



SmartWages

Streamlined payroll

SmartWages

SmartWages is RedCat's complete employee administration and payroll system (when purchased with SmartFinance). This module:

- enables quick and easy payroll processing
- encompasses time sheets, pay rates, pay slips, allowances and deductions
- calculates superannuation, taxation, annual leave and sick leave liabilities

Employee Details

SmartWages maintains a complete record of all employee details such as:

- General information
- Payroll details
- Fixed allowances & deductions
- Employee notes

Rates & Allowances/Deductions

- Rates Schedule File - contains the pay rates for the various categories of employees
- Employee Allowances & Deductions File - allows entry, change and deletion of standard allowances which may be paid to employees and standard deductions which are taken from their wages

- Superannuation Funds File - contains the names of the various superannuation funds to which contributions are made on behalf of employees
- Public Holidays File - allows entry, change and deletion of public holidays so that the correct wage is calculated for hours worked on those days

Hours Worked

- Hours worked can be recorded from any terminal once an employee has logged on using the Bundy Clock feature
- When an employee signs off, their hours are available for automated upload to their SmartWages time sheet
- Time sheets can also be updated or modified manually where required
- The system is designed to handle employees who work hours
 - for different levels of remuneration (as determined by changing roles) and
 - which are allocated to more than one department

(continued overleaf)

Employee Update Form

Employee Details

General Payroll Details Fixed Allowances & Deductions Notes

Default Department: Admin Tax File Number: 111-000-000

Department Section: Bayside

Default Ledger Account: Salaries & Wages

Employee Classification: Casual

Apply Tax Free Threshold

Employee is a Resident

Not Eligible for Leave Loading

Has Accumulated HECS Debt

Salary: 0.00

Base Rate: Store Manager

Superannuation Fund: AMP

Superannuation Plan Number: 12345678

Superannuation Contribution: 9%

Pay with Bank Account: 277832257

Bank Name: ANZ

Annual Leave Days per Annum: 20.00 Normal Hours per Week: 38.00

Sick Leave Days per Annum: 5.00

Direct Pay First Employee Account: 12345666 BSB: 111-222

Second Employee Account: BSB: 000-000

Clear

Wages

- The wages payment system is aligned with the award but allows adjustment to meet specific requirements
- Wages are calculated and paid based on
 - weekly time sheets and/or
 - set salaries
- Payment for any overtime work is calculated automatically

Payments

- A cash, cheque or direct debit payment facility is available
- A comprehensive payslip is provided that can be emailed to employees
- Direct debit payments can be made from selected bank accounts and the system can generate a file that can be uploaded online, if internet banking is being used
- Direct debit payments may be split across more than one employee account

Time Sheet Update Form [Alex Botts]

Time Sheet Details

Week Ending: 20/07/08 Base Rate: Store Manager Copy From Previous Timesheet

Time Sheet/Rate Breakdown Allowances & Deductions Annual & Sick Leave Weekly Analysis

Date	Day	Start	Finish	Start	Finish	Start	Finish	Start	Finish
24/07	Thu	07:00	14:00						
25/07	Fri	07:00	21:00						
26/07	Sat								
27/07	Sun	09:00	21:00						
28/07	Mon								
29/07	Tue	12:00	17:00						
30/07	Wed								

Department	Rate Name	Rate/Hr	Hours	Earned	Total Hours	Total Earned
Admin	Front Of House (Casual) Mon/Fri Level 1	13.00	5.00	65.00	38.00	\$855.00
Admin	Store Manager: Mon/Fri @OT1 Rate 1	30.00	3.00	90.00		
Admin	Store Manager: Mon/Fri @OT2 Rate 1	25.00	3.40	119.00		
Admin	Store Manager: Mon/Fri Level 1	20.00	14.60	292.00		
Admin	Store Manager: Sun @OT1 Rate 1	36.00	3.00	108.00		
Admin	Store Manager: Sun @OT2 Rate 1	40.00	1.40	56.00		
Admin	Store Manager: Sun Level 1	30.00	7.60	228.00		

Refresh Timesheet

Reload TIA Clock Hours

Tax

- Tax scales are based on the Australian Taxation Office Statement of Formulae for Calculating Income Tax Instalments
- Tax scales are current at the time of software production and are updated whenever changes are notified
- Tax is calculated automatically and the necessary entries are automatically made in both the employee record and the general ledger
- Payment summaries and ATO reporting media can be produced

Superannuation

- Employer superannuation contributions are calculated automatically and the necessary entries are made in both the employee record and the general ledger
- Facilities to record, process and pay all employee superannuation contributions are provided

Annual & Sick Leave

- Annual and sick leave is calculated automatically in accordance with the award
- Annual and sick leave due to employees can be accrued automatically each week
- When leave accrues or is taken, both the employee record and the general ledger are updated automatically

Multi-Departmental Operation

- Employees, although assigned to a default or home department, may work across multiple departments
- Annual leave entitlements are allocated to each department using the ratio of hours against their value
- Sick leave entitlements are allocated to and used from the employees home department