



Alloc8 User Guide

Improved Payroll Reporting

Last Updated: November 2020

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Overview

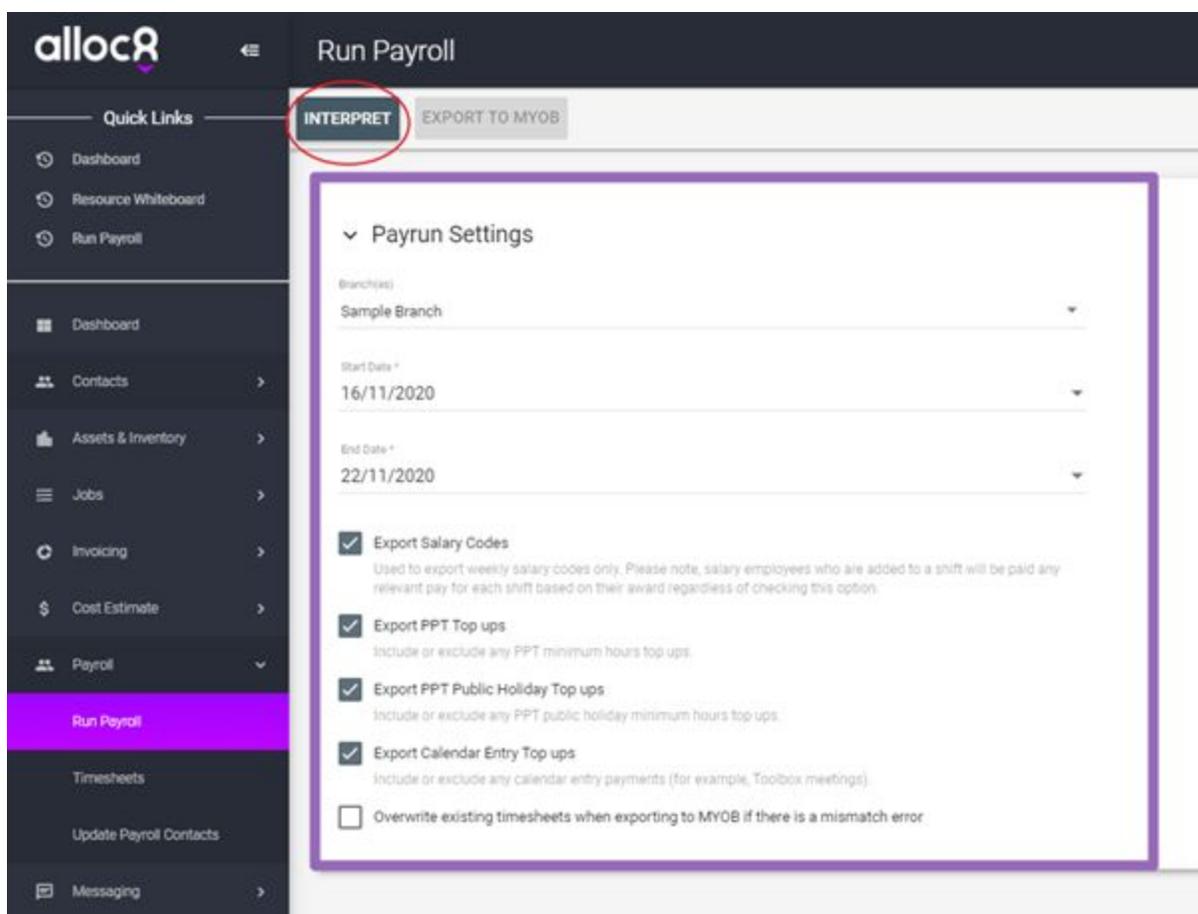
This feature allows you to report on payroll data prior to exporting (and finalising) payroll, including downloading preview Timesheet Summary PDFs for employees and running various reports that previously relied on exporting payroll.

Timesheet Summary PDF: Preview version

The Timesheet Summary PDF will allow you to view the weekly timesheet summary for a worker. You can interpret the payroll for the week then download a preview of the Timesheet Summary PDF to make any necessary adjustments prior to exporting the payroll.

Follow the step by step process for downloading the Timesheet Summary using interpreted data:

1. Click on Run Payroll.
2. Enter all the details on the screen, then click Interpret.



3. The payroll will be interpreted on the same screen.

Date	Name	Quantity	Employee No.	Employee	Pay	Start Date
CA300-1417	Ordinary	8	EMP001	David de los Santos	\$341.60	16/11/2020
CA301	Weekday Pen 1	2	EMP001	David de los Santos	\$49.04	16/11/2020
CA302	Weekday Pen 2	2	EMP001	David de los Santos	\$49.04	16/11/2020
CA302	Weekday Pen 2	1	EMP001	David de los Santos	\$49.04	16/11/2020
QEP01	Day Rate	8	EMP005	Aarth Samborough	\$172.24	16/11/2020
QEP011	Time and a half	2	EMP005	Aarth Samborough	\$44.39	16/11/2020
QEP021	Double Time	2	EMP005	Aarth Samborough	\$129.18	16/11/2020
GENAL	Meal Allowance	1	EMP005	Aarth Samborough	\$16.84	16/11/2020
GL00044	Commutations Allowance	8	EMP002	Aarth Samborough	\$1.04	16/11/2020

- Once you have successfully interpreted the payroll, you can download a Timesheet Summary PDFs for employees in that payrun. Click on Timesheet, then enter the details and select **'Use interpreted data'** from the options in this filter. The timesheet will be interpreted based on the pay run that you just interpreted. Then hit "Export timesheet".

EXPORT TIMESHEET RESET

Start Date: 16/11/2020 End Date: 22/11/2020

Branch: Sample Branch

Use exported data Use interpreted data

Aarth Samborough (EMP005)

- The Timesheet Summary PDF will be downloaded. Note that there will be a 'Preview' watermark on Timesheets that use interpreted data.

Name	Aarth Samborough	Employee Code	EMP005
Signal	Beating	Date	22/11/2020
Address			

Date	Job Details	Job Start	Break Start	Break Finish	Job Finish	TOTAL HOURS
Mon 16/11/2020	0242 - ABC Pty Ltd	06:00			18:00	12.00
Tue 17/11/2020	0243 - ABC Pty Ltd	06:00			18:00	12.00
Total Hours						24.00

Award Code	Earned Hours	Amount
QEP001	16.00	\$44.65
QEP011	4.00	\$129.18
QEP021	6.00	\$249.39
GENAL	2.00	\$33.68
GL00044	16.00	\$1.65
Total Earnings		\$771.15

- You can edit timesheets and re-interpret payroll as often as you like. Each time selecting 'Use Interpreted Data' will download the latest version of the Timesheet Summary PDF based on your most recent payroll interpretation.
- Once you have finalised all Timesheets, you can go ahead and export payroll as you usually would. **This stage is final.** Timesheets that are edited *after* payroll has been exported will not be updated in the Timesheet PDF Summary, or in reports (see next).

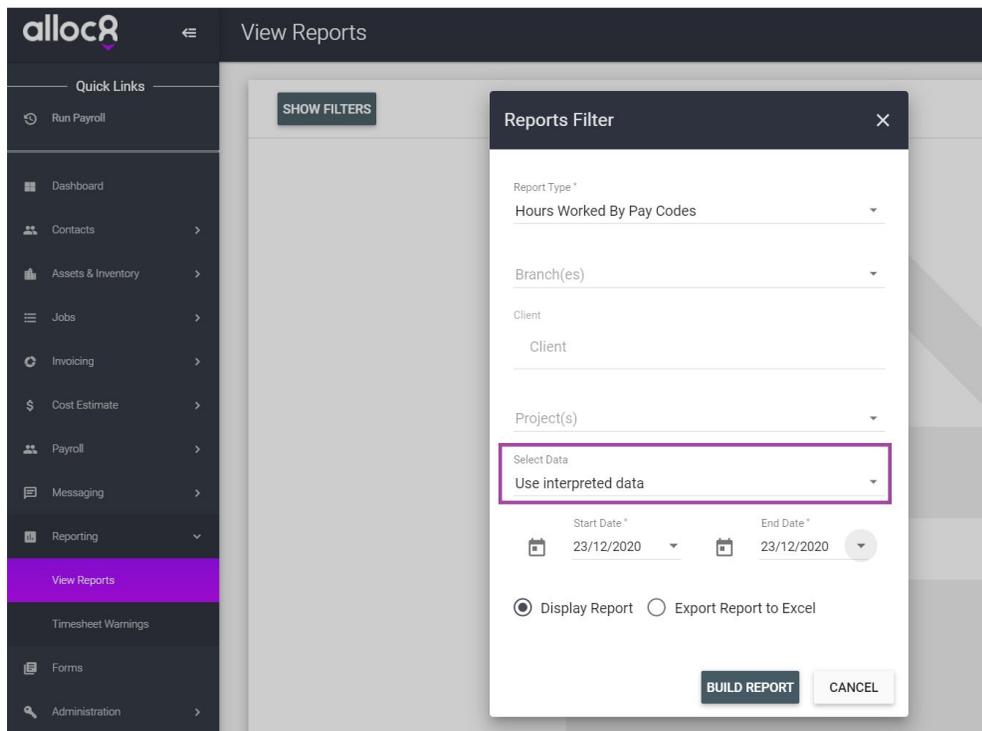
Report on Payroll using interpreted (unexported) data

You can now generate the following reports without having the need to export payroll

- Income vs Cost
- Income vs Cost (Preview Invoices)
- Income vs Cost (With Pay Detail)
- Hours Worked By Paycode
- Exported Timesheets
- Finance Margin

Follow these steps once you have interpreted payroll to generate a report using unexported data:

1. Go to *Reporting* and select *View Reports*
2. Click *Show Filters* and select the *Report Type* that you wish to generate
3. Select 'Use interpreted data' from the *Select Data* dropdown
4. Populate any required fields and build your report



The generated report will then use the data from your latest Payroll interpretation.

The screenshot shows the 'View Reports' page displaying a table of payroll data. The table has the following columns: Job Start Date, Ticket Number, Company Name, Company Code, Employee Code, Employee Name, Code(s), Qty, and Workforce Participations. The data is as follows:

Job Start Date	Ticket Number	Company Name	Company Code	Employee Code	Employee Name	Code(s)	Qty	Workforce Participations
2020-12-23T00:00:00	927	Acme Corporation	ACM2020	ALT00088	Arthur Morgan	V EBA1 CA TC DR	8	
2020-12-23T00:00:00	927	Acme Corporation	ACM2020	ALT00088	Arthur Morgan	V EBA1 CA TC AFN	3	
2020-12-23T00:00:00	927	Acme Corporation	ACM2020	ALT00088	Arthur Morgan	V EBA MEAL	1	
2020-12-23T00:00:00	927	Acme Corporation	ACM2020	ALT00088	Arthur Morgan	V EBA TRAV DR	1	
2020-12-23T00:00:00	927	Acme Corporation	ACM2020	ALT00088	Arthur Morgan	V CRIB WD	1	
2020-12-23T00:00:00	927	Acme Corporation	ACM2020	ALT00088	Arthur Morgan	V EBA INCL	2	
2020-12-23T00:00:00	927	Acme Corporation	ACM2020	EMP8124	Max Caulfield	CA10RD	8	
2020-12-23T00:00:00	927	Acme Corporation	ACM2020	EMP8124	Max Caulfield	CA10T1	2	

At the bottom of the table, it says 'Showing 1 to 8 of 8 entries' and 'Previous 1 Next'.