

# Adjustments

SELECTPAY



# COMMERCIAL STATEMENT

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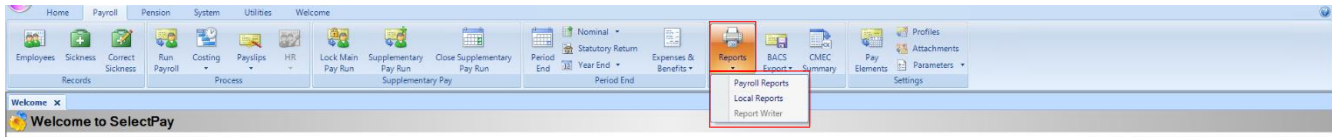
# INTRODUCTION

This document is to assist with finding SelectPay based adjustments to employees pay, i.e. Uniform and Bonus etc.

## SELECTPAY – OVERVIEW

This is how to find the top leave detail, i.e. how many uniform deductions were made etc.

Once logged into SelectPay, Go to Reports and Payroll Reports:



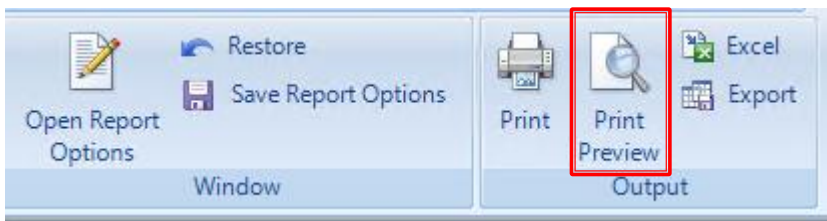
Once in the reports list find the report called 'Pay Element Detail' and open the report (double click):

Analysis	Parental	Parental Pay Detail	PAY
Analysis	Parental	Parental Pay Summary	PAY
Analysis	Pay Elements	Pay Element Detail	PAY
Analysis	Pay Elements	Pay Element Effective Values	PAY
Analysis	Pay Elements	Pay Element Summary	PAY
Analysis	General	Payment Summary by Department	PAY

Once in the report options, change the 'Search Type' to 'Equal to' entered the payroll year and the period, and ensuring to have 'Include Leavers ticked' and set the pay element code for 'Bonus' etc as per the example below:

Name	Search Type	From	To
Employee Code	Any Value		
Surname	Any Value		
Pay Frequency	Any Value		
Department	Any Value		
Include Earnings			
Include Deductions			
Pay Element Code	Equal To	Bonus	
Sort Key	Any Value		
User Sort 1	Any Value		
User Sort 2	Any Value		
User Sort 3	Any Value		
User Sort 4	Any Value		
User Sort 5	Any Value		
User Sort 6	Any Value		
Pay Element Sort Key	Any Value		
Pay Element Post	Any Value		
Year	Equal To	2019	
Period	Equal To	19	
Include Leavers			<input checked="" type="checkbox"/>

Then Click Print Preview:

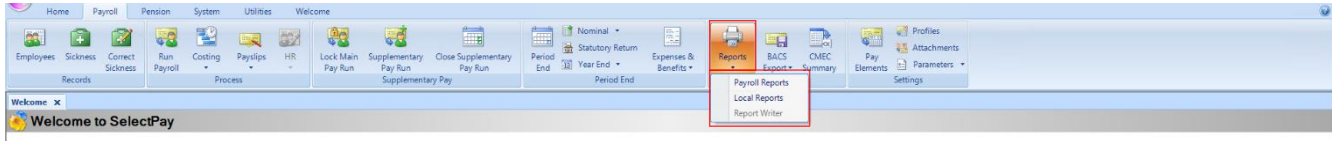


Pay Element Detail							13:38:48	24-Feb-2020	Page 1
Thames Cleaning & Support Services - Payroll									
Code	Post	Period	Rate	Quantity	Gross	Employer NIC	Total		
BONUS		10	531.000	1.00	531.00	36.94	567.94		
BONUS		10	50.000	1.00	50.00	0.00	50.00		
BONUS		10	50.000	1.00	50.00	0.00	50.00		
BONUS		10	53.000	1.00	53.00	0.13	53.13		
BONUS		10	50.000	1.00	50.00	0.00	50.00		
BONUS		10	52.000	1.00	52.00	0.00	52.00		
BONUS		10	440.500	1.00	440.50	45.29	485.79		
BONUS		10	106.100	1.00	106.10	8.41	114.51		
BONUS		10	50.000	1.00	50.00	1.63	51.63		

# SELECTPAY – EMPLOYEE BREAKDOWN:

This is how to find the top leave detail, i.e. who had a uniform deduction were made etc.

Once logged into SelectPay, Go to Reports and Payroll Reports:



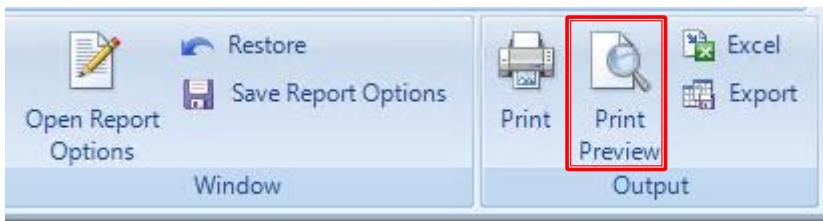
Once in the reports list find the report called 'Payment Summary Detail by Employee' and open the report (double click):

Analysis	Pay Elements	Pay Element Effective Values	PAY
Analysis	Pay Elements	Pay Element Summary	PAY
Analysis	General	Payment Summary by Department	PAY
Analysis	General	Payment Summary by Employee	PAY
Analysis	General	Payment Summary Detail by Employee	PAY
Analysis	General	Payment Summary Grand Totals	PAY
Analysis	Pension	PensionHistory	PAY
Analysis	Pension	Pension Salary Sacrifice	PAY
Analysis	Pension	Pension Summary	PAY

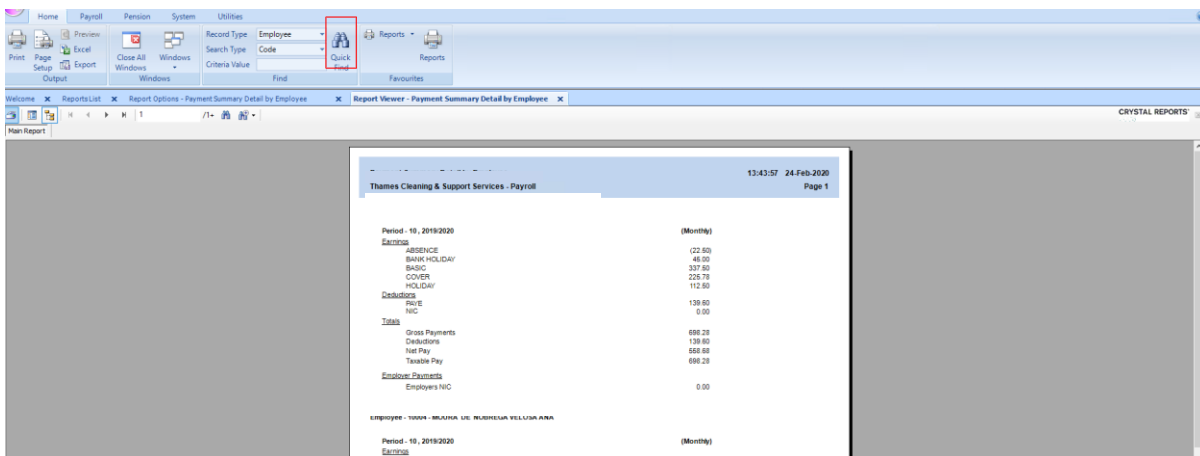
Once in the report options, change the 'Search Type' to 'Equal to' entered the payroll year and the period, as per the example below:

Name	Search Type	From	To
Employee Code	Any Value		
Surname	Any Value		
Pay Frequency	Any Value		
Department	Any Value		
Sort Key	Any Value		
User Sort 1	Any Value		
User Sort 2	Any Value		
User Sort 3	Any Value		
User Sort 4	Any Value		
User Sort 5	Any Value		
User Sort 6	Any Value		
Year	Equal To	2019	
Period	Equal To	01	

Then Click Print Preview:



Once the report is produced use the 'Quick Find' and type in the 'Pay Element' you are trying to find and make a note of them as you go.





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