

Payday for Windows

Payday for Windows Suite

Payday suite of programs provides a balance between power, flexibility and ease of use. Being a Multi User, Windows based, mouse driven programme, it provides On Line Help for the most common screens. Payday Suite constitutes mainly of three modules, being **Payday**, **P-Clock** and **Clock Master**.

With a user base of over 120 users spread over Malta and Gozo, **Payday** has proved to be a robust yet flexible payroll system. The user licence agreement covers any legislative changes, feature upgrades and bug fixes free of charge. These downloads can be freely downloaded from our internet site.

Users range from small companies with just 5 employees to large companies with 500 employees spread over 10 companies, or from Hotels and Restaurants to Accountants holding payrolls for over 100 companies of their clients.

Payday is the main module which computes the payroll.

P-Clock is an independent program which gathers In/Out punchings, Job Punchings & Operations Punchings. These are then gathered by ClockMaster

Payday is also ODBC compliant, thus making it extremely easy to export data into Excel and generate user defined reports.

Another module which can be implemented into **Payday** is the Electoral Registry. When creating a new employee, you can just type in his ID Card No. and automatically his name and address will be recorded.

Employee Personal Details

Payday Features

- ▶ Multi Level Security
- ▶ Different Payment Frequencies
- ▶ Multi Company
- ▶ Comprehensive Employee history such as Disciplinary Measures, Contract Terms, etc.
- ▶ Audit of adjustment to any Employee Field
- ▶ Up to 5 different Employee Schemes (such as Unions Fees, B u p a Subscriptions, e t c .) per Employee
- ▶ Integrated Fringe Benefits
- ▶ Shifts & Shifts Allowances
- ▶ User definable bonuses, in addition to compulsory Bonuses
- ▶ 3 different Overtime rates (which can be entered as formulas to allow for changing circumstances) per employee
- ▶ Fully compliant and certified with Social Services and Inland Revenue requirements, including (FS3, FS5 & FS7)
- ▶ Historical data can be retained for any number of years
 - ▶ Any report can be re-printed (including payslips)
 - ▶ Automatic pro-rate of Bonuses which can be processed separately or within a separate frequency payroll
 - ▶ Import hours and allowances from CSV or XLS
 - ▶ Approved Direct Credits with all banks
 - ▶ User can include Global notes on all payslips and/or personalised notes on individual payslips.
 - ▶ Up to 999 user definable fields

Employee Employment Details

Employee Maintenance

Name: Baldacchino Mario

Wage Details: Main, Part-Time, Other

This Year's Gross & Tax from Previous Employment(s): Gross 0.00, Tax 0.00

This Year's Fringe Benefits from Previous Employment(s): FB Cat 1 0.00, FB Cat 2 0.00, FB Cat 3 0.00

Created: / / Modified: 16/07/2003 13:57:04 JZL

Employee : FSS & Fringe Benefits Settings

Employee Absenteeism

Month: August 2003

M	T	W	Th	F	S	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2003 and October 2003 calendars also shown.

Employee's Leave Absenteeism

Automatic Payroll Generation

Status: Active

Frequency: Fortnightly

Period No: 16

Date From: 01/09/2003 to 14/09/2003

Created: 06/10/2003 16:37:40 JZL

Automatic Payroll Generation

FS7 Final Settlement System (FSS) Payer's Annual Reconciliation Statement

A. Payer Information

Business Name: J2 Demo Co. Ltd.
 Business Address: 55 Diamond Street, Victoria Road, Valletta, Malta
 Tel. No: 555555
 Principals Full Name: Mario Bozaj Abela
 Principals Position: Director

B. Number of FSS FS's Issued: 01

C. Gross Emoluments

Gross Emoluments (FSS Main and FSS other applies)	01	245.96
Gross Emoluments (FSS Part-time method applies)	02	654.88
Total Fringe Benefits (Total of all Categories less any Non-Taxable Car Allowances)	03	8.00
Total Gross Emoluments and Fringe Benefits	04	533.36

D. Tax Deductions due as per FS's Attached

Tax Deductions (FSS Main or FSS other applies)	05	476.00
Tax Deductions (FSS Part-time method applies)	06	0.00
Tax Amends Deductions (as per amount on PCU2(A))	07	0.00
Total Tax Deductions	08	476.00

E. Social Security Contributions due to IRD as per FS's attached: 01, 5604.60

F. Payments Made to IRD During the Year

Month	Receipt No.	Date Paid	FSS Tax	SSC
Jan	ABCD1234	15/02/2003	4006.00	3612.00
Feb	ABCD1235	15/03/2003	150.00	654.88
Mar	ABCD1236	20/04/2003	242.00	779.20
Apr	ABCD5566	05/05/2003	46.00	142.04
May	ABCD1111	15/06/2003	46.00	142.04
Jun	ABCD5566	10/07/2003	46.00	142.04
Jul	55559999	20/08/2003	46.00	142.04
Aug			0.00	0.00
Sep			0.00	0.00
Oct			0.00	0.00
Nov			0.00	0.00
Dec			0.00	0.00

Total Paid Jan-Dec: 4648.00 FSS Tax, 5613.20 SSC
 Total Due as per Above (DUE I): 4760.00 FSS Tax, 5604.60 SSC
 Amount Underpaid/Overpaid: -112.00 FSS Tax, 8.20 SSC

FS7 Report

8 Baldacchino Mario		999963G		J2 Demo Co. Ltd.	
Hours	Ln	Hours	Ln	Hours	Ln
Vac. Full	4.00	Vac. Pay	18.25	O.T. Norm.	3.65
Sick Full	8.00	Sick Pay	36.50	O.T. Pay	24.98
Basic	68.00	Basic Pay	310.28		
Other Payments					
Commission				5.36	
Stat Bonus				52.00	
NI				20	
Gross				6,695.16	
Tax				438.60	
Net				4,922.56	
Options				71d 4h 0m	

Payslip with various details

Report - Payroll Direct Credits

Transactions through: Bank of Valletta

Include the following Banks:

- HSBC Bank
- Bank of Valletta
- Lombard
- APS

Trans. Date: 06/10/2003

Payroll Direct Credit

Direct Credits

Payroll Edit

Employee: Baldacchino Mario

Hourly Rate: 4.562981

Week: 3 of 2

Includes: Sick Pay, Holiday, O.T., etc.

Edit Payroll

P-Clock is the front-end data entry module to record the In/Out times for Employees. Times can be recorded not only for Payroll purposes but also to enable Jobs & Operations costings. Data entry can be made through Bar-Code readers, Magnetic Stripe Readers or directly from the keyboard. The data is gathered and later transferred to **Clock-Master** module.

P-Clock

Time: 17:00:01

Created Date: / /

06-Dec-2003 16:21	(B)	001	18	Coral Thomas	In/Out	Punching
06-Dec-2003 13:05	(B)	001	13	Falcon Andre	In/Out	Punching
06-Dec-2003 12:35	(B)	001	16	Tahona George	In/Out	Punching
06-Dec-2003 12:04	(B)	001	16	Tahona George	In/Out	Punching
06-Dec-2003 12:08	(B)	001	13	Falcon Andre	In/Out	Punching
06-Dec-2003 08:18	(B)	001	18	Coral Thomas	In/Out	Punching
06-Dec-2003 08:04	(B)	001	16	Tahona George	In/Out	Punching
06-Dec-2003 05:05	(B)	001	13	Falcon Andre	In/Out	Punching
03-Dec-2003 19:53	(B)	001	14	Debono Jason	In/Out	Punching
03-Dec-2003 17:20	(B)	001	14	Debono Jason	In/Out	Punching
03-Dec-2003 17:00	(B)	001	13	Falcon Andre	In/Out	Punching
03-Dec-2003 14:11	(B)	001	18	Coral Thomas	In/Out	Punching
03-Dec-2003 14:00	(B)	001	16	Tahona George	In/Out	Punching
03-Dec-2003 13:44	(B)	001	13	Falcon Andre	In/Out	Punching

Punch Clock data entry

Clock-Master gathers the captured data from all Punch Clocks. This can be achieved through a Network, Modem or Diskette. This data is then automatically converted into a Punch-Card for each Employee. The Punch-Card can then be verified and altered to correct mistakes or missing data. Data created by **Clock-Master** will automatically be used by **Payday**.

Features

- ▶ 1296 Maximum Puch Clocks
- ▶ Stand alone or Networked
- ▶ Overtime Authorisation
- ▶ Job / Operations Data Capture
- ▶ Up to 6 in/out recordings per day per employee

P-Clock and Clock Master

- ▶ Shift hours may be spread over two working days
- ▶ Up to 3 additional Break Recordings per day per employee
- ▶ Automatic daily calculation of Employee shifts
- ▶ Employee absenteeism recorded on an hourly basis
- ▶ Automatic import from all punch clocks (if networked)
- ▶ Automatic updating of Punch-Clock data (if networked)
- ▶ Manual adjustments to data
- ▶ Detailed Actual versus Adjusted individual Punch Cards are generated for any Frequency or Period
- ▶ Automatic calculation for Job or Operational costs for any period

Punch Card Adjustments

Date	In	Out	In	Out	Shift	Break	Total	Jobs
03/09/2003	06:40	12:00	12:30	16:30				09:10
04/10/2003	06:46	12:00	12:39	16:39				09:15
02/10/2003	06:47	12:00	12:45	16:30				08:58
03/10/2003	06:45	12:00	12:30	16:00				10:45
04/10/2003								
05/10/2003								38:08

Punch Card Adjustments

System Requirements

Minimum : Pentium II 300MHz Computer running Microsoft Windows 95, 98, 2000 or XP with 64Mb Ram.

Recommended : Pentium III 800MHz Computer running Microsoft Windows 2000 or XP with 256Mb Ram.