



How to Run the Back Pay Generator

Back Pay Generator

This is another useful utility that does a good deal more than just reporting. This item can analyse payments made to all employees, a single employee or a group of employees over a given time frame and finally can generate a payment based on these previously made payments. Once generated, the pay element forms part of the employee's gross pay and the pay is recalculated.

The back pay generator is accessed via the following menu item...

The screenshot shows a software interface with a menu structure. The 'Processing' menu is open, showing 'Payroll Routines' as a sub-menu. The 'Payroll Routines' sub-menu is also open, showing 'Back Pay Generator' as a highlighted option. The background shows a payroll summary table with columns for Name, Amount, and Net Pay.

Name	Amount	Net Pay
Kierse	383.94	
ah Callan	1000.00	2
arie Deasy	1677.30	3
ah Riordan	753.54	1
ah Higgins	362.82	
O Neill	810.86	1

Again this routine is performed using a wizard screen to guide you through on a step by step basis. The pay can be generated on a single employee, all employees or a group. You can select the tax year to be analysed (both from and to) and the period parameters (both from and to) to give you a listing firstly of all the payments between those 2 points in time that match your criteria.

You then select the pay elements that are to be queried between those 2 points and set the percentage level to be applied across the results.

Back Pay Generator

Employee Selection and Start / End Period Entry

All Employees
 Employee
 Group

0003 - Maria Walsh

Please Enter the Start Year and Period... Tax Year: 2009 Period: 1
 Please Enter the End Year and Period... Tax Year: 2009 Period: 52

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Back Pay Generator

Query Results

The following are the Results of your Query

Right Click anywhere on the grid to bring up the pop up menu for Selection options. Select All and a tick mark appears next to each item on the grid. Individual items may also be selected / unselected.

Staff No	Name	Pay Element				Result	Period
<input checked="" type="checkbox"/> 0003	Mrs M Walsh	Basic	17.5	21	367.5	9.1875	1
<input checked="" type="checkbox"/> 0003	Mrs M Walsh	Basic	17.5	-7	-122.5	-3.0625	2
<input checked="" type="checkbox"/> 0003	Select All	Basic	17.5	14	245	6.125	2
<input checked="" type="checkbox"/> 0003	Select Highlighted	Basic	17.5	7	122.5	3.0625	3
<input checked="" type="checkbox"/> 0003	Deselect All	Basic	17.5	21.25	371.88	9.297	3
<input checked="" type="checkbox"/> 0003	Mrs M Walsh	Basic	17.5	20.25	354.38	8.8595	4
<input checked="" type="checkbox"/> 0003	Mrs M Walsh	Basic	17.5	21.5	376.25	9.40625	5
<input checked="" type="checkbox"/> 0003	Mrs M Walsh	Basic	17.5	22.5	393.75	9.84375	6
<input checked="" type="checkbox"/> 0003	Mrs M Walsh	Basic	17.5	21.5	376.25	9.40625	7

Right Click for further Options

Pay Element to Pay As: Backpay

Select the Pay Element that the above calculations will be applied as. This will then form a part of gross pay the same as any other pay element.

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All the chosen pay elements that were paid during the selected periods will now be output and the percentage calculation will be run on them. Finally the results are accumulated per employee and applied as a single pay element. You have an option to export this to Excel for further analysis if you so wish. Finally click the Apply Payments button to apply this payment (accumulated) as a single additional pay



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element - in this case "Backpay". Once applied this pay element acts as all other pay elements do and may be edited or deleted as per normal.

Pay / Deductions Entry

Employee

Payments

Pay Element	Rate	Units	Total
Backpay	498.86	1	498.86
Basic	17.5	21	367.5

Please note that the Total Rate figure is an average figure

Deductions

Deduction Element	%	Amount	Comment
Pension	0	18.38	
Lotto	0	2	
Manage	0	20	
Death in Service	0	1.24	

Multiplier to Increase non Percentage Deds

Insurable Weeks this Period

Employee PRSI Adjustment Tax Adjustment

Employer PRSI Adjustment

Employee Levy Adjustment