



How to Update Employee Pay Elements

Click on the following menu option...

The screenshot shows a software interface with a menu bar containing 'Processing', 'Useful Links', and 'Help'. A dropdown menu is open under 'Processing', listing options: 'Payroll Control Centre', 'Payslip Processing', 'Payroll Routines', 'Tax Processing', 'Year End Processing', 'Payroll Summary', 'R.O.S. Based Return', and 'Write P45's'. The 'Payroll Routines' option is highlighted, and a sub-menu is displayed with options: 'Recalc Pay', 'Back Pay Generator', 'Verify Payscales', 'Recreate Paypath File', 'Reprint Cheque(s)', 'Reopen Payroll', 'Employees Deduction Updates', 'Employees Pay Element Updates', and 'Roll Back Payroll'. The 'Employees Pay Element Updates' option is highlighted in blue. In the background, a table shows employee details for 'Duggan' and 'Buckley'.

Click the Next button on the first screen to display the pay element selection screen...

The screenshot shows the 'Employees Pay Element Update...' screen. It features a title bar 'Pay Element Modifications' and a decorative graphic of a pen and confetti. The main heading is 'Employees Pay Element Update...'. Below this, a prompt asks: 'Please select the Employees Pay Element you wish to Modify or Remove?'. A dropdown menu is open, showing 'Holiday Pay' selected. Below the dropdown, there are radio buttons for 'Add', 'Subtract', 'Delete', and 'Move Units to a different Pay Element'. The 'Add' option is selected, and a checkbox for 'Allow New Elements' is checked. A text box asks 'How many Units do you wish to modify the Element by?' with a value of '0' entered. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.



You now have the option to either Add a new pay element to all employees, subtract from an existing element, delete an existing element or move amounts from 1 pay element to another.

If you are moving to a different element then tick the box “Move Units to a different Pay Element”

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

Pay Element: Transfer All Units?

How many Units do you wish to modify this element to?

Units:

Transfer All Units?

Pay Element List:
Holiday Pay Piece Rate
Hourly Pay
Illness Benefit Non-Tax.
Illness Benefit Taxable
Income Prot. Ins.
Maternity Allowance
Maternity Allowance JF
Maternity Allowance.CW

< Back Next > Cancel


If you wish to transfer all the units from element A to element B then ensure that the tick box “Transfer All Units” is ticked.

Now click the “Next” button to advance the screen...

By Default all employees with the “from” pay element will have it selected. It is now up to you to go through each employee and un-tick those for which the transfer is not to take place.



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	IKey
<input checked="" type="checkbox"/>	0015	Gwendolyn	Clark	24.00	24.00	38653
<input type="checkbox"/>	0016	Michelle	Kane	40.00	40.00	38654
<input checked="" type="checkbox"/>	0018	Elizabeth	Smith	16.00	16.00	38655

In the above case the element for Michelle Kane will not be changed but for the other 2 employees it will. Clicking "Next" will bring you to the final screen, click "Finish" and the payroll will trigger a recalculation. Verify that the correct transfer of units was completed and that the new calculation is correct.