

# WagesPlus™

Users' Guide



For more information about WagesPlus™ and other Leyton products and services, please visit our website at [www.leytonms.com](http://www.leytonms.com) or contact

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**The information available in this document is current as of dd MMM, YYYY.**

## Preface

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WagesPlus™ is a Windows®-based customisable solution that meets the payroll needs of businesses in the Caribbean. WagesPlus™ can accept data directly from the keyboard or an imported file and use these data to generate payroll calculations and various customer-defined reports. WagesPlus™ is available for standard businesses or for specialised sectors such as hotels or building contractors.

Leyton's electronic time card system can be integrated with WagesPlus™ to eliminate the need for manually recording and entering employee hours.

When you have questions about any item, help is only a click, call or e-mail away.

This manual, the *WagesPlus™ Users' Guide* provides instructions for the generic aspects of the systems. It will guide you on how to log-on to the system, enter data in the various fields, perform calculations and produce reports.

### WagesPlus™ Companion Products

The WagesPlus™ family of products includes two other products that are available for purchase by WagesPlus™ clients. Contact our offices for more information about the availability of the following products:

- **Time Management System (TMS).** With TMS, employees can clock in on their computers and the information is instantly captured in the payroll system. This eliminates the need for manual inputs.

## 9 Short-Cut Keys

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Key	Action
Alt+S	To <i>Save</i>
Ctrl+A	To open the <i>Payroll Actions</i> window
Ctrl+N	To open the <i>Add New Employee</i> window
Ctrl+O	To open the <i>Open Employee</i> window
Ctrl+P	To <i>Print a Report</i>

# 8 Additional Customisable Options

## Additional options for Employee Details

- Deduct Social Security and Taxes: *allows you to exclude an employee from taxes*
- Employee pays Social Security and taxes: *allows you to indicate that taxes are paid by the employee*
- Include on Service Charge: *applicable to companies that pay service charge*

Figure 26 below illustrates some of these options

Figure 26: Additional Options for Payment Method

The screenshot shows a 'Worker' dialog box with the following fields and options:

- Date of Employment: / / (calendar icon)
- ID: 2437
- S. S. Number: [ ]
- First Name: [ ] Last Name: [ ]
- Address: [ ]
- Date of Birth: / / (calendar icon)
- Sex: Female
- Marital Status: Single
- Phone: [ ]
- Type of Work: [ ] Department: ADMIN STAFF
- Remaining Points: 0.00
- Pay \$: 0.00 Fortnightly
- Per hour every fortnight
- Default Job: [ ]
- Fixed Allowance: 0.00
- TMS Password: [ ]
- Deduct SS and Taxes
- Supervisor?
- Shift Length: 8
- Extra Field: 0.00
- Team leader?
- Team Leader: [ ]
- Building: Dominica C1
- Payment Method: Cash
- Bank: AID Bank
- Acc No: [ ]
- Cummulative Totals: Gross Pay: [ ] Holiday Pay: [ ] Days worked in 2008: [ ] Holiday Pay Days: [ ]
- Buttons: Tax Allowance, Employee Shifts, Previous, Next, Worker's Deductions, Banks..., Department, Save, Close

- **Full Service Payroll Bureau.** This service is offered to clients who wish to outsource their payroll processing. Data can be submitted electronically or otherwise and captured into WagesPlus™

**NOTE:** Because WagesPlus™ is customised to each client's needs, this guide only documents the basic functionality of the system.

To get an idea of the additional features associated with various options, refer to the section of this guide entitled – *Additional Customisable Options*. There you will find information on the several options available with WagesPlus™ and which may be applicable to your organisation.





## Conventions used in this Users' Guide.

- All main menu options are in block capitals and italicised. For example: *FILE*
- All menu options on main menus are emboldened. For example: **New Employee**
- All labels for dialog boxes are italicised. For example: *Pay\$:*
- All screen names are underlined. For example: Method of Payment
- All list names are placed in inverted commas. For example 'Sex', 'Frequency of Pay' and 'Banks'
- All names for action buttons are in block capitals and emboldened. For example **CANCEL**, **CLOSE**, **SAVE**.

- All box/list options are in double quotes. For example: "Fixed per Day"
- ① This symbol is used to draw your attention to an important note

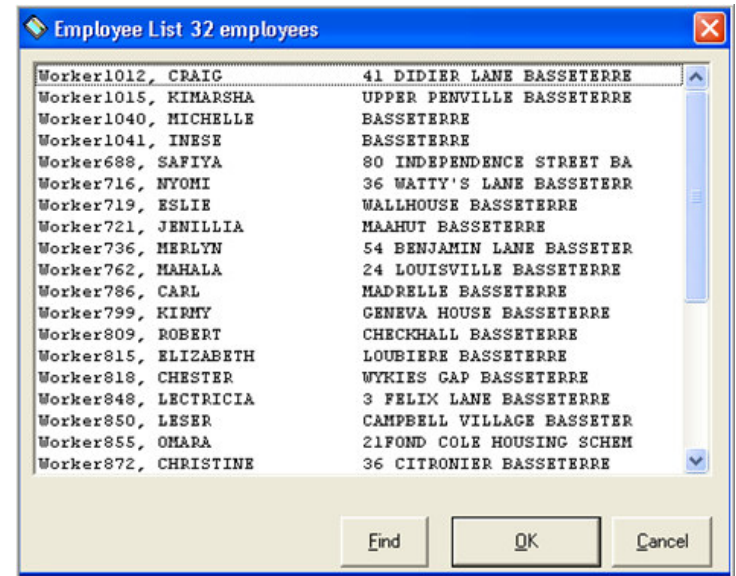
### Moving around the data entry windows

You can move from one data entry box to another by pressing the TAB key on your keyboard.

You can use the cursor keys     to move from one item on a list to the next.

2. In the screen that appears (See Figure 25), enter any part of the employee's name
3. Click on the button labelled **FIND FIRST** or **FIND NEXT** as is appropriate. The appropriate name will appear on the list.

Figure 25: Selecting an employee from the Employee List



# 7 General Notes

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## Selecting the Payroll Date

You can move from one payroll date to another by simply pressing the '+' and '-' on your keyboard while the cursor is positioned in the date field.

## Changing the Time

When entering hours for a payroll, you can quickly change the times worked as follows:

1. To increment the highlighted time by one hour, press the right arrow ► key
2. To decrement the highlighted time by one hour, press the left arrow ◀ key
3. To increment the highlighted time by ten minutes, press the '+' key
4. To decrement the highlighted time by ten minutes, press the '-' key
5. To increment the highlighted time by one minute, press the up arrow ▲ key
6. To decrement the highlighted time by one minute, press the down arrow ▼ key

## Selecting an Employee from the Employee List

To select an employee from the employee list:

1. Type the name of the person, last name first. Alternatively, you may click on the button labelled **FIND**.

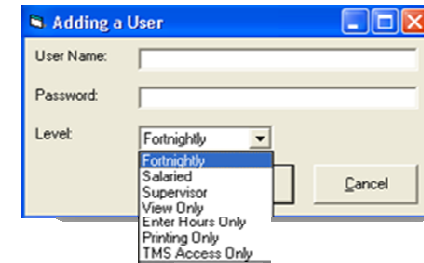
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Figure 24: Adding a User



4. You will not be allowed to delete a user that is currently logged into the WagesPlus™ system.



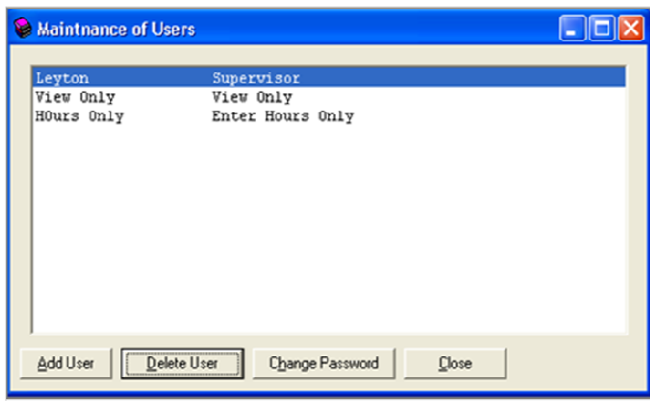
## 6 User Maintenance

WagesPlus™ has a security system. You may from time to time need to add new users or remove users from the system.

To add or remove users:

1. Select **Users** from the *MAINTENANCE* menu. A screen will appear (See Figure 23) with a list of the persons authorised to use the system

Figure 23: User Maintenance



2. To add a new user, click on the button labelled **ADD**. In the window that appears (See Figure 24), enter the name of the new user and their password.
3. To delete a user, select the appropriate user from the list and click on the button labelled **DELETE**.

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Figure 22: Setting up Deductions

**Social Security and Levy Constants**

Lower Boundary on Employee's Age: 16 yrs. Upper Boundary on Employee's Age: 62 yrs.

Levy Percentages:

Employee's Levy Percent:	3.00 %	Minimum Salary for paying Levy:	Daily Paid Workers:	\$ 230.76
Employer's Levy Percent:	3.00 %		Bi-monthly Paid Workers:	\$ 500.00
Employee's Levy Percent for old and young employees:	3.00 %		Fortnightly Paid Workers:	\$ 461.52
Employer's Levy Percent for old and young employees:	3.00 %		Monthly Paid Workers:	\$ 1000.00
Employee's Levy Percent for persons who are Director's Only:	8.00 %	Employee's Levy for Bonuses paid in Christmas:	8.00 %	
On Amounts over per month:	\$ 6500.00	pay an additional:	5.00 %	
On Amounts over per month:	\$ 7999.00	pay an additional:	7.00 %	

Employee's Social Security Percent: 5.00 % Employee's SS Percent for old and young employees: 0.00 %

Employer's Social Security Percent: 6.00 % Employer's SS Percent for old and young employees: 1.00 %

Minimum Salary for paying Levy on Christmas Bonus: \$ 1000.00 Maximum Salary on which SS is payable: \$ 78000.00

Severance Pay Percentage: 1.00 %

Page Settings Reset Save Close

### To add a new Deduction:

2. Click on the button labelled NEW
3. Enter the name of the new Deduction in the box labelled 'Description'.
4. Then click on the button labelled **SAVE**.
5. Click on the button labelled **CLOSE** when all of your changes have been made.

### To change the name of an existing Deduction:

2. Select the institution from the list. The current description will appear in the box labelled 'Description'.
3. Change it as necessary
4. Click on the button labelled **SAVE**.
5. Click on the button labelled **CLOSE** when all of your changes have been made.

## Setting up Social Security and Levy Constants

The system uses a number of constants in calculating Social Security Contributions. If there is a change in the policy of the Social Security Board for the calculation of Social Security Deductions, you may change these constants by selecting Levy Constants from the *SETUP* menu of the *FILE* menu.

- ① **Note, you should only change these in the event of a change in policy.**

Changing these under any other circumstances may cause incorrect calculations in your Social Security Calculations.

Figure 22 on the following page illustrates how the Social Security constants for St. Kitts and Nevis are setup.

# 1 Getting Started

Welcome to WagesPlus™! You will find that this product satisfies all your payroll needs. To log-on to WagesPlus™

1. Double-click on the WagesPlus™ icon on your desktop.

Figure 1

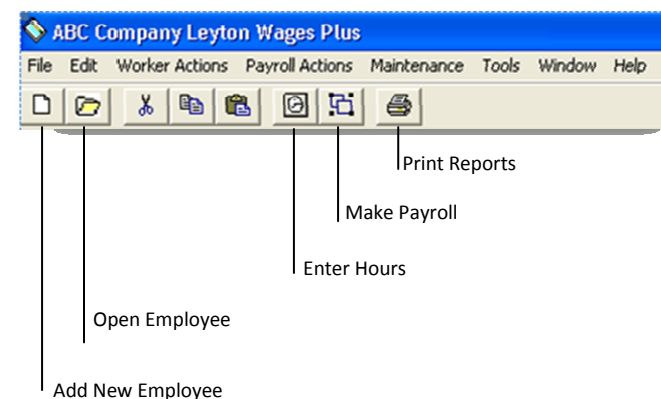
Figure 1: WagesPlus™ icon

2. When the system loads, you will be asked to enter your *username* and *password*. The *username* of the last person who used the system will be displayed.
3. Select your *username* from the list of usernames and enter your *password*.

If you are using WagesPlus™ for the first time, you may not be listed as a user. Ask a registered user in your company to login and add you to the users list. See the section on [User Maintenance](#) on Page 38 for more details.

# 2 WagesPlus™ Main Menu

Figure 2: WagesPlus™ Main Menu Options



### 3 Setting up a Pay Record

This section provides instructions on how to enter all the relevant details for a new employee, set a rate of pay, a frequency of pay, method of payment, and select the bank where the pay will be deposited.

#### Adding a New Employee

To add a new employee to WagesPlus™


1. Select **New Employee** from the *File* menu or press the short-cut keys Ctrl+N on your keyboard. Alternatively, you can click on the  icon on the toolbar. The screen depicted in Figure 3 will appear.

Figure 3: Adding a New Employee

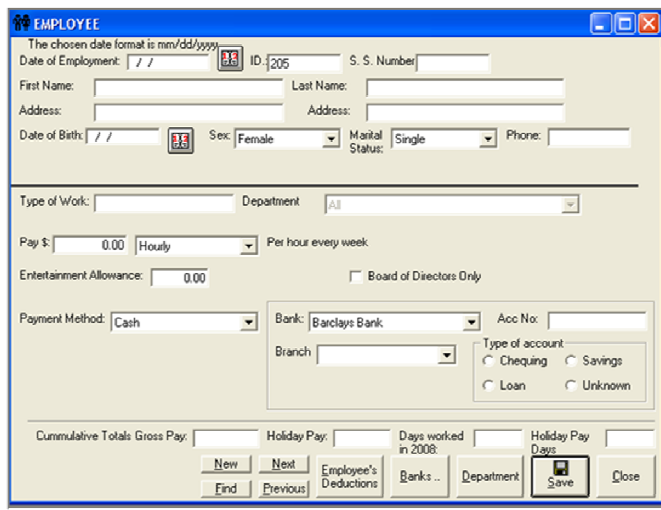
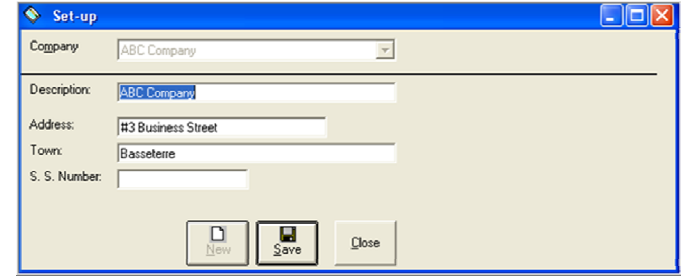


Figure 20: Setting up a Company



#### Setting up Deductions

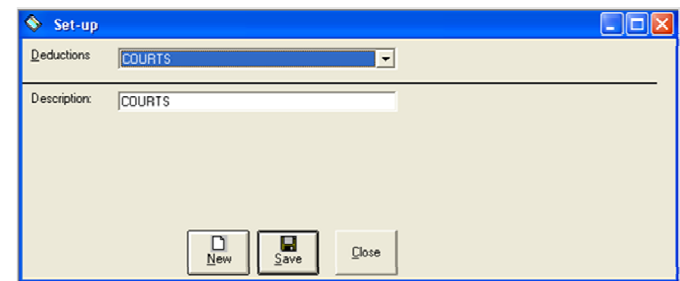
When entering deductions for an employee for a fixed amount to be deposited to a non-bank institution, you may add to the list of institutions that is displayed.

To setup deductions:

1. Click on the button on the appropriate form labelled Deductions. You may also access this option by selecting Deductions from the *SETUP* menu under the *FILE* menu.

A window will appear in which you can add and edit information about a Deduction. A list of the Deductions already in the system will be displayed near the top of the window. See Figure 21.

Figure 21: Setting up Deductions



### To change the name of an existing category:

1. Click on the button labelled **CATEGORIES**. You may also access this option by selecting the third option from the *SETUP* menu under the *FILE* menu.
2. A window will appear in which you can edit information about categories. A list of the categories already in the system will be displayed near the top of the window.
3. Select the category from the list. The current description will appear in the box labelled '*Description*'. Change it as necessary, then click on the button labelled **SAVE**.
4. Click on the button labelled **CLOSE** when all of your changes have been made.

### Setting up a Company

The name of the company appears on the top of each printed report. In addition, the company's name address and social security number appears at the top of the Social Services Levy form. You may change this information if necessary.

To setup the Company:

1. Select **Company** from *SETUP* under the *FILE* menu.
2. In the window that appears (See Figure 20), enter the company's name, address, and social security number as required.
3. Click on the button labelled **CLOSE** when all of your changes have been made.

2. Enter the requested information. Press the TAB key on your keyboard to move from one data entry field to another. Use the arrow keys on your keyboard to move up and down the lists for 'Sex', 'Frequency of Pay', 'Banks', 'Department', 'Payment Period', and 'Marital Status'.
3. When all of the information has been entered, click on the button labelled **SAVE** or press **Alt+S** from your keyboard.
4. Click on the button labeled **CLOSE** to exit this screen. Otherwise go back to Step 2 to begin to add information for another employee.

### Setting Rate of Pay

Enter the amount earned by the employee into the box labeled **Pay\$**: Then select the rate of pay:

- If the employee is paid by the hour, enter the hourly rate, e.g. \$5.
- If the employee is paid by the day, regardless of what portion of the day they may have worked, enter the daily rate here
- If the employee is paid on a weekly, fortnightly, bi-monthly or monthly basis, enter the respective rate that applies.

### Setting Frequency of Pay

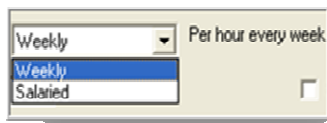
*You will need to perform this operation to specify how often an employee should be paid.*

To set the Frequency of Pay:

1. From the list labeled *Per*: Select the frequency that relates to the rate that you entered. See Figure 4.

- ① Note that there is a fixed number of options for the frequency of pay that are applicable to your company. See [Additional Customisable Options](#) section on Page 40 for all available options for this feature.

Figure 4: Setting frequency of pay



It is very important that you select the appropriate options. If you are unsure, refer to the record of another employee who is paid according to the option you want to set.

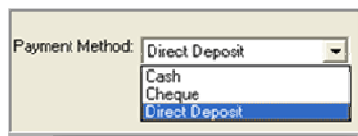
### Payment Method

*You will need to perform this operation to determine how an employee should be paid, whether cash or a direct deposit to a specified bank.*

To set the Payment Method:

Select the appropriate method of payment for the employee. See Figure 5. This selection will be associated with Cash or Direct Deposit data processing.

Figure 5: Payment Method Options



3. Change it as necessary then click on the button labelled **SAVE**.
4. Click on the button labelled **CLOSE** when all of your changes have been made.

### Setting up Categories/Location

Your company may categorise its employees in one way or another. For some companies, each employee may be in a particular category or department or location. When you are entering information about an employee, you must select the category, department or location to which they belong. If necessary, you may add to the displayed list of categories.

To set up categories or location, click on the appropriate button labelled **CATEGORIES**, **LOCATIONS** or **DEPARTMENTS**.

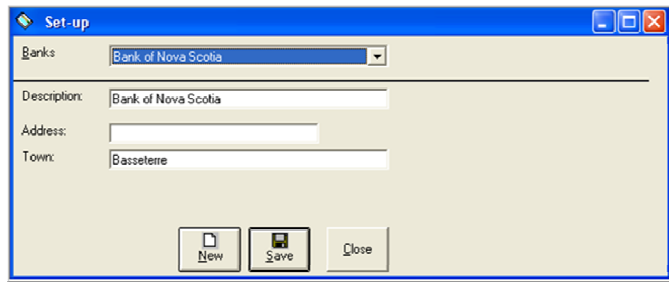
#### To add a new category:

1. Click on the button labelled **CATEGORIES**. You may also access this option by selecting the third option from the *SETUP* menu under the *FILE* menu.  
  
A window will appear in which you can add information about categories. A list of the categories already in the system will be displayed near the top of the window.
2. Click on the button labelled **NEW**.
3. Enter the name of the new category in the box labelled 'Description'.
4. Then click on the button labelled **SAVE**.

selecting **Banks** from the *SETUP* menu under the *FILE* menu.

In the window that appears, add or edit information about a Bank when the list of the banks appears near the top of the window. See Figure 19

Figure 19: Setting up Banks



**To add a new bank:**

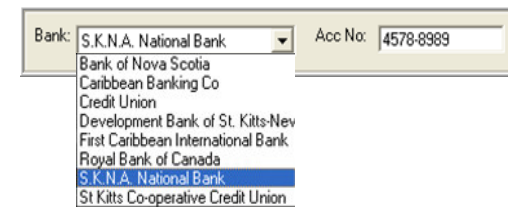
2. Click on the button labelled **NEW**
3. Enter the name of the new bank in the box labelled *'Description'*
4. Enter the address of the bank then click on the button labelled **SAVE**.
5. Click on the button labelled **CLOSE** when all of your changes have been made.

**To change the name of an existing bank:**

2. Select the bank from the list. The current description will appear in the box labelled *'Description'*

- If you indicate that the employee is paid by *"Cash"*, this employee's name will be included on the Coin Breakdown List report.
- If you indicate that the employee is paid by *"Direct Deposit"*, select the appropriate Bank and enter the employee's account number.

Figure 6: Selecting a Bank



**Adding a New Bank**

*You will need to perform this operation if a new bank begins operation in your country, or an already existing bank changes its name.*

To add a new bank to the existing list of banks do the following:


1. If the bank you wish to select does not appear on the list of banks (See Figure 6), click on the button labelled **BANKS** at the bottom of the New Employee window. (See Figure 3 on page 2)
2. In the window that appears, add the details for the new bank(s).
3. Click on the button labeled **CLOSE** to close this screen. When you close this screen, any added banks will now appear in the list. See the section on [Setting up Banks](#) on Page 31 for more details.

- ① NOTE: If only a fixed portion of the employee's salary is to be deposited to a bank, you should enter the Direct Deposit amount as a deduction. See the section on
- ① [Entering Deductions](#) on Page 17.

### Editing an Employee's Information

*You will perform this procedure if you wish to quickly view the details of an employee or to update the details with changes, additions or deletions. Go to Section 3 if you wish to add a New Employee.*

If you wish to view or edit the details of an employee's record, perform the following steps:

1. Select **Open Employee** from the *FILE* menu, then press the keys Ctrl+O from your keyboard or click on the  icon on the toolbar
2. Select the appropriate name from the list of employee names that appears. See the section on
3. [Selecting an Employee from the Employee List](#) on page 40 for more details.
4. When the selected employee's name is highlighted, click on the button labeled **OK**.
5. In the screen that appears (See Figure 7), edit the employee's information. Remember to use the TAB key on your keyboard to move from one data entry box to the next.
6. When all of the information has been edited, click on the button labelled **SAVE** or press the keys Alt+S on your keyboard.

- a percentage of their gross salary
  - a percentage of their gross salary for the year to date.
7. Finally, enter the dollar amount or percentage in the box.  
  
If, for example, you wish to pay a bus allowance of \$3.50 per day worked to all daily paid employees who live in Sandy Point, you would check the box labelled *Address* as the basis for the allowance, and choose "Sandy Point" from the list of addresses. Next, you would select the option "Fixed per Day", and in the box below this option, enter 3.5.
  8. When all of the information has been correctly entered, click on the button labelled **SAVE** to save your work.

If you wish to see the effect of any changes to Allowances, you will have to remake the affected payrolls. See section on [Make Payroll](#) on page 23 for more details.

### Setting up Banks

For employees who receive their wages by direct deposit, you must select a bank to which their pay is to be deposited. When the Bank List report is printed, their name and account number will be included in the letter to the bank.

Alternatively, you may be entering deductions for an employee for a fixed amount to be deposited to a bank.

In either situation, if necessary, you may add to the list of banks that is displayed. To setup Banks:

1. Click on the button on the appropriate form labelled **BANKS**. You may also access this option by



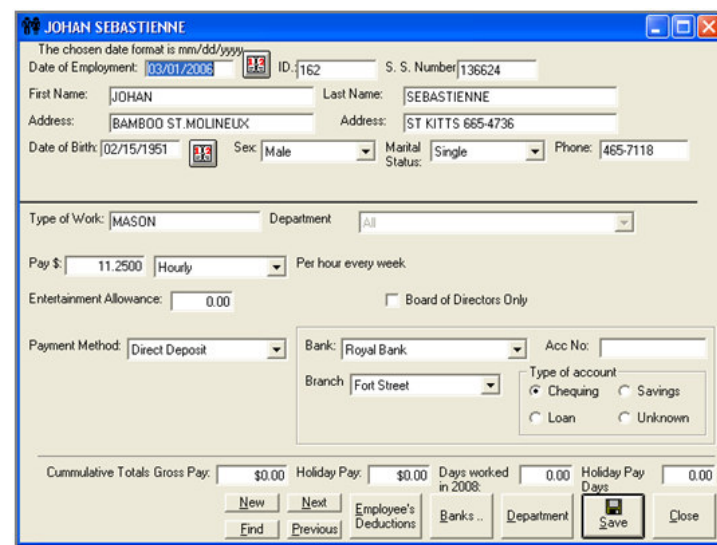
2. Enter a description for the allowances, for example, "Bus Allowance".
3. Select the way this statutory allowance should be treated for the purposes of Social Security. If you select "Include before taxes", from the box labelled *Type*, Social Security amounts will be deducted from this allowance.
4. Enter the dates on which you wish this allowance to begin and end. If, for example, you are paying a Christmas bonus, simply enter the start and end date as the dates of the payroll for which the bonus is to be paid.
5. Enter the *Basis* for this allowance, i.e. which of your employees should receive this allowance. This may be based on the number of days worked over a certain amount, the department in which they work, the town in which they live<sup>1</sup>, and/or their rate of pay.

You may select any or all of these bases, but you must select at least one. Hint, if you want the bonus to be paid to all employees that work, check the box labelled *Number of days worked over*, and enter 1.

6. Select the appropriate option for the Amount of the bonus. The bonus may be:
  - Fixed per payroll
  - Fixed per day worked
  - A multiple of the employee's rate of pay

7. Click on the button labelled **CLOSE** to exit this screen.

Figure 7: Editing an Employee's Information



- ① NOTE: you can use this screen to access the Employee Deductions. The section on [Entering Deductions](#) on page 17 provides more details.
- ① You can use the navigation buttons labelled **NEXT**, **PREVIOUS** and **FIND** to quickly go to another employee's record. The employees' records are in alphabetical order of their last names.

Use **NEXT** to take you to the information for the next employee that alphabetically follows the one you are currently viewing. **PREVIOUS** takes you to the employee's information that precedes the one that you are currently viewing.

<sup>1</sup> This option is useful for bus allowances. Please note that the addresses shown are based on the addresses entered in the second address box for the employees.

Use **FIND** to go to the records of a specific employee. You will be asked to enter the name of the employee that you would like to find. You can enter any part of the employee's name. If you enter the full name, type in the Last name then the First name, separated by a comma. For example: Brown, John

### Dismissing an Employee

*You will perform this procedure if an employee no longer works with the company.*

To Dismiss an employee, perform the following steps:

1. Select **Dismiss** from the *EMPLOYEE ACTIONS* menu. A list of current employees will appear. See Figure 8
2. Select the name of the employee to be dismissed and click on the button labeled **Dismiss**.
3. When you are prompted, enter the date on which the employee was dismissed. This is important for salaried employees as it determines the payroll for which they will be included.
4. Click on the button labelled **CANCEL** when you have selected all the employees that are to be dismissed.

## 5 Setup

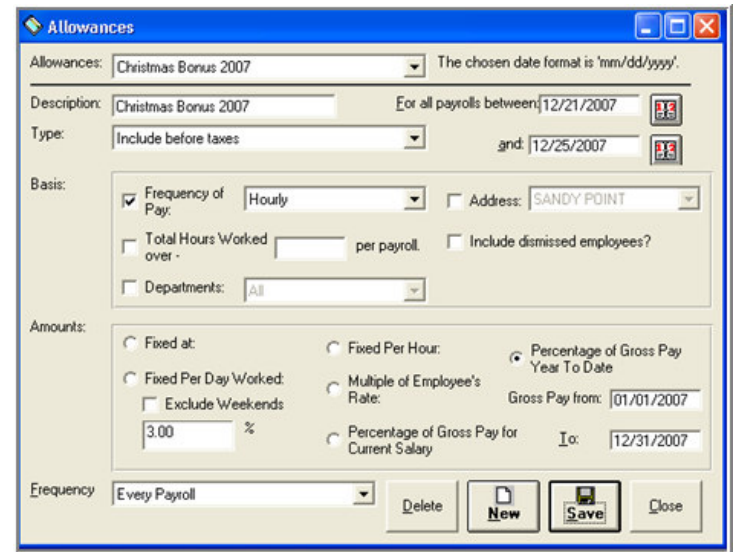
WagesPlus™ uses a number of lists and categories. The *SETUP* menu gives you the opportunity to change a few of those lists and categories.

### Setting up Allowances

You may pay your employees a regular allowance each payroll, based on a number of characteristics about a worker. To set up Allowances:

1. Select **Allowances** from the *SETUP* menu under the *FILE* menu. A window will appear in which you can design the type of allowances that you wish to be paid to your employees. See Figure 18

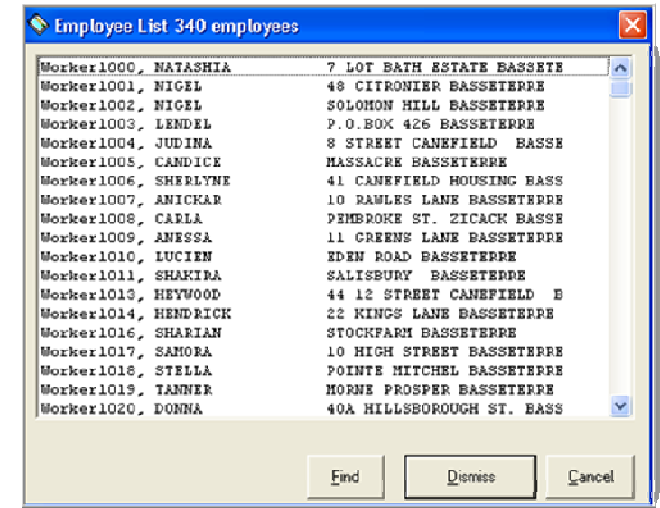
Figure 18: Setting up Allowances



## Additional Available Reports

Report Name	Report contents
<b>Bank Disk</b>	Electronic version of the Bank and Deductions list.
<b>Payroll Journal</b>	This is an accounting report designed according to the needs of the client.
<b>Payroll Summaries</b>	Payroll information summarised by date (for example, totalling all information for the last month) and/or by employee, for example, totalling all employee data for a specified period

Figure 8: Dismissing a Worker



- ① Note that when you Dismiss an employee, their details are not deleted from the database. All that happens is that their record status in the database changes from active to inactive. As such, you can reactive the employee's status by performing the steps for the Rehire procedure.

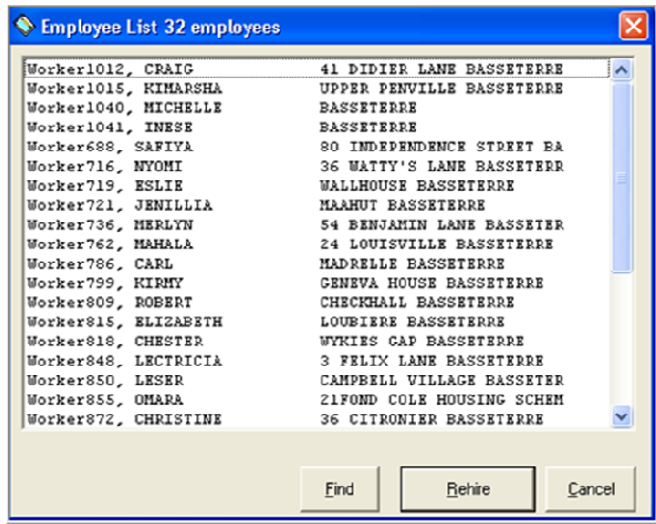
## Rehiring an employee

You will perform this procedure if an employee who left the company was subsequently rehired. These steps reactivate the employee's record.

To Rehire an Employee, perform the following tasks:

1. Select **Rehire** from the *EMPLOYEE ACTIONS* menu. A list of previously dismissed employees will appear. See Figure 9

Figure 9: Rehiring a Worker



1. Select the employee to be rehired and click on the button labeled **Rehire**.
2. Click on the button labelled **CANCEL** when you have finished.

4. Click on the button labelled **SHOW** to view the reports on the screen, or **PRINT** to send the reports to the printer.

### Some Basic Reports

Report Name	Report contents
<b>Payroll</b>	Shows details of payment for each employee on the chosen payroll. This might include number of hours worked, and so on. Each client determines what fields they would like to see on this report
<b>Hours List</b>	Shows a list of hours worked for this payroll, including the number of hours for overtime, public holiday and so on.
<b>Employee Details</b>	Shows information on the employee's permanent record. You have the option to print a list of employee name and social security numbers or a detailed list of employee information including date of birth, rate of pay and so on.
<b>Bank and Deduction List</b>	These crucial reports are designed as letters to each institution to which the employee has requested that money be sent.
<b>Payment History</b>	Shows the same details as on the payroll report, but for each employee for a number of payrolls within a time period specified by the user.
<b>Statutory Report</b>	These reports are prepared for submission to the social security board, NIS schemes, government and so on.
<b>Cheque List</b>	A list of persons for whom cheques have been written.
<b>Coin breakdown list</b>	A breakdown of the currency denominations needed to meet the payments to employees paid by cash

## 4 Printing Reports

WagesPlus™ comes with a number of payroll reports. These reports may be viewed on screen or sent to a printer. To access these reports:


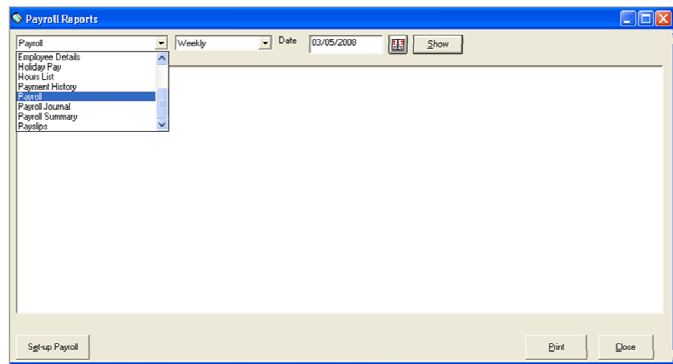
1. Select **Payroll Reports** from the *PRINT* menu under *FILE*, press the short-cut keys Ctrl+P from your keyboard or click on the  icon. A window will appear (See Figure 17)

Figure 17: Printing Reports



A list of reports appears on the left and the payroll date in the middle. If your company prepares separate payrolls, a list of the types of payrolls will appear near the right of the top of the screen.

2. Select the report to be printed from the list.
3. Select the appropriate payroll date

## 3 Creating a Payroll

This section provides instructions on how to set up a payroll cycle. Whether your company pays its employees on a daily, weekly, fortnightly, monthly daily basis, or other specified cycle, the steps are given below.

- ① Note that WagesPlus™ works in batch mode. This means that your actions will not go into effect immediate as they are changed. WagesPlus™ allows you to make as many entries and changes before you indicate that these actions should be executed. This is designed to make the payroll generation process go much faster

You should enter the Employee time, Deductions, Allowances and Vacation Pay and then Make Payroll to see the effects of any changes.

### Entering Time Worked for a Payroll

To create a payroll, you must begin by entering the employee's total time worked.

- ① Note that if you are creating a monthly payroll and your monthly employees do not receive overtime, this step is not necessary.

To enter an employee's time worked, do the following steps:

1. Select **Enter Time** from the *PAYROLL ACTIONS* menu. If your company operates more than one payroll for which hours must be entered, a sub-menu will appear from which you can select the payroll for which you wish to enter the time.

- In the screen that appears (See Figure 10), enter a payroll date. See the section on [Selecting the Payroll Date](#) on Page 40 for more details. Press the TAB key to move to the list of employee names.

Figure 10: Entering time worked or Payroll

SEBASTIENNE, JOHAN ID: 162 - Time for the payroll dated 03/31/2008

Payroll Date: Monday 03/31/2008 The chosen date format is 'mm/dd/yyyy'.

Emp No: 162 Name: SEBASTIENNE, JOHAN ID: 162

Date	Hours	Type	In	Out	In	Out
03/25/2008	24.50	Reg Hours	07:00 AM	08:00 AM	05:00 PM	04:30 PM
03/26/2008	9.00	Reg Hours	07:00 AM			04:30 PM
03/27/2008	9.00	Reg Hours	07:00 AM			04:30 PM
03/28/2008	9.00	Reg Hours	07:00 AM			04:30 PM
03/29/2008	9.00	Reg Hours	07:00 AM			04:30 PM

Total Hours Worked: 60.50

Date: Saturday 03/29/2008 In: 07:00 AM Out: : M In: : M Out: 04:30 PM

No. of Hours: 9.00 Reg Hours 10400-SF FACTORY SHELL-INDI

Number of hours: 9 hours 0 minutes

Buttons: Find, Delete, New, Save, Close

- Select the employee name for which you wish to enter the time. See the section on
- [Selecting an Employee from the Employee List](#) on page 40 for more details.
- To continue, select the next employee name on the list labelled 'Name' (See Figure 10).
- Click on the button labelled **CLOSE** to close this window.

## Reopen a Payroll

You should only Reopen a Payroll if you want to make changes.

To Reopen a Payroll

- Select **Reopen Payroll** from the *PAYROLL ACTIONS* menu.
- Enter the date of the payroll that you wish to reopen. See the section on [Selecting the Payroll Date](#) on Page 40 for more details.
- When the correct date has been entered, click on the button labelled **OK**. The payroll for this date will be opened.
- Proceed with making your changes.
- Make Payroll. See section on [Make Payroll](#) on page 10 for more details.

## Deleting a Payroll

Be certain that you want to do this. All time, allowances, vacation pay associated with the selected payroll will be deleted! **Proceed with caution.**

**To Delete a Payroll:**

- Select **Delete Payroll** from the *PAYROLL ACTIONS* menu.
- Enter the date of the payroll that you wish to delete. See the section on [Selecting the Payroll Date](#) on Page 40 for more details.
- When the correct date has been entered, click on the button labelled **DELETE**. The payroll for this date will be deleted.

that you wish to remake the payroll. If you are sure, select **YES** to continue. If not, select **NO**

WagesPlus™ will calculate the payroll for the date specified and a message will appear indicating that the “payroll file has been made”.

6. Proceed to print the payroll reports.

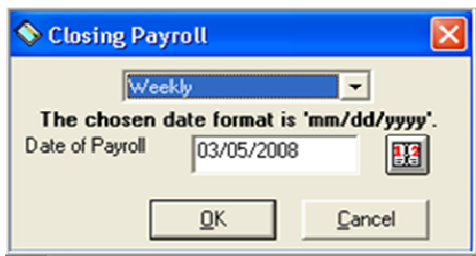
### Closing a Payroll

It is recommended that once a payroll has been printed, and the employees have been paid that the Payroll is closed. This protects the payroll from any unintentional entries or changes.

To Close a Payroll:

1. Select **Close Payroll** from the *PAYROLL ACTIONS* menu. A window will appear. See Figure 16.
2. Enter the date of the payroll that you wish to close. See the section on [Selecting the Payroll Date](#) on Page 40 for more details.
3. When the correct date has been entered, click on the button labelled **OK**. The payroll for this date will be closed and no more changes can be made to it.

Figure 16: Closing the Payroll

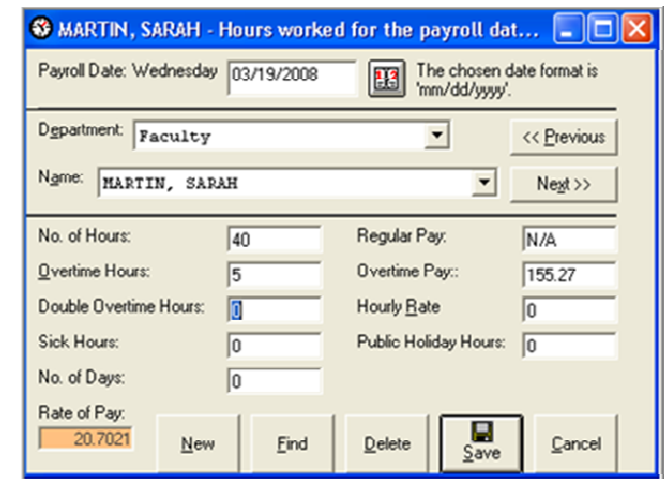


### Editing Time

To change the times an employee worked, do the following steps:

1. Enter the correct payroll date (See Figure 10)
2. Select the employee name from the list of employee names. The information that was entered for that employee for the selected payroll date will appear. (See Figure 11)

Figure 11: Editing an employee's time



3. Change the start time and end time. Alternatively you can leave the start and end time blank and enter the number of hours

4. When you click on **SAVE**, WagesPlus™ will recalculate the hours.
5. If totals appear to be incorrect, make the relevant changes to start and end time, then click again on the button labelled **SAVE**.

### Deleting Time

To delete the employee's time worked:

1. Enter the correct payroll date (See Figure 10)
2. Select the employee's name. The employee's payroll information will appear.
3. From the list, click on the entry that is to be deleted.
4. Click on the button labelled **DELETE**. You will be prompted to confirm the deletion of this item. Select YES to delete, NO if you changed your mind.

### Entering Vacation Pay

This operation can be performed for more than one employee at a time. To enter vacation pay for an employee,

1. Select **Enter Vacation Pay** from the *PAYROLL ACTIONS* menu.
2. In the window that appears (See Figure 12) enter a payroll date, and the vacation pay details for the selected employees. See the section on [Selecting the Payroll Date](#) on Page 40 for more details. Press the TAB key to move to the list of employees.
3. Select the employee for which you wish to enter vacation pay. See the section on

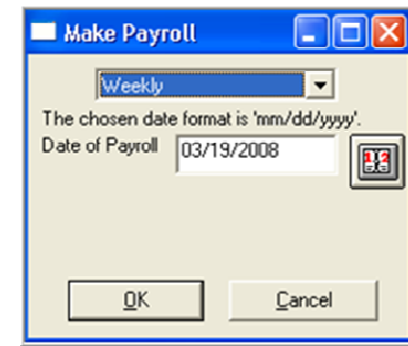
### Making the Payroll

After all of the payroll information has been entered, you must complete one final step, namely Making the Payroll.

To Make the Payroll:

1. Select **Make Payroll** from the *PAYROLL ACTIONS* menu or press the keys Ctrl+A on your keyboard. A window will appear. See Figure 15
2. Enter the date of the payroll you wish to make. See the section on [Selecting the Payroll Date](#) on Page 40 for more details. If your company creates multiple payrolls, a list of the possible payrolls types will appear below the date.
3. Select the correct item from the list.

Figure 15: Making the Payroll



4. Enter the correct information and click on the button labelled OK.
5. If a payroll had already been created for this date, and there have been no changes to worker's hours, vacation pay or allowances since this payroll was made, a message will appear asking you to confirm



5. In the box labelled Taxable Adjustments, enter any adjustments from which social security and taxes should be deducted.
  6. In the box labelled Non Taxable Adjustments, enter any adjustments from which social security and taxes should not be deducted.
- ① NOTE: A company may have additional options for allowances. Refer to the [Additional Customisable Options](#) section on page 36 for a list of these options.

### Editing Individual Allowances

To change the allowance amount entered for a particular payroll for a particular employee

1. Enter the appropriate payroll date
2. Select the employee's name
3. Enter the Allowance in the appropriate box as described above
4. Click on the button labelled **SAVE**. You will be prompted to confirm that you wish to edit the amount that has already been entered. Select **YES** to delete, **NO** if you changed your mind.

### Deleting Individual Allowances

To delete the allowance entered for a particular payroll for a particular employee:

1. Enter the appropriate payroll date
2. Select the employee's name
3. Enter zero for that allowance
4. Click on the button labelled **SAVE**.

4. [Selecting an Employee from the Employee List](#) on page 34 for more details.

The following information about the employee's record will be displayed (See Figure 12), Payroll date, ID and name, the number of working days of vacation, vacation start and end date, his/her cumulative gross pay since his/her last vacation pay and any vacation pay received in the current year.

**Figure 12: Entering Vacation Pay**

Based on this information, the system will calculate the amount of holiday pay owed to the employee as follows:

### Calculation of Vacation Pay

Number of days worked vacation pay	Calculation
Less than 28	zero
29 – 154	gross pay divided by 11
over 154	gross pay per day multiplied by 14

Source: Department of Labour, St. Kitts and Nevis as at the date of publication of this Guide

- ① Note that these calculations will be adjusted according to your country's labour regulations.

The amount of vacation pay owed will be displayed near the bottom of screen in a box labelled Vacation Pay on this payroll:

To change this amount:

1. Enter your values for the start and end vacation dates for the cumulative gross salary.
2. Check that the calculations are correct. When the appropriate amount is visible in the box labelled *Vacation Pay on this payroll*: click on the button labelled **SAVE**.
3. Enter a new value in the box labelled *Vacation pay for this payroll*

### Editing Vacation Pay

To change the vacation pay entered for a particular payroll for a particular employee

1. Enter the appropriate payroll date
2. Select the employee

### Entering Allowances

Use this option to provide an employee with a pay adjustment, a one-time bonus or an allowance. To enter an individual allowance for an employee:

1. Select **Enter Allowances** from the *PAYROLL ACTIONS* menu. A window will appear. See Figure 14.

Figure 14: Entering Allowances



2. Enter a payroll date and the allowance for the selected employee. See the section on [Selecting the Payroll Date](#) on Page 40 for more details. Press the TAB key to move to the list of employees.
3. Select the employee's name for which you wish to enter the allowance. See the section on
4. [Selecting an Employee from the Employee List](#) on page 40 for more details.

1. First select the employee's name from the list. The list of deductions entered for that employee will appear.
2. Click on the incorrect entry on the list. The data for that entry will appear at the bottom of the screen.
3. Make the relevant changes then click on the button labelled **SAVE**.

#### Changing / Ending a deduction

If an employee makes a request to have a deduction changed, you should *end* the existing deduction.

To change the existing deduction:

1. Enter an end date and save it
2. Create a new deduction. See section on page 19 on [Entering New Deductions](#).

If an employee makes a request to have a deduction ended, select the deduction and enter an end date.

#### Deleting Deductions

Deductions should only be deleted if they were incorrect and have never been paid. To stop a deduction, simply enter an end date into the appropriate field. The deduction will be included in any payrolls after that end date.

To delete deductions worked by an employee:

1. First select the employee from the list. The list of deductions entered for that employee will appear.
2. Click on the entry in the list that is to be deleted.
3. Then click on the button labelled **DELETE**. You will be prompted to confirm the deletion of this item. Select **YES** to delete, **NO** if you changed your mind.

3. Enter the correct vacation pay in the box labelled *Vacation Pay on this payroll*: and click on the button labelled **SAVE**.

You will be prompted to confirm that you wish to edit the amount which has already been entered. Select **YES** to delete, **NO** if you changed your mind.

#### Deleting Vacation Pay

To delete the vacation pay entered for a particular payroll for a particular employee

1. Enter the appropriate payroll date
2. Select the employee's name.
3. Enter zero in the box labelled *Vacation Pay on this payroll*;
4. Click on the button labelled **SAVE**.
5. You will be prompted to confirm whether you wish to delete the amount that has already been entered. Select **YES** to delete, **NO** if you changed your mind.

#### Entering Deductions

Use this WagesPlus™ feature to enter any fixed amounts that employees request to be deducted from their salaries. The deductions may be directed towards Banks or other institutions.

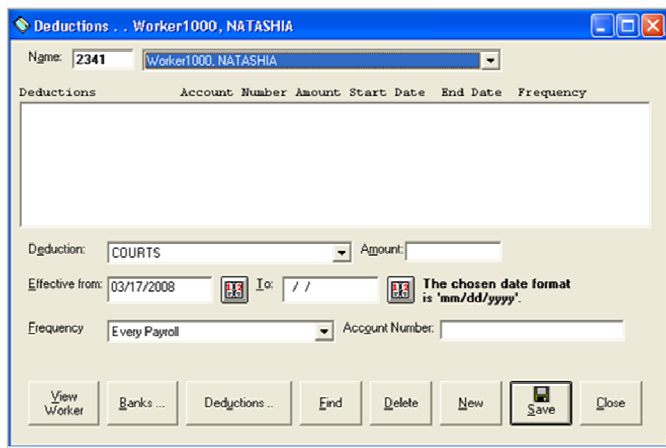
- If the deduction is paid to a bank, it will be included on the Bank List.
- If the employee is paid by direct deposit, all deductions will be met and the residual salary

will be deposited to the bank account specified on their master record.

To enter deductions for an employee:

1. Select **Enter Deductions** from the *PAYROLL ACTIONS* menu.

Figure 13: Entering Deductions



2. In the screen that appears (See Figure 13), select the employee for which you wish to enter a deduction. See the section on
3. [Selecting an Employee from the Employee List](#) on page 40 for more details.

Any deductions that have already been entered for this employee will appear on the list below their name. This list will show:

- the name of the institution that receives the deduction
- the amount to be deducted

- where applicable, the account number to which the money is to be deposited
- the start and end dates of the deduction.

#### Entering new deductions:

1. Click on the button labelled **NEW**.
2. Select the name of the institution receiving the deduction from the list. If the institution does not appear on the list, click on the button labelled **BANKS** or **DEDUCTIONS** depending on the type of institution
3. Once the correct institution has been selected, press the TAB key. Enter the amount of the deduction. Press the TAB key again.
4. Enter the date on which this deduction became effective. Press the TAB key.
5. Enter the date on which this deduction is to end. If there is no end date, simply leave this date blank. Press the TAB key.
6. Finally enter the account number to which the money is to be deposited. If this is not relevant, simply leave it blank.
7. When all of the information has been entered, click on the button labelled **SAVE**. The newly added information will appear on the list of deductions worked for that employee.

#### Editing Deductions

You should only edit a deduction if it was incorrectly entered and has never been paid.

To change the deductions for an employee: