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SmartPayroll is a complete payroll system with Award Interpretation interface and comes with a comprehensive Staff administration tool.

Employee's attendance data can be recorded electronically with Time&Attendance devices and uploaded into the payroll.

The *Bio-Clock* is the only device you will require to capture your employees start and finish time. No more worry about who is at work and what time did they arrive. With the opportunity to securely post information to the web you do not even have to be at work to see who is "IN" and who is "OUT"



BENEFITS offered by Time & Attendance Systems:

- **Save** up to **80%** on cost compared with payroll outsourcing.
- **Save** up to **50 %** on payroll processing time.
- Paper based time sheets are eliminated and Payroll preparation time is drastically reduced.
- Incorrect time calculation are avoided.
- Payroll accuracy labor management is improved.
- Exact information on payroll costs is available.
- Accurate employee's work attendance and trends can be produced.

PAYROLL SYSTEM

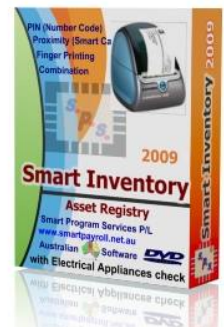
- The SmartPayroll Award Interpreter is a complete payroll.
- User-friendly, efficient way to establish staff rosters/time sheets.
- Roster template is used to create rosters for all employees.
- Roster setup – Staff requirements of business operation.
- Electronic time recording with easy download facility.
- Roster Times and Attendance Times are compared and processed.
- Roster changes and Sick leave will be detected for manual data entry.
- Records for *Holiday, RDOs – Personal Leave – Long Service Leave – Unpaid leave.*
- *Reports: Payment Details, Payslips, Bank – Super– Payroll Tax – FB Tax - Group Certificates.*

AWARD INTERPRETER

- *Multiple Award setup*
- *Each Employee can be setup with individual Award variables – e.g. work place agreement*
- *Unlimited Allowances setup*
- *Unlimited Fringe Benefits setup*
- Public Holidays can be setup separately for each Award

STAFF MANAGEMENT TOOLS (HR)

- *Record all relevant staff data – Personal – Payroll data*
- *Employee's picture can be entered and is stored on separate file.*
- *Performance Appraisals - compare performance over time*
- *Accident and Incident records – OHS reporting*
- *Staff training records – list achievements and received training*
- *Staff notes – enter staff notes in calendar - retrieve info via calendar*
- *Complaints and Suggestions – create type classifications*
- *Link data base to word processing – create standard letters / labels*
- *Store scanned documents (Picture File Format) will be stored in employee's picture library*
- *Record Staff assigned property with **SmartInventory** / incl. Electrical Test&Tag recording*



Web Setup

Smart Payroll can be installed over the Internet. www.smartpayroll.net.au Automatic updates are available over the internet

- Each time the program opens it will check if an update is available.

SmartPayroll - Program Installation

- Stand-alone PC – Program and data are copied on the desktop PC
- Network setup: Program will be installed on desktop PC and data table on Network Server.
- Data Link Manager Tool is available for flexible setup changes.

SmartPayroll - Program Setup

- Password Changes – default password is zero (0)
 - Password Protection
 - Database Table Password – Program Entry Password - Employee Setup Password
 - Employee Password
 - User level 1: Full Access – incl. payment information
 - User level 2: Restricted Access – Staff data and Payroll roster Data only
 - User level 3: Restricted Access – Staff data - No payment information
- Company Information
 - Multiple Companies, Departments, Cost Centers
- Pay Period Setup
 - Weekly, Fortnightly, Four Weekly, Monthly Payments

Pay Periods can be individually setup per employees – a mix of pay periods can easily be processed. Financial Year is automatically adjusted with pay period.

Employee Setup

- Employee Data
 - Personal Information, TFN, Address, Phone, DOB etc.
 - Payroll data (e.g. Full time, Part time, Casual; Day Worker, Shift Worker; Wages, Salary; Payment Cycle: Weekly, Fortnightly, Four weekly, Monthly.
 - Tax code; Award setup; Company, Department, Cost centre setup
 - Bank details (option of 6 different bank transfers plus separate transfer for Salary Scarifies and trade union fees)
 - Superannuation setup

Fast data setup via tables

- Opening Balances for Payments, Tax, Allowances and Fringe Benefits, BPI

Roster setup

- Staff Roster Setup –
 - up to 4 weeks individual roster template – each week can have different working hours
 - Roster template is used to be imported into employee's pay record.
- Create organization rosters - Staff requirements for business operation. The organization roster will ensure that staff demands are met – Shifts for employees on Holiday or Personal Leave etc. are identified and can easily be replaced with available staff members.
- Entitlement Planner
 - Enter Holidays, Roster Day Off, Personal Leave, Workers Compensation, Maternity Leave, Unpaid Leave, Long Service Leave can be planned months ahead.
- Payroll data entry sheet for daily working hours
 - Daily Time record for working times
 - Start and Finishing time, Lunch break
 - Non-Working Times – Holidays, Roster Day Off, Personal Leave, Workers Compensation, Maternity Leave, Unpaid Leave, Long Service Leave
- Part working hours - part leave hours per working day can be processed
e.g. an Employee leave early because of sickness – pay and entitlements will be adjusted in relation to working hours and personal leave hours.
This applies also to Holiday, Roster Day Off, Workers Compensation etc.

Time and Attendance

- Time Sheet processes
 - Accept Roster setup – Roster hours will be paid
 - Compare Roster with attendance times
 - Real times are compared with logger time and payment processed
Time Variation can be set.
e.g. Set grace time is 10 minutes – An employee is roster for 7:00 am logs on at 7:15am – Payment will be processed and paid from 7:15am if the employee logs on at 7:09am he will be paid from 7:00am
 - Find empty logger records: Employee forgot to log on – was sick – changed shift etc. Payroll processing will find empty records and stop for manual data clarification.
 - Manual time changes for each working day can be entered with comments attached.
 - Hourly rate changes per daily working hours can be entered.

Payment Data Entry

- Electronic Banking is supported via text file upload
- Bank Transfer
 - transfer to a maximum of 8 different Bank accounts including payment of Union Fees
 - Permanent Bank transfers up to 6 different accounts
 - Separate setup for Salary Sacrifice / Public Benevolent Institution payments (PBI)
 - Bank transfer can be changed manually for each pay if required.
- Correction – Manual changes
 - Payment Corrections
 - Add or Deduct hours worked. e.g. Add 2 hours with shift loading 1.5 (Saturday worked) – Entitlements are adjusted automatically
 - Entitlement Corrections
 - Add or Deduct Entitlement Hours e.g. Holiday, Roster Day Off, Personal Leave, etc
 - Tax Corrections
 - Add Tax or Deduct Tax
- Allowances and Fringe Benefits
 - Allowance Setup
 - Payment per hours worked or fixed amount per pay period
 - Accumulate Superannuation with payment: Yes/No
 - Tax: Yes/No
 - Fringe Benefit Setup
 - Payment per hours worked or fixed amount per pay period
 - Accumulate Superannuation with payment: Yes/No
 - Tax: Yes/No
 - Calculate gross up factor / GST or Non-GST item
- Salary Sacrifices Setup
 - Salary Sacrifice can be paid as a fixed amount or a percentage of the payment
 - Salary Sacrifice payments will be calculated from the FBT year (1/4-31/3)
 - Balance will be automatically monitored and
 - Payment will be stopped when threshold is reached
 - Un-used Salary Sacrifice can be entered and are deducted from threshold

Tax Setup

- Coefficients for Calculating Tax amounts
- Eligible Termination Payments
- Fringe Benefit Tax
- Unused Leave on Termination
- Medicare levy parameters
- Pensioner Tax tables and Pensioner Tax-offset table
- Tax is calculated for weekly / fortnightly / four weekly or monthly payment cycles
- Payroll Tax for all States
- A Tax setup TOOL will assist in determining the correct tax code.
- All relevant information has links to the ATO website for easy access

ACTAtek Terminal – Data download

Terminal Setup

- ACTAtek Terminals are connected to the Network
- Web-setup vial DynDNS is optional – terminals can be accessed and data can be downloaded and setup can be managed via the internet
- Terminals -setup is managed via Smart Payroll program.
Employee data: Identification number, Employee name, Smart Card ID (optional)
- Non-Active Employees are deleted from all connected terminals or access can be de-activated for selected employees – deny access if terminal is connected to door lock.
- Pin Codes and Smart Card Id's (optional) are setup via the SmartPayroll program..
- Finger printing setup has to be added and activated at each terminal
- Use of Smart Card badge: Smart Card ID's are stored on database and can be entered into employee record. Reuse Smart Cards IDs for immediate activation.

As soon as a new Employee record is created all terminals on the network can be activated for that employee and all ACTAtek terminals are ready for recording data.

Data Download

- Download logger times for all selected Terminals
- Terminal data can be retrieved from Terminals on local network or via DynDNS setup over the internet.
- Centralized payrolls can download employees' attendance records from any location and Terminal setup data can be managed via SmartPayroll program.
- Attendance records are imported into Employees' pay period and
- Compared with roster setup if exists or
 - if roster setup for pay period is not entered
 - roster times will be created automatically using employee's roster setup or
 - if roster setup does not exist generic times will be used to match attendance records e.g. Attendance records shows log-on time 7:15am and the normal working hours are set to 7:00am the employee would automatically be paid from 7:15. If the employee would log-on at 7:09 the employee would be paid from 7:00am. (considering a grace time of 10 minutes as variable)

Tax Setup

- Coefficients for Calculating Tax amounts
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Reports

- Report can be produced for pay periods or for any selected time period
 - Individual Employee
 - Companies
 - Departments
 - Cost Centers
 - All Active or Non-Active Employees
- Entitlement Reports
 - Holiday, Roster Day Off, Personal Leave, Long Service Leave, Workers Compensation and Unpaid Leave.
 - Graph is available to compare Entitlements per month – for selected period. e.g. Show all Personal Leave taken in the last 6 month – monthly totals will be compared.
 - Entitlement Reports will show Entitlements taken or planned for selected period.
 - Entitlement Summary Reports will show the total liabilities for Holiday, RDO, Personal Leave and Long Service Leave.
- Payment Details Report will list daily working hours for each employee for selected pay period
 - Payment Summary Report for selected time period or
 - Payment Summary Report for each employee.
- Pay Slips with all relevant information including Year-to-date Payment summary, Banking information, Entitlements, last 3 months Superannuation payments.
- Exception Report comparing current pay with last pay period.
- Year-to-date summary report per Company/Department/Cost Centre.
- Bank payment report for current pay period
 - Employees' Bank Details
 - Bank payment report for selected period
 - Bank summary report – total Bank transfers per pay period
- Electronic Banking – bank transfers via text file.
- PBI – Public Benevolent Institution summary report for Fringe Benefit Year (FBY).
- Payroll Tax Report – for calendar month calculation Payroll Tax payable.
- Fringe Benefit Report - Estimate Fringe benefits tax (FBT) return.
- Tax Report – per pay period or per report period.
- Group Certificate - print Group Certificate form.
 - Group Certificate report for all employees in Financial Year.
- Employees' attendance records (ACTatek Terminal) for selected periods.

STAFF MANAGEMENT TOOLS (HR)

- Record all relevant staff data – Personal & Payroll data.
- Employee's picture can be entered and is stored on separate file (...\\Pictures).
- Performance Appraisals - compare performance over time.
- Accident and Incident records
 - Create reports for OHS analysis
 - Detailed individual accident report – submit to insurance
- Action taken recording
- Staff training records – list employees' achievements and received training.
 - Training cost analysis
- Staff notes – enter staff notes in calendar - retrieve information via calendar e.g. Print all staff notes for a certain period for selected employee or all employees.
- Complaints and Suggestions – create type classifications
 - Record type of Complaint/Suggestion and analyze
 - Record and trace follow-ups
 - Record status – Resolved / Undecided / withdrawn etc.
 - Record decision process
 - Reports for Complaints or Suggestions analyses
- Link data base to word processing – create standard letters / labels
 - Open Links to
 - Files on Desktop PC or to Network Server
 - Access Internet Web Pages
 - Mail Merge
 - Setup Mail merge categories
 - Save links to mail merge categories // (find your documents easier)
 - MS Office Files can be merged with database
 - Print standard letters, envelopes, labels etc.
 - Option of printing only or saving document to employees' files
 - Documents can be saved with Employees ID and Document name e.g. Write a letter to all employees –save letter in Employee's file automatically.
- Store scanned documents (Picture File Format) will be stored in employee's picture library (..\Picture) and Document files (..\Documents) with document name and employee's ID.

Optional Link to: **SmartInventory** database

- Allocate assets to Employees, and maintain a full history of ownership
- Electrical Testing module - Test and Tag
- Each Tester for Electrical equipment has an individual entry signature - password.

