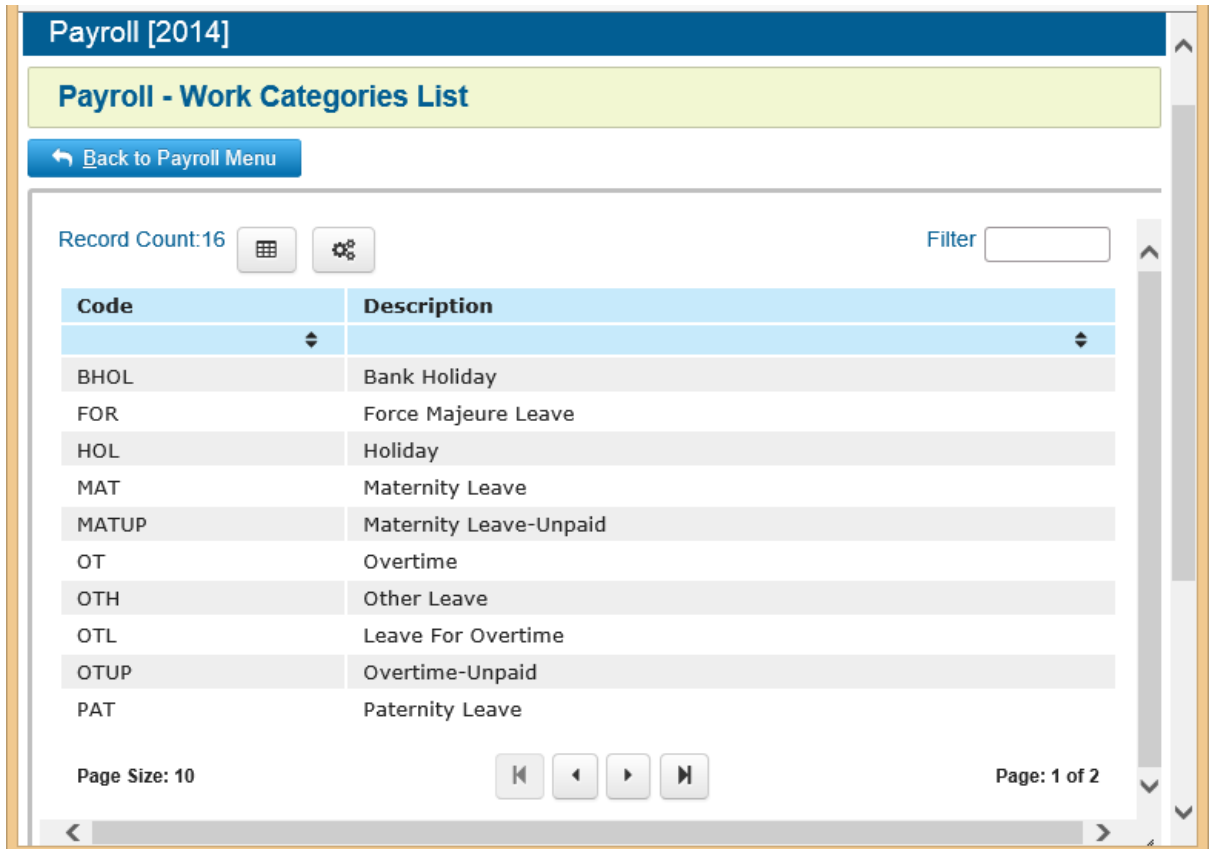


Holidays

Initial Setup



- 1) Configuration – Work Calendar – Work Categories – ensure these are set up – if not contact Profile support. These categories are all the different categories for defining working time.







Payroll [2014]

Payroll - Work Categories List

[Back to Payroll Menu](#)

Record Count: 16   Filter

Code	Description
BHOL	Bank Holiday
FOR	Force Majeure Leave
HOL	Holiday
MAT	Maternity Leave
MATUP	Maternity Leave-Unpaid
OT	Overtime
OTH	Other Leave
OTL	Leave For Overtime
OTUP	Overtime-Unpaid
PAT	Paternity Leave



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- 2) Configuration – Work Calendar – Work Types. This screen allows you to set up types that you use in your company. E.g. in work categories – there is a category for work breaks but if you don't record time on work breaks – then no need to set it up here. Only set up types that you would record time for.

Payroll [2014]

Payroll Work Types List

[Back to Payroll Menu](#) [+ New](#)

Record Count:9  

Filter

Code	Description	Category	Pay Code	Pay Description	Info
B001	Bank Holiday	BHOL			Info
H001	Holidays	HOL			Info
H002	Hols-Time Off	HOL			Info
O001	Overtime	OTUP			Info
O002	Leave for Overtime	OTL			Info
S001	Standard	STD			Info
S002	Sick Leave	SICUP			Info
U001	Unpaid Leave	UNP			Info
WB01	Work Break	WB			Info

- 3) Configuration – Work Calendar – Company Holidays. This screen allows you to add in days that your company is closed (i.e. no employee working). In the list below I have set up the statutory bank holidays for 2014.

Payroll [2014]

Calendar - Company Holidays

[Back](#) [+ New](#)

Record Count:9

Filter

Date	Type	Work Type	Info
01/01/2014	New Years Day	Bank Holiday	Info
17/03/2014	St. Patricks Day	Bank Holiday	Info
21/04/2014	Easter Monday	Bank Holiday	Info
05/05/2014	May Bank Holiday	Bank Holiday	Info
02/06/2014	June Bank Holiday	Bank Holiday	Info
04/08/2014	August Bank Holiday	Bank Holiday	Info
27/10/2014	October Bank Holiday	Bank Holiday	Info
25/12/2014	Christmas Day	Bank Holiday	Info
26/12/2014	St. Stephens Day	Bank Holiday	Info

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- 4) Configuration – Work Calendar – Shift Types. This screen allows you to set up the common shift types in your company. Before you set up any shift – decide if you are going to record working time as a total for each day or each pay period. E.g. at the most detailed level, you can setup for each day – the number of hours worked, holidays taken etc. You can also have the start time and finish time for a work time. E.g. an employee starts work at 9:00 – works until 11:00 – takes a 10 minute break, works up till 1:00 – takes lunch etc. This level of detail will require a lot of user time to input. You can decide to only record hours each day – no times. You can also decide you don't need this level of detail – you will just record the total number of hours worked in a pay period. E.g. an employee works 37 hours in a week – so you record 37 hours for that pay period. If they take holidays – you just record the number of hours taken. The same for overtime, sick leave, etc.

Now set up the most common shifts on this screen. In the example below – we are recording each day so I have the different shifts for the number of hours worked each day. If you were recording per pay period – you would have shifts with the total number of hours in the pay period. E.g. if the pay period is weekly and you have some employees working 37 hours per week – set up a shift type for 37 hours. If you have employees who work different hours each day (or each pay period) – set up a shift type with the number of hours set to zero.

Code	Description	Hours and Minutes	Info
SHF01	Day Shift-7:30	7:30	Info
SHF02	Morning Shift-3:45	3:45	Info
SHF03	6:30 hours	6:30	Info
SHF04	4 Hour Shift	4:00	Info
SHFV	Variable Hours	0:00	Info
SHFW	Weekly Hours - 37.30	37:30	Info
SHFZ	Zero Hours	0:00	Info

Note: advisable to put the hours in the description as this is what you will see when setting defaults for employees.

When setting up a shift – you will a description for the shift and the work type and number of hours for that shift type. E.g. below I have 7:30 hours for a work type of standard hours. I could have broken down this day to hours in the morning, hours / minutes for work breaks, hours in the evening (if you want to go to that level).

Payroll [2014]

Payroll Shift Types

Back to List

Edit

Delete

Shift Type Code

SHF01

Description

Day Shift-7:30

Last User

Ann

Last Update

12/12/2013 16:54:10

+ New

Record Count:1

Filter

Work Type	Hours and Minutes	Info
S001	7:30	<div>Info</div>

Page Size: 5

Page: 1 of 1

- 5) Now you want to set up default shift types for employees (any employee who works the same hours each pay period). Go to employee file – select the employee and go to Menu Options – go down Employment section and pick Holiday entitlements. This allows you to set up the standard holidays an employee is entitled to (or leave zero if the employee works variable hours and there is no standard entitlement). You also have the default shifts here for the employee. E.g. I am recording hours for each day – this employee works 7:30 hours per day from Monday to Friday and does not work Saturday or Sunday.

Standard Day - Hours/Mins	Hrs	<input type="text" value="7"/>	Min	<input type="text" value="30"/>
Holidays Carried Forward-Days	<input type="text" value="0"/>			
Holidays Carried Forward - Hours/Mins	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Holidays - Days	<input type="text" value="20"/>			
Holidays - Hours/Mins	Hrs	<input type="text" value="150"/>	Min	<input type="text" value="0"/>
Sick Leave - Days	<input type="text" value="0"/>			
Sick Leave - Hours/Mins	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Maternity / Paternity Leave - Days	<input type="text" value="0"/>			
Maternity / Paternity Leave - Hours/Mins	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Other Leave - Days	<input type="text" value="0"/>			
Other Leave - Hours/Mins	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Shift-Mon	Day Shift-7:30 <input type="button" value="v"/>			
Shift-Tue	Day Shift-7:30 <input type="button" value="v"/>			
Shift-Wed	Day Shift-7:30 <input type="button" value="v"/>			
Shift-Thu	Day Shift-7:30 <input type="button" value="v"/>			
Shift-Fri	Day Shift-7:30 <input type="button" value="v"/>			
Shift-Sat	Zero Hours <input type="button" value="v"/>			

If you decide to record for just each pay period (not for each day) – pick a day that you will specify the hours for and set the shift against that day. Set all other days to zero hour shifts.

Holidays - Days	<input type="text" value="20"/>	!
Holidays - Hours/Mins	Hrs <input type="text" value="150"/> Min <input type="text" value="0"/>	!
Sick Leave - Days	<input type="text" value="0"/>	!
Sick Leave - Hours/Mins	Hrs <input type="text" value="0"/> Min <input type="text" value="0"/>	!
Maternity / Paternity Leave - Days	<input type="text" value="0"/>	!
Maternity / Paternity Leave - Hours/Mins	Hrs <input type="text" value="0"/> Min <input type="text" value="0"/>	!
Other Leave - Days	<input type="text" value="0"/>	!
Other Leave - Hours/Mins	Hrs <input type="text" value="0"/> Min <input type="text" value="0"/>	!
Shift-Mon	<input type="text" value="Zero Hours"/>	
Shift-Tue	<input type="text" value="Zero Hours"/>	
Shift-Wed	<input type="text" value="Zero Hours"/>	
Shift-Thu	<input type="text" value="Zero Hours"/>	
Shift-Fri	<input type="text" value="Weekly Hours - 37.30"/>	
Shift-Sat	<input type="text" value="Zero Hours"/>	
Shift-Sun	<input type="text" value="Zero Hours"/>	

If you have an employee who works variable hours – set each day to the variable shift type you set up. The payroll user will then edit the hours when processing the period's payroll.

Alternatively – you may just want to record hours for CSO records.

Go to Configuration – File Maintenance and Extra References. Set up “CSO – Standard Hours” and “CSO – Standard Mins”.

Payroll Extra References List

[Back to Payroll Menu](#) [+ Add New Extra Reference](#)

Record Count: 18

Filter

Table Type	Field Description	Info
PA Deduction	Medical In Reimburse	Info
PA Deduction	PRSA Product	Info
PA Deduction	Retirement Annuity	Info
PA Deduction	Retirement Benefit	Info
PA Employee	CSO - Job Category	Info
PA Employee	CSO - Job Type	Info
PA Employee	CSO - Minimum Wage	Info
PA Employee	CSO - Pensioner	Info
PA Employee	CSO - Standard Hours	Info
PA Employee	CSO - Standard Mins	Info

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Now these defaults need to be setup against each employee.

Manage Employee – select employee – go to “Menu Options” and “Extra References”.

Reference	Value	Info
CSO - Job Category	B=Clerical, Sales & Service Workers	Info
CSO - Job Type	Full Time	Info
CSO - Minimum Wage	NO	Info
CSO - Pensioner	NO	Info
CSO - Standard Hours	38	Info
CSO - Standard Mins	0	Info



You only need to set up the standard hours and minutes for employees who work standard hours during a pay period. If the employee is paid monthly – set up the standard hours / minutes for a month. If they are paid Fortnightly – set up the hours and minutes for a fortnights work. The same applies to all pay periods.

As you can see there are two options for setting defaults for employees.

Calendar Setup

You need to tell the system when your working period starts.

Go to Configuration – Tax Maintenance and Tax Calendar. What date do you start the first working period of the year? In the example below – we are keeping the “working start date” as the first day of the year. Our holiday chart is based on the calendar year. But you can start it off on any date that suits you. Just change the date and change the working start date and it will update all dates for each period. You need to do this for each different pay period that you have. Ensure you only do this at the beginning of the year – otherwise the hours you have already entered for employees may move into different pay periods.

Tax Calendar								
Back To Payroll Menu		Change Dates						
Pay Period		Weekly ▼						
Record Count: 53		 		Filter <input type="text"/>				
Period Number	Start Date	End Date	Working - Start Date	Working - End Date	Ins Wks - Start	Ins Wks - End	Posting Date	Info
1	01/01/2014	07/01/2014	01/01/2014	07/01/2014	1	1	04/01/2014	Info
2	08/01/2014	14/01/2014	08/01/2014	14/01/2014	2	2	11/01/2014	Info
3	15/01/2014	21/01/2014	15/01/2014	21/01/2014	3	3	18/01/2014	Info
4	22/01/2014	28/01/2014	22/01/2014	28/01/2014	4	4	25/01/2014	Info
5	29/01/2014	04/02/2014	29/01/2014	04/02/2014	5	5	01/02/2014	Info

Parameters

There are three parameters which govern the calendar editing.

- 1) CSOFIELDSONLY – if the user uses an option called “Simple Edit” – they get a list of the most common types of hours usually used for editing. If you answer “YES” to this question – this list is cut down to hours needed for CSO only, i.e:
 - Standard Hours – paid
 - Overtime Hours – paid
 - Holidays – paid
 - Bank Holidays
 - Maternity Leave
 - Sick Leave
 - Other Leave

Branch	Category Key	Fiscal Year	Parameter Code	Parameter Value	Status	Info
	Calendar	0	CSOFIELDSONLY	YES	A	Info
	Calendar	0	SIMPLEEDIT	YES	A	Info
	Calendar	0	USETIMES	NO	A	Info

- 2) SIMPLEEDIT – if you set this to “YES”, you are saying that you only want to edit the total hours for a pay period (not for each day). When the user clicks on the “Calendar” option within the payroll run – the system bypasses the dates display and goes directly to the “Simple Edit” option for that pay period.
- 3) USETIMES – if you answer “YES” – you will be able to enter start and end times for different work types. This is not applicable if you have set “SIMPLEEDIT” to “YES”.

Payroll Run

Once you have the initial setup complete, you are ready to enter the information on each employee for the pay period you are working on. If you have completed some pay periods before you set this up – you can go back to the beginning and enter the information (even though the employee has been processed and posted for that pay period).

Go into the payroll run and select the period you want to edit. You get your list of employees. You can click on an employee – go to the screen where you see the employee's gross pay, deductions and net pay. Click on the drop down menu and select "Calendar" or you have an option on the list of employees "Step through calendar" which goes through each employee and allows you to edit the calendar information.

If you have the parameters "SIMPLEEDIT" and "CSOFIELDSONLY" set to "YES" – you will be brought to this screen which is in edit mode and allows you to enter the data you need for your CSO reports.

Save Changes

Cancel Changes

Delete

Date	09/10/2013		
Last User	SPROFILE		
Last Update	04/12/2013 15:21:04		
Standard - Hours/Minutes	Hrs	35	Min 0
Overtime Paid - Hours/Minutes	Hrs	0	Min 0
Holidays - Hours/Minutes	Hrs	0	Min 0
Bank Holidays - Hours/Minutes	Hrs	0	Min 0
Sick Leave Paid - Hours/Minutes	Hrs	0	Min 0
Maternity Leave Paid - Hours/Minutes	Hrs	0	Min 0
Other Leave - Hours/Minutes	Hrs	0	Min 0

If you have the parameters “SIMPLEEDIT” set to “YES” and “CSOFIELDSONLY” set to “NO” – you will be brought to this screen which is in edit mode and allows you to enter the most common data.

Standard - Hours/Minutes	Hrs	<input type="text" value="35"/>	Min	<input type="text" value="0"/>	!
Overtime Paid - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Overtime Unpaid - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Leave For Overtime - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Holidays - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Bank Holidays - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Sick Leave Paid - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Sick Leave Unpaid - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Maternity Leave Paid - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Maternity Leave Unpaid - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Paternity Leave Paid - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Paternity Leave Unpaid - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Unpaid Leave - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!
Force Majeure Leave - Hours/Minutes	Hrs	<input type="text" value="0"/>	Min	<input type="text" value="0"/>	!

Not shown above – Other Leave and Work Breaks.

If you have the parameters “SIMPLEEDIT” and “CSOFIELDSONLY” set to “NO” – you will get the screen that has your list of dates. You may be just entering the information for one day of the week or as in the example below for each day.

Back

Show Full Year

New

Delete Range

HR Entitlements

Summary Totals

Category List

Date Range - Category Change

Holiday Entitlements Report

Record Count: 6

Filter

Date	Standard Mins	Bank Hol Mins	Holiday Mins	Overtime Mins	Leave For Overtime Mins	Other Mins	Info
01/01/2014 Wed	0:00	6:30	0:00	0:00	0:00	0:00	Info
02/01/2014 Thu	6:30	0:00	0:00	0:00	0:00	0:00	Info
03/01/2014 Fri	4:00	0:00	0:00	0:00	0:00	0:00	Info
04/01/2014 Sat	0:00	0:00	0:00	0:00	0:00	0:00	Info
05/01/2014 Sun	0:00	0:00	0:00	0:00	0:00	0:00	Info
06/01/2014 Mon	6:30	0:00	0:00	0:00	0:00	0:00	Info

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Click on a line to change the details.

Back

Delete All

Prev Date

Next Date

New

Edit

Simple Edit

Date

01/01/2014

Last User

ann

Last Update

02/01/2014 12:00:00

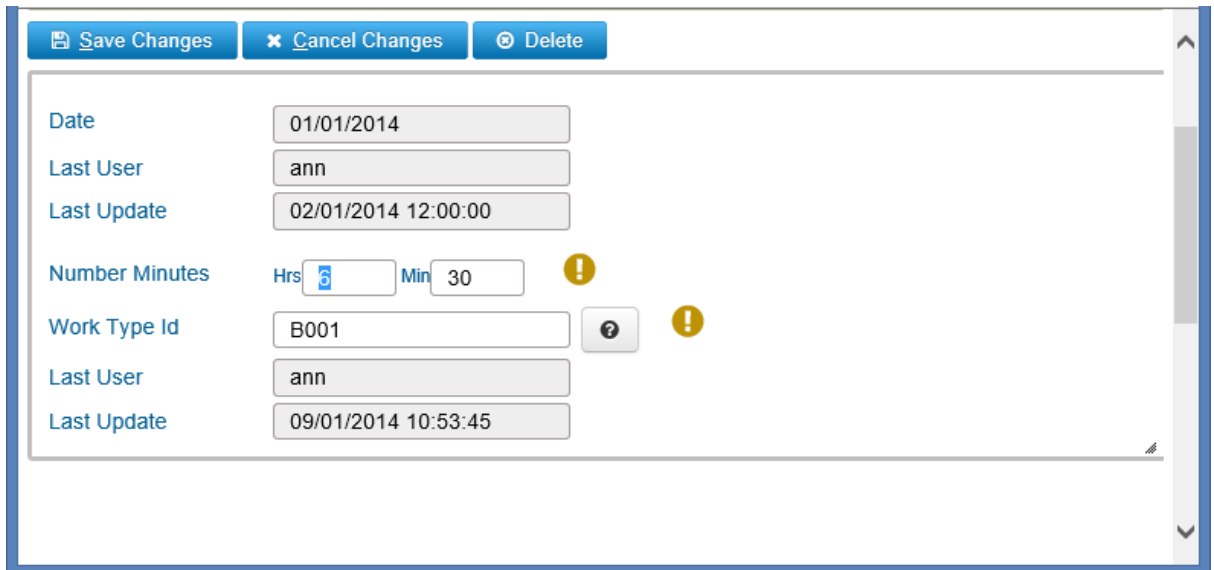
Work Type	Hours and Minutes
Summary:	6
Bank Holiday	06:30

Page Size: 5




Page: 1 of 1

You can click on “Simple Edit” to get the screen for editing the most common hours.

“Edit” – this will allow you to change the details displayed. You can change the hours / minutes. You can also change the work type id – e.g. change from standard hours work type to holidays work type.



The screenshot shows a web application interface with a blue header bar containing three buttons: "Save Changes", "Cancel Changes", and "Delete". Below the header is a form with the following fields:

Date	01/01/2014
Last User	ann
Last Update	02/01/2014 12:00:00
Number Minutes	Hrs <input type="text" value="5"/> Min <input type="text" value="30"/> 
Work Type Id	B001  
Last User	ann
Last Update	09/01/2014 10:53:45

The form is enclosed in a blue border with a vertical scrollbar on the right side.

“New” – this allows you to add in a new work type for the date. E.g. you may have an employee who has worked a half day and taken the other half day as holidays.

“Next Date” and “Prev Date” allows you to go through the dates for the pay period. Useful if you are editing the hours for each day.

“Delete All” – will delete all work types for the date displayed.