

PAYMAN QUICK SETUP for New Users (including STP)

1. INSTALL PAYMAN

Use Codes supplied to login to our website and download and install PAYMAN

2. LICENSE PAYMAN *****NOT REQUIRED FOR TRIAL COPY*****

Start PAYMAN, select License enter License Name and Activation Code supplied

3. SETUP NEW PAYMAN ENTITY

Start PAYMAN / Select FILE / New ENTITY

Enter EMPLOYER CODE – up to 10 Character Code to Identify Business (eg. ABCD)

Leave Default settings unchanged

Note : These setting can be changed later if needed

Select NEXT

4. ENTER EMPLOYER DETAILS

There are 12 screens to complete – select from Menu at top of screen (Options, Parameters etc)

MAIN SCREEN – Basic Employer Details

- BANK DETAILS NOT required if not using PAYMAN EFT Payment Option
- ****PS SIGNATORY** – Signatory NAME for Payment Summaries MUST be completed
- ****Add/Edit SUPER FUND Details** MUST be Completed

OPTIONS – normally accept defaults

PARAMETERS – normally accept defaults

ALLOWANCES – only complete if needed (Meal, Travel, Tool etc)

DEDUCTIONS – only complete if needed (Child Support etc)

GENERAL LEDGER – normally not required

COST CENTRES – normally not required

RATE TABLE – normally accept defaults (only used for Employees paid by the hour)

****EMPLOYER ADDRESS/EMAIL** – MUST be completed in full

PAYSLIP DEFAULTS – normally accept defaults

RUN PAYROLL DEFAULTS – normally accept defaults

5. ENTER EMPLOYEE DETAILS

Select Utilities / Add/Edit Employees

There are 5 screens to complete – select from Menu at top of screen (Parameters etc)

MAIN SCREEN - Basic Employee Details including TAX FILE Number (Employee Code – normally Initials and a number eg. KS01)

PARAMETERS – normally Accept defaults, with the possible exception of Employee Payment Type (Salary or Wages), Payment Frequency (Weekly, Fortnightly, Monthly etc), Employee Type (Full Time, Part Time, Casual etc), Super Guarantee (Y/N), Tax Free Threshold (Y/N).

Salary or Wages – If you simply wish to enter the amount each Employee earns each Pay Period select **SALARY** – if you wish to enter Hours Worked and have PAYMAN calculate the pays select **WAGES**. Salary Employees are paid a set amount each pay period. Wages Employees are paid by the hours worked. If you select **SALARY** – you are required to enter the normal Annual Salary – this amount becomes the default Salary – BUT can be overridden each pay period if required. If you select **WAGES**, you will need to setup the Employee Hourly Rates and enter the hours worked for PAYMAN to calculate the Pays (WAGES RATE TABLE – see extra notes below).

Super Guarantee – UNTICK if no Super payable for this Employee.

Tax Free Threshold – UNTICK if the Employees is claiming the Tax Free Threshold in another Job.

PAY ALLOCATION – Select Super Fund (only enter Bank Details if using PAYMAN EFT option)

PAY OPTIONS – depending on whether SALARY or WAGES was chosen, you can either leave the Salary or Hours worked as ZERO and enter them when you create the PAYROLL. If an Employee earns the same amount every pay or works the same hours every pay you can enter them now and they will be stored and included each pay by default (Note : If you enter a Salary amount it MUST be the Annual Salary Amount).

Vary Tax - – PAYMAN will automatically calculate the tax using the ATO Tables unless Override is selected.

Vary Super - PAYMAN will automatically calculate the Employer Superannuation Contribution unless Override is selected.

NOTE : If you wish to enter your own amount for Tax or Super select OVERRIDE.

LEAVE OPTIONS – leave blank unless using the Leave recording option

Select Done / Accept

Repeat for Each Employee

Select EXIT

6. **SETUP EMAIL PARAMETERS**

If you wish to E-Mail Payslips to Employees you MUST Setup the E-Mail Parameters

Select Email Data / Setup

SMTP SERVER – enter your Service Provider details from list on right

Enter your Email Address

SMTP Port – leave as 25

Default Email – enter your Accountants Email Address (optional) this will allow you to easily send your PAYROLL Data Set to your Accountant if required.

Server Access Codes (Username/Password) – Normally not required

OK / EXIT

7. **REGISTER FOR STP GATEWAY SERVICE ***NOT REQUIRED FOR TRIAL COPY*****

Note : We use and recommend the ATO approved SUPERCHOICE STP Gateway Service

Select Other Functions / Single Touch Payroll / Gateway Self Register

Follow prompts as requested

IMPORTANT : You will be required to Enter a **USERNAME** – this can be anything you like – but whatever you choose make sure you **WRITE IT DOWN** and remember it as you will need it later.

BANK DETAILS : You will be prompted to enter the Bank Details from which the SUPERCHOICE Monthly Gateway Fee will be debited (\$7 per month for less than 20 Employees and \$12 per month for 20 or more Employees).

EMAIL/PASSWORD – once completed SUPERCHOICE will send you an Email with your PASSWORD and instructions about completing your Gateway Registration

8. **ENTER STP USERNAME AND PASSWORD ***NOT REQUIRED FOR TRIAL COPY*****

Select Utilities / Edit Employer Details / Parameters

Enter STP Client Login ID (Username) and STP Client Password (bottom of screen)

Note : To avoid typing errors, Copy and Paste PASSWORD from E-Mail

9. **PROCESSING PAYROLL**

Select Data Entry / Payroll Variations / Yes

Enter Dates (normally the Payroll and Processing Date are the same) and the Super Payment

Date is End of Month or end of Quarter
Select Pay Period you are paying
Continue

Select Employee
Enter Pay Amount (Salary) or Hours (Wages) and other Pay Details (if any)
Accept
Repeat for each Employee

Note : If your pays are consistent and you entered a Salary Amount or Wages Hours during Employee / Pay Options setup they will appear here by default – they can be edited if required.

Note : This is where you would enter Hours Worked and Leave details if these Options were selected during Setup)

TAX and SUPER – PAYMAN will automatically calculate the Tax and Super as per the ATO Tax Tables and as per the SUPERANNUATION Rate entered into PAYMAN.

10. **RUN PAYROLL AND PRINT/EMAIL PAYSLEIPS AND POST PAYROLL**

Select Run Payroll / Continue
Select Print Wages Salary Summary report (check pays are correct – return to Data Entry / Payroll Variations if changes required)
Select Print PAYSLEIPS / Select Print or Select Email Payslips as required

IMPORTANT : The Payroll MUST be POSTED to update the entries and to create the STP File

Select POST PAYROLL ENTRIES / OK (Backup Message)

BACKUP – Prior to Posting the Payroll, we will make a Backup of the PAYMAN Data

Insert USB Memory Stick (MUST be inserted before BACKUP is selected)
Select **BACKUP DATA TO A SELECTED LOCATION** button (bottom left of screen)
Change Disk Address to USB Drive Address (select from drop down list)
Select OK

Select POST ENTRIES (accept defaults) / YES (confirmation message)

IMPORTANT : The POST PAYROLL ENTRIES Option Automatically links to the STP Option

YES (Proceed to Lodge STP)
YES (Create STP Unique Identifier)

11. **SINGLE TOUCH PAYROLL FILE TRANSFER** screen now displays

Select **CONTINUE AND CREATE FILE BUTTON** (bottom left of screen – accept defaults)
YES (create Bulk File)
OK (confirm Single Touch Payroll Bulk File)

12. **API DATA TRANSMISSION VIA GATEWAY ***NOT REQUIRED FOR TRIAL COPY*****

Select **SEND FILE TO ATO VIA API BUTTON** (bottom left of screen)

Select **LODGE STP FILE TO ATO Button** (bottom right of screen)
EXIT (ATO response messages will display – but process is now complete)
EXIT

13. **REPORTS**

There are a large range of reports and report options available. All reports can be displayed or printed – feel free to review the reports and see which ones suit you best. Some of the more useful reports can be selected as follows :

Select Reports / Ledger Reports / Employee Ledger

Select Reports / Summary Reports / Periodic Tax Summary (Monthly or Quarterly)

Select Reports / Summary Reports / Superannuation Summary (can be printed by Employee)

14. **STP - YEAR END**

When Creating and Lodging the LAST STP File of the Financial Year you need to TICK the **[x] Last Payroll for Current Financial Year (Finalise)** option when creating the STP file.

15. **YEAR END**

At the end of the Financial Year PAYMAN needs to be rolled over into the New Financial Year. This process will automatically make a Duplicate copy of your PAYROLL on the computer, if your PAYROLL ENTITY was called ABCD – the 2019 copy would be called ABCD19. This means you will have two PAYROLL ENTITIES on your Computer, ABCD and ABCD19. ABCD is ready for the new year and ABCD19 is a copy of the previous year. Please complete the following check list.

a. Select Year End / Payment Summary report (print end of Year Summary)

b. Select Year End / Payment Summaries (print Employee Payment Summaries)

c. Select Year End / Start New Payroll Year (Balance Forward) / OK

Select Backup Data (make a Backup to a USB Memory Stick as normal)

Select Accept / YES (Do you want to Proceed)

Select YES / OK (PAYMAN Will now make a Duplicate Copy of your Payroll)

Select OK (Parameter Changes – Super Rate, FBT Rate etc)

EXIT

PAYMAN – ADDITIONAL SETUP OPTIONS

1. OPENING YTD BALANCES

If you are starting PAYMAN during the year and want to use PAYMAN for Year End reporting (including Payment Summaries) you will need to enter the Employee YTD Opening Balances. These are the YTD totals for each Employee as at the date you start using PAYMAN.

Select Data Entry / After the Fact Payroll / Payroll Ledger Entries

STP Message - **Select NO** (Opening YTD Balances will be automatically included in the STP File)

| | | |
|-----------------------|---|-------------------------------------|
| Employee Code | : | Select Employee |
| Date | : | Enter AS AT Date of Opening Balance |
| Ref No. | : | Accept Default |
| Cheque No. | : | Leave Blank |
| Gross Pay | : | Enter Total Opening Balance |
| Tax Withheld | : | Enter Total Tax |
| Employer Super | : | Automatically Calculated |
| Gross for Super (OTE) | : | Same as Gross Pay |
| Net Pay | : | Gross Pay less Tax (listed below) |

Enter other amounts if applicable (Allowances, Deductions, Salary Sacrifice etc)

ACCEPT

Repeat for each Employee

ACCEPT / POST (**Important** – after last entry you must ACCEPT and POST to update entries)

2. WAGES EMPLOYEES – HOURLY RATE TABLE

If you choose to setup Employees as WAGES there are a few additional setup steps required.

Utilities / Add/Edit Employee (Select Employee) / Pay Options

Each employee can have up to four BASE HOURLY Rates of Pay (Hourly Rate 1, Hourly Rate 2 etc). Only one of these Rates need to be used if ALL potential pay rates can be calculated from the one Hourly Rate. For example, Time and a Half is simply Hourly Rate 1 multiplied by 1.5. The only time you need to use Rates 2, 3 or 4 is if the employee is sometimes paid a rate that is totally unrelated to Hourly Rate 1.

Utilities / Edit Employer / Rate Table

The Rate Table lets you define the different Pay Rates your employees are paid.

| | | |
|---------------|---|---|
| Description | : | Description of Hourly Rate |
| x Factor | : | Multiplication Factor (time and a half would be 1.5) |
| Employee Rate | : | Which Employee Rate to use (normally Hourly Rate 1) |
| Apply Super | : | Does the Super Guarantee apply? |
| Normal | : | Are these hours considered normal hours (not overtime)? |

3. ANNUAL LEAVE AND SICK LEAVE DETAILS

PAYMAN can record and keep Leave details by completing the following extra setup steps.

Utilities / Add/Edit Employee (Select Employee) / Leave Parameters

Leave can be stored in Days or Hours (Days is the default) and can be accrued based on Hours worked or by Pay Period (Pay Period is the default).

LEAVE INCREMENTS – this is the fraction of a day that is added to the leave balance every time a Payroll is completed and posted. PAYMAN can calculate the Increments by clicking the

CALCULATE HOLIDAY/SICK INCREMENTS button. This calculation will be based on the Employee being entitled to 20 Holiday days and 10 Sick days per year.

LEAVE OWING – the opening Leave Balances need to be manually calculated and entered (bottom right of screen)

4. **EFT PAYS**

PAYMAN can create an EFT Payment Transfer file that can be uploaded through your Banks Website to electronically pay your Employees. Setup PAYMAN EFT as follows :

Utilities / Edit Employer / Main Screen

Enter Employer Bank Details, including Bank Short Code and AUTOPAY Code (get from Bank)

Utilities / Add/Edit Employee (Select Employee) / Pay Allocation

Enter Employee Bank Details – Each employee can have their Pay split up to three ways by %Percentage or by \$Amount (the %Percentage split MUST always be last)

Run Payroll (once Payroll has been created)

Select Bank Transfers

Select ABA File Transfer

Select Continue

PAYMAN will now create a file (AUTOPAY) in the nominated Directory

Exit PAYMAN

Open your Banks Website and IMPORT the file just created

5. **CASUALS NEAR \$450 SUPER MONTHLY THRESHOLD**

If you have Casual Employees that sometimes do not earn over \$450 per month and consequently are not always entitled to Superannuation you can set them up as follows :

Utilities / Edit Employer / Options

Tick Casuals Near Super Threshold option

Check Super Monthly Threshold (currently \$450)

Utilities / Add/Edit Employee (Select Employee)

Select Parameters

Select Employee Type - Casual

Select Pay Options

Vary Super – select Override Super

LAST PAY OF THE MONTH - Every time you now create a Payroll and select RUN PAYROLL you will be asked IS THIS THE LAST PAY OF THE MONTH – when you answer YES – all Casual Employees whose total Gross earnings for the month exceeds \$450 and are setup as above will have SUPER Calculated and included on this pay. On every other Pay during the month their will be NO Super.

6. **SALARY SCRIFICE**

Up to two Pre-Tax Employee Salary Sacrifices can be setup as follows :

Utilities / Edit Employer / Options

Select Enable Salary Sacrifice (half way down on left – leave remaining default settings)

Note : If Salary Sacrifice is for Super – tick box [x] treat Sal Sac (1) as Super Contribution

Utilities / Add/Edit Employee (Select Employee) / Select Pay Options

Enter Salary Sacrifice **Annual** Amount (bottom left of screen)

7. **CORRECTIONS**

Once a Payroll has been posted, the posted entries can be edited as follows:

Select Data Entry

Select After the Fact Payroll

Select Edit Prior Payroll Entries

Select Employee (don't worry about dates)

Double click on Pay to change (YES - Ignore Live Payroll warning)

Make changes as required

Select Accept / Exit

Note : The Updated YTD Totals will be re-calculated and included in the next STP File

8. MAKING ADDITIONAL BACKUPS

Insert USB Memory Stick (MUST be inserted before BACKUP is selected)

Select Utilities / Backup

Change Disk Address to USB Drive Address (select from drop down list)

Select OK