


Time & Attendance + Payroll



HRPay

Time & Attendance + Payroll

Version 2.46

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Using this manual

This manual is divided into four sections:

Section 1 - Introduction - provides an overview of the features and capabilities of the product and outlines the overall structure/architecture of the product. In addition, the common user interface elements are detailed.

Section 2 - Getting Started - details what happens when you start HRPay for the first time and outlines the steps involved in setting up a new company in HRPay and the use of the Setup Assistant. It is recommended that you read this section before creating a company of your own.

Section 3 - Using the System - provides a complete description of every function and report in HRPay with step-by-step instructions. The overall structure of the topics in this section is as follows:

Re-direct Supplier Transactions

This function "re-routes" all transactions for a specific supplier to another number. In effect, all references to a specified supplier account in the system are replaced by a new Supplier ID number. This may be necessary if a supplier is given two discrete Supplier ID Codes and transactions are divided between the two. This function may also be used if it is decided to give a supplier a new meaningful Supplier ID Code.

To access this function, select Re-direct Supplier Transactions from the Purchases menu. This will cause the following screen to be displayed.



The Original Supplier ID field is used to enter the account from which transactions are to be re-directed.
The Change to Supplier ID field is used to enter the account into which transactions are to be re-directed.
Click the OK button to process the changes or the Cancel button to cancel the operation.

Note: This operation should be used with caution. It is recommended that a new supplier account be created to which the transactions are initially re-directed. The transactions are then examined, and found to be satisfactory, the transactions are then moved to the new account to the intended destination account.

To proceed with the re-direct operation:

1. Enter the ID code of the supplier account from which transactions are to be re-directed into the Original Supplier ID: field and press <Tab>. The lookup button may be used to select the supplier account.
 2. Enter the ID code of the supplier account in which the transactions are to be re-directed into the Change to Supplier ID: field and press <Tab>. The lookup button may be used to select the supplier account.
- Click the OK button to move the transactions, or click the Cancel button to cancel the operation.

Introduction & background information about the function or report and its use.

How the function or report is started.

What you should see when you launch the report or function.

A summary of the fields and specific buttons on the screen.

Function-specific notes and warnings or additional information.

Step-by-step instructions on using the function or generating the report.

Section 4 - Getting Assistance - outlines the various resources that are available to help you in using HRPay effectively.

The manual concludes with an Index which may be useful in finding a topic.

HRPay - Time & Attendance + Payroll

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HRPay is an integrated system that manages employee time and attendance and handles all of the payroll tasks for small to medium size businesses.

The version covered by this manual is designed for the Irish market and includes all of the PAYE and PRSI parameters and rules needed to process payroll automatically under the Irish tax system.

HRPay is designed and marketed by Aquila Technology, the developers of Artemis Accounts II. As such, it can be used as a standalone application, or linked to Artemis Accounts II to provide a completely integrated financial solution.

Special thanks to:

Michael Rogers and Marc Norman at Docs n Demand.

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Part

1

Introduction

1.1 About HRPay

HRPay is a family of products which provide Payroll and Time & Attendance functionality for small to medium sized businesses. Unlike other products on the market, it retains all of the historical information that is entered on a daily, weekly, or monthly basis and uses this information to provide additional functionality to the user.

This makes HRPay more than a payroll package. A quick look at the product features will show that, compared to standard payroll packages, HRPay automatically handles a multitude of tasks that usually require manual intervention, or additional software.

As with all Aquila Technology products, HRPay is based on the award-winning Paradox® database, combined with a native code compiled application, to give unparalleled speed and functionality in a compact installation.

The six members of the HRPay family are:

	Standard	Plus
HRPay 5	Single company. Up to 5 employees	Unlimited companies. Up to 5 employees each
HRPay 20	Single company. Up to 20 employees	Unlimited companies. Up to 20 employees each
HRPay 100	Single company. Up to 100 employees	Unlimited companies. Up to 100 employees each

Upgrading from one product to another is simple. All versions of HRPay are 100% compatible.

1.2 Product Features

The design of HRPay is based on separating the infrequently used functions from those functions that are regularly used, as reflected in the main menu, shown below



- The File menu is used for opening, backing-up, and restoring a company etc.
- The Company Menu is used to set up system parameters, company details, yearly calendar, etc.
- The People menu is used to maintain employee records, record time & attendance, and enter payslips, etc.
- The Processing menu is used to process the payroll and make payments, etc.
- The Reports menu is used to generate reports, make monthly and annual returns, etc.

- The Help menu provides access to this help file, and the various Task Assistants.

The general features of the functions contained in these major groupings are:

- Setup Assistant to for step-by-step help in setting up.
- One-click backup and restore of all HRPay data.
- Single company for all employees.
- Encrypted database for maximum security.
- Automatic handling of Disability Benefit.
- Automatic taxation of taxable benefits (BIK).
- System validation of tax-free deductions.
- Customisable fiscal calendar.
- Versatile net pay rounding.
- Automatic processing of fixed and flexible holidays.
- User-defined Overtime & Shift rules.
- User-defined Holiday & Absence rules.
- Built-in editable PAYE & PRSI Tables.
- User-defined Pension & PRSA parameters.
- 6 types of voluntary schemes.
- Full-history employee records with "drag 'n' drop" editing.
- Individual personal calendar for every employee.
- Timecard recording with automatic calculation of overtime, etc.
- Full integration from calendar to timecard to payslip.
- Full history of timecards and payslips.
- Automatically generated payslip with user over-ride.
- Instantaneous, and simple, net to gross calculation.
- Automatic accrual and consumption of flexible holidays.
- Up to 10 voluntary deductions per employee.
- 'On the fly' payslip processing.
- Choice of fully formatted plain paper or preprinted payslips.
- Full password controlled access on a per function basis.
- Batch processing of payslips for all employees.
- Automatic selection of EFT payments to bank.
- WYSIWYG Payslip previews.
- Cheque printing with customisable layout.
- Bank giro printing with customisable layout.
- Coin & note analysis for cash payments.
- Records payments to Revenue and pension schemes.
- Prints directly to P35, P60, etc.
- Fully compatible with ROS P30, P35, P45(1), P45(3), & P46.
- Comprehensive report set including CSO EHECS return.
- User-defined reporting periods.
- Reports to screen, disk file, or printer.
- Full lookup facility on employees, codes, etc.
- Validation of all user inputs.
- Help prompt on all inputs.

- Popup help for all entry fields.
- Context sensitive help for all functions & reports.
- Link to Card Reader for automatic data entry.
- Task Assistants for weekly, monthly, and year-end tasks.

1.3 User Interface Design

All of the inquiries, transactions, and reports in HRPay use a common set of tools for navigation, editing, etc. This consistency in the presentation of the user interface is intended to reduce the amount of time taken to become familiar with the operation of the system. The system-wide button bars and navigation aids are shown below. To learn more about the function of any of these screen elements, click on the relevant portion of the graphic.

Transaction & Inquiry Buttons.

All transaction and inquiry screens have a button bar at the top of the screen. The number of buttons on each screen varies, but the majority of screens will have a selection of the buttons shown below.

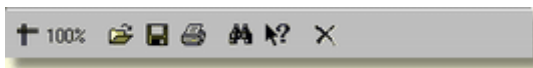


- The **Close** button close the window if the record is not in edit mode.
- The **First** button displays the first user or employee record.
- The **Prior** button displays the previous user or employee record.
- The **Next** button displays the next user or employee record.
- The **Last** button displays the last user or employee record.
- The **Add** button adds a new employee, user, or provider record.
- The **Delete** button delete the displayed record if deletion is allowed.
- The **Edit** button puts the displayed record into edit mode. This happens automatically in the majority of screens.
- The **Cancel** button cancels any changes which have been made to the displayed record.
- The **Save** button saves any changes that have been made to the displayed details.
- The **Pay It!** button is used on the Payslip Entry screen to process an individual payslip.
- The **Payslip** button is used on the Payslip Entry screen to view the current payslip.
- The **Print** button is used to preview report which can then be printed.
- The **Layout** button is used to change the layout for cheques and giros.
- The **Help** button displays the context-sensitive help topic for the screen or dialog.
- The **Explain** button puts the screen into popup help mode so that popup help can be shown for items on the screen.

On screens where the **Explain** button is not displayed, the **?** button in the title bar of the window is used.

Report Buttons.

All report screens have the following tool bar.





- The **T-Square** button reduces or magnifies the report preview.
- The **Open Folder** button opens a saved report.

- The **Floppy Disk** button saves the displayed report to disk.
- The **Printer** button sends the report to the printer.
- The **Binoculars** button allows you to search the report for a word, phrase, or value.
- The **Help Pointer** button shows a help topic for those reports that do not have a report dialog.
- The **X** button closes the preview screen.

Report Selection Criteria Screens.

All but the most basic of reports need to have parameters specified before the report can be generated. The selection criteria screen, which differs from one report to another, is used to enter the report parameters.

Drop Down Lists.

Whenever a value for an entry can be looked up, a lookup button, like this  or this  will be displayed next to the entry field. This can be used to select an entry from a drop down list, as shown below. The F2 key can also be used if the cursor in the relevant field.

Double-clicking any entry causes it to be selected.

Dropdown Calendar.

All date fields can be completed by selecting a date from a dropdown calendar, as shown below.

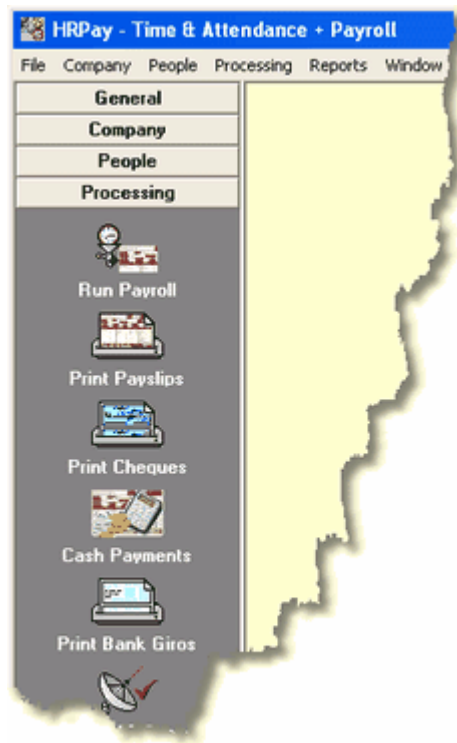
- Clicking on the left arrow button causes the calendar to change to the previous month.
- Clicking on the right arrow button causes the calendar to change to the next month.
- Clicking on the name of the month causes a list of months to be displayed, from which a month can be picked.

- Clicking on the year reveals a "spin-button" which can be used to change the year.
- Clicking on a date in the calendar causes the date to be selected. Clicking on the red circle at the bottom of the calendar causes the date to be set to today's date.

Note also that date fields are made up of three elements which can be individually selected by using the left and right arrow keys and then changed by using the up and down arrow keys.

Sidebar Menu.

All of the items that can be selected from the menus, can also be selected from a Microsoft Outlook style vertical menu, as shown below.



Clicking on any of the graphic images in this menu launches the associated transaction, inquiry, or report. Clicking on the title bars expands and collapses the individual sections. The menu can be hidden by clearing the **Show Sidebar Menu** entry in the **Options** menu.

1.4 To Xp or not to Xp

On systems running Microsoft Windows XP the visual appearance of many older applications is degraded by the use of the desktop themes feature. However, HRPay will automatically adapt to the themes used by Windows XP and adjust its settings and colours to the "look and feel" of the selected desktop theme.

If you would prefer to have HRPay display itself in the more conservative colours and settings of Classic Windows, as used on previous implementations of Microsoft Windows, proceed as follows:

1. **Right-click** the **HRPay** icon in the **Start** menu or in the **All Programs** menu. This will display a popup menu.
2. Click the **Properties** entry in the popup menu to display the HRPay Properties dialog.
3. Click the **Compatibility** tab to view the current settings for HRPay.
4. In the Display Settings panel, set the checkmark in the **Disable visual themes** checkbox.
5. Click the **OK** button

You will see the effect of the changes the next time you run HRPay.

Note that the Help file for HRPay is managed by Microsoft Winhelp which does not make use of the desktop themes.

1.5 Terms & Conditions of Use

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Part

2

Getting Started

2.1 Running HRPay for the first time

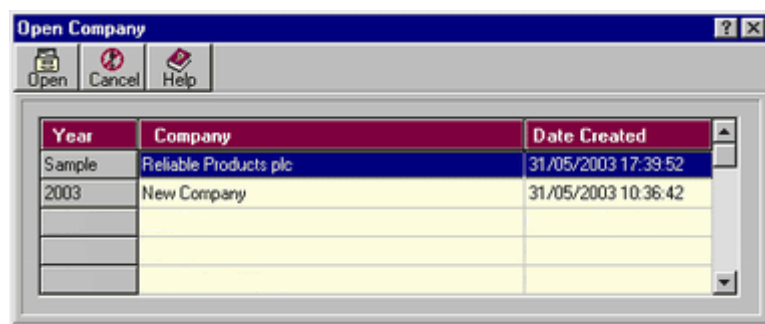
When you first run HRPay, you are given the choice of opening a sample company or starting a new company. The sample company allows you to experiment with settings and try out the various features of the product. It can also be used as a training tool and a test system. If you are unsure of the operation of any function, you can experiment with that function in the sample company, rather than running the risk of corrupting your "live" data.

Starting HRPay

To start HRPay, click the HRPay item in the **Programs** section of the **Start** menu. The initial registration screen will then be displayed.

If you have already received your personalised "unlock" code, you can click the **Register** button to proceed to the Registration Details screen and complete the registration. Otherwise, you should click the **OK** button to clear this screen. The system can be used for a maximum of 30 days as an unregistered product.

The Open Company screen is then displayed.



- Each company, except the sample company, is associated with a tax year. This is shown in the **Year** column.
- Double-click on the company name to open a company.
- Clicking the **Open** button also opens the selected company in the list.

Opening a Company.

Initially, you have the choice of working with a sample company for practice and familiarization, or you can start immediately with the setup of your own company.

1. Select the company that you want to open in the listing.
2. Click the **Open** button, or **double-click** the selected company.

If you wish to experiment with the sample company data, you should read the Using HRPay topic for further information on the various functions and reports.

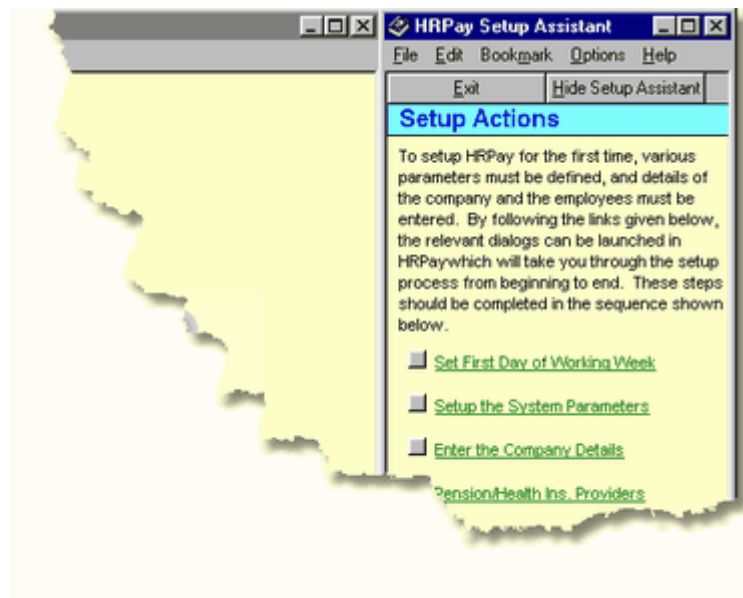
If you would prefer to start setting up your own company data immediately, go to the Setting up your company topic for details on how to do this.

2.2 Setting up your company

*When you are ready to set up your own company, use the **Open Company** entry in the **File** menu. This will open an empty set of data files. In fact, not all of the files will be empty because the System Calendar and PAYE & PRSI Tables are set up for the current year, and the parameter tables have default values, but there will be no employee or company-specific information until you add these details. Before you can begin to use HRPay for your own business, some essential information, such as rules & parameters, company details, employee details, etc. needs to be provided. This section details the general steps required to set up and configure the system.*

If this is your first time opening this company, or the setup procedure has not been completed, the Setup Assistant will be activated to guide you through the setup process. This will automatically launch the functions which need to be completed to set up your company. These are presented in a step-by-step sequence to "walk you through" the process. As you complete each step, the next step in the sequence is presented, until all tasks have been completed.

The Setup Assistant can also be called up, at any time, by selecting the **Setup Assistant** from the **Help** menu. This causes the main HRPay window to resize so that the Setup Assistant window can be viewed at the same time, as shown below.



In summary, the steps which required to set up a company are as follows:

1. Set the first day of the Working Week - Sunday or Monday.
2. Setup the various System Parameters:
 - Configure the System Calendar.
 - Define the Overtime & Shift Rules.
 - Define the Holiday & Absence Rules.

- **Define the Pension & PRSA Rules.**
- 3. **Set up your Company Details - Name, address, bank, miscellaneous rules.**
- 4. **Set up the Pension, PRSA, & Health Insurance provider details.**
- 5. **Set up the Employee Details, or import from Revenue disk.**
- 6. **Setup the Employee Calendars - holidays, etc.**
- 7. **Define User Access rights.**

The first setup step and the import from a Revenue file can only be completed using the Setup Assistant. All remaining steps can be completed using their associated functions.

Part

3

Using HRPay

Once you have set up HRPay and entered the details of your employees, the ongoing use of the system is very simple. In essence, there are tasks that you might complete every day, tasks that you should complete every week, and tasks that you must complete every month.

When you reach the end of the year, there are annual returns to be made and you need to install the files necessary to start another year.

Daily Tasks

Although not absolutely necessary, if you get into a routine of entering start and finish times for each employee on a daily basis, the information is likely to be more accurate and the weekly workload will be greatly reduced. This is done using the **Timecard Entry** function

Weekly Tasks

If you have employees who are paid on a weekly or fortnightly basis, payslips need to be reviewed, processed, and paid. The process can be visualised as follows:

Enter Timecards >> Review/Amend Payslips >> Process Payslips >> Pay Employees

To help you with this activity, the **Weekly Task Assistant** can be called up from the **Help** menu and you will be taken step-by-step through the tasks.

Monthly Tasks

Despite what you might think, payslips for monthly-paid employees are processed as part of the weekly tasks. Of course, they are only processed once every 4/5 weeks. This means that the weekly tasks must be run at least once each month, and this must be done before completing the monthly tasks. The monthly tasks are more concerned with reporting, i.e.

P30 Return >> P30 Payments >> Scheme Returns >> Scheme Payments

To help you with this activity, the **Monthly Task Assistant** can be called up from the **Help** menu and you will be taken step-by-step through the tasks.

Yearly Tasks

At the end of the year, you will have to make Revenue returns, issue P60s, and get your system ready for the beginning of the next tax year. As the end of the year is also the end of the month, the monthly tasks must be completed before tackling the yearly tasks.

P35 Returns >> P60 Printing >> Install Updates >> Setup New Year

To help you with this activity, the **Year-end Task Assistant** can be called up from the **Help** menu and you will be taken step-by-step through the tasks.

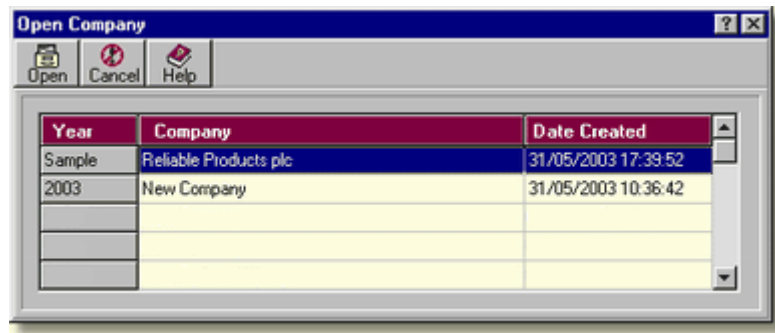
3.1 File Menu

3.1.1 Open Company

If you are working with the multi-company version of HRPay, you may have a number of active companies and this function is used to switch between companies. In the single-company version of HRPay, this function is used to switch between the sample company and the active company.

In either case, as you add annual updates, the company data for the previous year(s) can be retained and you can view an employee's historical details, using this function.

To open a company select the **Open Company** item in the **File** menu. This will cause the following screen to be displayed.



Note that the companies are identified by Tax Year

To open a company:

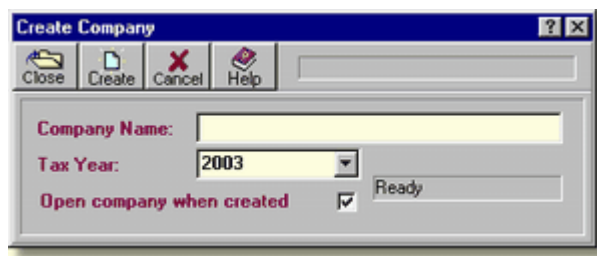
1. Select the company that you want to open in the listing.
2. Click the **Open** button, or **double-click** the selected company.

Any screens that were open prior to opening a company will be closed before the selected company is opened. However, if a screen is in edit mode, you will be given the choice of saving the changes, cancelling the changes, or cancelling the opening of the selected company.

3.1.2 Create Company

If you are working with the multi-company version of HRPay, you can have up to 999 active companies in any tax year. These companies are added using the Create Company function.

To add a new company, select the **Create Company** entry from the **File** menu. This will cause the screen shown on the following page to be displayed.



- The **Company Name** field is used to enter the name of the company to create, as it should appear in the **Open Company** dialog.
- The tax year for which the company is being created must be entered in the **Tax Year** field .
- The newly-created company is automatically opened when this screen is closed if the checkbox is ticked.

Because all of the details of the company are entered after the company has been added, the actual creation of the company is very simple:

1. Enter the name that you want to use for this company in the **Company Name** field. This is what will be listed in the **Open Company** dialog and should be a distinct name that will allow you to identify which company it refers to. This field is required.
2. Select the year for which the company is being created in the **Tax Year** field. It is not possible to create a company for a future year - this can only be done when the update for that year is installed.
3. If you wish to open the newly-created company when you exit this screen, tick the **Open company when created** checkbox.
4. Click the **Create** button. A message will then be displayed to confirm that the company has been created.

When a new company is created and opened, the Setup Assistant is automatically launched to take you through the setup sequence.

Note that each company uses just under 400Kb of disk space initially. However, this increases significantly as employees, timecards, and payslips are added. A conservative rule of thumb would be to allow the following disk space for each fully populated company:

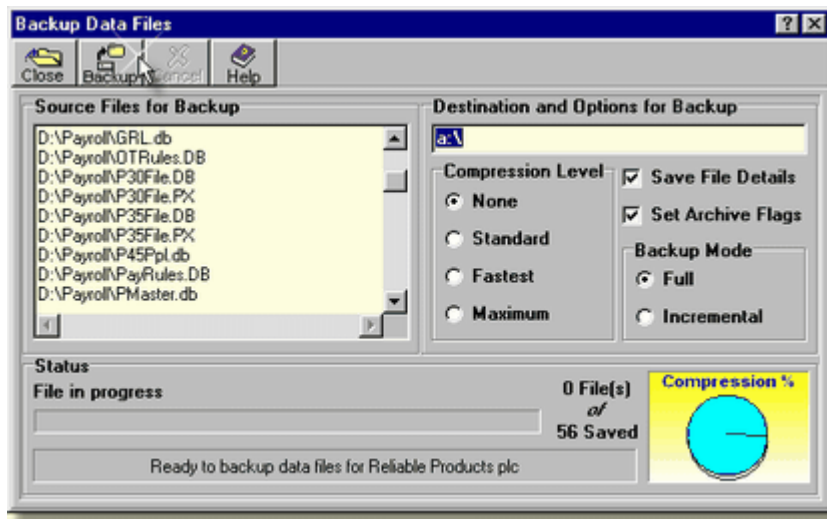
HRPay-5	HRPay-20	HRPay-100
3Mb	11Mb	50Mb

3.1.3 Backup Data Files

It is extremely important that payroll information be protected from loss. Apart from the difficulty of trying to recreate lost records, there are legal and compliance requirements which dictate that you maintain accurate and complete records. When this information is maintained on a computer, it is essential that the information is backed up, or archived, in a secure location. In the event of a system failure, such as a disk crash, the information is then available to be restored to the repaired computer, or to a replacement system.

Prudent management of business data suggests that a backup should be carried out at least once per week, or once per day if a large amount of transactions are processed on a daily basis.

To backup the data files for the company that is currently open, select the **Backup Data Files** option from the **File** menu. This will cause the following screen to be displayed.



- The panel on the left shows the files which have been selected for backup for the currently open company. File path information is stored in the backup file in order to allow a subsequent restore to be automatically made to the same directory.
- The **Destination** field is used to specify a disk drive, directory, and backup file name. If the backup is being done to a floppy disk, the blank disk **MUST** be inserted before starting the backup operation.
- The **Compression Level** radiobuttons are used to choose the type of file compression to use, if any. Using compression results in a smaller backup file size and requires less disks. Compression is recommended because of this.
- If the **Save File Details** checkbox is checked, the backup file stores details of all the files in the backup. This is used by the restore function to allow a preview of the archive before deciding to proceed with a restore.
- If the **Set Archive Flags** checkbox is checked, the file is "marked" as having been backed up. This is used with incremental backups to ensure that only those files which have changed since the last backup are included in a subsequent backup. This has no effect if the backup mode is "Full".
- When **Full Backup Mode** is selected, all files are included in the backup, whereas, when Incremental mode is chosen, only those files which have changed since the last backup are saved.
- The pie chart shows the degree of compression achieved. The light blue section shows the percentage by which the files have been compressed and the dark blue section shows the final backup file size as a percentage of the original size. If no compression has been selected this diagram is meaningless.

To backup data files simply insert a blank disk in the A: floppy drive and click the **Backup** button. If more than one disk is required, the system will prompt for additional disks. On networked systems, it is less time-consuming and convenient to backup to a server. This can be done by specifying the path to the server in the Destination edit box.

Some features of the backup can be customised:

1. File compression can be turned off or, if compression is used, it can be set to normal, fast, or maximum compression. The difference is not significant in many cases.
2. File details can be stored in the backup archive and this is recommended as it is useful information to have when doing a restore.
3. The Archive flag can be set on all files which are being backed up. This "marks" the file as backed up and, if incremental backups are being performed, it will not be included in future backups unless it has been modified.

4. Incremental backups can be chosen, which only back up files which have been modified since the last backup. This saves time and space but it can be a real pain recovering a database which has been backed up in this manner. Typically, users of incremental backups perform a full backup once a week and perform incremental backups daily. Note that to restore a database the last full backup would have to be restored and then each incremental backup since then would have to be restored "on top" of the recovered files.

There are basically two situations where incremental backups make sense:

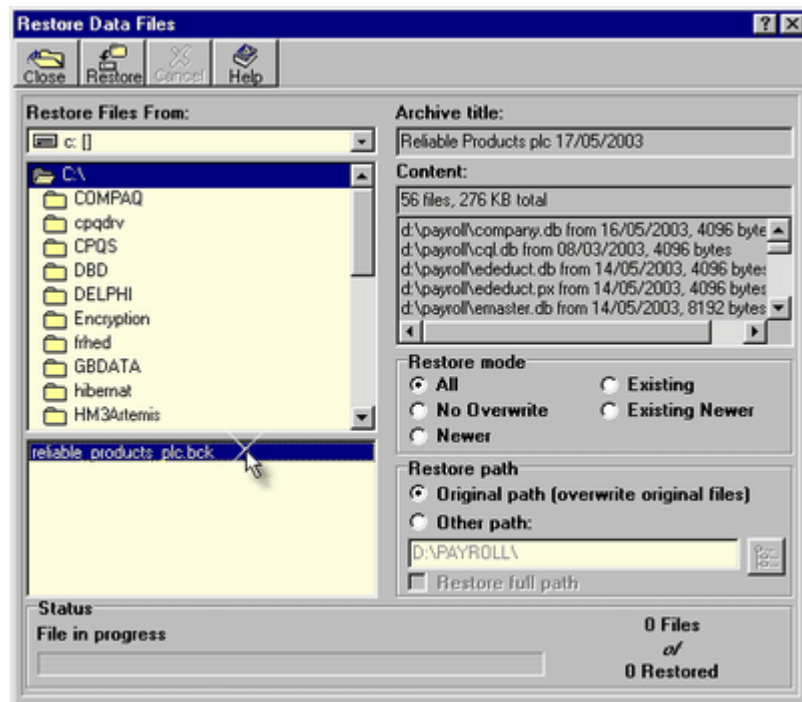
- The large size of the database makes daily full backups too time-consuming.
- A weekly full backup provides adequate protection and daily activity is small.

The size of the HRPay database is relatively small and the major changes to the data tend to happen at weekly intervals. For this reason, we recommend a full backup after each weekly payroll is processed.

3.1.4 Restore Data Files

Fact: All computer-based systems fail at some point. It may be as a result of human error, power interruptions, natural disaster, or simply because they have reached the end of their useful life. Whatever the reason, it will be necessary to restore data to a functional system.

If backups have been carried out regularly, recovering business data is a relatively simple task. The Restore function in HRPay is designed to recover the necessary data files when required. To access this function select the **Restore Data Files** option from the **File** menu. This will cause the following screen to be displayed.



- The **Restore Files From** field is used to specify the disk drive which contains the archive which is to be restored.
- The panel below this field is used to specify the folder which contains the archive which is to be restored.
- The panel below this shows the archives which are available. By selecting an archive, the title and contents are displayed in the relevant fields, provided that this information has been saved.
- The **Archive Title** is automatically generated from the company name and the date on which it was backed up.
- The **Content** field shows summary information about the content of the archive, provided file details were saved as part of the backup process.
- This panel below this field shows the files stored in the archive, provided file details were saved as part of the backup process.
- The **Restore Mode** radiobuttons determine what should be restored from the archive. (see below)
- If the **Restore Path** is set to Original Path, the files are restored to the directory from which they were originally backed up.
- If the Restore Path is set to Other Path, the files are restored to a directory chosen by the user using the field and lookup button in the panel.
- If files are being restored to a new directory, the **Restore Full Path** checkbox allows the original directory structure to be replicated within the new directory.

To restore data files for a company:

1. Select the disk drive which contains the backup archive in the **Restore Files From** field.
2. If necessary, choose the folder which contains the required archive in the directory listbox displayed on the centre left-hand side of the screen. A list of available backup archives is then displayed in the list box below this.
3. **Click** the relevant archive to verify the contents. If file details were saved with the backup, the **Archive Title** field and **Content** field and list box will show these details.
4. If required, choose the restore mode by **clicking** the relevant radiobutton in the **Restore Mode** panel. The choices available are:
 - All - Restore all files in the archive.
 - No Overwrite - Only restore files which don't exist in the target directory.
 - Newer - Only restore files which are newer than those in the target directory.
 - Existing - Only restore files which already exist in the target directory.
 - Existing Newer - Only restore files which already exist, and are newer than those, in the target directory.


In most cases, there will be no need to alter this setting and all files will be restored.
5. The most common restore operation will be to restore the files to the directory from which they were originally backed up. In such cases, the **Restore Path** should be left as is, i.e. the **Original Path** radiobutton should be set.

Setting the **Other Path** radiobutton enables the field, lookup button, and checkbox below this, allowing an alternative path to be specified. If the **Restore full path** checkbox is checked, the original directory structure saved with the backup will be reconstructed within the newly specified directory. This feature can be used to verify the integrity of a backup archive.
6. **Click** the **Restore** button to start the restore process. The status panel at the bottom will then show the progress of the restore operation.

3.1.5 Register HRPay

*After HRPay is initially installed it runs in evaluation mode and must be registered. When you receive your "unlock" code for HRPay you can register your copy of the software by entering your registration details. The entry screen for this procedure may be accessed by clicking the **Register** button on the initial warning screen or by selecting the **Register HRPay** entry in the **File** menu.*

This will cause the following screen to be displayed:



- The name entered in the **Name** field will be displayed as the registered user in the About panel when the program is registered.
- The name entered in the **Company** field will be displayed in the About panel when the program is successfully registered.
- The **Password** field is used to enter the unlock code which is supplied by Aquila Technology to unlock the software. This code must be entered exactly as supplied.
- When the **Register** button is clicked, the system will validate the unlock code and enable the software if the correct code is entered.

To complete the registration process:

1. Enter your name in the **Name:** field and press **<Tab>**.
2. Enter your company, or trading name in the **Company:** field and press **<Tab>**.
3. Enter the "unlock" code, exactly as supplied, in the **Password:** field.
4. Click the **Register** button.

A confirmation screen will then be displayed indicating that your registration has been successful.

Registration Errors.

There are a number of conditions under which an attempt to register or use HRPay will fail. If you do not receive a confirmation that the registration has been successful, it could be for one of the following reasons:

Wrong Password.

An attempt to register HRPay may result in a message stating that the registration process failed because the password was not valid. This simply means that you have entered the password incorrectly, or you have received the wrong password for your system. If you are sure that you are entering the password exactly as supplied, the probable cause of the problem is that the password is not valid for your installation. This may happen for two reasons:

1. The registration password is unique to the computer on which the software is installed. If the software is moved to another computer, you must apply for a new registration password.
2. The serial number of the installation was not correctly specified when the registration details were supplied to Aquila Technology.

Exceeded Maximum Registration Attempts.

If more than five attempts are made to register HRPay using an invalid password, the software is automatically disabled. The only solution to this problem is to re-install the application.

Evaluation Period Expired.

If the product has not been registered after 30 days have elapsed from the date of initial use of HRPay, access to the application will be denied. The product may still be registered and, on registering, full access will be restored.

Bad System Date.

If the product has not yet been registered, re-setting the system date or time to an earlier date/time will prevent the application from starting. Reversing the changes to the system clock will enable the system once more.

Corrupted Program.

Any attempt to overcome the registration features of HRPay by editing the source code of the program will result in the corruption of the program. This may also happen if the program has been damaged due to a system/disk failure or virus infection.

3.1.6 Check for Updates

As of October 2006, new releases of HRPay were available before the changes in the Budget are announced. This means that any downloads prior to Budget day will require an update to reflect any PAYE and PRSI changes announced in the Budget. To allow for this, and make the process of updating the software easier, HRPay now has a facility to check for updates on our web site and apply those changes to the customer's installation.

The updating facility can be initiated by the user by using the **Check for Updates** function in the **File** menu.

If an update is available, the user will be given the opportunity to cancel the process.

Note: This function executes an external application which attempts to connect to the internet and your firewall may prevent this from happening. You must configure your firewall settings to allow HRPay*Update .exe to access a DNS server to use this feature.

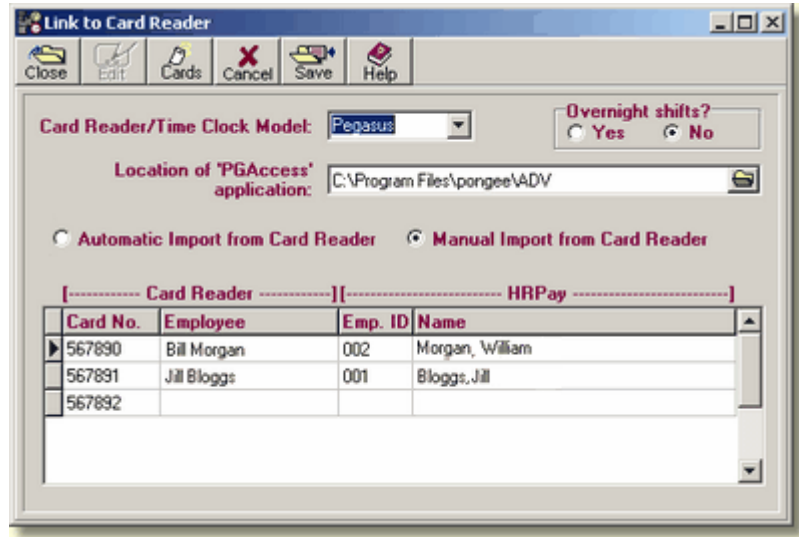
* The filename will depend on which version of HRPay you are using.

3.1.7 Link to Card Reader

HRPay can be linked to an optional hardware-based time and attendance system which captures employees' entry and exit times using proximity cards and a card reader, as shown below. These times are stored in a separate database and read by HRPay when an employee's timecard is viewed. This eliminates manual entry of timecard information and increases the accuracy of the information on which the payroll is calculated.



To enable HRPay to automatically update employee timecards, it must know which card has been assigned to each employee and where the database for the card reader is located. This is done using the **Link to Card Reader** function which can be accessed from the **File** menu.



- Two models of proximity card reader are supported. Each has its own software. The correct model must be selected to ensure proper operation with HRPay.
- If overnight shifts are selected, and an employee in "clocked in" at midnight, the next time record will be assumed a "clocking out" record. If overnight shifts are not selected, and an employee is still "clocked in" at midnight, the timecard will have to be manually edited to specify a finishing time.
- The folder where the software for the proximity card reader has been installed must be specified in the **Location of Application** field.
- there are two modes of operation:
 - Automatic:** Data is imported from the reader as timecards are viewed in HRPay.
 - Manual:** Data is imported from the reader only when requested by the user.
- The employee record in HRPay must be associated with a proximity card in the card reader database by specifying the **Employee ID** in the grid.
- Clicking the **Cards** button retrieves a list of the proximity cards that have been registered in the card reader database.

To Establish a Link to the Card Reader:

1. Select the model of reader from Card Reader/Time Clock Model dropdown list.
2. Choose whether, or not, to use the automatic calculation of times for working hours that span two days. When **Overnight Shifts?** is set to **No**, any missing exit records will have to be entered manually in the Timecard Entry screen. If this control is set to **Yes**, any employee who is still "clocked in" at midnight will have their finishing time set to 23:59:59 and an additional record will be created to show a starting time of 00:00:00 for the following day.
3. If necessary, edit the Location of 'PGAccess' Application field, or use the lookup button to browse the folder where the card reader software is installed.
4. If you want to have HRPay automatically read the times from the card reader when an employee's timecard is displayed, choose the **Automatic Import** option. Alternatively, you can choose the **Manual Import** option to prevent HRPay from importing automatically. When the Manual Import option is chosen an additional button is displayed in the Timecard

- Entry screen to allow the timecard information to be imported.
5. Click the **Cards** button to get a list of card numbers from the card reader. The first two columns of the grid will then show a list of the proximity cards from the card reader database and the name of the person to whom each card has been assigned.
 6. To complete the link to HRPay, enter the **Employee ID** from HRPay in the third column - Emp. ID - and press **<Enter>** or **<Tab>**. The name of the person, from the HRPay Employee Records, will then be displayed in the final column of the grid.
 7. Finally, click the **Save** button to save your changes.

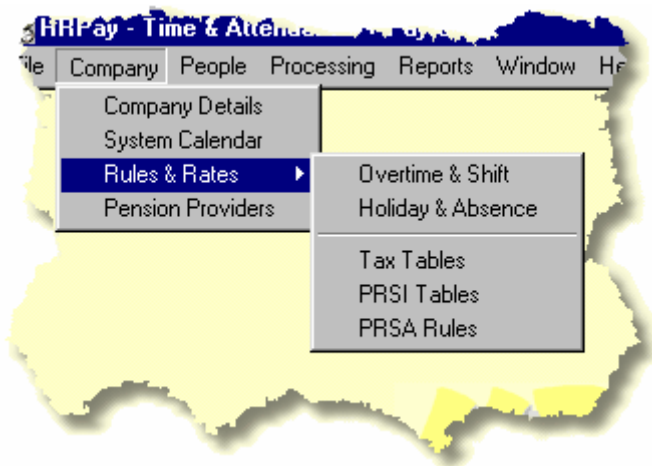
Note: It is not necessary to have a name assigned to all proximity cards, as you may have more cards than employees. If any employee is not linked to a proximity card, their time and attendance details must be entered manually.

3.2 Company Menu

3.2.1 Overview

The Company Menu contains functions which are used as part of the initial system setup and also provides the ability to review and change the rules and parameters which HRPay uses in calculating gross pay, PAYE, PRSI, and pension contributions.

The entries contained in the Company Menu are shown on the next page and detailed in the following sections.



3.2.2 Company Details

Your company details are a central part of the payroll process. The details entered in this screen are used in returns to the Revenue Commissioners, reporting to pension & PRSA providers, making EFT payments to the bank, and printing payslips for your employees.

This function is also used to enter a number of parameters which have an impact on various other system functions, such as net pay rounding, controlling the tax-

exempt status of some deductions, the manner in which state disability payments are handled, and the "mapping" of weeks to months.

To open the Company Details screen, select the **Company Details** entry from the **Company** menu. This will cause the following screen to be displayed.

- The **Company** field stores the company name, as it appears on payslips, reports and returns to the Revenue Commissioners and pension providers.
- The **Address** fields store your business address. This information is used on reports and statutory returns.
- A contact phone number is required for some statutory returns and should be entered in the **Phone** field..
- The business fax number can be entered in the **Fax** field..
- The **Contact** field is used to store the name of the person who can be contacted for any queries regarding a Revenue return.
- Any employer who is registered for PAYE purposes has an **Employer's Registration No.** This can be found on any employer documentation that you receive from the Revenue Commissioners.
- When you register as an employer, you will be assigned to a General Case District and informed of the **GCD/Unit No.** This can be found on any employer documentation that you receive from the Revenue Commissioners.

This is a three-page screen. Details of the other two pages are provided later in this topic.

To Enter/Edit Company Details:

1. As you edit any field the record will automatically enter edit mode.
2. Enter your company or business name, as it should appear on reports, payslips, etc., in the **Company** field and press **<Tab>**.
3. Enter your full business address in the **Address** fields, using **<Tab>** to move from field to field.
4. Enter your business phone number in the **Phone** field and press **<Tab>**.
5. Enter your fax number in the **Fax** field and press **<Tab>**.
6. Enter the name of the contact person, to be included in Revenue returns, in the **Contact** field and press **<Tab>**.
7. Enter your Employer PAYE Registration Number, as provided by the Revenue Commissioners, in the **Employer Reg. No.** field and press **<Tab>**.
8. Enter your General Case District (GCD)/PAYE Unit Number, as provided by the Revenue

Commissioners, in the Tax Division/Unit No. field.

9. Click the **Save** button to save the company details, or click **Cancel** to cancel the entry.

The second page of this screen is used to record the banking details of your business including the details necessary to create EFT files for electronic payments.

The screenshot shows a 'Company Details' window with a 'Bank' tab selected. The form contains the following fields and values:

Field	Value
Bank Name	Ulster Bank
Address	Market Square Kettlesworth Co. Clare
Sort Code	98-09-25
Account	91888273
A/c Name	Reliable Products
User ID	210254
Owner ID	220854
Volume ID	MyVOL1

- The **Bank Name** field is used to store the name of the bank that will be used to make payroll payments to employees.
- The address of the bank branch should be entered in the **Address** fields. This is used on some reports.
- The sort code for this bank branch must be entered in the **Sort Code** field in order to make electronic or giro payments. This can be found on cheques, lodgement books, and statements.
- The account number for the payroll bank account must be entered in the **Account** field in order to make electronic or giro payments.
- The name of the bank account, as it appears on cheques, statements etc, must be entered in the **A/c Name** field. It is not necessarily the name that you might use to describe the account, i.e. what you describe as the "Payroll Account" would probably be known to the bank as "XYZ Co. A/C #2".
- The **User ID** is assigned by the bank when you sign up for electronic banking.
- The **Owner ID** is assigned by the bank when you sign up for electronic banking. If this has not been specified, the code given for the User ID should be entered in this field.
- The **Volume ID** is used by your bank as an identifier and must be agreed with them before use.

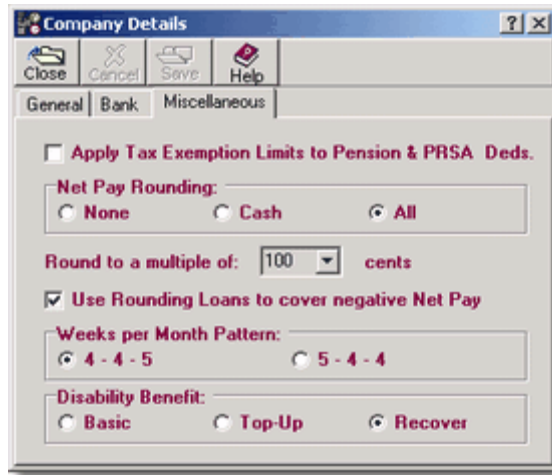
To Enter/Edit Banking Details:

1. As you edit any field the record will automatically enter edit mode.
2. Enter the name of your bank, as it should appear on reports., in the **Bank Name** field and press **<Tab>**.
3. Enter the bank branch address in the **Address** fields, using **<Tab>** to move from field to field.
4. Enter the sort code for this bank branch in the **Sort Code** field and press **<Tab>**. The hyphens are automatically entered as you type. You will find the sort code on account statements and on your cheque and lodgement books.
5. Enter the account number from which payroll payments will be made in the **Account** field and press **<Tab>**.
6. Enter the name of the bank account, in the **A/c Name** field and press **<Tab>**. Note that this should be the name that appears on statements, cheques, etc.
7. If you are using electronic banking, the codes to be entered in the **User ID**, **Owner ID**, and

Volume ID fields will be supplied by your bank. These must be entered before you can create EFT files for electronic payments.

8. Click the **Save** button to save the banking details, or click **Cancel** to cancel the entry.

The third page of the Company Details screen contains some general system parameters, as shown below.



- If the top checkbox is checked, the Revenue Commissioner's limits are used to decide whether pension and PRSA deductions are fully tax-exempt when processing payments. If the deductions exceed the allowable limits, tax is applied to the excess amount.
- When Net Pay Rounding is set to Cash or All, the net pay amounts are adjusted upwards until the total amount is a multiple of the amount specified in the entry field. This additional amount is termed a Rounding Loan and is deducted from the net pay amount of the subsequent payslip before rounding on those payslips is calculated. When rounding is set to Cash, only those employees who are paid in cash will be affected.
- In certain circumstances, where an employee is given a non-cash taxable benefit, there may not be sufficient cash earnings to cover the PAYE and PRSI. This can result in a negative Net Pay figure. The recommended method of handling this situation is to use a Rounding Loan to round up the net pay to zero. Setting the "Use Rounding Loans to cover negative Net Pay" checkbox ensures that the system does this automatically and eliminates warning messages when saving payslips with negative net pay.
- With the exception of 53 week years, all quarters have 13 weeks. Typically, January and February would have 4 weeks each and March would have 5 weeks. This is termed a 4-4-5 pattern. However, it may also be the case that January would have 5 weeks and February and March have 4 weeks, i.e. a 5-4-4 pattern. HRPay needs to know what pattern is being used so that monthly payroll processing can be aligned with the weekly processing.

Warning: It is not safe to change this setting after a monthly payslip has been generated, even if this payslip has not been processed.

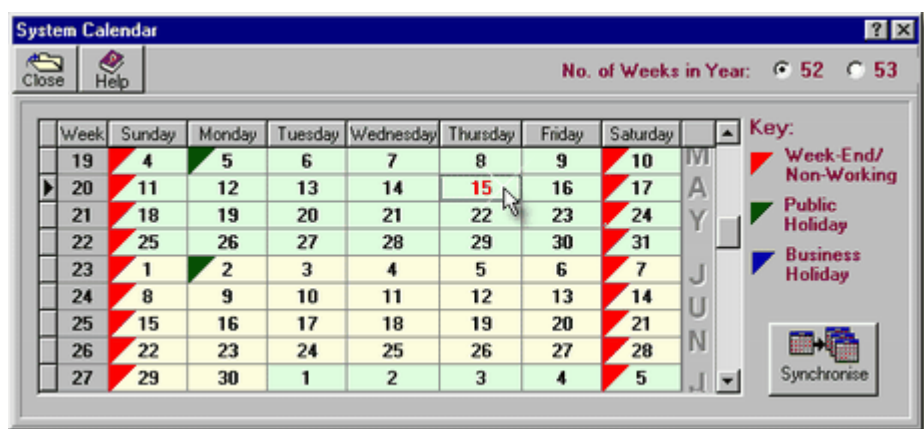
- Unlike other payroll systems, HRPay automatically handles the taxation of disability benefits. To do this, it needs to know how the business handles such payments. The options are:
 - **Basic** - Employees are not paid when in receipt of disability payments.
 - **Top-Up** - Employees are paid a "top-up" amount when in receipt of disability payments. This amount is calculated to bridge the gap between the amount received in disability payments and the wages that the employee would have received in normal circumstances. The net effect is that the employee receives the same gross amount.
 - **Recover** - The employee "surrenders" any disability payments to the employer, and wages are paid as normal.

3.2.3 System Calendar

The concept of a System Calendar is similar to the "Shop Calendar" which can be found in most manufacturing systems. Its purpose is to define the number of weeks in the year and the normal working days for the business. This calendar is also used to create individual calendars for every employee.

To open the System Calendar, select the **System Calendar** function from the **Company** menu. This will cause the screen shown on the next page to be displayed.

Note: If you have chosen Monday as the first day of the week, the calendar layout will be slightly different from that shown.



- The setting of the **No. of Weeks in Year** control determines the number of tax-weeks in the current year.
- When the column title for any day is right-clicked, a context menu allows the selected day to be set to working or non-working for the whole year.
- When any single day in the body of the calendar is right-clicked, a context menu allows the selected day to be set to working or non-working. If the Week number is right-clicked, the changes are applied to all days in that week.
- Using "drag and drop" with the coloured triangles allows the status of any day to be changed. If the symbol is dropped on the column title, the change applies to that day for every week in the year.

- The **Synchronise** button copies any changes in the System Calendar to the personal calendar of each employee.

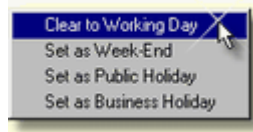
Initially, the calendar shows the public holidays for the year and it shows Saturdays and Sundays as non-working days. The process for changing the calendar is as follows:

Changing the Number of Weeks in the Year.

1. Click the appropriate **No. of Weeks in Year** radiobutton. When changing from 52 to 53, an extra week will be added to the calendar. When changing from 53 to 52, the last week will be removed from the calendar.
2. If employees have already been added to the system, click the **Synchronise** button to copy the changes to the personal calendars.

Changing the Week-end Days.

1. Right-click on the name of the day to be changed from Week-end to Working. This will cause the context menu to be displayed, as shown below:



2. Click **Clear to Working Day**. This will cause that day to be set for a working day for all weeks.
3. Click and drag the **Red Triangle** over the title of the day that you want to set as week-end day and release the mouse button to "drop" the triangle. All weeks in the calendar will now show that day as a week-end day.
4. If employees have already been added to the system, click the **Synchronise** button to copy the changes to the personal calendars.

Adding & Removing Public Holidays.

1. To remove a Public Holiday, right-click the date in the calendar grid and click **Clear to Working Day** in the context menu.
2. To add a Public Holiday, click and drag the **Green Triangle** over the required date in the calendar grid and release the mouse button to "drop" the triangle.
3. If employees have already been added to the system, click the **Synchronise** button to copy the changes to the personal calendars.

Adding & Removing Business Holidays.

Business Holidays can be single days, such as a fixed holiday which is used to create a "long week-end", or they can be for an extended shut-down of one, or more, weeks as is typical of the construction industry. The process used to add/remove Business Holidays is similar in both cases:

1. To remove Business Holidays, right-click the date or week number and click **Clear to Working Day** in the context menu. Note that if you are removing holidays from a complete week, the week-end days are not affected.

2. To add a Business Holiday click and drag the **Blue Triangle** over the required date in the calendar grid and release the mouse button to "drop" the triangle. If the triangle is "dropped" on the week number, all the working days in that week are changed to Business Holidays.
3. If employees have already been added to the system, click the **Synchronise** button to copy the changes to the personal calendars.

Note: If you are making multiple changes to the System Calendar, it is not necessary to synchronise the personal employee calendars after each change. You can synchronise all changes together before closing the calendar.

The System Calendar is only visible for the current calendar year. Calendars for subsequent years are provided as part of your maintenance contract.

3.2.4 Overtime & Shift Parameters

In order to automatically calculate gross pay for hourly-paid employees, HRPay needs to know how the basic pay should be adjusted when the employee works overtime or shifts. The Overtime & Shift Parameters allow some basic rules to be entered which control the calculation process.

To view/edit the Overtime & Shift Parameters, select the **Overtime & Shift** function from the **Rules & Rates** sub-menu in the **Company** menu. This will cause the following screen to be displayed.

	Basic Rate For the first	O/T Rate 1	O/T Rate 2	O/T Rate 3
	From: To:	From: To:	From: To:	After:
Sunday:	0 Hrs	0 Hrs 0 Hrs	0 Hrs 24 Hrs	24 Hrs
Monday:	8 Hrs	8 Hrs 24 Hrs	24 Hrs 24 Hrs	24 Hrs
Tuesday:	8 Hrs	8 Hrs 24 Hrs	24 Hrs 24 Hrs	24 Hrs
Wednesday:	8 Hrs	8 Hrs 24 Hrs	24 Hrs 24 Hrs	24 Hrs
Thursday:	8 Hrs	8 Hrs 24 Hrs	24 Hrs 24 Hrs	24 Hrs
Friday:	7 Hrs	7 Hrs 24 Hrs	24 Hrs 24 Hrs	24 Hrs
Saturday:	0 Hrs	0 Hrs 4 Hrs	4 Hrs 24 Hrs	24 Hrs
Public Holiday:	0 Hrs	0 Hrs 0 Hrs	0 Hrs 0 Hrs	0 Hrs
Business Holiday:	0 Hrs	0 Hrs 0 Hrs	0 Hrs 0 Hrs	0 Hrs

- The **Basic Week (Hours)** field is used to specify the number of hours in the basic working week. If overtime is calculated on a weekly basis this number of hours is calculated at the basic rate.
 - If the **Calculate Overtime** control is set to **By Week**, overtime is calculated on a weekly basis, i.e. the Basic Week must be worked before overtime is payable. If this control is set to **By Day** overtime is calculated on a daily basis, i.e. overtime is paid after the basic hours for each day have been worked.
- E.G.** **Basic Week** = 40 Hours **Actual Hours Worked** = 8, 7, 9, 10, 8 = 42 hours
 Overtime calculated by week = 40 Hrs @ Basic Rate + 2 Hrs @ O/T Rate
 Overtime calculated by day = 39 Hrs @ Basic Rate + 3 Hrs @ O/T Rate

- The **Overtime & Callout Multipliers** panel shows the factor by which the basic rate is multiplied for each overtime category.
- The **Shift Premium** panel shows the shift premium as a percentage of basic pay.
- The fields in the **Basic Rate** column show the basic hours, after which overtime may be payable, in each working day.
- Overtime is payable at Rate 1 after the employee has worked the number of hours in the **From** field in the **O/T Rate 1** column. It remains payable at this rate until the employee has worked the number of hours in the **To** field.
- Overtime is payable at Rate 2 after the employee has worked the number of hours in the **From** field in the **O/T Rate 2** column. It remains payable at this rate until the employee has worked the number of hours in the **To** field.
- Overtime is payable at Rate 3 after the employee has worked the number of hours in the **After** field in the **O/T Rate 3** column. If this field is set to 24, this overtime rate is never paid.

To Enter or Modify the Overtime & Shift Parameters:

1. Click the **Edit** button to enable editing of the parameters file.
2. Enter the standard working hours per week in the **Basic Week** field.
3. Specify the basis on which overtime should be calculated by clicking the **By Week** or **By Day** radiobutton. As the week is entered in a timecard, overtime is calculated on a daily basis by default. If you specify that overtime is to be calculated by week, the system will adjust the results if the employee worked less than the basic hours in one or more days and where the shortfall was not covered by sick pay or holiday pay. See example
4. Enter the multipliers for each of the three overtime rates in the **Overtime & Callout Multipliers** fields.
5. If employees are paid a portion, or multiple, of the basic pay for being available outside or working hours, enter the fraction/multiplier in the **Callout** field. This is used in the **Payslip Entry** function.
6. If shift work is in operation, enter the percentage of basic pay that is paid as a shift premium in the three **Shift** fields. When the shift number is entered in the **Payslip Entry** screen, these percentages will be automatically applied.
7. For each of the days in the **Basic Rate** panel, enter the number of hours that must be worked before an employee changes to an overtime rate. Note that this can be different for each day, e.g. in the sample data, Friday is a 7 hour day so overtime begins after 7 hours. Also in the sample data, Saturday is a week-end/non-working day so overtime begins immediately, i.e. after 0 hours.
8. The hours entered in Step 7. are automatically copied into the **From** field in the **O/T Rate 1** panel so it is only necessary to enter the cumulative number of hours to which this rate applies in the **To** field of the **O/T Rate 1** panel.
9. Again, the hours entered in Step 8. are automatically copied into the **From** field in the **O/T Rate 2** panel so it is only necessary to enter the cumulative number of hours to which this rate applies in the **To** field of the **O/T Rate 2** panel.
10. Once again, the hours entered in Step 9. are automatically copied into the **After** field in the **O/T Rate 3** panel, so no entry is required in this panel.
11. Click the **Save** button to save the changes, or click the **Cancel** button to reverse any changes that you have made.

Examples:

Basic Rate	O/T Rate 1	O/T Rate 2	O/T Rate 3
For the first	From To	From To	After
8	8 10	10 12	12

First 8 hrs at basic, next 2 hrs at O/T 1, next 2 hrs at O/T 2, remaining hrs at O/T 3

Basic Rate	O/T Rate 1	O/T Rate 2	O/T Rate 3
For the first	From To	From To	After
0	0 4	4 24	24

First 4 hrs at O/T 1, remaining hrs at O/T 2

Basic Rate	O/T Rate 1	O/T Rate 2	O/T Rate 3
For the first	From To	From To	After
0	0 24	24 24	24

All hrs at O/T 1

Basic Rate	O/T Rate 1	O/T Rate 2	O/T Rate 3
For the first	From To	From To	After
0	0 0	0 0	0

All hrs at O/T 3

3.2.5 Holiday & Absence Parameters

HRPay automatically handles the accrual and usage of holidays, the eligibility for sick pay and compassionate leave, and the manner in which employees are compensated for working public holidays and business holidays. The basic rules which are used to manage these factors are entered in the Holiday & Absence Parameters screen.

To view/edit the Holiday & Absence Parameters, select the **Holiday & Absence** entry from the **Rules & Rates** sub-menu in the **Company** menu. This will cause the screen shown below to be displayed.

Holiday & Absence Parameters

Close Edit Cancel Save Help

Holidays:

Annual Entitlement: 20 Days

Accrual Basis:

☒ Fixed

☐ % of Basic Hours

38 Days

Per:

☒ Week

☐ Month

☐ Quarter

Sickness:

☒ Max. Uncertified Paid

12 Days per Year

2 Days per Week

☒ Max. Certified Paid

90 Days per Year

☒ Max. Total Paid

90 Days per Year

Bereavements:

☒ Pay while Absent

☒ Max. Days Allowed:

10 Per Year

2 Per Week

Bank Holidays:

☒ Pay when worked

☐ Do not pay if worked

☐ Credit when worked

- The **Holidays** panel shows is used to enter the total number of flexible holidays that employees can accrue in a 12 month period, the rate at which holidays are accrued and added to the holiday bank, and the period to which the accrual rate applies.
- The three checkboxes in the **Sickness** panel indicate if there is a maximum number of uncertified, certified, and overall sick days that will be paid in any year, as specified by the **Days per Year** entry fields. A limit can also be put on the maximum number of uncertified sick days that will be paid in any week.
- Indicates if employees are paid for compassionate leave.
- The two checkboxes in the **Bereavements** panel indicate if employees are paid for compassionate leave and if there is a limit on the number of compassionate leave days that are paid, as specified in the **Per Year** and **Per Week** fields.
- The setting in the Bank Holidays panel determines how business & public holidays are treated when worked:

Pay when worked - System pays standard holiday pay.

Do not pay if worked - System ignores the holiday.

Credit when worked - System accrues an extra day's holidays.

In all three cases the system uses the Overtime rules to calculate pay for the actual hours worked.

To Enter or Modify the Holiday & Absence Parameters:

Holiday Parameters:

1. Click the **Edit** button to enable editing of the parameters file.
2. Enter the number of flexible days holidays per annum in the **Annual Entitlement** field. This should not include any fixed days which are entered as Business Holidays or Public Holidays in the System Calendar. If the **Accrual Basis** is *Fixed*, the system will then calculate and display the accrual rate in the **Days** field, based on the **Accrual Period** that is currently set. If the **Accrual Basis** is *% of Basic Hours* the percentage should be entered in the **Days** field, as a whole number, i.e. for 8% enter 8, and the **Accrual Period** settings are disabled.
3. The accrual rate can be changed if you wish but this may result in employees not accruing their full entitlement by the end of the year (if decreased), or it can result in employees accruing holidays before they have actually been earned (if increased). In the case of percentage-based holiday accrual, the statutory entitlement in most industry sectors is 8%.
4. If necessary, click the appropriate "radiobutton" in the **Accrual Period** panel to set the basis on which holidays are accrued. This will automatically adjust the **Accrual Rate**.
5. For hourly-paid employees, the Bank Holidays panel is used to determine how the system handles payment when a Public Holiday or a Business Holiday is worked. The choices are:
 - **Pay when worked** - The system adds holiday pay to the employee's earnings and any hours worked are paid in accordance with the overtime rules. For example, if a bank holiday merits triple pay, the overtime rules would specify double pay for working a bank holiday and the holiday rules would specify that holiday pay be given, resulting in triple pay for any hours worked.
 - **Do not pay if worked** - The system does not add holiday pay to the employee's earnings. Any hours worked are paid in accordance with the overtime rules. In this case, if a bank holiday merits triple pay, the overtime rules would have to specify triple pay for working a bank holiday.
 - **Credit when worked** - Rather than adding holiday pay to the employee's earnings, the system adds an extra day to the employee's holiday bank. Any hours worked are paid in accordance with the overtime rules.
6. The **Save** button must be used to save any changes made to the holiday parameters. To cancel the changes, click the **Cancel** button.

Absence Parameters:

1. Click the **Edit** button to enable editing of the parameters file if it is not already in edit mode.
2. To limit the number of uncertified sick days that can be paid, set the checkmark in the **Max. Uncertified Paid** checkbox. This will allow the weekly and yearly maximums to be entered.
3. Enter the maximum number of uncertified sick days that will be paid in any year in the **Days per Year** field.
4. Enter the maximum number of uncertified sick days that will be paid in any week in the **Days per Week** field.
5. To limit the number of certified sick days that can be paid in any year, set the checkmark in the **Max. Certified Paid** checkbox. This will allow a yearly maximum to be entered.
6. Enter the maximum number of certified sick days that will be paid in any year in the **Days per Year** field.
7. To limit the number of total sick days, certified and uncertified, that can be paid, set the checkmark in the **Max. Total Paid** checkbox. This will allow an overall yearly maximum to be entered.
8. If employees are paid compassionate leave for family bereavements, set the **Pay while Absent** checkmark in the **Bereavements** panel. This will enable the **Max. Days Allowed** checkbox.
9. To limit the number of compassionate leave days that can be paid, set the checkmark in the **Max. Days Allowed** checkbox. This will allow the weekly and yearly maximums to be entered.
10. Enter the maximum number of compassionate leave days that will be paid in any year in the **Per Year** field.
11. Enter the maximum number of compassionate leave days that will be paid in any week in the **Per Week** field.
12. Click the **Save** button to save your settings, or click the **Cancel** button to leave the settings unchanged.

Note: These settings only apply to hourly-paid employees. The system will not pay for holidays where the employee has exhausted his/her holiday bank, nor will it pay for absences where the employee has exceeded the limits set on this screen. However this can be over-ridden during the **Payslip Entry** process if desired.

3.2.6 PAYE Rates

Most of the tax details are entered in individual employee records. The only additional tax information required to process payroll concerns the actual tax rates and the rules that apply if an employee has no tax documents. While the information on the PAYE Rates screen can be modified, this should not be necessary and this function is intended to be for informational purposes only.

To view the PAYE Rates screen, select the **Tax Tables** entry from the **Rules & Rates** sub-menu in the **Company** menu. This will cause the following screen to be displayed.

The screenshot shows the 'PAYE Rates' window with the following data:

Tax Rates:			
Standard Rate:	20 %	High Rate:	42 %
Exemption/Marginal Relief Rate:		40 %	

Emergency Basis Rules:		
No PPS/PRSI No.	Standard Rate Cut-off Point:	Tax Credit:
All weeks/months:	€0.00	€0.00
Has PPS/PRSI No.	Standard Rate Cut-off Point:	Tax Credit per Week:
Week 1 to 4:	€539.00	€30.00
Week 5 to 8:	€539.00	€0.00
Week 9 onwards:	€0.00	€0.00
Has PPS/PRSI No.	Standard Rate Cut-off Point:	Tax Credit per Month:
Month 1:	€2,334.00	€127.00
Month 2:	€2,334.00	€0.00
Month 3 onwards:	€0.00	€0.00

- The fields in the **Tax Rates** panel show the Standard Rate and Higher Rate of tax as percentages.
- Employees who have **Exemption/Marginal Relief** status are taxed at the marginal rate for all earnings above the Standard Rate Cut-off Point. This typically applies to employees ages 65 and over.
- The **Emergency Basis Rules** panel shows the Standard Rate Cut-off Point and Tax credit that are applied:
 1. When an employee has no tax documents and has not provided a PPS/PRSI number.
 2. When the employee has no tax documents but has a PPS/PRSI number and is weekly paid.
 3. When the employee has no tax documents but has a PPS/PRSI number and is monthly paid.

The only possible reasons for editing the PAYE Rates would be if (a) a supplementary budget changed the rates during a tax year or, (b) incorrect figures were distributed with HRPay. We hope that neither situation arises, but if it is necessary to change the rates, the process is very simple:

1. Click the **Edit** button to put the table into edit mode.
2. Enter the new figures in the relevant fields,
3. Click the **Save** button to save the changes, or click **Cancel** to reverse any changes.

Caution: Because this table can be changed very easily, we recommend that access to this function be very restricted. See the User Access Control topic for information on limiting access to HRPay.

The PAYE Rates table is only visible for the current tax year. Tables for subsequent years are provided as part of your maintenance contract.

3.2.7 PRSI Tables

One of the more tedious tasks in manually processing a payroll is the determination of PRSI sub-class and contributions. This is most true of businesses where employees' earnings can vary significantly and where some employees may have exemptions from all or part of the PRSI contribution. The ability to automatically handle PRSI is one of the major benefits of a computerised payroll systems. In order to cope with the complexity of the PRSI system, HRPay must have complete information on tables, rates, exemption limits and ceilings.

All of the necessary information is contained in the PRSI Tables, which are presented in the same format as on the Revenue Commissioners publications. While the information in the PRSI Tables can be modified, this should not be necessary and this function is intended to be for informational purposes only.

To view the PRSI Tables, select the **PRSI Tables** entry from the **Rules & Rates** sub-menu in the **Company** menu. This will cause the following screen to be displayed.

Non Cumulative Weekly Earnings Band	PRSI Sub-class	How much of weekly earnings	Cumulative Earnings Ceiling					
			First			Balance over		
			EE %	ER %	EE+ER %	EE %	ER %	EE+ER %
€0.00	J0	€0.00	0	0.5	0.5	0	0.5	0.5
		Balance:	0	0.5	0.5	0	0.5	0.5
€37.99	A0	€0.00	0	8.5	8.5	0	8.5	8.5
		Balance:	0	8.5	8.5	0	8.5	8.5
€287.00	AX	€127.00	0	8.5	8.5	0	8.5	8.5
		Balance:	4	8.5	12.5	0	8.5	8.5
€356.00	A1	€127.00	2	10.75	12.75	2	10.75	12.75
		Balance:	6	10.75	16.75	2	10.75	12.75
€356.00	A2	€127.00	0	10.75	10.75	0	10.75	10.75
		Balance:	4	10.75	14.75	0	10.75	10.75

- The entry in the **PRSI Class** field is selected from a dropdown list to select the PRSI code that is to be displayed.
- The **Non Cumulative Earnings Band** field shows the weekly/monthly earnings band which puts the employee in the associated sub-class shown in the PRSI Sub-class field.
- The portion of the weekly/monthly earnings that is exempt from the Health Levy, as indicated in the rates fields, is shown in the third column. The Balance of weekly/monthly earnings is subject to the full rate as shown on the next line.

- The first three columns in the grid show the employee's contribution % (EE), the employer's contribution % (ER), and the total contribution % (EE+ER) for all earnings below the **Cumulative Earnings Ceiling**.
- The remaining three columns in the grid show the employee's contribution % (EE), the employer's contribution % (ER), and the total contribution % (EE+ER) for all earnings above the **Cumulative Earnings Ceiling**.

Note that, while J0 is a sub-class of the J class, it is also repeated in the presentation of the A class because an employee whose PRSI class is normally A can fall into sub-class J0.

The only possible reasons for editing the PRSI Tables would be if (a) a supplementary budget changed the rates during a tax year or, (b) incorrect figures were distributed with HRPay. We hope that neither situation arises, but if it is necessary to change the rates, the process is very simple:

1. Click the **Edit** button to put the table into edit mode.
2. Enter the new figures in the relevant fields,
3. Click the **Save** button to save the changes, or click **Cancel** to reverse any changes.

Caution: Because this table can be changed very easily, we recommend that access to this function be very restricted. See the User Access Control topic for information on limiting access to HRPay.

The PRSI Tables are only visible for the current tax year. Tables for subsequent years are provided as part of your maintenance contract.

3.2.8 Pension & PRSA Parameters

The details of employee deductions for pension and PRSA schemes are entered in individual employee records. However, because the employer may also contribute to these schemes and because there are limits to the amounts that qualify for tax relief, some additional information is required.

The Pension & PRSA Parameters screen allows this additional information to be entered and also allows you to decide what elements of total pay should be defined as "pensionable".

To view the Pension & PRSA Parameters, select the **PRSA Rules** entry from the **Rules & Rates** sub-menu in the **Company** menu. This will cause the following screen to be displayed.

Pensionable Pay Definition		
PRSA € Limits:		
All Employees:	Standard Ceiling:	Single Earnings Cap:
	€1,525.00	€254,000.00
PRSA % Limits:		
Aged Under 30:	Standard PRSA Contribution:	PRSA AVC:
Aged 30 to 39:	15	15
Aged 40 to 49:	25	20
Aged 50 to 54:	30	25
Aged 55 to 59:	30	30
Aged 60 & Over :	30	30

This is a three page dialog. The other two pages are detailed in the following pages. The first page, as shown above, outlines the Revenue Commissioners' limits on PRSA contributions. This is provided for information purposes only and there should be no need to change this table.

The fields which define the PRSA contribution limits are:

- The **Standard Ceiling** field shows the annual PRSA contribution which is tax exempt, regardless of earnings.
- This **Single Earnings Cap** field shows the maximum amount of earnings in the year that qualifies for tax exemption on pension and PRSA contributions. .
- The **Standard PRSA Contribution** fields show the maximum percentage of salary that an employee can contribute to a standard PRSA scheme free of tax. The percentage varies based on the age of the employee.
- The **PRSA AVC** fields show the maximum percentage of salary that an employee can contribute to a PRSA AVC scheme free of tax. The percentage varies based on the age of the employee.

In the unlikely event that it is necessary to change the limits, the process is very simple:

1. Click the **Edit** button to put the table into edit mode..
2. Enter the new figures in the relevant fields,
3. Click the **Save** button to save the changes, or click **Cancel** to reverse any changes.

Caution: Because this table can be changed very easily, we recommend that access to this function be very restricted. See the User Access Control topic for information on limiting access to HRPay.

The PRSA Limits table is only visible for the current tax year. Tables for subsequent years are provided as part of your maintenance contract.

The second page of this dialog, shown below, is used to enter any employer contributions to pension and PRSA schemes.

The screenshot shows the 'Pension & PRSA Parameters' dialog box with the 'Employer Contributions' tab selected. The dialog contains two main sections for 'Pension Scheme' and 'PRSA Scheme'. Each section has a 'Regular Contribution' field (set to 5) and an 'AVC' field (set to 0). Below these fields is a 'Based on:' section with two radio buttons: 'Pensionable Pay' (selected) and 'Employee Contribution'.

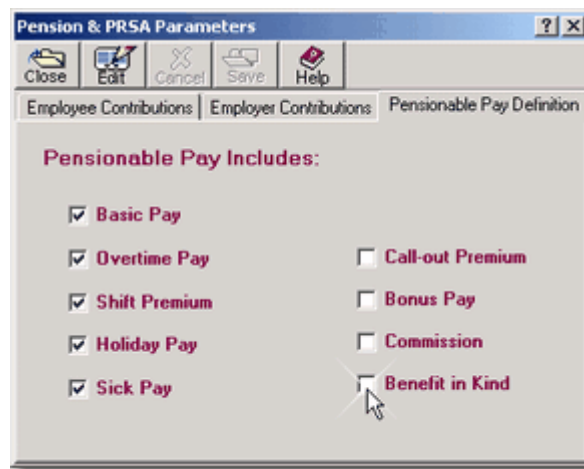
- The top **Regular Contribution** field is used to enter the percentage of employee's contribution or pensionable pay that the employer contributes to a standard pension scheme.
- The top **AVC** field is used to enter the percentage of employee's contribution or pensionable pay that the employer contributes to a pension AVC fund.
- The top pair of radiobuttons specify whether the employer's contribution is calculated as a percentage of the employee's pensionable pay, or as a percentage of the employee's contribution.

- The bottom **Regular Contribution** field is used to enter the percentage of employee's contribution or pensionable pay that the employer contributes to a standard PRSA scheme.
- The bottom **AVC** field is used to enter the percentage of employee's contribution or pensionable pay that the employer contributes to a PRSA AVC fund.
- The bottom pair of radiobuttons specify whether the employer's contribution to the PRSA scheme is calculated as a percentage of the employee's pensionable pay, or as a percentage of the employee's contribution.

To enter employer's contributions:

1. Click the **Edit** button to put the fields into edit mode, or simply change a value/setting and the table will automatically go into edit mode.
2. To specify a percentage contribution in any of the four categories, enter the desired percentage as a whole number without the % symbol, e.g: to specify 15%, enter 15; to specify 12.5%, enter 12.5; etc.
3. Click the appropriate radiobutton to indicate whether the contribution is to be a percentage of Pensionable Pay, or a percentage of the Employee Contribution. (E.G. to make a matching contribution, you would specify 100% of the Employee Contribution).
4. Click the **Save** button to save the changes, or click **Cancel** to reverse any changes.

The third page of the dialog is used to specify the elements of total pay that are treated as "pensionable" in calculating both the employee's contribution (if based on a percentage) and the employer's contribution, as shown below.



This is a very simple screen. If a pay element is checked, it is treated as "pensionable". When any changes are made on this screen, the **Save** button is enabled to allow the changes to be saved.

3.2.9 Pension & Insurance Providers

Up to six providers can be entered for pension, PRSA, and health insurance schemes. This allows you to have different providers for pension, AVC, PRSA, PRSA AVC, permanent health insurance, and voluntary health insurance schemes. All of these are integrated to the payroll and deductions are handled automatically.

To view the Pension, PRSA & Health Insurance Provider records select the **Pension Providers** entry in the **Company** menu. This will cause the following screen to be displayed.

This screen contains two pages. The second page is described on the next page.

- The **Scheme Type** field contains a dropdown list which is used to select the scheme to be viewed, edited or added.
- Most schemes are assigned a reference number which must be quoted in returns and file transmissions. This is entered in the **Reference** field.
- A brief description of the scheme can be entered in the **Description** field for internal reference.
- Enter the name of the scheme provider must be entered in the **Provider Name** field.
- The full address of the scheme provider is needed to create upload files and must be entered in the **Address** fields.
- The provider's phone and fax numbers may be entered in the **Phone** and **Fax** fields.
- The provider's email address should be entered in the **Email** field. If entered, this is included in upload files.
- Set the checkmark in the **Electronic Filing** checkbox to have the system generate upload files for electronic transmission of weekly/monthly returns.
- The **Filing Frequency** radiobuttons indicate whether scheme returns are filed weekly or monthly.

To Add a Scheme Provider:

1. Click the **Add** button to clear all the fields.
2. Select the **Scheme Type** from the dropdown list in the first field. Note that if the selected scheme type already exists, you will not be allowed to add a second scheme of the same type.
3. Enter the provider's reference number in the **Reference** field and press **<Tab>**.
4. Enter your own description of the scheme in the **Description** field and press **<Tab>**.
5. Enter the name of the assurance/insurance company in the **Provider Name** field and press **<Tab>**.
6. Enter the address of the assurance/insurance company in the **Address** fields, using **<Tab>** to move from field to field.

7. Enter the phone number of the assurance/insurance company in the **Phone** field and press **<Tab>**.
8. Enter the fax number of the assurance/insurance company in the **Fax** field and press **<Tab>**.
9. Enter the email address of the assurance/insurance company in the **Email** field and press **<Tab>**. Note that this field can hold 60 characters but you may need to scroll it to display the full address.
10. If you wish to create upload files which can be sent electronically to the scheme provider, set the checkmark in the **Electronic Filing** checkbox.
11. Select the filing frequency, weekly or monthly, by clicking the appropriate radiobutton in the **Filing Frequency** panel.
12. Click the **Save** button to add the new record, or click **Cancel** to cancel the entry.

To Edit a Scheme Provider:

1. Select the **Scheme Type** from the dropdown list in the first field.
2. Click the **Edit** button to put the record into edit mode, or simply edit any field and the record will automatically enter edit mode.
3. Make any desired changes to the record and then click the **Save** button to save the record, or click **Cancel** to cancel the changes.

To Delete a Scheme Provider:

1. Select the **Scheme Type** from the dropdown list in the first field.
2. Click the **Delete** button

The second page of this screen shows the transaction history for the selected scheme, as shown below.

Pension, PRSA, & Health Insurance Providers

Close Add Delete Edit Cancel Save Help Explain

Company/Scheme Details Transaction History

Scheme Type: Pension

Period	Total Amount Due	Amount Paid	Balance Due
1	€221.13	€0.00	€221.13
2	€156.68	€0.00	€377.81
3	€0.00	€0.00	€377.81

Balance due for this scheme: €377.81

- This grid shows the amounts deducted through the payroll and the amounts that have been paid to this provider.

- If the Filing Frequency for the scheme is weekly, the Period column shows week numbers. If the Filing Frequency is monthly the Period column shows month numbers.
- The Total Amount Due column is the sum of all employee and employer deductions for this scheme in the given week/month.
- The Amount Paid column shows the amounts entered as paid in the **Scheme Payments** function.

3.3 People Menu

3.3.1 Overview

Employees are the heart of HRPay and the People Menu provides the functions required to maintain all of the employee details including personal details, PAYE, PRSI, taxable benefits, timekeeping, attendance, holidays, and payments. The People Menu also allows you to control access to HRPay on a person-by-person, function-by-function basis.

The People Menu contains the following entries.



3.3.2 Employee Records

The Employee Record Maintenance function is used to store and maintain all personal details, pay details, voluntary deductions, PAYE/PRSI details, and benefit in kind (BIK). In addition, it displays the payment history for each employee, holds the Tax Deduction Card, and provides a record of attendance.

To view, or edit, the employee records select the **Employee Records** entry in the **People** menu. This will cause the Employee Record Maintenance screen to be displayed.

This screen has 5 major pages, one of which - Employee Details - is further divided into 5 pages, giving 9 pages in all. Rather than attempting to describe these as one topic, they are detailed separately in the following sections.

3.3.2.1 General

As the title implies, the General page of the Employee Record Maintenance function is used to store and maintain general personal details.

The screenshot displays the 'Employee Record Maintenance' window with the 'General' tab selected. The interface includes a toolbar with buttons like Close, First, Prior, Next, Last, Add, Delete, Edit, Cancel, Save, Help, and Explain. Below the toolbar are tabs for Employee Details, Payment History, Tax Deduction Card, Attendance Record, and Timecard. The main form contains the following fields and values:

- Emp. No.:** 003
- Name:** Angelina d'Courcy
- Title:** Dr. (dropdown)
- Gender:** Male (radio buttons)
- Date of Birth:** 21/03/1978 (calendar)
- First Name(s):** Angelina
- Last Name:** d'Courcy
- Marital Status:** Single (dropdown)
- Address:** Ballalley Lane, Springville, Tarbert, Co. Kerry
- Phone:** 084-287772
- Job Title:** Medical Officer
- Status:** Full-time (dropdown)
- CSO Code:** 91
- Start Date:** 28/02/2003
- Finish Date:** 02/10/2004
- Director:** ☐
- Active:** ☒
- Emergency Contact/General Notes:** None

At the bottom, there are tabs for General, Pay Details, Deductions, and PAYE/PRSI Details.

- The Employee ID, as entered in the **Emp. No.** field, can consist of any six alphanumeric characters and is used to link all of the employee's records.
- The **Title** field and **Gender** radiobuttons are used for informational purposes only.
- The Date of Birth field must be completed, as calculation of the tax-exemption on PRSA contributions will be incorrect if this field is not correctly completed.
- The dropdown list attached to the **Marital Status** field gives some typical entries. This field is not essential but could be needed in the future.
- If the employee has not provided a PPS number, the **Mother's Maiden Name** is a required field. Otherwise it may be left blank.
- The **Emergency Contact/General Notes** memo can be used to record the next of kin details, etc. Any additional information can be also entered in this memo.
- The employee's first name and surname must be entered in the **First Name** and **Last Name** fields.
- The employee's address should be entered in the **Address** fields as it should appear on Revenue returns.
- The **Phone** field should be completed when the employee needs to be contacted outside of work hours.
- The **Job Title** field are not essential and is provided for information purposes only.
- The **Status** and **CSO Code** fields are used in the generation of the CSO EHECS return..
- Some Revenue returns require an entry specifying whether the employee is a director. This is indicated by the **Director** checkbox.
- If the **Start Date** falls within the current year, all time & attendance data entry and payroll data entry for this employee is disabled prior to that date. This field is used in Revenue reporting.
- If the **Finish Date** falls within the current year, all time & attendance data entry and payroll data entry for this employee is disabled once that date is reached.
- Clearing the **Active** checkbox makes the employee "invisible" to the **Timecard Entry** and **Payslip Entry** functions.

To add or edit an Employee Record:

1. To add an employee record, click the **Add** button and enter a unique code to identify the employee in the **Emp. No.** field. To edit an existing record, select the employee's code using

- the lookup button and click the **Edit** button.
2. Select a title from the dropdown list in the **Title** field and press **<Tab>**.
 3. Use the Spacebar or left-click to indicate the Gender and press **<Tab>**.
 4. Enter the employee's date of birth in the **Date of Birth** field, or use the dropdown calendar to select a date, and press **<Tab>**. This is a required field.
 5. Enter the employee's first name(s) in the **First Name(s)** field and press **<Tab>**.
 6. Select the employee's marital status from the dropdown list in the **Marital Status** field and press **<Tab>**.
 7. Enter the employee's surname in the **Last Name** field and press **<Tab>**.
 8. Enter the employee's mother's maiden name in the **Mother's Maiden Name** field and press **<Tab>**. This field is required if the employee has not provided a PPS number.
 9. Enter the employee's home address in the **Address** fields, using the **<Tab>** key to move from field to field.
 10. Enter the phone number at which the employee may be contacted outside of working hours in the **Phone** field and press **<Tab>**.
 11. Emergency contact details, next of kin, or general notes may be entered in the **Emergency Contact/General Notes** memo. Press **<Tab>** after entry to move to the next field.
 12. If desired, enter the employee's job title in the **Job Title** field and press **<Tab>**.
 13. Select an employment status from the dropdown list in the **Status** field and press **<Tab>**. If the employee has died, the status must be set to "Deceased". Otherwise, the status should be set to "Full-time", "Part-Time", "Probation", "Apprentices/Trainee" or "Other" to allow the EHECS analysis to classify the employee correctly.
 14. Select one of the CSO types from the dropdown list in the **CSO Code** field and press **<Tab>**. This is also used by the EHECS Report.
 15. Enter the date that the employee commenced employment in the **Start Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
 16. Enter any date beyond the end of this year in the **Finish Date** field, or select a date from the dropdown calendar, and press **<Tab>**. If a date is entered which falls before the end of the year, HRPay will disable entry of payslip information as of that date.
 17. If the employee is a director, set the checkmark in the **Director** checkbox and press **<Tab>**.
 18. To make this employee "visible" to other functions in HRPay, set the checkmark in the **Active** checkbox. Ideally, you should not do this until all four pages have been completed.
 19. You may now save this record by clicking the **Save** button, but the record will not be complete until the Pay Details, Deductions, and PAYE/PRSI details have been entered.

3.3.2.2 Pay Details

This page of the Employee Record Maintenance function is used to store the employee's pay details and banking details.

On the top half of the screen, four panels are used to provide the payment rules for the system and allow payslips to be generated automatically, as follows:

- **Pay Basis** determines how the employee's pay is calculated:
 1. **Hourly Rate** - Payment is based on the hours entered in the timecard or the payslip. Overtime is paid in accordance with the parameters entered in the Overtime & Shift Parameters.
 2. **Salary** - Payment is a fixed amount per period. No overtime is paid and the actual hours worked have no effect.
 3. **Salary + O/T** - The basic payment is a fixed amount per period. Overtime is paid if the employee works more than the basic hours defined in the **Basic Hours** panel, otherwise the actual hours worked have no effect.

4. **Commission** - HRPay does not calculate the gross payment. Instead, it is manually entered as part of the **Payslip Entry** function.
 5. **Salary + Comm.** - The basic payment is a fixed amount per period. A manual adjustment is made to the payslip, using the **Payslip Entry** function, to add any commission that has been earned.
- HRPay automatically manages the payroll for all employees regardless of how often they are paid. Rather than having separate "companies" for different pay frequencies, it is specified as part of the employee record by choosing a frequency in the **Pay Frequency** panel.
 - The **Basic Hours** values are initially taken from the Overtime & Shift parameters but can be modified for specific employees in the Employee Record.
- E.G.**
1. **Part Time Employee working 20 Hrs per Week:**
 - Pay Frequency = Weekly
 - Hrs./Week = 20
 - Days/Week = 2.5
 2. **Work Sharing - Week On, Week Off**
 - Pay Frequency = Fortnightly
 - Hrs./Period = 39
 - Days/Period = 5
- The Pay Rate panel allows an employee's rate of pay to be entered as an hourly rate, a weekly amount, a monthly amount, or as an amount for the period specified in the **Pay Frequency** panel.

The screenshot shows the 'Employee Record Maintenance' window for employee 'Angelina d'Courcy' (Emp. No.: 003). The window is divided into several sections:

- Pay Details:**
 - Pay Basis:** Radio buttons for Hourly Rate, Salary (selected), Salary + O/T, Commission, and Salary + Comm.
 - Pay Frequency:** Radio buttons for Weekly, Fortnightly, Four-Weekly, Monthly (selected), and Quarterly.
 - Basic Hours:**
 - Hrs./Week: 39
 - Days/Week: 5
 - Hrs./Period: 169
 - Days/Period: 21.67
 - Pay Rate:**
 - Per Hour: €14.79
 - Per Week: €576.92
 - Per Month: €2,499.98
 - Per Period: €2,499.99
- Bank Details:**
 - Bank:** AIB Bank
 - Address:** Tarbert Road, Tralee, Co. Kerry
 - Sort Code:** 54-32-98
 - A/c No.:** 8629386
 - A/c Name:** Dr. Angelina d'Courcy
 - C/Un. Ref.:**
 - Pay by:** Radio buttons for Cash, Cheque, EFT File (selected), and Giro/Transfer.

At the bottom, there are tabs for General, Pay Details (selected), Deductions, and PAYE/PRSI Details.

The bottom half of the screen is used to enter the employee's banking details. If the employee is paid by Electronic Funds Transfer (EFT), Bank Giro, or account transfer, these fields must be completed.

To edit an Employee's Pay Details or Banking Details:

1. Click the **Edit** button to put the record into edit mode, or simply change any of the settings or fields and the record will automatically go into edit mode.
2. Choose the basis on which the employee is paid by clicking the appropriate radiobutton in the Pay Basis panel.
3. Choose the payment interval in the Pay Frequency panel. This will determine how often a payslip can be generated for the employee.
4. If necessary, the information in the Basic Hours panel can be edited. This would typically

- be necessary if the employee worked part-time, or if the employee worked a "week-on, week-off" schedule as part of a work-sharing arrangement.
5. Enter the basic pay in any of the four fields in the **Pay Rate** panel. The remaining three fields will be recalculated when you exit the field.
 6. If the employee is paid by cash or cheque the majority of the **Bank Details** do not need to be entered and the next four steps can be skipped. Otherwise, enter the name of the employee's bank in the **Bank** field and press **<Tab>**.
 7. Enter the address of the employee's bank in the **Address** fields using the **<Tab>** key to move from field to field.
 8. Enter the sort code of the employee's bank in the **Sort Code** field and press **<Tab>**. The hyphens are automatically entered as you type.
 9. Enter the employee's bank account number in the **A/c No.** field and press **<Tab>**.
 10. Enter the name of the employee's bank account in the **A/c Name** field. Note that this might not necessarily be the employee's name as payments may be made to a joint account.
 11. Choose the payment method by clicking the appropriate radiobutton in the **Pay By** panel. If your business has signed up for electronic banking, the Giro/Transfer option will be handled in the same way as EFT payments. Otherwise, this option allows you to print Bank Giros for any employee who has elected to be paid in this manner.
 12. You may now save this record by clicking the **Save** button. However, remember that if you are in the process of adding an employee record, the record will not be complete until the Deductions, and PAYE/PRSI details have been entered.

3.3.2.3 Deductions

Every employee can have up to 10 voluntary deductions which are handled through the payroll process. These are entered on the Deductions page of the Employee Record Maintenance function.

The screenshot displays the 'Employee Record Maintenance' window with the 'Deductions' tab selected. The window title bar includes standard window controls and a menu bar with options like Close, First, Prior, Next, Last, Add, Delete, Edit, Cancel, Save, Help, and Explain. Below the menu bar are tabs for Employee Details, Payment History, Tax Deduction Card, Attendance Record, and Timecard. The main area shows the employee's details: Emp. No.: 003 and Name: Angelina d'Courcy. The Deductions section contains four main categories: Pension, PRSA AVC, Savings, and Unused. Each category has radio buttons for 'Percentage' or 'Fixed Amount', an input field, and checkboxes for 'Tax Exempt' and 'PRSI Exempt'. The 'Unused' category has six additional input fields arranged in a 3x2 grid. At the bottom, there are tabs for General, Pay Details, Deductions, PAYE/PRSI Details, and Taxable Benefits.

- The descriptions of the four major deductions must be selected from dropdown lists if the deduction is for one of the six types of assurance/insurance scheme. These descriptions must not be altered if the system is to

process these deductions correctly. If the deduction is not one of the six assurance/insurance types, any description can be entered.

- Clicking on the description of a deduction allows the description to be edited. A maximum of 15 characters is allowed.
- The **Percentage** radiobutton and field allow you to specify that the deduction is a percentage of pensionable pay. To enter a deduction of 5% simply enter 5 in the field.
- The **Fixed Amount** radiobutton and field allow you to specify that the deduction is a fixed amount.
- The **Tax Exempt** and **PRSI Exempt** checkboxes are used to specify whether the deduction is exempt from PAYE and PRSI.
- The six deductions at the bottom of the screen are specified as a fixed amount and are not exempt from PAYE or PRSI.

As can be seen from this screen, four of the 10 possible deductions can be for a fixed amount, or based on a percentage of pensionable pay. These four deductions can also be marked as exempt from PAYE and/or PRSI, if required. Preset descriptions can be selected to link these deductions to the pension, PRSA, and insurance schemes which are managed through the payroll process.

The remaining six deductions can only be for a fixed amount and are not tax deductible. Any 15 character text can be used as a description of these deductions.

To edit/enter Employee Deductions:

1. Click the **Edit** button to put the record into edit mode, or simply change any of the settings or fields and the record will automatically go into edit mode.
2. Click the description of any deduction to enter/select a new description. The label will then change to an edit field or a dropdown field, as shown below:

The dropdown fields, which are shown for the first four deductions, provide a choice of six descriptions:

- Pension:
- Pension AVC:
- PRSA:
- PRSA AVC
- Perm. Health Ins.:
- Vol. Health Ins.:

These descriptions are identical to those used as scheme descriptions in the **Pension, PRSA, & Health Insurance Providers** screen and should not be altered in any way if you want the deduction to be linked to the specified scheme. However, if the deduction is not for any of the pre-defined schemes, any 15 character description can be entered.

In the case of the remaining six deductions, any 15 character description can be entered, or the description field can be cleared to leave it blank if no deduction is being entered.

Note that descriptions are unique to each employee, i.e. the same deduction field can be used differently for each employee.

3. When any changes to the descriptions of the deductions has been completed, click any of the value entry fields. This will hide the edit and dropdown fields and make the screen less cluttered.
4. To enter the actual deductions, click the **Percentage** or **Fixed Amount** radiobutton and enter the required percentage of pensionable pay or the amount in Euros in the associated entry field.
5. If the deduction is PAYE and/or PRSI exempt, set the checkmark in the **Tax Exempt** and/or **PRSI Exempt** checkboxes.
6. The six deduction entry fields at the bottom of the screen should only be used for fixed amounts which are deducted after PAYE and PRSI has been calculated.
7. When all deductions have been entered, you may save this record by clicking the **Save** button. However, remember that if you are in the process of adding an employee record, the record will not be complete until the PAYE/PRSI details have been entered.

3.3.2.4 PAYE/PRSI Details

*The **PAYE/PRSI Details** page of the **Employee Record Maintenance** function has two purposes. Initially, it is used to enter an employee's tax details and, as earnings are processed, it keeps a running total of the employee's gross pay, deductions, tax credits, and the PAYE and PRSI paid to date.*

Employee Record Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Help Explain

Employee Details | Payment History | Tax Deduction Card | Attendance Record | Timecard

Emp. No.: 005 Name: Angelina d'Courcy

PAYE & PRSI Parameters:

PPS/PRSI No.: 9918151Y Tax Status: Normal PRSI Code: A1 Locked: ☐

Tax Credits: €73.85 (Per Week) Std. Rate Cut-Off: €711.35 (Per Week) Health Levy Exempt: ☐

Year to Date Totals: Up to & including 22/02/2003

Gross Pay: €3,335.44	From P45: €0.00	Gross Pay: €0.00	PAYE: €0.00
Pension: €166.78	Undefined: €0.00	Tax Credits: €590.80	
PRSA: €200.00	Undefined: €0.00	PAYE: €2.93	
Vol. Health Ins: €383.60	Undefined: €0.00	PRSI (Employee): €124.26	
Union Dues: €100.07	Undefined: €0.00	PRSI (Employer): €304.29	
Undefined: €0.00	Undefined: €0.00	Net Pay: €2,357.93	

General | Pay Details | Deductions | PAYE/PRSI Details | Taxable Benefits

- If a PPS number is not available for the employee, enter NONE in the **PPS/PRSI No.** field.
- The **Tax Status** is advised by the Revenue Commissioners. For new employees:
 - With P45 - Use Temporary.
 - Without P45 - Use Emergency.
- The initial PRSI Class of the employee should be selected from the list in the **PRSI Code** field.

- When the **Locked** checkbox is checked, HRPay will not attempt to calculate a PRSI Sub-class for this employee. The class specified in the **PRSI Code** field will be used regardless of earnings.
- The **Tax Credits** field shows the amount by which gross tax is reduced. The label under this field indicates whether this is a weekly or monthly amount.
- The **Std. Rate Cut-Off** field shows the level at which the higher rate of tax becomes applicable. The label under this field indicates whether this is a weekly or monthly amount.
- If the employee is exempt from the Health Levy, i.e. medical card holder, etc., the **Health Levy Exempt** checkbox must be checked so that the PRSI Sub-class can be correctly calculated.
- The summary YTD information reflects payments made up to the date shown as **Up to & Including**.
- The fields in the **From P45** section can only be edited when adding a new employee and are used to enter details from the employee's P45. If the employee does not have a P45 these field must not be altered.
- The remaining fields show the year to date summary for gross pay, deductions, and net pay. When transferring data from an existing manual or software payroll system, after the beginning of the tax year, the YTD payroll information can be entered in these fields.

When an employee is being added, all of the Year To Date Totals fields at the bottom of the screen are enabled and can be edited. These fields are also enabled when an employee record is being edited until such time as a payslip is created for the employee. This allows you to transfer year to date details from a manual payroll system if you have started using HRPay after the beginning of a tax year. However, if it is feasible, you will become much more familiar with the operation of HRPay if you can take the time to re-enter each period's data and "build up" the HRPay database to the current payroll period.

To enter/edit an Employee's PAYE & PRSI Details:

1. Click the **Edit** button to put the record into edit mode, or simply change any of the fields and the record will automatically go into edit mode.
2. Enter the employee's PPS number in the PPS/PRSI No. field and press **<Tab>**. If the employee has not provided a PPS number, enter **NONE** in this field.
3. Select the employee's tax status from the dropdown list in the **Tax Status** field and press **<Tab>**.
4. Select the employee's initial PRSI code from the dropdown list in the **PRSI Code** field and press **<Tab>**.
5. If you have been instructed to use the initial PRSI code for all subsequent periods, regardless of earnings, set the checkmark in the **Locked** checkbox and press **<Tab>**.
6. Enter the tax credit amount in the **Tax Credit** field and press **<Tab>**. If the employee is being paid by month or by quarter, this must be the monthly tax credit. For all other pay frequencies this must be the weekly tax credit.
7. Enter the Standard Rate Cut-off Point in the **Std. Rate Cut-Off** field and press **<Tab>**. If the employee is being paid by month or by quarter, this must be the monthly cut-off point. For all other pay frequencies this must be the weekly cut-off point.
8. If the employee is exempt from the Health Levy set the checkmark in the **Health Levy Exempt** checkbox.

If the employee has supplied a P45, the next two steps should be completed.

9. Enter the gross pay amount from the P45 in the **Gross Pay Prev Emp.** field in the P45 panel and press **<Tab>**.
10. Enter PAYE amount from the P45 in the **PAYE Prev Emp.** field and press **<Tab>**.

If you are transferring year to date payroll data from a manual system or another software application after the beginning of the tax year, the next step should be completed.

11. Enter the cumulative year to date amounts for Gross Pay, voluntary deductions, Tax Credits,

PAYE, Employee's PRSI, Employee's PRSI, and Net Pay in the 16 fields at the bottom of the screen. The only fields which do not require an entry are any unused deduction categories. The only remaining YTD information that needs to be entered is the PRSI Code Summary. This is added on the Tax Deduction Card page.

12. You may now save this record by clicking the **Save** button. However, remember that if you are in the process of adding a new employee, the record will not be complete until any Taxable benefits have been entered. In addition, if you have been transferring cumulative figures from a manual system, after the start of the tax year, remember to enter the PRSI Code Summary on the Tax Deduction Card page. In this case, you will also need to enter the accrued holidays on the Attendance Record page so that holidays are correctly managed by the system.

3.3.2.4.1 Importing a Tax Credits Certificate

Tax Credits Certificates many be entered manually, or imported from the Revenue P2C file by clicking the Import P2C button which is displayed whenever an employee record is being added or edited. This causes the following screen to be displayed.

Initially, this screen only shows the current settings for the selected employee in the *Current Values* panel.

	Yearly	Monthly	Weekly
Standard Rate Cut-off Point:	€16,906	€1,408.85	€325.12
Tax Credits:	€2,487	€207.26	€47.83
<input type="checkbox"/> Week 1/Month 1 Basis <input type="checkbox"/> Exemption/Marginal Relief Case			
Total Pay from P45:	€0.00	Total Tax from P45: €0.00	

	Yearly	Monthly	Weekly
Standard Rate Cut-off Point:	€34,000	€2,833.35	€653.85
Tax Credits:	€3,520	€293.37	€67.70
<input type="checkbox"/> Week 1/Month 1 Basis <input type="checkbox"/> Exemption/Marginal Relief Case			
Total Pay YTD:	€0.00	Total Tax YTD: €0.00	



OK Cancel

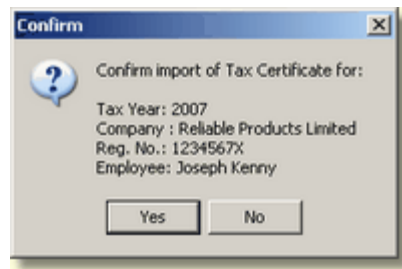
- The radiobuttons at the top of the screen are used to specify whether Tax Credits details are to be input manually, or imported from a P2C file.
- The **File to Import** field must contain the full path and filename for the P2C file. The default file extension is ".TFA". The buttons to the right of the field can be used to locate and display the P2C file.
- The **Current Values** panel shows the current settings in the employee file. (Read-only)
- The values and settings shown in the **New Values from Tax Certificate file** are what will be applied to the employee record. They may be imported or entered manually.
- Clicking the **OK** button applies the new values and settings to the employee record.

To manually input the Tax Credits Certificate or details from a P45:

1. Click the **Enter Manually** radiobutton. This will cause the details in the Current Value panel, if any, to be copied to the bottom panel.
2. Enter the details from the Tax Credits Certificate in the fields in the bottom panel and click **OK**.

To import a Tax Credits Certificate:

1. Enter the full path and file name for the P2C file in the File to Import field and click the  button, or use the  button to locate the file. If a valid P2C file is specified, and it contains a Tax Credits Certificate for the selected employee, the following confirmation will be displayed:



1. Click **Yes** to view the details of the Tax Credits Certificate. These will be shown in the bottom panel.
2. If the employee has already presented a P45, verify that the Total Pay YTD and Total Tax YTD are equal to the P45 values. If not, you should contact Revenue for guidance.
3. Finally, click the **OK** button to apply the imported details to the employee record.

3.3.2.5 Taxable Benefits (BIK)

The Taxable Benefits page of the Employee Record Maintenance function is used to enter details of non-cash payments to employees, such as the personal use of a company car or van, subsidised accommodation and loans, and payment of club membership fees, insurance premiums, etc.

Once the details are entered, HRPay automatically calculates the taxable value of the benefit, and includes this notional pay in the relevant pay period so that the correct PAYE and PRSI can be deducted.

- Three of the four panels on this screen are shown collapsed and expand automatically, to allow additional benefits to be entered, when the panel is selected. The panels may also be expanded and collapsed by clicking on the title of each panel.
- When the checkbox next to any benefit is ticked, the benefit is included in payroll calculations.
- The first date in this tax year from which a benefit was available to the employee must be entered in the relevant **From Date** field.
- The last date in this tax year at which a benefit was available to the employee must be entered in the relevant **To Date** field.
- **Company Car or Van:**
 1. The vehicle registration number is used for reference.
 2. The tax rates for cars and vans are different and the type of vehicle must be specified.
 3. The original market value of the vehicle according to the Revenue rules must be entered in the **OMV** field.
 4. An **annual** business mileage range must be selected from the **Annual Mileage** list even if the vehicle is only available for part of the year.
 5. If applicable, the total amount that the employee contributes to the running costs of each vehicle should be entered in the **Contribution** field.

- **Accommodation**
 1. The accommodation description is used as a reference.
 2. An annual market rent must be entered in the **FMV** field, even if the accommodation is only available for part of the year.
 3. The total amount that the employee contributes as rent should be entered in the **Contribution** field.
- **Preferential Loans**
 1. The allowable interest rate is lower for home loans and the loan type must be specified.
 2. The capital amount of the loan must be entered in the **Loan Amount** field. If the loan was advanced prior to the start of this tax year, enter the balance as of 1st Jan.
 3. The annual effective interest rate must be entered as a full number, i.e. for 8.5%, enter 8.5.
- **Other Annual Benefits**
 1. A description must be entered for each benefit. Only benefits which are provided throughout the year should be entered.
 2. The annual fair market value of the benefit must be entered in the **FMV** field.
- The three fields at the bottom of the screen show the total notional pay that results from the selected benefits. The monthly and weekly figures are averages and will be understated if some benefits are only available for part of the year.

The screenshot shows the 'Employee Record Maintenance' window for employee William Morgan (Emp. No. 001). The 'Company Car/Van' section is active, showing a car with registration 00 T 3831, an OMV of €25,000.00, and an annual mileage contribution of €0.00. The 'Accommodation' section shows an apartment at 57 Woodleigh with an FMV of €3,000.00 and a contribution of €1,000.00. The 'Preferential Loans' section shows a mortgage with a loan amount of €0.00 and an interest rate of 23/12/2002. The 'Other Annual Benefits' section shows health insurance with an FMV of €1,000.00. At the bottom, the 'Taxable Value of Benefits' is calculated as €5,012.33 / Year, €417.69 / Month, and €96.39 / Week.

Reg. No.	Type	OMV	Annual Mileage Contribution	From Date	To Date
00 T 3831	Car	€25,000.00	≤ 25,000	01/01/2003	31/12/2003

Description	FMV	Contribution	From Date	To Date
Apartment - 57 Woodleigh	€3,000.00	€1,000.00	01/07/2003	31/12/2003

Loan Type	Loan Amount	Interest Rate	From Date	To Date
General <input type="checkbox"/> Mortgage <input checked="" type="checkbox"/>	€0.00	%	23/12/2002	23/12/2002

Description	FMV	Description	FMV
Health Insurance	€1,000.00		€0.00

Taxable Value of Benefits: €5,012.33 / Year, €417.69 / Month, €96.39 / Week

Company Car or Van.

If an employee has a company-supplied car, or the use of a company van for personal travel, the benefit should be added as follows:

1. Set the checkmark in the first checkbox on the left of the Company Car/Van panel.
2. Type the vehicle registration number in the **Reg. No.** field and press **<Tab>**.
3. Select the vehicle type from the two choices in the **Type** field, i.e. car or van, and press **<Tab>**.
4. Enter the original market value of the vehicle in the **OMV** field and press **<Tab>**. (This will typically be the list price less a discount of not more than 10%)
5. Select the mileage band that represents the annual business mileage of the employee and press **<Tab>**. Note that the annual mileage must be used, even if the car is only available to the employee for part of the year. (This field is not used where the vehicle is a van)
6. If the employee makes a contribution to the running costs of the vehicle, enter the amount contributed, in respect of this vehicle only, in the **Contribution** field and press **<Tab>**.

7. If the vehicle was supplied after the start of this tax year, enter the date on which the employee took possession, in the **From Date** field. Otherwise, enter 1st Jan. as the starting date. The date can also be selected from the dropdown calendar attached to this field.
8. If the vehicle was returned, or changed, before the end of this tax year, enter the date on which the usage ended, in the **To Date** field. Otherwise, enter 31st Dec. as the ending date. The date can also be selected from the dropdown calendar attached to this field.
9. The annual, average monthly, and average weekly taxable values of all benefits may be checked in the last three fields of this screen by scrolling the display.
10. Click the **Save** button to save the details, or the **Cancel** button to discard the changes.

Change of Vehicle during Tax Year.

If an employee changes vehicles during the tax year, the following procedure is used to handle the change-over.

1. Enter the surrender date of the first vehicle in the **To Date** field.
2. Add the new vehicle in the second line of the panel, using the procedure outlined above. The starting date, in the **From Date** field, should be the day after the **To Date** for the original vehicle.
3. Click the **Save** button to save the details, or the **Cancel** button to discard the changes.

Subsidised or Rent-free Accommodation.

If the employee has the use of company-provided accommodation and pays no rent, or a rent less than the fair market value of the accommodation, the benefit should be added as follows:

1. Set the checkmark in the checkbox on the left of the Accommodation panel.
2. Type a brief description of the accommodation in the **Description** field and press **<Tab>**.
3. Enter the annual fair market value of the accommodation in the **FMV** field and press **<Tab>**. The annual value must be entered, even if the employee only has the use of the accommodation for part of the year. (The fair market value will either be the actual cost of renting the accommodation from a third party, or the rent which would reasonably be expected on the open market)
4. If the employee makes a contribution as rent, enter the total amount contributed in the **Contribution** field and press **<Tab>**.
5. If the accommodation was supplied after the start of this tax year, enter the date on which the employee took possession, in the **From Date** field. Otherwise, enter 1st Jan. as the starting date. The date can also be selected from the dropdown calendar attached to this field.
6. If the accommodation was vacated before the end of this tax year, enter the date on which the usage ended, in the **To Date** field. Otherwise, enter 31st Dec. as the ending date. The date can also be selected from the dropdown calendar attached to this field.
7. The annual, average monthly, and average weekly taxable values of all benefits may be checked in the last three fields of this screen.
8. Click the **Save** button to save the details, or the **Cancel** button to discard the changes.

Note that certain categories of employment are exempt from taxation on accommodation.

Preferential Loans.

If the employee is given a loan from the business, either interest free or at a preferential interest rate, the following steps should be used to record the benefit:

1. Set the checkmark in the appropriate checkbox on the left of the Preferential Loans panel. Up to three loans can be recorded per employee.
2. Select the loan type by setting the checkmark in the **General** or **Mortgage** checkboxes.
3. Enter the amount of the loan, or the balance at the start of the tax year if the loan was advanced before the start of the year, in the **Loan Amount** field and press **<Tab>**.
4. Enter the effective annual interest rate in the **Interest Rate** field and press **<Tab>**. Do not convert this to a decimal value, i.e. for an interest rate of 10%, enter 10.
5. If the loan was advanced after the start of this tax year, enter the date on which the employee received the loan, in the **From Date** field. Otherwise, enter 1st Jan. as the starting date. The date can also be selected from the dropdown calendar attached to this field.
6. If the loan was repaid before the end of this tax year, enter the date of repayment, in the **To Date** field. Otherwise, enter 31st Dec. as the ending date. The date can also be selected from the dropdown calendar attached to this field.
7. The annual, average monthly, and average weekly taxable values of all benefits may be checked in the last three fields of this screen by scrolling the display.
8. Click the **Save** button to save the details, or the **Cancel** button to discard the changes.

Other Annual Benefits.

This panel should only be used to record benefits which are provided, and paid for, throughout the year. For example, if an employer pays VHI or BUPA subscriptions for employees in a single lump sum, the regulations state that this must be treated as a taxable benefit in the pay period that the premium is paid.

All four benefits in this panel are treated as annual amounts and are averaged over the full year for tax purposes. To add a benefit:

1. Set the checkmark in the checkbox to the left of the selected benefit in the **Other Annual Benefits** panel. Up to four general benefits can be recorded per employee.
2. Enter a short description of the benefit in the **Description** field and press **<Tab>**.
3. Enter the fair market value of the benefit in the **FMV** field. Typically, this will be the cost to the employer of providing the benefit.
4. The annual, average monthly, and average weekly taxable values of all benefits may be checked in the last three fields of this screen by scrolling the display.
5. Click the **Save** button to save the details, or the **Cancel** button to discard the changes.

Benefits that are granted in a single pay period (once-off payments) are handled as part of the Payslip Entry function.

Warning: Any changes to fields containing monetary values after the associated benefit has been included in payroll processing will result in incorrect cumulative deductions and will require manual adjustment at year-end.

3.3.2.6 Payment History

This page of the Employee Record Maintenance function is purely informational. It shows the details of every payslip that has been created for the employee in the current year, including any that have yet to be processed and paid, and shows the hours that the employee worked in the specified week.

Basic Hours:	O/T Hours 1:	O/T Hours 2:	O/T Hours 3:	Total Hours Worked:
31.2	7.63	10.75	10	59.58
Holiday Hours:	Shutdown Hours:	Sick Hours:	Callout Hours:	Total Hours Paid:
7.8				67.38

Basic Earnings:	€431.54	Pension:	€23.58	PRSI:	€20.30
Holiday Pay:	€40.00	PRSA:	€25.00	PAYE:	€10.74
Sick Pay:	€0.00	Vol. Health Ins:	€47.95	Net Pay:	€329.64
Bonus:		Union Dues:	€14.15		
Commission:		Undefined:	€0.00		
Gratuities:		Undefined:	€0.00		
Other Taxable:		Undefined:	€0.00		
Reimbursed Exps:		Undefined:	€0.00		
Other Non-Taxable:		Undefined:	€0.00		
Gross Pay:	€471.54	Undefined:	€0.00		

Week No.: 1

Paid? ☒

Date Paid: 24/01/2003

- The 10 fields at the top of the screen show the hours worked in the selected week. A more detailed view is available on the Timecard page. These hours provide the basis for the payment if the employee is hourly-paid.
- The panel at the bottom left shows all of the elements of gross pay.
- The panel at the bottom centre shows the voluntary deductions for the specified week.
- The panel at the centre right shows the PAYE and employee's PRSI contribution for this week and the actual net pay, inclusive of any rounding adjustment.
- The **Week No.** field shows the week to which this payment record applies. To view another week, use the scrollbar on the right of the screen.
- If the **Paid?** box is checked, the payment has been processed. Otherwise it is still pending.
- If the payment has been processed, the **Date Paid** field shows the payroll date.

3.3.2.7 Tax Deduction Card

This page of the Employee Record Maintenance function is largely informational, showing the details that would normally be entered in a manual Tax Deduction Card, as shown on the following page. However, if payroll information is being transferred from another system after the start of the tax year, this page is where the PRSI Summary for each employee is entered.

- When adding a new employee, the **PRSI Summary** button allows the number of weeks at each PRSI Sub-class to be entered. For existing employees, the PRSI Sub-class history is displayed.
- The Tax Deduction Card may be scrolled horizontally to view any columns which are not displayed. If the **Date Paid** column shows the word "Pending" this means that the payment has not yet been processed and the tax deductions may change.
- A regular Tax Deduction Card is displayed in light yellow. In the case of employees who are being taxed on an Emergency basis, or a Week 1/Month 1 basis, some columns are meaningless and are "greyed-out".

The screenshot shows the 'Employee Record Maintenance' window. At the top, there are tabs for 'Employee Details', 'Payment History', 'Tax Deduction Card', 'Attendance Record', and 'Timecard'. Below the tabs, the 'Emp. No.' is 999 and the 'Name' is Joe Paxman. A 'PRSI Summary' button is visible. The main area contains a table with the following data:

Week No.	Date Paid	PRSI Employee Share	PRSI Total Contrib.	Insurable Weeks	PRSI Class	Gross Pay	Cum. Gross Pay	Cum. Std. Rate Cutoff Pt
10	14/03/2003	€0.00	€21.02	1	A0	€247.26	€247.26	€300.00
11	Pending	€8.99	€38.90	1	AX	€351.87	€599.13	€600.00

Viewing & entering the PRSI Summary.

As indicated in the PAYE/PRSI Details topic, when transferring payroll information from another system after the start of the tax year, each employee's PRSI history must be entered. This can only be done if no payslips have been created in HRPay for the employee. The steps involved are as follows:

1. Click the **PRSI Summary** button to display the entry panel, as shown below.

The screenshot shows the 'PRSI Code Summary' entry panel. It has a table with two columns: 'PRSI Code' and 'Insurable Wks'. The first row is highlighted in blue. Below the table is a large yellow area for entering data. At the bottom, there are buttons for 'Close', 'Delete', and 'Help'.

2. Enter the employee's initial PRSI Class first. This can be selected from a dropdown list when the cursor is positioned in the PRSI Code column.
3. Enter the number of weeks that the employee has paid deductions at this class in the Insurable Wks column.
4. Use the **Down-Arrow** or the **<Tab>** key to move to a new blank line and continue to enter PRSI codes and weeks until the PRSI history is complete. If you make a mistake, the line can be deleted by pressing the **Delete** button.
5. When you are finished, click the **Close** button. The entries are automatically saved.

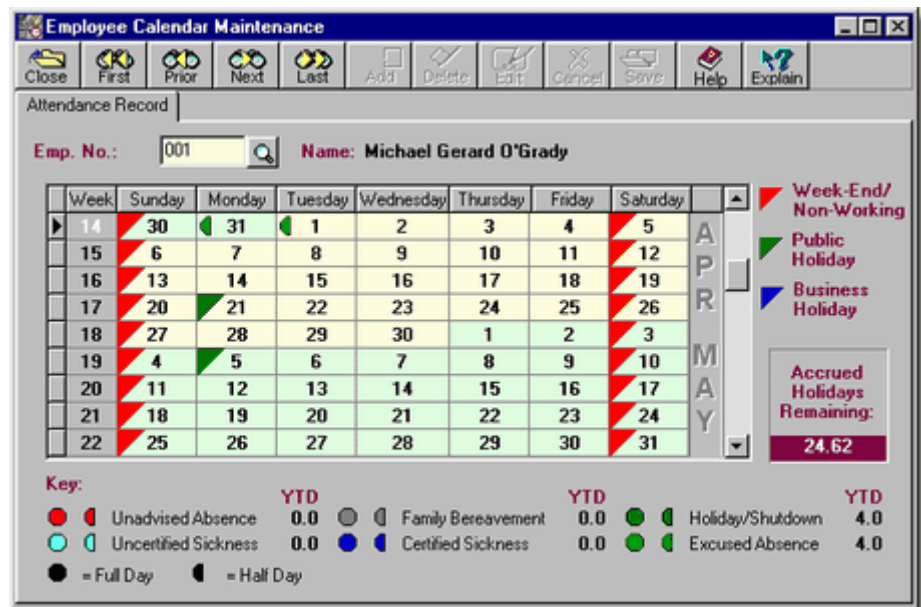
After the first payslip has been created for an employee, the PRSI history cannot be edited. Clicking the PRSI Summary button will cause the history to be displayed, as shown below, but no editing is allowed.



3.3.2.8 Attendance Record

The Attendance Record page of the Employee Record Maintenance function contains a copy of the System Calendar for each employee. These "personal" calendars are updated automatically as timecards are entered for each employee to show any absences or holidays that have been recorded in the week.

Absences and holidays can also be entered directly on this screen and, when planned holidays are entered in the calendar, these are automatically included in the relevant payroll run. This means that payment for holidays is added in the relevant payroll week without the need for any user intervention.



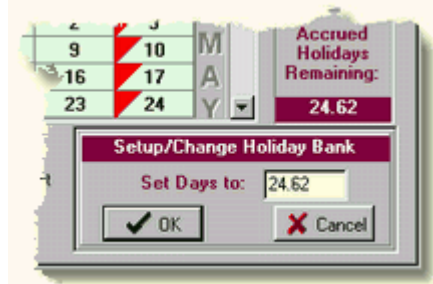
- The triangles, circles and half-circles may be "dragged and dropped" onto the calendar to change the status of any day or week.
- The year to date total for each category of absence is dynamically calculated when the calendar is displayed.

- This panel shows the number of holidays that this employee has available. This number is updated automatically as payroll periods are processed. To edit the holiday bank, double-click this panel.

Entering/Changing the Employee's Accrued Holidays.

One of the tasks to be completed when transferring information from an existing payroll system is the entry of the employees' accrued holidays. This function can also be used if you want to modify the number of holidays for an employee, e.g. adding extra holidays as a bonus, etc.

1. To modify the existing "holiday bank" **double-click** the Accrued Holidays Remaining panel. This will cause an entry panel to be displayed in the corner of the page, as shown below.



2. Enter the new accrued holidays total in the Set Days to field and click **OK**.
3. The entry panel will then close and the updated holidays will be displayed in the Accrued Holidays Remaining panel.

Changing the Status of Calendar Days.

1. The simplest way to change the status of any day, is to use "Drag & Drop". Simply click on any of the coloured shapes and, keeping the mouse button pressed, drag the shape to the day you want to change. Then release the mouse button to drop the shape on the selected day.
2. Alternatively, you can right-click on any day in the calendar and this will cause the context menu to be displayed, as shown below:



The context menu indicates the current status of the day with a bullet symbol. To change the status of the day, simply click the desired entry in the menu.

Changing the Status of Calendar Weeks.

1. Follow the same procedure as for individual days, but drop the shape, or right-click, on the number of the week in the **Week** column.
2. Note that any days that are marked as Week-End days will not be changed. To change these, use the procedure for individual days.

Changing the Status of a Day for the Full Year.

Note: This can only be used to change the day to a Working Day, Week-End Day, Public Holiday, or a Business Holiday

1. To change a day to a working day, right-click on the name of the day to be changed. This will cause the context menu to be displayed.
2. Click **Clear to Working Day**. This will cause that day to be set for a working day for all weeks.
3. To set a day as a Week-end day, Public Holiday, or Business Holiday, you can use the same procedure, or you can "drag and drop" the required coloured triangle on the name of the day to be changed. All weeks in the calendar will now show that day as the type you selected..

3.3.2.9 Timecard

The Timecard page of the Employee Record Maintenance function is purely informational. It shows the details of every timecard that has been created for the employee in the current year. This is a read-only screen and none of the information displayed can be edited.

For further information about this screen see the detailed description in the Timecard Entry function.

Day	Date	Time In	Time Out	Total Hours
Sunday	23/02/2003			9.92
Monday	24/02/2003	08:00	17:55	9.03
Tuesday	25/02/2003	07:43	10:00	8.73
Wednesday	26/02/2003	07:54	09:55	8.87
Thursday	27/02/2003	08:12	09:59	8.28
Friday	28/02/2003	08:13	10:00	3
Saturday	01/03/2003	10:30	13:30	

Key:

- Unadvised Absence
- Uncertified Sickness
- Excused Absence
- Family Bereavement
- Certified Sickness
- Holiday/Shutdown

Summary:

- Basic Hours: 39.0
- Overtime Hours 1: 8.83
- Overtime Hours 2: 0.0
- Overtime Hours 3: 0.0
- Sickness Hours: 0.0
- Holiday Hours: 0.0
- Total Hours: 47.83

3.3.3 Employee Calendars

This function is used to view the Attendance Record page of the Employee Record Maintenance function without showing any of the other details in the employee record.

See Section 3.3.2.8 for further details.

3.3.4 Timecard Entry

The Timecard Entry function is used to record time and attendance data for each employee. If the employee is hourly paid, or eligible for overtime payments, this information forms the basis of his/her payslip.

Even if the employee's payment is not based on hours worked, this function can be used to comply with Working Time regulations and as a basis for absenteeism and holiday management.

To view, or edit, the employee timecards select the **Timecard Entry** item in the **People** menu. This will cause the following screen to be displayed.

Day	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours
Sunday							
Monday	08:00	17:55					9.92
Tuesday	07:43	10:00	10:30	13:00	13:40	17:55	9.03
Wednesday	07:54	09:55	10:25	12:53	13:40	17:55	8.73
Thursday	08:12	09:59	10:20	13:00	13:30	17:55	8.87
Friday	08:13	10:00	10:40	13:00	13:45	17:55	8.28
Saturday	10:30	13:30					3

Key:

- Unadvised Absence
- Uncertified Sickness
- Excused Absence
- Family Bereavement
- Certified Sickness
- Holiday/Shutdown
- = Full Day
- = Half Day

Summary:

- Basic Hours: 39.0
- Overtime Hours 1: 8.83
- Overtime Hours 2: 0.0
- Overtime Hours 3: 0.0
- Sickness Hours: 0.0
- Holiday Hours: 0.0
- Total Hours: 47.83

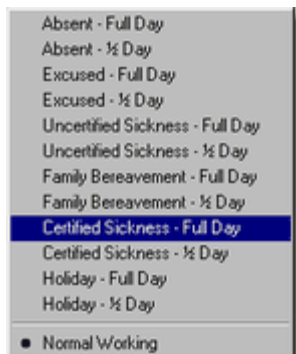
Note: If you have chosen any day other than Sunday as the first day of the week, the grid will be slightly different from that shown in this image.

- Use the lookup button to select an employee and view/enter timecards. The navigation buttons at the top of the screen can also be used to move from one employee to another.
- The Payroll Week field shows the number of the week that is currently being displayed. Use the Up/Down "spinbutton" to scroll through the weeks.
- The starting and ending dates of the selected week are shown above the time grid..

- Starting and finishing times, in 24 hour clock format, are entered in the timecard panel. Every **Time In** entry MUST have a matching **Time Out** entry. Alternatively, the total number of hours worked in each day can simply be entered in the **Total Hours** column.
- The coloured circles and half-circles can be "dragged and dropped" on any day to indicate absences.
- The initial analysis of the hours worked is calculated automatically, using the various rules and parameters for overtime, holidays, sick leave, etc. If necessary, these can be adjusted as part of the **Payslip Entry** function.

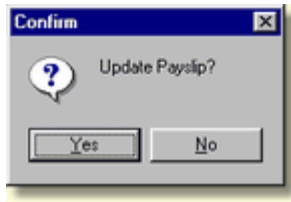
To enter or update a Timecard:

1. If the required employee is not selected, use the lookup button, or the navigation buttons, to select the employee. A timecard will then be displayed for the week specified in the **Payroll Week** field.
2. To change to a different week, use the "spinbutton" in the **Payroll Week** field to scroll backwards or forwards in time.
3. To enter start and finish times, enter the time in 24 hour format in the **Time In** and **Time Out** fields, i.e. to enter a starting time of 8.15am, type **0815**, to enter a finishing time of 5.30pm, type **1730**, etc. Do not enter any separator between the hours and the minutes, the system will automatically insert this.
4. When the times for any day have been fully entered, there must be a **Time Out** entry for each **Time In** entry, otherwise the **Total Hours** will not be calculated correctly.
5. If you prefer, you can just enter the total hours worked for each day in the **Total Hours** column. This must be entered as a decimal value, i.e. for 9 hours and 15 minutes the entry would be **9.25**.
6. To indicate that this employee has been absent for a day, or part of a day, click on the coloured circle/half-circle that represents the absence type and, keeping the mouse button pressed, drag the shape to the day you want to change. Then release the mouse button to drop the shape on the selected day. Alternatively, you can right-click on any part of the day in the grid and this will cause the context menu to be displayed, as shown below:



The context menu indicates the current status of the day with a bullet symbol. To change the status of the day, simply click the desired entry in the menu. The change will be shown in the timecard by changing the colour of the entry fields for the selected day. If you want to change the status of any day back to a normal working day, the **Normal Working** entry in this menu reverses the change.

7. When the timecard has been updated, click the **Save** button. If the employee is hourly-paid, the system will ask if the payslip for this week should be updated, as shown in the dialog on the next page.



In this case, the payslip is generated from the hours entered in the timecard. If all hours for the week have been entered, you should answer **Yes** to this question so that the payslip is based on up-to-date information. However, if you are updating the timecard on a daily basis, it doesn't really matter whether you update the payslip every day, as long as you do so at the end of the week.

Note: If you make manual adjustments to the hours on the payslip, using the Payslip Entry function, these changes are over-written if you update the payslip from the timecard at a later time.

Deleting a Timecard.

If the Delete button is enabled, the timecard may be deleted. A timecard may only be deleted if the associated payslip has not been processed. Deleting a timecard also deletes the payslip.

Notes regarding absence days:

- If a half-day absence is entered for any day, any times in the Time In and Time Out fields will remain unchanged.
- If a full-day absence is entered for any day, any times in the Time In and Time Out fields will be cleared. However, times can be re-entered in these fields after the day has been changed to a full-day absence.
- The totals at the bottom of the screen include hours for holidays and absences only if the parameters specify that payment is given and the employee has not exceeded any limits.
- All absences added to a timecard are automatically reflected in the employee's calendar (Attendance Record).

3.3.5 Payslip Entry

The Payslip Entry function is used to review and, if necessary, modify the payment details that are automatically generated by HRPay. Payslips can also be processed and printed individually using this function. It can be used in a number of ways, as follows:

1. *For employees paid on an hourly basis:*
 - *If the Timecard Entry function is being used, it is only necessary to enter the shift number, callout hours, and any payments that are not related to hours worked, such as bonuses, gratuities, etc.*
 - *If the Timecard Entry function is not being used, the shift number and hours worked in each category must be entered in addition to any payments for bonuses, gratuities, etc.*

2. *For employees paid on a salary basis:*

- *The basic salary is entered automatically. However additional payments may be entered for bonuses, commissions, expenses, etc.*

3. *For all employees:*

- *If in receipt of disability benefit, the amount received and the eligible days must be entered.*

At first, this may seem complex. However, in the majority of cases, the automatically generated payslips will not need any modification.

To view, or edit, the employee payslips select the **Payslip Entry** item in the **People** menu. This will cause the following screen to be displayed.

Time Card Entry - Payslip Entry		
Employee No.: 001 Name: Michael Gerard O'Grady <input checked="" type="checkbox"/> Paid?		
Week No.: 3	Basic Earnings: €462.18	Pension: €23.11
Shift No.: 0	Holiday Pay: €0.00	PRSA: €25.00
Basic Hrs: 39	Sick Pay: €0.00	Vol. Health Ins: €47.95
Overtime Hrs 1: 16.75	Bonus:	Union Dues: €13.87
Overtime Hrs 2: 13	Commission:	Undefined: €0.00
Overtime Hrs 3:	Gratuities:	Undefined: €0.00
Callout Hrs:	Other Taxable:	Undefined: €0.00
Shutdown Hrs:	Reimbursed Exps:	Undefined: €0.00
Holiday Hrs:	Other Non-Taxable:	Undefined: €0.00
Sickness Hrs: 0	Gross Pay: €462.18	Undefined: €0.00
Final Pay Cheque <input type="checkbox"/>	Dis. Ben./Days:	PAYE: €8.97
Insurable Weeks: 1 PRSI Class: A1 Employers PRSI: €44.51		PRSI: €19.76
		Net Pay: €323.52

- The **Shift No.** field is initially set to 0 to signify that there is no shift premium. Changing this field to 1, 2, or 3 will cause the shift premium for shift 1, 2, or 3 to be added to the basic earnings.
- The remaining fields in the left-hand column show the hours from which the payslip is calculated. For hourly-paid employees, the hours worked are automatically taken from the timecard, if this feature is being used. These hours may be modified on this screen. For employees who are not paid on an hourly basis, these fields are disabled.
- If the employee is leaving and this is the final payslip, setting the checkmark in the **Final Pay Cheque** box will calculate holiday pay for all remaining accrued holidays and add this to the gross pay.
- These fields in the centre column show the elements of gross pay. Additional payments can be added and existing amounts can be modified. Reimbursement of non-taxable expenses is handled by entering the amount in the Reimbursed Exps. field.
- To have the system automatically handle the taxation of state disability benefit, enter the amount of disability benefit received in the period and the number of days for which it was paid in the two fields labelled **Dis. Ben./Days**.
- The first 10 fields in the right-hand column show the various voluntary deductions that are to be deducted. These fields cannot be changed on this screen, any changes must be entered in the **Employee Record Maintenance** function.
- The **PAYE** and **PRSI** fields show the PAYE and PRSI that has been calculated for this payslip. These cannot be changed.

- The net pay after all deductions is shown in the b field. This can be changed! When this field is changed, the system calculates a gross pay amount that will result in the specified net pay.
- The number of **Insurable Weeks** will typically be 1 for weekly-paid employees, unless the payslip includes payment for holiday periods. For monthly-paid employees this number will be 4 or 5. This field cannot be changed.
- The PRSI Sub-class that applies for this period is shown in the **PRSI Class** field. This field cannot be changed.
- The employer's PRSI contribution for this payslip is shown in the Employers PRSI field. This field cannot be changed.
- The payslip that is currently displayed can be processed by clicking the Pay It! button. This is not reversible.
- To see a preview of the printed payslip at any time, click the **Payslip** button.

Before making any changes to a payslip, verify that you are viewing the payslip for the correct employee and week:

1. If the required employee is not selected, use the lookup button, or the navigation buttons, to select the employee. A payslip will then be displayed for the week specified in the **Payroll Week** field.
2. To change to a different week, use the "spinbutton" in the **Payroll Week** field to scroll backwards or forwards in time. Note that, if you select a week for which no timecard has been entered for an hourly-paid employee, the payslip will only show deductions.

IMPORTANT NOTE:

Changes made to a payslip are processed from left to right and top to bottom, i.e. changes to any field in the left-hand column will recalculate the center and right-hand column and changes to any field in the center column will recalculate the Gross Pay and the PAYE, PRSI, and Net Pay fields. The only exception to this is when a payslip is recalculated as part of the "net to gross" process.

Entering or changing the hours worked (Hourly-paid employees only).

1. If the employee has worked a shift, enter the appropriate shift number in the **Shift No.** field and press **<Tab>**.
2. Enter, or modify, the actual hours worked in the **Basic Hrs**, **Overtime Hrs 1**, **Overtime Hrs 2**, and **Overtime Hrs 3** fields, using the **<Tab>** key to move from one field to the next. As you enter values, the **Basic Earnings** field in the centre column will show the amount earned and the payslip will be recalculated.
3. If the employee has been on standby and is entitled to payment for this, enter the number of hours in the **Callout** field and press **<Tab>**. The **Basic Earnings** field in the centre column will show the additional amount earned and the payslip will be recalculated.
4. If **Shutdown (Business Holiday)**, **Holiday**, or **Sickness** hours need to be entered or modified, enter the appropriate values in these fields, using the **<Tab>** key to move from one field to the next. As you enter values, the **Basic Earnings**, **Holiday Pay**, and **Sick Pay** fields in the centre column will show the amounts payable and the payslip will be recalculated.
5. If this is a final payslip for an employee who is leaving, set the checkmark in the **Final Pay** **Cheque** box. A message will then be displayed to inform you that the holidays are being adjusted. The additional holiday pay will then be added to the **Holiday Pay** field and the payslip will be recalculated.
6. The payslip may now be saved by clicking the **Save** button. If the **Cancel** button is clicked, all changes will be discarded.

Changing and adding payments.

1. Changes may be made to any of the green payment fields in the center column by typing a value in a field and pressing **<Tab>**. The reasoning behind this is to allow you to add payments which are not part of normal wages and salaries. As payments are added or modified, the payslip is recalculated.
2. The **Gross Pay** field may be edited, but this does not make sense unless that is the only payment field which is being used.
3. To pay any non-taxable amounts, the **Reimbursed Exps** field or the **Other Non-Taxable** fields should be used. Entries in any other payment field are treated as taxable pay.
4. Changes to gross payments must be saved by clicking the **Save** button. If the **Cancel** button is clicked, all changes will be discarded.

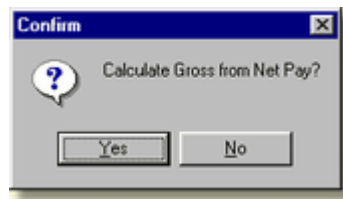
Handling Disability Payments.

1. If an employee is in receipt of disability payment, the amount received should be entered in the left-hand **Dis. Ben./Days** field and the number of days covered by the payment should be entered in the right-hand field.
2. The number of days entered should not include the waiting days, which are not paid, and must include all days that the benefit is paid. The system will make the adjustment for the tax exempt days.
3. Remember to save the payslip after you enter these values.

Generating Net to Gross Payslips.

In some businesses, employees are quoted a "take home" pay as a salary or wage. This means that the employer has to "gross up" the net pay to allow for PAYE and PRSI. The process for doing this is simple:

1. If the payslip does not have any pay elements, enter any value in the **Basic Earnings** field, but preferably a value which is close to the net amount that you want to pay, and press **<Tab>**.
2. Move to the **Net Pay** field, using repeated **<Tab>**s or simply by clicking in the field.
3. Change the calculated value in the **Net Pay** field to the amount you want to pay and press **<Tab>**. The following dialog will then be displayed.



4. Confirm by clicking **Yes**. After a short delay, the **Basic Earnings** field will be updated to show a new gross amount. The delay will depend on the difference between the original net amount and the desired net amount. This is why it is best to start with a basic earnings figure that is close to the desired net pay.
5. Click the **Save** button to save the modified payslip. Note that this process can be applied to any payslip, even those which were originally generated from the hours on the timecard.

Previewing a Payslip.

HRPay allows you to see a preview of the payslip at any time by pressing the **Payslip** button at the top of the screen. An example of the preview is shown below.

Reliable Products plc		Date:	24/01/2003 <th colspan="2">Pay Advice</th>	Pay Advice		
		Period:	3 <th colspan="2"></th>			
Emp. ID:	001	Name:	Michael Gerard O'Grady	PPS No.:	9151181Y	
Tax Status:	Normal	Std Rate Cut Off:	€ 37,000.00	Tax Credit:	€ 3,840.00	
Pay Basis:	H	Reg Hrs:	39.00	O/T 1 Hrs:	16.75	
		O/T 2 Hrs:	13.00	O/T 3 Hrs:	0.00	
Hourly Rate:	€ 5.13	Sick Hrs:	0.00	Holiday Hrs:	0.00	
		Callout Hrs:	0.00	Shift:	0	
Earnings		Deductions		YTD Tax Summary		
	This Period		This Period	Year to Date		
Regular Pay	462.18	Pension:	23.11	68.18	Gross Pay:	1,363.42
Total Taxable Pay:	462.18	PRSA:	25.00	75.00	- Allowable Deds:	143.18
		Vol. Health Ins	47.95	143.85	Taxable Pay:	1,220.24
		Union Dues:	13.87	40.91	Std Rate Cut Off:	2,134.62
		PAYE	8.97	22.50	Tax @ 20%:	244.05
		PRSI	19.76	57.97	Tax @ 42%:	0.00
					Gross Tax:	244.05
Gross Pay:	462.18				- Tax Credit:	221.55
					Net Tax Payable:	22.50
					Insurable Weeks:	3
					PRSI (Employee):	57.97
					PRSI (Employer):	131.18
Employer PRSI:		Employer Pension:	PRSI Class:	Rounding b/f:	Rounding off:	
44.51		46.22	A1	0.00	0.00	
Net Pay:					€ 323.52	

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To clear the preview press any key or right-click the preview.

Note that, unlike some other payroll systems, this is not a representation of what you might get if you buy custom stationery. It is the actual fully formatted payslip that will be printed on plain paper!

Processing a Payslip.

- If a payslip is eligible for processing, i.e. there are no unprocessed payslips for the employee prior to this period, the **Pay It!** button will be enabled. When this button is clicked, the **Payroll Calendar** is displayed:

Set Payroll Date

March 2003

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	23	24	25	26	27	28	1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31	1	2	3	4	5

Today OK Cancel

This calendar allows you to set the payment date which will be used in the Tax Deduction Card and in any EFT files which are sent to the bank.

2. Select a date and click **OK** to proceed. If the date is too early, the system will warn you and give you the choice of cancelling or proceeding.
3. If you continue to process the payslip, it is then displayed in a preview screen, from which it can be printed.
4. Note that this process can only be reversed by restoring from a backup. You did make a backup...didn't you?

3.3.6 User Access Control

When HRPay is started for the first time, all of the functions and reports can be accessed by any user. As you add employee details to the system, we recommend that you restrict access to the system by using the User Access Control feature.

This feature allows you to restrict access on a screen by screen basis. If a user does not have access rights for a specific function, that function will not be displayed in the menu. If, for example, you want all employees to be able to enter their start and finish times and plan holidays, you can give them access to just the Timecard and Employee Calendar functions.

To view, add, or edit, the access records select the **Access Control** entry in the **People** menu. This will cause the following screen to be displayed.

- The **User ID** can be any six characters. If an employee is selected using the lookup button, his/her Employee ID is used as the User ID. When adding/editing a record the lookup button lists employees. When viewing records it lists existing users.

- The **Password** can be a maximum of six-characters. This is displayed on this screen but is not displayed when the user is logging in to HRPay.
- The user **Name** is taken from the Employee Records if the user is an employee. If the user is not an employee the name is entered when adding or editing the access record.
- The panel to the right to the entry fields shows the number of User Access Records that have been created. If no records have been created, the system is freely accessible to all users. Access to the system will be password controlled if one, or more, records have been created.
- Setting the checkmark for any function or report group enables access for this user. Clearing a checkmark hides the function or report group from the user, prohibiting access.

User access records can be created for any User ID, i.e. they do not have to be defined as employees in HRPay. This allows you to provide access to people who are not on the payroll.

Obviously, the first record that you set up should be for system management purposes and should provide access to all screens. Take a note of the User ID and the Password that you enter in this dialog, and keep it in a safe place, as you will need them to get back into HRPay in the future.

Adding a User Access Record.

1. Click the **Add** button. The cursor will then be positioned in the User ID field and the lookup button will be enabled to allow you to select from a list of existing employees.
2. Select an Employee ID from the dropdown list that is displayed using the lookup button, or enter any code of your choice in the User ID field and press **<Tab>**. The code can be up to 6 characters in length.
3. Enter your chosen password in the Password field and press **<Tab>**. Again, this can be up to 6 characters long.
4. If you have selected an existing employee, the Name field will be automatically completed. Otherwise, you can enter up to 40 characters in this field.
5. Uncheck any functions which should be hidden from this user, using the Spacebar to check/uncheck and the **<Tab>** key to move from function to function. Alternatively, use the mouse to uncheck the functions you want to disable. Note that, if this is the first record to be added, or if you are editing the access record for the current user of HRPay, the Access Control function cannot be disabled. This is an intentional restriction to prevent you from accidentally disabling the Access Control function completely.
6. To add the new record, click the **Save** button. If this is the first access record to be added, a message will be displayed to confirm that access is now restricted. The restrictions will apply when HRPay is next started.

Deleting User Access Records.

There are some built-in safeguards when deleting user records to prevent you from accidentally locking yourself out by disabling the User Access function:

1. If there is more than one access record, you cannot delete the record for the current user of HRPay. This is because this may be the only user who can run the **User Access** function. Other records can be deleted without restriction.
2. If there is only one access record, deleting it will completely remove access restrictions from HRPay.

3. If the displayed record can be deleted, clicking the **Delete** button will immediately delete the record. If this was the only access record, a message will be displayed to warn that access restrictions have been removed.

Warning: Keep a record of the User ID and Password that provide access to the User Access Control function in a safe place. All of the database files in HRPay are encrypted for security and you will not be able to recover the User ID and Password, if you lose this information

In the event that you lock yourself out of HRPay, you will have to contact Aquila Technology to recover your access information from the encrypted database.

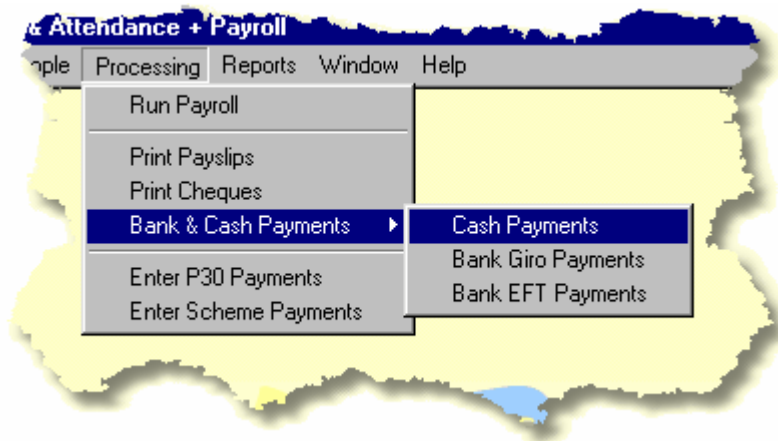
3.4 Processing Menu

3.4.1 Overview

The Processing Menu contains all of the functions that one would associate with the "payroll run", including processing and printing of payslips, generating bank files, printing cheques and giros, and analysing the coin and note requirements for cash pay packets.

This menu also contains functions to record payments to the Revenue Commissioners and to pension and health insurance providers.

The Processing Menu contains the following entries.



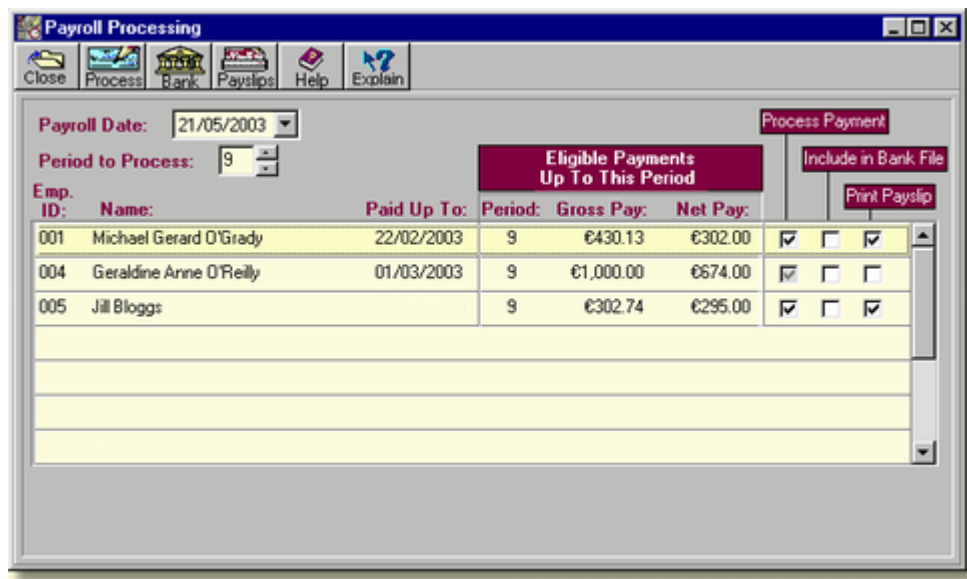
3.4.2 Run Payroll

Although payslips can be processed and printed using the Payslip Entry function, this can only be done for one payslip at a time. The Run Payroll function allows multiple payslips to be processed in batch mode and also generates the EFT file for electronic banking if any employees are to be paid in this manner.

To begin payroll processing, select the **Run Payroll** item in the **Processing** menu. The Payroll Calendar will then be displayed, as shown below, to allow you to specify the effective date for payments.



When the payroll date is confirmed, the following screen will be displayed.



- The **Payroll Date** is used in the Tax Deduction Card and in the EFT file which is sent to the bank.
- All eligible payslips from the start of the year up to the period specified in the **Period to Process** field are listed in the grid. A payslip is eligible for inclusion in the listing if it has not been processed, is paid by bank transfer and hasn't yet been paid, or has been processed but has not been printed.
- The text lines of the grid show the summary details of the payslip including, employee name, pay period, gross pay, and net pay.
- Setting the checkmark in the **Process Payment** checkbox includes the payslip in the processing run. If the box is "greyed", the payslip has already been processed.
- Setting the checkmark in the **Include in Bank File** checkbox will include this payment in the EFT file when the **Bank** button is clicked.
- If the **Print Payslip** checkbox is empty, the payslip has already been printed but it may be checked to enable reprinting of the payslip. Note that a payslip should not be regarded as valid until it has been processed.

- Clicking the **Process** button starts the processing of all payslips that have a checkmark in the **Process Payments** checkbox.
- Clicking the **Bank** button starts the process of generating a bank EFT file for all payslips that have a checkmark in the **Include in Bank File** checkbox.
- Clicking the **Payslips** button causes all payslips that have a checkmark in the Print Payslip checkbox to be displayed in a preview, from which they can be printed.

When this screen is initially displayed, it lists all employees who have unprocessed payslips, unbanked payments, or unprinted payslips prior to this period.

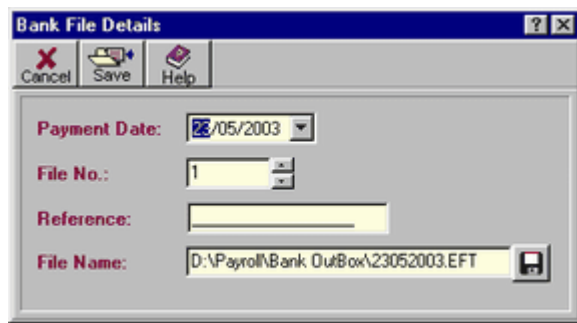
Note: Payslips should be processed before printing as the processing activity verifies the calculations that generated the payslip and may result in changes to the final payslip.

To Process Payslips:

1. Select the payslips which are to be processed by setting the checkmark in the **Process Payment** box for each payslip.
2. Click the **Process** button. The system will then cycle through the selected payslips and the listing will be refreshed as each payment is processed, giving a "flickering" effect. Although we could have frozen the display during processing, we decided that it is a simple way of letting you know that "something is happening"
3. When the processing is finished a message will be displayed showing the number of payments processed, the total gross value of the payments, and the total net value of the payments.
4. The **Process Payment** box for the payslips that have been processed will now be "greyed".

To Create the Bank EFT File:

1. Select the payments that are to be included in the EFT file by setting the checkmark in the **Include in Bank File** box. This can not be done until the payslip has been processed and can only be done for employees who are paid by bank transfers.
2. Click the **Bank** button. This will cause the following entry panel to be displayed.

A screenshot of a Windows-style dialog box titled "Bank File Details". It has a standard title bar with a question mark icon and a close button. Below the title bar are three buttons: "Cancel" (with a red X icon), "Save" (with a floppy disk icon), and "Help" (with a question mark icon). The main area of the dialog contains four labeled fields: "Payment Date:" with a dropdown menu showing "28/05/2003"; "File No.:" with a text box containing "1" and up/down arrow buttons; "Reference:" with an empty text box; and "File Name:" with a text box containing "D:\Payroll\Bank OutBox\23052003.EFT" and a file icon button on the right.

- The **Payment Date** is the same as that entered on the previous screen and may be changed. This is the effective payment date that the bank will use for the transfer to the employee accounts.
- The **File No.** is specified by your bank.
- The 18 character text in the **Reference** field will be shown on the bank statements.

- The filename is generated from today's date. This can be changed, but the .EFT file extension must not be changed.
 - If you wish to save the file in an alternative folder, this can be done by typing the folder name in the **File Name** field, or by choosing a folder using the button next to this field.
3. When you have entered the **Bank File Details**, click the **Save** button to proceed. The file will then be created and a message will be displayed showing the number of payment records in the file and the total value of the payments.

This function is very flexible. You can create a bank file as many times as you like. For example, if you create a bank file and then realise that you forgot to include an employee in the file, you can re-create the file again. However, once you transmit a file to the bank, you should mark those payslips as fully paid using the **Bank EFT Payments** function in order to prevent them from being included in a subsequent transmission.

Printing Payslips.

When payslips have been processed the payslips should be printed for the employees. This can be done in a number of functions in HRPay, and the process for doing it in this function is as follows:

1. Set the checkmark in the Print Payslip box for the payslips you wish to print.
2. Click the **Payslips** button. This will cause the selected payslips to be shown in a preview window, as shown below, from which they can be printed.

Preview

Reliable Products plc

Date: 23/05/2003
Period: 0

Pay Advice

Emp. ID: 001 Name: Michael Gerard O'Grady PPS No.: 1819151UY

Tax Status: Normal Red Rate Cut Off: € 37,000.00 Tax Credits: € 3,640.00

Pay Basis: 11 Reg. Hours: 38.00 O/T 1 Hrs: 12.00 O/T 2 Hrs: 12.00 O/T 3 Hrs: 0.00

Hourly Rate: € 6.10 Sick Hrs: 0.00 Holiday Hrs: 0.00 Calcutt Hrs: 0.00 Shifts: 0

Earnings		Deductions		YTD Tax Summary	
This Period	This Period	This Period	Year to Date	This Period	Year to Date
Regular Pay: 435.10	Pension: 21.91		582.29	Gross Pay: 435.10	5,765.07
Total Taxable Pay: 435.10	PRSA: 25.00		225.00	- Allowable Costs: -410.29	
	Vol. Health Ins: 47.86		401.66	Taxable Pay: 3,354.78	
	Union Dues: 12.80		112.97	Red Rate Cut Off: 6,402.16	
	PRSI: 2.86		6.81	Tax @ 20%: 670.96	
	PRSI: 17.94		142.26	Tax @ 40%: 0.00	
				Gross Tax: 670.96	
				- Tax Credits: 664.88	
				Net Tax Payable: 6.08	
				Income Tax: 0	
				PRSI (Employee): 142.26	
				PRSI (Employer): 345.03	

Gross Pay: 435.10

Employee WPS: 435.10 Employee Period: 435.10 RRS Date: A1 Rounding MB: 0.00 Rounding off: 0.00

Net Pay: € 302.00

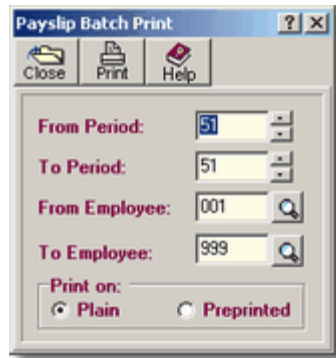
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3.4.3 Print Payslips

Payslips may be printed at the time that a payslip is processed in the Payslip Entry function, or in the Run Payroll function. They may also be printed at any other time using the Print Payslips function.

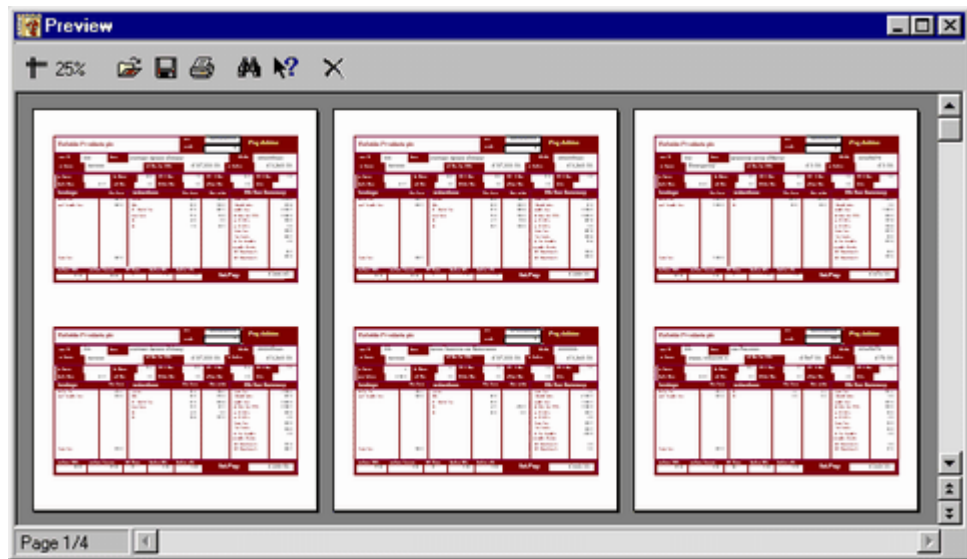
This function also allows payslips to be re-printed for any number of periods and employees.

When the **Print Payslips** entry is selected from the **Processing** menu, the following selection panel is displayed.



Selecting the Payslips to Print.

1. Use the "spinbutton" in the From Period field to indicate the starting payroll period for which payslips are to be printed.
2. Use the "spinbutton" in the To Period field to indicate the final payroll period to be included in the selection.
3. Enter the Employee ID from which to start in the From Employee field, or use the lookup button to select an employee.
4. Enter the Employee ID at which to end in the To Employee field, or use the lookup button to select an employee.
5. If you are using preprinted payslips set the Preprinted radiobutton. Otherwise, leave the setting as Plain.
6. Click the **Print** button. The payslips will be displayed in the preview screen, as shown on the next page.



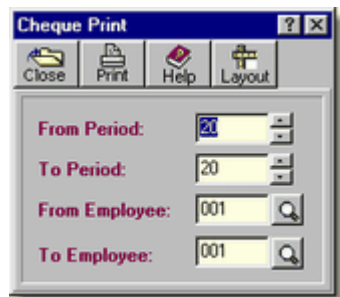
Note: By adjusting the size of the Preview window and zooming out, multiple pages can be viewed.

7. Click the printer button at the top of the preview to print. You can also save the payslips, as an FRP report, by clicking the floppy disk button.

3.4.4 Print Cheques

If any employees have opted for payment by cheque, you may print the cheques directly from HRPay, as long as you have suitable cheque stationery. You are not limited to a specific cheque layout and you are not obliged to purchase your cheques from any specific supplier.

When the **Print Cheques** entry is selected from the **Processing** menu, the following selection panel is displayed.



This is almost identical to the Print Payslips function, with one very important exception. The **Layout** button at the top of the panel allows you to define the cheque layout. When this button is clicked, the following screen is displayed:

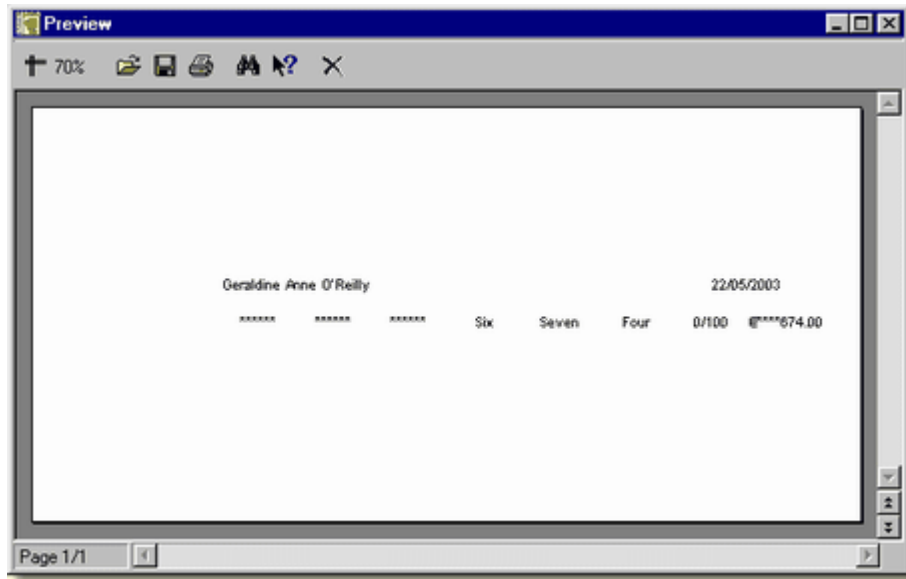
Cheque Field	Top	Left	Width
Payee Name:	40	50	70
Date:	40	180	30
100,000 Column:	50	50	20
10,000 Column:	50	70	20
1,000 Column:	50	90	20
100 Column:	50	110	20
10 Column:	50	130	20
Units Column:	50	150	20
Cents Column:	50	170	20
Monetary Amount:	50	190	30

All dimensions are in mm

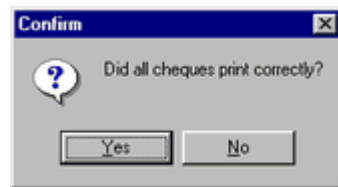
Hopefully, we have designed this screen in such a manner that you will find it simple to use. Using a blank cheque as a model, and a ruler with divisions in millimeters, measure the distance from the top edge of the cheque to the top of each cheque field listed above and enter the results in the **Top** column. Repeat this process for each field, measuring from the left edge of the cheque to the left of each cheque field and enter the results in the **Left** column. Finally, measure the horizontal space taken up by each cheque field and enter the results in the **Width** column. When you have finished, close this screen and return to the **Cheque Print** selection panel.

Selecting the Cheques to Print.

1. Use the "spinbutton" in the From Period field to indicate the starting payroll period for which cheques are to be printed.
2. Use the "spinbutton" in the To Period field to indicate the final payroll period to be included in the selection.
3. Enter the Employee ID from which to start in the From Employee field, or use the lookup button to select an employee. Only those employees who have opted for cheque payment will be displayed.
4. Enter the Employee ID at which to end in the To Employee field, or use the lookup button to select an employee. Again, only those employees who have opted for cheque payment will be displayed.
5. Click the **Print** button. If there are processed payslips that are eligible to be paid by cheque, the cheques will be displayed in the preview screen, as shown below. However, if there are no processed payslips for employees who are paid by cheque, the system will display a message stating that there is nothing to be printed.



6. Click the printer button at the top of the preview to print. It is advisable to print one page to plain paper, and check that the fields are positioned properly, before printing a batch of cheques on your cheque stationery.
7. When the cheques are printed and the preview screen is closed, the following query will be displayed:



If you answer **Yes** to this question, the payslips will be marked as paid and the cheques cannot be printed again. However, if you answer **No**, the payslips will remain in an unpaid status and you may reprint cheques later.

3.4.5 Bank & Cash Payments

3.4.5.1 Cash Payments

Although the cash pay packet is not as common as it once was, it is still a feature in many businesses. The Cash Payments function is primarily intended to record the fact that such payslips have actually been paid and not just processed. To assist you in "making up" cash pay packets, this function also analyses the coin and note requirements for filling pay packets.

When the **Cash Payments** entry is selected from **Bank & Cash Payments** sub-menu of the **Processing** menu, the following screen is displayed.

Cash Payment Processing

Close Edit Cancel Save Help

From Employee: 001 From Period: 10
To Employee: 999 To Period: 11

Emp. ID:	Name:	Period:	Net Pay:	Paypacket Issued
999	Joe Paxman	10	€248.00	<input type="checkbox"/>
008	Mary Rushe	11	€311.00	<input type="checkbox"/>

Cash Analysis:

	€200	€100	€50	€20	€10	€5	€2	€1	c50	c20	c10	c5	c2	c1
This payslip:	1			2		1	1	1						
All payslips:	2	1		2	1	1	1	2						

- Initially, the listing just shows information for the previous week, i.e. all payslips for employees who are paid in cash and whose payslips are not yet marked as paid.
- The listing can be reduced by specifying a range of employees in the **From Employee** and **To Employee** fields. This might be necessary if an employee was being paid early for some reason.
- The number of periods covered by the listing can be increased using the **From Period** and **To Period** fields. A possible reason for this could be if an employee was on paid absence.
- Setting the **Paypacket Issued** checkmark for any payslip indicates that it has been paid.
- The **This Payslip** fields show the coin and note requirements for the selected payslip. (Highlighted in yellow)
- The **All payslips** fields show the total coin and note requirements for all the payslips listed.

To mark a payslip as paid:

- Select the desired line, using the mouse, or the **<Tab>** key. When a line is selected, it changes to a darker shade of yellow and has a light grey frame around it.
- The **This Payslip** fields at the bottom of the screen will show the notes and coins needed to make up the cash payment.
- Click the **Paypacket Issued** checkbox to set the checkmark. This will automatically put the screen into edit mode.
- When you have marked all selected payslips as paid, click the **Save** button. All paid payslips will then be cleared from the listing.

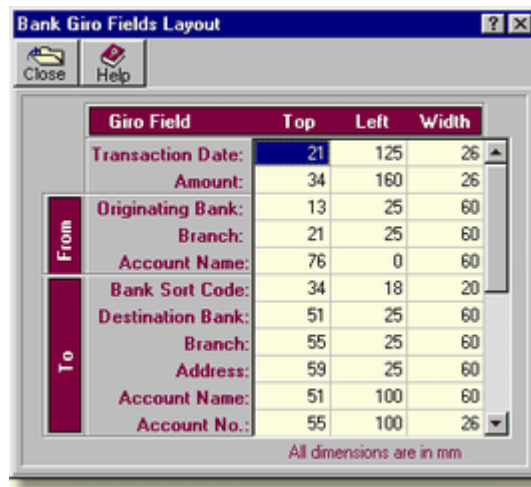
3.4.5.2 Bank Giro Payments

If any employees have opted for payment by credit transfer, and you are not an electronic banking customer, you may print Bank Giros directly from HRPay, as long as you have suitable giro stationery. Giro stationery is supplied by your bank and has a fixed layout.

When the **Print Giros** entry is selected from the **Processing** menu, the following selection panel is displayed.



This is identical to the Print Cheques function. However, the **Layout** button at the top of the panel is only used to enable you to adjust for any possible differences in giro layout between the main banks, i.e. the layout is constrained by the banks. When this button is clicked, the following display is displayed:

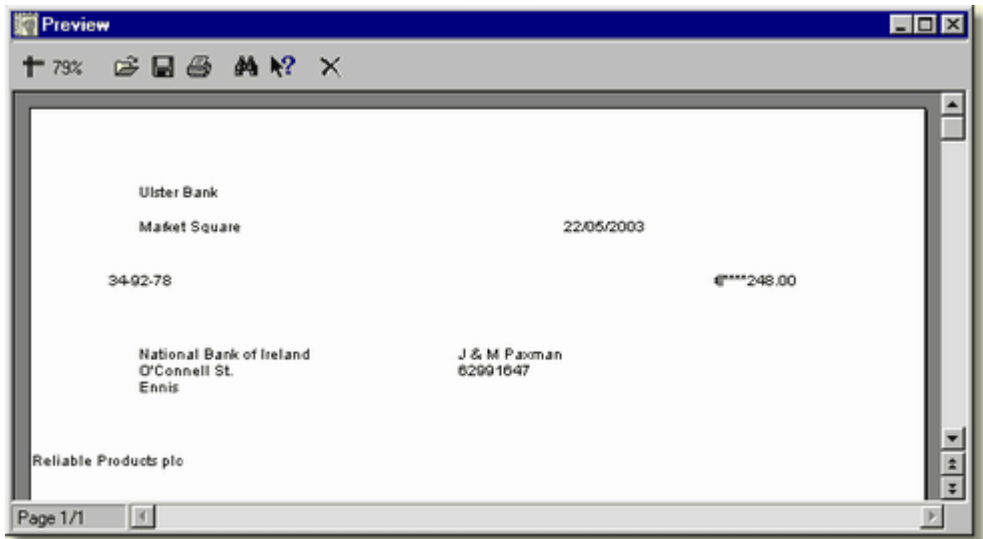


Hopefully, we have designed this screen in such a manner that you will find it simple to use. Using a blank giro as a model, and a ruler with divisions in millimeters, measure the distance from the top edge of the giro to the top of each giro field listed above and enter the results in the **Top** column. Repeat this process for each field, measuring from the left edge of the giro to the left of each giro field and enter the results in the **Left** column. Finally, measure the horizontal space taken up by each giro field and enter the results in the **Width** column. When you have finished, close this screen to return to the **Giro Print** selection panel.

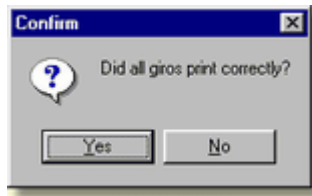
Selecting the Giros to Print.

1. Use the "spinbutton" in the **From Period** field to indicate the starting payroll period for which giros are to be printed.
2. Use the "spinbutton" in the **To Period** field to indicate the final payroll period to be included in the selection.
3. Enter the Employee ID from which to start in the **From Employee** field, or use the lookup button to select an employee. Only those employees who have opted for credit transfer payment will be displayed.

4. Enter the Employee ID at which to end in the **To Employee** field, or use the lookup button to select an employee. Again, only those employees who have opted for credit transfer payment will be displayed.
5. Click the **Print** button. If there are processed payslips that are eligible to be paid by credit transfer, the giros will be displayed in the preview screen, as shown below. However, if there are no processed payslips for employees who are paid by credit transfer, the system will display a message stating that there is nothing to be printed.



6. Click the printer button at the top of the preview to print. It is advisable to print one page to plain paper, and check that the fields are positioned properly, before printing a batch of giros on your giro stationery.
7. When the giros are printed and the preview screen is closed, the following query will be displayed:

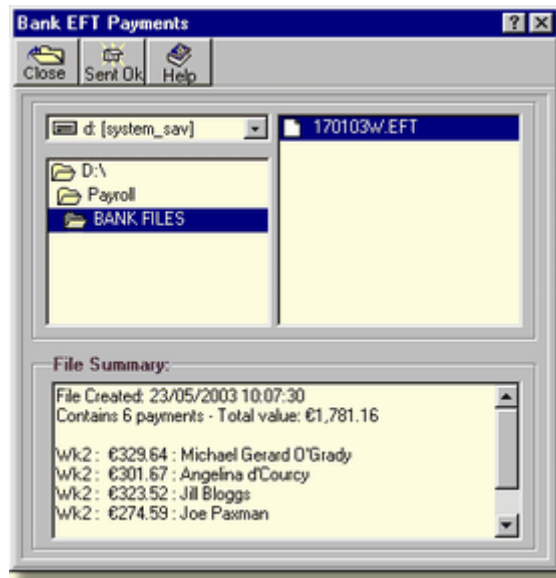


If you answer **Yes** to this question, the payslips will be marked as paid and the giros cannot be printed again. However, if you answer **No**, the payslips will remain in an unpaid status and you may reprint the giros later.

3.4.5.3 Bank EFT Payments

The Bank EFT file is created in the Run Payroll screen but the payments cannot be regarded as complete until this file is actually transmitted to the bank. The purpose of this function is to confirm that this file was actually transmitted and to mark the payslips as paid.

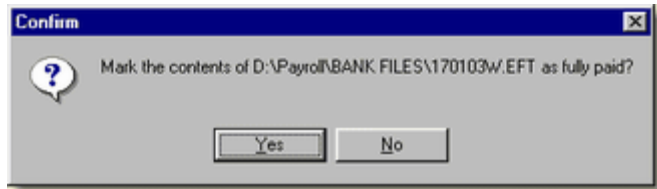
To view the contents of an EFT file and confirm the transmission, select the **Bank EFT Payments** item in the **Bank & Cash Payments** sub-menu of the **People** menu. This will cause the following screen to be displayed.



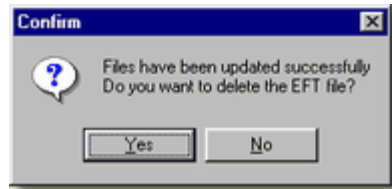
- The field and folder listing at the top of the screen are used to select the disk drive and folder which contains the EFT file.
- All available EFT files in the selected folder are shown in the listing on the right. This can include files which were previously confirmed as sent.
- The panel at the bottom of the screen shows a summary of the content of the selected file. If no file is selected the content of the most recently selected file is shown.
- When the **Sent Ok** button is clicked, the payslips which were used to generate the selected EFT file are marked as paid.

When you have transmitted the EFT file to the bank, using the software application supplied by your bank, the following procedure should be followed to inform HRPay of a successful transmission:

1. Navigate to the folder containing the EFT file using the field and panel on the left of this screen.
2. Select the file that has been transmitted in the panel on the right of the screen. A summary of the contents of the file will then be displayed in the **File Summary** panel.
3. Verify that the file contents show the correct periods, employees, and payments. This panel may be scrolled if it contains more than four payments.
4. Click the **Sent Ok** button to confirm that the file was sent.
5. A confirmation message will then be displayed, as shown on the next page, asking you if you want to mark the contents of the file as fully paid.



If you answer **No** to this question, the update process is cancelled. If you answer **Yes** the relevant payslips are marked as fully paid and you will then be given the opportunity to delete the EFT file:



If you decide not to delete the EFT file, the next time you view the file summary for this file, it will contain an additional line to inform you that the file was previously updated:

***Fully Processed & Transmitted ***

Note: HRPay does not transmit the EFT file to the bank. Your bank will supply a program to do this.

3.4.6 Enter P30 Payments

Every time a payslip is processed, the PAYE and PRSI deductions are accumulated and used to create the monthly P30 return. Typically, the amount due is remitted with the P30, paid online, or debited from a bank account if direct debits are being used. Any unpaid P30 amounts are carried forward and reported in the P35 return at the end of the year.

The Enter P30 Payments function is used to record ongoing payments to the Revenue Commissioners, so that the correct balance is available when generating a P35.

When the **Enter P30 Payments** entry is selected from the **Processing** menu, the screen shown on the following page is displayed.

To enter or edit P30 Payments:

1. Enter the date on which the payment was made, in the format shown, in the **Date Paid** column for the relevant month and press **<Tab>**. A date can be selected from a dropdown calendar when this column is selected.
2. Enter the amount paid in the **Amount Paid** column and press **<Tab>**. The € is added by the system.
3. Click the **Save** button to update the record. Note that the record is automatically saved if you move to another month. If you wish to cancel the entry, click the **Cancel** button before you leave the record.

The screenshot shows the 'P30 Payment Entry' window. It contains a table with the following data:

Month	PAYE	PRSI	Total	Date Paid	Amount Paid	Receipt	Receipt Date	Balance
January	€17.42	€184.87	€202.29	07/02/2003	€202.29	JGW1301	14/02/2003	€0.00
February	€48.31	€239.40	€287.71	07/03/2003	€287.71			€0.00
March	€271.42	€183.44	€454.86					€454.86
April	€0.00	€0.00	€0.00					€0.00
May	€0.00	€0.00	€0.00					€0.00
June	€0.00	€0.00	€0.00					€0.00
July	€0.00	€0.00	€0.00					€0.00
August	€0.00	€0.00	€0.00					€0.00
September	€0.00	€0.00	€0.00					€0.00
October	€0.00	€0.00	€0.00					€0.00
November	€0.00	€0.00	€0.00					€0.00
December	€0.00	€0.00	€0.00					€0.00
Totals:	€337.15	€607.71	€944.86		€490.00			€454.86

- The grid on this screen shows the amounts due for each month, the amounts paid for each month, and any balance that may be due. The **PAYE**, **PRSI**, and **Total** columns are not editable.
- The panel at the bottom of the screen shows a year-to-date summary of the amounts due, amounts paid, and the balance due.

When you receive an acknowledgement of your payment, you can enter the receipt number and the date of the acknowledgement for record purposes:

1. Enter the receipt number in the **Receipt** column and press **<Tab>**.
2. Enter the date on which the receipt was issued, in the format shown, in the **Receipt Date** column for the relevant month. A date can be selected from a dropdown calendar when this column is selected.
3. Click the **Save** button to update the record. Note that the record is automatically saved if you move to another month. If you wish to cancel the entry, click the **Cancel** button before you leave the record.

3.4.7 Enter Scheme Payments

Every time a payslip is processed, voluntary deductions, and employer contributions, to the pre-defined pension, PRSA, and health insurance schemes are accumulated and used to create a monthly, or weekly, report for each scheme. Typically, the amount due is remitted to each scheme provider with the report, or debited from a bank account if direct debits are being used.

Any unpaid amounts are included in the Payroll Liabilities Report which can be printed at any time.

The Enter Scheme Payments function is used to record ongoing payments to the scheme providers, so that the correct balance is available when generating the Payroll Liabilities Report.

To enter or view payments to the various scheme providers, select **Enter Scheme Payments** from the **Processing** menu and the following screen will be displayed.

Month	Amount Due	Amount Paid	Payment Date	Balance Due
January	€221.13	€221.13	21/02/2003	€0.00
February	€156.68			€156.68
March	€0.00			€156.68
Totals:	€377.81	€221.13		€156.68

- The grid on this screen shows the amounts due for each month/week, the amounts paid for each month/week, and any balance that may be due. The **Amount Due** column cannot be changed.
- The panel at the bottom of the screen shows a year-to-date summary of contributions payable, amounts paid, and any balance due to this scheme.

To Record Payments to a Scheme Provider:

1. Select the scheme to be updated in the **Scheme Type** dropdown list. The name of company that administers this scheme will then be displayed in the **Provider** panel.
2. Enter the amount paid in the **Amount Paid** column and press **<Tab>**. The € is added by the system.
3. Enter the date on which the payment was made, in the format shown, in the **Date Paid** column for the relevant month or week. A date can be selected from a dropdown calendar when this column is selected.
4. Click the **Save** button to update the record. Note that the record is automatically saved if you move to another week or month. If you wish to cancel the entry, click the **Cancel** button before you leave the record.

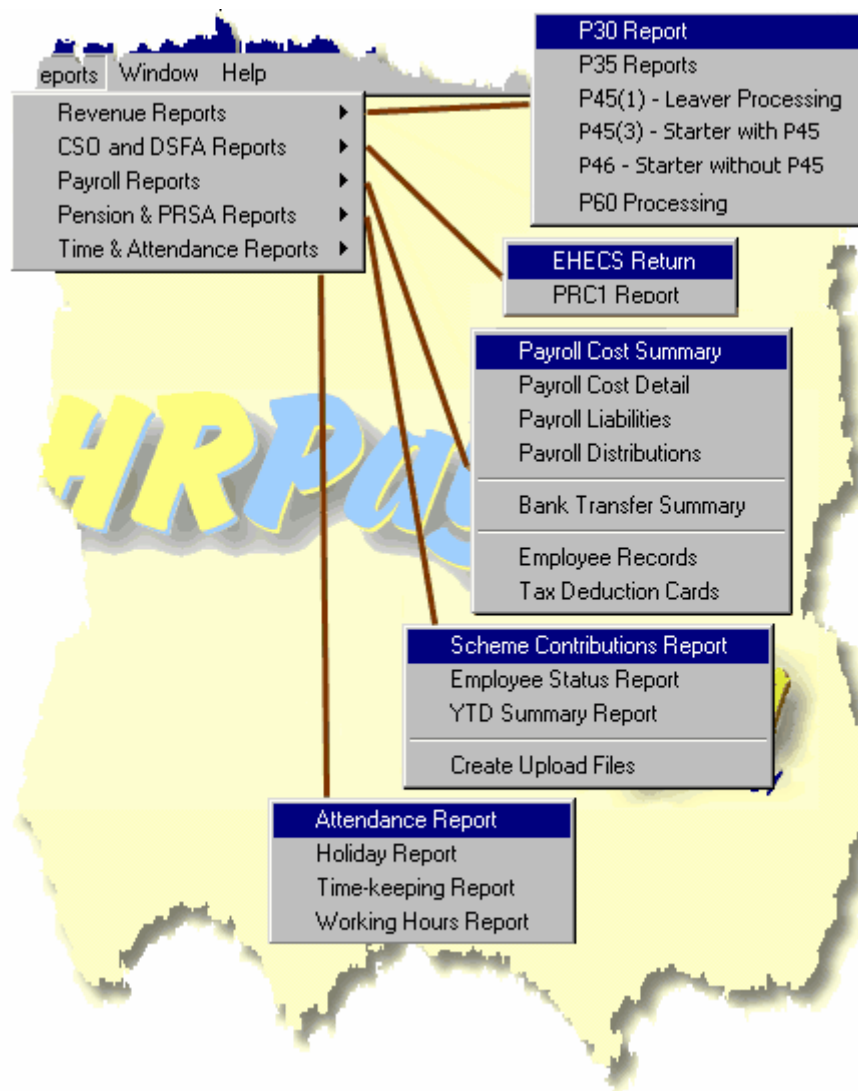
3.5 Reports Menu

3.5.1 Overview

All of the reports for HRPay are contained in four major groups in the Reports Menu. Many reports can be generated in electronic form for upload to the Revenue Online System and to Life Assurance & Insurance companies.

Whenever an electronic version of a report can be generated, the report function will give you the choice of generating a printed report or an electronic file.

The Reports Menu contains the following entries.



3.5.2 Revenue Reports

3.5.2.1 P30 Report

Each month, the amounts deducted in PAYE and PRSI, and the employer's PRSI contribution, must be reported to the Revenue Commissioners, and the amount due must be remitted. The P30 is the monthly/quarterly return and this can be completed in two ways:

1. *Hard-copy single page form*
2. *ROS File Upload*

HRPay provides a short report which can be used to complete the P30 form, and generates a ROS P30 file, to allow you to use either method of making a return.

The P30 Report is accessed by selecting the **P30 Report** entry in the **Revenue Reports** sub-menu of the **Reports** Menu. This will cause a selection panel to be displayed. Initially, the panel will only show a radiobutton group, as shown in the top half of the image below. However, when the ROS File options is selected, the additional options and fields will be displayed, as shown here.

- The **Save** button has a dual purpose. When generating a standard report it is used to preview/print the report. When generating a ROS file, it is used to save the file.
- The **Report Type** radiobuttons allow you to select which method of reporting you want to use.
- Smaller employers may be given the option of making returns quarterly instead of monthly. The **Period** radiobuttons are used to make this selection.
- ROS P30 files are generated for a specific month/quarter, as defined by the **Month** field.
- When a P30 file is first submitted for a specific month/quarter, it should be designated as an "original" P30. If additional P30s need to be submitted for the same month/quarter, these should be designated "supplementary".
- The **Save File As** field allows you to save the file in any folder you choose. The filename is used to distinguish between the file types and should only be changed by an experienced user. The button next to this field allows you to choose a folder and filename.
- The contents of the ROS file will be displayed in XML format when the **View** button is clicked.

Generating a Hard-copy P30 Report.

1. Click the **Screen/Printer** option in the Report Type group. The **Print** button will then be displayed.
2. Click the **Print** button to preview the report, as shown on the next page.
3. The PAYE, PRSI, and Total amounts for the selected month may then be transferred to the P30 form. This report may be printed from the preview screen.

Reliable Products plc

P30 Report

25/05/2003

Employer Reg. No.: 6564275W

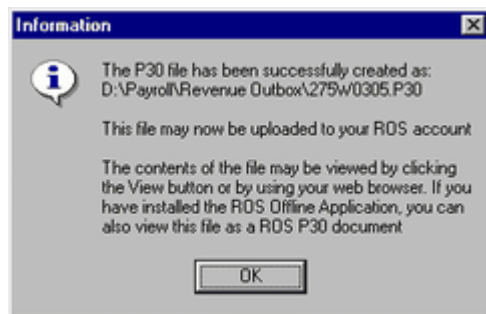
PAYE Unit No.:

GCD No.:

Month	PAYE	PRSI	Total	Date Paid	Amount Paid	Balance Due
January	\$17.42	\$184.87	\$202.29	07/02/2003	\$202.29	\$0.00
February	\$48.31	\$239.40	\$287.71	07/03/2003	\$287.71	\$0.00
March	\$303.21	\$222.34	\$525.55		\$0.00	\$525.55
April	\$48.00	\$0.00	\$0.00		\$0.00	\$0.00

Generating a ROS P30 File.

1. Click the **ROS File** option in the Report Type group. The **Save** button will then be displayed.
2. Select the time period for which the return is being made - a month or a quarter - in the Period panel.
3. Select the month, or quarter, for which the return is being made from the dropdown list in the Month/Quarter field.
4. Click the type of P30 return, **Original** or **Supplementary**, in the P30 Type panel.
5. If necessary, change the folder and filename in the Save File As field. Do not change the file extension as the offline ROS viewer will only open the file if the extension is known to it.
6. Click the **Save** button. The following message will then be displayed to confirm that the file was created.



When a ROS file is created the **View** button is enabled to allow you to view the contents of the file in the built-in XML viewer. Your internet browser also allows you to view/edit the file

and expand/collapse the "nodes", while the ROS Offline Application displays the file as a fully editable form.

If you plan to make ROS returns, we recommend that you install the ROS Offline Application, which is available free of charge from the Revenue Commissioners. The application may be ordered on the ROS website at www.ros.ie.

3.5.2.2 P35 Reports

At the end of each year, employers must complete a P35 return for the Revenue Commissioners. This summarises the amounts deducted in PAYE and PRSI, the employer's PRSI contributions, and any taxable benefits and pension contributions, for the tax year. If there are any outstanding amounts due, these must be remitted at this time. As with the P30 Report, HRPay provides two methods of making a P35 return:

1. *Hard-copy - 4 Form Types*
2. *ROS File Upload*

HRPay provides an internal summary report which can be used to complete the P35 forms, prints P35 data to pre-printed Revenue forms, and generates a ROS P35 file, to allow you to use any of these two methods of making a return.

The P35 Reports are accessed by selecting the **P35 Reports** entry in the **Revenue Reports** sub-menu of the **Reports** Menu. This will cause a report selection panel to be displayed, as shown below. If you are attempting to run the P35 reports before all payslips for the year have been processed, a warning will be displayed before proceeding.

Note that the shape and size of the panel will change when a ROS report is selected.

- The **Print** button has a dual purpose. When generating a standard report it is used to preview/print the report. When generating a ROS file, it is used to save the file.
- The P35L, P35L/T, P35LF and P35 Declaration are designed to be printed on a pre-printed Revenue form. When the **Preview Form** checkbox is checked, a representation of this form is displayed in the preview. Uncheck this box to print to the pre-printed form.
- The **Report Type** radiobuttons allow you to select which method of reporting you want to use.
- The **Report Format** radiobuttons are used to select one of five types of printed report.
- The tax year for which the P35 is being produced is shown in the **Tax Year** field.
- The **Top Mgn +/-** and **Left Mgn +/-** fields are used to shift the printed results up and down, and left and right, for alignment on the Revenue form.

Generating Hard-copy P35 Reports.

1. Click the **Screen/Printer** option in the Report Type group. The **Print** button will then be displayed.
2. Select which of the five report types you want to print in the Report Format panel.
3. Click the **Print** button to preview the selected report, as shown in the samples below and on the next page.

Standard Report:

Reliable Products plc **P35 Report** 25/05/2003
1 of 2

Employer Reg. No.: 6564275W Employer Unit No.: 305

Employee Details		Pay & Tax Details		PRSI Details	
Emp. No.:	001	Gross Pay:	€3,352.28	Employee PRSI:	€142.20
PPS No.:	1819151UY	PAYE:	€5.81	Total PRSI:	€487.73
First Name:	Michael Gerard	Tax Basis:	Normal	Insurance Wks:	0
Last Name:	O'Grady	Tax Credit:	€3,840.00	Initial Class:	AX
Address:	49 Tur Uisce	Start Date:	23/12/2002	2nd Class:	AX Wks: 1
	Doughiska	Finish Date:	23/02/2004	3rd Class:	Wks:
	Merlin Park Gateway	Date of Birth:	21/02/1954	4th Class:	Wks:
Emp. No.:	002	Gross Pay:	€780.75	Employee PRSI:	€69.70
PPS No.:	9900000	PAYE:	€1.35	Total PRSI:	€231.03

This report is intended as an internal record of the P35 data. The information on this report may be transferred to the forms supplied by the Revenue Commissioners. However, the next four report types are intended to eliminate the extra work, and potential for errors, in completing forms manually.

P35L & P35L/T Reports.

P35L LIST OF EMPLOYEES WITH PPS NUMBERS IN YEAR ENDED 31ST DECEMBER

Name of Employer: Reliable Products plc Employer's Registration Number: 6564275W GCD: Unit:

SEE OVERLEAF FOR GUIDELINES ON COMPLETION OF FORM

PAY		NET TAX		EMPLOYEE PRSI		TOTAL PRSI	
€ ENTER GURO		Deductions OR Refundable		€ ENTER GURO		€ ENTER GURO	
PERSONAL PUBLIC SERVICE NO.	001	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000
SURNAME OF EMPLOYEE	001	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000
PROXY	001	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000

Because these two reports are very similar, only the P35L is shown here. The P35L/T form has only two employees per page, and more detail. Before printing the details on the pre-printed Revenue form, the positioning of the fields should be verified and adjusted, if necessary, and the background image MUST be turned off to prevent it from being printed on the form.

1. Preview the report at 100% resolution to get an accurate representation of the positioning of the entries in the fields. To adjust the printout, close the preview and make changes to the settings before previewing again.
2. To adjust the vertical positioning of the printed information on the page, used the **Top Mgn +/-** field to adjust up or down. The printed information can be moved in 1mm increments. A negative value shifts the printout upwards and a positive value shifts the printout downwards.
3. To adjust the horizontal positioning of the printed information on the page, used the **Left Mgn +/-** field to adjust left or right. Again, the printed information can be moved in 1mm increments. A negative value shifts the printout to the left and a positive value shifts the printout to the right.
4. To turn off the background representation of the Revenue forms uncheck the checkmark in the **Preview Form** box before clicking the **Print** button. The preview will then show the report without any formatting, ready to print on the pre-printed form.
5. To avoid the possibility of mis-alignments when printing the Revenue forms, we strongly recommend that you print initial samples to a light-weight (copier paper or lighter) plain paper and check the alignment using a strong light.

P35LF Report.

P35LF FOR YEAR ENDED 31 DECEMBER 2003

Name of Employer: Reliable Products plc

PLEASE QUOTE REGISTRATION NUMBER BELOW IN ALL CORRESPONDENCE

TAXABLE BENEFITS

Please enter Total Taxable Benefits. Taxable benefits are non-cash benefits provided to employees on which PAYE PRSI and Health contributions must be operated by employers in respect of the taxable value of those benefits. (Examples include health insurance, private use of company car, free or subsidised accommodation).

0.00

PENSION PRODUCTS

Please complete the sections below relating to pension contributions.

Retirement Benefit Scheme

1. Number of employees who contributed to retirement benefit schemes by way of deduction from payroll during the year. 2

2. The total amount contributed by your employees to retirement benefits schemes by way of deduction from payroll which qualify for tax relief. 633.00

This section of the P35 return summarises benefit in kind and pension contributions. As with the P35L and P35L/T, before printing these details on the pre-printed Revenue form, the positioning of the fields should be verified and adjusted, if necessary, and the background image **MUST** be turned off to prevent it from being printed on the form.

P35 Declaration.

P35 DECLARATION

RETURN BY 15TH FEBRUARY TO EMPLOYER'S P35 UNIT,
MENAIGH, CO. TIPPERARY. TEL: 067 23533 X68911
LO-CALL NUMBER 1890 254595 X 62911

RETURN FOR YEAR ENDED

DAY/MONTH YEAR
3 1 1 2 2 0 0 3

PLEASE QUOTE REGISTRATION NUMBER
BELOW IN ALL CORRESPONDENCE

6 5 6 4 2 7 5 W
VGOI UNIT

SUMMARY OF TAX AND PRSI FOR ALL EMPLOYEES

Please print figures carefully as shown in the boxes provided using a black or blue ball point pen

0 1 2 3 4 5 6 7 8 9

MISSING TOTAL TAX € ENTER EURO TOTAL PRSI 32

A TOTAL TAX LIABILITY (RPM) 3 1 4 0 0 0 1 0 3 0 0 0

B TOTAL OF ABOVE (TAX + PRSI) 1 3 4 4 0 0

C TOTAL TAX AND/OR PRSI ALREADY PAID TO THE COLLECTOR-GENERAL 4 9 0 0 0

D BALANCE DUE TO THE COLLECTOR-GENERAL 8 5 4 0 0

As with the P35L, P35L/T and P35LF, before printing these details on the pre-printed Revenue form, the positioning of the fields should be verified and adjusted, if necessary, and the background image MUST be turned off to prevent it from being printed on the form.

Note: The P35 returns must be completed on original Revenue forms. Do not be tempted to print out the formatted document from HRPay as it will not be accepted.

Generating ROS Files.

Unlike hard-copy returns, ROS P35 returns consist of just one file. When you select the ROS P35 report, the selection screen changes to the format shown on the next page, hiding the hard-copy report options, and showing an extra field to allow you to specify the storage location for the file.

P35 Report

Close Save Help Explain View

Tax Year: 2007

Report Type:

☐ Screen/Printer

☒ ROS File

Save File As:

C:\ROS\9562828W.P35

- The **Save File As** field allows you to save the file in any folder you choose. The filename is used to distinguish between the file types and should only be changed by an experienced user. The button next to this field allows you to choose a folder and filename.

- The contents of the ROS file will be displayed in XML format when the **View** button is clicked.
1. Click the **ROS File** option in the Report Type group. The **Save** button will then be displayed.
 2. If necessary, change the folder and filename in the Save File As field. Do not change the file extension as the offline ROS viewer will only open the file if the extension is known to it.
 3. Click the **Save** button. A message will then be displayed, as shown on the next page, to confirm that the file was created.



When a ROS file is created the **View** button is enabled to allow you to view the contents of the file in the built-in XML viewer. Your internet browser also allows you to view/edit the file and expand/collapse the "nodes", while the ROS Offline Application displays the file as a fully editable form.

If you plan to make ROS returns, we recommend that you install the ROS Offline Application, which is available free of charge from the Revenue Commissioners. The application may be ordered on the ROS website at www.ros.ie.

3.5.2.3 P45(1) Leaver Processing

When an employee leaves your employment at any point during the year, you must make a P45 return to the Revenue Commissioners and issue the employee with a P45 certificate showing their earnings and deductions while in your employment. Before HRPay will allow you to do this, you must either process or delete any unprocessed payslips for the employee. You will then have a choice of two methods of making the P45 return:

1. ***Hard-copy***
2. ***ROS File Upload***

HRPay provides a facsimile of the P45 certificate which can be used to complete the P45 form, and generates a ROS P45 file, to allow you to use these two methods of making a return.

The P45 function accessed by selecting the **P45 Processing** entry in the **Revenue Reports** sub-menu of the **Reports** Menu. The P45 Processing screen will then be displayed, as shown below.

Emp. ID:	Name:	Finish Date:
003	Angelina d'Courcy	02/10/2003
005	Jill Bloggs	10/10/2003

- The Form P45 is designed to be printed on a pre-printed Revenue form. When the **Preview** checkbox is checked, a representation of this form is displayed in the preview. Uncheck this box to print to the pre-printed form.
- The **Top Mgn** and **Left Mgn** fields are used to shift the printed results up and down, and left and right, for alignment on the Revenue form.
- The date field at the top of the screen is used to determine the cut-off date in selecting employees to list in the grid below.
- The grid shows all employees who have left before the specified date.
- If the **Final Pay Processed** checkmark is set, the employee is fully paid and a P45 may be issued.
- Setting the **Process P45** checkmark marks the employee for inclusion in the P45 report.

When this screen is first displayed, the date field is set to the last day of the current week and all employees whose Employee Records have a Finish Date prior to this are listed.

Generating a Hard-copy P45 Report.

1. Select the employee(s) for whom a P45 is to be generated by setting the checkmark in the **Process P45** box. This can only be done for employees who do not have unprocessed payslips. A warning will be displayed if you attempt to generate a P45 for an employee who has an unprocessed payslip and you will be prevented from proceeding.
2. Click the **Screen/Printer** option in the **Report Type** group. The **Print** button will then be displayed.
3. Click the **Print** button to preview the report, as shown on the next page.

If you have a computer stationery version of the P45 form, before printing these details on the pre-printed form, the positioning of the fields should be verified and adjusted, if necessary, and the background image MUST be turned off to prevent it from being printed on the form.

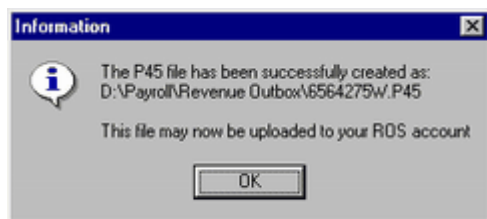
1. Preview the report at 100% resolution to get an accurate representation of the positioning of the entries in the fields. To adjust the printout, close the preview and make changes to the settings before previewing again.
2. To adjust the vertical positioning of the printed information on the page, used the **Top Mgn +/-** field to adjust up or down. The printed information can be moved in 1mm increments. A negative value shifts the printout upwards and a positive value shifts the printout downwards.
3. To adjust the horizontal positioning of the printed information on the page, used the **Left Mgn +/-** field to adjust left or right. Again, the printed information can be moved in 1mm increments. A negative value shifts the printout to the left and a positive value shifts the printout to the right.
4. To turn off the background representation of the P45 form, uncheck the checkmark in the **Preview** box before clicking the **Print** button. The preview will then show the report without any formatting, ready to print on the pre-printed form.
5. To avoid the possibility of mis-alignments when printing the Revenue forms, we strongly recommend that you print initial samples to a light-weight (copier paper or lighter) plain paper and check the alignment using a strong light.

WARNING: The P45 must be completed on an original Revenue form. This is a statutory certificate and the facsimile provided with HRPay is intended for alignment and presentation purposes only. Under no circumstances should the facsimile form be used as a substitute for the original Revenue document as this may result in a significant fine.

Generating a ROS P45 File.

1. Select the employee(s) for whom P45s are to be returned by setting the checkmark in the **Process P45** box. This can only be done for employees who do not have unprocessed payslips. A warning will be displayed if you attempt to generate a P45 for an employee who has an unprocessed payslip and you will be prevented from proceeding.

2. Click the **ROS File** option in the Report Type group. The **Save** button will then be displayed.
3. If necessary, change the folder and filename in the Save File As field. Do not change the file extension as the offline ROS viewer will only open the file if the extension is known to it.
4. Click the **Save** button. The following message will then be displayed to confirm that the file was created.



When a ROS file is created the **View** button is enabled to allow you to view the contents of the file in the built-in XML viewer. Your internet browser also allows you to view/edit the file and expand/collapse the "nodes", while the ROS Offline Application displays the file as a fully editable form.

3.5.2.4 P45(3) Starter with P45

If an employee enters your employment at any point during the year, and presents a P45, you must make a P45(3) return to the Revenue Commissioners. This can be done by returning Part 3 of the P45 document or by making a ROS P45(3) return. This report is used to generate the ROS return.

The P45(3) function is accessed by selecting the **P45(3) - Starter with P45** entry in the **Revenue Reports** sub-menu of the **Reports** Menu. The following screen will then be displayed.

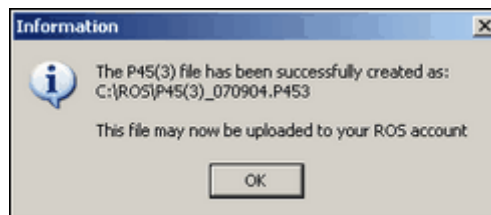
A screenshot of the 'P45(3) Return (Starter with a P45)' application window. The window has a title bar with the text 'P45(3) Return (Starter with a P45)' and standard window controls. Below the title bar is a toolbar with icons for 'Close', 'Save', 'Help', and 'View'. The main area contains a form with the following fields:

- Emp. No.:** 005, with a search icon and the name 'Joseph Kenny' next to it.
- Save ROS File As:** C:\ROS\VP45(3)_070904.P453 File, with a save icon.
- Employee's Previous employment Details (from P45):**
 - Previous PAYE Registered No.:** 6789012X
 - Leaving Date:** 25/08/2007 (dropdown menu)
 - Starting Date:** 04/09/2007 (dropdown menu)
 - Total Pay - Year to Date:** 5145.09
 - Total Tax - Year to Date:** 873.24
 - Total Pay - Previous Employment:** (empty field)
 - Total Tax - Previous Employment:** (empty field)
 - Refund?** (checkbox, currently unchecked)

- The **Previous PAYE Registered No.** is shown under **Employer Registered Number** on the P45.
- The **Leaving Date** is the date on which the previous employment terminated. It is shown under **Date of Cessation** on the P45.
- The **Starting Date** is the date on which the previous employment started. It is shown under **Date of Commencement** on the P45. If this date is not shown on the P45, leave it set to today's date.
- The **Total Pay - Year to Date** is the total pay since the 1st of January. It is shown under **Total Pay** in section (a) of the P45.
- The **Total Tax - Year to Date** is the total tax since the 1st of January. It is shown under **Total Tax Deducted** in section (a) of the P45.
- The **Total Pay in the Previous Employment** is shown under **Pay (this employment)** in section (b) of the P45.
- The **Total Tax in the Previous Employment** is shown under **Tax Deducted or Tax Refunded** in section (b) of the P45.
- If the tax figure for the previous employment was a refund, the **Refund?** box must be checked.

To generate a ROS P45(3) File:

1. Enter the Employee ID of the employee for whom you want to generate a P45(3) return in the **Emp. No.** field, or select an employee using the lookup button, and press **<Tab>**.
2. If necessary, change the folder and filename in the **Save ROS File As** field. Do not change the file extension as the offline ROS viewer will only open the file if the extension is known to it.
3. Enter the PAYE Registered Number of the previous employer in the **Previous PAYE Registered No.** field and press **<Tab>**.
4. Enter the date on which the previous employment terminated in the **Leaving Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
5. If the date on which the previous employment commenced is known, enter this date in the **Starting Date** field, or select a date from the dropdown calendar, and press **<Tab>**. If the date is not known, leave this field set to the current date.
6. If the total pay since 1st Jan. is known, enter the amount in the **Total Pay - Year to Date** field and press **<Tab>**. Otherwise, leave this field blank. If Gross Pay from a P45 has already been entered in the employee record, it will be shown in this field.
7. If the total pay since 1st Jan. has been entered in the previous field, enter the total PAYE deducted since Jan. 1st in the **Total Tax - Year to Date** field and press **<Tab>**. Otherwise, leave this field blank. If PAYE from a P45 has already been entered in the employee record, it will be shown in this field.
8. If the total pay in the previous employment is known, enter the amount in the **Total Pay - Previous Employment** field and press **<Tab>**. Otherwise, leave this field blank.
9. If the total pay in the previous employment has been entered in the previous field, enter the total PAYE deducted in the previous employment in the **Total Tax - Previous Employment** field and press **<Tab>**. Otherwise, leave this field blank.
10. If the amount entered in Step 9 is a refund, set the checkmark in the **Refund?** box. **Note:** Pay and tax must be entered either for the year to date, or for the previous employment, or both.
11. Click the **Save** button and the following confirmation message will be displayed.



When the ROS file is created, the **View** button is enabled to allow you to view the contents of the file. The built-in XML viewer allows you to view the file and expand/collapse the "nodes", as you would in your internet browser, while the ROS Offline Application displays the file as a fully editable form.

3.5.2.5 P46 Starter without P45

If an employee enters your employment at any point during the year, and does not produce a P45, you must make a P46 return to the Revenue Commissioners. This can be done by printing a Form P46 document and posting it, or by making a ROS P46 return. This report allows you to use either method.

This function is accessed by selecting the **P46 - Starter without P45** entry in the **Revenue Reports** sub-menu of the **Reports** Menu. This will cause the following screen to be displayed.

- The P46 can be printed on a pre-printed Revenue form. When the **Preview Form** checkbox is checked, a representation of this form is displayed in the preview. Uncheck this box to print to the pre-printed form.
- The **Report Destination** radiobuttons allow you to select whether to generate a hard-copy P46 or a ROS file.
- The **Top Mgn +/-** and **Left Mgn +/-** fields are used to shift the printed results up and down, and left and right, for alignment on the Revenue form. If a ROS file is selected these fields will be replaced by a single field to indicate the location of the file.

Generating a Hard-copy P46 Report.

1. Enter the Employee ID of the employee for whom you want to generate a P46 return in the **Emp. No.** field, or select an employee using the lookup button.
2. Click the **Screen/Printer** option in the Report Type group. The **Print** button will then be displayed.
3. Click the **Print** button to preview the report, as shown below.
4. Complete any fields that have not been automatically completed by HRPay before posting the form to Revenue.

FORM P46

Notification to Revenue of particulars of a new employee for whom a Tax Credit Certificate (P2C) or Tax Deduction Card is required

This form need not be completed where the employee gives you a Form P45 (Parts 2 & 3) from a previous employer. (See guidance notes overleaf)

Employer's Details

Employer's Name: Reliable Products plc
 Trade Name if different:
 Address: Unit 6 Springtown Business Park Kettlesworth, Co. Clare
 Telephone No.: 0607-6716273
 Employee Payroll contact name: Joe Reliable

Employee's Details

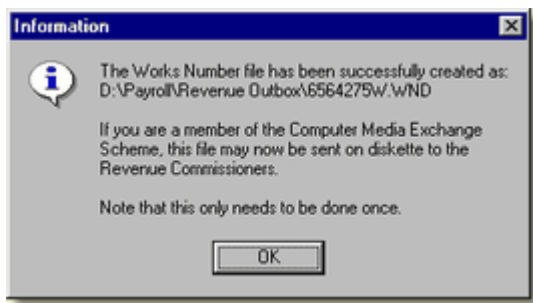
Employee's Name: Mrs. Breda Brennan
 Date of Birth: 040151

If you wish to print the P46 details on a pre-printed Revenue form, the positioning of the fields should be verified and adjusted, if necessary, and the background image **MUST** be turned off to prevent it from being printed on the form.

1. Preview the report at 100% resolution to get an accurate representation of the positioning of the entries in the fields. To adjust the printout, close the preview and make changes to the settings before previewing again.
2. To adjust the vertical positioning of the printed information on the page, used the **Top Mgn +/-** field to adjust up or down. The printed information can be moved in 1mm increments. A negative value shifts the printout upwards and a positive value shifts the printout downwards.
3. To adjust the horizontal positioning of the printed information on the page, used the **Left Mgn +/-** field to adjust left or right. Again, the printed information can be moved in 1mm increments. A negative value shifts the printout to the left and a positive value shifts the printout to the right.
4. To turn off the background representation of the form uncheck the checkmark in the **Preview Form** box before clicking the **Print** button. The preview will then show the report without any formatting, ready to print on the pre-printed form.
5. To avoid the possibility of mis-alignments when printing on pre-printed Revenue forms, we strongly recommend that you print initial samples to a light-weight (copier paper or lighter) plain paper and check the alignment using a strong light.

To create a ROS P46 Return.

1. Click the **ROS File** option in the Report Destination group. The **Save** button will then be displayed and an entry field will be displayed to allow you to specify the folder and filename for the ROS file.
2. If necessary, change the folder and filename in the **Save File As** field.
3. Click the **Save** button. The following message will then be displayed to confirm that the file was created.



When the ROS file is created, the **View** button is enabled to allow you to view the contents of the file. The built-in XML viewer allows you to view the file and expand/collapse the "nodes", as you would in your internet browser, while the ROS Offline Application displays the file as a fully editable form.

If you plan to make ROS returns, we recommend that you install the ROS Offline Application, which is available free of charge from the Revenue Commissioners. The application may be downloaded from the ROS website at www.ros.ie.

3.5.2.6 P60 Processing

Every employee who is in your employment at the end of each tax year must be issued with a P60. This details the gross pay, amounts deducted in PAYE and PRSI, the employer's PRSI contribution, PRSI classes, and the number of insurable weeks that the employee has worked. It is needed to reclaim any over-payments to the Revenue Commissioners and is frequently needed when applying for loans and mortgages.

Unlike the other Revenue reports, this is issued as a printed document only.

The P60 function is accessed by selecting the **P60 Processing** entry in the **Revenue Reports** sub-menu of the **Reports** Menu. This will cause a report selection panel to be displayed, as shown below. If you are attempting to print P60s before all payslips for the year have been processed, a warning will be displayed before proceeding.

- The P60 must be issued on a pre-printed Revenue form. When the **Preview** checkbox is checked, a representation of this form is displayed in the preview. Uncheck this box to print to the pre-printed form.
- Printing can be limited to one or more employees by entering the Employee IDs in the **From Employee** and **To Employee** fields.
- The tax year for which the P60 is being produced is shown in the **Tax Year** field.
- The **Top Mgn +/-** and **Left Mgn +/-** fields are used to shift the printed results up and down, and left and right, for alignment on the Revenue form.

Printing P60s.

1. Enter the Employee ID of the employee at which you want to start generating P60s in the **From Employee** field, or select an employee using the lookup button, and press **<Tab>**.
2. Enter the Employee ID of the employee at which you want to stop generating P60s in the **To Employee** field, or select an employee using the lookup button, and press **<Tab>**.
3. Select the year to which the P60s apply from the dropdown list in the **Tax Year** field.
4. Click the **Print** button to preview the results, as shown below.

If you have a computer stationery version of the P60 form, before printing these details on the pre-printed form, the positioning of the fields should be verified and adjusted, if necessary, and the background image MUST be turned off to prevent it from being printed on the form.

1. Preview the output at 100% resolution to get an accurate representation of the positioning of the entries in the fields. To adjust the printout, close the preview and make changes to the settings before previewing again.
2. To adjust the vertical positioning of the printed information on the page, used the **Top Mgn +/-** field to adjust up or down. The printed information can be moved in 1mm increments. A negative value shifts the printout upwards and a positive value shifts the printout downwards.
3. To adjust the horizontal positioning of the printed information on the page, used the **Left Mgn +/-** field to adjust left or right. Again, the printed information can be moved in 1mm increments. A negative value shifts the printout to the left and a positive value shifts the printout to the right.
4. To turn off the background representation of the P60 form, uncheck the checkmark in the **Preview** box before clicking the **Print** button. The preview will then show the report without any formatting, ready to print on the pre-printed form.
5. To avoid the possibility of mis-alignments when printing the Revenue forms, we strongly recommend that you print initial samples to a light-weight (copier paper or lighter) plain paper and check the alignment using a strong light.

WARNING: The P60 must be completed on an original Revenue form. This is a statutory certificate and the facsimile provided with HRPay is intended for alignment and presentation purposes only. Under no circumstances should the facsimile form be used as a substitute for the original Revenue document as this may result in a significant fine.

3.5.3 CSO and DSFA Reports

3.5.3.1 EHECS Return

The Central Statistics Office conducts a range of surveys during the year which businesses are legally obliged to complete and return. The Earnings, Hours & Employment Costs Survey (EHECS) is one such survey and is carried out quarterly. This survey requires you to complete a form which can contain up to 135 discrete pieces of information about the earnings, working hours, holidays and time off, and PRSI contributions of your employees. In addition, it requires that you provide some information about some of the overhead costs associated with the employment of workers.

You may not be asked to complete the EHECS, but if you receive a form, it must be returned. HRPay can provide answers to over 100 of the required entries on the form, substantially reducing the amount of effort required to make the return.

The EHECS Return function is accessed by selecting the **EHECS Return** entry in the **CSO and DSFA Reports** sub-menu of the **Reports** Menu. This will cause the following screen to be displayed.

CSO - Earnings, Hours & Employment Costs Survey Report

Close Analyse Print Help ☒ Preview Form

Quarter: 1 Start Date: 01/01/2007 End Date: 31/03/2007 Top Mgn +/-: 0 Left Mgn +/-: 0

- Part 1 - Number of Persons Employed
- Part 2 - Total Wages & Salaries
- Part 3 - Total Hours Paid (both worked and unworked paid hours)
- Part 4 - Total Number of Paid Hours Not Worked
- Part 5 - Employer's Pension Contributions
- Part 6 - Employer's Liability Insurance
- Part 7 - Total Employer's Social Security Contributions for All Employees
- Part 8 - Total Cost to the Employer of Benefits provided to Employees (excluding apprentices/trainees)
- Part 9 - Total Other Labour Costs for All Employees
- Part 10 - Total Subsidies and Refunds Received for All Employees

Notes

- Before you start, you should ensure that all employees have a CSO Code in the Employee Records and that the National Minimum Wage, shown below, is correct.
- To generate the EHECS analysis, select the quarter, or the starting and ending dates, and click the ANALYSE button.
- Review the 10 sections of the report by clicking on the section titles above.
- HRPay does not have all of the information needed to complete the return and some information must be entered manually.
 - Information provided by HRPay is shown with a light green background, e.g.
 - Fields that must be completed manually are shown with a white background, e.g.
- You should review the information generated by HRPay, and correct it if necessary.
- When you are ready to make your return, you can print it to the CSO form, by clicking the PRINT button, or transcribe the information from the 10 sections
- If you choose to print directly to the CSO form, remember to turn off the background image first. You may wish to print a test copy on plain paper to check that the fields are properly aligned before you print to the CSO form.

National Minimum Wage: 8.65

- Before running the analysis, all employees must be assigned a CSO Code and the **National Minimum Wage** entry should be verified.
- The EHECS return can be printed on a pre-printed CSO form. When the **Preview Form** checkbox is checked, a representation of this form is displayed in the preview. Uncheck this box to print to the pre-printed form.
- The **Quarter** spin-button is used to specify which quarter is to be analysed. The **Start Date** and **End Date** will be set automatically when a quarter is selected. An analysis can be done for any period by specifying a starting and ending date.
- The **Top Mgn +/-** and **Left Mgn +/-** fields are used to shift the printed results up and down, and left and right, for alignment on the CSO form.
- Click the **Analyse** button to gather and classify the information for the selected quarter.
- You can click on the title bar of any section to expand or collapse the details panel.

The notes in the bottom section of the screen should be self-explanatory, but to summarise:

- Before starting, ensure that all employees have been assigned a **CSO Code** and a **Status** in the Employee Records. The categories may not be very meaningful for your business, but these are the CSO categories. Essentially, employees must be classified as managerial/professional, clerical/sales, and general workers. The job status of every employee must be, Full-time, Part-time, Probation or Apprentice/Trainee in order to be included in the EHECS return.
- As the **National Minimum Wage** changes during the calendar year, you should ensure that the correct rate is specified for the last day of the quarter for which the return is being made.
- Select the quarter for which the return is being made, using the spin-button in the **Quarter** field. The **Start Date** and **End Date** fields may also be used to specify the return period.
- Click the **Analyse** button to calculate the initial values. When the calculation is completed, the **Print** button will be enabled.

5. You can now view the various sections of the return by clicking on any of the section titles. This will expand the section, as shown in the example below.

Part 2 - Total Wages & Salaries			
WAGES AND SALARIES	Managers, Professionals & Associate Professionals €	Clerical, Sales & Service Workers €	Production, Transport Workers, Craft & Tradespersons, Other Manual Workers €
FULL-TIME EMPLOYEES			
Regular wages & salaries (incl. sick & maternity pay)	7000	3590	23038
Overtime	0	729	3171
Irregular bonuses and allowances	1500	0	0
PART-TIME EMPLOYEES			
Regular wages & salaries (incl. sick & maternity pay)			
Overtime			
Irregular bonuses and allowances			
APPRENTICES/TRAINEES			

6. HRPay will complete 105 of the 135 possible fields and these will be shown with a light-green background. If a field is empty, it means that nothing was found for that field. For example, if you don't have part-time workers, these fields will be left blank.
7. The 30 fields which are not completed by HRPay are shown with a white background. You should now complete any of these that are relevant before clicking the **Print** button. The completed form will then be displayed, as shown in the example section below.

Part 7 - Total Employer's Social Security Contributions for ALL EMPLOYEES, rounded to nearest Euro (cost to Employer only and not included in Part 2).			
SOCIAL SECURITY CONTRIBUTIONS	Managers, Professionals & Associate Professionals €	Clerical, Sales & Service workers €	Production, Transport Workers, Craft & Tradespersons, Other Manual Workers €
FULL-TIME AND PART-TIME EMPLOYEES			
Employer's Statutory PRSI	1 6 7 2	9 9 6	1 7 6 2 7
Income contribution insurance (cost to employer)			
Redundancy payments			
Other employee-related payments (study grants, etc.)			
APPRENTICES/TRAINEES			
Total social security contributions for apprentices/trainees			

Part 8 - Total Cost to the Employer of Benefits provided to Employees (excluding apprentices/trainees), rounded to nearest Euro.			
OTHER BENEFITS TO EMPLOYEES	Managers, Professionals & Associate Professionals €	Clerical, Sales & Service Workers €	Production, Transport Workers, Craft & Tradespersons, Other Manual Workers €
FULL-TIME AND PART-TIME EMPLOYEES			
Private use of company cars	1 3 0 9		
Stock options & Share purchase schemes			
Voluntary sickness insurance (VHI, Quin Healthcare, etc.)	5 6 7		
Staff housing			

CONFIDENTIAL

Please specify the following details:

Name of Company:

Address:

Phone enquiries to:
 LoCall: 1800 313 414 (ROI)
 0870 8760256 (UKNI)
 Cork (021) 4535130/4535366/
 4535715
 Fax No. (021) 4535553
 E-mail: ehcs@csa.ie
 www.csa.ie

Before printing these details on the pre-printed CSO form, the positioning of the fields should be verified and adjusted, if necessary, and the background image **MUST** be turned off to prevent it from being printed on the form.

1. Preview the report at 100% resolution to get an accurate representation of the positioning of the entries in the fields. To adjust the printout, close the preview and make changes to the settings before previewing again.
2. To adjust the vertical positioning of the printed information on the page, used the Top Mgn +/- field to adjust up or down. The printed information can be moved in 1mm increments. A negative value shifts the printout upwards and a positive value shifts the printout downwards.
3. To adjust the horizontal positioning of the printed information on the page, used the Left Mgn +/- field to adjust left or right. Again, the printed information can be moved in 1mm increments. A negative value shifts the printout to the left and a positive value shifts the printout to the right.
4. To turn off the background representation of the CSO form uncheck the checkmark in the **Preview Form** box before clicking the **Print** button. The preview will then show the report without any formatting, ready to print on the pre-printed form.
5. To avoid the possibility of mis-alignments when printing the CSO form, we strongly recommend that you print initial samples to a light-weight (copier paper or lighter) plain paper and check the alignment using a strong light.

Note: The EHECS return must be completed on original CSO forms. Do not be tempted to use the formatted document from HRPay as a substitute.

3.5.3.2 PRC1 Report

The P35 form only allows for the entry of two PRSI classes per employee. If any employees have had more than two PRSI classes during the year, a PRC1 form must be completed. and returned. The PRC1 Report provides a listing of all employees who have had more than two PRSI classes during the year, including all of the details that must be returned.

This report can be viewed by selecting the **PRC1 Report** entry in the **CSO and DSFA Reports** sub-menu of the **Reports** Menu. This report, a sample of which is shown below, has no selection criteria.

PRC1 Report for Tax Year 2007						
Reliable Products plc						
PAYE Registered No.: 1234567X						
PPS Number	Employee Name	Changed Contribution Class/Category			PRSI Contributions	
		Code	Weeks	Class Earnings	Employee	Total
1234567 T	Joseph Kenny	A0	1	307.69	0.00	26.15
		A1	27	14633.61	740.83	2313.91
		AL	4	1739.42	49.26	236.25
2234567 E	Angelina d'Courcy	A0	2	607.69	0.00	51.65
		A1	26	13868.25	700.00	2190.82
		AL	1	476.92	14.00	65.27
3234567 M	Breda Brennan	A0	4	875.38	0.00	74.41
		A1	7	750.00	190.01	594.16

3.5.4 Payroll Reports

3.5.4.1 Payroll Cost Summary

The Payroll Cost Summary is a simple report that displays the gross cost of wages and salaries, and employer contributions, by week, for any date range.

To view the cost summary, select the **Payroll Cost Summary** entry in the **Payroll Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.

- A date range may be specified for the report using the **From Date** and **To Date** fields.
- When the Include Unprocessed Payslips checkbox is checked, the report includes payslips which have not yet been processed.

To Preview or Print the Report:

1. Enter the date at which you want the report to commence in the **From Date** field and press **<Tab>**.
2. Enter the date at which you want the report to end in the **To Date** field and press **<Tab>**.
3. To exclude unprocessed payslips, i.e. pending payments, clear the checkmark in the **Include Unprocessed Payslips?** field.
4. Click the **Print** button. The report will then be displayed, as shown below, in the preview screen, from which it can be printed.

01/01/2003 to 26/05/2003							
For All Payslips							
Period	Gross Pay	Employer PRSI Contribution	Employer Pension Contribution	Employer AVC Contribution	Employer PRSA Contribution	Employer PRSA AVC Contribution	Total Payroll Cost
1	€471.54	€45.47	€23.58	€0.00	€23.58	€0.00	€564.17
2	€1,314.70	€125.13	€21.49	€0.00	€21.49	€0.00	€1,482.81
3	€462.18	€44.51	€23.11	€0.00	€23.11	€0.00	€552.91
4	€1,185.13	€116.09	€20.26	€0.00	€20.26	€0.00	€1,341.74
5	€379.49	€28.52	€18.97	€0.00	€18.97	€0.00	€445.95
6	€1,147.95	€104.99	€18.40	€0.00	€18.40	€0.00	€1,289.74
7	€410.26	€39.21	€20.51	€0.00	€20.51	€0.00	€490.49
8	€409.19	€39.10	€20.46	€0.00	€20.46	€0.00	€489.21
9	€1,732.87	€174.47	€21.51	€0.00	€21.51	€0.00	€1,950.36
10	€1,857.77	€177.78	€21.03	€0.00	€21.03	€0.00	€1,878.61

3.5.4.2 Payroll Cost Detail

The Payroll Cost Detail is similar to the Payroll Cost Summary report that displays the gross cost of wages and salaries, and employer contributions, by week, for any date range. However the detail report provides a further breakdown of the information by payslip.

To view the cost summary, select the **Payroll Cost Detail** entry in the **Payroll Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.

- A date range may be specified for the report using the **From Date** and **To Date** fields.
- When the Include Unprocessed Payslips checkbox is checked, the report includes payslips which have not yet been processed.

To Preview or Print the Report:

1. Enter the date at which you want the report to commence in the **From Date** field and press **<Tab>**.
2. Enter the date at which you want the report to end in the **To Date** field and press **<Tab>**.
3. To exclude unprocessed payslips, i.e. pending payments, clear the checkmark in the **Include Unprocessed Payslips?** field.
4. Click the **Print** button. The report will then be displayed, as shown below, in the preview screen, from which it can be printed. This report is printed in landscape orientation

Payroll Cost Detail									
01/01/2003 to 27/05/2003									
For All Payslips									
Period	Emp. ID	Name	Gross Pay	Employer PRSI Contribution	Employer Pension Contribution	Employer AVC Contribution	Employer PRSA Contribution	Employer PRSA AVC Contribution	Total Payroll Cost
10	999	Joe Faxman	€247.26	€21.02	€0.00	€0.00	€0.00	€0.00	€268.28
10	001	Michael Gerard O'Grady	€420.51	€40.26	€21.03	€0.00	€21.03	€0.00	€502.83
Total for Period:			10	€1,567.77	€166.76	€21.03	€0.00	€21.03	€1,876.61
Period	Emp. ID	Name	Gross Pay	Employer PRSI Contribution	Employer Pension Contribution	Employer AVC Contribution	Employer PRSA Contribution	Employer PRSA AVC Contribution	Total Payroll Cost
11	999	Joe Faxman	€351.57	€26.91	€0.00	€0.00	€0.00	€0.00	€381.78
11	001	Michael Gerard O'Grady	€376.26	€26.26	€18.81	€0.00	€18.81	€0.00	€442.16
Total for Period:			11	€728.15	€45.17	€0.00	€18.81	€0.00	€823.64

3.5.4.3 Payroll Liabilities

At any given time, a business will have employees accumulating earnings, deductions which have yet to be remitted to the Revenue Commissioners, and contributions which have yet to be remitted to pension providers, etc. These are short-term liabilities. In addition, employees will have accrued holidays which will have to be paid, and although these are not immediate liabilities, they are payable immediately if an employee leaves. In most cases, they will be payable within the year and should be considered as short-term liabilities.

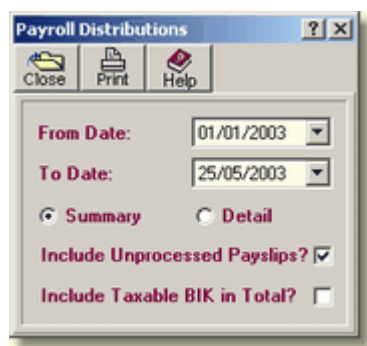
The Payroll Liabilities report, which summarises all of these short-term outgoings can be viewed by selecting the **Payroll Liabilities** entry in the **Payroll Reports** sub-menu of the **Reports Menu**. This report, a sample of which is shown below, has no selection criteria.

Payroll Liabilities					
As of 08/03/2003					
Unpaid Wages & Salaries:					
Emp. No.	Name:	Period	Gross Pay	Employer PRSI	Employer Pension/PRSA Contributions
001	Michael Gerard O'Grady	10	€420.51	€40.26	€42.06
003	Angelina d'Courcy	13	€2,499.99	€258.00	€0.00
004	Geraldine Anne O'Reilly	10	€1,000.00	€107.50	€0.00
001	Michael Gerard O'Grady	13	€357.48	€26.74	€35.74
004	Geraldine Anne O'Reilly	13	€1,000.00	€21.80	€20.74
001	Michael Gerard O'Grady	20	€1,000.00	€25.87	€0.00
Sub-Totals:			€8,223.25	€749.06	€496.36
Payments Due to Revenue Commissioners:					
PAYE & PRSI on Wages & Salaries Paid to Date:					€672.72
Payments Due to Pension/PRSA/Health Ins. Providers:					
PRSA:	Park Life Assurance Co				€546.78
Pension:	DirectLife Assurance Co.				€156.68
Total Outstanding Scheme Contributions:					€703.46
Employee's Accrued Holiday Entitlement:					
Emp. No.	Name:		Accrued Holidays		Cash Equivalent Value
001	Michael Gerard O'Grady		26.00		€1,040.18
003	Angelina d'Courcy		0.77		€89.09
004	Geraldine Anne O'Reilly		0.38		€19.02
999	Joe Paxman		1.15		€57.06
					€1,195.28
NOTE: Some of these holiday entitlements may also be included in the Unpaid Salaries & Wages category, as the holiday bank is not updated until the payroll is processed. These entitlements do not include accrued holidays which result from payrolls which have not yet been processed.					
Total Current & Future Payroll Liabilities:					€12,040.13

3.5.4.4 Payroll Distributions

The Payroll Distributions reports are similar to the Payroll Cost Summary and Payroll Cost Detail reports. However, the Distributions reports are intended to assist in transferring weekly payroll data to third-party accounting systems, and show the Net Salaries, PAYE deductions, PRSI and Pension/PRSA contributions for employer and employee, and other employee payroll deductions. The reports display these details, by week, for any date range.

To view the payroll distributions, select the **Payroll Distributions** entry in the **Payroll Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed. Further information about the various buttons and fields on this screen can be obtained by clicking on the relevant portion of this image.



To Preview or Print the Report:

1. Enter the date at which you want the report to commence in the From Date field, or select a date from the dropdown calendar, and press **<Tab>**.
2. Enter the date at which you want the report to end in the To Date field, or select a date from the dropdown calendar, and press **<Tab>**.
3. To print a summary report (see below) leave the Summary radiobutton checked. The detail report, which is printed if the Detail radiobutton is checked, shows the information for each employee (see below).
4. To exclude unprocessed payslips, i.e. pending payments, clear the checkmark in the Include Unprocessed Payslips? field.
5. An employee who receives any form of Benefit in Kind (BIK) has a Gross Salary which includes the notional value of the BIK. This is included in the totals column of the report if the Include Taxable BIK in Total? checkmark is set. Typically, you would leave this checkbox unticked.
6. Click the **Print** button. The report will then be displayed in the preview screen, from which it can be printed, as shown on the next page.

Summary Report:

Payroll Distributions Summary							
01/01/2003 to 22/05/2003							
For All Payslips							
Period	Net Pay	Employee PAYE Deduction	Employee PRSI Contribution	Other Employee Deductions	Employer PRSI Contribution	Employer Pension/PRSA Contributions	Total Payroll Cost
1	€329.64	€10.74	€20.30	€110.68	€45.47	€47.16	€564.17
2	€988.30	€11.24	€54.58	€260.58	€125.13	€42.98	€1,482.81
3	€323.52	€8.97	€19.76	€109.93	€44.51	€46.22	€552.91
4	€926.81	€5.58	€49.54	€214.36	€116.09	€40.52	€1,341.74
5	€274.59	€6.74	€8.34	€103.30	€28.52	€37.94	€445.95
6	€908.27	€12.64	€40.93	€211.39	€104.99	€36.80	€1,289.74
7	€288.59	€0.90	€16.80	€105.77	€39.21	€41.02	€490.49
8	€178.87	€1.11	€16.74	€214.69	€38.80	€40.92	€488.91
9	€597.66	€2.88	€24.97	€110.68	€45.47	€47.16	€842.86

Detail Report:

Payroll Distributions Detail							
01/01/2003 to 22/05/2003							
For All Payslips							
Period	Emp. ID	Name	Net Pay	Employee PAYE Deduction	Employee PRSI Contribution	Other Employee Deductions	Total Payroll Cost
1	001	William Morgan	€329.64	€10.74	€20.30	€110.68	€564.17
Total for Period: 1			€329.64	€10.74	€20.30	€110.68	€564.17
2	002	Charles Mancini	€988.30	€8.45	€36.87	€153.25	€999.93
2	001	William Morgan	€301.67	€2.79	€17.91	€107.33	€429.98
Total for Period: 2			€988.30	€11.24	€54.58	€260.58	€1,482.81
3	001	William Morgan	€323.52	€8.97	€19.76	€109.93	€552.91
Total for Period: 3			€323.52	€8.97	€19.76	€109.93	€552.91
4	001	William Morgan	€285.14	€1.88	€16.51	€105.36	€408.90
4	002	Charles Mancini	€941.67	€3.70	€34.89	€133.40	€1,073.66

3.5.4.5 Bank Transfer Summary

If wages are being paid directly into employees' bank accounts, either by Bank Giro or by EFT file transfers, an audit trail, called the Bank Transfer Summary, is maintained to allow you to reconcile bank statements and to resolve any issues that may arise.

The audit trail is updated with the details of each payment whenever you print bank giro or when you confirm that an EFT file was transmitted to the bank.

The audit trail can be viewed by selecting the **Bank Transfer Summary** entry in the **Payroll Reports** sub-menu of the **Reports** Menu. This report, the layout of which is

shown below, has no selection criteria.

Bank Transfer Summary								
As of: 27/05/2003								
Date	File	Emp. ID	Pay Period	From Bank Sort Code	Account No.	To Bank Sort Code	Account No.	Amount
21/02/2003	Bank Giro	999999	13	99-88-77	98765432	33-44-55	23456789	€5,123.89

The File column shows the name of the file that was transmitted, in the case of an EFT transfer. If the payment was made by Bank Giro, this column simply shows "Bank Giro".

3.5.4.6 Employee Records

While HRPay maintains comprehensive employee records, many users may wish to keep hard-copy records for integration with existing paper-based systems. The Employee Records function provides a single-page "record card" to meet this need.

To view this report, select the **Employee Records** entry in the **Payroll Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.



- Printing can be limited to one or more employees by entering the Employee IDs in the **From Employee** and **To Employee** fields.

To print Employee Record Cards:

1. Enter the Employee ID from which to start in the From Employee field, or use the lookup button to select an employee.
2. Enter the Employee ID at which to end in the To Employee field, or use the lookup button to select an employee.
3. Click the **Print** button. A single-page summary of the each employee's record details will then be displayed, as shown on the following page. These may be printed from the preview screen for record retention purposes.

Employee Record

Personal Details:

Employee No.: 001 PPSN No.: 1819151UY Name: Michael Gerard O'Grady
 Address: 49 Tur Uisce, Doughiska, Merlin Park, Galway
 Job Title: Technical Director Status: Work Experience Start Date: 23/12/2002

Pay Details:

Pay Basis: Hourly Paid Basic Hours: 39 Basic Pay: €200.00
 Gross Pay YTD: €3,765.57 Paid Up To: 01/03/2003 Pay Frequency: 52

Bank Details:

Bank: Bank of Ireland Sort Code: 90-40-34
 Address: Main St., Oramore
 Account No.: 73262204 Account Name: Aquila Technology

Tax Details:

		Per Year	Per Month	Per Week
Tax Basis:	Normal	€3,840.00	€320.02	€73.85
	Tax Credits:	€37,000.00	€3,082.52	€711.35
	Standard Rate Cut-Off Point:			
Tax Deducted YTD (This Employment):	€5.81	Tax Deducted YTD (Previous Employments):	€0.00	

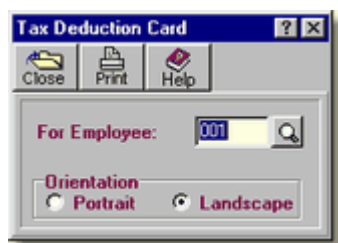
PRSI Details:

Initial PRSI Class: A1 PRSI Deducted YTD: €142.40 Employer's PRSI: €345.53

3.5.4.7 Tax Deduction Cards

A printed version of any individual Tax Deduction Card can be generated for users who wish to keep hard-copy records. Because of the number of columns to be printed, this report prints at least two sheets which should be viewed side-by-side.

To view this report, select the **Tax Deduction Cards** entry in the **Payroll Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.



- The **For Employee** field contains the Employee ID of the person whose Tax Deduction Card is to be printed.
- **Landscape** orientation requires at least two pages and **Portrait** orientation requires three pages to show all the columns.

To print a Tax Deduction Card:

1. Enter the Employee ID for whom the Tax Deduction Card is to be printed in the **For Employee** field, or use the lookup button to select an employee.
2. Click the **Portrait** or **Landscape** button in the **Orientation** panel to choose the printer orientation. Landscape typically prints two pages across, while Portrait typically requires three pages to show all columns.
3. Click the **Print** button. The first page of the employee's record details will then be displayed, as shown below. Columns to the right of those on this page will be printed the next page. These pages may be printed from the preview screen for record retention purposes.

Tax Deduction Card								
Employee ID: 001 Name: Michael Gerard O'Grady PPS No.: 9151811Y								
Week No.	Date	PRSI Employee's Share	PRSI Total Contribution	Insurable Weeks	PRSI Class	Gross Pay	Cum. Gross Pay	Cum. Std. Rate
3	24/01/2003	€19.76	€64.27	1	A1	€414.07	€1,220.24	
4	07/02/2003	€16.51	€55.20	1	A1	€359.87	€1,580.11	
5	07/02/2003	€8.34	€36.86	1	AX	€335.52	€1,915.63	
6	14/02/2003	€7.90	€35.49	1	AX	€324.55		
7	21/02/2003	€16.80	€56.01	1	A1	€364.71		
8	28/02/2003	€16.74	€55.84	1	A1	€369.73		
9	23/05/2003	€17.94	€59.18	1	A1			
10		€17.39	€57.65	1				
11		€8.22						

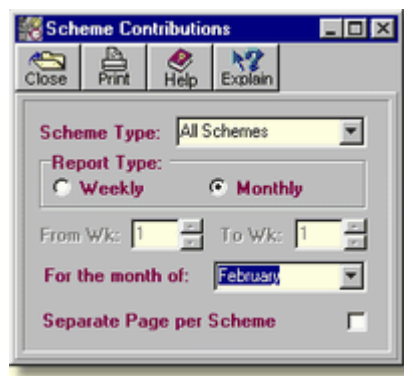
3.5.5 Pension & PRSA Reports

3.5.5.1 Scheme Contributions Report

When payments are being remitted to providers of pension, PRSA, and health insurance schemes, it is necessary to provide a breakdown of the composition of the payments. The Scheme Contributions Report function generates reports which can be sent with the payments to show this detail .

These reports do not imply that the deductions and contributions have been paid over to the scheme provider, they simply list what is due to the selected scheme for a given period.

To use this function, select the **Scheme Contributions Report** entry in the **Pension & PRSA Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.



- A dropdown list in the **Scheme Type** field is used to select whether a report is printed for all schemes, or a selected scheme.
- The **Report Type** radiobuttons allow the report to be printed for a range of weeks, or a selected month.
- If the report is being printed for a week range, the starting week and ending week are selected in the **From Wk** and **To Wk** fields..
- If a monthly report is selected, the month can be chosen from a dropdown list in the **For the month of** field.
- When printing for internal record purposes, all schemes can be grouped together. When sending reports to the scheme providers a separate page should be started for each scheme by setting the checkmark in the **Separate Page per Scheme** checkbox.

Printing Monthly Reports.

This will be the most common type of report, as most schemes are on a monthly returns basis..

1. Select the scheme for which the report is to be printed from the dropdown list in the **Scheme Type** field. To print all schemes, leave this field set to **All Schemes**.
2. If the **Report Type** is not already set to **Monthly**, click this radiobutton to set it.
3. Choose the month for which the report is to be generated in the **For the month of:** field.
4. If you have selected **All Schemes**, you may print each scheme on a separate page by setting the checkmark in the **Separate Page per Scheme** box.
5. Click the **Print** button to view the report, as shown on the next page.

Reliable Products plc		Scheme Contributions for February	
Scheme Type:	PRSA:	Reference:	6749923
Description:			
Provider:	Park Life Assurance Co		
		Phone:	
		Fax:	
		Email:	

Emp. No.	Name	Employee Contribution	Employer Contribution	Total
001	William Morgan	€100.00	€78.34	€178.34
002	Charles Mancini	€60.00	€0.00	€60.00
Totals:		€160.00	€78.34	€238.34

Printing Weekly Reports.

This report is provided so that you can see a breakdown by week of the contributions. It can also be used to make weekly remittances if a scheme has a weekly or fortnightly reporting cycle.

1. Follow the same procedure as for the monthly report and set the Report Type to **Weekly**.
2. Enter the starting week for which the report is to be generated in the From Wk: field.
3. Enter the last week for which the report is to be generated in the To Wk: field.
4. Click the **Print** button to view the report, as shown below. Note that this is the same scheme and period as that selected in the monthly example above.

Reliable Products plc			Scheme Contributions for Weeks 5 to 8		
Scheme Type:		PRSA:	Reference:		6749923
Description:					
Provider:		Park Life Assurance Co			
		Phone:			
		Fax:			
		Email:			

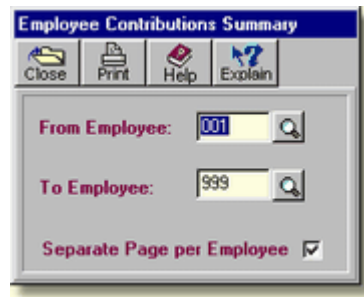
Week/ Month	Emp. No.	Name	Employee Contribution	Employer Contribution	Total
5	001	William Morgan	€25.00	€18.97	€43.97
6	001	William Morgan	€25.00	€18.40	€43.40
6	002	Charles Mancini	€60.00	€0.00	€60.00
7	001	William Morgan	€25.00	€20.51	€45.51
8	001	William Morgan	€25.00	€20.46	€45.46
Totals:			€160.00	€78.34	€238.34

3.5.5.2 Employee Status Report

Since the introduction of PRSAs, it has become more important that you be in a position to inform employees of their contributions, and any matching employer contributions, to pension and PRSA schemes. The Employee Status Report provides a summary of all contributions to each of the six pre-defined schemes, by employee.

This report does not imply that the deductions and contributions have been paid over to the scheme provider, they simply list what was deducted for each scheme for the year to date.

To use this function, select the **Employee Status Report** entry in the **Pension & PRSA Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.



- Printing can be limited to one or more employees by entering the Employee IDs in the **From Employee** and **To Employee** fields.
- When printing for internal record purposes, all employees can be grouped together. When issuing reports to employees a separate page should be started for each employee by setting the checkmark in the **Separate Page per Employee** checkbox.

To print Employee Status Reports:

1. Enter the Employee ID from which to start in the **From Employee** field, or use the lookup button to select an employee.
2. Enter the Employee ID at which to end in the **To Employee** field, or use the lookup button to select an employee.
3. If the report is being distributed to employees, the **Separate Page per Employee** box should be checked to ensure that different employees don't appear on the same page.
4. Click the **Print** button. Each employee's contribution details will then be displayed, as shown on the following page. These may be printed from the preview screen for record retention purposes.

If an employee has no recorded contributions, the page for that employee will be printed with a brief message.

Reliable Products plc Voluntary Schemes Personal Status 28/05/2003

Scheme Contributions for William Morgan :

Scheme Type: PRSA:	Reference: 6749923
Description:	
Provider: Park Life Assurance Co	Phone:
	Fax:
	Email:

Total Deductions & Contributions.Year to Date	Employee Contribution	Employer Contribution	Total
	€225.00	€188.29	€413.29

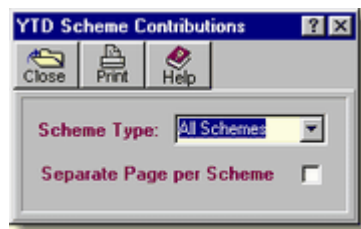
Scheme Type: Pension:	Reference: 937859-21A
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3.5.5.3 YTD Summary Report

The YTD Summary Report provides a summary of all contributions to each of the six pre-defined schemes for the year to date.

This report does not imply that the deductions and contributions have been paid over to the scheme provider, they simply list what was deducted for each scheme for the year to date.

To use this function, select the **YTD Summary Report** entry in the **Pension & PRSA Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.



The image shows a software window titled "YTD Scheme Contributions". It has a standard Windows-style title bar with a question mark icon and a close button. Below the title bar are three buttons: "Close", "Print", and "Help". The main area of the window contains two controls: a "Scheme Type:" label followed by a dropdown menu currently showing "All Schemes", and a "Separate Page per Scheme" label followed by an unchecked checkbox.

- A dropdown list in the **Scheme Type** field is used to select whether a report is printed for all schemes, or a selected scheme.
- When printing for internal record purposes, all schemes can be grouped together. When sending reports to the scheme providers a separate page should be started for each scheme by setting the checkmark in the **Separate Page per Scheme** checkbox.

To print scheme summaries:

1. Select the scheme for which the report is to be printed from the dropdown list in the Scheme Type field. To print all schemes, leave this field set to **All Schemes**.
2. If you have selected **All Schemes**, you may print each scheme on a separate page by setting the checkmark in the Separate Page per Scheme box.
3. Click the **Print** button to view the report, as shown below.

Reliable Products plc		Scheme Contributions for Year To Date		
Scheme Type: PRSA:		Reference:	6749923	
Description:				
Provider: Park Life Assurance Co				
		Phone:		
		Fax:		
		Email:		
Emp. No.	Name	Employee Contribution	Employer Contribution	Total
001	William Morgan	€225.00	€188.29	€413.29
002	Charles Mancini	€180.00	€0.00	€180.00
Totals:		€405.00	€188.29	€593.29
Scheme Type: Pension:		Reference:	937859-21A	
Description: Company Pension Scheme				

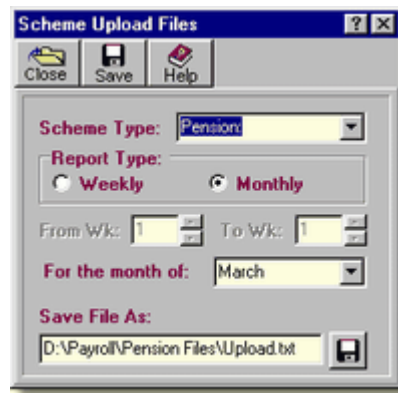
3.5.5.4 Create Upload Files

All of the major assurance companies have adopted a standard for the electronic filing of returns for pension and PRSA schemes. This allows you to handle the pension and PRSA reporting in the same way as you do for Revenue CMES returns. However, because of the number of companies involved, there are some restrictions implemented in HRPay which may make this option less attractive than standard paper-based returns:

- *The Pension and Pension AVC schemes are assumed to be for the same provider.*
- *The PRSA and PRSA AVC schemes are assumed to be for the same provider.*

This means that when you create an upload file for the "Pension" scheme, the file will automatically include the "Pension AVC" scheme, and vice versa. In the same way, when you create an upload file for the "PRSA" scheme, the file will automatically include the "PRSA AVC" scheme, and vice versa.

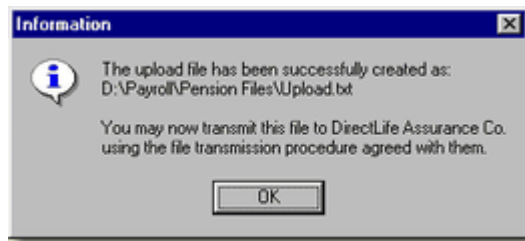
To create an upload file, select the **Create Upload File** entry in the **Pension & PRSA Reports** sub-menu of the **Reports** Menu. This will cause the selection panel on the following page to be displayed.



- A dropdown list in the **Scheme Type** field is used to select the scheme for which the file will be created.
- The **Report Type** radiobuttons allow the upload to be created for a range of weeks, or a selected month.
- If the upload is being created for a week range, the starting week and ending week are selected in the **From Wk** and **To Wk** fields..
- If a monthly upload is selected, the month can be chosen from a dropdown list in the **For the month of** field.
- When printing for internal record purposes, all schemes can be grouped together. When sending reports to the scheme providers a separate page should be started for each scheme by setting the checkmark in the **Separate Page per Scheme** checkbox.

To create an upload file:

1. In the Scheme Type field:
 - Select **Pension** or **Pension AVC** to create the upload file for the basic pension scheme, or
 - Select **PRSA** or **PRSA AVC** to create the upload file for the PRSA scheme
2. Select the **Weekly** or **Monthly** option in the Report Type panel to control the selection of records for the return.
3. If you have chosen the Weekly option, enter the first week to be included in the **From Wk:** field and enter the last week to be included in the **To Wk:** field.
4. If you have chosen the Monthly option, choose the month for which the file is to be generated in the **For the month of:** field.
5. If necessary, change the folder and filename in the **Save File As** field. Check the provider's requirements for the filename before changing it.
6. Click the **Save** button to create and save the file. A confirmation message will then be displayed, as shown below.



3.5.6 Time & Attendance Reports

When the time recording features of HRPay are being used on a consistent basis, the Time & Attendance reports can provide information that is useful in evaluating performance and ensuring compliance with working time regulations.

There are four reports in this group, as follows:

Attendance Report	- summarises absences by employee under five headings.
Holiday Report	- shows the flexible holidays taken and due by employee.
Time-keeping Report	- summarises time-keeping performance by employee.
Working Hours Report	- identifies the degree to which employees are working excessive hours, by day and by week.

3.5.6.1 Attendance Report

All of the time and attendance information entered in the Timecard Entry function of HRPay is available to provide statistical information which can be used as part of the assessment of an employee's performance.

The Attendance Report provides a summary of non-holiday absences, for a specified date range, for all, or selected, employees.

To view this report, select the **Attendance Report** entry in the **Time & Attendance Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.



- A date range may be specified for the report using the **From Date** and **To Date** fields.
- Printing can be limited to one or more employees by entering the Employee IDs in the **From Employee** and **To Employee** fields.

To print/preview the report:

1. Enter the date at which you want the report to commence in the **From Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
2. Enter the date at which you want the report to end in the **To Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
3. Enter the Employee ID from which to start in the **From Employee** field, or use the lookup button to select an employee, and press **<Tab>**.
4. Enter the Employee ID at which to end in the **To Employee** field, or use the lookup button to select an employee.

- Click the **Print** button. The report will be displayed in the preview screen from which it can be printed, as shown below.

Attendance Report						
01/01/2003 to 29/05/2003						
Emp. No.	Name	Certified Sickness	Uncertified Sickness	Compassionate Leave	Excused Absence	Unadvised Absence
001	William Morgan	0	0	0	4.5	0
		Total Absence Days:		4.5	Absenteeism Rate:	4%
002	Charles Mancini	0.5	0	0	0	0
		Total Absence Days:		0.5	Absenteeism Rate:	0%
003	Angelina d'Courcy	0	0	0	0	0

Note that the Absenteeism Rate which is shown on this report includes all absence days regardless of type.

3.5.6.2 Holiday Report

While the Attendance Report shows unplanned absences, the Holiday Report provides a summary of holiday taken, for a specified date range, for all, or selected, employees. It also shows the amount of holidays that the employee(s) have remaining to take. This only includes those holidays accrued to date, i.e. further holidays will be "earned" as the year progresses.

To view this report, select the **Holiday Report** entry in the **Time & Attendance Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.

- A date range may be specified for the report using the **From Date** and **To Date** fields.
- Printing can be limited to one or more employees by entering the Employee IDs in the **From Employee** and **To Employee** fields.

To print/preview the report:

1. Enter the date at which you want the report to commence in the **From Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
2. Enter the date at which you want the report to end in the **To Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
3. Enter the Employee ID from which to start in the **From Employee** field, or use the lookup button to select an employee, and press **<Tab>**.
4. Enter the Employee ID at which to end in the **To Employee** field, or use the lookup button to select an employee.
5. Click the **Print** button. The report will be displayed in the preview screen from which it can be printed, as shown below.

01/01/2003 to 29/05/2003			
Emp. No.	Name	Holidays Taken In This Period	Holidays Remaining
001	William Morgan	0	26.00
002	Charles Mancini	1.5	0.77
003	Angelina d'Courcy	0	0.00
004	Geraldine Anne O'Reilly	0	0.38
005	Jill Bloggs	0	0.38
999	Joe Paxman	0	1.15
Totals:		1.5	28.7

Note that, because HRPay accrues holidays automatically, the Holidays Remaining column will typically contain some unusual fractional amounts.

3.5.6.3 Time-keeping Report

The Time-keeping Report provides a summary of the extent to which employees arrive late for work, or leave before the designated finishing time. This report can be generated for a specified date range, for all, or selected, employees.

To view this report, select the **Time-keeping Report** entry in the **Time & Attendance Reports** sub-menu of the **Reports** Menu. This will cause the selection panel shown on the following page to be displayed.

- A date range may be specified for the report using the **From Date** and **To Date** fields.
- Printing can be limited to one or more employees by entering the Employee IDs in the **From Employee** and **To Employee** fields.
- The **Start Time** field is used to specify the official daily starting time of the business. All starts after this time will be reported as "late".

Note: If you want to give some tolerance, or "leeway", increase the starting time by this amount, e.g. if the official starting time is 9.00am, but a person starting at 9.05am would be regarded as "on time", this field should be set to 09:05:00.

- The **Finish Time** field is used to specify the official closing time of the business. All finishes before this time will be reported as "early finish".

To print/preview the report:

1. Enter the date at which you want the report to commence in the **From Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
2. Enter the date at which you want the report to end in the **To Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
3. Enter the Employee ID from which to start in the **From Employee** field, or use the lookup button to select an employee, and press **<Tab>**.
4. Enter the Employee ID at which to end in the **To Employee** field, or use the lookup button to select an employee.
5. Enter the official starting time in the **Start Time** field, or use the "spinbutton" to adjust the hours and minutes values up or down.
6. Enter the official finishing time in the **Finish Time** field, or use the "spinbutton" to adjust the hours and minutes values up or down.
7. Click the **Print** button. The report will be displayed in the preview screen from which it can be printed, as shown below.

Time-keeping Report					
01/01/2003 to 29/05/2003					
Emp. No.	Name	Late Starts	Average Lateness	Early Finishes	Average of Early Finishes
001	William Morgan	27	00:48	0	00:00
Total Late Starts & Early Finishes:			27	Late Start/ Early Finish Rate:	13%
002	Charles Mancini	0	00:00	0	00:00
Total Late Starts & Early Finishes:			0	Late Start/ Early Finish Rate:	0%
003	Angelina d'Courcy	0	00:00	0	00:00
				Late Start/ Early Finish Rate:	0%

- The Late Starts and Early Finishes columns show the number of times in the specified period that the employee arrived late and left early, respectively.
- The Average Lateness column shows, in hours and minutes, how late the employee was, averaged over the number of late starts.
- The Average of Early Finishes column shows, in hours and minutes, how early the employee left, averaged over the number of early finishes.
- The summary for each employee shows the combined total, and the percentage of days on which the employee started late or finished early.

3.5.6.4 Working Hours Report

The maximum number of hours that an employee can work in any day or week is subject to legal restrictions. There are exemptions and variations for specific categories of work and you should check what limits apply to your business. The organisation of Working Time Act is "policed" by Working Time Inspectors who may ask to see your records to verify that the regulations are being adhered to.

Failure to keep adequate records is a breach of the regulations and, as with other breaches, may result in a fine of €1,900. An additional fine can also be imposed for every day that a business remains non-compliant. Over the last two years, over €900,000 has been imposed in fines for breaches of the regulations.

The Working Hours Report is intended to highlight excessive daily or weekly hours. While this is an "after the fact" report, it can be used as a "trigger" to prevent excesses from recurring in the future.

To view this report, select the **Working Hours Report** entry in the **Time & Attendance Reports** sub-menu of the **Reports** Menu. This will cause the following selection panel to be displayed.



- A date range may be specified for the report using the **From Date** and **To Date** fields.
- Printing can be limited to one or more employees by entering the Employee IDs in the **From Employee** and **To Employee** fields.
- The **Daily Threshold** field is used to specify the maximum number of hours to be worked in any 24 hour period.
- The **Weekly Threshold** field is used to specify the maximum number of hours to be worked in any calendar week.

To print/preview the report:

1. Enter the date at which you want the report to commence in the **From Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
2. Enter the date at which you want the report to end in the **To Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
3. Enter the Employee ID from which to start in the **From Employee** field, or use the lookup button to select an employee, and press **<Tab>**.
4. Enter the Employee ID at which to end in the **To Employee** field, or use the lookup button to select an employee.
5. Enter the maximum number of hours that can be worked in any day in the **Daily Threshold** field. Any fraction of an hour must be entered as a decimal, i.e. 10 hours and 30 minutes should be entered as 10.5.
6. Enter the maximum number of hours that can be worked in any week in the **Weekly Threshold** field. Any fraction of an hour must be entered as a decimal, i.e. 37 hours and 45 minutes should be entered as 37.75.
7. Click the **Print** button. The report will be displayed in the preview screen from which it can be printed, as shown below.

Working Hours Report					
01/01/2003 to 29/05/2003					
Emp. No.	Name	Days Over Limit	Average Hours Over per Day	Weeks Over Limit	Average Hours Over per Week
001	William Morgan	30	0.55	20	11.35
002	Charles Mancini	0	0.00	0	0.00
003	Angelina d'Courcy	0	0.00	0	0.00
004	Geraldine Anne O'Reilly	0	0.00	0	0.00
005	Jill Bloggs	0	0.00	0	0.00

- Values in the report are highlighted when the employees has exceeded the daily or weekly limits.
- The Days Over Limit and Weeks Over Limit columns show the number of days and weeks for which the limits have been exceeded.
- The Average Hours Over per Day and Average Hours Over per Week columns show the average number of excess hours on those days or weeks that were over the prescribed limit.

Note: Permitted hours vary according to age. If you have employees who have different maximum working hours, the parameters can be changed and the report can be run for specific employees.

3.6 Other Menus

3.6.1 Window Menu

The Window menu is a standard Microsoft Windows menu element. It allows all of the windows which are open on the HRPay desktop to be tiled or cascaded. It also lists the currently open windows so that any window can be "brought to the front" even if it is hidden behind another window.

3.6.2 Options Menu

The Options menu is used primarily to customise the manner in which HRPay is displayed. Three of the choices on this menu are toggles, i.e. they switch certain features on or off. The remaining menu item allows the calculator to be "launched" so that calculations can be performed when a transaction is being entered.

The first three menu items on this menu are used to toggle a feature on or off. If the feature is currently active, as denoted by the checkmark next to the menu entry, simply clicking the menu item will make it inactive, and vice versa.

The toggle menu items are:

- ❖ Show Sidebar Menu - displays a visual menu on the left side of the screen which allow transactions and reports to be launched by clicking a graphic representation of the function.
- ❖ Show Cursor Hints - causes hints to be displayed when the mouse cursor is moved over a field or button on the screen.
- ❖ Show Status Bar - displays the status bar at the bottom of the screen which gives hints and shows which company is currently open.

The remaining menu entry is used to display the standard Microsoft Windows calculator.

3.6.3 Help Menu

The first three items on the Help menu are standard Microsoft Windows menu elements which allow the contents of this help file to be displayed, provide a search facility for help on a specific topic, and provide help on using the help system.

The Web User Forum menu entry provides a link to the User Forum on our web site. This will provide answers to frequently asked questions and a means of posting comments, questions, etc.

The Setup Assistant menu entry launches the Setup Assistant to guide you through the setting up of a new company.

The Task Assistants sub-menu provides access to the Weekly Tasks, Monthly Tasks, and Year-End Tasks Task Assistants which are used to guide you through the periodic tasks that must be performed.

The remaining two menu items give support information and details of the current installation.

Part

4

Getting Assistance

4.1 How to get help!

Before you lift the phone to seek assistance in using HRPay we would ask that you first confirm that the answer to your query is not covered in the help system or in this User Manual. Please note that we cannot supply telephone support unless you are a registered user. However, free support is available to all users by email or by using the User Forum on our web site.

If you carry out the following checks before calling, it will help us to answer your query more effectively:

1. Is the problem unique to HRPay or do you have a similar problem when using other applications?
If so, you should read your Windows User Guide and/or the manual which came with your computer.
2. Is the amount of free space on your hard drive less than 5Mb?
If so, you should free up some disk space by deleting unwanted files.
3. Have you recently downloaded any programs from the Internet or any other public network?
If so, you should run a virus check to verify that your system is virus-free.
4. Have you installed any new hardware or software since the last time you successfully ran HRPay?
If so, you should remove the hardware or software and see if this fixes the problem.
5. Have you used the search facility in the help system to see if there are any topics related to the problem you are having?
If not, try it! You might find something that helps!
6. Have you read this User Guide????

If, after carrying out these checks, you have not managed to resolve the problem, you are ready to call us. You can do so by:

Internet: The User Forum at www.aquilatechnology.com is intended as a first "port of call" for support issues.

Email: support@aquilatechnology.com

Phone: Use the support number provided as part of your support contract.

Post: Aquila Technology,
49 Tur Uisce,
Merlin Park,
Galway, Ireland.

4.2 Help Tools

There are a number of sources of help available to the user of HRPay. The most obvious of these is the User Manual. However, mindful of the fact that most people don't like reading manuals, we have tried to build as much assistance as possible into the system. We have also tried to make this help quick and easy to access.

The major help features built into HRPay are:

Cursor Hints.

Like most modern Windows software, HRPay provides a facility to show or hide context-sensitive help labels, similar to that shown below, when the mouse cursor is moved over a button or field.

Maintain codes

This feature can be switched on and off using a menu choice in the Options menu.

Prompts.

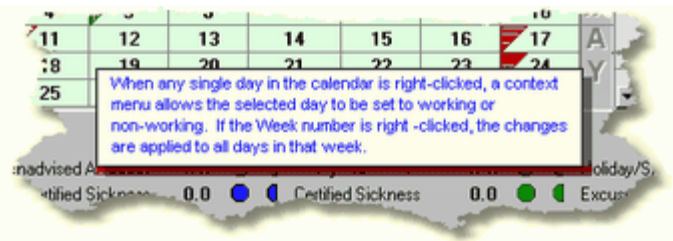
Whenever button or field hint labels are capable of being displayed, a prompt is shown in the status panel at the bottom of the screen, as shown below.

Maintain codes 25/11/03

This prompt may simply be the same as that displayed in the button/field hint labels, or it may include additional text.

Popup Help Panels

In most Windows applications, help is provided in a separate window which must be closed or minimised before you can continue with the current task. HRPay provides an instant help facility which can be accessed by pressing **F1** or by clicking the right mouse button in any entry field. Pressing **F1** in any field will cause a help panel to "pop up", as shown below, whereas clicking the right mouse button will display a "What's This" menu next to the field which can be used to display the popup help.



Popup help can also be displayed by pressing Shift and F1 together. This will cause the cursor to change to a question mark. Clicking on any screen element with this help cursor will cause popup help to be displayed, provided that help is available for the item in question.

Context Sensitive Help

The help system may be accessed at any time through the Help menu on the main menu. Accessing help in this manner allows you to start with the Help Contents and navigate through various topics. You may also initiate a topic search by selecting the Search for Help On... menu item and look for help by typing a keyword.

However, the help system can also be activated by clicking the Help button on any transaction or inquiry screen. This will cause the help for that specific transaction or inquiry to be displayed. This "context sensitive" help is more likely to answer your query than a general wander through the help system.

Task Assistants

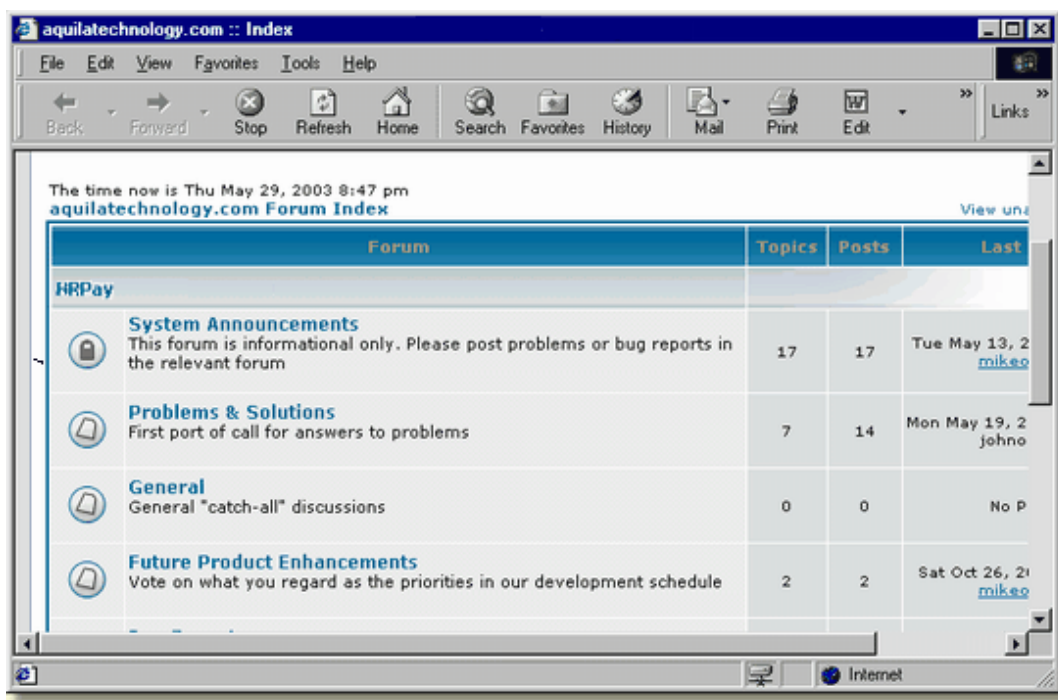
To help you with the setting up of HRPay, and the sequence of tasks that must be carried out on a weekly, monthly, and quarterly basis, a number of Task Assistants can be launched which guide you through the steps involved in these activities.



User Forum

The HRPay User Forum on our web site is used to announce new releases of the product, gather requests for future enhancements, and act as a means of problem sharing and problem resolution for our customers. Any queries posted to this forum are answered within 24 hours and the problem, along with the suggested solution, remain on the forum as an information resource.

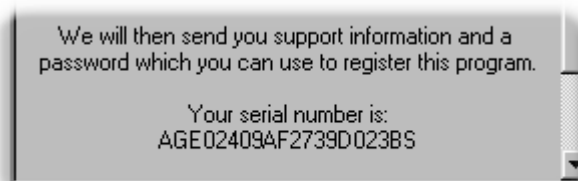
You can access the Forum directly by selecting the **Web User Forum** entry in the **Help** menu.



4.3 Registering HRPay

When you first run HRPay, a screen will be displayed, indicating that the product has not been registered. HRPay is initially provided as a 30 day evaluation version, even if you have purchased your copy directly from Aquila Technology or from an approved dealer. In order to extend the usage of the product beyond this 30 day period, a unique "unlock" code must be entered. This code is supplied to registered users on receipt of the registration details.

To register your copy of HRPay, return the completed Registration Form and your registration fee to Aquila Technology, or to the dealer who supplied the software. Please check that you have supplied the correct installation serial number when returning your registration. This can be found on the initial warning screen, on the About screen, or on the product registration screen, as shown below.



Once you have received your "unlock" code, you can proceed to the Registration Details screen, as detailed in Section 3.1.5, and complete the registration.

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