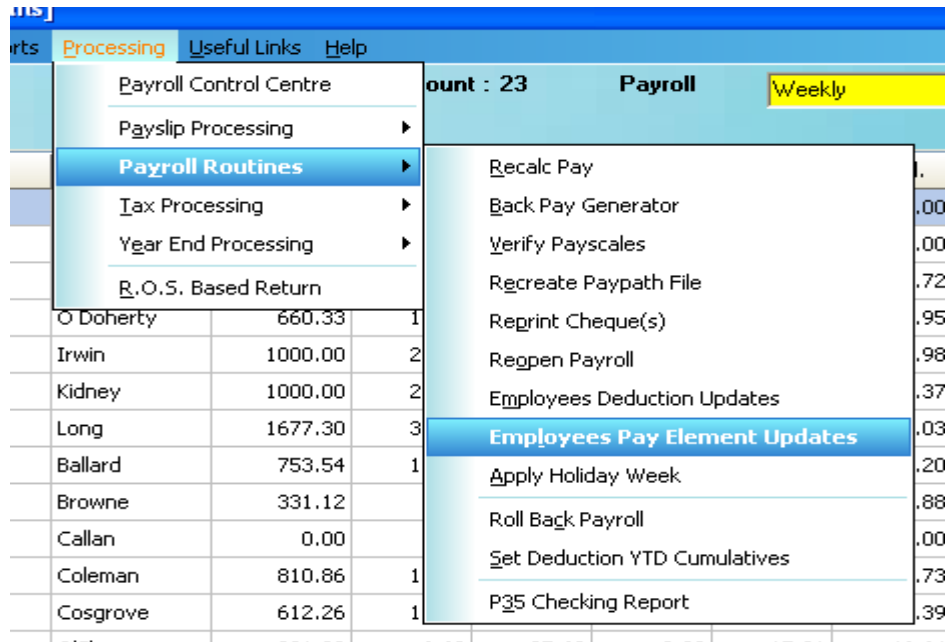


How to apply Global Pay Elements

Global Pay Elements can be applied en masse and a pay recalculation automatically triggered on its completion. The routine is accessed via the following menu item...



The screenshot shows the 'Processing' menu with 'Payroll Routines' selected. The 'Employees Pay Element Updates' option is highlighted in the sub-menu. The background shows a payroll table with columns for employee names, amounts, and counts.

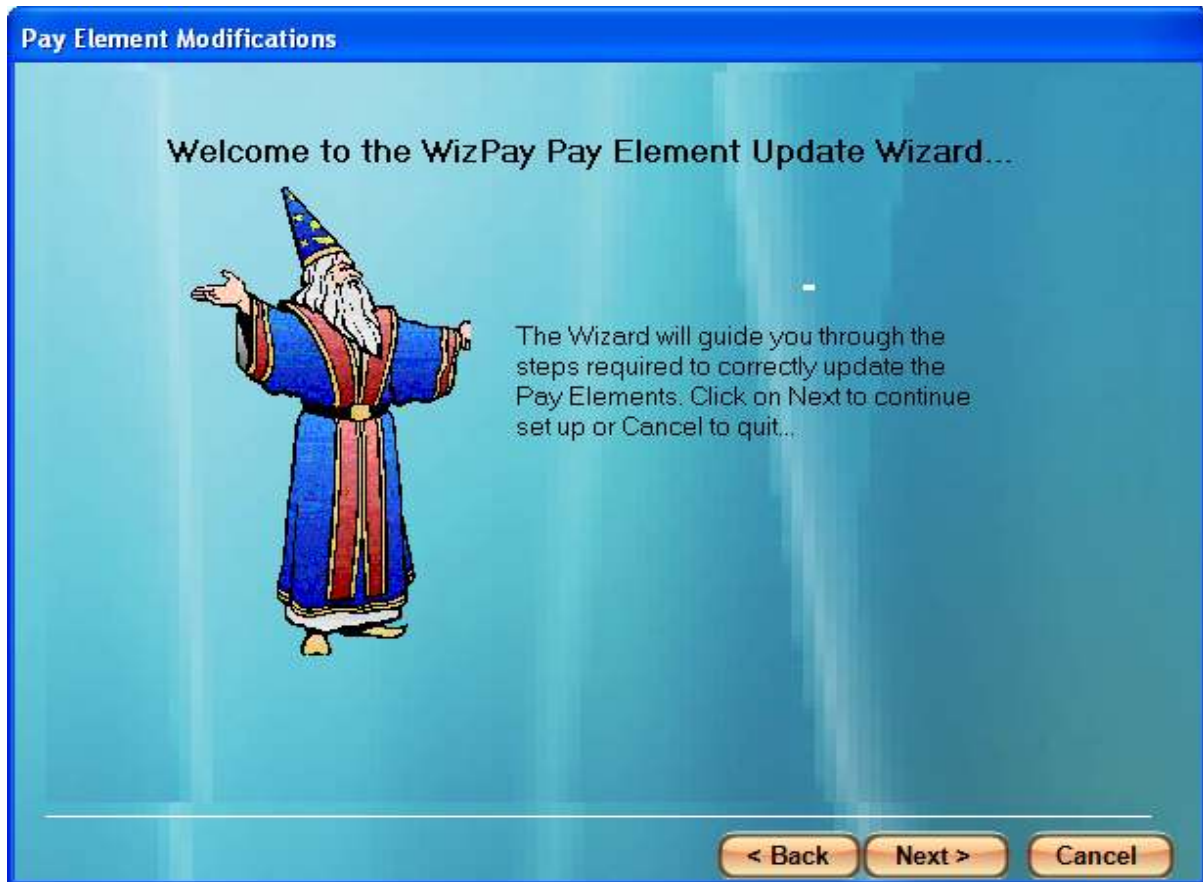
Employee Name	Amount	Count
O Doherty	660.33	1
Irwin	1000.00	2
Kidney	1000.00	2
Long	1677.30	3
Ballard	753.54	1
Browne	331.12	
Callan	0.00	
Coleman	810.86	1
Cosgrove	612.26	1

The following wizard screen is displayed...



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Click Next and select the options you require to be applied...

Pay Element Modifications

Employees Pay Element Update...

Please select the Employees Pay Element you wish to Modify or Remove?

Pay Element

Do you wish to?

- Add
 - Allow New Element Creation
- Subtract
- Delete
- Move Units to a different Pay Element

How many Units do you wish to modify the Element by

Units

Select the Pay Element you want to apply and highlight the option that applies to this routine

Input the number of units of this element you wish to assign

< Back Next > Cancel

Click Next...

Pay Element Modifications

 **Choose the Employees to Update...**

Please Select the Employees you wish to be Updated..

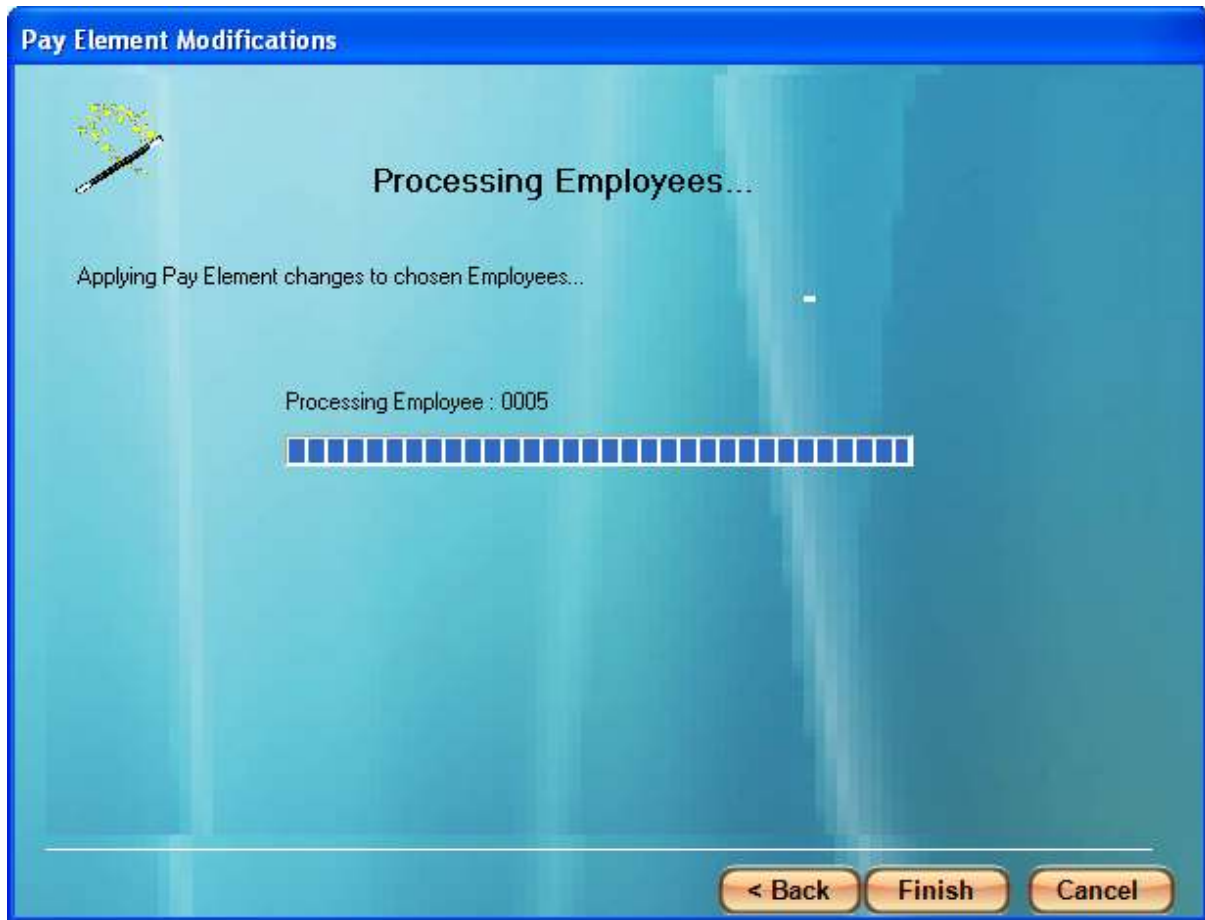
	Emp Num	Forename	Surname	Current Units	Modified Units
<input checked="" type="checkbox"/>	0005	Linda	O Neill	0.00	8.00
<input checked="" type="checkbox"/>	0006	Owen	O Doherty	0.00	8.00
<input checked="" type="checkbox"/>	0007	Colin	Irwin	0.00	8.00
<input checked="" type="checkbox"/>	0011	Jeremiah	Long	0.00	8.00
<input checked="" type="checkbox"/>	0010	Sarah	Kidney	0.00	8.00
<input checked="" type="checkbox"/>	0026	Margaret	McGeough	0.00	8.00
<input checked="" type="checkbox"/>	0013	Maura	Ballard	0.00	8.00
<input checked="" type="checkbox"/>	0016	Mary	Browne	0.00	8.00
<input checked="" type="checkbox"/>	0017	Philomena	Callan	0.00	8.00
<input checked="" type="checkbox"/>	0027	Alison	Murphy	0.00	8.00

Select/deselect the employees you wish to effect the change on and click 'Next'...



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The routine scrolls through the list and applies the selected change to each selected employee. Click Finish to close out of the routine and recalculate the pay for all employees in the payroll