



Attaché Payroll

The right choice for every business

The Attaché Payroll system has the power and the flexibility to handle it all — from the simplest payroll to the complex needs of larger businesses. Feature-packed yet easy to use, with Attaché Payroll your payroll processing will be faster and more accurate than you ever thought possible.

The typical business using Attaché Payroll has between 10 and 500 employees (although there is no upper limit), with many larger users exceeding 1000 employees.

To handle such diverse needs, Attaché Payroll is designed around one core module with a choice of options. This means you can tailor the system to suit your exact needs.

And because Attaché Payroll is developed in Australia and New Zealand, you can be confident that it keeps up to date with appropriate legislative changes.

You can run Attaché Payroll as a standalone system or it seamlessly integrates with other Attaché modules to enable:

- customised reporting
- confidential emailing of pay advices
- integrated invoicing from time sheets
- General Ledger integration (including multiple cost centres)

In addition, a number of time-and-attendance, rostering, HR and OH&S systems are available from Attaché development partners.

Nurses Incorporated	
pay advice	
Employee: Patrick Burns	Pay date: 26/02/03
Pay details	
	Rate
Normal	45.0000
Car Allowance	412.0000H
Bank Super Social Club	562.00
6% The Super Company	100.00
	833.75
	6.00 %

All per Hour		This Year	
Gross	Net	Gross	Net
8676.25	662.00	500.00	500.00
2537.25	162.00	500.00	500.00
6638.75	500.00	500.00	500.00

Printed: 26/02/03 - 26/02/03 CHEQUE

Page: 1 of 1 Ask about receiving your pay advice by email or fax



Over 500,000 people receive an Attaché pay advice every payday. Pay advices can be sent electronically, with a special unlock code to ensure confidentiality.



Confidential document

To access the document, enter your unlock code and then press **View**.

Your unlock code:

[Forgot your code?](#)

Key features

Easily modified template for each employee

Only details that change, such as overtime, need to be entered each pay run. You can also look up and/or copy any previous pay. A great time saver!

Unlimited income, allowance and deduction choices

Attaché Payroll allows an unlimited number of income types to cater for various calculations and costing requirements (such as normal hours, overtime, study leave, and flexi time) and you can specify your own method of calculation.

Flexible payment methods

Payment methods include bank (to one or more accounts), cheque, cash (with cash analysis) and cash plus bank.

Normal, award and special pay rates

A normal and award rate can be stored for each employee. If required, you can enter a special rate when entering a pay.

Automatic pay generation facility

For employees who receive the same pay each payday, auto pays automatically generate the pay.

Customise pay advices

Design your own pay advices, with different layouts for different employees if you wish.

Pay points

A pay point on an employee's record directs pay advices to the employee's division, floor, building or branch. Pay point totals are also available.

The screenshot shows the 'Employee Enquiry' window for 'Joe Adelino'. The 'Pay Details' section is highlighted with a blue box. The 'Pay Point' field is set to 'OFFICE'. The 'Payment Method' is set to 'Bank'. The 'Pay Frequency' is 'Monthly' with a 'Base Hours per Month' of 173.3333. The 'Normal Rate per Month' is 5833.3400 and the 'Award Rate per Month' is 5833.3400. The 'Annual Salary (Calendar Year)' is 70000.08 and the 'Annual Salary (52 Weeks)' is 69808.30. The 'Company Bank Acct' is 01 and the 'G/L Bank Acct' is 46300. The 'Cost Centre' is ADMIN01 and the 'On Cost %' is 0.00.

Field	Value
Employee Code	ADEJ
Employee Name	Joe Adelino
Auto Pay	<input checked="" type="checkbox"/> Yes
Default Pay	Standard Pay
Employment Status	Full Time
Consolidate Lines	<input checked="" type="checkbox"/> Yes
Home Clock No	
Company Bank Acct	01
G/L Bank Acct	46300
Consolidate	<input checked="" type="checkbox"/> Yes
Pay Advice Form Code	
Pay Point	OFFICE
Payment Method	Bank
Tax Cert Category	Individual Non-Business
Clock Card No	
Pay Frequency	Monthly
Base Hours per Month	173.3333
Pay Rate Type	Month
Normal Rate per Month	5833.3400
Award Rate per Month	5833.3400
Maximum Pay per Month	0.00
Annual Salary (Calendar Year)	70000.08
Pay per Month	5833.34
Annual Salary (52 Weeks)	69808.30
Cost Centre	ADMIN01
On Cost %	0.00

Flexible pay rates and frequencies

You can enter a yearly, monthly, 4-weekly, bi-monthly, fortnightly, weekly or hourly pay rate for each employee, which does not have to correspond with their pay frequency. The calculated pay rate per hour can be printed on pay advices.

Leave accruals facility

Attaché Payroll caters for sick, annual, long service, rostered days, study leave and leave loading, and they can be calculated by date, pay or hours worked. You can also define two extra types of leave. Attaché Payroll automatically calculates outstanding leave liability for a given period and creates a journal entry for provision for leave liability.

Costing (option)

Costing allows extensive breakdown of payroll costs for businesses requiring financial analysis of the payroll. Costing allocations are automatic but can be adjusted at pay processing time if required.

Code	Description	Hours/Value	Rate	Cost Centre	LineTotal
N	Normal	32.0000	33.6539	ADMIN01	1076.92
N	Sick Leave	8.0000	33.6539	ADMIN01	269.23
N	Annual Leave	40.0000	33.6539	ADMIN01	1346.16
A	Leave Loading	40.0000	17.50	ADMIN01	235.58
A	Uniform Allowance	10.00		ADMIN01	10.00
E	9% The Super Company	2692.31	9.00	ADMIN01	242.31

Insert Mode

New Line Type: Code:

Value: Percent:

Cost Centre:

Joe Adelino

16/08/2006

Gross Pay	2937.89	Taxable Pay	2702.31
Tax	477.04	Vol. Tax	0.00
Net Pay	2460.85	Banking	0.00
Hours	80.0000		

Superannuation

You can automatically calculate superannuation and employee contributions, which can also be printed on pay advices. Calculations for juniors and casuals are based on monthly threshold and/or minimum hours per week.

PAYG tax deductions

Attaché Payroll automatically calculates tax deductions for each pay, taking into account the length of the pay period. You can enter multiple periods to accurately calculate tax for annual leave paid in advance. The tax amount can be manually changed and voluntary tax is available.

Calculation display minimises errors

When you enter a time sheet, on-screen calculations show the gross, tax, net and banking amounts, plus total hours. This gives you an instant indication of keying errors, which can then be rectified immediately.

Flexible time entry

Time sheet entry can be by hours, start/stop time or shifts, in decimals or minutes. You can enter pays as time sheets are received (such as daily) and then process them when the pay is due.

Adjustment pay facility

Adjustment pays can be used to reverse or adjust an employee's pay after the payroll has been processed.

Additional features

- Australia, New Zealand and Papua New Guinea reports and documents
- electronic banking
- global messages on pay advices
- labels and mailing details
- user-defined fields
- user-defined income types
- absentee history
- rounding of hours and currency
- Australian Medicare, HECS & SFSS deductions
- additional user logins

Attaché Payroll Options

Costings

Costings allows extensive breakdown of payroll costs for businesses requiring financial analysis of the payroll. Costing allocations are automatic but can be adjusted at pay processing time if required.

Groups

Groups are used where a number of employees are on the same pay rate or award or when staff are paid at variable rates depending upon the tasks they perform (such as supermarket staff). When rates change, only one record needs to be updated and this flows through to all employees in that group.

Shifts

You can set up multiple pay rates per shift. Attaché Payroll calculates overtime and meal allowances as well as unpaid breaks and additional amounts per hour.

Multi-Locations

Locations are ideal for businesses who maintain one central payroll but have multiple branches. Reporting is available for each location as well as for the consolidated payroll.

Notes

The Notes option makes it easy to keep track of details such as training attended, personal history and information required by legislation. Notes are printable and can be attached to each pay element as well as to employee records.

Super Export

Super Export for Attaché Payroll allows you to easily export employee superannuation payment details to super funds using either the new swimEC file format or a CSV (comma separated values) file format.

Attaché ODBC

Attaché ODBC allows you to link your Attaché Payroll data to other applications, such as Microsoft Excel and Word, to create additional custom-made reports.

Attaché Archive

Attaché Archive lets you easily create a backup of your Attaché data whenever you exit the software. And if you should ever need to go back, Archive includes a simple "restore" process.

Attaché Alex document delivery

Email or fax pay advices, payment summaries and other documents to employees. This is ideal for any business with staff who have an email address and those with casual or remote staff. To ensure confidentiality, each employee is given a personal "unlock code".

Attaché Customers
Attaché Suppliers
Attaché Products & Services
Attaché General Ledger
Attaché Payroll
Attaché Alex
Attaché ODBC
Attaché Archive



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