

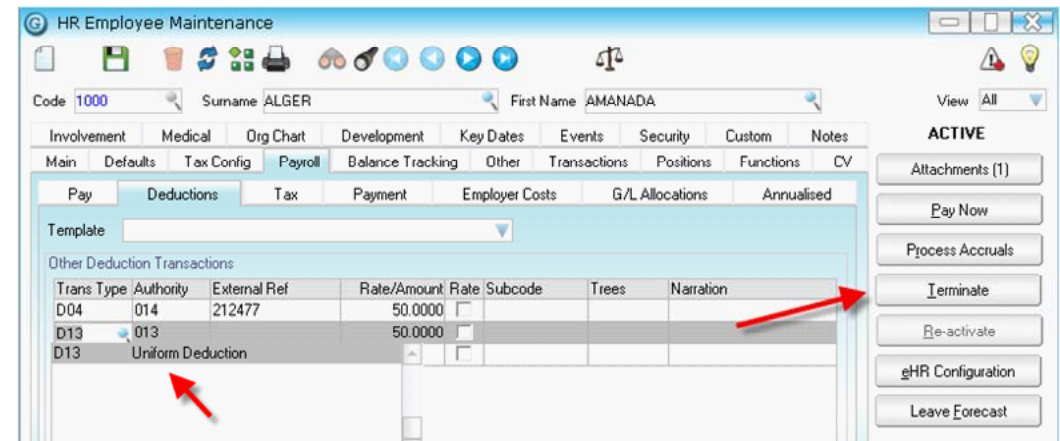
Payroll & HR Updates

Payroll and Human Resources Updates

Based on user feedback we have added new features into payroll, further strengthening Greentree payroll as truly an ANZ compliant solution.

These new features include:

- The 'employee-reducing-balance-deduction' function. This can be used to cater for requirements such as providing a uniform to all staff, whereby the employer wants to recover the cost through a small deduction from each pay. A one-off original balance is established, and new fields are added to the default deductions tab on the employee, to set deductions as reducing. (NB: This function is different to reducing- payment-deductions and AR offsets.)
- Each pay entered after this deduction is added, reduces the outstanding amount. Double clicking on the outstanding field will pop up a screen showing how much, and on which pay, this has been repaid. This function can be used for a one off deduction rather than using the AR offset.
- Reducing payments is designed for employers to deduct monies from the employee to pay external sources (e.g. repayment of parking fines.)



Payroll & HR Updates

The following updates have been applied to the termination wizard:

- You can now add an 'outstanding' box to display how much is outstanding for any AR offsets, reducing payments or reducing deductions for an employee, when they are terminated. Reducing deductions will be added in full to the final pay. Reducing payments will be highlighted in the 'outstanding' box, for the user to action if need be. AR offsets will be fully added to the payment line on the final pay, the user will be warned if the final pay will not cover the full amount outstanding.
- You can also add a button to the 'employee maintenance' screen to open the terminated employee screen, with the current employee selected.
- You can also add a 'terminate employee' button to the pay entry screen to convert that pay to the employee's final pay and open the terminate screen. This button will change to say 'cancel final pay' once it has been linked to the final pay.

FREE Functions

A number of the FREE functions for HR have been released, including updating employees and applicants. There are new functions that have been added, but are still in beta mode. Please log a support call if you require use of the FREE functions to determine which of the functions are still in beta mode.

