

This work instruction was last updated: 11th March 2010

Pay Advice Enquiry

This Work Instruction describes the process to Set Current Tax Period

The path to the screen is Payroll / Pay Cycle Processing / Pay Advice Enquiry.

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1.1 The form Pay Advice Enquiry



1.2 Select Employee and tab through

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Employee	Other N	umbers	Stru	icture	Sa	ved List	En	nployment			
Match Employee Numb	er 🔽	Exact	C Pa	artial							
Surname Sex Current Employs Previous Surnan Known As	e Y ne T				Init Nat As	ials :. Ins. No. at Date	ſ	11/03/2	010	Search	
	-										
Surname		Inits	Title	Emp Numi	ber [National ID N	√umb∈	r		Start Dati	e Fore
Sumame		Inits	Title	Emp Num	ber I	National ID N	√umb∈	ir		Start Dati	e Fore
Sumame		Inits	Title	Emp Numl	ber [National ID N	lumbe	ir		Start Dat	eFore
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Sumame		Inits	Title	Emp Num	ber 1	National ID N	Numbe	ir		Start Date	e Fore
Sumame		Inits	Title	Emp Num	ber [National ID N	Numbe	it		Start Date	e Fore

1.3 Choose the required period and Select

Southampton

	GT Paysilp Histor		ection				Les y L
Seq	Tax Year	Period	Run+Type	Pay Type	Description	Status	Notes
001	2009	11	Std	M	Monthly		
002	2009	10	Std	M	Monthly		
003	2009	09	Std	M	Monthly		
004	2009	08	Std	M	Monthly		
005	2009	07	Std	M	Monthly		
006	2009	06	Std	M	Monthly		
007	2009	05	Std	М	Monthly		
008	2009	04	Std	M	Monthly		
009	2009	03	Std	M	Monthly		
010	2009	02	Std	M	Monthly		
011	2009	01	Std	М	Monthly		
012	2008	12	Std	M	Monthly		
013	2008	11	Std	М	Monthly		•
Ad		Delete	Evnand				_
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AMD79L4 Pay Elements									
Seq	Code	Desc	Units	Rate	Payment	Code	Desc	Deduction	
001	7001	Pen SalSac			91.99-	0001	Tax Paid	288.40 📥	
002	7070	RevSalary			1441.17	0040	NI C/O	5.73-	
003	1000	Basic Pay			338.78	0040	NI C/O	95.43	
004	1000	Basic Pay			1194.38	9220	PASNAS SS		
								-	
Gross Pay 1441.17 Deductions 378.10 Net Pay 1063.07									
A	Add Change Delete Expand								
🔁 Alt. Currency 🔁 NI 🛛 🔁 YTD 🕒 Grosses 🕒 Bank 🕒 Notes									
🕒 Curr. Choice 😈 Back 1 😈 Fwd 1 🔮 Earliest 🕒 Latest 😌 P.Select 😌 O/Ride Off 🛛 🔃 Exit									