



PCSchool Fact Sheet

Simply a Better Team

<http://www.pcschool.net>

Finance / Payroll

Finance / Payroll
1 December 2008

please ensure this is passed on to the relevant person at your school

Payroll Accrued Leave Rollover

As it is coming to the end of the calendar year many schools may wish to roll their year to date sick / holiday leave for employees. This can be set up through the Payroll Control Files. In this area you can nominate the period to roll accruals.

Path: Finance Module—System—Payroll Control Files—System tab

If you wish to roll your sick / holiday accrual at the END of December you would select period 7. This will prompt the system to roll the accrued leave when rolling into period 7 (January).

Alternately you may wish to roll your sick / holiday accrual at the end of the Financial year. In this case check that the nominated period to roll accruals is 1. This will prompt the system to roll the accrued leave when rolling in to period 1 (July for Australian Schools, April for New Zealand Schools).

If you are unsure if your system is set up correctly for rolling your employee leave accruals please contact the PCSchool Support Desk.

Payroll Control Files

1 System | 2 Pay Codes | 3 Bank Control | 4 Super Providers | 5 Tax Scales | 6 HELP or SFSS | 7 Pay Slip Comment

Group ID or ABN:	1234567890	<input checked="" type="checkbox"/> Ledger Integrated	\$ Month to Date	\$ Year to Date
Holiday Loading %:	17.5	Gross Pay:	0.00	27147.20
Max Tax Ex Holiday Loading \$:	320.00	Tax:	0.00	9348.00
Last Pay Date:	10/11/2008	Deductions:	0.00	400.00
Last Period End Date:	01/12/2008	Allowances:	0.00	0.00
FBT Clearance Date:	30/06/2004	Holiday Loading:	0.00	0.00
Default GL Account:	4060	Termination Payments:	0.00	0.00
Default Super Rate:	9.00	Fringe Benefit:	0.00	0.00
Super Threshold:	450.00	CDEP Payments:	0.00	0.00
Tax Liability Ledger Account:	4061	Employee Superannuation:	0.00	0.00
Super Liability Ledger Account:	4062	Employer Contrib Super:	0.00	2788.20
Last Day of Payroll Year:	30	Current Period:	6	Pd. to Roll Accruals: 7
Last Month of Payroll Year:	06			

Clear All | Save | Exit ViewEsc