



Wiztec

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

www.wiztec.ie support@wiztec.ie

How to Create a Back pay Element

Go to Processing -> Payroll Routines -> Back Pay Generator

The screenshot shows the 'WizPay - [Main Details]' window. The 'Payroll Routines' menu is open, and 'Back Pay Generator' is highlighted. The background shows a payroll table with columns for Emp. No., Forename, Surname, Gross Pay, Tax, PRSI, Pension, Vol. Ded., Nett Pay, PRSI Er, Pen Er, Charge, Pay Type, Tax Basis, and Cut Off.

Emp. No.	Forename	Surname	Gross P	Tax	PRSI	Pension	Vol. Ded.	Nett Pay	PRSI Er	Pen Er	Charge	Pay Type	Tax Basis	Cut Off
12	NOEL	MURPHY	50											
152	CONNOR	CARROLL	0											
254	JENNIFER	CULLERY	0											
245	Tony	Flynn	0											
272	Louis	Wynn	0											
274	CONNOR	CONWAY	0											
175	PADRY	HOLONEY	863.00	-181.16	47.90	0.00	0.00	1016.29	94.93	0.00	977.96	Paypath	Normal	828.00
2024	RONNIE	SONNICKY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	632.77
202	Joseph	Payne	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	657.85
2027	JOE TAY	BYRD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	682.88
2024	Spoke	EBERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	682.77
2025	GERARD	BYRD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	682.77
2025	Abraham	KACARA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	657.85
2048	Lubene	Lynch	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	673.88
2049	IMHO	Ryan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	682.88
2052	LURAN	ROBERT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	682.77
2052	Darran	DRYCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	682.88
2052	Darran	DRYCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	682.77
	Totals		2751.10	-350.43	113.22	0.00	77.58	2910.73	274.19	0.00	3025.29			

Click Next

The screenshot shows the 'Back Pay Generator Wizard' window. It features a wizard character illustration on the left and text on the right: 'Welcome to the WizPay Back Pay Generator Wizard...', 'The Wizard will guide you through the steps required to correctly Process the Back Pay to be paid by this Payroll.', and 'Click on Next to continue set up or Cancel to quit...'. At the bottom, there are 'Back', 'Next >', and 'Cancel' buttons.



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Select the employees to be given backpay
Select the periods to be used.
Click Next

Back Pay Generator

Employee and Start / End Period Entry

All Employees
 Employee
 Group

Please Enter the Start Year and Period... Tax Year: 2008 Period: 1
Please Enter the End Year and Period... Tax Year: 2008 Period: 1

2/5 < Back Next > Cancel

Select the pay Elements to use in the calculation

Back Pay Generator

Pay Element Selection

Select the Pay Elements you wish to Query

Pay Element
<input type="checkbox"/> Basic Hrs
<input type="checkbox"/> Holiday Hrs
<input type="checkbox"/> Time + 1/5
<input type="checkbox"/> Time + 1/2
<input type="checkbox"/> Time + 3/4
<input type="checkbox"/> Gen Bonus
<input type="checkbox"/> Hol Bonus
<input type="checkbox"/> Rest Day

Enter the Percentage Factor you wish to Multiply by

3/5 < Back Next > Cancel



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Right Click in the grid and select all items
Select the Pay element to you used
Click on Apply Payments

The screenshot shows the 'WizPay - [Main Details]' window. At the top, it displays 'Current Period: 4', 'Frequency: Weekly', and 'Payroll: Weekly'. Below this is a grid of employee payroll data. A 'Back Pay Generator' dialog box is open, showing 'Query Results' for a search. The dialog contains a table with columns: 'Start No', 'Name', 'Pay Element', 'Rate', 'Units', 'Total', 'Result', and 'Pctg'. The table lists several employees and their associated pay elements (Basic Hrs) with their respective rates, units, and totals. A context menu is visible over the table with options: 'Select All', 'Select Highlighted', and 'Deselect All'. Below the table, there are buttons for 'Export to Excel', 'Apply Payments', and 'Pay Element to Pay As'. At the bottom of the dialog are 'Back', 'Next', and 'Cancel' buttons. The main window also has buttons for 'Pay / Dedts', 'Emp Details', 'Notes', 'Bank Dets', 'Defer Emp', 'Pay History', 'Var Entry', 'Find Emp', and 'Find Next'.

Emp. No.	Forename	Surname /	Gross Pay	Tax	PRSI Er	Penion	Vol. Ded.	Nett Pay	PRSI Er	Pen Er	Charge	Pay Type	Tax Basis	Cut Off
12	NOEL	NMULCAHY	50.00	0.00	0.00	0.00	4.00	46.00	4.25	0.00	54.25	Paypath	Normal	655.08
152	CONNOR	CARROLL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	638.60
164	ANDREW	FRANCIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paypath	Normal	708.75
165	Tony													692.00
177	LUIS													690.77
179	CONNOR													708.48
175	PADDY													628.00
2028	RONNIE													680.77
2032	Jessie													653.85
2033	JOE PAW													692.00
2034	Spiller													690.77
2035	ANDREW													653.85
2036	ANDREW													692.00
2040	Lubov													692.00
2043	ANDREW													692.00
2048	ANDREW													692.00
2049	ANDREW													692.00
2052	ANDREW													692.00

Click on Next
Click on Finish
Go to Processing -> Payroll Routines -> Recalc Pay.