



CASPER Payroll has been designed to provide an overall solution to the payroll requirements in a variety of companies. This has brought the flexibility to enable the package to be adapted to almost any payroll environment. CASPER Payroll is written to use an open database structure. It will operate on stand-alone PC<sup>s</sup>, networks and client server environment.

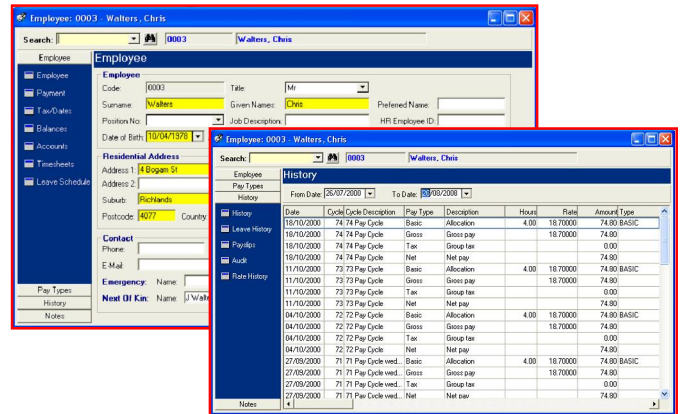
### Major Benefits of Choosing Casper Payroll

- Detailed employee records and statistical data.
- Complete detailed history and leave history.
- Detailed employee enquiry with multiple lookup and search options.
- Reviews, Reminders and notes allow a multitude of tasks to be recorded and reported.
- Finance interface with full costing via self balancing double entry system.
- Auditing and Security via user defined access options.
- ATO Compliant.
- FBT and Superannuation from an external source.
- Payrun Options . Weekly, Fortnightly, Monthly and special payruns.
- Emailing or Printing payslips available.
- Flexible taxation options via employee, timesheet and payrun.
- Electronic Funds Transfers with unlimited bank accounts and deductions.
- Timesheets entry options which reduce data entry time and increase flexibility.
- Auto reducing deductions, allowances and on-costs.
- Salary, Timesheet & Casual employees with combinations of auto pays or manual.
- Employee enquiry access to their own details.
- Minimal day to day processing and house keeping required.
- A full suite of standard reports for payruns, exceptions, costing and auditing.



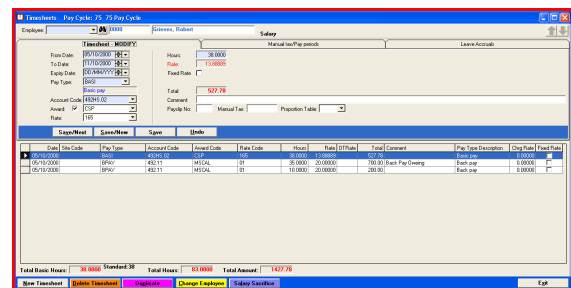
### Detailed Employee Records and History

Employee records hold a significant amount of detail for both payroll and Human Resource Management. The central maintenance screen brings all the details together from static address information to allowance, deduction and oncost plus salary sacrifice data. A complete detailed pay history and leave history is also held. Employee reviews, reminders, warnings and notes are also available with auto reminder checks and reports available. There is extended search and filtering on the main employee grid with user defined grid layouts.



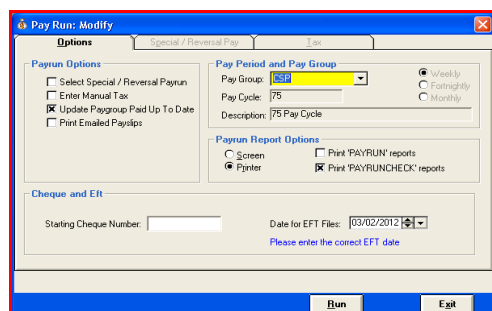
### Streamlined Timesheet Processing

Timesheets are parameter driven for speed and accuracy and allow for forward dated entries plus multiple user defined leave types. Entries can be reviewed and updated via a test run or before payrun update. Multiple awards/rates can be selected for each employee as well as multiple/split payslips. Tax can also be set for specific timesheets. Temporary Variations to allowances and deductions can also be processed via timesheets. Timesheets can also be imported.



### Payrun Flexibility

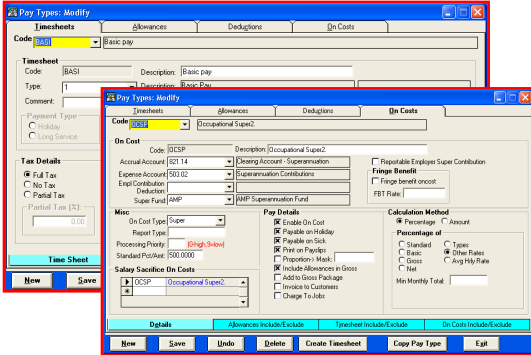
Payruns can be automatic for groups of employees as well as selective. There is a set of Payrun reports that can be finetuned for each site by the user. Payslips can be changed for each user as well. There are multiple tax options from standard tax table to tax selection on specific employees or timesheets. Pre payrun exception reports can be run as well as exceptions once pays are calculated. The system allows for Weekly, Fortnightly, Monthly and special payruns with unlimited EFT options and reversal facilities.



# C.S. PACKAGES

## Pay Types and Master tables

A full range of master tables is available for Allowances, Deductions, On-Costs and Salary Sacrifice details. All masterfiles can be tied to employees for permanent or temporary use. Many options exist for rates and method of payment for each type. This includes dated based activation, percentage, rate and amount options.



## Reports

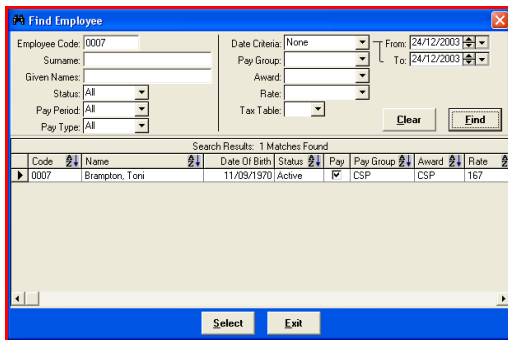
There are a large number of reports available. These can be printed to the screen and/or printer as well as exported in various formats for external use. A report job stream is also available to allow batches of reports to be run e.g. Post Payrun, End of Month and more. Leave and Costing reports provide analysis tools. History reports provide both audit trails and data for backpay and departmental reporting.

### Reports available include:

- General Ledger Posting Report
- Full Employee Audit Reports
- Leave Liability
- Standard Timesheet Report
- Employee Lists & Enquiries
- Employee History
- History by Pay Cycle
- Leave History by Date/Type
- Bank Transfer List
- Superannuation MTD/YTD
- Payrun Employee Summary
- Payment Summary Reconciliation
- Employee YTD & History Reconciliation
- Plus over 70 other reports

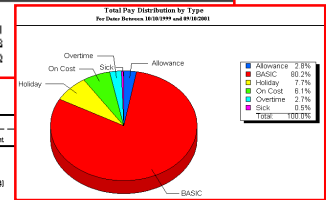
## Comprehensive Search and Lookups

Using the filter menu option on the employee screen allows you to search for employees with specific details. You can enter details into a combination of fields to get a short list of employees e.g. Select employees with a specific payrou whose surname includes certain letters and started after a date.



**Detailed Employee History - By Date**  
From Employee: 0 To: Employee: 2  
From Date: 1/6/2000 To Date: 9/10/00

Date	On Cost	Pay Type	Type Code	Description	Hours	Days	Amount	Bus	Unit	Comments
05/07/00	59	Deductions	ESR1	Even Sack Accrued No 1						
	59	Deductions	ESR3	Even Sack Accrued No 2						
	59	Deductions	ESR12	Even Sack Accrued No 2						
	59	On Cost	CSP	Overworked Sack						

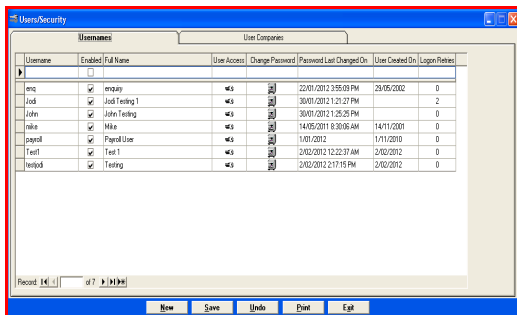


**Accrued Leave**

Code	Name	Date Of Birth	Award	Pay	Accrued Balance	Accrued List
					Day	Amount
000	Robert MacEwan	08/05/2000	WESP	114375	1.5	0.00
001	Neil Lennie	08/05/2000	CSP	117000	0.00	0.00
002	Paul Jones	08/05/2000	CSP	117000	0.20	35.40
<b>Tablet</b>						
				175	30.00	0.00
				175	30.00	0.00
<b>Print Total</b>						
				0.70	20.00	0.00

## Auditing and Security

There are audit trails maintained throughout the system and security is via user/password with multiple levels of access available.



For more information about C.S. Packages and our products, visit us on the web at:

[www.cspackages.com.au](http://www.cspackages.com.au)

C.S. Packages Office:

P.O. Box 248, Redbank Qld, Australia 4301

Phone: (617) 3381 0888

Fax: (617) 3105 7465

Email: [admin@cspackages.com.au](mailto:admin@cspackages.com.au)

Authorised Dealer

# C.S. PACKAGES