

Attaché Payroll

The right choice for every business

The Attaché Payroll system has the power and the flexibility to handle it all — from the simplest payroll to the complex needs of larger businesses. Feature-packed yet easy to use, with Attaché Payroll your payroll processing will be faster and more accurate than you ever thought possible.

The typical business using Attaché Payroll has between 10 and 500 employees (although there is no upper limit), with many larger users exceeding 1000 employees.

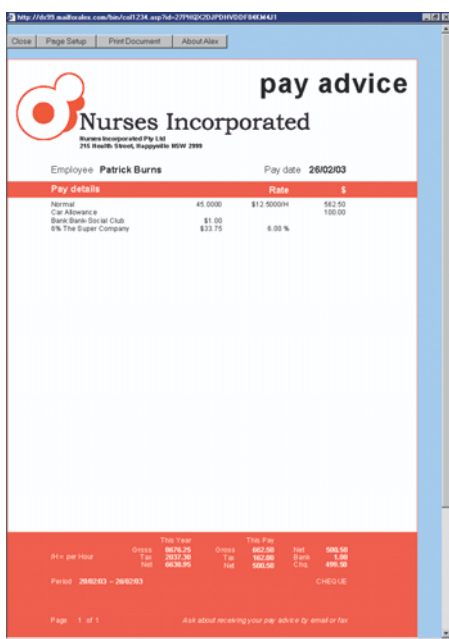
To handle such diverse needs, Attaché Payroll is designed around one core module with a choice of options. This means you can tailor the system to suit your exact needs.

And because Attaché Payroll is developed in Australia and New Zealand, you can be confident that it keeps up to date with appropriate legislative changes.

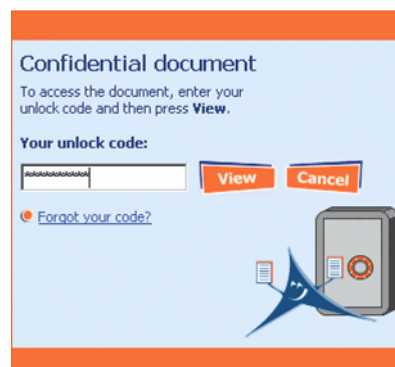
You can run Attaché Payroll as a standalone system or it seamlessly integrates with other Attaché modules to enable:

- customised reporting
- confidential emailing of pay advices
- integrated invoicing from time sheets
- General Ledger integration (including multiple cost centres)

In addition, a number of time-and-attendance, rostering, HR and OH&S systems are available from Attaché development partners.



“Over 300,000 people receive an Attaché pay advice every payday. Pay advices can be sent electronically, with a special unlock code to ensure confidentiality.”



Payroll

Key features

Easily modified template for each employee

Only details that change, such as overtime, need to be entered each pay run. You can also look up and/or copy any previous pay. A great time saver!

Unlimited income, allowance and deduction choices

Attaché Payroll allows an unlimited number of income types to cater for various calculations and costing requirements (such as normal hours, overtime, study leave, and flexi time) and you can specify your own method of calculation.

Flexible payment methods

Payment methods include bank (to one or more accounts), cheque, cash (with cash analysis) and cash plus bank.

Normal, award and special pay rates

A normal and award rate can be stored for each employee. If required, you can enter a special rate when entering a pay.

Automatic pay generation facility

For employees who receive the same pay each payday, auto pays automatically generate the pay.

Customise pay advices

Design your own pay advices, with different layouts for different employees if you wish.

Pay points

A pay point on an employee's record directs pay advices to the employee's division, floor, building or branch. Pay point totals are also available.

The screenshot shows the 'Employee Enquiry' window for 'Joe Adelino'. The 'Pay Details' section is highlighted with a blue box. The 'Pay Point' field is set to 'OFFICE'. The 'Payment Method' is set to 'Bank'. The 'Pay Frequency' is 'Monthly' and the 'Base Hours per Month' is '173.3333'. The 'Normal Rate per Month' is '5833.3400' and the 'Award Rate per Month' is '5833.3400'. The 'Maximum Pay per Month' is '0.00' and the 'Annual Salary (Calendar Year)' is '70000.08'. The 'Pay per Month' is '5833.34' and the 'Annual Salary (52 Weeks)' is '69808.30'. The 'Company Bank Acct' is '01' and the 'G/L Bank Acct Code' is '46300'. The 'Cost Centre' is 'ADMIN01' and the 'On Cost %' is '0.00'. The interface includes a navigation bar at the bottom with buttons for 'Finish (Esc)', 'Income (F2)', 'Lump Sum (F3)', 'Notes (F4)', 'F5', 'F6', 'Summary (F7)', 'F8', 'F9', 'Prev (F11)', and 'Next (F12)'.

Flexible pay rates and frequencies

You can enter a yearly, monthly, 4-weekly, bi-monthly, fortnightly, weekly or hourly pay rate for each employee, which does not have to correspond with their pay frequency. The calculated pay rate per hour can be printed on pay advices.

Leave accruals facility

Attaché Payroll caters for sick, annual, long service, rostered days, study leave and leave loading, and they can be calculated by date, pay or hours worked. You can also define two extra types of leave. The Leave Liability report shows the entitlement, pro-rata and contingent pro-rata for each employee in days and value and can estimate liability to a future date. Leave history is created for audit purposes.

Costing (option)

Costing allows extensive breakdown of payroll costs for businesses requiring financial analysis of the payroll. Costing allocations are automatic but can be adjusted at pay processing time if required.

PAYG tax deductions

Attaché Payroll automatically calculates tax deductions for each pay, taking into account the length of the pay period. You can enter multiple periods to accurately calculate tax for annual leave paid in advance. The tax amount can be manually changed and voluntary tax is available.

Superannuation

You can automatically calculate superannuation and employee contributions, which can also be printed on pay advices. Calculations for juniors and casuals are based on monthly threshold and/or minimum hours per week.

Calculation display minimises errors

When you enter a time sheet, on-screen calculations show the gross, tax, net and banking amounts, plus total hours. This gives you an instant indication of keying errors, which can then be rectified immediately.

Flexible time entry

Time sheet entry can be by hours, start/stop time or shifts, in decimals or minutes. You can enter pays as time sheets are received (such as daily) and then process them when the pay is due.

Adjustment pay facility

Adjustment pays can be used to reverse or adjust an employee's pay after the payroll has been processed.

Additional features

- Australia, New Zealand and Papua New Guinea reports and documents
- electronic banking
- global messages on pay advices
- labels and mailing details
- user-defined fields
- user-defined income types
- absentee history
- rounding of hours and currency
- Australian Medicare, HECS & SFSS deductions
- additional user logins

Attaché Payroll Options

Add extra functionality and customise Attaché Payroll to your particular needs with these payroll options

Notes

The Notes option makes it easy to keep track of details such as training attended, personal history and information required by legislation. Notes are printable and can be attached to each pay element as well as to employee records.

Costing

Costing allows extensive breakdown of payroll costs for businesses requiring financial analysis of the payroll. Costing allocations are automatic but can be adjusted at pay processing time if required.

Groups

Groups are used where a number of employees are on the same pay rate or award or when staff are paid at variable rates depending upon the tasks they perform (such as supermarket staff). When rates change, only one record needs to be updated and this flows through to all employees in that group.

Multi-Locations

Locations are ideal for businesses who maintain one central payroll but have multiple branches. Reporting is available for each location as well as for the consolidated payroll.

Shifts

You can set up multiple pay rates per shift. Attaché Payroll calculates overtime and meal allowances as well as unpaid breaks and additional amounts per hour.

Payslip and Super Guarantee reporting delivery

Email or fax pay advices and Australian superannuation guarantee reports to employees. This is ideal for larger businesses and those with many casual or remote staff. To ensure confidentiality, each employee is given a personal "unlock code".

Attaché ODBC

Attaché ODBC allows you to link your Attaché Payroll data to other applications, such as Microsoft Excel and Word, to create additional custom-made reports.

Attaché Customers
Attaché Suppliers
Attaché Products & Services
Attaché General Ledger

Attaché Payroll

Costing
Groups
Multi-Locations
Shifts
Notes
Attaché Alex
Attaché ODBC

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