



DataByte
DYNAMIC SOLUTIONS

PAYROLL USER GUIDE

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Welcome !

This user guide will get you started with **DataByte Payroll™**, our Payroll module which lives within **DataByte Fusion™**.

More information about Fusion, can be found on a document available for download [here](#).

DataByte Payroll™ form part of **DataByte WorkForce™**, a suite of HR Management and Front Desk software which comprises of our fully integrated [Leave Management](#), [Time & Attendance](#) and [Visitor Management](#). Learn more about **DataByte WorkForce™** [here](#).

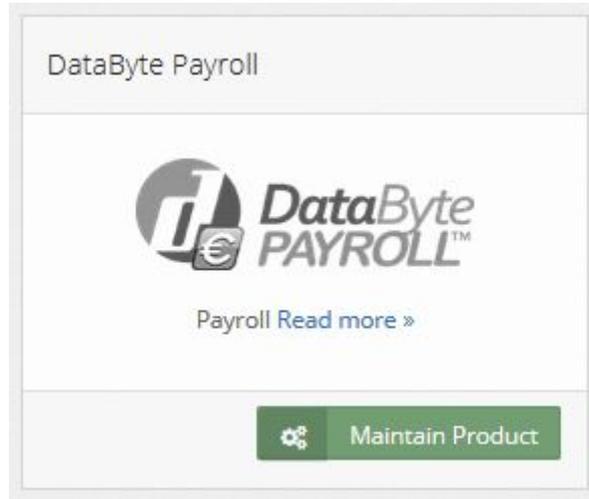
We hope you like **DataByte Payroll™** and please feel free to contact us via email on support@databyte.com.mt.

Regards

The DataByte Team

Configuration

After [setting up your Fusion account](#), select **'Maintain Product'** for Payroll on the Fusion Dashboard.



You can now provide yourself with **Administrator** access that will allow you full privileges within the system.

Manage user roles for Payroll	
User	Administrator
Alba Castillo (albacastillo@yahoo.com)	<input checked="" type="checkbox"/>

Start by ensuring that you have the correct amount of employee licenses needed in order to run Payroll as desired, this can be done by accessing the **'Licenses'** page.

More information about Fusion licensing can be found on page 7 of our Fusion documentation available for download [here](#).

What is the difference between a user and an employee?

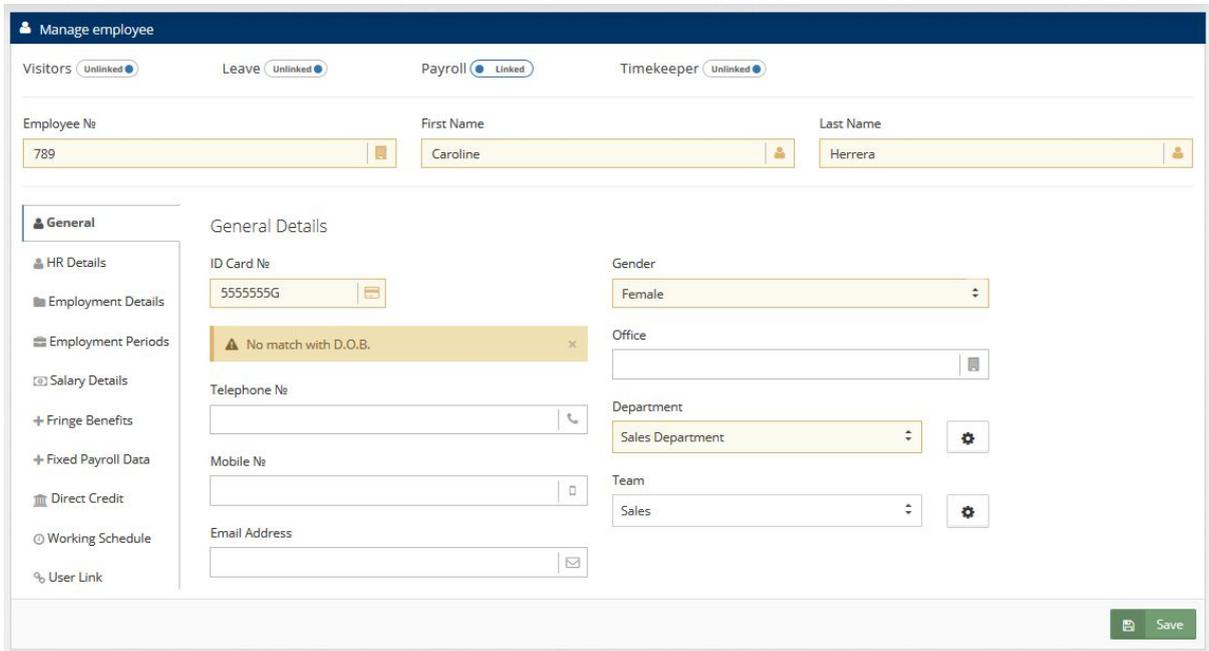
Please refer to page 13 of the Fusion user guide available for download [here](#).

How do I create an employee?

Navigate to the main dashboard of Fusion via the **'Product Switcher'** from the main menu and select **'Manage Employees'** followed by **'Add Employee'**.



Insert employee details, whilst ensuring that the employee is linked to Payroll. Before switching to populate other employee-related tabs, please be sure to click the save button.



HR Details tab

When populating the employee details in the **'HR Details'** tab, please note that the Civil Status placeholder is independent of the FSS status **'Employment Details'** tab. The Civil Status in the **'HR Details'** tab is kept simply as a record.

Employment Details tab

In the **'Employment Details'** tab, there are a number of fields which determine the automated calculations for payslips.

- The **'Employment type'** field is a case in point as its selection would determine how much tax is paid. In the case of a part-time employee whose income is only from your company, you would need to select **'Full-time (reduced)'** in order for the employee to be charged the regular tax rate. Unless this employee works fixed hours, you would need to set their **'Average Weekly Hours'** to 0 (zero) in order to be able to include their hours in their payslip, once payslips have been processed;
- **'Previous Emoluments'** and **'Previous Tax'** would need to be included from the employee's last FS3 of the current year, in order for FSS calculations to be made correctly; (The FSS tax system requires to be aware of the earnings made by the employee to date for the year of process);
- The **'FSS Status'** selected would be based on the wishes of the employee as different selections provide different tax calculation rates;
- The **'FSS Exemption Yearly Amount'** field would be used in the case of an employee who is entitled to a tax exemption by government;
- A **'Fixed Tax Rate'** may be applied by selecting the checkbox **'Enforce tax rate'** and by populating the field **'Fixed Tax Rate (%)'** with a percentage;

- The **'Default Commission Rate'** field should be used in the case that an employee receives a taxable commission over and above his basic wage;
- The **'Default Overtime Rate'** field should be used in the case that your company has an agreement for a different overtime rate than the standard set by law;
- The **'Self-Employed N.I. Amount'** field should be used in the case that a Self-Employed worker would decide to pay a different N.I. amount from the regularly calculated amounts; (Typically this would be a higher rate than the rate for those who are not tagged as self-employed);
- The **'N.I. Reimbursements (%)'** and **'Tax Reimbursements (%)'** fields should be used in the case that an employee paid more N.I. or Tax in previous months;

Finally, please ensure that all checkboxes on this tab are selected in correctly.

*Note: **'Paid Bonuses'** tick box refers to the employee being paid government bonuses. (March-June-September-December)*

Employment Periods tab

In the **'Employment Periods'** tab, you would need to select an **'Engagement Date'** indicating when the employee starts working with your organisation. A **'Termination Date'** would need to be selected if an employee were to hand in their resignation and would show the last day of employment. **'Probation Expiry Date'**, **'Work Permit Expiry Date'**, **'Contract Expiry Date'** and **'Work Permit Number'** are not required fields, however we recommend that you use them to keep all employee data on one system. In future these dates will go to populate the HR calendar that will form part of the integrated HR Database within the WORKFORCE suite.

Salary Details tab

The **'Salary Details'** tab, is where you would include the employees' agreed remuneration. All salary adjustments for the employee will appear here as adjustments are made over time. There is also a section where notes can be added in the case that adjustments would need to be made at a later date.

Fringe Benefits tab

This section is where **'Car benefits'**, **'Assets & Accommodation'** and other benefits are recorded so that the appropriate tax deductions can be computed.

Fixed Payroll Data tab

This tab allows for regular additional adjustments (both fixed additions and deductions) to be done including commissions, bonuses, pre and post-tax deductions, auto-deductions and other items of this nature.

Direct Credit tab

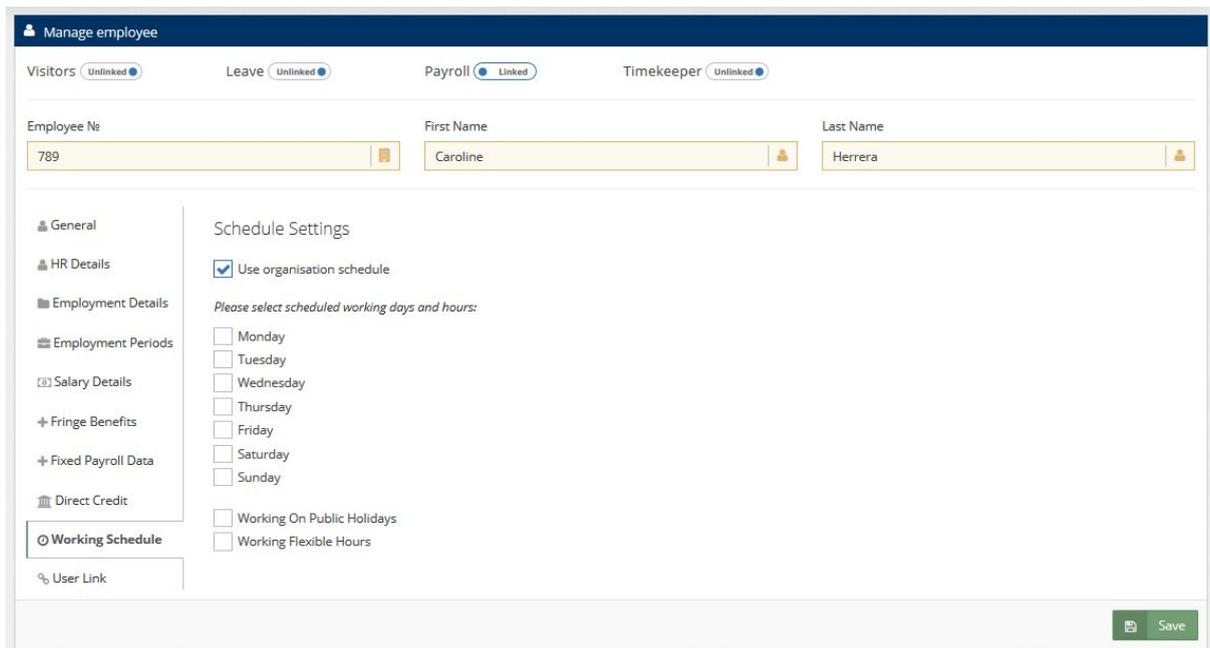
This tab allows for the employees bank account details to be entered. Start by ticking **'Use SEPA'**, followed by the selection of a **Bank** and the population of the **IBAN** and **Bank Account Name** fields. This data will create the end-of-process direct credits data file for onward bank processing of wages and salaries.

Working Schedule tab

When populating the **'Working Schedule'** tab, *(based on your HR policies)* you can select **'Use organisation schedule'** which would report based on the Working Schedule set up in Fusion's settings. Alternatively, you may set specific working days, working hours and break times for the employee. The 'Working Schedule' tab also allows you to select whether the employee can clock-in on public holidays and have the option to be clocked with flexible hours. Flexible hours refers to people who work non-standard hours each day.

User Link tab

If the employee has a Fusion user account setup already, this is where you can connect the employee to a user of the system.



The screenshot displays the 'Manage employee' interface. At the top, there are tabs for 'Visitors' (Unlinked), 'Leave' (Unlinked), 'Payroll' (Linked), and 'Timekeeper' (Unlinked). Below these are input fields for 'Employee No' (789), 'First Name' (Caroline), and 'Last Name' (Herrera). A sidebar on the left lists various settings categories: General, HR Details, Employment Details, Employment Periods, Salary Details, Fringe Benefits, Fixed Payroll Data, Direct Credit, Working Schedule (selected), and User Link. The 'Working Schedule' section is expanded, showing 'Schedule Settings' with a checked box for 'Use organisation schedule'. Below this, a list of days from Monday to Sunday is shown with unchecked boxes. At the bottom right, there is a 'Save' button.

How do I edit an employee?

After an employee has been set up, employee settings can be revised and tweaked by selecting **'Manage Employees'** from Fusion and followed by **'Edit'** for any employee selected.

Employees							
<input type="text" value="Search by Employee No, Name or Surname"/> <input type="button" value="Search"/> <input type="button" value="+ Add Employee"/>							
Actions	Employee No	Name	User Link	Visitors (5/10)	Leave (5/10)	Payroll (5/10)	Timekeeper (5/10)
<input type="button" value="Edit"/>	123	Paul Smith	<input checked="" type="checkbox"/> Link	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	456	John Connell	<input checked="" type="checkbox"/> Link	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	789	Caroline Herrera	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	824	Karolina Obara	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	854	Mark Watson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Organisation and Payroll Settings

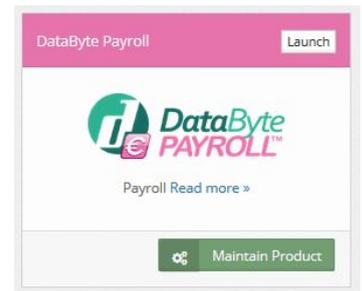
Ensure that your Payroll settings have been set, in order to start processing payroll runs. These can be found by logging into Fusion and selecting settings. This will request you to enter the payroll company's own payroll related data items.

Using DataByte Payroll

To access Payroll, login to Fusion and click the **'Launch'** button for the Payroll module from the fusion Dashboard.

Field configuration and Payslip settings

We recommend that you start by accessing the product settings to ensure that all fields and payslip settings are configured to your liking. These can be accessed through the settings option in Payroll.



Field Configuration							
Field Descriptions	Code	+/-	Taxable	Hide If Zero (Payslip)	Hide If Zero (Dept. Analysis)	inc. P/Time Hrs	
<input type="text" value="Adjustment"/>	ADJ	+	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="Arrears Tax"/>	ATAX	-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="Basic Pay"/>	BASIC	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="Commissions"/>	COM	+	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="Extra Bonus"/>	EBON	+	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="Non-Taxable Car Cash Benefits"/>	EXFB	+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="FSS Tax"/>	FSS	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="Government Bonuses"/>	GBON	+	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="Generic Pre-Tax Add. - 1"/>	GFA1	+	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The field configuration screen shown above displays some of the fields which you may adjust to suit the terminology of your company. Each field displays whether it is a

taxable item and features options to hide the field if it contains no data for the payslip and Dept. Analysis as well as whether it should be included and calculated accordingly in pay slips with Part-time hours.

After updating a field an icon will appear on the right hand side of the row to provide the user with an option to revert to the default setting.

Initialising Payroll Year

To initialise your payroll year, simply click **'Initialise Year'** from the main menu in payroll and select your frequency for issuing payslips followed by the year that you would be starting and the first Monday or Monday/Sunday depending on the option that you have selected, followed by the **'Save'** button. The objective of this Initialisation run is to set the first process run number and map out the all-important Mondays for the year that are the basis of the NI and Maternity Leave Contribution calculations.

Processing Payroll

To start processing your payroll, simply click **'Process Payroll'** from the main menu of Payroll, followed by the **'Process'** button in actions column.

NB: Once payroll is processed, the employee data is locked for up to end of that payrun. No employee data can be changed and new no new employees may be edited. This also applies to any payrun processed in the past. "At the moment" this lock cannot be undone.

Payroll Runs						
Frequency	Employees	Year	Run #	From	To	Actions
Monthly	1	2018	1	01/01/2018	31/01/2018	
Total	1 employee					

You will be shown a list of employees to be included in this payment run, if all is well you may proceed by clicking **'Process All'**. If the number of employees on this list exceed your licensed software, a message showing that you are exceeding the license will be displayed.

Process All <input checked="" type="checkbox"/> Keep previous parameters						
Employees included in this run						
Emp. No	First Name	Last Name	Probation	Contract	Work Permit	Termination
1	Joey	England	--	--	--	--

You will be presented with details per employee for the payment run, you can make amendments as needed, however it is important to click **'Reprocess'** after any amendments have been made. Amendments can be made at a later time, simply log in

to Fusion, launch the Payroll module, click **'Process Payroll'** followed by the **'Edit'** button for the selected employee.

NB: Reprocessing a pay run from scratch, removes all the manual adjustments made through the edit payroll screen.

Run Details for Mark Borg (1)

Employment Type: Full-time

Civil Status: Married

FSS Band: Married

FSS on O/T: 0.00

Pays Tax: Yes ✓

Pays N.I.: Yes ✓

Enforce 10% N.I.: No ✗

Gov. Bonuses: Yes ✓

	Hrs/Units	Rate	Amount (€)
Basic Pay	<input type="text" value="23.00"/>	<input type="text" value="109.17"/>	<input type="text" value="2510.83"/>
Gross Pay			<input type="text" value="152535.02"/>
i FSS Tax			<input type="text" value="0.00"/>
i N.I.			<input type="text" value="227.90"/>
Net Pay			<input type="text" value="152277.12"/>

Updates to the payslip may be made from the tabbed sections underneath the payslip overview. When a field value is changed from the screen shown above, the Gross and Net Pay are calculated in real time and this is denoted by a spinner icon next to the affected fields whilst it is being recalculated. Any generic field names within these tabs may be customized from the **'Field Configuration'** option in Payroll **'Settings'**.

+ Pre-Tax Additions (€150044.49)		- Pre-Tax Deductions (€20.30)	+ Post-Tax Additions (€30.00)	- Post-Tax Deductions (€60.00)	
	Hrs/Units	Rate	Amount (€)	Remarks	Fixed
Overtime x1.0	1.00	14.49	14.49		
Overtime x1.5	0.00	21.74	0.00		
Overtime x2.0	0.00	28.98	0.00		
Overtime x3.0	0.00	43.47	0.00		
Government Bonuses	0.00	0.00	0.00		
Extra Bonus	10000.00	15.00	150000.00		
Other Overtime	0.00	0.00	0.00		
Commissions	0.00	0.00	0.00		
Sundries	0.00	0.00	0.00		
Other Pre-Tax Additions	0.00	0.00	0.00		
 Taxable Fringe Benefits	0.00	0.00	30.00		
Generic Pre-Tax					

Once all updates have been made and the payment details for each employee have been checked, you may proceed to finalising the Payroll run by clicking **'Process Payroll'**, followed by the **'Finalise'** button. This will close your pay period for that pay frequency group and automatically move you to the next process run for that pay frequency group (Monthly/4-weekly, Fortnightly or Weekly).

Payroll Runs						
Frequency	Employees	Year	Run #	From	To	Actions
Monthly	1	2018	1	01/01/2018	31/01/2018	<input type="button" value="Reprocess"/> <input type="button" value="Finalise"/> <input type="button" value="Edit"/>
Total	1 employee					

How do I undo a Payroll run?

DataByte Payroll allows you to undo the last finalised Payroll run. Undoing the last pay run does not reset it, it just marks it as unfinalized. This means that the validations will still prevent the user from adding employees or change salaries until the run is finalised. To undo a pay run, simply log in to Fusion, launch the Payroll module, and click **'Undo Run'** in the left-hand side menu, followed by the **'Undo'** button. Should you require to undo more than one run, this is also possible.

Payroll Runs						
Frequency	Employees	Year	Run #	From	To	Actions
Monthly	1	2018	1	01/01/2018	31/01/2018	Undo
Total	1 employee					

How do view my Payroll run History?

DataByte Payroll™ allows you search through your payment run history. To access your run history, click **'Run History'** followed by the details of the payment run you would like to look up and to complete this task, click the **'Search'** button.

How do I make Bulk Wage Adjustments?

Should you wish to make company-wide bulk wage adjustments, (such as the case of a COLA) simply click **'Bulk Wage Adjustment'** from the main menu of Payroll, set the date that the adjustment is effective from, set the weekly adjustment amount, select the employment type, select the checkbox for 'Update Future Salary Changes' should the change be for all future payslips and finally click the **'Save'** button.

Should you wish to make different wage adjustments, DataByte Payroll™ allows for filters to be added so that you can drill down employees by Departments, Teams or Frequency that they are paid with.

Reporting

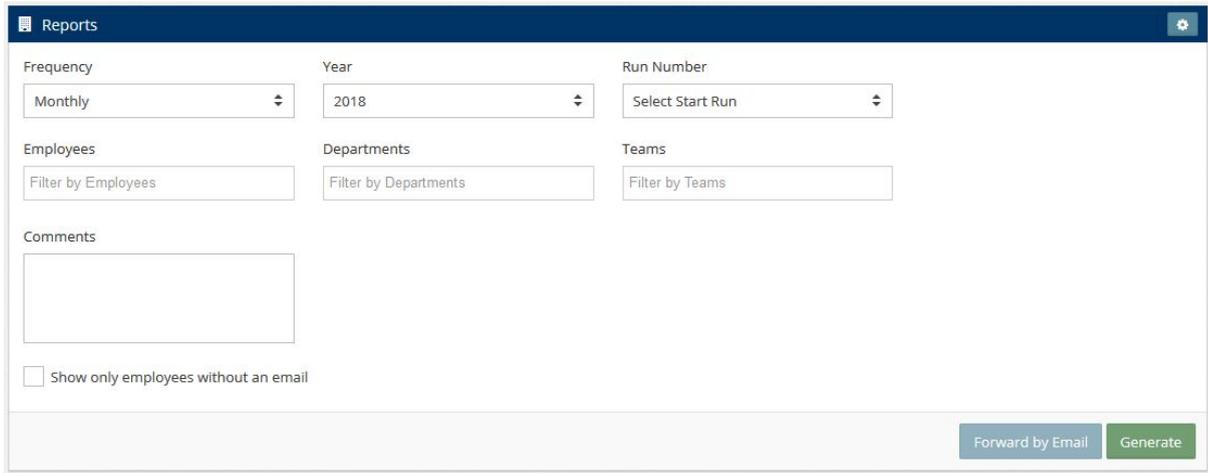
DataByte Payroll™ allows for these reports to be extracted. All reports can be extracted in .PDF, .DOCX and XLS formats:

- FS3 Report and eLodgement
- FS5 Report and Breakdown
- FS7
- Payslips (*A report showing all payslips for a particular run*)
- Payroll Analysis (*A report showing a breakdown of payroll per department and employee for a run*)
- Custom field (*A custom report where the user chooses as to which fields will be shown in the report*)

All reports (with the exception of SEPA Direct Credit reports) can be accessed from the **'Reports'** section within the Payroll module.

Emailing of payslips

From **Reports > Payslips**, start by generating the set of payslips that you want emailed using the filters and pressing generate. After the report is shown, press 'forward by email', payslips are sent to the employees email address listed within their entry in Fusion. If an employee does not have an email address listed, then it follows that they will not receive any payslips by email. Users are also provided with an option to generate payslips only for those without email address so that they may be printed and transmitted manually.



The screenshot shows a web interface titled "Reports" with a settings gear icon in the top right corner. The interface is organized into several sections:

- Frequency:** A dropdown menu currently set to "Monthly".
- Year:** A dropdown menu currently set to "2018".
- Run Number:** A dropdown menu currently set to "Select Start Run".
- Employees:** A text input field labeled "Filter by Employees".
- Departments:** A text input field labeled "Filter by Departments".
- Teams:** A text input field labeled "Filter by Teams".
- Comments:** A large empty text area for adding notes.
- Checkbox:** A checkbox labeled "Show only employees without an email".
- Buttons:** Two buttons at the bottom right: "Forward by Email" (light blue) and "Generate" (green).

SEPA Direct Credit Reports

If the tenant and employee have the correct SEPA details listed in the system, the user can choose the SEPA file setting and the xml file is downloaded (this can sometimes be locked based on the selected bank). This is then submitted to the bank to affect onward payment processing by the bank.

The SEPA report is a way for users to see the content of the SEPA file in an understandable format.