



goPayroll: The Pay Process

Welcome to SmoothPay goPayroll

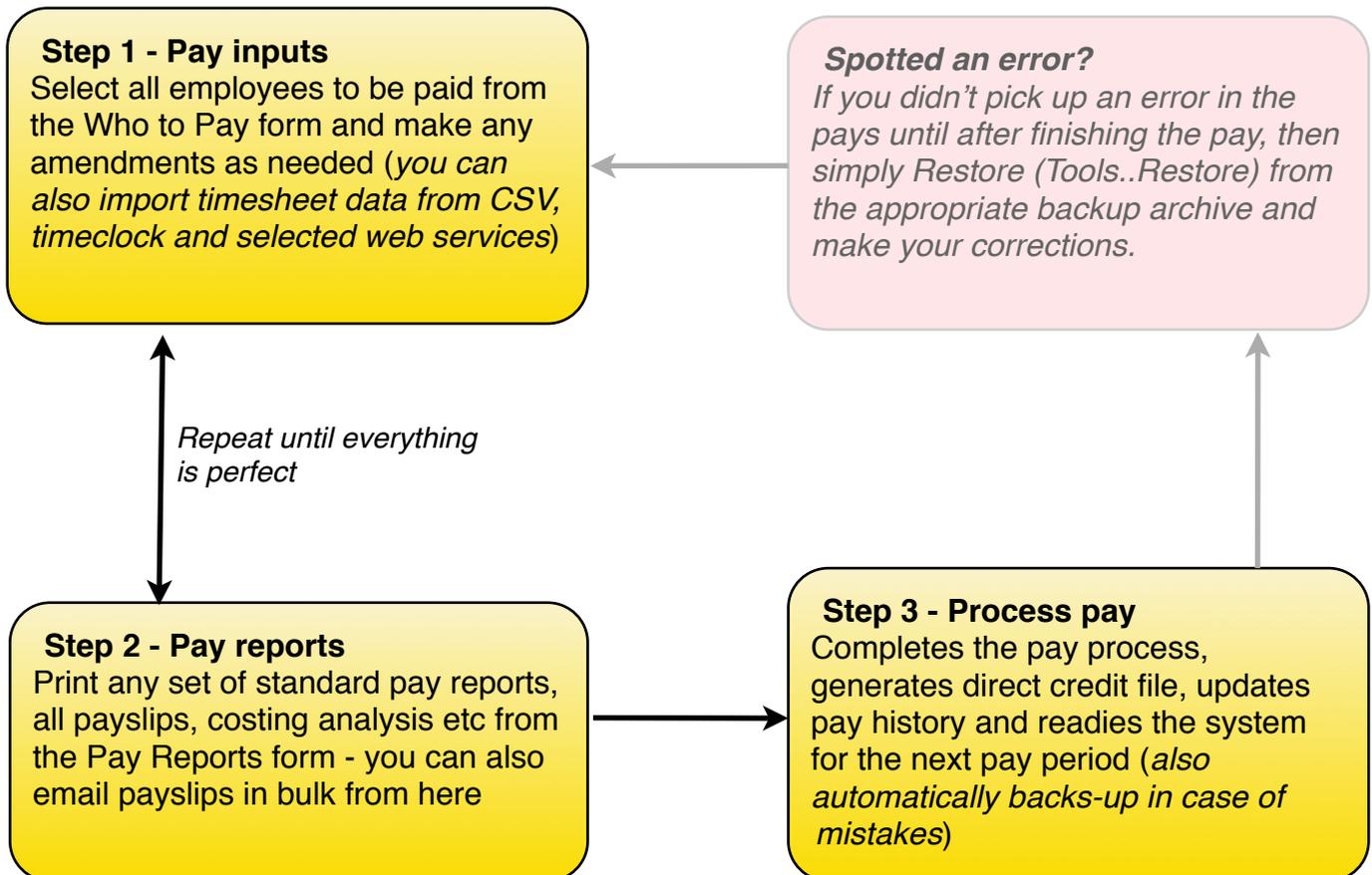
This overview should be read thoroughly (*though we can't MAKE you do that*) before you start paying your staff with goPayroll.

The suggested procedure should be followed for EVERY pay period.

If you get stuck at any point, review this document and the tutorial, or contact the help desk for assistance. We're always happy to help if we can - just ask.

We provide comprehensive support and constant updates that improve your payroll processing experience, so if you have any problems at all then please feel free to contact our help desk for assistance, by phone or email.

goPayroll: Payrun page



SmoothPay's easy 3-step pay process

NZ: (06) 353 6462 | Aus: (1800) 940 739 | helpdesk@gopayroll.net

There's a process?

Yes, there is!

If you follow these procedures you'll manage your pay processing efficiently and with minimum fuss.

At any time you can play in the live demo databases (available for all supported countries from the gopayroll.net login screen).

Look around, process a pay if you want to...go ahead - explore! Great for training new staff and trying out stuff.

Now, when you're ready, login to goPayroll.

A typical pay period tends to follow the same procedure each time:

- 🕒 **adding time entries** (import, manual entries, quick pays...)
- 🕒 **printing/emailing payslips and pay reports** (check your audit trails...)
- 🕒 **processing the pay** (filing, committing, making permanent...)

Then you're ready for the next pay period!

Of course, you may need to maintain your employee records, add or alter allowances, deductions, bank accounts etc - but that's so easy using the **Staff** tab, **Codes** tab etc.

We also recommend that you check for any issues (**Tools..Health check (issues)**) and back up regularly (*esp. while setting things up*) - we don't want you losing any of your valuable work.

Please read the following sections - this document provides you with basic but important information about pay processing, and many of the time-saving ways to process your payroll.

We're here to help!

Payroll can be very complex, but our payroll designers are experts, with year's of practical experience, and can help with almost any payroll-related question.

SmoothPay provides "Direct-to-Desktop" support and training - you learn how to use SmoothPay more quickly in a one-on-one training environment - using your data, and on your computer.

We use a licensed and branded [TeamViewer Quick Support tool](#) to provide this service at no extra cost, both as part of your evaluation and as needed while your subscription remains current.

To contact our helpdesk or request online training, just email or call .

Pay Processing Procedure

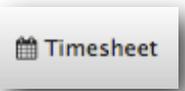
Time entries

goPayroll provides numerous ways of getting data into each employee's current pay entries.

Choose **Payrun** in the toolbar:



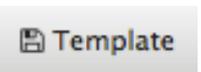
- 🔍 **Choose who to pay** - choose the "Who to pay" tool (or click [+] at the foot of the employee list). Tick the employee's to be paid - you can select a group of staff, or by pay cycle too. The selected employees will have their *Standard Pay* entries loaded (any existing input will be preserved). Unticked employees will have their current pay entries discarded. *You should ALWAYS start each pay period using this option.*
- 📅 **Timesheet** - Highlight an employee and click Timesheet to open up the employee's ordinary time Timesheet screen. Enter the ordinary hours for each day worked. Entries will be dated appropriately, and be charged to the employee's default cost centre, job and activity.
- 📄 **Import** - imports time entries from any of the file formats SmoothPay knows about, and also has a facility to generate bulk pay entries (e.g. a *Public Holiday*). *Note, importing typically loads any Standard Pay entries automatically.*
- 👤 **User input** - Highlight an employee and edit their time, leave taken, allowances etc. entries to suit.



There are a range of other tools available: view current **payslip** (just for checking usually - it is more efficient to print or email all payslips in bulk from Pay Reports when everything has been checked), **summary** (where you can change pay periods, override tax (you shouldn't!), edit days paid and so on), check contract, leave balances and more.

Standard Pays (help make your processing much quicker)

SmoothPay makes it easy to save your current pay inputs as a template for future pays to be based on - we call these **Standard or Template Pays**. When you have set up the typical pay entries for an employee, just click the *Template* tool to keep the entries as the basis for future pay periods.



Template Pays should contain your employee's usual pay entries, such as time splits to different departments, cost centres or jobs (or no time if you usually import your time entries).

You should also include allowances that normally apply to an employee, such as Leave Loading, Travel, Supervisor and Casual allowances - you choose which one's you want - as few or as many as you need to make your work easier and so you don't forget to include regular items from pay-to-pay.

The advantage of *Standard Pays* is a **significant time-saving** when you start your pay period - just use the *Who to pay* tool and all selected employees will have their Standard Pay entries automatically loaded, ready for any adjustments and processing.

Creating pay input entries

To create (or edit or delete) pay input entries, select the employee you want to process, then chose the applicable tab for your entry(s): Work, Leave taken, Allowances etc.

The screenshot displays the 'Payrun' interface for 'Demo NZ Payroll'. The top navigation bar includes 'Dashboard', 'Staff', 'Payrun', 'Reports', 'Print', 'Files', 'Settings', 'Codes', and 'Tools'. The 'Payrun' tab is active. Below the navigation bar, there are various filters and options like 'Import', 'Who to pay', 'Pay reports', 'Process pays', 'Template', 'Timesheet', 'Payslip', 'Summary', 'Contract', 'Super', 'Tax', 'Leave balances', and 'Instant pay'. The main area is divided into a table of entries and a detailed form. The table has columns for 'Work', 'Leave taken', 'Allowances', 'Recurring deduct', 'Sundry deduct', and 'Overheads'. The 'Work' tab is selected, showing a list of entries for employees like Brown, Crystal and Brown, Erin. The detailed form on the right shows fields for Date, Type, Units, Rate, Value, Department, Cost centre, Job, Activity, and Comment. A red circle highlights the 'Edit' icon (a pencil) in the bottom row of the table, with a red arrow pointing to it and the text 'EDIT TOOL' below. The bottom right of the screen displays 'Permanent, Full time, Waged, Regular hrs, Tax ME'.

Example Payrun screen

You can edit any entry by changing it's date, type, units etc as required (*just click the Edit tool*).

You can have as many entries as you need - there are no practical limits.

You can alter entries any time, up to the point of committing the pay (*Process Pays*)

Even if you notice a mistake after processing the pay, simply choose *Tools..Restore* to rewind to that point in time (*presumably before the pays were processed*), fix the error and continue normal processing.

A complete pay for one employee may be made up of:

- 👤 **Time:** all time types are defined in *Codes..Time*. You can then select from any of the defined time types.
- 👤 **Leave taken:** all leave codes and their default accrual methods are defined in *Codes..Leave*. Individual employee's leave settings are then established from these defaults (*which is why it is so important to get your codes set up correctly before adding employees*). You can also customise all leave settings per employee (*Staff..Leave..Entitlement*)
- 👤 **Allowances:** all allowance codes and they way they work are defined in *Codes..Allowances*, eg. Leave Loading based on Annual Leave earnings (Australia), Casual loading based as a percentage of taxable income (unless you pay inclusive rates for casual staff), etc.
- 👤 **Sundry Deductions:** all sundry deduction codes (such as *Recovery of pay advance* etc) can be defined in *Codes..Sundry Deductions*. **These codes are NOT used for deductions payable to other agencies like Courts, Tax arrears, Loans/debt etc. - use Staff Payments (or Recurring Deduct) for these**

- 👤 **Super:** All superannuation funds are defined in *Codes..Agencies and Super Funds* (these are grouped together because all the amounts deducted are to be paid to other agencies), and each employee's superannuation settings are established in *Staff..Super* (refer to our *Super Guide*)
- 👤 **Bank:** add as many bank accounts as required to *Staff..Bank*

Summary

Click the *Summary* tool.

Current pay summary: Adrienne Brown

Payment for Week

Extra pay? Hold pay?

Days paid

Alternative days to accrue

Earnings summary		Deductions		
Ordinary time	<input type="text" value="40"/>	<input type="text" value="880.00"/>	PAYE withheld <input type="checkbox"/> Override?	<input type="text" value="141.78"/>
Overtime	<input type="text" value=""/>	<input type="text" value="0.00"/>	Student loan	<input type="text" value="0.00"/>
Leave taken	<input type="text" value=""/>	<input type="text" value="0.00"/>	Child support	<input type="text" value="0.00"/>
Taxable allowances	<input type="text" value="0.00"/>		Payroll giving	<input type="text" value="0.00"/>
Non-taxable allowances	<input type="text" value="1.75"/>		Tax credit	<input type="text" value="0.00"/>
Extra Pay allowances	<input type="text" value="0.00"/>		KiwiSaver contribution	<input type="text" value="0.00"/>
Retirement/Redundancy	<input type="text" value="0.00"/>		Other deductions	<input type="text" value="0.00"/>
			Total deductions	<input type="text" value="141.78"/>
Gross taxable	<input type="text" value="880.00"/>		Cash	<input type="text" value="0.00"/> <input type="text" value="0.00"/>
Gross earnings	<input type="text" value="881.75"/>		Cheque	<input type="text" value="0.00"/> <input type="text" value="0.00"/>
Superannuation			Bank	<input type="text" value="739.97"/>
Employer contribution	<input type="text" value="0.00"/>		Net pay	<input type="text" value="739.97"/>

Pay advice comments

Permanent, Full time, Waged, Regular hrs, Tax ME

This provides a display of the employee's summarised pay totals, and various other options:

- 👤 **Pay periods:** You can also nominate more than one pay period (simply change the 1 to 2 etc). This alters the tax calculation, as well as any period-based allowances and deductions. For example, if your employee pays rent or union fees etc, and he's being paid for a normal fortnight plus one fortnight of annual leave you would change the pay periods to 2 - the tax would be recalculated, and the rent and union fees would be doubled.
- 👤 **Days paid:** especially important for NZ sites as it provides the averaging basis for daily leave types
- 👤 **Alternative days to accrue:** (NZ only) for work on public holiday
- 👤 **Total Hours Worked:** (NZ only) applies to piece-workers to determine if a topup is required to meet minimum pay rate (also applied to any Paid Rest Breaks that the piece-worker might be eligible for)
- 👤 **Extra pay?:** (NZ only) applies where employer insists on paying a bonus off-cycle (*not recommended*)
- 👤 **Tax override:** Tick this option if you need to override the tax calculation for any reason (*you shouldn't need to and you're welcome to discuss any tax problems with the helpdesk*). If you tick this option you can enter the amount of tax to be deducted.
- 👤 **Cash and Cheque:** You can enter the amounts (if any) to be paid as cash or cheque, rather than by direct credit.
- 👤 **Payslip comments:** You can enter a personal note to appear on the employee's pay advice

Pay Reports

Once all pay input has been completed, choose *Pay Reports* from the toolbar. This provides an easy and quick way to produce any or all of the usual pay reports for checking, as well as bulk production of employee's payslips etc.

Pay reports

Current pay period reports

- Pay input detail
- Variance report
- Payroll summary and authorisation
- Payslips
- Agent and contractor invoices
- Allowance and deduction schedules
- Direct credit schedule
- Cash schedule and sign-sheet
- Cheque schedule
- Cost Centre Analysis
- Job cost analysis
- Overhead/fringe/employer schedules
- Leave taken

Collate to PDF

EMAIL PAYSLIPS

Message to appear on ALL payslips...

Cancel OK

We recommend that (at the very least) you get the Payroll Summary report checked and signed by someone other than yourself. This helps ensure you don't *carry-the-can* for incorrect payroll processing or fraudulent behaviour - and it's good procedure from an auditing point of view.

You can run any of these reports as often as you need to ensure everything is perfect before you Finish the Pay (*Step 3*)

After checking your reports are correct you can then print/email your payslips in bulk

Collate to PDF: this handy option collates all the ticked reports into a single PDF document which gets downloaded automatically (ready for viewing/printing/emailing/saving)

Note: All reports produced are also available afterwards from the Print page.

Completing (Finalising) the Pay Process

First, you've had someone else check that all the pay input is correct - haven't you..?

Great! Now you're ready to finalise the *Pay Process*.

Choose the **Process Pays** tool from the toolbar

 Process pays

Process pays for current period [Pay Process Guide](#)



This step completes pay processing for the current pay period:

- > Creates an automatic snapshot (backup)
- > Updates staff pay history and leave records
- > Generates a direct credit file
- > Prepares payroll for the next pay period

Suggested dates for next pay period (feel free to change)

Suggested NEXT period end date	16.08.2016
Suggested NEXT pay day	17.08.2016

CancelOK

The *Process Pays* routine:

- performs an automatic internal backup
- generates your direct credit file (and report into Print),
- posts the pay input entries into each employee's pay history (and report into Print),
- accrues any leave entitlements and deducts any leave taken, and
- prepares SmoothPay for the next pay period.

NOTE: you can change the next pay period dates here - they're usually set automatically based on suitable dates for the next employee to be paid (if you have different pay cycles for different staff), or the next normal pay period. You can also change the pay period dates at any time in Settings..Pay dates.

Pay Process Procedure - Quick Guide

Follow this suggested procedure for EVERY pay period:

1. Add/edit any employee details, bank accounts, payroll codes etc - this is normal maintenance and can be performed any time between pay cycles
2. Use **Payrun..Who to pay** tool to select the employee's to be paid (*and/or import from CSV, timeclock files etc.*)
3. Add/edit any time, leave taken and allowance entries. Typically, your **Who to pay** or import process will load all the Template Pay entries for you - then just edit them to suit. If they're not stored as part of the employee's Standard Pay entries, add them to the current pay entries then click the **Template** tool.
4. Print your usual **Pay Reports** - get someone else to check and sign off
5. If anything needs correcting DO IT NOW, then reprint your reports for checking and signing off
6. **Process Pays** - this commits everything and prepares for the next pay period.
7. Download your direct credit file (*from Files*) and send to the bank
8. Download your costing journal file (*from Files*) and import into your accounting package (*MoneyWorks, Xero, CashManager, Accredo, Quickbooks, MYOB and so on*)

Refer to our **Getting Started** guide for a quick overview and suggested procedure for setting up goPayroll for the first time.

Thanks for choosing SmoothPay goPayroll as your online payroll solution!

NZ: (06) 353 6462
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helpdesk@gopayroll.net