

2009

PayWiz – Payroll System

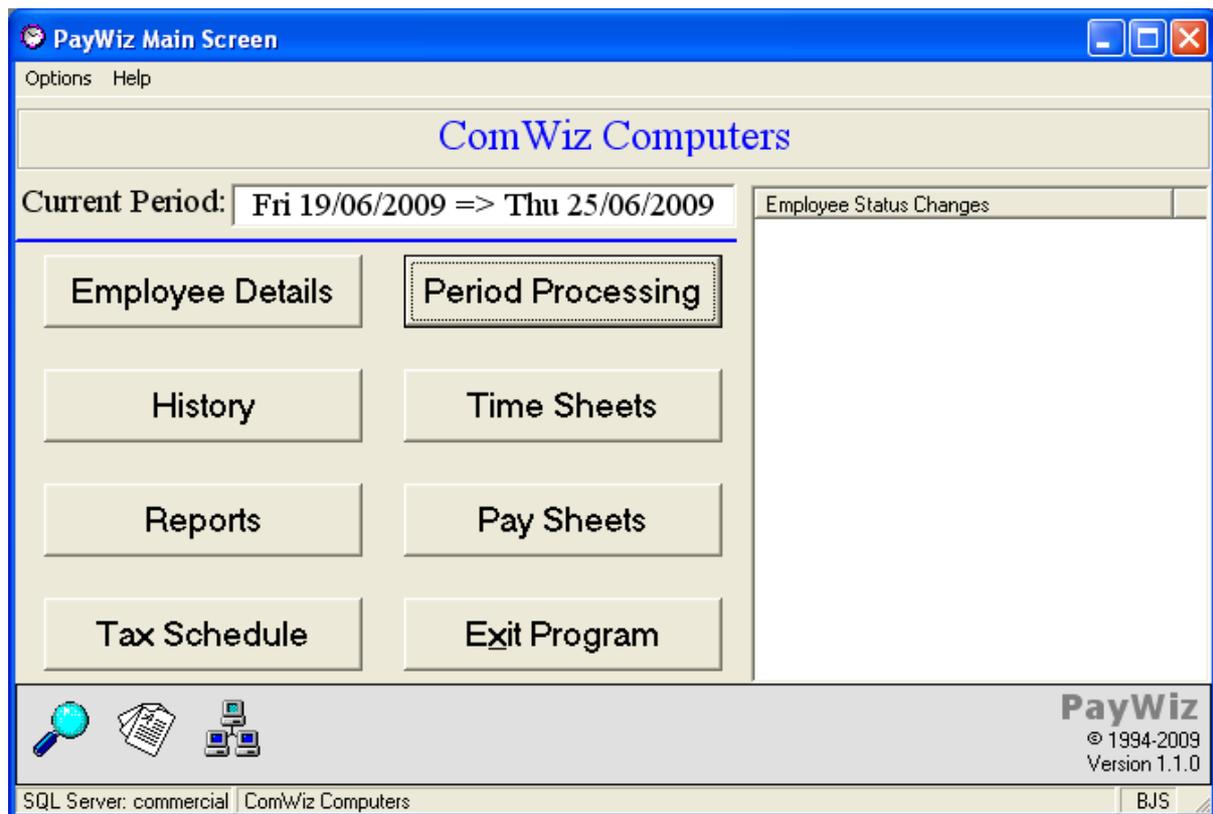


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ComWiz Computers
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PayWiz : Payroll System

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Main Screen:



This shows the main options along with the current pay period. Once employees are fully setup, you generally will only use four buttons on right; "Period Processing" to set current pay period, "Time Sheets" to confirm/enter employee times, "Pay Sheets" where actual pays/sheets are processed, and "Exit Program".

Other buttons include:

"Employee Details" – where payees information is maintained. New Employees can be added via this screen.

"History" – see the full history of an employee including summary of accrued entitlements.

"Reports" – printing comprehensive summary of reports relevant to pay system.

"Tax Schedule" – this panel is for the maintenance of the taxation schedules as the government may change from time-to-time. At this time this feature is disabled and we maintain the latest taxation tables for you.

Employee Details:

The screenshot shows the 'Edit Employee Particulars' window with the following details:

- Employee List:** A list of employees with columns for ID, Name, and Status. Employee TC is highlighted as 'Current'.
- Employee PIN:** TC Preferred First: Tim
- Personal Info:** First Names, Surname, Date of Birth, Sex: Male
- Address:** Dwelling Name, Unit / Level: 2 From: 3 To: 7, Street Name, Type: St, Suburb, P / C, Phone, Mobile, Email Address
- Superannuation:** ING, Employee: % Employer: 9 %
- Calculate Super:** Ordinary time earnings / Gross/Salary
- Show on Payslip:** 07/04/2009 \$ 594.51
- Holiday Loading:** 20 Days per year @ 17.5 %
- Sick Leave:** 10 Days per year
- Long Service Leave:** 66 Days after 15 Years 10 Prorata, 66 Days after 25 Years 20 Prorata
- Higher Education Contribution Scheme:**
- Tax File Number:** Column: 2
- Extra Tax to withhold:** \$
- Annual Rebate:** No Amount \$
- Employee Bank Account Details:** BSB, Account #
- Award:** Classification:
- Shift Schedule:**

Day	Start	Finish	Break	Shift
Sun	0000	0000	0	
Mon	0830	1600	0	
Tue	0830	1600	0	
Wed	0830	1600	0	
Thu	0830	1600	0	
Fri	0830	1630	0	
Sat	0000	0000	0	
- Base Rate:** 38 \$ 648.00 \$17.05/Hr
- Overtime Rate:** \$
- Overtime (Hrs&Fact):** 2 @ 1.5, 99 @ 2, 99 @ 2.5
- Loading (Shifts):** D @ 0.0 % \$, A @ 0.0 % \$, N @ 0.0 % \$
- Labour Classification:** Cannington
- Commenced:** 13/02/2009 Ceased:
- Status:** Current Expiry:
- Taken Start Sick Days:** Holidays:
- Allowances Table:**

Allowances Description	Amount
1	
2	
3	
4	
5	
- Deduction Table:**

Deduction Description	Amount
1	
2	
3	
4	
5	

This is where payees details are entered including their tax rate, standard hours, superannuation, overtime and other particulars.

This panel shown above shows a typical full-time employee working 38 hour standard week, time-and-a-half overtime rate first two hours and double-time thereafter.

History:

This History panel shows all past employee summaries for each pay period. The selected payee shows their history as below:

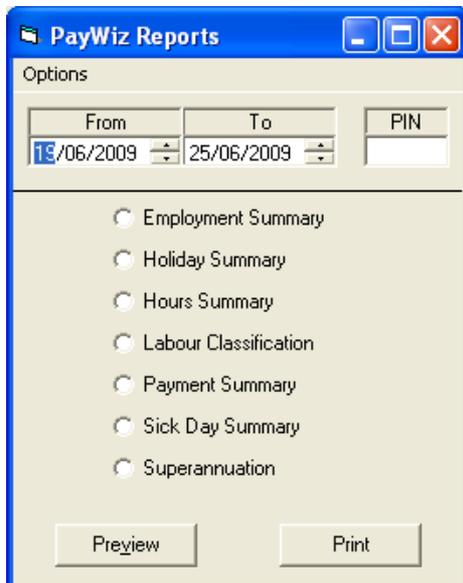
Pay Ending	Gross	Tax	Super-ER	Super-EE	Sick	Holiday	Unpaid	HECS
2008-09-25	\$248.00	\$9.45	\$22.32	\$0.00	0.000	0.000	0.000	0.000
2008-10-02	\$294.50	\$16.40	\$26.51	\$0.00	0.000	0.000	0.000	0.000
2008-10-09	\$108.50	\$0.00	\$0.00	\$0.00	0.000	0.000	0.000	0.000
2008-10-16	\$248.00	\$9.45	\$22.32	\$0.00	0.000	0.000	0.000	0.000
2008-10-30	\$401.88	\$38.70	\$36.17	\$0.00	0.000	0.000	0.000	0.000
2008-11-06	\$387.50	\$36.35	\$34.88	\$0.00	0.000	0.000	0.000	0.000
2008-11-13	\$96.88	\$0.00	\$0.00	\$0.00	0.000	0.000	0.000	0.000
2008-11-20	\$248.00	\$9.45	\$22.32	\$0.00	0.000	0.000	0.000	0.000
2008-12-04	\$758.84	\$118.45	\$68.30	\$0.00	0.000	0.000	0.000	0.000
2008-12-11	\$944.68	\$180.75	\$85.02	\$0.00	0.000	0.000	0.933	0.000
2008-12-18	\$1,058.05	\$218.95	\$95.22	\$0.00	0.000	0.000	0.000	0.000
2008-12-25	\$1,310.21	\$300.10	\$117.92	\$0.00	0.000	0.000	0.000	0.000
2009-01-01	\$763.10	\$120.10	\$68.68	\$0.00	0.000	0.000	0.000	0.000
2009-01-08	\$1,173.43	\$256.95	\$105.61	\$0.00	0.000	1.000	0.000	0.000
2009-01-15	\$959.21	\$185.75	\$86.33	\$0.00	0.000	0.000	0.000	0.000
2009-01-22	\$1,194.44	\$263.55	\$107.50	\$0.00	0.000	0.467	0.000	0.000
2009-01-29	\$1,116.95	\$238.35	\$100.53	\$0.00	0.000	0.000	0.000	0.000
2009-02-05	\$1,129.74	\$242.70	\$101.68	\$0.00	0.000	0.000	0.000	0.000
2009-02-12	\$914.84	\$170.70	\$82.34	\$0.00	0.000	0.000	0.000	0.000
2009-02-19	\$1,093.63	\$230.65	\$98.43	\$0.00	0.000	0.000	0.000	0.000
2009-02-26	\$920.84	\$172.70	\$82.88	\$0.00	0.000	0.000	0.000	0.000
2009-03-05	\$957.47	\$185.10	\$86.17	\$0.00	0.000	0.000	0.000	0.000
2009-03-12	\$888.97	\$162.00	\$80.01	\$0.00	0.000	0.000	0.000	0.000
2009-03-19	\$1,085.26	\$228.00	\$97.67	\$0.00	0.000	0.000	0.000	0.000
2009-03-26	\$1,019.68	\$205.85	\$91.77	\$0.00	0.000	0.000	0.000	0.000
2009-04-02	\$699.16	\$98.65	\$62.92	\$0.00	2.000	0.000	0.000	0.000
2009-04-09	\$443.37	\$45.70	\$39.90	\$0.00	1.000	0.000	2.000	0.000
2009-04-16	\$1,091.37	\$230.00	\$98.22	\$0.00	0.000	0.000	0.000	0.000
2009-04-23	\$1,055.26	\$217.95	\$94.97	\$0.00	0.000	0.000	0.000	0.000
2009-04-30	\$1,178.74	\$258.50	\$106.09	\$0.00	0.000	0.000	0.000	0.000
2009-05-07	\$886.63	\$161.30	\$79.80	\$0.00	0.000	0.000	0.133	0.000
2009-05-14	\$1,045.42	\$214.60	\$94.09	\$0.00	0.000	0.000	0.133	0.000
2009-05-21	\$892.06	\$163.35	\$80.29	\$0.00	0.000	1.000	0.000	0.000
2009-05-28	\$1,210.21	\$268.60	\$108.92	\$0.00	0.000	0.000	0.133	0.000
2009-06-04	\$1,004.37	\$200.85	\$90.39	\$0.00	0.000	0.000	0.000	0.000
2009-06-11	\$1,041.42	\$213.25	\$93.73	\$0.00	0.000	0.400	0.000	0.000
2009-06-18	\$970.84	\$189.45	\$87.38	\$0.00	0.000	0.000	0.000	0.000
2009-06-25	\$1,161.53	\$253.15	\$104.54	\$0.00	0.000	0.000	0.000	0.000

Along with their respective entitlement tally at the bottom:

Date Commenced Employment :	01/12/2008	Sick Leave Taken :	3.000	Holidays Taken :	2.867	Unpaid Leave Taken :	3.333	Exit
Completed Weeks of Service :	28.513	Sick Leave Owing :	2.483	Holidays Owing :	8.100			

Reports:

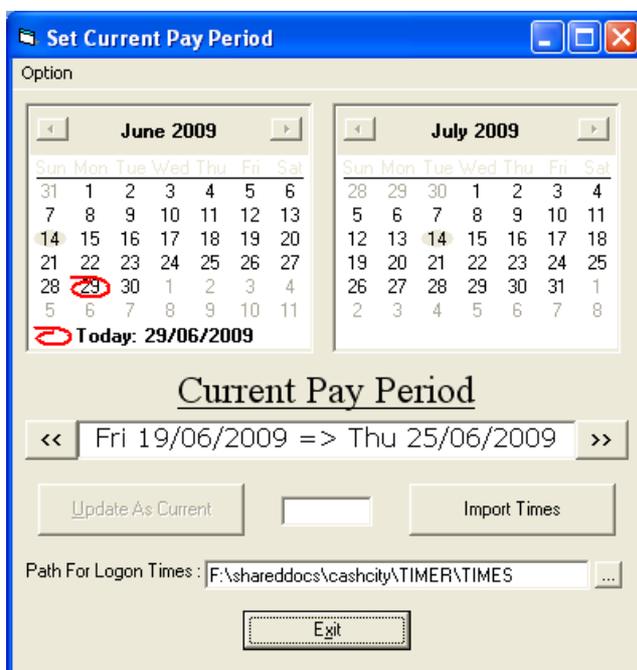
This panel allows users to select report type and period dates and either preview or print desired report. Reports are pertinent to payroll contents and are shown below:



The screenshot shows a window titled "PayWiz Reports" with a blue title bar. Below the title bar is an "Options" section. It contains three input fields: "From" (with a date picker set to 19/06/2009), "To" (with a date picker set to 25/06/2009), and "PIN" (an empty text box). Below these fields is a list of radio buttons for report types: Employment Summary, Holiday Summary, Hours Summary, Labour Classification, Payment Summary, Sick Day Summary, and Superannuation. At the bottom of the window are two buttons: "Preview" and "Print".

Period Processing:

This panel is where the current pay period is set. Once pay system initial pay ending date and term (eg weekly) is set, this panel is used to advance each pay period – “Update as Current” and next pay period is ready for processing.



The screenshot shows a window titled "Set Current Pay Period" with a blue title bar. Below the title bar is an "Option" section. It contains two calendar views: "June 2009" and "July 2009". The "June 2009" calendar has the date 29 circled in red, and a red arrow points to it with the text "Today: 29/06/2009". Below the calendars is a section titled "Current Pay Period" with a date range "Fri 19/06/2009 => Thu 25/06/2009" and navigation arrows. Below this are two buttons: "Update As Current" and "Import Times". At the bottom is a text field for "Path For Logon Times" containing "F:\shreddocs\cashcity\TIMER\TIMES" and an "Exit" button.

There is also an advanced setup process for importing employee times from time entry system not covered in this manual, however you can enquire with technical support should you require this option.

Time Summary:

This panel allows for you to enter you payees times for the pay period. Then when you click “Process” it produces the summary table according to their rules outlined in the Employee panel to calculate such figures as overtime, standard hours, meal breaks etc.

There is some over-ride codes for hours in the “Code” menu for such things as “Sick” leave and “Hol” for holidays etc where hours are outside normal worked ours.

Employee Time Summary

Options	Code	
PIN	Name	Status
JRB		Processed
BRB		Processed
SJB		Processed
TC		Processed
NH		No Times
PJH		Processed
CGL		Processed
SJM		Processed
MJS		Processed
GSS		Processed
SMS		Processed
JAT		Processed
AW		Processed
LEW		Processed
KZ		No Times

Time Sheets: Fri 19/06/2009 => Thu 25/06/2009

Date	Day	Start	Finish	Code	Actual Start	Actual Finish
19/06/2009	Fri	0830	1730			
21/06/2009	Sun	0900	1800	T2.0		
22/06/2009	Mon	0830	1700			
23/06/2009	Tue	0830	1730			
24/06/2009	Wed	0830	1800			
25/06/2009	Thu	0830	2000			

Date Day Start Finish Code Add Process Print

Current Employee: **TC**

	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
Total Work Hours:	9		9	8.5	9	9.5	11.5	56.5
Std. Work Hours:	8		0	7.5	7.5	7.5	7.5	38
Meal Break:								
Overtime:	1		9	1	1.5	2	4	18.5
Total Hours	9		9	8.5	9	9.5	11.5	56.5

Date Commenced Employment :	13/02/2009	Sick Leave Taken :	1.000	Holidays Taken :	2.000	Unpaid Leave Taken :	1.000
Completed Weeks of Service :	19.605	Sick Leave Owing :	2.770	Holidays Owing :	5.540		

Pay Sheets:

The last process in doing pays is to produce the final paysheet. This panel allows you to select employee and hit "Process" to create their paysheet using all times set out in the "TimeSheet" panel.

Reserved codes are used to show hours, overtime, sick leave and holidays etc as applicable. Other codes can be utilised to add your own entries for addition to deductions from pays for either before or after tax as applicable.

PIN	Name	Status
JRB		Processed
BRB		Processed
SJB		Processed
TC		Processed
NH		No Times
PJH		Processed
CGL		Processed
SJM		Processed
MJS		Processed
GSS		Processed
SMS		Processed
JAT		Processed
AW		Processed
LEW		Processed
KZ		No Times

Item	Description	Add/Ded	Qty	Rate	Value
1.1.0	Standard Hours	A	38.00	17.0526	\$648.00
1.1.1	Overtime @ 1.5	A	7.50	25.5789	\$191.84
1.1.2	Overtime @ 2.0	A	11.00	34.1053	\$375.16
1.4.6	Retail bonus	A	1.00	100.0000	\$100.00
1.9.0	Total Gross Wage			1314.9989	
2.2.0	Tax (P.A.Y.E.) Deduction	D	1.00	301.3500	-\$301.35
2.3.1	Employer Super @ 9%			118.3499	
2.9.9	Total Net Wage			1013.6500	\$1,013.65

Date Commenced Employment :	13/02/2009	Sick Leave Taken :	1.000	Holidays Taken :	2.000	Unpaid Leave Taken :	1.000
Completed Weeks of Service :	19.605	Sick Leave Owing :	2.770	Holidays Owing :	5.540		