



In version 2.42 we've added the ability to enter Payroll Expected Hours. This allows you to enter (or have the computer calculate) the amount of hours expected for a "Payroll" period. Then this can be compared to the actual hours worked.

This is particularly useful when employees are paid monthly, with a fixed monthly amount, but where short working leads to some pay loss, i.e. the expected hours will differ from month to month, but the pay is the same if all the Expected hours are worked. This feature is sometimes known as Annualised Hours.

Requires

Version 2.42 or later.

The Automatic Way

The simplest way to enter Expected hours is to simply tell the computer to calculate them. This is done in the Configuration module, Shift Setup menu, Payroll Shifts, Change (or Options tab), **Set Expected Hours to Standard Hours** option.

This will work for straight forward shifts, with few, or no, optional lines. Remember that the Payroll Standard Hours is made up of the Standard Hours for each day processed. In other words it is a total of all the Daily Standard Hours.

The main thing to watch out for here are days "off". If (for example) a person can potentially take the day off on, say, Wednesday, and does, then he will have 0 Standard hours set for that day. And thus he will be exactly on target. Even though you may have been expecting him to work on that particular Wednesday, he will not be behind in his expected hours.

The Semi-Automatic Way

You can set a fixed amount of hours expected, for each employee on the shift. This is done in the Configuration module, Shift Setup menu, Payroll Shifts, Change (or Options tab), **Set Expected Hours to option**.

Browse Payroll Shifts

Show Archived Records

Code	Description	Pay (days)	Roll (days)	Start Date	Notes
01	Day 08h00-17h00	7	7	1/08/2005	Day shift : 08h00 - 17h00Lunch deducted : 60 minE
02	Day 08h00-16h00	7	7	1/08/2005	Day shift : 08h00 - 16h00Lunch deducted : 60 minE
03	Day 08h00-13h00	31	7	1/08/2005	Day shift : 08h00 - 13h00Lunch deducted : 60 minE
04	Night Shift	14	7	6/02/2012	Day shift : 17:00 - 05:00Lunch deducted : 60 minE
32	Day Shift Admin	7	7	30/09/2013	Day shift : 08h00 - 17h00Lunch deducted : 60 minE

Auto-Color Copy Send To Add Change Remove

Pay on day out
 Pay on Day Out is set at the Daily Level
 Holiday on Day In
 Override "Auto Correct Clocking Direction"
 Shift is considered complete by 00:00 on the following day.

Color Example Foreground ? Background ? Quick Select

Set Expected time to
 Standard Time
 0:00

Save Restore Close

Permalink: <http://tinyurl.com/c4mpkkz>