

Sage WageEasy

Standard Pays Version Overview & Setup instructions

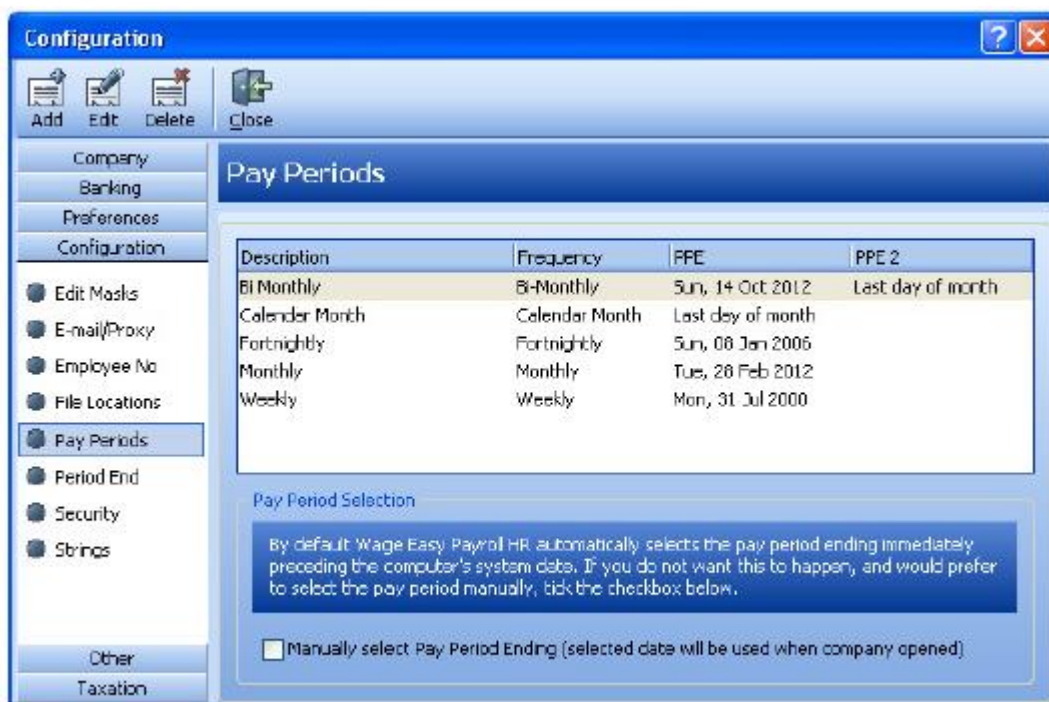
Sage WageEasy Standard Pays version Overview & Setup Instructions

Sage WageEasy's standard pays release, allows users to setup and process pay slips for employees based on a number of standard hours they work within a pay period. There is no need for timesheet entry, with shift start and finish times, rather the application of a predetermined number of hours for payment. The following information provides users with an overview of the features and instructions for the optimal setup for their Standard Pays employees.

Pay Period Setup

In this first release, Standard Pays processing is only available for Bi-monthly, Monthly and Calendar Monthly pay periods. For other pay frequencies, where standard hours are worked, the existing Manual and Predefined Timesheet options provide easy to setup and complete solutions, with accurate calculation of pay slips based on shift start and finish times.

Before Standard Pays can be utilized, one or all of the available pay period frequencies needs to be setup. Pay periods in Sage WageEasy are setup with a description and frequency, with the PPE entry being the last day in the pay cycle. For example, a calendar monthly pay cycle always ends on the last day of any month, whereby a Monthly cycle can end no later than the 28th day of any month. Once setup, the system automatically recognizes that each subsequent pay period follows these same rules.



Ref | File | Company Details | Configuration | Pay Periods

Sage WageEasy– Standard Pays Version Overview & Setup

Prepared by: Sage WageEasy Support, 08/03/16

Last updated: 08/03/16

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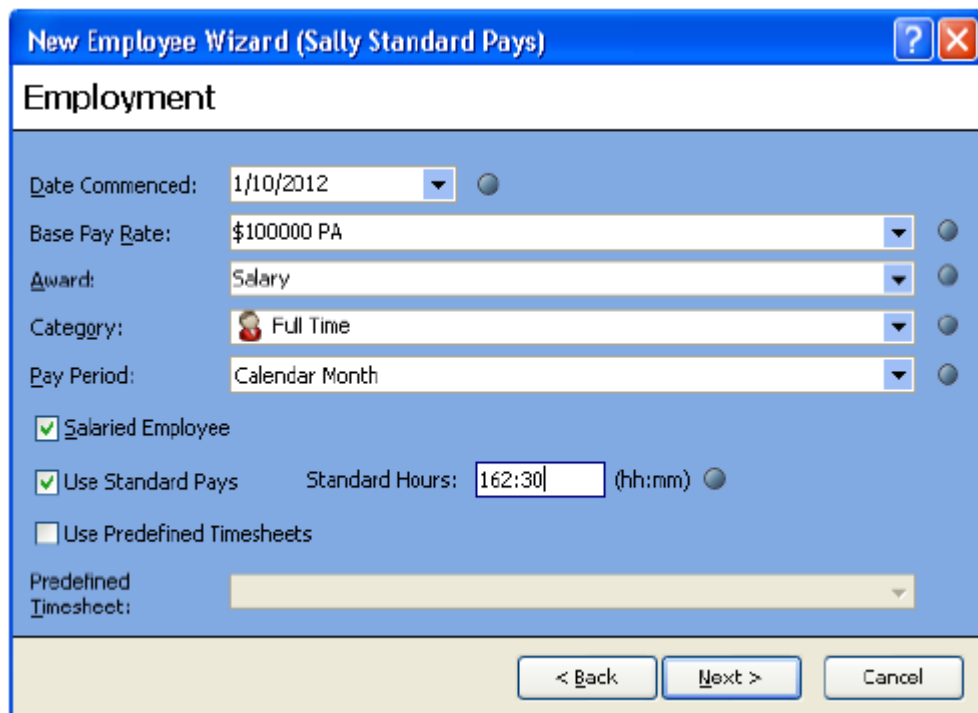
This Factsheet has been prepared with the intention of providing you with accurate, consistent and clear information on how to use or set up Sage WageEasy to meet particular circumstances. Any award information or interpretation contained in this Factsheet is based on information provided to us and we recommend consulting the relevant Award or EBA and/or obtaining professional advice from your industry association to verify this information.

The different pay periods are easily identified by the bolded dates on the Calendar drop down from the top of the main screen of Sage WageEasy and the PPE date.



New Employee Setup

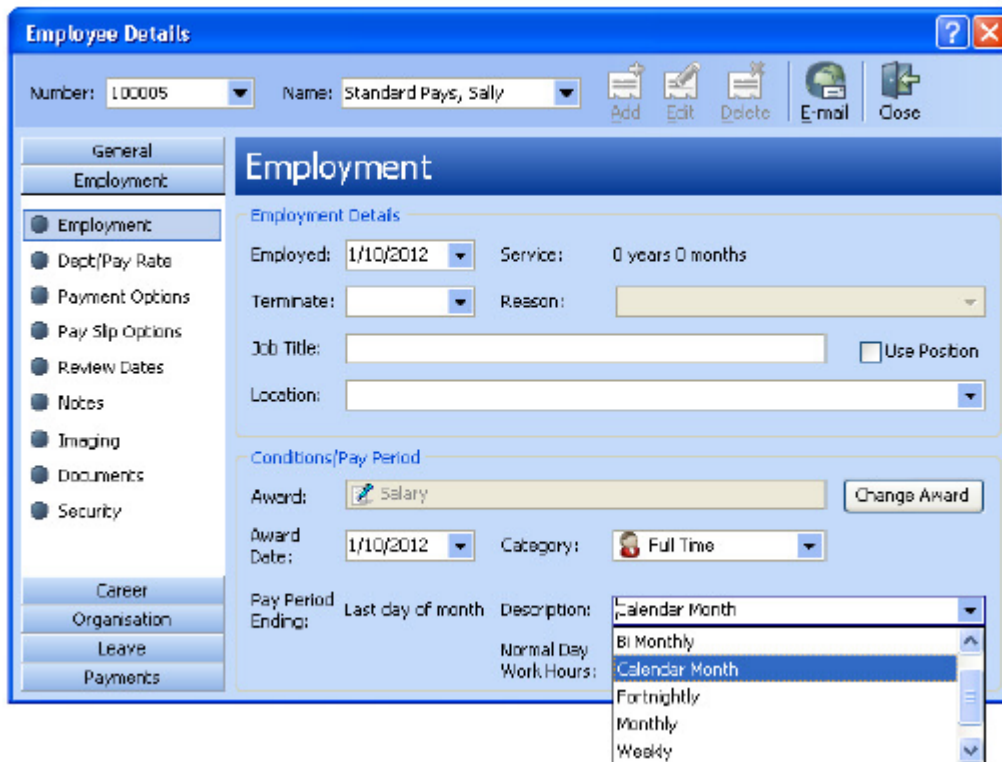
When creating a new employee file as soon as a Standard Pays Pay Period option is selected, the option to select Use Standard Pays becomes activated. Once selected, a number of Standard Hours needs to be entered. This amount should be the total hours to be paid in the pay period in hours and minutes. For example, 162 ½ hours, would be entered as 162:30. Further information is available on this, together with a conversion tool, later in this document. It is also strongly recommended that the Salaried Employee box be ticked to simplify the display of employee pay slips



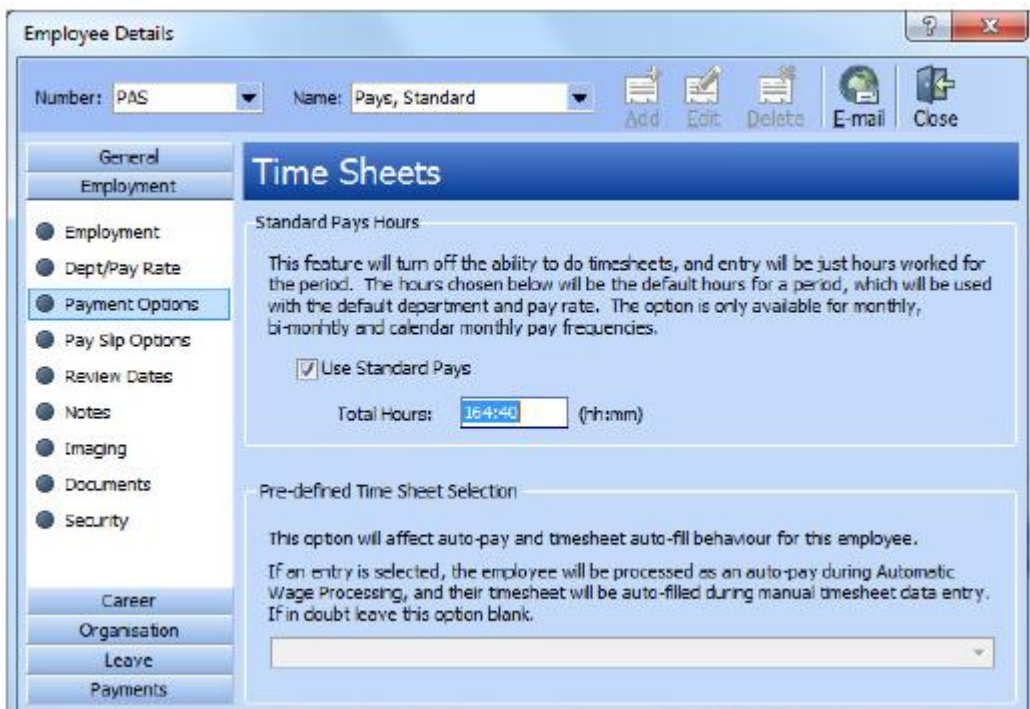
Ref: Employee | New Employee Wizard

Existing Employee Setup

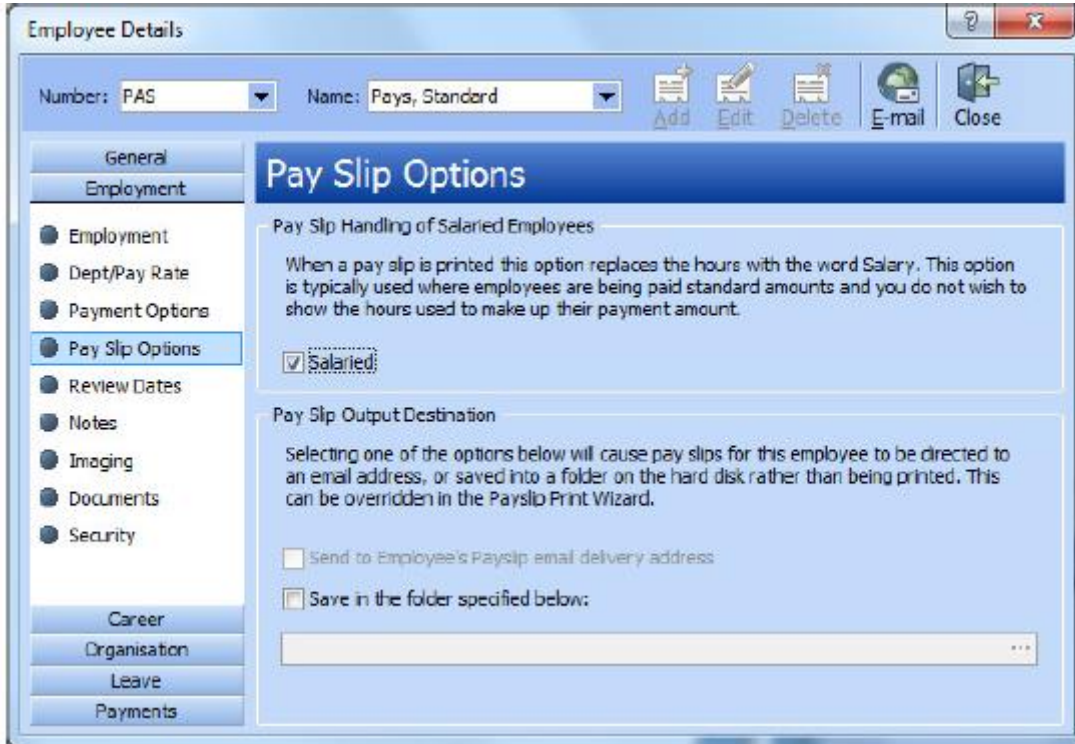
An employee, who is already setup in the company database, can be moved to a Standard Pays setup easily. Firstly, ensure the employee is linked to a pay period where Standard Pays is an option. At this point, it is highly advisable to check the employees' award setup to ensure it meets with Standard Pays requirements. A separate fact sheet, Standard Pays Award Setup that goes through in detail the required award setup, is available to assist with this.



Once on a correct pay period, select Use Standard Pays and enter the correct Total Hours from the Payment Options screen within the employee file. If prior to making this change, the employee was linked to a Pre-defined Timesheet, once the Use Standard Pays option is selected, the Pre-defined Timesheet selection is greyed out and automatically made redundant.



From the Pay Slip Options screen, also within the Employee file, ensure that the salaried box is ticked so that pay slip information is simplified and more easily understood by employees.

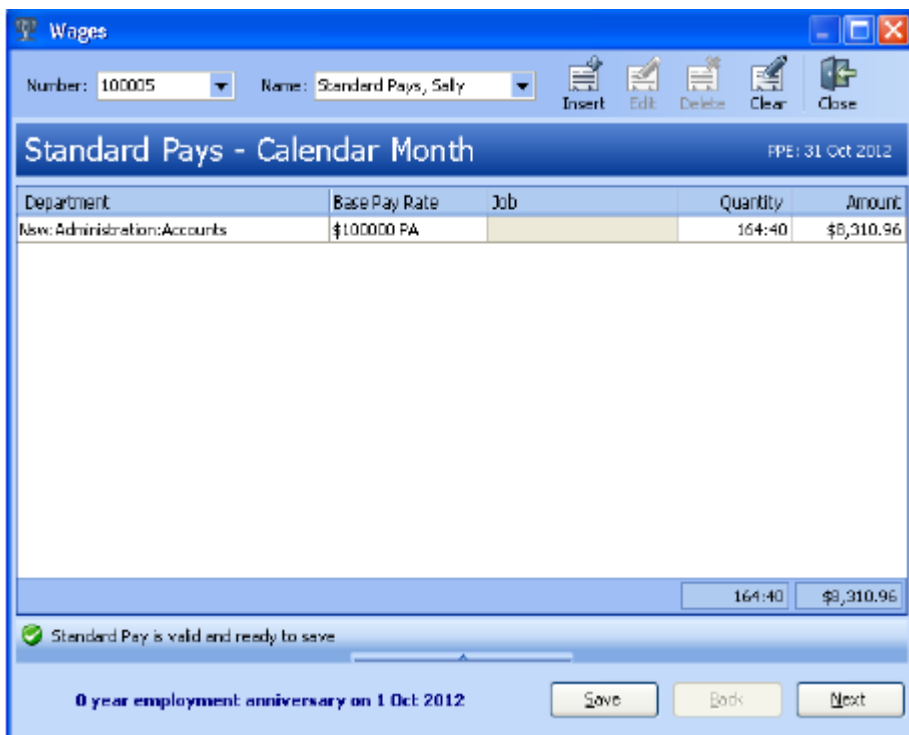


Award Setup

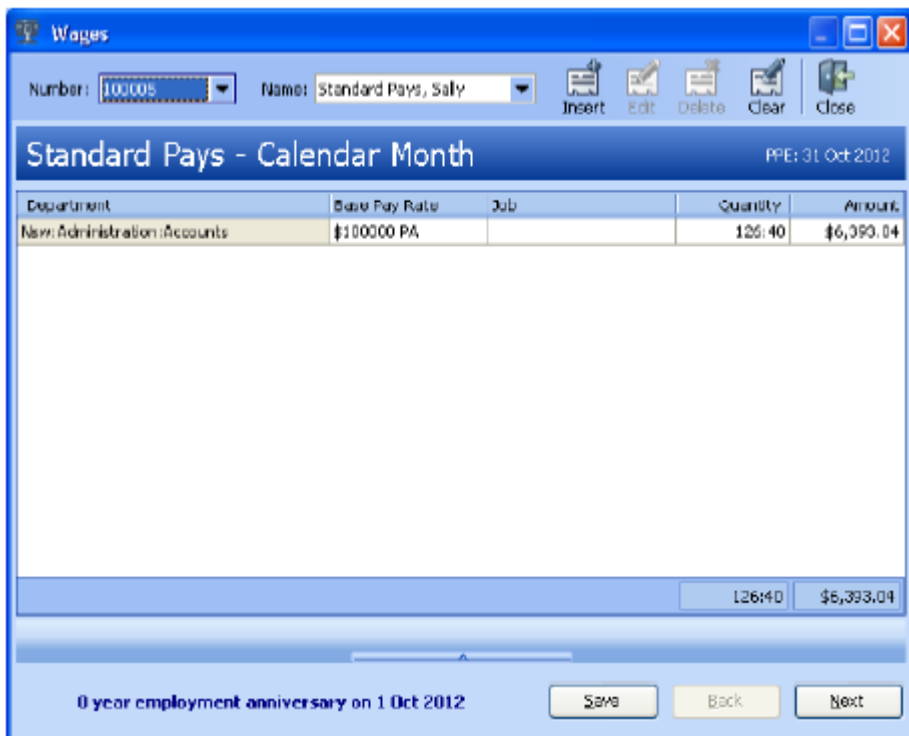
It is vitally important, to ensure accurate processing and reporting, that Standard Pays employees' Award configuration follows a simple configuration. Think of your employees Awards in Sage WageEasy as the employees' conditions of employment. We need to ensure that these conditions of employment are setup according to the employee's payment requirements. Standard Pays employees are generally Salaried employees and therefore additional payments such as overtime, shift penalties, loadings for weekday, weekend and public holiday do not apply and therefore should not be setup in the award file. Employees who regularly receive such payments would be better suited to Timesheet entry, either manual or via a Predefined Timesheet, rather than Standard Pays. For detailed Standard Pays employees award setup instructions, please refer the Standard Pays Award Setup fact sheet, or contact the Support Team for assistance.

Wages Processing – Standard Pays

Standard Pays can be processed from Wages | Timesheet. In the instance where no adjustments are needed from the standard hours, the payslip can be saved from the below screen by selecting Save. To add additional payment information, such as allowances or leave, or to review the details of the payslip, simply select Next, to access the Adjustments screen or Next twice, to review the payslip.



If standard pays hours need to be adjusted, for example to pay some hours as leave instead, this can be done on the above Standard Pays screen by clicking in the Quantity field. For example, a calendar monthly pay period where 164:40 hours is the norm, with a week of annual leave taken, in this example 38 hours, the standard hours would be reduced to 126:40



On the next screen, Adjustments and Leave, the 38 hours of annual leave would be entered.



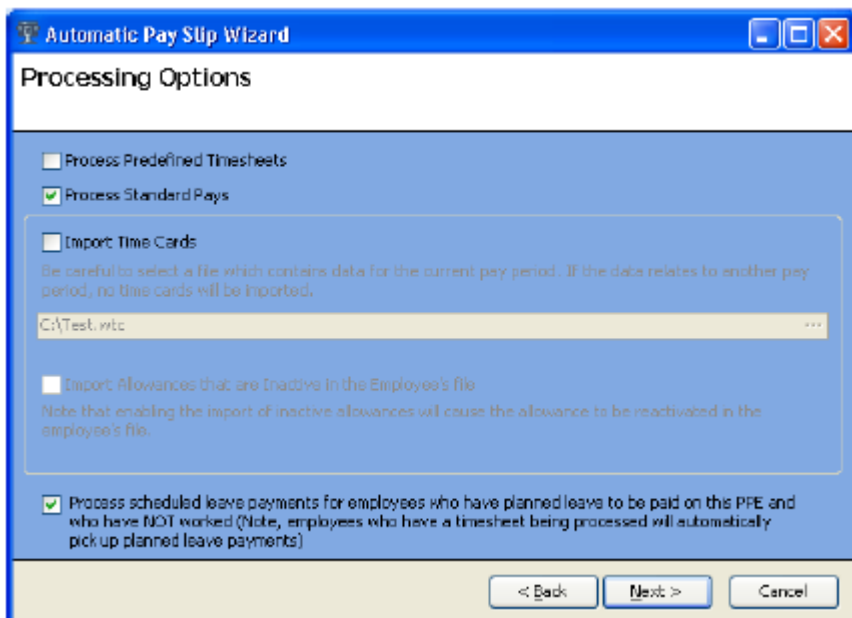
If leave is entered within the employees file as Planned Leave, before Wages is accessed, the system will automatically adjust the Standard Pays hours down, by the amount of hours being taken as leave. The Adjustments screen also provides a snap-shot of the currently entered payment information. These items can be adjusted by clicking on the relevant menu item and making the necessary changes.

The following screen is the payslip, with the details of the previously entered Standard Pays and Adjustments items. Clicking on the Save button on the payslip screen will save the payslip. If the payslip does not show as required, further adjustments can be made by clicking the Back button.

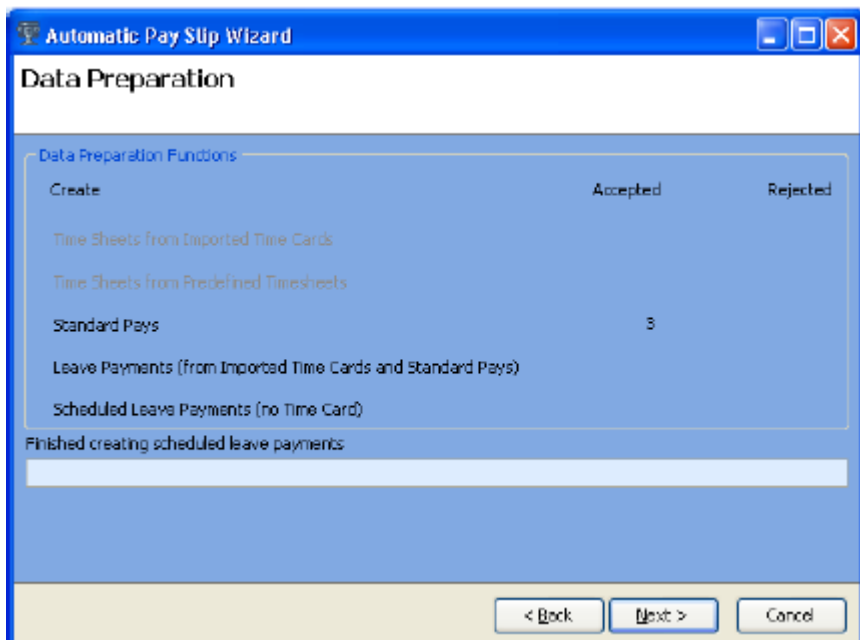
Standard, Sally (STS)		Great Company Australia			
Award: Standard Pays - Full Time (Standard Pays) Category: Full Time TFN: 123632154		Wage Easy Payroll Software			
1 Jan 2013 to 31 Jan 2013		Quantity	Rate	Hours	Amount
Salary					\$4,416.66
Leave					
Annual Leave	26/1/2013 - 31/1/2013		\$32.8947	30:24	\$1,000.00
Taxable Gross					\$5,416.66
Tax					-\$2,210.00
Net					\$3,206.66
Westpac Banking Corporation (Sally Standard)					\$3,206.66
Superannuation Guarantee - Club Plus [85258520]					\$487.50
Pay Rates					
85 000K					\$32.8947

Wages Processing – Auto Processing

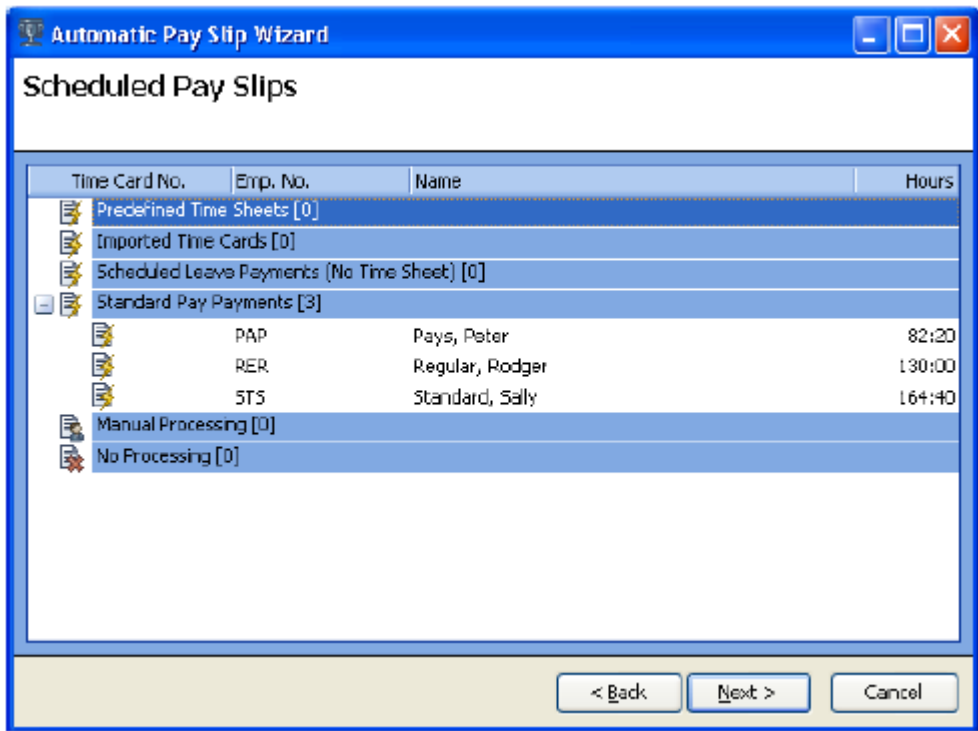
In addition to processing wages through the Timesheet option, Standard Pays can also be processed via the Auto pay option from Wages | Auto, individually or together with Predefined Timesheets, Time Cards and Planned (Scheduled) Leave Payments.



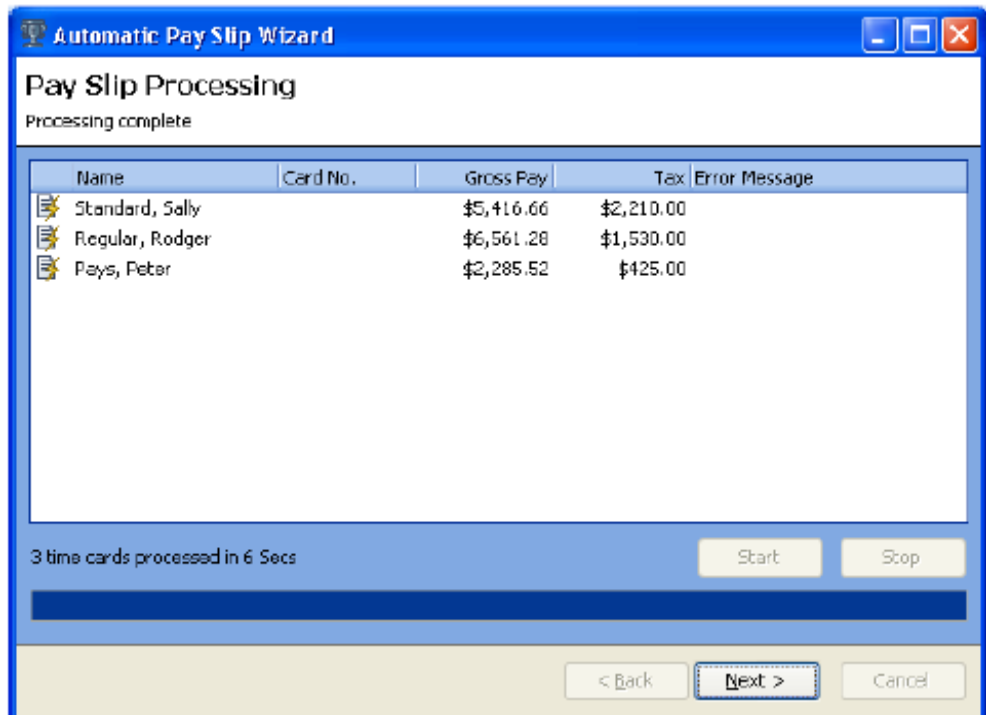
The Data Preparation screen provides information on the number of Standard Pays to be processed as part of this Auto process.



A summary of the Standard Pays to be processed is provided on the Scheduled Pay Slips screen. Any that need to be processed manually, perhaps for adjustment such as leave or allowance payment, can be right clicked on and moved to the Manual Processing option.



After selecting Next from the above screen and Start on the next screen, these payslips will be automatically created and saved.



Tools – Hours Converter

In Sage WageEasy, payslip hours, whether as timesheet entry or standard pays, are entered in hours and minutes. The same rule applies for the payment of leave. An Hours Converter is available within the Tools menu. For example 10 ½ hours would be entered as 10:30. Sometimes the process of converting from decimal to hours and minutes can be difficult, and therefore to assist, the Hours Converter has been added to this release of Sage WageEasy. Additionally, a hard-copy table is available from the Sage WageEasy Support Team.

To convert from decimal to hours and minutes (hh:mm) use the To hh:mm

To convert from hours and minutes (hh:mm) to decimal use the To decimal

After entering the value, press the Tab key to see the converted value. The Copy button allows you to copy the converted value and paste it into the Standard Pays screen at wages, within the employee file or Leave fields. It is possible to have the Hours Converter open at the same time as processing wages, making this calculation and copy function much easier. In the below example, for an employee whose salary is based on a 38 hour week, but where pays are made on a calendar monthly basis, the following calculation was performed. $38 \text{ (hours)} \times 52 \text{ (weeks)} / 12 \text{ (months/pay periods)} = 164.66667$. By entering this value in the To hh:mm field, the conversion is 164:40.



Ref: Tools | Hours Converter

In all instances, for further information, please contact the Sage WageEasy Support Team on 1300 924 332 or email support.wageeasy.au@sage.com