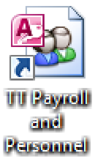
Training Notes for TT Payroll

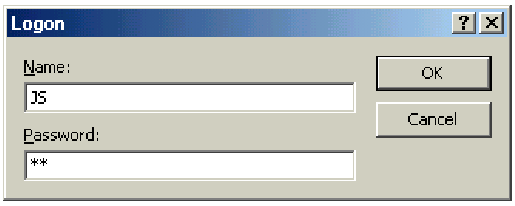
This document will guide you through the steps required to process your payroll. At any stage if you have any questions we are happy to take your call or email. Our contact details are at the end of this document.

Starting Up

To start TT Payroll, click the following icon (or one similar) on the Windows Desktop:

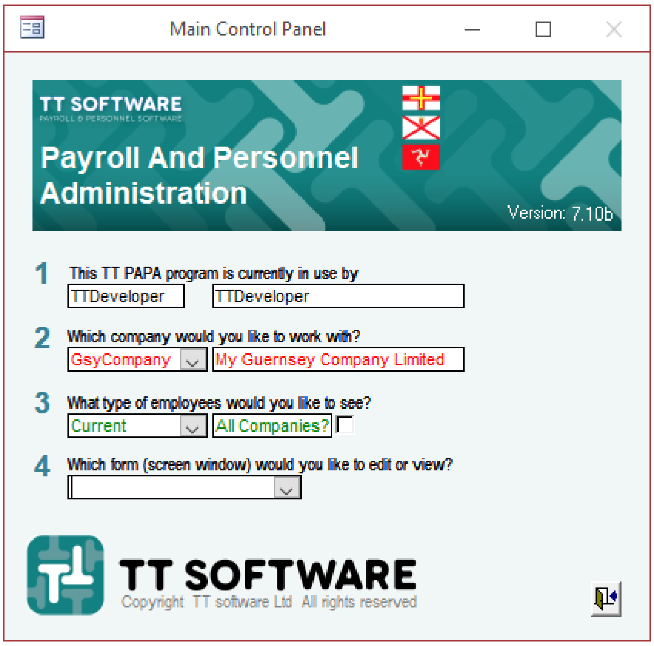


The following logon screen appears and you must enter a valid logon Name and Password. The Password is case-sensitive so lowercase and uppercase letters should be used carefully:

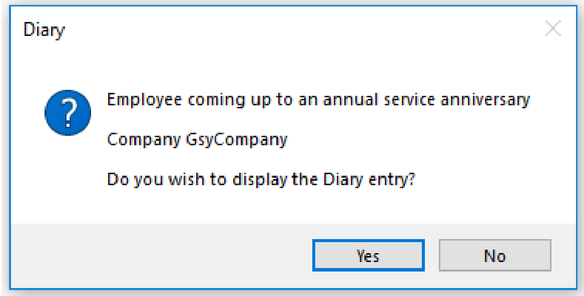


Main Control Panel

The TT Payroll program will start and display the following control panel. You may then follow the 4 steps shown:



1. This is just your logon Name.
2. Select your Company from the list. Some pop-up alerts and reminders may be displayed at this time, for example;



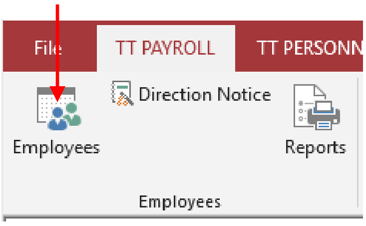
3. Leave as ‘Current’ unless you wish to view ‘Leavers’ such as when a returning employee starts.
4. Use this to open some of the common screens (all of which are covered in this guide). Alternatively you can use the buttons along the top menu bars.

There are three menu bars along the top of the screen:

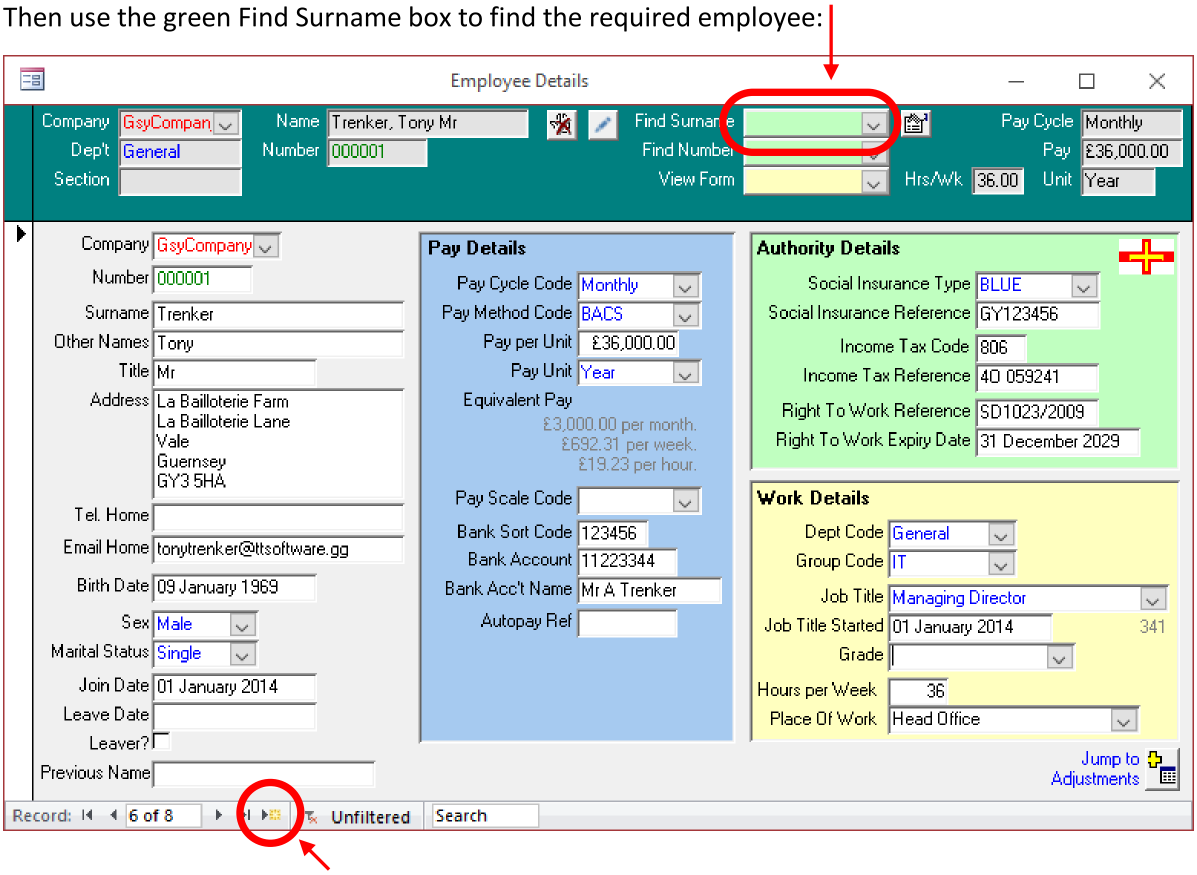
- File; for Microsoft Access settings and options.
- TT Payroll; for the main payroll screens from Employee entry through to the submission of Returns.
- TT Personnel; for some of the HR specific screens used to manage training courses.
- TT Database; for background options and settings, including setting up the Company.

View Employees

Use the Employees button:



Then use the green Find Surname box to find the required employee:



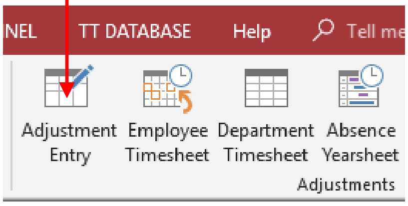
Or use the 'star' button to add a new employee.

Make sure all the details are up-to-date, especially the Pay Details and the Authority details. You can leave many fields blank, but TT PAPA will warn you if something must be entered. The above screen is for an employee in a Guernsey company and other jurisdictions may display the Authority Details slightly differently.

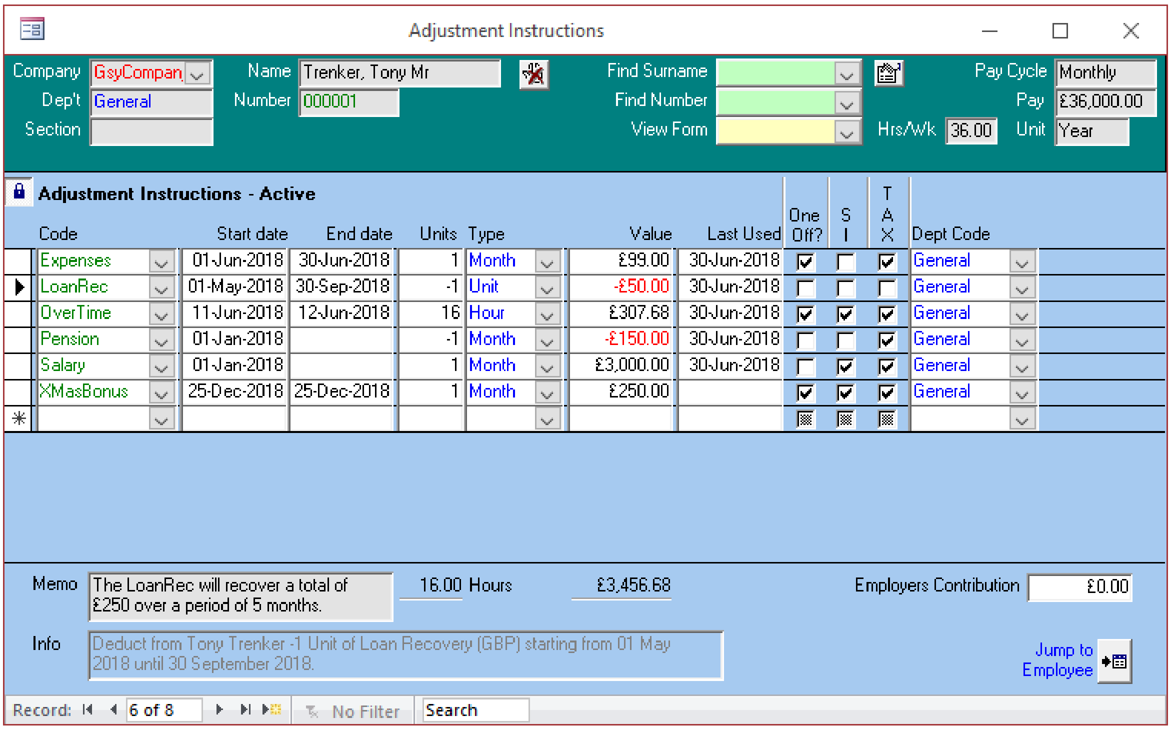
View Form	This list contains other useful forms such as: Adjustment – To enter brought forward values to initialise the Year To Date (YTD) totals. Contact – To enter the password to use for the PDF payslips. Entitlement – To enter the number of 'Days' of 'Holiday' allowed in a year or partial year.
Pay Details	Pay per Unit and Pay Unit reflect the pay conditions on the employee's contract of employment (ie: £12 per hour) and does not cause the employee to be paid anything (use the Adjustment screen for that).
Bank fields	Only needed if you are paying electronically into the employee's bank account.
Optional Codes	Pay Scale Code, Group Code and Grade can be left blank and require setting up in the background before they can be used.
Job Title	This field can be filled out like any other although advanced users can set-up a hierarchy of Job Titles used by your organisation.

View Adjustments

Use the Adjustment Entry button:



The Adjustment form is used to enter weekly or monthly allowances and deductions. Use the header along the top to find the relevant employee. Then enter a line in the blue area for each allowance and deduction required.



Code The Code is the type of allowance or deduction required, such as 'Wage' or 'Overtime'. Enter a line for each item required on the payslip. New Codes can be created if required.

Dates The Start and End Dates define the range of weeks or months that this allowance or deduction is to be applied. This could cover just one week, one month or be 'open ended' by not including an End Date.

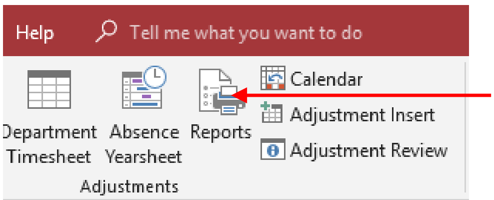
Units & Value Normally TT PAPA will be able to work out the Value from the number of Units you enter. For example, by entering '40 hours' the Value will be set to £400 if the employee earns £10 per hour.

Last Used This is the date that this adjustment line was used to generate a payslip. Lines with a Last Used Date cannot be changed because payslips relate to it.

SI, Tax These do not normally need to be changed.

Dept Code This is normally the Department of the employee, but different adjustments can be entered against different departments to aid cost analysis later.

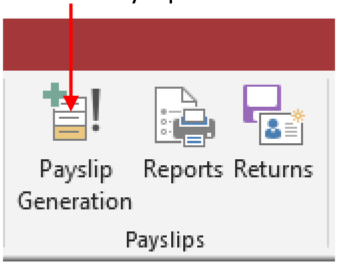
Print Adjustments



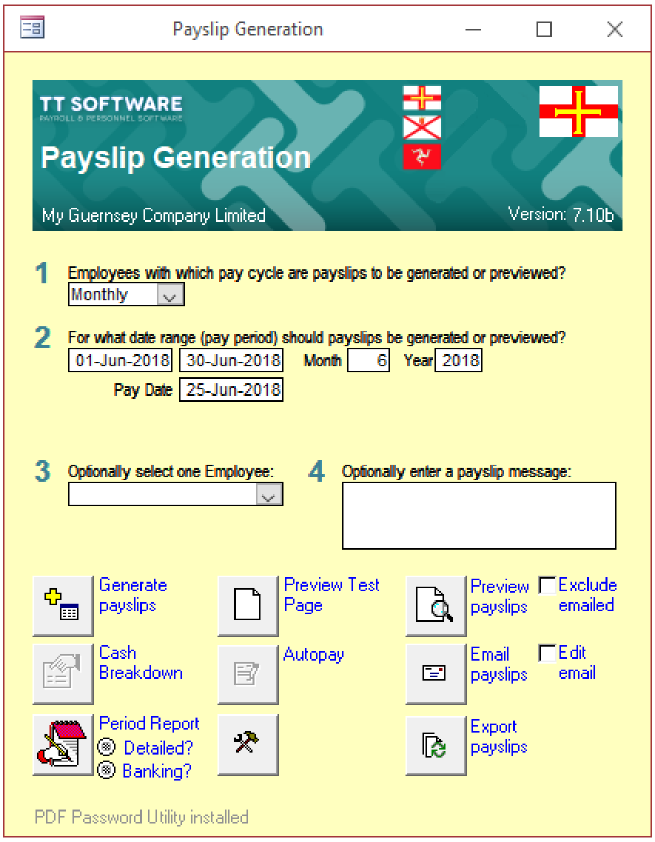
Use the Reports button in the Adjustments section to view all the adjustments that have been entered. It is very important to check that all the information entered is correct before proceeding to generate the payslips.

Generate Payslips

Use the Payslip Generation button:

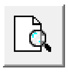


The Payslip Generation screen uses the Employee and Adjustment details to create Payslips and calculates any tax or social insurance deductions as required. You need simply follow the 4 steps shown:

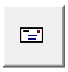


1. Select Monthly, Weekly or Fortnightly. Only employees with this Pay Cycle will have payslips generated.
2. Accept the suggested dates unless you want to print payslips from past periods or are playing 'catch up'. However, do not change the Pay Date. Everything from this point forward is based on the Pay Date and TT Payroll will usually come up with the right one.
3. Leave blank unless you require payslips for just a single employee.
4. Leave blank or enter a message that will be printed on the payslips. Only some payslip layouts have room for messages however.

This button generates the actual payslips and calculates the tax and insurance. Data files for banking and accounting system may also be created at this stage. It is good practice to double check that the adjustments entered are correct and complete <u>before</u> pressing this button.



This button prints the actual paper payslips. If no payslips exist, make sure you have entered adjustments that match the dates in step 2. If an item is missing, such as 'Overtime', go back to the Adjustment screen and enter it, then Generate Payslips again and the extra item should appear. If an existing item is wrong, such as too many hours entered for 'Wages', go back to the Adjustment screen and enter a new line to reverse out any mistakes, then Generate Payslips again.

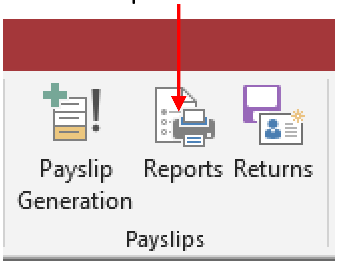


This button will email payslips provided the employee has an email address. Payslips are in PDF format and can be password protected.

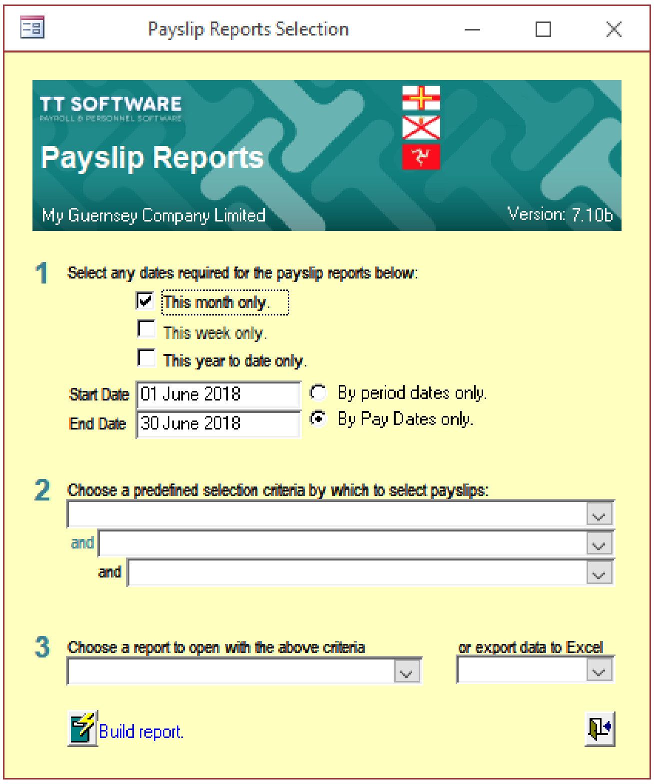
This button prints a handy pay summary. The total of the Net Pay on this report should match any amount being authorised through your banking system.

Payslip Reports

Use the Report button in the Payslips section:

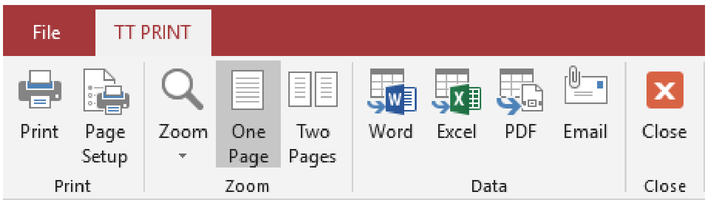


These Payslip reports are useful internally for analysing your payroll data, usually by department or employee. Simply follow the 3 steps shown:



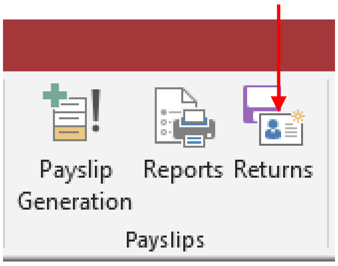
1. Tick a box or enter a Start and End Date. A date range is required to specify the payslips to be included in the report. Typically you want to enter a date range that covers the week or month that you have just generated. But you could also enter a date range to cover the year to date or the whole of last year for example.
2. Leave blank so that all payslip records will be included in the report. Only use this option if you want to restrict or filter the results of the report.
3. Select 'Payslip Crosstab By Department' which is the most popular report. The column headings can be changed if you are not happy with the layout. Feel free to experiment with any of the other reports; you cannot break anything from this screen.

When the report is displayed, use the printer button in the toolbar to print it or the Page Setup button to ensure you are using A4 paper and the correct printer settings. Reports can be saved as PDF documents or emailed. Most report, but not all, can be exported to Word or Excel for further editing and manipulation.

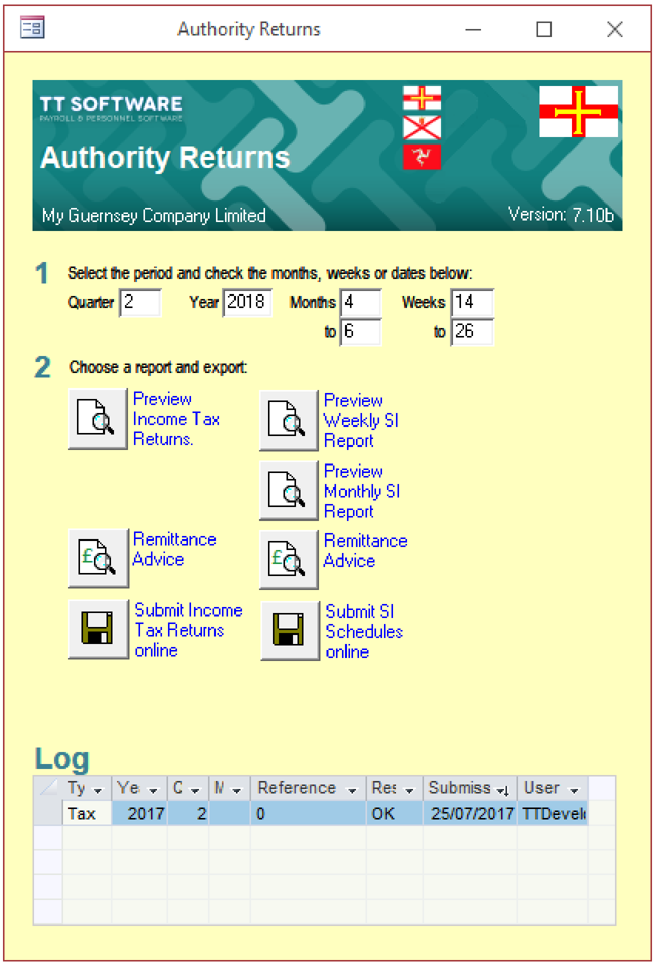


Authority Reports

Use the Returns button in the Payslips section to submit tax and social insurance returns:



These Authority Reports are used for the Tax and Social Insurance returns. The screen below relates to Guernsey quarterly returns and other jurisdictions will show slight differences.



1. Enter the Quarter for the Returns. The Month and Week numbers should not be altered except for Jersey when the tax returns are required for just one month only.
2. Choose a report or click one of the Submit buttons to upload the returns data directly to the tax office. If there are any problems with the data, you will be notified. After successful submission a record will appear in the Log section at the bottom.

Jersey companies can also submit Manpower and Benefit In Kind returns.

Isle of Mam companies only submit a single T14 return at year end.

Backups

It is the responsibility of the user to ensure that backups are created. In a networked environment, backups are normally handled by the network's overnight backup. For stand-alone installations, backups must be performed from the local PC direct to a Zip drive or other backup media.

Support

You have an unlimited amount of support; so call or email us if you have any questions or problems. We can also connect directly to your PC so that we can see what you are doing and show you any new features or walk you through solutions to your problems. Our support contact details are as follows:

Tel: (01481) 700202
Email: help@ttsoftware.gg