

**Quickpay Payroll
For Windows
Operators Training Course**

A-1 Computer Centre

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Setting up initial defaults

Quickpay for Window is **Payroll Software** that allows you to calculate the wages for employees in a company. With Quickpay you enter the details of the employees, information about their statutory deductions such as PAYE and PRSI. Quickpay will calculate the gross to net pay. Details of all employees are held in Quickpay for the entire year and by using Quickpay systems and reports you can satisfy all Revenue obligations for many types of companies including retail service and manufacturing.

This training course will take you through the complete set-up and running of a payroll. It will show you how to produce a payroll where the calculations are completed automatically for salaried employees, paid weekly, there being no changes between the payroll period runs each week. How to pay an hourly waged employee, how to add an employee during the tax year and how to pay staff holidays.

Lesson 1.1 QUICKPAY STARTUP, USER CREATION AND QUITTING

- Objective** At the end of this lesson you will be able to login to Quickpay, create a new user and exit from the Quickpay application
- Overview** In common with most Windows' applications, Quickpay can be started in a number of ways: Start Menu, Shortcuts etc. Quickpay does need a valid **user login** on each startup.
- Details** To begin using your payroll software, Quickpay, you need to enter a username and a user password and to select the Quickpay Company you want to work with. If you need to login to login to Quickpay without choosing a particular company, use the user: **Manager**. This will allow you to start the software and update settings or create new companies. When logged in as manager you also have the ability to add new users or amend existing users. Quickpay is a Windows program and as such it can remain opened while you use some other application or data window. When you want to complete your work in Quickpay you can take an exit choice to close up the payroll application.

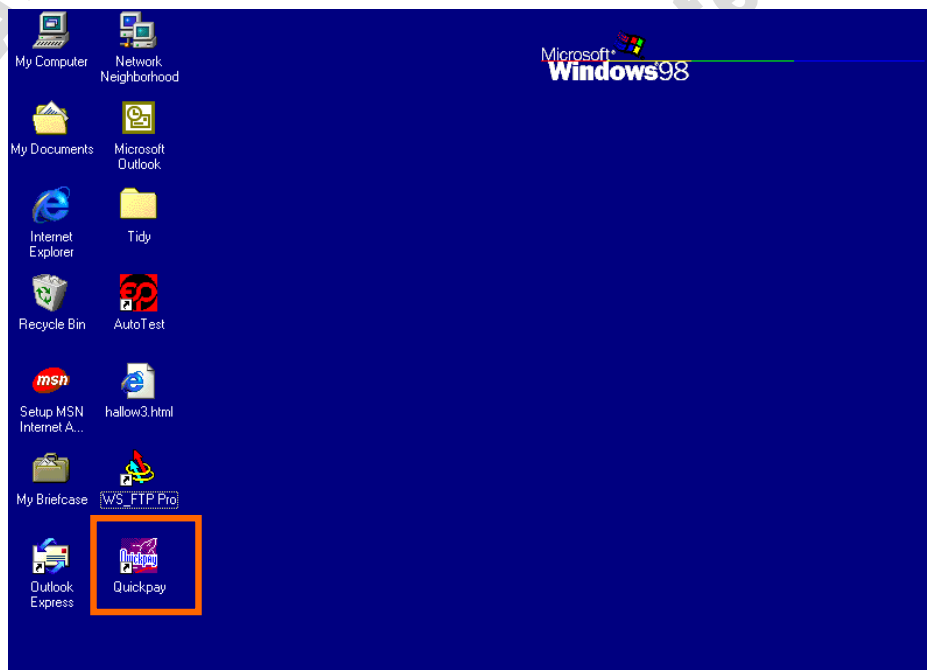
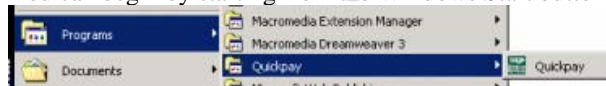


Figure 1 - Quickpay shortcut on the Windows Desktop

You can begin by starting from the Windows Start button



On starting Quickpay you are always presented with the Quickpay login screen. During a normal login you need to enter three items in this screen, a user name, a password and Company ID. When setting up employee and company details always login under the Username MANAGER. The default password under the Username Manager is PASS.

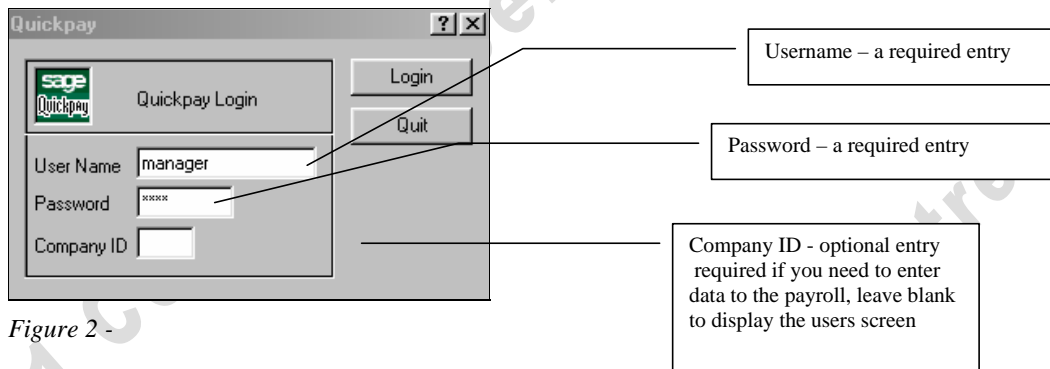


Figure 2 -

When you login as Manager, leaving the Company ID blank, the Quickpay Users screen will display.

User Name	Password	Valid Company IDs	Backup
MANAGER	PASS	ABCDEFGHIJKLMNOPQRSTUVWXYZ	Y
A1	A1	A	Y
TEST	ABC	A	N
			Y
			Y

Figure 3 -

There will always be at least one user already created in this Quickpay Users screen; the User called "Manager" will exist. On this screen you can create multiple users. You may need to create multiple users if there are several people administrating the payroll. You will have the necessity to create multiple companies if the employees within the company are paid at different frequencies, for example, some employees paid by the month, other paid by the week. For employees paid weekly you could, for instance, create Company A, and for employees paid monthly you could create Company B.

For day-to-day operations of the payroll you need to log into Quickpay as a registered user and enter the alphabetic letter of the company you need to work with.

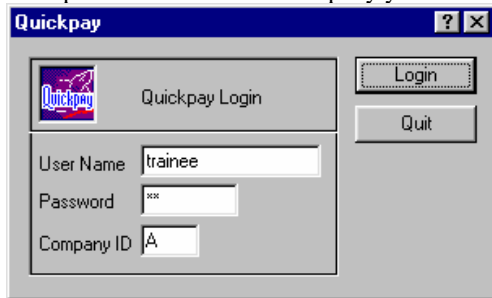


Figure 4 -

When logged in the Quickpay main screen will display



Figure 5 -

You can exit from Quickpay by choosing Exit from the Login menu choice or use the EXIT button from the Quickpay main screen

A Backup alert will display

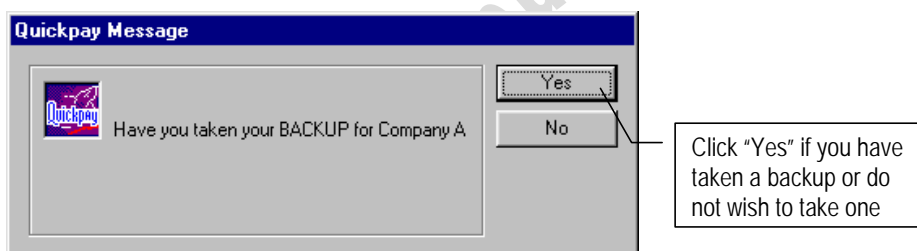


Figure 6 -

Practical Exercise 1.1.a STARTUP, USER CREATION AND QUITTING**Start Quickpay**

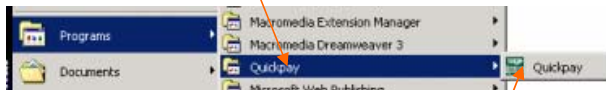
We will now start the Quickpay payroll application from the Windows Start Menu

ClickWindows **Start** Button

Point your mouse pointer on the Windows Start button and click once.

Click

Programs

**Click**the **Quickpay** menu group**Click**the **Quickpay** program icon

The Quickpay program will begin

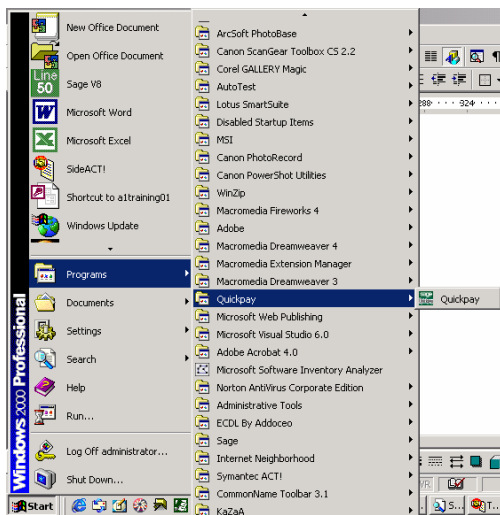


Figure 7 - Starting Quickpay from the Start Menu.

Login to Quickpay

On starting Quickpay you are always presented with the Quickpay login screen. During a normal login you need to enter three items in this screen, a user name, a password and Company ID. When setting up employee and company details always login under the Username MANAGER. The default password under the Username Manager is PASS.

The Quickpay Login Screen is shown:

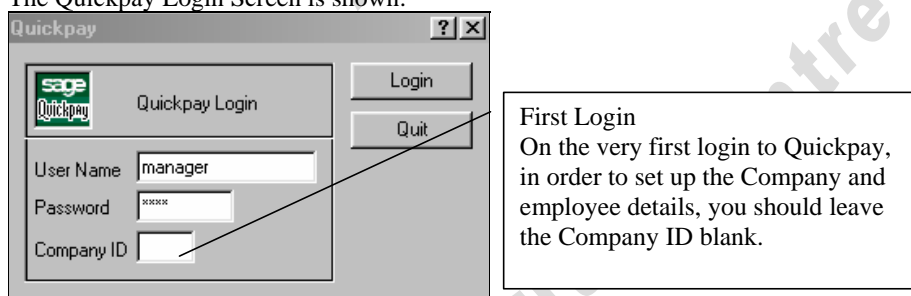


Figure 8 - Quickpay Login screen

Click into

Type

MANAGER

Press



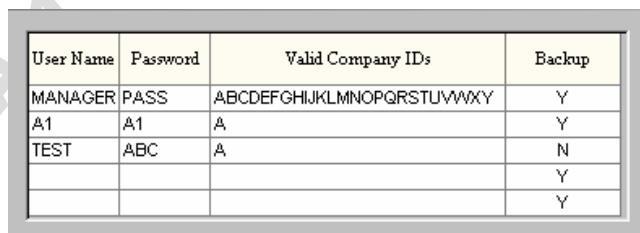
Type

PASS

Click



The Quickpay Users screen will now display.

A screenshot of the Quickpay Users screen showing a table with user information.

User Name	Password	Valid Company IDs	Backup
MANAGER	PASS	ABCDEFGHIJKLMNOPQRSTUVWXYZ	Y
A1	A1	A	Y
TEST	ABC	A	N
			Y
			Y

Figure 9- Quickpay Users Screen

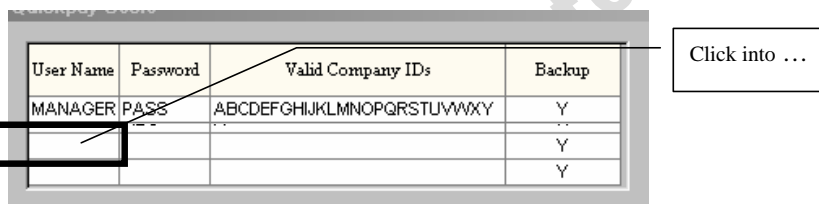
Create a Quickpay User

You will have at least one user already created in this screen; the User called "Manager" will exist. In this exercise we will create a new user and in future we will use that user when logging into Quickpay.

Check Figure 5 if you are unsure of any of the following instructions.

Click into

(the next available "User Name" field)

A screenshot of the Quickpay Users screen with a new empty row highlighted. A box is drawn around the empty "User Name" field in the new row, and an arrow points from the text "Click into ..." to this field.

User Name	Password	Valid Company IDs	Backup
MANAGER	PASS	ABCDEFGHIJKLMNOPQRSTUVWXYZ	Y
			Y
			Y

Click into ...

Figure 10 - Create New User Name

Type T R A I N E E

Click into (the "Password" field)

User Name	Password	Valid Company IDs	Backup
MANAGER	PASS	ABCDEFGHIJKLMNOPQRSTUVWXYZ	Y
TRAINEE			Y
			N
			Y
			Y

Click into ...

Type

A1

This will be used as the password for the "trainee" user when logging into Quickpay

Click into (the "Valid Company ID's" field)

User Name	Password	Valid Company IDs	Backup
MANAGER	PASS	ABCDEFGHIJKLMNOPQRSTUVWXYZ	Y
TRAINEE	A1		Y
			N
			Y
			Y

Click into ...

Type

AB

We will use two Quickpay companies, (A and B), to process the payroll for our sample company

Your Quickpay Users screen should look similar to Figure 11

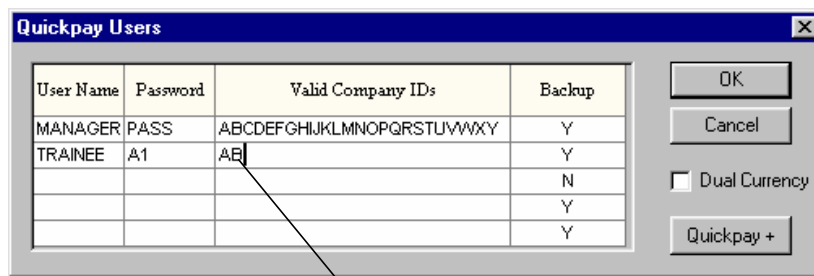
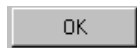


Figure 11 - Quickpay Users screen

The user "Trainee" will be allowed to open up and use the company A and Company B payroll

Click



The "Users" screen will close. The new user "Trainee" is now added to the Quickpay users list. The Quickpay Login screen will display.

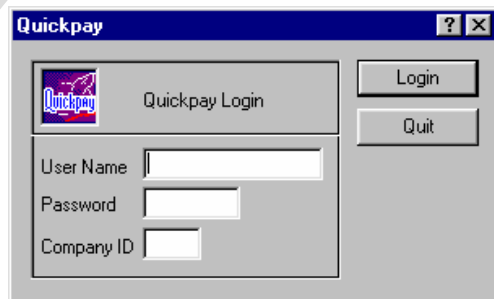


Figure 12 - Quickpay Login Screen

Login as a Quickpay User

For day-to-day operations of the payroll you need to log into Quickpay as a registered user. Users have been created in a previous lesson and we will login using the User called TRAINEE.

Click into

Type

TRAINEE

Press

To get to the
"Password"
field

Type

A1

When you type this it will show as - **. This is for security purposes – anyone looking will not see your password displayed!
Passwords and usernames are **not** case sensitive- you can type them in upper or lower case

Press

Type

A

To begin using
Company A

Your screen should look similar to Figure 8

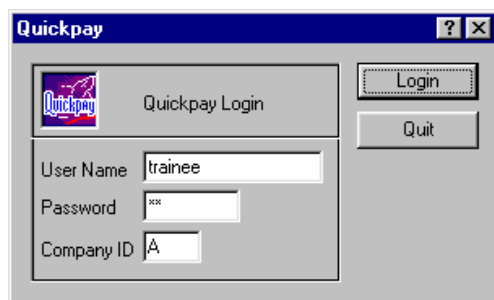


Figure 13- Logging in as user "Trainee"

Click



The Quickpay **Main Screen** will now display.

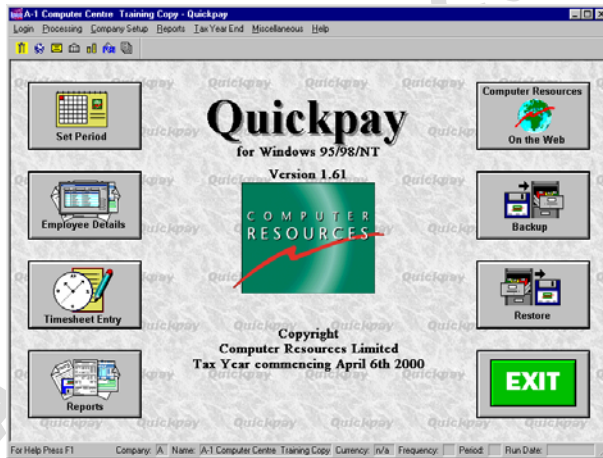
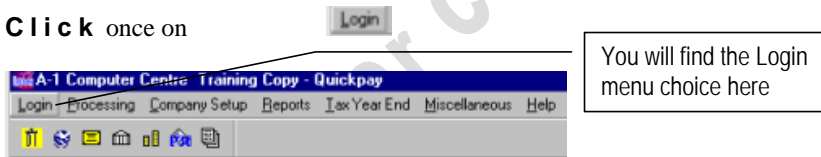


Figure 14 - You will have a Quickpay Main Screen similar to this

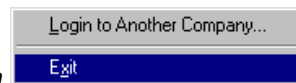
Quit from Quickpay

For this session we will not do any work in Quickpay. We have seen some start-up procedures. To complete this section of the training course we will learn about exiting from Quickpay.

Click once on



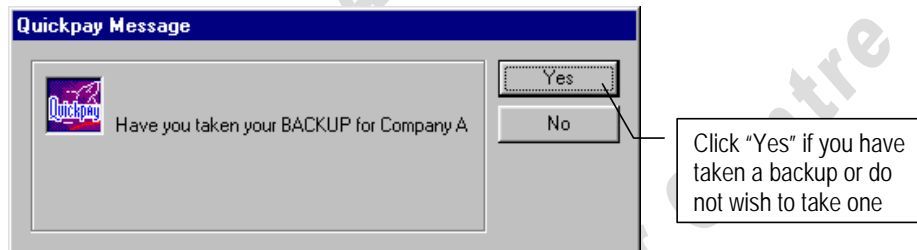
Menu choices will drop down



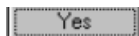
Click once on



A Backup alert will display



Click



Quickpay will close.

Lesson End

We have just created a new user and then logged into Quickpay under that User name. We have given that user the ability to use Company A and Company B. We then quit from Quickpay .

Summary

- ☐ Starting Quickpay
- ☐ Login as Manager
- ☐ Create a user and assign password
- ☐ Exit without backing up.

Practical Exercise 1.1.b STARTUP, LOGIN REVISION

1.

Start the Quickpay program

Login using username

MANAGER

Add a new user called

STAFF

Assign a password of

A1

Allow user to access companies A and B

Close the Quickpay Users screen and save the entered details

2.

You will be presented with the login box.

Type the user name **Staff** in the user name box.

Press the tab key to move to the Password field.

Type the password A1.

For the Company ID type the letter A.

Now click the login button once with your mouse.

Comment [MSOffice1]: Press the Tab key on your keyboard or use the Mouse to point and click into the Password field. Type the password PASS. (Spell). Do not fill anything in the Company ID field. Click the Login button once.

Comment [MSOffice2]: Using your mouse, click into the first available blank row underneath the Column heading "User Name". Type the user name STAFF. Use your mouse to click into the Password field for the Trainee user. Type the password A1 (letter A figure 1).

Comment [MSOffice3]: Use your mouse to click the cursor into the valid company ID's field. Anticipating that we will use two Quickpay companies to process the payroll for our sample business we will enter in A and B in this field. Type A, type B.

Comment [MSOffice4]: Use your mouse to click once on the OK button.

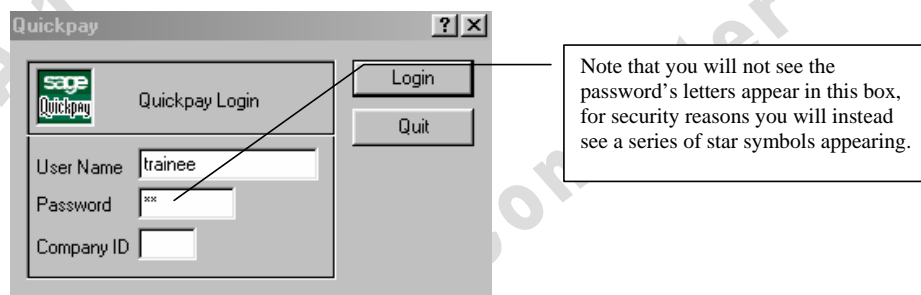


Figure 15 - Logging in after new user create

We have just created a new user and then logged into Quickpay under that User name. We have given that user the ability to use Company A and Company B.

By default, Quickpay has the ability to set up and configure a single company known as Company A. To work with multiple companies, either to process the payroll for multiple companies or to process employees within the one company at different pay frequencies you would need to complete the manager login for two companies. (This may require a phone call to register Quickpay use for another Quickpay company).

After logging in you are left at the Quickpay main screen.



Lesson 1.2 SET-UP COMPANY DETAILS, GENERAL AND CURRENT PERIOD

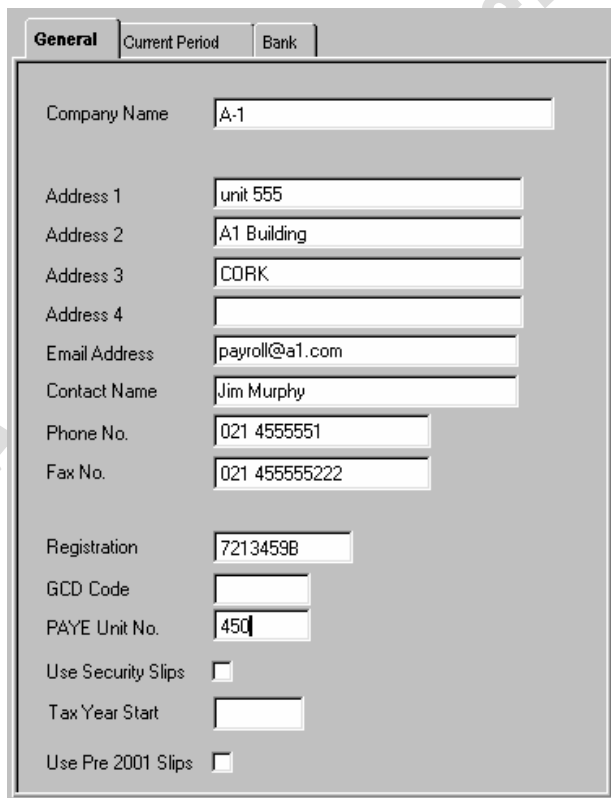
- Objective** At the end of this lesson you will be able to set up and save the company details in Quickpay, including General company details and current period
- Overview** The set up the company details this will include everything from the company name and address through to tax information. In this part of the course the main areas are: Current period settings of Payroll Run Date, Auto-calculation, Pay Frequency and General company details
- Details** Before entry of employees begins it is necessary to enter some global default items that will dictate how data for the individual employees will be entered later.



Figure 16 The Quickpay Main Screen

Setting up the General Company details will include the name, address and contact details of the company.

Before you enter data you must first choose the “field” to enter data into. Use either the mouse to point and click in the appropriate field or the tab key on the keyboard to move between individual fields before typing an entry.

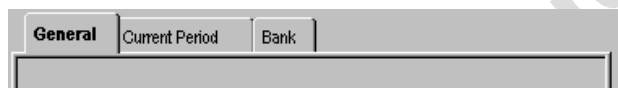


The screenshot shows a dialog box titled "General" with three tabs: "General", "Current Period", and "Bank". The "General" tab is selected. The form contains the following fields and values:

Field	Value
Company Name	A-1
Address 1	unit 555
Address 2	A1 Building
Address 3	CORK
Address 4	
Email Address	payroll@a1.com
Contact Name	Jim Murphy
Phone No.	021 4555551
Fax No.	021 455555222
Registration	72134598
GCD Code	
PAYE Unit No.	450
Use Security Slips	<input type="checkbox"/>
Tax Year Start	
Use Pre 2001 Slips	<input type="checkbox"/>

Figure 17 - Sample General Details

The complete company details dialogue box contains a number of sections. These sections are called “tabs”. You can see these tabs illustrated in Figure 13. The three tabs are called: **General**, **Current Period** and **Bank**.



The screenshot shows the top of the dialog box with three tabs: "General", "Current Period", and "Bank". The "General" tab is selected and highlighted.

Figure 18 Dialog Box Tabs

Current Period

You will need to move to the Current Period tab to enter in details relating to:

- Payroll Run Date
- Pay Frequency

Some of the fields in this box such as run date and pay frequency come accompanied with a drop down arrow. This allows us to select from choices rather than having to type an entry for each field.

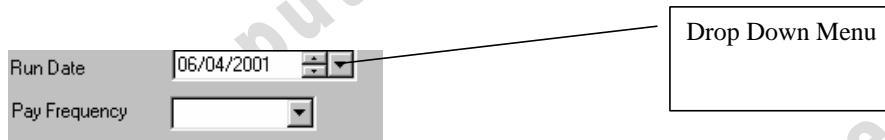


Figure 19 - Company Details, Current Period

Adjust Pay Frequency

The **Pay Frequency** choice indicates what period of time occurs between each run of the payroll. For instance- if employees are paid each month select “Monthly”.

If there are groups of employees paid with different frequency then you need to create another set of Quickpay data files for each group. Creating multiple Quickpay “companies” allows you to have multiple sets of Quickpay data files and to use a different pay frequency for each set. Creating another Quickpay company is done at the Manager login not from this Company Details screen.

The available pay frequency is:

- ☐ Weekly
- ☐ Monthly
- ☐ Fortnightly
- ☐ Bi-Monthly
- ☐ Four Weekly

Adjust Auto-Calculation Choice

In the common situation where the gross weekly wage does not change and does not require adjustments you can take advantage of a Quickpay feature called **Auto-Calculation**. With auto-calculation turned on QuickPay will allow you to calculate the payroll for the company for any required period without having to make a timesheet entry for each employee.

The screenshot shows a form with the following fields and controls:

- Run Date:** A date field showing '06/04/2001' with a drop-down arrow on the right. A callout box points to it with the text: "Drop Down Menu To choose a date".
- Pay Frequency:** A drop-down menu showing 'Weekly'.
- Holiday cleardown:** A numeric input field showing '0'.
- Insurable Weeks:** A numeric input field showing '0'.
- Auto Calculation:** A checkbox that is checked. A callout box points to it with the text: "Tick boxes" A tick means that the feature is turned on.
- Extra Pay Period:** A checkbox that is unchecked.

Two additional callout boxes point to the date field:

- "Spinner buttons" to increment or decrease the date one day per press (pointing to the small arrows on the date field).
- "Drop Down Menu To choose a date" (pointing to the arrow on the date field).

Figure 20 - Completed Company Details Current Period screen

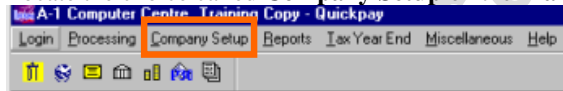
One Tab section is called Bank. The Bank section in the Company Details dialogue box would be used if employees were being paid their wages directly by Bank Transfer. (Paypath ®)

When you have completed the required Company Details for the company you will need to store them by clicking the Save button.

The screenshot shows the bottom of the form with three tabs: "General", "Current Period", and "Bank". The "Save" button is highlighted with a red rectangle. Below the "Save" button is a "Cancel" button.

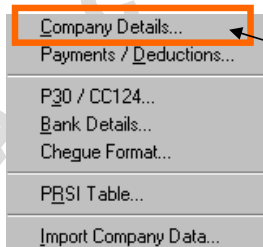
Practical Exercise 1.2.a COMPANY DETAILS GENERAL AND CURRENT PERIOD**Open the Company Details data entry screen**

Locate the choice called **Company Setup** on the **Main Menu**



Click Company Setup

Click Company Details once to display the company details screen



From the **Company Setup**
drop down menu.

Figure 21 Quickpay “Company Setup” drop-down menu from main menu

You are presented with the company details screen (Figure 17)

The General screen is shown. (General TAB is selected)

The screenshot shows the 'General' tab of a software interface. The 'Company Name' field is populated with 'A-1'. Below it are four 'Address' fields (Address 1 to Address 4), an 'Email Address' field, a 'Contact Name' field, a 'Phone No.' field, and a 'Fax No.' field. Further down are 'Registration', 'GCD Code', and 'PAYE Unit No.' fields. At the bottom are two checkboxes: 'Use Security Slips' and 'Use Pre 2001 Slips', both of which are currently unchecked. A 'Tax Year Start' field is also present. Two callout boxes are present: one pointing to the 'General' tab label and another pointing to the 'Fax No.' field.

Figure 22- Company Details

Enter General Details

We will now proceed to set up the General Company details.

The Company name is listed as A-1. Leave this as it is.

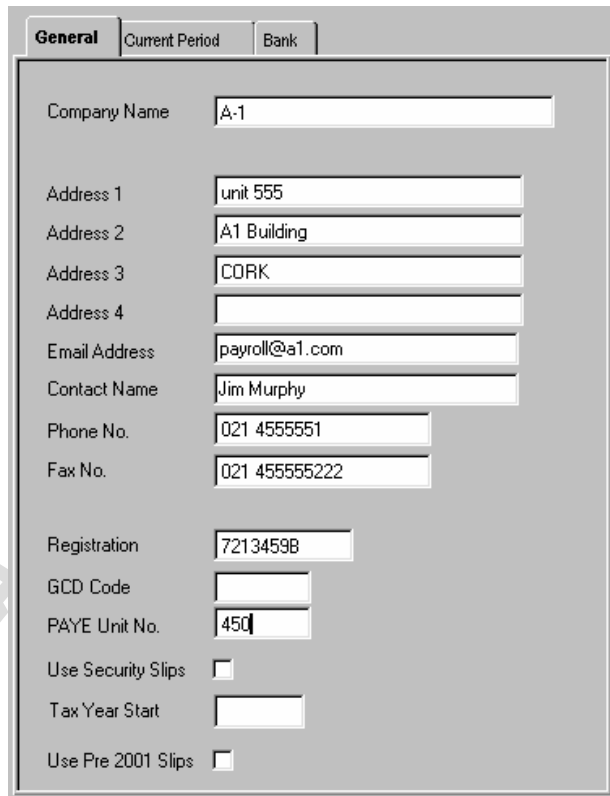
Type **Unit 555** In the Address 1 field

Type **A1 Building** In the Address 2 field

Type **Cork** In the Address 3 field

Type **payroll@a1.com** For the e-mail address

Complete the Company details as listed in Figure 23.



Field	Value
Company Name	A-1
Address 1	unit 555
Address 2	A1 Building
Address 3	CORK
Address 4	
Email Address	payroll@a1.com
Contact Name	Jim Murphy
Phone No.	021 4555551
Fax No.	021 45555222
Registration	7213459B
GCD Code	
PAYE Unit No.	450
Use Security Slips	<input type="checkbox"/>
Tax Year Start	
Use Pre 2001 Slips	<input type="checkbox"/>

Figure 23 - Completed Company Details data entry

Tabs

The complete company details dialogue box contains a number of sections. These sections are divided into tabs. You can see these tabs illustrated in Figure 19. The three tabs are called: **General**, **Current Period** and **Bank**.



Figure 24 Dialog Box Tabs

Current Period

We will now move to the Current Period tab to enter in details.

With your mouse:

Click once on the tab called **Current Period**.

For the purposes of this exercise we will assume that this company information is being set up at the beginning of the relevant tax year.

We will now use the drop down box to select the run date.

This drop down menu is illustrated in Figure 20.



Figure 25 - Company Details, Current Period

Adjust Run Date

The “Run Date” indicates when you will complete the first period of the payroll.

Click the drop down menu for the Run Date field



Select the date from the calendar as below.



The calendar will disappear; the selected run date is placed in the field.

Adjust Pay Frequency

Available pay frequency:

- ☐ Weekly
- ☐ Monthly
- ☐ Fortnightly
- ☐ Bi-Monthly
- ☐ Four Weekly

Click the drop down menu for the **Pay Frequency** field.

Select the weekly choice by **clicking** once on the word **Weekly**.
Our employees will be paid at the end of each week.

Adjust Auto-Calculation Choice

In the common situation where the gross weekly wage does not change and does not require adjustments you can take advantage of a Quickpay feature called **Auto calculation**. With auto-calculation turned on QuickPay will allow you to calculate the payroll for the company for any required period without having to make a timesheet entry.

Click on the Auto calculation choice to put a tick mark in that field.

Check Figure 26 to see the completed Company Details Current Period screen.

The screenshot shows a software interface with the following fields and annotations:

- Run Date:** A date field showing '06/04/2001' with a 'Drop Down Menu To choose a date' annotation pointing to its right side.
- Pay Frequency:** A dropdown menu showing 'Weekly'.
- Holiday cleardown:** A numeric input field showing '0'.
- Insurable Weeks:** A numeric input field showing '0'.
- Auto Calculation:** A checkbox that is checked, with a '“Tick boxes” A tick means that the feature is turned on' annotation pointing to it.
- Extra Pay Period:** An unchecked checkbox.
- “Spinner buttons” to increment or decrease the date one day per press:** An annotation pointing to the up/down arrows on the Run Date field.

Figure 26 - Completed Company Details Current Period screen

Bank

The remaining Tab section in the Company Details dialogue box is called Bank. The Bank section would be used if employees were being paid their wages directly by Bank Transfer. (Paypath ®)

Click the BANK Tab once

View the details on the Bank tab. We will not make an entry on this tab.

Save to Complete

You have completed the required Company Details for our sample training company. To record these details into your payroll software you will now click the Save button.



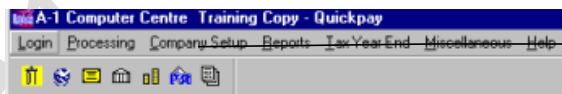
Click the Save button once.

Lesson End

Lesson 1.3 COMPANY SET-UP OF PAYMENT AND DEDUCTIONS.

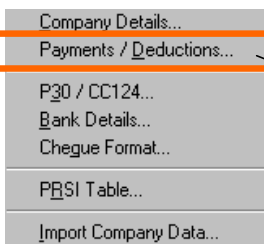
- Objective** At the end of this lesson you will be able to set up the company details in Quickpay, including Payment and deductions setup and adjustment
- Overview** The global settings of Hourly pay, Allowances and deductions determine how the **timesheets** for each employee will display. Items set-up or adjusted here will have a major bearing on how the payroll will calculate each period.
- Details** Before entry of employees begins it is necessary to enter some global default items that will dictate how data for the individual employees will be entered later.

Payments / Deductions are found on the Company Set-up choice from the Main menu.



You will find the Company Setup menu choice here

Figure 27 - Main Menu



The Payments Deduction choice.

Figure 28 - Company Setup drop down menu

Hourly Payments			Allowances			Deductions	
Name	Tax	Premium	Name	Tax	Holiday	Name	Balance
Basic	Y	1.00	Salary	Y	Y	Pension	Y
Time+1/2	Y	1.50					
Double	Y	2.00					

Figure 29 - Payments Deduction screen from Company Setup

Payments / Deduction Hourly Payments Elements explained

On the Payments / Deduction screen we will proceed to define the elements used in calculating the Gross payroll.

The Payments Deduction screen shows defaults that will be applied to any employees added to the Quickpay system.

The first panel shows hourly payments, the next one shows allowances, finally, deductions.

Hourly Payments			Allowances			Deductions		OK
Name	Tax	Premium	Name	Tax	Holiday	Name	Balance	Cancel

In hourly payments the panel is divided into:

- ☐ Basic
- ☐ Time and a Half
- ☐ Double

These are hourly payments paid to employee.

Hourly Payments		
Name	Tax	Premium
Basic	Y	1.00
Time+1/2	Y	1.50
Double	Y	2.00

Basic

If the employee is working in ordinary time they are paid a Basic rate, the section called Premium holds the number one. Having 1 in the Premium column means that an employee's Basic Hourly Rate (Basic) is multiplied by one. This would mean that on basic time their pay rate is exactly the same.

E.g.

Basic Rate of pay per hour is €15. With a Premium value of 1 we get $€15 \times 1 = €15$

Time + ½

An employee working outside ordinary time may be paid an increased hourly rate. In this table for time and a half, the premium is set to 1.5. An employee working at a time outside of their ordinary time will in this case get 1.5 times their normal hourly rate.

E.g.

Basic Rate of pay per hour is €15.

For Time + ½ with a Premium value of 1.5 we get $€15 \times 1.5 = €22.5$

Double

An employee working outside ordinary time, on a special occasion may get a double rate. The double rate in this default set up is rated a premium of 2. This means that an employee on double time will be paid twice their normal hourly rate.

E.g.

Basic Rate of pay per hour is €15.

For Double with a Premium value of 2 we get $€15 \times 2 = €30$

There are other rows available in Hourly payments allowing you the ability to enter say, treble time etc.

Hourly Payments		
Name	Tax	Premium
Basic	Y	1.00
Time+1/2	Y	1.50
Double	Y	2.00

Payments / Deduction Allowances Elements explained**Allowances**

In the Allowances section, by default the one entry here is Salary.

Employees may also accrue other allowances such as Bonus, Commission, and Expenses.

Allowances		
Name	Tax	Holiday
Salary	Y	Y

Deductions

In the deductions panel, it shows one default deduction of Pension.

Employees may accrue other deductions, which may be entered at this point, such as Savings, Loans, and Advances.

Deductions	
Name	Balance
Pension	Y

For many occasions, and for our purposes on this training course, the Payments & Deductions defaults are adequate.

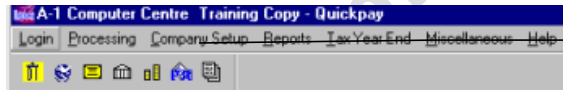
When Payment / Deductions are complete store them by clicking once on the OK button.

Hourly Payments			Allowances			Deductions	
Name	Tax	Premium	Name	Tax	Holiday	Name	Balance
Basic	Y	1.00	Salary	Y	Y	Pension	Y
Time+1/2	Y	1.50					
Double	Y	2.00					

Practical Exercise 1.3.a PAYMENT AND DECUCTIONS

We will now proceed with a practical exercise on Company Set-up by entering in information regarding payment and deductions.

Click once on the Company Set-up choice from the Main menu.

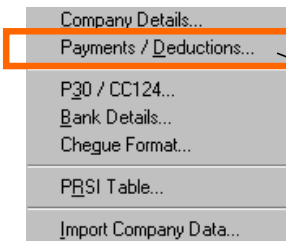


You will find the Company Setup menu choice here

Figure 30 - Main Menu

From the Company Set-up drop down menu

Click once on **Payments / Deductions**



The Payments Deduction screen will display.

Figure 31 - Company Setup drop down menu

Hourly Payments			Allowances			Deductions	
Name	Tax	Premium	Name	Tax	Holiday	Name	Balance
Basic	Y	1.00	Salary	Y	Y	Pension	Y
Time+1/2	Y	1.50					
Double	Y	2.00					

Figure 32 - Payments Deduction screen from Company Setup

Payments / Deduction Hourly Payments Elements explained

On the Payments / Deduction screen we will proceed to define the elements used in calculating the Gross payroll.

The Payments Deduction screen shows defaults that will be applied to any employees added to the Quickpay system.

The first panel shows hourly payments, the next one shows allowances, finally, deductions.

Hourly Payments			Allowances			Deductions		OK
Name	Tax	Premium	Name	Tax	Holiday	Name	Balance	

In hourly payments you can the panel is divided into:

- ☐ Basic
- ☐ Time and a Half
- ☐ Double

Hourly Payments		
Name	Tax	Premium
Basic	Y	1.00
Time+1/2	Y	1.50
Double	Y	2.00

These are hourly payments paid to employee. Each of these is a standard increment of payment and will suffice for most companies. We will not need to adjust any of these items for our sample training company.

There are other rows available in Hourly payments allowing you the ability to enter say, treble time etc. We will add an entry here.

Click into the next available blank field in the "Name" column

Type HAZARD

Click into the tax field

Type Y

Click Premium field

Type 3

Hourly Payments		
Name	Tax	Premium
Basic	Y	1.00
Time+1/2	Y	1.50
Double	Y	2.00

Allowances

An allowance is money paid to the employee. In the Allowances section, by default the one entry here is Salary. Employees may also accrue other allowances such as Bonus, Commission and Expenses.

Allowances		
Name	Tax	Holiday
Salary	Y	Y

Click into the next available blank field in the “Name” column

Type COMMISSION

Click into the tax field

Type Y

Click Holiday field

Type N

Deductions

Deductions are amounts of money taken from the employees pay. In the deductions panel, it shows one default deduction of Pension. Employees may accrue other deductions, which may be entered at this point, such as Savings, Loans, and Advances.

Deductions	
Name	Balance
Pension	Y

For many occasions, and for our purposes on this training course, the Payments & Deductions defaults are adequate we will not make any adjustments.

We will accept these Payment / Deductions and Hourly settings by clicking once on the OK button.

Hourly Payments			Allowances			Deductions	
Name	Tax	Premium	Name	Tax	Holiday	Name	Balance
Basic	Y	1.00	Salary	Y	Y	Pension	Y
Time+1/2	Y	1.50					
Double	Y	2.00					

Click once on the **OK** button now.

You are returned to the QuickPay Main Screen

Lesson End



Lesson 1.4 EMPLOYEE DETAILS

- Objective** At the end of this lesson you will be able to set up the Employee details in Quick pay, including employee general and tax details
- Overview** The items entered in Employee details determine how the **timesheets** for each employee will display. Items set-up or adjusted here will have a major bearing on how the payroll will calculate each period.
- Details** Entry of employee details will include entering information about each employee, in the company, at this pay frequency (weekly) including, Name, Address and any information that relates particularly to an employee with regard to their tax, wages calculations, including tax credits and standard rate cut-off point.



Figure 33 -Employee Details button from Quickpay Main Screen

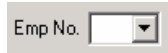
Figure 34 – Blank Employee Details screen

Employee Number

The first field is titled Emp No. (employee number).

In this field you can enter a unique identifying code for each employee.

Each employee must have an entry in this field so that each employee can be uniquely identified in the system.



Cost Code

You do not need to complete the entry of the cost code field if not required. If you enter a Cost code it can provide the ability to divide employees into say, departmental groups, for example, you could enter the code M if the employee was in the Marketing Department or P if the employee was in the Production Department. If cost codes are entered it allows the ability later of printing reports or analysing according to these cost codes which would mean in effect that we could see what our payroll costs were for Marketing, Production, Sales and so on.

Period tax figures

To complete the Period tax figures find these figures under advice from your local tax district; the figures will be different for each employee. The required data may be available from an employee Tax Deduction Card (illustrated on next page Insert Dept So we pay rates thing) or other tax documentation.

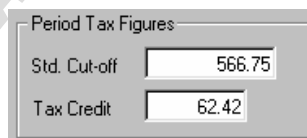


Figure 35- Sample Period Tax Figures

Enter Tax Status and PPS

To complete the tax status and enter the PPS (the RSI number) you will normally retrieve this number from tax documentation relating to the employee.

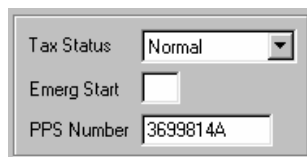


Figure 36- Sample entry for Status and PPS number

Pay Method

Available Quickpay methods of pay are:

- Cheque
- Cash
- Paypath
- Giro

Pay Method

Basic Hourly Rate

Standard Hours

Max Nett Pay

Round Nett Pay to

The base code is the highest rate within the PRSI class that relates to the employee. The alphanumeric code relating to the pay rate is based upon a circular produced by the Department of Social, Community and Family Affairs. For this sample employee we will select Base Code A1 and PRSI code A1. The A1 category will suit the majority of employees.

Base Code

PRSI Code

PRSI Lock ☐

Ins Wks Totl

Ins Wks Curr

The Details 2 tab of the Employee Details dialogue box – there is no need to complete any item in this area if the payroll period we are dealing with is starting at Week 1.

Details 1	Details 2	Payments / Deductions	Tax Deduction Card	Notes																												
<table border="1"> <thead> <tr> <th></th> <th>Gross Pay</th> <th>Tax Paid</th> </tr> </thead> <tbody> <tr> <td>Gross / Tax Ex P45</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Gross / Tax this Employ</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Gross / Tax To Date</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>			Gross Pay	Tax Paid	Gross / Tax Ex P45	<input type="text"/>	<input type="text"/>	Gross / Tax this Employ	<input type="text"/>	<input type="text"/>	Gross / Tax To Date	<input type="text"/>	<input type="text"/>	<table border="1"> <tbody> <tr> <td>Start Date</td> <td><input type="text"/></td> </tr> <tr> <td>Start Period</td> <td><input type="text"/></td> </tr> <tr> <td>Finish Date</td> <td><input type="text"/></td> </tr> <tr> <td>Finish Period</td> <td><input type="text"/></td> </tr> <tr> <td>Date of Birth</td> <td><input type="text"/></td> </tr> <tr> <td>Paid to Period</td> <td><input type="text"/></td> </tr> <tr> <td>Rounding B/F</td> <td><input type="text"/></td> </tr> <tr> <td>Rounding C/F</td> <td><input type="text"/></td> </tr> </tbody> </table>			Start Date	<input type="text"/>	Start Period	<input type="text"/>	Finish Date	<input type="text"/>	Finish Period	<input type="text"/>	Date of Birth	<input type="text"/>	Paid to Period	<input type="text"/>	Rounding B/F	<input type="text"/>	Rounding C/F	<input type="text"/>
	Gross Pay	Tax Paid																														
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Gross / Tax To Date	<input type="text"/>	<input type="text"/>																														
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Rounding B/F	<input type="text"/>																															
Rounding C/F	<input type="text"/>																															
<table border="1"> <tbody> <tr> <td>Bank Sort Code</td> <td><input type="text"/></td> </tr> <tr> <td>Bank Account No.</td> <td><input type="text"/></td> </tr> <tr> <td>Bank Account Name</td> <td><input type="text"/></td> </tr> <tr> <td>Mothers Maiden Name</td> <td><input type="text"/></td> </tr> <tr> <td>Taxable DisBen YTD</td> <td><input type="text"/></td> </tr> <tr> <td>Director</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Bank Sort Code	<input type="text"/>	Bank Account No.	<input type="text"/>	Bank Account Name	<input type="text"/>	Mothers Maiden Name	<input type="text"/>	Taxable DisBen YTD	<input type="text"/>	Director	<input type="checkbox"/>	<table border="1"> <thead> <tr> <th></th> <th>Due</th> <th>Taken</th> </tr> </thead> <tbody> <tr> <td>Holidays</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Cert. Sick</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Uncert. Sick</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>				Due	Taken	Holidays	<input type="text"/>	<input type="text"/>	Cert. Sick	<input type="text"/>	<input type="text"/>	Uncert. Sick	<input type="text"/>	<input type="text"/>				
Bank Sort Code	<input type="text"/>																															
Bank Account No.	<input type="text"/>																															
Bank Account Name	<input type="text"/>																															
Mothers Maiden Name	<input type="text"/>																															
Taxable DisBen YTD	<input type="text"/>																															
Director	<input type="checkbox"/>																															
	Due	Taken																														
Holidays	<input type="text"/>	<input type="text"/>																														
Cert. Sick	<input type="text"/>	<input type="text"/>																														
Uncert. Sick	<input type="text"/>	<input type="text"/>																														

Figure 37 - Details 2 Tab

Employee Details - Payment/Deductions

The Payment/Deductions tab of the Employee Details dialogue box. There are two major sections in this tabbed area –

- Allowances
- Voluntary deductions

Allowances are payments made to the employee.
Deductions are amounts taken from the employee.

Remember all the figures entered on the screen will correspond with a choice we took when setting up Company Details for the Payment Frequency. In our sample the Payment Frequency indicated in the Company Details screen was weekly, therefore, any amounts entered in this screen will relate to Weekly payments or deductions. In the Employee Details screen under the headings “Allowances and Voluntary Deductions” please remember that you can only enter an item here if you have already organised or accommodated for that item in the Payments Deductions section under Company Set-up. Figure 38 illustrates the relationship between Company Details and Employee Details – Payments/Deductions.

The image shows two overlapping windows from a software application. The top window is titled 'Payments / Deductions' and contains three tables: 'Hourly Payments', 'Allowances', and 'Deductions'. The 'Deductions' table has columns 'Name' and 'Balance', with 'Pension' listed under 'Name' and 'Y' under 'Balance'. The bottom window is titled 'Employee Details' and has several tabs, with 'Payments / Deductions' currently selected. It contains an 'Allowances' table and a 'Voluntary Deductions' table. The 'Voluntary Deductions' table has columns 'Name', 'Amount', and 'Balance', with 'Pension' listed under 'Name'. An orange arrow originates from the 'Pension' entry in the top window's 'Deductions' table and points to the 'Pension' entry in the bottom window's 'Voluntary Deductions' table, illustrating the connection between the two.

Name	Tax	Premium
Basic	Y	1.00
Time+1/2	Y	1.50
Double	Y	2.00

Name	Tax	Holiday
Salary	Y	Y

Name	Balance
Pension	Y

Employee Details

Emp No. 1 Forename Ted Surname Byrne Cost Code m No Timesheet

Details 1 Details 2 **Payments / Deductions** Tax Deduction Card Notes PRSI Details

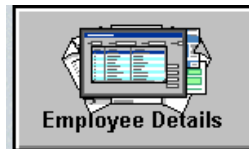
Name	Amount
Salary	

Name	Amount	Balance
Pension		

Figure 38 - Connection between Company Details and Employee Details

Practical Exercise 1.4.a EMPLOYEE DETAILS.

We are now going to proceed with an exercise to set up Employee Details. This will include entering information about each employee, including, Name, Address and any information that relates particularly to an employee with regard to their tax, wages calculations, including tax credits and standard rate cut-off point.



Click the Employee Details once with your mouse

Should you get any tax system alert or message boxes, **click** OK or appropriate buttons to clear the alert boxes. You will eventually be placed at the Employee Details screen as illustrated in Figure 39.

Figure 39 - Employee Details

We can now begin the entry of a sample employee to the Employee Details screen.

Employee Number

The first field is titled Emp No. (employee number).

In this field you can enter a unique identifying code for each employee.

Each employee must have an entry in this field so that each employee can be uniquely identified in the system.

Type **1**


as our first employee number, then

Press  key on your keyboard (cursor will move to the Forename field)

Forename

Type **Ted**

as the employee's forename

Press  key (cursor will move to the Surname field)

Surname

Type **Byeren**

as the employee surname

Press  key (cursor will move to the Cost Code field)

Cost Code

Cost Code

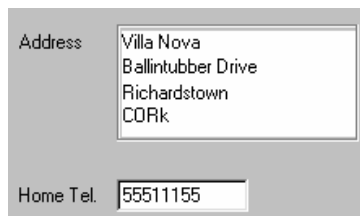
You do not need to complete the entry of the cost code field if not required. If you enter a Cost code it can provide the ability to divide employees into say, departmental groups, for example, you could enter the code M if the employee was in the Marketing Department or P if the employee was in the Production Department. If cost codes are entered it allows the ability later of printing reports or analysing according to these cost codes which would mean in effect that we could see what our payroll costs were for Marketing, Production, Sales and so on.

In the Cost Code field:

Enter **M** (a cost code that represents Marketing)

Move Using your mouse point and click into the Address field

Complete the Employee address and home telephone number as in Figure 41.

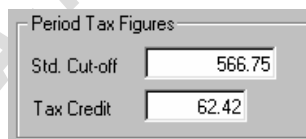


Address	Villa Nova Ballintubber Drive Richardstown CORK
Home Tel.	55511155

Figure 40 - Employee 1 Address

We will now complete the Period tax figures. You will find these under advice from your local tax district; the figures will be different for each employee. The required data may be available from an employee Tax Deduction Card or other tax documentation.

Complete the Period tax figures as illustrated in Figure 42.



Period Tax Figures	
Std. Cut-off	566.75
Tax Credit	62.42

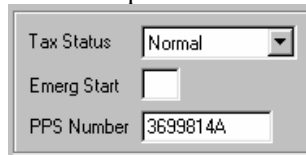
Figure 41- Period Tax Figures

Enter Tax Status and PPS

We will now complete the tax status and enter the PPS (the RSI number). Again, you will normally retrieve this number from tax documentation relating to the employee.

Complete the details as illustrated in Figure 43

Use the drop down box to select Tax Status **Normal** and type in the PPS number



Tax Status	Normal
Emerg Start	<input type="checkbox"/>
PPS Number	3699814A

Figure 42- Status and PPS number

Pay Method

We will now choose the method of paying this employee.

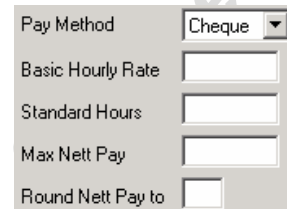
Move to the **Pay Method** field,
Click the drop down box
Choose **Cheque**

The employee will be paid by cheque.



Pay Method, drop down box
 Available Quickpay methods of pay are: Cheque, Cash, Paypath, and Giro

Since the employee will be paid a weekly rate we do not need to enter an hourly rate or standard for this employee.



Base Code

The base code is the highest rate within the PRSI class that relates to the employee.

The alphanumeric code relating to the pay rate is based upon a circular produced by the Department of Social, Community and Family Affairs. For this sample employee we will select Base Code A1 and PRSI code A1. The A1 category will suit the majority of employees.

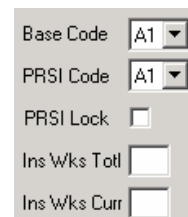
We will now use the drop down boxes in Base Code and PRSI Code to select the A1 category.

Move to the **Base Code** field
Click the drop down box
Choose **A1**

Move to the **PRSI Code** field
Click the drop down box
Choose **A1**

Pay Method, drop down box

Since we are setting up the payroll at week one, there is no need to complete the Weeks Total and Weeks Current boxes.



Employee Details - Payment/Deductions

The Payment/Deductions tab of the Employee Details dialogue box. There are two major sections in this tabbed area –

- Allowances
- Voluntary deductions

Employee Details

Emp No. 1 Forename Ted Surname Byrne Cost Code m No Timesheet

Details 1 Details 2 **Payments / Deductions** Tax Deduction Card Notes PRSI Details

Save

Allowances	
Name	Amount
Salary	

Voluntary Deductions		
Name	Amount	Balance
Pension		

Nett to gross

You can only enter an item here if you have already organised or accommodated for that item in the Payments Deductions section under Company Set-up

Figure 44 -

In this sample we will see that the Employee is paid a salary of £500, (this is £500 per week). And there is a voluntary deduction in order to pay an employee pension of £50.

Enter the amount of the Allowance – Salary

In the “Allowances” section:

Move your mouse and click the cursor into the **Amount** field for **Salary**
Type 500

Enter the amount of the Deduction – Pension

In the “Voluntary Deductions” section:

Move your mouse and click the cursor into the **Amount** field for **Pension**
Type 50

Save the Employee Details

We have completed set-up data entry for our first employee. To save the details you need to click once on the **Save** button. When you save the “Employee Details” screen will blank to allow you to enter the next employee if required.

Click your mouse on the **Save** button

The details of the first employee screen will disappear and a blank employee details form is displayed to allow you to enter the next employee if required

A-1 Computer Centre

A-1 Computer Centre

A-1 Computer Centre

Practical Exercise 1.4.b REVISION EXERCISE ON ENTRY OF EMPLOYEE DETAILS

You will enter in the details of the three employees as listed below. Remember that for each employee you will need to follow the steps outlined in the last practical session.

In particular, you will need to enter a **new employee number** for each employee entered. This number must be unique per employee. In our natural progression of employee entry we will assign numbers 2 through to 4 per employee.

When you have completed the entries for one employee make sure that you press the **Save button** to complete the entry and commit the details to Quickpay. You can then proceed to the next employee.

When you have completed the entry of the three additional employees you can click on the **Cancel** button on the Employee Details dialogue box. That will end your session in Employee details and return you to the Quickpay main screen

Employee Details

Emp No. Forename Ted Surname Byrne Cost Code m ☐ No Timesheet

Details 1 Details 2 **Payments / Deductions** Tax Deduction Card Notes

Allowances		Voluntary Deductions		
Name	Amount	Name	Amount	Balance
Salary		Pension		

Nett to gross

PRSI Details Save Ignore Cancel

Always save after entry of each employee details. Click once on the Save button to save.

Click once on the Cancel button, when you have finished entering all employees.

Figure 45 - Save and Cancel

Employee 2**Details 1 Tab**

Empl. No	2
Forename	Joe
Surname	O'Kieley
Cost Code	M
Address	128 The Rise
Address 2	Ocean Avenue
Address 3	The Lough
Address 4	Cork
Home tel.	021-555333
Standard Cut-off	565.44
Tax Credit	65.42
Employee Status	Normal
Pay Method	Cheque
Base Code	A1
PRSI Code	A1
Tax Status	Normal
PPS Number	3699814A

Payments Deductions Tab - Allowances

Salary	€650
Pension	€60

Employee 3**Details 1 Tab**

Empl. No	3
Forename	Kenny
Surname	Bush
Cost Code	P
Address	Woodview
Address 2	Woodpark
Address 3	Cork
Home tel.	021- 4356732
Standard Cut-off	€85.76
Tax Credit	€8.40
Employee Status	Normal
Pay Method	Cheque
Base Code	A1
PRSI Code	A1
Tax Status	Normal
PPS Number	3699814A

Payments Deductions Tab - Allowances

Salary	€20
Pension	€0

Employee 4**Details 1 Tab**

Empl. No	4
Forename	Catherine
Surname	Rourke
Cost Code	P
Address	Fantail Drive
Address 2	The Park
Address 3	Cork
Home tel.	021-4786512
Standard Cut-off	€86.20
Tax Credit	€26.60
Employee Status	Normal
Pay Method	Cheque
Base Code	A1
PRSI Code	AX
Tax Status	Normal
PPS Number	3699814A

Payments Deductions Tab - Allowances

Salary	€50
Pension	€0

Lesson 1.5 EDIT EMPLOYEE DETAILS

- Objective** At the end of this lesson you will be able to adjust Employee details in Quickpay, including employee general and tax details
- Overview** Because the items entered in Employee details determine how the **timesheets** for each employee will display it is important that the details are correct. Items may need changing due to entry errors or a change in employee circumstances.
- Details** To view or amend any Employee Details you would go back to the Employee Details Dialogue Box by using the Employee Details button from the Quickpay Main screen. On the Employee Details you need to choose the employee to adjust by clicking the drop down arrow on the “Employee Number” drop down menu. After changes are made to the employee details you need to complete by using the Save button to save the adjustments.



Clicking on the Employee Details button displays The Employee Details screen

Select Employee to adjust Details

To choose which employee you want to work with you click the Employee Number Drop Down menu, and choose one from the list
The details for the chosen employee are displayed

Once an employee is displayed you can modify any item on the employee screen, apart from the employee's unique identifying number, or employee number, which will be “greyed out”.

If a payroll run for one or more payroll periods have been processed you will find that many more of the fields will be “greyed-out” and not immediately adjustable through the Employee Details screen. (We will see later how amendments can be made to these fields even after Period Runs of payroll.)

If you are setting up a new company or have added employees to an existing company, it is always a good idea to double check the data entered to employee details before you run a payroll period.

Employee Details

Emp No. Forename Surname Cost Code

Number	First Name	Surname
1	Ted	Byrne
2	Joe	O'Kieley
3	Kenny	Bush
4	Catherine	Rourke

Address

Home Tel.

Pay Method

Basic Hourly Rate

Standard Hours

Max Nett Pay

Round Nett Pay to (value in euro)

Period Tax Figures

Std. Cut-off

Tax Credit

Tax Status

Emerg Start

PPS Number

Payslip Currency

Base Code

PRSI Code

PRSI Lock ☐

Ins Wks Totl

Ins Wks Curr

PRSI Employee

PRSI Employer

Pension Ded. YTD

Gross - Pension

Nett Pay YTD

PRSI Details

Save

Employee Number Drop-Down menu

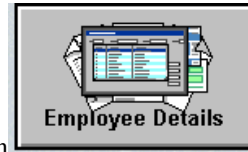
A list of all the entered employees in this company will display

Figure 47 – Drop-Down menu for employee names

Practical Exercise 1.5.a ADJUST EMPLOYEE DETAILS

In this exercise we will modify some employee details

From Quickpay main menu:



Click your mouse once on the Employee Details button

Click the Drop down arrow on the **Employee Number Drop Down menu** now

Click once on the employee named “Catherine Rourke”

Press ENTER

Select the Details 1 Tab



Change the address

From:
Address1 Fantail Drive
Address 2 The Park
Address 3 Cork

To:
Address Pixel Drive
Address 2 The Rise
Address 3 Cork

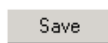
Select the Payments / Deductions Tab



Change the Salary amount to €365

Change the Pension amount to €45

Click The Save Button once



Click the Drop down arrow on the **Employee Number Drop Down menu** now

Click once on the employee named “Joe O’Kieley”

Press ENTER

Select the Details 1 Tab

Details 1

Change the address

From: Address1 128 The Rise
Address 2 Ocean Avenue
Address 3 The Lough

To:

Address 129 The Rise
Address 2 Oceans Avenue
Address 3 South Lough

Select the Payments / Deductions Tab

Payments / Deductions

Change the Salary amount to €825

Change the Pension amount to €85

Click The Save Button once

Save

Lesson 1.6 RUNNING THE PAYROLL

- Objective** At the end of this lesson you will be able to run the Quickpay payroll.
- Overview** When Company details are set-up and Employee details have been entered and checked you are ready to run the Payroll for a given period.
- Details** To run the payroll you need to Set Period. This action will calculate figures for the current period and set-up rollover figures for the coming period.

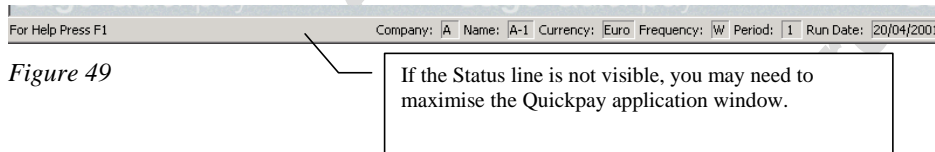
In order to do a payroll run for each period, in our case the Period is each week, you need to click on the Set Period button.



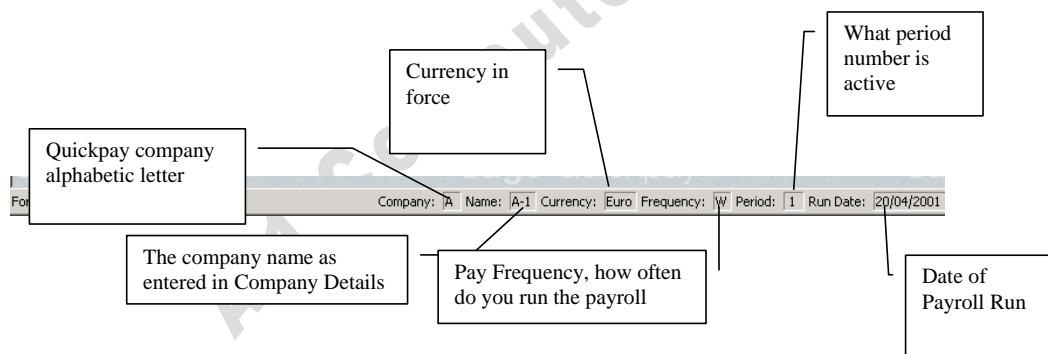
Figure 48 – Set Period Button on Quickpay main screen

By clicking on the Set Period button you set in train a number of events, the result of which is that the current period in this case, the week, will be processed and cleared and the next period, next week, will be set up in Quickpay.

Before proceeding with running a payroll for any period, take a look at the Status bar. The status bar is the last line you can see on the Quickpay screen. It is illustrated in Figure 49.



Note that items which we have set up for our company are listed on the status bar, Company A is indicated, the Company name, the currency in use, the frequency of payroll periods, in this case W for weekly and the a box is called Period. This box is currently blank since we have not yet run a payroll for any period yet.



RUN PAYROLL

Once the Set Period button is pressed to run the Payroll the Quickpay message “Are you sure you wish to start a new Period” will appear. (This is illustrated in Figure 50.)

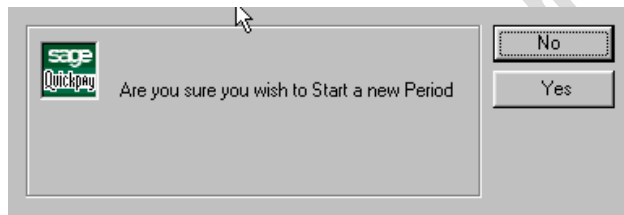


Figure 50

You can indicate that you wish to proceed with starting a new period by clicking once on the button marked Yes.

If there have been any adjustments in company or employee details since the last payroll run you will next be prompted with a Quickpay message asking if you wish to print **Audit Details**. (See Figure 52). In most cases if prompted to print audit details you would take the choice Yes.

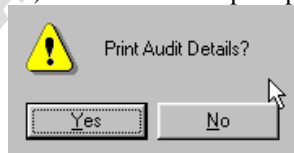
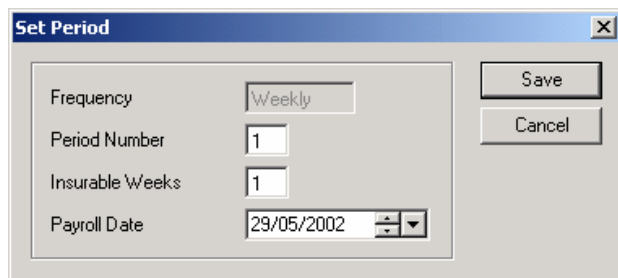


Figure 51 - Warning displayed because of added employees

The Set Period Dialog box



The Set Period dialog box will display after completion of printing. You will find that the Set Period dialog box will indicate what period the payroll is being run for.

In a normal business environment the first period payroll run would take place on the first period of the year. For example since the pay frequency set in our sample payroll is Weekly this first payroll run would have been done in the first week of the year. In that case the payroll date, displayed in the Set Period Dialogue Box, will match the Run Date displayed on your Status Bar.

The Payroll Date as indicated in the Set Period dialogue box is the date that will appear on Payslips printed. Once you have changed the date, you will click on the Save button to complete the Set Period dialogue box. Then you will be returned to the Quickpay main screen.

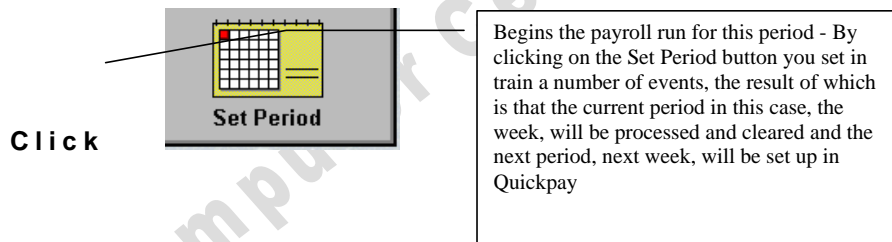
Your payroll run has then completed for the period. The “Set Period” option has processed all necessary wage calculations for this period and adjusted all payroll files ready for the next period. The “Run Date” indicator on the *status bar* will have changed to indicate the date you ran the payroll on.

Company: A Name: A-1 Currency: Euro Frequency: W Period: 2 Run Date: 11/02/2002

With the payroll run complete Quickpay has performed all necessary wage, tax and deduction calculations for you.

Practical Exercise 1.6.a EXERCISE: RUN THE PAYROLL

Now that we have entered Company and Employee details we are ready to run the Payroll for our first period. Period 1. In order to do a payroll run for each period, in our case the Period is each week, you need to click on the Set Period button.



Before proceeding with running our payroll for the first period, we will take a look at the Status bar. The status bar is the last line you can see on the Quickpay screen. It is illustrated in Figure 50.



Figure 52

If the Status line is not visible, you may need to maximise the Quickpay application window.

Note that items which we have set up for our company are listed on the status bar, Company A is indicated, the Company name, the currency in use, the frequency of payroll periods, in this case W for weekly and the a box is called Period. This box is currently blank since we have not yet run a payroll for any period yet.

The Quickpay message “Are you sure you wish to start a new Period” will appear.

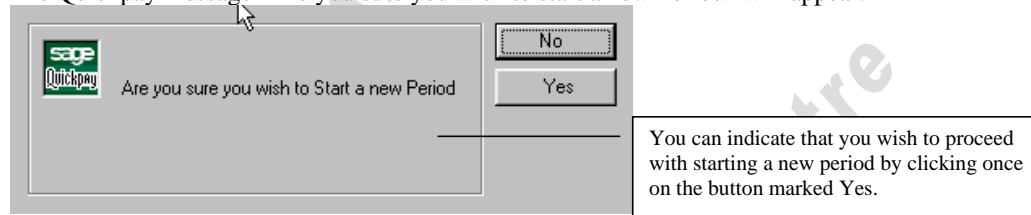


Figure 53

Should any alert or message box appear on screen you can close the box by clicking on Cancel or OK as appropriate.

You will next be prompted with a Quickpay message asking if you wish to print Audit Details.

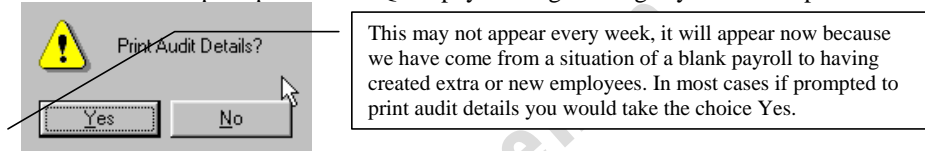


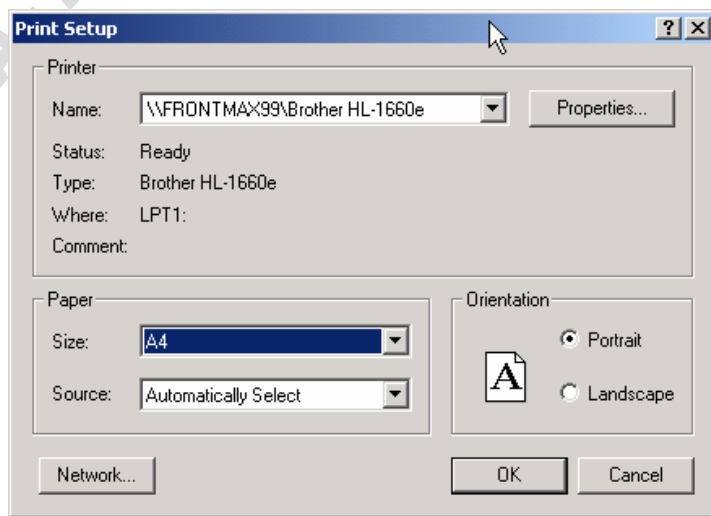
Figure 54 - Warning displayed because of added employees

Click YES

A set printer dialogue box will appear similar to below.

Adjust any printing choices required

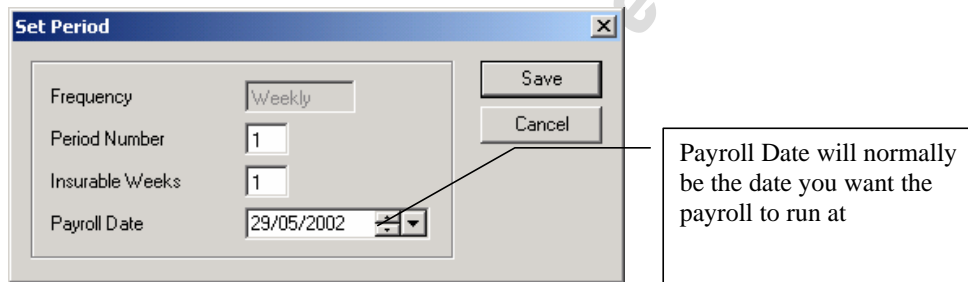
Click the **OK** button to send the report to the printer.



You can collect your printouts from the classroom-networked printer.

The Set Period dialog box will display

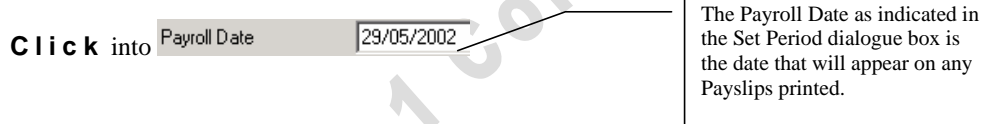
The Set Period Dialog box



You will find that the Set Period dialog box is indicating that we are running our payroll for Period No 1, which is correct. For this sample payroll it is the first time it has been run.

In a normal business environment the first period payroll run would take place on the first period of the year. For example since the pay frequency set in our sample payroll is Weekly this first payroll run would have been done in the first week of the year. In that case the Payroll Date, displayed in the Set Period Dialogue Box will match the Run Date displayed on your Status Bar.

In the case of the sample company in this training course the dates will not match. For the purposes of this exercise you will need to change the Payroll Date as indicated in your Set Period to 04/01/2002 (the first week of the year).



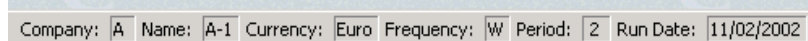
Click on the **Save** button

Then you will be returned to the Quickpay main screen.

Your payroll has now run and is complete for Period 1. The “Set Period” option has processed all necessary wage calculations for this period and adjusted all payroll files ready for the next period.

Look at the **Status Bar**

The “Run Date” indicator on the *status bar* will have changed to indicate the date you ran the payroll.



With the payroll run complete Quickpay has performed all necessary wage, tax and deduction calculations for you.

View changes made by running the Set Period option

We will now take a look at employee details to see how our Period 1 payroll run has affected the information displayed. Using Employee Details button we will look at changes to Employee 1. A number of fields which were previously editable have now been “greyed-out” indicating that you can no longer adjust these fields. The Standard Cut-off, Tax Credit, Base and PRSI Codes cannot be adjusted now that the payroll has been run and these fields have been automatically adjusted by Quickpay. On the Tax Deduction Card you will display the earnings, tax and PRSI for the selected employee.

In this screen you can see where the Gross pay entered has been affected by various voluntary and tax deductions including the PRSI table that this employee is on.

Open Employee Details

From the Quickpay main screen

Click The Employee Details button

Select Employee

Click Employee number drop down list

Select Employee 1

**Double
Click** On the Employee Record 1

Details for Employee No. 1, Ted Byrne are displayed.

You will see a number of fields which were previously editable have now been “greyed-out” indicating that you can no longer adjust these fields.

Comment [t5]: SCREEN
GRAB

An example of the fields no longer adjustable are: Standard Cut-off, Tax Credit, Base and PRSI Codes.

Click On the tab called Tax Deduction Card.

This will display the earnings, tax and PRSI for the selected employee.

In this screen you can see where the Gross pay entered has been affected by various voluntary and tax deductions including the PRSI table that this employee is on.

Click the Cancel button on the Employee Details screen.

The dialogue box will close; you are now back at the Quickpay main window.

Lesson 1.7 LESSON - REPORTS

Objective	At the end of this lesson you will be able to print Quickpay reports
Overview	Once a period has been set in order to run the payroll, you should then move to the reports section in order to print items such as payslips for employees and cost analysis reports for the company.
Details	Use the Reports menu to print reports and payslips

Typical reports

Typical reports printed after a payroll run would include Control Summary, Gross to Nett, Payslips, Cost report.

Cash Dissection report

The Cash Dissection report only relates to where people are literally paid in notes and coins.

Deduction list

The deduction list only needs to be printed off if you need some paper back-up of what the deductions are from your weekly payroll. The tax deduction card normally can be printed off at the end of the year, which will show the complete payroll on an employee-by-employee basis.

P30 report

Monthly reports to be printed off would include the P30 report, which is a statutory report and where the information from it would need to be returned to the Revenue Commissioners on a monthly basis.

Employee Details report

Employee Details report just contains the details, which have earlier been set up in relation to each employee.

P45 details

P45 details will contain all the information, which will be needed to be entered onto form P45, the cessation document when an employee leaves your employment.

Other Reports

The last five reports, the Cheques report, Credit Transfers, Cheque Register, Credit Transfer Register and Paypath Register would only be applicable to systems where the payroll is actually producing printed cheques or where employees are paid via an electronic system directly into their bank accounts.

Reports can be printed to printer and / or Previewed on screen

Practical Exercise 1.7.a REPORT PRINTING

We will now proceed to print and preview typical payroll reports.



Click once on the Reports button

The Reports Dialogue box as shown in Figure 55 is displayed.

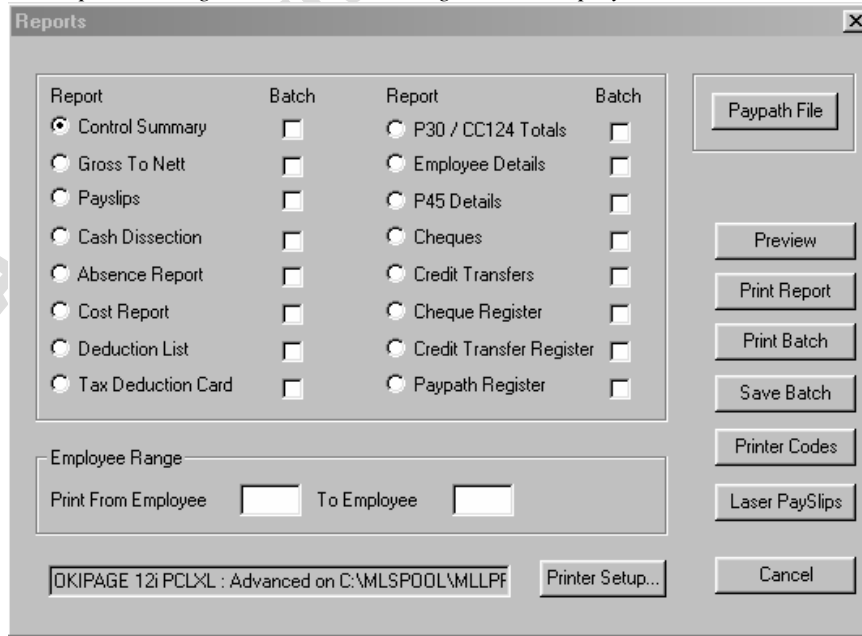


Figure 55

Preview the Control Summary Report

Click ☒ Control Summary

Click this "option button"

Click Preview

The report will be displayed on-screen

Quickpay Report Preview

Report printed at 12:38 on 29/05/2002 (A - euro)

A-1


Ver : 1.80 Page : 01
Date: 11/02/02 CONTROL SUMMARY REPORT Period No: W-02

< PAY ELEMENTS >			< VOLUNTARY DEDUCTIONS >			< GROSS TO NETT >	
TITLE	HOURS	AMOUNT	TITLE	AMOUNT	BALANCE	TITLE	TOTALS
Basic			Pension	139.67	279.34	Gross Pay	2183.95
Time+1/2						Pension	139.67
Double						Gross Txble	2044.28
						Tax	251.77
						'EE PRSI	103.68
						Oth Deds	
						Non Tax Pay	
Salary		2183.95				Nett Pay	1688.83
			< STATUTORY DEDUCTIONS >			Rounding BF	
			TITLE	EMPL'EE	EMPL'ER	Rounding CF	
			Tax	251.77			
			PRSI	103.68	234.21		

Note : * = Non Taxable Pay Adjustments

< PAY ELEMENT TOTALS >	< DEDUCTION TOTALS >	< PAY METHOD TOTALS >

Scroll using the Vertical Scroll bar view the end of the report

Click once on the Close Control window button 

The report window will close and you will be placed back at the reports window.

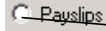
Print the Gross to Nett Report

Click 

Click 

Click this "option button" to select the Gross to Nett report.

The report will be printed to the printer

Preview the Payslips Report**Click**

Click this “option button” to select the Payslips report.

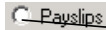
Click

The report will be displayed on-screen

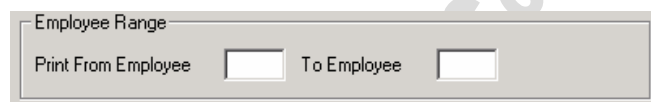
Scroll using the Vertical Scroll bar view the end of the report

Clickonce on the Close Control window button 

The report window will close and you will be placed back at the reports window.

Preview and Print a Payslips for an Individual Employee**Click**

Click this “option button” to select Payslips report.



Employee Range

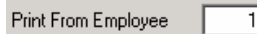
Print From Employee To Employee

Figure 56- Employee Range to individualise reports

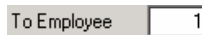
In the **Employee Range** section of the Reports dialog box,

Type

1 in the “Print from Employee” field

**Type**

1 in the “To Employee” field

**Click**

The report will be displayed on-screen

Quickpay Report Preview

A-1

Ted Byrne
STD CUT-OFF> 719.62

N 79.26 A1 02 11/02/02

euro

Salary	634.87	Tax	57.87	92.89	1269.74
		PRSI EE	31.43	60.63	126.98
		Pension	63.49	126.98	1142.76
					158.52
					1439.24
					92.89
					02
					68.57
					137.14
				punt eq.	379.67
634.87		152.79			482.08

Click



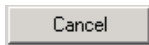
The report will be printed to the printer

Click once on the Close Control window button



The preview report window will close and you will be placed back at the reports window.

Click



to close the report dialog box

The report dialog box will close and you are returned to the Quickpay main window

Lesson 1.8 BACKUP

- Objective** At the end of this lesson you will be able to use the Quickpay backup feature to create a backup copy of the payroll data files to a floppy disk.
- Overview** You should make sure that your Payroll is backed up at regular intervals and is backed up at least once before and after you run a Period payroll. Each time you exit from Quickpay you will be prompted to run a Back-up. Quickpay can backup to a floppy disk drive or to any other selected drive or folder.
- Details** It is vital that an alternative copy of a company's payroll exists. There are many problems that cause damage to computer files. These problems can occur through accident or malicious attack and include: Power Cuts, power surges, hardware failures, software crashes, virus attack. If there is any problem with the payroll data you may not be able to read existing data or add new transactions. The Quickpay backup provides an easy way to ensure there is another copy of the account data files and it is recommended that you make a regular backup.
- While the Quickpay Backup provides a valuable method of securing your account data it may be restricted to backing up data to hard disk, floppy disk or network drives. Backing up onto multiple floppy disks will mean that damage to one floppy disk will make the entire backup un-usable. The ideal backup system is one where you can have the backup done on a scheduled basis and where a secure, removable media exists to back up onto e.g. a Tape Backup System. A backup should be removed from the business premises on a regular basis and stored at a second location.

Whenever you exit from Quickpay the alert message as in Figure 34 will appear.

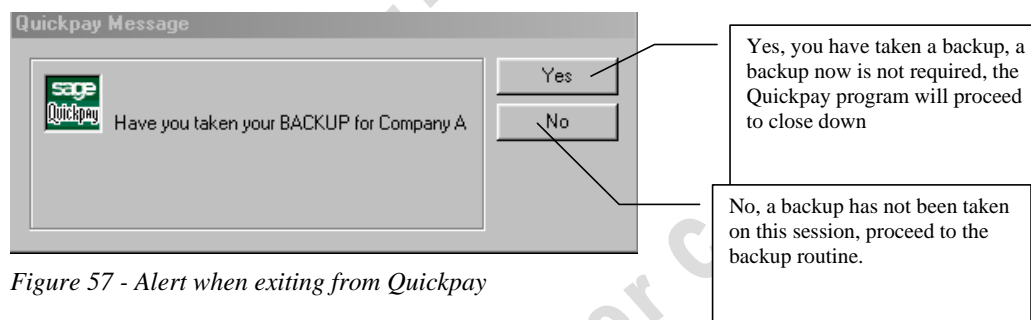


Figure 57 - Alert when exiting from Quickpay

If you have already backed-up your data you can click on the Yes button. When you click on the Yes button, Quickpay will complete its close down procedure. The Quickpay screen will close. If you click on the No button you will be brought to the Back-up/Restore Dialog box.

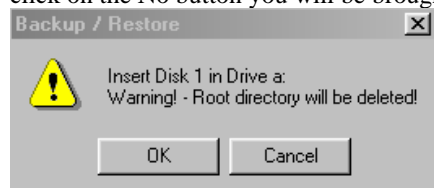


Figure 58 - backup / Restore Dialog Box

Clicking Cancel on the Back-up/Restore alert box will exit Quickpay without saving. Clicking OK with a disk in Drive A will begin backing up to floppy disk. Please note that you can also back-up to alternative locations, such as hard drives and network drives.

After a successful back-up to a floppy disk the Quickpay alert box "Backup Complete", indicating successful back-up, will appear as in Figure 59. Clicking OK on this box completes the backup and the exit procedure and leaves you back at the window's desktop.

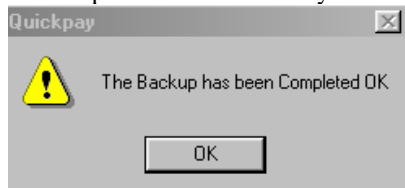


Figure 59 - Backup Complete Alert box

Rather than wait for the program to prompt you on exit you can choose to backup the data at any time by selecting the Miscellaneous Menu from the main menu. This is an appropriate choice when backing up just before a payroll run or major data addition or adjustment.

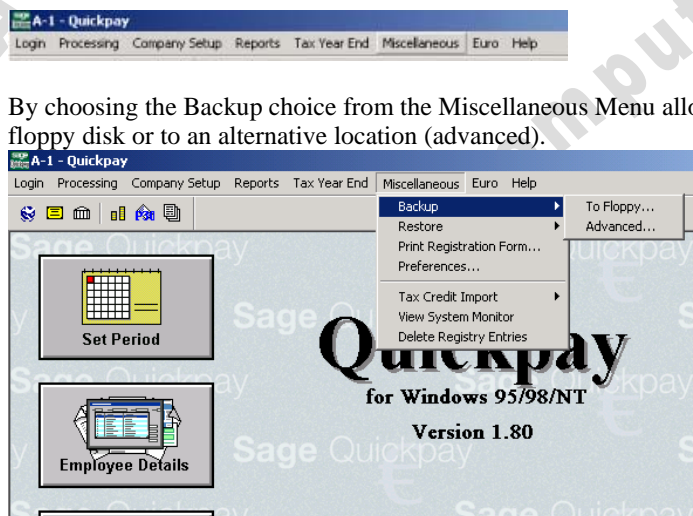


Figure 60- The Backup choice from the Miscellaneous menu

Practical Exercise 1.8.a PRACTICAL

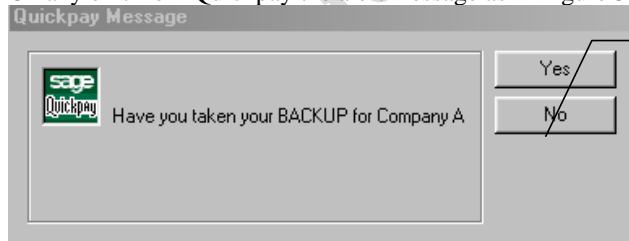
Exit from Quickpay

From the Quickpay main screen:

Click once on the EXIT button



On any exit from Quickpay the alert message as in Figure 34 will appear.

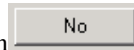


If you had backed-up before exiting or did not require a backup you could click on the Yes button. When you click on the Yes button, Quickpay will complete it's close down procedure. The Quickpay screen will close.

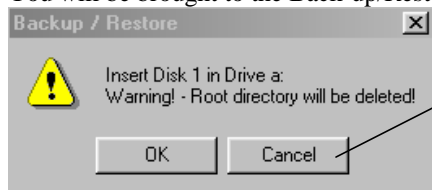
Figure 61 - Alert when exiting from Quickpay

Proceed to Quickpay Backup

Click once on the NO button



You will be brought to the Back-up/Restore Alert box.

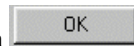


Clicking Cancel on the Back-up/Restore alert box will exit Quickpay without proceeding with the backup.

Figure 62- Backup / Restore Dialog Box

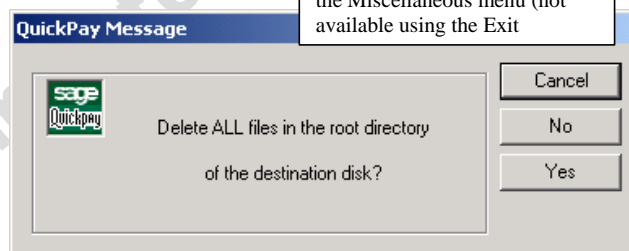
Insert a 3-½ inch Floppy Disk in the A: Floppy Drive

Click once on the OK button



Clicking OK with a disk in Drive A will begin backing up to floppy disk. Please note that Quickpay can also back-up to alternative locations, such as hard drives and network drives using the Advanced option from the Miscellaneous menu (not available using the Exit

If there is any data found on the floppy disk Quickpay will offer to delete all the data before proceeding with the backup. If you get this message click YES.



After successful back-up to a floppy disk the Quickpay alert box “Backup Complete” displays (as in Figure 64), indicating successful back-up.

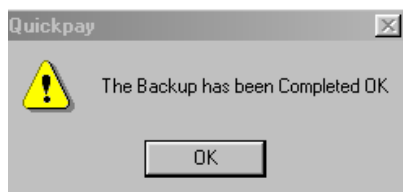


Figure 63- Quickpay alert box “Backup Complete”

Click once on the OK button 

Quickpay will close. You will be at the Windows screen

Practical Exercise 1.8.b PRACTICAL REVISION

Complete the following tasks:

- 1. Check the Employee Details**
- 2. Run payroll for the next period**
- 3. Preview necessary reports including payslips**
- 4. Exit from Quickpay taking the backup choice to floppy disk**

END OF PART ONE.

A-1 Computer Centre

A-1 Computer Centre

A-1 Computer Centre

Part 2 –

Lesson 1.9 ADJUSTMENT OF SALARIED EMPLOYEE DETAILS IN A TIMESHEET

- Objective** At the end of this lesson you will be able to erase a Quickpay Time Sheet and adjust Employee details
- Overview** Timesheets are used by Quickpay as part of the calculation process to generate a payroll. In our sample payroll setup we have enabled Auto Calculation. With Auto Calculation turned on Quickpay will create the payroll each period without the need for Timesheet Entry for each employee.
- Details** Using Auto Calculation without the need for Timesheet Entry for each employee is the most straightforward and efficient method of payroll production and is suitable where you are dealing with salaried employees where there are no changes to an employees wage, time, deductions etc from one period to the next.

Auto Calculation

Auto Calculation was turned on in part one of this training course by using Quickpay Company Details, Current Period Tab

The screenshot shows the 'Company Details' dialog box with the 'Current Period' tab selected. The 'Auto Calculation' checkbox is checked, indicating it is turned on. A callout box points to this checkbox with the text: 'Quickpay Company Details, Current Period with Auto Calculation turned on'.

Employee Details

In Part one of your training course we entered Employee Details. There may be the need to modify employee details, for instance, an employee's tax credit or standard tax cut-off may adjust at some point during their employment with your company. You would then need to adjust the employee details. You may remember that we looked at employee details earlier and saw that several of these fields were "greyed-out". To allow adjustments of these items when using Auto Calculations you need to look at Timesheets.

Figure 64-

Note that on the Details 1 tab of the Employee Details screen above, the Base Code and PRSI code, Standard Cut-off and Tax Credit fields are all “greyed-out”, non-editable fields.

If Auto Calculation is turned on then to edit Employee Details such as these, the process is that you have to bring up a time sheet for the employee concerned and then delete the time sheet.

If Auto Calculation is turned on you need to do this Timesheet process in order to be able to adjust any of these items:

- Tax Status
- Tax Table
- TFA
- PRSI details
- Gross Pay / Tax Paid

Quickpay automatically creates timesheets for each period partly based upon the information inputted on the Employee screen.

Since the timesheet has already been created for a current period you need to delete this timesheet and recreate it again so that the system has the correct information on the timesheet for creation of the payroll for this employee for the next payroll run.

Please note that this is a requirement even though we are not physically entering hours on the salaried employees timesheet.

The timesheet for an employee is erased using a choice in the Timesheet Entry.



Figure 65 - Time Sheet Entry Button

With an Employee Timesheet displayed (as illustrated in Figure 67) the delete button will erase this timesheet entry.

The dialog box titled "Timesheet Entry" contains the following fields and tables:

Employee Number: 3 Employee Name: Kenny Bush

Hourly Inputs			
Title	Hours	Rate	Value
Basic			
Time+1/2			
Double			

Allowance Inputs	
Title	Value
Salary	320.00

Voluntary Deductions		
Title	Value	Balance
Pension		

Holiday Periods: [] Holiday Days: []

Leaving: [] Certif. Sick: [] Insurable Weeks: 1

Finish Date: []/[/] []/[/] Uncert. Sick: [] Nett Pay: 261.67

Buttons: Save, Ignore, Delete, Payslip, Euro Payslip, NotePad, Exit

Figure 67 - Employee Timesheet

Because of the possibility of deleting a timesheet in error an alert dialogue box is displayed as in Figure 68.

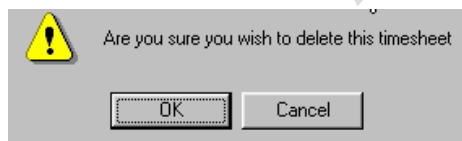


Figure 68 - Alert box

If you now indicate that you do want to delete the current timesheet, the timesheet for this Employee will be deleted.

Practical Exercise 1.9.a TIMESHEET AND EMPLOYEE DETAILS

Adjusting the employee details.

You may remember that we looked at employee details earlier and saw that several of these fields were “greyed-out”; we will now check this once more.

Start Quickpay

From the Quickpay Main screen:



Click your mouse once on the Employee Details button

The Employee Details screen or Dialogue box is displayed on screen

Select Employee to view Details

You need to choose which employee you want to view. To see a list of Employee names click the Employee Number Drop Down menu, and choose one from the list (this is illustrated in Figure 69.) Select any employee by clicking once into their record line. Once an employee is chosen from the list (selected) their record can be opened by double-clicking with the mouse or by pressing the ENTER key.

Click the Drop down arrow on the **Employee Number Drop Down menu** now

Click once on the third employee, “Kenny Bush”.

Press ENTER

The details for the chosen employee are displayed

Employee Details			
Emp No.	Forename	Surname	Cost Code
Number	First Name	Surname	
1	Ted	Byrne	
2	Joe	O'Kieley	
3	Kenny	Bush	
4	Catherine	Burke	

Figure 69- Choosing an Employee

View Details

Note that on the Details 1 tab of the Employee Details screen for Employee No. 3 the Base Code and PRSI code are “greyed-out”, non-editable fields as are Standard Cut-off and Tax Credit fields.

Having seen that some fields “greyed-out” and non-editable, we will leave the Employee Details dialogue box.

Click the cancel button once

(This will close the Employee Details screen without making any adjustments or deletions)

Time Sheet

In the event of Employee Details such as these being required for editing, the process is that you have to bring up a time sheet for the employee concerned and then delete the time sheet.



Figure 70 - Time Sheet Entry Button

To erase the timesheet for an employee

From the Quickpay Main screen

Click the Timesheet Entry button once

The timesheet entry dialogue screen is shown

The 'Timesheet Entry' dialog box contains the following elements:

- Employee Selection:** Fields for 'Employee Number' (with a dropdown arrow) and 'Employee Name'.
- Hourly Inputs Table:**

Title	Hours	Rate	Value
Basic			
Time+1/2			
Double			
- Allowance Inputs Table:**

Title	Value
Salary	
- Voluntary Deductions Table:**

Title	Value	Balance
Pension		
- Additional Fields:**
 - Holiday Periods:
 - Leaving: ☐
 - Finish Date: / /
 - Holiday Days:
 - Certif. Sick:
 - Uncert. Sick:
 - Insurable Weeks:
 - Nett Pay:
- Buttons:** Save, Ignore, Delete, Payslip, NotePad, Exit.
- Navigation:** A set of four arrow buttons (back, left, right, forward) at the bottom right.

Figure 71- Timesheet Entry

Select Employee to adjust Details

You need to choose which employee you want to work with. To see a list of Employee names you click the Employee Number Drop Down menu, and choose one from the list. Select any employee by clicking once into their record line. Once an employee is chosen from the list (selected) their record can be opened by double-clicking with the mouse or by pressing the ENTER key.

Timesheet Entry

Employee Number: [3] Employee Name: [Kenny Bush]

Number	First Name	Surname
1	Ted	Byrne
2	Joe	O'Keley
3	Kenny	Bush
4	Catherine	Rourke

Buttons: Save, Ignore, Delete, Pay Slip, NotePad, Exit

Input fields: Holiday Periods, Holiday Days, Leaving, Certif. Sick, Insurable Weeks, Finish Date, Uncert. Sick, Nett Pay

Figure 72-

Click the Drop down arrow on the **Employee Number Drop Down menu** now

Click once on the employee named **"Kenny Bush"**

Press ENTER

The Time Sheet details for the chosen employee are displayed

Employee number 3 timesheet is now displayed as illustrated in Figure 73

Timesheet Entry

Employee Number: [3] Employee Name: [Kenny Bush]

Hourly Inputs				Allowance Inputs		Voluntary Deductions		
Title	Hours	Rate	Value	Title	Value	Title	Value	Balance
Basic				Salary	320.00	Pension		
Time+1/2								
Double								

Buttons: Save, Ignore, Delete, Pay Slip, Euro Pay Slip, NotePad, Exit

Input fields: Holiday Periods, Holiday Days, Leaving, Certif. Sick, Insurable Weeks (1), Finish Date, Uncert. Sick, Nett Pay (261.67)

Figure 73 - Time sheet for Employee Number3- Delete Button highlighted

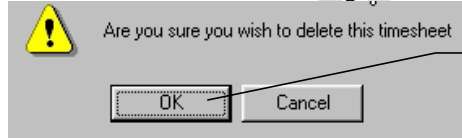
Delete the Timesheet

To eradicate the timesheet details for Employee No 3. We will use the delete button and confirm in the alert dialogue box (displayed as in Figure 74.)

Click the DELETE button once



A Confirm Delete the alert dialogue box will display



Click OK to indicate that you do wish to delete the current employee timesheet.

Figure 74- alert box

Click the **OK** button of this alert dialogue box

The timesheet for Employee No 3 has been deleted. The Timesheet will clear of all entries and the Employee number will reset.

Click **Exit** button to leave the Timesheet Entry Screen.

We will now take another look at Employee Details to see the change that the deleted timesheet has made.

View / Amend Employee Details

From the Quickpay Main screen:

Click your mouse once on the Employee Details button



The Employee Details screen or Dialogue box is displayed on screen

Select Employee to view Details

Choose which employee to view.

Click the Drop down arrow on the **Employee Number Drop Down menu**

Click once on the third employee, "Kenny Bush".

Press **ENTER**

The details for the chosen employee are displayed

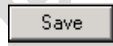
Note in the Details 1 tab that the Standard cut-off, Tax Credit, PRSI Code and Base Code fields are now shown as fields, which can be edited.

Click into the Tax Credit Field

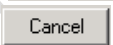
Type 45 to change the amount

Having adjusted any details you do need to click the Save button on the Employee Details Screen now to commit these items to Quickpay and then click the cancel button the exit the Employee Details screen.

Click SAVE



Click CANCEL



View the new Timesheet

Quickpay needs a timesheet entry to allow the payroll calculations for an employee. When you deleted the timesheet you deleted the timesheet that Quickpay had prepared for employee 3 for this period.

You made adjustments to the employee details and Quickpay has again created a time sheet for employee 3 for this period

To demonstrate that a new timesheet has been created for the employee:

Click the Timesheet Entry button once,

Choose Employee No. 3 from the Employee Number dropdown box

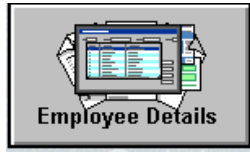
You will see that a timesheet for this employee is now again displayed and contains details of salary and any other assigned allowances or deductions. Click on the Exit button from the Timesheet Entry screen to close the Timesheet Entry dialogue box. You are now returned to the Quickpay main screen.

Lesson 1.10 NEW EMPLOYEE ARRIVING NOT AT START OF TAX YEAR

Objective At the end of this lesson you will be able to add a new employee into the payroll during the tax year.

Overview Where an employee joins your company from another company at some point of the tax year – (not at the beginning) there are some figures that need to be manually entered to the Employee details

Details The employee who joins will already have some tax earnings from the previous employment. They will bring with them a tax document called P45. The P45 will show gross earning from previous employment along with details of tax deducted. Previously when we set-up employees they were starting at week 1 of the tax year they did not have any cumulative amounts of wage or tax. Someone in mid of year will have these cumulative figures and you need to enter details of these. To enter you will use the Employee Details screen.

Practical Exercise 1.10.a NEW EMPLOYEE MID YEAR ENTRY

Create an employee with these details:

Emp. Number (use next number available)

Surname Hubert
Forename Cannon
Cost code: M

Having ascertained standard tax cut-off and tax credit details you would complete as below for details 1 tab

Details 1	Details 2	Payments / Deductions	Tax Deduction Card	Notes
<p>Address 123 Fireman Drive Shopville CORK</p> <p>Home Tel. 99922255</p>		<p>Pay Method <input type="text" value="Cheque"/></p> <p>Basic Hourly Rate <input type="text"/></p> <p>Standard Hours <input type="text"/></p> <p>Max Nett Pay <input type="text"/></p> <p>Round Nett Pay to <input type="text"/></p>		
<p>Period Tax Figures</p> <p>Std. Cut-off <input type="text" value="288.60"/></p> <p>Tax Credit <input type="text" value="27.40"/></p> <p>Tax Status <input type="text" value="Normal"/></p> <p>Emerg Start <input type="text"/></p> <p>PPS Number <input type="text" value="3699814A"/></p>		<p>Payslip Currency <input type="text" value="P"/></p> <p>Base Code <input type="text" value="A1"/></p> <p>PRSI Code <input type="text" value="A1"/></p> <p>PRSI Lock <input type="checkbox"/></p> <p>Ins Wks Totl <input type="text"/></p> <p>Ins Wks Curr <input type="text"/></p> <p>PRSI Employee <input type="text"/></p> <p>PRSI Employer <input type="text"/></p> <p>Pension Ded. YTD <input type="text"/></p> <p>Gross - Pension <input type="text"/></p> <p>Nett Pay YTD <input type="text"/></p>		

Move to details 2 tab

Details 1	Details 2	Payments / Deductions	Tax Deduction Card	Notes

The following details are got from Employee, p45 or tax office

Start date with this company

Start period: what period is in force when the employee joins. E.g. week 3 of a weekly pay frequency is Period 3)

For Start Date

Enter 21/02/2002

For Start period

Enter 4

For Gross Tax Ex P45 Gross Pay

Enter 1000

For Gross Tax Ex P45 Tax Paid

Enter 100

For Gross Tax this Employ Gross Pay

Enter 0

For Gross Tax this Employ Tax Paid

Enter 0

Gross Pay		Tax Paid	
Gross / Tax Ex P45	<input type="text"/>	<input type="text"/>	
Gross / Tax this Employ	<input type="text"/>	<input type="text"/>	
Gross / Tax To Date	<input type="text"/>	<input type="text"/>	

Bank Sort Code	<input type="text"/>
Bank Account No.	<input type="text"/>
Bank Account Name	<input type="text"/>
Mothers Maiden Name	<input type="text"/>
Taxable DisBen YTD	<input type="text"/>
Director	<input type="checkbox"/>

Start Date	<input type="text"/>
Start Period	<input type="text"/>
Finish Date	<input type="text"/>
Finish Period	<input type="text"/>
Date of Birth	<input type="text"/>
Paid to Period	<input type="text"/>
Rounding B/F	<input type="text"/>
Rounding C/F	<input type="text"/>


	Due	Taken
Holidays	<input type="text"/>	<input type="text"/>
Cert. Sick	<input type="text"/>	<input type="text"/>
Uncert. Sick	<input type="text"/>	<input type="text"/>

Move to details Payments / Deductions tab

Details 1	Details 2	Payments / Deductions	Tax Deduction Card	Notes
-----------	-----------	------------------------------	--------------------	-------

Enter **250** as salary

Allowances	
Name	Amount
Salary	

Click  (to save the employee details)

Lesson 1.11 PAYING EMPLOYEES BASED ON AN HOURLY RATE

Objective At the end of this lesson you will be able to add a new employee into the payroll during the tax year and have the wage calculations for this employee done on an hourly basis.

Overview With a wage based on a set weekly gross salary the implication is that the employee is paid the same regardless of time worked. Where an employee is paid by the hour a standard weekly wage is not applicable. The amount paid to the employee may be more or less depending on total hours worked.

Details Paying employees based on an hourly rate is dependant on the Set-up done in Employee Details and the hours entered in Timesheet for each payroll period. For each hourly employee you must set the amount paid per hour, the standard hours worked each week and the rates paid for any extra hours worked.

The total amount of hours worked goes into the timesheet each week before payroll run. The hours and their breakdown form the basic of the calculation from gross to net wage.

To adjust the hours to be paid in the current period you click the Timesheet entry button from the Quickpay main screen then choose the employee whose hourly inputs are to be adjusted.

Consider how many hours the employee has worked. If the employee had worked the maximum amount then you would the Hours portion of Hourly Inputs as is and save. If the hours worked is less than the default hours (39) enter the amount in place of the default hours. If the hours worked is more enter the extra time. The extra time gets entered at different rows depending on how many would be paid at 1.5 or double time etc

Practical Exercise 1.11.a CREATE A NEW EMPLOYEE

Create an employee with these details:

Emp. Number (use next number available)

Surname Brit
Forename Neary
Cost code: S
Address: Villa Dranca
The Cove
Reids Road
Dundalk

Having ascertained standard tax cut-off and tax credit details you would complete as below for details 1 tab

Standard Cut Off	350
Tax Credit	39
Base Code and PRSI Code	a1
PPS Number	3699814a
Tax status	Normal
Pay Method	Cheque

Basic Hourly Rate	10
Standard Hours	39

Move to details 2 tab



The following details are got from Employee, P45 or tax office

Start date with this company

Start period: what period is in force when the employee joins. E.g. week 3 of a weekly pay frequency is Period 3)

For Start Date

Enter 21/02/2002

For Start period

Enter 4

For Gross Tax Ex P45 Gross Pay

Enter 1000

For Gross Tax Ex P45 Tax Paid

Enter 100

For Gross Tax this Employ Gross Pay

Enter 0

For Gross Tax this Employ Tax Paid


Enter 0

Gross Pay		Tax Paid	
Gross / Tax Ex P45	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross / Tax this Employ	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross / Tax To Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bank Sort Code	<input type="text"/>
Bank Account No.	<input type="text"/>
Bank Account Name	<input type="text"/>
Mothers Maiden Name	<input type="text"/>
Taxable DisBen YTD	<input type="text"/>
Director	<input type="checkbox"/>

Start Date	<input type="text"/>
Start Period	<input type="text"/>
Finish Date	<input type="text"/>
Finish Period	<input type="text"/>
Date of Birth	<input type="text"/>
Paid to Period	<input type="text"/>
Rounding B/F	<input type="text"/>
Rounding C/F	<input type="text"/>

	Due	Taken
Holidays	<input type="text"/>	<input type="text"/>
Cert. Sick	<input type="text"/>	<input type="text"/>
Uncert. Sick	<input type="text"/>	<input type="text"/>

Click  (to save the employee details)

At period end you will now proceed to enter the Timesheet details for this employee.

Timesheet entry

Click the Timesheet entry button from the Quickpay main screen

Choose the employee whose hourly inputs basic is already listed

Consider how many hours the employee has worked. If the employee had worked the maximum amount then you would the Hours portion of Hourly Inputs as is and save. If the hours worked is less than the default hours (39) enter the amount in place of the default hours. If the hours worked is more enter the extra time. The extra time gets entered at different rows depending on how many would be paid at 1.5 or double time etc

This employee has worked 10 extra hours.

ENTER 5 hours as Time + ½

ENTER 5 hours as Double time

Click Save (Saves the timesheet)

Click Exit to exit from timesheet entry

The data entered on this timesheet will be used to calculate this employees' wage when the next payroll period is set.

Lesson 1.12 HOLIDAY PAY

Objective At the end of this lesson you will be able to adjust the timesheet to ensure that the wage calculations for an employee take a holiday period into account..

Overview When an employee is due to go on holiday leave the amount of pay they will receive will be equal to the amount for the current week plus the amount due for the weeks on which the employee will be on holiday.

For instance an employee taking 2 weeks holiday will be due:

Current week + 2 holiday weeks = 3 weeks payment in total

You will need to indicate this in timesheet for each employee on leave.

In the Holiday Periods field enter how many on holiday periods the employee is taking. This is a choice available for the weekly and fortnightly employees. In our sample training company the employee is taking 2 weeks break therefore you would enter 2 into the Holiday Periods field.

Quickpay will calculate to Nett Wage and all tax /PRSI deductions as appropriate. This Emp will not appear on runs of the payroll of those 2 weeks of holiday.

If holiday pay is due to an employee who is paid on hourly rate the amount of hours of the holiday plus the hours worked in the current week are entered.

For a 2-week holiday period it will not do to simply enter 2 in the Holiday periods you must also enter hours worked into the Hours column enter.

2 weeks holidays @ 39 hours per week + current 39 hour week = 117

117 is entered in the basic hours field