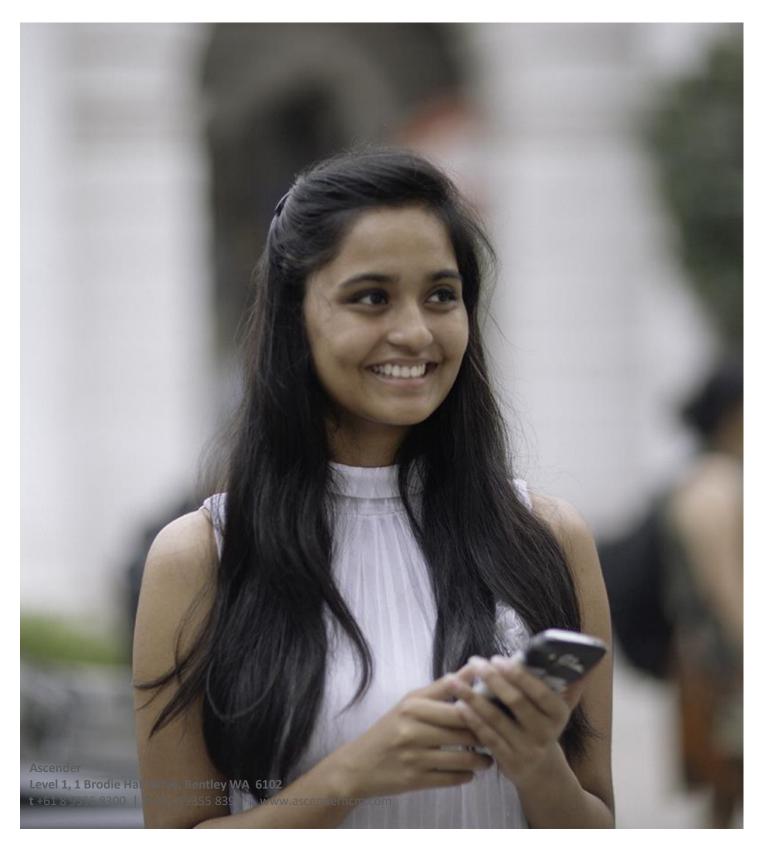
User Guide Ascender Pay Express





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Introduction

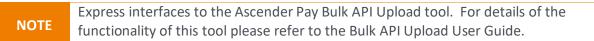
What is Ascender Pay Express?

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.



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:

¢.	FE600 - Ascender Pay Extend User	/Group Security		
17	.0			
-				
	Ascender Pay Extend Role Det	tails		
	Role	Role Description		
	ASCENDER_EXPRESS_SAVE	ASCENDER EXPRESS SAVE		User Details
	Assigned Users Reports Access	Module Access Role Privileges		
	, asigned soore (hopener, soose	Modulo / Cooodo / Kolo / Milogoo)
	Assigned Users to Role			
	Users	Username		
	EXPRESS_SAVE	💽 Express Save only user	User Access	
		<u>\</u>	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:

🔁 FE600 - Ascender Pay Extend User	Group Security		
17.0			
— Ascender Pay Extend Role Det	ails		
Role	Role Description		u sur l
ASCENDER_EXPRESS_SUBMI	T ASCENDER EXPRESS SUBMIT		User Details
Assigned Users Reports Access	Module Access Role Privileges		1
Assigned Users to Role			
Users	Username		
EXPRESS_SUBMIT	Express Submit only user	User Access	
		User Access	
	Q.	User Access	

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:

🗟 F	E600 - Ascender Pay Extend L	Jser/Group Security		
17.0				
	- Ascender Pay Extend Role	Details		
	Role	Role Description		
	ASCENDER_EXPRESS_V	/IEW_ALASCENDER EXPRESS VIEW ALL RECORDS		User Details
A	ssigned Users Reports Acce	ss Module Access Role Privileges		
7.	ssigned osers (Reports Acce			
	Assigned Users to Role			
	Addigined escience in terrore			
	Users	Username		
	EXPRESS_SAVE	Express Save only user	User Access	
			User Access	
			User Access	
			· · · · 1	

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.

Ascender	
	Contraction of the second s
	Log In
	Password
	Login

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:

FD089 - Code Rule		
0		
Crown	EXPRESS	Ascender Pay Express
Group	PAYCODE	Ascender Pay Express Payroll Codes
		rayion 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	
G Home	Bonus & Adhoc Payment
Adhoc Payments	
 Allowances 	Add the details for new Bonus and Adhoc Rayment for submission to Accender. Once you have entered the details click on 'Save' to automatically validate and save your work to complete later or Submit to Accender. You can also load data from a CSV file and view records which have already been served or submitted.
Deductions	
 Superannuation 	Create New Records
Tax (Aus.)	Select No. of Rows 23 + Search by Employee
• TFN (Aus.)	Employee No. △ Employee Name Job Ao. Paycode △ Paycode Description Workdate △ Unit △ Rate △ Comments △ One Off Flag △ Status Reject Reason
	New Record
	Load CSV Data Download CSV template Delete Save Validate Send to Payroll
	• 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.

	Select No.of Rov	25 🗘			Search by Employ	yee		^			
mployee No. 🛆	Employee Name	Job No. Д	Paycode 🕸	Paycode Description	Workdate ♪	Unit 🛆	Rate 🛆	Comments 🕰	One Off Flag ⊉	StatusReject Reason	
^		\$	^		#				No 🗘		
'n				140, (4)							

2. Enter the following field data:

Employee No	Select a value from the lookup provided or type in the number if known. Search option is available.
Employee Name	Automatically populated when a valid employee number is entered.
Job No	Select a value from the drop-down list or type in the number if known.
Paycode	Select a value from the lookup provided. Search option is available.
Paycode Description	Automatically populated when a valid paycode is entered.
Workdate	Select the date that the payment is applicable to.
Unit	Enter the number of units.
Rate	Enter the payrate for the payment.
	RC806 Payroll Processing will multiply the number of units by the rate entered.
Comments	This is an optional field. Limited to 50 characters.
One Off Flag	Select from list - Yes / No. Default is No.
Status	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.
Reject Reason	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:

Amount	Φ		(\times)	
FAILED PEEMPAD AAU600 be greater than th Summary Count f	e start date.	018 DED (END_DATE) F012 able	19:334 - The	end date must
1 record read from	n PEEMPAD AP idation and reje e inserted into	ected.		

- 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.

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

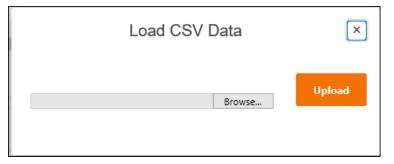
The file layout is described below. Records must be in the same order as this layout.

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.



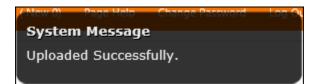
3. Locate and select your CSV file.

🍯 File Upload	Х
← → ▼ ↑ 🔄 « Windows7_OS (> Temp > 🗸 ♂ Search Temp	م م
Organize 🔻 New folder	📰 🔹 🔟 🔇
Name	Date modified
Deductions.csv	19-Feb-19 8:19 AM
Bonus AdHoc Payment_3.csv	18-Feb-19 4:20 PM
Bonus AdHoc Payment.csv	18-Feb-19 4:20 PM
Bonus AdHoc Payment_2.csv Type: Microsoft Excel Comma	Separated Values File
V K Size: 449 bytes	>
File name: Bonus AdHoc Payment.csv V All Files (***	
Open	Cancel

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

Load CSV Data	×
Browse Bonus AdHoc Payment.csv	Upload

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.

ender													
	Recurring Allowa	nce											
yments													
s	Add the details for new allows	ance to Ascender. Once you have	entered the	e details click o	n 'Save' to automati	cally validate a	id save your work to complete	ater or Submit to Ascender.	You can also load data from a CS	V file and view record	s which have alrea	idy been sai	ved or submitted.
ıs	Create New Rec	ords											
uation		Select N	No.of Rows	25 0			Searc	h by Employee	^				
	Employee No.		Job No.	Occupation	Occup	Employee	Award Class Allowance	Allowance Descripti		Agreed Pate	Amount State	ur P	eject Reason
)	Δ	Employee Name	۵	Туре 🛆	Commence 🛆	Status 🛆	Code 🛆	Anomance Descripti	Start Date 25 End Da	te ca Agreed fuite	(Month)☆		
													New Reco
	Load CSV Data	Download CSV template								Delete	Save Va	alidate	Send to Payr
										_			
	 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 Allowance records

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

Cre	ate New Reco	rds												
		Select No.of Rows	25	>			Search by	Employee		^				
	Employee No. ム	Employee Name	Job No. ⇔	Occupation Type △	Occup Commence 4	Employee Status ☆	Award Class Allowance Code 🎝	Allowance Description	Start Date ☆	End Date △	Agreed Rate	Amount (Month)⊅	Status	Reject Reason
	^		\Diamond	0	0	\$	0			臣				
														New Record
Lo	ad CSV Data D	lownload CSV template								Dele	te	Save Val	idate	Send to Payrol

2. Enter the following field data:

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

Employee Status	This will default based on the occupancy records selected above.
Award Class Allowance Code	Select a value from the lookup provided. Search option is available.
Allowance Description	Automatically populated when a valid paycode is entered.
Start Date	Select the start date for the allowance. Mandatory
End Date	Select the end date for the allowance. If left blank the value will default to 31-DEC-2049 when loaded into Ascender Pay.
Agreed Rate	Check this box if the Allowance is an agreed rate allowance. If checked an Amount must also be entered.
Amount	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.
	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.
Status	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.
Reject Reason	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.

Crea	Create New Records									
	Select No.of Rows 5 🗘 Search									
	Employee No. 🕸	Employee Name	Job No. 🗘	Paycode 🗘						
	AAU9001 ^	AAU9001, Aleena's test emp	01 🗘	AL5 ^						
	AC2006 ^	AC26Surname, AC26Firstname	1 🗘	нксом ^						

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:

	Amount	0			\otimes			
F	AILED PEEMPAD AAU6001 01 01 pe greater than the start o)18 DED (END	_DATE) F01219	9:334 - The	end date i	must	
5	Summary Count for PEEMPAD Table							
	1 record read from PEEMPAD API parameter. 1 record failed validation and rejected. 0 records would be inserted into PEEMPAD. 0 records would be updated in PEEMPAD.							

- 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, Occup 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, FT, TAB3, TAB3, CA, 15/08/2017, 31/12/2020, N, AB0840, 01, HDA, 20/05/2019, PE, EXE, 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.

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)

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

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

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

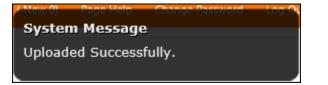
3. Locate and select your CSV file.

🍯 File U	pload		×
$\leftarrow \ \ \rightarrow$	✓ ↑		Q
Organiz	e 🔻 New folder	== -	?
^	Name	Date modified	~ ^
-	Recurring Allowance_T17.csv	19-Feb-19 8:50 A	M
	🔊 Bonus & AdHoc Payment_T17.csv	19-Feb-19 8:32 A	M
	Recuring AdHoc Deductions_T17.csv	19-Feb-19 8:23 A	M
4	🔊 Deductions.csv	19-Feb-19 8:19 A	М
•	Donus Addas Daymont 2 cov	10 Each 10 4-20 DI	∽ [×]
			-
	File name: Recurring Allowance_T17.csv V All Files (*.*)		\sim
	Open	Cancel	

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

Load CSV Data	×
Browse Recurring Allowance_T17.csv	Upload

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.

■ Ascender	
A Home	Recurring & Adhoc Deduction
Adhoc Payments	
Allowances	Add the details for new deductions 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.
• Deductions	Create New Records
Superannuation	
Tax (Aus.)	Select No.of Rows 25 # Search by Employee
• TFN (Aus.)	□ Employee No. △ Employee No. △ Employee No. △ Paycode △ Paycode △ Paycode Description Start Date △ End Date △ Payrate △ Deduction Type △ Comments △ Expires After Total Amount △ Status Reject Reason
	New Record
	Load CSV Data Download CSV temptate Save Validate Send to Payroll
	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 deduction 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. ↓ Employee Name Job No. △ Paycode △ Paycode Description Start Date △	End Date 👌 Payrate 🛆 Deduction Type 🛆 Comments 🛆 Expires After Total Amoun	t ☆ Status Reject Reason			
		New Record			
Load CSV Data Download CSV template	De	lete Save Validate Send to Payroll			

2. Enter the following field data:

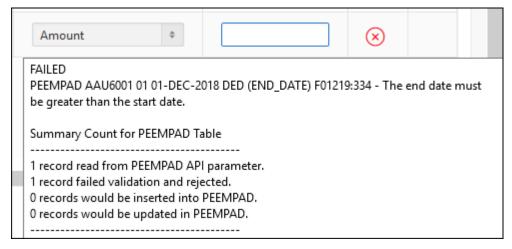
Employee No	Select a value from the lookup provided or type in the number if known. Search option is available.
Employee Name	Automatically populated when a valid employee number is entered.
Job No	Select a value from the drop-down list or type in the number if known.
Paycode	Select a value from the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

Start Date	Select the start date for the deduction. Ideally should be the beginning of a pay period.
End Date	Select the end date for the deduction. This is not mandatory as deductions may be open ended.
	Note: 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.
Payrate	Enter the payrate for the deduction. This will either be a dollar value or a percentage value depending upon the Deduction type selected.
Deduction Type	Select 'Amount' or 'Percentage of Salary' from the drop-down list.
Comments	This is an optional field. Limited to 50 characters.
Expires After Total Amount	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'.
Status	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.
Reject Reason	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.

Create	Create New Records				
	/		Select No.of Rows		
✓	Employee No. 4	۵	Employee Name	Job No. 4	
V	AAU103	^	AAU103, Mary	01 🗘	
	AAU103	^	AAU103, Mary	01 🗘	
	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 \bigcirc 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.

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)

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

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

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.

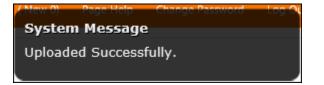
Page 20

	↑ → This PC → Windows7_OS (C:) → Temp	✓ ^ひ Search Temp	م ر
Organize 🔻	New folder		::: • 🔳 ?
т^	Name	Date modified	Туре
	CCUP_ACCOUNT.CSV	06-Jun-18 9:46 AM	Microsoft Excel C
-	B PEEMPAD.CSV	13-Dec-18 3:20 PM	Microsoft Excel C
· · · · ·	E PEEMPDISB.CSV	06-Jun-18 9:46 AM	Microsoft Excel C
	E PEEMPTAX.CSV	06-Jun-18 9:46 AM	Microsoft Excel C
+	Recuring AdHoc Deductions_T17.csv	19-Feb-19 8:23 AM	Microsoft Excel C
1	Recurring Allowance.csv	04-Feb-19 1:45 AM	Microsoft Excel C
	Recurring Allowance_T17.csv	19-Feb-19 8:50 AM	Microsoft Excel C
-	Recurring&AdHOC deduction Template.csv	19-Feb-19 10:11 AM	Microsoft Excel C
-	Recurring&AdHOC deduction Template_T17.csv	19-Feb-19 10:18 AM	Microsoft Excel C
= 、 、	Recurring&AdHOC deduction_D17.csv	19-Feb-19 10:25 AM	Microsoft Excel C
	File name: Recuring AdHoc Deductions_T17.csv	 ✓ All Files (*.*) 	~

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

Load CSV Data	×
C:\Temp\Recuring AdHoc Deductions_T17 Browse	Upload

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.

cender	ل pauliti Heip Change Facancer La
:	Superannuation
oc Payments	
wances	Add the details for new Superannuation for submission to Ascenders. Once you have entered the details clck on "Save" to automatically validate and save your work to complete later or Submit to Ascender. You can also load data from a CDV file and view records which have already been assessed on a view relative.
ductions	Create New Records
perannuation	Create New Records
(Aus.)	Select No.47 Rows 25 + Search by Employee
(Aus.)	Employee No Employee Name Jo No. Employee Name Jo No. Paycode Description Paycode Description Employee Employee Employee Amount Co (G) Co <
	New Record
	Load CSV Data Download CSV template Save Validate Send to Payroll
	O 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 superannuation records

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

Cr	Treate New Records													
		Select No.0	of Rows	25 🗘			Search by Em	ployee		^				
	Employee No. ⇔	Employee Name	Job No. 🗘	Paycode ⇔	Paycode Description	Employee Amount 수	Employee Percentage (%) △	Employer Amount 🗘	Employer Percentage (%) △	Date of Effect △	End Date 🕰		Membership No. ⇔	Reason ⊅
	^		0	^						田		₩		^
	New Record													
<														>
	Load CSV Data	Download CSV template									Delete	Save	Validate	Send to Payroll

2. Enter the following field data:

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

Paycode	Automatically populated when a valid paycode is entered.
Description	
Employee Amount	Enter the value of the employee fixed amount to be deducted for superannuation each pay period.
Employee Percentage (%)	Enter the percentage of salary/wages which is to be deducted for employee superannuation each pay period.
Employer Amount	Enter the value of the employer fixed amount to be deducted for superannuation each pay period.
Employer Percentage (%)	Enter the percentage of salary/wages which is to be deducted for employer superannuation each pay period.
Date of Effect	Select the start date for the superannuation deduction.
End Date	Select the end date for the superannuation deduction otherwise leave blank.
Membership No	Enter the employee's membership number. Limited to 30 characters.
Reason	This is a coded field with lookup available.
Fund id	This is a coded field with lookup available.
Kiwisaver	New Zealand users only.
	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:
	Active KS Member Contributions Holiday Non Member Not Eligible for KS Opted Out
Excess SGC	Australian users only.
Payout	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:
	Cash Timesheet
	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.
	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

	 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. 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.
	Benefit Payout
	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.
	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.
Status	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.
Reject Reason	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	Create New Records				
	/	Select No.of Rows 25 🗘			
☑ #	Employee No. 🕸	Employee Name	Job No. 🗘		
\checkmark	AAU103 ^	AAU103, Mary	01 🗘		
	AAU103 ^	AAU103, Mary	01 🗘		
	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:

Amount	\$			\bigotimes		
FAILED						
		2018 DED (END_DAT	E) F01219	:334 - The	end date i	must
be greater than t	he start date.					
Summan/Count	for DEEMDAD 1	Table				
Summary Count	for PEEMPAD	Table				
1 record read from	m PEEMPAD A	PI parameter.				
	m PEEMPAD A	 PI parameter. jected.				
1 record read from 1 record failed va	m PEEMPAD A lidation and re be inserted into	PI parameter. jected. p PEEMPAD.				

- 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 ^(C) 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., <u>Ravcode</u>, 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
AB0855, 01, SUP, 10, , , , 20/05/2019, ABC732523, NEW, 13355603448001
AB0855, 01, SGC, , , , 9. 5, 20/05/2019, ABC7913, NEW, 13355603448001
AB08650, 01, SGC, , , , 9. 5, 20/05/2019, ABC79123, 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.

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.

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

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.

Load CSV Data	×
Browse	Upload

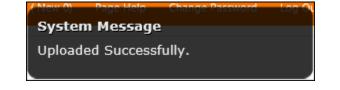
3. Locate and select your CSV file.

ۏ File Upload	e d			×
$\leftarrow \rightarrow \cdot$	↑ 📑 > This PC > Windows7_OS (C:) > Temp > Q−Z >	✓ Č Searce	h Temp	Q,
Organize 🔻	New folder		== -	•
т^	Name	✓ Date modified	Туре	Size ^
	🔂 Super_GS_V2.csv	04-Apr-19 2:28 PM	Microsoft Excel C	
	🔹 SuperannuationGS.csv	04-Apr-19 2:25 PM	Microsoft Excel C	
	🔊 Super V2.csv	04-Apr-19 11:08 AM	Microsoft Excel C	
	Super_v2.txt	04-Apr-19 10:58 AM	Text Document	
+	🕼 Superannuation_T17.csv	04-Apr-19 10:51 AM	Microsoft Excel C	~
_) ∨ <				>
	File name: SuperannuationGS.csv	~ All F	iles (*.*)	\sim
			Open Can	cel

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

Load CSV Data	×
Browse SuperannuationGS.csv	Upload

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.

≡ Ascender	
🛱 Home	Tax (Aus.)
Adhoc Payments	
Allowances	Add the details for new Englypes VX details for submission to Accendes. Once you have entered the details dick on "Save" to automatically validate and save your verk to complete later or Submit to Accender. You can also lead data from a CEV file and view records which have already been asend or submitted.
Deductions	Create New Records
Superannuation	Create New Kecoras
• Tax (Aus.)	Search by Employee
• TFN (Aus.)	Employee Name Job No. Poycode A Poycode Description Scale Start Date A End Date Reference Status Reject Reason
	New Record
	Load CSV Data Download CSV template Save Validate Send to Payroll
	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 taxation records

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

	Select No.	of Rows 25	0		Sear	ch by Employee		^			
Employee No. 🗘	Employee Name	Job No.	Paycode ☆	Paycode Description	Scale △	Start Date ⊅	End Date ♠	Reference 🛆	Status	Reject Reason	
^		0	^		^	臣	Ē				

2. Enter the following field data:

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

Start Date	Select the start date for the tax deduction. The date must be greater than or equal to the 'First Commence' date for the employee.
End Date	Select the end date for the tax deduction. This is not mandatory as deductions may be open ended.
Reference	This is an optional field. Limited to 20 characters.
Status	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.
Reject Reason	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 25 🗘	
✓ 🖊	Employee No. 🕸	Employee Name	Job No. 🗘
	AAU103 ^	AAU103, Mary	01 🗘
\checkmark	AAU103 ^	AAU103, Mary	01 🗘
	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:

Amount	\$			\bigotimes		
FAILED						
		2018 DED (END_DAT	E) F01219	:334 - The	end date i	must
be greater than t	he start date.					
Summan/Count	for DEEMDAD 1	Table				
Summary Count	for PEEMPAD	Table				
1 record read from	m PEEMPAD A	PI parameter.				
	m PEEMPAD A	 PI parameter. jected.				
1 record read from 1 record failed va	m PEEMPAD A lidation and re be inserted into	PI parameter. jected. p PEEMPAD.				

- 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.

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)

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

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

	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

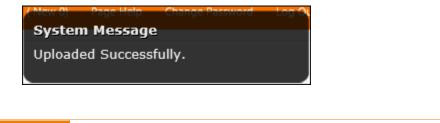
3. Locate and select your CSV file.

🥑 File Upload				×
$\leftrightarrow \rightarrow \cdot \cdot$	> This PC > Windows7_OS (C:) > Temp >	✓ [™] Searce	h Temp	٩,
Organize 🔻	New folder			?
	Vame	Date modified	Туре	Size '
+	Taxation_GS.csv	08-Apr-19 12:03 PM	Microsoft Excel C	
_) ī	Superannuation_GS_relabel.csv	08-Apr-19 11:22 AM	Microsoft Excel C	
	Superannuation_GS_retest.csv	08-Apr-19 9:09 AM	Microsoft Excel C	
-	Super_GS_V2.csv	04-Apr-19 2:28 PM	Microsoft Excel C	
	SuperannuationGS.csv	04-Apr-19 2:25 PM	Microsoft Excel C	•
				>
	File name: Taxation_GS.csv	 ✓ All F 	iles (*.*)	\sim
			Open Cance	1

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

Load CSV Data	×
Browse Taxation_GS.csv	Upload

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.

≡ Ascender	矣 psau177t Help Change Password Log O
n Home	TFN (Aus.)
Adhoc Payments	
Allowances	Add the details for new Employment TVM details for submission to Accender. Once you have entered the details click on "Save" to automatically validate and save your vork to complete later or Submit to Accender. You can also load data from a CEV file and view records which have already been saved or valuefiled.
Deductions	Create New Records
Superannuation	Create New Records
• Tax (Aus.)	Select No of hows 25 + Search by Employee
• TFN (Aus.)	Employee Employee Employee Employee Employee Employee Employee Support Participation Participation
	New Record
	Load CSV Data Download CSV template Save Validate Send to Payroll
	• 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 TFN records

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

	Select No	o.of Rows	25 🗘			Sear	h by Employe	•			^					
Employee No. 🕸	Employee Name	Job No. (A	Entry Date △	TFN Status ム	Surname Changed ☆	Basis Of Payment ☆	Australia Resident ∆	Tax Free Threshold ☆	Family Tax Benefit ⇔	HELP Indicator ☆	SFSS Indicator	Super Pension Rebate ∆	Payee Signature Present 众	Payee Signature Date 众	Status	Reject Reaso
<u>^</u>		\$	21-MAY-20 🖽	O TFN Provided O Exempt Under 18 O Exempt Pensioner		\$										
															New R	ecord

2. Enter the following field data:

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

TFN Status	Select the option that applies in relation to the tax file number as per the employees TFN Declaration form. Options are:
	TFN Provided
	• Exempt Under 18
	Exempt Pensioner
	Only one option should be selected.
	If more than one option is checked, the entry will fail validation.
Surname Changed	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.
Basis of	Select from the drop-down list of values.
Payment	Mandatory field
Australia Resident	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.
Tax Free Threshold	If the employee has claimed the tax free threshold as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.
Family Tax Benefit	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.
HELP Indicator	If the employee has an accumulated HELP debt as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.
SFSS Indicator	If the employee has a Financial Supplement debt as per the employee TFN Declaration form then click on this checkbox otherwise leave blank.
Super Pension Rebate	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.
Payee Signature Present	If the employee has signed the TFN Declaration form then click on this checkbox otherwise leave blank.
Рауее	Enter the date that the employee signed their TFN Declaration.
Signature Date	Mandatory field
Status	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.
Reject Reason	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	e New Records		
	/	Select No.of Rows 25 🗘	
✓ 🖊	Employee No. 🕸	Employee Name	Job No. 🗘
V	AAU103 ^	AAU103, Mary	01 🗘
✓	AAU103 ^	AAU103, Mary	01 🗘
✓	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:

Amount	Φ.			\otimes		
FAILED PEEMPAD AAU6001 01 be greater than the star Summary Count for PE	rt date.		DATE) F01219	:334 - The	end date	must
1 record read from PEE 1 record failed validatio 0 records would be inso 0 records would be upo	on and rejec erted into P	cted. PEEMPAD.				

- 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.

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.

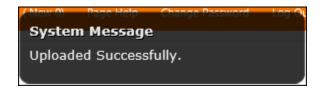
🝯 File Upload			×
$\leftarrow \rightarrow ~ 1$	▶ 📑 → This PC → Windows7_OS (C:) → Temp →	✓ 🖸 Search Temp	م
Organize 🔻	New folder	-	= • II 🕐
🖺 ^ I	Name	Date modified Type	Size 🔨
📕 t	SuperannuationGS.csv	04-Apr-19 2:25 PM Microsoft	Excel C
<u>ه</u> ا	TFN_GS_V2.csv	04-Apr-19 12:44 PM Microsoft	Excel C
E	🗟 Super V2.csv	04-Apr-19 11:08 AM Microsoft	Excel C
-	Super_v2.txt	04-Apr-19 10:58 AM Text Docu	ment
-	Superannuation_T17.csv	04-Apr-19 10:51 AM Microsoft	Excel C 🗸
<			>
	File name: TFN_GS_V2.csv	✓ All Files (*.*)	~
		Open	Cancel

4. Click on the 'Open' button.

5. Click on the 'Upload' button.

Load CSV Data	×
Browse TFN_GS_V2.csv	Upload

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.

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:

hante .	Recurring &													
ayments			1011											
es		aw deductions for submis	ision to Asce	nder. Once you hav	e entered the det	ails click or	'Save' to automatically	validate and save y	our work to complete later or Su	ubmit to Ascender	s You can also load dat	a from a CSV file and vie	w records which h	ave already been s
ons	submitted.													
nnuation	💽 Validat	te & Submit to	Ascend	erPay										
is.)			Sele	ect No.of Rows 2	25 0				Search by Employee			^		
us.)	Employee No	o. Emp name Job N	o. Paycode	Paycode desc	Start Date End	i Date Pa	yrate Deduction Type	Comments	Expires After Total Amount	Status	Minimum Net Pay	Reject reason		
	D PSAU0001	Bailey, William 03	GP10D	GP10D Deduction	01-OCT-19 31-0	DEC-49 15	Amount	TEST bulk upload	120	Ø Yet to Submit			1	
	PSAU1004	Poppy, Lippy 02	GP10D	GP10D Deduction	01-OCT-19 31-0	DEC-49 15	Amount	TEST bulk upload	120	 Success 			7	
	PSAU1003	Abby, Hatcher 01	GP10D	GP10D Deduction	01-OCT-19 31-0	DEC-49 15	Amount	TEST bulk upload	120	 Success 		Test Reject	7	
		Terry, Hatcher 01	00400	GP10D Deduction	01 OCT 10 21 0	DEC 40 15	Amount	TEST bulk upload	120	 Success 		(

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).

0	Valida	te & Subr	nit to	o Asce	nderPay									
			Select	No.of Rov	vs 25 🗘				Search	by Employee			/	^
	Employee No.	Emp name	Job No.	Paycode	Paycode desc	Start Date	End Date	Payrate	Deduction Type	Comments	Expires After Total Amount	Status	Minimum Net Pay.	Reject reason
	PSAU1001	Georgie, Michael	01	GP10D	GP10D Deduction	01-OCT- 19	31-DEC- 49	15	Amount	Manual	120	⊘ Success	1500	

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

•	Valic	late &	Sul	bmit t	o Ascen	derP	ay										
				Select	t No.of Rows	25	\$				Search by	Employee				~	
	Employee No.	Employe Name	e Job No.	Paycode	Paycode Description	Date of Effect	End Date	Employee Amount	Employee Percentage (%)	Employer Amount	Employer Percentage (%)	Membership No.	Reason	Fund id	Status	Reject reason	Sgc schem
		Deileur			GP Super	01- OCT-	31-		-	-		45698989	NEW	-	Orectory Vet to Submit		ING

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

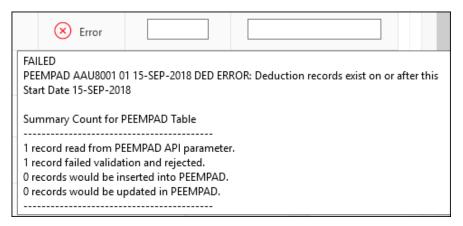
To Validate & Submit to Ascender Pay

1. 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.

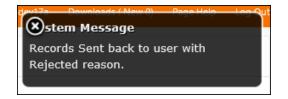
Validate & S	ubmit to AscenderPay			
	Select No.of Ro	ows 25	\$	
Employee No.	Employee Name	Job No.	Paycode	Paycode description
AB0160	Bantex, Brian	01	BON	Bonus Payment
AB0110	Paris, Penelope	01	BON	Bonus Payment
	Employee No. AB0160	Employee No. Employee Name AB0160 Bantex, Brian	Select No.of Rows 25 Employee No. Employee Name Job No. AB0160 Bantex, Brian 01	Select No.of Rows 25 • Employee No. Employee Name Job No. Paycode AB0160 Bantex, Brian 01 BON

2. 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:



3. 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.



4. Where a record has been validated successfully the status will change to \bigcirc .

- 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.

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.

Create New Re	cords													
		Select No.of Rows 25	8				Search by Employee				^			
Employee No.	C Employee Name		Job No.	Paycod	e 🛆	Paycode Description	Start Date &	2	End Date 🛆	Payrate 🛆	Deduction Type 🛆	Comments 🛆	Expires After Total Amount @	Stat
PSAU0001		600 m	03 0	GP10D		GP10D Deduction	01-OCT-19	10	31-DEC-49 fff	15	Amount =	TEST bulk upload	120	
J PSA00001	∧ Balley, V	inam	03 *	GPTUD	^	GP100 Debuccion	UNCERTS 1				PROPIN 1	The state of the state	New Reco	
			03 *	GPILLO	^	ar teo besucción	UNCCINS	an j2					New Reco	ord
Load CSV Data		d CSV template	03 *	02100	^	owned Dediction	UNCONS 1	an (2			Dylete	Save Validate	New Reco	

Click on by to expand the section to view records.

Q.~	·		Go Actions	s×												
D	Transaction Date	Employee No.	Employee Name	Job No.	Оссир. Туре	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	ТАВ	ТАВ	LOC	Location Allowance	06-JAN-20	-	N		Moved to AscenderPay
22	19-NOV-19	AB0820	mistral, melanie	01	SUB	25-FEB-19	CAS	ТАВ	TAB	ONC	On call	04-NOV-19	-	N		Moved to AscenderPay

Use the search function to filter and locate specific records.

	Records			
Q~	ab0004		Go	Actions ~
ID	Transaction Date	Employee No.		Employee Name

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.

) A	II Records															
Q~			Go Actions	~												
	Transaction Date	Employee No.	Employee Name	Job No.	Оссир. Туре	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	ТАВ	ТАВ	LOC	Location Allowance	06-JAN-20	-	N		Moved to AscenderPay
22	19-NOV-19	AB0820	mistral, melanie	01	SUB	25-FEB-19	CAS	ТАВ	TAB	ONC	On call	04-NOV-19	-	N	-	Moved to AscenderPay

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

Q	×		Go	Action	s 🗸														
•	Rov	v text contains 'at	0004		×														
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	Approve
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
13	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	ТАВ	LOC	Location Allowance	06- JAN-20		N	-	Ready for Submit	ABEXPSAV	-	-
13	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	ТАВ	LOC	Location Allowance	06- JAN-20		N	-	Ready for Submit		-	ABEXPSUE
3	19-NOV-19	AB0004	Buttersmith, Bobby	01	SUB	18-FEB-19	PE	TAB	ТАВ	LOC	Location Allowance	06- JAN-20		N		Success	ABEXPSAV	-	-

End of document