

## PAY2K Release Notes – Build 337

10 December 2002

Module	Area	Details
<b>Maintenance</b>	<b>Employee Details</b>	<p>A button called 'Change Code' has been added to the employee details form. Clicking on this button will open up the Change code form, which will enable you to change the selected employees code.</p> <p>The size of the employee code has been increased to 8 characters.</p> <p>A field to record the FTE (Full Time Equivalent) for the employee has been added to the employee details form. This is a reporting field used on the Employee List Report.</p>
	<b>System Parameters</b>	<p>An option has been added to the System Parameters form to choose whether the Pay Variance report is to be a mandatory report or not. This parameter is originally set to No. To make the report mandatory change this setting to be Yes.</p> <p>If the report has been set to be mandatory the Payroll update cannot be run until the Pay Variance report has been printed.</p>
<b>Payroll</b>	<b>Payslips</b>	<p>A new payslip layout called "Postal" has been added. The Postal payslip is A4 size and prints the staff members name and address at the top of the payslip. The name and address are positioned so the payslip can be folded to fit into a Window faced envelope.</p> <p>On all the payslip layouts the ABN number has been added. It now prints as part of the payslip heading.</p> <p>For electronic payments the pay split information on the payslips will now print the BSB number as well as the Account number.</p>
	<b>Pay Variance</b>	<p>A Pay Variance report has been added. This report compares the information in the Autopay to the information in the current pay and will report on any variances between them. The report can be run for all employees who are part of the current pay run or just for those employees that have a variance in their pay information.</p> <p>If the report is run just to show pays with variances and no variances are present the report will print "There is no variance in the current pay".</p> <p>A signature area is included on the report so the variances can be signed off as being correct.</p> <p>The printing of this report can be set to be Mandatory. If the report is set to be a mandatory requirement the Payroll update cannot be run until this report has been printed. Refer to MAINTENANCE &gt; SYSTEM PARAMETERS for details on how to set the report to be mandatory.</p>
	<b>Payroll Update</b>	<p>A signature area has been added to the Payroll update report.</p>
<b>Reports</b>	<b>Employee Details</b>	<p>The HECS tick box on the Employee Detail record has now been included on this report.</p>

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<b>Reports</b>	<b>Employee List</b>	<p>A column to show the employees FTE information has been added to this report. A total FTE for all employees included on the report is also given.</p> <p>Previously the employee list gave the details of all employees recorded in the database. This has changed and by default the report will now only include employees that the software sees as being current. Selection criteria have been added to the report so that terminated or inactive employees can be included on the report.</p>
	<b>Payslip History</b>	<p>The order that the pays display on this form has been changed so the screen now displays the most recent pay at the top of the list.</p>
	<b>Payroll</b>	<p>A signature area has been added to the Current Pay, Auto pay and Last pay reports.</p>
<b>File</b>	<b>Security</b>	<p>The security has been updated to include the re-bank function.</p>