

Sage WageEasy

Correcting leave payments using supplementary pay slips

Purpose: to use supplementary pay slips to correct leave payments that were omitted or paid in error in a previous pay. When to use:

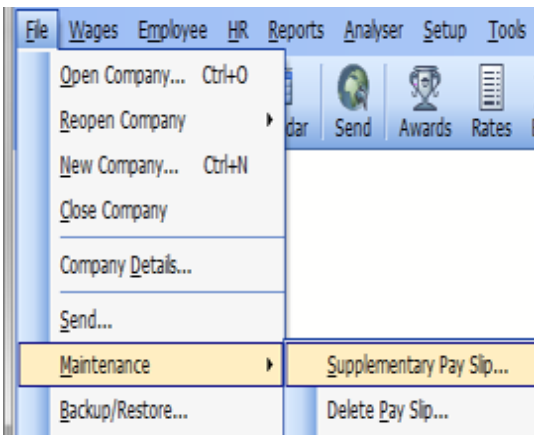
Scenario (1) An employee on leave was paid for hours worked instead of leave in the normal pay run

Scenario (2) An employee was paid the incorrect leave type

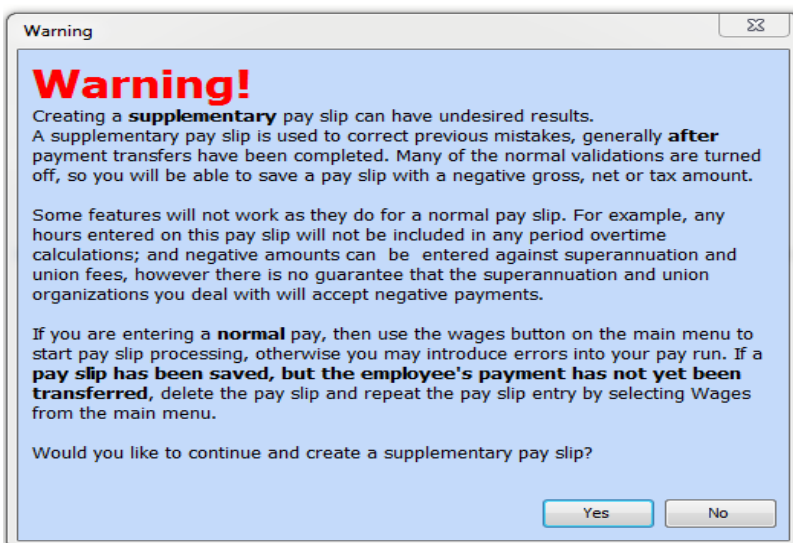
Scenario (3) An employee was paid as being on leave but actually worked those hours

How to use a supplementary pay slip

A supplementary pay slip is accessed from File, Maintenance and Supplementary Pay slips



Read the warning screen and select OK. The warning screen explains that the boundaries of a normal pay have been removed, therefore the pay slip needs to be checked very carefully before saving.



Select your employee:

Scenario (1) To reverse payment of hours worked and paying leave instead.

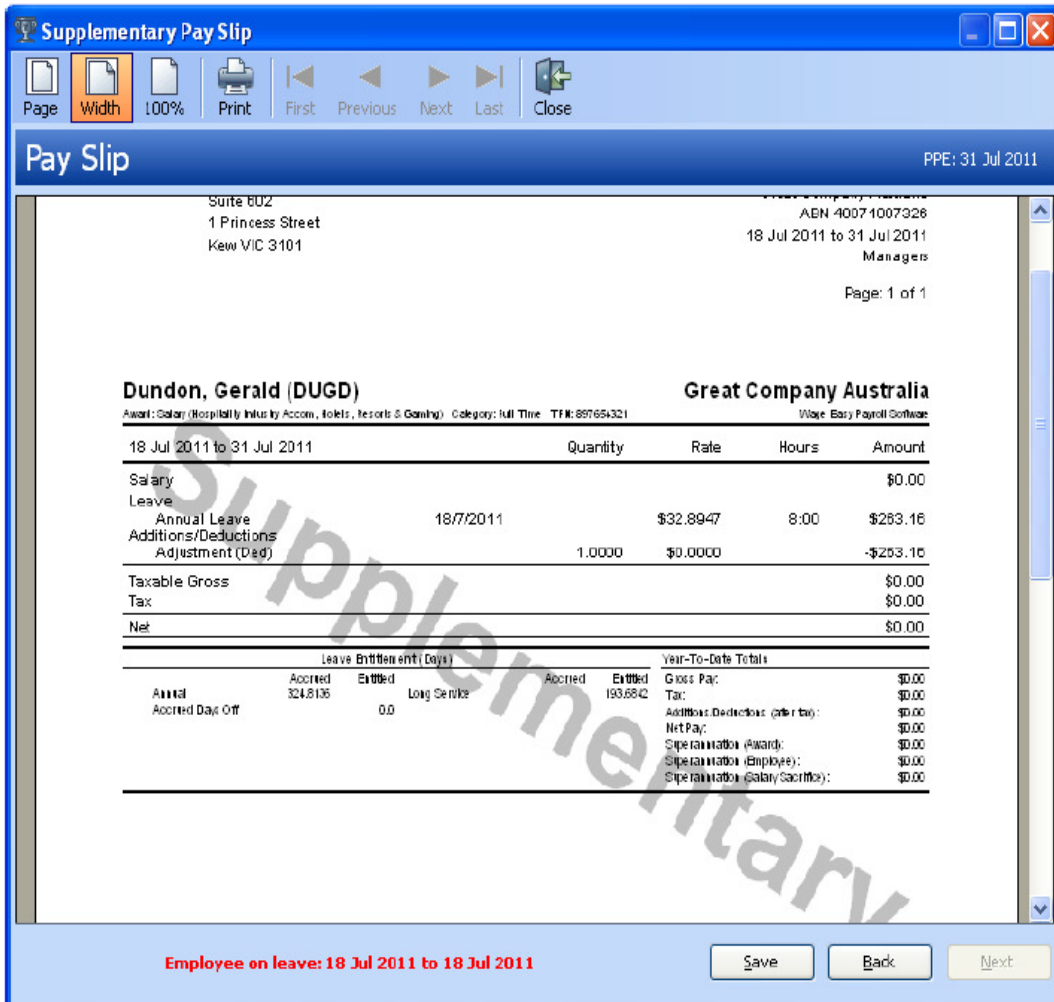
Clear the timesheet hours, click next. In the Adjustments Screen>Leave>Add the leave that should have been paid.

Weekdays	Saturday	Sunday	Total
1	0	0	1

This will reduce the employee’s leave hours against that leave type and record the leave as having been taken. You will then need to reverse the dollar value so that the employee’s year-to-date payments do not show them as having been paid more than they have.

In the adjustments screen>Allowances>Add an Adjustment Deduction allowance that is a gross (taxed) deduction for the dollar value of the leave payment.

Click Next to go to the payslip. The pay slip should show a deduction of the gross figure and an addition of the leave payment with a net figure of zero. You can now save the payslip.



Important: Make sure you double check the pay slip before saving.

Scenario (2) Reversing one leave payment and paying the correct leave type.

Example: Annual Leave was paid when the employee was on Sick Leave, you need to reverse the Annual payment and pay out Sick leave. In the supplementary pay slip, clear any times from the timesheet screen, click next. In the Adjustments screen>Leave>Add Sick Leave enter the correct hours, Click OK.

Then, Add Annual Leave, put a negative hour value in the total hours field to credit back the Annual leave hours to the employee’s leave entitlement.

Supplementary Pay Slip

Number: DUGD Name: Dundon, Gerald

Add Edit Delete Clear Close

Adjustments - Leave

FPE: 31 Jul 2011

- Allowances
- Award Hours
- Make-up Pay
- Leave**
- Leave Without Pay
- WorkCover
- Termination
- Lump Sum
- Text
- Unions
- Superannuation
- Banking
- Messages
- Notes

Leave Type	From	To	Hours	Amount
Annual Leave	18/7/2011	18/7/2011	-8:00	-\$263.16
Sick Leave	18/7/2011	18/7/2011	8:00	\$263.16

0:00 \$0.00

Employee on leave: 18 Jul 2011 to 18 Jul 2011

Save Back Next

Supplementary Pay Slip

Page Width 100% Print First Previous Next Last Close

Pay Slip

FPE: 31 Jul 2011

Gerald Dundon
Suits 802
1 Princess Street
Kew VIC 3101

Dundon, Gerald (DUGD)
Great Company Australia
ADN 40071007028
18 Jul 2011 to 31 Jul 2011
Manager

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Dundon, Gerald (DUGD) **Great Company Australia**
Award: Salary (Hospitality Industry Award, Hotels, Resorts & Gaming) Category: Full Time TFI: 297654321 Wage Easy Payroll Software

18 Jul 2011 to 31 Jul 2011	Quantity	Rate	Hours	Amount
Salary				\$0.00
Leave				
Sick Leave	18/7/2011	\$32.8947	8:00	\$263.16
Annual Leave	18/7/2011	\$32.8947	-8:00	-\$263.16
Taxable Gross				\$0.00
Tax				\$0.00
Net				\$0.00

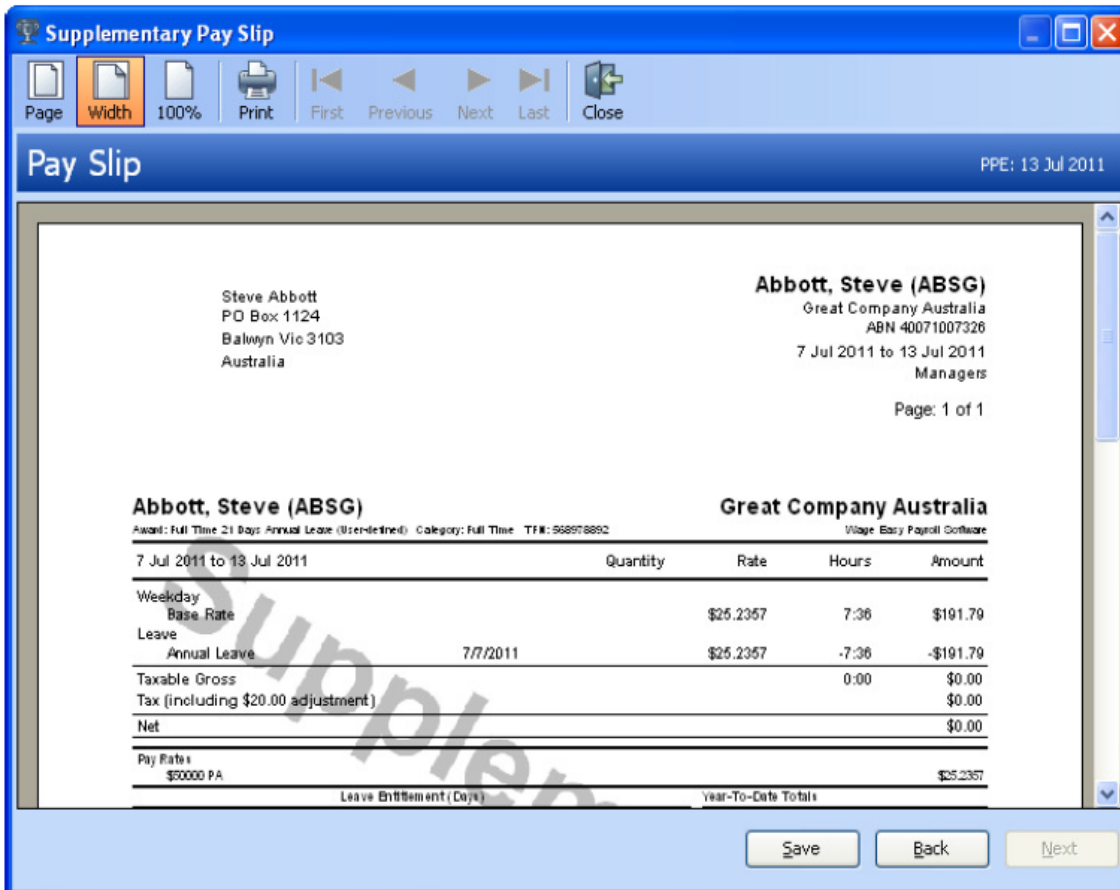
Employee on leave: 18 Jul 2011 to 18 Jul 2011

Save Back Next

Scenario (3) Reversing leave payment and paying for hours worked.

Example: Employee was paid leave but they actually worked.

Choose the PPE that the employee worked in. Go to File>Maintenance> Supplementary Pay Slip
 In the supplementary payslip, add the times the employee worked in the timesheet screen, click next. In the Adjustments screen>Leave>Add the Leave that was paid out in error, enter the hours in total hours with a negative value in the total hours, Click OK. Click next. Check that the pay slip has a zero net figure. Save the timesheet.



~~ Tips ~~

- If you are rebanking an employee’s wage it will not reduce the amount on the aba file. It will only reduce the amount in the employee’s year to date earnings records.
- If you are putting through an additional payment for an employee, you may choose to do this in the current PPE or in the next PPE. If you choose to do it in the current PPE you will need to re-run any reports printed and distributed to reflect this additional payment. If you may the payment in the next PPE, you will need to remember when creating the aba file at the end of that PPE that it should not balance to the payment summary.