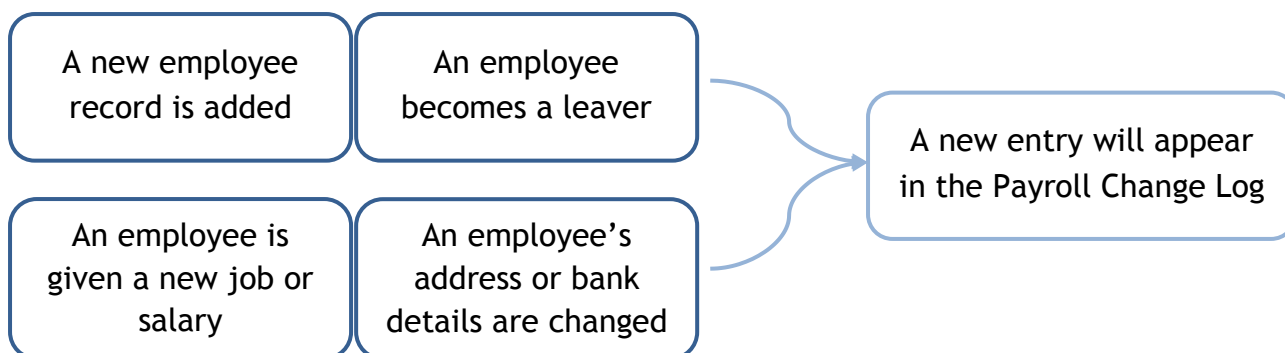




Payroll Change Log

The Payroll Change Log is an enhancement to People Inc. designed to detail all of the changes that relate to payroll processing in one list. This list is updated automatically when users make changes to employee details and can be extracted at the end of a pay-period and sent to payroll for processing.

While it is possible to configure the system to monitor a wide variety of payroll-related changes, log entries are currently created when:



Details of these changes can be viewed in a list within People Inc. and can be extracted as a report or a spreadsheet and passed to payroll. Alternatively, the payroll team can be granted access to People Inc. (via a restricted access profile) so that they can view the log of changes themselves.

The Change Log Screen

Each time a change is made to a 'monitored' screen, an entry is added to this log automatically. The system records the nature of the change, some key information (such as effective date, etc.), and the name of the user who made the change.

Payroll Change Log Screen (list view)

Effective Date	employeeid_fullname	Record Type	Screen Name	Event Details
03/08/2015	Jo Blackler	New Leaver	Employees	An Employee was Ma
03/08/2015	Dave Wingate	New Leaver	Employees	An Employee was Ma
03/08/2015	Jenna Tsu	New Leaver	Employees	An Employee was Ma
03/08/2015	Christine Chrichlow	New Leaver	Employees	An Employee was Ma
05/08/2015	Brad Hargreaves	New Starter	Employees	A New Employee was
05/08/2015	Brad Hargreaves	Salary History Record Created	Salary History	A Salary History Rec
05/08/2015	Lynn Duncan	New Leaver	Employees	An Employee was Ma
05/08/2015	Jason Arvin	Job Record Updated	Job History	A Job History Record
05/08/2015	Ross Banton	Job Record Updated	Job History	A Job History Record



Reporting and Extracting Information

The information in the Payroll Change log can be extracted (in MS Excel spreadsheet format) and passed to payroll for processing. This information can of course be filtered or sorted so that it only shows events from a particular payroll month, or events associated with a particular type of employee (perhaps full time staff or permanent staff) for example.

Standard reports are also provided with this additional functionality. These include reports to detail: New Starters in period; Leavers in period (including holiday remaining); Changes to Jobs; Changes to Salaries; Payroll Period summary.

Example report

PeopleInc®		Salaries Starting in Period							
Employee No.	Full Name	Contractual Hours	FTE	Salary per Annum	Salary per Hour	Salary per Payment	Salary Basis	Start Date	End Date
EMP177	Eve Craddock	40	100	£19,000.00	£9.10	£1,583.33	Annually	02/02/2015	
EMP069	Pat Charman	40	100	£22,000.00	£10.54	£1,833.33	Annually	26/02/2015	

Managing Anomalies

From time to time users will make changes to records in the system 'in error' and these may in turn create entries in the Pay Change log (automatically). If a record is updated/added in error, it is possible for the user to hide this from the log. This will exclude it from any payroll extract.

Customisation

The specific information that is included in the log can be customised to suit an organisation's needs. The following information is often added to the Payroll Change log as custom functionality:

- Bonus information
- Benefit details
- Commission Payments
- Timesheets
- Expense-claims
- Time off in Lieu details

Implementation

Adding a standard version of the Pay Change log functionality to an existing People Inc. system takes around 4 hours to complete. Once implemented, the Payroll Change log will start to record events automatically (note that entries relating to changes made to information prior to the implementation of the Pay Change Log will not be included in the list).

If you would like to know more, arrange a demonstration, or simply add this to your system please contact P&A Software on 01908 265111 (or via e-mail on enquiries@pasoftware.co.uk).