



# The Pay Process

Welcome to SmoothPay/Gold Payroll

This overview should be read thoroughly (though we can't MAKE you do that) before you start paying your staff with Smoothpay/Gold payroll. If you'd rather skip ahead, just go to the last page of this document.

The suggested procedure should be followed for EVERY pay period.

If you get stuck at any point, review this document and the tutorial, or contact the help desk for assistance. We're always happy to help if we can - just ask.

We provide comprehensive support and constant updates that improve your payroll processing experience, so if you have any problems at all then please feel free to contact our help desk for assistance, by phone or email.

## There's a process?

Yes, there is!

If you follow these procedures you'll manage your pay processing efficiently and with minimum fuss.

*At any time you can restart SmoothPay and explore the **Widgets** sample company - look around, process a pay if you want to...go ahead - explore! Great for training new staff and trying out stuff.*

Now, when you're ready, Start Smoothpay/Gold payroll and select **Continue**.

A typical pay period tends to follow the same procedure each time:

- 🕒 **adding time entries** (import, manual entries, quick pays...)
- 🕒 **printing payslips and pay reports** (check your audit trails...)
- 🕒 **processing the pay** (filing, committing, making permanent...)

Then you're ready for the next pay period!

Of course, you may need to maintain your employee records, add or alter allowances, deductions, bank accounts etc - but that's so easy using the *Staff* tab, *Codes* tab etc.

We also recommend that you back up regularly - we don't want you losing any of your valuable work.

*The Smoothpay backup procedure also offers a **free internet backup** option - use it and if anything really bad happens to your system then we'll be able to return a copy of your data to you so you can carry on business without interruption!*

Please read the following sections - this document provides you with basic but important information about pay processing, and many of the time-saving ways to process your payroll.

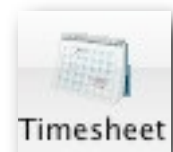
# Pay Processing Procedure

## Time entries

Smoothpay/Gold provides numerous ways of getting data into each employee's current pay entries, and shortcuts to make the process easier.

These methods include:

- 🕒 **Choose who to pay** - choose the "*Who to pay*" tool. Tick the employee's to be paid. The selected employees will have their *Standard Pay* entries loaded - any existing input will be preserved. Unticked employees will have their current pay entries discarded. *You should ALWAYS start each pay period using this option.*
- 🕒 **Timesheet** - Highlight an employee and press **CTRL+T** to open up the employee's ordinary time Timesheet screen. Enter the ordinary hours for each day worked. Entries will be dated appropriately, and be charged to the employee's default cost centre, job and activity.
- 🕒 **Import** (*File..Import..Time*) - imports time entries from any of the file formats SmoothPay knows about. *Note, importing typically loads any Standard Pay entries automatically.*
- 🕒 **User input** - Highlight an employee and press F5 (*or choose Staff..Pay tab and select Time*). Edit the entries to suit. You can also use this area to add any **allowance** payments, miscellaneous **deductions** (rarely used), and any **leave** entries, as well as an option to **print** an employee's payslip.



## Standard Pays (help make your processing much quicker)

SmoothPay makes it easy to save your current pay inputs as a template for future pays to be based on - we call these **Standard Pays**. When you have set up the typical pay entries for an employee, just click the *Save* tool to keep the entries as the basis for future pay periods.



Standard Pays should contain your employee's usual pay entries, such as time splits to different departments, cost centres or jobs (or no time if you usually import your time entries).

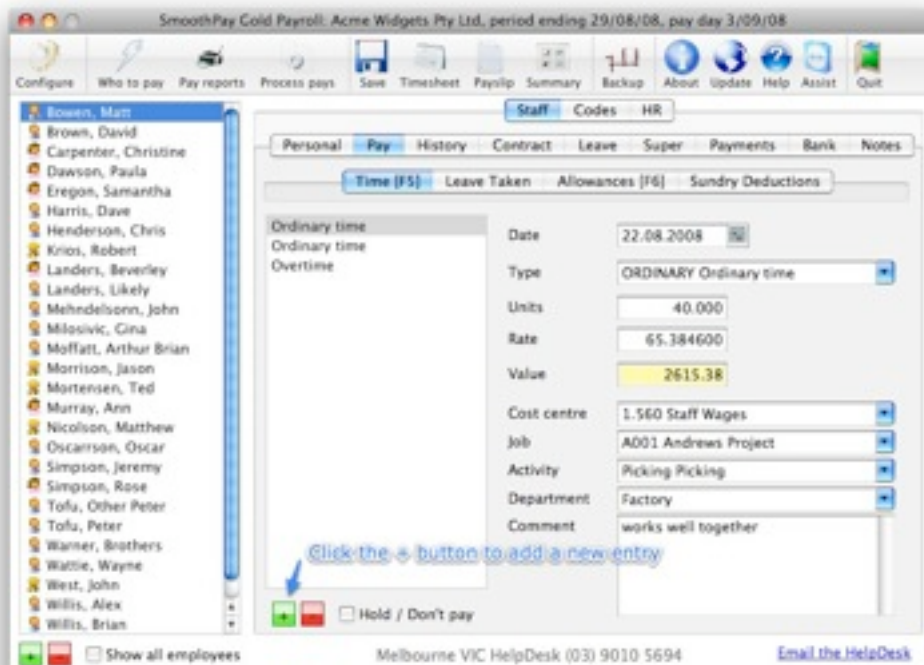
You should also include allowances that normally apply to an employee, such as Leave Loading, Travel, Supervisor and Casual allowances - you choose which one's you want - as few or as many as you need to make your work easier and so you don't forget to include anything from pay-to-pay.

The advantage of *Standard Pays* is a **significant time-saving** when you start your pay period - just use the *Who to pay* tool and all selected employees will have their Standard Pay entries automatically loaded, ready for any adjustments and processing.

## Creating pay input entries

To create (or edit or delete) pay input entries, select the employee you want to process, then chose Staff..Pay..and the appropriate input screen.

*Tip: F5 is a shortcut to Time input, F6 is shortcut to allowances, CTRL+T is a shortcut to the timesheet.*



You can edit any entry by changing it's date, type, units etc as required.

You can have as many entries as you need - there are no practical limits.

You can alter entries any time, up to the point of committing the pay (*Process Pay*)

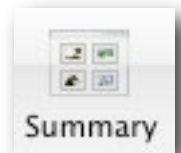
Even if you notice a mistake after processing the pay, simply choose *Tools..Restore* to rewind to that point in time (*presumably before the pays were processed*), fix the error and continue normal processing.

A complete pay for one employee may be made up of:

- ☹ **Time:** all time types are defined in *Codes..Time*. You can then select from any of the defined time types.
- ☹ **Leave taken:** all leave codes and their default accrual methods are defined in *Codes..Leave*. Individual employee's leave settings are then established from these defaults (*which is why it is so important to get your codes set up correctly before adding employees*). You can also customise all leave settings per employee (*Staff..Leave..Entitlement*)
- ☹ **Allowances:** all allowance codes and they way they work are defined in *Codes..Allowances*, eg. Leave Loading based on Annual Leave earnings,
- ☹ **Sundry Deductions:** all sundry deduction codes (such as *Recovery of pay advance* etc) can be defined in *Codes..Sundry Deductions*. **These codes are NOT used for deductions payable to other agencies - use Staff Payments for these (except for extra voluntary superannuation fixed amounts)**
- ☹ **Super:** All superannuation funds (schemes) are defined in *Codes..Agencies and Super Funds* (these are grouped together because all the amounts deducted are to be paid to other agencies), and each employee's superannuation settings are established in *Staff..Super* (*refer to our Super Guide*)
- ☹ **Bank:** add as many bank accounts as required to *Staff..Bank*

## Summary

**CTRL+S** takes you to the employee's summary screen, as does selecting *Staff..Pay..Summary*, or just click the *Summary* tool.



**Pay Input Summary** This pay covers  fortnight

Time earnings		Deductions	
Ordinary	3400.00	Pre-tax	150.00
Overtime	130.77	Tax <input type="checkbox"/> (override)	1484.00
Leave	-261.54	Superannuation	59.95
	3269.23	Other	31.00
			1724.95
Allowances		Net Pay	
Taxable	75.00	Cash	0.00
Tax free	0.00	Cheque	1214.46
	75.00	Bank	404.82
			1619.28
Employer superannuation	269.77		

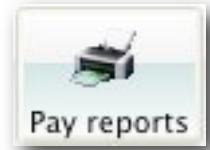
Pay advice comments...

This provides a display of the employee's summarised pay totals, and options to:

- 👤 **Load Standard:** replaces the current pay entries with the stored Standard Pay entries
- 👤 **Keep Standard:** stores the current pay input entries as the employee's Standard Pay
- 👤 **Discard:** discards the employee's current pay (you could also untick them from the *Who to pay* screen)
- 👤 **Print:** prints the current payslip (*you can also use CTRL+P as a shortcut, or click the Payslip tool*)
- 👤 **Pay periods:** You can also nominate more than one pay period (simply change the 1 to 2 etc). This alters the tax calculation, as well as any pay period based allowances and deductions. For example, if your employee pays rent or union fees etc, and he's being paid for a normal fortnight plus one fortnight of annual leave you would change the pay periods to 2 - the tax would be recalculated, and the rent and union fees would be doubled.
- 👤 **Tax override:** Tick this option if you need to override the tax calculation for any reason (you shouldn't need to and you're welcome to discuss any tax problems with the helpdesk). If you tick this option you can enter the amount of tax to be deducted.
- 👤 **Cash and Cheque:** You can enter the amounts (if any) to be paid as cash or cheque, rather than by EFT.

## Pay Reports

Once all pay input has been completed, choose *Pay Reports* from the toolbar. This provides an easy and quick way to produce any or all of the usual pay reports for checking, as well as bulk production of employee's payslips etc.



### Pay Reports

- Pay Input Detail
- Payroll Summary
- Payslips
- Agent and Contractor Invoices
- Allowance and Deduction Schedules
- Direct Credit Schedule
- Cost Centre Analysis
- Job Cost Analysis
- Employer Calculation Schedules
- Cash Breakdown
- Superannuation and Agency Payments

Message to appear on ALL payslips...

**Output options**

- Preview each report
- Select printer for each report
- Collate to PDF

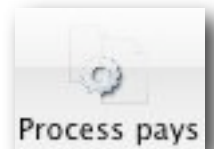
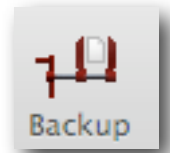
We recommend that (at the very least) you get the Payroll Summary report checked and signed by someone other than yourself. This helps ensure you don't *carry-the-can* for incorrect payroll processing or fraudulent behaviour - and it's good procedure from an auditing point of view.

## Completing (Finalising) the Pay Process

First, you've had someone else check that all the pay input is correct - haven't you?  
Great! Now you're ready to finalise the *Pay Process*.

*You might like to do a **backup** at this point - just in case things go wrong. SmoothPay will make an automatic backup anyway as part of the Process Pays routine, however you can never be too careful! It's also the only way your data can be saved offsite (our internet backup service), or be copied to another location for daily backup, or for just in case.*

Then, choose the **Process Pay** icon from the toolbar



### Payroll Posting

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This process finalises pay processing for the current pay period:

- > Update employee pay history and leave records
- > Generate direct credit file
- > Prepare payroll for the next pay period

Next period end date	<input type="text" value="04.09.2009"/>	
Next pay day	<input type="text" value="05.09.2009"/>	

The *Process Pay* routine generates your EFT (direct credit) file, posts the pay input entries into each employee's pay history, accrues any leave entitlements and deducts any leave taken, and prepares SmoothPay for the next pay period.

*NOTE: you can change the next pay period dates here - they're usually set automatically based on suitable dates for the next employee to be paid (if you have different pay cycles for different staff), or the next normal pay period. You can also change the pay period dates at any time in the Configure screen.*

# Pay Process Procedure - Quick Guide

Follow this suggested procedure for EVERY pay period:

1. Add/edit any employee details, bank accounts, payroll codes etc - this is normal maintenance and can be performed any time between pay cycles
2. Use the **Who to pay** tool to select the employee's to be paid
3. Add/edit any time, leave and allowance entries (typically, your *Who to pay* process will load all the Standard Pay entries for you - then just edit them to suit. If they're not stored as part of the employee's Standard Pay entries, add them to the current pay entries then click the **Save** tool.
4. Print your usual **Pay Reports** - get someone else to check and sign off
5. If anything needs correcting DO IT NOW, then reprint your reports for checking and signing off
6. **BACKUP** - just in case!
7. **Process Pays** - this commits everything and prepares for the next pay period.
8. Import your EFT (direct credit) file and send to the bank
9. Import your costing journals to MoneyWorks (*unless you have the Automatic option set up, in which case it's already done*)

## Handy Shortcuts

The following shortcuts should work on most keyboards, however if you have system functions already assigned to the function keys used then they probably perform the assigned system function instead of the payroll function...

Shortcut	Purpose	Description
F5	Time entries	Displays the Staff..Pay tab and pre-selects the Time input type
F6	Allowance entries	Displays the Staff..Pay tab and pre-selects the Allowance input type
F7	Deduction entries	Displays the Staff..Payments tab
F8	Bank entries	Displays the Staff..Bank tab
CTRL+P (⌘P)	Payslip	Prints the current payslip
CTRL+S (⌘S)	Summary	Displays the current employee's pay input summary
CTRL+T (⌘T)	Timesheet	Displays the employee's ordinary time timesheet

Refer to our **Getting Started** guide for a quick overview and suggested procedure for setting up Smoothpay/Gold for the first time.

Thanks for choosing Smoothpay/Gold as your payroll solution!