



Wiztec

Unit 14, Airport East Technology Park, Farmers
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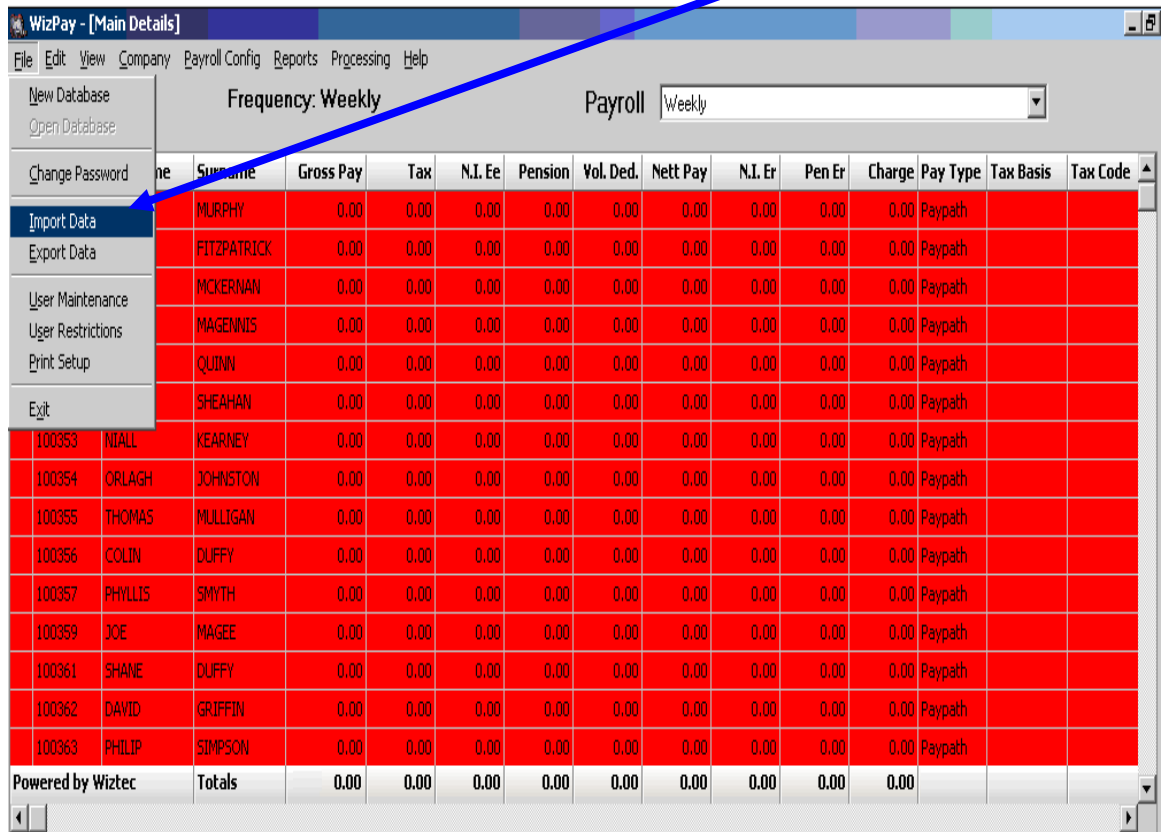


WizPay Setup




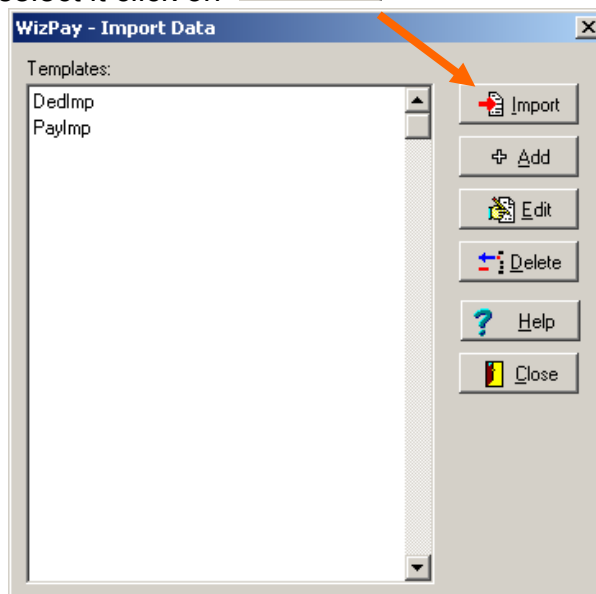
Importing Data into WizPay

1. To import the payroll data from the csv file click on file and then Import Data.



- 2.
3. Select the Template you will be using for the import. DedImp is the template used for the deductions, PayImp is the template required for the payments.

4. Once you select it click on  Import





- The csv file will now be imported into WizPay. Please note that both payments and deductions should be imported.
- Once the file has been imported successfully you will have to perform a recalculation of the pay details. To do this click on Processing on the toolbar, select Payroll Routines
- And Recalc Pay.

The screenshot shows the WizPay software interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Company', 'Payroll Config', 'Reports', 'Processing', and 'Help'. Below the menu bar, there are fields for 'Current Period: 4' and 'Frequency: Weekly'. A dropdown menu is open under 'Processing', showing options like 'Payroll Control Centre', 'Payslip Processing', 'Payroll Routines', 'Payment & Deductions Analysis', 'Employee Historic Analysis', 'Current Pay Analysis', and 'Tax / N.I. Calculator'. The 'Payroll Routines' sub-menu is expanded, showing options like 'Recalc Pay', 'Employee Analysis', 'Back Pay Generator', 'Verify Payscales', 'Regenerate Paypath File', 'Reprint Cheque(s)', and 'Regpen Payroll'. Below the menu, there is a table with columns: Emp., Forename, Surname, Gros, N.I. Er, Pen Er, Charge, Pay Type, Tax Basis, and Tax Code. The table contains 15 rows of employee data, all with '0.00' values in the numerical columns and 'Paypath' in the 'Pay Type' column. A 'Totals' row at the bottom shows all numerical values as '0.00'.

Emp.	Forename	Surname	Gros	N.I. Er	Pen Er	Charge	Pay Type	Tax Basis	Tax Code
100122	JOHN	MURPHY		0.00	0.00	0.00	Paypath		
100342	OLIVIA	FITZPATRICK		0.00	0.00	0.00	Paypath		
100346	ROISIN	MCKERNAN		0.00	0.00	0.00	Paypath		
100349	OONAGH	MAGENNIS		0.00	0.00	0.00	Paypath		
100351	COLETTE	QUINN	0.00	0.00	0.00	0.00	Paypath		
100352	ROGER	SHEAHAN	0.00	0.00	0.00	0.00	Paypath		
100353	NIALL	KEARNEY	0.00	0.00	0.00	0.00	Paypath		
100354	ORLAGH	JOHNSTON	0.00	0.00	0.00	0.00	Paypath		
100355	THOMAS	MULLIGAN	0.00	0.00	0.00	0.00	Paypath		
100356	COLIN	DUFFY	0.00	0.00	0.00	0.00	Paypath		
100357	PHYLLIS	SMYTH	0.00	0.00	0.00	0.00	Paypath		
100359	JOE	MAGEE	0.00	0.00	0.00	0.00	Paypath		
100361	SHANE	DUFFY	0.00	0.00	0.00	0.00	Paypath		
100362	DAVID	GRIFFIN	0.00	0.00	0.00	0.00	Paypath		
100363	PHILIP	SIMPSON	0.00	0.00	0.00	0.00	Paypath		
Powered by Wiztec			Totals	0.00	0.00	0.00	0.00	0.00	0.00

- Once the recalculation has finished the figures you have imported will appear for the relevant employees.



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WizPay - [Main Details]

File Edit View Company Payroll Config Reports Processing Help

Current Period: 4 Frequency: Weekly Payroll: Weekly

Emp. No.	Forename	Surname /	Gross Pay	Tax	N.I. Er	Pension	Vol. Ded.	Nett Pay	N.I. Er	Pen Er	Change	Pay Type	Tax Basis	Tax Code
200268	PRZEMISLAW	PASTERNAK	246.29	28.40	15.54	0.00	2.50	199.85	18.08	0.00	264.37	Cheque	Normal	543L
200269	LINAS	BELAKOPICTOV	249.06	28.80	15.85	0.00	0.00	204.41	18.44	0.00	267.50	Cheque	Normal	543L
200270	RAFAL	GAWRYS	245.82	28.20	15.49	0.00	0.00	202.13	18.02	0.00	263.84	Cheque	Normal	543L
200275	JOHN	MURPHY	368.91	50.60	27.93	0.00	1.00	279.38	32.50	0.00	391.41	Cheque	Normal	543L
200277	KRZYSZTOP	DRABEK	230.82	25.40	13.84	0.00	0.00	191.58	16.10	0.00	246.92	Cheque	Normal	543L
200280	ENIA	CROSBY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Cheque	Normal	543L
200285	MARIUSZ	SZYPLUK	277.04	34.40	18.92	0.00	37.00	186.72	22.02	0.00	299.06	Cheque	Normal	543L
200286	PAUL	FERWAGHAN	256.30	30.20	16.64	0.00	0.00	209.46	19.37	0.00	275.67	Cheque	Normal	543L
200293	ERNESTA	BALYTE	235.04	26.20	14.30	0.00	0.00	194.54	16.64	0.00	251.68	Cheque	Normal	543L
200295	JOHN	CRAWLEY	580.26	64.04	52.28	0.00	0.00	463.94	60.83	0.00	641.09	Cheque	Normal	557L
200296	NICHOL	FARBOTKO	275.43	34.20	18.37	0.00	0.00	222.66	21.98	0.00	287.47	Cheque	Period 1	543L
200297	KORITA	BUSZKOWA	252.98	29.60	16.37	0.00	0.00	207.01	18.95	0.00	273.80	Cheque	Period 1	543L
200298	JIM	RICE	577.69	64.60	51.99	0.00	0.00	451.10	60.50	0.00	636.19	Cheque	Normal	543L
Totals			65954.49	9116.37	4959.68	0.00	1263.14	58615.30	5843.84	0.00	71790.33			

Emp. No.	Forename	Surname	Gross Pay	Tax	N.I. Er	Pension	Vol. Ded.	Nett Pay	N.I. Er	Pen Er	Change	Pay Type	Tax Basis	Tax Code
100122	JOHN	MURPHY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath		
YTD Figures			0.00	0.00	0.00									
Payment			Units	Amount	Total	Deductio	Amount							

Entering SSP Details

- To enter in SSP details for an employee click on

WizPay - [Main Details]

File Edit View Company Payroll Config Reports Processing Help

Current Period: 4 Frequency: Weekly Payroll: Weekly

Emp. No.	Forename	Surname /	Gross Pay	Tax	N.I. Er	Pension	Vol. Ded.	Nett Pay	N.I. Er	Pen Er	Change	Pay Type	Tax Basis	Tax Code
200126	ROMAN	FRUSKOWSKI	273.81	33.80	18.57	0.00	37.00	184.44	21.61	0.00	265.42	Cheque	Normal	543L
200127	ALEKSANDR	SKOLON	280.98	35.00	19.15	0.00	0.00	215.83	21.12	0.00	311.10	Cheque	Normal	543L
200128	JAROSLAW	WALKOWSKI	373.83	53.80	29.57	0.00	0.00	290.46	34.41	0.00	406.24	Cheque	Normal	543L
200129	MARIAN	DUTKA	387.26	56.60	31.05	0.00	0.00	299.61	36.13	0.00	423.39	Cheque	Normal	543L
200130	EWELINA	GAWRYS	235.04	26.00	14.30	0.00	0.00	194.74	16.64	0.00	251.68	Cheque	Normal	543L
200131	DAMIEN	MC CLUSKEY	387.00	50.40	27.72	0.00	0.00	278.88	32.26	0.00	389.26	Cheque	Normal	543L
200132	SLAWOMIR	NAROG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Cheque	Normal	543L
200133	WICTOR	GANEY	226.48	26.36	14.06	0.00	0.00	197.36	17.06	0.00	275.56	Cheque	Normal	543L
200134	MARIUSZ	LIS	282.24	31.40	17.30	0.00	0.00	213.54	20.13	0.00	282.37	Cheque	Normal	543L
200135	STANISLAW	LELIK	437.96	66.60	36.62	0.00	0.00	354.74	42.00	0.00	480.58	Cheque	Normal	543L
200136	TATIANA	KMECK	213.75	21.60	11.96	0.00	1.00	179.19	17.92	0.00	227.67	Cheque	Normal	543L
200137	EDGARIS	BERZINS	239.46	27.00	14.79	0.00	0.00	197.67	17.21	0.00	256.67	Cheque	Normal	543L
200139	SEAN	BENIHAGS	364.50	49.60	28.54	0.00	1.00	285.36	33.22	0.00	397.72	Cheque	Normal	557L
200140	ALAN	DEARBLEY	234.75	26.00	14.27	0.00	0.00	194.48	16.61	0.00	251.36	Cheque	Normal	543L
200141	GREGOR	MORTON	279.70	36.00	19.22	0.00	0.00	225.44	22.36	0.00	302.06	Cheque	Normal	543L
Totals			65954.49	9116.37	4959.68	0.00	1263.14	58615.30	5843.84	0.00	71790.33			

Emp. No.	Forename	Surname	Gross Pay	Tax	N.I. Er	Pension	Vol. Ded.	Nett Pay	N.I. Er	Pen Er	Change	Pay Type	Tax Basis	Tax Code
200132	SLAWOMIR	NAROG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Cheque	Normal	543L
YTD Figures			297.67	0.00	0.00									
Payment			Units	Amount	Total	Deductio	Amount							



2. On the Payment Details screen any previous SSP's will be displayed.

The screenshot shows the 'Payment Details' window with a table of SSP records. The table has columns for Start Date, End Date, Reason, Entitled, and Active. Below the table are buttons for 'Remove SSP' and 'Extended SSP'. At the bottom, there is an 'Invalid SSP' section with another table and a 'Remove SSP' button.

Start Date	End Date	Reason	Entitled	Active
31/03/2008	06/04/2008	Sick	True	False
07/04/2008	13/04/2008		True	False
14/04/2008	20/04/2008		True	False

Start Date	End Date	Reason	Active

To add an SSP click on

3. On the first screen enter the start date and the end date of the absence. The dates will default to the current date, if you wish to change it click on the arrow next to the date. When you are finished click on the to continue.

The screenshot shows the 'SSP' entry form. It has four input fields with date pickers: 'Enter the date of the first full day of sickness absence', 'Enter the date you were notified of the sickness absence', and 'Enter the date the sickness absence ended or the date shown on any medical evidence (sick note)'. All three date pickers are set to 24/10/2008. There is also a dropdown menu for 'Enter Reason for Sickness:'. At the bottom are buttons for 'Start Again', 'Cancel', and 'Next'.



4. Check the settings to see that they match your requirements and

Next

to continue.

SSP
Page 2

Are you able to pay employers' Class 1 National Insurance Contributions on your employee's earnings? Yes No

Has your employee been, or told you that they will be, off sick for at least four days in a row? Yes No

Can you confirm that your employee?
 Yes No

was 16 or over on the first day of the sickness absence for incapacity starting before 1 October 2006
was under 65 on the first day of the sickness absence for incapacity starting before 1 October 2006
has already done some work for you
is not pregnant or is outside the disqualifying period for Statutory Maternity Pay or Maternity Allowance whilst sick.
was not in legal custody or prison when they became sick.
is not working outside the United Kingdom, and you are not a foreign based employer with no place of business in the United Kingdom
is not involved in a trade dispute
was not getting Incapacity Benefit or Severe Disability Allowance within 8 weeks prior to becoming sick.

Cancel **Next**

5. Again, check to see that the settings match your requirements and click on **Next** to continue.

SSP
Page 3

does your employee have more than one job with you or with you and another employer who is 'trading in association' with you? Yes No

If yes, are their wages aggregated for the purposes of National Insurance Contributions? Yes No

If yes, is your employee off sick in both (or all) of their jobs? Yes No

Start Again **Cancel** **Next**



6. In the following screen, if the employee has been on SSP for the previous period make sure to click yes and select the date before the current period start.

SSP Page 4

Do you know of reason why this employee should stop been entitled to this SSP? Yes No

If Yes, Please enter the date and reason.

Has your employee had any time off sick with you prior to this Period of Incapacity for Work? Yes No

If Yes, what is the date of the last day of the Previous Period of Incapacity for Work?

7. Be sure to set this value to 3.

SSP Page 5

How many full weeks of SSP were paid in the Previous Period of Incapacity for Work?

How many odd days were paid in the Previous Period of Incapacity for Work?

How many waiting days were used up in the Previous Period of Incapacity for Work?