Marlin HR Navigator

Click on the **HR** Icon on your Start Menu or Desktop, Enter your password.
The **Marlin HR** navigator (above) will appear.

Favourites shortcuts appear at the top of the screen, you will use these frequently.

| 📋 Employee Mnt | 📋 Leave Entry | 🐢 Payrun | 📄 Pay Advices |
| Pay Analysis | Pay Disbursement | Super Report | Backup | Exit |

Employee Maintenance

Each week you may need to change details for an employee prior to your payrun.

🖱 **Employee Mnt** then double-click on an employee or use these icons to Edit or Add an employee.

Leave Entry

You can enter leave for this payrun or even for a future date. 🖱 **Leave Entry** favourite then double-click on an employee.
🖱 and enter the leave type, dates and hours details.

Performing a Payrun

🖱 **Payrun** favourite.

When performing a Payrun:

- Enter any employee maintenance (e.g. Change pay rates, add new employee).
- Enter leave entries for any leave being paid on this payrun.
- Initialise the Payun.

1. Select the **Pay Frequency** from the list for the payrun to be performed (E.g. Weekly).

2. Confirm the **Pay To** date and ensure employees have a **Pay Qty** of **1** (i.e. pay for 1 pay period).

3. Enter **Pay Date** and **Super Contribution Payment Date**.

4. Enter a **Pay Run Message** if required (it will appear on the pay advices for all employees).

5. Select the **Employee(s)** to be paid from the list. (Click on **Select All** to include all employees or select manually).

6. To initialize the payrun, tick the Completed boxes for Employee Maintenance and Leave Entry, then click the **Initialise** button. Initialising the Payrun automatically calculates the Pay Advice for each employee using their details in Employee Maintenance.

MARLIN HR
Quick Reference Guide
PHONE (03) 9262 5000
Email: support@megabus.com.au

---

7. Double-click on each employee in turn, confirm/adjust their figures as required, then click on **Save** icon.

Any changes made will apply to this pay only. Permanent changes must be made in Employee Maintenance.

8. When all details are correct, finalise the pay run by clicking on the **Finalise** icon.

Printing Payslips

🖱 **Pay Advices** favourite.
Select the payrun then 🖱 Generate.
🖱 on the 🖨 icon to print your payslips.

Printing a Payrun Analysis

🖱 **Pay Analysis** favourite.
Select the payrun then 🖱 Generate.
🖱 on the 🖨 icon to print your report.

Printing Disbursement Analysis

You only need to print this report if you pay by Cash and need a coinage analysis.
🖱 **Pay Disbursement** favourite.
Select the payrun then 🖱 Generate.
🖱 on the 🖨 icon to print your report.

Adjusting a Payrun

Omissions or adjustments must be made on an Adjustment Pay.
🖱 **Payrun** favourite.

1. Change **Pay Type** to Adjustment Pay.

2. Select the employees to be included (they are shown in Red with a Pay Qty of Zero to indicate that their Normal Pay for this period has already been processed).

3. Initialise the pay and enter the required changes.

*You may need to adjust the tax as it is calculated on earnings on **this** pay only and not the earnings on the Normal pay for this period.*

Monthly HR Backup

Select **Tools > Backup** from the menu.
🖱 🔄 then 🔄 **Start** to start a backup.

---

megabus

Printing Pay Journal Report

If you have integrated HR with GTX, a pay journal will automatically be sent to the GTX Inbox for posting to the GL accounts.
If required you can also print a copy.

Select Reports, 🖱 on **Pay Journal Report**
Select the payrun then 🖱 Generate.
🖱 on the 🖨 icon to print your report.

Printing Copy Payslip

🖱 **Pay Advices** on the Navigator.
Select the payrun then 🖱 on the employee(s).
🖱 Generate.
🖱 on the 🖨 icon to print your payslips.

Terminating an Employee

🖱 **Payrun** favourite.

1. Set the **Pay Type** to Termination Pay

2. Enter the Termination Date.

3. 🖱 **Options** button for that employee.

4. Select Termination Type and Leave Types to pay out, then click on OK.

5. Initialise the Termination Payrun.

6. Add required payments, Allowances, Deductions and adjust Tax as necessary.

Printing Superfund Report

🖱 **Super Report** favourite. Hold the CTRL key down and 🖱 on the payruns you wish to include for the month. 🖱 Generate.
🖱 on the 🖨 icon to print your report.

Monthly PAYG Summary

🖱 **Pay Analysis** favourite. Hold the CTRL key down and 🖱 on the payruns to be included for the month. 🖱 Generate.
🖱 on the 🖨 icon to print your report.

Online Help & Learning

Select **Help > Marlin inform** from the menu. This will open the Marlin inform Home page in your browser, giving you free access to:

- Instant Answers
- Marlin HR learning resources
- Quick Reference Guides & Forms
- Release Notes
- End of Year checklists

No usernames/passwords are required.