

# 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:

💛 Home Payroll Pension System Utilities Welcome															
Employees Sickness Records	Correct Sickness	Run Payroll	Costing Proc	Payslips	HR +	Lock Main Pay Run	Supplementary Pay Run Supplement	Close Supplementary Pay Run ary Pay	Period End	Expenses & Benefits •	Reports Payro	BACS Export • S	CMEC Symmary	Pay Elements Settings	
Wetcome x Local Reports By Wetcome to SelectPay															

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:

Search Sections Sort			
Name	Search Type	From	То
EmployeeCode	Any Value		
Surname	Any Value		
Pay Frequency	Any Value		
Department	Any Value		
Include Earnings	2		
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	10	
Include Leavers	V		

#### Then Click Print Preview:



Thames Clear	ning & 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:

Home Payroll Pension System Utilities	Welcome			
Employees Sickness Correct Sickness Payroll	R Lock Main Supplementary Close Supplementary Pay Run Pay Run Pay Run	Period Statutory Return Period Year End * Expenses & End II Year End * Benefits *	Bagens         BACS         CARC         Pay         Tabanhents           Bagens         Subchants         Subchants         Subchants	
Records Process	Supplementary Pay	Period End	Payroll Reports Settings	
Welcome ×			Local Reports	
Welcome to SelectPay			Report Writer	

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:

Search Sections			
Name	Search Type	From	То
EmployeeCode	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	10	

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.

Home         Payroll         Pension         System         Ublikes           Image: Stage of the sta	A Reports - Reports Procuries Report Viewer - Preprint Summary Detail by Employee X		CRYSTAL REPORTS : 2
l ne melen i	Thames Cleaning & Support Services - Payrott Period - 19, 20192020 Earcoa Earco	13:43:57 24 Feb-2020 Page 1 (Monthly) (27 68 4 50 4 57 337 50 237 53 112 60 6 00 5 0 6 00 6 00 6 00 6 00 6 00 6	
	Lettinyo Lettinyo Tasabo Pay <u>Ensione Panteets</u> Engoyen 100 Lettinyoo 49, 20192020 <u>Earnood</u>	(Marethy)	



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