SmoothPay

Payroll for Windows

Using your Payroll

And

Payroll Tutorial

Warranty, Limitation of Liability and Copyright

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SmoothPay (“Program”) is warranted to be free of material errors and will perform as documented provided the Program is up to date at the latest release level and the computer equipment is correctly configured. Any confirmed programming error will be corrected at no charge to the user provided they have a registered copy of the software and have complied with the conditions of their registration (refer SUPPORT).

The documentation is intended as a guide only. The software it accompanies is produced on the understanding that data will be checked by the user and proper manual audit checks will be undertaken on a regular basis.

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SmoothPay - Payroll for Windows

Welcome to ***SmoothPay***!

SmoothPay Payroll for Windows has been developed to integrate with modern business systems, including electronic banking and a selection of popular cash management systems. It provides a comprehensive array of features and unsurpassed ease of use.

A few of the many features are:-

- Unlimited account and job enterprise analysis (including prorated allowances).
- Multiple employee bank accounts.
- Multiple time type entries.
- Multiple allowances and deductions, (all of which can be added on the fly).
- Production of electronic banking system files.
- Annual Holiday Act compliant.
- IR345, IRD approved IR348 Employer Monthly Schedules, IR68 reports.

The software is ready to use, with a full online manual and field level help prompts, selected allowance and deduction codes, and support for all current tax codes. Every input field has a help prompt line at the bottom of the screen so you know what to enter without constant reference to the manual or online help.

The online help can be accessed by pressing the F1 function key anywhere in the program, and provides extensive reference material and detailed assistance for every aspect of ***SmoothPay***.

You can use the built in sample system to try things out or to train new staff.

Support

We will provide you with free telephone support (our time, not your call) during the first twelve months of registration of ***SmoothPay***. We reserve the right to charge for our calls to you, courier charges, time spent fixing your errors.

Support is only provided to registered users for software at the latest release level.

Upgrades

Registered users receive free upgrades, including tax table changes, within the first 12 months of registration. Upgrades are normally issued once or twice each year to cover enhancements and tax changes.

After 12 months, a charge for each upgrade release will be levied. Unpaid upgrade charges will terminate automatic issue of further upgrades until paid.

Bug reports entitle the person who first reports it to a chocolate fish or other goodies at the discretion of Procomp Systems.

Requests for Change

These can be discussed directly with Procomp Systems and should be followed up with a written specification of the change/s requested on the provided Feedback form (refer *Wizards Feedback* topic). **No written specification, no change.**

If the change is considered to be useful to the majority of users, the change will be scheduled for release as part of the next software release. Otherwise, the request, if accepted, will be produced on a contract basis. *Requests for change are only accepted from registered users.*

Custom Software Development

- We provide a customisation service. You may request anything at all - even a complete customised payroll or financials suite written just for you, carrying the same 100% error free guarantee. Contact us for terms and conditions.

Registration

Unregistered versions of ***SmoothPay*** allow you to enter up to 5 pay periods (including sample files). ie, one month of payroll for free! After 5 pay periods you will need to register your copy of the software to be able to continue processing. Note that on registering all data previously entered is retained.

Registration of ***SmoothPay*** entitles you receive the following benefits:

- *Free telephone support, (your call, our time), during the first 12 months.*
- *Free upgrades and tax table changes for the first twelve months of registration*
- *Automatic issue of software enhancements and tax updates*
- *Removal of the nag messages that appear on unregistered copies*

The software can only be registered by Procomp Systems so that an up to date central registry of users is maintained.

To register, select *Live Data* from the *Control Centre*, then select *Setup*. Fill in your company/employer details as fully as you can, (refer to Company Setup topic), then select *Register /Print Registration Form*. Complete and sign the registration form and send it, with your remittance, (shown on the form), to Procomp Systems for processing. You will receive the latest copy of the software (if necessary), manual, support and upgrades as outlined above.

Procomp Systems Ltd - About

Procomp Systems Ltd is a private software development firm that specialises in custom software development.

The principal and systems analyst/programmer is Matthew Gardner, who has over 15 years computer systems and programming experience, including financial and payroll systems.

Procomp Systems can be contacted as follows:

Telephone	06-376 4581
Fax	06-376 4004
Mobile	025 389 310
Email	support@procomp.co.nz
Website	http://www.procomp.co.nz
Postal Address	Kumeroa, R D 1, Woodville 5473, NEW ZEALAND

Please refer to support terms and conditions.

Your Initial Questions Answered

How much?

The program price varies from FREE to a maximum of $795+gst depending on the program options required. Please refer to a current brochure or contact our offices for the latest prices. Note, the prices are also contained within the program and are shown on the registration request form.

An annual maintenance charge of $160+gst is charged on each anniversary of registration/purchase. This covers all upgrades, phone support and media charges, and includes all user driven improvements and modifications.

Note: *The above prices are subject to change without notice.*

We guarantee that SmoothPay is 100% error free (as long as the errors are within our control and not caused by the host of configuration settings and setup of your machine). Any program errors reported will be fixed at no cost to you.

Is the source code available?

Yes! Owning a copy of the source code safeguards your investment in the case of the author's demise, or in the event that you wish your own programming staff to modify the program to suit your own unique requirements. The source code is not secret but the algorithms (methods) that it contains have commercial value. You may request a copy of the source code for the program, provided you purchase a Source Code Licence and sign a non-disclosure agreement. The cost is $3500+gst and is subject to change without notice.

How does *SmoothPay* integrate with my existing systems?

SmoothPay is completely self contained as far as the processing of payroll information is concerned, but it can produce costing and banking files, named by you in the *Company Setup* screen. These files are created for the purpose of transferring information to your direct banking system and to your financial systems. These standard file formats can be modified to suit specific system requirements, and can even be directly integrated with some systems. **Procomp Systems** will happily negotiate the writing of programs required to integrate ***SmoothPay*** to your system.

Is *SmoothPay* multi-user?

Yes! ***SmoothPay*** is network compatible and employee setup and time input may be accessed by multiple users, (though not for the same employee at the same time). *Backup, Restore* and *Finish this Pay* routines can only be accessed if no other users are currently accessing the files. You can run it from a remote location (network drive) and utilise local or network printers. A FREE network client is available from our website.

Security?

The software should be installed on the local hard disk of your PC to prevent unauthorised access by other users attached to your network, or it should be placed in a secure directory on your network drive.

Note that registered copies of the software allow for each company to be password protected.

Will *SmoothPay* be kept up to date?

Yes! Should regulatory or user specific changes be required to the software or its operation, these changes will be performed and released to users at reasonable cost. The source code is available if required.

Installation

Hardware Requirements

SmoothPay will run on virtually any PC purchased in the last few years, but you will need to make sure it meets the following minimum specifications:

A 486 processor or better with 5MB of free hard disk space.

Windows 3.1 or greater, running in 386 Enhanced mode. ***SmoothPay*** *will not work in Real mode.*

A minimum of 8MB of RAM (although it may run (slowly) with only 4MB).

A mouse.

A printer, laser or inkjet recommended.

Installation Procedure

1. Insert the installation CD. The installation should start automatically. If it doesn't, try running the setup program in the payroll directory on the CD.

2. After a few moments the ***SmoothPay*** Installation dialogue appears.

   Install In: By default, the installation program installs the ***SmoothPay*** files into the C:\WINPAY directory. If you wish to install ***SmoothPay*** in a different drive or directory, change the information displayed to suit.

   Program Manager Group: The installation program installs the ***SmoothPay*** program icon in a program group called Applications. You may choose another group from the list if you prefer.

3. Click the Install button or press Enter. Over the next few minutes the program files are installed.

   Note that some PC manufacturers do not provide Multi-Read CD ROM drives as standard equipment and users not having these drives may experience difficulties installing the software (typical symptom is a read or write error). If this occurs, please contact our support desk and a diskette installation set will be supplied, or you can download a complete installation from our website.

4. To run ***SmoothPay***, start up Windows, and then double-click on the ***SmoothPay*** icon, in the Applications group (or the program group you specified). If you are using Windows NT, it may be necessary to create a shortcut on your desktop to C:\WINPAY\WINPAY.EXE, as the standard Windows installer used does not always create the application icon correctly.

Using *SmoothPay*

The Tab and Esc Keys

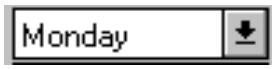
Use the Tab key to move to the next between fields and to access the various lists that are built into the program. Use Shift + Tab to move to the previous field. The Tab key is the most used key in ***SmoothPay***, though you may also use the mouse to move around, select data etc.

The Escape (Esc) key quickly closes a window.

Function Keys

The function key F1 can be used throughout the program to access the online reference manual. Other function keys are also used throughout the system for various functions. e.g. Function keys F5, F6, F7 and F8 may be used in the *Pay Input* screen to access the various input detail screens.

Popup Arrows



Clicking on the small arrow displays a list of permitted entries in a field. You can also use the up and down cursor keys to change the field contents to the next/previous value, or you can use the first letter of an option in the list to set the field value. Try it out!

Icons

Click on an icon to perform the associated task or function, such as view a report, or exit a window.

The Control Centre

When ***SmoothPay*** starts, the program *Control Centre* is displayed which lists employees, payroll function buttons, reports and provides company selection.

If the security feature has been enabled, you will need to enter the password before being granted access to ***SmoothPay***.

See the "Control Centre" topic for details about the contents and facilities offered by the *Control Centre*.

Maintenance Screens

SmoothPay provides a series of maintenance screens so that records can be modified, added, deleted (where permitted). Unless the maintenance screen specifically provides a Save/Cancel button pair, all input changes the current record immediately. If you wish to add a new record, choose the *Add* or *New* button BEFORE you begin changing the record contents (otherwise you will be changing the record currently displayed).

Note*: We have assumed that you are familiar with your computer and its operation. We have not included Windows operating instructions as these are documented in your Windows user manual.*

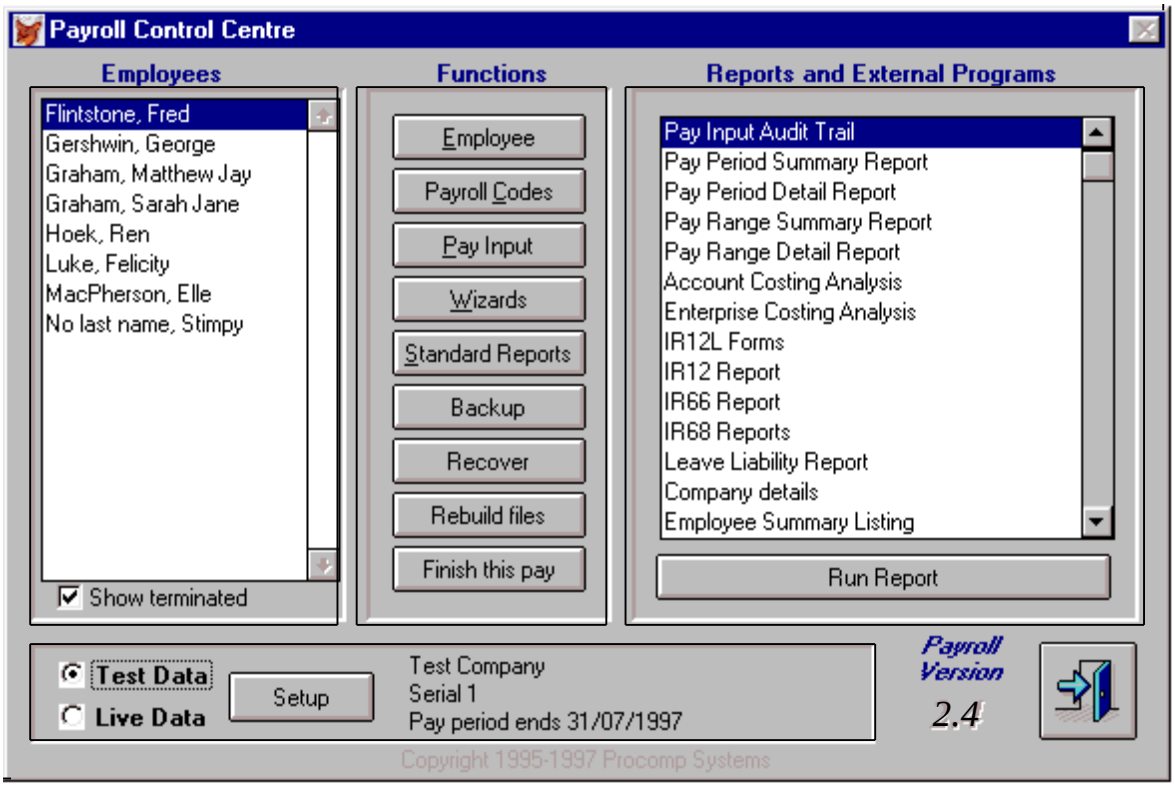
Control Centre

Overview:

The *Control Centre* provides access to employees, reports and each of the various functions provided by ***SmoothPay*** to complete payroll processing. As well, this screen lets you select which Company (or employer) you wish to process, and accesses the *Setup* for the currently selected Company.

Note that an unregistered copy does not permit you to change security settings or PAYE tax tables and you will not receive automatic upgrades and new release information. You will also be nagged occasionally by the program to register.

- Whenever you start ***SmoothPay*** the *Control Centre* will be displayed.



The screen is laid out in three general areas:

Employee list

This list lets you pick an individual employee for maintenance editing, or *Pay Input*.

Highlight the required employee, then choose *Employee* or *Pay Input*.

NOTE: You can specify that all, or only active employees appear in the Employee List by checking the option at the bottom of the Employee list (show terminated) or in *Company Setup*.

Functions

This section of the *Control Centre* screen accesses the various screens that provide ***SmoothPay*** with its functionality. More information on these individual screens can be found in the subsequent topics in this manual or in the online help files (F1).

The buttons are arranged in the general order they would be used in the payroll process.

Report list

This list contains all defined reports. The most used reports are listed at the top. A full description of what each report is about can be displayed/printed by selecting the "*Reports Listing"* report.

- Select the report you wish to produce.
- Click on *Run Report.*
- Depending on the report selected, you may need to enter additional information or select various options before the report is produced.
- You may then choose how you want the report produced:

  Preview Displays the selected report in preview and/or full screen modes.

  Print Prints the selected report. You will be presented with a print dialogue before printing starts so that you can select different printer settings, or page ranges, as required.

  Browse Displays the report data in a tabular (spreadsheet) format where you can literally browse through the data, search for items of interest etc. You cannot change items in the report using this option.

  Design Accesses the report designer so that you can modify the selected report layout (registered users only). This utilises the Foxpro report designer, which is similar in operation to other Windows report designers. Documentation is available from technical bookstores.

  Export Lets you to export the report data to various other file formats, including Excel XLS, DIF, TXT and Lotus formats.

New, Custom Reports

Reports may be added to the list if you have access to Microsoft Foxpro development tools. Customised reporting and software development is available from Procomp Systems.

Registered users will automatically receive software upgrades, which may contain new reports to accommodate user requests and changes in legislation.

More detailed and up to date reference information is provided in the online help provided with ***SmoothPay***. Just press the F1 function key anywhere in the program to access online help.

Getting Started

To get the most out of your introduction to ***SmoothPay***, please read the following notes and follow these brief instructions. They are the basic steps required to set up your payroll. Specific information on the screens and the different options can be found in the subsequent topics.

NOTE: More detailed and up to date reference material is also available by using the online help, available at any time while using the program by pressing the F1 function key.

1 Install the software from the installation disks. The instructions are printed on the label of Disk 1.

2 Start the program. An icon will have been created in the Applications group on your Windows desktop.

3 Experiment with the system in the Sample Company (Test Data). Check out the Company *Setup*, *Employee* Setup etc to get a feel for the way things work. Run a few reports if you want to, or even run the full payroll process.

4 You are now ready to set up your company payroll. Select *Live Data*.

5 Select *Setup.* You need to enter your Company details, and any other options you require, such as whether you need the Electronic Bank file and General Ledger link. Make sure you set the correct period ending and pay day. Now is a good time to print the registration form. When you have completed setting up your company details, choose Save to keep your changes.

6 Select *Employee*. If no employees exist, one will be created automatically, otherwise select New to create a new employee record. Set up the new employees details and Holiday entitlement. Note that wage/salary amounts, allowances and deductions are entered during *Pay Input*.

7 When all employees have been added to the system (and set up correctly), you can process your first live pay.

If you are starting part way through the year, you can create a single pay for each employee for their year to date totals (you'll need to override the tax and number of pay periods, as well as altering their holiday entitlement after the catch up pay has been processed). Alternatively, you could process monthly totals, or even repeat pay processing since March 31.

Once any catch up processing is complete, you should enter details of a standard pay for each employee, including any standard allowances, deductions or extended options (refer *Pay Input* topic) and save this as the *default pay*. In this way you will have a base payslip for each employee to work from for each new pay period

The Payroll Process

Use the following procedure every time you start processing a new pay period.

The following process outlines the basic steps required to correctly process your payroll. This process is more fully explained in the following tutorial topics or by pressing the F1 function key within the program for online help.

1 Add/change any *Employee* or company *Setup* information.

2 Select the employee you wish to pay from the Employee List, then select *Pay Input*. If this is the first time you have selected *Pay Input* for this employee for this pay period, ***SmoothPay*** will automatically extract any previously saved default pay (or last pay if no default saved). Otherwise, the entries you have already made will be displayed.

The pay input screen resembles a payslip and is divided into 5 distinct areas, one each for Time & Earnings, Allowances, Deductions, Net Pay and Extended. Each can be accessed by the indicated function key, or by clicking on the required section with the mouse. Entry is straightforward and self-explanatory.

New allowance, deduction and net pay bank account codes can be selected from existing entries, or added on the fly, just by typing in an abbreviated reference. The system is supplied with a basic set of allowance and deduction codes.

3 When you have completed entries for all employees to be paid, select Standard Reports to produce the various audit trails and summary reports for this pay period. Check them, and make any amendments if necessary to the employees' *Pay Input* - then run the reports again. Repeat until everything is correct.

4 BACKUP YOUR DATA NOW! Choose *Backup.* Your data files will be zipped up onto a diskette. This way if any problems occur with the *Finish this Pay* process, or you spot an error after the payroll has been completed, you will be able to *Recover* your files to this point so that any corrections can be made and the process repeated. Note that *Backup* and *Recover* process data for all companies (including Test Data).

5 Select *Finish this Pay*. You will be reminded about doing a backup, and printing and checking the standard reports. If you firmly believe that everything is okay, check/correct the next pay period ending and pay day dates then select *Run,* otherwise *Exit* and repair any errors.

6 That's it! ***SmoothPay*** is now ready for the next pay period.

Walk through Payroll Setup Tutorial

The following topics will cover the procedure necessary to setup your payroll and process a pay. More detailed information regarding specific functions or fields can be found by pressing F1 at anytime within ***SmoothPay*** to access online help.

Company Setup

Overview:

The Company Setup screen is accessed from the Control Centre by selecting *Live* Company and clicking *Setup.* The setup screen provides ***SmoothPay*** with detailed information about your company and sets options that affect payroll processing.

You need to complete the setup screen to register your copy of ***SmoothPay***.

Note that an unregistered copy means you will not receive automatic upgrades and new release information. You will also be nagged occasionally by the program to register.

Procedure

Fill in all the screen details and select the options you want. Once completed click on *Save* to save the current settings.

To move between fields use the TAB key. To select an option, click on it so that a tick appears in the box. ☑

Note: To assist you when you are in a field, a help prompt appears at the bottom left hand of the screen giving a brief description of what is required. For more detailed information press F1 for online help.

Points to Note

ACC classification

All employees unless otherwise specified will use the Company ACC classification. You can either type the ACC Classification code directly into the field provided, or use the F2 lookup key to walk through finding the ACC Employer Premium Classification.

Direct Credit Facility

SmoothPay provides the facility to generate direct credit files, which can be used by most major electronic banking systems. If you use a direct credit (MTS) facility tick the box provided. Enter the company bank account number from which payments will be made; the type of electronic banking package you have; the particulars to appear on company's bank statement; and the name of the file to be created when each pay is finished. This file will contain the direct credit entries for all employees paid by direct credit.

Time Clock Facility

If the Time clock facility is to be used set the Time clock type and default import name. Use the *Wizard/Time clock* utility to process the time import file. Your Time clock system will need to have the correct employee identification numbers setup so that the imported data can be matched against employees in the payroll. Run the Employee Summary Listing to get this information.

Ledger Setup

To use the General Ledger interface functions, including account number and job number entry you need to have the *Analyse Earnings by Account and/or Link to General Ledger* box ticked. Refer to online help for specific information on how to complete the ledger setup screen.

Pay slip Type

There are various pay slip styles that may be selected**:**

- ***Standard*** is the basic payslip and is the format used by *Print Pay slip* button in the *Pay Input* screen.)
- ***More Detail*****,** prints allowance/deduction entries in more detail. It includes the standard pay slip summary at the top.
- ***Two Up.*** This is like the More Detail format, except it prints two pay slips side by side in landscape mode, without the standard pay slip summary. This requires an inkjet/laser printer to work properly, as the font sizes are quite small.

Pay Dates

- ***Pay Period*** indicates the date that the current pay period ends.
- ***Pay Day*** indicates the date the current pay is to be paid into accounts and is the date used for tax period purposes.
- ***Current tax year*** indicates which tax year the current pay day applies to. Note that the 1 April to 31 March tax years are STRICTLY adhered to - you cannot apply a pay day (say the 2nd of April) to the previous tax year.

Registration

- ***Print Registration Form*** – To register click this button to print a registration request form. Fill in any missing details, sign and forward to ***Procomp Systems*** with your remittance, for your registration key to be issued.
- ***Register*** – Once you have sent your completed registration form to Procomp Systems you will receive a *Serial Number and Registration Activation key* on the form returned to you by Procomp Systems. If your trading/company name changes at any time you will need to re-register (you can certify on the form that you are re-registering.)

Security

Once set, the password will be required every time you start ***SmoothPay***, or whenever you attempt to access the Password Setup screen.

Employee Setup

Overview

The *Employee* setup screen is accessed from the *Control Centre* by clicking on the *Employee* function button. The setup screen allows you to set up each employees' work details, including IRD number, tax code, ACC classification (if different from company classification), holiday and sick leave entitlements, for correct processing of tax and pay.

Procedure

- To initially set up your employees, from the Control Centre select *Employee*
  If you have already set up your employees and wish to modify them then highlight the employee you wish to modify from the list before selecting *Employee.*
- Fill in all the screen details and select the options you want. To move between fields use the TAB key. To select an option, click on it so that a tick appears in the box. ☑
- Click on *Holiday setup,* complete screen details, click on *OK.*
- Click on *Sick Leave*, complete screen details, click on *OK*.
- If you have another employee to setup, click on *New.* before you change any details. When selecting *New* you will get the option to base the new employee on the currently displayed employee. If you have selected a similar employee before selecting *New* this can save you setup time.
- Once completed click on *Save* on the Employee detail screen to save the current settings.

Points To Note

Terminated Employees

Check this box once you have completed the final pay for the terminated employee. Depending on the option you chose in the company setup screen, employees name will/won't show in the employee list once terminated.

Note that employees may also be terminated by using the "Final Pay" option during Pay Input.

Employment Type

- ***Full time*** - Usual employment type. Holiday pay normally accumulates on an annual basis.
- ***Part time*** - An employee who works for you regularly, although hours may vary ie. Employed on a permanent basis. Holiday pay should be accumulated as a percentage each pay period. Tax code will probably be SEC or SEC ED.
- ***Casual*** - An employee who works irregular hours at irregular intervals - ie. Employed on a daily basis. Entitled to receive holiday pay as an automatic (and separate) entitlement with each pay - ***SmoothPay*** does this for you.
- ***Shearer*** - A shearer or shed hand, casual agricultural worker or election day worker (tax is calculated on a daily basis, as for 260 days each year). Tax code will normally be SHR, SSH, CAW or EDW. Note: employees having this status should have the NUMBER OF DAYS entered as an overriding number of pay periods in their *Pay Input* (refer *Pay Input*/Extended options topic).

Method of Payment

- ***Cash*** will produce a payment schedule with net pay amounts to be paid. Net pay is automatically rounded to 5 cents if necessary. (Rounding adjustment is carried forward to their next pay and recalculated.) The same applies if you select rounding net pay to whole dollar (tax amount will also be adjusted).
- ***Cheque*** will produce a cheque schedule with net pay amounts to be paid.
- ***Bank*** will produce a MTS schedule for direct credit payments. For this to work successfully you will have to have completed the MTS facility section of Company setup, and setup Bank Account codes for each employee to be paid by direct credit. (Refer *Pay Input* topic).

Notes Field

This section of the employee setup screen provides room for notes about the currently selected employee. These may include employment history, qualifications, endorsements, certificates, emergency contact details etc.

Holiday Setup

This section of the employee setup screen contains the annual leave allocation rules and current leave entitlement owing for the currently selected employee.

Some basic points:

- ***Casual employees*** will automatically be paid holiday leave, (shown separate on their payslip) and their annual leave setup should reflect this percentage rate of entitlement. (usually 6% - entered as 0.06)
- ***Part time employees*** will normally accrue annual leave on a percentage basis each pay period, allowing accrued leave to be taken when required.
- ***Full time employees*** normally accrue annual leave once each year on their starting date anniversary, although you may choose to accrue leave as a percentage of each pay if you wish

*If converting to **SmoothPay** from a different system you can either enter the accumulated totals since the employees last anniversary (correct method), or leave the totals at zero to accumulate from next pay onwards (acceptable method for salaried, or no overtime employees). We have forms available to assist you in setting up employee leave correctly – just call.*

Sick Leave Setup

This section of the employee setup screen contains the sick leave allocation rules and the current sick leave entitlement owing for the currently selected employee.

Some basic points:

- ***Casual employees*** do not usually accrue sick leave, although this can be overridden if desired.
- ***Part time employees*** will normally accrue sick leave on a percentage basis each pay period, allowing accrued leave to be taken when required. An annual entitlement of 80 hours (2 weeks) equates to a percentage rate of 4% - entered as 0.04
- ***Full time employees*** normally accrue sick leave once each year on the anniversary of their starting date, although you may choose to accrue leave as a percentage of each pay if you wish.

Payroll Codes

Overview

The *Payroll Codes* screen is accessed from the Control Centre screen and provides access to a menu of payroll code types that can be setup/edited/deleted. These types include Account and Enterprise codes, Allowance and Deduction codes, and Employee Bank Account codes.

Note that these codes can all be entered as part of your initial setup of the system or added on the fly during *Pay Input*.

Procedure

- From the Control Centre select the *Payroll Codes* function button.
- Select from the menu the type of code you want to setup/modify.
- Select *New* to create a new code, or select *Locate* to find the code you wish to modify. All input changes the current record immediately, so ensure you have the correct code displayed before modifying any contents.
- Complete all the screen details for the code you have selected.
- Click on Exit when completed.

Points to Note

Account Code Maintenance

Account codes may be used with time and allowance input to analyse earnings over one or more cost centres in your cashbook or general ledger. The use of these codes is optional.

Enterprise Code Maintenance

Enterprise (or job, or activity etc) codes may be used with time and allowance input to analyse earnings over one or more cost centres for your job costing system, or other information needs. The use of these codes is optional.

Allowance Maintenance

Allowance codes are accessed by a short description given to each code. You should try not to create codes of the same type with the same code, as you will create extra work during pay allowance entry.

Deduction Maintenance

Deduction codes are accessed by a short description given to each code. You should try not to create codes of the same type with the same code, as you will create extra work during pay deduction entry.

Employee Bank Account Maintenance

Bank account codes are specific to individual employees, so the employee must be selected (using the Locate button) before maintenance begins. An employee may have multiple bank accounts to be used when allocating net pay.

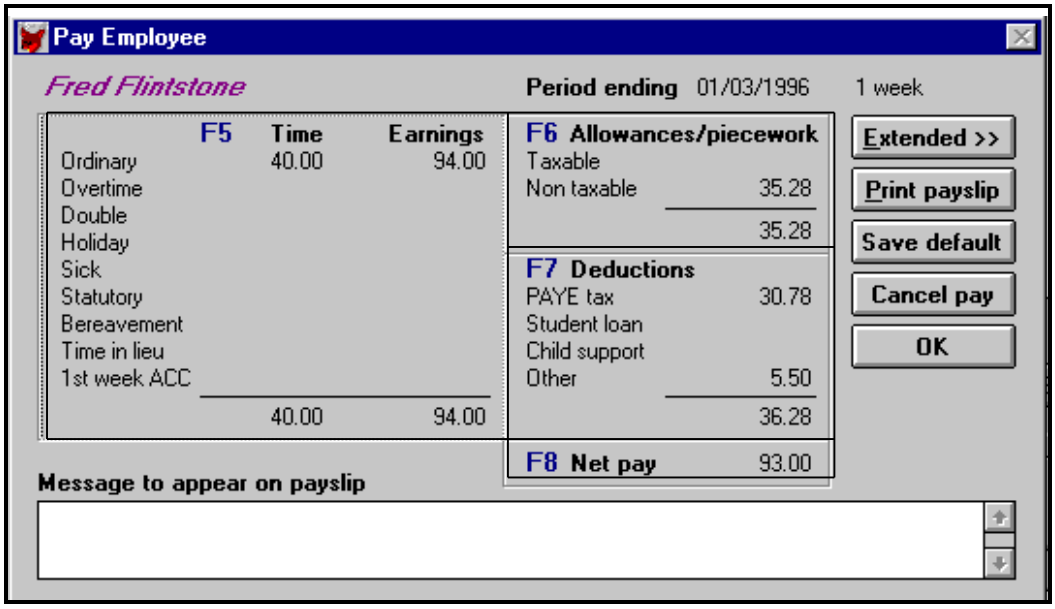
Pay Input

Overview

The *Pay Input* screen is accessed from the *Control Centre* and provides the means to enter or edit pay information for the currently selected employee. It is important that you understand the basic concepts used in the design of ***SmoothPay***, especially the *Pay Input* screen.

The *Pay Input* screen provides what amounts to a *Live Payslip*.

Each section of the screen opens up a specific input screen simply by clicking the required section with the mouse, or by pressing the Function key which each section is labelled with (e.g. Allowance input is accessed by pressing the F6 Function key, or by clicking on the Allowance section of the *Pay Input* screen). In this way you can quickly build a complete pay for an employee and immediately see the results of your changes. *Pay Input* is therefore easier to check and any modifications can be done straight away.



Procedure

- To pay an individual employee, select the employee from the Employee List on the *Control Centre* screen, and select *Pay Input,* (or double click the employee name).
- If you have not previously paid the employee, (new employee) an empty payslip will be displayed. Select the appropriate sections of the payslip and make the required entries for their **standard** pay. If they are salaried workers check the salaried box in the *Extended* options. Once the standard pay is complete click on *Save Default*. If the current pay varies from the standard pay then modify details. In this way you will have a default pay to work from each time.
- If the employee has not already been selected this pay period, ***SmoothPay*** automatically checks to see if there is a default pay set up, and uses it as the basis for this pay, otherwise the previous pay is brought up as the basis for this pay.
- If you have already entered/altered *Pay Input* for the selected employee, the details appear on the screen and can be further modified, cancelled, saved as default etc.
- Repeat for each employee to be paid.

Points to Note

Pay Input screen functions

The *Pay Input* screen provides the following functionality:

- ***Time input (F5)*** - Displays the *Time Entry* screen, which accepts time entries for different time types (ordinary, overtime, sick etc), hours, and optional account code and enterprise code analysis (you can choose to use these options in Company *Setup*). New account and enterprise codes can be added on the fly or by using the appropriate *Payroll Codes* routine.
- ***Allowances input (F6)*** - Displays the *Allowance Input* screen, which accepts allowance entries, units and rates, and optional account code and enterprise code analysis. If you chose to use these options in Company Setup you may also enter account code and enterprise code analysis for each entry. New allowance codes can be added on the fly or by using the appropriate *Payroll Codes* routine.
- ***Deductions input (F7)*** - Displays the *Deduction Input* screen, which accepts deduction entries, units and rates. New deduction codes can be added on the fly or by using the appropriate Payroll Codes routine. NOTE: PAYE, earner premium, student loans are NOT dealt with in this area - refer *Extended* options below if you need to override the automatically calculated values.
- ***Net pay bank deductions (F8)*** - Displays the *Net Pay Input* screen, which accepts bank account deduction entries to one or more bank accounts for disbursement of the employees net pay. New bank codes can be added on the fly or by using the appropriate *Payroll Codes* routine.
- ***Extended options*** - Displays the *Extended Options* screen, which allows you to alter the number of pay periods this pay is for, override tax, setup child support or override it, or setup an employees salary, (Refer Extended options topic for more detail).
- ***Print payslip*** - Prints the current payslip (useful when processing a final pay in advance of other employees pay but for the same period ending).
- ***Save default*** - Saves the current pay entries as the default pay for the selected employee.
- ***Cancel pay*** - Cancels the pay entries for the employee for the current pay period (they will not be paid this pay period).
- ***OK*** - Saves the current payslip entries as the pay for the current pay period. If the net pay result is a credit pay (employee owes the employer money) the entries will be carried forward to the next pay period.

Extended Options Screen

This screen is accessed from the *Pay Input* screen and lets you enter or change various aspects of the employees pay.

- ***Override pay periods*** - Check the box if it is necessary to allow entry of a number of pay periods greater than 1 (useful where pay is being prepared prior to annual closure or employee wishes to be paid holiday pay prior to leaving).

  EXAMPLE - If you have entered 120 hours for a weekly employee, which is for the current week, plus two weeks closure or holiday, then you should override the number of pay periods to 3. Otherwise the employee will be taxed as if his earnings were for one week and consequently pay too much tax. Also, any allowances and deductions, as well as net pay bank account disbursements that are calculated on a per pay period basis will be incorrect, as they will be calculated for just one week, rather than three.

- ***Override PAYE tax*** - Check the box if it is necessary to override the internally calculated PAYE tax (which includes earner premium - same as the tax tables). This may become necessary where you are not using the current version of ***SmoothPay*** (you should upgrade), have modified the tax tables incorrectly, or you are capturing pays from another system..

  NOTE: Before you override the tax calculation, ensure that the number of hours being paid to the current employee do not exceed their normal work period - it may be necessary to override the number of pay periods to have ***SmoothPay*** calculate the correct amount of tax.

- ***Override student loan*** - Check the box if it is necessary to override the internally calculated student loan amount. Refer to the *Override PAYE tax* notes above for possible causes for incorrect calculation and cautionary notes. It may be that the employees tax code is not set correctly.

- ***Override child support*** - Check the box if it is necessary to override the usual or calculated amount of child support deduction. The usual amount of child support to be deducted each pay period is stored in the Per pay period field of this screen. Refer to the *Override PAYE tax* notes above for possible causes for incorrect calculation and cautionary notes.

- ***Paid a salary*** - Check this box if the employee is paid a salary. Enter the *equivalent* hours per pay period that the employee is paid for, and the gross amount of salary paid each pay period.

  SmoothPay will automatically fill in the hours field for you when you set up a new salaried employee based on the pay period cycle (e.g. 40 hours for weekly, 80 hours for fortnightly etc.). You can override this to contain any number of hours per pay period as long as it is greater than zero.

  Note that the number of equivalent hours is a **REQUIREMENT**, so that Annual Holiday Pay Act requirements can be complied with. A reduction in annual salary, or entry of overtime (even though <u>you</u> may not do it for salaried employees), may cause the average annual pay rate to be greater than the current hourly rate. The employer has a legal requirement to pay Annual Holiday Leave at the greater of the average rate or the current hourly rate.

  During time input the hourly rate will automatically adjust according to the total number of hours entered (that's the difference between a salaried and a waged employee), although in most cases the hours entered would remain constant from pay to pay.

Mixed pay cycles

This subject applies only to employers paying groups of employees at different pay period ending intervals (some weekly, some fortnightly etc).

SmoothPay will pay any employee who has *Pay Input* that results in a net pay that is not negative. That means that a fortnightly or monthly employee can be paid at the same time as a weekly employee. However it also means that you should not enter pay details for an employee who is not due to be paid <u>this pay period ending</u> (otherwise they will get paid).

There are a number of ways to get around this situation. For more details refer to Online Help by pressing (F1).

Wizards Quick Pays

Overview

Quick Pay is accessed from the *Wizard* menu and lets you mark the employees you want to pay by moving them to the appropriate list, saving having to select each employee and then performing *Pay Input*. Quick pays will use the employees default pay or *Pay Input* entry if already entered.

This is also a quick way of checking who is to be paid (entries so far), or cancelling the current pay for one or all employees.

Procedure

- Perform *Pay Input* as normal for only those employees whose pay will be different from their default pay.
- Select *Wizards,* then *Quick Pays.*
- Employees who have been edited via *Pay Input* will already appear in the 'Employees to be Paid' list and their current entries will be preserved.
- Double click, (or highlight and press ENTER) on an employees name in the 'unpaid' list to move them to the 'to be paid' list. You may also use the arrows to move employees singly, or all employees collectively between the lists.
- Employees added to the 'to be paid' list will automatically generate default pay period entries when you choose *OK*.
- Employees in the unpaid list will have any current pay period entries deleted when you choose *OK.*
- When complete click *OK*.

Wizards Feedback

Overview

The feed back form is accessed from Wizards and provides a formal means of submitting change requests, bug reports and other feedback from users back to Procomp Systems.

Please use this form for all requests and feedback so that you can help us make this a better package for all users.

Procedure

- Select *Wizards* then *Feedback.* (Also available from the reports list).
- Complete the screen details as fully as possible.
- Click on Print and send the form to Procomp Systems.
- Procomp Systems will discuss your problem/suggestion and decide on a course of action with you if necessary.

Wizards Timeclock Import

Overview

Time Clock Import is accessed from the *Wizards* menu and provides for Time Clock data file/s of specified name and type to be imported instead of having to enter time manually for each employee. You will need to ensure that the Timeclock type and file names have been specified in *Company setup*.

Procedure

- Select *Wizards*, then *Time clock Import*
- Select the correct time clock data format from the list.
- Click on the *Locate Time Data File* button to display file list for selection of Time clock data file (if it is different from the one displayed).
- Click *Import* to import the specified data file.
- After importing, you should produce the usual *Standard Reports* for checking and to serve as an audit trail of entries.
- Complete pay as per normal.

Points to Note

Note that this facility is an additive process, in that it will add imported lines to the current pay file.

- If pay entries have already been made, the import will preserve these existing entries.
- If there are no previous pay entries, the default pay will first be loaded, followed by entries from the imported file, so make sure that the stored default pay does not contain any time entries.
- If an employee has never been paid before they won't yet have a pay rate established. The import will detect this and ask you to enter an appropriate pay rate if required.
- Any of the imported entries can be edited as usual using the *Pay Input* screen for the selected employee.
- ***Warning:*** There is nothing to prevent you from importing the same file more than once, so the onus is on you to ensure that the correct file is imported.

  If you accidentally import more than once, or import the wrong file (e.g. an old version) you can easily scrap all pays by using the Quick Pay wizard to delete entries, or recover from your previous backup.

Standard Reports

Overview

Standard Reports is accessed from the *Control Centre* and is used as part of the regular payroll process to produce a variety of standard payroll reports after *Pay Input* has been completed, and before *Finish this Pay* has been run.

Procedure

- After completing *Pay Input* or *Wizards/Quick Pays* for all employees select *Standard Reports*
- Check the box beside each report you require to be printed.
- If you want the printer to pause and give you a prompt message before each report then check the Printer Prompt box.
- Click *Run*
- Check all pay reports carefully. If any corrections are required make your corrections in *Pay Input*, discard the old standard reports output and print a new set for rechecking. When all input and reports have been examined and authorised as correct you can continue on to *Backup* and *Finishing This Pay.*

Points to Note

Each time *Standard Reports* is selected, the previously saved check box settings are used automatically, and can be changed as required. This way, you can easily produce a single report for quick checking before committing yourself to producing all the other reports and finishing off the pay period.

Save will save the current standard report selections to be used as the default next time *Standard Reports* is selected.

Backup

Overview

The Backup Data files screen is accessed from the *Control Centre* and is used as part of the regular payroll process to protect a copy of your *data* files. It should **always** be done **after** *Pay Input* has been completed/checked and **before** the data is updated during the *Finish this Pay* process.

Procedure

- Check *Pay Input* via *Standard Reports* then select *Backup*
- Select drive you wish to backup to.
- Click on *Begin Backup* and follow screen prompts to load diskettes. We recommend that you use a set of at least four backup diskettes, one for each pay period, used in rotation. You may not know if a backup is corrupted until you really need it, and it is certainly easier to rekey one pay than everything from scratch. Depending on the quantity of data stored in ***SmoothPay***, multiple disks may be required to perform a backup.

Restore Data Files Screen

Overview

Restore function is accessed from the *Control Centre* and is used when it is necessary to restore files to a previous state (as at the time the backup was made). This may be required when you finish a pay before realising an error has been made. Restoring files from the backup (done before *Finish this Pay)* lets you correct your *Pay Input* before repeating the process to complete the pay period.

You can also use this function to test a backup disk, without actually restoring the data it contains, to ensure it is not corrupted.

Procedure

- Select *Restore.*
- Select the disk drive to restore from.
- If you want to test a backup then check the *Test Restore Operation* box. This will verify the backup disk and not restore any data.
- Select *Begin Restore.*
- Insert the correct backup disk, usually the most recent, when requested.
- Once complete correct any wrong information and complete the pay period processing.

Rebuild Files

Overview

This function is provided to rebuild the file indexes and to remove any deleted records.

Rebuilding the file indexes is prescribed where (typically) the system has crashed or shut down due to a failure. This procedure is performed automatically in these circumstances, and also when a software update is supplied. The rebuild also ensures that data is accessed correctly and as quickly as possible.

This procedure should be run if you experience other file error problems. In serious cases you will need to *Recover* your files from a recent backup.

If you require further assistance, please contact Procomp Systems.

Finish this Pay

Overview

This screen is accessed from the Control Centre and is the final step in the regular payroll process. The procedure updates files, produces a direct credit file for electronic transfer (if required), and sets the next pay period ending and pay day.

Prior to running this procedure, you should have done the following:

- *Entered all Pay Input.*
- *Printed and checked Standard Reports.*
- *Backed up your data files.*

Procedure

- Once you are sure that *Standard Reports* have been completed and are correct, and a backup has been completed click on *Finish this Pay*.
- Check that the new pay period ending and payday dates are correct, and make any amendments if necessary.
- Select Run.
- If you are sure everything is OK, answer *Yes* to the prompt to confirm the updating of employee records and close the pay period.
- Check the reports and process MTS file (if there is one).
- Note that if any errors have been found after *Finish this Pay* has been completed you will need to recover from your backup (made prior to *Finish this Pay*), and amend the errors and reprocess the pay.

Points to Note

Next Pay Period Ending

The next pay period ending date is automatically set according to the pay cycle of the first active employee. If the next pay period ending date is not correct, you may set it before choosing Run.

NOTE: The pay period ending date may also be set in the *Company Setup* screen.

Next Pay Day

Pay Day is the actual day that the pay is paid into employees' bank accounts. This is the date used for tax purposes. e.g. if *pay period* finishes 30 March but *Pay Day* is 2nd April this pay will be included in the new tax year.

Notes and comments

The following extracts from the online help file cover a wide range of topics, and you should become familiar with these notes so that you are aware of some of the requirements, operation and limitations of ***SmoothPay***. Refer to online help for latest information on ***SmoothPay***.

- Wage/salary amounts, allowances and deductions are entered (normally only once) during *Pay Input*. Account, enterprise, allowance, deduction and bank accounts can be added on the fly during *Pay Input*
- *Backup* and *Recover* process data for **ALL** companies (including Test Data).
- A separate IR12 (or IR13) is automatically produced for employee's who received retirement or redundancy payments during the year, as required by current tax legislation.
- Terminated employees do not appear on the Employee List in the *Control Centre* unless this option has been selected in *Company Setup* or under *Employee List.*
- Employees having any of the tax codes SHR, SSH, CAW, or RDW should have the NUMBER OF DAYS entered as an overriding number of pay periods in their *Pay Input* (see also *Extended Options).*
- ***SmoothPay*** will pay any active employee with entries in *Pay Input*, regardless of their payment cycle. This means that you can mix monthly, weekly and fortnight pays together at the same period end date without extra processing. On the other hand, it means you cannot enter pay details for monthly employees while processing pay entries for employees having an earlier pay period ending. Refer to *Pay Input/Mixed pay cycles* for various work arounds.
- If you select *Bank* as the net pay method, and no *Net Pay entries* have been made in *Pay Input*, the employees net pay will be allocated to Cheque.
- Cash net pays are automatically rounded to 5 cents, unless whole dollar rounding is in effect.
- Overtime entries should have the ACTUAL TIME WORKED and ordinary rate of pay, entered. ***SmoothPay*** will automatically calculate the correct amount of pay.
- Holiday and sick pay input entries will automatically update leave entitlement records when the payroll is completed.
- You must ensure that employees Holiday leave transactions are paid at the greater of their current hourly rate, or the average hourly rate calculated at last leave rollover - see *Holiday Setup*. Leave taken in advance is an exception to this rule and may be paid at the current hourly rate, although the employee may be entitled to a back payment if their next average pay rate calculation exceeds the rate at which they were paid. Consult reference material available from the Department of Labour and/or the Annual Holidays Act for further information.
- Before you override the tax calculation, ensure that the number of hours being paid to the current employee does not exceed their normal work period - it may be necessary to override the number of pay periods to have ***SmoothPay*** calculate the correct amount of tax.
- Salaried employees are required to have equivalent hours entered so that Annual Holiday Pay Act requirements can be complied with. A reduction in annual salary, or entry of overtime (even though <u>you</u> may not do it for salaried employees), may cause the average annual pay rate to be greater than the current hourly rate. The employer has a legal requirement to pay Annual Holiday Leave at the greater of the average rate or the current hourly rate.

PROCOMP SYSTEMS LTD

Domain Road, Kumeroa
R D 1, Woodville 5473
New Zealand

Telephone +64 6 3764581
Fax +64 6 3764004

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