



## Payroll Workflow Tech Tip

### Quick guide to steps for creating Payroll

1. Entering Payroll:
  - **Payroll Timesheet** – this is use for employees - if you have to adjust hours/pay, sick days etc that is varied from your standard pay setup.
  - **Payroll Generation** – once all timesheet changes have been made or if no changes:
    - Enter Pay date
    - Tick in Calculate Super Tagged
    - (if End of Month – tick in Calculate Super Tagged Monthly)
    - **Generate Payroll**
2. **Pre Issue Reports** –
  - In the **Proposed Superannuation Payment Date** – (enter the date that you will pay Superannuation)
  - print - Payroll Generation Report
  - print - Payroll Preparation Summary or reports that you require
  - **BACKUP** If you have a large payroll - it would pay you to Backup the Payroll files now
  - when correct issue payslips either print or email (if emailing only send batches of about 25 at a time) or use PrintTray.
3. **Issue Pay** – make sure the **Current Pay Date** is correct
4. **Execute payroll** - to create an “**ABA file**” for your bank so it can be uploaded to your banking software
  - Once uploaded **correctly** to your bank - Select “**Print Successful**” (this deletes all the entries ready for next time)
5. Finalise the Payroll Batch under **General Ledger / Batch Transaction Entry/ Payroll** – make sure the totals are correct and Finalise Batch to the appropriate period.
6. This completes Payroll
7. If **End Of Month** – make sure you have generated the pay with a tick (if End of Month – tick in Calculate Super Tagged Monthly)
8. Print all reports and reconcile – when correct follow the Payroll End of Month procedures