



# The Payroll Process

## User Instructions

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## PAYROLL PROCESSING IN ENTIRE HR

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## 1. High-Level Payroll Process

For internal staff, entireHR consists of a **Staff Web Portal** ('Web Portal') and a **Finance Windows Portal** ('Finance Portal'). Allocators, or schedulers, create new shifts in the Web Portal, while the Payroll/Finance Team(s) complete the Payroll Process and Invoice Process entirely in the Finance Portal.

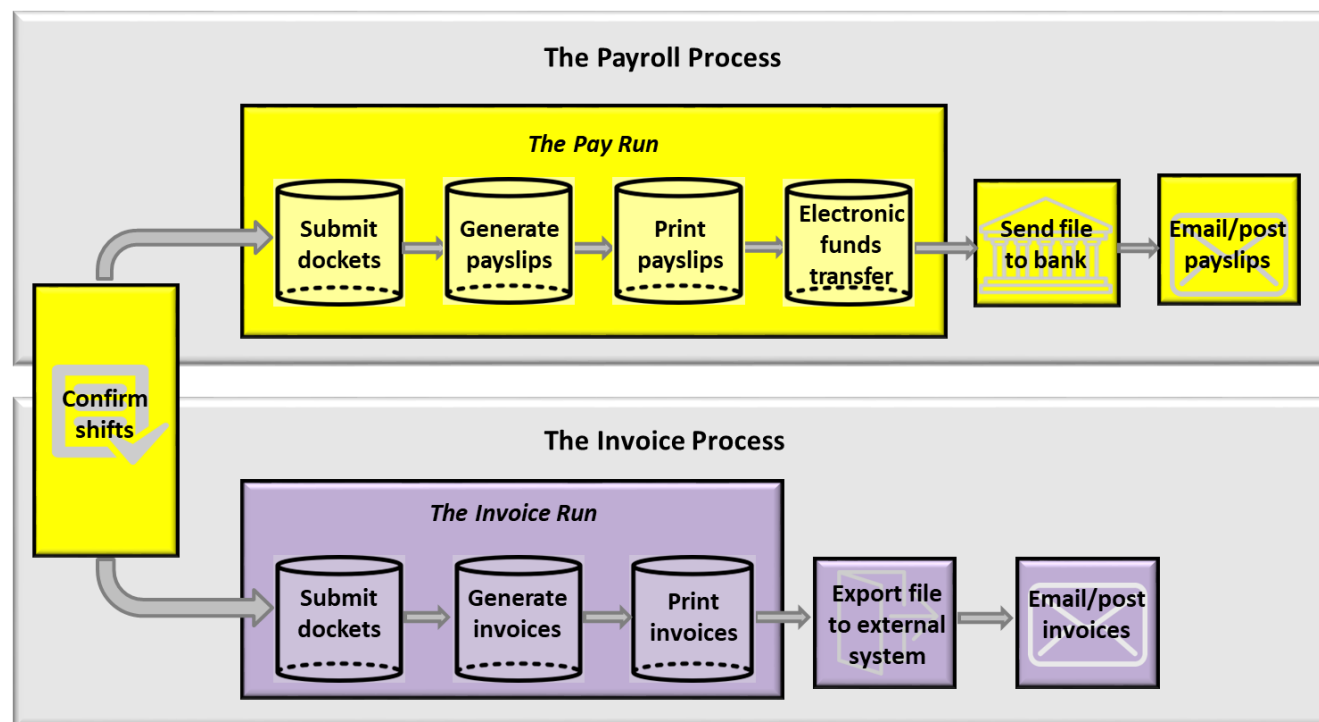


Figure 1: The high-level payroll and invoice processes

As can be seen in Figure 1 above, both the payroll and invoice process commence with the confirmation of shifts<sup>1</sup>. While the Confirm Shifts stage is a stage shared by both processes, the payroll process and the invoice process are independent processes and may be run in any sequence, and while they may be run in any sequence, it is typical to run them one straight after the other, so that both the pay run and invoice run are run across the same set of confirmed shifts.

The confirmation of shifts is typically performed just prior to the commencement of the Pay Run or the Invoice Run, but can be commenced at any time, starting from the day *AFTER* the date of the shift.

While the Confirm Shifts stage is the precursor to both the payroll process and the invoice process, it is documented as part of this payroll process document. As such, this document focuses on the stages highlighted in yellow in Figure 1, while the [Invoice Processing in entireHR](#) document focuses on the stages highlighted in purple in Figure 1.

Following from the Confirm Shifts stage is the Pay Run stage. It comprises of 4 stages and all 4 stages are typically completed at the same time, once all shifts for the relevant pay period have been confirmed. For most companies, the Pay Run is completed once a week, on the same day each week. While weekly Pay Runs are typical, Pay Runs in entireHR may be run as often as daily, but with no more than one Pay Run per day. This is

<sup>1</sup> Note that the terms “confirmation of shifts” and “validation of shifts” are used interchangeably and both refer to the process of reviewing and updating shift information for completeness and accuracy prior to the payment and invoicing of the shift.

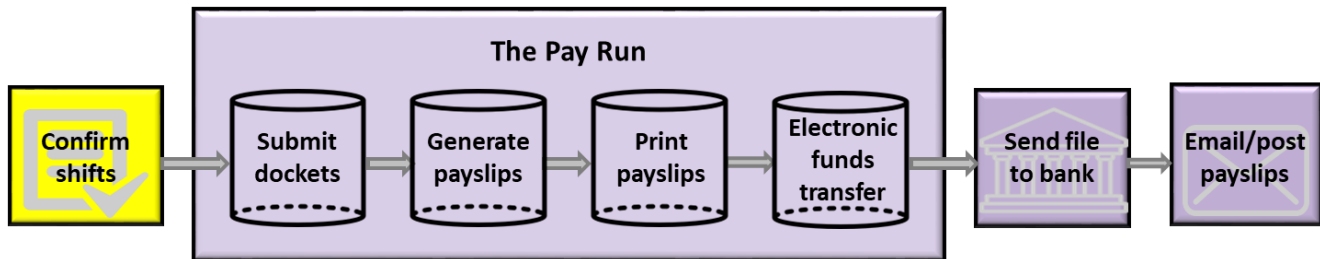


useful for mid-week Pay Runs for any shifts not confirmed in time for the main weekly Pay Run. Furthermore, to ensure the integrity of payroll data, Pay Runs may not be backdated to dates earlier than the last Pay Run.

The next stage of the Pay Run generates a bank file with member bank details and pay amounts. This file is then sent on to the bank (this step is completed outside of the entireHR system). Finally, payslips are emailed or posted to members, representing the completion of the payroll process.

## 2. Detailed Payroll Process

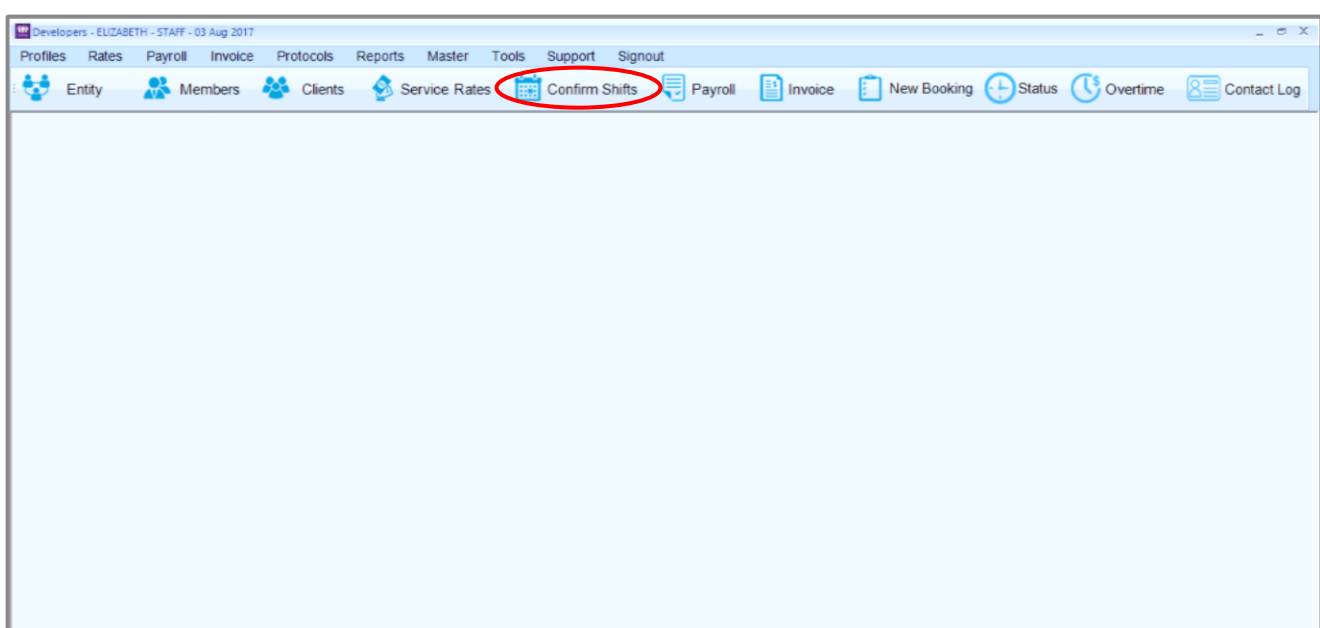
### 2.1 Confirm Shifts



The purpose of the 'Confirm Shifts' step is to validate that all shift details are correct and complete. It is important to note that, unlike other systems, the Confirm Shifts step acts to validate all details in preparation for both pay and invoicing. This means that all details relevant to client invoicing, as well as to member pay, must also be checked and input at this time. This makes the invoicing a straightforward and efficient process.

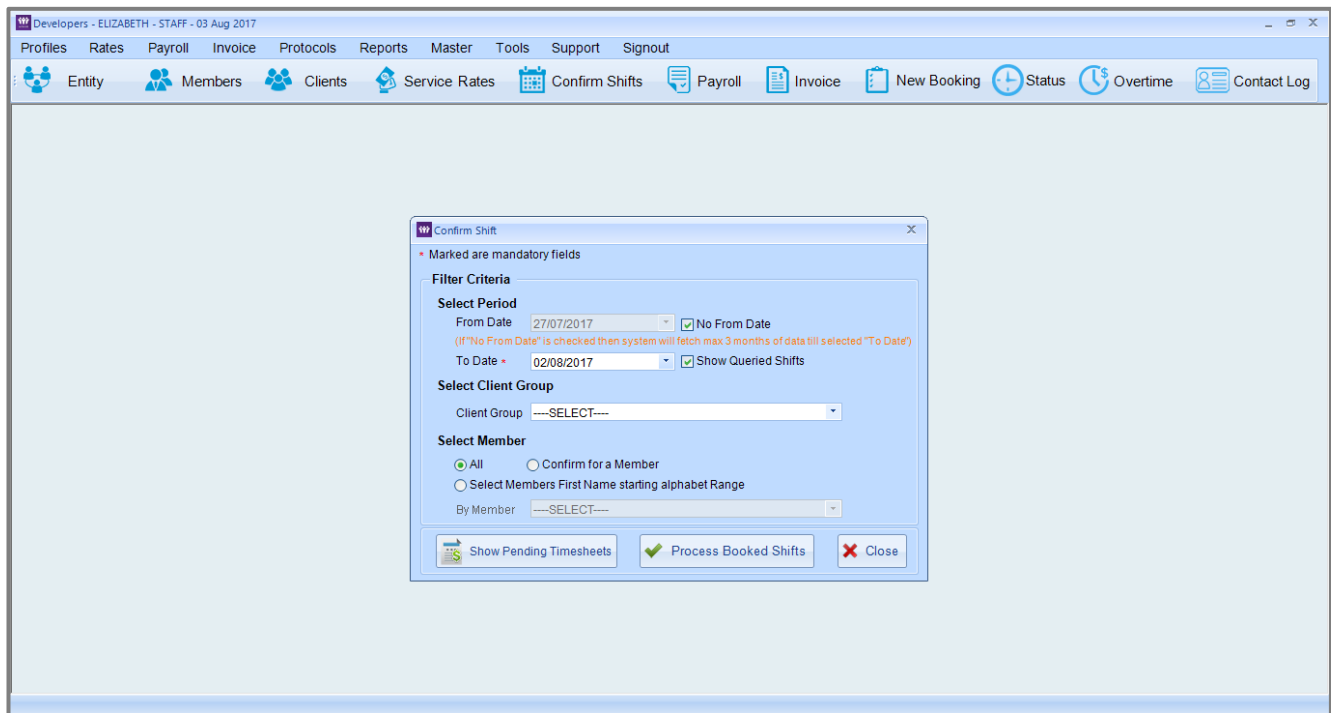
Once the date of the shift has passed, the shift will be visible in the Finance Portal. For the shift to be visible in the Finance Portal, it must have a status of Shift Booked or Timesheet Submitted. The shift details will reflect the original booking details, as well as any updates made by the allocators in the Web Portal. The Confirm Shifts step involves reviewing the shift, and where necessary, making further updates to the shift. Companies use various sources to check the correctness of shift details, however, paper-based timesheets and electronic timesheets (submitted through the entireHR Member App) are the most common sources for verifying shift data.

To commence the Confirm Shifts step, click on the Confirm Shifts menu option from the Payroll menu, or click on the Confirm Shifts button on the toolbar as shown below.



(a) *Confirm Shifts Filter*

The Confirm Shifts filter window will then be displayed as can be seen below. This allows the user to filter the shifts to be confirmed. When shift volumes are large, using the filters will reduce the time to display the list of resulting shifts.



The filters allow filtering by date, by client group, or by member. Any or all of these may be used at the one time to narrow the search for shifts. By default, the “No From Date” checkbox is checked. When checked, the system will default to retrieving 3 months of shifts up to and including the specified “To Date”. If this is too wide a search, the user may define the time period by entering specific from and to dates.

The ‘Show Queried Shifts’ checkbox allows for the inclusion or exclusion of queried shifts. These are explained in more detail in section 2.1.6 *Querying a Shift*.

If utilised, the Client Group filter allows for the selection of one Client Group at a time, otherwise, all Client Groups will be displayed.

The Member filter defaults to display all members, but can be changed to specify a particular member, or to specify an alphabet range based on the member’s first name. The alphabet range filter is particularly useful when multiple members of the Payroll/Finance Team are confirming shifts at the same time and a segregation of work is required.

Clicking the ‘Show Pending Timesheets’ button will display all shifts that are ready to be confirmed (i.e. they have a status of “Shift Booked” and their shift date has passed) yet no timesheet has been received. This means no timesheet has been electronically submitted through the Member App nor has a paper-based timesheet (sent in by the member) been snapped<sup>2</sup> into the system via the Staff App. This facility allows the

<sup>2</sup> ‘Snapped’ refers to the process of taking a photograph using a smart device, such as a smartphone, tablet, etc.

Payroll/Finance Team to follow up on these outstanding timesheets. Note that the 'Show Pending Timesheets' button only incorporates the Date filter in its search criteria, but not the Client Group filter nor Member filter.

On clicking this button, the window below is displayed.

Members with pending timesheet from 02/05/2017 to 02/08/2017

Set Email Protocols Send Selected Emails Send Selected SMS ☐ Include Shift Details Export to PDF Export to Excel

Drag a column here to group by this column.

<input type="checkbox"/>	Member Name	Member ID	Mobile No	Email ID	Service Location	Delivery Location	Shift Date	Shift	Start	End
<input type="checkbox"/>	CAROL HATHAWAY	18	0416583666	bhargava@entiresoftware.com	ANZ STADIUM FRONT OF HOU...	BOULEVARD LOUNGE	04-May-2017	NS	21:30	21:39
<input type="checkbox"/>	CAROL HATHAWAY	18	0416583666	bhargava@entiresoftware.com	ANZ STADIUM ADMINISTRATL...		12-Jun-2017	AM	07:01	07:29
<input type="checkbox"/>	CAROL HATHAWAY	18	0416583666	bhargava@entiresoftware.com	ANZ STADIUM ADMINISTRATL...		12-Jun-2017	AM	07:30	08:00
<input type="checkbox"/>	CAROL HATHAWAY	18	0416583666	bhargava@entiresoftware.com	ANZ STADIUM FRONT OF HOU...	PLATINUM	16-Jun-2017	AM	06:00	06:30
<input type="checkbox"/>	CAROL HATHAWAY	18	0416583666	bhargava@entiresoftware.com	ANZ STADIUM ADMINISTRATL...		26-Jun-2017	AM	00:01	22:00
<input type="checkbox"/>	CAROL HATHAWAY	18	0416583666	bhargava@entiresoftware.com	ANZ STADIUM ADMINISTRATL...	ANZ DEL	02-Aug-2017	AM	15:01	15:03
<input type="checkbox"/>	CHARU ARORA	37		charu@entiresoftware.com	ANZ STADIUM FRONT OF HOU...		24-Jun-2017	AM	06:00	14:00
<input type="checkbox"/>	JAMES BOND	7	0459318081	test@g.com	SILVER AGED CARE	FERRY LOOKOUT WING	05-May-2017	PM	14:00	23:00
<input type="checkbox"/>	JAMES BOND	7	0459318081	test@g.com	SILVER AGED CARE	FERRY LOOKOUT WING	07-May-2017	PM	14:00	23:00
<input type="checkbox"/>	JAMES BOND	7	0459318081	test@g.com	ANZ STADIUM BACK OF HOUSE	LEVEL 1 MAIN KITCHEN	07-Jun-2017	AM	06:00	07:00
<input type="checkbox"/>	JAMES BOND	7	0459318081	test@g.com	ANZ STADIUM FRONT OF HOU...		22-Jun-2017	NS	21:30	07:30
<input type="checkbox"/>	JAMES BOND	7	0459318081	test@g.com	AGE WELL CAMDEN	AGE WELL CAMDEN DELIV...	23-Jun-2017	PM	17:00	18:00
<input type="checkbox"/>	JAMES BOND	7	0459318081	test@g.com	AGE WELL CAMDEN	AGE WELL CAMDEN DELIV...	30-Jun-2017	AM	21:00	21:30
<input type="checkbox"/>	JANE STAPLETON	32	0421981349	stapletonjmdc@optusnet.com.au	VAMSI PYT LTD		07-May-2017	AM	06:00	14:00
<input type="checkbox"/>	JANE STAPLETON	32	0421981349	stapletonjmdc@optusnet.com.au	VAMSI PYT LTD		09-May-2017	AM	06:00	14:00

This window assists the Payroll/Finance Team with their follow up by allowing them to send an email or SMS reminder to the relevant member to submit their timesheet. The 'Include Shift Details' checkbox allows shift details to be included and the Export buttons allow the list of pending timesheets to be exported as a PDF or Excel for later follow up.

Closing this window will return the user to the Confirm Shifts filter window. From here, clicking the 'Process Booked Shifts' button will display the shifts matching the filter criteria, as can be seen below in the Confirm Shifts Listing Screen.

(b) Confirm Shifts Listing Screen

The shifts are separated into 4 areas, with a separate tab for each:

- (i) Single Shifts
- (ii) Split Shifts
- (iii) Queried Shifts
- (iv) Partially Processed Shifts

These areas will be explained in the following sections.

Each shift is displayed with its key data, including client data, member data and shift data as highlighted in the screenshot below.

Client	Area	Member Name	Pay Point	Expertise	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...	CAROL HATHAWAY 18 - TEST HAT...	RN L2 Y1			04/05/2017	THU	NS	21:30	21:39	0	0.09	Validate
VAMSI PYT LTD		JANE STAPLETON 32			23	05/05/2017	FRI	AM	06:00	14:00	0	8.00	Validate
SILVER AGED CARE	FERRY LOOKOUT...	JAMES BOND 7 - ENTIRE BOND	RN L2 Y1			05/05/2017	FRI	PM	14:00	23:00	0	9.00	Validate
VAMSI PYT LTD		JANE STAPLETON 32				07/05/2017	SUN	AM	06:00	14:00	0	8.00	Validate
SILVER AGED CARE	FERRY LOOKOUT...	JAMES BOND 7 - ENTIRE BOND	RN L2 Y1			07/05/2017	SUN	PM	14:00	23:00	0	9.00	Validate
VAMSI PYT LTD		JANE STAPLETON 32				09/05/2017	TUE	AM	06:00	14:00	0	8.00	Validate
ANZ STADIUM BACK OF HOUSE	LEVEL 2 KITCHEN	KATE WINSLET 28 - ELIZABETH	RN L2 Y2			13/05/2017	SAT	AM	06:00	14:00	0	8.00	Validate
HAILEYBURY KEYSBOROUGH CA...	NEWLANDS	TEST CHEESE 33 - PRFNAME CHE...			29					14:00	0	8.00	Validate
ANZ LEGAL NSW		BAT MAN 26 - DARK KNIGHT MAN...	RN L2 Y2							07:30	0	10.00	Validate
FAMOUS MELBOURNE HOSPITAL		BAT MAN 26 - DARK KNIGHT MAN...		215 TEAM...	42	25/05/2017	THU	PM	14:00	23:00	0	9.00	Validate
ANZ STADIUM ADMINISTRATION O...		SARAH CHALKE 13	RN L2 Y2			29/05/2017	MON	AM	06:00	14:00	0	8.00	Validate
ASIAN SYDNEY ADMIN SERVICE		JANE STAPLETON 32	RN L2 Y2			29/05/2017	MON	AM	06:00	14:00	0	8.00	Validate
KPMG		ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...	96	01/06/2017	THU	AM	13:45	14:00	0	0.15	Validate
ANZ STADIUM ADMINISTRATION O...		ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...		01/06/2017	THU	PM	15:00	15:01	0	0.01	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...	ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...	62	01/06/2017	THU	NS	20:00	02:00	0	6.00	Validate
FAMOUS MELBOURNE HOSPITAL		BAT MAN 26 - DARK KNIGHT MAN...	RN L2 Y2		46	01/06/2017	THU	NS	21:30	07:30	0	10.00	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...	ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...	63	02/06/2017	FRI	AM	06:00	08:00	0	2.00	Validate

As can be seen above, a 'Validate' button is also available on each shift to allow for quick validation of the shift from the Listing Screen, without having to open the Confirm Shifts Detail Screen. Note that this button will be disabled if some user intervention is required for the shift (e.g. the shift details submitted by the member through the Member App differ from the original shift details).

The Timesheet No. column displays the docket number for the shift. A docket number will only appear if a timesheet has been snapshot into the system via the Staff App or if an electronic timesheet has been submitted through the Member App. Hovering the mouse over this docket number will display the image of the snapshot or, in the case of electronic timesheets submitted through the Member App (where no image has been captured), the system-generated electronic timesheet will be displayed. A red docket number indicates that the member has entered a Shift Discrepancy Note when submitting their timesheet through the Member App. Hovering the mouse of the docket number will also display the Shift Discrepancy Note.

To open the Confirm Shift Detail Screen for a particular shift, the user must first lock the shift by checking the checkbox in the Shift Locks column. The adjacent Lock Status column indicates whether a shift is locked by a user ('L') or unlocked ('U').

Scrolling to the right of the screen will reveal further columns with additional shift details. Please refer to *APPENDIX A: Confirm Shifts Listing Screen Details* for a full explanation of all columns.

As shown in the screenshot below, filter functionality is available on each column, allowing the user to quickly locate all shifts for a particular client, member, date, etc.

Client	Area	Member Name	Pay Point	Expertise	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Validate
ANZ STADIUM ADMINISTRATION O...		ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...	U	11/06/2017	SUN	PM	15:00	15:01	0	0.01	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...	ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...	U	11/06/2017	SUN	NS	20:00	02:00	0	6.00	Validate
ANZ STADIUM ADMINISTRATION O...		CAROL HATHAWAY 18 - TEST HAT...			U	12/06/2017	MON	AM	06:00	07:00	0	1.00	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...	ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...	U	12/06/2017	MON	AM	06:00	08:00	0	2.00	Validate
ANZ STADIUM ADMINISTRATION O...		CAROL HATHAWAY 18 - TEST HAT...	RN1 2 Y1		U	12/06/2017	MON	AM	07:01	07:29	0	0.28	Validate


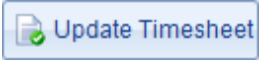
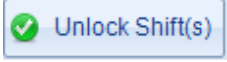
Columns may be reordered according to user preferences by dragging and dropping column headings. Column widths may also be adjusted to suit by clicking and dragging the mouse over column borders.

### (c) Confirm Shifts Listing Screen Toolbar

A number of buttons are available on the toolbar of the Confirm Shifts Listing Screen. These are explained below.

Client	Area	Member Name	Pay Point	Expertise	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Validate
ANZ STADIUM ADMINISTRATION O...		ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...	U	11/06/2017	SUN	PM	15:00	15:01	0	0.01	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...	ARNOLD SCHWAR ZENEGGER 29...		100 ICU - I...	U	11/06/2017	SUN	NS	20:00	02:00	0	6.00	Validate

	<p>The Refresh button is used to refresh the list of shifts displayed on the screen. This is particularly useful when multiple users are confirming shifts at the same time.</p>
	<p>The Split Shift button takes the user to the Manual Split Screen to split the shift into 2 or more parts. This is explained further in section 2.1.5 <i>Splitting a Shift and Confirming a Split Shift</i>. A shift must first be locked before this button can be used.</p>
	<p>The Review &amp; Validate Shift button opens the Confirm Shifts Detail Screen. It is from this screen that the shift details can be reviewed and updates made if required. A shift must first be locked before this button can be used.</p>

	<p>The Validate button is used to confirm a shift without opening the Confirm Shifts Detail Screen. This button is used when it is certain that no updates are required to the shift. When this button is clicked, a confirmation window is displayed to confirm the user's intent to confirm the shift. A shift must first be locked before this button can be used.</p>
	<p>The 'Update Timesheet' button allows a timesheet number to be manually assigned to a shift. This is useful for companies with paper-based timesheets with numbers pre-printed on them. To use this functionality, lock the shift, enter the timesheet number in the Timesheet No. column, and then click on the Update Timesheet button.</p>
	<p>The 'Unlock Shifts' button unlocks any shifts that the user has a lock on. For data integrity purposes, it will not unlock any locks placed by other users.</p>



### Important Note



The following sections provide instructions for confirming shifts. Before you start confirming, check these important settings:

- Have your Superannuation Cut-off Dates been set correctly?
  - Your Superannuation Cut-Off Dates must coincide with the last pay run week ending date of the month. If these do not coincide, superannuation calculations will not be triggered.
  - Even if you submit Superannuation quarterly, Cut-Off dates must still be entered for each month so that monthly pay can be compared against the monthly Superannuation threshold.
  - Superannuation Cut-Off dates are updated in the Finance Portal using the following menu items:  
/ Tools / Application Options / Superannuation
- Have your Public Holiday dates been updated?
  - If public holiday dates are not correctly set up, the system will not be able to split relevant shifts at midnight. This means public holiday rates will not be applied and shifts will need to be manually split by the Payroll/Finance Team.
  - Public holiday dates are updated in the Finance Portal using the following menu items:  
/ Tools / Set Public Holidays
  - Note that some states have part public holidays. These are also updated in the Finance Portal using the following menu:  
/ Tools / Application Options / Public Holiday Part Day Settings
- Have your Daylight Savings dates been updated?
  - entireHR uses automated meal break functionality to replicate the impact of daylight savings on shifts. If daylight savings dates and flags have not been updated, the automated functionality will not be activated and daylight savings adjustments will need to be made manually by the Payroll/Finance Team.
  - Daylight savings dates and flags are updated in the Finance Portal using the following menu items:  
/Tools / Application Options / Day Light Saving

### 2.1.1 Confirming a Basic Single Shift

We are now ready to confirm a shift. We will firstly look at a basic single shift from the 'Single Shifts' tab, on the Confirm Shifts Listing Screen, circled in red below. Select a shift (as shown by the cursor) and check the Shift Lock checkbox to place a lock on the shift. Note that this shift does not have a docket number referenced in the Timesheet No. column, indicating that no timesheet has been entered into the system.

Client	Area	Member Name	Pay Point	Expertise	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Validate	Filter
VAMSI PYT LTD		JANE STAPLETON 32				05/05/2017	FRI	AM	06:00	14:00	0	8.00	Validate	
SILVER AGED CARE	FERRY LOOKOUT...	JAMES BOND 7 - ENTIRE BOND	RN L2 Y1			05/05/2017	FRI	PM	14:00	23:00	0	9.00	Validate	
VAMSI PYT LTD		JANE STAPLETON 32			220	07/05/2017	SUN	AM	06:00	14:00	0	8.00	Validate	
SILVER AGED CARE	FERRY LOOKOUT...	JAMES BOND 7 - ENTIRE BOND	RN L2 Y1			07/05/2017	SUN	PM	14:00	23:00	0	9.00	Validate	
ASIAN SYDNEY ADMIN SERVICE		JANE STAPLETON 32	RN L2 Y2			29/05/2017	MON	AM	06:00	14:00	0	8.00	Validate	
ASIAN SYDNEY ADMIN SERVICE		SANDRA BULLOCK 30 - ANNETTE				03/06/2017	SAT	AM	06:00	14:00	0	8.00	Validate	
ASIAN SYDNEY ADMIN SERVICE		CAPTAIN AMERICA 41				01/08/2017	TUE	AM	06:00	14:00	0	8.00	Validate	
ASIAN SYDNEY ADMIN SERVICE		JANE STAPLETON 32	RN L2 Y2		228	01/08/2017	TUE	AM	06:00	14:00	0	8.00	Validate	
SILVER AGED CARE		JANE STAPLETON 32	RN L2 Y2			01/08/2017	TUE	NS	21:30	07:30	0	10.00	Validate	
ASIAN SYDNEY ADMIN SERVICE		CAPTAIN AMERICA 41				02/08/2017	WED	AM	06:00	14:00	0	8.00	Validate	

Now click on the 'Review and Validate Shift button' to display the Confirm Shift Detail Screen displayed below.

**JANE STAPLETON 32, Rate Table :TestRates, Entity Name : BEV - Shift Verification**

Qualification: REGISTERED NURSE, Expertise: ---SELECT---, Sub Expertise: ---SELECT---, Group: INDEPENDENT, Service Location: SILVER AGED CARE, Area Location: ---SELECT---

**Booking Member**  
 Timesheet No.: 01-08-2017, Order No.: TUESDAY, Shift: NS, Start Time: 21:30, End Time: 07:30, Break: 0, Duration: 10.00, Hours: 10.00, Authorization: DAVID NICHOL

**Payroll**  
 Pay Level (PAY): RN L2 Y2, Pay Rate: \$50.00, Unit: HOUR, Quantity: 10.00, Total: 500.0000

**Pay Level (INVOICE)**  
 Pay Level (INVOICE): RN L2 Y2, Inv Rate: \$75.00, Unit: HOUR, Quantity: 10.00, Total: 750.0000

**Total Pay : \$ 500.0000**, **Gross Margin : 50.00 %**, **Total Invoice : \$ 750.0000**

**Allocation Finance Notes**  
 \$20 Travel Incentive to be paid.

**Member Timesheet Notes**  
 Payroll Verification Notes (Max 150 Characters)

**Member Payroll Instructions**  
 Client Payroll Instructions

**Buttons:** Validate Pay Only, Travel Claim, CoPayment, Query?, Validate (Pay & Invoice), Validate Invoice Only

The toolbar at the top of the screen allows the user to access additional information that may be pertinent to the confirmation of the shift. The toolbar buttons are explained below.

- (i) The 'Member Card' button displays a window with further information about the member. The header of the Member Card window displays the member's name and their qualifications.

Member Card

Qualification: REGISTERED NURSE

Sub-Expenses: GROUP INDEPENDENT

Service Location: SILVER AGED CARE

Area Location: —SELECT—

Booking Member: JANE STAPLETON

Timesheet No.: 01-08-2017

Order No.: TUESDAY

Date: 01-08-2017

Day: TUESDAY

Shift: NS

Start Time: 21:30

End Time: 07:30

Break: 0

Duration: 10:00

Hours: 10:00

Authorization: DAVID MCHOL

Payroll: —SELECT—

Pay Level (PAY): RN L2 Y2

Pay Rate: \$50.00

Unit: HOUR

Quantity: 10.00

Total: \$500.000

Pay Level (INVOICE): RN L2 Y2

Pay Rate: \$75.00

Unit: HOUR

Quantity: 10.00

Total: \$750.000

Allowance: —SELECT—

Pay Rate Unit: —SELECT—

Hours / Dist: —SELECT—

Total Pay: \$ 500.0000

Gross Margin: 50.00 %

Total Invoice: \$ 750.0000

Member Timesheet Notes: \$20 Travel Incentive to be paid.

Member Payroll Instructions: —SELECT—

Member Timesheet Notes: —SELECT—

Member Payroll Instructions: —SELECT—

Validate Pay Only

Travel Claim

CoPayment

Query ?

Validate (Pay & Invoice)

Validate Invoice Only

Member Card

JANE STAPLETON

Full Name: JANE STAPLETON

Date of Birth: 07/03/1971

Nationality: AUSTRALIA

Visa: 99999

Years of Experience: 10 YEARS PLUS

Nursing Registration Number: —SELECT—

Police Reference Number: 5454545454

Police Check Expiry Date: 03/03/2023

Worked with Children Since: —SELECT—

Languages Spoken: —SELECT—

Cultural Understanding: —SELECT—

Company Office: MELBOURNE

Relationship Manager: BHARGAV

Employment Notes: —SELECT—

Qualifications: BUILD+RN+STEEL+EEN+AIN+CP CHEF+CT+LI

NO PHOTO

Contact Number(s)

Home: 03 9323 1607

Mobile: 0421 981 349

Other: —SELECT—

(ii) The 'Client Card' button displays a window with further information about the client.

Member Card

Qualification: REGISTERED NURSE

Sub-Expenses: GROUP INDEPENDENT

Service Location: SILVER AGED CARE

Area Location: —SELECT—

Booking Member: JANE STAPLETON

Timesheet No.: 01-08-2017

Order No.: TUESDAY

Date: 01-08-2017

Day: TUESDAY

Shift: NS

Start Time: 21:30

End Time: 07:30

Break: 0

Duration: 10:00

Hours: 10:00

Authorization: DAVID MCHOL

Payroll: —SELECT—

Pay Level (PAY): RN L2 Y2

Pay Rate: \$50.00

Unit: HOUR

Quantity: 10.00

Total: \$500.000

Pay Level (INVOICE): RN L2 Y2

Pay Rate: \$75.00

Unit: HOUR

Quantity: 10.00

Total: \$750.000

Allowance: —SELECT—

Pay Rate Unit: —SELECT—

Hours / Dist: —SELECT—

Total Pay: \$ 500.0000

Gross Margin: 50.00 %

Total Invoice: \$ 750.0000

Member Timesheet Notes: \$20 Travel Incentive to be paid.

Member Payroll Instructions: —SELECT—

Member Timesheet Notes: —SELECT—

Member Payroll Instructions: —SELECT—

Validate Pay Only

Travel Claim

CoPayment

Query ?

Validate (Pay & Invoice)

Validate Invoice Only

Client Card

SILVER AGED CARE - 104 PRIVATE AGED CARE FACILITY

SILVER AGED CARE

Service Location Instructions: 120 Beds. 20 Secure Dementia. 100 Low Care

Locations | Location Functions: [Load Client Tree Details](#)

Service Location Description: Facility prefers to have staff who have been before

Parking & Transportation Notes: Door Security Code 2543. Timesheet box is located on main reception counter.

Entry Notes: Please ensure ID tags are clearly displayed. Lanyards are not permitted.

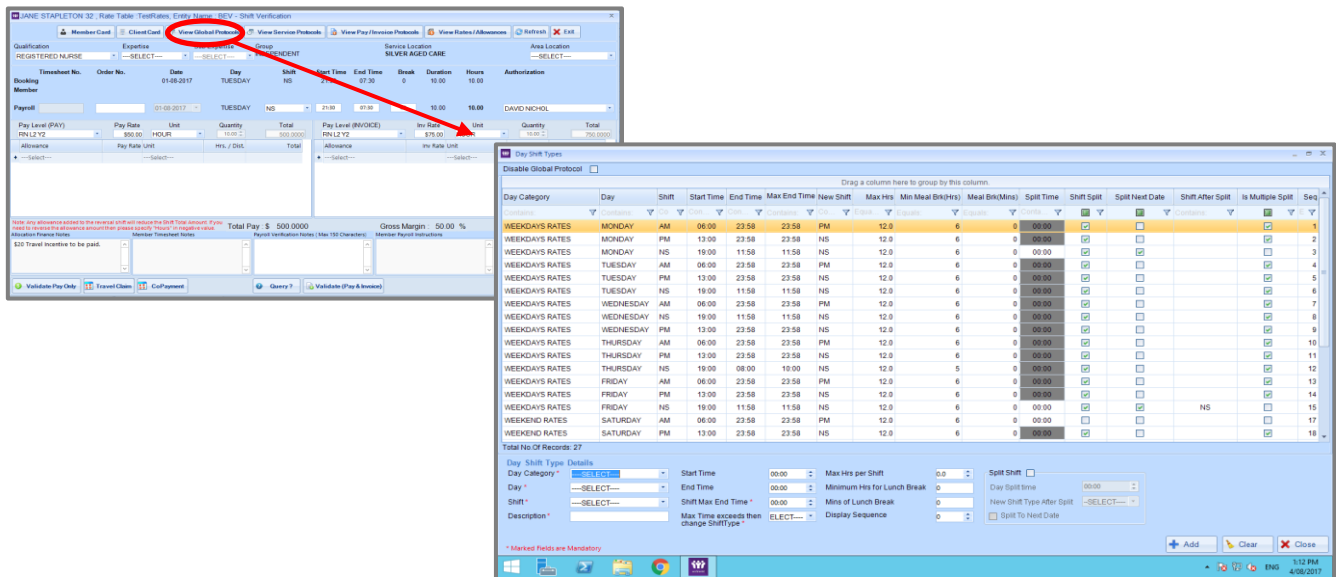
Contact Details

Preference	Ph.Number	Fax	Contact Type	Early Time	Late Time
HIGH	04 1658 3666		MAIN NUMBER		

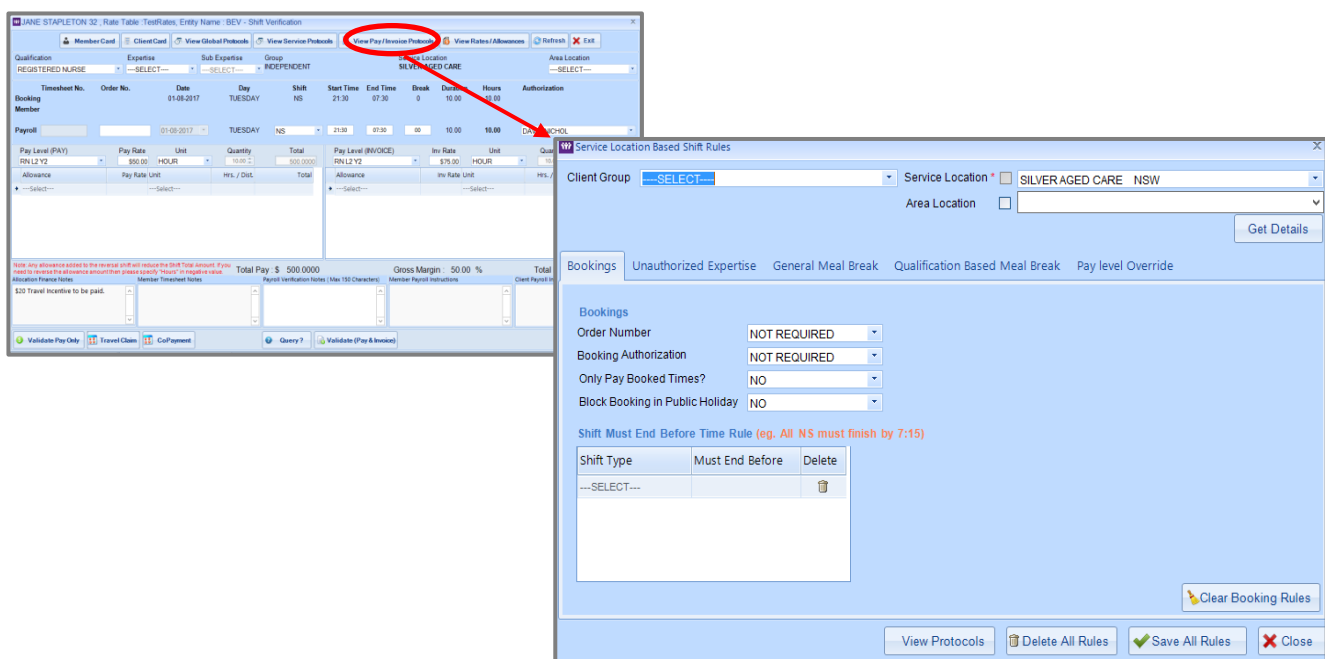
Address: 2 ESTHER STREET MOSMAN NSW 2088

Zone: MOSMAN

(iii) The 'View Global Protocols' button displays a window with the system settings for automated shift splitting rules and meal break rules. These may need to be accessed at the time of shift confirmation if the user wants to query why a shift has been split a certain way or why a meal break has or has not been applied.



- (iv) The 'View Service Protocols' button displays a window with shift rules that differ by service location. The rules may be in relation to bookings, authorisations associated with certain expertises, and meal breaks. These may need to be accessed at the time of shift confirmation if a rule has been breached, preventing the confirmation of the shift.



- (v) The 'View Pay/Invoice Protocols' button displays a window with rules that define the minimum and maximum dollar amounts allowed for pay rates, invoice rates, pay allowances and invoice allowances, for the pay level associated with the shift. These protocols are designed to prevent an accidental over or under pay (or invoice) of a shift and an error message will be displayed when the user attempts to confirm a shift that sits outside of the minimum and maximum amounts. An error message will also be displayed if these protocols have not been defined. The 'View Pay/Invoice Protocols' button allows the protocols to be accessed easily should these error messages be displayed.

**Pay / Invoice Protocols**

Pay Level: RN L2 Y2 | Period: HOUR | Min Rate: \$0.00 | Max Rate: \$0.00 | Generate Rates for all days

Day Category	Period	Minimum Rate	Maximum Rate	Delete
MONDAY	HOUR	40.00	60.00	
TUESDAY	HOUR	40.00	60.00	
WEDNESDAY	HOUR	40.00	60.00	
THURSDAY	HOUR	40.00	60.00	
FRIDAY	HOUR	40.00	60.00	
SATURDAY	HOUR	40.00	60.00	
SUNDAY	HOUR	40.00	60.00	
PUBLIC HOLIDAY RATES IN WEEKDAYS	HOUR	40.00	60.00	
PUBLIC HOLIDAY RATES IN WEEKENDS	HOUR	40.00	60.00	

Save Close

Duplicate Pay Rates

From Pay Level: RN L2 Y2 | To Pay Level: ADMIN LEVEL 1 | Duplicate Pay Rates

(vi) The 'View Rates/Allowances' button displays a window with the pay rates, invoice rates, pay allowances and invoice allowances for the specific rate table of the client of the shift, for the pay level of the member of the shift. These may need to be accessed at the time of shift confirmation if the user wants to check on the accuracy of a rate or allowance appearing on the shift, or if a rate or allowance has failed to display on the shift.

**Service Rate Table**

Rate Table Name: TR | Internal Name: TestRates | Created By: ADMIN | Date Effective From: 16-08-2016

Qualification: RN - REGISTERED NURSE | Expertise: SUPER | Industry Overhead: 9.5000%

Pay & Invoice Rates

Transaction (Pay/Invoice): Pay Level: RN L2 Y2 | Shift Type: NS | Period: HOUR

MEMBER	PAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Public Holiday WeekDay	Public Holiday Weekend
Base Rate	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Percentage %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Mark Up %	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%
CLIENT INVOICE	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Profit \$	\$20.25	\$20.25	\$20.25	\$20.25	\$20.25	\$20.25	\$20.25	\$20.25	\$20.25	\$20.25
Net Margin%	27.00%	27.00%	27.00%	27.00%	27.00%	27.00%	27.00%	27.00%	27.00%	27.00%

Confirm Rates Close

Product Numbers

Weekday: ----SELECT----

Weekend (Saturday): ----SELECT----

Weekend (Sunday): ----SELECT----

Public Holiday (Weekday): ----SELECT----

Public Holiday (Weekend): ----SELECT----

Back on the Confirm Shifts Detail Screen, as shown below, the following steps should be followed to confirm the shift:

W JANE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification **a** REGISTERED NURSE Expertise **b** --SELECT-- Sub Expertise **b** --SELECT-- Group INDEPENDENT Service Location SILVER AGED CARE Area Location **c** --SELECT--

Timesheet No.	Order No.	Date	Day	Shift	Start Time	End Time	Break	Duration	Hours	Authorization
<b>d</b> Booking		01-08-2017	TUESDAY	NS	21:30	07:30	0	10.00	10.00	
<b>e</b> Member										
<b>f</b> Payroll		01-08-2017	TUESDAY	NS	21:30	07:30	00	10.00	10.00	DAVID NICHOL

Pay Level (PAY) Pay Rate Unit Quantity Total  
RN L2 Y2 \$50.00 HOUR 10.00 500.0000

Pay Level (INVOICE) Inv Rate Unit Quantity Total  
RN L2 Y2 \$75.00 HOUR 10.00 750.0000

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay : \$ 500.0000 Gross Margin : 50.00 % Total Invoice : \$ 750.0000

Allocation Finance Notes Member Timesheet Notes Payroll Verification Notes (Max 150 Characters) Member Payroll Instructions Client Payroll Instructions

\$20 Travel Incentive to be paid.

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only

- (a) All the fields on the screen should be reviewed for accuracy, starting with the Qualification field, marked 'a'. This is the qualification of the original booking, but this may be changed to another qualification at this stage if required.
- (b) As with the qualification field, the expertise and sub expertise fields, marked 'b', will contain data from the original booking but may be changed. As mentioned above, no timesheet has been received into the system for this shift. In many cases, this means that the payroll team is instead working from a paper-based timesheet that has been physically sent in, or perhaps from a scan or snapshot of a timesheet that has been emailed in. This timesheet may contain additional information, such as that the member was in-charge for this shift, being the only RN on duty for the night shift.  
  
As In-Charge shifts often result in higher pay and invoice rates, an expertise of "In-Charge" should be added to the shift details by selecting it from the Expertise drop down list. This will then ensure that the relevant higher rates will be picked up from the rate table<sup>3</sup>.
- (c) In some cases, the area (or delivery) location is not known at the time of the booking, because the member is only assigned to a specific area on arrival to the shift. The area to which they are assigned is often subsequently noted on the timesheet. If noted, this can be added to the shift details by selecting the relevant area location from the drop down list, marked 'c'.
- (d) The row of data circled at 'd' displays the data from the original booking, and as such, is not editable.

<sup>3</sup> For an expertise of "In-Charge" to pick up higher rates from the rate table, additional In-Charge rates need to be specially inserted into the rate table, and an expertise of "In-Charge" needs to be added to the Expertise list in Masters. For more information, refer to [Service Rates Tables Overview](#) in entireHR Support.

- (e) The row of data circled at 'e' displays the data submitted by the member via the Member App. In this case, the row is blank as the member has not submitted a timesheet through the Member App. This row is also uneditable.
- (f) The row of data circled at 'f' is the data that is editable by the payroll team. It defaults to the details of the original booking, but the payroll team should be using the data submitted by the member (in the row above) if populated and/or any other available data (such as information on a paper-based timesheet) to adjust the defaulted details to reflect the actual details of the shift after it has been worked.

The first editable field in this row is the Order No. field. Some companies specify order numbers at the time of booking the shift. In this example, an order number was not entered in the original booking as the field is blank. The order number, however, may be entered by the payroll team at this stage, as some clients require that the order number appear against the shift on the client invoice<sup>4</sup>.

Shift start times, end times, meal break times and authorisation name may also be updated by the payroll team in this row. As the details in these fields are defaulted to the details of the original booking, it is only necessary to update these if they differ to the details on the timesheet or in the member row above.

Whether meal breaks are taken or not are commonly noted on timesheets. If a meal break of 30 mins is taken, then '30' should be entered into the Break field in the payroll row. It is possible for the system to display a meal break default based on a rule. These meal break rules are set up in the Global Protocols as mentioned above. An example of a common meal break rule is a break of 30 mins if the shift duration is 8 hours or more. If this setting is setup in the system, '30' will default in this field when the shift is 8 hours or more. If the meal break was not taken, the default value of '30' should be updated to '00', or updated to the value that is noted on the timesheet.

- (g) As stated earlier, the confirm shifts stage is for the review and update of details for both member payment and client invoicing. The Confirm Shifts Details Screen, therefore, has a section dedicated to each. The section circled in green below is for member pay information, while the section circled in blue is for client invoicing information.

<sup>4</sup> If the Order Number is required to be displayed on the client invoice, the 'Show Shift Order No in Invoice Reference Code' flag must be checked (this flag is on the client record in the Finance Portal). If this flag is not checked, the data in the Reference Code field will be displayed instead, if populated (this field is on the client record in the Web Portal).



W JANE STAPLETON 32 , Rate Table : TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: REGISTERED NURSE Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: INDEPENDENT Service Location: SILVER AGED CARE Area Location: ---SELECT---

Timesheet No. Order No. Date: 01-08-2017 Day: TUESDAY Shift: NS Start Time: 21:30 End Time: 07:30 Break: 0 Duration: 10.00 Hours: 10.00 Authorization: DAVID NICHOL

Payroll: 01-08-2017 TUESDAY NS 21:30 07:30 00 10.00 10.00 DAVID NICHOL

**< Member Pay Information >**

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOUR	10.00	500.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
---Select---	---	---	---	---

**< Client Invoice Information >**

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOUR	10.00	750.0000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
---Select---	---	---	---	---

Total Pay : \$ 500.0000 Gross Margin : 50.00 % Total Invoice : \$ 750.0000

Location Finance Notes: \$20 Travel Incentive to be paid. Member Timesheet Notes: Payroll Verification Notes (Max 150 Characters): Member Payroll Instructions: Client Payroll Instructions:

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only

### Member Pay Information

Looking firstly at the Member Pay Information section, the pay level of the member can be seen in the 'Pay Level (PAY)' field circled in red below. The system retrieves the member's pay level by first finding a match between the qualification on the shift and the qualification on the member record. If a match is found, the system retrieves the member's pay level that corresponds to the qualification (as the member will only ever have one pay level per qualification on their member record).

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOUR	10.00	500.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
---Select---	---	---	---	---

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value

Total Pay : \$ 500.0000

If the member does not have the qualification that is on the shift, then there is no match and this field will be blank. If the member does have the qualification of the shift but does not have a corresponding pay level for that qualification (on their member record), the field will be blank also.

The 'Pay Level (PAY)' drop down list is editable, so, whether the field is defaulted to a value or blank, the user may change the pay level to a different pay level.



If there is a value in the 'Pay Level (PAY)' field, the system will look up this pay level in the relevant rate table to display the corresponding rate in the 'Pay Rate' field, circled in red below. If the pay level is not defined in the rate table, then this field will default to \$0.00.

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOURL	10.00	500.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
---Select---		---Select---		

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay : \$ 500.0000

It is possible to override the value in the pay rate field but this is dependent on a system setting. The 'Allow Shift Rates Override by Staff while Shift Verification' flag must be checked in order to edit this field. This flag is circled in red in the screenshot below and may be found in the Finance Portal using the following menu items:

/ Tools / Application Options / Payroll

Application Options

GLOBAL
Default Country
Superannuation
Report Options
EFT Parameters
Payroll
EmailSettings
Authorized Signatories
Set Member's Mandatory Data
Set Client's Mandatory Data
Day Light Saving
Tax File Declaration Parameters
Tax Department End of Year Parameters
Overtime Settings
Public Holiday Part Day Settings

Financial year start from 01/07/2016 Financial year end on 31/07/2017
Pay Frequency Weekly
Payslip Instruction
Invoice Instruction
Pay Enquiry No. Pay enquiry number
Pay Enquiry Email Pay enquiry email
Invoice Enquiry No. Invoice enquiry number
Invoice Enquiry Email Invoice enquiry email
Show Client Cost Center ID in Invoice as per the Auto Generated Client Code ? YES NO
Nominate Allowance For Travel Claim KM
Distance limit for tax exemption 5000
Nominate Allowance For CoPayment ---SELECT---
Nominate Member Deduction For CoPay ---SELECT---
Limit for Payslip Generation 5000

Payslip Logo & Address Setting (Optional)
(These details override the default payslips Details)
Show Below details on Payslip header
Street Address \*
State \* ---SELECT---
Suburb \* ---SELECT---
Post Code \*
Phone \*
Entity Details on Payslips \* ---SELECT---

☒ Allow Shift Rates Override by Staff while Shift Verification
☐ Hide Entity Name in Invoices
☐ Do not show Expertise data in payslips
☐ Do not show Expertise data in Invoices

Save

The 'Unit' field specifies the unit of measure of the pay rate, and the value in the 'Quantity' field defaults to the value calculated from the Payroll row, using start and end times, and removing any meal break, as displayed by the red circles below. As the value in this field is calculated, the field may not be edited.

**JANE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification**

Member Card | Client Card | View Global Protocols | View Service Protocols | View Pay / Invoice Protocols | View Rates / Allowances | Refresh | Exit

Qualification: REGISTERED NURSE | Expertise: ---SELECT--- | Sub Expertise: ---SELECT--- | Group: INDEPENDENT | Service Location: SILVER AGED CARE | Area Location: ---SELECT---

Timesheet No. | Order No. | Date: 01-08-2017 | Day: TUESDAY | Shift: NS | Start Time: 21:30 | End Time: 07:30 | Break: 0 | Duration: 10.00 | Hours: 10.00 | Authorization: DAVID NICHOL

Payroll: 01-08-2017 | TUESDAY | NS | 21:30 | 07:30 | 00 | 10.00 | 10.00

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total	Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOUR	10.00	500.0000	RN L2 Y2	\$75.00	HOUR	10.00	750.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total	Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
---Select---	---	---	---	---	---Select---	---	---	---	---

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Allocation Finance Notes | Member Timesheet Notes | Notes (Max 150 Characters) | Member Payroll Instructions | Client Payroll Instructions

\$20 Travel Incentive to be paid.

Total Pay : \$ 500.0000 | Gross Margin : 50.00 % | Total Invoice : \$ 750.0000

Validate Pay Only | Travel Claim | CoPayment | Query ? | Validate (Pay & Invoice) | Validate Invoice Only

The 'Total' field displays the pay rate multiplied by the quantity and represents the amount to be paid to the member. In the example above, there are no allowances to be paid and so the Total field shows the same value as the 'Total Pay', circled in blue.

### Client Invoice Information

Looking now to the right hand side of the screen is the Client Invoice Information, as displayed below. The pay level is displayed once again and defaults to the same pay level as on the member pay side. The 'Pay Level (INVOICE)' drop down list is editable. This means that the pay level on the pay side may be different to the pay level on the invoice side.

W JANE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: REGISTERED NURSE Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: INDEPENDENT Service Location: SILVER AGED CARE Area Location: ---SELECT---

Timesheet No. Order No. Date: 01-08-2017 Day: TUESDAY Shift: NS Start Time: 21:30 End Time: 07:30 Break: 0 Duration: 10.00 Hours: 10.00 Authorization: DAVID NICHOL

Payroll: ---SELECT---

**< Member Pay Information >**

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOUR	10.00	500.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
---Select---	---Select---	---	---	---

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay : \$ 500.0000

**< Client Invoice Information >**

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOUR	10.00	750.0000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
---Select---	---	---	---	---

Gross Margin : 50.00 % Total Invoice : \$ 750.0000

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only

**Pay Level (INVOICE)**

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOUR	10.00	750.0000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
---Select---	---	---	---	---

Gross Margin : 50.00 % Total Invoice : \$ 750.0000

Once again, the system will look up the pay level in the relevant rate table. This time the system is looking for the invoice rate as opposed to the pay rate. The corresponding rate is then displayed in the 'Inv Rate' field. If the pay level is not defined in the rate table, then this field will default to \$0.00.

The unit and quantity values will be the same as the pay side. The 'Total' field displays the invoice rate multiplied by the quantity and represents the amount to be billed to the client. In the example above, there are no allowances to be invoiced and so the Total field shows the same value as the 'Total Invoice', circled in blue.

- (h) The bottom section of the Confirm Shifts Details Screen displays the notes fields. The first note field is the 'Allocation Finance Notes' field as shown below.

This field allows allocators, who are booking shifts, to communicate messages to the Payroll/Finance Team. They do this by saving a Finance Note on the shift from within the Allocations page in the Web Portal, as can be seen in the screenshot below. As this field is for allocators to communicate messages, this is a read-only (or non-editable) field.

The second note field is the 'Member Timesheet Notes' field. If the member submits a timesheet via the Member App and enters notes, these notes will appear in this field. In this example, the field is blank because a timesheet has not been submitted via the Member App. This field is also read-only.

The screenshot shows the 'Shift Verification' window for member JANE STAPLETON 32. The window includes tabs for Member Card, Client Card, View Global Protocols, View Service Protocols, View Pay/Invoice Protocols, View Rates/Allowances, Refresh, and Exit. The main area displays member details: Qualification (REGISTERED NURSE), Expertise (---SELECT---), Sub Expertise (---SELECT---), Group (INDEPENDENT), Service Location (SILVER AGED CARE), and Area Location (---SELECT---). Below this is a table for Timesheet No., Order No., Date (01-08-2017), Day (TUESDAY), Shift (NS), Start Time (21:30), and End Time (07:30). A callout box titled 'Member Timesheet Notes' is overlaid on the right side of the window, showing a large text area for notes.

The next note field is the 'Payroll Verification Notes' field. This field is enterable by the Payroll/Finance Team. It is used when a shift is being queried and is explained further in section 2.1.6 *Querying a Shift* below.

The screenshot shows the 'Shift Verification' window for member JANE STAPLETON 32. The window includes tabs for Member Card, Client Card, View Global Protocols, View Service Protocols, View Pay/Invoice Protocols, View Rates/Allowances, Refresh, and Exit. The main area displays member details: Qualification (REGISTERED NURSE), Expertise (---SELECT---), Sub Expertise (---SELECT---), Group (INDEPENDENT), Service Location (SILVER AGED CARE), and Area Location (---SELECT---). Below this is a table for Timesheet No., Order No., Date (01-08-2017), Day (TUESDAY), Shift (NS), Start Time (21:30), End Time (07:30), Break (0), Duration (10.00), Hours (10.00), and Authorization (---SELECT---). A callout box titled 'Payroll Verification Notes (Max 150 Characters)' is overlaid on the right side of the window, showing a large text area for notes.

The next note field is the 'Member Payroll Instructions' field. This field will display any notes that have been saved on the member record within the Finance Portal. This field is read-only.

**Member Payroll Instructions**

Uniform fee to be deducted in first pay.

The screenshot below shows the area of the member record where this note may be saved. Any notes that need to be taken into account for the member during the pay process should be recorded here. These notes will appear for every shift that gets confirmed for the member, until the note is removed from the member record. Refer to section 2.2.2 *Generate Payslips* for instructions on creating a member deduction such as the uniform fee noted in this example.

**Members**

Member Name: JANE STAPLETON 32 | Qual: PET | Office: MELBOURNE | Status: ACTIVE

**Obligations**

Tax File Number: 000000000 | Working Holiday Maker? ☐ | DEBT & REBATE Obligations

Australian Resident: ☒ | Obligation Table: SCALE 1 - NON TAX FREE OBLIGATIONS

**Member Financial Notes (Instructions for the Payroll)** (Max 500 Chars)

Uniform fee to be deducted in first pay.

☐ Superannuation Exempted | ☐ Append Tax | Tax amount to append: 0.00 | ☐ Append Once | ☐ On Going | [Update Obligation Details](#)

**Additional Obligations**

Select	Obligation Name	% or \$	Value	State	Industry
<input type="checkbox"/>	Contains:	Contains:	Equals:	Custom: VIC	Custom: MINING
<input checked="" type="checkbox"/>	Super	%	9.5000		

[Add / Remove Additional Obligation to Member](#)

The last note field is the 'Client Payroll Instructions' field. This field will display any notes that have been saved on the client record within the Finance Portal. This field is read-only.

The screenshot below shows the area of the client record where this note may be saved. Any notes that need to be taken into account for the client during the invoice process should be recorded here. These notes will appear for every shift that gets confirmed for the client, until the note is removed from the client record. Refer to section 2.1.8 *Adding an Allowance* for instructions on creating an allowance such as the member bonus noted in this example.

- (i) Assuming all details of the shift have now been checked and altered as required, the shift is confirmed by clicking the 'Validate (Pay & Invoice)' button circled below.

This sends the shift into the next stage of the Payroll Process and returns the user to the Confirm Shifts Listing Screen. The user must then continue to confirm the rest of the shifts in the Listing Screen, following the same process as described above.

### 2.1.2 Confirming a Basic Shift – Timesheet Snapped Into System by Staff

Paper-based timesheets may be physically sent in by members, or may be scanned/snapped and emailed by members. To make these readily available to the Payroll/Finance Team for processing, these may be snapped into the system by internal staff using the Staff App. Once snapped into the system, a docket number is assigned to the snap. These numbers can be seen in the Timesheet No. column, as in the screenshot below.

These snaps are then viewable from the Confirm Shifts Listing Screen by hovering the mouse over the docket number, as shown by the cursor.



The snap is also available in the Confirm Shifts Details Screen so that the snap may be used in the process of confirming the shift. Again, the snap may be seen by hovering the mouse over the docket number, as shown by the cursor.

All other aspects of confirming the shift remain the same as in section 2.1.1 *Confirming a Basic Single Shift* above.

### 2.1.3 Confirming a Basic Shift – Timesheet Submitted Via Member App (with Timesheet Snap)

Members may submit timesheets via the Member App. When they submit, they can adjust details of the shift, such as start and end time, and meal breaks. If they make adjustments, they are required to enter 'Shift Discrepancy Notes'. If the client does not permit digital timesheets, as indicated on the client record in the

Web Portal as shown below (where Digital Timesheet is set to 'NO'), then the member is required to take a snap of the paper-based timesheet as part of their Member App timesheet submission.

Recruitment

Member

Clients

Allocations

Personnel Card

Appointment

Availability

Restrictions

Home \ Profiles \ Clients \ Client Details

CLIENT DETAILS

✕

Location Name : SILVER AGED CARE | Location Parent : SILVER AGED CARE GROUP | Location Status : CLIENT ACTIVE

Profile

Address and Contact Details

Relationship Managers

Professionals

Documents

Claim Details

Online Permissions

Contact Log

Back

Online Permissions

Authorise Timesheet

NO

ⓘ

Digital Timesheet

NO

ⓘ

Member GPS Timestamp required

NO

ⓘ

Client can search Personnel

YES

ⓘ

Show Location Documents to Members

YES

ⓘ

Show shift worth to Members

YES

ⓘ

Release Shifts across country

NO

ⓘ

Hide 'Add to Calendar' in Member App

NO

ⓘ

Hide Client History in Member Portal

NO

ⓘ

Save

Load Client Tree Structure

Location(s) | Location Function

+ Add Admin

+ Add Service

+ Add Delivery

Once the member submits their Member App timesheet (including snap), a docket number is assigned to the timesheet and snap. These numbers can be seen in the Timesheet No. column in the Confirm Shifts Listing Screen. If the docket number is red, this indicates that a discrepancy exists between the original booking and the member's submission, and hovering the mouse over the docket number will display both the snap and the Shift Discrepancy Notes, as can be seen below.

**Developers - ELIZABETH - STAFF - 04 Aug 2017 - [ Validate Timesheet ]**

Profiles Rates Payroll Invoice Protocols Reports Master Tools Support Signout

Entity Members Clients Service Rates Confirm Shifts Payroll Invoice New Booking Status Overtime Contact Log

**Timesheet Verification - Booked Shifts upto 8/8/2017**

[ Refresh ] [ Split Shift ] [ Review & Validate Shift ] [ Validate Shift(s) ] [ Update Timesheet ] [ Unlock Shift(s) ] [ X Close ]

Single Shifts Split Shifts Queried Shifts Partially Processed Shifts

Drag a column here to group by this column.

Client	Area	Member Name	Pay Point	Expertise		Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Validate
Contains: age	Contains:	Uploaded Timesheet												
AGE WELL CAMDEN						U 56	07/06/2017	WED	PM	11:00	12:00	0	1.00	Validate
AGE WELL CAMDEN						U 58	07/06/2017	WED	PM	13:00	14:00	0	1.00	Validate
AGE WELL CAMDEN						U 59	08/06/2017	THU	PM	11:00	12:00	0	1.00	Validate
AGE WELL CAMDEN						U 60	08/06/2017	THU	PM	13:00	14:00	0	1.00	Validate
AGE WELL CAMDEN						U 61	09/06/2017	FRI	PM	11:00	12:00	0	1.00	Validate
AGE WELL CAMDEN						U 83	09/06/2017	FRI	PM	13:00	14:00	0	1.00	Validate
AGE WELL CAMDEN						U 40	10/06/2017	SAT	PM	11:00	12:00	0	1.00	Validate
AGE WELL CAMDEN						U 38	10/06/2017	SAT	PM	13:00	14:00	0	1.00	Validate
AGE WELL CAMDEN						U 48	12/06/2017	MON	PM	11:00	12:00	0	1.00	Validate
AGE WELL CAMDEN						U 105	12/06/2017	MON	PM	12:05	12:30	0	0.25	Validate
AGE WELL CAMDEN	AGE WELL CAMD...					U	23/06/2017	FRI	PM	17:00	18:00	0	1.00	Validate
AGE WELL CAMDEN	AGE WELL CAMD...					U	30/06/2017	FRI	AM	21:00	21:30	0	0.30	Validate
AGE WELL CAMDEN	AGE WELL CAMD...					U 221	20/07/2017	THU	AM	06:00	14:00	0	8.00	Validate
AGE WELL CAMDEN	AGE WELL CAMD...					U 225	21/07/2017	FRI	AM	06:00	14:00	0	8.00	Validate
SILVER AGED CARE						U	01/08/2017	TUE	NS	21:30	07:30	0	10.00	Validate
AGE WELL CAMDEN	AGE WELL CAMD...					U								Validate
AGE WELL CAMDEN	AGE WELL CAMD...					U								Validate
AGE WELL CAMDEN		CAROL HATHAWAY 18 - TEST HAT...	RN L2 Y1			U	06/08/2017	SUN	NS	23:59	18:00	0	18.01	Validate

The screenshot shows a printed timesheet titled "entire software" and "Timesheet Sample". It includes fields for Name (Age Well Camden), Location (372.6410), and Member Number (372.6410). The timesheet grid shows shifts for 07/06/2017, 08/06/2017, 09/06/2017, 10/06/2017, 12/06/2017, 23/06/2017, 30/06/2017, 20/07/2017, 21/07/2017, and 01/08/2017. There are handwritten notes and signatures at the bottom, including "Member Signature" and "Approver Signature". A red arrow points to the entry for 20/07/2017.

Again, the snap is also available in the Confirm Shifts Detail Screen so that the snap may be used in the process of confirming the shift. The snap may be seen by hovering the mouse over the docket number, as shown by

the cursor in the screenshot below, and the Shift Discrepancy Notes are highlighted yellow in the 'Member Timesheet Notes' field.

**JANE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification**

Member Card | Client Card | View Global Protocols | View Service Protocols | View Pay / Invoice Protocols | View Rates / Allowances | Refresh | Exit

Qualification: REGISTERED NURSE | Expertise: ---SELECT--- | Sub Expertise: ---SELECT--- | Group: AGE WELL | Service Location: AGE WELL CAMDEN | Area Location: AGE WELL CAMDEN DEL

Timesheet No. 221 | Booking Member 221 | Payroll 221

Pay Level (PAY): RN L2 Y2 | Allowance: ---Select---

Uploaded Timesheet:

Shift	Start Time	End Time	Break	Duration	Hours	Authorization
AM	06:00	14:00	0	8.00	8.00	JASMINE BROOK
AM	06:00	14:30	0	8.30	8.30	JASMINE BROOK

Total Pay: \$ 360.0000 | Gross Margin: 50.00 % | Total Invoice: \$ 540.0000

Member Timesheet Notes: Stayed 30mins longer than booked.

Payroll Verification Notes (Max 150 Characters): Uniform fee to be deducted in first pay.

Buttons: Validate Pay Only | Travel Claim | CoPayment | Query ? | Validate (Pay & Invoice) | Validate Invoice Only

As the member has submitted details through the Member App, the member row is now populated with details so that the Payroll Team may assess both original booking details (in blue below) and member adjusted details (in red below), side by side.

**JANE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification**

Member Card | Client Card | View Global Protocols | View Service Protocols | View Pay / Invoice Protocols | View Rates / Allowances | Refresh | Exit

Qualification: REGISTERED NURSE | Expertise: ---SELECT--- | Sub Expertise: ---SELECT--- | Group: AGE WELL | Service Location: AGE WELL CAMDEN | Area Location: AGE WELL CAMDEN DEL

Timesheet No.	Order No.	Date	Day	Shift	Start Time	End Time	Break	Duration	Hours	Authorization
Booking		20-07-2017	THURSDAY	AM	06:00	14:00	0	8.00	8.00	JASMINE BROOK
Member 221		20-07-2017	THURSDAY	AM	06:00	14:30	0	8.30	8.30	JASMINE BROOK

Payroll 221 | 20-07-2017 | THURSDAY | AM | 06:00 | 14:00 | 00 | 8.00 | 8.00 | JASMINE BROOK

Pay Level (PAY): RN L2 Y2 | Pay Rate: \$45.00 | Unit: HOUR | Quantity: 8.00 | Total: 360.0000

Pay Level (INVOICE): RN L2 Y2 | Inv Rate: \$67.50 | Unit: HOUR | Quantity: 8.00 | Total: 540.0000

Allowance: ---Select--- | Pay Rate: ---Select--- | Unit: ---Select--- | Hrs. / Dist. ---Select--- | Total: ---Select---

Member Timesheet Notes: Stayed 30mins longer than booked.

Payroll Verification Notes (Max 150 Characters): Uniform fee to be deducted in first pay.

Buttons: Validate Pay Only | Travel Claim | CoPayment | Query ? | Validate (Pay & Invoice) | Validate Invoice Only

All other aspects of confirming the shift remain the same as in section 2.1.1 *Confirming a Basic Single Shift* above.

### 2.1.4 Confirming a Basic Shift - Timesheet Submitted Via Member App (with Digital Timesheet)

If members submit timesheets via the Member App and the client allows digital timesheets, the member is not required to take a snap. Instead, the member and the shift supervisor will provide their signatures in the Member App. Once the member submits their timesheet through the Member App, a docket number is assigned to the timesheet and an electronic timesheet is generated by the system, displaying shift details and signatures.

These numbers can be seen in the Timesheet No. column in the Confirm Shifts Listing Screen, and hovering the mouse over the docket number will display the electronic timesheet with signatures, as shown below.

The screenshot shows the 'Confirm Shifts Listing Screen' in the entireHR application. The main table lists shifts with columns: Client, Area, Member Name, Pay Point, Expense, Timesheet No., Shift Date, Day, Shift, Start, End, Break, Hrs wkd, and Validate. A pop-up window titled 'ENTIRE SOFTWARE' displays a digital timesheet for a specific shift (Timesheet No. 219). The timesheet includes a signature strip with two signatures and a 'Validate' button. A mouse cursor is hovering over the 'Timesheet No.' column, which triggers the pop-up.

Client	Area	Member Name	Pay Point	Expense	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wkd	Validate
JAMSI PVT LTD					219	06/05/2017	TUE	AM	06:00	14:00	0	8.00	Validate
HAILEYBURY KEYSBOROUGH CA...	NEWLANDS				29	15/05/2017	MON	AM	06:00	14:00	0	8.00	Validate
ANZ LEGAL NSW					235	24/05/2017	WED	NS	21:30	07:30	0	10.00	Validate
FAMOUS MELBOURNE HOSPITAL					42	25/05/2017	THU	PM	14:00	22:00	0	9.00	Validate
ASIAN SYDNEY ADMIN SERVICE					235	26/05/2017	MON	AM	06:00	14:00	0	8.00	Validate
APMG					96	01/06/2017	THU	AM	13:45	14:00	0	0.15	Validate
ANZ STADIUM ADMINISTRATION O...					96	01/06/2017	THU	PM	15:00	15:01	0	0.01	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...				46	01/06/2017	THU	NS	20:00	02:00	0	6.00	Validate
FAMOUS MELBOURNE HOSPITAL					46	01/06/2017	THU	NS	21:30	07:30	0	10.00	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...				63	02/06/2017	FRI	AM	06:00	06:00	0	2.00	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...				192	02/06/2017	FRI	AM	07:31	09:00	0	1.29	Validate
APMG					97	02/06/2017	FRI	AM	12:45	14:00	0	0.15	Validate
ANZ LEGAL VIC					32	02/06/2017	FRI	PM	14:00	22:00	0	9.00	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...				65	03/06/2017	SAT	AM	06:00	06:00	0	2.00	Validate
ANZ STADIUM FRONT OF HOUSE	BOULEVARD LOU...				183	03/06/2017	SAT	AM	06:00	09:00	0	3.00	Validate
ASIAN SYDNEY ADMIN SERVICE					97	03/06/2017	SAT	AM	06:00	14:00	0	8.00	Validate

Again, the snap is also available in the Confirm Shifts Detail Screen so that the snap may be used in the process of confirming the shift. The snap may be seen by hovering the mouse over the docket number, as shown by the cursor in the screenshot below, and the details from the Member App submission may be seen in the member row, circled in red.

The screenshot displays the 'Shift Verification' window in the entireHR software. At the top, there are tabs for 'Member Card', 'Client Card', 'View Global Protocols', 'View Service Protocols', 'View Pay/Invoice Protocols', and 'View Rates/Allowances'. Below these are dropdown menus for 'Qualification' (REGISTERED NURSE), 'Expertise' (---SELECT---), 'Sub Expertise' (---SELECT---), 'Group' (ANZ), 'Service Location' (ANZ LEGAL NSW), and 'Area Location' (---SELECT---). The main table lists timesheet entries with columns: Timesheet No., Order No., Date, Day, Shift, Start Time, End Time, Break, Duration, Hours, and Authorization. The row for 'Member 43' on '24-05-2017' is highlighted with a red box. Below the table, there are sections for 'Payroll 41', 'Pay Level (PAY)', 'Allowance', and a 'Total' section. The bottom of the window shows financial summaries: 'Total Pay: \$ 500.0000', 'Gross Margin: 50.00 %', and 'Total Invoice: \$ 750.0000'. There are also buttons for 'Validate Pay Only', 'Travel Claim', 'CoPayment', 'Query?', 'Validate (Pay & Invoice)', and 'Validate Invoice Only'.

All other aspects of confirming the shift remain the same as in section 2.1.1 *Confirming a Basic Single Shift* above.

### 2.1.5 Splitting a Shift and Confirming a Split Shift

We will now look at split shifts. Shifts may be split *automatically* or *manually*. Shifts that are split automatically by the system are split according to rules defined in the Global Protocols.

It is common for companies to have different rates for Saturdays and Sundays, so Global Protocols often include automatic splitting rules for midnights on Friday, Saturday and Sunday. This allows the system to apply two different rates for Friday shifts that continue into Saturday, Saturday shifts that continue into Sunday, etc.

Other shifts may also need to be split, but the way they are to be split may not be consistent or may change from shift to shift. In these cases, the shifts must be manually split by the Payroll/Finance Team as a general rule cannot be applied in the Global Protocols.

#### Manually Splitting A Shift

Shifts that are to be manually split will start off on the Single Shifts tab. These steps should be followed in order to split a shift:

- On the Single Shifts tab, select a shift and check the Shift Lock checkbox to place a lock on it. Then click on the 'Split Shift' button as shown circled in red.



Validate Timesheet

Timesheet Verification - Booked Shifts upto 8/8/2017

Refresh Split Shift Review & Validate Shift Validate Shift(s) Update Timesheet Unlock Shift(s) Close

Single Shifts Split Shifts Queried Shifts Partially Processed Shifts

Drag a column here to group by this column.

Client	Area	Member Name	Pay Point	Expertise		Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Val
Contains:	Contains:	Contains:	Contains:	Contai...			Equals:	Co	C	Eq	Eq	Eq	Co...	
SILVER AGED CARE		JANE STAPLETON 32	RN L2 Y2		<input type="checkbox"/> U		01/08/2017	TUE	NS	21:30	07:30	0	10.00	Va
AGE WELL CAMDEN	AGE WELL CAMD...	CARLA ESPINOSA 10			<input type="checkbox"/> U	226	02/08/2017	WED	AM	06:00	14:00	0	8.00	Va
ANZ STADIUM FRONT OF HOUSE	PLATINUM	BAT MAN 26 - DARK KNIGHT MAN...			<input type="checkbox"/> U	233	02/08/2017	WED	AM	06:00	06:10	0	0.10	Va
ASIAN SYDNEY ADMIN SERVICE		CAPTAIN AMERICA 41			<input type="checkbox"/> U		02/08/2017	WED	AM	06:00	14:00	0	8.00	Va
ANZ STADIUM FRONT OF HOUSE	PLATINUM	BAT MAN 26 - DARK KNIGHT MAN...	RN L2 Y2		<input type="checkbox"/> U	234	02/08/2017	WED	AM	06:30	06:40	0	0.10	Va
ANZ STADIUM ADMINISTRATION O...		ASHLEY MURPHY 31 - PREFERE...	RN L2 Y2		<input type="checkbox"/> U	227	02/08/2017	WED	AM	07:10	07:15	0	0.05	Va
ANZ STADIUM ADMINISTRATION O...		ASHLEY MURPHY 31 - PREFERE...	RN L2 Y2		<input type="checkbox"/> U	195	02/08/2017	WED	NS	11:50	11:53	0	0.03	Va
ANZ STADIUM ADMINISTRATION O...		ASHLEY MURPHY 31 - PREFERE...	RN L2 Y2		<input type="checkbox"/> U	204	02/08/2017	WED	NS	12:50	12:53	0	0.03	Va
ANZ STADIUM ADMINISTRATION O...		ASHLEY MURPHY 31 - PREFERE...	RN L2 Y2		<input type="checkbox"/> U		02/08/2017	WED	PM	14:01	14:02	0	0.01	Va
ANZ STADIUM ADMINISTRATION O...	ANZ DEL	CAROL HATHAWAY 18 - TEST HAT...	RN L2 Y1	100 ICU - I...	<input type="checkbox"/> U	242	02/08/2017	WED	AM	15:01	15:03	0	0.02	Va
ANZ STADIUM ADMINISTRATION O...		ASHLEY MURPHY 31 - PREFERE...	RN L2 Y2		<input type="checkbox"/> U		02/08/2017	WED	NS	20:10	20:15	0	0.05	Va
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2		<input checked="" type="checkbox"/> L		02/08/2017	WED	NS	21:30	07:30	0	10.00	Va
AGE WELL CAMDEN	AGE WELL CAMD...	CARLA ESPINOSA 10			<input type="checkbox"/> U		03/08/2017	THU	AM	06:00	09:00	0	3.00	Va
ANZ STADIUM ADMINISTRATION O...	ANZ DEL	BAT MAN 26 - DARK KNIGHT MAN...	RN L2 Y2		<input type="checkbox"/> U	223	03/08/2017	THU	AM	06:00	06:10	0	0.10	Va
CHARU_SERVICE_2		ASHLEY MURPHY 31 - PREFERE...	RN L2 Y2		<input type="checkbox"/> U	213	03/08/2017	THU	AM	06:00	06:01	0	0.01	Va
CHARU_SERVICE_2		ASHLEY MURPHY 31 - PREFERE...			<input type="checkbox"/> U	215	03/08/2017	THU	AM	06:02	06:04	0	0.02	Va
CHARU_SERVICE_2		ASHLEY MURPHY 31 - PREFERE...			<input type="checkbox"/> U	216	03/08/2017	THU	AM	06:05	06:06	0	0.01	Va

- (b) The Manual Split Shift Screen will be displayed as shown below. Click on the 'New Split' button to create a split.

Manual Split Shift

Member Name : JANE STAPLETON 32

Pay Point : RN L2 Y2

Booking No. : 0030000128

Time Sheet No. :

Shift Date 02-08-2017 Shift NS Start Time 21:30 End Time 07:30 Break (Mins) 0 Worked Hours 10.00

Split Shifts :

Shift Date	Shift Day Type	Shift	Start	End	Break(Mins)	Worked Hours

- (c) A new row will be created in the Split Shifts listbox. In this example, the client allows members to sleep during night shifts if there are no cases to tend to. In these situations, the client will pay members a lower sleep rate and so the night shift must be split out so that it contains normal night shift splits and a sleep shift split. In this example, the client's morning rates start at 06:00am, so the shift splits must also contain a morning shift split. As the complete shift runs from 21:30pm to 07:30am, the shift will be split as follows<sup>5</sup>:

<sup>5</sup> This shift does not have a docket number referenced suggesting that a timesheet has not been entered into the system via the Staff App nor the Member App. We therefore assume that the split information is coming from an email from the member or a paper-based timesheet sent in by the member.

Shift Type NS: 21:30 – 23:00 (normal night shift)

Shift Type SL: 23:00 – 05:00 (sleep shift)

Shift Type NS: 05:00 – 06:00 (normal night shift)

Shift Type AM: 06:00 – 07:30 (normal morning shift)

- (d) Tab through to the 'End' field and change the end time to '23:00' as shown below. Keep tabbing through the fields until a new row is created. The first NS (normal night shift) split has now been created.

The screenshot shows the 'Manual Split Shift' window for Member Name: JANE STAPLETON 32, Pay Point: RN L2 Y2, and Booking No.: 0030000128. The Shift Date is 02-08-2017, Shift is NS, Start Time is 21:30, End Time is 07:30, Break (Mins) is 0, and Worked Hours is 10.00. The 'Split Shifts' table has one row with Shift Date 02-08-2017, Shift Day Type WED, Shift NS, Start 21:30, End 23:00, Break (Mins) 0, and Worked Hours 10.0. The 'End' field is circled in red.

Shift Date	Shift Day Type	Shift	Start	End	Break(Mins)	Worked Hours
02-08-2017	WED	NS	21:30	23:00	0	10.0

- (e) We now need to create the SL (sleep shift) split. Tab through to the 'Shift' field and change the value to 'SL'. Tab through to the 'Start' field. This will default to the end time of the previous row. Leave this as '23:00' and tab through to the 'End' field. Change the end time to '05:00' as shown below. Keep tabbing through the fields until a new row is created. The SL (sleep shift) split has now been created.

The screenshot shows the 'Manual Split Shift' window with the same member details. The 'Split Shifts' table now has two rows. The first row is NS (21:30-23:00) with 1.30 worked hours. The second row is SL (23:00-05:00) with 8.30 worked hours. The 'End' field of the second row is circled in red.

Shift Date	Shift Day Type	Shift	Start	End	Break(Mins)	Worked Hours
02-08-2017	WED	NS	21:30	23:00	0	1.30
02-08-2017	WED	SL	23:00	05:00	0	8.30

- (f) We now need to create the second NS (normal night shift) split. As this next split starts after midnight, the shift date must be changed to the next day. Update the 'Shift Date' field to '03-08-2017'. Tab through to the 'Shift' field. Update this to 'NS' and tab through to the 'Start' field. Again, this defaults to the end time of the previous row. Leave this as '05:00' and tab through to the 'End' field. Change the end time to '06:00' as shown below. Keep tabbing through the fields until a new row is created. The second NS (normal night shift) split has now been created.

Manual Split Shift

Member Name : JANE STAPLETON 32  
Pay Point : RN L2 Y2  
Booking No. : 0030000128  
Time Sheet No. :

New Split Cancel Split Confirm Split

Shift Date 02-08-2017 Shift NS Start Time 21:30 End Time 07:30 Break (Mins) 0 Worked Hours 10.00

Split Shifts :

	Shift Date	Shift Day Type	Shift	Start	End	Break(Mins)	Worked Hours
	02-08-2017	WED	NS	21:30	23:00	0	1.30
	02-08-2017	WED	SL	23:00	05:00	0	6.0
	03-08-2017	THU	NS	05:00	06:00	0	2.30

- (g) We now need to create the final split, the AM (morning shift) split. Tab through to the 'Shift' field. This defaults to 'AM'. Leave this as 'AM' and tab through to the 'End' field. This defaults to '07:30' as this is the end time for the overall shift. Leave this as '07:30' and tab to the 'Break (Mins)' field. As this is the final split, we don't want to create any more rows. Click on the 'Confirm Split' button, as circled below in red, to complete the shift splitting.

Manual Split Shift

Member Name : JANE STAPLETON 32  
Pay Point : RN L2 Y2  
Booking No. : 0030000128  
Time Sheet No. :

New Split Cancel Split Confirm Split

Shift Date 02-08-2017 Shift NS Start Time 21:30 End Time 07:30 Break (Mins) 0 Worked Hours 10.00

Split Shifts :

	Shift Date	Shift Day Type	Shift	Start	End	Break(Mins)	Worked Hours
	02-08-2017	WED	NS	21:30	23:00	0	1.30
	02-08-2017	WED	SL	23:00	05:00	0	6.0
	03-08-2017	THU	NS	05:00	06:00	0	1.0
	03-08-2017	THU	AM	06:00	07:30	0	1.30

- (h) A confirmation message is displayed, the Manual Split Shift screen is closed and the user is taken to the Split Shifts tab of the Confirm Shifts Listing Screen, where the four new splits may be seen, as shown below.



**Validate Timesheet**

**Timesheet Verification - Booked Shifts upto 8/8/2017**

Refresh Join Split Shifts Review & Validate Shift Validate Shift(s) Update Timesheet Unlock Shift(s) Apply Changes and ReLoad Split Shifts Close

Single Shifts Split Shifts Queried Shifts Partially Processed Shifts

Drag a column here to group by this column.

Client	Area	Member Name	Pay Point	Expertise	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Financ
Total: 8													
ASIAN SYDNEY ADMIN SERVICE	ASIAN DELIEVRY 1	JANE STAPLETON 32	RN L2 Y2	100 ICU - I...		20/05/2017	SAT	NS	21:30	00:00	0	2.30	
ASIAN SYDNEY ADMIN SERVICE	ASIAN DELIEVRY 1	JANE STAPLETON 32	RN L2 Y2	100 ICU - I...		21/05/2017	SUN	NS	00:00	07:30	0	7.30	
FAMOUS MELBOURNE HOSPITAL	GEORGE JENKINS...	JANE STAPLETON 32		215 TEAM...		27/05/2017	SAT	PM	14:00	22:00	0	8.00	
FAMOUS MELBOURNE HOSPITAL	GEORGE JENKINS...	JANE STAPLETON 32		215 TEAM...		27/05/2017	SAT	NS	22:00	23:00	0	1.00	
						02/08/2017	WED	NS	21:30	23:00	0	1.30	
						02/08/2017	WED	SL	23:00	05:00	0	6.00	
						03/08/2017	THU	NS	05:00	06:00	0	1.00	
						03/08/2017	THU	AM	06:00	07:30	0	1.30	

### Rejoining a Split Shift

From time to time, it is necessary to rejoin a split shift. This may be due to an accidental manual split of a shift, or it may be to rejoin splits that have been created via the system's automatic splitting. An example of the latter is a Friday night shift. The Global Protocols may be set to split the shift at midnight, so the splits that are automatically created, for example, are:

Friday NS 21:00 - 00:00

Saturday NS 00:00 - 06:00

On receiving the timesheet, the Payroll Team realise that the member actually slept from 23:00 to 05:00 (which needs to be charged at a lower sleep rate). In this case, the two splits need to be rejoined, and then split again as follows:

Friday NS 21:00 – 23:00

Friday SL 23:00 – 05:00

Saturday NS 05:00 – 06:00

To rejoin a split shift, select a shift on the Split Shifts tab and check the Shift Lock checkbox to place a lock on it. (The system will automatically place locks on the other splits so that all splits are actioned at the same time). Then click on the 'Join Split Shifts' button as shown circled in red.

**Validate Timesheet**

Timesheet Verification - Booked Shifts upto 8/8/2017

Buttons: Refresh, **Join Split Shifts**, Review & Validate Shift, Validate Shift(s), Update Timesheet, Unlock Shift(s), Apply Changes and ReLoad Split Shifts, Close

Single Shifts | Split Shifts | Queried Shifts | Partially Processed Shifts

Drag a column here to group by this column.

Client	Area	Member Name	Pay Point	Expertise	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Financ
Total : 10													
ASIAN SYDNEY ADMIN SERVICE	ASIAN DELIEVRY 1	JANE STAPLETON 32	RN L2 Y2	100 ICU - I...		20/05/2017	SAT	NS	21:30	00:00	0	2.30	
ASIAN SYDNEY ADMIN SERVICE	ASIAN DELIEVRY 1	JANE STAPLETON 32	RN L2 Y2	100 ICU - I...		21/05/2017	SUN	NS	00:00	07:30	0	7.30	
FAMOUS MELBOURNE HOSPITAL	GEORGE JENKINS...	JANE STAPLETON 32		215 TEAM...		27/05/2017	SAT	PM	14:00	22:00	0	8.00	
FAMOUS MELBOURNE HOSPITAL	GEORGE JENKINS...	JANE STAPLETON 32		215 TEAM...		27/05/2017	SAT	NS	22:00	23:00	0	1.00	
SILVER AGED CARE		JANE STAPLETON 32	RN L2 Y2			21/07/2017	FRI	NS	21:00	00:00	0	3.00	
SILVER AGED CARE		JANE STAPLETON 32	RN L2 Y2			22/07/2017	SAT	NS	00:00	06:00	0	6.00	
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2			02/08/2017	WED	NS	21:30	23:00	0	1.30	
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2			02/08/2017	WED	SL	23:00	05:00	0	6.00	
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2			03/08/2017	THU	NS	05:00	06:00	0	1.00	
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2			03/08/2017	THU	AM	06:00	07:30	0	1.30	

21/07/2017 FRI NS 21:00 00:00 0 3.00

22/07/2017 SAT NS 00:00 06:00 0 6.00

A confirmation message is then displayed to confirm the rejoin. The split shifts are then removed from the Split Shifts tab because they are a single shift once again. This can be confirmed by returning to the Single Shifts tab. The user must click on the 'Refresh' button on the Single Shifts tab to display this rejoined shift, as shown below.

**Validate Timesheet**

Timesheet Verification - Booked Shifts upto 8/8/2017

Buttons: Refresh, Split Shifts, Review & Validate Shift, Validate Shift(s), Update Timesheet, Unlock Shift(s), Close

Single Shifts | Split Shifts | Queried Shifts | Partially Processed Shifts

Drag a column here to group by this column.

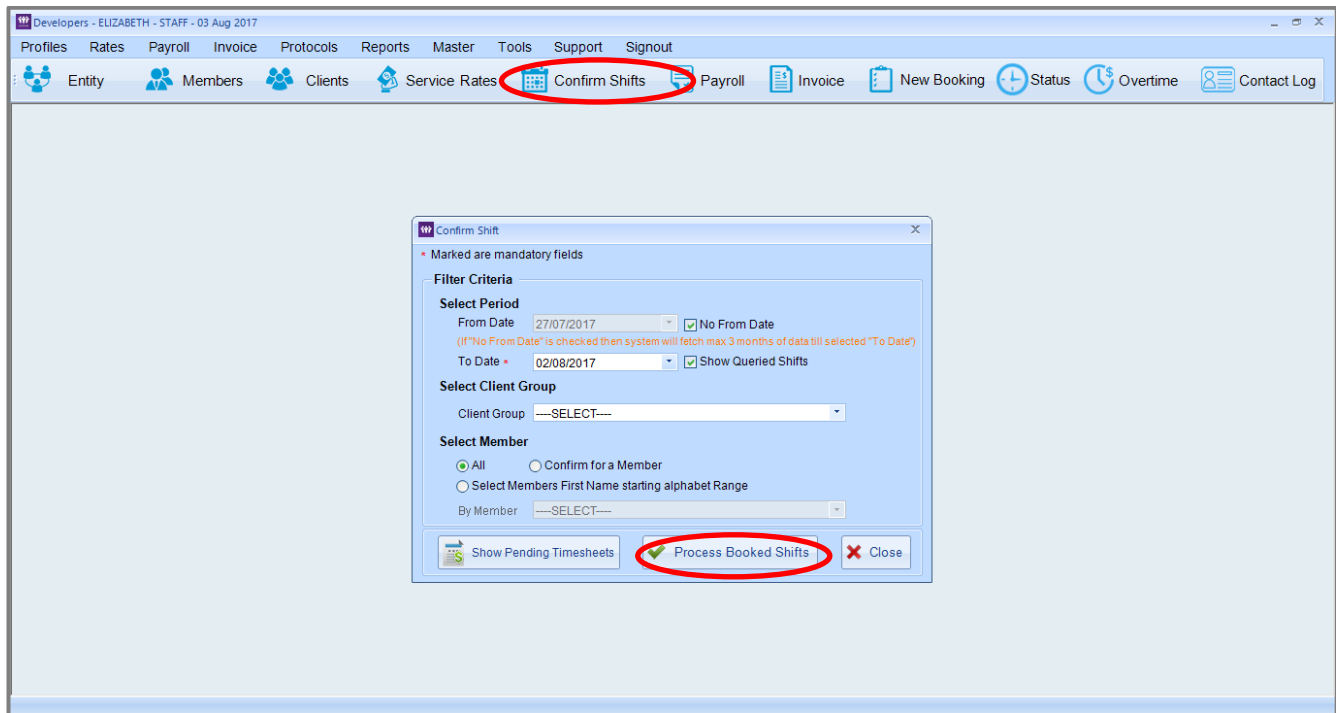
Client	Area	Member Name	Pay Point	Expertise	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Valida
Total Shifts: 8													
VAMSI PVT LTD		JANE STAPLETON 32	RN L2 Y2		219	09/05/2017	TUE	AM	06:00	14:00	0	8.00	Valida
ASIAN SYDNEY ADMIN SERVICE		JANE STAPLETON 32	RN L2 Y2		235	29/05/2017	MON	AM	06:00	14:00	0	8.00	Valida
ANZ STADIUM BACK OF HOUSE		JANE STAPLETON 32				14/06/2017	WED	AM	06:00	14:00	0	8.00	Valida
AGE WELL CAMDEN	AGE WELL CAMD...	JANE STAPLETON 32	RN L2 Y2		221	20/07/2017	THU	AM	06:00	14:00	0	8.00	Valida
AGE WELL CAMDEN	AGE WELL CAMD...	JANE STAPLETON 32	RN L2 Y2		225	21/07/2017	FRI	AM	06:00	14:00	0	8.00	Valida
SILVER AGED CARE		JANE STAPLETON 32	RN L2 Y2			21/07/2017	FRI	NS	21:00	06:00	0	9.00	Valida
ASIAN SYDNEY ADMIN SERVICE		JANE STAPLETON 32	RN L2 Y2		228	01/08/2017	TUE	AM	06:00	14:00	0	8.00	Valida
SILVER AGED CARE		JANE STAPLETON 32	RN L2 Y2			01/08/2017	TUE	NS	21:30	07:30	0	10.00	Valida

21/07/2017 FRI NS 21:00 06:00 0 9.00

### Confirming a Split Shift

Regardless of whether a shift is split automatically or manually, all split shifts will be displayed on the 'Split Shifts' tab. The user will be taken directly to the Split Shifts tab after splitting a shift, as described above. The user may also access this tab directly. As with single shifts, split shifts are accessed by clicking the 'Confirm

Shifts' button in the toolbar, and then clicking the 'Process Booked Shifts' button on the Confirm Shifts Filter Screen displayed below<sup>6</sup>.



After clicking the 'Process Booked Shifts' button, the Confirm Shifts Listing Screen will be displayed and the Single Shifts tab will be displayed by default. Click onto the 'Split Shifts' tab to display all split shifts.

These steps should be followed in order to confirm a split shift:

- (a) As with single shifts, to select a particular shift, the user checks the Shift Lock checkbox to place a lock on the shift. For split shifts, locks will be automatically placed on all splits at the same time so that the user is forced to confirm all shift splits at the one time.

<sup>6</sup> Refer to *section 2.1 Confirm Shifts* for a full explanation of the Confirm Shifts Filter functionality.

**Validate Timesheet**

Timesheet Verification - Booked Shifts upto 8/8/2017

Buttons: Refresh, Join Split Shifts, **Review & Validate Shift**, Validate Shift(s), Update Timesheet, Unlock Shift(s), Apply Changes and ReLoad Split Shifts, Close

Tabs: Single Shifts, Split Shifts, Queried Shifts, Partially Processed Shifts

Drag a column here to group by this column.

Client	Area	Member Name	Pay Point	Expertise		Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Financ
Total : 8														
ASIAN SYDNEY ADMIN SERVICE	ASIAN DELIEVRY 1	JANE STAPLETON 32	RN L2 Y2	100 ICU - I...	<input type="checkbox"/> U		20/05/2017	SAT	NS	21:30	00:00	0	2.30	
ASIAN SYDNEY ADMIN SERVICE	ASIAN DELIEVRY 1	JANE STAPLETON 32	RN L2 Y2	100 ICU - I...	<input type="checkbox"/> U		21/05/2017	SUN	NS	00:00	07:30	0	7.30	
FAMOUS MELBOURNE HOSPITAL	GEORGE JENKINS...	JANE STAPLETON 32		215 TEAM...	<input type="checkbox"/> U		27/05/2017	SAT	PM	14:00	22:00	0	8.00	
FAMOUS MELBOURNE HOSPITAL	GEORGE JENKINS...	JANE STAPLETON 32		215 TEAM...	<input type="checkbox"/> U		27/05/2017	SAT	NS	22:00	23:00	0	1.00	
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2		<input checked="" type="checkbox"/> L		02/08/2017	WED	NS	21:30	23:00	0	1.30	
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2		<input checked="" type="checkbox"/> L		02/08/2017	WED	SL	23:00	05:00	0	6.00	
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2		<input checked="" type="checkbox"/> L		03/08/2017	THU	NS	05:00	06:00	0	1.00	
FAMOUS MELBOURNE HOSPITAL	EMERGENCY WA...	JANE STAPLETON 32	RN L2 Y2		<input checked="" type="checkbox"/> L		03/08/2017	THU	AM	06:00	07:30	0	1.30	

**When the user checks one box, the system automatically locks the other splits of the same shift**

- (b) Click on the 'Review and Validate Shift' to open the Confirm Shifts Detail Screen. The Booking row (in red) displays the original shift booking details, *before* the shift was split. The Member row is blank because the member did not submit their timesheet through the Member App. The editable Payroll row (in blue) displays the details of the *second* split of the shift. The second split of the shift may be edited here, in the same way a single shift is edited, that is, an Order No. may be added, and Start Time, End Time, Break and Authorisation Name may be updated.

**JANE STAPLETON 32, Rate Table :TestRates, Entity Name : BEV, Split Seq : 2 - Shift Verification**

Buttons: Member Card, Client Card, View Global Protocols, View Service Protocols, View Pay / Invoice Protocols, View Rates / Allowances, Refresh, Exit

Qualification: REGISTERED NURSE, Expertise: ---SELECT---, Sub Expertise: ---SELECT---, Group: INDEPENDENT, Service Location: FAMOUS MELBOURNE HOSPITAL, Area Location: EMERGENCY WARDS

Timesheet No.	Order No.	Date	Day	Shift	Start Time	End Time	Break	Duration	Hours	Authorization
Booking		02-08-2017	WEDNESDAY	NS	21:30	07:30	0	10.00	10.00	ANNA SMITH
Member										
Payroll		02-08-2017	WEDNESDAY	SL	23:00	05:00	00	6.00	6.00	ANNA SMITH

Total (For All Split Parts): 10.00 10.00

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total	Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$20.00	HOURL	6.00	120.0000	RN L2 Y2	\$25.00	HOURL	6.00	150.0000

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

**Total Pay : \$ 120.0000** Gross Margin : 25.00 % **Total Invoice : \$ 150.0000**

Buttons: Validate Pay Only, Travel Claim, CoPayment, Query ?, Validate (Pay & Invoice), View / Edit Other Parts, Validate Invoice Only

- (c) As with single shifts, the Pay Level, Pay Rate and Unit may be updated (on both the Pay and Invoice sides), however, these updates relate only to the second split of the shift. Similarly, the 'Total Pay' value and the 'Total Invoice' value, circled in red above, relate only to the second split also.

- (d) To display the details of the other splits, click on the 'View/Edit Other Parts' button. All four split shifts are displayed as can be seen below. The second split is highlighted and the details of the second split cannot be edited in this screen as they are only editable from the previous screen.

View / Edit Split Parts																
Docket No :																
Split Seq.	Shift Date	Start time	End Time	Shift Type	Hours	Break	Wkd Hrs	Pay Level	Period	Pay Rate	Pay Allowances	Total Pay	Inv Rate	Inv Allowances	Total Invoice	
1	02/08/2017	21:30	23:00	NS	1.30	0	1.30	RN L2 Y2	HOURL	\$50.00	\$0.00	\$75.0000	\$75.00	\$0.00	\$112.5000	
2	02/08/2017	23:00	05:00	SL	6.00	00	6.00	RN L2 Y2	HOURL	\$20.00	\$0.0000	\$120.0000	\$25.00	\$0.0000	\$150.0000	
3	03/08/2017	05:00	06:00	NS	1.00	0	1.00	RN L2 Y2	HOURL	\$50.00	\$0.00	\$50.0000	\$75.00	\$0.00	\$75.0000	
4	03/08/2017	06:00	07:30	AM	1.30	0	1.30	RN L2 Y2	HOURL	\$45.00	\$0.00	\$67.5000	\$67.50	\$0.00	\$101.2500	

- (e) The three other splits may be edited from this screen but the only fields that may be edited are the Start Time, End Time and Break fields. All other details, such as Pay Level and Pay Rate may not be updated.
- (f) Suppose the member timesheet suggests that the shift actually ended at 08:00 and a 30 minute meal break was taken in the last split. To do this, click into the 'End Time' field in the last row and update the time to '08:00'. Then click into the 'Break' field and update the break to '30'. Confirm the changes by clicking on the 'Update Details' button.
- (g) This closes the 'View/Edit Split Parts' screen and the user is returned to the Confirm Shifts Detail Screen. All other aspects of the shift confirmation is the same as confirming a single shift. Once all detailed have been reviewed and updated, the split shifts are confirmed by clicking the 'Validate (Pay & Invoice)' button.
- (h) This sends the split shifts into the next stage of the Payroll Process and returns the user to the Confirm Shifts Listing Screen, still remaining on the Split Shifts tab. The split shifts that have just been confirmed can no longer be seen in the Listing Screen. The user must then continue to confirm the rest of the shifts in the Listing Screen, following the same process as described above.

#### Handy Hint



From time to time, while working on the Split Shifts tab of the Confirm Shifts Listing Screen, it will be necessary to refresh the split shifts list. This may be required, for example, if a change has been made to the Global Protocols, or another user has confirmed or rejoined some split shifts. To refresh the screen and rebuild the list, click on the 'Apply Changes and ReLoad Split Shifts' button.

### 2.1.6 Querying a Shift

It is sometimes necessary to seek further information about a shift before it can be confirmed. In order to make it clear that the shift requires further information, it should be moved to the 'Queried Shifts' tab. All queried shifts can then be followed up and confirmed at a later date. To move a shift to the Queried Shifts tab, follow these steps:

- (a) Select the shift from the Confirm Shifts Listing Screen and click on the 'Review & Validate Shift' button to open the Confirm Shifts Detail Screen.
- (b) Suppose the shift is displayed with no pay level and no pay rate. The user happens to know that the member is new and has not yet been assigned a pay level. The user therefore adds a note in the 'Payroll Verification Notes' field (that the pay level needs to be sought from HR, for example) and clicks on the 'Query' button, as shown below.

ARNOLD SCHWAR ZENEGGER 29 - NOLD SCHWAR ZENEGGER, ALOIS , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: GENERAL BUILDER Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: AGE WELL Service Location: AGE WELL CAMDEN Area Location: ---SELECT---

Timesheet No.	Order No.	Date	Day	Shift	Start Time	End Time	Break	Duration	Hours	Authorization
Booking		05-06-2017	MONDAY	PM	13:00	14:00	0	1.00	1.00	JASMINE BROOK
Member 34		05-06-2017	MONDAY	PM	13:00	14:00	0	1.00	1.00	JASMINE BROOK
Payroll 34		05-06-2017	MONDAY	PM	13:00	14:00	00	1.00	1.00	JASMINE BROOK

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
---SELECT---	\$0.00	HOUR	1.00	0.0000

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
---SELECT---	\$0.00	HOUR	1.00	0.0000

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Allocation Finance Notes Member Timesheet Notes Payroll Verification Notes (Max 150 Characters) Member Payroll Instructions Client Payroll Instructions

Get new member's pay level from HR

Total Pay : \$ 0.0000 Gross Margin : 0.00 % Total Invoice : \$ 0.0000

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only

- (c) A warning message is displayed to advise that most updates to the shift will not be saved when setting the shift to Queried. The user is asked if they wish to continue. Clicking on 'Yes' will remove the shift from the 'Single Shifts' tab and moves it to the 'Queried Shifts' tab.
- (d) At a later stage, when the information is available, the user can access this shift once again by clicking on the 'Queried Shifts' tab. All shifts that have been queried will be found here, and their reasons for being queried are listed on the Listing Screen, as shown below.

Timesheet Verification - Booked Shifts upto 8/8/2017

Single Shifts Split Shifts **Queried Shifts** Partially Processed Shifts

Drag a column here to group by this column.

Client	Area	Member Name	Pay Point	Expertise	Timesheet No	Shift Date	Day	Shift	Start	End	Break	His wrkd	Finance Notes	Errors	Qual	Query Notes
ANZ LEGAL NSW		BAT MAN 26 - DARK KNIGHT MAN...	RN L2 Y2		41	24/05/2017	WED	NS	21:30	07:30	0	10.00			RN	Need to double check end time with member.
FAMOUS MELBOURNE HOSPITAL		BAT MAN 26 - DARK KNIGHT MAN...	RN L2 Y2		46	01/06/2017	THU	NS	21:30	07:30	0	10.00			RN	Not clear if meal break taken.
AGE WELL CAMDEN		ARNOLD SCHWAR ZENEGGER 29...			34	05/06/2017	MON	PM	13:00	14:00	0	1.00			BUILD	Get new member's pay level from HR.
ANZ STADIUM BACK OF HOUSE	LEVEL 1 MAIN KL	JAMES BOND 7 - ENTIRE BOND		101 PEAD...		07/06/2017	WED	AM	06:00	07:00	0	1.00			BUILD	Check if travel claim allowed.

Query Notes

Contains:

- Need to double check end time with member.
- Not clear if meal break taken.
- Get new member's pay level from HR.
- Check if travel claim allowed.

- (e) Select the shift to be confirmed by checking the Lock Shift checkbox, then click on the 'Review & Validate Shift' button. The Confirm Shifts Detail Screen will be displayed and the shift can be confirmed as normal.

#### Handy Hint



The 'Query' button may only be used for single shifts and shifts that are already on the 'Queried Shifts' tab. Split shifts and partially processed shifts cannot be queried.

#### 2.1.7 Validating Pay or Invoice Only

In most cases, the user will validate both the pay and invoice components of the shift (as has been described in section 2.1.1 *Confirming a Basic Single Shift*). This sends the pay component of the shift into the pay run process, and the invoice component of the shift into the invoice run. However, there are situations where the user may wish to only validate the pay component or the invoice component, but not both, at least not at the same time.

For example, if an allocator mistakenly books two members for a shift, instead of one, a decision may be made to pay both members, but to invoice the client for only one. In this case, one shift would be validated as normal, but the other shift would have only the pay component validated, but not the invoice component.

On the reverse side, a member may make a one-time request that their pay be held for two weeks, rather than be paid in the usual weekly pay run. In this case, the invoice component of the shift would be validated, but not the pay component.

To validate only the pay component of a shift, follow these steps:

- (a) Select the shift from the Confirm Shifts Listing Screen and click on the 'Review & Validate Shift' button to open the Confirm Shifts Detail Screen.
- (b) Review and update all components of the shift as required, as in section 2.1.1 *Confirming a Basic Single Shift*.
- (c) Once reviewed and updated, click on the 'Validate Pay Only' button, circled in red below. This will send the pay component of the shift into the pay run process, and the invoice component of the shift will be moved to the 'Partially Processed Shifts' tab.

**NICOLE KIDMAN 17 , Rate Table :Mapping Rate Table, Entity Name : ENTIRE SOFTWARE - Shift Verification**

Member Card | Client Card | View Global Protocols | View Service Protocols | View Pay / Invoice Protocols | View Rates / Allowances | Refresh | Exit

Qualification: CLASSROOM TEACHER | Expertise: ---SELECT--- | Sub Expertise: ---SELECT--- | Group: HAILEYBURY | Service Location: HAILEYBURY BERWICK CAMPUS | Area Location: SENIOR SCHOOL BERWI

Timesheet No. | Order No. | Date: 01-08-2017 | Day: TUESDAY | Shift: AM | Start Time: 08:30 | End Time: 16:00 | Break: 0 | Duration: 7.30 | Hours: 7.30 | Authorization: GEORGE RICHARDS

Booking Member

Payroll: | | 01-08-2017 | TUESDAY | AM | 08:30 | 16:00 | 00 | 7.30 | 7.30 |

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total	Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
CT R 2-6	\$45.00	HOUR	7.30	337.5000	CT R 2-6	\$70.00	HOUR	7.30	525.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total	Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
---Select---	---	---	---	---	---Select---	---	---	---	---

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay : \$ 337.5000 | Gross Margin : 55.55 % | Total Invoice : \$ 525.0000

Allocation Finance Notes | Member Timesheet Notes | Payroll Verification Notes ( Max 150 Characters) | Member Payroll Instructions | Client Payroll Instructions

On a working holiday visa.

**Validate Pay Only** | Travel Claim | CoPayment | Query ? | Validate (Pay & Invoice) | Validate Invoice Only

- (d) The user is returned to the Confirm Shifts Listing Screen. Click on the 'Partially Processed Shifts' tab. The partially processed shift can be seen in the shift list, circled in red below. It may be necessary to click on the 'Refresh' button to make the shift visible.



**Validate Timesheet**

Timesheet Verification - Booked Shifts upto 10/8/2017

Refresh Review & Validate Shift Unlock Shift(s) Close

Single Shifts Split Shifts Queried Shifts Partially Processed Shifts

Drag a column here to group by this column.

Client	Area	Member Name	Pay Point	Expertise	Timesheet No.	Shift Date	Day	Shift	Start	End	Break	Hrs wrkd	Finan
HAILEYBURY KEYSBOROUGH CA...	NEWLANDS	TEST CHEESE 33 - PRNAME CHE...	ADMIN LEV...		33	17/05/2017	WED	AM	06:00	14:00	0	8.0	
ANZ GROUP		BAT MAN 26 - DARK KNIGHT MAN...	ADMIN LEV...	100 ICU - I...	104	02/06/2017	FRI	PM	09:01	10:00	0	0.59	
HAILEYBURY BERWICK CAMPUS	SENIOR SCHOOL...	NICOLE KIDMAN 17	CTR 2-6		245	01/08/2017	TUE	AM	08:30	16:00	0	7.30	

- (e) Select the shift by checking the Shift Lock checkbox, then click the 'Review & Validate Shift' button. The Confirm Shifts Detail Screen is displayed, as shown below. The pay side of the shift is greyed out since that component of the shift has already been processed. The 'Validate Pay Only' and 'Validate (Pay & Invoice)' buttons are also disabled as the pay component cannot be processed again. The only validation button that may be used at this point is the 'Validate Invoice Only' button.

**NICOLE KIDMAN 17, Rate Table :Mapping Rate Table, Entity Name : ENTIRE SOFTWARE - Shift Verification**

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: CLASSROOM TEACHER Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: HAILEYBURY Service Location: HAILEYBURY BERWICK CAMPUS Area Location: SENIOR SCHOOL BERWI

Timesheet No.	Order No.	Date	Day	Shift	Start Time	End Time	Break	Duration	Hours	Authorization
Booking Member		01-08-2017	TUESDAY	AM	08:30	16:00	0	7.30	7.30	GEORGE RICHARDS
Payroll	245	01-08-2017	TUESDAY	AM	08:30	16:00	00	7.30	7.30	GEORGE RICHARDS

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
CTR 2-6	\$45.00	HOUR	7.30	337.5000

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
CTR 2-6	\$70.00	HOUR	7.30	525.0000

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Allocation Finance Notes Member Timesheet Notes Payroll Verification Notes (Max 150 Characters) Member Payroll Instructions Client Payroll Instructions

Verified from Review & Verify Screen, By ELIZABETH On 11/08/2017 11:14:23 AM

On a working holiday visa.

Total Pay : \$ 337.5000 Gross Margin : 55.55 % Total Invoice : \$ 525.0000

Validate Pay Only Travel Claim CoPayment Query ? Validate (Pay & Invoice) Validate Invoice Only

- (f) This partially processed shift will remain on the Partially Processed Shifts tab until it is time for the invoice component to be processed. At that time, only limited shift details may be updated. It is no longer possible to amend shift start and end times, nor meal breaks. Additionally, the pay level may not

be changed. The user may only change the invoice rate<sup>7</sup>, add allowances, add travel claims and add co payments. The user then clicks the 'Validate Invoice Only' button to confirm the invoice component of the shift.

- (g) In some cases, as in the example above, the client will never be billed for the shift. In this case, the partially processed shift will remain on the Partially Processed Shifts tab.

To validate only the invoice component of a shift, follow these steps:

- (a) Select the shift from the Confirm Shifts Listing Screen and click on the 'Review & Validate Shift' button to open the Confirm Shifts Detail Screen.
- (b) Review and update all components of the shift as required, as in section *2.1.1 Confirming a Basic Single Shift*.
- (c) Once reviewed and updated, click on the 'Validate Invoice Only' button. This will send the invoice component of the shift into the invoice run process, and the pay component of the shift will be moved to the 'Partially Processed Shifts' tab.
- (d) The user is returned to the Confirm Shifts Listing Screen. Click on the 'Partially Processed Shifts' tab. The partially processed shift will be seen in the shift list. It may be necessary to click on the 'Refresh' button to make the shift visible.
- (e) Select the shift by checking the Shift Lock checkbox, then click the 'Review & Validate Shift' button. The Confirm Shifts Detail Screen is displayed, as shown below. The invoice side of the shift is greyed out since that component of the shift has already been processed. The 'Validate Invoice Only' and 'Validate (Pay & Invoice)' buttons are also disabled as the invoice component cannot be processed again. The only validation button that may be used at this point is the 'Validate Pay Only' button.

---

<sup>7</sup> Note that the invoice rate may only be updated if the 'Allow Shift Rates Override by Staff while Shift Verification' flag is checked in the Finance Portal at /Tools/Application Options/Payroll.

BAT MAN 26 - DARK KNIGHT MAN, TEST MIDDLE NAME , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: CORPORATE WAITER Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: INDEPENDENT Service Location: WHITE TABLES CAFE Area Location: ---SELECT---

Timesheet No. Order No. Date: 01-08-2017 Day: TUESDAY Shift: PM Start Time: 16:00 End Time: 23:00 Break: 0 Duration: 7.00 Hours: 7.00 Authorization: KATRINA BARTON

Booking Member

Payroll: 246

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
GRADE 4	\$25.00	HOUR	7.00	175.0000

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
GRADE 4	\$50.00	HOUR	7.00	350.0000

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay : \$ 175.0000 Gross Margin : 100.00 % Total Invoice : \$ 350.0000

Allocation Finance Notes Member Timesheet Notes Payroll Verification Notes ( Max 150 Characters) Member Payroll Instructions Client Payroll Instructions

Verified from Review & Verify Screen, By ELIZABETH On 11/08/2017 12:52:44 PM

Validate Pay Only Travel Claim CoPayment Query ? Validate (Pay & Invoice) Validate Invoice Only

- (f) This partially processed shift will remain on the Partially Processed Shifts tab until it is time for the pay component to be processed. At that time, only limited shift details may be updated. It is no longer possible to amend shift start and end times, nor meal breaks. Additionally, the pay level may not be changed. The user may only change the pay rate<sup>8</sup>, add allowances, add travel claims and add co payments. The user then clicks the 'Validate Pay Only' button to confirm the pay component of the shift.
- (g) In some cases, the member is not to be paid for the shift. In this case, the partially processed shift will remain on the Partially Processed Shifts tab.

<sup>8</sup> Note that the pay rate may only be updated if the 'Allow Shift Rates Override by Staff while Shift Verification' flag is checked in the Finance Portal at /Tools/Application Options/Payroll.

### Handy Hint



Some partially processed shifts will never need to be processed (as in the example where a decision is made not to bill the client for an internal allocations error). Currently, this results in an unwanted partially processed shift. A system enhancement is currently in development to provide users with the ability to discard such unwanted shifts.

It is, however, possible to prevent these unwanted shifts from being created in the first place. Before the shift in question is confirmed, the 'Generate Invoice Only' or 'Generate Pay Only' flag may be checked on the member record within the Finance Portal, as shown circled in red below.

Members

Member Name: JENNIFER LOPEZ 18 Qual: RN Office: SYDNEY Status: ACTIVE

Personnel Details Banking Details Superannuation Obligations **Pay Level** Additions & Deductions Payroll History Payslips

**Member Pay Level**

	Qualification	Paylevel	Registration No	Reg. Date	Expiry Date
<input checked="" type="checkbox"/>	RN	RN L2 Y2	NMW0000000003	02-Jan-2010	30-Nov-2020
<input type="checkbox"/>	LT				

[Update Member PayLevel Changes](#)

**Payslip Delivery Method**

Online Payslip? ☒ YES ☐ NO

Personnel has opted for receiving Payslips Online through their Portal / App.

[Save Payslip Delivery Details](#)

**Pay Invoice Process**

☐ Generate Invoice Only ☐ Generate Pay Only ☒ Generate Both

[Save](#)

Checking either of these flags will mean that only the pay component or the invoice component of the shift is created. Once these are subsequently confirmed, there will be no remaining partially processed shifts. If these flags are to be set for only one, or several shifts, it is important to remember to reset the flag back to 'Generate Both' after confirmation of the relevant shifts is complete.

### 2.1.8 Adding an Allowance

There are many types of allowances that members are paid and clients are, in turn, billed. Allowances include travel allowances, certificate allowances, uniform allowances, different types of bonuses, etc. Certain allowances are paid on a regular basis, such as some uniform allowances that are paid and invoiced on an hourly basis. Allowances such as these may be set up in the rates tables so that they are automatically added to relevant shifts, to be confirmed as part of the shift validation process.

Other allowances are ad hoc, such as bonuses. These are added manually by the Payroll/Finance Team during shift validation.

It is important to note that travel allowances are a special type of allowance that require the input of additional details (start and end locations). These are handled separately using the 'Travel Claim' button and are explained in section 2.1.9 *Adding a Travel Claim* below.

We will firstly look at confirming an allowance that has been automatically added to the shift.

- (a) Select the shift from the Confirm Shifts Listing Screen and click on the 'Review & Validate Shift' button to open the Confirm Shifts Detail Screen.

**JANE STAPLETON 32 , Rate Table : TestRates, Entity Name : BEV - Shift Verification**

Member Card | Client Card | View Global Protocols | View Service Protocols | View Pay / Invoice Protocols | View Rates / Allowances | Refresh | Exit

Qualification: REGISTERED NURSE | Expertise: ---SELECT--- | Sub Expertise: ---SELECT--- | Group: INDEPENDENT | Service Location: SILVER AGED CARE | Area Location: ---SELECT---

Timesheet No. | Order No. | Date: 01-08-2017 | Day: TUESDAY | Shift: NS | Start Time: 21:30 | End Time: 07:30 | Break: 0 | Duration: 10.00 | Hours: 10.00 | Authorization: DAVID NICHOL

Payroll: 01-08-2017 | TUESDAY | NS | 21:30 | 07:30 | 00 | 10.00 | 10.00

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOUR	10.00	500.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
UNIFORM	\$0.16	HOUR	10.00	\$1,600.00
				Total: \$1,600.00

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOUR	10.00	750.0000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
UNIFORM	\$0.21	HOUR	10.00	\$2,100.00
				Total: \$2,100.00

Total Pay : \$ 501,600.00 | Gross Margin : 49.94 % | Total Invoice : \$ 752,100.00

Allocation Finance Notes: \$20 Travel Incentive to be paid.

Member Timesheet Notes:

Payroll Verification Notes (Max 150 Characters):

Member Payroll Instructions: Uniform fee to be deducted in first pay.

Client Payroll Instructions: Client pays \$20 bonus to members for all night shifts.

Buttons: Validate Pay Only | Travel Claim | CoPayment | Query ? | Validate (Pay & Invoice) | Validate Invoice Only

- (b) As can be seen in the screenshot above, a uniform allowance has been added to the pay side and invoice side of the shift. These have been automatically added because a uniform allowance has been defined for the Registered Nurse qualification in the rate table that applies to this shift, as can be seen in the rate table extract below. (These rate table entries cause this allowance to appear on any shift for clients using this rate table when the qualification is 'Registered Nurse').

**Allowances Rates Viewer**

Allowances Rates for the Rate Table : TestRates

Select All | Delete | Close

Qualification	Shift Type	Expertise	Allowance	Period	Base Rate(\$)	Mon Rate(\$)	Tue Rate(\$)	Wed Rate(\$)	Thu Rate(\$)	Fri Rate(\$)	Sat Rate(\$)	Sun Rate(\$)
Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN	Contains: RN
<input type="checkbox"/> RN	AM		UNIFORM	HOUR	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16
<input type="checkbox"/> RN	NS		UNIFORM	HOUR	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16
<input type="checkbox"/> RN	PM		UNIFORM	HOUR	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16
<input type="checkbox"/> RN	SL		UNIFORM	HOUR	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16

- (c) The rate table defines the allowance pay as 16c per hour. As the shift duration is 10 hours, '10' is defaulted in the 'Hrs/Dist' field and the allowance pay is calculated as \$1.60. Similarly, the rate table defines the allowance invoice as 21c per hour. At 10 hours, the allowance invoice amount is calculated by the system to be \$2.10.

- (d) The user may update any of the allowance fields in the Allowance listbox by clicking into the field and making updates, with the exception of the Total field as this is a calculated value.

Continuing on with the same example, we will now look at manually adding an allowance to the shift.

- (a) The Client Payroll Instructions field provides an instruction that the client pays a \$20 bonus to members for night shifts. Given this is a night shift, we will manually add a \$20 bonus allowance to the shift. Click on the row in the Allowance listbox, as indicated by the cursor below. Then click into the Allowance field and select 'BONUS' from the drop down list<sup>9</sup>.

The screenshot shows the 'Shift Verification' window for JANE STAPLETON. The window is divided into several sections. At the top, there are tabs for 'Member Card', 'Client Card', 'View Global Protocols', 'View Service Protocols', 'View Pay / Invoice Protocols', and 'View Rates / Allowances'. Below these tabs, there are fields for 'Qualification' (REGISTERED NURSE), 'Expertise' (---SELECT---), 'Sub Expertise' (---SELECT---), 'Group' (INDEPENDENT), 'Service Location' (SILVER AGED CARE), and 'Area Location' (---SELECT---). The main section displays a timesheet for 01-08-2017, Tuesday, NS shift, with a total pay of \$501.6000. The 'Allowance' listbox shows a 'UNIFORM' allowance of \$0.16 per hour for 10.00 hours, totaling \$1.6000. A cursor points to the 'UNIFORM' row. The 'Client Payroll Instructions' field contains the text 'Client pays \$20 bonus to members for all night shifts.'

- (b) Next click into the Pay Rate field and enter '20' to indicate the bonus is \$20. Next click (or tab into) the Unit field. As this allowance is \$20 for the whole shift, select 'SHIFT' from the drop down list. Click into the Hrs/Dist field and enter '1' as it is one payment per shift. Tab from this field and the allowance gets added to the listbox. The \$20 bonus gets added to the \$1.60 uniform allowance and the allowance pay total gets updated to \$21.60. The 'Total Pay' value also gets updated to include both the hourly pay and the two allowances, summing to \$521.60 as can be seen below.

<sup>9</sup> For allowances to appear in the Allowance drop down list, they must first be added to the Allowances Master. The Allowances Master is found in the Finance Portal at \Master\Payroll\Allowances.

JANE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: REGISTERED NURSE Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: INDEPENDENT Service Location: SILVER AGED CARE Area Location: ---SELECT---

Timesheet No. Order No. Date: 01-08-2017 Day: TUESDAY Shift: NS Start Time: 21:30 End Time: 07:30 Break: 0 Duration: 10.00 Hours: 10.00 Authorization: DAVID NICHOL

Payroll: 01-08-2017 TUESDAY NS 21:30 07:30 00 10.00 10.00 DAVID NICHOL

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOUR	10.00	500.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.16	HOUR	10.00	\$1.6000
BONUS	\$20.00	SHIFT	1	\$20.0000
				Total: \$21.6000

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOUR	10.00	750.0000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.21	HOUR	10.00	\$2.1000
				Total: \$2.1000

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay: \$ 521.6000 Gross Margin: 44.19 % Total Invoice: \$ 752.1000

Allocation Finance Notes: \$20 Travel Incentive to be paid. Member Timesheet Notes: Payroll Verification Notes (Max 150 Characters): Member Payroll Instructions: Uniform fee to be deducted in first pay. Client Payroll Instructions: Client pays \$20 bonus to members for all night shifts.

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only

- (c) The allowance now needs to be added to the invoice side of the shift. Click on the row in the Allowance listbox, as indicated by the cursor above. Then click into the Allowance field and select 'BONUS' from the drop down list. Completing the same steps as for the pay side, click into the Pay Rate field and enter '20', click into the Unit field and select 'SHIFT', click into the Hrs/Dist field and enter '1' and then tab from this field to add the allowance to the listbox.

The \$20 bonus gets added to the \$2.10 uniform allowance and the allowance invoice total gets updated to \$22.10. The 'Total Invoice' value also gets updated to include both the hourly invoice amount and the two allowances, summing to \$772.10 as can be seen below.

JANE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: REGISTERED NURSE Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: INDEPENDENT Service Location: SILVER AGED CARE Area Location: ---SELECT---

Timesheet No. Order No. Date: 01-08-2017 Day: TUESDAY Shift: NS Start Time: 21:30 End Time: 07:30 Break: 0 Duration: 10.00 Hours: 10.00 Authorization: DAVID NICHOL

Payroll: 01-08-2017 TUESDAY NS 21:30 07:30 00 10.00 10.00 DAVID NICHOL

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOUR	10.00	500.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.16	HOUR	10.00	\$1.6000
BONUS	\$20.00	SHIFT	1	\$20.0000
				Total: \$21.6000

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOUR	10.00	750.0000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.21	HOUR	10.00	\$2.1000
BONUS	\$20.00	SHIFT	1	\$20.0000
				Total: \$22.1000

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay: \$ 521.6000 Gross Margin: 48.02 % Total Invoice: \$ 772.1000

Allocation Finance Notes: \$20 Travel Incentive to be paid. Member Timesheet Notes: Payroll Verification Notes (Max 150 Characters): Member Payroll Instructions: Uniform fee to be deducted in first pay. Client Payroll Instructions: Client pays \$20 bonus to members for all night shifts.

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only

- (d) Further allowances may be added, and then the shift is confirmed as per the usual process.

### Important Note



- Any allowances that need to be reversed should be entered with negative values. This holds true even if an allowance is being added to a reversal shift.
- When dealing with split shifts, any allowances that are added to the shift will always be attached to the second split of the shift by the system. This is apparent when viewing split shifts on payslips and invoices as the allowances will always be seen adjacent to the second split.

### 2.1.9 Adding a Travel Claim

In order to capture additional travel details, as are often required by clients and for taxation purposes, travel claims are added to shifts in a different way to other allowances.

To add a travel claim, follow these steps:

- Select the shift from the Confirm Shifts Listing Screen and click on the 'Review & Validate Shift' button to open the Confirm Shifts Detail Screen.
- Click on the 'Travel Claim' button at the bottom of the screen to display the Shift Travel Details Screen, as shown below.

Shift Travel Details For Member : JANE STAPLETON

Total KM's claimed by Member till date : 0.00 KM, Exemption Limit : 5000.00 KM  
Important Note: If you need to reverse the KMS then please specify KMS in negative value. For Ex. -90 KMS  
Claimed calculation based on current Financial Year and excludes travel details listed below.

Travel Details Log

S No	Start Address	Destination Address	Total Distance	Notes

Travel Claim

Allowance Name **KM** Unit **---SELECT---** Total Distance Travelled **0.00**

Pay Rate **0.00** Amount **0.00** Inv Rate **0.00** Amount **0.00**

Confirm

- Click into the 'Start Address' field and enter the address. Tab into the 'Destination Address' field and enter the address. Tab into the 'Total Distance' field and enter the number of kilometres. Tab into the 'Notes' field and add notes if required. Tab out of the field and a row is added to record the trip.



- d) If the kilometre allowance pay and invoice rates have been entered into the rate table of the client, these will be pre-populated in the 'Pay Rate' and 'Inv Rate' fields at the bottom of the screen, and the distance entered will be used to calculate the pay and invoice amounts. If these are not entered in the rate table, then these pay and invoice rate amounts will need to be added at this time.
- e) Additional trips may be entered as part of the same travel claim by clicking into the top row of the listbox, and adding address and distance details as described above.
- f) Once all trips have been added to the claim, the 'Total Distance Travelled' field, circled in red, will display the sum of all trips.

Shift Travel Details For Member : JANE STAPLETON

**Total KM's claimed by Member till date : 0.00 KM, Exemption Limit : 5000.00 KM**

**Important Note:** If you need to reverse the KMS then please specify KMS in negative value. For Ex. -90 KMS

**Claimed calculation based on current Financial Year and excludes travel details listed below.**

Travel Details Log

S No	Start Address	Destination Address	Total Distance	Notes
Click here to add a new row				
1	Office - 30 Burns Rd, Smithville	Client Site - 27A Hammock Rd, Robertstown	30.00	
2	Client Site - 27A Hammock Rd, Robertstown	Client Site - 162 Princes Highway, Kent	20.00	
			50.00	

Travel Claim

Allowance Name **KM** Unit **KM** **Total Distance Travelled** **50.00**

Pay Rate **0.80** Amount **40.00** Inv Rate **0.90** Amount **45.00** **Confirm**

- g) Click on the 'Confirm' button to complete the travel claim. The Shift Travel Details Screen will close and the travel claim will appear as an additional allowance in the Allowance listbox, as shown below.

JANE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: REGISTERED NURSE Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: INDEPENDENT Service Location: SILVER AGED CARE Area Location: ---SELECT---

Timesheet No. Order No. Date: 01-08-2017 Day: TUESDAY Shift: NS Start Time: 21:30 End Time: 07:30 Break: 0 Duration: 10.00 Hours: 10.00 Authorization: DAVID NICHOL

Payroll: 01-08-2017 TUESDAY NS 21:30 07:30 00 10.00 10.00 DAVID NICHOL

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOUR	10.00	500.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.16	HOUR	10.00	\$1.6000
BONUS	\$20.00	SHIFT	1	\$20.0000
KM	\$0.80	KM	50.00	\$40.0000
				Total: \$61.6000

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOUR	10.00	750.0000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.21	HOUR	10.00	\$2.1000
BONUS	\$20.00	SHIFT	1	\$20.0000
KM	\$0.90	KM	50.00	\$45.0000
				Total: \$67.1000

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay : \$ 561.6000 Gross Margin : 45.49 % Total Invoice : \$ 817.1000

Allocation Finance Notes: \$20 Travel Incentive to be paid. Member Timesheet Notes: Payroll Verification Notes (Max 150 Characters): Member Payroll Instructions: Uniform fee to be deducted in first pay. Client Payroll Instructions: Client pays \$20 bonus to members for all night shifts.

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only

h) The shift is then confirmed as per the usual process.

### Important Note



If a travel claim has been confirmed against a shift, but the user does not proceed to confirming the shift, the travel claim will still be saved, and need not be recreated when the shift is subsequently confirmed. The user need only reapply the existing travel claim to the shift.

### Handy Hint



In some jurisdictions, kilometre allowances are only tax exempt up to a certain kilometre limit. After this limit, 100% of the allowance is taxable. Both the tax exemption and the kilometre limit may be set up in entireHR in order to tax members accordingly. The exemption limit that is set up in the system is shown on the Shift Travel Details Screen, as shown below, along with the total number of kilometres claimed by the member during the current financial year. This allows the Payroll/Finance Team to determine if the member is approaching the tax exemption limit, to in turn notify the member of this information.



## 2.1.10 Adding a Co Payment

Some clients co-ordinate the provision of services to community-based service recipients. While these clients often pay for the bulk of these services, the service recipients sometimes make a contribution towards the

overall cost of the services. These contributions are called *co payments*. When these co payments are paid by the service recipient directly to the member, as a cash-in-hand payment, the amount of the co payment needs to be removed from the member's pay and from the client's invoice. entireHR handles co payments by allowing them to be recorded against shifts. This is done at the time of shift confirmation.

To add a co payment, follow these steps:

- a) Select the shift from the Confirm Shifts Listing Screen and click on the 'Review & Validate Shift' button to open the Confirm Shifts Detail Screen.
- b) Click on the 'Co Payment' button to display the Shift CoPayment Details Screen, as can be seen below.

- c) Select 'Co Pay' from the Allowance Name drop down list<sup>10</sup>, enter the Co Pay amount received by the member in the 'CoPayment Amount Received' field, enter any applicable notes in the 'Notes' field and select either 'Member Deduction'<sup>11</sup> or 'Pay Allowance' for how the co payment is to be applied to the member.

#### Important Note



Refer to your company policy to determine whether to apply co payments to members as allowances or deductions.

- d) Click 'Confirm' to save the co payment against the shift.
- e) The 'Shift CoPayment Details' Screen closes and;

<sup>10</sup> For the Co Pay allowance to appear in the Allowance Name drop down list, it must first be added to the Allowances Master. The Allowances Master is found in the Finance Portal at \Master\Payroll\Allowances.

The newly defined Co Pay allowance must also be selected from the list in the 'Nominate Allowance for CoPayment' flag in the Finance Portal at /Tools/Application Options/Payroll.

<sup>11</sup> For the Member Deduction option to be chosen, 'Co Pay' must first be added to the Additions and Deductions Master. The Additions and Deductions Master is found in the Finance Portal at \Master\Payroll\Additions Deductions.

The newly defined Co Pay deduction must also be selected from the list in the 'Nominate Member Deduction for Co Pay' flag in the Finance Portal at /Tools/Application Options/Payroll.

- (i) If the user has opted to apply the co payment as a Pay Allowance, the co payment will be seen as a negative amount applied on *both* the pay side and the invoice side, as can be seen in the screenshot below.

JAYNE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: REGISTERED NURSE Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: INDEPENDENT Service Location: FAMOUS MELBOURNE HOSPITAL Area Location: EMERGENCY WARDS

Timesheet No. Order No. Date: 30-07-2017 Day: SUNDAY Shift: AM Start Time: 06:00 End Time: 14:00 Break: 30 Duration: 8.00 Hours: 7.30 Authorization: STEVE THOMSON

Booking Member

Payroll: 30-07-2017 SUNDAY AM 06:00 14:00 30 8.00 7.30 STEVE THOMSON

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOURLY	7.30	\$375.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.16	HOURLY	7.30	\$1.2000
CO PAY	\$-5.00	SHIFT	7.30	\$-5.0000
				Total: \$-3.8000

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOURLY	7.30	\$562.5000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.21	HOURLY	7.30	\$1.5750
CO PAY	\$-5.00	SHIFT	7.30	\$-5.0000
				Total: \$-3.4250

Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay: \$ 371.2000 Gross Margin: 50.61 % Total Invoice: \$ 559.0750

Allocation Finance Notes Member Timesheet Notes Payroll Verification Notes (Max 150 Characters) Member Payroll Instructions Client Payroll Instructions

Uniform fee to be deducted in first pay.

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only

- (ii) If the user has opted to apply the co payment as a Member Deduction, the co payment will be seen as a negative amount applied only on the invoice side, as can be seen in the screenshot below. In this case, the negative is also applied to the pay side but it is applied as a deduction and deductions are not shown on the Confirm Shifts Details Screen. Member deductions are instead shown at a later stage, within the pay run process, as evidenced on the payslip sample shown further below.

JAYNE STAPLETON 32 , Rate Table :TestRates, Entity Name : BEV - Shift Verification

Member Card Client Card View Global Protocols View Service Protocols View Pay / Invoice Protocols View Rates / Allowances Refresh Exit

Qualification: REGISTERED NURSE Expertise: ---SELECT--- Sub Expertise: ---SELECT--- Group: INDEPENDENT Service Location: FAMOUS MELBOURNE HOSPITAL Area Location: EMERGENCY WARDS

Timesheet No. Order No. Date: 30-07-2017 Day: SUNDAY Shift: AM Start Time: 06:00 End Time: 14:00 Break: 30 Duration: 8.00 Hours: 7.30 Authorization: STEVE THOMSON

Booking Member

Payroll: 272 30-07-2017 SUNDAY AM 06:00 14:00 30 8.00 7.30 STEVE THOMSON

Pay Level (PAY)	Pay Rate	Unit	Quantity	Total
RN L2 Y2	\$50.00	HOURLY	7.30	\$375.0000
Allowance	Pay Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.16	HOURLY	7.30	\$1.2000
				Total: \$1.2000

Pay Level (INVOICE)	Inv Rate	Unit	Quantity	Total
RN L2 Y2	\$75.00	HOURLY	7.30	\$562.5000
Allowance	Inv Rate	Unit	Hrs. / Dist.	Total
Click here to add a new row				
UNIFORM	\$0.21	HOURLY	7.30	\$1.5750
CO PAY	\$-5.00	SHIFT	7.30	\$-5.0000
				Total: \$-3.4250


Note: Any allowance added to the reversal shift will reduce the Shift Total Amount. If you need to reverse the allowance amount then please specify "Hours" in negative value.

Total Pay: \$ 376.2000 Gross Margin: 48.61 % Total Invoice: \$ 559.0750

Allocation Finance Notes Member Timesheet Notes Payroll Verification Notes (Max 150 Characters) Member Payroll Instructions Client Payroll Instructions

Uniform fee to be deducted in first pay.

Validate Pay Only Travel Claim CoPayment Query? Validate (Pay & Invoice) Validate Invoice Only



**Pay Enquiries**  
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Email:

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Trading as Entire Software Pty Ltd  
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20 Elizabeth Street  
MELBOURNE CBD VIC 3000  
Phone: 03 9900 8000

**JAYNE STAPLETON**  
7 Keith Grove  
KEILOR EAST VIC 3033

**PAY SLIP ADVICE**  
For Period Ending: 01/08/2017  
Payslip No: P0000215  
Member No: 32  
Pay Date: 16/08/2017

Pay Frequency: Weekly

Docket	Client	Date	Shift	Level	Hrs	Rate	Expertise	Allowances / Reimbursements	Total
272	FAMOUS MELBOURNE HOSPITAL	30/07/2017	SUN AM 06:00-14:00 RN L2 Y2		7.50	\$50.00		UNIFORMS\$1.20(E)	\$376.20
228	ASIAN SYDNEY ADMIN SERVICE	01/08/2017	TUE AM 06:00-14:00 RN L2 Y2		8.00	\$45.00		UNIFORMS\$1.28(E)	\$361.28
247	SILVER AGED CARE	01/08/2017	TUE NS 21:30-07:30 RN L2 Y2		10.00	\$50.00		UNIFORMS\$1.60(E)	\$501.60
<b>Total Entries: 3</b>					<b>25.50</b>				<b>\$1,239.08</b>

**Additions**

**Deductions**  
CO PAYMENT RECEIVED BY WORKER \$ 5.00

**Superannuation**

Super Fund GST	This Pay \$ 117.32	Period to Date	Year to Date \$ 0.00
----------------	--------------------	----------------	----------------------

Super is accrued on a weekly basis. Government rules specify a threshold for which superannuation is paid. If you exceed this threshold in a month the superannuation is paid at the end of the quarter. The super amount shown in this pay does not necessarily indicate your true entitlement.

**Pay Totals**

This Pay	Non-Taxable	Gross Taxable	HELP	SFSS	Tax	Net Income
Year to Date	\$ 4.08	\$ 1,230.00	\$ 0.00	\$ 0.00	\$ 383.00	\$ 851.08

Amounts listed under **HELP** and **SFSS** are also included in the amounts displayed under **Tax**.

**Bank Transfer Details**

Bank BSB ***020	Bank Name AUSTRALIAAND NEW ZEALAND BAN	Account Number **5613	Amount \$851.08
--------------------	---	--------------------------	--------------------

**Messages**

<b>Payslip Notes</b> CoPay: \$5.00 , 272.	<b>Instruction</b> Payslip Instructions are shown here
--	---

Figure 2: Payslip sample showing co payment as a member deduction.

f) The shift is then confirmed as per the usual process.

#### Important Note

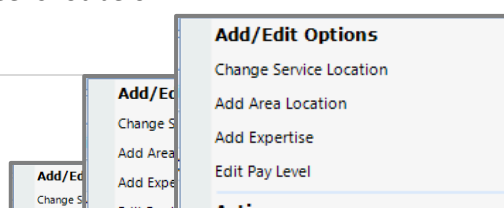


If a co payment has been confirmed against a shift, but the user does not proceed to confirming the shift, the co payment will still be saved, and need not be recreated when the shift is subsequently confirmed. The user need only reapply the existing co payment to the shift.

#### 2.1.11 Fast Processing Options

To facilitate quick processing of shifts, fast processing options are available. This removes the need to open the Confirm Shifts Details Screen for each shift and allows the user to edit and confirm shifts from the Confirm Shifts Listing Screen. These options are particularly useful for large volumes of straightforward shifts. They are also increasingly useful as users become proficient with using the system to confirm shifts.

These fast processing options are accessible by locking a shift, and then clicking with a right mouse click. The list of options are then displayed, as shown in the screenshot below.



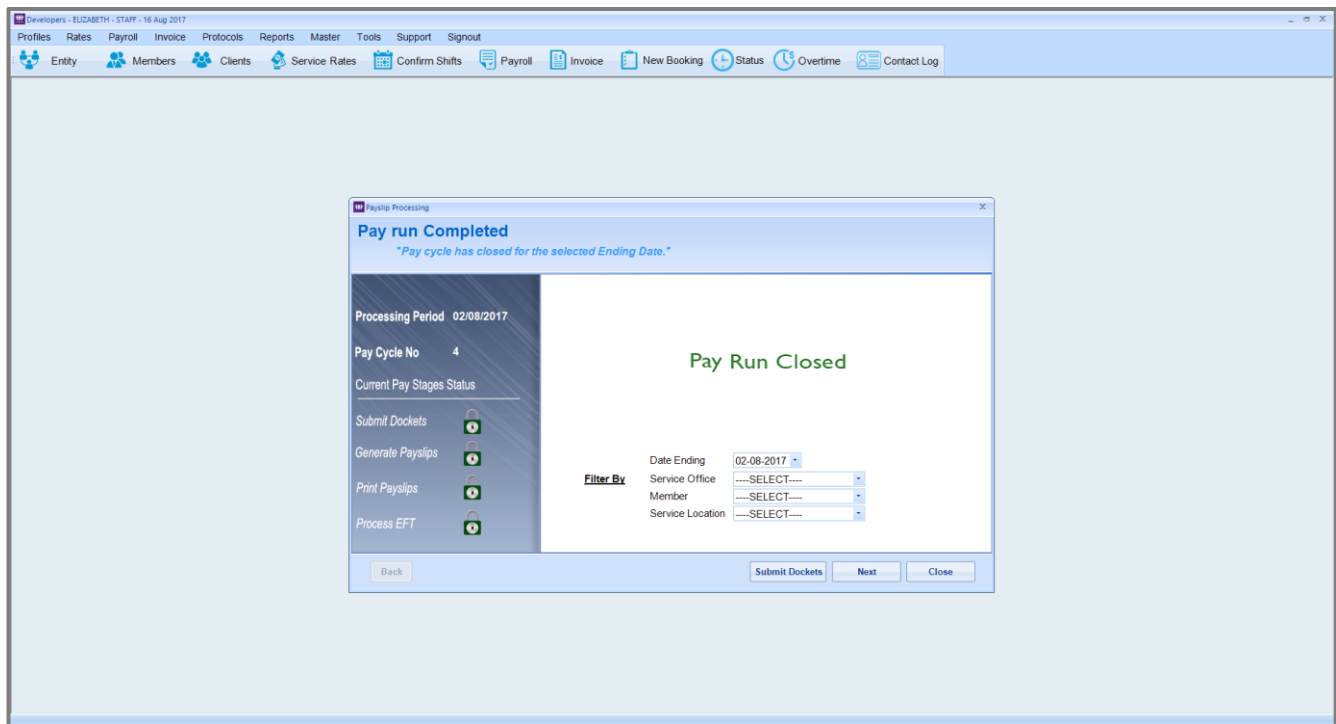
## 2.2 The Pay Run

Once all shifts that are to be part of the pay run have been confirmed, the pay run process can commence. It is typical to start the pay run process directly after the completion of shift confirmation, but it can take place at any time. It is important to note however, that any shifts that are confirmed since the last pay run will automatically be part of the next pay run. So, if a shift is not intended to be included in the next pay run, the Payroll/Finance Team should refrain from confirming it.

There is a limit of one pay run per day and no back-dating of pay runs to dates earlier than the last pay run is allowed. It is typical for pay runs to take place on a weekly basis, on a weekday for the Monday to Sunday time period of the prior week. However, it is flexible and any time period and frequency may be chosen. Pay runs may even be done on an ad hoc basis if preferred.

Pay runs and invoice runs are completed independently of one another and may be run in any sequence. However, it is typical to run them one straight after the other, so that both the pay run and invoice run is run across the same set of shifts. If, on the other hand, there is a delay between running these, additional shifts may be confirmed, and the pay and invoice components of these shifts will move into pay and invoice runs of different time periods (e.g. the invoice component may be part of the current week's invoice run but the pay component falls into next week's pay run because the current week's pay run has already been finalised).

To commence the pay run, click on the 'Payslip Processing' menu option from the Payroll menu, or click on the Payroll button on the toolbar. If a previous pay run has been completed, 'Pay Run Closed' will be displayed on the screen, as can be seen below.



Click into the 'Date Ending' field and update the date to a date later than the date shown. This will display the Payslip Processing Summary Screen.

If a pay run has not been previously completed, the Payslip Processing Summary Screen will be displayed, as shown below.

Payslip Processing

## Submit Dockets

*"Combine Dockets to prepare for the Payslip generation..."*

Processing Period

03/08/2017

Pay Cycle No

5

Current Pay Stages Status

Submit Dockets

Generate Payslips

Print Payslips

Process EFT

Submit Docket

Generate Payslips

Print Payslips

Electronic Fund Transfer

Date Ending

03-08-2017

Filter By

Service Office

Member

Service Location

Back

Submit Dockets

Next

Close

The green ball indicates the current step of the pay run. It will initially be sitting on the first step of the pay run, the Submit Dockets step. Enter the period ending date into the 'Date Ending' field<sup>12</sup>. The pay run may be run for all confirmed shifts. If this is required, then the filter fields should be left as is. However, if the pay run needs to be run for a smaller subset of shifts, the filters may be used to narrow the set. The filters may be used to narrow the set by 'Service Office', 'Member' and/or 'Service Location'.

Then click on 'Submit Dockets' to complete the first step of the pay run.

<sup>12</sup> If the pay run cycle runs from Monday to Sunday, the Date Ending date should be Sunday's date (not the date that the pay run is conducted).

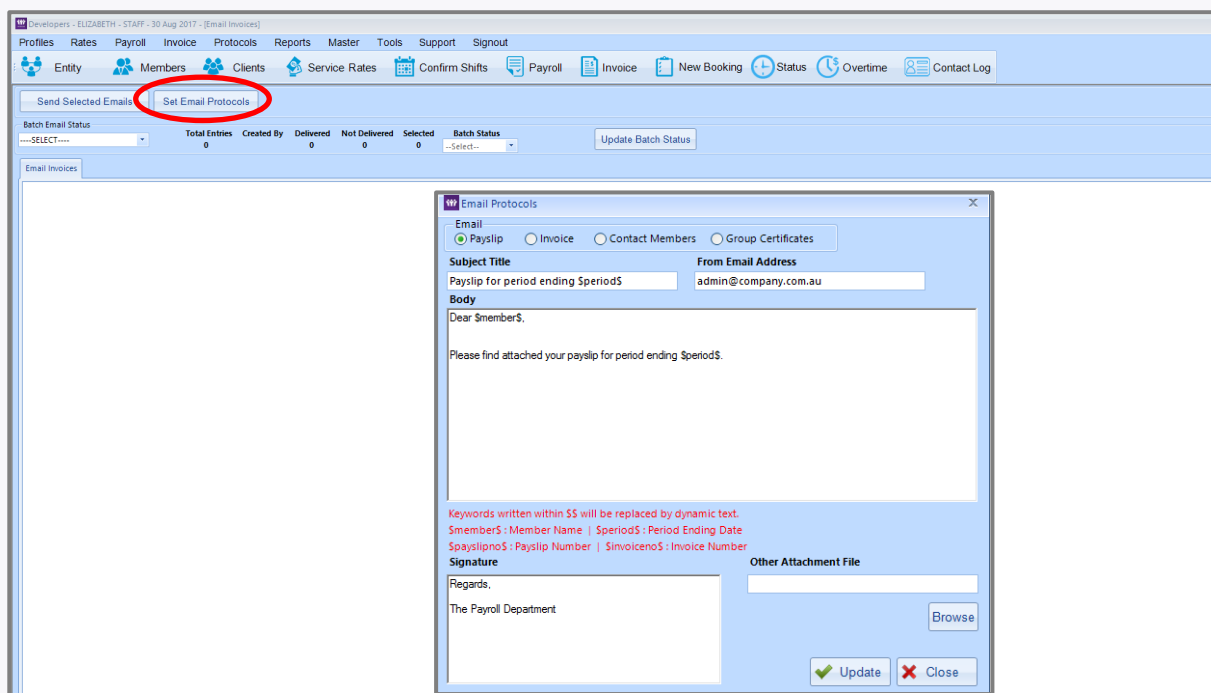


### Important Note



The following sections provide instructions for completing the pay run. Before you start the pay run, check these important settings:

- Have you defined the standard message to be displayed on all payslips?
  - The standard message that is displayed on all payslips is defined in the 'Payslip Instruction' field in the Finance Portal at /Tools/Application Options/Payroll.
  - This message will be displayed for all payslips for all pay runs until the message is deleted or updated.
- Have you defined the email text for payslips to be emailed?
  - The email sender, email subject, email body text and email signature must all be defined for the email that the payslip is attached to.
  - These are defined in the Email Protocols Screen. To access this screen, go to the /Payroll / Email Payslips menu, then click on the 'Set Email Protocols' button, as shown below.



- Have you set your EFT Parameters correctly?
  - The EFT parameters define the bank account details for the account from which member pay will be withdrawn.
  - The EFT Parameters screen may be found at / Tools / Application Options / EFT Parameters as shown below.

**EFT Parameters**

**Your Company Details**

Name \* ENTIRE SOFTWARE

ID \* 045545

Pay Desc \* EntireHR

**You Bank Details**

Name \* COMMONWEALTH BANK

Abbreviation \* COM

BSB \* 063-019

Account \* 109726254

Pay Reference \* Pay Period Notes

Debit Yes/No ☐

**EFT File Details**

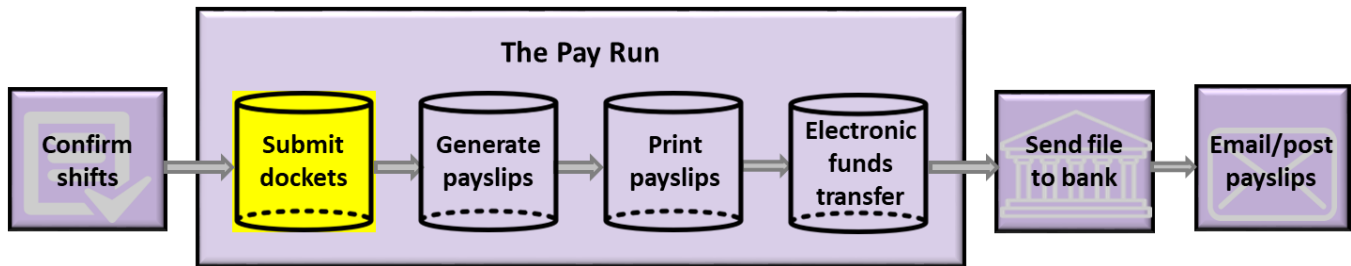
☒ Create EFT Default File

☐ Create EFT with an extra row for internal account

[click here to change EFT Parameters Info](#)

\* Marked fields are mandatory

### 2.2.1 Submit Dockets



On clicking the 'Submit Dockets' button, the Submit Dockets Screen is displayed as can be seen below.

Developers - ELIZABETH - STAFF - 16 Aug 2017 - [Payslip Generation]

Profiles Rates Payroll Invoice Protocols Reports Master Tools Support Signout

Entity Members Clients Service Rates Confirm Shifts Payroll Invoice New Booking Status Overtime Contact Log

View Confirmed Shifts and Submit Dockets for Payment for the Date Ending: 03/08/2017


Submit Docket for Payment Close Search Docket Number Search (Total Dockets : 13)

Drag a column here to group by this column.

	First Name	Last Name	Qual	Paypoint	Service Office	Emp ID	Pay from	Pay to	Pay Shift Value (\$)
Total : 6									
<input type="checkbox"/>	ASHLEY	MURPHY	RN	RN L2 Y1	SYDNEY	31	16/05/2017	02/08/2017	801.5266
<input type="checkbox"/>	CHARU	ARORA	RN, EEN	EEN 2.1	SYDNEY	37	01/08/2017	01/08/2017	281.2500
<input type="checkbox"/>	ERIN	BROCKOVICH	LL	LAWYER 5 P...	MELBOURNE	24	01/08/2017	01/08/2017	375.0000
<input type="checkbox"/>	JASON	STATHAM	CHEF, BARISTA	GRADE 6	SYDNEY	15	01/08/2017	01/08/2017	187.5000
<input type="checkbox"/>	JAYNE	STAPLETON	RN, EEN, AIN...	RN L2 Y2	MELBOURNE	32	20/07/2017	03/08/2017	2291.5600
<input type="checkbox"/>	PEPPER	POTTS	RN, EA, PA	RN L2 Y1	SYDNEY	25	01/08/2017	01/08/2017	150.0000

A list of members are displayed. These are the members who have had shifts confirmed since the last pay run. Each member is listed with a total pay shift value. This is the sum of all of their shifts in the pay period. There are several points to note on this screen:

- Filter functionality at the top of each column allows the user to filter for certain members.
- The column order may be changed to suit user preferences by dragging and dropping the column name to another position.
- The sort order of each column may be changed by clicking on the column name.
- Clicking on the member's First Name or Last Name in the list will display the Member Card Screen with all of the member's details.
- The 'Search Docket Number' field allows users to do a quick search for docket numbers within the listing of shifts on the screen.
- The 'View Allowance Details' button displays a summary of any allowances applied to the shifts in the listing. A sample is displayed below.



# Allowance Report

Period Ending - 03/08/2017

Member Name	Pay Allowance		Invoice Allowance	
ASHLEY MURPHY 31 - PASCAL				
Type	Total	Type	Total	
CERT	\$ 0.17	CERT	\$0.25	
Totals :	\$ 0.17		\$0.25	
JAYNE STAPLETON 32				
Type	Total	Type	Total	
CO PAY	\$ 0.00	CO PAY	\$-5.00	
UNIFORM	\$ 6.56	UNIFORM	\$8.61	
Totals :	\$ 6.56		\$3.61	
All Totals :	\$ 6.73		\$ 3.86	

Figure 3: Sample of the Allowance Report.

- Clicking on the '+' at the start of each row will display each of the member's shifts, containing shift details and pay and allowance details.
- The trash bin symbol at the start of each row in the member's expanded shift list allows shifts to be deleted from this stage of the pay run. This is used if an error exists in the shift details. Deleting the shift sends it back to the Confirm Shifts stage, so that it may be updated and confirmed once again.
- Hovering over the docket number in the member's expanded shift list will display an image of the timesheet snap or the electronic timesheet (if these have been submitted to the system via the Member App or Staff App).
- Clicking on the Service Location in the member's expanded shift list will display the Client Card Screen with all of the client's details.
- In the member's expanded shift list, the user may update certain fields as long as the corresponding invoice has not been raised. These fields are Area (or 'Delivery Location' of the shift), Shift Type, Start Time, End Time and Break. If these fields are updated, the 'Refresh' button should be clicked to save the changes. These changes will also be applied to the invoice component of the shift.

To process this stage of the pay run, follow these steps:

- Review shifts by expanding the list of each member's shifts.

(b) If any errors are detected in the Area, Shift Type, Start Time, End Time or Break fields, update the fields and click on the 'Refresh' button to save the changes. If errors are detected in other fields, delete the shift (using the trash bin symbol) so that it may be reconfirmed again, as explained in section 2.1.1 *Confirming a Basic Single Shift*. Note that it will not be possible to delete the shift if the corresponding invoice has already been generated.

(c) Select the members that are to proceed into the next stage of the pay run by checking the checkbox next to each member's name. Note that it is not possible to select specific shifts of the member. If the member is selected, then all shifts for the member will proceed to the next stage.

If all members are to be selected, then the checkbox in the header may be selected which automatically checks all member checkboxes.

(d) Click on the 'Submit Docket for Payment' button and a confirmation message will be displayed as shown below.

The screenshot shows the 'View Confirmed Shifts and Submit Dockets for Payment' screen for the date ending 03/08/2017. The interface includes a top navigation bar with tabs like Profiles, Rates, Payroll, Invoice, Protocols, Reports, Master, Tools, Support, and Signout. Below the navigation bar, there are buttons for 'Submit Docket for Payment' and 'Close', along with a search bar for 'Search Docket Number'. The main area contains a table with columns: First Name, Last Name, Qual, Paypoint, Service Office, Emp ID, Pay from, Pay to, and Pay Shift Value (\$). The table lists several members, including Ashley, Charu, Erin, Jason, Jayne, and Pepper. A 'Success Message' dialog box is displayed over the table, indicating that the docket(s) have been successfully submitted for payment.

	First Name	Last Name	Qual	Paypoint	Service Office	Emp ID	Pay from	Pay to	Pay Shift Value (\$)
<b>Total: 6</b>									
<input checked="" type="checkbox"/>	ASHLEY	MURPHY	RN	RN L2 Y1	SYDNEY	31	16/05/2017	02/08/2017	801.5266
<input checked="" type="checkbox"/>	CHARU	ARORA	RN, EEN	EEN 2.1	SYDNEY	37	01/08/2017	01/08/2017	281.2500
<input checked="" type="checkbox"/>	ERIN	BROCKOVICH	LL	LAWYER 5 P...	MELBOURNE	24	01/08/2017	01/08/2017	375.0000
<input checked="" type="checkbox"/>	JASON	STATHAM	CHEF, BARISTA	GRADE 6					
<input checked="" type="checkbox"/>	JAYNE	STAPLETON	RN, EEN, AIN...	RN L2 Y2					
<input checked="" type="checkbox"/>	PEPPER	POTTS	RN, EA, PA	RN L2 Y1					

(e) Click on OK of the confirmation message, then click the 'Close' button to close the screen.

(f) The Payslip Processing Summary Screen is displayed once again. Click on the 'Next' button to move to the next stage of the pay run, Generate Payslips, as shown below.

Payslip Processing

## Generate Payslips

*"Process Submitted Payslips to generate Payslips..."*

Processing Period 03/08/2017

Pay Cycle No 5

Current Pay Stages Status

Submit Dockets	
Generate Payslips	
Print Payslips	
Process EFT	

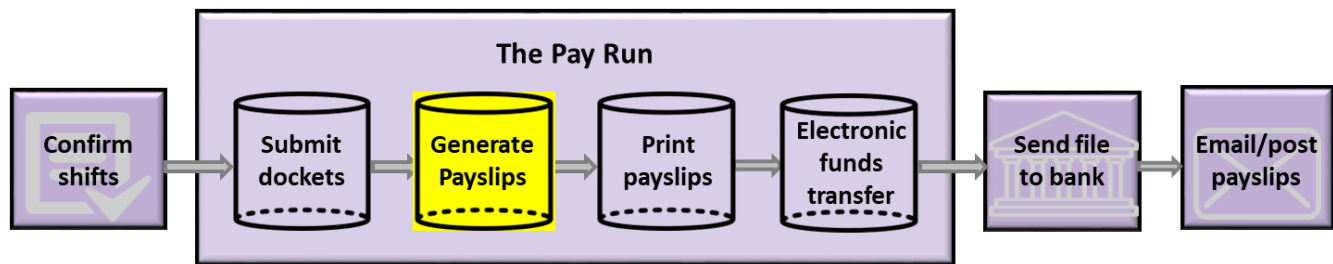
Back

Generate Payslips

Next

Close

## 2.2.2 Generate Payslips



The green ball now indicates that we are at the Generate Payslips step of the pay run. This step is predominantly for the generation of payslips, as the name suggests, but it is also the step at which additions and deductions may be added to payslips, and tax and superannuation adjustments may be made.

The screenshot shows the 'Generate Payslips' screen in the 'Payslip Processing' window. The title bar says 'Payslip Processing'. The main heading is 'Generate Payslips' with a subtitle 'Process Submitted Payslips to generate Payslips...'. On the left, under 'Processing Period', it shows '03/08/2017'. Under 'Pay Cycle No', it shows '5'. Under 'Current Pay Stages Status', there is a list of stages with lock icons: 'Submit Dockets' (locked), 'Generate Payslips' (locked), 'Print Payslips' (locked), and 'Process EFT' (locked). On the right, there is a visual representation of the stages as cylinders: 'Submit Docket', 'Generate Payslips' (with a green ball on top), 'Print Payslips', and 'Electronic Fund Transfer'. At the bottom, there are three buttons: 'Back' (circled in red), 'Generate Payslips', and 'Next'. A 'Close' button is also present.

### Handy Hint



If more shifts have been subsequently confirmed, the user may click the 'Back' button, as shown above, to go back to the Submit Docket step to submit the dockets for the newly confirmed shifts. If no further shifts have been confirmed, the user will be prevented from opening the Submit Dockets screen.

Click on the 'Generate Payslips' button to open the Generate Payslips Screen displayed below.

Developers - ELIZABETH - STAFF - 16 Aug 2017 - [PAYSIP MANAGER]

Profiles Rates Payroll Invoice Protocols Reports Master Tools Support Signout

Entity Members Clients Service Rates Confirm Shifts Payroll Invoice New Booking Status Overtime Contact Log

Period Ending 03-Aug-2017 Entity ENTIRE SOFTWARE Institution AUSTRALIA AND NEW ZEALAND BANK  
Current Date 17-Aug-2017 Account Name 1st payment

GENERATE PAYSIPS REVIEW / PRINT PAYSIPS FINALIZE PAYSIPS

Payroll Announcement - Once off message Payroll Instructions - Continuous message  
Payroll Instructions are shown here VIEW PAY ADJUSTMENTS

(Max 200 Chars) (Max 200 Chars)

Drag a column here to group by this column.

	Payslip Number	Member Name	Pay Point	Emp ID	No. of Shifts	Ref	Mul.Bank?	Sub Total(\$)	Additions(\$)	Deductions(\$)	Superannuation(\$)	Tax Amt.(\$)	Net Pay(\$)
	Contains:	Contains:	Contai...	Equals:	Equals:	Co...	Cont...	Equals:	Equals:	Equals:	Equals:	Equals:	Equals:
	P0000224	U JASON STATHAM	GRADE 6	15	1	EFT	No	187.5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
	P0000225	U ERIN BROCKOVICH	LAWYER 5...	24	1	EFT	No	375.0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
	P0000226	U PEPPER POTTS	RN L2 Y1	25	1	EFT	No	150.0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
	P0000227	U ASHLEY MURPHY	RN L2 Y1	31	4	EFT	No	802.4292	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
	P0000228	U JAYNE STAPLETON	RN L2 Y2	32	6	EFT	No	2291.5600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
	P0000229	U CHARU ARORA	EEN 2.1	37	1	EFT	No	281.2500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000

The members that were selected to proceed from the Submit Dockets stage can be seen listed on the screen. There are several points to note on this screen:

- Filter functionality at the top of each column allows the user to filter for certain members.
- The column order may be changed to suit user preferences by dragging and dropping the column name to another position.
- The sort order of each column may be changed by clicking on the column name.
- A Payslip Number is generated for each member's payslip.
- The trash bin symbol at the start of each row allows members to be deleted from this stage of the pay run. This is used if an error is detected in the row details. Deleting the member sends all the member's shifts back to the Submit Dockets stage. It may also be necessary to further delete the shifts from the Submit Dockets stage, so that they can be updated and confirmed again in the earlier Confirm Shifts stage.
- Clicking on the member's name in the 'Member Name' column will display the member's Member Record, as shown below.



**Members**

MemberName \* JAYNE STAPLETON 32 Qual : RN Office: MELBOURNE Status: ACTIVE

Personnel Details Banking Details Superannuation Obligations Pay Level Additions & Deductions Payroll History Payslips

**Additions**

Code	\$ or %	Value	Apply Date ?	Once Off?	No.Of Occurences	Tax Exempted?	Super Exempted?	Docket	Delete
				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Confirm

**Deductions**

Code	\$ or %	Value	Apply Date ?	Once Off?	No Of Occurences	Tax Exempted?	Super Exempted?	Docket	Delete
Click here to add a new row									
CO PAY	\$	5.00		<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Confirm

**Member Payslip Notes**

(Max 100 Chars) ☒ Is this Once Off Payslip Notes ?

CoPay: \$5.00 , 272.

Adjustment Calculator Save Notes

- Member notes can also be seen by clicking onto the Obligations tab of the Member Record, as shown below.

**Members**

MemberName \* JAYNE STAPLETON 32 Qual : RN Office: MELBOURNE Status: ACTIVE

Personnel Details Banking Details Superannuation Obligations Pay Level Additions & Deductions Payroll History Payslips

**Obligations**

Tax File Number \* 000000000 Working Holiday Maker? ☐

Australian Resident ☒

Obligation Table \* SCALE 1 - NON TAX FREE OBLIGATIONS

**Member Financial Notes**  
(Instructions for the Payroll)  
(Max 500 Chars)

Uniform fee to be deducted in first pay.

**DEBT & REBATE Obligations**

Type	Obligation	Scale
	--Select--	--Select--

☐ Superannuation Exempted ☐ Append Tax

☐ Pay Frequency Weekly Tax amount to append \* 0.00 ☒ Append Once ☐ On Going Update Obligation Details

**Additional Obligations**

Select	Obligation Name	% or \$	Value	State	Industry
<input type="checkbox"/>	Contains:	Contains:	Equals:	Custom: VIC	Custom: MINING
<input checked="" type="checkbox"/>	Super	%	9.5000		

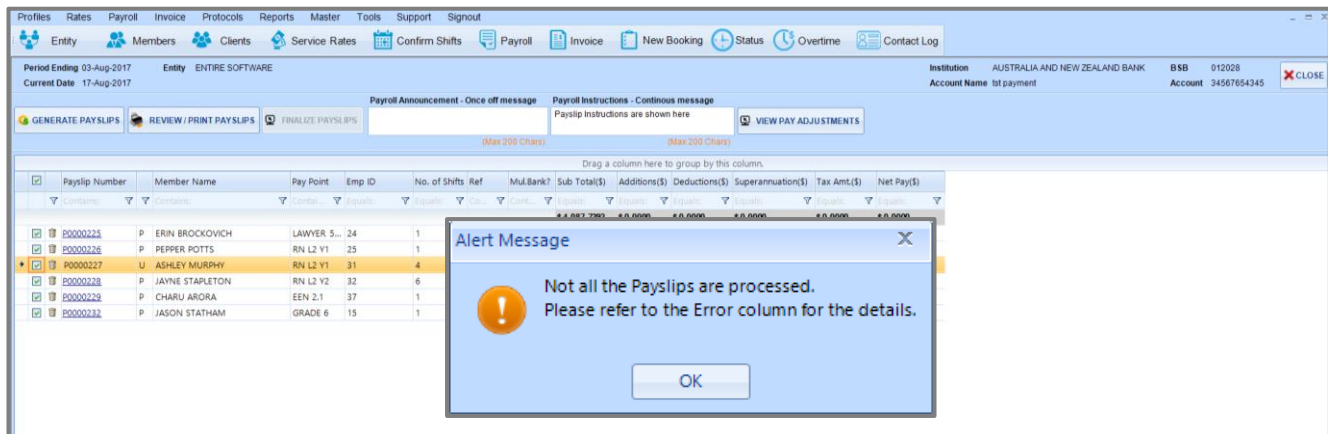
Add / Remove Additional Obligation to Member

- The EFT parameters can be seen in the upper right hand corner of the screen, circled in red below.
- A one-time message can be specified in the Payroll Announcement field, circled in red below. This message will be displayed on all payslips for the current pay run only.
- A continuous message can be specified in the Payroll Instructions field, also circled in red below. This message will be displayed continuously on all payslips, for all pay runs, unless removed or updated. Note that this message may also be specified in the Finance Portal at / Tools / Application Options / Payroll.

Emp ID	No. of Shifts	Ref	Mul. Bank?	Sub Total(\$)	Additions(\$)	Deductions(\$)	Superannuation(\$)	Tax Amt(\$)	Net Pay(\$)
24	1	EFT	No	375.0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
25	1	EFT	No	150.0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
31	4	EFT	No	802.4292	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
32	6	EFT	No	2291.5600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
37	1	EFT	No	281.2500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
45	1	EFT	No	187.5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000

To process this stage of the pay run, follow these steps:

- Review member pay details displayed on each row.
- If any errors are detected, delete the member so that the member's shifts return to the Submit Dockets stage.
- Update the Payroll Announcement and Payroll Instructions fields as required.
- Select the members that are to proceed into the next stage of the pay run by checking the checkbox next to each member's name. If all members are to be selected, then the checkbox in the header may be selected which automatically checks all member checkboxes.
- Click on the 'Generate Payslips' button. If there are issues with the generation, an alert message will be displayed as in the example below.



- (f) Click on the OK button of the alert message and expand the Error column to view the details, as shown below.

asterToolsSupportSignout

e Rates

Confirm Shifts

Payroll

Invoice

New Booking

Status

Overtime

Contact Log

Institution

AUSTRALIA AND NEW ZEALAND BANK

Account Name

1st payment

Payroll Announcement - Once off message

Payroll Instructions - Continous message

PAYS LIPS

(Max 200 Chars)

Payslip Instructions are shown here

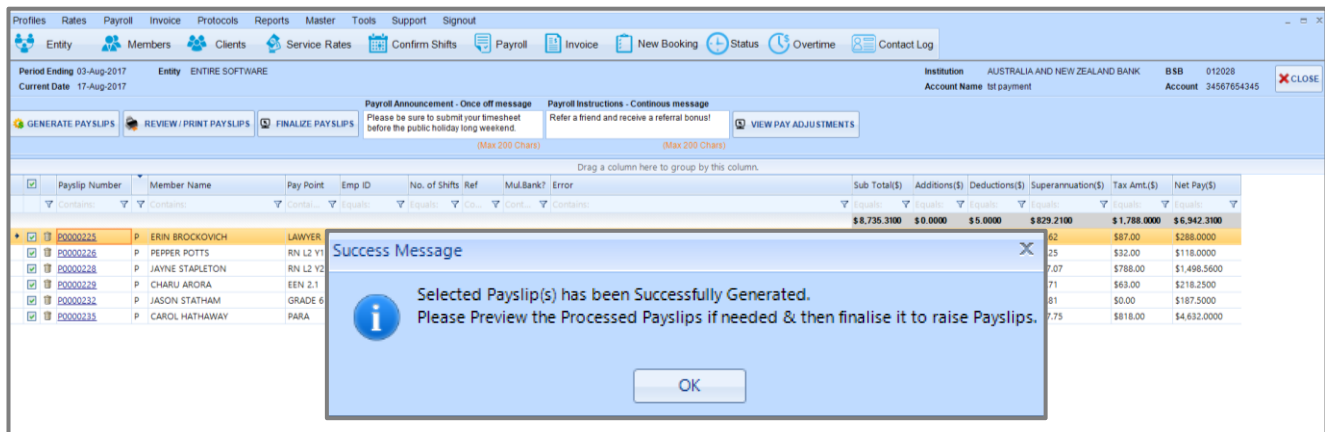
(Max 200 Chars)

VIEW PAY ADJUSTMENTS

Drag a column here to group by this column.

nt	Emp ID	No. of Shifts	Ref	Mul.Bank?	Error	Sub Total(\$)	Additions(\$)	Deductions(\$)	Superannuation(\$)	Tax Amt.(\$)
	Equals:	Equals:	Co...	Cont...	Contains:	Equals:	Equals:	Equals:	Equals:	Equals:
Y1	31	4	EFT	No	Bank details do not exist / Invalid Bank detail.	\$9,673.2192	\$0.0000	\$5.0000	\$829.2100	\$1,788.000
	10	1	EFT	No	Superannuation Fund Name / Fund Number does not exists for Member.	802.4292	\$0.00	\$0.00	\$0.00	\$0.00
R 5...	24	1	EFT	No		135.4800	\$0.00	\$0.00	\$0.00	\$0.00
						375.0000	\$0.00	\$0.00	\$35.62	\$87.00
Y1	25	1	EFT	No		150.0000	\$0.00	\$0.00	\$14.25	\$32.00
Y2	32	6	EFT	No		2291.5600	\$0.00	\$5.00	\$217.07	\$788.00
	37	1	EFT	No		281.2500	\$0.00	\$0.00	\$26.71	\$63.00

- (g) In this example, member bank details and superannuation details are missing, and so the pay run cannot continue until the issues are rectified. In this case, the member records may be updated with the missing details and then the payslips generated again, or the affected members may be simply deleted from this pay run by using the trash bin icon. The latter will be done for this example.
- (h) If there are no issues with the payslip generation, a confirmation message will be displayed, as shown below, and the user is advised to preview and then finalise the payslips.



- (i) Click on OK of the confirmation message and then click on the 'Review/Print Payslips' button. A preview screen is then displayed, showing all sample payslips, as can be seen below.

entire software  
Everything is Possible

**Entire Software Pty Ltd**  
Trading as Entire Software Pty Ltd  
ABN 30 142 088 917

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Sdsad  
1211  
Phone: 12 1121 2213

**SYDNEY Office**  
Suite 1a, Level 1, Aquarius Tower, 668 Old Princes Highway  
SURREY HILLS NSW 2045  
Phone: 04 4569 5878

**Pay Enquiries**  
Phone:  
Email:

**JASON STATHAM**  
76 Wellington Street  
WATERLOO NSW 2017

**PAY SLIP ADVICE**  
For Period Ending: 03/08/2017  
Payslip No: P0000232  
Member No: 15  
Pay Date: 17/08/2017

Pay Frequency: Weekly

Docket	Client	Date	Shift	Level	Hrs	Rate	Expertise	Allowances / Reimbursements	Total
276	ANZ STADIUM FRONT OF HOUSE	01/08/2017	TUE AM 06:00-14:00	GRADE 1	7.50	\$25.00			\$187.50
<b>Total Entries: 1</b>									<b>\$187.50</b>

Additions		Deductions	

**Superannuation**

**Super Fund** AUSTRALIAN SUPERAUSTRA This Pay \$ 17.81 Period to Date Year to Date \$ 0.00

Super is accrued on a weekly basis. Government rules specify a threshold for which superannuation is paid. If you exceed this threshold in a month the superannuation is paid at the end of the quarter. The super amount shown in this pay does not necessarily indicate your true entitlement.

Pay Totals						
	Non-Taxable	Gross Taxable	HELP	SFSS	Tax	Net Income
<b>This Pay</b>	\$ 0.00	\$ 187.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 187.50
<b>Year to Date</b>	\$ 0.00					

Amounts listed under **HELP** and **SFSS** are also included in the amounts displayed under **Tax**.

**Bank Transfer Details**

Bank BSB	Bank Name	Account Number	Amount
***062	NATIONAL AUSTRALIA BANK	****0876	\$187.50

**Messages**

**Payslip Notes**

Instruction  
Refer a friend and receive a referral bonus!

**Announcement**  
Please be sure to submit your timesheet before the public holiday long weekend.

Figure 4: Sample of a payslip preview.

- (j) Close the payslip preview screen and the Generate Payslips Screen is displayed once again. Note that each of the payslip numbers now have a hyperlink, as circled below.

Profiles

Rates

Payroll

Invoice

Protocols

Reports

Master

Tools

Support

Signout

Entity

Members

Clients

Service Rates

Confirm Shifts

Payroll

Invoice

New Booking

Status

Overtime

Contact Log

Period Ending 03-Aug-2017

Entity ENTIRE SOFTWARE

Institution Account Name

Current Date 17-Aug-2017

GENERATE PAYSLIPS

REVIEW / PRINT PAYSLIPS

FINALIZE PAYSLIPS

Payroll Announcement - Once off message

Please be sure to submit your timesheet before the public holiday long weekend.

(Max 200 Chars)

Payroll Instructions - Continuous message

Refer a friend and receive a referral bonus!

(Max 200 Chars)

VIEW PAY ADJUSTMENTS

Drag a column here to group by this column.

<input type="checkbox"/>	Payslip Number	Member Name	Pay Point	Emp ID	No. of Shifts	Ref	Mul.Bank?	Sub Total(\$)	Additions(\$)	Deductions(\$)	Superannuation(\$)	Tax Amt.(\$)	Net Pay(\$)
	Contains:	Contains:	Contai...	Equals:	Equals:	Co...	Cont...	Equals:	Equals:	Equals:	Equals:	Equals:	Equals:
								\$8,735.3100	\$0.0000	\$5.0000	\$829.2100	\$1,788.0000	\$6,942.3100
<input checked="" type="checkbox"/>	P0000225	P ERIN BROCKOVICH	LAWYER 5...	24	1	EFT	No	375.0000	\$0.00	\$0.00	\$35.62	\$87.00	\$288.0000
<input type="checkbox"/>	P0000226	P PEPPER POTTS	RN L2 Y1	25	1	EFT	No	150.0000	\$0.00	\$0.00	\$14.25	\$32.00	\$118.0000
<input type="checkbox"/>	P0000228	P JAYNE STAPLETON	RN L2 Y2	32	6	EFT	No	2291.5600	\$0.00	\$5.00	\$217.07	\$788.00	\$1,498.5600
<input type="checkbox"/>	P0000229	P CHARU ARORA	EEN 2.1	37	1	EFT	No	281.2500	\$0.00	\$0.00	\$26.71	\$63.00	\$218.2500
<input type="checkbox"/>	P0000232	P JASON STATHAM	GRADE 6	15	1	EFT	No	187.5000	\$0.00	\$0.00	\$17.81	\$0.00	\$187.5000
<input type="checkbox"/>	P0000235	P CAROL HATHAWAY	PARA	18	1	EFT	No	5450.0000	\$0.00	\$0.00	\$517.75	\$818.00	\$4,632.0000

- (k) If there are no further updates to be made to the payslips, then the payslips may be finalised by clicking the 'Finalize Payslips' button. If further updates are required, each individual payslip may be updated by clicking on the Payslip Number hyperlink. This opens the Payslip Manager Screen. From this screen, the user may change the display of shifts on screen, delete specific shifts from the payslip, add a payslip-specific message, add an addition, add a deduction, adjust the tax amount and adjust the superannuation amount. These are explained below:

#### *Payslip Manager – Changing On-Screen Shift Display*

As with other screens, the user may change the way shifts are displayed on the screen. The column order may be changed to suit user preferences by dragging and dropping the column name to another position, and the sort order of each column may be changed by clicking on the column name.

#### *Payslip Manager – Deleting Specific Shifts from the Payslip*

The trash bin symbol at the start of each row allows specific shifts to be deleted from the payslip. This is used if an error is detected in the row details or if the shift is not to be included in the current pay run. Using this feature will send the shift back to the Submit Dockets stage. From there the shift may be processed again in the Submit Dockets stage, deleted again so it is sent further back to the Confirm Shifts stage for updating, or may be left to sit in the Submit Dockets stage to be processed in a subsequent pay run.

Note that if the trash bin symbol is used from the previous Generate Payslip Screen, *all* of the member's shifts are deleted, but if it is used from the Payslip Manager Screen, then specific shifts may be deleted one at a time.

Note also that the user will not be permitted to delete specific shifts in the Payslip Manager Screen if the corresponding invoices have already been generated.

### *Payslip Manager – Adding a Payslip-Specific Message*

In addition to the Payroll Announcement and the Payroll Instructions messages (which apply to all payslips), it is sometimes necessary to add a message to a payslip that applies only to a single payslip. Such messages can be added to the message field, circled in red below. If there are multiple shifts listed in the payslip, and the message relates to a specific shift, then the docket number of the shift may be referred to, to identify the shift, as in the example below.

**Payslip Manager**

Employee Name : MS PEPPER POTTS  
Address : 103 PACIFIC PARADE, DEE WHY, NSW, AUSTRALIA - 2099

Period Ending : 03/08/2017  
Payslip Number : P0000226

Timesheet not submitted for docket 278.

**Update Payslip**

**Docket Details**

Docket No	Seq	Area	Service Location	Shift	Qual	Office	Pay Level	Date	Day	Start	End	Hrs	Break	Wrk.Hrs	Rate (\$)	Sub Total(\$)	Allowances(\$)	Total (\$)	
278	0		ANZ STADIUM F...	AM	PA	MELBOURNE	ADMIN...	01/08/2017	TUE	06:00	14:00	8.00	30	7.30	20.00	150.0000	0.0000	150.0000	
280	0		AGE WELL CAM...	AM	RN	SYDNEY	RN L2 Y1	02/08/2017	WED	06:00	14:00	8.00	30	7.30	45.00	337.5000	1.2000	338.7000	
<b>Docket : 2</b>															<b>15.00</b>	<b>\$32.50</b>	<b>\$487.50</b>	<b>\$1.20</b>	<b>\$488.70</b>

**Employee Additions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
		<input type="checkbox"/>	<input type="checkbox"/>	

**Employee Deductions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
		<input type="checkbox"/>	<input type="checkbox"/>	

**Tax Details - (Non Tax Free Inc Med Levy Table)** ☐ Manual Override Taxes

Obligation Name	Tax Amount (\$)
SCALE 1 - NON TAX FREE THRESHOLD	126.00

**Additional Obligations** ☐ Manual Override Super

Obligation Name	% or \$	Value	Amount
Super	%	9.50	46.31

**Pay Totals**

	Non-Taxable (\$)	Gross Taxable (\$)	Tax (\$)	Gross Income (\$)	Net Income (\$)	Superannuation (\$)
This Pay	1.20	487.50	126.00	488.70	362.70	46.31
YTD	1.20	487.50	126.00	488.70	362.70	46.31

\* Please note that Superannuation is accrued on a weekly basis. Government rules specify a threshold for which superannuation is paid.

**Banking Details**

BSB	Bank	Account	Name	% or \$	% Value	Amt Transfer (\$)
012012	AUSTRALIA AND NEW ZEALAND BANK	299398	HAPPY MONEY	%	100.00	362.70

**Update Payslip** **Close**

Once the message has been entered, click on the 'Update Payslip' button to save the update and the Payslip Manager Screen will close.

### Handy Hint



Payslip Notes may be added to the payslip using the Payslip Manager Screen, as described above, but they may also be added to the member's Member Record. When added to the Member Record, the notes are specified as being a one-time occurrence, or for multiple occurrences.

If it is a one-time occurrence, it will be added to the payslip in the next applicable pay run. If it is for multiple occurrences, it will be added to multiple payslips for the member over multiple pay runs. The Additions & Deductions tab of the Member Record is shown below, displaying the Member Payslip Notes field circled in red.

The screenshot shows the 'Members' screen for 'JAYNE STEPLETON 32'. The 'Additions & Deductions' tab is active. Below the 'Additions' and 'Deductions' tables, the 'Member Payslip Notes' section is highlighted with a red circle. It includes a text area for notes, a checkbox for 'Is this Once Off Payslip Notes?', and buttons for 'Adjustment Calculator' and 'Save Notes'.

Code	\$ or %	Value	Apply Date ?	Once Off?	No Of Occurences	Tax Exempted?	Super Exempted?	Docket	Delete
				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Code	\$ or %	Value	Apply Date ?	Once Off?	No Of Occurences	Tax Exempted?	Super Exempted?	Docket	Delete
				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

**Member Payslip Notes**

(Max 100 Chars) ☐ Is this Once Off Payslip Notes ?

Ongoing travel allowance in place for trips greater than 50km.

### Payslip Manager – Adding an Addition

To add an addition, click on a Payslip Number hyperlink to open the Payslip Manager Screen, and click into the Code field in the Employee Additions section. Select the relevant addition from the list<sup>13</sup> and tab through to the Amount field and enter the amount. The Description, Tax Exemption and Super status fields will be pre-populated based on the details specified for the addition in the Additions and Deductions Master. Refer to the circled section below. In this example, a meal allowance addition is being added to the payslip.

**Payslip Manager**

Employee Name : MS ERIN BROCKOVICH      Period Ending : 03/08/2017      Payslip Notes here. (Max 200 Characters)

Address : 1098 WHITEHORSE ROAD, BOX HILL, VIC, AUSTRALIA - 3128      Payslip Number : P0000225      **Update Payslip**

**Docket Details**

Docket No	Seq	Area	Service Location	Shift	Qual	Office	Pay Level	Date	Day	Start	End	Hrs	Break	Wk.Hrs	Rate (\$)	Sub Total(\$)	Allowances(\$)	Total (\$)	
275	0		ANZ LEGAL NSW	AM	LL	SYDNEY	LAWYER...	01/08/2017	TUE	06:00	14:00	8.00	30	7.30	50.00	375.0000	0.0000	375.0000	
<b>Docket : 1</b>															<b>07.30</b>	<b>\$50.00</b>	<b>\$375.00</b>	<b>\$0.00</b>	<b>\$375.00</b>

**Employee Additions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
MEAL ALL	MEAL ALLOWANCE AWARD...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20.00

**Employee Deductions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
		<input type="checkbox"/>	<input type="checkbox"/>	

**Tax Details - (Non Tax Free Inc Med Levy Table)** ☐ Manual Override Taxes

Obligation Name	Tax Amount (\$)
SCALE 1 - NON TAX FREE THRESHOLD	87.00

**Additional Obligations** ☐ Manual Override Super

Obligation Name	% or \$	Value	Amount
Super	%	9.50	35.62

**Pay Totals**

	Non-Taxable (\$)	Gross Taxable (\$)	Tax (\$)	Gross Income (\$)	Net Income (\$)	Superannuation (\$)
This Pay	0.00	375.00	87.00	375.00	288.00	35.62
YTD	0.00	375.00	87.00	375.00	288.00	35.62

\* Please note that Superannuation is accrued on a weekly basis. Government rules specify a threshold for which superannuation is paid.

**Banking Details**

BSB	Bank	Account	Name	% or \$	% Value	Amt Transfer (\$)
941290	BANK OF CYPRUS	4587885	ERIN	%	100.00	288.00

**Update Payslip** **Close**

<sup>13</sup> For additions to be displayed in the list, they must first be added to the Additions and Deductions Master. The Additions and Deductions Master is found in the Finance Portal at \Master\Payroll\Additions Deductions.



### Handy Hint



Additions may be added to the payslip using the Payslip Manager Screen, as described above, but they may also be added to the member's Member Record. When added to the Member Record, the addition is specified as being a one-time occurrence, or for multiple occurrences.

If it is a one-time occurrence, it will be added to the payslip in the next applicable pay run. If it is for multiple occurrences, it will be added to multiple payslips over multiple pay runs. The Additions and Deductions sections of the Member Record are shown below, displaying a travel incentive addition.

**Members**

MemberName \* CAROL HATHAWAY 18 - TEST HATHAWAY Qual : PARA Office: MELBOURNE Status: ACTIVE

Personnel Details Banking Details Superannuation Obligations Pay Level **Additions & Deductions** Payroll History Payslips

**Additions**

Code	\$ or %	Value	Apply Date ?	Once Off?	No.Of Occurences	Tax Exempted?	Super Exempted?	Docket	Delete
INC TRAVEL	\$	30.00		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Confirm

**Deductions**

Code	\$ or %	Value	Apply Date ?	Once Off?	No Of Occurences	Tax Exempted?	Super Exempted?	Docket	Delete
				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Confirm

**Member Payslip Notes**

(Max 100 Chars) ☐ Is this Once Off Payslip Notes ?

Click on the 'Update Payslip' button to save the addition and the Payslip Manager Screen will close.

### Payslip Manager – Adding a Deduction

To add a deduction, click on a Payslip Number hyperlink to open the Payslip Manager Screen, and click into the Code field in the Employee Deductions section. Select the relevant deduction from the list<sup>14</sup> and tab through to the Amount field and enter the amount. The Description, Tax Exemption and Super status fields will be pre-populated based on the details specified for the deduction in the Additions and Deductions Master. Refer to the circled section below. In this example, a first aid kit deduction is being added to the payslip.

**Payslip Manager**

Employee Name : MS JAYNE STAPLETON      Period Ending : 03/08/2017      CoPay: \$5.00, 272.  
 Address : 7 KEITH GROVE, KEILOR EAST, VIC, AUSTRALIA - 3033      Payslip Number : P0000228      [Update Payslip](#)

**Docket Details**

Docket No	Seq	Area	Service Location	Shift	Qual	Office	Pay Level	Date	Day	Start	End	Hrs	Break	Wrk.Hrs	Rate (\$)	Sub Total(\$)	Allowances(\$)	Total (\$)
221	0	AGE WELL CAMDEN...	AGE WELL CAM...	AM	RN	SYDNEY	RN L2 Y2	20/07/2017	THU	06:00	14:00	8.00	30	7.30	45.00	337.5000	1.2000	338.700
248	0		SILVER AGED CA...	NS	RN	SYDNEY	RN L2 Y2	21/07/2017	FRI	21:00	06:00	9.00	30	8.30	50.00	425.0000	1.3600	426.360
272	0	EMERGENCY WARDS	FAMOUS MELB...	AM	RN	MELBOURNE	RN L2 Y2	30/07/2017	SUN	06:00	14:00	8.00	30	7.30	50.00	375.0000	1.2000	376.200
247	0		SILVER AGED CA...	NS	RN	SYDNEY	RN L2 Y2	01/08/2017	TUE	21:30	07:30	10.00	30	9.30	50.00	475.0000	1.5200	476.520
228	0		ASIAN SYDNEY...	AM	RN	PERTH	RN L2 Y2	01/08/2017	TUE	06:00	14:00	8.00	0	8.00	45.00	360.0000	1.2800	361.280

**Employee Additions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
		<input type="checkbox"/>	<input type="checkbox"/>	

**Employee Deductions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
FA KIT	FIRST AID KIT DEDUCTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25.00
CO PAY	CO PAYMENT RECEIVED BY...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.00

**Tax Details - (Non Tax Free Inc Med Levy Table)** ☐ Manual Override Taxes

Obligation Name	Tax Amount (\$)
SCALE 1 - NON TAX FREE THRESHOLD	788.00

**Additional Obligations** ☐ Manual Override Super

Obligation Name	% or \$	Value	Amount
Super	%	9.50	217.07

**Pay Totals**

	Non-Taxable (\$)	Gross Taxable (\$)	Tax (\$)	Gross Income (\$)	Net Income (\$)	Superannuation (\$)
This Pay	6.56	2280.00	788.00	2286.56	1498.56	217.07
YTD	6.56	2280.00	788.00	2286.56	1498.56	217.07

\* Please note that Superannuation is accrued on a weekly basis. Government rules specify a threshold for which superannuation is paid.

**Banking Details**

BSB	Bank	Account	Name	% or \$	% Value	Amt Transfer (\$)
012020	AUSTRALIA AND NEW ZEALAND BANK	355613	testname	%	100.00	1498.56

[Update Payslip](#) [Close](#)

Note that a Co Pay deduction is already listed in the Employee Deductions section. This is because the Co Pay deduction had already been added to the member's Member Record.

<sup>14</sup> For deductions to be displayed in the list, they must first be added to the Additions and Deductions Master. The Additions and Deductions Master is found in the Finance Portal at \Master\Payroll\Additions Deductions.

### Handy Hint



Deductions may be added to the payslip using the Payslip Manager Screen, as described above, but they may also be added to the member's Member Record. When added to the Member Record, the deduction is specified as being a one-time occurrence, or for multiple occurrences.

If it is a one-time occurrence, it will be added to the payslip in the next applicable pay run. If it is for multiple occurrences, it will be added to multiple payslips over multiple pay runs. The Additions and Deductions sections of the Member Record are shown below, displaying a Co Pay deduction.

Members

MemberName \* JAYNE STAPLETON 32 Qual : RN Office: MELBOURNE Status: ACTIVE

Personnel Details Banking Details Superannuation Obligations Pay Level Additions & Deductions Payroll History Payslips

**Additions**

Code	\$ or %	Value	Apply Date ?	Once Off?	No.Of Occurrences	Tax Exempted?	Super Exempted?	Docket	Delete
				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

[Confirm](#)

**Deductions**

Code	\$ or %	Value	Apply Date ?	Once Off?	No.Of Occurrences	Tax Exempted?	Super Exempted?	Docket	Delete
CO PAY	\$	5.00		<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

[Confirm](#)

**Member Payslip Notes**

(Max 100 Chars) ☒ Is this Once Off Payslip Notes ?

CoPay: \$5.00 , 272.

[Adjustment Calculator](#) [Save Notes](#)

Click on the 'Update Payslip' button to save the deduction and the Payslip Manager Screen will close.

### Payslip Manager – Adjusting a Tax Amount

Member tax scales are specified on Member Records, and the system will calculate member tax based on these scales, however, members may request adjustments to the amount of tax that is actually taken out of their pay. To adjust the tax amount on a payslip, click on a Payslip Number hyperlink to open the Payslip Manager Screen, and check the 'Manual Override Taxes' checkbox in the Tax Details section. Then click into the Tax Amount field. The calculated amount will default but can be adjusted to the desired amount. Refer to the circled section below. Click on the 'Update Payslip' button to save the tax amount changes and the Payslip Manager Screen will close.

**Payslip Manager**

Employee Name : DR CHARU ARORA      Period Ending : 03/08/2017  
 Address : 123.XYZ, BERALA, NSW, AUSTRALIA - 2141      Payslip Number : P0000229

Payslip Notes here. (Max 200 Characters) Update Payslip

**Docket Details**

Docket No	Seq	Area	Service Location	Shift	Qual	Office	Pay Level	Date	Day	Start	End	Hrs	Break	Wrk.Hrs	Rate (\$)	Sub Total(\$)	Allowances(\$)	Total (\$)	
277	0	EMERGENCY	PRINCE OF WAL...	AM	EEN	SYDNEY	EEN 2.1	01/08/2017	TUE	06:00	14:00	8.00	30	7.30	37.50	281.2500	0.0000	281.2500	
<b>Docket : 1</b>															<b>07.30</b>	<b>\$37.50</b>	<b>\$281.25</b>	<b>\$0.00</b>	<b>\$281.25</b>

**Employee Additions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
		<input type="checkbox"/>	<input type="checkbox"/>	

**Employee Deductions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
		<input type="checkbox"/>	<input type="checkbox"/>	

**Tax Details - (Non Tax Free Inc Med Levy Table)** ☒ Manual Override Taxes

Obligation Name	Tax Amount (\$)
SCALE 1 - NON TAX FREE THRESHOLD	63.00

**Additional Obligations** ☐ Manual Override Super

Obligation Name	% or \$	Value	Amount
Super	%	9.50	26.71

**Pay Totals**

	Non-Taxable (\$)	Gross Taxable (\$)	Tax (\$)	Gross Income (\$)	Net Income (\$)	Superannuation (\$)
This Pay	0.00	281.25	63.00	281.25	218.25	26.71
YTD	0.00	281.25	63.00	281.25	218.25	26.71

\* Please note that Superannuation is accrued on a weekly basis. Government rules specify a threshold for which superannuation is paid.

**Banking Details**

BSB	Bank	Account	Name	% or \$	% Value	Amt Transfer (\$)
012012	AUSTRALIA AND NEW ZEALAND BANK	123	AAA	%	100.00	218.25

Update Payslip Close

### Handy Hint



Tax may be adjusted using the Payslip Manager Screen, as described above, but it may also be adjusted on the member's Member Record. Additional amounts of tax may be taken out by specifying the amount of tax to be appended. Furthermore, the appended tax may be appended once or on an ongoing basis. The Obligations tab of the Member Record is shown below, displaying the Append Tax section circled in red.

**Members**

Member Name \* JASON STATHAM 15      Qual : CHEF      Office: SYDNEY      Status: ACTIVE

Personnel Details    Banking Details    Superannuation    **Obligations**    Pay Level    Additions & Deductions    Payroll History    Payslips

**Obligations**

Tax File Number \* 12790008      Working Holiday Maker? ☐

Australian Resident ☒

Obligation Table \* **SCALE 2 - TAX FREE OBLIGATIONS**

Member Financial Notes (Instructions for the Payroll) (Max 500 Chars)

☐ Superannuation Exempted

☐ Pay Frequency Weekly

☐ Append Tax

Tax amount to append: \$0.00      Update Obligation Details

**Additional Obligations**

Select	Obligation Name	% or \$	Value	State	Industry
<input type="checkbox"/>	Contains:	Contains:	Equals:	Custom: NSW	Custom: MINING
<input checked="" type="checkbox"/>	Super	%	9.5000		

Add / Remove Additional Obligation to Member

### Payslip Manager – Adjusting Superannuation Amount

Superannuation is calculated on each payslip, based on the Superannuation settings within the system. However, members may request adjustments to the amount of superannuation that is actually taken out of their pay. To adjust the superannuation amount on a payslip, click on a Payslip Number hyperlink to open the Payslip Manager Screen, and check the 'Manual Override Super' checkbox in the Additional Obligations section. Then click into the Amount field. The calculated amount will default but can be adjusted to the desired amount. Refer to the circled section below. Click on the 'Update Payslip' button to save the superannuation amount changes and the Payslip Manager Screen will close.

**Payslip Manager**

Employee Name : MS TEST HATHAWAY  
Address : 39 COMMUNITY PARADE, SKYE, VIC, AUSTRALIA - 3977

Period Ending : 03/08/2017  
Payslip Number : P0000235

Payslip Notes here. (Max 200 Characters)

**Update Payslip**

**Docket Details**

Docket No	Seq	Area	Service Location	Shift	Qual	Office	Pay Level	Date	Day	Start	End	Hrs	Break	Wrk.Hrs	Rate (\$)	Sub Total(\$)	Allowances(\$)	Total (\$)	
43	0		ANZ STADIUM A...	AM	BU...	MELBOURNE	GRADE 1	12/06/2017	MON	06:00	15:00	9.00	0	9.00	50.00	450.0000	5000.0000	5450.0000	
<b>Docket : 1</b>															<b>09.00</b>	<b>\$50.00</b>	<b>\$450.00</b>	<b>\$5,000.00</b>	<b>\$5,450.00</b>

**Employee Additions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
INC TRAVEL	TRAVEL INCENTIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.00

**Employee Deductions**

Code	Description	Tax Exempt?	Super Included?	Amt (\$)
		<input type="checkbox"/>	<input type="checkbox"/>	

**Tax Details - (Non Tax Free Inc Med Levy Table)** ☐ Manual Override Taxes

Obligation Name	Tax Amount (\$)
SCALE 3A BACKPACKERS TAX	822.00

**Additional Obligations** ☒ Manual Override Super

Obligation Name	% or \$	Value	Amount
Super	%	9.50	500.00

**Pay Totals**

	Non-Taxable (\$)	Gross Taxable (\$)	Tax (\$)	Gross Income (\$)	Net Income (\$)	Superannuation (\$)
This Pay	0.00	5480.00	822.00	5480.00	4658.00	500.00
YTD	0.00	5497.50	825.00	5497.50	4672.50	500.00

\* Please note that Superannuation is accrued on a weekly basis. Government rules specify a threshold for which superannuation is paid.

**Banking Details**

BSB	Bank	Account	Name	% or \$	% Value	Amt Transfer (\$)
610102	ADELAIDE BANK LIMITED	123456789	ACCNAME1	%	100.00	4658.00

**Update Payslip** **Close**

### Handy Hint




The superannuation amount may be adjusted in the Additional Obligations section of the Payslip Manager Screen (as described above) but it may also be applied as a deduction on the same Payslip Manager Screen, or as a deduction on the member's Member Record. This deduction must use the code 'SALSCR'<sup>15</sup>, indicating that the deduction is a Salary Sacrifice (employee contribution) deduction.

If the member wants the additional superannuation contributions to be regular and ongoing, the most appropriate method is to set up this deduction on the member's Member Record.

Refer to the *Payslip Manager – Adding a Deduction* section above for details on how to add a deduction.

<sup>15</sup> In order for the 'SALSCR' deduction to be displayed in the list, it must first be added to the Additions and Deductions Master. The Additions and Deductions Master is found in the Finance Portal at \Master\Payroll\Additions Deductions.

- (l) Once all updates have been made in the Payslip Manager, click on the 'View Pay Adjustments' button to review the additions and deductions that have been added. A report will then be displayed. A sample of this report is shown below.



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Payroll Additions and Deductions

03/08/2017

Addition			
Name	Period Ending	Non-Exempted	Exempted
TRAVEL INCENTIVE			
TEST HATHAWAY(#18)		\$30.00	\$0.00
	Total Records: 1	\$30.00	\$0.00
All Addition Totals	Total Records: 1	\$30.00	\$0.00

Deduction			
Name	Period Ending	Non-Exempted	Exempted
CO PAYMENT RECEIVED BY WORKER			
JAYNE STAPLETON(#32)		\$0.00	\$5.00
	Total Records: 1	\$0.00	\$5.00
All Deduction Totals	Total Records: 1	\$0.00	\$5.00

Figure 5: Sample of the Payroll Additions and Deductions Report.

- (m) As additions and deductions have been added, the payslips previewed earlier will now be different. Click on the 'Review/Print Payslips' button once again to preview the updated payslips.

#### Important Note



If updates are made in the Payslip Manager Screen, these updates will be automatically reflected in the payslips (and this can be seen by previewing the payslips as suggested above). However, if an update is made to the Member Record (which is accessed by clicking on the member name), then the update is not automatically reflected in the payslip and the payslip must be generated again for the update to take effect. This will be evident as the hyperlink will no longer be present on the Payslip Number (suggesting that a payslip has not been generated as yet). To generate the payslip again, check the checkbox at the start of the member row and click on the 'Generate Payslip' button.

- (n) Once all updates have been made, and payslips have been previewed, click on the 'Finalize Payslips' button.
- (o) A confirmation message is displayed to confirm the user intends to finalize the payslips. Click on the 'Yes' button.
- (p) The user is then notified that the payslips have been successfully finalized and instructed to close the screen and create an email batch to send payslips to members, as can be seen below.

Period Ending 03-Aug-2017  
Current Date 18-Aug-2017

Entity ENTIRE SOFTWARE

Payroll Announcement - Once off message  
Payroll Instructions - Continuous message

GENERATE PAYSIPS REVIEW / PRINT PAYSIPS FINALIZE PAYSIPS

VIEW PAY ADJUSTMENTS

Payslip Number	Member Name	Pay Point	Emp ID	No. of Shifts	Ref	Mul Bank?	Sub Total(\$)	Additions(\$)	Deductions(\$)	Superannuation(\$)	Tax Amt(\$)	Net Pay(\$)
P0000225	ERIN BROCKOVICH	LAWYER 5...	24	1	EFT	No	375.0000	\$0.00	\$0.00	\$35.62	\$87.00	\$288.0000
P0000226	PEPPER POTTS	RN L2 Y1	25	2	EFT	No	488.7000	\$0.00	\$0.00	\$46.31	\$126.00	\$362.7000
P0000228	JAYNE STAPLETON	RN L2 Y2	32	6	EFT	No	2291.5600	\$0.00	\$5.00	\$217.07	\$788.00	\$1,498.5600
P0000229	CHARLI ARORA	EEN 2.1	37	1	EFT	No	281.2500	\$50.00	\$100.00	\$31.46	\$70.00	\$161.2500
P0000232	JASON STATHAM	GRADE 6										
P0000235	CAROL HATHAWAY	PARA										

Success Message

Generated Payslip(s) has been Successfully Finalised.  
Please press Ok to close the screen & then Create an Email Batch to send generated Payslips to Members.

OK

- (q) Click on OK of the confirmation message. The Payslip Processing Summary Screen is displayed once again. Click on the 'Next' button to move to the next stage of the pay run, Print Payslips, as shown below.

Payslip Processing

## Print Payslips

"Print generated Payslips to complete the Process of Payroll run..."

Processing Period 03/08/2017

Pay Cycle No 5

Current Pay Stages Status

Submit Dockets

Generate Payslips

Print Payslips

Process EFT

Submit Docket

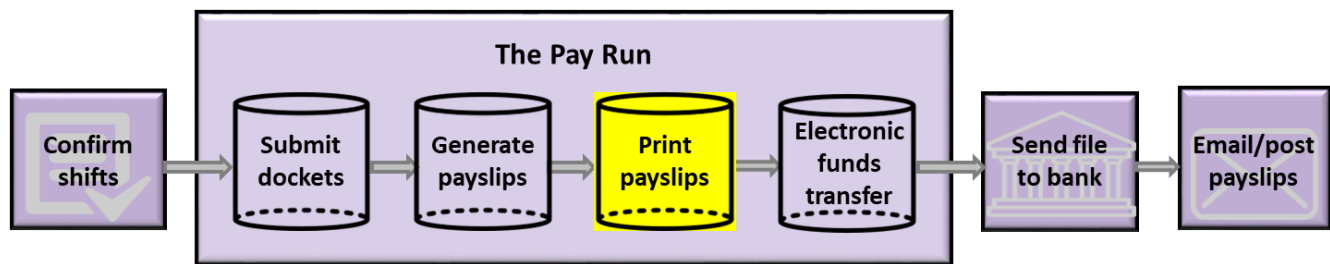
Generate Payslips

Print Payslips

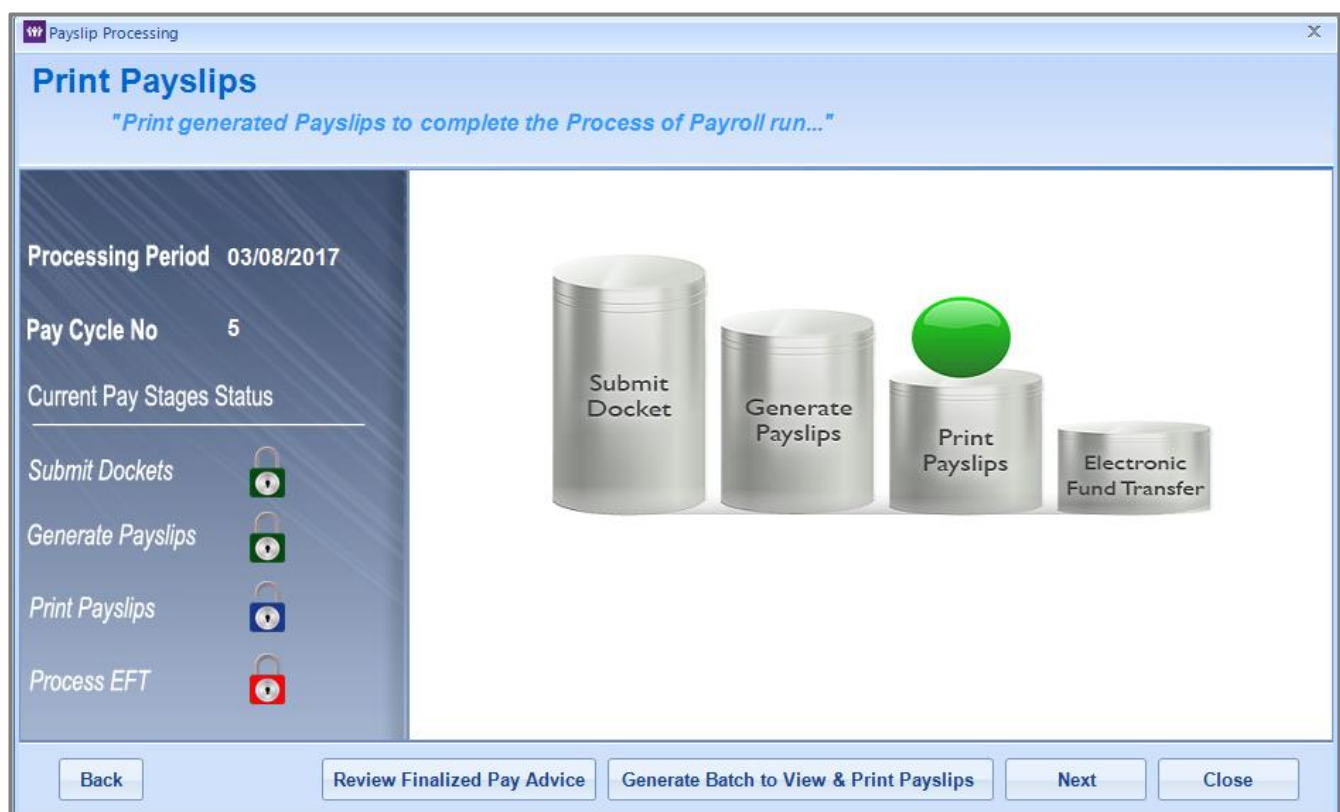
Electronic Fund Transfer

Back Review Finalized Pay Advice Generate Batch to View & Print Payslips Next Close

### 2.2.3 Print Payslips



The green ball now indicates that we are at the Print Payslips step of the pay run. This step is responsible for generating the batch of emails to be sent to members with attached payslips, and also the batch of paper-based payslips to be printed, where members have opted for posted payslips.



#### Handy Hint

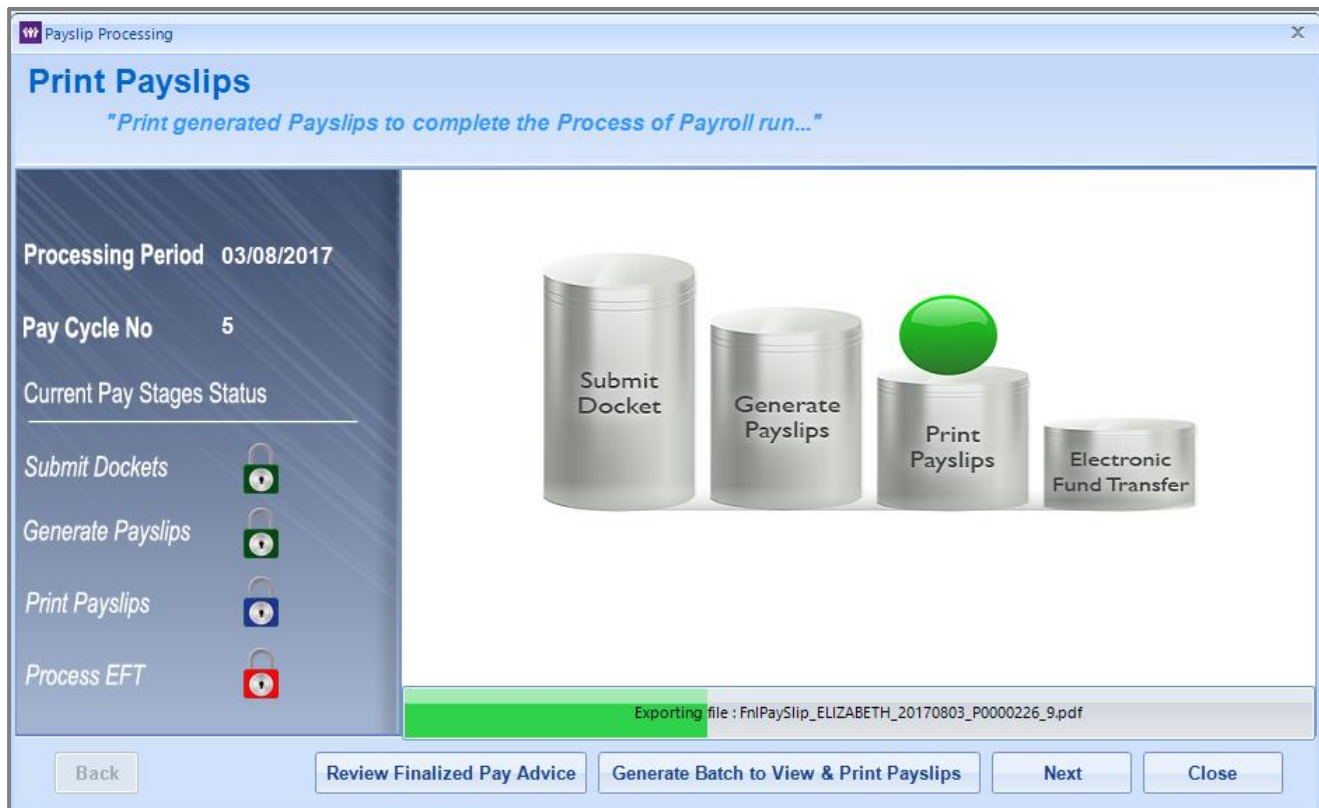


It is not possible to go back from this step. If the user clicks on the 'Back' button at this step, a message will be displayed that the Generate Payslips stage has been completed for the current period, and it is not possible to go back to that stage now.

Clicking the 'Review Finalized Pay Advice' button will display the finalized payslips. Close the screen to return to the Payslip Processing Summary Screen.



Then click the 'Generate Batch to View & Print Payslips' button to generate the batch files. A green progress bar will appear at the bottom of the screen to indicate the progress of the file generation, as can be seen below.

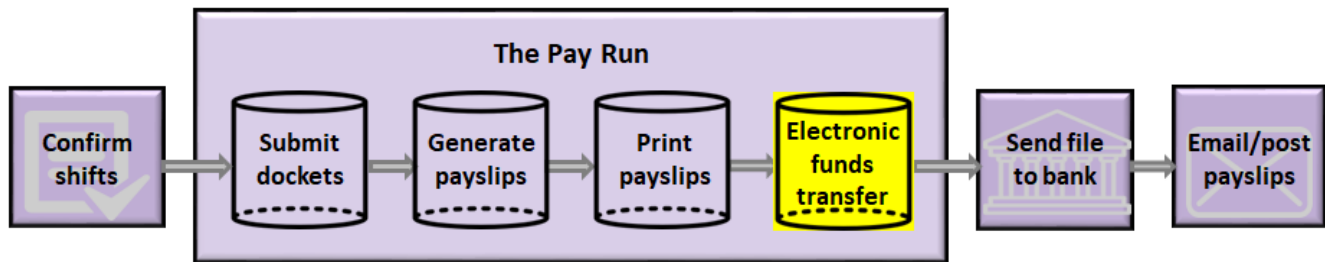


Once the files have been generated, the finalized payslips will be displayed.

Close the finalized payslips screen and the Payslip Processing Summary Screen is displayed once again. Click on the 'Next' button to move to the next stage of the pay run. A confirmation message is displayed, as shown below. Click on 'Yes' to proceed.

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## 2.2.4 Electronic Funds Transfer



The green ball now indicates that we are at the Electronic Funds Transfer step of the pay run, the final step. This step is responsible for generating the bank file containing member bank details and member pay details.

There are several points to note on this screen, as can be seen above:

- The EFT Date field defaults to the period ending date, but this may be changed to another date.
- The Export Directory field defaults to an export folder, but this may be changed to any folder that the user wishes to save the file to.
- The Export File Name defaults to the period ending date, but again may be changed to any file name the user wishes, and would typically conform to the naming standards defined by the company's bank.
- The 'See EFT Parameters' button allows the user to view the bank details of the account from which the member pay will come out from.

### Handy Hint



It is not possible to go back from this step. If the user clicks on the 'Back' button at this step, a message will be displayed that the Print Payslips stage has been completed for the current period, and it is not possible to go back to that stage now.

Click on the 'Generate Bank Transfer File' button to generate the file. A confirmation message is displayed informing the user that the ABA<sup>16</sup> file has been generated. Click on OK and then click the 'Close Off Pay Run' button to mark the pay run as complete. The following screen is then displayed. Click the 'Close' button to close the screen. The pay run is complete.

**Submit Dockets**  
*"Combine Dockets to prepare for the Payslip generation..."*

Processing Period 03/08/2017

Pay Cycle No 5

Current Pay Stages Status

- Submit Dockets
- Generate Payslips
- Print Payslips
- Process EFT

**Pay Run Closed**

**Filter By**

Date Ending 03-08-2017

Service Office ---SELECT---

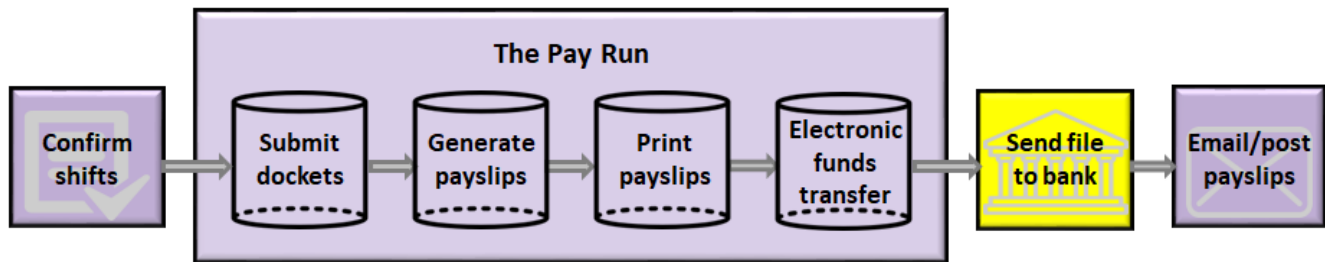
Member ---SELECT---

Service Location ---SELECT---

Back Submit Dockets Next Close

<sup>16</sup> 'ABA file' is the generic term for the bank file that is generated. In Australia, ABA stands for Australian Bankers Association.

## 2.3 Send File to Bank



With the bank file generated, it can now be submitted to the company's bank for processing.

The following steps should be followed:

- Locate the bank file from the specified folder.
- Launch and review the file, ensuring the file looks similar to the following sample<sup>17</sup>.

Member BSB	Member Account No.	Member Account Name	Company Bank ID	Date of Pay Run	Company Bank ID
1941-290	4587885	01COM ENTIRE SOFTWARE	045545	Pay Period Notes	180817
1012-012	299398	530000028800 ERIN	000024		
1012-020	355613	530000036270 HAPPY MONEY	000025		
1012-012	123	530000149856 testname	000032		
1082-062	009000976	530000016125 AAA	000037		
1610-107	23456789	530000023750 TRANSPORTER	000015		
7999-999	000007206010000720601000000000	ACCNAME1	000018		
Member Pay Amount		Member No.	No. of members to be paid	Company BSB	Company Account No.
			000006	063-019	109726254045545
				063-019	109726254045545
				063-019	109726254045545
				063-019	109726254045545
				063-019	109726254045545
				063-019	109726254045545
				063-019	109726254045545

### Handy Hint



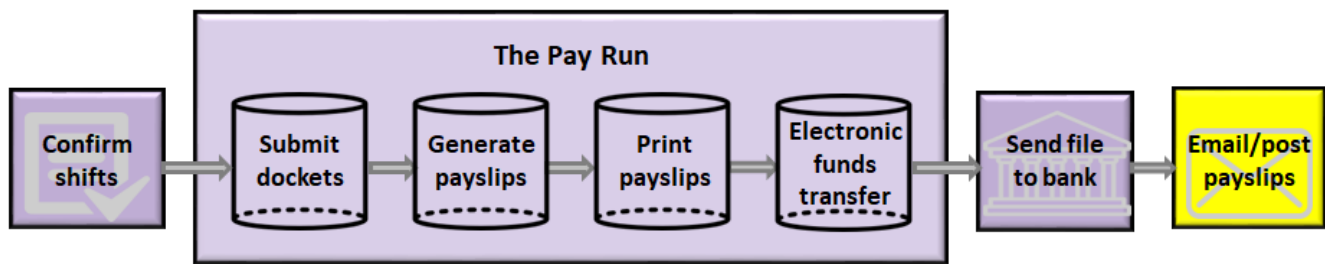
A Payroll EFT Listing Report is generated along with the bank file. It summarises the contents of the bank file. A sample is shown below.

entire software <sup>®</sup> <i>Everything is Possible</i>		Payroll EFT Listing				Printed: 18/08/2017 3:55:34PM	
		for period ending 3/08/2017					
Emp No	Name	BSB Code	BSB Name	Acct No	Acct name	Reference	Amount
24	ERIN BROCKOVICH	941290	BANK OF CYPRUS WODEN	4587885	ERIN	Pay Period Notes	\$288.00
25	PEPPER POTTS	012012	AUSTRALIA AND NEW ZEALAND BANK BALNARRING	299398	HAPPY MONEY	Pay Period Notes	\$362.70
32	JAYNE STAPLETON	012020	AUSTRALIA AND NEW ZEALAND BANK BALNARRING	355613	testname	Pay Period Notes	\$1,498.56
37	CHARU ARORA	012012	AUSTRALIA AND NEW ZEALAND BANK BALNARRING	123	AAA	Pay Period Notes	\$161.25
15	JASON STATHAM	082062	NATIONAL AUSTRALIA BANK ADVANCETOWN	009000976	TRANSPORTER	Pay Period Notes	\$237.50
18	TEST HATHAWAY	610102	ADELAIDE BANK LIMITED ADELAIDE	123456789	ACCNAME1	Pay Period Notes	\$4,658.00
							\$7,206.01

- Upload the bank file in accordance with company banking procedures.

<sup>17</sup> If the file does not look similar to the sample shown, or there is missing information, please contact entireHR Support.

## 2.4 Email/Post Payslips



Payslips now need to be sent to members to notify them of their bank payment deposits. Members can receive their payslips in three ways, via email, post or online (through the Member App and Member Portal). The way in which the member receives their payslip is defined on the Member Record.

For members opting to view their payslips online, they will be able to view their payslips in the Member App and Member Portal as soon as the pay run is complete. For those opting to receive their payslips by email and post, this must be manually triggered as described below.

### 2.4.1 Emailing Payslips to Members

- Click on the 'Email Payslips' menu item from the Payroll menu.
- Select the relevant pay run from the drop down list by selecting the period ending date, as shown circled in red. The members who have elected to receive payslips via email will be listed.

The screenshot shows the 'Email Payslips' screen in the entireHR software. At the top, there is a navigation bar with various menu items. Below this, there is a section for 'Send Selected Emails' and 'Set Email Protocols'. A dropdown menu for 'Batch Email Status' is highlighted with a red circle, showing the date '9 - 03/08/2017'. Below this, there is a table with columns for 'Payslip Number', 'Email ID', 'Name', 'Subject', 'FileName', 'Sent By', 'Sent On', and 'Sent ?'. The table contains several rows of data, including member names like PEPPER POTTS, JAYNE STAPLETON, CHARU ARORA, and CAROL HATHAWAY, along with their respective email IDs and subject lines.

- Click on the 'Set Email Protocols' button to display the Email Protocols Screen, as displayed below. This screen shows the text that is displayed on every email that accompanies the payslips that are sent out. Use this screen to confirm that the email subject line and body text have been correctly set up. Update if necessary, and click the 'Update' button.

- (d) Once the text has been confirmed or updated, click on the 'Close' button.
- (e) Individual payslips may be selectively sent by checking the checkbox next to the payslip number. If all payslips are to be sent, click on the checkbox in the header which will check all checkboxes.
- (f) Click on the 'Send Selected Emails' button to send the emails with attached payslips. The 'Sent By', 'Sent On' and 'Sent?' columns will then be populated to record that the emails have been sent.
- (g) Set the 'Batch Status' drop down list to 'Completed' and click on the 'Update Batch Status' button. A confirmation message will be displayed to confirm the action. Click on 'Yes'. The status is then set to complete and no further payslips may be emailed as part of this pay run. The 'Batch Status' drop down list and 'Update Batch Status' button are then disabled to reflect this. (The Batch Status should not be set to complete if further payslips are to be sent in this pay run).

### 2.4.2 Posting Payslips to Members

- (a) Click on the 'Post Payslips' menu item from the Payroll menu.
- (b) Select the relevant pay run from the drop down list by selecting the period ending date, as shown circled in red. The members who have elected to receive payslips via post will be listed. If no records are displayed, this indicates that all members in the pay run have opted for payslips by email or online.

Post selected Payslips

Batch Email Status: 9 - 03/08/2017

Total Entries: 1, Created By: ELIZABETH, Delivered: 0, Not Delivered: 1, Selected: 0, Batch Status: Not Completed

Update Batch Status, Print Selected Payslips

Post Payslips

Drag a column here to group by this column.

Payslip Number	Postal Address	Name	Sent By	FileName	Sent On	Sent ?
P0000225	1098 Whitehorse Road, Box Hill, Vic 3128	ERIN BROCKOVICH		EnlPaySlip_ELIZABETH_20170803_P0000225.pdf		<input type="checkbox"/>


- (c) Individual payslips may be selectively sent by checking the checkbox next to the payslip number. If all payslips are to be sent, click on the checkbox in the header which will check all checkboxes.
- (d) Click on the 'Print Selected Payslips' button and the payslips will be displayed in PDF format. From here, the user may save or print the PDF. Then close the PDF.
- (e) Click on the 'Post Selected Payslips' button. A confirmation message is displayed. Click OK. The 'Sent On' and 'Sent?' columns will then be populated to record that the payslips have been posted, and the date/time they were posted.
- (h) Set the 'Batch Status' drop down list to 'Completed' and click on the 'Update Batch Status' button. A confirmation message will be displayed to confirm the action. Click on 'Yes'. The status is then set to complete and no further payslips may be sent as part of this pay run. The 'Batch Status' drop down list and 'Update Batch Status' button are then disabled to reflect this. (The Batch Status should not be set to complete if further payslips are to be sent in this pay run).

The pay run is now complete, the bank file has been sent to the bank, and all payslips have been distributed to members. Payslips may now be accessed from the Finance Portal by internal staff, and from the Member App and Member Portal, by members. All pay run details are also accessible through entireHR's reporting functionality.



### 3. Payslip Sample

Below is a payslip sample, generated via the pay run process. Highlighted are features that have been explained in the sections above.



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**Pay Enquiries**  
Phone: 03 9800 0500  
Email: payroll@company.com.au

**Entire Software Pty Ltd**  
Trading as Entire Software Pty Ltd  
ABN 30 142 088 917

**Head Office**  
20 Elizabeth Street  
MELBOURNE CBD VIC 3000  
Phone: 03 9900 8000

**MELBOURNE Office**  
20 Elizabeth Street  
MELBOURNE CBD VIC 3000  
Phone: 03 9900 8000

**JAYNE STAPLETON**  
7 Keith Grove  
KEILOR EAST VIC 3033

Pay Frequency: Weekly

**PAY SLIP ADVICE**  
For Period Ending: 04/08/2017  
Payslip No: P0000240  
Member No: 32  
Pay Date: 21/08/2017

Docket	Client	Date	Shift	Level	Hrs	Rate	Expertise	Allowances / Reimbursements	Total
271	ANZ STADIUM BACK OF HOUSE	14/08/2017	WED AM 08:00-14:00	RN L2 Y2	7.50	\$45.00	IN CHARGE NU	UNIFORM\$1.20(E)	\$338.70
285	AGE WELL CAMDEN	15/08/2017	THU AM 08:00-14:00	RN L2 Y2	7.50	\$45.00		UNIFORM\$1.20(E)	\$338.70
286	FAMOUS MELBOURNE HOSPITAL	16/08/2017	FRI PM 16:30-23:30	RN L2 Y2	6.50	\$45.00		UNIFORM\$1.04(E)	\$293.54
<b>Total Entries: 3</b>					<b>21.50</b>				<b>\$970.94</b>

**Additions**

BONUS PAYMENT \$50.00

**Deductions**

FIRST AID KIT DEDUCTION \$25.00

**Superannuation**

Super Fund GST This Pay \$96.66 Period to Date \$313.73 Year to Date \$0.00

Super is accrued on a weekly basis. Government rules specify a threshold for which superannuation is paid. If you exceed this threshold in a month the superannuation is paid at the end of the quarter. The super amount shown in this pay does not necessarily indicate your true entitlement.

**Pay Totals**

	Non-Taxable	Gross Taxable	HELP	SFSS	Tax	Net Income
This Pay	\$3.44	\$992.50	\$0.00	\$0.00	\$301.00	\$694.94
Year to Date	\$11.28	\$3,272.50	\$0.00	\$0.00	\$1,089.00	\$2,193.50

Amounts listed under **HELP** and **SFSS** are also included in the amounts displayed under **Tax**.

**Bank Transfer Details**

Bank BSB	Bank Name	Account Number	Amount
***020	AUSTRALIA AND NEW ZEALAND BANK	**5613	\$694.94

**Messages**

**Payslip Notes**

Docket 285 - no timesheet submitted. Bonus payment for referral program.

**Instruction**

Refer a friend and receive a referral bonus!

**Announcement**

Please be sure to submit your timesheet before the public holiday long weekend.

## 4. Viewing and Resending Payslips

Payslips generated through the pay run process may be viewed and resent in a number of ways from within the Finance Portal. These are explained below. Payslips may also be accessed directly by members through the Member App and Member Portal.

### 4.1 To Display, Print and Save Payslips

To display, print and save, payslips may be accessed from the following menu options in the Finance Portal (depending on whether they were initially emailed or posted):

/ Payroll / Email Payslips

OR

/ Payroll / Post Payslips

Once the Email Payslips Screen or Post Payslips Screen is displayed, select the period ending date of the pay run, then click on the FileName hyperlink to display the payslip PDF. From here, the payslip PDF may be printed or saved. (If the Batch Status has not been set to Completed, it possible to select a payslip and send/post from these screens).

Payslips may also be accessed from the Reporting menu at:

/ Reports / Payroll / Payslip Reprint

OR

/ Reports / Payroll / Pay Files

### 4.2 To Display, Print, Save and Resend Payslips

The following methods allow the user to not only display, print and save payslips, but also to resend payslips directly to the member.

#### 4.2.1 Via Payroll History

Select the 'View Payroll History' menu item from the Payroll menu. The Payroll History Screen will be displayed as can be seen below. A listing of the most recent pay run will default. If a different pay run is required, select the date from the 'Period Ending Date' drop down list and click on the 'Get Details' button.

Profiles

Rates

Payroll

Invoice

Protocols

Reports

Master

Tools

Support

Signout

Entity

Members

Clients

Service Rates

Confirm Shifts

Payroll

Invoice

New Booking

Status

Overtime

Contact Log

Period Ending Date

04/08/2017

Get Details

Drag a column here to group by this column.

Payslip No.	Split	Client	Area	Emp No	Member Name	Qual	Expertise	PayLevel	Shift Date	Shift	Start	End	Docket No	Order No	Rate
Contains: ▾	E ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Equals: ▾	C ▾	No... ▾	No... ▾	Contains: ▾	Contains: ▾
Total: 3															
0000240	0	ANZ STADIUM BACK OF HOUSE		32	JAYNE STAPLETON	RN	IN CHARGE N...	RN L2 Y2	14/06/2017	AM	06:00:00	14:00:00	271		TestR
0000240	0	AGE WELL CAMDEN		32	JAYNE STAPLETON	RN		RN L2 Y2	15/06/2017	AM	06:00:00	14:00:00	285		TestR
0000240	0	FAMOUS MELBOURNE HOSPITAL		32	JAYNE STAPLETON	RN		RN L2 Y2	16/06/2017	PM	16:30:00	23:30:00	286		TestR

Additions

Deductions

Tax Obligations

Additional Obligations

No data to display

No data to display

No data to display

No data to display

Bank Details

Email Docket / Payslip Copies

Payslip Notes

No data to display

Email Payslip to Member

Email Docket to Member

Email Docket to Client

Clicking on the Payslip Number hyperlink, circled in red above, will display the payslip PDF. From here, the payslip may be printed or saved.

If the user wishes to resend the payslip to the member, click on the relevant row to highlight it, then click on the blue 'Email Payslip to Member' button.

If a timesheet image has been uploaded, or an electronic timesheet has been generated, then these may also be emailed to the member or client, using the red and grey buttons.

#### 4.2.2 Via the Member Record

Select the 'Members' menu item from the Profiles menu, or click on the 'Members' button in the toolbar. The Member Record Screen will be displayed. Select the member from the 'Member Name' drop down list and then click on the Payslips tab. A listing of all of the member's payslips will be displayed, as can be seen below.

**Members**

MemberName: JAYNE STEPLETON 32 Qual: RN Office: MELBOURNE Status: ACTIVE

Personnel Details Banking Details Superannuation Obligations Pay Level Additions & Deductions Payroll History **Payslips**

**Member Payslips**

Payslip Number	Ending Date	File Name	EmailID	Transfer Amt.	Bank Name
Contains: P0000240	Equals: 04-Aug-2017	Contains: <a href="#">EnlPaySlip_ELIZABETH_20170804_P0000240_10.pdf</a>	<a href="#">stapleton.jmdc@optusnet...</a>	694.94	AUSTRALIA AND NEW Z...
P0000228	03-Aug-2017	<a href="#">EnlPaySlip_ELIZABETH_20170803_P0000228_9.pdf</a>	<a href="#">stapleton.jmdc@optusnet...</a>	1498.56	AUSTRALIA AND NEW Z...
P0000208	31-Jul-2017	<a href="#">EnlPaySlip_BHARGAV_20170731_P0000208_3.pdf</a>	<a href="#">stapleton.jmdc@optusnet...</a>	761.28	AUSTRALIA AND NEW Z...

Clicking on the File Name hyperlink will display a PDF of the payslip. From there, the payslip may be printed or saved. Clicking on the email address of the member, circled in red above, will display an Email pop up screen as can be seen below. The pop up screen defaults the member's email address and email text. The relevant payslip is already attached and the email can be easily resent by clicking the 'Send Email' button.

**Email**

From: admin@company.com.au

To: stapleton.jmdc@optusnet.com.au

Subject: Payslip for period ending \$period\$

Email Body Text

Dear MS JAYNE ,

Please find attached your payslip for period ending 04/08/2017.

[EnlPaySlip\\_ELIZABETH\\_20170804\\_P0000240\\_10.pdf](#)

Signature

Regards,

The Payroll Department

Send Email

## 5. Payroll Reporting

A whole suite of reports are available for Payroll functionality. These can be found under 'Payroll' in the Reports menu. The main payroll report is the Payroll History Report. It can be generated in three formats:

1. Payroll History Summary Report - this is a summary report displaying each member.
2. Payroll History Detailed Report - this is a detailed report displaying each member and their shifts.
3. Payroll History All Staff Report - this is a summary report displaying total figures across all members.

Samples of these reports are displayed below. Further payroll related reports may be found under /Reports / Management.

**Payroll History Summary Report**  
For Period Ending From 01-Aug-2017 To 24-Aug-2017

ARNOLDO SCHWAR ZENEGGER (#29)				Shifts: 45	Hours: 58.22
Shifts	Normal Hours	OverTime Hours	Normal Hours Amt	OverTime Hours Amt	Allowances
45	58.22	0.00	2,776.40	0.00	7.36
Allowance UNIFORM (E)			Amount		Total
			\$7.36		2,783.76
Addition ---NIL---			Deduction ---NIL---		Amount
NonTaxable	\$ 7.36	Gross Taxable	\$ 2776.40	Tax Amount	\$ 951.00
				Superannuation	\$ 263.75
				Net Income	\$ 1832.76

**BAT MANI (#26)**

BAT MANI (#26)				Shifts: 10	Hours: 32.65
Shifts	Normal Hours	OverTime Hours	Normal Hours Amt	OverTime Hours Amt	Allowances
10	32.65	0.00	1,514.25	0.00	2.83
Allowance UNIFORM (E)			Amount		Total
			\$2.82		1,517.08
Addition ---NIL---			Deduction ---NIL---		Amount
NonTaxable	\$ 2.83	Gross Taxable	\$ 1514.25	Tax Amount	\$ 439.00
				Superannuation	\$ 143.84
				Net Income	\$ 1078.08

**CAROL HATHAWAY (#18)**

CAROL HATHAWAY (#18)				Shifts: 3	Hours: 9.50
Shifts	Normal Hours	OverTime Hours	Normal Hours Amt	OverTime Hours Amt	Allowances
3	9.50	0.00	467.50	0.00	5,000.00
Allowance BONUS (NE)			Amount		Total
			\$5000.00		5,467.50
Addition INC TRAVEL			Amount		Deduction ---NIL---
			\$30.00		
NonTaxable	\$ 0.00	Gross Taxable	\$ 5497.50	Tax Amount	\$

Printed on : 24-Aug-2017 8:27 am  
Printed By : ELIZABETH VAGG

**Payroll History Detailed Report**  
For Period Ending From 01-Aug-2017 To 24-Aug-2017

**MR JAMES BOND (#7)** Shifts: 5 Normal Hrs: 22.00 Overtime Hrs: 0.00 P/E: 01/08/2017 Io.: P0000209

Date	Client	Shift	Pay Level	Time	Hours Rate	Sub Total	Allowances	Total
04/03/2017	TEST SERVICE	SAT NS	RN L2 Y1	21:00-00:00	2.50	\$ 50.0	\$125.00	\$125.00
05/03/2017	TEST SERVICE	SUN NS	RN L2 Y1	00:00-07:30	8.50	\$ 50.0	\$425.00	\$425.00
15/09/2016	PRINCE OF WALES HOSPITAL	THU ND	RN L2 Y1	21:15-06:15	9.00	\$ 45.0	\$405.00	\$405.00
10/06/2017	ANZ STADIUM FRONT OF HOUSE	SAT AM	RN L2 Y1	06:00-07:00	1.00	\$ 50.0	\$50.00 UNIFORM\$0.16(E)	\$50.16
11/06/2017	ANZ STADIUM FRONT OF HOUSE	SUN AM	RN L2 Y1	06:00-07:00	1.00	\$ 50.0	\$50.00 UNIFORM\$0.16(E)	\$50.16
07/05/2017	SILVER AGED CARE	SUN PM	RN L2 Y1	14:00-23:00	9.00	\$ 50.0	\$450.00	\$450.00
					31.00	\$1,505.00	\$ 0.32	\$1,505.32

**Additions** ---NIL--- **Deductions** ---NIL---

Non Taxable: \$ 0.32 Gross Taxable: \$ 1,505.00 Tax Amount: \$ 358.00 Superannuation: \$ 0.00 Net Income: \$ 1,147.32

**MR JAMES BOND (#7)** Shifts: 5 Hours: 31.00 [All Periods](#)

Shifts	Normal Hours	Overtime Hours	Normal Hours Amt	Overtime Hours Amt	Allowances	Total
5	22.00	0.00	\$ 1100.00	\$ 0.00	\$ 0.32	\$ 1,505.32

Allowances: UNIFORM \$0.32 **Additions** ---NIL--- **Deductions** ---NIL---

Non Taxable: \$ 0.32 Gross Taxable: \$ 1,505.00 Tax Amount: \$ 358.00 Superannuation: \$ 0.00 Net Income: \$ 1,147.32

**MISS SARAH CHALKE (#13)** Shifts: 1 Normal Hrs: 8.00 Overtime Hrs: 0.00 P/E: 01/08/2017 Io.: P0000210

Date	Client	Shift	Pay Level	Time	Hours Rate	Sub Total	Allowances	Total
29/05/2017	ANZ STADIUM ADMINISTRATION OFFICE	MON AM	RN L2 Y2	06:00-14:00	8.00	\$ 42.0	\$336.00	\$336.00
					8.00	\$336.00		\$336.00

**Additions** ---NIL--- **Deductions** ---NIL---

Non Taxable: \$ 336.00 Tax Amount: \$ 0.00 Superannuation: \$ 31.92 Net Income: \$ 336.00

**Shifts: 1 Normal Hrs: 7.50 Overtime Hrs: 0.00 P/E: 03/08/2017 Io.: P0000232**

Shift	Pay Level	Time	Hours Rate	Sub Total	Allowances	Total
TUE AM	GRADE 1	06:00-14:00	7.50	\$ 25.0	\$187.50	\$187.50
			7.50	\$187.50		\$187.50

\$ 50.00 **Additions** ---NIL--- **Deductions** ---NIL---

Non Taxable: \$ 237.50 Tax Amount: \$ 0.00 Superannuation: \$ 22.56 Net Income: \$ 237.50

**Payroll Summary Report**  
For Period Ending From 01-Aug-2017 To 24-Aug-2017

All Staff						Shifts: 80	Hours: 263.87	All Periods
Total Shifts:	80	Total Shift Based Value:	\$12,115.40	Allowances value:	\$5,021.71			
Normal Hours:	263.87	Non Taxable:	\$21.71	Gross Taxable Inc:	\$17,670.40			
Overtime Hours:	0.00	PAYG:	\$4,146.00	Gross Payroll:	\$17,692.11			
Normal Hours Value:	\$12,115.40	Additions Amount:	\$180.00	Gross For Super:	\$17,295.40			
Overtime Hours Value:	\$0.00	Deductions Amount:	\$130.00	Superannuation:	\$1,022.91			
				Net Payroll:	\$13,446.11			

Additions	Amount	Deductions	Amount	Allowances	Amount
BONUS (S)	\$150.00	CHILD SUP	\$100.00	BONUS (NE)	\$5,000.00
INC TRAVEL (S)	\$30.00	CO PAY (N)	\$5.00	UNIFORM (E)	\$21.70
		FA KIT (N)	\$25.00		
\$	180.00		\$130.00		\$5,021.70

## APPENDIX A: Confirm Shifts Listing Screen Details

Section 2.1 *Confirm Shifts* provides an explanation of the main columns of the Confirm Shifts Listing Screen. Scrolling to the right of this screen reveals additional columns of the listing screen, as can be seen below. These columns are explained in this section.

Expertise	Date	Day	Shift	Start	End	Break	Hrs wrkd	Validate	Finance Notes	Errors	Qual	Shift status	Travel	CoPay	Sleep	Reverse
Contal...	6/2/2017	THU	PM	11:00	12:00	0	1.00	Validate			BUILD	TIMESHEET SUBMITTED				
	6/2/2017	THU	PM	13:00	14:00	0	1.00	Validate			BUILD	TIMESHEET SUBMITTED				
	6/2/2017	MON	PM	12:05	12:30	0	0.25	Validate			BUILD	TIMESHEET SUBMITTED				
	6/2/2017	THU	AM	06:00	14:00	30	7.30	Validate			RN	SHIFT BOOKED				
104 CCU ...	6/2/2017	FRI	PM	17:00	18:00	0	1.00	Validate			AIN	SHIFT BOOKED				
	8/2/2017	WED	AM	06:00	14:00	30	7.30	Validate			RN	TIMESHEET SUBMITTED				
	8/2/2017	SAT	AM	06:00	14:00	30	7.30	Validate	\$30 Travel Incentive to be paid.		RN	SHIFT BOOKED				
	8/2/2017	SUN	NS	21:30	07:30	30	9.30	Validate			RN	SHIFT BOOKED				
	8/2/2017	FRI	AM	06:00	14:00	30	7.30	Validate			RN	SHIFT BOOKED				
	8/2/2017	SAT	AM	00:00	02:00	0	2.00	Validate			BUILD	SHIFT BOOKED				
101 PEAD ...	8/2/2017	FRI	AM	06:00	14:00	30	7.30	Validate			BUILD	SHIFT BOOKED				
	8/2/2017	FRI	AM	06:00	11:40	0	5.40	Validate			BUILD	SHIFT BOOKED				

Finance Notes	This column will display any finance notes that have been added to the shift by allocators at the time of creating or updating the shift, from within the Web Portal.
Errors	This column will display any errors that may apply to the shift, e.g. an error will be displayed in this column if trying to assign a timesheet number that already exists on another shift.
Qual	This column displays the qualification of the shift.
Shift Status	This column displays the status of the shift.
Travel	The Travel flag will be checked if the timesheet has been submitted with a travel claim, or if the Payroll/Finance Team have added a travel claim to the shift.
CoPay	The CoPay flag will be checked if the timesheet has been submitted with a co-payment, or if the Payroll/Finance Team have added a co-payment to the shift.
Sleep	The Sleep flag will be checked if the Sleepover / Passive Shift flag was set when the shift was first created in the Web Portal.
Reverse	The Reverse flag will be checked if the shift is a reversal adjustment shift. These shifts may only be created in the Finance Portal by the Payroll/Finance Team.