Pay2K Release Notes – Build 1.00.426
14 March 2007

Release Type:

This release is a standard Pay2K release. It is recommended for installation by all clients in their normal cycle of upgrading.

Important Conversion Notes:

- As standard procedure, you should be sure to make a backup of your database before commencing the upgrade process. The conversion process provides you with an opportunity to do this.
- The sample database Pay2K–SAM will be over–written as part of the conversion process.

Major Features:

- Email of Payslips, Super Contributions report and Pay Details report
- Pay group comments.
- Printing of Accruals on Payslips.
- Payslip changes for Industrial Relations requirements.
- Employer Super Threshold automatic calculation.
- Archiving of Past Employees.

The new features and improvements have been a direct result of the continued and positive feedback from schools using Pay2k.
Thank you for your helpful input.
If you would like to offer any thoughts on this new release, or any other improvements you would like to see, let us know by emailing us at:
pay2k@humanedge.biz

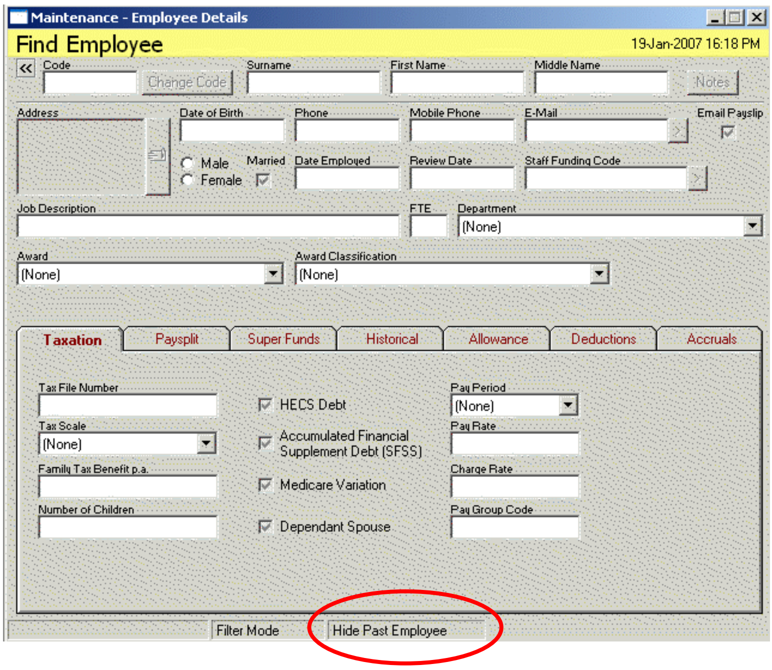
Whole Program		
Multi User	Improved Interface	Multi user access has been improved in Pay2k. A warning will be given and you will not be allowed access if you try to edit the details for an employee that another person is already editing. ***Example***: You will not be able to add an employee to the current pay while their employee record is being edited.

Maintenance – Human Resources		
Employee Details	Improved Interface	**Paysplit** A Reference can now be entered for the electronic pay split lines. If the reference is entered it will be used as the reference when the EFT file is created and this information will print on the recipient's Bank Statement. This feature is useful where the employee is using the transfer to pay an amount to a third party, enabling their identification information to be sent with the payment. An example would be an employee required to pay maintenance through a child welfare agency. If a reference is not entered then the default reference of Pay xx/xx/xx will be used on the EFT transfer, where xx/xx/xx is the processing date for the EFT file. The reference has a maximum size of 18 characters.
	Fixed Interface	**Accruals** When setting up to record accruals for the first time in Pay2k the accrual amount was being calculated from the employees start date rather than from the date specified for the last accrual. This has been corrected.
	Fixed Interface	**Deletion** On deleting an employee record the Pay2k program would shut down. This has been corrected. ***Note***: An employee record can only be deleted if it has no history.
	Fixed Interface	**Pay Rate** The Pay Rate field will now be set to zero rather than defaulting to blank. Previously if this field was left blank on the employee record the Pay Rate information would not print on the payslip for this employee or any employee after them on the pay run.

Maintenance – Human Resources

<table>
<tr>
<td rowspan="2">Employee Details</td>
<td>Interface</td>
<td>
Past Employees

An option to toggle between 'show' or 'hide' past employees has been added to the Employee Details form. The toggle is located at the bottom of the Employee Details form.



A 'past' employee is a terminated employee that has been archived by the Close End of Year process. Past employees are now archived when the Close Financial year is run. Previously past employees were deleted from the database as part of the Close End of Year process and to reference their information you needed to refer back to the relevant End of Year database.

Reactivate Past Employee

A Reactivate Employee button will be displayed on the records of Past Employees. By clicking on this button you will reactivate the employee and make them a current employee. The details of their re-employment will need to be entered; Date Employed, Award, Department.

This may be useful when a past employee is re-employed.
</td>
</tr>
<tr>
<td>Improved Interface</td>
<td>The numeric fields on the employee record will default to zero when a new record is added. Previously the numeric fields were left blank.

Note: The conversion will check existing records and set numeric fields with blank values to zero.</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Fixed Interface</td>
<td>Searching on the qualification code would cause an error. This has been corrected.</td>
</tr>
</table>

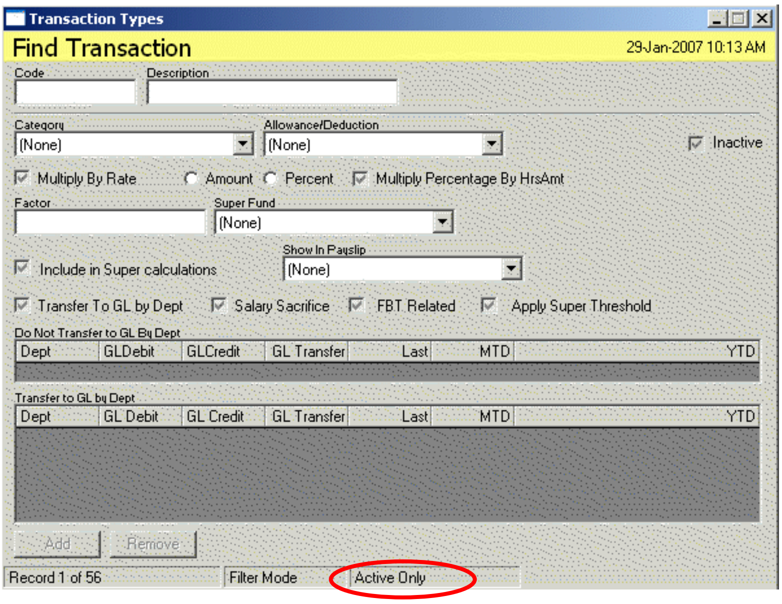
Maintenance Menu

Auto Pay	Improved Interface	**Searching** Multiple characters can be entered to select a code from the Department and Transaction Type fields. This will make locating items on these lists easier. Previously only one character could be entered for a search. If a second character was entered a new search was started. Now when multiple characters are entered they are treated as being part of the same search. If there is a pause when entering the characters then a new search will be started.
	new! Interface	**Pay Groups**. Payslip comments entered onto the Pay Group in Auto pay will be transferred through to the payslip comments of all the employees in that pay group when they are added to the current pay. These comments can be viewed in the current pay and will print on the employee’s payslip. This is useful for entering comments that apply to all members of a pay group for multiple pay runs.
	Fixed Interface	**System Comments** System comments entered in Auto pay will now be transferred though as system comments when the current pay is added. Previously any system comments recorded in the autopay were not being transferred through to the current pay. The system comment in auto pay is useful to record a message that you want to print on every employee’s payslip for every pay run.

Maintenance Menu

Transaction Types	Interface	**Superannuation Threshold** An option to set the Super Guarantee Threshold amount and automatically apply it to the employer super calculations has been added. By default this option is not set and Pay2k will continue to calculate SGC super on all salary amounts. When the option is set Pay2k will only calculate SGC super, on the selected employer superannuation transactions, once the salary threshold amount for the calendar month has been reached. When adding a new SGC super transaction there is now an **APPLY SUPER THRESHOLD** tick box. The **APPLY SUPER THRESHOLD** option is only available on employer super transactions that are set to a percentage. When this field is ticked the employer super transactions will only be calculated once the threshold amount has been reached for the calendar month. When unticked SGC will be calculated without checking to see if the threshold has been reached. The Threshold amount is specified in **MAINTENANCE ▸ SYSTEM PARAMETERS ▸ SUPER GUARANTEE** tab. There is a bulk update option on this tab to quickly update your existing employer super transactions to use the threshold. ***Note:*** If you do not apply the Super Threshold to your SGC calculations, instead paying super on the salary regardless of whether the threshold has been reached or not, then do not use the bulk update option.

<table>
<tr><th colspan="3">Maintenance Menu</th></tr>
<tr><td>Transaction Types</td><td>Improved Interface</td><td>The ability to flag old transaction types as inactive has been added. When a transaction type is set as inactive the transaction will no longer be visible for selection in the autopay or current pay. A transaction type can only be marked as inactive when it is no longer in use on the autopay or current pay.

The Transaction Types form has the option to toggle between showing ACTIVE ONLY or ACTIVE AND INACTIVE transaction types. The toggle is located at the bottom of the Transaction Types form.

</td></tr>
<tr><td>Industry Awards</td><td>Improved Interface</td><td>The ability to edit the award classification has been added. Previously the award classifications could only be added or deleted from the award. This will make updating the classifications easier. A change made to a classification will appear on the employee records that have the classification selected.</td></tr>
</table>

Maintenance System Parameters		
General	Improved Interface	The company name field has been increased from 30 characters to 60 characters to allow for larger names. The ability to enter a second line of information for the company name has been added. The second line of the Company name will only print on the payslips. All other reports including the Payment Summaries will only use the first line of the company name. Please ensure that the first line of the company name contains the company name information that you are required to use on your payment summaries. The second line has been added to allow for the entry of additional company information that you may be required to print on the payslip due to Industrial Relations changes.
Preferences	Improved Interface	The option to select your Accruals Calculation Method has been moved to the Leave tab.
Backup	Fixed Interface	When using a UNC path (Universal Naming Convention) to specify the location for the Pay2k backup it resulted in an error. This has been corrected and the UNC path can now be used to specify the backup location.
Leave	new! Interface	You now have the option to select to print leave accrual information on the payslips. The new leave tab enables you to select which of the accruals you want to print onto the Payslip. The option to select your Accruals Calculation Method has been moved to the Leave tab. Previously this selection option was on the Preferences tab.

Maintenance System Parameters

Super Guarantee	new! Interface	An option to set the Super Guarantee threshold amount and automatically apply it to the employer super calculations has been added. By default this option is not set and Pay2k will continue to calculate SGC super on all salary amounts. When this option is set Pay2k will only calculate SGC super, on the selected employer superannuation transactions, once the salary threshold amount for the month has been reached. The threshold amount has been set as $450 in **THRESHOLD FOR COMPULSORY EMPLOYER SUPERANNUATION** field. This field is editable so it can be updated whenever changes to the threshold amount are announced. To quickly apply the Super Guarantee threshold to your existing employer super transaction types. ▪ Click on **BULK UPDATE EMPLOYER SUPERANNUATION TRANSACTIONS**. ▪ An **UPDATE SUPER THRESHOLD** window will open. ▪ Tick your super transactions that are to have the threshold limit applied. ▪ Click on the **APPLY THRESHOLD** button. This will update the selected transactions to have the **APPLY SUPER THRESHOLD** option set. The selected super transactions will now only start calculating once the threshold amount has been reached for the month. ***Note:*** If you do not apply the Super Threshold to your SGC calculations, instead paying super on the salary regardless of whether the threshold has been reached or not, then do not use the bulk update option.

Payroll Menu

Current Pay	Improved Interface	The start date for the pay period is now required on the current pay. This information will print on the following reports. **PAYROLL ▸ CURRENT PAY** **PAYROLL ▸ PAYSLIPS** **PAYROLL ▸ PAY VARIANCE** **PAYROLL ▸ PAYROLL UPDATE** **PAYROLL ▸ PAYROLL REBANK** **REPORTS ▸ PAYROLL ▸ PAYROLL ▸ CURRENT PAY** **REPORTS ▸ PAYROLL ▸ PAYROLL ▸ LAST UPDATE** **REPORTS ▸ PAYROLL ▸ PAYSLIP ENQUIRY** **REPORTS ▸ PAYROLL ▸ PERIOD HISTORY**
	Improved Interface	**Searching** Multiple characters can be entered to select a code from the Department and Transaction Type fields. This will make locating items on these lists easier. Previously only one character could be entered for a search. If a second character was entered a new search was started. Now when multiple characters are entered they are treated as being part of the same search. If there is a pause when entering the characters then a new search will be started.
	Fixed Interface	**System Comments** The system comments entered in the autopay will be transferred through to the system comments on the current pay. This is useful when you have a comment that is required on all employees payslips for several pay runs.
	new! Interface	**Payslip Comments** Payslip comments entered in the Autopay on a Pay group will be transferred through to the Payslip comments in the current pay for all members of the pay group. This is useful when the same message is required to print on the payslip for all members of a group and the message is required for several pay runs.
	Fixed Interface	**Sorting** When selecting to sort the current pay employee list by pay group the pay groups were not being listed in alphabetical order. This has been corrected and the pay groups will be listed alphabetically. The sort option Employee/Paygrp has been renamed to Employee.

<table>
<tr><th colspan="3">Payroll Menu</th></tr>
<tr>
<td rowspan="2">Payslip</td>
<td>Improved Interface</td>
<td>Payslip Header

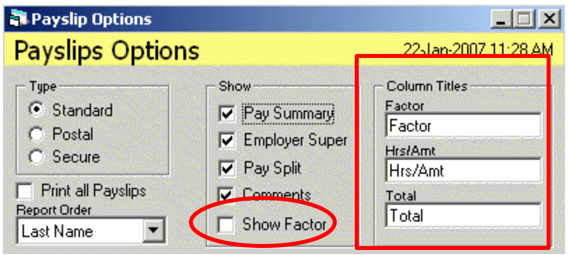
The Payslip heading has been adjusted to display the following information.
A second Company Name line.
The heading Award Classification has been changed to be Award. Both the Award and the Classification details will now be printed on the payslip.
ABN is now listed as a separate item from the company name. The space for the ABN has been increased so the spaces can be entered in the ABN number. Previously the spaces had to be left out for the full number to print.
Employee Code is now listed as a separate entry to the employee’s name.
Period Start Date.</td>
</tr>
<tr>
<td>Improved Interface</td>
<td>Payslip Detail

The Hours/Rate amount will now print on the payslip with 3 decimal places. Previously only 2 decimal places printed.

The layout of the pay details section has been changed. The Before Tax and After Tax sections are now listed down the page and a Tax section has been added.

The calculated PAYG amount will now always print as a separate item in the Tax section of the payslip. Previously the PAYG transaction was only listed separately from the total tax when a tax adjustment was entered for the employee.

The option to print the factor for the pay transactions on the payslip has been added. By default the factor is set to not show. To select to print the factor select PAYROLL ▸ PAYSLIPS ▸ OPTIONS button, and tick SHOW FACTOR.



The column headings in the body of the payslip are defaulted to Factor, Hrs/Amt and Total. You can change the description on the column headings by selecting PAYROLL ▸ PAYSLIPS ▸ OPTIONS button and adjusting the COLUMN TITLES.</td>
</tr>
</table>

Payroll Menu

<table>
<tr><td rowspan="3">Pay slip</td><td rowspan="3">Improved Interface</td><td>Payslip Detail

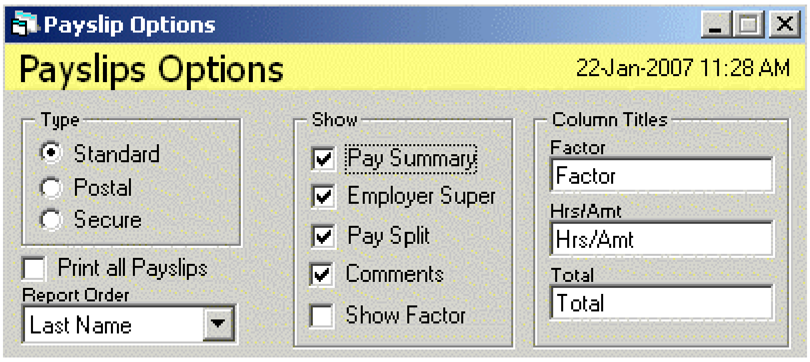
The Total Tax amount has been repositioned below the section listing the pay transactions.

A Net Pay total has been added to the payslip. The Net Pay prints below the Total Tax information on the payslip.</td></tr>
<tr><td>Pay Split

The Bank information that prints onto the payslip has been changed as follows:
The Bank name will no longer print as part of the pay split information.
The Account name and the Reference for the account, if used, will print for the pay split</td></tr>
<tr><td>Employer Super

The Superannuation information that prints on the payslip now includes the name of the Superannuation Fund. Whether the superannuation information prints on your payslip will depend on how you have set the SHOW IN PAYSLIP field on your Employer Superannuation transaction types.</td></tr>
<tr><td>Payslip Printing</td><td>Improved Interface</td><td>The option to print two payslip on an A4 page has been removed.</td></tr>
</table>

Payroll Menu

Payslips	Interface	**Leave Accruals** The option to print Leave Accrual information on a payslip has been added. To select the leave information to print on a payslip go to: **MAINTENANCE ▸ SYSTEM PARAMETERS ▸ LEAVE TAB**. The leave accruals are: • Holiday • Sick • RDO • LSL (Long Service Leave). Tick the accruals to print on the payslip and Save.
	Improved Report	**Payslip Options** The different options you can select when printing the payslips are now accessed by clicking on the **OPTIONS** button. This will open a Payslip Options form where you can select your preferred settings.  ***Note***: The **PRINT ALL PAYSLIPS** option is used to override any emailing of payslip settings. When ticked it ensures all payslips are printed regardless of individual email settings. See the 'Email Payslips and Reports' section of these notes for more details.
Payroll Update	Fixed Report	The sort by last name option on the payroll update report was not sorting correctly. This has been corrected.

End Period		
Close End of Year	Improved Interface	The Close End of Year will now archive terminated employees. Previously the close end of year process deleted terminated employees and their history from the database in preparation for the new year. Archiving will allow you to maintain the complete history in your current database, so history reports for past periods will reflect the full amount processed at the time. Archived or Past employees can be reactivated via the EMPLOYEE DETAILS program. An option to delete terminated employees that do not have history from the database has been included on this form.

Reports		
Payslip Enquiry	Improved Report	The Payslip enquiry will display and print the leave accrual information on the payslip if this option is selected in **MAINTENANCE** ▸ **SYSTEM PARAMETERS** ▸ **LEAVE** tab. The changes to the heading and detail sections of the Payslips have also been applied to Payslip Enquiry. The payslip comments are now saved with the rest of the payslip information. This will enable the comments to be included when a payslip is reprinted from payslip enquiry. Previously the comments were not kept.
All Reports	Improved Report	The report headings have been adjusted to allow for the increase in size of the first company name field from 30 characters to 60 characters. ***Note***: The second company name field does not print on the report headings.
Transaction Types	Fixed Report	The Transaction Types report was printing the ABN number in the report heading. This has been removed. The report heading always displayed 'Transaction Code Order' regardless of the sort order selected for the report. This has been corrected and the sort order selected will be displayed in the heading.
Payroll and Payroll Update Reports	Improved Report	A Salary column has been added to these reports to display the gross wage before salary sacrifice is deducted. The Wages column displays the amount after salary sacrifice is deducted.
Payroll History Summary	Improved report	The Employer Super column has been moved to before the Total column to make the report easier to read.

Email Pay slips and Reports

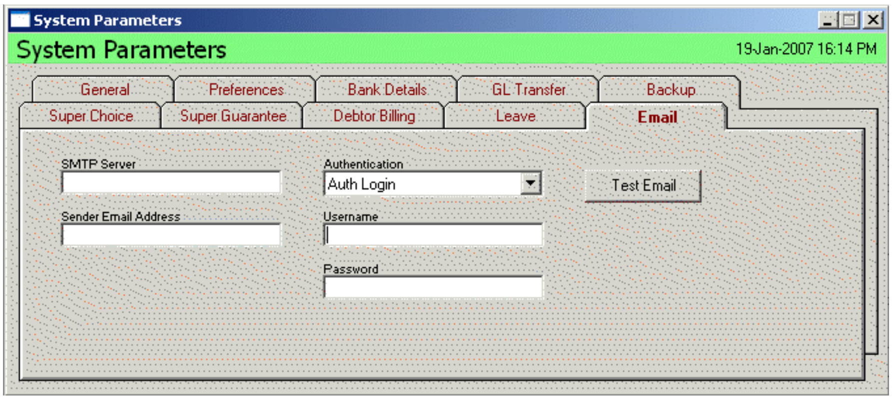
The ability to email payslips, the super contributions summary report and the pay detail report to employees has been added.

The following areas have been adjusted to allow for emailing.

Maintenance ▸ System Parameters

Email

Before using the email functions of Pay2K you first need to specify the email server you will be using and the details of the sending email account. Enter these details on the System Parameters tab.



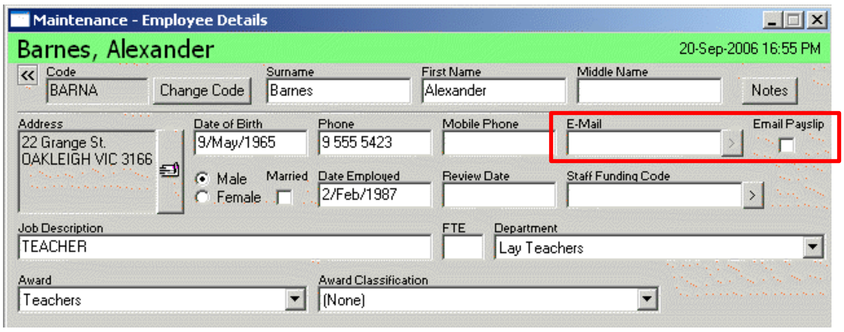
SMTP Server	The SMTP Server is the name of the school's outgoing email server. You need to make sure that the details entered for the Sender Email Address, mentioned below, can send messages via this server.
Sender Email Account	This is the email account that the documents will be ema iled from. Any replies will be sent to this email account.
Authentication	Set to Auth Login. Activates the fields for entering the user name and password for the selected email account. This information is required if your SMTP server requires authentication of a recognised user account.
Username	The user name for the email account selected to send the pay report information.
Password	The password for the email account selected to send the pay report information.
Test Email	After entering the above details, click on this button and a test email will be sent from the email account specified at 'Sender Email Address' to the same email account. A successful send indicates your settings are correct.

To send payslips and reports via email extra informatio n also needs to be entered on the employee's record and the email option needs to be selected when running the reports.

Email Pay slips and Reports

<table>
<tr>
<td>Maintenance ▸ Human Resources</td>
<td>Employee Details</td>
<td>
An employee can now have their Payslip, Super Contributions Summary and Pay Details report emailed to them.
To set an employee to receive these reports via email the following fields need to be completed on the employee’s record:

EMAIL address.
EMAIL PAYSLIP, ticked to indicate emails are to be sent.



</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payslips</td>
<td>
Email Payslips
The ability to email the payslips to your employees has been added.
The Print button on the report form has been replaced by a Generate button.
To email the Payslips:

Click on the OPTIONS button.
Ensure PRINT ALL PAYSLIPS is unticked. If this option is ticked all payslips will print regardless of how the employee record has been set. The way you set this field will be retained so if you untick it for this pay run when you do the next pay run it will still be unticked.
Close the payslip options window.
Click on the GENERATE button. A summary of the total payslips to be emailed and printed will be displayed.
Click on OK, to print and email the payslips.

Employee payslips will be created as follows:

For employees set to receive as email. A PDF document of the payslip will be created, attached to an email and emailed to the employee.
For employees not set to receive as email. Payslip will be sent to the printer as normal.

</td>
</tr>
</table>

Email Pay slips and Reports new!		
Reports, Employee	**Pay Details**	The ability to email this report to your employees has been added. The Print button on the report form has been replaced by a Generate button. To email the report: • Remove the tick from **PRINT ALL REPORTS** • Click on the **GENERATE** button. A summary of the number of reports to be emailed and printed will be displayed. • Click on **OK**, to print and email the reports. Employee reports will be created as follows: • For employees set to receive as email. A PDF document of the report will be created, attached to an email and emailed to the employee. • For employees not set to receive as email. The report will be sent to the printer as normal.
End Period ▸ Super-annuation Report	**Contri-butions Summary**	The ability to email this report to your employees has been added. The Print button on the report form has been replaced by a Generate button. To email the report: • Remove the tick from **PRINT ALL** • Click on the **GENERATE** button. A summary of the number of reports to be emailed and printed will be displayed. • Click on **OK**, to print and email the reports. Employee reports will be created as follows: • For employees set to receive as email. A PDF document of the report will be created, attached to an email and emailed to the employee. • For employees not set to receive as email. The report will be sent to the printer as normal.

Cost Centre

Cost Centres are intended for use by an agency or bureau that is responsible for processing payroll for multiple subdivisions or entities, and recouping the cost by billing each division or entity.

At the time the GL Transfer is processed to SAS2000, as well as transferring the General Journal, bills can be raised to the relevant Contact Account that represents these subdivisions.

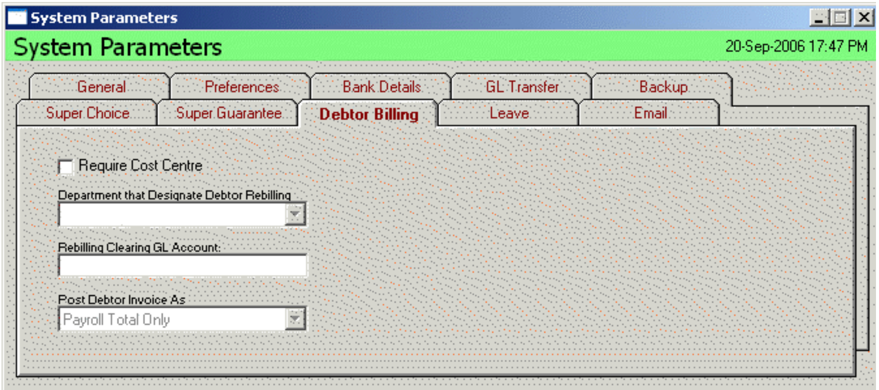
If you select to use Cost Centres the following sections of Pay2k will be affected.

Maintenance ▸ System Parameters

Debtor Billing

The ability to allocate employees to a cost centre has been added. This is optional.

The cost centre recording is activated by the settings on the Debtor Billing tab.



Require Cost Centre	If ticked turns Cost Centre recording on. Cost centres will need to be set up. Cost Centre information will need to be recorded on the Employee, their autopay and additional transactions added in their current pay.
Department that Designate Debtor Rebilling	The department that when selected indicates that the transaction is to be billed as an expense to the cost centre.
Rebilling Clearing GL Account	The GL account that is to be used when bills are raised in SAS2000 for cost centre salary expenses.
Post Debtor Invoice as	The value that is to be posted on the bill. The available options are: • Payroll Total Only • Employee Total Only • Transaction Type Only • All Charges

<table>
<tr><th colspan="3">Cost Centre new!</th></tr>
<tr><td rowspan="4">Maintenance</td><td>User Codes</td><td>A new section to set up Cost Centres has been added to this form. Cost Centres will need to be set up if you are for using the Cost Centre option that has been added to Pay2k.

A value can be entered for the Cost Centre. The value is the Contact Account code in SAS2000 that is to be billed for the cost centre salary expenses.</td></tr>
<tr><td>Employee Details</td><td>A field to record the cost centre has been added to the employee record. This is the default cost centre that will be allocated when a new transaction is added to the employee’s autopay or current pay.</td></tr>
<tr><td rowspan="2">Auto Pay</td><td>Transaction Types

If Cost Centre recording is turned on, a field to record the cost centre will be available at the end of the transaction lines. This field can only be completed for transaction types that record the cost for an employee. Example: Salary can have the Cost Centre set but a deduction for Tea Money cannot have a Cost Centre set.

The department for each transaction line that is to be rebilled needs to be set to the designated department for rebilling. Only transactions designated for rebilling will have a bill raised.</td></tr>
<tr><td>Sort Option

Cost Centre has been added as a sort option for the employee list in autopay.

To access the sort option:
• Right click on the employee section of the autopay form.
• Select PROPERTIES from the right click menu.
• The Modify Tree View window will open and the AVAILABLE sort methods are listed on the left side.
• The GROUP BY on the right side lists the currently selected sort option(s).
• Drag and drop the option(s) between the 2 sides of the form to set the sort option you wish to use on the employee list.
• Select OK to apply the change.</td></tr>
<tr><td>Payroll</td><td>Current Pay</td><td>Transaction Types

If Cost Centre recording is turned on a field to record the cost centre will be available at the end of the transaction line. This field can only be completed for transaction types that record the cost of an employee.

Example: Salary can have a Cost Centre set but a deduction for Tea Money cannot have a Cost Centre set.</td></tr>
</table>

Cost Centre

Payroll	**Current Pay**	**Sort Option** Cost Centre has been added as a sort option for the employee list in current pay. To access the sort option: • Right click on the employee section of the current pay form. • Select **PROPERTIES** from the right click menu. • The modify Tree View window will open and the **AVAILABLE** sort methods are listed on the left side • The **GROUP BY** on the right side lists the currently selected sort option(s). • Drag and drop the option(s) between the 2 sides of the form to set the sort option you wish to use on the employee list. • Select **OK** to apply the change.
Payroll	**Payslips**	The Cost Centre entered on the employee record will print onto the heading of their payslip.

Reports ▸ Payroll	**Cost Centre**	The Cost Centre report will give you a breakdown of the salary expenses by cost centre.
		
		To run the report select the
		• Date Range
		• Cost Centres to report on.
		• Select if you require a page break between cost centres
		• Report Order, options are:
		    • Date
		    • Department
		    • Employee
		    • Transaction.
		By adding a report order you increase the level of detail shown on the report.
		
		The form to run the Cost Centre report is resizable. To change the size of the form click on the edge of the form and drag it to the size required. The maximise button is available to resize the form to fit the screen.

File	**GL Transfer**	A Cost Centre report will be printed with the GL Transfer report. The Cost Centre report will list the fee payer account codes that will have bills raised for the selected salary costs and the amount that will be charged.