IGF Payroll
User Guide

Version 6.10 30th August 2005

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Introduction.

Welcome to the IGF Payroll service.

We have designed this facility to be easy to navigate and use, whilst at the same time providing our clients with the latest developments in Payroll Software.

The following guide will take you through the basic procedures to enable you to successfully use our payroll and invoicing facility, if at any time you are unsure of any item of input or output please contact your Client Manager.

The first time you come to use the service, you will need to down load the IGF hyperlink to access the system, to do so please:

left click on the IGF logo under the My Account- Payroll tab.
Choose “Save to Desktop” and then rename as IGF Payroll

This will download a new logo to you desk top. In future you just need to double click on this to start the log on process.

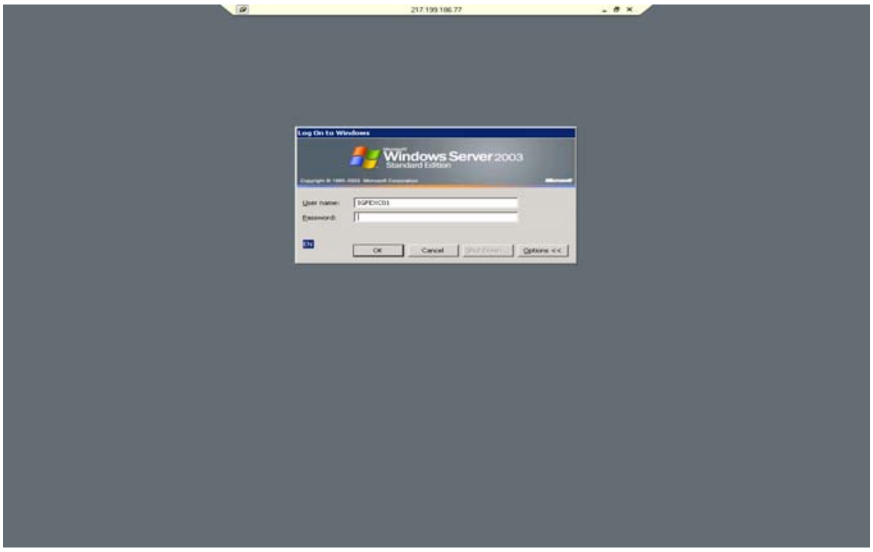
We know you will find the service of great benefit in aiding the smooth administration of you business and payment of staff, however should you have any feedback at all as to how we could improve matters further please let us know.

1. CONNECTING TO THE PAYROLL SYSTEM

1.1 Logging On to the System

The log on is via a remote desktop connection in Windows XP.

Click on the new IGF Payroll icon on your desktop and you will be presented with the following screen



Input your User Name and Password as advised to you by IGF.
If you are happy with your own security then a note may be made of both below and retained for future reference.

User Name	Password

If the mouse or keyboard are not used for a period of 5 minutes, you will be disconnected form the system additionally your payroll session will automatically shut down after 1 hour of inactivity.

Once you have logged on successfully you will automatically be presented with the following screen:

Enter the code 436109 and press enter.

You will be presented with the next screen:

Multiple users may select which Payroll they require from here.
For single Payroll users, highlight your payroll name and Click OK to continue.

You will then be asked to select your User name from the list and enter the User ID provided to you by IGF.

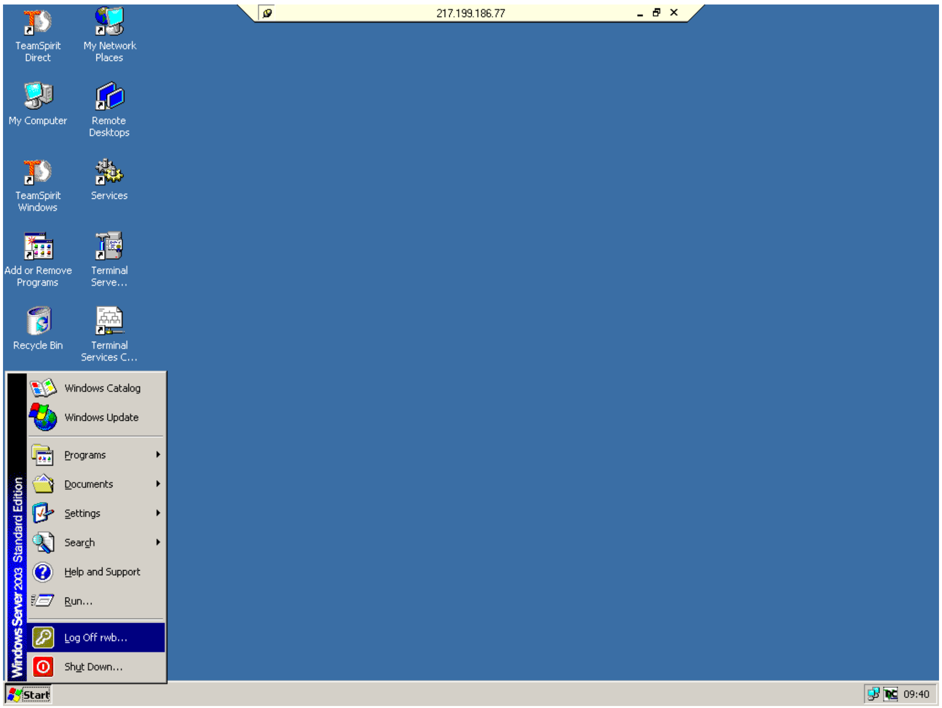
1.2 Logging On to New User ID

If you are operating multiple User ID's, from the menu choose Logoff and in the drop down list click 'To New User ID'.
In the Log on screen shown above click on the new user ID in the valid user box and enter the User ID Password.

1.3 Logging Off the System

From the menu choose Logoff and click on Exit

The Windows desktop will then appear, choose Start then click on Log Off (User), select ok and that will have completed your session.


217.199.186.77
TeamSpirit Direct
My Network Places
My Computer
Remote Desktops
TeamSpirit Windows
Services
Add or Remove Programs
Terminal Serve...
Recycle Bin
Terminal Services C...
Windows Server 2003 Standard Edition
Windows Catalog
Windows Update
Programs
Documents
Settings
Search
Help and Support
Run...
Log Off rwb...
Shut Down...
Start
09:40

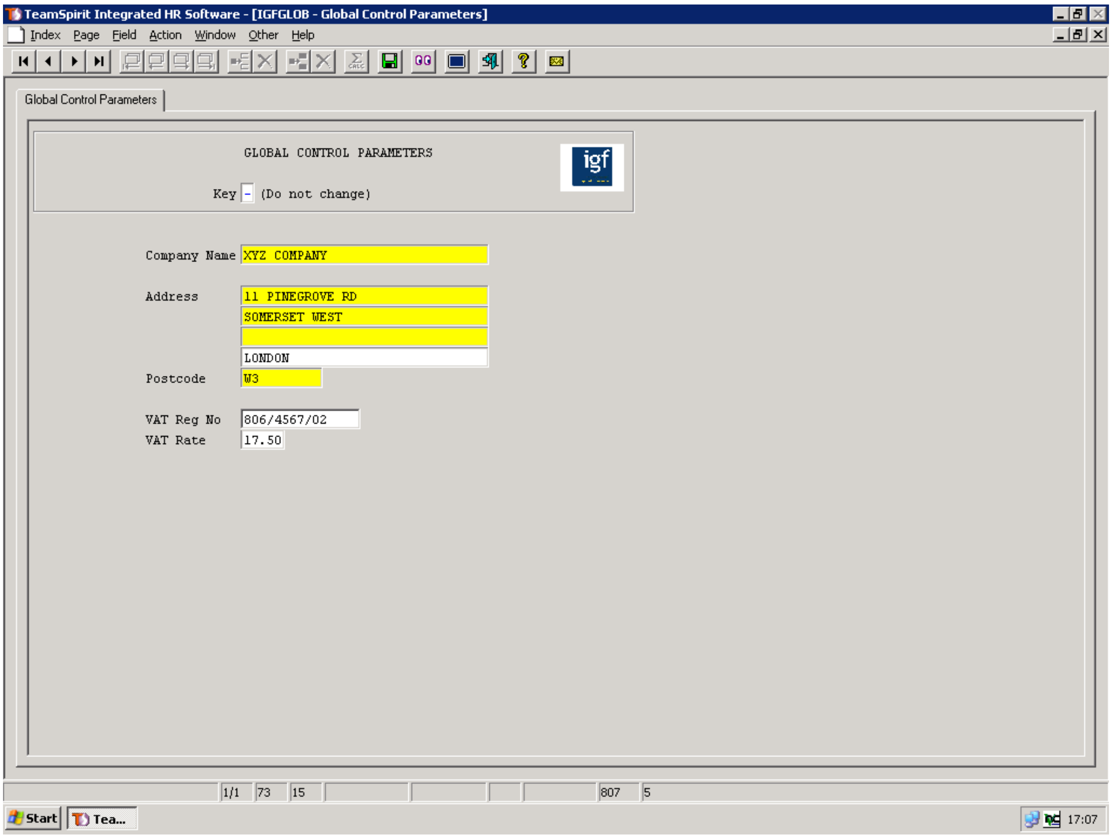
2 ENTERING YOUR COMPANY DETAILS

2.1 Setting Global Parameters to Appear on Invoices

To enable invoice production, the first time you require this service you will need to input the base information to appear on invoice stationery.

From the Main IGF Menu select the Logoff menu.
From the drop down list select 'To New User ID'.
Select ACCOUNTS in the list of Users and enter ACC in the User ID Password text box.

From the User Menu select Global Parameters.



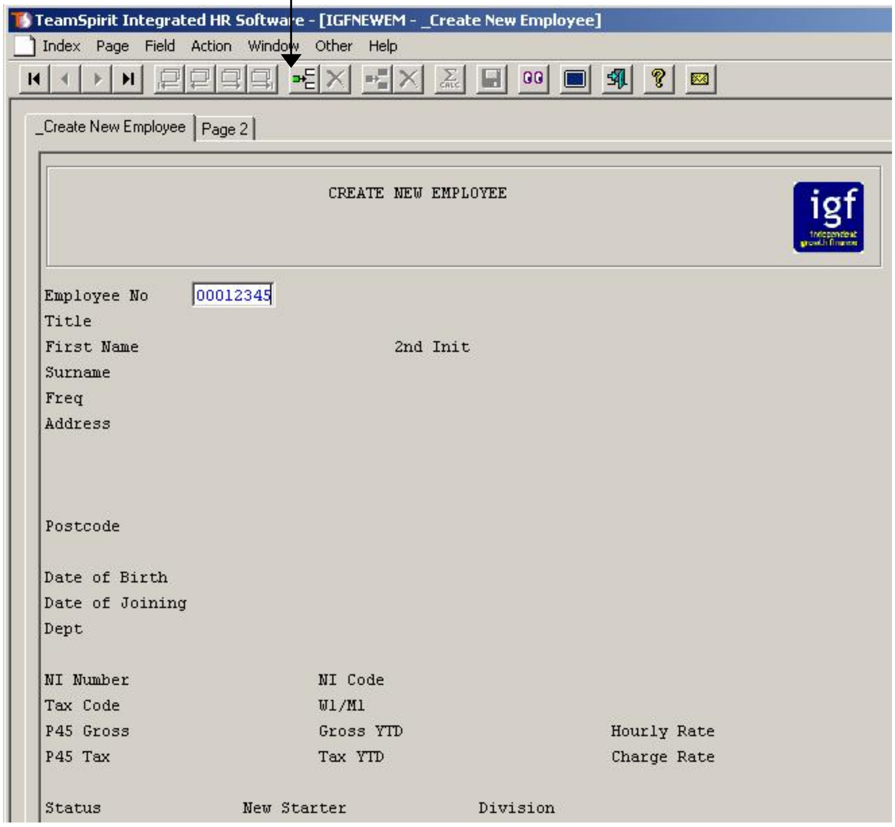
- Use the mouse or Tab key to navigate through the screen.
- Enter the Company's details as they are to appear on the invoice.
- Enter the VAT rate to be charged.
- If you have not completed specific areas correctly, when you click on the "Floppy Disk" to save, you will get an error message telling you where the problem is. Fill in correctly and then click Save again.
- To exit the screen click on the "exit door" in the menu bar.

3 EMPLOYEE MAINTENANCE

3.1 Creating a New Employee Record

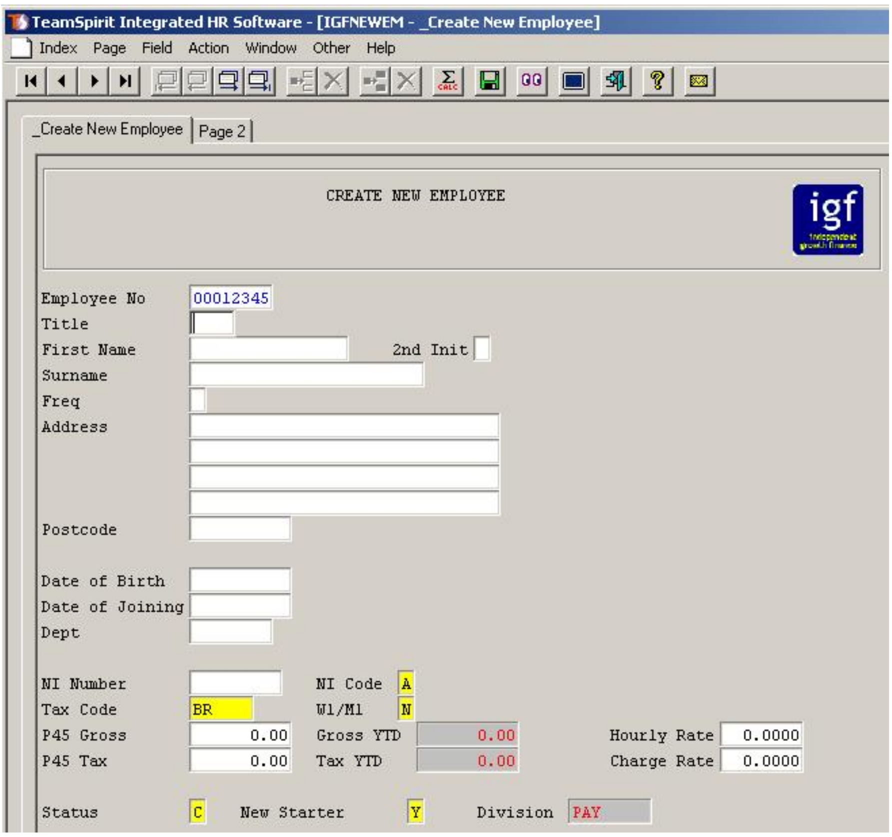
When new employees have started with you, certain minimum statutory details need to be entered into the system.
Additional optional information to aid your administration may also be input here.

Select the “New Employee Set Up” option on the User Menu.



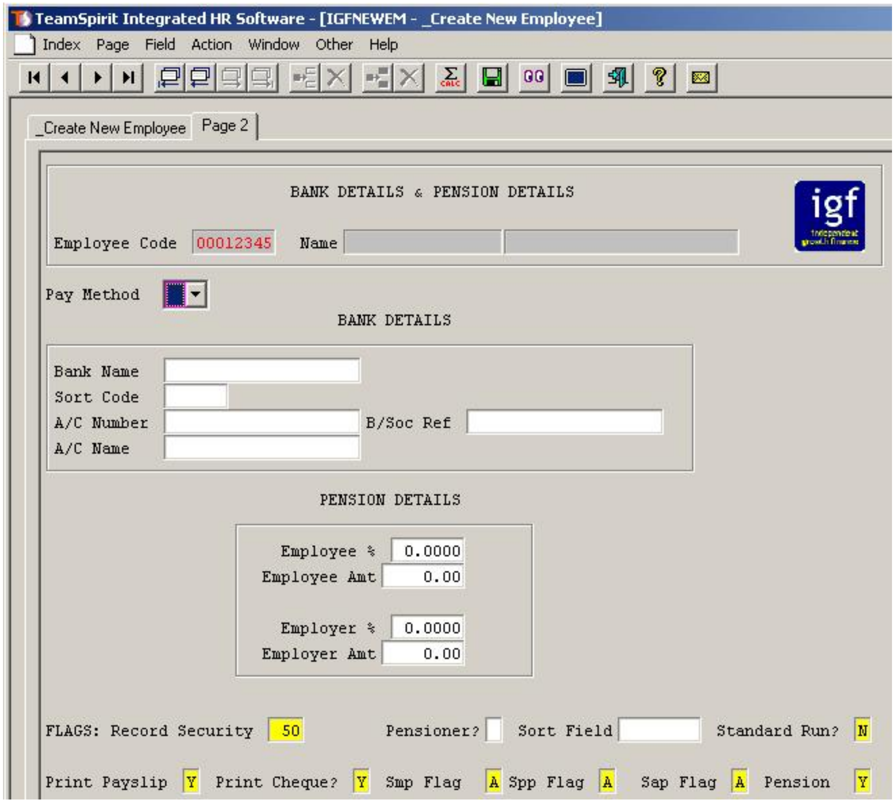
- Enter an employee number, up to 8 digits long.
- Click on the Insert Key button (see arrow above).
- A check box “Key Not Found, New Key?” will appear. Click on Yes to create a new employee record, or No to abort employee creation.

3.2 Inputting a New Employee – Page 1 of 2



- Use the mouse or Tab key to navigate through the screen (Certain fields have to be completed before saving).
- Fill in the Title, Surname etc.
- Freq is Pay Frequency and should be set to M for Monthly or W for Weekly.
- Some data boxes will be auto filled by the system, if you know otherwise you can override these fields.
- Fill in the address.
- Input P45 figures, if available.
- Fill in Hourly Pay and Charge rates.
- The fields required for a new starter are completed on the Page 2 tab of the screen.

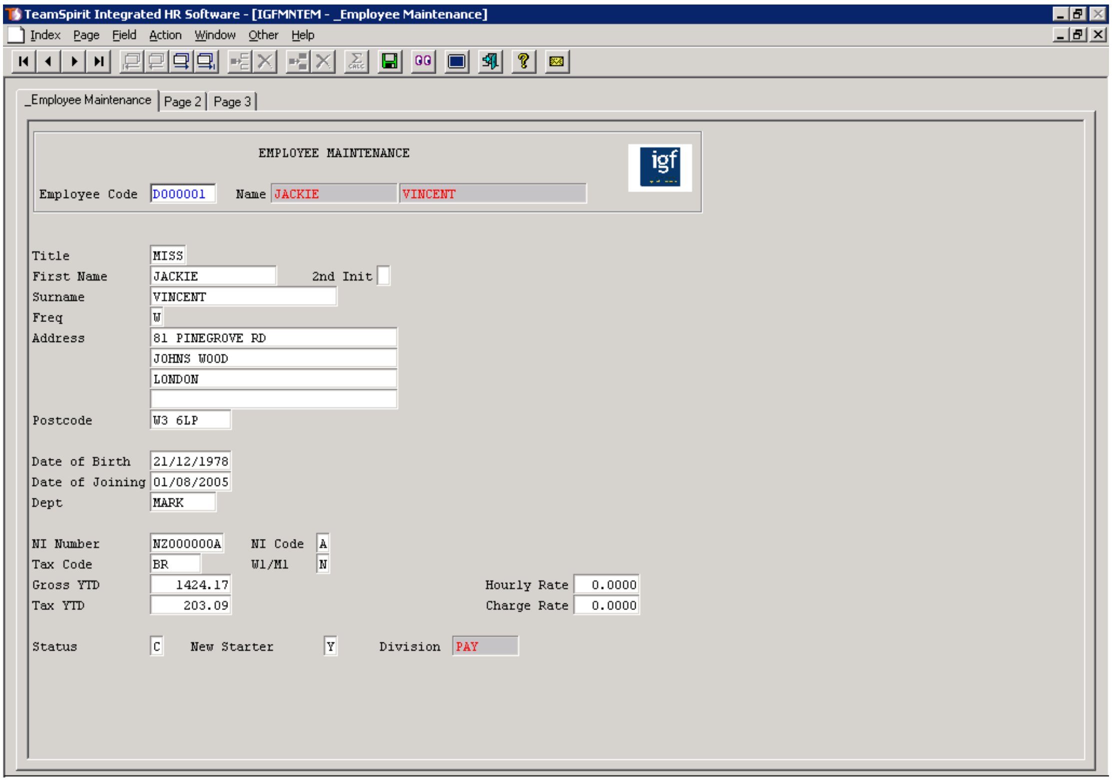
Inputting a New Employee – Page 2 of 2



- The Pay Method is B for BACS.
- Fill in the bank details.
  The Sort Code should be entered as a 6 digit number.
  The Account Number should be 8 digits long, with leading zeros if required.
  The Building Society Reference should be input if required.
- The Pension Details are defined, for both Employee & Employer, as a fixed amount plus a percentage of pensionable pay.
- Once you have completed the starter details click on Save at the top of the screen
- If you have not completed specific areas correctly, when you click on the "Floppy Disk" to save, you will get an error message telling you where the problem is. Fill in correctly and then click Save again.
- To exit the screen click on the "exit door" in the menu bar.

3.3 Changing an Existing Employee's Details

From the User Menu select Employee Maintenance.



- Click on the navigation triangles to go through the list of names until you find the employee you wish to add or amend.
- Click on the tabs at the top of the screen to access the data you require.
- Change the relevant fields i.e. the bank details and then click on Save.
- Click on Save once you have made all the relevant changes.

3.4 Entering Leaver Details

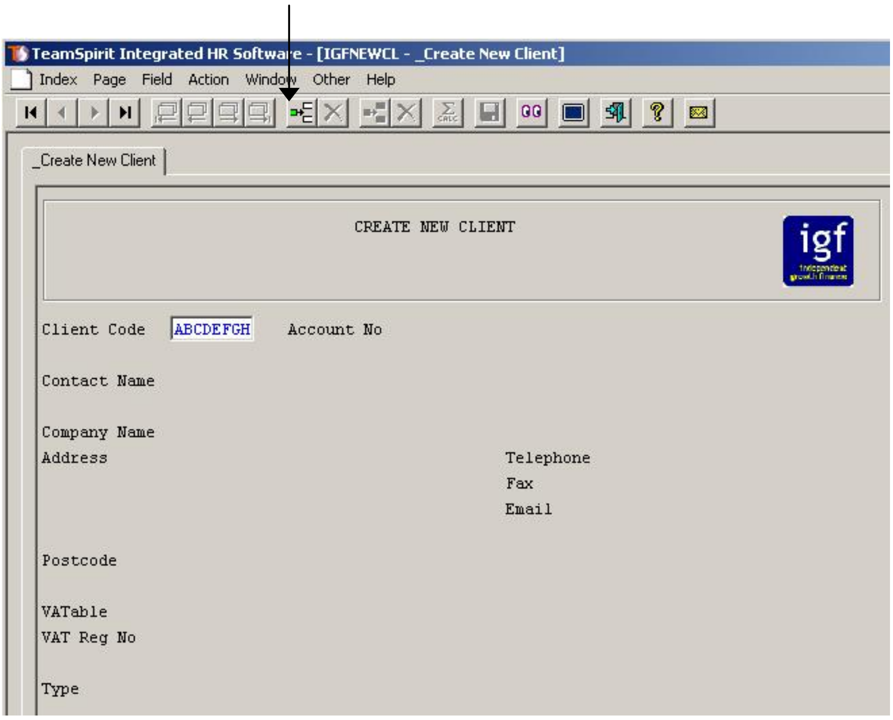
- Go to Changing an Existing Employee's Details.
- Change the Status of the employee to l (Lower case) if the employee is to be paid this period or L (Upper case) if the employee has left.
- Enter a Leaving Date.

4 CLIENT MAINTENANCE

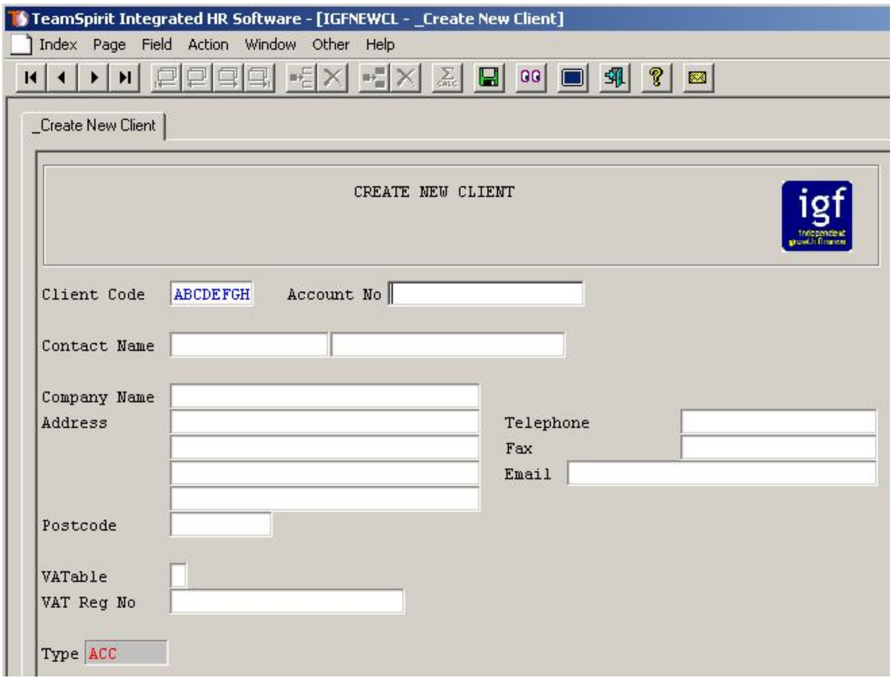
4.1 Creating a New Client

From the Main IGF Menu select the Logoff menu
From the drop down list select 'To New User ID'
Select ACCOUNTS in the list of Users and enter ACC in the User ID Password text box.

From the User Menu select Create New Client



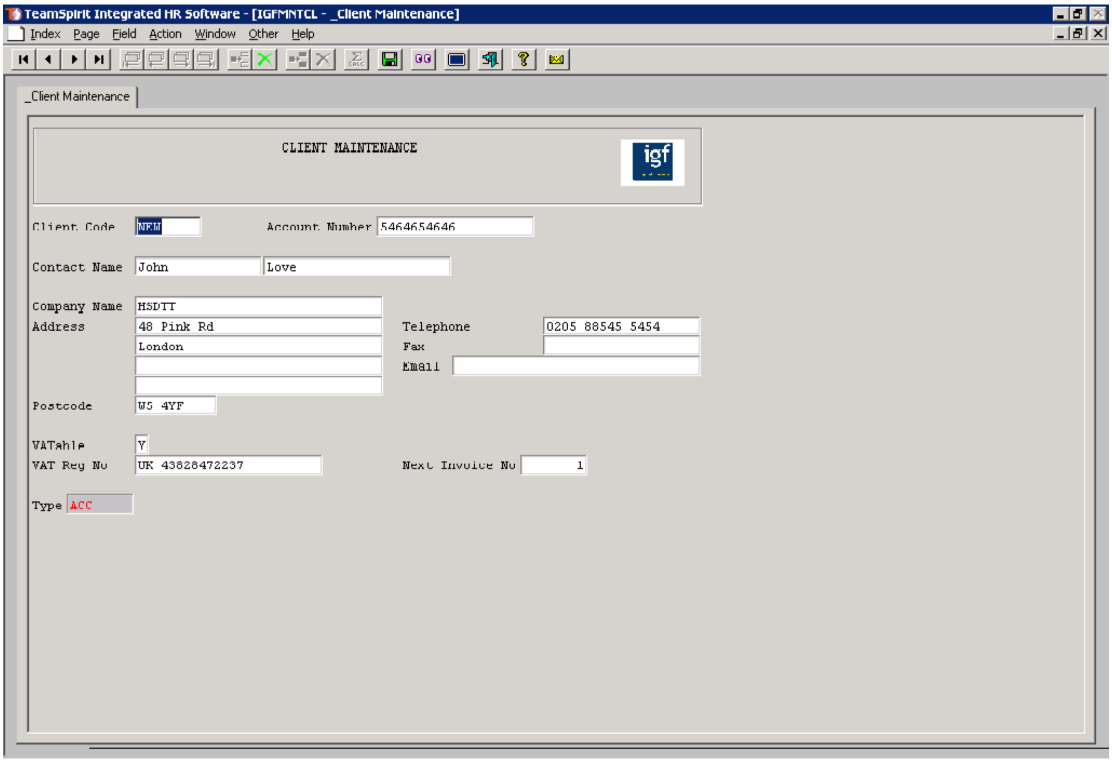
- Enter an Client ID, up to 8 characters long.
- Click on the Insert Key button (see arrow above).
- A check box "Key Not Found, New Key?" will appear. Click on Yes to create a new client record, or No to abort client creation.



- Use the mouse or Tab key to navigate through the screen (Certain fields have to be completed before saving).
- Enter the Client's details as they are to appear on the invoice.
- Enter Y in VATable if VAT is to be charged together with the Client's VAT number.
- Once you have completed the new client's details click on Save at the top of the screen.
- If you have not completed specific areas correctly, when you click on the "Floppy Disk" to save, you will get an error message telling you where the problem is. Fill in correctly and then click Save again.
- To exit the screen click on the "exit door" in the menu bar.

4.2 Changing an Existing Client's Details

From the User Menu select Maintain Existing Clients.



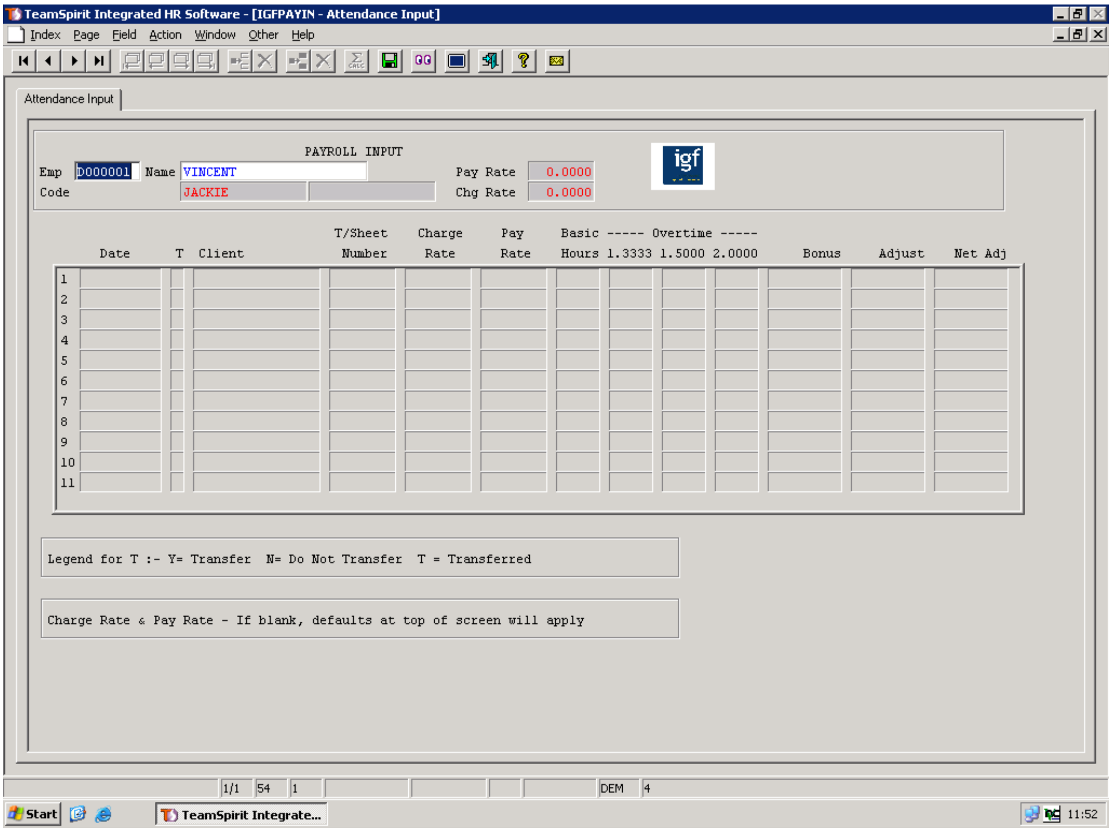
- Click on the navigation triangles to go through the list of clients until you find the one you wish to add or amend.
- Click on Save once you have made all the relevant changes.

5. ENTERING PAYROLL DETAILS

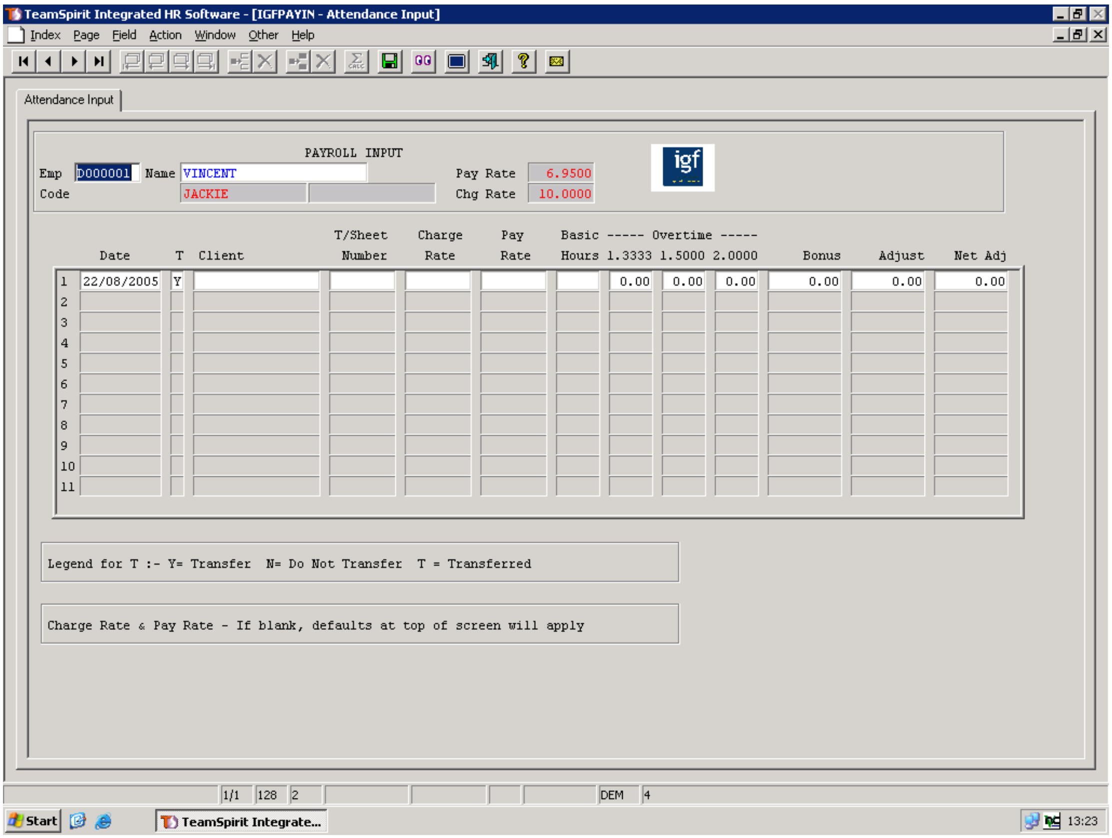
5.1 Entering a Timesheet

Before entering Timesheet information you must be sure that the previous pay period has been completed.

- From the User Menu select Payroll Input.



The above screen will appear.

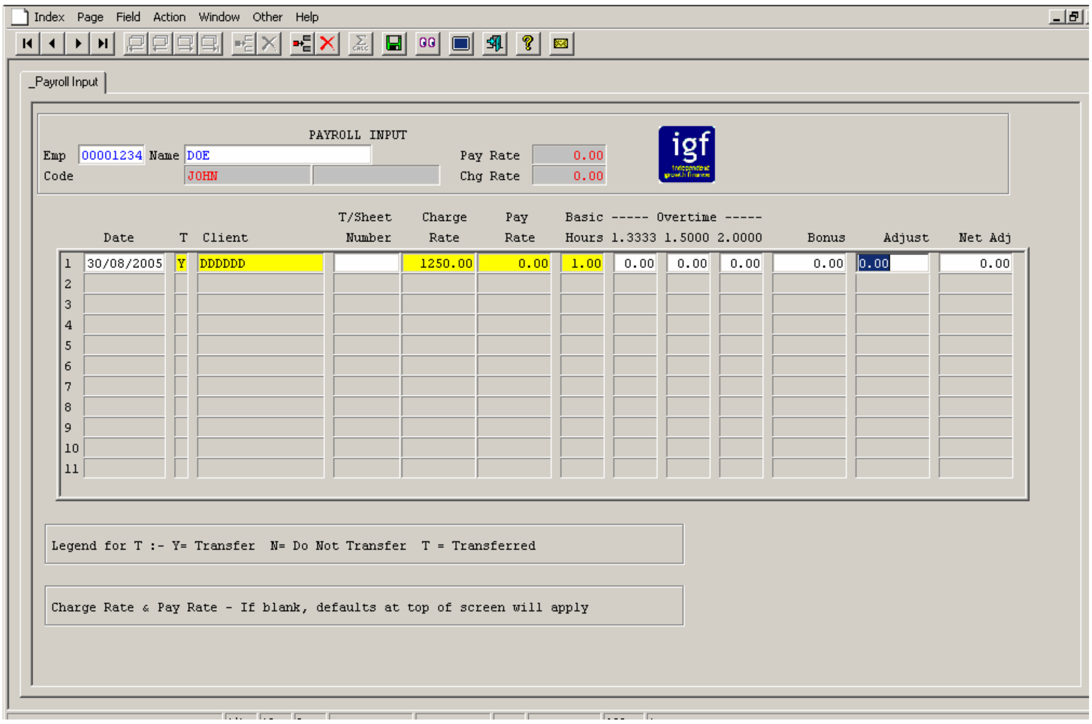


- Click on the navigation triangles to go through the list of names until you find the employee you wish to add or amend.
- Right-click in the ‘Date’ column and choose Insert Record to create a new entry.
- Enter Y in the ‘T’ column to have the record processed.
- Choose the Client from the drop-down list.
- Only Enter the ‘Charge Rate’ if you wish to override the amount already set in the employee details.
- Only Enter the ‘Pay Rate’ if you wish to override the amount already set in the employee details.
- The ‘Adjustment’ column is for any adjustments that need to be made to the Gross amount for the employee.
- Once you have entered all the details click on Save (The floppy disk button). The timesheet data is then stored.
- To exit the screen click on the “exit door” in the menu bar.
- If you have any questions regarding Payroll input please contact IGF Payroll it is important to know both the name and employee number when contacting us.

5.2 Do You Want to Only Produce an Invoice?

Before entering Timesheet information you must be sure that the previous pay period has been completed.

- Enter the employee as a new starter do not enter any Charge or Pay rate figures.
- Create the client you wish to invoice.
- From the User Menu select Payroll Input.



- Click on the navigation triangles to go through the list of names until you find the employee.
- Right-click in the ‘Date’ column and choose Insert Record to create a new entry.
- Enter Y in the ‘T’ column to have the record processed.
- Choose the Client from the drop-down list.
- In the ‘Charge Rate’ column enter the amount to be invoiced.
- In the ‘Pay Rate’ column leave the amount as £0.0.
- In the ‘Basic Hours’ column enter the number of hours = 1.
- Once you have entered all the details click on Save (The floppy disk button). The timesheet data is then stored.
- To exit the screen click on the “exit door” in the menu bar.

- If you have any questions regarding Payroll input please contact IGF Payroll. It is important to know both the name and employee number when contacting us.

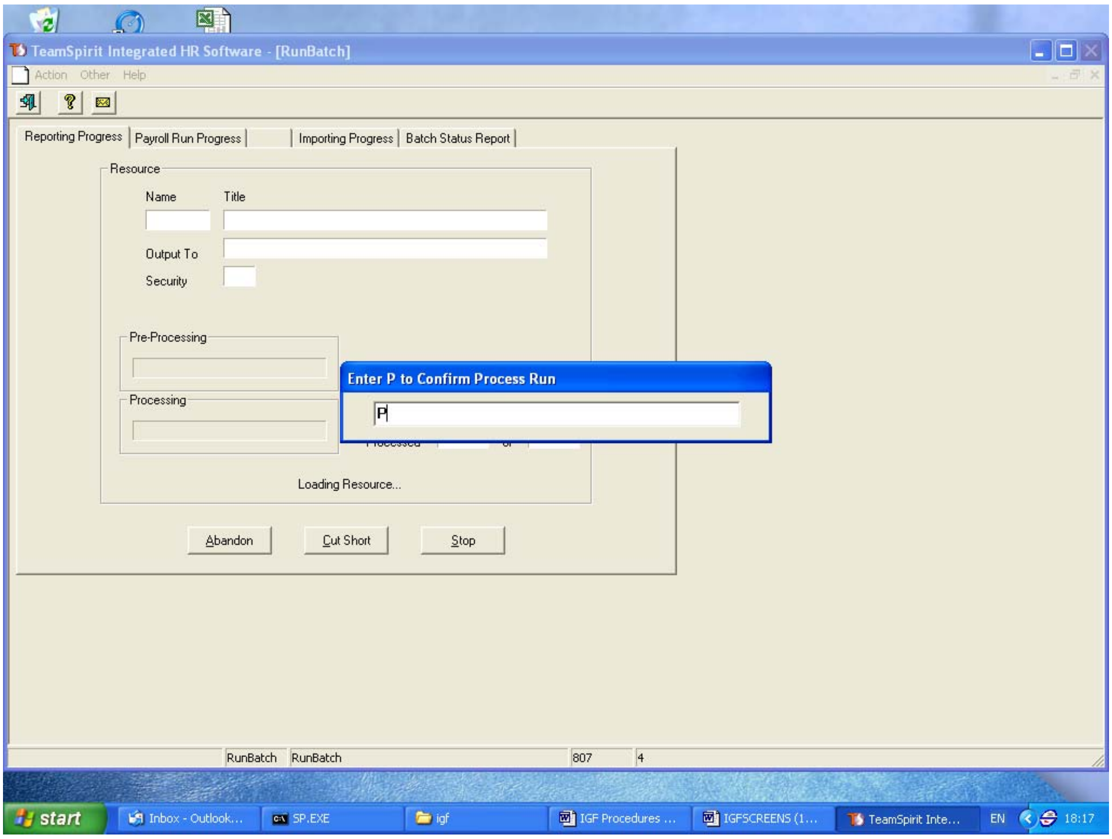
6 PROCESS PAYROLL INPUT

6.1 Check Points Before Running the Payroll

1. Check that all new users have been set up.
2. Check that all new clients have been set up.
3. Check that all Employee and Client data updates (if any) have been made.
4. Check that all payroll input has been inputted correctly into the timesheets.
   4.1 You can check your input by clicking on User Menu in your main toolbar, select 'Payroll Checking Report'. A report will appear with all the input details.
5. Make sure all leavers have been made leavers.

6.2 Processing the Payroll Details

From the User Menu select Process Payroll Input.



The above screen will appear, to process the payroll you must enter 'P' in the text box and press enter on your keyboard.

The program will run through the payroll process and then return to the main IGF screen.

You have now processed the payroll input.

7. PAYROLL PROCESSING DIARY/WHAT HAPPENS NEXT

7.1 The Timescales for Processing

1. Weekly Payroll to be updated and all changes made by Tuesday 11 o'clock. This includes Starters/Leavers/Change of codes.
   When the processing is completed this is your confirmation of payroll to be processed.

2. An email is to be sent to igfpayroll@igfgroup.com to confirm processing is complete and that you accept responsibility for the information entered, both content and accuracy.

3. If you have any credit notes to be raised etc or queries this is to be attached to the same email confirming the processing.

4. For clients also requiring invoice finance, the amount of your net payroll will be deducted from availability on the Wednesday before salaries are paid on the Friday. For monthly payrolls the appropriate sum will be deducted 3 working days before the salary due date.

5. For Payroll Service clients only IGF will require cleared funds sufficient to pay the total payroll to be in IGF's Payroll Bank Account by 11:00am on the Wednesday before salaries are paid on the Friday, for weekly payments, and for monthly payrolls cleared funds must be available by 11:00 am 3 working days prior to the salary due date.

6. IGF Payroll Limited will send out Salary Slips to your staff on the Wednesday of the payroll processing week.

7. For clients who have also requested that IGF raise customer invoices on their behalf, IGF Payroll Limited will arrange for the production of two copies of relevant invoices (with assignments to IGF where appropriate). IGF Invoice Finance will send one copy to your Debtors and one copy will also to be sent to yourselves with the payroll information for that week. Where invoice finance is also required an additional copy will be posted to your account.

8. All timesheets are to be sent to IGF Payroll Services for us to attach to our internal documentation.

9. Clients who request timesheets to be sent with invoices are to liaise with IGF to arrange for IGF to receive relevant information.

7.2 Timetable for Weekly Payroll Cycle including BACS

Time	Day 1	Day 2	Day 3	Day 4	Day 5
	Payroll to be received	**Payroll to be received**	**BACS Input Day**	**BACS processing day**	**Debit / credit day**
11:00		Latest time for receipt of payroll details. Client Emails igfpayroll@igfgroup.com to confirm payroll sent & can be processed	Invoices to be raised and posted on system if applicable and salary slips to be sent to employees.	Client in receipt of completed payroll	Money into employees accounts
13:00	Payroll processing day	Payroll processing day	Payroll returned and BACS sent		

Timetable for Monthly Payroll Cycle including BACS

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	Payroll to be received		**BACS Input Day**	**BACS processing day**	**Debit / credit day**
09:00		Payroll processing day		Client in receipt of completed payroll	Money into employees accounts
13:00	Latest time for receipt of payroll details. Latest time for receipt of payroll details Client Emails igfpayroll@igfgroup.com to confirm payroll sent & can be processed		Client agrees payroll figures		
17:30			Payroll returned and BACS sent		

8. STANDARD TOOLBAR DETAILS