# PayTek

## ...Getting started with PayTek...

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Insert the CD and the PayTek installation wizard will run automatically. Install PayTek into a PAYTEK folder on your main hard drive.

Gather up the infromation from the checklist and you are ready to set up your company payroll file.

**1.** When you launch PayTek for the first time, it will automatically launch the "new company wizard" to create your payroll data files. (If you have previously been using the PayTek trial version, PayTek will open the trial data files. Just click on the Companies button then select New to create a new file).

Step through the New Company Wizard to create the data files. The first pay period end date will be the last day of your pay period. (which is not necessarily the day you prepare the payroll.)

**2.** The System Setup screen will automatically open so you can enter your company information for this payroll file. Step through each tab entering the information requested.

**3.** The most important data to enter is your company name and address and ABN (this appears on the payslips), the default pay frequency (this determines the next pay date when you finalise a payrun), and the round net pay option (this determines whether PayTek will round the tax so each net pay is an even dollar amount).

If you pay employees by EFT you should enter the information requested. The ATO information is required before you print payment summaries and create the file for the ATO.

If you use CashManager or other compatible accounting system and wish to transfer the pay information directory to it you should enter this information.

**4.** Establish a basic set of pay items. Consult the manual for an example list of useful pay items. You can easily enter new ones as you process your payroll.

**5.** Create the superannuation funds your employees belong to so you can link them when creating the employees. You will also need to create a pay item group for the pay items included in the superannuation calculation and link this to your super fund.

**6.** Enter your employees into the payroll file. Enter the information requested. The tax information should be available from the tax declaration each employee is required to complete on commencement.

If you are going to track leave entitlements you should enter the opening balances for each employee on the Accruals tab. The opening balance is the hours owed to each employee for leave as at the end of the last pay period processed before starting PayTek. ie if your first pay period to be processed in PayTek is the week ending 5th July, 2010 you would enter the hours owed to the employee up to and including 28th June, 2010.

**7.** You are now ready to process your first payrun. Click the Payroll button, find the first employee to pay and away you go. Jsut enter a pay item for each pay element (wages, allowances etc). PayTek will calculate the tax and do the rest.

# PayTek

## ...Information Required Checklist...

This is a checklist of information you should have at hand when you are setting up your payroll file.

## COMPANY DATA

| | | |
|---|---|---|
| **1.** | Contact details<br>Name, address, email, contact person | This appears on payslips and reports and is need for the file going to the ATO (EMPDUPE) |
| **2.** | Banking details<br>Bank account and EFT details | This goes into the EFT file for paying your employees |
| **3.** | Tax details<br>ABN, contact person for the ATO | This appears on payslips and payment summaries and is required in the ATO file |
| **4.** | Mail server details<br>Name, user name and password | If you want to email payslips etc to your employees via your mail server (SMTP) you need this information, otherwise you can use your mail program (like Outlook) |
| **5.** | Accounting system data file location<br>For use with a PayTek compatible system (eg CashManager) | If you link PayTek to the accounting system you can transfer payroll data to it |

## EMPLOYEE DATA

| | | |
|---|---|---|
| **1.** | Contact details<br>Name, address, email, next of kin | This information appears on payslips and payment summaries and it useful for administering you payroll |
| **2.** | Tax details<br>TFN, rebates claimed and tax table claimed | This information should be available from the employee TFN Declaration |
| **3.** | Banking details<br>Account numbers | This allows you to transfer the wages by direct credit to their account(s) via an EFT file |
| **4.** | Superannuation Fund details<br>Super fund name and member number | For paying SGL to the fund on behalf of the employee. |
| **5.** | Dates<br>DOB and date of commencement | Important for age related increases and calculating Long Service Leave |
| **6.** | Leave entitlements<br>Hours owed for annual leave, sick leave etc as at the last pay period end date before starting to use PayTek | If you use PayTek to keep track of employee leave, PayTek needs a starting point to accrual the leave entitlements. It does this by adding the accrual owed when you finalise each payrun. |
| **7.** | Standard Pay details<br>Wages or salary items paid each period | If the employee is paid a regular wage or salary you can use this as a starting point for each payrun to save time. |