

# STAFF SYSTEM Newsletter

October  
2008

OLYMPIC COMPUTERS LIMITED,  
Cwmcoedifor, Llansawel, Llandeilo, Dyfed, SA19 7PN  
Tel: 01558-685017 and 07071-222811  
EMAIL: v2support@olympic.co.uk

## Welcome to our October Newsletter

### 1. Overview

This Newsletter contains more information about processing at the end of a Holiday Year, many users set their Holiday Year to run from October to September so will be coming to the end of the year shortly.

Please call to discuss the processing before you begin. It does appear that the popular Holiday Year dates are 1<sup>st</sup>. October (because that is when the scheme began in 1998) and 1<sup>st</sup>. January, although various users have their own Holiday Year dates to suit their own circumstances.

### 2. Processing at the end of the Holiday Year

There are two methods of setting the start of Holiday Year in the STAFF System: either by a fixed calendar date (day and month) or by the start date for each Temp. The following description applies to those users who are set up to use a fixed date.

At the end of the Holiday Year the Temps will have various 'Accrued' and 'Taken' figures; for the start of the new Holiday Year these need to be reset, often just back to zero, and this note describes the procedure to use to carry out this End of Holiday Year processing.

The STAFF System offers a considerable degree of flexibility in the actual processing performed. The guidelines issued by the BERR department (formerly the DTI) indicate that Holiday and Holiday Pay should not be carried forward into a new year, however in reality there do seem to be any number of reasons why this blanket treatment may not be acceptable. Consequently the STAFF System offers three alternatives:

- to zeroise all accrued and taken Holiday figures
- to carry forwards all untaken Holiday days (hours) and pay
- to process each Temp individually and so carry forward or zeroise at your discretion

This process can only be carried out once, it runs as a single pass through the Temps so it is advisable to decide what processing you intend to carry out in advance, we would suggest running the Summary report to see what the final situation is regarding the Temps Holiday pay.

Finally it should be noted that the processing is carried out using completed weeks and so normally the holiday year will be 52 weeks, however in certain circumstances it may be 53. Consequently you should only perform the End of Holiday Year processing when you have completed the payrolls for the final week of the holiday year. However if there are any late timesheets, for example, that are paid in the new Holiday Year, then the accrued figure from them will simply be included in the new Holiday Year accruals.

### **A) the program to use**

We may have set this up as a menu entry, if not it can be run using the RP command:

at the Make a Selection prompt, enter   rp

program name   S2THOLRP

program switch   just press return

### **B) preliminary summary**

In order to get a final summary, run the Holiday Pay Report program (A above), setting the entries:

ALL temps

S – for summary report

This is provide a one-line per Temp report indicate the totals to date.

### **C) Run End of Holiday Year processing**

Please run the processing in each payroll branch (if offered a branch option, use 'Current branch' only, rather than any other branch option)

rp

program name   S2THOLRP

program switch   just press return

- for ALL temps and
- select P for the report type,
- it doesn't matter which "sort by ..." you choose, we suggest that Temp Name is easier for the report.

Send the first report (this is the actual performance report) to a file

(at this point you may get the Branch selection next, it's probably easier to run these for Current branch only, and do one branch at a time.)

The program will run though the file and at the end ask

"How many weeks to check for end of Holiday Year ? "

Normally you should enter 52

The program will check the data regarding the dates and should reply

"There are nnn at week 52 of the Holiday Year

Do you want to List, Process or eXit ?

If you respond with List – a report is printed of the eligible Temps

If you Exit – the programs finishes

If you reply Process, you are then asked

"How do you want to process

... Zeroise all, Carry forward all process Individually

If you enter Z, all accrued and taken fields are set to zero for all Temps

If you enter C, all outstanding Holiday days (hours) and Pay are carried forward into the new year (the initial value for the Accrued fields), all Taken fields are zeroised and the carried forward figures are also shown in the brought forward fields on the Temp record

If you enter I, the program will step through each Temp giving you the option to keep the new values as zero, or to manually enter the values that you want to carry forward

STAFF will put up a new screen for each Temp, some summary lines at the top and the data to "process" at the bottom. You have the current holiday available values on the left and you must enter the carry forward figures on the right. When you press return you do have an option to change the new figures (and even ones to quit).

When you Accept the figures you're taken on to the next Temp etc.until the end of the eligible Temps is reached.

Finally, you are asked for the Audit report output, it is probably best to send this to file and print it later; this contains a record of what the processing has done.

The Audit report will show you the changes that you have made and they can be checked by examining the Temp Details->Payroll->Payment Method screen you will now find that any BroughtForward figures will be in the Accrued fields and in a new set of B/F fields together with the date that the processing was run. The Taken fields will all be set to zero.

Please call if you have any queries regarding this process.