Navigation Window

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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

Atad Data-Files Module



Т

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

etails				
fitle First	Middle	Surpame	Employe	e Number 20
Ms Kate	Louise	Nev		
Street Address	I I CONTRACT	Home Phone No		
10 Eastcourt Lane				
Suburb	State Post Code	Other Phone No		
Sunnybank Hills	QLD 4109			
Date of BirthTax F	ile	Mobile		
28 JUL 1993		0401289772		
Next of Kin	E-Mail A	ddress		
Mother-Ann Ney-0741	252192 🔄 📐 k_ney3	@hotmail.com		
	Start Dat	e Finish Date		
	13 APR	2012		
Comment				
		-		
		<u> </u>		
🛛 Current employee. 🤇	ode CA Pay Period:- 1	Employee Type Casual		
Ir Pay Rate Super Sch	eme Name	Super Scheme Super Rate	_	
18.00 Rest		9.00		
Deductions \$ Tax Code	Tau Casta	Super Min \$		picture ciici
()	No	100000	empty	nicture spac
	0.00	Dependente 0	Cinpty	picture space
	0.00		click ec	lit at top left
Holiday Factor :-	Holiday Loading 9	6:-		
Sick Leave % :-			screen	and select p
			from fil	<u>^</u>
Norkers Comp % :-				5.
ong Service Leave %				
When Over Heads of		Current Day Classification		
And Over neaus 36	External			
Main Pay Roll No :-				
3ank	BSB No	Account Number		
ANZ	014726	2775 40608		
Bank Address Details	1976 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 -			
		×		

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.

Emp N	o Employee First N	Last Name	
1 7 8 16	Chris Maria Sunmi Jin	Hughes Hughes Kim Choi	
19	Derek	Radke	

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.

14	
K	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
M	Finds the last entry
9	Print
G	Current People List of current employees

* New
ten Edit
V OK
× Cancel
Close 📘

L

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

Atad Data-Files Module



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

120500000000000000000000000000000000000														Select the	
Time She	ets 23	MAY	2012 anth	2/6	Week I	Ending Dates								relevant dates	
2012	•	May		•			-							before clicking	
Frankrise												-		new.	
<u>*No</u>	<u>* C.C</u>	<u>. No</u>	Code	StartTime	Finish Time	Date	Week End Dt	Time	T &1/2	Dble T 2	T &1/2	Hr	Allow	Comment	
4]						<u></u>				1	
	<u></u>			8 8	Print Tim	e Sheets		Duplica	nte +1	j			₿ _€ Ed	it 📲 New 🗸 OK 🗙 Can	cel 💽 Close

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.



Wages

I



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

Year Month		. Week Endin	g Dates	-			_								
															111.1.1
No Name			Date	. VVeek E	naing	SingleTim	e time &	Half Dou		& 172 Allows	ance \$ Speck	ai Hr Adjus	tments Non	Taxable \$ Gh)ss Pay ֆ
					Con	nment Allov	wances	100	10				Income	Tax \$:-	
	Selec	ct releva	ant c	lates	Con	nment Rela	ted to Spe	ial Hours					Deductions	Super \$:-	
	befor	e clicki	na n	ew.	Con	nment reas	on for Adi	Istments					Ne	t Pay \$:-	
				011.											
					Con	nment Spe	cial paymer	it.							
					Con	nment Spe	cial paymer	it. (Holiday Pa	ay)						
No Employee Name	Entery Date	Week End Date	Time Hrs	T+T/2Hr	T2 Hrs	DT+T/2Hr	Allow \$	Special \$	Adjust \$ N	onTaxable \$	Gross Pay \$	Tax \$	Super \$	Deduct \$	Net Pay
												ļ			
															<u></u>
	1	5 S					S		2.1		SK 01			1.00	

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.

Sign Pay Off 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



 \triangleright

Steps the record back to previous entry

Allows you to search for a specific entry

Steps the record forward to the next entry

Atad Data-Files Module

De Office-Manual 2012



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Finds the last entry

Gives totals for selected lines for pays.

Print

Deletes a selected entry

1 Person Wages Sum 🖨
Print Wages Summary 🖨

Wages summary for a given period

Prints a summary of wages for a given period

ŧε	Edit
1	New
\checkmark	0K
×	Cancel

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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.

Pay Aw	ward Base Classifications										× د
Project N 1010 1024 1025 1026 1027 1028	No Project Description MFE Services Software modifications to Store sy Electrix Abbot Point Wharf Legacy Tunnel Project Electrix - Roma Job K129 Test	Project Description Company Name MFE Services Glenn Schloss Software modifications to Store system Ausgrid (Energy Australia) Electrix Abbot Point Wharf Electrix (QLD) Legacy Tunnel Project O'Donnell Griffin (Qld) Electrix - Roma Job K129 Electrix (QLD) Test Conneq (Formerly - I . Power Solution)		Customer No 129 36 159 5 159 146	×						
Code V EL1	/er No Description 1 Elecrician First Class	Award ETU	Rate Hr \$ 21.50	Hr Week 30.00	Dt Valid From 1 JAN 2007	Date Valid To	Active YES	Web Site			Se
X				nonnead	Allowance No Allowance No Allowance No Allowance No	Allowance 1 : 2 : 3 : 4 :	Descrip	tion	Rt Hrt Rt Hrt	▶ DyWk Ra	▼ te \$
					Allowance No	5:- 1 New	₫r.	Edit 🗸 O	(× Cance	 <u> </u> Clo	se

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.

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M

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I

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

Atad Data-Files Module

De Office-Manual 2012

\checkmark	OK
X	Cancel
Clo	se 📘

L

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.

mp N	o First Name	Surname	Type	Start Date	Finish Date	Se		Pay to Date %:-	
6	Jin Chris Maria	Choi Hughes Hughes	Casual	18 JAN 2010 1 JUL 2001 25 MAY 2004		4	2012	Tax to Date \$:-	
9	Sunmi Derek	Kim Radke	Casual	19 MAY 2010 21 FEB 2012				Super Annuation to Date \$:	
								Deductions to Date \$:-	
								Allowances to Date \$:-	
								Time Single T Hrs	
								Time & Half (T*1.5) Hrs:-	
								Time Double (T*2) Hrs:-	
								Time Double T&H (T*2.5) Hrs:-	
								Time Tripple (T*3) Hrs:-	
								Other:-	
								Holiday Hrs:-	
								Sick Leave Hrs:-	
								Long Service Leave Hrs:-	
								Workers Compensation:-	

How to Use

I

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.

Build Active Builds	a list of active employees
Build All Builds	list of all employees
📑 Display Year	Displays information for year
🖳 Recalculate Year	Recalculate fields for the year
Close Closes windo	W
Taxation Scales N	lodule



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

Tax Scale	e Window				_ 🗆 🗙
?	1 2011	r			
RofNo	Date From	Date To	General	Comment	
1	1.JUL 2008	30 JUN 2009			
2	1 JUL 2009	30 JUN 2010			
3	1 JUL 2010	30 JUN 2011			
4	1 JUL 2011				
		4			
		1			
			-1		
	1				
Tax Sc	ale 1 Tax Scale	2 Tax Scale 3 Ta	x Scale 4 Ta	ax Scale 5 Tax Scale 6 Tax Scale 7 Tax Scale 8 Tax Scale 9 Tax Scale 10	
	Table Indices			Table Description	
l r	Line Weekly E	arnin Aindices F	Indic	Line No. 8 \$3144 & over	
-	1	259.00 .165	.165 🔺		
	2	394.00 .2284	6.4596		
	3	644.00 .343 (61.6385		
	4	980.00 .348 (64.8596	Click and hold each line to enter	
	5 1	221.00 .32	37.3981	the due to fermine them	
	7 3	144 00 395 1	30.90	In the information.	
	8 3	144.00 .475 3	82.44		
	9	0.00 0	0		
	10	0.00 0	0 🗾		
					E charal
					II Close

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: $(A \times X) - B$ $(0.3430 \times 814.99) - 159.8086$

119.7330 Or \$120.00 (rounded to nearest dollar)

Т

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.

* New	Enter new entry
å ε Edit	Allows modification to existing records in the list
V OK	Records new entries and modifications
× Cancel	Cancels the recording of new entries and modifications
Close 📘	Exit window