

Manual Pay

You would perform a "Manual Pay" for an employee that you need to make an adjustment to.

The screenshot shows the Eclipse Payroll software interface. The 'Payrun' tab is selected in the top navigation bar. Below the navigation bar, there are sections for 'Payroll Payrun' and 'Pay schedules due for pay run today (Fri 5/08/2011)'. A table lists employees with columns for Pay?, ID, Employee Name, Gross \$, Tax \$, Net \$, Super \$, Allow. \$, Comm. \$, P.Super \$, Ded. \$, and Lv Taken. The employee Emma Gold is highlighted in the table. A callout box points to the 'Payrun' tab with the text "Left click on 'Payrun'". Another callout box points to the row for Emma Gold with the text "Right Click on the employee you wish to do the manual pay for."

Pay?	ID	Employee Name	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken
<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"/>	1011		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<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"/>	1014		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<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"/>	1016		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<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"/>	9938		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<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"/>	10837		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<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"/>	11094	Michelle Mooney	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	11095	Emma Gold	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To open the "Manual Pay" screen you need to firstly click on the "Payrun" tab and then right click on the employee you wish to do the manual pay for.

The screenshot shows the Eclipse Payroll software interface with the context menu open for the employee Emma Gold. The menu options are: Pay, Un-pay, Edit..., Print/Preview/Email Draft Payslip, Print Draft Payslip, Email Draft Payslip, Commit and Print/Email Payslip, Uncommit Employee, Manual Pay, Advance Pay, Employment Termination, Select All, Deselect All, Leave Adjustment, and Ad-Hoc Adjustment. The 'Manual Pay' option is highlighted. A callout box points to the 'Manual Pay' option with the text "Left Click on Manual Pay".

Manual Pay

Employee Name: Emma Gold ID: 11095 Pay Grade: Administration Pay Grade

Pay Period: 08/09/2011 - 14/09/2011, Pay Run Date: Wed 31/08/2011

I want to make a new manual payment

Payment Details

Please select the pay period this payment relates to: 8/09/2011 - 14/09/2011 (Current) Payment Reason:
 Do you want to post this payment to the accounting system? Yes No Payslip Message:
 Payment Reason:
 Payslip Message:
 Net, Super and Leave: Super \$: ? Calculate Super Fund: MTA

Earnings

Salary/Wage \$:
 Overtime \$:
 Stock Commission \$:
 Leave Loading \$:
 Allowance: Amt \$:
 Laundry Allowance: 0.00

Deductions

PAYG Tax \$:
 HELP Tax \$:
 Personal Super \$:
 Personal Super Fund:
 Deduction: Amt \$:
 Staff Account: 0.00

Total Earning \$:
 Total Deduction \$:
 Net \$:

1. Commit 2. Print/Preview Manual Pay Advice... 3. Disbursement Close

Once you have left clicked on "Manual Pay" the above screen will open.

Within this screen you must manually work out what PAYG Tax is to be paid – this system will not calculate this for you, as in some cases PAYG Tax may not be required. Once you have filled in the required amounts for your manual pay you will be able to commit and print the pay slip as below.

Payment Details

Please select the pay period this payment relates to: 8/09/2011 - 14/09/2011 (Current) Payment Reason: Under paid in last payrun
 Do you want to post this payment to the accounting system? Yes No Payslip Message: Under paid in last payrun

Earnings

Salary/Wage \$: 200.00
 Overtime \$: 0.00
 Stock Commission \$: 0.00
 Leave Loading \$: 0.00
 Allowance: Amt \$:
 Laundry Allowance: 0.00

Deductions

PAYG Tax \$: 45.45
 HELP Tax \$: 0.00
 Personal Super \$: 0.00
 Personal Super Fund:
 Deduction: Amt \$:
 Staff Account: 0.00

Net, Super and Leave

Super \$: 18.00 Calculate
 Super Fund: MTA

Total Earning \$: 200.00
 Total Deduction \$: 45.45

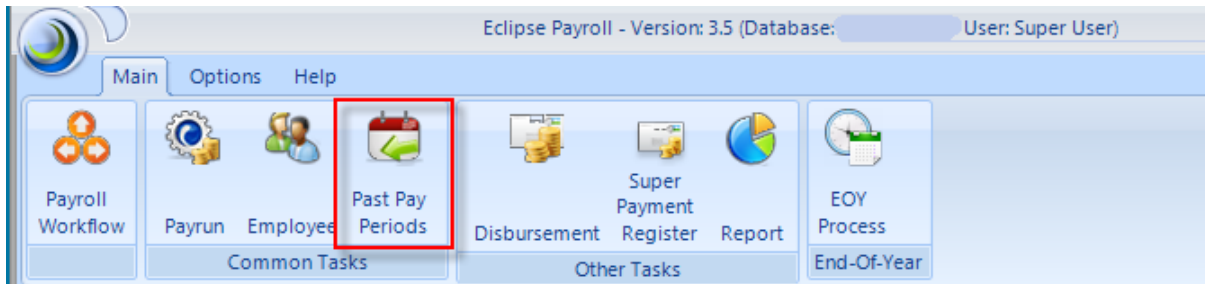
1. Commit 2. Print/Preview Manual Pay Advice... 3. Disbursement Close

Once you have entered in the Earnings and Deductions left click on "Calculate" and the system will automatically calculate any Super that maybe applicable.

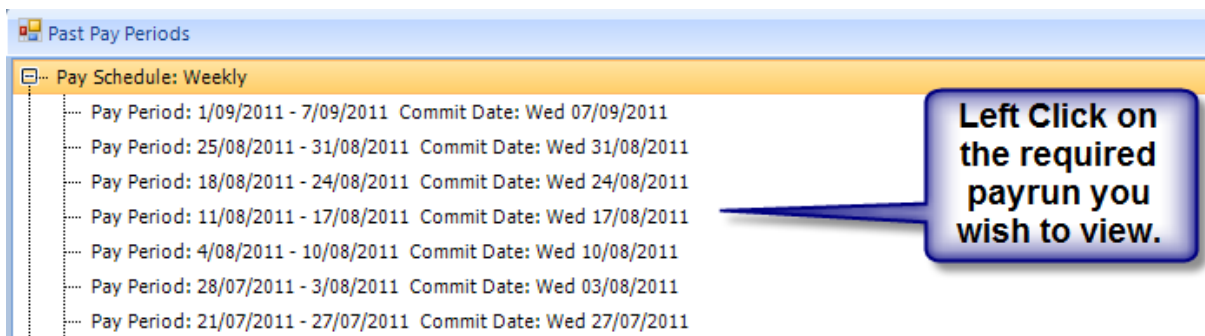
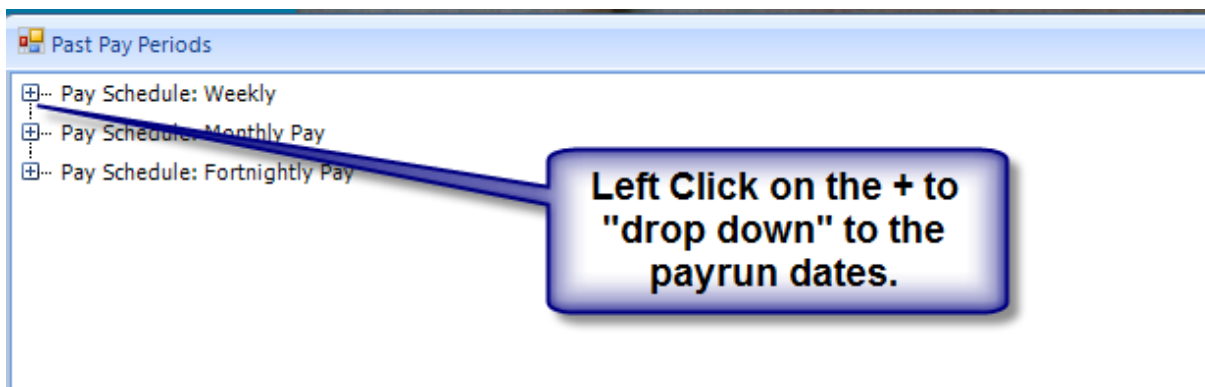
Once you have completed the required amounts you need to left click on "Commit" and then print the pay slip, once this has been done your manual pay has been completed and can now be processed within Eclipse Stock & Accounting.

PAST PAY PERIODS

Past Pay Periods allows you to view previous payruns that you have already "committed" in the system.



Once you have left clicked on the "Past Pay Periods" icon the below screen will open:



Past Pay Periods

Pay Schedule: Weekly

- Pay Period: 1/09/2011 - 7/09/2011 Commit Date: Wed 07/09/2011
- Pay Period: 25/08/2011 - 31/08/2011 Commit Date: Wed 31/08/2011
- Pay Period: 18/08/2011 - 24/08/2011 Commit Date: Wed 24/08/2011
- Pay Period: 11/08/2011 - 17/08/2011 Commit Date: Wed 17/08/2011
- Pay Period: 4/08/2011 - 10/08/2011 Commit Date: Wed 10/08/2011**
- Pay Period: 28/07/2011 - 3/08/2011 Commit Date: Wed 03/08/2011
- Pay Period: 21/07/2011 - 27/07/2011 Commit Date: Wed 27/07/2011

ID	Employee Name	Gross \$	Tax \$	Net \$	Super \$	Allow. \$	Comm. \$	P.Super \$	Ded. \$	Lv Taken	Note
1011		651.50	74.00	577.50	58.50	1.50	0.00	0.00	0.00	0.00	
1012		1,102.00	221.00	881.00	99.18	0.00	0.00	0.00	0.00	0.00	
1014		650.00	79.00	571.00	58.50	0.00	0.00	0.00	0.00	0.00	
1015		754.00	101.00	653.00	67.86	0.00	0.00	0.00	0.00	0.00	
1016		650.00	74.00	576.00	58.50	0.00	0.00	0.00	0.00	0.00	
9497		641.50	72.00	569.50	57.60	1.50	0.00	0.00	0.00	0.00	
9938		709.12	84.00	625.12	63.82	0.00	0.00	0.00	0.00	0.00	
10836		641.50	72.00	569.50	57.60	1.50	0.00	0.00	0.00	0.00	
10837		675.00	77.00	598.00	60.75	0.00	0.00	0.00	0.00	0.00	
11064		636.00	71.00	565.00	57.24	0.00	0.00	0.00	0.00	0.00	
11094	Michelle Mooney	1,055.57	250.00	805.57	94.87	1.50	0.00	0.00	0.00	0.00	
11095	Emma Gold	1,438.87	332.00	1,106.87	129.36	1.50	0.00	0.00	0.00	0.00	
11096	Ben Smith	1,149.90	236.00	913.90	103.49	0.00	0.00	0.00	0.00	0.00	

Total Net \$9,958.86

You can now view what you

If you wish to view what your employee's pay was made up of – left click on the required employee to open the pay run for that employee.

Employee Pay Viewer (Read-only) - Emma Gold

Emma Gold

Employee ID 11095

Regular Pay:

Pay Period 4/08/2011 - 10/08/2011

Committed On 10/08/2011

Earnings	\$ Amount	Deductions	\$ Amount	Leave Balance/Available	Hours
Salary or Wage	1,437.37	Total Tax	332.00	Worktime Sick leave	0.00
Allowance	1.50			Worktime Annual Leave	9.20
Net Pay	1,106.87				
SGC Contribution	129.36				

Work Date	Day	Leave	Special Rate	Unit/Hrs	Unit Rate	Amount	Avg	Description/Reason	Extern. Ref	Payslip M
04/08/2011	Thu			8	35.93429	\$287.47	0	Normal Wage on Hourly Rate		
05/08/2011	Fri			8	35.93429	\$287.47	0	Normal Wage on Hourly Rate		
08/08/2011	Mon			8	35.93429	\$287.47	0	Normal Wage on Hourly Rate		
09/08/2011	Tue			8	35.93429	\$287.47	0	Normal Wage on Hourly Rate		
10/08/2011	Wed			8	35.93429	\$287.47	0	Normal Wage on Hourly Rate		

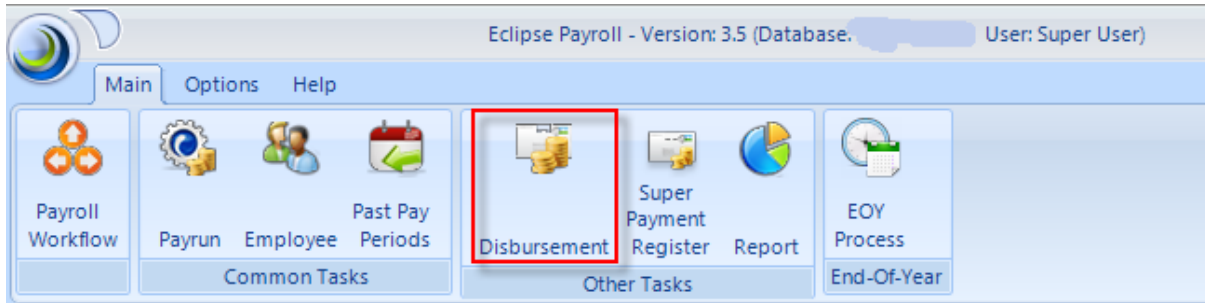
Work Date	Day	Allowance	Deduction	Unit	Unit Rate	Amount	Avg	Description/Reason	Extern. Ref	Payslip M
04/08/2011	Thu	Laundry Allowan...		1	1.50000	\$1.50	0	Laundry Allowance		

Note: Double click on row to view its details.

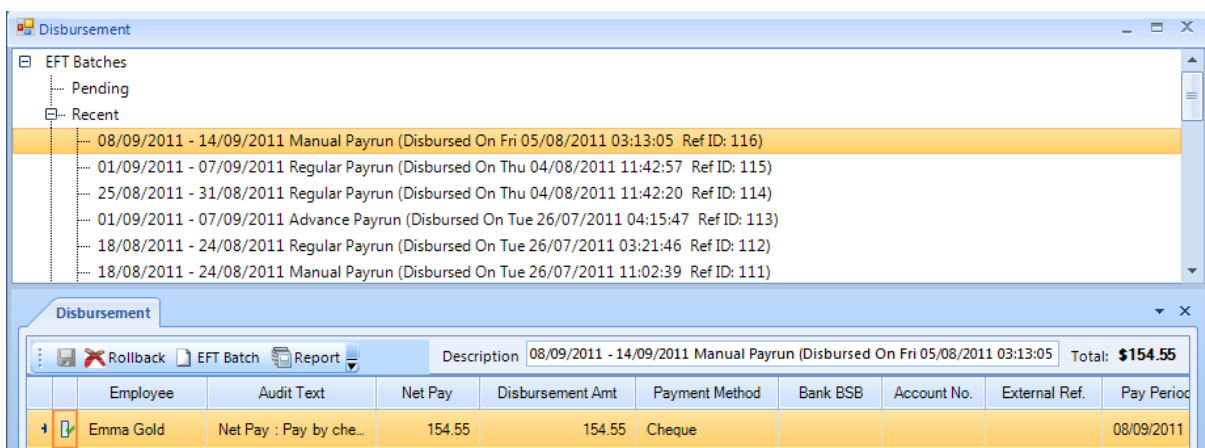
Cancel

Disbursements:

"Disbursements" is the report is generated at the end of each Payrun. This report shows you which employee you paid in the Payrun, the amount they were paid, how payment was made and into which accounts.



Left click on "Disbursements"



You can see above that on this Payrun we only paid one employee.

REPORT

Below is the Eclipse Payroll Reports screen, in here you are able to reprint pay slips, super transaction reports etc.

Eclipse Payroll - Version: 3.5 (Database: Jayco Nowra User: Super User)

Main Options Help Search...

Payroll Workflow Payrun Employee Past Pay Periods Disbursement Super Payment Register Report EOY Process End-Of-Year

Common Tasks Other Tasks

Payroll Report

Available Payroll Reports

- Employee
 - Employee Details Report
 - Employee Payslips
 - Employee YTD Summary Report
 - Employee YTD Allowance Report
- Superannuation
 - Employee Super Contribution Report
 - Super Fund Summary Report
 - Super Payment Transaction Report
- Leave
 - Employee Leave Summary Report
 - Employee Leave Balance Report
- Payrun
 - Payrun Summary Report
 - Payrun Transaction Report
 - Disbursement Summary Report
- Transaction Analysis
 - Employee All Transactions Report
 - Employee Leave Transaction Report
 - Employee Super Transaction Report
 - Employee Allowance/Deduction Transaction Report
 - Accounting Transaction Report