

Payroll Seminar

What to cover on the Technosoft payroll:

Introduction

- > Can have multiple companies in one installation
- > General information that comes up when pressing F2
- > What an I.T number is
- > Every installation has a unique Serial Number
- > Importance of version numbers (date)
- > Regular updates from the internet

Most important sections of the system which the user will be using:

- > **Files**
- > **Posting**
- > **Reports**

Files > Employees [main focus]

-> Employee Details:

- > F2 to search, by inserting name / surname, or F3 to search by other information, ex. ID no. , telephone no.
- > Name – for tax purposes it's better to insert Surname first, Name second
- > Where to insert tax information, ex. Whether FSS / Percentage
- > Differences between Part Timers and Regular Part Timers
- > How to choose tax information for part timers – whether under FSS or Tax Provision scheme
- > IBAN - for employees with Direct Credits only
- > Importance of Date of birth for SSC
- > Maternity Fund

-> Set Yearly Leave Entitlements

-> Amend Leave for Particular Employees

-> Terminate and reactivate employees

-> Wage Increments:

- > Most important for start of year

- >Departments:

- > How to view, add, edit or delete departments

->Select Previous / Current Year

- > To go back to previous years to issue old Government Reports ex. FS5, FS3 & FS7
- > To view old employee details

- Can issue all the reports as well, ex. Payslips and other accounting reports
- Can go back to your current year and continue working normally

->System Parameters:

- Most important – SS Contribution Rates
 - FSS Tax Rates

-> Test FSS Calculations

- i.e The IRD Spreadsheet – to double check should you have any queries on the amount taxed when using FSS

Posting

Most important and used functions :

-> Start new Payroll Period:

- To open a new payslip
- Will be used frequently during the year
- For every pay period

-> Update Current Payroll:

- To make any required postings and make amendments on the salary of each employee for that period
- Post overtime, commissions, adjustments, SS Benefits etc.

-> Close Payroll Period:

- To close the payslip after issuing them to employees, and to move on to the next period
- Important to run or you won't be able to open the next payslip for the next period

-> Post Leave transactions:

- To post any day / hours leave taken by each employee so that it's effected on the payslip

-> Adjust leave transactions:

- To correct or delete any leave transaction posted for an employee

-> Post IRD Receipts:

- The receipts numbers and dates that will be shown on the FS7

-> Start Of year Operation:

- Will be done once a year
- It will take you step by step

Reports:

-> End Of Period Reports:

- > Payslips – can print every payslip issued that year for each employee
- > Analysis by employee
- > Analysis by department
- > Direct Credits – Where the direct credits file can be issued from

-> Personnel Report:

- > List of current employees
- > List of Terminations
- > User Defined Report – You can create your own report

-> Government Reports:

- > FS5
- > FS3
- > FS7

-> Leave Reports:

- > Leave Status Report > for accounting purposes
- > Leave Statement > Can be given out to each employee
- > Leave audit report – to check what leave you posted

Administration > Backup Operations:

- > The importance of backups and the different types of backup – ex. On hard disk, Pen Drive, and Full System Backups

Other information:

- > The System is multiple user so you can add as many users as you need
- > Can be installed stand alone or on a server
- > Can have different pay periods: ex. Monthly/Fortnightly/4 weekly/ Weekly
- > Can choose between leave in days/in hours
- > Works on a salary basis, i.e weekly wage*52 / 12 (number of periods)
- > Works on 32 and 64 bit computers, from Windows XP to Windows 10
- > Can give different permissions to different users – some users might not have the full permissions
- > Government Bonus is calculated automatically
- > Upgrades are always available online to always keep systems up to latest version