

# User Guide

# Ascender Pay Express



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# Introduction

## What is Ascender Pay Express?

Ascender Pay Express has been developed as a tool to assist with bulk upload of new records into Ascender Pay. It is designed to replace manual bulk data upload spreadsheets, in order to reduce manual processing and provide efficient and timelier data processing.



Processing of records in Express follows these basic steps.

1. Data entry, either line by line or via bulk upload.
2. Save and validate.
3. Submit for approval.
4. Check, validate and move to Ascender Pay for processing.

**NOTE**

Express interfaces to the Ascender Pay Bulk API Upload tool. For details of the functionality of this tool please refer to the Bulk API Upload User Guide.

## Express Users

There are two types of Express users: Submitters and Approvers.

### Submitters

A Submitter has access to input records. They are able to enter and complete basic validation on those records and submit them to an Approver. Only records which have been successfully validated and have no errors may be submitted to an Approver.

Submitters can load new records individually line by line, or use the Bulk Upload option to load a prepared .csv file with multiple records.

### Approvers

An Approver has access to review and validate records which have been submitted to them and move them to Ascender Pay for processing. Generally, Approvers are not able to modify the original record submitted to them. Approvers can review and either approve the record or reject them which refers them back to the Submitter for correction. Only records which have been successfully validated and have no errors may be moved into Ascender Pay.

## Express Access

Access to Ascender Pay Express is controlled via Roles assigned within 'FE600 - Ascender Pay Extend User/Group Security' located on menu 9800. Access may be granted to Ascender Pay Extend or PUI users.

Users must be defined in 'FE700 – User Maintenance' and then added to an Express Role via 'FE600 – Ascender Pay Extend User/Group Security'.

#### NOTE

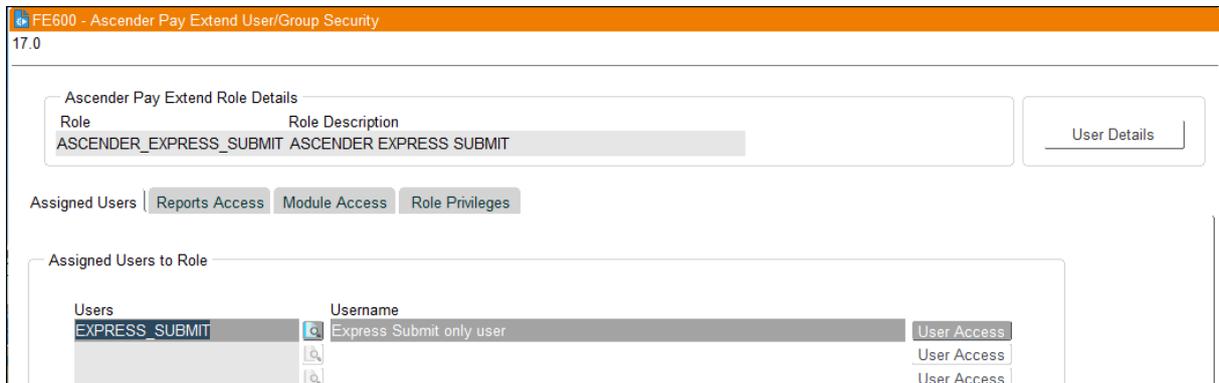
Refer to the Application Administration and Extend User Guides for details of user creation and security setup via FE700 User Maintenance.

To setup access for Submitters, assign the user to the ASCENDER\_EXPRESS\_SAVE role within the 'Assigned Users' tab of FE600 and save, as follows:

The screenshot shows the 'FE600 - Ascender Pay Extend User/Group Security' interface. The 'Assigned Users' tab is active, displaying a table of assigned users. The role 'ASCENDER\_EXPRESS\_SAVE' is selected, and the user 'EXPRESS\_SAVE' is assigned to it. The user's username is 'Express Save only user'.

Users	Username	User Access
EXPRESS_SAVE	Express Save only user	User Access

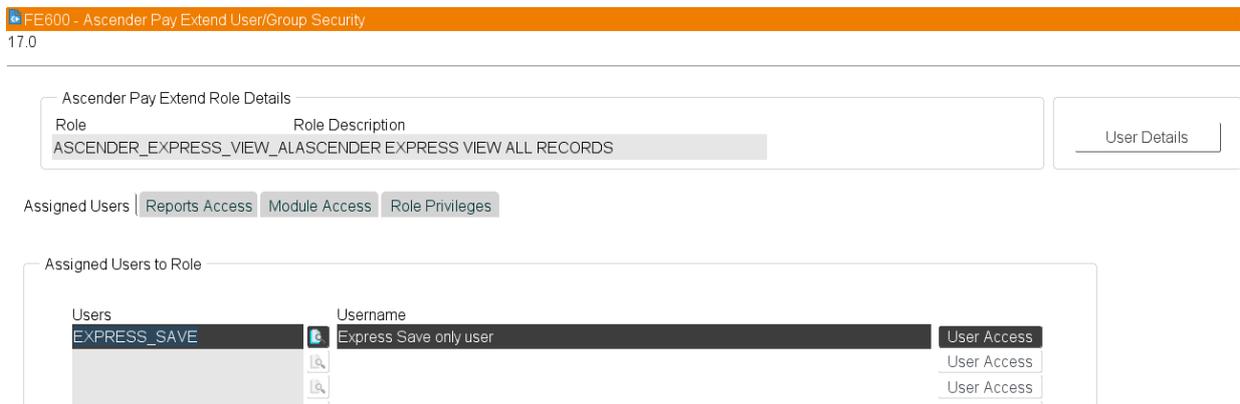
To setup access for Approvers, assign the user to the ASCENDER\_EXPRESS\_SUBMIT role within the 'Assigned Users' tab of FE600 and save, as follows:



Unless assigned view all access, Submitters and Approvers will only be able to view the records that they created within the 'All Records' and 'History' sections of Express pages.

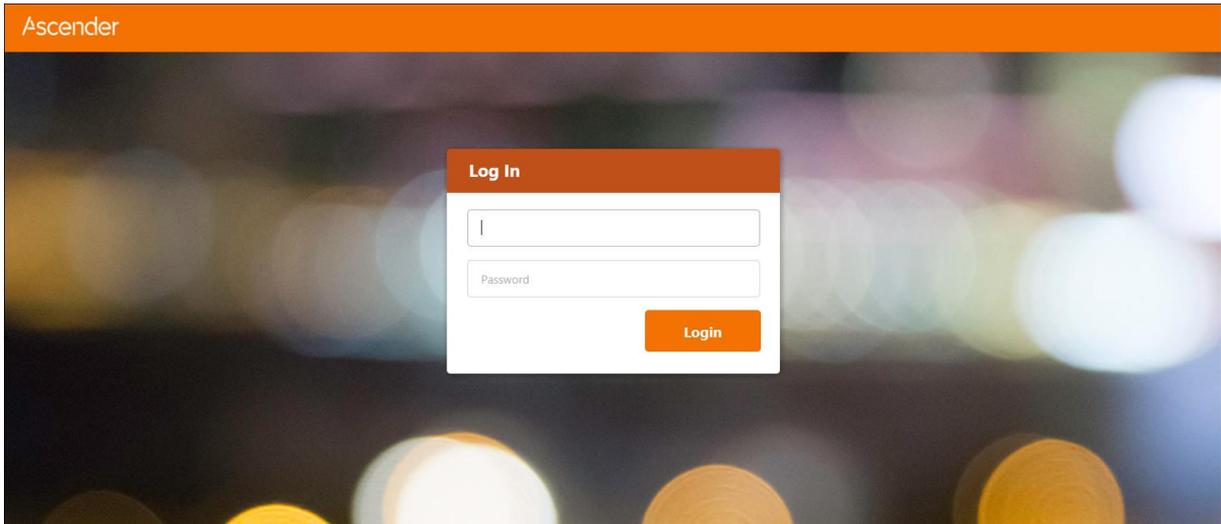
However access may be granted to allow users to view all records in the 'All Records' and 'History' sections.

To grant this access, assign the user(s) to the ASCENDER\_EXPRESS\_VIEW\_ALL role within the 'Assigned Users' tab of FE600 and save, as follows:



After users have been assigned to a role (either Submitter or Approver) they may login to Ascender Pay Express.

Login credentials (username and password) will be the same as those used for access to Extend or the PUI.



The Ascender Pay Express pages can be accessed via the main menu links on the left side of the screen.



## Adhoc Payments

Use this form to insert adhoc payments for 'S' Salary and 'A' Allowance type paycodes.

By default, paycodes linked to leave codes cannot be entered.

If there are additional paycodes that you wish to exclude from selection in this form, add them to the following code rule:

Group	EXPRESS	Ascender Pay Express
* Kind	PAYCODE	Payroll Codes
Rule	PAYCODE_EXCLUDE	Adhoc Payments Exclude Pay codes

Once successfully approved and submitted to Ascender Pay the records can be viewed for each employee in FC924 - Timesheet Entry.

The payments are loaded into Ascender Pay as confirmed timesheets. If you need to change or delete a loaded timesheet record it must first be unconfirmed via FC924 – Confirmed Timesheet Entry.

To begin adding Adhoc Payment records, click on the menu link to open the page. When first accessing the page where no records have been saved the page will display as follows.

Ascender Bonus & Adhoc Payment

Add the details for new Bonus and Adhoc Payment for submission to Ascender. Once you have entered the details click on 'Save' to automatically validate and save your work to complete later or 'Submit to Ascender'. You can also load data from a CSV file and view records which have already been saved or submitted.

Create New Records

Select No. of Rows: 25 Search by Employee

Employee No. Δ	Employee Name	Job No. Δ	Paycode Δ	Paycode Description	Workdate Δ	Unit Δ	Rate Δ	Comments Δ	One Off flag Δ	Status	Reject Reason
----------------	---------------	-----------	-----------	---------------------	------------	--------	--------	------------	----------------	--------	---------------

Buttons: Load CSV Data, Download CSV template, Delete, Save, Validate, Send to Payroll, New Record

Navigation: All Records, History

Only records which have been created by the logged in user will display in the 'Create New Record' section. The user will not be able to view or update records which have been created by other users in this section.

### Adding individual payment records

1. Click on the 'New Record' button, and a new blank row will be added.

**Create New Records**

Select No. of Rows: 25      Search by Employee: \_\_\_\_\_

Employee No. Δ	Employee Name	Job No. Δ	Paycode Δ	Paycode Description	Workdate Δ	Unit Δ	Rate Δ	Comments Δ	One Off Flag Δ	Status/Reject Reason
<input type="checkbox"/>									No	

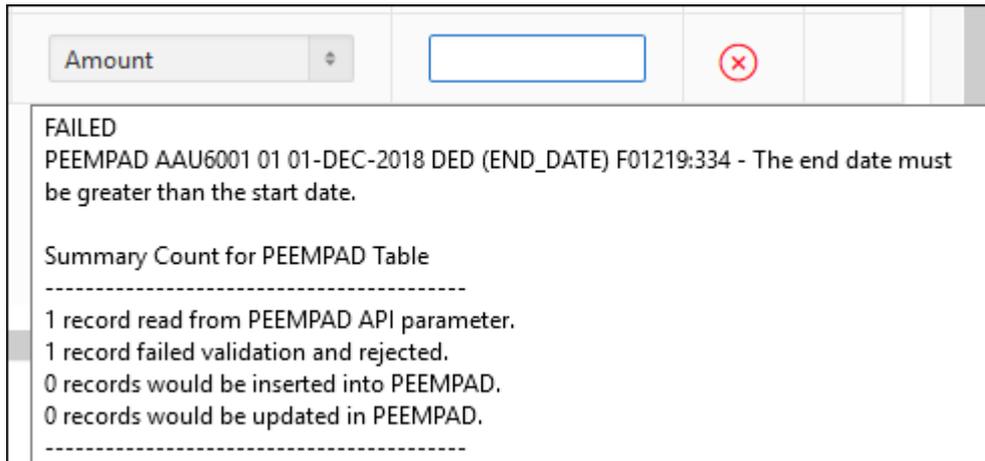
**New Record**

Load CSV Data    Download CSV template    Delete    Save    Validate    Send to Payroll

2. Enter the following field data:

<b>Employee No</b>	Select a value from the lookup provided or type in the number if known. Search option is available.
<b>Employee Name</b>	Automatically populated when a valid employee number is entered.
<b>Job No</b>	Select a value from the drop-down list or type in the number if known.
<b>Paycode</b>	Select a value from the lookup provided. Search option is available.
<b>Paycode Description</b>	Automatically populated when a valid paycode is entered.
<b>Workdate</b>	Select the date that the payment is applicable to.
<b>Unit</b>	Enter the number of units.
<b>Rate</b>	Enter the payrate for the payment. RC806 Payroll Processing will multiply the number of units by the rate entered.
<b>Comments</b>	This is an optional field. Limited to 50 characters.
<b>One Off Flag</b>	Select from list - Yes / No. Default is No.
<b>Status</b>	This is system generated. After the record is saved, this will show the status of the record and will be updated as the record is processed.
<b>Reject Reason</b>	This will be populated if the record has been rejected by the Approver and a reason was entered by them.

3. Click on the 'Save' to automatically validate and save the new record. Note ALL records will be saved. This means if there are any other unsaved records they will also be saved.
4. The records must be validated before they can be 'Send to Payroll' to the Approver. Once the records are validated it will show the status of each record under the Status column as an image icon. Place the cursor on the Status icon to see the details on the status. For example:



5. If any records fail validation, correct the record and click on the 'Save' button to validate again and save the changes.
6. Once the record status shows as  select the record(s) and click on the 'Send to Payroll' button to send the record(s) to the Approver for checking.
7. To delete records, select the records using the check box provided. Click on the 'Delete' button to delete the records permanently.

*Note: A warning message will display to confirm/cancel the deletion. If there are any unsaved records existing and deletion is confirmed, the unsaved records will also be deleted.*

8. If you want to copy existing records, select the records to be copied using the check box provided. Then click on the 'New Record' button. In order to avoid duplication, the copied record will not save unless at least one change is made to it.

## Loading Bulk Records

This feature enables Submitters to bulk load multiple records in one step, rather than adding them individually line by line.

The load file must be in Comma Separated Value (CSV) format with each column separated by a comma. For example:

```
Employee No., Job No., Paycode, Workdate, Unit, Rate, Comments, One Off Flag
AY4545, 01, BON, 28/1/2019, 1.00, 1000.00, EOY Bonus, Y
B000001, 01, JURY, 28/1/2019, 1.00, 1500.00, Base rate, Y
CW0002, 01, DIRFE, 28/1/2019, 1.00, 800.00, Board fee, Y
AY4545, 01, DPP, 28/1/2019, , 3.00, 50.00, REF456254, N
```

The CSV Template in correct format may be downloaded and saved locally for update. Click the 'Download CSV template' button and save the template to a convenient location.

Each template includes one example record which should be overwritten when adding your records for upload.

It is recommended that the CSV file be edited using Notepad++ or a similar editor. Care should be taken if opening and editing using excel as some formats may be lost when saving which could invalidate the data, eg, leading zeros dropped or date and number formats modified.

The file layout is described below. Records must be in the same order as this layout.

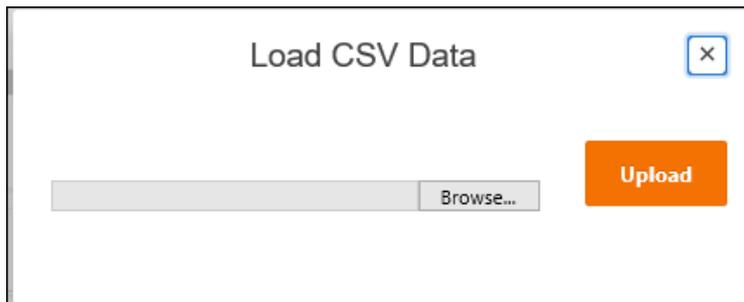
Field	Format
Employee No	Alphanumeric (10)
Job No	Alphanumeric (2)
Paycode	Alphanumeric (5)
Workdate	Date (DD-MM-YYYY)
Unit	Numeric (10)
Rate	Numeric (12)
Comments	Alphanumeric (50)
One Off Flag	Y or N

These will be the columns highlighted in the page with the symbol  alongside the column heading.

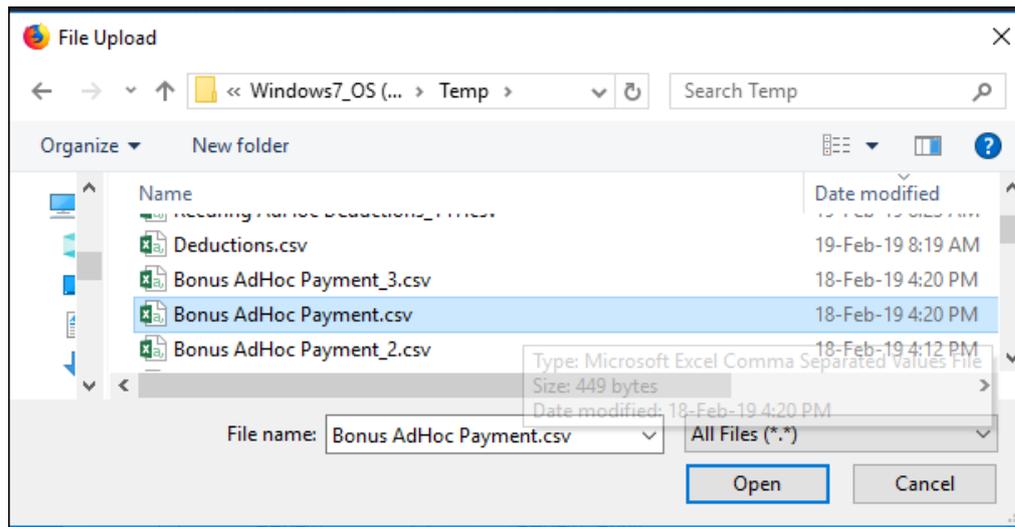


To load a CSV file, follow these steps:

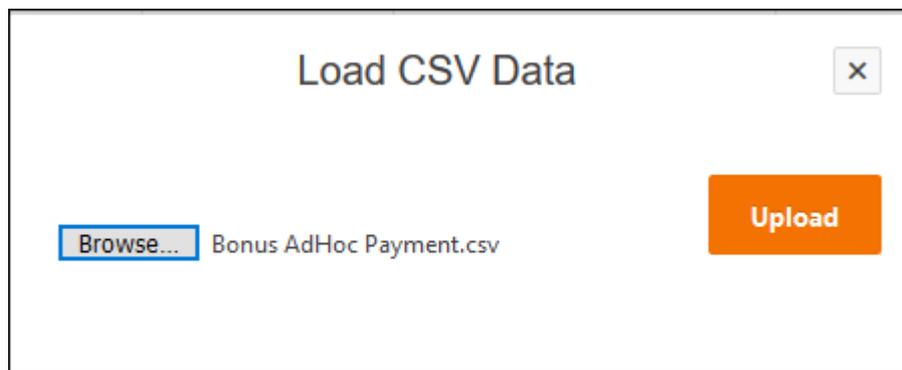
1. Click on the 'Load CSV Data' button.
2. Click on the 'Browse' button to locate your CSV file.



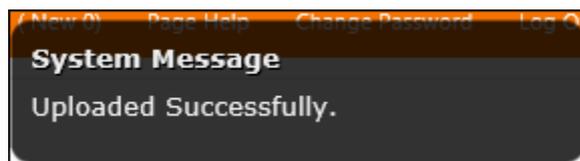
3. Locate and select your CSV file.



4. Click on the 'Open' button.
5. Click on the 'Upload' button.



6. The window will close and System Message 'Uploaded Successfully' displays.

**NOTE**

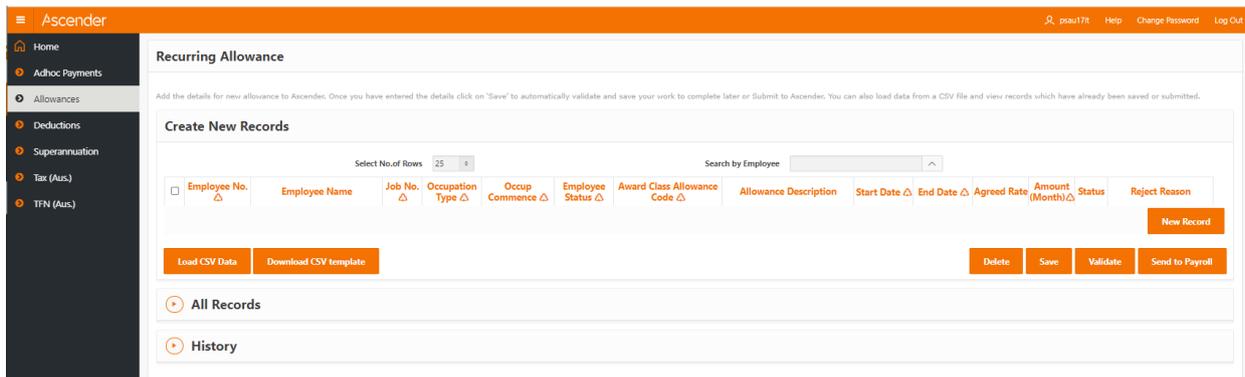
Records uploaded will not be validated at this point other than to check that the upload file meets the format required. To validate the loaded records, select them using the checkbox then click on the 'Validate' button.

# Allowances

This form is used to upload Allowances for employees.

Once successfully approved and submitted to Ascender Pay the records can be viewed for each employee under the applicable occupancy record in FC790 – Employee Occupancy Detail.

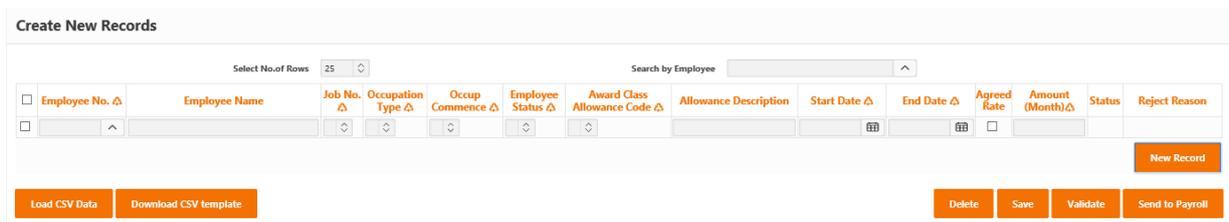
To begin adding Allowance records click on the menu link to open the page. When first accessing the page where no records have been saved the page will display as follows.



Only records which have been created by the logged in user will display in the ‘Create New Record’ section. The user will not be able to view or update records which have been created by other users in this section.

## Adding individual Allowance records

1. Click on the ‘New Record’ button, and a new blank row will be added.



2. Enter the following field data:

<b>Employee No</b>	Select a value from the lookup provided or type in the number if known. Search option is available.
<b>Employee Name</b>	Automatically populated when a valid employee number is entered.
<b>Job No</b>	Select a value from the drop-down list.
<b>Occupation Type</b>	Select the Occupation type applicable for the allowance e.g. SUB, CON or HDA.
<b>Occup Commence</b>	This list will default from the occupancy records for the employee. Select the applicable occupancy commence date from the list of values.

<b>Employee Status</b>	This will default based on the occupancy records selected above.
<b>Award Class Allowance Code</b>	Select a value from the lookup provided. Search option is available.
<b>Allowance Description</b>	Automatically populated when a valid paycode is entered.
<b>Start Date</b>	Select the start date for the allowance. Mandatory
<b>End Date</b>	Select the end date for the allowance. If left blank the value will default to 31-DEC-2049 when loaded into Ascender Pay.
<b>Agreed Rate</b>	Check this box if the Allowance is an agreed rate allowance. If checked an Amount must also be entered.
<b>Amount</b>	<p>Enter the amount for agreed rate allowances only. This will be the monthly value of the allowance. Once processed successfully into Ascender Pay, the Yearly, Fortnightly, Daily and Hourly rates will be automatically calculated based on the Monthly value entered.</p> <p>For normal allowances the amounts leave the Amount blank. The value will be applied when the record is loaded into Ascender Pay in accordance with the rates defined for the allowance against the applicable Award/Classification for the employee's occupancy.</p>
<b>Status</b>	This is system generated. After the record is saved, this will show the status of the record and will be updated as the record is processed.
<b>Reject Reason</b>	This will be populated if the record has been rejected by the Approver and a reason was entered by them.

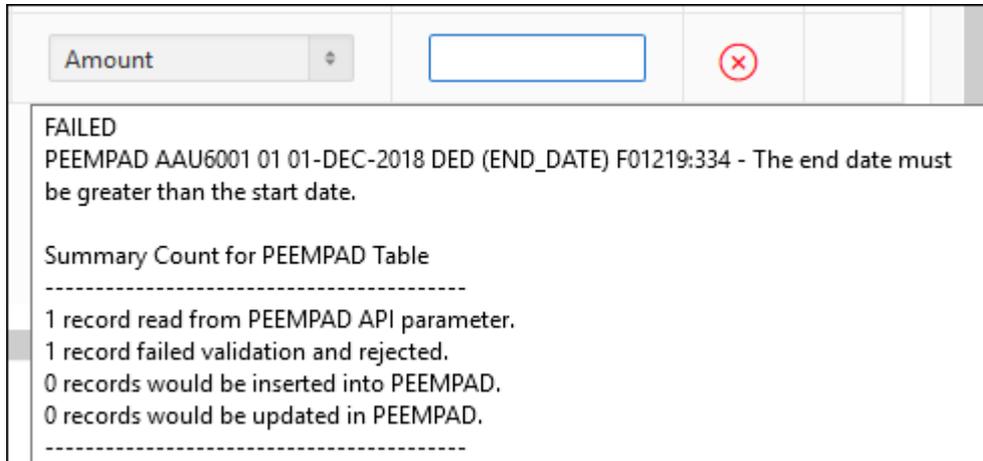
3. Click on the 'Save' button to automatically validate and save the new record. Note ALL records will be saved. This means if there are any other unsaved records they will also be saved.
4. The records must be validated before they can be 'Sent to Payroll' for Approval. Select all records on the page by clicking on the checkbox in the top left corner of the list, or select individual records by checking the box at the beginning of the row.

### Create New Records

Select No.of Rows 
Search

	Employee No.	Employee Name	Job No.	Paycode
<input checked="" type="checkbox"/>	AAU9001	AAU9001, Aleena's test emp	01	AL5
<input checked="" type="checkbox"/>	AC2006	AC26Surname, AC26Firstname	1	HKCOM

Once the records are validated, it will show the status of each record under the Status column as an image icon. Place the cursor on the Status icon to see the details on the status. For example:



5. If any records fail validation, correct the record and click on the 'Save' button to validate again and save the changes.
6. Once the record status shows as  select the record(s) and click on the 'Send to Payroll' button to send the record(s) to the Approver for checking.
7. To delete records, select the records using the check box provided. Click on the 'Delete' button to delete the records permanently.

*Note: A warning message will display to confirm/cancel the deletion. If there are any unsaved records existing and deletion is confirmed, the unsaved records will also be deleted.*

8. If you want to copy existing records, select the records to be copied using the check box provided. Then click on the 'New Record' button. In order to avoid duplication, the copied record will not save unless at least one change is made to it.

## Loading Bulk Records

This feature enables Submitters to bulk load multiple records in one step, rather than adding them individually line by line.

The load file must be in Comma Separated Value (CSV) format with each column separated by a comma. For example:

```
Employee No.,Job No.,Occupancy Type,Occomp Commence,Employee Status,Award,Classification,Allowance Code,Start Date,End Date,Agreed Rate,Amount
AB0850,01,SUB,20/05/2019,PE,TAB,TAB,CA,20/05/2019,31/12/2049,N,
AB0840,01,SUB,15/08/2017,PT,TAB3,TAB3,CA,15/08/2017,31/12/2020,N,
AB0840,01,HDA,20/05/2019,PE,ENE,MG,CA,01/10/2018,25/10/2019,N,
```

The CSV Template in correct format may be downloaded and saved locally for update. Click the 'Download CSV template' button and save the template to a convenient location.

Each template includes one example record which should be overwritten when adding your records for upload.

It is recommended that the CSV file be edited using Notepad++ or a similar editor. Care should be taken if opening and editing using excel as some formats may be lost when saving which could invalidate the data, e.g. leading zeros dropped or date and number formats modified.

The file layout is described below. Records must be in the same order as this layout.

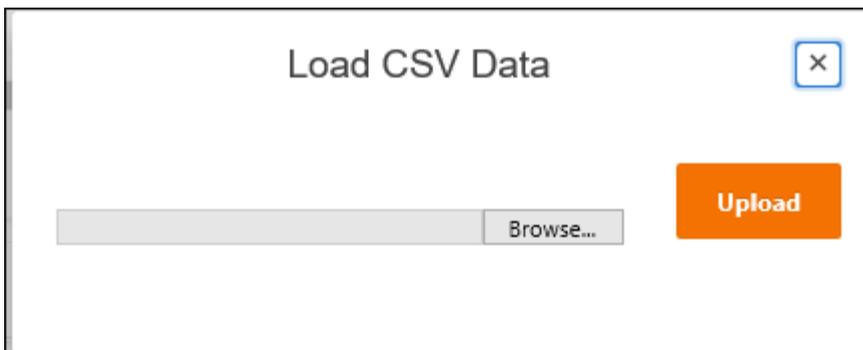
Field	Format
Employee No	Alphanumeric (10)
Job No	Alphanumeric (2)
Occupancy Type	SUB or CON or HDA
Occup Commence	Date (DD/MM/YYYY)
Employee Status	Alphanumeric (50)
Award	Alphanumeric (5)
Classification	Alphanumeric (5)
Allowance Code	Alphanumeric (5)
Start Date	Date (DD/MM/YYYY)
End Date	Date (DD/MM/YYYY)
Agreed Rate	Y or N
Amount	Number (12)

These will be the columns highlighted in the page with the symbol  alongside the column heading.

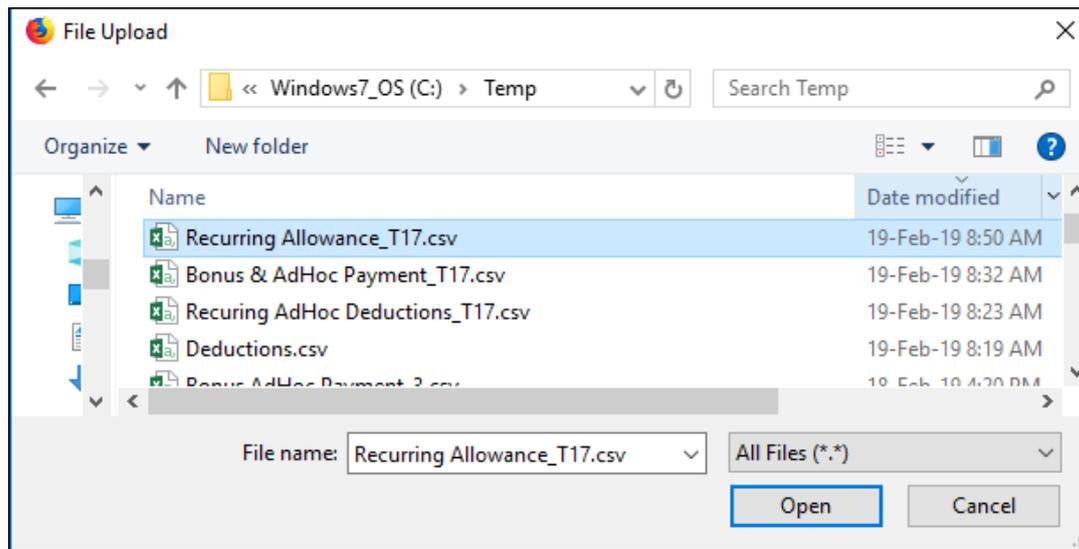


To load a CSV file, follow these steps:

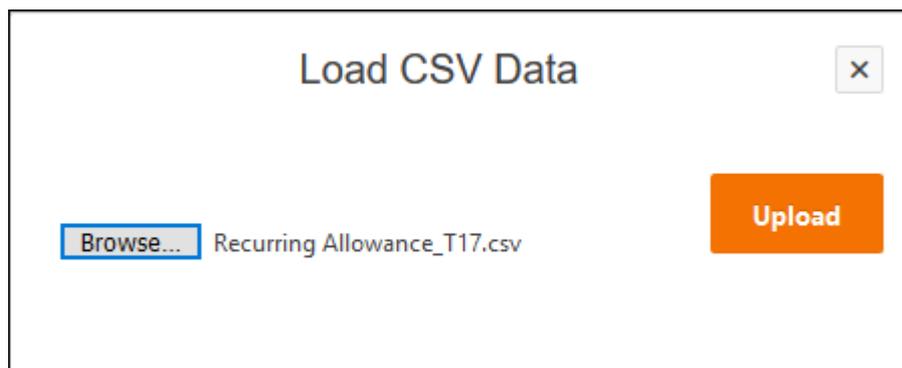
1. Click on the 'Load CSV Data' button.
2. Click on the 'Browse' button to locate your CSV file.



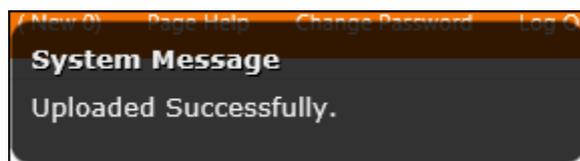
3. Locate and select your CSV file.



4. Click on the 'Open' button.
5. Click on the 'Upload' button.



6. The window will close and System Message 'Uploaded Successfully' displays.



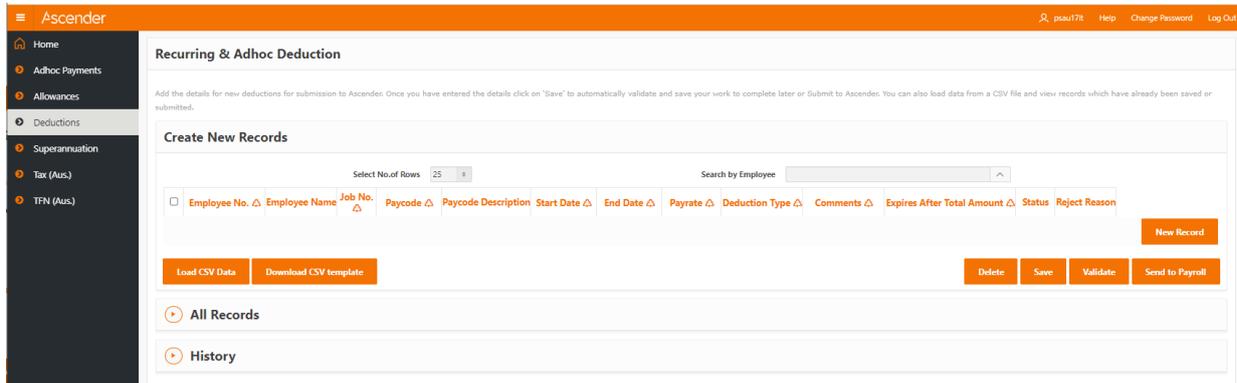
**NOTE**

Records uploaded will not be validated at this point other than to check that the upload file meets the format required. To validate the loaded records, select them using the checkbox then click on the 'Validate' button.

# Deductions

This form is used to upload Deductions for employees. Once successfully approved and submitted to Ascender Pay the records can be viewed for each employee in FC795 – Employee Pay Distribution and Taxation.

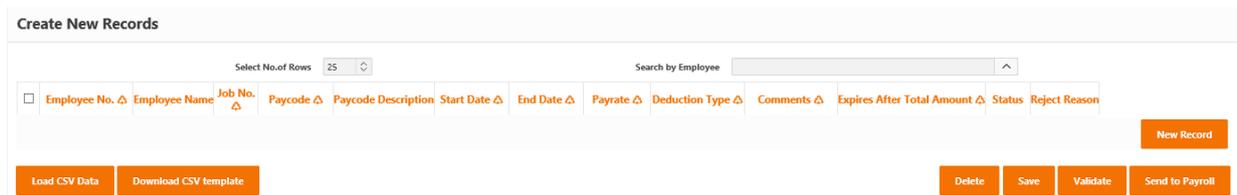
To begin adding Deduction records, click on the menu link to open the page. When first accessing the page where no records have been saved the page will display as follows.



Only records which have been created by the logged in user will display in the ‘Create New Record’ section. The user will not be able to view or update records which have been created by other users in this section.

## Adding individual deduction records

1. Click on the ‘New Record’ button, and a new blank row will be added.

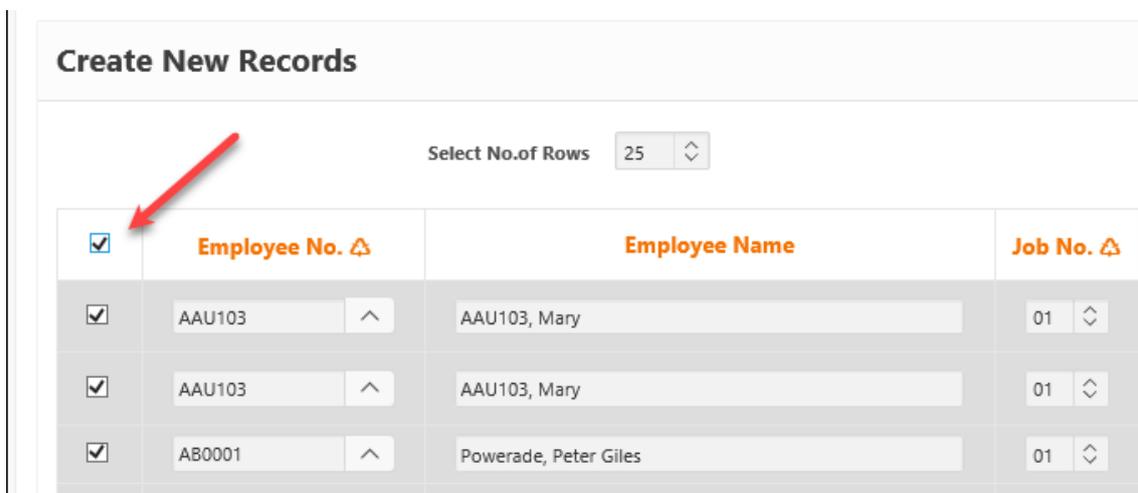


2. Enter the following field data:

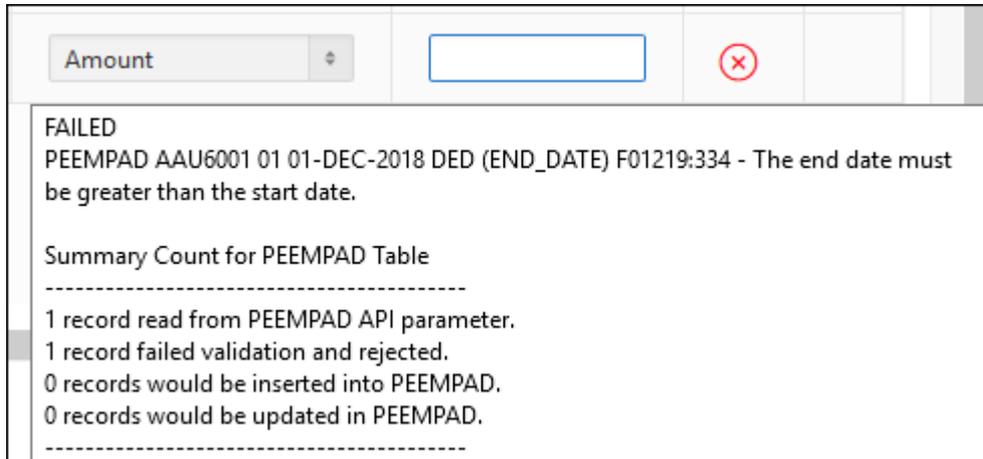
<b>Employee No</b>	Select a value from the lookup provided or type in the number if known. Search option is available.
<b>Employee Name</b>	Automatically populated when a valid employee number is entered.
<b>Job No</b>	Select a value from the drop-down list or type in the number if known.
<b>Paycode</b>	Select a value from the lookup provided. Search option is available. Only ‘D’ (deduction) type paycodes are listed.
<b>Paycode Description</b>	Automatically populated when a valid paycode is entered.

<b>Start Date</b>	Select the start date for the deduction. Ideally should be the beginning of a pay period.
<b>End Date</b>	Select the end date for the deduction. This is not mandatory as deductions may be open ended.  <b>Note:</b> if the actual start date entered for a deduction is in the middle of a pay period, the deduction will be taken for the period. Likewise, if the actual end date for a deduction is in the middle of a pay period, the deduction will still be taken for the period.
<b>Payrate</b>	Enter the payrate for the deduction. This will either be a dollar value or a percentage value depending upon the Deduction type selected.
<b>Deduction Type</b>	Select 'Amount' or 'Percentage of Salary' from the drop-down list.
<b>Comments</b>	This is an optional field. Limited to 50 characters.
<b>Expires After Total Amount</b>	Enter the value that the deduction will expire after. RC806 – Payroll Processing will reduce the amount entered in this field (in FC795) by the value entered in the 'Payrate' field each time it makes a deduction. The payroll processing will keep deducting until the value equals '0.00'.
<b>Status</b>	This is system generated. After the record is saved, this will show the status of the record and will be updated as the record is processed.
<b>Reject Reason</b>	This will be populated if the record has been rejected by the Approver and a reason was entered by them.

3. Click on the 'Save' button to automatically validate and save the new record. Note ALL records will be saved. This means if there are any other unsaved records they will also be saved.
4. The records must be validated before they can be 'Sent to Payroll' to the Approver. Select all records on the page by clicking on the checkbox in the top left corner of the list, or select individual records by checking the box at the beginning of the row.



Once the records are validated, it will show the status of each record under the Status column as an image icon. Place the cursor on the Status icon to see the details on the status. For example:



5. If any records fail validation, correct the record and click on the 'Save' button to validate again and save the changes.
6. Once the record status shows as  select the record(s) and click on the 'Send to Payroll' button to send the record(s) to the Approver for checking.
7. To delete records, select the records using the check box provided. Click on the 'Delete' button to delete the records permanently.

*Note: A warning message will display to confirm/cancel the deletion. If there are any unsaved records existing and deletion is confirmed, the unsaved records will also be deleted.*

8. If you want to copy existing records, select the records to be copied using the check box provided. Then click on the 'New Record' button. In order to avoid duplication, the copied record will not save unless at least one change is made to it

## Loading Bulk Records

This feature enables Submitters to bulk load multiple records in one step, rather than adding them individually line by line.

The load file must be in Comma Separated Value (CSV) format with each column separated by a comma. For example:

```
Employee No., Job No., Paycode, Start Date, End Date, Payrate, Deduction Type, Comments
AB0005, 01, AMP, 14/03/2019, , 2.55, A, ref 45987A
AB0005, 01, DED, 14/03/2019, , 15.96, A, ref B3495
AB0005, 01, MBF, 14/03/2019, , 10.55, A,
AB0029, 01, CSA, 28/02/2019, 31/2/2020, 5.65, A, case BDF4567
```

The CSV Template in correct format may be downloaded and saved locally for update. Click the 'Download CSV template' button and save the template to a convenient location.

Each template includes one example record which should be overwritten when adding your records for upload.

It is recommended that the CSV file be edited using Notepad++ or a similar editor. Care should be taken if opening and editing using excel as some formats may be lost when saving which could invalidate the data, eg, leading zeros dropped or date and number formats modified.

The file layout is described below. Records must be in the same order as this layout.

Field	Format
Employee No	Alphanumeric (10)
Job No	Alphanumeric (2)
Paycode	Alphanumeric (5)
Start Date	Date (DD/MM/YYYY)
End Date	Date (DD/MM/YYYY)
Payrate	Number
Deduction Type	Alpha (1)
Comments	Alphanumeric (50)
Expires After Total Amount	Alphanumeric (7)

These will be the columns highlighted in the page with the symbol  alongside the column heading.

<input type="checkbox"/>	Employee No. 	Employee Name	Job No. 	Paycode 	Paycode Description
--------------------------	--	---------------	---	---	---------------------

To load a CSV file, follow these steps:

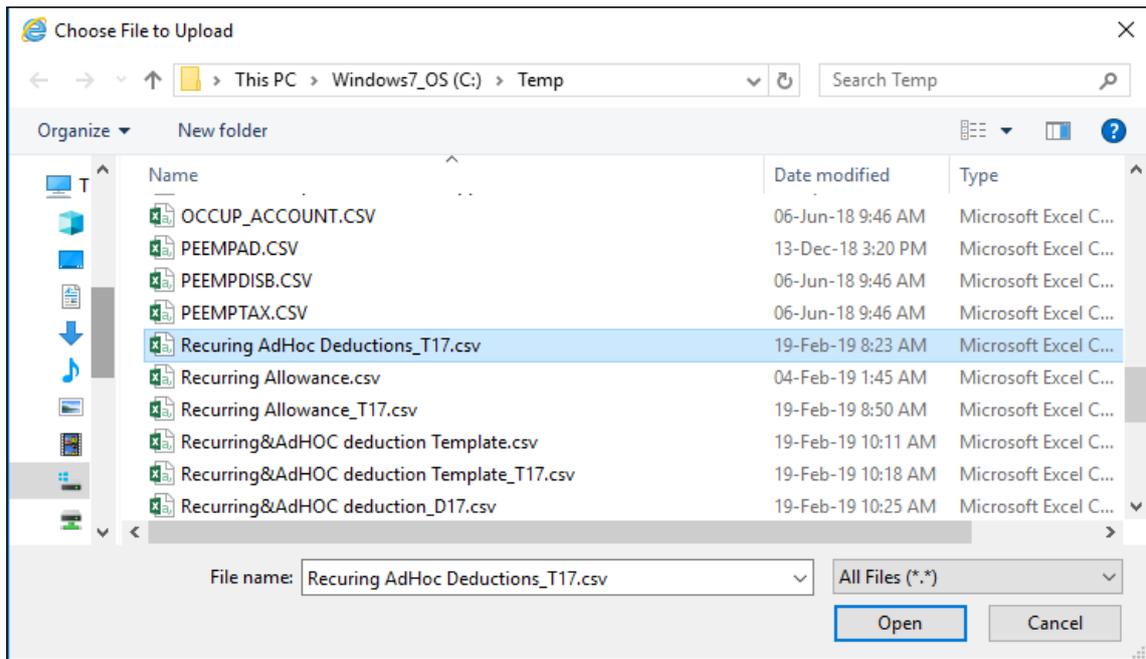
1. Click on the 'Load CSV Data' button.
2. Click on the 'Browse' button to locate your CSV file.

**Load CSV Data** ✕

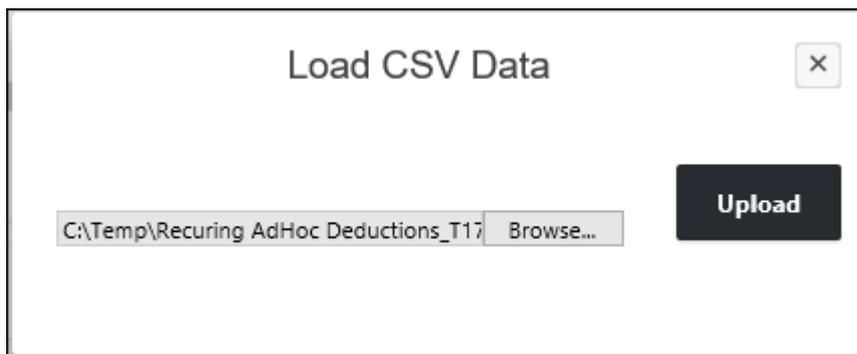
Browse...

Upload

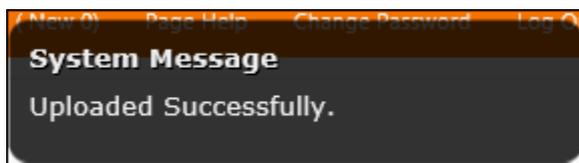
3. Locate and select your CSV file.



- 4. Click on the 'Open' button.
- 5. Click on the 'Upload' button.



- 6. The window will close and System Message 'Uploaded Successfully' displays.

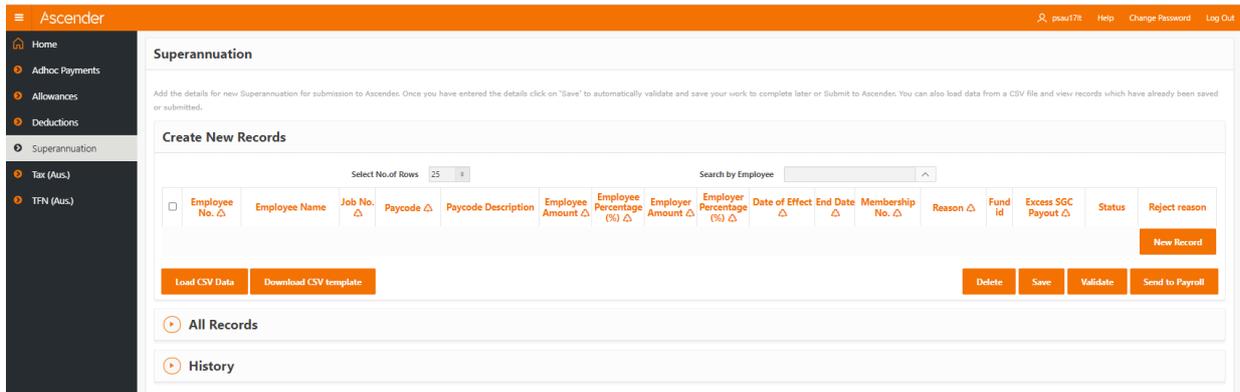


**NOTE** Records uploaded will not be validated at this point other than to check that the upload file meets the format required. To validate the loaded records, select them using the checkbox then click on the 'Validate' button.

# Superannuation

This form is used to upload Superannuation records for employees. Once successfully approved and submitted to Ascender Pay the records can be viewed for each employee in FC795 – Employee Pay Distribution and Taxation.

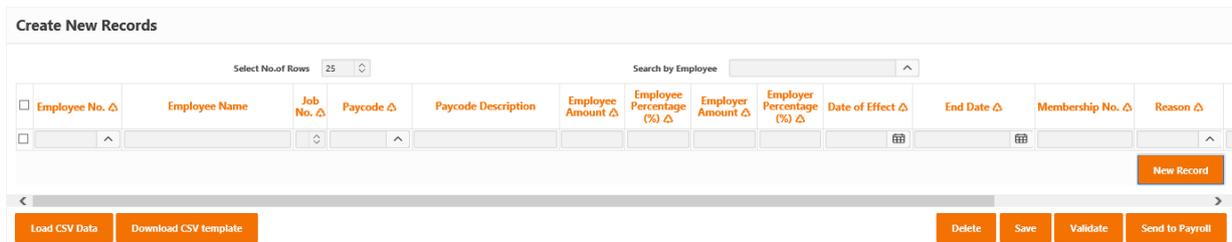
To begin adding Superannuation records, click on the menu link to open the page. When first accessing the page where no records have been saved the page will display as follows.



Only records which have been created by the logged in user will display in the ‘Create New Record’ section. The user will not be able to view or update records which have been created by other users in this section.

## Adding individual superannuation records

1. Click on the ‘New Record’ button, and a new blank row will be added.



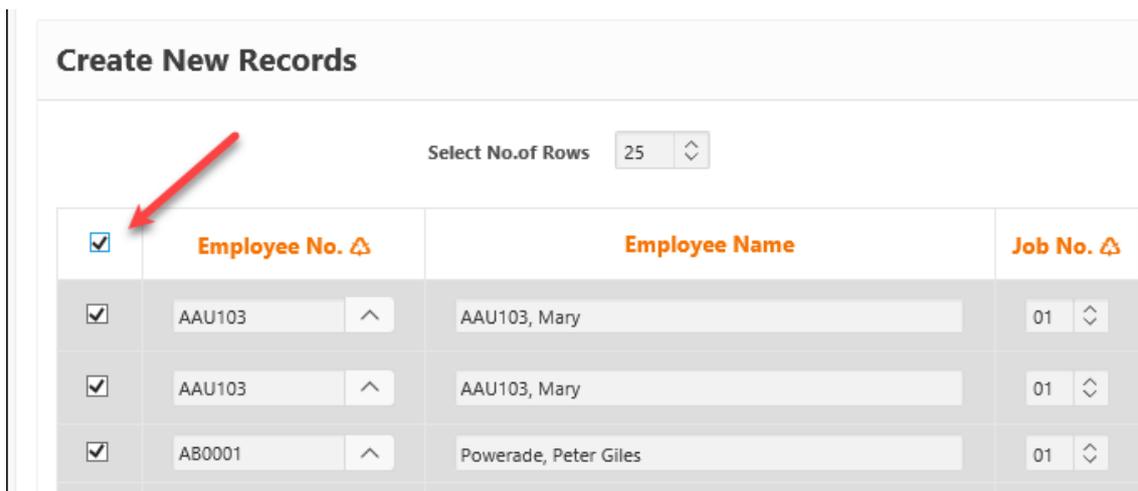
2. Enter the following field data:

<b>Employee No</b>	Select a value from the lookup provided or type in the number if known. Search option is available.
<b>Employee Name</b>	Automatically populated when a valid employee number is entered.
<b>Job No</b>	Select a value from the drop-down list or type in the number if known.
<b>Paycode</b>	Select a value from the lookup provided. Search option is available. Only ‘B’ (super/benefit) type paycodes are listed.

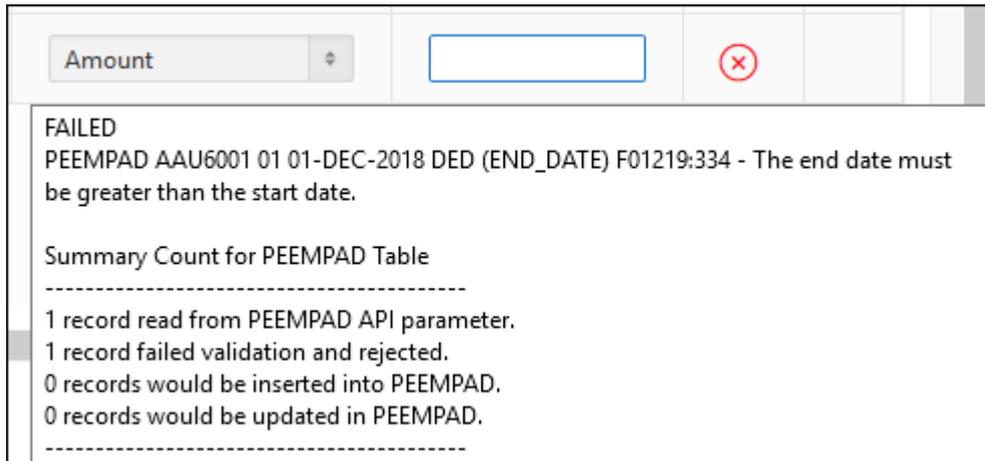
<b>Paycode Description</b>	Automatically populated when a valid paycode is entered.
<b>Employee Amount</b>	Enter the value of the employee fixed amount to be deducted for superannuation each pay period.
<b>Employee Percentage (%)</b>	Enter the percentage of salary/wages which is to be deducted for employee superannuation each pay period.
<b>Employer Amount</b>	Enter the value of the employer fixed amount to be deducted for superannuation each pay period.
<b>Employer Percentage (%)</b>	Enter the percentage of salary/wages which is to be deducted for employer superannuation each pay period.
<b>Date of Effect</b>	Select the start date for the superannuation deduction.
<b>End Date</b>	Select the end date for the superannuation deduction otherwise leave blank.
<b>Membership No</b>	Enter the employee's membership number. Limited to 30 characters.
<b>Reason</b>	This is a coded field with lookup available.
<b>Fund id</b>	This is a coded field with lookup available.
<b>Kiwisaver</b>	<p>New Zealand users only.</p> <p>The Kiwisaver status to be reported to the IRD for new and departing employees. The values to select from are stipulated by the IRD as follows:</p> <ul style="list-style-type: none"> <li>Active KS Member</li> <li>Contributions Holiday</li> <li>Non Member</li> <li>Not Eligible for KS</li> <li>Opted Out</li> </ul>
<b>Excess SGC Payout</b>	<p><b>Australian users only.</b></p> <p>If no payout amount in excess of the maximum quarterly threshold is to be paid to an employee, then the 'Excess SGC Payout' field must be left blank. The 'Excess SGC Payout' field has a drop-down box which allows two options to be selected:</p> <p><b>Cash Timesheet</b></p> <p>This option specifies that earnings in excess of the Superannuation Guarantee quarterly threshold are to be cashed out and paid to the employee using the paycode defined against the CON_DEF setting SGC_EXCESS_CASH_OUT_PAYCODE.</p> <p>With this option a confirmed timesheet record will be created by the 'RD070 – Superannuation Guarantee Processing' report (when payrun chain is run in update mode) with a work date of the current pay period</p>

	<p>end date (unless employee is terminated, in which case the work date is set to the termination date), a unit of '1' and a 'Rate' equal to the amount to be paid.</p> <p>NOTE: In order to pay this timesheet amount, a new payrun must be created and processed as a retro run. As timesheet work date is inserted as at pay period end date, costing will occur to the substantive or concurrent occupancy active as at the work date.</p> <p><b>Benefit Payout</b></p> <p>This option specifies that earnings in excess of the Superannuation Guarantee quarterly threshold are to be cashed out and paid to the employee using the paycode defined against the CON_DEF setting SGC_EXCESS_BENEFIT_PAYCODE.</p> <p>With this option the 'RD070 - Superannuation Guarantee Processing' report (when payrun chain is run in update mode) will create an additional superannuation amount equal to the amount to be paid.</p>
<b>Status</b>	This is system generated. After the record is saved, this will show the status of the record and will be updated as the record is processed.
<b>Reject Reason</b>	This will be populated if the record has been rejected by the Approver and a reason was entered by them.

3. Click on the 'Save' button to automatically validate and save the new record. Note ALL records will be saved. This means if there are any other unsaved records they will also be saved.
4. The records must be validated before they can be 'Sent to Payroll' for Approval. Select all records on the page by clicking on the checkbox in the top left corner of the list, or select individual records by checking the box at the beginning of the row.



Once the records are validated, it will show the status of each record under the Status column as an image icon. Place the cursor on the Status icon to see the details on the status. For example:



5. If any records fail validation, correct the record and click on the 'Save' button to validate again and save the changes.
6. Once the record status shows as  select the record(s) and click on the 'Send to Payroll' button to send the record(s) to the Approver for checking.
7. To delete records, select the records using the check box provided. Click on the 'Delete' button to delete the records permanently.

*Note: A warning message will display to confirm/cancel the deletion. If there are any unsaved records existing and deletion is confirmed, the unsaved records will also be deleted.*

8. If you want to copy existing records, select the records to be copied using the check box provided. Then click on the 'New Record' button. In order to avoid duplication, the copied record will not save unless at least one change is made to it

## Loading Bulk Records

This feature enables Submitters to bulk load multiple records in one step, rather than adding them individually line by line.

The load file must be in Comma Separated Value (CSV) format with each column separated by a comma. For example:

```
Employee No.,Job No.,Paycode,Employee Amount,Employee Percentage,Employer Amount,Employer Percentage,Date of Effect,Membership No.,Reason Code,Fund Id
AB0850,01,SGC,10,,10,9.5,20/05/2019,ABC321123,NEW,13355603448001
AB0850,01,SUP,10,,,,20/05/2019,DEF325523,NEW,13355603448001
AB0855,01,SGC,,,,9.5,20/05/2019,ABC771123,NEW,13355603448001
AB0860,01,SGC,,,,9.5,20/05/2019,ABC999123,NEW,13355603448001
```

The CSV Template in correct format may be downloaded and saved locally for update. Click the 'Download CSV template' button and save the template to a convenient location.

Each template includes one example record which should be overwritten when adding your records for upload.

It is recommended that the CSV file be edited using Notepad++ or a similar editor. Care should be taken if opening and editing using excel as some formats may be lost when saving which could invalidate the data, eg, leading zeros dropped or date and number formats modified.

The file layout is described below. Records must be in the same order as this layout.

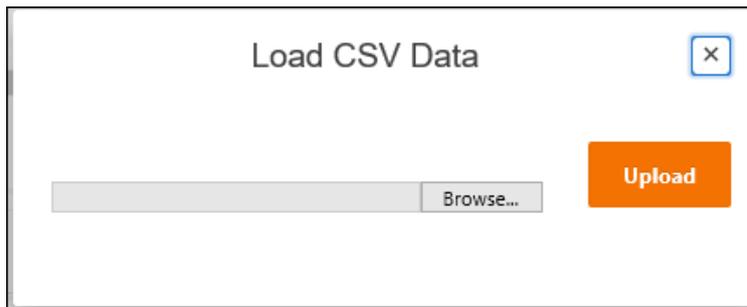
Field	Format
Employee No	Alphanumeric (10)
Job No	Alphanumeric (2)
Paycode	Alphanumeric (5)
Employee Amount	Number
Employee Percentage	Number
Employer Amount	Number
Employer Percentage	Number
Date of Effect	Date (DD/MM/YYYY)
End Date	Date (DD/MM/YYYY)
Membership No.	Alphanumeric (30)
Reason Code	Alphanumeric (5)
Fund id	Alphanumeric (50)
Kiwisaver	New Zealand users only. Valid values are AK, CH, NM, NK or OT. Leave null for non-NZ users.
Excess SGC Payout	Australian users only. Valid values B or C. Leave null for non-Australian users.

These will be the columns highlighted in the page with the symbol  alongside the column heading.

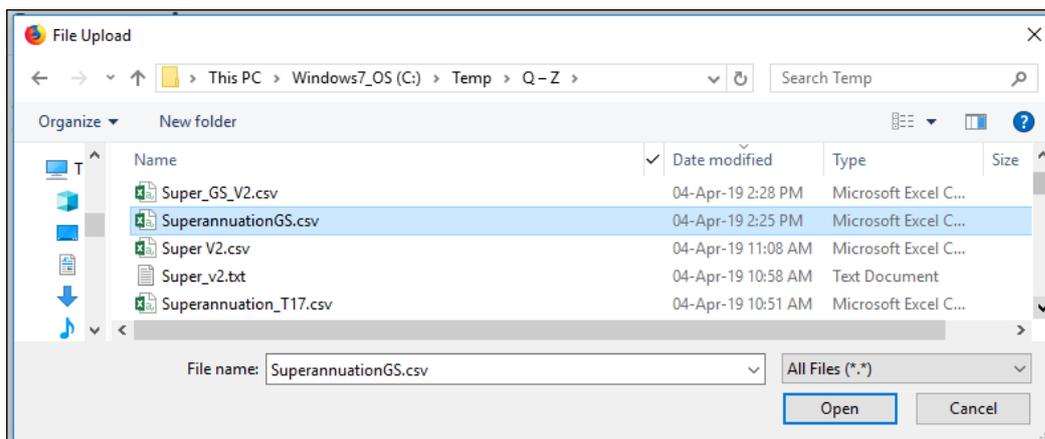
<input type="checkbox"/>	<b>Employee No.</b> 	<b>Employee Name</b>	<b>Job No.</b> 	<b>Paycode</b> 	<b>Paycode Description</b>
--------------------------	---	----------------------	--	--	----------------------------

To load a CSV file, follow these steps:

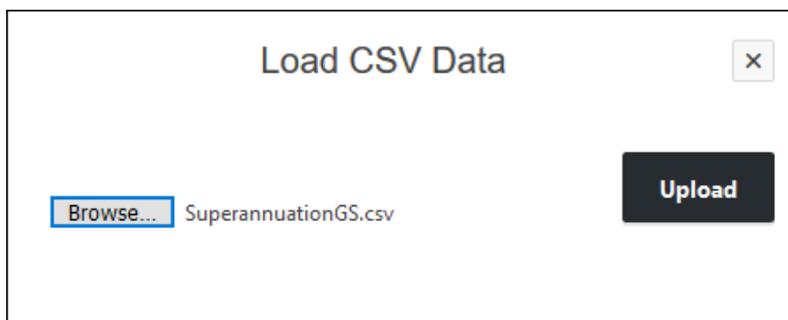
1. Click on the 'Load CSV Data' button.
2. Click on the 'Browse' button to locate your CSV file.



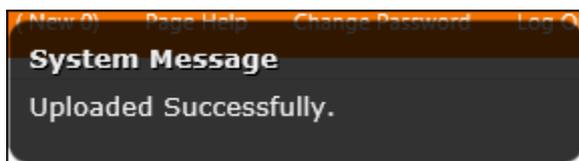
3. Locate and select your CSV file.



4. Click on the 'Open' button.
5. Click on the 'Upload' button.



6. The window will close and System Message 'Uploaded Successfully' displays.



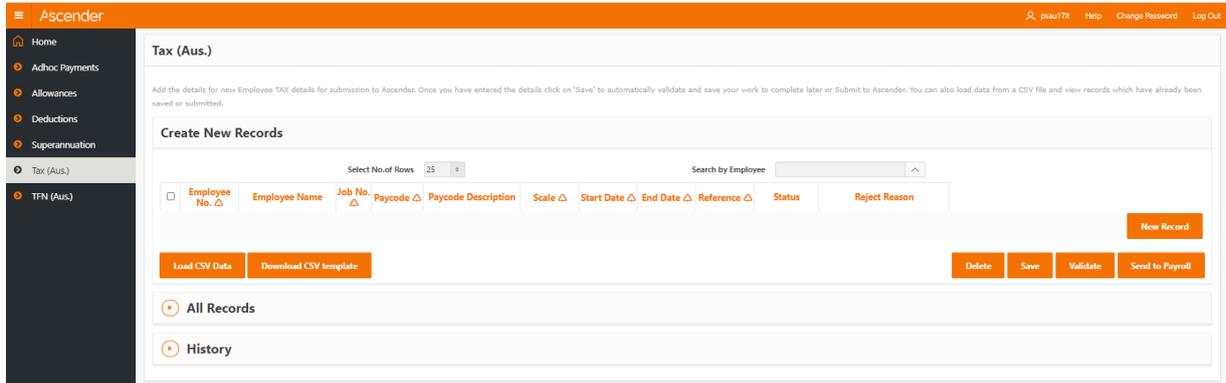
#### NOTE

Records uploaded will not be validated at this point other than to check that the upload file meets the format required. To validate the loaded records, select them using the checkbox then click on the 'Validate' button.

## Tax (Aus.)

This form is used to upload Taxation records for Australian employees. Once successfully approved and submitted to Ascender Pay the records can be viewed for each employee in FC795 – Employee Pay Distribution and Taxation.

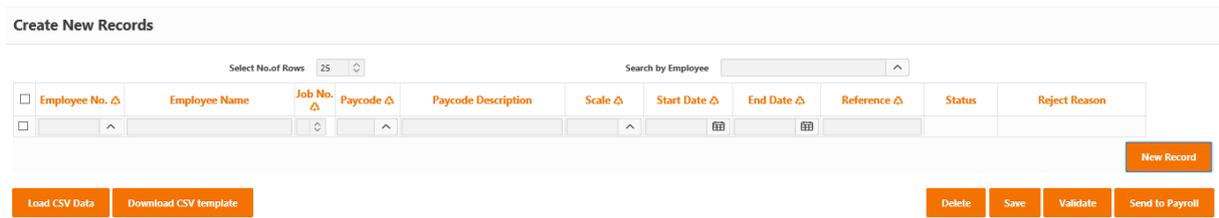
To begin adding Taxation records, click on the menu link to open the page. When first accessing the page where no records have been saved the page will display as follows.



Only records which have been created by the logged in user will display in the ‘Create New Record’ section. The user will not be able to view or update records which have been created by other users in this section.

## Adding individual taxation records

1. Click on the ‘New Record’ button, and a new blank row will be added.



2. Enter the following field data:

<b>Employee No</b>	Select a value from the lookup provided or type in the number if known. Search option is available.
<b>Employee Name</b>	Automatically populated when a valid employee number is entered.
<b>Job No</b>	Select a value from the drop-down list or type in the number if known.
<b>Paycode</b>	Select a value from the lookup provided. Search option is available. Only ‘T’ (tax) type paycodes are listed.
<b>Paycode Description</b>	Automatically populated when a valid paycode is entered.
<b>Scale</b>	This is a coded field with lookup available.

<b>Start Date</b>	Select the start date for the tax deduction. The date must be greater than or equal to the 'First Commence' date for the employee.
<b>End Date</b>	Select the end date for the tax deduction. This is not mandatory as deductions may be open ended.
<b>Reference</b>	This is an optional field. Limited to 20 characters.
<b>Status</b>	This is system generated. After the record is saved, this will show the status of the record and will be updated as the record is processed.
<b>Reject Reason</b>	This will be populated if the record has been rejected by the Approver and a reason was entered by them.

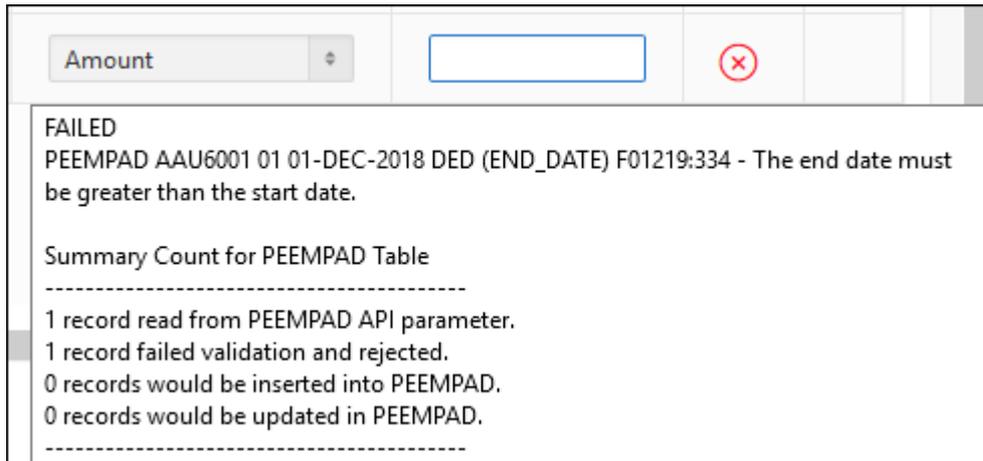
3. Click on the 'Save' button to automatically validate and save the new record. Note ALL records will be saved. This means if there are any other unsaved records they will also be saved.
4. The records must be validated before they can be 'Sent to Payroll' for Approval. Select all records on the page by clicking on the checkbox in the top left corner of the list, or select individual records by checking the box at the beginning of the row.

### Create New Records

Select No.of Rows

	Employee No.	Employee Name	Job No.
<input checked="" type="checkbox"/>	AAU103	AAU103, Mary	01
<input checked="" type="checkbox"/>	AAU103	AAU103, Mary	01
<input checked="" type="checkbox"/>	AB0001	Powerade, Peter Giles	01

Once the records are validated, it will show the status of each record under the Status column as an image icon. Place the cursor on the Status icon to see the details on the status. For example:



5. If any records fail validation, correct the record and click on the 'Save' button to validate again and save the changes.
6. Once the record status shows as  select the record(s) and click on the 'Send to Payroll' button to send the record(s) to the Approver for checking.
7. To delete records, select the records using the check box provided. Click on the 'Delete' button to delete the records permanently.

*Note: A warning message will display to confirm/cancel the deletion. If there are any unsaved records existing and deletion is confirmed, the unsaved records will also be deleted.*

8. If you want to copy existing records, select the records to be copied using the check box provided. Then click on the 'New Record' button. In order to avoid duplication, the copied record will not save unless at least one change is made to it

## Loading Bulk Records

This feature enables Submitters to bulk load multiple records in one step, rather than adding them individually line by line.

The load file must be in Comma Separated Value (CSV) format with each column separated by a comma. For example:

```
Employee No., Job No., Paycode, Scale, Start Date, End Date, Reference
AAU401, 01, TAX, 2B, 13/01/2019, , REF TEST 124
AB0650, 01, TAX, 2B, 25/01/2019, , ABC1323654
```

The CSV Template in correct format may be downloaded and saved locally for update. Click the 'Download CSV template' button and save the template to a convenient location.

Each template includes one example record which should be overwritten when adding your records for upload.

It is recommended that the CSV file be edited using Notepad++ or a similar editor. Care should be taken if opening and editing using excel as some formats may be lost when saving which could invalidate the data, eg, leading zeros dropped or date and number formats modified.

The file layout is described below. Records must be in the same order as this layout.

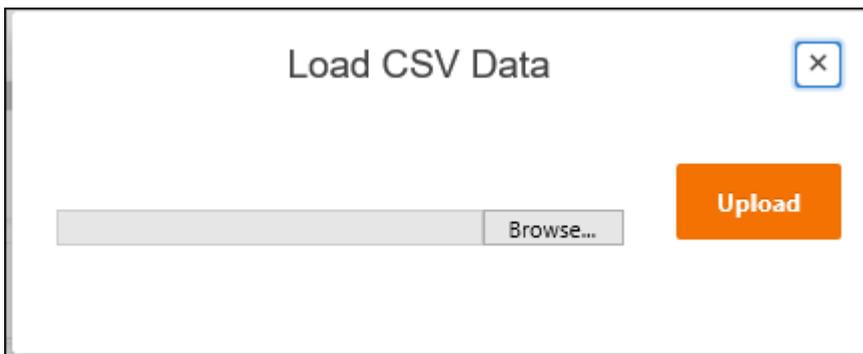
Field	Format
Employee No	Alphanumeric (10)
Job No	Alphanumeric (2)
Paycode	Alphanumeric (5)
Scale	Alphanumeric (5)
Start Date	Date (DD/MM/YYYY)
End Date	Date (DD/MM/YYYY)
Reference	Alphanumeric (20)

These will be the columns highlighted in the page with the symbol  alongside the column heading.

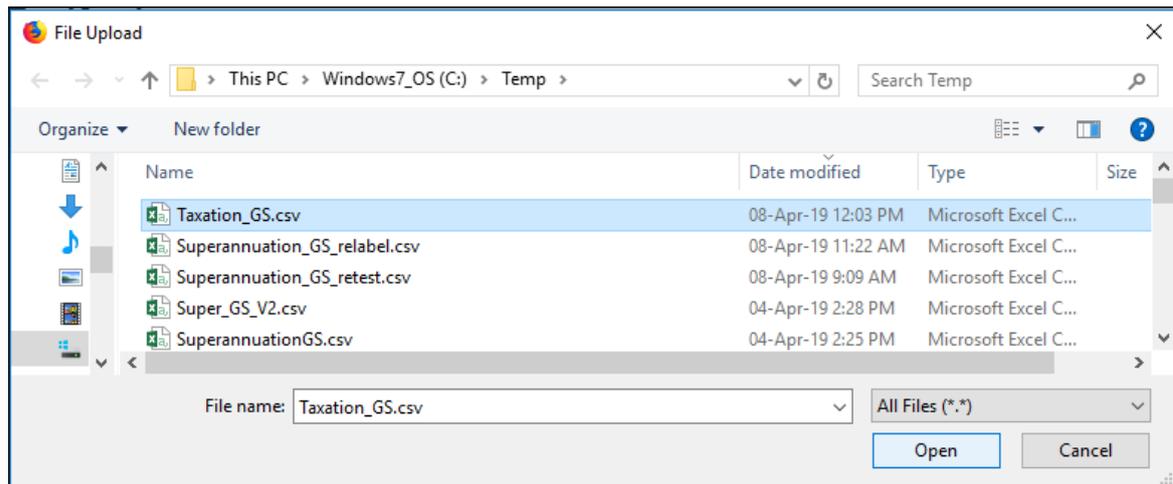


To load a CSV file, follow these steps:

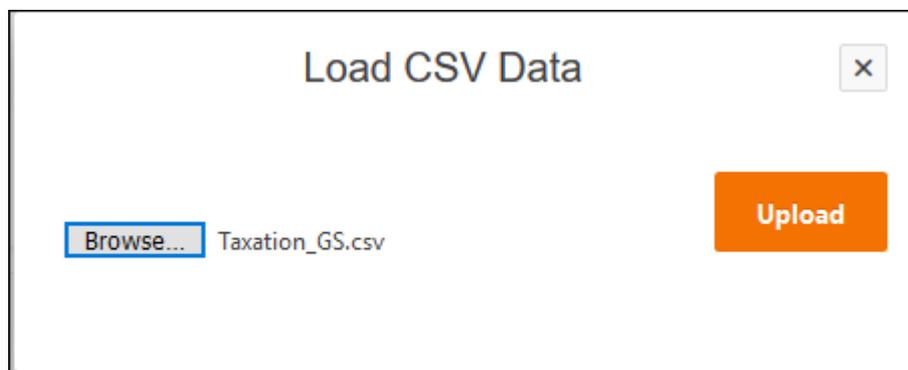
1. Click on the 'Load CSV Data' button.
2. Click on the 'Browse' button to locate your CSV file.



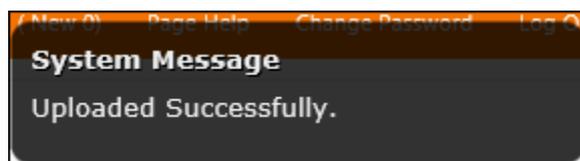
3. Locate and select your CSV file.



4. Click on the 'Open' button.
5. Click on the 'Upload' button.



6. The window will close and System Message 'Uploaded Successfully' displays.



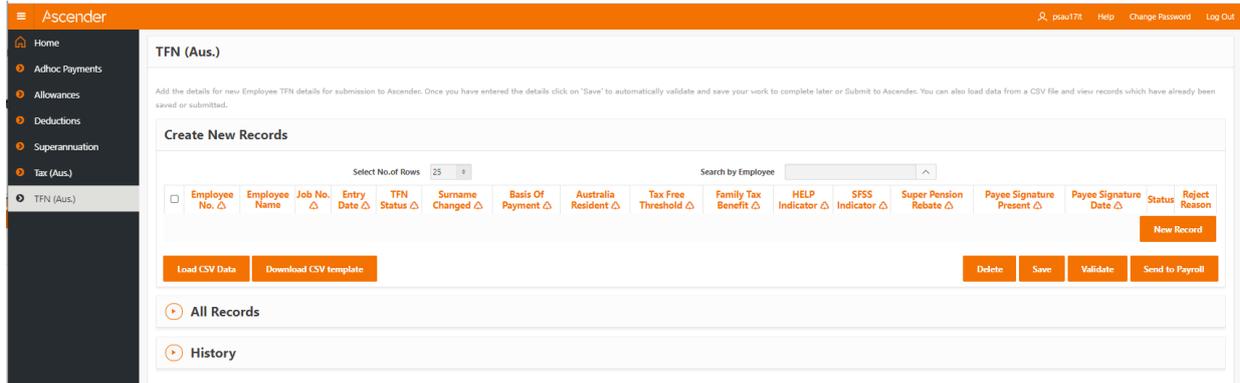
#### NOTE

Records uploaded will not be validated at this point other than to check that the upload file meets the format required. To validate the loaded records, select them using the checkbox then click on the 'Validate' button.

# TFN (Aus.)

This form is used to upload TFN (tax file number) records for Australian employees. Once successfully approved and submitted to Ascender Pay the records can be viewed for each employee in FC795 – Employee Pay Distribution and Taxation.

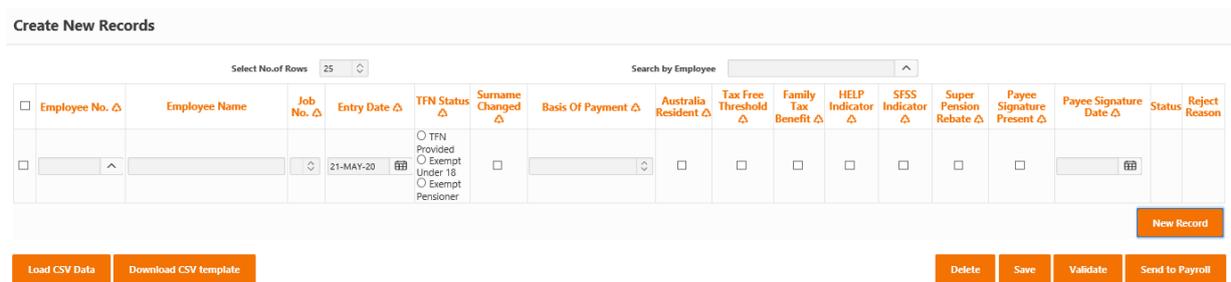
To begin adding TFN records, click on the menu link to open the page. When first accessing the page where no records have been saved the page will display as follows.



Only records which have been created by the logged in user will display in the ‘Create New Record’ section. The user will not be able to view or update records which have been created by other users in this section.

## Adding individual TFN records

1. Click on the ‘New Record’ button, and a new blank row will be added.

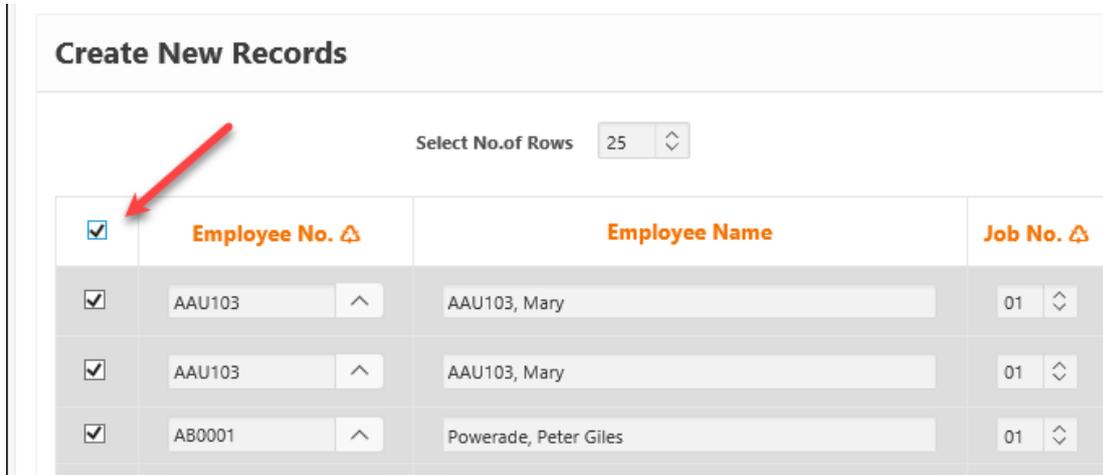


2. Enter the following field data:

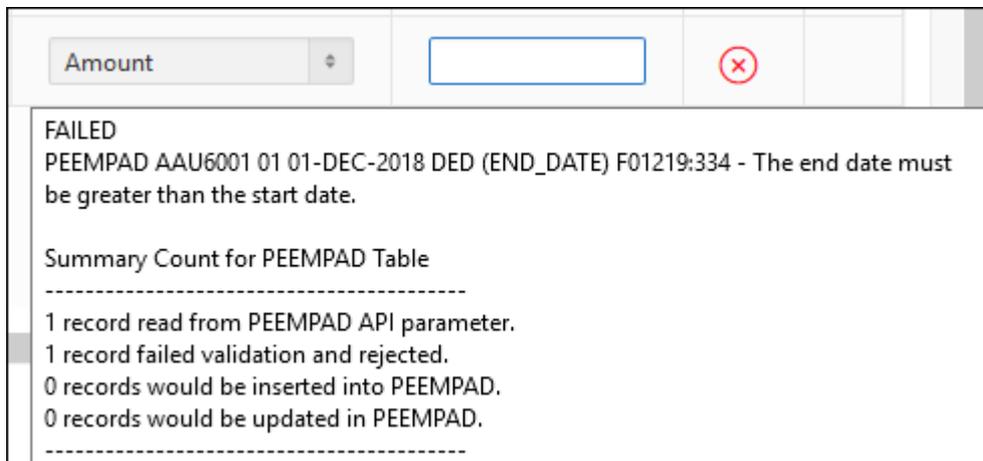
<b>Employee No</b>	Select a value from the lookup provided or type in the number if known. Search option is available.
<b>Employee Name</b>	Automatically populated when a valid employee number is entered.
<b>Job No</b>	Select a value from the drop-down list or type in the number if known.
<b>Entry Date</b>	Select the start date for the deduction. Ideally should be the beginning of a pay period.

<b>TFN Status</b>	<p>Select the option that applies in relation to the tax file number as per the employees TFN Declaration form. Options are:</p> <ul style="list-style-type: none"> <li>• TFN Provided</li> <li>• Exempt Under 18</li> <li>• Exempt Pensioner</li> </ul> <p>Only one option should be selected.</p> <p>If more than one option is checked, the entry will fail validation.</p>
<b>Surname Changed</b>	<p>Check this box if the employee has changed their name since they last dealt with the ATO as per the employees TFN Declaration form otherwise leave blank.</p>
<b>Basis of Payment</b>	<p>Select from the drop-down list of values.</p> <p>Mandatory field</p>
<b>Australia Resident</b>	<p>If the employee is an Australian resident for tax purposes as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.</p>
<b>Tax Free Threshold</b>	<p>If the employee has claimed the tax free threshold as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.</p>
<b>Family Tax Benefit</b>	<p>If the employee has claimed a reduced rate of withholding for either family tax benefit or senior Australians tax offset as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.</p>
<b>HELP Indicator</b>	<p>If the employee has an accumulated HELP debt as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.</p>
<b>SFSS Indicator</b>	<p>If the employee has a Financial Supplement debt as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.</p>
<b>Super Pension Rebate</b>	<p>If the employee has claimed an entitlement to a Super Pension Rebate as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.</p>
<b>Payee Signature Present</b>	<p>If the employee has signed the TFN Declaration form then click on this checkbox otherwise leave blank.</p>
<b>Payee Signature Date</b>	<p>Enter the date that the employee signed their TFN Declaration.</p> <p>Mandatory field</p>
<b>Status</b>	<p>This is system generated. After the record is saved, this will show the status of the record and will be updated as the record is processed.</p>
<b>Reject Reason</b>	<p>This will be populated if the record has been rejected by the Approver and a reason was entered by them.</p>

3. Click on the 'Save' button to automatically validate and save the new record. Note ALL records will be saved. This means if there are any other unsaved records they will also be saved.
4. The records must be validated before they can be 'Sent to Payroll' for Approval. Select all records on the page by clicking on the checkbox in the top left corner of the list, or select individual records by checking the box at the beginning of the row.



Once the records are validated, it will show the status of each record under the Status column as an image icon. Place the cursor on the Status icon to see the details on the status. For example:



5. If any records fail validation, correct the record and click on the 'Save' button to validate again and save the changes.
6. Once the record status shows as select the record(s) and click on the 'Send to Payroll' button to send the record(s) to the Approver for checking.
7. To delete records, select the records using the check box provided. Click on the 'Delete' button to delete the records permanently.

*Note: A warning message will display to confirm/cancel the deletion. If there are any unsaved records existing and deletion is confirmed, the unsaved records will also be deleted.*

8. If you want to copy existing records, select the records to be copied using the check box provided. Then, click on the 'New Record' button. In order to avoid duplication, the copied record will not save unless at least one change is made to it

## Loading Bulk Records

This feature enables Submitters to bulk load multiple records in one step, rather than adding them individually line by line.

The load file must be in Comma Separated Value (CSV) format with each column separated by a comma. For example:

```
Employee No.,Job No.,Entry Date,TFN Provided,Exempt Under 18,Exempt Pensioner,Surname Changed,Basis Of Payment
AAU401,01,12/04/2019,Y,N,N,N,P,Y,,,,,Y,Y
AAU402,01,12/04/2019,N,Y,N,N,C,Y,,,Y,,Y,Y
AAU403,01,12/04/2019,N,N,Y,N,F,Y,Y,,,,,Y,Y
```

The CSV Template in correct format may be downloaded and saved locally for update. Click the 'Download CSV template' button and save the template to a convenient location.

Each template includes one example record which should be overwritten when adding your records for upload.

It is recommended that the CSV file be edited using Notepad++ or a similar editor. Care should be taken if opening and editing using excel as some formats may be lost when saving which could invalidate the data, eg, leading zeros dropped or date and number formats modified.

The file layout is described below. Records must be in the same order as this layout.

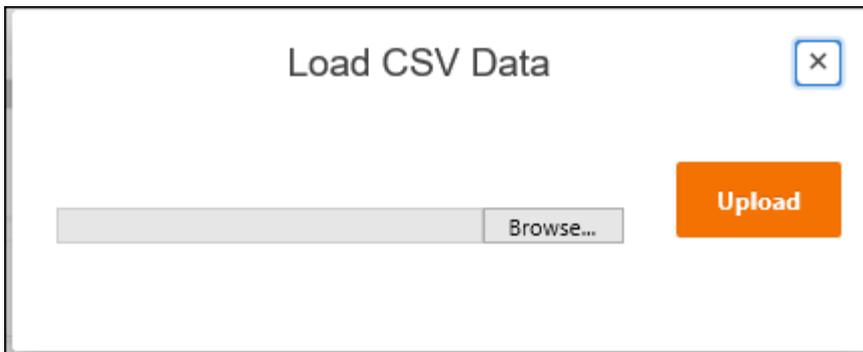
Field	Format
Employee No	Alphanumeric (10)
Job No	Alphanumeric (2)
Entry Date	Date (DD/MM/YYYY)
TFN Provided	Y or N. If blank default to N.
Exempt Under 18	Y or N. If blank default to N.
Exempt Pensioner	Y or N. If blank default to N.
Surname Changed	Y or N. If blank default to N.
Basis of Payment	Must be F, P, C, L or S.
Australia Resident	Y or N. If blank default to N.
Tax Free Threshold	Y or N. If blank default to N.
Family Tax Benefit	Y or N. If blank default to N.
HELP Indicator	Y or N. If blank default to N.
SFSS Indicator	Y or N. If blank default to N.
Super Pension Rebate	Y or N. If blank default to N.
Payee Signature Present	Y or N. If blank default to N.
Payee Signature Date	Date (DD/MM/YYYY)

These will be the columns highlighted in the page with the symbol  alongside the column heading.

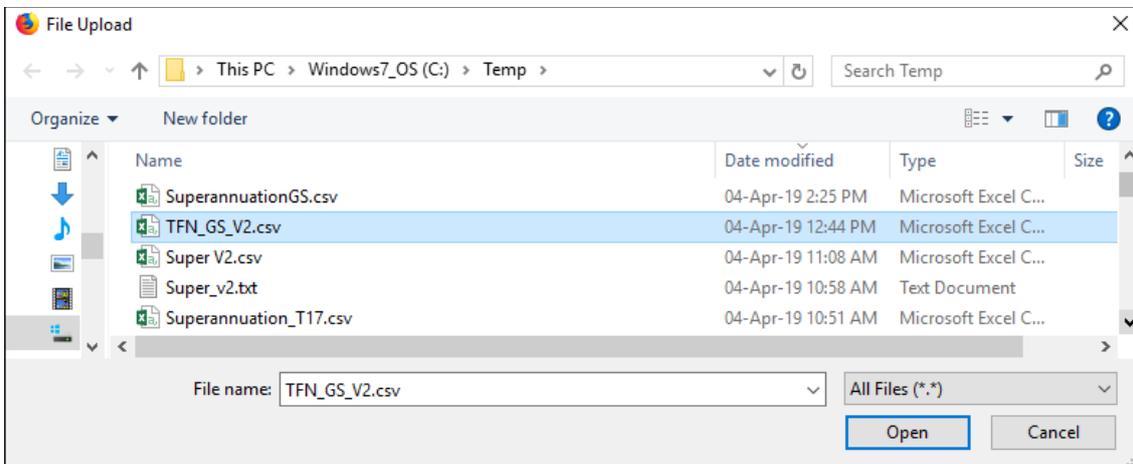
<input type="checkbox"/>	Employee No. 	Employee Name	Job No. 	Paycode 	Paycode Description
--------------------------	--	---------------	---	---	---------------------

To load a CSV file, follow these steps:

1. Click on the 'Load CSV Data' button.
2. Click on the 'Browse' button to locate your CSV file.

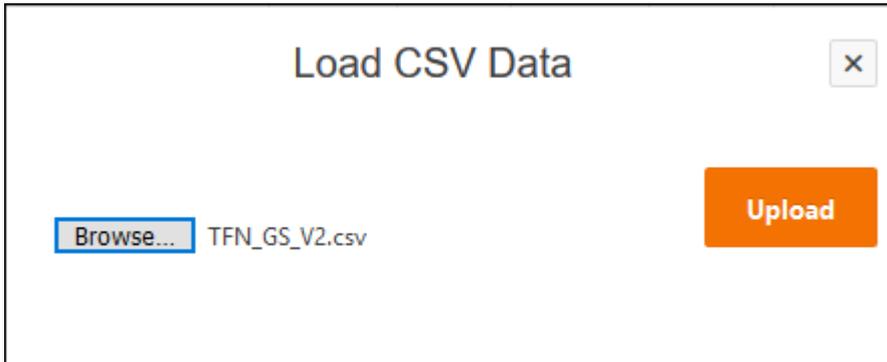


3. Locate and select your CSV file.

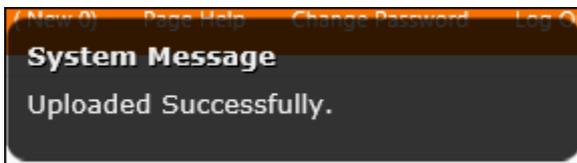


4. Click on the 'Open' button.

5. Click on the 'Upload' button.



6. The window will close and System Message 'Uploaded Successfully' displays.



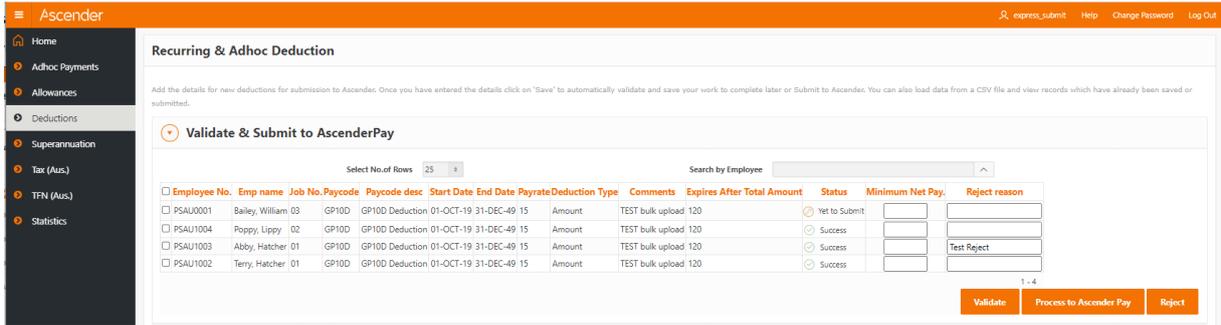
<b>NOTE</b>	Records uploaded will not be validated at this point other than to check that the upload file meets the format required. To validate the loaded records, select them using the checkbox then click on the 'Validate' button.
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## Approver Validation of Records

After loading the records into Express, the Submitter submits the payroll records to the Approver. In turn, the Approver checks and validates the payroll records submitted and moves the validated records into Ascender Pay for processing.

The process is the same for each of the transaction types.

To begin checking records click on the menu link to open the page for the transaction type to be checked. For example, the Deduction page will display as follows:



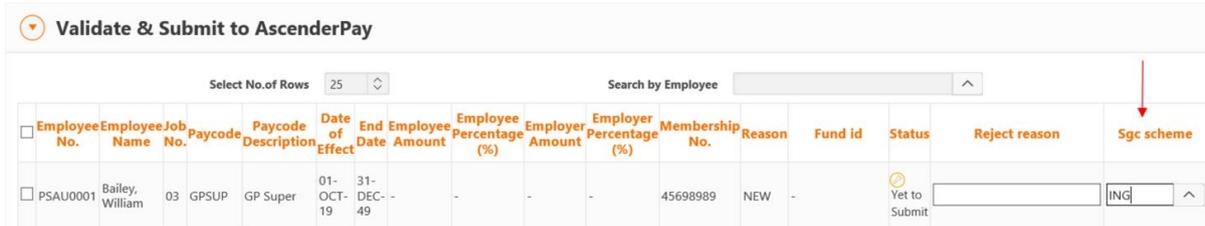
Records awaiting approval may not be changed by the approver.

Approvers would check the records submitted and reject any individual records which need correction. Enter a reject reason so the submitter understands the reason for rejection. Reason is mandatory for rejected records.

For Deductions only, the approver may enter the 'Minimum Net Pay' value, if applicable. (Validate to save the Minimum Net Pay).



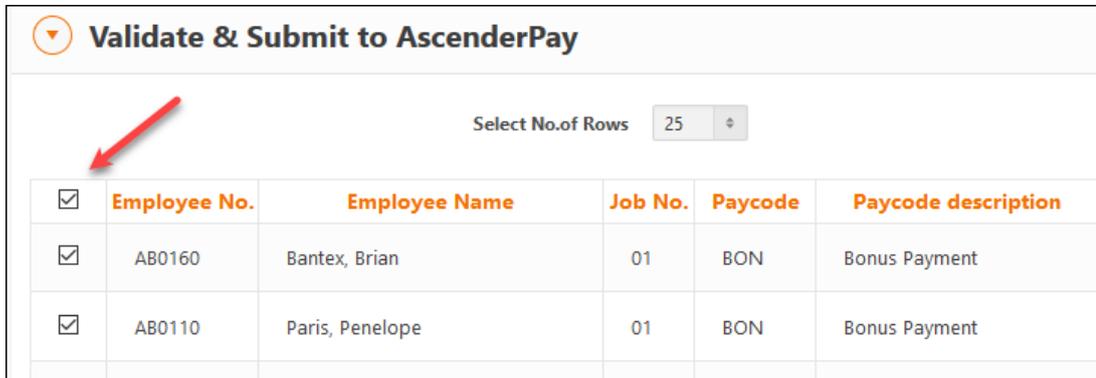
For Superannuation records only, the approver may enter the SGC Scheme where applicable.



Once the records have been checked and individual records rejected, validate the records before submitting to Ascender Pay.

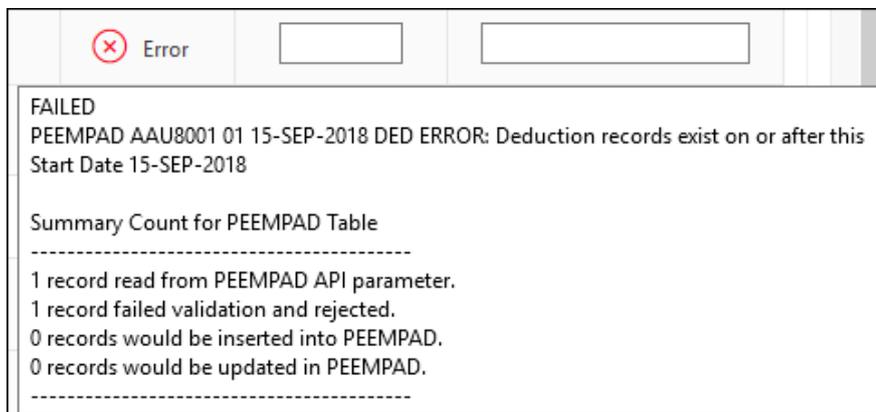
## To Validate & Submit to Ascender Pay

- To select all records on the page for validation, click on the checkbox in the top left corner of the page. Otherwise, click the checkbox at the end of the individual rows to only validate some of the records.

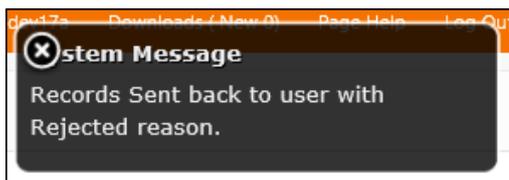


- Click on the 'Validate' button, which will validate the records with Ascender Pay. View the status of each record under the Status column as an image icon. Records which have passed validation will have a Status of 'Success'.

Where a record has failed validation the status will be 'Error'. Hover the cursor over the Status icon to see the details of the error. Where a record has failed validation, it may not be moved to Ascender Pay. For example:



- If a correction needs to be made by the Submitter, enter a rejection reason, select the record by using the checkbox and click on the 'Reject' button. This will send the record back to the original submitter who can make the correction and re-submit the record for Approval.



- Where a record has been validated successfully the status will change to .

5. To move records to Ascender Pay select all records by checking the box in the top left corner or select individual records by checking the box at the start of each record. Then click on 'Process to Ascender Pay', which will move the records to the Ascender Pay system.
6. Log in to the Ascender Pay application to verify the results.

AdHoc Payment records will be updated to FC924 – Timesheet Entry.

Allowance records will be updated to the Allowances tab of FC790 – Employee Occupancy.

Deduction records will be updated to the Deductions tab of FC795 – Employee Pay Distribution and Taxation.

Superannuation records will be updated to the Superannuation tab of FC795 – Employee Pay Distribution and Taxation.

Tax (Aus.) records will be updated to the Tax tab of FC795 – Employee Pay Distribution and Taxation.

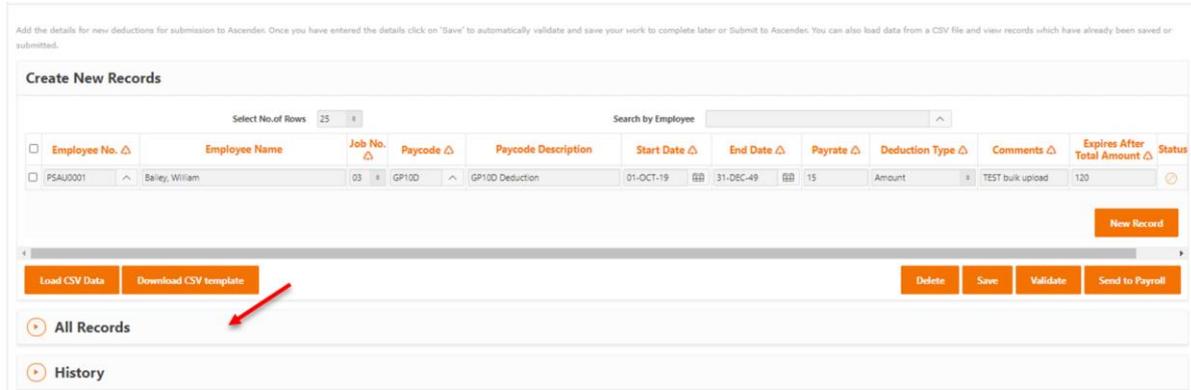
TFN (Aus.) records will be updated to the TFN Declaration tab of FC795 – Employee Pay Distribution and Taxation.

## All Records & History

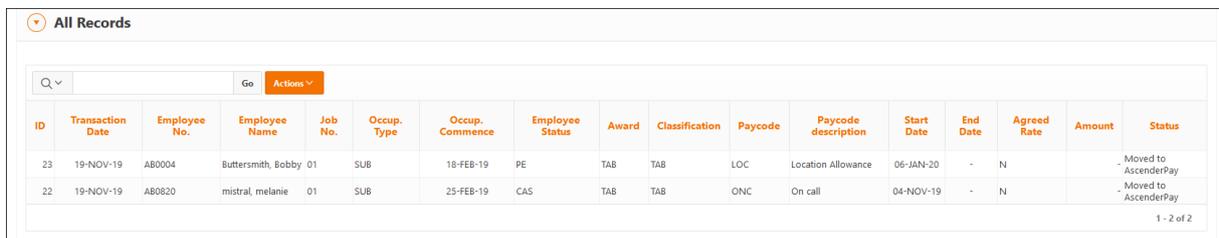
At the bottom of each of the Express pages are sections which display 'All Records' and 'History'. Unless assigned view all access, only records which have been created and modified by the logged in user will display in these sections.

To allow a user to view all records created by all users, they must be assigned to the ASCENDER\_EXPRESS\_VIEW\_ALL role within the 'Assigned Users' tab of FE600.

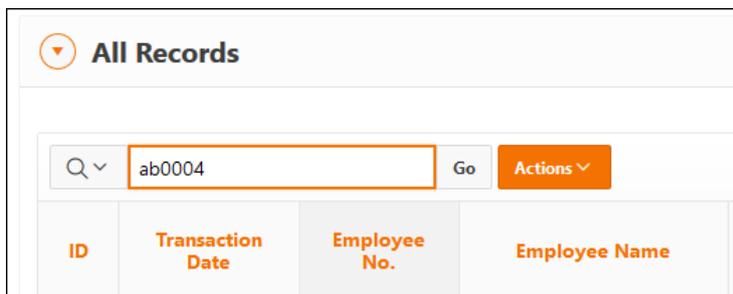
By default, these sections are collapsed when the pages first open.



Click on  to expand the section to view records.



Use the search function to filter and locate specific records.



**All Records** is a list of the records which have been processed or are currently saved and awaiting processing for the transaction type eg, Allowances, Deductions etc.

All Records																	
<input type="text" value="Q"/> <input type="button" value="Go"/> <input type="button" value="Actions"/>																	
ID	Transaction Date	Employee No.	Employee Name	Job No.	Occup. Type	Occup. Commence	Employee Status	Award	Classification	Paycode	Paycode description	Start Date	End Date	Agreed Rate	Amount	Status	
23	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	TAB	LOC	Location Allowance	06-JAN-20	-	N	-	-	Moved to AscenderPay
22	19-NOV-19	AB0820	mistral, melanie	01	SUB	25-FEB-19	CAS	TAB	TAB	ONC	On call	04-NOV-19	-	N	-	-	Moved to AscenderPay

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**History** shows the stages that each record has progressed through up to its current status.

History																					
<input type="text" value="Q"/> <input type="button" value="Go"/> <input type="button" value="Actions"/>																					
<input checked="" type="checkbox"/> <input type="text" value="Row text contains 'ab0004'"/>																					
ID	Transaction Date	Employee No.	Employee Name	Job No.	Occup. Type	Occup. Commence	Employee Status	Award	Classification	Paycode	Paycode Description	Start Date	End Date	Agreed Rate	Amount	Status	Client User Id	Batch No. API	Approver		
23	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	TAB	LOC	Location Allowance	06-JAN-20	-	N	-	-	Draft	ABEXPSAV	-	-	
23	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	TAB	LOC	Location Allowance	06-JAN-20	-	N	-	-	Moved to AscenderPay	-	1003	ABEXPSUB	
23	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	TAB	LOC	Location Allowance	06-JAN-20	-	N	-	-	Ready for Submit	ABEXPSAV	-	-	
23	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	TAB	LOC	Location Allowance	06-JAN-20	-	N	-	-	Ready for Submit	-	-	ABEXPSUB	
23	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	TAB	LOC	Location Allowance	06-JAN-20	-	N	-	-	Success	ABEXPSAV	-	-	

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End of document