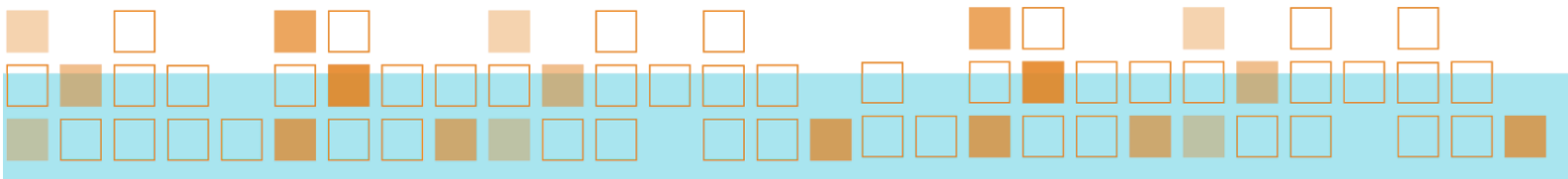


Jobpac by Viewpoint Business System Release 9

Payroll Processing
Reference Guide
Version: 1.0



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Introduction

This document will assist you in developing an understanding of the processes involved in the administration of your payroll.

Please note that the term employee is used throughout this document but the payroll module also caters for entries for contractors who may not be actual employees of the company. Where there are differences in their treatment this will be noted at the start of the section.

Objectives of this Reference Guide

To provide:

- Procedures regarding set up and maintenance of employee information
- Advice on how to set up and maintain company payroll information
- Description of the Electronic Timesheets processes
- Overview of the regular Payroll Process
- Access to View and Print a wide variety of reports

Document conventions

The following table contains the naming conventions, typographical conventions and symbols used in this document.

example.dat	Filename are displayed in courier font to identify the filename from the body of the text.
[Enter]	Square brackets and bold typeface are used to indicate a specific key to press on the keyboard.
Type in 'XYZ' into the Name field.	Field names are highlighted by the use of bold text.
Select the <i>File</i> menu	All buttons, field icons, menus and checkboxes are displayed in italics.
Type in 'ABC' in the XYZ field	Single quotes are used to identify information in the instructions that is to be entered by the user.
Value between '1' and '99'.	Single quotes are used to identify possible field values.
One to nine, 10 to 1,000.	All numbers below ten are written as text unless a value to be entered. Numbers 10 or greater are written as numerals unless starting a sentence. Numeric field values are displayed in single quotes.
<i>File>Save</i> <i>As>Filename>OK</i>	Command paths are displayed using italic typeface and forward chevrons (>).
The <i>Register Invoices</i> screen displays.	Bolded Italic typeface is used to refer to all screens, modules and windows. The first appearance of a screen is referred to in the present tense and the sentence finished with the word 'displays'.
(field) ►	Signifies that a pop-up window is associated with a field.
► (action)	Signifies an action undertaken in a screen <i>Sidebar</i> menu or a menu selection.

Document conventions table

Terms and definitions


The following table contains the terms and definitions used in this document.

When alerting your reader to a point or issue, apply the *Note* style and type in Note: and bold it.

Term	Definition
Employee	<p>An employee is a person employed by the company and for whom tax is deducted and a PAYG Payment Summary (Group Certificate) is produced.</p> <p>In many cases in this manual the person mentioned is presumed to be an employee unless stated otherwise.</p>
Contractor	<p>A contractor is a person not directly employed by the company but who may enter timesheets either to be paid, to cost their time to or both. Contractors pay their own tax and no PAYG Payment Summary (Group Certificate) is produced for them. Contractors time may attract oncosts. Contractors pay their own superannuation and no superannuation records are kept for Contractors.</p> <p>In many cases in this manual the person called a Contractor may be either a Contractor or a Nonbonafide Contractor . The terms are presumed to be the same unless stated otherwise.</p>
Non-bonafide Contractor	<p>A Non-bonafide contractor is a person not directly employed by the company but who may be deemed to be similar to an employee. A Non-bonafide Contractor may enter timesheets either to be paid, to cost their time to or both. Non-bonafide contractors pay their own tax and no PAYG Payment Summary (Group Certificate) is produced for them. Non-bonafide contractors time may attract oncosts. Non-bonafide contractors may attract company paid superannuation so superannuation records are kept for Non-bonafide contractors if they are set up to .</p>

Terms and Definitions table

Navigating through Jobpac

Key/Button/action	Purpose
	Page scrolls are available on the right hand side of fields and screen tables.
[F12]	Press to return to a previous screen. This Key performs the same function as the Previous button.
[F3]	Press to exit. This key performs the same function as the Fast Exit button.
[F4]	Press to receive a prompt.
[F5]	Select refresh your Jobpac screen.
▶	This denotes a field option
▶	This denotes a menu option.
Fast Exit	Click to exit to Main Menu.
Modify	Use this option to make the screen active and enable you to change data.
OK	Default [Enter] key. Use this key to save information you have inputted.
Previous	Click on this button to return to a previous screen.
Sign Off	Logs the user out of the application.

Employee Information

This section of Jobpac allows you to add or modify employee information.

Employee Maintenance

To add, update or view employee information such as Pay, Personal, Leave and Qualification details select: *>Time>Employee Information>Employee Maintenance*

Note: To record updated information such as Workers Compensation, Salary or other Event information this may be included under option 6 "Personnel Information".

Add, Update or View Employee Information

You will first be asked for the Payroll Financial Year. Leave this field blank if you want to work in the current year.

Next you need to specify the employee number. Enter a new or existing employee number then click OK.

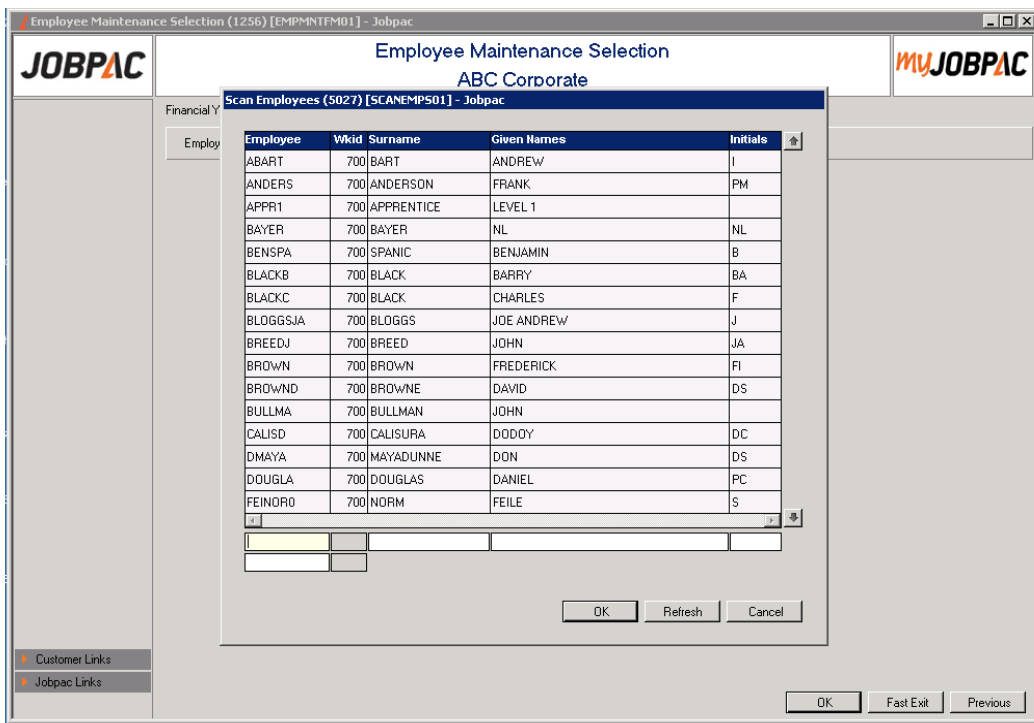
If an employee is recommencing employment you can copy details from the previous employment details. Enter the year they last worked and lookup the employee from that year.

You must have the new employee number entered in the Employee field before you can do this.

All the details from the previous employment will be copied and can then be updated.

Employee Number Entry

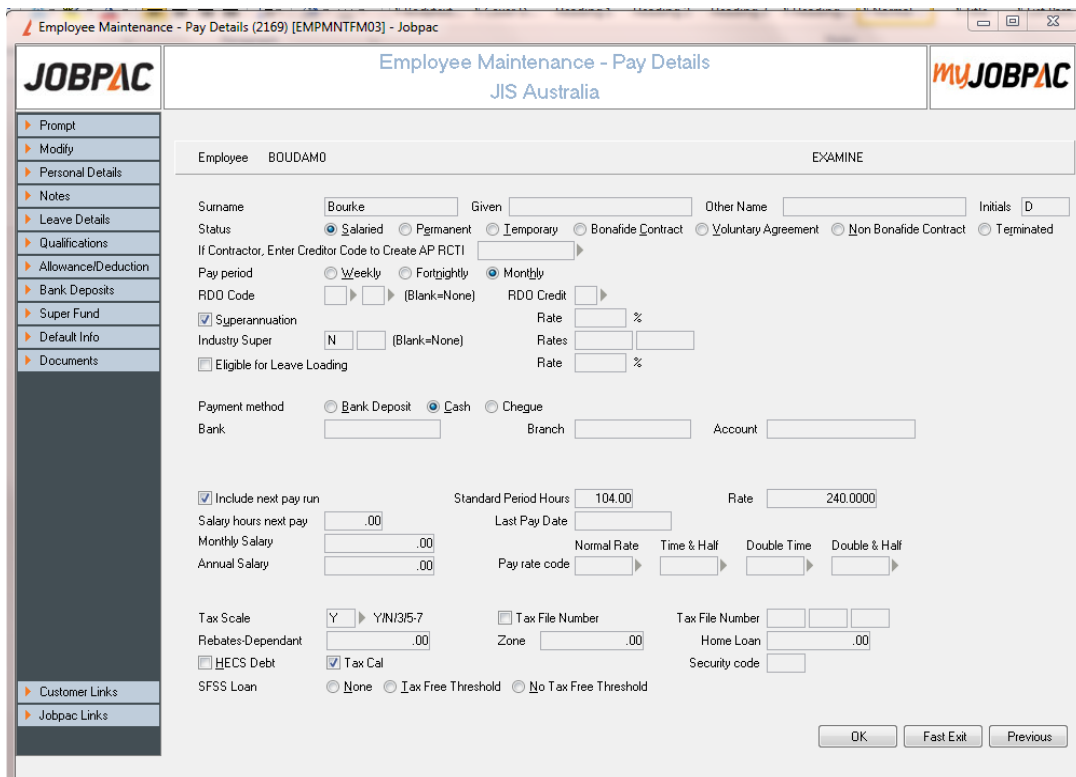
Scan fields are available to search for existing employee numbers. Click on the arrow to the right of the field to return a list of Employees within the Workld:



Scan Employees Screen

Select the relevant employee and Double click to return Employee details.

The first of several screens of employee information appears.



Employee Maintenance – Pay Details

Field	Definition
Surname, Given, Initials	Enter the name of the employee. The initials correspond to the first and middle name and are used in most of the reports.
Status	<p>Select one of the listed employment contract types:</p> <p>S - Salaried. Paid through the payroll as for employees. They attract all on-costs and superannuation. Time sheet entries for normal time are subtracted from the standard period hours entered for the employee so that they are paid their standard hours each month.</p> <p>P - Permanent. Paid through the payroll as for employees. They attract all on costs and superannuation. Time sheet entries are required for these employees.</p> <p>T - Temporary. Paid through the employee as employees. They attract on costs and superannuation. Time sheet entries are required to these employees. They do not normally attract leave entitlements.</p> <p>C - Contract. (Bonafide Contractors) Normally paid outside the Payroll module, sometimes through the Accounts Payable module; they do not attract superannuation; they pay their own superannuation; their timesheet entries may have on-costs attached to them; they are not paid for leave.</p> <p>N – Non-bonafide Contractor. Normally paid outside the Payroll module, sometimes through the Accounts Payable module but are similar to an employee; they attract company superannuation contributions; their timesheet entries may have on-costs attached to them; they are not paid for leave.</p> <p>V – Voluntary Agreement. An employee covered by a Voluntary Agreement as opposed to an award. The treatment in payroll is equivalent to P Permanent.</p> <p>O - Terminated. This status is assigned to the employee by the last payroll process run to terminate this employee.</p> <p><i>Note:- If you change the status from O – Terminated to another status, say P or S, the program will not re-instate the employee; the program will change the status so that late corrections can be made to the employee’s record. To re-employ someone you create a new employee record with a different employee code and they will receive two PAYG forms.</i></p>
If Contractor, Enter Creditor Code to Create AP RCTI:	If the person has been flagged as a C Contractor or an N Nonbonafide contractor then they can be paid through the Creditors system and have GST deducted from their payments. Lookup or enter the creditors reference number in this field.
Pay Period	Select how often the employee will be paid.
RDO Code	This Code determines the RDO Cycle to be used from those defined in Payroll Parameters. Blank means that the Employee is not subject to RDO.

RDO Credit	RDO Credits are not being used at the moment.
Superannuation	Check this box if the employee is to be part of a employer paid superannuation scheme and enter the pay percentage to be set aside for this if this is different to the one set up for your company.
Industry Super	Enter the codes of the Industry Superannuation Scheme to which the employee is affiliated. These are codes that you have defined in the Payroll Parameters. Blank means that the employee is not entitled to any Industry Superannuation.
Industry Rates	Enter the rates if the rates are different to the default values specified for the Industry Superannuation schemes.
Eligible for Leave Loading	Check this box if the employee is eligible for leave loading and enter the pay percentage for this if this is different to the one set up for your company.
Payment Method	Select one of the methods the employee is to be paid (Bank Deposit, Cash or Cheque).
Bank, Branch, Account	If the employee is to be paid by Bank Deposit, enter the Bank name, the Branch name and the Bank account number into which the Employee's pay will be deposited. If you specify in Payroll Parameters that electronic or diskette transfer will be used then this account number should be maximum 9 characters long.
Include Next Pay Run	Check this box if the employee is to be included in the next pay run. Uncheck this box if the employee is away for a period not requiring wages to be paid, eg: Long Service Leave
Standard Period Hours	Enter the number of hours the employee works in a normal period, eg: weekly - 38 or 40. This is used both to calculate tax correctly if a person takes several weeks leave and to confirm that timesheets are complete in Electronic Timesheet entry.
Pay Rate	Enter the Pay Rate per hour for the employee. This field is used for employees whose rate is unique. If the employee belongs to a category of employment it is better to use Pay Rate Codes instead.
Salary Hours Next Pay	The number of hours to be automatically paid to this Employee (Salary Employee only). This will be set to zero at the next pay run for the employee.
Last Pay Date	The date of last pay run the employee was paid. This field is updated by the payroll process.
Monthly Salary	If you have negotiated a monthly salary instead of an annual salary with the employee then specify the monthly salary amount.
Annual Salary	If you have negotiated an annual salary with the employee then specify the annual salary amount.
Pay Rate Code	The pay rate codes for the employee. If you do not enter the pay rate codes for Time & Half, etc, the Timesheet entry program will calculate those rates from the normal time rate value. However, if you enter a Time & Half rate, (perhaps, the overtime rate is worked out on different rates to the Normal Time rate), and do not

enter the codes for Double time, etc, the Timesheet entry program will calculate those rates from the Time & Half rate value. These codes are defined in Pay Rate Maintenance.

Tax Scale

Enter the tax scale applicable to the employee:

Y – Tax Free Threshold claimed and leave loading applicable. (Tax Scale 2)

N – Tax Free Threshold not claimed. (Tax Scale 1)

3 – Foreign Resident.

5 – Exempt from Medicare Levy.

7 – Tax Free Threshold claimed and not eligible for leave loading.

Note – New Zealand uses tax codes.

If parameter PAYROL position 29 is Z, then options are

M	NZ Tax Code M or M SL
E	NZ Tax Code ME or ME SL
B	NZ Tax Code SB or SB SL
S	NZ Tax Code S or S SL
H	NZ Tax Code SH or SH SL
T	NZ Tax Code ST or ST SL
X	NZ Tax Code STC
W	NZ Tax Code WT
N	NZ Tax Code ND

Tax File Number

Check this box if the employee has submitted their Tax File Number. If "NO" the system will deduct the top rate of tax. If "YES" then enter the number.

Rebates:

Dependant: Enter the amount of annual dependant rebate claimable by the employee.

Zone: Enter the amount of annual zone rebate claimable by the employee.

Home Loan: Enter the amount of annual home loan rebate claimable by the employee.

HECS Debt Check this box if the employee has a HECS debt. If so then additional tax is calculated for the employee based on the schedule provided by the ATO.

This is now called HELP – Higher Education Loan Program.

There is also a SFSS – Student Financial Supplement Scheme which is treated in the same manner.

Tax Calculated Check this box to enable or disable the PAYE tax calculation for the employee. A person will generally produce a letter from the ATO stating the tax to be deducted instead of the standard rate.

Security Code This is used to control the display of employee information in various enquiry screens, labour cost screens in the job enquiry program for example. If set up, only users with access to the security code used will be able to view details for the employee.

When you have entered in these details, click **OK** to move to the Employee Maintenance personal details section.

Employee Maintenance, Personal Details

Field	Explanation
Title	Enter the employee’s Title, eg: Mr/Mrs/Ms.
Address	Enter the current address of the employee. The small field is for the postcode.
Sex	Select the employee’s gender.
Phone	Enter the employee’s home phone number.
Fax	Enter the employee’s fax number.

Pay Point	The number you enter here will be printed at the top of the pay slip. When the pay slips are printed they will be sorted in order of this number. This is so you can so you can easily bundle the ones with the same number up to send out to the employee's point of pay. This code is maintained via Setup codes Menu (Option 12 in the Company Menu)
Marital Status	Enter the employee's marital status, for example:- D - Divorced F - deFacto M - Married O – Other S – Single (never married in ABS terms) W - Widowed It may remain blank
Date of Commencement	Enter the date the employee commenced employment with your company.
Date - Permanent	Enter the date the employee became permanent with your company.
Date of Birth	Enter the employee's date of birth.
Termination Date	Enter the date the employee was terminated. This date is updated by the payroll process when a termination run is done for this employee.
Department	Enter the department code the employee is costed against. This code is maintained via Setup codes Menu (Option 12 in the Company Menu)
Division	Enter the division code the employee is costed against. This code is maintained via Setup codes Menu (Option 12 in the Company Menu)
Location	Enter the location code the employee is costed against. This code is maintained via Setup codes Menu (Option 12 in the Company Menu)
Trans Group	Specify the transaction group to be used when this employee is processed. This code is maintained via Setup codes Menu (Option 12 in the Company Menu), This is used to set up more than one transaction code with the same key. For example NT (normal time) transaction group 1 for one set of employees and NT (normal time) with transaction group 2 for a different set of employees who have different oncost rates.
	<i>Note, if an employee is assigned to a transaction group but there is no matching transaction code with this transaction group then the transaction code with a blank transaction group is selected.</i>
Work Type	Enter the job classification for which the employee was employed. This appears in various enquiry screens. This can be entered in free form, or a table of work Types setup. This table can be established at Option 11 of the Company Menu.
Apprentice	If the employee is an apprentice enter the apprenticeship year they are in. A zero value means that the employee is not apprentice. This number is maintained via Setup codes Menu (Option 12 in the Company Menu)
Union Name & Number	Enter the name and number of the union, to which the employee belongs.
Superannuation Number	Enter the employee's Superannuation number. This is superseded by the section called superannuation maintenance

Industry Superannuation Number	Enter the employee's Industry Superannuation numbers, eg: BUSS. No. (seven characters only) <i>Note that there is a separate superannuation fund membership number table that allows for more than one fund per employee and allows for up to fifteen characters in the membership number field.</i>
Long Service Leave Number	If your company controls long service leave accruals, enter the number assigned to the employee.
Portable LSL Number	If your company has external long service leave authority, enter the number assigned to the employee.
Contact	Enter the name of the person to contact if necessary.
Phone	Enter the phone number of the person in the contact field.
Next of Kin	Enter the name of the Next of Kin.
Phone	Enter the phone number of the person in the Next of Kin field.
User 1	The description of this field is determined by the company. Enter the data requested.
User 2	The description of this field is determined by the company. Enter the data requested.
eMail Address	Enter the email address of the person. This email address is also maintained in the eContact file as the Employee email address, so it may not be the same as the Jobpac user profile email address. It is used to email payslips to the employee.

When you have entered in these details, click **OK**

Sidebar Options

Select ► *Modify from the Sidebar* menu to update the employee details:

Select ► *Personal Details* from the option on the *Sidebar* menu to move to the section where you can define and enter additional information for the employee. Press enter or click OK to move through the following screens:

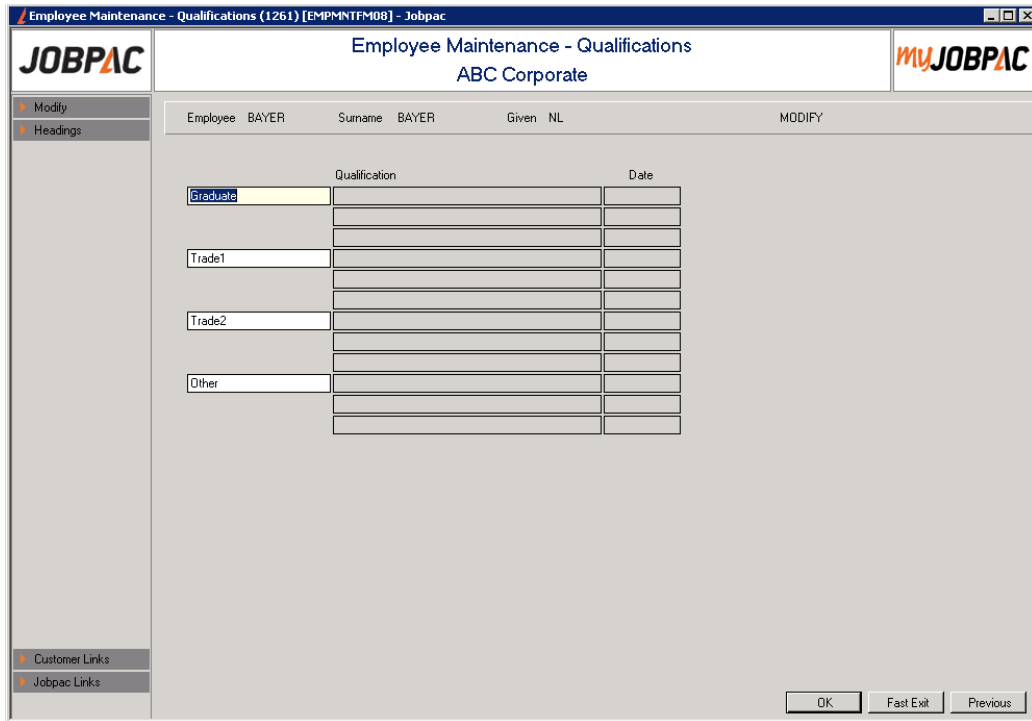
Employee Maintenance –Access and Set up User Defined Fields

Note: This screen allows you to define your own fields for all employees within a workid. In the first box you create the heading. Then click on Modify and enter the date, amount, code or text in the second box. There is no editing of the entries.

Employee Maintenance –Access and Set up User Defined Fields

Note: This screen allows you to define your own fields for all employees within a workid. In the first box you create the heading. Then click on Modify and enter the date, amount, code or text in the second box. There is no editing of the entries.

There are two columns of fifteen character text fields and one column of dates.

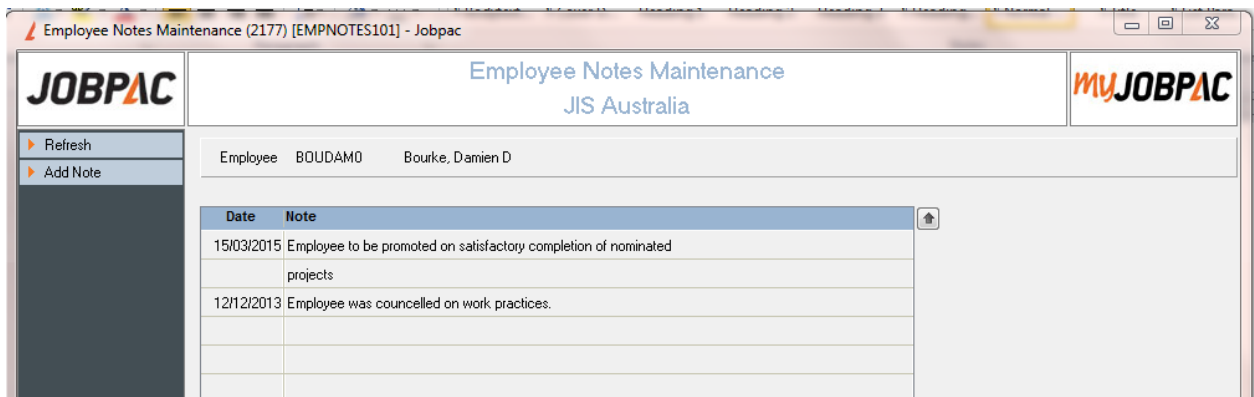


Maintain Allowances and Deductions – User Defined Fields

Note: This screen allows you to define your own fields Qualifications for all employees within a workid. In the first box you create the heading. Then click on Modify and enter the details and the date the qualification was achieved.

Employee Notes

Notes can be maintained about an employee. Use the option Notes on the LHP. This displays a list of previously entered notes about an employee.



Additional notes can be added using the **Add Notes** option.

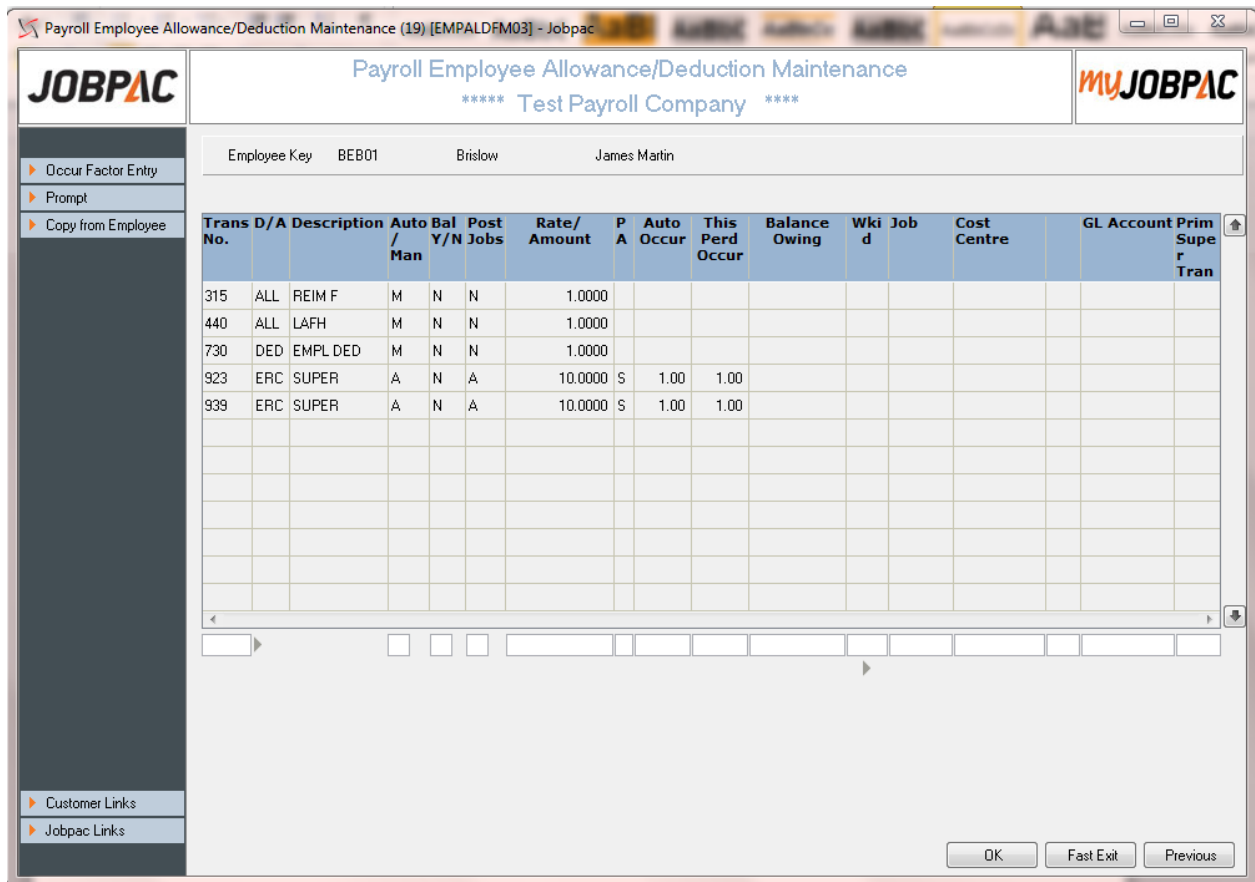
Allowances/Deductions

This section allows you to set up allowances and deductions for employees.

Select: >Time>Employee Information>Allowance/Deductions

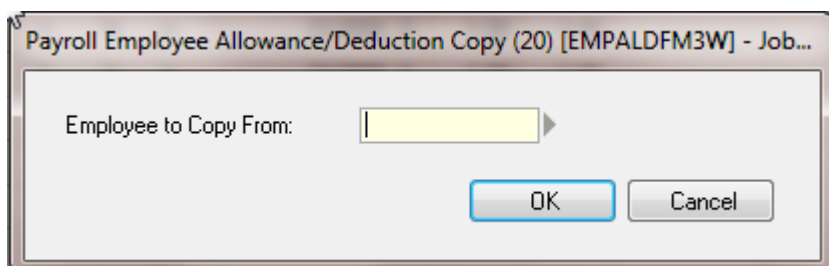
Enter an existing employee number then click **OK**. Scan fields are available to search for existing employee Numbers.

The following screen is then displayed.



Allowance / Deduction Maintenance

Allowances can be copied from another employee by selecting the **Copy From Employee** option. This displays:



Find the employee and select **OK**. This will copy all allowances, deductions ACC, and ERC. Unwanted ones can be deleted.

To enter a new allowance or deduction, complete the following fields and then press OK.

Field	Description
Transaction number	Enter the Payroll Transaction Code. (refer to >Company Information>Transaction Definition). These numbers are setup in Transaction Definition. Scan fields are available to search for valid codes. Once selected, the description and type - (A)llowance or (D)eduction - will be displayed.
Automatic/ Manual	(A)utomatic - Automatically add the allowance to or deduct the deduction from the Employee's pay for each period. (M)anual - The allowance or deduction must be manually entered into the pay for the Employee via Timesheet Entry.
Balance Y/N	If the allowance or deduction will be paid against a balance (total amount either added or deducted from the Employee's pay).
Post Jobs	This flag determines if automatic allowances are posted to jobs based on the hours allocated to the jobs during the period. N =NO posting is done against jobs. The allowance is costed to the general ledger account defined for the transaction. A=Apportioned – The total allowance is paid is the amount defined as the rate in the allowance/deduction file. The allowance (including oncosts) is costed to the jobs. The cost is apportioned to jobs based on the hours (Normal and overtime) posted to the job cost centres entered in the timesheet. H=Hours – The total allowance paid is the rate defined in allowance/deduction file multiplied by the number of hours worked on the job. The allowance (including oncosts) is costed to the jobs. It is posted to the job cost centres entered in the timesheet.
Rate/Amount	The rate or amount for manual transactions or the amount for automatic transactions. If no value is entered, the value specified at Transaction Definitions will be assigned as default value
P/A	Percentage/ Amount or Super. Enter or let system default from the Payroll Transaction code. P=Percentage A= Amount S= Calculated amount for ERC transactions.
Auto Occur	Number of occurrences for this automatic allowance or deduction
This Period Occur	Number of occurrences for the allowance or deduction during this period. This value can be modified through timesheet entry

- Balance Owing The balance amount is the balance or total amount of either the allowance paid or the deduction taken from the Employee's pay. (Perhaps an allowance is to be paid several times a year, but is not to exceed a particular value for a year).

- Job Job to which the allowance will be allocated.

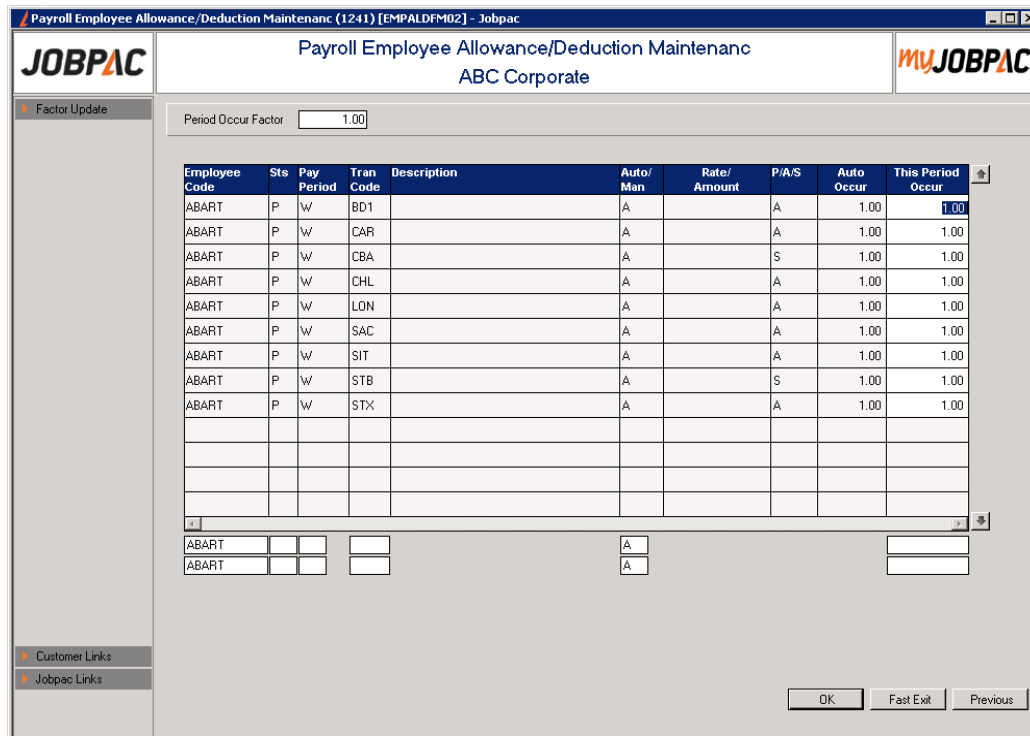
- Cost Centre Cost centre and cost type within the job to which the allowance will be allocated.

- GL Account GL account to which the allowance will be allocated.

- Prim. Super Trans Code The Primary Superannuation Transaction Code. If an employee has more than one superannuation transaction defined then the secondary superannuation codes will be satisfied and the primary code will contain the balance. For example the secondary code is for \$25.00 per week and the primary code is 9% of earnings.

Occur Factor Entry

Select ► *Occur Factor Entry* from the Sidebar menu to access a streamlined screen to update the number of occurrences for the employee’s allowances and deductions.



Each record can be manually updated, then press OK to update.

OR

To update all of the selected fields with the same factor, select the required records using the filters at the bottom of the screen and enter the **Period Occur Factor** field at the top of the screen.

Select ► *Occur Factor Entry* from the Sidebar menu and all the selected records will be bulk updated with the **Period Occur Factor**.

Superannuation Fund

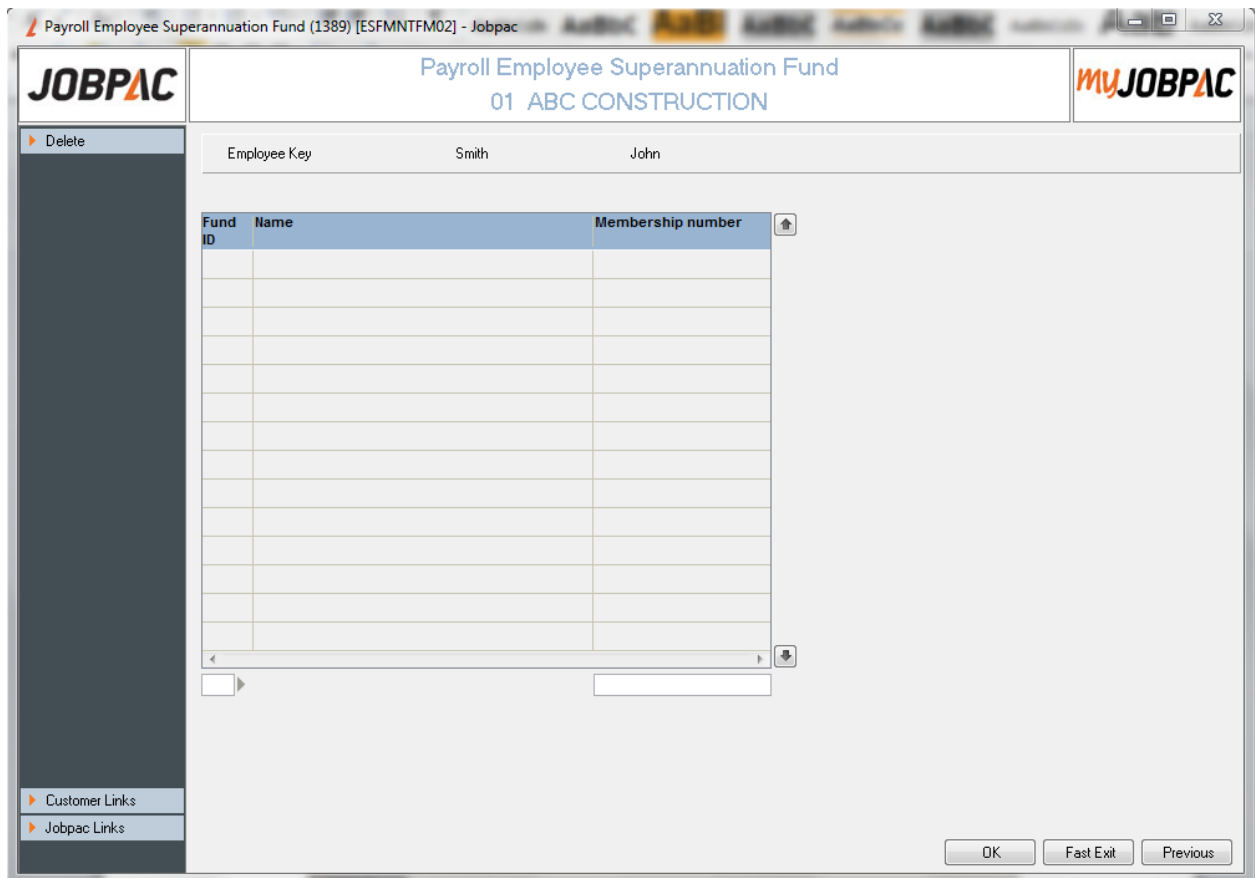
This section allows you to maintain superannuation fund details for an employee.

Select: >Time>Employee Information>Super Fund Membership No

Add, alter, or delete Superannuation details.

First you need to specify the employee you want to work with.

Enter an existing employee then click **OK**. Scan fields are available to search for existing employee numbers.



Payroll Employee Superannuation Fund search for Fund ID

Field	Description
Fund ID	Enter the Superannuation Fund ID (<i>fund ID can be found in >Company Information>Superannuation Funds Maintenance</i>) and is used to identify the Superannuation Fund (alphanumeric field).
Name	The name of the Superannuation Fund appears automatically.
Membership No.	Enter the employee’s Superannuation Fund Membership Number.

Employee Accruals

This menu option is for the purpose of recording Sick Leave, RDO, Annual Leave entitlements as required, and is used as the access point to:

Enquiry Screen

Maintenance Options – adjustment to the accrued entitlement as in the case of an error

Used extensively in update/incorporation of new employee data into the System.

Select: >Time>Employee Information>Employee Accruals

Maintain accruals for employees

First you need to specify the employee number you want to work with or Scan for an existing employee number and right click on the selected employee. Then click OK. Scan fields are available to search for existing employee names.

Employee Accruals <<< (15) [EMPACCFM02] - Jobpac

JOBPAC >>> Employee Accruals <<<
01 ABC CONSTRUCTION **myJOBPAC**

Mode MODIFY

Employee Key 100 Smith John Status P

Commencement Date 29/03/2012 Last Entitlement Calculation 0/00/00
Starting Dates : Annual 29/03/2012 Sick Leave 29/03/2012 Long Service Leave 29/03/2012

Code	Hours Offset	Prorata/Accrued	Hours Entitled	Hours Taken	Hours Cashed Up	Current Balance
Sick Leave	<input type="text"/>			<input type="text"/>		
Sick Leave w/o M.C	<input type="text"/>			<input type="text"/>		
Annual Leave	<input type="text"/>	<input type="text"/>		<input type="text"/>		
Long Service Leave	<input type="text"/>			<input type="text"/>		
Leave Not Paid (hours)				<input type="text"/>		
R.D.O			<input type="text"/>			
RDO/Jobs			<input type="text"/>			
RDO Credit						
Total RDO (RDO+Jobs+Credit)						
Public Holidays			<input type="text"/>			
Industry Super. Periods		<input type="text"/>	<input type="text"/>			
Hours Worked			<input type="text"/>			
Days Worked			<input type="text"/>			

Customer Links
Jobpac Links

OK Fast Exit Previous

Employee Accruals

The fields on this screen are automatically updated by the payroll process. You are, however, able to adjust or enter initial values in the boxed fields.

Select ► *Modify* from the option on the *Sidebar* menu to enter or change values.

Field	Definition
Code	The leave code assigned to the employee is displayed in the Code column.
Hours Offset	If the automatic leave calculations are not giving the expected number of hours these fields can be used to enter an offset to amend the calculation. The value entered is added to (or deducted from if there is a negative field) the number of hours calculated by the system.
Prorated/ Accrued	Enter the number of hours which have been accrued for the employee. This field is recalculated by the system when the payroll is run. Industry Superannuation Periods are no longer applicable.
Hours Entitled	Enter for each type of leave and RDO the number of hours the employee is entitled to take. These fields are recalculated by the system when the payroll is run.
Hours Taken	Enter for each type of leave the number of hours taken by the employee. These fields are recalculated by the system when the payroll is run.
Current Balance	This display field shows you the balance between the entitlements and the hours taken.
Current Leave Rate	This applies to NZ clients only. It shows the rate that would be paid to the employee if they took leave now. It only displays if a NZ Company.

Personnel Information

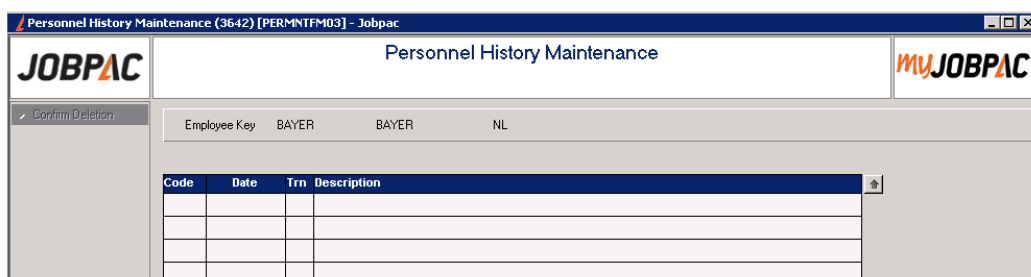
This menu option provides the opportunity to record “Event” driven information, such as Workers Compensation Claims, current status – job role for specific employees, salary information.

Select: >Time>Employee Information>Personnel Information

maintain personal records for an employee

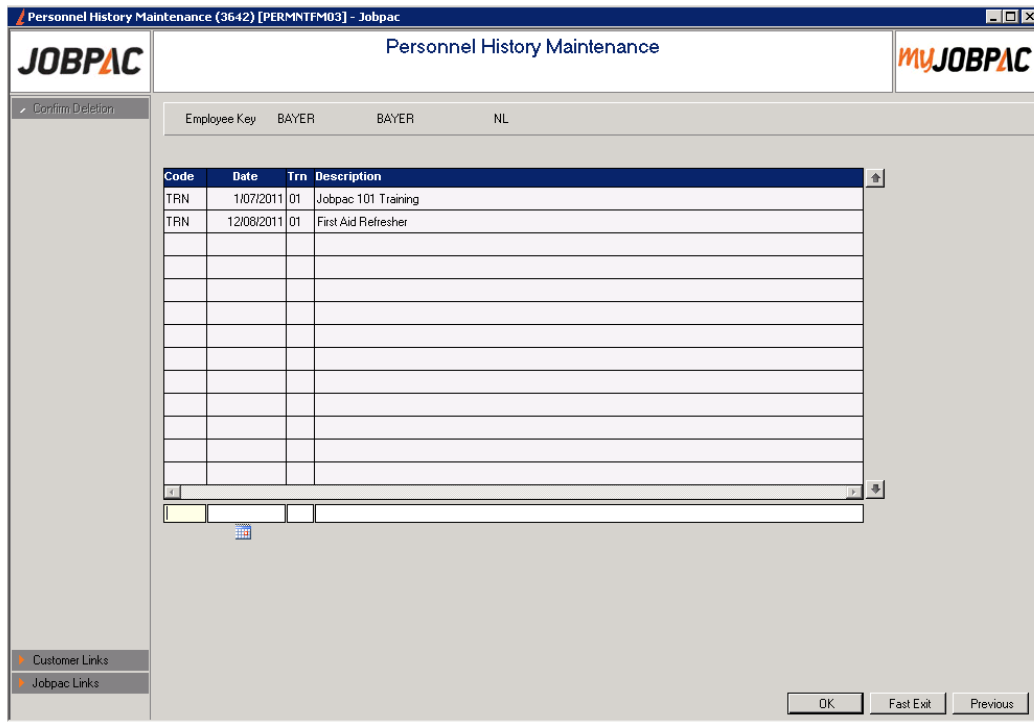
First you need to specify the employee name you want to work with.

Enter an existing employee number then click OK. Scan fields are available to search for existing employee numbers.



Personnel History

It can be used for any type of record for example, training records, see below.



Maintain Personnel History

Term	Definition
Code	Enter the section or grouping code, you wish to group records under, eg: EDU = Education. You define the codes yourself according to your needs. This code is not validated.
Date	Enter a date or default in the current date on the computer.
TRN	The system controls the allocation of transaction numbers, but, you can insert records by entering a transaction number that has not been already allocated. You can enter your own or the Jobpac System will enter next available number. Enter the number of transactions relating to a specific code type.
Description	Description is a free form 60 character text line.

Terminate Employee

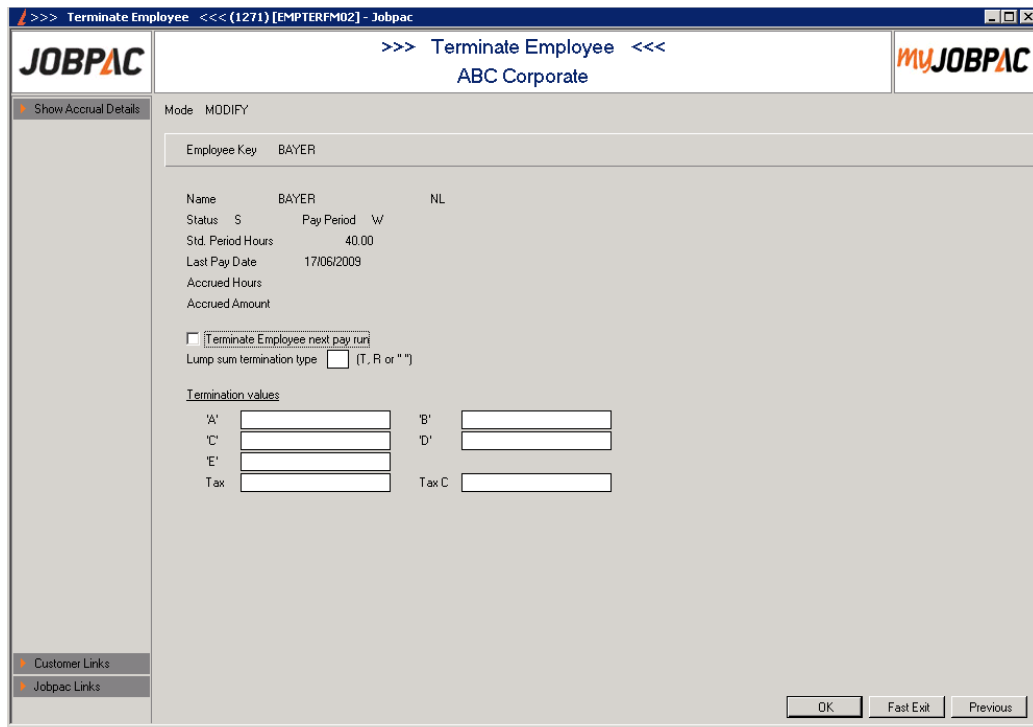
To terminate an employee.

Select: >Time>Employee Information>Terminate Employee.

enter Termination Lump Sum values for employees

First you need to specify the employee number you want to work with.

Enter an existing employee number then click OK. Scan fields are available to search for existing employee numbers.



Employee Termination Details

Enter Termination values.

Select ► *Modify* from the option on the *Sidebar* menu to enter or change values.

Term	Definition
Terminate Employee next pay run	Click this box if you want to terminate the employee in the next pay run.
Termination Values	Calculate the termination values manually and enter them in the fields provided. They will be included in the Group Certificate.

Once the values are completed, press OK to update.

Select ► *Show Accrual Details*. This option will take you to the accrual details screen for the employee.

Employee Group

This menu option provides PAYG Summary per specific employee.

Select: >Time>Employee Information>Employee Group

change the Employee Group values

You will first be asked for the Payroll Financial Year.

Leave this field blank if you want to work in the current year.

Next you need to specify the employee name.

Enter an existing employee name then click OK. Scan fields are available to search for existing employee numbers.

	Opening Balance	This Year	Totals
Gross Earnings		4,000.00	4,000.00
Meals			
Board & Quarters			
Trav & Other Allowances			
Lump Sum 'A'			
Lump Sum 'B'			
Lump Sum 'C'			
Lump Sum 'D'			
Lump Sum 'E'			
Superannuation			
Group Assurance			
Tax Deductions		880.00	880.00
Termination Tax C			
Holiday Leave Loading			
FBT Taxable			
Foreign Income			
Workplace Giving			
Union			
Reportable Super			

Employee Group Values

This screen shows all the values that will be printed on the employee's PAYG Summary.

Select ► *Modify* from the option on the *Sidebar* menu to enter or change any of the Opening Balance values.

*Note: Implementations not commencing at the beginning of a financial year require all opening balances to be populated for all existing and terminated employees.
Opening Balance Values will be added to the system generated "This Year" values to generate the totals value.*

Employee Bank Accounts

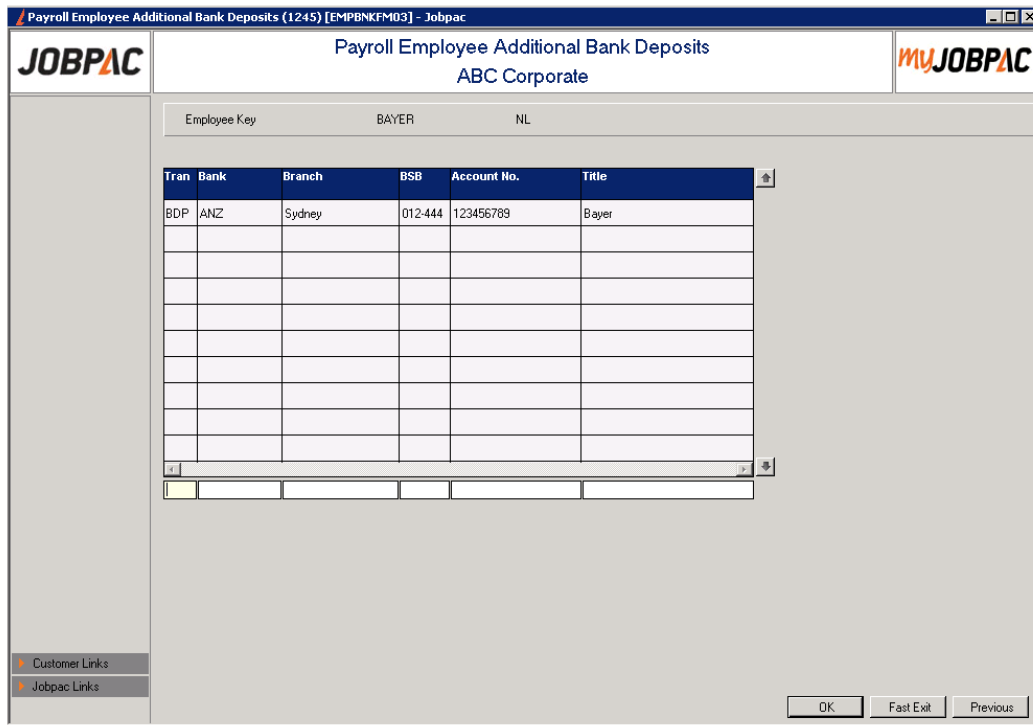
The purpose of this menu option is to maintain "Additional" employee Bank Account details. For example, an employee may have a regular deduction from their pay paid to a building society, with the remainder of their pay going to the default bank account.

Select >Time>Employee Information>Employee Bank Accounts

Add or Change Additional Bank Account details for an employee

First you need to specify the employee name you want to work with.

Enter an existing employee number then click OK. Scan fields are available to search for existing employee numbers.



Maintain Employee Bank Account Details

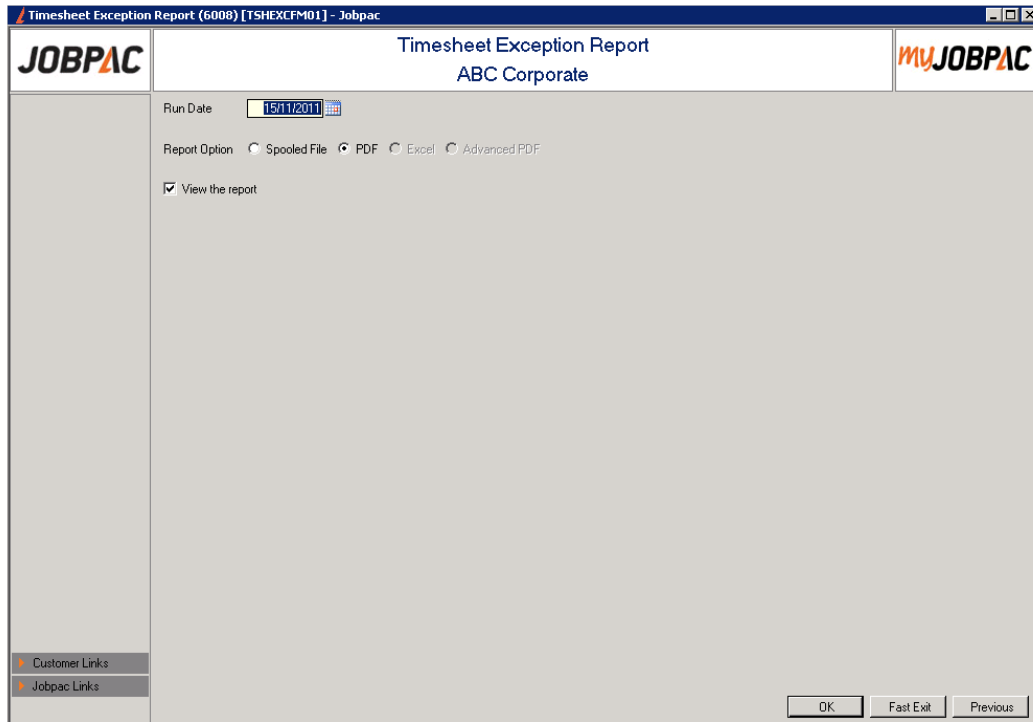
Term	Definition
Tran	Enter the transaction code. This will be a transaction of type BDP as setup in Company Information - Transaction Definitions.
Bank	Enter the name of the Bank that the employee has an account at.
Branch	Enter the Branch of the bank that the employee has an account at.
BSB number	The Bank/State/Branch number of the account eg: 999-999. This field is prompted only if you have specified in the Payroll Parameters that electronic or diskette transfer will be used.
Title	The title of the bank account eg: (Mr M. and Mrs B. Jones). This field is promoted only if you have specified in the payroll parameters that electronic or diskette transfer will be used.

Timesheet Exception Report

This report compares the hours entered for active employees with the standard hours on their employee masterfile and lists any exceptions. This can be used to check over and under payments.

Note: This does not apply to Salaried employees with no timesheet entries for the period. Also note that Public Holidays are included in Normal Time.

To view or print out the report select: Time>Employee Information>Timesheet Exception Rept



Timesheet Exception Report

You can specify the following selection criteria:

Fields	To Complete
Run Date	The Pay Run Date. All exceptions within that pay run period will be shown

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays.



Employee and Allowances Enquiry

This section of Jobpac allows you to enquire on all information held about each employee. This information is downloadable to Excel.

Employee Enquiry

Select: >Payroll>Employee Information>Employee Enquiry

This enquiry displays all data that can be entered in Employee Maintenance, and enables the user download filtered data to a spreadsheet.

The Enquiry is subject to standard Payroll security, ie user will only see those employees that they have access to.

Employee data for the current year is displayed, and data for previous years can be displayed by changing the “Year” at the top of the screen

Employee Payroll Enquiry (2224) [EMPPAYMN01] - Jobpac

Employee Payroll Enquiry
Intercompany International

Year: 2012

Employee	Surname	Given Names	Sex	Intls	Sts	Pay Freq	Standard Period Hrs	Pay Rate	Last Pay Date	Salary Hrs Next Pay
AMANDA	Amanda	Tisay	F		P	W	40.00	35.0000	20/10/2014	
ANICHLES	NICHLES	ADAM RESIGNED	M	A	V	W	40.00	20.4600	20/10/2014	
ANOLA	Lambert	Ano	M	AL	O	W	40.00	44.0000	25/03/2014	
ARMCR	ARMSTRONG	CRAIG				P		26.0000		
ARNJD	Arnold	John	M		S	F	80.00	50.0000	20/10/2014	80.00
ASHJD	Ash	Jonathon				P		34.0000		
ASJ	Recta	Jhoanne Elisa	F	JR	S	M	173.33	25.0000	20/10/2014	173.33
ATKIJ	Atkins	Jaryd				P		30.0000		
ATKJA	Atkinson	James				S		50.0000		
BADLES0	Badelles	Lesley	F	A	P	W	40.00		24/08/2011	
BARLB	Barlow	Broden				C	W	30.0000		
BATPA	Batchelor	Paul D				P		36.0000		
BECKG	Beckett	Greg				P		36.0000		
BECRA	Beams	Craig				S		50.0000		
BEHRC	Behrens	Christopher				P		36.0000		
BENDM	Bender	Michael				S		50.0000		

Buttons: OK, Fast Exit, Previous

Employee Enquiry

Key fields are

Field	Definition
Status	<p>S - Salaried. Paid through the payroll as for employees. They attract all on-costs and superannuation. Time sheet entries for normal time are subtracted from the standard period hours entered for the employee so that they are paid their standard hours each month.</p> <p>P - Permanent. Paid through the payroll as for employees. They attract all on costs and superannuation. Time sheet entries are required for these employees.</p> <p>T - Temporary. Paid through the employee as employees. They attract on costs and superannuation. Time sheet entries are required to these employees. They do not normally attract leave entitlements.</p> <p>C - Contract. (Bonafide Contractors) Normally paid outside the Payroll module, sometimes through the Accounts Payable module; they do not attract superannuation; they pay their own superannuation; their timesheet entries may have on-costs attached to them; they are not paid for leave.</p> <p>N – Non-bonafide Contractor. Normally paid outside the Payroll module, sometimes through the Accounts Payable module but are similar to an employee; they attract company superannuation contributions; their timesheet entries may have on-costs attached to them; they are not paid for leave.</p> <p>V – Voluntary Agreement. An employee covered by a Voluntary Agreement as opposed to an award. The treatment in payroll is equivalent to P Permanent.</p> <p>O - Terminated. This status is assigned to the employee by the last payroll process run to terminate this employee.</p>
Pay Period	Select how often the employee will be paid.
RDO Code	This Code determines the RDO Cycle to be used from those defined in Payroll Parameters. Blank means that the Employee is not subject to RDO.
RDO Credit	RDO Credits are not being used at the moment.
Superannuation	Check this box if the employee is to be part of a employer paid superannuation scheme and enter the pay percentage to be set aside for this if this is different to the one set up for your company.
Industry Super	Enter the codes of the Industry Superannuation Scheme to which the employee is affiliated. These are codes that you have defined in the Payroll Parameters. Blank means that the employee is not entitled to any Industry Superannuation.

Industry Rates	Enter the rates if the rates are different to the default values specified for the Industry Superannuation schemes.
Eligible for Leave Loading	Check this box if the employee is eligible for leave loading and enter the pay percentage for this if this is different to the one set up for your company.
Payment Method	Select one of the methods the employee is to be paid (Bank Deposit, Cash or Cheque).
Bank, Branch, Account	If the employee is to be paid by Bank Deposit, enter the Bank name, the Branch name and the Bank account number into which the Employee's pay will be deposited. If you specify in Payroll Parameters that electronic or diskette transfer will be used then this account number should be maximum 9 characters long.
Include Next Pay Run	Check this box if the employee is to be included in the next pay run. Uncheck this box if the employee is away for a period not requiring wages to be paid, eg: Long Service Leave
Standard Period Hours	Enter the number of hours the employee works in a normal period, eg: weekly - 38 or 40. This is used both to calculate tax correctly if a person takes several weeks leave and to confirm that timesheets are complete in Electronic Timesheet entry.
Pay Rate	Enter the Pay Rate per hour for the employee. This field is used for employees whose rate is unique. If the employee belongs to a category of employment it is better to use Pay Rate Codes instead.
Salary Hours Next Pay	The number of hours to be automatically paid to this Employee (Salary Employee only). This will be set to zero at the next pay run for the employee.
Last Pay Date	The date of last pay run the employee was paid. This field is updated by the payroll process.
Monthly Salary	If you have negotiated a monthly salary instead of an annual salary with the employee then specify the monthly salary amount.
Annual Salary	If you have negotiated an annual salary with the employee then specify the annual salary amount.
Pay Rate Code	The pay rate codes for the employee. If you do not enter the pay rate codes for Time & Half, etc, the Timesheet entry program will calculate those rates from the normal time rate value. However, if you enter a Time & Half rate, (perhaps, the overtime rate is worked out on different rates to the Normal Time rate), and do not enter the codes for Double time, etc, the Timesheet entry program will calculate those rates from the Time & Half rate value. These codes are defined in Pay Rate Maintenance.
General Rebate	Enter the tax scale applicable to the employee:

Y – Tax Free Threshold claimed and leave loading applicable. (Tax Scale 2)

N – Tax Free Threshold not claimed. (Tax Scale 1)

3 – Foreign Resident.

5 – Full Exemption from Medicare Levy.

6 – Half Exemption from Medicare Levy..

Note – New Zealand uses different tax codes

M	NZ Tax Code M or M SL
E	NZ Tax Code ME or ME SL
B	NZ Tax Code SB or SB SL
S	NZ Tax Code S or S SL
H	NZ Tax Code SH or SH SL
T	NZ Tax Code ST or ST SL
X	NZ Tax Code STC
W	NZ Tax Code WT
N	NZ Tax Code ND

Tax File Number Check this box if the employee has submitted their Tax File Number. If "NO" the system will deduct the top rate of tax. If "YES" then enter the number.

Rebates: **Dependant:** Enter the amount of annual dependant rebate claimable by the employee.

Zone: Enter the amount of annual zone rebate claimable by the employee.

Home Loan: Enter the amount of annual home loan rebate claimable by the employee.

HECS Debt Check this box if the employee has a HECS debt. If so then additional tax is calculated for the employee based on the schedule provided by the ATO.

This is now called HELP – Higher Education Loan Program.

There is also a SFSS – Student Financial Supplement Scheme which is treated in the same manner.

Tax Calculated Check this box to enable or disable the PAYE tax calculation for the employee. A person will generally produce a letter from the ATO stating the tax to be deducted instead of the standard rate.

Security Code This is used to control the display of employee information in various enquiry screens, labour cost screens in the job enquiry program for example. If set up, only

users with access to the security code used will be able to view details for the employee.

Using the right mouse button on an individual employee provides the following options

1. Employee details
This option displays the standard employee maintenance screen. Any changes can be made.
2. Bank Deposits
This option displays any additional bank accounts the employee may have
3. Super Funds
This option displays the superannuation funds for that employee.
4. Annual Group Values
This option displays the YTD values for the employee.
5. Pay History
This option displays the pay history for all pay periods in the current year.

Totals		2,103.00	390.00-	1,713.00	189.27	
Payrun Number	Date	Gross Pay	Tax	Other Deductions	Net Pay	Employee Super
7	11/10/2011	1,028.00	187.00-		841.00	92.52
6	10/10/2011	1,075.00	203.00-		872.00	96.75
5	31/03/2011					

Each pay run can be selected, and the full details of that pay will be displayed.

Employee Pay History - Detail (40) [EMPPAYHST201] - Jobpac

Employee: Pittar Jenny A Pay #: 7 Pay Date: 11/10/2011 Year: 2009

Gross	1,026.00	Tax	187.00	Other Deductions	Nett Pay	841.00	Super	92.52
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Pay Details	Tran Type	Tax Code	Transaction Description	Hours/ Occurences	Rate	Amount
	NT	2	NORMAL TIME		100.0000	945.00
Allowances	ALL	304	SITE ALLOWANCE NORMAL TIME		2.0000	8.00
	ALL	324	MOTOR VEHICLE ALLOW TAXED		50.0000	50.00
	ALL	325	MOTOR VEHICLE ALLOW UNTAXED		25.0000	25.00
Tax	TAX	700	TAX			187.00
Others	ERC	SFA	AMP SUPER		92.5200	92.52

6. Employee accruals
This displays the standard Employee accruals screen

7. Costing Defaults
This displays the standard costing defaults screen with the ability to change the defaults

8. Leave details
This displays the leave entitlement rules for that employee

9. Allowances/Deductions
This displays all allowances and deductions for this employee.

Employee	Surname	Intls	Sts	Pay Freq	Tran Cod	Tran Typ	Transaction Description	Auto Man	Bal Y/N	Post Jobs	Rate/Amount	Auto Occur	This Per Occur
MILSH	MILL	S	W	ACT	ERC	ACIRT		M	N	N	106.6000		
MILSH	MILL	S	W	HGT	ALL	HEIGHT ALLOWANCE		M	N	A	.3900		
MILSH	MILL	S	W	PRD	ALL	PRODUCTIVITY ALLOWANCE		M	N	A	1.5000		
MILSH	MILL	S	W	S&A	ERC	SICK & ACCIDENT		M	N	N	14.7500		
MILSH	MILL	S	W	S01	ERC	CBUS		A	N	N	9.0000	1.00	1.00
MILSH	MILL	S	W	TRA	ALL	TRAVEL		M	N	A	27.0300		

The Employee Code filter can be removed and additions and deductions for all employees can be displayed. Changes can be done directly in the screens, and new allowances can be added via the “Add” right mouse button option.

Find Any Employee

Employees that have been terminated in previous years can be found by using the **Find any Employee** button on the LHP. This displays a list of all terminated employees as the screen below shows

Employee Scan With Current & Terminates (6947) [SCANEMPA01] - Jobpac

Employee Code	Wkid	Surname	Given Names	Init	Terminated Date	Terminated Year
*BAKCHR	200	Beckham	Christopher	BC		2012
AAAAAAHP	200	tt	qqqqq			2012
AAAAAAH1	200	qq			31/12/2013	2012
AAAAAAH2	200	SSSS				2012
AAAAAAH3	200	dwdwqdw				2012
AAA01	200	AAA01	Given Names			2012
AARINC	200	Chen	Amanda	AC	24/03/2014	2012
AARONC	200	CASTILLO	Aaron Given work id 200 SI	AC		2012
AARONC01	200	Surname_:	Given_Name_: Other_Name_:	AC		2012
ABC	200	Test	Test ABC			2012
ABC01	200	aa	qqqqqq wwwwwwww			2012
ABC02	200	Surname:	Given_Name Other_Name			2012
ACHEN	200	Chen	Amanda	AC	24/03/2014	2012
ADADA	200	Adams	Damon	AD	1/03/2012	2011
ADAMB	200	Adams	Bert			2012

All Employees Active Only Terminated Only

OK Refresh Cancel

Filters can be used to find the employee



Company information

Transaction Definition

Within the payroll system transaction types are required to identify the type of transaction being entered, for example Normal Time or Overtime.

Select: >Time>Company Information>Transaction Definition

add, modify or delete Payroll Transaction Code details

You must first enter or select a Transaction Code. Scan fields are available to search for existing transaction codes.

Term	Definition
Transaction Code	The transaction code that will be used to throughout the payroll programs to enter time worked, leave taken and accrued, additions, deductions, taxation values, adjustments and other payroll transactions.
Group	This is used to allow for more than one version of a transaction code. For example the user may want to set up two normal time transactions with different on-costs; if there is a match with the group code in the employee masterfile then the transaction matching the employee's group code will be used, otherwise the transaction with a blank group code will be used.

This screen displays a selection of the Transaction Codes available for modification. To create a new code or to add a new group to an existing transaction code, enter the new code, and group code if required.

The details of the transaction are displayed.

Note: The Group field allows the association of transactions to specific employees especially when the G/L account or the percentages for oncost accounts differs from the generic transaction code (the one with blank group)

Transaction Code Maintenance

Term	Definition
Transaction Code	The transaction code that will be used to throughout the payroll programs to enter time worked, leave taken and accrued, additions, deductions, taxation values, adjustments and other payroll transactions.
Group	This is used to allow for more than one version of a transaction code. For example the user may want to set up two normal time transactions with different oncosts; if there is a match with the group code in the employee masterfile then the transaction matching the employee’s group code will be used, otherwise the transaction with a blank group code will be used.
Transaction Type	Select a Transaction Type or type in a valid transaction type. You must use a transaction type that is defined in the Jobpac payroll. Some common codes are: NT - Normal Time, ALL – Allowance DED - Deductions TH – Time and Half DT – Double Time ERC – Superannuation TAX - PAYG BKP – Back Pay SWC – Sick Leave with Certificate AL – Annual Leave

The Transaction Type list is extensive -please refer to the list in this document.

In this way you can set up several different Normal Time or Allowance transactions. Scan fields are available to search for valid Transaction Types.

Description	Enter a description of the transaction. If this field is left blank then it will default to the description of the transaction type.
Short Name	An eight character description of the transaction that is printed on payslips and some reports. . If this field is left blank then it will default to the description of the transaction type.
Include Super Calculation	Click this checkbox to include the amounts for this Transaction Code in the calculation of the Employer Superannuation contribution.
Report	This is only applicable to transactions of type ERC, Employer Contribution Superannuation transactions. Enter the code of the superannuation fund to which the transaction applies. This is used to produce the Superannuation Report and the ERCs Report.
Column	This is only applicable to transactions of type ERC, Employer Contribution Superannuation transactions. Enter the column number to be used in the Superannuation Report and the ERCs Report. This could be used to distinguish standard contributions from additional superannuation contributions for the same employee.
Include RDO Calculations	Click this checkbox to include this Transaction Code in the calculation of RDO Accruals.
Include LSL Calculations	Select to include this Transaction Code in the calculations of LSL Accruals.
Default for Payroll Processing	<p>Payroll Processing generates automatic transactions (eg. Normal time for salaried employees, Leave Loading, Group Tax).</p> <p>Select this to include this transaction automatically during Payroll processing. One transaction with a blank group has to be selected for the following transaction types otherwise the payroll will not be processed.</p> <ul style="list-style-type: none"> NT (Normal Time) RDO (Rostered Time Off) LLD (Leave Loading) TAX (PAYE Tax) LMA (Lump Sum A) LMB (Lump Sum B) LMC (Lump Sum C) LMD (Lump Sum D) LME (Lump Sum E) TTX (Termination Tax)
GL Account Number	Enter the General Ledger Account against which this transaction is to be booked. If the account is not an affix, then it should be a valid G/L Account.
Affix (N/P/S)	<p>Enter whether the account is an affix?</p> <p>No - the specified G/L account is a complete and valid G/L account number.</p> <p>Prefix - The G/L account specified is incomplete. It is a prefix and the remaining parts of the G/L account will be a suffixed derived from the Dept/Div/Loc table.</p> <p>Suffix - The G/L account specified is incomplete. It is a suffix and the remaining parts of the G/L account will be a prefix derived from the Dept/Div/Loc table.</p>

Multiplier	Enter the number of occurrences this transaction code will be generated within a pay period.
Job Required (N/O/Y)	Enter whether the transaction requires job information or not: No – No job information is accepted for this type of transaction. Optional – The transaction may contain job information Yes – Job information is required for this type of transaction
Keep History	All leave transactions are kept automatically in the Leave History file. Select this if you want to keep other types of transactions (eg. RDO) in the history file.
Default Cost Code	Unless specified otherwise in Timesheet Entry, the Transaction Code will be costed to this Default Cost Code.
Default Cost Type	Unless specified otherwise in Timesheet Entry, the Transaction Code will be costed to this Default Cost Type.

Allowance/Deduction/Tax Adj/ ERC Details

Group Tax Code	The number of the item on the Group Certificate, for which this allowance or deduction is placed against: 1 - Gross Earnings 2 - Meals 3 - Board & Quarters 4 - Travel & other allowances 5 - Lump Sum A 6 - Lump Sum B 7 - Lump Sum C 8 - Superannuation 9 - Group Assurance 10 - Tax Deduction 11 - Termination Tax – Lump Sum D 12 - Holiday Leave Loading 13 - FBT Gross 14 - Lump Sum E 15 - – TBA 16 - Foreign Sourced Income 17 - Workplace Giving 18 - Union Fees 19 - Reportable Super
Get Rate from Job Parameters	If the rate varies from job to job you can specify the rate in a job parameter called RTExxx (where xxx is the Transaction Code). Select this to get the rate from the parameter.
Rate	Type in a default rate or amount for allowances and deductions. This value is negative for deductions.
Type (A/P/S)	Specify if the Rate is an:- Amount Percentage of the Employee Normal Rate Employer Contribution Superannuation transaction

ERC Liability GL Account Type in the Employer Super Contribution General Ledger Account number.

When this account is entered the actual amount of the ERC transaction is cleared from the G/L account number entered in the main section of the transaction above and posted to this account. For example, the superannuation amount calculated could be 9% of the gross pay, say \$90.00, but there may be a minimum contribution of \$100.00. In this case, the \$90.00 would be posted to the G/L account in the transaction definition above but the minimum \$100 would be cleared from the account in the transaction definition above and posted to this ERC Liability G/L Account, leaving a deficit in the main account.

Affix (N/P/S) Enter whether the account is an affix?

No - the specified G/L account is a complete and valid G/L account number.

Prefix - The G/L account specified is incomplete. It is a prefix and the remaining parts of the G/L account will be a suffixed derived from the Dept/Div/Loc table.

Suffix - The G/L account specified is incomplete. It is a suffix and the remaining parts of the G/L account will be a prefix derived from the Dept/Div/Loc table.

Allowances / Lump Sums

Payroll Tax Code This code determines the column of the Payroll Tax form to be modified by the allowances: Valid values are:

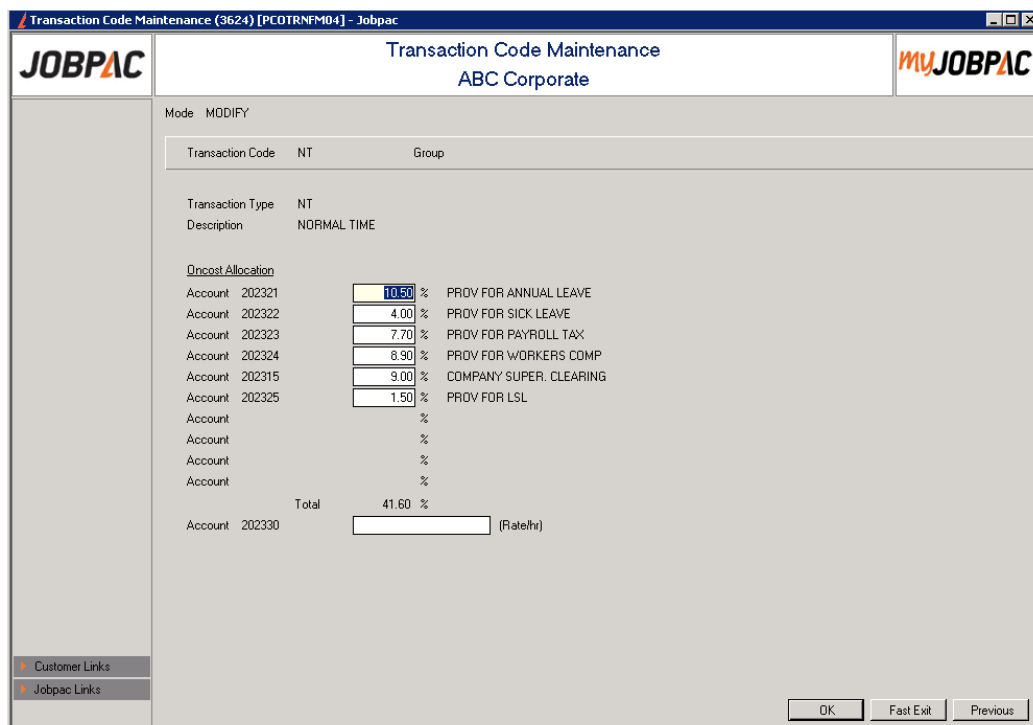
- 1 - Salaries & Wages
- 2 - Commissions
- 3 - Bonuses & Allowances
- 4 - Directors Fees
- 5 – Board & Quarters
- 6 – Other
- 7 - Superannuation

Taxable Select this if the Allowance is a Taxable Allowance.

Deductions Only

Pre Tax Deduction Click this checkbox if the Deduction is a pre-tax Deduction.

Click OK to move to the next screen where you can allocate a percentage of the transaction amount to an Oncost Account.



Transaction Code Maintenance

Select ► *Modify* from the option on the *Sidebar* menu to enter or change values.

Term	Definition
Oncost Allocation	For the first 10 accounts a percentage can be specified. Each percentage is applied to the transaction amount and the Oncost account is affected by the amount calculated.
Account no 11	Specifies a rate which is multiplied by the number of hours/occurrences entered at transaction level and the Oncost account is affected by the amount calculated.

When timesheets are posted the full cost (employee cost plus oncost) is debited to the job or expense account, the employee cost is credited to the payroll clearing account and the oncost is credited to the Oncost clearing account by the timesheet posting program.

The oncost amounts are debited to the oncost clearing account and credited to the various oncost accounts by the payroll processing program.

Payroll Parameter(s) Maintenance

This section allows you to maintain the payroll parameters.

Select: >Time>Company Information>Payroll Parameters

view, modify, add or delete Payroll Parameters

MODIFY PAYROLL PARAMETER
ABC Corporate

Firm Code: 70
 Pay in whole dollars

Annual Leave Loading: 17.50 %
 A/L Loading Threshold: 320.00
 Generate Loading Pay: Y
 Maximum Loading to Pay:
 Super. Contribution: %

Electronic Transfer Parameters
 EFT used
 Bank Code: ANZ
 Bank User ID: 556677
 Company BSB No: 576-897
 Company A/C No: 74656290
 Company Title: ABC CONSTRUCTIONS PIL

General Ledger Interface
 G/L interfaced

	Account	Affix
Gross Pay	DR 202311	N
Annual Leave	DR 202321	N
Sick Leave	DR 202322	N
Terminations	DR 202311	N
Allowances	DR 202309	N
PIR Clear	CR 202311	N
Group Tax	CR 202313	N
Deductions	CR 202309	N

Customer Links
Jobpac Links

OK Fast Exit Previous

Examine Payroll Parameters – Maintenance Screen

Replace Screen

Select ► *Modify* from the option on the *Sidebar* menu to enter or change values.

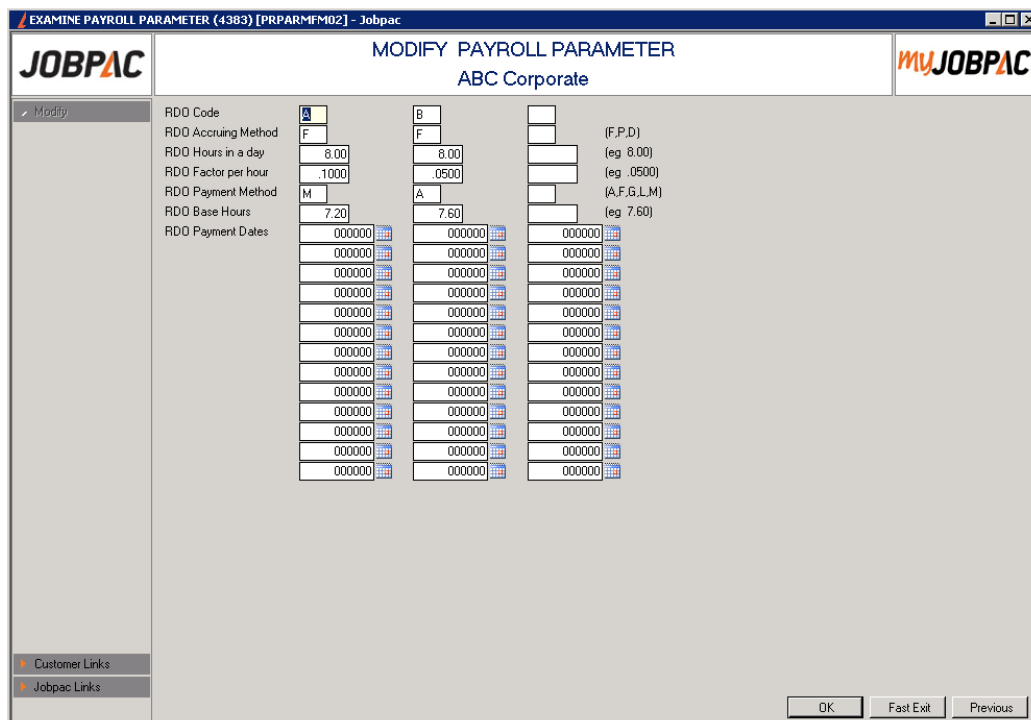
Field	Description of Payroll Parameters
Pay in Whole Dollars	Select if the pays are to be in whole dollars.
Annual Leave Loading	Enter the percentage rate for annual leave loading. Enter zeros if no annual leave loading is to be paid.
Annual Leave Threshold	Enter the value of the Annual Leave Threshold. Tax installments for employees entitled to a general exemption include a loading to cover tax on annual leave loading payments up to a certain value, (currently \$320 is the threshold specified by the Australian Tax Office). However the amount is still income and must be incorporated in gross earnings on the group certificates at the end of the financial year. If the leave loading payment exceeds the threshold limit, only the excess over the threshold is subject to tax instalment.

Generate Loading Pay	Enter 'Y'es if Leave Loading will be generated automatically every time Annual Leave transactions are processed by Payroll Processing. Enter 'N'o if Leave Loading transactions have to be entered manually through Timesheet Entry.
Maximum Loading to Pay	Enter the maximum value of Leave Loading to be paid per year to an Employee. Enter zero if there is no maximum to be paid.
SuperContribution	Enter the percentage rate for the Company Superannuation Contribution. This is used to calculate the company contribution to the employee's superannuation.
EFT Used	Select if you use the Electronic File Transfer facility to the bank.
Bank Code	Enter the bank code supplied by the Bank for electronic or media transfers. This is the code used as prefix of the name of the file to be sent electronically or by diskette to the bank.
Bank User ID	Enter the bank User ID supplied by the Bank for electronic or media transfers
Company BSB Number	Enter the Bank - State - Branch number of the company's bank account, from which the funds are to be transferred.
Company Account Number	Enter the bank account number of the company's bank account, from which the funds are to be transferred
Company Title	Enter the Title of the Company. This is the name that will appear on the employee's bank statements against the deposit to their accounts
General Ledger Interfaced	Select if the Payroll is to be interfaced to the General Ledger. Timesheet Entry is by default interfaced to the General Ledger because accounts related to jobs are updated with job-related transactions. Selecting this flag affects the operation of Payroll Processing and Payroll Reversal.
Affix	Enter whether the account is an affix? No, use the specified G/L account. The G/L account specified is a Prefix The G/L account specified is a Suffix
Gross Pay	Enter the account number into which the Gross Pay is to be either debited or credited. This value is taken as default if no value is specified at transaction level.
Annual Leave	Enter the account number into which the Annual Leave is to be either debited or credited. This value is taken as default if no value is specified in transactions related to annual leave.
Sick Leave	Enter the account number into which the Sick Leave is to be either debited or credited. This value is taken as default if no value is specified in transactions related to sick leave.

- Terminations** Enter the account number into which the Termination payments is to be either debited or credited. This value is taken as default if no value is specified in transaction related to terminations
- Allowances** Enter the account number into which the Allowances is to be either debited or credited. This value is taken as default if no value is specified in transactions related to allowances
- P/R Clear** Enter the account number into which the Payroll Clearing is to be either debited or credited
- Group Tax** Enter the account number into which the Group Tax Payments is to be either debited or credited. This value is taken as default if no value is specified in transactions related to tax
- Deductions** Enter the account number into which the Deductions is to be either debited or credited. This value is taken as default if no value is specified in transactions related to deductions

Note: There are a large number of System Parameters and Payroll Transaction Field descriptions under Systems Parameters, in the later chapter, towards the end of Payroll Processing Reference Guide.

Click OK to move to the next screen where you can modify or view the RDO rates.

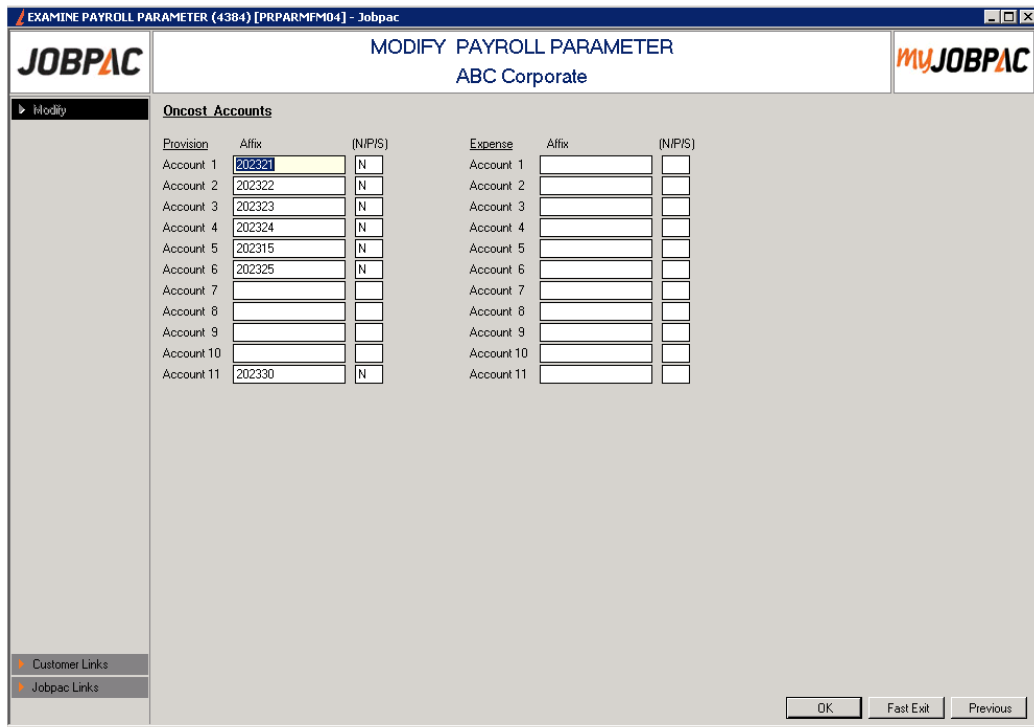


Payroll Parameter-RDO Rates

Field	Description
RDO Code	Enter a code to identify the RDO rate definition.

RDO Accruing Method	<p>Enter how the RDO accrued will be calculated:</p> <p>F - Full accrual of RDO even if the employee works in a day fewer than the number of hours specified in the next field ("RDO hours in a day") but more than one hour.</p> <p>P - Proportional to the hours worked</p> <p>D -Daily accrual of RDO even if the employee works in a day fewer than the number of hours specified in the next field ("RDO hours in a day") but in this case without a minimum.</p>
RDO Hours in a day	Enter the number of hours considered as a full working day
RDO Factor per Hour	Enter the factor per hour to be used for the calculation of RDO. If this value is left blank then the default value of 0.05 is used.
RDO Payment Method	<p>Enter how the RDO will be paid:</p> <p>A - Accrued. Pay what has been accrued</p> <p>F - Fixed. Pay the number of hours specified in the next field ("RDO Base Hours) regardless of the RDO accrued for the employee</p> <p>G - Greater. Pay the RDO Accrued but the RDO Base hours is the minimum number of hours to be paid</p> <p>L - Less. Pay the RDO Accrued but the RDO Base hours is the maximum number of hours to be paid</p> <p>M - Manual. The Payment of RDO will be released manually through Timesheet Entry</p>
RDO Base Hours	Enter the number of hours to be paid or considered as a limit for RDO payment.
RDO Payment Dates	Enter the dates for RDO payment. Up to thirteen dates can be specified.

Click **OK** to move to the next screen where you can modify or view the oncost accounts.



Payroll Parameter – On Cost Accounts

Replace this screen

Oncost accounts are G/L accounts where the oncost is allocated by Payroll Processing. The percentages of allocation are specified at transaction level.

You can define up to 11 oncost GL accounts which will be used as provision accounts.

The corresponding expense account for each oncost account must be designated if the account is a normal account, a suffix or prefix. Generally, the expense accounts are left blank and the job costs are charged to the G/L account linked to the Cost Type used in the transaction.

Provision	Definition
Affix	Enter the oncost general ledger account number in this column.
N/P/S	Specify if the oncost account is a Nominated account, a Prefix or Suffix.

Expense	Definition
Affix	Enter the expense general ledger account number in this column.
N/P/S	Specify if the expense account is a Nominated account, a Prefix or Suffix.

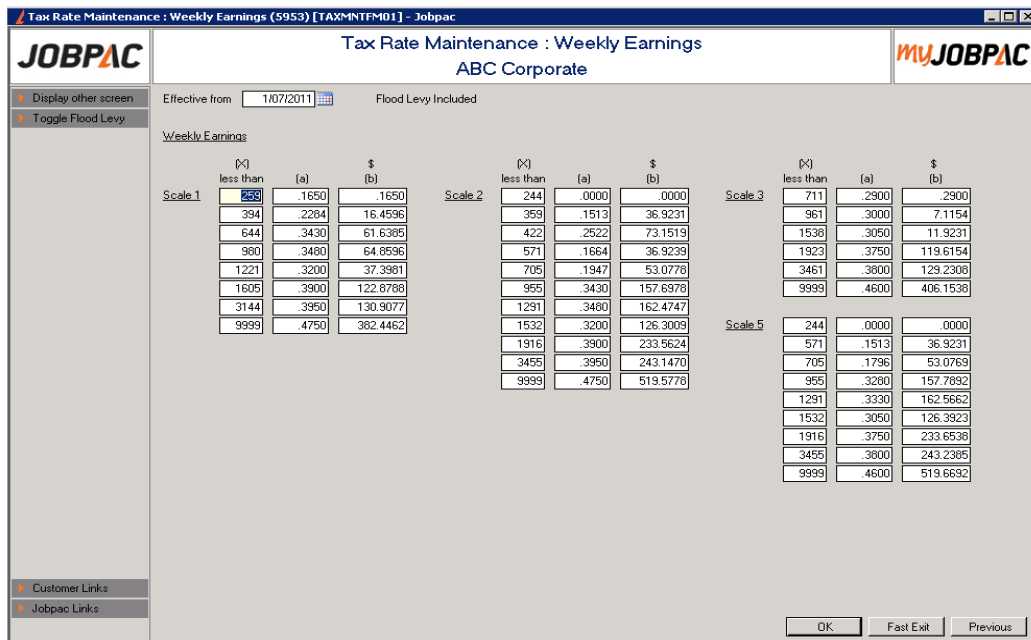
Tax Levels

Select: >Time>Company Information>Tax Levels

To modify PAYE Tax rates

There are two screens for the tax tables. Select Display other screen to toggle between the two.

Note: The two screens for the Tax Tables (screen 1 for scales 1 to 5 (below) and screen 2 for scales 6, 7 and HECS-not shown) work in the same way, and will need to be manually updated by user when Tax rates are changed (annually).



Tax Rate Maintenance – Weekly Earnings

Enter the Income tax rates as supplied by the Australian Tax Office into the grid as follows:

Fields	Definition
Effective from	Enter the date a new tax rate is effective from.
Weekly Earnings	Enter the values in the weekly earnings column (the X component in the tax calculation), of the Tax Office Tables
Co-efficient (A)	Enter the values in the Co-efficient A column of the Tax Office Tables
Co-efficient (B)	Enter the values in the Co-efficient B column of the Tax Office Tables

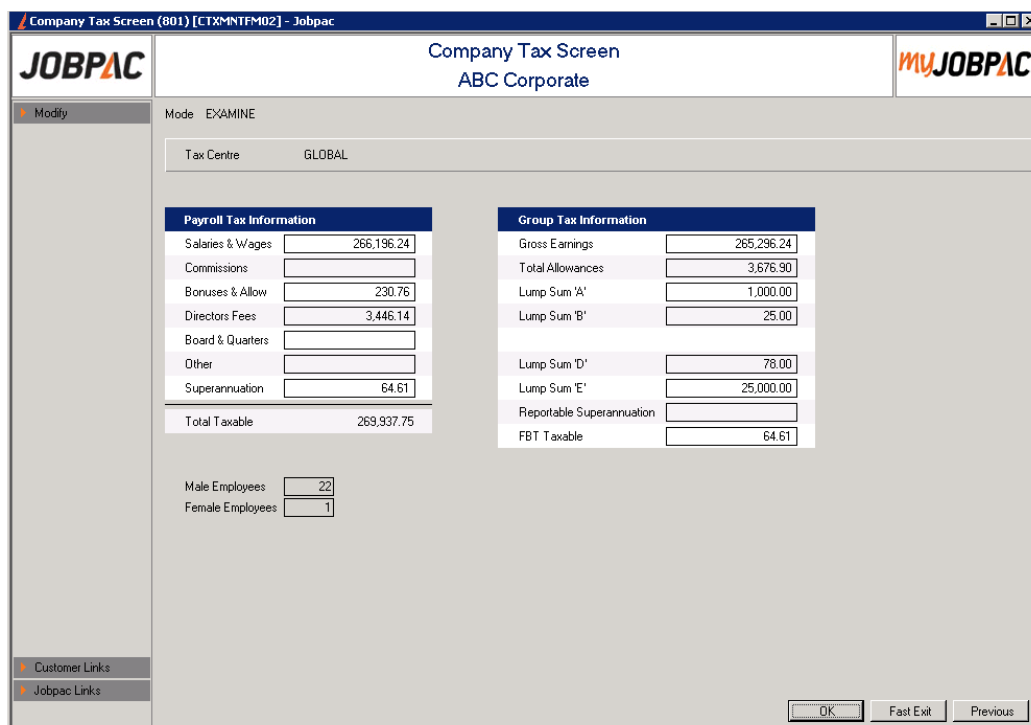
Company Tax

Select: >Time>Company Information>Company Tax

alter or delete the Company Tax details

First enter a Tax Centre and click OK. Leave this blank if you wish to use the Global Tax Centre.

Note: This procedure is not normally required, as month End processes produce reports automatically with these values.



Company Tax Screen

Select ► *Modify* from the option on the *Sidebar* menu to enter or change values.

Note: The information displayed is the result of automatic calculations done during pay runs for the period.

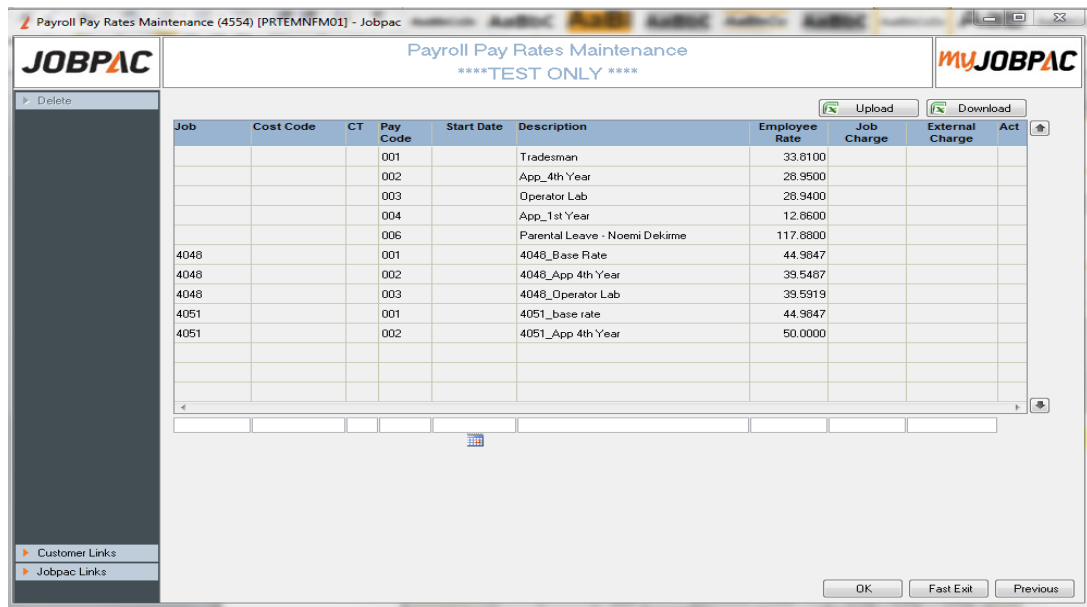
Fields	Definition
Payroll Tax Information:	Total Payroll Tax for the period.
Group Tax Information	Total Group Tax for the period.
Male Employees	Number of male employees.
Female Employees	Number of female employees.

Payroll Rates

Select: >Time>Company Information>Payroll Rates

add, cancel or alter Payroll Rates

Note: Payroll Rates Used for categories of people. When there is a rate increase, it is not necessary to individually alter each employee - but just the group of employees. This is also used to set up Job Charge Rates.



Payroll Pay Rates Maintenance

A download and upload facility is available.

Fields	Definition
Job	To specify the default rate for the pay code, leave this field blank. If you have a different rate for a specific job, enter the Job Number. You can enter an asterisk to identify groups of jobs (eg. Jobs 4335, 4337 and 4338 can be entered as 433*)
Cost Code	The rate can be applied to a particular cost code within a job.
CT	The rate can be applied to a particular cost type within a job and cost code.
Pay Code	You assign your own pay codes – they may be numbers (0001-9999) or letters (BRIN- Bricklayer Normal time, BRIO-Bricklayer O/T).
Start Date	Enter the date this pay rate started.
Description	Enter a description that provides an adequate explanation of the Pay Rate.

Employee Rate Enter the rate of payment per hour for an employee will earn for this pay code.

Job Charge Enter the rate the Job is charged per hour. This value could be an amount or a percentage depending on the value of the first position of PAYROL System Parameter.
 If you are using oncost percentages at transaction level (see Transaction Definition) then leave this field blank and the program will charge the job with the actual cost charged to the employee plus the on-costs specified in the transaction definition.

If you want to force a Job Charge rate regardless of the percentages specified in the transactions then the rate specified in this table will be charged to the job and any difference between the on-cost amounts calculated and the cost rate used will remain in the on-cost clearing account..

External Charge Enter the rate (amount or percentage) an external client will charged for this pay code. This will be billed to the client.

General Ledger (GL) Complements

Select: >Time>Company Information>GL Complements

The screenshot shows a software window titled 'Payroll General Ledger Interface (3655) [PGLMNTFM01] - Jobpac'. The window contains a table with the following data:

Department Code	Division Code	Location Code	Description	GL account Complement	Company Tax Centre
CD	NS	NW	Newcastle Constructions	22	
CD	NS	SY	Sydney Construction	21	
CD	QL	BR	Brisbane Constructions	41	
CD	VI	BA	Ballarat Constructinos	32	
CD	VI	ME	Melbourne Construction	31	
DE			Design	11	
HO			Head Office	10	

Below the table, there are several empty input fields and a button labeled 'Right-click to show available options'.

Payroll General Ledger Interface

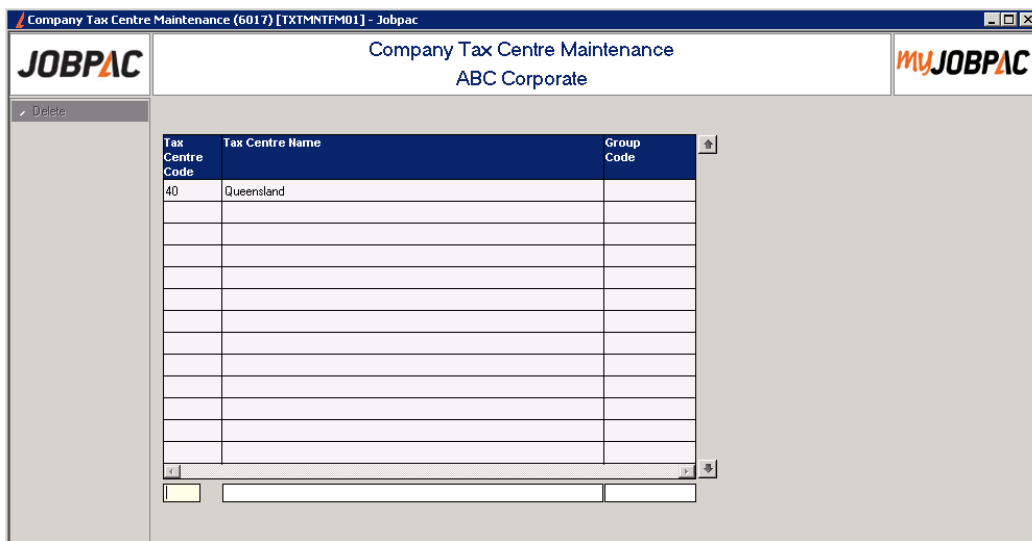
Fields	Definition
Department Code	Enter the department's identification code.
Division Code	Enter the division's identification code. If this code is left blank, it is assumed that the prefix applies for the whole department.
Location Code	Enter the location's identification code. If this code is left blank, it is assumed that the prefix applies for the whole division.
Description	Enter a description for this General ledger link.
General Ledger Account Complement	This is the complement which, joined to the affix specified for each transaction, forms the General Ledger Account to be used for posting purposes. Enter either the prefix or the suffix to make up the GL account.
Company Tax Centre	Enter the Company Tax Centre which will be affected by transactions related to the Department/Division/Location combination specified.

In the example above, if the employee's code is CO - NS - NE then the affix will be 21. So that, if a transaction had been defined with 1234 in the field for the general ledger account and had been nominated as a suffix then the full general ledger account would be 21 + 1234 = 211234.

Note: Jobpac refer to Complements as a suffix or prefix in a General Ledger structure

Maintain Tax Centre

Select: >Time>Company Information>Tax Centre Maintenance



Company Tax Centre Maintenance

Fields	Definition
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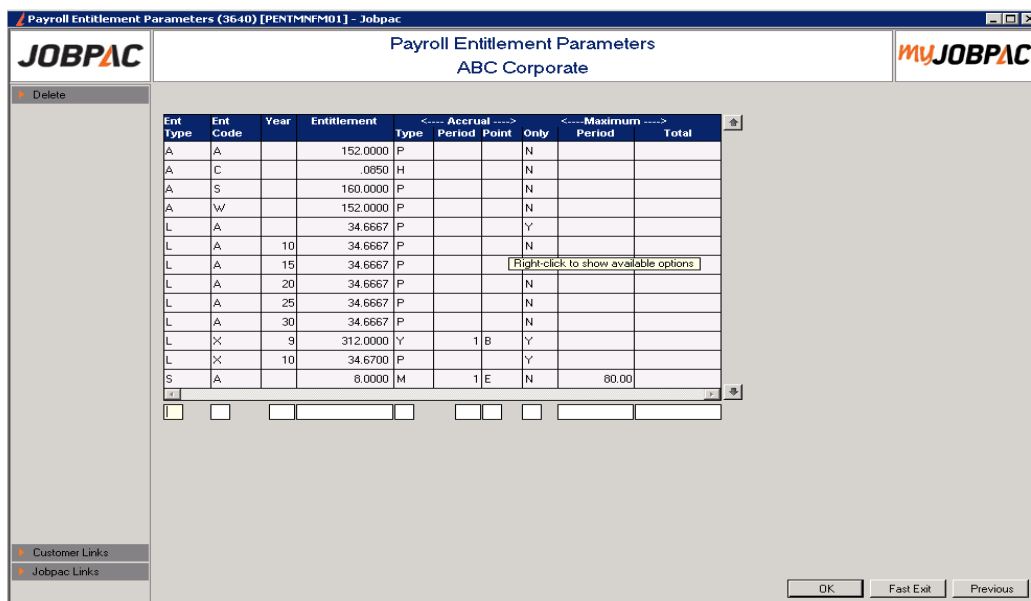
- Tax Centre Code Enter a Company Tax Centre identification code

- Tax Centre Name Enter the name of the Company Tax Centre – e.g. a state name or a pseudo company.

- Group Code If this is a Pseudo Company, enter the eight digit Tax File Number that will be printed in the PAYG Payment Summaries (Group Certificates) of those employees who are linked to this Tax Centre.

Entitlement Maintenance

Select: >Time>Company Information>Entitlement Maintenance



Payroll Entitlement Parameters

Field	Description
Ent Type	Enter the type of entitlement to be defined. Valid values are: (S)ick Leave, (A)nnual leave and (L)ong Service Leave
Ent Code	Enter a 1-character entitlement code to identify each different leave entitlement calculation set within the Entitlement Type; for example W for weekly and S for Salaried employees. This code is used when calling the Leave Details screen in the Employee Maintenance program. It specifies which set of leave entitlements will be used to calculate the leave entitlement for the employee selected.
Year	Enter the number of years the employee has to be hired in order to have the entitlement calculated for the applicable period.

Entitlement	Enter the number of hours the employee receives as entitlement during the year.
Accrual Type	Enter the type of accrual. (P)rorata, (Y)early, (M)onthly, (W)eekly. (H)ourly (Normal time hours (inclusive of transaction types NT,AL,LSL,SWC) for Permanent and Temporary employees only) If the value is P, the calculation is done as a portion of the time the employee has been working since their last anniversary period.
Accrual Period	If the period type is not 'P', enter the number of periods between allocations of entitlement (eg. 1 month, 6 weeks, 3 weeks, etc).
Accrual Point	Enter when the entitlement is given, either at the (B)eginning or at the (E)nd of the period.
Accrual Only	Enter Y if the calculation is only for accrual or N if it is also for entitlement. This is used for Annual Leave and Long Service Leave.
Maximum Period	Enter the maximum entitlement to be allocated by period
Maximum Total	Enter the maximum entitlement to be given.

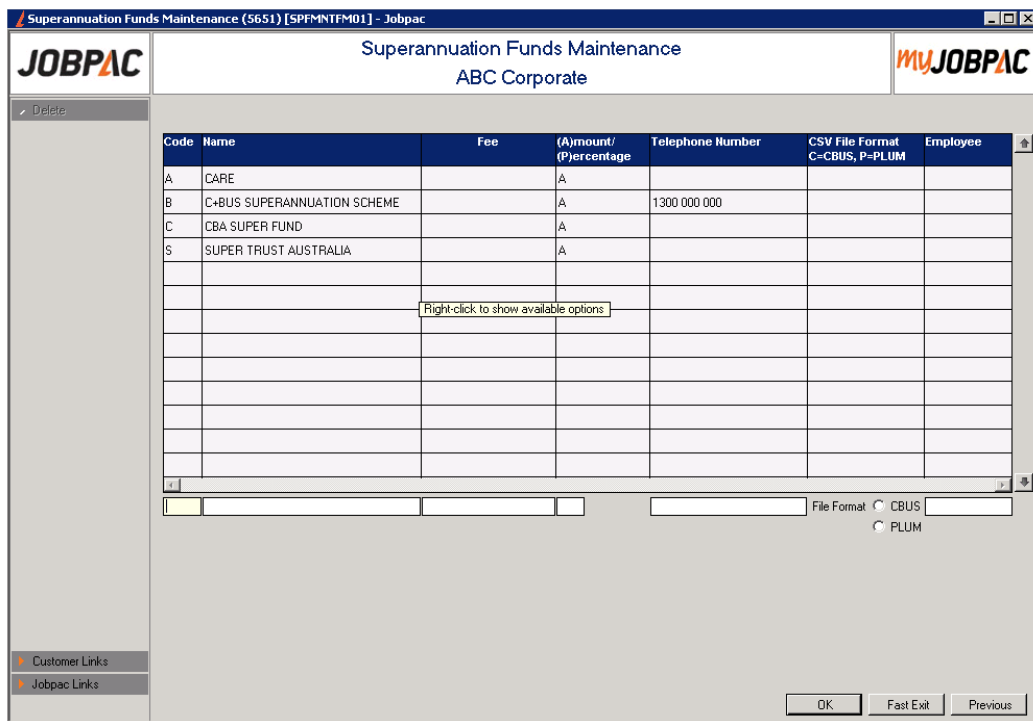
Note: Entitlement Code: You can define various Entitlement Codes and allocate to different people or employees that may for example be bound by different Enterprise Bargaining Agreement. People who are bound by different Enterprise Bargaining Agreement, may be entitled to different benefits.

In the example above, any employee given an Annual Leave Entitlement Code of "S" will be entitled to 160 hours per year calculated on a pro rata basis from their start date to the date of the accrual calculation. However, any Permanent or Temporary employee given an Annual Leave Entitlement Code of "C" will be entitled to 0.085 hours annual leave for every normal time hour worked.

Superannuation Funds

Select: >Time>Company Information>Superannuation Funds

To define the different Superannuation and Redundancy Funds related to payroll



Superannuation Funds Maintenance

Fields	To Complete
Code	Enter a 1-character code to identify the Superannuation Fund.
Name	Enter the name of the Superannuation fund.
Fee	Enter the fee to be paid for this fund.
(A)mount/ (P)ercentage	Enter if the fee is an amount or a percentage.
Telephone Number	Enter the contact telephone number of the fund.

Note: After completing the definition of Superannuation & Redundancy Funds related to payroll, it is necessary to go back to Transaction Definition and set up a minimum of one Transaction Code for each fund.

Setup Codes

Select: >Time>Company Information>Setup codes

This is where the codes for

- Department
- Division
- Location

- Trans Group
- Pay Point
- Apprentice Year

If you are a payroll user that has been upgraded to include these maintenance tables, you will find them already populated from data that already existed in your payroll. However default descriptions have been used, and you can use these maintenance tables to update the descriptions to those of your choice.

Maintain Job Oncost Accounts

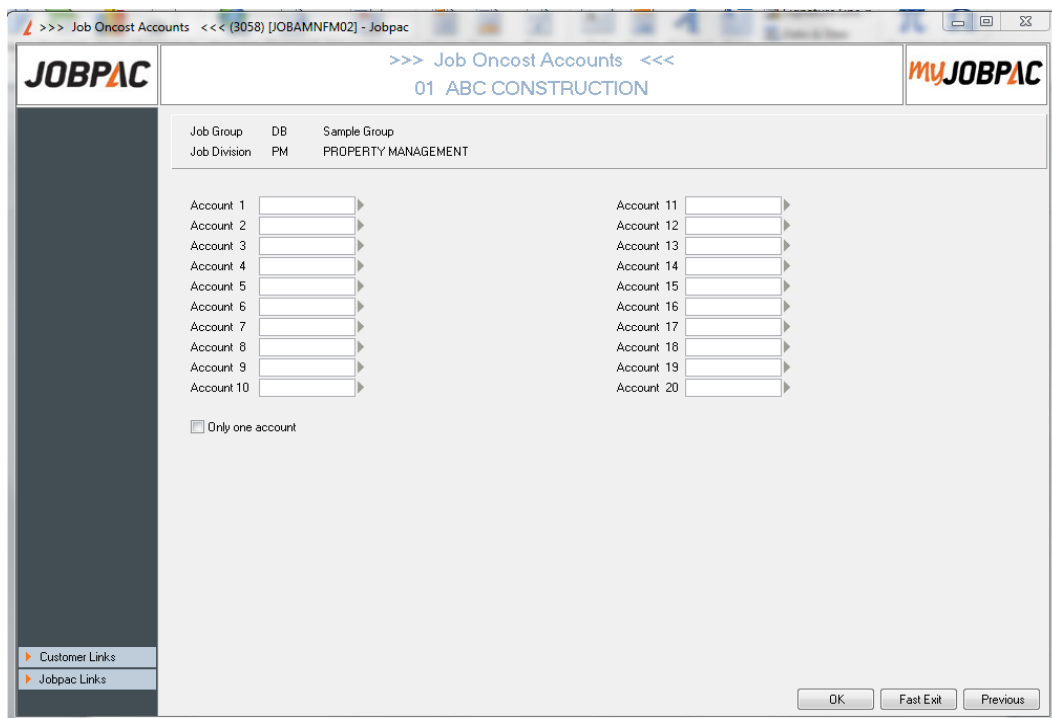
Cost accounts are setup at a group level, making it is possible to set up a different set of on cost accounts for each group code.

Select: >Time>Company Information>More Options>Maintain Job Oncost Acc's

Setup Job Oncost Accounts

Select ► Job Group to scan for the relevant code

Select ► Job Division to scan for the relevant code



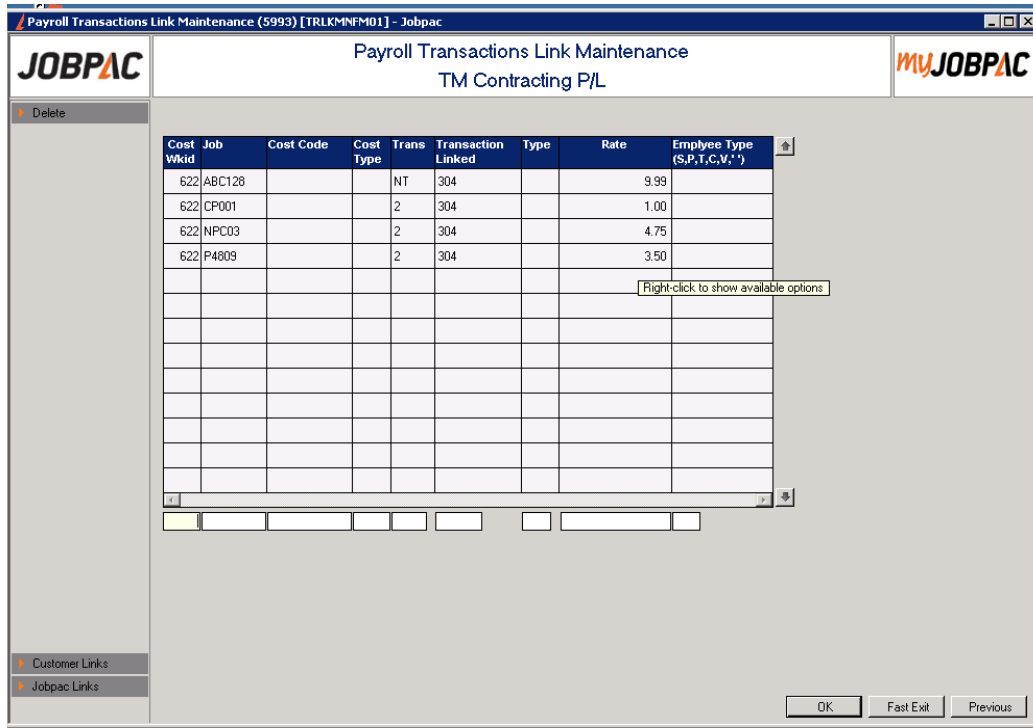
Job Oncost Accounts

Replace this screen

Maintain Linked Transactions

Used when an employee works overtime and there is a need to pay an allowance for each hour. The option is available to make this a transaction linked from overtime code to allowance code.

Select: >Time>Company Information>More Options>Linked Transaction Maintenance



Payroll Transactions Link Maintenance

Fields	To Complete
Cost Wrk ID	Enter the (costing) work-id that will have the transactions linked.
Job	To specify all jobs, enter an *. If you have a different rate for a specific job, enter the Job Number. You can enter an asterisk to identify groups of jobs (eg. Jobs 4335, 4337 and 4338 can be entered as 433*).
Cost Code	The linked transaction can be applied to a particular cost code within a job.
Cost Type	The linked transaction can be applied to a particular cost type within a job and cost code.
Trans	Enter the transaction code that is the basis of the linked transaction, such as NT – Normal Time.
Trans Linked	Enter the transaction code that is linked, such as JSA – Job Site Allowance.
Type	If the Transaction Type is “I” then a single instance of the linked transaction will be created.
Rate	Enter a rate if the standard allowance rate is not to be used for this linked transaction.
Employee Type	The linked transaction can be restricted to certain employee types Salaried, Permanent, Temporary, Contract or Voluntary Agreement. Leave blank for all.

Company Tax Report

This report presents the Group Tax and Payroll Tax accumulated during the current period and during the Financial Year for each Company Tax Centre and at Global level.

The report is normally printed before the period is closed to verify values to be reported to the Taxation Office.

Select: Time>Company Information>More Options>Company Tax Report

You can select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Company Transactions Report

This report lists all the Payroll Transactions defined for the company.

You can select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Report Fields

Term	Definition
Trn	The Transaction Code used to define the transaction.
Grp	The transaction group used to apply the transaction to a group of employees.
Trn Type	The type of transaction selected from the permitted list at the time the transaction was set up.
Tax	The indicator showing whether the allowance or deduction is taxable or not.
Grp Code	The code used to determine the area into which the allowance or deduction will be summarised when printing the employee's Payment Summaries (Group Certificates).
P/R Code	The code used to determine the area into which the transaction will be summarised when printing the Payroll Tax Report.
Rate	The default rate entered in the transaction definition.
Typ	A- Amount, P- Percentage or S – Employer Superannuation.
G/L Account	The GL account number (or part number) used to cost the transaction.
Affix	N – Nominated (complete) GL Account, P – Prefix or S – Suffix.
Super	Transaction included in Superannuation calculations (Yes/No).

RDO	Transaction included in RDO calculations (Yes/No).
Liability Account	The GL account number used to pay the Employer Superannuation.
Def	A flag indicating whether the transaction is one of the default transactions for payroll processing. (Yes or No).
M T D	The value of transactions for the transaction for the current payroll period.
Y T D	The value of transactions for the transaction for the current payroll year.
Cost Code	The default Cost Code used for the transaction.
Cost Type	The default Cost Type used for the transaction.
Regular pay	NZ Clients Only. If this is a Y, then the hours related to the transaction code are included in calculating the Leave Pay Rate.

Company Transactions Oncost Report

This report presents the summary of the oncosts calculated.

Select: Time>Company Information>More Options>Company Trans OnCost Rep

You can select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Report Fields

Fields	To Complete
Description	The description of the tax code used to summarise the values. These categories are system defined.
This Month	The value of transactions for the category for the current payroll period.
Last Month	The value of transactions for the category for the previous payroll period.
Year to Date	The value of transactions for the category for the current payroll year.

Payroll Processing

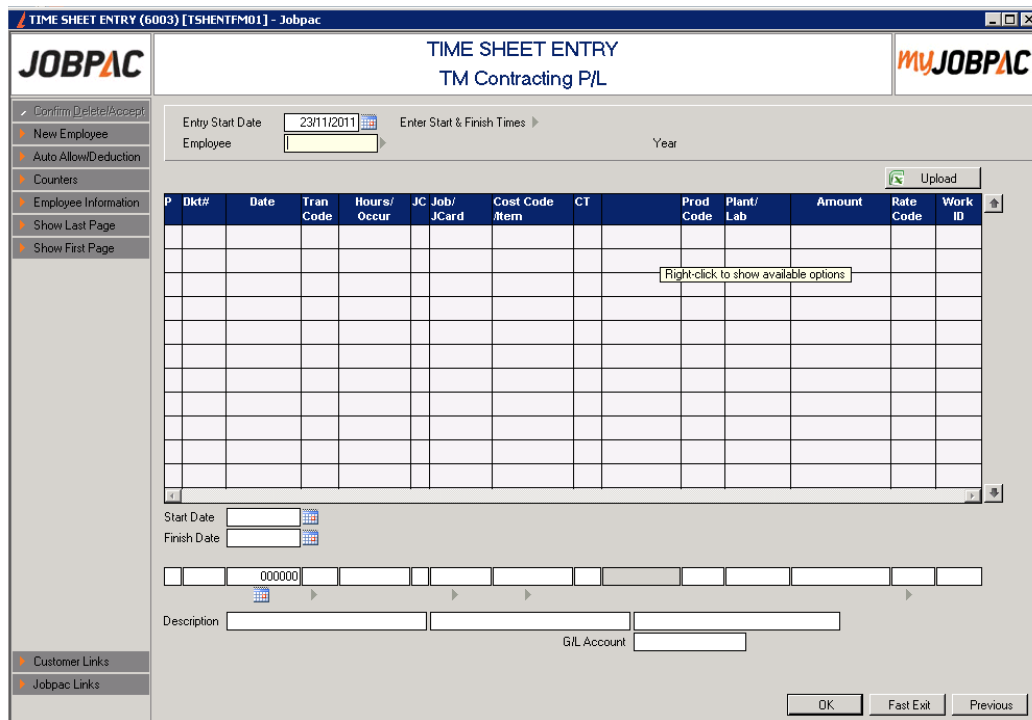
Timesheet entry

Timesheet entry provides to users the ability to enter all manual payroll transactions. Transactions may be entered against jobs, job cards or plant items. When the payroll transactions are posted the General Ledger transactions are posted and if there are postings to jobs or jobcards there are additional entries created in the Job costing modules. Also, if the Productivity module is active, the related transactions are reported in that module.

It is possible to restrict the entry of timesheet transactions to particular cost types. See your Jobpac consultant for further details.

To enter manual payroll transactions

Select: >Time>Payroll Processing>Timesheet Entry



Time Sheet Entry

Note: Productivity Code under Time Sheet Entry can be made available to Company and Employee Productivity in a later section of this Reference Guide. See: >Time>Utilities>Company Productivity Maintenance

Fields	To Complete
Entry Start Date	Enter the date the first transaction for an employee is entered. If you enter timesheets once a week and itemise them daily, this is the date of the first day of that week.
Employee	Enter a valid Employee Number or '?' to scan a list of valid Employee Numbers. When a valid Employee Number is entered, the previous unprocessed transactions for that employee are displayed.
Payslip	This field indicates the payslip where the transactions will be printed. The normal value is blank for the first payslip. Any value other than blank indicates that the selected transaction will be printed in a separate payslip. All the transactions with the same Payslip flag value will be printed in the same payslip.
Docket #	If you use docket numbers in your timesheets enter your docket number in this field. This field keeps the information of the previous entry to simplify the data entry process.
Date	Enter the transaction date. The date is used for RDO calculations and leave history. For the first entry the date will default to the date in the Entry Start Date, which you may change. Subsequent entries will default to the date of the previous transaction to simplify the data entry process.
Tran Code	Enter or select a valid payroll transaction code.
Hours/Occur	Enter the number of hours or occurrences for this transaction (eg. Normal Hours, Overtime, Number of times an allowance is Paid)
JC	Define whether the transaction is related to a Job or a Jobcard. J - related to a Job C- related to a Jobcard Blank - not Job or Jobcard related. Clear the field if you are not using the job fields.
Job J/card	If the JC field was a J then enter a valid Job Number. If the JC field was a C then enter a valid Jobcard Number. If the JC field was a blank then leave this field blank
Cost Code/ Work Order	If the JC field was a J then enter a valid Cost Code or Work Order number for the Job. If the JC field was a C then enter a valid Jobcard Item Number. If the JC field was a blank then leave this field blank
CT	If the JC field was a J then enter a valid Cost Type for the Job and Cost Code or Work Order number. If the JC field was a C then enter a valid Cost Type for the

	Jobcard Item Number.
	If the JC field was a blank then leave this field blank
Resource	If Resource or Activity codes are used then enter a valid resource code.
Prod Code	Enter a valid Productivity Code if you are using the Productivity Module (ie. the second character of the PAYROL System Parameter is 'Y').
Plant/Lab	Enter a valid Plant Number. If you leave this field blank the transaction is considered Labour related.
Amount	Enter the Transaction Amount for those transactions that cannot accept hours or occurrences (eg. Adjustments, Deductions).
Rate Code	Enter a valid Pay Rate Code if the Pay Rate to be used is different to the one assigned to the employee in the employee master record. This is controlled by the system parameter EPROVR; if this is set to "Y" then the employee pay rate (if entered) overrides the default pay rate code.
Work Id	Enter the work-id of the Job to be charged if it not in the same work-id as the one used to enter the timesheets. If used, this will result in an intercompany charge.
Description	Enter up to three sets of description for the timesheet entry. This is extracted in some environments and used for reporting
GL Account	Only enter a GL Account when the transaction is to affect the GL account alone and will not affect Jobs or Jobcards. If Jobs or Jobcards are used then allow the default GL account to be used. There is no lookup for the GL account.
Start / Finish Date	These fields can be used to filter the transactions being displayed on the timesheet entry screen.

Note: Productivity Code supports the sub allocation of total time on a job to be more exactly defined. For example: 8 hours on site may equate to: 1 hour Safety/Compliance (toolbox discussion), 6 hours lost because of wet weather, and 1 hour of work...

Click OK to add the transaction to the timesheet.

Sidebar Options

New Employee

Select New Employee from the side bar menu to move the cursor to the Employee field and clear the screen for the next employee.

Auto Allow/Deduction

Select Auto Allow/Deduction from the side bar menu to display a window that will support configuration of automatic allowances and Deductions defined for the employee with an option to modify the occurrences for the period.

Counters

Select Counters from the Side Bar menu to show a window presenting the numbers of occurrences entered by transaction code.

Employee information

Select Employee Information from the Side Bar menu to display a window where Tax calculation can be disabled for the employee for the next period. This menu also supports default values for Job and definition of Cost Centre(s). In addition all the accruals for the employee are also displayed.

Generate linked transactions

The program to Generate Linked Transactions from the Payroll Processing menu calls a submitted job. This program deletes all existing unposted linked transactions and adds new transactions to the payroll transaction file. The transactions are added according to the rules set out in the Maintain Linked Transactions table at the time that the program is run.

For example, if you had set up the linked transaction table to add one site allowance entry for every normal time hour and the employee worked 40 hours normal time and 5 hours overtime then the generate link transaction program would create 40 a site allowance with a quantity of 40. You would need to add the overtime transaction to the table as well to include the overtime in the site allowance.

There is no entry screen for this program and the job is submitted to a batch queue so no message appears, the program returns to the menu.

A Linked Transaction Generation Error Report is produced at the end of the process.

Pre-Processing Report

This program prints a report that shows what each employee would be paid if the payroll was run at the time. The report lists all pay transactions for each employee for the selected pay period.

Payroll Pre-Processing Report

Fields	Description
From Date	Enter or select the first date for transactions to be included in the report. Leave blank for all transactions earlier than the To Date.
To Date	Enter or select the last date for transactions to be included in the report. The default value will be the current System Date.
Start Employee	Enter or select the first employee number to be included in the report. Leave blank for all.
Finish Employee	Enter or select the last employee number to be included in the report. Leave blank for all.
Number of Pay Periods	If processing payruns for multiple pay periods, enter the number of pay periods being included. This will be used for the tax calculation.
This is a Termination Run	If employees flagged as “To be Terminated” are to be included in the report then tick the box. This defaults to blank – No.
Generate automatic transactions	If automatic transactions are to be included in the report then leave the box ticked. Automatic transactions include allowances and deductions that are flagged as automatic in the employee’s allowance and deduction table and ERC transactions such as Employer Superannuation contributions.
Start Department	These three fields are the first Department Division and Location codes to be included in the report. Leave blank to start at the first.

Division

Location

Finish
Department
Division
Location

These three fields are the last Department Division and Location codes to be included in the report. Leave blank to end at the last one.

Control Break at

Select which level you need page breaks - Department, Division, Location, or None.

Salary /
Permanent /
Temporary and
Casual Pays

Select to include those employees that are Salaried, Permanent and/or Temporary and Casual.

Weekly /
Fortnightly /
Monthly Pays

Select to include those employees that are paid weekly, fortnightly and/or monthly.

Pay by Cash /
Cheque / Bank
Deposit

Select to include those employees that are paid by cash, cheque and/or bank deposit.

Subcontractors /
Bonafide
Subcontractors

Select to include those contractors that are processed in the payroll who are flagged as subcontractors "C" or Non Bonafide Subcontractors who are flagged as "N" on the employee masterfile.

Detail /
Summary

Select whether you want the report to be detailed or just summarised.

Gross / Nett
Only

Select whether you want to print Gross/Nett only if running the Summary version of the report.

Note: Pre-Processing Report Contents

The G/L Account column contains an '' (asterisk) when the transaction affects the WIP account specified for a job.*

The Sys column contains an 'S' when the transaction has been generated automatically by the system (ie. Automatic Allowances or Deductions, PAYE Tax). An 'R' means that the transaction has been generated automatically and is related to RDO accrual.

The Comments column will show the reasons why a transaction is not valid (ie. Negative Pay, G/L Account does not exist, etc)

If the Excel option is selected, then 3 Excel Reports are produced.

Detail Report This is an Excel version of the pdf

Summary Report This is one line per employee, and can be used to check current pay against the previous pay, shows current accruals, and can be used to undertake other user reasonableness checks. It is described below.

Labour Hours This is a summary of hours types for each employee.

Preprocessing Report - Summary

Most columns are self explanatory. Some are described below.

Columns	Description
Last pay – Normal Time	These two fields display the data from the last pay for that employee.
Last Pay - Overtime	These two fields display the data from the last pay for that employee
Gross Taxable Pay	This is total of Hours paid plus taxable allowances, less non-taxable deductions
Gross Pay	This is total of Hours paid plus all allowances.

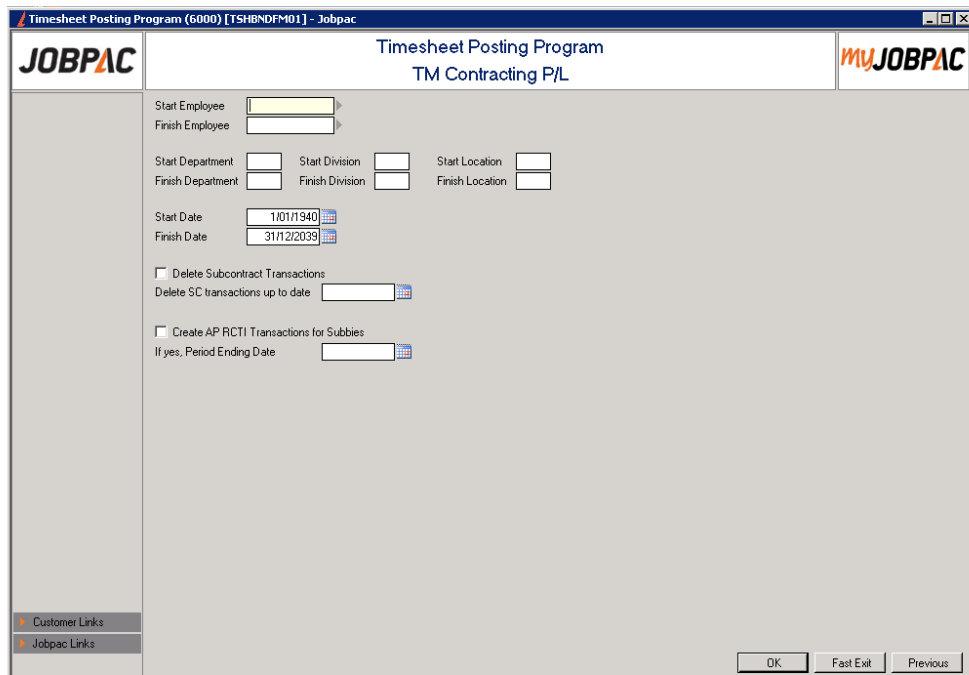
Timesheet Posting

This Program posts all unposted Payroll transactions within the range selected.

This program validates all the entries in the timesheet file and posts the cost to the Jobs, Jobcards and General Ledger costing accounts. The costing entries are posted at the cost rate as calculated and the

corresponding entries are posted to the clearing accounts that have been set up, but the Timesheet Posting program does not post the payroll entries; that is done in the Payroll Processing program.

Select: >Time>Payroll Processing>Timesheet Posting



Timesheet Posting Program

Replace this screen

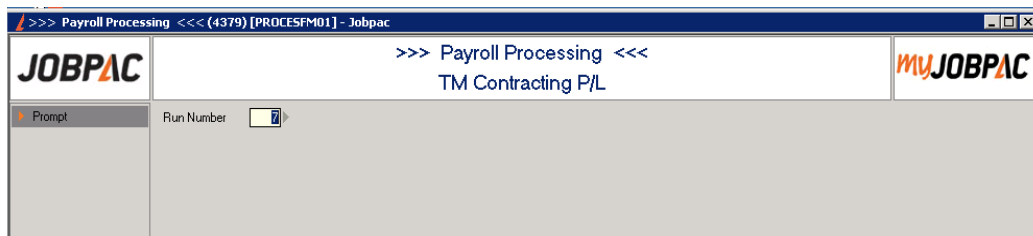
Fields	To Complete
Start Employee	Enter or select the employee number or first in the range of numbers you want to work with. Enter blanks for all.
Finish Employee	Enter or select the employee number or last in the range of numbers you want to work with. Enter blanks for all.
Start Department	Enter the Department identification code at which you wish to start posting. Enter blanks for all.
Finish Department	Enter the Department identification code at which you wish to finish posting. Enter blanks for all.
Start Division Code	Enter the Division identification code at which you wish to start and finish posting. Enter blanks for all.
Finish Division Code	Enter the Division identification code at which you wish to finish posting. Enter blanks for all.
Start Location Code	Enter the Location identification code at which you wish to start posting. Enter blanks for all.
Finish Location Code	Enter the Location identification code at which you wish to finish posting. Enter blanks for all.

Start Date	Enter or select the first date for timesheet posting. Note that by using these dates, timesheets can be entered before they are needed, for example back pays or leave transactions.
Finish Date	Enter or select the last date for timesheet posting.
Delete Subcontract Transactions	Subcontractors timesheets may be entered in the timesheet program. They are not removed by the Payroll Processing program because they are not associated with employees. Tick this box to remove subcontract transactions from the payroll transaction file to the date specified below.
Delete SC Transactions to Date	Enter the date up to which the subcontract transactions will be deleted from the payroll transaction file. The default is blank which will leave the transactions undeleted.
Create RCTI Transactions for Subbies	If the subcontractors whose transactions are to be processed are linked to a creditor then an AP invoice can be created for the timesheets posted in the run.
If Yes, Period End Date	Enter the date to which the AP transactions apply.

Payroll Processing

To access Payroll Processing select: >Time>Payroll Processing>Payroll Processing

Enter a pay run number or allow the system to select the next sequential number.



Pay Run Number

Note: As a guide 0001 is typically assigned to the first pay run of the financial year.

Payroll Processing not only process the pays, it includes the calculation of Sick, Annual and Long Service Leave accruals. If the interface to the General Ledger (G/L) is enabled then a report showing the details of the transactions to be considered for the posting is printed and a summary of the payroll transactions is posted to the General Ledger accounts. The program also clears the on-cost entries that were posted in the timesheet posting step.

Payroll Processing

This screen enables you to specify which employees and which transactions are to be included in this Pay Run.

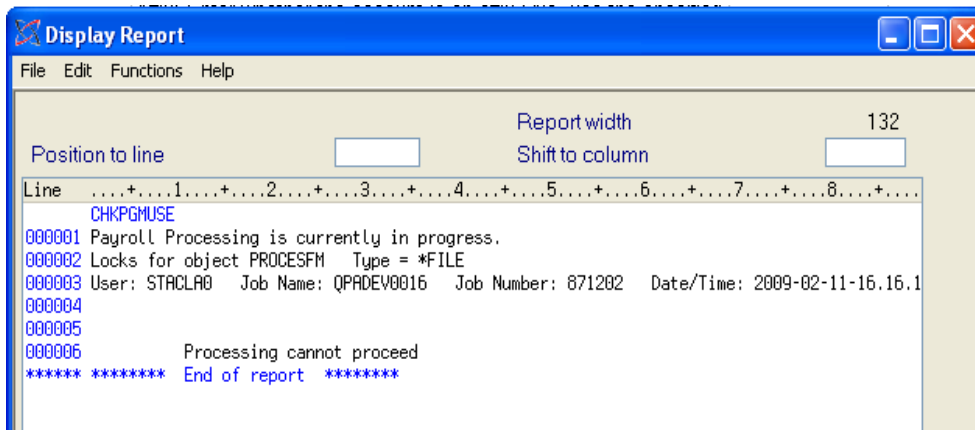
Fields	To Complete
Pay Run Number	The run number is displayed.
Start Date	Enter or select the first date for transactions to be processed. Note that by using these dates, transactions that are entered outside the date range can be excluded from the pay run.
Finish Date	Enter or select the last date for payroll posting.
Start Employee	Enter or select the employee number or first in the range of numbers you want to work with. Enter blanks for all.
Finish Employee	Enter or select the employee number or last in the range of numbers you want to work with. Enter blanks for all.
Number of Pay Periods	If processing payruns for multiple pay periods, enter the number of pay periods being included. This will be used for the tax calculation.
This is a Termination Run	Check this box if you want the pay run to include employees flagged as terminated. If the employee has been flagged as “:To be Terminated in the next Pay Run” in the Terminate Employee program then the employee will have their status changed to Terminated and the final tax entries will be posted and included in the pay run.
Generate automatic transactions	If automatic transactions are to be included in the report then leave the box ticked.

Automatic transactions include allowances and deductions that are flagged as automatic in the employee's allowance and deduction table and ERC transactions such as Employer Superannuation contributions.

Additionally, ERC transactions that have an entry in the ERC liability account will have the transaction will have the actual ERC value posted to the ERC liability account rather than the calculated value from the on-cost calculation.

Start Department Division	These three fields are the first Department Division and Location codes to be included in the report. Leave blank to start at the first.
Location	
Finish Department Division Location	These three fields are the last Department Division and Location codes to be included in the report. Leave blank to end at the last one.
Control Break at	Select which level you need page breaks - Department, Division, Location, or None.
Salary / Permanent / Temporary and Casual Pays	Select to include those employees that are Salaried, Permanent and/or Temporary and Casual.
Weekly / Fortnightly / Monthly Pays	Select to include those employees that are paid weekly, fortnightly and/or monthly.
Pay by Cash / Cheque / Bank Deposit	Select to include those employees that are paid by cash, cheque and/or bank deposit.
GL Posting Summary Report Sequence	This option enables you to select how the report summary is printed. GL Account and then by Employee No. OR Add a break between employees for Dept. Div. & Locn.
Submit Payroll Process to Batch	This option enables you to run the payroll as a batch job (normal option) or run the program interactively. It is usually run in batch because the program uses a lot of system resources. The batch queue is configured to run large jobs and the interactive subsystem is configured to run many small jobs, so running the program interactively can delay the posting and slow down other users.

There is a check to ensure that no other users are accessing areas of the payroll that are needed by the payroll processing program. If there are then the following message will appear.



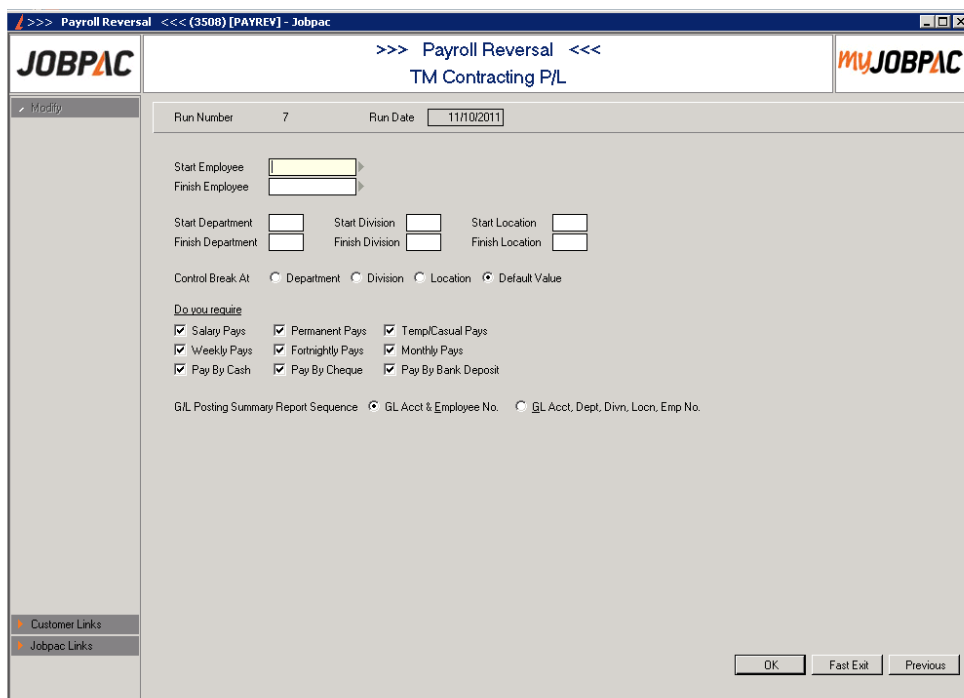
Display Report

Payroll Reversal

The payroll reverses the payroll entries selected and creates a set of general ledger transactions that post the reversal. Note that the timesheet postings are also reversed.

Select the payroll reversal program >Time>Payroll Processing>Payroll Reversal.

Enter the run number to be reversed.



Payroll Reversal

Replace this screen

Fields	To Complete
Run Date	The pay run date of the original run is shown.
Start Employee	Enter or select the employee number or first in the range of numbers you want to work with.

Finish Employee	Enter or select the employee number or last in the range of numbers you want to work with. Leave the employee fields blanks to reverse the complete payroll.
Start Department Division Location	These three fields are the first Department Division and Location codes to be included in the report. Leave blank to start at the first.
Finish Department Division Location	These three fields are the last Department Division and Location codes to be included in the report. Leave blank to end at the last one.
Control Break at	Select which level you need page breaks - Department, Division, Location, or None.
Salary / Permanent / Temporary and Casual Pays	Select to include those employees that are Salaried, Permanent and/or Temporary and Casual.
Weekly / Fortnightly / Monthly Pays	Select to include those employees that are paid weekly, fortnightly and/or monthly.
Pay by Cash / Cheque / Bank Deposit	Select to include those employees that are paid by cash, cheque and/or bank deposit.
GL Posting Summary Report Sequence	This option enables you to select how the report summary is printed. GL Account and then by Employee No. OR Add a break between employees for Dept. Div. & Locn.

The reversal program prints a Payroll Reversal Trace Report showing a summary of the reversal, a Timesheet Entry Posting Report showing the reversal of the timesheets and a General Ledger Posting Summary.

Print Pay Slips

To print pay slips, select: >Time>Payroll Processing>Print Payslips.

Print Pay Packet Details

Replace this screen

Fields	To Complete
Pay Run Number	Enter the pay run number for which the payslips are to be printed.
Financial Year	Leave this field blank if the payslips are for the current financial year. If the payslips are to be printed for a prior financial year, after the payroll period has been rolled, then enter the financial year of the payslips to be printed. If it pay run number for which the payslips are to be printed.
Period Paid	These two dates appear on the payslip as the from and to dates for the pay period, they have no affect on the process.
Start Employee	Enter or select the employee number or first in the range of numbers you want to work with. Enter blanks for all.
Finish Employee	Enter or select the employee number or last in the range of numbers you want to work with. Enter blanks for all.
Start Department Division Location	These three fields are the first Department Division and Location codes to have payslips printed. Leave blank to start at the first.
Finish Department Division Location	These three fields are the last Department Division and Location codes to have payslips printed. Leave blank to end at the last one.

- Control Break at Select which level you need page breaks - Department, Division, Location, or None.
- Salary /
Permanent /
Temporary and
Casual Pays Select to include those employees that are Salaried, Permanent and/or Temporary and Casual.
- Weekly /
Fortnightly /
Monthly Pays Select to include those employees that are paid weekly, fortnightly and/or monthly.
- Pay by Cash /
Cheque / Bank
Deposit Select to include those employees that are paid by cash, cheque and/or bank deposit.
- Print in Paypoint
and Employee
Surname
Sequence The paypoint is entered on the employee masterfile.
- Message It is possible to add a message to the payslip such as "Merry Christmas to All Staff". It is two 50 character lines and is not edited.

The format of the payslips depends on whether the report spool file is reformatted by another program such as JOM before it is printed. The basic report is shown below.

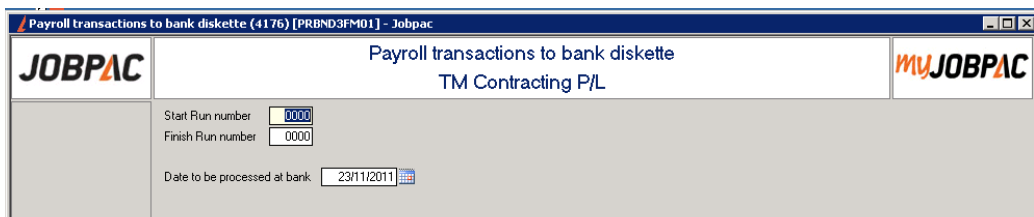
XX

PAYSLIP EXAMPLE HERE

The leave and tax information printed at the bottom of the can be changed by setting various parameter switches on and off. See your Jobpac consultant for further details.

Electronically Transfer Pay

To create a payroll file for electronic transfer to the bank, select Electronic Transfer from the Payroll Processing menu.



Payroll Transactions to Bank

Fields	To Complete
Start Run No	Enter the pay run number at the beginning of the range you want to create the payroll file for.

Finish Run No Enter the pay run number at the end of the range you want to create the payroll file for. In most cases the 'Start' and 'Finish' Run Numbers are the same.

Date to be processed at Bank Enter the date you want the bank to process the transactions.

Select OK to generate the file.

This program generates a file in a format acceptable to most banks.

Note: This file does not get transferred to the bank from within the job had menu. There is a separate program to transfer the file which is generally transferred to PC to be uploaded into a program provided by the Bank and which included various editing and security routines. See your Jobpac consultant for further details on how to set up this transfer.

Note: No general ledger transaction is created for this transfer by the program. It is necessary to account for the bank transfer through another John Pac program such as a direct debit entry.

Subcontract Processing

The subcontract processing program runs a report called the Payroll Preprocessing Report for Contractors. This program processes subcontract transactions, which are not processed by the Payroll Processing program because they are contractors. It produces a similar report. It includes an option to delete transactions for subcontracts prior to a selected date so that they can be deleted from the payroll transactions file.

Payroll Pre Processing Report for Contractors

Replace this screen

Fields	Description
Run Date	Enter or select the date for the report to be run. See below for further options for contractors.
Start Employee	Enter or select the first employee number to be included in the report. Leave blank for all.
Finish Employee	Enter or select the last employee number to be included in the report. Leave blank for all.
This is a Termination Run	If employees flagged as “To be Terminated” are to be included in the report then tick the box. This defaults to blank – No. This is not generally used for contractors.
Generate automatic transactions	If automatic transactions are to be included in the report then leave the box ticked. Automatic transactions include allowances and deductions that are flagged as automatic in the employee’s allowance and deduction table and ERC transactions such as Employer Superannuation contributions.
Start Department Division Location	These three fields are the first Department Division and Location codes to be included in the report. Leave blank to start at the first.
Finish Department Division Location	These three fields are the last Department Division and Location codes to be included in the report. Leave blank to end at the last one.
Control Break at	Select which level you need page breaks - Department, Division, Location, or None.
Salary / Permanent / Temporary and Casual Pays	Select to include those employees that are Salaried, Permanent and/or Temporary and Casual.
Weekly / Fortnightly / Monthly Pays	Select to include those employees that are paid weekly, fortnightly and/or monthly.
Pay by Cash / Cheque / Bank Deposit	Select to include those employees that are paid by cash, cheque and/or bank deposit.

Subcontractors / Bonafide Subcontractors	Select to include those contractors that are processed in the payroll who are flagged as subcontractors "C" or Non Bonafide Subcontractors who are flagged as "N" on the employee masterfile.
Detail / Summary	Select whether you want the report to be detailed or just summarised.
Include Transactions From & To	Enter or select the first date for transactions to be processed and the last date to be included. Note that by using these dates, transactions that are entered outside the date range can be excluded from the report.
Delete Transactions Prior To	Transactions with a date earlier than this date will be deleted from the payroll transaction file.



Electronic Timesheets (E-TS)

The Timesheet Entry allows for the entry of all time based payroll transactions. Each transaction must be allocated to a Job, a Plant Item or a Property. For timesheet entry a user may have the responsibility for entering only their own time or the timesheet for other employees as well.

It is usual to set up a managerial approval process for these timesheets so that each employee’s manager approves the timesheet before it is posted. The approval of timesheets may be delegated to another employee indefinitely or for a nominated interval. Jobpac defines a ‘Line Manager’ as the person that approves the timesheets of a ‘Workgroup’ or the employees for which the manager is responsible. These will be setup during installation and can be changed at any time.

E-TS is linked to the Job Costing and Payroll module and will populate these database files by running a batch job posting the timesheets once the appropriate approvals have been performed.

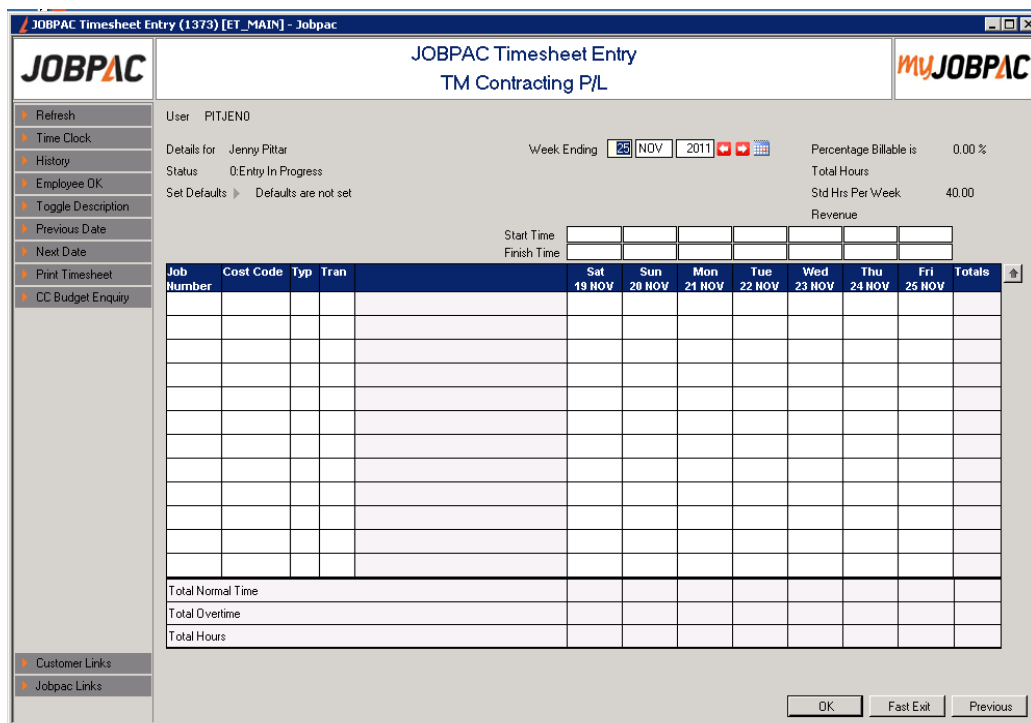
To use the E-TS module the employee must be setup in the Jobpac Payroll Module and the E-TS module uses some of the standard payroll files and programs. It is possible to use the E-TS module for timesheet costing alone; it is not necessary to use the Jobpac Payroll module for your payroll processing if you use the Jobpac E-TS.

Because users may need to enter their own timesheets for payroll purposes, this document covers the basic tasks associated with timesheet entry using the E-TS system but it only covers the other functions in E-TS briefly. For more details refer to the Reference Manual for Electronic Timesheets

Entering a timesheet

To enter a new timesheet or modify an existing one, select: *>Time>E-Timesheets>E-Timesheet Entry*

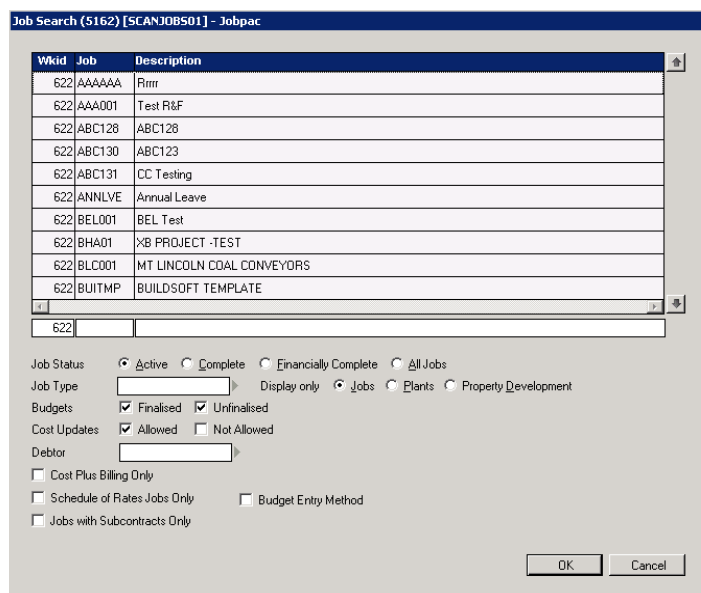
The timesheet for the current week will be displayed.



Timesheet Entry

Fields	To Complete
Week Ending	When you first open the Timesheet for entry this date will default to end of the current week. You can use the arrow keys to move forward or backward in time. As the week changes, the start and finish dates of the week changes automatically.
Start/Finish Time	You may enter the start time and finish times (in 24 hour clock format).
Job Number	Enter the job number you are working on or select the job by right clicking and selecting the job from the list.
Cost Code	Enter the cost code to attribute the job to or select it by right clicking and selecting the cost code from the list. If you select from the list both the cost code and cost type will be selected.
Type	Enter the job type or select it by right clicking and selecting the cost type from the list.
Tran	Enter the transaction code or select it by right clicking and selecting from the list. If a default has been set up then leaving it blank will use the default transaction code, usually a normal time code.
Project name	The name of the project will automatically appear when you have selected the job number. You can toggle through various descriptions by selecting Toggle Description from the menu to the left. Other descriptions available are: Cost Centre description, Weekly Comment and Revenue.
Sat-Fri	Enter the number of hours worked each day during that week for each job.

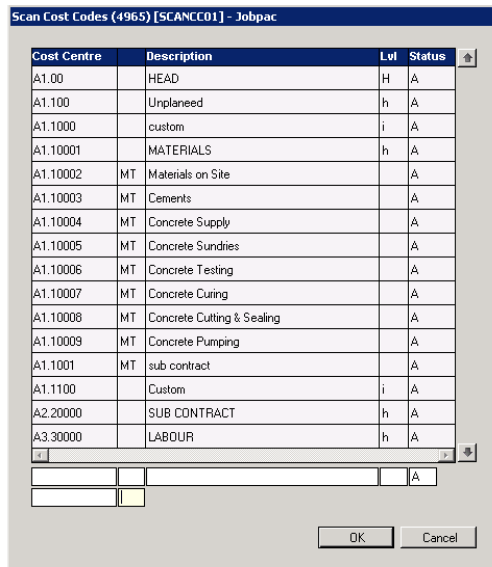
Selecting a job search will call the standard job search program. Select the appropriate scans to display the jobs (or plant items or development jobs) and right click and select the appropriate entry.



Job Search Scans

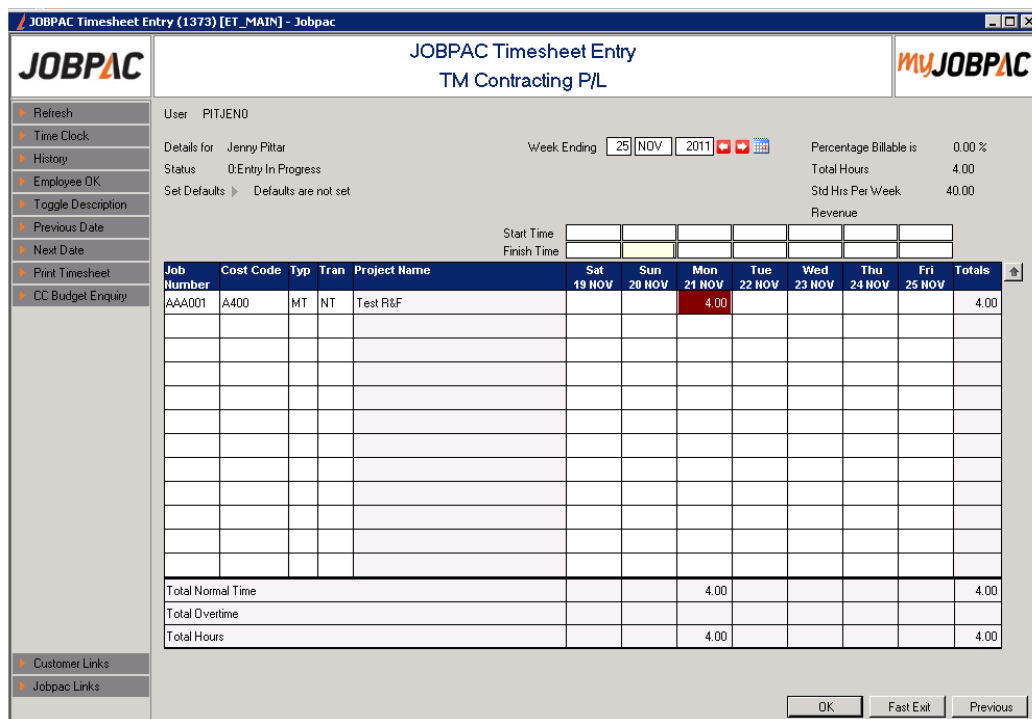
Selecting a cost centre search will call the standard cost centre search program for the job you have selected. You can limit the display by cost centre prefix, cost type, cost centre descriptions containing entered characters and cost centre status. The example below shows only active cost centres.

Right click on the appropriate entry and press Select.



Cost Centre Scan

Enter the time to be charged to the job in the appropriate cell.



Timesheet Entry

The user can enter a brief description of the activity undertaken, use the Select key [F4] which will call the text entry screen. Enter a description.

Timesheet Detail View

Entering a description for the entry will change the time display to a cell with a reverse image display.

Further dissection of the time within the selected cost code and type is possible. By selecting the Dissections button the user is able to enter up to nine lines with a description that give more details of the entry. If Activity codes are used then they are entered in this screen.

Press Enter to complete the transaction and Cancel to return to the previous screen.

Timesheet Detail Dissections

Fields	To Complete
Details For	The name of the employee.
Date	Date the work is performed.
Project	Job, Plant Item or Property the work is performed on.
Cost Centre	Cost Code and Cost Type.
Trans Code	The type of hour worked, usually normal time.
Hours	The hours worked expressed as a decimal – e.g. 8.50 for 8 hours 30 minutes.

Act Code	The valid activity code assigned to the work.
Comment	A description of the work. This may be extracted in some cases.

Timesheet Detail Dissections

Entering Times using the Time Clock

There is a Time Clock function in the main timesheet display and a Time Clock option in the detail entry above. Both options call the same program but if you select an empty cell for a job, cost code and cost type that has already been used for the week then you will not need to enter these costing details.

Click on the Start Time Clock button and the screen will be displayed. The option will not be available if there are already entries for the cost centre for the day being used.

*ETS - Time Clock (999) [ET_TIMECLK] - Jobpac	
Details for	Claire Stammel
Date	Wednesday 11 Feb 2009
Time Clock Started	14.47.28
Time Clock Re-Started	00.00.00
Time Clock Ended	00.00.00
Duration - hours (rounded)	

Buttons: OK, Refresh, Restart Clock, Stop Clock, Create timesheet entry (next step), Cancel

Time Clock

When the work is complete then click on the Stop Clock button.

Note: There is a Restart Clock option to allow for interruptions that are not to be included in the time record; using this option will continue the time collection and include the time in the entry.

*ETS - Time Clock (999) [ET_TIMECLK] - Jobpac	
Details for	Claire Stammel
Date	Wednesday 11 Feb 2009
Time Clock Started	14.47.28
Time Clock Re-Started	00.00.00
Time Clock Ended	14.48.21
Duration - hours (rounded)	(approx. min/s)

Buttons: OK, Refresh, Restart Clock, Stop Clock, Create timesheet entry (next step), Cancel

Restart Clock option

When complete, click on the Create timesheet entry button and a timesheet entry will be created. Please note that unless a different minimum and rounding value has been specified then entries less than eight minutes will create a zero entry (that you can over-ride) and it will round the time charged to the nearest 15 minutes.

The default description is of the time started and the estimated duration. The user is able to replace that description with an alternative description.

Time Clock Description

Click **OK** to accept and update the totals on the timesheet and then **Cancel** to return to the previous screen.

Completing the Timesheet – Employee OK

When all the entries for a week have been completed then the user can flag the entries as complete by using the Employee OK function on the sidebar.

Job Number	Cost Code	Typ	Tran	Project Name	Sat 19 NOV	Sun 20 NOV	Mon 21 NOV	Tue 22 NOV	Wed 23 NOV	Thu 24 NOV	Fri 25 NOV	Totals
AAA001	A400	MT	NT	Test R&F			4.00	8.00	8.00	8.00	8.00	36.00
Total Normal Time							4.00	8.00	8.00	8.00	8.00	36.00
Total Overtime												
Total Hours							4.00	8.00	8.00	8.00	8.00	36.00

Employee OK Function

Once the Employee OK function has been selected, the status of the timesheet changes to 1- Approved by Employee and the date and time of the approval is shown on the timesheet entry screen.

Until the timesheet is approved by the manager or sent to accounts for posting, the user can select the In Progress function on the sidebar menu to return it to “Entry in Progress”

E-Timesheet Approval (Reviewing Timesheets)

If a user has been set up as a Line Manager then they can approve timesheets and pass them to accounts for processing.

The user signs on to the Timesheet Approval program and the timesheets for the employees who have been assigned to the Line Manager are displayed.

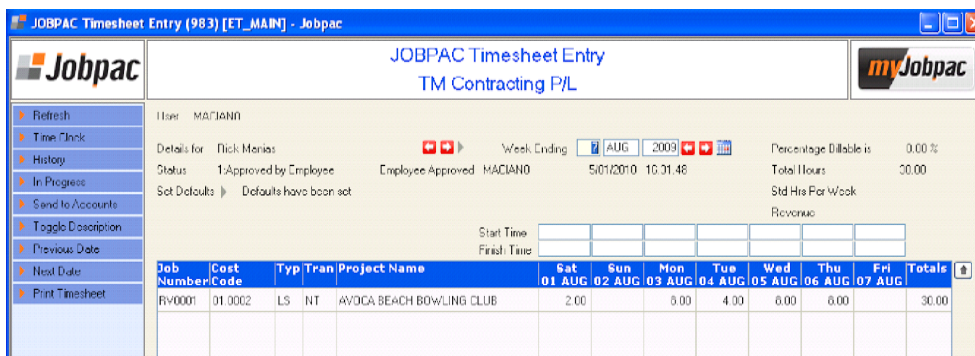
Select >Time>Timesheets>E-Timesheet Approval



Timesheet Approval program

The Line Manager can select each weeks timesheets and review them, send them to Accounts for posting or send an email to the employee’s email address if there is a query about the timesheet.

Viewing the details call up the weeks timesheet where the line manager can edit the details or return the timesheet to entry status for the employee to correct.



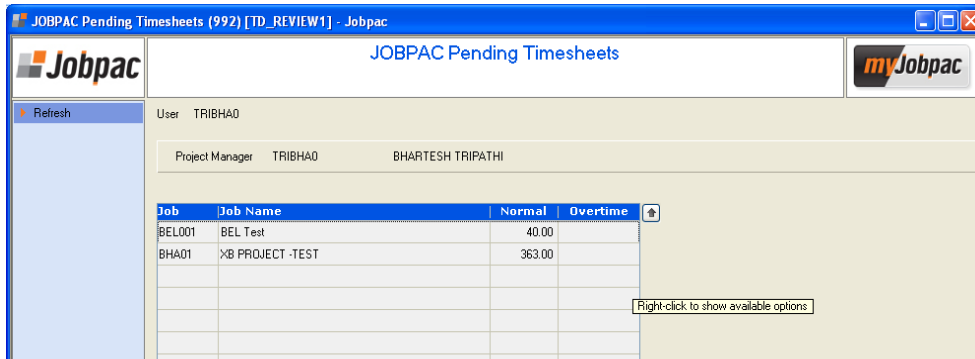
Timesheet Entry status

If the timesheet is approved then the Line Manager can use the Send To Accounts function and the timesheet will be Posted to the various cost accounts and marked as Sent to Accounts.

Project Managers Review

There is a review function available by project managers before the Line Manager approval. This is not normally used as it delays the approval and posting of timesheets. See your Jobpac Consultant to obtain more details and to set up the tables and programs for this option.

Select: >Time>E-Timesheets>Project Managers Review



Timesheet Pending Approval

Fields	To Complete
User	The user who is signed on.
Project Manager	The user-id of the project manager assigned to the job and the name of the user assigned in the User
Job	The job number assigned to the project manager.
Job Name	The job name from the job file.
Normal	Normal hours to be reviewed in timesheets.
Overtime	Overtime hours to be reviewed in timesheets.

Employee Forecasting

There is program that enables users to enter the forecast of the time that they plan to spend against each debtor, and each job. The standard hours for each employee is displayed at the bottom of the entry fields to assist users to account for all hours.

The information entered in this program can be extracted and used to forecast billings. See your Jobpac Consultant to obtain more details and to set up the tables and programs for this option.

Jobpac Timesheet Forecast Entry
TM Contracting P/L

Details for IAN MACARTHUR Division
Start Week Ending 1 JAN 2010 Standard Hours Per Week 40.00

Go to page 1 of 2

Debtor	Project	Rate	W/E 01 JAN	W/E 08 JAN	W/E 15 JAN	W/E 22 JAN	W/E 29 JAN	W/E 05 FEB	W/E 12 FEB	W/E 19 FEB	W/E 26 FEB	W/E 05 MAR	W/E 12 MAR	W/E 19 MAR
ABLE6617	P4809	125.00	15.00	10.00	5.00									
CORD2194		100.00				5.00	10.00							
HADE6408	CP001	100.00	25.00	30.00	35.00	35.00	30.00							
Total Time			40.00	40.00	40.00	40.00	40.00							
Total Over/Under								40.00	40.00	40.00	40.00	40.00	40.00	40.00

Customer Links
Jobpac Links

OK Fast Exit Previous

Employee Forecasting

E-TS User Maintenance

This is a program that is used to allow users to enter timesheets either for themselves or others and sets up who can approve timesheets. See your Jobpac Consultant to obtain more details and to set up the tables and programs for this option.

Included in this option is a function that enables a user to set up groups of employees, to copy the group across to another user, to delete users from E-TS and to delegate timesheet approval authority to another user for a defined period.

Jobpac E-TS User Maintenance

User ID	Employee Number	Name	L	M	A	T	Sec	MS	A/C	Prj	Sys	Oth
ALNPETO			N	N	9	R7	100	200	300	400		
BEAGLE0			N	N	9	R7	100	200	300	400		
BOUDAMO	00003	Damien Bourke	Y	Y	9	R8	100	200	300	400		
CADPHIO	CADPHIO	PHIL CADUSCH	N	N	9	R7	100	200	300	400		
CALDDO0			N	N	9	R6	100	200	300	400		
CUSSTE0			N	N	9	R7	100	200	300	400		
FEINOR0			N	N	9	R5	100	200	300	400		
GEDTH00			N	N	9	R5	100	200	300	400		
JOBPACOWNR			N	N	9	R5	100	200	300	400		
JOHJOF0			N	N	9	R5	100	200	300	400		
JURWILD	00010	ARMAND ROUSSEAU	N	N	9	R5	100	200	300	400		
KEMWAY0	00001	WAYNE KEMP	Y	N	9	R7	100	200	300	400		
KEMWAY1	00001	WAYNE KEMP	Y	Y	9	R5	100	200	300	400		

Line Managers Only

Customer Links
Jobpac Links

OK Fast Exit Previous

E-TS User Maintenance

Fields	To Complete
User	The user for the E-TS system.
Employee Number	The employee key for the E-TS user in the employee masterfile. This may not be the same as the user-id.
Name	The user's from the employee masterfile.
LM	Line manager - "Y" if the user is a Line Manager, otherwise N for No.
AT	Approve Timesheets - Set to "Y" if the user can Approve Timesheets otherwise "N"
Sec Lvl	The Security Level of the user in the Jobpac CMS Menu access table.
MS	The Menu System assigned to the user in the Jobpac CMS Menu table.
A/C	The menu number assigned to line one in the user's CMS Menu access table. This was the Accounts menu in a previous release of Jobpac
Prj	The menu number assigned to line two in the user's CMS Menu access table. This was the Projects menu in a previous release of Jobpac
Sys	The menu number assigned to line three in the user's CMS Menu access table. This was the System Administration menu in a previous release of Jobpac
Oth	The menu number assigned to line four in the user's CMS Menu access table. This was the Other (Payroll) menu in a previous release of Jobpac.

Chasing Up Timesheets

This is a program that scans timesheet entries and sends emails to employees who have not met certain preset criteria. See your Jobpac Consultant to obtain more details and to set up the tables and programs for this option.

Maintaining eContacts

Type	Type Desc	Code	Code Description	Seq #	Email address
E	Employee	AH11SANT	S AH11	111	ahuja.sanje@jobpac.com.au
E	Employee	A1001	P STERN	10	bhatesh.tripathi@jobpac.com
E	Employee	BEAGLE0	G Bocomont	10	glorys.bocomont@jobpac.com.au
E	Employee	JUUUUU0	S Ironside	10	S.Ironside@jobpac.com.au
E	Employee	J000002	J Johnson	10	J.Johnson@jobpac.com.au
E	Employee	MAN7100	P Manias [C]	10	rick.manias@jobpac.com.au
E	Employee	TEST02	C TEST B	10	test@jobpac.com.au
E	Employee	TRIPATH0	B TRIPATHI	10	bhatesh.tripathi@jobpac.com
E	Employee	WIGG100	S wigston	10	shelley.wigston@jobpac.com.au

Email Contact Maintenance

Fields	To Complete
Type	This displays the code for the type of contact (e.g. Employee, Creditor, ...) listed in the display. In this instance the selection is usually restricted to Employees and Users.
Type Description	A full description of the type of contact listed in the display.
Code	The relevant masterfile code. In this instance it will usually be the code for the employee's key (E) or the user-id (U).
Code description	The name of the employee or the user's name from the menu files will be shown.
Seq #	The sequence number, which usually starts at 10. It is possible for employees and users to have more than one email address.
Email address	The email address of the employee or user. Note – there is no validation of this entry.

Utilities

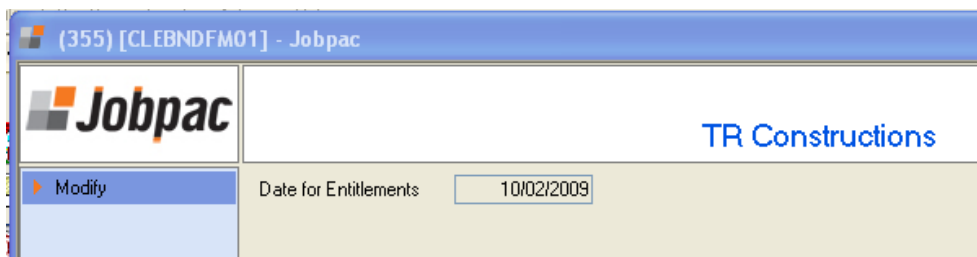
This section describes the utilities available for the Payroll system.

Recalculate Entitlements

To recalculate the leave accruals up to a specified date select Recalculate Entitlements from the Utilities menu. Normally the calculation of entitlements is done automatically as part of payroll processing.

Enter the date up to when the entitlements are calculated.

The program will recalculate entitlements as at the date entered. This could be used to calculate entitlements to a date that does not coincide with the last payroll period, for example the 31st December when the last pay for the year was the 23rd December.



Date for Entitlements can now run a program to calculate up until a certain date.

Refer to Issue 4 on Sheet 2 of excel issues list for Payroll Processing??

Fields	To Complete
Date for Entitlements	Enter the date up to which the entitlements are to be calculated.



Productivity

The Productivity Menu enables users to allocate code to activities so that work can be recorded against standard codes across the company.

Select: >Time>Utilities>Productivity>Company Productivity.

Note: The same pay code can be repeated in timesheet entry so that it is possible to allocate time to more than one productivity code. For example there may be three normal time entries totalling 40 hours, 38 hours productive time, 1 ½ hours unproductive wet weather delay and ½ hour toolbox meeting.

Company Productivity Maintenance

Select: Time>Utilities>Productivity>Company Productivity Maintenance

To add and modify Company Productivity Codes

Number	Description	P	Week-to-date	Month-to-date	Year-to-date
1	PROJECT	Y			
2	OFFICE	N			

Company Productivity Maintenance

Term	Definition
Number	Enter a productivity code. It is a 3-character field which could be numeric (001-999) or alpha (eg. TRN, EDU, PRD)
Description	Enter a description for the Productivity code.
P	Enter whether the Productivity code is productive or not. Y=Yes or N=No
Week-to date	This field will show the hours recorded against the productivity code of the week-to-date.
Month-to-date	This field will show the hours recorded against the productivity code of the year to date.
Year-to-date	This field will show the hours recorded against the productivity code of the year to date.

Employee Productivity Report

This report presents the detail of the transactions entered through timesheet entry related to productivity codes by employee and by date. The total of normal hours, overtime and the amount charged to the job is also provided.

At the end of each employee a summary of hours worked by productivity code is available.

Select: Time>Utilities>Productivity>Employee Productivity

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays.

Company Productivity Report

This report presents a summary of productivity codes showing in two different columns the percentages of time worked in productive and non-productive activities (Week to date, Month to date and Year to date).

Select: Time>Utilities>Productivity>Company Productivity Report

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays.

Employee Job

This report presents all the transactions entered through timesheet entry which are related to productivity codes giving a subtotal by job and by employee of hours worked and amounts charged to the jobs.

Select: Time>Utilities>Productivity>Employee Job

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Daily Employee Job

This report presents the details of transactions entered through Timesheet entry which are related to productivity codes giving a subtotal by date and by employee of the normal and overtime hours and the amount charged to jobs.

Select: Time>Utilities>Productivity>6.Daily Employee Job

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

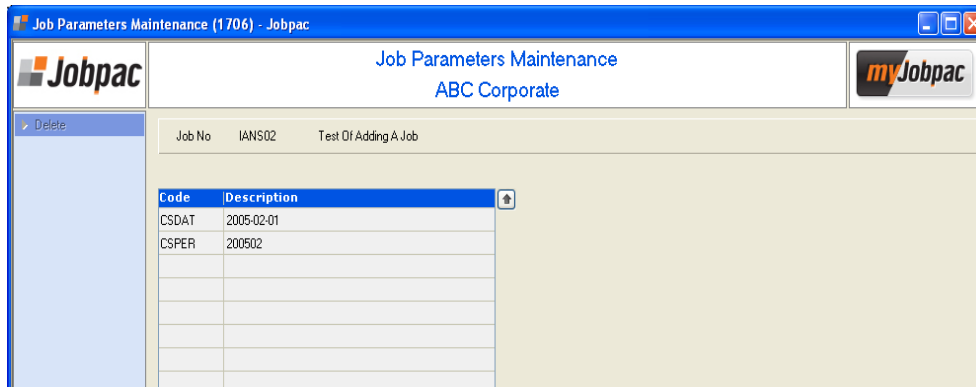
Job Parameter Maintenance

There are a number of job specific parameters that can affect the way the payroll is processed. Each of these parameters is different and has a specific effect.

Customers would use this program after discussing their requirements with their Jobpac Consultant, who will advise them of the parameter to add and the format of the entry.

Select >Time>Utilities>Job Parameter Maintenance

Enter Job No first or scan to select.



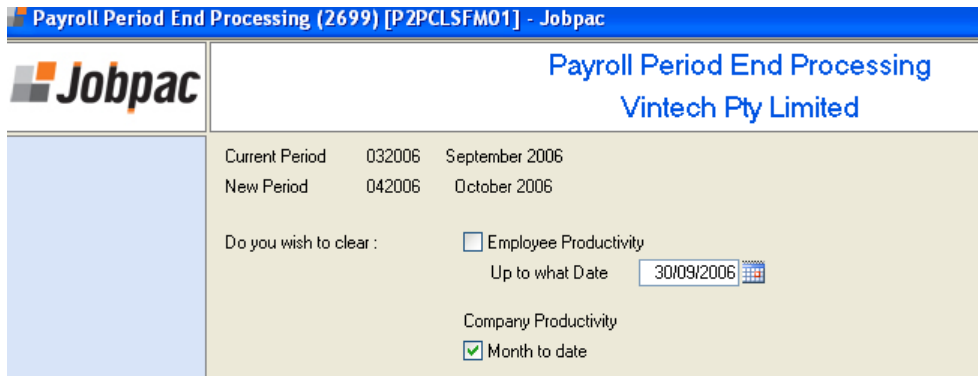
Job Parameters Maintenance

Fields	To Complete
Code	Enter the parameter code
Description	Enter the text or sequence number in the required format.
	The format may be very important so be careful that the entry will have the desired effect, especially if the parameter has positional flags – “Y N” (with a blank space between) will not be the same as “YN”.

Period End

This facility allows you to close the Payroll Accounting Period. It will reset all the Month To Date (MTD) values and at the end of the year all the Year To Date (YTD) values in the different payroll files. Depending on the answers, some transactions are deleted and other accumulators are reset.

To close the Payroll Period select: *>Time>Period End*



Payroll Period End Processing

Field	To Complete
Current Period	Displays the current payroll accounting period in both numeric and text formats.
New Period	Displays the next payroll accounting period in both numeric and text formats.
Do you wish to clear Employee Productivity	Tick the box if you use the employee productivity facility and you want to clear the productivity values.
Up to what Date	Enter or select the dates up to which the employee values are to be cleared.
Do you wish to clear Employee Productivity Month to Date	Tick the box if you use the employee productivity facility and you want to clear the productivity values for the month.
Year End	If you are rolling from on one payroll year to another, then a warning message will appear in forming the user that a year-end rollover will occur and a number of information messages will appear on the screen.

Payroll Reports

This section describes the Payroll reports that are available to you.

All reports can be viewed on the screen rather than having to print the report. All reports can be run to pdf or Excel.

Select: >Time>Payroll Reports>

Selection Criteria

Most of the reports have the following selection criteria in common:

Term	Activity
Run Number	Enter the number of the pay run for the report. Enter blanks for all
Start/Finish Employee	Enter the Employee keys at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Department	Enter the Department identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Division	Enter the Division identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Location	Enter the location identification code at which you wish to start and finish the report. Enter blanks for all.
Control break at	Department, Division, Location, None.
Salary Pays	Select to include those employees that are Salaried.
Permanent Pays	Select to include those employees that are Permanent.
Temporary and Casual Pays	Select to include those employees that are Temporary and Casual
Weekly Pays	Select to include those employees that are paid weekly
Fortnightly Pays	Select to include those employees that are paid fortnightly
Monthly Pays	Select to include those employees that are paid monthly
Pay by Cash	Select to include those employees that are paid in cash
Pay by Cheque	Select to include those employees that are paid by cheque
Pay by Bank Deposit	Select to include those Employees that are paid by Bank Deposit

The selection criteria you have specified are printed at the top of each report.

Payroll Details Report

This report presents general information and the detail of the transactions paid at employee level. The transactions generated by the system are identified with an 'S' at the end of them.

Report Fields

Term	Definition
No.	Transaction number or code.
Description	The description of the transaction code.
Date	The date entered in timesheet entry.
Hours / Occurs	The number of hours or number of transactions paid to the employee.
Rate	The rate used to pay the employee
Amount	The amount paid to the employee. Deductions and tax is negative.
System	System generated transactions such as tax and automatic deductions are flagged with an "S".

Payroll Summary Report

This report presents a summary of the payroll run at transaction level with a summary for month to date and year to date values.

Report Fields

Detail Lines	Description
Code	The transaction code.
Description	The description of the transaction code.
Hours / Occurs	The number of hours or number of transactions for the transaction code for the pay run selected.
Amount	The amount paid for the transaction code for the pay run selected.
MTD Hours	The number of hours or number of transactions for the transaction code for the month to date.
MTD Amount	The amount paid for the transaction code for the month to date.
YTD Hours	The number of hours or number of transactions for the transaction code for the year to date.
YTD Amount	The amount paid for the transaction code for the year to date.

Summarised Pay Details Report

This report presents a summary of the payroll run at transaction level with a summary for month to date and year to date values.

Note that in addition to the standard options, this report has an additional option to include or no to include a column for the ERC transactions.

Detail Lines	Description
Dp Dv Lc	The Department Division and Location codes.
Employee	The employee number and employee name and initials from the employee master file.
Hours	The short description, hours, rate and amount paid in the pay run that was selected.
Pre Tax All / Dedns / Others	The short description, occurrences and amount for pre-tax allowances deductions and other transactions.
After Tax All / Dedns / Others	The short description, occurrences and amount for after-tax allowances deductions and other transactions.
ERC / Others	The short description, occurrences and amount paid for ERC transactions. This includes superannuation payments and other transactions that may use the ERC functionality. Or

Accumulated Pay Details Report

This report presents a summary of the payroll for either one or a sequential series of pay runs with a summary at transaction level, if selected, with a summary at the end of the report.

Note that in addition to the standard options, this report has an additional option to hide Employee details in case this is necessary.

Detail Lines	Description
Dp Dv Lc	The Department Division and Location codes.
Employee	The employee number and employee name and first name from the employee master file.
Hours	The transaction code, hours and amount paid in the pay run range that was selected.
Allowances	The transaction code, occurrences and amount paid in the pay run range that was selected.
Deductions / Others	The code and amount for deductions and other transactions calculated in the pay run range that was selected..

Pay Details History Report (Weekly Pay Type)

This report lists one line per pay run, for each employee, a summary of the pay across a range of pay runs with a summary by general pay type at the end of the report. Optionally, employee hours can also be printed on this report.

Bank Deposits by Employee

This report lists the bank deposit details for a selected pay run for each employee with a summary at the end of the report.

Detail Lines	Description
Dp Dv Lc	The Department Division and Location codes.
Employee	The employee number and employee given name and surname and first name from the employee master file.
Amount	The amount to be deposited into the bank account in the pay run that was selected.
Bank Details	The bank, branch and account number for the bank deposit.

Deduction Costing (Listing)

This report lists for each deduction code, the employee using the deduction and the amount of the deduction for the month to date and year to date. There is a separate summary report at the end of the detailed report.

Detail Lines	Description
Deduction	The Deduction code and description.
Employee	The employee number and the employee's surname and given name from the employee master file.
Termination Date	The date the deduction ceased.
Rate	The rate of the deduction.
MTD Amount	The amount deducted in the current payroll month.
YTD Amount	The amount deducted in the current payroll year.

Transaction Report


The Transaction report lists every transaction on a pay run, by employee, for the range of pay runs selected and for the transaction range selected.

Term	Details of Payment
Employee	As shown on the Employee Master File.

Pay Run	As shown on the Employee Master File.
Name	As shown on the Employee Master File.
Tran Code	Transaction Code as in the Transaction Definition under Company Information.
Date	Date on the Timesheet Entry.
Hours/ Occurrence	The hours or occurrences entered in Timesheet Entry.
Rate	The rate used in each pay run.
Amount	The amount paid or deducted in the pay run.

Cheque Journal

This report lists the employee's number, name and the amounts to be paid by cheque.



Employee Reports

This section describes the Employee reports that are available to you in menu option 5, then 7.

To access select: >Time>Employee Reports>

Allowances

This report lists all allowances for each employee showing the characteristics and accumulations of each allowance.

Complete the Start Employee and Finish Employee details. If you are unsure of the details, selecting enter, will provide system prompt.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Deductions

This report lists all deductions for each employee showing the characteristics and accumulations of each deduction.

Complete the Start Employee and Finish Employee details. If you are unsure of the details, selecting enter, will provide system prompt.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays.

Leave accruals

This report lists all the Accruals in time and dollar value by employee for Sick Leave, Annual Leave and Long Service Leave. The entitlements are shown in days even though the entitlements are kept in hours in the employee master record.

Term	Definition
Start/Finish Employee	Enter the Employee keys at which you wish to start and finish the report. Enter blanks for all.
Last Entitlement Run Date	Enter date.
Include Terminated Employees	Check this flag to include terminated employees.
Include Contract Employees	Check this flag to include Contract employees.

Include Temporary Employees	Check this flag to include temporary employees.
Report Sequence	Choose the sort order for the report.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Leave History

This report lists detail of all leave taken by the employees summarised by leave type.

Complete the Start Employee and Finish Employee details. If you are unsure of the details, selecting enter, will provide system prompt.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Master Details

This report lists all the detail in the Employee Master Record including information about accruals and year to date payments.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Selection Criteria.

Term	Definition
Start/Finish Employee	Enter the Employee keys at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Department	Enter the Department identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Division	Enter the Division identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Location	Enter the location identification code at which you wish to start and finish the report. Enter blanks for all.
Control break at	Select if a new page is required at one of these levels: Department, Division, Location, None.

Include Terminated Employees Select to include terminated employees in the report.

List Of Employees By Number

This report lists all employees by their (Code) number.

You can also select viewing preferences for the report. Select the required report option: Spool file, PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Term	Description
Start/Finish Employee	Enter the Employee keys at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Department	Enter the Department identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Division	Enter the Division identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Location	Enter the location identification code at which you wish to start and finish the report. Enter blanks for all.
Control break at	Select if a new page is required at one of these levels: Department, Division, Location, None.
Terminated Employees	Select to include Terminated Employees in the report.

List Of Employees By Name

This report lists all employees by name.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays.

Term	Description
Start/Finish Employee	Enter the Employee keys at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Department	Enter the Department identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Division	Enter the Division identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Location	Enter the location identification code at which you wish to start and finish the report. Enter blanks for all.

- Control break at Select if a new page is required at one of these levels: Department, Division, Location, None.
- Terminated Employees Select if Terminated Employees are to be included.

Name and Addresses

This report lists all names and addresses of each employee.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Selection Criteria.

Term	Description
Start/Finish Employee	Enter the Employee keys at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Department	Enter the Department identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Division	Enter the Division identification code at which you wish to start and finish the report. Enter blanks for all.
Start/Finish Location	Enter the location identification code at which you wish to start and finish the report. Enter blanks for all.
Control break at	Select if a new page is required at one of these levels: Department, Division, Location, None.
Terminated Employees	Select if Terminated Employees are to be included.

Group Certificates (PAYG Payment Summaries DINB Listing)

This facility prints Group Certificates on pre-printed forms supplied by ATO.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Note: It is advisable to initially select the 'draft option' of the Group Certificates, because you are limited to printing only one copy of the final Group Certificates to be provided to employees.

PAYG Payment Summaries DINB Listing

Replace this screen

Complete the A.B.N. and the Company Name then select “OK”.

Respond to confirmation messages.

PAYG Payment Summary will then print.

RDO accruals

This report lists all the accrued RDO’s per employee.

Complete the Start Employee and Finish Employee details. If you are unsure of the details, selecting enter, will provide system prompt.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF or Excel. Click *OK* and you are prompted ‘Do you wish to proceed?’ Click *Yes* to proceed or *No* to cancel and the report displays

Other Reports

This section describes other payroll related reports that are available.

Portable Long Service Leave (LSL)

This facility prints all LSL accrued by an employee on pre-printed forms supplied by the Portable Long Service Leave Board.

**Certificate of Service
TM Contracting P/L**

Start Employee:
 Finish Employee:

Tax Period :
 Start Date:
 Finish Date:

Company Details :
 Registration Number:
 Company Name:
 Signed by:
 Award Number:

Include Terminated Employees

Certificate of Service (2313) [PLSLCEFM02] - Jobpac

Please Make Sure Certificate of Service FORMS are correctly
Aligned in Printer Before Proceeding

Click OK to continue, or Cancel to exit

Portable Long Service Leave (LSL)

Certificate of Service (2204) - Jobpac

**Certificate of Service
ABC Corporate**

Start Employee:
 Finish Employee:

Tax Period :
 Start Date:
 Finish Date:

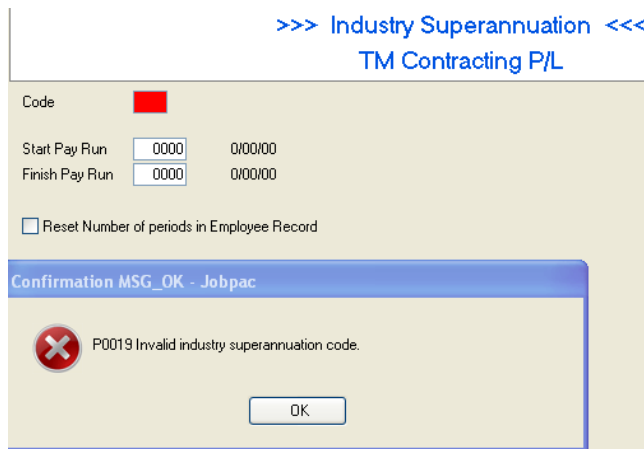
Company Details :
 Registration Number:
 Company Name:
 Signed by:
 Award Number:

Include Terminated Employees

Certificate of Service

Industry Superannuation

This report lists all allowances attributed to each employee This Program allows for the printing of the Industry Superannuation Report. If required, the number of periods can be reset for the selected employees.

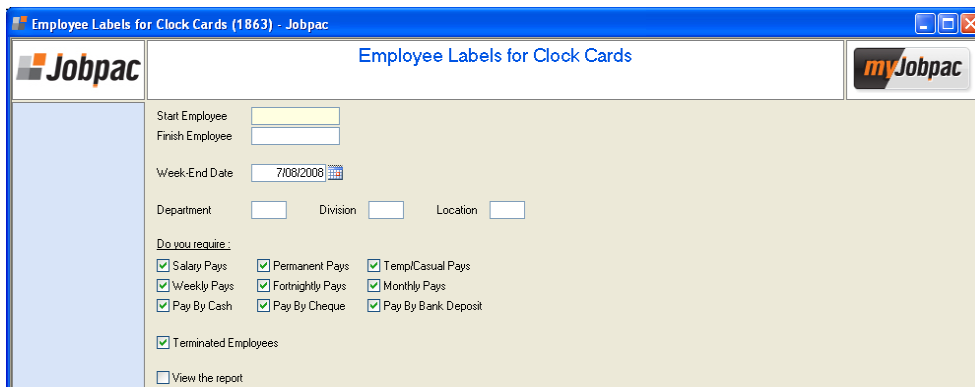


Industry Superannuation

Field	Description
	Superannuation Registration Number
	Employee Name
	Fee per period or Percentage
	Number of Periods
	Total Amount Per Employee
	Code Number
	Start/Finish Pay Run
	Reset Number of periods in Employee Record

Labels for Clocks

This facility prints employee labels for attaching to clocking cards.



Employee Labels for Clock Cards – access screen

Statutory Superannuation

This program allows for the printing of the Statutory Superannuation report. If it is requested, the number of periods can be reset for the selected employees.

Superannuation Report
ABC Construction Division

From Fund Id	<input type="text" value="A"/>	CARE
To Fund Id	<input type="text" value="S"/>	SUPER TRUST AUSTRALIA
From Period	<input type="text" value="APR08"/>	
To Period	<input type="text" value="APR08"/>	
From Department	<input type="text"/>	to <input type="text" value="99"/>
From Location	<input type="text"/>	to <input type="text" value="99"/>
From Division	<input type="text"/>	to <input type="text" value="99"/>

View the report

Superannuation Report

Coinage Analysis

This report presents a breakdown of the cash to be paid to employees.

Note: If the amount to be paid to the employee is greater than \$100 there is an automatic allocation of five \$20 notes to the form of payment.

Coinage Analysis

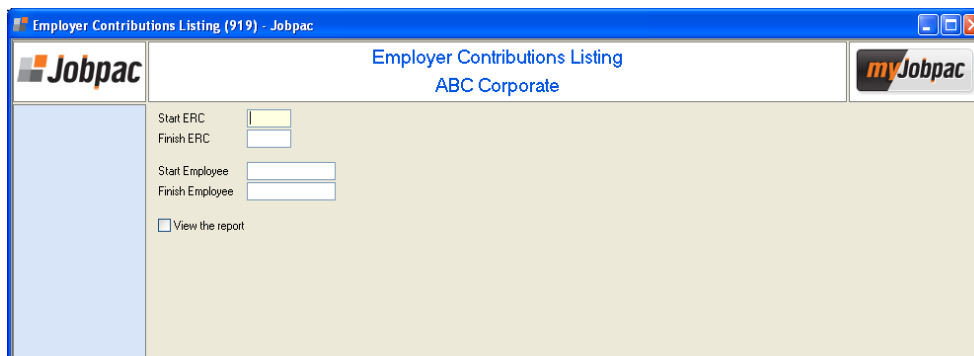
Long Service Leave (LSL) Report

Long Service Leave Report
Consultant Training Company

Start Payrun	<input type="text" value="0"/>	0/00/00
End Payrun	<input type="text" value="0"/>	0/00/00
Department	<input type="text"/>	
Division	<input type="text"/>	
Location	<input type="text"/>	

ERC's Report

This report lists all employer contributions by month to date and Year to date totals separately by Superannuation Funds.



The screenshot shows a web application window titled "Employer Contributions Listing (919) - Jobpac". The window has a blue header bar with the Jobpac logo on the left and the text "Employer Contributions Listing ABC Corporate" on the right. Below the header, there are four input fields: "Start ERC", "Finish ERC", "Start Employee", and "Finish Employee". At the bottom left, there is a checkbox labeled "View the report".

Employer Contributions Listing initial search screen

You can also select viewing preferences for the report. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

System Parameters

JOBPAC Payroll requires mandatory System Parameters in addition to some optional System Parameters in order to be functional.

Select: >System Admin>Define Companies>Maintain Parameters

Mandatory System Parameters

Parameter	Description
PRAP	<p>Payroll Accounting Period.</p> <p>This period is updated by the end of period process and is the one used to determine the Accounting Period to be affected in the General Ledger by transactions generated through Timesheet Entry, Payroll Processing and Payroll Reversal</p>
PAYROL	This is a positional parameter
1st Character	<p>The first character determines the meaning of the values entered for job charge and external charges in Pay Rates Maintenance.</p> <p>A - Amounts. The values entered in Pay Rates for Job Charge and External Charge are considered dealt as Amounts by the Timesheet Entry program. The Job Charge is then the Amount charged to the job per hour. If you prefer to have the system calculate the job charge bases on the oncost percentages specified at transaction level, leave an "A" in the position and do not enter job charges in Pay Rate Maintenance.</p> <p>P - Percentages. The values entered in Pay Rates for Job Charge and External Charge are considered as percentages by the Timesheet program over the Employee Rate. The value applied against the Job per hour is then the Employee Rate plus the percentage, specified in the Job Charge, of the Employee Rate</p> <p>C - Combined. The Job Charge is considered as a fixed amount and the External Charge is considered as a percentage. The value applied against the Job is then the Employee Rate plus the percentage, specified in the External Charge, of the Employee Rate plus the amount specified in Job Charge.</p>
2nd Character	<p>The second character determines if the Productivity Module will be used. Valid values are (Y)es or (N)o If Yes is specified then Timesheet entry considers the Productivity Code as a mandatory field for transactions related to time.</p>
3rd Character	<p>The third character determines the default allocation for Timesheet Entry transactions. This value appears in the Timesheet Entry screen when you are about to enter the first transaction for each employee. Valid values are:</p> <p>J – Jobs. Default allocation to jobs.</p> <p>C – Jobcards. Default allocation to jobcards.</p> <p>(blank) - No default allocation.</p>

4th Character	<p>The fourth character determines if Accruals for Sick, Annual Leave and Long Service Leave as well as Gross YTD and Tax YTD are printed at the end of each Payslip.</p> <p>'L' – Leave only. This indicates that only leave accruals are printed.</p> <p>'G' – YTD. This indicates that only YTD amounts are printed.</p> <p>'Y' – Both. This indicates that both leave accruals and YTD Amounts are printed.</p>
5th Character	<p>The fifth character determines if Pseudo Companies are used.</p> <p>Valid values are (Y)es or (N)o. If the parameter is (Y)es then the name of the Company Tax Centre related to the employee is printed in Pay Envelopes and Group Certificates.</p>
6th Character	<p>The sixth character determines if a margin will be paid on top of the employee rate.</p> <p>Valid values are (Y)es or (N)o. If the parameter is (Y)es then the margin is requested in the Employee Maintenance program and the Timesheet Entry program displays a prompt which allows the disability of this margin for selected transactions</p>
7th Character	<p>The Seventh character determines which user definable field (User 1 or User 2) is displayed at the top of Timesheet Entry when a new employee is called.</p> <p>Valid values are (1) User 1, or (2) User 2 or blank (none).</p>
8th Character	<p>The Eighth character determines if General Ledger Payroll clearing accounts will be used at departmental level. Valid values are (Y)es or blank</p>
9th Character	<p>The Ninth character determines the allocation method for automatic allowances.</p> <p>The valid values are (A) for all hours, (N) for normal hours only and blank for none</p>
10th Character	<p>The Tenth character determines if additional posting is required for inter-company transactions.</p> <p>Valid values are (P) or blank. If (P) is entered, every posting to the inter-company account in the current work ID will generate a credit for the same amount to the account specified in the system parameter PRREVE and a debit to the account specified in the system parameter PREXPE.</p>
11th Character	<p>The Eleventh character determines the default value for the control break of Payroll reports,</p> <p>Valid values are (D)epartment, di(V)ision, (L)ocality or blank</p>
12th Character	<p>The Twelfth character determines whether the General Ledger Account defined as default in the employee record is to be used instead of the account linked to the job/cost-code/cost-type when posting transactions.</p> <p>Valid values are (E) - use employee G/L Account or blank.</p>
13th Character	<p>The Thirteenth character indicates if a fix Job Rate is charges to the jobs regardless of the type of hour or multiplier.</p>

Valid values are **(F)** - use fix rate or **blank**.

14th Character	The Fourteenth character is used for customer specific purposes. Please don't enter any value in this position unless you have been advised to do so.
15th Character	The Fifteenth character is used for customer specific purposes. Please don't enter any value in this position unless you have been advised to do so.
16th Character	The Sixteenth character determines if RDO Accruals will be printed in the Payslips. Any value different to blank means that no accruals are printed .
PAYCLR	T/S Payroll Clearing Account. This is a G/L Account used by the Timesheet Entry program to credit all the amounts paid to Employees for transactions related to jobs, jobcards or when a G/L Account has been specified in the transaction. This G/L Account could be the same G/L account specified as Clearing Account on Payroll Parameters.
ONCOST	T/S Oncost Account. This is a G/L Account used by the Timesheet Entry program to credit the difference between the amount charge to the jobs and the employee rates
PLTCLR	T/S Plant Clearing Account. This is a G/L Account used by the Timesheet Entry program to credit the difference between the Plant Rate and the Job charge for transactions related to plant items.
ICXFER	Inter-company Clearing Account. This is the G/L account used in both companies to contain the values transferred between companies as result of having employees of one company doing work for another company. Both companies have to be in the same database (library).

Optional System Parameters

Parameter	Definition
PRFTR	If the financial year of your company is different to the one that has to be used for payroll, you can use this parameter to specify the offset of months for the Payroll financial year
PRREVE	Revenue Account. See explanation on the usage of the 10th position of the PAYROL parameter
PREXPE	Expense Account. See explanation on the usage of the 10th position of the PAYROL parameter
PRUDF1	Determines the prompt to be displayed for the User Definable Field 1
PRUDF2	Determines the prompt to be displayed for the User Definable Field 2

Payroll Transactions

JOBPAC Payroll has been designed to give you the flexibility of choosing the transaction codes relevant to your organisations specific requirements. The Jobpac payroll has standard payroll transaction definitions and allows users to create their own payroll transactions codes. The transactions supported are (ordered by description):

Field Description	Comments
ADA –Adjustment After Tax	Accepted through Timesheet Entry. The Amount entered in this transaction is included in the Net Amount but is not included in the Taxable Amount
ADP- Adjustment Pre Tax	Accepted through Timesheet Entry. The Amount entered in this transaction is included in the Taxable Amount.
ALL-Allowance	In a standard setup transaction codes are specified as allowances. (eg. TLS for Tools, MLS for Meals, etc) The allowance can be taxable no non taxable and be setup to affect different areas of the Group Certificate.
AL-Annual Leave	Number of hours the employee is taking as annual leave. A record is added to the Leave history file
ALN-Annual Leave not paid	Number of hours the employee is taking as annual leave not paid. The field of Leave not Paid is updated in the Employee Master Record with the number of hours entered in this transaction. A record is added to the Leave history file
BDP-Bank Deposit	Defines multiple bank accounts for employees
BKP-Back pays	Allows the entry of the amount to be paid and the number of periods to spread the payment. This type of transaction is entered via Timesheet Entry.
DED-Deduction	In a standard setup several transaction codes are specified as deductions (eg. SOC for Social Club, INS for Insurance, etc). The deductions can either before or after tax.
DT-Double Time	Accepted through Timesheet Entry
DTH –Double Time and a half	Accepted through Timesheet Entry
ERC Employer Contribution	This type can be used to define Superannuation funds or Redundancy funds.
HNC-Hours not charged	In Timesheet Entry the transaction affects only the hours in the job without affecting the cost to the job nor the pay to the employee.
HNP-Hours not paid	In Timesheet Entry the transaction affects the hours and the cost of the job without affecting the employee pay.
LLD-Leave Loading	This transaction is normally calculated by the system. Any value entered through Timesheet Entry adjusts the value calculated by the system.

LSL-Long Service Leave	Accepted through Timesheet Entry. A record is added to the Leave history file
LMA-Lump sum A	Value entered through Employee Termination.
LMB-Lump sum B	Value entered through Employee Termination.
LMC-Lump sum C	Value entered through Employee Termination.
LMD-Lump Sum D	Value entered through Employee Termination.
NT-Normal Time	Accepted through Timesheet Entry and generated automatically for salaried employees. Several transaction codes can be specified for this transaction type (eg. PH for Public holiday, NT for Normal Time, TRN for Training, etc)
TAX-PAYE tax	Transaction generated by the system as a result of tax calculations in Pay Roll Processing.
QT-Quadruple time	Accepted through Timesheet Entry
RDJ-Rostered day off for jobs	Accepted through Timesheet Entry or generated automatically by the system. The hours entered in the transaction reduce the RDO/JOB accrued for the employee.
RDO-Rostered day off	Accepted through Timesheet Entry or generated automatically by the system. The hours entered in the transaction reduce the RDO accrued for the employee.
SNP-Sick not paid	Accepted through Timesheet Entry. A record is added to the Leave history file. The field of Leave not Paid is updated in the Employee Master Record with the number of hours entered in this transaction. This Transaction type affects the annual leave entitlement calculation.
SWC-Sick with Certificate	Accepted through Timesheet Entry. A record is added to the Leave history file
TXA-Tax Adjustment	Accepted through Timesheet Entry. A record is added to the Leave history file
TTX-Termination Tax	Accepted through Timesheet Entry or can be an automatic transaction defined through Employee Allowanced/Deductions.
TXA-Termination Tax A	Value entered through Employee Termination.
TXB-Termination Tax B	Value entered through Employee Termination.
TXC-Termination Tax C	Value entered through Employee Termination.
TXD-Termination Tax D	Value entered through Employee Termination.
TXE-Termination Tax E	Value entered through Employee Termination.
TH-Time & Half	Value entered through Employee Termination

TR-Triple Time Accepted through Timesheet Entry

WKC-Workers Compensation Workers Compensation paid

WKN-Workers Compensation Workers Compensation not paid
