

This work instruction was last updated: 17th March 2010

Payroll Calculate

This Work Instruction describes the process to Payroll Calculate

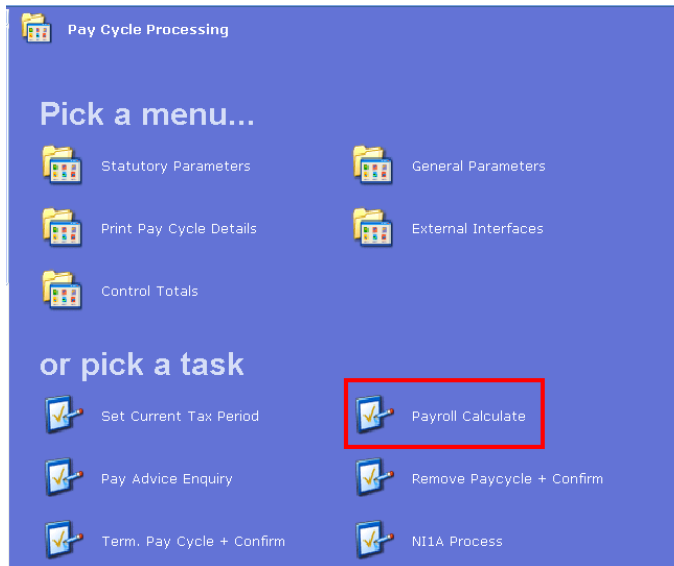
The path to the screen is Payroll / Pay Cycle Processing / Payroll Calculate.

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1 Payroll Calculate

1.1 The form Payroll Calculate



1.2 Search Form

The screenshot shows the 'Task - P45 Reports - Employee Selection - Individual & Group' window. The 'Structure' and 'Pay Group' tabs are highlighted with red boxes. The window contains the following fields:

- Employee Number
- Surname
- Sex
- Current Employee
- As at Date
- Previous Surname
- Known As
- Initials
- Nat. Ins. No.
- Search button

Below the fields is a table with the following columns: Surname, Inits, Title, Emp Number, National ID Number, Start Date, and For. The table is currently empty.

At the bottom of the window are buttons for 'Select', 'Exit', and 'Save List'.

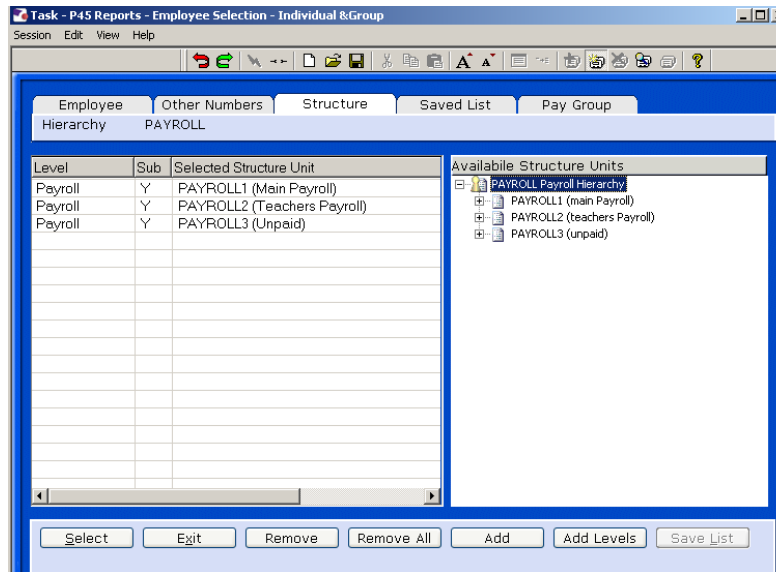
1.3 To select **All Payrolls** use the Structure tab and Right Click on your selection. The following option is then available

The screenshot shows the 'Task - P45 Reports - Employee Selection - Individual & Group' window with the 'Structure' tab selected. The 'Available Structure Units' list is visible, and the 'Add to Selection (All Levels)' option is highlighted.

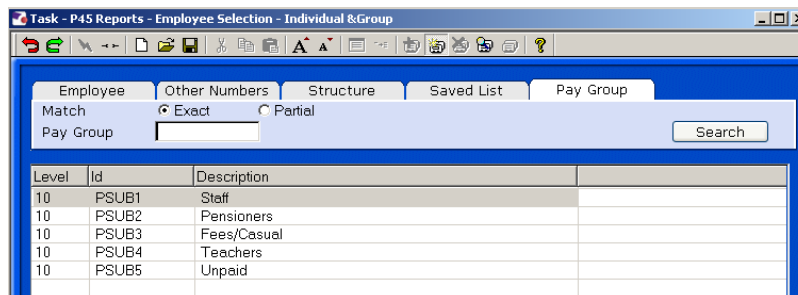
The 'Available Structure Units' list contains the following items:

- ADD TO SELECTION (ALL LEVELS)
- ADD TO SELECTION
- PAYROLL3 (unpaid)

1.4 Select the appropriate option



1.5 To select **Individual** an PSUB group use the Group tab and select



1.6 Once you select the Process of Payroll Calculate starts.