

Sage WageEasy Association/ Award file setup

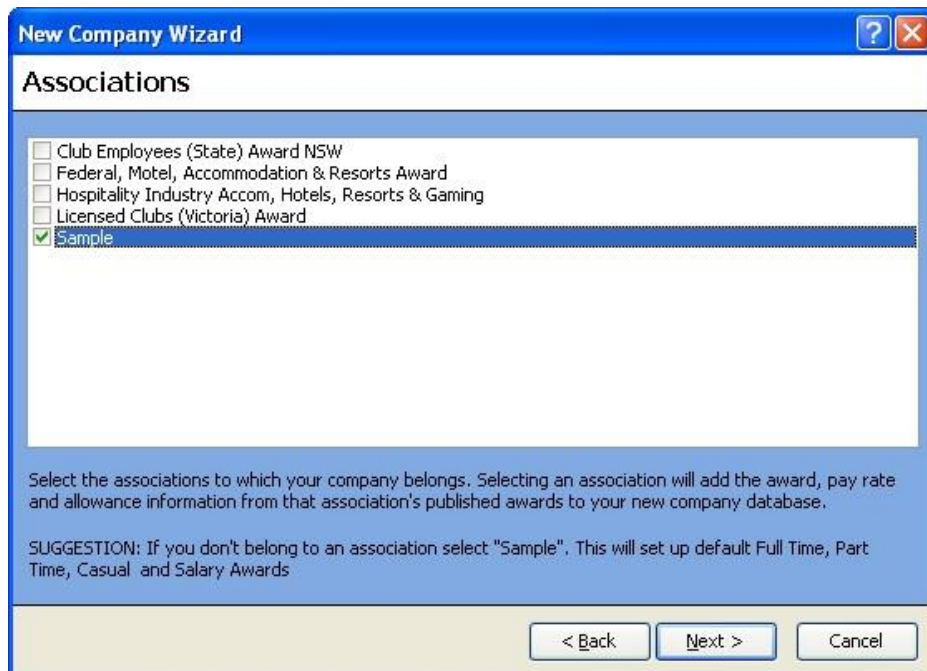
Sage WageEasy Association / Award file setup

Creation of New and Editing of Existing Association files

In Sage WageEasy Payroll, any institution, data supplier, association, company or organisation that provides employment conditions information is referred to as an Association. Associations are files (pdl format) that cover the core employment conditions or payment arrangements for employees in the company. These conditions may derive from an enterprise agreement between the employer and union, an employment contract between the employer and employee, or from an industrial award, for example. Whatever the source, the pay calculation factors for conditions such as overtime, normal time, leave, shift work, meal breaks, public holidays, rostered days off (RDO's), superannuation, and termination can be specified in the award files. Generally speaking, an Association file in Sage WageEasy can contain records of Awards, Base Pay rates and Allowances.

When first setting up a New Company file in Sage WageEasy, there is the option to load existing association files, as shown below. The Sample Association provides a good starting point for the creation of individual payroll requirements, with the loading of sample awards (part and full time, casual and salaried), allowances and pay rates. The Sample Association can be loaded at anytime from the Association Data folder, the Version 5.0.5 default location for which is

C:\Documents and Settings\All Users\Documents\Sage WageEasyPayroll\Association Data



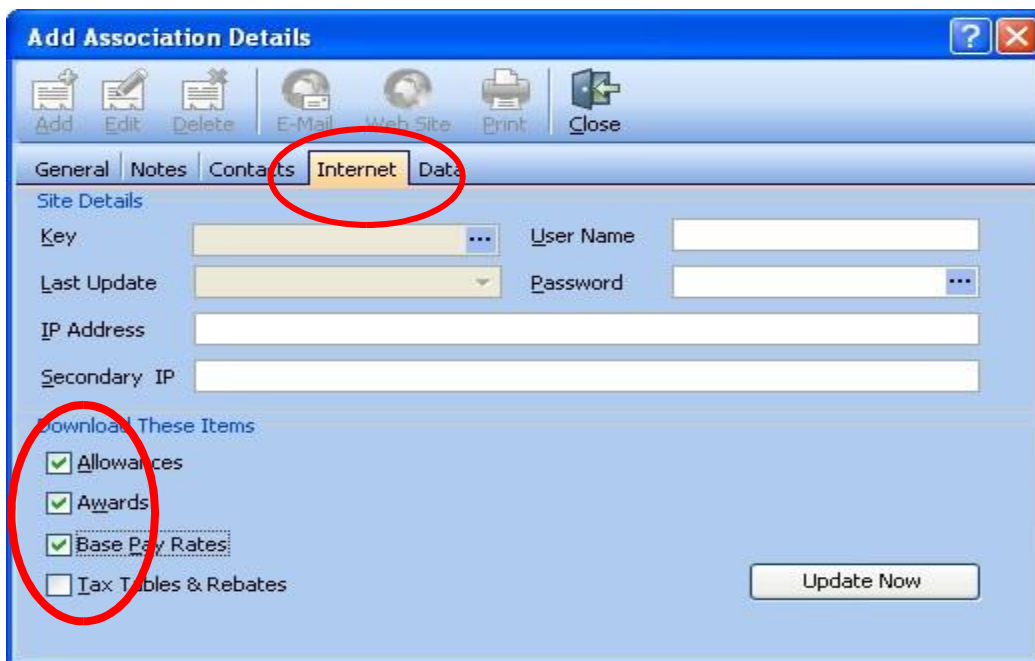
When creating your company file, if no Association is selected, the screen below will appear.



This simply means that no award, pay rate or allowance examples will be created upon creation of the company file. We recommend importing the Sample Association to give you a starting point.

At any time, Association files can be added, from scratch or by editing existing award files. Sage WageEasy Payroll allows you to set up Association files as and when needed, for example, upon implementation of a new EBA. The name of the Association file can be changed, so that the name is relevant to your company.

Adding an Association

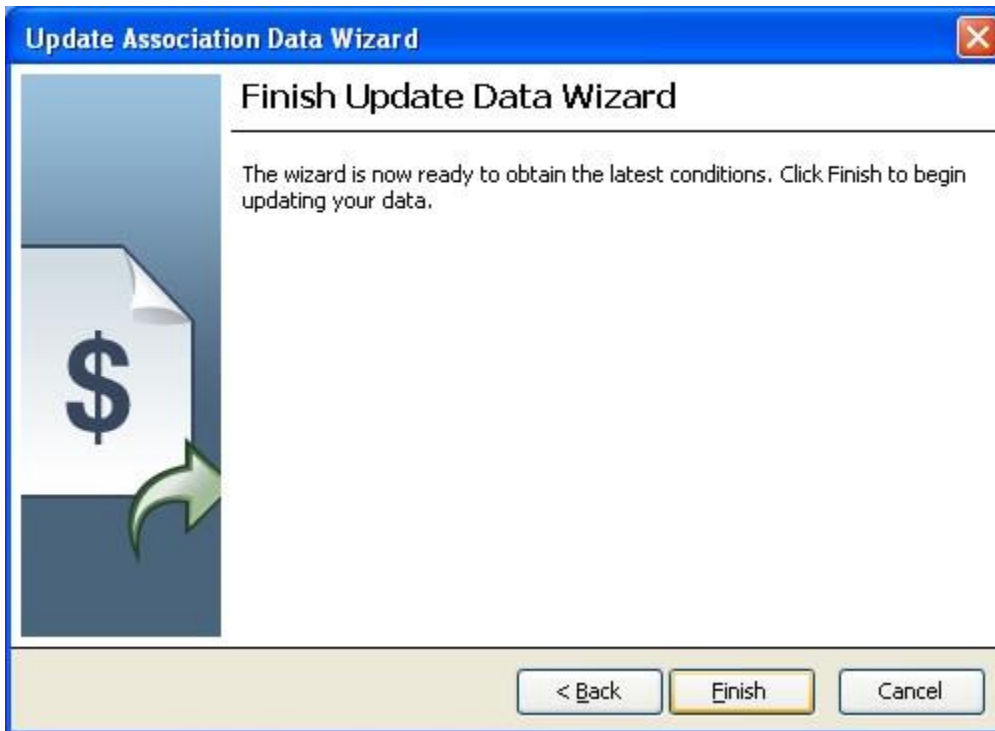


To add an Association, from the main screen of Sage WageEasy, select Setup and Associations, then click Edit. Click on the Internet tab and under the heading of Download These Items; tick Allowances, Awards and Base Pay Rates, then Update Now and Next.



From the Update Data Source screen, select the option to Load from disk file and then the Ellipsis button (3 dots) to browse for the required file, the default location of the Association Data folder being C:\Documents and Settings\All

Users\Documents\Sage WageEasyPayroll\Association Data. If you are creating an Association file unique to your organisation, please select the Sample.pdl file.



With the Association file selected, click Finish to complete the update process.

Once the update process is complete, click Close and Close. You will now have a new Association listed, titled Sample. With this Sample Association comes a sample of Awards (Full Time, Part Time, Casual and Salary), Allowances and Pay rates.

To change the name and icon for your Association, double click on it and from the General tab input the required Association name and change the icon if desired. This name will be visible for all awards, pay rates and allowances linked to the Association, and the icon provides a quick visual display.

Edit Association Details - Your Company Association

General | Notes | Contacts | Internet | Data

Name: Your Company Association

Member No.:

Address: Phone:

City: Fax:

State: Postcode:

E-mail:

Web Site:

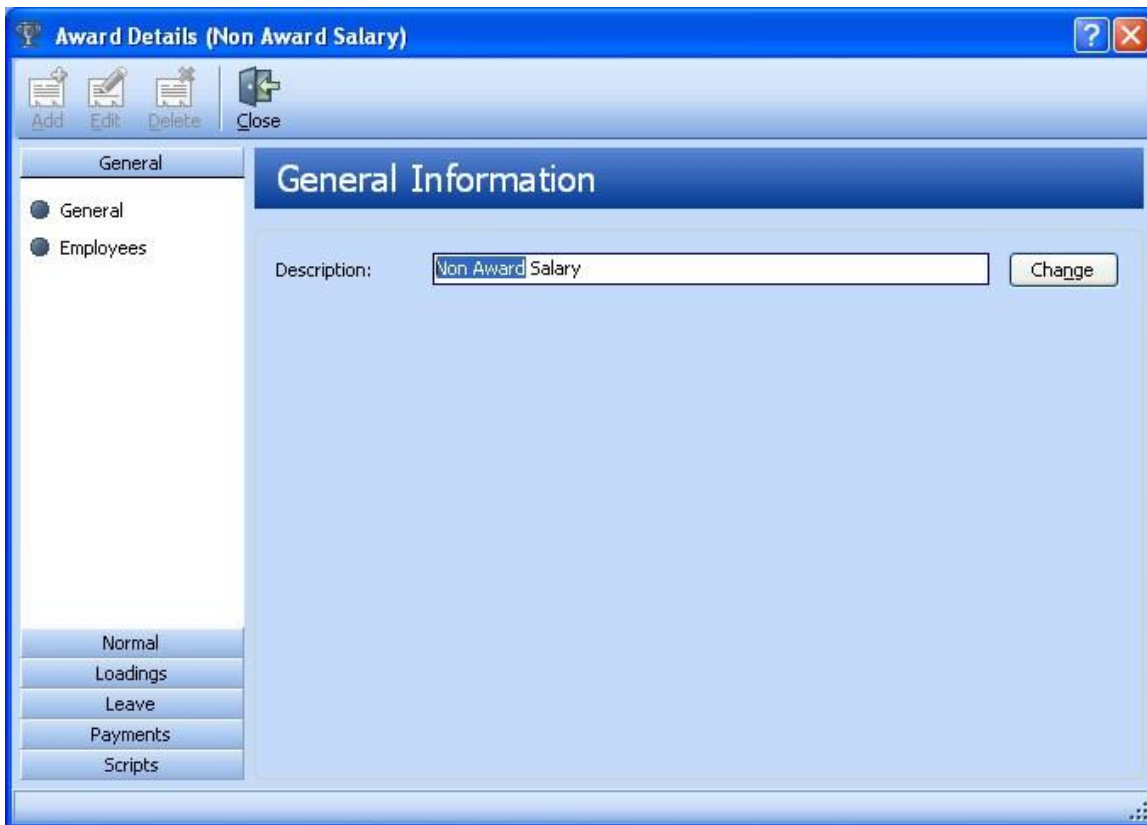
Awards

Awards

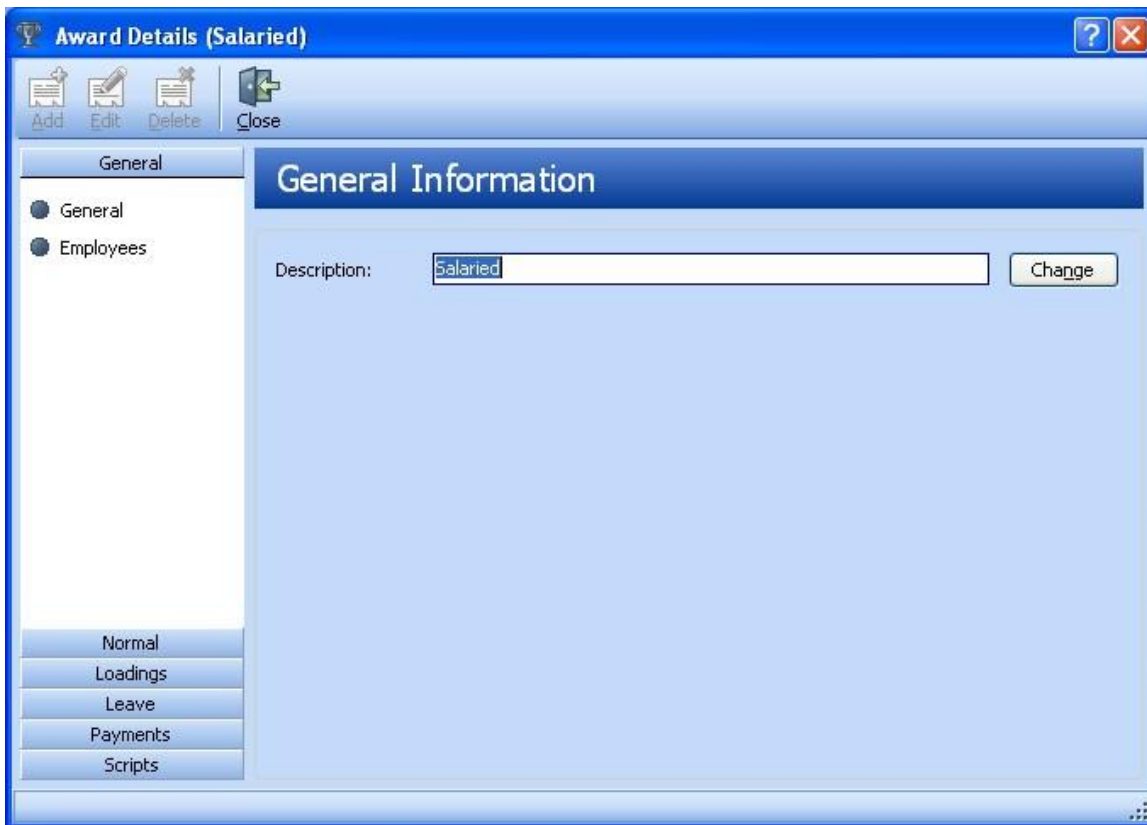
Description

- Casual
- Casual Flat Rate
- Full Time
- Full Time ADO
- Non Award Salary
- Part Time 30 hours

Your Company Association



In this example, the award description is changed from Non Award Salary to Salaried



To change the description of an award, double click on the individual award, then the Change button from the General Information screen. Make the required change to the description and then click Close to effect this change.

The awards can be customised to meet your payroll requirements, by editing each award file in turn and moving through the various screens. For further information regarding what is contained in each Award, please refer to the Sage WageEasy Award Setup fact sheet. Existing awards, pay rates and allowances can be edited to meet your requirements. If further awards, allowances or pay rates are required they can be added, however they will not be included as part of the Association file. In these instances, please consider using Sage WageEasy's consultancy services to create your Association files. We can offer a great hourly rate, and take the hassle out of managing your Association files for you. We can also offer an update service, so that when there is a pay rise or changes to employment conditions, you can be guaranteed that your Association file is amended quickly without any disruption to your processing. For further information on the creation of your Sage WageEasy Association files or the update service, please contact the Support Team on 1300 924 332 or email support.wageeasy.au@sage.com