

Employee Information

Field	Description
Employee	The Employee field displays the employee whose information is currently being viewed or modified.
Location	This shows the location of the employee.
Pay Class	This field shows the Pay Class of the employee.
Pay Date	Enter the pay period ending date required in the Pay Date field. If you are entering the entire previous earnings for an employee (for example, just before your first live run), then the date entered must be a period ending date prior to the date for for which you last ran a End of Pay process.
Pay Frequency	This non-editable field displays the employee's pay frequency.
Number of Periods	The Number of Periods indicates the number of pay periods for this transaction. The number entered here will affect calculations made regarding the amount of tax withheld. For example, if a weekly employee is going on four weeks annual leave and is receiving advanced pay, enter 4. If this is not done, the holiday pay could be taxed at a much higher rate.

Pay Components

The Previous Earnings Summary section of the Previous Earnings Window is used to select Pay Components for entry or editing, and to summarise the financial outputs of those entries.

This section contains summaries on the following pay category types:

- Normal Hours
- Overtime Hours
- Sick Leave
- Annual Leave
- Long Service Leave
- Other Leave
- Additions Before Tax
- Deductions Before Tax
- Termination Components
- Gross Taxable Total
- Tax (Including Adjustments)
- Additions After Tax
- Deductions After Tax
- Net Pay
- Employer Contribution (superannuation)

All of these category types (excepting Terminations and Gross Taxable Total) can be accessed and edited in the Previous Earnings screen.

- When all entries have been completed for the employee, follow the menu path [Transactions > Process](#) or press <Ctrl> + <P> on the keyboard to process the Previous Earning adjustment.

Previous Earnings for Employee: Walker, Steve John

Transactions Employees Options

Employee Information

Employee: 021 (Walker) (Steve John) Pay End Date: 11/08/2005
 Location: NSW Pay Frequency: Weekly
 Pay Class: N/A Number of Periods: 8

Previous Earnings Summary

Pay Components	Hours	Value
Normal Hours	300	22,773.33
Overtime Hours	0	0.00
Sick Leave	0	0.00
Annual Leave	0	0.00
Long Service Leave	0	0.00
Other Leave	0	0.00
Adds Before Tax		1,500.00
Deds Before Tax		0.00
Termination Components		0.00
Gross Taxable Total		24,273.33
Tax (Incl Adjust)		10,194.32
Adds After Tax		0.00
Deds After Tax		0.00
Net Pay		14,079.01
Superannuation		
Employer Contribution		2,049.60

Normal Hours

Cost Account	Rate Type	Hours	Value
NSW001	Normal	300.00	22,773.33

Add... Delete

There are several reporting methods that can be used to verify the values entered for previous earnings. These include:

- **Reconciliation Report:** To access the Reconciliation Report from the menu, select [Reports > End of Year > Reconciliation Report](#). Previous Earnings are only included in the Reconciliation Report once the End of Pay process is performed.
- **Payroll Report:** To access the Payroll Report from the menu, select [Reports > Transactions > Payroll Report](#).
- **Employee Previous Earnings Report:** To access the Employee Previous Earnings report from the menu, select [Reports > General > Employee Previous Earnings](#). Previous Earnings are only included in the Previous Earnings Report once the End of Pay process is performed.

Choose the option most suitable to your requirements.

NOTE: Previous Earnings are only included in Payment Summaries once an End of Pay process is performed.