



PAYROLL

A component part of Intech's PYRAMID Suite

Overview

The Intech Payroll application is designed to meet the typical requirements set down in industrial awards and statutory regulations relating to pay, tax, holiday pay and the keeping of payroll records.

It can be used for all types of organisations – from the very small to the very large. This is achieved through a wide range of system options which allow each user to personalise the system to meet specific needs. This simplifies on-going maintenance to meet legislative tax changes. Whilst the Payroll application records base personnel details it can also interface with Intech's fully featured Personnel application. An optional MTS module which interfaces directly with Banking systems is available for direct credit transfer purposes.

Types of Payroll: The package handles any combination of weekly, fortnightly, bi-monthly or month paid in any one run. Employees can be standard or variable. Only non-standard data need be submitted each pay run.

Multiple Runs: One of the key advantages of the package is its ability to handle more than one attempt at producing completed pays. A user can re-process (and correct) a pay run as many times as is necessary in a pay period.

Manual or one-off Pays: The system can compute an individual employee's pay details and display the payslip on the screen, compute with holiday pay calculations.

Labour Costing: As a by-product of payroll processing a range of Labour Cost reports can be produced. Information in these reports can be accumulated over various periods, and the user controls the format of each report.

Holiday and Sick Pay: Holiday pay and sick pay accruals are computed and are available for reporting or inquiry at any time.

Personnel Recording: Personnel information required for end-of-year tax returns and other statutory reports is stored in the basic pay record for each employee. A separate Personnel record is available for storing other information.

Extended Allowances & Deductions: There is an option in the package to cater for payrolls which require more than 15 deductions or 20 allowances per payroll which are catered for in the standard system. The option provides for 99 deductions and 99 allowances, but with a maximum of 15 and 20 respectively for each employee.

Backpay: The payroll package has an additional module which has been designed to handle the computation of backpay.

Security: Access to payrolls, and functions within payrolls are controlled through a combination of passwords linked to authorised terminals.

Environment: The Payroll package handles multiple terminals concurrently, and supports remote terminals and printers.

Payroll Options

A series of parameters are set up initially to specify what is required and how it is to be processed. There are many options including the following:

Company or Payroll: Company name, Bank Account, Pay units, Security Levels, Whole Dollar options etc

Payroll Allowances: 99 codes, descriptions and methods of calculation, taxable / non-taxable indicators, included or excluded for holiday and Super calculations.

Payroll Deductions: 99 codes, descriptions and types of deduction. More than one Super scheme can be handled.

Costing Details: How many reports, and what they are to contain. Sequences and descriptions of cost centres. A cost centre code can be used to identify each unit of time, allowance or deduction. The user determines the content and sequence.

File Maintenance Data

This includes additions and changes to:

Employee Records: Personnel data including: Code, name, address, pay location, date commenced, bank account, position, tax number, sex, full-part time indicator, employee class code, grade code, sub-total indicators and costing analysis code.

Standard Pay: Information includes: Pay period, method of payment, standard or variable pay indicator, tax codes, tax rates, py rate details and costing analysis codes. Up to 9 pay rates per employee can be held.

Allowances: Up to 99 allowances per company and up to 20 per employee. Each allowance can have a default rate and costing code.

Deductions: PAYE and up to 99 deductions per company and up to 15 per employee. Superannuation indicators to show basis of calculation.

Year to date figures: Various accumulators for each employees Year to Date totals.

Month to Date or Period to Date figures: Various accumulators for month to date or period to date totals for each employee.

Holiday Pay: Information for calculating Holiday Pay for each employee.

Sick Pay: Data is maintained on hours or half days taken, accrued and brought forward for each employee.

Apprentice Hours: Ordinary time and overtime units are accumulated for apprentices.

Labour Costing Records: Adjustments can be made to period to date and year to date accumulators.

Resignation Data: Provides for stop pay, restart pay, resign now, resign after next pay, reinstate an employee after a termination.

Transaction Data

Transaction data (from time sheets, clock cards etc) should be separated into employee classes – weekly, fortnightly and monthly employees – and batched into convenient sized batches. A batch may be a single sheet of paper, consisting of one or more lines for each employee with batch totals at the foot of the form (for example Time Data Input Form). It may be a batch of clock cards or a weekly summary sheet. Because of the different type of transactions data, the Payroll System allows several different keying formats. The purpose of this is to make the keying of data as simple as possible and to ensure that it can be keyed quickly and accurately. Transaction batch totals must be agreed before processing can continue. All transactions within a batch can be displayed and corrections can be made. Data is checked as it is keyed – for example time units can not be keyed against an employee who has resigned, or has a zero rate of pay. Similarly, allowance, deduction and labour costing codes are checked for validity as they

are keyed. Batch totals are accumulated and are displayed in Run Control. An optional time-clock interface module is available. This provides an alternative to the manual input of transaction data. Transactions are not 'processed' until a calculation run is performed. This is like an update function, but instead of updating each employee's records the system builds an intermediate 'calculation file'. This file can be added to by keying more date (for one or all employees). Thus it is possible to carry out any number of calculation runs before an end of pay period run is done.

Information held by the System

Run Control: Details of periods processed for each class of employee (weekly, fortnightly, monthly) are maintained here. It also displays the status of processing / printing, and the control totals of transaction data submitted.

Payroll Options: These contain all the parameters and data used to define what is required from the system.

Employee Data: For each employee the system maintains Personnel data, standard pay data, standard allowances, standard deductions and super, Year to Date and Period to Date, holiday pay details and sick pay details.

Labour Analysis Data: If this facility is to be used it is necessary to assign costing codes to employee records and to all time data input into the system. Costing codes may represent job codes, departmental codes or grades.

Processing options

Pay Calculations: When all maintenance and transactions have been keyed the system is ready for the calculation of pay phase. After a calculation run has been completed it is possible to carry out re-calculation runs. For example, if time data was omitted from the first run it could be keyed and a re-calculation done. Similarly, it is possible to amend data already keyed with plus or minus entries.

Manual Pays and Inquiries: A re-calculation of pay for one or a few employees can be quickly carried out using the Inquiry and Manual pay options.

Labour Costings: The analysis of costing information is a by-product of payroll processing. The analysis period can be different from the pay period.

End of Period Process: This function clears current period figures, updates employee period-to-date and year-to-date records and ages files.

End of Year: The last end of period run for the tax year causes special action to be taken.

Restart Capabilities: Full restart facilities are provided in the event of an interruption or equipment malfunction.

Reports Available Include

Proof Listings: Detailed or totals only print-out of all input.

Payslips: Payslips may be printed in employee sequence or pay location sequence and stored for future recall.

Net Pay Summary: Show every employee on the payroll with pay details for the current period and year to date.

Gross Pay Summary: Shows employees paid and analyses the current gross pay paid under several headings.

Allowances Summary: A summary of current allowances paid to employees. Allowances are shown in columns across the page.

Deductions Summary: A summary of current deductions from employees. Deductions are shown across the page.

Accumulated Allowance Schedule: Separate schedules can be produced for current allowances and for a period.

Accumulated Deduction Schedule: Identical options and format to the allowances schedule

Direct Credit Schedule: A list of employees and amounts to be credited to Banks. This process also creates the electronic file to be sent to the bank.

Payroll Costing Analyses: Up to 3 reports with up to 14 digit cost centre codes in a user defined format.

End of Year Report: A summary of information shown on Tax Certificates.

Holiday Pay and Sick Pay Report: May be printed on demand.

Employee Master File Listing: A complete listing of all data held for employees.

Time Data Input Form: A listing of all employee code numbers and names that can be used for the next period's input.

Labels: These are produced one-up and are suitable for sticking on clock cards.

Monthly Super and PAYE Summary: Shows employee and company superannuation contributions for each employee.

Labour Department Return: Produces most of the statistics required by the Labour Department.

Cheques: A separate optional module which prints cheques for employees not paid in cash or by direct credit.

Cheque Summary: A summary of all cheques printed showing employee name, cheque number and amount.

Anniversary Reports: Reminders to carry out special actions (Salary Reviews, Long Service Leave etc).

Exception Reports: Data on employees who's pay calculations exceed certain parameters.

Apprentice Hours reports: A special report for apprentices.

Signature Listing: A listing of all employees to be paid, that can be used for signatures.

Personnel Listings: Reports on information held in personnel records.

Contact Details



For further information relating to the PAYROLL module which is a component of the Intech PYRAMID Application suite

Please contact our Customer Services Director

Graham Jones

P O Box 5072

Dunedin 9058

NEW ZEALAND

Telephone

+64-3-4779604

Fax

+64-3-4790320

email: sales@intechsoftware.co.nz