



## QUICK REFERENCE GUIDE PERFORMING A NORMAL PAYRUN

### MEGABUS HELPLINE

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#### 1. Update Employee Details (access via Employee Mnt favourite)

- Add any new employees.
- Apply any pay rate changes.
- Apply any changes to regular deductions & allowances. This avoids doing it manually on each payrun.

**Tip: All employee maintenance must be completed before opening the Payrun screen or initialising the payrun.**

#### 2. Create Leave Entries (access via Leave Entry favourite)

- Create any leave entries for annual leave, personal/carer's leave or long service leave.

**Tip: Do not process cashed-in leave on normal payrun (use an Adjustment Leave Entry and an Adjustment Payrun).**

#### 3. Initialise the Payrun (access via Payrun favourite)

- Insert USB backup stick.
- Select Pay Frequency (eg. Weekly) & set Pay Type to Normal.
- Select Pay To date & Pay date.
- Select the employees to be paid.
- Initialise the payrun.

**Tip: Adjust Pay To date forward on any employees when leave is to be paid in advance.**

**Before initialising, confirm there is a red 'Yes' in the Leave Pending column for anyone taking leave in this pay period.**

#### 4. Review & Finalise the Payrun (access via Payrun favourite)

- Review any annual, personal/carer's and long service leave entries.
- Enter each employee's standard hours and overtime hours.
- Add any compassionate leave or public holidays to be paid (Click on Earnings field then on the Add button).
- Add any one-off deductions & allowances (Click on Before/After Deductions or Before/After Allowances).
- Adjust tax if 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.**

#### 5. Print Pay Advices (access via Pay Advices favourite)

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

#### 6. Print Payrun Analysis (access via Pay Analysis favourite)

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

### AS REQUIRED:

#### 7. Print Superannuation Report (access via Super Report favourite)

- Select the relevant payruns to include (Hold CTRL key down and click on each payrun to be included).
- Click on Generate to view onscreen, if all ok press Print.

#### 8. Print Monthly PAYG Summary (access via Pay Analysis favourite)

- Select the relevant payruns to include (Hold CTRL key down and click on each payrun to be included).
- Click on Generate to view onscreen, if all ok press Print.

Please visit [inform.megabus.com.au](http://inform.megabus.com.au) for step by step guidance on how to use Marlin GTX and Marlin HR.