Enterprise Version X Release Notes

Version: Enterprise X

Released: April 2019

www.entiresoftware.com

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Contents

1. Multiple Entities /ABN 4
2. Awards Interpretation 5
2.1 Shift Protocols: 5
2.2 Shifts Conditions 6
2.3 Overtime Conditions: 7
2.3.1 Outside Ordinary Hours Overtime 7
2.3.2 Single Day (24 Hours) Overtime Hours 7
2.3.3 Weekly Overtime Hours 7
3. New Shifts Confirmation / Verification Process 8
3.1 Single Shift: 8
3.2 Member Shifts per Client 9
3.3 All Shifts Per Member 9
4 Confirm Shifts - Review and Validate Shifts Process 10
4.1 Review Multiple Shifts together 10
4.2 Confirm Multiple Shifts together 10
4.3 Awards Processing 10
4.4 Single Day Overtime processing 10
4.5 Outside Ordinary Hours Overtime processing 10
4.6 Weekly Overtime Hours Processing 10
4.7 Quick access to View / Edit Rates 10
4.8 Quick access to View / Edit Awards 10
4.9 Quick Access to Member Module 10
4.10 Quick Access to Client Module 10
4.11 Enhanced Context Menu Options on right click of shift 11
4.11.1 Set / Reset Public Holidays 11
4.11.2 Discard Shift Permanently 11
4.11.3 Remove Shift from list temporarily 11
4.11.4 Query Shift 11
4.11.5 Apply Timesheet Discrepancy Changes 11
4.12 Single Shift with multiple Splits enhancements: 11
4.12.1 Meal Break: 11
4.12.2 Different Shifts Parameters 11

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4.12.3 Different Shift Qualification per Split 11
4.13 Review Summary 11
5. Review and Validate Shifts Process Screen Snapshots 12
6. Review and Validate Screen when option "*All Shifts per Member*" is selected. 17
7. Payslip Layout Changes: 18
8. New Settings added in the Tools – Application Options – Payroll Section: 19
8.1 Do not show Expertise data in payslips: 19
8.2 Do not show Expertise data in Invoices: 19
8.3 Show Period Ending Data as Invoice Date in Invoices: 19
8.4 Confirm Shift – Pay Level as per Booking: 19
9. Client Module Additions / Improvements: 20
9.1 Removal of Entity dependency 20
9.2 Customer ID field is Optional 20
9.3 Introduction of linking ABN or Branch per Client (Optional): 20
9.4 Award Name Linking to Client 20
9.5 Payroll Tax Exempt / Non-Exempt per Client 20
9.6 Introduction of Work Cover codes per Client 20
9.7 New Invoice Generation Type – As per Order Number 20
9.8 Invoicing terms: 20
10. Payroll Tax Improvements: 22
11. Payslip / Invoice Shifts Submission Screen Improvements:- 23
11.1 Reference Number Column: 23
11.2 Confirmed By / On: 23
12. Reports: 23
12.1 All Branches (ABN) Payroll Summary Report 23
12.2 Payroll History Report 23
12.3 Export RCTI Summary 23
12.4 Export Invoices Summary 23

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1. Multiple Entities /ABN

Enterprise X Version of EntireHR has a capability of setting up multiple ABN's into a single database. That means you can now create multiple entities or branches into a single database & report to ATO per ABN using a single Entity license.

Setup Requirements: This feature requires a separate setup from Entire Software Team for each different ABN. Please contact us for its configuration & cost.

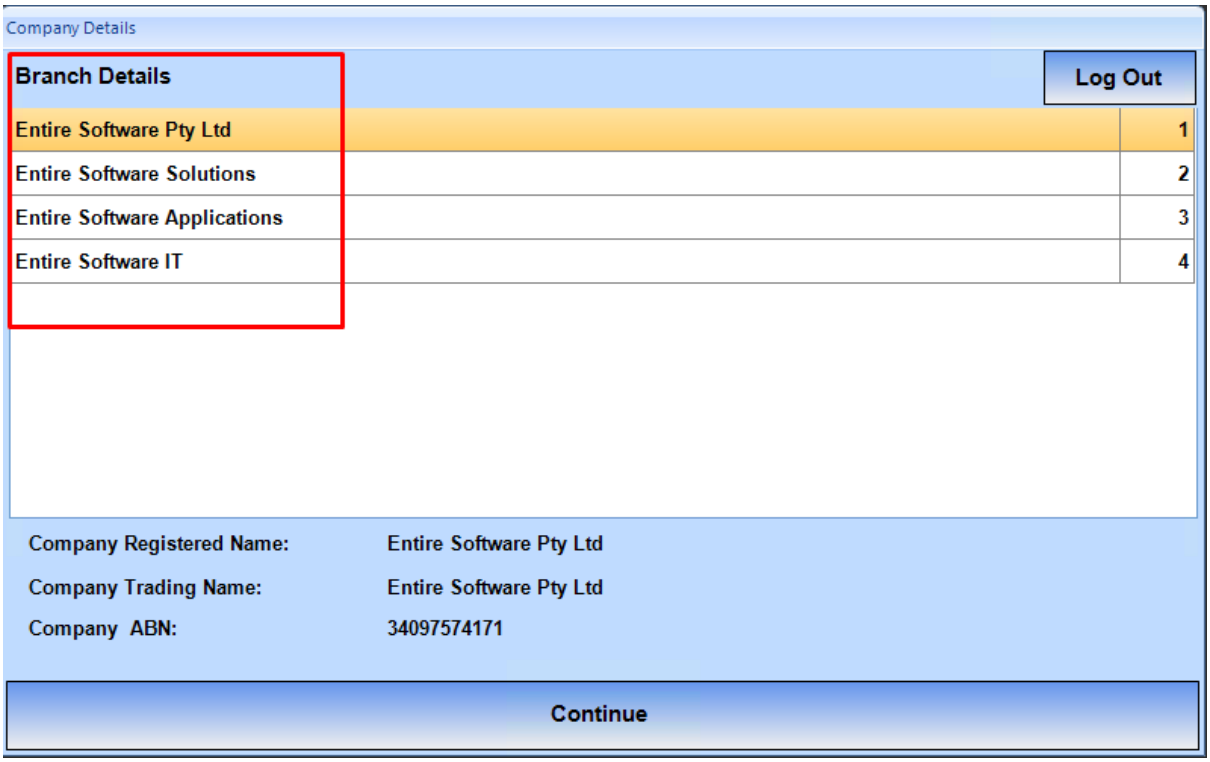

Figure 1: Login Screen showing multiple Entities for User Selection

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2. Awards Interpretation

Award Interpretation is essentially the process of determining legal pay rates and conditions for your employees, as outlined by Fair Work Australia. Modern Awards operate on an Industry and occupation level in order to provide a safety net for employment conditions.

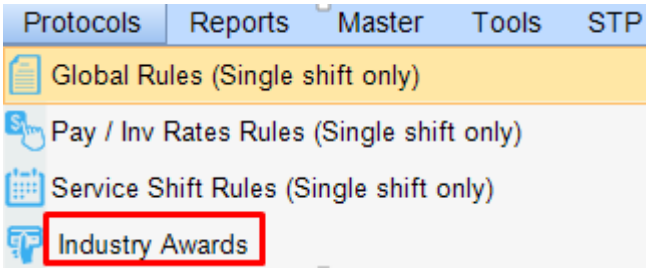

Figure 2: Industry Awards

The process of Industry Awards setup includes the below Options. These are: -

2.1 Shift Protocols: Define Shift protocols under the same Award for multiple Industries / Sub Industries / Qualifications combination.

2.1.1 Set shifts time base rules for system to automatically apply the correct shifts types according to define timings.

2.1.2 Set Meal Breaks in mins according to minimum meal Hours Conditions.

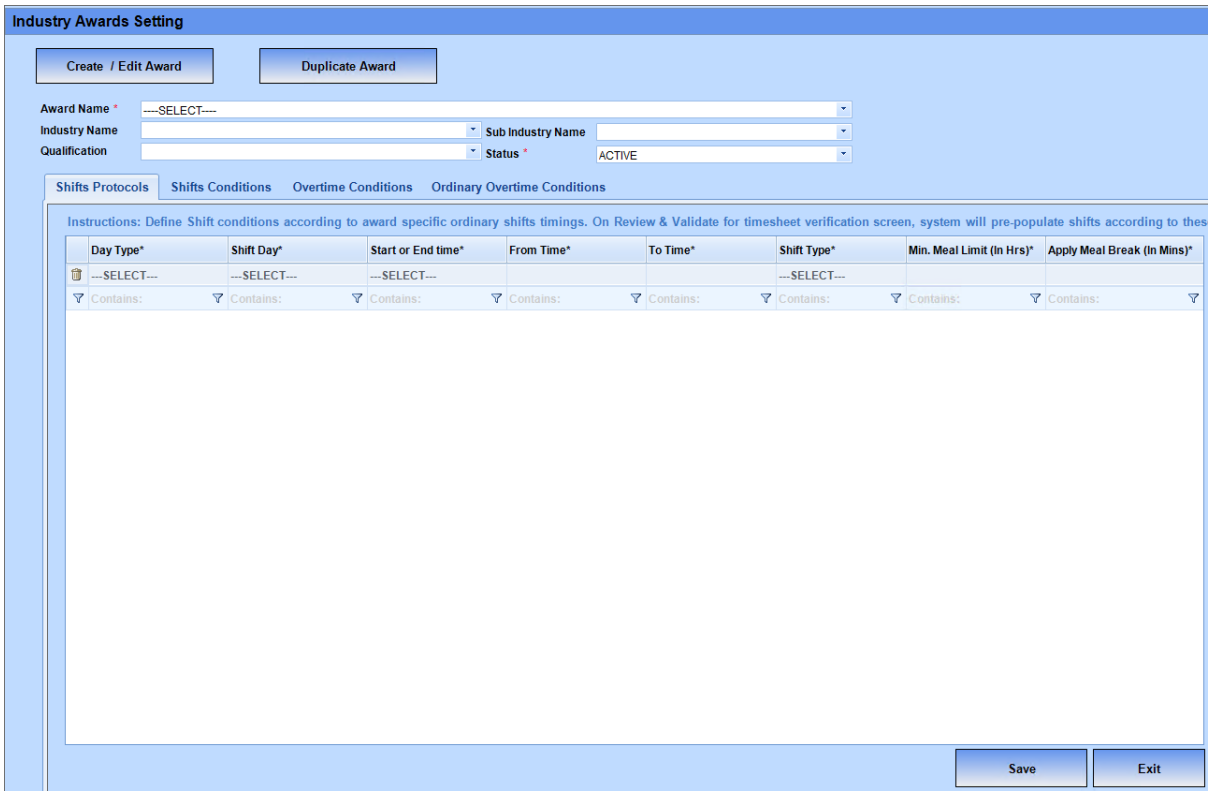

Figure 2.1: Awards Shift Protocols

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2.2 Shifts Conditions – Define Awards Shifts conditions for system to split shifts automatically according to the different pay / invoice rates applicable at different day timings. There are 2 options to setup shift conditions according to the requirement of splitting shifts. These are:

2.2.1 As per Start or End Time ranges for system to apply correct Shift type.

2.2.2 In cases where multiple splits are required per shift according to different shift rates at different timings of a day.

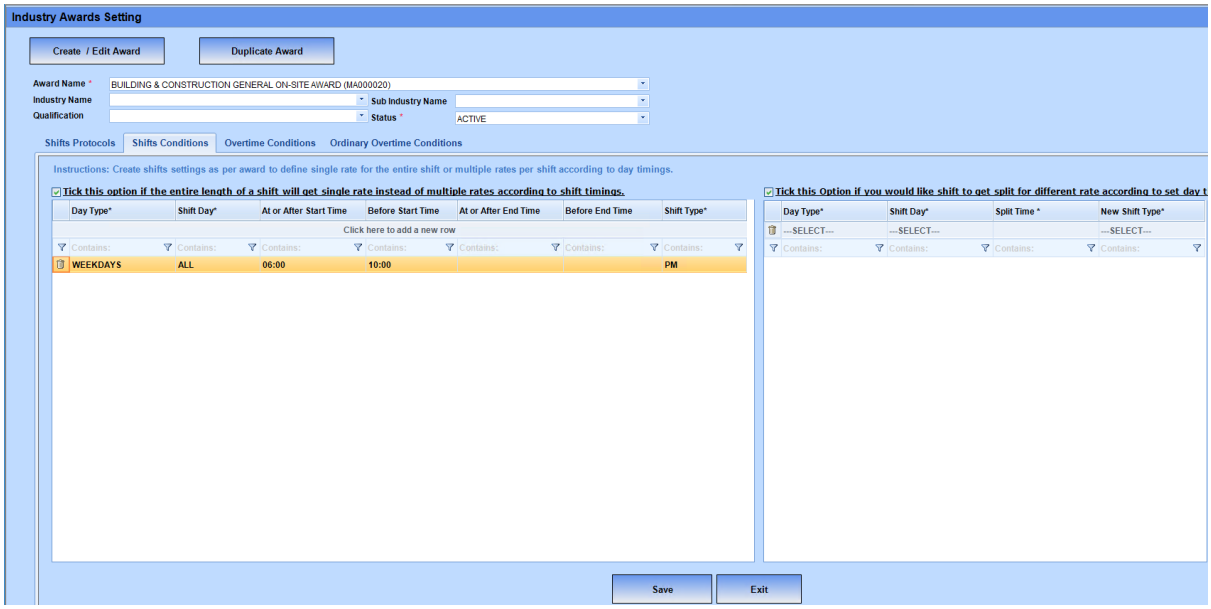

Figure 2.2: Awards Shift Conditions

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2.3 Overtime Conditions: Awards allows you to setup different overtime conditions for each different overtime type per Client. That means system now have the capability to setup client specific overtime conditions instead of one set Global Overtime conditions across the clients. There are 3 types of overtime types support per Award are:

2.3.1 Outside Ordinary Hours Overtime

2.3.2 Single Day (24 Hours) Overtime Hours

2.3.3 Weekly Overtime Hours

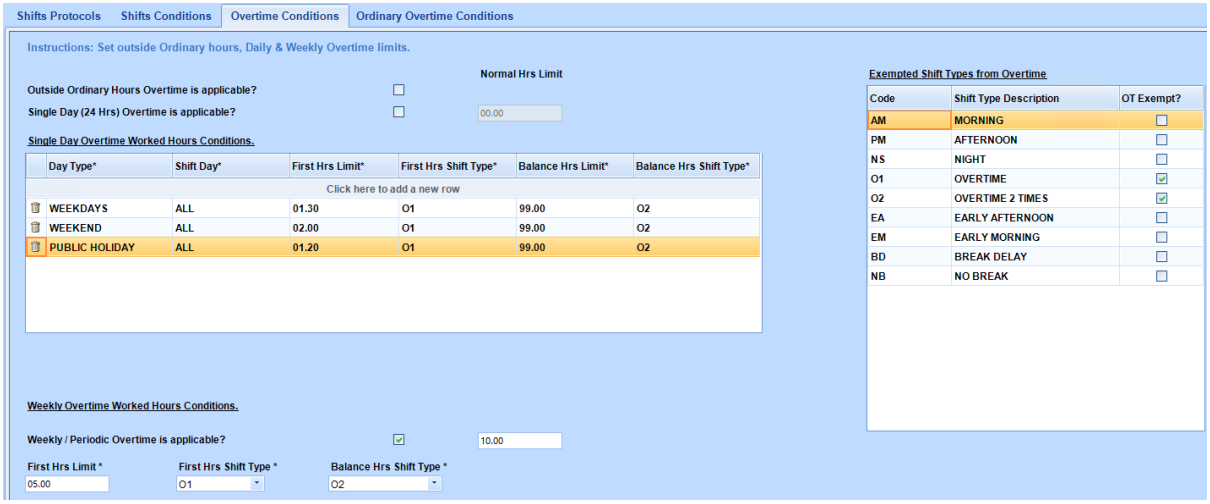

Figure 2.3.1: Showing Overtime Types & its settings

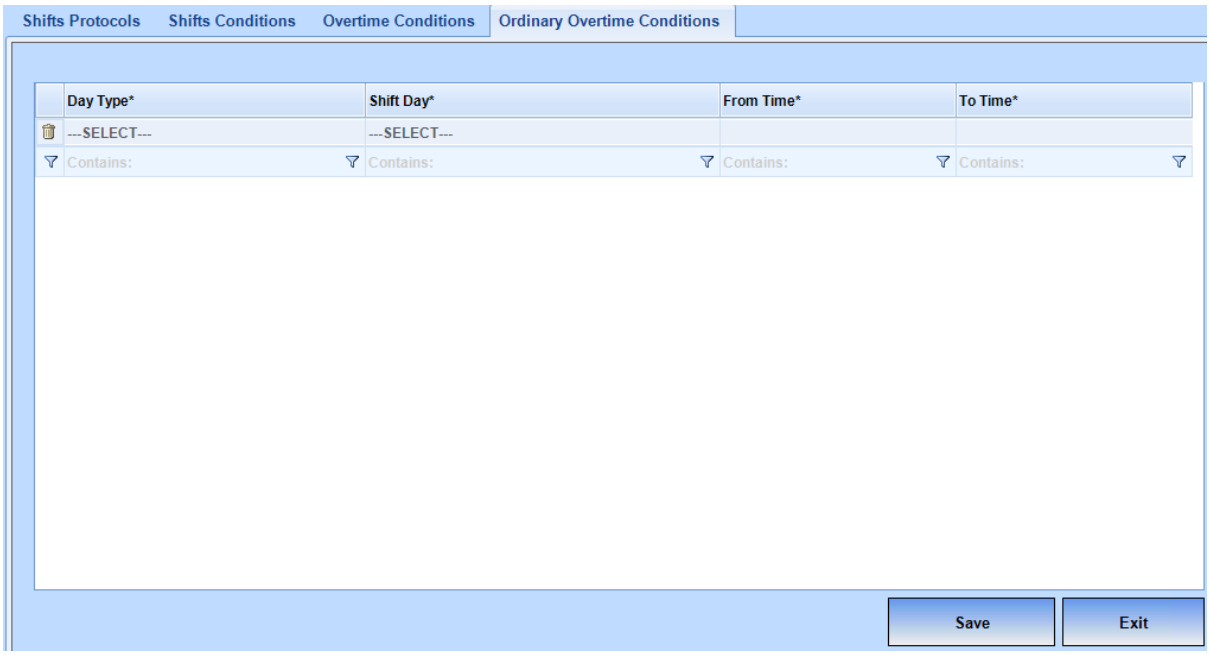

Figure 2.3.2: Showing Outside Ordinary Hours Overtime Settings

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3. New Shifts Confirmation / Verification Process

New Shifts Confirmation Screen is much faster than before & allows 3 different ways of verifying shifts to the users. In case when you are not using Industry Awards, then you can use either of the below verification process type option for shifts verification process.

In case when Industry Awards are applicable then "**Single Shift**" verification type is not available due to non-compatibility with Industry Awards.

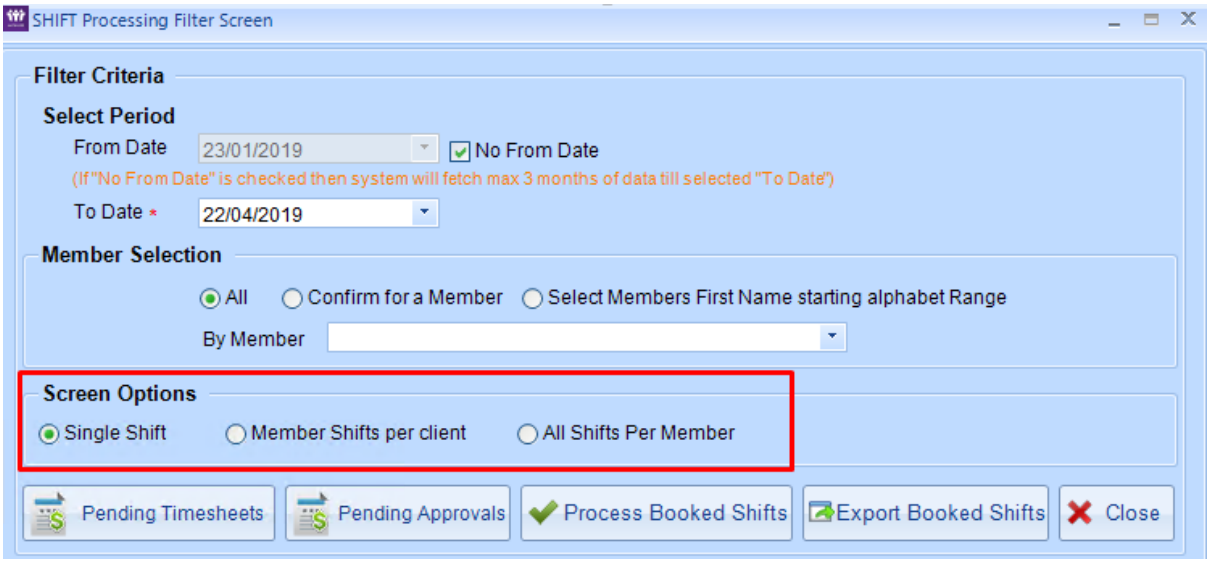

Figure 3: Three Shifts Verification Process Options

3.1 Single Shift:

This is an **Existing Option** of EntireHR Shifts confirmation process. This Option allows you to verify shifts one by one. The process has 4 tabs i.e. Single Shifts, Split Shifts, Queried Shifts & Partially Processed Shifts.

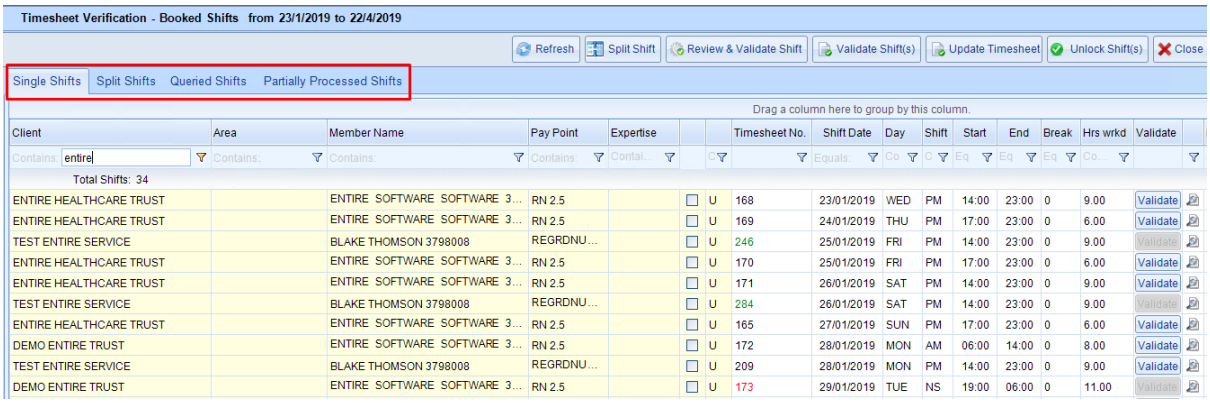

Figure 3.1

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3.2 Member Shifts per Client

This is a **new Option** which groups shifts as per (Member, Client) combination for a period selected. That means if a member has worked for multiple clients in a selected period then system will show single member entry per client on the main screen. This Option will allow you to review & validate multiple shifts together for a member per Client. *The main benefit of this option is its capability to process single, split, queried & partial shifts from the same screen instead of 4 different sections.*

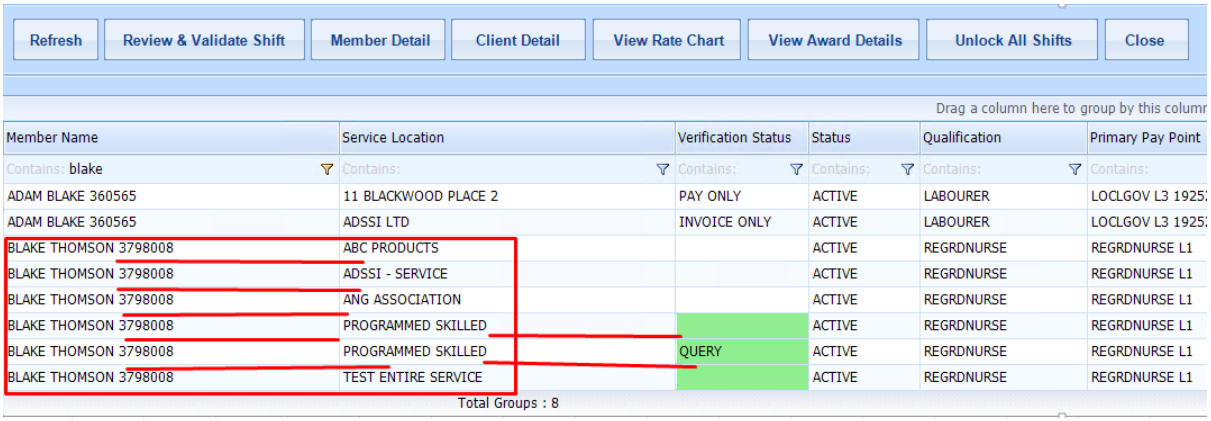

Figure 3.2

3.3 All Shifts Per Member

This is a **new Option** which groups shifts as per Member for a period selected. That means if a member has worked for multiple clients in a selected period then system will show a single member entry on the main screen to club all shifts across clients. This Option will allow you to review & validate multiple shifts together for a member across all Clients. *The main benefit of this option is its capability to process single, split, queried & partial shifts from the same screen instead of 4 different sections.*

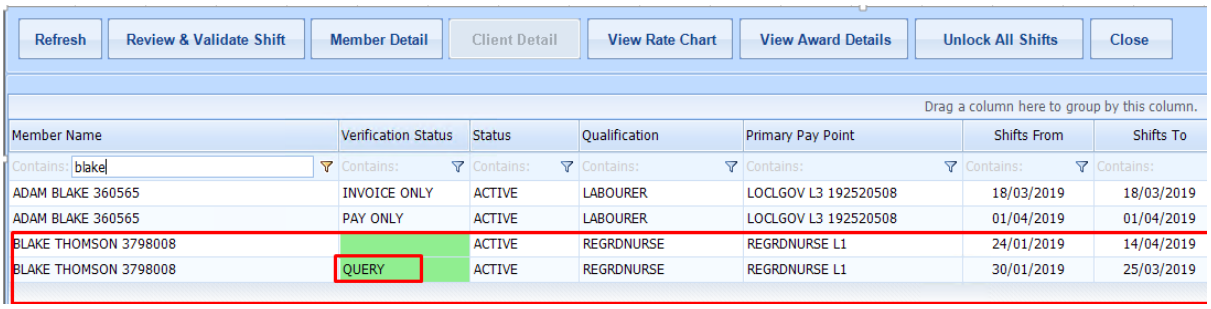

Figure 3.3

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4 Confirm Shifts - Review and Validate Shifts Process

Due to the introduction of 2 new options as mentioned above, the process of "*review & validate shifts*" is much faster & simpler due to the capability of grouping multiple shifts of a member together. Following are the highlights of changes are: -

4.1 Review Multiple Shifts together: You can review multiple shifts of a member in a given period at a same time.

4.2 Confirm Multiple Shifts together: You can confirm multiple shifts of a member in a given period at a same time.

4.3 Awards Processing: Introduction of automatic processing of Shift Protocols, Awards Conditions per shift or client during shifts confirmation process.

4.4 Single Day Overtime processing: You can setup separate single day overtime settings for each different client or same settings across all clients. At the time of review & validate shifts, just on a click of button "*Process Overtime*", system can apply single day overtime rates according to each shift overtime settings.

4.5 Outside Ordinary Hours Overtime processing: You can setup separate Ordinary hours day overtime settings for each different client or same settings across all clients. At the time of review & validate shifts, just on a click of button "*Process Overtime*", system can apply single day overtime rates according to each shift overtime settings.

4.6 Weekly Overtime Hours Processing**:** You can setup separate single day overtime settings for each different client or same settings across all clients. At the time of review & validate shifts, just on a click of button "*Process Overtime*", system can apply weekly overtime rates according to the first shift weekly overtime settings.

4.7 Quick access to View / Edit Rates**:** You can access to view or edit Service Rates chart quickly from the review screen without closing the screen.

4.8 Quick access to View / Edit Awards**:** You can access to view or edit applicable awards on shifts for confirmation quickly from the review screen without closing the screen.

4.9 Quick Access to Member Module**:** You can access to view or edit Members details module from the review screen without closing the screen.

4.10 Quick Access to Client Module**:** You can access to view or edit Clients details module from the review screen without closing the screen.

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4.11 Enhanced Context Menu Options on right click of shift

4.11.1 Set / Reset Public Holidays: To apply or remove Public Holiday Rates.

4.11.2 Discard Shift Permanently: To remove the shift from payroll run processing.

4.11.3 Remove Shift from list temporarily: To remove the shift from the current selected batch of shifts from review & validate screen only for later processing. For ex. For Weekly overtime calculations, you only need to include shifts in a batch from the current week & remove any past shifts.

4.11.4 Query Shift: Any shift which needs some attention or clarification is a query shift. System puts an indicator in front of a shift set as query shift.

4.11.5 Apply Timesheet Discrepancy Changes: New Option introduced to apply timesheet submission changes just on a click of button instead of user manual intervention.

4.12 Single Shift with multiple Splits enhancements:

4.12.1 Meal Break: It can be added per split now.

4.12.2 Different Shifts Parameters: It can be added per split instead of same parameters across shift. For ex. You can add different shift type, pay level per split.

4.12.3 Different Shift Qualification per Split: You can set different qualification per shift split now. For ex. A member worked in a shift for first 2 hrs as forklift driver & then rest of the shift as Labourer.

4.13 Review Summary: Finally, an option which shows the quick final summary of calculations or changes performed by the user before hitting the final button "**Validate Pay and Invoice**" for preparing the shifts for submission stage.

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5. Review and Validate Shifts Process Screen Snapshots

CASE 1: When Option "Member Shifts per Client" selected.

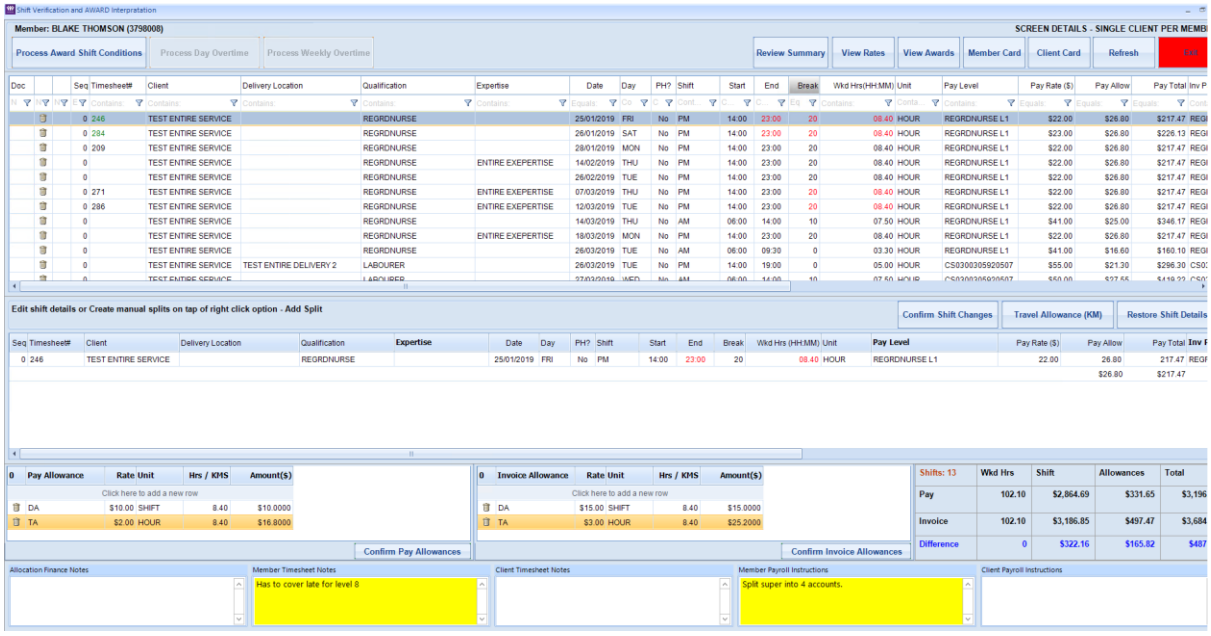

Figure: 5.1 Shift Verification Screen showing Member Shifts per Client in a Period

Inv Pay Level	Inv. Rate ($)	Inv. Allow	Inv .Total	Order Number	Shift Status	Rate Table Name	Award Name	Control No.
REGRDNURSE L1	$25.00	$40.20	$256.87	ADMIN31	TIMESHEET SUBMITT...	ProgrammedRates	Clerks Private Sector A...	0080002722
REGRDNURSE L1	$26.00	$40.20	$265.53	ADMIN31	TIMESHEET SUBMITT...	ProgrammedRates	Clerks Private Sector A...	0080002723
REGRDNURSE L1	$25.00	$40.20	$256.87	ADMIN31	SHIFT BOOKED	ProgrammedRates	Clerks Private Sector A...	0080002725
REGRDNURSE L1	$25.00	$40.20	$256.87	ADMIN31	SHIFT BOOKED	ProgrammedRates	Clerks Private Sector A...	0080003205
REGRDNURSE L1	$25.00	$40.20	$256.87	ADMIN31	SHIFT BOOKED	ProgrammedRates	Clerks Private Sector A...	0080002754
REGRDNURSE L1	$25.00	$40.20	$256.87	ADMIN31	TIMESHEET SUBMITT...	ProgrammedRates	Clerks Private Sector A...	0080003226
REGRDNURSE L1	$25.00	$40.20	$256.87	ADMIN31	TIMESHEET SUBMITT...	ProgrammedRates	Clerks Private Sector A...	0080003231
REGRDNURSE L1	$44.00	$37.50	$382.17		SHIFT BOOKED	ProgrammedRates	Clerks Private Sector A...	0080004009
REGRDNURSE L1	$25.00	$40.20	$256.87	ADMIN31	SHIFT BOOKED	ProgrammedRates	Clerks Private Sector A...	0080003237
REGRDNURSE L1	$44.00	$24.90	$178.90		SHIFT BOOKED	ProgrammedRates	Clerks Private Sector A...	0080003111
CS0300305920507	$58.00	$31.95	$321.95		SHIFT BOOKED	ProgrammedRates	Clerks Private Sector A...	0130000316
CS0300305920507	$55.00	$41.32	$472.15	EntOrd05	SHIFT BOOKED	ProgrammedRates	Clerks Private Sector A	0080004195

Figure: 5.1 To be continue from above Shift Details section to show other shifts details

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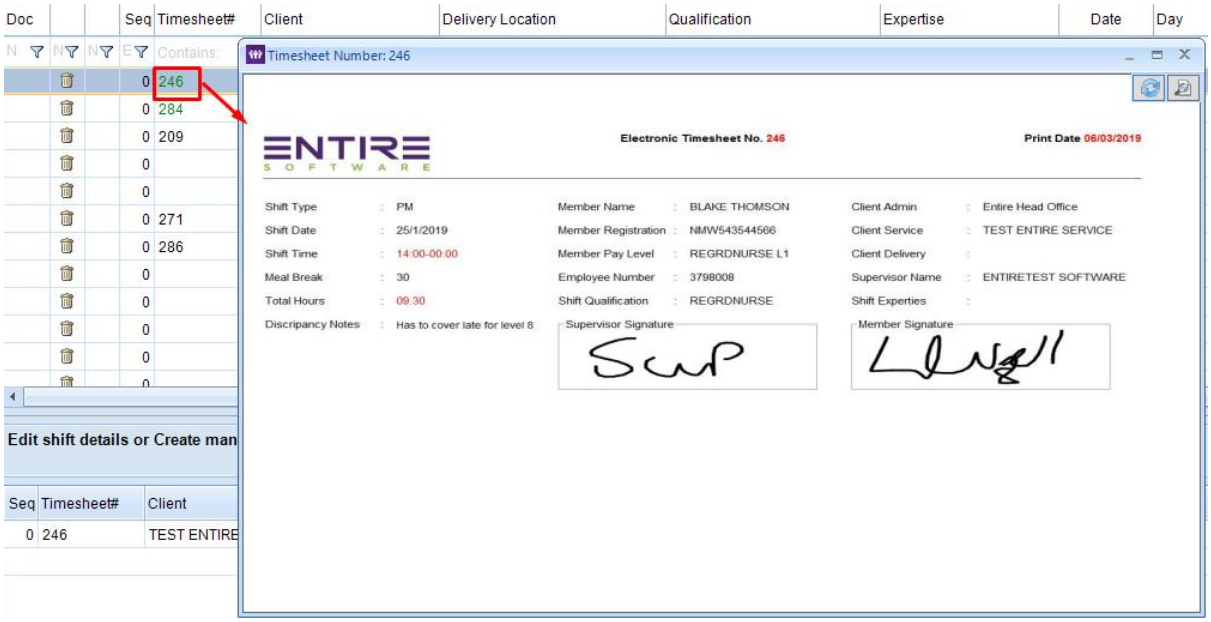

Figure 5.2: System generated Electronic Timesheet Snap by Member

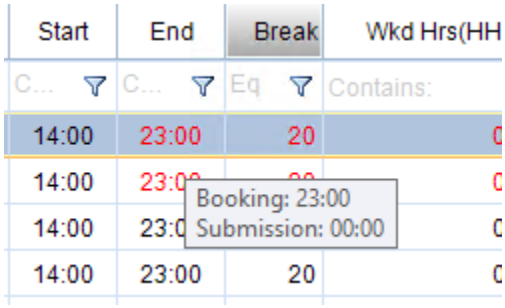

Figure 5.3: Shift Discrepancy Changes submitted by Member. Tooltip showing actual booking / member submission time on mouse hover.

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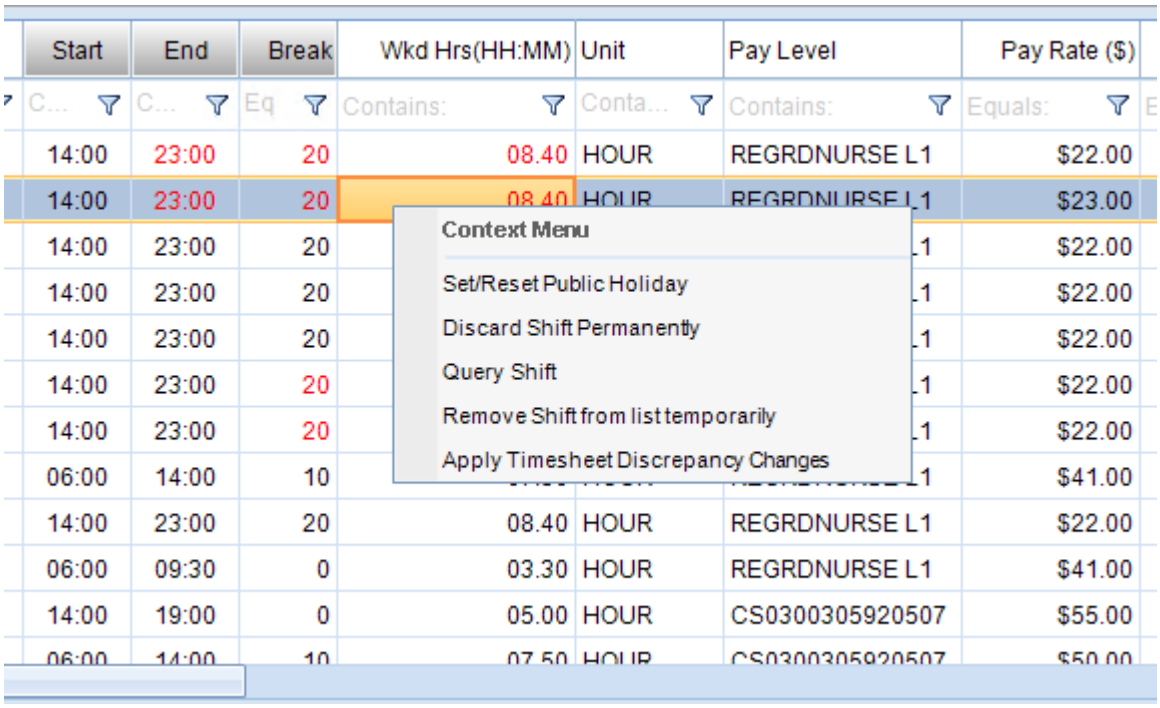

Figure 5.4: Shift Context menu - Options on right click of shift from Review Screen

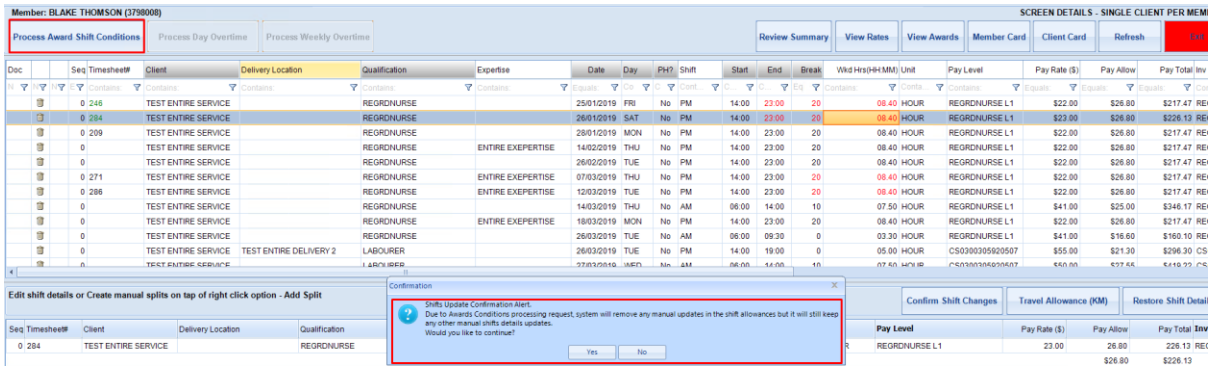

Figure 5.5: Process "*Award Shift Conditions*".

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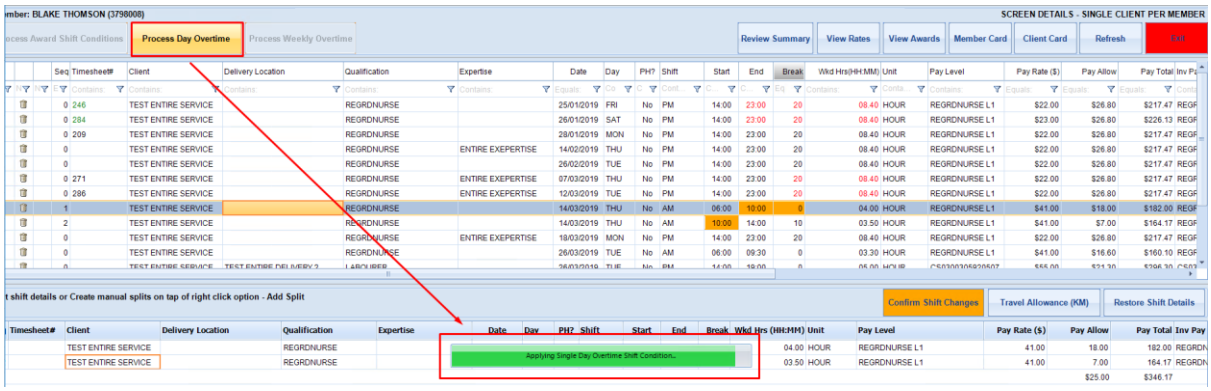


Figure 5.6: Process "*Outside Ordinary Hours & Single Day Overtime*" Conditions

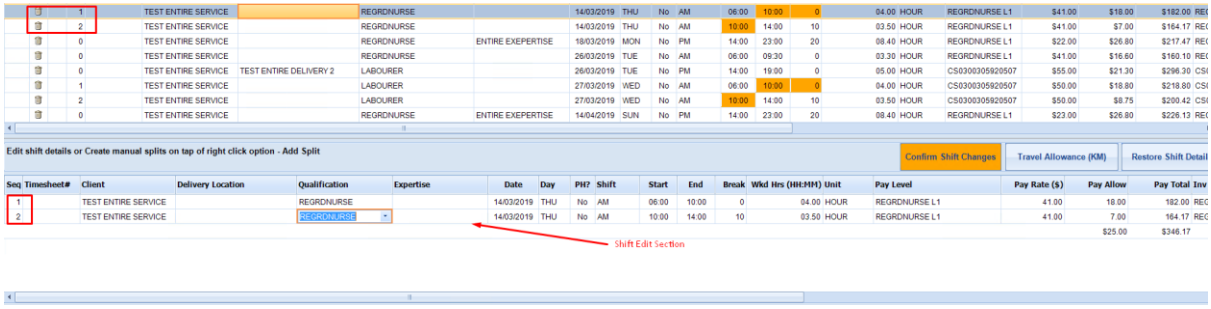
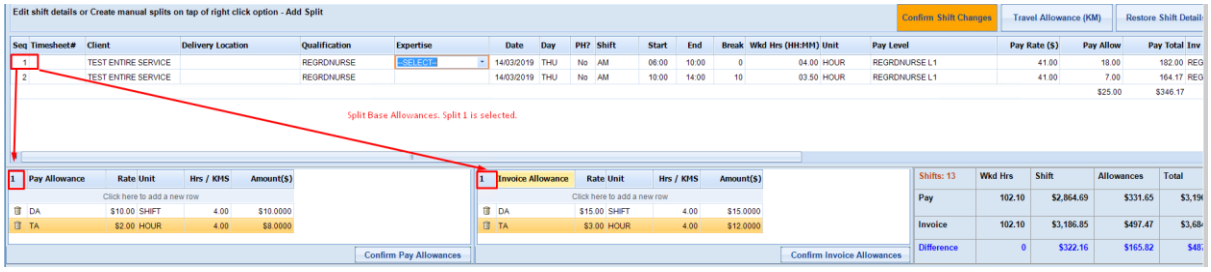


Figure 5.7: Manual Editing of selected Shift Details from the second section shown above

Split Part 1 is selected & its attached allowances



Split Part 2 is selected & its attached allowances

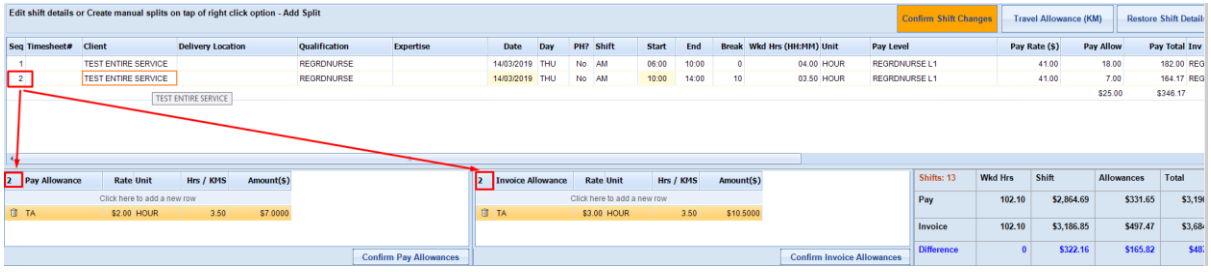


Figure 5.8: Add / Remove Allowances per Shift or Shift Splits Parts.

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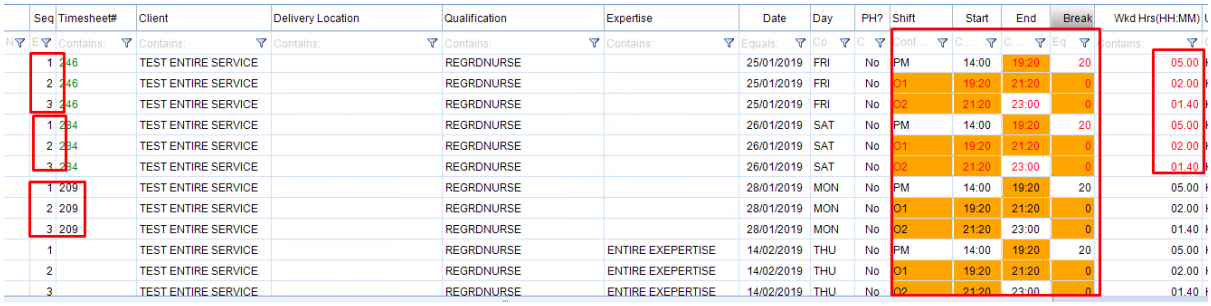
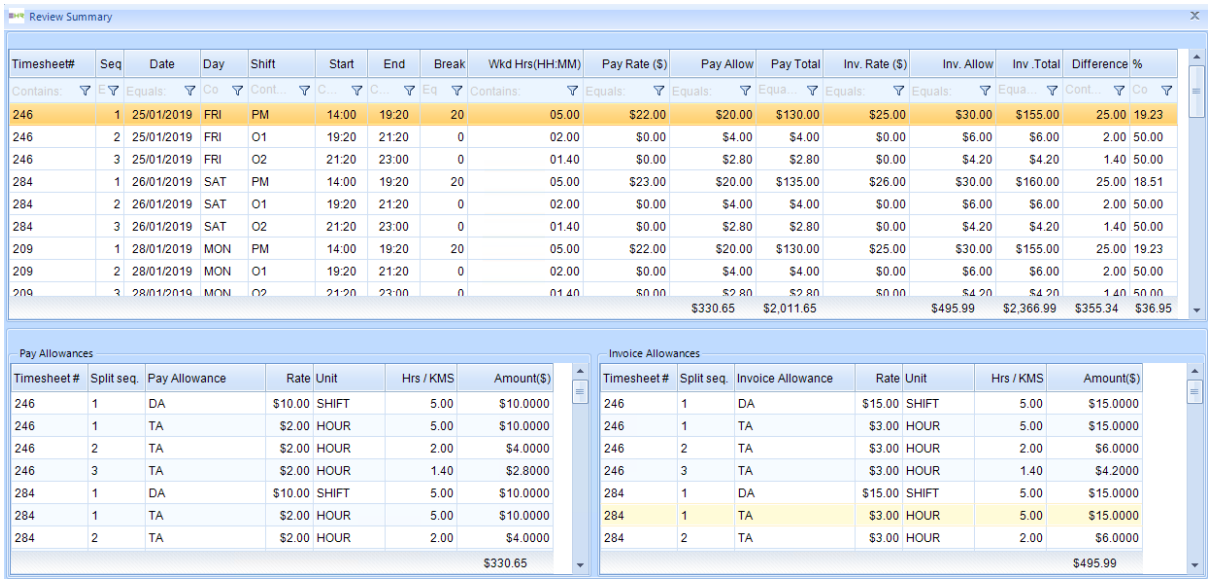
Shifts: 13	Wkd Hrs	Shift	Allowances	Total
Pay	102.10	$2,864.69	$331.65	$3,196.34
Invoice	102.10	$3,186.85	$497.47	$3,684.32
Difference	0	$322.16	$165.82	$487.98

Figure 5.9: Pay / Invoice Final Totals Summary & Difference



Seq	Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PH?	Shift	Start	End	Break	Wkd Hrs(HH:MM)
1	246	TEST ENTIRE SERVICE		REGRDNURSE		25/01/2019	FRI	No	PM	14:00	19:20	20	05.00
2	246	TEST ENTIRE SERVICE		REGRDNURSE		25/01/2019	FRI	No	O1	19:20	21:20	0	02.00
3	246	TEST ENTIRE SERVICE		REGRDNURSE		25/01/2019	FRI	No	O2	21:20	23:00	0	01.40
1	284	TEST ENTIRE SERVICE		REGRDNURSE		26/01/2019	SAT	No	PM	14:00	19:20	20	05.00
2	284	TEST ENTIRE SERVICE		REGRDNURSE		26/01/2019	SAT	No	O1	19:20	21:20	0	02.00
3	284	TEST ENTIRE SERVICE		REGRDNURSE		26/01/2019	SAT	No	O2	21:20	23:00	0	01.40
1	209	TEST ENTIRE SERVICE		REGRDNURSE		28/01/2019	MON	No	PM	14:00	19:20	20	05.00
2	209	TEST ENTIRE SERVICE		REGRDNURSE		28/01/2019	MON	No	O1	19:20	21:20	0	02.00
3	209	TEST ENTIRE SERVICE		REGRDNURSE		28/01/2019	MON	No	O2	21:20	23:00	0	01.40
1		TEST ENTIRE SERVICE		REGRDNURSE	ENTIRE EXEPERTISE	14/02/2019	THU	No	PM	14:00	19:20	20	05.00
2		TEST ENTIRE SERVICE		REGRDNURSE	ENTIRE EXEPERTISE	14/02/2019	THU	No	O1	19:20	21:20	0	02.00
3		TEST ENTIRE SERVICE		REGRDNURSE	ENTIRE EXEPERTISE	14/02/2019	THU	No	O2	21:20	23:00	0	01.40

Figure 5.10: Screen showing Shifts results after applying Timesheet Discrepancy Changes, Awards Conditions, Overtime & manual user changes.



Review Summary

Timesheet#	Seq	Date	Day	Shift	Start	End	Break	Wkd Hrs(HH:MM)	Pay Rate ($)	Pay Allow	Pay Total	Inv. Rate ($)	Inv. Allow	Inv .Total	Difference	%
246	1	25/01/2019	FRI	PM	14:00	19:20	20	05.00	$22.00	$20.00	$130.00	$25.00	$30.00	$155.00	25.00	19.23
246	2	25/01/2019	FRI	O1	19:20	21:20	0	02.00	$0.00	$4.00	$4.00	$0.00	$6.00	$6.00	2.00	50.00
246	3	25/01/2019	FRI	O2	21:20	23:00	0	01.40	$0.00	$2.80	$2.80	$0.00	$4.20	$4.20	1.40	50.00
284	1	26/01/2019	SAT	PM	14:00	19:20	20	05.00	$23.00	$20.00	$135.00	$26.00	$30.00	$160.00	25.00	18.51
284	2	26/01/2019	SAT	O1	19:20	21:20	0	02.00	$0.00	$4.00	$4.00	$0.00	$6.00	$6.00	2.00	50.00
284	3	26/01/2019	SAT	O2	21:20	23:00	0	01.40	$0.00	$2.80	$2.80	$0.00	$4.20	$4.20	1.40	50.00
209	1	28/01/2019	MON	PM	14:00	19:20	20	05.00	$22.00	$20.00	$130.00	$25.00	$30.00	$155.00	25.00	19.23
209	2	28/01/2019	MON	O1	19:20	21:20	0	02.00	$0.00	$4.00	$4.00	$0.00	$6.00	$6.00	2.00	50.00
209	3	28/01/2019	MON	O2	21:20	23:00	0	01.40	$0.00	$2.80	$2.80	$0.00	$4.20	$4.20	1.40	50.00
										$330.65	$2,011.65		$495.99	$2,366.99	$355.34	$36.95

Pay Allowances

Timesheet #	Split seq.	Pay Allowance	Rate	Unit	Hrs / KMS	Amount($)
246	1	DA	$10.00	SHIFT	5.00	$10.0000
246	1	TA	$2.00	HOUR	5.00	$10.0000
246	2	TA	$2.00	HOUR	2.00	$4.0000
246	3	TA	$2.00	HOUR	1.40	$2.8000
284	1	DA	$10.00	SHIFT	5.00	$10.0000
284	1	TA	$2.00	HOUR	5.00	$10.0000
284	2	TA	$2.00	HOUR	2.00	$4.0000
						$330.65

Invoice Allowances

Timesheet #	Split seq.	Invoice Allowance	Rate	Unit	Hrs / KMS	Amount($)
246	1	DA	$15.00	SHIFT	5.00	$15.0000
246	1	TA	$3.00	HOUR	5.00	$15.0000
246	2	TA	$3.00	HOUR	2.00	$6.0000
246	3	TA	$3.00	HOUR	1.40	$4.2000
284	1	DA	$15.00	SHIFT	5.00	$15.0000
284	1	TA	$3.00	HOUR	5.00	$15.0000
284	2	TA	$3.00	HOUR	2.00	$6.0000
						$495.99

Figure 5.11: Final Review Summary screen for a quick reference before Submitting for Payroll run.

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6. Review and Validate Screen when option *"All Shifts per Member"* is selected.

CASE 2: When Option "All Shifts per Member" selected.

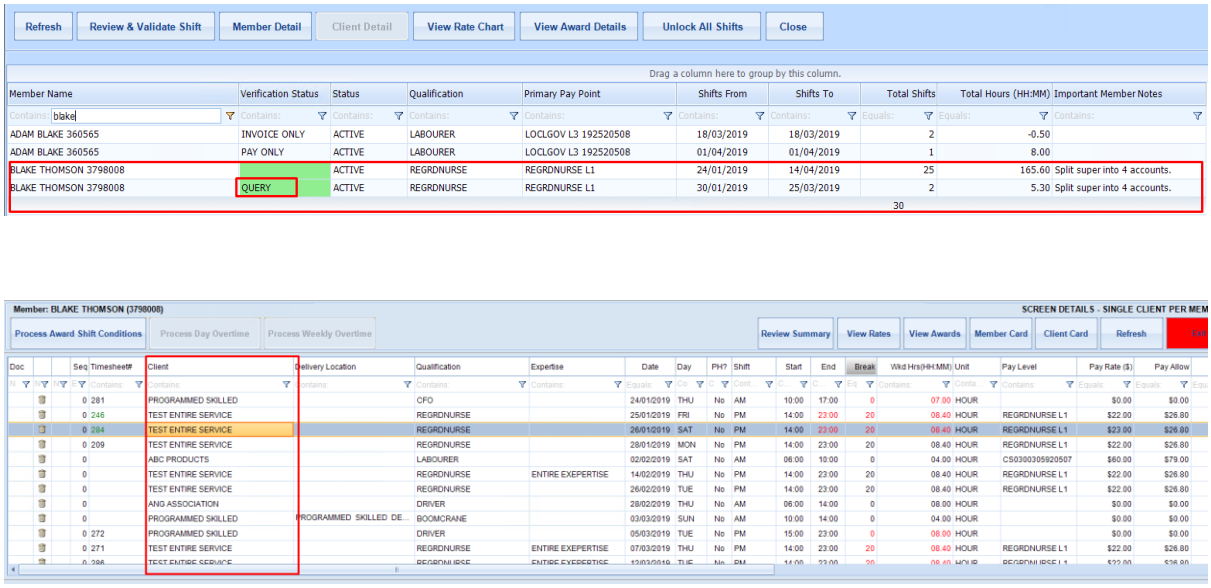

Figure 6: Shift Verification Screen showing Member's Shifts across multiple clients in a Period

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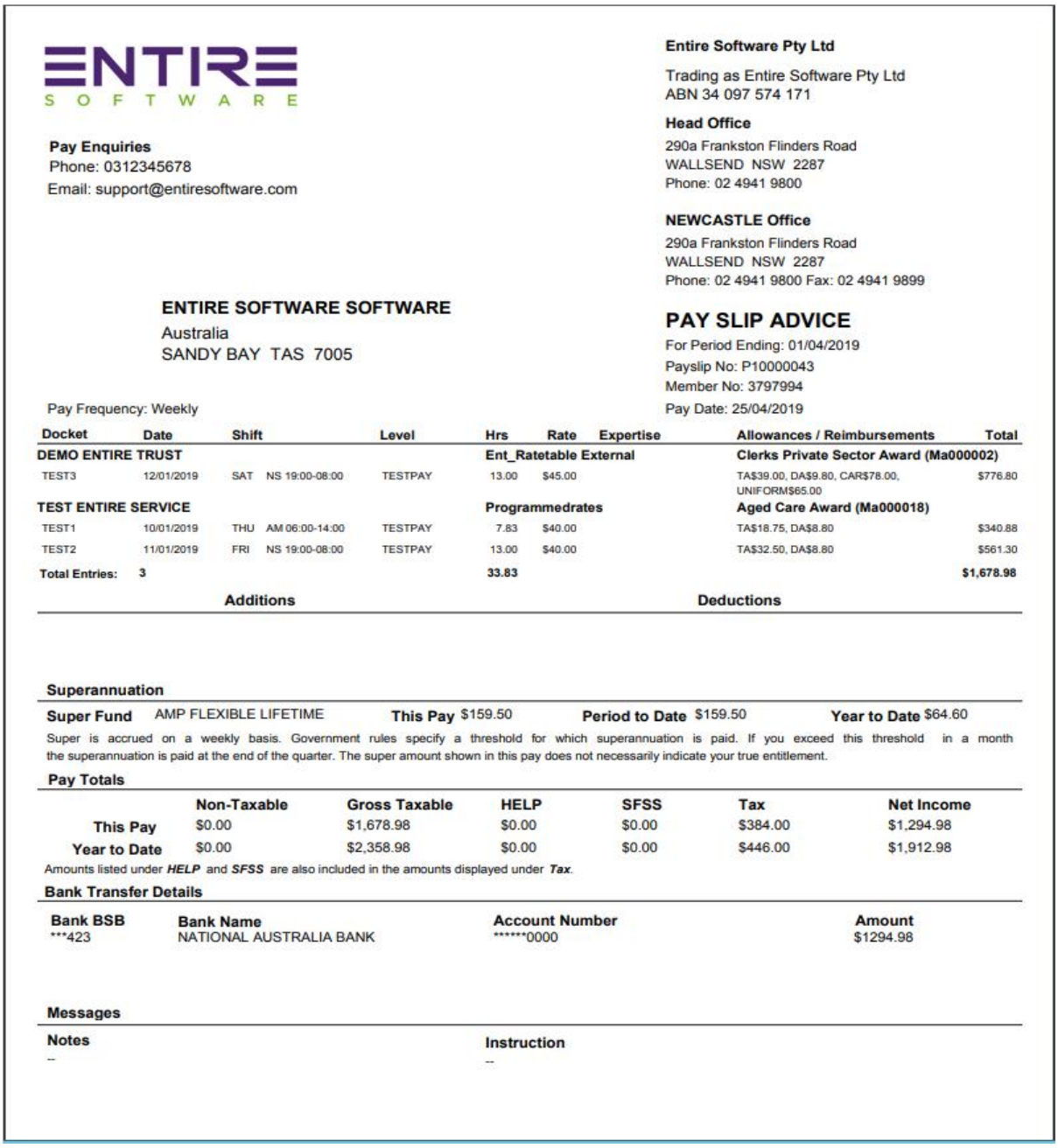
7. Payslip Layout Changes:

System will generate the below shown Payslip format in case of Industry Awards are applicable. The old Payslip format is still available in case of no Industry Awards. The new payslip format has been changed to include information related to Rate Tables & Award Names. The details of changes are:-

7.1 Details of shifts listed are grouped together as per Service Location.
7.2 Award Name has been included if applicable.
7.3 Rate Table Name has been included. Please note: This is an external Rate Table Name.

Sample Payslip format



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ENTIRE SOFTWARE SOFTWARE
Australia
SANDY BAY TAS 7005

PAY SLIP ADVICE
For Period Ending: 01/04/2019
Payslip No: P10000043
Member No: 3797994
Pay Date: 25/04/2019

Pay Frequency: Weekly

Docket	Date	Shift	Level	Hrs	Rate	Expertise	Allowances / Reimbursements	Total
DEMO ENTIRE TRUST				**Ent_Ratetable External**			**Clerks Private Sector Award (Ma000002)**	
TEST3	12/01/2019	SAT NS 19:00-08:00	TESTPAY	13.00	$45.00		TA$39.00, DA$9.80, CAR$78.00, UNIFORM$65.00	$776.80
TEST ENTIRE SERVICE				**Programmedrates**			**Aged Care Award (Ma000018)**	
TEST1	10/01/2019	THU AM 06:00-14:00	TESTPAY	7.83	$40.00		TA$18.75, DA$8.80	$340.88
TEST2	11/01/2019	FRI NS 19:00-08:00	TESTPAY	13.00	$40.00		TA$32.50, DA$8.80	$561.30
Total Entries:	**3**			**33.83**				**$1,678.98**

Additions **Deductions**

Superannuation

Super Fund AMP FLEXIBLE LIFETIME **This Pay** $159.50 **Period to Date** $159.50 **Year to Date** $64.60

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	$0.00	$1,678.98	$0.00	$0.00	$384.00	$1,294.98
Year to Date	$0.00	$2,358.98	$0.00	$0.00	$446.00	$1,912.98

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
***423	NATIONAL AUSTRALIA BANK	******0000	$1294.98

Messages

Notes --
Instruction --

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8. New Settings added in the Tools – Application Options – Payroll Section:

8.1 Do not show Expertise data in payslips:

If this is ON then Payslips will not show shift expertise data in the "Expertise" Column. It will be BLANK.

8.2 Do not show Expertise data in Invoices:

If this is ON then Invoices will not show shift expertise data in the "Expertise" Column. It will be BLANK.

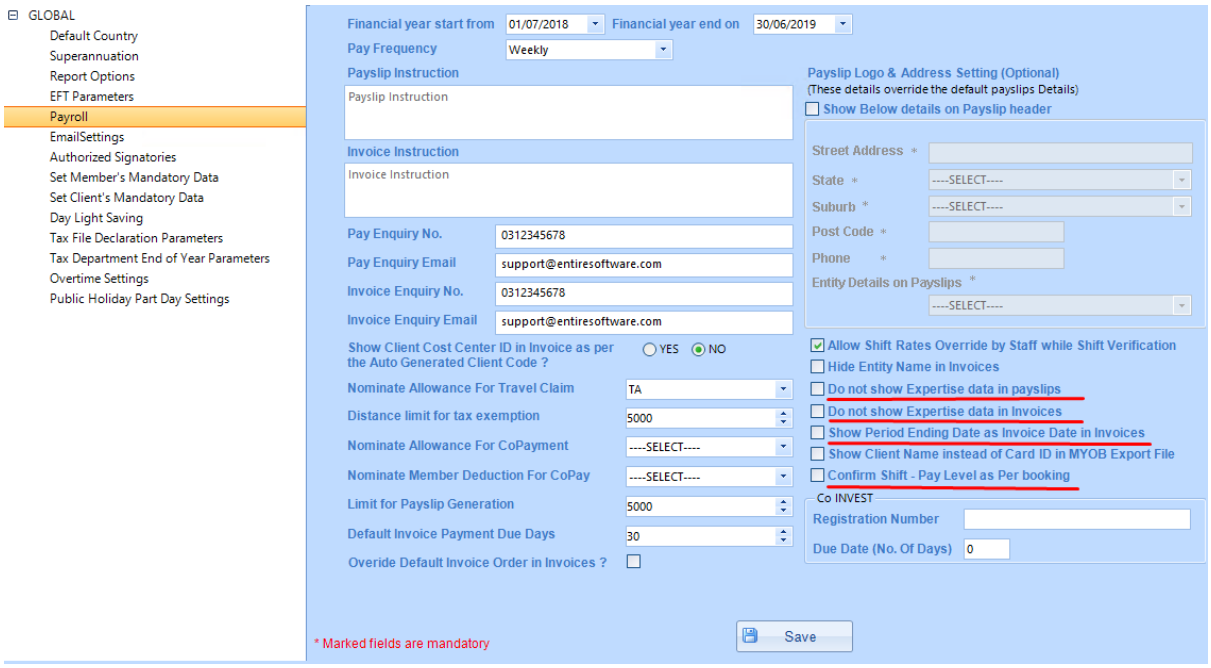
8.3 Show Period Ending Data as Invoice Date in Invoices:

If this is ON then Invoices will include period ending date as actual Invoice generation date instead of week ending date.

8.4 Confirm Shift – Pay Level as per Booking:

This setting is applicable when 'Pay Level' is selected by staff at the time of order creation from web allocations. During Shift Confirmation process in Finance, by default, system applies shift selected pay level if any else system applies the Member's Pay level according to the shift Qualification.

If this is ON then system will apply Pay level selected during shift creation & leave it blank if no pay level has been selected during shift creation.



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9. Client Module Additions / Improvements:

The following are the details of additions and improvements released in this version are: -

9.1 Removal of Entity dependency: There is no need from now on to setup external entities for each separate service location client to calculate payroll tax & work cover details. Entity is still available on screen but as an OPTIONAL field.

9.2 Customer ID field is Optional: Customer ID field has been OPTIONAL to enter now. It was designed to hold MYOB accounting software client specific codes but it is not required anymore if the Accounting system is other than MYOB.

9.3 Introduction of linking ABN or Branch per Client (Optional): If you have multiple ABN's then you have an option to link your clients per ABN for better reporting management. It is an OPTIONAL field.

9.4 Award Name Linking to Client: If your rates & industry are based on Fair work Industry Awards then it is must for you to link all of your Service Location Client's to the Award Name defined in the system to apply shifts protocols, conditions & overtime.

9.5 Payroll Tax Exempt / Non-Exempt per Client: This is one of the major improvements in the system where you now have a flexibility to exempt Service Location Client's from Payroll tax directly at client level instead of setting this option at Entity level.

9.6 Introduction of Work Cover codes per Client: This is one of the major improvements in the system where you now have a flexibility to set work cover codes specific at Service / Delivery level client on the basis of client's State -> Industry / Sub Industry / Qualifications directly at client level instead of setting this option at Entity level. You can now setup work cover codes at Service or Delivery Level as per:-

- 9.6.1 **Client's State & Industry**: Single Work Cover code
- 9.6.2 **Client's State & Industry & Sub Industry:** Single Work Cover code
- 9.6.3 **Client's State & Industry and / or Sub Industry ->** Per different qualifications

9.7 New Invoice Generation Type – As per Order Number: The new option is available for you to set at SERVICE LOCATION level client for system to generate Invoices as per ORDER NUMBER.

9.8 Invoicing terms: Two new Options have been added at Service Location level to set Invoicing terms.

- 9.8.1 Number of days after End of Month
- 9.8.2 Number of days difference is lesser than the difference of end of month date to Invoice date (Due by following end of month

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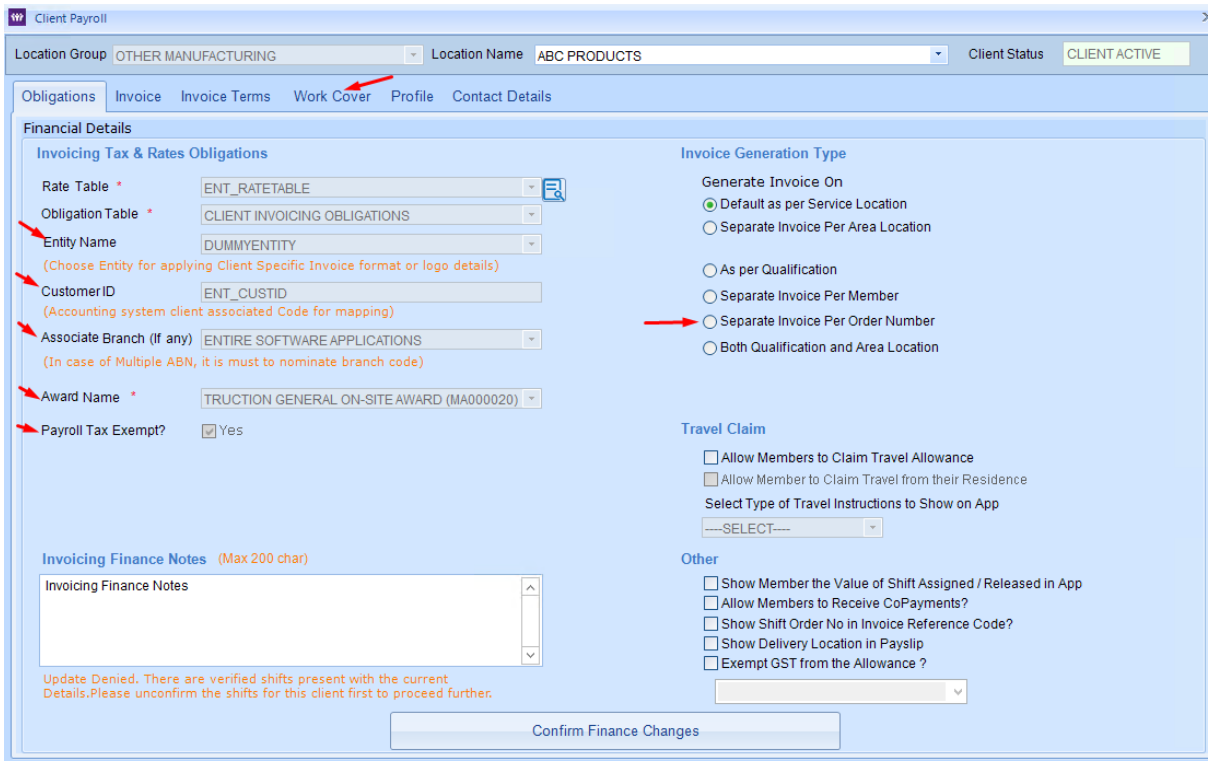

Figure 9A: Finance Client Module showing all new Options in Red Colour arrows.

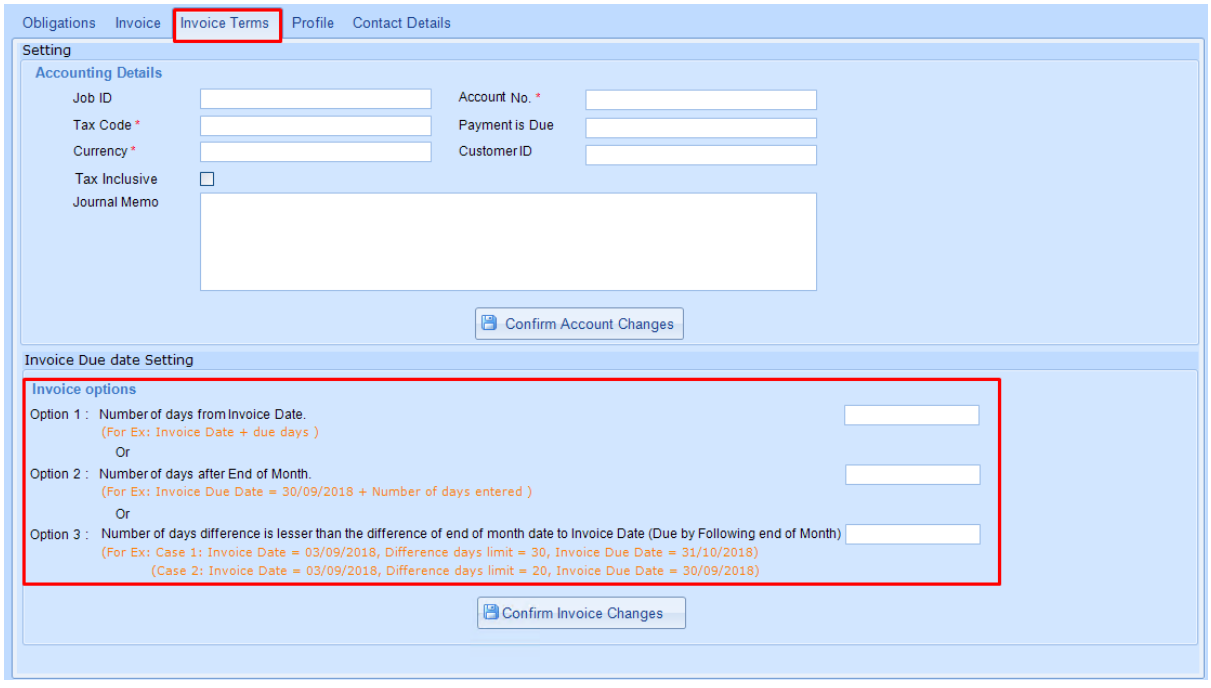

Figure 9B: Invoicing Terms

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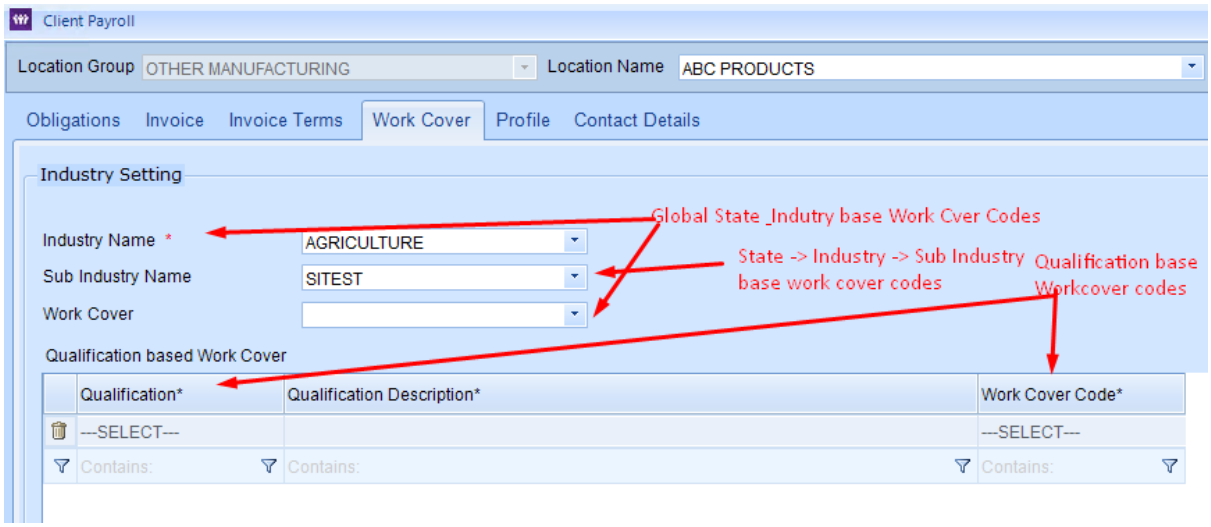

Figure 9C: State base Industry / Sub Industry / Qualifications base Work Cover Codes

10. Payroll Tax Improvements:

You can now setup Payroll Tax exemption at SERVICE LOCATION Client Level. In EntireHR old versions, it used to work from the linked Client's Entity. Due to these setup changes, the actual Payroll tax screen & reports have been changed accordingly.

Improvement: One of the improvement happened in this section is the availability of actual processed week ending dates for user selection. Selection of dates will help to stop selecting same processed dates.

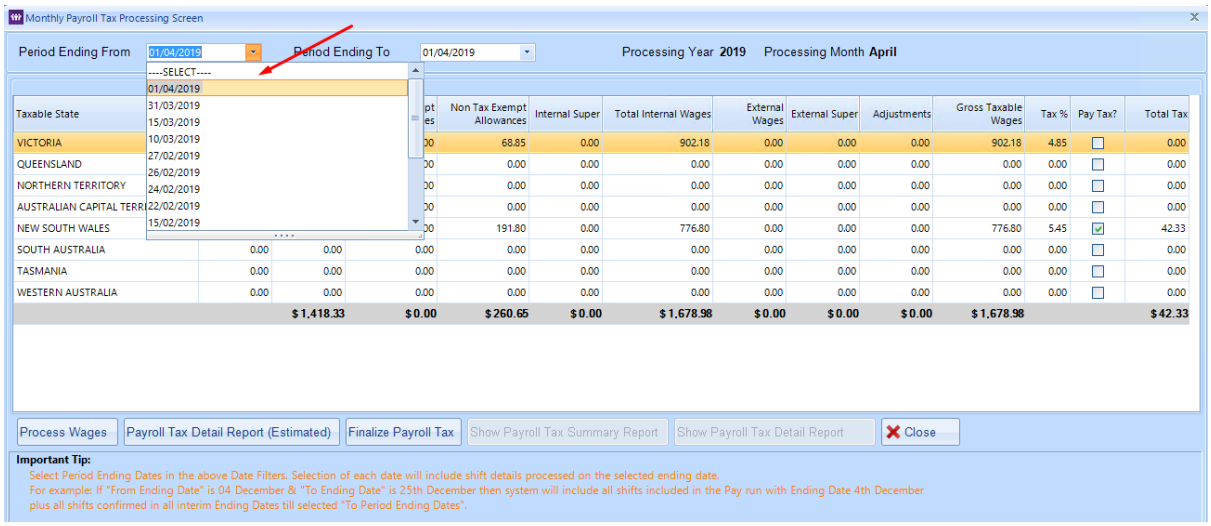

Figure 10: Payroll Tax Screen

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11. Payslip / Invoice Shifts Submission Screen Improvements:-

11.1 Reference Number Column: View / Edit actions.

11.2 Confirmed By / On: This data has been added to show details of user who have confirmed or verified the shift.

12. Reports:

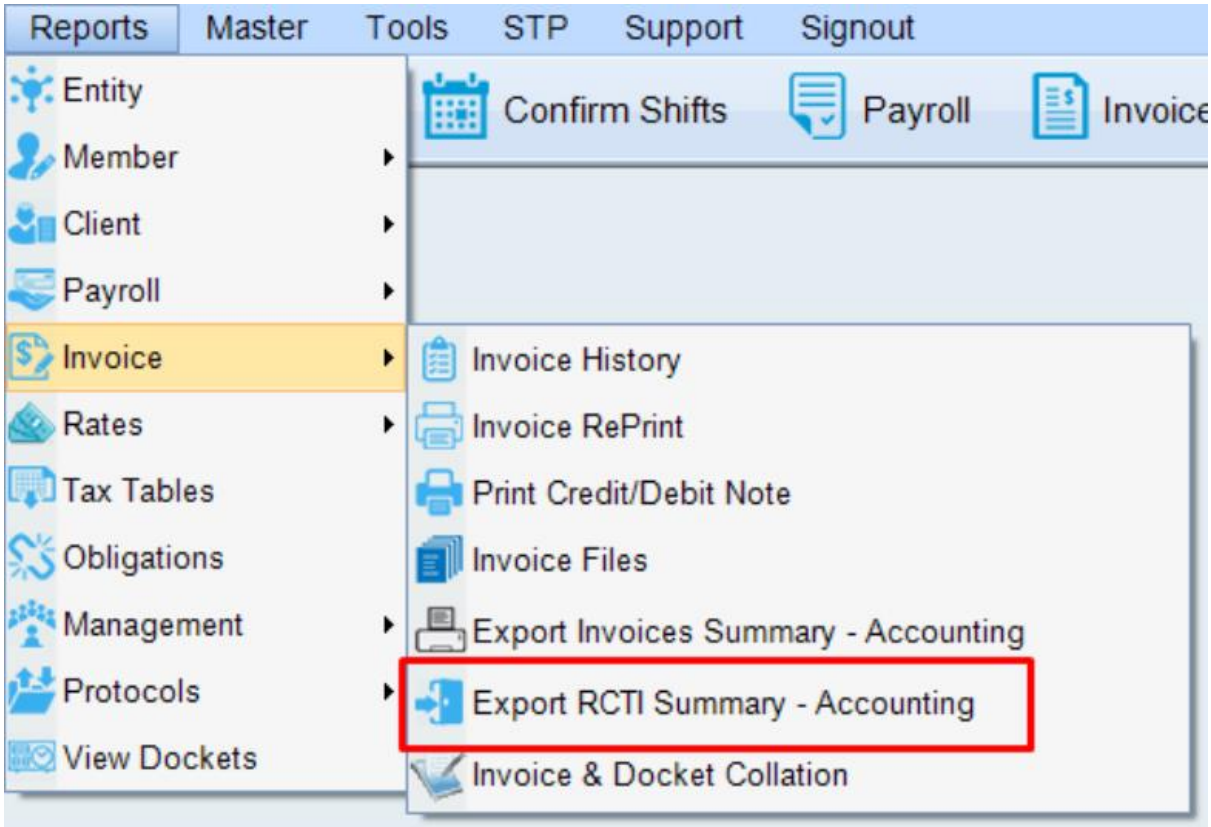
Details of the report enhancements are:-

12.1 All Branches (ABN) Payroll Summary Report – **NEW REPORT**: This report has been designed for management to view the summary of all entities or branches payroll runs in a given period. This is only helpful if you have more than one ABN setup.

12.2 Payroll History Report – **EXISTING REPORT:** If you are having members working as Sub Contractors then you can use this new Filter option to get payroll history details of sub-contractors RCTI.

12.3 Export RCTI Summary – Accounting - **NEW REPORT**: If you are having members working as Sub Contractors then you can use this export report to transfer their RCTI summary into accounting system.

12.4 Export Invoices Summary – Accounting – **EXISTING REPORT:** Report name has been changed for better user understanding. It used to be "PRINT INVOICE SUMMARY".



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