATE** (Calculate Pay Run) to complete the pay run.

To Re-default a Timesheet Load

In the scenario where a user has entered timesheet information for some employees (without defaulting or clearing the default), then committed, you can reload the defaults for the employees with no times against them.

1. Hold down the **CTRL** key whilst clicking on the **[DEF/LOAD]** button.

2. A confirmation message will be displayed. Click **[YES]** to continue
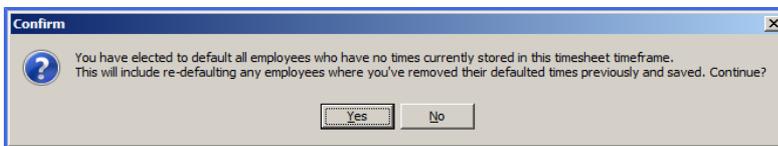
3. Employees with times will be unchanged. Those without hours will now have their default hours loaded.

4. Continue with editing as per normal

> It is recommended that this process is run under the guidance of Accrivia Support

Payroll Calculate

Actual payruns are loaded, processed and posted to history in the system, through **PAYROLL | CALCULATE** screen.

1. Select **PAYROLL | CALCULATE**.

2. Select the entity/cashbook group this pay run is for and enter the 'period ending' date for this pay. Click **[OK]**.

3. The default week ending date is calculated by 'Payrun Days' specified in the **FILE-SYSTEM-SETTINGS - *PAYROLL Tab***. This can be over-typed if necessary. This date will appear on the Payslips as the week ending date.

4. The reminder/warning window will notify of any employees who have moved to the next award based on the Award succession rules and any anniversaries and qualification reminders.

    1. This can be copied to another document by using the **CLP BRD** button

5. Click **[DONE]** to move to the Pay Posting screen.

Payroll Calculate: Select Employees

To access the employee selection screen and to load default pay settings and timesheet data (if applicable) for the period, click on **[DEFAULT]**.

It is possible to select all employees, or you can choose only those paid on hourly, weekly, fortnightly or monthly or salary basis (or a combination). You can also select unique employees for the payrun.

Defaults – Select Employees		
	Timesheet End Date	Defaults to date entered upon starting payrun.
Buttons	All	Selects all Employees or All employee as per the Payment Frequency selection
	Salary	Selects only Employees with Salary ticked on the Details tab
	Hourly	Selects only Hourly Employees ** redundant functionality
	Clear	Unselects all Employees
	Select Only section	Select by payment period in conjunction with the buttons
	OK	Click to confirm selection
	Cancel	Click to cancel out of screen and make no changes

1. By holding down the **[CTRL]** key and clicking on an employee, you can select only the ones you require for payment of wages in this pay run (click them again to deselect an incorrect selection).

2. Click **[OK]** when your selection is complete and the system will load the employee defaults and timesheet information. Timesheet information will be processed through the "rules" processor as defined on the award the employee is linked to. To view rules that have been broken/not fulfilled, click the **[EXCEPTION]** Button for a report.

Example
To select only fortnightly employee
Select Fortnightly in the 'Select Only' Section
Then click the **ALL** button

> After loading you are able to remove any employee who has been selected for payment by mistake.
>
> Locate the employee in the payrun using the navigator buttons; click the **[CLR EMP]** Button and type **"Yes"** when prompted.

Next Step:

See "Payroll Calculate Details – Payrun processing" on page 125

Related Topics:

See "Payroll Calculate Screen Overview" below

See "Employee Details Tab" on page 39

Payroll Calculate Screen Overview

In the **PAY POSTING** screen actual payruns are loaded, processed and posted to history in the system.

The screen can be broken down into three sections:

- Header - Employee Payrun Information
- Pay Details - Processing tabs with individual payrun elements
- Footer - Company Payrun Totals and Payrun Actions

See "Payroll Calculate Details – Payrun processing" on page 125

Payroll Calculate Header – Employee Information

Displays the defaults and calculations for the employee selected for the payrun in progress

PAY POSTING - HEADER		
Employee Info	Employee	Current Employee displayed. To change type Employee Code, double click to search or use Navigator buttons
Periods	Tax	No, of payment periods for tax purposes. If paying for more than 1 pay period, change as applicable
	Accrual	No. of payment periods for leave accrual purposes. If paying for more than 1 pay period, change as applicable
Super	Rate %	Default Super % rate for employee
	Amount	System calculated $ amount for the current pay
Hours	Normal	Total of Normal hours from the pay types entered in the payrun
	OT	Total of Over Time hours from the pay types entered in the payrun
	Total	Total of all hours from the pay types entered in the payrun
	KM's	Total of Kilometres claimed – calculated from applicable pay types
Accruals	RDO Hrs	RDO Accrual hours this payrun
	A/Leave Hrs	Holiday hours accrued this payrun
	Personal Hrs	Personal hours accrued this payrun
Pay Totals	Gross Inc RDO	Gross pay for employee this payrun before RDO accrual deducted
	RDO	RDO Accrual $ amount this payrun
	Gross	Taxable Gross
	Tax	Tax calculated – can be edited if required
	A.T.A/D	After tax allowances and deductions
	Net	Net Pay
If enabled fields/button	Entitlements	Click to alter employee entitlements for this payrun
Display Options	Summary/ Group	If Summary selected, then Select Group by Column as required

The navigator buttons at the top of the screen are used to scroll through and check each employee's details. Tax periods and leave accrual periods can be altered if necessary. The tax calculated can be overwritten if required and in compliance with the ATO.

Adjusting accruals

If a non-standard accrual rate is required for an employee for that run e.g.. They worked greater than their normal hours, but auto adjust leave accruals has not been enabled. The amount of the accrual can be calculated and updated. Double click in the Holiday hours or personal hour's field and the following screen will be displayed:
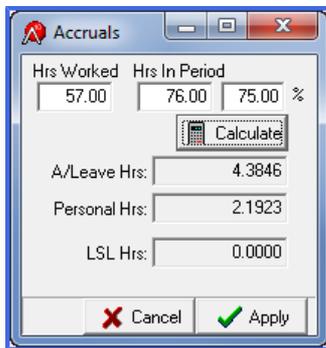
Related Topics:

See "Payroll: Actual & Accrual Hours and affect on leave accruals" on page 196

See "Payroll Calculate Header – Employee Information" on page 119

See "Processing a Payrun (Calculate)" on page 106

Payroll Calculate Footer – Pay Posting

Displays the overall totals for the payrun in progress, includes a payslip message function and has the pay roll processing functions.

PAY POSTING - FOOTER		
Company Totals	Pay run for week ending	System generated from opening screen
	Payslip Message	Memo field – to be printed on payslip. Click all if the message is to apply to all payslip's
	Total Gross	Total Gross pay for employees in the payrun
	Total Tax	Total tax calculated for employees in the payrun
	Total A.T All/Ded	Total after tax allowances and deductions for employees in the payrun
	Total Net	Total Net Pay for the whole payrun
Processing Buttons		Back up the current payrun
		Restore a payrun from backup
	123 ABC Default	Loads the default pay types/timesheets for employees
	Reports	Brings up the report option screen.
	Refresh	Refresh to bring in new employees added after the payrun started
	Clr Emp	Clears all data relating to the current employee
	Clr All	Clears all data relating to all employees selected for the payrun
	Chq/EFT	To produce the EFT/Bank file and/or print cheques.
	Exception	Produces a report if any Award Rules have been broken with defaulting timesheet data.
	$/$ Update	Updates/Finalises the payrun.
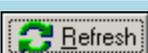
See "Payroll Calculate Header – Employee Information" on page 119

Payroll Calculate - Pay details

The Pay Details section of the Pay Posting screen is where the details of the payrun are defaulted, entered and edited.

The Details section consists of 3 tabs:

- Pays - displays the pay types used for the payrun

- Timesheet - displays the timesheet data used to generated the pay types (if using Time-sheets)

- Termination - additional process to the payrun for calculating Termination entitlements and taxation

The Pays Tab grid has a number of fields, move around to suit your data entry/reviewing requirements. Note that not all fields are displayed or relevant depending on your business structure and requirements.

Pay Type	Department	Start Date	End Date	Hrs:Mins	Hours/KM	Rate	Amount	Comment	Award	Job No	Sect No	Entity
FARES CAR EBA	WAGES	27/08/2012	27/08/2012		1.0000	$2.8500	$2.85		GR5B NONC V			SERVICE
	WAGES	28/08/2012	28/08/2012		1.0000	$2.8500	$2.85		GR5B NONC V			SERVICE
	WAGES	29/08/2012	29/08/2012		1.0000	$2.8500	$2.85		GR5B NONC V			SERVICE
	WAGES	30/08/2012	30/08/2012		1.0000	$2.8500	$2.85		GR5B NONC V			SERVICE
	WAGES	31/08/2012	31/08/2012		1.0000	$2.8500	$2.85		GR5B NONC V			SERVICE
HOURLY	WAGES	27/08/2012	27/08/2012	8:00	8.0000	$29.7600	$238.08		GR5B NONC V			SERVICE
	WAGES	28/08/2012	28/08/2012	8:00	8.0000	$29.7600	$238.08		GR5B NONC V			SERVICE
	WAGES	29/08/2012	29/08/2012	8:00	8.0000	$29.7600	$238.08		GR5B NONC V			SERVICE
	WAGES	31/08/2012	31/08/2012	8:00	8.0000	$29.7600	$238.08		GR5B NONC V			SERVICE
MEAL ALL EBA	WAGES	27/08/2012	27/08/2012		1.0000	$9.7500	$9.75		GR5B NONC V			SERVICE
	WAGES	28/08/2012	28/08/2012		1.0000	$9.7500	$9.75		GR5B NONC V			SERVICE
	WAGES	29/08/2012	29/08/2012		1.0000	$9.7500	$9.75		GR5B NONC V			SERVICE

PAY POSTING - Details - Pays Tab Grid		
	Pay Type	Required - stipulates what is being paid
	Department	Required - Payroll Department for GL posting purposes and reporting
	Start Date	Enter manually if required e.g. Annual leave Timesheet Users - will be auto generated from Timesheet Data
	End Date	Enter manually if required e.g. Annual leave Timesheet Users - will be auto generated from Timesheet Data
	Hrs:Mins	Display field only - shows time has hours and minutes not decimal
	Hours/KM	The quantity of the pay type being paid - enter as decimal eg.3.5 for 3 & 1/2 hours
	Rate	Defaulted from the employee file, the award (if applicable) or the pay type used. Can be overwritten if required
	Amount	Auto Generated. *Hours/KM x Rate*
	Comment	Enter a comment if required. Can be auto generated from the Time-sheet/Award Process
Awards Module	Award	Displays Employee's award used for the pay type generated. Can be changed
Jobs Module	Job No	Generated from timesheet process or can be manually entered
Jobs Module	Sect No	Generated from timesheet process or can be manually entered
May not be displayed	Entity [1]	Defaulted from the Employee File. Can be changed via drop down if required.

Related Topics:

[1] (eg Branch/Company/Store/Division)

Payroll Calculate Details – Payrun Processing

After loading the employee entries by the default option you can check and make any adjustments required.

Entries displayed in the Pays Tab may be sorted by Summary or Group in the 'Display Options' box, in addition to Dept, Pay Type or Job No in the 'Column to Group by' box.

Standard Entry (not using Timesheets)

If necessary, Edit Pay Details on the Pays Tab to reflect any shift allowances, overtime, holidays or other events that may affect work entitlements or wages for this week that have not been accommodated by loading the defaults.

To enter details of hours worked in other departments, or hours classified by another pay type (such as holidays/sick leave etc.), select a payroll department and the appropriate pay type from the dropdown lists and enter the hours applicable to each type. You have the option of entering the Start and End Dates applicable to each entry, to enable accurate tracking of employee days off etc.

Entry for Timesheet/Awards Users

Check to see if the defaulting process has imported the correct timesheet date range. A summary of the timesheet entries generated this payrun may be viewed by selecting the Timesheet Tab in the Pay Calculate screen.

If necessary, Edit Pay Details on the Pays Tab to reflect any shift allowances, overtime, holidays or other events that may affect work entitlements or wages for this week that have not been accommodated by the Timesheet import and the application of the Awards Rules Processor upon loading.

Pay Type	Job No	Sect No	Department	Start Date	End Date	Division	Hours/KM	Rate	Amount	Award	Hrs:Mins	Comment
FARES NO CAR			WAGES	10/08/2011	10/08/2011	CONTRAC	1.0000	$17.5500	$17.55	AP3J CONST		
			WAGES	11/08/2011	11/08/2011	CONTRAC	1.0000	$17.5500	$17.55	AP3J CONST		
			WAGES	12/08/2011	12/08/2011	CONTRAC	1.0000	$17.5500	$17.55	AP3J CONST		
			WAGES	15/08/2011	15/08/2011	CONTRAC	1.0000	$17.5500	$17.55	AP3J CONST		
			WAGES	16/08/2011	16/08/2011	CONTRAC	1.0000	$17.5500	$17.55	AP3J CONST		
HOURLY			WAGES	10/08/2011	10/08/2011	CONTRAC	8.0000	$19.6000	$156.80	AP3J CONST	8:00	
			WAGES	11/08/2011	11/08/2011	CONTRAC	8.0000	$19.6000	$156.80	AP3J CONST	8:00	
			WAGES	12/08/2011	12/08/2011	CONTRAC	8.0000	$19.6000	$156.80	AP3J CONST	8:00	
			WAGES	15/08/2011	15/08/2011	CONTRAC	8.0000	$19.6000	$156.80	AP3J CONST	8:00	
			WAGES	16/08/2011	16/08/2011	CONTRAC	8.0000	$19.6000	$156.80	AP3J CONST	8:00	
HOURLY 1.5 TIME			WAGES	10/08/2011	10/08/2011	CONTRAC	1.5000	$19.6000	$44.10	AP3J CONST	1:30	
MEAL ALL EBA			WAGES	10/08/2011	10/08/2011	CONTRAC	1.0000	$9.7500	$9.75	AP3J CONST		
			WAGES	11/08/2011	11/08/2011	CONTRAC	1.0000	$9.7500	$9.75	AP3J CONST		
			WAGES	12/08/2011	12/08/2011	CONTRAC	1.0000	$9.7500	$9.75	AP3J CONST		
			WAGES	15/08/2011	15/08/2011	CONTRAC	1.0000	$9.7500	$9.75	AP3J CONST		

Pay Posting - CONTRACTS

Employee: CHARM
Name: MATT CHARM [DefRate: $19.6000]
Award: AP3J CONST
Super Amount: $69.01
Super Rate: 9
Tax Periods: 1
Holiday / Personal / RDO: 1
KMs: 0
Hours: 41.5
Display Options: Summary / Group
Select column to group by: Dept / PT / Job No
Gross Inc RDO: $933.95
RDO: -$35.28
RDO Hrs: 1.8
Holiday Hrs: 2.7692
Personal Hrs: 1.3846
Gross: $898.67
Tax: $151.00
A.T.A/D: $48.75
Net: $796.42

Pay run for week ending: 16 Aug 2011

Total Gross: $8,997.27
Total Tax: $1,864.00
Total A.T. All/Ded: $1,420.00
Total Net: $8,553.27

Note

When entering manual lines or adjusting existing lines in the Pays Tab – use the ↑ to move off the line after entry which ensures the changes are saved

Termination Pays (All Users)

If a termination pay is included in this pay run, click the Termination Tab to include the details of the termination (refer to Payroll Termination section for details of the process).

To clear an Employee or the whole Payrun (All Users)

At any stage if needed the payrun details for an employee or the whole payrun can be cleared. This may be necessary where details and timesheet data may not have defaulted correctly and you wish to start again after correcting the timesheets/employee set-ups etc

- **[CLR ALL]** will completely clear all pay details for all employees and you will have to start from the beginning again.

- **[CLR EMP]** to clear all the pay details for the employee displayed.

Producing The Payments (CHQ/EFT)

1. To produce the EFT file(.aba file) and/or print cheques click on the **[Chq/EFT]** button.

2. Enter the Release Date for payments

3. The EFT (.aba file) must be produced first

    1. Click on the **[EFT]** button. The system will search for and select any employees set-up for EFT Payments.

    2. Type in a file name for the bank file to be saved as, and a EFT File will be generated for use with your Banking Site. Take note of the save location for uploading later.

    3. When the .aba files is generated you will be notified of the number of entries and the total $ amount. If all employees are being paid by EFT, then the Net amount of the payrun should match the $ amount

    > When selecting an EFT payment to generate, you may be given an option of combining multiple. aba files. Select 'Yes' if you wish to combine file.
    > You will be prompted to search your files for the .aba file you wish to append to. Select the file, and if the bank accounts are identical, your .aba file will append. If the company bank accounts are different, this file will not be appended

4. If there are employees requiring Cheque payments

    1. Click the **[Chq]** button to assign cheque numbers for those employees receiving cheque payments.

    2. Enter the starting cheque number. Click on the **[Chq]** button. The system will allocate consecutive cheque numbers to all employees who have not already been selected for EFT payment or are set up to be paid by Cash.

> If the **[EFT]** button is not used first, all employees, except those requiring cash payments, will be assigned cheque numbers. If any are then selected for EFT, the cheque numbers will

> not updated, leaving a list of non-consecutive cheque numbers to be used for other payments.

Related Topics:

Payrun Reports

Click the **[REPORT]** button to view/print Payroll Reports and Pay Slips
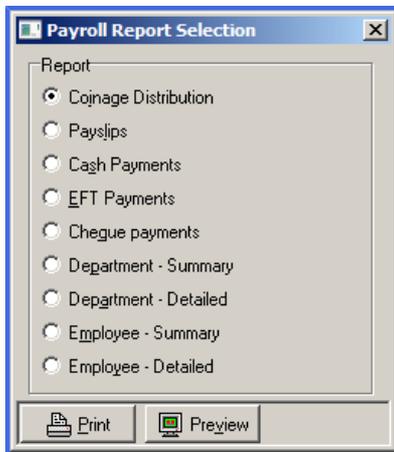
REPORT NAME	DESCRIPTION
Coinage Distribution	Details the distribution of each coin/note required to exactly make up each wage
Payslips	Prints and/or emails individual Pay Slips for each employee
Cash Payments	Details the total amount of each coin/note required to make exact payments to employees requiring Cash payments
EFT Payments	Reports the amount of money to be transferred by EFT to each particular bank and bank account numbers. Can only be run AFTER the .aba file has been generated. If not generated already, you will be prompted to do so.
Cheque Payments	Prints a list of pay cheques to be issued
Department Summary	Breakdown of wages for each company department for the current pay run
Department Detailed	Detailed breakdown of wage for each company department for the current pay run
Employee Summary	Summary of all wages paid to Employees for the current pay run
Employee Detailed	Full details of all wages paid to Employees for the current pay run

Printing And Emailing Payslips

When Payslips is selected on the Reports option there are additional fields related to emailing payslips and selecting employees.

To email payslips please ensure that an email address is entered against the employee in **PAYROLL |FILE MAINTENANCE | EMPLOYEE** - *More Details – Other tab*

Note: The system assumes that if there is an email address entered in Employee File Maintenance that the employee wishes to receive their payslips via email. If this is not the case, we recommend storing an email address in the Resources tab.

To Email payslips

This step must be done before printing payslips.
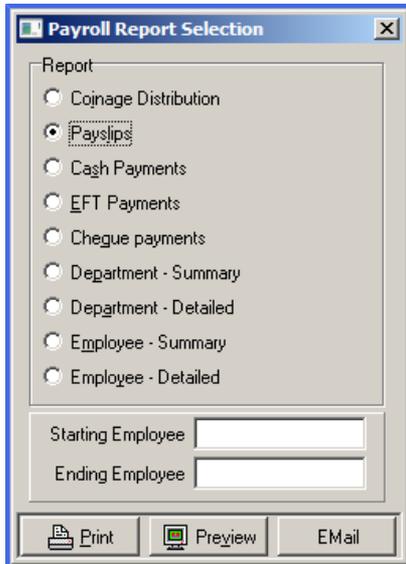
1. Enter the starting and ending employee codes if applicable and then click the **[EMAIL]** button.

2. The system will automatically start to send emails as per your email settings in Accrivia

   1. Please be patient as this process may take time if you have a large number of employees

3. *Do Not* Close the Payroll Report Selection Screen before moving on to print payslips

Some Internet providers restrict the number of emails that can be sent from one account in a short period of time. If you have an error or warning message coming up about this, please contact your Internet provider for a solution.

To Print Payslips

Once payslips have been emailed the system is then able to print the remaining payslips.

1. Click on the **[PRINT]** button and you will get a notice asking if you want to print all payslips that have not already been emailed. when prompted click the **[YES]** button.

   - If this prompt has not appeared it means that the email option was not run or that the Payroll Report Selection screen was closed and then reopened.

2. Select the required printer and click **[OK]**

3. To print All payslips regardless of the employee having an email address, select the **[PRINT]** option first and do not select **[EMAIL]**

4. If the Payroll Selection Screen is closed after email payslips and then reopened to then print payslips, all payslips will be printed, even those that were emailed.

> When the payrun is updated a copy of the payslips is saved as a PDF file. To locate this file go to Help | Accrivia/PDF Folders | Payroll

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Related Topics:

See "Employee - Others Sub Tab" on page 48

See "Reverse a Payrun" on the facing page

See "Payrun: Backups and Saves" below

See "System Settings - Emails" on page 1

Payrun: Backups And Saves

Payruns can be manually backed up at any stage by clicking the **[Backup]** button. Payruns are also automatically backed up every 15 minutes. If in the event of system crash, or if you wish to restore the payrun from a previous point in time, you will be able to access the backups via the

[Restore] button. These backups can also be accessed from other computers, not just the computer the payrun was produced on.

Use the **[Restore]** function when a report or file generation has been missed or needs to be recreated for another reason. Always **[Clr All]** before exiting the screen, and *do not* **[Update]** when a payrun has been restored for this purpose.

> By pressing the **[X]** in the top right hand corner you will close the pay run down.   The Payrun will be automatically saved. The Payrun saved at this point can only be accessed ON THIS SAME COMPUTER under the SAME LOGIN.

> If re-printing or generating payslips from a restored pay run it is important to note the Leave Accruals and YTD figures will not be correct.

> **WARNING**: This functionality is to be used with extreme care!

Related Topics:

Finalising (Update)the Payrun

When you are satisfied that your payrun has been executed accurately and the necessary reports and files have been generated you will need to Update the payrun

1. Click the **[UPDATE]** button.

2. When prompted type 'Yes' (this is case sensitive, must be capital 'Y', lower case 'es') to finalise the Pay Run and commit the pay details.

3. You will be prompted to type a reference for how the transaction will be displayed in the Cashbook. e.g Wages 9 Dec 2012

4. The payrun is now complete.

The Update Process updates the following in Accrivia

- Employee's YTD figures
- Employee's leave accrual balances and accrual tables
- Employees entitlements (if applicable)
- Pays log tables
- General ledger accounts
- Superannuation table (note this is not the Super journal)
- Cashbook
- Job costings (if applicable)

Related Topics:

Reverse a Payrun

Reproduce Payroll Reports or EFT File for a Closed Payrun

Reverse A Payrun

The **PAYROLL | PAY REVERSAL** screen allows you to fully reverse a pay run for a company / store or an individual employee.

If reversing a company run, it is assumed that you are doing so in the current month, before any reports / lodgements have been finalised (PAYG, Super, etc) and the reason for the reversal

is due to the pay run being "entirely incorrect" and needs to be re-done. The reversal date will be as per the original week ending date.

All the Payroll Module entries will be reversed along with the entries made to the General Ledger, Cashbook and Job module (where enabled)

For an individual employee reversal, the date of reversal may be specified, and it doesn't have to be as per the original date.

To Process a Pay Reversal:

1. Enter the week ending date and press the TAB key.

2. Identify the pay run to have a reversal applied (if there are multiples on the one day, the posted date / time and the companies / stores can be used to identify the correct pay run) and click **[SELECT].**

3. With the drop option, choose to reverse the entire run or an individual employee, confirm the reversal date if reversing an individual employee, and press the **[REVERSE]** button.

4.

You cannot reverse an entire company run if a termination was performed in that run, nor can you reverse an individual if they were terminated in that pay run.

Pay In Advance Function (PiA)

Pay In Advance Overview

Accrivia now has the ability to pay a group of employees in advance for the purposes of Annual Leave. The PIA or (Pay in Advance Button) auto generates the Annual Leave, RDO's and public holidays for a payrun for whole pay periods.

Before you start

1. Check that all employees are set-up correctly in Employee File Maintenance. Ensure their State is correct and entered correctly (e.g. Victoria should be VIC)

2. Check Awards are correct - accruals, pay defaults, States etc - Note a 'blank' State field = All States

3. Ensure Paytypes to be default as part of the PiA process are set-up with the "Use PiA" tick

4. Note the RDO's and Public Holidays that fall during the pay in advance period and what State they are applicable to.

5. Note the employees who may not be standard (those on Paid Parental Leave, LSL etc)

> The Pay In Advance function can only be applied to a full pay period where the whole pay period is to be taken as leave.

> DO NOT PROCESS TERMINATIONS AS PART OF A PIA PAYRUN!!

Example Pay In Advance Payrun

For the following instructions the pays being processed are weekly, with one week of work being processed plus one week of Pay in Advance over the Christmas Holiday period. A RDO has also been included for the example. The standard week ending date is the 20/12/2011 and the Pay in Advance week ending date is the 27/12/2011.

Days of Leave

Go to **PAYROLL | FILE MAINTENANCE | DAYS OF LEAVE** and add the applicable leave dates.

Insert the standard days of leave applicable to employees. Select the leave type, date and the State that it is applicable to. The system will apply the Days of Leave based on the Employee's Award and if not on award, then their State on the Employee File Maintenance screen.
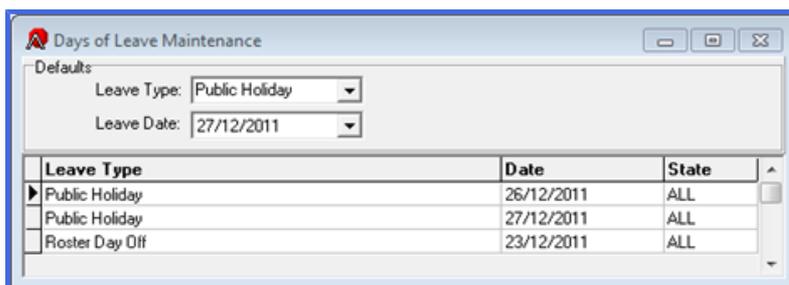
Pay Types for PiA

There are some paytypes that you may not wish to have defaulted from the Employee Defaults as part of the PiA process, whilst others will be required.

To have a Pay Type default into Pay Calculate as part of the Default process, it must have the "Use PiA" option ticked on the Pay Type File Maintenance Screen.

As standard Pay Types are not ticked to default.

Please note that you can set a Pay type to default, but then manually remove from the Payrun where required.

Description	Details	Pay/All/Ded	After/Before Tax	GL Acct	Default Department	Job Rev Desc	Job Rev Rate	Job No. Reqd	Grp Cert Type	Default Class	Use PiA
ADVANCE REPYMN	STAFF LOAN	DEDUCTION	AFTER	22415							
ANNUAL LEAVE	ANNUAL LEAVE	PAYMENT								✓	
CARERS LEAVE	CARERS LEAVE	PAYMENT									
CHILD SUPPORT	CHILD SUPPORT	DEDUCTION	AFTER	39050							
COMPASSIONATE	COMPASSIONATE LEAVE	PAYMENT									
ETP_CASH		PAYMENT									
ETP_RDO		PAYMENT									
ETP_ROLLOVER		PAYMENT									
LEAVE LOADING	LEAVE LOADING	PAYMENT									
LONG SERVICE	LONG SERVICE LEAVE	PAYMENT								✓	
NORMAL	NORMAL WAGES	PAYMENT									
ORD TIME	ORDINARY TIME	PAYMENT									
OTIME X1.5	TIME & HALF	PAYMENT									
OTIME X2	DOUBLE TIME	PAYMENT									
PUBLIC HOL WORK	PUBLIC HOLIDAY WORKED	PAYMENT									
PUBLIC HOLIDAY	PUBLIC HOLIDAY	PAYMENT									

Timesheets (If using)

If processing a pay period of actual work along with the pay period in advance pay, go to **PAYROLL | TIMESHEETS** and process the timesheet for the pay period worked as per normal.

Process the Payrun

Open the **PAY | CALCULATE** Screen, enter week-ending as the normal week ending date for the pay period of actual work being paid –do not use the date of week/s being paid in advance.

Default the week worked

First of all, you must default the pay period that has been worked first! Default as you normally would a normal pay period.

Default the Pay In Advance

There is a button on the Pay Posting Screen - **[PIA].**

Click the **[PIA]** button and it will load the PiA defaulting screen. Enter the number of weeks that are to be paid in advance and tick if you wish the system to include Leave Loading entries (In this

example we are paying one week of leave in advance.) Select the employees who are to be paid in advance:

The Pay in Advance defaulting process will (for the employees selected):

- Load Allowance and deduction defaults from EMPLOYEE FILE MAINTENANCE defaults tab.
    - "Payment" Pay Types will only be loaded where "Use Pia" has been ticked against their set-up.
- Increase the tax period quantity by the number of pay periods being paid in advance.
- Increase the Annual/Personal/RDO quantity by the number of pay periods being paid in advance
    - The annual and personal hours accrued for this payrun will increase accordingly.
- Add the Days of Leave against the employees where applicable
    - Note that only employees who accrue RDO's will have RDO Taken applied to them. Those who do not will have Annual Leave applied to them instead.
    - Employees whose State does not match that listed in Days of Leave will also not receive the holiday
- Add Annual Leave for the pay period against each employee where applicable
    - Where an RDO or Public Holiday has been applied, Annual Leave will not be
    - If the employee is not entitled to Annual Leave, Annual Leave will not be applied.
- The quantity of leave is based on the employee standard hours.
    - Full timers on a 40 hour week, will have a quantity of 8 hours
    - Where an employee is part-time, the system will refer to the WORK HOURS tab on their **EMPLOYEE | FILE MAINTENANCE** screen and adjust each day.

- If no work hours are listed, it will default to an average per day e.g. 5 hours per day for a 25 hour week– adjust where necessary.
- Add Payslip comment " Paid in Advance to DD/MM/YYYY"
- Entries added by this process with have a note in the Comment field of the format "W/E DD/MM/YYYY".

It is advisable not to default Casual employees as part of the Pay in Advance process. Pay in Advance defaults will change the tax periods and therefore the amount of tax withheld for that payrun.

Areas to review after PiA defaulting

- Overall
  - Check the dates – Paid in Advance and Week ending.
  - Check the tax period and holiday periods have increased for the PiA employees
  - Review the standard pay week defaults
  - Review the Payslip comment
- Part-timers
  - Days of leave and quantity of hours – do these match their standard days/hours of work?

- Casuals
    - Ensure no leave is added to them
    - Check Tax Periods
- Paid Parental Leave and Long Service Leave
    - Check tax periods to ensure not over or under taxed
    - Update any defaults if required.
    - For Paid Parental Leave only the first pay period will default, if more than one pay period is required, it will need to be manually adjusted

TERMINATIONS OVERVIEW

Termination of employees with payments outstanding must be completed via the **PAYROLL | CALCULATE** option. The calculate screen has been designed to allow entry of all information relevant to the determination of tax payments and the production of PAYG Payment or ETP Payment Summary forms required by the ATO on termination of an employee.

To terminate an employee who has no payments outstanding :

 See "Termination: No Payment Owing" on page 147

Before you Start

See "Terminations Basics" on the facing page

See "Terminations Checklist" on page 142

See "Pay Types for Pay out of Leave" on page 143

See "When to process the Termination" on page 144

See "Termination Notes" on page 144

See "Employed Prior to 17 August 1993 - Lump Sum A & B" on page 147

Termination Types - Step by Step Process

See "Normal Termination Process (No ETP)" on page 148

See "Normal Termination With ETP (Type 'O')" on page 151

See "Redundancy/Approved Early Retirement (Type 'R')" on page 156

See "Termination Redundancy: Type 'R' & 'O'" on page 160

Important information regarding Termination instructions

For each type of termination there is a step by step list of instructions. We have made the assumption that the employee being terminated is under the age of 55 and was employed after 17 August 1993. Terminations involving those scenarios will be dealt with briefly as the end of this section.

> We have also assumed that the employee's final normal pay has already been processed and the Termination Pay is being processed separately (is not part of the normal payrun).

> Please make yourself familiar with the ATO requirements and contact them or your Accountant for detailed advice

Terminations Basics

'R' & 'O' Types and Terminations

The Termination screens have been designed to allow entry of all information relevant to the determination of tax payments and the production of PAYG Payment or ETP Payment Summary forms required by the ATO on termination of an employee. This includes the new 'R' and 'O' ETP Codes. The type of termination you select will clearly indicate whether you are producing a termination payment with an 'R' or 'O' or both 'R' & 'O'.

The following table from the ATO Payment Summary lists the payment types and what ETP Code they are to be allocated to:

Life benefit ETP	
CODE	**DESCRIPTION**

R	ETP made because of one of the following:
	■ early retirement scheme
	■ genuine redundancy
	■ invalidity
	■ compensation for
	  – personal injury
	  – unfair dismissal
	  – harassment
	  – discrimination

O	Other ETP not described by **R**, for example, golden handshake, gratuity, payment in lieu of notice, payment for unused sick leave, payment for unused rostered days off

Comprehensive information along with worksheets and examples of termination pays are available via the ATO website: www.ato.gov.au or direct link Employee Termination - PAYG payment summary - employment termination payment

> Please make yourself familiar with the ATO requirements and contact them or your Accountant for detailed advice

Important information regarding Termination instructions

For each type of termination there is a step by step list of instructions. We have made the assumption that the employee being terminated is under the age of 55 and was employed after 17 August 1993. Terminations involving those scenarios will be dealt with briefly as the end of this section.

> We have also assumed that the employee's final normal pay has already been processed and the Termination Pay is being processed separately (is not part of the normal payrun).

Terminations Checklist

Before You Begin

It is advisable to have up to date information from the ATO or from your Accountant on hand when processing a termination. In the case of a complicated termination, please discuss with your Accountant, Human Resources Consultant, Union Representative or the Fair Work Ombudsman.

Checklist

The following information is used in the determination of Termination pays. Please check that all information on the **PAYROLL | FILE MAINTENANCE | EMPLOYEE** screen is accurate before completing a termination pay and where applicable the additional information has been gathered.

CHECKLIST – EMPLOYEE FILE MAINTENANCE		
	Hourly Rate	Detail Tab
	Default Weekly Hrs	Detail Tab
	Birthdate	Details tab
	Commencement Date	Details Tab
	Tax File Number	Tax Tab
	Unused Leave Entitlements	Accruals Tab
	LSL Taken	Pay Types Tab – select 'Long Service Leave' with Open dates
CHECKLIST – ADDITIONAL INFORMATION		
	Type of Termination	Resignation, Termination, Redundancy, Early Retirement and Retirement
	Payout Required	Eg Golden Handshake, In Lieu of notice, Severance Payment
	ETP Type	'R' or 'O' or both
	Tax Free Amounts	In the case of Redundancy or Early Retirement.
	Award/Agreement	Review for any clauses regarding terminations.
	Pay Types	Leave payout paytypes with "_T" set-up
	System Check	Run a system check for payroll errors

Related Topics:

Pay Types For Pay Out Of Leave

To ensure accurate handling of various oncosts when processing a termination, the system now looks for leave pay types with an '_T' and will default to these over the standard leave pay types

- Annual Leave_T OR Holiday Pay_T
- Long Service Leave_T

The set-up of a different pay type for payouts, allowing the user to tick or untick various payroll oncosts, such as Superannuation, Workcover, Payroll tax etc dependent on current legislation at that time.

Go to **PAYROLL|FILE MAINETANCE|TYPES**. Use the **ADD** button to add a new paytype and set-up as required.

If these pay typeS are not set up you will be prompted during the termination run.

When To Process The Termination

Termination Pay with or not with The Employee's Final Normal Pay?

It is possible to process an employee final pay along with their termination amounts. It is fairly straightforward so long as there is no leave being taken as part of that pay period. If there is leave taken to be processed it is recommended to process the final normal pay separately from the Termination pay.

If you choose to process both together, then you will have to manually adjust any long service or annual leave hours that have been taken, or additional hours accrued in the current pay period (any holiday hours taken should be reduced here and included as for a normal payrun on the Pays Tab).

Termination Pay separately or part of the Normal Payrun?

Depending on the employees award or agreement, terminations pays are often required to be paid on the day of termination or as soon as possible. Paying with your normal payrun may put you in breach of an award or agreement.

It is possible to process a termination with your standard payrun, but please be aware:

1. Payruns with a Termination cannot be reversed

2. The termination can over inflate the value of the payrun and make it harder to determine if the rest of the payrun is correct.

3. The Termination payslip is archived with the standard payslips.

Related Topics:

Termination Notes

ETP - ATO Definition

An Eligible Termination Payment (ETP) according to the ATO is:

A lump sum payment made in consequence of termination of employment, generally within 12 months of the termination. An ETP can include:

1. amounts for unused rostered days off or sick leave

2. amounts in lieu of notice

3. a gratuity or 'golden handshake'

4. compensation for loss of job

5. compensation for wrongful dismissal (if paid within 12 months of the termination)

6. a redundancy payment which exceeds the tax-free limit

7. payment under an early retirement scheme which exceeds the tax-free limit

8. an invalidity payment (for permanent disability, other than compensation for personal injury), and

9. certain payments after the death of an employee.

ETP Codes - Type R & Type O

Schedule 11 – Tax table for employment termination payments

Tax Calculations

The tax to be paid on unused leave entitlements is displayed in the 'Tax Totals' field at the bottom of the screen and is automatically added to the 'Tax' field at the top of the **PAY POSTING** screen. For information on how to check this calculation refer to the ATO.

The 'Tax' field may be over typed if you have reason to re-calculate the amount of tax to be paid.

ATO Explanation on working out the marginal tax rate

1. Marginal rate calculation

2. To work out the marginal rate, you must:

3. Using the relevant PAYG withholding tax table, work out the amount to withhold from your employee's normal gross earnings for a regular pay period.

4. Divide the amount of the payment by the number of normal pay periods in 12 months (12 monthly payments, 26 fortnightly payments or 52 weekly payments).

5. Ignore any cents.

6. Add the amount at step 3 to the normal gross earnings for a single pay period.

7. Use the same PAYG withholding tax tables used at step 1 to work out the amount to with-hold for the amount at step 4.

8. Subtract the amount at step 1 from the amount at step 5.

9. Multiply the amount obtained at step 6 by the number of normal pay periods in 12 months (12 monthly payments, 26 fortnightly payments or 52 weekly payments).

Unused Leave

If you have not completed the employee's last pay prior to doing this termination pay, you will have to manually adjust any long service or annual leave hours that have been taken, or additional hours accrued in the current pay period (any holiday hours taken should be reduced here and included as for a normal payrun on the Pays Tab).

Leave Loading

If this employee is entitled to leave loading, ensure the correct leave loading pay type is selected in the drop list, then enter the number of hours subject to leave loading (this will usually be the same as for the annual leave hours).

Unused Sick Leave and RDO's

Payment for Unused Sick leave or RDO's are not calculated on the Leave Totals Tab. These amounts are considered to be an ETP. For information on how to determine ETP's refer to the ATO's 'Eligible Termination Payments, a guide for employers'

Employees over the age of 55

Employees over the age of 55 (Preservation Age) will have a different ETP tabs. This tab allows for the entering of the threshold amount and different tax rates applicable. Please contact the ATO for current rates, threshold amount and age (55 years is only applicable to 2014)

Pays	Timesheet	Termination	Leave Totals	ETP (O)

RDO ETP
Hours / Amount   0 $0.00

Additional ETP
eg. In Lieu of notice $20,000.00

Eligible Service Period
No of days Pre 1 July 1983   0
No of days Post 30 June 1983   2962

Total ETP Details
Amount to be paid $20,000.00
Pre July 1983 Component (Untaxed) $0.00
Post June 1983 Component   (taxed) $20,000.00

Tax
For payees 55 or over the low rate threshold will apply.
Current low rate threshold $175,000.00
Tax rate for amounts up to the threshold   16.5
Tax rate for amounts above the threshold   46.5
Tax to be deducted $3,300.00

Employed Prior to 17 August 1993 - Lump Sum A & B

Fields for lump sum A & B amounts will not be displayed for employees with a commencement date after 17th August 1993.

If the employee commenced employment prior to 18th August 1993, the Leave Totals tab will appear as follows:

Assuming all annual leave hours have been accrued at the rate specified in the Weekly Hours field in the EMPLOYEE | FILE MAINTENANCE- *Totals* tab, Accrivia will calculate the period over which they have been accrued and determine if a portion of the entitlement is classified as a lump sum A payment for the purpose of PAYG reporting. Annual leave is determined on a First In First Out (FIFO) scenario.

If any of the unused long service leave entitlement has been accrued prior to 18th August 1993 you will need to manually redistribute the total amount into its lump sum A or B components. LSL is to be determined on a Last In First Out (LIFO) scenario,

Termination: No Payment Owing

Where you have an employee that you are no longer paying and wish to stop having them show in payruns, you can terminate that employee manually.

If you have a large number of employee like this, the Employee Termination screen may be of use.

Manual Termination

1. Go to PAYROLL |FILE MAINTENANCE |EMPLOYEE *- Details tab*

2. Tick the 'Show Terminated' option at the bottom of the screen

3. Locate the employee

4. Double click in the Terminated Field

5. Type in the date of termination

6. Drop down the Terminated Reason list and select the most appropriate reason

7. Add a Note to the Notes tab if required

    i. e.g. Employee terminated due to not working for 60 days

8. Save the employee

Termination Reversal

If you wish to reinstate an employee, you can do so by following the above instructions, but removing the termination date and reason.

This is only advisable where there were no ETP payments previously paid to the employee.

You may wish to add a note on the employee's Note tab explaining the reinstatement

It may be preferable to create a new employee file. To do so, use the Reemployment option when setting up a new employee.

See "Employment – Quick Start" on page 39

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Normal Termination Process (No ETP)

Normal Termination is chosen for a standard termination where there are no ETP or redundancy payments.

> Please note that if an employee has been entitled to RDO's, even if they have a zero RDO balance, you will need to use the Normal (With ETP) termination type (please see instructions later in the document for this process)

1. Go to **PAYROLL | CALCULATE**

2. Select the Entity

3. Enter the date of the payrun

4. If a different date to your normal payrun ,click **[OK]** when prompted to confirm that you are happy to proceed

5. Locate the Employee to be terminated

6. Click on the *Termination* Tab

7. The current system date will default into the termination date field. This can be over-written as required.

8. Select the Termination Type from the Drop list

9. Check the Department to record this termination against, change if required

10. Select the Termination Type.
    i. In this example it is "Normal Termination"

11. Payments will be taxed according to rules associated with the Termination Type selected and additional tabs will be automatically opened as required

See "Normal Termination Leave Totals Tab" on next page

Normal Termination Leave Totals Tab

1. All unused leave entitlements for the selected employee will be shown here. These hours/rates can be adjusted if necessary.

2. If the employee is entitled to leave loading, enter the number of hours in the field provided.
   - Short cut: Double click in the field and it will auto complete with the same number of hours as Annual Leave.

3. Check that the pay types listed are the ones you use for Terminations with the '_T'

4. Tax will be automatically calculated as per ATO guidelines for the taxing of leave payments on termination. This tax amount can be adjusted if necessary. It is advisable to review this calculation.

5. For normal terminations no other information is required. Return to the Pays Tab

ALL fields must have an entry in them to be able to return to the previous tab. If no amount or entry is required for a field, put a zero in it rather than leaving it blank.

See "Normal Termination Pays Tab" on the facing page

Normal Termination Pays Tab

1. Review the Pay types, department, Gross, Tax and Net amounts

2. Add a payslip message if required

3. Proceed with the payrun process as you normally would

4. Run reports, produce payslip

5. Produce EFT/Cheque/Cash Payment

6. Confirm that payment has been processed properly.

7. **[UPDATE]** the payrun

> Note that Termination payments are unable to be reversed via the Pay Reversal Process.
>
> Please ensure the Termination is correct and payment issued before Updating the payrun.

Normal Termination With ETP (Type 'O')

ETP Termination (Type 'O') is chosen for a standard termination where there is an ETP element and the payment is NOT for a redundancy.

1. Go to PAYROLL | CALCULATE

2. Select the Entity

3. Enter the date of the payrun

4. If a different date to your normal payrun ,click **[OK]** when prompted to confirm that you are happy to proceed

5. Locate the Employee to be terminated

6. Click on the *Termination* Tab

7. The current system date will default into the date field. This can be overwritten as required.

8. Select the Termination Type from the Drop list

9. Check the Department to record this termination against, change if required

10. Select the Termination Type. In this example it is "ETP Termination (Type 'O')"

11. Payments will be taxed according to rules associated with the Termination Type selected and additional tabs will be automatically opened as required

See "Termination with ETP: Leave Totals Tab" on the facing page

Termination with ETP: Leave Totals Tab

1. Click on the Leave Totals Tab

2. All unused leave entitlements for the selected employee will be shown here. These hours/rates can be adjusted if necessary.

3. If the employee has been accruing RDO's, then "RDO Accrual in AL" fields will be displayed. The amount that is defaulted there is based on your system settings

4. If the employee is entitled to leave loading, enter the number of hours in the field provided.

   - Short cut: Double click in the field and it will auto complete with the same number of hours as Annual Leave.

5. Check that the pay types listed are the ones you use for terminations. "_T"

6. Tax will be automatically calculated as per ATO guidelines for the taxing of leave payments on termination. This tax amount can be adjusted if necessary. It is advisable to review this calculation.

7. Click on the ETP(O) tab to process the rest of the termination payment

See "Termination with ETP: ETP (O) Tab" below

> ALL fields must have an entry in them to be able to return to the previous tab. If no amount or entry is required for a field, put a zero in it rather than leaving it blank.

Termination with ETP: ETP (O) Tab

The *ETP(O)* tab is where the amounts of the ETP are entered that are to be classified as Type 'O' for Payment Summary purposes

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1. If an RDO balance is to be paid out, the balance and $ amount will be displayed here. Review and alter if required.

2. If there is a zero balance, ensure all $ fields are zero.

3. Enter any additional ETP payment into the Additional ETP field

4. Enter the applicable Tax Rate for an ETP. The Amount to be Paid figure above is taxed at this rate.

5. No other information is required. Return to the Pays Tab

Please refer to your Accountant or the ATO for ETP rates, Thresholds and ETP Payment Type classification.

Termination with ETP: Pays Tab

1. Review the Pay types, department, Gross, Tax and Net amounts

2. Add a payslip message if required

3. Proceed with the payrun process as you normally would

4. Run reports, produce payslip

5. Produce EFT/Cheque/Cash Payment

6. Confirm that payment has been processed properly.

7. **[UPDATE]** the payrun

Note that Termination payments are unable to be reversed via the Pay Reversal Process. Please ensure the Termination is correct and payment issued before Updating the payrun.

Redundancy/Approved Early Retirement (Type 'R')

1. Go to PAYROLL | CALCULATE

2. Select Entity

3. Enter the date of the payrun

4. If a different date to your normal payrun ,click **[OK]** when prompted to confirm that you are happy to proceed

5. Locate the Employee to be terminated

6. Click on the *Termination* Tab

7. The current system date will default into the termination date field. This can be overwritten as required.

8. Select the Termination Type from the Drop list

9. Check the Department to record this termination against, change if required

10. Select the Termination Type. In this example it is "ETP Redundancy/Early Retirement (Type 'R') "

11. Payments will be taxed according to rules associated with the Termination Type selected and additional tabs will be automatically opened as required

See "Termination Redundancy: Leave Totals Tab" below

Termination Redundancy: Leave Totals Tab

1. Click on the *Leave Totals* Tab

2. All unused leave entitlements for the selected employee will be shown here. These hours/rates can be adjusted if necessary.

3. If the employee has been accruing RDO's, then "RDO Accrual in AL" fields will be displayed. The amount that is defaulted there is based on you system

4. If the employee is entitled to leave loading, enter the number of hours in the field provided.

   - Short cut: Double click in the field and it will auto complete with the same number of hours as Annual Leave.

5. Tax will be automatically calculated as per ATO guidelines for the taxing of leave payments on Redundancy.

6. Click on the ETP Redundancy R tab to process the rest of the termination payment

---

ALL fields must have an entry in them to be able to return to the previous tab. If no amount or entry is required for a field, put a zero in it rather than leaving it blank.

See "Terminations Redundancy: ETP Redundancy (R)" below

Terminations Redundancy: ETP Redundancy (R)

The ETP Redundancy (R) tab is where the payments relating to the Redundancy are entered and additional ETP amounts are processed

1. In the Total Payment Field enter any payment related to the Redundancy, such as In Lieu of Notice, Golden Handshake and severance payment for years of service.

- Please consult with your Accountant or the ATO if you have any queries about the payments

2. In the Lump Sum D field, enter the tax free limit applicable to that employee.
    1. Please check the ATO website for these amounts

3. Where the Tax Free Limit is greater than the amount in the Total Payment field, reduce it to match that amount.

4. Total ETP: Amount to be Paid figure is the difference between Total Payment and the Tax Free Limit if there is one.

5. Enter the Standard Tax Rate for an ETP. Total ETP: Amount to be Paid (Taxed) figure is taxed at this rate. Please refer to your Accountant or the ATO for ETP rates and Thresholds

6. No other information is required. Return to the *Pays* Tab

See "Terminations Redundancy: Pays Tab" below

For Employees over the age of 55 years, please refer to the Notes Section

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Terminations Redundancy: Pays Tab

1. Review the Pay types, Department, Gross, Tax and Net amounts

2. Add a payslip message if required

3. Proceed with the payrun process as you normally would

4. Run reports, produce payslip

5. Produce EFT/Cheque/Cash Payment

6. Confirm that payment has been processed properly.

7. **[UPDATE]** the payrun

> Note that Termination payments are unable to be reversed via the Pay Reversal Process.
> Please ensure the Termination is correct and payment issued before Updating the payrun.

Termination Redundancy: Type 'R' & 'O'

Termination Tab

1. Go to **PAYROLL | CALCULATE**

2. Select Entity[1]

3. Enter the date of the payrun

4. If a different date to your normal payrun ,click **[OK]** when prompted to confirm that you are happy to proceed

5. Locate the Employee to be terminated

6. Click on the *Termination* Tab

7. The current system date will default into the termination date field. This can be overwritten as required.

8. Select the Termination Type from the Drop list

9. Check the Department to record this termination against, change if required

10. Select the Termination Type. In this example it is "ETP Other & Redundancy (Type 'R' AND 'O') "

11. Payments will be taxed according to rules associated with the Termination Type selected and additional tabs will be automatically opened as required

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[1]Company/Store/Branch/Division

See "Termination Redundancy 'R' & 'O': Leave Totals Tab" below

Termination Redundancy 'R' & 'O': Leave Totals Tab

1. Click on the **_Leave Totals_** Tab

2. All unused leave entitlements for the selected employee will be shown here. These hours/rates can be adjusted if necessary.

3. If the employee has been accruing RDO's, then "RDO Accrual in AL" fields will be displayed. The amount that is defaulted there is based on you system

4. If the employee is entitled to leave loading, enter the number of hours in the field provided.
   - Short cut: Double click in the field and it will auto complete with the same number of hours as Annual Leave.

5. Tax will be automatically calculated as per ATO guidelines for the taxing of leave payments on Redundancy.

6. Click on the ETP Redundancy (R) tab to process the rest of the termination payment

> ALL fields must have an entry in them to be able to return to the previous tab. If no amount or entry is required for a field, put a zero in it rather than leaving it blank.

See "Terminations Redundancy 'R' & 'O': ETP Redundancy (R) Tab" below

Terminations Redundancy 'R' & 'O': ETP Redundancy (R) Tab

The ETP Redundancy (R) tab is where the payments relating to the Redundancy enter are entered and additional ETP amounts ('R' Type) are processed

1. In the Total Payment Field enter any payment related to the Redundancy, such as In Lieu of Notice, Golden Handshake and severance payment for years of service.
   - Please consult with your Accountant or the ATO if you have any queries about the payments

2. In the Lump Sum D field, enter the tax free limit applicable to that employee.

   1. Please check with the ATO website for these amounts

3. Where the Tax Free Limit is greater than the amount in the Total Payment field, reduce it to match that amount.

4. Total ETP: Amount to be Paid figure is the difference between Total Payment and the Tax Free Limit if there is one.

5. Enter the Standard Tax Rate for an ETP. Total ETP: Amount to be Paid (Taxed) figure is taxed at this rate. Please refer to your Accountant or the ATO for ETP rates and Thresholds

See "Termination Redundancy 'R' & 'O': ETP (O) Tab" below

> For Employees over the age of 55 years, please refer to the Notes Section

Termination Redundancy 'R' & 'O': ETP (O) Tab

The *ETP(O)* tab is where the amounts of the ETP are entered that are to be classified as Type 'O' for Payment Summary purposes

1. If an RDO balance is to be paid out, the balance and $ amount will be displayed here. Review and alter if required.

2. If there is a zero balance, ensure all $ fields are zero.

3. Enter any additional ETP payment into the Additional ETP field

4. Enter the applicable Tax Rate for an ETP. The Amount to be Paid figure above is taxed at this rate.

5. No other information is required. Return to the Pays Tab

Please refer to your Accountant or the ATO for ETP rates, Thresholds and ETP Payment Type classification.

Termination Redundancy 'R' & 'O': Pays Tab

1. Review the Pay types, Department, Gross, Tax and Net amounts

2. Add a payslip message if required

3. Proceed with the payrun process as you normally would

4. Run reports, produce payslip

5. Produce EFT/Cheque/Cash Payment

6. Confirm that payment has been processed properly.

7. **[UPDATE]** the payrun

Note that Termination payments are unable to be reversed via the Pay Reversal Process. Please ensure the Termination is correct and payment issued before Updating the payrun.

EMPLOYEE PAYMENTS

PAYROLL | EMPLOYEE PAYMENTS is for outside of the payrun employee payments such as:

- Employee reimbursements (After Tax).
    - e.g Uniform Refunds upon return of uniform after termination
    - e.g. Petty Cash reimbursements
- Re- issuing of wages payment
    - where no bank account details were provided by employee upon employment
    - This requires additional system settings for tracking and reporting
    - For more information How to handle wage payments when no bank account details provided

This system option will let you generate an EFT file that you can import into your banking software in order to repay employees, terminated or current, using employees' bank details as stored in the EMPLOYEE FILE MAINTENANCEscreen.

It will also generate a journal for Debiting the applicable expense or liability account and Crediting the Cashbook, along with adding an entry to the Employee Note's tab

Processing an Expense Reimbursement

1. Enter the date and the reference for the refund payment/s.
2. Enter the following
    a. Expense or liability account for Debit side of transaction
    b. Employee code
    1. Select Bank account to be used (normally will be Acct 1)
    2. $ Amount to be refunded

3. Continue for each employee

3. After all the employees are entered, click the **[EFT FILE]** button
   a. When prompted name the .aba file and then save to the appropriate folder to be later imported it into your banking software/website.

4. To finalise, click the **[UPDATE]** button.
   a. A journal will be posted, Debiting the expense/liability account for each employee and crediting the cashbook
   b. A note will be inserted into the employee files Notes tab.

Processing a Wage payment

How to handle wage payments when no bank account details provided

PAYROLL END OF MONTH/YEAR PROCESSES

PAYROLL | END contains all the processes required for Month End and Year End obligations.

It is advisable that a system back up is run before processing any Payroll End procedures.

> Do not run any Payroll End processes until *after* the final payrun of the month has been processed and updated.
> This is important where a payrun falls on the last day of the month and is not processed till the first business day of the following month.

See "Payroll: Payment Summary Processing" on page 182

See "Payroll End of Month - Routine" below

See "Payroll: Super Notification" on page 175

See "Payroll: End HSR Option" on page 189

See "LSL – Interest" on page 176

See "Update Tax Scales/Tables" on page 191

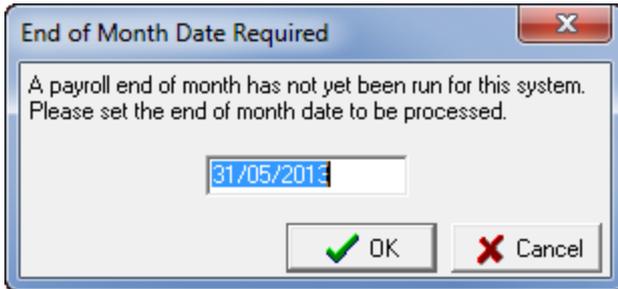# Payroll End Of Month - Routine

Processing Payroll End of Month

The **PAYROLL |END|END OF MONTH** screen is a stepped process for completing your Payroll End of Month processes. The steps consist of the following:

1. Info & Backup - Displays the Month being processed and all the pay runs updated since the last month end process

2. Super Removal - Removes Superannuation entries that do not meet Superannuation criteria as set-up in System Settings

3. Super Postings - Posts General Ledger journal for Superannuation expense and liability

4. Super Contributions - Produces Superannuation Contributions File and .aba file for funds transfer

5. End of Month - Closes the current month and opens the next for processing

> One this process has been started a Pay run cannot be started

New Users - First EOM

If it is your first Month End Procedure you may be prompted to enter the month end date to be processed. Enter date and click **OK**

Next Step:

See "Payroll End of Month: Tab 1. Info & Backup" on the facing page

Payroll End of Month

Preparation for Payroll End of Month

Before running Payroll End of Month there are reports that need to be run, as they cannot be produced once End of Period is run or once another payrun has been updated. These reports are based on a Point in time and therefore do not have the option to select a date range on the report selection criteria screen

1. These Reports are:

    a. Period to Date "Period to Date Figures"

        a. Lists the total of each employee's PTD (month to date) figures

    b. Year to Date "Year to Date Figures"

        a. Lists the total of each employee's YTD (Year to date) figures

    c. Sick/Holiday/RDO incl. $ "Sick, Holiday & RDO inc.$"

        a. Lists the hours and $ value of employee accruals at the time of running

    d. Sick/Holiday/RDO "Sick, Holiday & RDO Totals"

        a. Lists the hours only of employee accruals at the time of running

    e. Long Service Leave "Long Service Leave"

        a. Lists the Hours and $ value of Long Service Leave accruals at the time of run-

            ning, broken down into employed Under or >= Long Service Entitlement years

Of course you can run any other reports as part of your month end procedures

Do not run any Payroll End processes or Reports until after the final payrun of the month has been processed and updated. This is important where a payrun falls on the last day of the month and is not processed till the first business day of the following month.

See "Payroll End of Month - Routine" on page 167

Payroll End of Month: Tab 1. Info & Backup

The **PAYROLL | END**: *Info & Backup Tab* displays all the payrun updated since the previous End of Month process

1. Review the Month End date being processed
2. Review the list of payruns
    1. Check for duplicates, missed payruns or any payruns that do not look as expected
3. Click **DO BACKUP** to proceed

Next Step:

See "Payroll End of Month: Super Removal" below

Payroll End of Month: Super Removal

The **END OF MONTH**: *Super Removal Tab* is where employees, whose total pays for the month do not meet the criteria for Superannuation contributions, are removed. This process must be

run before running any Superannuation reports, posting Superannuation GL Journals and paying Superannuation Contributions.

Providing the employee's Superannuation details are entered in the EMPLOYEE FILE MAINTANCE-*Details tab*, Superannuation will be calculated for every employee in the payrun (including casuals). The contribution payable for each payrun is recorded in the Super Tab of each employee's file.

The Super Removal screen displays only those employees who's super is being flagged for removal along with the reason for removal. The criteria for Super removal is set in FILE|SYSTEM SETTINGS|PAYROLL and is often set as follows:

- All employees under the age of 18 who worked less than a set number of hours per week. Currently this is 30 hours

- All employees who earned less than the Super Gross Minimum amount, as specified in the Super Gross Minimum field in the. Currently $450 per month

> Both points work together for Under 18's. They must meet the monthly minimum AND meet the hours per week in order to receive Superannuation and ONLY for that week that the minimum hours has been meet. See Superannuation Guarantee Determination SGC 2003/5

To Remove Superannuation

1. To Skip this step click on SKIP REMOVAL, once skipped you cannot go back to this later.
2. To Remove Superannuation
   a. Any contributions the system deems to be removable will be displayed and ticked. If you do not wish to remove a contribution, remove the tick from that line.
   b. Once reviewed click REMOVE to remove the ticked super contributions.
   1. Once processed the Notes Tab for that employee will be updated with information indicating the super amount removed, and a report will be issued to the screen for printing indicating all those who had super removed (and the reason). The same report is automatically generated as a PDF document and archived to your PDF reports folder.
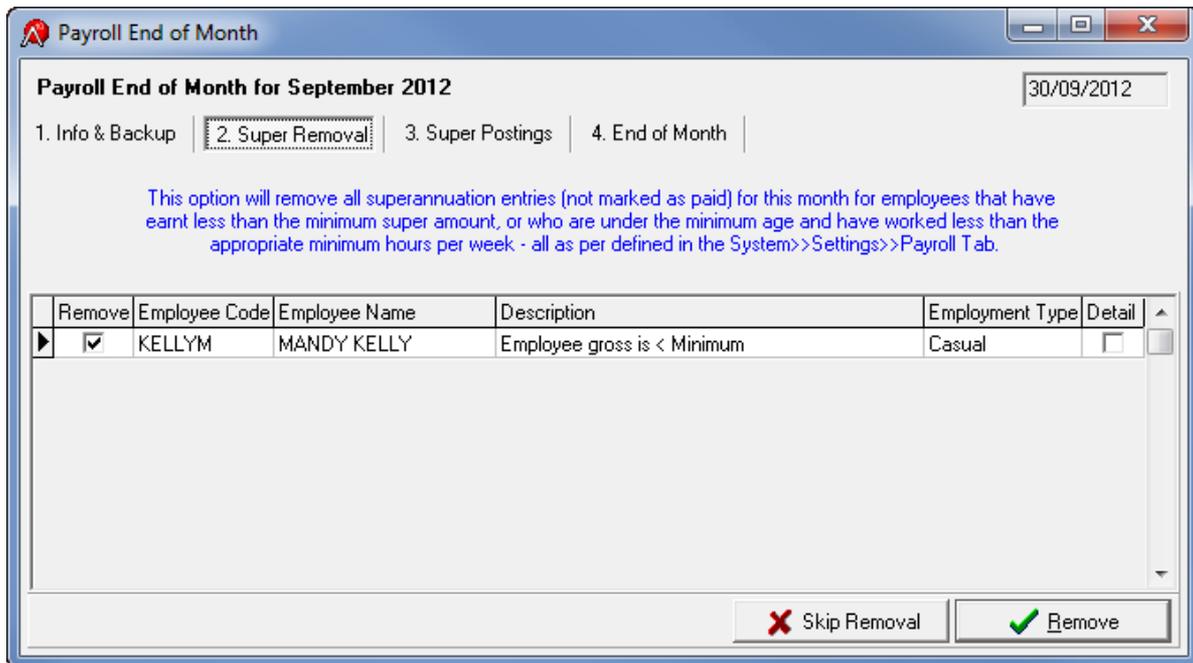
See "Payroll End of Month: Super Postings" below

Payroll End of Month: Super Postings

The END OF MONTH: *Super PostingsTab* creates and posts the general ledger journal for the expense and accrual of Superannuation liabilities.

The Superannuation GL expense account for company contributions is controlled in the PAYROLL | FILE MAINTENANCE | DEPARTMENT Screen and should be linked to the appropriate GL account prior to running this process using the Super Postings Tab.

The Superannuation GL Accrual (Liability)account is handled by the Superannuation Pay Type. PAYROLL| FILE MAINTENANCE | SUPER FUNDS

The Posting screen lists each employee for whom Superannuation has been calculated.   You can click on each employee to view the Superannuation amount and department. The Total Employer Contributions are listed at the bottom of the screen.
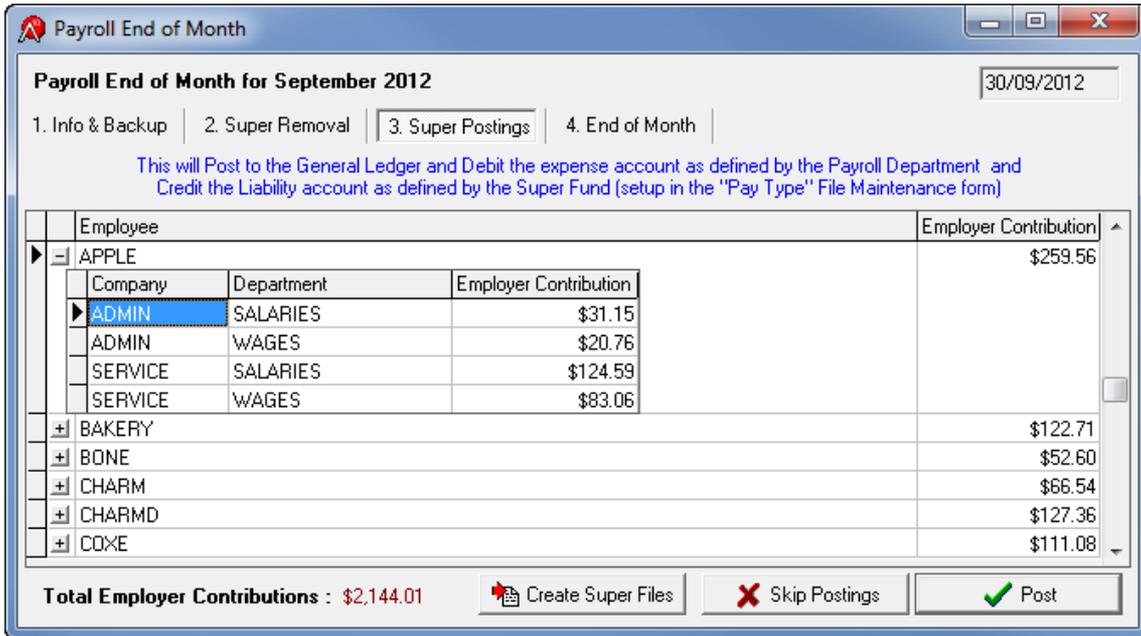
1. Click SKIP POSTINGS if you do not wish to process this journal, note this cannot be processed later

2. Click POST to run the Superannuation journal.

3. Type 'Yes' when prompted. A batch number for the journal will be provided on completion.

Next Step:

See "Payroll End of Month: Super Contribution Files" below

See "Payroll End of Month: End of Month Completion" on page 174

Payroll End of Month: Super Contribution Files

The END OF MONTH: *Super File Tab* is where contribution detail files and contribution payment (.aba) files are produced.

> To enable this tab, go to FILE | SYSTEM SETTINGS | *Payroll tab* and allocate a Clearing House to the Clearing House field
> Clearing Houses are set up and maintained in the Super Fund Screen.

This tab displays the total contributions per ABN that will be included in the contribution file export and the payment file.

Based on the month ending date and the period frequency on the Super Fund set-up, the contributions will either be for:

- the past month only

or

- the past month for Monthly funds and the past quarter for Quarterly funds if you are processing EOM for March, June, September and December.

The production of the .aba file is optional. If this option is chosen, a .aba file per ABN will produced for upload to your Banking site and a corresponding Cashbook entry will be posted. The Cashbook entry will CR the Cashbook account and DR the Superannuation Liability account

This posting works with the Super Journal posting in the Super Posting Tab of the Payroll End of Month process.

To Produce Contribution Files

1. Review the amount displayed in the contribution grid
2. To check the totals of the Super Funds that make up the ABN totals click on Payment Report button
    i. This report is archived in the standard Payroll folder for later retrieval
3. [Optional] To produce the .aba files and the associated Cashbook entry, tick the *'Generate Bank File & Cashbook Postings'* tick box
    i. Enter the Release date - this is the date you will be making the payment
4. Click **Create Super Files** button
    i. You will be prompted to confirm generation
    ii. If files have previously been generated you will also be prompted
    iii. Files will be saved in a SuperFiles folder in your Payroll Archive directory
        i. Check this location in FILE |SYSTEM SETTINGS|PDF REPORTS TAB - archiving directories - Payroll
5. Once done, you will be moved to the next tab in the EOM process.

Payroll End of Month: End of Month Completion

End of Month resets the current period (month) values to zero and closes off the calendar month so that no more payruns can be run within that month.

Click **DO END OF MONTH** to process

Payroll: Super Notification

The **PAYROLL |END |SUPER NOTIFICATION** screen is where you can mark Superannuation Contributions as Paid for the purpose of notifying the employees.

Employees, by default,will be notified via the Payslips from their next payrun. If required, a letter can be produced instead.

> This process applies payments a month at a time. For a quarterly payment run Step 1 for each month of the Quarter.

Step 1: Allocate the Superannuation Payments

1. Tick the Super Fund or Funds that have been paid
    1. In this screen Super Fund is the Super Pay Type
2. Enter the date the contributions were paid
3. Enter the Period End date for the contributions paid
4. Check that the amount defaulted is the amount that was paid for the Super Fund
5. If the information is correct - click **APPLY**

This will update the Employee's Super tab, the corresponding contribution will be marked as 'Paid' and on the next payrun, the employees will be notified on their payslip of the payment

Step 2: Notifying the Employee

The system will automatically notify the employee of the payment on their next payslip

Please review the payslips of the next payrun to ensure this notification has happened.

Super Fund Payment

REST Superannation
Member No :
The amount of $32.38 was paid to your superannuation fund being for the period 01/02/2014 to 28/02/2014

LSL – Interest

Where employees accrue interest on their Long Service Leave, enter the accounting periods per year and click **[POST]**.

Please check the employee awards/agreements to see if this is applicable to your business.

Payroll End Of Year Procedure

Completing Your Payroll End Of Year

Steps 4 to 7 must be completed **AFTER** your last pay run for the financial year and **PRIOR** to your first pay run for the next financial year.

Steps 1 to 3 can be run at any time prior at part of a pre-check process, but must be run again as part of your End of Year Procedure.

> *These instructions are up to date for the 2013-2014 Financial Year*
> Check with your Accountant, or contact the ATO Business Enquires Line on 13 28 66 if you are unsure about your obligations with regards to Payment Summary Reporting.

Run your Payroll End of Month

please refer to the Accrivia Payroll Manual

Payment Summary Preparation

See "Payroll End of Year: Preparation" on the facing page

Create a Back-up

please refer to the Accrivia System Manual

> *****DO NOT DELETE THIS BACKUP***** – you must have this available to regenerate the ATO file if the ATO request another copy or if there are any other problems that need to be rectified.

Processing Payment Summaries & Electronic Annual Report

Run Payroll End of Year

Run End HSR (Optional)

See "Payroll: End HSR Option" on page 189

Update Super Guarantee Rate Percentage if applicable

See "Updating Super Guarantee Rate Percentage" on page 191

Payroll End of Year: Preparation

> These preparatory steps will need to be done after your last payrun for the Financial Year, even if you have done them previously as part of a pre End of Year check

Step 1: Check Company Settings

Open the **FILE | SYSTEM | SETTINGS** screen and select the *Company* tab.

1. Confirm that the ABN shown here is correct for each entity (Company/Store/Branch/Division) you have setup (you can move through each entity by using the left / right navigation buttons at the bottom of the screen)

2. Check the address for any characters that are not accepted by the ATO.

    *   Accepted characters are:

        A-Z a-z 0-9 Brackets () space & / apostrophe hyphen "" #

3. Please check for commas in the address line as these are not allowed

Step 2: Selecting Allowances & Deductions for Payment Summaries

1. Open the **PAYROLL | FILE MAINTENANCE | TYPES** screen.
    a. Tick any *before* tax allowances that need to be itemised separately by double clicking on the allowances listed. Any before tax allowance types that are not ticked here are included in to the gross income figure.
    b. Please check before including *after* tax allowances. These are usually used to reimburse employees for non-payroll related expenses. In most cases these do not need to be reported, there is the odd exception to this.
        *   After tax deductions do not affect the gross amount reported.
    c. Before tax deductions, such as salary sacrifice, are not included in the employee's gross amount, and are generally not reportable in the Allowances and Deductions section of the Payment Summary.

---

2. In the Pay SummType column, add a tick to all Allowances and Deductions that you want to be included in the Allowance Deductions section of Payment Summaries by default (these can be changed during the Payment Summary Process if required)

> The reporting of RESC (Reportable Employer Super Contributions) is not handled by the Pay Summ Column.

Set up Union and Work Place Giving Deductions

Union fees and Work place giving amounts require additional set-up for the purpose of Payment Summaries and the empdupe[1] file.

Union Fees:

1. Select *UNION* in the Classification Column
2. Enter the Union name in the Super Fund/Union Details field (double click to enter)
3. Tick the Pay. Summ. Type Column

Workplace Giving:

1. Select *WP GIVING* in the Classification Column
2. Tick the Pay. Summ. Type Column

> Check with your Accountant, or contact the ATO Business Enquires Line on 13 28 66 if you are unsure about any of these allowances or deductions in relation to Payment Summary Reporting.

---

[1]Payment Summary Annual Report (PSAR) file for the ATO.

Step 3: Run System Check

> If running a system check *after* 30 June, please change your system date to 30 June 2014

1. Open the **FILE | SYSTEM | CHECK** screen
2. Check the boxes as listed below

3. Click **[Do It]**
4. The Result tab will display.
    a. If no errors, proceed with Steps 4- 5
    b. If errors are reported, copy results to an email and send to support@accrivia.com.au for investigation.

> Please wait until you are advised by Accrivia Support that the system check errors have been resolved

Step 4: Check that the Payroll Data balances

To check that the payroll data is balanced:

1. Go to the **FILE | REPORTS | PAYROLL** - *PAY-EMP* tab at the top of the screen.

2. Print the following reports for Financial Year (01/07/2013 to 30/06/2014) date range:

   a. Employee Summary Totals: Employee Pay Report - Summary

   b. Year to Date

3. Ensure the gross, tax and net figures on these two reports balance (match each other).

4. If an error is found and your reports don't balance, further investigation will be required to correct the error. Contact support@accrivia.com.au for assistance if required.

5. Both reports must balance before you can produce your final End of Year reports.

6. Please retain these reports as they are required for the following step

Step 5: Check that the Payroll Module balances to your General Ledger

To check that the Payroll system balances with the General Ledger (applicable only if you run General Ledger through Accrivia):

1. Go to the **FILE | REPORTS |** *GLEDGER* tab option.

2. Select the 'Postings – Summary by Module' report.

   a. Enter the general ledger account use for PAYG Withheld as the Starting and Ending account.

   b. Enter the 01/07/2013 as the starting date

   c. Enter the 30/06/2014 as the ending date

   d. Click Preview to view the report.

3. Locate the Payroll Module section of the report. Compare the total amount withheld with the sum of the tax figures on the Payroll reports produced in the previous step. These should be the same.

4. If they are different, run the Detail by Module report to investigate

General Ledger Entries - Summary Accrivia

Selection Criteria : Account No = 953 and (Date >= 01/07/2013 and Date <= 30/06/2014), Store in [MARGRIVER]   10:40:18 AM   9/04/2014

Account No.	Description		Debit	Credit
	PAYROLL			
953	PAYG Withheld			$839.00
		PAYROLL - Module Total:	$0.00	$839.00
		Grand Totals:	$0.00	$839.00

Year to Date Figures Accrivia

Selection Criteria : Store in [MARGRIVER]   10:54:05 AM   9/04/2014

Name	YTD Gross	YTD Tax	After Tax Allow	After Tax Ded	YTD Net
Store - MARGRIVER					
ABELA, MARVEN	$664.52	$0.00	$0.00	$0.00	$664.52
ACKLAND, AARON	$569.85	$3.00	$0.00	$0.00	$566.85
AUSTIN, MATTHEW	$365.70	$0.00	$0.00	$0.00	$365.70
SAXTON,					
SOFRONOV, STEVEN	$167.62	$0.00	$0.00	$0.00	$167.62
SOFRONOV, ELIZABETH	$167.62	$0.00	$0.00	$0.00	$167.62
WILLIAMS, AYESHA	$175.98	$0.00	$0.00	$0.00	$175.98
YATRAS, THOMAS	$226.29	$0.00	$0.00	$0.00	$226.29
ZERAFA, JAMES	$125.73	$0.00	$0.00	$0.00	$125.73
Store - MARGRIVER Totals:	$11,969.93	$839.00	$0.00	$0.00	$11,130.93
Grand Totals:	$11,969.93	$839.00	$0.00	$0.00	$11,130.93

Checklist: Preparation for End of Year – for your assistance

Process	Date Completed	Initials	Files Saved To:
1			
2			
3			
4			
5			

Please note: Any of these steps can be run at any time throughout the year. It is recommended the System Check process is run on a monthly basis before processing Payroll End of Month

Payroll: Payment Summary Processing

PAYROLL | END | PAYMENT SUMMARY INFORMATION is where the Employee Payment Summaries (formally Group Certificates) are produced along with the Payment Summary Annual Report (PSAR) (empdupe) file for the ATO.

> This Procedure must be completed in full, ***AFTER*** the last pay run for the Financial Year, and ***BEFORE*** the first pay run for July.
> These instructions are current for the 2013-2014 Financial Year

> Please read through these steps fully and clarify any questions you have about the process by contacting support@accrivia.com.au prior to commencing these steps.

Review Employee Details

1. Go to the **PAYROLL | FILE MAINTENANCE|EMPLOYEE** screen.

2. *Tax* tab: If applicable, enter any Reportable Fringe Benefits Tax (RFBT) and/or Lump Sum 'E' payments that are applicable per employee for the Financial Year. – see your Accountant for figures if applicable.

3. Review Tax File Numbers

    i. Run the 'Employee TFN Status' Report

        • Go to **REPORTS|PAYROLL|PAY ADMIN**

        • This is a new report and may need to be added to your User Access

        • *please refer to the Accrivia System Manual*

    ii. Review and update Employee Tax File Numbers where applicable.

> We recommend running another Back up at this point if you have made a number of changes to the employee files.

Print/Email PAYG Payment Summaries & Generate empdupe file

Select **PAYROLL | END | PAYMENT SUMMARY INFORMATION**.

Instructions Tab

Please review

The term 'Entity' is used in place of Company/Branch/Division/Store, as this naming is different based on your Database set-up.

For Single ABN databases/systems

1. Verify the 'Year End' displayed is correct
2. Select Production from the 'Run Type' Drop box
   - 'Test' is only selected if sending test magnetic media data to the tax office for approval
3. Select any Entity Name from the 'Organisation Name' drop down list
4. Verify the ABN shown is correct
5. Enter the Contact Name for ATO purposes
6. Enter the Authorised Person - this is the person who would have traditionally signed the Payment Summaries
7. Verify phone and address details
8. Add all Entities available to the Selected Entity box

For Multiple ABN databases/systems

1. Verify the 'Year End' displayed is correct
2. Select Production from the 'Run Type' Drop box
   - 'Test' is only selected if sending test magnetic media data to the tax office for approval
3. Select an Entity Name from the 'Organisation Name' drop down list that is for the ABN you are processing (you may have a number to choose from)
4. Verify the ABN shown is correct
5. Enter the Contact Name for ATO purposes
6. Enter the Authorised Person - this is the person who would have traditionally signed the Payment Summaries
7. Verify phone and address details
8. Add Entities connected to that ABN into the Selected Entity box
   - Double click on the name to move one across at a time
   OR

- Use the Entity Group Drop box to assist with this selection
- This grouping is maintained FILE | ENTITY GROUPS

If you are an outsourcing company (i.e. are a separate organisation contracted to complete these Payment Summaries on behalf of your clients business):

1. Tick the Outsourced box in the top left hand corner.
2. Complete the Organisation Name, Contact Name, Authorised Person, Contact Phone / Fax, and Address details with your own business's contact details.
3. Proceed following the Instructions above for either a single or multiple ABN system

Allowances/Deductions Tab

1. Review allowances and deductions that need to be itemised separately on Payment Summaries.

   a. Those that have the Pay. Summ. Type column ticked will automatically be selected and displayed on the right.

   b. Add or remove as required

   c. *Please do not list Super Pay Types here.*

   d. Please see See "Payroll End of Year: Preparation" on page 177 more information

Reports Tab

Select what type of employee/s you wish to produce Payment Summaries for. Based on this selection some options maybe disabled

Reviewing the Payment Summaries Before Issuing

It is ***highly*** recommended to preview all Payment Summaries before issuing to verify they are correct. To do so, click on Print, then Preview.

The current Payment Summary Report template will automatically be downloaded into your system as part of the Payment Summary process. You will need to check you have the appropriate template in case this download fails. This can be done by checking the version number shown in the bottom right hand corner. This should read 'ver.2014'. If you are not running the current Payment Summary template, please contact the support@accrivia.com.au to correct this.

What to check

Follow steps for 'All Employees' and Print/Preview steps to check the Payment Summaries:

1. The Version date is 2014, as specified above
2. The line below the heading reads *"Payment Summary for Year Ending 30 June 2014"*
3. Allowances and Deduction are showing as expected
4. Reportable Employer Superannuation Contributions are shown if expected:
    a. You can compare these figures to the Super Summary Report run for the Financial year
    b. Refer to the Salary Sacrifice and Employer Additional Columns
5. RFBT and Lump Sum E figures are shown (if entered)
6. Number of payment summaries produced:
    a. If there are no ETP payments during the year, then the number of Payment Summaries will match the number of employees paid in the Financial Year for the ABN you are reporting on
    b. Employees who received an ETP will have 2-3 summaries produced. Add this number to your total to check.
    c. e.g 50 employees, 1 with a single type of ETP = 51 Payment Summaries to be produced.

Single Employee Option

Will produce only a printed and /or emailed Payment Summary for the selected employee. Payment Summary Annual Report (empdupe) file cannot be produced

1. Enter Employee Code
2. Click **EMAIL** and/or **PRINT**
    - **EMAIL** will not be available if the employee does not have an email address entered.

All Employees Option

Will produce Emailed Payment Summaries for all Employees with an email address, including terminated employees for Entities selected. Will produce the Payment Summary Annual Report (PSAR) (empdupe) if ticked

Please be patient with this process if you have large number of employees

1. Tick 'Create Empdupe File' if required
   a. This file will be produced when EMAIL or PRINT is clicked
   b. You will be prompted to save the file
      - Keep the file name as empdupe
      - Additional files still have the name empdupe, but will need to have different file extension eg. empdupe.a01 and empdupe.a02
   c. Note the location of this file for later retrieval
2. When EMAIL or PRINT is clicked an archive of the payment summaries will be archived in your Payroll PDF's folder
3. Printing Payment Summaries (also used for Previewing the Summaries before issuing)
   a. Note this prints **ALL** employees in the selected Entities
   b. Click on the PRINT button.
   c. There will be the option to PRINT or PREVIEW.
   d. PRINT will Print straight to the printer
   e. PREVIEW will display Payment summaries
      - A PDF of the Payment Summaries can be manually saved at this point
      - Print can also be done at this point
      - Follow these steps for checking the Payment Summaries before issuing.

4. Emailing the Payment Summaries
   a. If the empdupe file has already been produced and if it does not need to be rec-reated, then Untick the 'Create Empdupe File' option
   b. Click on the EMAIL button
   c. The Payment Summaries will be emailed according to your system settings. Imme-diately or handled by the Bulk Email facility
   d. Only those employees with an email address will be emailed

Employees with No EMail Address Option

Will produce Printed Payment Summaries for all Employees who **do not** have an email address against thier Employee File, including terminated employees for Entities selected. Will produce the Payment Summary Annual Report (PSAR) (empdupe) if ticked

Please be patient with this process if you have large number of employees

1. Tick 'Create Empdupe File' if required

   a. This file will be produced when EMAIL or PRINT is clicked

   b. You will be prompted to save the file

      - Keep the file name as empdupe

      - Recommend to save in folder for entity, to keep seperate

      - Additional files still have the name empdupe, but will need to have different file extension eg. empdupe.a01 and empdupe.a02

   c. Note the location of this file for later retrieval

2. When PRINT is clicked an archive of the payment summaries will be archived in your Payroll PDF's folder

3. Printing Payment Summaries

   a. Note this prints only employees with no email address in the selected Entities

   b. Click on the PRINT button.

   c. There will be the option to PRINT or PREVIEW.

   d. PRINT will Print straight to the printer

   e. PREVIEW will display Payment summaries

      - A PDF of the Payment Summaries can be manually saved at this point

      - Print can also be done at this point

      - Follow these steps for checking the Payment Summaries before issuing.

How to complete the PAYG payment summary – individual non-business' (NAT 3388) can be downloaded from www.ato.gov.au

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Next Step:

See "Submitting the Payment Summary Annual Report (PSAR) (empdupe) file to the ATO." below

See "Payroll: End of Year" on next page

Submitting the Payment Summary Annual Report (PSAR) (empdupe) file to the ATO.

You can no longer lodge your file on electronic storage media

In the past you may have lodged your annual report using disks or flash drives. The ATO are closing this service and you will now need to lodge your report online. This will save you time and provide better security for your information.

You can save time by lodging your annual report online. To lodge online you will need an AUSkey which protects the security of the information transmitted.

- You can register for an AUSkey at: www.auskey.abr.gov.au
- You can lodge your annual report online by using the file transfer facility on the business portal at www.ato.gov.au/businessportal
- Go to www.ato.gov.au/onlineservices for more information.

Online services

You can also use your AUSkey to access other online services including:

- lodging your business activity statements, TFN declarations and other reports
- checking your tax account balance and update your registration details, and
- adding or cancelling registrations for PAYG withholding and GST

Related Topics:

Payroll: End of Year

The **PAYROLL END OF YEAR** option will:

- Zero the Year to Date balances for each employee
- Down load the tax tables for the new financial year
- Lock any further processing of payruns in that Financial Year

This is to be run as an overall End of Year Procedure

It is vital that a backup is run before processing End of Year and that Payment Summaries have been produced.

Run the Payroll End of Year

The new tax tables for the 2013-2014 financial year will be downloaded as part of the End of Year process. This requires that the workstation you are running this process on be

> connected to the Internet. If this process is unsuccessful, please contact support@accrivia.com.au

Select PAYROLL | END | END OF YEAR

1. Set the System Date to 30/06/2014 (i.e. the last day of the financial year). Click **[OK]**

2. You will be asked 'Run Payroll EOY (Yes/No)'. Type 'Yes' in the confirmation screen and click **[OK]**.

3. A prompt will say "EOY Completed. Press OK to download and update the tax tables with the latest information from the Accrivia FTP Server". Click **[OK]**.

4. You will then be asked if you want to Update Tax Scales. Type 'Yes' and click **[OK]**.

5. A screen will be displayed showing the update progress. When completed, you will be shown a message saying 'Update finished'.

6. Ensure that the tax rates have been updated by opening the PAYROLL | FILE | TAX CODES screen and for tax rates 1 to 7, ensure that the "Last Update" field shows 01/07/2014.

Next Step:

Payroll: End HSR Option

The **PAYROLL END HSR** option resets employee leave entitlements as part of the Year End processes.

Details of each employee's Long Service Leave, RDO, Holiday and Sick Leave Hours accrued, are recorded in the **PAYROLL |FILE MAINTENANCE | EMPLOYEE -** *Accruals tab*. At the end of the year (calendar or financial), you can run the End HSR option to reset these totals to reflect the hours of leave taken/owed for the next year:

- '…Hours Taken' fields for each leave type are reset to zero.
- The balance in the Entitled field becomes the balance in the BOY and Accrued fields.

Accruals prior to the End HSR process being run

Accruals after the End HSR Process has been run

1. Select **PAYROLL | END | END HSR**.

2. Type 'Yes' to run this option. (This is case sensitive and must be typed 'Yes'.)

3. Click **[OK]** to continue or **[CANCEL]** to cancel this option.

4. This will reset 'leave hours taken' to zero and adjust accrued entitlements accordingly and enter the net balance in the Balance at End of Year Field (BOY).
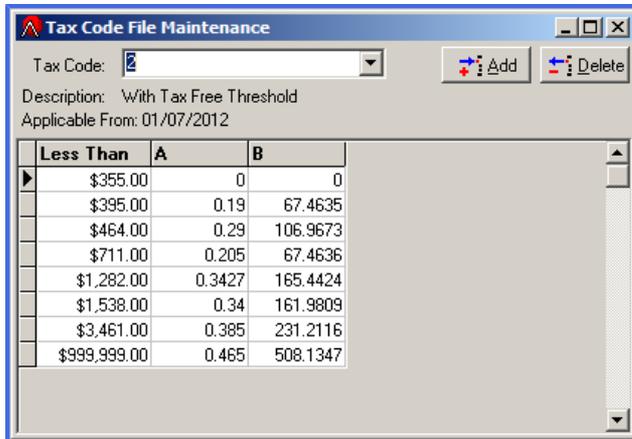
Update Tax Scales/Tables

Tax tables are automatically updated as part of the End Of Year Roll Over Process

See "Payroll: End of Year" on page 188

If for some reason the tax tables were not downloaded as part of the EOY process you can download them again via this option.

Type 'Yes' if you wish to download.

To check to see if you have the latest Tax tables go to **PAYROLL | FILE MAINTENANCE|** *Tax Codes* screen, select a Tax Code from the drop list and view the "Applicable from" date.

> If you receive an error with downloading please contact support@accrivia.com.au

Updating Super Guarantee Rate Percentage

The following steps are for updating the Super % for the new Financial Year. Please refer to the ATO or your Accountant for the applicable percentage rate and date of effect

> Please run a Backup before proceeding
> ***The % figures below are just an example to show how the process works- please do not use for updating purposes***

1. Select **FILE| SYSTEM SETTINGS |** *PAYROLL Tab*
2. Double click in the Super % Field in the top left corner

3. You will be prompted:
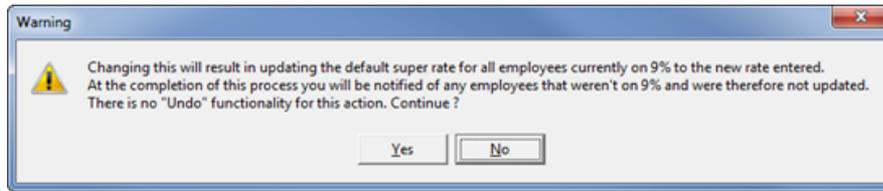
4. Click **[YES]** to proceed

5. Enter the new Super % rate and click **[OK]**
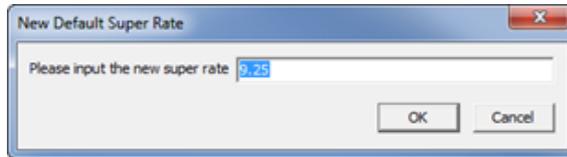
6. Type **'YES'** and click **[OK]**
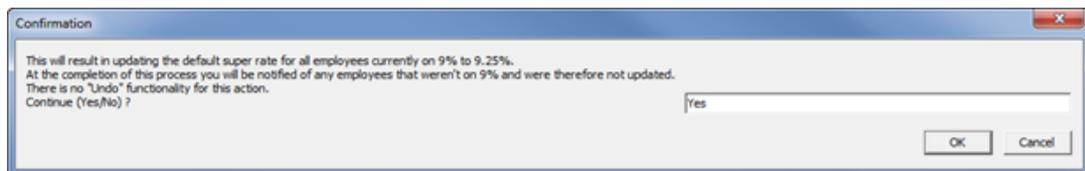
7. A results screen will be displayed. Please review and copy the message for your own records if required.

PAYROLL:HOW DO I......

Payroll: How To Adjust Leave Taken, Where Incorrect Leave Entered

There are times where the wrong type of leave taken has been entered into a payrun.

The recommended way to correct this, is to process as part of the normal payrun.

This is so the employee can see on their payslip the correction of leave and there will be a record in their accruals of the adjustment.

> The instructions below are for where the $ amount of the leave adjustment is zero

How to process

1. Process your payrun as per normal
2. Ensure the employee who requires a correction has the pay entered.
3. Take note of the net amount of their pay
4. For each type of leave to be corrected, there will be two pay lines entered
5. Insert a line for the leave paid incorrectly.
    1. Enter the leave type and date range
    2. Enter the hours taken as a negative

3. This will reduce the overall $ value of the pay

6. Insert a line for the leave that should have been paid

    1. Enter the leave type and date range

    2. Enter the hours taken as a positive

    3. This will bring the pay back up to the original amount

7. If required enter a payslip comment just for that employee explaining the adjustment

> If correcting to Annual leave with leave loading, you will need to insert a 3rd pay line for the Leave loading pay type, this will increase the overall pay.

Payroll: Reproduce Payroll Reports/EFT File For A Closed Payrun

In the event that a file and or report has not been produced before a payrun was updated, there is the ability to restore the payrun to reproduce those files.

1. Go to **PAYROLL | CALCULATE**, select the date and division of the payrun in question and click **[OK]**

2. Click the [RESTORE] button, select the date of the payrun from the drop box and select the last time/dated run to restore.

3. Check the details to ensure that it is the payrun that you require.

   - Compare Gross, Tax and Net figures to existing reports for that pay period

4. Reproduce any files/reports required.

5. The payrun must be cleared by clicking **[CLR ALL]** before exiting, *do not* click **[UPDATE]**

Warning
YTD figures and accrual balances on payslips will not be correct
Please contact Your Accrivia Support Teamif you need to reproduce payslips.
Warning
This functionality is to be used with extreme care!

See "Payrun: Backups and Saves" on page 132

Paying Annual Leave In Advance - Manual Method

As you are free to modify any or all of the default pay settings, you are able to pay employees in advance.

Please note this is the manual method for processing annual leave in advance. There is an automated method of PiA.that is recommend for paying multiple employees in advance (eg Company Closure over Christmas)

See "Pay In Advance Function (PiA)" on page 134

To pay annual leave in advance:

1. Go into Pay Calculate to process the employee's normal weekly pay.

2. Manually add the Annual leave and Leave loading (if applicable) pay types and hours to the existing pay run.

3. Adjust the tax weeks to reflect the number of weeks of annual leave plus the current pay run.

4. Adjust the Holiday/Personal/RDO field to the number of weeks of annual leave plus the current pay run

   a. If the accrual period is not a full week, the accrual hours can be manually adjusted

   b. Double click the Accrued hours field to open the Accrual adjustment window

---

     c.   Enter the number of hours the accrual should be based on

     d.   Click Calculate and Apply

5. If required: Click the entitlements button and manually calculate the amounts for this pay run

6. Recommended to add a payslip comment against the employee

7. Continue to process the pay run as per normal

> An employee who is paid in advance (and has defaults set up in the system) will still be included for payment in the next pay run, and must be manually de-selected from the pay run to ensure that they will NOT be paid twice for the same period.

Cashing Out Annual Leave

For the payment of leave balances on termination, please refer to the Termination process

For the payment of leave to be taken in advance please refer to Paying Annual Leave in Advance

For the payment of leave as cash whilst the employee is still employed please contact Your Accrivia Support Team for assistance.

Payroll: Actual & Accrual Hours And Affect On Leave Accruals

OVERVIEW

The accrual and actual hours are controlled by the Employee File Maintenance Screens. These two settings are used by the system for the purpose of calculating the various payroll accruals.

ACTUAL HOURS

Actual hours are the number of hours an employee usually works per week.

Full-timers are normally set-up with 38 or 40 hours.

For part-timers it is their standard number of hours per week e.g. 20 hours

For full-time employees the difference between Accrual Hours and Actual hours usually being the amount of RDO accrued (only relevant in industries that have RDO accruals).

ACCRUAL HOURS

Are the number of hours that are paid to achieve the full accrual ratio for holiday and sick leave. The accrual hours also interplays with RDO accruals. Normally set at 38 hours.

The weekly accrual hours is used when determining leave accrual requirements.

Leave Accrual Workings

20 days annual leave for a 40 hour work will mean that 3.076923 hours will be accrued each week. If the work week is 38 hours then the hours accrued each week will be 2.923077 in order to achieve 20 days of annual leave

It is advisable to have the option of Auto Adj leave Entitlements option ticked. This enables the system to adjust an employee's accruals based on the actual hours worked by the employee for the pay period. This is important for part-timers who may work variable hours.

Go to FILE| SYSTEM | SETTING – PAYROLL Tab to check your settings.

Part-Time Employee Example

For this example we will be using an employee who works a 25 hour week and the standard work week is 38 hours.

Set-up the hours as highlighted below:

Set-up the leave accruals – 10 days personal and 20 days holiday leave is common; change where required by a work place agreement. The system will calculate the Hours Weekly amount based on the Accrual hours defined in the Details tab of the employee

When processing the payrun the system will calculate the leave accruals for the pay period based on the actual hours worked, the example below is a 25 hour work week:

Standard weekly accrual hours × hours worked ÷standard hours per week = Hours Accrued

- 2.923077 × 25 ÷ 38 = 1.9231 Holiday hours
- 1.461538 × 25 ÷ 38 = 0.9615 Personal hours

Example below is for a 20 hour work week:

Standard weekly accrual hours × hours worked ÷standard hours per week = Hours Accrued

- 2.923077 × 20 ÷ 38 = 1.5385 Holiday hours
- 1.461538 × 20 ÷ 38 = 0.7692 Personal hours

> Even if a part-time employee's actual hours work exceed their accrual hours, they will not accrue more than the full-time rate of accruals.

Full-time Employees (No RDO)

For Full-time employees who do not entitled to accrue RDO's, set-up their details as follows. Please note for this example we are using standard weekly hours of 38:

The accrual and actual hours match, as there is no need to stipulate additional hours worked for RDO purposes

> Note that if the Salary option is ticked, the employee will accrue a full entitlement of leave regardless of the amount of hours they work.

Set-up the accruals as per the Part-time employee example.

Full-time Employees – (RDO accrued – Time in Lieu method)

Where employees accrue RDO's by working additional hours per week to be held over and taken at a later time.

In this situation employees normally work a 40 hour week, but are paid a 38 hour week.

- Normal hours 40
- Less RDO hours 2
- Net hours paid 38

They only accrue RDO's on weeks where they actually work. RDO's are not accrued on whole weeks which are taken as Holiday or Personal leave, as the employee is not able to work those additional hours. In those weeks they are paid 38 hours in total. Where there is a mix of days worked and leave taken, the RDO accrual amount will adjust proportionately.

In this example, the employee works 2 days and has 3 days or leave:

- Normal hours 16
- Leave hours 22.8
- Less RDO hours 0.8
- Net hours paid 38

Set-up the employee as follows, we are using the example of an employee who works 40 hours and accrues 2 hours of RDO per week:

Set- up the Personal and Holiday accruals as per normal. Enter the RDO accruals as 13 days per year. If the Weekly Actual Hours field is set at 40, then the RDO weekly hours will automatically default to 2 hours.

On the employee's payslip the pay types are displayed with the 40 hours worked and the deduction for the RDO accrual:

When processing the pay run the amount of RDO hours being accrued can be viewed at the top of the Pay Posting header

Full-time Employee - RDO as Entitlement

Where RDO's are accrued as an entitlement (i.e. regardless of hours actually worked), the employee file needs to be set-up in a different way. Note that RDO's will accrue at the same rate each pay period, even if the employee has taken Personal or Annual Leave.

In this example the employee:

- Works 40 hours per week,

- Accrues 2 hours per week

- The net pay is 38 hours

- All leave types are accrued on 40 hours per week – to account for the fact that 2 Hrs RDO will be deducted.

- The 2 hours of RDO accrual is deducted regardless of the whether the employee has worked the week, was on leave or a mix of both

Set-up the leave accruals – 10 days personal and 20 days holiday leave is standard; change where required by a work place agreement. The system will calculate the Hours Weekly amount based on the Accrual hours defined in the Details tab of the employee. Note that the Hours Weekly amounts are higher than when accruals are based on a 38 hours week.

Tick the RDO Granted option - this ensures that RDO are accrued regardless of hours worked.

You will notice when processing the payrun that the RDO accrual amount is set. In the example below there is a mix of days worked and days taken as leave. This has no effect on the RDO accrual

On Termination

Annual leave is accrued based on a 40 hour work week. It is paid at 40 hours and the RDO accrual is deducted, leaving a net Annual Leave pay of 38 or 36 hours paid.

When an employee leaves any Annual Leave entitlements are paid out. Technically a portion of this entitlement has been accrued in order to be able to achieve a set RDO accrual deduction for the pay period in which Annual Leave is taken.

As they are being paid out of their Annual Leave upon termination, there is no longer a need to allow for the RDO accrual as the employee will no longer be around when the next RDO days are due.

As such this portion may be deducted from the Annual leave balance prior to paying out on termination. The Accrivia Termination process allows for this and will calculate the portion deducted based on the Accrual rate. E.g. 2 hours per week, equates to 5% of the annual leave accrual. 4 hours per week equates to 10% of the annual leave accrual.

Please note that with this method of accrual that some employers "take back" the portion of the RDO accrual that is in the annual leave accrual when an employee leaves

Payroll: Set Up User Defined Accruals

User Defined Accrual

This feature is enabled by entering in a description of the user defined accrual on the *Payroll tab* of FILE |SYSTEM SETTINGS

When this has been setup, the 'Accrual Classification' Drop List in the Pay Types form will show the usual four (Annual Leave, Personal Leave, LSL and RDO) and the additional types as defined in the system settings.

Both an 'accrual' pay type and a 'payout' pay type need to be allocated to ensure the accrual is collected and paid out.

Define your own Accrual Type

1. In FILE |SYSTEM |SETTINGS-*Payroll Tab*, enter a short description of the Accrual you want to keep track of (eg TIME IN LIEU)

2. Tick if the accrual type is maintained on an 'hourly' basis, or leave un-ticked if the accrual is to track financial values.
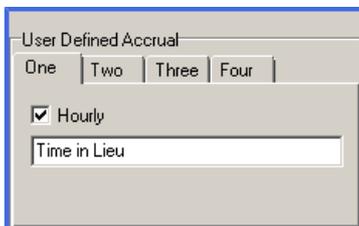
Set up Pay Types

A new Pay Classification with the same name as your Accrual will be automatically created for your accrual type and will be available in the 'Classification' drop list in the pay type maintenance screen.

Set up two Pay Types, one for the accrual and one for when it is taken/paid out. Link them both to the new Pay Classification e.g. Time in Lieu

1. Go to PAYROLL | FILE MAINTENANCE|TYPES

2. Click on **[ADD]** to insert a new pay type line.

3. Enter Description, Details, Pay/All/Dec = Payment, Weight = 1.000, Per = HR

4. In the classification drop list select the new User defined accrual eg. Time in lieu.

For the both pay types the RATE must be $0.00

Start Accruing

An employee can accrue hours/$ by manually selecting the accrual pay type in the Pay Calculate screen

NOTE: if it is a regular accrual (eg a second RDO type) you can add this pay type and the number of hours to be accrued each payrun to the Defaults tab of Employee File Maintenance

1. To use the accrual hours or pay out an entitlement manually select the accrual payment type in the Pay Calculate screen.

   a. Hours accrued should have a negative Qty and a rate of $0

   b. Hours taken should have a positive qty and a rate of $0

Track Accrual Balances

On the Employee File:

On the Accruals Tab of the Employee File Maintenance screen a custom field for each user defined accrual will be displayed showing the balance of accrual for that employee.

Via Report:

On the Reports |*Payroll* |*Pay - Accruals tab* select the 'User Defined Accrual Movement' report to display the balances for all employees.

To see a detailed breakdown of accruals/payouts for each definition, print the Pay Type – Detailed report from the Reports -Payroll -Pay emp tab

On the Payslip

User Defined Accrual balances can be displayed on the payslip as per other accruals. Please contact Accrivia Pty Ltd if you require your payslip to be modified

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Related Topics:

See "Payroll Types (Pay types)" on page 68

See "System Settings - Payroll" on page 30

Process Paid Parental Leave

Overview of Paid Parental Leave

The Paid Parental Leave scheme provides financial support to eligible working parents of newborn or recently adopted children. Under the scheme, the government funds employers to provide Parental Leave Pay to their eligible employees.

Under the Paid Parental Leave scheme, eligible working parents can get government-funded pay (up to 18 weeks Parental Leave Pay or two weeks Dad and Partner Pay) when they take time off work to care for a new child. Full-time, part-time, casual, seasonal, contract and self-employed workers may be eligible.

Department of Human Services

Detailed information for everything you need to know as an employer involved with the Paid Parental Leave Scheme can be found on the Department of Human Services site:

www.humanservices.gov.au/pplemployers

Please make yourself familiar with the information provided by the Department of Human Services, in particular the Employer Toolkit, and to contact the Department if you have any questions or concerns.

It is also advisable discuss any accounting specific issues with your Accountant.

Related Topics:

See "How to Manage Paid Parental Leave in Accrivia" below

How to Manage Paid Parental Leave in Accrivia

The following instructions are a suggestion of how best to manage Paid Parental Leave in Accrivia.

- General Ledger Set-up
    - See "Paid Parental Leave: General Ledger Module Set-up " on next page
- Payroll Module Set-up
    - See "Paid Parental Leave: Payroll Module Set-up" on page 211
- Processing the Payment to the Employee
    - See "Paid Parental Leave: Process in the Payrun" on page 213

- Process the Payment received from the Department of Human Services
    - See "Processing the Payment Received from Department of Human Services" on page 215

Paid Parental Leave: General Ledger Module Set-up

For the purposes of reconciliation it is advisable to create specific GL accounts to track the Parental Leave received from Department of Human Services and paid to the employee.

- Setup Income account e.g. Parental leave - Received
    - This is an income account that does not incur GST
- Setup Expense account e.g. Parental leave – Paid
    - Enter as per other wage GL accounts

These two accounts will then be able to be reconciled against each other to ensure that all monies received have been paid out and that the employee has not been over paid.

Please check with your Accountant to confirm that these GL accounts are appropriate for your business and the set-up is correct for taxation purposes. Detailed information is provided in the Employee Toolkit under: 5.6 Your Financial Reporting and Tax – excerpt below (August 2012)

Your financial reporting and tax

Your financial statements

In accordance with Australian Accounting Standards, Paid Parental Leave funds you receive from us must be treated as a liability until you have provided Parental Leave Pay to your employee.

You should not account for Paid Parental Leave funds as revenue or Parental Leave Pay as an expense. However, you do need to include the cash receipts and cash payments in your statement of cash flows.

For more information on accounting standards and financial statements, visit the Australian Accounting Standards Board website at aasb.gov.au or speak to your Accountant.

Your tax return

In your tax return, you need to declare the following as assessable income:

- *Paid Parental Leave funds you have received from us*
- *any interest you have earned on Paid Parental Leave funds.*

You may claim a tax deduction for:

- *The amount of Parental Leave Pay you have provided to your employees*

- *Costs you have incurred in administering the scheme.*

This is the same as how you would declare other income you have received and wages you have paid. For more information about completing your tax return, visit the ATO website at ato.gov.au or speak to your Accountant.

Paid Parental Leave: Payroll Module Set-up

Department

Set-up new department – **PAYROLL|FILE MAINTENANCE | DEPARTMENT**

- Use the new GL account set-up for the wage expense

- It is advisable to enter a Super GL account in case of the event where you may choose to continue to pay Super for the employee or they have chosen to salary sacrifice part or all of their payment.

The advantage of having Paid Parental Leave against its own department is that the employee's original department will not have the wages over inflated by the Paid Parental Leave payment. Whilst the payment is an expense as per ATO purposes, it is offset by Paid Parental Leave received which is treated as income.

Paytype

Set-up a new Paytype: **PAYROLL | FILE MAINTENANCE | TYPES**. The main fields required have been listed below as to what information to be or not be entered.

Description	Hourly Type	Details	Pay/All/Ded	After/Before Tax	GL Acct	Weight	Rate	Per	Super	Direct Cost	Work Cover	Payroll Tax	RDO Accrual	Super Pay Period	Notes
PARENTAL LEAVE		PAID PARENTAL LEAVE	PAYMENT			1.000		WK	☐	☐	☐	☐	☐		Paid Parental Leave Scheme

PAYTYPE FIELDS TO BE COMPLETED AS FOLLOWS:		
	Description	Parental Leave
	Details	Paid Parental Leave
	Pay/All/Ded	Payment
	Weight	1
	Per	Wk
	Notes	* Optional - list additional information for internal purposes
PAYTYPE FIELDS - DO NOTCOMPLETE		
	Super	Do not tick – otherwise Superannuation will be calculated
	WorkCover	Do not tick
	Payroll Tax	Do not tick
	RDO Accrual	No RDO's are accrued during PPL

Superannuation

If the Super Field is NOT ticked, then Superannuation will NOT be calculated on Paid Parental Leave regardless of what is set-up in the Employee file. It is advisable to NOT alter the Superannuation details on the employee file.

> It is this "Per" field that dictates whether leave is accrued. Leave is accrued on the "HOUR" Paytype, as such for Paid Parental Leave the type is "WK" to ensure leave is not accrued.

Employee File

Got to **PAYROLL | FILE MAINTENANCE | EMPLOYEE** and Change the Employee File as highlighted in the following screens:

- Change the Department to "Parental Leave"
- Remove the tick from "Use Timesheet" – if applicable
- Remove the Award listed – if applicable

The Notes tab keeps track of any Award changes. Upon the employee's return to work, their original Award can be looked up on the Notes tab. As this tab can be edited, you can also enter additional information for your own records as required. Changes are also recorded on the Changes tab, this tab cannot be edited.

- Remove any wages/salary defaults on the Defaults- Default Pay Types Tab. Insert the Parental Leave paytype as in the screen capture below.

- Leave in place any deductions that the employee wishes to continue with (e.g. Super Salary Sacrifice) and those that are legally required (e.g. Child Support).

    - Please ensure that the employees pay is not reduced below Protected Earnings Amount. Protected Earnings Amount

Paid Parental Leave: Process in the Payrun

Timesheets

If using Timesheets the employee should no longer appear to have their hours entered/edited.

If they do appear go to **PAYROLL|FILE MAINTENANCE|EMPLOYEE-***Details Tab* and **[UNTICK]** the "Use Timesheet" option.

Calculate

Go to **PAYROLL | CALCULATE** .

Load defaults as per your normal payrun procedure.

The Employee will default with the Parental Leave paytype.

1. Check that no Superannuation is being calculated. If so, check the paytype set-up and ensure that the Super option has NOT been ticked.

2. Alter the tax period quantity if paying more than one pay period worth of leave.

    E.g. For a weekly payrun, that has two weeks of leave to pay, change to "2"

3. Check that no accruals have been calculated. If so, check the paytype to ensure that "HOUR" has NOT been selected for the "Per" field.

4. Enter the dates being paid for recording purposes, these dates will be listed on the Payment Advice provided by Department of Human Services

5. Check the amount, alter if required. Which may be the case if there is an arrears amount from Department of Human Services

Once employee pay details have been checked, proceed with your payrun as per normal.

See "Processing the Payment Received from Department of Human Services" on the facing page

Processing the Payment Received from Department of Human Services

Department of Human Services Payment Advice

When Department of Human Services has made payment they will send a Payment Advice with the relevant details. Example of PDF version of report below:

Paid Parental Leave - Centrelink Payment Advice			Payment Delivery Date: 28 Feb 2011			
Best Food Pty Ltd			**Fortnightly Night Staff**			
ABN: 12345678912	CRN: 123.456.789X		BSB: 123456 Account Number: 123456789			

Employee Name	Employee Id	PPL Claim Ref	Funding Amount	Daily Rate	Funding Period Start Date	Funding Period End Date
White Mary M	123456789	PA00000068T/001	$1140.00	$114.00	1 Mar 2011	14 Mar 2011
Green Susan J	11123456	PA00000023T/001	$1140.00	$114.00	8 Mar 2011	21 Mar 2011
Black Janet-Leigh K	73673556	PA00000094R/001	$2280.00	$114.00	18 Feb 2011	17 Mar 2011
Total Payment Group A			**$4560.00**			
Brown, Melanie	625555	PG00000368T/002	$1140.00	$114.00	1 Mar 2011	14 Mar 2011
Grey Kelly S	1236666	PG00000428T/001	$ 114.00	$114.00	7 Mar 2011	7 Mar 2011
Total Payment Group G			**$1254.00**			
Total Payment All Groups			**$5814.00**			

For examples of other Payment Advice formats and detailed explanations please refer to the Employer Toolkit.

Cashbook

Payments received will need to be entered into Accrivia via the Cashbook **CASHBOOK | POST**

1. Select the Cashbook account the payment is deposited to

2. Enter the date received

3. Enter a relevant reference e.g. Paid Parental Leave received

4. Select the division/store – if applicable

5. Enter the amount received

6. Select the Post Type "Deposit"

7. Select the relevant transaction type – eg Dep or EFT

8. In the account grid:

    i. Select the account number, Division/Store if applicable and enter the Amount.

    ii. In the case of one deposit covering multiple Divisions/Store, break down the amounts in the account grid and enter a line per Division/Store

Reconcile Payroll Module To General Ledger

Overview

Often as part of accounting procedures, the Payroll Module will need to be reconciled to the General Ledger accounts.

Depending on how your business has Accrivia set-up, and how the accounts are connected to pay types and departments, this process may or may not be straightforward.

To help you with this a basic process has been outlined below:

Reports

Run the following reports for the period required

- **REPORTS |PAYROLL – PAY$ TAB** - *DEPARTMENT PAY REPORT – SUMM*

- **REPORTS |GLEDGER - GLEDGER TAB** – *POSTINGS SUMMARY BY MODULE*

Using these reports – look up the following information:

Allowances & Deductions

On the Payroll report there will be various after tax allowances and deductions, these will be connected to a GL account. This may or may not be the same as you default wages account.

For every pay type listed on the Payroll report, take a note of its associated GL account.

Departments

If you have multiple departments you will also need to look up what the connected GL account is for them.

Reconciliation

It is advisable to set-up a spreadsheet to enable quick summing and comparison on figures. Please contact Your Accrivia Support Team if you wish to use the template as shown below

In one section enter the GL account totals in one column. Enter the credit amounts as negatives. Separate out the accounts as follows:

1. Wages, Superannuation, RDO, allowance and deduction accounts together
   a. Separate into a sub section those accounts that directly match to a Pay Type
   b. Sort by GL account number
2. Then PAYG Withholding account
3. Cashbook account at the bottom.
   a. Use this as your balancing figure.
   b. All other amounts should total to this figure. (This will check your data entry)

In the second section enter the Payroll Totals from the Company totals section of the report (this is the first page or 2)

1. Enter Wages as the first item
2. Follow with Allowances and deductions whose GL account is the wages account
3. Group the Allowances/Deductions with their own GL accounts together.
   a. Sort on GL account number
4. Tax amount last
5. Then total – this total should match the Net total on report.
   a. Should also match the Cashbook total from the GL report.

Please see below for an example of the reconciliation breakdown:

	A	B	C	D	E	F	G	H	I	J	K
1	GL Posting Report						Payroll Report				
2	Figures from Payroll Module section						Company Totals from first page of report				
3							Gross plus after tax deductions/allowances included in the wages GL ac.				
4	Account names	A/c No						A/c No			
5	Wages labour	51000	$2,500,000.00				Gross Wages			$2,980,585.00	
6	Wages admin	52000	$600,000.00				Allowance 1	51000	$200.00		
7	RDO Accrual	21425	-$50,000.00				Allowance 2	51000	$15.00		
8	Super accrual	21350	-$300,000.00				Deduction 1	51000	-$2,000.00		
9	Super Expense	65150	$250,000.00				Allowance 3	52000	$1,200.00	-$585.00	
10	Novated Leases	25400	-$20,000.00	$2,980,000.00							$2,980,000.00
11											
12											
13							Plus After tax - with own gl accounts				
14	Wages - Allowance 4	51060	$1,500.00				Allowance 4	51060	$1,500.00		
15	Wages - Allowance 5	51070	$4,900.00				Allowance 5	51070	$4,900.00		
16	Wages - Allowance 6	61090	$750.00				Allowance 6	61090	$750.00		
17	Wages - Allowance 7	61100	$100.00				Allowance 7	61100	$100.00		
18	Deduction 2	65150	-$2,400.00	$4,850.00			Deduction 2	65150	-$2,400.00		$4,850.00
19											
20											
21					$2,984,850.00				TOTAL		$2,984,850.00
22	PAYG Withholding	21500		-$930,000.00					TAX		-$930,000.00
23	Cheque A/c	10001		$2,054,850.00					NET		$2,054,850.00
24											
25											
26											
27							Total of After Tax Administration				
28							(last page of report)		$4,265.00		
29											

How To: Child Support Deductions

Employers are legally required to deduct Child Support payments from their employees and sub-contractors' salaries or wages if Department of Human Services requests them to do so.

http://www.humanservices.gov.au/business/themes/child-support-and-your-business

To handle the withholding of Child Support payments from your employee/s in Accrivia

1. Set-up Child Support Pay type - PAYROLL | FILE MAINTENANCE | TYPES

    a. Set as an after tax deduction

    b. Allocate to a general ledger account that is a liability account.

    c. It is advisable to have a specific Child Support or Employee Garnishee GL account for the purpose of reconciliation and payment

2. Allocate Pay type against Employee Defaults - PAYROLL | FILE MAINTENANCE | EMPLOYEE | *Defaults Tab*

    a. Note: this amount is per pay. A deduction of $100 per week, will need to be entered as $200 for a fortnightly employee

3. Process pays as per normal, take note of Protected Earnings amount

    a. This is important where an employee has an inconsistent pay eg Casual

    b. http://www.humanservices.gov.au/business/services/child-support/child-support-information-for-employers/protected-earnings-amount

Child Support will display on the payslip. There is no requirement for it to be listed on the Payment Summary*.

> *Note: Due to the changing nature of legislation (Child Support and Taxation) please check with your Accountant, the ATO and/or Department of Human services to ensure you have the latest advice.

Related Topics:

See "Payroll Types (Pay types)" on page 68

See "Employee - Defaults Tab" on page 58

Payroll: How To Process A Negative Payrun

First check that your system allows negative payruns

1. Go to FILE |SYSTEM SETTINGS|*Payroll Tab*

2. 'Don't Allow Negative Payruns' should not be ticked

    i. You may want to only change this setting when you know you will be processing a negative payrun

Process the Payrun

1. Go to PAYROLL |CALCULATE

2. Enter the date the payrun is to be dated

3. Do NOT Default

4. Locate the employee

5. In the Header

    i. Set the Tax Period field to be '-1'

    ii. Change the Accrual Period if required

6. In the Pays Tab

    i. Enter the paytype/s with negative Hours

    ii. Leave $ Rate as a positive

7. In the Header

    i. Check the employees Gross, Tax and Net is as expected

    ii. Alter the Super if required

8. Run Reports as required

9. Update the payrun

10. The Cashbook is updated with the net amount of the payrun. This is under the assumption that the employee is either paying back the amount or the original payment was amended to remove their amount.

If only negative pays are in the payun, a .aba will not be produced
If there is a mix of positive and negative pays the .aba file will only include the positive pays

Payroll: How To Process Wage Payments When No Bank Account Details Provided (Wage Parking)

Occasionally when new employees are set up they have not provided bank account details.

You may choose not process the wages for these employees, or you can process the wages for these employee and *PARK* their wages for later payment once bank details have been provided.

Accrivia has the functionality to assist in the parking, reporting and later payment of these wages.

There are a number of advantages to utilising this functionality, as opposed to not processing the pay at all. These advantage are:

- Recognising the wage expense and associated liabilities when they should have occured as opposed to when they were paid.

- Tracking of parked wages in a GL account

- Reporting of parked wages in the Payroll Calculate EFT report

- Notification on the payslip advising the Employee that EFT payment of wages was not processed due to missing bank account details
- Production of EFT file once employee has provided valid bank account details
- Associated system processing:
    - Journal to Parked wages account and Bank account
    - Cashbook entry
    - Note on Employee file relating to released wages.

Handling of bank account Not provided

Before you start

Contact Accrivia and advise of the General Ledger Liability account number you wish to use for parking the wages. Accrivia will enter the GL account number in the system settings.

Once done, you will only need to contact Accrivia if you change the account you wish to use.

Set-up the Employee

In EMPLOYEE FILE MAINTENANCE, set up the *More Details|Banking* Tab as follows

1. Paid As: TRANSFER
2. BankNo: 0000000
    - Must be 6 x 0 to enable Wages Parking
3. Account No: 0000000
    - Can enter anything, but cannot be left blank

Processing the Payrun

1. Process the payrun as per normal. In PAYROLL|CALCULATE
2. Employees with a Bank No of 000000 will have a message in the Comment Field advising that funds have not been transferred. This message will be on their payslip in the comment field
3. Produce the EFT File.
    - The EFT created message will advise of the amount of EFT in the .aba file and advise of the payments parked.
4. Run the EFT Payments Report
    - The EFT Payments report will list those employee and payments that have been parked.
5. Continue with payrun as per normal and UPDATE when complete

Bank Transfer Payment Accounts — Accrivia

Selection Criteria : Period Ending : 27 Jan 2014, Store Selected : MARGRIVER   2:33:35 PM   27/03/2014

Employees Included in Pay Run with Invalid Bank Account Details

Code	Name	Net
ABELM	ABELA, MARVEN	$463.36
	Total:	$463.36

Name	Bank Name	Account No.	Net
ACKLAND, AARON	COMMONWEALTH	083000-10203040	$365.73
AUSTIN, MATTHEW	COMMONWEALTH	083000-10203040	$243.06
BARN, BENJAMIN	COMMONWEALTH	083000-10203040	$477.95
BARTLETT, JOSHUA	COMMONWEALTH	083000-10203040	$378.46
BRADWELL, JAKE	COMMONWEALTH	083000-10203040	$26.54
CHANDRA, GLEN	WBC/BML	083000-10203040	$717.77
GOMERSKI, BROOKE	ANZ	083000-10203040	$684.38
No. of Employees : 7	No. of Banks : 3		$2,893.89

What Happens on Pay Calculate Update

- Entry/ies will be posted to the GL Wages parking account as per your system settings
  - If no account allocated, then the General Ledger Account selection screen will appear. Select the account manually
- Entry posted to the Cashbook account will be the Net amount of the EFT file

Issuing Payment once Bank Details are Received

1. Update Employee's bank account details

2. Look up Net Wages to be paid

    1. Refer to past EFT reports or

    2. Run the General ledger report, *Postings - Detailed* on the Wage Parking account

General Ledger Entries - Detailed

						Accrivia
Selection Criteria :	Account No = 970.1, All Stores				2:30:46 PM	28/03/2014
Date	**Reference**	**Store**	**Module**	**Batch**	**Debit**	**Credit**
970.1 - Wage Parking				RepCode : INCCLR		
27/01/2014	ABELM WAGES (Missing Acct Dets)	MARGRIVER	PAYROLL			$463.36
				970.1 - Wage Parking Total:	$0.00	$463.36
				Grand Totals:	$0.00	$463.36

3. Go to PAYROLL|EMPLOYEE PAYMENTS Screen

    1. In the Header

        1. Enter the payment date

        2. Select the Cashbook the payment is to be transferred from

        3. Enter the reference - this is your internal reference

        4. Enter the EFT reference - eg Wages

    2. In the Grid

        1. Select the GL Acct D account - this should be your Wage Parking Account

        2. Employee Code

        3. Select the Bank Account - Acct 1 is the main account

            1. Check the Bank account details displayed

        4. Enter the net amount of the wages

4. Produce the EFT File

    1. Click on the EFT FILE button

    2. Name the file and Save

    3. Send the File

5. Update

    1. Click UPDATE to finalise the process

        1. Creates a General Journal entry to the Wage Parking account and the Cashbook

2. Inserts a Note into EMPLOYEE FILE MAINTENANCE | *Notes tab*

Related Topics:

See "Employee - Banking Sub Tab" on page 47

See "Employee Allowance Payments" on page 1