

STAFF SYSTEM NEWSLETTER

October
2009

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Welcome to our October Newsletter

1. Overview

This Newsletter provides a reminder about end of Holiday Year processing, and also a repeat from September about a few items.

2. Summary of September items

2.1 P45 and P46

The current STAFF system can now send details for leavers (P45 part 1) and joiners (p45 part 3 and P46) directly to the HMR&C website. There is a new package (in fact a number of separate downloadable .EXEs) available on our web site (www.olympic.co.uk->user area->software downloads).

2.2 Telephone and email changes

The numbers to use are:

main land line 01558 685017

if instructed by the answering machine then call mobile (1)

or if there is no message at all, try mobile (1)

mobile (1) 07785 530513

mobile (2) 07779 317979

Obviously you can always leave a message on the land line answering machine.

The email addresses to use are:

v24support@olympic.co.uk - for current product support and general

olympicinfo@olympic.co.uk - general email

graham3@olympic.co.uk

v3support@olympic.co.uk

- for support of STAFF v3

v31sales@olympic.co.uk

- v3 sales enquiries

2.3 STAFF System v3

We would like to hear of any users who would like to take the early versions of STAFF v3, there are no restrictions, other than your needing a little spare time.

We have nearly completed the initial work and will have the Introductory document ready next week, this will provide an outline of the new system and initial details of installation and use.

3. 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 Brought Forward 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.

Olympic Computers Limited, October 2009