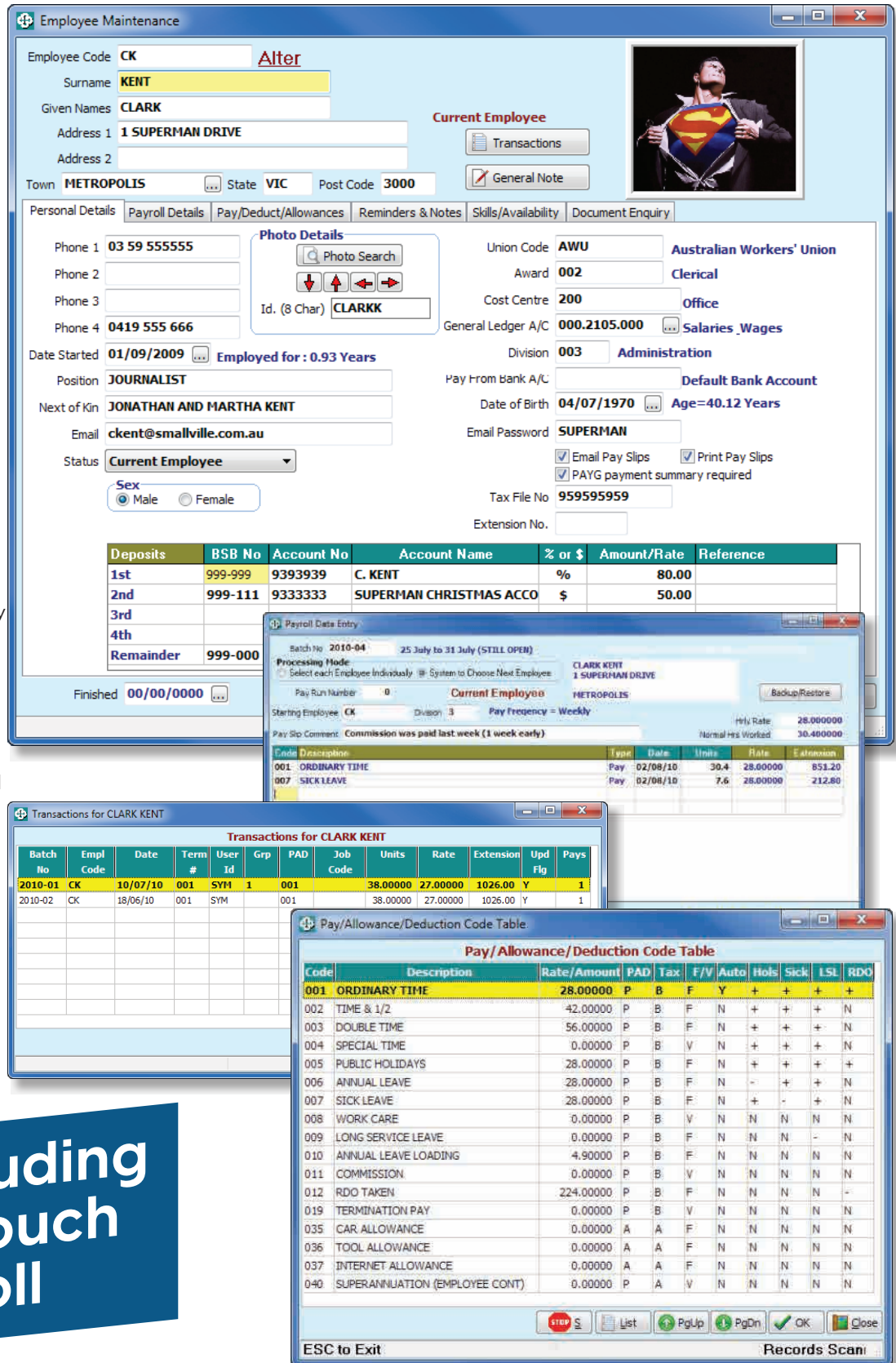


Features + Benefits

- + Maintain current information for employee details, rates of pay deductions and allowances
- + Automatically keep track of sick leave, long service leave, and annual leave entitlements

+ More Features

- + Pay History transactions are stored in the computer until they are no longer required
- + At the End of Pay period, the Year to Date figures in the Employee master file are updated automatically
- + Tax is calculated automatically using Tax Scales which are maintained by Sympac's automatic updates.
- + Adjustments to the current pay period can be carried through the time sheet entry until the Pay Slips and the End of Pay Period have been run
- + Individual pay slips can be printed, and contractors can also be paid through the Payroll module if required
- + Allows stores to conduct weekly, fortnightly, or monthly pay frequencies
- + Payments can be made via Cash, Bank Transfers, or Cheque



Employee Maintenance

Employee Code: **CK** Alter
 Surname: **KENT**
 Given Names: **CLARK**
 Address 1: **1 SUPERMAN DRIVE**
 Address 2:
 Town: **METROPOLIS** State: **VIC** Post Code: **3000**

Current Employee
 Transactions
 General Note

Photo Details
 Photo Search
 Id. (8 Char): **CLARKK**

Union Code: **AWU** **Australian Workers' Union**
 Award: **002** **Clerical**
 Cost Centre: **200** **Office**
 General Ledger A/C: **000.2105.000** **Salaries_Wages**
 Division: **003** **Administration**
 Pay From bank A/C: **Default Bank Account**
 Date of Birth: **04/07/1970** **Age=40.12 Years**
 Email Password: **SUPERMAN**
 Email Pay Slips Print Pay Slips
 PAYG payment summary required
 Tax File No: **959595959**
 Extension No.:

Date Started: **01/09/2009** **Employed for : 0.93 Years**
 Position: **JOURNALIST**
 Next of Kin: **JONATHAN AND MARTHA KENT**
 Email: **ckent@smallville.com.au**
 Status: **Current Employee**
 Sex: Male Female

Deposits	BSB No	Account No	Account Name	% or \$	Amount/Rate	Reference
1st	999-999	9393939	C. KENT	%	80.00	
2nd	999-111	9333333	SUPERMAN CHRISTMAS ACCO	\$	50.00	
3rd						
4th						
Remainder	999-000					

Finished: **00/00/0000**

Payroll Data Entry
 Batch No: **2010-04** 25 July to 31 July (STILL OPEN)
 Processing Mode: Select each Employee Individually System to Choose Next Employee
 Pay Run Number: **0** **Current Employee**
 Starting Employee: **CK** Division: **3** Pay Frequency: **Weekly** Hrs/Rate: **28.000000**
 Pay Slip Comment: **Commission was paid last week (1 week early)** Normal Hrs Worked: **30.400000**

Code	Description	Type	Date	Units	Rate	Extension
001	ORDINARY TIME	Pay	02/08/10	30.4	28.00000	851.20
007	SICK LEAVE	Pay	02/08/10	7.6	28.00000	212.80

Transactions for CLARK KENT

Batch No	Empl Code	Date	Term #	User Id	Grp	PAD	Job Code	Units	Rate	Extension	Upd Flg	Pays
2010-01	CK	10/07/10	001	SYM	1	001		38.00000	27.00000	1026.00	Y	1
2010-02	CK	18/06/10	001	SYM		001		38.00000	27.00000	1026.00	Y	1

Pay/Allowance/Deduction Code Table

Code	Description	Rate/Amount	PAD	Tax	F/V	Auto	Hols	Sick	LSL	RDO
001	ORDINARY TIME	28.00000	P	B	F	Y	+	+	+	+
002	TIME & 1/2	42.00000	P	B	F	N	+	+	+	N
003	DOUBLE TIME	56.00000	P	B	F	N	+	+	+	N
004	SPECIAL TIME	0.00000	P	B	V	N	+	+	+	N
005	PUBLIC HOLIDAYS	28.00000	P	B	F	N	+	+	+	+
006	ANNUAL LEAVE	28.00000	P	B	F	N	-	+	+	N
007	SICK LEAVE	28.00000	P	B	F	N	+	-	+	N
008	WORK CARE	0.00000	P	B	V	N	N	N	N	N
009	LONG SERVICE LEAVE	0.00000	P	B	F	N	N	N	-	N
010	ANNUAL LEAVE LOADING	4.90000	P	B	F	N	N	N	N	N
011	COMMISSION	0.00000	P	B	V	N	N	N	N	N
012	RDO TAKEN	224.00000	P	B	F	N	N	N	N	-
019	TERMINATION PAY	0.00000	P	B	V	N	N	N	N	N
035	CAR ALLOWANCE	0.00000	A	A	F	N	N	N	N	N
036	TOOL ALLOWANCE	0.00000	A	A	F	N	N	N	N	N
037	INTERNET ALLOWANCE	0.00000	A	A	F	N	N	N	N	N
040	SUPERANNUATION (EMPLOYEE CONT)	0.00000	P	A	V	N	N	N	N	N

Buttons: STOP, List, PgUp, PgDn, OK, Close
 ESC to Exit, Records Scan

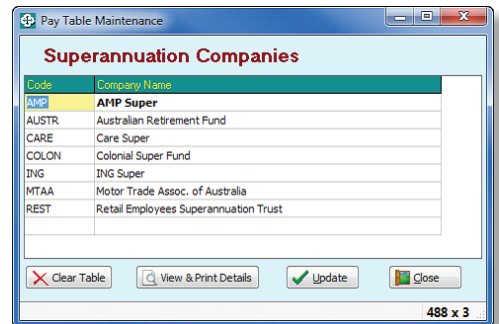
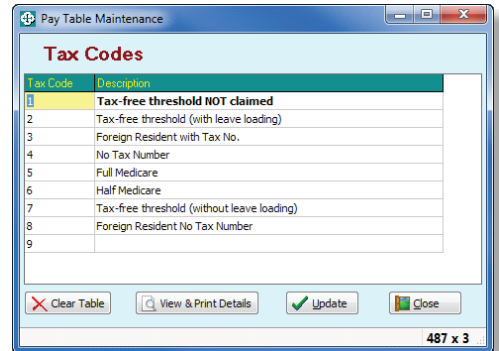
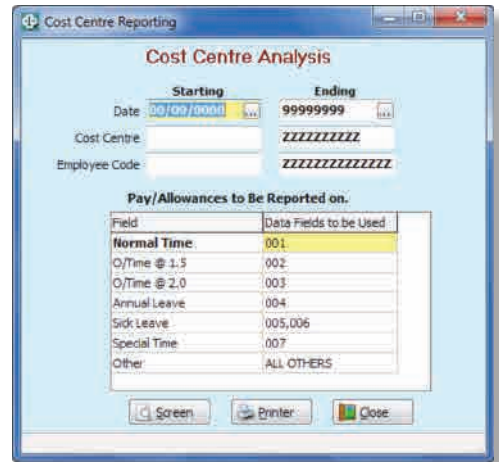
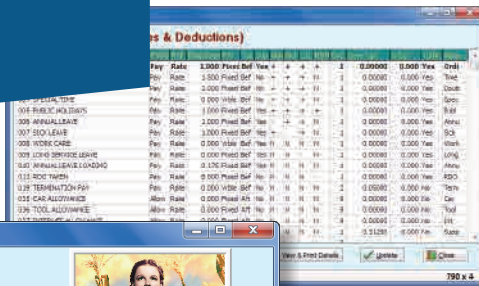
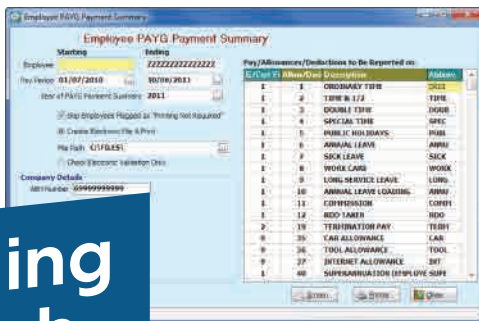
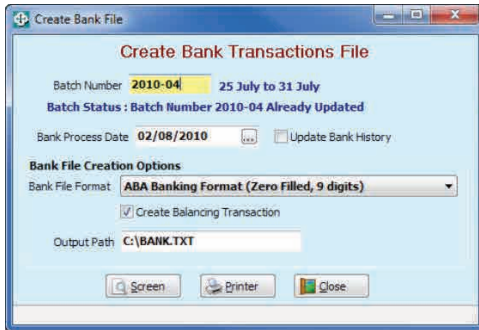
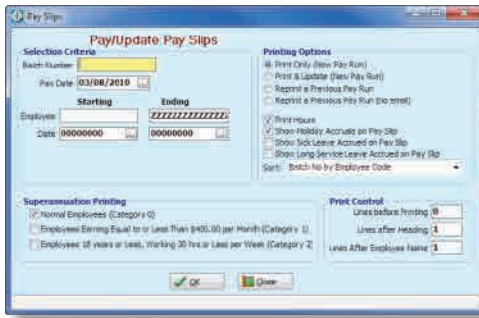
Now including Single Touch Payroll

- + PAYE tax calculation tables used, as per the taxation department
- + Employees can have their pay slip emailed to their email address of choice, in PDF format – with password protection
- + Full integration to the General Ledger module is available
- + Ability to enter Clock On / Clock Off times, or Total Units
- + Up to 50 deductions and allowances

+ More Features

Extensive reporting options, such as:

- Bank Transaction Lists
- Cost Centre Report Cheque Printing and Listing
- Pay History Details
- Pay History Details
- Job Analysis



Now including Single Touch Payroll

