

Getting Started

A practical guide for Admin Users

JULY 2019

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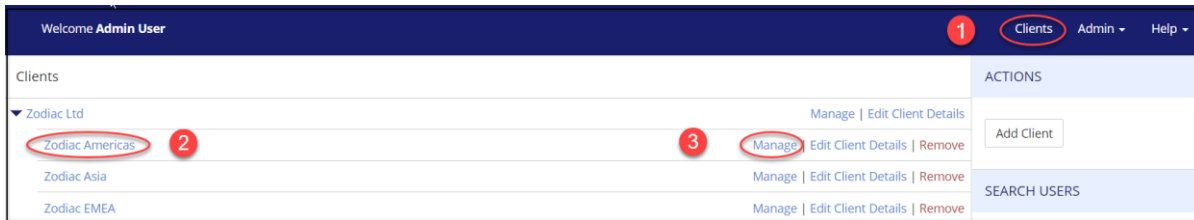
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MANAGING PAYROLL

15.1 Creation of Payroll Export

To create a Payroll Export:

1. Select the Clients tab
2. Select the parent company/subsidiary unit
3. Select Manage



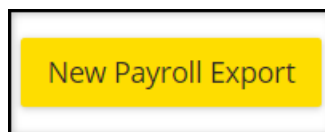
4. Select Manage Payroll Exports



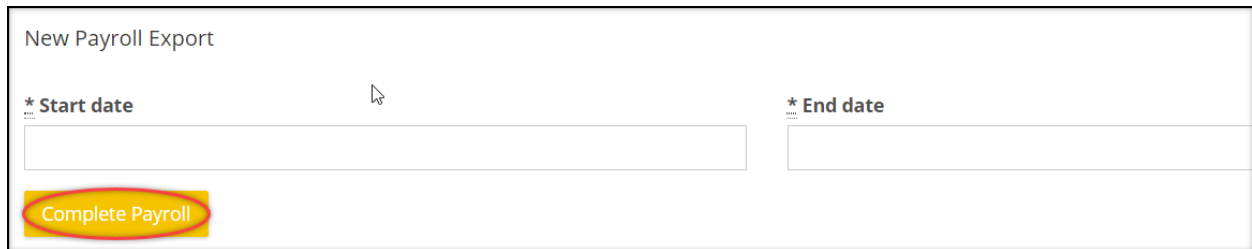
5. Existing payroll exports for the parent company/subsidiary unit will be displayed on screen, with the function to download

Manage Payroll Exports		
START DATE	END DATE	
01 Dec 2018	06 Dec 2018	Download CSV

6. Select New Payroll Export to generate a new report



7. Enter the required date range and select Complete Payroll



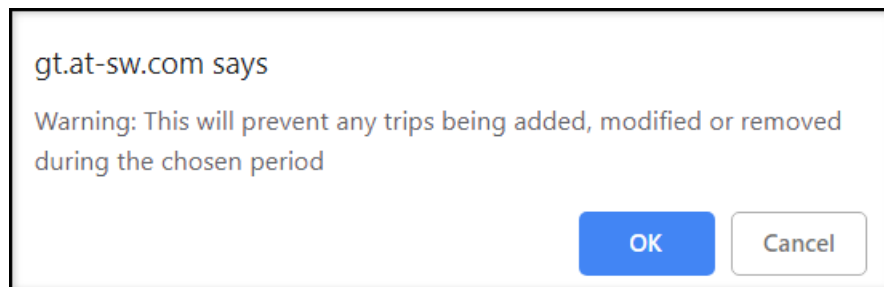
New Payroll Export

* Start date

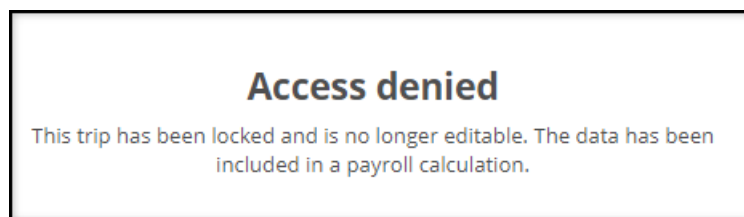
* End date

Complete Payroll

Note that once data has been captured in a payroll report, it cannot be modified. A pop up will show a warning to confirm the payroll generation.



If a user tries to edit a trip that has been included in a payroll export, the following message will appear. An error warning will also appear if a user tries to create a trip within a payroll export period release.



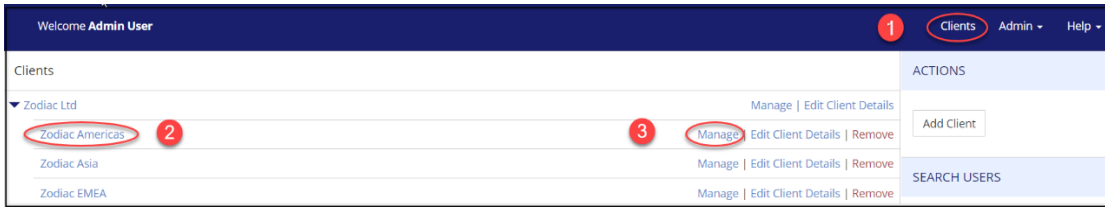
Payroll exports can be removed and recreated until marked as paid/processed by an Admin User.

15.2 Payroll Summary

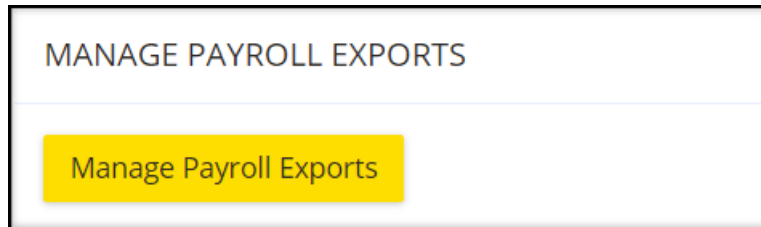
To view a payroll summary which confirms the date a payroll export was generated for each of the parent companies/subsidiary units you have access to.

1. Select the Clients tab
2. Select the parent company/subsidiary unit

3. Select Manage



4. Select Manage Payroll Exports



5. A report to show activity across the organization will appear

Payroll Exports for business units

BUSINESS UNIT	LAST PAYROLL COMPLETION	TIME SINCE LAST PAYROLL COMPLETION	RESPONSIBLE HR
Zodiac Americas	2018-11-01...2018-11-27	about 2 months	
Zodiac Asia	2018-11-01...2018-11-30	less than a minute	
Zodiac EMEA	None	N/A	

15.3 Payroll Emails

The system will send an email with each payroll generated to any email address confirmed in the Payroll Receiver Emails field in the Client Screen

Payroll receiver emails

Add email addresses to confirm who should receive the payroll export. Use commas to separate multiple emails.