

Slide 1 - Slide 1

The screenshot shows a web browser window titled "IES Web Client 8.6" with the address bar displaying "localhost/ies". The browser's status bar indicates "IES Web Client 8.6 © INFOLAB 1994-2013, All Rights Reserved." The application interface includes a navigation bar with "1 Main" and "2 History" tabs. The main content area is titled "Payroll Type Master - Agri Flex" and contains a form with the following fields: "Payroll Key" (highlighted in yellow), "Name", "Description", "State" (set to "Active"), "Type", and "Notes". A "Change Payroll Run Dates" link is positioned above a table with the following columns: "Start Date", "End Date", "Run Name", "Main Run", "W/Days", "Run Type", "Period", "H/Premi", "Completed Runs", and "Last Execution". The table contains one row with the value "1" in the first column. Below the table are fields for "Last Upd By" and "Last Updated". The footer of the application shows the date and time "WEDNESDAY 23 OCTOBER 2013 8:37 AM" and a "Log Off" button.

Slide notes

How do we manage our Payroll runs? Let's see what happens when we start a new Payroll identity.

Slide 2 - Slide 2

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Payroll Type Master - Agri Flex

Payroll Key:

Name:

Description:

State:

Type:

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1										

Last Upd By:

Last Updated:

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[Log Off](#)

Slide notes

When we open a new Payroll identity, we have to give it a name.

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Payroll Type Master - Agri Flex

Payroll Key: State: Active

Name: Type: 03: Agri Flex

Description:

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	28/10/2013	28/10/2013	*	5	0	*	0 N	0	0	
2	27/10/2013	27/10/2013	*	4	0	*	0 N	0	0	
3	26/10/2013	26/10/2013	*	3	0	*	0 N	0	0	
4	25/10/2013	25/10/2013	*	2	0	*	0 N	0	0	
5	24/10/2013	24/10/2013	*	1	0	*	0 N	0	0	

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WEDNESDAY 23 OCTOBER 2013 8:37 AM Log Off

Slide notes

The system will automatically provide 5 potential Payroll runs, and whenever we use a Run, it will add more, so that there are always 5 programmable runs available.

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1 Main 2 History

Payroll Type Master - Agri Flex

Payroll Key: State: Active
Name: Agri Co Type: 03: Agri Flex
Description: Agri Co Notes:
[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Executio
1	28/10/2013	28/10/2013	*	5	0	*	0 N	0	0	
2	27/10/2013	27/10/2013	*	4	0	*	0 N	0	0	
3	26/10/2013	26/10/2013	*	3	0	*	0 N	0	0	
4	25/10/2013	25/10/2013	*	2	0	*	0 N	0	0	
5	24/10/2013	24/10/2013	*	1	0	*	0 N	0	0	

Last Upd By: Last Updated:

WEDNESDAY 23 OCTOBER 2013 8:37 AM Log Off

Slide notes

When using the type 03 Agri Flex Payroll system, any new identity we open will be of the type: 03 Agri Flex.

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Payroll Type Master - Agri Flex

Payroll Key:

Name: Agri Co
Description: Agri Co

State: Active
Type: 03: Agri Flex

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	28/10/2013	28/10/2013	*	5	0	*	0 N	0	0	
2	27/10/2013	27/10/2013	*	4	0	*	0 N	0	0	
3	26/10/2013	26/10/2013	*	3	0	*	0 N	0	0	
4	25/10/2013	25/10/2013	*	2	0	*	0 N	0	0	
5	24/10/2013	24/10/2013	*	1	0	*	0 N	0	0	

Last Upd By:

Last Updated:

WEDNESDAY 23 OCTOBER 2013 8:37 AM

Log Off

Slide notes

Of course the system has no idea when we want to perform our 1st run for this new Payroll, but we have a way to tell the system.

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Payroll Type Master - Agri Flex

Payroll Key:

Name: Agri Co
Description: Agri Co

State: Active
Type: 03: Agri Flex

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	28/10/2013	28/10/2013	*	5	0	*	0	N	0	
2	27/10/2013	27/10/2013	*	4	0	*	0	N	0	
3	26/10/2013	26/10/2013	*	3	0	*	0	N	0	
4	25/10/2013	25/10/2013	*	2	0	*	0	N	0	
5	24/10/2013	24/10/2013	*	1	0	*	0	N	0	

Next Prev Add Ins Ed Del

Last Upd By: Last Updated:

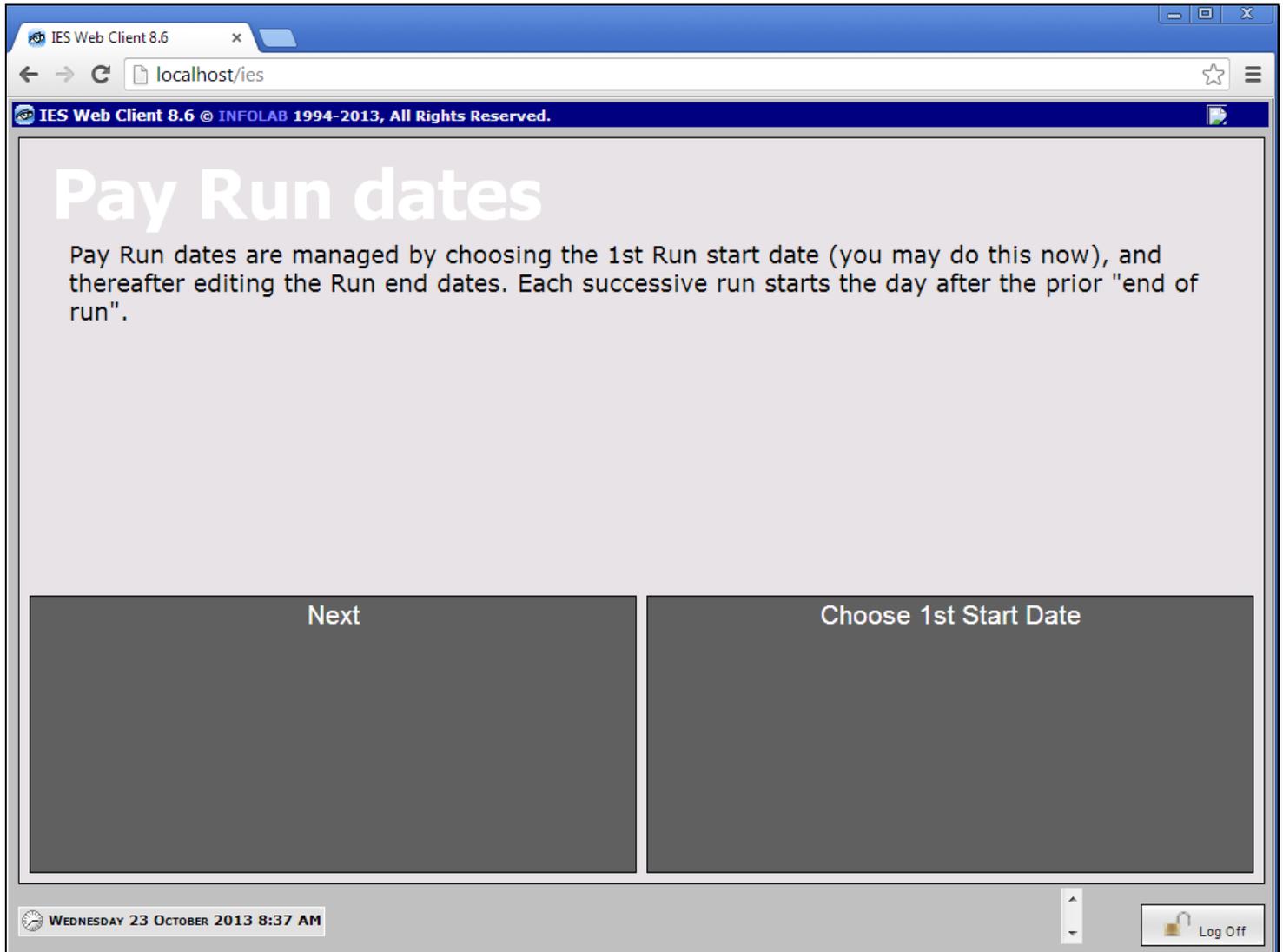
WEDNESDAY 23 OCTOBER 2013 8:37 AM

Log Off

Slide notes

We can just use the option: Change Payroll Run Dates.

Slide 7 - Slide 7



IES Web Client 8.6

localhost/ies

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Pay Run dates

Pay Run dates are managed by choosing the 1st Run start date (you may do this now), and thereafter editing the Run end dates. Each successive run starts the day after the prior "end of run".

Next

Choose 1st Start Date

WEDNESDAY 23 OCTOBER 2013 8:37 AM

Log Off

Slide notes

If it is a new Payroll and no run has been performed yet, we have an option to choose the 1st Start Date for a Run.

Slide 8 - Slide 8

The screenshot shows a web browser window titled "IES Web Client 8.6" with the address bar at "localhost/ies". The page content includes a title "Pay Run dates" and a paragraph explaining that pay run dates are managed by choosing the 1st Run start date and editing the Run end dates. Below the text are two large, dark grey buttons labeled "Next" and "Choose 1st Start Date". At the bottom of the browser window, a status bar shows the date and time "WEDNESDAY 23 OCTOBER 2013 8:37 AM" and a "Log Off" button.

Slide notes

Slide 9 - Slide 9

Payroll Type Master - Agri Flex

Payroll Key: State: Active

Name: Agri Co Type: 03: Agri Flex

Description: Agri Co

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Executio
1	28/10/2013	28/10/2013	*	5	0	*	0 N	0	0	
2	27/10/2013	27/10/2013	*	4	0	*	0 N	0	0	
3	26/10/2013	26/10/2013	*	3	0	*	0 N	0	0	
4	25/10/2013	25/10/2013	*	2	0	*	0 N	0	0	
5	24/10/2013	24/10/2013	*	1	0	*	0 N	0	0	

Next Prev Add Ins Ed Del

Last Upd By: Last Updated:

WEDNESDAY 23 OCTOBER 2013 8:37 AM

Log Off

Slide notes

Even if we do not immediately make a choice, we can still do so until such time as the 1st run has been performed.

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The screenshot shows a web browser window titled 'IES Web Client 8.6' with the address bar set to 'localhost/ies'. The page content includes a title 'Pay Run dates' and a paragraph explaining that pay run dates are managed by choosing the 1st Run start date and editing the Run end dates. Below the text are two large, dark grey buttons labeled 'Next' and 'Choose 1st Start Date'. At the bottom of the browser window, a status bar shows the date and time 'WEDNESDAY 23 OCTOBER 2013 8:38 AM' and a 'Log Off' button.

Slide notes

So let us choose a date now.

Slide 11 - Slide 11

The screenshot shows the 'Payroll Type Master - Agri Flex' interface. At the top, there are navigation tabs for 'Main' and 'History'. The main area contains a form for 'Payroll Key' (05), 'Name' (Agri Co), and 'Description' (Agri Co). A calendar for 'October 2013' is displayed, with the 23rd highlighted. Below the calendar is a table with the following data:

	Start Date	End Date							
1	28/10/2013	28/10/2013	*						
2	27/10/2013	27/10/2013	*						
3	26/10/2013	26/10/2013	*				3	0	*
4	25/10/2013	25/10/2013	*				2	0	*
5	24/10/2013	24/10/2013	*				1	0	*

Below the table are buttons for 'Next', 'Prev', 'Add', 'Ins', 'Ed', and 'Del'. At the bottom, there are fields for 'Last Upd By' and 'Last Updated', a date/time stamp 'WEDNESDAY 23 OCTOBER 2013 8:38 AM', and a 'Log Off' button.

Slide notes

We may choose any date, but if we do not start with the 1st of a Month, then when we try to perform a Run it will complain. Why so? Simply because this is the Agri Flex Payroll, and it connects to Man Physical Journals which must always be performed for a calendar month.

Slide 12 - Slide 12

Payroll Type Master - Agri Flex

Payroll Key: State: Active

Name: Agri Co Type: 03: Agri Flex

Description: Agri Co

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	09/10/2013	10/10/2013	*	5	0	*	0 N	0	0	
2	07/10/2013	08/10/2013	*	4	0	*	0 N	0	0	
3	05/10/2013	06/10/2013	*	3	0	*	0 N	0	0	
4	03/10/2013	04/10/2013	*	2	0	*	0 N	0	0	
5	01/10/2013	02/10/2013	*	1	0	*	0 N	0	0	

Next Prev Add Ins Ed Del

Last Upd By: Last Updated:

WEDNESDAY 23 OCTOBER 2013 8:38 AM

Log Off

Slide notes

When we choose our 1st start date, the system will automatically change all subsequent dates, adding 1 day at a time. We will need to advise the system as to the end date for the 1st run. Although the subsequent start dates will always follow the previous run end dates, we can edit the end dates and other necessary fields to manage our Pay runs. Let us have a look.

Slide 13 - Slide 13

1 Main 2 History

Payroll Type Master - Agri Flex

Payroll Key:

Name:

Description:

State:

Type:

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	09/10/2013	10/10/2013	*	5	0	*	0 N	0	0	
2	07/10/2013	08/10/2013	*	4	0	*	0 N	0	0	
3	05/10/2013	06/10/2013	*	3	0	*	0 N	0	0	
4	03/10/2013	04/10/2013	*	2	0	*	0 N	0	0	
5	01/10/2013	02/10/2013	*	1	0	*	0 N	0	0	

Next Prev Add Ins Ed Del

Last Upd By:

Last Updated:

WEDNESDAY 23 OCTOBER 2013 8:38 AM

Log Off

Slide notes

Slide 14 - Slide 14

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Payroll Type Master - Agri Flex

[Save](#)
[Quit](#)

Payroll Key:

Name:

Description:

State:

Type:

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Rur	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1										

Last Upd By:

Last Updated:

WEDNESDAY 23 OCTOBER 2013 8:39 AM

[Log Off](#)

Slide notes

Slide 15 - Slide 15

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Payroll Type Master - Agri Flex

[Save](#)
[Quit](#)

Payroll Key:

Name:

Description:

State:

Type:

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Rur	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1										

Last Upd By:

Last Updated:

WEDNESDAY 23 OCTOBER 2013 8:39 AM

[Log Off](#)

Slide notes

Slide 16 - Slide 16

Payroll Type Master - Agri Flex [Save](#) [Quit](#)

Payroll Key: State: Active
 Name: Agri Flex Estates Type: 03: Agri Flex
 Description: Agri Flex Estates Notes:
[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Executio
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Last Upd By: Last Updated:

WEDNESDAY 23 OCTOBER 2013 8:39 AM [Log Off](#)

Slide notes

In this example, we can see our 1st Run starting at the beginning of August, and ending on the 15th. That's because this Payroll can be performed twice per month, or once.

Slide 17 - Slide 17

The screenshot shows the IES Web Client 8.6 interface. At the top, there is a browser window with the address bar showing 'localhost/ies'. Below the browser window, there is a navigation bar with '1 Main' and '2 History' tabs. The main content area is titled 'Payroll Type Master - Agri Flex'. It contains a form with the following fields:

- Payroll Key: 03
- Name: Agri Flex Estates
- Description: Agri Flex Estates
- State: Active
- Type: 03: Agri Flex
- Notes: (empty text area)

Below the form, there is a table with the following columns: Start Date, End Date, Run Name, Main Run, W/Days, Run Type, Period, H/Premi, Completed Runs, and Last Execution. The table contains 5 rows of data:

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Below the table, there are buttons for 'Next', 'Prev', 'Add', 'Ins', 'Ed', and 'Del'. At the bottom of the interface, there is a status bar showing 'WEDNESDAY 23 OCTOBER 2013 8:39 AM' and a 'Log Off' button.

Slide notes

The next Run will automatically be from the day after the end date of the former, but then we can choose the next end date again.

Slide 18 - Slide 18

The screenshot shows the 'Payroll Type Master - Agri Flex' interface in the IES Web Client 8.6. The interface has a navigation bar with '1 Main' and '2 History' tabs. Below the tabs, there are search, home, and refresh icons. The main content area contains a form for editing payroll details. The form includes fields for 'Payroll Key' (03), 'Name' (Agri Flex Estates), and 'Description' (Agri Flex Estates). There are also dropdown menus for 'State' (Active) and 'Type' (03: Agri Flex), and a 'Notes' text area. A 'Save' button is visible in the top right corner of the form area. Below the form, there is a link for 'Change Payroll Run Dates'. A table displays the payroll run history with columns for Start Date, End Date, Run Name, Main Run, W/Days, Run Type, Period, H/Premi, Completed Runs, and Last Execution. The table contains five rows of data, with the fourth row highlighted. Below the table, there are navigation buttons (Next, Prev, Add, Ins, Ed, Del) and a status bar showing 'Last Upd By: InfoLab' and 'Last Updated: 23/10/2013'. The footer of the application shows the date and time 'WEDNESDAY 23 OCTOBER 2013 8:39 AM' and a 'Log Off' button.

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Slide notes

Because we did a half month run, which is type A, the next run must complete the month of August and be a B run. Any month will either have an A and a B run, or else just a C run if it is for the full month.

Slide 19 - Slide 19

Payroll Type Master - Agri Flex

Payroll Key: State: Active

Name: Agri Flex Estates Type: 03: Agri Flex

Description: Agri Flex Estates

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Next Prev Add Ins Ed Del

Last Upd By: Infolab Last Updated: 23/10/2013

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Log Off

Slide notes

Slide 20 - Slide 20

The screenshot shows the IES Web Client 8.6 interface. The browser address bar shows 'localhost/ies'. The page title is 'IES Web Client 8.6 @ INFOLAB 1994-2013, All Rights Reserved.' The main content area is titled 'Payroll Type Master - Agri Flex'. It contains a form with the following fields:

- Payroll Key: 03
- Name: Agri Flex Estates
- Description: Agri Flex Estates
- State: Active
- Type: 03: Agri Flex
- Notes: (empty text area)

Below the form is a table of payroll runs with the following data:

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Executio
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

At the bottom of the interface, there are navigation buttons (Next, Prev, Add, Ins, Ed, Del), a 'Last Upd By' field with the value 'Infolab', a 'Last Updated' field with the value '23/10/2013', a date and time display 'WEDNESDAY 23 OCTOBER 2013 8:39 AM', and a 'Log Off' button.

Slide notes

Slide 21 - Slide 21

1 Main 2 History

Payroll Type Master - Agri Flex

Payroll Key: State: Active
Name: Agri Flex Estates Type: 03: Agri Flex
Description: Agri Flex Estates Notes:
[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Next Prev Add Ins Ed Del
Last Upd By: Infolab Last Updated: 23/10/2013
WEDNESDAY 23 OCTOBER 2013 8:39 AM Log Off

Slide notes

Slide 22 - Slide 22

Payroll Type Master - Agri Flex

Payroll Key: State: Active
Name: Agri Flex Estates Type: 03: Agri Flex
Description: Agri Flex Estates Notes:
[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Next Prev Add Ins Ed Del
Last Upd By: Infolab Last Updated: 23/10/2013

WEDNESDAY 23 OCTOBER 2013 8:39 AM [Log Off](#)

Slide notes

Slide 23 - Slide 23

Payroll Type Master - Agri Flex

Payroll Key: State: Active
 Name: Agri Flex Estates Type: 03: Agri Flex
 Description: Agri Flex Estates

[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Next Prev Add Ins Ed Del

Last Upd By: InfoLab Last Updated: 23/10/2013

WEDNESDAY 23 OCTOBER 2013 8:39 AM [Log Off](#)

Slide notes

We can give a Pay run any name we wish, to identify it. The run number is sequential and the system does not allow us to change it.

Slide 24 - Slide 24

The screenshot shows the 'Payroll Type Master - Agri Flex' interface in the IES Web Client 8.6. The interface has a navigation bar with '1 Main' and '2 History' tabs. The main content area contains a form for editing payroll details. The 'Payroll Key' is '03'. The 'Name' and 'Description' are both 'Agri Flex Estates'. The 'State' is 'Active' and the 'Type' is '03: Agri Flex'. There is a 'Notes' field which is currently empty. Below the form is a table of payroll runs with columns: Start Date, End Date, Run Name, Main Run, W/Days, Run Type, Period, H/Premi, Completed Runs, and Last Execution. The table contains 5 rows of data. Below the table are navigation buttons (Next, Prev, Add, Ins, Ed, Del) and a status bar showing 'Last Upd By: InfoLab' and 'Last Updated: 23/10/2013'. At the bottom of the window, there is a system clock showing 'WEDNESDAY 23 OCTOBER 2013 8:40 AM' and a 'Log Off' button.

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Slide notes

We can choose the working days that apply for the month, and this parameter is used in the calculation of some Basic Daily rates for the Employees. The Value can be 25, 30, 31, etc., depending on the month. It is not a system choice, but rather the choice of the Payroll Administrator.

Slide 25 - Slide 25

The screenshot shows the 'Payroll Type Master - Agri Flex' interface in the IES Web Client 8.6. The browser address bar shows 'localhost/ies'. The page title is 'IES Web Client 8.6 © INFOLAB 1994-2013, All Rights Reserved.' The interface has two tabs: '1 Main' and '2 History'. The main content area displays the following form:

Payroll Type Master - Agri Flex [Save](#)
[Quit](#)

Payroll Key:

Name:

Description:

State:

Type:

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Executio
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Navigation buttons: Next, Prev, Add, Ins, Ed, Del

Last Upd By: Last Updated:

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Slide notes

We will tell the system whether we intend this to be an A, B or C run, but when we perform the run, the system will be validating our choice. For example, the system will ensure we always follow an A run with a B run, that an A or C run starts at the 1st of the month, a B or C run ends on the last day of the month, etc.

Slide 26 - Slide 26

The screenshot shows the 'Payroll Type Master - Agri Flex' interface in the IES Web Client 8.6. The browser address bar shows 'localhost/ies'. The page title is 'IES Web Client 8.6 @ INFOLAB 1994-2013, All Rights Reserved.' The interface has two tabs: '1 Main' and '2 History'. The main content area is titled 'Payroll Type Master - Agri Flex' and includes a 'Save' and 'Quit' link. Below the title is a form with the following fields:

- Payroll Key: 03
- Name: Agri Flex Estates
- Description: Agri Flex Estates
- State: Active
- Type: 03: Agri Flex
- Notes: (empty text area)

Below the form is a link 'Change Payroll Run Dates'. Underneath is a table with the following data:

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Executio
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Below the table is a navigation bar with buttons: Next, Prev, Add, Ins, Ed, Del. At the bottom of the interface, it shows 'Last Upd By: Infolab' and 'Last Updated: 23/10/2013'. The footer of the browser window shows 'WEDNESDAY 23 OCTOBER 2013 8:40 AM' and a 'Log Off' button.

Slide notes

We absolutely must connect the Pay run to a Period in the Business system, and while an A and B run should always be for the same period, the system will also force us to increase the period when a run is in a new month.

Slide 27 - Slide 27

Payroll Type Master - Agri Flex

Payroll Key: State: Active

Name: Agri Flex Estates Type: 03: Agri Flex

Description: Agri Flex Estates

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

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Slide notes

Harvest Premi can only be performed for a B or C run, and is optional. Although multiple Payrolls are allowed in the Datamart, Harvest Premi may only be performed and used by 1 Payroll, usually the Estates Payroll.

Slide 28 - Slide 28

1 Main 2 History

Payroll Type Master - Agri Flex

Payroll Key: State: Active
Name: Agri Flex Estates Type: 03: Agri Flex
Description: Agri Flex Estates Notes:
[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

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Slide notes

The system will change the 'Completed Runs' field when we perform a Pay run successfully.

Slide 29 - Slide 29

Payroll Type Master - Agri Flex

Payroll Key: State: Active
 Name: Agri Flex Estates Type: 03: Agri Flex
 Description: Agri Flex Estates

[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

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Slide notes

Slide 30 - Slide 30

1 Main 2 History

Payroll Type Master - Agri Flex

Payroll Key: State: Active
Name: Agri Flex Estates Type: 03: Agri Flex
Description: Agri Flex Estates

[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

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Slide notes

So let's see how we can edit a Pay run line. This can only be done for a Run that has not been performed, i.e. a future run.

Slide 31 - Slide 31

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Payroll Type Master - Agri Flex [Save](#) [Quit](#)

Payroll Key: State: Active
 Name: Agri Flex Estates Type: 03: Agri Flex
 Description: Agri Flex Estates Notes:
[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

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Slide notes

We cannot change the start date, which automatically follows the previous end date, but we can change the end date.

Slide 32 - Slide 32

1 Main 2 History

Payroll Type Master - Agri Flex

Payroll Key: State: Active
Name: Agri Flex Estates Type: 03: Agri Flex
Description: Agri Flex Estates Notes:
[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

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Slide notes

We certainly can give the run a name.

Slide 33 - Slide 33

The screenshot shows the 'Payroll Type Master - Agri Flex' interface in the IES Web Client 8.6. The interface includes a navigation bar with '1 Main' and '2 History' tabs. The main content area contains a form for editing payroll details. The 'Payroll Key' is '03', the 'Name' is 'Agri Flex Estates', and the 'Description' is 'Agri Flex Estates'. The 'State' is 'Active' and the 'Type' is '03: Agri Flex'. There are 'Save' and 'Quit' buttons in the top right corner. Below the form is a table of payroll runs with columns for Start Date, End Date, Run Name, Main Run, W/Days, Run Type, Period, H/Premi, Completed Runs, and Last Execution. The table contains 5 rows of data. Below the table are navigation buttons (Next, Prev, Add, Ins, Ed, Del) and a 'Last Upd By' field showing 'Infolab' and a 'Last Updated' field showing '23/10/2013'. At the bottom left, there is a system clock showing 'WEDNESDAY 23 OCTOBER 2013 8:40 AM' and a 'Log Off' button at the bottom right.

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Slide notes

We can and should change the Working days parameter to a value that is suitable for the Month the run is for, and we always use the full month value, regardless of whether it is an A, B or C run type.

Slide 34 - Slide 34

The screenshot shows the 'Payroll Type Master - Agri Flex' interface in the IES Web Client 8.6. The page has two tabs: '1 Main' and '2 History'. The main content area contains a form with the following fields:

- Payroll Key: 03
- Name: Agri Flex Estates
- Description: Agri Flex Estates
- State: Active
- Type: 03: Agri Flex
- Notes: (empty)

Below the form is a table of payroll runs with the following data:

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Executio
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

At the bottom of the interface, there are navigation buttons (Next, Prev, Add, Ins, Ed, Del), a 'Last Upd By' field with the value 'Infolab', a 'Last Updated' field with the value '23/10/2013', a system clock showing 'WEDNESDAY 23 OCTOBER 2013 8:40 AM', and a 'Log Off' button.

Slide notes

We choose the run type.

Slide 35 - Slide 35

The screenshot shows the IES Web Client 8.6 interface. At the top, there is a browser window with the address bar showing 'localhost/ies'. Below the browser window is a navigation bar with icons for search, home, back, forward, refresh, and close. The main content area has two tabs: '1 Main' and '2 History'. The title of the page is 'Payroll Type Master - Agri Flex'. There are 'Save' and 'Quit' buttons in the top right corner. The form contains the following fields:

- Payroll Key: 03
- Name: Agri Flex Estates
- Description: Agri Flex Estates
- State: Active
- Type: 09: Agri Flex
- Notes: (empty text area)

Below the form is a link 'Change Payroll Run Dates'. A table displays the payroll runs:

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Executio
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Below the table is a scroll bar and a set of buttons: Next, Prev, Add, Ins, Ed, Del. At the bottom of the form, there are fields for 'Last Upd By' (InfoLab) and 'Last Updated' (29/10/2013). The footer of the page shows the date and time: 'WEDNESDAY 23 OCTOBER 2013 8:40 AM' and a 'Log Off' button.

Slide notes

And we lookup and select the correct Financial Period to connect the run with.

Slide 36 - Slide 36

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Payroll Type Master - Agri Flex

Payroll Key: State: Active
Name: Agri Flex Estates Type: 03: Agri Flex
Description: Agri Flex Estates

[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

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Log Off

Slide notes

Then we indicate whether Harvest Premi should be calculated with the run.

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1 Main 2 History

Payroll Type Master - Agri Flex

Payroll Key: State: Active
Name: Agri Flex Estates Type: 03: Agri Flex
Description: Agri Flex Estates Notes:
[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

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Slide notes

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Payroll Type Master - Agri Flex

Payroll Key: State: Active
 Name: Agri Flex Estates Type: 03: Agri Flex
 Description: Agri Flex Estates Notes:
[Save](#)
[Quit](#)

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1	01/10/2013	31/10/2013	31st October	5	31	C	158	Y	0	
2	16/09/2013	30/09/2013	30th September	4	30	B	157	Y	0	
3	01/09/2013	15/09/2013	15th September	3	30	A	157	N	0	
4	16/08/2013	31/08/2013	31st August	2	31	B	156	Y	0	
5	01/08/2013	15/08/2013	15th August	1	31	A	156	N	0	

Next Prev Add Ins Ed Del
 Last Upd By: Infolab Last Updated: 23/10/2013

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Slide notes

Slide 39 - Slide 39

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Payroll Type Master - Agri Flex

[Save](#)
[Quit](#)

Payroll Key:

Name:

Description:

State:

Type:

Notes:

[Change Payroll Run Dates](#)

	Start Date	End Date	Run Name	Main Run	W/Days	Run Type	Period	H/Premi	Completed Runs	Last Execution
1										

Next Prev Add Ins Ed Del

Last Upd By:

Last Updated:

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[Log Off](#)

Slide notes