



QUICK REFERENCE GUIDE PERFORMING AN ADJUSTMENT PAYRUN

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Adjustment Payruns are used to correct mistakes or omissions on a Normal Payrun and to cash-in accrued leave.

Adjustment Payruns do not accrue leave or pre-enter an employee's default earnings, allowances, or deductions as these were already processed on the Normal Payrun.

1. Create Leave Entries (access via Leave Entry favourite)

- If an employee took a leave day but it was processed on the Normal Payrun as standard hours, create an Adjustment Leave Entry with the date(s) not worked and tick the Reduce Balance box.
- If a leave entry was processed on the Normal Payrun but the employee ended up working one or more of those leave days, create an Adjustment Leave Entry with the date(s) worked and tick the Increase Balance box.
- If an employee is cashing-in some accrued leave, create an Adjustment Leave entry, enter the Pay To date of the last Normal Payrun in the From and To date fields, tick the Reduce Balance box and enter the total number of hours.

2. Initialise the Payrun (access via Payrun favourite)

- Insert USB backup stick.
- Select Pay Frequency (eg. Weekly) & set Pay Type to Adjustment Pay.
- Enter the Pay To date of the last Normal Payrun in the Pay To date field and enter the Pay date.
- Select the employees to be included in this Adjustment Payrun.
- If Leave Entries are involved, ensure that there is a red 'Yes' in the Leave Pending column for these employees.
- Initialise the payrun.

3. Review & Finalise the Payrun (access via Payrun favourite)

- Add any standard hours and overtime hours missed on the Normal Payrun.
 - If removing hours processed on the Normal Payrun, tick Reduce Hours when entering the hours.
- Add any deductions or allowances missed on the Normal Payrun.
 - If removing deductions or allowances processed on the Normal Payrun, tick Reduce Amount when entering the amounts.
- Add any compassionate leave or public holidays missed on the Normal Payrun (Click on Earnings then on Add) and:
 - Select Standard Hours, enter the number of hours and tick Reduce Hours.
- Review any Leave Entries and:
 - If changing leave hours to standard hours, select Standard Hours, enter the number of hours and tick Add Hours.
 - If changing standard hours to leave hours, select Standard Hours, enter the number of hours and tick Reduce Hours.
- Adjust tax as necessary (Click on Tax field then on Tax Adjustment).
- Finalise the payrun.

Tip: Click on the Print icon to view an Interim Payrun Analysis Report and check all figures before finalising the payrun.

4. Print Pay Advices (access via Pay Advices favourite)

- Select the relevant payrun.
- Click on Generate to view onscreen, if all ok press Print.

Tip: The employee will receive two pay advices, one for the Normal Payrun and one for the Adjustment Payrun.

5. Print Payrun Analysis (access via Pay Analysis favourite)

- Select the relevant payrun.
- Click on Generate to view onscreen, if all ok press Print.