



Evolution M

Core Training

Payroll Setup & Processing

Issue 2

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Training Notes

These are the training notes to be used for reference when going through each topic.

Maintenance

This section covers the maintenance routines involved in Payroll setup.

Value Master Maintenance

The **Value Maintenance** program holds the Value Master Codes used in the calculation of payments and deductions.

Value Codes are used for creating Employee payments and deductions (see topic 'Employee Value Maintenance' on page 10).

When inputting pay details against Employees (see topic 'Enter Pay Details' on page 13), input type Value Codes created here must have values input against them, plus additional input type Value Codes can also be added and input against in this routine, if required.

There are some preset mandatory codes which must exist in order for Payroll to function. These codes **should not be deleted** and are as follows:

- Gross
- Employee's NI
- Employer's NI
- Tax
- Nett

There are also various Nlable codes which are preset and should not be deleted.

These 'Special' codes are automatically attached to newly created Employees. Any other Value Codes are optional and have been set up, or can be set up, to suit your Payroll requirements.



CAUTION

Modifying or deleting an existing master record can have serious ramifications on Payroll operation. Please ensure that you are aware of the effect of your intended changes, and that the changes are accurate.

Notes

Migrating Employees

The **Employee Brought Forwards** program is used for carrying over YTD values for Employees from your previous system part way through the year.

Note that any additions/deductions made against an Employee here are updated throughout the system.

Manually Enter Additions/Deductions against an Employee

1. Select **Payroll** in the top pane of the application window.
2. Select **End of Year** in the left pane of the application window.
3. Select **Employee Brought Forwards** from the list of programs in the main window. If you have not already done so, login to the required Payroll (see topic 'Login/Change Payroll' on page 12). The **Select Range of Input** dialogue is displayed.

4. In the **Option** field, specify the range of input ('All' or 'Individual' Employees, by 'Dept', or by 'Group'). Typically, 'All' Employees would be specified here and this process will take you through every Employee, one after the other.
5. If a Department/Group range has been selected, enter the Department/Group **Code**.
6. Specify the **Payroll Period** in which to effect the changes.
7. Indicate whether to enter (overwrite) current YTD figures using the **Input YTD** check box. If left unticked, additions or deductions (by entering a minus sign (-) before the value) to the current YTD figures can be made.
8. Select the Value Codes of which to include in the update.

Notes

- Click **OK**. The **Employee Brought Forwards** program is displayed.

Value Code	Description	Current YTD	Period Value	Addition
GR	Gross	0.00	1,880.00	0.00
TX	Tax	0.00	(376.00)	0.00
NE	Ees N.I.	0.00	(102.62)	0.00
NR	Ers N.I.	0.00	240.67	0.00
NLEL	Ees N.I. L.E.L	0.00	102.00	0.00
NEPT	Ees N.I. PT	0.00	3.00	0.00
NEST	Ees N.I. ST	0.00	34.00	0.00
NUAP	Ees N.I. U.A.P	0.00	631.00	0.00
NUEL	Ees N.I. U.E.L	0.00	47.00	0.00
NAUL	Ees N.I. A.U.L	0.00	1,063.00	0.00

- Enter the **Addition/YTD** values against the required Value Codes for each Employee as required, clicking **OK** after completion of entries against each Employee.



Note that Tax & Employees NI should both be entered as a negative value.

Employee Maintenance

This program is used to create and maintain Employee Files. The ‘Special’ (mandatory) Value Codes, defined in **Value Master Maintenance** (see topic ‘Value Master Maintenance’ on page 1), must exist before any Employee setup can commence.

Create an Employee

- Select **Payroll** in the top pane of the application window.
- Select **Employee Details** in the left pane of the application window.
- Select **Employee Maintenance** from the list of programs in the main window. If you are not logged into a Payroll already, the following dialogue is displayed.


Payroll Number	<input type="text"/>
Password	<input type="text"/>
Frequency	<input type="text"/>
Periods	<input type="text"/>
Current Period	<input type="text"/>

- Enter the **Payroll Number**.
- Enter the required **Password** for access to the Payroll and click **OK**. The **Employee Maintenance** program is displayed.

Notes

6. Enter the Employee Code in the **Employee** field.
7. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Employee Maintenance** program showing the new **Employee Code** is displayed.

Main tab:

- Enter the **Surname, Forenames, Address, Town/City, County, Post Code/Country**, and if required telephone number(s) and email address(es) of the Employee.
 -  *The name and address will be printed on the payslip of the Employee.*
- Specify the **Sex** of the Employee.
- Enter the Employee's **Date of Birth**. This is required for calculation of correct NI.
- Indicate whether the Employee is a new **Starter**.
- The **Date Started** is defaulted to today's date, but can be changed.

Notes

- If the Employee leaves the Company, you can indicate that they are a **Leaver**. Only select 'Yes' if the Payroll has been cleared against the Employee.



*It is possible to view leavers in the search engine of Employee Maintenance, by clicking **Options** from the menu bar at the top of the program and selecting 'Include Inactive'.*



Note that an Employee can also be made a leaver when processing (see topic 'Enter Pay Details' on page 13).

- If the Employee is made a leaver, the **Date Left** is defaulted to today's date, but can be changed.

Leaver	Yes
Date Left	26 Jun 2012

- If the Employee is made a leaver, the **Period Left** is defaulted to the previous Payroll period, which in normal operation is the required period.

Tax tab:


Current Tax Letter	[Dropdown]	Start Period	32 2012
Current Tax Code	0	Previous Gross	0.00
Week 1	No	Previous Tax	0.00
Next Tax Letter	[Dropdown]	Scheme Contract Out	
New Tax Code	0		
Effective Period			
N.I. Number			
Director	No		
Period Director	0		
N.I. Category	[Dropdown]		
Period of 1st Change	0		
Period of 2nd Change	0		
Period of 3rd Change	0		

- Specify the **Current Tax Letter** for the Employee from the drop-down menu available.
- Enter the **Current Tax Code** for the Employee.
- Indicate whether a **Week 1/Month 1** Tax Code is applicable.
- Enter the Employee's **N.I. Number**. The format is validated and will be rejected if incorrect.
- Specify whether the employee is a **Director**, as this will affect the National Insurance calculation. The period the Employee became a Director (in the field below) updates to the current Payroll period.
- Select the **N.I. Category** for the Employee. This is usually 'A'.
- The **Start Period** is the current Payroll period.
- If known (e.g. from details on P45) enter the **Previous Gross** amount for the Employee (optional).
- If known (e.g. from details on P45) enter the **Previous Tax** amount for the Employee (optional).

Notes

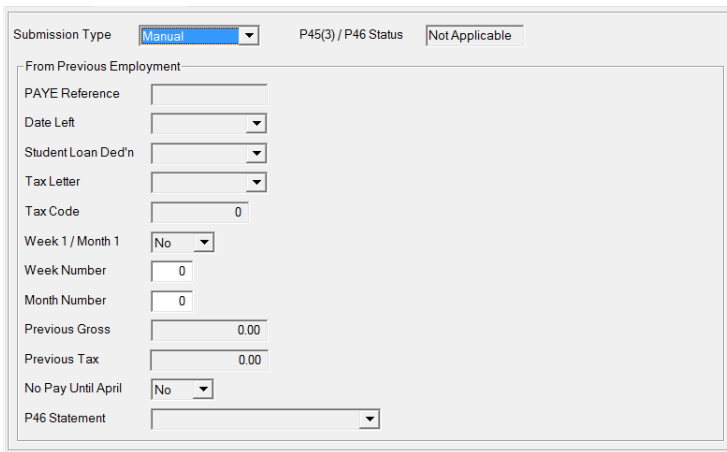
Starter Details tab:

This tab is used for entry of new starter details which, if set up for your system, can be submitted online via Evolution M to HMRC for automatic verification through the system (see section 'P45(part 3)/P46 Submission' of the Evolution M Manual).



IMPORTANT

If submitting details online to HMRC, the data entered here is sent to HMRC for verification and as such should be accurate with all fields entered.



- Specify the **Submission Type**.



The following options are available:

'Manual' if you are submitting the P45/P46 details manually to HMRC. If you select this option, the rest of the fields are optional and for information purposes only.

'Awaiting P45(2)' if the P45 is yet to be received from the Employee.

'P45(3)' if the P45 is received and you are submitting the details automatically to HMRC through the system. If this option is selected, all the following fields are required for verification purposes.

'P46' if the Employee has provided a completed P46 form and you are submitting the details automatically to HMRC. The only field that will be required, if selecting this option, is the **P46 Statement** field (see below).

- Enter the **PAYE Reference**.
- In the **Date Left** field, enter the date the Employee left the previous employment.
- Indicate whether there are **Student Loan Ded'n** to be applied ('Continue') or not ('None').
- Enter the **Tax Letter** and **Tax Code** for the Employee.
- Indicate whether a **Week 1/Month 1** Tax Code is applicable.
- Enter either a **Week Number** or **Month Number** depending on the type of Payroll.
- If required, enter the **Previous Gross** and **Previous Tax** (neither fields are mandatory for automatic P45 submission).

Notes

- Specify whether there will be **No Pay Until April** for the Employee.
- If applicable, indicate the Employee's **P46 Statement**.

Processing tab:

This tab is optional and determines how the Employee is processed; which Department and/or Group to which it belongs, if applicable, and it also determines the default Value, Hours and/or Rate of the Employee.

- If set up and required, specify a **Department** and/or **Group** to which to assign the Employee.



The Employee's Payroll entries can then be input, viewed and printed by these options.

- If applicable, enter the **Value, Hours** and/or **Rate** that are unique to this Employee. For weekly-paid Employees, their hourly rate is usually entered here.



These will be used by any Value Master Codes that are set up to look at the Employee File (see topic 'Value Master Maintenance' on page 1).

- If the Employee is set as being on **Current Holiday** (including **Holiday Periods** if applicable) or **Absent** in Payroll entry, this will be displayed here.
- Indicate whether to **Retain Input** against the Employee.



If you select 'Yes' here and a Value Code(s) is enabled for retaining input, then any values/hours entered for the Employee against the Value Code(s) may be retained for the next Payroll entry against the Employee.

- The position of the Payroll entries for the Employee, i.e. **Entered, Calculated, Printed, Paid** and **Updated** are displayed. These fields will be specified as 'No', 'Previous', 'Unallocated', or 'Yes'.

Notes

Bank tab:

This is where the payment method is specified. Bank details are only necessary if payments to the Employee are to be made by BACS.

- Select the **Payment Method** for the Employee.



This is the method of processing payment to Employee (see topic 'Payment Processing' on page 21). The options are 'Cheque' (automated cheque), 'Manual' (manual cheque), and 'BACS'.

- If the Employee is to be paid by BACS, enter the Employee's **Account Number**.
- If applicable and required, enter the Employee's **Bldng Soc Roll No**.
- If applicable and required, enter the Employee's **Autopay Ref No**.
- If required, enter the Customer's Bank **Account Name**.
- If the Employee is to be paid by BACS, enter the **Sort Code**.

Costs tab:

- Indicate whether payments to the Employee are to be **Costed** to a Contract/Nominal.



For weekly-paid Employees, this would usually be set to 'Yes'. If you select 'No', when making Payroll entries against this Employee, Contracts/Nominals cannot be specified as the value(s) entered for the Employee are posted directly to a Nominal depending on the cost 'cascade'.

Notes

- If required, specify the **Cost Centre** and Nominal **Account**, and/or **Cost Head** to update when payments are made to this Employee (see topic 'Update Costs/Nominals' on page 23).



Payroll uses a 'cascade' system to look for the Cost Centre, Account and Cost Head, in the following order:

1. *Value Master Maintenance (see section 'Value Master Maintenance' on page 1).*
2. *Employee File Maintenance.*
3. *Ledger Master Maintenance (see section 'Ledger Master Maintenance' on page 883).*

*These fields can be left blank if your setup finds them in **Value Master Maintenance**. Your Integrity Software Consultant will advise on the correct setup.*



Note that if the system cannot find any of the Cost Heads and/or Nominal Codes it will update the Suspense Account.

- Indicate whether to **Renew Contracts** for the Employee.



This would usually be set to 'Yes'.

8. Click **OK**. The Employee has been stored on the system.

Notes

Employee Value Maintenance

The **Employee Value Maintenance** program enables you to attach Value Master Codes (see topic 'Value Master Maintenance' on page 1) to the Employee.

These codes are used for entering values/hours/rates against the Employee when Payroll processing. Value Codes can also be added in the pay entry routine (see topic 'Enter Pay Details' on page 13), which in turn will update this record.

Note that the 'Special' (mandatory) Value Codes are automatically added to the Customer in order for Payroll to function.

Attach a Value Code to an Employee

1. Select **Payroll** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Employee Value Maintenance** from the list of programs in the main window. If you have not already done so, login to the required Payroll (see section 'Login/Change Payroll' on page 12). The **Employee Value Maintenance** program is displayed.

Employee: [] Payroll Period: 42 2012

Buttons: New, Modify, Delete

Value Code: [] Override: No Result: 0.00
 Value: 0.00 Active: Yes Protected: 0.00
 Hours: 0.00 Outstanding: 0.00
 Rate: 0.0000 Accrued(CUM): 0.00
 Year to Date: 0.00

Buttons: Audit, Previous, Next, View Extras, OK, Cancel

4. Enter or search for the Employee Code in the **Employee** field. The Employee details are loaded into the program.

Employee: 6 | Smith John Payroll Period: 44 2012

Code	VM Name	Value	Hours	Rate	Ovr	Result	YTD	Active
GR	Gross	0.00	0.00	0.0000	No	0.00	0.00	Yes
TX	Tax	0.00	0.00	0.0000	No	0.00	0.00	Yes
NE	Ees N.I.	0.00	0.00	0.0000	No	0.00	0.00	Yes
NT	Nett	0.00	0.00	0.0000	No	0.00	0.00	Yes
NR	Ees N.I.	0.00	0.00	0.0000	No	0.00	0.00	Yes

Buttons: New, Modify, Delete

Value Code: [] Override: No Result: 0.00
 Value: 0.00 Active: Yes Protected: 0.00
 Hours: 0.00 Outstanding: 0.00
 Rate: 0.0000 Accrued(CUM): 0.00
 Year to Date: 0.00

Buttons: Audit, Previous, Next, View Extras, OK, Cancel

Notes

5. Click **New** to add a Value Code.
6. Enter the **Value Code**.
7. If the Value Master Code is set to 'Fixed' for any of the values, enter the **Value** and/or **Rate** for the Employee.
8. The **Override, Active** (whether code has values entered against it for Employee), and value **Result** of calculation are updated via Payroll processing, but can be modified.



If something is a fixed value e.g. bonus, enabling override allows you to amend the value when processing the Payroll (see topic 'Enter Pay Details' on page 13).

9. The **Outstanding** field is only applicable to Reducing Balance Value Codes.
10. The **Protected** field applies to protected earnings (e.g CSA can only be taken if pay exceeds a certain level).
11. The **Accrued(CUM)** field applies to accrued values i.e. where CSA has not been deducted because the Employee earned less than the protected earnings. The uncollected value is stored in the Accrued Value.
12. The **Year to Date** is only mandatory for 'Special' codes, if the Payroll is being set up part way through the tax year. In normal circumstances, this field will be updated by the Clear Entries routine.
13. Click **OK** to save the changes.
14. If required, repeat the steps above to attach other Value Codes.



*Any new codes are automatically inserted in the list in the correct sequence. To delete/modify a code, select the code in the table, click **Delete/Modify** and then **OK**. Do NOT delete the 'Special' codes as these are required in order for Payroll to function, and also care should be taken that you do not delete codes against which values already exist for this Employee.*



After processing Payroll for the Employee, this program can be used for enquiry into outstanding and YTD figures. This enquiry is available each period throughout each year.

Notes

Processing

There is a certain procedure on the processing of Payroll to ensure that Payroll runs smoothly and efficiently. The procedure is as follows, although this is not fixed and can be changed according to specific client needs:

- Login to Payroll
- If required, create any new Employees (see topic 'Employee Maintenance' on page 3)
- Enter costs
- Calculate Payroll
- Print payslips
- Process payments (generate BACS and cheque payments)
- Update costs
- Clear Payroll entries and update Employees
- Logout of Payroll

Login/Change Payroll

This program is used for logging into a Payroll, if you are not logged into a Payroll already or you need to change the Payroll to which you are logged in.

Login to a Payroll

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Login/Change Payroll** from the list of programs in the main window. The **Select Payroll** dialogue is displayed.

4. Enter the **Payroll Number**.
5. Enter the required **Password** for access to the Payroll and click **OK**. Provided that the password is correct, you are now logged into the Payroll.



If this is the first Payroll run using Evolution M, then the next step is to enter the pay details (see topic 'Enter Pay Details' on page 13). For any subsequent Payrolls, create any new Employees if required, and then enter the pay details.

Notes

Enter Pay Details

This program is used for entering the pay details (Values/Hours/Rates) against Employees. Ensure that the **Payroll Period** (at the top-right of the program) is correct before commencing. If not, ensure that processing from the previous period has been completed and the entries have been cleared (see section 'Clear Entries and Update Employees' on page 29).

Enter Pay Details for Employee(s)

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Enter Pay Details** from the list of programs in the main window. The following dialogue is displayed.

4. The options at the top of the program only apply if you are entering pay details against a 'Range' or 'All'. Indicate whether to enter against **Unentered only** (Employees without current entries against them), and whether to input against **Costed Only** Employees (specified in the **Costs** tab of **Employee Maintenance** - see topic 'Employee Maintenance' on page 3).
5. In the **Option** field, specify how you wish to enter pay details against the Employee(s) (by 'Individual', 'Range' or 'All'). Typically, 'All' Employees would be specified here and this process will take you through every Employee, one after the other.
6. In the **By** field, specify whether you wish to enter pay details against 'Employee', 'Department', 'Group' or 'Site' (Contract).
7. Click **OK**.
8. If you have opted to enter pay details against an individual Department, Group or Site, then the **Code** must be entered. The **Enter Pay Details** program is displayed.

Con/Nom	01	02	03	05
NCI/Pro-rata	0.00	0.00	0.00	0.00
1001	35.00	0.00	0.00	

Code	VM Name	Hours Input	Value Input
01	Basic Hours	35.00	
02	Overtime @ 1.5	0.00	
03	Overtime @ 2.0	0.00	
05	Holiday Pay		0.00
Total		35.00	0.00

Notes

9. If individual processing, enter the **Employee** code and press the Tab key. The Employee pay details are loaded into the program, displaying any retained Contracts/Nominals and Value Master Codes which are already attached to the Employee and require input.
10. If a Contract or Nominal is not displayed, or one or more others are required, click **Add** at the top-right of the program. The following dialogue is displayed.

The dialog box contains the following elements:

- Two checkboxes: Nominal and Retain.
- A text field labeled 'Contract' with a dropdown arrow.
- A table with the following headers:

Mode	Con/Nom	Name	Name
- Buttons: Add, OK, Cancel.

11. If required, tick **Nominal** to add a Nominal Account.
12. If required, tick **Retain** to retain the Contract/Nominal for the next Payroll period processing.
13. Enter the **Contract/Nominal** and click **Add**.
14. If required, add more Contracts/Nominals.
15. Click **OK** to attach the Contract(s)/Nominal(s) to the Employee. The Contract(s)/Nominal(s) is now displayed in the table and can be entered against.
16. If required, enter the non-costed or pro-rata amount against each Value Master in the **NC/Pro-rata** field(s) of the table.
17. If a Value Code is not displayed, or one or more others are required, click **New** at the bottom of the program to add a Value Code(s) for entry of value(s) against. The following dialogue is displayed.

The dialog box contains the following elements:

- A text field labeled 'Value Code' with a dropdown arrow.
- A table with the following headers:

Mode	Code	VM Name	Result
- Buttons: Add, OK, Cancel.

18. Enter the **Value Code** and click **Add**.
19. If required, add more Value Codes.

Notes

- 20. Click **OK** to attach the Value Code(s) to the Employee. The Value Code(s) is now displayed in the table and can be entered against.
- 21. Enter the required Values/Hours/Rates against the appropriate Contracts/Nominals and codes (to see which types of values should be entered against the Value Codes, look at the **Value Maintenance** program - see topic 'Value Master Maintenance' on page 1).



Some Value Codes may be set to 'Retain Input' and, if 'Retain Input' is enabled for the Employee (see topic 'Employee Maintenance' on page 3), the previous period's entries will be automatically entered by the system, but can be amended if required.

- 22. If required, if the Employee is on holiday this week, enter the number of weeks that the Employee is on holiday in the **Current Holiday** field; or set the number of weeks after this week that the Employee will be on holiday in the **Holiday Periods** field; or indicate that the Employee is **Absent**.



Note that these fields are only applicable for Weekly Payroll.

- 23. If the Employee is leaving the Company, specify that the Employee is **Absent** and enter the **Date of Leaving**. This will update the Employee file when the Payroll period has been updated.
- 24. Click **OK**. If applicable, repeat the steps above for other Employees as required.

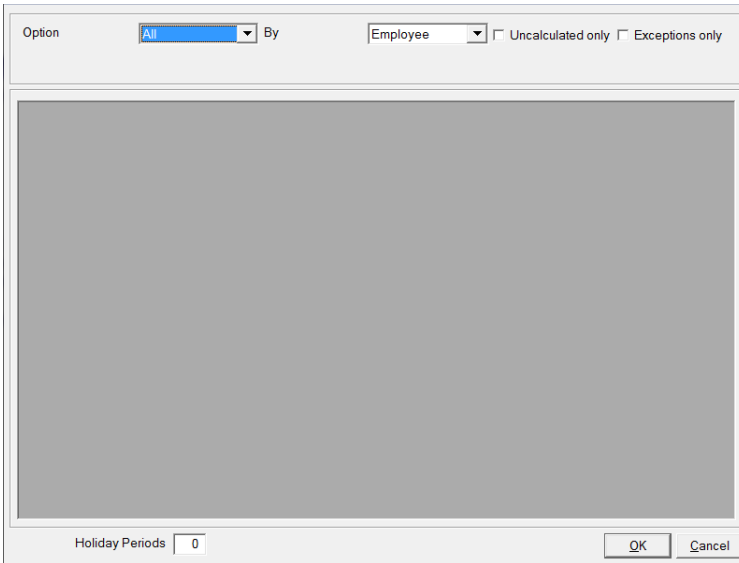
Notes

Calculate Payroll

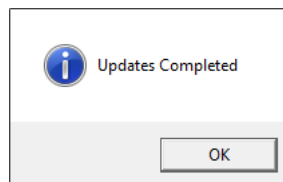
Once all the values have been entered, then the **Calculate Payroll** program needs to be run to calculate the Employee's gross pay, net pay, tax and National Insurance etc.

Calculate Payroll

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Calculate Payroll** from the list of programs in the main window. If you have not already done so, login to the required Payroll (see section 'Login/Change Payroll' on page 12). The **Calculate Payroll** program is displayed.



4. In the **Option** field, specify how you wish to calculate Payroll against the Employee(s) (by 'Individual', 'Range' or 'All'). It is recommended that 'All' Employees are specified here so that no Employees are missed out of the calculation process.
5. In the **By** field, specify whether you wish to calculate Payroll against 'Employee', 'Department', 'Group' or 'Site' (Contract).
6. If required, indicate whether to calculate **Uncalculated only** Employees and/or Employees with **Exceptions only** in the Payroll process by ticking the relevant box(es).
7. Click **OK** to calculate Payroll for the Employee(s). If 'Individual' was selected above, specify the Employee **Code**, or if a 'Range' was selected, specify a range of Employees in the **From** and **To** fields and click **OK**. Once complete, the following message appears.



8. Click **OK**. The program displays all the Employees which have been processed and if there are any exceptions against the entries.



If you can click on an exception in the table, a drop-down icon is displayed whereby you can view a list of all exceptions which are applicable to the Employee in the Payroll process thus far.

Notes

Payroll Enquiry

The Enquiry program displays the details for individual Employees at the current stage in the Payroll process. You can use this program to check that the payroll has been calculated correctly for each Employee. This is not a mandatory procedure, but it is advisable as it should alert you to any issues before you print off payslips e.g. if you have entered too many or too little hours.

Note that it is advisable to calculate Payroll before making an enquiry so you can see the results (see topic 'Calculate Payroll' on page 16).

Interrogate an Employee's Payroll Entries and Details

1. Select **Payroll** in the top pane of the application window..
2. Select **Processing** in the left pane of the application window.
3. Select **Enquiry** from the list of programs in the main window. The **Enquiry** program is displayed.

4. Enter the **Employee** code. The Employee details are loaded into the program.

Main tab:

This tab shows the current status of the pay entry, and the details of the Value Code entries, against an Employee for the current - or a specified - Payroll period, including the value (payment/deduction) results of this Payroll, and the Year To Date figures against each Value Code.

Code	VM Name	Input	Hours	Factor	Rate	Ovr	Result	YTD	Active
01	Basic Hours	40.00	40.00	0.0000	35.0000	No	1,400.00	4,200.00	Yes
02	Overtime @ 1.5	0.00	0.00	1.5000	35.0000	No	0.00	262.50	Yes
03	Overtime @ 2.0	0.00	0.00	2.0000	35.0000	No	0.00	350.00	Yes
05	Holiday Pay	0.00	0.00	0.0000	0.0000	No	0.00	0.00	Yes
GR	Gross	0.00	0.00	0.0000	0.0000	No	1,400.00	4,812.50	Yes
TX	Tax	0.00	0.00	0.0000	0.0000	No	(370.21)	(1,165.62)	Yes
NE	Ees N.I.	0.00	0.00	0.0000	0.0000	No	(92.18)	(288.78)	Yes
SL	Student Loan	0.00	0.00	0.0000	9.0000	No	(98.00)	(349.00)	Yes
NT	Nett	0.00	0.00	0.0000	0.0000	No	839.61	3,009.10	Yes
NR	Ers N.I.	0.00	0.00	0.0000	0.0000	No	173.33	604.44	Yes

Notes

- The **Nett Pay** result is at the top right of the tab.
- The following fields are also displayed:
 - **Absent** - Whether the Employee was absent in this period.
 - **Current holiday** - Whether the Employee is currently on holiday.
 - **Holiday Periods** - The number of holiday periods the Employee has had.
 - **Exceptions** - If there are any exceptions in the Payroll process thus far, you can view them from the drop-down menu in this field.
 - **Entered** - Indicates whether Payroll details have been entered for this Employee.
 - **Calculated** - Indicates whether payroll details have been calculated for this Employee.
 - **Printed** - Indicates whether payslip has been printed for this Employee.
 - **Paid** - Indicates whether Payroll details have been paid for this Employee.
 - **Updated** - Indicates whether costs and nominal details have been updated for this Employee.
- If required, click **View Extras** at the bottom of the program to view additional values which are not displayed on the payslip.

Updates tab:


This tab displays the updated costs to the individual Contracts and Nominal Accounts.


The Cost Head, updated value and updated hours are also displayed.


Note that these values are only displayed after the Cost/Nominal Update has been completed (see topic 'Update Costs/Nominals' on page 23).

Con/Nom	Nominal Name	Cost Head	Updated Value	Updated Hours
1001		LAB	174.16	0.00
1001		LAB	1,406.00	38.00
80-820	Wages Control		(883.89)	0.00
80-825-01	PAYE		(429.81)	0.00
80-825-02	Ers NIC		(174.16)	0.00
80-825-03	Ees NIC		(92.30)	0.00
Total			0.00	

Notes

 The rest of the tabs are the details as set up in **Employee Maintenance** (see topic 'Employee Maintenance' on page 3).

 At the top-right of the program, the **Payroll Period** can be changed to any previous period. Select the required period from the drop-down menu and then press the Tab key to show the values for that period.
If you wish, you can choose not to see zero values by deselecting the **View Zeros** check-box at the bottom of the program.

 Using the buttons at the bottom of the program, the Employee records can be navigated by clicking **Next/Previous**, and if **View by Period** is ticked, the Payroll periods can be navigated using these buttons too.

Print Payroll Details

This optional routine is used for printing Payroll details against selected criteria. This program can be used for checking the Payroll entries against each Employee before printing payslips and processing payments.

Print Payroll Details

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Print Payroll Details** from the list of programs in the main window. If you have not already done so, login to the required Payroll (see section 'Login/Change Payroll' on page 12). The **Print Payroll Details** program is displayed.

4. In the **Option** field, specify how you wish to generate the report (by 'Individual', 'Range' or 'All'). Typically, 'All' Employees would be specified here so that all Employees' pay details are generated.
5. In the **By** field, specify whether you wish to report against 'Employee', 'Department', 'Group' or 'Site' (Contract).
6. Indicate whether you wish to show **Entries**, **Costing** and/or **Updates** in the report.
7. If required, change the **Period** from the default of the current Payroll period.
8. Specify whether to include Employees who are **Absent Only**, **On Holiday Only**, or with **Exceptions Only**.
9. Indicate whether you want a **New Page per Employee** in the report, and whether to **Print Zero Entries**, **Print Extras** and/or **Print Total Updates**.
10. Click **OK** to generate the report.

Account ID	Fore Name	Name	Entry Yes	Calc Yes	Payslip Yes	Paid Yes	Updated Yes	Tax Code	Exceptions	Holiday Advance
1	Terry	Phillips						748 L		Update Inbalance
Update Inbalance										
Code	Name	Input	Alloc	Hours	Factor	Rate	Q/R	Result	Ytd	
GT	Basic Hours	40.00	0.00	40.00	0.00	35.0000	No	1,400.00	4,200.00	
GR	Gross	0.00	0.00	0.00	0.00	0.0000	No	1,400.00	4,215.50	
TX	Tax	0.00	0.00	0.00	0.00	0.0000	No	(370.21)	(1,165.62)	
NE	Ers N.L.	0.00	0.00	0.00	0.00	0.0000	No	(92.18)	(258.79)	
SL	Student Loan	0.00	0.00	0.00	0.00	9.0000	No	(98.00)	(349.00)	
NT	Nett	0.00	0.00	0.00	0.00	0.0000	No	839.61	3,009.10	
NR	Ers N.L.	0.00	0.00	0.00	0.00	0.0000	No	173.33	604.44	
Update Inbalance										
Account ID	Fore Name	Name	Entry Yes	Calc Yes	Payslip Yes	Paid Yes	Updated Yes	Tax Code	Exceptions	Holiday Advance
10	isa	marin						1 L		0 period(s)
Code	Name	Input	Alloc	Hours	Factor	Rate	Q/R	Result	Ytd	
GT	Basic Hours	37.50	0.00	37.50	0.00	17.0000	No	637.50	2,142.00	
GR	Gross	0.00	0.00	0.00	0.00	0.0000	No	637.50	2,142.00	
TX	Tax	0.00	0.00	0.00	0.00	0.0000	No	(127.40)	(428.00)	
NE	Ers N.L.	0.00	0.00	0.00	0.00	0.0000	No	(58.96)	(202.56)	
NT	Nett	0.00	0.00	0.00	0.00	0.0000	No	451.12	1,511.12	
NR	Ers N.L.	0.00	0.00	0.00	0.00	0.0000	No	68.10	235.98	

11. The report can be printed, saved, faxed (if in use on your system), exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

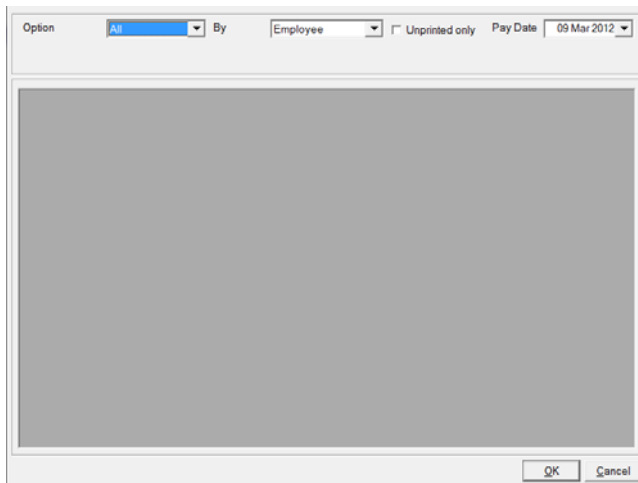
Notes

Print Payslips

This program will generate payslips based on the payment details entered. If payslips are incorrect, correct these using the **Enter Pay Details** program to adjust the values entered (see topic 'Enter Pay Details' on page 13), and then recalculate (see topic 'Calculate Payroll' on page 16). The payslips can then be reprinted.

Print Payslips

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Print Payslips** from the list of programs in the main window. The **Print Payslips** program is displayed.



4. In the **Option** field, specify how you wish to generate the payslips (by 'Individual', 'Range' or 'All'). Typically, 'All' Employees would be specified here so that all Employees' pay slips are generated for printing.
5. In the **By** field, specify whether you wish to generate payslips by 'Employee', 'Department', 'Group' or 'Site' (Contract).
6. If required, indicate whether to print previously **Unprinted only** payslips.
7. Enter the **Pay Date** required to be printed on the payslip. CAUTION: this will default to today's date.
8. Click **OK** to generate the payslip(s).

EMPLOYEE		NUMBER	EMPLOYER				
John Smith		6					
Pay Date	09 Mar 2012	Tax Period	5	Tax Code	1 L	N.I. No.	
PAYMENTS		DEDUCTIONS		TO DATE			
Basic Hours	38.00	Tax	429.81	Basic Hours	5,753.50		
	37.00	Ees N.I.	92.30	Gross	5,753.50		
	1,406.00			Tax	1,639.43		
				Ees N.I.	371.78		
				Ers N.I.	714.43		
Total	1,406.00	Total	522.11				
John Smith		NET PAY	883.89	COSTS THIS PERIOD			
		PAY METHOD	Cheque	Ers N.I.			
		WK / MTH 1	No	174.16			

9. The payslip(s) can be printed, saved, faxed (if in use on your system), exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Notes

Payment Processing

The **Payment Processing** program generates cheques and BACS payments. Upon processing of payments, the Bank Account is credited and the Net Pay Control Account is debited.

Process Payments

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Payment Processing** from the list of programs in the main window. The **Payment Processing** program is displayed, showing all Employees and whether there are exceptions in the Payroll process.

Employee Code	Surname	Dept	Group	Site	Excepts
1	Phillips	Site Staff	Admin Staff		OK
10	martin				OK
11	wayne				OK
12	Franklin				OK
2	Bleggs	Site Staff			OK
3	Smith				OK
4	Cocker	Site Staff			OK
6	Smith			Extension to Mi	OK
7	ok			Extension to Mi	OK
8	test			Horsham Heal	OK

4. If there are no exceptions to any Employees, click **OK**. The following dialogue is displayed.

Period	1210
Date	09 Mar 2012
Bank Account	BANK
BACS Reference	
First Cheque No.	29
Manual Payments	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

5. If required, change the **Period** from the current Nominal Accounting Period.
6. If required, change the **Payment Date** from the default of today's date.
7. Select the **Bank Account** to be credited.
8. Enter a **BACS Reference**. If you leave this field blank, the Company name will be used as a reference.
9. The **First Cheque No** is displayed in sequence from the last cheque processed. This can be changed if required.
10. Click **OK**. The BACS file is created (see topic 'BACS Transfer to PC' on page 22) and the cheques can be printed.
11. When the above stages are complete, the **Print** button becomes available to print the report. It is important to print this.

Notes

BACS Transfer to PC

This program enables you to transfer BACS files to your PC, ready for import into your banking software for BACS payments.

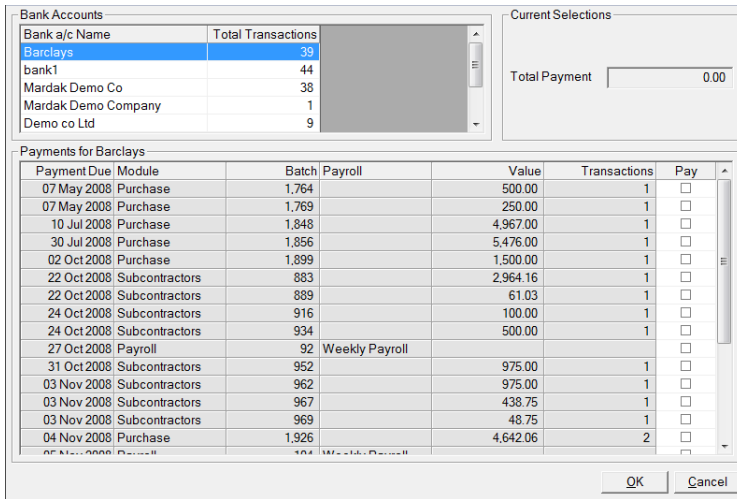


*The Bank Accounts (including Nominal Accounts) from which payments have been credited, and the BACS export file location and format for each Bank Account, have been set up in **Cash Book Maintenance** (see section 'Cash Book Maintenance' of the Evolution M Manual). Ensure that the correct directory is created for export.*

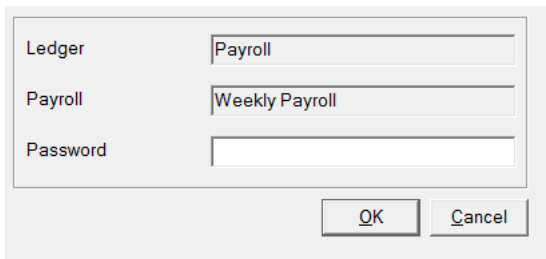
The Bank Account to credit was selected when the payment was processed (see topic 'Payment Processing' on page 21).

Transfer BACS File

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **BACS Transfer to PC** from the list of programs in the main window. The **BACS Transfer to PC** program is displayed, showing all BACS payments in all modules. We are just concerned with the BACs payments for the Payroll module in this instance.



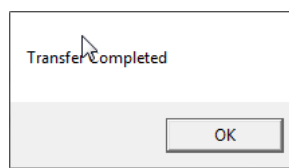
4. Select the Bank Account in which to pay from the **Bank Accounts** section at the top of the program.
5. Tick the **Pay** column against the required transaction(s) for which to generate a BACS file. The following dialogue is displayed.



6. Enter the required **Password** for access to the Payroll and click **OK**.
7. Click **OK**. The **Transfer Details** dialogue is displayed.

Notes

8. If required, enter the **Processing Date**. This date cannot be before today's date.
9. Click **OK**. Provided that the file is in the correct format and the correct directory has been created on the correct drive according to the Bank Account's setup, the file transfer is completed and the following message appears.



10. Click **OK**.
11. Import the file from the location specified in the transfer into your banking software for BACS transfer.

Update Costs/Nominals

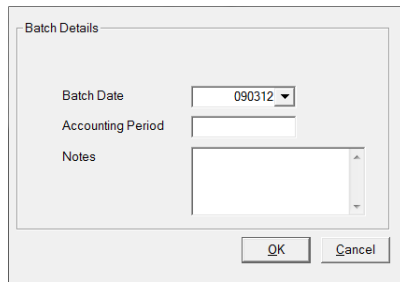
This process posts the Employee costs to Contracts and Nominal Codes. Where applicable, the Employers NI & Holiday Accrual will also be pro-rata'd over the Contracts (usually based upon Basic Hours or Basic Hours + Overtime).

Update Contracts/Nominals

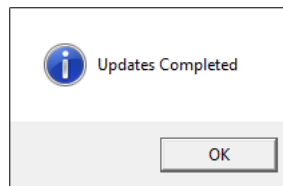
1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Update Costs/Nominals** from the list of programs in the main window. The **Update Costs/Nominals** program is displayed.

4. Click **OK**. If there are no exceptions, the following dialogue is displayed.

Notes



5. If required, change the **Batch Date** from the default of today's date.
6. Enter the correct Nominal **Accounting Period** for the batch update.
7. Click **OK** to update the costs. The following message is displayed.



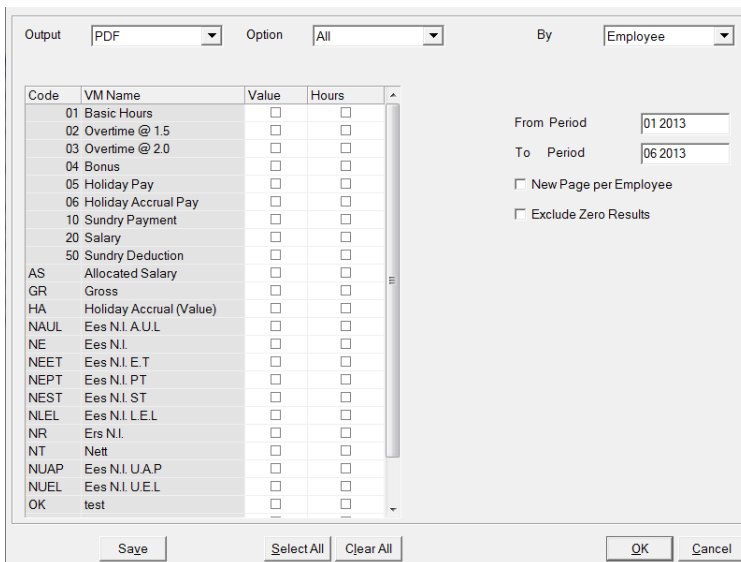
8. Click **OK** and the program is closed.

Print Period/Value Maintenance Details

This program allows you to generate a report on the values entered for Employee(s) against specified Value Codes, for a set Payroll period range.

Generate a Value Code Entry Details Report

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Print Period/Value Maintenance Details** from the list of programs in the main window. The **Print Period/Value Maintenance Details** program is displayed.



4. Select the **Output** type of the report, 'PDF' or 'Microsoft Excel'.
5. In the **Option** field, specify how you wish to generate the report (by 'Range' or 'All'). Typically, 'All' Employees would be specified here so that all Employees are included in the report.
6. In the **By** field, specify whether you wish to report against 'Employee', 'Department', 'Group' or 'Site' (Contract).

Notes

- Specify the Value Codes of which to include in the report, and the types of entries against each code, by ticking against the **Value** and/or **Hours** column as appropriate.



Note that only 6 Value Codes are allowed in the report.

- Enter the **From Period** and **To Period** range. These fields cannot be left blank.
- Indicate whether to create a **New Page per Employee** within the report.
- Indicate whether to **Exclude Zero Results** in the report.
- Click **OK**. You are asked if you wish to save the Value Code selections made as defaults for the next report run. Also, depending on your system setup, a **Report Options** dialogue may appear whereby you select the report type you wish to generate from the list.
- The report is generated and can be printed, saved, faxed (if in use on your system), exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Account	Fore Name(s)	Surname				
1	Terry	Phillips				
Period	01	02	03	GR	NT	IX
01 2013	0.00	0.00	0.00	0.00	0.00	0.00
02 2013	1,400.00	262.50	350.00	2,012.50	1,329.87	(425.21)
03 2013	1,400.00	0.00	0.00	1,400.00	839.62	(370.20)
04 2013	1,400.00	0.00	0.00	1,400.00	839.61	(370.21)
05 2013	1,400.00	0.00	0.00	1,400.00	839.61	(370.21)
06 2013	1,400.00	0.00	0.00	1,400.00	839.61	(370.21)
Total	7,000.00	262.50	350.00	7,612.50	4,688.32	(1,906.04)

YTD	7,000.00	262.50	350.00	7,612.50	4,688.32	(1,906.04)
------------	-----------------	---------------	---------------	-----------------	-----------------	---------------------

Account	Fore Name(s)	Surname				
10	lisa	martin				
Period	01	02	03	GR	NT	IX
01 2013	0.00	0.00	0.00	0.00	0.00	0.00
02 2013	680.00	0.00	0.00	680.00	480.12	(135.80)
03 2013	629.00	0.00	0.00	629.00	445.44	(125.60)
04 2013	833.00	0.00	0.00	833.00	585.56	(166.60)
05 2013	637.50	0.00	0.00	637.50	451.12	(127.40)
06 2013	680.00	0.00	0.00	680.00	479.92	(136.00)
Total	3,459.50	0.00	0.00	3,459.50	2,442.16	(691.40)

YTD	3,459.50	0.00	0.00	3,459.50	2,442.16	(691.40)
------------	-----------------	-------------	-------------	-----------------	-----------------	-------------------

Notes

Payroll Cost Analysis

This program allows you to generate a report on the Payroll costs to Contracts over a specified Payroll period range.

Generate a Payroll Cost Analysis Report

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Payroll Cost Analysis** from the list of programs in the main window. The **Payroll Cost Analysis** program is displayed.

4. If required, in the **From Contract** field, specify the Contract Code from which to start the report.
5. If required, in the **To Contract** field, specify the Contract Code at which to end the report.



*To generate a report for just one Contract, enter that Contract Code in both the **From Contract** and **To Contract** fields.*

6. Enter the **From Period** and **To Period** range. These fields cannot be left blank.
7. Indicate whether to make the report a **Summary**.



*If **Summary** is selected, then the individual Value Code breakdown of costs is not displayed.*

8. Indicate whether to create a **New Page per Contract** within the report.
9. Indicate whether to show **Totals Only** in the report.



*If **Totals Only** is selected, then the total cost against each Contract is displayed.*

10. The **Current Payroll Only** is selected by default. This is the current Payroll to which are logged in. Deselect this if you wish to run the report on other payroll(s).
11. Click **OK**. If **Current Payroll Only** is deselected, then a table of the Payrolls is displayed. Double-click on a Payroll to login to that Payroll and to include the Payroll in the report; repeat for Payrolls as required and click **OK** again.

Notes

- The report is generated and can be printed, saved, faxed (if in use on your system), exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Contract: 1001 - Extension to Milwood House														
Payroll 1			Period 06 2013			Employee 1			Total Input 40.00			Total Updated 1,400.00		
Code	Input	Updated	Code	Input	Updated	Code	Input	Updated	Code	Input	Updated	Code	Input	Updated
D1	40.00	1,400.00	02			03			05			NR		
Payroll 1			Period 06 2013			Employee 2			Total Input 40.00			Total Updated 0.00		
D1	40.00													
Payroll 1			Period 06 2013			Employee 3			Total Input 40.00			Total Updated 0.00		
D1	40.00		02			03								
Payroll 1			Period 06 2013			Employee 4			Total Input 40.00			Total Updated 0.00		
D1	40.00													
Payroll 1			Period 06 2013			Employee 6			Total Input 40.00			Total Updated 1,564.37		
D1	40.00	1,480.00	05			NR		184.37						
Total for Contract: 1001 Input: 200.00 Updated: 3,064.37														

Payroll Cost Analysis

This program allows you to generate a report on the Payroll costs to Contracts over a specified Payroll period range.

Generate a Payroll Cost Analysis Report

- Select **Payroll** in the top pane of the application window.
- Select **Processing** in the left pane of the application window.
- Select **Payroll Cost Analysis** from the list of programs in the main window. If you have not already done so, login to the required Payroll (see section 'Login/Change Payroll' on page 12). The **Payroll Cost Analysis** program is displayed.

From Contract	<input type="text"/>	<input type="checkbox"/> Summary
To Contract	<input type="text"/>	<input type="checkbox"/> New Page per Contract
From Period	<input type="text" value="06 2013"/>	<input type="checkbox"/> Analysis
To Period	<input type="text" value="06 2013"/>	<input type="checkbox"/> Totals Only
		<input checked="" type="checkbox"/> Current Payroll Only

- If required, in the **From Contract** field, specify the Contract Code from which to start the report.
- If required, in the **To Contract** field, specify the Contract Code at which to end the report.
- Enter the **From Period** and **To Period** range. These fields cannot be left blank.
- Indicate whether to make the report a **Summary**.
- Indicate whether to create a **New Page per Contract** within the report.

Notes

9. Indicate whether to show **Totals Only** in the report.
10. The **Current Payroll Only** is selected by default. This is the current Payroll to which are logged in. Deselect this if you wish to run the report on other payroll(s).
11. Click **OK**. If **Current Payroll Only** is deselected, then a table of the Payrolls is displayed. Double-click on a Payroll to login to that Payroll and to include the Payroll in the report; repeat for Payrolls as required and click **OK** again.
12. The report is generated and can be printed, saved, faxed (if in use on your system), exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Contract: 1001 - Extension to Millwood House														
Payroll	1	Period	06 2013	Employee	1	Total Input	40.00	Total Updated	1,400.00					
Code	Input	Updated	Code	Input	Updated	Code	Input	Updated	Code	Input	Updated	Code	Input	Updated
01	40.00	1,400.00	02			03			05	NR				
Payroll 1 Period 06 2013 Employee 2 Total Input 40.00 Total Updated 0.00														
01	40.00													
Payroll 1 Period 06 2013 Employee 3 Total Input 40.00 Total Updated 0.00														
01	40.00													
Payroll 1 Period 06 2013 Employee 4 Total Input 40.00 Total Updated 0.00														
01	40.00													
Payroll 1 Period 06 2013 Employee 6 Total Input 40.00 Total Updated 1,564.37														
01	40.00	1,480.00	06			NR	184.37							
Total for Contract: 1001 Input: 200.00 Updated: 3,064.37														

Notes

Reprint Payslip(s)

This program is used for reprinting payslip(s) for previous Payroll periods.

Reprint Payslip(s)

1. Select **Payroll** in the top pane of the application window.
2. Select **Reports** in the left pane of the application window.
3. Select **Reprint Payslip(s) (Previous Periods)** from the list of programs in the main window. The **Reprint Payslip(s) (Previous Periods)** program is displayed.

Option All By Employee Unprinted only Pay Date 09 Mar 2012

Payroll Period 06 2013

4. In the **Option** field, specify how you wish to generate the payslips (by 'Individual', 'Range' or 'All').
5. In the **By** field, specify whether you wish to generate payslips by 'Employee', 'Department', 'Group' or 'Site' (Contract).
6. If required, indicate whether to print previously **Unprinted only** payslips.
7. If required, change the **Pay Date** from the default of today's date.

8. Enter the **Payroll Period** in which to print payslip(s)
9. Click **OK** to generate the payslip(s).

EMPLOYEE		NUMBER		EMPLOYER	
John Smith		6			
Pay Date	09 Mar 2012	Tax Period	5	Tax Code	1 L
				N.I. No.	
PAYMENTS		DEDUCTIONS		TO DATE	
Basic Hours	38.00	Tax	429.81	Basic Hours	5,753.50
	37.00	Ees N.I.	92.30	Gross	5,753.50
	1,406.00			Tax	1,639.43
				Ees N.I.	371.78
				Ers N.I.	714.43
Total	1,406.00	Total	522.11		
John Smith		NET PAY	883.89	COSTS THIS PERIOD	
		PAY METHOD	Cheque	Ers N.I.	
		WK / MTH 1	No	174.16	

10. The payslip(s) can be printed, saved, faxed (if in use on your system), exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Clear Entries and Update Employees

This program moves you onto the next Payroll period and updates the Employee File.

Clear Previous Period Entries and Update Employees

1. Select **Payroll** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Clear Entries and Update Employees** from the list of programs in the main window. The **Clear Entries and Update Employees** dialogue is displayed.

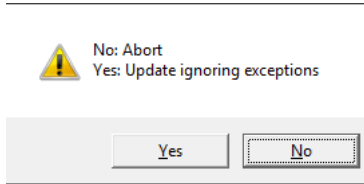
Update to Period
Payroll Period

4. Click **OK**.



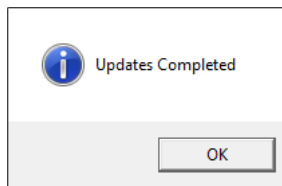
If there are any exceptions against any Employees in the last Payroll process, the Employees are not updated and the following message is displayed.

Notes



*Either click **No** to cancel the update and rectify the previous period's Payroll, or click **Yes** to ignore the exceptions and clear the entries from the previous Payroll period. If you clicked **Yes**, click **OK** in the program to update the Employees.*

The following message is displayed.



5. Click **OK** and the program is closed.

Tax Year End Outline

The following programs are used for validating Employee Year End data and submitting the data to HMRC.

Year End Validation and Generation

This program is used to validate Employee data in order to generate a Year End data file for a specified Payroll before a Year End print/submission can be performed against the Payroll (see below).

If the data fails validation, it generates a report on all Employees, including the fields and any values which fail the validation, providing reasons for the failures. These errors can be rectified in the Year End Maintenances. Once the discrepancies have been rectified, the Year End data can be generated successfully and then the print/submission can take place.

Year End data generation has to be performed for each Payroll one at a time, therefore you are required to return to this program and login to each Payroll which requires processing.

Year End Print/Submission

This program is used for printing and submitting Year End documents. The documents which can be created are P14's, P35's and P60's. P14's can only be submitted, P60's can only be printed, and P35's can be printed and submitted.

Note that P35's can only be submitted electronically once all Payrolls using the same PAYE reference have P14's submitted and verified beforehand.

Notes

End of Day Test

This is a test on some of the topics you have learnt today. You will go through the following routines on your own to see how you do.

1. Create a new employee in **Employee Maintenance**.
2. In **Enter Pay Details**, select Employee and add several jobs, and add 39 basic hours and 6 hours overtime @ 1.5 hours.
3. Calculate and generate a payslip.

Notes

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