

PAY2K Release Notes – Build 347

25 June 2003

| Module | Area | Details |
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| File | GL Transfer Report | <p>A section has been added to this report that details payroll transactions without general ledger codes. Having missing GL codes meant that some figures were not transferred to the general ledger resulting in errors. You can preview the report prior to running the transfer so any missing codes can be identified, and rectified prior to the transfer taking place.</p> <p>A warning message will display if you choose to run the transfer while GL codes are missing from payroll transactions. The system will allow you to continue, but will print the report a list of transactions with missing codes and amounts, as an audit trail.</p> <p>GL Transfer reports can now be reprinted. Select the reprint option and choose from the list of previous GL transfers. Previously once the transfer was completed there was no way of reviewing details other than referring to the report printed at the time of transfer. This caused difficulties when trying to audit payroll transfers at end of year.</p> |
| Maintenance | Employee Details | <p>Support has been added for Student Financial Supplement Scheme (SFSS). A field has been added to the Taxation Tab of an employee so they can be marked as having an 'Accumulated Financial Supplement Debt'. This works in a similar way to HECS debts and will deduct the appropriate amount of tax from the employee's wages to cover the debt. It uses the SFSS tax rates as defined under MAINTENANCE-TAX CONSTANTS. Fields have been added to the Historical Tab to record SFSS totals for last pay, MTD & YTD, as well as total debt and amount paid to date.</p> <p>The ATO has provided an algorithm that checks the validity of Tax File Numbers. When entering a tax file number Pay2K now warns if the number may be invalid. The END PERIOD – PAYMENT SUMMARY screen also list's Tax File Numbers and indicates with an asterisk any number that may be invalid.</p> <p>When entering an employee the system allowed invalid characters to be used in the employee code. This caused the system to crash when the record was saved. Invalid characters can no longer be used in employee codes.</p> <p>Pay2k was ignoring the 'date of last accrual' when an employee was first entered. The first accrual performed in Pay2K was always being calculated from the date of employment, instead of the date of last accrual. This issue has been fixed.</p> |

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| <p style="text-align: center;">Maintenance</p> | <p style="text-align: center;">Tax Constants</p> | <p>A new feature has been added to the Tax Constants screen that allows you to update your tax rates to the latest formulas. You can check for tax updates online, which automatically downloads the latest formulas from the Human Edge Software website and updates your current database. If you do not have access to the internet, Human Edge can provide an XML file that can be imported manually. Only official tax scales will be updated. If you have defined your own tax scales, these will still need to be updated manually.</p> <p>NOTE: Tax rates change as of July 1st 2003. You should update your tax constants using this new feature after you have processed your last pay for June 2003.</p> <p>IMPORTANT: The tax constant online updates include the FBT rate for calculating grossed up value of FBT (rate is currently 0.485). If you normally have this set field to 1 because you type in the grossed up value manually then you will need to reset the value to 1 after the running the update.</p> <p>A new tax scale has been added for Student Financial Supplement Scheme (SFSS). As part of the upgrade this tax scale will be added to your data automatically.</p> |
| <p style="text-align: center;">Maintenance</p> | <p style="text-align: center;">Transaction Types</p> | <p>Before saving a new transaction type, Pay2K will now check to make sure any required field has been completed. For Allowance & Deduction types, you are required to enter the Allowance/Deduction category field. For Super Member or Super Employer transactions you are required to enter the Super Fund field.</p> <p>When adding a new transaction it was not possible to specify the GL transfer codes as they were not enabled. Pay2K now allows GL Transfer codes to be entered while in add mode.</p> <p>A program error meant that some system transactions could be inadvertently set to be included in Employer super calculations. The program has been rectified to fix the problem and your data will be checked for inconsistency when you load this upgrade. Note: It is now possible to include termination pay in employer super calculations, but this is done on via MAINTENANCE-AWARDS screen, as the requirement may depend on the award the employee is covered by.</p> <p>When finding a transaction using the view button, the system could incorrectly show a deduction category in the allowance/deduction field. This has been rectified.</p> <p>When adding a department GL transfer record, a department code is now a required field.</p> |

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| Maintenance | Awards | <p>Normal Hours per day has been added to the award record. This is used to represent the accrued hours of leave in terms of days, and also used in accrual calculations when using the 'Accrue By Period' option.</p> <p>An option to include or exclude the different termination pays as part of employer super calculations has been added. Previously termination pays A, B & N were always included in employer super calculations. If you select to include, then at the time of entering termination details for an employee the system will always calculate employer super on the amount. If you choose not to include, you still have a choice at time of terminating as to whether to include as part of employer super calculations.</p> |
| Maintenance | System Parameters | <p>A new method of Accrual calculation has been added. Previously the accrual method was by date only, meaning that the system calculated the amount of accrual between the present date and the time last accrued. While this is generally ok for full time employees, it does not cater for casual staff who need pro-rata accruals, and does not handle periods where the employee may take time off without pay (maternity leave, etc).</p> <p>The new method is called Accrual by Period. It works on the hours an employee works in a pay period, compared to the normal hours they should work for that period. The system pro-rata's accruals based on this, and will not accrue for any people not included in the pay run. To use this method you need to use transaction codes that are specified by an hourly rate, so the system can calculate how many hours the employee works.</p> |
| Maintenance | Pay Group | <p>When the pay rate field on a pay group is updated, the system will now ask if you would like to update the pay rate field on all employee's who are part of the pay group.</p> |
| Payroll | Re-Bank | <p>If a transaction with a negative amount was used in a payroll run, and then a re-bank performed, the re-bank transaction was created negative instead of positive. Instead of reversing the amount, the original amount was doubled. This issue has been corrected.</p> |
| Payroll | Variance Report | <p>The full number of decimal places for the hours/amount column was not being taken into account, causing the report results to be inconsistent. The issue has been resolved.</p> |
| General | Install Program | <p>The install program for Pay2K has been changed. We now use the Microsoft Installer program. The new installer will require you to uninstall the old version of Pay2K prior to loading this latest release. Your existing databases will not be removed, except for the sample database 'Pay2K-SAM.MDB'. This will be removed and the latest sample database will be installed in its place.</p> |

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| General | Tax Calculation | <p>Tax calculations have been updated to include SFSS (Student Financial Supplement Scheme). Programs modified include:</p> <ul style="list-style-type: none"> • Autopay Maintenance • Tax Constants • Current Pay • Payslips • Variance Report • Payroll Update • Current Pay Report • Autopay Report <p>The tax department has changed the rounding method on tax scale 4 “No Tax File Number”. Previously this scale used a round down method, meaning that \$53.83 would be rounded to \$53.00. Tax Scale 4 now rounds to the nearest dollar, as do all other tax scales. This means that \$53.83 will round to \$54.00. This rounding change applies as of 1st July 2003.</p> |
| General | Superannuation | <p>With Quarterly Superannuation Guarantee taking effect from 1 July 2003, it is now a requirement to report to your employee’s when contributions are paid into their super funds (report required at least once per quarter). You are also required to keep a record of all contributions made.</p> <p>A new report has been added to Pay2K called the contribution summary report that prints a separate page for each employee listing contributions recorded in Pay2K. At the end a summary sheet for your own records lists the amounts for each employee.</p> |
| Reports | Payroll History Summary | <p>A new report has been added called the Payroll History Summary Report. The report details information that will be useful in completing Work Cover returns. The report can be run for a particular period or date range, and can be run in a summary or detailed format.</p> |
| Reports | Various | <p>A number of payroll reports were based on MTD figures that were calculated and stored after a payroll update. This meant that these reports could only be run for the current month as the figures were cleared when end of month totals was run. To allow for the ability to reprint a monthly report (even after end of month has been run), the following reports in the END PERIOD Menu have been modified:</p> <p>Monthly Tax Report Superannuation Report – Summary Report Superannuation Report – By Fund HECS Deduction Report</p> <p>The reports now default to the current month, with a date range representing the calendar month. You can change the date range the report includes, to allow for the times when a pay period may start in a previous calendar month, or end in the following month.</p> |

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| End Period | Superannuation Reports – Summary | An option is now available to include only employees that have had superannuation recorded during the period for which the report is being run. Previously the names of all active employees appeared, even if no super was recorded for them. |
| End Period | Superannuation Reports – By Fund | A column has been added for Salary Sacrifice superannuation, to distinguish it from employer (SGC) and employee (member) contributions. |
| End Period | Superannuation Reports – Contribution Summary | A new report has been added to Pay2K called the contribution summary report that prints a separate page for each employee, listing superannuation contributions recorded in Pay2K. At the end, a summary sheet for your own records lists the amounts contributed for each employee. |
| End Period | Payment Summary | <p>The ATO has provided an algorithm that checks the validity of Tax File Numbers. The Payment summary screen now list employee Tax File Numbers next to their name and indicates with an asterisk any number that may be invalid.</p> <p>Corrected errors in the 'Notice to Payee' sheet of the payment summaries. Some information was incorrect or outdated.</p> |