

What's New

09th June 2025

New Feature

Special (No Base Pay) Payroll Processing

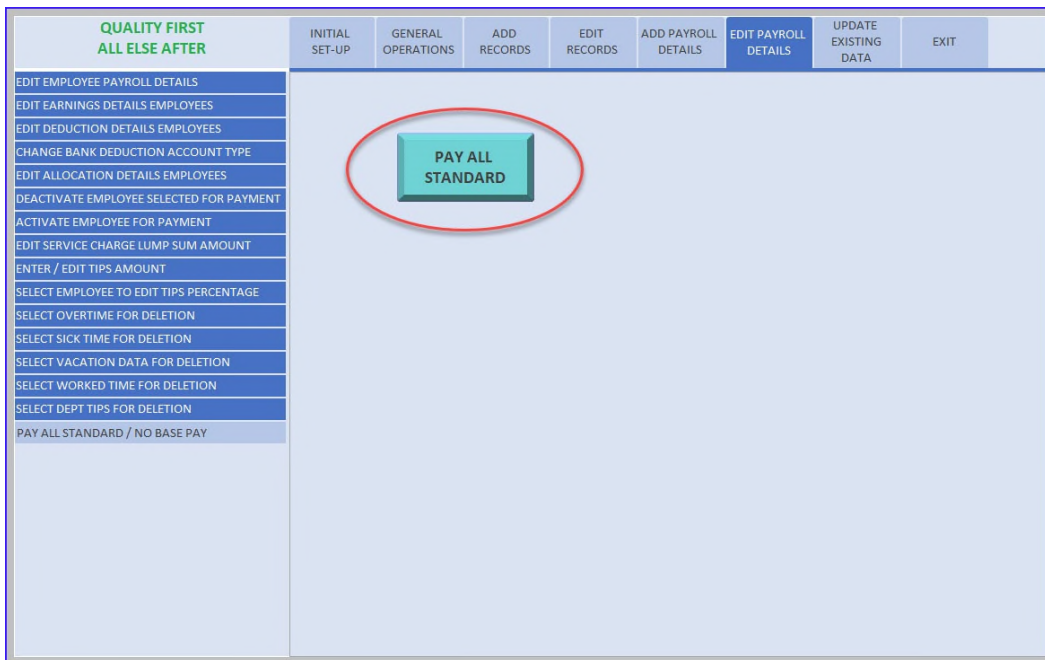
One can now undertake a payroll run where employees are not paid any base pay but are given a special remuneration (e.g. Bonus) . The following series of steps are required to achieve the feat.

1. Begin the payroll run as usual selecting the pay date and groups of employees for payment
2. A **<NO BASE PAY>** button is now available on the **<EDIT PAYROLL DETAILS>** to allow bulk selection of employees who will not receive any base pay for the special payroll run.



The buttons toggles **<NO BASE PAY>** and **<PAY ALL STANDARD>** rate and time

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3. De-select all Earnings, Allocations and Deductions for the special payroll run



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QUALITY FIRST ALL ELSE AFTER	INITIAL SET-UP	GENERAL OPERATIONS	ADD RECORDS	EDIT RECORDS	ADD PAYROLL DETAILS	EDIT PAYROLL DETAILS	UPDATE EXISTING DATA	EXIT																
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Function X
Deduction Selection

Select All Select None

Take [Business Name \(Click to Alpha Sort\)](#)

<input type="radio"/>	Aaaaaaa
<input type="radio"/>	Balance
<input type="radio"/>	Bank Of Nevis Main
<input type="radio"/>	Courts
<input type="radio"/>	Daily Daycare
<input type="radio"/>	FINCO
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<input type="radio"/>	First Federal Credit Union Bank
<input type="radio"/>	Hop Scotch
<input type="radio"/>	Interesting Site
<input type="radio"/>	Illes Plaza

0 out of 26 Deductions Selected.

4. De-activate any employee who does not qualify for the special remuneration

Function X
Update Active Status

Select All Select None

Active [Employee Name - \(Click to Alpha Sort\)](#)

<input checked="" type="checkbox"/>	000980 - Bad Boy
<input type="checkbox"/>	000945 - Chico Bonito
<input checked="" type="checkbox"/>	000840 - Klaim Benefit
<input checked="" type="checkbox"/>	001145 - Back TO Basics
<input checked="" type="checkbox"/>	001110 - Tennis Balls
<input checked="" type="checkbox"/>	001020 - Zxcer Backhand
<input checked="" type="checkbox"/>	000995 - Right Away
<input checked="" type="checkbox"/>	001010 - Rest Z Assured
<input type="checkbox"/>	001125 - Simply Amazing
<input checked="" type="checkbox"/>	001130 - Year 2019

80 out of 83 Employees Active.

5. Add the special earnings to qualified employees who are not associated with the earnings type. Enter the special earnings amount in the temporary pay column

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ENTER EARNINGS DETAILS	Click Column Title to sort							
ENTER ALLOCATION DETAILS	Employee Name	Earnings	Permanent Earnings	Temporary Earnings	Pay			
ENTER DEDUCTION DETAILS	000015 - Debbie A Trotman	Duty Allowance	450.00		<input checked="" type="checkbox"/>			
ENTER AND EDIT TIME WORKED	000015 - Debbie A Trotman	Travel Allowance	400.00		<input checked="" type="checkbox"/>			
ENTER AND EDIT OVERTIME DETAILS	000015 - Debbie A Trotman	Phone Allowance	100.00		<input checked="" type="checkbox"/>			
ENTER AND EDIT VACATION PAY DETAILS	000035 - Brian C Lara	Duty Allowance	750.00		<input checked="" type="checkbox"/>			
ENTER AND EDIT SICK TIME	000035 - Brian C Lara	Travel Allowance	500.00		<input checked="" type="checkbox"/>			
	000040 - Travis R Dowling	Travel Allowance	250.00		<input type="checkbox"/>			
	000040 - Travis R Dowling	Duty Allowance	300.00		<input checked="" type="checkbox"/>			
	000040 - Travis R Dowling	Phone Allowance	500.00		<input checked="" type="checkbox"/>			
	000050 - Belinda OU Carey	Duty Allowance	400.00		<input checked="" type="checkbox"/>			
	000050 - Belinda OU Carey	Phone Allowance	25.00		<input checked="" type="checkbox"/>			
	000055 - Peter Touie	Phone Allowance	150.00		<input checked="" type="checkbox"/>			
	000065 - Robert N Marley	Duty Allowance	250.00		<input checked="" type="checkbox"/>			
	000580 - Das It	Phone Allowance	255.00		<input checked="" type="checkbox"/>			
	000955 - Number Game	Phone Allowance	250.00		<input checked="" type="checkbox"/>			
	001100 - Cash Me	Phone Allowance	0.00		<input type="checkbox"/>			
	001105 - Novak Djokovic	Duty Allowance	500.00		<input checked="" type="checkbox"/>			
	001330 - Caps Lock	Travel Allowance	400.00		<input checked="" type="checkbox"/>			
					<input type="checkbox"/>			
		CLEAR		SAVE				

6. One can view all employees associated with the special earnings here.

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EDIT EMPLOYEE PAYROLL DETAILS	EARNINGS								
EDIT EARNINGS DETAILS EMPLOYEES	Selection								
EDIT DEDUCTION DETAILS EMPLOYEES	3 Double Click Record to Edit								
CHANGE BANK DEDUCTION ACCOUNT TYPE	Earnings Name								
EDIT ALLOCATION DETAILS EMPLOYEES	Travel Allowance								
DEACTIVATE EMPLOYEE SELECTED FOR PAYMENT	Phone Allowance								
ACTIVATE EMPLOYEE FOR PAYMENT	Duty Allowance 3								
EDIT SERVICE CHARGE LUMP SUM AMOUNT									
ENTER / EDIT TIPS AMOUNT									
SELECT EMPLOYEE TO EDIT TIPS PERCENTAGE									
SELECT OVERTIME FOR DELETION									
SELECT SICK TIME FOR DELETION									
SELECT VACATION DATA FOR DELETION									
SELECT WORKED TIME FOR DELETION									
SELECT DEPT TIPS FOR DELETION									
PAY ALL STANDARD / NO BASE PAY									
		DETAILS							

Function X

Earnings Employee Details

Duty Allowance

Employee Name	Permanent Earnings	Temporary Earnings	Pay
Belinda OU Carey	400.00		<input checked="" type="checkbox"/>
Novak Djokovic	500.00		<input checked="" type="checkbox"/>
Travis R Dowling	300.00		<input checked="" type="checkbox"/>
Brian C Lara	750.00		<input checked="" type="checkbox"/>
Robert N Marley	250.00		<input checked="" type="checkbox"/>
Debbie A Trotman	450.00		<input checked="" type="checkbox"/>

RESET SAVE

QUIT EDIT

- Run the edit reports upon completion, verify, backup and finalize the payroll once you are satisfied.

QUALITY FIRST ALL ELSE AFTER

INITIAL SET-UP GENERAL OPERATIONS ADD RECORDS EDIT RECORDS ADD PAYROLL DETAILS EDIT PAYROLL DETAILS UPDATE EXISTING DATA EXIT

START NEW PAYROLL REPORTS DASHBOARD BACK-UP AND FINALIZE PAYROLL RESTORE BACKED-UP DATABASE SOCIAL SECURITY C3 GENERATION ABOUT COMPREHENSIVE PAYROLL PLUS EMAIL PDF REPORTS VIEW LOGS AND NOTES EXPORT DATE FILTERED DATA - XLSX PDF CSV EXPORT UN-FILTERED DATA - XLSX PDF CSV REMITTANCE CHECKS DATE AND NUMBER FORCE-OUT DATABASE USERS HELP

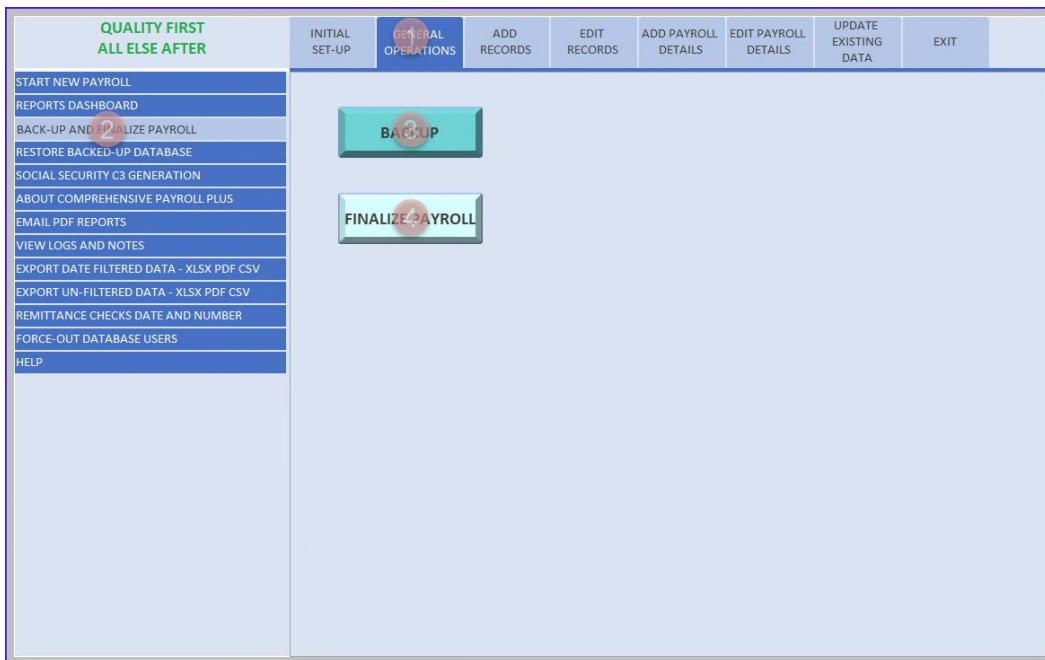
UPDATE DATA? Refresh can take up to 3 minutes. Perform only if details have been edited. Do you wish refresh Payroll Details? Click <Yes> to refresh. Yes No

PAYROLL EDIT REPORTS

ALLOCATIONS GROSS DISTRIBUTION BANK DEDUCTIONS
 NON-BANK DEDUCT PAY LIST PENSION ALL DEDUCTIONS
 EARNINGS OTHER SCHEME EMPLOYEE TIPS
 EXCEPTIONS DEDUCTION DETAILS SP BASIC PAY
 ENTERED TIME ALLOCATION DETAILS SP BASIC PAY NS
 OVERTIME WORKED EARNINGS DETAILS SP CHECK REGISTER
 EMPLOYEE PAY LIST BASIC PAY DETAILS SP CHK REGISTER NS
 SICK TIME OVERTIME PAY ENTERED TIPS
 VACATION PAY EE SERVICE CHARGE
 GROSS PAY DETAILS TRIAL PAY

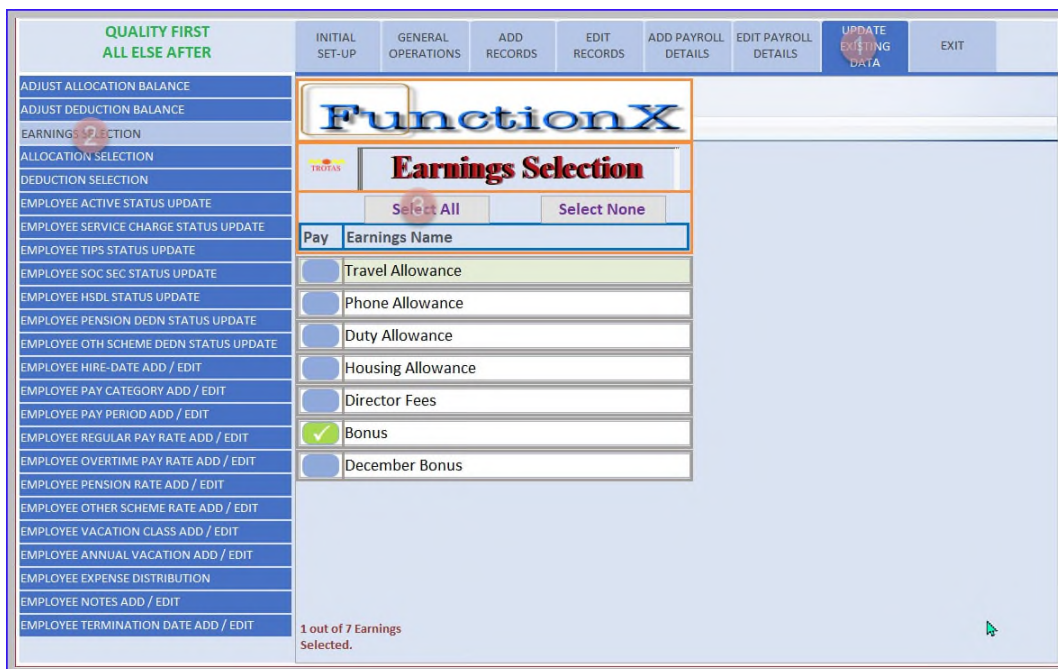
REPORTS FOLDER ACTION!!! NO REPORT SELECTED

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Resumption of normal payroll operation

To resume regular payroll processing, upon starting <New Payroll Run>, do the following:



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FunctionX

Allocation Selection

Select All Select None

Take Allocation Name

<input checked="" type="checkbox"/>	Staff Loan
<input checked="" type="checkbox"/>	Salary Advance
<input checked="" type="checkbox"/>	Insurance

3 out of 3 Allocations Selected.

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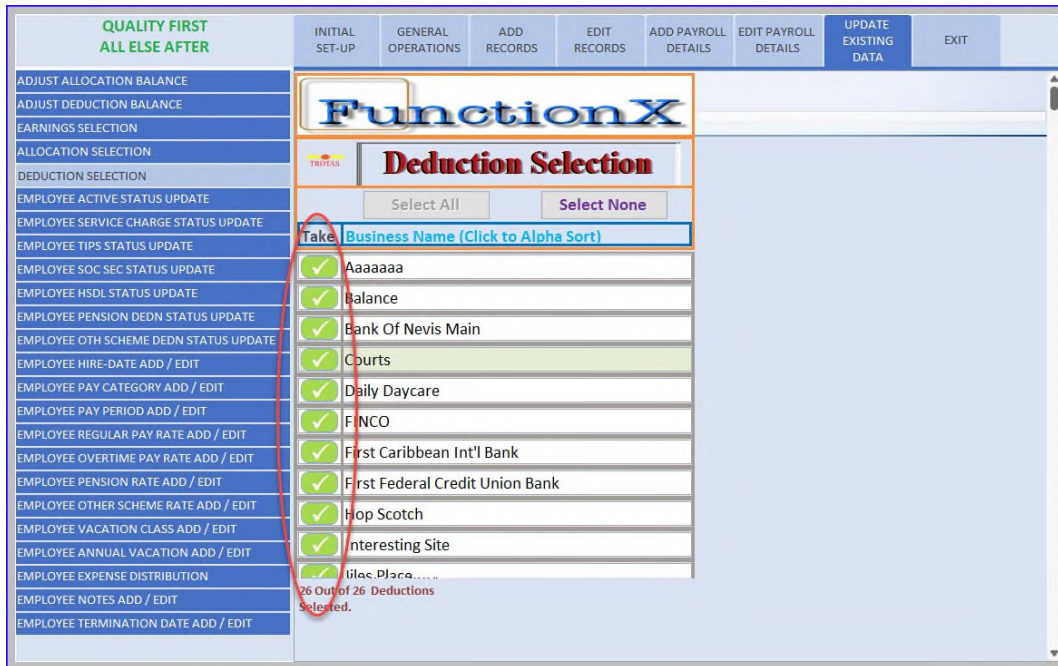
Deduction Selection

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Take Business Name (Click to Alpha Sort)

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<input type="checkbox"/>	Daily Daycare
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<input type="checkbox"/>	First Federal Credit Union Bank
<input type="checkbox"/>	Hop Scotch
<input type="checkbox"/>	Interesting Site
<input type="checkbox"/>	lilac Place...

0 Out of 26 Deductions Selected.



Enhancements and fixes

1. Login Restriction During major processing

During Backup, Restore, Finalizing, New payroll processing and Company Information edit, exclusive access is required. No user other than the person undertaking the activity is allowed to log into the application.

2. Data deletion restrictions

The Tips amount fields must display a number. If no amount is available, zero is entered. Deletion or backspacing are no longer allowed in this field.

3. Application Status at top of main screen accurately and timely displayed

The application status data displayed sometimes showed outdated data. Accurate and timely data is now always displayed.

4. Accurate Transaction data now displayed

During lengthy activities, finalizing for example, the number of transactions for processing was understated. An accurate count of transactions to be processed is now displayed.

5. Corrected historical payslips report

The year-to-date figure for Other Earnings on historical payslips displayed incorrect data in the past. This phenomenon no longer exists.

6. Customized Application Interface

The top of the application's interface displays the application's icon instead of the access database icon.