

## LISTED BELOW ARE SOME TIPS ON HOW TO USE WAGE EASY PAYROLL

- Another way of opening a Wage Easy Database (.wed) file is by dragging it from Windows Explorer and dropping it onto Wage Easy Payroll's main form.
- You can configure Wage Easy Payroll to automatically open the Wage Easy Database (.wed) file you most recently used each time the application starts.
- You can turn text labels on the tool bar buttons on/off by right clicking on the tool bar and selecting the Text Labels option.
- You can remove/restore the toolbar at the top of the program by right clicking on the tool bar and selecting the Standard Toolbar option.
- You can bring up the Wage Easy Payroll help window at any time by pressing the F1 key.
- Make sure you regularly back-up your Wage Easy Database (.wed) file(s) to a floppy or another computer's hard drive.
- You can quickly jump greater durations in the Pay Period Ending calendar by clicking on the year or month in the title bar.
- You can turn text labels on the tool bar buttons on/off by right clicking on the tool bar and selecting the Text Labels option.
- You can use the F10 key to move between the current dialog box and the main menu bar
- You can use the keyboard shortcut Ctrl+O to open a Company file
- You can use the keyboard shortcut Ctrl+N to create a new Company file
- Any of the four most recently used Company files can be quickly re-opened by selecting one from the list of Most Recently Used files which appears above Exit on the File menu.
- Click the E-mail button at the top of the Employee Details dialog to automatically launch your default email program with the employee's email address inserted
- You can recall the previous saved time sheet by using the keyboard shortcut Ctrl+G
- Wage Easy makes finding records easy, try it. In the Wages dialog (and many other places too) just start typing the first couple of letter of an employee's surname and the closest matching record will be displayed
- Wage Easy Payroll features drill down reporting. You can click anywhere the mouse cursor changes to a hand to open a sub-report detailing how that line is made up
- Wage Easy can remind you of important events. Use the To Do List (Tools | Show To Do List) to visually prompt you of things you need to do Reminders and reviews can be set to display on the master To Do List as well as on pay slips
- Reminders for an employee which appear on the To Do List will also display in the Reminders Panel during wages processing
- In the Wages screen, the F12 key will take your cursor to the employee name/number line, then tab or press F12 again to return to the time sheet
- When entering an employee's time sheet, you can easily change the date of the current shift line by pressing the + or - key on your number pad
- You can recall the previous saved time sheet by right-clicking on the time sheet entry grid.
- You can speed up your time sheet entry by using the right-click menu options for copied time sheet hours.

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- Adjustments to tax and superannuation can be made from the Adjustments screen during wages processing.
- When viewing a pay slip, you can drill down on the gross to see the times entered. Simply click when your mouse pointer becomes a hand.
- To view an employee's rates of pay on various days, right click on a pay rate in the employee's file and then select edit.
- If you see an underlined letter in any menu, you can press the Alt key plus the underlined letter instead of clicking the menu item if you wish. In Windows, this is known as an accelerator key.
- During wage processing, leave values which appear in red indicate that the employee does not have adequate amount accrued to cover the leave payment.
- You can copy the previous time sheet shift entry by using the keyboard shortcut Shift + Ins.
- You can preset your public holiday dates under the Setup Menu.
- To make a day on the time sheet a Public Holiday or RDO, right-click the mouse and select.
- You can modify banking destinations on the Adjustments screen during wages processing.
- Use the Tab key to move between fields on a page as it saves time when editing as the whole field can be quickly overwritten.
- If you right click on a field, this will often bring up a local menu with special options or actions.
- Many of the lists displayed in Wage Easy can be sorted into a different order by clicking on the column headers at the top of the list. Click again to change the sort direction.
- When selecting an employee from the drop-down lists, the colour of the symbol before their name indicates their employment category - red for full time, green for casual, and blue for part time.
- To keep track of documents related to an employee, add a Document Link in their employee file.
- You can confirm an employee's daily pay rates (such as Weekday, Saturday, Sunday, and Public Holiday) by double clicking on an entry in the employee's Department / Pay Rates list.
- If a link in the Document Link page of the employee file shows as grey, it indicates that the document can not be found at the specified location.
- If you make an error in setting leave accrual rates in an award file, check the leave balance in each associated employee's file as leave accrual is recalculated at each pay slip and whenever viewed.
- With many drop-down lists, additional items can be added to the list by entering the new item in the field and pressing Enter. To remove an item from such a list, it must be removed from all records where it is used before it will disappear.
- To see localised tool tips, hover the cursor over the icon for several seconds and the tip will appear.
- You can add a variety of extra fields to employee files on the User Defined page. Do not click on the Edit icon on the User Defined page unless you wish to add or delete a field from all employee files.
- Some systems such as superannuation and tax have factors that are set in several locations in Wage Easy. If you can not find where to change a particular setting, check the relevant overview topics in the Help file.

- If there is a date in the Termination field in an employee's field, that employee is no longer considered active and pay slips can not be generated for them.
- An employee may not appear in the drop-down list at the time sheet for three reasons: they do not belong to the currently selected pay period date, the pay slip has already been saved for them, or they have been terminated.
- Check with your supplier for assistance with creating your own custom reports.
- Next of kin, bank, union and association records can all hold an unlimited amount of information about associated people. Check out the features of the Wage Easy contact management system.
- You can create and individually label multiple pages in each employee's notepad. This is useful for collating topics and encouraging tidy note keeping.
- To quickly insert the current time and date in a note pad, click on the '7' button on the edit toolbar.
- Many reports can be directly exported to HTML, RTF, spread sheet, bitmap, or PDF formats by clicking on the down arrow beside the printer icon in the report viewer.
- You can review old pay slips by double clicking on the required pay in the Past Pays page of the employee file.
- You can use the Tax Calculator to preview the tax to be deducted from a gross amount, or to work out the gross amount required to get a specified after tax amount.
- The Refresh option forces Wage Easy to regenerate or recalculate the report or list, using the latest selection criteria and sort order.
- To make adjustments to an employee's gross pay without affecting the time sheet, create a specific allowance record. This may be useful for paying back pay, and for accurate job costing with salaried employees.
- Many central setup records such as super funds and allowances can not be deleted once they are linked with an employee and/or pay slip. Some details may be edited without affecting saved pay slips.
- Do not reuse 'old' central setup records such as super funds and allowances. There are no limits on setting up new records and this is a safer approach.
- Many features, operating methods and storage locations used by Wage Easy can be changed if required. Have a look through all the pages in the Preferences option of the Setup menu to familiarise yourself with the options. But, do not change settings if you do not understand how they work.
- If you have the security system active, you can check who has been using the program and when, via the System Access report.
- Consider using the inbuilt security system. This system helps prevent accidental or deliberate damage to your data and promotes privacy.
- It is recommended that you change passwords at least twice per year. This reduces the public spread of passwords and enhances security.
- If you are not using the automatic award updating features of Wage Easy, please consult the Associations section of the Help file or manual and discover the benefits.
- If you need more information or a different lay out to the standard reports, consider making your own User Defined Reports.
- Wage Easy makes it easy to submit payment summaries via magnetic media. However, you can still make it easy to manually complete quadruplicate certificates by printing a plain paper certificate that contains the required information.

- If your super funds and unions accept payment and contribution reports electronically, these features can be configured in Wage Easy for each fund or union. Save the time, save the hassle.
- There are many shortcut keys that can be used to speed up time sheet preparation. Right click on the time sheet to view the local menu and shortcut key designations.
- If an employee moves from one job, department or base pay rate to another without a break, it is acceptable to have the finish time of the first block as the start time of the next block. For example, Job A can finish at 10:30 and Job B can also start at 10:30.
- Messages to individual employees can be added to their pay slip during the adjustment stage of pay slip production. To add a message to all employee pay slips, enter it at the Setup Messages option before producing any pay slips for that pay period.
- The pay slips can be printed on plain paper or pre printed stationery. Check with your supplier for further information etc.
- If there appears to be problems with slow operation or missing or 'funny' data, you may need to maintain the database via the Maintenance option of the File menu. Check out the topic on Maintaining Program Performance in the Help file or manual.
- When viewing the setup list for Allowances, Awards, and Base Pay Rates the association the selected entry belongs to is displayed in the status bar (at the bottom of the form).
- Do you use an intranet in your business? Do you want to work smarter by allowing employees to view and update their own data? Talk to your supplier or us about the Wage Easy intranet module.
- Your wages information is vitally important. You can protect it by performing regular backups.
- Additional employee licences can be purchased at any time in any quantity. Please contact us for a quotation.

If you have any questions please do not hesitate to contact our office.