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# MYOB EXO Employer Services Payroll – Processing Pays



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There is easy access to information on hardware, network and operating system requirements for efficient operation of MYOB EXO Business software. You can download minimum hardware and network requirements from our website at:-

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This training manual has been developed by the MYOB Enterprise Division - Professional Services Team for use in the delivery of training.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to processing pays in EXO Payroll.

This manual has been designed for the following MYOB product:

- EXO Payroll

## EXOPPAY

## Processing Pays

EXO Payroll

Course duration: 1.0 hrs

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# Participants

This course is aimed at:

- Users of EXO Payroll.

# Prerequisites

Basic PC experience is required.

Understanding of payroll processes and procedures.

# Instructional method


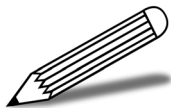








The instructional method uses examples of system configuration. The instructional method makes use of trainer-led exercises. Each unit concludes with a Review Task.

# Conventions used in this manual

- Objects such as buttons or icons that you must click or select are shown in **bold**.
- Information to be entered (typed in) or selected is shown in ***bold and italics***.
- Keyboard keys are shown as **TAB**, **CTRL**, etc.

Screenshots in this manual are for illustration purposes only and may differ from those in the actual product due to configuration settings.

## Symbols used in this manual

Symbol	Name	This symbol tells you...
	<b>Practice task</b> <b>Review task</b>	... to complete a task to practice the skills you have just learnt, or as a review task at the end of the unit to consolidate what you have learnt.
	<b>Written Review task</b>	... to complete written questions to review the content covered in the unit.
	<b>Optional Challenge</b>	... to complete this task if you have finished early and are looking for an extra challenge.
	<b>Tip</b>	... about helpful tips
	<b>Note</b>	... to take note of an important message.
	<b>Warning</b>	... about potential problems to be aware of.
	<b>Important</b>	... to pay attention to an important notice.
	<b>New</b>	... where features are new for EXO Payroll.
	<b>Reference</b>	... where to go to find more information.
	<b>Skills Checklist</b>	... to tick off a list of skills that you have learnt during the unit.

# Objectives

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Upon completion of this course you will be able to:

- Create Employee Reminder Notes
- Create Diary Reminder Notes
- Process a pay
- Processing adjustments or corrections to previous pays.

## Before you begin:

This training manual has been designed for use with the Demonstration Company and assumes that you do not have any other MYOB Employer Services products, e.g EXO Time and Attendance.

- 1 From the Login screen, double-click on the Demonstration Company.
- 2 From the **Utilities** menu, click on **Setup Exo Payroll**.
- 3 From the list of setup areas, click on **Other Setup**.
- 4 Click on the **Wages** section.
- 5 Ensure that the options **“Do not copy wages for Time and Attendance employees”** and **“Do not copy wages for Rapid employees”** are not selected.
- 6 Click on the **Save** button or press **F10**.

# Function Keys

---

F1	Help
F2	Maintenance Menu
F3	Change Sort
F4	Add
F5	Edit
F6	Delete
F7	Previous
F8	Next
F9	Find/Print
F10	Save
F11	About Screen
F12	Employee Notes
Page Up/Page Down	Switch between pages
Alpha/Numeric Keystrok	Activates incremental search of picklists
Spacebar	Opens dropdown lists
Home	Skips to start of field
End	Skips to end of field
Tab	Skips to next field
Shift+Tab	Skips to previous field
Ctrl+H	Activates the hide screen, which can only be unlocked using the password you logged in with.
Ctrl+D	Activates the Diary. This is a form of daily planner, providing you with a place to enter comments on any given day for payroll company-related tasks, appointments and reminders.
Ctrl+L	Activates the Calculator.



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# Setting up Reminders

# 1

In this unit, you will learn how to set employee reminders and diary reminders.

*By the end of this unit you will be able to:*

- ▶ Create Reminders for Employees
- ▶ Create Diary Reminders

# Overview

---

In this unit we are going to step through the following:

- 1 Creating an Employee Reminder
- 2 Creating a Diary Reminder
- 3 View Reminders

# Reminder Notes

## To add an Employee Reminder

- 1 From the **File** menu, click on **Open Employee**.
- 2 In the **Enter Employee Code or Alpha Code** field, enter **4** or **Smith** and press **TAB**.
- 3 Click on the **Notes** tab.


### TIP



You can also access employees' notes by pressing **F12**.


- 4 Click on the **Add** button or press **F4**.

*Employee Maintenance - Notes - Adding a Note*

- 5 From the **Note Type** dropdown list, click on **General**.
- 6 In the **Reminder Date** field, click on the  button to display a calendar. Click on **Today**.
- 7 Enter the following note in the space provided: **Pay Sandra a \$1500.00 Commission**.


### NOTE

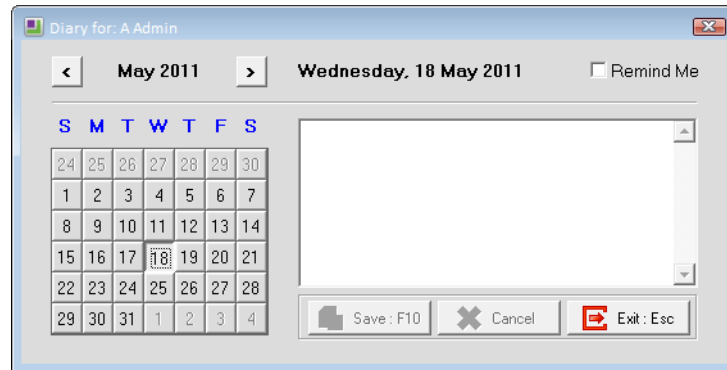


Click on the  button to assign the **Recipient** to this reminder.

- 8 Click on the **Save** button or press **F10** to save this note.

## To add a Diary Reminder

- 1 From the **Toolbar**, click on the  icon.



*User Diary*

### TIP



You can also access the diary by pressing **CTRL** + D.

- 2 On the calendar, click on **today's date**.
- 3 In the space provided, enter the following: ***Prepare monthly Superannuation Reporting.***
- 4 Click on the option **Remind Me**.
- 5 Click on the **Save** button or press **F10** to save this Diary Reminder.

When you log into the company, the system will automatically check if you have any employee and/or diary reminders due today. If so, the Reminder Notes screen will automatically be displayed.

You can also manually access this screen.

## To view Employee or Diary Reminders

- 1 From the **Help** menu, click on **Show Reminders**.

The screenshot shows a window titled "Reminder Notes for A: Admin". At the top, it displays the date "18 May 2011" with navigation buttons "Prev : F7" and "Next : F8". Below this is a table with columns: Date, Type, Employee, Note, and Complete.

Date	Type	Employee	Note	Complete
18/05/2011	G	Sandra Olive Smith	General reminder note <a href="#">Pay Sandra \$1500 Commission.</a>	<input type="checkbox"/>

Below the table is a section for "Diary Entry For: 18/05/2011" with a note: [Prepare monthly Superannuation Reporting](#) and a "Complete" checkbox.

At the bottom of the window are buttons for "Print : F9" and "Exit : Esc".

*Show Reminders Screen*

### NOTE



Double-click on a reminder note to view the details. If you don't want to be reminded again, click on the **Complete** box



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	
Create an Employee Reminder	
Create a Diary Reminder	
View Reminders	



# The Pay Cycle

# 2

In this unit, you will learn how to process a pay.

*By the end of this unit you will be able to:*


- ▶ Create a Pay
- ▶ Add/Adjust Wages
- ▶ Add/Adjust Allowances
- ▶ Add/Adjust Deductions
- ▶ Pay Leave
- ▶ Print Reports
- ▶ Update and Close the Pay

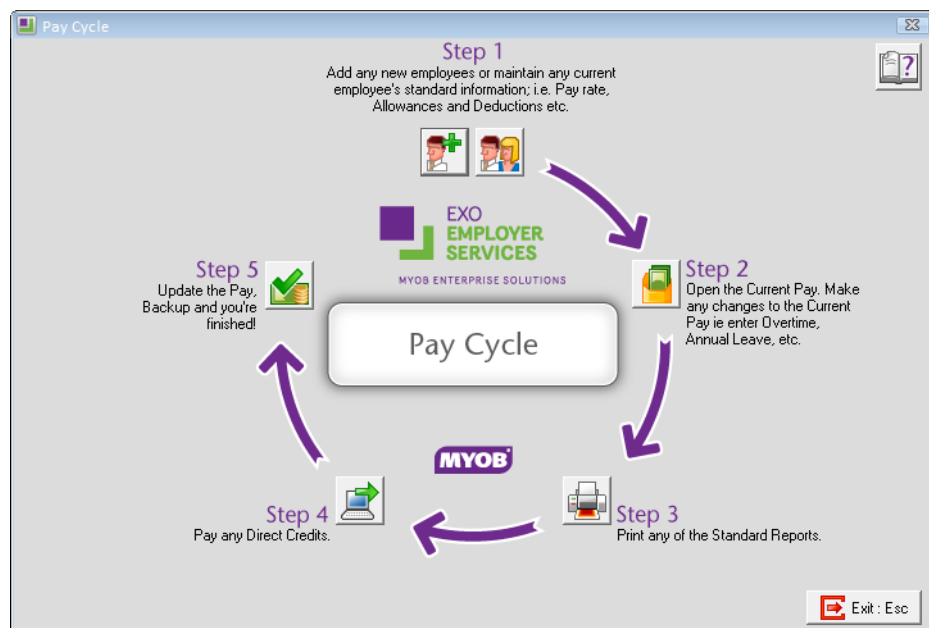
# The Pay Cycle

There are three ways in which a pay run can be processed:

- 1 Accessing the relevant areas from the menus
- 2 Accessing the relevant areas from the toolbar
- 3 Using the Pay Cycle

Using the Pay Cycle provides an easy-to-follow process to add new employees or modify existing employee records, creating the pay and making the necessary changes, printing reports and closing the pay.

The Pay Cycle is available from the **Help** menu by clicking on **Pay Cycle**, or by clicking on the  button the toolbar.





Pay Cycle

# Step 1- Employee Maintenance

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In Step 1 you can add any new employees that are paid in the pay period, or make permanent changes to any existing employees.

Before processing a pay, you must ensure that any permanent changes to the employee's Standard Pay is completed first. These changes may be pay increases, change to bank account details or changes to standard Allowances or Deductions included in the employee's Standard Pay.

Click on the  button to Add a new employee, or click on the  button to Edit an existing employee.

## Step 2 - Current Pay

The Current Pay is where the actual pay is calculated and any changes relevant to the pay period are made.

Create Current Pay

In the following example, we are going to create a new Weekly Pay.

### To open the Current Pay

- 1 From the **Pay Frequency** dropdown, click on **Weekly**.
- 2 Check the **Pay Period Start Date**. This is the date from when your employees are being paid.
- 3 Check the **Pay Period End Date**. This is the date up to which the employees are being paid.
- 4 Check the **Physical Pay Date**. This is the date you are paying your employees.

The term “*Pay Period*” refers to the period (date range) the employee is being paid for. The term “*Pay Frequency*” refers to how often an employee is paid.

Frequency	Defintion
Weekly	Employees are paid on a specific day each week, e.g. every Monday for the previous 7 days.
Fortnightly	Employees are paid on a specific day every second week, e.g. every second Monday for the previous 14 days.
Bi-Monthly	Employees are paid twice a month, on a date in the middle of the month and on the last day of the month, e.g. every 15th for the first 15 days of the month; on the last day of the month for the remainder of the month.

Monthly	Employees are paid on a specific date for the complete month, e.g. every 15th or 20th of every month, paid from the first to the last day of the month.
---------	---

The **SG Expected Payment Date** is the expected date when Superannuation Guarantee Contributions calculated in this pay will be paid in the employees' superannuation funds.

#### NOTE



The default date can be set in the **Superannuation** sub-section of the **Other Setup** area under **Setup EXO Payroll**.

5 Click on the **Create New Pay** button.

#### NOTE



If the **Create New Pay** button is greyed out and the **Edit Pay** button is available, this could mean that the pay has either already been created, or that the previous pay has not been updated. If the latter is the case, the pay must be updated before the next pay for the same frequency can be created.

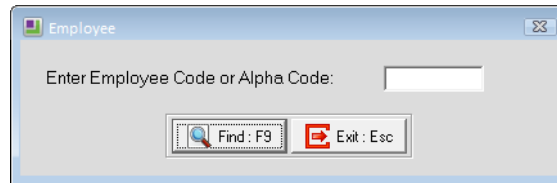
6 A message will appear, confirming that you want to create a new pay. Click on **Yes**.

# Editing the pay

---

## To edit an employee's pay information

- 1 In the **Enter Employee Code or Alpha Code** field, enter **1** or **Wallace** and press **TAB**.



*Find Employee*

### TIP



You can also find the employee by clicking on the **Find** button or pressing **F9**. You can change the order in which employees will appear by clicking on the **Change Sort Order** button, or by pressing **F3**.

### NOTE



Only employees that have the same pay frequency as the pay you are doing will appear in the list. Casuals will appear in the list irrespective of the pay frequency.

The employee's current pay will be displayed.

The screenshot shows the 'Current Pay' window with the following details:


- Employee:** 1 Wallace, Edward James
- Navigation Menu (Left):** Wages, Allowances, Hourly Rates, Salary, Deductions, Non-Cash Benefits, Superannuation, Leave Management, Costing, PAYG, How Paid, Hours Paid, Payslip Note, Termination Wizard.
- Pay Details (Right):**

Wages:	25.0000	1000.00
Salary:		0.00
Allowance Taxable:		0.00
Deduction Pre-Tax:		200.00
Leave:		0.00
<b>Gross Taxable:</b>		<b>800.00</b>
PAYG:	<input type="checkbox"/> Override	115.00
Allowance Non-Tax:		0.00
Deduction Post-Tax:		8.00
Rounding:		0.00
<b>Net Pay:</b>		<b>677.00</b>
- Hours Paid:** 40.00
- Buttons (Bottom):** Prev : F7, Next : F8, Find : F9, Save : F10, Reset, Exit : Esc.

*Current Pay Screen*

### TIP



You can click on the  to display the employee's Maintenance area. This is useful if you need to check something in their setup or Standard Pay without exiting out of the Current pay.

# Wages

## To pay ordinary time wages

Jannet Houghton is a Casual employee. In the following example, she worked **12.00** hours in the Administration team and **12.00** hours in the Warehouse.

- 1 Click on the **Find** button, enter **3** in the **Enter Employee Code or Alpha Code** field and press **TAB**. When you are prompted to confirm that you want to “Pay casual employee this period?”, click on **Yes**.
- 2 Click on the **Wages** button.

[illegible]

*Current Pay - Wages*



- 3 Click on the **Add** button.

*Current Pay - Wages - Adding Wages*

- 4 Select **Ordinary** from the **Wage Rate Type** dropdown list.
- 5 Select **1 - Rate 1** from the **Hourly Rate Code** dropdown list.
- 6 In the **Number Hours** field, enter **12.00**. The system will automatically calculate the amount the employee is paid for these hours.
- 7 Enter **2110** in the **Cost Centre** field to allocate these hours to the **NSW/Admin/Wages** Cost Centre.
- 8 Click on the **Save** button or press **F10** to save from this screen.
- 9 Repeat Steps 3 through 6 to add the remaining 12.00 hours.
- 10 In the **Cost Centre** field, enter **2310** to allocate these hours to the **NSW/Wagehouse/Wages** Cost Centre.
- 11 Click on the **Save** button or press **F10** to save from this screen.
- 12 Click on the **Save** button or press **F10** again to return to the employee's pay.

## To pay overtime wages

In the following example, Edward Wallace is paid **3.00** hours at Time and a Half.

### NOTE



The system will automatically save the current employee if you use the Previous, Next, Find buttons or their respective function keys to navigate to another employee.

- 1 Click on the **Find** button, enter **1** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Wages** button.

- 3 In the line corresponding with **Time & Half**, enter **3.00** in the **Hours** field and press **TAB**. The system will automatically calculate the amount the employee is paid for the hours.
- 4 Click on the **Save** button or press **F10** again to return to the employee's pay.

# Allowances

## To Add an Allowance

In the following example, we need to pay Sandra Smith a Commission.

- 1 Click on the **Find** button and enter **4** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Allowances** button.
- 3 Click on the **Add** button, or press **F4**.
- 4 Click on the **Find** button, or press **F9** for a list of all the Allowances set up.
- 5 Double-click on **Commission**.

The screenshot shows the 'Allowances' window with the following data entered:

Allowance Code:	4	Commission
Calculation Method:	Fixed Dollar Amount	
Units:	0.00	
Rate:	0.0000	
Amount:	1500.00	
Tax Withholding Method:	Additional payment relates to a number of pay periods	
	Determine gross earnings from average gross taxable YTD	
Rate Type:		
Wage Rate Code:		
Cost Centre:	2030	NSW/BONUS

Buttons at the bottom: Find : F9, Save : F10, Exit : Esc

*Current Pay - Adding Allowances*

- 6 In the **Amount** field, enter **1500.00**.
- 7 As the payment relates to a number of pays (it was earned in the last calendar month), from the **Additional payments relates to** dropdown list, select **a number of pay periods**.
- 8 The employee's earnings have fluctuated during the payroll year. To ensure this is taken into account when calculating the tax withheld, select **average gross taxable YTD** from the **Determine gross earning from** dropdown list.
- 9 In the **Cost Centre** field, enter **2030** to cost this allowance to your NSW/Bonus cost centre.
- 10 Click on the **Save** button or press **F10** to save the changes.

**11** Click on the **Save** button or press **F10** again to return to the employee's pay.

## ***Additional Task:***

### **To Edit an existing Allowance**

In this example, we will be changing the number of units of **Meal Money** we need to pay to George Russel.

- 1 Click on the **Find** button and enter **6** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Allowances** button.
- 3 Click on the **Meal Money** Allowance and click on the **Edit** button, or press **F5**.
- 4 In the **Units** field, enter **2.00**.
- 5 Click on the **Save** button or press **F10** to save the changes.
- 6 Click on the **Save** button or press **F10** again to return to the employee's pay.

# Superannuation

EXO Payroll will only start to calculate Superannuation Guarantee Contributions once the employee's month-to-date earnings liable for superannuation reaches the **Minimum Earnings Base** specified in the setup of the superannuation contribution applied to the employee.

The system will automatically adjust the Superannuation Guarantee Contribution based on the employee's month-to-date earnings liable for superannuation and the minimum earnings base per month.

The system will also automatically adjust the Superannuation Guarantee Contribution based on the employee's quarterly earnings liable for superannuation and the maximum earnings base per quarter.

The following example shows an employee that has not yet reached their minimum earnings base:

Employee: 3 Houghton, Jannet Faye

Type	Name	Amount	% of Gross	Cost Centre	Cost Centre Name
IOOF Superannuation		50.00		2040	NSW/EMPLOYEE SUPER
IOOF Superannuation		0.00	9.0000	2041	NSW/EMPLOYER SUPER

Employee Superannuation Employer Superannuation \* Amount adjusted due to SGC threshold

+ Add : F4    Edit : F5    Save : F10    Delete : F6    Exit : Esc

*Current Pay - Superannuations - Earnings liable below the minimum base earnings*

The following example shows the calculated contribution once the employee has reached the minimum earnings base.

Employee: 3 Houghton, Jannet Faye

Type	Name	Amount	% of Gross	Cost Centre	Cost Centre Name
IOOF Superannuation		50.00		2040	NSW/EMPLOYEE SUPER
IOOF Superannuation		89.12	9.0000	2041	NSW/EMPLOYER SUPER

Employee Superannuation Employer Superannuation \* Amount adjusted due to SGC threshold

+ Add : F4   Edit : F5   Save : F10   Delete : F6   Exit : Esc

*Current Pay - Superannatuations - Earnings liable above minimum earnings base*

The **Amount** is the total of the the calculated superannuation contributions from the previous pays for the month and the calculated contribution for the current pay.

## WARNING



If the superannation value is edited, only the calculated value for the current pay will be overwritten.

# Leave Management

---

## Leave Valuation

EXO Payroll calculates the rate at which leave is to be paid from the employee's Standard Pay.

For each item in the employee's Standard Pay, the Liabilities will be checked to determine if the particular item should be included in the rate.

*Example:*

George Russel has the following items in his Standard Pay:

Hourly Rate: \$14.00

Ordinary Hours of \$336.00

Clothing Allowance of \$5.00

Superannuation Salary Sacrifice of \$100.00

According to the Liabilities for each of these items, only Ordinary Hours are included in the Gross Liabe for leave valuation.

Once the system has determined the Gross Liabe for leave, it will divide this value by the Hours Paid in the Standard Pay.

In this example, the employee's rate would be calculated as follows:

$$Rate = \frac{GrossLiabe}{HoursPaid}$$

$$Rate = \frac{336.00}{24}$$

$$Rate = 14.00$$

If, in the above example, the Clothing Allowance and Superannuation Salary Sacrifice is included in the Gross Liabe for leave valuation, the system would calculate the rate as follows:

$$Rate = \frac{GrossLiabe}{HoursPaid}$$

$$Rate = \frac{(OrdinaryHours + ClothingAllowance) - SalarySacrifice}{24.00}$$

$$Rate = \frac{241.00}{24.00}$$

$$Rate = 10.0416$$



# Annual Leave

## To cash out Annual Leave

In this example, Matthew Hillary is having 1 week's worth of Annual Leave paid out to him.

- 1 Click on the **Find** button and enter **8** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Leave Management** button.
- 3 Click on the **Annual Leave** button.

The screenshot shows the 'Leave Management' window for Employee 1, Wallace, Edward James. The 'Annual Leave' tab is selected. The 'Annual Leave payment method' is set to 'Cashed Out'. The 'Annual Leave details' section shows a 'Total Hours Balance' of 210.38 and 'Hours To Reduce' set to 0.00. The 'Annual Leave Amount' is 0.00, and the 'Leave Loading Amount' is 0.00%. The 'Total amount' is 0.00. The 'Leave Loading withholding' section shows 'Determine gross earnings from' set to 'this pay' with a value of 800.00. The 'PAYG amount (excl HELP / SFSS)' is 0.00, and the 'HELP / SFSS amount' is 0.00. The 'Total withholding amount' is 0.00. The 'Tax Annual Leave Pay' is set to 'With Other Pay'. The 'Number Of Periods To Tax Over' is 1. The 'Date due back from holiday' is set to //. The 'Cost Centre' is 2210. At the bottom, there are buttons for 'Extra Allowances/Deductions', 'Annual Leave Note', 'Save : F10', and 'Exit : Esc'.

*Current Pay - Paying Annual Leave*

- 4 Under the **Annual Leave payment method** select the option **Cashed Out**.
- 5 In the **Hours To Reduce** field, enter **40.00**.
- 6 When cashing out Annual Leave, PAYG Withheld from Leave Loading is calculated separately from the PAYG Withheld from the Annual Leave. From the **Determine gross earnings from** dropdown, select the appropriate method that is to be used for calculating the gross earnings used to calculate the Leave Loading Withholding. This value is automatically added to the total PAYG withheld for this pay period.
- 7 Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.

## To pay Annual Leave taken

In this example, William Jackson is taking next week as Annual Leave and has requested that his Annual Leave is paid along with his pay for this week.

- 1 Click on the **Find** button and enter **9** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Leave Management** button.
- 3 Click on the **Annual Leave** button.

The screenshot shows the 'Leave Management' window for employee '9 Jackson, William Duncan'. The 'Annual Leave' tab is selected. The 'Annual Leave payment method' is set to 'Relates to current period'. The 'Annual Leave details' section shows a 'Total Hours Balance' of 226.54 and 'Hours To Reduce' set to 0.00. The 'Annual Leave Amount' is 0.00, and the 'Leave Loading Amount' is 17.50%. The 'Total amount' is 0.00. The 'Leave Loading withholding' section shows a 'Determine gross earnings from' dropdown set to 'this pay', with a value of 0.00. The 'PAYG amount (excl HELP / SFSS)' is 0.00, and the 'HELP / SFSS amount' is 0.00. The 'Total withholding amount' is 0.00. The 'Tax Annual Leave Pay' is set to 'With Other Pay'. The 'Number Of Periods To Tax Over' is 1. The 'Date due back from holiday' is set to //, and the 'Cost Centre' is 2210. At the bottom, there are buttons for 'Extra Allowances/Deductions', 'Annual Leave Note', 'Save : F10', and 'Exit : Esc'.

*Current Pay - Paying Annual Leave*

- 4 Under the **Annual Leave payment method** select the option **Relates to current period**.
- 5 In the **Hours To Reduce** field, enter **40.00**.

- 6 Click on the **Dates Taken** button to record the actual date(s) on which the employee took the leave.


*Days Taken Calendar*

- 7 Right-click on date(s) the employee took as Leave. Select **Annual Leave** from the menu.
- 8 Click on the **Save** button or press **F10** to return to the employee's Annual Leave payment.

### TIP



If the employee is entitled to Leave Loading but will not be paid the leave loading at the same time as the Annual Leave, e.g. Leave Loading is paid annually, you can click on the **Override** option for the **Leave Loading Amount** field and enter **0.00**.

- 9 In the **Date Due Back From Holiday** field, enter the date the employee returns to work. You can also click on the  button to select the date from a calendar.

### NOTE



By entering a date in the **Date Due Back from Holiday** field, the employee will automatically be excluded from any pays processed until this date.

- 10 The employee is being paid for more than one pay period, e.g. 1 week's wages and 1 week's annual leave. To ensure the employee's PAYG Withholding is calculated correctly, you must adjust the number of periods the total pay relates to. In the **Number of periods to Tax over** field, enter **2**.

**TIP**

If the employee has Allowances and Deductions set up in their Standard Pay and you change the **Number of periods to tax over**, the system will automatically add additional Allowances and Deductions to this pay. You can override this by clicking on the **Extra Allowances/Deductions** button.

**NOTE**

The system will automatically generate an audit note about the leave being paid. You can click on the **Annual Leave Note** button and enter an additional note.

**11** Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.

**IMPORTANT**

If a Waged employee is paid a mixture of leave and Wages, you **must** reduce their Wages hours by the equivalent hours of leave being paid. If not, the employee will be paid for the same hours as Leave *and* Wages.

## Sick and Carer's Leave

In the following example, Henry Robinson is taking 4.00 hours Sick Leave and 3.00 hours Carer's Leave.

### To pay Sick and Carer's Leave

- 1 Click on the **Find** button and enter **7** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Wages** button and reduce the hours down to **33.00**.
- 3 Click on the **Save** button or press **F10**.
- 4 Click on the **Leave Management** button.

- 5 Click on the **Sick Leave** button.

The screenshot shows the 'Leave Management' window for employee 'Robinson, Henry Karuso' (ID 7). The 'Sick Leave' button is highlighted in the left sidebar. The main area displays the following fields:

- Personal Leave Balance: 117.16
- Hours Sick Pay to Pay: 0.00 (with a 'Days Taken' button next to it)
- Sick Pay Amount: 0.00 (with an 'Override' checkbox)
- Cost Centre: 2210
- Days taken without medical certificate: 0.00
- A 'Sick Pay Note' button is located below the 'Days taken without medical certificate' field.

At the bottom, there are 'Save : F10' and 'Exit : Esc' buttons.

*Current Pay - Paying Sick Leave*

- 6 In the **Hours Sick Pay to Pay** field, enter **4.00**.
- 7 Click on the **Dates Taken** button to record the actual date(s) on which the employee took the leave.

The screenshot shows the 'Days Taken Calendar' window, which displays a calendar grid for the month of April. The days are numbered 1 through 30. The calendar is organized by columns for the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). At the bottom, there are 'Save : F10' and 'Exit : Esc' buttons.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*Days Taken Calendar*

- 8 Right-click on date(s) the employee took as Leave. Select **Sick Leave** from the menu.

- 9 Click on the **Save** button or press **F10** to return to the employee's Sick Leave payment.

### TIP



You can also record the number of sick days the employee had without providing a medical certificate in the **Days taken without medical certificate** field.

### NOTE



The system will automatically generate an audit note about the leave being paid. You can click on the **Sick Pay Note** button and enter an additional note.

- 10 Click on the **Carer's Leave** button.

The screenshot shows the 'Leave Management' window for employee '7 Robinson, Henry Karuso'. On the left is a vertical menu with buttons: Annual Leave, Sick Leave, **Carer's Leave** (highlighted), Long Service, Lieu Time, BDO, and Summary. The main area is titled 'Carer's Leave' and contains the following fields:

- Personal Leave Balance: 117.31
- Hours Carer's Leave to pay: 0.00 (with a 'Dates Taken' button next to it)
- Carer's Leave Amount: ☐ Override 0.00
- Cost Centre: 2210
- A 'Carer's Leave Note' button is located below the Cost Centre field.

At the bottom of the window are two buttons: 'Save : F10' and 'Exit : Esc'.

*Current Pay - Paying Carer's Leave*

- 11 In the **Hours Carers Pay to Pay** field, enter **3.00**.

- 12** Click on the **Dates Taken** button to record the actual date(s) on which the employee took the leave.

*Days Taken Calendar*

- 13** Right-click on date(s) the employee took as Leave. Select **Carer's Leave** from the menu.
- 14** Click on the **Save** button or press **F10** to return to the employee's Carer's Leave payment.

## NOTE



The system will automatically generate an audit note about the leave being paid. You can click on the **Carer's Leave Note** button and enter an additional note.

- 15** Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.

## Long Service Leave

### To Pay Long Service Leave

In the following example, Edward Wallace took 3 days (24 hours) Long Service leave.

- 1** Click on the **Find** button and enter **1** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2** Click on the **Wages** button and reduce the hours to **16.00**.
- 3** Click on the **Save** button or press **F10**.

4 Click on the **Leave Management** button.

5 Click on the **Long Service Leave** button.

The screenshot shows the 'Leave Management' window with the 'Long Service Leave' tab selected. The employee is 'Wallace, Edward James' (ID 1). The 'Long Service Leave' section displays the following data:

Category	Value
Hours Prior to 16/08/1978:	0.00
Hours between 16/08/1978 and 17/08/1993:	145.89
Hours after 17/08/1993:	218.78
Year-To-Date:	4.00
<b>Total:</b>	<b>454.67</b>

Below the table, there are input fields for 'Number of Hours to pay' (0.00), 'Long Service Amount' (0.00), and 'Cost Centre' (2020). There is also a 'Days Taken' button and an 'Override' checkbox.

*Current Pay - Paying Long Service Leave*

6 In the **Number of hours to pay** field, enter **24.00**.

7 Click on the **Dates Taken** button to record the actual date(s) on which the employee took the leave.

The screenshot shows the 'Days Taken Calendar' window. It displays a calendar grid for the month of August. The days are numbered 1 through 30. The grid is organized by days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*Days Taken Calendar*



- 8 Right-click on date(s) the employee took as Leave. Select **Long Service Leave** from the menu.
- 9 Click on the **Save** button or press **F10** to return to the employee's Long Service Leave payment.
- 10 Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.

## Lieu Time

### To record Lieu Time accrued

In the following example, Bernard Tate worked 3.00 hours extra. Instead of it being paid as overtime, we will record it as Time in Lieu, which Bernard can take later as time off work.

- 1 Click on the **Find** button and enter **20** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Leave Management** button.
- 3 Click on the **Lieu Time** button.
- 4 In the **Hours Worked** field, enter **3.00**.

The screenshot shows a window titled "Leave Management". At the top, there is a field for "Employee:" with the value "20" and the name "Tate, Bernard Cedric". Below this, on the left side, is a vertical list of buttons: "Annual Leave", "Sick Leave", "Carer's Leave", "Long Service", "Lieu Time" (which is highlighted), "RDO", and "Summary". The main area of the window is titled "Lieu Time" and contains the following fields: "Current Lieu Hours:" with a value of "0.00", "Hours Worked:" with a value of "3.00", and "Hours To Reduce:" with a value of "0.00". There is also a "Dates Taken" button next to the "Hours To Reduce" field. At the bottom of the window, there are two buttons: "Save : F10" and "Exit : Esc".

*Current Pay - Accruing Time in Lieu*

- 5 Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.

## To pay Time in Lieu

In the following example, Bernard Tate took 2.00 hours off as Time in Lieu.

- 1 Click on the **Find** button and enter **20** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Leave Management** button.
- 3 Click on the **Lieu Time** button.
- 4 In the **Hours Taken** field, enter **2.00**.

The screenshot shows a window titled "Leave Management". At the top, there is a label "Employee:" followed by a text box containing "20" and another text box containing "Tate, Bernard Cedric". On the left side, there is a vertical list of buttons: "Annual Leave", "Sick Leave", "Carer's Leave", "Long Service", "Lieu Time" (which is highlighted), "BDO", and "Summary". The main area of the window is titled "Lieu Time" and contains the following fields: "Current Lieu Hours:" with a value of "0.00", "Hours Worked:" with a value of "3.00", and "Hours To Reduce:" with a value of "2.00". There is also a "Dates Taken" button next to the "Hours To Reduce" field. At the bottom of the window, there are two buttons: "Save : F10" and "Exit : Esc".

*Current Pay - Paying Time in Lieu*

- Click on the **Dates Taken** button to record the actual date(s) on which the employee took the leave.

*Days Taken Calendar*

- Right-click on date(s) the employee took as Leave. Select **Lieu Time** from the menu.
- Click on the **Save** button or press **F10** to return to the employee's Lieu Time payment.
- Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.

## NOTE



Because the employee still receives their normal pay for the day, you are only recording that they took time off in lieu. No further changes to their pay is required.

## Rostered Days Off

### To pay Rostered Days Off (RDO's)

In the following example, William Duncan Jackson is taking 1.00 Rostered Day Off (8 Hours).

- Click on the **Find** button and enter **9** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- Click on the **Wages** button and reduce the hours to **32.00**.
- Click on the **Save** button or press **F10**.

- 4 Click on the **Leave Management** button.
- 5 Click on the **RDO** button.

*Current Pay - Pay Rostered Day Off*

- 6 In the **Hours Taken** field, enter **8.00**.

## NOTE



The number of hours to enter in the **Hours Taken** field will depend on whether the employee accrues Rostered Days Off when taking a Rostered Day Off. If the employee accrues RDO's on RDO's, enter the hours the employee would have worked. If the employee does not accrue RDO's on RDO's, enter the hours the employee would be paid.

- 7 Click on the **Dates Taken** button to record the actual date(s) on which the employee took the leave.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Save : F10 Exit : Esc

*Days Taken Calendar*

- 8 Right-click on date(s) the employee took as Leave. Select **Rostered Day Off** from the menu.
- 9 Click on the **Save** button or press **F10** to return to the employee's RDO payment.
- 10 Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.

- 11** The system will automatically add a line in the employee's Wages area to pay the Rostered Day Off:

[illegible]

*Current Pay - Wages with Rostered Day Off Paid*

## Paying Leave to Salaried employees

### To pay leave to a Salaried employee

In the following example, Harrison Giles is taking 1 day (8 hours) Annual Leave and 1 day (8 hours) Sick Leave.

- 1 Click on the **Find** button and enter **21** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Leave Management** button.
- 3 Click on the **Annual Leave** button.
- 4 In the **Hours Annual Leave Taken** field, enter **8.00**.
- 5 Click on the **Dates Taken** button to record the actual date(s) on which the employee took the leave.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*Days Taken Calendar*

- 6 Right-click on date(s) the employee took as Leave. Select **Annual Leave** from the menu.
- 7 Click on the **Save** button or press **F10** to return to the employee's Annual Leave payment.
- 8
- 9 Right-click on date the employee took as Leave, as instructed by the Trainer. Select **Annual Leave** from the menu.
- 10 Click on the **Save** button or press **F10** to return to the employee's Annual Leave payment.

**IMPORTANT**

Enter all the leave you are paying to a Salary employee before you save out of the Leave Management area.

- 11 Click on the **Sick Leave** button.
- 12 In the **Hours Sick Pay to Pay** field, enter **8.00**.
- 13 Click on the **Days Taken** button to record the actual date on which the employee took the leave.
- 14 Right-click on date the employee took as Leave. Select **Sick Leave** from the menu.
- 15 Click on the **Save** button or press **F10** to return to the employee's Sick Leave payment.
- 16 Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.
- 17 The following screen will be displayed:

Salary Adjustment	
This employee is paid a salary. When paying leave to a salaried employee, you may need to reduce their salary accordingly.	
Sick Leave being paid:	384.62
Carers Leave being paid:	0.00
Annual Leave Being Paid:	384.62
Long Service Leave Being Paid:	0.00
Standard Pay Salary:	1923.08
Reduce Salary By:	769.24
Salary For This Pay:	1153.84
<input type="button" value="Reduce Salary"/> <input type="button" value="Do Not Reduce Salary"/>	

*Current Pay - Adjust Salary for Leave Paid*

- 18 Click on the **Reduce Salary** button.

**NOTE**

Click on the **Reduced Salary** button if the leave is part of this pay period. Click on the **Do Not Reduce Salary** button if the leave is in addition to the salary for this pay period.



# Payslip Note

## To add a Payslip Note

In the following example, we are adding a note to Bernard Tate's payslip to confirm that 3.00 hours has been accrued as Time in Lieu.

- 1 Click on the **Find** button and enter **20** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 2 Click on the **Payslip Note** button.

*Current Pay - Payslip Note*

- 3 Enter the following: **3.00 Hours of Time in Lieu accrued in the pay period.**
- 4 Click on the **Save** button, or press **F10** to save the changes and return to the employee's pay.

### NOTE



If the employee is terminating at the end of the pay period and is not being paid for leave taken in this pay, you can process their termination pay via the **Termination Wizard**

- 5 Click on the **Save** button, or press **F10** to exit the Current Pay.

### IMPORTANT



Always save the last employee to ensure that the changes made to that employee is saved.

## Step 3 - Reports

After completing any changes to the pay, we will now look at a number of reports to check the pay.

### Printing the Pay Sheet Report

- 1 Click on the **Pay** tab.
- 2 Double-click on the **Pay Sheet** report.

*Reports - Pay Sheet*

- 3 Click on the **Sort Order 1** dropdown list and click on **Department Code**.
- 4 Click on the **Sort Order2** dropdown list and click on **Employee Alpha**.
- 5 Under the **Pay Type** section, click on **Current**.
- 6 From the **Pay Frequency** dropdown list, click on **Weekly**.
- 7 Click on **Report Options**.

*Reports - Pay Sheet - Report Options*

- 8 Select the options **Detailed Report** and **Portrait Report**.
- 9 Click on the **Save** button or press **F10** to save the changes to Report Options.
- 10 From the Destination dropdown list, click on **Screen**.
- 11 Click on the **Preview** button to display the report on-screen.

**TIP**

You can click on the **Save** button or press **F10** to save your settings for each report. These settings will then become your defaults for that particular report.

## Other Reports

### **General Ledger**

Print the General Ledger to view the journal entries that need to be done for this pay.

**NOTE**

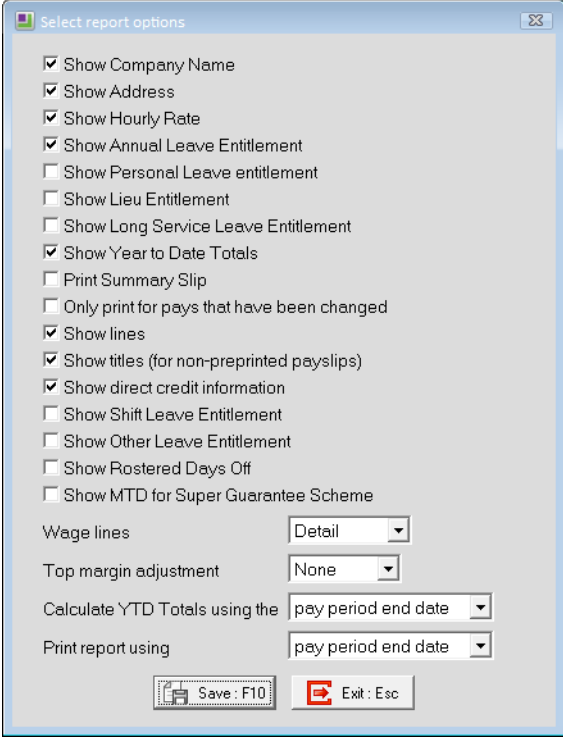
You can also export the General Ledger information to a file that can be imported into your accounting system to automatically create general journal entries. Please refer to your EXO Payroll User Guide for instructions.

### **Days Taken**

Print the Days Taken report to view the dates marked in the Dates Taken Calendar when you processed the leave.

### **Printing Payslips**

- 1 Click on the **Pay** tab.
- 2 Double-click on the **Payslip** report.
- 3 Click on the **Sort Order 1** dropdown list and click on **Department**.
- 4 Click on the **Sort Order2** dropdown list and click on **Employee Alpha**.
- 5 Under the Pay Type section, click on **Current**.
- 6 From the Pay Frequency dropdown list, click on **Weekly**.

**7 Click on Report Options.**

Select report options

- ☒ Show Company Name
- ☒ Show Address
- ☒ Show Hourly Rate
- ☒ Show Annual Leave Entitlement
- ☐ Show Personal Leave entitlement
- ☐ Show Lieu Entitlement
- ☐ Show Long Service Leave Entitlement
- ☒ Show Year to Date Totals
- ☐ Print Summary Slip
- ☐ Only print for pays that have been changed
- ☒ Show lines
- ☒ Show titles (for non-preprinted payslips)
- ☒ Show direct credit information
- ☐ Show Shift Leave Entitlement
- ☐ Show Other Leave Entitlement
- ☐ Show Rostered Days Off
- ☐ Show MTD for Super Guarantee Scheme

Wage lines Detail

Top margin adjustment None

Calculate YTD Totals using the pay period end date

Print report using pay period end date

Save : F10 Exit : Esc

*Reports - Payslip - Report Options***8 Click on the following options:**

- Show Company Name
- Show Address
- Show Hourly Rate
- Show Annual Leave Entitlements
- Show Year to Date Totals
- Show lines
- Show titles (for non-preprinted payslip)
- Show direct credit information

**9 Click on the Save button or press F10 to save the changes to Report Options.**

**10** In the **Additional Input** section, enter the following information:

<b>Note Line 1</b>	Please inform the
<b>Note Line 2</b>	payroll office of any
<b>Note Line 3</b>	change in contact
<b>Note Line 4</b>	details.

**11** From the Destination dropdown list, click on **Screen**.

**12** Click on the **Preview** button to display the report on-screen.

# Report Runs

---

Report Runs allow you to group reports together. By doing this, you only select the group of reports you want to print. All the reports included in the group will automatically be printed.

## To Print a Report Run

- 1 Highlight the report run called **Monthly Reports**.
- 2 Click on the **Print** button or press **F9**.
- 3 A message will appear to confirm that you want to print the reports included in the Report Run. Click on **Yes**.
- 4 When prompted, enter the date range that you want to print the reports for.

### NOTE

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Refer to your EXO Payroll User Guide for instruction on how to create your own Report Runs.

---

## Step 4 - Direct Credit Transfer

After completing the pays, you need to pay your employees. This can be done either by Cheque, Cash or by Direct Credit Transfer.

If you are going to pay your employees by Direct Credit Transfer, this needs to be set up in the system. Once you have set it up, you only need to create the Transfer File (\*.ABA) each time you do the pay.

### To set up the Direct Credit Transfer

- 1 From the **Pay** menu, click on **Direct Credit Transfer**.

*Direct Credit Transfer*

- 2 From the **Direct Credit Format**, select the bank that you will use to pay your employees.

### NOTE



If you select **Other**, you will be required to enter a **Bank Code** as well.

- 3 Enter the company's **BSB Code** and **Account** details.
- 4 In **Name of Remitter** field, enter the name of the company.
- 5 In the **Payer Lodgement Reference** field, enter a reference that will appear on the company's bank statement.

- 6 In the **Employee Lodgement Reference** field, enter a reference that will appear on the employee's bank statement.
- 7 In the **Direct Credit Transfer File Name** field, enter the name of the file you will create every time you do the pay.

**NOTE**

You can change the name of the file each time you create it. This is recommended if you have more than one pay frequency that are paid on the same day.

- 8 In the **APCA Number** and **User Name** fields, enter the login you use when logging into the bank's direct credit transfer facility.
- 9 Some banks require the file to contain a self-balancing line. If your bank requires this line, select the option **Self-Balancing File**.
- 10 Click on the **Save** button or press **F10**. A message will appear, confirming that your settings have been saved. Click on **Ok**.

**To create the ABA file****NOTE**

The **Payment Due Date** will default to the Physical Pay Date from the Current Pay.

- 1 Ensure that the **APCA Number** and **User Name** have been entered.
- 2 Click on the **Create File** button.
- 3 When you are prompted to print the Direct Credit Schedule, click on **Yes**.
- 4 From the **Destination** dropdown list, click on **Screen**.

**NOTE**

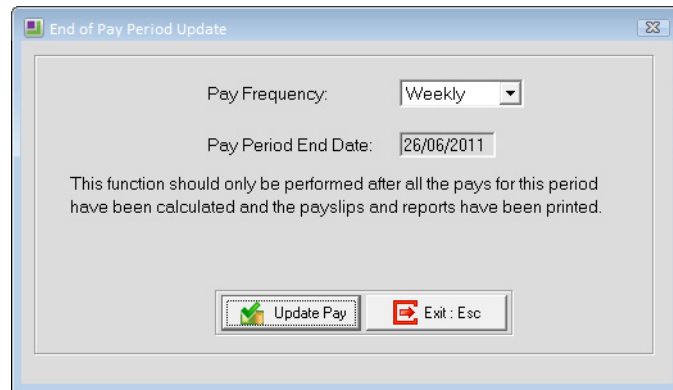
You would normally print the Direct Credit Schedule and keep it on file as a hardcopy of the information that is contained in the ABA file.

- 5 Click on the **Print** button or press **F9**.
- 6 If you are prompted to override the existing file, click on **Yes**.



# Step 5 - Updating the Pay

To update and close the pay



*Update the current pay*

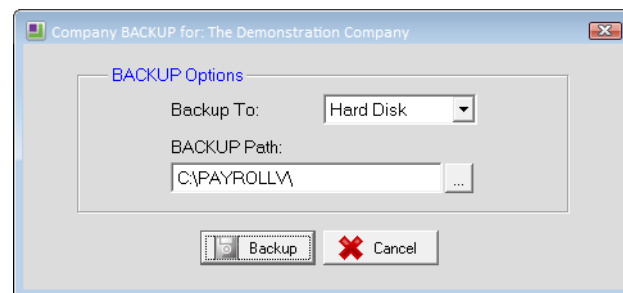
- 1 From the **Pay Frequency** dropdown list, click on **Weekly**.

## NOTE



The **Pay Period End Date** will automatically be picked up from the Current Pay.

- 2 Click on the **Update Pay** button.
- 3 When you are prompted to confirm the update of the pay, click on **Yes**.



*Update the current pay - Compulsory backup*

- 4 Click on **Backup**.

## NOTE



You would not normally change any of the backup options as these would already have been set up during the configuration of your system.

- 5 Once the backup has been completed, a message is displayed, confirming that the pay has been successfully updated. Click on the **OK** button.



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Create a new current pay	
Adjust Wages	
Pay Leave	
Print Reports	
Create the Direct Credit Transfer file	
Update the pay	



# 3

## Additions and Corrections to previous pays

In this unit, you will learn how to add transactions to previous pays and how to make corrections to previous pays.

*By the end of this unit you will be able to:*

- ▶ Add transactions to a previous pay
- ▶ Automatically adjust the calculated PAYG
- ▶ Make a correction to a previous pay

# Overview

---

Sometimes you need to add a transaction to a previous pay, e.g. overtime you neglected to pay to an employee. You may need to correct a wrong payment to an employee. This is done through the One-Off Pay facility.

In this unit, we will work through the following examples of corrections for the pay completed in *'Step 2 - Current Pay'* on page 10:

- 1 Paying an employee overtime we neglected to pay in the previous pay.
- 2 Reverse a payment made to an employee and pay the employee the correctly.

# Short Payments

In the first example, we need to pay Thomas Andrew 3.00 hours overtime we forgot to pay in the previous pay.

## Paying a short payment of a previous pay

- 1 From the **Pay** menu, click on **One-Off Pay**.

*One-Off Pay Screen*

- 2 From the **Pay Period** dropdown, click on **Weekly**.
- 3 In the **Pay Period Start Date** and **Pay Period End Date** fields, enter the dates of the pay you are correcting.
- 4 In the **Physical Pay Date** field, enter the date the money will be paid to the employee.

The term “*Pay Period*” refers to the period (date range) the employee is being paid for. The term “*Pay Frequency*” refers to how often an employee is paid.

Frequency	Defintion
Weekly	Employees are paid on a specific day each week, e.g. every Monday for the previous 7 days.

Fortnightly	Employees are paid on a specific day every second week, e.g. every second Monday for the previous 14 days.
Bi-Monthly	Employees are paid twice a month, on a date in the middle of the month and on the last day of the month, e.g. every 15th for the first 15 days of the month; on the last day of the month for the remainder of the month.
Monthly	Employees are paid on a specific date for the complete month, e.g. every 15th or 20th of every month, paid from the first to the last day of the month.

The **SG Expected Payment Date** is the expected date when Superannuation Guarantee Contributions calculated in this pay will be paid in the employees' superannuation funds.

### NOTE



The default date can be set in the **Superannuation** sub-section of the **Other Setup** area under **Setup EXO Payroll**.

5 From the **Copy Standard Pay** dropdown list, click on **Yes**.

### NOTE



In this example we copy the employee's Standard Pay into the One-Off Pay as the short payment may affect other items, such as Superannuation.

6 Click on the **Make One-Off Pay** button to create the pay.

7 A message will appear, asking if you wish to pay all the employees that are in this pay frequency. Click on **No**.

### IMPORTANT



If you clicked on **Yes**, all the employees of this pay frequency will be included in the pay. If you have selected to **Copy Standard Pay**, all your employees will be in the One-Off Pay with all their Standard Pay details. If you only want to pay one employee, you need to Delete the One-Off Pay and start again. Refer to the section "*Delete a One-Off Pay*" on page 58 for instruction on how to do this.

8 Click on the **Calculate Pay** button.

9 Click on the **Find** button, enter **2** in the **Enter Employee Code or Alpha Code** field and press **TAB**.

10 A message will appear, stating that the employee is not currently in this pay. This message will appear if you chose not to include all the employees in the One-Off Pay. Click on **Yes** to include the employee in the One-Off Pay.

11 Remove any unwanted items from the pay, e.g. Allowances, Deductions, etc.



**12** Click on the **Wages** button.

**13** In the line corresponding to **Time & Half**, enter **3.00** and press **TAB**.

**14** Click on the **Save** button or press **F10** to save these changes and return to the employee's pay.

**15** The system will automatically calculate the Gross Taxable and PAYG.

**16** In this example, the employee's Gross Taxable isn't enough to pay tax on. However, this payment was supposed to be paid as part of their previous pay. Had it been included in that pay, their PAYG deduction would have been different. To adjust the PAYG, click on the **PAYG** button.

*PAYG - Adjust by Last Pay*

**17** Click on the option **Adjust by Last Pay**. The system will make the following calculation:

Final Gross Taxable	=	Gross Taxable from Previous Pay + Gross Taxable from One-Off Pay
Recalculated PAYG	=	Calculated PAYG on Final Gross Taxable
PAYG for One-Off Pay	=	Recalculated PAYG - PAYG from Previous Pay

## NOTE



The option **Adjust by Last Pay** will use the most recent pay done for the employee.

**18** Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.

**19** Click on the **Save** button or press **F10** to save this pay and return to the One-Off Pay screen.

# Corrections

---

In the second example, we need to reverse the 8.00 hours Sick Leave we paid to Harrison Giles and pay it as Annual Leave instead.

- 1 From the **Copy Standard Pay** dropdown list, click on **No**.

## NOTE



In this example we do not copy the employee's Standard Pay into the One-Off Pay as we are not changing the payment the employee received. We are only correcting the pay item that the payment was made against.

- 2 Click on the **Calculate Pay** button.
- 3 Click on the **Find** button, enter **21** in the **Enter Employee Code or Alpha Code** field and press **TAB**.
- 4 A message will appear, stating that the employee is not currently in this pay. This message will appear if you chose not to include all the employees in the One-Off Pay. Click on **Yes** to include the employee in the One-Off Pay.
- 5 Click on the **Leave Management** button.
- 6 Click on the **Sick Leave** button.
- 7 In the **Hours Sick Pay to Pay** field, enter **-8.00**.
- 8 Click on the **Days Taken** button. Find the **Date** you marked previously when processing this Sick Leave. Right-click on the **Date** and select **Delete** from the menu.
- 9 Click on the **Save** button or press **F10** to return to the employee's Sick Leave Payment.
- 10 Click on the **Annual Leave** button.
- 11 In the **Hours Annual Leave Taken** field, enter **8.00**.
- 12 Click on the **Days Taken** button.
- 13 Right-click on **date** that was originally marked as Sick Leave and select **Annual Leave** from the menu.
- 14 Click on the **Save** button or press **F10** to return to the employee's Annual Leave payment.
- 15 Click on the **Save** button or press **F10** to save the changes and return to the employee's pay.
- 16 The system will calculate the Gross Taxable and PAYG automatically.

## NOTE

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If the Net Pay for the corrected pay is *more* than the Net Pay for the incorrect payment you reversed, you need to pay the difference to the employee. If the Net Pay for the corrected pay is *less* than the Net Pay for the incorrect payment you reversed, you need to deduct this overpayment from the employee's next current pay.

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- 17** Click on the **Save** button or press **F10** to save this pay and return to the One-Off Pay screen.

# Delete a One-Off Pay

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One of the advantages of One-Off Pays is that they can be used to do pay calculations without processing a pay. Once you have done your calculations, the One-Off Pay can be deleted.

## To delete a One-Off Pay

- 1 If you are in an employee's pay, click on the **Exit** button or press **Esc** to return to the One-Off Pay screen.
- 2 Click on the **Delete One-Off Pay** button.
- 3 A message will appear, asking you to confirm that you want to delete this One-Off Pay. Click on **Yes**.
- 4 The One-Off Pay is deleted.

# *Finalising a One-Off Pay*

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## **To finalise a One-Off Pay**

- 1** Click on the **Print Pay Sheet** button to print the Pay Sheet report.
- 2** Click on the **Print Reports** button to print a Payslip.
- 3** Click on the **Direct Credit Transfer** button to create the ABA file to pay the employee.
- 4** Click on the **Finish One-Off Pay, Backup** button to complete and update the One-Off Pay.
- 5** A message will appear, asking you to confirm that the pay is correct and that all reports are printed. Click on **Yes**.
- 6** You will be prompted to do a backup. Click on **Backup**.
- 7** Once the backup is completed, a message will appear, confirming that the pay has successfully been updated. Click on **Ok**.



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	
Paying a short payment from a previous pay	
Adjust the calculated PAYG	
Reversing an incorrect payment made in a previous pay	
Deleting a One-Off Pay	

# 4

## Superannuation Payments & Reporting

In this unit, you will learn how to create an ABA file to pay Superannuation and how to report Superannuation payments.

*By the end of this unit you will be able to:*

- ▶ Print a report for Superannuation Payments
- ▶ Create a file to electronically report payments to your superannuation funds
- ▶ Create an ABA file to pay Superannuation

# Overview

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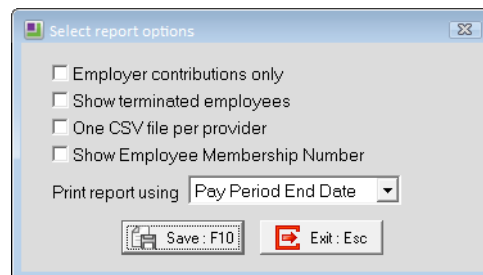
In this unit we will go through the steps to create an ABA file to pay Superannuation and generate the reports and files to send to the Superannuation Providers.



# Superannuation Reporting

## To print the Superannuation Summary Report

- 1 From the **Reports** menu, click on **Print Reports**.
- 2 Click on the **Financial** tab.
- 3 Double-Click on the **Superannuation Summary** report.
- 4 Click on the **Sort Order 1** dropdown list and click on **Super. Provider**.
- 5 Click on the **Sort Order2** dropdown list and click on **Employee Alpha**.
- 6 Under the Pay Type section, click on **Selected**.
- 7 In the **Pay Date Selection Range**, enter the date range of the period that you want to report to your Superannuation Providers.
- 8 From the Pay Frequency dropdown list, click on **Any**.
- 9 Click on **Report Options**.



*Reports - Superannuation Summary - Report Options*

- 10 Also ensure the option **Show terminated employees** is selected to include employees that have terminated during the reporting period.
- 11 Click on the **Save** button or press **F10** to save the changes to Report Options.
- 12 From the Destination dropdown list, click on **Screen**.
- 13 Click on the **Preview** button to view the report on-screen.

Some superannuation providers have the facility to accept the information pertaining to the contributions via a file. This is done in a similar way to printing the Superannuation Summary, with the following exceptions:

- 1 Click on **Report Options**.

- 2 Click on the option **One CSV file per provider**.
- 3 Click on the **Save** button or press **F10** to save the changes to Report Options.
- 4 From the Destination dropdown list, click on **File**.
- 5 Click on the **Create File** button to create a separate file for each Provider.

# Superannuation Transfer

Some superannuation providers accept payments electronically. For those providers you can create an ABA file to pay the relevant superannuation contributions.

In the following example, we will create an ABA to pay our Superannuation contributions.

- 1 From the **Pay** menu, click on **Superannuation Transfer**.

The screenshot shows a software window titled "Superannuation transfer". It contains three main sections:

- Bank Setup:** Includes fields for Bank Name (ANZ Bank), Payment Due Date (27/06/2011), BSB Code (001 - 321), Account Number (000012345), APCA Number, User Name, Prefix Accounts (with Zeros up to 6-digits), and a checked checkbox for Self-Balancing File. It also has fields for Name of Remitter (The Training Company), Payer Lodgement Reference (SUPERANNUATION), and Employee Lodgement Reference.
- Direct Credit Transfer File Name:** A text field containing "DC.ABA".
- Select Range:** Includes a dropdown for "Pay period end date", and "From" and "To" date fields (both showing "//"). Below these is a "Super Provider" field with "0" in both the "From" and "To" sub-fields.

At the bottom, there are three buttons: "Create File" (with a star icon), "Save : F10", and "Exit : Esc".

*Superannuation Transfer Screen*

- 2 In the **Payer Lodgement Reference**, enter **Superannuation**. This will allow you to identify your superannuation payments on the company's bank statement.
- 3 Delete the contents of the **Employee Lodgement Reference**.
- 4 Select whether the file should be created using the **Pay period end date** or **Physical pay date**.
- 5 In the **Select Range** area, in the **From** and **To** fields, enter the date range you want to create the file for.
- 6 In the **Super Provider** field, enter the range of superannuation provider codes you want to include payments for.
- 7 Click on the **Create** button.
- 8 When you are prompted to print the Superannuation Transfer Report, click on **Yes**.

**NOTE**

You would normally print the Superannuation Transfer Report and keep it on file as a hardcopy of what is contained in the ABA file.

**9** From the **Destination** dropdown list, click on **Screen**.

**10** Click on **Print** or press **F9**.



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Print the Superannuation Summary report	
Create a file to electronically report to your Superannuation Providers	
Create an ABA file to pay Superannuation	



# Appendices

# 5

This unit contains a number of appendices for further study:

- ▶ Appendix 1: Leave Planner
- ▶ Appendix 2: PAYG Calculator

# Appendix 1: Leave Planner

The Leave Planner is a useful tool if you need to schedule your employees' leave during the year. You may have a shut-down period during which time the company operates on skeleton staff. The Leave Planner provides a view of all your employees' leave to ensure you meet your operational requirements.

## NOTE



The Leave Planner does not transfer any leave to the Current Pay for payment. It only allows you to plan leave.

## To open the Leave Planner

- 1 From the **Utilities** menu, click on **Leave Planner**.

Leave Planner

## TIP



You can filter the information you see by selecting a **Department** or **Cost Centre** from the respective dropdown lists. You can also change the number of calendar days viewed by changing the number in the **Number of days to display** field.

The default view for the Leave Planner is the Company View. In this view you can schedule an employee's leave whilst able to see when leave is scheduled for other employees.

You can define new Leave Types or edit existing Leave Types from the **Setup** button. You can also pre-load public holidays into the Leave Planner from the **Setup**.



## Appendix 2: PAYG Calculator

The PAYG Calculator is a useful tool if you need to do a basic calculation of an employee's Gross Taxable, PAYG deduction or Net pay.

### To access the PAYG Calculator

- 1 From the **Utilities** menu, click on **PAYG Calculator**.

PAYG Calculator

### To calculate the employee's Net Pay

In the following example, we will calculate an employee's net pay.

- 1 In the **Tax Classification** area, set up the employee's tax classification up as follows:

Classification	Standard Employee with Help
Medicare Exemption	None
Claim Tax Free Threshold	Yes
Leave Loading	No

- 2 From the **Pay Frequency** dropdown list, click on **Weekly**.
- 3 In the **Gross Pay** field, enter 800.00

- 4 Press **TAB**. The PAYG Calculator will automatically calculate the HELP, PAYG and the Net Pay.

### To calculate the employee's Gross Taxable

In the following example, we will calculate an employee's gross taxable earnings.

- 1 In the **Tax Classification** area, set up the employee's tax classification up as follows:

Classification	Standard Employee with Help
Medicare Exemption	None
Claim Tax Free Threshold	Yes
Leave Loading	No

- 2 From the **Pay Frequency** dropdown list, click on **Weekly**.
- 3 In the **Net Pay** field, enter 1000.00

Press **TAB**. The PAYG Calculator will automatically calculate the HELP, PAYG and the Gross Taxable.