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Setting up an Employee

Setting up a New Employee on the payroll is a relatively straightforward procedure. You do not initially need to have P45 information in order to process the employee's pay.

There are three sections in the Employee Details window that require mandatory information before the employee's details can be saved:

- Personnel

- Tax/PRSI

- PAY/YTD

Personnel Tab

To add an employee to the system, you need to create a new employee record and add the employee's information to it.

1. Select **Processing** / **Employee Details**.
2. Click **New** to create an empty record.
3. Enter Employee's personal information:
   - Name.
   - Address
   - PPS number
   - Bank Details
   - Contact Information
   - Start Date
4. When this information has been entered select the **TAX/PRSI** tab.

Tax/PRSI

1. Enter **PRSI Code**.
2. Enter **Tax Status**.

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There are four types of Tax Status:

- **Normal** – Use this when you have verified with Revenue that the employee's tax credits and standard rate cut-off are correct and you have received the most recent P45 from the employee, (if applicable). If the employee has a valid P45, the Gross pay and tax paid must also be verified with Revenue.

- **Emergency** – Use this when you do not have a P45, tax deduction card or PPS number. Please note that if there is no PPS number present the tax will be calculated at 41% from the start.

- **Week 1** – Use this when you have P45 information but have not received tax deduction card (P9/P11) from Revenue. Once the tax deduction card is received you may switch the tax status to Normal.

- **Exempt** – Use this when an employee is exempt from paying any tax. You may only use this with written notification from Revenue.

3. Only the PRSI Code and Tax Status are mandatory, the others do not have to be populated in order to save. If possible enter:

- Tax Credit
- Standard Rate Cut Off
- Full Medical Card Holder.
- The Marginal Relief Rate may be applicable to some of your employees, so it is advisable to contact Revenue for advice on this.

4. You will then need to select the **PAY/YTD** tab

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Pay/YTD

- This section holds payment details (Pay Type, Employee Type, and Pay Method) and cumulative gross pay, tax and PRSI.
- P45 details for a new employee should be entered after receiving the valid Tax Deduction Card from Revenue. You should not enter any PRSI values from the P45.
- You may enter the P45 details at a later stage if the employee does not have the P45 at the time of commencement. Paid to Period should not be entered for a new employee.

1. Select **Pay Type**.
2. Select **Pay Method**.
3. If you have a valid Tax Deduction Card from Revenue enter the **Prev P45 Gross Pay** and **Tax Paid.**
4. Select **Save**.

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Absence

This tab consists mainly of information in relation to absenteeism. It stores the number of days allowed and taken for Holidays, Sick Certified, Sick Uncertified and Other.

Payments

This section holds the employee's payments. You can specify up to four different hourly rates, a standard number of hours and assign the employee to a particular Profile, if any are set up. You may also set up fixed amounts for both payments in the relevant sections if required. For example, if you have a payment called Expenses and the same figure is processed every week on your payroll, you could save this figure against the payment called Expenses and it will automatically appear on your timesheet every pay period.

If you have already defined employee profiles, you can select a profile from the browse button beside profile window, which determines the default payments applicable. If no profile is specified, all payments and deductions will be displayed on the employee's timesheet.

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Deductions

This section holds the employee's deductions. The deductions displayed here are based on the payments and deductions tables set up for the company.

The **Construction Worker's Pension Scheme (CWPS)** section enables you to specify the employee's **CWPS Category**. This determines which CWPS contribution rates apply to the employee.

The **Std. Amount** column enables you to specify default values for the employee's deductions. Leave blank any rows that do not apply to this employee.

ETP

Micropay Professional updates the ETP (Earnings, Tax, and PRSI) tab automatically at the end of each pay period with the values entered on the timesheet.

CSO Details

This tab enables you to specify information relating to the employee that is required for the Earnings, Hours and Employment Cost Survey report.

Note: The CSO is not relevant for all companies, only those required by the CSO to fill out the Earnings Hours & Costs survey.