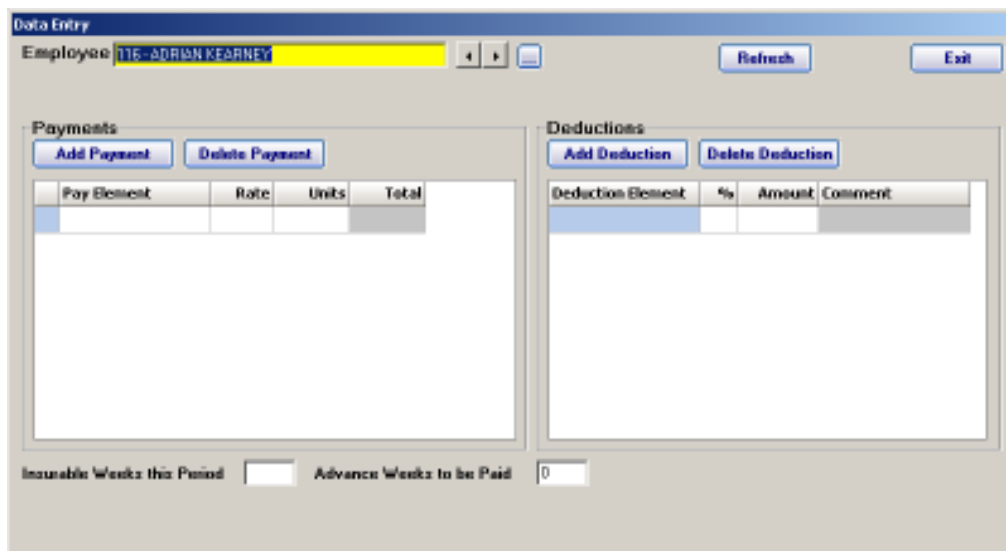


How to Enter Pay Elements and Deductions

Pay Elements

Move to the employee in the grid that you wish to update. To enter a Pay Element or deduction which you want to ensure gets paid each week or for a predetermined no of weeks click on the “**Pay / Deds**” button at the bottom of the screen. The Pay and Deductions screen will be displayed.

3.3.1 Adding a Pay Element



The screenshot shows a software interface titled "Data Entry". At the top, there is a field for "Employee" with the name "TTE-ADRIAN KEARNEY" and buttons for "Refresh" and "Exit". Below this, there are two main panels: "Payments" and "Deductions".

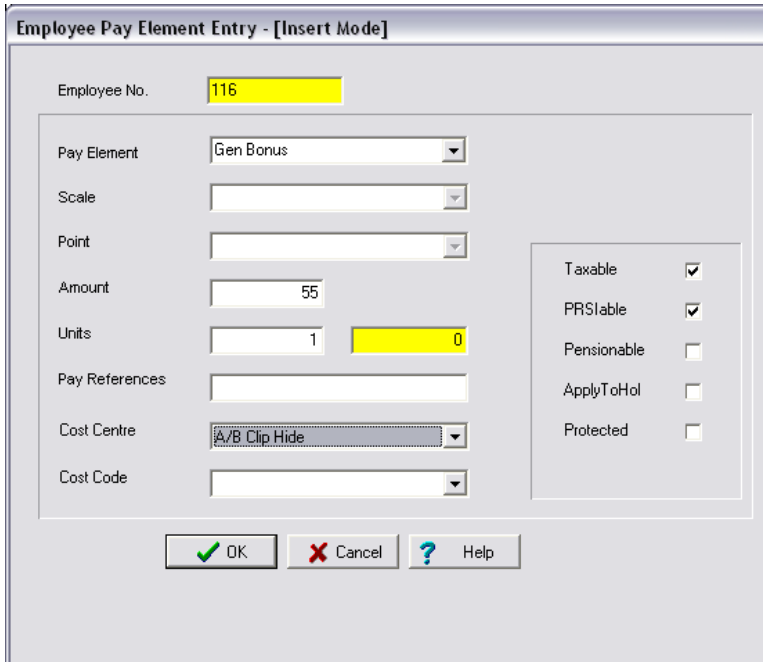
The "Payments" panel has buttons for "Add Payment" and "Delete Payment". It contains a table with the following columns: "Pay Element", "Rate", "Units", and "Total".

The "Deductions" panel has buttons for "Add Deduction" and "Delete Deduction". It contains a table with the following columns: "Deduction Element", "%", "Amount", and "Comment".

At the bottom of the interface, there are two input fields: "Insurable Weeks this Period" and "Advance Weeks to be Paid" with a value of "0".

Figure 1: Payment and Deductions screen

Click on the **Add Payments** button above the **Payments** panel. The following screen will be displayed.



Employee Pay Element Entry - [Insert Mode]

Employee No. 116

Pay Element Gen Bonus

Scale

Point

Amount 55

Units 1 0

Pay References

Cost Centre A/B Clip Hide

Cost Code

Taxable

PRSIable

Pensionable

ApplyToHol

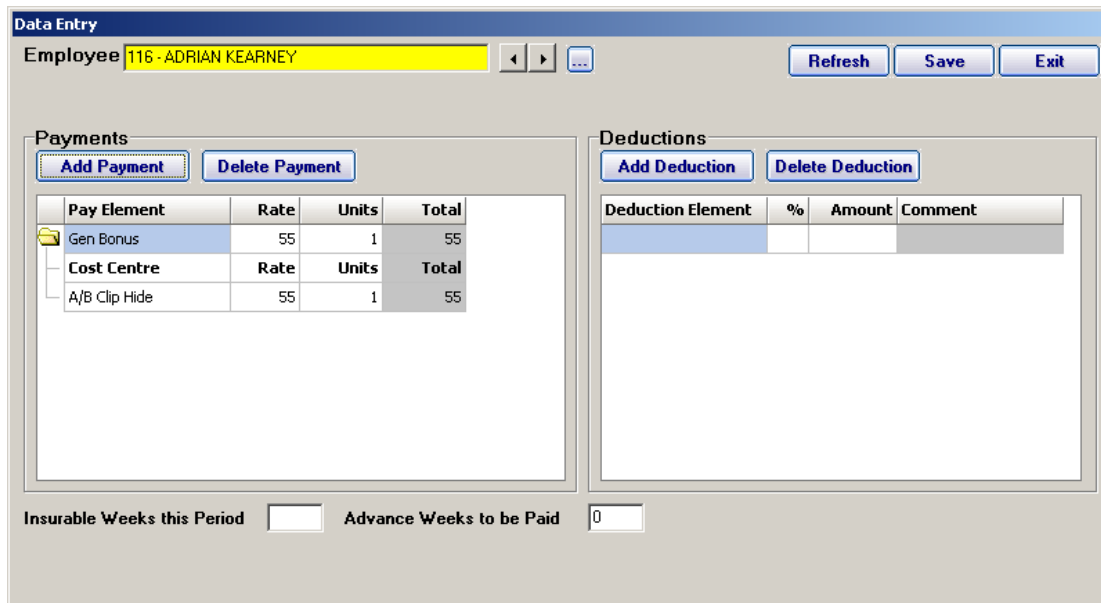
Protected

OK Cancel Help

Figure 2: Sample Pay Element

This could be an example of a payment that you want this employee to receive. If you want the employee to receive this payment only this period then **do not** tick the protected box in the panel on the right. If you do then tick it and the payment will roll forward from period to period and will require no further maintenance. Click **OK** to save the payment.

3.3.2 Adding a Pay Deduction



Data Entry
Employee **116 - ADRIAN KEARNEY**

Payments

Pay Element	Rate	Units	Total
Gen Bonus	55	1	55
Cost Centre			
A/B Clip Hide	55	1	55

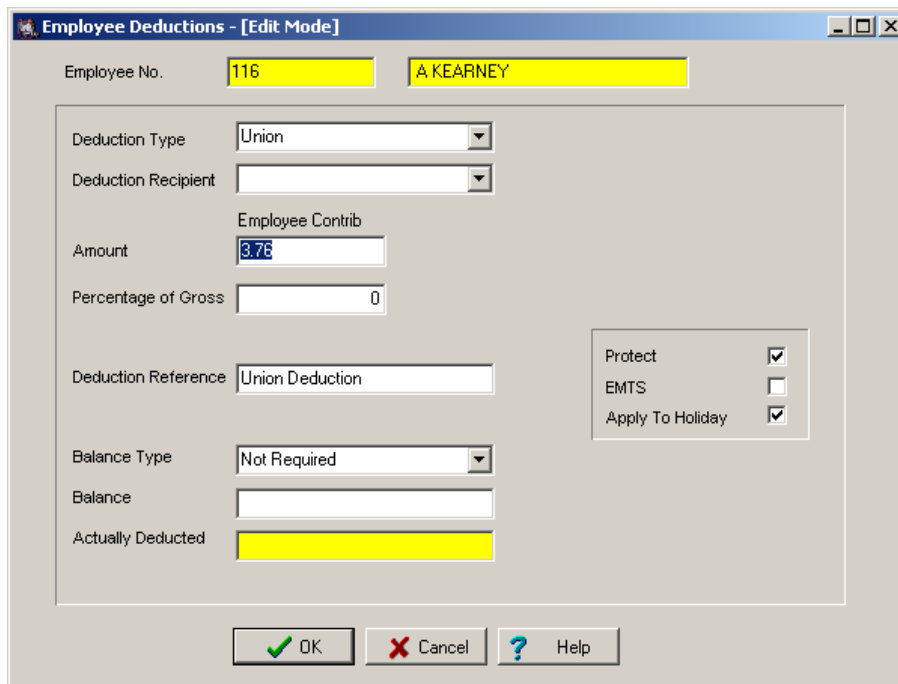
Deductions

Deduction Element	%	Amount	Comment

Insurable Weeks this Period Advance Weeks to be Paid

Figure 3: Pay elements are listed on the left hand side of the screen

Clicking the **Add** button on the **Deductions** panel will display the following screen.



Employee Deductions - [Edit Mode]

Employee No. **116** **A KEARNEY**

Deduction Type: Union
 Deduction Recipient:
 Employee Contrib:
 Amount: 3.76
 Percentage of Gross: 0

Deduction Reference: Union Deduction

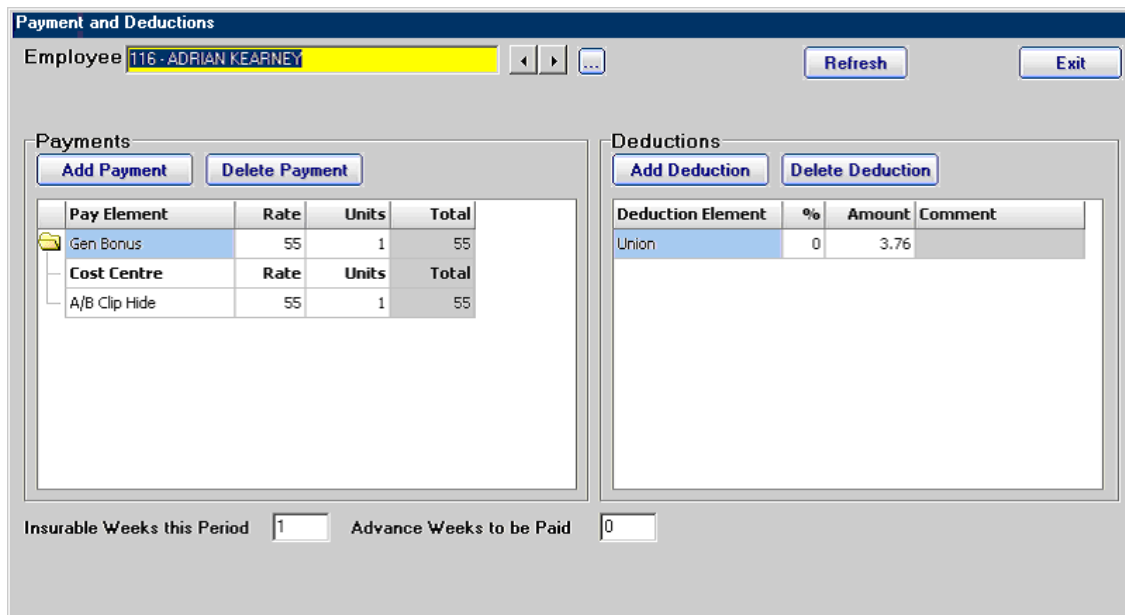
Balance Type: Not Required
 Balance:
 Actually Deducted:

Protect
 EMTS
 Apply To Holiday

Figure 4 : Sample Pay Deduction

Fill in details as required and click **OK**. Again in this example the Deduction is protected and will roll forward from period to period. Un-ticking this will just apply the deduction for the current period and then delete it.

The Pay and Deductions screen should now look like this.



Payment and Deductions

Employee: 116 - ADRIAN KEARNEY

Refresh Exit

Payments

Add Payment Delete Payment

Pay Element	Rate	Units	Total
Gen Bonus	55	1	55
Cost Centre	Rate	Units	Total
A/B Clip Hide	55	1	55

Deductions

Add Deduction Delete Deduction

Deduction Element	%	Amount	Comment
Union	0	3.76	

Insurable Weeks this Period: 1 Advance Weeks to be Paid: 0

Figure 5 : Pay Deductions are listed on the right hand side of the screen
 Clicking on the **Exit** button from the **Pay / Deds** screen returns you to the main payroll screen which now as you can see has recalculated for this employee.



WizPay - [Main Details]									
File Edit View Company Payroll Reports Processing Help									
Current Period: 48			Frequency: Weekly			Payroll			
Weekly									
Emp. No.	Forename	Surname	Gross Pay	Tax	PRSI Ee	Pension	Vol. Ded.	Nett Pay	PRSI Er
116	ADRIAN	KEARNEY	55	-44.04	0	0	3.76	95.28	4.68
12	NOEL	MULCAHY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	DAVID	CROWLEY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	JOHN	HAYES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
152	CONNOR	CARROLL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
164	ANDREW	CULLEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
165	Tony	Payne	0.00	0.00	0.00	0.00	0.00	0.00	0.00
173	Louis	Nolan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
174	CONOR	LORDAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
175	PADDY	MOLONEY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
205	JOHN	O LEARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	GERARD	LONG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272	JOE	MORGAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals			55.00	-44.04	0.00	0.00	3.76	95.28	4.68

Emp. No.	Forename	Surname	Gross Pay	Tax	PRSI Ee	Pension	Vol. Ded.	Nett Pay	PRSI Er
116	ADRIAN	KEARNEY	55.00	-44.04	0.00	0.00	3.76	95.28	4.68
YTD	Figures		<i>18121.06</i>	<i>1033.06</i>	<i>0.06</i>				
	Payment	Units	Amount	Total	Deductio	Amount			
	Gen Bonus	1	55	55	Union	3.76			

Figure 6 : Sample deduction for Adrian Kearney

The top grid shows a list of all the employees in the payroll and the bottom grid shows the details for the currently selected employee.