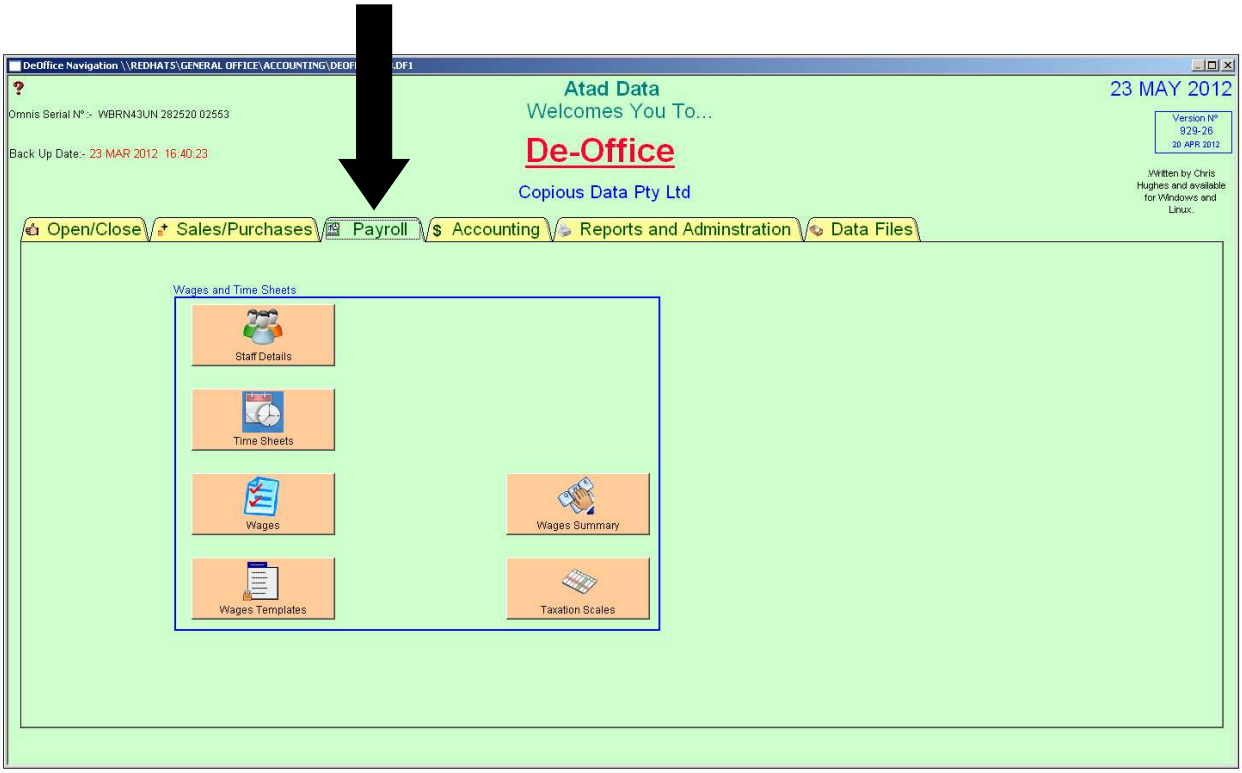
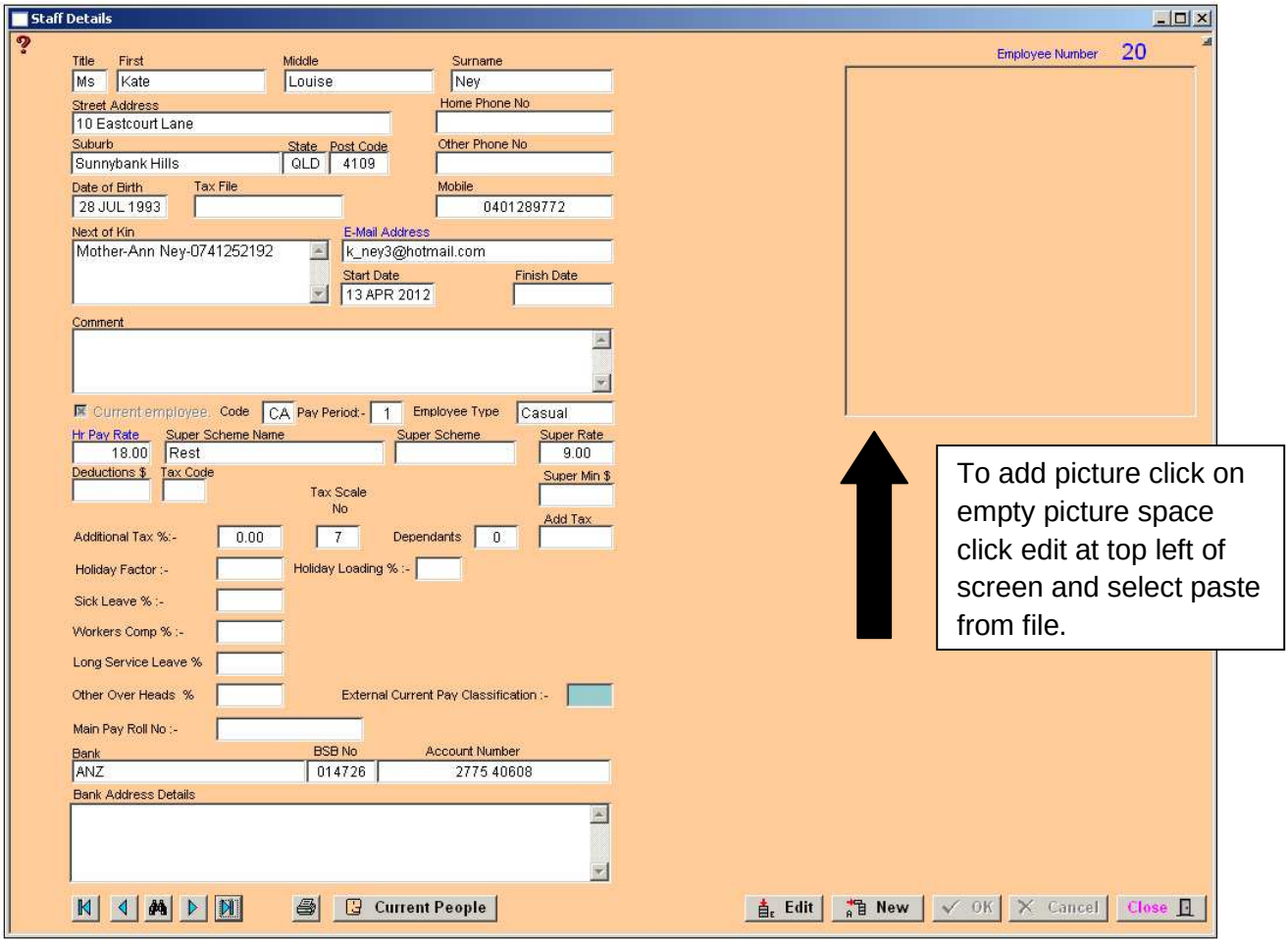
Navigation Window

The third tab in the navigation window is Payroll. This tab displays the buttons for any windows involving wages and time sheets.



Staff Details Module

The purpose of this window is to display staff details such as personal information and payroll information.



How to Use

To make a new employee entry click the new button. The staff member will automatically be given an employee number in the top right corner of the screen. The person's name, address, phone etc. All these details are for communicational purposes. The bottom fields are about payroll, super and tax. An employee must have the Current Employee box ticked r they will not appear in the list of Current People when the Current People button is clicked.

The employee must also be given a code in the Code field. This code will be either St=Staff, CA=Casual or OT=Other. This code will be further detailed in the Employee Type field. This will be Consultant, Casual, Permanent, Part Time etc. The pay period must also be entered. This can be weekly=1, fortnightly=2 or monthly=4. Other fields are tax code, tax scale number (explained on page 45). The other fields refer to the percentage of leave the person has within the company. This will go on a company basis. They can all be different. The External Pay Classification is if someone is hired by the company to help with a job then the cost centre can be entered into this field. Lastly their bank details must be entered. A picture can also be added but is not necessary. To add a picture click on the empty picture area and click edit in the menu at the top of the screen and click paste from file. A window will appear with the pathways for the photo files in the computer. Select one and the picture will appear in the window. Once the fields are complete click the ok button and the entry has been recorded. To edit an entry select the entry and click the edit button, modify the data and click the ok button.

Finds the first entry

Steps the record back to previous entry

Allows you to search for a specific entry

Steps the record forward to the next entry

Finds the last entry

Print

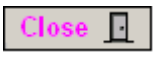
List of current employees

Enter new entry

Allows modification to existing records in the list

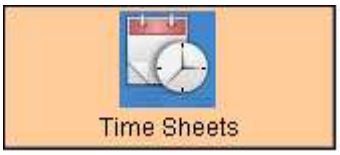
Records new entries and modifications

Cancels the recording of new entries and modifications

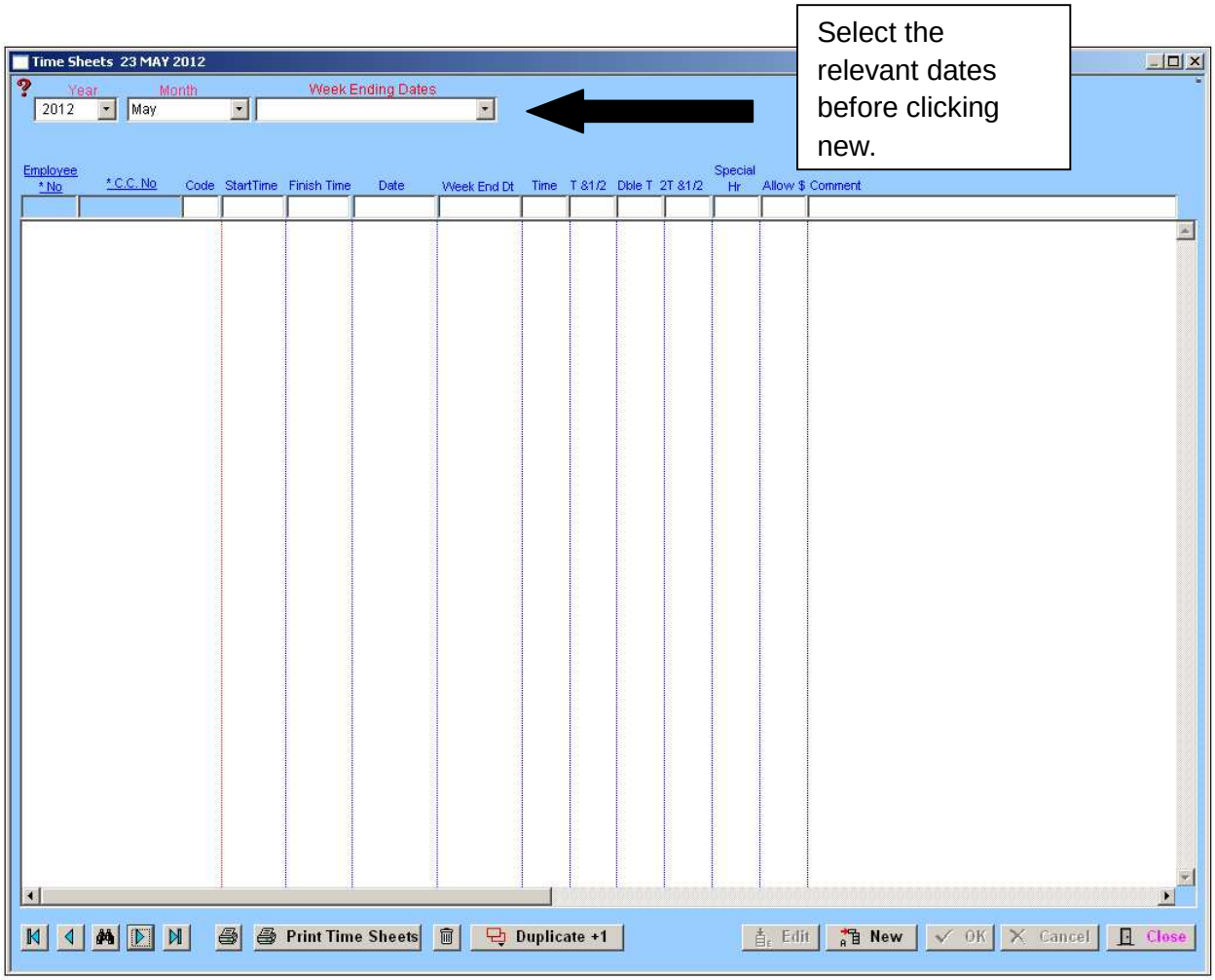


Exit window

Time Sheets Module



This purpose of this window is to allow the administrator and employees the opportunity to complete their own time sheets.



How to Use

To create a new entry select the relevant dates in the top left of the window and click new. Enter the information in the field's necessary then click ok. The time is in 24 hour time. For example 5:00pm will be 17:00. If adding an entry numerous times click on the line and hit Duplicate +1. This will add in the entry again without manually adding the information. To edit an entry select the relevant dates and click edit. Change the appropriate information and click ok. To print the time sheets simply click on the print time sheets button.

Note 1: There are fields for time and a half, double time, double time and a half, special hours and allowances. If none of these fields are relevant then they are left blank.

Note 2: The code is for normal, sick, bereavement, holiday and absent types of hours.

Note 3: The C.C number box is the cost centre number. The number is checked to be a valid number. If the number is above 1001 then the number is checked in the External Cost Centre to make sure it was set up.

Finds the first entry

Steps the record back to previous entry

Allows you to search for a specific entry

Steps the record forward to the next entry

Finds the last entry

Deletes a selected entry

Print the current entry displayed in to left field

Prints time sheets with provision for signature

Duplicate selected line and advance by a day

Enter new entry

Allows modification to existing records in the list

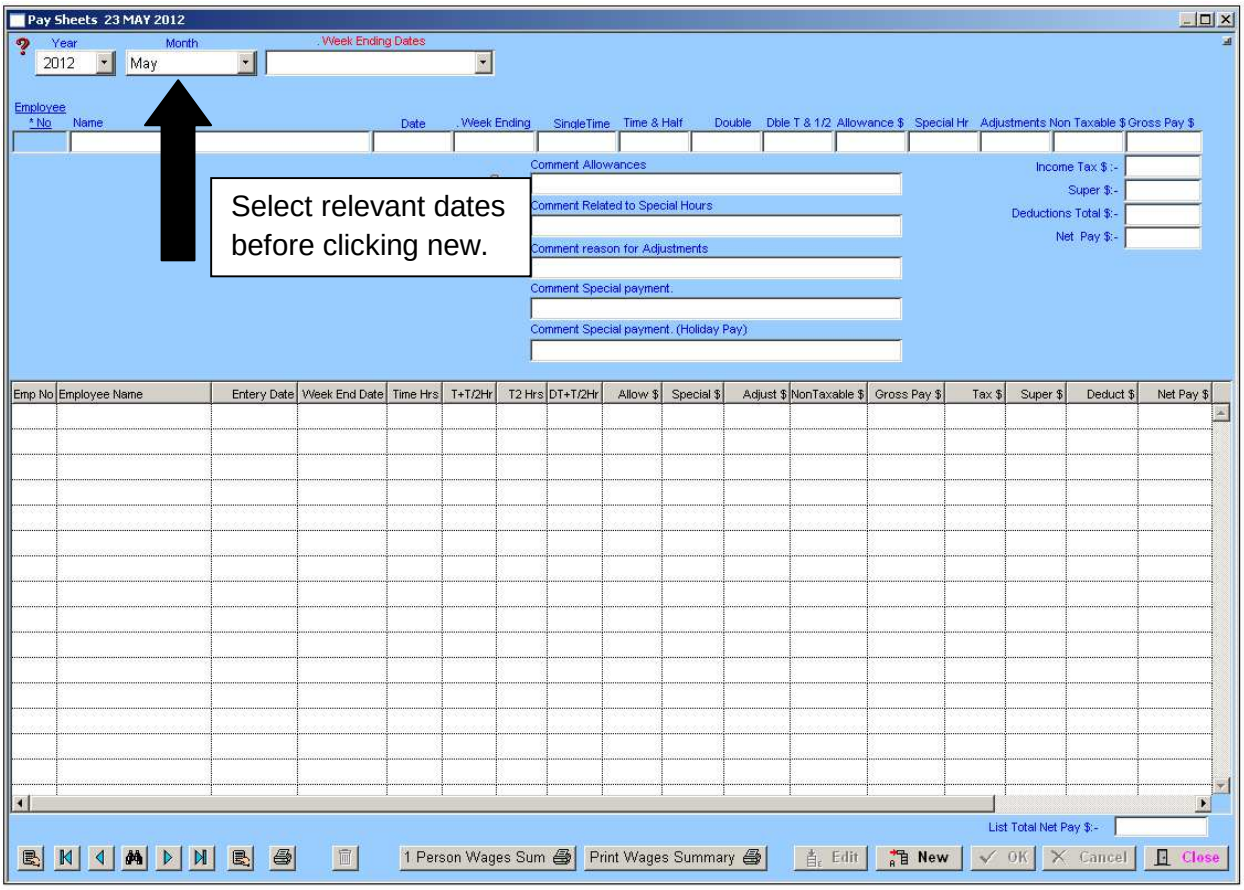
Records new entries and modifications

Cancels the recording of new entries and modifications

Exit window

Wages

This window is where the wages are entered into the system.



How to Use

To enter in a new wage select the appropriate dates in the top left of the window and click new. Enter in the Employee number and tab between the fields. The fields will automatically be completed using the information from the time sheets window. After tabbing through all fields it will calculate itself, and then click ok. To edit a wage summary select the appropriate dates and click edit. Modify the relevant information and click ok.

Note: There are fields for time and a half, double time, double time and a half, special hours and allowances. If none of these fields are relevant then they are left blank.

This function appears after a right click on the mouse. It allows the user to enter the date the payment was made. This stops the entry from being edited in future. It also keeps a record of the date for any future issues.

Calculates the current employee number financial year

Finds the first entry

Steps the record back to previous entry

Allows you to search for a specific entry

Steps the record forward to the next entry

Finds the last entry

Gives totals for selected lines for pays.

Print

Deletes a selected entry

Wages summary for a given period

Prints a summary of wages for a given period

Allows modification to existing records in the list

Enter new entry

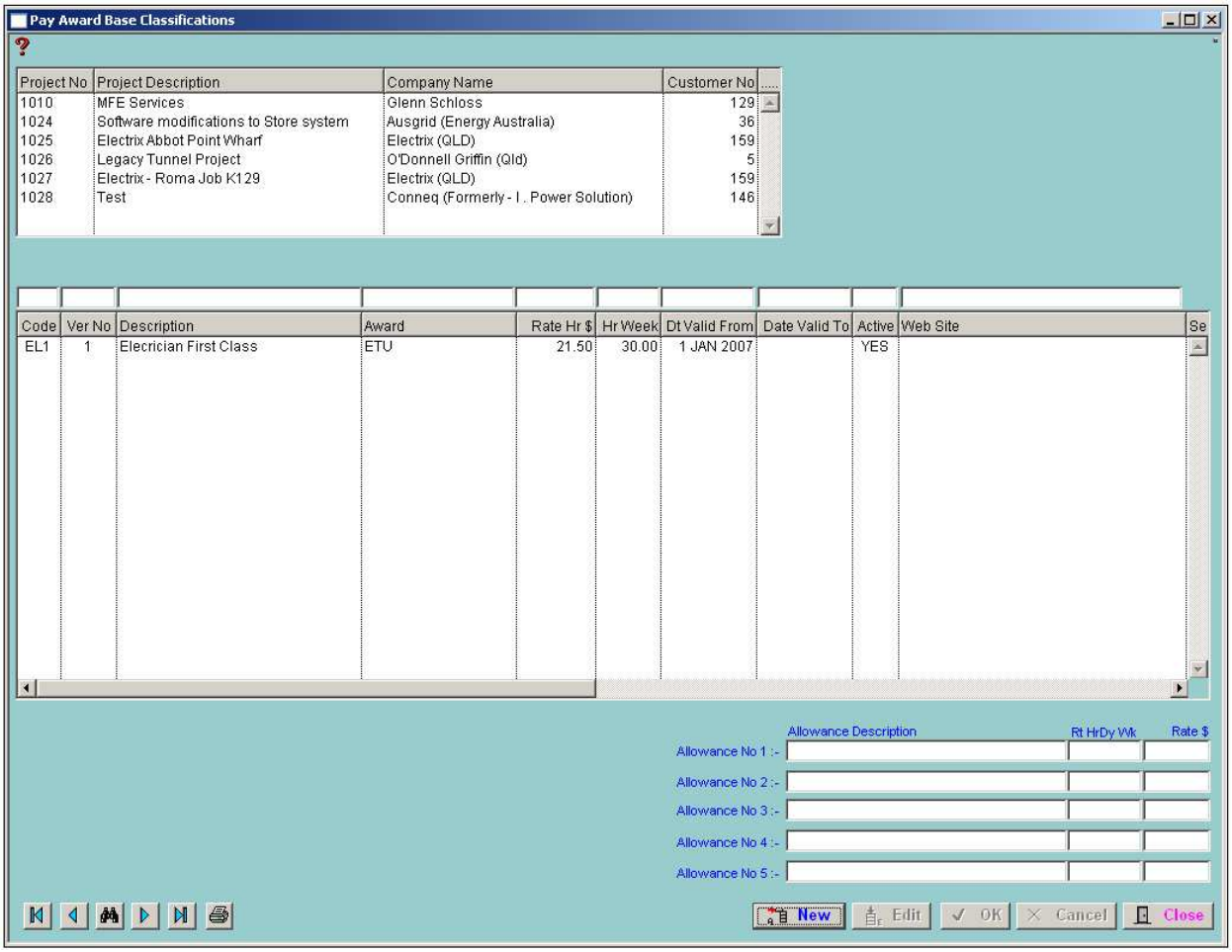
Records new entries and modifications

Cancels the recording of new entries and modifications

Exit window

Wages Templates Module

The purpose of this window is to display templates that can be used in external cost centres.



How to Use

Click new to enter in a new allowance wage. Complete the fields and then fill out what the allowance is, the hours worked and the hourly rate. Then click the ok button. To edit an entry, select the entry and click the edit button. Modify the data and click the ok button. To view the details of an allowance simply find the project in the top table and click on it. It will then show all the details about the allowance.

Finds the first entry

Steps the record back to previous entry

Allows you to search for a specific entry

Steps the record forward to the next entry

Finds the last entry

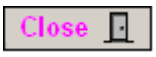
Print

Enter new entry

Allows modification to existing records in the list

Records new entries and modifications

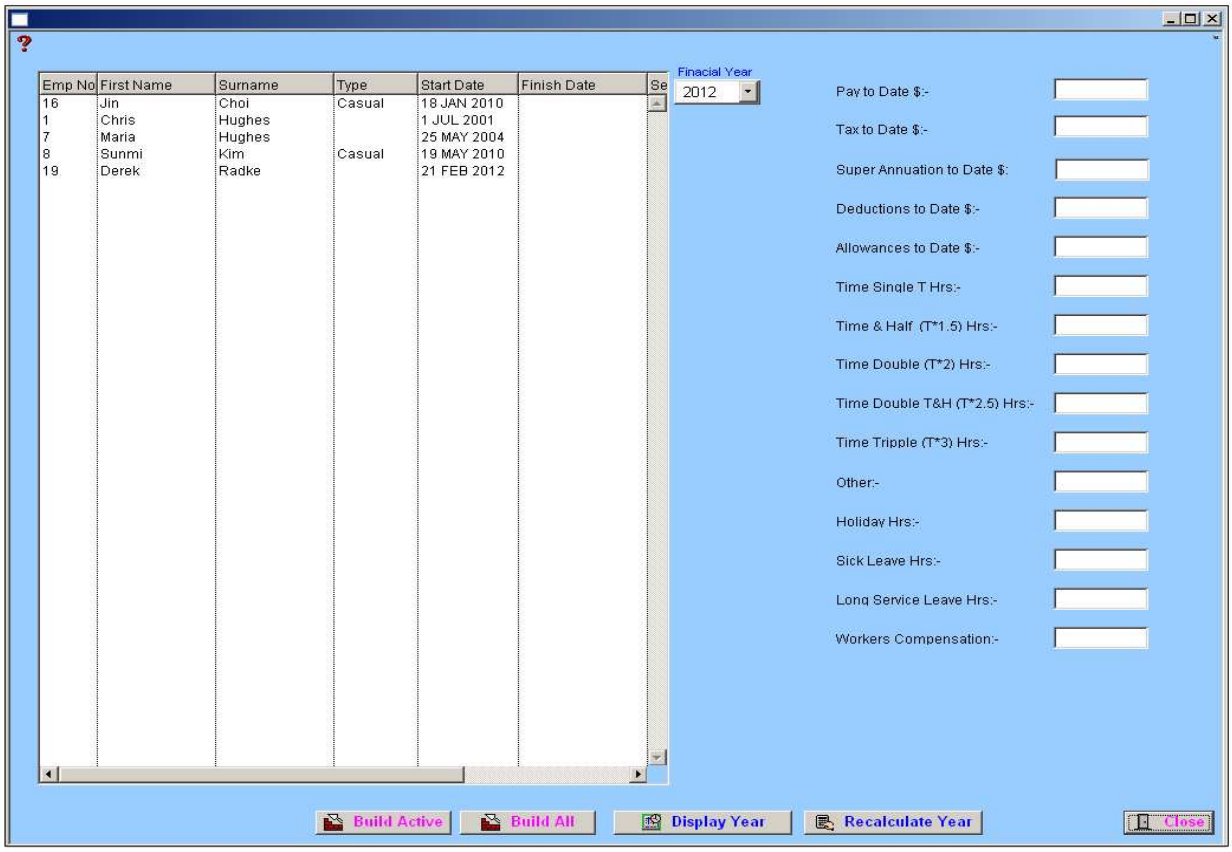
Cancels the recording of new entries and modifications



Exit window

Wages Summary Module

The purpose of this window is to display the calculated wage of an individual employee for a chosen year.



How to Use

To view the total wage for an employee for a chosen year simply select the employee and the year and click the recalculate year button. The window will show what the wage was, how many hours they worked etc.

Builds a list of active employees

Builds list of all employees

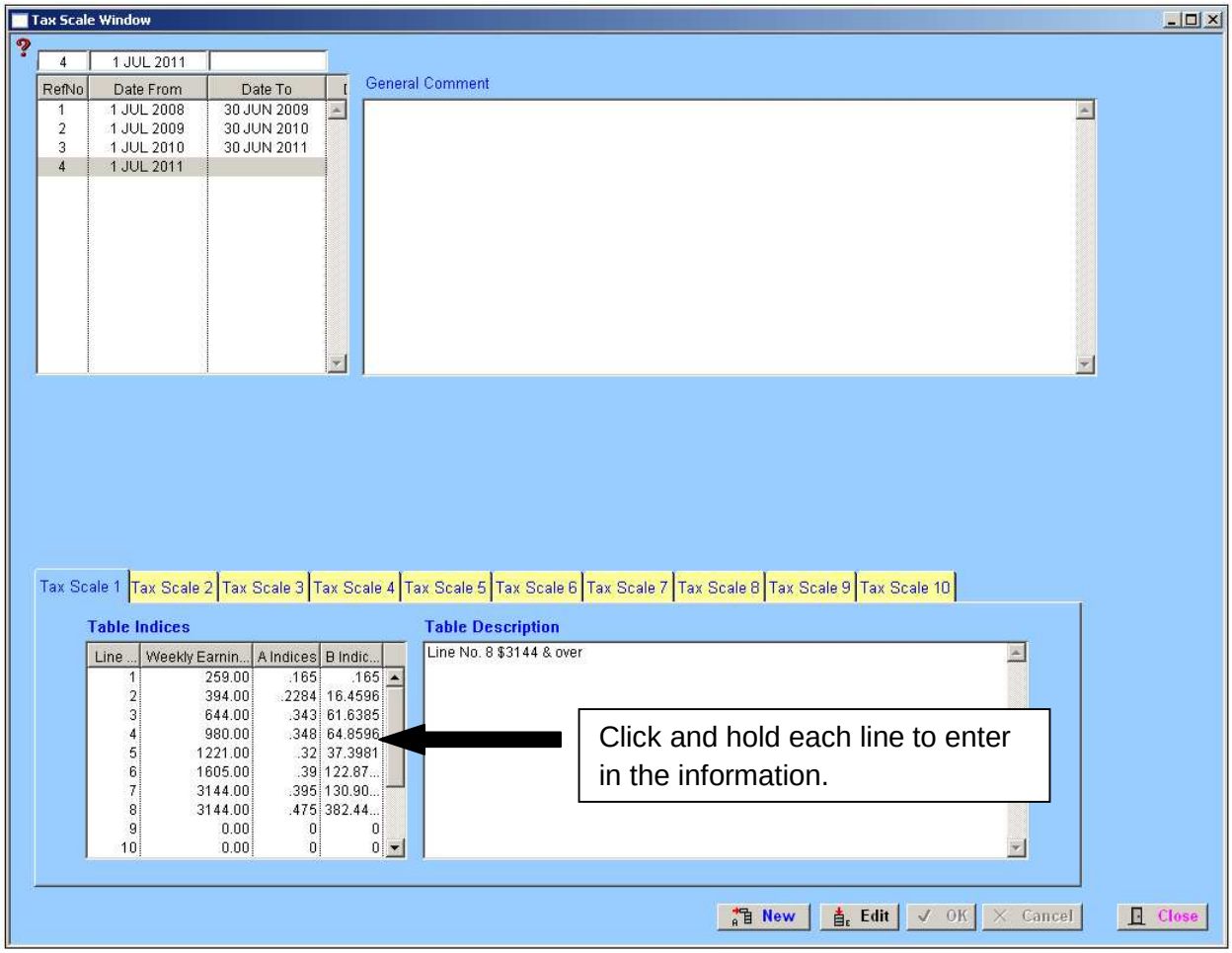
Displays information for year

Recalculate fields for the year

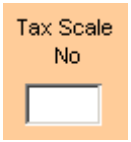
Closes window

Taxation Scales Module

The purpose of this window is to create, edit and display the taxation scale for wages.



The taxation scale is incorporated with the tax scale number in the staff details window.



Every employee will receive a tax scale number. This number decides the amount each employee must pay in tax. Once the applicable tax scale number has been decided then the amount of tax the employee pays is immediately calculated when entering in the wages. The taxation scale changes from year to year and this is why it will need to be edited every financial year.

The Formula for the taxation scales is as follows:

- Y is the weekly withholding amount expressed in dollars
- X is the number of whole dollars in the weekly earnings plus 99 cents
- The value of the coefficients a and b for each set of formulas for each range of weekly earnings are shown on page 2 of the “Statement of Formulas for Calculating Amounts to be Withheld” form

  An example for the weekly holding amount calculation:
  (A x X) – B
  (0.3430 x 814.99) – 159.8086

119.7330 Or $120.00 (rounded to nearest dollar)

To begin click the new button and type in the beginning date of the new financial year. Once that is done the tax scales need to be entered. To enter in these details you will need the “Statement of Formulas for Calculating Amounts to be withheld” form from the Australian Taxation Office.

There are up to 7 tax scales. Each scale holds a different description. If an employee fits a description then that is their tax scale number. Once the tax scale number has been decided enter in the weekly earnings information. To do this click and hold on the first line in the taxation scale appropriate. Enter in the information one by one by clicking and holding on each line.
Each line must be completed as the employee’s wage amount may change and if the information is correctly entered into the tax scale then when the wage changes as will the tax amount. Once the information has been entered click the ok button. Then enter into the staff details window and edit in the tax scale number for the employee and click ok. Then when the wage is done for the employee their tax will be automatically calculated.

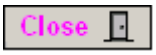
Note: It is likely that some employees will have different taxation scales so it is best to complete all taxation scales together.

Enter new entry

Allows modification to existing records in the list

Records new entries and modifications

Cancels the recording of new entries and modifications



Exit window