

Payrun Processing Guide

TEMPLACMS

Version: 1 (CMS v.6.1.0, April 2018)



COMMERCIAL STATEMENT

This document is subject to any terms as per teamssoftware.com/legal.

Please note this document is intended as a guide only to assist with the posting of a Payroll Batch TemplaCMS. It is solely the responsibility of the customer to ensure that employee's payroll payments are processed correctly each pay period

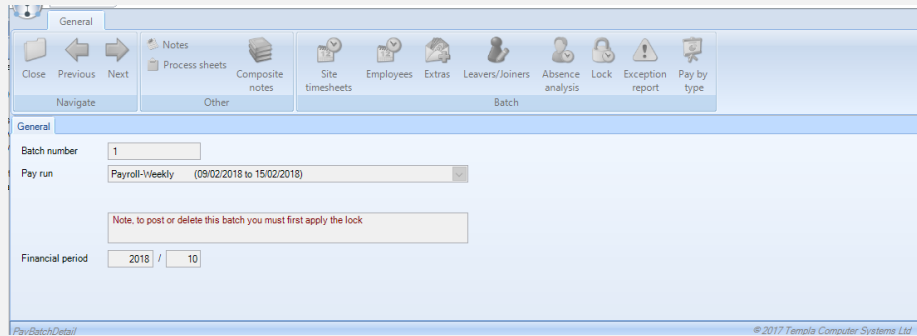
INDEX

Step	Description	Page number
1	Lock the Payroll Batch	4
2	Generating Employees Pay	4
3	Check for un-approved employees	4
4	Process Leaver/Joiner movements	5
5	Post the Payroll Batch	7

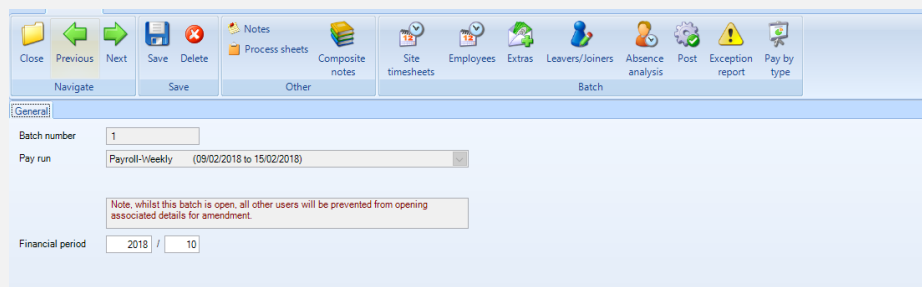
Step Details

1 Lock the Payroll Batch

Double click the relevant payrun batch and then click on lock:

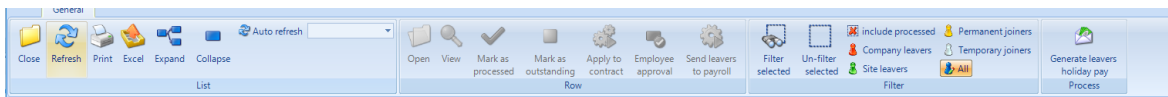


If the managers are still completing timesheets, the 'Lock Down' button may appear. Once 'Locked' or 'Locked Down', the green 'Post' button will appear if **all** timesheets in the batch have been 'green ticked'



2 Generating Leavers Holiday Pay

From the Payrun Batch -> Leavers/Joiners screen click on 'Generate Leavers Holiday Pay'



This will bring up a list of all Site and Company leavers and the value the system calculated that should be paid to (green values) or deducted from (red values) the employee's final pay:

The screenshot shows the 'Calculations' table with the following data:

Ready to process?	Employee	Site	Leaving date	Pro-Rata entitlement	Used	Adjustments	Pro-Rata balance	Holiday pay value	Average hours per day	Average hourly rate	Average daily rate	Qty to pay	Pay slip comment
<input type="checkbox"/>	2019 - Riascos C	CAFFE/ER - 02	08/02/2018	2.92	0.00	0.00	2.92	£40.75	1.60	£9.15	£14.64	2.92	
<input type="checkbox"/>	4508 - Osorio, Lui	CAFFE/ER - 01	08/02/2018	2.92	0.00	0.00	2.92	£53.44	2.00	£9.15	£18.30	2.92	

These holiday pay values can be manually overridden if required

3 **Check for un-approved employees (if relevant)**

If the un-approved employee functionality is used in TemplaCMS any un-approved employees in the payrun batch will be identified by the ‘unapproved icon’:



These employees can be found from the Payrun batch -> Employees

St	Payroll nu	Employee name	Site code	Site name	Total hrs	Total pay	Work type	Contracted hrs	Contracted pa
	006942	Melo Torres, Priscilla	AAWS/0	AAWS 2ND	42.00	£286.00	CLEANER -	44.00	£286.00
	7415	Amankwaah, Naana	BMUB/0	BMUB 26	63.00	£429.00	CLEANER -	66.00	£429.00

If any of the existing employees identified as ‘un-approved’ need to be approved so that they get paid this pay period go to the employee list (Payroll menu -> Employees) find the relevant employee, open the employee record. The bottom of the employee record should show the approval section – in order to approve the employee, click on the ‘Approved’ button.

approval

Approval level: Site Employee

Buttons: Begin, Approved, Rejected

Un-approved

Templa Support
06/04/2016 14:00
No bank details

Any new employees (added to the timesheets in this pay period) can be approved from the Payroll batch -> Leavers/Joiners screen via the ‘Employee Approval’ button

St	Movement details	Processed	Employee	Site approval	Unapproved reasons
	left company - on 31/12/2014	<input checked="" type="checkbox"/>	006942 - Melo Torres, Priscilla	Un-approved	No Paperwork

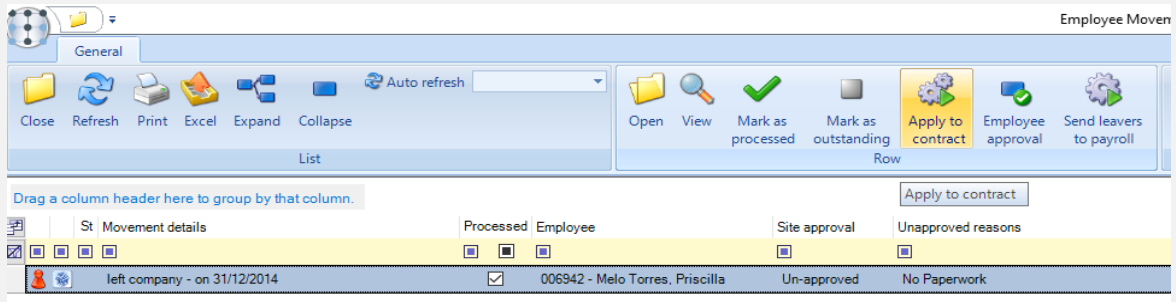
4 **Process Leaver/Joiner movements**

From the **Payrun Batch -> Leaver/Joiner** screen click on the ‘All’ button to ensure the full list of leavers and joiners are displayed.

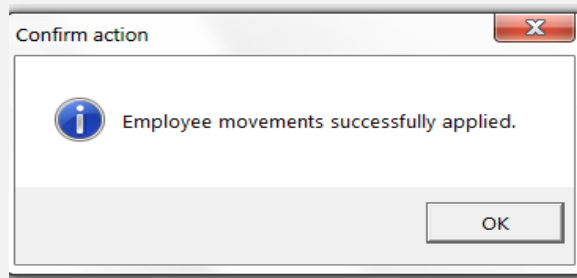
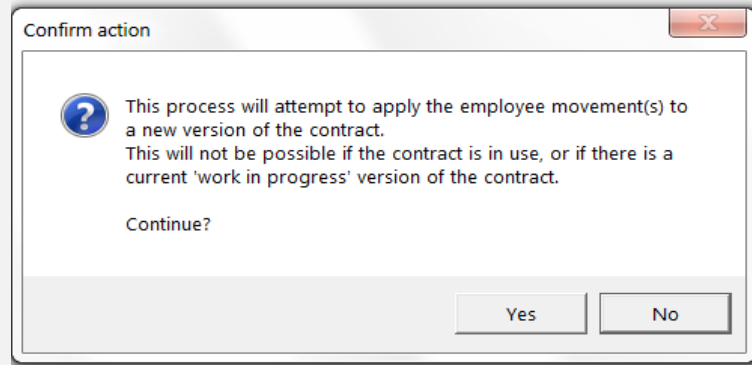
Employee Movements

Buttons: Filter selected, Un-filter selected, include processed, Company leavers, Site leavers, Permanent joiners, Temporary joiners, All

Keep the 'Shift' key in on the keyboard and select the first and last employee in the list to highlight all of them and then click on 'Apply to contract':

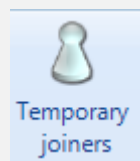


The following message will appear, click on 'Yes' to continue:



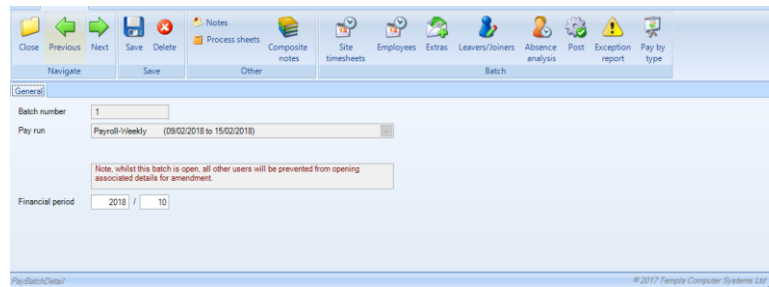
If any employee movements haven't been applied due to the contract being in use (WIP) or the version having been changed, the employee/s will need to be manually added or removed to the contract.

Please note: there is no need to apply any of the 'Temporary Joiner' movements indicated by the white 'Temporary joiner' icon:

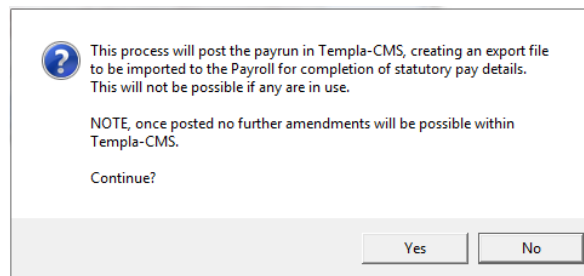


5 Post the Payroll Batch

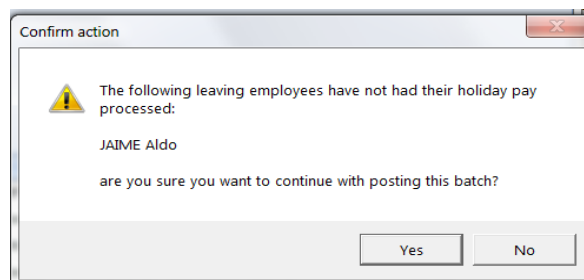
Once all timesheets have been completed, i.e. 'Green Ticked', the 'Post' button on the batch header becomes enabled:



Click 'Post' to generate the '.csv' file containing the gross pay for all employee's in the batch

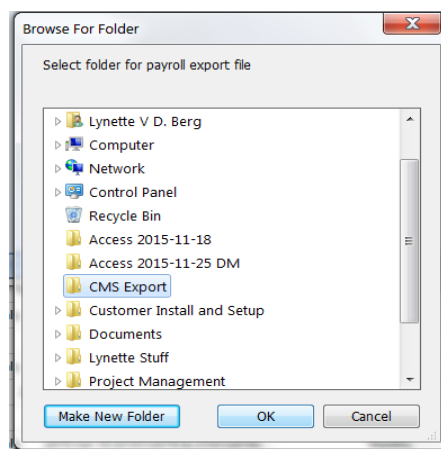


Click on 'Yes' to continue. If holiday pay hasn't been processed for all leavers the following message will appear and it will list all site/ company leavers:



Click on 'Yes' to continue, unless the remaining leavers also need to have their holiday pay processed in which case click on 'No' and go back to step 14.

TemplaCMS will prompt for a location where the '.csv' file will be created. This should ideally be a secure, shared central location on the network:



Please note: This will create a CSV, therefore opening the file within excel to view this can adjust data incorrectly (i.e. convert dates to number, remove leading zeros etc).



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