MYOB Exo Payroll FBAPS Rates Management

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Introduction

The latest release of MYOB Exo Payroll includes new features to help employers manage employees' FBAPS payments. This document provides an overview of all of the FBAPS rates available in the system, and the addition of the exception reporting.

Disclaimer

We recommend that you read the MBIE document "Holidays Act 2003: Guidance on annual holidays, family violence leave, bereavement leave, alternative holidays, public holidays and sick leave" to better understand how to meet your obligations as an employer. If you have further questions, it is best to seek legal advice to ensure you are meeting your obligations.

What is FBAPS?

FBAPS is an acronym used to encompass Family Violence Leave, Bereavement Leave, Alternative Leave, Public Holiday Leave, and Sick Leave.

These leave types use the same payment method – Relevant Daily Pay – and this document aims to educate the user on the methods available in Exo Payroll and how they work.

Note that the Holidays Act legislation and MBIE guidance advises that FBAPS is managed in days. As such this white paper refers to Days balances, and Daily rate management. If your FBAPS leave management is in Hours we recommend seeking advice on your Exo Payroll Setup if you are unsure.

What is Relevant Daily Pay?

Relevant Daily Pay (RDP) is the amount of pay that the employee would have received had they worked on the day concerned. For information on what is included in RDP please refer to MBIE guidelines.

In Exo Payroll, there are four options available to choose from to calculate Relevant Daily Pay:

- Standard Pay
- Average Daily Pay (ADP)
- Hourly Rate
- Special Rate

You will need to assess each employee's working pattern and situation to determine the best method. If the employee changes their work pattern you need to also re-assess their RDP method and update accordingly.

Getting Product Help

If you require assistance with your Exo Payroll Setup please contact our support team on <u>anzpayrollsupport@myob.com</u> or book a consultant by emailing <u>enterprise.services@myob.com</u>



Exo Payroll FBAPS Methods

Selecting Employees Rate Calculation Method

To select the appropriate method for an employee, go to the Employee Maintenance > Sick & Other Leave tab.

On the bottom right you will see an option to select the Relevant Daily Rate Method – Choose the method that applies for each employee from the dropdown list.

Employee Details Holiday Pay Sick & Other Leave Other Notes Standard Pa Employee: 4 Smith, Sandra Olive Iong Service Leave Entitlement Days: 0.00 Sick Pay Percentage Based Entitlement Days: 5.00 Sick Pay 0.00 Sick Pay Anniversary Date: 27/09/2020 Maximum Days Entitlement 20.00 0.00 LSL Cost Centre: 222 Variation of the pays Cost Centre: 12 Public Holidays Cost Centre: 22	🏎 Employee Maintenan	20 Employee Maintenance										
Employee: 4 Smith, Sandra Olive Sick Pay Percentage Based Annual Entitlement Days: 5.00 Sick Pay Anniversary Date: 27/09/2020 Maximum Days Entitlement 20.00 Cycle Months: 12 Remaining Balance: 8.50 Sick Pay Cost Centre: 22 Bereavement Leave 21 Eligible for Leave: 29/09/2018 Cost Centre: 22 Altemative Leave 21	Employee Details	Holiday Pay	Sick & Other	Leave	Other	Notes	Standard Pay					
Bereavement Leave Eligible for Leave: 29/09/2018 Cost Centre: 22 Alternative Leave	Employee: Sick Pay Percentage E Annual Entitlem Sick Pay Annive Maximum Days Cycle Months: Remaining Bale	4 Smith, S Based ant Days: [rsary Date:] Entitlement: [nce: [5.00 5.00 27/09/2020 20.00 12 8.50	Long S Entitlen Days A LSL Co Public Cost C	Service Leave nent Days: nent Date: xccrued: st Centre: Holidays entre:		0.00 // 0.00 22 22 					
Alternative Leave	Bereavement L Eligible for Leav Cost Centre:	e: 29/09/2	018 • 22	- Unpaid Cost C - Other I	d Leave entre: Leave Method: hift Leave	s	22					
Entitlement 0.00 Cost Centre: 22 Relevant Daily Pay Rate Method Average Daily Pay Letit Days	Alternative Leave Entitlement: Cost Centre:		0.00	Ean Relevi Avera	nily Violence Li ant Daily Pay F ge Daily Pay	eave	Edit Days					

When you are in the current pay, you will see the RDP method that has been selected on the pop out screen in the current pay – the selected method will be in blue.

Wanes	Pay Item	Units		Rate	Total	Employment Details		
mages	Salary				0.00	Standard Pay Salary		0
Allowences	Wages 40.00 hours 18.0000				720.00	Standard Pay Wages	720	
Allowances	Holiday Pay	days	days 0.0000	0.00	Employment Basis	Full-Tin	Full-Time / Permane	
In the Date of the	Sick Pay	0.00	hours	0.0000	0.00	Hours Per Pay Period	221	amprecep
Hourly <u>R</u> ate	Public Holiday	0.00	hours	0.0000	0.00	Hours Per Standard Day		
	Alternative Leave	0.00	hours	0.0000	0.00			
Salary	Bereavement Leave	0.00	hours	0.0000	0.00	Taxation Details		
	Family Violence Leave	0.00	hours	0.0000	0.00	ESCT Rate	Calculate	d Rate: 10
Deductions	Long Service Leave	0.00	days	0.0000	0.00		Concentrate	
	Unpaid Leave	0.00	hours					
<u>L</u> eave	Shift Leave	0.00	days		0.00			
		Other Leave 0.00 days 0.0000 0.00 Leave Calculation De				Leave Calculation Detail	5	
Costing	Taxable Allowances					Holiday Pay	Standard Day	History
	Pre-Tax Deductions				0.00	Rate Type Gross Lia	ble Days Paid	Daily R
PAYE	Gross Taxable Earnings				720.00	Standard Pay 720	.00 5.00	14
	PAYE (includes student loan rep	117.16	4 Week Average 3024	.00 20.00	15			
KiwiSaver	Employee KiwiSaver				0.00	12 Month Average 3024	00 20.00	15
	Non-Taxable Allowances				0.00	Relevant Rate		History
How Paid	Post-Tax Deductions				3.00	Relevant Daily Pay Rate Met	nod: Average Daily P	ay
	Rounding:				0.00	Rate Type Gross Lia	ble Hours Paid	Ra
Dave Paid	Net Pay				599.84	Standard Pay 720	.00 40.00	18.0
Daysraid	Employer KiwiSaver				0.00	Hourly Rate	100.00	18.0
	Employer Superannuation				0.00	Special Rate		0.0
ayslip Note							*Type use	d in calcula
Payslip <u>N</u> ote	Employer KiwiSaver Employer Superannuation				0.00	Average Daily Pay 3024 Hourly Rate Special Rate	00 160.00 *Type use	d in ca



Standard Pay Method

The Standard Pay method of FBAPS provides a standardised rate for employees who are not on a variable or changeable work pattern, based on the employees Standard Pay template.

This method calculates as follows:

Stan	Standard Pay Gross Liable = Daily/Hourly Rate									
Standa	rd Pay Days/Hours Paid									
Employee Maintenance			×							
Employee Details Holiday	Pay Sick & Other Leave Other Notes	Standard Pay	r							
Employee: 4	Smith, Sandra Olive									
Wages	Wages 21.2500	850.00								
Allowances	Salary	0.00								
Hourly <u>R</u> ate	Taxable Allowances	0.00								
Salary	Pre-Tax Deductions	0.00								
Deductions	Leave:	0.00								
	Gross Taxable Earnings	850.00								
	PAYE I Overnide	141.71								
Costing	KiwiSaver - employee contribution	0.00								
PAYE	- employer contribution	0.00								
<u>K</u> iwiSaver	Non-Taxable Allowances	0.00								
How Paid	Post-Tax Deductions	3.00								
Days Paid	Exo Days Paid		23							
Payslip Notes Days Paid: 5.00	Fc Days paid for Holiday Pay		2							
Agreed Definition of a Wee	Number of working Days in the pay period:		5.00							
	Agreed Definition of a Week (Days):		5.00							
👍 Prev : F7 🛛 📥 Next										
	Days paid for Average Daily Pay/Relevan	t Daily Rate	5.00							
	🔄 Save : F10 💽 Exit : E	sc								

- Gross payments liable for RDP will include only payments set up in the standard pay that are liable for Relevant Daily Pay
- Days Paid is the standard actual days paid that is set in the standard pay.
- If you are unsure, click on the Help icon in the Days Paid window.

Note: Standard Pay is the default option when adding a new employee, so you will need to check that this is the correct option for the employee concerned.



Average Daily Pay Method

If you cannot determine an employee's Relevant Daily Pay, you may use Average Daily Pay (ADP)

ADP Looks at the previous 52 weeks gross earnings liable and calculates the employees' average daily rate by dividing the gross value by whole or part days paid (including leave paid).

In Exo Payroll this will then divide daily rate by the standard hours per day.

IMPORTANT: You can only use the ADP method to pay FBAPS if you are in a DAYS setup for Holiday Pay in Exo Payroll. This is because the HA2003 ADP formula requires you to use ACTUAL DAYS paid to work out the ADP formula, and in Exo all leave divisors are driven from the global Holiday Pay Days/Hours setting.

Using this method in an Hours based leave set up will most likely result in incorrect valuation – please seek advise from an Exo Employer Services consultant if you are unsure on how to manage this in your Exo Payroll setup.

Track actual days paid

For this method you must track actual days paid in your current pay each pay period. The days paid tracked must include any days paid, including days worked and days on paid leave.

10/2 2/2 2	Pay Item	Unite		Rate	Total	Employment Details		
<u>w</u> ages	Salary	Units		Ruce	0.00	Standard Pay Salary		
	Wages	40.00	hours	23.5000	940.00	Standard Pay Wages		94
liowances	Holiday Pay	0.00 d	days	0.0000	0.00	Employment Basis	Full-	Time / Perma
	Sick Pay	0.00	hours 0.0000	0.00	Hours Per Pay Period	1	2 ANU/RECE	
fourly <u>R</u> ate	Public Holiday	0.00		0.0000	0.00	Hours Per Standard Day		
	Alternative Leave	0.00	hours	0.0000	0.00			
Salary	Bereavement Leave	0.00	hours	0.0000	0.00	Taxation Details		
	Family Violence Leave	0.00	hours	0.0000	0.00	ESCT Rate	Calcula	ted Rate: 3
eductions	Long Service Leave	0.00	days	0.0000	0.00			
	Unpaid Leave	0.00	hours					
Leave	TOIL	0.00	days	0.0000	0.00			
						Holiday Pay		
<u>C</u> osting	Taxable Allowances				0.00	Ordinary Daily Pate Metho	d. Higher Pate	Histor
	Pre-Tax Deductions			0.00 Rate Type Gross Li		iable Days Paid	Daily	
PAYE	Gross Taxable Earnings					Standard Pay 9	40.00 5.00	1
	PAYE (includes student loan repay	160.83	4 Week Average 45	70.75 21.00	2			
<u>K</u> iwiSaver	Employee KiwiSaver				0.00	12 Month Average 611	00.99 283.00	2
	Non-Taxable Allowances				0.00	Relevant Rate		Histor
How Paid	Post-Tax Deductions				0.00	Relevant Daily Pay Rate M	lethod: Average Dail	Pay
	Rounding:				0.00	Rate Type Gross I	able Hours Pai	1 1
Davs Paid	Net Pay				779.17	Average Daily Pay 611	40.00 40.00	23
	Employer KiwiSaver				0.00	Hourly Rate		23
avslin Note	Employer Superannuation				0.00	Special Rate		0
all and the second							*Type us	ed in calcul

Note if you are using Time and Attendance, or importing days paid from another system, this will be populated automatically.



To view history, go to **Employee Maintenance** > **Sick & Other Leave tab**, and click on the **[Edit Days]** button to view the pay history and days paid for employees.

Employee I	Details	Holiday Pay	Sick & Other Leave	Other	Notes S	Standard Pay
Employ		3 Hought	on Jannot Favo			
- Sick F	Deu	5 Jriougnu	on, Jannett aye	or Convice Leave		
E Por	conterro F	Record		ig Service Leave		
Annua	d Entitleme	ent Davs:	Ent	itlement Days:		0.00
Sick P	av Annivo	rean/Date:	27/09/2020 Dec	itiement Date.	11	
Mavim	um Deve	Entitlement	20.00	Cost Centre:		12
Quelo	Montho:	Linutement. j	12	2 0000 001110.	1	12
Dama	ining Dele		950 - Pu	blic Holidays		
Rema	uning bala	ince. j	0.50	et Centre:		12
0.10		. –		st OBINE.	1	12
SICK P	ay Cost C	entre:	12			
			On	paid Leave		
Berea	vement Le	eave		st Centre:		12
Eligible	e for Leav	e: 29/09/2	018 👻			
Cost C	entre:		12 Ott	ner Leave Method	is	
		1		<u>S</u> hift Leave	Other Lea	ve
				Eamily Violence L	eave	
Altern	ative Leav	/e		Journet Deile Deur	Data Mathed	
Entitle	ment		0.00	levant Daily Pay	Hale Mellou	
Cost C	Centre:		12 Av	erage Daily Pay	- Edit	Days
		,				
4	Prev : F7	Next : F8	Sind: F9	Save : F10 🛛 🕋 D	elete : F6 🗾 💽 E	xt:Esc
Relevant D	Prev : F7	Next : F8	🔍 Find: F9 😭	Save : F10 🛛 🕋 D	elete : F6 🛛 💽 E	xt:Esc
Relevant D	Prev : F7	Next : F8	Find : F9	Save : F10 D	elete : F6 🛛 💽 E	xt : Esc
Relevant D	Prev : F7 Days Paid H	Next : F8 istory Pay Date [29/12/2019	Physical Pay Date	Save : F10 D	elete : F6 E	st : Esc Selected
Relevant D Number 118 120	Prev : F7 Days Paid H Type Current Current	► Next : F8 istory Pay Date 29/12/2019 05/01/2020	Find : F9 E Physical Pay Date 31/12/2019 07/01/2020	Save : F10 D	elete : F6 E	Selected Yes
Relevant D Number 118 120 121	Prev : F7 Days Paid H Type Current Current Current		Find : F9 Find : F9 Physical Pay Date 31/12/2019 07/01/2020 14/01/2010	Save : F10 Cross Pay 940.00 940.00 940.00	elete : F6 E Days Paid 5.00 5.00 5.00	Selected Yes Yes Yes
Relevant D Number 118 120 121 122	Prev : F7 Days Paid H Type Current Current Current Current	istory Pay Date 29/12/2019 05/01/2020 12/01/2020 19/01/2020	Find: F9 Find: F9 Physical Pay Date 31/12/2019 07/01/2020 14/01/2010 21/01/2020	Save : F10 D Gross Pay 940.00 940.00 940.00 1257.25	elete : F6 E Days Paid 5.00 5.00 6.00	Selected Yes Yes Yes Yes
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Relevant D Number 118 120 121 122 123 124 125 126 127 128 129 130	Prev : F7 Days Paid H Type Current Current Current Current Current Current Current Current Current Current Current	Pay Date 29/12/2019 05/01/2020 12/01/2020 19/01/2020 26/01/2020 09/02/2020 16/02/2020 23/02/2020 01/03/2020 08/03/2020 15/03/2020	Find : F9 Find : F9	Gross Pay 940.00 940.00 940.00 1257.25 1081.00 1327.75 1468.75 1151.50 1081.00 1151.50 1327.75 1398.25	elete : F6 E Days Paid 5.00 5.00 5.00 6.00 6.00 6.00 6.00 5.00 6.000 6.000 6.000 6.000 6.000 6.0000 6.000 6.0	X : Esc Selected Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
Relevant C Number 118 120 121 122 123 124 125 126 127 128 129 130 131	Prev : F7 Days Paid H Type Current Current Current Current Current Current Current Current Current Current Current Current Current	Pay Date 29/12/2019 05/01/2020 12/01/2020 12/01/2020 26/01/2020 26/01/2020 09/02/2020 16/02/2020 03/03/2020 15/03/2020 22/03/2020	Pind: F9 Find: F9 Physical Pay Date 31/12/2019 07/101/2020 14/01/2010 14/01/2010 21/01/2020 28/01/2020 28/01/2020 11/02/2020 11/02/2020 18/02/2020 25/02/2020 10/03/2020 10/03/2020 10/03/2020 24/03/2020	Gross Pay 940.00 940.00 940.00 940.00 940.00 940.00 940.00 1257.25 1081.00 1327.75 1468.75 1151.50 1081.00 1151.50 1328.25 1338.25 1292.50	elete : F6 E E Days Paid 5.00 5.00 6.00 6.00 6.00 6.00 6.00 6.00	Selected Yes
Relevant D Sumber 118 120 121 122 123 124 125 126 127 128 129 130 131 133	Prev : F7 Days Paid H Type Current Current Current Current Current Current Current Current Current Current Current Current Current Current Current Current	Istory Pay Date 29/12/2019 05/01/2020 12/01/2020 19/01/2020 26/01/2020 09/02/2020 16/02/2020 23/02/2020 01/03/2020 15/03/2020 22/03/2020 29/03/2020	Pind: F9 Find: F9 Physical Pay Date 31/12/2019 07/101/2020 4/101/2010 14/101/2010 21/01/2020 28/01/2020 64/02/2020 11/02/2020 11/02/2020 18/02/2020 25/02/2020 10/03/2020 11/03/2020 11/03/2020 24/03/2020 31/03/2020 31/03/2020	Gross Pay 940.00 940.00 940.00 1257.25 1081.00 1327.75 1468.75 1151.50 1081.00 1151.50 1081.00 1151.50 1398.25 1398.25 1292.50 940.00	elete : F6 E E	Selected Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
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Relevant D 118 120 121 122 123 124 125 126 127 128 129 130 133 133 134	Prev : F7 Days Paid H Type Current	Pay Date 29/12/2019 05/01/2020 12/01/2020 26/01/2020 05/01/2020 26/01/2020 05/02/2020 05/02/2020 05/02/2020 01/03/2020 15/03/2020 29/03/2020 05/04/2020	Physical Pay Date 31/12/2019 07/01/2020 14/01/2010 21/01/2020 28/01/2020 04/02/2020 11/02/2020 25/02/2020 03/03/2020 11/03/2020 24/03/2020 31/03/2020 07/04/2020 23/03/2020 10/03/2020 21/03/2020 21/03/2020 31/03/2020 07/04/2020 E Totals: Selected Totals:	Cross Pay 940.00 940.00 940.00 1257.25 1081.00 1327.75 1468.75 1151.50 1081.00 1327.75 1398.25 1292.50 940.00 940.00 940.00	elete : F6 E E	X : Esc Selected Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes

If there are any errors in the days paid that have been tracked, you may update these in this window.



Hourly Rate Method

The relevant rate can be drawn from the employee's hourly wage rate that is setup in Standard Pay.

This option is suitable for waged employees whether they are full-time/part-time or casual, who you can determine the hours to pay for the day they are taking the leave.

Note: Exo Payroll will only look at the first Hourly Rate if you are using multiple wage rates.

Special Rate Method

The Special rate is a Labour Inspector/Agreed Rate or Higher

Employers and employees can agree on a specific daily rate to be used for leave valuation. This rate must be equal to or greater than the Relevant Daily Pay for the employee.

When this option is selected, an extra field becomes available; enter the special rate into this field. Exo Payroll will always compare the rate entered here with the rate derived from all other available methods. If any other method gives a rate higher than the value specified for special rate, the higher rate will be used.

Employee Maintenance									
Employee Details Holiday Pay	Sick & Other Leave	Other	Notes Star	ndard Pay					
Employee: 6 George Sick Pay Percentage Based Annual Entitlement Days: 1 Sick Pay Anniversary Date: Maximum Days Entitlement: 0 Cycle Months: 1 Remaining Balance: 1 Sick Pay Cost Centre: 1 Bereavement Leave Eligible for Leave: 12/09/2	Thomas Russell Long Entitle A0.00 11/09/2020 160.00 12 80.00 21 Unpa Cost 0 018 Other	Service Leave ment Days: ment Date: Accrued: ost Centre: Centre: Centre: Centre: Centre: Centre:	21	0.00					
Cost Centre:	21 <u>5</u>	Shift Leave	Other Leave						
Entitlement	0.00 Relev	vant Daily Pay Ra	ate Method						
Cost Centre:	21 Spec	ial Rate	23.500	00					
Prev : F7 Next : F8	🔍 Find : F9 😭 Sav	e : F10 Dele	te:F6 💽 Exit:	Esc					

Note: Exo Payroll records this as an hourly rate, so where your agreed rate is a daily rate, you will need to derive an hourly rate by dividing the daily rate by the Hours Per Standard Day that has been set for the employee.



Allowance Liability for FBAPS

In Exo Payroll, payments such as Leave, Wages and Salary are automatically added as Gross Payments Liable for Relevant Daily Pay calculations.

In the Allowance set up, you have the option to make the allowance payment liable for Relevant Daily Pay if you wish.

En Allowance Maintenance	8
Code:	
Coue.	Giobal Giobal
Name:	Saturday Payment
	Taxable O Non-Taxable
Calculation Method:	Fixed Dollar Amount
Amount:	0.0000
Pay Rate Type:	All Maximum Number: 0.00
Wage Rate Code:	
Туре:	Normal
Cost Centre:	Employee's Default
Override Tax Rate:	
1. C.	Historical Allowance
Add to Gross for Holi	day Pay
Add to Groce for Sup	er Vot Liable for ACC Eligible for PG
Add to Gross for Rele	evant Daily Rate Z Add to Gross for KiwiSaver 🔽 Exclude from Ordinary Earnings
Ľ	
🔶 Prev : F7	➡ Next : F8 🔍 Find : F9 📑 Add : F4 🔂 Delete : F6 💽 Exit : Esc

When ticking the Add to Gross for Relevant Daily Rate this affects calculations as follows.

- **Standard Pay:** If you add this allowance payment to the employees Standard Pay, and your employees Relevant Daily Rate method is set to Standard Pay as per the settings mentioned earlier in this document, this allowance will be included in the calculation for Relevant Daily Pay.
- Average Daily Pay: If you pay this allowance at any time, it will be included in the 52week average history calculations used to calculate ADP.

myob

Average Daily Pay Exception Report

Processing FBAPS Leave in Exo Payroll

When using the Standard Pay, Average Daily Pay and Special Rate methods, it's important to pay the correct number of hours for leave taken, based on your employees Hours Per Standard Day setting. This ensures that the correct portion of a day is paid, and the correct portion of a daily rate is paid.

I.e. If your employee has an Hours Per Standard Day setting of 8hrs, at any time the employee takes a full FBAPS day off, you must pay 8 hours. This will calculate the correct Daily rate based on the method selected.

Following on from that example, if they take a half day, you would pay 4hours.

Example:

- Janet Houghton's ADP rate is \$218.22
- Janet has a standard day of 8hrs set, which calculates to an average hourly rate:
 - \$218.22 / 8hrs = \$27.28
- If Janet takes a half day, she is paid 4 hours, which calculates 50% of a daily rate
 - (\$218.22 / 8hrs = \$27.28) x 4hrs = \$109.12

An example of an incorrect calculation would be a scenario where Janet was paid 4.5hours for a half day whilst her standard day was set to 8.

- The system will calculate: (\$218.22 / 8hrs = \$27.28) x 4.5hrs = \$122.76
- This has calculated 56% of a daily rate so overpaid Janet by 6%

🚥 Leave Management		×
3 (HOUGHTON)	Houghton, Jannet Faye	
Summary	Sick / Special	Employment Details
		Standard Pay Salary 0.00 Standard Pay Wages 940.00
Holiday	Entitlement Days: 5.00	Employment Basis Full-Time / Permanent
	Entitlement Date: 30/11/2020	Default Cost Centre 12 Akld/Reception
Sick	Remaining Balance: 19.00	Hours Per Pay Period 0.00 Hours Per Standard Day 8.00
	Hours Taken: 8.00	
D.A.C. U.S.A.	Hours per standard day 8.00	Taxation Details
Public Holiday	Deve to Reduce Entitlement	Tax Code M ESCT Pate Caladated Pater 20.0%
		ESCI Rate Calculated Rate: 50.0%
Alternative	Sick Pay Amount: 1 Override 218.22	
	Cost Centre: 12	
<u>B</u> ereavement		Leave Calculation Details
		Holiday Pay History History
Family Violence		Rate Type Gross Liable Days Paid Daily Rate
		Standard Pay 940.00 5.00 188.00
	Sick Pay Note	4 Week Average 4570.75 21.00 217.65
Long Service		12 Month Average 61100.99 283.00 215.90
		Relevant Rate History
<u>U</u> npaid		Relevant Daily Pay Rate Method: Average Daily Pay
		Rate Type Gross Liable Hours Paid Rate
TO <u>I</u> L		Average Daily Pay 61100.99 2240.00 27.2772
		Hourly Rate 23.5000
Other Leave		Special Rate 0.0000
		*Type used in calculation
	Save : F10 Exit : Esc	



ADP Exception Report and Warning Messages

The latest version of Exo Payroll has introduced warning messages and an exception report to highlight where an employee's portion of a day paid is incorrect and will equate to an under or over payment to the employee.

1. Warning messages will appear in the current pay when leave paid is entered manually:

Exe Leave Management	:				×
3 (HOUGHTON) Houghton, Janet Faye		22		
Summary	Sick / Special			Employment Details Standard Pay Salary	0.00
Holiday	Entitlement Days: Entitlement Date:	5.00		Standard Pay Wages Employment Basis Default Cost Centre	940.00 Full-Time / Permanent 12 Akld/Reception
<u>S</u> ick	Remaining Balance:	19.00		Hours Per Pay Period Hours Per Standard Day Agreed Definition of a Week	0.00 8.00 5.00
Public Holiday	Hours Faken. Hours per standard day: Days to Reduce Entitlement:	8.00	Dates Taken	Taxation Details Tax Code ESCT Rate	M Calculated Rate: 30.0%
Alternative	Sick Pay Amount: Cost Centre:	verride 190.94			
Bereavement		,		Leave Calculation Details Holiday Pay Rate as on: 12/04	4/2020 History
Eamily Violence			Warning	Ordinary Hourly Rate Method Hi	ober Rate
Long Service		Sick Pay Note	The F	lours Taken value does not match i ement value, based on the hours p	the Days to Reduce ber standard day.
<u>U</u> npaid			This r trans	may result in under or over paymen action.	t of this leave
TO <u>I</u> L			Are ye	ou sure you want to keep this valu	e? 00 .78
Other Leave				Ye	s No 00
	13 s	Gave : F10 💽 Exit : Esc			

2. If there are transactions in the pay with incorrect payment values, a warning message will appear when saving or exiting the current pay, or if you try to create a direct credit file without correcting the transactions.





3. Click [Yes] to the above message and you will be provided with the ADP exception report which will highlight incorrect payments.

En	ADP Except	ion													8
	Filters Leave Types: Employment S	All tatus: All		•	Clear <u>F</u> ilters	Sort Ord Sort By: F	er PayNumber Descending		•	View:	Vi	iews ⊑ 🔗 🖽 🖽	•		
	Pay Number [▲]	Pay Period End Date	Pay Frequency	Employee Code	Alpha Code	Surname	First Name	Employee Status	Leave Type	e		Hours per Standard Day	Hours Taken	Days to Reduce	Suggested A Days to Reduce
	135	12/04/2020	Weekly	3	HOUGHTON	Houghton	Janet Faye	Permanent	Sick Pay			8.00	7.00	1.00	0.88
	1 1														▼
	< <p>Export Exit : Esc</p>														

In this example we can see that the employee is being paid 1 day of sick leave, but only being paid 7hrs for that day. The employees' standard day is 8 so the employee is being underpaid for this day

Note: Clicking [No] to the message will allow you to progress the pay process without correcting the payments.

4. If you use the Pay List view to manage your pays, you will see the [ADP Exception] button to action the report for any open current pay.

E	🚥 Pay List									83
[Filters From: 22/04/20	019 💌 To: 22/05/2	020 🗸	Pay Frequency:	All 💌	Pay Type: All	Clear <u>F</u> ilte	rs		
	Pay Number	Physical Pay Date	Start Date	End Date	Pay Frequency	Status	Pay Type	Staff Count	Gross Paid IRD Status	
	135	14/04/2020	06/04/2020	12/04/2020	Weekly	Open	Current	12	9717.47	
1	134	07/04/2020	30/03/2020	05/04/2020	Weekly	Closed	Current	12	9164.13	
	133	31/03/2020	23/03/2020	29/03/2020	Weekly	Closed	Current	12	9164.13	
	131	24/03/2020	16/03/2020	22/03/2020	Weekly	Closed	Current	11	8696.43	
	130	17/03/2020	09/03/2020	15/03/2020	Weekly	Closed	Current	11	8740.38	
	129	10/03/2020	02/03/2020	08/03/2020	Weekly	Closed	Current	11	8731.68	
[128	03/03/2020	24/02/2020	01/03/2020	Weekly	Closed	Current	11	8349.43	
	127	25/02/2020	17/02/2020	23/02/2020	Weekly	Closed	Current	11	8320.13	
[126	18/02/2020	10/02/2020	16/02/2020	Weekly	Closed	Current	11	8555.43	
	125	11/02/2020	03/02/2020	09/02/2020	Weekly	Closed	Current	11	8955.08	
[124	04/02/2020	27/01/2020	02/02/2020	Weekly	Closed	Current	11	8566.88	
	100	20/04/2020	20/01/2020	20/04/2020	Madde	Cleared	Current	**	0404.02	
	中 Create : F4	Edit : F5	Delete : F6	Report : F9	Pay Sheet	Exception Direct	t Credit 🛛 🖌 Ug	odateCreate EI File	Export	Exit : Esc

Notes:

- These exception reports and warnings will only show up when rates are set to Days, and the employee is set to Standard Pay or ADP rates.
- If you wish to correct the transactions, go to the employee's current pay record and amend either the hours to pay, or the day to reduce the balances by, and continue with the pay process.
- The ADP exception report can be exported to Excel.