



Casper Payroll

Setting the System Up Before You Begin

The listed topics below provide an overall checklist for the system manager when initially setting the system up. For more detailed help click on the topic you require.

Check Correct Tax Tables

(Menu option: System Admin - Tax and Medicare Tables)

The tax and medicare tables are normally correct when the system is supplied however they should be checked as they are the basis by which all automatic tax calculations are performed. Current tax tables for computers are available from the Australian Taxation Office.

Adding Account Codes

(Menu option: Maintenance - Banks, Accounts, and Eft types)

Account codes which are used for cost breakdowns and interfacing with financial system must be added in **account codes** (see "Account Code" on page **Error! Bookmark not defined.**) maintenance screen. These account codes are then able to be attached to employees prior to a payrun being performed. The total standard hours for each employee must be allocated to one or more account codes. Wage and Salary employees standard pay is allocated to the account codes in the proportions specified.

If an employee has transactions processed to account codes other than their standard account codes, a new account code line is attached to the employee during the payrun to allow analysis of costs by accounts and employee to be complete for both the month and for the year.

Similarly banks details and EFT types are added via this option.

Setting up Payroll Status

(Menu option: System Admin - Status and Pay Groups)

The setup of the payroll status is very important in a number of areas.

- The company name and Group Tax Number are used on payment summaries.
- If Electronic Funds Transfers (EFT) is used, the company banking information must be completed accurately or banking transfers may be rejected.
- The month end dates are used during the payrun to determine the month number that account code postings will be made.
- Payrun options are setup to determine coinage break downs for cash payments. Standard payrun reports are also specified here as well as where the reports are to be printed.

Additional processes for the payrun are also set here.

Setting up Pay Groups

(Menu option: System Admin - Status and Pay Groups)

Each employee must be attached to a paygroup. There can be one paygroup for the company or multiple.

If bank account details are required for each paygroup, tick the "Use paygroup eft details" and enter the bank account details for each paygroup.

Each paygroup holds paid to dates, account codes, payrun forms and some payment summary details. Paygroups allow you to run separate payruns for specific groups of employees and many reports are split and summarised by group.

Setting up Bank Codes

(Menu option: Maintenance - Banks, Accounts, and Eft types)

Bank codes must be setup for both Bank transfers and Electronic Funds Transfers.

When employees are added to the file the bank code file is checked for a valid code and it is therefore easier if the codes are already added. N.B. Related windows can be used to add banks from the employee maintenance screen.

Adding Allowances, Deductions, Oncosts and RDOs

(Screen option: Pay Types button which is on main screen or in the maintenance menu)

All allowance, deduction, Oncost and RDO masterfiles must be added to the system prior to being attached to the employees, or to specific awards.

Adding Timesheet/Variation Types

(Screen option: Pay Types button which is on main screen or on the Maintenance menu)

The timesheet types are used in data entry and payruns. They determine the way the payrun will treat the transaction eg. for days off without pay the Subtract and Exclude type would be used ie. subtract the amount and exclude this from the gross pay.

A timesheet may be used as a variation to temporarily vary allowances and deductions for each employee. There are certain types which should be added to most systems including normal (or standard), overtime, sick, holiday, long service leave and transaction types.

Setting up Award Tables

(Menu option: System Admin - Awards and Rates)

The various awards to be used by employees must be setup prior to adding employees. Basic information regarding holiday, sick and long service accruals are set here as well as the allowances, deductions, oncosts and RDO's that are normally associated with employees under this award. This file includes information used for electronic timesheets such as allowances due after a specified period of overtime where electronic timesheets are processed.

Specific rates of pay are then attached to each award.

Setting up Rate Tables

(Menu option: System Admin - Awards and Rates)

The rate table determines the rates of pay within the awards as a dollar amount or a percentage of the standard award rate. These rates are used on employees and can also be attached to allowances and deductions.

Adding Employees & Setting Up Required Fields

(Menu option: Maintenance - Employees)

The employees can be added at this stage. It is important that the information is accurate.

This is a list of the required fields for employees when you are setting up a new database:

Code (employee number/code)

Surname

GivenNames

Address1

Suburb

Postcode

Country

PostAddress1

PostSuburb

PostPostCode

PostCountry

DateOfBirth

PayType (W=Wage, S=Salary C=Casual, T=Timesheet)

PayMode (P=Payslip, C=Cheque, E=Eft, B=Bank transfer)

Paygroup

AwardCode

RateCode

StandardHours

TaxFileNumber

TaxTableNo

DateStarted

CurrentStartDate

Attaching Allowances, Deductions & Account Codes

(Menu option: Maintenance - Employees)

Any allowances and deductions that are to be paid or deducted from an employee on a regular basis or by timesheet variation must be attached to the employee. When an employee is set as being under a specific award, the allowances, deductions, oncosts and RDO attached to that award are automatically attached to that employee.

Setting up EFT Types

(Menu option: Maintenance - Banks, Accounts and Eft types)

The eft types identify the destination for the Electronic Funds Transfer (EFT) datafiles. If eft's are to be sent to separate banking institutions, you need to add the eft codes for each institution. When a payrun is done, an EFT file will be created for each one with file of name <EFT>. ABA eg eft code CBA will create a file CBA.ABA.

Note that processing the contra entry is only required on an eft type where a contra entry is to be the last entry in the file and a manual payment does not have to be made. When no contra entry is processed, manual arrangements are normally made to cover the payments.

Setting up Employees Paid By Eft

(Menu option: Maintenance - Employees - Pay/Account Tab)

Employee's paid by eft must have the "Payslip:Cheque:Bank Transfer:EFT" field on the employee maintenance screen clicked to "EFT". An employee's pay can be sent to as many bank accounts as the employee wishes. If an employee wishes a specific amount to go to a particular bank account then an eft **deduction** must be created.

The amount of the employee's pay which is left after all deductions have been taken out is sent to the main bank account which is setup on this screen.

Setting up additional Bank Accounts

(Menu Option: Maintenance - Employee - Tables Tab - Deductions)

The deduction EFTs are added in the same way as normal deductions however you must click the EFT box and enter the banking details for this amount.

Adding YTD Balances for Employees

(Menu option: System Admin - Add Opening Balances)

The year to date balances for employees should be added prior to the first payrun being run. All year to date balances, accruals and dates are entered in this process. This option can also be used to make corrections or updates to amounts on file. Corrections would normally be used for leave accruals only.