

STAFF PAY



Staff Pay Rates

Staff pay rates are currently set up as part of the staff members details. These are described in detail in the Staff Details mini guide.

To see a pay rate:

Go > Home > Staff Details > Staff Details > Work Types tab >

The screenshot shows a software window with several tabs: General Details, Additional Details, Work Types, Qualifications, Contacts, and Work Period. The 'Work Types' tab is active. On the left, there is a 'Staff' list with columns for Last Name and First Name. The main area shows the name 'Capybara, Mr Matthew (8 Woodlands Drive)' and a table of work types.

Name of Work Type	Work Period	Pay Rate	Description
Playwork	Hourly	£7.50	
Training	Hourly	£7.00	Training pay rate

An 'Edit Work Type' dialog box is open in the foreground, showing the following fields:

- Name of work type: Training
- Work Period: Hourly
- Pay rate: £ 7
- Description: Training pay rate

Buttons for OK, Cancel, and Help are visible at the bottom of the dialog box. At the bottom of the main window, there are buttons for Edit, Add, Delete, and Help.

Here we are can see an hourly training pay rate for Matthew Capybara.

The pay rates have a few important attributes:

- Name of the Work Type.
- The period the pay applies to: Hourly, Daily, Weekly, Monthly or Contracted Hours.
- The pay rate for the period.
- An optional description if you find it useful.

If the staff member has contracted hours these are set up on the Staff Details > Work Period > tab.
(Here you can see 30 weekly contracted hours at £7.80 per hour.)

The screenshot shows a software interface with several tabs: General Details, Additional Details, Work Types, Qualifications, Contacts, and Work Period. The 'Work Period' tab is active. On the left, there is a 'Staff' table with columns for Last Name, First Name, and Title. The table lists several staff members, with 'Panther Caroline Mrs' highlighted in blue. On the right, the 'Contracted Hours' section has radio buttons for 'None', 'Daily', 'Weekly', and 'Monthly'. The 'Weekly' option is selected. Next to it, there are input fields for 'Hours' (set to 30.00) and 'Contracted Rate (£ / hr):' (set to 7.8). Below this is an 'Availability Notes' section.

These pay rates are specific to the individual staff member and you can use this feature to differentiate pay rates between staff who may have different experience or skills.

After you have entered the pay rates you can go ahead and enter the staff attendances.

Entering Staff Attendances

Staff attendances are currently entered into SuperFox using a simple timesheet / register form:

Go > Home > Staff Pay > Timesheet / Register >

The form has two tabs, a register tab, and a timesheet tab.

The screenshot shows a simple interface with two tabs: 'Register' and 'Timesheet'. The 'Register' tab is currently selected and highlighted with an orange border.

- Most settings record staff attendances on timesheets, in which case the Timesheet tab will allow you to enter the staff member's attendances straight from the timesheet.
- Some settings use the setting registers as the primary means of recording the staff at work on a given day. In this case you can use the Register tab to enter the daily attendances straight from the register pages.

To use the Register tab:

- 1) Choose the register page date
- 2) To enter a new attendance click on the coloured blank line in the current register entries.

The screenshot shows a software window titled 'Register' with a 'Timesheet' tab. It features a date selector set to 'Wednesday 25 July 2007'. Below this is a section titled 'View Current Register' containing a table with columns: Staff, Work Type, Unit Price, Hours, and Cost. The table lists two entries for 'Lion, Mrs Nina (26 Oct 1964)'. The first entry is for 'Setting manager' with a unit price of £7.00 and 6 hours, totaling £42.00. The second entry is for an unspecified work type with a unit price of £0.00 and 1 hour, totaling £0.00. A 'Total' field at the bottom right shows £42.00. Below the table is an 'Add New Data' section with fields for Staff (Capybara, Mr Matthew (24 Aug 198)), Work (Playwork), Unit Price (£6.00), Hours (5), and Charge (£30.00). Buttons for 'Delete', 'Save', and 'Help' are at the bottom. Arrows from the text below point to the 'Add New Data' section and the 'Save' button.

Staff	Work Type	Unit Price	Hours	Cost
Lion, Mrs Nina (26 Oct 1964)	Setting manager	£7.00	6	£42.00
		£0.00	1	£0.00

Total: £42.00

Add New Data

Staff: Capybara, Mr Matthew (24 Aug 198)
Work: Playwork
Unit Price: £6.00
Hours: 5
Charge: £30.00

Buttons: Delete, Save, Help

- 3) Choose a staff member (here it's Matthew again)
- 4) Now choose one of their work types from the drop down list.
- 5) Next enter the number of units of work that you want to enter (5 hours here)
- 6) The total will update (here it's £30). If you are happy with the entry press 'Save'

There are some useful features to note.

- Speed - moving between the 'Add New Data' section fields using the tab key on your keyboard can be much faster than clicking with the mouse.
- The 'Staff' and 'Work' boxes have predictive typing and can usually guess the correct staff or work type within a few key strokes. When the correct name appears simply press tab to continue.
- The boxes Unit Price, Hours and Charge are initially filled with figures. Each can be changed and Charge does not necessarily have to be the fixed calculation of Unit Price and Hours, though changing Unit Price or Hours will cause this Charge field to recalculate.
- You can enter negative amounts if you need to correct for an overpayment on a previous pay statement.

Useful features continued:

- When a line has appeared on a staff pay statement it will disappear from the lists visible on the Timesheet / Register form. This prevents the lists from filling up.
- If you have a staff member selected in the register you can hold down the 'ctrl' key on your keyboard and click the timesheet tab to view their timesheet.
- Similarly if you have a timesheet entry selected you can hold down the 'ctrl' key and click the register tab to see the staff register page for that day.

To use the Timesheet tab:

- 7) Choose the name of the staff member for this timesheet (here it's Matthew again)
- 8) To enter a new attendance click on the coloured blank line in the current timesheet entries.

Day	Date	Work Type	Unit Price	Hours	Cost
Wed	25 Jul 2007	Playwork	£6.00	5	£30.00
Wed	25 Jul 2007		£0.00	1	£0.00

Total: £30.00

Add New Data

Date: << Thursday 26 July 2007 >>

Work: Training

Unit Price: £5.80 Hours: 3 Cost: £17.40

Buttons: Delete, Save, Help

- 9) Choose the attendance date
- 10) Now choose one of their work types from the drop down list.
- 11) Next enter the number of units of work that you want to enter (3 hours here)
- 12) The total will update (here it's £17.40). If you are happy with the entry press 'Save'

The same useful features apply to the timesheet tab as apply to the register tab. If you haven't already done so please read through the list above.

Staff Payslips

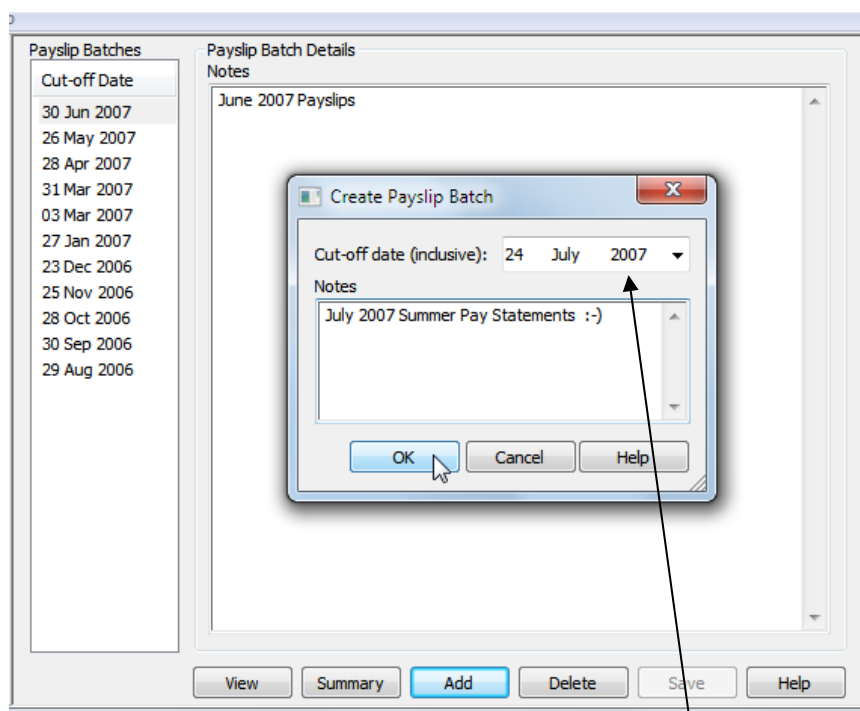
SuperFox can generate attractive gross pay statements for any pay date of your choice. The gross payslip is a very useful document. People do like to see what they are being paid for, and they may need to produce payslips showing their working hours if they are claiming benefits.

It doesn't calculate deductions as this would mean re-issuing the program every budget day. The payslips are very good inputs for your preferred method of calculating deductions whether that is a payroll program, the free HMRC software, a manual calculation or using a third party.

To create a payslip batch:

1. Enter staff attendances for the pay period up to and including your intended pay date.
2. Check for holidays taken during the pay period, calculate the holiday pay and add it to the staff member's Timesheet / Register with the date you wish to pay them for the holiday.
3. Now that you've entered all that data **make a backup!**
4. To create the Payslips go to:

Go > Home > Staff Pay > Payslips >




5. To create a new batch of payslips click the 'Add' button.
6. Now choose a pay date (here it is 24 July 2007), and add a note about the batch if you would find it useful.
7. When you click 'OK' the new payslip batch will appear in the Payslip Batch list.

Useful to know: The new payslip batch will include the staff attendances that have not already appeared on a payslip, up to and including the pay date.

Viewing the Payslips

The 'View' button will bring up a report showing all of the payslips in the selected batch. If you want to view just one person's payslip click on the gold Tree button in the report toolbar.

Pay Statement



Mrs N. Lion
7 Prairie Lane
Foxholes
Anytown
Northumberland
AA1 9ZZ

KidSpace
13 River Dale
Foxholes
Anytown
Northumberland
AA1 9ZZ
Tel: 01234 567890

OFSTED: EYC 98765
Company No: 654321
Charity No: 123456

Date: 30 September 2006

Dear Nina,

This pay statement shows how we have worked out your pay before deductions.

Pay Details				
Date	Units	Pay Type	Rate	Pay
05-Sep-2006	3.00	Training	£6.00	£18.00
06-Sep-2006	4.00	Setting manager	£7.00	£28.00
07-Sep-2006	4.00	Setting manager	£7.00	£28.00
08-Sep-2006	4.00	Setting manager	£7.00	£28.00
11-Sep-2006	4.00	Setting manager	£7.00	£28.00
12-Sep-2006	4.00	Setting manager	£7.00	£28.00
13-Sep-2006	4.00	Setting manager	£7.00	£28.00
14-Sep-2006	4.00	Setting manager	£7.00	£28.00
15-Sep-2006	4.00	Setting manager	£7.00	£28.00
18-Sep-2006	5.00	Holiday Pay (5 days)	£20.17	£100.85
25-Sep-2006	4.00	Setting manager	£7.00	£28.00
26-Sep-2006	4.00	Setting manager	£7.00	£28.00
27-Sep-2006	4.00	Setting manager	£7.00	£28.00
28-Sep-2006	4.00	Setting manager	£7.00	£28.00
29-Sep-2006	4.00	Setting manager	£7.00	£28.00
Total Gross Pay:				£482.85

Staff Number : KidSpace 03	DEDUCTIONS:	PAYE Income tax	£ _____
Tax Code : 452T		National Insurance	£ _____
NI Number : WA 33 44 55 A			£ _____
Comments			£ _____
		TOTAL DEDUCTIONS	£ _____
		NET PAY	£ _____

If you have any questions about this statement please call us on: 01234 567890.

Custom Introduction text

Pro-forma area to enter payroll deductions and net pay

Custom End Note text

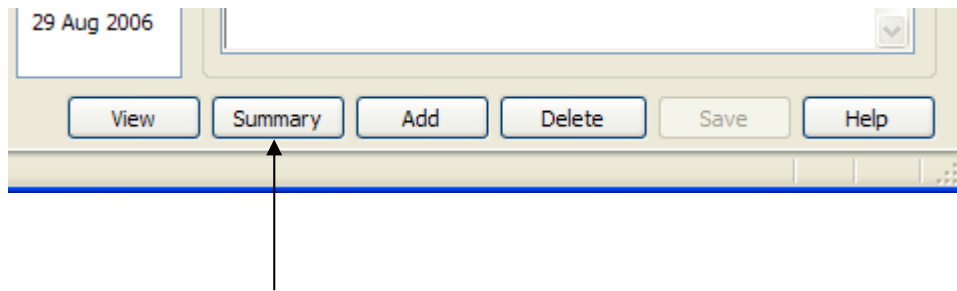
The custom text on the payslips is set up in:

Go > Home > Setting Details > Courtesy Letter Text > Payslips >

The staff number, tax code and NI number are set up in:

Go > Home > Staff Details > Staff Details > Additional Details Tab >

Payslip Summary Report



The 'Summary' button produces a plain formatted summary of the total gross wages for each staff member to accompany the payslip run. This is suitable for use in spreadsheets or accounts packages and is a compact means of passing the gross pay totals to a third party who may be handling your payroll.

After producing the new payslip batch:

1. Skim through the on-screen pay slips and check for gross errors. (The gold tree button is good.) If necessary delete the pay slip batch, correct the errors and create the pay slip batch again.
2. Print the pay slips.
3. Calculate the payroll deductions and write them in the pay slip deductions area.
4. Pay your staff and pay PAYE and NI to HMRC as appropriate.
5. Enter the staff wages paid and the PAYE and NI paid as 'Staff Costs' revenue expense setting transactions.
6. Wages are usually the main setting expense, so run the Cash Flow and/or other financial management reports to see how things are going.

End