



Payback

User Manual

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Chapter One: Getting Started

Introduction

Payback is designed to suit all sizes of companies, from a small single-company employer to payroll bureaux.

- Unique, simple to use interface. No other payroll software has our easy to use system.
- No need to worry about Pay Periods, PRSI Codes or Tax.
- Pay Fortnightly, Monthly, Weekly, Four-Weekly, Two-Monthly, Quarterly, Four-Monthly, Six-Monthly or Annually
- No requirement to purchase any special stationery etc.
- Set up Pensions, Benefit in Kind, Holidays, Social Welfare payments with ease.
- If you require further assistance, we have a range of support options and we also offer training.

Installation

If you wish to process more than two payment periods you must have a valid Licence Code. Please phone 065 6850010 or visit www.payback.ie to get a Licence Code. If you are upgrading from an older version, the installation process is the same.

Installation from a CD

Before using the Payback CD, make sure that your CD-ROM drive is properly installed.

1. Put the Payback CD into your CD-ROM drive.
2. Payback should automatically install. Follow the on-screen instructions to complete the installation.
3. If Payback does not automatically install when you insert the CD, open the **Start** menu and choose the **Run** option. The Run dialog box appears.
4. In the Open text box type **D:\setup.exe** then choose the **OK** button. If you are installing from a different drive replace D:\ the above command with the appropriate letter.
5. Follow the on-screen instructions to complete the installation.

Installation from the Internet

The file size is about 8Mb. If you have a dial-up connection, this will take about 30 minutes to download. If you have broadband, it should only take about 4 minutes.

Payback can be downloaded from our website, www.payback.ie

Run **Setup.exe** and follow the on-screen instructions to complete the installation.

Running Payback

When the installation process is complete, you should see a Payback icon on your desktop. Double-click this to run the program.

The first time you run the program, you will be asked if you want to run Payback in **Wizard mode** or **Classic mode**. You can switch between **classic** and **wizard** modes at any time, while you are using the software. Wizard mode helps you set up your payroll by asking you a series of questions. In classic mode, you are free to enter information in whatever order you wish.

Use the **Lifesaver** icon at the top right of the screen to see on-screen guidance relating to the current function.

Click the **Wizard Hat** at the top right of the screen to enter **Wizard mode**.

The **main menu** is down the left hand side of the screen.

The steps to running your first payroll are:

1. Type in your company details.
2. Enter your employees' information.
3. Process the payroll.
4. Produce reports.

Upgrading

Payback should automatically detect old versions and copy across the data. However, sometimes you will have to do this manually (for example, if you are running a networked version of Payback)

Manually Upgrading

If you have previously installed Payback, and are upgrading to a newer version, please follow these instructions to import your payroll information.

BACKUP your database before installing the new version.

1. Exit from Payback if it's running
2. Install the update (refer to installation instructions above)
3. When the installation is complete, start up Payback.
4. Click **Admin** on the left hand menu
5. Click the **Support** icon
6. Select **Upgrade** tab
7. Click the **Upgrade** button.

Support

If you need more information about a particular screen within Payback, click on the **Lifesaver** icon at the top right of the screen. A help window will appear along the right hand margin of the window, detailing the screen's main functions. When you have finished reading this window, click on the x at the top of the help window to close it.

If the help window doesn't fully explain what you want to do, and it's not in this manual, please refer to the support section of the Payback website:

<http://www.payback.ie/support.html>

If you still are having problems, then please email us on **support@payback.ie** or call our support helpline on 065 6850010. We have a range of support options.

If your question is a general question about PAYE (Income tax), PRSI or other employment issues then please refer to the following:

- | | |
|---|--|
| • Your Local Tax Office | |
| • Revenue Commissioners | www.revenue.ie |
| • Department of Social and Family Affairs | www.welfare.ie |
| • Department of Enterprise, Trade and Employment | www.entemp.ie |
| • Social and Civil Rights website | www.oasis.gov.ie |
| • Irish Payroll Association | www.ipass.ie |

Documentation

- This **User Guide** contains a general description of the most important parts of Payback Payroll software.
- Payback is regularly updated and improved. Due to this, there may be variations between this user guide and the detailed operation of the latest version of Payback.
- The help text that is displayed within Payback when the **Lifesaver** icon is clicked will always be up to date.
- For the most up-to-date help, please refer to our website. (www.payback.ie)
- For help on the PAYE system, please refer to the Revenue website (www.revenue.ie). They have detailed guides that are free to download. If you do not have Internet access, you may request these guides from your local tax office.

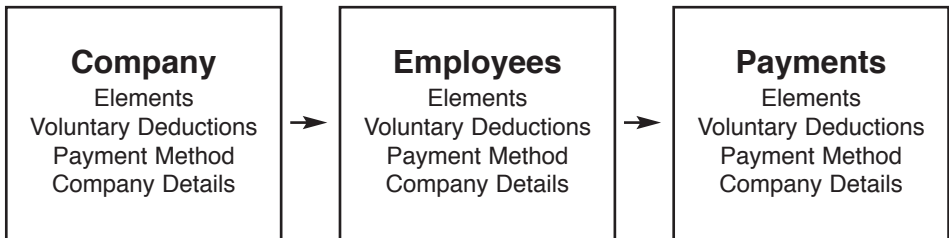


Chapter Two:

How Payback Works

Summary

- Payback contains all the procedures, formulas, rates and rules for calculating PAYE and PRSI, not only for the current year, but for previous years also.
- Payback is different from most other payroll packages in that it stores all the information that was used to pay an employee for a period, instead of just storing year to date totals. This means that old payslips and reports can easily be produced at any time, even years later.
- This also means that mistakes can be corrected at any time, without having to rely on cumbersome backups.
- Future inspection of your payroll does not depend on reports being printed out.
- When you first start Payback, you need to input your company details, then employee details, and then you can process a payroll. Once you've finished processing the payroll, you can produce reports (P30s, payslips etc)
- There are three components: Companies, Employees and Payments. These are outlined in the diagram below.



The User Interface

The main menu is along the left hand side of the screen. Use this menu to navigate through the different screens of Payback. The menu is split into three sections, **Main**, **Utility** and **Admin**. Under each section are different icons, representing the different screens. To select a section, click on it. (The section's icons will be displayed.) Click on the icon to enter the screen. When an icon is selected, a blue box is displayed around the icon.

Main Menu

Click the **Main** section and the following icons will appear



Company – Company setup screen. Before you can enter any employees, you first have to set up at least one company. The minimum information you need is the company name. All company details are on this screen.

Employee – Employee details screen. This is where you record all the information about your employees. You need to type in this information before you can run a payroll. The minimum information you need is the employee's surname. Salary details, PRSI code, Tax credits and Standard Rate Cut off points are recorded here.

(Timesheets) – If you have enabled the timesheets option, an additional icon will appear. This is for importing online timesheets.

Payroll – After you've set up a company and employees, you may process a payroll. This is the main Payroll Screen where all the processing is done.

Reports – Print your Revenue reports (P60, P45, P30, P35 etc), generate ROS files and view other payroll reports (holidays, costs etc.)

Utility Menu

Click the **Utility** section and the following icons will appear.



Year View – This is a different view of your payroll. Instead of viewing payroll data by Period, information is viewed by year. It is possible to pay an employee for a full year via this screen.

Write Report – Use this to write and save your own reports. Customise reports for your business.

Export Data – Quickly export payroll data to Excel, a file or the Windows clipboard

Import Tax – This screen is for importing your tax credits file. The Revenue issues a tax credit file to companies.

Year End – This screen will guide you through the Year End processing. Produce P35s etc.

Users – Set up multiple users with passwords and levels of security.

Exit - When you've finished using Payback, click this icon to exit the application.

(Note the button with the arrow on it. This lets you see more icons if the window is too small to display them)

Admin Menu

Click the **Admin** section and the following icons appear.



Options – This screen allows you to register Payback, format cheques, set up Preferences and view the Tax and PRSI tables.

Audit Log – This is a security feature. It lets you view all the actions that have taken place in Payback.

Nominal Link –Use this facility to export payroll data to accounts packages. Configure payment periods and nominal codes.

Backup – When you wish to backup data, or restore old data, use this icon.

Support – Use this when requested to by a Payback technician. There is an upgrade facility here for copying across your records when upgrading Payback to a newer version

Exit - When you've finished using Payback, click this icon to exit the application.

Help



The Wizard's Hat icon at the top right of the screen allows the user to enter Wizard Mode. Wizard mode helps you set up your payroll by asking you a series of questions.

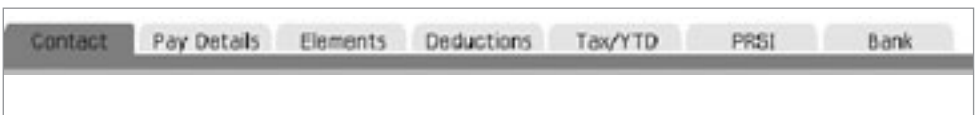
Click the Lifesaver icon for help. A help window will appear along the left hand margin of the window, detailing the screen's main functions.

Classic Mode



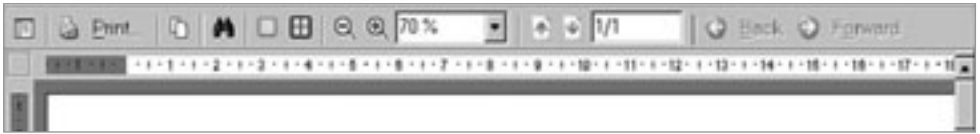
When Wizard Mode is selected, you can revert back to Classic Mode by clicking the **Classic Mode** button at the bottom of the wizard screen.

Tabs



Most screens in Payback have tabs. By clicking on the tabs different information can be viewed.

Report Tool Bar



From Left to Right

Table of Contents – For most reports in Payback, this isn't used.

Print... - Click this to setup the printer and print a report.

Copy – Copies report data to the Windows clipboard. From there it can be pasted into other applications, such as spreadsheets etc.

Find – Finds specific text in a report. Useful for large reports of hundreds of employees.

Single Page – Displays one page at a time.

Multiple Pages – Display more than one page at a time on the screen.

Zoom Out – View more of the report.

Zoom In – Home in on certain areas of the report. (Magnify)

Zoom – Select from the list a zoom percentage.

Previous Page – Go to the previous page in the report. Disabled if you are on the first page of a report.

Next Page – Go to the next page of the report. Disabled if you are on the last page.

Selecting a Period in a Report

Some reports in Payback are based on Pay Periods, others are monthly and some are annual reports.

Date Between	PAYE Month	PAYE Week
1 Jan 2006 to 7 Jan 2006		1
8 Jan 2006 to 14 Jan 2006	1 Jan 2006	2
15 Jan 2006 to 21 Jan 2006	Tu 15 Jan 2006	3
22 Jan 2006 to 28 Jan 2006		4
29 Jan 2006 to 4 Feb 2006		5
5 Feb 2006 to 11 Feb 2006	1 Feb 2006	6
12 Feb 2006 to 18 Feb 2006	Tu 18 Feb 2006	7
19 Feb 2006 to 25 Feb 2006		8
26 Feb 2006 to 4 Mar 2006		9
5 Mar 2006 to 11 Mar 2006	1 Mar 2006	10
12 Mar 2006 to 18 Mar 2006	Tu 18 Mar 2006	11
19 Mar 2006 to 25 Mar 2006		12
26 Mar 2006 to 1 Apr 2006		13
2 Apr 2006 to 8 Apr 2006	1 Apr 2006	14
9 Apr 2006 to 15 Apr 2006	Tu 15 Apr 2006	15

Reports based on Pay Periods

Click on the period (PAYE Week) to select the period to display the report for. The row will turn blue to indicate that the period has been selected. In the figure opposite, period one has been selected.

If you are paying your employees fortnightly, every second row will be greyed out. You won't be able to select these greyed out rows.

For four-weekly paid employees, you will only be able to select every fourth week. The other periods will be greyed out.

Date Between	PAYE Month	PAYE Week
1 Jan 2006 to 7 Jan 2006		1
8 Jan 2006 to 14 Jan 2006	1 Jan 2006	2
15 Jan 2006 to 21 Jan 2006	Tu 15 Jan 2006	3
22 Jan 2006 to 28 Jan 2006		4
29 Jan 2006 to 4 Feb 2006		5
5 Feb 2006 to 11 Feb 2006	1 Feb 2006	6
12 Feb 2006 to 18 Feb 2006	Tu 18 Feb 2006	7
19 Feb 2006 to 25 Feb 2006		8
26 Feb 2006 to 4 Mar 2006		9
5 Mar 2006 to 11 Mar 2006	1 Mar 2006	10
12 Mar 2006 to 18 Mar 2006	Tu 18 Mar 2006	11
19 Mar 2006 to 25 Mar 2006		12
26 Mar 2006 to 1 Apr 2006		13
2 Apr 2006 to 8 Apr 2006	1 Apr 2006	14
9 Apr 2006 to 15 Apr 2006	Tu 15 Apr 2006	15

Monthly Reports

Certain reports (such as P30s) are calculated on a monthly basis.

To select a month, click on the PAYE Month column. The report will be based on the calendar month; payments made from the first day of the month to the last day of the month. NOTE that the 'Date Between' Column will sometimes have a few days of the next month (29 Jan to 4 Feb in figure opposite) the actual report will run only for the month of January. The 'Date Between' column can be largely ignored.

Buttons at the Top of the Screen

At the top of most screens in Payback are buttons. Here is a short description of what each of these do:

Company Screen



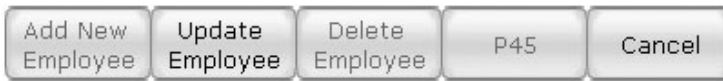
Add New Company – Click this to add a new company. The details at the bottom half of the screen will blank out (if you had already selected a company), ready for you to key in your company information. Click **Update Company** once you've finished inputting the details. Click **Cancel** if you change your mind, and no longer wish to set up a new company at this time.

Update Company – If you have already set up a company, and wish to change some of the details, and then select the company from the company grid, make the changes, and then click **Update Company**. This button will save your changes.

Delete Company – Select a company from the grid, and click **Delete Company** if you wish to permanently delete the company. You will only be able to delete companies with zero employees. This is a safety feature to prevent loss of data. (NOTE: You may have to delete all the employees of a company first, before you can delete the company. Only employees who have had no payments processed can be deleted, so you may also have to rewind all the pay periods for each of the employees)

Cancel – This button appears when you are adding a new company. Click **Cancel** if you change your mind about adding a new company.

Employee Screen



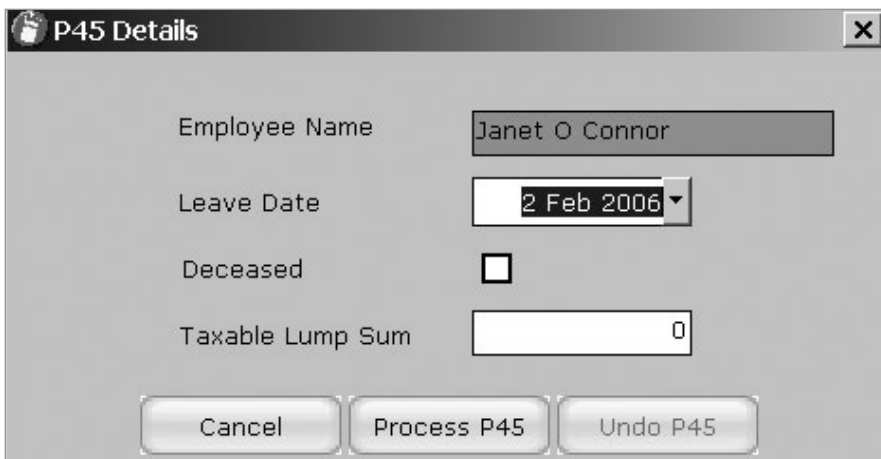
A horizontal row of five buttons: 'Add New Employee', 'Update Employee', 'Delete Employee', 'P45', and 'Cancel'.

Add New Employee – Click this to add a new employee to the company you’ve set up (the company name is displayed in the company drop down list at the top of the screen). The details at the bottom half of the screen will blank out (if you had already selected another employee), ready for you to key in your employee’s information. Click **Update Employee** once you’ve finished inputting the details. Click **Cancel** if you change your mind, and no longer wish to set up a new employee at this time.

Update Employee – If you have already set up an employee, and wish to change some of the details, and then select the employee from the employee grid, make the changes, and then click **Update Employee**. This button will save your changes.

Delete Employee – Select an employee from the grid, and click **Delete Employee** if you wish to permanently delete the employee. You will only be able to delete employees who have not been paid. This is a safety feature to prevent loss of data. (NOTE: You may have to rewind all the pay periods for each of the employee before deleting)

P45 – If an employee leaves the company, you can issue a P45. Click this button and the P45 screen will appear.



A screenshot of the 'P45 Details' window. It has a title bar with a close button. The form contains the following fields:

- Employee Name: Janet O Connor
- Leave Date: 2 Feb 2006 (with a dropdown arrow)
- Deceased: ☐
- Taxable Lump Sum: 0

At the bottom are three buttons: 'Cancel', 'Process P45', and 'Undo P45'.

Cancel – This button appears when you are adding a new employee. Click **Cancel** if you change your mind about adding a new employee.

Timesheets Screen



If you have timesheets enabled, you will see these buttons in the timesheets screen.

Synchronise data – If you add new companies, employees or cost centres, you will have to upload this information to the Timesheets Server. Click this button to do this.

Import Selected – To import timesheet data from the Timesheets web server, select the records from the list. Clicking this button will approve the timesheets and import them into the payroll screen.

Delete Selected – To discard timesheet data, click this.

Payroll Screen



Save – The pay details can be saved without having to process a period. This function is useful if you wish to input all the details of each employee first, before processing the payment. Saving the pay details does not process the period.

Pay – When you are happy that the payment details are correct, click this button to process the payment for the highlighted employee. Only the selected employee will be paid. Once paid, the employee details will turn from bold to normal text on the employee grid.

NOTE: Clicking the **Pay** button doesn't transfer any money. If you make a mistake, you can easily undo it.

Pay All – When all of the employees have the correct payment details, click this button to process the period for all the listed employees. The employee details in the employee grid will change from bold to normal text. This indicates that they've been paid.

Rewind – This undoes a processed period for the highlighted employee. It will only reverse the pay for the currently selected employee. Only the last period paid can be rewound. This is because of the way pay is calculated (on a cumulative basis). Refer to the **history** tab at the bottom half of the screen to see which periods have been processed.

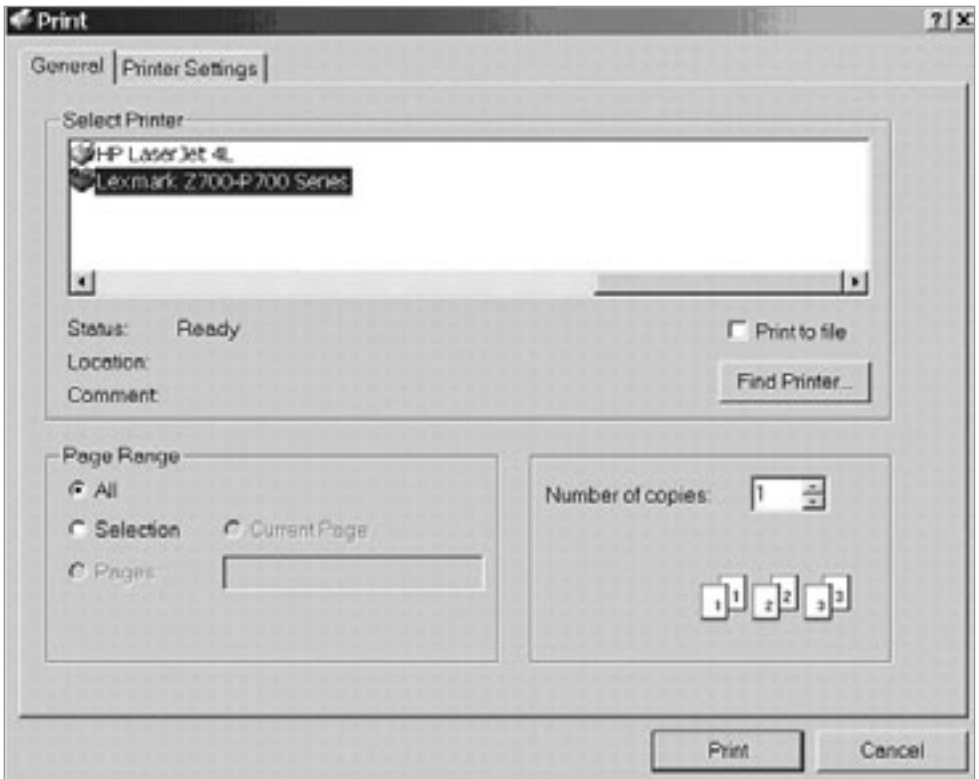
Reports Screen



Preview Report - Select the report you wish to view from the bottom half of the screen. Click **Preview Report** to view the report. NOTE: This doesn't print the report. Sometimes this button will have a caption of **Create file**. (For Paypath reports etc)

Print Report – Sends the report directly to the printer, without previewing it first. This button is sometimes greyed out (For Paypath reports etc)

Printer Setup – This displays the windows printer dialog box. Use this to change your printer settings.



Year View Screen



Save – The pay details can be saved without having to process a period. This function is useful if you wish to input all the details of each employee first, before processing the payment. Saving the pay details does not process the period.

Pay – When you are happy that the payment details are correct, click this button to process the payment for the highlighted employee. Only the selected employee will be paid. Once paid, the employee details will turn from bold to normal text on the employee grid.

NOTE: Clicking the **Pay** button doesn't transfer any money. If you make a mistake, you can easily undo it.

Rewind – This undoes a processed period for the highlighted employee. It will only reverse the pay for the currently selected employee. Only the last period paid can be rewind. This is because of the way pay is calculated (on a cumulative basis). Refer to the history tab at the bottom half of the screen to see which periods have been processed.

Pay Full Year – Pay an employee the same wage each period, for a full year. This processes a full year's worth of payments.

Rewind Full Year – Undo all payments for an employee, for a full year.

Report Writer



Add New Report – Click this if you want to design a new report.

Update Report – Saves any changes you've made to a report.

Delete Report – This will permanently delete a selected report. (You will not be able to delete the default system reports)

Cancel - This button appears when you are adding a new report. Click Cancel if you change your mind about adding a new report.

Data Export Screen



Excel – Clicking this will prompt you for a file name for an Excel spreadsheet for your selected data

CSV – This saves your data as a comma separated values text file.

Copy To Clipboard – copies data to the Windows clipboard for use in other applications. Once the data is in the clipboard, use the Paste (ctrl+v) feature to paste the data.

Import Tax Credits



Load File – Click this to load your TFA file. Employers get a tax credits file from the Revenue each year.

Import – If you are happy with the details in the TFA file (displayed in the grid), click this to import the data and update your employee records. Note that you will not be able to reverse this, and changes take immediate effect.

Clear – Clears the details in the grid. Use this if you want to upload another file.

Year End

(There are no buttons on this screen)

Users Screen



Add New User – If more than one person is going to use Payback, additional users can be set up. To keep Payback secure, each user can have a password. Any actions performed by the user are recorded in the audit log. Click **Add New User** to set up a new user. The details at the bottom half of the screen will blank out, ready for you to key in the user's information. Click **Update User** once you've finished inputting the details. Click **Cancel** if you change your mind, and no longer wish to set up a new user.

Update User - If you have already set up a user, and wish to change some of the details, and then select the user from the user grid, make the changes, and then click **Update User**. This button will save your changes.

Delete User - Select a user from the grid, and click **Delete User** if you wish to permanently delete the user.

Cancel - This button appears when you are adding a new user. Click **Cancel** if you change your mind about adding a new user.

Options Screen



Update – To save any settings, including registration details, click the **Update** button.

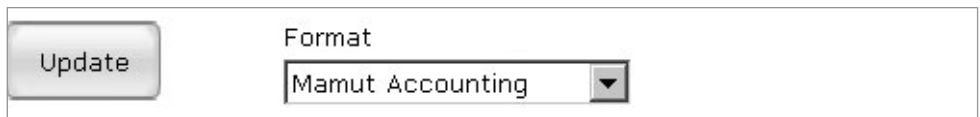
Audit Log Screen



Clear Log – It may be necessary to clear down the audit log if the database size gets too large.

Print Log – Click this to print an audit report.

Nominal Link Screen



Update – Use this to update any changes you’ve made in the Nominal Link screen. (warning, changing nominal codes may cause unexpected results when uploading payroll data to your accounts package)

Back up

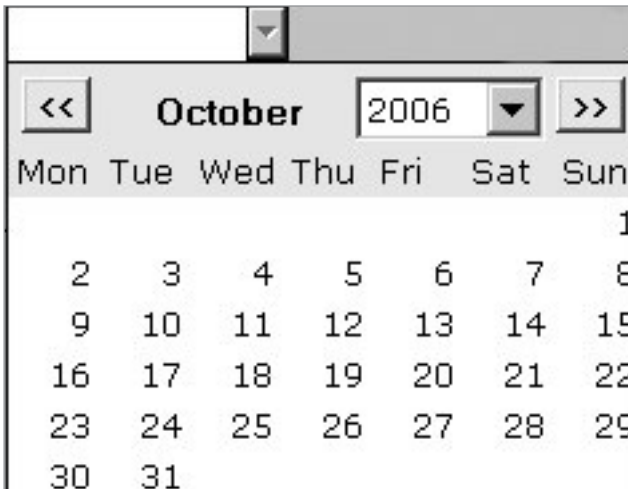
(There are no buttons on this screen)

Support

(There are no buttons on this screen)

Entering and Editing Information

- The basic operation of Payback follows standard Windows practice.
- To enter or edit an item of data, click the item and enter or edit the item. When the item is selected, the data will be highlighted.
- Where a date is required, you can enter it in a variety of formats. Dates will be automatically converted to **dd MM yyyy**. For example, **1/12/04**, **1-12-04**, **1/dec/04** will all be converted to **1 Dec 2004**.



You can also use the calendar to select a date:

Click on the down arrow next to the date and a calendar will appear. To change the month, click << to go back, or >> to go forward. To select a year, use the **drop down year list**.

- Right clicking on an item of data will display the context sensitive menu.
- **Ctrl+C** will copy selected data to the clipboard and **Ctrl+V** will paste data from the clipboard to the current cursor position. **Ctrl+X** is used to cut, and **Ctrl+Z** is undo.
- Pressing **Tab** will move the cursor to the next field.

Entering and Editing Data in Grids

Description	Units	Rate	Amount	Calculate
Salary			615.38	
BK - Car			125.00	View...
Overtime x 1				
Time + 1/2				
Double Time				
Holidays				
Disability Benefit				
Benefit In Kind				
Expenses				
Commission				

Grids in Payback behave in a similar way to those in popular spreadsheet applications. To enter or change data, click on the grid. Cells that are greyed out are protected – you won’t be able to edit this information. To add a new row to a grid, click on the last row of the grid. A cursor will appear in whatever cell you clicked on. If you clicked on the **description** column, a drop down list will appear, with a down arrow at the right hand side. Click this arrow to see a list of entries (see figure above). Click on an entry to select it.

NOTE: Whenever you finish entering a new row, Payback will automatically add a new blank row to the bottom of the grid.

Certain rows in the grid (Benefit In kind, Holidays and Disability Benefit) will have a **View...** button in the right hand column. Click **View...** to see more information about how this entry is calculated.

To see how entries in the grid are taxed etc, click on the **Details>>** button at the top right of the grid.

							Details>>
Description	Type	Tax	PRSI	Pens	Hols	G.Up	Rate Calc
Salary	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BK - Car	BK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Flat Rate
	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate

Click on the check box to tick or unselect.

Using lists

Lists are often displayed within Payback, such as a list of employees or companies. To select a company or employee, click on the appropriate row of the list. The row will be highlighted in blue to indicate that it has been selected.

Sorting

Lists can be easily sorted in Payback. Just click on the column heading that you wish to sort by. The column heading will be highlighted in blue to indicate that the list has been sorted. Clicking a heading twice will toggle the list from ascending to descending (from alphabetical; 'a' to 'z', to reverse alphabetical; 'z' to 'a').

Frequency	ID	Surname	PPS	Dept.	Cost.	Last Run
Weekly	115	Stephen Brennan	1234568v	Accounts	Kerry	1 2 Sep 2004
Weekly	113	Mark Burns	1234560F	Accounts	Cork	1 2 Sep 2004
Weekly	112	Linda Cummins	1234571K	Shop Floor	Dublin	1 2 Sep 2004
Weekly	105	Sarah Enwright	1234578B	Accounts	Dublin	2 2 Sep 2004
Weekly	110	Mary Feeney	1234573O	Shop Floor	Dublin	1 2 Sep 2004
Weekly	106	Gerry Fields	1234502P	Accounts	Galway	1 2 Sep 2004
Weekly	111	Dave Hope	1234572M	Shop Floor	Galway	1 2 Sep 2004
Weekly	103	Kevin Hunter	1234580L	Accounts	Dublin	1 2 Sep 2004
Weekly	102	Peter McMorrow	1234581N	Accounts	Dublin	52 2 Sep 2004
Weekly	109	Patrick Morrow	1234574Q	Personnel	Dublin	2 2 Sep 2004

The above list of employees above has been sorted alphabetically by surname. 'Sarah Enwright' has been selected.

Frequency	ID	Surname	PPS	Dept.	Cost.	Last Run
Weekly	101	Susan Murphy	1234567T	Accounts	Dublin	1 2 Sep 2004
Weekly	109	Patrick Morrow	1234574Q	Personnel	Dublin	2 2 Sep 2004
Weekly	102	Peter McMorrow	1234581N	Accounts	Dublin	52 2 Sep 2004
Weekly	103	Kevin Hunter	1234580L	Accounts	Dublin	1 2 Sep 2004
Weekly	111	Dave Hope	1234572M	Shop Floor	Galway	1 2 Sep 2004
Weekly	106	Gerry Fields	1234502P	Accounts	Galway	1 2 Sep 2004
Weekly	110	Mary Feeney	1234573O	Shop Floor	Dublin	1 2 Sep 2004
Weekly	105	Sarah Enwright	1234578B	Accounts	Dublin	2 2 Sep 2004
Weekly	112	Linda Cummins	1234571K	Shop Floor	Dublin	1 2 Sep 2004
Weekly	113	Mark Burns	1234560F	Accounts	Cork	1 2 Sep 2004

In this example the surname heading was clicked twice to sort the list from 'z' to 'a'. 'Kevin Hunter' has been selected.

Filtering

Lists can be filtered. This is important if there are a large number of employees. Use the drop down combos to filter the list.

Pay Frequency

Weekly

Department

<All Departments>

Cost Centre

<All Cost Centres>

This displays only all people who are paid weekly:

Frequency	ID#	Surname	PPS	Dept.	Cost.	Last Run
Weekly	101	Susan Murphy	1234567T	Accounts	Dublin	1 2 Sep 2004
Weekly	102	Peter McMorrow	1234581N	Accounts	Dublin	52 2 Sep 2004
Weekly	103	Kevin Hunter	1234580L	Accounts	Dublin	1 2 Sep 2004
Weekly	104	Derek O Hare	1234579D	Accounts	Dublin	1 2 Sep 2004
Weekly	105	Sarah Enwright	1234578B	Accounts	Dublin	2 2 Sep 2004
Weekly	106	Gerry Fields	1234582P	Accounts	Galway	1 2 Sep 2004
Weekly	107	Janet O Connor	1234576U	Accounts	Galway	1 2 Sep 2004
Weekly	108	Eamon Roche	1234575S	Sales and M.	Dublin	2 2 Sep 2004
Weekly	109	Patrick Morrow	1234574Q	Personnel	Dublin	2 2 Sep 2004
Weekly	110	Mary Feeney	1234573O	Shop Floor	Dublin	1 2 Sep 2004

This list has been filtered by the Department.

Pay Frequency

Weekly

Department

Shop Floor

Cost Centre

<All Cost Centres>

All employees in the ‘Shop Floor’ Department have been listed

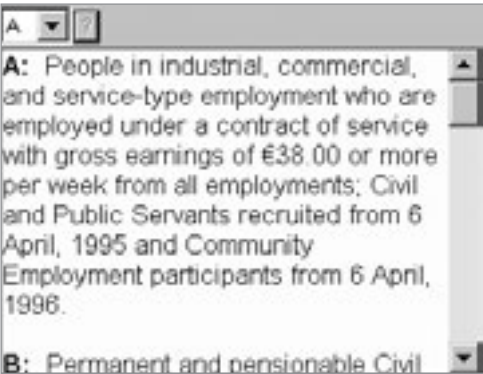
Frequency	ID#	Surname	PPS	Dept.	Cost.	Last Run
Weekly	110	Mary Feeney	1234573O	Shop Floor	Dublin	1 2 Sep 2004
Weekly	111	Dave Hope	1234572M	Shop Floor	Galway	1 2 Sep 2004
Weekly	112	Linda Cummins	1234571K	Shop Floor	Dublin	1 2 Sep 2004

NOTE: Filtering lists is especially important when running reports.

Special Text Entry

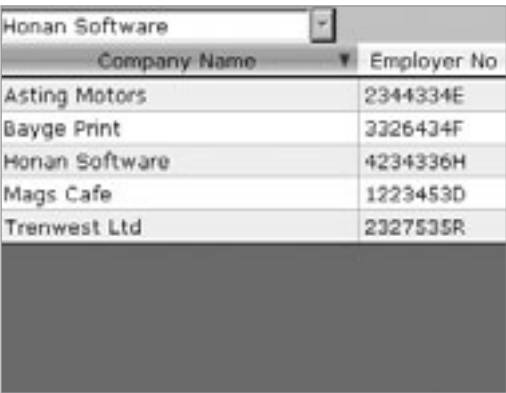
Sometimes in Payback you will notice a down arrow next to a text box (like when entering a date).

Selecting a PRSI Class.



Click on the question mark to display further information about the PRSI classes. Note that you only have to select the main class (such as ‘A’ etc), Payback will automatically select the subclass (‘A1’, ‘A2’ etc).

Selecting a Company



To select a company click on the down arrow, and select the company from the list that appears by clicking on the appropriate row.

Selecting an Employee

Mark Burns		
ID	Surname	PPS No.
115	Stephen Brennan	1234560v
113	Mark Burns	1234560F
112	Linda Cummins	1234571K
105	Sarah Enwright	1234578B
110	Mary Feeney	1234573O
106	Gerry Fields	1234582P
111	Dave Hope	1234572M
103	Kevin Hunter	1234580L
102	Peter McMorrow	1234581N

Click on the down arrow to select an employee. The employee list can be sorted by clicking on the column headings ('ID', 'Surname' or 'PPS number')

Selecting Bank Information

Sort Code	90-00-84			
Bank Name	Bank of Ireland	Sort Code	Bank	Branch
Branch Name	St. Stephen's	90-00-17	Bank of Ireland	2 College Green
Account Name		90-00-33	Bank of Ireland	28 O'Connell St Lowe
Account Number		90-00-68	Bank of Ireland	Rotunda
PayPath (Owner Number)		90-00-84	Bank of Ireland	St. Stephen's Green
		90-00-92	Bank of Ireland	Smithfield
		90-01-05	Bank of Ireland	Ballyfermot
		90-01-13	Bank of Ireland	Camden Street
		90-01-21	Bank of Ireland	Clondalkin
		90-01-48	Bank of Ireland	Crumlin S.C.

Whenever you have to enter bank information, such as sort codes etc, Payback offers a facility where you can search for the bank. Click on the down arrow next to the sort code to display a list of banks. The list can be sorted by clicking on the column headings. When a bank is selected, (by clicking on the appropriate row) the 'Sort Code', 'Bank Name', and 'Branch Name' fields are automatically filled in.

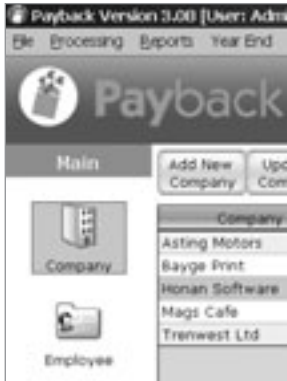
You can also just type in the sort code directly, without clicking the down arrow. If Payback finds the bank relating to the sort code you entered, it will automatically fill in the 'Bank Name' and 'Account Name' fields.



Chapter Three:

Setting up a Company

To use Payback you must first type in your company details, such as company name and employer number. Once you have your company information typed in, then you need to put in your employees' details. In order to run a payroll, Payback needs to know this information.



To start typing in your company details, click on the 'Company' picture on the menu at the left hand side of your screen (the main menu).

Once you have clicked on the 'Company' icon, the company screen will appear. This is where you type in your company details. There are two ways you can put the company details in, 'Wizard' mode or 'Classic' mode. When you first started up Payback, you were asked to choose between:

Would you like to start in 'wizard mode'? This will guide you through the process of running a payroll.

Or

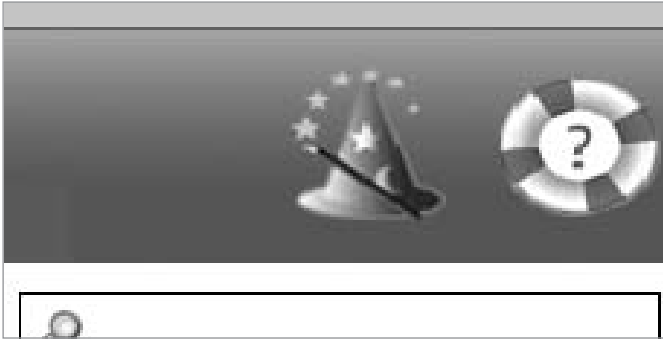
Would you like to start in 'Classic mode'? This will allow you to enter payroll information directly.



You can switch between 'classic' and 'wizard' modes at any time, while you are using the software. Click the Wizard hat at the top right of the screen to enter Wizard mode. Click 'Classic mode' to return to classic mode.

Using Wizard Mode for Company Details

- Click the wizard hat at the top of the screen



- The 'Add Company' wizard screen will appear



- Click the 'Next' button, to set up your company

Contact Details

The screenshot shows a software window titled "Add New Company Wizard". Inside, there's a section titled "Please enter the following company details". Below this title are six tabs: "Contact Details", "Cost/Depts", "Bank Details", "Pay Details", "Elements", and "Deductions". The "Contact Details" tab is currently selected. It contains two columns of input fields. The left column has "Company Name", "Trading Name", "Contact Name", and a four-line "Address" field. The right column has "Telephone", "Fax", "EMail", "Web Page", "Employer No.", and "Unit Number". At the bottom of the window are five buttons: "Classic Mode", "Cancel", "< Back", "Next >", and "Finish".

Add New Company Wizard

Please enter the following company details

Contact Details Cost/Depts Bank Details Pay Details Elements Deductions

Company Name Telephone

Trading Name Fax

Contact Name EMail

Address Web Page

Employer No.

Unit Number

Classic Mode Cancel < Back Next > Finish

- The cursor will appear on the 'Company Name' box. Type the name of your company, followed by the 'tab' key, or the 'return' key.
- Type the 'trading name'
- When you have finished filling in all the boxes, select the next tab. Click on 'Cost/Depts'. Alternatively, click the 'Next >' button at the bottom of the wizard screen.

Note: You will not be able to proceed until you have at least filled in the company name.

Cost Centres and Departments

Add New Company Wizard

Add departments and cost centres for your company (if any).

☐ Contact Details
 ☒ Cost/Depts
 ☐ Bank Details
 ☐ Pay Details
 ☐ Elements
 ☐ Deductions

Type Departments (If Any)

Code	Department

Type Cost Centres (If Any)

Code	Cost Centre

- Cost centres and departments are optional. Not every company will have cost centres or departments. If your company has departments (such as accounts, sales and marketing etc), then click on the first blank row of the department table. A cursor will appear. If you are using Online Timesheets, these cost centres will be uploaded to the Timesheets server.
- Some companies give their departments shortened codes, to help with administration. If you wish to do this, type the department code in the first column, and the department name in the second column.
- When you've finished typing in a department, a blank line will appear in the table. This is for the next department. If you wish to add another department, click on the blank line and type the details.
- When all departments have been entered, you may proceed to enter your company's cost centres (if there are any)
- If your company has cost centres (such as different branches - Dublin, Cork etc.) then enter your cost centres in the same way you entered the departments.

NOTE: There is no relationship between cost centres and departments in Payback

Bank Details

- You are now ready to enter your company's bank account details. These details are required if you wish to pay your employees by the Paypath system.
- Click the 'Bank Details' tab.

The screenshot shows the 'Add New Company Wizard' window with the 'Bank Details' tab selected. The title bar says 'Add New Company Wizard'. Below the title bar, it says 'If using PayPath, please enter bank details.' There are five tabs: 'Contact Details', 'Cost/Depts', 'Bank Details' (selected), 'Pay Details', 'Elements', and 'Deductions'. The form contains the following fields:

- Sort Code: Three small input boxes followed by a dropdown arrow.
- Bank Name: A single-line text input field.
- Branch Name: A single-line text input field.
- Account Name: A single-line text input field.
- Account Number: A single-line text input field.
- PayPath (Owner Number): A single-line text input field.

At the bottom, there are five buttons: 'Classic Mode', 'Cancel', '< Back', 'Next >', and 'Finish'.

- There are six items to fill in on this screen. Fill in the details like you did for the first tab ('contact details'). Pay particular attention to the account number.
- Click the Pay Details tab.

Pay Details

The screenshot shows the 'Add New Company Wizard' window with the 'Pay Details' tab selected. The title bar says 'Add New Company Wizard'. Below the title bar, it says 'Input Payment Method.' There are five tabs: 'Contact Details', 'Cost/Depts', 'Bank Details', 'Pay Details' (selected), 'Elements', and 'Deductions'. The form contains the following fields:

- Payment Frequency: Five checkboxes: 'Weekly' (checked), 'Fortnightly', 'Four-Weekly' (checked), 'Monthly' (checked), and 'Other' (checked).
- Payment Method: Three columns, each with a 'Payment Method' dropdown (all set to 'Cash') and a 'Pay Day' dropdown.
- Payment Week: Three columns, each with a 'Payment Week' section containing radio buttons for 'First', 'Second', 'Third', 'Fourth', and 'Last'.
- Other Options: A section with checkboxes for 'Two Monthly', 'Quarterly', 'Four Monthly', 'Six Monthly', and 'Annually'.

At the bottom, there are five buttons: 'Classic Mode', 'Cancel', '< Back', 'Next >', and 'Finish'.

- In Payback, you can pay your employees many different ways, within the same company. The default is every Monday, in cash.
- Tick which pay frequencies you wish to set up for your company. If you have Monthly paid employees only, tick the 'Monthly' check box, and then untick the 'Weekly' check box. You may tick as many as you like. If you have both weekly and monthly paid employees, tick both 'Weekly' and 'Monthly'.
- Select the preferred payment method for each frequency. You may select from 'Cash, Cheque or Paypath'. This will be the default setting, and can be changed for individual employees.
- Select the pay day. This is the day that your employees expect to be paid. (It is recommended to run the pay roll in advance to ensure employees are paid on time)
- Choose which week you want to pay employees.

If 'Weekly', employees will be paid every week.

For 'Fortnightly' if 'First week' is selected, employees will be paid like this:

1 Jan to 7 Jan – Week1	<-- Paid here
8 Jan to 14 Jan – Week2	
15 Jan to 21 Jan – Week3	<-- Paid here
22 Jan to 28 Jan – Week4	
etc...	

For 'Fortnightly Second week', employees will be paid like this:

1 Jan to 7 Jan – Week1	
8 Jan to 14 Jan – Week2	<-- Paid here
15 Jan to 21 Jan – Week3	
22 Jan to 28 Jan – Week4	<-- Paid here
etc...	

For 'Four-Weekly', employees will be paid on every fourth week, starting from the specified week. There will be 13 Payments a year (52 weeks divided by 4 equals 13). 'Four-weekly, second week' will be like this:

1 Jan to 7 Jan – Week1	
8 Jan to 14 Jan – Week2	<-- Paid here
15 Jan to 21 Jan – Week3	
22 Jan to 28 Jan – Week4	
29 Jan to 4 Feb – Week5	
5 Feb to 11 Feb – Week6	<-- Paid here
12 Feb to 18 Feb – Week7	
19 Feb to 25 Feb – Week8	
etc...	

For Monthly, employees will be paid every calendar month, so there will be 12 payments a year. ‘Last’ means the last week in the calendar month, and ‘First’ is the first week in the calendar month. If ‘First Monday’ is selected, then employees will be paid the first Monday in every calendar month.

Company Elements

- Click the ‘Elements’ Tab.

Add New Company Wizard

Input pay elements.

Contact Details

Cost/Depts

Bank Details

Pay Details

Elements

Deductions

Description	Type	Tax	PRSI	Pens	Hols	G.Up	Rate Calc
Overtime x 1	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.0000 x Basic
Time + 1/2	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5000 x Basic
Double Time	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.0000 x Basic
Holidays	Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Disability Benefit	Social Welfare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Benefit In Kind	BK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Expenses	Normal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Commission	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Bonus	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate

Classic Mode

Cancel

< Back

Next >

Finish

There are ten predefined payment elements. Every company is different, so you might like to set up additional elements. There is no limit to the number of elements you can set up. A ‘Payment Element’ is what an employee’s pay is made up of. For example, if an employee does some overtime, this is recorded as a ‘payment element’. If they get commission, this would be another ‘payment element’ their pay would look something like this:

Basic Pay
Overtime
Commission

Some companies might have a ‘rain allowance’. This would be set up as a new payment element.

Setting up a new Company Pay Element.

- Click on the last line in the elements table. You may have to scroll down to see the last line. A cursor will appear.
- Type the name of the element you wish to add eg. 'Rain 'Allowance'
- Select which type of element this is from the list. 'Rain allowance' would be 'Normal'. Other choices are:

BIK – Benefit In Kind. If your pay element is a Benefit In Kind, select this.

Social Welfare – Disability benefit

Leave – holidays and unpaid leave

- Next is a row of five check boxes. Click on whichever ones apply. Here is an explanation of each of the checkboxes:

Tax – Is this element going to be taxed? Most elements have to be taxed.

PRSI – Is PRSI payable on this element? Some social welfare payments are not liable to PRSI. PRSI will have to be paid on most elements.

Pens – Is this element to be included when calculating pension deductions? Often pension payments are calculated as a percentage of income. If this element is to be included in this income, tick the box.

Hols – Is the employee going to be paid this even when they are on holiday? Benefit in Kind will sometimes be paid, even when the employee is on holidays (They might have the private use of a company car for example)

G.Up – Gross Up. Do you want the amount paid to be the actual amount the employee receives, after tax has been paid? If you want an employee to receive €100, you might actually have to pay them €120+ (including PRSI and Tax). When you tick this box, Payback works out the extra amount and automatically adds it to the amount paid.

If a row is displayed with a grey background, this means you can't change the settings. This is to stop users accidentally making expenses taxable, for example. When you have finished adding your additional elements, you can add some voluntary deductions.

Company Voluntary Deductions

- Click the 'Deductions' tab.

Add New Company Wizard

Input voluntary deductions.

☐ Contact Details
 ☐ Cost/Depts
 ☐ Bank Details
 ☐ Pay Details
 ☐ Elements
 ☒ Deductions

Description	Type	Tax	Hols	EE%	ER%
AVC Pension (Additional Voluntary Contribution)	AVC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PRSA Pension (Personal Retirement Savings Account)	PRSA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RAC Pension (Retirement Annuity Contract)	RAC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Perm Health Benefit Scheme	Increasing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loan	Reducing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone	Reducing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There are six voluntary deductions already set up. Your company might have extra voluntary deductions, such as Christmas savings schemes or union fees.

Setting up a new Company Voluntary Deduction.

- Click on the last line in the deductions table. You may have to scroll down to see the last line. A cursor will appear.
- Type the name of the deduction you wish to add eg. 'Union Fee'
- Select which type of deduction this is from the list. 'Reducing', 'Increasing' or 'No Balance'. This refers to the balance of the deduction. If the employee has a loan to pay off, the balance would be reducing. Each payment would reduce the final balance. If the employee were contributing towards a pension, the balance would be increasing. The employee might like to know the total contributed.
- Next is a row of four check boxes, in a similar fashion to the elements.

Tax – Does this deduction have an effect on tax?

Hols – Should this deduction still be paid if the employee is on holidays?

EE% – is the employee's contribution calculated as a percentage of pay, or as a flat rate?

ER% – is the employer's contribution calculated as a percentage or flat rate?

Company Wizard Finish

- Click the 'Finish' button once you are happy with the company details you have just entered



You are now given the choice to either add another company (If you are running a payroll bureau), add some employees to the company you've just typed in, or exit the wizard. The 'Add Company' will take you back to the start of the company wizard, and the 'Add Employees' will take you into the employee wizard (please refer to the next chapter – setting up employees). Whatever choice you make will not affect the company you've just added.

Using Classic Mode for Company Details

- Click 'Add New Company' at top of the screen

Add New Company	Update Company	Delete Company	Cancel
-----------------	----------------	----------------	--------

Contact Details

Contact Details	Cost/Depts	Bank Details	Pay Details	Elements	Deductions
Company Name	Honan Software		Telephone	01 234 5678	
Trading Name	Honan Software Ltd		Fax	01 234 5679	
Contact Name			EMail	info@honansoft.ie	
Address	Unit 3 Greenways Industrial Park Tallaght Dublin 24		Web Page	www.honansoft.ie	
			Employer No.	4234336H	
			Unit Number	005	

- The cursor will appear on the 'Company Name' box. Type the name of your company, followed by the 'tab' key, or the 'return' key.
- Type the 'trading name'
- When you have finished filling in all the boxes, select the next tab. Click on 'Cost/Depts'.

Cost Centres and Departments

Contact Details **Cost/Depts** Bank Details Pay Details Elements Deductions

Type Departments (If Any)

Code	Department
201	Accounts
202	Sales and Marketing
203	Personnel
204	Shop Floor

Type Cost Centres (If Any)

Code	Cost Centre
DUB	Dublin
GAL	Galway
KER	Kerry
COR	Cork

- Cost centres and departments are optional. Not every company will have cost centres or departments. If your company has departments (such as accounts, sales and marketing etc), then click on the first blank row of the department table. A cursor will appear.
- Some companies give their departments shortened codes, to help with administration. If you wish to do this, type the department code in the first column, and the department name in the second column.
- When you've finished typing in a department, a blank line will appear in the table. This is for the next department. If you wish to add another department, click on the blank line and type the details.
- When all departments have been entered, you may proceed to enter your company's cost centres (if there are any)
- If your company has cost centres (such as different branches - Dublin, Cork etc.) then enter your cost centres in the same way you entered the departments.

NOTE: There is no relationship between cost centres and departments in Payback

Bank Details

- You are now ready to enter your company's bank account details. These details are required if you wish to pay your employees by the Paypath system.
- Click the 'Bank Details' tab.

- There are six items to fill in on this screen. Fill in the details like you did for the first tab ('contact details'). Pay particular attention to the account number.
- Click the Pay Details tab.

Pay Details

- In Payback, you can pay your employees many different ways, within the same company. The default is every Monday, in cash.
- Tick which pay frequencies you wish to set up for your company. If you have Monthly paid employees only, tick the 'Monthly' check box, and then un-tick the 'Weekly' check box. You may tick as many as you like. If you have both weekly and monthly paid employees, tick both 'Weekly' and 'Monthly'.
- Select the preferred payment method for each frequency. You may select from 'Cash, Cheque or Paypath'. This will be the default setting, and can be changed for individual employees.

- Select the pay day. This is the day that your employees expect to be paid. (It is recommended to run the pay roll in advance to ensure employees are paid on time)
- Choose which week you want to pay employees.

If 'Weekly', employees will be paid every week.

For 'Fortnightly' if 'First week' is selected, employees will be paid like this:

1 Jan to 7 Jan – Week1	<-- Paid here
8 Jan to 14 Jan – Week2	
15 Jan to 21 Jan – Week3	<-- Paid here
22 Jan to 28 Jan – Week4	
etc...	

For 'Fortnightly Second week', employees will be paid like this:

1 Jan to 7 Jan – Week1	
8 Jan to 14 Jan – Week2	<-- Paid here
15 Jan to 21 Jan – Week3	
22 Jan to 28 Jan – Week4	<-- Paid here
etc...	

For 'Four-Weekly', employees will be paid on every fourth week, starting from the specified week. There will be 13 Payments a year (52 weeks divided by 4 equals 13). 'Four-weekly, second week' will be like this:

1 Jan to 7 Jan – Week1	
8 Jan to 14 Jan – Week2	<-- Paid here
15 Jan to 21 Jan – Week3	
22 Jan to 28 Jan – Week4	
29 Jan to 4 Feb – Week5	
5 Feb to 11 Feb – Week6	<-- Paid here
12 Feb to 18 Feb – Week7	
19 Feb to 25 Feb – Week8	
etc...	

For Monthly, employees will be paid every calendar month, so there will be 12 payments a year. 'Last' means the last week in the calendar month, and 'First' is the first week in the calendar month. If 'First Monday' is selected, then employees will be paid the first Monday in every calendar month.

You can customise the payment frequency for 'Multi-Monthly'. This allows you to pay employees mid-week, and again at the last week in the month.

Company Elements

- Click the 'Elements' Tab.

Contact Details	Cost/Depts	Bank Details	Pay Details	Elements	Deductions		
Description	Type	Tax	PRSI	Pens	Hols	G.Up	Rate Calc
Overtime x 1	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.0000 x Basic
Time + 1/2	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5000 x Basic
Double Time	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.0000 x Basic
Holidays	Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Disability Benefit	Social Welfare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Benefit In Kind	BIK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Expenses	Normal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Commission	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
Bonus	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
On Call	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Flat Rate

There are ten predefined payment elements. Every company is different, so you might like to set up additional elements. There is no limit to the number of elements you can set up. A 'Payment Element' is what an employee's pay is made up of. For example, if an employee does some overtime, this is recorded as a 'payment element'. If they get commission, this would be another 'payment element' their pay would look something like this:

Basic Pay
Overtime
Commission

Some companies might have a 'rain allowance'. This would be set up as a new payment element.

Setting up a new Company Pay Element.

- Click on the last line in the elements table. You may have to scroll down to see the last line. A cursor will appear.
- Type the name of the element you wish to add eg. 'Rain Allowance'
- Select which type of element this is from the list. 'Rain allowance' would be 'Normal'. Other choices are:

BIK – Benefit In Kind. If your pay element is a Benefit In Kind, select this.

Social Welfare – Disability benefit

Leave – holidays and unpaid leave

- Next is a row of five check boxes. Click on whichever ones apply. Here is an explanation of each of the checkboxes:

Tax – Is this element going to be taxed? Most elements have to be taxed.

PRSI – Is PRSI payable on this element? Some social welfare payments are not liable to PRSI. PRSI will have to be paid on most elements.

Pens – Is this element to be included when calculating pension deductions? Often pension payments are calculated as a percentage of income. If this element is to be included in this income, tick the box.

Hols – Is the employee going to be paid this even when they are on holiday? Benefit in Kind will sometimes be paid, even when the employee is on holidays (They might have the private use of a company car for example)

G.Up – Gross Up. Do you want the amount paid to be the actual amount the employee receives, after tax has been paid? If you want an employee to receive €100, you might actually have to pay them €120+ (including PRSI and Tax). When you tick this box, Payback works out the extra amount and automatically adds it to the amount paid.

Rate Calc – How is this element amount going to be calculated? Is it an amount per hour or a flat rate? This allows you to set up rates.

If a row is displayed with a grey background, this means you can't change the settings. This is to stop users accidentally making expenses taxable, for example. When you have finished adding your additional elements, you can add some voluntary deductions.

Company Voluntary Deductions

- Click the 'Deductions' tab.

Contact Details	Cost/Cepts	Bank Details	Pay Details	Elements	Deductions
Description	Type	Tax	Hols	EE%	EP%
AVC Pension (Additional Voluntary Contribution)	AVC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PRSA Pension (Personal Retirement Savings Account)	PRSA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RAC Pension (Retirement Annuity Contract)	RAC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Perm Health Benefit Scheme	Increasing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loan	Reducing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone	Reducing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There are six voluntary deductions already set up. Your company might have extra voluntary deductions, such as Christmas savings schemes or union fees.

- Setting up a new Company Voluntary Deduction.
- Click on the last line in the deductions table. You may have to scroll down to see the last line. A cursor will appear.
- Type the name of the deduction you wish to add eg. 'Union Fee'
- Select which type of deduction this is from the list. 'Reducing', 'Increasing' or 'No Balance'. This refers to the balance of the deduction. If the employee has a loan to pay off, the balance would be reducing. Each payment would reduce the final balance. If the employee were contributing towards a pension, the balance would be increasing. The employee might like to know the total contributed.
- Next is a row of four check boxes, in a similar fashion to the elements.

Tax – Does this deduction have an effect on tax?

Hols – Should this deduction still be paid if the employee is on holidays?

EE% – is the employee's contribution calculated as a percentage of pay, or as a flat rate?

ER% – is the employer's contribution calculated as a percentage or flat rate?

Once you have finished inputting all the company information, click the 'Update Company' button at the top of the screen.



Now you may set up another company, if you are running a bureau for example, or set up some employees. Each company you set up can have its own Payment Frequencies, Pay Elements and Voluntary Deductions.

Adding, Editing and Deleting Companies

The four buttons at the top of the company screen are used to add new companies, change the details of companies you've already set up, and to delete companies.

If you wish to add a new company, click the 'Add New Company' button. Enter all the details as described above. Click 'Update Company' when you are finished. If you change your mind mid-way through adding a company, click the 'Cancel' button. Any changes will be lost.

To update an existing company, first select the company by clicking on the companies' table.

Company Name	Employer No	Employees	Address	
Asting Motors	2344334E	8	56 Fisher Lane	Churchtown Dublin 16
Bayge Print	3326434F	5	13 Grimmauld Place	Leixlip Co Dublin
Honan Software	4234335H	15	Unit 3	Greenways Industri Tallaght
Mags Cafe	1223453D	15	16 Munkie Way	Trillick Co Kerry
Trenwest Ltd	2327535H	22	Unit 12	Kimmage Ind Est Dublin 8

The tabs will automatically fill in all the company details. Make whatever amendments are required, and click the 'Update Company' button.

To delete a company, select whichever company you wish to delete from the companies table. Click the 'Delete Company' button. Payback will ask if you're sure you wish to delete the company. If you are, click 'yes'.

Note: As a precaution, you will be unable to delete companies that have employees set up. The employees column in the grid will be greater than zero. You will have to first delete all the employees in the company, before proceeding to delete the company.



Chapter Four:

Setting up Employees

Once you have set up one or more companies, you can start typing in your employees' information. Once this is complete, you can process payrolls. The employee screen will be disabled until at least one company is set up.



To start typing in your employee details, click on the 'Employee' picture on the menu at the left hand side of your screen (the main menu).

Once you have clicked on the 'Employee' icon, the employee screen will appear. This is where you type in your employee details. There are two ways you can put the employee details in, 'Wizard' mode or 'Classic' mode. When you first started up Payback, you were asked to choose between:

Would you like to start in 'wizard mode'? This will guide you through the process of running a payroll.

Or

Would you like to start in 'Classic mode'? This will allow you to enter payroll information directly.



You can switch between 'classic' and 'wizard' modes at any time, while you are using the software. Click the Wizard hat at the top right of the screen to enter Wizard mode. Click 'Classic mode' to return to classic mode.

Using Wizard Mode for Employee Details



Click the 'Next' Button to start setting up employee information.

Contact Details

- The cursor will appear on the 'Employees First Name' box. Type the name of the employee, followed by the 'tab' key, or the 'return' key.
- Type the surname, followed by the 'tab' key or the 'return' key.
- Type in the employee's PPSN. If this number is correct, Payback will display the caption '(Valid PPS)' next to the number.
- When you have finished filling in all the boxes, select the next tab. Click on 'Next'.

Note: You will not be able to proceed until you have at least filled in the employee's surname.

Pay Details

Add New Employee Wizard
Enter the employee Payment Information

Contact | **Pay Details** | Elements | Deductions | Tax/YTD | PRSI | Bank

Payment Frequency:
 Payment Method:
 Pay Day: Monday
 This employee will be paid weekly, every Monday.
 Gross Up: ☐

☒ **Salary**
 Annual Salary:
 Weekly Salary:
 Basic Rate:
 Standard Hours:

☐ **Flat Rate**
 Basic Rate:
 Standard Hours:
 Total:

Classic Mode | Cancel | < Back | Next > | Finish

- Select the payment frequency. This is taken from the company set up. If you only selected 'Weekly' when you were setting up the company, then only 'Weekly' will be available.
- If the payment frequency you require is not available, you will first have to set up in the company screen.
- The payment method defaults to whatever you selected in the company set up. You may override this and select from 'Cash', 'Cheque' or 'Paypath'
- Note that when you fill in the payment frequency details, an explanation appears describing exactly when the employee is going to be paid. Please ensure that this tallies with what is expected.
- If you want the wages to be grossed up, check the 'Gross Up' button. This means that if an employee is paid €1000, they will receive €1000 after statutory deductions (PAYE & PRSI). Their gross pay will be more than €1000, to cover these deductions. Their nett pay will be €1000.
- If the employee is paid by the hour, click the 'Flat Rate' option. If the employee is on an annual salary, select 'Salary'.
- If an employee is on a salary, there is also an option to input an hourly rate. This is because some companies allow people on salary to get paid extra for overtime, sometimes on a different rate to their standard salary. If you leave this blank, then the rate for overtime etc will be zero for people on a salary.
- For salary, type either the annual salary or the amount per payment frequency (weekly, monthly etc.)
- Payback will calculate the annual salary or the amount per payment frequency. (Depending on what was entered)
- Next Click 'Next' or the 'Elements' tab

Employee Elements

Notice that all the elements you set up in the company elements screen are visible when you click on the 'Description' column drop-down, shown above.

- The elements grid displays all the elements for this employee. The elements you set up in this grid will appear every time the employee gets paid. As a rule of thumb, if a pay element (such as overtime) is going to be a once off payment, then it should not be recorded here. If an element is going to be for every pay period (such as benefit in kind for a company car), then set it up here.
- To set up a new element, select it from the drop down list or type it directly in.
- If the element is based on a rate (such as Overtime or Time + $\frac{1}{2}$) then input the the hours, (or days, or whatever time frame or unit is relevant) into the 'Units' column
- The rate column is based on the rate input in the pay details tab.
- Input the rate (for example 10, for €10 per hour) in the Rate Column, if it has not already been filled in.
- The total amount will be automatically calculated.
- If the element is a lump sum amount (not based on a rate) then just the 'amount' column will be active. The value of the element may be entered here.

If you are setting up a Benefit in Kind element, then a new tab will appear. See Chapter 6 for more details on Benefit In Kind.

If the element is not in the list, you can set up your own employee element.

- To set up your own employee element, type the name of the element directly into the elements grid (don't select from the drop down list)
- Click the 'Details' button to set up how the element is going to be calculated.

Description	Type	Tax	PRSI	Pens	Hols	G.Up	Rate Calc
Salary	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Normal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate

- Seven new columns will appear, 'Type', 'Tax', 'PRSI', 'Pens', 'Hols', 'G.Up' and 'Rate Calc'. This is similar to setting up elements in the Company Screen.

Type – Two types can be selected in the Employees Screen.

Normal – This is the default type. This allows you to tailor the element, specifying whether it is going to be taxed, if PRSI is going to be applied etc.

BIK – Benefit In Kind. If your pay element is a Benefit In Kind, select this. You will not be able to specify the Tax, PRSI etc, because a BIK is always taxed.

Tax – Is this element going to be taxed? Most elements have to be taxed.

PRSI – Is PRSI payable on this element? Some social welfare payments are not liable to PRSI. PRSI will have to be paid on most elements.

Pens – Is this element to be included when calculating pension deductions? Often pension payments are calculated as a percentage of income. If this element is to be included in this income, tick the box.

Hols – Is the employee going to be paid this even when they are on holiday? Benefit in Kind will sometimes be paid, even when the employee is on holidays (They might have the private use of a company car for example)

G.Up – Gross Up. Do you want the amount paid to be the actual amount the employee receives, after tax has been paid? If you want an employee to receive €100, you might actually have to pay them €120+ (including PRSI and Tax). When you tick this box, Payback works out the extra amount and automatically adds it to the amount paid.

Rate Calc – How is this element amount going to be calculated? Is it an amount per hour or a flat rate? This allows you to set up rates.

- Select the type, and tick the text boxes with apply to your new element (If it is not a type Benefit In Kind)
- If you want to enter a value for the element, click the 'Details<<' button to display the value columns. Input the value of the element.
- Click 'Update Employee' to save your new element.

Employee Voluntary Deductions

Add New Employee Wizard

Enter any deductions

Contact Pay Details Elements **Deductions** Tax/YTD PRSI Bank

Details>>

Description	EE Percent	ER Percent	EE Amount	ER Amount	EE Balance	ER Balance

Classic Mode Cancel < Back Next > Finish

Notice that all the deductions you set up in the company deductions screen are visible when you click on the 'Description' column drop-down, shown above.

- The deductions grid displays all the voluntary deductions for this employee. The deductions you set up in this grid will appear every time the employee gets paid. As a rule of thumb, if a voluntary deduction (such as the full payment of a loan) is going to be a once off deduction, then it should not be recorded here. If an deduction is going to be for every pay period (such as a pension), then set it up here.
- This grid does not include statutory deductions such as PAYE and PRSI. These are automatically calculated within Payback.
- To set up a new deduction, select it from the drop down list or type it directly in.
- Deductions can be a percentage of the gross pay, or a flat amount. Many deductions also have an employer contribution as well as an employee contribution.
- The default for pensions is to input contributions as a percentage of Gross Pay (for example 5%), for loans the default is a flat amount (For example €100).

Here is a description of the columns:

Description – The name of the voluntary deduction

EE Percent – The employee's contribution as a percentage of gross pay

ER Percent – The employer's contribution as a percentage of the employee's gross pay

EE Amount – The employee's contribution as a flat rate.

ER Amount – The employer's contribution as a flat rate

EE Balance – For type of 'Increasing' or 'Pension', the total amount paid by the employee. For type of 'Reducing' the amount remaining to be paid (for example, balance on a loan)

ER Balance – For type of 'Increasing' or 'Pension', the total amount paid by the employer. For type of 'Reducing' the amount remaining to be paid.

The balance column can be overwritten to reflect the amount already paid into a fund, or the amount of an outstanding loan. If the 'Type' is reducing, the balance will be reduced by the contribution each time a payment period is processed. If the 'Type' is increasing, the balance will increase with each payment.

If the deduction is not in the list, you can set up your own employee deduction.

- To set up your own employee deduction, type the name of the deduction directly into the deductions grid (don't select from the drop down list)
- Click the 'Details' button to set up how the deduction is going to be calculated.

Description	Type	Tax	Hols	EE%	ER%
No Balance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type – Is the contribution going to reduce, increase or have no effect on the balance?

Tax – Does this deduction have an effect on tax?

Hols – Should this deduction still be paid if the employee is on holidays?

EE% – is the deduction calculated as a percentage of pay, or as a flat rate?

ER% – is the employer's contribution calculated as a percentage or flat rate?

If you wish to pay a voluntary deduction as a percent of gross, tick the percentage column. If the payment is to be a flat amount, deselect the tick box.

Employee Year To Date and Tax Details

Add New Employee Wizard

Enter tax information

Contact Pay Details Elements Deductions **Tax/YTD** PRSI Bank

Total Cut-off Point:		Total Tax Credit:		2006 ▼	Prev Empl	Old Payroll
Annual	<input type="text"/>	Annual	<input type="text" value="0"/>	YTD Totals	(From P45)	System
Monthly	<input type="text" value="0"/>	Monthly	<input type="text" value="0"/>	Gross earned:	<input type="text" value="0"/>	<input type="text" value="0"/>
Weekly	<input type="text" value="0"/>	Weekly	<input type="text" value="0"/>	Tax paid:	<input type="text" value="0"/>	<input type="text" value="0"/>
Date Joined Company: <input type="text"/>				Tax refunded:	<input type="text" value="0"/>	<input type="text" value="0"/>
				Weeks of Sick Pay:	<input type="text" value="0"/>	<input type="text" value="0"/>
				Employer PRSI:	<input type="text" value="0"/>	<input type="text" value="0"/>
				Employee PRSI:	<input type="text" value="0"/>	<input type="text" value="0"/>
Normal	<input checked="" type="radio"/>			Insurable Weeks:	<input type="text" value="0"/>	<input type="text" value="0"/>
Temporary Tax	<input type="radio"/>			Benefit in Kind:	<input type="text" value="0"/>	<input type="text" value="0"/>
Emergency Tax	<input type="radio"/>			Non-Tax Deductions		
Week One	<input type="radio"/>			Employer:	<input type="text" value="0"/>	<input type="text" value="0"/>
Tax at Marginal Rate	<input type="checkbox"/>			Employee:	<input type="text" value="0"/>	<input type="text" value="0"/>

Classic Mode Cancel < Back Next > Finish

Before processing a payroll, you will need to know the employee's Standard Rate Cut-off Point and their Tax Credits. This information can be found on either their Tax Deduction Card or a Certificate of Tax Credits (Form P2). Both of these can be obtained from the Revenue. (Leave these fields blank if the employee is on Emergency Tax)

Fill in the 'Date Joined Company' only if the employee has joined in the current tax year. This is necessary for the P60.

NOTE: The year in the drop down box refers to the year the YTD totals will apply.

Which Tax Basis to Use:

Normal (Cumulative). If you have received a Certificate of Tax Credits (Form P2) from the employee, not specifying a week1/month1 basis.

Temporary. If you have received a P45, issued by the employee's former employer in the current or previous income tax year, but have yet to receive a Certificate of Tax Credits.

Emergency. The emergency basis applies where:

An employee has not received either a certificate of tax credits and standard rate cut-off point, or a tax deduction card for an employee for the current year.

Or

The employer has not received a Form P45 issued in the current or previous income tax year from a new employee.

Or

The employee has given the employer a Form P45 issued by a previous employer indicating that that employer applied the emergency basis.

Or

The employee has given the employer a completed Form P45 without a PPS number and not indicating that the previous employer applied the emergency basis.

Week 1 (Week1/Month1 non-cumulative). In certain circumstances an employee will receive a certificate of tax credits and standard rate cut-off point, which is issued on a Week1/Month1 basis.

YTD Totals (Year to Date Totals)

This tab is also used for employees who are starting employment mid-year. If you have purchased Payback mid-year, you can use this screen to copy your employees' information across. If a new employee is joining your company, you may also use this screen to input their P45 data.

There are two columns, 'Prev Empl (From P45)' and 'Old Payroll System'. If you are changing your payroll system, then use the 'Old Payroll System' to key in your totals to date. You will not have to re-process every payment period. The totals you've typed in will be used to calculate the wages and for reports. Once you pay an employee, these totals will be locked, preventing further editing. This is to prevent incorrect payroll calculations. If you've inadvertently typed a incorrect figure, but have already processed pay for the employee, you will first have to rewind all pay periods before you can change these totals.

The 'Gross Earned' field refers to the gross taxable pay and does not include any non-taxable deductions (such as pensions etc).

The 'Prev Empl (From P45)' is used to input payment details from a P45, issued by a previous employer for the current tax year.

Employee PRSI Details

The screenshot shows the 'Add New Employee Wizard' window with the 'Enter PRSI information' tab selected. The 'PRSI Class' is set to 'A'. The 'None of the above' radio button is selected. The 'Medical card holder' checkbox is unchecked, and the 'Director' checkbox is also unchecked. The 'Next >' button is highlighted.

Unlike most other payroll software, with Payback you only have to enter your main PRSI class. Payback will work out your sub-class automatically. For example, if you tick 'Medical card holder', it will also automatically switch to 'A2'. Note that a director can be either class 'S' or class 'A'.

To ensure Payback selects the correct PRSI subclass, please tick the appropriate boxes.

Employee Paypath and Bank Details



The screenshot shows the 'Add New Employee Wizard' window with the 'Bank' tab selected. The title bar reads 'Add New Employee Wizard'. The main title is 'If being paid by Paypath, enter bank details'. Below the title bar are tabs: 'Contact', 'Pay Details', 'Elements', 'Deductions', 'Tax/YTD', 'Prol', and 'Bank'. The 'Bank' tab is active. The form contains the following fields:

- Sort Code: Three input boxes followed by a drop-down arrow.
- Bank Name: A single-line text input field.
- Branch Name: A single-line text input field.
- Account Name: A single-line text input field.
- Account Number: A single-line text input field.

At the bottom of the window are five buttons: 'Classic Mode', 'Cancel', '< Back', 'Next >', and 'Finish'.

If the employee is being paid by Paypath, then you will have to input their bank account details. This is so that the money can be transferred to the correct bank account. Click on the drop down arrow next to the sort code to search for a bank, or just type the sort code directly in. The other fields will be automatically filled in. If the bank is new and isn't in the list, then you can directly type in the bank details.

Employee Wizard Finish



The screenshot shows the 'Add New Employee Wizard' window at the 'Finish' screen. The title bar reads 'Add New Employee Wizard'. The main title is 'You have now entered all the necessary information'. Below the title bar is a large checkered flag icon. To the right of the flag, the text reads: 'Click Finish to add this information. Click Back to change any information.' At the bottom of the window are five buttons: 'Classic Mode', 'Cancel', '< Back', 'Next >', and 'Finish'.

Congratulations, you've just entered your employee's details. Click the 'Finish' button to continue.

Using Classic Mode for Employee Details

Add New Employee	Update Employee	Delete Employee	P45	Cancel
------------------	-----------------	-----------------	-----	--------

- Click 'Add New Employee' at top of the screen

Contact Details

Contact	Pay Details	Elements	Deductions	Tax/YTD	PSI
Name	Stephen Brennan		Staff ID	115	
PPS No	1 2 3 4 5 6 8 V (Valid PPS)		Telephone		
Department	Accounts		Date of Birth		
Cost Centre	Kerry		Mother's Maiden		
Address			Notes (Do not appear on Payslip)		

- The cursor will appear on the 'Employees First Name' box. Type the name of the employee, followed by the 'tab' key, or the 'return' key.
- Type the surname, followed by the 'tab' key or the 'return' key.
- Type in the employee's PPSN. If this number is correct, Payback will display the caption '(Valid PPS)' next to the number.
- When you have finished filling in all the boxes, select the next tab. Click on 'Pay Details'.

Note: You will not be able to proceed until you have at least filled in the employee's surname.

Pay Details

Note: Once an employee has been paid, the last payment period and date is also displayed on this tab. This is useful information when rewinding an employee's payments.

- Select the payment frequency. This is taken from the company set up. If you only selected 'Weekly' when you were setting up the company, then only 'Weekly' will be available.
- If the payment frequency you require is not available, you will first have to set up in the company screen.
- The payment method defaults to whatever you selected in the company set up. You may override this and select from 'Cash', 'Cheque', 'Paypath' or 'Split pay'
- Note that when you fill in the payment frequency details, an explanation appears describing exactly when the employee is going to be paid. Please ensure that this tallies with what is expected.
- If you want the wages to be grossed up, check the 'Gross Up' button. This means that if an employee is paid €1000, they will receive €1000 after statutory deductions (PAYE & PRSI). Their gross pay will be more than €1000, to cover these deductions. Their nett pay will be €1000.
- If the employee is paid by the hour, click the 'Flat Rate' option. If the employee is on an annual salary, select 'Salary'.
- If an employee is on a salary, there is also an option to input an hourly rate. This is because some companies allow people on salary to get paid extra for overtime, sometimes on a different rate to their standard salary. If you leave this blank, then the rate for overtime etc will be zero for people on a salary.
- For salary, type either the annual salary or the amount per payment frequency (weekly, monthly etc.)
- Payback will calculate the annual salary or the amount per payment frequency. (Depending on what was entered)
- Next Click the 'Elements' tab

Employee Elements

ContactPay DetailsElementsDeductionsTax/YTDPRSI

Details>>

Description	Units	Rate	Amount	Calculate
Salary			0.00	
<div> <div></div> <div> Overtime x 1 Time + 1/2 Double Time Benefit In Kind Expenses Commission Bonus On Call </div> </div>				

Notice that all the elements you set up in the company elements screen are visible when you click on the ‘Description’ column drop-down, shown above.

- The elements grid displays all the elements for this employee. The elements you set up in this grid will appear every time the employee gets paid. As a rule of thumb, if a pay element (such as overtime) is going to be a once off payment, then it should not be recorded here. If an element is going to be for every pay period (such as benefit in kind for a company car), then set it up here.
- To set up a new element, select it from the drop down list or type it directly in.
- If the element is based on a rate (such as Overtime or Time + 1/2) then input the the hours, (or days, or whatever time frame or unit is relevant) into the ‘Units’ column
- The rate column is based on the rate input in the pay details tab.
- Input the rate (for example 10, for €10 per hour) in the Rate Column, if it has not already been filled in.
- The total amount will be automatically calculated.
- If the element is a lump sum amount (not based on a rate) then just the ‘amount’ column will be active. The value of the element may be entered here.
- If you are setting up a Benefit in Kind element, then a ‘View’ button will appear in the grid

Details>>

Amount	Calculate
442.31	
	View...

The ‘View’ button will appear if Benefit In Kind, Disability Benefit or Leave is selected as an element. To automatically calculate the value of the benefit, click this button.

The Benefit In Kind screen appears once the 'View' button is pressed. See Chapter 6 for more details on Benefit In Kind.

If the element is not in the list, you can set up your own employee element.

- To set up your own employee element, type the name of the element directly into the elements grid (don't select from the drop down list)
- Click the 'Details' button to set up how the element is going to be calculated

Description	Type	Tax	PRSI	Pens	Hols	G.Up	Rate Calc
Salary	Normal	☑	☑	☑	☐	☐	
Benefit In Kind	BIK	☑	☑	☐	☑	☐	Flat Rate
	Normal	☑	☑	☐	☐	☐	Flat Rate

- Seven new columns will appear, 'Type', 'Tax', 'PRSI', 'Pens', 'Hols', 'G.Up' and 'Rate Calc'. This is similar to setting up elements in the Company Screen.

Type – Two types can be selected in the Employees Screen.

Normal – This is the default type. This allows you to tailor the element, specifying whether it is going to be taxed, if PRSI is going to be applied etc.

BIK – Benefit In Kind. If your pay element is a Benefit In Kind, select this. You will not be able to specify the Tax, PRSI etc, because a BIK is always taxed.

Tax – Is this element going to be taxed? Most elements have to be taxed.

PRSI – Is PRSI payable on this element? Some social welfare payments are not liable to PRSI. PRSI will have to be paid on most elements.

Pens – Is this element to be included when calculating pension deductions? Often pension payments are calculated as a percentage of income. If this element is to be included in this income, tick the box.

Hols – Is the employee going to be paid this even when they are on holiday? Benefit in Kind will sometimes be paid, even when the employee is on holidays (They might have the private use of a company car for example)

G.Up – Gross Up. Do you want the amount paid to be the actual amount the employee receives, after tax has been paid? If you want an employee to receive €100, you might actually have to pay them €120+ (including PRSI and Tax). When you tick this box, Payback works out the extra amount and automatically adds it to the amount paid.

Rate Calc – How is this element amount going to be calculated? Is it an amount per hour or a flat rate? This allows you to set up rates.

- Select the type, and tick the text boxes with apply to your new element (If it is not a type Benefit In Kind)
- If you want to enter a value for the element, click the 'Details<<' button to display the value columns. Input the value of the element.
- Click 'Update Employee' to save your new element.

Employee Voluntary Deductions

Description	EE Percent	ER Percent	EE Amount	ER Amount	EE Balance	ER Balance

Notice that all the deductions you set up in the company deductions screen are visible when you click on the 'Description' column drop-down, shown above.

- The deductions grid displays all the voluntary deductions for this employee. The deductions you set up in this grid will appear every time the employee gets paid. As a rule of thumb, if a voluntary deduction (such as the full payment of a loan) is going to be a once off deduction, then it should not be recorded here. If an deduction is going to be for every pay period (such as a pension), then set it up here.
- This grid does not include statutory deductions such as PAYE and PRSI. These are automatically calculated within Payback.

- To set up a new deduction, select it from the drop down list or type it directly in.
- Deductions can be a percentage of the gross pay, or a flat amount. Many deductions also have an employer contribution as well as an employee contribution.
- The default for pensions is to input contributions as a percentage of Gross Pay (for example 5%), for loans the default is a flat amount (For example €100).

Here is a description of the columns:

Description – The name of the voluntary deduction

EE Percent – The employee's contribution as a percentage of gross pay

ER Percent – The employer's contribution as a percentage of the employee's gross pay

EE Amount – The employee's contribution as a flat rate.

ER Amount – The employer's contribution as a flat rate

EE Balance – For type of 'Increasing' or 'Pension', the total amount paid by the employee. For type of 'Reducing' the amount remaining to be paid (for example, balance on a loan)

ER Balance – For type of 'Increasing' or 'Pension', the total amount paid by the employer. For type of 'Reducing' the amount remaining to be paid.

The balance column can be overwritten to reflect the amount already paid into a fund, or the amount of an outstanding loan. If the 'Type' is reducing, the balance will be reduced by the contribution each time a payment period is processed. If the 'Type' is increasing, the balance will increase with each payment.

If the deduction is not in the list, you can set up your own employee deduction.

- To set up your own employee deduction, type the name of the deduction directly into the deductions grid (don't select from the drop down list)
- Click the 'Details' button to set up how the deduction is going to be calculated.



Type – Is the contribution going to reduce, increase or have no effect on the balance?

Tax – Does this deduction have an effect on tax?

Hols – Should this deduction still be paid if the employee is on holidays?

EE% – is the deduction calculated as a percentage of pay, or as a flat rate?

ER% – is the employer's contribution calculated as a percentage or flat rate?

If you wish to pay a voluntary deduction as a percent of gross, tick the percentage column. If the payment is to be a flat amount, deselect the tick box.

Employee Year To Date and Tax Details

The screenshot shows the 'Tax/YTD' tab in a payroll system. The form is divided into several sections:

- Total Cut-off Point:** Fields for Annual, Monthly, and Weekly cut-off points.
- Total Tax Credit:** Fields for Annual, Monthly, and Weekly tax credits.
- Date Joined Company:** A dropdown menu for the date joined, with a note '(Only if joined in 2006)'. Below it are radio buttons for 'Normal', 'Temporary Tax', 'Emergency Tax', and 'Week One'.
- YTD Totals:** A table showing year-to-date totals for various tax items. The table has three columns: 'YTD Totals', 'Prev Empl (From P45)', and 'Old Payroll System'.

YTD Totals	Prev Empl (From P45)	Old Payroll System
Gross earned:	0.00	0.00
Tax paid:	0.00	0.00
Tax refunded:	0.00	0.00
Weeks of Sick Pay:	0	0
Employer PRSI:		0.00
Employee PRSI:		0.00
Insurable Weeks:	0	
Benefit in Kind:		0.00
Non-Tax Deductions:		
Employer:		0.00
Employee:		0.00

Before processing a payroll, you will need to know the employee's Standard Rate Cut-off Point and their Tax Credits. This information can be found on either their Tax Deduction Card or a Certificate of Tax Credits (Form P2). Both of these can be obtained from the Revenue. (Leave these fields blank if the employee is on Emergency Tax)

Fill in the 'Date Joined Company' only if the employee has joined in the current tax year. This is necessary for the P60.

Which Tax Basis to Use:

Normal (Cumulative). If you have received a Certificate of Tax Credits (Form P2) from the employee, not specifying a week1/month1 basis.

Temporary. If you have received a P45, issued by the employee's former employer in the current or previous income tax year, but have yet to receive a Certificate of Tax Credits.

Emergency. The emergency basis applies where:

An employee has not received either a certificate of tax credits and standard rate cut-off point, or a tax deduction card for an employee for the current year.

Or

The employer has not received a Form P45 issued in the current or previous income tax year from a new employee.

Or

The employee has given the employer a Form P45 issued by a previous employer indicating that that employer applied the emergency basis.

Or

The employee has given the employer a completed Form P45 without a PPS number and not indicating that the previous employer applied the emergency basis.

Week 1 (Week1/Month1 non-cumulative). In certain circumstances an employee will receive a certificate of tax credits and standard rate cut-off point, which is issued on a Week1/Month1 basis.

YTD Totals (Year to Date Totals)

This tab is also used for employees who are starting employment mid-year. If you have purchased Payback mid-year, you can use this screen to copy your employees' information across. If a new employee is joining your company, you may also use this screen to input their P45 data.

There are two columns, 'Prev Empl (From P45)' and 'Old Payroll System'. If you are changing your payroll system, then use the 'Old Payroll System' to key in your totals to date. You will not have to re-process every payment period. The totals you've typed in will be used to calculate the wages and for reports. Once you pay an employee, these totals will be locked, preventing further editing. This is to prevent incorrect payroll calculations. If you've inadvertently typed an incorrect figure, but have already processed pay for the employee, you will first have to rewind all pay periods before you can change these totals.

The 'Gross Earned' field refers to the gross taxable pay and does not include any non-taxable deductions (such as pensions etc).

The 'Prev Empl (From P45)' is used to input payment details from a P45, issued by a previous employer for the current tax year.

Employee PRSI Details

The screenshot shows the 'PRSI' tab in the software interface. At the top, there are tabs for 'Contact', 'Pay Details', 'Elements', 'Deductions', 'Tau/YTD', and 'PRSI'. Below the tabs, there is a 'PRSI Class:' dropdown menu. To the right of the dropdown, there are four radio button options: 'Community employment participant', 'FAS training centre trainee', 'Employers PRSI exemption scheme', and 'None of the above'. To the right of these options, there are two checkboxes: 'Tick if a medical card holder, person in receipt of widow/widower's pension or One Parent Family Benefit' and 'Director'.

Unlike most other payroll software, with Payback you only have to enter your main PRSI class. Payback will work out your sub-class automatically. For example, if you tick 'Medical card holder', it will also automatically switch to 'A2'. Note that a director can be either class 'S' or class 'A'.

To ensure Payback selects the correct PRSI subclass, please tick the appropriate boxes.

Employee Paypath and Bank Account Details

The screenshot shows the 'Bank' tab in the software interface. At the top, there are tabs for 'Contact', 'Pay Details', 'Elements', 'Deductions', 'Tau/YTD', 'PRSI', and 'Bank'. Below the tabs, there are five input fields: 'Sort Code' (a dropdown menu), 'Bank Name' (a text box), 'Branch Name' (a text box), 'Account Name' (a text box), and 'Account Number' (a text box).

If the employee is being paid by Paypath, then you will have to input their bank account details. This is so that the money can be transferred to the correct bank account.

Click on the drop down arrow next to the sort code to search for a bank, or just type the sort code directly in. The other fields will be automatically filled in.

If the bank is new and isn't in the list, then you can directly type in the bank details.

Multiple Payment Methods (Split Pay)

Description	Percent	Pay Method	Amount	Bank
<input type="checkbox"/>		Cash		

Some employees may wish to be paid by more than one method. Using the split pay screen, payment amounts can be allocated to different payment methods. Payment methods can be prioritised using the 'Priority' arrows at the right hand side of the grid.

To set up multiple payment methods, input each payment into the Split Pay grid. Payments are prioritised, the closer to the top of the grid, the higher the priority.

They have to be prioritised in case the employee does not get paid enough to cover all of the payment methods. Below is an example of how prioritising payment methods work:

An employee is paid €1000 Nett. Here is how the payment methods were prioritised:

Cheque: €500

Paypath: €400

Cash: €100

(Total: €1000)

One month, the employee only works two weeks. They only get paid €600. Here is how their wages will be split:

Cheque: €500

Paypath: €100

Cash: €0

(Total: €600)

Cheque took the priority because it was at the top of the list. Next came Paypath, followed by Cash. 'Cash' was allocated a zero amount because it was the lowest priority.

The following month the employee does overtime, resulting in getting paid €1500. Here is how the pay will be apportioned:

Cheque: €1000

Paypath: €400

Cash: €100

(Total: €1500)

Note that 'Cheque' received the balance. This is because it was highest priority.

Payment methods may receive amounts that are different to what was originally allocated. This will happen if the employee is paid more or less than what the total split payments add up to (as in the above examples). To cater for this, when you pay the employee in the Payroll screen, there will be an additional column, 'Nett Pay'.

When setting up employees, only the 'Amount' Column is visible. This is because we won't know at that stage how much the employee will actually be paid.

The other columns are:

Description – A brief description about the payment.

Percent – Is the amount value expressed as a percentage of the nett pay, or a flat amount. (€50 or 50% of nett pay)

Amount – The target amount in either a percentage of nett pay, or a flat amount (depending on whether you ticked the 'Percentage' column)

(Nett Pay – The actual amount paid to the employee – only visible on the Payroll Screen)

Bank... - If paying by Paypath, click on View... to display the bank account details. It is possible to pay money into more than one bank account for the same employee.

Adding, Editing and Deleting Employees

The five buttons at the top of the employee screen are used to add new employees, change the details of employees you've already set up, to delete employees and to issue and reverse P45s.

If you wish to add a new employee, click the 'Add New Employee' button. Enter all the details as described above. Click 'Update Employee' when you are finished. If you change your mind mid-way through adding a Employee, click the 'Cancel' button. Any changes will be lost.

To update an existing employee, first select the employee by clicking on the employees' list.

Frequency	ID	Surname	PPS	Dept.	C. Centre
Weekly	101	Susan Murphy	1234567T	Accounts	Dublin
Weekly	109	Patrick Morrow	1234574Q	Personnel	Dublin
Weekly	102	Peter McMorro	1234581N	Accounts	Dublin
Weekly	103	Kevin Hunter	1234580L	Accounts	Dublin
Weekly	111	Dave Hope	1234572M	Shop Floor	Galway
Weekly	106	Gerry Fields	1234582P	Accounts	Galway
Weekly	110	Mary Feeney	1234573O	Shop Floor	Dublin
Weekly	105	Sarah Enwright	1234578B	Accounts	Dublin
Weekly	112	Linda Cummins	1234571K	Shop Floor	Dublin
Weekly	113	Mark Burns	1234560F	Accounts	Cork
Weekly	115	Stephen Brennan	1234568v	Accounts	Kerry

The tabs will automatically fill in all the employee details. Make whatever amendments are required, and click the 'Update Employee' button.

To delete an employee, select whichever employee you wish to delete from the employees list. Click the 'Delete Employee' button. Payback will ask if you're sure you wish to delete the employee. If you are, click 'yes'.

Note: As a precaution, you will be unable to delete employees that have had one or more payment periods processed. You will first have to rewind the Payments. This has to be done in reverse order.

If you've paid up to period 12, you will have to rewind periods 12, 11, 10, 9...3, 2, 1 (for the employee) before you can delete the employee. This is a safety feature to prevent accidental deletion of payroll data. To check the last period that an employee has been paid, click on the 'Pay Details' tab on the employee screen.



Chapter Five:

Timesheets

Payback offers the optional facility of recording online timesheets. Employees log onto the internet (www.timesheets.ie) and type their username and password. They record the hours they worked and the cost centre they did the hours for (if relevant). This information is then automatically downloaded into Payback. Once the hours are signed off, the pay can be processed. A cost centre report can then be produced detailing the cost to the company of each cost centre.

Configuring the Timesheets.



To activate the online timesheets, contact Payback Payroll to make sure your company is set up on the timesheets server. Next tick the 'Use Online Timesheets' option in the options screen, under the 'Preferences' tab. Click the update button and restart Payback for the changes to take place.

Notice that a 'Timesheets' tab appears. Click on this to configure the online timesheets.



Contact Payback to find out what to input in this screen. Click the 'update' button at the top of the screen.

Your Timesheets are now configured.

Setting up Employee Accounts for Timesheets

On the employee screen, a new tab will appear called 'Timesheets'. You will have to update each employee that you want to use the online timesheets.

Payback Version 4.01 [User: Admin]

File Processing Reports Year End Administration Help

Payback 2007 Derek O Hare

Main: Add New Employee, Update Employee, Delete Employee, P45

Company: Honan Software, Pay Frequency: Weekly, Department: cAll Departments, Default Cost Centre: cAll Cost Centres

Frequency	ID	Surname	PPS	Dept.	C. Centre
Weekly	006	Gerry Fields	12345629	Accounts	Galway
Weekly	111	Dave Hope	1234572M	Shop Floor	Galway
Weekly	003	Kevin Hunter	1234580L	Accounts	Dublin
Weekly	002	Peter McMorrow	1234583N	Accounts	Dublin
Weekly	009	Patrick Morrow	1234574Q	Personnel	Dublin
Weekly	005	Susan Murphy	1234567T	Accounts	Dublin
Weekly	007	Derek O Connor	1234576U	Accounts	Galway
Weekly	004	Derek O Hare	1234579D	Accounts	Dublin
Weekly	008	Fiona Roche	1234575S	Subst. and Marketing	Dublin

Contact Pay Details Elements Deductions Tax/YTD PPSI **Timesheet**

Username: phare0054
 Password: lngbhh [Random]
 Email Address: derek.o.hare@honan.com

You will notice three new fields, 'Username', 'Password' and 'Email address'. The Username will be automatically calculated when you click the 'update employee' button. You do not have to type anything here. For the Password, you may either type in a password, or click the 'random' button for Payback to generate a random 6 letter password. For Email address, enter the employee's email address. Click the 'Update Employee' button at the top of the screen to save the changes.

Do this for all the employees you want on the online timesheets system.

Synchronise Payback with the Online Timesheets.

Every time you make a change to employee timesheet information, or add new cost centres or employees, you will have to synchronise Payback with the timesheets server. This is very easy to do, just click the 'Timesheets' icon and Payback will automatically connect to the timesheets server and synchronise the data.



To test the data has been correctly synchronised, log onto www.timesheets.ie (**Type this in a Web-browser, such as Firefox or Internet Explorer**) with one of the employees you just set up. Check to see if the cost centres appear correctly.

Inputting Hours into Online Timesheets



Type an employee's username and password in the top right hand corner to log in. The following screen should appear.



Click on the Cost Centre drop down. All of the cost centres should be set up. You or your employees can now record their hours via this screen.

The screenshot shows the 'Enter Timesheet' interface. On the left, there's a sidebar with 'Log your Hours' and a 'Cost centre' dropdown menu. The main area displays a table titled 'Time Sheet For' with the following data:

Cost centre	Description	Duration	Supervisor	Date	Status
1	Project 1	9	Stephen Brennan	2010-10-10	Imported
2	Project 2	9	Stephen Brennan	2010-10-10	Imported
3	Project 3	9	Stephen Brennan	2010-10-10	Imported
4	Project 4	9	Stephen Brennan	2010-10-10	Imported

When all of the employees have recorded their hours, they can be imported into Payback to be signed off. Click on the Timesheets icon in Payback to process the timesheets.

This is an identical screenshot to the one above, showing the 'Enter Timesheet' interface with the same table of four entries, all with a duration of 9 and a status of 'Imported'.

All the data is automatically imported and displayed in the Timesheets screen. You can either accept entries (Import Selected) or reject entries (Delete Selected). Tick the entries using the column at the far left of the grid, then click either Import or Delete at the top of the screen.

In the above example, Stephen Brennan has recorded four entries for two different cost centres (Dublin and Kerry). His total hours worked is nine. Click Import selected to approve his timesheet. Next click the Payroll icon on the main menu to process his pay.

Payback Version 4.01 [User: Admin]

File | Accounting | Reports | New Print | Administration | Help

Payback 2007 Stephen Brennan

Save Pay Pay All Rewind

Year: 2007 Company: Human Software Pay Frequency: Weekly Department: Ltd Departments Cost Centre: Ltd Cost Centres

Period	1 Month	3 Pay	1 Jan 2007	Frequency	ID	Surname	FPS	Dept	Cost	Last Run
1 Jan 2007 to 7 Jan 2007	1 Jan 2007	1 Jan 2007	1	Weekly	515	Stephen Brennan	5294568V	Accounts	Kerry	1 2 Sep 2006
8 Jan 2007 to 14 Jan 2007	1 Jan 2007	1 Jan 2007	2	Weekly	515	Mark Burns	5294568P	Accounts	Cork	1 2 Sep 2006
15 Jan 2007 to 21 Jan 2007	1 Jan 2007	1 Jan 2007	3	Weekly	512	Linda Connolly	5294571K	Shop Floor	Dublin	1 2 Sep 2006
22 Jan 2007 to 28 Jan 2007	1 Jan 2007	1 Jan 2007	4	Weekly	505	Sarah Enright	5294578B	Accounts	Dublin	1 2 Sep 2006
29 Jan 2007 to 4 Feb 2007	1 Feb 2007	1 Feb 2007	5	Weekly	510	Mary Feeney	5294573D	Shop Floor	Dublin	1 2 Sep 2006
5 Feb 2007 to 11 Feb 2007	1 Feb 2007	1 Feb 2007	6	Weekly	506	Gerry Fields	5294562P	Accounts	Galway	1 2 Sep 2006
12 Feb 2007 to 18 Feb 2007	1 Feb 2007	1 Feb 2007	7	Weekly	511	Sarah Hodge	5294572M	Shop Floor	Galway	1 2 Sep 2006
				Weekly	509	Kevin Hunter	52945806	Accounts	Dublin	1 2 Sep 2006
				Weekly	502	Patricia McMorrissey	5294581N	Accounts	Dublin	5 2 Sep 2006
				Weekly	509	Patrick Morrissey	5294579G	Personnel	Dublin	2 2 Sep 2006

Elements Deductions Payroll History

Description	Cost Centre	Units	Rate	Amount	Calculate
Basic	Kerry	3.00	15.0000	45.00	
Basic	Dublin	6.00	15.0000	90.00	
Basic	Kerry	3.00	15.0000	45.00	

Payroll Notes

Invoiceable Hours: 9 Gross Pay: 90.00 Net Pay: 52.50

Stephen Brennan has been selected from the list of employees. His timesheet information has been automatically grouped and summed by cost centre. He worked a total of 6 hours for the Dublin cost centre and 3 hours for the Kerry cost centre. (Payback automatically summarises the data to stop a large number of entries appearing in the elements tab, and on the payslip.)

Next, the payment period is selected. (Note that any period can be selected, it doesn't have to have any bearing on the hours worked. An employee could do work in April and get paid for it in August). Click the Pay button to process these hours.

Notes.

1. The timesheet data can only be processed once. It is not possible to pay someone twice for the same timesheet entry. Once you import the data in the timesheets screen it becomes flagged as approved and cannot be accidentally processed twice.
2. If you import hours and do not want to process the pay for these hours, they can be cleared by clicking the Pay button in the payroll screen, and then clicking rewind to rewind the payment. You will lose these hours.

Cost Centre Analysis

If you run a cost centre report, you can find out how much each cost centre costs the company (for payroll).

Cost Centre	Total Hours	Net Cost	Cost to Company
COR Cork	0.00	0.00	0.00
DUB Dublin	6.00	60.00	65.10
GAL Galway	0.00	0.00	0.00
KER Kerry	3.00	30.00	32.55
Total	9.00	90.00	97.65

In this case Stephen Brennan worked a total of 9 hours. The actual cost to the company was €97.65 because the Employer had to pay PRSI. The true cost to the company is reflected in this report and includes any pension payments or other contributions the company may make.

(Please refer to Chapter 10 for details about running reports)



Chapter Six:

Paying Employees

The most common task you will do in Payback is to process pay for employees. This is done in the Payroll Screen.

Overview

Payback Version 3.00 (Kevin Hunter)

File Processing Reports Year End Administration Help

Payback 2006 Kevin Hunter

Main: Run Pay Pay All Process

Year: 2006 Company: Huron Software Pay Frequency: Weekly Department: Accounts Cost Centre: 444 Cost Centre

Period: 2 Monthly: 1 Pay: 9 Jan 2006

Date Range	Roll Back	Roll Forward
1 Jan 2006 to 7 Jan 2006	1 Jan 2006	2
8 Jan 2006 to 14 Jan 2006	7 Jan 2006	3
15 Jan 2006 to 21 Jan 2006	14 Jan 2006	4
22 Jan 2006 to 28 Jan 2006	21 Jan 2006	5
29 Jan 2006 to 4 Feb 2006	28 Jan 2006	6
5 Feb 2006 to 11 Feb 2006	4 Feb 2006	7
12 Feb 2006 to 18 Feb 2006	11 Feb 2006	8

Frequency	SSN	Surname	PPR	Dept.	Cost.	Last Run
Weekly	201	Susan Murphy	1234567T	Accounts	Dublin	22 Oct 2006
Weekly	202	Peter McNamee	1234567H	Accounts	Dublin	22 Oct 2006
Weekly	103	Kevin Hunter	1234568H	Accounts	Dublin	22 Oct 2006
Weekly	104	Gareth O'Hara	1234578H	Accounts	Dublin	22 Oct 2006
Weekly	105	Sarah McNeill	1234578H	Accounts	Dublin	22 Oct 2006
Weekly	106	Gerry Fields	1234582P	Accounts	Galway	22 Oct 2006
Weekly	107	Janet O'Connor	1234578H	Accounts	Galway	22 Oct 2006
Weekly	113	Mark Burns	1234568H	Accounts	Cork	22 Oct 2006
Weekly	114	Sienna Wright	1234568H	Accounts	Kerry	22 Oct 2006
Weekly	115	Stephen Brennan	1234568H	Accounts	Kerry	22 Oct 2006

Elements: Deductions Payroll History

Description	Units	Rate	Amount	Calculate
Salary			553.80	

Payroll Notes: [Text Box]

Insurable Weeks: 1 Gross Pay: 553.80 Net Pay: 553.80

How to Pay an Employee

1. Select the Year. This will default to the current year.
2. Select the Company
3. Select the Payment Frequency
4. Filter by Department and Cost Centre (This is optional. If your company does not have departments or cost centres, this will not appear)
5. Choose the Payment Period from the calendar displayed at the top left of the screen.
6. Choose the employee to pay.
7. The employee's payment information will display at the bottom half of the screen. Check that these figures are correct. For convenience, the Gross and Nett pay is displayed at the very bottom of the screen.
8. Click the 'Pay' button at the top of the screen.
9. Payback will automatically progress to the next employee in the list.

Unprocessed employees are displayed in Bold. Once you process the Period for an employee, they will be displayed in normal text. You can see at a glance which employees have been processed.

Unlike other payroll software, you are free to move around payment periods by simply clicking on the calendar. There is no need to rewind all the employees for an entire period if you make a mistake. Employees may be processed independently. It is possible to run a payroll for one employee for weeks 1 to 5, and then process another employee for weeks 1 to 5. Revenue or financial month-end reports should only be produced for a payment period when all the employees have been paid.

Features of the Payroll Screen.

The Pay screen is split into five sections.

Buttons at the top of the screen

Filtering which employees to pay

The screenshot displays the Payroll Screen interface. At the top, there are buttons for 'Back', 'Pay', 'Pay All', and 'Process'. Below these are filter fields for 'Year' (2008), 'Company' (Morgan Software), 'Pay Frequency' (Weekly), 'Department' (Sales), and 'Cost Center' (Full Cost Center). On the left, a 'Period' calendar shows dates from 1 Jan 2008 to 12 Feb 2008, with a 'Pay' button. The main area contains a table of employees with columns for Frequency, ID, Name, SSN, Department, Status, and Last Run. The bottom section shows a detailed view of an employee's payment, including a 'Payment' table with columns for Description, Date, Rate, Amount, and Calculate, and a 'Paying Method' section with input fields for Gross Pay, Net Pay, and Tax.

Frequency	ID	Name	SSN	Department	Status	Last Run
Weekly	001	Susan Murphy	12345678	Accounts	Active	21 Oct 2008
Weekly	002	Patricia McHenry	12345679	Accounts	Active	21 Oct 2008
Weekly	003	Karen Hunter	12345680	Accounts	Active	21 Oct 2008
Weekly	004	David G. Hane	12345681	Accounts	Active	21 Oct 2008
Weekly	005	Sarah Finnerlight	12345682	Accounts	Active	21 Oct 2008
Weekly	006	Garry Fields	12345683	Accounts	Active	21 Oct 2008
Weekly	007	James G. Connor	12345684	Accounts	Active	21 Oct 2008
Weekly	010	Mark Burns	12345685	Accounts	Active	21 Oct 2008
Weekly	018	Emma Wright	12345686	Accounts	Active	21 Oct 2008
Weekly	016	Stephen Brennan	12345687	Accounts	Active	21 Oct 2008

Description	Date	Rate	Amount	Calculate
Salary			615.00	

Paying Method:
Gross Pay: 615.00 Net Pay: 511.80

Payment period (calendar)

Employee's payment information

List of employees

If you can not see all of the list of employees, you can resize the grid by clicking and dragging the left of the grid.

The screenshot shows the Payback 2006 software interface. The top menu bar includes 'Processing', 'Reports', 'Year End', 'Administration', and 'Help'. The main header displays 'Payback 2006' and the user 'Kevin Hunter'. Below this, there are buttons for 'Save', 'Pay', 'Pay All', and 'Process'. The interface is divided into several sections:

- Left Sidebar:** Contains icons and labels for 'Company', 'Employee', 'Payroll', 'Reports', and 'Exit'.
- Filter Section:** Includes dropdown menus for 'Year' (2006), 'Company' (Human Software), 'Pay Frequency' (Weekly), 'Department' (Accounts), and 'Cost Centre' (All Cost Centres).
- Employee List Table:** A table with columns: 'Y', 'S', 'Frequency', 'ID', 'Surname', 'PPS', 'Dept', 'Cost', and 'Last Run'. It lists employees with their IDs and departments, sorted by ID. The selected employee is Kevin Hunter (ID 103, Department Accounts).
- Details Section:** A tabbed interface with 'Details', 'Deductions', 'Payroll', and 'History' tabs. The 'Details' tab is active, showing a table with columns: 'Description', 'Units', 'Rate', 'Amount', and 'Calculate'. The 'Salary' row is visible with an amount of 543.86.
- Payroll Notes:** A text area for entering notes.
- Summary:** At the bottom, it shows 'Payable Works' (1), 'Gross Pay' (453.86), and 'Net Pay' (315.81).

The employee list in the above screen shot has been filtered by Department and sorted by Employee ID. 'Kevin Hunter' has been selected. Dragging the left of the grid has enlarged the list of employees.

Payment Details

The details for the pay is directly copied from the employee screen. The elements and voluntary deductions are a direct reflection of what was set up for the employee. Details can be amended in the Payroll screen, but they will only be saved for the current payment period. To permanently change payroll information, use the employee screen.

Payroll Tabs

At the bottom half of the screen are the payment detail tabs for the employee you have selected to pay. There are four tabs, five if you are paying with 'Split Pay'.

The Elements Tab

Description	Units	Rate	Amount	Calculate
Salary			653.85	

Payslip Notes:

Insurable Weeks: Gross Pay: Nett Pay:

This is similar to the elements tab in the employee screen. The element details that were set up for the selected employee are copied across to this tab. If you make any changes to the elements tab in the Payroll Screen, they will only be valid for the current pay period.

If you need to make permanent changes, such as a salary increase, use the elements tab in the employee screen. The elements tab on the Payroll screen is useful for making temporary changes to the payment details, that you wish to process for the current period. If an employee has done overtime, or is going on holidays, this is where the details should be input.

Note the three figures at the bottom of the screen; Insurable weeks, Gross Pay and Nett Pay. The Gross Pay and Nett Pay are useful as a quick check to see if the figures are as expected. The 'Insurable Weeks' defaults to the number of weeks in the payment period. This can be overwritten if the employee leaves mid-payment period. For example, if the employee leaves after two weeks, in a four weekly payment period, this value can be over-written from '4' to '2'.

Click the 'Save' button at the top of the screen to save any changes you have made to the elements for the current period. Clicking the 'Save' button will not process the payment. This will allow you to enter all the details for a pay period for all your employees, before processing the wages.

The Deductions Tab

Elements

Deductions

Payslip

History

Details>>

Description	EE Percent	ER Percent	EE Amount	ER Amount

If you wish to set up (temporary) voluntary deductions, use this tab. This is useful for one off payments, such as the full repayment of a small loan. It is used in the same manner as the deductions tab in the employee screen.

The Payslip Tab

Pay Elements				Deductions				Summary	
Description	Tax	Hours	Value	Description	Tax	Value	Total	Gross Pay	Total Deds
Salary	Y		653.85	Tax		107.89	215.77	653.85	
				PRSI EE		34.15	68.30		142.04

This tab allows you to preview the payslip. Old payslips can also be viewed by selecting the required date from the calendar. Double click on the payslip to display a larger payslip.

Double Clicking the Payslip

Pay Elements				Deductions				Summary	
Description	Tax	Hours	Value	Description	Tax	Value	Total	Gross Pay	Total Deds
Salary	Y		653.85	Tax		107.89	215.77	653.85	
				PRSI EE		34.15	68.30		142.04

Cumulative Details		Tax/PRSI		Comments	
Gross Pay	1307.70	Tax Code	N		
Non-Tax Deds	0.00	Employer Start Per.	0		
Taxable Pay	1307.70	Tax Credit T.D.	62.69		
Tax Credit P.D.	62.69	Pay Rate Code	A1		
Cut-Off T.D.	1230.77	Total Insur. Wk.	2		
Total Tax	215.77	Employer PRSI Per.	70.29		
		Employer PRSI T.D.	140.58		

Summary	
Gross Pay	653.85
Total Deds	142.04
Non-Tax Adm	0.00
Rounding	0.00
Net Pay	513.85
Pay Method	Cash

Company: Honan Software

Notes:

Payslips can also be printed or copied to the windows clipboard from here.

The History Tab

Elements	Deductions	Payslip	History
Period	1	2	
Pay Date	2 Jan 2006	9 Jan 2006	
Gross Pay	653.85	653.85	
Nett Pay	511.81	511.81	
Tax Credit	31.35	62.69	
Cut Off Point	615.38	1230.77	
Tax Code	Cumulative	Cumulative	
Tax Deducted	107.89	107.89	
Tax Refunded	0.00	0.00	
Total Tax	107.89	107.89	
PRSI Employee	34.15	34.15	
PRSI Employer	70.29	70.29	
PRSI Total	104.44	104.44	
PRSI Code	A1	A1	
Insurable Weeks	1	1	

The history tab allows you to refer back to previous periods. The column displayed in bold refers to the current payment period. This period has not been processed. Using the history tab, you can compare the pending payment details with previous processed periods. By scrolling down (using the scroll bar at the right of the grid) you'll be able to see how the pay was calculated.

If a payment amount doesn't seem correct, this is the first place to look. You can scroll down the list to make sure all the figures are correct and match what you expect.

The Split Tab

Description	Percent	Pay Method	Amount	Nett Pay	Bank...
Paid in cash	<input type="checkbox"/>	Cash	100.00	100.00	
To Bank Account	<input type="checkbox"/>	Paypath	411.81	411.81	View...
	<input type="checkbox"/>	Cash			

Total Nett Pay: 511.81

Some employees may wish to be paid by more than one method. Using the split pay screen, payment amounts can be allocated to different payment methods.

This is quite similar to the split pay tab in the employee screen. However, there is a new column, 'Nett Pay'. This column indicates how much money is allocated to each payment method. Payment methods can also be prioritised using the 'Priority' arrows at the right hand side of the grid.

To set up multiple payment methods, input each payment into the Split Pay grid. Payments are prioritised, the closer to the top of the grid, the higher the priority. They have to be prioritised in case the employee does not get paid enough to cover all of the payment methods. Below is an example of how prioritising payment methods work:

An employee is paid €1000 Nett. Here is how the payment methods were prioritised:

Cheque: €500

Paypath: €400

Cash: €100

(Total: €1000)

One month, the employee only works two weeks. They only get paid €600. Here is how their wages will be split:

Cheque: €500

Paypath: €100

Cash: €0

(Total: €600)

Cheque took the priority because it was at the top of the list. Next came Paypath, followed by Cash. 'Cash' was allocated a zero amount because it was the lowest priority.

The following month the employee does overtime, resulting in getting paid €1500. Here is how the pay will be apportioned:

Cheque: €1000
 Paypath: €400
 Cash: €100
 (Total: €1500)

Note that 'Cheque' received the balance. This is because it was highest priority.

Payment methods may receive amounts that are different to what was originally allocated. This will happen if the employee is paid more or less than what the total split payments add up to (as in the above examples). To cater for this, there are two columns, 'Amount' and 'Nett Pay'.

Here is an example of the 'Amount' and 'Nett Pay' columns. The employee is only paid €600:

	Amount	Nett Pay
Cheque:	€500	€500
Paypath:	€400	€100
Cash:	€100	€0
(Total:	€1000	€600)

Although €1000 was allocated, the employee was actually paid €600.

When setting up employees, only the 'Amount' Column will be visible. This is because we won't know at that stage how much the employee will actually be paid.

The other columns are:

Description – A brief description about the payment.

Percent – Is the amount value expressed as a percentage of the nett pay, or a flat amount. (€50 or 50% of nett pay)

Amount – The target amount in either a percentage of nett pay, or a flat amount (depending on whether you ticked the 'Percentage' column)

Nett Pay – The actual amount paid to the employee

Bank... - If paying by Paypath, click on View... to display the bank account details. It is possible to pay money into more than one bank account for the same employee.

Saving Payroll Information

The pay details can be saved without having to process a period. This function is useful if you wish to input all the details of each employee first, before processing the payment. Saving the pay details does not process the period.

Many payroll professionals will enter in timesheet information, and then enter in adjustments and deductions and finally process the payroll. Click the 'Save' button to save the information without processing it.

Paying Employees

When you are happy that the payment details are correct, click this button to process the payment for the highlighted employee. Only the selected employee will be paid. Once paid, the employee details will turn from bold to normal text on the employee grid. NOTE: Clicking the Pay button doesn't transfer any money. If you make a mistake, you can easily undo it using the 'Rewind' Button.

Paying Employees all at once

When all of the employees have the correct payment details, click this button to process the period for all the listed employees. The employee details in the employee grid will change from bold to normal text. This indicates that they've been paid.

Rewinding Payments

This undoes a processed period for the highlighted employee. It will only reverse the pay for the currently selected employee. Only the last period paid can be rewound. This is because of the way pay is calculated (on a cumulative basis). Refer to the history tab at the bottom half of the screen to see which periods have been processed. To find the last period paid, refer to the Pay Details tab in the Employee Screen.

If you have paid an employee up to period 35, but made a mistake on period 26, you can rewind to period 26. Select period 35 from the calendar, select the employee you wish to rewind and click the 'Rewind' button. Do this for periods 34, 33, 32, 31, 30, 29, 28, 27 and then 26. It is important that you do this in reverse order. You will not be able to rewind period 30 before you have rewound period 31 etc.

To undo all processed payments for an employee, you will have to systematically rewind all periods from the last paid period to the beginning of the year.



Chapter Seven:

Holidays and Leave

Setting up Holidays

Holidays are processed on a once off basis. They are generally not a regular occurrence, happening each payment period. Holidays should be set up in the Payroll Screen.

To set up a holiday, greater than a payment period, for an employee

- Click the 'Payroll' button on the menu at the left of the screen. The payroll processing screen will appear.
- Select the Period the holiday is due to start by clicking on the calendar grid
- Select the Employee
- On the elements grid, click the last blank row, under the 'Description' column. A drop down box will appear, with a down arrow.
- Click the down arrow to display the list of elements.
- Select 'Holidays'
- A button with 'View...' will appear in the 'Calculate' column of the grid. Click on this button to display the Holiday form.

The screenshot shows a dialog box titled 'Calculate Leave' with a sub-header 'Holidays'. It contains the following fields and controls:

- Type:** A dropdown menu set to 'Holidays'.
- Current Pay Date:** A text box containing '9 Jan 2006'.
- Leave End Date:** A text box containing '23 Jan 2006' with a small downward arrow on the right.
- Gross Up:** A checkbox that is currently unchecked.
- Start Week:** A numeric input field with the value '2'.
- End Week:** A numeric input field with the value '4'.
- Weeks on leave:** A numeric input field with the value '2'.
- Periods on Leave:** A numeric input field with the value '2'.
- Insurable Weeks:** A numeric input field with the value '2'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

- Type the end date for the holiday and click on the 'Ok' Button.

Note that when a person is on holiday for a payment period, they will appear as green on the employee list in the Payroll screen. You will not be able to pay them when they are displayed as green. This is to prevent employees from being paid twice.

Paying a Part Time Employee for a Public Holiday

If a part-time employee works or is normally required work on a public holiday then they are entitled to their normal daily rate for the public holiday. A part-time employee who is not required to work a public holiday is entitled to one fifth of their normal weekly rate of pay for the public holiday.

Payback cannot automatically work out what '1/5 of the normal rate of pay is', so you will have to enter this manually. This is because the public holiday 1/5 calculation varies across different businesses, there is no standardised way to calculate this automatically.

We will assume here that you want the basic payment and the public holiday payment to appear as two lines on the payslip, so your employees can see the public holiday pay broken out.

1) First, setup a 'Public Holiday' element at the company level. This is so you don't have to keep typing 'Public Holiday' for each employee's pay details.

- Click on the 'Company' icon on the left hand side
- Click your company name in the grid
- Click on the 'Elements' tab in the middle of the screen
- Click on the last blank grid row (to add a new element)
- Type in 'Public Holiday' in the Description cell
- Click on the 'Flat Rate' cell on the right-hand side, we need to change this to read '1.0 x Basic'. So click the little down arrow until it reads '1.0'
- Okay, that's done, so click the 'Update Company' button at the top of the screen. It should say 'Company Successfully Updated'

2) Now that we have a 'Public Holiday' element at the company level, we can go and apply this to each employee we need to pay this holiday money to. For this piece, it might help if you had a list of last weeks hours worked per employee to make this quicker. Even better, just put the list into Excel and calculate the 'Hours last week *0.20' so you can quickly enter this value directly for each employee.

- Click on the 'Payroll' button on the left-hand side of the screen
- Select the required pay period in the grid (under the 'Date Between' column)
- Click on the employee you need to pay, and click on the 'Elements' tab
- If this is an employee on an hourly rate, you should see 'Basic' with 'Units' (hours) and Rate in the elements grid
- We need to add in the new element for their Public Holiday pay, so click on the blank row in the Elements grid, and select 'Public Holiday' from the dropdown
- In the units column, you need to enter 1/5 of the hours they actually worked last week.
- Click on the 'Save' button on the top left to save these details, ready for when you want to actually run the payroll

You now have two elements on the payslip, the basic hours worked last week, plus the Public Holiday hours.

Setting up Benefit in Kind

Certain benefits are liable to tax and PRSI. Most benefits are covered, with the notable exception of car parking spaces. The most common benefit in kind is for company cars.

The value of the benefit (notional pay) is added to the employee's gross pay. The pay is then taxed and PRSI is applied. The value of the benefit is then taken back off again, leaving additional tax and PRSI.

If a benefit is a once off benefit (like a large Christmas present) it should be set up in the elements tab of the 'Payroll' screen. If it is an on-going benefit, like a company car, it should be set up in the elements tab of the 'Employee' screen.

To record an on-going benefit, like company car:

- Click the 'Payroll' button on the menu at the left of the screen. The payroll processing screen will appear.
- Select the Period to process by clicking on the calendar grid
- Select the Employee
- On the elements grid, click the last blank row, under the 'Description' column. A drop down box will appear, with a down arrow.
- Click the down arrow to display the list of elements.
- Select 'Benefit In Kind'
- A button with 'View...' will appear in the 'Calculate' column of the grid. Click on this button to display the benefit in kind form.

Calculate Benefit in Kind

Calculate Benefit in Kind for **Benefit In Kind**

Type: **Company Car**

Original Market Value	25000	Start Date	1 Jan 2006
Annual Business Mileage	19000	End Date	31 Dec 2006
(% OMV)	24.00 %	Low Business Mileage (70%)	<input type="checkbox"/>
Cash Equivalent	6000.00	Notional Pay TP.	57.69
Employee Contribution	3000		
Notional Pay	3000.00		
Gross Up BIK	<input type="checkbox"/>		

OK Cancel

- Click the 'Type' drop down to select which benefit you would like to set up. Payback has over thirty benefits set up.
- Fill in all the details into the benefits form and click 'Ok'

Note that instead of clicking the 'View...' button, you can simply type in the value of the benefit directly into the elements grid, if this value is known.

Payback will automatically work out which values to put where in the Payslip

Report

Name: Kevin Hunter Freq: W Pay Date: 9 Jan 2006
 Number: 103 Dept: Accou Cost: Dublin Period: 2 PPS No.: 1234560L

Pay Elements				Deductions			Summary	
Description	Tax	Hours	Value	Description	Tax	Value	Total	
Salary	Y		653.85	Tax		132.12	240.00	Gross Pay
BOK (Pento)	Y		57.69	PPSI EE		37.61	71.78	711.54
							Total Deds	169.73
							Non-Tax Adm	-57.69
							Rounding	0.00
Cumulative Details				Tax/PPSI		Comments		Nett Pay
Gross Pay		1365.39		Tax Code		N		404.12
Non-Tax Deds		0.00		Empr - Start Per.		0		
Taxable Pay		1365.39		Tax Credit T.P		62.69		
Tax Credit T.D		62.69		Pay Rel. Code		A1		
Cut-Off T.D		1230.77		Total Insur. Wk.		2		
Total Tax		240.00		Empr PPSI Per.		76.49		
				Empr PPSI TD.		146.78		Pay Method
								Multiple

Company: Monan Software
 Notes:

www.monan.ie

Paying Disability Benefit

Payback has the facility to record disability benefit. Tax must be applied after 36 days of disability benefit. Payback caters for this.

Disability benefit is subject to many rules, including:

Who keeps the disability benefit cheque? – The employer or the employee?
Is the employee going to get paid sick pay to make up any difference between their normal rate of pay and the disability cheque amount?
Amount of disability, days of disability and whether or not to gross up the sick pay.

Payback can handle all these aspects via the disability benefit screen.

To record Disability Benefit (sick pay):

- Click the 'Payroll' button on the menu at the left of the screen. The payroll processing screen will appear.
- Select the Period to process by clicking on the calendar grid
- Select the Employee
- On the elements grid, click the last blank row, under the 'Description' column. A drop down box will appear, with a down arrow.
- Click the down arrow to display the list of elements.
- Select 'Disability Benefit'
- A button with 'View...' will appear in the 'Calculate' column of the grid. Click on this button to display the disability benefit form.

The screenshot shows a window titled "Calculate Social Welfare" with a sub-header "Calculate Social Welfare Payment for Disability Benefit (covering occupational injuries)". The "Type" dropdown is set to "Disability Benefit". The form contains the following fields and options:

Total Days of Disability Benefit to date	14	Employer Kept Social Welfare Cheque	<input type="radio"/>	Employer Makes up Difference (sick pay)	<input checked="" type="radio"/>
Disability Cheque Amount	89	Employee Kept Social Welfare Cheque	<input checked="" type="radio"/>	Gross Up Sick Pay	<input type="checkbox"/>
				Employer Doesn't Make up Difference (pay zero)	<input type="radio"/>

At the bottom right are "OK" and "Cancel" buttons.

- Fill the disability form in, and click the 'Ok' button.

Note that Payback automatically works out the non-taxable adjustments etc, on the payslip, and records the disability benefit for tax purposes.

Report

Name: Kevin Hunter Freq: W Pay Date: 9 Jan 2006

Number: 103 Dept: Accou Cost: Dublin Period: 2 PPS No.: 1234560L

Pay Elements			Deductions		
Description	Tax	Value	Description	Tax	Value
Sick Pay	F	564.85	Tax		73.15
Disability Benefit	N	89.00	PRSI EE		62.96
			DB Advance	Y	89.00
					89.00

Cumulative Details		Tax/PPSI		Comments	
Gross Pay	1218.70	Tax Code	N		
Non-Tax Deds	0.00	Emer. Start Per.	0		
Taxable Pay	1218.70	Tax Credit T.D.	62.69		
Tax Credit T.D.	62.69	Pay Rel. Code	A1		
Cut-Off T.D.	1230.77	Total Insur. Inc.	0		
Total Tax	181.05	Emp/er PRSI Per.	60.72		
		Emp/er PRSI TD.	131.01		

Company: Honan Software

Notes:

Summary

Gross Pay: 564.85

Total Deds: 190.97

Non-Tax Adj: 89.00

Rounding: 0.00

Nett Pay: 462.88

Pay Method: Multiple

www.payback.ie

In the above payslip, the employee keeps the cheque, so it is recorded under payment elements and taken back off (DB Advance) in the deductions section. It has to be added for tax reasons. Note also the Non-taxable Adjustment at the right of the payslip. Payback does all of this automatically.



Chapter Eight:

Pensions, Loans and other Voluntary Deductions

Setting up a Pension

AVC, RAC and PRSAs

Pensions are set up as voluntary deductions. Click on the 'Deductions' tab in the Employee screen. Pensions are an on-going deduction so they should be set up from the Employee screen rather than the Payroll screen.

Description	EE Percent	ER Percent	EE amount	ER amount	EE Balance	ER Balance
PRSA Pension (Personal Retirement Savings Account)	5.00	5.00				

- Click the Employee icon on the main menu at the left of the screen.
- Select the employee you wish to set the pension up for from the list of employees.
- Click on the Deductions tab near the bottom half of the screen
- You will be able to see the voluntary deductions grid
- Click on the empty white cell under the 'Description' column, a drop-down arrow will appear.
- Click the arrow to display the deductions.
- Select the Pension type (AVC, PRSA or RAC) from the list. Note that for the 2005 P35, this pension type information is required.
- Fill in the pension details into the other columns. You can set up a pension as a percentage of gross pay, or as a flat amount. Payback defaults to percentage amount.

To change to flat amount, click the 'Details>>' button near the top of the deductions grid.

Description	Type	Tax	HOD	EE%	ER%
PRSA Pension (Personal Retirement Savings Account)	PRSA	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- under EE% and ER%, uncheck the boxes. This will allow you to enter flat amounts
- Click the 'Details<<' Button to input the values.

EE Percent = Employee contribution as a percentage of gross pay

ER Percent = Employer contribution as a percentage of gross pay

EE Amount = Employee contribution as a flat amount

ER Amount = Employer contribution as a flat amount

EE Balance = Total employee contribution

ER Balance = Total employer contribution

- When you have finished filling in the amounts, click on the 'Update Employee' button at the top of the screen
- Click the 'Payroll' icon on the menu at the left of the screen.
- Select the period to pay and the employee you have just set the pension up for.
- Note that the pension deduction has been successfully set up.

(A pension deduction is non-taxable)

CIF Pensions (Construction Industry Federation)

CIF Pensions have to be processed as two deductions, a taxable deduction and a non-taxable deduction. To find the appropriate rates for the scheme, please contact the Construction National Joint Industrial Council (CNJIC).

The Pension Benefit and the Death in Service Benefit are both non-taxable. The Sick Pay Benefit is taxable.

CIF Pensions are an on-going deduction so they should be set up from the Employee screen rather than the Payroll screen.

- Click the Employee icon on the main menu at the left of the screen.
- Select the employee you wish to set the CIF pension up for from the list of employees.
- Click on the Deductions tab near the bottom half of the screen

Description	EE Percent	ER Percent	EE Amount	ER Amount	EE Balance	ER Balance
PISA Pension (Personal Retirement Savings Account)	5.00	5.00				
AVC Pension (Additional Voluntary Contribution)						
PISA Pension (Personal Retirement Savings Account)						
RAC Pension (Retirement Annuity Contract)						
Perm Health Benefit Scheme						
Loan						
Phone						
DB advance						

- You will be able to see the voluntary deductions grid
- Click on the empty white cell under the 'Description' column, a drop-down arrow will appear.
- Type 'CIF Pension' into the cell.
- CIF Pensions are paid as a flat amount, so type the Employee's contribution under the column heading 'EE Amount'. Type the Employer's contribution under 'ER Amount'. Leave the 'Balance' fields blank.
- Click the 'Details>>' button near the top of the deductions grid.

Description	Type	Tax	Hols	EE%	ER%
PRSA Pension (Personal Retirement Savings Account)	PRSA	0	1	1	1
No Balance	No Balance	1	1	0	0

- Untick the 'Tax' box. This portion of the CIF Pension is not taxed.
- Click the 'Details<<' button again to set up the second portion (Sick Pay)
- Select the blank cell under the row you just input.
- Type 'CIF Sick Pay' into the cell.
- Input the Employee and Employer contributions in the same way as you did for the CIF Pension (These will default to flat rates, and not percentages)
- Click the 'Details>>' button again to check that the 'Tax' box is ticked. This portion has to be taxed.
- Click on the 'Update Employee' button at the top of the screen to save your changes
- Click the 'Payroll' icon on the menu at the left of the screen.
- Select the period to pay and the employee you have just set the pension up for.
- Note that the pension deduction has been successfully set up. There should be two rows, 'CIF Pension' and 'CIF Sick Pay'.

Setting up a Loan

An employee loan is set up as a voluntary deduction. Click on the 'Deductions' tab in the Employee screen. Loans are an on-going deduction so they should be set up from the Employee screen rather than the Payroll screen.

Description	EE Percent	ER Percent	EE Amount	ER Amount	EE Balance	ER Balance
PRSA Pension (Personal Retirement Savings Account)	5.00	5.00				
▼						
AVC Pension (Additional Voluntary Contribution)						
PRSA Pension (Personal Retirement Savings Account)						
RAC Pension (Retirement Annuity Contract)						
Perm Health Benefit Scheme						
Loan						
Phone						
DB Advance						

- Click the Employee icon on the main menu at the left of the screen.
- Select the employee you wish to set the pension up for from the list of employees.
- Click on the Deductions tab near the bottom half of the screen
- You will be able to see the voluntary deductions grid
- Click on the empty white cell under the 'Description' column, a drop-down arrow will appear.
- Click the arrow to display the deductions.
- Select 'Loan' (This description may be over-written)
- Fill in the loan details into the other columns. You can set up the repayments as a percentage of gross pay, or as a flat amount. Payback defaults to flat amount.

To change to flat amount, click the 'Details>>' button near the top of the deductions grid.

Description	Type	Tax	Hols	EE%	ER%
PRSA Pension (Personal Retirement Savings Account)	PRSA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▼	No Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AVC Pension (Additional Voluntary Contribution)					
PRSA Pension (Personal Retirement Savings Account)					
RAC Pension (Retirement Annuity Contract)					
Perm Health Benefit Scheme					
Loan					
Phone					
DB Advance					

- under EE% and ER%, tick the boxes. This will allow you to enter repayments as a percentage of gross pay.
- Click the 'Details<<' Button to input the values.
- The 'Balance' refers to the amount of the loan. This will reduce on the payslip with each repayment.
- When you have finished filling in the amounts, click on the 'Update Employee" button at the top of the screen
- Click the 'Payroll' icon on the menu at the left of the screen.
- Select the period to pay and the employee you have just set the loan up for.
- Note that the loan deduction has been successfully set up.

(A loan deduction is taxable)

Setting up a Voluntary Deduction

You can set your own voluntary deductions up like union fees or Christmas savings funds. To set up a voluntary deduction, click the 'Deductions' tab. If it is going to be an on-going deduction (like a Christmas savings fund) set it up in the employee screen. For a once-off deduction, set it up while you are processing the payroll, in the Payroll screen.

Description	EE Percent	ER Percent	EE Amount	ER Amount	EE Balance	ER Balance
PRSA Pension (Personal Retirement Savings Account)	\$0.00	\$0.00				
AVC Pension (Additional Voluntary Contribution)						
PRSA Pension (Personal Retirement Savings Account)						
RAC Pension (Retirement Annuity Contract)						
Perm Health Benefit Scheme						
Loan						
Phone						
CB Advance						

- You will be able to see the voluntary deductions grid
- Click on the empty white cell under the 'Description' column and type the name of the deduction (eg. Christmas Fund)
- Click the 'Details>>' button near the top of the deductions grid.

Description	Type	Tax	Hols	EE%	ER%
PRSA Pension (Personal Retirement Savings Account)	PRSA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AVC Pension (Additional Voluntary Contribution)	No Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRSA Pension (Personal Retirement Savings Account)					
RAC Pension (Retirement Annuity Contract)					
Perm Health Benefit Scheme					
Loan					
Phone					
CB Advance					

- Select the type. For a Christmas savings fund, you probably want the balance to be increasing so that you can see how much the employees have paid into the fund. Select 'Increasing'
- Tick the 'Tax' column. Most voluntary deductions will have tax applied.
- If you want the employee to contribute to the fund while they are on holiday, tick the 'Hols' box. Contributions will be automatically taken out of their holiday pay.

- under EE% and ER%, tick the boxes if you wish to enter contributions as a percentage of gross pay. Leave them unchecked if you want to enter flat amounts.
- Click the 'Details<<' Button to input the values.

EE Percent = Employee contribution as a percentage of gross pay

ER Percent = Employer contribution as a percentage of gross pay

EE Amount = Employee contribution as a flat amount

ER Amount = Employer contribution as a flat amount

EE Balance = Total employee contribution

ER Balance = Total employer contribution

- When you have finished filling in the amounts, click on the 'Update Employee' button at the top of the screen

Whenever you run the payroll for this employee, they will have a Christmas savings fund deduction.



Chapter Nine:

Year View Mode

The year view screen is similar to the standard Payroll screen. This screen was developed to help people who are used to using a paper based or spreadsheet system. The main part of the screen is laid out like a tax deduction card.

This screen is especially useful if the payroll run is straightforward. If someone always gets the same pay each week, all periods can be processed at once.

Overview

How to Pay an Employee in Year View

1. Select the Year. This will default to the current year.
2. Select the Company by clicking on the arrow. A list of companies will appear.
3. Select the Employee by clicking on the employee arrow.
4. The tax deduction grid will fill. This might take a bit of time, especially if the employee is being paid weekly, and the pay is being grossed up.
5. The current pay period will be selected (blue), on the grid.
6. The employee's payment information will display at the bottom half of the screen. Check that these figures are correct. For convenience, the Gross and Nett pay is displayed at the very bottom of the screen.
7. Click the 'Pay' button at the top of the screen to process the period.

The current unprocessed period is displayed in Bold. Once you process the period for an employee, the row will be displayed in normal text and the next period will turn bold. You can see at a glance which periods have been processed. You can move around payment periods by simply clicking on the tax deduction grid. Note that although the figures are filled in on the grid, the period is not processed until you click the 'Pay' or 'Pay Full Year' button at the top of the screen. You will only be able to process the payment period displayed in bold on the grid.

Features of the Year View Screen.

The Year View screen is split into four sections.

Buttons at the top of the screen

Filtering which employee to pay

BackPayReversalPay Full YearReversal Full Year

Current Period :
PAYE Month :

Year : Company : Employee :

2006 : Human Software : 1234567890

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Date of Payment	PAYE Month	PAYE Week	Gross Pay (Net Top 2)	Cumulative Gross Pay to Date	Cumulative Standard Rate Cut-Off point	Cumulative Tax Due at Standard Rate	Cumulative Tax Due at Higher Rate	Cumulative Gross Tax	Cumulative Tax Credit	Cumulative Tax	Tax Deducted This Period	Tax Refund This Period			
24 Jan 2006	1 Jan 2006	1	653.85	3872.35	1946.35	369.33	32.89	389.32	94.84	294.38	105.33	0.			
29 Jan 2006	15 Jan 2006	2	653.85	4526.20	2461.35	497.31	27.24	519.33	125.38	394.18	107.89	0.			
05 Feb 2006	22 Jan 2006	3	653.85	5180.05	2976.35	615.30	49.46	634.76	156.79	477.97	107.89	0.			
12 Feb 2006	29 Jan 2006	4	653.85	5833.90	3491.35	733.46	58.55	799.01	188.88	610.13	107.89	0.			
19 Feb 2006	05 Feb 2006	5	653.85	6487.75	4006.35	851.54	73.71	927.25	239.42	717.83	107.89	0.			
26 Feb 2006	12 Feb 2006	6	653.85	7141.60	4521.35	969.62	91.86	1076.48	290.77	805.71	107.89	0.			

ElementsDeductionsPayrollHistorySplit

DescriptionUnitRateAmountCalculate

Salary

653.85

Payroll Notes

Insurable weeks1

Gross Pay653.85

Net Pay519.40

Tax Deduction card for selected employee

Employee's payment information

Payment Details in Year View.

The details for the pay is directly copied from the employee screen. The elements and voluntary deductions are a direct reflection of what was set up for the employee. Details can be amended in the Year View screen, but they will only be saved for the current payment period. To permanently change payroll information, use the employee screen.

Payroll Tabs in Year View.

At the bottom half of the screen are the payment detail tabs for the employee and period you have selected to pay. There are four tabs, five if you are paying with 'Split Pay'.

The Elements Tab in Year View

Description	Code	Rate	Amount	Calculable
Salary			900.00	

Insurable Weeks:

Gross Pay: 900.00 Split Pay: Nett Pay: 810.00

This is similar to the elements tab in the employee screen. The element details that were set up for the selected employee are copied across to this tab. If you make any changes to the elements tab in the Year View Screen, they will only be valid for the current pay period.

If you need to make permanent changes, such as a salary increase, use the elements tab in the employee screen. The elements tab on the Year View screen is useful for making temporary changes to the payment details, that you wish to process for the current period. If an employee has done overtime, or is going on holidays, this is where the details should be input.

Note the three figures at the bottom of the screen; Insurable weeks, Gross Pay and Nett Pay. The Gross Pay and Nett Pay are useful as a quick check to see if the figures are as expected. The 'Insurable Weeks' defaults to the number of weeks in the payment period. This can be overwritten if the employee leaves mid-payment period. For example, if the employee leaves after two weeks, in a four weekly payment period, this value can be over-written from '4' to '2'.

Click the 'Save' button at the top of the screen to save any changes you have made to the elements for the current period. Clicking the 'Save' button will not process the payment. This will allow you to enter all the details for a pay period for all you employee, before processing the wages.

The Deductions Tab in Year View

Elements	Deductions	Payslip	History	
<div>Details>></div>				
Description	EE Percent	ER Percent	EE Amount	ER Amount

If you wish to set up (temporary) voluntary deductions, use this tab. This is useful for one off payments, such as the full repayment of a small loan. It is used in the same manner as the deductions tab in the employee screen.

The Payslip Tab in Year View

Elements **Deductions** **Payslip** **History**

Name: Kevin Hunter Freq: W Pay Date: 9 Jan 2006
 Number: 103 Dept: Account Cost: Dublin Period: 2 PPS No.: 1234560L

Pay Elements				Deductions				Summary	
Description	Tax	Hours	Value	Description	Tax	Value	Total		
Salary	T		653.85	Tax		215.77	215.77	Gross Pay	
				PPS EE		66.30	66.30	653.85	
								Total Ded	
								242.04	

This tab allows you to preview the payslip. Old payslips can also be viewed by selecting the required date from the calendar. Double click on the payslip to display a larger payslip.

Double Clicking the Payslip

Report

Name: Kevin Hunter Freq: W Pay Date: 9 Jan 2006
 Number: 103 Dept: Account Cost: Dublin Period: 2 PPS No.: 1234560L

Pay Elements				Deductions				Summary	
Description	Tax	Hours	Value	Description	Tax	Value	Total		
Salary	T		653.85	Tax		215.77	215.77	Gross Pay	
				PPS EE		66.30	66.30	653.85	
								Total Ded	
								242.04	

Cumulative Details		Tax/PPS		Comments	
Gross Pay	1307.70	Tax Code	A		
Non-Tax Ded	0.00	Smear Start Per	0		
Taxable Pay	1307.70	Tax Credit T.P	62.69		
Tax Credit T.D	62.69	Pay Rel. Code	A1		
Cut-Off T.D	1230.77	Total Inscr. rate	2		
Total Tax	215.77	Single PPS1 Pay	70.79		
		Single PPS1 TD	140.58		

Company: Human Software

Notes:

Net Pay: 511.81
 Pay Method: Cash

Payslips can also be printed or copied to the windows clipboard from here.

The History Tab in Year View

Elements	Deductions	Payslip	History
Period	1	2	
Pay Date	2 Jan 2006	9 Jan 2006	
Gross Pay	653.85	653.85	
Nett Pay	511.81	511.81	
Tax Credit	31.35	62.69	
Cut Off Point	615.38	1230.77	
Tax Code	Cumulative	Cumulative	
Tax Deducted	107.89	107.89	
Tax Refunded	0.00	0.00	
Total Tax	107.89	107.89	
PRSI Employee	34.15	34.15	
PRSI Employer	70.29	70.29	
PRSI Total	104.44	104.44	
PRSI Code	A1	A1	
Insurable Weeks	1	1	

The history tab allows you to refer back to previous periods. Using the history tab, you can compare the pending payment details with previous processed periods. By scrolling down (using the scroll bar at the right of the grid) you'll be able to see how the pay was calculated.

The Split Tab in Year View

Description	Percent	Pay Method	Amount	Nett Pay	Bank...
Paid in cash	<input type="checkbox"/>	Cash	100.00	100.00	
To Bank Account	<input type="checkbox"/>	Paypath	411.81	411.81	View
	<input type="checkbox"/>	Cash			

Total Nett Pay 511.81

Some employees may wish to be paid by more than one method. Using the split pay screen, payment amounts can be allocated to different payment methods.

This is quite similar to the split pay tab in the employee screen. However, there is a new column, 'Nett Pay'. This column indicates how much money is allocated to each payment method. Payment methods can also be prioritised using the 'Priority' arrows at the right hand side of the grid.

To set up multiple payment methods, input each payment into the Split Pay grid. Payments are prioritised, the closer to the top of the grid, the higher the priority. They have to be prioritised in case the employee does not get paid enough to cover all of the payment methods. Below is an example of how prioritising payment methods work:

An employee is paid €1000 Nett. Here is how the payment methods were prioritised:

Cheque: €500

Paypath: €400

Cash: €100

(Total: €1000)

One month, the employee only works two weeks. They only get paid €600. Here is how their wages will be split:

Cheque: €500

Paypath: €100

Cash: €0

(Total: €600)

Cheque took the priority because it was at the top of the list. Next came Paypath, followed by Cash. 'Cash' was allocated a zero amount because it was the lowest priority.

The following month the employee does overtime, resulting in getting paid €1500. Here is how the pay will be apportioned:

Cheque: €1000

Paypath: €400

Cash: €100

(Total: €1500)

Note that 'Cheque' received the balance. This is because it was highest priority.

Payment methods may receive amounts that are different to what was originally allocated. This will happen if the employee is paid more or less than what the total split payments add up to (as in the above examples). To cater for this, there are two columns, 'Amount' and 'Nett Pay'.

Here is an example of the 'Amount' and 'Nett Pay' columns. The employee is only paid €600:

	Amount	Nett Pay
Cheque:	€500	€500
Paypath:	€400	€100
Cash:	€100	€0
(Total:	€1000	€600)

Although €1000 was allocated, the employee was actually paid €600.

When setting up employees, only the 'Amount' Column will be visible. This is because we won't know at that stage how much the employee will actually be paid.

The other columns are:

Description – A brief description about the payment.

Percent – Is the amount value expressed as a percentage of the nett pay, or a flat amount. (€50 or 50% of nett pay)

Amount – The target amount in either a percentage of nett pay, or a flat amount (depending on whether you ticked the 'Percentage' column)

Nett Pay – The actual amount paid to the employee

Bank... - If paying by Paypath, click on View... to display the bank account details. It is possible to pay money into more than one bank account for the same employee.

Saving Payroll Information in Year View

The pay details can be saved without having to process a period. This function is useful if you wish to input all the details of the employee first, before processing the payment. Saving the pay details does not process the period.

Many payroll professionals will enter in timesheet information, and then enter in adjustments and deductions and finally process the payroll. Click the 'Save' button to save the information without processing it.

Paying Employees in Year View

When you are happy that the payment details are correct, click this button to process the payment for the highlighted payment period. Only the selected employee and period will be paid. Once paid, the row will turn from bold to normal text on the tax deduction grid.

NOTE: Clicking the Pay button doesn't transfer any money. If you make a mistake, you can easily undo it using the 'Rewind' Button. You will only be able to rewind the last period paid (the period before the bold period).

Paying a Full Year for an Employee

When all of the pay periods have the correct payment details, click this button to process all the periods for the employee. The full year will be processed all at once. This will overwrite any processed periods, so use this facility with caution.

Rewinding Payments in Year View

This undoes a processed payment for the highlighted period. It will only reverse the pay for the currently selected employee and period. Only the last period paid can be rewound. This is because of the way pay is calculated (on a cumulative basis). Refer to the history tab at the bottom half of the screen to see which periods have been processed. To find the last period paid, refer to the Pay Details tab in the Employee Screen.

If you have paid an employee up to and including period 35, but made a mistake on period 26, you can rewind to period 26. Select period 35 on the grid and click the 'Rewind' button. Do this for periods 34, 33, 32, 31, 30, 29, 28, 27 and then 26. It is important that you do this in reverse order. You will not be able to rewind period 30 before you have rewound period 31 etc.

To undo all processed payments for an employee, you will have to systematically rewind all periods from the last paid period to the beginning of the year or use the 'rewind full year' facility.

Rewinding a Full Year in Year View

Rewinding a full year should be used with extreme caution. All of the saved and processed payment information will be deleted for the selected employee. It is advised that you back up your data before performing this function.

- Select the year, company and employee as described above.
- Click the 'Rewind Full Year' Button.
- Confirm the action by clicking 'Ok' when the dialogue box appears.



Chapter Ten:

Reports

Introduction

Payback can produce all of the reports required by the Revenue. It is also fully integrated with ROS (Revenue on-line) and Paypath (electronic funds transfer).

To generate these reports, click on the 'Reports' icon on the main menu. The reports screen will appear.



The layout of the reports screen is similar to the employee screen. The employees can be filtered by company, pay frequency, department and cost centre. Along the left of the employees' grid are check boxes. These can be used to select individuals for reports.

To run a report, select the company and payment frequency. (You may filter by department and cost centre, if you have these set up.) Ensure that all the employees you want included in the report are ticked. Deselect any employees you do not wish to include.

Note that if you select a P45 report, only those employees who have been 'P45ed' via the employee screen will be listed. If a cash-dissection report is run, only employees who are paid fully or partly in cash will be displayed in the grid. The cheques report will only display those who are paid fully or partly via a cheque, and Paypath will only display those paid fully or partly by Paypath.

When you are happy with the list of employees you wish to report on, select the report by clicking the radio button and then click 'Run Report' at the top of the screen.

Paypath Report

Select Paypath, and click 'Run Report'. The Paypath screen will appear.

PayPath

A	B	
Date Between	PAYE Month	PAYE Week
15 Jan 2006 to 21 Jan 2006	1 Jan 2006	3
22 Jan 2006 to 28 Jan 2006	Tu 22 Jan 2006	4
29 Jan 2006 to 4 Feb 2006	5 Jan 2006	5
5 Feb 2006 to 11 Feb 2006	1 Feb 2006	6
12 Feb 2006 to 18 Feb 2006	Tu 28 Feb 2006	7
19 Feb 2006 to 25 Feb 2006	8 Feb 2006	8
26 Feb 2006 to 4 Mar 2006	9 Mar 2006	9
5 Mar 2006 to 11 Mar 2006	1 Mar 2006	10
12 Mar 2006 to 18 Mar 2006	Tu 28 Mar 2006	11
19 Mar 2006 to 25 Mar 2006	1 Apr 2006	12
26 Mar 2006 to 1 Apr 2006	2 Apr 2006	13
2 Apr 2006 to 8 Apr 2006	9 Apr 2006	14
9 Apr 2006 to 15 Apr 2006	1 Apr 2006	15
16 Apr 2006 to 22 Apr 2006	Tu 30 Apr 2006	16
23 Apr 2006 to 29 Apr 2006	1 May 2006	17
30 Apr 2006 to 6 May 2006	2 May 2006	18
7 May 2006 to 13 May 2006	3 May 2006	19

Company Name:

Owner Number:

Company Sort Code:

Company a/c Number:

Total Employees: Total Transfer:

Employee Transfer Details:

Status	ID	Name	PPS	Pay Date
OK	103	Kevin Hunter	1234580L	16 Jan 2006

File Number:

Transfer Date:

Transaction Comment (To appear on Employee Bank Statement):

Along the left of this screen is the familiar calendar. Select the period you wish to run the Paypath report for by clicking on the calendar. The period will be highlighted in blue. 'File Number' should be 001, unless you have already submitted a Paypath file to the bank for the selected payment period. If this is the case, rename the File Number '002' (or '003' if you've submitted two files etc.) A transfer date must also be selected. This is the date the wages are to be transferred into the employees' accounts.

If there are any mistakes or missing data, these will be highlighted on this screen. This will allow corrections to be made before the report is produced. The report is produced as an '.eft' file. This file should be sent to your bank branch so that they can process the wages and transfer the money into employee's accounts.

Click the 'Save' button to produce the Paypath '.eft' file. Payback will prompt you to input a location to save this file.

ROS Report

Payback is fully compliant with the Revenue On-line system (www.ros.ie). Once registered with ROS, you'll be able to file your returns online with Payback.

Select 'ROS' and click 'Run Report' to produce a Revenue On-Line report.



The Revenue On-line reports dialogue will appear. There are currently three ROS reports, P30, P35I and P45. P30 should be filed monthly, P45 should be filed if an employee leaves your employment and a P35I is filed at the end of the year.

For the P30 file, you will also have to select the month for which you wish to process the return. Any payments made from the first day in the selected month to the last day will be recorded in the file.

To produce the ROS file, select from the list which report type you wish to produce and click the 'save' button. You will be prompted to select a location to save the file. Once the file has been produced, you can log onto the ROS system and upload your return.

Note that the files can also be loaded into the off-line system provided by the Revenue.

P30 Report

P30s have to be produced every month for the Revenue. All payments made from the first day in the selected month to the last day will be recorded in the file. P30 reports are run on a monthly basis, so there is no option to select by week.

Report

Human Software
Unit 3
Greenway Industrial
Park
Tullaghan

INCOME TAX (PAYE), SOCIAL INSURANCE CONTRIBUTIONS and LEVIES (PRSI)

Period: 1 Jan 2006 To 31 Jan 2006

Payment due not later than: 14 February 2006

These amounts are your own record of PAYE/PRSI remitted. These details must also be entered in the boxes on the paying below.

	€
PAYE	793.59
PRSI	795.10
TOTAL	1578.76

€ (Euro)

PLEASE DO NOT SEND THIS REPORT TO THE REVENUE. USE THE ORIGINAL P30 SENT TO YOU BY THE REVENUE FOR MAKING YOUR RETURN

Select P30, and click 'Run Report' to run the P30 report. Click on the required month on the calendar at the left of the screen. Please ensure that you've processed all payments to your employees before running the P30 report.

Although the P30 is formatted in exactly the same manner as the Revenue issued P30, please do not submit the report printed from Payback to Revenue. Instead, copy across the PAYE, PRSI and TOTAL figures to your original Revenue issued P30.

P35 Report

At the end of each year, you will have to submit a P35 report to the Revenue. This includes all PAYE and PRSI information for your employees. The P35 comes in four sections, P35, P35L, P35L/T and P35LF. Payback produces all four of these sub-reports. Click on the tabs to view each of the four sections.

P35 DECLARATION FOR YEAR ENDED 31 DECEMBER 2006

RETURN BY 15 FEBRUARY
To: Office of the Collector-General,
PO Box 354, Limerick.

PLEASE QUOTE REGISTRATION NUMBER
BELOW IN ALL CORRESPONDENCE.

4234338H

Guidelines for completion of P35 declaration below

A TOTAL TAX LIABILITY
ATA below enter total net tax deducted for all employees minus all net tax refunded, if any.

B TOTAL PRSI LIABILITY
ATB below enter total PRSI (employer + employee) for all employees.

C TOTAL TAX + PRSI LIABILITY
ATC below enter the combined total of A + B.

D TOTAL TAX PAID
ATD below enter the total Tax + PRSI already paid.

E CLAIMED REFUND
If the total entered at "C" is less than the amount at "D" enter the difference at "E" to claim the excess credit.

F AMOUNT PAYABLE
If the amount at "E" is less than the total at "C" please enclose payment for that balance and

To produce your P35, ensure that you've paid all of your employees for the full year, and have made any necessary adjustments. Please ensure that you've made any benefit in kind adjustments.

Select P35 and click 'Run Report' at the top of the screen. The P35 will be produced, including all sub-reports. Please copy the figures to the Revenue issued P35 forms.

Revenue makes frequent changes to the P35 format, so please ensure that you have the latest version of Payback before making your year end returns.

Revenue distributes tax deduction cards to companies that manually process their payroll. Tax deduction cards help people calculate pay for individuals. Payroll staff fill in the details on the cards for each payment period. Every employee has his or her own card.

Report

Print Reverse

Page 10 of 10

Name: Susan Murphy
 Date: 01/01/2006 TO 31/12/2006
 Total Tax Credit: 0
 Total Cut-Off Point: 0

Standard Tax Rate: 20%
 Higher Tax Rate: 42%

Column headed 'For Employer's Use' may be used by YOU for making whatever entries YOU require eg. net pay, employer's PPS etc.

The PPS number must be quoted on all official forms and in any correspondence referring to this employee.

Issued by:

J J QUIGLEY
 INSPECTOR OF TAXES
 DIRECTOR'S DISTRICT
 LAMSDOWNE HOUSE
 LAMSDOWNE ROAD
 DUBLIN 6 PHONE (01) 8689400

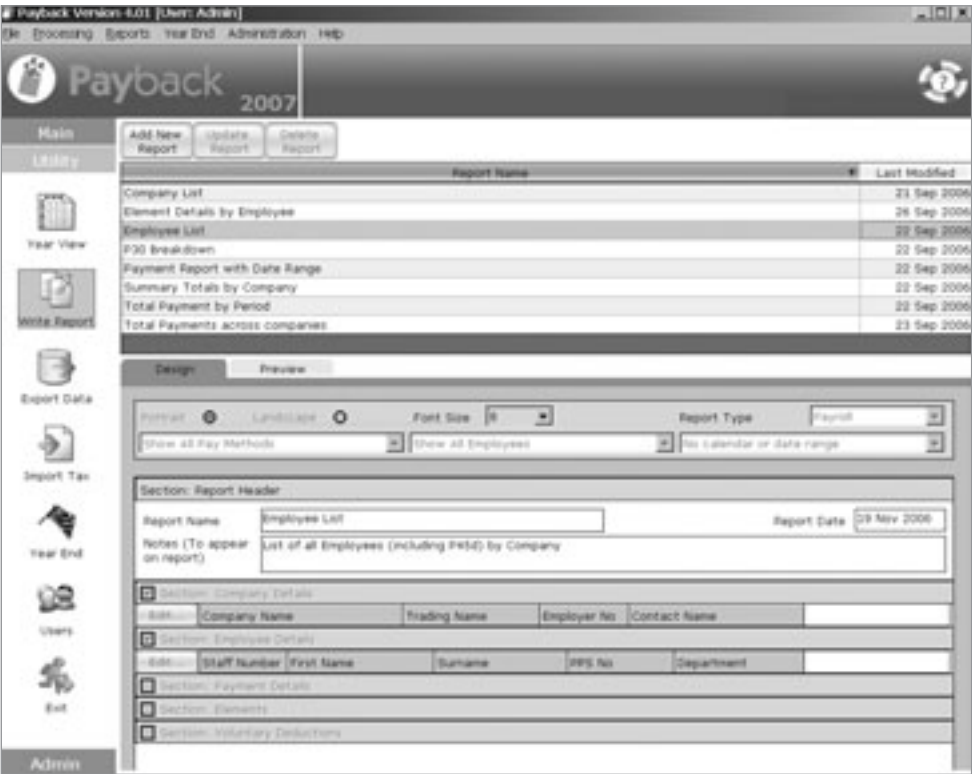
Month	Year	Rate	Amount	Other	Other
01	Jul	06	0.00		
02	Jul	06	0.00		
03	Jul	06	0.00		
04	Jul	06	0.00		
05	Jul	06	0.00		
06	Jul	06	0.00		
07	Jul	06	0.00		
08	Jul	06	0.00		
09	Jul	06	0.00		
10	Jul	06	0.00		
11	Jul	06	0.00		
12	Jul	06	0.00		
01	Aug	06	0.00		
02	Aug	06	0.00		
03	Aug	06	0.00		
04	Aug	06	0.00		
05	Aug	06	0.00		
06	Aug	06	0.00		
07	Aug	06	0.00		
08	Aug	06	0.00		
09	Aug	06	0.00		
10	Aug	06	0.00		
11	Aug	06	0.00		
12	Aug	06	0.00		
01	Sep	06	0.00		
02	Sep	06	0.00		
03	Sep	06	0.00		
04	Sep	06	0.00		
05	Sep	06	0.00		
06	Sep	06	0.00		
07	Sep	06	0.00		
08	Sep	06	0.00		
09	Sep	06	0.00		
10	Sep	06	0.00		
11	Sep	06	0.00		
12	Sep	06	0.00		
01	Oct	06	0.00		
02	Oct	06	0.00		
03	Oct	06	0.00		
04	Oct	06	0.00		
05	Oct	06	0.00		
06	Oct	06	0.00		
07	Oct	06	0.00		
08	Oct	06	0.00		
09	Oct	06	0.00		
10	Oct	06	0.00		
11	Oct	06	0.00		
12	Oct	06	0.00		
01	Nov	06	0.00		
02	Nov	06	0.00		
03	Nov	06	0.00		
04	Nov	06	0.00		
05	Nov	06	0.00		
06	Nov	06	0.00		
07	Nov	06	0.00		
08	Nov	06	0.00		
09	Nov	06	0.00		
10	Nov	06	0.00		
11	Nov	06	0.00		
12	Nov	06	0.00		
01	Dec	06	0.00		
02	Dec	06	0.00		
03	Dec	06	0.00		
04	Dec	06	0.00		
05	Dec	06	0.00		
06	Dec	06	0.00		
07	Dec	06	0.00		
08	Dec	06	0.00		
09	Dec	06	0.00		
10	Dec	06	0.00		
11	Dec	06	0.00		
12	Dec	06	0.00		
01	Jan	07	0.00		
02	Jan	07	0.00		
03	Jan	07	0.00		
04	Jan	07	0.00		
05	Jan	07	0.00		
06	Jan	07	0.00		
07	Jan	07	0.00		
08	Jan	07	0.00		
09	Jan	07	0.00		
10	Jan	07	0.00		
11	Jan	07	0.00		
12	Jan	07	0.00		
01	Feb	07	0.00		
02	Feb	07	0.00		
03	Feb	07	0.00		
04	Feb	07	0.00		
05	Feb	07	0.00		

To produce a Tax Deduction Card, select 'Tax Deduction Card' and click 'Run Report' at the top of the screen. Each selected employee will have a tax deduction card. To view the back of the card, click on the 'Reverse' tab at the top of the report.



Chapter Eleven: Writing Your Own Reports

If you want to produce a non-standard report, you can do this with the report writer. To write a report, click on the 'Write Report' icon in the 'Utility' menu. The report writing screen will appear.



To Write a Report

Click the **Add New Report** button at the top of the screen. The report design tab will blank out and allow you to design your new report. The design screen is divided into sections.

Report Layout

Portrait ☒ Landscape ☐ Font Size Report Type
 Show All Pay Methods Show All Employees Date range (start date to end date)

1. Select the report orientation, either portrait or landscape. If you intend including lots of fields in your report, it probably best to select landscape.
2. Select the font size. This is how large the text will appear in the report.
3. Report type defaults to 'Payroll'. You can ignore this.
4. Select the pay method of the employees you wish to display. You can select Cash, Cheque, Paypath or all payment methods. Only employees of the selected payment method will be displayed in the report.
5. Choose whether or not P45d employees should be included in the report. You can select from 'Show only P45d Employees', 'Do not show P45d employees' and 'show all employees'.
6. Select the way you wish to handle dates. There is a choice between reporting using a calendar (like selecting a period in the Payroll screen) or using a date range. Some reports aren't dependant on dates, so you can also select 'No calendar or date range'. Note that reports can be across multiple years.

Report Header Section

Section: Report Header
 Report Name Report Date
 Notes (To appear on report)

Pick a name for your report, preferably something short that accurately describes the report. Any notes you type here will appear at the top of the report.

Data Sections

☐ Section: Company Details
☐ Section: Employee Details
☐ Section: Payment Details
☐ Section: Elements
☐ Section: Voluntary Deductions

Under the report header, are five data sections. Tick the sections you want to appear in the report. When a section is ticked, it expands to display the fields to display in that section.

<input checked="" type="checkbox"/> Section: Company Details				
Edit...	<table border="1"> <tr> <td>Company Name</td> <td>Trading Name</td> <td></td> </tr> </table>	Company Name	Trading Name	
Company Name	Trading Name			
<input checked="" type="checkbox"/> Company Name				
<input checked="" type="checkbox"/> Trading Name				
<input type="checkbox"/> Address1				
<input type="checkbox"/> Address2				
<input type="checkbox"/> Address3				
<input type="checkbox"/> Address4	ons			
<input type="checkbox"/> Employer No				
<input type="checkbox"/> Unit No				
<input type="checkbox"/> Works No				
<input type="checkbox"/> Telephone				
<input type="checkbox"/> Fax				

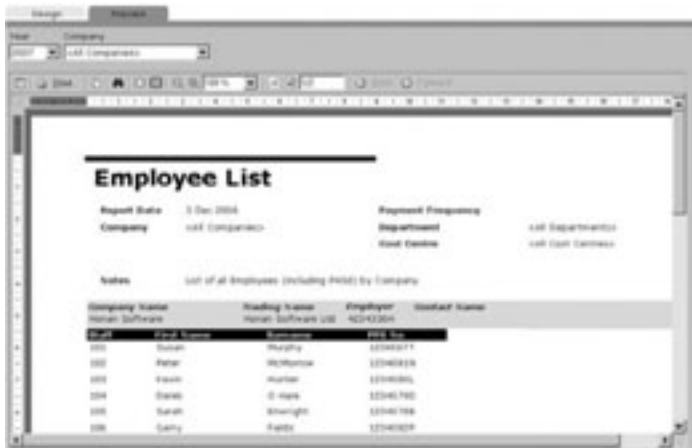
Click on the **Edit...** button to display the available fields. Tick the fields you want to appear in the report. Notice that selected fields appear in the section, next to the Edit... button. Columns can be resized by dragging the edge of the column.

<input type="checkbox"/> Section: Company Details						
<input type="checkbox"/> Section: Employee Details						
<input checked="" type="checkbox"/> Section: Payment Details						
<table border="1"> <tr> <td>Edit...</td> <td>Period</td> <td>Pay Date</td> <td>Gross Pay</td> <td>Nett Pay</td> <td></td> </tr> </table>	Edit...	Period	Pay Date	Gross Pay	Nett Pay	
Edit...	Period	Pay Date	Gross Pay	Nett Pay		
<input checked="" type="checkbox"/> Only Display Payment Totals						
<input type="checkbox"/> Section: Elements						
<input type="checkbox"/> Section: Voluntary Deductions						

The **Payment Details**, **Elements** and **Voluntary Deductions** sections all have a **Display Totals** option. Select this if you only want to see a summary.

It is only possible to display either elements or voluntary deductions section in the same report.

When you are happy with your selection, click on the **Preview** tab to see how the report will be displayed.



If you are happy with your report, click the **Update Report** button at the top of the screen. When you've written a new report, it will also appear in the **custom** drop down in the reports screen. You can either access the report via the report writer screen or by the drop down in the reports screen.



The report writer screen can be easily accessed by clicking the **Edit...** button displayed under **Custom Reports**.



Chapter Twelve:

Backup, Restore, Upgrading and Importing

Backing up your Data

It is strongly recommended that you back up your payroll data on a regular basis, preferably after you've processed each pay period. This is in case something happens to your computer resulting in the loss of data.

Ideally you should keep a copy of your payroll data in a different building to where Payback is installed.



It is very easy to back up your data. Click on **Admin** and click the **Backup** icon. The Backup screen will appear. Select the **Backup** tab at the top of the screen and click the **Backup** button. A file dialogue will appear. Select the location you wish to back the file up to (preferably on a different computer) and type a name for your backup. You could call your backup files 'MayPayback.log', or use a sequential numbering system 'PBBBackup1.log'. Click **Save** to back up your data.

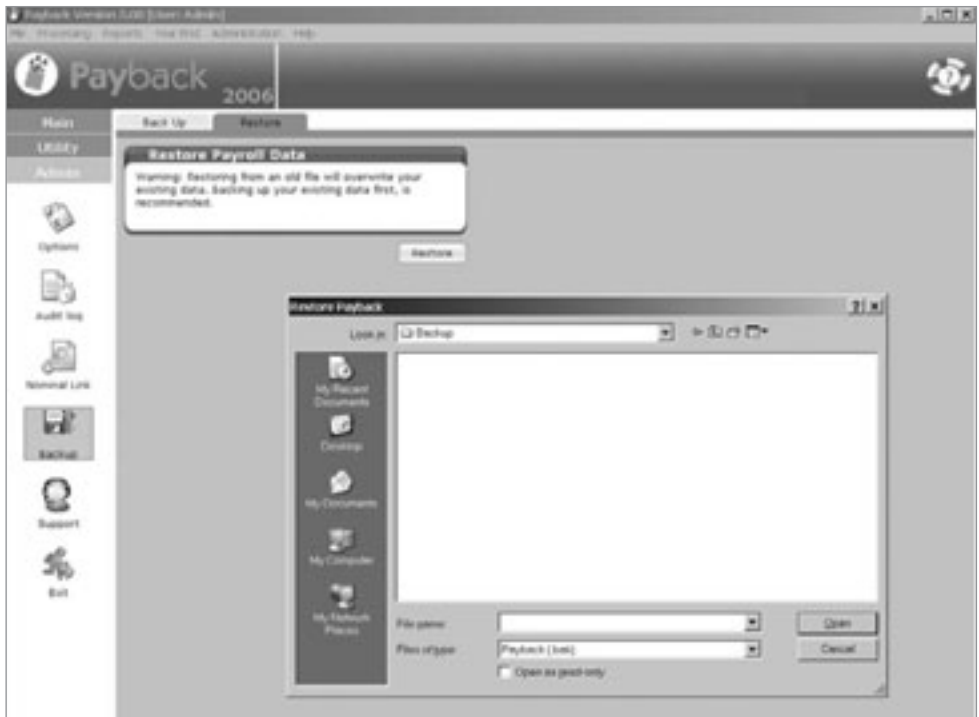
It is a good idea to periodically copy your backups to a CD, for off site storage.

NOTE: It is not possible to write directly to a CD. First copy the file to your hard disk and then use your CD burning software to burn the file to a CD.

Restoring old Data

On rare occasions you may need to recover old data. Payback has been designed to minimise this occurrence. Mistakes can be easily rectified in Payback.

If you do wish to revert to old data, you can do this via the Restore screen.

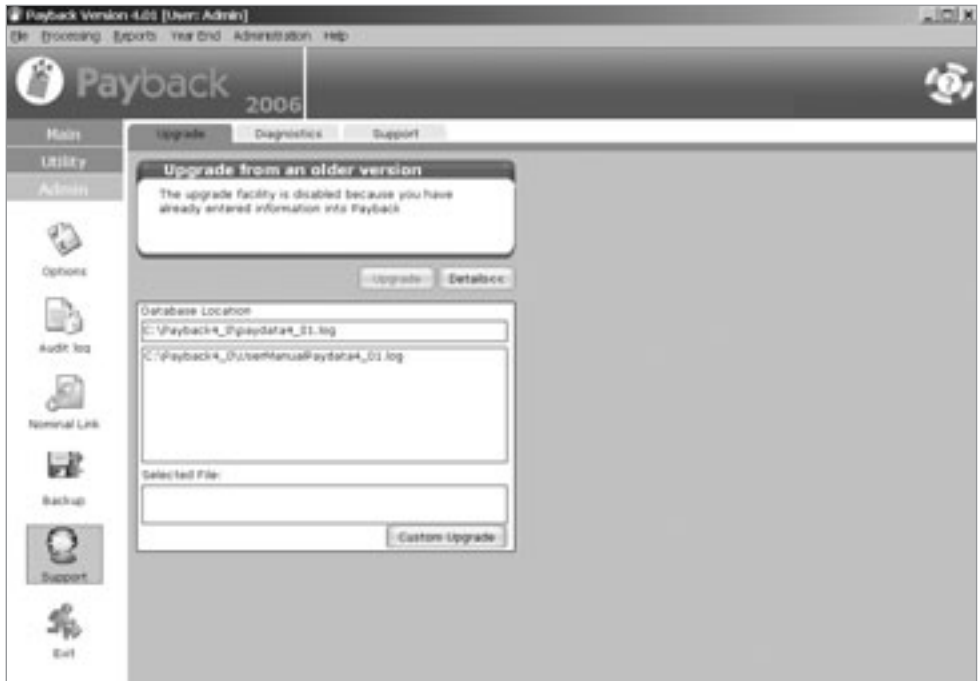


Caution – Restoring old payroll information will overwrite your current payroll information. It is advised that you first back up your existing payroll data.

Click **Admin** in the main menu and select **Backup**. Click on the **Restore** tab and click the **Restore** button. A file dialogue will appear. Select the file you wish to restore and click **Open**. Note that you will only be able to restore files that have been backed up in the same version. If you are using version 2.17, you will only be able to restore files that were backed up in version 2.17.

Upgrading

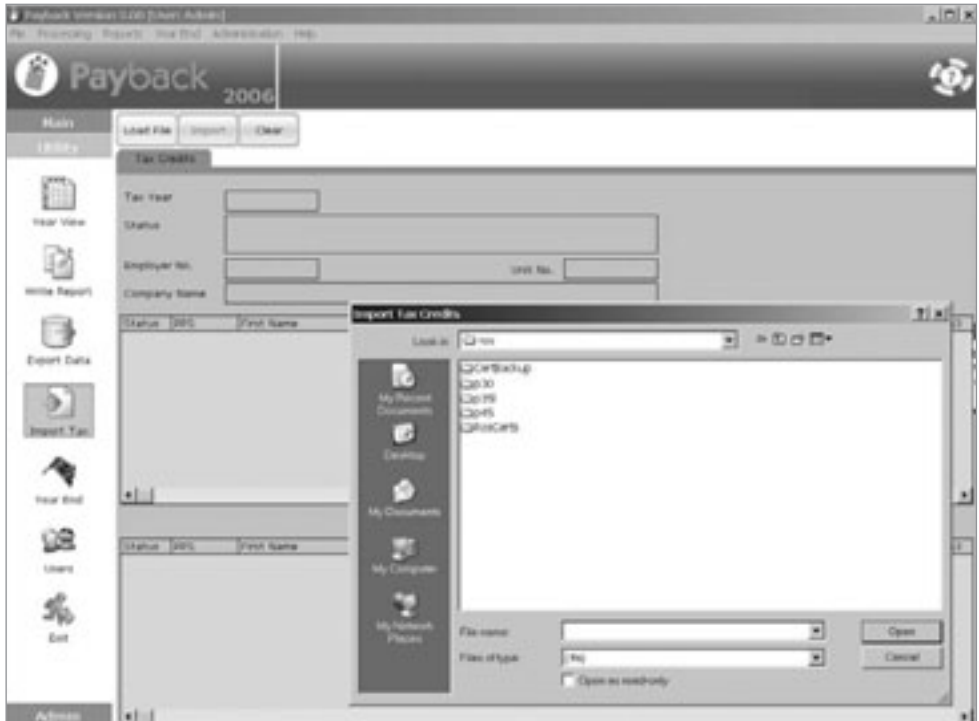
If you have previously installed Payback, and are upgrading to a newer version, use the Upgrade screen to import your payroll information.



Click **Admin** on the left hand menu and click the **Support** Icon. Select **Upgrade** tab and click the **Upgrade** button.

Importing Tax Credits

Every year the Revenue produces tax credits files. This file includes the tax credits and standard rate cut off point for employees. This data can be imported into Payback as an easy way to update employees for the new year.



To import the tax credits file, click **Utility** and select the **Import Tax** icon. A file dialogue will appear. Select the '.tfa' file you wish to import and click **open**.

The Employees' Tax credit and Standard Rate Cut off data will be overwritten. Please make sure that you have finished paying people for the previous year before importing the new tax credits.



Chapter Thirteen: Multiple Users and Network Systems

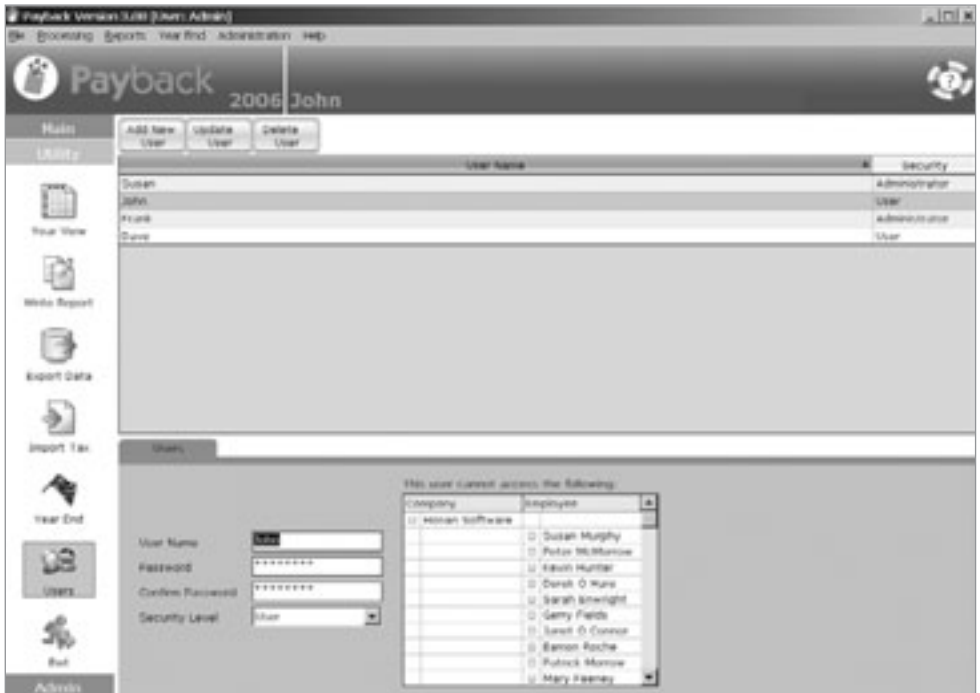
Introduction

Payback can be set up to allow multiple users to access the Payroll. This has certain security implications that are handled by levels of access and passwords.

Payback can also be installed on more than one machine across a network to allow more than one person to access the payroll.

Setting up Users

To set up multiple users, click **Utility** and click the **Users** icon. The **Users** screen will appear. Users can be set up as administrators or as normal users.



To Add a New User

- Click the **Add New User** button at the top of the screen.
- Type a user name and a password.
- Retype the same password in the **confirm password** text box
- Select a security level, 'User' or 'Administrator'
- Click the **Update User** button at the top of the screen.

Security level of 'Administrator' can access all areas of Payback.

Security level 'User' has limited access. They will only be able to view the **Company**, **Employee** and **Payroll** screens. You will also be able to tailor the companies and employees within the company that they have access to.

If you set up a multi-user system, you will have to have at least one administrator.

Try to remember the administrator password you used, because you'll need this to access Payback once you have set up users.

Entering at least one user enables the multi-user system. Every time Payback is opened a login screen is displayed. A correct user name and password has to be entered before access is allowed.

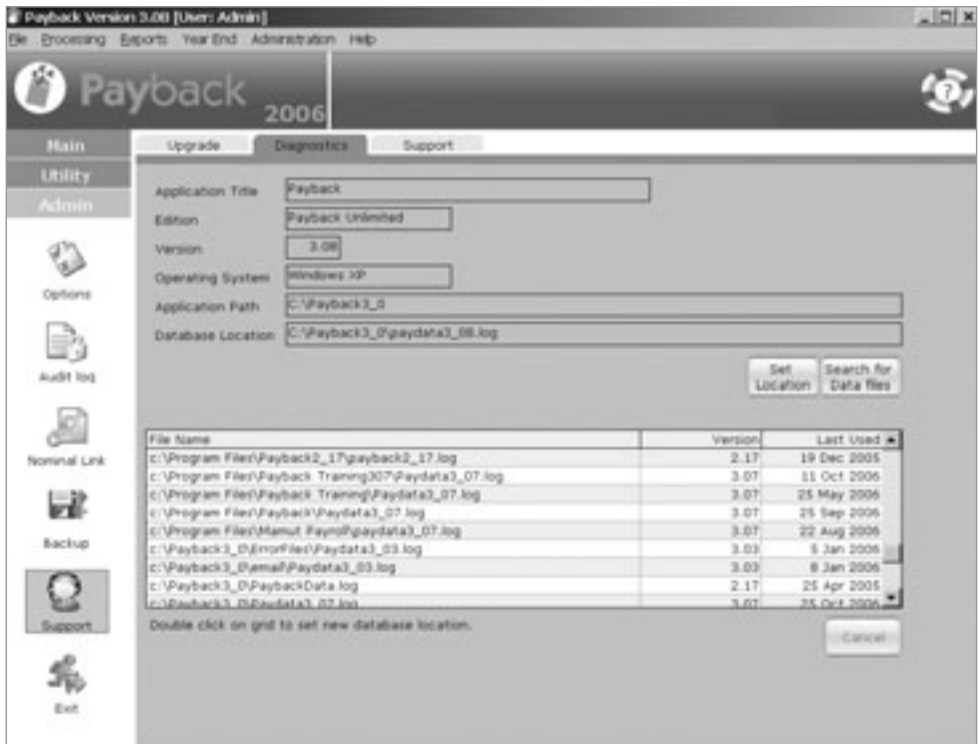
Returning to Single User Mode with No Password

To return to single user mode (no users set up) delete all the users. You will have to delete the last administrator last. The login screen will no longer be displayed when Payback starts up.

Setting up Payback on a Network

By setting Payback up on a network, multiple users can use the system at one time.

- Install Payback on the Computer you wish to use as a server.
- Take note of the directory where you are installing Payback.
- Install Payback on the client machines.
- Configure the client machines so they are all referring to the same Payback database.
- On each client machine, Click on **Admin** and click the **Support** icon. The Payback **support** screen will appear.



- Click **Diagnostics** to display the database location.
- Click the **Set Location** button. A file dialogue will appear.
- Select the 'PaybackX_XX.log*' file on the server. (The first machine you installed Payback on.)
- Click the **Update** button at the top of the screen.

You will also need to fill in the registration details on each machine. Click the **Registration** tab (in **Admin**, **Options**) and fill in your registration details. Click the **Update** button.

* Where X.XX is the version number



Chapter Fourteen: Administration

Registering Payback

If your company has purchased a licence for a year, you can use this screen to unlock Payback.

Click on **Admin** on the main menu and select the **Options** icon. Click the **Registration** tab to display the registration screen.

The screenshot shows the Payback 2006 software interface. The title bar reads 'Payback Version 3.00 (User: Admin)'. The menu bar includes 'File', 'Grooming', 'Reports', 'Year End', 'Administration', and 'Help'. The main header features the 'Payback 2006' logo and a circular icon. A left-hand navigation pane contains icons for 'Main', 'Utility', 'Admin', 'Options', 'Audit log', 'Nominal Link', 'Backup', 'Support', and 'Exit'. The 'Options' icon is highlighted. The main content area has tabs for 'Registration', 'Set Up Cheque', 'Preferences', and 'Settings'. The 'Registration' tab is active, displaying a form with the following fields: 'Company Name' (text box), 'Check Code' (text box), 'Registration Code' (seven-character alphanumeric input), and 'Expire Date' (text box). A central message states: 'Please call us free on 1800 211 425 For your Registration Code'. An 'Update' button is located at the top left of the main content area.

Type the company name provided by Payback. Phone the Payback support desk on 065 6850010, or email sales@payback.ie if you don't have this information. Note that the company name is only used for registering Payback and is not displayed or used anywhere else within Payback.

Type the seven-character registration code and click the 'Update' button at the top of the screen. The 'expire date' will update to a year from the current date. This is when your licence expires.

If 'Invalid Code' appears, check the details you have entered. If the problem persists, please call the Payback support desk.

Setting up the Cheque Format

If you want to print cheques from Payback, you will have to calibrate the cheques to your printer and cheque format. Different banks issue different cheque formats. Cheques can be set up in the **Set Up Cheque** screen. To access the **Set up Cheque** screen click **Admin** on the main menu, and click **options**. Select the **Set Up Cheque** tab.



To design your own cheque format, select <user def1> from the drop down list at the top of the screen. Adjust the values (Top Margin, Left Margin) until you are happy that the cheque report lines up correctly with your pre-printed cheques.

This process is largely one of trial and error. It is a good idea to hold the Payback print out with a cheque template against a window. You'll be able to see if the print lines up. When you are happy that the adjustments are correct, click the **Update** button at the top of the screen to save your changes.

Note that an example cheque can be printed from the report at the bottom half of the screen.

Preferences

Different companies may use different parameters when paying employees. For example, some companies will round payments to the nearest euro, especially for cash payments. To tailor Payback to your company, click **Admin** and select the **Options** icon. Click the **Preferences** tab to display the preferences screen.



Tick the option boxes to change the preferences. Click the **Update** button at the top of the screen to save any changes you make.

Switch Off Audit Log

As a security feature, every action made by users is recorded in Payback. Whenever someone updates an employee's pay details, or processes a pay period, it is logged in the audit log. By deselecting this option, actions will not longer be recorded.

Switch Off Auto Loan

In certain circumstances, employees may end up with a negative net pay. An example might be when an employee receives a very large benefit and the gross pay does not cover the tax liability. The solution to this is for the employer to issue a loan to the employee. Payback automatically sets up a loan to cover negative pay scenarios. Selecting the **Switch off Auto Loan** option will disable this feature.

Round Cash Payments to Nearest Euro

If you are paying employees in cash, you might want to round the payments to the nearest Euro. This will reduce the workload of counting change. Over the course of the year, the payments will even out so that the employee receives the same wages. Some roundings may seem odd (for example, rounding €256.70 to €256.00 or €312.10 to €313.00). However, this is the nature of the rounding algorithm, the payments will average out.

Display Menu at the Top of the Screen

Ticking this will make a standard windows menu appear at the top of the screen. Some users prefer to navigate Payback using this menu. It has exactly the same options as the menu at the left of the screen.

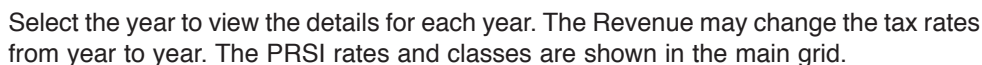
Use Online Timesheets

This activates the Online Timesheets system. A new tab will appear labelled **Timesheets**, and a new timesheets icon appears in the **Main menu**.

Payslip Format

Select from the list which payslip format you wish to use. Some companies do not require a company copy of the payslip.

For peace of mind, Payback provides a screen that details all of the underlying payroll parameters that are used for processing payrolls. There is no need to update this information; it is there for your reference. To access this screen, click 'Admin' on the menu at the left of the screen and click the 'Options' icon. Select the 'Settings' tab.





Chapter Fifteen:

Year End Processing

With Payback, year end processing is remarkably easy. We have significantly reduced the workload for payroll staff. To access the Year End screen, click **Admin** on the main menu and click the **Year End** icon.



The year-end screen is to help the payroll technician remember which tasks should be done at the payroll year-end. It is not even necessary to access this screen to do the year-end processing. All the year-end functions can be accessed through other screens.

To use the Year End screen to help you through the year-end procedure, select the company for which you wish to process the year-end. Starting from the top of the screen, perform each of the steps. When you have finished a step, click the 'Done' button and proceed onto the next step.

The main issues to consider when processing the year-end are:

1. Make any necessary adjustments to employees payments, including any Benefit In Kind adjustments.
2. Ensure that all employees have been paid correctly to date.
3. Run all the Revenue reports (ROS or paper based)
4. Back up the Database
5. Proceed onto the next year.

Once you have finished processing year-end, you always have the option to go back and make any changes. Make sure that any changes you do make are reflected in the reports.



Chapter Sixteen: Frequently Asked Questions

(Please refer to www.payback.ie for the most up to date FAQ)

Q1. My employees worked last week, but I'd like to pay them this week (week in lieu). How do I change the pay date?

Payback works off of the Revenue PAYE calendar. The actual period that an employee works is irrelevant. The only date that is of importance is the actual payment date.

Please refer to Chapter 3: setting up a company, if you wish to change the payment date.

Q2. What is the difference between company elements and employee elements?

Elements set up in the company screen are displayed in the drop-down list in the employee screen. If many employees will be using the same element, set it up as a company element. If an element is unique to an employee, set it up in the employee screen. When you are processing a payroll, the elements from the employee screen are copied to the Payroll Screen.

Q3. What is the difference between Payroll screen elements and the elements in the Employee Screen?

The elements set up in the Payroll screen are for once off payments (such as a bonus). They will not be carried forward from pay period to pay period. Elements set up in the Employee screen are copied across to the Payroll Screen. These are for on-going payments and are copied from period to period.

Q4. How do I pay someone zero for a payment period?

If you are paying someone by the hour (flat rate), then select **Payroll** from the main menu. Select the pay period from the calendar and select the employee you wish to pay. Type '0' (zero) under 'Units', next to where it says 'Basic'. Click the **Pay** button.

It is unusual to pay someone zero if they are on a salary. The only way to do this is to change their salary details in the employee screen, process the period, and change the salary back again for the next period.

Q5. The wages figures don't seem to be correct, why is this?

The most likely explanation is that you've incorrectly entered a figure. Check the employee details, paying particular attention to the Total Cut Off Point and Total Tax Credit.

If the figures still appear to be incorrect, refer to the **History** tab in the **Payroll** screen. Here you will find all the payment details for the employee. Check that all these figures are correct. You will be able to compare them to previous periods.

Q6. As I click further and further through the year, the tax payable seems to be reducing. By the end of the year, my employees aren't paying any tax. What is going on?

In order to correctly calculate pay for your employees, each payment period must be processed before moving onto the next period. To process a period, click the **Pay** button in the Payroll screen. (Please refer to the chapter on Paying Employees). Clicking **Save**, or simply clicking the calendar does not process payments.

Q7. I'm changing from another payroll system; do I have to enter in all my employee's information again?

You will have to enter your employee's details in the employee screen. There is no need to re-process pay periods. Fill in the 'Old Payroll System' Year to Date totals. This is found on the **Tax/YTD** tab of the employee screen.

Note that there might be a tax adjustment for the first payment period if the tax was over or under paid in your old payroll system

Q8. How do I delete an Employee?

The delete button becomes disabled if one or more pay periods have been processed. This is by design and is to prevent accidental deletion of payroll data. Here are detailed instructions on how to delete an employee if the delete button is greyed out

1. Click the **Employee** button on the main menu at the right of the screen. The employee screen will appear.
2. Select the Employee you wish to delete by clicking their row on the employee list.
3. Click the **Pay Details** Tab. A 'last payment' will be displayed if you've already processed a pay period. If this isn't displayed, you will be able to delete the employee (no payments were processed). Note the period of the last payment.
4. Select **Utility** from the main menu and click **Year View**. The **Year View** screen will open.
5. Select the year, company and employee.
6. Click **Rewind Full Year**
7. Once all payments have been rewound, you can delete the employee from the employee screen.

Q9. Why is a loan amount appearing?

Payback has the option to issue an automatic loan if an employee enters a negative pay scenario. The most common cause of an employee being paid a negative amount is if they owe more tax than they are being paid in wages. Reasons for this happening are:

1. Their BIK tax liability is greater than their wages. For example, they may be on unpaid leave, but also have a company car they are paying BIK on.
2. Their tax credits or standard rate cut off point has been reduced, or input incorrectly (Check these figures are correct in the employee screen. Compare these in the 'History' tab of the Payroll screen.)
3. In the Employee Screen, P45 information has been input incorrectly, (or a previous employer has miscalculated the employees' wages)
4. In the Employee Screen, 'Previous Payroll' data has been input incorrectly, or miscalculated.

Note: The automatic loan facility can be turned off by selecting **Admin** and clicking the **Options** icon. Select the **Preferences** tab of the options screen. Tick the **Switch off Auto Loan** check box and click the **Update** button.

Q10. I've just bought a new computer. How do I move Payback from my old machine to the new one?

1. Download the latest version of Payback onto your new computer (download from www.payback.ie)
2. Install the latest version of Payback onto your new computer (Run the setup.exe you downloaded in step one)
3. Type your registration details into the new version of Payback. Click **Admin** on the main menu at the right hand side of the screen. Click the **Options** icon. Select the **registration** tab of the options screen. Input your registration details and then click the **Update** button.
4. On your old computer, backup Payback. To do this select **Admin** on the main menu and click the **Backup** icon. Click the **Backup** button. Payback will prompt you for a file name.
5. Copy the data from your old machine to your new machine. Copy the data you backed up in step 4 to the location where you installed the new version of Payback. (Probably c:\program files\payback)
6. In the new version of Payback, select **Admin**, and click the **Support** icon. Select the **Upgrade** tab. Click the **Details** button to display a list of files. Choose the file you backed up in step 4, and click **Custom Upgrade**

(NOTE: If the versions match, you can also just restore the new data file, instead of steps 5 & 6)