



Step 1

WizPay 2011 - [Main Details]

File Settings View Reports Processing Useful Links Help

Current Period: 6 Frequency: Fortnightly Staff Count : 120 Payroll 2 Weekly

Emp.	Forename	Surname	Gross Pay	USC	Tax	PRSI Ee	Pension	Vol. Ded.	N
0021	Geraldine	Murphy	1647.46	91.73	258.06	57.23	82.37	82.37	

Highlight the relevant Employee

Emp. No.	Forename	Tax	PRSI Ee	Pension	Vol. Ded.	N
0021	Geraldine	73	258.06	57.23	82.37	82.37

Click on Emp Details

YTD	Figures	7690.71	1158.53	272.97		
	Payment	Units	Amount	Total	Deductio	Amount
	Health	1	37.31	37.31	Pension	82.37
	Salary	1	1647.46	1647.46		

Hint: Year to Date Figures in Italics

Step 2

Edit Employee Information

Details Bank Tax

Employee Tax and NI details

Tax Basis Normal

Start Period

RSI Details Year to D

Total

Highlight the "Tax" tab and click the Edit button



Step 3

PRSI Class

PRSI Lock

Exempt from USC

Full Medical Card Holder

Ins Weeks to Date

Director

Show USC Analysis

Click on the "Full Medical Card Holder" to display the "Show USC Analysis" button

Step 4

Universal Social Charge Analysis

Employee: 0001 - Geraldine Murphy

Level 1: 4004 Level 2: 10006 Level 3: 15016

Rate 1: 2% Rate 2: 4% Rate 3: 7%

Period	Gross Leviable	Charged at Level 1	Charged at Level 2	Charged at Level 3	Levy Charged	Levy Override	Rec at Level 1	Rec at Level 2	Rec at Level 3	Recalculated Levy	Refund Due
1	1520.00	7.72	9.20	69.28	80.20	0.00	7.72	9.20	36.16	53.08	27.12
2	1519.99	7.72	9.20	63.28	80.20	0.00	7.72	9.20	36.16	53.08	27.12
3	1684.77	7.72	9.20	74.81	91.73	0.00	7.72	9.20	42.75	59.67	32.06
4	1684.77	7.72	9.20	74.81	91.73	0.00	7.72	9.20	42.75	59.67	32.06
5	1684.77	7.72	9.20	74.81	91.73	0.00	7.72	9.20	42.75	59.67	32.06

Total Refund to Apply: -190.42

Apply Refund **Exit**

Each period is displayed showing the breakdown of the existing amounts calculated as well as what the calculation should be. The calculated refund is displayed in the last column and is totalled at the bottom of the screen. Clicking the "Apply Refund" button will set the value of the USC Override for this period equal to the total refund and will recalculate pay based on this figure.

Step 5

Edit Employee Information

Details Bank

Employee Information

Save **Cancel**

Tax Basis: Normal

Start Period: 1

Standard Rate Cut Off: 301

Click Save to close the record and recalculate Pay



Unit 14, Airport East Technology Park, Farmers
Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie

Step 6

The screenshot shows the 'WizPay 2011 - [Main Details]' window. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there is a status bar that reads 'Current Period:' followed by a text box containing 'USC with refund displayed' and 'Staff Count'. A tooltip box is overlaid on the text box, pointing to the 'USC with refund displayed' text. Below the status bar is a table with the following data:

Emp.	Forename	Surname	Gross Pay	USC
0021	Geraldine	Murphy	1647.46	-90.75