

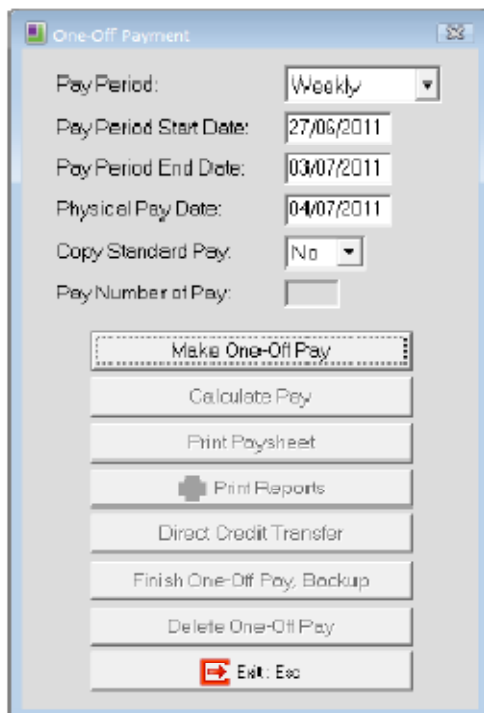
How to fix Short Payments

Paying a short payment of a previous pay

In this example, we need to pay 3.00 hours overtime that we forgot to pay in the previous pay.

Step 1

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



One-Off Pay Screen

Step 2

From the **Pay Period** dropdown, click on **Weekly**.

Step 3

In the **Pay Period Start Date** and **Pay Period End Date** fields, enter the dates of the pay, you are correcting.

Step 4

In the **Physical Pay Date** field, enter the date the money will be paid to the employee.

Step 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.

Step 6

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

Step 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 54 for instruction on how to do this.

Step 8

Click on the **Calculate Pay** button.

Step 9

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

Step 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.

Step 11

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

Step 12

Click on the **Wages** button.

Step 13

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

Step 14

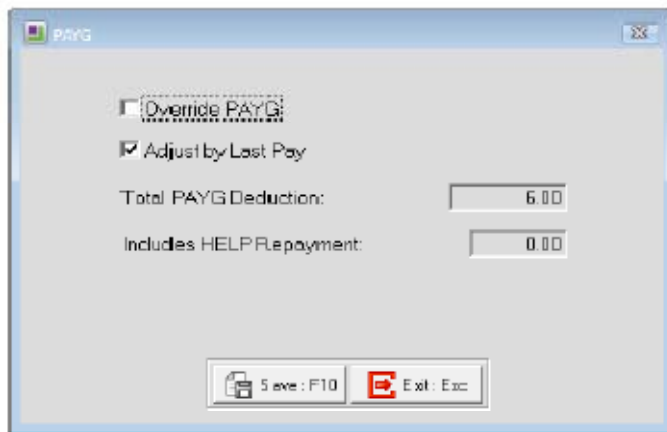
Click on the **Save** button or press **F10** to save these changes and return to the employee's pay.

Step 15

The system will automatically calculate the Gross Taxable and PAYG.

Step 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.



The screenshot shows a dialog box titled 'PAYG'. It contains the following elements:

- An unchecked checkbox labeled 'Override PAYG'.
- A checked checkbox labeled 'Adjust by Last Pay'.
- A label 'Total PAYG Deduction:' followed by a text input field containing '6 00'.
- A label 'Includes HELP Repayment:' followed by a text input field containing '0 00'.
- At the bottom, there are two buttons: 'Save : F10' and 'Exit : Esc'.

PAYG - Adjust by Last Pay

Step 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.

Step 18

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

Step 19

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