



## UK Payroll for Interprise – Running the Payroll Guide.

**This Guide describes the procedure for Running or re-running the Payroll.**

Log into UK Payroll for Interprise if not already connected

The Home Page is displayed: All payrolls that you have created for this employer will be listed in the table, this example has only the one payroll called “Weekly”. The next pay period is displayed for your confirmation. In this case it is W1 (week 1) as the payroll has been set up to run from the beginning of the pay year and has not yet been run. You may have set up your payroll to begin part way through the year in which case the Next Pay Period will display the period at which you have said you wish to start.

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Company / Business: Payroll Company Payroll: None

Function: Payroll for Interprise

Welcome Ian. Your last login was at 17/12/2007 10:32:27. This is your UK Payroll for Interprise homepage. From here you may manage your Payroll(s) or carry out other actions.

Please begin by clicking on the 'Payroll Name' that you wish to manage.

Payroll Name	Next Pay Period	Date Last Run	Run By
Weekly	W1		

Your Free Trial ends on 31/12/2007. Before this date, you will need to purchase at least 2 Employee Payroll Months before running all your Payrolls. You can purchase Employee Payroll Months by selecting Account History on the menu, or by clicking [here](#).

Click here to run the payroll

When a date is displayed you may click here to adjust values and re-run the Payroll

To run the Payroll click the payroll NAME (e.g. “Weekly”)

Note: Once the payroll has been run for the first time the Date Last Run column will contain the actual date that it was last run. Should you need to make any corrections to the payroll in the current period you may click on the DATE to start the re-run procedure.



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The list of employees entered into the payroll is displayed on the left. Note that each employee has a tick box alongside their name. The employee WILL be included in the payroll calculation only if their tick box is ticked.

In the example above the top employee has been automatically excluded by the system because her start date has been set in the future relative to this payroll period.

Click each employee name that is to be included in the payroll to check that the wages, etc and deductions are correct for that employee (see Quick Start Guide).

When ready click the **Run Payroll** button. Note that if you are correcting and Re Running a payroll the button will be marked **Re-Run Payroll**

The first time you run a payroll the system will throw up a reminder page to ask you to confirm that you have entered all the details needed.

You will then be asked to confirm the actual Pay Date for this payroll.

The system will then calculate the payroll and will complete with a screen similar to this:-

Pay Ref	Employee Name	Earnings	Deductions	PAYE	Employee NIC	Employer NIC	Net PAY
OT0001	Mr One Tester	240.00	41.01	25.61	15.40	17.92	198.99
Totals for 1 employees		240.00	41.01	25.61	15.40	17.92	198.99



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In this example only the one employee has been included in the payroll and the screen displays the values for that employee. By using the buttons at the top of the page you may print Payslips, Pay Summary, Statutory Return or the Nominal Ledger Report.

Click Finish to return to the Home page.

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Company / Business Payroll Company Payroll Weekly

Function Payroll for Interprise

Welcome Ian. Your last login was at 17/12/2007 10:32:27. This is your UK Payroll for Interprise homepage. From here you may manage your Payroll(s) or carry out other actions.

Please begin by clicking on the 'Payroll Name' that you wish to manage.

Or, to rerun the previous payroll, click in the 'Date Last Run' column

Payroll Name	Next Pay Period	Date Last Run	Run By
Weekly	W2	17/12/2007	Mr Ian White

Your Free Trial ends on 31/12/2007. Before this date, you will need to purchase at least 2 Employee Payroll Months before running all your Payrolls. You can purchase Employee Payroll Months by selecting Account History on the menu, or by clicking [here](#).

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Note that the Next Pay Period has been incremented to W2, the Date Last Run now contains a date and the name of the person registered with HMRC for your company.

### ReRunning the payroll

If corrections to the payroll are needed the payroll may be rerun by clicking on the DATE.

*Note that this action does NOT affect your payroll credits. No extra charge is made for rerunning payrolls previously run.*

If you click on the Date you will be asked to confirm that you want to ReRun the payroll.

### Including / Excluding Employees

The tick box alongside each employee's name will determine whether or not they are included in the payroll calculation. If a payroll is to be rerun for, say, one employee then excluding all the others will leave the original calculations unaffected.



### Linking Payroll results to the Interprise Nominal Ledger



To transfer the payroll calculations to the Interprise Nominal Ledger click the [Nominal Transfer Wizard](#) item in the Interprise menu.

The Wizard will ask you to confirm which payroll data you want to transfer and will manage the process for you.