

Adding a new Employee.

There are two ways of adding a new Employee to your Payroll System.

1. Copy from an Existing Employee.
2. Add a new Employee from scratch.

This documentation is for **'Add a new Employee from scratch'** only.

There are a maximum of six Screens when adding an Employee.

- **Personal** - *Name, PPS number address etc..*
- **Revenue** - *PAYE, USC, PRSI and LPT details.*
- **Remuneration** - *Payments Employee receives, eg. Salary, Bonus*
- **Deductions** - *Deductions Employee pays (if any) eg. VHI*
- **Employer Costs** - *Deductions Employer pays -pension*
- **Payment Method** - *Enter how employee is paid.*

*Also **'Previous Employment details'** if you have a P45 for the current year.*

Log in to your payroll

Manage Employees

Employees

Click 'Add new Employee'

The first screen that comes up is the Personal screen and then as each screen is updated the next screen comes up automatically.

Personal Screen

You must enter the following:

Employee code, Forename, Surname, Title, Gender, Commencement date, PPS Number and Pay Period, for Work location and Grade ID do a '?' for list and enter these.

All the other fields can be entered at this stage or at a later stage.

Enter as much detail as you have for the employee. If you plan to email payslips you must enter an email address.

Click 'Save Changes' when finished.

Payroll Employee-Personal

Save Changes

Cancel Changes

Code	<input type="text"/>	✖
Forename	<input type="text"/>	!
Surname	<input type="text"/>	!
Title	Not Selected ▾	
Gender	Not Selected ▾	
Date of Birth	01/01/1900	!
Commencement Date	<input type="text"/>	!
Cessation Date	<input type="text"/>	
PPS No	<input type="text"/>	!
Status	Active ▾	
Address	<div>enter address</div> <div>< ></div>	!
Home Tel No	<input type="text"/>	!
Mobile No	<input type="text"/>	!
EMail	<input type="text"/>	!
Director	No ▾	
Pay Period	Not Selected ▾	
Work Location	<input type="text"/> ?	!
Grade Id	<input type="text"/> ?	!
Group Code	<input type="text"/> ?	!

Revenue screen is the next Screen.

This screen will come up automatically after you ‘Save changes’ on the Personal Screen.

To change the taxes click on ‘Info’

Payroll - Employee

< Prev Next > Employee-Revenue SM001 // JOHN SMITH

Back to List Menu Options Personal Remune... >

Record Count:5 Filter

EE/ER	Tax Type	Table	System Tax	Info
EE	LPT		Non-Cumulative	Info
EE	PAYE	P1	Cumulative	Info
EE	PRSI	A1		Info
EE	USC	U1	Cumulative	Info
ER	PRSI	A1		Info

Page Size: 10

I will go through each of the four tax types separately.

LPT:

You should not have to enter this as it is updated from the **P2C** downloaded from ROS.

If you have to enter the Local property Tax(LPT) then click ‘Info’.

Click ‘Edit’ and enter the amount owed to Revenue in Reducing balance and ‘Save changes’

Payroll - Employee

Employee-Tax SM001 // JOHN SMITH

Save Changes Cancel Changes

EE/ER EE

Tax Type LPT

Exempt No

Reference

Reducing Balance 0.00 x

Reducing Balance - Not Paid Periods 0

Tax Paid-YTD 0.00

Last User SPROFILE

Last Updated 24/02/2014 15:49:34

PAYE

Click 'Edit'

Enter System of Tax: Cumulative, Non-Cumulative, Emergency or Temporary.

Exempt: Defaults to 'No', change to 'Yes' if exempt from paying PAYE.

Enter Tax Credit: Weekly, Monthly and Annual.

Click 'Save changes'

Payroll - Employee

Employee-Tax SM001 // JOHN SMITH

[Save Changes](#) [Cancel Changes](#)

EE/ER

EE

Tax Type

PAYE

Table

P1

?

✓ Normal PAYE Rates

System Tax

Cumulative

Exempt

No

Tax Credit-Weekly

96.75

!

Tax Credit-Monthly

96.75

!

Tax Credit-Annual

5031.00

!

Reference

!

Reckonable Earnings-YTD

0.00

Tax Paid-YTD

0.00

Last User

SPROFILE

Last Updated

24/02/2014 15:49:34

Click 'Bandwidths' (top of screen)

Screen appears (see next screenshot), click 'Edit' and then Click on line you want to edit.

Change Line details on right hand side of screen, click 'Add Item to List' to save the line.

'Save Changes' when finished editing. Click 'Back' to get to previous screen.

Payroll - Employee

Employee-Tax SM001 // JOHN SMITH

[Back](#) [Edit](#) [Hide](#)

EE/ER

EE

Tax Type

PAYE

Line No	Rate	Bandwidth-Weekly	Bandwidth-Monthly	Bandwidth-Annual	Last User
1	20.00	787.70	787.70	40960.00	SPROFILE
2	41.00	0.00	0.00	0.00	SPROFILE

Page Size: 5

PRSI

For the PRSI click 'Info'.

Click Edit, '?' will give a list of PRSI tables.

'A1' is the most common PRSI table. Click 'Save Changes'.



Click 'Back' to get to previous screen.

This will change PRSI code for both the **Employee** and **Employer PRSI**.

The third row and the fifth row should have the PRSI code now.

Payroll - Employee

Employee-Tax SM001 // JOHN SMITH

 Save Changes  Cancel Changes

EE/ER	EE
Tax Type	PRSI
Table	A1 x
Exempt	No <input checked="" type="checkbox"/>
Reference	
Reckonable Earnings-YTD	0.00
Tax Paid-YTD	0.00
Insurable Weeks-YTD	0
Last User	SPROFILE
Last Updated	24/02/2014 15:49:34

USC

Click 'Info' on the USC line.

Click Edit,

System Tax: Cumulative , Non-Cumulative or Emergency.

Exempt: 'Yes' or 'No'. Click 'Save Changes'. Click 'Show Bandwidths'.

Payroll - Employee

Employee-Tax SM001 // JOHN SMITH

[Back](#) [Edit](#) [Show Bandwidths](#)

EE/ER

EE

Tax Type

USC

Table

U1

System Tax

Cumulative

Exempt

No

Reference

Reckonable Earnings-YTD

0.00

Tax Paid-YTD

0.00

Last User

SPROFILE

Last Updated

24/02/2014 15:49:34

Click 'Edit' on the screen (see screenshot below).

Click Line you want to edit, line moves to right hand side of screen

Make changes required and then click 'Add Item to List'. Save changes when finished editing all lines. Click 'Back' to get to previous screen.

Payroll - Employee

Employee-Tax SM001 // JOHN SMITH

[Save Changes](#) [Cancel Changes](#)

EE/ER

EE

Tax Type

USC

Line No	Rate	Bandwidth-Weekly	Bandwidth-Monthly	Bandwidth-Annual
1	2.00	193.00	193.00	10036.00
2	4.00	308.00	308.00	16016.00
3	7.00	0.00	0.00	0.00

Page Size: 5

Page: 1 of 1

Line Number

1

Rate

2.00

Bandwidth-Week

193.00

Bandwidth-Month

193.00

Bandwidth-Annual

10036.00

+ Add Item to list

Remove selected value from list

When finished editing the Revenue click 'Renum..>' at the top of the screen.

Renumeration screen.

This is the screen where you enter the payments an employee receives.

Click '**New**' to add a new payment.

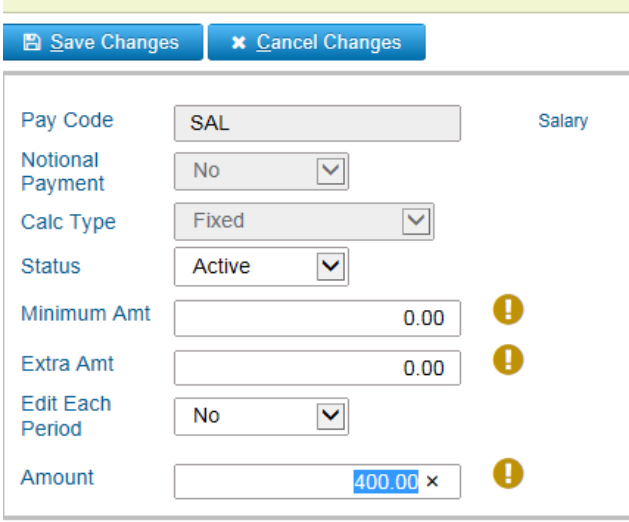
Click on '?' to view the list of payments. Select required payment.

The following screenshot is a Salary payment type that is a **fixed** amount.

Simply enter Employees Gross Amount in 'Amount' field. On 'Edit Each Period' set to 'No'. Set to 'YES' if you use the 'Step Method' in Payroll Run and need to edit/change this payment each week.

Click 'Save Changes'.

You may need to enter a Nominal Code – Enter Nominal code or '?' for list.



The screenshot displays the 'Renumeration' screen with a yellow header bar. Below the header are two buttons: 'Save Changes' (with a floppy disk icon) and 'Cancel Changes' (with an 'x' icon). The main form area contains the following fields:

- Pay Code:** A text box containing 'SAL' with a blue 'Salary' label to its right.
- Notional Payment:** A dropdown menu set to 'No'.
- Calc Type:** A dropdown menu set to 'Fixed'.
- Status:** A dropdown menu set to 'Active'.
- Minimum Amt:** A text box containing '0.00' with a yellow warning icon to its right.
- Extra Amt:** A text box containing '0.00' with a yellow warning icon to its right.
- Edit Each Period:** A dropdown menu set to 'No'.
- Amount:** A text box containing '400.00' with a blue selection box around the number and a yellow warning icon to its right.

The following is a Rate per Hour/Unit payment.

The Calc type is 'Rate per Unit'.

In this example to change the rate you would click on 'Info' and the details appear on the right of the screen, Make changes and click 'Add Item to List', 'Save changes' at the top.

Pay Code: HOURLY Hourly

Notional Payment: No

Calc Type: Rate per unit

Status: Active

Minimum Amt: 0.00

Extra Amt: 0.00

Number Units: 30.0

Total Amount: 300.00

Line	No Units	Rate	Info
1	0.0000	10.0000	Info

Page Size: 5 Page: 1 of 1

Line Number: 1

No. Units: 0.0000

Pay Rate: 10.0000

+ Add Item to list - Remove selected value from list

Nominal codes and Nominal Department codes may appear on this screen aswell.

The Nominal codes are set up when the payment is set up in 'File Maintenance', 'Payments'.

This can be changed for individual Employees if needed.

See screenshot below where the Nominal Code and Department are displayed and they can be change if needed.

Pay Code: S SALARY

Notional Payment: No

Calc Type: Rate per unit

Status: Active

Minimum Amt: 0.00

Extra Amt: 0.00

Number Units: 0.00

Total Amount: 414.96

Department: D02

NL/Code: 712000

Ext/Code:

Description: WAGES

Enter each Payment the Employee receives.

When finished click 'Deduct..>' at the top of the screen.

Deductions screen

This screen is for any deductions that an employee pays. VHI or Employees Pension are examples. If there are no deductions then you do not need to edit this screen.

Click 'New' to add new deduction.

The deductions are set up in 'File Maintenance' – 'Deductions'.

If a fixed deduction enter the amount in the amount field.

Add all deductions that the employee pays. Click 'ER Costs..' at top of screen when finished.

Back

Edit

Delete

Nominal

Deduction Code

PEN

PENSION ANNUITY

Calc Type

Fixed

Status

Active

Minimum Amount

0.00

Category Id

D2

PENSIONS

Amount

26.72

Employer Costs screen

This screen is for any Deduction the **Employer pays**. Pension is an example.

The Employer Costs are set up in 'File Maintenance' – 'Employer Costs'

The following screenshot is an example of a 'Pension' the 'Employer' pays which is 10% of their wages.

Click 'Personal..' at top of screen when finished entering all employer Costs.

Back

Edit

Delete

Nominal-Credit Side

Nominal-Debit Side

Employer Cost Code

PENER

PENSION ER

Calc Type

Percentage

Status

Active

Minimum Amount

0.00

Category Id

D2

PENSIONS

Line	Rate	Max Amount	Info
1	10.0000	0.0000	Info

Page Size: 5

Employee is now added, just another couple of steps.

Click **'Menu Options'**

Click on **'Pay Methods'**

You must set up how the employee is to be paid.

For Payment Sequence enter '1'. (If there is a second payment method enter '2' etc..)

Options are Credit Transfer, Cash or cheque.


For Credit Transfer the Bank Code, Account number, Name and IBAN must be entered.


'Split Switch' – Normally enter 'Amount' but if the Pay Method is a percentage of wages enter Percentage. Enter 'Remainder' if another Pay Method is the main payment and the 'Remainder' (of the wages) applies to this Pay Method.



For 'Employer's Bank' enter the Company Bank Code that the wages are coming out of. ('?' for list)

Note: You can enter more than one payment method for an employee.

Save changes when finished.

 Save Changes

 Cancel Changes

Payment Sequence	<input type="text" value="1"/>
Payment Method	<div><div>Not Selected</div><div>Credit Transfer</div><div>Cash</div><div>Cheque</div></div>
Bank Code	<input type="text"/> 
Account Number	<input type="text" value="38380256"/>
Account Name	<input type="text" value="JOHN SMITH"/>
IBAN	<input type="text"/>
Split Switch	<input type="checkbox"/>
Split Rate	<input type="text" value="0.00"/>
Split Amount	<input type="text" value="0.00"/>
Employer's Bank	<input type="text"/> 
Last User	<input type="text" value="SPROFILE"/>
Last Update	<input type="text" value="17/02/2014 14:56:03"/>

Go Back to **Menu Options**

Click on **Previous Employment Details**

Only select this screen this if the employee has handed you a P45 for this financial year.

You must enter the PAYE, PRSI, USC that is on the P45. Click INFO against the tax type, Click 'Edit' on the screen and then enter details and then Click 'Save Changes'.

If you import a P2C the previous employment details should be on the P2C for the employee.

Save Changes

Cancel Changes

Delete

P45(P3) For ROS

Date Cessation

07/02/2014

Last Employer

TOM SMITH LTD

x

✓

Last Employer's Registration Number

212313W

!

Last Pay Period

Weekly

▼

Last Period No

2

!

Last User

sprofile

Last Updated

25/02/2014 15:14:59

EE/ER	Tax Type	Pay	Tax	Info
EE	LPT	0.00	0.00	<div>Info</div>
EE	PAYE	0.00	0.00	<div>Info</div>
EE	PRSI	0.00	0.00	<div>Info</div>
EE	USC	0.00	0.00	<div>Info</div>
ER	PRSI	0.00	0.00	<div>Info</div>