UK Payroll for Interprise – Quick Start Guide.

This Guide follows on from the 'Registration Guide' and covers entering employees' details and basic payroll information before running the payroll for the first time.

> ***Note: Entering employee details is quicker and simpler from within UK Payroll for Interprise than from within Interprise itself. You may enter details in either system, but the payroll requires more data than Interprise does and so you will still need to enter the extra details required by the payroll after you have entered the basic data through Interprise. This guide describes the entry process through the UK Payroll system.***
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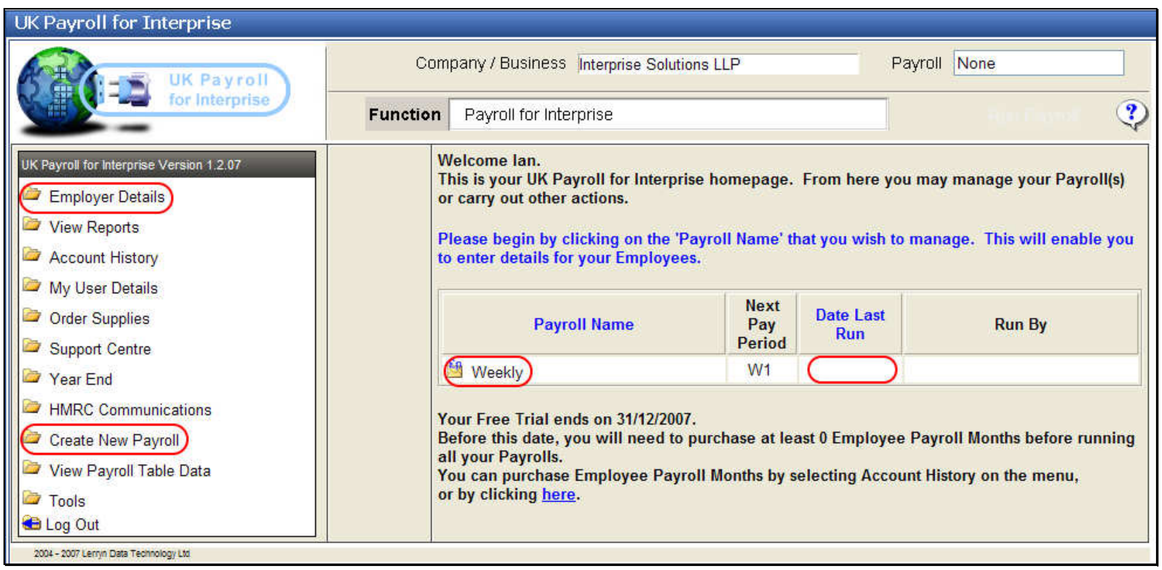
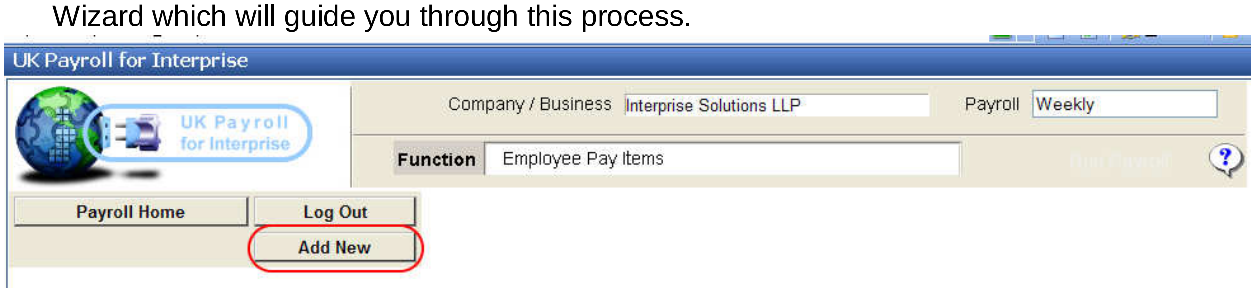
> ***Note: If you need to enter details for employees that are NOT on the payroll, e.g. Contractors, then you should use the Add New Employee function in Interprise – see "Entering employees data in Interprise" Guide.***

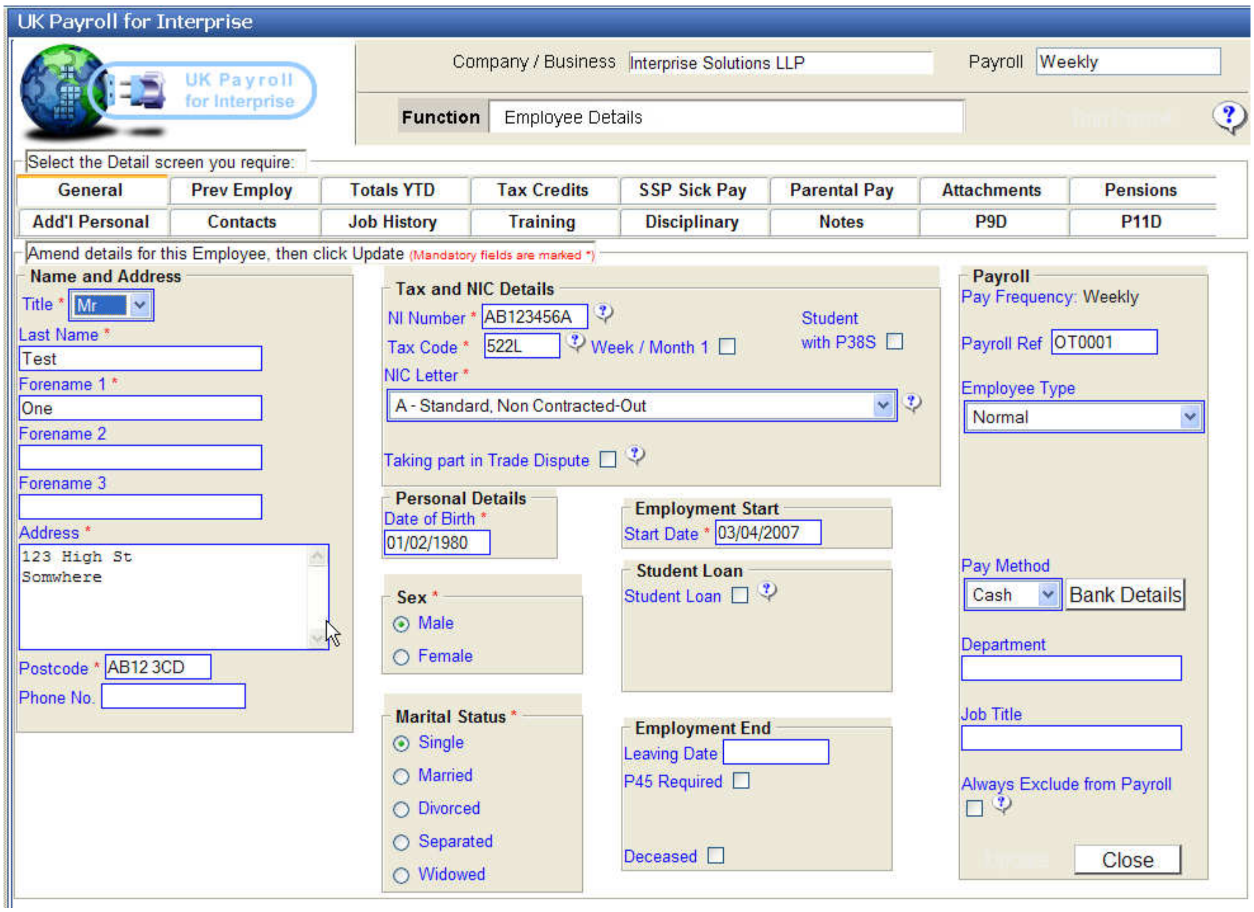
1) Double Click "Connect" on the UK Payroll for Interprise menu, to load your payroll Home Page.



2) Click on the Payroll Name (e.g. "Weekly") to enter the Employee list
3) Because there aren't any employees set up on the payroll yet the system will warn you that you need to enter them. Click the Add New button to enter the New Employee Wizard which will guide you through this process.



4) Follow the wizard through the question sequence. You will be guided to enter information from any P45 or P46 forms relevant to the employees. Also information relating to Student Loans and Sickness Certificates. If any of this information is not immediately to hand it can be ignored and entered directly into the employee records later.
5) When the wizard has completed then the Employee record (General) form will be displayed:-



It is possible to amend any of the data entered previously at this point. Note that P45/P46 data is accessed through the Prev Employ tab and year to date totals of pay and tax are displayed on the Totals YTD tab.

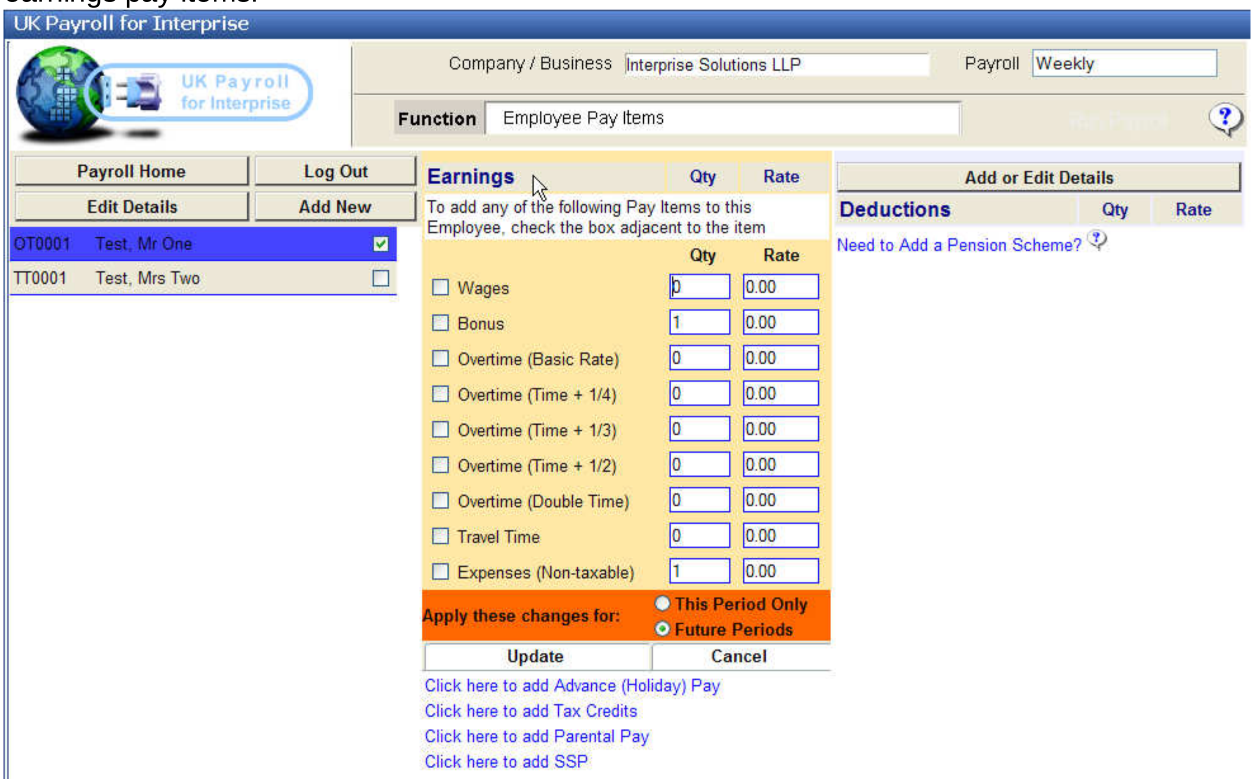
The Wizard does not include data entry for SSP Sick Pay, Parental Pay (i.e SMP, SPP, SAP), Attachment Orders or Pensions. You must enter any relevant data in each of these forms where necessary

See later Quick Guide pages for more detail.

Click Close to return to the Employee Pay Items form.

6) Entering Earnings and Deductions items and values

Click on the name of an employee in the list. The Earnings and Deductions columns will be displayed. Initially they will be empty until some pay items have been selected. Click the Add or Edit Details button at the top of the Earnings column to reveal the list of available earnings pay items:-



Note: If a pay type required is not displayed it is possible to create your own from the payroll Home Page / Employer Details / Pay Types menu item. (See Creating your own Pay Types).

Enter the pay item detail: Tick the box alongside the relevant Pay Item (e.g. Wages) and you may enter the Qty and Rate information in the format you wish.

For example: The employee works **40 hours per week at £6 per hour**.
You may enter **Qty = 40 and Rate = 6.**

Or, if you pay the employee **£240 per week**, you may enter **Qty = 1 and Rate = 240**.

In the Orange area at the bottom of the column click “This Period only” if these pay items are only relevant to the next payroll run, or click “Future Periods” if they are to be used as the default values until changed. Click Update to store the data entered.

Click the Add or Edit Details button at the top of the Deductions column to reveal the list of available deductions pay items. As in the case of Earnings, new Deductions pay types can be defined if required.

7) Run the Payroll

When all employee details and pay items have been entered you may Run the Payroll – see UK Payroll for Interprise – Running the Payroll

Note: If you will want to link the payroll calculations output to your Nominal Ledger then you MUST run the GL Account Defaults BEFORE running your payroll for the first time.

Download "UK Payroll for Interprise – Nominal Ledger link guide for instructions