

DATASPEED® Windows Payroll

Following is a brief summary of the **DATASPEED®** Windows Payroll system.

System Information

Programming Language: Visual Basic 6

Reports: Crystal Reports

Database: Access Database (single user) MSDE2000 (small networks),

MS SQL Server or Oracle (medium-large scale networks)

Connection Type: DAO (Data Access Objects)

Locking Type: Pessimistic Locking

Minimum Hardware Specifications

Operating System: Windows 98, Windows NT, Windows 2000 or Windows XP. Windows ME & Windows Vista are NOT recommended. Must be 32 bit, not 16 bit emulating 32 bit.

RAM: Minimum of 128MB on each terminal. The more RAM the better.

CD ROM: At least 16 speed. The faster the better

Email Browser: Outlook Express or MS Outlook recommended as the default browser.

Hard Disk Space: At least 250 MB of free hard disk space

Printers: Must be Windows Installed printers with correct drivers installed

IDEALLY: If single user: Pentium II or above,
If Networking: Pentium or greater for workstations - Pentium II or greater as the server.

SYSTEM FEATURES

DATASPEED® Windows Payroll system includes the following features, many of which were 'DOS options' in the standard package:

- **Payroll History** – At each periods reset, the system takes a copy of the data and puts it into an archive directory. This information can be referred to at any time (read only access) and is particularly useful for reprinting a previous periods pay slips, or report. As it copies the data at the point of reset, it records the transactions and cumulative figures exactly at the point when you are closing off a pay period. This makes reconciliation much easier and accurate.
- **Report Writer** – Enables the operator to design their own report using any field(s) in the employee master file database.

- **Extra Reports** – Employee Exception Report, Excessive Leave Entitlement Report, Ability to report ALL earnings types for any employees, Transaction Summary Report etc
- **Superannuation Dumps** – As interface with AAS has been written in *DATASPEED@*, which enables you to dump up to 9 different files per month to AAS (who administer BACCS, TWU and BISS superfunds to name a few).
- **Employee Status** – System tracks the employment status of each employee throughout their employment with the company. e.g. An employee changes from Casual to Full Time. This enables the Windows system to calculate the Long Service Leave accrual accurately - according to the exact portion of accrual as a casual and as a full time employee.
- **Audit Trail** – Every change in cumulative figures must be accompanied by a transaction. This prevents tampering with figures without an audit trail.
- **HECS Option** – Optional extra in DOS, now standard in Windows.
- **Superannuation Reporting** – Storage and printing of superannuation payments for each employee, in compliance with ATO legislation

OPTIONS AVAILABLE

- **Permanent Part Time option:** System can accrue leave for Permanent Part Time employees on a period-by-period basis.
- **Driver Journal Processing:** System can import ticket machine information (e.g. AES) and import CSV files to run '**Overs & Unders**' Reports, against the Drivers created in our Payroll system. Also provides flexibility to allow for manual changes to either side. System also has options to produce Pensioners Reports and Route Analysis Reports.
- **PeopleInsite Integration:** Facility to integrate with "PeopleInsite" (Online Employment Records Management system) via a DDE (Dynamic Data Exchange). For more information regarding PeopleInsite, visit www.peopleinsite.com.au
- **Back Pay:** System calculates the amount of back pay for a single or group of employees, cost centres or dates. It is particular useful for processing global pay rate changes/increases (that affect most or all of your employees) in the case where rate changes are backdated, saving a lot of manual work and transactions.
- **Termination Pay:** calculate and individually assign Earning Types and Addition/Deduction to create a complete termination payment
- **Unlimited Super Codes:** The option removes the 36 code limitation in the payroll system via a database restructure and allowing superannuation codes to be 6 alpha-numeric characters.
- **Super Bank Transfer:** Produces a bank transfer file, used to transfer Superannuation Amounts directly to Super funds that have this facility available. A new report will also become available in the Employee Listings that will allow you to report on all current and previous super bank

transfers and email the report to the appropriate superannuation fund administrator if required.

- **Extended Additions / Deductions:** Allows some greater flexibility when assigning additions and/or deductions to an employee
- **Automatic Leave Loading:** Automatically assign the leave loading amounts for the employee's that take annual leave. This is done by assigning a leave loading percentage to all the relevant cost centres.
- **Employee Leave Request:** Allows you to enter employees leave requests which can subsequently be approved or rejected. The status of the request will be printed on the employee's next payslip. If approved, a leave transaction matching the leave request will automatically be created once the required date falls due.
- **Employee Maintenance via Intranet:** Enables users with their own Intranet services to allow their employees to log in with their payroll number and their own chosen password to maintain certain areas of their information.
- **Employee Leave Request via Intranet:** (requires the Employee Maintenance via Intranet option) Allow your full time employees to apply for and view the approval status of their leave request over the intranet. Once a leave request has been approved or declined, the outcome of the request will be printed onto the employee's next payslip as well as being displayed on the intranet.

To arrange a demo in our office, or to obtain a quote, please email tiger@dataspeed.com.au giving the name of your operation and the number of employees you have.