



# Aurion

PEOPLE & PAYROLL SOLUTIONS



**Producing a Pay in Advance for an Entire Pay Entity**

### Version Control

Version	Author	Version Description	Date
1.0	Aurion Corporation	Initial version	20/11/2020



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## Introduction

At times, usually around the Christmas period, organisations may be required to produce a pay and subsequent files earlier than normal to ensure employees continue to be paid as scheduled and to give payroll officers a well-deserved holiday. This document has been prepared to detail the processes to achieve this, to highlight issues you may encounter and how to resolve these.

Most organisations continue to make payment on the scheduled date. These instructions assume this.

## Timekeeper Considerations

This section only applies to organisations that use the Aurion Timekeeper.

### Advancing Timekeeper Period

Once a pay is produced, most organisations advance their timekeeper period and raise a timesheet for the next period via task EV335\_TK\_ADVANCE. This process will continue to be actioned as per normal, but subject to the timesheet period you may need to remove any values in the 'Skip if ruleset current timesheet end date > days from today' fields. These fields are designed to prevent accidental advancing of a timesheet period so should be re-added after the process is run. Refer to the Aurion Help for details on how to save parameters without running the task.

Remember that any approved timesheet will make resulting payments in the current pay. Ensure you do not raise a timesheet and get employees to complete until your current pay period is correct.



▲ Selection

**Process**

<b>Ruleset</b>	<input type="text" value="SWV"/>	<input type="text" value="Shift Worker Victoria"/>	+ -
	<input type="text" value="CW"/>	<input type="text" value="Casual Worker Australia"/>	+ -
	<input type="text" value="SWM"/>	<input type="text" value="Shift Worker (Min Break)"/>	+ -
			^ v

**Pay Entity**   + -

OR

**Pay Branch**    + -

^ v

---

▲ Optional Selection

**Award Code**   + -

^ v

Skip when on leave all of period   
 Skip if no placement in period

Skip if ruleset current timesheet  
 end date > days from today

## Future Timesheet Entries

Each Time Type in a Timekeeper Ruleset can be flagged to allow for future dated entries to be processed. If you want to process transactions that are dated greater than today's date, the 'Future' field must be checked on.

Ensure all relevant codes are flagged accordingly:



**Timekeeper Designer** Shift Worker Victoria (SWV)

Properties Sections Accumulators **Time Types** Columns Summary Shifts Limits/Defaults Interpretation Meals Dates V

Save Cancel

Layout Type: Days are Rows with Times Entry: Period

Standard & Flex Hours Section

Rostered Time	Add	Delete	Time Type Code	RT	Description	Rostered Time
Public Holiday	Up	Down	Usage	Normal Time	Leave Type	Time Code
Annual Leave			Costing Rule	Custom	Min Hours	Max Hours
Personal Leave			Override Class	<input type="checkbox"/> Separate Shift <input checked="" type="checkbox"/>		
Long Service Leave			Override Class Mandatory	<input type="checkbox"/>		
Carers Leave			Custom Cost Code 1	Optional 2 Optional 3 Not Applicable 4 Not Applicable		
Time in Lieu						
Jury Service						
Compassionate Leave						

Allowed: Mon-Fri  Holiday  Saturday  Sunday  Special  **Future**  No Break

If changes are made, remember to validate the ruleset.

## Producing a Pay for a Pay Entity

### Business Rule 24

This rule prevents pays from being accidentally run before they should logically be processed. Before running the pay, ensure the 'Projected Paid Date' field is unchecked:

**Business Rule Detail**

Save Cancel

Record Id: 00024

Description: Setting Pay Entity to Ready For Payrun: Do you want to prevent inadvertent future pay runs (a) based on projected date paid (b) if there are any unapproved Timekeeper Forms?

Alpha	Number
Date	Time
Decimal	Checkbox
	<b>Projected Paid Date</b> <input checked="" type="checkbox"/>
	Unapproved TK Forms <input type="checkbox"/>

Once the pay has run successfully, remember to turn this setting back on.



## Pay Cycles

A pay run may fail if your system does not have sufficient pay periods generated. A number of customers generate pay periods through to the end of the calendar year.

Check the Pay Cycles (EC061\_PCYCL\_LIST) screen to ensure that you have enough future dated pay periods. It is recommended that you check annually (as recommended in the End of Financial Year Processing document released by Aurion) and generate a further 12 months if required.

Please ensure that you click the Validate button once any changes are made to ensure no gaps exist in dates.

## Pay Entity Date Paid Schedule

This function allows for the actual date paid to be defined against each pay period. This is very useful for monthly pay entities where the date paid changes each pay, but can be used by weekly/fortnightly cycles also.

Ensure that the 'Date Paid' value is correct for the pay being produced in advance.

Date Paid Schedule					
Details		Pay Branch	Payslip Message	Audit History	Date Paid Schedule
Save		Cancel	Generate Dates Paid		
	End Date	End Day	Date Paid	Paid Day	
-	31-OCT-2021	Sunday	04-NOV-2021	Thursday	
-	14-NOV-2021	Sunday	18-NOV-2021	Thursday	
-	28-NOV-2021	Sunday	02-DEC-2021	Thursday	
-	12-DEC-2021	Sunday	16-DEC-2021	Thursday	
-	26-DEC-2021	Sunday	30-DEC-2021	Thursday	
-	09-JAN-2022	Sunday	13-JAN-2022	Thursday	
-	23-JAN-2022	Sunday	27-JAN-2022	Thursday	
-	06-FEB-2022	Sunday	10-FEB-2022	Thursday	
-	20-FEB-2022	Sunday	24-FEB-2022	Thursday	
-	06-MAR-2022	Sunday	10-MAR-2022	Thursday	
-	20-MAR-2022	Sunday	24-MAR-2022	Thursday	
-	03-APR-2022	Sunday	07-APR-2022	Thursday	
-	17-APR-2022	Sunday	21-APR-2022	Thursday	
-	01-MAY-2022	Sunday	05-MAY-2022	Thursday	
-	15-MAY-2022	Sunday	19-MAY-2022	Thursday	

If using this function, check on the 'Use Date Paid Schedule' field on the Pay run parameter form (ER368\_PAYRUN). This field is only available for a Payrun, and when checked on the 'Processed at Bank Day' field will be unavailable.

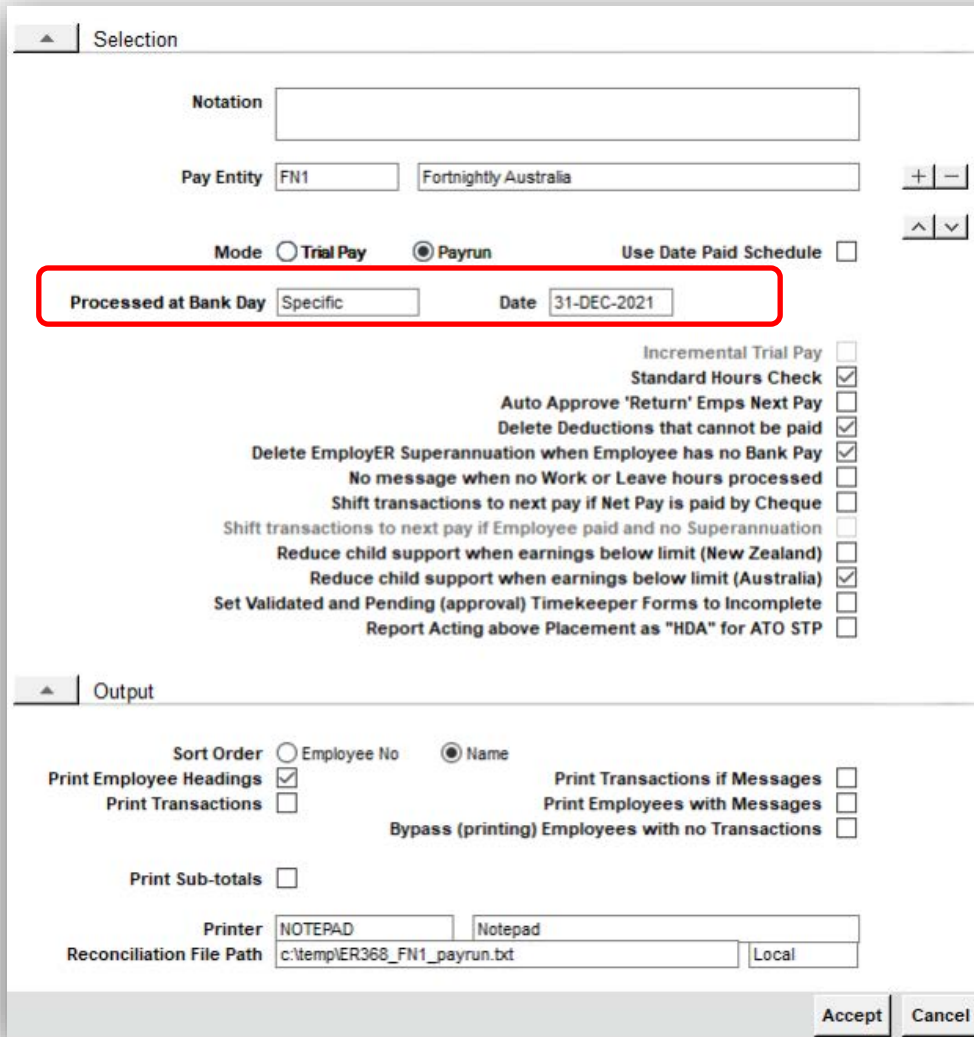
More information on this feature is available in Aurion Help. Search for "Configuring the Date Paid Schedule".



## Payrun

When running the actual payrun (not Trial pay), amend the parameter form to select "Specific" and enter the actual date that the monies will be paid. If you use one of the day options, Aurion is likely to create the wrong Date Paid that will appear on Pay Summaries, Pay Advices etc

If you currently use the Pay Entity Date Paid Schedule, then no change is required.



**Selection**

Notation

Pay Entity

Mode  Trial Pay  Payrun  Use Date Paid Schedule

**Processed at Bank Day**  **Date**

Incremental Trial Pay  
 Standard Hours Check  
 Auto Approve 'Return' Emps Next Pay  
 Delete Deductions that cannot be paid  
 Delete Employer Superannuation when Employee has no Bank Pay  
 No message when no Work or Leave hours processed  
 Shift transactions to next pay if Net Pay is paid by Cheque  
 Shift transactions to next pay if Employee paid and no Superannuation  
 Reduce child support when earnings below limit (New Zealand)  
 Reduce child support when earnings below limit (Australia)  
 Set Validated and Pending (approval) Timekeeper Forms to Incomplete  
 Report Acting above Placement as "HDA" for ATO STP

**Output**

Sort Order  Employee No  Name

Print Employee Headings  Print Transactions if Messages  
 Print Transactions  Print Employees with Messages  
 Bypass (printing) Employees with no Transactions

Print Sub-totals

Printer

Reconciliation File Path

## Adjust Date Paid

If you run the pay successfully without making this change, or have defined an incorrect date, the 'Adjust Date Paid' (EC764\_DATE\_PAID) task can be used to correct the Date Paid.





Adjust Date Paid

*This process alters the Date Paid field for a nominated Pay Entity and Pay Period. Costing data will need to be regenerated for the impacted pay periods.*

*Note if changing a date paid for a Pay Entity in an Australian Company and it involves a change in Financial Year e.g. from 30 June to 1 July or vice versa, then you may need to also "Recall Final PAYEVNT Transmission" then re-generate and re-transmit the final PAYEVNT payload for that year, and also re-generate and re-transmit the cumulative PAYEVNT payload for the current year.*

Pay Entity

Period End Date

Correct Date Paid

Correct Date Paid Cancel

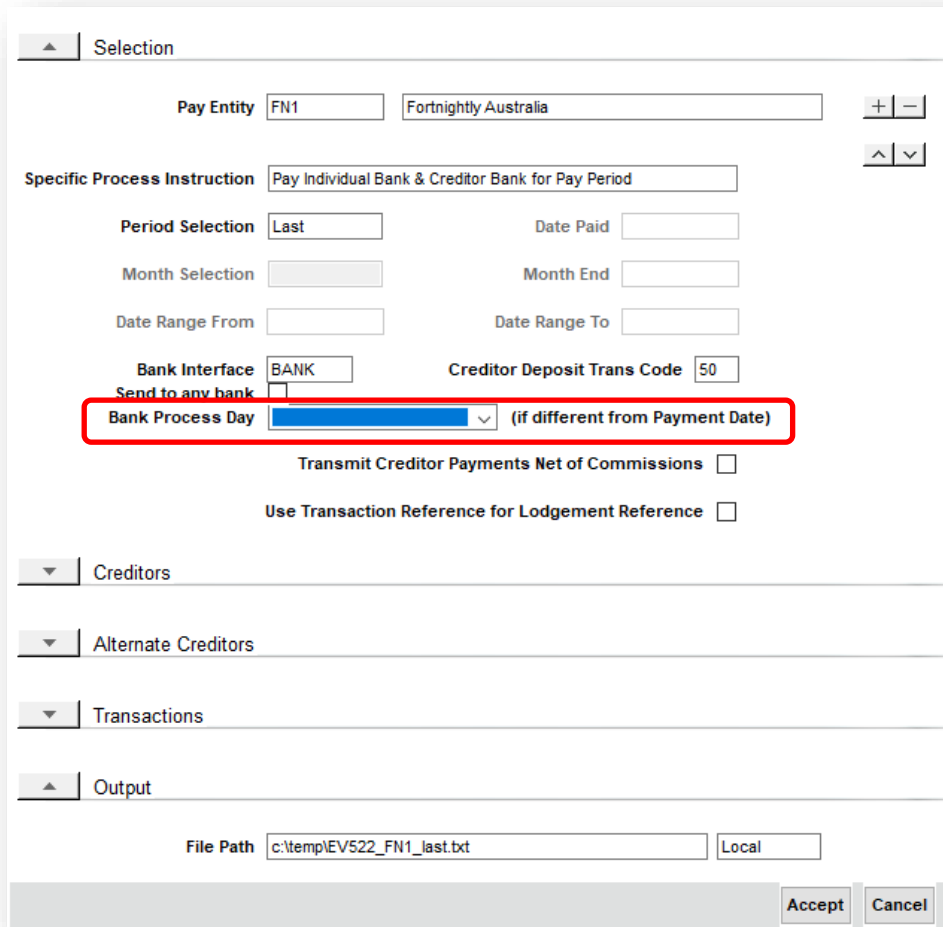
## Bank File

The bank file can be created and transmitted to your bank before the last working day in the year.

If the Date Paid reflects the date money is to be paid, ensure the 'Bank Process Day' field is blank. Aurion will add the Date Paid to the file.

If you transmit money to the bank on the day prior to the Date Paid, select the option "Day before Payment Date" in the 'Bank Process Day' field.





Selection

Pay Entity

Specific Process Instruction

Period Selection  Date Paid

Month Selection  Month End

Date Range From  Date Range To

Bank Interface  Creditor Deposit Trans Code

Send to any bank

**Bank Process Day**  (if different from Payment Date)

Transmit Creditor Payments Net of Commissions

Use Transaction Reference for Lodgement Reference

▼ Creditors

▼ Alternate Creditors

▼ Transactions

▲ Output

File Path

Bank files can be re-run if you make an error and need to reproduce the file.

## STP Processing

STP Payloads can be generated and reconciled in the normal manner.

When transmitting the payload to the ATO, ensure the field 'Use Date Paid for Declarer Date' is checked on.



▲ Selection

Purge old transmissions  Pay by Pay transmissions older than  financial years  
EOFY transmissions older than  financial years

Transmission Type

Transmit Pay by Pay  Wait minutes list     
Transmit EOFY      
    
Receive outcomes

**Use Date Paid for Declarer Date**

Max execution elapsed minutes   
Alert when outcome not received after  attempts

Gateway timeout  seconds  
Gateway retry  attempts  
Gateway alert

Email address

Message Topic Code

