Payroll

Guide to Correcting & Adjusting Payroll Totals

INFINIUM
SOFTWARE

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Introduction

Overview

The following employee files contain amount and hours balance fields for various periods, for example Monthly, Quarterly, Tax Year To Date, Prior Cycleandd so on.

- Employee Incomes, (PYPIE)

- Employee Deductions, (PYPDE)

- Employee Payroll (Master) Data, (PYPMS)

These amount balances are automatically maintained by the system as part of the Payroll Cycle Processing, Period and Year End Closes. They are used by many standard reports and analysis functions including Tax Year End Reporting.

Normally these balance fields should not need to be amended and consequently are not made available for update within the *Update Employee Incomes or Deductions* functions. However, there may be situations where you need to make adjustments to these balances, for example following conversion of data from a prior system or at Tax Year End.

The system contains three functions to allow you to make such adjustments:

- *Correct Employee YTD totals*

- *Correct Employee Income Data*

- *Correct Employee Deduction data*

Security
Since they involve critical payroll data, these menu options have been placed under the supervisors section of the menu.

All changes made by users in these functions are automatically captured by the system and are printed out, not as a submitted batch job but interactively, on an Audit Report showing the before and after values.

Note: Please use extreme caution when using these functions. The display only versions of these options should be used wherever possible, allowing the data to be viewed but not changed.

Correct Employee Incomes

Overview

Use this function to amend your employees Income data balances, for example Basic Pay or Overtime payments. Note that the income balance fields also include any hours which are applicable to the amounts being held.

Menu Selection

System:	Infinium Payroll
Menu Level 1:	PY Supervisor Functions
Menu Level 2:	Correct Employee Data
Menu Level 3:	Correct Employee Income Data

Screen 1 of 2

```
  25/09/95  14:20:12            Employee Income          PYGCIE     PYDCIE

 Type selections, press Enter.

 Employer  . . . . . . . . . .   111 +
 Employee  . . . . . . . . . .       583 +
 Income Type . . . . . . . . .  BASIC +

















   F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Key Information

Type the required *Employee* number and *Income* code.

Press Enter to continue.

```
   25/09/95  14:11:29           Employee Income              PYGCIE    PYDCIE

 Employer  . . . . . . . . . . : 111
 Employee  . . . . . . . . . . :           583 Ashlee Smith,Caroline Jane
 Income Type . . . . . . . . . : BASIC Basic Salary
 Type selections, press Enter. Audit report will be produced.
                                      Amount          Hours
 Current Cycle . . . . . . . .            .00             .00
 Prior Cycle . . . . . . . . .            .00             .00
 Current Month . . . . . . . .            .00             .00
 First Quarter . . . . . . . .            .00             .00
 Second Quarter  . . . . . . .        1783.33           80.00
 Third Quarter . . . . . . . .        1750.00           70.00
 Fourth Quarter  . . . . . . .            .00             .00
 Current Year  . . . . . . . .        3533.33          150.00
 Fiscal Year . . . . . . . . .        1750.00           70.00
 Prior Month . . . . . . . . .        3533.33          150.00
 Prior Fourth Quarter  . . . .            .00             .00
 Prior Year  . . . . . . . . .            .00             .00
 Prior Fiscal Year . . . . . .            .00             .00
 User Data . . . . . . . . . .            .00             .00
 Life to Date  . . . . . . . .        3533.33
 F3=Exit   F10=QuikAccess   F12=Cancel
```

Key Information

Type the correct amounts into the appropriate fields, remembering to also amend any fields that are dependent on the changes you have made. For example, if you change the *Current Month* balance, you would normally also have to change the *Current Year* amount.

The *User Data* amount and hours fields are designed to hold the values for any custom income calculations.

The *Current Year* means current Tax Year.

Negative values can also be typed and are displayed with a negative sign.

Press F3 to exit and save.

Correct Employee Deductions

Overview

Use this function to amend your employees' deduction balances, for example PAYE or National Insurance information as used in Tax Year End reporting and in the completion of P45's.

Note that the deduction balance fields also include the employer liability amounts together with any appropriate *Wage Base* information, if applicable.

Menu Selection

System:	Infinium Payroll
Menu Level 1:	PY Supervisor Functions
Menu Level 2:	Correct Employee Data
Menu Level 3:	Correct Employee Deduction Data

Screen 1 of 5

```
   25/09/95  14:27:45          Employee Deductions         PYGCDE     PYDCDE

 Type selections, press Enter.

 Employer  . . . . . . . . . .  111 +
 Employee  . . . . . . . . . .       583 +
 Deduction Type  . . . . . . .  *NIC  +














   F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Key Information

Type the required *Employee* number and *Deduction* code.

Press Enter to continue.

```
 25/09/95  14:47:39          Employee Deductions          PYGCDE    PYDCDE
Employer . . . . :  111
Employee . . . . :        583 Caroline Jane Ashlee Smith
Deduction Type . :  *NIC     NI Contributions
                           Employee Amt    Employer Amt    Wage Base
Current Cycle  . . . . .         .00             .00            .00
Prior Cycle  . . . . . .         .00             .00            .00
Current Month  . . . . .         .00             .00            .00
First Quarter  . . . . .         .00             .00            .00
Second Quarter . . . .        180.93          416.02        4031.88
Third Quarter  . . . .         38.44          434.53        4260.09
Fourth Quarter . . . . .       38.44          168.15        1648.55
Current Year . . . . . .      257.81         1018.70        9940.52
Fiscal Year  . . . . . .      116.24          770.83        7557.19
Prior Month  . . . . . .      257.81         1018.70        9940.52
Prior Fourth Quarter . .         .00             .00            .00
Prior Year . . . . . . .         .00             .00            .00
Prior Fiscal Year  . . .         .00             .00            .00
User Data  . . . . . . .
Life to Date . . . . . .      257.81         1018.70
Limit Balance  . . . . .      257.81         1018.70
Arrears Balance  . . . .         .00      Prot.Earn.in Arrears         .00
F3=Exit   F10=QuikAccess   F12=Cancel
```

Key Information

Current and prior information for the deduction is available for update, including Employer deductions (liabilities) and the *Wage Base*.

The *Wage Base* is the amount on which the deduction was based. For example, in the case of a % type deduction such as pension, it holds the pensionable amount, that is, the value of the income accumulator that the pension deduction was based on.

Type the correct amounts into the appropriate fields, remembering to also amend any fields that are dependent on the changes you have made. For example, if you change the *Current Month* balance you would normally also have to change the *Current Year* amount.

The user data amount and hours fields are designed to hold the values for any custom deduction calculations.

The *Current Year* means current Tax Year.

Negative values can be recorded and are displayed with a negative sign.

NIC

Following the standard update screen for *NIC (National Insurance) deduction code, the system will automatically present you with an additional screen to amend the specific National Insurance balances for any NI letter that is relevant to employee during the tax year.

Press F3 to exit and save.

Screen 3 of 5

```
   25/09/95  14:54:51     Update Employee N.I. Contributions   PYGCNJ     PYDCNJ

Employer  . . . . . . . . . . : 111 Software 2000 Limited
Employee  . . . . . . . . . . :        583 Ashlee Smith,Caroline Jane

Type option, press Enter.
  2=Change
                                                       * Contracted Out Amounts *
                  Employee       Employer      Based on     Employee       Based on
Opt  Letter  Contribution  Contribution     Earnings   Contribution     Earnings
     A            257.81       1018.70      3055.00           .00            .00
   Prior Year:       .00           .00          .00           .00            .00




F3=Exit   F4=Prompt   F6=Create   F10=QuikAccess   F12=Cancel   F21=Prior Year
```

Key Information

The system displays a list of all the NI letters held by the employee
during the tax year. These employee NI history records are
automatically created and updated by the system.

To update the cumulative balance for an NI letter, select the relevant NI
Letter with Option **2** to Change.

You can create history for an additional NI letter, using F6 .

Press F6 to create a new record.

Screen 4 of 5

```
   25/09/95  14:59:11              Add N.I. Letter          PYGCNJ     PYDCNJ

Employer  . . . . . . . . . . : 111 Software 2000 Limited
Employee  . . . . . . . . . . :        583 Ashlee Smith,Caroline Jane

Type new N.I. letter, press Enter.

N.I Letter  . . . . . . . . .  E  (A,B,C,D,E,Y)








F3=Exit   F10=QuikAccess   F12=Cancel
```

Key Information

Type in the new NI Letter.

Press Enter to continue.

Screen 5 of 5

```
 25/09/95  15:10:39    Update Employee N.I. Contributions PYGCNJ     PYDCNJ

 Employer  . . . . . . . . . . :  111 Software 2000 Limited
 Employee  . . . . . . . . . . :        583 Ashlee Smith,Caroline Jane
 N.I Letter  . . . . . . . . . :  A

 Type amounts, press Enter.

 Not Contracted Out Amounts        Current Year   Prior Year
 Employee Contribution . . . . .      257.81           .00
 Employer Contribution . . . . .     1018.70           .00
 Based on Earnings . . . . . . .     3055.00           .00

 Contracted Out Amounts
 Employee Contribution . . . . .         .00           .00
 Based on Earnings . . . . . . .         .00           .00




 F3=Exit   F10=QuikAccess   F12=Cancel   F13=Correct NI History by Period
```

Key Information

When you perform a Tax Year End Close, the values in the *Current Year* fields are moved into the *Prior Year* and the *Current Year* fields are set to zero.

It is the *Prior Year* fields that are used by the P35 /P60 reporting/magnetic tape functions, so take care when making amendments that you adjust the correct column.

To maintain integrity of the data , the system will not allow you to exit from Screen 5 of this function if the employee and employer total NI contributions for all NI letters do not equal the summary total on the main NI deduction record (screen 2). The system will display an error message showing the difference and you must readjust the NI letter record in error accordingly.

To correct or view the NI history for each week or month in the year, use F13 .

NI History by Period

```
        25/09/95  15:22:13    Maintain Employee NI History      PYGNKM10
PYDNKM10

Employer  . . . . . . . . . . :  111 Software 2000 Limited
Employee  . . . . . . . . . . :      583 Ashlee Smith,Caroline Jane
Tax Year End . . . . . . . . :    5/04/1996

Month       Employee     Employer                               NI Contracted
No. Let.Contribution  Contribution   NI Earnings  NI Based On  Out Earnings
 01  A          .00           .00           .00          .00           .00
 02  A       141.57        247.87       2383.33      1755.00           .00
 03  A          .00           .00           .00          .00           .00
 04  A          .00           .00           .00          .00           .00
 05  A        39.36        168.15       1648.55       440.00           .00
 06  A        38.44        434.53       4260.09       430.00           .00
 07  A        38.44        168.15       1648.55       430.00           .00
 08  A          .00           .00           .00          .00           .00
 09  A          .00           .00           .00          .00           .00
 10  A          .00           .00           .00          .00           .00
 11  A          .00           .00           .00          .00           .00
 12  A          .00           .00           .00          .00           .00
 13  A          .00           .00           .00          .00           .00

F3=Exit   F10=QuikAccess   F12=Cancel   F13=Weekly information
```

Key Information

The system displays either the monthly or weekly history depending on the employee's current pay frequency. You can toggle to display the other frequency by using F13, although this would only show data if the employee had changed pay frequencies during the year.

This history by period is used by the system if an employee is paid more than once during the same pay period. That is, any existing NI paid in the period will be taken into account in the calculations.

Correct Employee YTD Totals

Overview

This function allows you to adjust the balances that are held on the employee's payroll master record. You will need to adjust these totals if any amendments have been made to the employees income and/or deduction amounts held, i.e. the Year To Date should reflect any changes made.

Menu Selection

System: Infinium Payroll

Menu Level 1:   PY Supervisor Functions

Menu Level 2:   Correct Employee Data

Menu Level 3:   Correct Employee YTD Totals

Screen 1 of 2

```
  25/09/95  15:27:23              Payroll Totals          PYGCPY     PYDCPY

Type selections, press Enter.


Employer  . . . . .  111 +
Employee  . . . . .        583 +












F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Key Information

Type the *Employer* and *Employee* number.

Press Enter to continue.

```
  25/09/95  15:30:35            Payroll Totals           PYGCPY    PYDCPY

 Employer  . . . . :  111
 Employee  . . . . :        583 Ashlee Smith
                     Caroline Jane Ashlee Smith


 Current Year Balances
 Year-to-Date Hours . . . . .   717.50
 Year-to-Date Gross Wages      9940.52   Year-to-Date Gross Pay .   9940.52
 Year-to-Date Deductions .     3552.70   Year-to-Date Net Pay . .   6387.82
 PAYE Refund Withheld  . . .       .00   YTD Adjustment to Net  .   6387.82-
 Prev. Employer Earnings .     2650.00   Prev.Employer Tax Paid .    458.00


 Prior Year Balances
 Prior Year Hours . . . . . .      .00
 Proir Year Gross Wages  .         .00   Prior Year Gross Pay . .        .00
 Prior Year Deductions . .         .00
 Prior Year PAYE Unrefunded        .00
 Prior Yr.Prev.Emp.Earnings        .00   Prior Yr.Prev.Emp.Tax Paid      .00

        A report will be created showing any changes entered here

 F3=Exit   F10=QuikAccess   F12=Cancel
```

Key Information

The *Year-To-Date Gross Pay* and *Year-To-Date Deductions* reflect the totals of all the employees' individual incomes and deduction records.

For those employees who have joined during the Tax Year, their P45 details are held separately against *Previous Employer Earnings* and *Previous Employer Tax Paid* fields. These details should not be added into the *Year-To-Date* information held.

A report will be automatically printed to show any changes you make here.

Press F3 to exit and save.

Notes