



Enterprise Version X Release Notes

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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.

The screenshot shows a 'Company Details' page with a 'Log Out' button in the top right. A table titled 'Branch Details' is highlighted with a red box. The table lists four entities: 'Entire Software Pty Ltd' (ID 1), 'Entire Software Solutions' (ID 2), 'Entire Software Applications' (ID 3), and 'Entire Software IT' (ID 4). Below the table, company information is displayed: 'Company Registered Name: Entire Software Pty Ltd', 'Company Trading Name: Entire Software Pty Ltd', and 'Company ABN: 34097574171'. A 'Continue' button is at the bottom.

Branch Details		Log Out
Entire Software Pty Ltd	1	
Entire Software Solutions	2	
Entire Software Applications	3	
Entire Software IT	4	

Company Registered Name: Entire Software Pty Ltd
Company Trading Name: Entire Software Pty Ltd
Company ABN: 34097574171

Continue

Figure 1: Login Screen showing multiple Entities for User Selection

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.

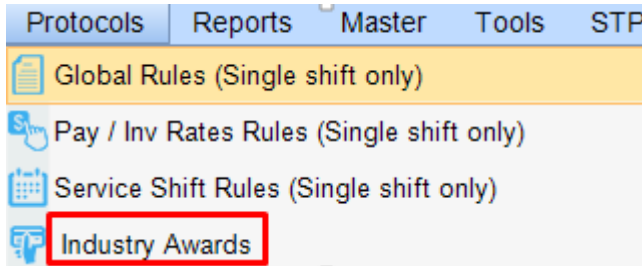


Figure 2: Industry Awards

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.

The screenshot shows the 'Industry Awards Setting' form. At the top, there are buttons for 'Create / Edit Award' and 'Duplicate Award'. Below these are dropdown menus for 'Award Name', 'Industry Name', 'Sub Industry Name', 'Qualification', and 'Status' (set to 'ACTIVE'). The 'Shifts Protocols' tab is selected, showing a table with columns: 'Day Type*', 'Shift Day*', 'Start or End time*', 'From Time*', 'To Time*', 'Shift Type*', 'Min. Meal Limit (In Hrs)*', and 'Apply Meal Break (In Mins)*'. The table contains one row with dropdown menus for each column. Below the table, there are 'Save' and 'Exit' buttons.

Figure 2.1: Awards Shift Protocols

- 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.

The screenshot displays the 'Industry Awards Setting' window. At the top, there are buttons for 'Create / Edit Award' and 'Duplicate Award'. Below these are input fields for 'Award Name' (BUILDING & CONSTRUCTION GENERAL ON-SITE AWARD (M4000020)), 'Industry Name', 'Sub Industry Name', 'Qualification', and 'Status' (ACTIVE). A tabbed interface shows 'Shifts Conditions' as the active tab, with other tabs for 'Shifts Protocols', 'Overtime Conditions', and 'Ordinary Overtime Conditions'. The main area contains instructions and two tables for defining shift conditions.

Instructions: Create shifts settings as per award to define single rate for the entire shift or multiple rates per shift according to day timings.

Tick this option if the entire length of a shift will get single rate instead of multiple rates according to shift timings.

Day Type*	Shift Day*	At or After Start Time	Before Start Time	At or After End Time	Before End Time	Shift Type*
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼
WEEKDAYS	ALL	06:00	10:00			PM

Click here to add a new row

Tick this Option if you would like shift to get split for different rate according to set day t

Day Type*	Shift Day*	Split Time *	New Shift Type*
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼
--SELECT--	--SELECT--	--SELECT--	--SELECT--

Buttons: Save, Exit

Figure 2.2: Awards Shift Conditions

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

Shifts Protocols Shifts Conditions **Overtime Conditions** Ordinary Overtime Conditions

Instructions: Set outside Ordinary hours, Daily & Weekly Overtime limits.

Outside Ordinary Hours Overtime is applicable? Normal Hrs Limit

Single Day (24 Hrs) Overtime is applicable? 00.00

Single Day Overtime Worked Hours Conditions.

Day Type*	Shift Day*	First Hrs Limit*	First Hrs Shift Type*	Balance Hrs Limit*	Balance Hrs Shift Type*
Click here to add a new row					
WEEKDAYS	ALL	01.30	O1	99.00	O2
WEEKEND	ALL	02.00	O1	99.00	O2
PUBLIC HOLIDAY	ALL	01.20	O1	99.00	O2

Weekly Overtime Worked Hours Conditions.

Weekly / Periodic Overtime is applicable? 10.00

First Hrs Limit* 05.00 First Hrs Shift Type* O1 Balance Hrs Shift Type* O2

Exempted Shift Types from Overtime

Code	Shift Type Description	OT Exempt?
AM	MORNING	<input type="checkbox"/>
PM	AFTERNOON	<input type="checkbox"/>
NS	NIGHT	<input type="checkbox"/>
O1	OVERTIME	<input checked="" type="checkbox"/>
O2	OVERTIME 2 TIMES	<input checked="" type="checkbox"/>
EA	EARLY AFTERNOON	<input type="checkbox"/>
EM	EARLY MORNING	<input type="checkbox"/>
BD	BREAK DELAY	<input type="checkbox"/>
NB	NO BREAK	<input type="checkbox"/>

Figure 2.3.1: Showing Overtime Types & its settings

Shifts Protocols Shifts Conditions **Overtime Conditions** Ordinary Overtime Conditions

Day Type*	Shift Day*	From Time*	To Time*
---SELECT---	---SELECT---		
Contains:	Contains:	Contains:	Contains:

Save Exit

Figure 2.3.2: Showing Outside Ordinary Hours Overtime Settings

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.

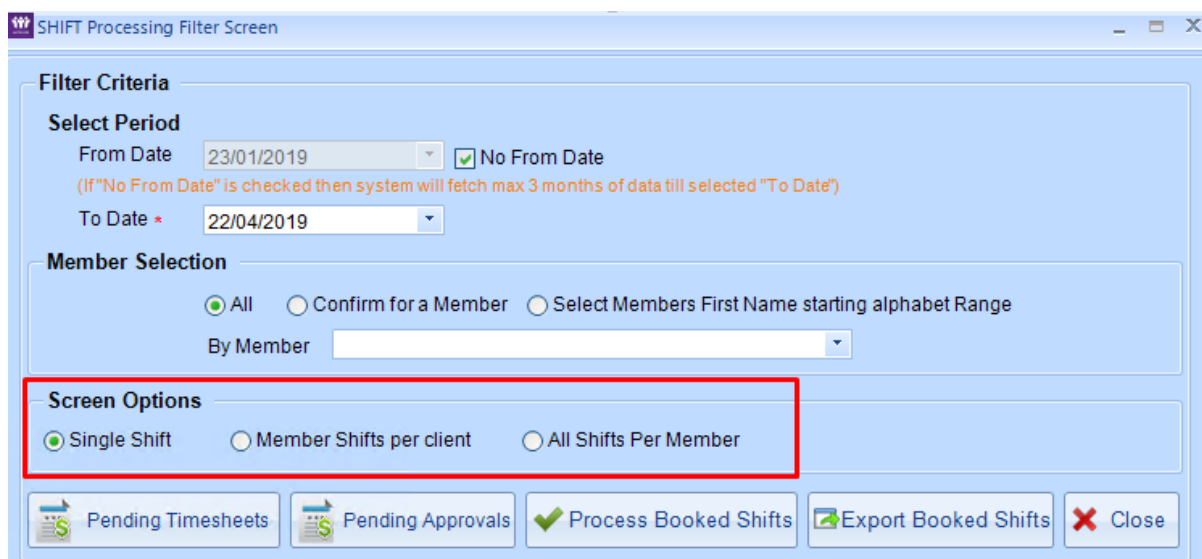


Figure 3: Three Shifts Verification Process Options

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.

Timesheet Verification - Booked Shifts from 23/1/2019 to 22/4/2019

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	Validate
Total Shifts: 34													
ENTIRE HEALTHCARE TRUST		ENTIRE SOFTWARE SOFTWARE 3...	RN 2.5		U 168	23/01/2019	WED	PM	14:00	23:00	0	9.00	Validate
ENTIRE HEALTHCARE TRUST		ENTIRE SOFTWARE SOFTWARE 3...	RN 2.5		U 169	24/01/2019	THU	PM	17:00	23:00	0	6.00	Validate
TEST ENTIRE SERVICE		BLAKE THOMSON 3798008	REGRDNU...		U 246	25/01/2019	FRI	PM	14:00	23:00	0	9.00	Validate
ENTIRE HEALTHCARE TRUST		ENTIRE SOFTWARE SOFTWARE 3...	RN 2.5		U 170	25/01/2019	FRI	PM	17:00	23:00	0	6.00	Validate
ENTIRE HEALTHCARE TRUST		ENTIRE SOFTWARE SOFTWARE 3...	RN 2.5		U 171	26/01/2019	SAT	PM	14:00	23:00	0	9.00	Validate
TEST ENTIRE SERVICE		BLAKE THOMSON 3798008	REGRDNU...		U 284	26/01/2019	SAT	PM	14:00	23:00	0	9.00	Validate
ENTIRE HEALTHCARE TRUST		ENTIRE SOFTWARE SOFTWARE 3...	RN 2.5		U 165	27/01/2019	SUN	PM	17:00	23:00	0	6.00	Validate
DEMO ENTIRE TRUST		ENTIRE SOFTWARE SOFTWARE 3...	RN 2.5		U 172	28/01/2019	MON	AM	06:00	14:00	0	8.00	Validate
TEST ENTIRE SERVICE		BLAKE THOMSON 3798008	REGRDNU...		U 209	28/01/2019	MON	PM	14:00	23:00	0	9.00	Validate
DEMO ENTIRE TRUST		ENTIRE SOFTWARE SOFTWARE 3...	RN 2.5		U 173	29/01/2019	TUE	NS	19:00	06:00	0	11.00	Validate

Figure 3.1

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.*

Member Name	Service Location	Verification Status	Status	Qualification	Primary Pay Point
Contains: blake					
ADAM BLAKE 360565	11 BLACKWOOD PLACE 2	PAY ONLY	ACTIVE	LABOURER	LOCLGOV L3 1925:
ADAM BLAKE 360565	ADSSI LTD	INVOICE ONLY	ACTIVE	LABOURER	LOCLGOV L3 1925:
BLAKE THOMSON 3798008	ABC PRODUCTS		ACTIVE	REGDRNURSE	REGDRNURSE L1
BLAKE THOMSON 3798008	ADSSI - SERVICE		ACTIVE	REGDRNURSE	REGDRNURSE L1
BLAKE THOMSON 3798008	ANG ASSOCIATION		ACTIVE	REGDRNURSE	REGDRNURSE L1
BLAKE THOMSON 3798008	PROGRAMMED SKILLED		ACTIVE	REGDRNURSE	REGDRNURSE L1
BLAKE THOMSON 3798008	PROGRAMMED SKILLED	QUERY	ACTIVE	REGDRNURSE	REGDRNURSE L1
BLAKE THOMSON 3798008	TEST ENTIRE SERVICE		ACTIVE	REGDRNURSE	REGDRNURSE L1

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.*

Member Name	Verification Status	Status	Qualification	Primary Pay Point	Shifts From	Shifts To
Contains: blake						
ADAM BLAKE 360565	INVOICE ONLY	ACTIVE	LABOURER	LOCLGOV L3 192520508	18/03/2019	18/03/2019
ADAM BLAKE 360565	PAY ONLY	ACTIVE	LABOURER	LOCLGOV L3 192520508	01/04/2019	01/04/2019
BLAKE THOMSON 3798008		ACTIVE	REGDRNURSE	REGDRNURSE L1	24/01/2019	14/04/2019
BLAKE THOMSON 3798008	QUERY	ACTIVE	REGDRNURSE	REGDRNURSE L1	30/01/2019	25/03/2019

Figure 3.3

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.

- 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.

5. Review and Validate Shifts Process Screen Snapshots

CASE 1: When Option “Member Shifts per Client” selected.

The screenshot shows the 'Shift Verification and Award Interpretation' screen for member BLAKE THOMSON (3789008). The main table lists shifts with columns: Seq Timesheet#, Client, Delivery Location, Qualification, Expertise, Date, Day, PHT, Shift, Start, End, Break, Wkd Hrs (H+M), Unit, Pay Level, Pay Rate (\$), Pay Allow, and Pay Total Inv P. A detailed view of shift 0 246 is shown below, including 'Pay Allowance' and 'Invoice Allowance' tables. The 'Pay Allowance' table shows DA (\$10.00 SHIFT) and TA (\$2.00 HOUR). The 'Invoice Allowance' table shows DA (\$15.00 SHIFT) and TA (\$3.00 HOUR). A summary table at the bottom right shows: Shifts: 13, Pay: 102.10, Invoice: 102.10, Difference: 0, Total: \$3,196.00.

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

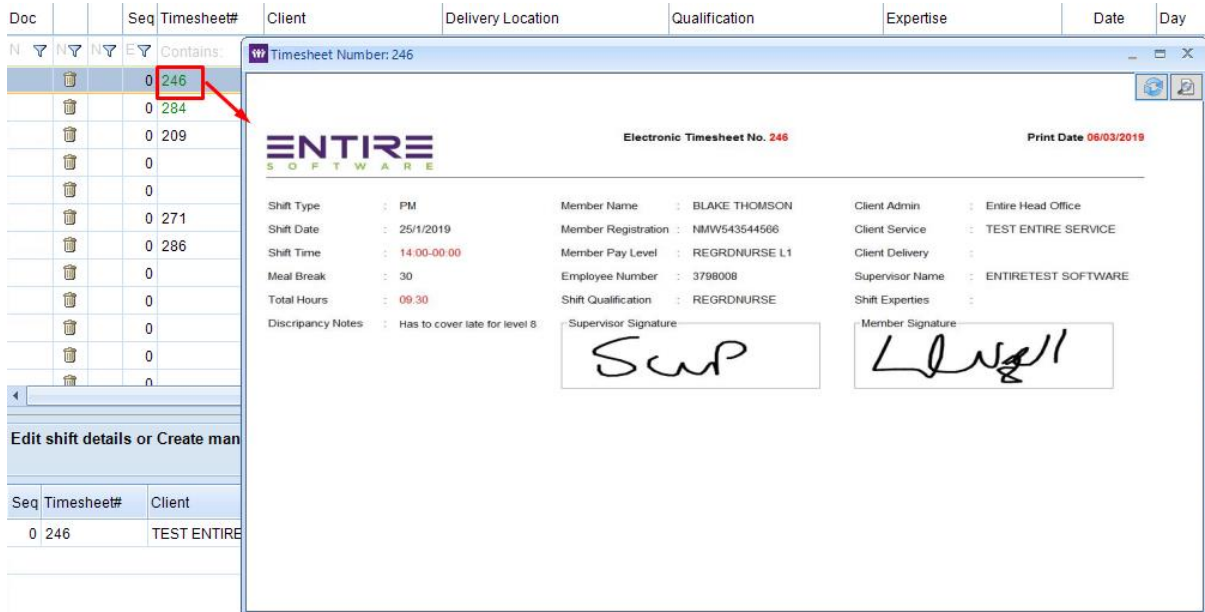


Figure 5.2: System generated Electronic Timesheet Snap by Member

Start	End	Break	Wkd Hrs(HH)
14:00	23:00	20	0
14:00	23:00	00	0
14:00	23:00	00:00	0
14:00	23:00	20	0

Booking: 23:00
Submission: 00:00

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

Start	End	Break	Wkd Hrs(HH:MM)	Unit	Pay Level	Pay Rate (\$)
14:00	23:00	20	08.40	HOUR	REGRDNURSE L1	\$22.00
14:00	23:00	20	08.40	HOUR	REGRDNURSE L1	\$23.00
14:00	23:00	20				\$22.00
14:00	23:00	20				\$22.00
14:00	23:00	20				\$22.00
14:00	23:00	20				\$22.00
06:00	14:00	10				\$41.00
14:00	23:00	20	08.40	HOUR	REGRDNURSE L1	\$22.00
06:00	09:30	0	03.30	HOUR	REGRDNURSE L1	\$41.00
14:00	19:00	0	05.00	HOUR	CS0300305920507	\$55.00
06:00	14:00	10	07.50	HOUR	CS0300305920507	\$50.00

Context Menu

- Set/Reset Public Holiday
- Discard Shift Permanently
- Query Shift
- Remove Shift from list temporarily
- Apply Timesheet Discrepancy Changes

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

The screenshot shows the 'Process Award Shift Conditions' interface. At the top, there are tabs for 'Process Day Overtime' and 'Process Weekly Overtime'. Below this is a table of shifts with columns for Doc, Seq, Timesheet#, Client, Delivery Location, Qualification, Expertise, Date, Day, PHO, Shift, Start, End, Break, Wkd Hrs(HH:MM), Unit, Pay Level, Pay Rate (\$), Pay Allow, and Pay Total Inv. A confirmation dialog box is open in the foreground, titled 'Confirmation', with the message: 'Shifts Update Confirmation Alert. Due to Awards Conditions processing request, system will remove any manual updates in the shift allowances but it will still keep any other manual shifts details updates. Would you like to continue?'. The dialog has 'Yes' and 'No' buttons.

Figure 5.5: Process "Award Shift Conditions".

Member: BLAKE THOMSON (3798000) SCREEN DETAILS - SINGLE CLIENT PER MEMBER

Process Day Overtime Process Weekly Overtime

Seq	Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PHF	Shift	Start	End	Break	Wkd Hrs (HE:PH)	Unit	Pay Level	Pay Rate (\$)	Pay Allow	Pay Total Inv
0	246	TEST ENTIRE SERVICE		REGONURSE		25/12/2019	FRI	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$22.00	\$28.80	\$217.47
0	254	TEST ENTIRE SERVICE		REGONURSE		26/12/2019	SAT	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$23.00	\$26.80	\$226.13
0	209	TEST ENTIRE SERVICE		REGONURSE		28/12/2019	MON	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$22.00	\$28.80	\$217.47
0	0	TEST ENTIRE SERVICE		REGONURSE	ENTIRE EXPERTISE	14/03/2019	THU	No	AM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$22.00	\$28.80	\$217.47
0	0	TEST ENTIRE SERVICE		REGONURSE		26/03/2019	TUE	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$22.00	\$28.80	\$217.47
0	271	TEST ENTIRE SERVICE		REGONURSE	ENTIRE EXPERTISE	07/03/2019	THU	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$22.00	\$28.80	\$217.47
0	286	TEST ENTIRE SERVICE		REGONURSE	ENTIRE EXPERTISE	12/03/2019	TUE	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$22.00	\$28.80	\$217.47
1	1	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	06:00	10:00	0	04.00	HOUR	REGONURSE L1	\$41.00	\$18.00	\$182.00
2	2	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	10:30	14:00	10	03.50	HOUR	REGONURSE L1	\$41.00	\$7.00	\$164.17
0	0	TEST ENTIRE SERVICE		REGONURSE	ENTIRE EXPERTISE	18/03/2019	MON	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$22.00	\$28.80	\$217.47
0	0	TEST ENTIRE SERVICE		REGONURSE		26/03/2019	TUE	No	AM	06:00	09:30	0	03.30	HOUR	REGONURSE L1	\$41.00	\$16.60	\$160.10

Shift details or Create manual splits on top of right click option - Add Split

Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PHF	Shift	Start	End	Break	Wkd Hrs (HE:PH)	Unit	Pay Level	Pay Rate (\$)	Pay Allow	Pay Total Inv
1	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	06:00	10:00	0	04.00	HOUR	REGONURSE L1	\$41.00	\$18.00	\$182.00
2	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	10:30	14:00	10	03.50	HOUR	REGONURSE L1	\$41.00	\$7.00	\$164.17

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

Seq	Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PHF	Shift	Start	End	Break	Wkd Hrs (HE:PH)	Unit	Pay Level	Pay Rate (\$)	Pay Allow	Pay Total Inv
1	1	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	06:00	10:00	0	04.00	HOUR	REGONURSE L1	\$41.00	\$18.00	\$182.00
2	2	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	10:30	14:00	10	03.50	HOUR	REGONURSE L1	\$41.00	\$7.00	\$164.17
0	0	TEST ENTIRE SERVICE		REGONURSE	ENTIRE EXPERTISE	18/03/2019	MON	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$22.00	\$28.80	\$217.47
0	0	TEST ENTIRE SERVICE		REGONURSE		26/03/2019	TUE	No	AM	06:00	09:30	0	03.30	HOUR	REGONURSE L1	\$41.00	\$16.60	\$160.10
0	0	TEST ENTIRE SERVICE	TEST ENTIRE DELIVERY 2	LABOURER		26/03/2019	TUE	No	PM	14:00	19:30	0	05.00	HOUR	CS0300009629507	\$55.00	\$21.30	\$296.30
1	1	TEST ENTIRE SERVICE		LABOURER		27/03/2019	WED	No	AM	06:00	10:00	0	04.00	HOUR	CS0300009629507	\$50.00	\$19.80	\$216.80
2	2	TEST ENTIRE SERVICE		LABOURER		27/03/2019	WED	No	AM	10:30	14:00	10	03.50	HOUR	CS0300009629507	\$50.00	\$8.75	\$209.42
0	0	TEST ENTIRE SERVICE		REGONURSE	ENTIRE EXPERTISE	14/04/2019	SUN	No	PM	14:00	23:00	20	08.40	HOUR	REGONURSE L1	\$23.00	\$26.80	\$226.13

Edit shift details or Create manual splits on top of right click option - Add Split

Seq	Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PHF	Shift	Start	End	Break	Wkd Hrs (HE:PH)	Unit	Pay Level	Pay Rate (\$)	Pay Allow	Pay Total Inv
1	1	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	06:00	10:00	0	04.00	HOUR	REGONURSE L1	\$41.00	\$18.00	\$182.00
2	2	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	10:30	14:00	10	03.50	HOUR	REGONURSE L1	\$41.00	\$7.00	\$164.17

Shift Edit Section

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

Split Part 1 is selected & its attached allowances

Edit shift details or Create manual splits on top of right click option - Add Split

Seq	Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PHF	Shift	Start	End	Break	Wkd Hrs (HE:PH)	Unit	Pay Level	Pay Rate (\$)	Pay Allow	Pay Total Inv
1	1	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	06:00	10:00	0	04.00	HOUR	REGONURSE L1	\$41.00	\$18.00	\$182.00
2	2	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	10:30	14:00	10	03.50	HOUR	REGONURSE L1	\$41.00	\$7.00	\$164.17

Split Base Allowances. Split 1 is selected.

1	Pay Allowance	Rate Unit	Hrs / KHS	Amount(\$)	1	Invoice Allowance	Rate Unit	Hrs / KHS	Amount(\$)
DA	\$10.00 SHIFT	4.00	\$10,000.00	DA	\$15.00 SHIFT	4.00	\$15,000.00		
TA	\$2.00 HOUR	4.00	\$8,000.00	TA	\$3.00 HOUR	4.00	\$12,000.00		

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

Split Part 2 is selected & its attached allowances

Edit shift details or Create manual splits on top of right click option - Add Split

Seq	Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PHF	Shift	Start	End	Break	Wkd Hrs (HE:PH)	Unit	Pay Level	Pay Rate (\$)	Pay Allow	Pay Total Inv
1	1	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	06:00	10:00	0	04.00	HOUR	REGONURSE L1	\$41.00	\$18.00	\$182.00
2	2	TEST ENTIRE SERVICE		REGONURSE		14/03/2019	THU	No	AM	10:30	14:00	10	03.50	HOUR	REGONURSE L1	\$41.00	\$7.00	\$164.17

2	Pay Allowance	Rate Unit	Hrs / KHS	Amount(\$)	2	Invoice Allowance	Rate Unit	Hrs / KHS	Amount(\$)
TA	\$2.00 HOUR	3.50	\$7,000.00	TA	\$3.00 HOUR	3.50	\$10,500.00		

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

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		REGDRNURSE		25/01/2019	FRI	No	PM	14:00	19:20	20	05:00
2	246	TEST ENTIRE SERVICE		REGDRNURSE		25/01/2019	FRI	No	O1	19:20	21:20	0	02:00
3	246	TEST ENTIRE SERVICE		REGDRNURSE		25/01/2019	FRI	No	O2	21:20	23:00	0	01:40
1	284	TEST ENTIRE SERVICE		REGDRNURSE		26/01/2019	SAT	No	PM	14:00	19:20	20	05:00
2	284	TEST ENTIRE SERVICE		REGDRNURSE		26/01/2019	SAT	No	O1	19:20	21:20	0	02:00
3	284	TEST ENTIRE SERVICE		REGDRNURSE		26/01/2019	SAT	No	O2	21:20	23:00	0	01:40
1	209	TEST ENTIRE SERVICE		REGDRNURSE		28/01/2019	MON	No	PM	14:00	19:20	20	05:00
2	209	TEST ENTIRE SERVICE		REGDRNURSE		28/01/2019	MON	No	O1	19:20	21:20	0	02:00
3	209	TEST ENTIRE SERVICE		REGDRNURSE		28/01/2019	MON	No	O2	21:20	23:00	0	01:40
1		TEST ENTIRE SERVICE		REGDRNURSE	ENTIRE EXEPERTISE	14/02/2019	THU	No	PM	14:00	19:20	20	05:00
2		TEST ENTIRE SERVICE		REGDRNURSE	ENTIRE EXEPERTISE	14/02/2019	THU	No	O1	19:20	21:20	0	02:00
3		TEST ENTIRE SERVICE		REGDRNURSE	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.

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						Invoice Allowances					
Timesheet #	Split seq.	Pay Allowance	Rate	Unit	Amount(\$)	Timesheet #	Split seq.	Invoice Allowance	Rate	Unit	Amount(\$)
246	1	DA	\$10.00	SHIFT	\$10.0000	246	1	DA	\$15.00	SHIFT	\$15.0000
246	1	TA	\$2.00	HOUR	\$10.0000	246	1	TA	\$3.00	HOUR	\$15.0000
246	2	TA	\$2.00	HOUR	\$4.0000	246	2	TA	\$3.00	HOUR	\$6.0000
246	3	TA	\$2.00	HOUR	\$2.8000	246	3	TA	\$3.00	HOUR	\$4.2000
284	1	DA	\$10.00	SHIFT	\$10.0000	284	1	DA	\$15.00	SHIFT	\$15.0000
284	1	TA	\$2.00	HOUR	\$10.0000	284	1	TA	\$3.00	HOUR	\$15.0000
284	2	TA	\$2.00	HOUR	\$4.0000	284	2	TA	\$3.00	HOUR	\$6.0000
					\$330.65						\$495.99

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

6. Review and Validate Shift Screen when option “All Shifts per Member” is selected.

CASE 2: When Option “All Shifts per Member” selected.

Member Name	Verification Status	Status	Qualification	Primary Pay Point	Shifts From	Shifts To	Total Shifts	Total Hours (HH:MM)	Important Member Notes
ADAM BLAKE 360565	INVOICE ONLY	ACTIVE	LABOURER	LOCLGOV L3 192520508	18/03/2019	18/03/2019	2	-0.50	
ADAM BLAKE 360565	PAY ONLY	ACTIVE	LABOURER	LOCLGOV L3 192520508	01/04/2019	01/04/2019	1	8.00	
BLAKE THOMSON 3798008		ACTIVE	REGDNURSE	REGDNURSE L1	24/01/2019	14/04/2019	25	165.60	Split super into 4 accounts.
BLAKE THOMSON 3798008	QUERY	ACTIVE	REGDNURSE	REGDNURSE L1	30/01/2019	25/03/2019	2	5.30	Split super into 4 accounts.

Doc	Seq	Timesheet#	Client	Delivery Location	Qualification	Expertise	Date	Day	PH?	Shift	Start	End	Break	Wkd Hrs (HH:MM)	Unit	Pay Level	Pay Rate (\$)	Pay Allow
0	281		PROGRAMMED SKILLED		CFO		24/01/2019	THU	No	AM	10:00	17:00	0	07.00	HOUR		\$0.00	\$0.00
0	246		TEST ENTIRE SERVICE		REGDNURSE		25/01/2019	FRI	No	PM	14:00	23:00	20	08.40	HOUR	REGDNURSE L1	\$22.00	\$26.80
0	284		TEST ENTIRE SERVICE		REGDNURSE		26/01/2019	SAT	No	PM	14:00	23:00	20	08.40	HOUR	REGDNURSE L1	\$22.00	\$26.80
0	209		TEST ENTIRE SERVICE		REGDNURSE		28/01/2019	MON	No	PM	14:00	23:00	20	08.40	HOUR	REGDNURSE L1	\$22.00	\$26.80
0			ABC PRODUCTS		LABOURER		02/02/2019	SAT	No	AM	06:00	10:00	0	04.00	HOUR	CS0300305920507	\$60.00	\$79.00
0			TEST ENTIRE SERVICE		REGDNURSE	ENTIRE EXPERTISE	14/02/2019	THU	No	PM	14:00	23:00	20	08.40	HOUR	REGDNURSE L1	\$22.00	\$26.80
0			TEST ENTIRE SERVICE		REGDNURSE		26/02/2019	TUE	No	PM	14:00	23:00	20	08.40	HOUR	REGDNURSE L1	\$22.00	\$26.80
0			ANG ASSOCIATION		DRIVER		28/02/2019	THU	No	AM	06:00	14:00	0	08.00	HOUR		\$0.00	\$0.00
0			PROGRAMMED SKILLED	PROGRAMMED SKILLED DE...	BOOMCRANE		03/03/2019	SUN	No	AM	10:00	14:00	0	04.00	HOUR		\$0.00	\$0.00
0	272		PROGRAMMED SKILLED		DRIVER		05/03/2019	TUE	No	PM	15:00	23:00	0	08.00	HOUR		\$0.00	\$0.00
0	271		TEST ENTIRE SERVICE		REGDNURSE	ENTIRE EXPERTISE	07/03/2019	THU	No	PM	14:00	23:00	20	08.40	HOUR	REGDNURSE L1	\$22.00	\$26.80
0	268		TEST ENTIRE SERVICE		REGDNURSE	ENTIRE EXPERTISE	15/03/2019	THU	No	PM	14:00	23:00	20	08.40	HOUR	REGDNURSE L1	\$22.00	\$26.80

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

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

		Entire Software Pty Ltd Trading as Entire Software Pty Ltd ABN 34 097 574 171 Head Office 290a Frankston Flinders Road WALLSEND NSW 2287 Phone: 02 4941 9800 NEWCASTLE Office 290a Frankston Flinders Road WALLSEND NSW 2287 Phone: 02 4941 9800 Fax: 02 4941 9899						
Pay Enquiries Phone: 0312345678 Email: support@entiresoftware.com		ENTIRE SOFTWARE SOFTWARE Australia SANDY BAY TAS 7005						
Pay Frequency: Weekly		PAY SLIP ADVICE For Period Ending: 01/04/2019 Payslip No: P10000043 Member No: 3797994 Pay Date: 25/04/2019						
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		TAS\$39.00, DAS\$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		TAS\$18.75, DA\$8.80	\$340.88
TEST2	11/01/2019	FRI NS 19:00-08:00	TESTPAY	13.00	\$40.00		TAS\$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							
--	--							

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.

The screenshot displays the 'Payroll' settings section in the ENTIRE Software interface. On the left, a navigation menu lists various settings, with 'Payroll' selected. The main area contains several configuration fields:

- Financial year start from:** 01/07/2018
- Financial year end on:** 30/06/2019
- Pay Frequency:** Weekly
- Payslip Instruction:** (Text input field)
- Invoice Instruction:** (Text input field)
- Pay Enquiry No.:** 0312345678
- Pay Enquiry Email:** support@entiresoftware.com
- Invoice Enquiry No.:** 0312345678
- Invoice Enquiry Email:** support@entiresoftware.com
- Show Client Cost Center ID in Invoice as per the Auto Generated Client Code ?** YES NO
- Nominate Allowance For Travel Claim:** TA
- Distance limit for tax exemption:** 5000
- Nominate Allowance For CoPayment:** ----SELECT----
- Nominate Member Deduction For CoPay:** ----SELECT----
- Limit for Payslip Generation:** 5000
- Default Invoice Payment Due Days:** 30
- Override Default Invoice Order in Invoices ?**
- Payslip Logo & Address Setting (Optional):** (These details override the default payslips Details)
 - Show Below details on Payslip header
 - Street Address *** (Text input)
 - State *** (Dropdown menu)
 - Suburb *** (Dropdown menu)
 - Post Code *** (Text input)
 - Phone *** (Text input)
 - Entity Details on Payslips *** (Dropdown menu)
- Co INVEST:**
 - 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
 - Show Period Ending Date as Invoice Date in Invoices
 - Show Client Name instead of Card ID in MYOB Export File
 - Confirm Shift - Pay Level as Per booking
 - Registration Number:** (Text input)
 - Due Date (No. Of Days):** 0

* Marked fields are mandatory

Save

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

Client Payroll

Location Group: OTHER MANUFACTURING | Location Name: ABC PRODUCTS | Client Status: CLIENT ACTIVE

Obligations | Invoice | Invoice Terms | Work Cover | Profile | Contact Details

Financial Details

Invoicing Tax & Rates Obligations

Rate Table * : ENT_RATETABLE

Obligation Table * : CLIENT INVOICING OBLIGATIONS

Entity Name : DUMMYENTITY
(Choose Entity for applying Client Specific Invoice format or logo details)

CustomerID : ENT_CUSTID
(Accounting system client associated Code for mapping)

Associate Branch (If any) : ENTIRE SOFTWARE APPLICATIONS
(In case of Multiple ABN, it is must to nominate branch code)

Award Name * : TRUCTION GENERAL ON-SITE AWARD (MA000020)

Payroll Tax Exempt? Yes

Invoicing Finance Notes (Max 200 char)

Invoicing Finance Notes

Update Denied. There are verified shifts present with the current Details. Please unconfirm the shifts for this client first to proceed further.

Invoice Generation Type

Generate Invoice On

Default as per Service Location

Separate Invoice Per Area Location

As per Qualification

Separate Invoice Per Member

Separate Invoice Per Order Number

Both Qualification and Area Location

Travel Claim

Allow Members to Claim Travel Allowance

Allow Member to Claim Travel from their Residence

Select Type of Travel Instructions to Show on App
---SELECT---

Other

Show Member the Value of Shift Assigned / Released in App

Allow Members to Receive CoPayments?

Show Shift Order No in Invoice Reference Code?

Show Delivery Location in Payslip

Exempt GST from the Allowance ?

Confirm Finance Changes

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

Obligations | Invoice | Invoice Terms | Profile | Contact Details

Setting

Accounting Details

Job ID : [] | Account No. * : []

Tax Code * : [] | Payment is Due : []

Currency * : [] | CustomerID : []

Tax Inclusive

Journal Memo : []

Confirm Account Changes

Invoice Due date Setting

Invoice options

Option 1 : Number of days from Invoice Date. []
(For Ex: Invoice Date + due days)

Or

Option 2 : Number of days after End of Month. []
(For Ex: Invoice Due Date = 30/09/2018 + Number of days entered)

Or

Option 3 : Number of days difference is lesser than the difference of end of month date to Invoice Date (Due by Following end of Month) []
(For Ex: Case 1: Invoice Date = 03/09/2018, Difference days limit = 30, Invoice Due Date = 31/10/2018)
(Case 2: Invoice Date = 03/09/2018, Difference days limit = 20, Invoice Due Date = 30/09/2018)

Confirm Invoice Changes

Figure 9B: Invoicing Terms

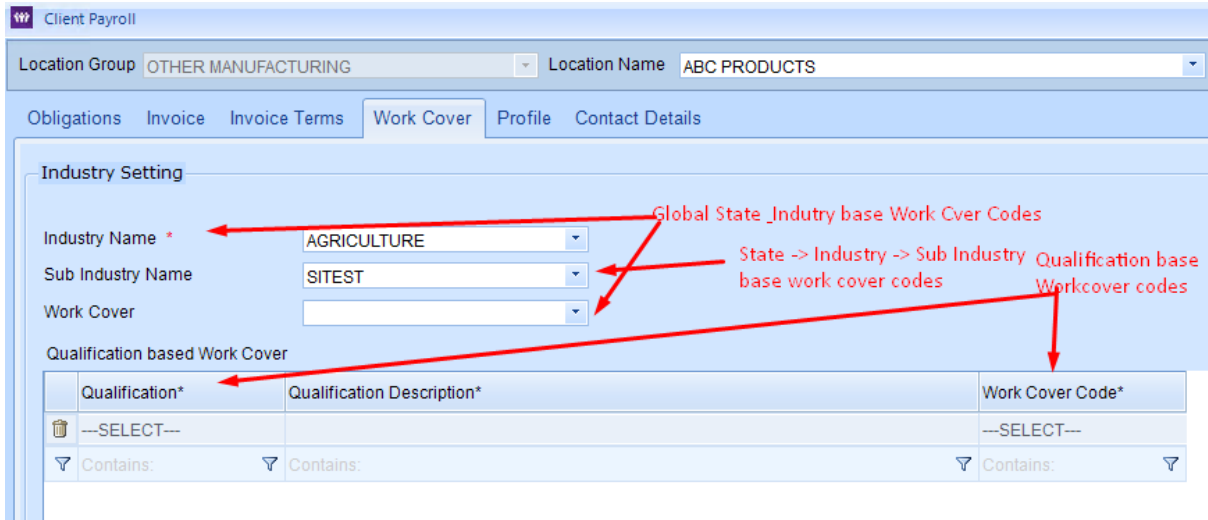


Figure 9C: State base Industry / Sub Industry / Qualifications base Work Cover Codes

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.

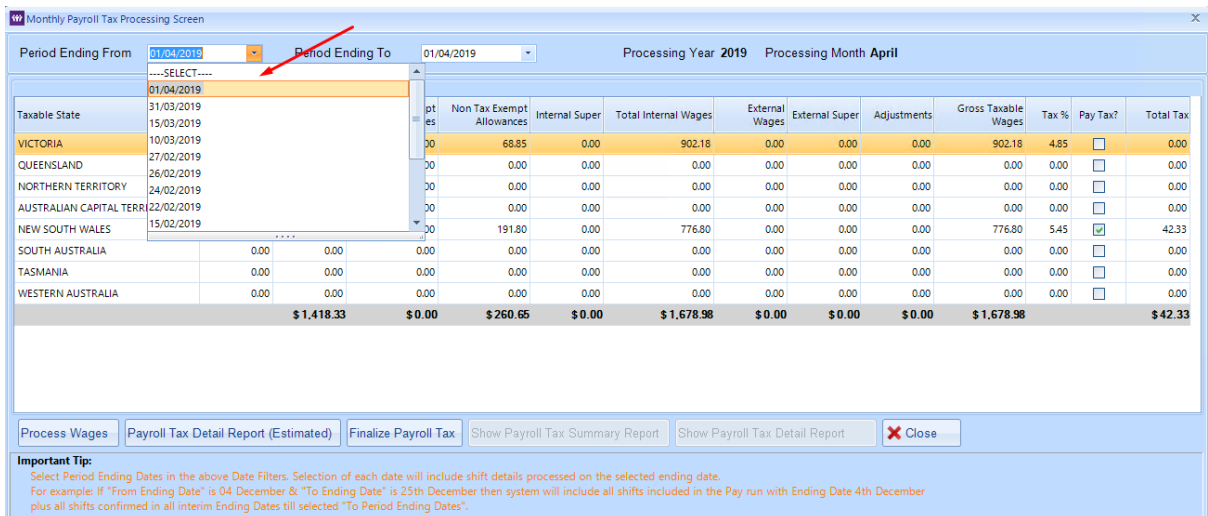


Figure 10: Payroll Tax Screen

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”.

