

# GUIDE TO PAYROLL PLUS REPORTS.

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Payment Register Listing

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/02 Pay Day: 12/ 6/02

Employee	Pay No	Net Pay	Tax Cheque Per Number	Employee	Pay No	Net Pay	Tax Cheque Per Number
PAY METHOD: DEP1							
1 EMPLOYEE T	1	800.30	1.00	3 SMITH J	1	1688.35	1.00
5 JONES D	1	696.20	1.00	6 KANE C	1	1496.30	2.00
7 POLO M	1	1088.30	1.00	8 GABLE C	1	700.30	1.00
9 LEIGH V	1	2776.70	1.00	11 AMY P	1	1019.88	1.00
				TOTAL FOR PAY SLIPS DEP1 :	8/	10266.33	
PAY METHOD: DEP2							
1 EMPLOYEE T	1	100.00	1.00	3 SMITH J	1	100.00	1.00
5 JONES D	1	120.00	1.00	6 KANE C	1	200.00	2.00
7 POLO M	1	100.00	1.00	8 GABLE C	1	100.00	1.00
9 LEIGH V	1	100.00	1.00				
				TOTAL FOR PAY SLIPS DEP2 :	7/	820.00	
				OVERALL NET TOTAL :	15/	11086.33	

# The Payment Register Listing

Check the employee net payments on the Pay Register Listing. This provides a quick reference when you first receive the Reports from N.P.S. and helps to establish that all the appropriate employees have been paid the pay method to be used and the net amount to be paid.

## **OPTIONS:**

Report P02: – Payment Register Listing (Sorted by Pay Method & Pay Split)

Report P03: – Pay Register by Cost Centre.

Report P07: – Pay Register by Paypoint.

Report P0R: – Pay Register by Surname.

Report P0S: – Pay Summary Report.

A Payment Register Listing is produced each pay process.

## **FEATURES:**

- Details net payments made to employees.
- Payments are broken down by payment type ie. cash, cheque, EFT/Deposit and non-payment (non-cash) entries.
- The payslip number.
- The number of pay (tax) periods.
- Overall net total.

**Audit Report**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/2002

Processed: 10/ 6/2002 Operator: david

SUMMARY OF NET PAYMENTS (Including all pay splits)

	CASH	CHEQUE	EFT	DEPOSIT	SUB-TOTALS	NON-CASH	TOTAL
WEEKLY	0/ 0.00	0/ 0.00	0/ 0.00	5/ 2720.48	5/ 2720.48	0.00	2720.48
FORTNIGHTLY	0/ 0.00	0/ 0.00	0/ 0.00	4/ 2884.60	4/ 2884.60	0.00	2884.60
MONTHLY	0/ 0.00	0/ 0.00	0/ 0.00	4/ 4665.05	4/ 4665.05	0.00	4665.05
QUARTERLY	0/ 0.00	0/ 0.00	0/ 0.00	0/ 0.00	0/ 0.00	0.00	0.00
BIMONTHLY	0/ 0.00	0/ 0.00	0/ 0.00	2/ 816.20	2/ 816.20	0.00	816.20
<b>TOTALS</b>	0/ 0.00	0/ 0.00	0/ 0.00	15/ 11086.33	15/ 11086.33	0.00	11086.33

PROCESSING BALANCE CHECK	PROCESSING INFORMATION	EMPLOYEE SUMMARY				
		Curr	TrmC	TrmP	Total	
Last Process YTD Net 110445.86	Autopays Paid = Weekly,F'nightly,Mthly,Quarterly,BiMthly	MALE	0	0	2	2
This Pay Net 11086.33	Special Requests = None	FEMALE	8	0	1	9
YTD Net Adjustment 0.00		TOTAL	8	0	3	11
This Process YTD Net - 121532.19		PAID	8	0	0	8
Discrepancy = 0.00	Accumulators Cleared = None					
	EFT Dates =					
	Month Start Date = 3/ 6/2002					

SUMMARY OF EFT - ATO/EMP	
PAYG WEEKLY	0.00
PAYG FORTNIGHTLY	0.00
PAYG MONTHLY	0.00
PAYG QUARTER	0.00
PAYG BIMONTHLY	0.00
<b>TOTAL OF PAYG EFT</b>	<b>0.00</b>
<b>TOTAL OF EMP EFT</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>0.00</b>

SUMMARY OF LAST EFT	
Please Note: These totals should match totals reported in the last pay cycle. Please check for discrepancy.	
<b>TOTAL OF PAYG EFT</b>	<b>0.00</b>
<b>TOTAL OF EMP EFT</b>	<b>0.00</b>
<b>GRAND TOTAL OF EF</b>	<b>0.00</b>

EMPLOYER AUTHORISATION



**Audit Report**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/2002

Processed: 10/ 6/2002 Operator: david

SUMMARY OF NET PAYMENTS (Including all pay splits)

	CASH	CHEQUE	EFT	DEPOSIT	SUB-TOTALS	NON-CASH	TOTAL
WEEKLY	0/ 0.00	0/ 0.00	0/ 0.00	5/ 2720.48	5/ 2720.48	0.00	2720.48
FORTNIGHTLY	0/ 0.00	0/ 0.00	0/ 0.00	4/ 2884.60	4/ 2884.60	0.00	2884.60
MONTHLY	0/ 0.00	0/ 0.00	0/ 0.00	4/ 4665.05	4/ 4665.05	0.00	4665.05
QUARTERLY	0/ 0.00	0/ 0.00	0/ 0.00	0/ 0.00	0/ 0.00	0.00	0.00
BIMONTHLY	0/ 0.00	0/ 0.00	0/ 0.00	2/ 816.20	2/ 816.20	0.00	816.20
<b>TOTALS</b>	0/ 0.00	0/ 0.00	0/ 0.00	15/ 11086.33	15/ 11086.33	0.00	11086.33

PROCESSING BALANCE CHECK	PROCESSING INFORMATION	EMPLOYEE SUMMARY				
		Curr	TrmC	TrmP	Total	
Last Process YTD Net 110445.86	Autopays Paid = Weekly,F'nightly,Mthly,Quarterly,BiMthly	MALE	0	0	2	2
This Pay Net 11086.33	Special Requests = None	FEMALE	8	0	1	9
YTD Net Adjustment 0.00		TOTAL	8	0	3	11
This Process YTD Net - 121532.19		PAID	8	0	0	8
Discrepancy = 0.00	Accumulators Cleared = None					
	EFT Dates =					
	Month Start Date = 3/ 6/2002					

SUMMARY OF EFT - ATO/EMP	
PAYG WEEKLY	0.00
PAYG FORTNIGHTLY	0.00
PAYG MONTHLY	0.00
PAYG QUARTER	0.00
PAYG BIMONTHLY	0.00
<b>TOTAL OF PAYG EFT</b>	<b>0.00</b>
<b>TOTAL OF EMP EFT</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>0.00</b>

SUMMARY OF LAST EFT	
Please Note: These totals should match totals reported in the last pay cycle. Please check for discrepancy.	
<b>TOTAL OF PAYG EFT</b>	<b>0.00</b>
<b>TOTAL OF EMP EFT</b>	<b>0.00</b>
<b>GRAND TOTAL OF EF</b>	<b>0.00</b>

EMPLOYER AUTHORISATION

# The Audit Report

Check that the staff pays will go into the bank on time & that you have your end of month Reports. The Audit Report is produced to give the pay office a snap shot of the payroll process. The Report has been divided into four major sections.

## **OPTIONS:**

Report P11: – Audit Report

An Audit Report is produced each pay run with provision for the Authorising signatory.

## **FEATURES:**

- Section 1: Summary Of Net Payments (Including all pay splits) - The number and value of Cash, Cheque, EFT and Manual Bank Deposits for each frequency paid. A Sub-Total of This-Pay payments, Non-Cash entries and a Total of all payments processed this pay.
- Section 2: Processing balance check- If there is a discrepancy contact your consultant
- Section 3: Processing Information.
- Section 4: Employee Summary – Total Staff Numbers

## Audit Message Report

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/2002 Pay Day: 12/ 6/2002

PAYROLL AUDIT MESSAGES					
Emp ID	Name	Audit Code	Description		Amount
3	SMITH	ALT	Annual Leave Taken		38.00
5	JONES	ALT	Annual Leave Taken		38.00
6	KANE	ALT	Annual Leave Taken		68.40
11	AMY	BIR	No Date of Birth		
11	AMY	BIR	No Date of Birth		
1	EMPLOYEE	GPL	Gross Pay Limit Variation (Over)		34.80
1	EMPLOYEE	GPL	Gross Pay Limit Variation (Over)		34.80
2	SMITH	GPL	Gross Pay Limit Variation (Over)		264.80
3	SMITH	GPL	Gross Pay Limit Variation (Over)		1662.35
3	SMITH	GPL	Gross Pay Limit Variation (Over)		1662.35
6	KANE	GPL	Gross Pay Limit Variation (Over)		949.30
7	POLO	GPL	Gross Pay Limit Variation (Over)		494.80
7	POLO	GPL	Gross Pay Limit Variation (Over)		494.80
9	LEIGH	GPL	Gross Pay Limit Variation (Over)		2468.20
9	LEIGH	GPL	Gross Pay Limit Variation (Over)		2638.20
1	EMPLOYEE	MRA	Master Record Altered		
3	SMITH	MRA	Master Record Altered		
5	JONES	MRA	Master Record Altered		
6	KANE	MRA	Master Record Altered		
7	POLO	MRA	Master Record Altered		
8	GABLE	MRA	Master Record Altered		
9	LEIGH	MRA	Master Record Altered		
11	AMY	MRA	Master Record Altered		
2	SMITH	NTA	Negative Term A -4227.73		-4227.73
2	SMITH	NTA	Negative Term A -4227.73		-4227.73
3	SMITH	OLT	Other Leave Type Taken		38.00
5	JONES	OLT	Other Leave Type Taken		38.00
6	KANE	OLT	Other Leave Type Taken		68.40
1	EMPLOYEE	SLT	Sick Leave Taken		7.60
3	SMITH	SLT	Sick Leave Taken		7.60
7	POLO	SLT	Sick Leave Taken		7.60
9	LEIGH	SLT	Sick Leave Taken		15.20
11	AMY	SLT	Sick Leave Taken		7.60
2	SMITH	TEP	Terminated Employee Paid		
1	EMPLOYEE	TFN	Invalid Tax File Number		
1	EMPLOYEE	TFN	Invalid Tax File Number		
2	SMITH	TFN	Invalid Tax File Number		
2	SMITH	TFN	Invalid Tax File Number		
4	JONES	TFN	Invalid Tax File Number		
4	JONES	TFN	Invalid Tax File Number		
6	KANE	TFN	Invalid Tax File Number		
6	KANE	TFN	Invalid Tax File Number		
7	POLO	TFN	Invalid Tax File Number		
7	POLO	TFN	Invalid Tax File Number		

# Payroll Plus

P/E: 9/ 6/2002

Audit Message Report



# The Audit Message Report.

Check a summary of all the payroll and employee masterfile changes that could impact on the employee's net pay. The Audit Message Report has been designed to show the authorising signatory any financial changes made to the employee masterfile such as rate changes, new employees etc. that may impact on the net pay of the employee. The Audit Message Report shows before and after images of changes.

## **OPTIONS:**

Report P12 – Audit Message Report

An Audit Message Report is produced each pay process.

## **FEATURES:**

- Section 1: Payroll Audit Messages - These messages relate to changes made to the Employee Masterfile.
- Section 2: Controller Audit Messages - These messages relate to changes made to the payroll.

*It is important that each message be checked as soon as you receive your payroll reports. Those listed here are only some of the messages you might see. If you have any queries you should ring your consultant immediately.*

Payroll Journal Listing - Surname Sequence

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/02 Pay Day: 12/ 6/02

11 AMY P				Pay# 1 Manual						
NORMAL HRS	30.40	30.36447	923.08	FIRST AID	4.80 B	NORMAL HRS	106.40	1683.08	FIRST AID	14.40 B
TIME/HALF	2.00	228.00000	456.00	'ER SUPER	-107.69 E	TIME/HALF	2.00	456.00	'ER SUPER	-323.07 E
SICK	7.60	20.00000	152.00	SUPER EMEE	-10.00 A	SICK	7.60	152.00	SUPER EMEE	-30.00 A
Total Gross Income:			1535.88	Term A		Total Gross Income:			2305.48	Term A
Total Taxable Income:			1535.88	Term B		Total Taxable Income:			2305.48	Term B
Total Taxation:			506.00	Term C		Total Taxation:			633.70	Term C
Total Deductions:			-10.00	Term C Tax		Total Deductions:			-30.00	Term C Tax
Total Net Pay:			1019.88	Term D		Total Net Pay:			1641.78	Term D
				Term N						Term N
				Rollover						Rollover
				LSPE						LSPE
PAY SPLITS: DEP1			1019.88							
1 EMPLOYEE T				Pay# 1 Manual		Paypoint.				
NORMAL HRS	40.00	20.00000	800.00	BONUS	100.00 T	NORMAL HRS	194.80	3896.00	BONUS	700.00 T
TIME/HALF	1.00	30.00000	30.00	COMMISSION	200.00 T	TIME/HALF	7.00	210.00	COMMISSION	1400.00 T
DOUBLE	1.00	40.00000	40.00	FIRST AID	4.80 B	DOUBLE	7.00	280.00	FIRST AID	33.60 B
R.D.O.	-2.00	20.00000	-40.00			SICK	15.20	304.00	'ER SUPER	-74.20 E
				UNION	-3.50 A	L/LOADING	76.00	266.00	UNION	-24.50 A
				SUPER EMEE	-35.00 A	R.D.O.	-16.20	-324.00	SUPER EMEE	-245.00 A
						ANNUAL LVE	76.00	1520.00		
Total Gross Income:			1134.80	Term A		Total Gross Income:			8285.60	Term A
Total Taxable Income:			1134.80	Term B		Total Taxable Income:			8285.60	Term B
Total Taxation:			196.00	Term C		Total Taxation:			1772.25	Term C
Total Deductions:			-38.50	Term C Tax		Total Deductions:			-269.50	Term C Tax
Total Net Pay:			900.30	Term D		Total Net Pay:			6243.85	Term D
				Term N						Term N
				Rollover						Rollover
				LSPE						LSPE
PAY SPLITS: DEP1			800.30	DEP2	100.00					
8 GABLE C				Pay# 1 Manual		Paypoint.				
NORMAL HRS	40.00	20.00000	800.00	COMMISSION	200.00 T	NORMAL HRS	213.60	4272.00	COMMISSION	1200.00 T
TIME/HALF	1.00	30.00000	30.00	FIRST AID	4.80 B	TIME/HALF	7.00	210.00	FIRST AID	28.80 B
DOUBLE	1.00	40.00000	40.00			DOUBLE	5.00	200.00	'ER SUPER	-67.20 E
R.D.O.	-2.00	20.00000	-40.00	UNION	-3.50 A	R.D.O.	-8.30	-166.00	UNION	-21.00 A
				SUPER EMEE	-35.00 A	P/HOLIDAY	22.80	456.00	SUPER EMEE	-210.00 A



**Payroll Journal Listing - Surname Sequence**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 5

Period Ending: 9/ 6/02 Pay Day: 12/ 6/02

\*\*\*\* OVERALL SUMMARY \*\*\*\*

TOTAL EARNINGS: PAY COMPONENTS:

	THIS PERIOD		MONTH TO DATE		YEAR TO DATE				
	Units	Amount	Units	Amount	Units	Amount	TaxIn		
NORMAL HRS	636.08	10971.93	NORMAL HRS	636.08	10971.93	NORMAL HRS	6557.00	95024.18	B
TIME/HALF	17.00	786.00	TIME/HALF	17.00	786.00	TIME/HALF	79.00	2121.00	B
DOUBLE	10.00	320.00	DOUBLE	10.00	320.00	DOUBLE	48.00	1520.00	B
SICK	15.20	266.00	SICK	15.20	266.00	SICK	60.80	1178.00	B
L/LOADING	106.40	186.20	L/LOADING	106.40	186.20	L/LOADING	486.40	651.70	L
R.D.O.	-4.00	-80.00	R.D.O.	-4.00	-80.00	R.D.O.	-24.50	-490.00	B
P/HOLIDAY			P/HOLIDAY			P/HOLIDAY	228.00	3382.00	B
LWOP			LWOP			LWOP	7.60		B
ANNUAL LVE	106.40	1064.00	ANNUAL LVE	106.40	1064.00	ANNUAL LVE	506.40	6584.00	B

TOTAL EARNINGS: ALLOWANCES AND DEDUCTIONS:

	THIS PERIOD		MONTH TO DATE		YEAR TO DATE		Tax Ind.	
	Amount		Amount		Amount			
BONUS	475.00		BONUS	475.00	BONUS	4275.00	T	
COMMISSION	475.00		COMMISSION	475.00	COMMISSION	3425.00	T	
FIRST AID	43.20		FIRST AID	43.20	FIRST AID	312.00	B	
'ER SUPER	-107.69		'ER SUPER	-107.69	'ER SUPER	-2972.14	E	
UNION	-28.00		UNION	-28.00	UNION	-217.00	A	
SUPER EMEE	-220.00		SUPER EMEE	-220.00	SUPER EMEE	-1730.00	A	
Gross:	14507.33	Term A	Gross:	14507.33	Term A	151519.49	Term A	-3680.07
Tax Income:	14507.33	Term B	Tax Income:	14507.33	Term B	118987.26	Term B	
Tax Paid:	3173.00	Term C	Tax Paid:	3173.00	Term C	28040.30	Term C	13841.30
Deductions:	-248.00	TermC Tax	Deductions:	-248.00	TermC Tax	-1947.00	TermC Tax	2854.41
Net Pay	11086.33	Term D	Net Pay:	11086.33	Term D	121532.19	Term D	22371.00
		Term N			Term N		Term N	1004.38
		Rollover			Rollover		Rollover	
		LSPE			LSPE		LSPE	

\*\*\*\* END OF REPORT \*\*\*\*

# The Payroll Journal Listing

Check all payments paid to each employee, both this pay and year to date. Check your Month to Date and Year to Date totals. Allows you to check in detail the payments made this pay. Payroll Reconciliation Legislative Requirements.

## OPTIONS:

The primary sort for the Payroll Journal Listing is by Paypoint with employees listed in employee number order. Paypoints are used within PayrollPlus to establish varying physical locations or pay frequencies, a number of different Group Tax names or numbers. Other sort options are Alpha, that is surname and by Location.

Report P15: – Payroll Journal (Sorted by Pay Point & Employee Number)

Report P16: – PPS Payroll Journal.

Report P17: – Payroll Journal By P/Pt By Alpha.

Report P18: – Payroll Journal By Alpha (No P/Pt).

Report P1A: – Payroll Journal Location Summaries. (Totals only – no employee details are given).

Report P1D: – Depart by Location Summary.

Report P1H: – Pay Journal by Location Alpha.

Report P1I: – Journal by Emp no by Location.

Report P1R: – Pay Journal Overall Summary.

Additional options provide for the election for exclusion of Terminated Employees, or all unpaid employees including Terminated Employees.

A Payroll Journal Listing is produced each pay process.

## FEATURES:

- Details employee's earnings this pay on the left and Year to Date on the right of the page.
- Pay elements and addition/Deductions use client specified English descriptions.
- Each employee shows the employee number, name, this payslip number, and their pay status for this pay. If using paypoints then the paypoint is also given.
- Paypoint Summaries are provided if paypoints are used.
- Details paypoint description.
- Total Earnings: employees earnings this pay, Month to Date and Year to Date.
- All Pay Components and addition/Deductions use full descriptions (10 characters).
- The Overall summary totals all paypoints to give a client total for this pay, this month and this financial Year to Date.
- Same layout as for the Paypoint Summary.

**Cost Report**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/02 Period Accum.Start: 3/ 6/02 Project Accum.Start: 27/12/99

		NORMAL	OVERTIME	PREMIUM OVERTIME	LEAVE	OTHER	ALLOWANCES	TERM	TOTAL		
COST CENTRE : 1/1/1/123											
This Pay	\$	7612.80	650.00	270.00	SICK	0.00	BONS	450.00	0.00	10446.60	
	Hours	444.61	25.00		L/L	186.20	COMM	450.00		682.41	
					ANN	106.40	FAID	33.60			
						106.40					
Month To Date	\$	7612.80	650.00	270.00	SICK	0.00	BONS	450.00	0.00	10446.60	
	Hours	444.61	25.00		L/L	186.20	COMM	450.00		682.41	
					ANN	106.40	FAID	33.60			
						106.40					
Project To Date	\$	21206.40	1400.00	580.00	SICK	608.00	BONS	1100.00	TA	-4227.73	48591.89
	Hours	1313.03	55.00		L/L	30.40	COMM	1250.00	TC	10037.30	1778.43
					L/L	186.20	FAID	96.00	TD	12655.00	
					PHOL	106.40	'ER	784.72			
					ANN	2432.00					
						167.20					
					ANN	1064.00					
						106.40					
Year To Date	\$	51582.20	3185.00	1315.00	SICK	912.00	BONS	3100.00	TA	-4227.73	89420.40
	Hours	3180.83	125.00		L/L	45.60	COMM	3250.00	TC	10037.30	4222.63
					L/L	651.70	FAID	225.60	TD	12655.00	
					PHOL	334.40	'ER	1161.33			
					ANN	2584.00					
						174.80					
					LWOP	7.60					
					ANN	4304.00					
						354.40					

*Payroll Plus*

P/E: 9/ 6/02

Cost Report





**Cost Report**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/02 Period Accum.Start: 3/ 6/02 Project Accum.Start: 27/12/99

		NORMAL	OVERTIME	PREMIUM OVERTIME	LEAVE	OTHER	ALLOWANCES	TERM	TOTAL		
COST CENTRE : 1/1/1/123											
This Pay	\$	7612.80	650.00	270.00	SICK	0.00	BONS	450.00	0.00	10446.60	
	Hours	444.61	25.00		L/L	186.20	COMM	450.00		682.41	
					ANN	106.40	FAID	33.60			
						106.40					
Month To Date	\$	7612.80	650.00	270.00	SICK	0.00	BONS	450.00	0.00	10446.60	
	Hours	444.61	25.00		L/L	186.20	COMM	450.00		682.41	
					ANN	106.40	FAID	33.60			
						106.40					
Project To Date	\$	21206.40	1400.00	580.00	SICK	608.00	BONS	1100.00	TA	-4227.73	48591.89
	Hours	1313.03	55.00		L/L	30.40	COMM	1250.00	TC	10037.30	1778.43
					L/L	186.20	FAID	96.00	TD	12655.00	
					PHOL	106.40	'ER	784.72			
					ANN	2432.00					
						167.20					
					ANN	1064.00					
						106.40					
Year To Date	\$	51582.20	3185.00	1315.00	SICK	912.00	BONS	3100.00	TA	-4227.73	89420.40
	Hours	3180.83	125.00		L/L	45.60	COMM	3250.00	TC	10037.30	4222.63
					L/L	651.70	FAID	225.60	TD	12655.00	
					PHOL	334.40	'ER	1161.33			
					ANN	2584.00					
						174.80					
					LWOP	7.60					
					ANN	4304.00					
						354.40					



**Cost Report**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 8

Period Ending: 9/ 6/02 Period Accum.Start: 3/ 6/02 Project Accum.Start: 27/12/99

GRAND TOTALS :		(Continued)								
		NORMAL	OVERTIME	PREMIUM OVERTIME	LEAVE	OTHER	ALLOWANCES	TERM		TOTAL
							'ER 107.69			
					ANN 106.40 1064.00 106.40					
Month To Date	\$	10891.93	1106.00	665.28	SICK 266.00	0.00	BONS 475.00	0.00		14615.02
	Hours	632.08	27.00		15.20		COMM 475.00			887.08
					L/L 186.20		FAID 43.20			
					106.40		'ER 107.69			
					ANN 1064.00 106.40					
Project To Date	\$	30527.68	1856.00	975.28	SICK 874.00	0.00	BONS 1175.00	TA -4227.73		61602.14
	Hours	1903.31	57.00		45.60		COMM 1325.00			2515.11
					L/L 186.20		FAID 120.00	TC 10037.30		
					144.40		'ER 1205.31	TD 12655.00		
					PHOL 3230.00			TN 1004.38		
					220.40					
					ANN 1634.00 144.40					
Year To Date	\$	94534.18	3641.00	1710.28	SICK 1178.00	0.00	BONS 4275.00	TA -3680.07		154491.63
	Hours	6532.50	127.00		60.80		COMM 3425.00			7948.70
					L/L 651.70		FAID 312.00	TC 13841.30		
					486.40		'ER 2972.14	TD 22371.00		
					PHOL 3382.00			TN 1004.38		
					228.00					
					LWOP 7.60					
					ANN 6584.00 506.40					

# The Costing Report.

Check all the gross disbursements to all nominated Cost Centres.

## OPTIONS:

- Report P29 – Cost Report
- Report P4Z – Cost Report – Page Breaks
- Report P49 – Premium Cost Report
- Report P2T – Cost Report Summary.

A Cost Report is produced each pay process.

## FEATURES:

- Cost centre numbers can be a maximum of eighteen (18) characters.david
- Sub totalling points within a cost centre are indicated with '/'.  
Nine (4) sub totalling points can be established as a maximum.
- A total for This Pay, (Reset after each pay)

How the sub-totalling works.

If you use cost centre codes with a '/' to separate the individual Departments in the format:: AAA/XXX/YYY where YYY is a sub unit of XXX and XXX is a sub unit of AAA the Cost Report will provide you with sub totals for YYY and a further sub total for all sub units of XXX. There will be further sub totals for each of the sub units of AAA. This will be repeated for each of the cost centres. Here is an example.

Department	Sub Unit	Sub Unit	Cost Centre Code.
AAA	XXX	YYY	AAA / XXX / YYY
AAA	XXX	ZZZ	AAA / XXX / ZZZ
AAA	SSS	TTT	AAA / SSS / TTT

The totals should match the gross pay totals for This Pay, Month to Date and Year to Date that appear on the *Payroll Journal Listing*. –IF THEY DO NOT MATCH YOU MUST CONTACT YOUR PAYROLL CONSULTANT IMMEDIATELY.

**Cost Analysis**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/02 Period Accum.Start: 3/ 6/02 Project Accum.Start: 27/12/99

COST CENTRE: 1/1/1/123		1/1/1/123								
		NORMAL	OVERTIME	PREMIUM OVERTIME	LEAVE	OTHER	ALLOWANCES	TERM	TOTAL	
COST CENTRE : 1/1/1/123 1/1/1/123										
1	\$	760.00	70.00	30.00						
EMPLOYEE T	Hours	38.00	2.00		0.00	0.00	BONS COMM FAID	100.00 200.00 4.80	0.00	1134.80 40.00
5	\$	443.40	0.00	0.00	L/L					
JONES D	Hours	44.34	0.00		66.50 38.00 ANN 380.00 38.00	0.00	FAID	4.80	0.00	894.70 120.34
6	\$	836.00	200.00	80.00	L/L					
KANE C	Hours	83.60	12.00		119.70 68.40 ANN 684.00 68.40	0.00	BONS FAID	200.00 9.60	0.00	2049.30 232.40
7	\$	1520.00	70.00	30.00						
POLO M	Hours	76.00	2.00		0.00	0.00	FAID	4.80	0.00	1594.80 78.00
8	\$	760.00	70.00	30.00						
GABLE C	Hours	38.00	2.00		0.00	0.00	COMM FAID	200.00 4.80	0.00	1034.80 40.00
9	\$	3293.40	240.00	100.00						
LEIGH V	Hours	164.67	7.00		0.00	0.00	BONS COMM FAID	150.00 50.00 4.80	0.00	3738.20 171.67
*** TOTAL ***	\$	7612.80	650.00	0.00	L/L					
	Hours	444.61	25.00		186.20 106.40 ANN 1064.00 106.40	0.00	BONS COMM FAID	450.00 450.00 33.60	0.00	10446.60 682.41

*Payroll Plus*

P/E: 9/ 6/02

Cost Analysis



# The Cost Analysis.

This Report allows you to check the totals on the Cost Report allocated to each Cost Centre against the employees who worked in those Cost Centres.

## **OPTIONS:**

Report P28 – Monthly Employee Cost Analysis

Report P30 – Cost Analysis

Report P2X – Cost Analysis – Page Breaks

Report P32 – Cost Analysis Sub-Totals Only / Alpha Sequence

Report P48 – Premium Cost Analysis

Report P50 – Cost Analysis Hours Only

It is primarily a this-pay-only Report that can be disposed of once the payroll has been checked. A Cost Analysis should be produced each pay process if it is required at all.

## **FEATURES:**

- The layout and descriptions are identical to the Cost Report. The obvious difference between them being the employee details that are provided for each cost centre. There are no Month-To-Date or Year-To Date totals on the normal Cost Analysis only This-Pay-Totals. On the Monthly Cost Analysis only a Month-to-Date Total is provided.
- If the Cost Analysis is to be provided to separate Managers then Report P2X provides page breaks between Cost Centres.
- The \$ amounts can be left off if hours only are required, this is Report P50.

**Allowances Listing**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/02 Pay Day: 12/ 6/02

Employee	Period	Standard	This Pay	Year to Date
A01 BONUS	Period Start :- 4/ 6/02			
1	EMPLOYEE T	100.00	100.00	700.00
6	KANE C	200.00	200.00	800.00
10	LEAN D			1000.00
9	LEIGH V	150.00	150.00	1050.00
7	POLO M			400.00
2	SMITH J	25.00		150.00
3	SMITH J	25.00	25.00	175.00
Totals		----- 475.00 -----	----- 475.00 -----	----- 4275.00 -----

# The Additions and Deductions Reports.

Provide listings for additions and deductions in order to check payments and provide details to external organisations.

## **OPTIONS:**

Report P22 – Additions Listing By Surname.

Report P23 – Deductions Listing By Surname.

Report P24 – Deduction Listing By Employee Number.

Report P2A – Deductions by Pay Point/One Per Page.

Report P2C – Deductions List – No Terminated Employees/Period Totals Only.

Report P2D – Deductions by Department in Location/One Per Page.

Report P2E – Deductions by Location/One Per Page.

Report W15 – Department Deductions Report.

## **SPECIAL Report**

Report W18 – Bank Split Listing for Bank. (This Report allows additions or deductions to be reported on when they have been paid directly into a separate Bank Account – for example Social Club deductions)

If required Allowance & Deduction Listings can be generated each pay process, on request or at Month-End only.

Allowance & Deduction Listings can be generated for all codes or nominated codes only.

It is possible to have one Deduction listed by Paypoint and another listed by Surname only.

## **FEATURES:**

### **ALLOWANCE LISTING**

Details in employee surname order the payments made for each allowance code.

Each page provides the details for one allowance code.

Only designated allowances are shown. If not selected allowances will not have a Listing printed.

### **DEDUCTION LISTING**

While several of the various sorts available speak for themselves you should note the addition of the sorts for "Location" and "Department". These are fields not generally used by most clients. They are additional to the Paypoint and the Cost Centre. They are provided to allow for sorting where Paypoints and Cost Centres are inadequate.

The "Department Deductions Report" provides for a breakdown by each Cost Centre. It does not include individual employee details.

**Superannuation Contribution Listing**

DEMOX REPORT DEMONSTRATION CLIENT

Month End Date: 9/ 6/02

Employee	Member No	Period Gross	D.O.B	Per-iods	Employer Funded	Employee Contrib	Salary Sacrif	Total Term. Contrib Date
Superannuation Fund: D02 'ER SUPER		Table Name:						
Fund Name:		Fund No:						
11 AMY, PAM	1235	1075.08		1	107.69	10.00	0.00	117.69
1 EMPLOYEE, TEST	1234567890	1060.00	1/ 1/01	0	0.00	35.00	0.00	35.00
8 GABLE, CLARK	1234567890	960.00	1/ 1/01	0	0.00	35.00	0.00	35.00
6 KANE, CITIZEN	1234567890	1036.00	1/ 1/01	0	0.00	70.00	0.00	70.00
9 LEIGH, VIVIEN	1234567890	3493.40	1/ 1/01	0	0.00	35.00	0.00	35.00
7 POLO, MARCO	1234567890	1520.00	1/ 1/01	0	0.00	35.00	0.00	35.00
Sub-Totals:					107.69	220.00	0.00	327.69
TOTALS :					107.69	220.00	0.00	327.69

# The Superannuation Contribution Listing.

Provides a detailed listing of your SGC obligations.

## **OPTIONS:**

Report P56 –SGC Report.

Report P57 –SGC Report by Division (Will separate contributions for the same fund into distinct groupings if required)

Report R08 –Super Adj Report. (Can be printed for a range of pays if a past report has been lost or the method of calculation is to be changed retrospectively. Records can then be manually changed to reflect the new figures.

These Reports are printed monthly with the month-end Reports.

## **FEATURES:**

Superannuation Contribution Listing.

Employee Personnel Record

DEMOX  
REPORT DEMONSTRATION CLIENT

Period End: 30/ 6/2002 Page No: 13  
Process Number: 16

7 POLO	MARCO	12 GRAND PARADE	VIEW GRAND	VIC 1234 Rec: 6
Telephone: 0391234567  Status: M  Clock Id:  Adult Female Married Full Time  Title: LORD Position Code: CCC Emp. Type: AAA	Date of Birth: 1/ 1/1901 Service Start Date: 31/ 3/1997 Hired Date: 31/ 3/1997  Termination Date: Reason: Group Certificate: N Term C Certificate: N  Standard Units: 1 NORMAL HRS 76.00 2 TIME/HALF 1.00 3 DOUBLE 1.00 4  Higher Duties \$ Start: End:	Annual Salary: Super Salary: 9999999 Package Salary: NORMAL : 20.00000 LEAVE RATE : 20.00000 DAILY RATE : 152.00000 OVERTIME : 20.00000 SHIFT : 20.00000 OTHER : 20.00000 \$ RATE : 1.00000  Rate Set: 001 Variation: 10.00  RDO Rate: H/P: P Gross Pay Limit: 1000.00 Use Max Rate: Y	Tax Code: 2 Tax Percent:  Tax File No: Yes  Freq: Fortnightly	

-----  
PAY METHODS:  
-----

DEP1 \$ Net 013-005 ANZ RICHMOND 123456789 POLO M  
 DEP2 \$ 100.00 012-111 ANZ SYDNEY 123456789 POLO M 001



Employee Personnel Record

DEMOX  
REPORT DEMONSTRATION CLIENT

Period End: 30/ 6/2002 Page No: 14  
Process Number: 16

7 POLO	MARCO	Email:	Rec: 6
LSL No: 1234567890 Super No: 1234567890 Union No: 1234567890  Scale: 001 Grade: 001  ABN: Tax Free Threshold: N Rebates Claimed:  Contractor: N Aust Resident: Use TFN for Super: N  Voluntary Agreement: HECS: N Student Loan:	Work State: VIC Region: 00  Pay Pt: 0001 PAYPOINT 1  Location: 0002 LOCATION 2  Dept: 0001 DEPARTMENT 1  Div: 000 DIVISION 1  Notes: 123456789012345678901234567890  SGC Code:	COSTING DETAILS: 1. 1/1/1/123 100.0000% 2. % 3. % 4. % 5. % 6. % 7. % 8. % 9. % 10. %  Zone:  Dep:  FTA:	

-----  
SIGNIFICANT DATES:  
-----

- 1. 001 SIGNIFICANT DATE 001 1/ 1/2003
- 2. 002 SIGNIFICANT DATE 002 1/ 3/2003
- 3. 003 SIGNIFICANT DATE 003 1/ 4/2003

-----  
ALLOWANCES:  
-----

Description	Ind	\$Amount	%Amount	Tax	Member No.
FIRST AID	\$	4.80		B	

-----  
DEDUCTIONS:  
-----

Description	Ind	\$Amount	%Amount	Tax	Member No.
'ER SUPER	%		7.0000	E	1234567890
UNION	\$	3.50		A	
SUPER EMEE	\$	35.00		A	1234567890

# The Employee Personnel Record.

Provides a detailed record of the personal information loaded on Pay Plus as provided by the employer on the new employee form.

## **OPTIONS:**

Report P74 – Employee Record in Employee Number Order.

Report P7G – Employee Record in Surname Order.

These Reports are printed each time a new employee is added or an alteration is made to their record.

## **FEATURES:**

Details employees' name and address.

Employee Rate & Leave History

DEMOX  
REPORT DEMONSTRATION CLIENT

Period End: 30/ 6/02 Page No: 1  
Process Number: 16 Record No:

1 EMPLOYEE

TEST

15 GRAND AVENUE

VIEW GRAND

3333 Rec: 9

Sick Leave History

Hours	From	To	Desc
7.60	15/11/00	15/11/00	S
7.60	13/12/99	13/12/99	S
7.60	5/ 1/98	5/ 1/98	S
7.60	15/12/97	15/12/97	S
7.60	1/12/97	1/12/97	H

Annual Leave History

Hours	Date
76.00	3/ 1/00-14/ 1/00

Leave Types:

- |                   |                               |
|-------------------|-------------------------------|
| A. Annual         | U. Sick Unpaid                |
| B. Bereavement    | V. Union                      |
| C. Blood          | W. Workcare                   |
| D. Jury           | X. Training                   |
| E. Late           | Y. Other/Misc                 |
| F. LWOP           | Z. RDO                        |
| G. Maternity      | 1. Army Reserve               |
| H. Sick Half      | 2. Leisure                    |
| I. Days In Lieu   | 3. Compasionate               |
| J. Picnic Day     | 4. Exam                       |
| K. School         | 5. Family                     |
| L. Long Service   | 6. Flexiday                   |
| M. Study          | 7. Paternity                  |
| N. Special        | 8. Public Holiday [Statutory] |
| O. Leave Load     | 9. Special W/O Pay            |
| P. Strike         | 10. Paid Parental             |
| Q. Stop Work      | 11. Sick Family               |
| R. Union Training | 12. P.T.O.                    |
| S. Sick           | 13. RDO Pay Out               |
| T. Sick No. Cert. | 14. Day In Lieu [No Rlvr]     |
|                   | 15. Public Holiday Leave      |

Ent. Date	Hours	ProRata Hrs
31/ 3/02	311.6000	0.0000

Ent. Date	Hours	ProRata Hrs
31/ 3/02	23.0406	4.9863

**Payroll Plus**

1 T. EMPLOYEE  
P/E: 30/ 6/02  
Employee Rate & Leave History





Employee Rate & Leave History

DEMOX  
REPORT DEMONSTRATION CLIENT

Period End: 30/ 6/02 Page No: 2  
Process Number: 16 Record No:

1 EMPLOYEE

TEST

15 GRAND AVENUE

VIEW GRAND

3333 Rec: 9

Other Leave History

Hours	From	To	Desc
-------	------	----	------

Rate History

Rate	Date	Type
9999999.00000	31/ 3/99	Salary
39520.00000	31/ 3/99	Salary
10.00000	1/ 7/02	NORMAL
2556.99917	31/ 3/99	NORMAL
20.00000	31/ 3/99	NORMAL
21.05263	31/ 3/99	NORMAL
20.00000	31/ 3/99	NORMAL
10.00000	1/ 7/02	LEAVE RATE
20.00000	31/ 3/99	LEAVE RATE
21.05263	31/ 3/99	LEAVE RATE
20.00000	31/ 3/99	LEAVE RATE
76.00000	1/ 7/02	DAILY RATE
20.00000	31/ 3/99	DAILY RATE
159.99999	31/ 3/99	DAILY RATE
152.00000	31/ 3/99	DAILY RATE
10.00000	1/ 7/02	OVERTIME
20.00000	31/ 3/99	OVERTIME
21.05263	31/ 3/99	OVERTIME
20.00000	31/ 3/99	OVERTIME
10.00000	1/ 7/02	SHIFT
23513.74388	31/ 3/99	SHIFT
20.00000	31/ 3/99	SHIFT
21.05263	31/ 3/99	SHIFT
20.00000	31/ 3/99	SHIFT
10.00000	1/ 7/02	OTHER
20.00000	31/ 3/99	OTHER
1.00000	31/ 3/99	\$ RATE
9999999.00000	31/ 3/99	Supern Sal
9999999.00000	31/ 3/99	Package p.a
	31/ 3/99	Package p.a

Leave Types:

- |                   |                               |
|-------------------|-------------------------------|
| A. Annual         | U. Sick Unpaid                |
| B. Bereavement    | V. Union                      |
| C. Blood          | W. Workcare                   |
| D. Jury           | X. Training                   |
| E. Late           | Y. Other/Misc                 |
| F. LWOP           | Z. RDO                        |
| G. Maternity      | 1. Army Reserve               |
| H. Sick Half      | 2. Leisure                    |
| I. Days In Lieu   | 3. Compasionate               |
| J. Picnic Day     | 4. Exam                       |
| K. School         | 5. Family                     |
| L. Long Service   | 6. Flexiday                   |
| M. Study          | 7. Paternity                  |
| N. Special        | 8. Public Holiday [Statutory] |
| O. Leave Load     | 9. Special W/O Pay            |
| P. Strike         | 10. Paid Parental             |
| Q. Stop Work      | 11. Sick Family               |
| R. Union Training | 12. P.T.O.                    |
| S. Sick           | 13. RDO Pay Out               |
| T. Sick No. Cert. | 14. Day In Lieu [No Rlvr]     |
|                   | 15. Public Holiday Leave      |

# The Rate and Leave History.

Provides a detailed history of leave as it is taken each pay process and any rate changes that occur.

## **OPTIONS:**

Report P75 – Employee Leave Records in Employee Number Order.

Report P7H – Employee Leave Records in Surname Order.

These Reports are printed each time a new employee is added or an alteration is made to their rate record or leave is taken and processed in a pay.

## **FEATURES:**

**ANNUAL & SICK LEAVE HISTORIES:** Complete leave history including leave taken in the current pay. The code descriptions are listed under Leave Types.

**ENTITLEMENTS:**

The balances given are to the current Pay Period End only. They are not applicable once another process has been completed. You should refer to the Leave Liability Report issued with each pay for current balances.

**OTHER LEAVE HISTORIES:** Complete leave history including leave taken in the current pay. The code descriptions are listed under Leave Types.

**RATE HISTORY:**

If any rates are changed the old rates and the date they were added to the employee's record are included here. Refer to the Employee Record for current rates etc.

**Bank Listing**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/2002 Pay Day: 12/ 6/2002

Wkly: / / Fort: / / Mly: / / Quar: / / BiM: / /

Employee	Bank Branch	BSB	Account No	Amount	Account Name
1 EMPLOYEE T	ANZ SYDNEY	012-111	123456789 0000	900.30	12345678901234567890123456789012345
3 SMITH J	ANZ SYDNEY	012-111	123456789 0000	100.00	SMITH JEAN
6 KANE C	ANZ SYDNEY	012-111	123456789 0000	200.00	KANE C
7 POLO M	ANZ SYDNEY	012-111	123456789 0000	100.00	POLO M
8 GABLE C	ANZ SYDNEY	012-111	123456789 0000	100.00	GABLE C
9 LEIGH V	ANZ SYDNEY	012-111	123456789 0000	100.00	LEIGH V
5 JONES D	ANZ SYDNEY	012-111	987654321 0000	696.20	JONES DIANA
3 SMITH J	ANZ SYDNEY	012-111	abcdefghi 0000	1688.35	SMITH J
11 AMY P	ANZ BONDI	012-234	012345678 0000	1019.88	AMY P
7 POLO M	ANZ RICHMOND	013-005	123456789 0000	1088.30	POLO M
				Total \$	5993.03 Number of Entries = 10
5 JONES D	CBA NEWPORT BEACH	062-211	000892566 0000	120.00	JONES DIANA
9 LEIGH V	CBA BRUNSWICK	063-111	123456789 0000	2776.70	LEIGH V
6 KANE C	CBA HENLEY BEACH	065-111	123456789 0000	1496.30	KANE C
				Total \$	4393.00 Number of Entries = 3
8 GABLE C	WBC BUNDOORA	033-111	123456789 0000	700.30	GABLE C
				Total \$	700.30 Number of Entries = 1
				Grand Total \$	11086.33 Number Of Entries = 14

# The Bank Deposit Listing.

Provides a detailed listing of employee bank deposit details of their net pay.

## **OPTIONS:**

Report P20 –Bank Deposit Listing –No Page Breaks.

Report P21 –Bank Deposit Listing –Each New Bank on a New Page.

Report P13 –Bank Deposit Slips

A Bank Listing is produced each pay process for employees paid by Electronic Funds Transfer or Direct Deposit, the latter being the instance where the pays are deposited manually by the employer. The bank being used may require the deposits be separated by bank, hence Report P21 is provided. Some branches may request that you complete their deposit slips. Those that we provide should suffice and save you the time spent filling them out. If you use EFT then P20 is all that is normally required for checking.

Employees can have their net pay split over 5 deposits.

Deposits can be made to a bank, building society or credit union.

## **FEATURES:**

Details employees banking details.

" Employee number and name,

" Bank abbreviation and branch,

" BSB code (This code provides the Bank, State and Branch)

" Account number (zero filled to 9 characters)

" Amount deposited and

" Account name are listed.

The system gives totals after each bank type and a grand total on the final page.

# DETAILS OF YOUR NEW PAY SLIP

**Your number** 10  
**Your surname and first initial** SMITH J  
**This pay includes all hours worked up to this date** 18/05/YY  
**The day you will be paid** 11/05/YY  
**The amount of tax deducted from this pay** 75.25  
**An explanation of why money has been added or deducted from your pay** AA SALES  
**DEMONSTRATION CLIENT**

EMPLOYEE NUMBER AND NAME: 10 SMITH J  
 PAY PERIOD END: 18/05/YY  
 PAY DAY: 11/05/YY  
 PAY POINT LOCATION: AA SALES  
 CLIENT NUMBER AND NAME: DEMONSTRATION CLIENT

LSL No. Super No. Union No. Position:

**Total of all pay items for this process** →

HOURS/QTY VALUES	+	ALLOWANCES BEFORE TAX	-	DEDUCTIONS BEFORE TAX	=	TAXABLE INCOME	-	TAX	+	ALLOWANCES AFTER TAX	-	DEDUCTIONS AFTER TAX	=	NETT PAY
420.00		9.00		0.00		429.00		75.25		0.00		17.00		336.75

**Total amount of money you have been paid this pay** ←

COMPONENT	HOURS/QTY	RATE	VALUE \$	ALLOWANCES	THIS PAY	YEAR TO DATE	DEDUCTIONS	THIS PAY	YEAR TO DATE
NORMAL	40.00	10.00000	400.00	FIRST AID	9.00	27.00	B		
O/TIME 200	2.00	20.00000	40.00						
RDO	-2.00	10.00000	-20.00						
							UNION	1.50	4.50
							MBF	15.50	46.50
							SUPER	17.16	42.77
									E

**Hours to be credited to your RDO Bank** →

**The amount of money which has been credited to each Bank Account** ←

T = AVERAGE TAX    A = AFTER TAX    B = BEFORE TAX    E = EMPLOYER FUNDED CONTRIBUTION    X = EXTRA TAX (INCLUDED IN TAX)

LEAVE + OTHER DETAILS		YEAR TO DATE EARNINGS		BANK ACCOUNT DETAILS		PAY DISTRIBUTION	
RDO	-4.00 Hr	GROSS	1040.00	WBC	032-000 999 999	236.75	EFT 1
ANNUAL	40.00 Hr	TAXABLE INCOME	1040.00	STG	112-998 999 999	100.00	EFT 2
PRO-RATA	10.00 Hr	TAX	157.35				
- annual leave accumulating since last anniversary		DEDUCTIONS	51.00				
		NETT	858.65				

**Details of your Bank Account** ←

**Important messages from your employer will be printed here** →

EMPLOYER MESSAGE: PLEASE RETURN LEAVE APPLICATIONS PROMPTLY.

**A description of the type of hours you have been paid** →

**The rate you are paid per hour** →

**The time you have worked** →

**Total for hours worked multiplied by the rate** →

**Leave Balances** →

**Monies you have been paid since 1st July, including this pay** →

**Balance in RDO Bank after all credits and payouts for this pay** →

**NPS NATIONAL PAYROLL SYSTEMS PTY LTD**  
 A.C.N. 007 326 418

# The Pay Advice – Pay Slips & Security Payslips.

Provides the employee with sufficient information to confirm their pay is correct and meets or exceeds the minimum requirements of State & Federal Legislation.

## **OPTIONS:**

Report P04 – Pay Slips – Employee Number Order

Report P05 – Security Pays by Paypoint – Employee Number Order

Report P06 – Security Pays by Paypoint – Surname Order

Report P0C – Security Pays by Paypoint – Surname Order (Without Bank Account Details)

Report P0D – Security Pays – Surname Order with Long Service Leave Balances.

Report P0E – Security Pays with RDO balances (both \$ and Hrs) and Paid Time Off Balances.

Payroll Plus has two varieties of pay advice slips available to clients.

Standard Pay Slip, the cost of which is inclusive in the standard charges, and the Security Pay Advice for which there is an additional charge.

## **FEATURES:**

All pay elements are shown with a complete description. There are no codes or abbreviations.

Pay components are shown with hours and rates as well as extensions.

All allowances and deductions are shown with this pay and year to date figures, and the tax which applies.

A – After Tax (ie Untaxed)

B – Before Tax (ie. Taxable)

E – Employer Funded (no effect on net)

T – Tax Averaged

X – Extra Tax (included in total Tax amount)

Y.T.D. Earnings shows Gross, Taxable Income (Gross less Untaxed or Termination Payments

A, B, C or D), Tax, Total

Deductions and Net Pay.

There is also provision for an employer message to appear on pay advice slips. This may be printed on all payslips, or the payslips of a particular paypoint cost centre or employee.

**Leave Liability Report**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

LIABILITY DATE: 9/ 6/2002

Employee	ANNUAL LEAVE				SICK LEAVE		LONG SERVICE LEAVE									
	RUL	Ent	Date	Ent	Pro-Rata	Total	RUL	Ent	Date	Total	RUL	Ent	Date	Ent	Pro-Rata	Total
1 EMPLOYEE, T 7.60Hr x 5.00Day	A01	31/ 3/02	Hr	23.04	3.84	26.88	S02	31/ 3/02		311.60	LV1	31/ 3/1997		0.00	171.06	171.06
			\$	460.81	76.71	537.52				6232.00				0.00	3421.16	3421.16
	L>Loading		Hr	24.04	3.84	27.88										
			%	17.50												
			\$	84.14	13.42	97.56										
3 SMITH, J 7.60Hr x 5.00Day	A01	31/ 3/02	Hr	-125.16	3.84	-121.32	S02	31/ 3/02		319.20	LQ1	31/ 3/1997		0.00	171.06	171.06
			\$	-1877.39	57.53	-1819.86				4788.00				0.00	2565.87	2565.87
	L>Loading		Hr	0.00	0.00	0.00										
			\$	0.00	0.00	0.00										
5 JONES, D 7.60Hr x 5.00Day	A01	31/ 3/02	Hr	42.04	3.84	45.88	S02	31/ 3/02		334.40	LN1	31/ 3/1997		0.00	171.06	171.06
			\$	420.41	38.36	458.77				3344.00				0.00	1710.58	1710.58
	L>Loading		Hr	42.04	3.84	45.88										
			%	17.50												
			\$	73.57	6.71	80.28										
6 KANE, C 7.60Hr x 5.00Day	A01	31/ 3/02	Hr	-95.73	3.84	-91.89	S02	31/ 3/02		288.80	LV1	31/ 3/1997		0.00	149.04	149.04
			\$	-957.29	38.36	-918.93				2888.00				0.00	1490.43	1490.43
	L>Loading		Hr	-95.73	3.84	-91.89										
			%	17.50												
			\$	-167.53	6.71	-160.82										
7 POLO, M 7.60Hr x 5.00Day	A01	31/ 3/02	Hr	41.07	3.84	44.91	S02	31/ 3/02		288.80	LV1	31/ 3/1997		0.00	149.04	149.04
			\$	821.41	76.71	898.12				5776.00				0.00	2980.85	2980.85
	L>Loading		Hr	41.07	3.84	44.91										
			%	17.50												
			\$	143.75	13.42	157.17										
8 GABLE, C 7.60Hr x 5.00Day	A01	31/ 3/02	Hr	3.07	3.84	6.91	S02	31/ 3/02		304.00	LV1	31/ 3/1997		0.00	149.04	149.04
			\$	61.41	76.71	138.12				6080.00				0.00	2980.85	2980.85
	L>Loading		Hr	3.07	3.84	6.91										
			%	17.50												
			\$	10.75	13.42	24.17										
9 LEIGH, V 7.60Hr x 5.00Day	A01	31/ 3/02	Hr	3.07	3.84	6.91	S02	31/ 3/02		288.80	LV1	31/ 3/1997		-76.00	149.04	73.04
			\$	61.41	76.71	138.12				5776.00				-1520.00	2980.85	1460.85
	L>Loading		Hr	3.07	3.84	6.91										
			%	17.50												
			\$	10.75	13.42	24.17										
11 AMY, P 7.60Hr x 5.00Day	A01	16/12/01	Hr	40.00	9.59	49.59	S02	16/12/01		152.00	LV1	16/12/1999		0.00	81.73	81.73
			\$	1214.62	291.16	1505.78				3040.00				0.00	1634.64	1634.64
	L>Loading		Hr	40.00	9.59	49.59										
			%	17.50												
			\$	140.00	33.56	173.56										
ANNUAL LEAVE TOTALS:			Hr	-68.60	36.47	-32.13				2287.60				-76.00	1191.07	1115.07
			\$	205.39	732.25	937.64				37924.00				-1520.00	19765.23	18245.23
LEAVE LOADING TOTALS:			\$	295.43	100.66	396.09										

**Payroll Plus**

P/E: 9/ 6/02

Leave Liability Report



# The Leave Liability Report.

Provides a detailed record of outstanding leave entitlements.

## OPTIONS:

These Reports all show Annual, Sick and Long Service Leave.

Report P35 – Leave Liability – Sorted by Employee Number.

Report P36 – Leave Liability by Cost Centre – Sorted by Employee Number.

Report P40 – Leave Liability for use with accruals based on \$ earned (A21 – A24).

Report P58 – Leave by Emp ID by Location.

Report P59 – Leave by Alpha by Location.

Report P60 – Leave Liability by Paypoint – Sorted by Surname with \$ given.

Report P61 – Leave Liability by Paypoint – Sorted by Surname with no \$ given.

Report P63 – Leave Liability No Pro Rata Loading.

Report P64 – Leave Liability by Cost Centre with no \$ given.

Report Q01 – Annual Leave Accrual Report (Leave Accruals \$ only by Cost Centre).

These Reports usually show Annual and Sick but replace LSL with other leave types.

Report P43 – Leave Liability by Cost Centre with RDO & DIL – Sorted by Employee Report Number.

Report P3F – Liability + RDO + DIL by Emp No.

Report P3G – Leave Liability with RDO (+ DIL) by Surname.

Report P62 – Leave Liability by Department with Leisure Leave (No Sick Leave)

Report P3H – Leave Liability with Paid Time Off, Annual & Sick.

Payroll Plus has the ability to accumulate annual, sick, and long service leave and one other if it is required. On Report P43, the Long Service Leave is replaced with RDO and Day In Lieu balances.

Some optional Reports exclude the \$ values which allows the Report to be distributed more widely if required. It does not reduce the length of the Report.

Leave can be accrued on the basis of the standard or Contract Hours, ie. 38 hrs a week or 7.6 hrs x 5 days a week or on the basis of hours worked. That is the amount accrued each week will be based on the number of eligible hours worked in proportion to those accrued for a full time staff member.

The Leave Rules will automatically convert to the next rule applicable at the appropriate time.

A Leave Liability Report may be produced each pay process projected to the nominated leave liability date.

## FEATURES:

Sub totals are provided after each Cost Centre or Paypoint and Grand Totals can be found on the last page of the Report.

R.D.O Bank Listing

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 14 Page 1

Period Ending: 9/ 6/02 Pay Day: 12/ 6/02

Employee	Standard	This Pay Units	This Pay \$ Value	Total Units	Total \$ Value
1 EMPLOYEE T	5.00000 %	-2.00	-40.00	-16.20	-324.00
8 GABLE C	5.00000 %	-2.00	-40.00	-8.30	-166.00
		TOTALS:\$	-80.00	\$	-490.00

# The RDO Bank Listing & Days In Lieu Banked Record.

Current balance of outstanding Rostered Days and Days In Lieu.

## **OPTIONS:**

Report P26 –R.D.O. Bank Listing

Report P27 –RDO Bank Listing by Cost Centre

Report P2M –Days In Lieu Bank Listing

If required RDO & DIL Listings can be generated each pay process, on request or month end only.

## **FEATURES:**

For each employee the standard accrual for the RDO in % or Hrs is given along with the hours accrued this pay and their \$ value, the total hours in credit or debit and their \$ value.

Please Note: Hours in credit to the employee are expressed as a negative value. The Leave Liability with RDO report includes both the RDO and DIL bank while excluding the LSL. The report does not display standard accruals nor the amount accrued this pay – only a balance (a negative value represents a credit to the employee)

**Timesheet by Paypoint**

DEMOX REPORT DEMONSTRATION CLIENT

Page 1

To Be Processed: 17/ 6/2002 Consultant: david

Contact: DAVE

Telephone: 0399999999

Time: 6.00

PAYPOINT: 0001 PAYPOINT 1

Employee	S P	NRML	T150	T200	RDO	PHOL	WKVR	SLOP	L/L	LWOP	LSL	SICK	Dates	ANNL	Dates
1 EMPLOYEE T	M 1	40.00	1.00	1.00											
3 SMITH J	M 1	164.67													
5 JONES D	M 1	82.34													
6 KANE C	M 1	76.00	4.00	2.00											
7 POLO M	M 1	76.00	1.00	1.00											
8 GABLE C	M 1	40.00	1.00	1.00											
9 LEIGH V	M 1	164.67	1.00	1.00											
11 AMY P	M 1	38.00													
TOTAL HOURS															

*Payroll Plus*

Timesheet by Paypoint



# The Timesheet.

Input document for provision of a summary of employee hours and pay adjustments to the N.P.S. consultant.

## **OPTIONS:**

Report P73 – Timesheet With No Leave Columns.

Report P76 – Timesheet By Paypoint. Sorted by paypoint and then in numeric order.

Report P79 – Timesheet By Dept. (3 Per Page). Identical to Report P81 but allows 4 lines (First with standard hours then 3 blank) per employee for multicosting. Monthly employees are included also.

Report P80 – Timesheet By Employee Number.

Report P81 – Timesheet By Cost Centre. Sorted by Cost Centre and then in numerical order. It excludes Monthly paid employees.

Report P82 – Monthly Timesheet By Dept. Identical to Report P81 but excludes all staff but Monthly paid employees.

## **FEATURES:**

Please note that an in-depth guide to completing the Timesheet is available in the training manual "Understanding NPS' Inputting Procedures".

**Individual Employee Timesheet**

DEMOX REPORT DEMONSTRATION CLIENT

To Be Processed: 17/ 6/2002

DEPARTMENT: 1/1/1/123 1/1/1/123

1 EMPLOYEE T Adult Full Time 123456789012345678901234567890 Status = Manual

	Date	Start Time am/pm	Time of Leaving	Time Resumed	Time of Leaving	Time Resumed	Finish Work	Total Units Worked	Emp Signature	Office Use Only									
										NRML	T150	T200	RDO	PHOL	WKVR	SLOP	L/L	LWOP	LSL
Thu.																			
Fri.																			
Sat.																			
Sun.																			
Mon.																			
Tue.																			
Wed.																			
CHANGES										TOTALS:									

Only complete this section for CHANGED information.

NEW NAME \_\_\_\_\_ NEW ADDRESS \_\_\_\_\_

NEW CLASSIFICATION \_\_\_\_\_

FULL TIME, PART TIME, CASUAL \_\_\_\_\_

AGE CHANGE (if under 21) \_\_\_\_\_ NEW DEPARTMENT \_\_\_\_\_

SICK \_\_\_\_\_

ANNUAL \_\_\_\_\_

L/LOAD \_\_\_\_\_

# The Individual Timesheet.

Provides employers with a day by day timesheet for recording staff attendance. Totals can be copied directly on to the Summary Timesheet for faxing to N.P.S. Timesheets are updated each week to account for new staff and staff movements.

## OPTIONS:

### STANDARD WEEKLY TIMESHEETS:

Report P71 – Wed – Tue (Sorted by Surname)

Report P72 – Mon – Sun (With Multicosting)

Report P77 – Wed – Tue (Sorted by Cost Centre)

Report P83 – Thu – Wed (Sorted by Cost Centre)

Report P87 – Mon – Sun (Sorted by Cost Centre)

Report R19 – Mon – Sun (With Multicosting)

### STANDARD FORTNIGHTLY TIMESHEETS:

Report P78 – Mon – Sun (Standard Timesheet)

Report R18 – Tue – Mon (Standard Timesheet)

Report R24 – Tue – Mon (Standard Timesheet)

### SPECIALIZED FORTNIGHTLY TIMESHEETS (See Features below)

Report P6O – Mon – Sun

Report P6N – Wed – Tue (Fixed Shifts)

Report P7O – Thu – Wed

Report R12 – Mon – Sun

Report R13 – Tue – Mon

Report R14 – Fri – Thu

Report R20 – Mon – Sun (Fixed Shifts)

Report R23 – Mon – Sun (Specialised)

Report R25 – Tue – Mon

## FEATURES:

- Standard features of these timesheets include.
- Employee's name and Cost Centre.
- A range of week days depending on the normal week ending for the client.
- Please note that the weekly timesheets do not cover weeks beginning on a Tuesday and ending on a Wednesday, or those beginning on a Friday and ending on a Thursday.
- Please note that the fortnightly timesheets do not cover fortnights beginning on Thursday or a Friday.
- A number of columns allowing multiple sign on and sign offs a shift.
- The listing of all the standard pay components used by the client requesting the timesheets.
- A field for the signature of the employee and their supervisor.
- The provision for employees to nominate variations to basic personal information such as changes of address, etc.
- Additional feature common to most timesheets is the ability to nominate multiple cost centres (multi-cost) for any given week.

**Federal And State Return**

DEMOX REPORT DEMONSTRATION CLIENT

Process Number 16 Page 1

REPORT DEMONSTRATION CLIENT

ABN Number: 66000862242 VIC

Period Start: 1/ 7/2002 Period End: 30/ 6/2002

Pay Item	Amount MTD	Amount YTD	PAYG Tax Ind	Payroll Tax Ind	Payroll Tax Total MTD	Payroll Tax Total YTD	Excluded MTD	Excluded YTD
NORMAL HRS	26298.17	26298.17	B	Y	26298.17	26298.17		
TIME/HALF	90.00	90.00	B	Y	90.00	90.00		
DOUBLE	80.00	80.00	B	Y	80.00	80.00		
R.D.O.			B	Y				
BONUS	225.00	225.00	T	Y	225.00	225.00		
COMMISSION	225.00	225.00	T	Y	225.00	225.00		
FIRST AID	34.40	34.40	B	Y	34.40	34.40		
MISC	1000.00	1000.00	B	N			1000.00	1000.00
'ER SUPER	2368.87	2368.87	E	Y	2368.87	2368.87		
UNION	21.00	21.00	A					
SUPER EMEE	115.00	115.00	A	N				
TERM A PRE								
TERM A POS								
TERM B								
TERM C PRE								
TERM C POS								
TERM D PRE								
TERM D POS								
TERM N PRE								
TERM N POS								
LS PAYMENT								
GROSS	27952.57	27952.57			29321.44	29321.44	1000.00	1000.00
TAX INCOME	27952.57	27952.57						
TAX PAID	9721.00	9721.00						
DEDUCTIONS	136.00	136.00						
NET PAY	18095.57	18095.57						

Additional Items	Description	MTD Amount	YTD Amount
Item not in payroll			
Item not in payroll			
Item not in payroll			
Item not in payroll			
Item not in payroll			
Total subject to Payroll Tax			
Less Deductible Amount			
Tax %		6.0000	
Total			

Please check that all taxable payments have been correctly included and that only non-taxable items have been excluded. Please contact National Payroll Systems immediately if you have any queries.

Signature: .....

**Payroll Plus**

P/E: 30/ 6/2002

Federal And State Return



# The Federal and State Return and other End of Month Tax Summaries.

These provide a total at period end of payroll costs including the Group Tax and if required by the client, a calculation of the Payroll Tax and Worker's Compensation Levy.

## **OPTIONS:**

Report P45 – Federal and State Return  
Report P47 – Federal and State Return by Paypoint  
Report P4A – Federal and State Return by Location  
Report W16 – Payroll Tax Report (By State)

A Federal And State Return is generated at the end of each month or on request.

## **FEATURES:**

The Federal and State Return.

Header: additional features are the Group Name and Group Number, and the Period Start Date as well as the Period End Date.

The format of the Federal and State return is designed to give you a clear picture of your Payroll Tax Liability. All items in your payroll have been listed. They are categorised into those to be INCLUDED in Payroll Tax calculations or those to be EXCLUDED from Payroll Tax calculations. These categories should be those that were requested when each pay item was first set up. If you need to change any item please contact your Consultant in writing. There was a % levy for Workcover when the original F&S Return was designed. As this is no longer always the case a separate report for Workcover is available which follows the same design as this example. You should contact your Consultant if you need it.

The Payroll Tax Report. (By State)

Provides a breakdown of the wages State by State (using the Work State indicator) with a count of the number of male and female employees.

# Miscellaneous Reports.

Payroll Plus provides a large number of extra Reports to assist you in managing your payroll.

---

## Cash Analysis

### **OPTIONS:**

Report P08 – Cash Analysis (Sorted by Paypoint)  
A Cash Analysis is produced each pay process.

### **FEATURES:**

Details the cash break-up required to cash fill pay envelopes for each paypoint. The total required for each note or coin is listed and each employee and their net pay is given. Clients have the ability to nominate the highest and lowest denominators.

---

## Significant Dates Listing

### **OPTIONS:**

Report P85 – Significant Dates Listing  
A Significant Dates Listing is produced each pay process.

### **FEATURES:**

Details by reason code the action required for nominated employees as set up by the Consultant at the request of the employer. The Significant Dates Listing displays the significant dates that will fall during the next month from printing. Payroll Plus has the ability to Report on 64 significant date reason codes eg. Birthday, Anniversary Of Commencement, Superannuation Eligibility and Apprentice Increase with a limit of three per employee.

---

## Signature Acquittance Listing

### **OPTIONS:**

Report P19 – Signature Acquittance Listing (By Paypoint)  
A Signature Acquittance Listing is produced each pay process.

### **FEATURES:**

Gives provision for each employee to sign for receipt of their pay.

---

## Statistical Reporting

### **OPTIONS:**

Report P41 – Statistical Analysis (Male & Female Juniors, Adults and Directors)  
Report P53 – Department Totals Report (Full-time, Part-time and Casuals)  
Report P67 – Employment Analysis (Male & Female Full-time, Part-time and Casuals)  
Statistical Analysis Reports are generated on request.

### **FEATURES:**

Details information required by the Australian Bureau of Statistics for the Current Pay Period, the last Month and the last Quarter.

## Petty Cash Analysis

### **OPTIONS:**

Report P09 – Petty Cash Analysis

A Petty Cash Analysis is produced each pay process.

### **FEATURES:**

Clients who require petty cash may advise their Consultant of the amount and the denominations required and this Report can be provided. If the client uses Armaguard the cash can be returned with the payroll delivery or the Report can be provided to a bank teller.

---

## Quarterly Sick Leave Report

### **OPTIONS:**

Report P37 – Quarterly Sick Leave Report

Available each pay, or monthly.

### **FEATURES:**

Reports for each quarter (Ending September, December, March and June) all sick leave taken by staff, sorted by Cost Centres. Records are cleared after each quarter and accumulate again for the next three months.

---

## Termination Details Reports

### **OPTIONS:**

Report P97 – Termination Breakdown (Printed in Batch). Available automatically whenever staff are terminated.

Report R02 – Termination Breakdown (Printed from the Menu)

Report R03 – ETP Termination Report.

Report Z01 – Separation Certificate.

### **FEATURES:**

Provides a detailed breakdown of the Termination Payment providing the Pay Plus Termination Module is used to record the final payment.

---

## Payment Summaries (Group Certificate) Processing.

These provide summaries of Group Certificates and FBT values.

### **OPTIONS:**

Report P14 – FBT Listing

Report R05 – GC Detail by Employee

Report R06 – GC Detail by Number

Report R10 – NS Client Detail by Employee

Report R11 – NS Client Detail by Number

### **FEATURES:**

# List of all Available Reports

Classification	Availability	Code	Description	Report Code
Allowances/Deductions		P22	ADDITIONS LISTING	cl_ad_r
Allowances/Deductions		P23	DEDUCTIONS LISTING BY ALPHA	cl_ded_r
Allowances/Deductions		P24	DEDUCTION LIST BY EMP #	cl_ded2_r
Allowances/Deductions		P2A	DEDUCTIONS BY P/POINT	cl_ded3_r
Allowances/Deductions		P2C	DEDUCTIONS LIST – NO TERMS	cl_ded5_r
Allowances/Deductions		P2D	DEDUCTION BYDEPT IN LOCATION	cl_ded6_r
Allowances/Deductions		P2E	DEDUCTIONS BY LOCATION	cl_ded7_r
Allowances/Deductions		W15	DEPARTMENT DEDUCTIONS Report	cl_ded4_r
Allowances/Deductions		W18	BANK SPLIT LISTING FOR BANK	cl_splt_r
Audit		P11	AUDIT Report	audit_r
Audit		P12	AUDIT MESSAGES	audmsg_r
Banking		P13	BANK DEPOSIT SLIPS	dep_slip_r
Banking		P20	BANK LIST NO PAGE BREAKS	deposit2_r
Banking		P21	BANK DEPOSIT LISTING	deposit_r
Costing		P28	MONTHLY EMPLOYEE ANALYSIS	cstemtd_r
Costing		P29	COST Report	cstrep_r
Costing		P2T	COST Report SUMMARY	cstsum_r
Costing		P2X	COST ANALYSIS – PAGE BREAKS	cstanap_r
Costing		P30	COST ANALYSIS	cstana_r
Costing		P32	COST ANALYSIS SUB-TOTAL /ALPHA	cstalpha_r
Costing		P48	PREMIUM COST ANALYSIS	pcstana_r
Costing		P49	PREMIUM COST Report	pcstrep_r
Costing		P4Z	COST Report – PAGE BREAKS	cstrepcc_r
Costing		P50	COST ANALYSIS HOURS ONLY	cstana_hrs_r
Employee Details		P74	EMPLOYEE RECORD (NEW)	emp_rec_r
Employee Details		P75	EMPLOYEE LEAVE RECORDS	emp_lvh_r
Employee Details		P7G	EMP RECORDS – ALPHA	emp_recA_r
Employee Details		P7H	LEAVE RECORDS ALPHA SORT	emp_lvhA_r
Employee Details		R01	EMPLOYEE HEADER Report	emp_head_r
Group Certificates		P14	FBT LISTING	fbt_r
Group Certificates		R05	GC DETAIL BY EMPLOYEE	cl_gc_det1_r
Group Certificates		R06	GC DETAIL BY NUMBER	cl_gc_det2_r
Group Certificates		R10	NS CLIENT DETAIL BY EMPLOYEE	cl_gc_detns1_r
Group Certificates		R11	NS CLIENT DETAIL BY NUMBER	cl_gc_detns2_r
Group T/sheets		P73	TIMESHEET WITH NO LEAVE COLS	timesht2_r
Group T/sheets		P76	TIMESHEET BY PAYPOINT	timesht_pp_r
Group T/sheets		P79	TIMESHEET BY DEPT (3 PER PAGE)	timesht_dep3_r
Group T/sheets		P80	TIMESHEET BY EMPLOYEE NUMBER	timesht_r
Group T/sheets		P81	TIMESHEET BY COST DEPT	timesht_dep_r
Group T/sheets		P82	MONTHLY TIMESHEET BY DEPT	timesht_depM_r
Individ. T/sheets		P6N	F/N TIMESHEET WED – TUE	tsht_fort2_r
Individ. T/sheets		P6O	MON-SUN F/N @DATE (BATCH)	tsht_sher13_r
Individ. T/sheets		P70	ALDERS THU-WED TIMESHEET	tsht_midwk_r
Individ. T/sheets		P71	WED TIMESHEET ALPHA SORT	timewed_emp_a_r
Individ. T/sheets		P72	MON – SUN INDIVIDUAL WEEKLT TS	tsht_merid_r
Individ. T/sheets		P77	WED -TUE INDIVIDUAL TIMESHEET	timewed_emp_r
Individ. T/sheets		P78	FORTNIGHTLY TIMESHEET	tsht_sher_r
Individ. T/sheets		P83	TIMESHEET PER EMPLOYEE	timesht_emp_r
Individ. T/sheets		P87	INDIVIDUAL T/SHEETS BY COST	timesht_emp2_r
Individ. T/sheets		Q02	CIRCLE K TIMESHEET	timesht_CK_r
Individ. T/sheets		R07	AIRPORT TIMESHEET	tsht_sher3_r
Individ. T/sheets		R09	AIRPORT TIMESHEET TUE – MON	tsht_sher4_r
Individ. T/sheets		R12	AIRPORT TIMESHEET MON-SUN	tsht_sher5_r
Individ. T/sheets		R13	AIRPORT TIMESHEET TUE-MON	tsht_sher6_r
Individ. T/sheets		R14	F/N T/SHT SAT-FRI P/DOUGLAS	tsht_sher7_r
Individ. T/sheets		R18	SHERATON TIMESHEET TUE -MON	tsht_sher2_r
Individ. T/sheets		R19	WEEKLY T/SHT MON-SUN	tsht_week_r
Individ. T/sheets		R20	FORTNIGHTLY T/SHT MON-SUN	tsht_fort_r

## Guide to Payroll Plus Reports

Individ. T/sheets		R21	S'GATE TUE-MON WITH TRAINING	tsht_sher8_r
Individ. T/sheets		R23	SHERATON F/N T/S (MENU)	tsht_sher11_r
Individ. T/sheets		R24	SHERATON F/N T/SHEET (MENU)	tsht_sher10_r
Individ. T/sheets		R25	NOOSA F/N T/SHT TUE-MON (MENU)	tsht_sher9_r
Labour		P68	LABOUR Report	labourc_r
Labour		Y03	LABOUR ANALYSIS	labana1_r
Labour		Y04	LABOUR ANALYSIS 2	labana2_r
Leave		P26	ROSTERED DAY OFF	rdo_r
Leave		P27	RDO BY COST DEPT	rdo2_r
Leave		P2M	DAYS IN LIEU BANKED	dil_r
Leave		P35	LEAVE LIABILITY	lv_liab_r
Leave		P36	LEAVE LIABILITY BY COSTDEPT	lv_liab2_r
Leave		P37	QUARTERLY SICK	qsick_r
Leave		P3F	LIABILITY+RDO+DIL BY EMP NO.	lv_rdoemp_r
Leave		P3G	LEAVE WITH RDO BY ALPHA	lv_rdos_r
Leave		P3H	LVE LIAB P.T.O, ANNUAL & SICK	lv_pto_r
Leave		P40	LEAVE Report WITH \$ A21 – A24	lv_liabA_r
Leave		P43	LEAVE WITH RDO +DIL	lv_rdo_r
Leave		P58	LEAVE BY EMP ID BY LOCATION	lv_liab3nl_r
Leave		P59	LEAVE BY ALPHA BY LOCATION	lv_liab3al_r
Leave		P60	L/LIAB BY PAYPOINT/ALPH WITH \$	lv_liab3_r
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