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Common Questions & Answers

This gives a list of commonly asked questions with their answers.

Introduction

Starting dbsPay2

To start dbsPay2 under Windows:

1. Ensure that you are running Windows.
2. Double click the dbsPay2 icon in the dbsPay2 program group or choose the **Run** command from the **File** menu and type the path name e.g. C:\DBSPAY2\DBSPAY2.EXE.
3. The login window is shown. Enter your user id and password and click the **Login** button. If they are entered correctly then the main menu is shown.

To start dbsPay2 under Macintosh System 7:

1. Double click the dbsPay2 icon in the dbsPay2 folder.
2. The login window is shown. Enter your user id and password and click the **Login** button. If they are entered correctly then the main menu is shown.

The title for the dbsPay2 application window indicates which company is currently being worked upon. This allows multi-company payrolls to be managed by dbsPay2 for payroll bureau operations. If you are running the single company version then this title will remain the same as you will only work with one company.

Main Menu

The title for the dbsPay2 application window indicates which company is currently being worked upon. This allows multi-company payrolls to be managed by dbsPay2 for payroll bureau operations. If you are running the single company version then this title will remain the same as you will only work with one company.

When the application is started the top of the screen contains the main menu. The main menu contains the following:

Related Topics:

- dbsPay2
- Employer
- Employee
- Tools
- Reports

dbsPay2

About dbsPay2	Shows the version number and other details.
Login	To logout and allow someone else to login.
Tidy	Checks the database and recovers any unused disk space due to deleted information.
Import	To transfer payroll information from other Deverill Business Systems payroll products when upgrading to dbsPay2.
Backup	Takes a copy of your files to either diskette or hard disk
Restore	Replaces files from backup diskettes or hard disk.
Users	Allows details of user id and passwords to be maintained. Use the View command to see a list of users or the Add command to add a new user.
Exit/Quit	Used to quit the program.

Employer

Employer	View the currently selected employer details or add a new employer
Additions	View pay addition details
Bank	View company bank details
Cash	View coin analysis details
Deductions	View pay deduction details
Departments	View the departments
GL Accounts	Views GL account codes by department
IR Returns	View the Inland Revenue returns
National Insurance	View the national insurance rates for employer and employee
Pay	View pay parameter details
SSP & SMP	View the Statutory Sick Pay and Statutory Maternity Pay rates
Tax	View the tax table
Select Employer	Change the employer/company to work with (payroll bureau operations)

Employee

Add	Add a new employee
View by ID	View a list of employees in payroll identifier sequence
View by Surname	Views a list of all employees in surname sequence
View by Forename	Views a list of all employees in forename sequence
View by Work No	Views a list of employees by Works number
View by Dept	Views a list of employees in department sequence
View by Icon	Use this command to toggle the view between being graphical and a normal list style. If the command is ticked the view will be graphical when you choose one of the View by commands

Tools

Pay All...	Inputs pay details and calculates the pay for all employees in the selected sequence (id, surname, work number or department)
Pay Department...	Inputs pay details and calculates pay for a selected department
Pay Employee...	Inputs pay details and calculates pay for an individual
Close Pay Period...	Closes the pay period
Post to GL...	Generate an ASCII posting file or printed report
View Holidays...	View details of employee holidays
View SSP...	View details of SSP absence
View SMP...	View details of SMP absence
Initiate SMP...	Initialise SMP details for future SMP payments
Amend Tax Codes...	Bulk tax code changes for all employees
Class 1A NIC	Input of Class 1A NIC details for employees with company cars
Amend NI...	Allows an NI refund or deduction to be made
NIC Holiday...	Allows NIC Holiday to be initiated for a qualifying employee
End of Year...	End of year processing for all employees
Pay Review...	Allows percentage increases to be applied to employees pay additions
Automatic IDs	Allows you to specify whether employer, employee and department IDs are automatically generated
Security Levels	Allows the security levels for commands to be altered

Reports

Print...	Prints the reports to a printer
View...	Views previous reports stored on disk

Setting up Users

To gain access to dbsPay2 you have to supply a valid user id and password.

Users are assigned a security level which enables you to limit which commands can be performed by various users. This can be useful in situations where several people are allowed access to the payroll but certain operations are not allowed to be performed, e.g. calculating the pay. In addition to functional security, each individual employee can have a security access level defined. This can be used to prevent users access to particular individuals' data, e.g. directors.

You should decide who is going to operate the payroll and what level of access each user should have. If you only have one person using the payroll then you should set them up with a security level of 5 (highest) which allows access to all functions and employees. Individual users can access and amend their user details held, for instance to change a password.

You can have as many users defined as you wish, but you may only have as many simultaneous users accessing dbsPay2 as you have purchased licences for.

Choosing **Users** and then **View** from the **dbsPay2** menu shows a list of users defined to the system. The following information is shown:

User Id	Eight character user id
Password	Six character encrypted password
Expiry Date	Expiry date of the password
Level	The security level assigned for this user

Related Topics:

To add a new user
To amend an existing user
To delete a user
User Detail Window
Security Levels

To add a new user

1. Click the right mouse button when viewing the list of users or choose the **Users Add** command from the **dbsPay2** menu.
2. The User Detail window is shown. If you were viewing a list press the **New** button.
3. Enter the details and click the **Save** button.
4. Click the **Close** button.

To amend an existing user

1. Select the user to be amended.
2. Click the right mouse button.
3. The User Detail window is shown.
4. Click the **Amend** button.
5. Enter the changes.
6. Click the **Save** button.
7. Click the **Close** button.

To delete a user

1. Select the user to be deleted.
2. Click the right mouse button.
3. The User Detail window is shown.
4. Click the **Delete** button.
5. Confirm the deletion by clicking the **Yes** button.

User Detail Window

The following information is shown:

User Id	Up to 8 characters to identify the user
Password	Up to 6 characters. The password will be encrypted for you on saving the details
Expiry Date	Expiry date of the password
Security Level	Choose a number between 1 and 5. Level 5 allows access to everything and at least one user must be defined with this level

The following buttons are available:

New	To add a new user
Amend	To alter the details shown
Delete	To delete the user shown
Close	To close the window
Save	To save any changes made
Cancel	To ignore any changes made.

Related Topics:

To add a new user
To amend an existing user
To delete a user

To add a new user

1. Click the **New** button
2. Enter the details and click the **Save** button.
3. Click the **Close** button.

To amend an existing user

1. Click the **Amend** button.
2. Enter the changes.
3. Click the **Save** button.
4. Click the **Close** button.

To delete a user

1. Click the **Delete** button.
2. Confirm the deletion by clicking the **Yes** button.

Security Levels

Security levels for functions are pre-allocated when you purchase your dbsPay2 system, but can be amended.

Employees are individually assigned a security level of those allowed to view their details, pay them etc. These persons will not appear in reports unless you have at least the security level specified in the Personnel details.

Adding a new company

To add a new company then choose the **Employer** command in the **Employer** menu.

The following information is shown:

Employer Id	Company short name
Name	Company name
Address	Company address
Telephone	Telephone number
Facsimile	Facsimile number
PAYE Reference	Quoted on all Inland Revenue correspondence
PAYE District Number	Quoted on all Inland Revenue correspondence
Icon Style	Select the type of icon to be used when viewing employees by icon

The following buttons are available:

New	To add a new employer
Amend	To change the employer details shown
Delete	To delete the employer details
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information

Changing to another company

dbsPay2 multi company version allows you to run the payroll for several companies, thus being suitable for a payroll bureau operation.

The commands apply to the currently selected company as shown in the title bar of the window.

Related Topics:

To work with dbsPay2 for another company

To work with dbsPay2 for another company

1. Choose the **Select Employer** command from the **Employer** menu.
2. The Select Employer window is shown.
3. Select the company you require from the list box.
4. Click the **Select** button to select the company to work with or click the **Cancel** button to remain with the current company. Click the **Remember** button to automatically select the company to work with when dbsPay2 is started.

Terminating dbsPay2

To quit the program choose the **Exit** command (Windows users) or the **Quit** command (Macintosh users) in the **dbsPay2** menu. If you just wish to logout, choose the **Login** command from the **dbsPay2** menu.

Backup & Restore

It is vitally important to keep backup copies of your work. Imagine the problems you would face if you were unable to pay your employees at the correct time! To avoid this happening you must make regular copies of your work.

The **Backup** command is available in the **dbsPay2** menu. Whenever you quit dbsPay2 by selecting the **Exit** command from the **dbsPay2** menu, you will be alerted if important information has changed and you have not used the backup command to take a copy of your work.

Backing up your data involves making a copy of your working information so that, if you need to, you can recover back to a known position. We suggest that you copy your work after each payroll run, rotating a minimum of three diskettes.

By using this method, whatever happens whilst you are running dbsPay2, you will be able to go back at least two weeks/months prior to a problem. You need to backup onto a medium that is removable and storable away from the computer in case of computer malfunction, fire etc.

A backup and restore log is automatically kept for you.

Related Topics:

To backup your data
To restore your data from a backup copy

To backup your data

1. Choose the **Backup** command in the **dbsPay2** menu.
2. To backup to hard disk enter the path name and a suitable remark e.g. after creating employees. To backup to floppy disk enter your diskset no and remark.
3. If you wish to backup *all employers* (multi-company version) then ensure the Current Employer only check box is blank. You would normally backup just the employer you are currently working with. Click the **Proceed** button to commence the backup or to abort the backup, click the **Cancel** button.
4. If backing up to floppy disk, insert the requested floppy disk and click the **OK** button.
5. The backup will display messages as it progresses and on completion will display 'Backup completed'.
6. You will be returned to the Backup window. You can see the log by clicking the **Log** button. The **Tidy Log** button will remove old entries from the log. To close the window click the **Cancel** button.

The following events are some that would require you to restore from your backup disks:

Power failure during a pay run

System crashes during a pay run

Hardware failure during a pay run

Corrupted files

In order to restore your data you will need to copy your backed up files back onto the disk or disks they were copied from. You should record any restoration of data in your backup log.

To restore your data from a backup copy

1. Choose the **Restore** command in the **dbsPay2** menu.
2. To restore from hard disk enter the path name and a suitable remark e.g. power failure. To restore from floppy disk enter your diskset no and remark.
3. If you wish to restore *all employers* (multi-company version) then ensure the Current Employer only check box is blank. You would normally restore just the employer you are currently working with. Click the **Proceed** button to commence the restore or to abort the restore, click the **Cancel** button.
4. If restoring from floppy disk insert the requested floppy disk and click the **OK** button.
5. The restore will display messages as it progresses and on completion will display Restore completed'.
6. You will be returned to the Restore window. You can see the log by clicking the **Log** button. The **Tidy Log** button will remove old entries from the log.To close the window click the **Cancel** button.

If you incorrectly pay someone, then you will not necessarily have to use the restore facility and repay all your staff unless you have closed the pay period.

Queries

An attempt has been made to answer some of your questions in the Common Questions & Answers section, see Common Questions & Answers. It is therefore suggested that before contacting Deverill Business Systems for help you review that section.

If you are unable to resolve your problem and you have registered your copy of dbsPay2 with us, please contact Deverill Business Systems. Refer to your Customer Support Programme which accompanied the package for details on how to contact Deverill Business Systems for help. When corresponding with DBS state your dbsPay2 serial number and describe the problems you are experiencing. If we are unable to quickly resolve your problem we may ask you to send a copy of your data and program diskette to us for further investigation.

Provided that the level of service required is covered by your Customer Support Agreement then there will be no additional charge for this service, otherwise you will be given a no obligation quotation of the costs involved before your query is investigated.

Company Tables Overview

For multi-company users, ensure that you have the correct company to work with before viewing the tables. The company name is shown in the title bar of the main window.

The **Employer** menu has the commands that are used to view and modify tables:

Employer	View the currently selected employer details or add a new employer
Additions	View pay addition details
Bank	View company bank details
Cash	View coin analysis details
Deductions	View pay deduction details
Departments	View the departments
GL Accounts	Views GL account codes by department
IR Returns	View the Inland Revenue returns
National Insurance	View the national insurance rates for employer and employee
Pay	View pay parameter details
SSP & SMP	View the Statutory Sick Pay and Statutory Maternity Pay rates
Tax	View the tax table
View	Change the employer/company to work with (payroll bureau operations)

Addition Names

Choose the **Additions** command in the **Employer** menu to view the addition names together with their settings for payroll calculation purposes. These names are used to make up the payment entries in the employees current and year to date details and subsequently the payslip and other reports.

Up to fifteen names can be specified, each name being up to 20 characters long.

The following information is shown:

Name	The pay addition descriptive name
Pre tax	Mark the check box if payment is made before tax is calculated, leave blank if payment is allowed against tax
Pre NI	Mark the check box if payment is made before National Insurance is calculated, leave blank if payment is allowed against NI
Pension	Mark the check box if the payment is used to calculate the pension contribution, leave blank if payment is not used
Zero	Mark the check box if the payment should be cleared before input of pay details and subsequent payroll calculation
Calc	Mark the check box if the payment is calculated by multiplying a quantity and a rate e.g. overtime.
Always	Mark the check box if the item is to appear in every new employees current pay period information.

The following buttons are available:

Amend	To change the information shown.
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information.

Related Topics:

To alter the pay addition details
To close the window

To alter the pay addition details

1. Click the **Amend** button.
2. Enter your changes.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Company Bank Details

Choose the **Bank** command in the **Employer** menu to view the company bank details. This information is used when printing bank giro credits and other automated payment schemes.

The following information is shown:

Bank name

Branch name

By order of

Autopay	National Westminster Bank scheme
Branch Name	
Account Number	
BOBS	Barclays Branch Originated BACS Service
Customer No	
Application No	
Account Type	
Transaction Code	

The following buttons are available:

Amend	To change the information shown.
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information.

Related Topics:

To alter the bank details
To close the window

To alter the bank details

1. Click the **Amend** button.
2. Enter your changes.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Coin Analysis Details

Choose the **Cash** command in the **Employer** menu to view the coin analysis details. This information is used when printing the coin analysis report. Select the denominations required by setting the check boxes.

The following buttons are available:

Amend	To change the information shown.
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information.

Related Topics:

To alter the coin analysis details
To close the window

To alter the coin analysis details

1. Click the **Amend** button.
2. Mark the check boxes for those denominations required to be used when paying staff by cash.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Deduction Names

Choose the **Deductions** command in the **Employer menu** to view the deduction names together with their settings for payroll calculation purposes. These names are used to make up the deduction entries in the employees current and year to date details and subsequently the payslip and other reports.

Up to fifteen names can be specified, each name being up to 20 characters long.

The following information is shown:

Name	The pay deduction descriptive name
Pre tax	Mark the check box if deduction is made before tax is calculated i.e. it is allowed against tax, leave blank if deduction is not allowed against tax
Pre NI	Mark the check box if deduction is made before National Insurance is calculated, leave blank if deduction is not allowed against NI
Pension	Mark the check box if the deduction is allowed against the amount used to calculate the pension contribution, leave blank if deduction does not alter the pension calculation
Zero	Mark the check box if the deduction should be cleared before input of pay details and subsequent payroll calculation
Reduce	Mark the check box if the deduction is a reducing balance type deduction where you can specify a starting balance and have the balance reduce each pay period
Always	Mark the check box if the item is to appear in every new employees current pay period information.

The following buttons are available:

Amend	To change the information shown.
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information.

Related Topics:

To alter the pay deduction details
To close the window

To alter the pay deduction details

1. Click the **Amend** button.
2. Enter your changes.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Department Details

Choose the **Department View** command in the **Employer menu** to view a list of departments previously entered. This information is used during reporting to print department names and also to group employees by department for reporting purposes.

The following information is shown:

Department Id	Department code
Name	Department name

Related Topics:

To view or amend a department
To delete a department
To add a new department

To view or amend a department

1. Select the department by positioning on the appropriate row.
2. Click the right mouse button.
3. The Department Details window is shown.

To delete a department

1. Select the department you require by positioning on the department in the list using the scroll bars where necessary.
2. Having selected the department by pressing the left mouse button in any of the columns shown for the department, click the right mouse button to show the detail.
3. The Department Details window is shown.
4. To delete the department, click the **Delete** button.

To add a new department

1. Choose the **Department Add** command from the **Employer menu** or click the right mouse button whilst viewing departments.
2. The Department Details window is shown. If you were viewing a list press the **New** button.
3. Enter your department code and name. The code is used when entering employee details.
4. Click the **Save** button to keep your changes or the **Cancel** button to ignore.
5. Repeat steps 3 and 4 for each department to be added.
6. Click the **Close** button to close the window.

Department Detail Window

The following information is shown:

Department Id	Department code
Name	Department name

The following buttons are available:

New	To add a new department
Amend	To change the information shown.
Delete	To delete the department shown.
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information.

Related Topics:

To add a new department
To alter the department details
To delete a department
To close the window

To add a new department

1. Click the **New** button and enter your department code and name. The code is used when entering employee details.
2. Click the **Save** button to keep your changes or the **Cancel** button to ignore.

To alter the department details

1. Click the **Amend** button whilst the Department Details window is shown.
2. Enter the change to the name.
3. Click the **Save** button to keep your change, or the **Cancel** button to ignore.

To delete a department

1. Click the **Delete** button whilst the Department Details window is shown.
2. Confirm the deletion by clicking the **Yes** button.

To close the window

1. Click the **Close** button.

GL Account Codes

Choose the **GL Accounts** command in the **Employer menu** to view the General Ledger Account details. This information is used during the calculation of pay and subsequent printing of the GL Postings report.

General ledger accounts can be allocated on a department basis to allow for a departmental breakdown of postings on a general ledger, or just on a company basis, as determined by the check box shown on the Employer Pay Details window.

If you are using the departmental basis, ensure that you have set up your departments before you wish to enter your GL account codes. If using a departmental basis then a list of departments from which you can select the ones to be viewed is shown.

The following information is shown:

Department Id	Department code
Name	Department name

Related Topics:

To view or amend a department's GL accounts

To view or amend a department's GL accounts

1. Select the department by positioning on the appropriate row.
2. Click the right mouse button.
3. The GL Accounts window is shown.

GL Accounts Window

This shows descriptions of each transaction that will be used during posting and you can enter your account code against the description. Specifically excluded will be self compensating items within the expenses section of the General Ledger.

You will be shown following:

Liability Accounts

Tax Paid

National Insurance (total)

Net Pay

Pension employee

Pension employer

COMP

If the Tax paid and National Insurance are given the same account number then a Due to Exchequer account is effectively used. If the pension accounts, i.e. last three liability accounts, are given the same account number then a due to pension fund account would be used.

Expense Accounts

Additions	Each pay addition name that you are using
Deductions	Each pay deduction name that you are using

Rounding

SSP Non recoverable

SMP Non recoverable

NI Employer

NIC SMP

Pension employer

COMP

If different account numbers are used then the greatest flexibility exists. If the expense accounts are all given the same number then a cost of employees account is effectively used.

The following buttons are available:

Amend	To change the information shown.
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information
Prev	Displays the GL Account codes for the previous department if the GL is broken down by department
Next	Displays the GL Account codes for the next department if the GL is broken down by department

Related Topics:

To alter the department's GL account details
To close the window

To alter the department's GL account details

1. Click the **Amend** button whilst the GL Account window is shown.
2. Enter the GL account codes for each description shown.
3. Click the **Save** button to keep your changes, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Inland Revenue Returns

Choose the **IR Returns** command in the **Employer menu** to view the Inland Revenue returns details. This is a summary of the returns your company needs to make to the Inland Revenue and details the entries in your payslip booklet. It is used to print the Inland Revenue returns report.

The following information is shown for each returns period:

SSP Recovered	Amount of SSP recovered
SMP Recovered	Amount of SMP recovered
NIC Comp SMP	National insurance compensation on SMP
NIC Holiday	NIC Holiday recovered
Tax	Income tax
Gross NI	Total of National insurance for employee and employer
NI	Gross NI less any Class 1A National insurance
SSP Paid	Amount of SSP paid, used to calculate the SSP recovery amount.

The following buttons are available:

Amend	To change the information shown.
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information.
Calc SSP	Re-calculate the SSP Recoverable. Not usually used as the SSP recoverable is always recalculated during pay calculations.

Related Topics:

To alter the Inland Revenue Returns details
To close the window

To alter the Inland Revenue Returns details

1. Click the **Amend** button.
2. Enter your changes
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

National Insurance Rates

Choose the **National Insurance** command in the **Employer menu** to view the national insurance details for the employer.

The following information is shown in columns:

Earnings Limits	The earnings limits for the percentages shown in the column
Contracted In %	
Standard	% rate for NI letter A employees for this earnings band
Reduced	% rate for NI letter B employees for this earnings band
Emp'er only	% rate for NI letter C employees for this earnings band
Contracted Out Salary Related Schemes %	
Standard	% rate for NI letter D employees for this earnings band
Reduced	% rate for NI letter E employees for this earnings band
Emp'er only	% rate for NI letter Z (officially letter C contracted out) employees for this earnings band
Contracted Out Money Purchase Schemes %	
Standard	% rate for NI letter F employees for this earnings band
Reduced	% rate for NI letter G employees for this earnings band
Emp'er only	% rate for NI letter S employees for this earnings band

The following buttons are available:

Employer	Displays the employer NI rates
Employee	Displays the employee NI rates
Amend	To change the information shown.
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information.

Related Topics:

To alter the NI rates employee details
To alter the NI rates employer details
To close the window

To alter the NI rates employee details

1. Click the **Employee** button.
2. Click the **Amend** button.
3. Enter your changes
4. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To alter the NI rates employer details

1. Click the **Employer** button.
2. Click the **Amend** button.
3. Enter your changes
4. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Pay Parameters

Choose the **Pay** command in the **Employer menu** to view the pay calculation details. These details influence the payroll calculation for all employees.

The following information is shown:

No of Decimals	Select the appropriate radio button for the number of decimal places of a penny to be used for calculate type pay addition fields.
Rounding of Net pay	Select the appropriate radio button to specify your rounding. If no rounding required set it to 1p.
Round net pay down	Mark the chcek box if rounding is to be done down to the smallest denomination, i.e. if round to nearest £1 and pay £104.76, then actual pay will be rounded down to £104 if the check box is marked, or rounded up to £105 if left blank. Any under or over payment will be adjusted in the next pay run.
Tax refund new employee	Maximum tax refund allowed for a new employee.
K code max tax deduction %	The maximum percentage of employees pay that may be deducted in a single pay run if on a K tax code.
COMP rebate employee %	Contracted out money purchase schemes rebate % for an employee.
COMP rebate employer %	Contracted out money purchase schemes rebate % for an employer.
Deduct rebate from earnings	Mark the check box if the COMP rebate is to be deducted from employee earnings, otherwise leave blank.
GL by Department	Mark the check box if you wish the GL posting to be broken down by department, leave blank if only company totals are required.

The following buttons are available:

Amend	To change the information shown
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information

You should set the number of decimal places for calculate type pay addition fields before you add your employees. If you amend this setting after employees have been entered then check that the correct rates are shown for each employee.

The rounding field may be altered at any time and will have an immediate effect for future pay calculations. However, if the rounding field is set back to 1p, after already using the rounding to some higher denomination, the rounding entries in the employee records will remain for the rest of the current tax year. The employee would in this circumstance be refunded/deducted any residue rounding amount held in the next pay run.

If you are rounding and an employee leaves, then the final payment will not refund/deduct any residue rounding amount at this would result in an odd amount being paid. If you wish to refund/deduct the residue amount then refer to Rounding in the Queries section.

Related Topics:

To alter the Pay Parameter details
To close the window

To alter the Pay Parameter details

1. Click the **Amend** button.
2. Enter your changes.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Tax

Choose the **Tax** command in the **Employer menu** to view the tax table details.

The following information is shown in columns:

Basic Rate	Set this radio button to the tax band that will be used for basic rate tax payers , i.e. BR tax code.
Bandwidth	The bandwidth amount to be used at the % rate shown.
% Rate	The tax rate to be applied to the bandwidth.

The following buttons are available:

Amend	To change the information shown
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information

Related Topics:

To alter the Tax table
To close the window

To alter the Tax table

1. Click the **Amend** button.
2. Enter your changes.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Company SSP and SMP

Choose the SSP **&** SMP command in the **Employer menu** to view the SSP and SMP rate details.

The following information is shown:

Small Employer	Mark the check box if the employer is classed as a small employer.
SSP earnings limit	
Amount	SSP earnings limit amount before which SSP is payable.
Rate	The SSP amount payable.
Max SSP weeks in a PIW	The maximum number of weeks SSP is payable in a period of incapacity to work.
SSP Reimbursement %	The % rate to apply to the National Insurance contributions (employee and employer excluding Class 1A) for an Inland Revenue returns period.
Max SMP weeks in a MPP	The maximum number of weeks SMP is payable in a maternity pay period.
SMP NIC Compensation %	The % rate of National Insurance compensation on SMP payments.
SMP Recovery Rate %	The percentage rate which determines the SMP amount to be recovered.
SMP Lower Rate	The lower rate of SMP payable.

The following buttons are available:

Amend	To change the information shown
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information

Related Topics:

To alter the SSP & SMP table
To close the window

To alter the SSP & SMP table

1. Click the **Amend** button.
2. Enter your changes.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Employee Views

Modifying existing employee details and the entry of new employee details are carried out using up to seven windows to show all the information held about an employee:

Personnel window

Bank window

Payroll General window

Current Pay Period window

Year to Date window

NI and Pension window

SSP & SMP window

The **Employee** menu contains commands that enable you to view and amend your employees:

View by ID	View a list of employees in payroll identifier sequence
View by Surname	Views a list of all employees in surname sequence
View by Forename	Views a list of all employees in forename sequence
View by Work No	Views a list of employees by Works number.
View by Dept	Views a list of employees in department sequence.
View by Icon	Use this command to toggle the view between being graphical and a normal list style. If the command is ticked the view will be graphical when you choose one of the View by commands. The icon style is set in the Employer window.

Related Topics:

Viewing employees as a list window
Viewing departments as an icon window
Viewing employees as an icon window

Viewing employees as a list window

When viewing employees in the list style the following columns are shown:

Surname	
Forenames	
Title	
Employee ID	
Department	
Work No	
Paid to period	The last tax week or month paid to.
Pay Frequency	Weekly, Fortnightly, 4 Weekly, Monthly

Related Topics:

To add a new employee
To view or amend details held for an employee

To add a new employee

1. Choose the **Add** command from the **Employee** menu or click the right mouse button whilst viewing employees.
2. The employee personnel details window is shown. If you were viewing a list press the **New** button.

To view or amend details held for an employee

1. Select the employee by using the arrow keys or scroll bars to position on the desired employee. Click in one of the columns for the employee and then click the right mouse button.
2. The Personnel Details window is shown.

Viewing departments as an icon window

When viewing by department in an icon style, each department is represented by a folder.

The following buttons are available:

Page Up	To see the previous set of departments
Page Down	To see the next set of departments
Close	To close the window
Add	To add a new department
View By	Select the radio button to determine the order employees are shown in.

Related Topics:

To view employees for a particular department
To add a new department

To view employees for a particular department

1. Use the Page Up and Page Down buttons until the department can be seen.
2. Click on the department.

To add a new department

1. Click the **Add** button.
2. The department detail window is shown.

Viewing employees as an icon window

When viewing employees in the icon style, each employee is represented by a man or woman graphic. The Employer window allows you to choose the icon style used. If they have a sad face then they have had the date of leaving set. They will be shown in the order selected by the view by command.

The following buttons are available:

Page Up	To see the previous set of employees
Page Down	To see the next set of employees
Close	To close the window
Add	To add a new employee

Related Topics:

To view or amend details held for an employee
To add a new employee

To view or amend details held for an employee

1. Use the Page Up and Page Down buttons until the employee can be seen.
2. Click on the employee.

To add a new employee

1. Click the **Add** button.
2. The employee personnel details window is shown.

Employee Personnel Details

This window is used to view and modify the personnel details for an employee. It also allows access to all the other details held for the employee via the buttons.

The following information is shown:

*Employee ID	Can be automatically assigned see **Automatic IDs** in the **Tools** menu or you could manually enter a unique identifier to be assigned for payroll purposes.
*Security Level	The security level number of users who are allowed to see this employee's details, between 1 (lowest) to 5 (highest). If set to 1 all users will be able to view, if set to 3 then only levels 3, 4 and 5 users can view.
*Surname	
*Forenames	
*Title	
Address	The employee's home address.
Post code	The postcode for the employee's address.
Date of birth	Date of birth in format DD/MM/YY, e.g. 21/02/50.
Date started	Date employment started with you.
Date left	Date employment ceased with you.
Telephone	The telephone number.
*Male	Mark the check box if male, leave blank if female
*Director	Mark the check box if a director, leave blank if not
Marital Status	Choose the appropriate radio button to choose the marital status.
Other Details	These allow additional personnel details to be entered, e.g. qualifications, pay review dates etc.
Holiday Entitlement	Number of days holiday entitled to in a company year.
Holidays Taken	Number of days holiday taken
Holidays left	Number of days holiday left.

* indicates the minimum entries needed for a new employee

The following buttons are shown:

New	To add a new employee
Amend	To change the personnel details shown
Delete	To delete the employee details
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information
Bank	To view the bank and Autopay/Bobs details

Pay	To view the payroll general details
Period	To view the current period details
Year	To view the year to date details
NI	To view the National Insurance and Pension details
SSP	To view the statutory sick pay and statutory maternity pay details

Related Topics:

To amend the personnel details
To add a new employee
To amend the bank details
To amend the payroll general details
To amend the current period details
To amend the year to date details
To amend the NI and Pension details
To amend the SSP and SMP details
To close the window

To amend the personnel details

1. Click the **Amend** button.
2. Enter your changes.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To add a new employee

1. Click the **New** button.
2. Enter the personnel details.
3. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.
4. You will be led through the other windows associated with the buttons at the bottom right to add the other information.

To amend the bank details

1. Click the **Bank** button to alter bank details.
2. The Employee's Bank Window is shown.
3. Click the **Amend** button and enter your changes.
4. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To amend the payroll general details

1. Click the **Pay** button to alter general payroll details.
2. The Employee's Payroll General Window is shown.
3. Click the **Amend** button and enter your changes.
4. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To amend the current period details

1. Click the **Period** button to alter current pay period details.
2. The Employee's Current Pay Period window is shown.
3. Click the **Amend** button and enter your changes.
4. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To amend the year to date details

1. Click the **Year** button to alter year to date details.
2. The Employee's Year to Date window is shown.
3. Click the **Amend** button and enter your changes.
4. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To amend the NI and Pension details

1. Click the **NI** button to alter NI and Pesion details.
2. The NI and Pension window is shown.
3. Click the **Amend** button and enter your changes.
4. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To amend the SSP and SMP details

1. Click the SSP button to alter SSP and SMP details.
2. The Employee's SSP and SMP window is shown.
3. Click the **Amend** button and enter your changes.
4. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Bank Details

The Bank Details window shows bank information if you are paying by giro credit, autopay or Bobs.

The following information is shown:

Bank Account No	The bank account number or building society's bank account number for this employee
Sort Code	Bank or Building Society sort code in the format 99-99-99, leading zeros must be entered e.g. 05-09-98
Building Soc Roll	Building society roll number. Use this as well as bank account number if payment is to be made to a building society.
Autopay/Bobs/	
TelePay No	The 6 digit autopay number if paid by Autopay, the 5 digit Telepay number if paid by Telepay or the Bobs number if paid by Bobs.
Bank name	Name of bank or building society
Branch name	Branch location
Holder	Account holder name

The following buttons are shown:

Amend	To change the bank details shown
Close	To close the window
Close All	To close all the windows for this employee
Save	To save changes made to the information
Cancel	To ignore changes made to the information

Payroll General Details

This window is used to display the general payroll details held for an employee.

The following information is shown:

Work No	Works identification number. Can be left unused.
Department	The department the employee works in.
*Tax Code	Tax code. Must be a valid format.
*Wk1/Mth1	Mark the check box if tax is deducted on a week 1 or month 1 basis.
*Pay Frequency	Select the pay frequency radio button, either weekly, fortnightly, 4 weekly or monthly.
*Pay Method	Select the chosen payment method. If Giro Credit or Automated Payment is chosen then remember to complete the bank details.
*NI Number	Must be 9 characters in the format AA999999A, where A is alphabetic and 9 is a number.
*NI Letter	Choose the appropriate radio button for the National Insurance letter, one of A, B, C, D, E, F, G, X or Z. X indicates the employee is exempted from paying National Insurance. Z is used when an employee is given letter C but is contracted out in a salary related pension scheme. Do not confuse the last character of the NI Number with the NI letter.
Has Company Car	Mark the check box only if Class 1A NI is applicable to this employee (i.e. has company car and is classified as a director or a higher wage earner), leave blank if not a company car user.
*Gross Pay	The gross pay from any previous employment in this tax year as shown on the P45.
*Tax paid	The tax paid from any previous employment in this tax year as shown on the P45.

* indicates the minimum entries needed for a new employee

The following buttons are shown:

Amend	To change the bank details shown
Close	To close the window
Close All	To close all the windows for this employee
Save	To save changes made to the information
Cancel	To ignore changes made to the information

Current Pay Period

This window is used to display the current pay period details held for an employee. You should not need to alter information in this window except for entering the rates and amounts for pay additions, and amounts for pay deductions when you first set up the employee. Normal changes to pay are entered when using the **Pay by** commands in the **Tools** menu.

The title bar shows which employee is shown.

The following information is shown down the left hand side:

Tax Code	Tax code.
Tax Week/Mth	The tax week or month last paid
Taxable Pay	The taxable pay for the period.
Extra Weeks	If payment is to cover additional weeks/months, the number of extra weeks or months is shown here. If paid fortnightly or 4 weekly then you will see that 1 or 3 extra weeks will be shown.
SSP	Any SSP paid in the period.
SMP	Any SMP paid in the period.

The central section shows the payments and deductions for this employee. The payments (indicated by a +) are shown first depending upon the selections made in the Pay Items window. Calculated type additions (i.e. ones that have the Calc column marked in the pay additions table) will show three columns, units, rate and amount. Non calculated type additions will just show an amount. Deductions are shown (indicated by a -) after the additions, excluding tax, NI and pension which are shown on the right hand side.

Finally the current pay period is summarised on the right hand side:

Gross pay	Total of all payments.
Deductions	Total of all deductions
Rounding	Any rounding that has been applied
Net pay	The amount the employee will receive

The following buttons are shown:

Amend	To change the current period details shown
Close	To close the window
Close All	To close all the windows for this employee
Save	To save changes made to the information
Cancel	To ignore changes made to the information
Pay Items	Used to amend the additions and deductions used by this employee

Pay Items

This window is used to select the pay additions and deductions to be applied to this employee. Pay additions are shown on the left and pay deductions on the right. Deductions can optionally have an initial balance specified if they have had the Reduce column marked on the employer deductions window.

The check boxes should be marked for those items required. If the deduction is one which has a reducing balance, like a loan, then enter the initial balance. You will not be able to deselect certain items already marked if they have already been used in a pay calculation for the employee. You will have to wait until the start of a new tax year to reuse them.

The following buttons are shown:

Apply	To apply changes made
Cancel	To ignore changes made to the information

Year to Date

This window is used to display the year to date details held for an employee. You should not normally alter any figures shown here unless setting up your employees part way through the tax year.

The following information is shown down the left hand side:

Tax Code	Tax code.
Tax Week/Month	The tax week or month paid to
Taxable Pay	The taxable pay year to date.
SSP	Any SSP paid year to date.
SMP	Any SMP paid year to date.

The central section shows the payments and deductions for this employee. The payments (indicated by a +) are shown first. Calculated type additions (i.e. ones that have the Calc column marked in the pay additions table) will show two columns, units and amount. Non calculated type additions will just show an amount. Deductions are shown (indicated by a -) after the additions, excluding tax, NI and pension which are shown on the right hand side.

Finally the year to date details are summarised:

Gross pay	Total of all payments.
Deductions	Total of all deductions
Rounding	If rounding applies two figures are shown. The first is the adjustment amount for the current tax year and the second is the accumulated value. The accumulated value can be positive or negative. If negative the employee is owed the amount shown, if positive the employee owes the employer the amount shown.
Net pay	The net pay year to date.

The following buttons are shown:

Amend	To change the year to date details shown
Close	To close the window
Close All	To close all the windows for this employee
Save	To save changes made to the information
Cancel	To ignore changes made to the information
Pay Items	Used to amend the additions and deductions used by this employee

For a new employee if you have a pay calculation to do before the new employee should be paid, then enter the paid to week/month number of the pay run from which you wish to exclude him/her.

When transferring existing employees from a manual or other computer system you will need to complete the year to date information if it is not the start of the tax year. This will ensure that the correct tax and end of year reports can be produced.

National Insurance & Pension

This window is used to display the NI for P60 details and pension details held for an employee.

The following information is shown:

NI Number	NI number

Then follows up to 4 columns showing the National Insurance details for the year, each column comprising:

SCON No	Pension scheme contracted out number (leave blank if not applicable). The COMP scheme contracted out number and suffix code.
NI Letter	National insurance letter
Employee Earnings	The year to date NI earnings for the employee when using the NI letter shown.
Employee+er Contributions	The total of national insurance contributions paid by both employee and employer.
Employee Contributions	The national insurance paid by the employee only.
C/Out Employee Earnings	The year to date contracted out earnings for the NI letter.
C/Out Employee Contribs	The contracted out part of the National Insurance paid by the employee.

The above details are used to produce P14/60s at the end of the tax year. You should not need to alter any of the information unless you are transferring existing employees part way through the tax year from another payroll system. When you alter the NI letter in the payroll general details, dbsPay2 will automatically put the new letter in the first column and shunt the rest along.

At the foot of the NI details are two fields associated with Directors National Insurance. These should be used if the person is a director, as directors pay National Insurance on an annual basis rather than a pay period basis.

Director Pro Rata Weeks	The number of weeks since the beginning of the tax year this person will be a director, irrespective of whether they are paid monthly or not. This will be 52 if the director was in post at the start of the tax year. If they are appointed part way through the year, then enter the number of tax weeks remaining in the tax year.
Director Gross Pay	The year to date gross pay on which the directors NI is calculated.

After the directors details, the NIC Holiday details are shown:

NIC Holiday Weeks Paid	The number of NIC Holiday weeks recovered to date. This is followed by the wording 'NIC Holiday Certificate Held' if the employee has an NIC Holiday certificate. If an employee is eligible for NIC Holiday then the NI letter P is used in the NI Details above.

Then follows the pension details for this employee:

Employee	The fixed amount of employee pension contribution to be deducted each pay

run or the percentage rate to be used.

%	Mark the check box if the previous amount is a percentage and not a fixed amount.
Paid Period	The amount contributed in current pay period by the employee.
Paid Year	The amount contributed year to date by the employee.
Employer	The fixed amount of employer pension contribution to be deducted each pay run or the percentage rate to be used.
%	Mark the check box if the previous amount is a percentage and not a fixed amount.
Paid Period	The amount contributed in current pay period by the employer.
Paid Year	The amount contributed year to date by the employer.
Earnings	Select the appropriate radio button to determine which earnings are applicable for pension calculations.
Pension Type	Select the appropriate radio button for COMP, COSR or Other.
Tax allowed	Mark this check box if employee COMP rebate amounts are to qualify for tax relief, as is normally the case. For COSR or Other pension schemes, if the pension scheme does not qualify for tax relief, then this field should be blank.
SSP Payments	Mark this check box if SSP payments are used in pension calculations.
SMP Payments	Mark this check box if SMP payments are used in pension calculations.

The following buttons are shown:

Amend	To change the details shown
Close	To close the window
Close All	To close all the windows for this employee
Save	To save changes made to the information
Cancel	To ignore changes made to the information

SSP and SMP

This window is used to display the overall SSP and SMP details held for an employee.

The following information is shown:

Qualifying Days	The pattern of days when the employee works. Mark with an X those days that are working days for the employee. If you have different days in different weeks then this can be changed when you pay SSP during pay input.
Earnings in previous periods	The earnings for SSP/SMP purposes for the last eight pay periods.These will be weekly amounts for weekly paid, fortnightly amounts for fortnightly paid, 4 weekly amounts for 4 weekly paid, and monthly amounts for monthly paid. The latest pay period is shown first.

Then follows details for both SSP and SMP for the current pay period:

SSP days	The number of SSP days taken in the last pay period
SSP amount	The amount of SSP paid in the last pay period.
SMP weeks	The number of SMP weeks taken in the last pay period.
SMP amount	The amount of SMP paid in the last pay period.
NIC compensation on SMP	The amount of employer NIC compensation.

Then follows year to date SSP and SMP details:

SSP days	The number of SSP days taken in this tax year.
SSP amount	The amount of SSP paid in this tax year.
Linked SSP weeks in PIW	The number of linked SSP days taken expressed in terms of weeks to three decimal places. This is used to determine when SSP payments should cease.
SMP weeks	The number of SMP weeks taken in this tax year.
SMP amount	The amount of SMP paid in this tax year.
NIC compensation on SMP	The amount of employer NIC compensation.

Then follows previous employment SSP details as taken from the SSP1(L) leavers form when the

employee joined you:

SSP Start Date	The start date of the last SSP with the previous employer.
SSP End Date	The end date of the last SSP with the previous employer.
SSP Weeks	The number of SSP weeks between start and end dates.

You should not need to alter any of the information unless you are transferring existing employees part way through the tax year from another payroll system. dbsPay2 will automatically maintain the information for you once the qualifying pattern of days is entered. The above is the minimum amount of information required for SSP and SMP calculation purposes. Other information is required by law for SSP and SMP purposes and dbsPay2 can record these details if you use the SSP and SMP buttons during Pay Input. This other information can be viewed by using the View SSP and View SMP commands in the Tools menu.

The following buttons are shown:

Amend	To change the details shown
Close	To close the window
Close All	To close all the windows for this employee
Save	To save changes made to the information
Cancel	To ignore changes made to the information

Paying Employees Overview

Paying your employees is achieved by using the following commands in the Tools menu:

Pay All	Inputs pay details and calculates the pay for all employees.
Pay Department	Inputs pay details and calculates pay in department sequence for a selected department.
Pay Employee	Inputs pay details and calculates pay for an individual.

You can repeat a pay calculation as many times as you like until you close the pay period. Closing the pay period will update the year to date information, Inland Revenue returns and generate postings to GL. You must close the pay period before you pay the next one.

If you have any Class 1A NI payments to be made these should be done using the **Class 1A NIC** command in the **Tools** menu before the normal pay input process for the period.

If you have any NI refunds or additional NI payments to be made, then use the **Amend NI** command in the **Tools** menu before the normal pay input process for the period.

Related Topics:

To pay an individual employee
To pay all employees that belong to a department
To pay all employees

To pay an individual employee

1. Choose the **Pay Employee** command in the **Tools** menu.
2. Select the employee to be paid.

To pay all employees that belong to a department

1. Choose the **Pay Department** command in the **Tools** menu.
2. Select the department required and the sequence employees will be shown in.
3. If you wish to choose individual employees to be paid, mark the Choose the ones to be paid? check box.

To pay all employees

1. Choose the **Pay All** command in the **Tools** menu.
2. Choose the sequence you wish employees to be shown to you.
3. If you wish to choose individual employees to be paid, mark the Choose the ones to be paid? check box.

Pay Period

The pay period window allows you to choose the pay period to be paid. You can also just enter the pay changes without calculating the pay and use the Calculate Pay option later or for each employee enter their pay details and calculate the results.

The following information is shown:

Pay Period	Enter the tax week or month to be paid if this is the first time of use for the pay frequency chosen. It should default correctly for future pay runs when you select the pay frequency button.
Pay Frequency	Select the employees to be included by choosing one of the radio buttons: Weekly, 2 Weekly, 4 Weekly or Monthly.
Payment Method	Select the appropriate radio button, use Both if you want to input details and calculate the pay displaying the results; use Input Details to just enter the pay information without calculating the pay; and use Calculate Pay to calculate the pay after you have previously entered details, no display of the results are shown in this case.
Zero items	Unmark this check box if you do not want dbsPay2 to zeroise any additions and deductions that have their Zero Column checked in the Employer Additions and Deductions. Typically, this will be necessary if you are using the dbsPay2 Import optional application.

The following buttons are available:

Proceed	Proceed to display pay input details
Cancel	Abort the pay run and close the window

When you have entered details about the pay run to be performed then click the **Proceed** button to show the first employee to be paid. Click the **Cancel** button only if you wish to abandon the pay run without paying anyone. If you chose to Choose the employees to be paid then the Select Employees window is shown to allow you to mark those required by entering a Y in the Paythis column. Use the up and down arrow keys to move up and down this list to mark your selections. having marked those required, double click the close button (top left hand corner) of the Select Employees window.

Employee Pay

The employee pay window is used to specify changes to the payments and deductions to be made from this employee.

The information shown will depend on which pay addition and deduction names have been allocated to the employee.

Extra weeks should only be used if additional weeks are required. Do not use to signify fortnightly or 4 weekly paid as this will be done automatically for you when paying employees for those particular pay frequencies.

The following buttons are shown:

Calculate	Click this when you want to calculate the resultant pay for this employee and see the resultant payslip window.
Ignore	Click this to ignore this employee and show the next.
Abort	Click this if you wish to abort the pay run at this point
Holidays	Click this if you wish to enter holiday details. This is only a recording of holiday dates taken not holiday pay. You must still enter your holiday pay under an appropriate pay addition field that you have set up for this purpose.
SSP	Click this if you wish to enter SSP details
SMP	Click this if you wish to enter SMP details

Related Topics:

To pay this employee

To pay this employee

1. If the employee is involved in a trade dispute click the Trade Dispute check box. Enter any SSP to be paid by clicking on the **SSP** button, the SSP Input window is shown.
2. Enter any SMP to be paid by clicking on the **SMP** button, the SMP Input window is shown.
3. Enter any holiday recording by clicking on the **Holidays** button.
4. Enter any other changes. If the pay period involves extra weeks for instance if paying holiday pay then enter the number of additional weeks in the extra weeks field.
5. Click the **Calculate** button.
6. The Payslip Window is shown to allow you to review the calculations.
7. If you are ready to save the calculations click the **Save** button, if you wish to ignore the calculations for this employee and go on to the next employee click the **Ignore** button, and if you wish to redo the calculation for this employee then click the **Redo** button.

Holiday Recording

The Holiday Input window is shown if the Holidays button is used during pay input. You can also record holidays outside of a pay run by choosing the **View Holidays** command from the **Tools** menu.This shows you all holiday dates held for the employee. If you wish to use the holiday recording facility you should set the holiday entitlement for each employee on the Personnel Details window.

The following information is shown if you use the command from the **Tools** menu:

Start Date	Start date of a holiday
End Date	End date of the holiday

Related Topics:

To add new holiday dates

To add new holiday dates

1. Click the right mouse button.
2. Click the **New** button.
3. Enter the holiday dates.
4. Click the **Save** button to keep the dates, Cancel to cancel.

Holiday Input

The Employee Holiday window is used to record holiday dates.

The following information is shown:

Start Date	The start date of the holiday period
End Date	The end date of the holiday period
Days	The number of actual days in the period used for holidays. You will need to ignore public holidays, non working days etc. The days are entered to two decimal places to allow for parts of a day.
Entitlement	The number of days allowed for this employee
Taken	The number of days already taken
Left	The number of days left to take.

The following buttons are available:

New	To add a new holiday
Amend	To alter the details shown
Delete	To delete the holiday shown
Close	To close the window
Reset All	To reset all holiday records for the start of a new holiday year. This will set the days taken to zero and the days left to the current entitlement and delete all holiday dates recorded for the group of employees being viewed, depending on whether you selected all, a particular department or an individual employee.
Save	To save any changes made
Cancel	To ignore any changes made.

SSP Input

The SSP Input window is shown to record details of the SSP to be paid. This is shown if the SSP button is used during pay input.

You enter the start date and end date and the window displays an appropriate pattern of days. A maximum of one month can be entered.

The following information is shown:

Start Date	Start date of sickness
End Date	End date of sickness
Days	The total number of days between the start and end dates.

Then follows a calculated pattern based on the dates entered and previous sickness that has been recorded.

Date	The date of the start of the week.
Qualifying days	The number of qualifying days in the week.
Sun..Sat	The Sunday to Saturday boxes will contain a W if the day is a waiting day, S if the day is a paid sick day, Q if the day is a qualifying day, space/blank if the day is a non qualifying day and X if a disputed day.
Linked PIW	Mark the check box if this sickness is part of a previous PIW. In this case the previous SSP rate payable will be used. If this is a new PIW leave the check box blank.
Waiting Days	The calculated number of waiting days.
SSP Days	The calculated number of sick days.
Non SSP Days	The calculated number of non SSP days.
Disputed Days	The calculated number of disputed days.
Reason	If you decide not to pay SSP then you should enter Xs in the days disputed and enter the reason for non payment here.
Average Earnings	The earnings upon which the SSP rate was calculated.
Weekly Rate	The weekly rate of SSP paid.
Amount	The total amount of SSP paid.

The following buttons are available:

Calculate	Used to calculate the waiting days, number of days to be paid, rate of SSP to be paid and the amount if you make changes to the pattern.
Close	Closes the window ignoring changes made.
Include	Used to save changes made and include the amount calculated in the Employee Pay window.
Exclude	Used to ignore changes made and reset the SSP amount to zero in the Employee Pay window.

Related Topics:

To pay SSP

To pay SSP

1. Enter the start and end dates for this period of sickness absence.
2. dbsPay2 will calculate the SSP and the pattern of days based on any previous sickness and the qualifying days pattern.
3. Check the days paid, waiting days and non working days are correct. Waiting days will normally be 3 unless the illness is linked in which case it will usually be 0.
4. If you want to change the calculated pattern then enter your changes and click the **Calculate** button. If you are disputing payment enter your reason for non payment and mark the disputed days with an X.
5. If the average earnings figure is below the SSP Earnings limit no SSP is payable, but if this is the first time you are paying the employee the average earnings figure will need entering and then the **Calculate** button clicked.
6. To save the calculated figure click the **Include** button. To ignore the calculations and set the SSP paid to zero, click the **Exclude** button. To ignore the changes and leave the SSP Paid as before then click the **Close** button.

SMP Input

The Employee SMP window is shown if the **SMP** button is used in pay input for the first time. The employee must have already had an SMP record initialised by using the **Initiate SMP** command in the **Tools** menu otherwise the SMP button will not be selectable. As soon as you are given notice of maternity absence you should initiate the SMP record.

This window shows the information previously entered when the SMP was initiated and allows you to amend the average earnings figure if required.

The following information is shown:

Date Informed	Date when SMP record was set up.
EWC	Expected week of confinement date, the Sunday of the week in which the expected date falls.
Expected Start Date	The date from which SMP payments are to be made, usually 11 weeks before EWC.
Qualifying Week Date	The qualifying week date is 15 weeks before the EWC.
Actual Week of Confinement	The Sunday of the actual week the baby was born.
Actual Start Date	The actual date payments were made from.
Excluded from SMP	This check box is marked if the employee is excluded from SMP.
Excluded from Date	The date the exclusion is from
Given Exclusion Form	This check box is marked if the employee has been given an exclusion form, SMP1.
Average Weekly Earnings	The average weekly earnings for the last 8 weeks up to the last pay day before the end of the qualifying week. This is calculated by dbsPay2 if you have used dbsPay2 for the period concerned, but you may wish to override the earnings if payments have not been put through dbsPay2.
Last Pay Day	The date of the last pay day.
Higher Rate	The higher rate of SMP that will be used for the first 6 SMP pay weeks. Calculated as a percentage of the average earnings.
Lower Rate	The lower rate of SMP that will be used for all other SMP payments after the first six.

The following buttons are shown:

MPP	Used to create the MPP record and enter payments on the Maternity Pay Period window.
Close	To close the window

You should not use the MPP button until you are ready to start making the actual payments as the actual start date will be set when you use the Maternity Pay Period window.

MPP

The Employee MPP window shows the maternity pay periods and allows you to specify those to be paid in this pay input.

The dates and periods are automatically set for you once you use the MPP button for the first time.

The following information is shown, one row for each of the maximum 18 weeks in which SMP is payable:

MPP Week	The date of the maternity pay period week.
Tax Week	The associated tax week.
Work/Pay/Exclude	Choose the appropriate radio button to indicate whether they worked, should be paid SMP or excluded for the week.
Amount	Calculated when select the Pay radio button.
Total	Calculated as you pay SMP.
Notes	Use to give reasons for exclusion etc.

The following buttons are available:

Save	To save any changes made
Cancel	To ignore any changes made.

Payslip Window

The Employee Payslip window shows the results of calculating the pay for an individual employee.

The contents of the window will vary depending on the pay additions and deductions allocated to the employee.

The following buttons are shown:

Save	Save the calculations and get the next employee.
Redo	Return to the pay input window to allow the calculation to be redone.
Ignore	Ignore the calculations for this employee and go on to the next employee.
Abort	Abort the pay input process.

Close Pay Period

The pay calculations for a period are used to update the year to date information held, the Inland Revenue returns and the GL posting when the **Close Pay Period** command is used in the **Tools** menu.

You must close the pay period once you are satisfied that all employees have been paid correctly. You will not be able to pay the next period until the current pay period has been closed.

The following information is shown:

Pay Period	The pay period to be closed.
Pay Frequency	The employees who match the pay frequency chosen will be actioned.

The following buttons are available:

Proceed	Close the pay period.
Cancel	Don't close the pay period.

Post to GL

The **Post to GL** command in the **Tools** menu allows you to generate either a printed report or a tab delimited file for use with your General Ledger accounting software. This can be chosen at the appropriate point and not necessarily after each pay run. For example, you would probably post the entries to your GL when you wish to do your accounting.

The file generated is able to be imported directly into MYOB Accounting using the Import Data command of MYOB.

The following information is shown:

ASCII File/Report	Select the appropriate radio button.
Filename	If using ASCII, enter the name of the file e.g. GLPAY.PST.
Posting Date	The date to be printed on the report or used as the posting date in the file.
Journal Number	Up to 8 characters, to identify this particular posting.

The following buttons are available:

Proceed	Generate the posting report or file.
Cancel	Don't generate postings.

Reporting Overview

The reporting is controlled by the print commands in the **Reports** menu.

Print	Prints the reports to a printer or disk file
View	Views previous reports stored on disk

The printer used is determined from the printer currently set up as the default to work with Microsoft Windows when running under Windows, and by the Chooser settings in your Macintosh Control Panel. Special stationery reports are designed for use with tractor feed printers and will prompt you to choose the printer from those configured with your operating system.

Certain reports require the period to have been closed before you print them, these are denoted with an asterisk in the Print window.

Most reports have a summary at the end of the report showing which pay periods have been calculated and which closed if the report is dependant upon the pay period status.

General Reporting Information

Reports required by the Inland Revenue & DSS
Completing PAYE Statutory Forms

Reports required by the Inland Revenue & DSS

Every time you pay your employees you must keep a record of the following:

- All payments that count for tax purposes
- The tax deducted or refunded to an employee
- The total of the employer's and employee's NI contributions
- The employee's NI contributions.
- The employee's NI contributions at the contracted out rate, if applicable
- The amount of SSP payments made to employees
- The amount of SMP payments made to employees
- Earnings on which employee's contributions are payable at standard rates
- Earnings on which employee's contracted out contributions are payable at standard rates

This is one of the reasons why the P11 Substitute report is required, as this report provides all the above information. It is therefore essential that you print this report for each pay period and keep it for at least three years after the end of the tax year they cover.

The following reports list the most commonly required ones:

Payslips	Produce each pay period
Detailed Payment Summary	Produce each pay period
Overall Payment Summary	Produce each pay period
P11	Produce each pay period
P14/60	Produce after the last pay period of the tax year
P35	Produce after the last pay period of the tax year
P45	Produce when an employee leaves your employment
Inland Revenue Returns	Produce so that the Payslip Booklet can be completed.

Completing PAYE Statutory Forms

Payslip Booklet P30BC(Z)
P45
P14/P60
P35
P11
P11(D)

Payslip Booklet P30BC(Z)

You display or print the Inland Revenue Returns report, and manually complete the information. Alternatively the information can be found in the Overall Payment Summary reports for the pay periods in question but you will need to add the figures from several reports. This can be useful for cross checking that the information held in the Inland Revenue Returns has not been manually adjusted or set up incorrectly

P45

When an employee leaves your employment, or dies, you will need to complete a P45 document supplied by the DSS. dbsPay2 helps you manually to complete this document by the information shown on the P45 report. To print the P45 report you must have already completed the last pay run for the employee and also entered a date of leaving in the personnel details.

You should transcribe the information shown on the P45 report onto the DSS P45 3 part document. You will need to send one part of the document to your tax office immediately, and give your employee parts 2 and 3 which should remain unseparated.

If the employee has died, then remember to enter a **D** in the box near the bottom of the P45 document and send the entire P45, unseparated, to your tax office immediately.

P14/P60

This report should only be produced at the end of the tax year and it is important that you print the reports and submit them before the due date. New OCR style reports were introduced for the tax year ending April 1998, which contain special drop out inks, hence dbsPay2 can no longer just print the forms onto plain A4 paper. The following forms are supported in the Windows version: Inland Revenue supplied P14(OCR) (Laser-Sheet) suitable for A4 laser and ink-jet printers and dbs supplied P14/60 (Substitute) (P) (12" deep x 9" wide) manufactured by Custom Forms Ltd suitable for most impact printers.

For Macintosh users only, the dbs supplied P14/60 (Substitute) (P) (12" deep x 9" wide) manufactured by Custom Forms Ltd is supported for use with Imagewriter and AT Epson FX impact printers. If you do not have an impact printer, then dbs can offer a printing service or a combined end of year returns on disk and printing service from data supplied by you.

P35

A P35 form is a summary of the Employer's Annual Statement Declaration and Certificate. This form, like the P14/60's, must be completed by the due date to avoid being penalised. dbsPay2 provides the second part of this form, the P35(cs). The P35(cs) report should be printed and attached to the DSS supplied P35 front sheet.

P11

The P11 form issued by the DSS is never completed as the dbsPay2 P11 substitute report will provide the details required for statutory purposes.

P11(D)

Returns on P11(D) forms, for expenses for higher paid staff, must be made manually. dbsPay2 does not print these forms, but the information shown on the payslips and payment summaries will help in completing the forms for those individuals a return has to be made for.

End of Year Reporting

At the end of the tax year, employers are required to return a statement of the pay, tax and National Insurance contributions, Statutory Sick Pay and Statutory Maternity payments. The most commonly required forms are listed below, however the year-end instructions received from the Inland Revenue/DSS will be more explicit as to which forms will be required for your company.

P9D	Manually completed from dbsPay2 information
P11D	Manually completed from dbsPay2 information
P14/60	Printed by dbsPay2
P35	Manually completed then attach P35cs
P35cs	Printed by dbsPay2

We suggest that you print and file the following reports after completing your last pay run for the tax year:

P14/60

P35(cs)

Employee details

P11

Overall payment summary YTD

Detailed payment summary YTD

You are required to retain the reports for a minimum specified period as determined by the Inland Revenue and DSS, currently three years.

If you have more than 100 employees you are eligible to send your P14 returns on magnetic disk. Deverill Business Systems can supply you with an optional add on to dbsPay2 to allow you to generate the end of year returns on disk and print the single P60 for giving to your employees, contact dbs for further information.

Report Settings

When printing your reports, you will be shown the Report Settings window to ensure that the correct settings are shown for the reports you wish to print.

The following information is shown:

Report date	The date to be printed on the report
Pay Frequency	Mark the check boxes for the employee pay frequencies required
Scope	Choose the radio button for the selected category of employees to be reported: All, Selected Department, Selected Individual.
Selection	If selected department is chosen, then the actual department required is chosen here
	If selected individual is chosen, then the actual individual required is chosen here
Destination	Choose either Printer or Disk radio buttons.
Filename	If printing to disk, then enter the filename you want the report to be saved as.
View Report	If printing to disk, marking this check box allows you to view the report once it has been generated.

The following buttons are shown:

Proceed	To use any changed report requirements
Cancel	To ignore any changes made and cancel the report printing

Choosing your report

When you choose the **Print** command in the **Reports** menu the Print Reports window allows you to choose which reports you wish to display or print.

You should mark the check boxes of those reports you wish to print. If printing to disk then only one report can be printed at a time.

The security payslips, giro credits, and Portrait P14/60 Continuous special stationery reports are designed for use with impact (dot matrix) printers only. You will need to set the user defined report page size correctly when using Windows for each report:

Security payslip	(available from dbs)	In .01 in	800 (width) x 500 (depth)
Giro Credit	(available from dbs)		800 x 350
Portrait P14/60	(available from dbs)		800 x 1200

The label stationery is designed for A4 sheets of Avery L7163, giving 14 labels per sheet.

All other reports are designed for A4 stationery, and are printed in portrait mode except for the Government supplied P14/60 which is printed in landscape mode.

The following buttons are shown:

Print	To print the reports chosen
Remember	To remember your current selections for the next time you invoke the command
Cancel	To cancel without printing
Recommended	To select the dbs recommended reports
Clear	To remove all selections shown

Related Topics:

To print reports

To print reports

1. Select the reports you require by marking the appropriate check boxes
2. Click the Print button
3. If more than one report is selected they will be printed to the default printer. If a single report is selected it will be printed to either a printer (any of the printers configured) or a disk file depending on the report settings.

Viewing reports on disk

Choose the **View** command from the **Reports** menu to see a list of reports that you have previously generated.

Related Topics:

- To display a report
- To print a report
- To delete a report
- To close the window

To display a report

1. Select the report desired from the list shown.
2. Click the **View** button.

To print a report

1. Select the report desired from the list shown.
2. Click the **Print** button.

To delete a report

1. Select the report desired from the list shown.
2. Click the Delete button.

To close the window

1. Click the **Close** button.

Tools Menu

The Tools menu contains several commands that are used infrequently.

The following commands in the Tools menu are described:

View Holidays	View details of employee holidays
View SSP	View details of SSP absence
View SMP	View details of SMP absence
Initiate SMP	Initiate an SMP record when notified
Amend Tax Codes	Bulk tax code changes for all employees.
Class 1A NIC	Input of Class 1A NIC details for employees with company cars.
Amend NI	Refund or deduct additional National Insurance.
NIC Holiday	Initiate NIC Holiday recovery for an eligible employee.
End of Year	End of year processing for all employees.
Pay Review	Allows percentage increases to be applied to employees pay additions.
Automatic IDs	Allows generation of IDs for employer, employee and department to be automatic or manually entered.
Security Levels	Allows security levels for menu commands to be altered.

View Holidays

The **View Holidays** command in the **Tools** menu allows you to record holidays taken by employees against days allowed. This facility is also available whilst paying employees. It only records holidays taken against holidays allowed, if you also pay holiday pay separately from normal wages, then you will need to complete that during the pay input process.

The following information is shown:

Scope	Choose the radio button for the selected category of employees to be displayed: All , Selected Department, Selected Individual.
Selection	If selected department is chosen, then the actual department required is chosen here
	If selected individual is chosen, then the actual individual required is chosen here

The following buttons are shown:

Proceed	To commence the holiday recording for the selected employees
Cancel	To cancel the holiday recording and close the window

Related Topics:

To record holiday for selected employees

To record holiday for selected employees

1. Select the employees the holiday process is to be carried out for.
2. Click the **Proceed** button to start the process, or click the **Cancel** button to abort.
3. The Employee Holidays list window is shown to display previously recorded holiday details.
4. Click the right mouse button when positioned on the employee you wish to record the holiday for.
5. The Employee Holiday window is shown to allow you to add the holiday details.

Employee Holidays List

This shows you all holiday dates held for the selected employees. If you wish to use the holiday recording facility you should set the holiday entitlement for each employee on the Personnel Details window.

The following information is shown:

Department	Not shown if scope is a selected department or employee
Title	Not shown if scope is a selected employee
Forenames	Not shown if scope is a selected employee
Surname	Not shown if scope is a selected employee
Start Date	Start date of a holiday
End Date	End date of the holiday

Related Topics:

To add new holiday dates

To add new holiday dates

1. Click the right mouse button.
2. Click the **New** button.
3. Enter the holiday dates.
4. Click the **Save** button to keep the dates, Cancel to cancel.

Holiday Input

The Holiday Input window is shown for each selected employee to enable holiday details to be recorded. You can just record the number of days taken or you can specify the dates as well.

The following information is shown:

Start Date	The start date of the holiday period
End Date	The end date of the holiday period
Days	The number of actual days in the period used for holidays. You will need to ignore public holidays, non working days etc. The days are entered to two decimal places to allow for parts of a day.
Entitlement	The number of days allowed for this employee
Taken	The number of days already taken
Left	The number of days left to take.

The following buttons are available:

New	To add a new holiday
Amend	To alter the details shown
Delete	To delete the holiday shown
Close	To close the window
Reset All	To clear the holiday details for the start of a new holiday year. Ensure that the holiday reports you wish to keep have been printed as this process will delete the existing dates held.
Save	To save any changes made
Cancel	To ignore any changes made.

View SSP

The **View** SSP command in the **Tools** menu allows you to view detailed SSP information.

The following information is shown:

Scope	Choose the radio button for the selected category of employees to be viewed: All , Selected Department, Selected Individual.
Selection	If selected department is chosen, then the actual department required is entered here
	If selected individual is chosen, then the actual individual required is entered here

The following buttons are shown:

Proceed	To commence the SSP display for the selected employees
Cancel	To cancel the SSP display and close the window

Related Topics:

To view SSP details for selected employees

To view SSP details for selected employees

1. Select the employees the SSP process is to be carried out for.
2. Click the **Proceed** button to start the process, or click the **Cancel** button to abort.
3. The Employee SSP list window is shown to view the SSP details.

Employee SSP List

This shows you all SSP dates held for the selected employees. The following information is shown:

Department	Not shown if scope is selected department or selected employee
Title	Not shown if scope is selected employee
Forenames	Not shown if scope is selected employee
Surname	Not shown if scope is selected employee
Start Date	Start date of sickness
End Date	End date of the sickness

Related Topics:

To view SSP Details

To view SSP Details

1. Position on the SSP entry shown in the list to be viewed.
2. Click the right mouse button.
3. The SSP Details window is shown.

SSP Details

The SSP Details window is shown to view or delete details of previous SSP payments. SSP details are added only during the pay input process.

The following information is shown:

Start date	Start date of sickness
End date	End date of sickness
Days	Number of days between start and end dates.
Waiting Days	Number of waiting days between the start and end dates.
SSP Days	Number of SSP days paid
Non SSP days	Number of non working days between the start and end dates.
Disputed Days	Number of disputed days between the start and end dates.
Reason for Non Payment	Description of why payment was refused.
Amount	SSP amount paid

The following buttons are available:

Amend	Amend the reason for non payment field only.
Delete	Delete the SSP detail
Close	Close the window
Save	Save any changes made
Cancel	Ignore any changes made.

View SMP

The **View** SMP command in the **Tools** menu allows you to view statutory information about maternity leave.

The following information is shown:

Scope	Choose the radio button for the selected category of employees to be viewed: All , Selected Department, Selected Individual.
Selection	If selected department is chosen, then the actual department required is entered here
	If selected individual is chosen, then the actual individual required is entered here

The following buttons are shown:

Proceed	To commence the SMP display for the selected employees
Cancel	To cancel the SMP display and close the window

Related Topics:

To view SMP details for selected employees

To view SMP details for selected employees

1. Select the employees the SMP process is to be carried out for.
2. Click the **Proceed** button to start the process, or click the **Cancel** button to abort.
3. The Employee SMP list window is shown to view the SMP details.

Employee SMP List

This shows you all SMP absences held for the selected employees.

The following information is shown:

Department	Not shown if scope is selected department or selected employee
Title	Not shown if scope is selected employee
Forenames	Not shown if scope is selected employee
Surname	Not shown if scope is selected employee
Expected Start Date	
Expected Week of Confinement	

Related Topics:

To view SMP Details

To view SMP Details

1. Position on the SMP entry shown in the list to be viewed.
2. Click the right mouse button.
3. The SMP Details window is shown.

SMP Details

The SMP Details window is shown to view details of previous SMP payments.

The following information is shown:

Date Informed	Date when SMP record was set up.
EWC	Expected week of confinement date, the Sunday of the week in which the expected date falls.
Expected Start Date	The date from which SMP payments are to be made, usually 11 weeks before EWC.
Qualifying Week Date	The qualifying week date is 15 weeks before the EWC.
Actual Week of Confinement	The Sunday of the actual week the baby was born.
Actual Start Date	The actual date payments were made from.
Excluded from SMP	This check box is marked if the employee is excluded from SMP.
Excluded from Date	The date the exclusion is from
Given Exclusion Form	This check box is marked if the employee has been given an exclusion form, SMP1.

The following buttons are available:

Amend	Amend the actual dates shown.
Delete	Delete the SMP Details
Close	Close the window
Save	Save any changes made
Cancel	Ignore any changes made.
MPP	View the detailed Maternity Pay Period record

MPP

The Employee MPP window shows the maternity pay periods.

The MPP details are normally created and amended during pay input. The Amend facility available here is to allow entry of information if dbsPay2 is used part way through a maternity absence when transferring data from another payroll system.

The following information is shown, one row for each of the maximum 18 weeks in which SMP is payable:

MPP Week	The date of the maternity pay period week.
Tax Week	The tax week it applies to.
Work/Pay/Exclude	Indicates whether they worked, paid SMP or excluded for the week.
Amount	SMP paid for week
Total	Total SMP paid during this absence
Notes	Use to give reasons for exclusion etc.

The following buttons are available:

Amend	To amend details
Close	To close the window
Save	To save any changes made
Cancel	To ignore any changes made.

Initiate SMP

The **Initiate SMP** command in the **Tools** menu is used to set up the initial details about a forthcoming Statutory Maternity Pay absence. You should use this command when the employee notifies you of their maternity absence and provides medical evidence of her expected week of confinement. You must check that she complies with all the rules to be eligible for statutory maternity pay.

The following information is shown:

Employee	Select the employee who has notified you of her intended maternity absence.

The following buttons are shown:

Proceed	To commence the SMP for the selected employee
Cancel	To cancel the SMP initialisation and close the window

Related Topics:

To set up SMP details for an employee

To set up SMP details for an employee

1. Select the employee from the list box.
2. Click the **Proceed** button to display the Initiate SMP details or click **Cancel** to close the window.

Initiate SMP Details

The Initiate SMP Details window is shown to set up the SMP recording for a forthcoming maternity absence.

The following information is shown:

Date Informed	Date when SMP record was set up.
EWC	Expected week of confinement date, the Sunday of the week in which the expected date falls.
Expected Start Date	The date from which SMP payments are to be made, usually 11 weeks before EWC.
Qualifying Week Date	The qualifying week date is 15 weeks before the EWC.
Actual Week of Confinement	The Sunday of the actual week the baby was born.
Actual Start Date	The actual date payments were made from.
Excluded from SMP	This check box is marked if the employee is excluded from SMP.
Excluded from Date	The date the exclusion is from
Given Exclusion Form	This check box is marked if the employee has been given an exclusion form, SMP1.

The following buttons are available:

Initiate	Generate an SMP record
Cancel	Ignore any changes made.

End of Year

The **End of Year** command in the **Tools** menu allows you to get the employee data ready for the start of a new tax year, by clearing all the year to date information. You should ensure that you have taken a backup of your data before you use this command. Employee's who have left may be deleted provided they are not liable for Class 1A National Insurance (i.e. company car users) as the class 1A entry will probably be made in the next tax year.

The following information is shown:

Remove employees

who have left	Mark the check box if employees who have left are to be permanently deleted.

The following buttons are shown:

Proceed	To commence the end of year reset for all employees
Cancel	To cancel the end of year reset and close the window

Related Topics:

To reset employees for the start of a new tax year

To reset employees for the start of a new tax year

1. Decide whether leavers are to be deleted. If you have yet to pay Class 1A NIC to any employees who have left they will not be removed until the end of the following tax year.
2. Click the **Proceed** button.

Amend Tax Codes

If you receive a P7X or P9X form from the Inland Revenue advising you to change tax codes for all employees who have cumulative suffix codes then the **Amend Tax Code** command in the **Tools** menu will allow you to easily update all the employees concerned.

The following information is shown:

L	Enter changes to tax codes with suffix letter L. Precede with a minus sign if reducing the tax code e.g. -20
H	Enter changes to tax codes with suffix letter H. Precede with a minus sign if reducing the tax code e.g. -20
P	Enter changes to tax codes with suffix letter P. Precede with a minus sign if reducing the tax code e.g. -20
T	Enter changes to tax codes with suffix letter T. Precede with a minus sign if reducing the tax code e.g. -20
V	Enter changes to tax codes with suffix letter V. Precede with a minus sign if reducing the tax code e.g. -20
All Employers	Mark this check box if you wish to apply this change to all employers if you are running several employers in a bureau situation.

The following buttons are shown:

Apply	To apply the changes to the tax codes
Cancel	To cancel the tax code change and close the window

Related Topics:

To increase/decrease tax codes

To increase/decrease tax codes

1. Enter the change to the tax codes for the tax letters shown.
2. Click the **Apply** button to change all employees by the values you entered. If you want to abandon changing the tax codes click the **Cancel** button.

Company Car National Insurance

The **Class 1A NIC** command in the **Tools** menu allows you to enter Class 1A National Insurance for company car users.

The following information is shown:

Scope	Choose the radio button for the selected category of employees to be viewed: All , Selected Department, Selected Individual.
Selection	If selected department is chosen, then the actual department required is entered here If selected individual is chosen, then the actual individual required is entered here
% Scale Charge	The percentage scale charge to be applied

The following buttons are shown:

Proceed	To commence the Class 1A NIC input for the selected employees
Cancel	To cancel the Class 1A NIC input and close the window

Related Topics:

To enter the Class 1A car amounts

To enter the Class 1A car amounts

1. Select the employees to apply the calculation to.
2. Enter the percentage scale charge rate.
3. Click the **Proceed** button.
4. The Class 1A NIC window is shown.

Class 1A NIC

This window is shown for an employee who is marked as liable for Class 1A NIC and has been selected for the entry of the amounts.

The following information is shown:

Car	The amount applicable for the car from tables supplied by DSS.
Fuel	The amount applicable from tables supplied by DSS.
% Scale Charge	This is shown for information only, it is the % rate defined when selecting employees.
NI Employer	The calculated NI employer amount for Class 1A.

The following buttons are shown:

Save	Save the calculations and get the next employee
Ignore	Ignore the calculations for this employee and go on to the next employee
Abort	Abort this employee and any further employee calculations

Related Topics:

To enter scale amounts and calculate NI payable

To enter scale amounts and calculate NI payable

1. Enter the car and/or fuel amounts from the tables supplied by DSS applicable to the car and mileage for this employee.
2. Ensure that the % scale charge figure shown is correct. If not then click the **Abort** button, and respecify the % on the Select Employees window that is shown when choosing the **Class 1A NIC** command in the **Tools** menu.
3. Click the **Save** button to keep the calculations for this employee or the **Ignore** button to ignore calculations for this employee and get the next employee.

Amend NI

The **Amend** NI command in the **Tools** menu allows you to enter additional National Insurance to be deducted or refunded for a single employee when you are informed by DSS that you should make this additional NI deduction or refund.

The following information is shown:

Employee ID	The actual individual required is entered here

The following buttons are shown:

Proceed	To enter the NI amendment for the selected employee
Cancel	To cancel the amendment and close the window

Related Topics:

To enter the NI Refund or Payment

To enter the NI Refund or Payment

1. Select the employee.
2. Click the **Proceed** button.
3. The NI Amendment window is shown.

NI Amendment

This window is shown for the selected employee.

The following information is shown:

Employee NI

Refund	The amount of NI to be refunded to the employee
Payment	The amount of NI to be paid by the employee

Employer NI

Refund	The amount of NI to be refunded to the employer
Payment	The amount of NI to be paid by the employer

The following buttons are shown:

Save	Save the changes
Cancel	Ignore any changes and close the window

NIC Holiday

The **NIC Holiday** command in the **Tools** menu allows you to initiate the recovery of employer NIC contributions for employees who qualify and hold an NIC Holiday certificate. Only employees whose start date is on or after 6th April 1996 will be shown for selection.

The following information is shown:

Employee ID	The actual individual required is selected here

The following buttons are shown:

Proceed	To enter the NIC Holiday details for the selected employee
Cancel	To cancel the amendment and close the window

Related Topics:

To initiate the NIC Holiday

To initiate the NIC Holiday

1. Select the employee.
2. Click the **Proceed** button.
3. The NIC Holiday Certificate window is shown.

NIC Holiday Certificate

This window is shown for the selected employee.

The following information is shown:

No of NIC Hol Weeks Paid	The no of weeks already paid since the employee started working for you, i.e. the number of closed pay weeks. Ensure that the calculated number of weeks is correct as NIC Holiday will automatically cease once 52 weeks are recovered.
Amount to be reclaimed	The amount of employer NI that will be reclaimed when you click the reclaim button. This is automatically calculated for you from the NI employer contributions paid to date and it also reclaims the extra amount if the employee is contracted out, as you are allowed to reclaim the contracted-in rate. You should not need to change this calculated value.

The following buttons are shown:

Reclaim	To initiate NIC Holiday for this employee. The NI for P60 details will now show the NIC Holiday and use NI Letter P to show amounts reclaimed. The Inland Revenue Returns will be adjusted to show the amount reclaimed ready for your next submission.
Cancel	Ignore any changes and close the window

Pay Review

The **Pay Review** command in the **Tools** menu allows you to adjust payments by set amounts or percentages either globally without viewing changes made or an individual at a time basis. You may wish to take a backup before you do the pay review.

The Pay Review window is shown to allow you to specify the changes to the pay additions and deductions that are to be applied to employees.

The following information is shown:

Additions	Pay addition name
Calc	Shown for information only so you are aware that the amounts will be rates
Change	The fixed *annual* amount to alter the pay addition by or the percentage rate to be applied. If the field is a calculated one (denoted by the Calc check box) and you want an amount then the amount will be the change required, e.g. If overtime was 5.05 and wanted to change the overtime to 5.30, enter 0.25.
%	Mark the check box if the previous column was a rate, leave blank if it was an amount.
Deductions	Pay deduction name
Change	The fixed *annual* amount to alter the pay deduction by or the percentage rate to be applied
%	Mark the check box if the previous column was a rate, leave blank if it was an amount.

The following buttons are shown:

Apply Globally	Automatically adjust the pay additions and deductions of all employees.
Apply Individually	Adjust the pay additions and deductions one employee at a time and show the results of the pay review to allow changes to be made.
Cancel	Abort the pay review and close the window.

Related Topics:

To automatically adjust all employees
To apply the changes but allow alteration for each employee

To automatically adjust all employees

1. Enter the changes to be made to pay additions and deductions.
2. Click the **Apply Globally** button to apply the amounts or rates specified.

To apply the changes but allow alteration for each employee

1. Enter the changes to be made to the pay additions and deductions.
2. Click the **Apply Individually** button.
3. The Employee Pay Review window is shown.
4. If you agree the changes shown click the **Save** button. If you wish to amend the changes alter the figures and then click the **Save** button. If you want to ignore all changes and view the next employee click the **Ignore** button. Click the **Abort** button if you wish to stop the pay review at this point.

Employee Pay Review

The Employee Pay Review window is shown if the pay review is done on an individual basis.

The following columns of information are shown depending on pay additions and deductions that apply for this employee

+/-	+ indicates a pay addition, - a deduction
Name	Pay addition or deduction name
Calc	Marked if the pay addition is a calculated field
Old Amount	The currently held amount
New Amount	Revised payment or deduction
Difference	The New Amount - Old Amount
%	The percentage rate of change

Note that the amounts shown are for the nominated pay period, i.e. weekly, fortnightly, 4 weekly or monthly.

In the unusual circumstance that you pay some other multiple of weekly/monthly pay period e.g. bi-annually, then you will need to adjust the amount only if you paid an annual fixed amount increase/decrease. Percentage changes will be correct.

The following buttons are shown:

Save	Save the changes and show the next employee.
Ignore	Ignore the changes and show the next employee.
Abort	Abort the pay review. Changes already saved will not be undone.

Automatic IDs

The **Automatic IDs** command in the **Tools** menu allows you to specify whether dbsPay2 will automtically generate identifiers for employer, employee and departments or whether they are manually entered when adding new ones.

The following columns are shown:

Identifier	One of employer, employee or department
Auto	Mark the check box to have dbsPay2 automatically supply ids when adding the identifier concerned, leave empty if you are going to supply the identifiers
Range From	The starting number for the automatic identifiers
Range To	The ending number for the automatic identifiers
Last Used	The last used number

The following buttons are shown:

Amend	To change the automatic ids shown
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information

Related Topics:

To amend the automatic ids
To close the window

To amend the automatic ids

1. Click the **Amend** button and enter your changes.
2. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Change Security Levels

This allows changes to the security levels held for all menu commands.

The following information is shown for each menu item:

Command	Command name
Level	Security level between 1 (lowest) and 5 (highest)

The following buttons are shown:

Amend	To change the security levels shown
Close	To close the window
Save	To save changes made to the information
Cancel	To ignore changes made to the information

Related Topics:

To amend the security levels
To close the window

To amend the security levels

1. Click the **Amend** button and enter your changes.
2. Click the **Save** button to keep your amendments, or the **Cancel** button to ignore.

To close the window

1. Click the **Close** button.

Tidy command

The **Tidy** command in the **dbsPay2** menu will recover any disk space. You should be the only user accessing the dbsPay2 database when using this command.

Use this command periodically, e.g. every 6 months, to ensure that you are not wasting disk space.

Introduction

This section shows the answers to some typical payroll questions that Deverill Business Systems have been asked.

Related Topics:

Bulk tax code change - How to apply?
Calculating Pay does not work - Why not?
Changing employees' pay frequency from Weekly to Monthly - How?
Company Cars and National Insurance - Class 1A
Employee becomes a director during the tax year - How to handle?
Holiday pay / Extra weeks payments - How to pay?
Leavers - How to handle employees that leave?
Legislation Changes - How are they handled?
National Insurance contributions for directors - How are they calculated?
Pay Periods other than Weekly or Monthly - How to handle?
Pay Rounding - How to handle?
Pension Schemes - How to set them up?
Pension schemes - How to reconcile the COMP amounts
Recovery of SSP
Reports are excluding some employees - Why?

Bulk tax code change - How to apply?

The **Amend Tax Codes...** command from the **Tools** menu allows you to increase or decrease all of your employee's personal tax codes to the new codes advised by the Inland Revenue. This normally happens once per year following changes announced in the budget.

Calculating Pay does not work - Why not?

Are you paying for the correct tax week? To check this, take a look at the Free Pay tables supplied by the Inland Revenue. You will find that the tables show which calendar dates relate to which tax weeks.

If you are paying for the correct tax week then check to see if your employee has already been paid using extra weeks for things like holiday pay? To check this, examine the paid to week/month field in the Year to Date window for the employee as this should be less than the tax week/month for which you are about to pay.

Changing employees' pay frequency from Weekly to Monthly - How?

Please ensure that you carry out this procedure at the beginning of a new month and not part way through a month as dbsPay2 is unable to adjust the NI contributions if part of the month was paid weekly and the remainder was paid as monthly.

1. Set the pay frequency to monthly in the Payroll General window for the employee.
2. Alter the SSP earnings in the previous eight periods on the SSP & SMP Window for this employee. Set the -1 and -2 values to monthly amounts and the rest to zero.
3. Change the Current Pay Period amounts to reflect monthly amounts.
4. Set the paid to month number in the year to date window to the last completed month, not the month you are about to pay the employee for.

Company Cars and National Insurance - Class 1A

Class 1A National Insurance may be payable for employees who are classified as high earners (i.e. over £8,500 per year) or directors if you provide a company car for them.

For full details on how to calculate Class 1A NI refer to the following DSS guides:

NI269

CF391

CF392

To correctly calculate Class 1A NI you will need to work out which employees qualify for this contribution and then determine the scale charges that apply.

If an employee qualifies then you must ensure that the Class 1A NI check box is marked in the Pay window for the employee

Class1A NI is entered usually once per year in June. Use the **Class1A NIC** command in the **Tools** menu to enter the car and fuel amounts from the tables provided by DSS. This is done immediately prior to paying the staff for the pay period. Having paid the employees for the normal pay run the reports will reflect the company car NI.

If an employee leaves after you have paid the years class1A remember to pay them during the next tax year when Class 1A is due again if they used their company car after the last time you paid Class1A.

Employee becomes a director during the tax year - How to handle?

To ensure dbsPay2 calculates the director's National Insurance correctly you will need to treat the employee as a leaver and then create a new employee marking the director check box in the Personnel Details window. You must also enter the gross paid and tax paid in the Payroll General document and the remaining number of weekly paid periods left in the tax year (even if monthly paid) must be entered in the director's pro-rata weeks field in the NI & Pension Window.

At the end of the tax year you will have two P14/60s for the director, one whilst an employee and the other for the director period. You will need to consolidate the two P14/60's and also make an amendment to the P35 to reflect this.

Holiday pay / Extra weeks payments - How to pay?

You can pay one or all of your employees for any extra weeks in the normal pay period by using the extra weeks field in the Pay Input window.

You will need to ensure that the amounts you enter reflect the number of weeks you are paying. For example, if the extra week is a holiday week, then use the holiday pay field to pay the earnings for the additional week or increase the normal wages or salary field.

Leavers - How to handle employees that leave?

On the employee's last pay day pay him/her as normal and produce the payslips and other reports.

Once you have completed the normal pay run, enter the employee's date of leaving in the Personnel Details window and save the changes made. You can now print the P45 Details report for this employee. This report can then be transcribed onto the official P45 documentation. In addition, you may need to complete an SSP1(L) Leavers Statement.

The employee will no longer be shown during pay runs but can only be removed during the end of year reset. Please note that you are required by law to keep employee details, in some form, for at least five years from the date of departure.

Legislation Changes - How are they handled?

The normal changes to bandwidths and rates announced in the Budget are catered for by amending the appropriate rates in the Tax, NI and SSP&SMP tables.

However, Deverill Business Systems are unable to predict all changes that may take place in the future, and therefore offer you the facility to upgrade your dbsPay2 to the latest version for a fixed price. This facility is only offered to those customers who have registered their purchase with dbs by returning the registration document. Alternatively, you may choose to take out membership of the Customer Support Programme. Please refer to the details supplied with dbsPay2 for details of the Customer Support Programme options and costs.

National Insurance contributions for directors - How are they calculated?

Directors' NI contributions are calculated in a different manner from non-director employees. The NI is calculated on the directors' year to date earnings and because of this the National Insurance earnings limits are also equated to the year to date figures. For example, if the lower weekly NI limit is £54.00, the director will not pay any NI until his or her earnings reach the annual lower limit of £2808, (£54 x 52 weeks). Once the earnings have reached the annual lower limit the director will continue to pay NI in this manner until he/she reaches the upper annual NI limit at which time NI for the director will cease, although the company will continue to pay employer NI.

To ensure that dbsPay2 calculates the NI contributions correctly, the following must be done:

1. Mark the director check box in the Personnel Details window.
2. Set the director pro-rata weeks box to the number of weeks in the tax year this person is to be a director. This should be 52 if the person is a director at the start of a tax year.

For more detailed information on how Directors' NI is calculated please refer to the DSS document NI35 entitled 'NI for Company Directors'.

Pay Periods other than Weekly or Monthly - How to handle?

Fortnightly and four weekly pay periods are catered for by:

1. Setting the employee to the appropriate pay frequency in the Payroll General window.
2. When paying the employees entering the tax week as the start tax week, i.e. use tax weeks 1,3,5,7,9.... for fortnightly paid, tax weeks 1,5,9,13,17..... for 4 weekly paid.

Other pay periods that are multiples of weeks can be catered for by:

1. Setting the employee to Weekly paid in the Payroll General window.
2. Use the extra weeks facility to adjust the pay period.

Pay Rounding - How to handle?

You can round the net pay that each employee receives to a multiple of the various coin denominations.

1. Select the amount to round to in the Pay Parameters window.
2. Mark the round net pay down check box if pay is to be rounded down or leave blank if pay is to rounded up.

This will result in all employees' pay being rounded, with the amount that is added or deducted being shown on the payslip and other reports.

If the employee leaves your employment the final payment will still be rounded to the current rounding amount selected, and hence the employee will not be deducted/refunded the outstanding amount accumulated. If you wish to refund/deduct this amount then you should pay the individual his last pay run separately as follows:

1. Set the rounding amount to 1p on the Pay Parameters window.
2. Pay the employee individually.
3. Set the rounding amount back to its previous value in the Pay Parameters window.

Pension Schemes - How to set them up?

Pension schemes can have contributions for a fixed amount each pay period or a percentage of any combination of additions and deductions from pay. The letter is achieved by:

1. Marking the pension column on the Addition and Deduction Names window as required.
2. Entering the percentage rate for employee and employer on the NI & Pension window for each employee.

Different rates can be used for employee and employer contributions.

The following will help you set up your employee pensions:

1. Is your Pension in a COMP or COSR scheme? If no go to step 7.
2. Do you want to deduct the COMP Rebate from employees pay?

   If yes go to step 4.
3. Remove X from the deduct rebate from earnings in Pay Parameters window.

   Go to step 5.
4. Insert X in Deduct rebate from earnings in Pay Parameters window.
5. NI Letter usually set to F for COMP schemes or D for COSR schemes in employee Pay window
6. Enter OPS Scheme number for COMP schemes e.g. 4999998A in the NI & Pension window.
7. Enter pension contributions fixed or % in NI & Pension window.
8. Select the pension type, COMP, COSR or Other in NI & Pension window.

The OPS Scheme number will be advised by the pension company. The scheme number tells dbsPay2 which type of pension scheme contributions are being paid into. The current range of OPS scheme numbers are 4000000 to 4499999 for salary related COSR schemes and 4500000 to 4999999 for contracted out money purchase COMP schemes.

The NI letter will be advised by the DSS.

Pension schemes - How to reconcile the COMP amounts

The figures produced on reports when a COMP scheme is in effect can often be confusing and the following example is provided to assist with understanding.

The example assumes the simplest case where, although a COMP scheme has been defined, no specific additional contributions have been made and where a weekly wage of £200 is payable.

The overall payment summary report printed showed:

Salary	200.00	Income Tax	49.00
		NI Employee	14.82
		C/Out NI Employee	11.13
		Pension employee	0.00
		COMP rebate	3.18
	TOTALS		
Gross earnings	200.00	Taxable	196.82
Deductions	67.00		
Rounding	0.00		
Net Pay	133.00		
	DUES PAYABLE		
NI Employee	14.82	Pension employee	0.00
NI Employer	14.85	Pension employer	0.00
Total NI	29.67	To pension fund	0.00
Income Tax	49.00 9.22	COMP minimum payment	
Total Tax and NI	78.67		

......

When a COMP scheme is introduced the employee becomes contracted out although the amount of the lower NI earnings limit still accrues at the contracted in rate. This is the normal source of confusion with the figures produced.

In the example, the NI Employee amount of £14.82 charged on earnings of £200 is a combination of £41.00 (the lower earnings limit in effect at the date of the example) at the contracted in rate and £159 at the contracted out rate.

The C/Out NI Employee amount of £11.13 represents the NI charged on the £159 at the contracted out rate which is included in the total NI Employee figure.

The COMP rebate amount of £3.18 is the difference between what the employee would have paid if NI had been calculated on the full £200 at the contracted in rate (i.e. £18.00) , and what was actually deducted (£14.82). The COMP rebate amount is transferred into the pension fund by the employer and, is normally deducted from the employee's earnings. However, there is a benefit to the employee in that this deduction is made before tax is calculated.

The COMP minimum payment of £9.22 is the difference between the sum of the employer's and employee's NI calculated at the contracted in rate (i.e. £18.00 + £20.89) and what was actually deducted because of the COMP scheme (i.e. £14.82 + £14.85). This difference, £9.22, is the minimum amount the employer must pay over to the pension scheme. Obviously, this amount would increase by any additional contributions that either the employer or employee makes.

Recovery of SSP

From 6th April 1995, a new method of recovering SSP was introduced. SSP is now only recoverable for all employers when the SSP Paid in an Inland Revenue returns period exceeds the total NI for the period excluding Class 1A multiplied by the SSP Reimbursement percentage, 13% for 1995-96.

For example if you paid £525 worth of SSP in period 6th April to 5th May, and the Total NI was £3672.18, then:

SSP Recovered = SSP paid - % of NI

= 525.00 - 3672.18 x 13 / 100

= 525.00 - 477.38

= 47.62

To see the SSP Recoverable view or print the Inland Revenue Returns.

Note that the SSP Recoverable is calculated each time a pay run is made and so until you are ready to remit to the Inland Revenue the recoverable figure can change. The GL Posting report will record differences (if not monthly paid) as each pay period is closed, so for instance it may record 47.62 for the first period, and adjust this if the next pay period reduces or increases the ssp recoverable amount. Note that if using a departmental breakdown for the postings the SSP Non Recoverable fields will in total reflect the changes required, but individual department SSP non recoverable figures may look strange .

Reports are excluding some employees - Why?

Unfortunately, many factors can contribute to this problem, but the most common one is that the employees have been paid for an extra week, perhaps for holiday pay.

For example, all employees are paid for week 17 but Jane Smith has been paid 1 extra week for holiday pay. The current period report for week 17 will include her, but the year to date report up to week 17 will exclude her. However, on week 18 she will be ignored from the current pay period report but will be included in the year to date to week 18.

If you wanted to see the year to date figures up to week 18 having paid week 17, then the year to date report should be printed up to week 18 and all employees will appear, though all of them except Jane would have been paid up to week 17.

Employees can also be excluded if you do not have the correct security level to see particular employees details.

Glossary of Terms

- COMP
- COSR
- EWC
- MPP
- NI
- NIC
- OPS
- PIW
- SMP
- SSP

COMP

Abbreviation for Contracted Out Money Purchase. A type of pension scheme.

COSR

Abbreviation for contracted out salary related. A type of pension scheme.

EWC

Abbreviation for expected week of confinement

MPP

Abbreviation for Maternity Pay Period

NI

Abbreviation for National Insurance.

NIC

National Insurance Compensation. Used in conjuction with SMP to show what compensation is allowed for the National Insurance charged for SMP payments.

OPS

Abbreviation for Occupational Pension Scheme.

PIW

Abbreviation for period of incapacity to work.

SMP

Abbreviation for Statutory Maternity Pay

SSP

Abbreviation for Statutory Sick Pay

Macintosh users with a single button should hold down Alt and Command keys and then Click

This is only applicable if you have purchased the multi-company version of dbsPay2

You may wish to see the latest log by clicking the Log button so you can determine which diskset should be used

You may wish to see the latest log by clicking the Log button so you can determine which diskset should be used

SSP and SMP payments are not included here, they are automatically provided.

Only mark this check box for items that change from pay period to pay period, e.g. overtime

WARNING Be careful changing the Calc column setting once employees have been set up with the pay addition in their information.

Income Tax, National Insurance and pension deductions are not included here as they are automatically provided.

Only mark this check box for items that change from pay period to pay period

Notice the code can not be changed. You will need to delete the department and add a new one to change the code.

If there are any employees assigned to this department then the deletion will not be allowed.

Account codes do not have to be set up if you don't want to use the GL Postings report or automatic posting to a general ledger

You should not need to alter these figures once they have been set before first paying your employees

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For holders of plastic NI cards, do not enter the two check digits

Up to 4 NI letters can be used in any one year. The current one is always shown first.

If you have payments to make for week 53, then you must pay week 52 first and print reports, and then pay week 53 separately

If you forget to set entitlement then use the Escape key to prevent the validation message stopping you from using the Cancel button

Use this to only choose employees who have been paid for the tax week specified

Use this to only choose employees who have been paid for the tax month specified

You should periodically delete no longer required reports held on the disk to save disk space

If you forget to set entitlement then use the Escape key to prevent the validation message stopping you from using the Cancel button

WARNING Amendments made here will **not** be reflected in employees pay

WARNING Amendments made here will **not** be reflected in employees pay

Pay reductions can be accomplished by preceding the amount or rate with a minus sign, e.g. -1.5