Jobpac CONNECT

2021-R1 (effective 21/02/2021)

Contents

Release Overview

For the 2021-R1 Release of Jobpac Connect the Jobpac team focused on the following initiatives...

Supporting cloud optimization, and ViewpointOne. Good Progress was made on SSO for Jobpac Connect which will give our users the ability to sign on with a Viewpoint One ID and access all our solutions seamlessly and will also give you the ability to authenticate via Azure AD with the Viewpoint One ID being available in the Azure AD Apps Marketplace. The underlying SSO work is complete and the technology is in place. We are now completing some final User Interface changes to make the conversion from Jobpac ID to Viewpoint One ID both streamlined and intuitive. Testing is underway for a multitude of scenarios and documentation under construction. We will update all our customers when the service is available.

Supporting product quality. Product Quality is always a focus for the Jobpac team. In this release we have reduced the defect backlog to the lowest EVER outstanding defects in the Backlog for Jobpac. Just 63 open issues at last count. This is not only the lowest defect backlog ever for Jobpac, but also the lowest defect backlog of the 4 Viewpoint ERP's that we sell globally. (Not that we are competitive!) The Jobpac team is very proud of this achievement and is a testament to ongoing quality focus.

Key 3rd party integration with Earlytrade. In Q3 2020 we rolled out our integration with Earlytrade for early Payment discounts. In this release we have continued to cement this integration with uplifted API's for marketable invoices. If you are interested in how this integration can save you money please do not hesitate to contact your account manager or myself directly.

Targeted customer enhancements. The suggestion box and customer funded enhancements play an important part in our roadmap as we want our product to evolve and be shaped in a way that makes our customers more efficient. Unfortunately we can't develop all suggestions, but we do consider them all, and prioritise as resources allow.

Accounting compliance for our customers. In this release we have delivered NZ Payday Filing updates in line with NZ IRD legislation. Changes for NZ also include changes in Tax Rate Maintenance and some changes in the way we calculate Leave rates to be more precise. We have also been talking with customers regarding the NSW Retention held in trust reporting changes and how we might enhance current reporting capabilities to assist you to more efficiently comply in terms of quarterly Subcontractor Statements. Discussions are also underway around the Payment Times reporting requirements and it is likely that Roadmap decisions will be made in the next quarter regarding possible product changes to assist. At this stage though, it is important to note, our solution for Payment Times Reporting is a process solution, and no product changes are currently planned, pending customer feedback.

Ongoing Security and Platform work... is a year round effort and this last quarter has been no different. We continue to perform pen testing and security remediation work in line with our SOC2 Type 2 Compliance to which all of our cloud construction solutions adhere to. Our SOC 3 report is available to all our customers at the Viewpoint Security page at this link. https://www.viewpoint.com/en-au/security/faqs
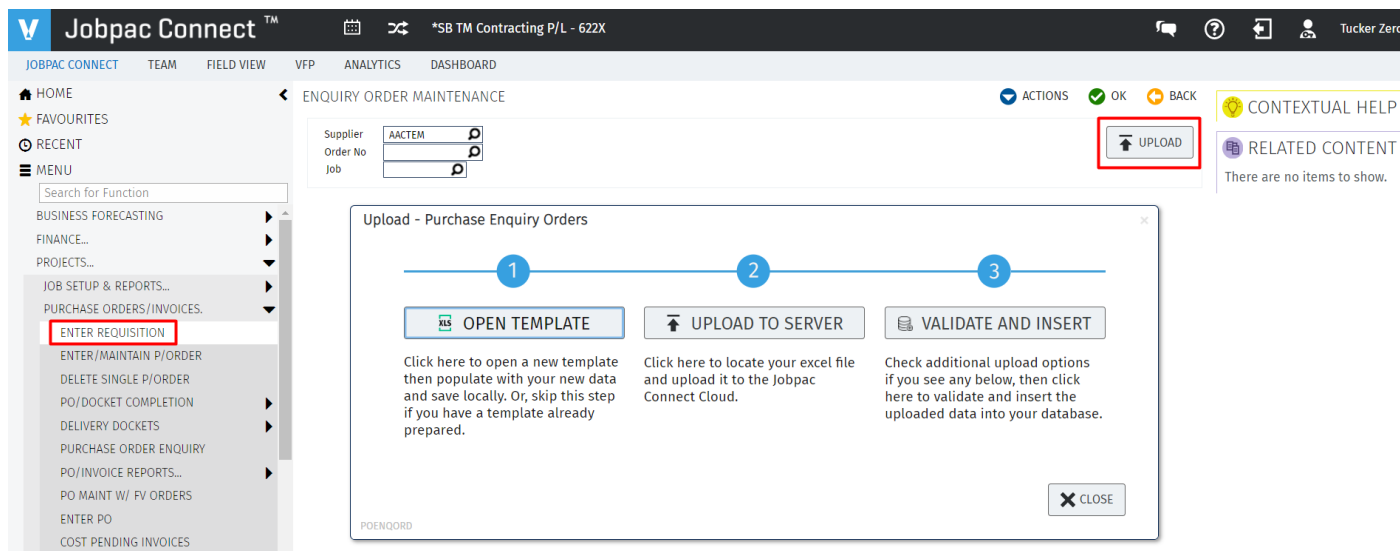
Significant development phases for the delivery of major Initiatives. Work has continued in the last quarter on a number of multi quarter development initiatives including true B2B eInvoicing with PEPPOL, BPay method, Bank Feeds and more.

Enhancements

Roadmap

- ***Enhancements to the PO Upload***
  - Added additional fields:
    - Asset Work Id
    - Asset Code
    - Tax Code
    - Delivery Address Code, Delivery Address 1, Delivery Address 2, Delivery Suburb, Delivery State, Delivery Postcode, Delivery Country, Delivery Phone
    - User Defined fields 1-5
    - Included in TPR Flag
  - Display the exception/success report for successful upload with the purchase order numbers (when the order number is auto generated).
  - Allow up to 60 characters for the PO item description in the upload (increase from 30 characters).
  - Allow the purchase order item number to be left blank if the purchase order number is specified in the upload sheet. This will simplify the adding of new items to existing orders with the item number being automatically generated with the next available item number.
  - Allow the purchase order item number to be left blank for new orders that will have the order numbers generated from the upload. There is no need now to put the item number against each PO item in the upload for new orders that will have the order number automatically generated.

- ***NZ Payday Filing Phase 2***
  With the introduction of the new ED and EI file versions in April 2020, the existing file formats will no longer be accepted from 1 April 2021.

  - A new Employee Details csv file is being introduced. This version includes new fields for KiwiSaver eligibility, employee exempt income, KiwiSaver opt-out information and new KiwiSaver statuses. The addition of the KiwiSaver fields means a separate KiwiSaver Employment Details (KED) form will no longer need to be filed whenever the new version of the ED is used.
  The previous version of the ED csv file will no longer be accepted from 1 April 2021.

○ New versions of the Employment Information (EI) and the Employment Information Amendments (EIA) file specifications are being introduced. These files include new fields such as hours paid and prior period adjustments, and new fields for SLCIR and SLBOR deductions so that it is no longer necessary to report those items on separate lines in the file. The previous versions of the files is still being used, however only the new versions of the files will be accepted from 1 April 2021.

○ The provision of Hours paid information by employers is not compulsory, it is requested under the same terms as employee Date of birth, in that if the employer holds the information in their payroll system it is required to be sent to Inland Revenue. There is no compulsion for employers to begin to capture this data if they do not already hold it. However, it will be of benefit to Inland Revenue and potentially their own employees if they are able to capture and transmit the data.

For further clarity, in the event that some or all components of an employee's salary and wages are held in, or associated to, units other than hours (or have no time unit associated with them at all), there is no compulsion to translate the data held in to hours or to calculate or otherwise create an hour value in order to transmit data to Inland Revenue. In such a scenario Inland Revenue does not expect to receive Hours paid data pertaining to that employee, for that pay

● *NZ Tax Rate Maintenance changes*
The NZ Government recently passed the Taxation (Income Tax Rate and Other Amendments) Bill on 3 December 2020. This was granted Royal assent on 7 December 2020. It contains four main measures, including:

● introducing a new top personal income tax rate of 39%
● introducing increase disclosure requirements for trusts
● increasing the Minimum Family Tax Credit (MFTC) threshold for the 2020-21 tax year
● clarifying the ability for Inland Revenue to require information for the purposes of providing quality policy advice.

We have included new fields as shown below in Tax Rate Maintenance to capture the MFTC. Please also note other tax scale changes to be implemented in NZ on April 1st, outlined below.

1. ACC Earners' Levy

On 6 July 2020, the NZ Government announced that it is maintaining current levy rates for the next 2 years, as part of a set of changes to help ease the financial pressures of COVID-19.

Therefore:
- The Earners' Account Average levy rate per $100 of liable earnings (incl. GST) remains at $1.39
- The maximum liable earnings that self-employed and businesses pay Work Account levies on are to remain as outlined below:

	2020/21 (to)	2021/22 (to)
Employees and private domestic workers (Work and Earners' Accounts)	$130,911	$130,911
Self-employed people (Work and Earner's Accounts)	$130,911	$130,911

2. Tax threshold and rate change

With the enactment of the Taxation (Income Tax Rate and Other Amendments) Act 2020 a new top personal income tax rate of 39% applies for the 2021–22 and later income years on annual personal income that exceeds $180,000, as well as changes to ensure that the new rate applies consistently across other personal tax system

3. Student Loan Deduction Rates and Thresholds.

Effective from 1st of April 2021 the student loan repayment threshold has increased to $20,280 for the 2021/22 tax year.

Student Loan deductions rate and thresholds		2020/21	2021/22
Student Loan annual repayment threshold		$20,020	$20,280
Student Loan repayment rate		Primary Income: 12% per $ over repayment threshold Secondary Income: 12%	
Student Loan pay period repayment thresholds*	Weekly pay period (Threshold divided by 52)	$385	$390
	Fortnight pay period (Threshold divided by 26)	$770	$780
	Monthly pay period (Threshold divided by 12)	$1,668.33	$1,690
	Four weekly pay period (Threshold divided by 13)	$1,540	$1,560

4. Addition of 2 new secondary tax codes as at 1 April 2021
- SA for total of all employment income from all sources > $180,000.00
- SA SL for total of all employment income from all sources > $180,000.00 with Student

5. A new ESCT rate

- *Lock message on Tax Table Maintenance*
  Previously, when a user is in Tax Table Maintenance and another user tries to access it, their session would freeze and be locked. Now a message will be issued with the user who is locking the function.

- ***NZ - OWP & AWE Leave Rate Calculation Based on Transaction Days.***
  To improve accuracy and flexibility in calculation of NZ AWE and OWP Leave rates.
  Previously Jobpac Connect struck challenges in the calculation of true 4 weeks and 52 weeks where irregular payruns are made, either spanning more or less than the regular pay frequency for that employee. Jobpac will move to calculations based on transaction day details rather than Pay packet summary data with this release.

  In addition the Leave Rate Maintenance has been upgraded to allow greater flexibility in calculations.

  See the more details section at the bottom of this document for a description of changes in this area. We are advising our customers to take a copy of the Leave Rates Report immediately prior to the upgrade and then to run the report again first thing Monday morning after the upgrade is complete to analyse any changes.

- ***Ability to Send Invoice Images for Invoices in Test Work Ids (Test Database)***
  You can now send the invoice images to the OCR email address and have them linked to invoices in the test work ids. This can be done by putting the test database name, if you have one, in the subject of the email. This test database name will most often follow the following format:
  Database:JDcccTSTnn
  Where ccc is the customer 3 letter code and nn is the test database number (usually 99, 98, 97, etc).
  This will then allow testing of OCR interfaces in test work ids including images.

- ***Default Location for OCR Invoices***
  A default location can now be defined to be used for OCR invoices that do not have the authorising job/location passed or cannot be retrieved with the purchase order information provided.
  - System parameter OCRINV/position 8-13 (field# 7)
    - Default location when authorising information could not be populated via the OCR interface

- ***Convert Online End Of Month Processes to Run in Batch***
  The following online end of month processes will now run in batch:
  - Accounts Payable
  - Accounts Receivable
  - Job Costing
  - General Ledger
  - Stock
  - BFM
  All details of the EOM process will be audited as it does for the scheduled EOM processes in the pop up Accounting periods screen as shown below. It also removes the risk of a session dropping out when running it interactively and leaving the EOM process incomplete. This also completes the Allow forward posting functionality.

- *Do not print EBITDA lines in the P&L Reports if the system parameters are not set.*
  Due to the recent EBITDA changes, additional lines were being printed even though the system parameters were not set. This change will now control the printing of the additional lines only if the system parameters are set.

- *Enhancements to the new AP Enquiry - Creditor Summary Screen*
  Our New AP Enquiry beta continues to evolve as we work to modernise the old AP Enquiry to include things like Invoices coming in from OCR and Pending invoices across all Work ID's. You are welcome to start using the new Enquiry now alongside the old AP Enquiry and see how you like it. Contact us through support for assistance in setting up. The New AP Enquiry will continue to evolve and in this Release we have included a summary screen at Creditor level prior to entry into the All Invoices view.
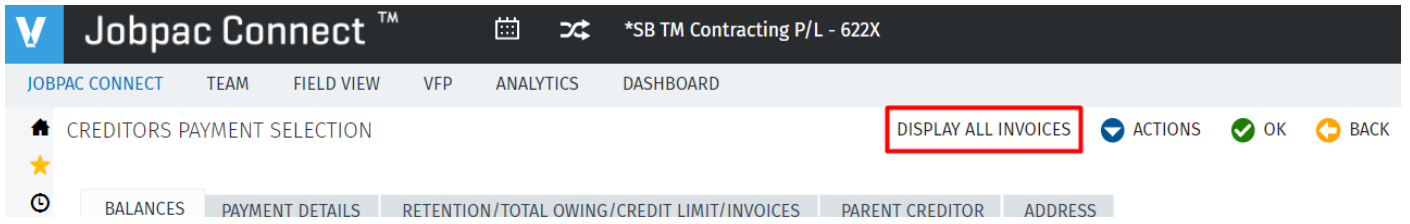

- *Convert Bulk Print of AR Invoices to JOM*
  Convert the invoices printed via the bulk AR invoice print to JOM. When a single AR invoice is printed, the output is in a JOM format. When printing a bulk of invoices via the Print a Range of Invoices, the output is now consistent and in JOM format. AR Invoices printed in this way can also be directly sent to Debtors via the JOM distribution functionality.

- *One click navigation element to go to the All Invoices view in Payment Selections*
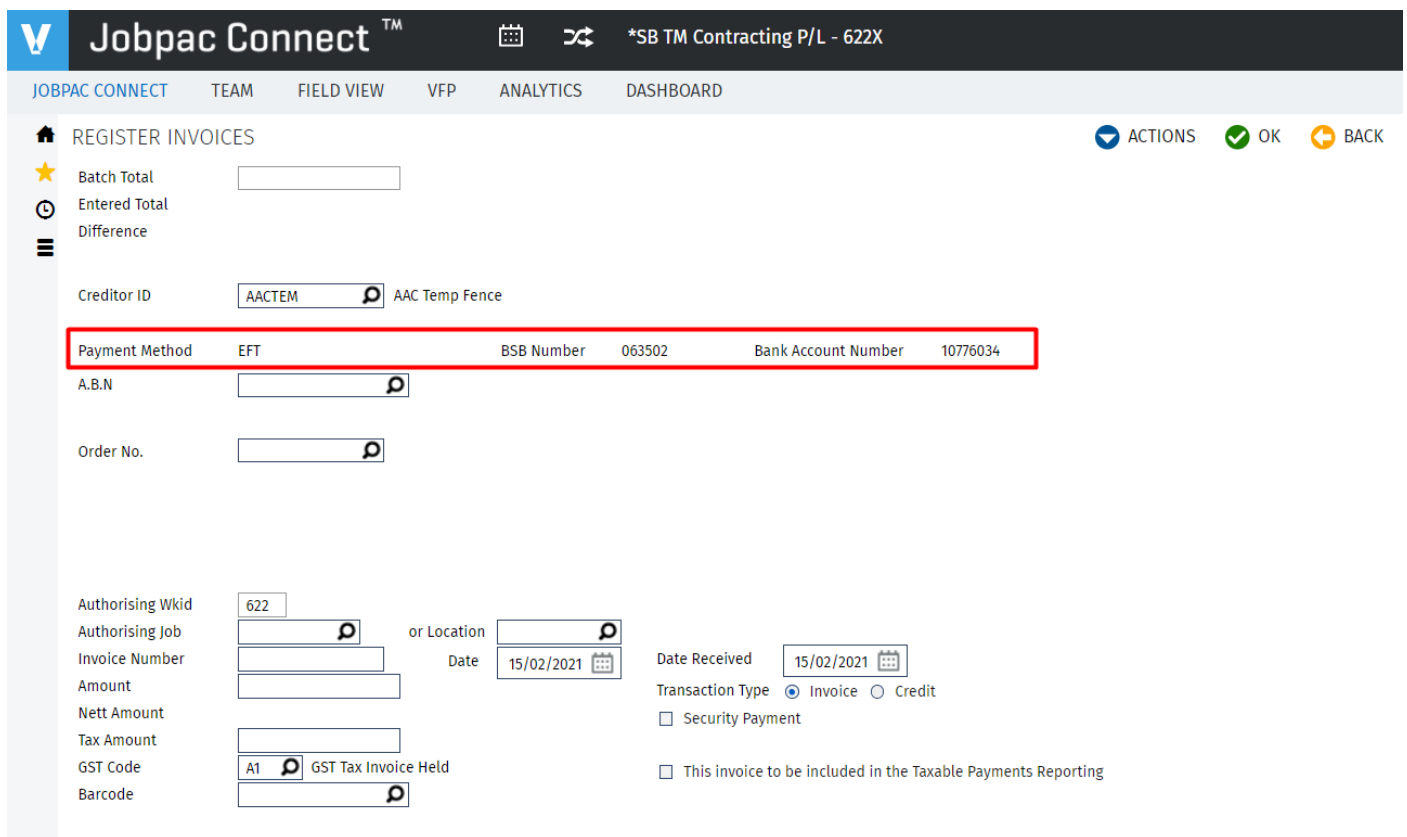 Replacing two clicks with one as shown on the screen below.

- *Screen Paging linked to mouse scroll - UI improvement*
  On Grids with multiple pages the screen paging has been linked to the mouse scroll button. It's not a smooth line by line scroll, but each spin of the mouse scroll button will page down one page (or up) It's a small thing but hopefully a tweak that will improve your experience.

Suggestion Box & Other Enhancements

- *Change the AR Statement email subject to 'Company Name - AR Statement - MMMYY'.*
  MMMYY is the current AR account period. This is conditioned via system parameter ARSTMT.
  - System parameter ARSTMT/position 2
    - 'Y' - Change the email subject as 'Company Name - AR Statement - MMMYY'
    -

- *Filters on the Intercompany Control Parameter Maintenance*
  Filters are now available for every column in the Intercompany Control Parameter Maintenance.

- *Show Creditor Bank and Payment Details on Invoice Registration*
  In Invoice Registration, show the bank and payment details for the creditor as shown below.

- *Hide the button 'Use Purchase Order Creditor' in Register Invoices*
  A new system parameter position can be set to hide the button 'Use Purchase Order Creditor' in Register Invoices if the Creditor entered does not match the PO creditor.
  - System parameter INVREG/position 14
    - 'Y' - Remove 'Use Purchase Order Creditor' option if different creditor

- *Default of RCTI Email Address*
  Default the RCTI email address of subcontract agreements in Subcontract Maintenance from the creditor if not entered.

- *Last Used Date Filter for the Creditor Insurance Details Report*
  Add Last Used Date filters (start and finish dates) to the selections in the Creditor Insurance Details Report. This could assist in bulk checks for expired insurances for subcontractors that have been used in the last x number of months.

- *Additional Fields in the Standard Payroll Timesheet Upload*
  - LSL Flag
  - Job/Asset Flag (J/A)
  - Plant/Labour

These were some fields missing in this upload and now the gap has been closed.

***** Please download the new template before doing any new uploads.

Fixes

Module – Accounts Payable

- [Fix] AP Invoice upload is not writing the barcode to the header record if there is no GST dissection.
  - Issue# 98566
- [Fix] New AP Upload is not processing the 'Prepaid' option correctly. When dissected invoices are processed as prepaid in the upload CREDBAL, the invoices are created correctly when intercompany is used, but the payment processing uses the wrong control account in the wrong work id.
  - Issue# 98616
- [Fix] AP Payment Processing confirmation pop-up is showing incorrect values due to the inclusion of the invoices not to be included.
  - Issue# 99885
- [Fix] EFT consolidation file is doubling up on some payments.
  - Issue# 99928
- [Fix] AP Payment Processing confirmation pop-up is showing incorrect value and the number of creditors.
  - Issue# 100217
- [Fix] Incorrect creditor name is showing for invoices in the section 'Future Period Invoices Paid This Period'.
  - Issue# 100233
- [Fix] AP invoice upload (CREDBAL) is not validating the invoice/credit flag and allowing the incorrect value for the flag to be uploaded.
  - Issue# 100235
- [Fix] Invoice registration is rejecting either the purchase order or the authorising job if they are in different work ids.
  - Issue# 100294
- [Fix] AP Payment Processing confirmation pop-up is showing incorrect values due to some invoices appearing in both the 'To be Paid' and 'Not to be Paid' sections.
  - Issue# 100664
- [Fix] Payment due dates are changing on some pending invoices. Updates on the Project Manager/Job No tab in Prepare Invoices for Approval is changing the payment due date for all invoices listed on the current screen.
  - Issue# 101157

Module – Accounts Receivable

- [Fix] Adjustments to AR invoice dissections are being allowed to be of a negative value that forces the invoice to go negative.
  - Issue# 90041
- [Fix] Adjustments to the Progress claim tax amount is not checking for the acceptable variance for the tax code.
  - Issue# 90712
- [Fix] Invoices posted to prior periods are appearing in the 120+ days bucket in the AR Aged Trial Balance Report. They should appear in the current bucket.
  - Issue# 100196
- [Fix] 1. AR Sundry Invoice upload is not automatically generating the next invoice number.
    2. An incorrect GL account error appears for job related invoices.
  - Issue# 100291
- [Fix] AR Sundry Invoice upload is not populating the delivery address.
  - Issue# 100789
- [Fix] Cannot adjust AR progress claims due to incorrect ABN errors.
  - Issue# 101145
- [Fix] AR Cash Receipts is not showing all the cash accounts and only defaulting to the primary.
  - Issue# 101170

- [Fix] Debtor listing only displays the first 25 characters of the debtor's name, address line 1, and address line 2 instead of the full 70.
  - Issue# 101649

Module – Advanced Approvals
- [Fix] Purchase order approval is not picking up the correct definition that includes a job group and is using the default one.
  - Issue# 100206
- [Fix] SOR subcontract agreements are not requiring reapproval when new SC items are added with a rate even though the approval definition has been set to force the reapproval.
  - Issue# 100685
- [Fix] Incorrectly rendered screen appears for Subcontract Agreement audit when there is no audit data.
  - Issue# 100917

Module – Business Forecasting Module
- [Fix] Amount Overdue is always showing a 0 value in the BFM Project Summary Report.
  - Issue# 79659
- [Fix] Updates to the forecast in the BFM review period is not updating the values in the BFM.
  - Issue# 100047
- [Fix] BFM Unsecured Works download is dropping the values for some columns.
  - Issue# 100052
- [Fix] Session if freezing when posting BFM journals.
  - Issue# 100205
- [Fix] Upload of posted BFM accruals are being accepted and updating the value, thus causing imbalances in the BFM and GL.
  - Issue# 100309
- [Fix] Upload of BFM accruals is being allowed against Complete and Financially Complete jobs.
  - Issue# 100925
- [Fix] The period and values are correct for a few rows and then repeat to the end of the list in the BFM Contract Valuation Margin screen.
  - Issue# 101213

Module – Fixed Assets
- [Fix] Asset Journals produced at EOM uses the wrong reporting period for work ids that have a different FACTOR system parameter.
  - Issue# 99684
- [Fix] The purchase date of an asset is allowed to be a future date (should only allow today's date or earlier).
  - Issue# 100024
- [Fix] Incorrect report title in the Billing Cost Exception Report. The title should be "Assets without Cost Instruction" and not "Assets with Cost Instruction".
  - Issue# 100758

Module – General Ledger
- [Fix] GL Balance Sheet Report is showing different Retained Earnings values between the PDF and the Excel versions.
  - Issue# 100050
- [Fix] Incorrect value is showing for 'Nett Profit/(Loss) After Tax' in the Monthly Comparative Profit & Loss Report.
  - Issue# 100106
- [Fix] 2 additional blank columns are appearing at the end of the GL Trial Balance Report for the Excel format.
  - Issue# 100341

- [Fix] BAS Report formatting has incorrect column alignment due to the description containing double quote/s.
  - Issue# 100724
- [Fix] A blank column (last column) is appearing in the GL Details Report in the Excel format.
  - Issue# 100924
- [Fix] A blank column (last column) is appearing in the GL Enquiry transactions download.
  - Issue# 101107

Module – Human Resources
- [Fix] HR Enquiry front listing screens are showing random documents when tabbing through the different tabs. The HR Training Detail screen is showing documents related to the managers rather than showing documents for only the employee.
  - Issue# 100030

Module – Job Costing
- [Fix] Costs This Period is showing the Costs to Date value in the Job Liquidity Report.
  - Issue# 78369
- Fix] Cost Centre Details Report is picking up subcontract agreements that are not yet committed.
  - Issue# 97424
- [Fix] Job costing end of month rollover is setting the Forecast Final Cost to the Current Budget value.
  - Issue# 100200
- [Fix] Actual Costs by Date Report is showing incorrect values for some transactions.
  - Issue# 100568
- [Fix] Employee rates are appearing in the labour enquiry when called vai the CWIP enquiry even though the system parameter CWIPEQ/position 2 is set to 'Y'.
  - Issue# 100665
- [Fix] Revenue This Month value is incorrect in the Cost Comparison & Forecast Report (CCFR) for the Small Orders format (Monthly Rev/Costs Detail).
  - Issue# 101055
- [Fix] BFM journals are incorrectly appearing in the Commitments Enquiry.
  - Issue# 101095
- [Fix] Expert upload is crashing when there are more than 99,999 rows.
  - Issue# 101129

Module – JOM
- [Fix] 1. 'Email From' is not being picked up correctly due to case sensitivity.
     2. Cannot schedule a job with end date
  - Issue# 100246

Module – Payroll
- [Enhancement] Handle invalid characters for employee details - employee maintenance, employee upload, and STP submission.
- [Fix] Standard ETS Entry is allowing entries with a cost code or cost type without a job. This occurs when a job-related entry has the job deleted from the entry.
  - Issue# 90068
- [Fix] Incorrect invalid GL Account message is showing in Timesheet Entry.
  - Issue# 90710
- [Fix] ETS by Job/Employee is incorrectly applying allowances and deductions when finish time is less than the start time.
  - Issue# 100204
- [Fix] ETS by Job is incorrectly creating DT entries with the same start and finish times.
  - Issue# 100566

- [Fix] There is an error in NZ Payday Filing when the Payroll Transaction code CSU (Annual Leave Cashup) is used. It is not being included in the Gross Pay in the Payday filing submission to IRD.
  - Issue# 101096
- [Fix] An issue with employee config job allowance codes when in the job-based entry. Transactions are not being generated correctly based on the configuration.
  - Issue# 101159
- [Fix] Payroll Reversal not reversing timesheet entries due to incorrect errors.
  - Issue# 101579

Module – Purchase Orders
- [Enhancement] Force the sign of the delivery docket to be the same as the purchase order item and invoice.
  - System parameter DELDKT/position 9
    - 'Y' - Sign of the docket must the same as the PO item and invoice.
- [Fix] Filtering on the approval user and date is not holding when toggling between the tabs in the PO Enquiry by Job screens. This is causing the download to produce incorrect results.
  - Issue# 100176
- [Fix] The product description and supplier product code is not defaulting in the extended description in PO Maintenance if the item is costed to a job or an asset. This is when the system parameter POMNT/position 20 is set to 'Y'.
  - Issue# 100219
- [Fix] Error message in the Delivery Docket Entry is blocking the entry of the dockets.
  - Issue# 100853

Module – Stock
- [Fix] Duplicate key crash when trying to upload stock.
  - Issue# 100245

Module – Subcontracts
- [Fix] SC Variation Approvals does not cater for Quote status Sc variations. When a SC variation is approved via the advanced approvals process, it should not reduce the subcontract item unapproved variation amount if the status of the variation was Quote prior to approval.
  - Issue# 96583
- [Fix] Subcontract agreement payment term is not populated when set to use the job payment terms and the term is not set up at the job level. It should default to the subcontractor's payment term if system parameter SCTERM/position 2 is set to blank.
  - Issue# 99418
- [Fix] When the SC Document Report is run with a specific Job, and 'Not All Documents Checked' ticked, a blank report is produced.
  - Issue# 99884
- [Fix] Incorrect reason description check is being done for SC payments not using the schedule of payments.
  - Issue# 100119
- [Fix] Subcontract compliance Insurance details are not being saved when accessed from creditor maintenance.
  - Issue# 100027
- [Fix] Incorrect tax amount is showing on the RCTI for SC payments using mixed tax codes.
  - Issue# 100051

Module – System Administration
- [Enhancement] User profile extraction will now include the status 'Deactivated'.
- [Fix] Incorrect email address is being used for the Email From when work id 10 does not exist.
  - Issue# 99713

- [Fix] If using user-based menu security, the WUI menus are not including menu options that the user does not have default access to (work id 0) even though they have access for specific work ids.
  - Issue# 100920
- [Fix] Scheduled End of Month process is marking the jobs as being scheduled but no jobs are actually being scheduled. This occurs when there is an error when scheduling the modules to be rolled and there is an error with a module in one of the work ids selected.
  - Issue# 101160

Module – Web Services
- [Enhancement] API to approve purchase orders changed to attach the PO form on the email from the final approver back to the requestor if the system parameter is set.
- [Fix] Credit notes pushed through from Lentune are ending up as invoices in Jobpac.
  - Issue# 98898
- [Fix] DeliverAllItemsIssue API is stopping at the 10th PO item.
  - Issue# 99898
- [Fix] Invoices sent through via an API are getting held up in a pending state and not being automatically posted.
  - Issue# 100117
- [Fix] Credit notes sent through from Lentune are having the amount changed when they end up in Jobpac.
  - Issue# 100147
- [Fix] CreateACurrentTimesheet API is not populating the week ending date for the transactions.
  - Issue# 100216
- [Fix] GST is not being calculated correctly for some transactions sent through from Lentune.
  - Issue# 100243, 100264

More Details

NZ Payroll Enhancement - OWP & AWE Leave Rate Calculation Based on Transaction Days

To improve accuracy and flexibility in calculation of NZ AWE and OWP Leave rates.

Previously Jobpac Connect struck challenges in the calculation of true 4 weeks and 52 weeks where irregular payruns are made, either spanning more or less than the regular pay frequency for that employee. Jobpac will move to calculations based on transaction day details rather than Pay packet summary data with this release.

In addition the Leave Rate Maintenance has been upgraded to allow greater flexibility around inclusions, exclusions and ability to edit included hours and values. New functionality is described below.

NB: If you are using these features in Jobpac we are advising our customers to take a copy of the Leave Rates Report immediately prior to the upgrade and then to run the report again first thing Monday morning after the upgrade is complete to analyse any changes.

Leave Rate Maintenance - Employee Current Timesheet Transactions Screen

This screen (shown below) is the first screen you enter when accessing the *Leave Rates Maintenance* Program. It will show Employees with current timesheet entries that have Leave Transaction codes and the current calculated Leave Rates on those outstanding timesheet transactions

- There is a new Action option on this screen to show All Employees and their current calculated Leave Rates. Selecting this action option, as shown below, will take you to the All Employees screen as described in the next section.
- It is also possible to drill down into the *Employee Holiday Rate Calculation Details* by right click.

Leave Rate Maintenance - All Employees Holiday Rates Summary Screen

This screen (shown below) will show All Employees even if they do not have current timesheet entries that have Leave Transaction codes, and will show the current calculated Leave Rates on those Employees.

- Use Back to go back to the previous current timesheet screen.
- Use Right Click and one of the selection options to navigate to the *Employee Holiday Rate Calculation* Details screen for the Employee selected (described in next section)
- Use the filter to show only those employees with current timesheet transactions if preferred.

Leave Rate Maintenance - Employee Holiday Rate Calculation Details Screen

From either the All Employees Screen or the Employee Current Timesheet Transactions Screen you can right click on any entry and navigate to the *Holiday Rate Calculation Details* screen for the Employee selected as shown below.

After Right Click and select, you will be presented with the *Employee Holiday Rate Calculation Details* Screen as shown below. On this screen it is possible to see all the "Included" and "Excluded" and "Partially Included" Payruns for the calculation of either ADP, OWE or AWE.

PAY NO	PAYRUN PERIOD	PAY PERIOD END DATE	STD HOURS	PAYRUN ACTS PAID HRS	PAYRUN ACTS REG PAID AMT	PAYRUN ACTS DAYS WORKED	RATE CALC INCL HRS	RATE CALC INCL PAID AMT	RATE CALC INCL DAYS	INC/EXC
15	DEC19	30/12/2019	177.77	177.77	17,777.00	21.75	177.77	17,777.00	21.75	I
13	NOV19	30/11/2019	177.77	177.77	17,777.00	21.75	177.77	17,777.00	21.75	I
5	OCT19	30/10/2019	177.77	167.77	16,777.00	18.08	167.77	16,777.00	18.08	I
1	SEP19	14/09/2019	177.77	177.77	17,377.00	21.75	12.00	800.00	1.47	I
28	MAR19	22/03/2019		90.00	3,100.00	11.01	90.00	3,100.00	11.01	I
27	MAR19	11/03/2019		91.00	3,996.51	11.13	91.00	3,996.51	11.13	I
26	MAR19	4/03/2019		90.00	3,100.00	11.01	90.00	3,100.00	11.01	I
25	FEB19	25/02/2019		1.00	13,500.00	0.12	1.00	13,500.00	0.12	I
24	FEB19	18/02/2019		90.00	3,000.00	11.01	90.00	3,000.00	11.01	I
23	FEB19	11/02/2019		91.00	3,531.17	11.13	91.00	3,531.17	11.13	I
22	FEB19	4/02/2019		1,734.04	4,644.04	212.16	1,734.04	4,644.04	212.16	I

- The "last pay period end date" will be shown in top right.
- The screen will Show all Pay Runs that include a detail transaction, that is valid for inclusion, with a transaction date within 52x7 days from the last Pay Period end date. They will automatically show as Included for AWE in the Incl/Excl column on the far right.
- This screen will show an additional number of payruns, defined by system parameter, at the bottom of the report. These will automatically show as Excluded and show in a blue colour text. The system Parameter to define the number of extra Payruns to show is LRCPAY and can be set up with the number of extra Payruns to show.
- All Excluded Payruns will show in Blue.
- All Partially Included Payruns will show in Pink.
- If OWP is selected then only Pay runs that have valid transactions, with a transaction date within 4x7 days from the last Pay Period end date, will be automatically included. The rest will be automatically excluded and in blue colour text.
- Note the 3 new columns under the grouping **"Rate Calc. Inclusions".** The three new columns will be **Included Hrs Paid, Included Paid Amount, Included Days Worked.** These fields will show the included portion of the full Payrun values.
- The Inclusions columns initially will be calculated from the detailed transactions behind each Payrun, and will only include transactions with a date within the inclusion criteria back from last Pay Period end date (or the last Accepted Rate)

- If there is any difference between any of the "Inclusions" columns and the "Pay run Actuals" columns then the line will show in Pink (unless the whole Payrun line is excluded and already blue.)
- There will be a new right click selection option to select any Payrun to see and edit the **"Payrun Inclusion Details"** Described in the next section.
- A warning message will be shown before leaving the screen if you have not accepted changes.

Leave Rate Maintenance - Payrun Inclusion Details Screen

This new screen will show the detail lines for the Payrun selected in newest to oldest order. With an Include Exclude on the end of each transaction line. It is designed to allow you to adjust the Included values in Holiday Rate calculations for the Payrun selected.

- Each line will have Actual columns, and **editable** inclusion columns that will build up to the Payrun Totals at the top of the new screen.
- Initially Inclusion values will be automatically calculated and if the user changes any values to be different from the history values the Inclusion Values will show in pink.
- There will be Payrun totals for relevant fields and Inclusion totals for the same fields in the screen header. There will be totals for the Actuals and Inclusions
- Transactions will show as excluded and the line in blue if they have been excluded by natural selection criteria based on tran date or regular pay type, or by Exclusion at Payrun level from the previous screen.
- Flagging any row as included will automatically adjust the inclusions totals and flag the Payrun as being included at Payrun level.
- If all detail lines are flagged as excluded at any time (or when exiting) then the Payrun header will be flagged as excluded when leaving the screen.

- The total of inclusions at detail level will build up to the included values at Payrun level and show on the Payrun level screen in Inclusion columns.

Leave Rate Report Changes - to support new calculation method.

The Leave Rate Report has been updated to reflect the new calculation method at transaction level.