



SiriusPayroll365 Setup Guide

SiriusPayroll365 is a product of SiriusApp. Dogma Group is the new Parent of SiriusAPP. The Dogma Group also includes SeeLogic Limited, SeeLogic International and DynamicAI.



The *strategy* of
the group



The *engine* of
the group



The *insights* of
the group

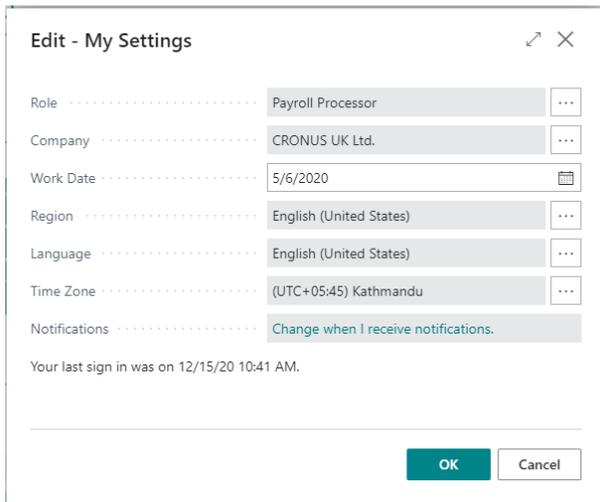
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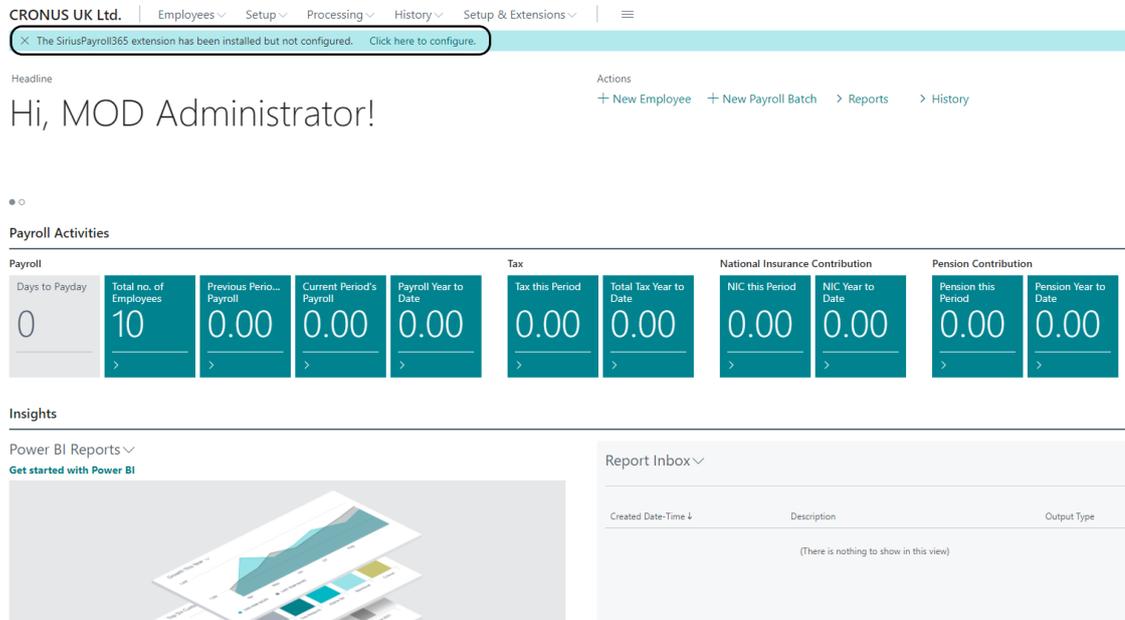
INSTALLATION GUIDE

After you install the SiriusPayroll365 extension from the marketplace, you will need to use an assisted setup before you start using Payroll. Assisted Setup will help you to configure the HMRC related configurations and activates the extension so that you can use the features inside it.

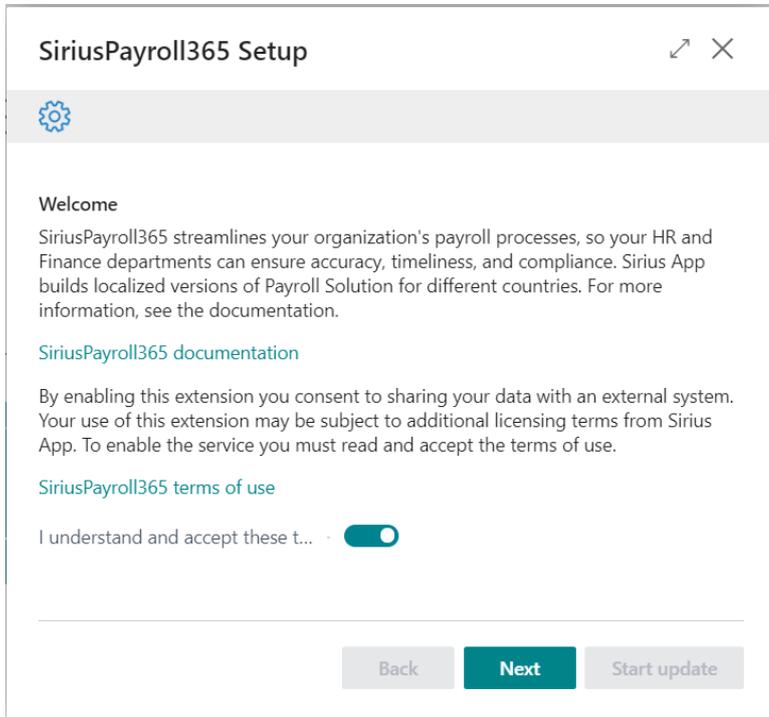
1. When you first login to business central, change your profile to **“Payroll Processor”**.



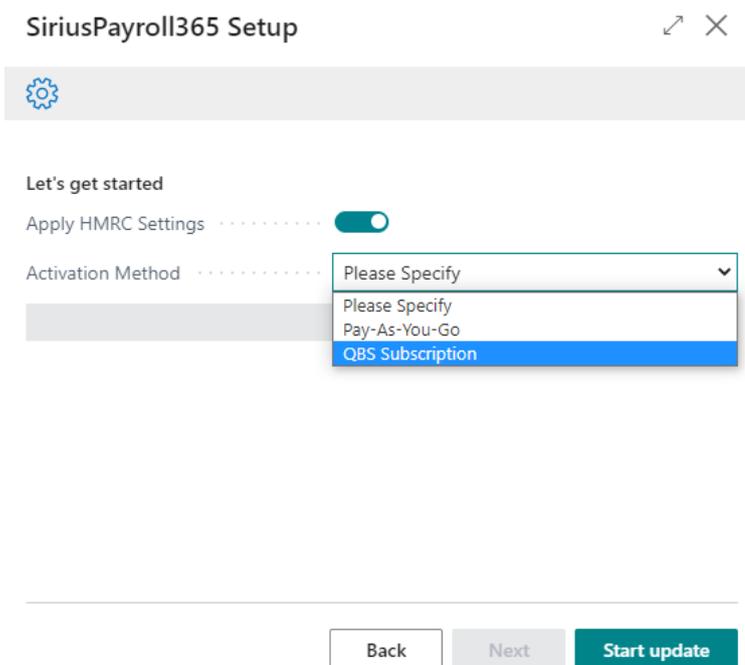
2. Now in your profile role center, you will see the notification as below.



- Click on the **“Click here to configure”** action on the notification bar. It will open the Welcome Page and provide you with a link for the documentation and terms of use. After reading the terms of use, mark yes on **“I understand and accept these terms”** and click on the Next button.



- In this screen, mark true on **“Apply HMRC Settings”**. This will create all the settings required to run payroll. Now click on the **“Start update”** button. It will configure the system in a few minutes.



- **Activation Method/Licensing:**

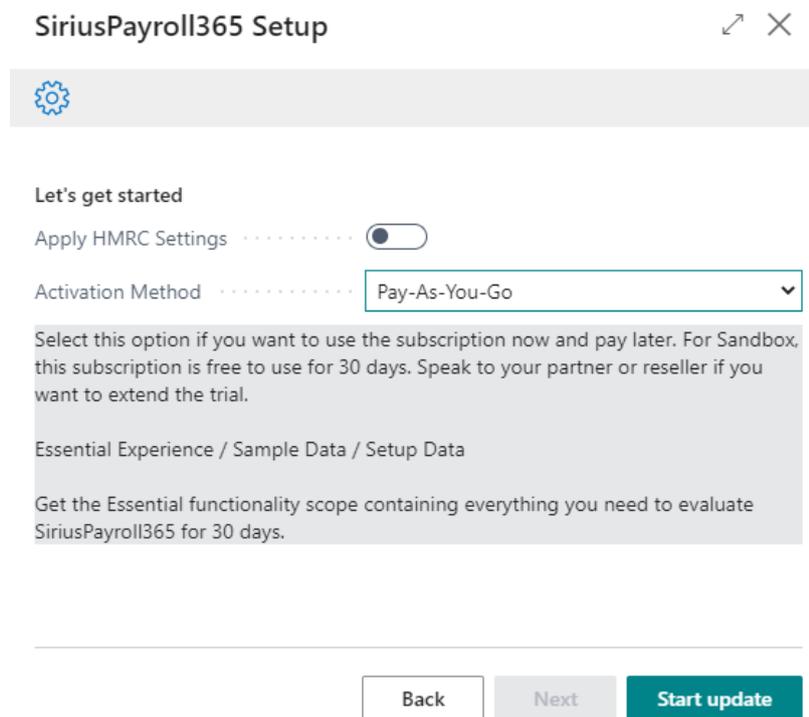
You will need either Dynamics 365 Business Central essential or a premium license to use the Siriuspayroll365 extension within Business Central.

SiriusPayroll365 is based on a subscription license. You will need to buy a subscription based upon how many employee payrolls you want to process per month.

Following are the different options you can choose on how to activate the module. Pay-As-You-Go option is for sandbox testing. QBS Subscription activation method is for the production environment. You can also use QBS Subscription in a sandbox environment. Using the QBS subscription license on sandbox will not trigger any consumption of your actual purchased subscription.

1. Pay-As-You-Go

If you want to use the subscription now and pay later, then you can choose this option. For sandbox, this subscription is free to use for 30 days. You can speak to your partner or reseller if you want to extend the trial.



2. QBS Subscription

If you have already purchased a QBS Subscription from our partner or reseller, then you can choose this option. This option is available for the sandbox as well as the production environment.

SiriusPayroll365 Setup



Let's get started

Apply HMRC Settings

Activation Method

Select this option if you have purchased QBS Subscription from our partner or reseller. Speak to your QBS account manager and provide them your tenant ID and your company name to get started with your payroll.

QBS Subscription option is available for both sandbox and production environments.

[Essential Experience](#) / [Sample Data](#) / [Setup Data](#)

Get the Essential functionality scope containing everything you need to start using SiriusPayroll365. For this Sandbox environment, you will get free subscription.

Included:

- * Subscription per month: 3
 - Get 3 employee subscription for testing
 - Create and post payroll for 3 employees per month

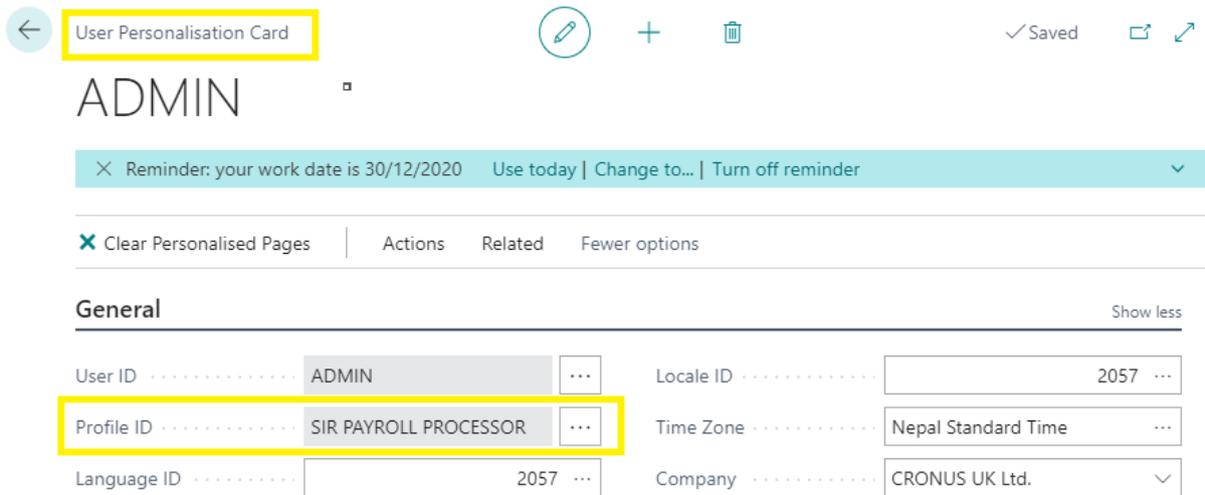
[Back](#) [Next](#) [Start update](#)

ADMINISTRATION

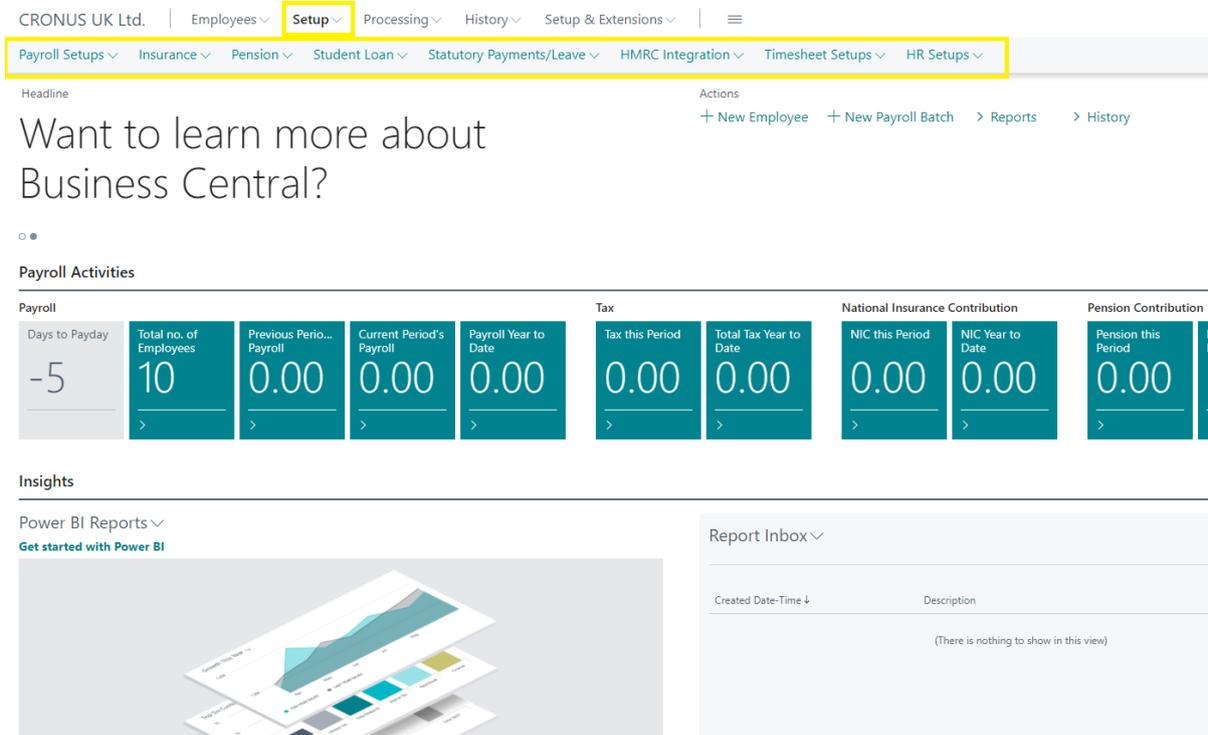
You can always configure the system the way you like based upon the setups provided. The following guide will help admin users to know what each setup does inside SiriusPayroll365.

1. User personalisation

Select **“Payroll Processor”** in user personalisation of a payroll processor.



After the **“Payroll Processor”** role is assigned to the user, then user can view all the setup related to the payroll in the role center as show in screen shot below.



2. Payroll Setup

Users can navigate to the Payroll Setup from either the role center page or can search for payroll setup by clicking on the search icon.

Payroll Setup

General

Payroll Fiscal Year Start Date	1/1/2001	Make Payroll Slip Confidential	<input checked="" type="checkbox"/>
Payroll Fiscal Year End Date	1/1/2023	Total Days	0.00
Posting Method	Employee Wise	Skip Posting to G/L	<input type="checkbox"/>
Pay Deduction Basis on Leave	Per Working Days	Payslip Remarks	QA INSTANCE -BIPLAV
Tax Calculation Type	Yearly		

Posting Group

Net Payable Account Type	G/L Account	Net Payable Account Code	51600
--------------------------	-------------	--------------------------	-------

Numbering

Payroll Batch No. Series	PAY	Leave Entitlement No. Series	LEAVE
Payroll Batch Posting No. Series	PAY+	Pay Adjustment No. Series	P-ADJ

Localizations

Localization	GB V1.0	Adjust Personal Allowance Balance	<input type="checkbox"/>
--------------	---------	-----------------------------------	--------------------------

License Status

Activation Date	2/19/2021	License Type	Pay-As-You-Go
Expiry Date	4/30/2021	License Status	Active

In the **General tab**, fill in the general information required for payroll processing. Like payroll fiscal year start and end date and many more as shown in the screenshot below.

Payroll Setup

General

Payroll Fiscal Year Start Date	1/1/2001	Make Payroll Slip Confidential	<input checked="" type="checkbox"/>
Payroll Fiscal Year End Date	1/1/2022	Total Days	0.00
Posting Method	Employee Wise	Skip Posting to G/L	<input type="checkbox"/>
Pay Deduction Basis on Leave	Per Working Days	Payslip Remarks	QA INSTANCE -BIPLAV
Tax Calculation Type	Yearly		

Similarly, fill the **Posting group** tab with the GL account on which the payroll ledgers need to be posted.

And select the no. series in the Numbering section so that automatic no. series is generated while processing the payroll document.

In Localizations tab, the localization field is auto updated.

In License status tab, activation date, expiry date, license type and license status are auto updated.

Παράβολο Λογαριασμού Τύπος	ΕΠ Λογαριασμός	Παράβολο Λογαριασμού Κωδικός	21000
Ποσότητα Εισοδήματος			

Numbering			
Payroll Batch No. Series	PAY	Leave Entitlement No. Series	LEAVE
Payroll Batch Posting No. Series	PAY+	Pay Adjustment No. Series	P-ADJ

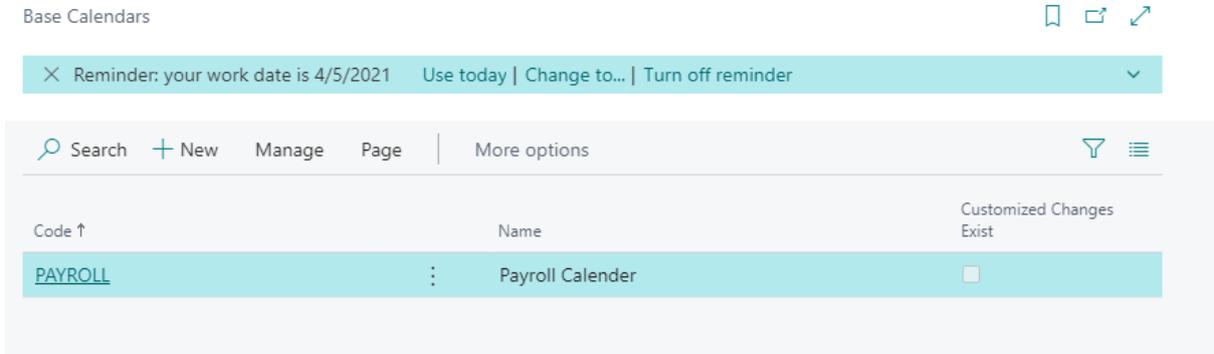
Localizations	
Localization	GB V1.0
Adjust Personal Allowance Balan...	<input checked="" type="checkbox"/>

License Status			
Activation Date	2/19/2021	License Type	Pay-As-You-Go
Expiry Date	4/30/2021	License Status	Active

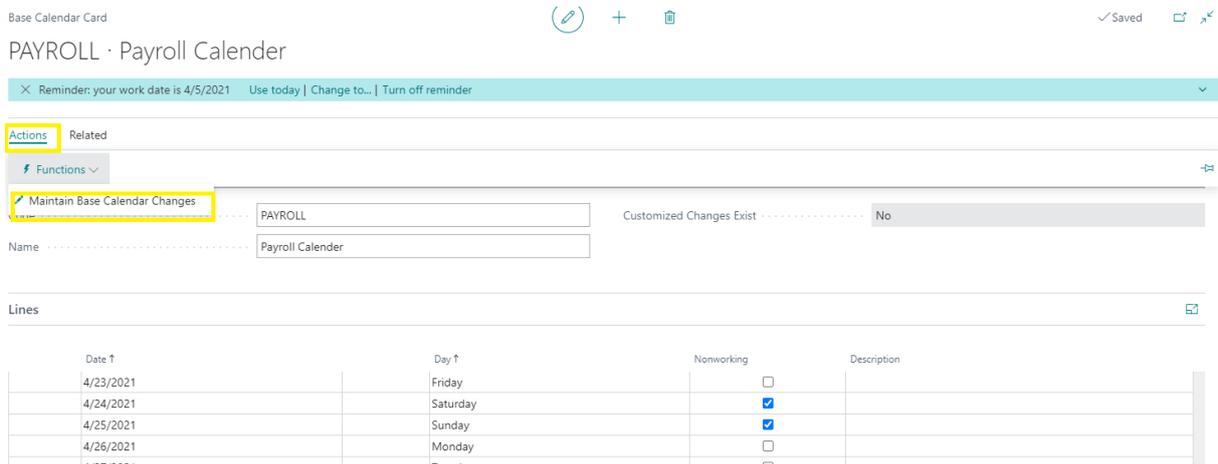
Note: If adjust Personal Allowance Balance is enabled, each

3. Base Calendar Setup

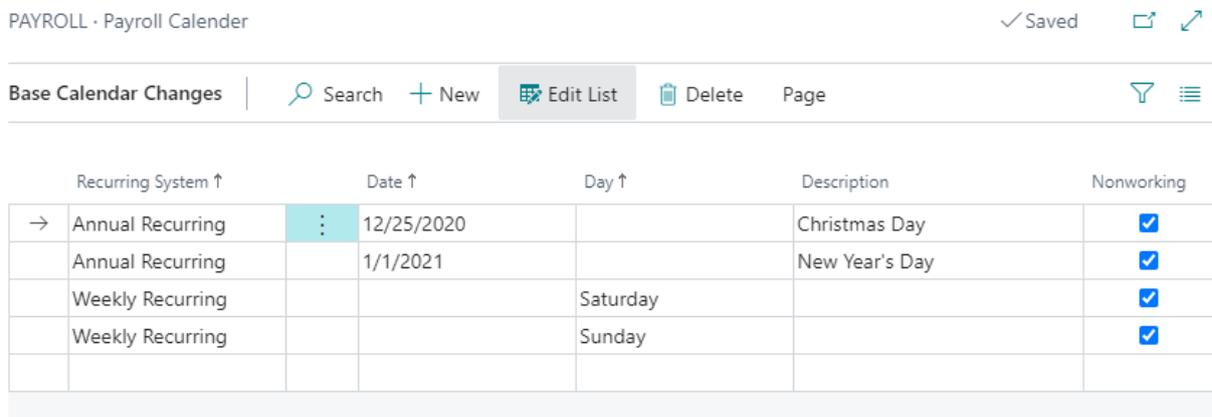
To create a base calendar for payroll, search Base Calendar using the search icon in BC and click on new and then assign code and name of the calendar.



To assign the holidays, go to **action** then click on **function** and then on **Maintain Base Calendar Changes** as shown below in the screenshot.



Then add the holidays as shown below on the screenshot. Select a day for weekly recurring and date for the annual recurring holiday and also add the description if required.



Then to use this calendar for the holidays' calculation in the payroll system select the base calendar in the **Timesheet Setup**.



✓ Saved



Timesheet Setup

General

Base Calendar PAYROLL

Calculation Method Day

Type of Integration None

Working Hour per day 8.00

Numbering

Timesheet No. Series

4. Payroll Elements Setup

Search for the “Payroll Elements” in the BC search icon. Then we can view the payroll elements setup where we can define the pay items/elements used for payroll processing like basic pay, bonus, car allowance, insurance, pension, statutory leave payment, termination awards, and many more. Below is a screenshot of some of the pay elements that can be added.

Code *	Description	Type	Subtype	Additional Category	Account Type	Account No.	Deduction Account Type	Deduction Account No.	Formula	Tax Exemption	Allow edit per em.	Allow edit per Payr.	Status	Abs. (red. appl.)	Def. on Stat. Leave	Posting Method	Timesheet Field No.
BASIC	Basic Salary	Earning	Basic Salary		G/L Account	30700	G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0
BONUS	Bonus Pay	Earning			G/L Account	30700	G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
CAR ALLO...	Car Allowance	Benefits in ...			G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
CLASS 1A N...	Class 1A NI Er Contribution	Earning	National In...	Employer C...	G/L Account	30800	G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
LEAVE PAY	Leave Pay	Earning			G/L Account	30700	G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
NI-	NI Employee Contribution	Deduction	National In...	Employee ...	G/L Account	30100	G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
NI+	NI Employer Contribution	Earning	National In...	Employer C...	G/L Account	30800	G/L Account	50100		0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
P-	Pension Employee Contribution	Deduction	Pension	Employee ...	G/L Account		G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
P+	Pension Employer Contribution	Earning	Pension	Employer C...	G/L Account		G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
PKY ADJUS...	Salary Adjustment	Earning			G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
PGL	Post Graduate Loan	Deduction	Student/PG...	Post Grad...	G/L Account		G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
REDUNDA...	REDUNDANCY	Earning			G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SAP	SAP	Earning	Statutory P...	Statutory A...	G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SHPP	SHPP	Earning	Statutory P...	Shared Par...	G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SLP1	Student Loan Plan 1	Deduction	Student/PG...	Plan 1	G/L Account		G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SLP2	Student Loan Plan 2	Deduction	Student/PG...	Plan 2	G/L Account		G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SLP4	Student Loan Plan 4	Deduction	Student/PG...	Plan 4	G/L Account		G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SMP	SMP	Earning	Statutory P...	Statutory M...	G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SPBP	SPBP	Earning	Statutory P...	Statutory P...	G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SPP	SPP	Earning	Statutory P...	Statutory P...	G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
SSP	SSP	Earning	Statutory P...	Statutory St...	G/L Account		G/L Account			0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
TAX	Tax	Deduction	Tax		G/L Account	50100	G/L Account			0.00	<input type="checkbox"/>	<input type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0
TERMINATI...	Termination Award	Earning			G/L Account		G/L Account			30,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	<input type="checkbox"/>		0

G/L Account mapping of pay elements:

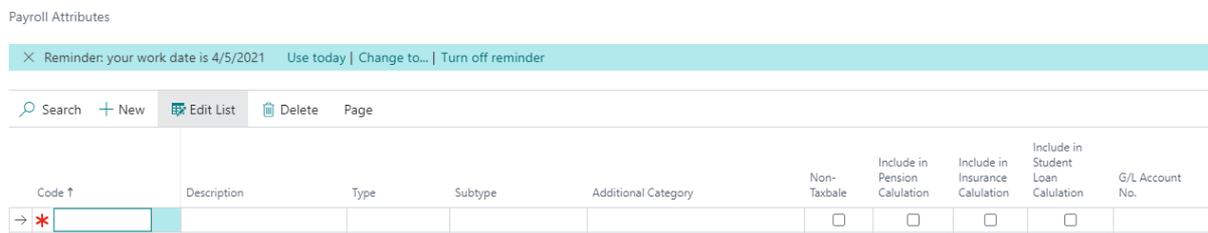
Code	Type	Subtype	Additional Category	Account No.	Deduction Account No.
BASIC	Earning	Basic Salary		Salaries Expense Account	N/A
BONUS	Earning			Salaries Expense Account if you want to show in different G/L then Please create Separate G/L Account	N/A
CAR ALLOWANCE	Benefits In Kind			No G/L Account as benefit in kind will not give financial effect	N/A
CLASS 1A NI+	Earning	National Insurance	Employer Contribution	NIC Employer Contribution Expense Account	Employer NIC Contribution G/L entry will be posted in payable account automatically. Select NIC Payable Account
LEAVE PAY	Earning			Salaries Expense Account if you want to show in different G/L then Please create separate G/L Account	N/A
NI-	Deduction	National Insurance	Employee Contribution	NIC Employee Payable Account (Deduction from Employee)	N/A

NI+	Earning	National Insurance	Employer Contribution	NIC Employer Contribution Expense Account (Addition by Employer)	Employer NIC Contribution G/L entry will be posted in payable account automatically. Select NIC Payable Account
P-	Deduction	Pension	Employee Contribution	Pension Payable Account (Deduction from Employee)	N/A
P+	Earning	Pension	Employer Contribution	Pension Expense Account (Addition by Employer)	Employer Pension Contribution G/L entry will be Posted in payable account automatically. Select Pension Payable Account
PAY ADJUSTMENT	Earning			Salaries Expense Account if you want to show in different G/L then Please create separate G/L Account	N/A
PGL	Deduction	Student/PG Loan	Post Graduate	Student loan Payable Account (Deduction from Employee)	N/A
REDUNDANCY	Earning			Salaries Expense Account if you want to show in different G/L then Please create separate G/L Account	N/A
SAP	Earning	Statutory Payment	Statutory Adoption Pay - SAP	Statutory payment Expenses Account	N/A
SHPP	Earning	Statutory Payment	Shared Parental Pay - ShPP	Statutory payment Expenses Account	N/A
SLP1	Deduction	Student/PG Loan	Plan 1	Student loan Payable Account (Deduction from Employee)	N/A
SLP2	Deduction	Student/PG Loan	Plan 2	Student loan Payable Account (Deduction from Employee)	N/A
SLP4	Deduction	Student/PG Loan	Plan 4	Student loan Payable Account (Deduction from Employee)	N/A
SMP	Earning	Statutory Payment	Statutory Maternity Pay - SMP	Statutory payment Expenses Account	N/A
SPBP	Earning	Statutory Payment	Statutory Parental Bereavement Pay - SPBP	Statutory payment Expenses Account	N/A
SPP	Earning	Statutory Payment	Statutory Paternity Pay - SPP	Statutory payment Expenses Account	N/A
SSP	Earning	Statutory Payment	Statutory Sick Pay - SSP	Statutory payment Expenses Account	N/A

TAX	Deduction	Tax	Tax Payable (Deduction from employee)	N/A
TERMINATION	Earning		Termination Award Expense Account	N/A

Note:- Account No. can be G/L Account No., Vendor No. depends upon Account type Selected.

To add a new pay element, the user can click on  icon as shown in the below screenshot and fill in the code, description. Select relevant type, subtype, and additional category from the dropdown list. Users can classify whether the pay elements will be taxable or will be included in insurance calculation, pension calculation, student loan calculation, etc. using the check box shown in the screenshot.



Below is the screenshot of few pay items/elements that has been added.

Code ↑	Description	Type	Subtype	Additional Category	Non-Taxable	Pension Calculation	Insurance Calculation	Loan Calculation	G/L Account No.
→ BASIC	Basic Salary	Earning	Basic Salary		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30700
BONUS	Bonus Pay	Earning			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30800
CAR ALLOWANCE	Car Allowance	Benefits In Kind			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLASS 1A NI+	Class 1A NI Er Contibution	Earning	National Insurance	Employer Contribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31300
LEAVE PAY	leave pay	Earning			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31500
NI-	NI Employee Contribution	Deduction	National Insurance	Employee Contribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56120
NI+	NI Employer Contribution	Earning	National Insurance	Employer Contribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31300

5. Pay Element Field Configuration

“Pay Element Field Configuration” setup is to set up a column/fields as per the pay elements create in the “Pay Elements” setup. Need to select the table and field no. along with the “Pay element” code in the pay element field configuration. As shown in the below screenshot. The pay elements that are added in this setup will show as a column in the “Payroll Batch” which will be used for the payroll processing.

Payroll Batch | Work Date: 30/12/2020
PR00001

Pay Element Field Configuration | Work Date: 30/12/2020

Pay Elements

Table No. ↑	Field No. ↑	Variable Field Code
70702583	5501	BASIC
70702583	5503	CAR ALLOWANCE
70702583	5504	BONUS
70702583	5505	TERMINATION
70702583	5506	SLP1
70702583	5507	SLP2
70702583	5508	PGL
70702583	5509	CLASS 1A NI+
70702583	5510	NI-
70702583	5511	NI+
70702583	5512	P-
70702583	5513	P+
70702583	5514	PAY ADJUSTMENT
70702583	5515	SAP
70702583	5516	SHPP

Details | Manage

Employee	Employee Name	Basic Salary	Car Allowance	Bonus Pay	Termination Award	Student Loan Plan 1	Student Loan Plan 2	Post Graduate Loan	Class 1A NI Er Contribution	NI Employee Contribution	NI Employer Contribution	Pension Employee Contribution	Pension Employer Contribution
→ AH	Annette Hill	2,500.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	204.96	243.98	101.50	60.90

6. Payroll Fiscal Year

Here we can define the Fiscal Year for payroll and select the active fiscal year.

Fiscal Year | Work Date: 30/12/2020

Fiscal Year ↑	Start Date	End Date	Active
→ 2020/2021	06/04/2020	05/04/2021	<input checked="" type="checkbox"/>
2021/2022	06/04/2021	05/04/2022	<input type="checkbox"/>

7. Payroll Tax Area

Define the payroll tax area like England, Scotland, and Wales here and also define the tax prefix that will be used in the tax code.

Payroll Tax Area

Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Code ↑	Description	Tax Prefix
→ ENGLAND	England & Northern Ireland	
SCOTLAND	Scotland	S
WALES	Wales	C

8. Pay Levels

To open pay levels, Go to Role center page of "Payroll Processor" and from the menu navigate to "Pay Level" as shown in the screen shot below. Then define salary levels like Junior, Senior, etc as shown below.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'CRONUS UK Ltd.', 'Employees', 'Setup', 'Processing', 'History', and 'Setup & Extensions'. The 'Setup' menu is expanded, showing 'Payroll Setup', 'Pay Grades', 'Pay Levels', 'Grade Level Combination', 'Pay Elements', 'Pay Element Column Configuration', 'Payroll Fiscal Year', 'Payroll Tax Area', 'Tax Setup', and 'Pay Frequency'. The 'Pay Levels' option is highlighted. The main content area shows the 'Pay Levels' table with the following data:

Code	Description
JR	Junior
SR	Senior

9. Pay Grades

Similarly, as Pay Level, navigate to "Pay Grades" and then define Grades in here as shown be below.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'CRONUS UK Ltd.', 'Employees', 'Setup', 'Processing', 'History', and 'Setup & Extensions'. The 'Setup' menu is expanded, showing 'Payroll Setup', 'Pay Grades', 'Pay Levels', 'Grade Level Combination', 'Pay Elements', 'Pay Element Column Configuration', 'Payroll Fiscal Year', 'Payroll Tax Area', 'Tax Setup', and 'Pay Frequency'. The 'Pay Grades' option is highlighted. The main content area shows the 'Pay Grades' table with the following data:

Code	Description
EC	Functional Consultant
QA	Quality Analyst
TC	Technical Consultant

10. Grade Level Combination

Define the basic salary using a combination of levels and grades.

Grade Level Combination

Search + New Edit List Delete Create all combinations Page

Level Code ↑	Grade Code	Standard Basic Salary
→ JR	FC	1,000.00
JR	QA	900.00
JR	TC	1,200.00
SR	FC	4,500.00
SR	QA	3,500.00

11. Tax Setup

Similarly, as Pay Level, navigate to Tax setup from the menu in the payroll processor role center as show in screen shot below. Then define the tax setup along with the tax area code, fiscal year, effective dates, and tax brackets and rates.

CRONUS UK Ltd. | Employees Setup Processing History Setup & Extensions

Payroll Setups Insurance Pension Student Loan Statutory Payments/Leave HMRC Integration Timesheet Setups HR Setups

Payroll Setup
 Pay Grades
 Pay Levels
 Grade Level Combination
 Pay Elements
 Pay Element Column Configuration
 Payroll Fiscal Year
 Payroll Tax Area
Tax Setup
 Pay Frequency

more about
 tral?

Actions
 + New Employee + New Payroll Batch > Reports > History

Previous Period's Payroll	Current Period's Payroll	Payroll Year to Date	Tax this Period	Total Tax Year to Date	NIC this Period	NIC Year to Date	Pension th Period
0.00	0.00	0.00	0.00	0.00	0.00	243.98	0.0

Tax Setup: All Search + New Delete Edit List Page

Tax Area Code	Fiscal Year	Description	Effective from	Effective to
ENGLAND	2020/2021	PAYE Tax Brackets for England	4/6/2020	4/5/2021
ENGLAND	2021/2022	PAYE Tax Brackets for England	4/6/2021	4/5/2022
SCOTLAND	2020/2021	PAYE Tax Brackets for Scotland	4/6/2020	4/5/2021
SCOTLAND	2021/2022	PAYE Tax Brackets for Scotland	4/6/2021	4/5/2022
WALES	2020/2021	PAYE Tax Brackets for Wales	4/6/2020	4/5/2021
WALES	2021/2022	PAYE Tax Brackets for Wales	4/6/2021	4/5/2022

Tax Configuration Card | Work Date: 4/26/2021



✓ Saved

ENGLAND · 2020/2021

General

Tax Area Code ENGLAND Effective from 4/6/2021

Fiscal Year 2020/2021 Effective to 4/5/2021

Description PAYE Tax Brackets for England

Tax Configuration Detail | Manage

Tax Group Code	Start Amount	End Amount	Tax Rate	Tax Code Letters
BASIC	1.00	37,500.00	20.00	BR
HIGHER	37,501.00	150,000.00	40.00	D0
→ ADDITIONAL	150,001.00	99,999,999,999.00	45.00	D1

Tax Configuration Card



✓ Saved

ENGLAND · 2021/2022

General

Tax Area Code ENGLAND Effective from 4/6/2021

Fiscal Year 2021/2022 Effective to 4/5/2022

Description PAYE Tax Brackets for England

Tax Configuration Detail | Manage

Tax Group Code	Start Amount	End Amount	Tax Rate	Tax Code Letters
→ BASIC	1.00	37,700.00	20.00	BR
HIGHER	37,701.00	150,000.00	40.00	D0
ADDITIONAL	150,001.00	99,999,999,999.00	45.00	D1

Note: Tax brackets for England, Scotland and Wales are different in two different fiscal year 2020/2021 and 2021/2022.

12. Pay Frequency

Similarly, navigate to Pay Frequency from the menu in the payroll processor role center as shown in 1st screen of the Tax Setup. Define the pay frequency which may be weekly, biweekly, monthly, etc.

Pay Frequency | Work Date: 30/12/2020

✓ Saved

Search New Edit List Delete Page | Related Fewer options

Code ↑	Description	Frequency	HMRC Pay Frequency	Payment Delay	Annualizing Factor	Monthly Factor
MONTHLY	Monthly	Monthly	M1 (Calend...	0	Generated P...	1
→ WEEKLY	Weekly	Weekly	W1 (Weekly)	0	Generated P...	4.33

Then go to pay fiscal year form the menu for the selected pay frequency as shown below.

Pay Frequency | Work Date: 30/12/2020 ✓ Saved [🔖](#) [📄](#)

Search + New Edit List Delete Page **Related** Fewer options 🔍 ☰

Pay Frequency ▾ 🔗

Fiscal Year ▾

Code ↑	Description	Frequency	HMRC Pay Frequency	Payment Delay	Annualizing Factor	Monthly Factor
MONTHLY	Monthly	Monthly	M1 (Calend...	0	Generated P...	1
WEEKLY	Weekly	Weekly	W1 (Weekly)	0	Generated P...	4.33

Then from the action menu open "Generate Pay Periods" as shown below for the selected fiscal year.

Pay Fiscal Year | Work Date: 30/12/2020 ✓ Saved [🔖](#) [📄](#)

Search + New Edit List Delete Page **Actions** Related Fewer options 🔍 ☰

Functions ▾ 🔗

Generate Pay Periods ▾

				12	12
	2021/2022			12	12

Select the pay start date and then generate the pay periods as shown below in the screenshot.

Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Search + New Edit List Delete Page Actions Related Fewer options 🔍 ☰

Pay Cycle Period Generator 🔗 ✕

Options

Pay Cycle Code MONTHLY

Pay Cycle Term 2020/2021

Pay Frequency Monthly

Default Pay Periods 12

Generate Frequency

Date Formula

Pay Periods to Generate 12

Pay Period Start Date

Advanced >

OK Cancel

13. Insurance Setup

13.1. Insurance Class

Go to Insurance Class and define the insurance class as below in the Class.

Insurance Class 🔖 🔄 ↗

✕ Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

🔍 Search + New 🗑 Edit List 🗑 Delete 🏠 Insurance Brackets 🏠 NI Class Attributes ... 🔍 ☰

Code ↑	Description	Class	Employee NI Attribute Code	Employer NI Attribute Code
→ CLASS 1	Class 1	Class 1	NI-	NI+
CLASS 1A	Class 1 A	Class 1A		CLASS 1A NI+

13.2. Insurance Categories

Then to define the Insurance Categories for CLASS 1, select the CLASS 1 line and then click on the Insurance Categories action as shown in the screenshot below.

Insurance Class 🔖 🔄 ↗

✕ Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

🔍 Search + New 🗑 Edit List 🗑 Delete 🏠 Insurance Brackets 🏠 NI Class Attributes **🏠 Insurance Categories** Page 🔍 ☰

Code ↑	Description	Class	Employee NI Attribute Code	Employer NI Attribute Code
→ CLASS 1	Class 1	Class 1	NI-	NI+
CLASS 1A	Class 1 A	Class 1A		CLASS 1A NI+

Then define the Standard Class 1 insurance categories as shown below.

Insurance Categories ✓ Saved 🔖 🔄 ↗

✕ Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

🔍 Search + New 🗑 Edit List 🗑 Delete 🏠 Insurance Brackets 🏠 Insurance Rates Page 🔍 ☰

Class Code ▼	Code ↑	Description
→ CLASS 1	A	All employees apart from those in groups B, C, J, H, M and ...
CLASS 1	B	Married women and widows entitled to pay reduced Natio...
CLASS 1	C	Employees over the State Pension age
CLASS 1	H	Apprentice under 25
CLASS 1	J	Employees who can defer National Insurance because they'...
CLASS 1	M	Employees under 21
CLASS 1	X	Insurance not applicable. Under 16
CLASS 1	Z	Employees under 21 who can defer National Insurance bec...

13.3. Insurance Brackets

To define the insurance bracket for the class 1 insurance, select the class 1 line and click on insurance brackets.

Insurance Class

Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Search + New Edit List Delete Insurance Brackets NI Class Attributes

Code ↑	Description	Class	Employee NI Attribute Code	Employer NI Attribute Code
→ CLASS 1	Class 1	Class 1	NI-	NI+
CLASS 1A	Class 1 A	Class 1A		CLASS 1A NI+

Then fill in the insurance brackets for employer and employee and then setup weekly, monthly, yearly, etc. insurance bracket start and end amount as shown below.

Insurance Brackets

Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Search + New Edit List Delete Page

Class Code ▼	Contributor	Fiscal Year	Type	Pay Frequency ↑	Start Amount	End Amount
→ CLASS 1	Employer	2020/2021	First Limit Rate	Weekly	120.00	169.00
CLASS 1	Employer	2020/2021	Second Limit Rate	Weekly	169.00	962.00
CLASS 1	Employer	2020/2021	Final Limit Rate	Weekly	962.00	999,999,999.00
CLASS 1	Employee	2020/2021	First Limit Rate	Weekly	120.00	183.00
CLASS 1	Employee	2020/2021	Second Limit Rate	Weekly	183.00	962.00
CLASS 1	Employee	2020/2021	Final Limit Rate	Weekly	962.00	999,999,999.00
CLASS 1	Employer	2020/2021	First Limit Rate	BiWeekly	240.00	338.00
CLASS 1	Employer	2020/2021	Second Limit Rate	BiWeekly	338.00	1,924.00
CLASS 1	Employer	2020/2021	Final Limit Rate	BiWeekly	1,924.00	999,999,999.00
CLASS 1	Employee	2020/2021	First Limit Rate	BiWeekly	240.00	366.00
CLASS 1	Employee	2020/2021	Second Limit Rate	BiWeekly	366.00	1,924.00
CLASS 1	Employee	2020/2021	Final Limit Rate	BiWeekly	1,924.00	999,999,999.00
CLASS 1	Employer	2020/2021	First Limit Rate	Monthly	520.00	732.00
CLASS 1	Employer	2020/2021	Second Limit Rate	Monthly	732.00	4,167.00
CLASS 1	Employer	2020/2021	Final Limit Rate	Monthly	4,167.00	999,999,999.00
CLASS 1	Employee	2020/2021	First Limit Rate	Monthly	520.00	792.00
CLASS 1	Employee	2020/2021	Second Limit Rate	Monthly	792.00	4,167.00
CLASS 1	Employee	2020/2021	Final Limit Rate	Monthly	4,167.00	999,999,999.00

13.4. Insurance Rates

Define insurance rates by selecting the insurance category and click on the Insurance rates action.

Insurance Categories

Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Search + New Edit List Delete Insurance Brackets Insurance Rates Page

Class Code ▼	Code ↑	Description
→ CLASS 1	A	All employees apart from those in groups B, C, J, H, M and ...
CLASS 1	B	Married women and widows entitled to pay reduced Natio...
CLASS 1	C	Employees over the State Pension age
CLASS 1	H	Apprentice under 25

Then define the insurance rates for the selected insurance category for employer and employee.

Insurance Rates

✓ Saved   

✕ Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Search + New Edit List Delete Page  

Class Code ↑	Insurance Category Code ↑	Contributor ↑	Fiscal Year ↑	First Limit Rate	Second Limit Rate	Final Limit Rate
→ CLASS 1	A	Employer	2020/2021	0.00	13.80	13.80
CLASS 1	A	Employee	2020/2021	0.00	12.00	2.00

13.5. NI Attributes for Class 1A

This setup is to define the pay items/attributes that will be subjected to Class 1A insurance deduction.

Insurance Class

✕ Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Search + New Edit List Delete Insurance Brackets **NI Class Attributes** Insurance Categories Page  

Code ↑	Description	Class	NI Class Attributes Code	Employee NI Attribute	Employer NI Attribute Code
CLASS 1	Class 1	Class 1	NI-		NI+
→ CLASS 1A	Class 1 A	Class 1A			CLASS 1A NI+

Select Class 1A insurance class and click on the NI Class Attributes as shown above. Then add the attribute will are liable for the class 1A insurance deduction like termination award. Then select the threshold (tax-free amount) and insurance rates.

NI Class Attributes

✓ Saved   

✕ Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Search + New Edit List Delete Page  

Class ↑	Attribute Code ↑	Threshold	Rates	Sub Type
→ CLASS 1A	TERMINATION	30,000.00	13.80	Termination/Sporting Aw...

14. Pension

14.1. Pension Sets

Pension Set can be defined here. We can define pension set as required and apply on the basis of the earning type i.e. Basic earnings, Qualifying earnings, or Total earnings. The start and end bracket amount needs to be defined in the case of the Qualifying earnings.

Code ↑	Description	Earning Type	Start Amount	End Amount	Calculation Basis
100EE 3%ER	Fixed Ee 100 and 3% Er	Qualifying Earnings	6,240.00	50,004.00	Non-Cumulative
120EE 75ER	Fixed Ee 120 and Er 75	Total Earnings	0.00	0.00	Non-Cumulative
5%Ee 100ER	5% Ee and 100 Er	Total Earnings	0.00	0.00	Non-Cumulative
SET A	Set A	Basic Earnings	0.00	0.00	Cumulative
SET B	Set B	Qualifying Earnings	6,240.00	50,004.00	Non-Cumulative
SET C	Set C	Total Earnings	0.00	0.00	Cumulative

Note: As per the company policy, there might be both the fixed pension amount and pension rate applicable.

14.2. Pension Rates

To define pension rates, select the pension set and then click on the Pension Rates action.

Code ↑	Description	Earning Type	Start Amount	End Amount	Calculation Basis
100EE 3%ER	Fixed Ee 100 and 3% Er	Qualifying Earnings	6,240.00	50,004.00	Non-Cumulative
120EE 75ER	Fixed Ee 120 and Er 75	Total Earnings	0.00	0.00	Non-Cumulative
5%Ee 100ER	5% Ee and 100 Er	Total Earnings	0.00	0.00	Non-Cumulative
SET A	Set A	Basic Earnings	0.00	0.00	Cumulative
→ SET B	Set B	Qualifying Earnings	6,240.00	50,004.00	Non-Cumulative
SET C	Set C	Total Earnings	0.00	0.00	Cumulative

Add the pension rates for employer and employee contributions.

Fiscal Year ↑	Contributor ↑	Pension Set ↑ ▼	Type	Rate
→ 2020/2021	Employer	SET B	Percentage	3.00
2020/2021	Employee	SET B	Percentage	5.00
2021/2022	Employer	SET B	Percentage	3.00
2021/2022	Employee	SET B	Percentage	5.00

To define fixed pension rates and fixed pension amount, select the pension set except Set A, Set B, Set C and then click on the Pension Rates action.

Pension Sets: All Search + New Delete Edit List **Pension Rates** Page

Code ↑	Description	Earning Type	Start Amount	End Amount	Calculation Basis
100EE 3%ER	Fixed Ee 100 and 3% Er	Qualifying Earnings	6,240.00	50,004.00	Non-Cumulative
120EE 75ER	Fixed Ee 120 and Er 75	Total Earnings	0.00	0.00	Non-Cumulative
5%EE 100ER	5% Ee and 100 Er	Total Earnings	0.00	0.00	Non-Cumulative
SET A	Set A	Basic Earnings	0.00	0.00	Cumulative
SET B	Set B	Qualifying Earnings	6,240.00	50,004.00	Non-Cumulative
SET C	Set C	Total Earnings	0.00	0.00	Cumulative

Add the pension rates for employer and employee contributions.

Pension Rates | Work Date: 4/5/2022 ✓ Saved

Search + New Edit List Delete Page

Fiscal Year ↑	Contributor ↑	Pension Set ↑ ▼	Type	Rate
2020/2021	Employee	100EE 3%ER	Fixed Amount	100.00
2020/2021	Employer	100EE 3%ER	Percentage	3.00
2021/2022	Employee	100EE 3%ER	Percentage	100.00
→ 2021/2022	Employer	100EE 3%ER	Percentage	3.00

Note: If you want to add pension amount then choose the type as Fixed Amount and if you want to add pension rate then choose the type as Percentage.

15. Student Loan

15.1. Student Loan Setup

Student Loans

Search + New Edit List Delete Student Loan Details Page

Code ↑	Fiscal Year ↑	Description	Rate %	Threshold Per Week	Threshold Per Month	Thre
→ PGL	2020/2021	Post Graduae Loan	6.00	403.84	1,750.00	2
SLP1	2020/2021	Student Loan Plan 1	9.00	372.88	1,615.83	1
SLP2	2020/2021	Student Loan Plan 2	9.00	511.05	2,214.58	2

16. Statutory Payments/Leave

Search for **"Statutory Leave"** in the search bar and add all kinds of Statutory Payments/Leaves as shown in the screenshot below.

CRONUS UK Ltd. | Employees ▾ Setup ▾ Processing ▾ History ▾ | ☰

Statutory Payments/Leave: All ▾ | 🔍 Search + New 🗑️ Delete 📄 Edit List 📄 Policies Page ▾

Code	Description
SAP	Statutory Adoption Pay - SAP
SHPP	Shared Parental Pay - ShPP
SMP	Statutory Maternity Pay - SMP
SPBP	Statutory Parental Bereavement Pay - SPBP
SPP	Statutory Paternity Pay - SPP
SSP	Statutory Sick Pay - SSP

Then select the statutory payment/leave and define the policies by clicking on the Policies action on the menu.

Statutory Leave Policy | Work Date: 4/5/2021 🔖 📄 ↗

🔍 Search + New Manage Page 🔍 ☰

Statutory Code	Fiscal Year	Description	Active	HMRC
SPP	2020/2021	SPP Policy for 2020/2021.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Then open the policies Card page and fill in all the details related to the selected statutory leave.

SLG Statutory Leave Policy | Work Date: 4/5/2021 📄 + 🗑️ ✓ Saved 📄 ↗

3

General

Fiscal Year: 2020/2021 Active:

Statutory Code: SPP HMRC:

Description: SPP Policy for 2020/2021.

Eligibility Criteria

Applicable to: Male Relevant Period in Weeks for AWE Asses...: 0.00

Min. Week Employment: 0.00 Notice Required:

Min. Average Weekly Earning: 10.00

Entitlement

Max No. of Weeks it can be paid for: 1.00 Max no. of weeks paid at Average Weekl...: 0.00

Standard Weekly Rate: 151.20 Lower of SR or x% of AWE: 90.00

17. HMRC Setup

This setup is for the integration of EPS and FPS integration with HMRC. Search for “**HMRC Setup**” in the search box and just fill in the required information here for the integration to work.

In the **Employer Details Tab**, fill in the Employer details like Sender id, Password, HMRC office no., Employer PAYE Reference no., AO Reference, CO Tax Ref., etc. as shown below in the screenshot.

HMRC Setup

Employer Details

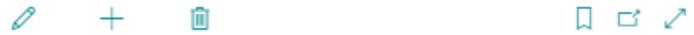
Sender ID	Originator Sort Code	...
Password	Employment Allowan...	4,000.00
Sender Type	Employer	Employer Sector	Industrial
HMRC Office Number	635	State Aid rules donot ...	<input type="checkbox"/>
Employer Paye Referenc...	A635	Annual Levy Allowanc...	0.00
AO Reference	635PC00000000	Auto Submit FPS	<input checked="" type="checkbox"/>
CO Tax Ref	111111111	Disable Bulk FPS Sub...	<input type="checkbox"/>

Note: If **Auto Submit FPS** is enabled, FPS submission will be automated and if **Disable Bulk FPS submission** is enabled, employee wise FPS will be submitted.

In **Bank Details Tab**, fill in the bank details like Bank Account Name, Bank Account No., Bank Branch No., and Building Society Reference Value (If any).

In **Product Details tab**, product details like Envelope Version, Vendor ID, Product. URI and Version are auto updated.

And select the no. series in the **Numbering tab** so that automatic no. series of EPS is generated while submitting EPS to HMRC.



HMRC Setup

Employer Details >

Bank Details

Bank Account Name	test 1234	Bank Branch No.	123456
Bank Account No.	87654321	Building Society Refer...	

Product Details

Envelope Version	2.0	Version	1.0
Vendor ID		Enable Bacs Payment	<input checked="" type="checkbox"/>
Product	SiriusPayroll365	Enable Test in Live	<input checked="" type="checkbox"/>
URI	8094		

Numbering

EPS Submission No. Series	EPS
---------------------------	-----

Note: If you enable "Enable Bacs Payment" field, the payment to the employees through Bacs method will be auto activated and if you enable "Enable Test in Live" field, it helps to submit FPS and confirm the submission of FPS is successful or not notifying HMRC that the FPS submission is for test purpose.

18. Payroll related setup in Employees

To open the employee card, search for the "Employees" in the search bar and open the required employee card from the list. In the employee card, we need to fill in all the information required related to the payroll in the payroll tab for all the employees. This includes salary setups, tax code, and tax areas. Also need to fill the National Insurance Class Code and Insurance Category code and the pensions sets as well. Select the Pay cycle code and pay unit as well.

Employee Card

AH · Annette · Hill

12/12/1963

Personal >

Payroll

Setups	Calculations
Salary Level SR	Total Earning 0.00
Salary Grade QA	Balance 0.00
Pay Cycle Code MONTHLY	Total Deduction 0.00
Tax Area Code BRITAIN	Tax Net Change 0.00
Tax Code Basis Cumulative	Total Loan 0.00
HMRC Tax Code 1250L	
Tax Details	
National Insurance Cl... CLASS 1	
National Insurance C... A	
Pension Set SET B	
Employee Work Shift	
Associated User ID	
Pay Unit Per Month	

To define the basic pay and other pay elements for employees go to process, click on "Employee Elements" as shown below.

Employee Card | Work Date: 30/12/2020

AH · Annette · Hill

Process Report Employee Navigate | Related Fewer options

Verify HMRC Details Add Car Benefits Pay Employee **Employee Elements** Student Loan

No. AH	Initials AHILL
First Name Annette	Search Name AHILL
Middle Name	Gender Female
Last Name Hill	Company Phone No. ... 4465-4899-4643

Add the basic pay, allowance, and more by selecting the pay element code that we create in the "Pay Elements" setup.

Employee Payroll Elements | Work Date: 30/12/2020

✓ Saved

Code ↑	Type	Subtype	Pay Unit	Formula Exits	Amount	Description
→ BASIC	Earning	Basic Salary		No	2,500	
CAR ALLOWA...	Benefits In Kind			No	50	

To define the student loan, on the employee card go to process and then click on student loan details. Then select the plan code like Plan 1, Plan 2, or Postgraduate loan and mention the Loan start date and loan end date as well.

Student Loan Details

✓ Saved



✕ Reminder: your work date is 4/5/2021 Use today | Change to... | Turn off reminder

Employee Code ↑	Plan Code ↑	Loan Start Date	Loan End Date
→ AH	SLP1	11/3/2020	11/9/2022

USER GUIDE

1. [How-To] Setup Employee

1. Open Employee list
2. Click on New Action
3. Fill the General Information

General Show less

No.	<input type="text" value="TAX1"/>	...	Search Name	<input type="text" value="JIMMY RESTOF-UK"/>
First Name	<input type="text" value="Jimmy"/>		Gender	<input type="text" value="Male"/>
Middle Name	<input type="text"/>		Company Phone No.	<input type="text"/>
Last Name	<input type="text" value="Restof-UK"/>		Company Email	<input type="text"/>
Job Title	<input type="text" value="Production Planner"/>		Last Date Modified	<input type="text" value="12/11/2020"/>
Initials	<input type="text"/>		Privacy Blocked	<input type="checkbox"/>

4. Fill the relevant information on Payment Fast-tab

Payments

Employee Posting Group ...	<input type="text" value="EMPLEXP"/>	IBAN	<input type="text"/>
Application Method	<input type="text" value="Manual"/>	SWIFT Code	<input type="text"/>
Bank Branch No.	<input type="text"/>	SIR Enable BACS Payment ...	<input type="checkbox"/>
Bank Account No.	<input type="text"/>		

5. Now click on "Verify Employee Details" which you can find under "Process" Action Group.

Employee Card | Work Date: 5/6/2020 ✎ + 🗑

TAX1 · Jimmy · Restof-UK

Process Report Employee Navigate More options

Verify HMRC Details
Add Car Benefits
Pay Employee
Employee Elements
Student Loan

6. This will open all the fields required as per HMRC compliances. Following are the different fast-tabs that include different fields. Fill up all the relevant as per the employee details you have.

Verify Employee Details ✎ + 🗑 ✓ Saved 📄 ↗

TAX1 · Jimmy · Restof-UK

Personal Details > Jimmy

Employee Identification > 8/14/1985

Employment Details >

Director Details >

Starter Details > 1/1/2001

Off Payroll Working Details >

Payroll >

2. [How-To] Create and Post Payroll Document

To create a payroll document, it's mandatory that you must set up employees and the application. If you have chosen to use "HMRC Settings" during the configuration, you are ready to use the application. Setting up different areas of Payroll is covered in the Administration sections.

1. Search and open the Payroll Batch page.

Tell me what you want to do ↗ ✕

On current page (Payroll RC)

- ✳ [New Payroll Batch](#)
Generate new Payroll Batch
- 🕒 [Posted Payroll Batches](#)
Executes the Posted Payroll Batches action

Go to Pages and Tasks

- > [Payroll Batches](#) Lists
- > [Posted Payroll Batches](#) Lists

2. Click on New to create a new document.

← Payroll Batches | Work Date: 12/17/2020 🔖 📄 ↗

✕ You are using trial version of SiriusPayroll365. [Click here to request new license key.](#) | [Don't show this again.](#) ▼

🔍 Search ✚ New Manage Page 🔍 ☰

Batch No. ↑	▼	Posting Date	Document Status	Assigned User ID	Frequency	Fiscal Year	Period
(There is nothing to show in this view)							

- Document No. will be populated automatically. Select the periods for which you want to run the payroll as shown below.

Payroll Batch

Actions: Add Employees, Get Pay Elements, Process Pay Elements, Calculate & Release, Re-Open, Post..., Post and Send...

General

Batch No. PR00001 Posting Date 5/6/2020

Frequency MONTHLY Document Status Open

Fiscal Year 2020/2021 Expected Payment Date 5/6/2020

Period 1 Total Days 30

- Now, you can either use Import Employee action to import the employees or use the details as shown below to enter the employees. Below entered employees are sample employees which are created in the sandbox.

5.

Payroll Batch | Work Date: 12/17/2020

PR00001

Actions: Add Employees, Get Pay Elements, Process Pay Elements, Calculate & Release, Re-Open, Post..., Post and Send...

Batch No. PR00001 Posting Date 5/6/2020

Frequency MONTHLY Document Status Open

Fiscal Year 2020/2021 Expected Payment Date 5/6/2020

Period 1 Total Days 30

Employee	Employee Name	Pay Unit	Worked Quantity (Hrs/Days)	Present Days	Week off Days	Leave Days	Absent Days	Statutory Leave Days	Tc
TAX1	Jimmy Restof-UK	Per Month	0.00	22.00	8.00	0.00	0.00	0.00	

- You can use the Subscription fast-tab to see how many subscriptions you will require to post this document this month.

Subscription

Remaining 3 Required

- Now if your purchased subscription is enough you can now click on the following actions in sequence.
 - Get Pay Elements: This will fetch the attributes amounts for each employee.
 - Process Pay Elements: This will process and calculate the amount for the attributes which need calculations for example: National Insurance.
 - Calculate & Release: This action will calculate total earnings, deductions, net pays, and tax for each employee in this document.
- Now you can click on Post to generate the appropriate entries in general ledger entries and payroll ledger entries. If you select Post & Send action, it will post the document and will send the pay-slip to individual employees.

If you need any assistance feel free to reach us

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