Release Notes

EntireHR Finance Version X1

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Customer Success | ENTIRE SOFTWARE

Contents

What's New?

- Features surrounding TFN declarations for companies managing multiple branches within EntireHR.
- New features surrounding product codes
- Updated fields and filters to a number of reports
- Changes introduced surrounding Addition/Deductions
- Improvements to timesheets and the submission process
- Enhancements to Payroll

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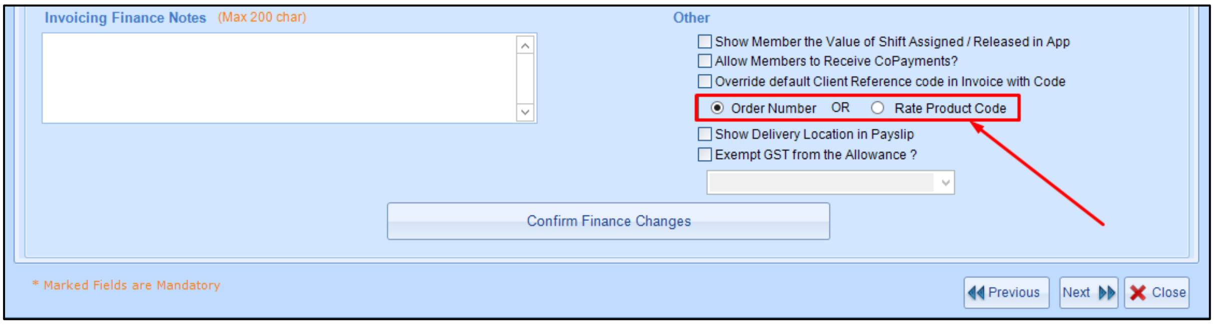
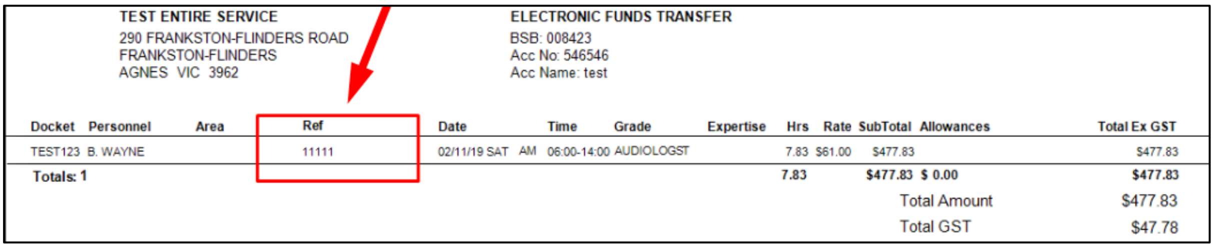
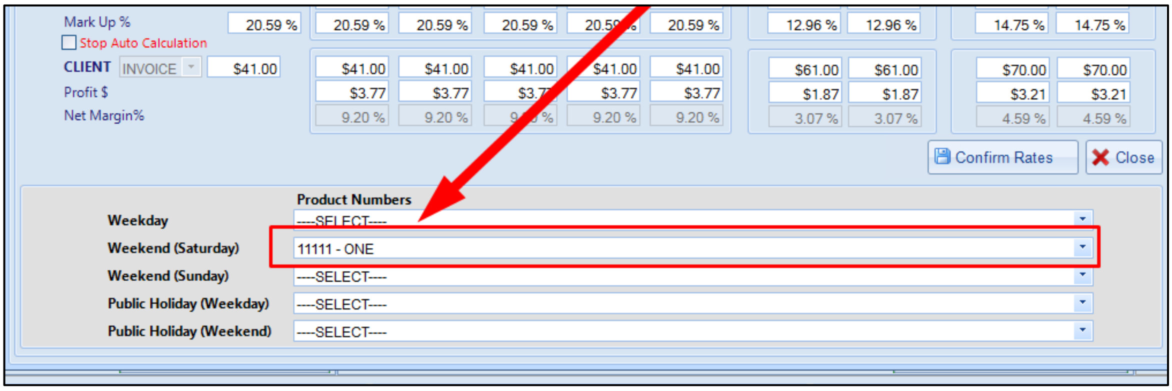
1. Invoicing

1.1 Invoice setting to override reference column and show Product numbers

Included in the X1 release is a new setting that allows you to override client reference number to show product number in the reference code of an invoice.







1.2 Product Numbers included in the import/export service rates file

In addition to the above changes surrounding Product Numbers we have enhanced the service rates file to include product numbers. Allowing users to directly import/export product numbers saving hours of time that was previously spent mapping codes against each combination.

X	Y	Z	AA	AB	AC	AD	AE
Sunday Invoice Rate	Holiday Weekday Invoice Rate	Holiday Weekend Invoice Rate	Weekday Product Number	Saturday Product Number	Sunday Product Number	Public Holiday Weekday Product Number	Public Holiday Weekend Product Number
70	95	120	123456789	987654321	555555555	666666666	888888888
70	95	120	123456789	987654321	555555555	666666666	888888888
80	0	0	123456789	987654321	555555555	666666666	888888888
92	102	120	123456789	987654321	555555555	666666666	888888888
92	102	135	123456789	987654321	555555555	666666666	888888888
71.04	94.72	135	123456789	987654321	123456789	123456789	123456789

email delivery failures, blocks and bounce backs.

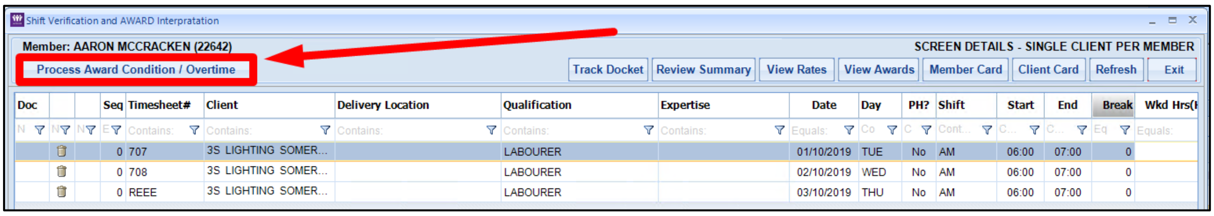
1.4 XERO and MYOB export fix

The latest version includes amendments to calculate to two decimals in the accounting export file.

1. Payroll

2.1 Merging of the award/overtime processing to one button

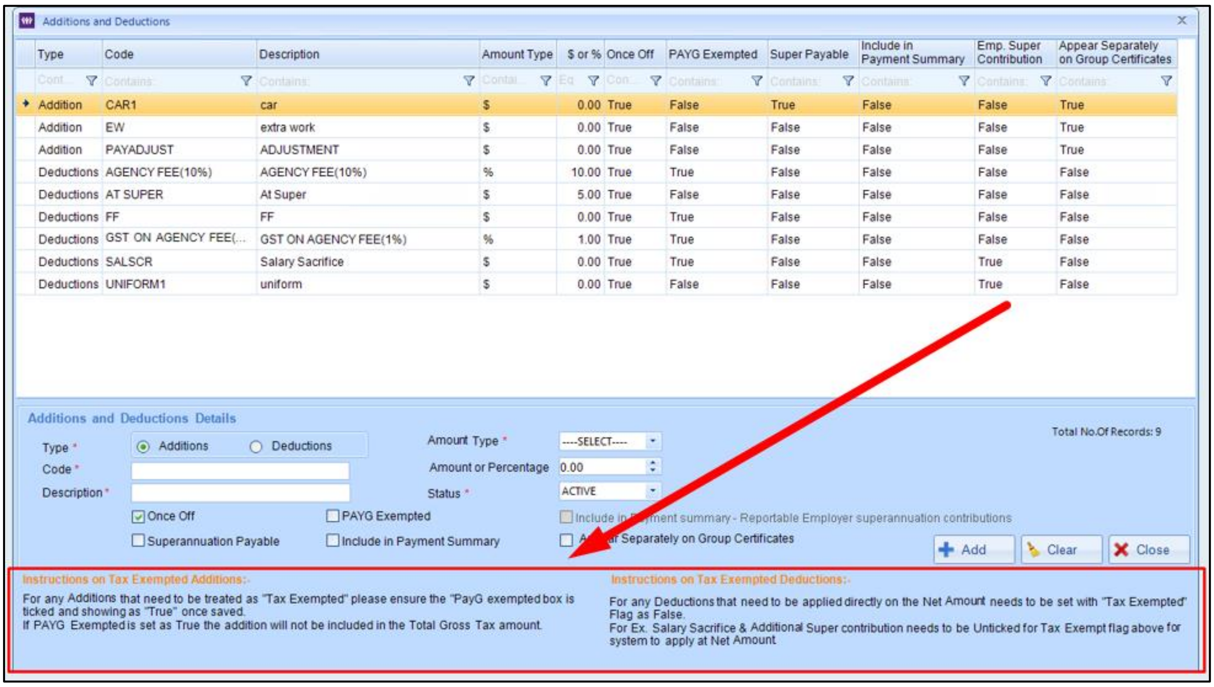
In the latest finance version, we have merged 3 buttons within the shift verification screen into one. Combining the processing of Award Protocols, Single Shift & Weekly overtime conditions. Subsequently, all three are now processed on a single click and cannot be processed separately.



Doc	Seq	Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PH?	Shift	Start	End	Break	Wkd Hrs
	0	707	3S LIGHTING SOMER...		LABOURER		01/10/2019	TUE	No	AM	06:00	07:00	0	
	0	708	3S LIGHTING SOMER...		LABOURER		02/10/2019	WED	No	AM	06:00	07:00	0	
	0	REEE	3S LIGHTING SOMER...		LABOURER		03/10/2019	THU	No	AM	06:00	07:00	0	

2.2 Added Tool Tip information for Additions/Deductions

Within the Additions and Deductions Master settings we have added instructions to assist in applying the correct setting for Tax exemptions.



Type	Code	Description	Amount Type	$ or %	Once Off	PAYG Exempted	Super Payable	Include in Payment Summary	Emp. Super Contribution	Appear Separately on Group Certificates
Addition	CAR1	car	$	0.00	True	False	True	False	False	True
Addition	EW	extra work	$	0.00	True	False	False	False	False	True
Addition	PAYADJUST	ADJUSTMENT	$	0.00	True	False	False	False	False	True
Deductions	AGENCY FEE(10%)	AGENCY FEE(10%)	%	10.00	True	True	False	False	False	False
Deductions	AT SUPER	At Super	$	5.00	True	False	False	False	False	False
Deductions	FF	FF	$	0.00	True	True	False	False	False	False
Deductions	GST ON AGENCY FEE(...	GST ON AGENCY FEE(1%)	%	1.00	True	True	False	False	False	False
Deductions	SALSCR	Salary Sacrifice	$	0.00	True	True	False	False	True	False
Deductions	UNIFORM1	uniform	$	0.00	True	False	False	False	True	False

2.3 New Threshold type and amount for Additions/Deductions

Within the Member Payroll profile, we have created new Threshold types to assist in managing complex Additions and Deductions that are outside a single occurrence.

2.3.1 Addition - Annual Gross Income Threshold

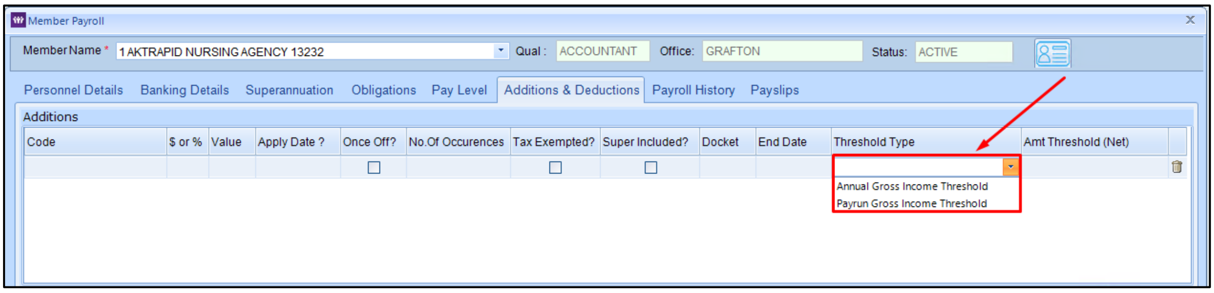
This threshold type will apply the value set to a members pay* until the Annual Gross Income is less than the threshold limit. In the case where the sum of Annual Income plus the Addition amount is higher than the threshold amount then the difference of the threshold amount & current annual income will be applied.

<u>For Example:</u> The Members Annual Gross Income is $19,900, Threshold Amount is $20,000, and set addition amount is $200 then the member will only get an addition amount of $100 instead of $200.

2.3.2 Addition - Pay run Gross Income Threshold

Income is less than the threshold limit. In the case where the sum of the Members pay* Income plus the Addition amount is higher than the threshold amount then the difference of the threshold amount & pay* income will be applied.

<u>For Example:</u> A Members Pay Gross Income is $900, Threshold Amount is $1,000, and set addition amount is $200 then the member will only get an addition amount of $100 instead of $200.



2.3.3 Deduction - Annual Gross Income Threshold

This threshold type will apply the deduction set to the Members pay* when the annual Gross income will exceed the set threshold amount. In the case where the total value of Annual Gross Income inclusive of the current pay* income minus the set deduction amount is less than the set threshold amount the system will apply a deduction of the difference.

<u>For Example:</u> Annual Gross Income is $20,100, Threshold Amount is $20,000, and set deduction amount is $200 then the system will apply the deduction amount of $100 instead of $200.

2.3.4 Deduction - Pay run Gross Income Threshold

This threshold type will apply the deduction set to the Members pay* when the Pay run Gross income will exceed the set threshold amount. In the case where the total value of Pay* Gross Income minus set deduction amount is less than the set threshold amount the system will apply a deduction of the difference.

<u>For Example:</u> Pay run Gross Income is $2,100, Threshold Amount is $2,000, and a set deduction amount is $200 then the system will apply the deduction amount of $100 instead of $200.

2.3.5 Deduction - Deduct till Balance debt amounts

This threshold type will apply the deduction set to the Member’s pay* until the set Debt amount is reduced to zero. The system will reduce the threshold amount value as per the set deduction value after each successful pay run until the threshold value is reduced to zero.

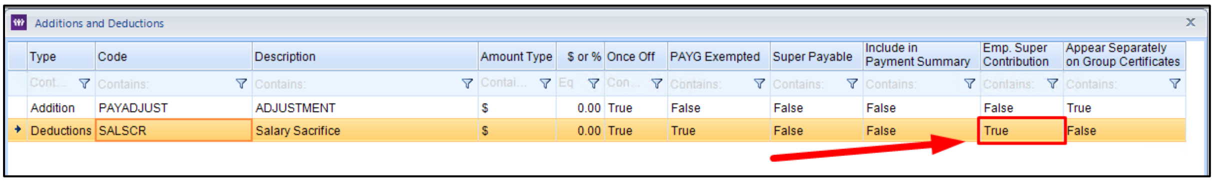
Single Pay period

2.4 New Employee super contribution setting

Within the Addition master users will now be able to create custom deductions and flag these as Employee Super Contributions. Previously only a set deduction of "SALSCR

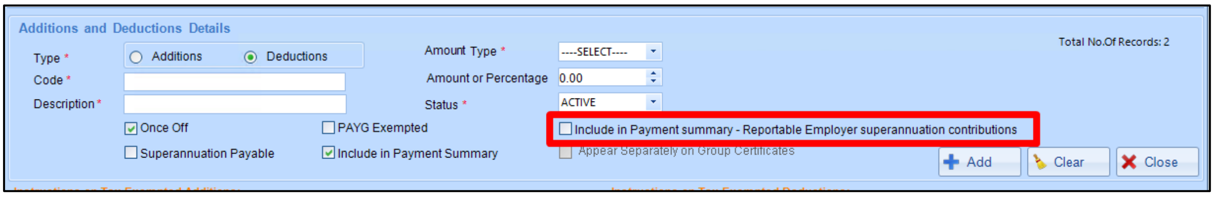
" was available to use as it was a hard-coded feature.

Deductions for Employee Super contributions set will show True in the **Emp. Super Contribution** column.

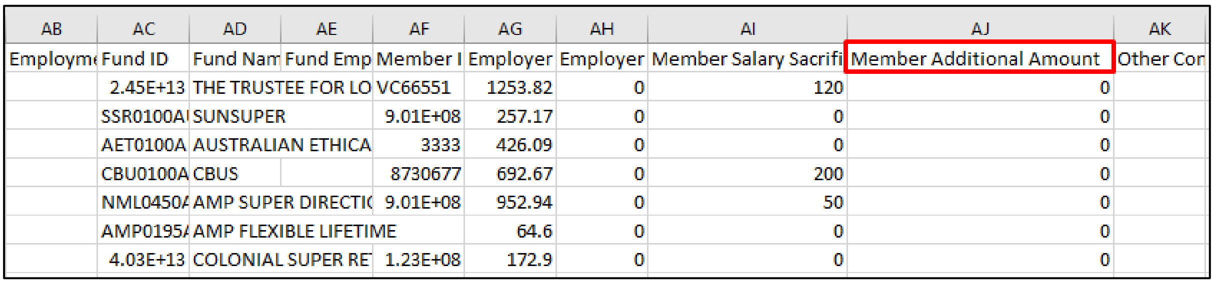


Type	Code	Description	Amount Type	$ or %	Once Off	PAYG Exempted	Super Payable	Include in Payment Summary	Emp. Super Contribution	Appear Separately on Group Certificates
Addition	PAYADJUST	ADJUSTMENT	$	0.00	True	False	False	False	False	True
Deductions	SALSCR	Salary Sacrifice	$	0.00	True	True	False	False	True	False

To set a deduction as Employee Super Contribution tick the box next to "**Include in Payment Summary – Reportable Employer superannuation contributions**"



Employee Super contributions will appear in the "**Member Additional Amount**" column of the Super Clearing house Export.



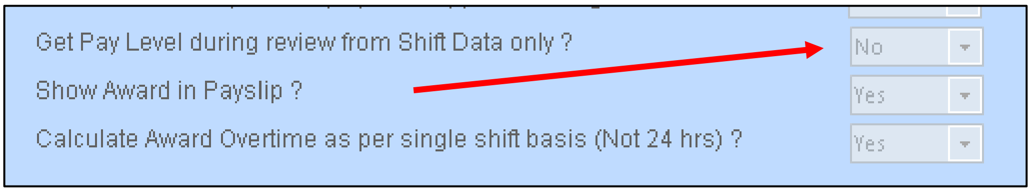
AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
Employm	Fund ID	Fund Nam	Fund Emp	Member I	Employer	Employer	Member Salary Sacrifi	Member Additional Amount	Other Con
	2.45E+13	THE TRUSTEE FOR LO	VC66551		1253.82	0	120	0	
	SSR0100A	SUNSUPER		9.01E+08	257.17	0	0	0	
	AET0100A	AUSTRALIAN ETHICA		3333	426.09	0	0	0	
	CBU0100A	CBUS		8730677	692.67	0	200	0	
	NML0450A	AMP SUPER DIRECTI		9.01E+08	952.94	0	50	0	
	AMP0195A	AMP FLEXIBLE LIFETIME			64.6	0	0	0	
	4.03E+13	COLONIAL SUPER RE		1.23E+08	172.9	0	0	0	

2.5 New setting to mandate Pay level

Included in the latest release is a new global setting that if ticked will change Pay level to be a mandatory field for internal users when entering in shifts. To turn this feature on please access Tools> Software Registration Details.

2.6 New setting to get Pay level from shift data only

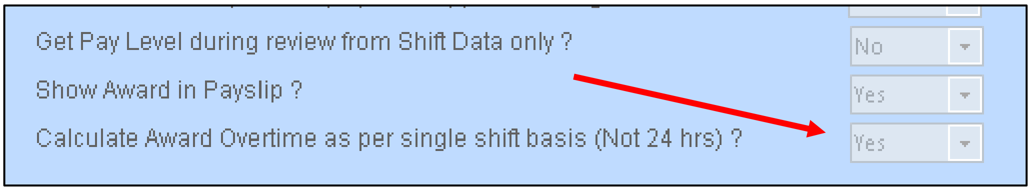
A new setting has been created to override the current logic that populates the Members Pay level in the shift validation screen. If activated it will only populate the pay level that has been assigned in the shift details from the staff portal. In instances where a pay level is not selected via the staff portal this will be left blank in the shift validation screen.



**Please contact us if you wish to activate this setting.*

2.7 New Calculate Award Overtime as per Single shift

X1 incorporates a new setting to manage overtime calculations for a single shift rather than within a 24-hour period. This is a global setting and if set to Yes will apply the single shift over time calculations to all shifts.



**Please contact us if you wish to activate this setting.*

2.8 Improved speed when submitting dockets

Enhancements made to amend timeout issues faced when larger quantity of dockets were being submitted in a single action for pay/invoice in one.

2.9 Pay reference in ABA File

Previously ABA file was inputting the Members ID as the pay reference. This has now been changed to input Pay reference set within the EFT parameters in the ABA file.

2.10 Improved special character management

Users will now be notified at the time of docket submission if there are any conflicting characters in the Client/Member names.

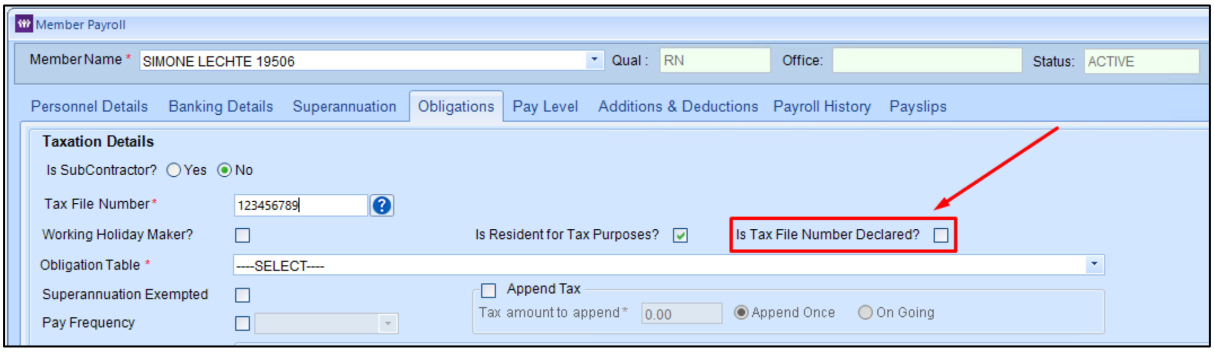
2.11 Multiple Branch - TFN declaration

Members that are working within multiple branches are required to have a secondary Tax Declaration form completed. The Online TFN only supports the primary Branch for digital submissions therefore we have introduced the below to assist in managing manual Tax declarations for secondary branches:

1. A setting within Member Module
2. A new Tax File Number Declaration report

2.11.1 Setting within Member Module

The setting within the Member Module will allow internal users to flag when they have declared an additional declaration from the primary branch declaration.



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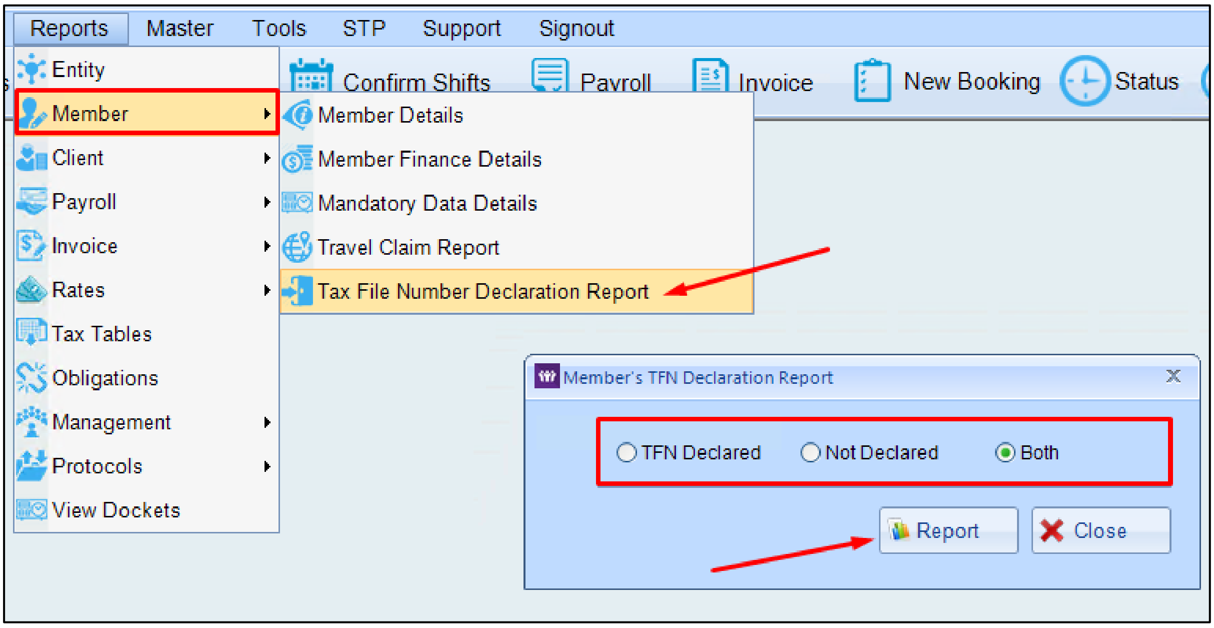
3. Reports

3.1 Tax File Number Declaration Report

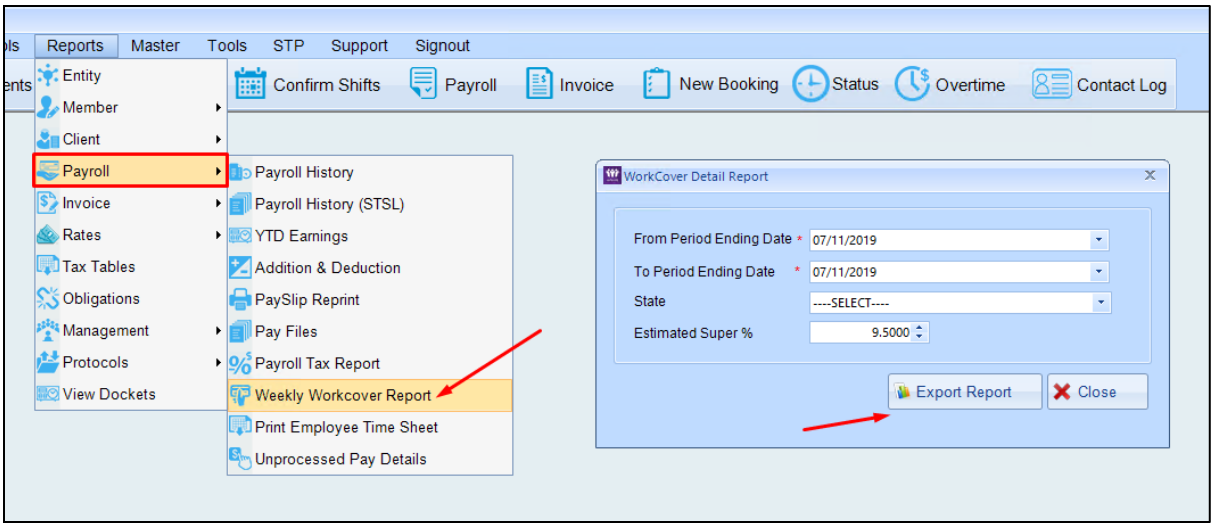
A report is now available to obtain any Members that have a scale set against their profile within a secondary branch. The report provides Members that have had their TFN Declared, Not Declared or Both.

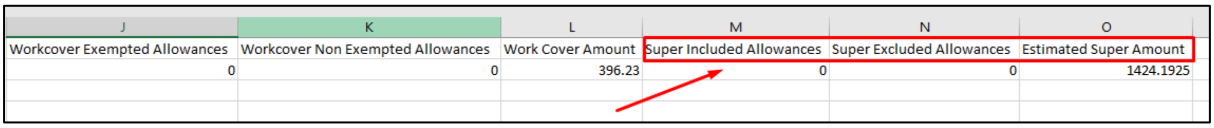


3.2 New columns added in Weekly Work Cover Report

The Weekly Work Cover Report welcomes the addition of the below fields in the export file.

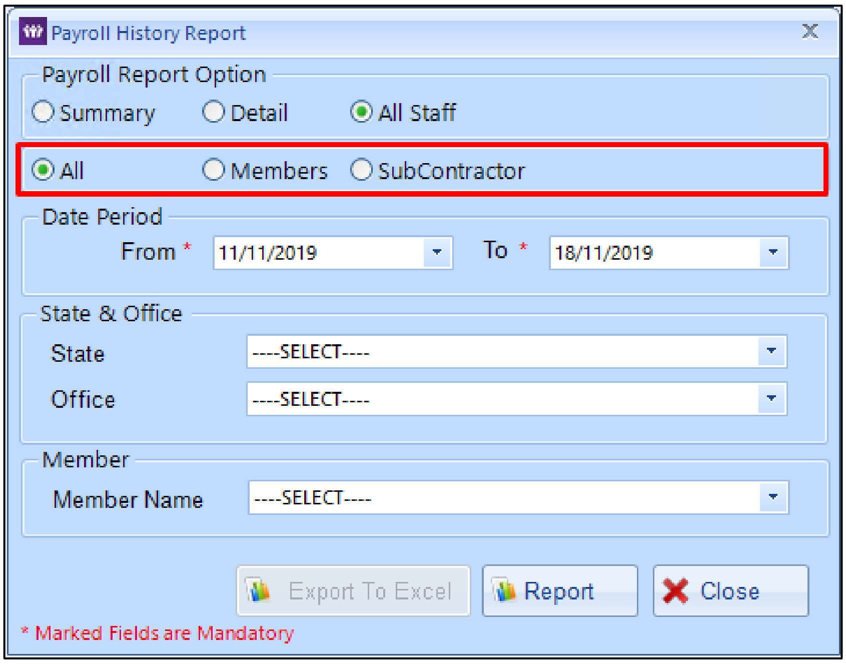
- Super Included Allowances
- Super Excluded Allowances
- Estimated Super Amount





3.3 Updated Payroll History report

New filter has been added within the Payroll History report to enable users to separate data as per Members (Employees), Subcontractors or All (Both).



3.4 Fix in Gross Margin by client report for Payroll Tax and Work cover calculations

For clients that are utilising the new awards-based logic in finance the Gross Margin by client report will now provide calculations based on the details set in the client profile. Prior to this update the system was applying the entity settings for Payroll Tax exemptions and the industry set against the entity for Work Cover figures.

3.5 GST Calculation to the decimal point for Subcontractors

A fix was applied for the calculation for Subcontractors that are flagged as GST registered. The system will now calculate to two decimal places if the Member has the GST Registered box ticked.

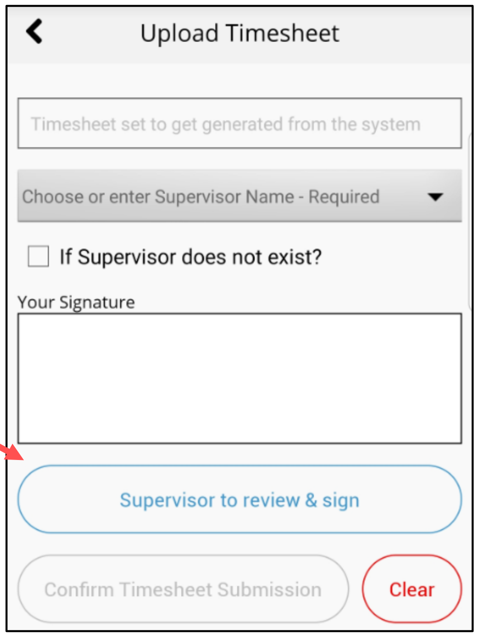
4. Timesheet changes

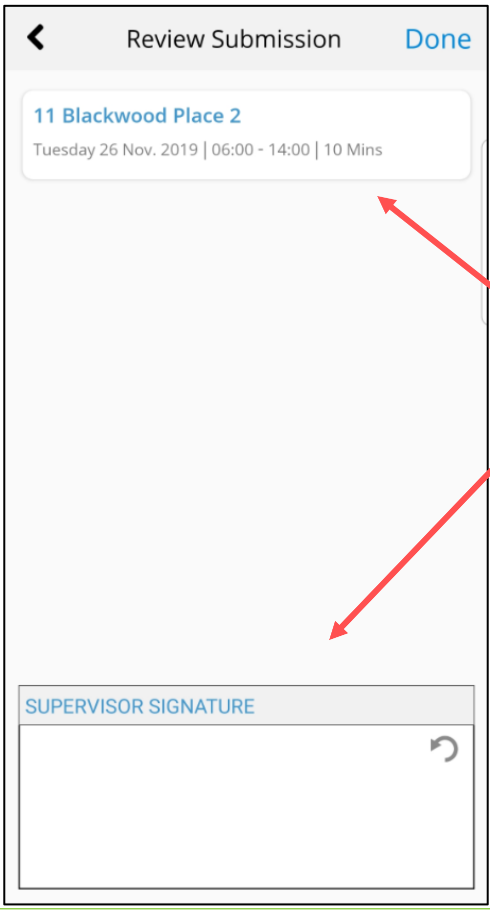
X1 welcomes new changes surrounding the submission, display and processing of timesheets:

4.1 New timesheet review screen

A new review screen is available for clients that have the supervisor's signature globally set to be mandatory.

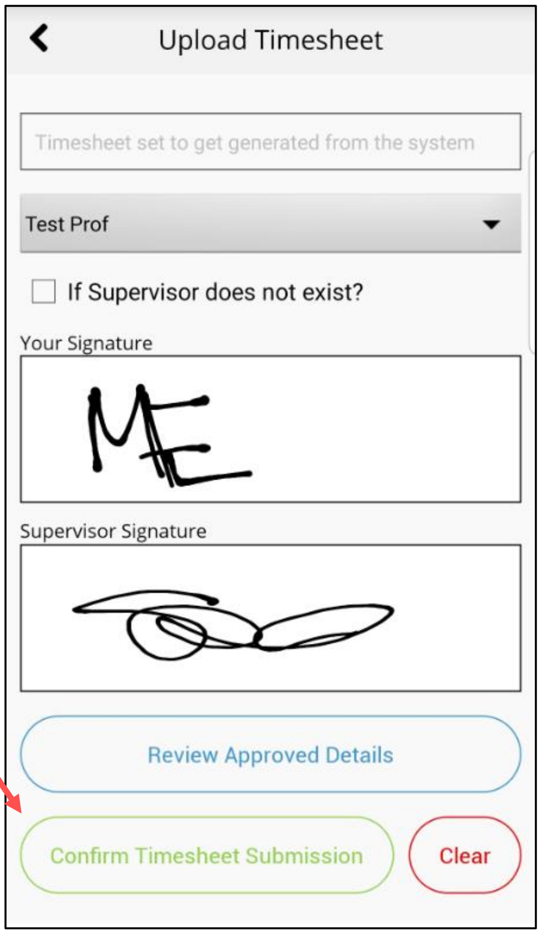
Members sign off their submission and then click the Supervisor to review & sign button.

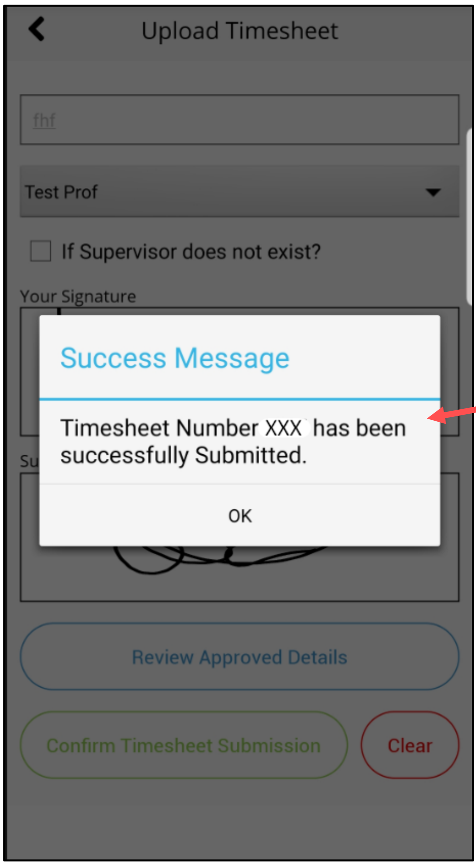




On the selection of the above button the following screen will appear with the shift details at the top of the screen and a section for the supervisor to sign at the bottom.

If approved and signed by the supervisor, it will return back to the upload timesheet screen with both signatures ready to be confirmed and submitted.

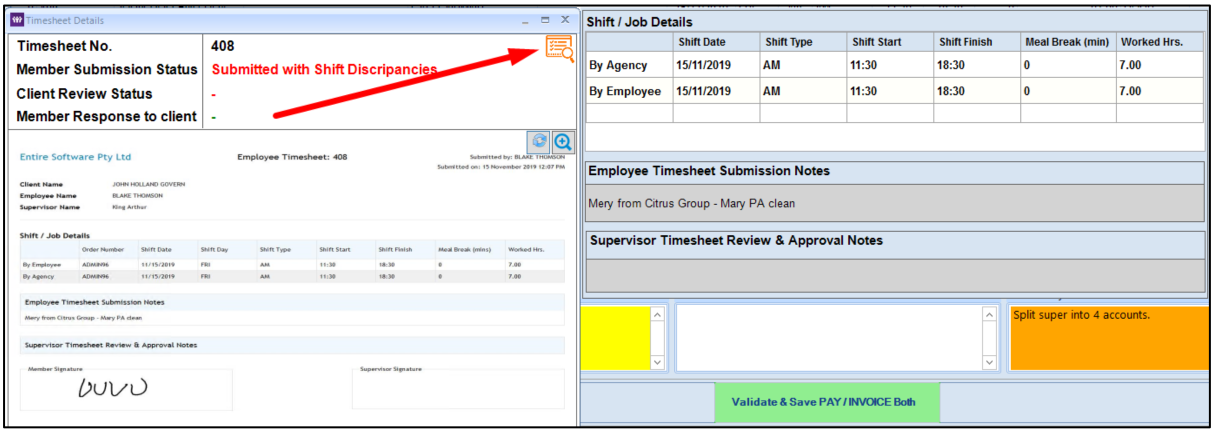




Members will receive the following message on successful submission of timesheet.

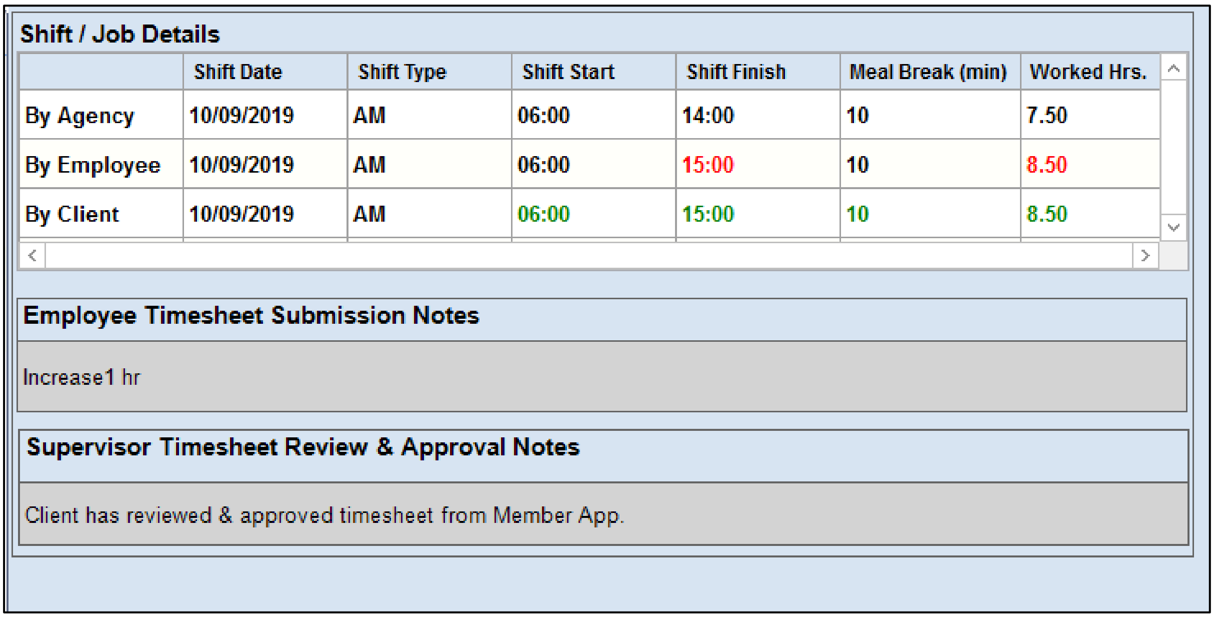
4.2 New view shift details pop-up screen

Within the shift validation screen users will now be able to view an enlarged snapshot of the details submitted by hovering over the highlight icon below:



The enlarged view will provide information as per below:

- By Agency: Details of the original booking
- By Employee: Details submitted by Member during timesheet submission
- By Client: Details Approved by Client if not dispute occurred
- Employee Timesheet Submission Notes
- Supervisor/Client Review and Approval Notes



Shift / Job Details

	Shift Date	Shift Type	Shift Start	Shift Finish	Meal Break (min)	Worked Hrs.
By Agency	10/09/2019	AM	06:00	14:00	10	7.50
By Employee	10/09/2019	AM	06:00	15:00	10	8.50
By Client	10/09/2019	AM	06:00	15:00	10	8.50

Employee Timesheet Submission Notes

Increase1 hr

Supervisor Timesheet Review & Approval Notes

Client has reviewed & approved timesheet from Member App.