

What are the Different Transaction Types in SagePay?

All entry and processing of payroll calculations is performed under the [Transactions](#) menu.

The following types of transactions are available in SagePay:

- Timesheet
- Manual Calculation
- Terminations
- Adjustments.

Timesheet

To access Timesheets from the menu, select [Transactions](#) > [Enter Pays](#) > [Timesheet](#).

Pay Components	Hours	Value
Normal Hours	0	0.00
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	0	0.00
Deds Before Tax	0	0.00
Gross Taxable Total		0.00
Tax (Incl Adjust)		0.00
Adds After Tax	0	0.00
Deds After Tax	0	0.00
Net Pay		0.00
Superannuation		
Employer Contribution		0.00

Pay Class	Cost Account	Rate Type	Rate	Hours	Value	Auto Pay
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You can use Timesheets for entering:

- Normal Hours
- Leave Types
- Overtime
- Additions and Deductions

Employee Details can be seen in the header area of this window and if necessary, these details can be changed for the transaction that you are entering.

The details of the transaction are entered in the main grid and the Transaction Pay Summary section shows you the Gross, Tax and Net Pay values calculated as well as the value for Employer Contribution to Superannuation.

By clicking on the Timesheet Pay Summary options on the left, you can view details entered for that component type in the grid on the right.

For Annual Leave, Long Service Leave and Sick Leave you can also view the selected employee's leave balances.

Manual Calculation

To access Manual Calculation from the menu, select [Transactions > Enter Pays > Manual Calculation](#).

Manual Calculation Transactions

Transactions Employees Options

Employee Information

Employee [] Add Subtract

Location Generate Payment []

Pay Class Pay Frequency [] Pay Point []

Transaction Summary

Transaction Type	Advice No	No of Periods	This Pay			Last Pay		
			This Pay Gross	This Pay Tax	This Pay Net	Last Pay Gross	Last Pay Tax	Last Pay Net

Manual Calculation Pay Summary

Pay Components	Hours	Value
Normal Hours	0	0.00
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	0	0.00
Deds Before Tax	0	0.00
Termination Components		0.00
Gross Taxable Total		0.00
Tax (Incl Adjust)		0.00
Adds After Tax	0	0.00
Deds After Tax	0	0.00
Net Pay		0.00
Superannuation		
Employer Contribution		0.00

Normal Hours

Cost Account	Rate Type	Hours	Value

Add... Delete

The Manual Calculation option is used when you wish to enter a transaction with values that you have calculated manually.

For a Manual Calculation you are required to enter both the hours worked and the corresponding dollar value. You also need to manually enter the tax payable on the Manual Payment.

SagePay will automatically calculate the corresponding Net Pay value.

Manual calculations are useful as a means of recording payments that fall outside of the usual circumstances of the pay cycle; for example, where an employee may have been reimbursed through some other method such as Petty Cash. A manual pay can be created for the transaction, and by ensuring the no EFT is generated, it becomes a record only, with no further payment being made to the employee.

Terminations

To access Terminations from the menu, select [Transactions > Enter Pays > Terminations](#).

The screenshot shows the SagePay Termination screen. It includes the following sections:

- Employee Information:** Employee (dropdown), Generate Payment (checked), Pre July 1983, Post June 1983, Termination Date (21/09/2005), Retirement Date (21/09/2005), Total Days Employed, Termination Reason (dropdown), Trustee of Deceased Estate (radio), Non Dependant (radio), Total Years Employed.
- Transaction Summary:** A table with columns: Transaction Type, Advice No, No of Periods, This Pay Gross, This Pay Tax, This Pay Net, Last Pay Gross, Last Pay Tax, Last Pay Net.
- Termination Pay Summary:**

Component	Hours	Gross
Termination Components		
Annual Leave	0	0.00
Long Service Leave	0	0.00
Additions After Tax		0.00
Deductions After Tax		0.00
Other Components		
Sick Leave	0	0.00
Lump Sum Payment		0.00
Total Termination Pay	0	0.00
Tax		0.00
Net Pay		0.00
Superannuation		
Employer Contribution		0.00
- Marginal Rate Calculation:** Average Normal Gross (text field).
- Net Pay:** A table with columns: Account Name, BSB Number, Account Number, Value, Balance of Pay.
- Reset** button and **Total Value: 0.00**.
- Termination Advice Message** (text field).

The Terminations option is used to enter Termination details for an employee and to calculate their Termination Pay.

When the employee's Termination Date and Termination Reason are entered in this screen, SagePay will automatically calculate the employee's leave entitlements up to their termination date. SagePay automatically calculates the value of the termination pay based on leave entitlements in the employee's record.

Using the Termination Reason entered in the Employee Information section of the screen, SagePay will correctly allocate pay amounts to the appropriate Termination Pay Components and will calculate the applicable tax for each component.

The information entered in this screen will also be automatically added to the appropriate fields in Employee Maintenance for the selected employee.

Termination Components

The possible components of Termination Pay are:

Termination Component	Description
Component A	<p>If the reason for termination is bona fide redundancy, approved redundancy, approved early retirement or invalidity, then all unused annual leave and annual leave loading accrued, as well as unused long service leave accrued after 15/08/1978 is classified as Component A.</p> <p>For all other termination reasons (the most common being resignation), unused annual leave and annual leave loading accrued prior to 18/08/1993 and unused long service leave accrued after 15/08/1978 and prior to 18/08/1993 is classified as Component A.</p>
Component B	Unused long service leave accrued prior to 16/08/1978.
Component D	Bonafide Redundancy and Approved Early Retirement payments to the stipulated maximum value per completed year of service.
Eligible Termination Payment (ETP)	<p>Eligible Termination Payments</p> <p>An Eligible Termination Payment (or ETP) is issued on a separate ETP Payment Summary. It includes any payment in excess of the Component D threshold.</p> <p>ETPs also include Invalidity Payment Post 30 June 1994 and payments for Unused Sick Leave, Unused Rostered Days Off, Payment in lieu of notice, Superannuation and Golden Handshake/Handcuffs (Ex gratia payment).</p> <p>There are different taxation rules for Pre 1 July 1983 and Post 30 June 1983 Unused Sick Leave, Unused Rostered Days Off, Payment in lieu of notice, Superannuation and Golden Handshake/Handcuffs (Ex gratia payment).</p>
Post 17 August 1993 Component	Unused annual leave and annual leave loading accrued after 17/08/1993 and unused long service leave accrued after 17/08/1993 for all terminations other than bona fide redundancy, approved early retirement or invalidity.

Adjustment

To access Transaction Adjustments from the menu, select [Transactions](#) > [Adjustments](#) > [Transaction Adjustment](#).

A Transaction Adjustment adds or subtracts components from prior Pay Periods. This is a purely historical process and none of the adjustments made are reflected in the employee's current pay. Transaction Adjustments do not affect "This Pay" values.

Adjustments have no effect on an employee's actual pay. They only correct records for prior periods.

Transaction Adjustments will print on the Transaction Report in the period in which they are performed. When reports are run for previous pay periods, they will also be included.