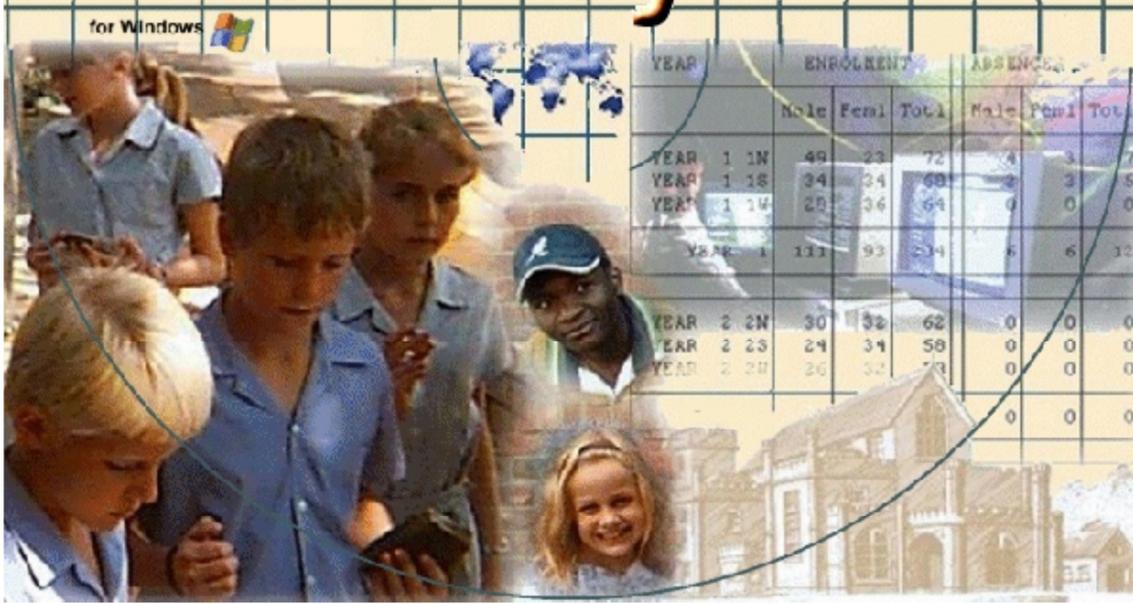


SchoolWrite *Manual*



SW Payroll

for Windows 



YEAR	ENROLLMENT			ABSENCE		
	Male	Feml	Total	Male	Feml	Total
YEAR 1 1N	49	23	72	4	3	7
YEAR 1 1S	24	24	68	2	3	5
YEAR 1 1W	25	36	61	0	0	0
YEAR 1	111	93	204	6	6	12
YEAR 2 2N	30	32	62	0	0	0
YEAR 2 2S	29	31	58	0	0	0
YEAR 2 2W	26	32	58	0	0	0
				0	0	0

SW Payroll Introduction



The SW Payroll was designed specifically to meet the general requirements and functions of a business, school or college, as a stand alone system with password protection. It has built-in features which allow it to interface with BBA's SW Ledger and manually to link with any other General Ledger. It caters for salaried employees and employees paid by the hour, and will handle weekly, fortnightly and monthly pay periods.

SW Payroll provides the freedom to pay holiday leave in advance and can automatically calculate allowances and deductions for different pay periods. It automatically accrues leave and displays it for visual validation when entering payroll data. The payroll was designed for a wide variety of employment situations, eg teaching and non-teaching staff of a school or college.

Pop-up options provide the immediate on-screen services of a calendar and appointment tracker (directly linked to the SchoolWrite Intranet School Calendar display)

- o the windows calculator
- o The Windows notepad

Password protection:

A sophisticated password protection system is provided. Password security prevents users from accessing sensitive areas, or allows other users to 'look but not touch'. When passwords are activated, the user is requested to enter their name as well as their password before using the software. When a user has certain access permissions denied, those options will not appear on their screens. Eg when a user is denied update access to Employees, the buttons for Add, Edit and Delete will not appear on the screen.

SW Payroll "remembers" previous settings for this name and password, for printout requests. The system also records in a user log each option selected by this person. The user log may be accessed by the system administrator.

Payroll Processing:

In a pay run, the SW Payroll:

- o Calculates pays and prints comprehensive payslips and summary report.
- o Prints Bank Deposit lists (by BSB Number or Bank name) and cheque lists.
- o Generates electronic Direct Deposit data for despatch via Floppy Disk or Modem (compatible with all most financial institutions.
- o Prints Payroll Summary Report
- o Prints Cost Centre Report. This provides comprehensive costing and reporting facilities using general ledger codes, unlimited earning codes and unlimited cost centre codes.
- o Prints Allowance/Deduction Report
- o Prints Cash Analysis Report
- o Prints Tax Summary Report
- o Maintains a Personnel File providing a history of pay rate changes and Leave accruals and usage.
- o Provides reports to third party recipients of payroll deductions and Superannuation / Social Security Fund managers at intervals selected by the user.
- o Maintains Taxation rates - designed for easy update by the user when new tax scales are introduced
- o Prints Annual Payment Summaries for each Employee



3.4.1f

FEATURES of PAYROLL module

The SW Payroll system features strong security. It is a separate menu from all other SchoolWrite modules. It is fully integrated with the SchoolWrite General Ledger, and caters for manual links with all other General Ledger systems.

Employee details include teachers from the other SchoolWrite modules, and teachers' photos automatically link into the Payroll. All staff photos are visible whilst entering payroll information, providing visual validation. The Payroll handles salaried employees (such as teachers) and employees paid by the hour (such as maintenance staff), and pay periods may be weekly, fortnightly and monthly. No adjustments are needed for standard pays.

The Payroll has unlimited Earning Codes to define the employee's type of work or pay, and it has unlimited Cost Centres to define the location and costing of the employee. Electronic copies of employee payments may be transferred to the Bank via floppy disk, or via modem. Histories of employees pays are kept indefinitely, and annual Payment Summaries may be printed. Electronic copies of annual payment summaries may be transmitted to the Tax Office.

Other features include

- on-screen preview of payslips
- accrual of holiday leave, sick leave and long service leave
- superannuation calculated for employer and employee contributions
- on-screen changes to tax rate variables,
- on-line help and documentation
- password protection



System Requirements

SW Payroll installation is easy. Local computer support personnel are able to install the software. No special settings are required - no changes to the Registry, PATH, or Environment are needed.

System requirements for proper installation and running of SW Payroll are:

- A single PC or network
- 1 GB or more of RAM
- WINDOWS Operating System
- Hard disk drive with 100MB free space
- Colour or Laser printer (all printed reports are designed for A4 paper)

Settings:

- Display settings: 1024 x 768
- Font size: small fonts

Optional:

- Multiple work stations
- network

SW Payroll is designed for the Windows operating system, running on any computer with Windows 95, 98, ME, NT, 2000, XP, Vista, Windows 7 or Windows 8. SW Payroll is multi-user, and works in any network environment.

SW Payroll installation is easy. Local computer support personnel are able to install the software. The installation process will not make any changes to the system files, the PATH, or the environment. It does make a few Registry entries to enable the Uninstall routine. SchoolWrite itself does not rely on any Registry entries. SchoolWrite requires less than 100MB of hard drive space.

Installation

A demonstration version of the software is first loaded. This becomes the live system when a valid User Registration Key for the organisation is entered. The User Registration Key is emailed from BBA Software.

The User Registration Key will activate the full system. The software will no longer be restricted as a demonstration system.

Microsoft Windows 7 and Windows 8

SchoolWrite is compatible with Windows 7 and Windows 8 (including touch screens).

To accommodate Windows 7 and Windows 8 security enhancements SW Payroll needs to be installed in a shared folder. One way of doing this is to install in C:\Users\Public\SW. If you install into this location there will not be any concerns about security or Users' permissions.

Another way is to access the Properties of the SW folder and in the **Security** tab change permissions for Users to 'Full control'

Files are frequently updated and created by SW Payroll users, and it is necessary that all users have full rights ('full control') to the SW folder and the folders beneath.

Licensing

LICENCE STATEMENT

SW Payroll is site-licensed for the exclusive use of the original purchaser for use in only one organisation, regardless of the number of computers or size of network.

This software is not copy-protected. BBA Software (Brennan Bates & Associates) authorises back-up copies of the software to be made for archive use only, for the sole purpose of protecting data from loss.

Organisations are also free to operate this software on more than one computer within the same establishment, as long as there is no possibility of its being used in two different establishments at one time.

A licensed copy of SW Payroll has the name of the organisation encoded such that all print-outs and all screens show the name of the user to which the software is licensed.

A purchased copy of SW Payroll is licensed either

- for one year (until the end of a given expiry date)
- or
- in perpetuity.

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This Agreement is the entire Agreement between us and supersedes any other communications, advertisements, or understandings with respect to the Software.

Fast Keyboard Navigation

SW Payroll is user friendly! That means it is easy to use, and comfortable.

Some people are more comfortable using the **keyboard** rather than the **mouse**. In SW Payroll, you can use either.

To select modules from the top menu, use the **<Alt>** key plus the first letter of the menu eg **<Alt>/S** for Student menu.

"Buttons" in the middle of screens have an alternate function key eg **<F4>** to Print, or **<ESC>** to quit.

To move down through the fields on a screen, use **DownArrow** or the **<Enter>** key or the **TAB** key, but remember to hit **E** for **Edit** first.

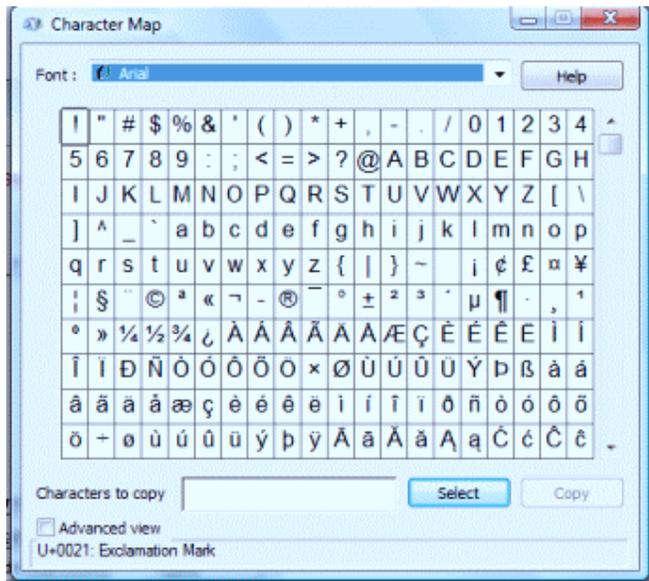
Here is the standard list of keys that can be used:

P or <PgUp>	Previous record
N or <PgDn>	Next record
Home	First record
End	Last record
E	Edit record
PgDn	Finish edit
Tab	Move to next item or Button
Esc	Quit screen
<Ctl> + U	Undo
<Alt> + DownArrow	Drop-down list

Special characters

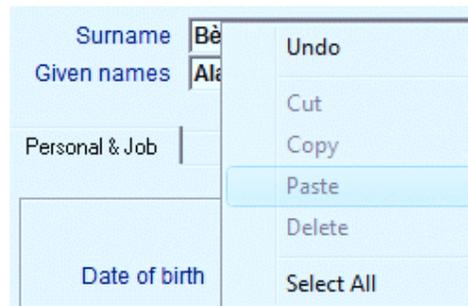
Special characters used in European and African languages may be inserted into text fields. The *Character Map* of possible characters is invoked by **<Alt>/F10** whilst the cursor is in the text field.

Alternatively, the *character map* may be invoked via the Windows **START** button - Programs - Accessories - System Tools.



The *Character Map* will give different special characters depending on the **FONT** selected. Not all special characters will display correctly in the SW Payroll text field. However, the special characters shown in the **Courier** Font are generally displayed correctly.

Place the desired character in the copy window, and click on **COPY**. The character has now been copied to the clipboard. Return to the SW Payroll input window, and **PASTE** the character at the current cursor position. **PASTE** occurs either by holding down the **<CTRL>** key and hitting the **V (<CTRL>/V)**, or by right-clicking the mouse, and selecting **PASTE** from the drop-down menu.



If you know the Unicode (3 number) equivalent of the character you want to insert, you can also insert a special character directly into a field without using Character Map. To do so, position the insertion point where you want the special character to appear. Then, with NUM LOCK on, hold down the ALT key while using the number pad keys to type the Unicode character value.

The display of Character Map using the **<ALT>/F10** keys does not apply to numeric fields and date fields, since numeric characters are standard (ie not special characters).

When Character Map has been invoked once, it is then accessible from the Task Bar at the bottom of the screen, with a single left mouse click.

BROWSING A DATA TABLE

When you are browsing a **table of data**, a database in column format, you can *resize* the columns. This can be done with *hotkeys* or with the mouse.

Drag the mouse over the column's edge in the header. This will help in viewing the parts that are of most interest.

Hotkeys. The Hotkeys have the following effect:

J Jump: *Jump effect* is what happens **after** hitting the enter key when editing or entering data. When Jump is **on**, the cursor jumps to the *next* item of data. When Jump is **off** the cursor stays in the same position. The Jump effect is toggled on/off each time the **J** key is hit (when *not* in edit/enter mode), or the Jump item in the pull-down menu is clicked with the mouse.

F5 - Shrink Column: The column where the cursor is resting will be shrunk each time the F5 key is hit.

F6 - Widen Column: The column where the cursor is resting will be widened each time the F6 key is hit.

F7 - Freeze Column: Column locking is activated progressively, one column at a time. Frozen columns stay on the screen at all times, whilst other columns to the right are navigated via the mouse or the arrow keys. Locked column headers have a slight grayish cast to give a subtle visual indication.

F8 - Unfreeze all: All column locks previously set are released.

Changes made to the settings of the browse are restored to the default settings when the browse is closed.

Printout requests

Every SW Payroll printout may be tailored to your requirement by entering employee numbers, clicking on drop down lists, etc.

Personnel History Report

ESC-Qui

Starting Employee Number

Ending Employee Number

Start date

End date

Select events

ALL EVENTS
PAY RATE CHANGE
HOLIDAY LEAVE
SICK LEAVE
LONG SERVICE LEAVE

This is a print-out of MAJOR EVENTS in the history of nominated personnel. You may select the EVENT(s) and a range of employee numbers.

Printer: vgbcc-server\TOSHIBAblack

F4 Print F5 Preview F6 Change Printer

Drop down lists are used to select one item out of the list eg **Holiday Leave**.

SW Payroll remembers report settings for next time. It remembers the settings by name / password at login time. If passwords are not being used, the remembered report settings are the same for all users.

F4 Print

The report is sent direct to the printer - either by clicking on this button or by hitting the **F4** key on the keyboard.

F5 Preview

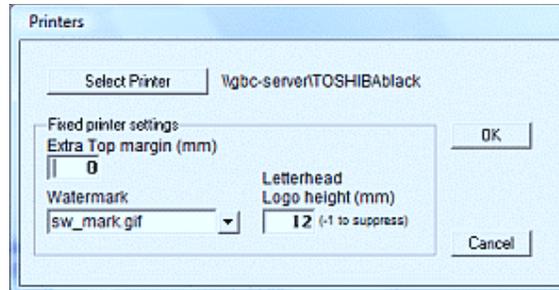
The report may be previewed, before sending it to the printer.

F6 Change Printer settings

Printer settings and printed graphics may be changed here.

Printout settings

Whenever a printout is requested, **F6** allows change to printer settings.



Choose Printer - selects another printer attached to your computer or on the network.

Printer Settings which are fixed:

The following settings may be changed at any time, but remain fixed at the last setting.

Extra Top Margin

This is usually zero. The page margin automatically adjusts to the specification of your default printer in Windows.

If you adjust the top margin to bring the printout further down the page, ensure that the *bottom* of the report is also within the page margin.

Any change in this field will remain in place until you change it again.

Printed Graphics

Watermark

A watermark graphic will be printed in the middle of the page. A logo or crest may be used here. The graphic file (.bmp, .jpg, .gif) should be placed in the SW Payroll folder (directory). Ensure that the graphic to be used for a watermark is saved as a very (**very**) faint image. This is done in any graphics image editor.

The watermark option may be turned off by selecting **none** at the top of the drop down list of graphics files.

Any change in this field will remain in place until you change it again.

Letterhead Logo height

The letterhead logo is placed at the top left of each SW Payroll page. The *height* of the logo (in mm) is entered here. 12mm is default.

The logo feature may be turned **off** by entering **-1** for the height.

The letterhead logo is selected in the **File Menu** - Letterhead Graphics. A graphic file of the crest or any other logo is placed in the SW Payroll folder (directory). The letterhead logo may be any standard graphic file (.bmp, .jpg, .gif) of any size. Images may be colour or monochrome.

Any change in this field will remain in place until you change it again.

Previewing reports

A feature of SW Payroll is the ability to **preview** a report or a printout. A printout, whether long or short, may be previewed one page at a time. If the first preview page does not show the required information, the report may be abandoned. If the information is correct, the report may be sent to the printer.

If a hard copy is not required, the preview can be exited. The preview feature provides a saving of time and paper.

SchoolWrite Demonstration
Employee Details

11-09-19 08:14:00:04

BEAVEN Alan Robert

1 BEAVEN Alan Robert Male Automatic Salaried
14 The Avenue Wickelooka NSW 2041 DOB: 05/14/1980 Phone: 4581241
Tax Threshold: Y Tax Rebates(p/a): 0.00
Update Code: TCH Extra Tax: 0.00

Pad by: Bank Deposit Account No: 125438943
Bank: Westpac Branch: Wickelooka BSB: 134-243
Percentage to Bank Account 1: 100.00%

Bank Account 2: Account No:
Bank: Branch: BSB:

Employment started: 01/01/2001 Job Classification: Teacher
Date Last Pay: 11/29/2004 Accrued Flexi: 0.00 Medicare Variation: N
Base Cost Center: PAY Base Hrs: 40.00 Salary: 650.00
2nd Cost Center: Base Hrs: 0.00 Salary: 0.00

Leave Type	Entitled	Last	Current	YTD to 12/14/2004
LSD Leave	0.00	01/01/2004	0.00	0.00
HOL Leave	160.00	01/01/2004	23.50	152.55
SICK Leave	64.00	01/01/2004	84.00	61.02

Leave Loading YTD: 0.00 Pay Lve Ldg: Y
Termination Date: / / Payment Summary: Not Issued

YTD ALLOWANCES / DEDUCTIONS	Reg	Ass	Rate	YTD	AMOUNT
PAY CLB Christmas Club			-5.50		0.00
PAY TRY Travel Allow.			0.45		0.00

Tax YTD: 4,650.00 Gross YTD: 24,120.00 Tax Hrs No: 123456789
Lump Sum A: 0.00 B: 0.00 Account Wk Hrs YTD: 0.00

The controls for the Preview are on the right hand side of the screen.

'Continue' will advance the preview by one page. 'Run' will *run* to the end of the printout (page numbers will be seen incrementing in the Page box). 'Quit' will finish the report at the current page.

Zoom

The preview size may be zoomed *in* or *out* with the + and - keys, or by a left click (zoom in) or right click (zoom out) with the mouse. The levels of zoom are 0 to 8. Level 0 displays the whole page, but it may be too small to be readable. Level 8 is larger than life, and scrolling will be necessary to read it all. Level 3 is default for the first Preview. Subsequent Previews stay at the last Zoom level.

Scrolling

The visible page is scrolled by *dragging* the cursor up, down, left or right. The page may also be scrolled with the arrow keys. **PgUp** and **PgDn** keys will scroll up and down in big jumps.

Page Navigation

Navigation is available through those pages which have already been displayed. The < and > keys (or mouse clicks on those buttons) navigate forwards and backwards.

For pages still to be printed, the **Continue** button is used.

Print Options

Individual pages, or a range of pages, may be sent to the printer from the middle of a preview.

The key **P** will print specified pages. The key **A** prints all pages; the key **U** prints the current page; **E** specifies a range of pages to be printed.

The **number of copies** may be set prior to clicking on the **Print** button.

Show Margin

Clicking on this button will display a dotted line around the printout. This is the defined print area for the page, for your default printer. Different printers have different print margins. The dotted line accurately displays the area that will be printed.

Stay on Top

When this option is *ticked*, the Print Preview window stays on top, until the Preview is Closed.

Installing on Hard Disk

The SW Payroll system you have received has been written to self-install on any computer under Windows WINDOWS 95 / 98 / ME / NT / 2000 / XP / Vista / Windows 7/Windows 8 operating systems.

Please make sure that your computer has been turned on and booted correctly. SW Payroll is provided as a self-installing file **paysetup.exe**. Run the **pay34set.exe** file from any location on your computer system or network. During installation, you will be asked to confirm the folder where you want to have the SW Payroll system permanently located. The default location is the **\Users\Public\SW** folder on hard disk Drive C, but you may put it anywhere on your hard disk or network.

If you have problems or questions about running SW Payroll, a Support option is available. **Backup** SW Payroll Data (File Menu) and attach the .zip file to an email to BBA Software at support@schoolwrite.com requesting help.

Maintain Miscellaneous Information

Payroll Miscellaneous Information governs how the payroll functions each time it is run.

This is located in **Maintenance - Maintain Control information - Maintain Miscellaneous Information.**

NOTE: Month To Date company totals should ONLY be edited BEFORE the first pay run. After that first pay run, the Payroll system assumes the responsibility for updating MTD and YTD figures.

Holiday Loading:

This is the percentage automatically added to an employee's Timesheet when the **Holidays** Earning Code (H) is entered. The Employee must have **Leave Loading applicable** set to **Y** on the **Pay** Tab of the Maintain Employees screen.

Eg When Holiday loading is set to 17.5%, an **extra line** is automatically generated on the Payslip, showing an additional Leave Loading amount (17.5% of the Holiday payment amount).

Maximum loading before Tax:

This amount is the Holiday Loading payable **before** the calculation of tax starts. ie this represents the tax-free portion of Holiday Loading.

ABN (Australian Business Number):

This number prints on the Annual Payment Summary for each Employee. It is the employer's official ID with the Tax Office. This field is optional since it is replaced on the Annual Payment Summary with the employer's ABN/WPN number, if the employer has an ABN Number.

Superannuation / Social Security name:

This name is used throughout the Payroll system. It defaults to **Superannuation**, but it may be changed to suit various countries eg to **Social Security, Provident Fund**, etc.

Is this organisation a school?

Schools may have an extra **Teachers** tab for each employee. "Is this employee a Teacher" is asked on the **Personal & Job** tab if the organisation is a school. Teachers have the option of extra Sick Leave, based on full and half days accrued over the last 5 years.

Payroll Suspense ledger account:

Gross pays are automatically posted as a credit to this account, each payrun. After the payrun, cheques and other payments to employees, taxaction, and third party recipients of deductions, are posted as a debit to this account.

YTD totals on payslips?

Year to date totals for may optionally be printed on each employee's payslip. Total figures are shown for: Gross, Allowances, Deductions, Tax and Nett.

System title:

The title of your choice is entered here - eg "Payroll". This displays on the front screen, and is a different title to the Licence name.

Accrued LEAVE totals on payslips?

This option may be turned on or off with **Y** or **N**. When the employee has accrued leave for any of the three types of leave, the totals may be shown in a summary line at the bottom of the payslip.

Notes and coins for cash pays:

Notes shows the denominations of whole dollar amounts that may be included in cash drawn from the bank for cash pays. **Coins** shows the denominations of part-dollar amounts that

may be included. It is assumed that a *coin* is 1/100th of a *Note*.

Superannuation Funds per member (3 or more):

This determines the number of Superannuation Funds made available on the **Maintain Superannuation Fund Members** screen. The Funds to which the employer or employee contribute are shown as TABS in the middle of this screen - Fund 1, Fund 2, Fund 3, etc, up to the number of Funds specified here.

Unit of Currency:

This is the currency symbol for your country eg \$ or £. You may leave this field blank for the Windows currency setting to take effect (eg if currency symbol is more than one character).

Initialising data files

This is a hidden Option

This option is only used if test data is to be removed, prior to a fresh start. **This option destroys data!**

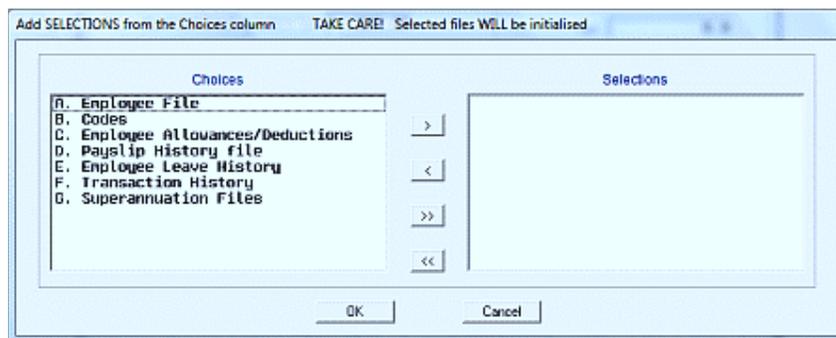
Select the **Maintenance - Maintain Control Information - Maintain Miscellaneous Information** screen. Hit **ALT/F12** (both keys together). A warning message says:

DATA FILE INITIALISATIONS (SELECTIVE)

These options will LOSE data

Do you want to continue (Y/N)?

You continue at your own risk. The options that follow allow you to initialise any of the SW Payroll data files - or ALL of them. The initialise function is usually only used after running test data through the system, and then preparing for a fresh start.



Data files to be initialised should be high-lighted on the left. Click on the right arrow (>) to transfer the file name from the left to the right of the screen.

Multiple files may be transferred to the right hand side of the screen, if more than one file is to be initialised.

If **all** data files are to be initialised, click on the double-right arrow (>>).

When the right hand side of the screen (**selections**) is correct, click on the **OK** button. Data will be initialised.

To abort data initialisation, click on the **Cancel** button.

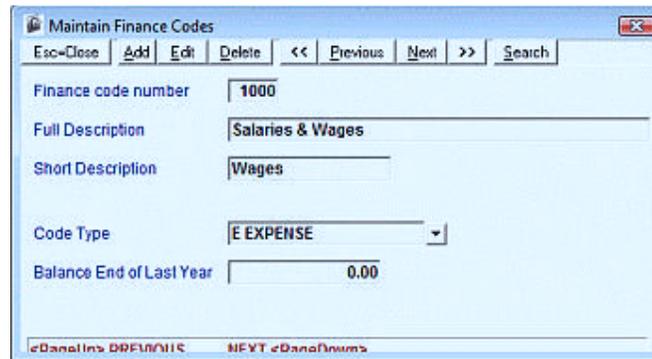
Maintain Finance Codes

If you run a different General Ledger system (ie not the SchoolWriteGeneral Ledger), then there is no need to enter any General Ledger codes at this point.

It is recommended that you enter General Ledger Finance codes for:

a) A Payroll SUSPENSE Account ... a clearing account, where the balance (eventually) comes back to nil.

b) Cost Centres being used. Cost Centres can all use the same GL code, or they may each be assigned to different costing codes.



The Payroll system produces General Ledger posting reports totalled by GL code. If you are running the SchoolWrite General Ledger, these postings go automatically from the Payroll to the Ledger. If you run a different General Ledger, you will be able to manually update the General Ledger from the printed GL Posting Reports generated.

The following General Ledger postings are recommended:

A. Postings from payrun

Cr. Payroll SUSPENSE ACCOUNT \$Total Gross for whole pay
Dr. Cost Centre 1 GL Account \$Total Gross for Cost Centre 1
Dr. Cost Centre 2 GL Account \$Total Gross for Cost Centre 2
.. etc

The GL Posting Report at the end of a payrun will show the above postings. If the SchoolWrite General Ledger is installed, postings are automatically transferred.

B. Postings from cheques, bank transfers, etc after the payrun

Nett pays to employees

Dr. Payroll SUSPENSE ACCOUNT **\$Net**
Cr. Bank Account

Payments of Tax withheld)

Dr. Payroll SUSPENSE ACCOUNT **\$Tax**
Cr. Bank Account

Payments (or Journals) of Deduction amounts)

Dr. Payroll SUSPENSE ACCOUNT **\$Deductions**
Cr. Bank Account

These postings need to be entered into the General Ledger, usually after cheques have been drawn.

C. Superannuation postings after the payrun

Superannuation amounts being remitted)

Dr. SUPERANNUATION EXPENSE ACCOUNT **\$Superannuation**

Cr. Bank Account

Maintain Codes

There are four different codes to be setup for the payroll:

1. Cost Centres
2. Earning codes
3. Deduction codes
4. Allowance codes

Each code (except Cost Centre Codes) has the following parameters to be set:

Accumulate Code transactions? **Y** will activate an accumulation of details for this code generated in the processing of a payrun. This will enable reports to be sent to third party recipients of deductions, say quarterly or annually.

This accumulation may be set to **N**, since not all codes need to have their individual transactions stored. It is best to be selective about this, and only accumulate those details whose transactions will definitely be needed later in a print-out.

Include in Superannuation? This should be set to **Y ONLY** for those allowances and earning codes to which the superannuation percentage should be applied. Eg Normal hours should be set to **Y** - since pay for Normal hours worked by an employee *should* have the superannuation percentage applied. However, Vehicle usage allowance should be set to **N**, since superannuation does not usually apply to this payment. By being selective with this parameter, you can ensure that the payroll will only calculate superannuation where applicable.

Earning code	N
Description	NORMAL
Multiply hourly rate by	1.0000
Accumulate Work HOURS	<input checked="" type="checkbox"/> Y
Accumulate Work AMOUNT	<input checked="" type="checkbox"/> Y
Accumulate code transactions?	<input type="checkbox"/> N
Include in superannuation?	<input checked="" type="checkbox"/> Y

Month-to-date amount	\$0.00
Year-to-date amount	\$50,000.00

COST CENTRES

Cost Centres generally represent company branches, departments or pay areas. e.g. :
PAY for PAYMASTER - the main pay office
WS1 for WORK SHOP 1
WS2 for WORK SHOP 2
FAC for FACTORY staff
etc.

General Ledger Code - The General Ledger code that you enter here tells the system that all costings related to this Cost Centre are to be posted to that General ledger code. Any costs for an employee not specifically attributed to a Cost Centre (eg holiday leave loading,

which is automatically calculated, and not separately entered) are posted to the General Ledger code of the employees' base cost centre.

EARNING CODES

Earning Codes identify 'how' or 'for what' the employee is being paid. There are some standard earning codes used in this payroll (which cannot be deleted) and they are :

A - ADJUSTMENT to the pay
ADO - ALLOCATED DAY OFF
H - HOLIDAY pay
L - LONG SERVICE LEAVE pay
LL - LEAVE LOADING (not often used as Loading is automatic)
N - NORMAL pay for standard hours or for standard salary
S - SICK LEAVE pay
TA - Termination Pay - Lump Sum A
TB - Termination Pay - Lump Sum B
TC - Termination Pay - Lump Sum C
TD - Termination Pay - Lump Sum D

You may set-up as many unique earning codes as you need and there are some suggestions below to help you :

T.5 - could be used for TIME AND A HALF (standard pay rate x 1.5)
2T - could be used for DOUBLE TIME
PEN - could represent a special PENALTY rate for a certain shift or weekend work

Earning Codes are entered **within** Cost Centres when entering Timesheet information for an employee. e.g.

SYDNEY COST CENTRE

Normal Earning Code - 16.0hours - \$160.00
Sick Leave - 8.0 hours - \$80.00
T.5 Earning Code - 3.0 hours - \$45.00

Total \$285.00

Multiply Hourly Rate by: When Timesheet details are entered for an employee, the default rate for this Earning code is the employee's Base Cost Centre hourly rate MULTIPLIED BY the factor entered here. Normal hours will always be 'multiplied by' 1, whilst a double time Earning code (eg '2T') will be 'multiplied by' 2.

Accumulate WORK Hours: When this is **Y**, the accumulation of hours worked for this earning code, is seen on the Year-to-date tab on the **Maintain Employee** screen.

--- Last Anniversary Year --- --- Anniversary Year to Date ---
Hours worked n.nn Hours worked n.nn

Bonuses and Termination pays, under some awards, are calculated on the basis of total hours worked in the employee's Anniversary year, or previous Anniversary year. If employees' awards require these accumulations, then the appropriate Earning Codes should be set to **Y**, and if not required, set to **N**.

Accumulate WORK Amount: When this is **Y**, the accumulation of \$.c for this earning code, is seen on the Year-to-date tab on the **Maintain Employee** screen.

--- Last Anniversary Year --- --- Anniversary Year to Date ---
Pay for hours worked \$.c Pay for hours worked \$.c

Holiday pays, under some awards, are calculated on the basis of total payments made in the employee's Anniversary year, or previous Anniversary year. If employees' awards require these accumulations, then the appropriate Earning Codes should be set to **Y**, and if not required, set to **N**.

ALLOWANCES & DEDUCTIONS

Enter standard Allowances and Deductions that may be used, now or in the future, by any of your employees. Each Allowance or Deduction must have a unique code.

Allowance added to gross Before/After tax: The calculation of tax may include (**B**efore tax) or exclude (**A**fter tax) allowance amounts with this unique allowance code

Deduction subtracted from gross Before/After tax: The calculation of tax may include (ie **A**fter tax) or exclude (ie **B**efore tax) deduction amounts with this unique deduction code.

Payment Summary Code: The Annual Payment Summary that is printed for each employee may include or exclude each allowance / deduction code:

- A** Allowances - printed separately (up to 4 allowances)
- 1** allowance/deduction added to the gross figure but NOT printed separately
- U** for union fee deduction to be printed separately.
- N** NOT included in gross and not printed separately on the Payment Summary

Multiplication Factor: When allowances and deductions are entered in the Timesheet entry screens, allowances/deductions may default to either:

- a **single amount** per pay (multiplication factor = 0)
or
- a **rate** for a number of hours to be entered. eg
 - a. 'Danger money' of .60c per hour - set multiplication factor to .60 When entering Allowances in Timesheet screens, the number of hours will be entered (to be multiplied by .60c).
 - b. Vehicle usage of .45c per kilometre - set multiplication factor to .45 When entering Allowances in Timesheet screens, the number of kilometres will be entered (to be multiplied by .45c).

SALARY SACRIFICE ARRANGEMENTS:

The following is one suggestion for setting up allowances and deductions to handle **salary sacrifice** arrangements for an employee.

It is assumed that a portion of the gross salary is to be paid on behalf of the employee directly to a benefit provider (eg a superannuation company, a vehicle fleet hire company, etc). It is also assumed that the salary sacrifice portion is **not** to be taxed in the automatic tax calculations.

Set up (1) a "Salary Sacrifice" Allowance and (2) a "Salary Sacrifice" Deduction. (Deduction & Allowance should both be "*added to gross **After tax***", and should both have "*Payment Summary Code **N - not shown***").

For the employee(s) where this applies, enter both an Allowance and a Deduction for the same amount (ie for the salary sacrifice amount).

Result:

- a. Pay will be for the gross amount including Salary Sacrifice.
- b. Gross pay shown in the employee's Year-to-date will not include the Salary Sacrifice allowance (because of Payment Summary Code **N**).
- c. The Tax will be the same as it was before entering any Salary sacrifice details.
- d. The Allowance Report for Salary Sacrifice printed during the payrun is documentation behind the Ledger posting that has already occurred automatically ie Debit Salary Cost Centre A/c and Credit Payroll Suspense.
- e. The Deduction Report for Salary Sacrifice printed during the payrun is the source document for a cheque or bank posting to the benefit provider. When the cheque is drawn, the ledger posting will be: Debit Payroll Suspense and Credit Bank.

Maintain Direct Deposit Controls

After the completion of a payrun, an electronic summary file of the pay is ready for transmission to the Bank. Major financial institutions supply software for EFT DIRECT ENTRY. This screen allows you to enter the Employer's bank account details, to be included in the EFT Direct Entry.

- User Bank Name - Your Bank will tell you which 3 character code to use
- User Name - Account name
- User Identification Number - Your Bank will tell you this
- Entry Description - is usually entered as 'PAYROLL'
- User BSB - Your Bank will tell you this
- User Account Number - Your Account No - up to 9 digits (no dashes)
- Remitter Name - Account Name
- Use TYPE 13 Totals (Y/N) - the answer to this (Y or N) depends on the Bank's software checking methods. If a Total line is required by the Bank's software , then set this option to **Y**. Usually, Banks' **electronic** transfers require this set to **Y**.

Maintain Report Options

During a payrun the system will automatically print payslips. You may set up report options so that it will automatically print other reports as well. As well you can:

- Select to print a bank deposit report sorted by name or BSB number.
- Select to print a new page on a change of code when printing a bank deposit report.
- Select the style of payslip stationery to print

Maintain Tax Scales & Medicare Variables

Some countries have an automatic Tax Table pre-set with local values. Other countries (if not named) can use the following flexible tables to generate their own rates.

MAINTAIN TAX SCALE 1

Selecting this option will display the table applicable to employees who have not claimed the tax free threshold on their Employment Declaration form. The table is transcribed from the current FORMULAE FOR CALCULATING INCOME TAX INSTALMENTS form from the Australian Taxation Office. This table may be updated when tax rates are changed.

MAINTAIN TAX SCALE 2

This is similar to Tax Scale 1. The system uses this table to calculate the tax payable by employees who are claiming the tax free threshold on the Employment Declaration Form.

MAINTAIN TAX SCALE 3

This table, similar to Tax Scale 1 & 2, is used to calculate the tax payable by employees who are claiming the tax free threshold, and who do NOT receive Leave Loading (eg casual employees).

MAINTAIN TAX SCALE 4

This tax table is used to calculate the tax payable by employees who do not have a Tax File Number, and who therefore must pay tax at the top marginal rate.

MAINTAIN MEDICARE VARIABLES

Selecting this option will display the current values of the medicare variables. These are used by the system to calculate the Medicare rebate for employees who are entitled to this rebate. If the Taxation Office changes the formula for the calculation of medicare levy adjustments then these figures must be updated. The figures are taken from the FORMULAE FOR CALCULATING INCOME TAX INSTALMENTS form from the Australian Taxation Office.

Note to users in countries where local Tax formula is not shown:

1. Coefficients may be set for local tax calculations: The formula is ***weekly earnings times a minus b*** (**a** is the coefficient in the 2nd column, **b** is the coefficient in the 3rd column).

OR

2. The following tax calculation tables may be set to ZERO. Enter each employee's local tax amount in 'Tax adjustment each pay' on Maintain Employees screen - TaxTab.

File naming conventions

File name conventions used within the SW directory are:

Files that MUST BE backed up every day after changes are made:

- Main Data files : .dbf, .dbt, .dst

Files that DO NOT NEED to be backed up:

- Index files : .ntx (Index files self-create from the File Menu option REINDEX DATA FILES)

These files DO NOT NEED daily backing up, since they never change:

- Program & overlay files: .exe, .dll, .ovl, .hlp, .cnt & .bat
- Reference files : .\$vl
- On-line documentation : .chm

NOTE: A complete copy of the SW folder should be archived on a regular basis (eg at end of financial year).. Software can be re-downloaded (www.schoolwrite.com) so that SW Payroll can be re-installed with your current data.

Files that SHOULD BE DELETED:

When SW Software program is terminated abnormally, eg by rebooting before terminating the program, or without shutting down Windows, or because of hardware failure, temporary files may be left in the SW directory...

- User temporary files : Unnnnnnn.dbf where nnnnnnn = numerics
- Unnnnnnn.dbt
- Unnnnnnn.ntx

The INDEX ALL FILES option automatically deletes these files.

Modify MTD and YTD totals

All Year-to-date (and Month-to-date) totals are maintained automatically by the Payroll system.

There is a hidden menu option which ALLOWS you to edit MTD and YTD figures. This option should be used **with caution**, as system balances can be thrown out.

Select **Maintenance - Maintain Control Information - Maintain Miscellaneous Information**. Hit **ALT/F1** (both keys together). The 'edit ability' is toggled between **ON** and **OFF** each time this key combination is hit. The ability to edit year-to-date information is ALWAYS turned off by the next payrun.

The year-to-date and month-to-date figures that may now be updated manually are:

- **Maintain Employees - Year-to-date Tab (including YTD Allowances & Deductions)**
- **Month-to-date Company Totals** (*Maintain Miscellaneous Information screen*)
- **Superannuation Fund membership** - *Period, Month and year accumulators*

WARNING: If you manually change MTD or YTD figures, the accuracy of the system's totals is no longer assured.

Creating Archive copy of SW Payroll

The best time to create an archive copy of SW Payroll is at the end of a Tax year or Financial year. When an archive copy is created, **ALL** SW Payroll data is copied (including SchoolWrite data, if the School system is installed in the same folder).

It is recommended that the *Archive Copy* be placed on a local hard disk (C: drive) and **not** on the network. Archive copies should not be accessible by regular users of SW Payroll.

1. Choose a folder name for the Archive Copy (eg **SW20111** for 2011 - archive #1)

2. Open Windows Explorer, and create a new folder on the local C: Drive

File – New – Folder

Locate the folder called *New Folder*, and rename it **SW20111**

File – Rename and type in the Archive name

3. Locate the folder where SW Payroll resides. This could be on a network Drive (eg **F:\SW**)

Double-click on the folder so that it is *open*: 

4. Click on: **Edit – Select All**

Then: **Edit – Copy**

5. Now locate the new folder for the Archive Copy on the C: Drive (eg **C:\SW20111**)

Double-click on the new folder so that it is *open*: 

6. Click on: **Edit – Paste**

All files will be copied:



7. Now create an icon on the Desktop to run **SW3PAY** application in the Archive folder **SW20111**.

ICONS:

If necessary, place an icon on the Desktop to access the Archive folder (target program is SW3PAY.exe)

Maintain Employees

Surname: BEAVEN
Given names: Alan Robert
Employee number: 1

Personal & Job | Pay | Payment method | Tax | Leave | Year-to-date | Teachers

Date of birth: 14/05/1985
Sex: M
Address: 14 The Avenue, Wichelooka, NSW 2041
Phone: 4581241
Tax File Number: 123-456-789

Job classification: Teacher
Is this employee a teacher?: Y
Start date: 01/01/2006
Termination date:
Resume pay date:

Reload picture
Edit

The Employee file (accessed by 'Maintain Employees') holds all permanent information and year-to-date totals relating to each employee. An employee photograph is optional.

The employee number is unique and under normal conditions should not be re-issued. If the employee has been terminated, the full details should be left on file at least until the end of the financial year. Payment Summaries are issued for terminated employees at the end of the financial year (or individually on request during the year.)

Any amendment to the employee's hours, salary or pay rate should be checked in the Timesheet Entry screen, to see whether new rates, etc have carried through. Employee's pay rates, salary, etc are always initialized in the Timesheet Entry screen at the **end of a pay**.

Year-to-date or month-to-date information should not be altered by the user after the first pay run. The system assumes responsibility for updating these amounts to ensure validity of all pay activity. (However, there is a hidden menu option which allows editing of year-to-date values.)

The **Tab screens** hold the following information about the employee:

- Personal & Job - name, address, commencement and termination dates
- Pay - the basis of pays - weekly, fortnightly, automatic, manual, etc Also included is the base pay rate
- Payment method - cash, cheque or bank, plus details
- Tax - tax adjustments, tax rebates used in the formula for calculating tax instalments
- Leave - holiday leave, sick leave and long service leave - current accruals plus annual entitlements
- Year-to-date payments, gross, tax, etc
- Teachers - sick leave. Note: If the Employee is not a Teacher, or the organisation is not a School, this last **Tab screen** will not be available. (See MAINTENANCE - Maintain Control Information - Maintain Miscellaneous Information - **is this organisation a school** - Y or N?)

Employee Photo:

The photograph of the employee is displayed on the **Personal & Job Tab** when the picture has been correctly stored in the computer.

The photograph is also displayed in the **Enter Timesheets** screen. This is a helpful visual check that hours are being entered against the correct employee.

Initially all employee photographs are stored in the IMAGES folder directly beneath the SW Payroll working folder (or directory). If the IMAGES folder does not exist, it must be created.

Employee photographs are stored in the IMAGES folder as graphics files with the EMPLOYEE NUMBER as the name of the file, following an initial letter 'E'. The standard graphic file formats of JPG, BMP, GIF and PNG are all acceptable.

Examples: E117.BMP E202.JPG E3.GIF E12356.PNG

The picture may be any size, as it is resized to fit the screen when displayed. However if the size is larger than 30K (thirty thousand bytes). the image will not automatically display - the "F4 View Photograph" button must first be clicked (or the F4 button hit). Large photographs take extra time to display, and can slow down the navigation between employees. The ideal photo size is 240 (wide) x 180 (high) pixels.

If the photo is not present in the IMAGES folder, the employee's picture may be loaded from any (permanent) location on the network. This is achieved with the Reload Picture button. When a photo is reloaded the network address is stored in the "employee picture location file" in the IMAGES folder. This file has the name of the initial letter 'E' plus the employee number and the extension of .path. Eg E202.PATH

A .path file, or a graphics file, may be removed at any time. First click on the Reload Picture button and select Files of Type at the bottom of the file dialog screen. The files may be of type .jpg, .bmp, .gif, .png or 'Employee picture location files'. When the desired file is located in the appropriate folder, right-click on the file-name and select Delete. The file will be sent to the recycle bin.

Logo:

A company logo is displayed if the employee photo is not available. By default, the logo displayed is the graphics file sch_r1.gif. If this file is removed from the SW Payroll folder (directory), then the logo displayed is the one specified for the Letterhead (see File Menu - Letterhead Graphics).

Leave accumulation

The Payroll system automatically accumulates 3 types of leave. These 3 types are found on the **Leave Tab** of the Maintain Employees screen:

Type of Leave	Hrs/Year Entitled	Date of Last Entitlement	Current Hours
Long Service Leave	0.00	01/01/2000	0.00
Holiday Leave	160.00	01/01/2000	23.50
Sick Leave	64.00	01/01/2000	84.00

The 1st column shows how many hours per year are to be added to the employee's leave each year. This is a standard number of hours, and probably will never change after being keyed in. The Payroll is aware of the anniversary of employment, and it will automatically **add** the 'Hours/Year Entitled' to the employee's Current Hours.

The 2nd column is the LAST ANNIVERSARY DATE. The day and the month are the same as the date on which the employee commenced employment. This column will automatically update every year.

The 3rd column is CURRENT HOURS. This is the number of hours accrued at the Date of Last Entitlement. When switching over to the Payroll system, it is necessary to check manual records and enter the number of current hours of leave that the employee is owed - AT THE DATE OF LAST ENTITLEMENT.

A 4th column, TOTAL ACCRUAL TO, is a calculated figure as at the current processing date. The calculation is based on the Hours/Year Entitled, and it is pro-rata'd from the Date of Last Entitlement to the current date.

Once these figures have been entered, the Leave details may be seen at the bottom of the Timesheet entry screen. This is a guide as to how much leave may be taken by the employee. Note: The Payroll **ALLOWS** leave accumulations to go negative. Eg Leave may be granted by the employer **BEFORE** it actually falls due on the next Anniversary Date.

Holiday leave should be entered as hours taken under Earning code 'H' on the Timesheet entry screen.

Sick leave should be entered as hours taken under the Earning code 'S' on the Timesheet entry screen.

To see the full history of leave transactions, select the Payroll Printouts Menu - Personnel History Report. Details for the different leave types, or for All Events, may be printed.

Entering Timesheet data

Enter Timesheets

Esc+Close Edit << Previous Next >> Search Timesheet Allowances Preview payslip

Number 202 ADAMSON Philip Full-time Weekly Automatic

Pay comment Groundsman Exclude from payrun? N

Tax override 0.00 Tax adj. 0.00 No. of tax periods 1 Sun/PHs worked 0

Cost Centre	Code	Description	Reference	Hours	Rate/hr
GRD	N	NORMAL		40.00	12.5000
GRD	01	Overtime		2.50	18.7500

Base hours: 40.00 Total hrs: 42.50 Total amt: 546.00

TYPE OF LEAVE:	Sick	Holiday	Long service
Accrued hrs to 01/12/2003	61.50	189.25	0.00

Last paid 24/11/10

<PageUp> PREVIOUS NEXT <PageDown> Record 2/2

The Timesheet function is based on the following principles :

- The Payroll works on an 'exceptions' basis which means that if an employee is not 'manual', then only non standard events (such as overtime, holiday leave, sick leave etc.) require the timesheet details to be reviewed. A 'manual' employee requires timesheet details to be manually input each pay period.
- Timesheet starting details are automatically set up each time a new employee is added.
- If an employee is not 'manual', timesheet details are set up using the employee's default values (taken from maintain employee **Pay** screen) in preparation for the next pay run.
- The details available on the Enter Timesheet screens can be edited at any time before the next pay run.
- Any amendment to the employee's hours, salary, pay rate or allowances and deductions are **not** automatically used in calculating pays for the current pay. Changes to Pay rates (permanent) will need to be made not only in the Maintain Employees screen but also in the Timesheet entry screens. Timesheet entry screens are initialized to the default pay rates (in the Maintain Employees screen) **ONLY** when finishing processing for one pay and preparing for the **START** of a new pay period.
- The employee's current accrued sick leave, holiday leave and long service leave will be displayed at the bottom of the screen for reference purposes. The Payroll will not refuse a figure entered for leave hours which is greater than the total accrual for that type of leave.
- As Timesheet details are entered, the system will completely re-calculate the total pay amount and total hours for the employee and these figures will be displayed for confirmation purposes. The system will compare the calculated total hours figure with the employee's base hours (for the Base Cost Centre) for the specified number of tax periods and issue a warning to check the tax periods if they differ by more than 50%.
- Superannuation is automatically calculated on the amounts paid in respect to those Earning codes which are TO BE included in superannuation calculations.

Entering Timesheet details:

To bring up the timesheet screen, select **Enter Timesheets** from the Main Menu. Each employee will have a record available for entering timesheet information unless the system

detects that:

- a) The employee has been terminated.
- b) The employee has a resume pay date later than today's date.

When an existing employee (who is not 'manual') is displayed for the first time after a pay run, or a new employee is displayed for the first time, there will be at least one line of information present. This information is derived from the Base Cost Centre details in Maintain Employees.

A Timesheet record will exist for a 'manual' employee but there will not be any details shown until they have been manually entered. After every pay run, all pay adjustment details are set to nil for Manual employees.

Search: By Searching for a valid employee number (or employee surname), timesheet information for that employee will be displayed and the system will allow editing of the Hours worked & Pay adjustments.

Next: N (or **PgDn**) will show the timesheet details of the next employee, in employee number order.

Previous: P (or **PgUp**) will show the timesheet details of the previous employee, in employee number order.

When an existing employee (who is not 'manual') is displayed for the first time after a pay run, or a new employee is displayed for the first time, there will be at least one line of information present. This information is derived from the Base Cost Centre details in Maintain Employees.

A Timesheet record will exist for a 'manual' employee but there will not be any details shown until they have been manually entered. After every pay run, all pay adjustment details are set to nil for Manual employees.

Timesheet: Hit **T** or click on this button to edit Timesheet details in the middle of the screen.

Edit: allows editing of the **top** portion of the screen:

Allowances: Hit **A** or click on this button to adjust Allowances and Deductions FOR THE CURRENT PAY PERIOD. The only Allowances/Deductions to be shown in this screen are those already selected for this employee (See Maintain Employees **Pay Tab**). An Allowance or Deduction must be selected (permanently) in the Maintain Employees area since YTD and MTD totals are held for **all** allowances & deductions made for each employee.

Preview Payslip: Hit **R** or click on this button to preview the employee's payslip. **No** updating of the employee's year-to-date information will take place. The payslip preview is only used to gauge accuracy and appropriateness of data entered in the Timesheet screen.

FIELD DESCRIPTIONS

No of Tax Periods: This refers to the number of weeks accounted for by this particular pay period. It does not apply however to 'Monthly' employees. The Payroll automatically inserts a figure here, based on the employee's standard pay period - eg *weekly pay = 1* tax period, *fortnightly pay = 2* tax periods. However the number of tax periods may be altered. For example, an employee being paid for the current fortnight plus four weeks holiday in advance = six (6) tax periods. The Payroll compares the calculated total hours figure with the employee's base hours (for the Base Cost Centre) for the specified number of tax periods and issues a warning to check the tax periods if they differ by greater than 50%.

Tax Adjustment: This figure is automatically taken from the Maintain Employee details. The Tax adjustment figure may be changed but the change will only apply to this particular pay run. If the amount is to be permanently altered, it must be changed

in Maintain Employees.

Note: Any figure in 'Tax Adjustment' will be ignored if the system detects an amount in 'Tax Override'.

Tax Override: This figure is a special purpose tax deduction for this particular pay run only. There is no corresponding piece of information in the Maintain Employee screens. Any figure here will cause the payroll to override the tax calculation as well as any tax adjustment.

Pay Comment: 30 characters are available to enter a message that will appear on the employee's payslip for this particular pay run. This defaults at the start of each pay to the JOB CLASSIFICATION entered in the Employee Details screen.

Exclude from payrun?: Answering **Y** to this question will result in the payroll ignoring this employee when processing pays for this particular pay run only. After the payrun, 'Exclude from payrun' will default back to **N** for the next pay period.

Sun/PHs worked: The number of Sundays and Public holidays worked may be entered here. This figure is accumulated in the Employee Details screen - **Year-to-date Tab**. This figure is only for accumulation and does not change the calculation of pays.

Cost Centre: The system will only accept a valid cost centre code which has been set up in Maintain Codes. If a new Timesheet line is added, the system automatically inserts the employee's base cost centre taken from Maintain Employee details.

Earning Code: The Payroll will only accept a valid earning code. The system interprets blank (or hitting **ENTER** as meaning **N** Normal Hours. Any earning code with **Multiply hourly rate by** = 0 will cause the cursor to skip over to the 'Amount' field as hours and hourly rate are not involved.

Reference: A short reference may be entered regarding the Timesheet line being entered eg. **Dates** should be entered here for **Holiday** or **Sick** leave lines.

Hours: This refers to the number of hours accumulated against that particular earning code. As each line is completed, the Payroll totals the hours of all entries on the screen and compares it to the employee's calculated base hours for the specified number of tax periods, to determine if the tax periods need to be checked due to a difference greater than 50%.

If the earning code involves sick and holiday leave, the Payroll checks to see if the accrued leave value will cover the figure just entered. If there is not enough leave accrued, the system will give a warning, but it *will* accept any unusual amount. A negative figure may be entered, as this will reduce the total 'hours' for the timesheet as well as produce a negative 'amount' for that earning code entry. Negative amounts should be used only to **reverse** an incorrect entry in a previous pay, or to 'dock' an employee's current pay.

Rate/hr: The system multiplies the employee's hourly rate (for the Base Cost Centre) by the **Multiply Hourly Rate by** factor of the earning code to determine the correct hourly rate for that particular earning code. This calculated figure will be displayed as the hourly rate when 'Hours' have been entered. The Hourly Rate figure may be changed if desired. The system will multiply the hours by the hourly rate and display the answer in 'Amount'. The hourly rate (whether calculated by the system or entered here) will only apply to the current pay run.

Amount: If 'Hours' and 'Hourly Rate' have been used, the system calculates the amount and displays it on the screen. This amount will not, however, be accessible for editing. If a different figure is required, then 'Hours' or 'Hourly Rate' will have to be adjusted accordingly.

If an earning code is entered that has a **Multiply Hourly Rate by** factor of 0, an

'Amount' may be directly entered for that earning code. A negative amount will be accepted. Any amount entered will only apply to the current pay run.

Entering Allowances & Deductions

Code	Description	Hours	Amount	Rate
CLB	Christmas Club (Deductn per pay)	0.00	8.50	0.00
TRV	Travel Allow. (Allwnce per pay)	65.00	29.25	0.45

Employee allowances and deductions are displayed on this screen.

Amount: This may be changed for the current pay run.

Hours: When the **multiplication factor** of this allowance or deduction is more than zero, the **hours** are entered here, to be multiplied by the factor.

If an allowances or deductions is not applicable to this pay, the amount / hours should be set to **zero**.

Automatic Multiplication? (Y/N): This question is asked:

a) if the employee is usually paid **weekly**, and the **No. of Tax periods** has been set to more than 1

b) if the employee is usually paid **fortnightly**, and the **No. of Tax periods** has been set to more than 2

Answering **Y** to this question will cause the system to calculate the amount of each allowance or deduction in proportion to the number of tax periods entered at the top of the screen compared with the employee's standard number of tax periods.

Answering **N** will result in the allowance / deduction figures displayed on the screen being used regardless of the number of tax periods involved.

Process Pays

The Process pay function is based on the following principles :

- Before this function is selected you must have correctly set up all other parts of the system to obtain the desired results. The contents of many of the printouts are controlled by user definable parameters and control files. The break-down of costings shown in Cost Centre Reports, and the details shown on Payslips can be controlled by careful selection of Cost Centres, Earning Codes and other parameters.
- The Preview Payslips option in the Enter Timesheets screen allows you to monitor the effects of using various Earning Codes for one employee. Previewing Payslips does not update any totals.
- The Process Pay function allows you to experiment further - you may process the pay as many times as you like to see the results - just make sure that you use the **ESC** (escape) button, and **not** the **F4 UPDATE NOW** button at the end of the payrun. This allows you to see results without updating totals - as soon as you are happy with the results you may then select the **F4 UPDATE NOW** button to complete the payrun and update totals.

PROCESS PAYS

To enter this function select option **Process Pays** from the main menu. This will display the process payroll menu. You have a choice from the following five options:

1. Pay weekly Employees
2. Pay Fortnightly Employees
3. Pay Monthly Employees
4. Pay Weekly & Fortnightly Employees
5. Pay Selected employee

You may also insert a payslip message for this payrun

After selecting one of the above options, confirm the pay date for this pay run. This date, although printed on reports and payslips, is not used in any calculations. It may be a forward date if desired.

The option may be set to print payslips on letterhead (ie the Payroll program prints the letterhead).

TAX		OTHER DEDUCTIONS		NETT SALARY		SUPER ANNUATION	
190.00		Christmas Club	8.50	BANK	480.75	EMPLOYER Contribn	
			8.50			MLC	32.50

PAY FOR PERIOD ENDING		TOTALS	
21/06/10			679.25

Accrued leave to 21/06/03:		Hol. Leave	98.46 hrs	L.S Leave:	55.00 hrs					
YTD Totals :	Gross Pay:	2653.25	Allow.:	148.50	Deduct.:	51.00	Tax:	764.00	Nett:	1838.25

Your pay has been transferred directly to your Bank A/c
Please check with your bank for details.

1. Payslips are printed first. Any special payslip stationery should already be loaded in the printer at this stage.

The Payroll Summary shows on the screen the number of employees paid, the total gross, tax, and net pays.

To abort the payrun at this stage, hit the **ESC** (escape) button,

Stationery may be changed in the printer, if required, when payslips have completed printing.

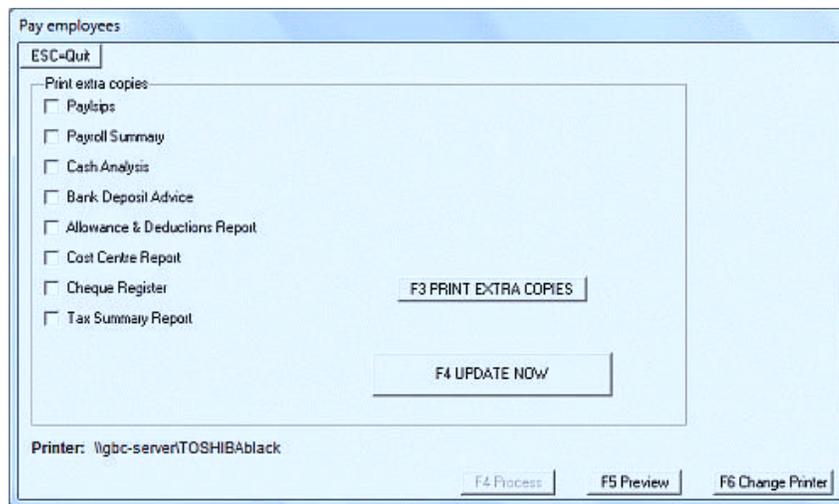
Hit **F4 Process** to continue

2. Payroll reports are printed. The reports that are printed automatically depend on the settings in - **Maintenance - Maintain Control Information - Maintain Report Options**. The automatic printing of these reports can be turned on or off.

The payroll reports printed are:

- Payroll Summary and General Ledger Posting Report
- Cash Analysis
- Bank Deposit Advice
- Allowance & Deductions Report
- Cost Centre Report
- Cheque Register
- Tax Summary Report

To abort the payrun at this stage, hit the **ESC** (escape) button,



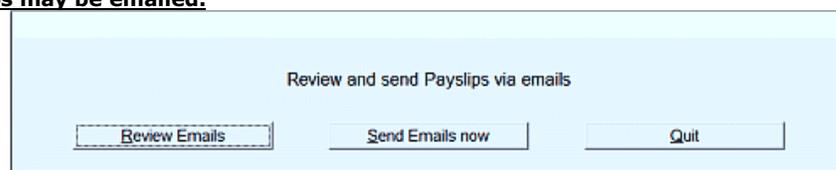
Processing of timesheets has been completed at this stage. If you wish to accept this payrun, print any additional reports required. Place a tick against each of the extra report required, and hit the **F3 PRINT EXTRA COPIES** button.

When all reports are printed, hit the **F4 UPDATE NOW** button. This will take you past the point of no return - the system updates all year-to-date totals and resets the timesheets for the next pay period.

A **Tax File number Report** will be printed if there are any employees with temporary Tax File numbers. These need to be followed up, and their tax status needs to be confirmed. Employees will continue to print on the Tax File Number Report as long as they have a Tax File Number of 11111111, or 22222222, or 33333333, or 44444444.

An **Employee Birthday List** will be printed for any employees who have had a birthday since the last pay. If there were no birthdays, there will be no list.

3. Payslips may be emailed.



These same options may be accessed subsequent to the Payrun, from the *Payroll Menu - Process Pays - Email Payslips to Employees*

Payslips are generated during the Payrun, and are placed in a nominated folder as a .PDF file for each employee. If a new location is used for each Payrun, the folders will serve as an archive.

Email addresses are entered for each employee in the "Maintain Employees" option - click on **Email** button. Payslips are emailed to multiple employee addresses where multiple email addresses are entered.

a) Review Emails

The first option browses the List of emails generated during the Payrun. The same Payslip can be emailed to more than one address where an employee has multiple email addresses.

Email Payslips Red=SENT Green=READY TO SEND Yellow=ON HOLD								
Esc=Close HotKeys Enter=Edit Delete List								
Date	Employee Number	Employee name	Email address	HOLD (Y=do not send)	Payslip	Date sent	Time sent	Location of
21/03/2016	202	Philip ADAMSON	george@internet.com	N	160321ADAMSON202.pdf	21/03/2016	13:03:54	C:\Payslip15
21/03/2016	1	Alan Robert BEAVEN	peron@schoolemail.com	N	160321BEAVEN1.pdf	21/03/2016	13:03:53	C:\Payslip15

Columns in the Review of Emails with dark-colour headings may be changed (Date, email address, Date Sent etc).

The LIST Option The list option is available with other Menu buttons above. When the List option is taken and the required report is printed, a further option is given **to delete SENT records**.

Do you wish to delete SENT records?

b) Send Emails Now

Send emails now - Payslips

ESC=Quit

Email text:

Dear ^1

Attached is your Payslip.

If you need further information, please contact the Paymaster for details.

SchoolWrite Demonstration

?

Subject Line: Payslip attached

?

For email setup, refer SchoolWrite Miscellaneous Menu - Setup email / SMS

F4 Send emails

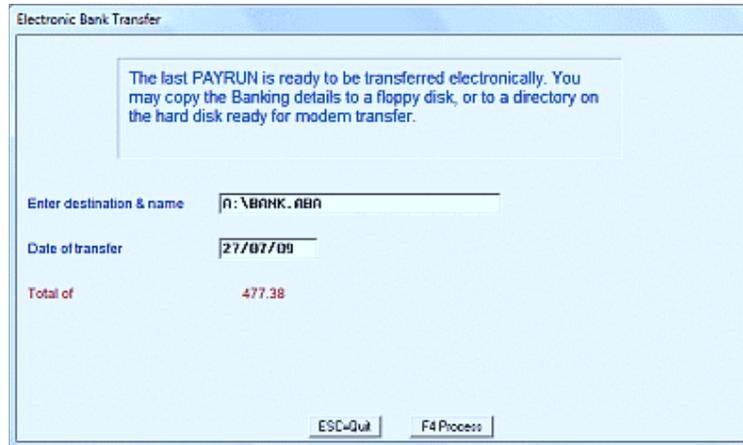
Email text may be entered or changed, as well as the Subject Line. The same Subject Line and text is emailed to all employees. However Insert codes may be used to personalise each email:

- ^0 - the DATE of the Payrun
- ^1 - Employee first name
- ^2 - First name and surname

Note: Email server details must first be entered in *SchoolWrite main menu - Miscellaneous Menu - setup email / SMS*

Electronic Bank Transfer of Pays

After the completion of a pay run, the next option on the **PROCESS PAYS** drop down Menu may be selected:



Electronic Bank Transfer

The last PAYRUN is ready to be transferred electronically. You may copy the Banking details to a floppy disk, or to a directory on the hard disk ready for modem transfer.

Enter destination & name: D:\BANK.ABA

Date of transfer: 27/07/09

Total of: 477.38

ESC=Quit F4 Process

The last PAYRUN is ready to be transferred electronically.

The date of the Payrun may be altered, to reflect the correct date for the electronic transfer. You may copy the Banking details to a floppy disk, or to a directory on the hard disk ready for modem transfer.

The Bank transfer software should be initiated, and the transfer file can be found in the Payroll folder (eg C:\SW\BANK.ABA).

Banks have a DIRECT ENTRY system, and they offer a software package for sending payroll deposits via modem. Alternatively, Banks will arrange for deposit details to come via floppy disk.

Your local bank should be contacted to discuss the electronic transfer method that is suitable to them. The employer's details that are included in the electronic transfer file are set in - **Maintenance - Maintain Control information - Maintain Direct Deposit Controls.**

Data prepared by the Payroll is compatible with all major financial institutions.

Payroll printouts and reports

Print employee details

This will print a report in

- a) alphabetical order, OR
- b) employee number order, OR
- c) YTD Totals only

Employees may for this report may be selected by a range of employee numbers.

To print all employees, select numbers 1 to 999999.

Print timesheet details

This report contains timesheet details for current employees only. The hours, pay adjustments, etc as entered into the Timesheets option are printed for visual checking.

This report may be printed in

- a) alphabetical order, OR
- b) employee number order

Print personnel history report

This report lists in chronological order all occurrences of specific events (such as sick leave), or **all** events for the employee.

Employees may for this report may be selected by a range of employee numbers. The **dates** of the events to be printed may be limited to requested range.

The events which can be printed are:

- All events
- Pay rate change
- Holiday leave
- Sick Leave
- Long Service Leave

Print all codes

This option prints all details of every **CODE** in use in the Payroll System. Codes printed out are:

- Earning codes
- Cost Centre codes
- Allowance codes
- Deduction codes

Print accumulated transaction report

This report lists for each employee in chronological order all transactions involving the selected code(s) including totals, where **Accumulate Code Transactions** has been set to **Y** (in the Maintain Codes screens).

Employees may for this report may be selected by a range of employee numbers. The **dates** of the events to be printed may be limited to requested range.

Codes which can be selected for printing are:

- Earning codes
- Allowance codes
- Deduction codes
- Superannuation
- All (above) codes

Payslip history report

This report lists in chronological order totals from each Pay slip between a range of dates.

Employees may for this report may be selected by a range of employee numbers.

The totals printed on this report are:

- GROSS WAGES (excl Allow. & Deduct.)
- TAX
- DEDUCTIONS
- ALLOWANCES
- NET PAY
- TOTAL SUPER

Print employee location report

This report provides information on all employees within each **Cost Centre** (or location). The totals that are printed for employees come from the Maintain Employees **Year-to-date Tab.**

The totals shown are:

LAST ANNIVERSARY YEAR

- ACCUMULATED AMOUNT
- ACCUMULATED HOURS
- SUNDAYS & PUBLIC HOLIDAYS WORKED

ANNIVERSARY YEAR TO DATE

- ACCUMULATED AMOUNT
- ACCUMULATED HOURS
- SUNDAYS & PUBLIC HOLIDAYS WORKED

Note: Totals are accumulated for Amounts and Hours only when specifically requested on the **Maintenance - Maintain Codes - Maintain Earning Code** screen. Sundays & Public Holidays are accumulated whenever **SUN/PHs worked:** is entered on the top line of the Timesheet entry screen.

Alphabetical Employee List

This alphabetical employee list is a short list (in name order) showing Date last paid, (Date of termination), as well as Base Cost Centre and Wages Type for each employee.

Leave liability report

This produces a printout showing all (current) employees, in an optional range of employee numbers. Totals shown are the hours and \$ value of accrued leave, up until a given date.

Total value for accrued Holiday leave includes leave loading (if applicable). Sick leave and Long Service leave values are shown, along with the employee's start date.

Employee ID Labels

A photo ID label for each employee is printed, or just one label for a nominated individual employee.

The size of the labels across the page can be varied. Other information may be optionally included or excluded:

- Employee number/ID
- Employee signature line
- Employee photo
- Current period - 2 lines of information - eg Year
- Letterhead Logo (variable height)

Definition of Gross Pay

Gross Pay is accumulated for each Employee, and for the total Company, and for Cost Centres, on the following printouts.

for each Employee	on Employee Details Report
Company totals	on Maintenance - Maintain Control Information - Maintain miscellaneous Information
Company & Cost Centres	on MTD Cost Centre Report - End-of-Month processing - print Monthly reports on YTD Cost Centre Report - End-of-Year processing - print Yearly reports on YTD General Ledger Totals - End-of-Year processing - print Yearly reports

DEFINITION OF GROSS PAY ON:

Employee Details Report

For each employee printed, **Gross YTD** includes the following:

- Normal pay
- Overtime
- Adjustments
- Sick Pay
- Long Service Leave Pay
- Holiday Pay
- Holiday Leave Loading

Totals are printed at the end of the Employee Details Report showing Leave Loading YTD, Tax YTD and Gross YTD for all employees listed in the report. Lump Sum Payments and Allowances/Deductions are totalled separately, and are NOT included in the Gross YTD total in the totals line.

General Ledger Posting Reports

Totals are shown for:

a)Salaries A/c (for each Cost Centre) These Gross amounts INCLUDE Lump Sum Payments & Deductions/Allowances.

b)Suspense A/c This Gross amount INCLUDES Lump Sum Payments & Deductions/Allowances. i.e. This is the total of ALL wages & allowance expenses.

Note: this is a double entry for wages expenses. When posting payrun totals, credit totals are posted to the Suspense a/c. When cheques are drawn for wages and tax, debit totals are posted to this account.

Miscellaneous Information Screen

Month to date figures are shown on the screen, for:

- Company MTD Gross
- Company MTD Lump Sum
- Company MTD Leave Loading
- Company MTD Tax

MTD Gross INCLUDES Deductions/Allowances paid to employees. Lump Sum Payments are shown in a separate total immediately below, and are not included in the Gross amount.

End of Month processing

End of month processing is based on the following principles :

- a) End of month processing consists of printing monthly reports and resetting monthly totals. The reports in this menu can be printed at any time during the month and as many times as required.
- b) End of month should only be performed when all pays have been processed for the month.
- c) It is recommended that the monthly reports are carefully examined and reconciled - do not leave all balancing and checking to the end of year.

PRINT MONTHLY REPORTS

Select ***End-of-Month Processing - Print Monthly Reports*** from the main menu.

Print MTD ALLOWANCE/DEDUCTIONS report

This prints a summary report showing allowances and deductions for the month. Allowances will be printed on one page - detailing the allowance and the MTD total - and deductions on the following page.

Print MTD COST CENTRE report

This report prints MTD totals for cost centres with each cost centre starting on a new page.

Print MTD GENERAL LEDGER TOTALS report

This report provides the following information:

- MTD Postings to General Ledger Accounts
- Number of current employees
- MTD Gross salaries
- MTD Paye Tax deductions
- MTD Lump Sum payments

MONTHLY RESET

This option is used to prepare the system for the next month. Monthly Reset means that all monthly totals are zeroed.

You will see this message displayed on the screen:

Please ensure that ALL monthly reports have been printed, including Superannuation printouts.

Ensure that all Payroll windows are closed. If ***Enter Timesheets*** or ***Maintain Employees*** windows are open, close them.
Hit **F4 PROCESS** to perform the reset.

End of Year processing

End of year processing is based on the following principles :

a) End of year consists of printing reports which contain yearly totals. These reports can be printed at any time during the year and as many times as required - but generally they are printed at the end of each year. After the reports have been printed the system may be reset - ready for the new year. Resetting basically means that all yearly totals are zeroed and information that has been collected to print yearly reports is erased.

b) End of year should only be performed when all pays have been processed for the year.

NOTE: It is recommended

1.that an archive backup of the Payroll be taken at this point of time. The archive should be stored in a safe place.

2.that an archive **COPY** of the Payroll be made to another location on the hard disk. A separate icon can point to this copy for quick reference to the details of the prior year.

PRINT YEARLY REPORTS

Select ***End-of-Year Processing - Print Yearly Reports*** from the main menu.

Print YTD ALLOW/DEDUCTIONS report

This prints a summary report showing allowances and deductions for the year. All allowances will be printed on one page with full detail and the YTD total - and deductions on the following page.

Print YTD Cost centre report

This report prints YTD totals for cost centres with each cost centre starting on a new page.

Print YTD GENERAL LEDGER TOTALS report

This report provides the following information:

- YTD Postings to General Ledger Accounts
- Number of current employees
- YTD Gross salaries
- YTD Tax total
- YTD Allowances totals
- YTD Deduction totals
- YTD Cost Centre totals including Superannuation

PAYMENT SUMMARIES

With this option you can get the system to prepare annual Payment Summaries in two formats - printed and electronic.

Before printing Payment Summaries you will need to ensure that all YTD totals are correct and that they balance. It is also necessary to complete all employer details in the bottom section of the screen. Certain fields are mandatory, and Payment Summaries cannot be printed until they are completed.

Payment Summaries - printed and electronic

PRINT PAYMENT SUMMARIES

Print Notice to employees:
 after each Payment Summary

Print Contact Name as signature:
 on each Payment Summary

F4 Print Summaries

Financial year starting: 01/07/08
 Financial year ending: 30/06/09

CREATE ELECTRONIC COPY

Copy to: A:\

F5 Create Floppy Disk

Employer Details | Notice to Employees

Registered Business Name: SchoolWrite Demonstration
 ABN/WPN Number: 7654321 Withholding Payer Number: 123456789
 Supplier File Reference: SMG_EDU109
 Trading Name:
 Address line 1: St Margarets School
 Address line 2:
 Suburb, Town or City: Newtown State: NSW PCode: 2000
 Contact name: Mrs J Smith
 Contact phone: 5431 24687 Contact fax: 5431 24689
 Contact email: smg@school.com

* These fields must be completed

Edit ESC=Quit

PRINT PAYMENT SUMMARIES

NOTICE TO EMPLOYEES: An explanatory notice to employees may be printed with each Payment Summary. Details of the notice are seen on the **Notice to Employees Tab**. The content of this notice is found in the file **ENOTICE.TXT** in the SW Payroll working folder. The contents may be changed at any time with a text editor. Eg Select **FILE - NOTES** to start Windows Wordpad, and open the file ENOTICE.TXT for editing.

The first **4 lines** of the ENOTICE.TXT file should not be deleted. They contain control parameters to control four optional print areas on the Payment Summary. The first four lines are:

```
[Reportable Fringe Benefits:PRINT=YES]
[CDEP:PRINT=YES]
[BRANCH NUMBER:PRINT=YES]
[OTHER INCOME:PRINT=YES]
```

In any of the above lines, **YES** may be changed to **NO** with the text editor, to suppress the printing of the section referred to.

When **Payment Summaries** are printed, the Notice to employees is optional. Two (2) Payments Summaries are printed per employee - **Payee's Tax Return Copy** and **Payee's Personal Record Copy**. When the Notice to Employees is printed, three pages are printed per employee.

Payment Summaries may be printed for a range of employee numbers. They are printed in Employee Number sequence. To print for all employees, nominate **FROM: 1 to 999999**.

Ensure that the correct **Financial Year Starting** and **Financial Year Ending** dates are set on the screen.

To **exclude** an employee from this print run - set the following flag:

Maintain Employees - Pay Tab: Payment Summary issued? Y

This flag is typically set when an employee leaves during the year to go overseas. When they request a Payment Summary at the end of their employment, this flag should be set accordingly.

NOTE: **ALL** employees are included on the electronic copy of Payment Summaries. Whether their Payment Summary was printed earlier in the year or not, all employees who have been

paid during the year are included on the electronic copy.

CREATE USB DRIVE WITH PAYMENT SUMMARIES

First a Payment Summary **totals page** is displayed on the screen. A visual check of the total number of payment summary records, the total gross, total tax, etc will indicate whether to proceed with the parameters as specified.

Then the USB Drive is created (or other location as specified). The screen displays:

Electronic Payment Summary details have now been copied

CHECKING PAYMENT SUMMARY DATA

Payment Summary data on Floppy may be checked in a spreadsheet (eg Excel).

Open the file named "A:EMPDUPE." (include fullstop) as a TEXT FILE.
The data is FIXED WIDTH. Disregard the first 5 Heading records.
Set column-breaks for Employee data, as follows:

Columns Data		Columns Data	
1- 8	Data heading	9- 17	Tax File Number
18- 25	Date of Birth	26- 55	Surname
56- 70	Given Name 1	71- 85	Given Name 2
86-123	Address Line 1	124-161	Address Line 2
162-188	Suburb, town or city	189-191	State
192-195	Postcode	196-215	Country
216-223	Start of period	224-231	End of period
232-239	Tax Instalments (\$)	240-247	Gross Payment (\$)
248-255	Total Allowances (\$)	256-263	Lump Sum A (\$)
264-271	Lump Sum B (\$)	272-279	Lump Sum D (\$)
280-287	Lump Sum E (\$)	288-295	CDEP (\$)
296-303	Other Income (\$)	304-311	Reportable FB (\$)

A spreadsheet may be opened to access the data, for verification. The file that is created is **FILE OF TYPE: Text** Usually there is an option in the File-Open dialog of the spreadsheet program where this file type can be specified.

NOTE: When loading this data into a spreadsheet, **DO NOT CHANGE OR SAVE THE SPREADSHEET**, or the fixed format of the data in the text file will be changed from the original specification.

YEARLY RESET

This option is used to prepare the system for the next year. Yearly Reset means that all yearly totals are zeroed. As well any employees marked as terminated will be deleted from the system.

The screen displays this message:

*Please ensure a complete BACKUP of the Payroll is held in safe storage, before proceeding.
Please ensure ALL annual reports have been printed, including Payment Summaries*

Next, the system asks:

*The system will optionally DELETE
terminated employees ... so that their
employee number may be re-used.
TERMINATED employees to be deleted (Y/N)?*

When the yearly reset is complete, a completion message shows on the screen.

Maintain Superannuation Funds

The Funds Managers to whom remittances are sent are set-up in the option:

SUPERANNUATION MENU - MAINTAIN SUPERANNUATION FUNDS

FIELD DESCRIPTIONS

Fund code: This is a unique code (maximum eight characters) used to identify a superannuation fund. It would normally be the initials or abbreviation of the fund name. Once entered, the code cannot be changed.

Fund name: This is the name of the superannuation fund. Maximum number of characters for this field is 20.

Fund address 1, 2 & 3: Enter the mailing address of the Fund Manager. Enter State and Postcode as well.

Fund phone: The telephone number of the fund - up to 10 characters.

Employer Percent: This is the percentage nominated by the fund administration as the default. This default figure will be inserted into the details of new members added to the fund, however the final percentage for each member can be modified as required.

Employee Percent: This is the percentage nominated by the fund administration as the default. This default figure will be inserted into the details of new members added to the fund, however the final percentage for each member can be modified as required. It is usual for this figure to be zero, since Employee percentage contributions to Funds are typically based on individual requests.

Minimum per pay:

Minimum per remit:

Minimum gross: As per Fund member above, these are the defaults, as determined by the fund administrator or the relevant award. A new member screen defaults to these fund minimum amounts, and may be modified as required.

Plan Number: This field contains up to 10 characters to identify the Plan Number of the fund.

Superannuation Fund Member Details

Superannuation is controlled by separate menu item in the payroll and links directly to each employee in the Maintain Employees screens.

The title SUPERANNUATION may be changed to suit local fund names (eg SSS, SOCIAL.SECUR, etc).

The title is set here: *Maintenance Menu - Maintain Control Information - Maintain Miscellaneous Information*

The system allows for an employee to belong to a number of Superannuation funds. Within each of the funds are two sections which cater for EMPLOYER contributions and EMPLOYEE contributions. The maximum number of Funds to which contributions can be made on behalf of the employee is set in the screen: *Maintenance - Maintain Control Information - Maintain Miscellaneous Information*. See [Maintain Miscellaneous Information](#)

Each contribution is based on a nominated percentage. The superannuation amount (\$.c) is calculated each pay on the percentage figure, OR superannuation may be a set \$.c amount (Minimum Super per pay)

Note: Superannuation is calculated **as instructed** in Earning Code and Allowance Code screens. On Earning and Allowance code Maintenance screens, **'Include in Superannuation (Y/N)?'** indicates if amounts paid under that code are to be part of the total amount against which superannuation contributions are to be calculated. E.g. Earning code 'N' (for normal pay) WOULD be set to 'Y', but Allowance code 'TRV' (for Travel allowance) would be set to 'N'.

'Include in Superannuation' must be correctly set for each Earning Code and each Allowance code prior to the first pay run.

Superannuation Fund Member Details:

Employee number 1 Name BEAVEN Alan Robert DOB 14/05/85
 Address 14 The Avenue Phone 4581241
 Wicheelooka Job classification Teacher
 NSW 2041 Start date 01/01/06

	Fund 1	Fund 2	Fund 3
Fund code	MLC		
Member number	456043934		
Start date	01/01/06		
First remittance date	02/01/06		
Cease date	/ /		
Cease reason			
Show on Payslip	Y		
Min. contribution/pay	0.00		
Min. contribution/remittance	0.00		
Minimum gross pay/month	0.00		
Gross pay this month		0.00	

	Employer	Employee
Percentage contribution	5.0000	2.5000
Accumulators:		
Remittance period	0.00	0.00
Month	0.00	0.00
Year	724.00	0.00
Last remittance amount	124.00	0.00
Weeks per contribution	0	
Contributions last period	4	
Last remittance date		01/07/09

Delete Edit

The details at the top of the screen are obtained from the employee file and are displayed for reference only. They cannot be altered from within the superannuation screens. Any changes to these details must be made using the MAINTAIN EMPLOYEES option.

To enter a new Super Fund for an employee, select a Tab Page which has no super fund details showing - eg **Super Fund 1**

The following Superannuation details **can** be edited:

Fund Code: One of the Super Funds already set-up in **Maintain Superannuation Funds** must be selected from a drop-down list of available Funds.

Member Number: Up to 15 characters are allowed to enter the member number for the nominated superannuation fund.

Start date: This is the date that the employee become a member of the fund. For new employees, the start date of the employee in the company is also the start date in the fund. Superannuation will not accumulate until this date, (and it may be left blank).

First remittance date: This is the date that contributions for the employee are first remitted to the superannuation fund. Superannuation will be calculated, and HELD until this date. i.e. Any accumulations of Super will NOT be included in Remittances until after this date.

Cease date: This is the date that the employee ceased as a member of the superannuation fund and contributions will no longer accumulate on his/her behalf. (The last remittance date can be later than this date.) This date may be left blank.

Cease reason: This is a 2 character code to indicate the reason for the employee leaving the fund. It is optional.

Percentage contributions: These are the percentages used to calculate the amount of contribution to the fund from each earning code or allowance amount in the current payrun. The Employer and Employee figures will be used to calculate each associated contribution. This figure is in the form of 99.9999%. Calculation is made each pay, on Earning Codes and on Allowance Codes where '**Include in Superannuation(Y/N)?**' is **Y**.

The following details are displayed for fund administration reference only. They are updated automatically by pay runs.

Accumulators: Remittance Period: Total contributions from Employer and Employee since the last remittance.

Accumulators: Month: Total contributions from Employer and Employee since the last Monthly reset.

Accumulators: Year: Total contributions from Employer and Employee since the last End of Year reset.

Last remittance amount: Amounts remitted from Employer and Employee contributions are displayed.

Weeks per Contribution: This represents the total number of weeks since the last remittance.

Contributions LAST period: This represents the total number of weeks covered by the last remittance.

Last remittance date: This is the date of the last remittance to the superannuation fund.

Minimum Super/pay: \$.c amount to be accumulated each pay, unless % calculation exceeds the \$.c amount. If percentage (%) is 0.0000, the Super accumulated will be this

Minimum \$.c amount each pay.

Minimum super/remittance: This \$.c amount has effect only when Remittances are being made to Super Fund managers. If the Employee's accumulated Super for the remittance period falls below THIS minimum amount, NO REMITTANCE is made.

WHEN THE REMITTANCE IS BEING PRINTED, the screen asks for operator response in relation to each Employee falling below the minimum:

*SUPER BELOW MINIMUM
Superannuation accumulation is \$x
Minimum super per remittance is \$.c
Superannuation amounts should continue to accumulate.
However, you may choose to set accumulated super
to NIL now (so Employee loses the accumulation).
Should super continue to accumulate (Y/N)?*

Minimum gross pay/month: This \$.c amount has effect only when Remittances are being made to Fund managers. If the Employee's accumulated GROSS pay for the month falls below THIS minimum amount, NO REMITTANCE is made.

WHEN THE REMITTANCE IS BEING PRINTED, the screen asks for operator response in relation to each Employee falling below the minimum:

*SUPER BELOW MINIMUM
Gross pay for the month is \$y
Minimum gross/month before remitting super is \$.c
Superannuation amounts should continue to accumulate.
However, you may choose to set accumulated super
to NIL now (so Employee loses the accumulation).
Should super continue to accumulate (Y/N)?*

Gross Pay this month: This detail is displayed for reference only. It is an automatic accumulation from pay runs.

Superannuation Printouts

Remittance Superannuation for Period

This report can be requested at any time for any fund. It takes the contributions made in the current 'period' (i.e. since the last time it was requested) and produces a list of any members of the specified fund that have contributions. For a new member it also shows details such as date of birth, commencement date, member number (if known). It also clears out the current 'period' accumulators after moving the relevant amounts to 'last period' accumulators. To obtain multiple copies of this report use 'Reprint Last Superannuation Remittance' option.

Superannuation Month Accumulator:

This report can be requested at any time for any fund. It takes the contributions made since the last Month End Update and produces a list of all members of the specified fund. Note, this report will include contributions for members who are yet to reach their first remittance date. i.e. Accumulations are reported, which are not necessarily remitted. The accumulators for this report are cleared automatically in the Payroll Monthly Reset.

Superannuation Year Accumulator:

This report can be requested at any time for any fund. It takes the contributions made since the last Yearly Reset and produces a list of all members of the specified fund. Note, this report will include contributions for members who are yet to reach their first remittance date. i.e. Accumulations are reported which are not necessarily remitted. The accumulators for this report are cleared automatically in the Payroll Yearly Reset.

Reprint Last Superannuation Remittance:

This report can be requested at any time for any fund. It duplicates the report (only) of the remittance advice without clearing accumulators. It is only available for the last remittance for the specified fund.

Superannuation One Page per Member Details:

This report should be run directly **after** Remittances have been run (option at top of this page). The timing of printing this report will ensure that year-to-date totals are valid. The report prints one page per Member, showing Year-to-date remitted amounts for the each Fund, and the date and amount of the last remittance.

Superannuation Member Details:

This report gives all available contribution details for fund members.

Change Processing Date

CHANGE PROCESSING DATE

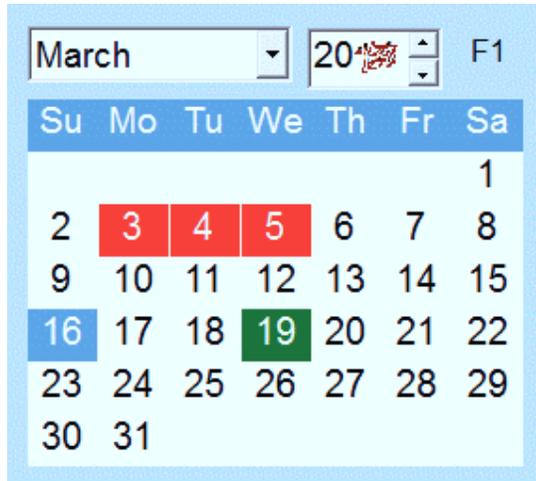
Select *Miscellaneous Menu - Change Processing Date*

The Processing Date is first taken from the computer's hardware date. ie It defaults to today's date. The Processing date may be temporarily changed here, for easy entry of transactions for a nominated date.

Typically, the Processing Date might be changed when processing a pay for a forward date. The Processing Date will be the date of the Pay run; it will be the date printed on Payslips, and the date of automatically generated General Ledger transactions.

Calendar

SW Payroll has a built-in calendar with an integrated appointment tracker. This same Calendar is available to SchoolWrite Intranet browsers.



To edit, or view **appointments** double-click on the date in the calendar.

You may also edit or view appointments by selecting **File Menu - Calendar - Browse Calendar Dates**.

When the calendar first pops-up, the current month is displayed. The current day is highlighted in blue. Days in the month with appointments are shown with a green background. Holidays in the current month are shown with a red background.

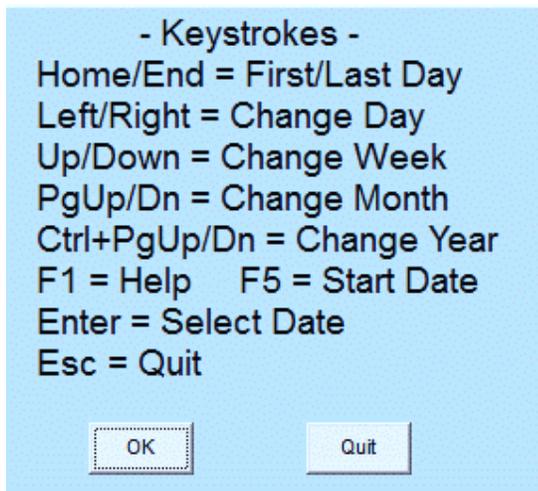
P>To edit, or view holidays select **File Menu - School calendar - Set Holiday Dates**.

The Calendar window:

The pop-up Calendar window stays on top of other windows on the screen, and is always visible.

To close the Calendar window, click anywhere on the Calendar and hit **Esc** key (or click on **F1** then click on **Quit**).

To Change Dates:



To move to different days in the month, hit the **Up/Down** or **Left/Right** keys, or click on the required date with the mouse.

To move to another month, hit the **PgUp/Dn** keys, or select another month from the Drop-down box

To move to another year, hit the **Ctrl+PgUp/Dn** keys, or select another year with the Up/Down arrows next to the year.

To move to the current date, hit the **F5** key.

Automatic intranet update:

All updates to the School Calendar are automatically updated on the Calendar available from the [SchoolWrite Intranet](#). The Intranet calendar is available in web browsers around the school. Months may be selected from the calendar by clicking anywhere on the month grid in the calendar. Details for all appointments are shown at the bottom of each month.

Intranet Calendar pages may be printed from the web browser using the **print** facility (eg Internet Explorer). This will print a summary of school appointments in the month.

Calculator and Notepad

Calculator

The Windows Calculator is available from ***File Menu - Calculator***

The Calculator may "disappear" behind SW Payroll windows, but it can always be recalled from the *Task Bar*.

Notepad

The Windows Notepad is available from ***File Menu - Notes***

Notes may be opened and saved to any location available to the computer workstation. However, notes should be saved to the SW folder if they are to be backed up along with other SW Payroll data.

Reindex Data Files

Select *Miscellaneous Menu - Index Files*

This is a disaster recovery option. If problems appear to exist with the order in which things are printed, or are shown on the screen, **then** is the time to select this option.

If any data files are copied into the SW Payroll folder (directory), then this option should be selected. On a network, all users of SW Payroll must first log off for this process to run.

The indexing option may take a few minutes. When it is complete, normal processing may proceed.

LOG FILE

A log is kept of all accesses to various parts of the SW Payroll system. It is the same log that records SchoolWrite processes, if SchoolWrite is installed. It is a self-purging log, with a maximum number of 2,000 entries. Each entry carries the time and date, as well as the name and password of the user.

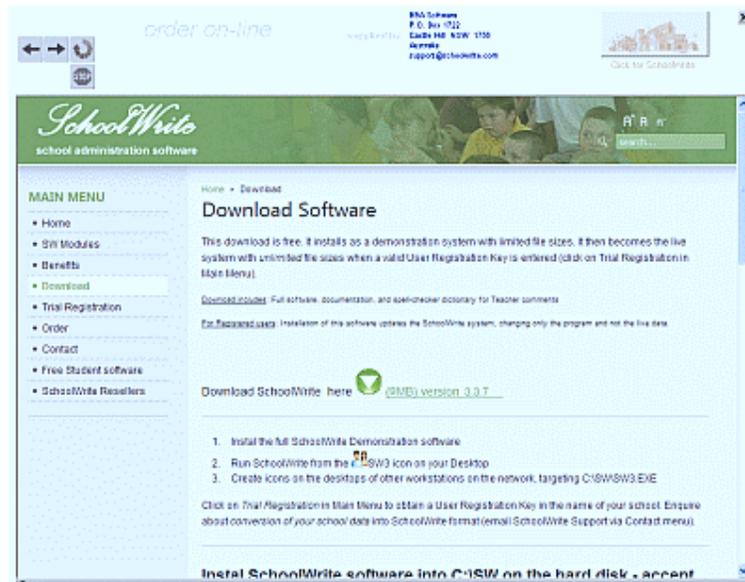
This is a helpful error tracking tool, and is designed to assist support personnel in locating problems.

Access to the User Log is gained by clicking on the graphic in ***Help Menu - About Payroll***

Check for Updates

Check for Program updates

If your internet connection is open, you may proceed with this menu option. A SchoolWrite internet screen will connect with the website to display the current download page.



Check on the internet screen for upgrades. Your current program version number is shown at the top of the screen.

You must exit from the SchoolWrite program before continuing with the program download in the internet screen. All other SchoolWrite users must also be logged out of SchoolWrite. Then you may proceed to click on the link alongside **Download SchoolWrite here.**

Installation of this software updates the SchoolWrite system, changing only the program and not the live data.

However, best practice is to **backup** the data prior to downloading updates.

When the download is complete, follow all default prompts to install the new version of software. When it is complete, the default option is **Run SchoolWrite.** At the top of the SchoolWrite window, the new Version number will be displayed.

Backup and Restore Data

Regular backups of your data are essential. In fact, **a new backup should be made every time you enter more information** - eg change of address, Timesheet entry details, etc. On a day when SW Payroll is used for obtaining lists and printouts only, there is no need to backup.

NOTE: To SchoolWrite users. The SchoolWrite system is a separate menu to SW Payroll - but fully integrated. DATA BACKUP and RESTORE should be done in the SchoolWrite Menu, rather than in the Payroll Menu. All SchoolWrite and all Payroll data are backup up together.

The menu option for backing up data files provides the benefit of compression. Only DATA files are backed up. Programs, and other items which do not change are not backed up, since they can be reinstalled from the original source.

The default name given to the compressed backup file is taken from the start of your registered

SW Payroll name, and the extension is .ZIP. You may select the location for your backup file - preferably on removable media (eg zip disk, floppy disk, CDROM-R, etc)

The screen displays: ***Please wait for completed message***

During the backup process, the screen remains blank. At the end of the process, the screen shows the completed message:

**A backup has been made of your data.
Programs and items that do not change, have not been backed up.**

It is recommended that **at least three** generations of backup sets are kept on removable media. Some will keep five - one for each day of the week. **In addition**, it is recommended that further backup sets be archived at the end of each each term, and at the end of each school year.

Backup sets that are created should be entered in a log book, showing date and time, and a brief description of the work most recently entered. eg

Backup set A	07/07/13	1600 hrs	Timesheets entered - prior to Payroll process
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At the start of Backing up data, a diagnostic check of your computer system is made, and the results are stored in the file DIAGS.TXT. This information may be used by computer consultants to check for any problems with the hardware or settings of your computer.

RESTORING DATA

When RESTORING data, the backup (.zip) file is selected from the location where it has been stored (eg on removable media).

The screen message is: ***Please wait until files have been indexed***

During the restore process, the screen remains blank. At the end of the process, the screen shows file indexing progress messages. When the last file has been indexed, the progress bars disappear from the screen. SW Payroll is now ready to use.

Passwords

Passwords into the SW Payroll system are optional. When commencing a session of SW Payroll, a valid password must be entered if passwords are in use. Three attempts are allowed to key in a correct password. After three attempts, the program terminates.

The user's name is also requested, along with the password.

ANY valid password is sufficient to get the user into the SW Payroll system. But how much further the user can go depends on the settings allocated to the password in use.

The current maximum number of passwords that can be set is 20. This is *not* the maximum number of users. This maximum represents the number of groupings of users within the organisation. Often the one password is allocated to several different users (eg Management with the same level of access may all use the same password, and Admin Accounts staff will have another password, etc, etc).

NOTE: If no passwords have been set, access is allowed to **all** SW Payroll areas.

A password is created, and then accesses for that password are allocated to each of the following modules:

- Payroll
- Miscellaneous

To allocate a new password, click on any one of the above modules, eg Payroll, and select <<NEW>>. Then enter the password. It will show in capitals - passwords are **not** case sensitive.

A list of SW Payroll functional areas is shown, and access to each module must be set.

The screenshot shows a window titled "SchoolWrite Demonstration" with a sub-window "Passwords" and a tab "Payroll". The main heading is "Enter a new password, and then ... Set access level for this password". Below this is a text input field labeled "Enter Password:". The screen is divided into several functional areas, each with a list of actions and radio buttons for access levels:

Module	Actions	Update	Display	No access
Maintain Employees	Add/Edit/Delete Employees	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Payroll Processing	Enter Timesheets Process pays Payroll Reports & remittances	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Maintain codes	Maintain codes Control information Maintain Ledger codes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
End of Month/Year	Monthly/Yearly Reports Annual Payment Summaries	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Reset Month/Year	Monthly/Yearly Reset	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

At the bottom, there are buttons for "F4 Apply" and "F5 Delete". A note at the bottom right states: "Payroll is accessed from a separate program. Passwords may be set here."

The levels of access are typically:

- Update
- Display
- No access

Once the first module has been established, accesses for the same password must be set in each of the other modules, eg Miscellaneous. Under the next module, the new password is now in the the list for selecting. The process from here on is to *modify* the password accesses. If you do **not** set accesses in one or more modules, the access levels will be set to **No Access**.

After each module has been set, hit the **F4 Apply** button, to stay within Passwords and to select another module area.

If you are deleting a password, select **any** module area, and hit **F5 Delete**. The password will be deleted for **all** modules.

Note: it is **not** possible to change the spelling of a password. It is necessary to delete the password, and add a new one with the desired spelling.

At least one password must have access to **Maintain Passwords** (!) This is checked before you leave the Password area. If necessary, the screen will display a message like this:

*So far **all passwords** are denied access to the option to maintain Passwords. Somebody **has to** have access .. and for now, it's going to be **this password** - xxxxx*

Letterhead Graphics

The SW Payroll letterhead is "designed" here: **File Menu - Letterhead Graphics**

The SW Payroll Letterhead is printed (optionally) on Payslips

There are several graphics components which can be positioned to make an interesting and professional presentation. Any component (eg Frame, Shade Area, etc) may be omitted by setting coordinates (width, height) to **zero**, and text to **spaces**.

The graphics components are:

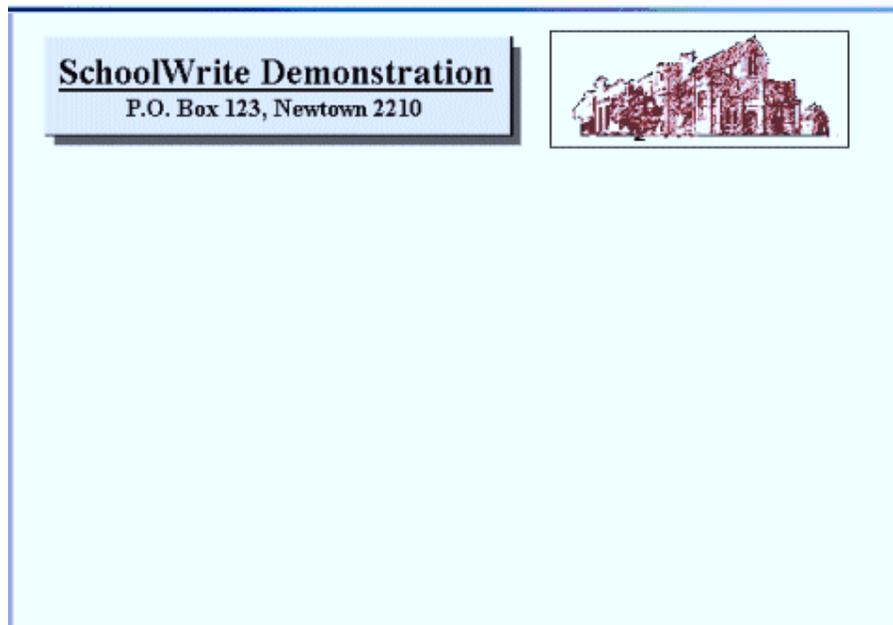
- 1 x graphics file
- 3 x text lines
- 1 x frame
- 3 x shade areas
- 1 x vertical line
- 1 x horizontal line

The **graphic** file that may be included in the letterhead (eg logo) may be any standard .bmp, .gif or .jpg file. This same graphic is used at the top of printed reports, unless otherwise suppressed.

The X and Y coordinates for each item in the letterhead graphic start with an **origin** at the **top left** corner of the page.

X coordinates are specified between 0 and 8 inches (across the width of a page), and Y coordinates are specified between 0 and 11 inches (down the length of a page).

Example:



Note: For default settings on Letterhead graphics, the file **swhplogo.dbf** in the SW Payroll folder (directory) may be deleted when no-one is logged in to the Payroll. The next access to **Letterhead Graphics** in the File Menu will re-create the default settings.

Export SW Databases

SW Payroll databases are stored in the standard dBase file format which can be imported into Microsoft Excel and Access. Report generator software can also access the data – Crystal Reports, R&R Report Writer, etc.

IT IS IMPORTANT TO FIRST **COPY** THE DBF FILES FROM THE SW PAYROLL FOLDER to another location. If the spreadsheet or database that is accessing the data file should inadvertently write the original .dbf file back to the hard disk, SW Payroll data would be lost, and the Payroll program will not be able to read the data. Therefore, it is essential that the file be **copied** to another place. A copy of SW Payroll data files *may* be changed, saved, etc without fear of corrupting the original data.

The following is a list of the major SW Payroll data files. Where an associated file is shown, *both* files should be copied.

File Name	Associated file	Contents
PYEMPLOY.DBF	PYEMPLOY.DBT	Payroll Employee Details
PYSLPHST.DBF		Payroll Payslip History
PYHIST.DBF		Payroll Personnel Events History
GLPSTHLD.DBF		Gen Ledger current

The User Registration Key can be obtained on-line. When you have an Internet connection, hit **F5. Order on-line**. An Internet window will open at the location ready for you to place your order. Your email address is one of the most important pieces of information on this screen - the reply will be sent to your nominated email address.

Internet security: To protect your credit card number on the Internet, complete **only the first 8 digits** on the Order Form. The **second 8 digits** are entered on the screen **Order Part 2** (select from Menu on left). Internet security is provided by splitting your credit card details between 2 servers. Only when both parts arrive at the SchoolWrite office can the complete credit card number be assembled and processed.

The User Registration Key will be emailed within one working day, or less.

3. Enter User Registration Key

Click on **Register** radio button, on the left of the screen. The registration area will be highlighted.

Enter your **licence name**, exactly as it has been supplied to you with the Registration Key.

Enter your **registration key**, exactly as it has been supplied to you. Follow it exactly, with upper case characters, numerics and punctuation symbols such as an equals sign. There are no spaces in the Registration key, and it will look like this:

example only:

HHS6-4570-8LES-QRDG

First 3 and last 7 letters are always alpha or punctuation symbols. Letters 4,5,6,7,8 & 9 are always numeric.

Click on the **F6 Register Now** button. The screen will show if you have entered the details successfully.

The message shows:

Do you wish to register SW Payroll system?

Answer with **Yes**

The next message is:

***A Demonstration SW Payroll system is already installed on your disk.
Do you wish to KEEP data from this system, OR start anew?***

Answer by clicking on the **Keep** button, or the **Anew** button.
If you have not keyed any data that you wish to keep, it is best to click on the **Anew** button.

Confirm the **Date format** that you use, and your contact details. Then the registration process will continue automatically.

Notes for System Support

Hidden Menu Options

SchoolWrite has some hidden menu options which are accessed by certain keystrokes, at specific locations.

	Keystroke
Accented characters - Windows character map	
At most data input screens Characters with accents and umlauts can be copied and pasted	ALT/F10
Data File Initialising	
	ALT/F12
<i>At: Maintenance Menu - Maintain Control Information - Maintain Miscellaneous Information</i> screen Data files can be initialised (selectively) to remove demonstration data	
Print Preview of Pays (toggle on/off)	
<i>At: Maintenance Menu - Maintain Control Information - Maintain Miscellaneous Information</i> screen Toggle ON - Preview, toggle OFF - always Print.	ALT/F2
Allow Preview of Pays: - Process Pays - Annual Payment Summaries	
Edit Year-to-date & Month-to-date totals (toggle on/off)	
<i>At: Maintenance Menu - Maintain Control Information - Maintain Miscellaneous Information</i> screen Toggle ON - Edit, toggle OFF - No Edit.	ALT/F1
Allow Edit of cumulative figures: - Maintain Employees screen - Super Fund Members accumulators - Maintain Miscellaneous Information - totals	
xDBU Database Utility	
<i>At: Main Menu</i> (all Windows closed) DBF files are selected from a list, for browsing & printing. System Administrator password is allowed to add/change/delete data in files	ALT/F12

Check for Program updates and on-line ordering

CHECK FOR UPDATES ON-LINE:

This option is found in the **File Menu**. It allows direct connection to the SchoolWrite website - software download page. It can be suppressed from this menu. This is preferable for system support personnel who visit SchoolWrite users and provide updates on-site.

ORDER ON-LINE:

This option is found in the **Register Software** option in Miscellaneous Menu. It connects directly to the SchoolWrite website for entry of school registration and payment details. It starts from a button at the bottom of the "Register Software" screen and it can be suppressed. This is preferable for SchoolWrite resellers who package both software and other support services to SchoolWrite users.