

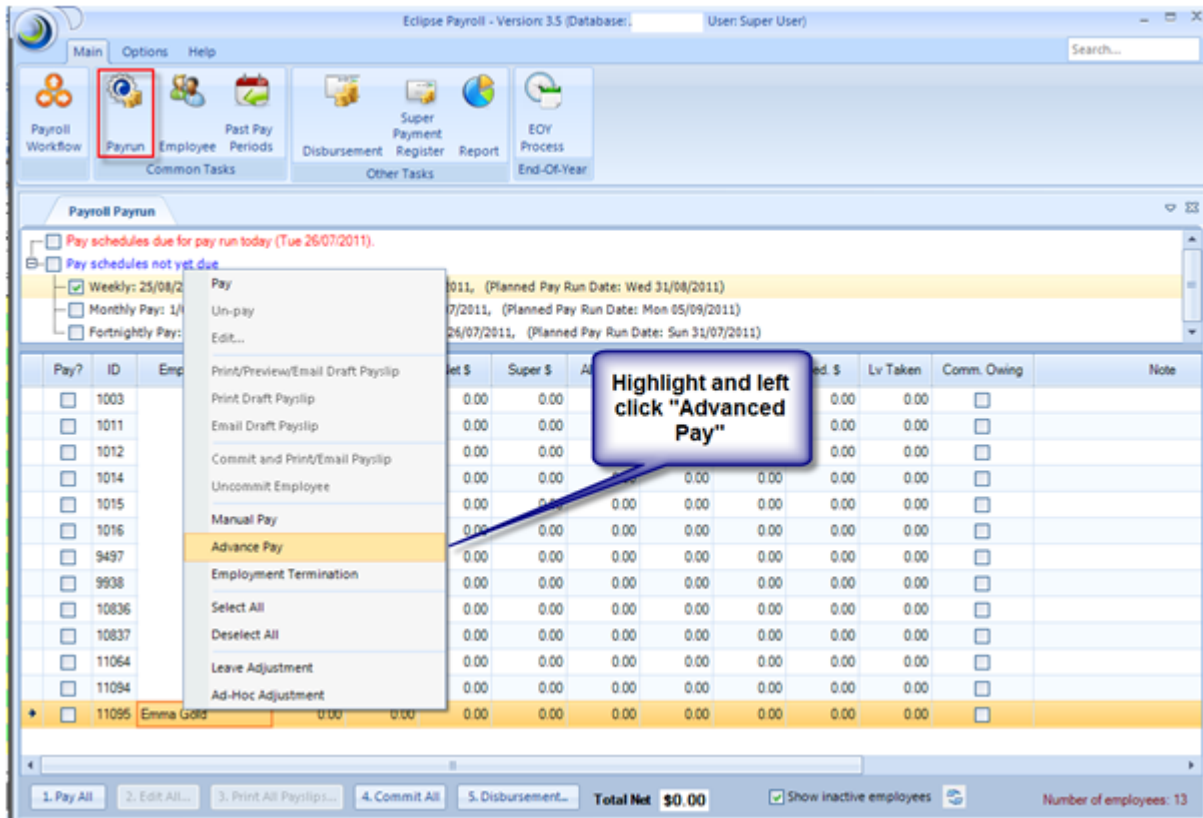
# Advanced Pay

## Advanced Pay

The Advanced Pay option allows you to pay an employee in advanced pay periods for example if the employee is to go on annual leave.

Advanced Pay is done through your "Payrun" tab.

To Advance Pay an employee, tick the employee and then right click to view the below menu.



Once you have clicked "Advance Pay", the below screen will appear.

Advance Pay

Employee Name:  Employee ID: 1008

Regular Pay Period: 25/09/2009 - 1/10/2009 Pay Grade: Sales Pay Grade

You can right click on the grid to see the menu.

Pay?	Pay Period	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken	Commit Date
<input type="checkbox"/>	2/10/2009 - 8/10/2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	

Tick the payrun period to Advance Pay this employee.

Advance Pay

Employee Name:  Employee ID: 1008

Regular Pay Period: 25/09/2009 - 1/10/2009 Pay Grade: Sales Pay Grade

You can right click on the grid to see the menu.

Pay?	Pay Period	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken	Commit Date
<input checked="" type="checkbox"/>	2/10/2009 - 8/10/2009	787.64	122.00	660.64	56.94	0.00	0.00	0.00	0.00	0	20/01/2010 11:...
<input checked="" type="checkbox"/>	9/10/2009 - 15/10/2009	787.64	122.00	660.64	56.94	0.00	0.00	0.00	0.00	0	
<input type="checkbox"/>	16/10/2009 - 22/10/2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	

Shown above, you can see that the "Advance Pay" for the employees have been created.

Once you have committed the advance pay you are also able to print the payslip as well as view the disbursement. Once you are happy click close.

Payroll Payrun

Pay schedules due for pay run today (Tue 26/07/2011)

Pay schedules not yet due

- Weekly: 25/08/2011 - 31/08/2011, Pay Run Date: Wed 31/08/2011, (Planned Pay Run Date: Wed 31/08/2011)
- Monthly Pay: 1/08/2011 - 31/08/2011, Pay Run Date: Tue 26/07/2011, (Planned Pay Run Date: Mon 05/09/2011)
- Fortnightly Pay: 15/07/2011 - 28/07/2011, Pay Run Date: Tue 26/07/2011, (Planned Pay Run Date: Sun 31/07/2011)

Pay?	ID	Employee Name	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken	Comm. Owing	Note	Commit
<input type="checkbox"/>	1003		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1011		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1012		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1014		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1015		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1016		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	9497		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	9938		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	10836		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	10837		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	11064		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	11094		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	11095	Emma Gold	1,438.87	334.00	1,104.87	129.36	1.50	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	* Advance paid to 7/09/2011 from this pay..	31/08/2011

Advance Pay

Employee Name:  Employee ID: 1008 [Employee Details...](#)

Regular Pay Period: 25/09/2009 - 1/10/2009 Pay Grade: Sales Pay Grade

You can right click on the grid to see the menu.

Pay?	Pay Period	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken	Commit Date
<input checked="" type="checkbox"/>	2/10/2009 - 8/10/2009	787.64	122.00	660.64	56.94	0.00		0.00	0.00	0	20/01/2010 11:...
<input checked="" type="checkbox"/>	9/10/2009 - 15/10/2009	787.64	122.00	660.64	56.94	0.00		0.00	0.00	0	
<input type="checkbox"/>	16/10/2009 - 22/10/2009	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0	

Each time you tick the pay period which you wish to advance pay the next pay period will appear in the below line. This function allows you to Advance Pay an employee for multiple pay periods.

Advance Pay

Employee Name:  Employee ID: 1009 [Employee Details...](#)

Regular Pay Period: 25/09/2009 - 1/10/2009 Pay Grade: Sales Pay Grade

You can right click on the grid to see the menu.

Pay?	Pay Period	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken	Commit Date
<input checked="" type="checkbox"/>	2/10/2009 - 8/10/2009	787.64	122.00	660.64	56.94	0.00		0.00	0.00	0	
<input type="checkbox"/>	9/10/2009 - 15/10/2009	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0	

Right Click and select edit to make any changes to the employee's pay for that period.

Once you have selected the pay period you wish to advance pay, you can right click and then edit the pay. You would do this to make adjustments for annual leave or sick leave.

		Salary/Wage					Overtime/Special Pay				Leave Taken		
Work Date	Day	Hours	Rate	Amt	Avg	Pub/Hol	Special Rate	Hours	Rate	Avg	Amt	Leave	Hours
01/09/2011	Thu	8	35.93429	\$287.47		<input type="checkbox"/>						Worktime Annual Le...	8
02/09/2011	Fri	8	35.93429	\$287.47		<input type="checkbox"/>						Worktime Annual Le...	8
05/09/2011	Mon	8	35.93429	\$287.47		<input type="checkbox"/>						Worktime Annual Le...	8
06/09/2011	Tue	8	35.93429	\$287.47		<input type="checkbox"/>						Worktime Annual Le...	8
07/09/2011	Wed	8	35.93429	\$287.47		<input type="checkbox"/>						Worktime Annual Le...	8

Click here to add a new row

Once you have edited your employee's pay run, you can now click "Commit", which will commit the advance pay.

Advance Pay

Employee Name:  Employee ID:  [Employee Details...](#)

Regular Pay Period:  Pay Grade:

You can right click on the grid to see the menu.

Pay?	Pay Period	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken	Commit Date
<input checked="" type="checkbox"/>	1/09/2011 - 7/09/2011	1,690.41	345.00	1,345.41	129.36	0.00	0.00	0.00	0.00	40.00000	
<input type="checkbox"/>	8/09/2011 - 14/09/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	

1. Commit    2. Print/Preview All Payslips...    3. Disbursement    Close

Once you have committed the advance pay you are also able to print the payslip as well as view the disbursement. Once you are happy click close.

Payroll Payrun

Pay schedules due for pay run today (Tue 26/07/2011).

Pay schedules not yet due

- Weekly: 25/08/2011 - 31/08/2011, Pay Run Date: Wed 31/08/2011, (Planned Pay Run Date: Wed 31/08/2011)
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Pay?	ID	Employee Name	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken	Comm. Owing	Note	Commit
<input type="checkbox"/>	1003		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1011		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1012		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1014		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1015		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	1016		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	9497		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	9938		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	10836		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	10837		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	11064		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	11094		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	11095	Emma Gold	1,438.87	334.00	1,104.87	129.36	1.50	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	* Advance paid to 7/09/2011 from this pay.. 31/08/20	

Shown above, you can see that the "Advance Pay" for the employees have been created.