Payroll

Part of the Payroll & Resources application

Trademarks

Disclaimer

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Payroll

Get comprehensive control over Australian employees' wages, entitlements and payments with Payroll

Pronto Xi's Payroll is a one-stop shop for managing your employees. It streamlines remuneration and payments and captures all employee information in one spot, enabling you to run your business more efficiently.

Payroll's key features and functionality enable you to:

- easily manage employee details, remuneration specifics, superannuation, banking information and permanent transactions

- meet personnel management requirements with Organisation Management's user-definable structure

- flexibly define leave conditions and estimate leave values with Leave Management

- link Resource Management to employee profiles for accurate leave entitlement calculations

- streamline employee time management and compliance with annualised salary requirements through Integrated Timesheets

- simplify pay run generation, reconciliation, confirmation and compliance with Single Touch Payroll Phase 2 using Pay Run Management's centralised workflow process
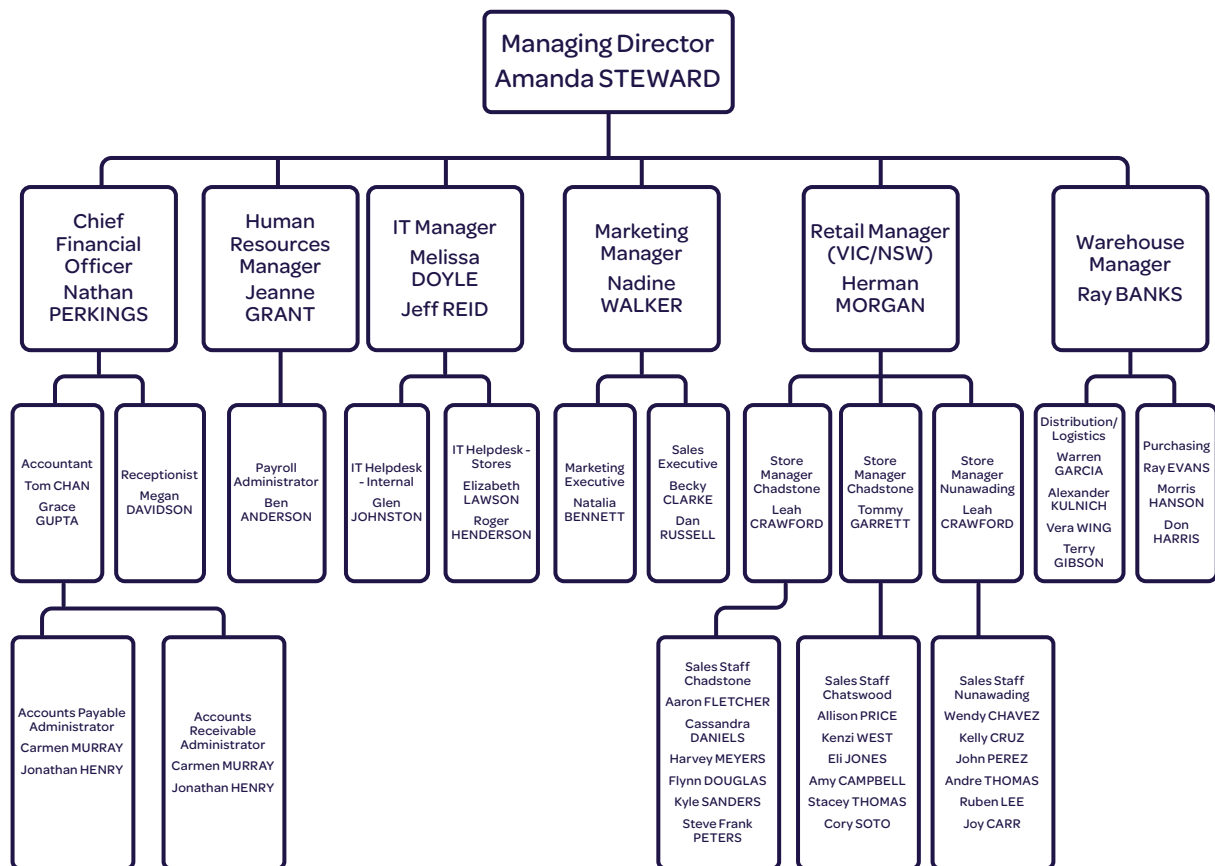
Payroll employee details

Input a variety of employee information into Payroll to streamline your company's payroll processes. Information can include:

- **Personal details** — Add personal details, set Wage Gender Equality (WGEA) reporting standards and create custom categories for analysing employee expenses and benefits

- **Remuneration** — Cover tax exemptions, thresholds claimed, Medicare exemptions and any governmental debts like STSL obligations

- **Superannuation** — Specify the employee's chosen fund and include salary sacrifice or extra superannuation contributions. Additionally, add reportable employee contributions

- **Banking information** — Define the employee's default banking preferences and up to six additional banking choices

- **Permanent transactions** — Establish recurring payments or automatically apply deductions in each pay cycle, such as salary sacrifice deductions, child support payments and union fees

- **Earnings history** — Get an overview and insight into all payments made to the employee categorised according to ATO STP reporting standards

- **Costing** — Categorise employees so that the general ledger accounts for salary and wages, as well as leave payments and provisions concerning employee obligations and leave. These entries are automatically reflected in the General Ledger system

Organisation management

Organisation management tools control the detailed information necessary to meet your organisation's personnel management requirements. The tools allow you to develop a user-definable organisation structure to assist with leave and timesheet approvals.

Managing Director
Amanda STEWARD

Chief Financial Officer
Nathan PERKINGS

Human Resources Manager
Jeanne GRANT

IT Manager
Melissa DOYLE
Jeff REID

Marketing Manager
Nadine WALKER

Retail Manager (VIC/NSW)
Herman MORGAN

Warehouse Manager
Ray BANKS

Accountant
Tom CHAN
Grace GUPTA

Receptionist
Megan DAVIDSON

Payroll Administrator
Ben ANDERSON

IT Helpdesk – Internal
Glen JOHNSTON

IT Helpdesk – Stores
Elizabeth LAWSON
Roger HENDERSON

Marketing Executive
Natalia BENNETT

Sales Executive
Becky CLARKE
Dan RUSSELL

Store Manager Chadstone
Leah CRAWFORD

Store Manager Chadstone
Tommy GARRETT

Store Manager Nunawading
Leah CRAWFORD

Distribution/ Logistics
Warren GARCIA
Alexander KULNICH
Vera WING
Terry GIBSON

Purchasing
Ray EVANS
Morris HANSON
Don HARRIS

Accounts Payable Administrator
Carmen MURRAY
Jonathan HENRY

Accounts Receivable Administrator
Carmen MURRAY
Jonathan HENRY

Sales Staff Chadstone
Aaron FLETCHER
Cassandra DANIELS
Harvey MEYERS
Flynn DOUGLAS
Kyle SANDERS
Steve Frank PETERS

Sales Staff Chatswood
Allison PRICE
Kenzi WEST
Eli JONES
Amy CAMPBELL
Stacey THOMAS
Cory SOTO

Sales Staff Nunawading
Wendy CHAVEZ
Kelly CRUZ
John PEREZ
Andre THOMAS
Ruben LEE
Joy CARR

Set your organisation structure in Human Resource Management

Leave management

When it comes to defining leave conditions, Payroll is highly flexible. Distinguish between accrued and entitled leave, and establish varying accrual rates before and after a specified qualifying period. Personal leave, annual leave, long service leave and rostered days off accumulate automatically in alignment with awards or individual needs.

Payroll officers can use estimation tools to approximate leave values owed to employees. These tools offer information on owed, projected and accrued values up to the estimation date.

Enter leave requests in advance and they'll be added to the relevant pay cycle when payment is due. These leave transactions offset any permanent transactions, reducing double handling. You can manage subsequent transactions related to taken leave, leave loading, or payments in lieu of time off during any pay run.

Link Resource Management to an employee profile to create employee work cycle patterns. By defining the work cycle, you can specify what constitutes a working day, which is crucial when calculating leave entitlements as it helps determine the exact number of days or hours accrued through leave requests.

Integrated timesheets

The integrated payroll system seamlessly generates timesheets from various sections of Pronto Xi, automatically incorporating them into your employees' pay schedules. Timesheets can be user-defined to suit various needs, whether it's for costing and payroll purposes, costing alone, payroll alone, or entirely notional. This timesheet functionality empowers organisations to effectively manage employee time and uphold compliance with annualised salary requirements.

Connecting Resource Management to an employee profile enables you to establish work cycle patterns for your employees and associate them with time interpretation rules. This way, when timesheets are submitted for or by the employee, the interpretation engine categorises the total work time into different time buckets for regular and overtime components.

Pay run management

A central pay-run workflow process offers great flexibility in processing payroll. Initiating a pay run allows you to set up the specifics, such as defining whether it's a standard pay cycle (including all employees or only those due for payment), or an adjustment pay run. You can also temporarily pause leave and superannuation entitlements for that particular run.

Pay run generation

Payroll allows you to submit leave requests, track timesheets owed and process permanent transactions. It automates these tasks, streamlining your payroll officers' workload. After setting up the pay run, payroll officers can easily reconcile payments and input necessary details for each employee.

Whether employees are getting a raise, bonus or commission, Payroll precisely calculates tax amounts, saving your payroll team time on what would otherwise be spent on manual tasks. With no need to handle data multiple times or rely on Excel-based calculations, you can prevent costly errors in payroll processing.

Pay run reconciliation

Analysing pay transactions is simple. When a payroll officer examines an employee's pay run, they have immediate access to their current pay transactions, leave entitlements owed, generated timesheets and previous pay information. All necessary details are in one place, so payroll officers don't need to navigate multiple screens.

The payroll system computes the PAYG withheld and the superannuation guarantee owed to each employee to determine the net value paid for that particular pay run. It automatically produces detailed reports, enabling:

- the identification of errors and warnings related to the pay run

- a comprehensive breakdown of amounts paid to each employee in the pay run, including taxes and deductions

- the generation of an employee summary showcasing leave accruals, gross and net tax figures, and other allowances and deductions

- comparison between an employee's current and past payments highlighting any discrepancies

Generation	→	Reconciliation	→	Confirmation	→	STP

Pay run workflow

Pay run confirmation

Once the payroll is reconciled, a payroll officer confirms the payroll. This important step involves creating pay slips, banking information files and general ledger costing information.

An employee's payslip provides a comprehensive breakdown of amounts paid and deducted. It also includes details on accrued, used and outstanding leave, including annual leave, personal and carer's leave, rostered days off (RDOs), and any other type of recognised leave within your organisation.

Upon verification by payroll officers, Pronto Xi updates the Payroll module and generates general ledger postings. Specifically, the system:

- updates the employee's earnings history

- records payment transactions for each employee

- adjusts employee entitlements related to accrued or taken leave

- updates year-to-date history on various pay codes

- updates general ledger accounts impacted by Payroll processing

Compliance

Single Touch Payroll Phase 2

Pronto Xi's Payroll complies with Single Touch Payroll (STP) Phase 2, which facilitates business reporting to the Australian Taxation Office (ATO). STP reporting feature allows you to report various payments like salaries, wages, pay-as-you-go (PAYG) withholding and superannuation contributions to the ATO. We safeguard and streamline all interactions with the ATO through our ATO communications gateway.

National Employment Standards (NES)

When it comes to managing leave and compliance, Payroll caters to the National Employment Standards (NES). Users can establish their own rules for leave entitlements, grant extra leave entitlements beyond NES requirements and adapt to various jurisdictions' regulations on long service leave.

The system also supports paid family domestic and parental leave programs within its leave management features.

Reportable fringe benefits & exempt foreign income

Payroll enables the input of an employee's reportable fringe benefits or exempt foreign income and reports this through STP.

Reports

Payroll offers a wide array of reports, such as PAYG reconciliation, STP summaries, end-of-year information, earnings by pay code, leave liability, payroll tax, and superannuation remittance advice and history. Cater reporting options to your organisation's specific payroll information requirements when you use Pronto Xi Payroll in conjunction with IBM™ Cognos™ Analytics*.

*IBM and Cognos are trade marks of International Business Machines Corporation, and are registered in many jurisdictions

PRONTO
SOFTWARE

We are an Australian developer of award winning business management and analytics solutions. Pronto Xi, our Enterprise Resource Planning (ERP) software, integrates accounting, operational and mobile features in a single system – optimising business processes and unlocking actionable insights. That's why for more than 45 years, over 1,500 Australian and global organisations, across a wide range of industries, have trusted Pronto Xi to simplify their most complex challenges.

With headquarters and our Development Centre located in Melbourne, we have support offices and consultants based across Australia, as well as a global network of Resellers and Solution Partners. Specialised business units within Pronto Software have the expertise to assist you with pivotal technology – Digital Transformation with Pronto Woven, Cloud and Hosting services with Pronto Cloud and Business Intelligence solutions with Pronto iQ.

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