



## Payslip Analyser<sup>©</sup>

*The ultimate trouble-shooting tool for SAP Payslip queries for the Payroll Office and the IT Help Desks*

A typical helpdesk structure within an organisation is generally made up of various levels. The higher the level the more complex the problem and the need for a higher level of expertise. The structure of the helpdesk is generally designed to maximize the turn around of calls at 1<sup>st</sup> level support.

However the complexities of SAP means that the idealistic view of the helpdesk structure cannot be achieved because a higher level of expertise is required to resolve issues.

Hence a larger volume of calls get pushed through to the next levels of support.

The Payslip Analyser<sup>©</sup> is designed to bring the idealistic helpdesk structure back into equilibrium by providing a tool that automates the analysis payslip scenarios so that lower levels of knowledge is required to resolve issues.

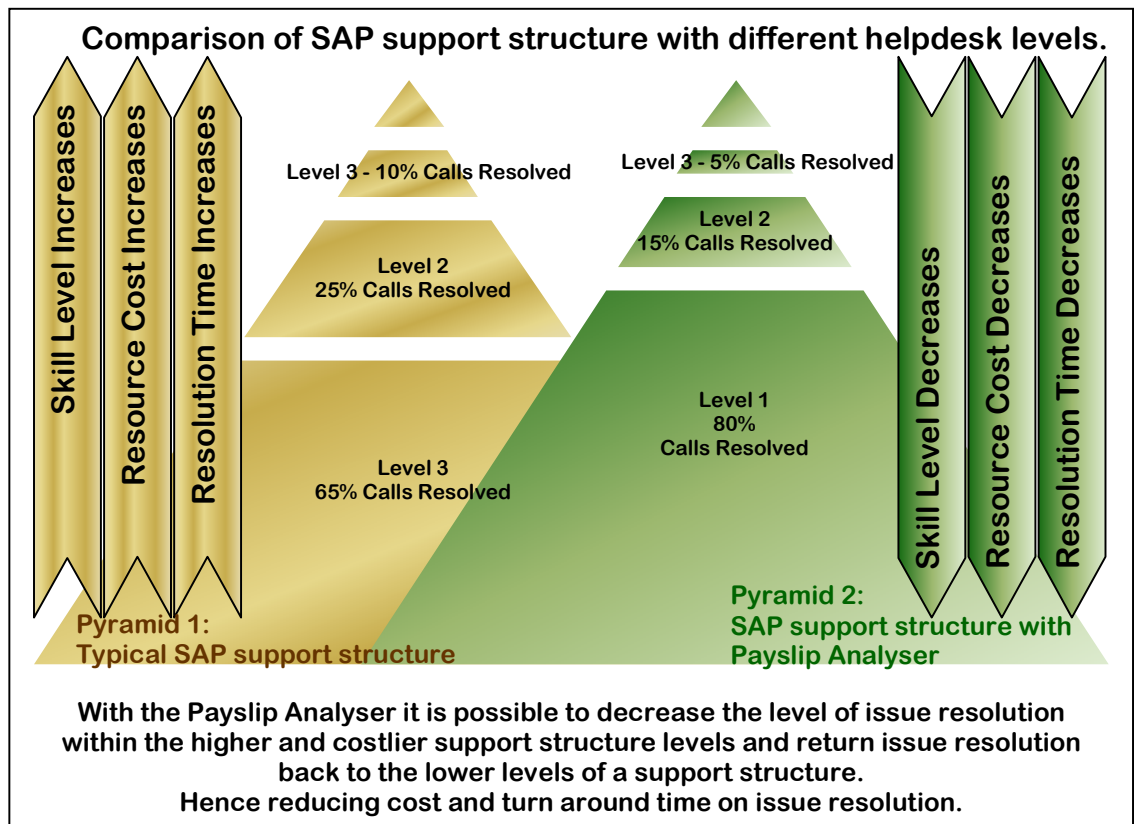
What is the *SpinifexIT Payslip Analyser<sup>©</sup>*?

A single screen designed for Payroll Staff to rapidly trouble-shoot a payslip query.

The *SpinifexIT Payslip Analyser<sup>©</sup>* allows the payroll office to 'value-add' to the employee by giving Payroll Staff the ability to email the answer to the payroll query immediately out to the user through the push of a single button. The employee will instantaneously receive a pdf attachment with the answer to his/her payslip query.

The *SpinifexIT Payslip Analyser<sup>©</sup>* has been designed around the simple concept of Payroll Staff not having to be an SAP navigational expert. The *SpinifexIT Payslip Analyser<sup>©</sup>* therefore, now allows a much more junior and less experienced user to answer payroll queries, therefore, allowing those more experienced staff to be freed up on more complex tasks.

The *SpinifexIT Payslip Analyser<sup>©</sup>* saves valuable time and effort and increases accuracy of the query process. Those sites who have the *SpinifexIT Payslip Analyser<sup>©</sup>* are saving around 80% of valuable time through the use of the tool.



*The Payslip Analyser<sup>©</sup> provides the knowledge of an Experienced SAP consultant to Assist helpdesk staff with resolving issues*



## Common Forms produced

The Payslip Analyser© is focused on all aspects of the helpdesk. Not only will it allow you to rapidly trouble-shoot issues, but it will also provide instant detail to Employee's information .

Common forms and reports that could take time to produce for employees, can be created at the click of a button. An example of these includes

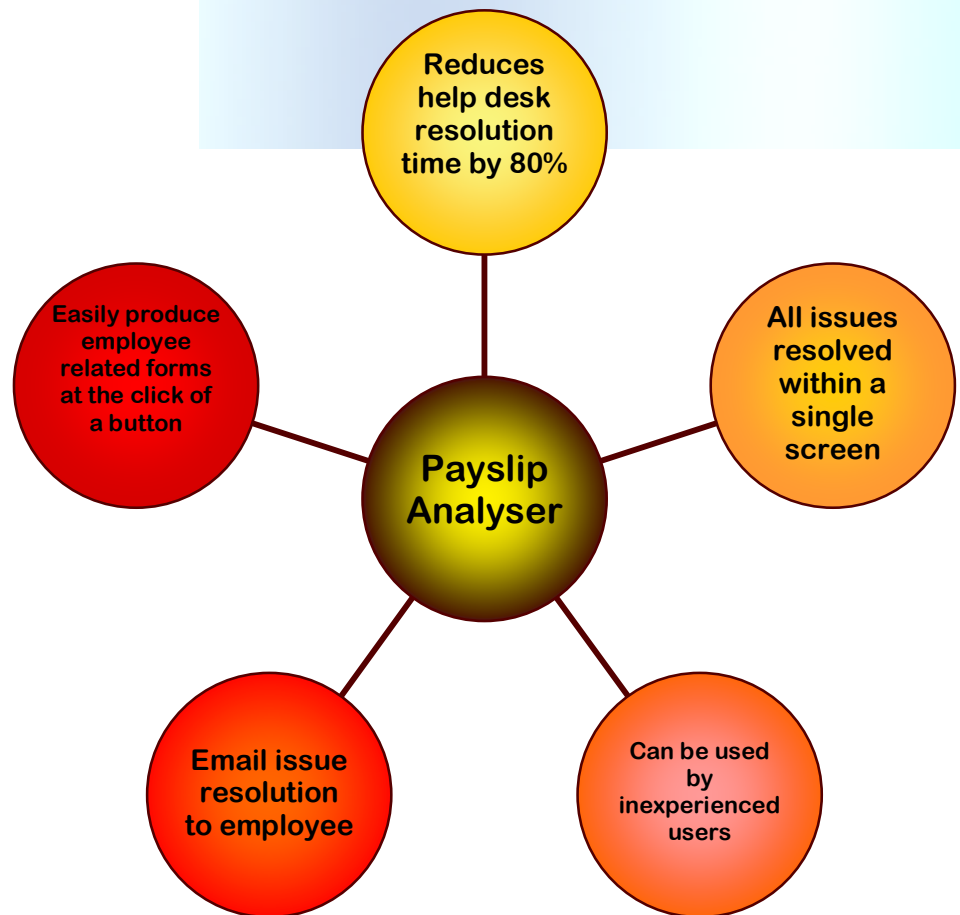
- Statement of Service
- Confirmation of Employment
- Maternity leave

These forms are being added to all of the time as legislation changes and user requirements change.

The Payslip Analyser comes with predefined forms, but you can customize these to your own wording, or you can use the examples that we provide.

To produce these, it is just a matter of selecting the appropriate form from the menu. All of the employee information will be gathered and populated into the form before printing.

**The Payslip Analyser© aims to free up the Payroll Staff from repetitive, transactional activities. They can then focus on more strategic or value adding tasks**



### Ease of Use

The Toolkit is aimed at Payroll Staff. Its purpose is to:

- Allow Payroll Staff to save up to 80% of time and effort in resolving payslip queries
- To allow level one help desk to answer more of the queries, thus reducing the number of issues having to be passed through to Level 2 Help Desk.
- To give Payroll Staff the ability to quickly produce the explanation to the payslip question and to email out the answer to the employee.

All information that Payroll Staff requires can be accessed from the one screen.

There are four simple steps to use the *SpinifexIT Payslip Analyser©*

Step 1: Select the employee with the query and the pay period in question.

Step 2: The pay is automatically analysed to highlight any reasons why there may be out of the ordinary variances in the employees pay.

Step 3: Built in accelerators within the Payslip Analyser allow Payroll Staff to drill down into the pay so that the issue can be examined further.

Step 4: Email further information directly to the employee.

The Payslip Analyser is targeted at all levels of Help Desk from the least experienced user right through to the most experienced, high level configuration expert.

### Return on Investment

- The *SpinifexIT Payslip Analyser©* cuts down about 80% of the Help Desks investigation time for payslip and payroll queries.
- The vast majority of issues will be able to be solved whilst the employee is on the phone instead of having to revisit the issue at a later date
- The *SpinifexIT Payslip Analyser©* equips the Payroll Officer with email capability to email out the answer to the payslip query to the Employee.
- Less experienced staff will be able to man the help desk as all answers are highlighted to the user on the one screen

### Output fully customisable

Depending on the experience of the Help Desk user, the screens can be adapted to display basic information or information at a more detailed level.

In otherwords, Level 1 help desk may only want to view a basic suite of information whilst Level 3 help Desk may wish to display more complex details. The *SpinifexIT Payslip Analyser©* can be adapted to the varying HelpDesks in minutes through the user defined list of radio buttons.

***With a simple method of navigating around SAP, new and existing staff with only minimal SAP experience can begin investigating issues immediately***

## Ease Of Use:



### Automatic Analysis of Pay

The Payslip Analyser© is capable of **automatically analysing all aspects of an employee's pay** and highlighting the following scenarios:

- Display absences that occurred in the period
- Any master data changes in the period
- Notify that a retro occurred
- Highlight deductions that went into arrears
- Emphasize claims processing
- Highlight an employee with a zero nett
- Highlight an employee that was terminated in the past or present
- Show a change of payroll area

*This is only a small sample of the automatic analysis that occurs when selecting a pay period*

### Analysis Tools

The Payslip Analyser© will assist with the examination of the employee's pay by providing built in analysis reports that are executed at a click of a button.

- Show any master data changes that have occurred during the pay
- Ability to fully examine, understand and explain retroactive payments
- Ability to break down a payments made in advance
- Analyse the costing assigned to the pay for an employee
- Ability to fully examine, understand and explain deductions not fully deducted and moved into deductions in arrears
- Examine and Resolve all employee's queries within a single screen

When a query is received key in an employee number

Personnel no.

The following screen will allow you to fully examine all aspects of a payroll issue.

- Select the pay period to examine (All periods are displayed)
- The pay is analysed and a list of "helper" messages are displayed to highlight potential reasons why the pay may be queried.
- Further analysis can then be performed through the report to examine the pay.

List of tools available to analyse the employee's query

Section to display various reports. Here the user has decided to display three payslips from different pay periods simultaneously.

PSWB - Payroll Area: N Period: 16 2002 Employee: 00010056

Choose Employee Hide Automatic Reports Clear reports

Employee summary  
Retro View  
Pay to Pay  
Pay Explanation  
Audit Details  
This Pay, MTD, YTD  
Payroll Posting - Posted docs  
Payroll Payslip  
Run Payroll  
Run Time Evaluation  
Display Payroll Results  
Result Cluster  
Leave Balance  
Arrears Report

10056 - Harrington Bill  
InfoType Records  
Payroll Results  
16 2002 - (13.01.2003 to 26.01.2003)  
15 2002 - (30.12.2002 to 12.01.2003)  
14 2002 - (16.12.2002 to 29.12.2002)

Display Payslip - Period: 16 2002 Display Payslip - Period: 15 2002 Display Payslip - Period: 14 2002

EARNINGS				EMPLOYER SUPERANNUATION	
	Units	Rate	This Pay		
Ordinary Hours	38.00	53.72369	2,041.50	Health Super SSC Contri	111.54
Ordinary Hours	7.60	12.95789	98.48		
Ordinary Hours	7.60	12.95789	98.48		
Ordinary Hours	7.60	12.95789	98.48		
Ordinary Hours	7.60	12.95789	98.48		
Penalty 100%	0.00		2,000.00	BANKING	
RCertificate Allo	0.00		50.00	Bank BSB Account	Amount
RCertificate Allo	0.00		50.00		

Exceptions Groupings

St...	Description	Further Reports
St...	Retro back 2 period(s)	
Δ	Wagetype 3013 - Child Support - arrears in retro. No deduction in current period. 32.00 to be deducte...	
Δ	Wagetype 3001 - Additional Tax - arrears in retro. No deduction in current period. 10.00 to be deducte...	
Δ	Wagetype 3002 - Additional Tax (Ded) - arrears in retro. No deduction in current period. 30.00 to be de...	

Select pay period to examine

Proactive "Helper" messages used to highlight potential reasons why an employee may query their pay.

**Complex queries which involve Retro Recalculations of Payroll can now be resolved by less experienced Payroll Staff**

## Inform the employee:



### Simple to Understand:

The Payslip Analyser© is designed to be quick to pick up and use. One of the reports included is the Employee Details Form. This provides a simple to understand and read detail of

- Employee details
- Bank transfer details
- Address details
- Detailed breakdown of day to day payments
- Detailed breakdown of day to day deductions including deductions in arrears
- Leave details showing all leave activity in the pay

This form can be displayed at the click of a button by the helpdesk staff, but can also be attached to a portal to provide this information to the employee.

Employee details	
Name	Harrington Bill
Personnel Area	TP01 - Template Personnel Area TP01
Pay period details	
Payroll area	N - Fortnightly P/E Sun
Pay period	Monday, 13 January 2003 - Sunday, 26 January 2003
Pay day	Wednesday, 29 January 2003
Address details	
Home address	5 Tadalope Street Brighton VIC 3004

Annual Leave				
Balances are displayed in Hours				
Begin date	End date	Activity	Entitlement	Accrual
11.07.2005	11.07.2005	Opening balance	0.52055	4.68495
05.07.2005	05.07.2005	Previous period absence adjustment - Annual Leave	7.60000-	
11.07.2005	24.07.2005	Accrual		7.28770
24.07.2005	24.07.2005	Closing balance	7.07945-	11.97265

➤ Fully configurable section to display master data information on the employee from the majority of the available infotypes.

➤ Full explanation of deductions made as well as deductions not taken.

➤ Breakdown of complete leave balance activity for the pay period.

➤ Complete breakdown of payments made to the employee. Where possible payments will be broken down to the day the payment is relevant to.

Detailed payment information				
Date	Payment description	Number	Rate	Amount
<b>Current pay calculations</b>				
13.01.2003	Overtime @ 1.5	2.00	19.43684	38.87
13.01.2003	Overtime @ 2.0	4.00	25.91578	103.86
<b>Previous pays re-calculations</b>				
16.12.2002 to 29.12.2002	Ordinary Hours	38.00-	53.72369-	2,041.50-
16.12.2002 to 29.12.2002	Ordinary Hours	7.60	12.95789	98.48
16.12.2002 to 29.12.2002	Ordinary Hours	7.60	12.95789	98.48
16.12.2002 to 29.12.2002	Ordinary Hours	7.60	12.95789	98.48
16.12.2002 to 29.12.2002	Ordinary Hours	7.60	12.95789	98.48
16.12.2002 to 29.12.2002	Ordinary Hours	7.60	53.72369	408.30
16.12.2002 to 29.12.2002	Certificate Allowance			50.00-
16.12.2002 to 29.12.2002	Certificate Allowance			50.00
16.12.2002 to 29.12.2002	Penalty 100%			2,000.00
16.12.2002 to 29.12.2002	Penalty 100%			2,000.00-

Deduction details			
Date	Deduction description	Deductions to be carried forward	Deductions included in this pay
<b>Current pay calculations</b>			
13.01.2003	Additional Tax		5.00
13.01.2003	Additional Tax (Ded)		15.00
13.01.2003	Additional HECS		7.00
13.01.2003	Additional HECS (Ded)		9.00-
13.01.2003	Child Support		16.00
13.01.2003	HBA		51.00
13.01.2003	Medibank Private		25.00
13.01.2003	Social Club		6.00
16.12.2002	3680		37.00-
<b>Previous pays re-calculations</b>			
30.12.2002	Reduce Balance	100.00-	
<b>Outstanding balances carried forward from previous pays</b>			
30.12.2002	Additional Tax		5.00-
30.12.2002	Additional Tax (Ded)		15.00-
30.12.2002	Additional HECS		7.00-
30.12.2002	Child Support		16.00-
30.12.2002	HBA		51.00-
30.12.2002	Medibank Private		25.00-
30.12.2002	Social Club		6.00-



**SpinifexIT: Toolkits for SAP R/3  
HR/Payroll**

To discuss the application of the SpinifexIT Payslip Analyser in your business, please contact us.

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