

JR.bizlink

TOMORROW'S MANAGEMENT SOLUTIONS TODAY

A Word from the Editor...

Blah blah blah blah



PAYING INVOICES

Just a friendly reminder when paying invoices to note the following:

- a) Please forward remittance of EFT to Accounts@jr.com.au
- b) Please record the client code and invoice number against all bank deposits/ direct credits to avoid confusion for our accounts department.
- c) Payment would be appreciated within 14 days of receipt.





Paid Parental Leave

From 1 January 2011, eligible employees will receive Paid Parental Leave payments at the level of the Federal Minimum wage (which is currently \$543.78 per week) for a maximum of 18 weeks.

In most circumstances, the payments will be made by the employer, and payments begin from the first full pay period after the Birth of the child.

The Parental Leave Pay is funded by the Australian Government, with the funds being transferred into the Employer's nominated bank account. The employer will usually receive the funds prior to the cut off date for the employee's pay cycle.

To integrate Paid Parental Leave into your Greentree Payroll, you will need to make the following changes:

- 1) Create an Accrual Rule for Paid Parental Leave.
- 2) Create a Liability/Provision account for Paid Parental Leave. (speak to your Accountant as to what is required). This can also be an Expense account.
- 3) Create a Payroll Transaction Type for Paid Parental Leave.
- 4) Add a Balance Tracking line for Paid Parental Leave in Employee Maintenance for any employees taking Paid Parental Leave.
- 5) When the Leave is to be paid, enter a Payroll Balance Adjustment to record the full value of the Dollars and Hours to which the employee is entitled.

When the employee is paid the Parental Leave, the balance of the accrual is reduced.

The following are the above steps in more detail. If you are a JR.Bizlink Client, on either the JR Pharmacy or JR Client Greentree database, you may not have access to some of the options. However these will be set up for you by the Bizlink Support team.

1) Create an Accrual Rule for Paid Parental Leave.

- Navigate to *HR > System > Payroll > Accrual Maintenance*.
- Create a new Accrual Rule as shown below.
- The rule you create will not accrue any values each pay. It is used to hold the value of Paid Parental Leave that you will journal into the system once the employee becomes entitled.



Accrual Rule Maintenance

Name: Arrears Advance

Do not allow forecasting Do not allow revaluation Accrue by Pay Period Inactive

Description:

Accrual Rule Level Maintenance

Description:

When

Up To Date

Anniversary of starting date

Anniversary plus months

Fixed Date

Each GL Period

Value using

Use Current Hourly Rate

X% of value in Accumulator

Accumulator

Entitlement

Immediately

Next Anniversary

Fixed Date

After X months from starting date

How Much

X hours per year

Same amount per month

X% of hours in Accumulator

Accumulator

Move to Rule

Never

Anniversary

After X months from starting date

Fixed Date

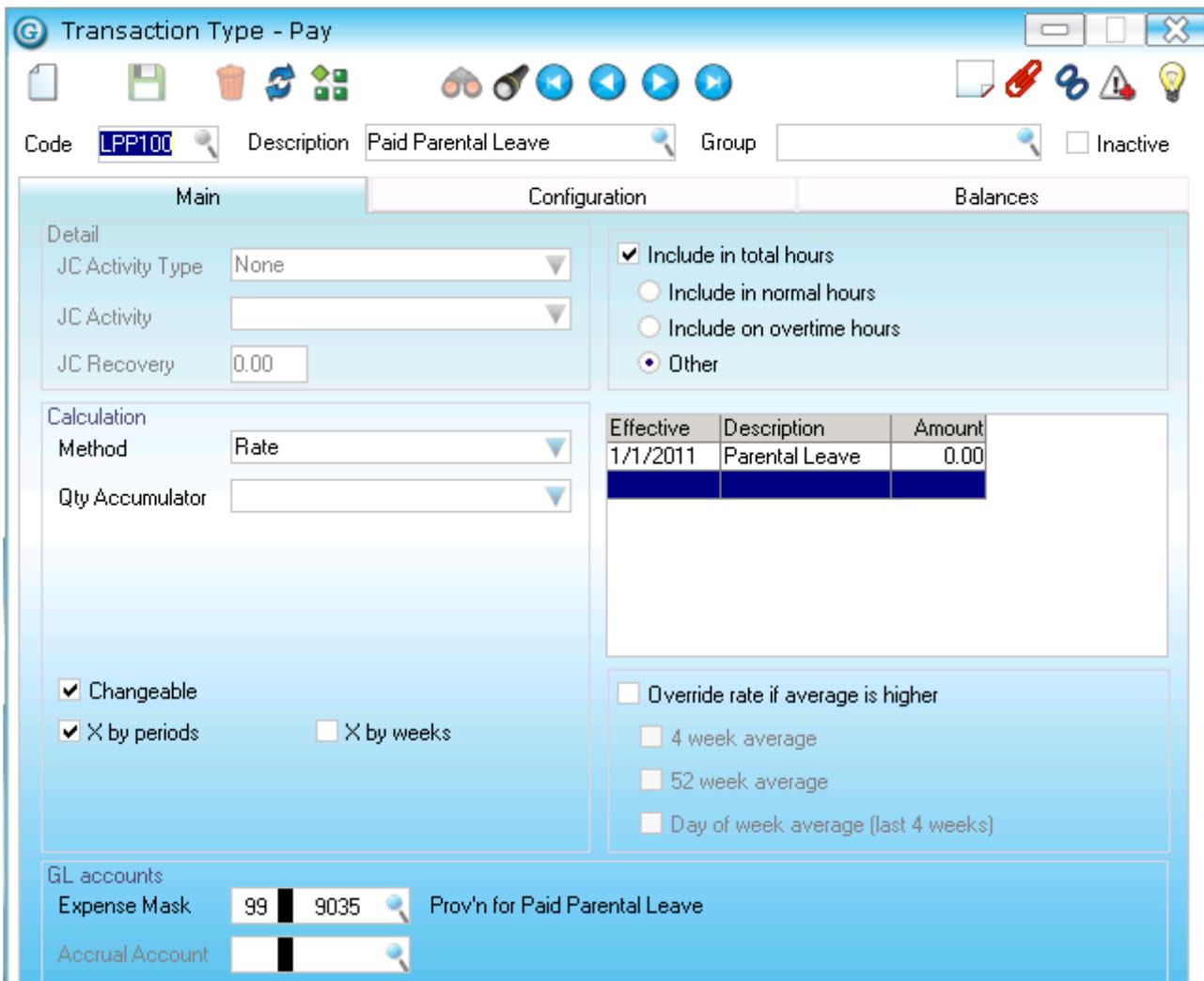
2) Create a Liability Account for Paid Parental Leave.

- In your General Ledger Accounts Maintenance create a Balance Sheet Liability account or a Profit and Loss Expense account for Paid Parental Leave. This is where any Paid Parental Leave GL transactions will be posted.
- For the purpose of this article, we have used account 9035, a liability account called Provision for Paid Parental Leave. You should liaise with your Accountant to determine which account should be created.
- Payments received from the Australian Government for the Paid Parental Leave would also be posted to this account.



3) Create a Payroll Transaction Type for Paid Parental Leave.

- Navigate to *HR > System > Payroll > Transaction Type > Pay*
- Create a Pay Transaction Type for Paid Parental Leave as per the screenshots ahead:
- On the Main Tab, ensure the following :
 - ⇒ the Method should be set up as **Rate**
 - ⇒ Both **Changeable** and **XbyPeriods** should be Ticked
 - ⇒ Tick **Include in Total Hours**, and check **Other**.
 - ⇒ Enter an **Effective Date**, **Description** and an **Amount** of 0.00
 - ⇒ The GL Expense mask will be the GL code created in Step 2) above.



Transaction Type - Pay

Code: LPP100 Description: Paid Parental Leave Group: Inactive

Main Configuration Balances

Detail

JC Activity Type: None

JC Activity:

JC Recovery: 0.00

Calculation

Method: Rate

Qty Accumulator:

Changeable

X by periods X by weeks

Include in total hours

Include in normal hours

Include on overtime hours

Other

Effective	Description	Amount
1/1/2011	Parental Leave	0.00

Override rate if average is higher

4 week average

52 week average

Day of week average (last 4 weeks)

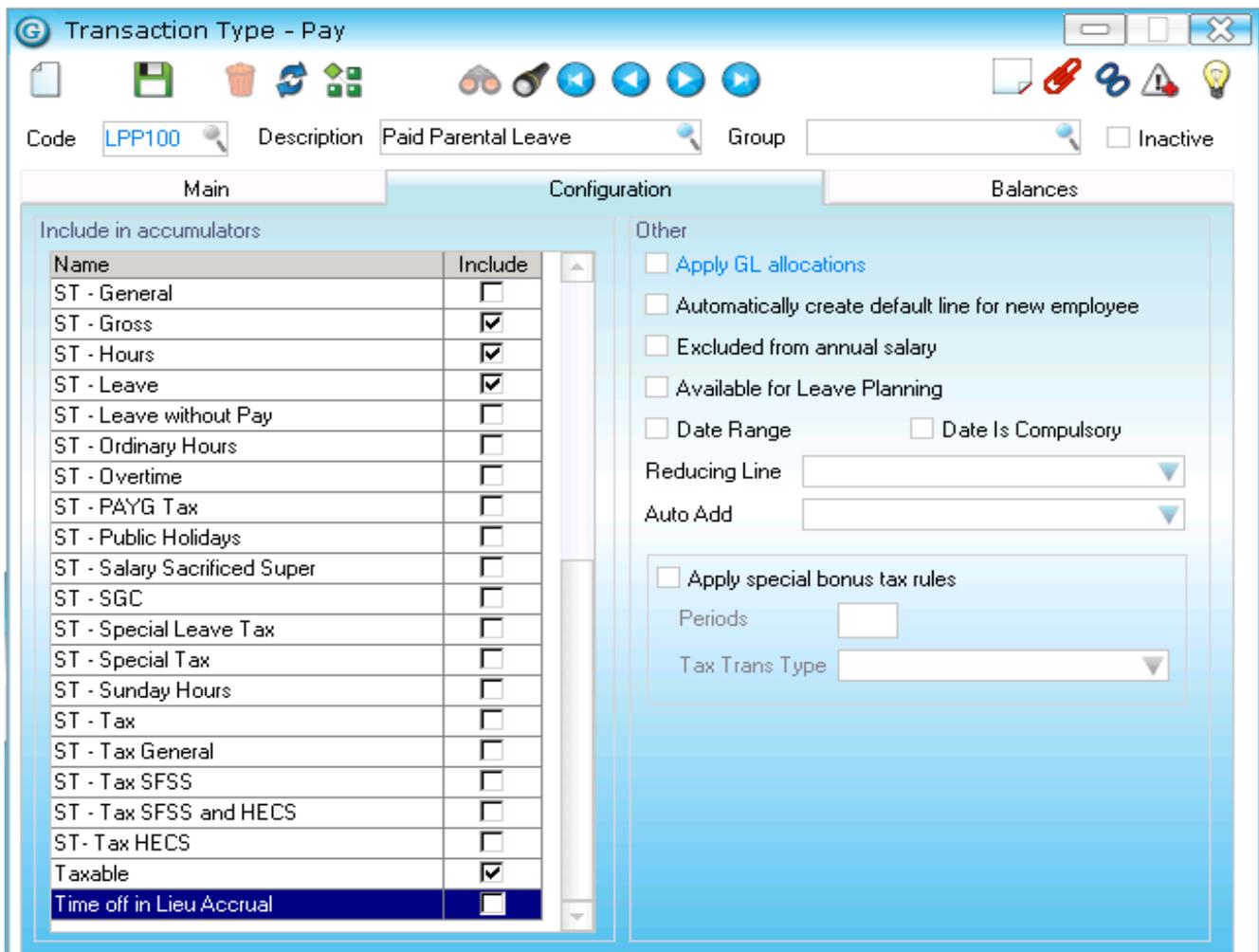
GL accounts

Expense Mask: 99 9035 Prov'n for Paid Parental Leave

Accrual Account:



- On the Configuration Tab, tick the appropriate Accumulators.
 - ⇒ **Do not** include any Leave Accrual, Payroll Tax or Superannuation (SGC) accumulators, as none of these apply to Paid Parental. You should confirm this with your accountant.
 - ⇒ **Include** the Taxable accumulator, and any other accumulators that you may require for reporting eg Gross, Hours, Leave etc. You may even wish to create an additional accumulator called "Paid Parental Leave" to give another level of reporting.



Transaction Type - Pay

Code: LPP100 Description: Paid Parental Leave Group: Inactive

Configuration Tab:

Include in accumulators	
Name	Include
ST - General	<input type="checkbox"/>
ST - Gross	<input checked="" type="checkbox"/>
ST - Hours	<input checked="" type="checkbox"/>
ST - Leave	<input checked="" type="checkbox"/>
ST - Leave without Pay	<input type="checkbox"/>
ST - Ordinary Hours	<input type="checkbox"/>
ST - Overtime	<input type="checkbox"/>
ST - PAYG Tax	<input type="checkbox"/>
ST - Public Holidays	<input type="checkbox"/>
ST - Salary Sacrificed Super	<input type="checkbox"/>
ST - SGC	<input type="checkbox"/>
ST - Special Leave Tax	<input type="checkbox"/>
ST - Special Tax	<input type="checkbox"/>
ST - Sunday Hours	<input type="checkbox"/>
ST - Tax	<input type="checkbox"/>
ST - Tax General	<input type="checkbox"/>
ST - Tax SFSS	<input type="checkbox"/>
ST - Tax SFSS and HECS	<input type="checkbox"/>
ST - Tax HECS	<input type="checkbox"/>
Taxable	<input checked="" type="checkbox"/>
Time off in Lieu Accrual	<input type="checkbox"/>

Other options:

- Apply GL allocations
- Automatically create default line for new employee
- Excluded from annual salary
- Available for Leave Planning
- Date Range Date Is Compulsory
- Reducing Line: [Dropdown]
- Auto Add: [Dropdown]
- Apply special bonus tax rules
 - Periods: [Input]
 - Tax Trans Type: [Dropdown]

- On the Balances Tab, tick all the boxes as indicated ahead.
 - ⇒ Showing the Paid Parental Leave will satisfy your requirements re reporting the amounts that you have paid to your employees.
 - ⇒ Be sure to point to the Paid Parental Leave Accrual Type that was created in Step 1) against Default Rule.
 - ⇒ There is no need to specify what happens to Balances on Termination, as these would not be paid out to employees, but rather repaid back to the Australian Government.



Transaction Type - Pay

Code: LPP100 Description: Paid Parental Leave Group: [] Inactive:

Main Configuration Balances

Balance accrual

- Automatically create for new employee
- Allow all accrued balance to be used
- Print accrual on pay slip
- Show next credit & next entitled date in employee maintenance
- Accrual rule must be specified

Default rule: Paid Parental Leave

Update GL accruals

- Create GL journals for accruals
- Create GL journals for revaluations
- Create GL journals for expiry

Payout balance on termination

- Accrued balance (including entitled)
- Nothing
- Entitled only
- Zero balance

Transfer to

Normal termination: []

Special termination: []

4) Add a Balance Tracking line for Paid Parental Leave in Employee Maintenance

- Navigate to *HR > Employee Maintenance*, and select the employee.
- Go to the Balance Tracking Tab and add an additional Transaction Type for Paid Parental Leave. This should point to the Transaction Type set up in Step 3) and the Accrual Rule for Paid Parental Leave set up in Step 1).
- Save the changes.

HR Employee Maintenance

Code: TEST01 Surname: Tester First Name: Mary

Main Defaults Tax Config Payroll **Balance Tracking** Other Transactions Key Dates Events Security Custom Notes

Options

Std Hrs/Day: 0.00 Std Hrs/Pay: 0.0000 Std Hrs/Week: 0.00

Transaction Types

Trans Type	Description	Accrual Rule	Max Overdrawn	Inactive
LA100	Annual Leave with Load	Annual Leave	0.00	<input type="checkbox"/>
LP100	Personal Leave	Personal Leave - ACT	0.00	<input type="checkbox"/>
LPP100	Paid Parental Leave	Paid Parental Leave	0.00	<input type="checkbox"/>

ACTIVE

Attachments

Pay Now

Process Accruals

Terminate

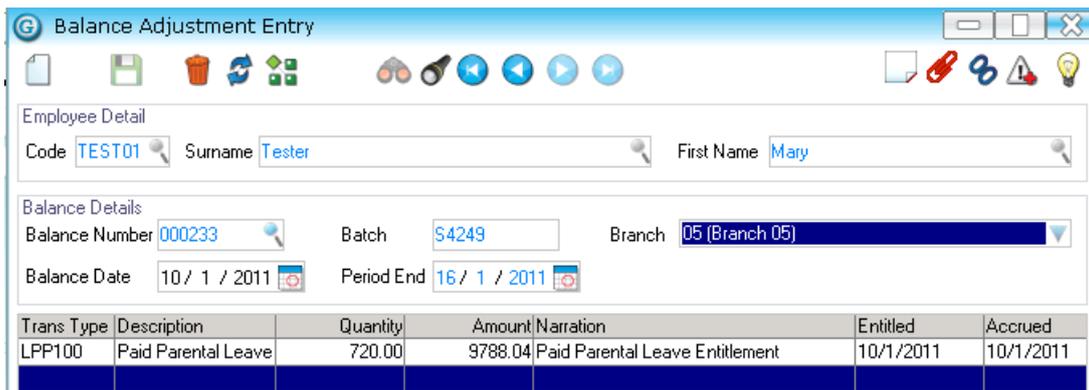
Re-activate



5) Enter a Payroll Balance Adjustment Entry to Record the Parental Leave entitlements.

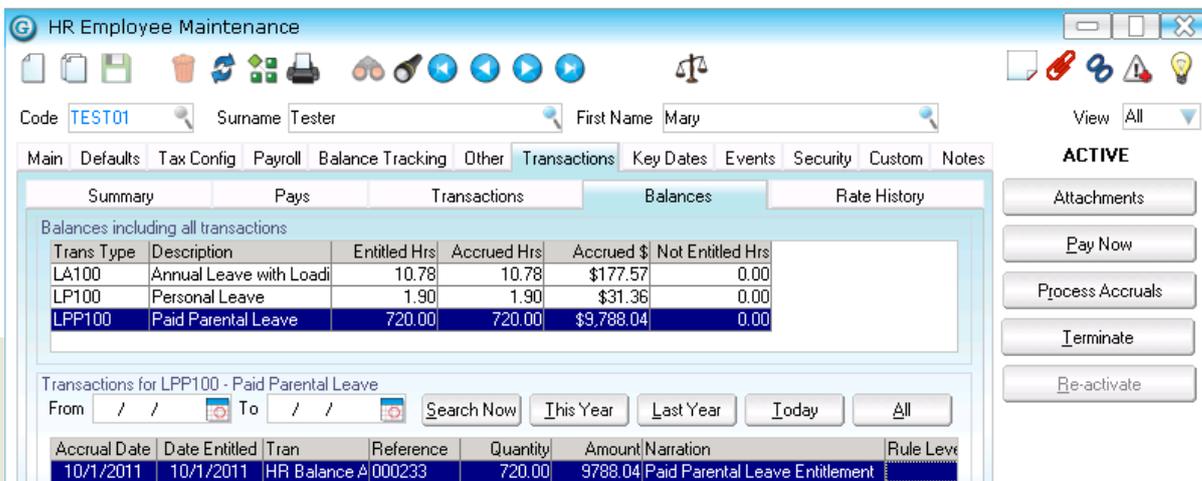
When the employee becomes entitled to receive their Paid Parental Leave entitlements, you will need to do a Balance Adjustment entry to bring to account the hours and dollar amount they will receive.

- Navigate to *HR > Payroll > Other Functions > Enter Balance Adjustments*.
- When entering the Balance Adjustment entry, note the following:
 - ⇒ The Balance Date should be the beginning of the period in which the employee first becomes entitled. The same date is used for Entitled and Accrued dates.
 - ⇒ Enter the Transaction Type for Paid Parental Leave
 - ⇒ The Quantity is the total number of hours for the period of entitlement. (In the example below this is 18 Weeks x 40 hours per week = 720 hours).
 - ⇒ The Amount is the weekly entitlement (currently \$543.78) by the number of weeks entitled. (currently 18 weeks)



Trans Type	Description	Quantity	Amount	Narration	Entitled	Accrued
LPP100	Paid Parental Leave	720.00	9788.04	Paid Parental Leave Entitlement	10/1/2011	10/1/2011

- Once the Adjustment entry has been saved, Navigate back to the employee's Balances Tab, and review the results. They should reflect the entry that you have entered.



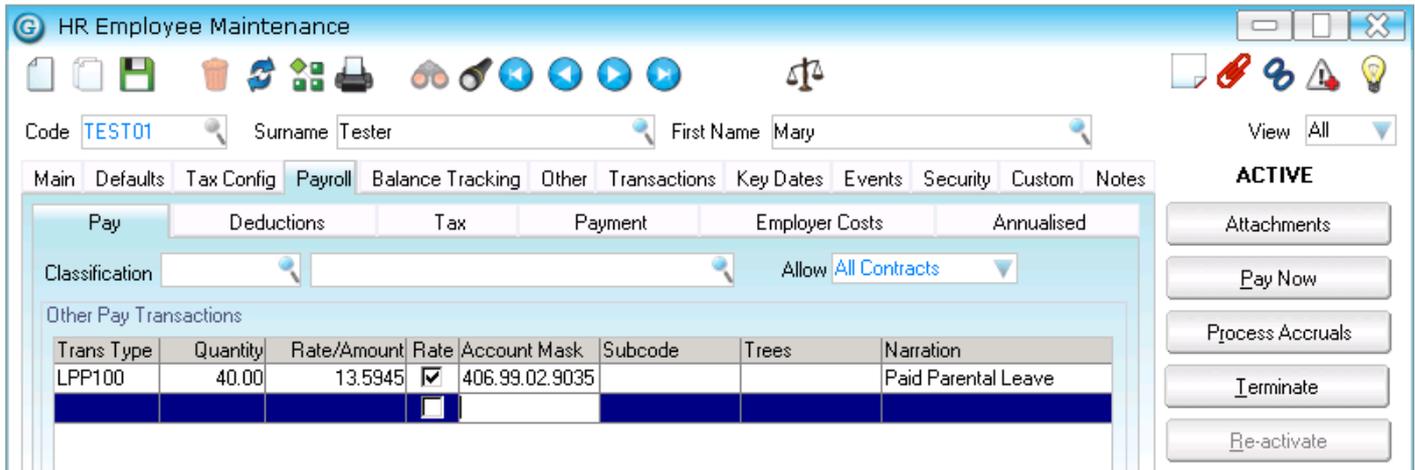
Trans Type	Description	Entitled Hrs	Accrued Hrs	Accrued \$	Not Entitled Hrs
LA100	Annual Leave with Loadi	10.78	10.78	\$177.57	0.00
LP100	Personal Leave	1.90	1.90	\$31.36	0.00
LPP100	Paid Parental Leave	720.00	720.00	\$9,788.04	0.00

Accrual Date	Date Entitled	Tran	Reference	Quantity	Amount	Narration	Rule Lev
10/1/2011	10/1/2011	HR Balance A	000233	720.00	9788.04	Paid Parental Leave Entitlement	

-
-



- When paying the Parental Leave to the employee, the transaction type can either be added manually each pay in the Pay Entry Screen, or you can change their Standing Pay, as per the example below of the employee's standing pay.
- This pay is then processed as per the normal pay procedures.



HR Employee Maintenance

Code: TEST01 Surname: Tester First Name: Mary

View: All

ACTIVE

Attachments

Pay Now

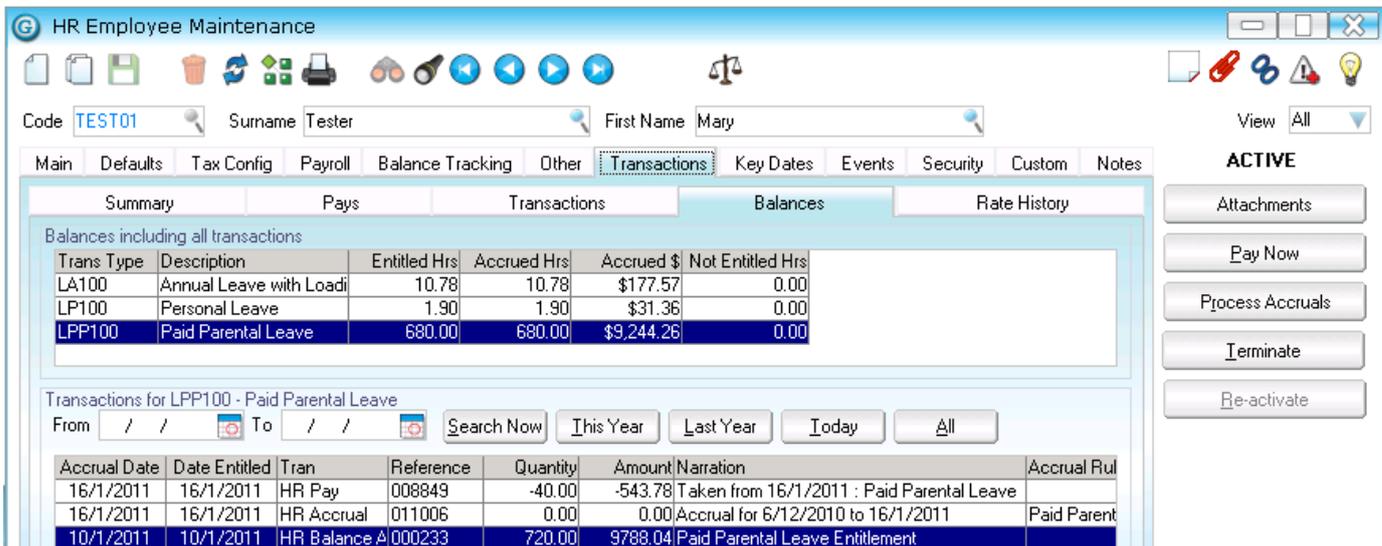
Process Accruals

Terminate

Re-activate

Trans Type	Quantity	Rate/Amount	Rate	Account Mask	Subcode	Trees	Narration
LPP100	40.00	13.5945	<input checked="" type="checkbox"/>	406.99.02.9035			Paid Parental Leave

- Once this pay has been processed, the Accrual Balances should appear as below, showing the payment of the Parental Leave.



HR Employee Maintenance

Code: TEST01 Surname: Tester First Name: Mary

View: All

ACTIVE

Attachments

Pay Now

Process Accruals

Terminate

Re-activate

Trans Type	Description	Entitled Hrs	Accrued Hrs	Accrued \$	Not Entitled Hrs
LA100	Annual Leave with Load	10.78	10.78	\$177.57	0.00
LP100	Personal Leave	1.90	1.90	\$31.36	0.00
LPP100	Paid Parental Leave	680.00	680.00	\$9,244.26	0.00

Transactions for LPP100 - Paid Parental Leave

From: / / To: / / Search Now This Year Last Year Today All

Accrual Date	Date Entitled	Tran	Reference	Quantity	Amount	Narration	Accrual Rul
16/1/2011	16/1/2011	HR Pay	008849	-40.00	-543.78	Taken from 16/1/2011 : Paid Parental Leave	
16/1/2011	16/1/2011	HR Accrual	011006	0.00	0.00	Accrual for 6/12/2010 to 16/1/2011	Paid Parent
10/1/2011	10/1/2011	HR Balance A	000233	720.00	9788.04	Paid Parental Leave Entitlement	

- When the original balance entered has been fully expended after the 18 weeks, no further Parental Leave will be able to be paid.
- Note: While the employee is being paid Parental Leave, there will be no Annual or Personal Leave accruals.
- If you have any queries in relation to this article, please contact Bizlink Support.



JR.client and JR.bizlink Disaster Recovery

In the event of a Disaster Johnston Rorke has implemented the following Disaster Recovery procedures.

- The JR.Bizlink and JR.Client systems will be replicated from Johnston Rorke to a secure Data Centre at Eight Mile Plains. This data will be replicated in real time and in the event of failure of the primary servers no more than 15 minutes of data would potentially be lost.
- In the event that disaster recovery is initiated the Replica systems will be switched online and published to users within 24 hours. Users will access the systems in the same fashion as they do now.
- The Data Centre is a secure facility designed for housing Server Infrastructure. In this facility there are multiple redundancies for Power (Including UPS and Generator), Internet, storage, servers and communications.

JR.bizlink People

Teresa Hooper
Direct: 3222 8461
Email: thooper@jr.com.au

Gaye Smith
Direct: 3222 8350
Email: gsmith@jr.com.au

Andrew Bath
Direct: 3222 8379
Email: abath@jr.com.au

Steve Kruger
Direct: 3222 8339
Email: skruger@jr.com.au

Kirsty Block
Direct: 3222 8479
Email: kblock@jr.com.au

Victoria Cole
Direct: 3222 8338
Email: vcole@jr.com.au

James Terrington
Direct: 3222 8328
Email: jterrington@jr.com.au

Gurudutt Bhat
Direct: 3222 8318
Email: gbhat@jr.com.au

SUPPORT DESK
Direct: 3222 8400
Email: bizlinksupport@jr.com.au

