PowerPay System Manual

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Dashboard

Payroll Sheets

What are payroll sheets?

In the industry, payroll sheets are compiled on excel spreadsheets or using external financial software. This part of the application aims to simplify that process with dynamic payroll sheets. In this dynamic payroll sheets, It will show employee number, employee name, wages, period across which they are paid, overtime and the total amount.

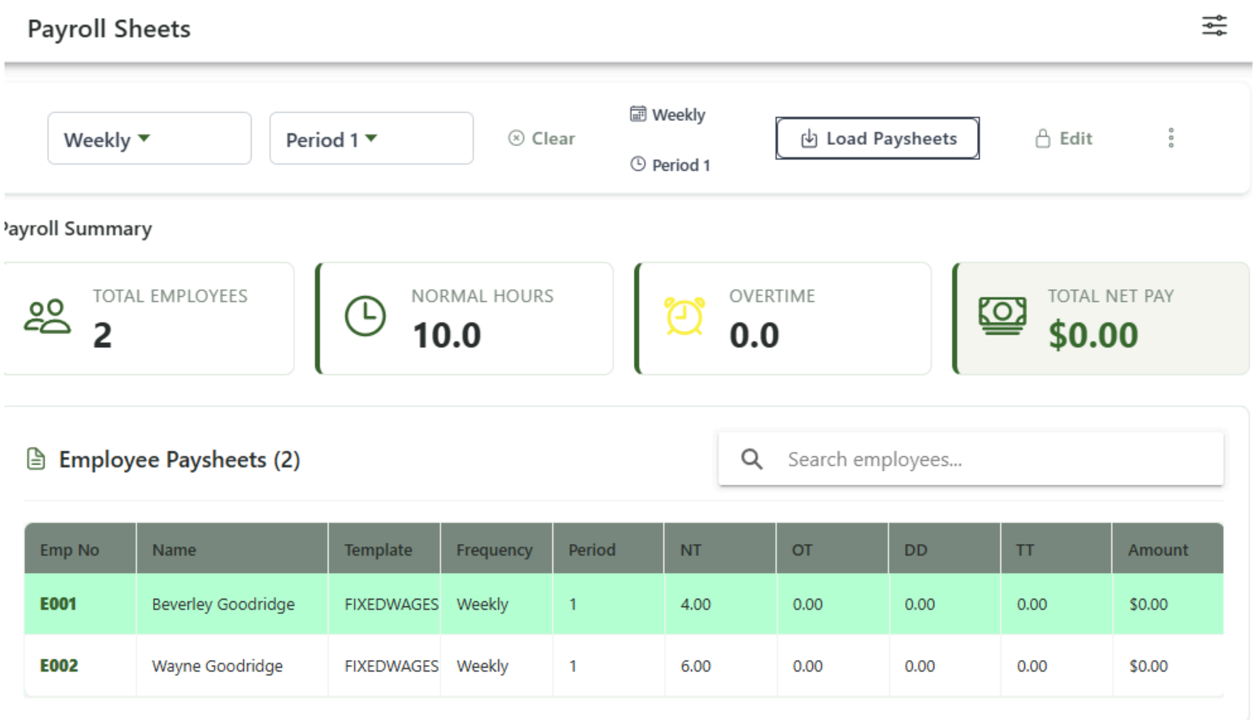
How to view the payroll sheet ?

First, you must select the Pay Frequency and Pay Period.

Pay Period
This is the period that is configured in the configuration settings. This will depend on your Company’s calendar

Pay Frequency
Pay frequency is based on how regular your employees are paid. The frequencies available are weekly, biweekly and monthly. These frequencies are based on the Pay Period.
Weekly is where employees receive a pay cheque at the end of the week. This can be done for 52 weeks or less depending on your Company’s policy. Weekly may take into account overtime,
Biweekly is where employees are paid every two weeks in a 26 weeks pay period.
Monthly is where employees are paid on a monthly basis where they will receive 12 payments each year.

Once you have selected the pay frequency and pay period, you will now be able to select the load paysheets option. This will then display a list of employees that worked during that period and based on that frequency.



Emp No	Name	Template	Frequency	Period	NT	OT	DD	TT	Amount
E001	Beverley Goodridge	FIXEDWAGES	Weekly	1	4.00	0.00	0.00	0.00	$0.00
E002	Wayne Goodridge	FIXEDWAGES	Weekly	1	6.00	0.00	0.00	0.00	$0.00

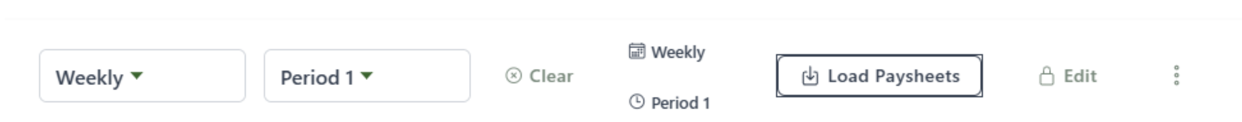
The options that will be shown are payroll summary which shows total employees, normal hours worked, overtime worked and the total net pay.

The employee paysheets will now appear with the emp no, name, template that is used for that employee, frequency at which they are paid, period and nt, ot, dd, tt and amount.

Nt - normal time
OT - overtime
DD - double time
Tt - triple time

How to edit payroll sheet?

If you wish to edit the current template, you can select the edit button and you will be able to edit the values in the sheet



Payroll Cycles

Getting started with payroll cycles

What are payroll cycles?

This is the cycle for payroll

How to create a payroll Cycle ?

You can create a payroll cycle by selecting + New Cycle

When selected, you can fill in your information such as:
-Description
-Pay Frequency
-Period
-Payment Date
-Payment Settings where you can select; Cash, Cheque and Bank
-If you select Cheque, you will be prompted to put a starting cheque number

Employee Search

How to add an Employee

To add a new employee, open the side menu and select Employee Search, then click Create Employee.

Complete the required sections, including:

- Personal Information
- Employment Details
- Tax & Financial Information

Once all information is entered, click Save Employee to finish.

How to Edit an Employee Information

Search for an employee using their **first name**, **last name**, or **employee ID**. When the results appear, locate the correct employee and click the **View** button in the **Actions** column.

In the top-right corner of the employee profile, click the **Edit** button. You can update the following information:

- Address
- Contact Information
- Bank Information
- Notes
- Department
- Pay Type

Be sure to save your changes once editing is complete.

How to Search for an Employee

To search for an employee, open the side menu and click **Employee Search**. Use the search bar to enter the employee's **first name**, **last name**, or **employee ID**.

Press **Enter** to view the search results.

Template Manager

Adding a New Template

To create a new template, click the **Template Manager** in the side menu, click the **new template** button, fill out the required fields such as:

- Template Name
- Description
- Type
- GL Account

Editing a Template

To edit a template, click Template Manager in the side menu, search for the desired template in the search bar, click the template that have been searched for, to the top right there is a edit buttons, fields that can be edited are.

- Description
- Template Type
- GL Account.

You can also now edit the different types of template

Editing an Allowance Template

- Type - Car, Travelling, etc
- Taxable
- Percentage Base - calculate based on percentage.

Editing a Deduction Template

- Statuary Deduction - can be enabled/disabled for predefined rate.
- Percentage Deduction - can enable/disable percentage deduction that can be entered by the employer/employee.

Editing an Fixed Wage Template

Credit Amount can be edited in this field.

Editing a Variable Wage Template

These are the fields that can be edited in **variable wage settings**.

- NT Rate
- OT Rate

- DT Rate
- TT Rate
- Default Units

Editing an Vacation Payable Template

Vacation Payable settings are system-managed by payroll.

Editing an Severance Template

No Data as yet.

Editing a Loans Template.

No Data as yet.

Assigning Employee to Template

To add an employee to a template, click **Template Manager** in the side menu, search for the desired template in the search bar, click the template that has been searched for, navigate to the employee tab.

Click the **Add Employee** button, such for the employee by first name, last name or employee id, then select the required fields before adding the employee.

Configuration

System Configuration

How to Add a New Company

To add a new Company, open the Configuration tab in the side menu. Under System Configuration, click Custom Data. Enter all relevant details for the Company and click Save Changes at the top of the window to add the company to the system.

How to Add a New Tax Band

To add a Tax Configuration, open the Configuration tab in the side menu. Under System Configuration, click Tax Configuration. Under the Tax Bands tab click New and enter the tax band details (Band Name, Start Amount, End Amount and Rate Percentage), then click Add.

Note: Tax Band information differs depending on a country’s tax regulations.

Basic Data Management

Adding & Deleting Banks

Adding & Deleting Countries

Adding & Deleting Departments

Adding & Deleting Jobs

Adding & Deleting Parishes

Adding & Deleting Contact Types

Payroll Configuration

Adding NIS Codes

System Management

Security

Note: The Security Tab in PowerPay is only accessible to users with administrative privileges. Regular users will not be able to access this tab unless granted permission by an admin.

How to add a new Group

To add a new group, click on the Security Tab from the side menu. Click Add Group on the top-left side of the page to open the “Group Management” window. Enter the name of the group under the “Group Name” field, and enter a description under the “Description” field. Click the Add Group to add the group.

Searching for a Group

On the Group Management window, there is a search bar with a prompt to search groups under the “Add Group” button. To search for a group, enter the name of the group or the description of the group in the search. Below the search bar, a list of relevant groups that match the search will appear.

Editing Group Name and Description

At the bottom of the group management window, there is a list of all groups. To edit a group’s name or description, click the green button (or blue button on dark mode) next to the group. Enter the desired changes, then click Update Group. To cancel an edit, click the Cancel Edit.

Deleting a Group

To delete a group, click the red button with the trash can icon next to the group.

Adding a new System Module

To add a new System Module, click on the Security Tab from the side menu and click "System Modules" to open the System Modules Management window. Enter the application location and key code, then click Add System Module.

Editing System Module

To edit a module's location or key code, open the Security tab, click System Modules, and scroll down to the list of all System Modules. Click the green button (or blue button on dark mode) next to the module. Enter the desired changes, then click Update System Module. To cancel an edit, click Cancel Edit.

Deleting a System Module

To delete a system module, open the Security tab, click System Modules and scroll down to the list of all System Modules. Click the red button with the trash can icon next to a module to delete it.