



# NEW LOOK: Payroll

**NAVIGATION:** In the New Look WageLoch you will find a header banner with payroll functions for easy navigation.



You can also find set up options via the Cog icon in the top right-hand corner.

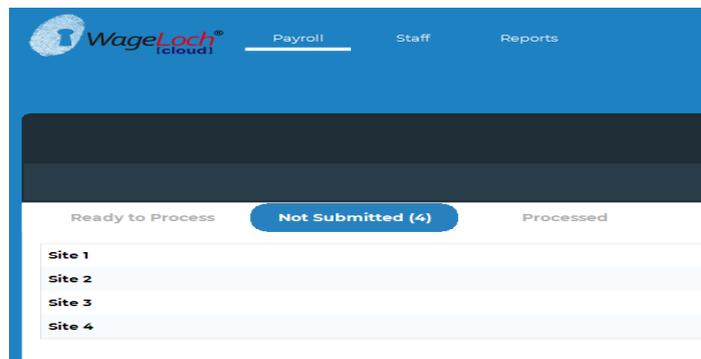


This will drop down options such as **IMPORT STAFF** or **ACCRUAL BALANCES**, updating **PUBLIC HOLIDAYS** and creating users in the **SECURITY** function

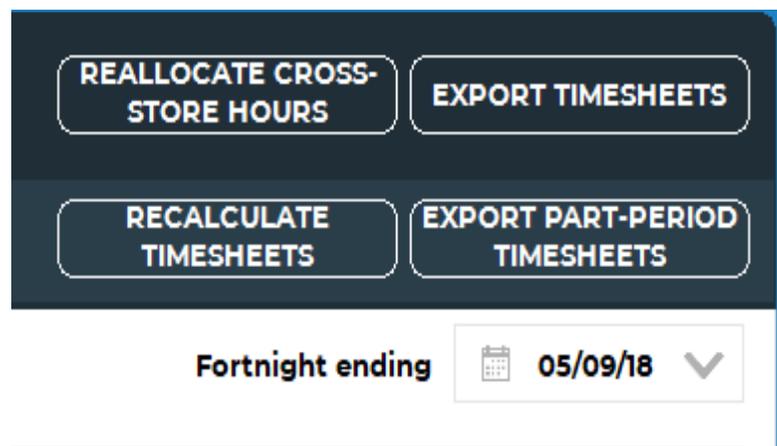


You will also see a drop-down selection of any sites that you have access to (see image left)

**PROCESS PAYROLL:** The main screen will default to Payroll (Process Payroll option in Legacy WageLoch) and you will see 3 buttons, **Ready to Process** shows any stores that have submitted their timesheet to you, **Not Submitted** lists stores that are yet to submit timesheets and **Processed**, for sites you have already processed to MYOB or Xero etc.



When ready to submit timesheets to payroll you will use the date selection tool ("Fortnight Ending") on the right-hand side to ensure the data displayed is for the correct pay cycle. Then select timesheet to process from the "Ready To Process" list and click Export Timesheet.





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## VIEW, EDIT AND CREATE STAFF:

To view staff information, click the Staff tab in the Header to display all staff. You can switch between staff lists for different sites via the drop-down on the top, right hand-side.

Edit and Create buttons are located below this staff list selection tool and function as they used to in the Legacy look.

Code	First name	Surname	Store	Pay group	Pay level	Age	Base rate
1	Alice	Bloggs	Site 1	Salary		46	0.0000
3	Amy	Jordan	Site 1	Full Time		30	17.9842
4	Arthur	Smith	Site 1	Casual		41	19.0658
4	Bill	Doe	Site 1	Full Time		59	17.9842
5	Christopher	Smith	Site 1	Casual		40	18.4132
6	Edward	Doe	Site 1	Casual		29	19.0658
7	Elsaine	Smith	Site 1	Casual		30	18.4132
8	Fred	Kelly	Site 1	Salary		29	19.0658

**Edit staff member 'Smith, Christopher'**

Payroll Code: 5  
First Name: Christopher  
Surname: Smith  
Email: cburke@wagelock.com.au  
Mobile:   
Date of Birth: 06/03/78

Payroll | Stores | Options | Overrides | Accruals | Other

Pay Group	Casual
Pay Level	<manual>

Rate Type	Rate	SMO date
Base Hourly	18.4132	
Laundry		

Entitlements:  Laundry

Allowances/Deductions Type	Amount
Travel	

Hours per fortnight:   
 Manually enter the hours each day  
HOURS

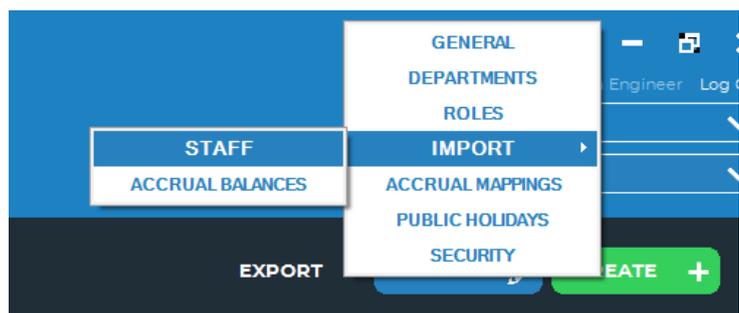
Rates should INCLUDE the 23% casual loading

CANCEL X DONE

Staff cards have a streamlined look and have all the same tabs you are familiar with from the Legacy version of the software.

Tabs include Payroll, to select pay group and add base rate etc, Stores, to assign or change base site and allow staff to work at other sites, Options to add restrictions such as preventing staff hours from being sent to payroll and Accruals to maintain and view leave balances.

To import a full staff list, or update many staff at one time, use the cog icon (top right hand-side) and select IMPORT > STAFF > select site > and continue as per process used in Legacy version.





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## CONNECTING WAGELOCH TO YOUR PAYROLL FILES (MYOB, Xero etc):

To link WageLoch to your payroll files, click on the cog icon again and select > PAYROLL > CONNECTION.

Use tabs to add payroll log-in username and passwords as per Legacy version and tab to Company Files to link site payroll files.

Likewise use cog icon (top right hand-side) and select > PAYROLL > MAPPINGS to access Database Mappings and use as per Legacy version.

### Payroll Connection Settings

**Credentials**   MYOB Company Files   Options

my.MYOB Email  
1329294-1

my.MYOB Password  
●●●●●●●●

MYOB Database User ID  
Admin

MYOB Database Password  
●●●●●●●●

MYOB Hosted at IP address   127.0.0.1

Prompt for login credentials every time

Use manual authorisation through MYOB website

[RUN REGISTRY BROWSER FIX](#)

CANCEL ✕ **DONE**

**REPORTS:** The final header tab contains access to all the reports you are used to in WageLoch Control.

