



Opera 3 Personnel

**Accreditation
Training Courseware**



Pegasus Software Ltd
Accreditation Training Courseware
Copyright © Pegasus Software Limited, 2014
Manual published by:

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Introduction

About Opera 3

Opera 3 is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera 3 enables you to select the components that match your current business model, whilst making it possible to add further functionality as requirements change. This means that the capability or capacity of a system can be seamlessly expanded whilst safeguarding the investment.

For more information about Opera 3, select the Solutions link on the [Pegasus](#) web site.

About this Guide

This Accreditation Training Courseware offers an accompanying guide to the accreditation training course.

If you are new to Opera 3, read the Getting Started section of the Opera 3 Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

Opera 3 is available for both Visual FoxPro and SQL Server database platforms. This Accreditation Training Courseware applies to both database platforms, however, there are certain elements that are only included in one or the other database, and as such, the relevant sections or paragraphs are clearly identified with the following labels:

[SQL] – only relevant if you are running the application on an SQL Server database.

[VFP] – only relevant if you are running the application on a Visual FoxPro database.

Sections that are not identified with these labels are relevant to both database types.

For more information, see the [section Functional Differences between Opera 3 Enterprise & Opera 3 Enterprise SQL section in the release guide](#).

Introducing the module

The Personnel module is designed to be used as an integral part of the Opera 3 Payroll system. Records are held in both the Payroll and Personnel modules. The user can create an employee record within either the Payroll or Personnel modules.

It is possible to use Payroll without Personnel (in which case all Personnel menu items do not appear), and it is possible to use both together.

Integration with Payroll

The Personnel module automatically integrates with Payroll. As a result, both modules share some of the same employee details. A new employee record created using the Processing command in the Payroll module results in a personnel record being created automatically. Similarly, a personnel record created in the Personnel module results in an employee record being created in the Payroll module's data files, although it is marked as 'Personnel only'.

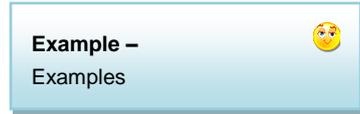
Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to training@pegasus.co.uk. Please type "O3Training_Accreditation_PAY20PersonnelR1.1.docx Accreditation Training Courseware" in the subject box.

Please note that product support is not offered through the above email address.

Key

Icon



Meaning

Useful Hint, Tip or Note. General Comments / Notes

Useful Report obtained from clicking on the print icon while sitting on the form

During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you know...

Website link

Exercises / Example solution

Report to XLS

Potential Report Enhanced from Opera II (more than simple field adjustments)

FAQs - Only

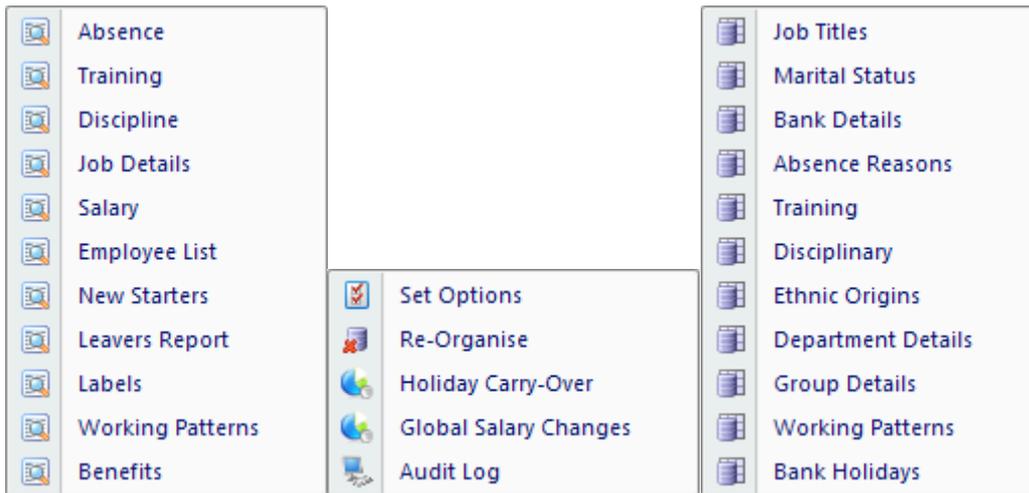
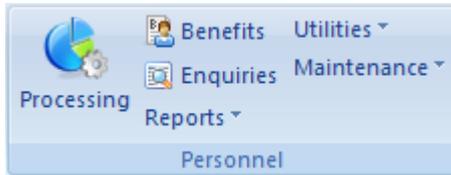
Training Literature Releases

Release	Added Information
R1.0	Originating document (Uplift to O3)
R1.1	Minor updates for v2.13

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Module Menu Structure

The following sections will cover the functionality of the options in this module as outlined in the image below which shows each menu option contained in this module.



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The Module

The Opera 3 Personnel module is designed to be used as an integral part of the Opera 3 Payroll system.

Key functions of the Personnel module

- The Personnel module is a standard functionality of Payroll.
- Records are held in both the Payroll and Personnel modules. The user can create an employee record within either Payroll or the Personnel module.

Valid Scenarios will be:

- Payroll without Personnel (in which case all Personnel menu items will not appear).
- Payroll plus Personnel.

Integration with Payroll

The Personnel module automatically integrates with the Opera 3 Payroll. As a result, you will find that both modules share some of the same employee details. A new employee record created using the Processing command in the Payroll module will result in a personnel record being created automatically. Similarly, a personnel record created in the Personnel module will result in an employee record being created in the Payroll module's data files, although it will be marked as 'Personnel only'. You need to complete additional details in the Payroll module, such as employee profile and NI code, before the person can be included in other payroll processes.

Employee records removed using the Payroll module are retained within the Personnel module and treated as 'personnel only' records provided they have been on file less than the number of years specified in the Years to Keep Records box on the Set Options form in the Personnel module. While on file, such records can be included in personnel reports and enquiries.

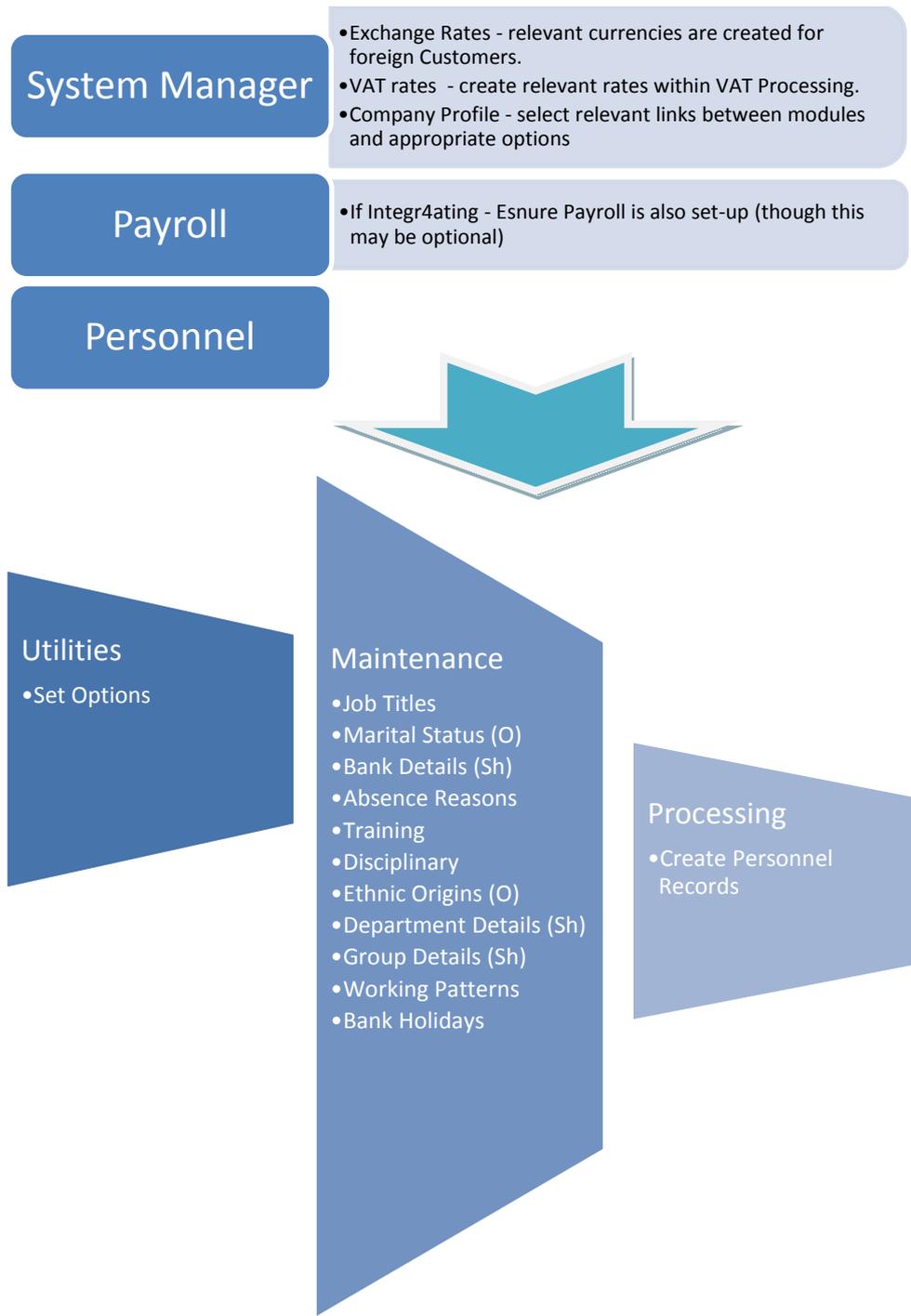
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1 Set-Up

1.1 Recommended Order of Set-up

Personnel is designed to be an integral part of the overall Opera 3 accounting system, although it can be used on a stand-alone basis

It is suggested that you set up the Personnel Module in the following way:



(Sh) = Shared – with Payroll
(O) = Optional until 1 Created – then mandatory

Set-up

1.2 Set Options

Use Set Options command to specify options and controls that affect the operation of the Personnel module's processes and functions. Your setup strategy will determine the order in which you complete the option settings. For some option settings, records must first be created in other parts of the system. For example, before you can identify a salary number or basic payment, you must have created the relevant records using the Payment Profiles command in the Payroll module.



To set up personnel options

1. Open the Personnel folder and then click Utilities or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Utilities.
2. Click Set Options.
3. In the boxes provided, complete the settings required.
4. To store the option settings, click OK.

Box	Description
Years to Keep Records	The number of years personnel 'master' records are retained in the data files. Master records include personnel records and entries in the tables of the Maintenance menu, such as job titles, training descriptions, absence reasons and so on. When you use the Re-Organise command on the Utilities submenu, records marked for deletion are only removed from the files if the number of years specified here has passed. By default, records are retained indefinitely, so to limit this, enter a number.
Years to Keep Transactions	The number of years personnel 'transaction' records are retained in the data files. Transaction records include job and salary changes, holidays, absence and disciplinary records and so on. When you use the Re-Organise command on the Utilities submenu, records marked for deletion are only removed from the files if the number of years specified here has passed. By default, records are retained indefinitely, so to limit this, enter a number.
Hourly Paid	An option that determines the default setting of the Hourly Paid box on the General tab of the Personnel Processing form when you create a new personnel record. If selected, the corresponding box will be selected by default when a new record is created, but you can override it. Note: If this option is switched ON, then an employee's basic pay is divided by the number of hours an employee works in order to calculate an hourly rate. The rate box in the 'Payments and Deductions' screen will then be updated accordingly. If this check box is switched OFF, the basic pay is left as a weekly rate.
Pro-Rata Holiday Entitlement	An option that determines whether holiday entitlement on an employee's diary will be calculated <i>pro rata</i> from jobs that apply to the months shown on the Diary form.

	<p>If the option is cleared, an employee's total holiday entitlement is calculated by adding the holiday specified for the employee's current job, plus any holiday carried over from a previous year, if applicable. If the option is selected, an employee's total holiday entitlement is calculated <i>pro rata</i>, taking into account holiday specified on all jobs held by the employee in the current holiday year, plus any holiday carried over from a previous year, if applicable. The start date for a job is taken as the first day of the month in which it started, so where two different jobs are started in the same month, the most recent one is used to calculate holiday entitlement.</p>
<p>Salary Number</p>	<p>A number that identifies the payment profile within the Payroll module that relates to salary payments for employees. You can select from a list. This information is used when you make changes to pay using either the Salary command on the Action menu associated with the Personnel Processing form, or the Global Salary Changes command on the Utilities submenu. If you do not want to update the payroll records in the Payroll module, leave this box blank.</p> <p>NB: When an employee is given salary details within the Personnel module, the system divides the annual amount by the number of pay periods in a year dependent on the pay frequency of the Payroll. This figure will automatically update the Payroll 'Payment and Deduction' screen for each monthly paid employee who is assigned to this 'Payment Profile' number.</p>
<p>Basic Pay Number</p>	<p>A number that identifies the payment profile within the Payroll module that relates to hourly paid payments for employees. You can select from a list. This information is used when you make changes to pay using either the Salary command on the Action menu associated with the Personnel Processing form, or the Global Salary Changes command on the Utilities submenu. If you do not want to update the payroll records in the Payroll module, leave this box blank.</p> <p>NB: When an hourly paid employee is given salary details within the Personnel module, the annual amount is divided by 52, then by the number of hours relating to his current job. This figure will then update the Payroll 'Payment and Deduction' screen for each weekly paid employee who is assigned this 'Payment Profile' number with the hourly rate</p>
<p>Default Weekly Hours</p>	<p>The default number of hours in the normal working week. This information is used as a default entry for job records maintained using the Job Titles command on the Maintenance submenu. You can override the hours for different jobs. Note that actual working week hours can be specified for individual personnel records using the Working Patterns command on the Maintenance submenu.</p>
<p>First Holiday Month</p>	<p>The month number that determines the start of the holiday calendar. Your holiday year might be different to the Income Tax year, so this setting is provided to clarify which is the first holiday month. It determines the first month displayed on the diary when you use the Diary command on the Action menu associated with the Personnel Processing form.</p>
<p>Use Holiday Carry-Over</p>	<p>An option that determines whether unused holiday from the previous holiday year can be carried over to the current holiday year. If this option is cleared, you will not be able to gain access to any of the holiday carry-over facilities within the Personnel module.</p>
<p>Max. Days to Carry-Over</p>	<p>The default maximum number of unused holiday entitlement, in days, that can be carried over from one holiday year to the next (up to a limit of 99.5). When you use the Holiday Carry-Over command on the Utilities submenu, the application determines the value to appear in the Prv Yr Hol C/Over box on the General tab of the Personnel Processing form. If the calculation results in a number higher than the maximum specified here, the entry is capped so that the maximum is not exceeded.</p>

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2 Maintenance

2.1 Job Titles

Use the Job Titles command to maintain a table of standard job codes and descriptions. To assign a job title to an employee, use the Job command on the Action menu associated with the Personnel Processing form, having first selected the employee. On the Job Details form, you can then select the title in the Job Title list box. Once the job record has been created, the description associated with the job title record appears in the Job Title box on the General tab of the Personnel Processing form.

Note: You cannot delete a job title once you have associated it with an employee record.

Prerequisites

To define a default for the Weekly Hours box, you need to specify a number of hours in the Default Weekly Hours box on the Set Options form in the Personnel module. This can be set & over-riden for the specific Job.

To define job title records

1. Open the Personnel folder and then click Utilities or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Utilities.
2. Click Set Options.
3. On the Record menu, click New.
4. In the boxes provided, enter the details required.
5. On the Record menu, click Save.

Note: Use the **Memo** tab to record other details associated with the job. The content of the **Memo** tab is used as a default entry for the **Contract** tab when you assign a job to an employee using the **Job** command on the **Action** menu associated with the **Personnel Processing** form.

NB: Any amendments made to a Job Title will affect every employee assigned to it.

2.2 Marital Status

Use the Marital Status command to maintain a table of standard codes and descriptions for the marital statuses of personnel. You can then select one from the Marital Status list on the Personal Information form displayed when you use the Personal command on the Action menu associated with the Personnel Processing form.



Notes: Once you have created at least one marital status record, the Marital Status list box described above becomes a mandatory requirement, so you must set up records for all the marital statuses you require. You cannot delete a marital status record once you have associated it with an employee record. If a status code is subsequently amended, this will then affect every employee who is assigned to it.

To define marital status records

1. Open the Personnel folder and then click Utilities or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Utilities.
2. Click Set Options.
3. On the Record menu, click New.
4. In the boxes provided, enter the details required.
5. On the Record menu, click Save.

2.3 Bank Details

Use the Bank Details command to define and maintain details of all bank accounts, for both employees and employers. The command is shared by the Payroll module, so you can maintain the data in either module. Whenever the Sort Code list box is presented within the Personnel or Payroll module, you can select a bank record based on one you have defined here.

Note that for payroll employees, bank details are mandatory if they are paid by any means other than cash or cheques. All banks are identified by a unique sort code, which is used as the key for the selection of bank records.

Note: You cannot delete a bank record once you have associated it with your company or an employee record.

To define bank details

1. Open the Personnel folder and then click Utilities or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Utilities.
2. Click Set Options.
3. On the **Record** menu, click **New**.
4. In the boxes provided, enter the details for the bank.
5. On the **Record** menu, click **Save**.

2.4 Absence Reasons

Use the Absence Reasons command to maintain a table of standard codes and descriptions that identify reasons for absence. To assign an absence reason to an employee, use the Absence command on the Action menu associated with the Personnel Processing form, having first selected the employee. On the Absence Details form, you can select the type of absence. There are five categories of absence: 'Sickness', 'Holiday', 'Maternity', 'Absence' and 'Compassion'. Once you have selected one of these from the Type box, you choose the reason for absence from the Reason list box. This means your reason descriptions should be subcategories of absence 'types'. For example, under the 'Sickness' type, you may want to specify reasons such as 'Injury', 'Work Accident', 'Illness' and so on.

Notes: You cannot delete an absence reason once you have associated it with an employee record.

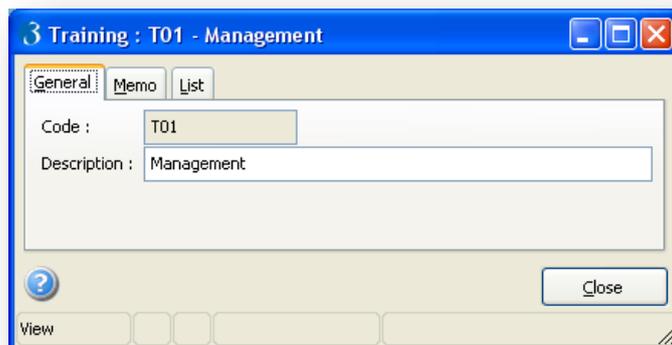
Where the Use Full SSP (Statutory Sick Pay) Processing option is selected in the Payroll module, the 'Sickness' option will not be available on the Absence Details form. In these circumstances, sickness absence must be entered using the SSP Absence command on the Action menu associated with the Personnel Processing or Payroll Processing form.

To define absence reasons

1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Maintenance.
2. Click Absence Reasons.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter the details required.
5. On the Record menu, click Save.

2.5 Training

Use the Training command to maintain a table of standard codes and descriptions that identify types of training undertaken by employees, for example 'Product Training', 'Safety Training', 'Academic', 'Job Training' and so on. To assign a training record to an employee, use the Training command on the Action menu associated with the Personnel Processing form, having first selected the employee. On the Training Details form, you can select one of the descriptions in the Type box.



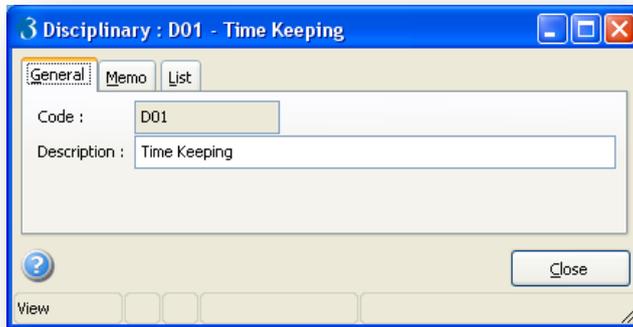
Note: You cannot delete a training description once you have associated it with an employee record. If the training code is subsequently amended then this will affect every employee assigned to it.

To define training descriptions

1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Maintenance.
2. Click Absence Reasons.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter the details required.
5. On the Record menu, click Save.

2.6 Disciplinary

Use the Disciplinary command to maintain a table of standard codes and descriptions that identify different classes of disciplinary action. You might use this to identify the nature of the problem, such as 'Behavioural Conduct', 'Bad Timekeeping', 'Theft' and so on; or for different levels of disciplinary action, such as 'First Verbal Warning', 'First Written Warning', 'Final Warning' and so on. To assign a disciplinary record to an employee, use the Discipline command on the Action menu associated with the Personnel Processing form, having first selected the employee. On the Discipline Details form, you can select one of the descriptions in the Type box.



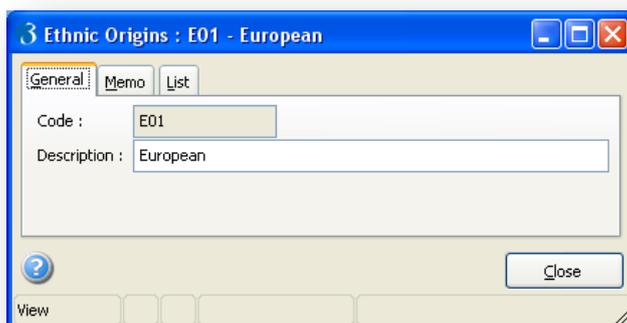
Note: You cannot delete a disciplinary description once you have associated it with an employee record.

To define disciplinary descriptions

1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Maintenance.
2. Click Absence Reasons.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter the details required.
5. On the Record menu, click Save.

2.7 Ethnic Origins

Use the Ethnic Origins command to maintain a table of standard codes and descriptions to identify a person's ethnic origin. You can then select from the Ethnic Origin list on the Personal Information form displayed when you use the Personal command on the Action menu associated with the Personnel Processing form.



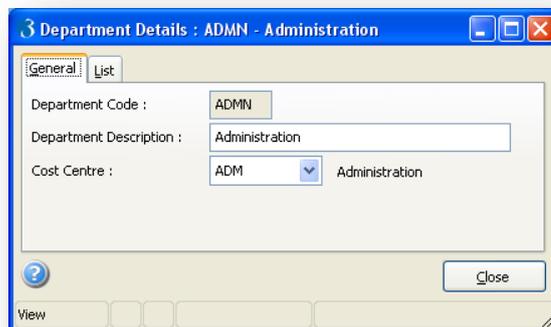
Note: Once you have created at least one ethnic origin record, the **Ethnic Origin** list box described above becomes a mandatory requirement, so you must set up records for *all* the ethnic origin types you require.

To define ethnic origin records

1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Maintenance.
2. Click Absence Reasons.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter the details required.
5. On the Record menu, click Save.

2.8 Department Details

Use the Department Details command to maintain department records with which employees can be associated. Using departments, you can categorise employees by department and produce reports on a departmental basis. You can create as many departments as required. The command is shared by the Payroll module, so you can maintain the data in either module.



Prerequisites

Before you can define department details, you must select the Use Departments option on the Options Page 2 tab displayed when you use the Set Options command on the Utilities menu in the Payroll module. If you choose to use departments, you must select a department for each employee record. If the Payroll module is linked to the Nominal module and you are using cost centre accounting, you must select a cost centre for each department record. You can use the same cost centre on more than one department; it depends how you want to distribute your payroll costs within the cost centres of your nominal ledger. The settings controlling the use of cost centres and the link between the Payroll and Nominal modules are company-dependent and are found on the Options tab of the Company Profiles form in the System module.

To define department details

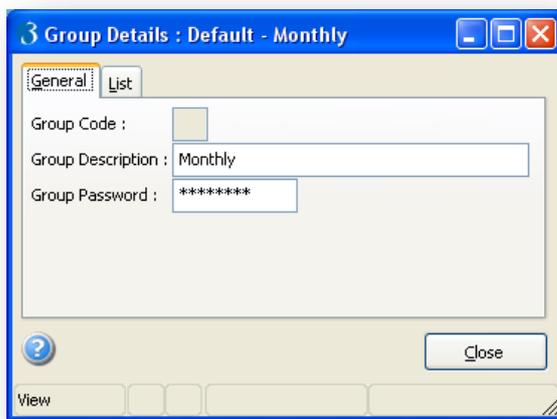
1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Maintenance.
2. Click Absence Reasons.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter the details for the department.
5. On the Record menu, click Save.

Tip: Use a code that will help you identify the department. For example, DIR for Directors, ADM for Administration, SAL for Sales, and so on.

NB: If Payroll departments are not activated within Payroll – Set Options, Nominal Ledger Cost Centres will be used as departments. If Nominal Ledger Cost Centre codes are to be used as Payroll departments, then this function will not be available for selection.

2.9 Group Details

Use the Group Details command to create group records. You can also do this using the same command in the Payroll module. Groups are used in the payroll when you want to process employees who are paid at differing frequencies such as weekly, monthly and so on. Classifying employees by groups means that the processing and reporting can be controlled and constrained by those groups. Once you have defined group records, you assign employees to the appropriate group according to their pay frequency. A default group with a blank group code is created automatically.



You select the default group whenever you need to process information shared by all groups. The command is shared by the Payroll module, so you can maintain the data in either module.

2.9.1 Groups and Options

Groups do not affect the setting of options in the Personnel module, but they do have impact on the Payroll module options. Initially, the payroll options for new group records have the same settings as that of the default group. If you want to use different settings, you must use the Set Options command and select the group for which you want to maintain options. Certain options associated with the default group cannot be altered for individual groups; that is, all groups must share the same attributes. For a list of the options and settings that you can make group-specific, refer to the Defining Group Details topic in the Payroll module's documentation.

2.9.2 Selecting Groups

For those commands for which you can select a group, some allow you to choose more than one group at a time. For example, you can select more than one group for processing using the Benefits command. If you select multiple groups for the Processing command, you can create and maintain personnel records regardless of their group association. However, we recommend that you do not create personnel records using the default group, which has a blank group code. You can use the Groups command on the Action menu associated with the Processing form to change the group(s) selected for processing. Within the Payroll module, there are some commands for which you cannot select more than one group at a time. For details, refer to the Defining Group Details topic in Payroll.

2.9.3 Groups and Passwords

You can assign passwords to groups for security controlled access. For any group record to which you assign a password, that password must be entered by the operator before the group can be processed.

2.9.4 Prerequisites

Before you can define group details, you must select the Use Groups option on the Options Page 2 tab displayed when you use the Set Options command on the Utilities menu in the Payroll module.

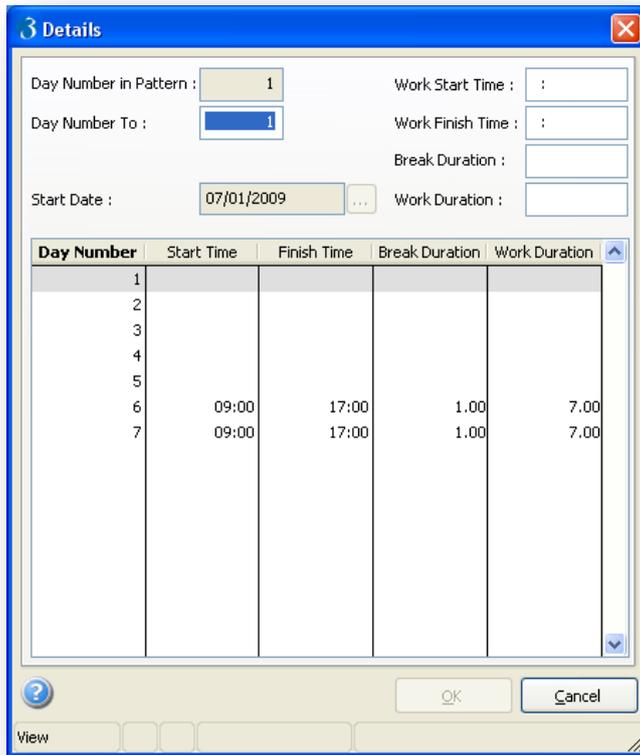
To define group details

1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Maintenance.
2. Click Group Details.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter the details for the group.
5. On the Record menu, click Save.

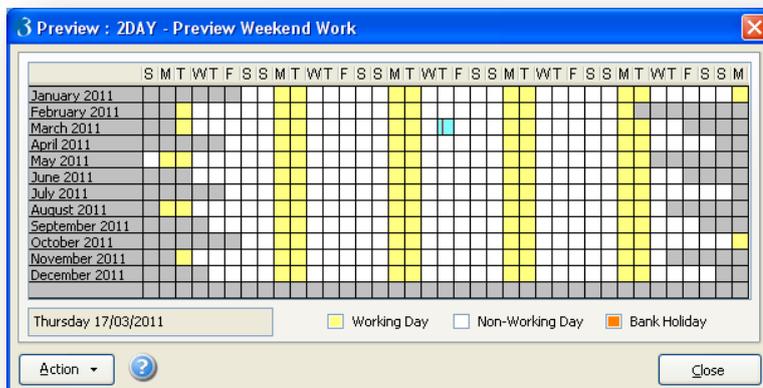
2.10 Working Patterns

Use the Working Patterns command on the Maintenance submenu to define working patterns that determine the normal days and hours an employee works. Once you have defined the working patterns, you use the Working Patterns command on the Action menu associated with the Personnel Processing form to assign one to the currently selected employee. The use of working patterns is optional. If you define no working patterns, or for those employees for which no working pattern is assigned, a default pattern applies that assumes that working days are Mondays to Fridays, excluding bank holidays.

Working patterns establish the defaults for days or hours allocated to absence and training records. They also determine the appearance of the working days in the employee's diary which you can view using the Diary command on the Action menu associated with either the Personnel Processing or Personnel Enquiries form. You can also print details of the employee working patterns using the Working Patterns command on the Reports submenu.



Each working pattern comprises a table of days, each with start and finish times (based on a 24-hour clock), any break time and the work duration. From the times entered, the application calculates the working hours in the day. You can define non-working days by not entering any times for the days concerned. Working patterns are automatically repeated. The start date you give the pattern is only used as a guide for the pattern; the date the working pattern is effective depends on the start date given when it is subsequently assigned to the employee.



Ignore Bank Holidays : An option that determines whether bank holidays (as defined using the **Bank Holidays** command on the **Maintenance** submenu) are ignored in the working pattern. If this is selected, a working day in the pattern still applies on bank holidays.

Example:

An employee works for four days in a row and then has two days off. The normal working hours on the days worked are 9am to 5pm with a one-hour break. You create a new working pattern record and indicate that the number of days in the pattern is six. For days one to four, you enter the start time of 09:00 and the finish time of 17:00. You specify a break duration of 1. For days five and six, you ensure that the work duration is zero. This identifies them as non-working days. Having saved the working pattern, you assign it to the employee concerned specifying the date on which the working pattern comes into effect.

Notes: You cannot delete a working pattern once you have associated it with an employee record.

Once you have assigned a working pattern to an employee, you cannot amend the start date or the option to ignore bank holidays. Neither can you add or remove days in the working pattern's details; you can only amend the times and work duration for existing days in the pattern.

To define a working pattern

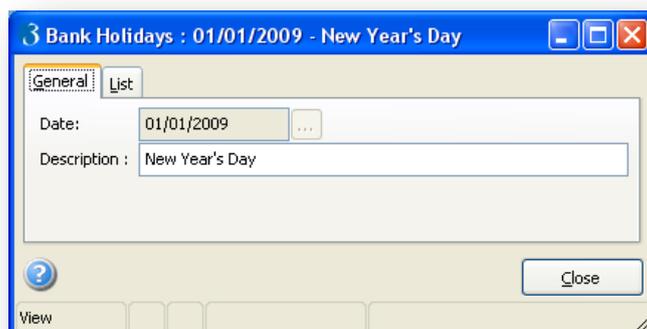
1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Maintenance.
2. Click Working Patterns.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter the outline information for the working pattern record.
5. On the Record menu, click Save.
6. Click Action and then click Details. The Working Pattern form appears.
7. In the boxes provided, enter the details of the days and hours in the working pattern.
8. To store the record, click OK.

Notes: Use the **Memo** tab to enter additional details associated with the working pattern.

To see a preview of the working pattern, on the **Action** menu, click **Preview**.

2.11 Bank Holidays

Use the Bank Holidays command on the Maintenance submenu to define bank holidays. Bank holidays are shown in employee diaries and are taken into account in working patterns unless the Ignore Bank Holidays option is selected on the Working Pattern Tables form.



To define a bank holiday

Notes

1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Maintenance.
2. Click Bank Holidays.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. In Date, enter the date for the bank holiday.
5. In Description, enter a description for the bank holiday (for example 'Spring Bank Holiday').
6. On the Record menu, click Save.

Accreditation Training Courseware

3 Processing

3.1 Processing

Use the Processing command to create and maintain details of personnel records. You also use the Processing form to record other details associated with personnel, such as absenteeism, disciplinary records, job records, salary changes, and so on. Each of these is discussed in separate topics.

Personnel Processing : 1001 - Richard Godson

General Memo List

Employee Ref : 1001 Group : Monthly

Surname : Godson

Forenames : Richard

Title : Mr

Dept Code : ADMIN Administration

Job Title : Managing Director

Home Tel No. : 01604 539487

Mobile No. : Own

Start Date : 01/01/1996

Date of Birth : 03/06/1952 Age : 58

Gender : M Male

N.I. Number : GY548374A

Tax Code : K12

Leave Date : //

Prv Yr Hol C/Over : 0.0

Hourly Paid

Verified

Month 1

Scottish Tax

Action ? Close

View

3.1.1 Integration with Payroll

The Personnel module automatically integrates with the Payroll. Both modules share some of the same employee details. A new employee record created using the Processing command in the Payroll module will result in a personnel record being created automatically. Similarly, a personnel record created in the Personnel module will result in an employee record being created in the Payroll module's data files, although it will be marked as 'Personnel only'. You need to complete additional details in the Payroll module, such as employee profile and NI code, before the person can be included in other payroll processes. Employee records removed using the Payroll module are retained within the Personnel module and treated as 'personnel only' records provided they have been on file less than the number of years specified in the Years to Keep Records box on the Set Options form in the Personnel module. While on file, such records can be included in personnel reports and enquiries.

3.1.2 Prerequisites

Some prerequisites are optional, but if you want to complete the corresponding boxes on the forms associated with the Processing command, you must first create the record(s) on which your selections will be based. In any case, you will need to complete the settings on the Set Options form displayed using the Set Options command on the Utilities submenu in the Personnel module.

Box	Prerequisite
Group	At least one group record must be created using the Group Details command on the Maintenance menu of the Personnel or Payroll module before you can identify a group.
Dept Code	At least one department record must be created using the Department Details command on the Maintenance menu of the Personnel or Payroll module before you can identify a department.
Marital Status	At least one marital status record must be created using the Marital Status command on the Maintenance menu of the Personnel module before you can identify one on the Personal Information form.
Ethnic Origin	At least one ethnic origin record must be created using the Ethnic Origin command on the Maintenance menu of the Personnel module before you can identify one on the Personal Information form.
Bank Sort Code	At least one bank record must be created using the Bank Details command on the Maintenance menu of the Personnel or Payroll module before you can identify a bank sort code on the Bank Information form.

Note: See also the prerequisites associated with the above records, where applicable.

3.1.3 Employees and Groups

This only applies if you have selected the **Use Groups** option on the **Options Page 2** tab displayed when you use the **Set Options** command on the **Utilities** menu in the Payroll module. When creating personnel or employee records, you may want to enter information for all new employees in one procedure, regardless of their pay frequency or group. Where you choose more than one group from the **Select Groups** list displayed when you click **Processing**, you can select the group that is to apply to each employee subsequently. Within the Payroll module, you can transfer employees from one group to another. If you want to do this, you must select both the employee's present group and new group. For all other processes, employee records are only available if they belong to one of the groups you have chosen in the **Select Groups** list. For example, if you use the **Absence** command on the **Action** menu associated with the **Personnel Processing** form, only employees belonging to the selected group(s) will be available.

3.1.4 Attaching Employee Picture Files

You can attach a digital image of an employee to the Personnel Processing form using the Snapshot command on the Action menu. You need to have stored the image as a graphic file. You can browse to locate the file and the image will appear on the General tab and be scaled to fit the space available.

3.1.5 OLE

You can link objects to be associated with personnel records. A representation or placeholder for an object is inserted on the O.L.E. form associated with the personnel record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes. Further information is available in the Appendix.

3.2 To create personnel records

Open the Personnel folder, and then click Processing.

1. Open the Personnel folder and then click Maintenance or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. To create a new record, click the New icon on the toolbar or press CTRL+N.
4. The Add New Employee form appears.
5. In Reference, type a unique code to identify the employee.
6. If you are using groups and you have selected more than one on the Select Groups form as described in step 2, in the Group list, click to select the group record to which the employee belongs.
7. In the boxes provided, enter the employee details. As a minimum requirement, you must specify a surname, department code, start date and date of birth.
8. On the Record menu, click Save.

Notes: The following forms are opened automatically when you click **Save** for a new employee record: **Personal Information**, **Contact Information**, **Bank Information** and **Education Information**. When you subsequently edit an existing personnel record, click **Action** and then click the corresponding commands to complete details on these forms.

Form Details
Screenshot

Main Processing Screen

The main processing screen containing general information.

Personal

Further personal details may be recorded in the personal form

Note: An additional tab is provided for comments.

Contacts

Specify Next of Kin and/or emergency contacts.

Note: Two tabs are provided for contact records, plus one for comments.

Bank

The person's bank details may be recorded here.

Note: You can add another bank record using the **Add/Edit Bank** command on the **Action** menu.

Education

Enter educational information here.

Note: Two tabs are provided for you to enter additional information about secondary and further education.

On the **Processing** form, click the **Memo** tab to maintain a notepad of information associated with the employee.

The employee record created will also appear on the **Processing** form in the Payroll module. Initially, such records are marked as 'Personnel Only' records as indicated by a small blue triangle at the bottom of the form like the example shown below:



3.3 Job

Use the **Job** command on the **Action** menu associated with the **Personnel Processing** form to record existing jobs and future changes in job title for employees. You can subsequently view this information using the **Enquiries** command or the 'Job Details' report from the **Reports** submenu.

 A screenshot of a software window titled 'Job : 1011 - Katherine Angell'. The window has three tabs: 'General', 'Memo', and 'Contract'. The 'General' tab is active. The form contains the following fields:

- Job Title: D02 (dropdown), Director
- Start Date: 06/08/2009 (calendar icon), To: // (calendar icon)
- Department: SALE (dropdown), Sales
- Supervisor: CFC1 (dropdown), Name: Mr A M McIntyre-Angell
- Last Review: 31/05/2011 (calendar icon), Reviewer: (text field)
- Next Review: // (calendar icon)
- Hours: 40.00
- Daily Rate: 999.99
- Notice Employee: 30
- Holiday Ent: 30.00
- Notice Employer: 30
- Permanent: Permanent
- Fulltime: Fulltime

 Below these fields is a table with columns: Start, End, Job Description, and Department. The table is currently empty. At the bottom of the window, there are 'OK' and 'Cancel' buttons, and a 'New' button with a blue question mark icon.

NB: Hours - This field can be used to record the number of hours per week that the employee must work. The system will default to the number of hours specified on the employee's job title, but can be changed if required.

Note: Daily Rate - This can be used for recording the employee's daily rate. When an employee is recorded as absent through the Absence menu, the system will use this rate and multiply by the number of days absent to give a total cost of absence.

To record an employee's job

1. Open the Personnel folder and then click Processing or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Retrieve the relevant employee record, click Action and then click Job. The Job form is displayed.

4. To create a new record, click the New icon on the toolbar or press CTRL+N.
5. In the boxes provided, complete the details of the employee's job.
6. To store the record, click OK.

Notes

Notes: Use the **Memo** tab to enter additional details associated with the job.

Use the **Contract** tab to enter details of the employee's contract of employment. Alternatively, you may want to embed the employee's contract as a linked object using the **OLE** command on the **Action** menu associated with the **Personnel Processing** form. If you entered a memo for the corresponding job title record when you used the **Job Title** command on the **Maintenance** submenu, that memo will be displayed as a default entry for the **Contract** tab.

3.4 Salary

Use the Salary command on the Action menu associated with the Personnel Processing form to record existing salaries and future changes in salary for employees. You can subsequently view this information using the Enquiries command or the 'Salary' report from the Reports submenu. Changes made using this command can be used to update both Personnel and Payroll module records. However, payroll is only updated if you have specified pay elements in the Salary Number and Basic Pay Number list boxes on the Set Options form in the Personnel module. If this is the case, then, when you store a salary change, the application reminds you to run the Calculation command in the Payroll module to update the pay for the current period.

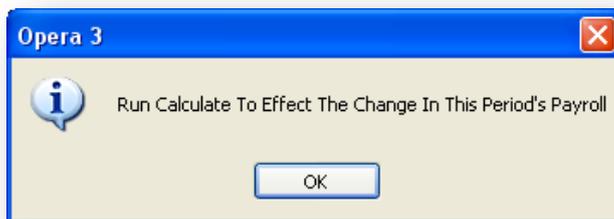
Date	Old Salary	% Change	Salary	Review Date	Reason
06/08/2009	0.00	0.000	50000.00	//	Starting Salary

Note: If you have several employees to change in one go, you can also create salary records using the **Global Salary Changes** command on the **Utilities** submenu in the Personnel module.

3.4.1 Affect on Payroll

For employees who are not hourly paid, the annual salary is divided by the number of payroll periods in the year (determined by entry in the Pay Period list box on the Options Page 2 tab of the Payroll Options form in the Payroll module). The value is stored in the Perm. Value column on the Payments tab of the Payment & Deductions form for the employee. The pay element affected is the one specified in the Salary Number list box on the Set Options form in the Personnel module. For employees who are hourly paid, the annual salary is divided by 52, then by the number of hours relating to their current job, to arrive at an hourly rate. The value is stored in the Rate column on the Payments tab of the Payment & Deductions form for the employee. The pay element affected is the one specified in the Basic Pay Number list box on the Set Options form in the Personnel module.

NB: Whether the Perm or Rate value is changed, the update to Payroll is immediate. A message will pop up to request a calculation to be run so that the changes are processed this period. Payroll is updated immediately regardless of date.



3.4.2 Prerequisites

You must also ensure the employee record for which the salary record is to be recorded has been created using the Processing command.

3.4.3 To record an employee's salary

1. Open the Personnel folder and then click Processing or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Retrieve the relevant employee record, click Action and then click Salary. The Salary form is displayed.
4. To create a new record, click the New icon on the toolbar or press CTRL+N.
5. In the boxes provided, complete the details of the employee's salary.
6. To store the record, click OK and if the prompt 'Run Calculate To Effect The Change In This Period's Payroll' appears, click OK again.

Note: Use the **Memo** tab to enter additional details associated with the salary record.

3.5 Personnel Only

When an employee record is created through the Personnel module, it will be held as a 'Personnel-Only' flag in Payroll.

The screenshot shows the 'Payroll Processing : 1011 - Katherine Angell' window. The 'Profile' dropdown menu is highlighted with a red circle. The 'Include Historical' button at the bottom is also circled in red. Other fields include Employee Ref: 1011, Group: Monthly, Surname: Angell, Forenames: Katherine, Title: Mrs, Dept Code: SALE, Start Date: 06/06/2009, Date of Birth: 26/12/1985, Gender: F, N.I. Code: A, Tax Code: 647L, Age: 25, and various other payroll-related fields.

This will remain as such until the Payroll operator has edited the record in Payroll Processing and has selected the following functions:

3.5.1 Profile

This field relates to Employee Profiles. Within Payroll, each employee must be allocated a suitable profile. These profiles are used to group payroll characteristics together that are common to one or more employees and contain details such as the Payments and Deductions the employee receives each pay period. This field is mandatory and is the only field required to change a Personnel record into a Payroll record.

3.5.2 NI Code

The NI Code is used to specify the employee's National Insurance rate letter which is to be used for calculating employer's and employee's National Insurance Contributions by using the spacebar to toggle through either A,B,C,D,E,F,G,S or X. If X is used this tells the system that no National Insurance is paid by either employee or employer.

Once these fields have been entered and the record is saved, the Personnel-Only flag is removed. The operator will then be able to process the employee record as a payroll record assuming the relevant P45 information has been added and any other appropriate details about the employee. Further information about the remaining fields is available through the Payroll Training Manual.

If an employee is given salary details through the Personnel module, the system can be automatically set up to update the employee Payment & Deductions screen within Payroll. If you have selected a Salary Number and Basic Pay Number within the Set Options routine of Personnel, the system is then able to update the employee Payment & Deduction screen with salary information with Payroll as follows:

Perm. Value	Temp. Value	Units	Rate	Description	T.P	T.D.L.P	T.D.T.P
5166.67	0.00	0.00	0.0000	Basic	0.00	0.00	0.00
0.00	0.00	0.00	0.0000	Expenses	0.00	0.00	0.00
0.00	0.00	0.00	0.0000	HolidayPay	0.00	0.00	0.00
0.00	0.00	0.00	0.0000	Bonus	0.00	0.00	0.00
0.00	0.00	0.00	0.0000	S.S.P.	0.00	0.00	0.00
0.00	0.00	0.00	0.0000	S.M.P.	0.00	0.00	0.00

3.5.3 Payments / Deductions

This routine is used for entering the payments and deduction details for each employee on a specific pay period basis. There are options available to define which of these payments and deductions should be repeated each pay period until changed.

Perm. Value

This column is used for setting up any permanent values, such as employees gross pay. This column will also be updated automatically if using the Personnel module and the employee has been given salary details. The system will divide the annual amount by the number of pay periods dependent upon the pay frequency of the payroll.

Rate

This column is used for defining an employee’s hourly rate. This column will also be updated automatically if using the Personnel module if the employee has been given salary details and is hourly paid. The system will divide the annual salary by 52, then by the number of hours relating to the employee’s current job.

Further information regarding the remaining fields is available through the Payroll training manual.

3.6 Absence

Use the Absence command on the Action menu associated with the Personnel Processing form to record absenteeism for individuals in the Personnel system. You can subsequently view this information on the employee's diary, as well as using the Enquiries command or the 'Absence' report from the Reports submenu. Absence records are categorised under one of the following headings:

Type	From	To	Days	Cost	Reason	Hours
Holiday	11/07/2009	22/07/2009	8.0	0.00	Holiday	64.00
Holiday	13/03/2009	24/03/2009	8.0	0.00	Holiday	64.00
Compassionate	13/11/2008	16/11/2008	2.0	0.00	Bereavement	16.00
Holiday	07/03/2008	25/03/2008	13.0	0.00	Holiday	104.00
Absence	02/03/2008	04/03/2008	2.0	0.00	Family	16.00

- Sickness (except if full SSP (Statutory Sick Pay) processing is in use in the Payroll module)
- Holiday
- Maternity (female employee only)
- Absence
- Compassionate

Note: Although a facility to record absence is provided in the Payroll module, you should always use the Personnel module for absence records, because the **Absence** command in the Payroll is only for when no Personnel module is in use. Where the **Use Full SSP Processing** option is selected in the Payroll module, sickness absences must be entered using the **SSP Absence** command on the **Action** menu associated with the **Personnel Processing** or **Payroll Processing** form.

Prerequisites

Before you can enter any absence records, you must first create descriptions using the Absence Reasons command on the Maintenance submenu. You will need at least one reason description for the category of absence you intend to record. You must also ensure the employee record for which the absence is to be recorded has been created using the Processing command.

Absence days and hours have defaults calculated on the basis of the employee's working pattern, so if you have not already done so, you may want to create the appropriate working pattern using the Working Patterns command on the Maintenance submenu and assign it to the employee using the Working Patterns command on the Action menu associated with the Personnel Processing form.

To record an employee's absence

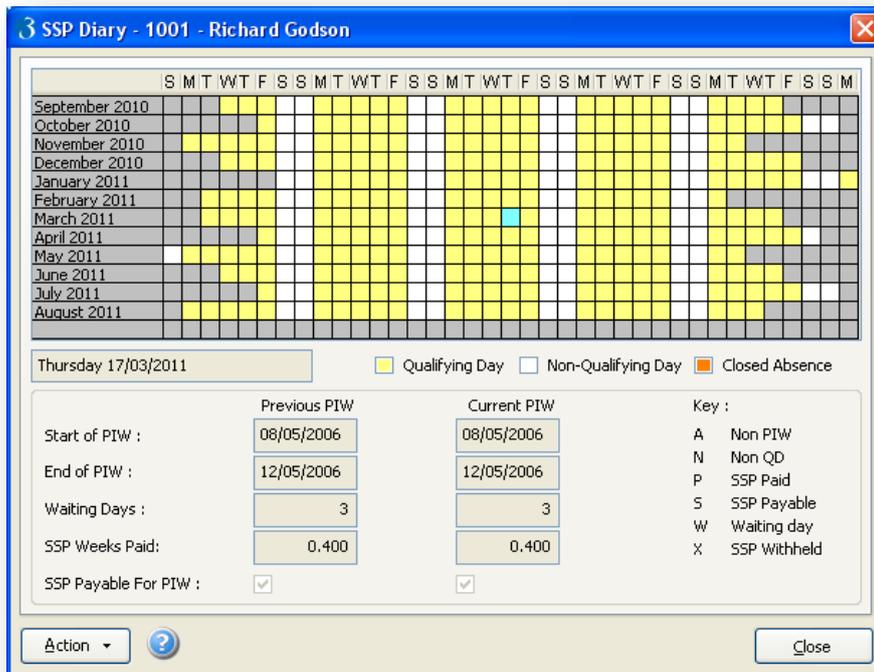
1. Open the Personnel folder and then click Processing or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Retrieve the relevant employee record, click Action and then click Absence. The Absence form is displayed.
4. To create a new record, click the New icon on the toolbar or press CTRL+N.
5. In the boxes provided, complete the details of the absence record.
6. To store the absence record, press ESC and then click OK.

Note: Use the **Memo** tab to enter additional details associated with the absence record.

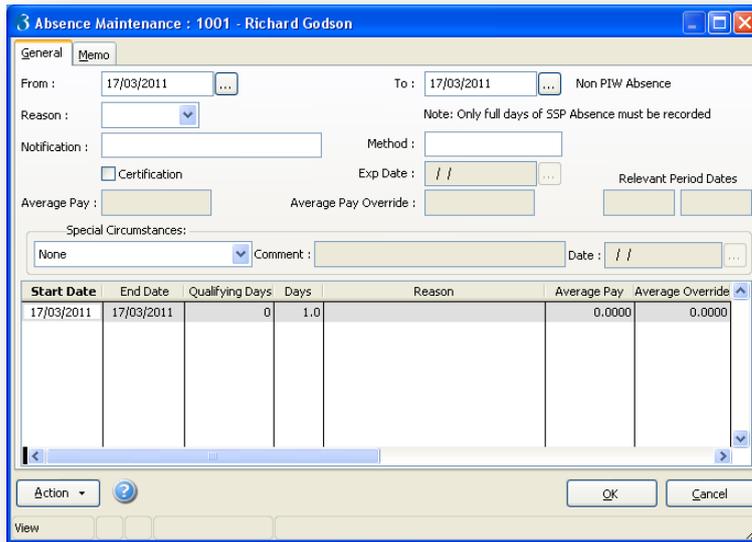
3.7 SSP Absence (Personnel)

Use this function to record sickness absence ONLY. This option will only appear if the Payroll module is also activated. The functionality is shared between Payroll and Personnel.

Upon selection, the Payroll SSP Absence diary will be loaded. There is a real-time update between the Payroll module and the Personnel module and any previously recorded periods of sickness absence will be displayed.



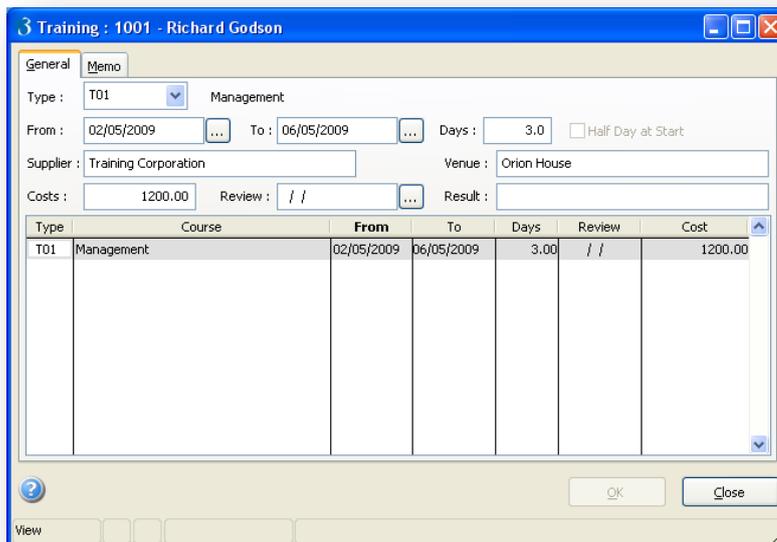
The Payroll SSP Absence Diary will show the employee's Qualifying Days, as defined in the Payroll module.



Please refer to the Payroll training manual for details on the process of entering a period of sickness for the employee.

3.8 Training

Use the Training command on the Action menu associated with the Personnel Processing form to record time spent training employees. You can subsequently view this information on the employee's diary, as well as using the Enquiries command or the 'Training' report from the Reports submenu.



Prerequisites

Before you can enter any training records, you must first create descriptions using the Training command on the Maintenance submenu. You will need at least one training description.

You must also ensure the employee record for which the training is to be recorded has been created using the Processing command. The default for the training days is calculated on the basis of the employee's working pattern, so if you have not already done so, you may want to create the appropriate working pattern using the Working Patterns command on the Maintenance submenu and assign it to the employee using the Working Patterns command on the Action menu associated with the Personnel Processing form.

To record an employee's training

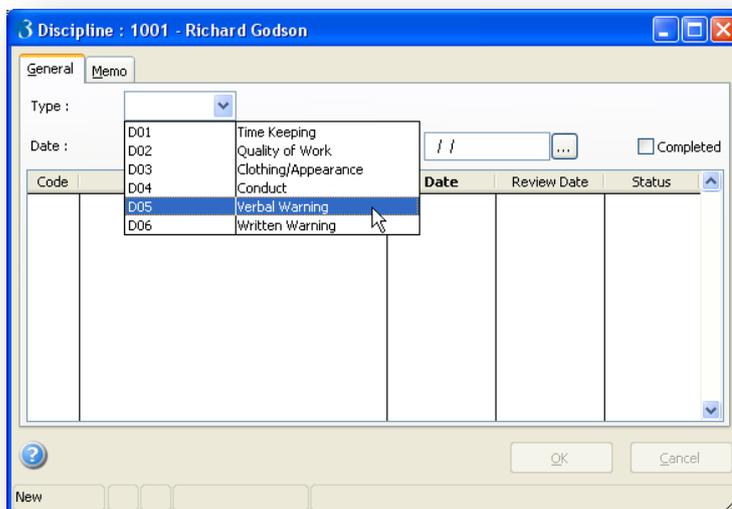
1. Open the Personnel folder and then click Processing or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Retrieve the relevant employee record, click Action and then click Training. The Training Details form appears.
4. On the Record menu, click New.
5. In the boxes provided, complete the details of the training record.
6. To store the training record, click OK.

Note: Use the **Memo** tab to enter additional details associated with the training.

NB: Days - The number of days training. By default, the application calculates this from the start and end dates based on whole days and having taken into account the employee's working pattern. If you want to specify half days, enter '5' after the decimal point. For example, two and a half days is entered as 2.5. If the half day occurs at the start of the period, select the **Half Day at Start** option. If this option is cleared, the half day is assumed to be at the end of the period of training.

3.9 Discipline

Use the Discipline command on the Action menu associated with the Personnel Processing form to record disciplinary action associated with an employee. You can subsequently view this information using the Enquiries command or the 'Discipline' report from the Reports submenu.



Prerequisites

Before you can enter any disciplinary records, you must first create descriptions using the Disciplinary command on the Maintenance submenu. You will need at least one discipline description. You must also ensure the employee record for which the disciplinary action is to be recorded has been created using the Processing command.

To record a disciplinary action

1. Open the Personnel folder and then click Processing or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Retrieve the relevant employee, click Action and then click Discipline. The Discipline Details form appears.
4. On the Record menu, click New.
5. In the boxes provided, complete the details of the disciplinary action.
6. To store the record, click OK.

Note: Use the **Memo** tab to enter additional details associated with the action.

3.10 Working Patterns

Use the Working Patterns command on the Action menu associated with the Personnel Processing form to assign working patterns to employees. You define working patterns using the Working Patterns command on the Maintenance submenu. You can then select one of these to update the personnel record of the currently selected employee. Working patterns are used to establish the defaults for days or hours allocated to absence and training records. They also determine the appearance of the working days in the employee's diary which you can view using the Diary command on the Action menu associated with either the Personnel Processing or Personnel Enquiries form.

Code	Pattern Description	Date Started Pattern
FULL	Long hours working week	07/01/2002

You can assign working patterns in advance. For example, you can assign all the various working patterns that may be applicable to the employee at some point in the future. The date you enter in the Date Started Pattern box will determine when the pattern becomes active. It is the active pattern that affects the calculation of working days and hours when you create absence and training records as well as the appearance of the employee's diary. You can also print details of the employee's working patterns using the Working Patterns command on the Reports submenu.

Prerequisites

At least one working pattern record must be created using the Working Patterns command on the Maintenance submenu. You must also ensure the employee record for which the working pattern record is to be assigned has been created using the Processing command.

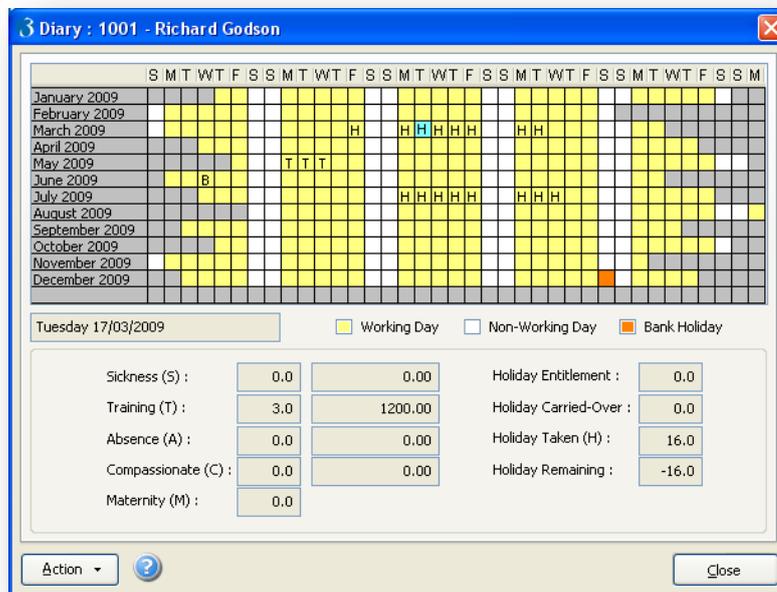
To assign a working pattern to an employee

1. Open the Personnel folder and then click Processing or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Retrieve the relevant employee record, click Action and then click Working Patterns. The Working Pattern Details form appears.
4. On the Record menu, click New.
5. In the Working Pattern list, click to select the working pattern for the employee.
6. In Date Started Pattern, enter the date on which the working pattern became or becomes effective.
7. To store the record, click OK.

Note: Use the **Memo** tab to enter additional details associated with the working pattern.

3.11 Diary

Use the Diary command on the Action menu associated with the Personnel Processing form to view the employee's diary. The same information can also be viewed via the Enquiries command. The diary is based on the holiday year, so the first month displayed is the month identified by the entry in the First Holiday Month box on the Set Options form in the Personnel module. The diary shows records for the current holiday year of the days used for holiday, training, absence and so on and associated costs. Days are colour-coded and the key shows the difference between working and non-working days and bank holidays. Working and non-working days are determined by the employee's working pattern.



The Diary form uses a character to identify each type of activity as follows:

- H or h for holiday
- S or s for sickness
- T or t for training
- C or c for compassionate leave
- M or m for maternity leave
- A or a for other absence
- B for employee's birthday
- Lower case letters denote half-days.

If an asterisk * is displayed, this indicates that more than one activity is recorded for the day.

Actions

The following commands are available on the Action menu associated with the Diary form:

Use this command	To
Previous Year	Change the diary to show the previous holiday year.
Next Year	Change the diary to show the next holiday year.
Previous Month	Scroll the diary back by one month.
Next Month	Scroll the diary forward by one month.
Drilldown	Display the record associated with the selected day. For example, if an absence record is associated with a particular day, clicking Drilldown will show the detail of that absence record in a pop-up window. If more than one activity is recorded for the selected day (as denoted by an asterisk), the pop-ups are displayed one at a time; so when you close one, the next appears.
Print	Print the diary.
Grid Lines	Change the vertical and horizontal grid lines included in the diary. Each time you select the command, the grid lines change. You can choose none, horizontal only, vertical only or both.

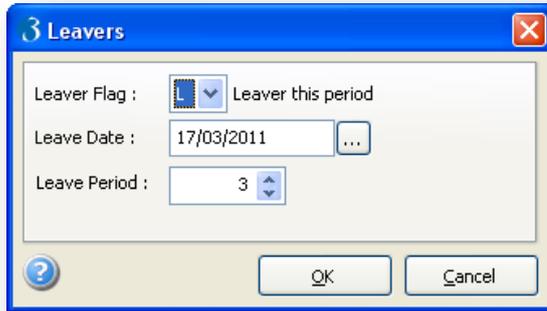
To display the employee diary

1. Open the Personnel folder and then click Processing or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing.
2. If you are using groups, in the **Select Groups** list, click to select the group(s) you want to process and then click **OK**.
3. Retrieve the relevant employee record, click **Action** and then click **Diary**.

Note: An **Action** menu is available for further processing.

3.12 Leavers

Use the Leavers command on the Action menu associated with the Personnel Processing form to record an employee who is leaving your employment. You can also record leavers within the Payroll module.



Whichever module you use, both modules are affected. You can record three different types of leaver:

Code	Type of Leaver
D	Dismissed without pay. Within the Payroll, the employee receives no pay in the current pay period, but their employee record is retained for reporting purposes.
L	Leaves at the end of the current pay period. When you subsequently use the Calculation command in the Payroll module, the employee's pay is calculated accordingly and a final payslip provided. Their pay records are retained for subsequent reporting purposes, including the statutory end of year returns, but they are excluded from future payroll calculations.
X	Technical leaver. Use this type if you want to remove an employee's record from the files completely, for example, because the record was created in error. The pay record is cleared from the file completely the next time you use the Update command in the Payroll module (provided you have also run a calculation).

For type 'D' and 'L' leavers you must enter the date of leaving which is printed on the employee's P45 report.

Reinstating a Leaver

For type 'D' or 'L' leavers, you can reinstate a leaver by selecting R in the Leave Flag box. In the Payroll module, this will reinstate the employee's pay record.

To Record Leavers or Reinstate a Leaver

1. Open the Personnel folder and then click Processing or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Processing.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Retrieve the employee record for the employee who is leaving, click Action and then click Leavers.
4. In Leaver Flag, click to select the type of leaver.
5. For type D and L leavers, in Leave Date enter the date the employee left. The Leave Period is updated automatically. This information is included on the P45(1) report in the Payroll module or online submission via Online Filing Manager.

6. Select R to reinstate an employee who was previously set as a type D and L leaver. If the employee is a director, you are asked if you want to update the employee's record to calculate NI as a normal employee. For more information, see the Payroll Help topic for the Adv option on the employee's record.
7. To store the record, click OK.

3.13 Benefits

Use the Benefits command to record the value of benefits received by the employee that correspond to the information typically required for a form P11D. The information you enter here can be printed using the Benefits command on the Reports menu. No calculations are performed by the application. All values, totals and other information are entered manually. The benefits entry is subdivided into tabs, each of which corresponds to one or more sections of the P11D. If in any doubt about the information required for benefits, please seek the advice of a professional tax advisor.

Benefit Information

The grouping of benefit information corresponds to sections applicable to P11D forms and is summarised below. For information about the purpose and information required for benefits entries, ask your professional tax advisor for assistance or refer to the official P11D (Guide). There are also a number of free booklets and working sheets available from the HMRC (HM Revenue and Customs) Employers' Orderline.

Section	P11D Information You Can Record
A	Assets transferred (cars, property, goods and other assets)
B	Payments made on behalf of the employee
C	Vouchers or credit cards
D	Living accommodation
E	Mileage Allowance and Passenger Payments
F 1 to 3	Cars and fuel (three tabs)

G	Vans
H	Interest-free and low interest loans
I	Private medical treatment or insurance
J	Qualifying relocation expenses payments and benefits
K	Services supplied
L	Assets placed at the employee's disposal
M	Shares
N	Other items (including subscriptions and professional fees)
O	Expenses payments made to, or on behalf of, the employee

To enter employee benefits

1. Open the Personnel folder and then click Benefits or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Benefits.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Retrieve the employee record for the employee whose benefits you want to record.
4. On the Record menu, click New.
5. Click the tab according to the information you want to enter and complete the relevant boxes.
6. On the Record menu, click Save.

Notes: If you want to change to another group or groups, on the **Action** menu click **Groups**.

To add comments associated with a benefit, click **Comments**.

3.14 Enquiries

Use the Enquiries command to display the personnel record of a selected employee, together with a history of the employee's jobs, salary changes, disciplinary records and so on.

3.14.1 Actions

The Action menu on the Personnel Enquiries form provides commands to view the different aspects of the employee's personnel details as listed below.

Use this command	To
Groups	Change the group or groups selected for viewing. You can choose from the Select Groups dialog box.
Diary	Display the employee's diary records for the current holiday year, showing days used for holiday, training, absence and so on.
Personal	Display the information entered on the Personal Information form as entered using the Personal command on the Action menu associated with the Personnel Processing form.
Contacts	Display the information entered on the Contact Information form as entered using the Contacts command on the Action menu associated with the Personnel Processing form.

Bank	Display the information entered on the Bank Information form as entered using the Bank command on the Action menu associated with the Personnel Processing form.
Education	Display the information entered on the Education Information form as entered using the Education command on the Action menu associated with the Personnel Processing form.
Absence	Display the employee's absence records as entered using the Absence command on the Action menu associated with the Personnel Processing form.
Training	Display the employee's training records as entered using the Training command on the Action menu associated with the Personnel Processing form.
Discipline	Display the employee's disciplinary records as entered using the Discipline command on the Action menu associated with the Personnel Processing form.
Job	Display the employee's job records as entered using the Job command on the Action menu associated with the Personnel Processing form.
Salary	Display the employee's salary records as entered using either the Salary command on the Action menu associated with the Personnel Processing form or the Global Salary Changes command on the Utilities submenu.
Working Patterns	Display the employee's working pattern records as assigned to employees using the Working Patterns command on the Action menu associated with the Personnel Processing form.

3.14.2 Diary Actions

The employee's diary shows records for the current holiday year of the days used for holiday, training, absence and so on and associated costs. Days are colour-coded and the key shows the difference between working and non-working days and bank holidays. Working and non-working days are determined by the employee's working pattern. The following commands are available on the Action menu associated with the Diary form:

Use this command	To
Previous Year	Change the diary to show the previous holiday year.
Next Year	Change the diary to show the next holiday year.
Previous Month	Scroll the diary back by one month.
Next Month	Scroll the diary forward by one month.
Drilldown	Display the record associated with the selected day. For example, if an absence record is associated with a particular day, clicking Drilldown will show the detail of that absence record in a pop-up window. If more than one activity is recorded for the selected day (as denoted by an asterisk), the pop-ups are displayed one at a time; so when you close one, the next appears. If a working pattern has been assigned to the employee, and you use the drilldown on a working day, one of the pop-ups will be the Working Patterns form that shows the working pattern record's details.
Print	Print the diary. A dialog box offers options to print the current month only or the full holiday year. If you click Month , you can choose which events you want included in the printout by clearing or selecting options under Absence and Other on the Select Events to Show form.
Grid Lines	Change the vertical and horizontal grid lines included in the diary. Each time you select the command, the grid lines change. You can choose none, horizontal only, vertical only or both.

The **Diary** form uses a character to identify each type of activity as follows:

- **H** or **h** for holiday
- **S** or **s** for sickness
- **T** or **t** for training
- **C** or **c** for compassionate leave
- **M** or **m** for maternity leave
- **A** or **a** for other absence
- **B** for employee's birthday
- Lower case letters denote half-days.

If an asterisk * is displayed, this indicates that more than one activity is recorded for the day.

3.14.3 To make personnel enquiries

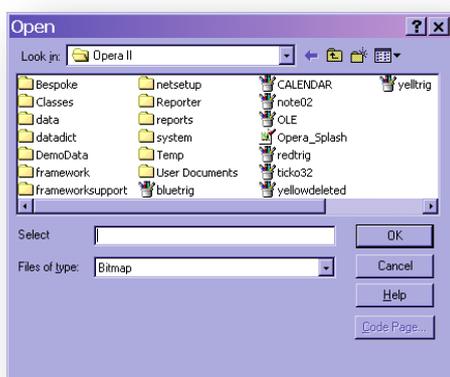
1. Open the Personnel folder and then click Benefits or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Enquiries.
2. If you are using groups, in the **Select Groups** list, click to select the group(s) you want to process and then click **OK**.
3. Retrieve the relevant employee record, click **Action** and then click the command according to the information you want to view.

Note: An **Action** menu is available for further processing on the **Diary** and **Bank Information** forms.

3.15 Snapshot

You can attach an image of an employee to the Processing form using the Snapshot command on the Action menu associated with the Processing form.

You need to have stored the image as a graphic file. You can browse to locate the file and the image will appear on the General tab and be scaled to fit the space available.



3.16 Groups

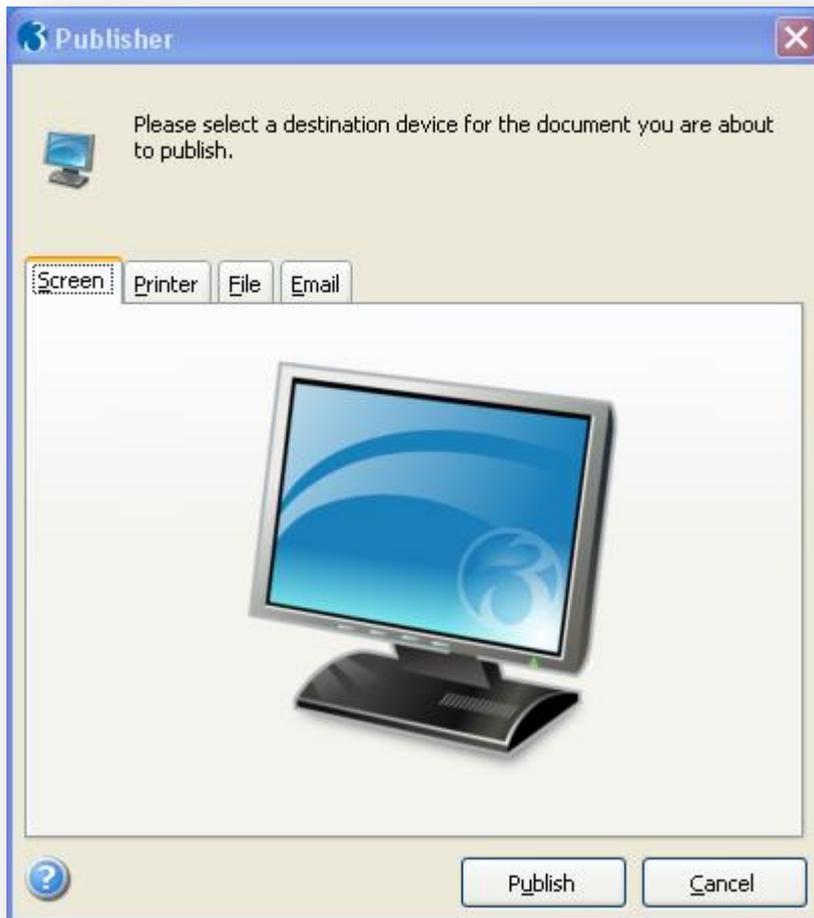
You can select further groups to process without having to abort the processing menu.

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

Personnel reports can be accessed via the Reports Menus in the respective Module. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen, Printer, File or Email output.



To print a report;

1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

4.2 List of Reports

NB – You will be prompted which groups to run the report over.



The commands on the Reports submenu provide listings of records maintained in the Personnel module. These include lists of records maintained through the various forms including ‘transactions’ such as jobs, training, discipline, absence and so on. You can also print lists of employee details including starters and leavers or employee name and address labels. Reports can be used to view information on your computer screen as well as printing. Most reports provide a number of options to determine the criteria, sequence and range of records reported.

Name & Description	Example																																																																													
<p>Absence</p> <p>Use the Absence command to produce a report of absence records maintained using the Absence command on the Action menu associated with the Personnel Processing form, for all or a range of employees, departments, groups, jobs, dates and absence types. You can choose a detailed or summary report; the detailed report includes separate listings for each type of absence, while the summary report lists one total for days absence per employee.</p>	<p>Orion Vehicles Leasing Detailed Absence Report</p> <p>Printed 17/03/2011 at 13:49 by MANAGER All Absences for Employees between 1001 and CFC1</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>Absence</th> <th>From Date</th> <th>To Date</th> <th>Duration</th> <th>Hours</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Richard Godson</td> <td>Absence</td> <td>02/03/2008</td> <td>04/03/2008</td> <td>2.0</td> <td>16.00</td> <td>Family</td> </tr> <tr> <td>Holiday</td> <td>07/03/2008</td> <td>25/03/2008</td> <td>13.0</td> <td>104.00</td> <td>Holiday</td> </tr> <tr> <td>Compassionate</td> <td>13/11/2008</td> <td>16/11/2008</td> <td>2.0</td> <td>16.00</td> <td>Bereavement</td> </tr> <tr> <td>Holiday</td> <td>13/03/2009</td> <td>24/03/2009</td> <td>8.0</td> <td>64.00</td> <td>Holiday</td> </tr> <tr> <td>Holiday</td> <td>11/07/2009</td> <td>22/07/2009</td> <td>8.0</td> <td>64.00</td> <td>Holiday</td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td></td> <td>33.0</td> <td></td> <td></td> </tr> <tr> <td rowspan="4">Andrew Gregory</td> <td>Holiday</td> <td>27/02/2008</td> <td>12/03/2008</td> <td>11.0</td> <td>82.50</td> <td>Holiday</td> </tr> <tr> <td>Holiday</td> <td>06/06/2008</td> <td>17/06/2008</td> <td>8.0</td> <td>60.00</td> <td>Holiday</td> </tr> <tr> <td>Holiday</td> <td>01/09/2008</td> <td>14/09/2008</td> <td>10.0</td> <td>75.00</td> <td>Holiday</td> </tr> <tr> <td>Compassionate</td> <td>07/03/2009</td> <td>08/03/2009</td> <td>0.0</td> <td>0.00</td> <td>Bereavement</td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td></td> <td>29.0</td> <td></td> <td></td> </tr> </tbody> </table>	Employee	Absence	From Date	To Date	Duration	Hours	Reason	Richard Godson	Absence	02/03/2008	04/03/2008	2.0	16.00	Family	Holiday	07/03/2008	25/03/2008	13.0	104.00	Holiday	Compassionate	13/11/2008	16/11/2008	2.0	16.00	Bereavement	Holiday	13/03/2009	24/03/2009	8.0	64.00	Holiday	Holiday	11/07/2009	22/07/2009	8.0	64.00	Holiday		Total			33.0			Andrew Gregory	Holiday	27/02/2008	12/03/2008	11.0	82.50	Holiday	Holiday	06/06/2008	17/06/2008	8.0	60.00	Holiday	Holiday	01/09/2008	14/09/2008	10.0	75.00	Holiday	Compassionate	07/03/2009	08/03/2009	0.0	0.00	Bereavement		Total			29.0		
Employee	Absence	From Date	To Date	Duration	Hours	Reason																																																																								
Richard Godson	Absence	02/03/2008	04/03/2008	2.0	16.00	Family																																																																								
	Holiday	07/03/2008	25/03/2008	13.0	104.00	Holiday																																																																								
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	Compassionate	07/03/2009	08/03/2009	0.0	0.00	Bereavement																																																																								
	Total			29.0																																																																										



Training

Use the Training command to produce a report of training records maintained using the Training command on the Action menu associated with the Personnel Processing form, for all or a range of employees, departments, groups, jobs and dates. You can choose a detailed or summary report; the detailed report includes separate listings for each type of training, while the summary report lists one total for days training per employee.

3 Training

Sequence

Employee

Department

Group

Job

Report Type

Detailed

Summary

Range

From : 1001 Richard Godson

To : CFC1 Antony Michael McIntyre-Angell

Date Range

From : / / ...

To : / / ...

Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview - Training (sqhtrng.frx)

Detailed Training Report

Orion Vehicles Leasing
Printed 17/03/2011 at 13:51 by MANAGER
Employees between 1001 and CFC1

Orion Vehicles Leasing							Detailed Training Report		Page 1
Employee	From	To Date	Duration	Cost	Course	Result	Review		
Richard Godson	02/05/2009	06/05/2009	3.00	1300.00	T01 Management		Pass		
Total			3.00	1200.00					
Andrew Gregory	01/07/2009	04/07/2009	4.00	200.00	T03 Computer Software		Pass	01/08/2009	
Total			3.00	1500.00					
David Charles Wellington	20/11/2008	24/11/2008	3.00	550.00	T04 Technical		Pass	25/11/2008	
Total			3.00	300.00					
Brian Jones	11/04/2009	13/04/2009	1.00	940.00	T05 Communication		Pass		
Total			1.00	840.00					
Liz Gira	28/02/2009	04/03/2009	3.00	975.00	T01 Management	PASS	Pass		
Total			3.00	875.00					

Notes

Discipline

Use the Discipline command to produce a report of disciplinary records maintained using the Discipline command on the Action menu associated with the Personnel Processing form, for all or a range of employees, departments, groups, jobs and dates. You can choose a detailed or summary report; the detailed report includes separate listings for each disciplinary record, while the summary report lists the total number of disciplinary records per employee.

3 Discipline

Sequence

Employee

Department

Group

Job

Report Type

Detailed

Summary

Range

From : 1001 Richard Godson

To : 5001 Larry Futton

Date Range

From : / / ...

To : / / ...

Use Date

Creation

Review

Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview - Discipline (sqhdisc.frx)

Detailed Discipline Report by Creation Date

Orion Vehicles Leasing
Printed 17/03/2011 at 13:56 by MANAGER
Employees between 1001 and 5001

Orion Vehicles Leasing							Detailed Discipline Report by Creation Date		Page 1
Employee	Date	Review Date	Reason	Completed	Comments				
Andrew Gregory	08/02/2009		D01 Time Keeping						
Total			1						
Keith Harris	15/02/2009	16/05/2009	D02 Quality of Work		Caused serious corruption of user's data by careless coding				
Total			1						
Joan Elsworth	24/01/2009	28/02/2009	D03 Clothing/Appearance		Scruffy appearance				
Total			1						
Alice Leadman	05/03/2009	01/06/2009	D05 Verbal Warning		Used abusive language to a colleague				
Total			1						
Total Discipline			4						

Job Details

Use the Job Details command to produce a report of job records maintained using the Job command on the Action menu associated with the Personnel Processing form, for all or a range of employees, departments, groups, jobs and dates. You can choose whether to report on all jobs or just current jobs.

3 Job Details

Sequence

Employee

Department

Group

Job

Transactions

All

Current

Range

From : 1001 Richard Godson

To : CFC1 Antony Michael McIntyre-Angell

Date Range

From : / / ...

To : / / ...

Pegasus Opera 3 - Orion Vehicles Leasing

Report Preview - Job Details (sqhjobd.frx)

Job Details Report - All Jobs

Orion Vehicles Leasing
Printed 17/03/2011 at 13:57 by MANAGER
Employees between 1001 and CFC1

Orion Vehicles Leasing							Job Details Report - All Jobs	
Employee	From Date	To Date	Time in Job YY MM	Job Title	Rate	Department		
Richard Godson	01/01/1996	01/03/2002	6 2	Director	0.00	Administration		
	02/03/2002		9 0	Managing Director	0.00	Administration		
Andrew Gregory	01/01/1996	08/03/2011	15 2	Director	0.00	Technical		
David Charles Wellington	01/07/2003		7 8	Director	650.00	Administration		
Katharine Angell	05/02/2008		1 7	Director	999.99	Sales		
			1 2		0.00	Administration		

Salary

Use the Salary command to produce a report of salary records maintained using either the Salary command on the Action menu associated with the Personnel Processing form or the Global Salary Changes command on the Utilities submenu. You can produce the report for all or a range of employees, departments, groups, jobs and dates. You can choose whether to report on all salary records or just current ones.

Orion Vehicles Leasing
Printed 17/03/2011 at 13:59 by MANAGER
Employees between 1001 and 4004

Salary Details by Creation Date - All Salaries

Employee	From Date	Old	New	% Change	Reason	Review Date
1001 Richard Godson	01/10/2007	42000.00	42420.00	1.00%	Cost of Living	
	12/05/2009	42420.00	45000.00	6.08%	Company Profits	01/01/2010
1002 Andrew Gregory	01/04/2006	35000.00	37030.00	5.71%	Merit	20/03/2007
	20/04/2007	37000.00	37740.00	2.00%	Cost of Living	10/06/2008
1003 David Charles Wellington	12/05/2009	37740.00	40000.00	5.98%	Company Profits	01/06/2010
	01/01/2010	40000.00	44000.00	10.00%	Payrise	
1011 Katherine Angell	01/07/2006	11000.00	11000.00		Starting salary	01/07/2007
	01/07/2007	11000.00	11230.00	3.00%	Annual review	01/06/2008
1011 Katherine Angell	12/05/2009	11330.00	12830.00	13.23%	Company Profits	01/11/2009
	06/08/2009	0.00	50000.00		Starting Salary	
	01/01/2010	50000.00	62000.00	24.00%	Payrise	

Employee List

Use the Employee List command to produce a report for employees maintained using the Processing command in the Personnel module. You can produce the report for all or a range of employees, departments, groups and jobs. You can include leavers in the report by selecting the Include Leavers option. You can choose a detailed or summary report; the detailed report lists all employee details, while the summary report lists only the employee number, name and job title.

Orion Vehicles Leasing
Printed 17/03/2011 at 14:00 by MANAGER
Employees between 1001 and 3007 Leavers Excluded

Employee Report - Summary

Emp No	Name	Job Title
1001	Richard Godson	Managing Director
1002	Andrew Gregory	Director
1003	David Charles Wellington	Director
1010	Cole Angell	
1011	Katherine Angell	Director
2001	Laura Guigley	Senior Manager
2003	Liz Gins	Staff Grade 2
2004	Wendy Turner	Staff Grade 1
3001	Keith Harris	Manager
3002	Anne Owen	Staff Grade 2
3003	Gary Derwent	Staff Grade 1
3004	Pamela Fadden	Staff Grade 1
3005	Denis Jackson	Staff Grade 1
3006	Stephen Newheart	Staff Grade 1
3007	Stuart Thompson	Staff Grade 1

New Starters

Use the New Starters command to produce a list of 'new' employee records—that is, those that have never had a payroll update run on them in the Payroll module. You can produce the report for all or a range of employees, departments, groups, and jobs. You can choose a detailed or summary report; the detailed report lists all employee details, while the summary report lists only the employee number, name, job title and start date.

3 New Starters

Sequence
 Employee
 Department
 Group
 Job

Report Type
 Detailed
 Summary

Range
 From : 1001 Richard Godson
 To : 5001 Larry Futton

OK Close

3 Pegasus Opera 3 - Orion Vehicles Leasing
 3 Report Preview - New Starters (sqhrnews.frx)

Orion Vehicles Leasing
 Printed 17/03/2011 at 14:01 by MANAGER
 Employees between 1001 and 5001

Orion Vehicles Leasing New Starters Report - Summary Page 1

Emp No.	Name	Job Title	Start Date
1010	Cole Angel		11/03/2011
1011	Katherine Angel	Director	06/08/2009
4003	Harrold Saddler	Senior Manager	05/04/2002

Leavers Report

Use the Leavers Report command to produce a list of employee records marked as leavers using either the Leavers command on the Action menu associated with the Personnel Processing form in the Personnel module or the Leavers command on the Action menu associated with the Payroll Processing form in the Payroll module. You can produce the report for all or a range of employees, departments, groups, jobs and dates. You can choose whether to include all leavers or only those leaving in the current period.

3 Leavers Report

Sequence
 Employee
 Department
 Group
 Job

Leavers
 All
 Current

Range
 From : 1001 Richard Godson
 To : 4003 Harrold Saddler

Date Range
 From : / /
 To : / /

OK Close

3 Pegasus Opera 3 - Orion Vehicles Leasing
 3 Report Preview - Leavers Report (sqhrlvr.frx)

Orion Vehicles Leasing
 Printed 17/03/2011 at 14:07 by MANAGER
 Employees between 1001 and 4003

Orion Vehicles Leasing Leavers Report - Year To Date Page 1

Emp No.	Name	Job Title	Leave Date
2002	Brian Jones	Staff Grade 1	03/03/2011

Labels

Use the Labels command to print employee name or name and address labels. You can specify how many labels per employee are to be printed. You can produce the labels for all or a range of employees, departments, groups and jobs.

3 Labels

Sequence
 Employee
 Department
 Group
 Job

Label Details
 Employee Name
 Full Details

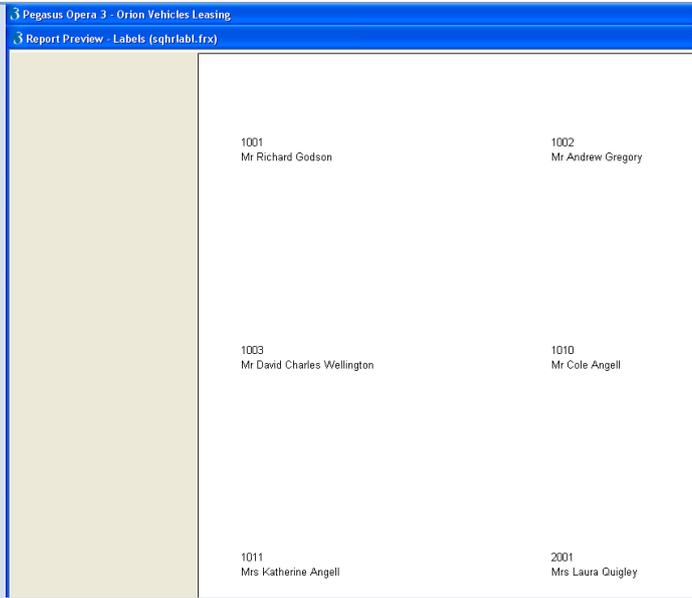
Range
 From : 1001 Richard Godson
 To : 5001 Larry Futton

No. of Labels : 1

OK

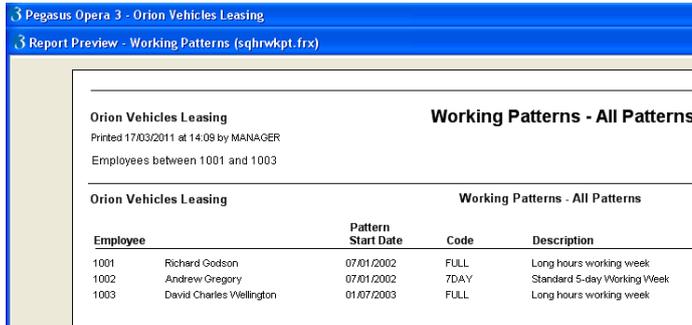
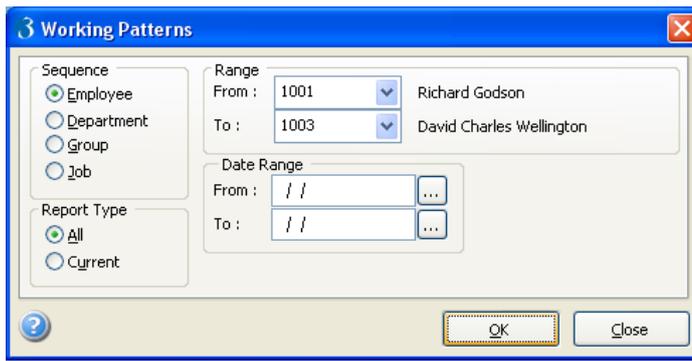
2 across labels Laser
 2 across labels Laser sqhrlabl.lbx
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Notes



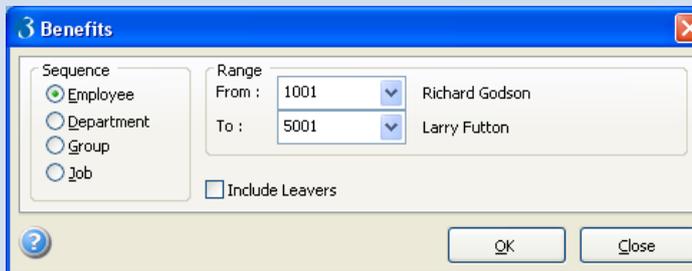
Working Patterns

Use the Working Patterns command to produce a report of working patterns maintained using the Working Patterns command on the Maintenance submenu and assigned to employees using the Working Patterns command on the Action menu associated with the Personnel Processing form. You can produce the report for all or a range of employees, departments, groups, jobs and dates. You can choose whether to report on all working patterns or just current ones.



Benefits

Use the Benefits command to produce a report of the benefit records maintained for employees using the Benefits command. You can produce the report for all or a range of employees, departments, groups and jobs and choose whether to include benefits for leavers.



Pegasus Opera 3 - Orion Vehicles Leasing			
Report Preview - Benefits (sqhribent.frx)			
Orion Vehicles Leasing		Benefits Report	
Printed 17/03/2011 at 14:10 by MANAGER			
Employees between 1001 and 5001 Leaves Excluded			
Orion Vehicles Leasing		Benefits Report	
1001 Richard Godson - Monthly - Administration		Page 1	
Benefit Type	Benefit Value	Class 1A/ble Benefit	
A- Assets Transferred (Cash Equivalent)	0.00		
B - Payments Made (Amount Paid)	0.00		
B - Payments Made (Notional Payment Tax)	0.00		
C - Vouchers or Credit Cards (Cash Equivalent)	0.00		
D - Living Accommodation (Cash Equivalent)	0.00		
E - Mileage Allowance and Passenger Payments (Taxable Amount)	0.00		
F - Cars (Cash Equivalent)	2500.00	2500.00	
F - Fuel (Cash Equivalent)	1200.00	1200.00	
G - Vans (Cash Equivalent)	0.00		
G - Fuel (Cash Equivalent)	0.00		
H - Loan 1 (Cash Equivalent)	0.00		
H - Loan 2 (Cash Equivalent)	0.00		
I - Private Medical (Cash Equivalent)	360.00	360.00	
J - Qualifying Relocation Expenses (Excess)	0.00		
K - Services Supplied (Cash Equivalent)	0.00		
L - Assets Placed at Disposal (Cash Equivalent)	0.00		
M - Other Items 1 (Cash Equivalent)	0.00		
M - Other Items 2 (Cash Equivalent)	0.00		
M - Other Items 3 (Cash Equivalent)	0.00		

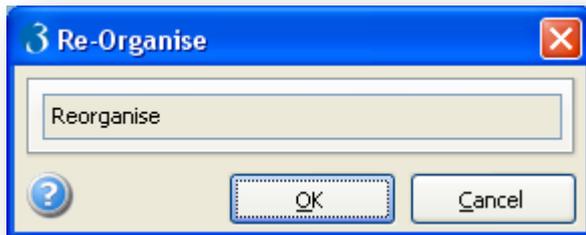
Notes

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5 Utilities

5.1 Re-Organise

Use the Re-Organise command on the Utilities submenu to reorganize the Personnel module's data files and remove deleted employee records and transactions, depending on the values in the Years to Keep Records and Years to Keep Transactions boxes on the Set Options form. The command also clears deleted table records such as job titles, absence reasons, disciplinary descriptions, departments, and so on.

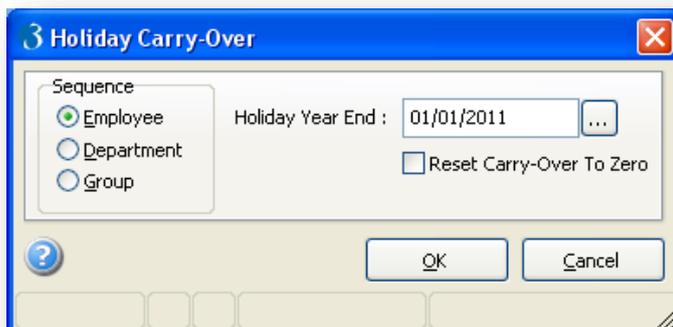


To reorganise the personnel records

1. Open the Personnel folder and then click Utilities or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Utilities.
2. Click **Re-Organise**.
3. To confirm you want to carry out the reorganisation, click OK; otherwise click Cancel.

5.2 Holiday Carry-Over

Use the Holiday Carry-Over command on the Utilities submenu to calculate the default value of unused holiday entitlement that is carried over from the previous holiday year to the current one, to establish the total entitlement for employees. You can do this for one or more payroll groups. Once you have used this utility, you can subsequently override the calculated value by changing the content of the Prv Yr Hol C/Over box on the General tab of the Personnel Processing form for the employee concerned.



To carry over the holiday entitlement

1. Open the Personnel folder and then click Utilities or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Utilities.
2. Click Holiday Carry-Over. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. If you have already performed a holiday carry-over, a dialog box appears with a message showing the date on which the update was last performed. This message is to help prevent you inadvertently carrying over holidays more than once between the same holiday years. To continue, click Yes. To abandon, click No.
4. Under Sequence, choose the sequence in which you want the audit report printed.
5. In Holiday Year End, enter the date on which the current holiday year ends.
6. If you want to reset the carried over holiday entitlement to zero, select Reset Carry-Over to Zero.
7. To continue, click **OK**. Once the audit report has been produced, you are prompted to confirm that you want the holidays to be carried over. To continue with the process, click **Yes**. To abandon the carry-over, click **No**.

5.2.1 Prerequisites

Before you can use the Holiday Carry-Over command to establish the default entitlement carried over for any employee, you must complete the following on the Set Options form:

Box	Comment
Use Holiday Carry-Over	This option must be selected.
Max. Days To Carry-Over	You must also define the maximum number of days that can be carried over in this box. If you do not want to limit the amount that can be carried over, set the number to the maximum permitted entry of 99.5.
First Holiday Month	You must define the number of the month that determines the start of the holiday year.

In addition to these options, certain records must exist in the Personnel module:

- At least one job record must be defined for any employees entitled to a holiday carry-over. Job records are maintained using the Job command on the Action menu associated with the Personnel Processing form.
- At least one holiday type absence must be recorded against employees entitled to a carry-over to ensure that the calculation of the carried over entitlement is accurate. Absence records are maintained using the Absence command on the Action menu associated with the Personnel Processing form. You will need to select the 'Holiday' option in the Type list box to define holiday absence.

5.2.2 How the Utility Works

In simple terms, an employee's unused holiday entitlement is derived by determining the total holiday entitlement, less any days already taken in the current holiday year. The total entitlement is calculated by adding any existing carry-over from a previous year to the entitlement in the current year and this calculation is affected by the setting of the Pro-Rata Holiday Entitlement option on the Set Options form as follows:

- If that option is cleared, an employee's total holiday entitlement is calculated by adding the holiday specified for the employee's current job, plus any holiday carried over from a previous year, if applicable.
- If that option is selected, an employee's total holiday entitlement is calculated pro rata, taking into account holiday specified on all jobs held by the employee in the current holiday year, plus any holiday carried over from a previous year, if applicable. The start date for a job is taken as the first day of the month in which it started, so where two different jobs are started in the same month, the most recent one is used to calculate holiday entitlement.
- If a holiday absence record for an employee already spans a holiday year, only the number of working days from that record that apply to the current holiday year will be taken into account. An employee's working pattern, if assigned, will affect which days are regarded as working days in this calculation.

5.2.3 Holiday Carry-over Audit Report

An audit report is produced of the changes made and you can print this in employee, department or group sequence. The report shows, for each employee processed, the number of days holiday entitlement calculated from the employees' job(s), the holiday carried over from the previous holiday year, the number of holiday days taken and remaining in the current holiday year, and the number of days to be carried over to the new holiday year (which is capped if it exceeds the maximum permitted for the company).

Orion Vehicles Limited			Holiday Carry-Over				
Printed 12/04/2010 at 16:48 by ADMIN							
By Employee Ref							
Maximum Carry-Over: 5.0 Days							
Emp No	Group	Name	Holiday Entitlement	Prv Yr Carry-Over	Holiday Taken	Holiday Remaining	Carry-Over To New Year
1001		Mr Richard Godson	0.0	0.0	16.0	-16.0 *	0.0
1002		Mr Andrew James Gregory	0.0	0.0	0.0	0.0	0.0
1003		Mr David Charles Wellington	25.0	5.0	8.0	22.0	5.0
2001		Mrs Laura Quigley	30.0	5.0	7.0	28.0	5.0
2002		Mr Brian Jones	30.0	5.0	14.0	21.0	5.0
2003		Mrs Liz Gins	20.0	0.0	17.0	3.0	3.0
2004		Miss Wendy Turner	22.0	5.0	14.0	13.0	5.0
3001		Mr Keith Harris	25.0	5.0	0.0	30.0	5.0
3002		Mrs Anne Owen	20.0	5.0	0.0	25.0	5.0
3003		Mr Gary Derwent	20.0	5.0	0.0	25.0	5.0
3004		Mrs Pamela Fadden	20.0	5.0	0.0	25.0	5.0
3005		Mr Denis Jackson	0.0	0.0	0.0	0.0	0.0
3006		Mr Stephen Newheart	22.0	5.0	0.0	27.0	5.0
3007		Mr Stuart Thompson	22.0	2.0	0.0	24.0	5.0
4001	W	Mrs Joan Elsworth	20.0	5.0	1.0	24.0	5.0
4002	W	Mrs Jill Fisher	0.0	0.0	8.0	-8.0 *	0.0
4003	W	Mr Harold Saddler	25.0	5.0	0.0	30.0	5.0
4005	W	Mr Gary Harper	22.0	5.0	0.0	27.0	5.0
4006	W	Mr Mark Johnson	22.0	3.5	0.0	25.5	5.0
5001	W	Mr Larry Futton	20.0	5.0	0.0	25.0	5.0

5.2.4 Setting Holiday Carry-over to Zero

You can zero the carried over entitlement for all employees processed by the utility by selecting the Reset Carry-Over To Zero option on the Holiday Carry-Over form.

5.2.5 Occasional Use of Holiday Carry-overs

You do not need to use this utility if you only want a very limited or occasional capacity to register the carrying over of unused holiday entitlement. Instead, you can select the Use Holiday Carry-Over option on the Set Options form and, on the same form, enter zero in the Max. Days To Carry-Over box For only those employees concerned, you then set the entitlement that can be carried over using the Prv Yr Hol C/Over box on the General tab of the Personnel Processing form.

5.3 Global Salary Changes

Use the Global Salary Changes command to make changes in value of pay for the whole personnel system or selected groups. This is a convenient way of recording salary changes that apply to a range of personnel instead of using the Salary command on the Action menu associated with the Personnel Processing form, which can only be used on an individual basis. You can specify an increase or decrease by value or percentage. A comment box is provided for you to record the reason for the change in pay and the date of the next pay review.

Note: You can also carry out global salary changes using the Global Changes command on the EOY/Special Reports submenu in the Payroll module.

To Make Global Changes to Pay

1. Open the Personnel folder and then click Utilities or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Utilities.
2. If you are using groups, in the Select Groups list, click to select the group(s) you want to process and then click OK.
3. Under Employee, select the range of employee records to be processed.
4. Under Payment Type, click to select whether you want to make changes to salaried or hourly-paid employees.

5. Use the options to determine what reports you want and how you want the values to be changed and then in the boxes provided, type the change of value. You can enter a negative amount to reduce the corresponding payment or deduction.
6. In Reason for Change, type a comment explaining the reason for the change in pay. You can also enter the date on which the next pay review will be due in the Next Review Date box.
7. To process the changes, click OK.

5.3.1 Prerequisites

If you want to update the Payroll module's pay records for employees in the range selected, you must complete one or both of the following on the Set Options form in the Personnel module:

Box	Comment
Salary Number	You must select a relevant payroll payment profile defined in the Payroll module if you want to update salaried employees.
Basic Pay Number	You must select a relevant payroll payment profile defined in the Payroll module if you want to update hourly-paid employees.

5.3.2 Reports

If you select the Print Audit/Exceptions Report option on the Global Changes form, the application will print an audit report showing the salary changes that have been applied.

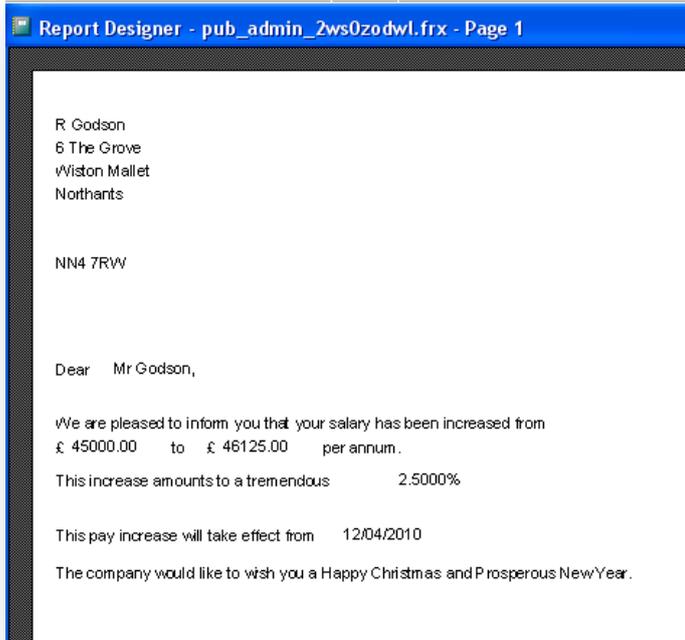
Orion Vehicles Limited		Global Salary Changes (Audit Report)		
Printed 12/04/2010 at 16:36 by ADMIN By Group and Employee Reference For Groups From '' To 'W' For Employees From '1001' To '5001' Adjust Salary By 2.5000%				
Orion Vehicles Limited		Global Salary Changes (Audit Report)		Page 1
Effective from 12/04/2010 Reason For Change : Payrise Inflation				
Employee	Group	Employee Name	Old Salary	New Salary
1001		Richard Godson	45000.00	46125.00
1003		David Charles Wellington	12830.00	13150.75
2001		Laura Quigley	18061.84	18513.39
2002		Brian Jones	28042.00	28743.05
2003		Liz Sims	14022.00	14372.55
2004		Wendy Turner	17600.00	18040.00
3001		Keith Harris	21022.00	21547.55
3002		Anne Owen	20147.00	20650.68
3003		Gary Dierwent	29422.00	30157.55
3004		Pamela Fadden	25000.00	25625.00
3005		Stephen Newheart	20000.00	20500.00
4001	W	Jean Eleworth	25000.18	25625.18
4002	W	Jill Fisher	24595.68	25210.57
4005	W	Gary Harper	33000.00	33825.00
4006	W	Mark Johnson	34160.00	35014.00
5001	W	Larry Futton	29538.03	30276.48

An exceptions report may also be produced if there are employees included in the range that have not been updated. For example, the report will list hourly-paid employees that are included in the range when you have chosen to update salaried employees only.

Orion Vehicles Limited		Global Salary Changes (Exceptions Report)	
Printed 12/04/2010 at 16:37 by ADMIN By Group and Employee Reference For Groups From '' To 'W' For Employees From '1001' To '5001' Adjust Salary By 2.5000%			
Orion Vehicles Limited		Global Salary Changes (Exceptions Report)	
Effective from 12/04/2010 Reason For Change : Payrise Inflation			
Employee	Group	Employee Name	Description
3005		Denis Jackson	No salary details recorded.
3007		Stuart Thompson	No salary details recorded.

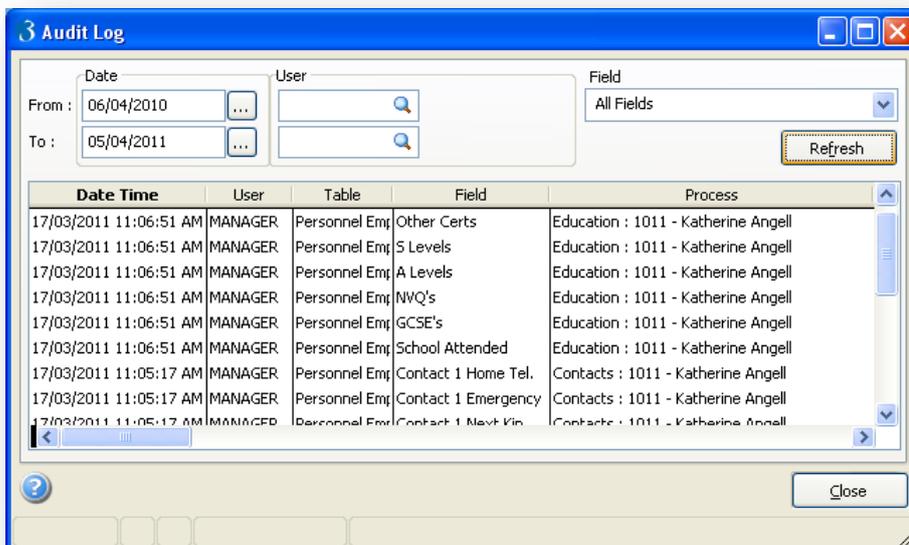
You can also choose to print payrise slips to notify the employees affected by the changes by selecting the Print Payrise Slips option.

Notes



5.4 Audit: Log

Use the Audit Log command to display a log record of changes that have been made to employee's details in the Personal, Contacts, Bank, or Education forms on the Personnel > Processing Action menu. The log record also displays who changed the details. You can choose the field you are interested from the Field list box. The list box displays the fields that have been changed. You can choose the field you are interested, or choose All Fields to see all the fields that have changed.



To Display the Audit Log

Notes

1. Open the Personnel folder and then click Utilities or click the Payroll & HR tab on the Ribbon Bar and then click Personnel - Utilities.
2. Click on Audit Log
3. In the Date boxes, specify the range of dates when the changes were done.
4. In the User boxes, specify the user or range of users who made the change. A blank entry means all users will be selected.
5. In the Field box, select the field you are interested in, or choose All Fields to see all the fields that have changed.
6. Click Refresh. You can also print a copy of the log using the Print icon on the toolbar.

Warning: The audit log is cleared by the End of Year Cleardown command in the Payroll module.

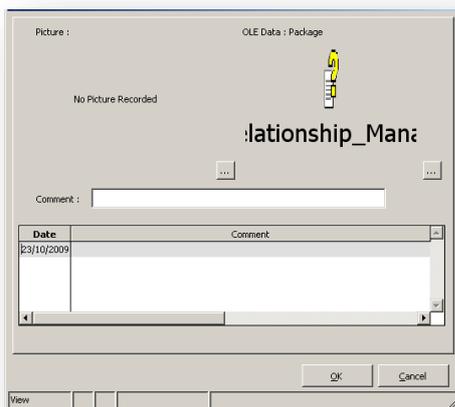
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Appendix

Appendix A - Object Linking and Embedding

You can link objects to be associated with records such as customers, suppliers, stock items, employees and so on. A representation or placeholder for an object is inserted on the O.L.E. form associated with the record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes. You can attach a picture as well as an object placeholder. This can be associated with the OLE data object or be independent. You can link several objects to each record. Double-clicking on the icon associated with the OLE Data heading will start the application used to create the object, assuming the application and document is available to you. Right-clicking on an icon associated with an OLE Data heading displays a shortcut menu. The menu options on the shortcut menu are dependent on the type of object, and provide the ability to edit the object and/or edit the package using Object Packager.

Important: These are dynamic links. If you move or rename a linked object without changing the file extension on the same hard disk drive, the link in Opera is automatically updated. However, if you move a linked object to a different hard disk drive (either on the same computer or a different computer), the link in Opera will not be updated. The link in Opera will then not work. If you delete the linked object, the link in Opera will not work. Once the OLE object is not linked anymore, you will need to manually reattach the object in Opera to link to the object again.



To link objects

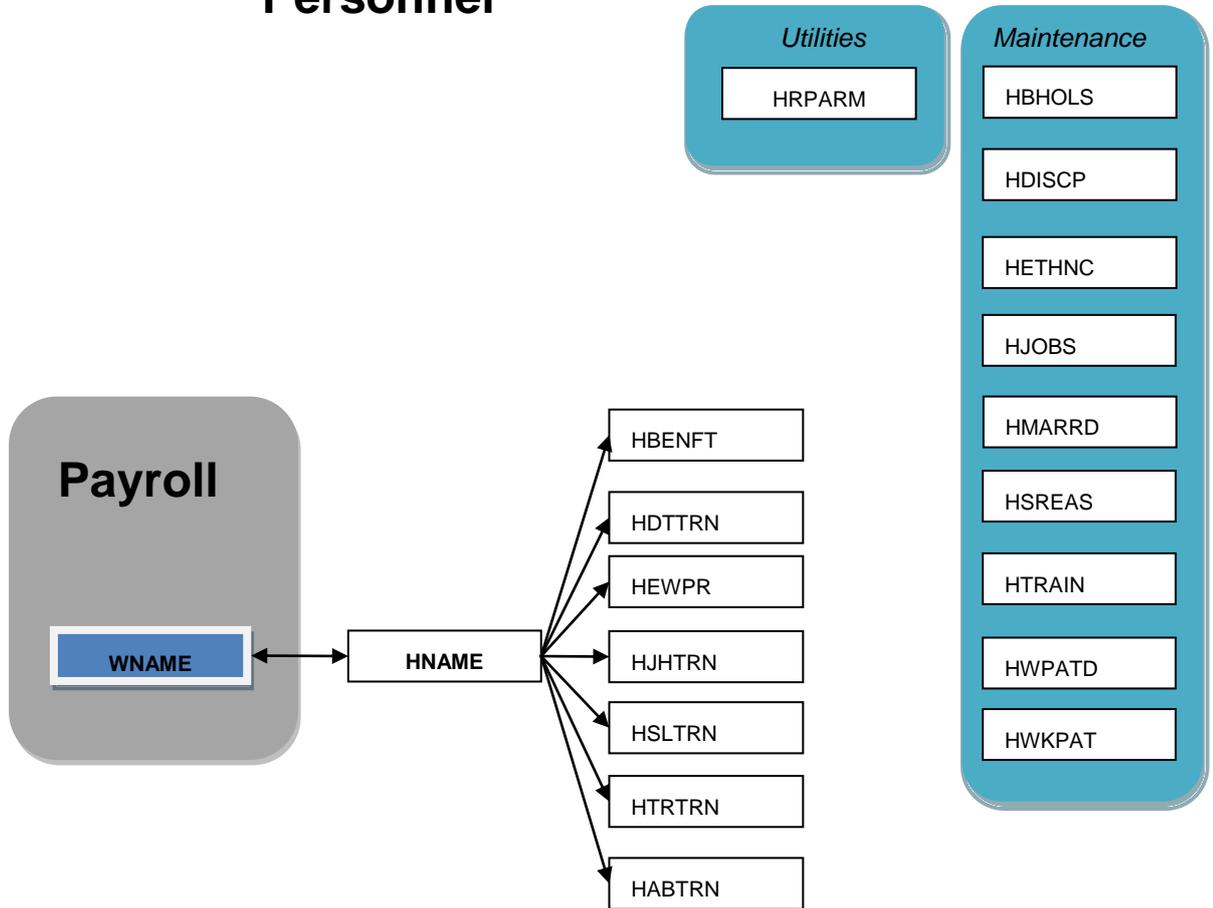
1. Open the relevant module folder, and then click Processing.
2. Retrieve the record for which you want to store object details, click Action and then click O.L.E. The O.L.E. form appears.
3. On the Record menu, click New.
4. Under Picture, click the browse button to locate the file that contains the image you want to link.
5. Under OLE Data, click the browse button to locate the file that contains the document you want to link.
6. In Comment, type a comment that identifies the objects you have linked.
7. To store the object details, click OK.

Notes: An icon appears on the status bar of the record processing form to show that an object record exists. You can use the New command button on the toolbar to add additional objects. To start the application used to maintain a data object, double-click the icon under OLE Data. To delete an OLE entry, click to highlight in the list and then click the Delete command button on the toolbar. Both picture and OLE data objects are removed as one item. Deleted OLE files are removed when you use the Reorganise System Files command in the System module with the Tidy System Files option selected.

Appendix B – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the Payroll (& Personnel) Module as of the 6.70.00 release.

Personnel



wdept	LEFT JOIN wdept ON wname.wn_cstcde=wdept.wa_dept
wdept	LEFT JOIN wdept ON wname.wn_cstcde=wdept.wa_dept
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN WDEPT ON WNAME.WN_CSTCDE=WDEPT.WA_DEPT
wdept	LEFT JOIN wdept ON wname.wn_cstcde=wdept.wa_dept
wgrup	LEFT JOIN WGRUP ON htrtrn.hn_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON hsltrn.hl_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON habtrn.hb_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON hdttrn.hp_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN wgrup ON hjhtrn.hj_group=wgrup.wg_group
wgrup	LEFT JOIN wgrup ON wname.wn_group=wgrup.wg_group
wgrup	LEFT JOIN WGRUP ON wname.wn_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON hname.hr_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON wname.wn_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON wname.wn_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON wname.wn_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON wname.wn_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON wname.wn_group=WGRUP.WG_GROUP
wgrup	LEFT JOIN WGRUP ON wname.wn_group=WGRUP.WG_GROUP
wname	INNER JOIN wname ON htrtrn.hn_ref=wname.wn_ref
wname	INNER JOIN wname ON hsltrn.hl_ref=wname.wn_ref
wname	INNER JOIN wname ON habtrn.hb_ref=wname.wn_ref
wname	INNER JOIN wname ON hdttrn.hp_ref=wname.wn_ref
wname	INNER JOIN wname ON hjhtrn.hj_ref=wname.wn_ref
wname	LEFT JOIN wname ON jwipr.jw_wgemp=wname.wn_ref
wname	LEFT JOIN wname ON jblinc.jb_wgemp=wname.wn_ref
wname	LEFT JOIN wname ON wenic.wc_ref=wname.wn_ref
wname	LEFT JOIN wname ON wtran.wr_ref=wname.wn_ref
wname	LEFT JOIN wname ON whist.wh_ref=wname.wn_ref
wname	INNER JOIN wname ON hewpr.hw_ref=wname.wn_ref
wname	INNER JOIN wname ON hname.hr_ref=wname.wn_ref
wname	INNER JOIN wname ON wesqds.wq_ref=wname.wn_ref
wname	INNER JOIN wname ON wesmp.ww_ref=wname.wn_ref
wname	LEFT JOIN wname ON wetxc.wb_ref=wname.wn_ref
wname	INNER JOIN wname ON wesspt.wi_ref=wname.wn_ref

wsqdhr	LEFT JOIN wsqdhr ON wsqddt.wo_code=wsqdhr.wj_code
wsqdhr	LEFT JOIN wsqdhr ON wesqds.wq_code=wsqdhr.wj_code



Database Structures



Pegasus Opera 3 Enterprise VFP Database Structures (W & H Tables)

Field Name	Description	Type	Length	DPs	Further information
Table : HABTRN Table Description : Absence Records					
HB_REF	Employee Reference	C	8	0	Employee Reference
HB_GROUP	Group Code	C	1	0	Group Code
HB_CODE	Absence Code	C	1	0	Absence Code
HB_FDATE	From Date	D	8	0	From Date
HB_TDATE	To Date	D	8	0	To Date
HB_DAYS	Number of Days	N	5	1	Number of Days
HB_NOTIFY	Notification	C	20	0	Notification
HB_METHOD	Method	C	10	0	Method
HB_CERTIF	Certified	L	1	0	Certified
HB_EXPDTE	Expiry Date	D	8	0	Expiry Date
HB_REASON	Reason	C	4	0	Reason
HB_EDESC	Extended Description	M	10	0	Extended Description
HB_COST	Cost of Absence	N	10	2	
HB_FHALF	Half Day is First	L	1	0	Half Day is First .T.= half day is first .F.=half day is last
HB_UNITS	Absence Hrs/Mins	N	10	2	Absence Hours/Minutes or Hours (decimal)
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	Creation date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
HB_SSPSPC	SSP Spec. Circ.	N	2	0	SSP special circumstances indicator
HB_SPCDT	SSP Spec. Circ. Date	D	8	0	Associated date for the SSP special circumstances indicator
HB_SPCCMNT	SSP Spec. Circ. Cmnt	C	40	0	Associated comment for the SSP special circumstances indicator
HB_PIWIND	SSP PIW	N	2	0	SSP Period of Incapacity for Work (PIW) indicator
HB_TSSPPD	SSP Paid in PIW TD	N	10	2	SSP Paid in this PIW 'to date'
HB_LSSPPD	SSP Paid in PIW TDTP	N	10	2	SSP Paid in this PIW 'to date this period'
HB_QDAYS	SSP QDs in PIW	N	4	0	Total number of SSP qualifying days in this PIW
HB_AVGERN	SSP Avg Earnings	N	12	4	SSP Average Weekly Earnings
HB_OAVGERN	Ovr SSP Avg Earn	N	12	4	Overridden SSP Average Weekly Earnings
HB_RPSTDT	SSP Relevant Period start date	D	8	0	SSP Relevant Period start date
HB_RPENDT	SSP Relevant Period end date	D	8	0	SSP Relevant Period end date
HB_TOSPPD	Overall PIW SSP TD	N	10	2	SSP Paid for the overall PIW 'to date' - including any linked PIWs.
HB_LOSPPD	Overall PIW SSP TDTP	N	10	2	SSP Paid for the overall PIW 'to date this period' - including any linked PIWs.

Field Name	Description	Type	Length	DPs	Further information
Table : HBENFT Table Description : Benefits					
ID	Unique Id	N	10	0	Unique Record ID
					<i>Default Value :</i> NEWID(ALIAS())
HF_REF	Employee Reference	C	8	0	Employee Reference
HF_GROUP	Employee Group	C	1	0	Employee Group
HF_ADESC	Asset Description	C	35	0	Description of Asset
HF_ACOSTMK	Cost/Market Value (A)	N	9	2	Cost/Market Value (Section A)

HF_AAAMTGD	Amount Made Good (A)	N	9	2	Amount Made Good (A)
HF_ACASHE	Cash Equivalent (A)	N	9	2	Cash Equivalent (Section A)
HF_ACOMNT	Comments (A)	M	10	0	Comments (Section A)
HF_BDESC	Payment Description (B)	C	35	0	Description of Payment (Section B)
HF_BAMTPD	Amount Paid (B)	N	9	2	Amount Paid (Section B)
HF_BTAXNOT	Tax on Notional Payments (B)	N	9	2	Tax on Notional Payments not borne by employee (Section B)
HF_BCOMNT	Comments (B)	M	10	0	Comments (Section B)
HF_CGROSS	Gross Amount (C)	N	9	2	Gross Amount (Section C)
HF_CAMTGD	Amount Made Good (C)	N	9	2	Amount Made Good or from which Tax Deducted (Section C)
HF_CCASHE	Cash Equivalent (C)	N	9	2	Cash Equivalent (Section C)
HF_CCOMNT	Comments (C)	M	10	0	Comments (Section C)
HF_DCASHE	Cash Equivalent (D)	N	9	2	Cash Equivalent (Section D)
HF_DCOMNT	Comments (D)	M	10	0	Comments (Section D)
HF_EGROSS	Gross Amount (E)	N	9	2	Gross Amount (Section E)
HF_EAMTGD	Amount Made Good (E)	N	9	2	Amount Made Good or from which Tax Deducted
HF_ETXPAY	Taxable Payment (E)	N	9	2	Taxable Payment (Section E)
HF_ECOMNT	Comments (E)	M	10	0	Comments (Section E)
HF_F1MKMDL	Car 1 Make/Model (F)	C	35	0	Make and Model for Car 1 (Section F)
HF_F1DATFR	Car 1 Date 1st Reg (F)	D	8	0	Date First Registered for Car 1 (Section F)
HF_F1DATAF	Car 1 Date Available From (F)	D	8	0	Date Available from for Car 1 (Section F)
HF_F1DATAT	Car 1 Date Available To (F)	D	8	0	Date Available To for Car 1
HF_F1BUSML	Car 1 Business Mileage Ind (F)	N	1	0	Business Mileage Indicator for Car 1 (Section F)
HF_F1ENGSZ	Car 1 Engine Size (F)	N	4	0	Engine Size for Car 1 (Section F)
HF_F1FUELT	Car 1 Fuel Type Ind (F)	N	1	0	Fuel Type Indicator for Car 1 (Section F)
HF_F1CO2EM	Car 1 CO2 Emissions (F)	N	3	0	CO2 Emissions Car 1 (Section F)
HF_F1LISPR	Car 1 List Price (F)	N	9	2	List Price for Car 1 (Section F)
HF_F1ACCFR	Car 1 Acc Price 1st (F)	N	9	2	Price of Accessories Fitted when First made Available for Car 1
HF_F1ACCAF	Car 1 Acc Price After (F)	N	9	2	Price of Accessories Fitted after First Made Available for Car 1 (Section F)
HF_F1CAPCT	Car 1 Capital Contrib (F)	N	9	2	Capital Contributions for Car 1 (Section F)
HF_F1AMTPD	Car 1 Amount Paid (F)	N	9	2	Amount Paid by Employee for Car 1 (Section F)
HF_F1CASHE	Car 1 Cash Equivalent (F)	N	9	2	Cash Equivalent for Car 1 (Section F)
HF_F1CSHEF	Car 1 Fuel Cash Equiv (F)	N	9	2	Cash Equivalent of Fuel for Car 1 (Section F)
HF_F1COMNT	Car 1 Comments (F)	M	10	0	Comments for Car 1 (Section F)
HF_F2MKMDL	Car 2 Make/Model (F)	C	35	0	Make and Model for Car 2 (Section F)
HF_F2DATFR	Car 2 Date 1st Reg (F)	D	8	0	Date First Registered for Car 2 (Section F)
HF_F2DATAF	Car 2 Date Available From (F)	D	8	0	Date Available from for Car 2 (Section F)
HF_F2BUSML	Car 2 Business Mileage Ind (F)	N	1	0	Business Mileage Indicator for Car 2 (Section F)
HF_F2ENGSZ	Car 2 Engine Size (F)	N	4	0	Engine Size for Car 2 (Section F)
HF_F2FUELT	Car 2 Fuel Type Ind (F)	N	1	0	Fuel Type Indicator for Car 2 (Section F)
HF_F2CO2EM	Car 2 CO2 Emissions (F)	N	3	0	CO2 Emissions Car 2 (Section F)
HF_F2LISPR	Car 2 List Price (F)	N	9	2	List Price for Car 2 (Section F)
HF_F2ACCFR	Car 2 Acc Price 1st (F)	N	9	2	Price of Accessories Fitted when First made Available for Car 2
HF_F2ACCAF	Car 2 Acc Price After (F)	N	9	2	Price of Accessories Fitted after First Made Available for Car 2 (Section F)
HF_F2CAPCT	Car 2 Capital Contrib (F)	N	9	2	Capital Contributions for Car 2 (Section F)
HF_F2AMTPD	Car 2 Amount Paid (F)	N	9	2	Amount Paid by Employee for Car 2 (Section F)
HF_F2CASHE	Car 2 Cash Equivalent (F)	N	9	2	Cash Equivalent for Car 2 (Section F)
HF_F2CSHEF	Car 2 Fuel Cash Equiv (F)	N	9	2	Cash Equivalent of Fuel for Car 2 (Section F)
HF_F2COMNT	Car 2 Comments (F)	M	10	0	Comments for Car 2 (Section F)
HF_F2DATAT	Car 2 Date Available To (F)	D	8	0	Date Available To for Car 2
HF_F3MKMDL	Car 3 Make/Model (F)	C	35	0	Make and Model for Car 3 (Section F)
HF_F3DATFR	Car 3 Date 1st Reg (F)	D	8	0	Date First Registered for Car 3 (Section F)
HF_F3DATAF	Car 3 Date Available From (F)	D	8	0	Date Available from for Car 3 (Section F)
HF_F3DATAT	Car 3 Date Available To (F)	D	8	0	Date Available To for Car 2
HF_F3BUSML	Car 3 Business Mileage Ind (F)	N	1	0	Business Mileage Indicator for Car 3 (Section F)
HF_F3ENGSZ	Car 3 Engine Size (F)	N	4	0	Engine Size for Car 3 (Section F)
HF_F3FUELT	Car 3 Fuel Type Ind (F)	N	1	0	Fuel Type Indicator for Car 3 (Section F)
HF_F3CO2EM	Car 3 CO2 Emissions (F)	N	3	0	CO2 Emissions Car 3 (Section F)
HF_F3LISPR	Car 3 List Price (F)	N	9	2	List Price for Car 3 (Section F)

HF_F3ACCFR	Car 3 Acc Price 1st (F)	N	9	2	Price of Accessories Fitted when First made Available for Car 3
HF_F3ACCAF	Car 3 Acc Price After (F)	N	9	2	Price of Accessories Fitted after First Made Available for Car 3 (Section F)
HF_F3CAPCT	Car 3 Capital Contrib (F)	N	9	2	Capital Contributions for Car 3 (Section F)
HF_F3AMTPD	Car 3 Amount Paid (F)	N	9	2	Amount Paid by Employee for Car 3 (Section F)
HF_F3CASHE	Car 3 Cash Equivalent (F)	N	9	2	Cash Equivalent for Car 3 (Section F)
HF_F3CSHEF	Car 3 Fuel Cash Equiv (F)	N	9	2	Cash Equivalent of Fuel for Car 3 (Section F)
HF_F3COMNT	Car 3 Comments (F)	M	10	0	Comments for Car 3 (Section F)
HF_GCASHE	Cash Equivalent (G)	N	9	2	Cash Equivalent (Section G)
HF_GCOMNT	Comments (G)	M	10	0	Comments (Section G)
HF_H1NOJB	Loan 1 Borrowers (H)	N	3	0	Number of Joint Borrowes for Loan 1 (Section H)
HF_H1AMT1	Loan 1 Amt O/S 1 (H)	N	9	2	Amount Outstanding or at Date Loan was made, for Loan 1 (Section H)
HF_H1AMT2	Loan 1 Amt O/S 2 (H)	N	9	2	Amount Outstanding or at Date Loan was discharged, for Loan 1 (Section H)
HF_H1AMT3	Loan 1 Amt O/S 3 (H)	N	9	2	Maximum Amount Outstanding at any time in the year, for Loan 1 (Section H)
HF_H1AMT4	Loan 1 Total Interest (H)	N	9	2	Total Amount of Interest Paid by the Borrower, for Loan 1 (Section H)
HF_H1DATMD	Loan 1 Date Made (H)	D	8	0	Date Loan was made if applicable, for Loan 1 (Section H)
HF_H1DATDS	Loan 1 Date Discharged (H)	D	8	0	Date Loan was discharged if applicable, for Loan 1 (Section H)
HF_H1CASHE	Loan 1 Cash Equivalent (H)	N	9	2	Cash Equivalent of Loan after deducting Interest, for Loan 1 (Section H)
HF_H2NOJB	Loan 2 Borrowers (H)	N	3	0	Number of Joint Borrowes for Loan 2 (Section H)
HF_H2AMT1	Loan 2 Amt O/S 1 (H)	N	9	2	Amount Outstanding or at Date Loan was made, for Loan 2 (Section H)
HF_H2AMT2	Loan 2 Amt O/S 2 (H)	N	9	2	Amount Outstanding or at Date Loan was discharged, for Loan 2 (Section H)
HF_H2AMT3	Loan 2 Amt O/S 3 (H)	N	9	2	Maximum Amount Outstanding at any time in the year, for Loan 2 (Section H)
HF_H2AMT4	Loan 2 Total Interest (H)	N	9	2	Total Amount of Interest Paid by the Borrower, for Loan 2 (Section H)
HF_H2DATMD	Loan 2 Date Made (H)	D	8	0	Date Loan was made if applicable, for Loan 2 (Section H)
HF_H2DATDS	Loan 2 Date Discharged (H)	D	8	0	Date Loan was discharged if applicable, for Loan 2 (Section H)
HF_H2CASHE	Loan 2 Cash Equivalent (H)	N	9	2	Cash Equivalent of Loan after deducting Interest, for Loan 2 (Section H)
HF_HCOMNT	Comments (H)	M	10	0	Comments (Section H)
HF_ICOSTU	Cost to You (I)	N	9	2	Cost to you (Section I)
HF_IAMTGD	Amount Made Good (I)	N	9	2	Amount Made Good (Section I)
HF_ICASHE	Cash Equivalent (I)	N	9	2	Cash Equivalent (Section I)
HF_ICOMNT	Comments (I)	M	10	0	Comments (Section I)
HF_JEXCBN	Excess and Benefit (J)	N	9	2	Excess of all Qualifying Relocation Expenses and Benefits (Section I)
HF_JCOMNT	Comments (J)	M	10	0	Comments (Section J)
HF_KCOSTU	Cost to You (K)	N	9	2	Cost to you (Section K)
HF_KAMTGD	Amount Made Good (J)	N	9	2	Amount Made Good (Section J)
HF_KCASHE	Cash Equivalent (K)	N	9	2	Cash Equivalent (Section K)
HF_KCOMNT	Comments (K)	M	10	0	Comments (Section K)
HF_LDESC	Asset Description (L)	C	35	0	Description of Asset (Section L)
HF_LANNVAL	Annual Value (L)	N	9	2	Annual Value plus Expenses Incurred (Section L)
HF_LAMTGD	Amount Made Good (L)	N	9	2	Amount made good or from which Tax deducted (Section L)
HF_LCASHE	Cash Equivalent (L)	N	9	2	Cash Equivalent (Section L)
HF_LCOMNT	Comments (L)	M	10	0	Comments (Section L)
HF_MSHARE	Share-Related Benefits (M)	L	1	0	Share-Related Benefits Indicator (Section M)
HF_MCOMNT	Comments (M)	M	10	0	Comments (Section M)
HF_N1DESC	Item 1 Description (N)	C	35	0	Description for Item 1 (Section N)
HF_N1COSTU	Item 1 Cost to You (N)	N	9	2	Cost to You for Item 1 (Section N)
HF_N1AMTGD	Item 1 Amount Made Good (N)	N	9	2	Amount made Good or from which Tax Deducted for Item 1 (Section N)

HF_N1CASHE	Item 1 Cash Equivalent (N)	N	9	2	Cash Equivalent for Item 1 (Section N)
HF_N2DESC	Item 2 Description (N)	C	35	0	Description for Item 2 (Section N)
HF_N2COSTU	Item 2 Cost to You (N)	N	9	2	Cost to You for Item 2 (Section N)
HF_N2AMTGD	Item 2 Amount Made Good (N)	N	9	2	Amount made Good or from which Tax Deducted for Item 2 (Section N)
HF_N2CASHE	Item 2 Cash Equivalent (N)	N	9	2	Cash Equivalent for Item 2 (Section N)
HF_NTAXPD	Tax Paid (N)	N	9	2	Income Tax Paid but not Deducted (Section N)
HF_NCOMNT	Comments (N)	M	10	0	Comments (Section N)
HF_OVCOSTU	Travel Cost to You (O)	N	9	2	Travel and Subsistence Cost to you (Section O)
HF_OVAMTGD	Travel Amount Made Good (O)	N	9	2	Travel and Subsistence Amount made good or from which Tax Deducted (Section O)
HF_OVTPAY	Travel Taxable Payment (O)	N	9	2	Travel and Subsistence Taxable Payment (Section O)
HF_OETRAD	Entertain Trading Org (O)	L	1	0	Entertainment, Trading Organisation Indicator (Section O)
HF_OECOSTU	Entertain Cost to You (O)	N	9	2	Entertainment, Cost to you (Section O)
HF_OEAMTGD	Entertain Amount Made Good (O)	N	9	2	Entertainment, Amount made good or from which Tax Deducted (Section O)
HF_OETXPAY	Entertain Taxable Payment (O)	N	9	2	Entertainment, Taxable Payment (Section O)
HF_OGCOSTU	General Cost to You (O)	N	9	2	General Expenses, Cost to you (Section O)
HF_OGAMTGD	General Amount Made Good (O)	N	9	2	General Expenses, Amount made good or from which Tax Deducted (Section O)
HF_OGTPAY	General Taxable Payment (O)	N	9	2	General Expenses, Taxable Payment (Section O)
HF_OPCOSTU	Telephone Cost to You (O)	N	9	2	Telephone Payments Cost to you (Section O)
HF_OPAMTGD	Telephone Amount Made Good (O)	N	9	2	Telephone Payments, Amount made good or from which Tax Deducted (Section O)
HF_OPTXPAY	Telephone Taxable Payment (O)	N	9	2	Telephone Payments, Taxable Payment (Section O)
HF_ONCOSTU	Non-Qualifying Cost to You (O)	N	9	2	Non-qualifying Relocation Cost to you (Section O)
HF_ONAMTGD	Non-Qual Amount Made Good (O)	N	9	2	Non-qualifying Relocation, Amount made good or from which Tax Deducted (Section O)
HF_ONTPAY	Non-Qual Taxable Payment (O)	N	9	2	Non-qualifying Relocation, Taxable Payment (Section O)
HF_OODESC	Desc of Other Expenses (O)	C	35	0	Description of Other Expenses (Section O)
HF_OOCOSTU	Other Cost to You (O)	N	9	2	Other Expenses Cost to you (Section O)
HF_OOAMTGD	Other Amount Made Good (O)	N	9	2	Other Expenses Amount made good or from which Tax Deducted (Section O)
HF_OOTXPAY	Other Taxable Payment (O)	N	9	2	Other Expenses Taxable Payment (Section O)
HF_OCOMNT	Comments (O)	M	10	0	Comments (Section O)
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	User who Created This Record
SQ_AMDATE	Amendment Date	D	8	0	Date of Amendment
SQ_AMTIME	Amendment Time	C	8	0	Time of Amendment
SQ_AMUSER	Amendment User	C	8	0	User who amended this record
HF_FTCASHE	Total Cash Equiv (F)	N	9	2	Total All Cars
HF_FTCSEHF	Total Fuel Cash Equiv (F)	N	9	2	Total All Cars Cash Equivalent
HF_N3DESC	Item 3 Description (N)	C	35	0	Description for Item 3 (Section N)
HF_N3COSTU	Item 3 Cost to You (N)	N	9	2	Cost to You for Item 3 (Section N)
HF_N3AMTGD	Item 3 Amount Made Good (N)	N	9	2	Amount made Good or from which Tax Deducted for Item 3 (Section N)
HF_N3CASHE	Item 3 Cash Equivalent (N)	N	9	2	Cash Equivalent for Item 3 (Section N)
HF_H1INTRS	Loan 1 Interest Rate (H)	N	5	2	Interest rate, for Loan 1 (Section H)
HF_H2INTRS	Loan 2 Interest Rate (H)	N	5	2	Interest rate, for Loan 2 (Section H)
HF_F1CO2NA	Car 1 No approved CO2 fig. (F)	L	1	0	No Approved CO2 Figure (Car1)
HF_F2CO2NA	Car 2 No approved CO2 fig. (F)	L	1	0	No Approved CO2 Figure (Car2)
HF_F3CO2NA	Car 3 No approved CO2 fig. (F)	L	1	0	No Approved CO2 Figure (Car3)
HF_FTDTFWD	Date free fuel withdrawn Car 1	D	8	0	Date Free Fuel Withdrawn Car 1
HF_FTREIN	Free fuel reinstated Car 1	L	1	0	Free Fuel Reinstated In Year Car 1
HF_FDTFWD2	Date Free Fuel Withdrawn Car 2	D	8	0	Date free fuel withdrawn Car 2
HF_FREIN2	Free Fuel Reinstated Car 2	L	1	0	Free fuel reinstated in the year Car 2
HF_FDTFWD3	Date Free Fuel Withdrawn Car 3	D	8	0	Date Free Fuel Withdrawn Car 3
HF_FREIN3	Free Fuel Reinstated Car 3	L	1	0	Free fuel reinstated in the year Car 3
HF_GCASHFE	Cash Equiv. Fuel (G)	N	9	2	Cash Equiv. Fuel (G)

Table : **HBHOLS** Table Description : **Bank Holidays**

Field Name	Description	Type	Length	DPs	Further information
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
HA_DATE	Bank Holiday Date	D	8	0	
HA_DESC	Description	C	30	0	
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	8	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	

Table : **HDISCP** Table Description : **Discipline**

Field Name	Description	Type	Length	DPs	Further information
HD_CODE	Discipline Code	C	4	0	Discipline Code
HD_DESC	Description	C	25	0	Discipline Description
HD_MEMO	Discipline Memo	M	10	0	Discipline Memo
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HDTRRN** Table Description : **Discipline Records**

Field Name	Description	Type	Length	DPs	Further information
HP_REF	Employee Reference	C	8	0	Employee Reference
HP_GROUP	Group Code	C	1	0	Group Code
HP_CODE	Discipline Code	C	4	0	Discipline Code
HP_DATE	Date	D	8	0	Date
HP_RDATE	Review Date	D	8	0	Review Date
HP_COMPLET	Completed	L	1	0	Completed
HP_MEMO	Extended Description	M	10	0	EXtended Description
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HETHNC** Table Description : **Ethnic**

Field Name	Description	Type	Length	DPs	Further information
HE_CODE	Ethnic Code	C	4	0	Ethnic Origin Code
HE_DESC	Description	C	25	0	Ethnic Origin Description
HE_MEMO	Ethnic Memo	M	10	0	Ethnic Origin Memo
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HEWPR** Table Description : **Employee Patterns**

Field Name	Description	Type	Length	DPs	Further information
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
HW_REF	Employee Ref	C	8	0	
HW_DATE	Date Started	D	8	0	
HW_CODE	Pattern Code	C	10	0	
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	8	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	
HW_MEMO	Extended Description	M	10	0	Extended Description

Table : **HJHTRN** Table Description : **Job Details**

Field Name	Description	Type	Length	DPs	Further information
HJ_REF	Employee Reference	C	8	0	Employee Reference
HJ_GROUP	Group Code	C	1	0	Group Code
HJ_FDATE	From Date	D	8	0	From Date
HJ_TDATE	To Date	D	8	0	To Date
HJ_DEPT	Department Number	C	4	0	Department Number
HJ_SUPREF	Supervisor Reference	C	8	0	Supervisor reference number on the payroll file
HJ_SUPERV	Supervisor	C	30	0	Supervisor
HJ_PRMTMP	Permanent/Temporary	L	1	0	Permanent or Temporary
HJ_FULPRT	Full/Part Time	L	1	0	Full or Part Time
HJ_HOURS	Standard Hours	N	5	2	Standard Weekly Hours
HJ_HOLENT	Annual Holiday	N	5	2	Annual Holiday Entitlement
HJ_LSTREV	Last Review Date	D	8	0	Last Review Date
HJ_REVIEWR	Reviewer	C	25	0	Reviewer
HJ_NOTICER	Notice Employer	C	10	0	Notice Employer
HJ_NOTICEE	Notice Employee	C	10	0	Notice Employee
HJ_MEMO	Extended Description	M	10	0	Extended Description
HJ_NEXTREV	Next Review Date	D	8	0	Next Review Date
HJ_DRATE	Daily Rate	N	6	2	Costing Daily Rate
HJ_JCODE	Job Code	C	4	0	Job Code
HJ_CONTRAC	Contract Details	M	10	0	Contract Details
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HJOBS** Table Description : **Jobs File**

Field Name	Description	Type	Length	DPs	Further information
HZ_CODE	Job Code	C	4	0	Job Code
HZ_DESC	Job Title	C	25	0	Job Description
HZ_HOURS	Hours Per Week	N	6	2	Hours Per Week
HZ_MEMO	Memo	M	10	0	Memo
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HMARRD** Table Description : **Marital Status File**

Field Name	Description	Type	Length	DPs	Further information
HY_CODE	Status Code	C	4	0	Status Code
HY_DESC	Description	C	25	0	Status Description
HY_MEMO	Memo	M	10	0	Memo
ID	Unique ID	N	10	0	
				<i>Default Value :</i>	NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amedment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HNAME** Table Description : **Personnel Employees**

Field Name	Description	Type	Length	DPs	Further information
HR_REF	Employee Reference	C	8	0	Employee Reference
HR_GROUP	Employee Group	C	1	0	Employee Group
HR_VERDOB	DOB Verified	L	1	0	DOB Verified
HR_JTITLE	Job Title	C	30	0	Job Title
HR_HTELE	Home Telephone No.	C	15	0	Home Telephone Number
HR_DISABL	Disabled	L	1	0	Disabled
HR_DISABLN	Disabled Number	C	15	0	Disabled Number
HR_ETHNICO	Ethnic Origin	C	4	0	Ethnic Origin Code
HR_MARITAL	Marital Status Code	C	4	0	Marital Status Code
HR_DEPEND	Dependents	N	2	0	Number of Dependents
HR_MAIDEN	Maiden Name	C	20	0	Maiden Name
HR_CAROWNR	Car Owner	L	1	0	Car Owner
HR_COMPCAR	Company Car	L	1	0	Company Car
HR_CARREG	Car Registration	C	8	0	Car Registration Number
HR_LICNO	Licence Number	C	16	0	Driving Licence Number
HR_LICCLN	Clean Licence	L	1	0	Clean Licence
HR_POINTS	Points on Licence	N	2	0	Points on Licence
HR_CHKDTE	Date Checked	D	8	0	Date Checked
HR_EYETEST	Eye Test Date	D	8	0	Eye Test Date
HR_MEDDATE	Medical Date	D	8	0	Medical Date
HR_PERMEMO	Memo	M	10	0	Personnel Memo
HR_C1SURN	Contact 1 Surname	C	25	0	Contact 1 Surname
HR_C1FOREN	Contact 1 Forenames	C	30	0	Contact 1 Fornames
HR_C1TITLE	Contact 1 Title	C	5	0	Contact 1 Title
HR_C1REL	Contact 1 Relation	C	25	0	Contact 1 Relationship
HR_C1NXTK	Contact 1 Next Kin	L	1	0	Contact 1 Next of Kin
HR_C1EMERG	Contact 1 Emergency	L	1	0	Contact 1 Emergency
HR_C1ADDR2	Contact 1 Address 2	C	30	0	Contact 1 Address Line 2
HR_C1ADDR3	Contact 1 Address 3	C	30	0	Contact 1 Address Line 3
HR_C1ADDR4	Contact 1 Address 4	C	30	0	Contact 1 Address Line 4
HR_C1ADDR5	Contact 1 Address 5	C	30	0	Contact 1 Address Line 5
HR_C1HTEL	Contact 1 Home Tel.	C	15	0	Contact 1 Home Telephone Number
HR_C1WTEL	Contact 1 Work Tel.	C	15	0	Contact 1 Works Telephone Number
HR_C1MTEL	Contact 1 Mobile Tel	C	15	0	Contact 1 Mobile Telephone Number
HR_C2SURN	Contact 2 Surname	C	25	0	Contact 2 Surname
HR_C2FOREN	Contact 2 Forenames	C	30	0	Contact 2 Fornames
HR_C2TITLE	Contact 2 Title	C	5	0	Contact 2 Title
HR_C2REL	Contact 2 Relation	C	25	0	Contact 2 Relationship
HR_C2NXTK	Contact 2 Next Kin	L	1	0	Contact 2 Next of Kin
HR_C2EMERG	Contact 2 Emergency	L	1	0	Contact 2 Emergency
HR_C2ADDR1	Contact 2 Address 1	C	30	0	Contact 2 Address Line 1
HR_C2ADDR2	Contact 2 Address 2	C	30	0	Contact 2 Address Line 2
HR_C2ADDR3	Contact 2 Address 3	C	30	0	Contact 2 Address Line 3
HR_C2ADDR4	Contact 2 Address 4	C	30	0	Contact 2 Address Line 4
HR_C2ADDR5	Contact 2 Address 5	C	30	0	Contact 2 Address Line 5
HR_C2HTEL	Contact 2 Home Tel.	C	15	0	Contact 2 Home Telephone Number
HR_C2WTEL	Contact 2 Work Tel.	C	15	0	Contact 2 Works Telephone Number

HR_C2MTEL	Contact 2 Mobile Tel	C	15	0	Contact 2 Mobile Telephone Number
HR_SMOKER	Smoker	L	1	0	Smoker
HR_LOCKER	Locker Number	C	10	0	Locker Number
HR_BADGE	Badge Number	C	10	0	Badge Number
HR_OTHERS	Other Qualifications	C	30	0	Other Qualifications
HR_CNTMEMO	Contacts Memo	M	10	0	
HR_C1ADDR1	Contact 1 Address 1	C	30	0	Contact 1 Address Line 1
HR_CCL	Legacy - Company Car Flag	L	1	0	Company Car Flag
HR_CCV	Legacy - Company Car Value	N	10	2	Company Car Value
HR_CCC	Legacy - Company Car Comment	M	10	0	Company Car Comment
HR_CFBL	Legacy - Car Fuel Ben Flag	L	1	0	Car Fuel Benefit Flag
HR_CFBV	Legacy - Car Fuel Ben Value	N	10	2	Car Fuel Benefit Value
HR_CFBC	Legacy - Car Fuel Ben Comment	M	10	0	Car Fuel Benefit Comment
HR_TASL	Legacy - Trav & Subs Flag	L	1	0	Travel & Subsistence Flag
HR_TASV	Legacy - Trav & Subs Value	N	10	2	Travel & Subsistence Value
HR_TASC	Legacy - Trav & Subs Comment	M	10	0	Travel & Subsistence Comment
HR_PML	Legacy - Priv Medical Flag	L	1	0	Private Medical Flag
HR_PMV	Legacy - Priv Medical Value	N	10	2	Private Medical Value
HR_PMC	Legacy - Priv Medical Comm	M	10	0	Private Medical Comment
HR_SUBSL	Legacy - Subs Flag	L	1	0	Subscriptions Flag
HR_SUBSV	Legacy - Subs Value	N	10	2	Subscriptions Value
HR_SUBSC	Legacy - Subs Comment	M	10	0	Subscriptions Comments
HR_EDSUBL	Legacy - Educ Assist Flag	L	1	0	Education Assistance Flag
HR_EDSUBV	Legacy - Educ Assist Value	N	10	2	Education Assistance Value
HR_EDSUBC	Legacy - Educ Assist Comment	M	10	0	Education Assistance Comment
HR_TELL	Legacy - Telephone Flag	L	1	0	Telephone Flag
HR_TELV	Legacy - Telephone Value	N	10	2	Telephone Value
HR_TELC	Legacy - Telephone Comment	M	10	0	Telephone Comment
HR_NURSEL	Legacy - Nursery Flag	L	1	0	Nursery Flag
HR_NURSEV	Legacy - Nursery Value	N	10	2	Nursery Value
HR_NURSEC	Legacy - Nursery Comment	M	10	0	Nursery Comment
HR_VOUCHL	Legacy - Vouchers Flag	L	1	0	Vouchers Flag
HR_VOUCHV	Legacy - Vouchers Value	N	10	2	Vouchers Value
HR_VOUCHC	Legacy - Vouchers Comment	M	10	0	Vouchers Comment
HR_BLOANL	Legacy - Beneficial Loan Flag	L	1	0	Beneficial Loan Flag
HR_BLOANV	Legacy - Ben Loan Value	N	10	2	Beneficial Loan Value
HR_BLOANC	Legacy - Ben Loan Comment	M	10	0	Beneficial Loan Comment
HR_RELOCL	Legacy - Relocation Flag	L	1	0	Relocation Expenses Flag
HR_RELOCV	Legacy - Relocation Value	N	10	2	Relocation Expenses Value
HR_RELOCC	Legacy - Relocation Comment	M	10	0	Relocation Expenses Comment
HR_MISCL	Legacy - Miscellaneous Flag	L	1	0	Miscellaneous Flag
HR_MISCV	Legacy - Misc Value	N	10	2	Miscellaneous Value
HR_MISCC	Legacy - Misc Comment	M	10	0	Miscellaneous Comment
HR_SCHOOL	School Attended	C	30	0	School Attended
HR_SDATEF	School Date From	D	8	0	School Date From
HR_SDATET	School Date To	D	8	0	School Date To
HR_GCSE	GCSE's	N	2	0	GCSE's
HR_OLEVELS	O Levels	N	2	0	O Levels
HR_NVQS	NVQ's	N	2	0	NVQ's
HR_ALEVELS	A Levels	N	2	0	A Levels
HR_SLEVELS	S Levels	N	2	0	S Levels
HR_OEDUC	Other Certs	N	2	0	Other Educational Certificates
HR_EDDETS	Educational Details	M	10	0	Educational Details
HR_EDCHK	Quals Checked	L	1	0	Qualifications Checked
HR_FURTHED	Further Education	C	30	0	Further Education
HR_FURTHDF	Further Date From	D	8	0	Further Date From
HR_FURTHDT	Further Date To	D	8	0	Further Date To
HR_FURTHQL	Further Qual.	C	30	0	Further Qualifications
HR_FURTHDE	Further Details	M	10	0	Further Education Details
HR_FURTHCH	Futher Checked	L	1	0	Further Checked
HR_CHKR1ID	ID of Checker	C	8	0	ID of User Checking Education Details
HR_CHKR2ID	ID of Checker	C	8	0	
HR_HOURLY	Hourly Paid	L	1	0	Hourly Paid Flag. .T. - employee is hourly paid,.F. - employee is paid fixed salary
ID	Unique ID	N	10	0	

Field Name	Description	Type	Length	DPs	Further information
HR_CARINSB	Car Insured For Business Use	L	1	0	
HR_HOLCARR	No. Holiday Days Carried-Over	N	5	2	
HR_MOBILE	Mobile Phone Number	C	15	0	
HR_MOBPER	Personal Mobile Flag	L	1	0	
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
HR_EMAIL	Personnel E-Mail Address	C	40	0	E-Mail Address

Default Value : NEWID(ALIAS())

Table : **HPANAL** Table Description : **History**

Field Name	Description	Type	Length	DPs	Further information
PA_ACCOUNT	Account	C	8	0	
PA_DACCNT	Supply Account	C	8	0	
PA_TRDATE	Date	D	8	0	
PA_TRREF	Reference	C	20	0	
PA_TRTYPE	Type	C	1	0	
PA_ANCODE	Analysis Code	C	8	0	
PA_SUPTYPE	Supplier Type	C	3	0	
PA_SUPANAL	Supplier Anal Code	C	4	0	
PA_TRVALUE	Value	N	12	2	
PA_ADVANCE	Advanced	C	1	0	
PA_JCSTDOC	Job	C	10	0	
PA_JPHASE	Phase	C	3	0	
PA_JCCODE	Cost Code	C	16	0	
PA_JLINE	Job Line	C	10	0	
ID	Unique ID	N	10	0	
Default Value : NEWID(ALIAS())					
PA_PROJECT	Nominal Project	C	8	0	
PA_JOB	Nominal Department	C	8	0	
PA_QTY	Quantity	N	9	2	Invoiced quantity
PA_BOX1	Update box 1 on VAT Return	L	1	0	Update box 1 on VAT Return
PA_BOX6	Update box 6 on VAT Return	L	1	0	Update box 6 on VAT Return

**Be Aware:
HPANAL and HSANAL
are "H" tables but
relate to
SL & PL Respectively**

Table : **HPARM** Table Description : **History Options**

Field Name	Description	Type	Length	DPs	Further information
HS_RETAIN	Periods to Retain	N	2	0	The number of periods for which an analysis linewill be retained.The Sales Ledger accounting period applies.
HS_AN1TITL	Analysis 1 Title	C	26	0	Sales History Analysis report 1 title.
HS_AN2TITL	Analysis 2 Title	C	26	0	Sales History Analysis report 2 title.
HS_AN3TITL	Analysis 3 Title	C	26	0	Sales History Analysis report 3 title.
HS_AN4TITL	Analysis 4 Title	C	26	0	Sales History Analysis report 4 title.
HS_AN5TITL	Analysis 5 Title	C	26	0	Sales History Analysis report 5 title.
HS_AN6TITL	Analysis 6 Title	C	26	0	Sales History Analysis report 6 title.
HS_AN1SEQ	Analysis 1 Sequence	C	4	0	Sales History Analysis report 1 sequence.
HS_AN2SEQ	Analysis 2 Sequence	C	4	0	Sales History Analysis report 2 sequence.
HS_AN3SEQ	Analysis 3 Sequence	C	4	0	Sales History Analysis report 3 sequence.
HS_AN4SEQ	Analysis 4 Sequence	C	4	0	Sales History Analysis report 4 sequence.
HS_AN5SEQ	Analysis 5 Sequence	C	4	0	Sales History Analysis report 5 sequence.
HS_AN6SEQ	Analysis 6 Sequence	C	4	0	Sales History Analysis report 6 sequence.

Be Aware: HPARM & HPPARM are "H" table but relate to SL & PL

Table : **HPPARM** Table Description : **History Options**

Field Name	Description	Type	Length	DPs	Further information
HP_AN1TITL	Analysis 1 Title	C	26	0	Purchase History Analysis report 1 title.
HP_AN2TITL	Analysis 2 Title	C	26	0	Purchase History Analysis report 2 title.
HP_AN3TITL	Analysis 3 Title	C	26	0	Purchase History Analysis report 3 title.
HP_AN4TITL	Analysis 4 Title	C	26	0	Purchase History Analysis report 4 title.
HP_AN5TITL	Analysis 5 Title	C	26	0	Purchase History Analysis report 5 title.

HP_AN6TITL	Analysis 6 Title	C	26	0	Purchase History Analysis report 6 title.
HP_AN1SEQ	Analysis 1 Sequence	C	4	0	Purchase History Analysis report 1 sequence.
HP_AN2SEQ	Analysis 2 Sequence	C	4	0	Purchase History Analysis report 2 sequence.
HP_AN3SEQ	Analysis 3 Sequence	C	4	0	Purchase History Analysis report 3 sequence.
HP_AN4SEQ	Analysis 4 Sequence	C	4	0	Purchase History Analysis report 4 sequence.
HP_AN5SEQ	Analysis 5 Sequence	C	4	0	Purchase History Analysis report 5 sequence.
HP_AN6SEO	Analysis 6 Sequence	C	4	0	Purchase History Analysis report 6 sequence.

Table : **HRPARM** Table Description : **Personnel Options**

Field Name	Description	Type	Length	DPs	Further information
HM_KEEPR	Years to Keep Recs	N	2	0	Number of years to keep the personnel records
HM_KEEPT	Years to Keep Trans	N	2	0	Number of years to keep Personnel transactions
HM_HOURS	Default Weekly Hours	N	6	2	Default hours worked in a week
HM_HRSSAL	Hourly Paid	L	1	0	Hourly Paid ? .T. = Yes .F. = No
HM_PAYNO	Salary Number	N	3	0	Payroll payment number for basic pay or salary
HM_HOLSRT	Hol Start Month	N	2	0	First month number of holiday year
HM_BUTT4	Button 4 Desc	C	9	0	Button 4 Description
HM_BUTT5	Button 5 Desc	C	9	0	Button 5 Description
HM_BASNO	Basic Pay Number	N	3	0	Basic Pay Number
HM_HRSDDORM	Hours Min/Dec	L	1	0	Hours - Minutes or Decimal
HM_HOLENT	Pro-Rata Hol. Ent.	L	1	0	Pro-Rata Holiday Entitlement.If set to true the holiday entitlement shown on the diary screen will be calculated according to the number of months in each job and the annual entitlement for each job.If set to false the entitlement for the most recent job will be used.
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
HM_HCDATE	Date Hol. Carry-Over Last Ran	D	8	0	
HM_HCDAYS	Max. Holiday Carry-Over Days	N	5	2	
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
HM_HCACTIV	Activate Holiday Carryover	L	1	0	If set to .T. then Holiday Carry-over is active. <i>Default Value :</i> .F.

Table : **HSANAL** Table Description : **History**

Field Name	Description	Type	Length	DPs	Further information
SA_ACCOUNT	Account	C	8	0	
SA_DACCNT	Delivery Account	C	8	0	
SA_TRDATE	Date	D	8	0	
SA_TRREF	Reference	C	20	0	
SA_TRTYPE	Type	C	1	0	
SA_ANCODE	Analysis Code	C	8	0	
SA_REGION	Region	C	3	0	
SA_TERR	Territory	C	3	0	
SA_CUSTYPE	Customer Type	C	3	0	
SA_CUSANAL	Customer Anal Code	C	4	0	
SA_TRVALUE	Value	N	12	2	
SA_QTY	Quantity	N	9	2	
SA_COST	Cost Price	N	12	2	
SA_PRODUCT	Product Code	C	16	0	Product code of line item. Only available if invoicing module in use.
SA_ADVANCE	Advanced	C	1	0	
SA_DESC	Description	C	40	0	Item Description
SA_EXTEN	Extended Description	M	10	0	Line Extended Description
SA_JCSTDOC	Job	C	10	0	
SA_JPHASE	Phase	C	3	0	
SA_JCCODE	Cost Code	C	16	0	
SA_JLINE	Job Line	C	10	0	

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are "H" tables but
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SL & PL Respectively**

ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SA_PROJECT	Nominal Project	C	8	0	
SA_JOB	Nominal Department	C	8	0	
SA_SERV	Reverse Chrg Sevices VAT code	L	1	0	Reverse Charge Sevices VAT code

Table : **HSLTRN** Table Description : **Salary History**

Field Name	Description	Type	Length	DPs	Further information
HL_REF	Employee Reference	C	8	0	Employee Reference
HL_GROUP	Group Code	C	1	0	Group Code
HL_FDATE	Date Effective	D	8	0	Date Effective
HL_OLDSAL	Old Salary	N	10	2	Old Salary
HL_SALARY	Salary	N	10	2	Salary
HL_REASON	Reason Code Text	C	30	0	Reason Text
HL_MEMO	Memo	M	10	0	Extended Description
HL_REVIEW	Next Review Date	D	8	0	
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HSREAS** Table Description : **Absence Reasons**

Field Name	Description	Type	Length	DPs	Further information
HS_CODE	Reason Code	C	4	0	Reason Code
HS_DESC	Description	C	25	0	Sickness Reason Description
HS_MEMO	Reason Memo	M	10	0	Reason Memo
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HTRAIN** Table Description : **Training**

Field Name	Description	Type	Length	DPs	Further information
HT_CODE	Training Code	C	4	0	Training Code
HT_DESC	Description	C	25	0	Training Description
HT_MEMO	Training Memo	M	10	0	Training Memo
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User

Table : **HTRTRN** Table Description : **Training Records**

Field Name	Description	Type	Length	DPs	Further information
HN_REF	Employee Reference	C	8	0	Employee Reference
HN_GROUP	Group Code	C	1	0	Group Code
HN_CODE	Training Code	C	4	0	Training Code
HN_FDATE	From Date	D	8	0	From Date
HN_TDATE	To Date	D	8	0	To Date
HN_DAYS	Number of Days	N	5	2	Number of Days

HN_SUPPL	Supplier	C	30	0	Supplier
HN_VENUE	Venue	C	30	0	Venue
HN_ECOSTS	Employee Costs	N	10	2	Employee Costs
HN_CCOSTS	Course Costs	N	10	2	Course Costs
HN_MEMO	Extended Description	M	10	0	Extended Description
HN_RESULT	Result etc	C	30	0	Result etc
HN_FHALF	Half Day is First	L	1	0	Half Day is First
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
HN_REVIEW	Review Date	D	8	0	

Table : **HWKPAT** Table Description : **Pattern Headers**

Field Name	Description	Type	Length	DPs	Further information
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
HC_CODE	Pattern Code	C	10	0	
HC_SDATE	Start Date	D	8	0	
HC_DESC	Pattern Description	C	40	0	
HC_IGBNK	Ignore Bank Holidays Flag	L	1	0	
HC_MEMO	Extended Description	M	10	0	
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	8	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	

Table : **HWPATD** Table Description : **Pattern Details**

Field Name	Description	Type	Length	DPs	Further information
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
HX_CODE	Pattern Code	C	10	0	
HX_DAYNO	Day Number	N	3	0	
HX_START	Start Time	C	5	0	
HX_END	End Time	C	5	0	
HX_BREAK	Break Duration	N	5	2	
HX_WTIME	Work Duration	N	5	2	
HX_COMM	Comments	M	10	0	
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	8	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	

Table : **WBANK** Table Description : **Bank Details**

Field Name	Description	Type	Length	DPs	Further information
WK_BKSORT	Bank Sort Code	C	6	0	Bank sort code
WK_BKNAME	Bank Name	C	40	0	Bank Name
WK_BKBRCH	Bank Branch	C	40	0	Bank branch name
WK_ADDRS1	Address Line 1	C	30	0	Bank address line 1
WK_ADDRS2	Address Line 2	C	30	0	Bank address line 2
WK_ADDRS3	Address Line 3	C	30	0	Bank address line 3
WK_ADDRS4	Address Line 4	C	30	0	Bank address line 4
WK_ADDRS5	Address Line 5	C	30	0	Bank address line 5
WK_PCODE	Post Code	C	10	0	Bank address post code

WK_TELNO	Telephone Number	C	25	0	Bank telephone number
WK_CONTACT	Contact	C	30	0	Bank contact name

Table : **WCARP** Table Description : **Calc. Report**

Field Name	Description	Type	Length	DPs	Further information
WZ_REF	Employee Reference	C	8	0	Employee reference
WZ_TEXT	Report Text	C	70	0	Report Text
WZ_GROUP	Group Code	C	1	0	Group Code

Table : **WCLNDR** Table Description : **Payroll Calendar**

Field Name	Description	Type	Length	DPs	Further information
WD_GROUP	Group Code	C	1	0	Payroll Group Code
WD_PAYFRQ	Pay Frequency	C	1	0	Pay frequency of the associated group as at the time this calendar record was created
WD_TAXYEAR	Tax Year	C	4	0	Tax year this calendar record belongs to.
WD_PERIOD	Pay Period	N	2	0	Income tax pay period this calendar record belongs to.
WD_STARTDT	Start Date	D	8	0	Start date for this pay period.
WD_ENDDT	End Date	D	8	0	End date for this pay period.
WD_PAYDT	Usual Pay Date	D	8	0	Usual payment date for this period.
WD_UPDATED	Updated	L	1	0	Specifies whether this pay period (for the group) has had a Payroll Update performed on it.
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
WD_MEMO	Memo	M	10	0	
WD_ACTPYDT	Actual Pay Date	D	8	0	Actual payment date for this period.

Table : **WCNVD** Table Description : **Coinage**

Field Name	Description	Type	Length	DPs	Further information
WC_NUMBER	Coinage Number	N	2	0	Coinage number
WC_DESC	Description	C	8	0	Coinage description
WC_AMT	Amount	N	10	2	Coinage amount

Table : **WCTRL** Table Description : **Controls**

Field Name	Description	Type	Length	DPs	Further information
WU_CALC	Calculation Flag	L	1	0	Calculation flag
WU_BACS	Number of BACS Runs	N	2	0	Number of BACS runs since last update
WU_BOBS	Number of BOBS Runs	N	2	0	Number of BOBS runs since last update
WU_NOMINAL	Number of NL Tranfrs	N	2	0	Number of nominal ledger transfers since lastupdate
WU_GROUP	Group Code	C	1	0	Group Code
WU_CBTRANS	Cashbook Transfer	L	1	0	Cash Book Transfer Flag

Table : **WDEPT** Table Description : **Departments**

Field Name	Description	Type	Length	DPs	Further information
WA_DEPT	Dept Code	C	4	0	Department code
WA_NAME	Name	C	30	0	Department name
WA_CNTR	Cost Centre	C	4	0	Cost centre for this department

Table : **WEAOS** Table Description : **Emp Attach Orders**

Field Name	Description	Type	Length	DPs	Further information
WAO_REF	Employee Ref.	C	8	0	Employee Reference
WAO_GROUP	Group Code	C	1	0	Employee's Payroll Group Code

WAO_TYPE	Attach. Order Type	N	2	0	Attachment Order Type
WAO_PRIOTY	Order Priority	N	2	0	Attachment Order Priority
WAO_NORMRT	Normal Rate	N	10	2	Normal Deduction Rate
WAO_PROTER	Protected Earnings	N	10	2	Protected Earnings
WAO_PROEPR	Protect. Earn. Percent Ind	L	1	0	Is protected earnings figure a percent or value (indicator)
WAO_TOTTBP	Total to be Paid	N	10	2	Total order amount to be paid
WAO_ISSUDT	Date Issued	D	8	0	Date Order was Issued
WAO_ORDREF	Order Reference	C	30	0	Order Reference
WAO_DEDADM	Deduct Admin Fee Ind	L	1	0	Is Administration Fee to be Deducted (indicator)
WAO_TCFDED	CFwd Deduction TD	N	10	2	Carried Forward Deduction To Date
WAO_TCFPRT	CFwd Protect. Earn. TD	N	10	2	Carried Forward Protected Earnings To Date
WAO_TTODT	Total Deducted TD	N	10	2	Total Amount Deducted, i.e. repaid, To Date
WAO_TADMF	Admin Fee Charged TD	N	10	2	Administration Fee Charged To Date
WAO_TCMPL	Order Completed TD Ind	L	1	0	Attachment Order Completed/Cancelled To Date (indicator)
WAO_LCFDED	CFwd Deduction TDTP	N	10	2	Carried Forward Deduction To Date This Period
WAO_LCFPRT	CFwd Protect. Earn. TDTP	N	10	2	Carried Forward Protected Earnings To Date This Period
WAO_LTOTD	Total Deducted TDTP	N	10	2	Total Amount Deducted, i.e. repaid, To Date This Period
WAO_LADMF	Admin Fee Charged TDTP	N	10	2	Administration Fee Charged To Date This Period
WAO_LATETP	Attachable Earn. TP	N	10	2	Attachable Earnings This Period
WAO_LCMPL	Order Completed TDTP Ind	L	1	0	Attachment Order Completed/Cancelled To Date This Period (indicator)
WAO_MEMO	Memo	M	4	0	Memo
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
WAO_CMPLDT	Date Completed	D	8	0	Date the order was completed/cancelled
WAO_AUTOCM	Auto Completed	L	1	0	Order automatically completed (indicator)
WAO_PSM03	Post March 2003 Scheme	L	1	0	Post March 2003 Scheme (DEO)
WAO_RSN1	Reason 1	N	2	0	Reason 1
					<i>Default Value :</i> 1
WAO_RSN2	Reason 2	N	2	0	Reason 2
					<i>Default Value :</i> 1
WAO_OVRSN1	Override Reason 1	L	1	0	Override Reason 1
					<i>Default Value :</i> .F.
WAO_OVRSN2	Override Reason 2	L	1	0	Override Reason 2
					<i>Default Value :</i> .F.

Table : **WENIC** Table Description : **Payroll NICs**

Field Name	Description	Type	Length	DPs	Further information
WC_REF	Employee Reference	C	8	0	Employee Reference
WC_SCON	SCON Code	C	9	0	SCON Code
WC_NICDE	NI Code	C	1	0	NI Code
WC_YEAR	NI Year	C	4	0	NI Year
WC_GROUP	Payroll Group	C	1	0	Payroll Group
WC_TNIER	Total Employer NI	N	10	2	Total Employer NI
WC_TNIEE	Total Employee NI	N	10	2	Total Employee NI
WC_TNICO	Total Contracted Out	N	10	2	Total Contracted Out NI
WC_TNIERN	Tot NI'able Earnings	N	10	2	Total NI'able Earnings
WC_TNICOE	Total C/O Earnings	N	10	2	Total Contracted Out Earnings
WC_CNIER	C/fwd Employer NI	N	10	2	C/fwd Employer NI
WC_CNIEE	C/fwd Employee NI	N	10	2	C/fwd Employee NI
WC_CNICO	C/fwd Contracted Out	N	10	2	C/fwd Contracted Out
WC_CNIERN	C/F NI'able Earnings	N	10	2	C/fwd NI'able Earnings
WC_CNIOE	C/fwd C/O Earnings	N	10	2	C/fwd Contracted Out Earnings
WC_TLEE	Ern up to LEL Total	N	10	2	

WC_TEEE	Ern up to THR Total	N	10	2	
WC_TUEE	Ern up to UEL Total	N	10	2	
WC_CLEE	Ern up to LEL C/fwd	N	10	2	
WC_CEEE	Ern up to THR C/fwd	N	10	2	
WC_CUEE	Ern up to UEL C/fwd	N	10	2	
WC_TLEEE	Ern up to UAP Total	N	10	2	
WC_CLEEE	Ern up to UAP C/fwd	N	10	2	
WC_DIRFLG	Director Flag	L	1	0	
WC_PERTYPE	Period Type	C	1	0	
WC_PPERIOD	Payroll Period	N	2	0	
WC_TERREB	ER Rebate B/fwd	N	10	2	
WC_CERREB	ER Rebate C/fwd	N	10	2	
WC_TEEREBC	EE Calc'd Rebate B/fwd	N	10	2	
WC_CEEREBC	EE Calc'd Rebate C/fwd	N	10	2	
WC_TEEREBP	EE Rebate Paid B/fwd	N	10	2	
WC_CEEREBP	EE Rebate Paid C/fwd	N	10	2	
ID	Unique Id	N	10	0	

Default Value : NEWID("wenic")

Table : **WEPEN** Table Description : **Emp Pension Details**

Field Name	Description	Type	Length	DPs	Further information
WEP_REF	Employee Ref	C	8	0	Employee Reference
WEP_GROUP	Group Code	C	1	0	Payroll Group Code
WEP_CODE	Pension Scheme Code	C	10	0	Pension Scheme code
WEP_SCON	SCON	C	9	0	Pension Scheme SCON
WEP_ERCT	ER Cont	N	10	2	Employer Contribution (percentage or value)
WEP_ERPER	ER Cont Val or Perc	N	1	0	Is employer contribution a percentage (or an amount)
WEP_EECT	EE Cont	N	10	2	Employee Contribution (percentage or value)
WEP_EEPPER	EE Cont Val or Perc	N	1	0	Is employee contribution a percentage (or an amount)
WEP_EEAVC	EE AVC	N	10	2	Employee AVC (percentage or value)
WEP_AVCPER	EE AVC Val or Perc	N	1	0	Is employee AVC a percentage (or an amount)
WEP_PNREF	EE Scheme Ref	C	25	0	Employee's pension scheme reference
WEP_JNDT	Date Joined	D	10	0	Date employee joined the pension scheme
WEP_LFDT	Date Left	D	10	0	Date employee left the pension scheme
WEP_EEBTAX	EE Cont Net Tax	L	0	0	Employee contribution to be net of basic rate tax (indicator)
WEP_TER	ER Cont TD	N	10	2	Employer contributions to date
WEP_TEE	EE Cont TD	N	10	2	Employee contributions to date
WEP_TEEMC	EE Min COMP TD	N	10	2	Employee min. COMP contributions to date
WEP_TERMC	ER Min COMP TD	N	10	2	Employer min. COMP contributions to date
WEP_TAVC	EE AVC TD	N	10	2	Employee AVCs to date
WEP_LER	ER Cont TDTP	N	10	2	Employer contributions to date this period
WEP_LEE	EE Cont TDTP	N	10	2	Employee contributions to date this period
WEP_LEEMC	EE Min COMP TDTP	N	10	2	Employee min. COMP contributions to date this period
WEP_LERMC	ER Min COMP TDTP	N	10	2	Employer min. COMP contributions to date this period
WEP_LAVC	EE AVC TDTP	N	10	2	Employee AVCs to date this period
WEP_TSER	ER Last TD	N	10	2	Employer contributions since last cleared to date
WEP_TSEE	EE Last TD	N	10	2	Employee contributions since last cleared to date
WEP_TSEEMC	EE COMP Last TD	N	10	2	Employee minimum COMP contributions since last cleared to date
WEP_TSERMC	ER COMP Last TD	N	10	2	Employer minimum COMP contributions since last cleared to date
WEP_TSAVC	EE AVC Last TD	N	10	2	Employee AVCs since last cleared to date
WEP_LSER	ER Last TDTP	N	10	2	Employer contributions since last cleared to date this period
WEP_LSEE	EE Last TDTP	N	10	2	Employee contributions since last cleared to date this period
WEP_LSEEMC	EE COMP Last TDTP	N	10	2	Employee minimum COMP contributions since last cleared to date this period

WEP_LSERMC	ER COMP Last TDTP	N	10	2	Employer minimum COMP contributions since last cleared to date this period
WEP_LSAVC	EE AVC Last TDTP	N	10	2	Employee AVCs since last cleared to date this period
WEP_INACTV	Scheme Inactive	L	0	0	Is employee's pension scheme record inactive (indicator)
WEP_MEMO	Memo	M	10	0	
SQ_CRDATE	Creation Date	D	10	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	10	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
WEP_ERBTAX	ER Cont Net Tax	L	0	0	Employer contribution to be net of basic rate tax (indicator)

Table : **WESMP** Table Description : **SMP Emp Details**

Field Name	Description	Type	Length	DPs	Further information
WW_REF	Employee Reference	C	8	0	Employee Reference
WW_GROUP	Group Code	C	1	0	Payroll Group Code
WW_EWCDDT	Exp. Week Confine.	D	8	0	Date of Expected Week of Confinement (EWC)
WW_BABYDT	Actual Baby's DoB	D	8	0	Date baby was actually born on.
WW_QWDT	Qualifying Week	D	8	0	Date of Qualifying Week
WW_INTLVDT	Intended Leave Date	D	8	0	Date employee intends to go on maternity leave.
WW_EELVR	Employee on Leave	L	1	0	Specified whether employee is now on maternity leave.
WW_ACTLVDT	Actual Leave Date	D	8	0	Date employee actually did go on maternity leave.
WW_MPPSTDT	Mat. Pay Per. Start	D	8	0	Start of Maternity Pay Period
WW_MPPENDT	Mat. Pay Per. End	D	8	0	End of Maternity Pay Period
WW_MPPRTDT	Returned After MPP	D	8	0	Date employee returned to work after their maternity pay period.
WW_MEDEV	Medical Evidence	L	1	0	Specifies whether medical evidence has been received or not.
WW_TRDWKS	Trade Disp. Weeks	N	2	0	Number of weeks spent in trade dispute.
WW_WORKWKS	Weeks Worked in MPP	N	2	0	Number of weeks employee worked during their MPP.
WW_CAVEARN	Calc Avg. Wkly Earn	N	13	5	Calculated average weekly earnings.
WW_OAVEARN	Ovrd. Avg. Wkly Earn	N	13	5	Overridden average weekly earnings.
WW_HIGHWKC	Higher Wks Current	N	2	0	Number of weeks SMP to be paid at the higher rate for the current SMP rates.
WW_HIGHAMC	Higher Amt Current	N	10	2	Weekly amount of SMP to be paid at the higher rate for the current SMP rates.
WW_LOWWKC	Lower Wks Current	N	2	0	Number of weeks SMP to be paid at the lower rate for the current SMP rates.
WW_LOWAMC	Lower Amt Current	N	10	2	Weekly amount of SMP to be paid at the lower rate for the current SMP rates.
WW_HIGHWKP	Higher Wks Previous	N	2	0	Number of weeks SMP to be paid at the higher rate for the previous SMP rates.
WW_HIGHAMP	Higher Amt Previous	N	10	2	Weekly amount of SMP to be paid at the higher rate for the previous SMP rates.
WW_LOWWKP	Lower Wks Previous	N	2	0	Number of weeks SMP to be paid at the lower rate for the previous SMP rates.
WW_LOWAMP	Lower Amt Previous	N	10	2	Weekly amount of SMP to be paid at the lower rate for the previous SMP rates.
WW_TWKSPD	Wks SMP Paid TD	N	2	0	Number of weeks SMP that have been paid, 'to date'.
WW_LWKSPD	Wks SMP Paid TDTP	N	2	0	Number of weeks SMP that have been paid, 'to date this period'.
WW_TWKSRM	Wks SMP Remain. TD	N	2	0	Number of weeks SMP remaining to be paid, 'to date'.
WW_LWKSRM	Wks SMP Remain. TDTP	N	2	0	Number of weeks SMP remaining to be paid, 'to date this period'.

WW_TSMPPD	SMP Paid TD	N	10	2	Amount of SMP that has been paid, 'to date'.
WW_LSMPPD	SMP Paid TDTP	N	10	2	Amount of SMP that has been paid, 'to date this period'.
WW_SPECIND	Special Circ.	N	2	0	SMP special circumstances indicator
WW_SPECDT	Special Circ. Date	D	8	0	Associated date for the SMP special circumstances indicator
WW_WORKPC	Worked in Week	L	1	0	Specifies whether employee worked in the week of their pregnancy related illness, or their week of confinement.
WW_ENTSMP	Entitled to SMP	L	1	0	Specifies whether the employee is entitled to SMP or not.
WW_ACTIVE	Active	L	1	0	Specifies whether this SMP record is still active or not.
WW_MEMO	Memo	M	10	0	Associated memo for this record.
WW_RPSTDT	Rel. Period Start	D	8	0	Start date of relevant period.
WW_RPENDT	Rel. Period End	D	8	0	End date of relevant period.
WW_ERMPPDT	Earliest MPP Start	D	8	0	Earliest date on which the employee's MPP can start.
WW_LTMPPDT	Latest MPP Start	D	8	0	Latest date on which the employee's MPP can start.
WW_LTCNTDT	Latest Date Contin.	D	8	0	Latest start date to satisfy the 'weeks required to have been working for continuous employment' rule.
WW_LTMEDDT	Medical Evid. Date	D	8	0	Medical evidence can't be accepted prior to this date.
WW_1PRD	Period No. RP 1	N	2	0	Payroll period number that 'relevant period 1' falls in.
WW_1PRPDF	No. Perds Paid RP 1	N	2	0	Number of payroll periods that have been paid for in 'relevant period 1' .
WW_1PMTDT	Pay Date RP 1	D	8	0	Payroll payment date for 'relevant period 1' .
WW_1PAY	NIable Pay RP 1	N	10	2	NI'able pay for 'relevant period 1' .
WW_2PRD	Period No. RP 2	N	2	0	Payroll period number that 'relevant period 2' falls in.
WW_2PRPDF	No. Perds Paid RP 2	N	2	0	Number of payroll periods that have been paid for in 'relevant period 2' .
WW_2PMTDT	Pay Date RP 2	D	8	0	Payroll payment date for 'relevant period 2' .
WW_2PAY	NIable Pay RP 2	N	10	2	NI'able pay for 'relevant period 2' .
WW_3PRD	Period No. RP 3	N	2	0	Payroll period number that 'relevant period 3' falls in.
WW_3PRPDF	No. Perds Paid RP 3	N	2	0	Number of payroll periods that have been paid for in 'relevant period 3' .
WW_3PMTDT	Pay Date RP 3	D	8	0	Payroll payment date for 'relevant period 3' .
WW_3PAY	NIable Pay RP 3	N	10	2	NI'able pay for 'relevant period 3' .
WW_4PRD	Period No. RP 4	N	2	0	Payroll period number that 'relevant period 4' falls in.
WW_4PRPDF	No. Perds Paid RP 4	N	2	0	Number of payroll periods that have been paid for in 'relevant period 4' .
WW_4PMTDT	Pay Date RP 4	D	8	0	Payroll payment date for 'relevant period 4' .
WW_4PAY	NIable Pay RP 4	N	10	2	NI'able pay for 'relevant period 4' .
WW_5PRD	Period No. RP 5	N	2	0	Payroll period number that 'relevant period 5' falls in.
WW_5PRPDF	No. Perds Paid RP 5	N	2	0	Number of payroll periods that have been paid for in 'relevant period 5' .
WW_5PMTDT	Pay Date RP 5	D	8	0	Payroll payment date for 'relevant period 5' .
WW_5PAY	NIable Pay RP 5	N	10	2	NI'able pay for 'relevant period 5' .
WW_6PRD	Period No. RP 6	N	2	0	Payroll period number that 'relevant period 6' falls in.
WW_6PRPDF	No. Perds Paid RP 6	N	2	0	Number of payroll periods that have been paid for in 'relevant period 6' .
WW_6PMTDT	Pay Date RP 6	D	8	0	Payroll payment date for 'relevant period 6' .
WW_6PAY	NIable Pay RP 6	N	10	2	NI'able pay for 'relevant period 6' .
WW_7PRD	Period No. RP 7	N	2	0	Payroll period number that 'relevant period 7' falls in.
WW_7PRPDF	No. Perds Paid RP 7	N	2	0	Number of payroll periods that have been paid for in 'relevant period 7' .

WW_7PMTDT	Pay Date RP 7	D	8	0	Payroll payment date for 'relevant period 7' .
WW_7PAY	Ntable Pay RP 7	N	10	2	Ntable pay for 'relevant period 7' .
WW_8PRD	Period No. RP 8	N	2	0	Payroll period number that 'relevant period 8' falls in.
WW_8PRPDF	No. Perds Paid RP 8	N	2	0	Number of payroll periods that have been paid for in 'relevant period 8' .
WW_8PMTDT	Pay Date RP 8	D	8	0	Payroll payment date for 'relevant period 8' .
WW_8PAY	Ntable Pay RP 8	N	10	2	Ntable pay for 'relevant period 8' .
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
ID	Unique ID	N	10	0	
			<i>Default Value :</i> NEWID(ALIAS())		
WW_BBDUEDT	Baby's Due Date	D	8	0	Baby's Due Date
WW_MINVAL	Underpin SMP rate	L	1	0	Minimum rate of SSP applies
WW_MINPAY	Minimum SMP rate	N	10	2	Minimum SMP rate to pay
WW_HIGHWKT	Higher Wks Total	N	2	0	Total number of weeks to be paid at Higher (Earnings) rate
WW_LOWWKT	Lower Wks Total	N	2	0	Total number of weeks to be paid at Lower (Standard) rate
WW_SPCMT	Spec. Circ. Comment	C	40	0	Special Circumstances Comment
WW_WKSADJ	MPP Weeks Adjust	N	3	0	Number of weeks the MPP is to be adjusted by (in a special circumstance for example)
WW_TDAYBF	No. of Split Days Brought Fwd	N	2	0	No. of Split Days Brought Fwd
WW_LDAYCF	No. of Split Days Carried Fwd	N	2	0	No. of Split Days Carried Fwd
WW_TDAYPD	No. of Split Days Pd To Dte	N	3	0	No. of Split Days Pd To Dte
WW_LDAYPD	No. of Split Days Pd To Dte TP	N	3	0	No. of Split Days Pd To Dte TP

Table : **WESPP** Table Description : **Pater/Adopt Emp Detl**

Field Name	Description	Type	Length	DPs	Further information
WPP_REF	Employee Ref.	C	8	0	Employee Reference
WPP_GROUP	Group Code	C	1	0	Group Code
WPP_EWCDDT	EWC/Match-Date	D	8	0	EWC/Match-Date
WPP_BDUEDT	Due/Exp.-Place. Date	D	8	0	Due/Exp.-Place. Date
WPP_BABYDT	DOB/Act.-Place. Date	D	8	0	DOB/Act.-Place. Date
WPP_QWDT	Qual./Match. Week	D	8	0	Qual./Match. Week
WPP_INTLDT	Intended Leave Date	D	8	0	Intended Leave Date
WPP_EELVR	Started Leave Flag	L	1	0	Started Leave Flag
WPP_ACTLDT	Actual Leave Date	D	8	0	Actual Leave Date
WPP_PPSTDT	Leave Pay Prd. Start Date	D	8	0	Leave Pay Prd. Start Date
WPP_PPENDT	Leave Pay Prd. End Date	D	8	0	Leave Pay Prd. End Date
WPP_PPRTDT	Return to Work Date after leav	D	8	0	Return to Work Date after leave
WPP_DECLR	Declaration Received Flag	L	1	0	Declaration provided/received flag
WPP_TRDWKS	No. of Weeks in Trade Dispute	N	2	0	No. of Weeks spent in Trade Dispute
WPP_WRKWKS	No. of Wks Worked during leave	N	2	0	No. of Weeks Worked during leave
WPP_CAVERN	Calc. Average Weekly Earnings	N	13	5	Calculated Average Weekly Earnings
WPP_OAVERN	Overridden Avge. Weekly Earn.	N	13	5	Overridden average weekly earnings
WPP_PPWKS	Desired Paternity Leave Weeks	N	2	0	Number of weeks paternity leave the employee wishes to take
WPP_APPWKS	Disallowed Leave Weeks	N	2	0	Actual number of weeks paternity leave the employee is allowed (re 56 days)
WPP_PPWKC	Wks off on Curr. Rates	N	2	0	Wks off on Curr. Rates
WPP_AMC	Weekly Pay Amt Curr Rates	N	10	2	Weekly Pay Amt Curr Rates
WPP_PPWKP	Wks off on Prev. Rates	N	2	0	Wks off on Prev. Rates
WPP_AMP	Weekly Pay Amt Prev Rates	N	10	2	Weekly Pay Amt Prev Rates
WPP_TWKSPD	Weeks Paid TD	N	2	0	Weeks Paid TD
WPP_LWKSPD	Weeks Paid TDTP	N	2	0	Weeks Paid TDTP
WPP_TWKSRM	Weeks Remaining TD	N	2	0	Weeks Remaining TD
WPP_LWKSRM	Weeks Remaining TDTP	N	2	0	Weeks Remaining TDTP
WPP_TSPPPD	Amount Paid TD	N	10	2	Amount Paid TD
WPP_LSPPPD	Paid TDTP	N	10	2	Paid TDTP

WPP_SPECIN	Special Circumstances Ind.	N	2	0	Special circumstances indicator
WPP_SPECDT	Special Circumstances Date	D	8	0	Special ircumstances date of occurrence
WPP_SPCMT	Special Circumstances Comment	C	40	0	Special Circumstances comment
WPP_ENTSPP	Entitled to Payment	L	1	0	Entitled to Payment
WPP_ACTIVE	Record Active	L	1	0	Record Active
WPP_MEMO	Memo	M	10	0	Memo
WPP_RPSTDT	Relevant Period Start Date	D	8	0	Relevant period start date
WPP_RPENDT	Relevant Period End Date	D	8	0	Relevant period end date
WPP_LTPPDT	Latest Leave Start Date	D	8	0	Latest Leave Start Date
WPP_LTCNDT	Latest 26-week start date	D	8	0	Latest start date to satisfy 26-week continuous employment
WPP_WKSADJ	Weeks to adjust leave by	N	3	0	Weeks to adjust leave by
WPP_1PRD	Prd. No. for Relevant Prd. 1	N	2	0	Period number for relevant period 1
WPP_1PRPDF	Prds. Paid for Relevant Prd. 1	N	2	0	Number of periods paid for, for relevant period 1
WPP_1PMTDT	Payment Date Relevant Prd. 1	D	8	0	Payment date for relevant period 1
WPP_1PAY	N'able Pay Relevant Prd. 1	N	10	2	N'able pay for relevant period 1
WPP_2PRD	Prd. No. for Relevant Prd. 2	N	2	0	Period number for relevant period 2
WPP_2PRPDF	Prds. Paid for Relevant Prd. 2	N	2	0	Number of periods paid for, for relevant period 2
WPP_2PMTDT	Payment Date Relevant Prd. 2	D	8	0	Payment date for relevant period 2
WPP_2PAY	N'able Pay Relevant Prd. 2	N	10	2	N'able pay for relevant period 2
WPP_3PRD	Prd. No. for Relevant Prd. 3	N	2	0	Period number for relevant period 3
WPP_3PRPDF	Prds. Paid for Relevant Prd. 3	N	2	0	Number of periods paid for, for relevant period 3
WPP_3PMTDT	Payment Date Relevant Prd. 3	D	8	0	Payment date for relevant period 3
WPP_3PAY	N'able Pay Relevant Prd. 3	N	10	2	N'able pay for relevant period 3
WPP_4PRD	Prd. No. for Relevant Prd. 4	N	2	0	Period number for relevant period 4
WPP_4PRPDF	Prds. Paid for Relevant Prd. 4	N	2	0	Number of periods paid for, for relevant period 4
WPP_4PMTDT	Payment Date Relevant Prd. 4	D	8	0	Payment date for relevant period 4
WPP_4PAY	N'able Pay Relevant Prd. 4	N	10	2	N'able pay for relevant period 4
WPP_5PRD	Prd. No. for Relevant Prd. 5	N	2	0	Period number for relevant period 5
WPP_5PRPDF	Prds. Paid for Relevant Prd. 5	N	2	0	Number of periods paid for, for relevant period 5
WPP_5PMTDT	Payment Date Relevant Prd. 5	D	8	0	Payment date for relevant period 5
WPP_5PAY	N'able Pay Relevant Prd. 5	N	10	2	N'able pay for relevant period 5
WPP_6PRD	Prd. No. for Relevant Prd. 6	N	2	0	Period number for relevant period 6
WPP_6PRPDF	Prds. Paid for Relevant Prd. 6	N	2	0	Number of periods paid for, for relevant period 6
WPP_6PMTDT	Payment Date Relevant Prd. 6	D	8	0	Payment date for relevant period 6
WPP_6PAY	N'able Pay Relevant Prd. 6	N	10	2	N'able pay for relevant period 6
WPP_7PRD	Prd. No. for Relevant Prd. 7	N	2	0	Period number for relevant period 7
WPP_7PRPDF	Prds. Paid for Relevant Prd. 7	N	2	0	Number of periods paid for, for relevant period 7
WPP_7PMTDT	Payment Date Relevant Prd. 7	D	8	0	Payment date for relevant period 7
WPP_7PAY	N'able Pay Relevant Prd. 7	N	10	2	N'able pay for relevant period 7
WPP_8PRD	Prd. No. for Relevant Prd. 8	N	2	0	Period number for relevant period 8
WPP_8PRPDF	Prds. Paid for Relevant Prd. 8	N	2	0	Number of periods paid for, for relevant period 8
WPP_8PMTDT	Payment Date Relevant Prd. 8	D	8	0	Payment date for relevant period 8
WPP_8PAY	N'able Pay Relevant Prd. 8	N	10	2	N'able pay for relevant period 8
SQ_CRDATE	Record Creation Date	D	8	0	Record Creation Date
SQ_CRTIME	Record Creation Time	C	8	0	Record Creation Time
SQ_CRUSER	Creation User ID	C	8	0	ID of user who created the record
SQ_AMDATE	Record Amendment Date	D	8	0	Record amendment date
SQ_AMTIME	Record Amendment Time	C	8	0	Record amendment time
SQ_AMUSER	Amendment User ID	C	8	0	ID of user who amended the record
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
WPP_TYPE	Record Type	N	2	0	Record Type <i>Default Value :</i> 0
WPP_ERPPDT	Earliest Leave Start Date	D	8	0	Earliest Leave Start Date
WPP_TDAYBF	No. of Split Days Brought Fwd	N	2	0	No. of Split Days Brought Fwd
WPP_LDAYCF	No. of Split Days Carried Fwd	N	2	0	No. of Split Days Carried Fwd
WPP_TDAYPD	No. of Split Days Pd To Dte	N	3	0	No. of Split Days Pd To Dte
WPP_LDAYPD	No. of Split Days Pd To Dte tp	N	3	0	No. of Split Days Pd To Dte tp
WPP_OTHST	Actual MPP/APP Start	D	8	0	Actual MPP/APP Start
WPP_OTHEN	Actual MPP/APP End	D	8	0	Actual MPP/APP End
WPP_OTHWKS	Max. MPP/APP weeks	N	2	0	Max. MPP/APP weeks <i>Default Value :</i> 0
WPP_OTHRTW	Orig. Return to Work	D	8	0	Orig. Return to Work

Table : WESQDS		Table Description : SSP Employee QDs			
Field Name	Description	Type	Length	DPs	Further information
WQ_REF	Employee Reference	C	8	0	Employee Reference
WQ_GROUP	Group Code	C	1	0	Payroll Group Code
WQ_CODE	SSP QD Pattern Code	C	10	0	Code for this SSP qualifying days pattern profile header (i.e. the link to QD profile).
WQ_QDSTDT	SSP QD Patt. Start	D	8	0	Start date that this SSP qualifying days pattern commences on (for this employee).
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
WQ_MEMO	Memo	M	10	0	

Table : WESSPT		Table Description : SSP Emp Daily Detail			
Field Name	Description	Type	Length	DPs	Further information
WI_REF	Employee Reference	C	8	0	Employee Reference Number
WI_GROUP	Group Code	C	1	0	Payroll Group code
WI_PARNTID	Parent ID	N	10	0	ID of parent absence record (i.e. the link between a child and its parent)
WI_SSPDT	Sickness Date	D	8	0	Date that this day of sickness occurred on.
WI_SSPQUAL	Qualifying Ind.	C	1	0	SSP Qualifying Indicator (i.e. is this a waiting day etc...)
WI_SSPRATE	SSP Daily Rate	N	8	4	The unrounded rate of SSP that's to be paid for this day (if applicable)
WI_SSPPYDT	Pay Date	D	8	0	Payment date that this days' SSP was paid on.
WI_SSPYPD	Pay Period	N	2	0	Payment period that this days' SSP was paid on.
WI_SSPWTHL	Withhold SSP	L	1	0	Indicates whether payment of SSP is to be withheld for this day.
WI_SSPCOMM	Committed	L	1	0	Indicates whether this SSP day has been calculated and updated.
WI_SSPWKS	Weeks Prop. Paid	N	6	3	Proportion of the qualifying week that is to be paid for on this day
WI_QDAYS	Qualifying Days	N	1	0	Number of quaifying days in the associated qualifying days pattern used for the week this day falls in.
WI_SSPCMNT	Comment	C	40	0	Comment specific to this day of sickness
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
WI_MEMO	Memo	M	10	0	Memo for Employee's SSP Day Details

Table : WETXC		Table Description : Emp Tax Credits			
Field Name	Description	Type	Length	DPs	Further information
WB_REF	Employee Reference	C	8	0	Employee Reference
WB_GROUP	Group Code	C	1	0	Payroll Group Code
WB_TCFRDT	From Date	D	8	0	From date (i.e. start date) of the tax credit
WB_TCTODT	To Date	D	8	0	To date (i.e. end date) of the tax credit
WB_TCSTPDT	Stop Date	D	8	0	Stop date of tax credit
WB_STOPRSN	Stop Reason	C	30	0	Reason for tax credit stopping
WB_TCRATE	Daily Rate	N	10	2	Daily rate for tax credit
WB_TCTOTAM	Total Amount	N	10	2	Total amount to be repaid
WB_TTCREM	Amount Remain. TD	N	10	2	Total amount remaining to be paid, 'to date'

WB_LTCREM	Amount Remain. TDTP	N	10	2	Total amount remaining to be paid, 'to date this period'
WB_TTCCMPL	Completed TD	L	1	0	Specifies whether the tax credit has been completed, 'to date'
WB_LTCCMPL	Completed TDTP	L	1	0	Specifies whether the tax credit has been completed, 'to date this period'
WB_TTCACTV	Active TD	L	1	0	Specifies whether the tax credit is active (i.e. currently being paid off), 'to date'
WB_LTCACTV	Active TDTP	L	1	0	Specifies whether the tax credit is active (i.e. currently being paid off), 'to date this period'
WB_TPAYDT	Pay Date TD	D	8	0	Date on which the most recent payment was made for this tax credit, 'to date'
WB_TPAYPD	Pay Period TD	N	2	0	Pay period on which the most recent payment was made for this tax credit, 'to date'
WB_LPAYDT	Pay Date TDTP	D	8	0	Date on which the most recent payment was made for this tax credit, 'to date this period'
WB_LPAYPD	Pay Period TDTP	N	2	0	Pay period on which the most recent payment was made for this tax credit, 'to date this period'
SQ_CRDATE	Creation Date	D	8	0	Creation Date
SQ_CRTIME	Creation Time	C	8	0	Creation Time
SQ_CRUSER	Creation User	C	8	0	Creation User
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
WB_MEMO	Memo	M	10	0	
WB_TPAID	Total Paid TD	N	10	2	Total amount paid 'To Date'
WB_LPAID	Total Paid TDTP	N	10	2	Total amount paid 'To Date This Period'
WB_TDAYS	Days Paid TD	N	4	0	Number of days paid, To-Date
WB_LDAYS	Days Paid TDTP	N	4	0	Number of days paid, To-Date-This-Period

Table : **WFUND** Table Description : **Funding Details**

Field Name	Description	Type	Length	DPs	Further information
WV_YEAR	Tax Year	C	4	0	Tax Year the funding record belongs to.
WV_TYPE	Funding Type	N	2	0	Funding Type
WV_DTEREC	Date Funding Received	D	8	0	Date Funding Received
WV_AMOUNT	Funding Amount	N	12	2	Funding Amount
WV_REF	Reference	C	30	0	Reference
WV_MEMO	Memo	M	10	0	
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	8	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())

Table : **WGRUP** Table Description : **Groups**

Field Name	Description	Type	Length	DPs	Further information
WG_GROUP	Group Code	C	1	0	Group Code
WG_NAME	Group Name	C	30	0	Group Name
WG_REFP	Checksum	N	5	0	Security check - change will invalidate the group.

Table : **WHIST** Table Description : **History**

Field Name	Description	Type	Length	DPs	Further information
WH_REF	Employee Reference	C	8	0	Employee reference
WH_YEAR	Tax Year	C	4	0	Tax year. e.g. The year running from April 1993 to April 1994 will be stored as "9394"
WH_PERIOD	Period	C	2	0	Period of the history record
WH_SSPR	SSP	N	10	2	SSP received in the period

WH_SMP	SMP	N	10	2	SMP received in the period <i>Default Value :</i> 0.00
WH_TOTPAY	Total Pay	N	10	2	Total pay for the period <i>Default Value :</i> 0.00
WH_TOTHOL	Accr.Hol Pay	N	10	2	Total holiday pay accrued for the period <i>Default Value :</i> 0.00
WH_TXB	Taxable Pay	N	10	2	Taxable pay for the period <i>Default Value :</i> 0.00
WH_TAX	Tax	N	10	2	Tax deducted for the period <i>Default Value :</i> 0.00
WH_NET	Net Pay	N	10	2	Net pay for the period <i>Default Value :</i> 0.00
WH_ERNI	ERS NI	N	10	2	Employers NI for the period <i>Default Value :</i> 0.00
WH_EENI	EES NI	N	10	2	Employees NI for the period <i>Default Value :</i> 0.00
WH_CNONI	C/O NI	N	10	2	Contracted out NI for the period <i>Default Value :</i> 0.00
WH_NIEN	ERN NI	N	10	2	NI'able pay for the period <i>Default Value :</i> 0.00
WH_NIECO	ERN C/O NI	N	10	2	Earnings on which contracted out NI was calculatedfor the period <i>Default Value :</i> 0.00
WH_COMPEE	EES COMP	N	10	2	Employees COMP for the period <i>Default Value :</i> 0.00
WH_COMPER	ERS COMP	N	10	2	Employers COMP for the period <i>Default Value :</i> 0.00
WH_PEN	Pension	N	10	2	Pension deducted for the period <i>Default Value :</i> 0.00
WH_PENBL	Pensionable	N	10	2	Pensionable pay for the period <i>Default Value :</i> 0.00
WH_AMDTXCD	Tax Code	C	8	0	Tax code used in the period
WH_MEMO	Memo	M	10	0	Memo field for the payslip image
WH_TXTREP	Memo	M	10	0	Report text image if binary file is used
WH_BINREP	Binary report flag	L	1	0	Indicates that a binary file is in use.
WH_NICDE	NI Code	C	1	0	NI code in use for the period
WH_KTAX	K.Tax Not Deducted	N	10	2	Tax not taken because of K Code OverridingRegulatory Limit <i>Default Value :</i> 0.00
WH_GROUP	Group Code	C	1	0	Group Code
WH_NIRB	ERS NI Rebate	N	10	2	<i>Default Value :</i> 0.00
WH_NIRBE	EES NI Rebate	N	10	2	<i>Default Value :</i> 0.00
WH_WFTC	Tax Credit	N	10	2	<i>Default Value :</i> 0.00
WH_SLOAN	Student Loan	N	10	2	<i>Default Value :</i> 0.00
WH_NIRBER	EEs NI Refund	N	10	2	<i>Default Value :</i> 0.00
WH_HOLPAYA	Pay for Hol Pay Av	N	10	2	<i>Default Value :</i> 0.00
WH_HOLPAYH	Hrs for Hol Pay Av	N	10	2	<i>Default Value :</i> 0.00
WH_PRPDF	No. Periods Paid For	N	2	0	Number of periods that have been paid for in this pay period <i>Default Value :</i> 0
WH_PAYDT	Pay Date for Period	D	8	0	Payment date for this pay period
WH_SSPEAR	SSP'able Earnings	N	10	2	SSP'able Earnings <i>Default Value :</i> 0.00
WH_SMPEAR	SMP'able Earnings	N	10	2	SMP'able Earnings <i>Default Value :</i> 0.00
WH_PAYFREQ	Pay Frequency	C	1	0	Pay Frequency

WH_ACTPYDT	Actual Pay Date	D	8	0	Actual payment date for this pay period
WH_SPPBRTH	SPP Birth TP	N	10	2	Statutory Paternity Pay for Birth, This-Period
WH_SPPADOP	SPP Adoption TP	N	10	2	Statutory Paternity Pay for Adoption, This-Period
WH_SAP	SAP TP	N	10	2	Statutory Adoption Pay, This-Period
WH_P32WEEK	P32 Week	N	2	0	P32 week that the history record belongs to.
WH_NIER	Employers NI To-Date	N	10	2	
WH_NIEE	Employees NI To-Date	N	10	2	
WH_NICOUT	Employees C/O NI To-Date	N	10	2	
WH_NIERN	NI'able Earnings To-Date	N	10	2	
WH_NICOE	NI'able C/O Earnings To-Date	N	10	2	
WH_DIRFLG	Director Flag	L	0	0	
WH_TOLEL	Earnings TP 'To LEL'	N	10	2	Earnings TP 'To LEL'
WH_TOET	Earnings TP 'To THR'	N	10	2	Earnings TP 'To ET'
WH_TOUEL	Earnings TP 'To UEL'	N	10	2	Earnings TP 'To UEL'
WH_PAYTD	Total Pay To-Date	N	10	2	Total Pay To-Date
WH_FRPAYTD	Total Free Pay To-Date	N	10	2	Total free pay To-Date.
WH_ADPAYTD	Total Additional Pay To-Date	N	10	2	Total Additional Pay To-Date.
WH_TAXTD	Total Tax Due To-Date	N	10	2	Total Tax Due To-Date
WH_KTAXDUE	K-Code Tax Due This-Period	N	10	2	K-Code Tax Due This-Period
WH_KLIMIT	K-Code Regulatory Limit TP	N	10	2	K-Code Regulatory Limit TP
WH_TAXCHG	Tax Code Changed This-Period	L	1	0	Tax Code Changed This-Period
WH_SCON	SCON Applicable For Pay Period	C	9	0	SCON Applicable For Pay Period
WH_NIADJ	NI Adjusted This Pay Period	L	1	0	NI has been adjusted in this pay period.
WH_AJNICDE	'NI Adj' NI Code	C	1	0	'NI Adjusted' NI Code
WH_AJTOLEL	'NI Adj' Earn's to LEL TP	N	10	2	NI adjusted earnings this period to LEL.
WH_AJTOET	'NI Adj' Earn's to THR TP	N	10	2	'NI Adj' Earn's to THR TP
WH_AJTOUEL	'NI Adj' Earn's to UEL TP	N	10	2	NI adjusted earnings this period to UEL.
WH_AJEENI	'NI Adj' EE's NI TP	N	10	2	NI adjusted employees NI this period.
WH_AJERNI	'NI Adj' ER's NI TP	N	10	2	NI adjusted employers NI this period.
WH_AJCNONI	'NI Adj' EE's C/O NI TP	N	10	2	NI adjusted employees contracted-out NI this period.
WH_AJSCON	'NI Adj' SCON	C	9	0	NI adjusted SCON for the pay period.
WH_AJEEADJ	Adj. for EE's NI TP	N	10	2	Adjustment applied to employee's NI in this pay period.
WH_AJERADJ	Adj. for ER's NI TP	N	10	2	Adjustment applied to employer's NI in this pay period.
WH_WK1FLG	Week/Month 1 Flag	C	1	0	Week 1 / Month 1Flag
WH_TOUAP	Earnings TP To UAP	N	10	2	
WH_AJTOUAP	NI Adj' Earn's to UAP TP	N	10	2	
WH_OLDGRP	Prev Group Ind	L	1	0	When this field is set to TRUE, it means the WHIST record was created whilst the employee belonged to a different group
				<i>Default Value :</i>	.F.
WH_ASPPBRT	ASPP Birth TP	N	10	2	ASPP Birth 'This Period'
				<i>Default Value :</i>	0
WH_ASPPADO	ASPP Adopt TP	N	10	2	ASPP Adopt ' This Period'
				<i>Default Value :</i>	0

Table : **WHTRAN** Table Description : **Transaction History**

Field Name	Description	Type	Length	DPs	Further information
W4_REF	Employee Ref.	C	8	0	
W4_TRNCDE	Payment/Deduction Code	C	4	0	
W4_PERMVAL	Permanent Value	N	10	2	
W4_TEMPVAL	Temporary Value	N	10	2	
W4_UNITS	Units/Hours	N	10	2	
W4_RATE	Rate	N	10	4	
W4_PAYVAL	This Period Pay Value	N	10	2	
W4_BALTD	Balance To-Date	N	10	2	
W4_BALTDTP	Balance To-Date plus TP	N	10	2	
W4_PERPRM	Percentage Indicator	C	1	0	
W4_PERTMP	Zeroise This Period Indicator	C	1	0	
W4_GROUP	Group Code	C	1	0	
W4_PROJECT	Nominal Project	C	8	0	
W4_JOB	Nominal Job	C	8	0	

W4_TAXYEAR	Tax Year	C	4	0	
W4_PAYPRD	Payment Period	C	2	0	
W4_PAYDTE	Actual Payment Date	D	8	0	
W4_PAYFRQ	Payment Frequency	C	1	0	
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
ID	Unique ID	N	10	0	

Default Value : NEWID(ALIAS())

Table : **WNAME** Table Description : **Employees**

Field Name	Description	Type	Length	DPs	Further information
WN_REF	Employee Reference	C	8	0	Employee Reference
WN_SURNAME	Surname	C	25	0	Employee Surname
WN_FORENAM	Forenames	C	30	0	
WN_DIRCTR	Dir.Flag	C	1	0	Employee director status flag. Set to "A" if advanced calculation is required. Only valid when the employees profile has the director flag set to true.
WN_LVR	Lvr.Status	C	1	0	Employee leaver status, may be set to "L" for leaver this period, "D" for employee has left, "R" for employee has been re-instated, "H" for employee left in previous year, details are retained for reporting, "X" for all details will be erased from file on the next update
WN_HOLIDTP	Hol.Indicator	C	1	0	Holiday ID, may be set to "1" to "9" to indicate the employee is going on holiday or "A" to "I" to indicate the employee is on holiday
WN_HOLIDLP	Hol.Last Period	C	1	0	Holiday ID saved from the previous period
WN_CSTCDE	Dept/Cost Code	C	4	0	Employees cost or department code
WN_TAXCDE	Tax Code	C	7	0	Employees tax code
WN_WK1FLG	Wk1/Mth1 Flag	C	1	0	Employees week/month 1 flag <i>Default Value :</i> "N"
WN_NICDE	NI Code	C	1	0	Current NI code <i>Default Value :</i> "A"
WN_NINUM	Nat.Ins.No.	C	9	0	National insurance number
WN_SEX	Sex	C	1	0	Sex, set to "M" or "F"
WN_PAYEE	Payee	C	25	0	Payee name. Used for cheques, giros, BACS and BOBS
WN_BKSORT	Bank Sort Code	C	6	0	Bank sort code
WN_BANKACN	Bank Account Number	C	10	0	Bank account number
WN_ATPYCD	Autopay Code	C	6	0	Autopay code
WN_CHQNO	Cheque Number	N	8	0	Cheque number. Inserted by the cheque printing routine
WN_LELVAL	Lower Earnings Limit	N	10	2	Lower earnings limit value
WN_DIRSTPD	Dir.Start Period	N	2	0	Directors start period
WN_PAYFRQ	Pay Frequency	C	1	0	Pay frequency. Valid settings are "W", "M", "2" & "4"
WN_BIRTH	Birth Date	D	8	0	Date of birth
WN_STARTDT	Start Date	D	8	0	Start date
WN_LEAVDT	Leave Date	D	8	0	Date of leaving
WN_GRSRPRV	Gross Pay Prev. Emp.	N	10	2	Gross pay in previous employment
WN_TAXPRV	Tax Paid Prev. Emp.	N	10	2	Tax paid in previous employment
WN_OVRIDE	Ovr.Flag	C	1	0	Override flag, valid settings are "N" for NI values for the period overridden, "T" for Tax for the period overridden, "B" for NI and tax for the period overridden or Space for No override
WN_NICHGPR	Dir.NI Period	N	2	0	Period number of new NI code for director
WN_TITLE	Title	C	5	0	Title
WN_LVRPD	Lvr.Period	N	2	0	Period when employee leaves
WN_ADDRS1	Address Line 1	C	30	0	Address line 1
WN_ADDRS2	Address Line 2	C	30	0	Address line 2
WN_ADDRS3	Address Line 3	C	30	0	Address line 3
WN_ADDRS4	Address Line 4	C	30	0	Address line 4

WN_ADDR5	Address Line 5	C	30	0	Address line 5
WN_PSTCDE	Post Code	C	10	0	Post code
WN_KEY1	Key 1 Field	C	5	0	Index key 1
WN_KEY2	Key 2 Field	C	5	0	Index key 2
WN_KEY3	Key 3 Field	C	5	0	Index key 3
WN_KEY4	Key 4 Field	C	5	0	Index key 4
WN_NEW	New Employee Flag	C	1	0	Flag to indicate new employee, set too "Y" infirst period of employee
WN_TOTSSPD	TD SSP Days	N	3	0	Total number of SSP days paid to-date
WN_TOTABS	TD Abs Days	N	4	0	Cumulative number of days absent, includes any SSPdays paid
WN_TGRSPAY	TD Taxable Pay	N	10	2	Cumulative gross pay in the tax year
WN_TOTTAX	TD Tax Paid	N	10	2	Cumulative tax paid in the tax year
WN_TOTPENS	TD Pension Paid	N	10	2	Cumulative pension paid in the tax year
WN_TOTSSPR	TD SSP Received	N	10	2	Cumulative SSP received in the tax year
WN_TOTSMP	TD SMP Received	N	10	2	Cumulative SMP received in the tax year
WN_TOTCHRT	TD Charity Paid	N	10	2	Cumulative charity paid in the tax year
WN_TOTCMEE	CP EES COMP	N	10	2	Cumulative employees COMP for the COMP period
WN_TOTCMER	CP ERS COMP	N	10	2	Cumulative employers COMP for the COMP period
WN_TCMEEYR	TD EES COMP	N	10	2	Cumulative employees COMP for the tax year
WN_TCMERYR	TD ERS COMP	N	10	2	Cumulative employers COMP for the tax year
WN_TOTPENL	TD Pensionable	N	10	2	Cumulative pensionable pay in the tax year
WN_TOTPAY	TP Gross Pay	N	10	2	This Period pay
WN_TOHOL	TD Holiday Days	N	5	1	Cumulative holiday days
WN_ROUND BF	Rounding B/Fwd	N	10	2	Rounding value paid in last pay period
WL_TOTSSPD	TDTP SSP Days	N	3	0	Total number of SSP days paid to-date includingthis pay period
WL_TOTABS	TDTP Abs Days	N	4	0	Cumulative number of days absent including thisperiod, includes any SSP days paid
WL_TGRSPAY	TDTP Taxable Pay	N	10	2	Cumulative gross pay in the tax year includingthis period
WL_TOTTAX	TDTP Tax Paid	N	10	2	Cumulative tax paid in the tax year including thisperiod
WL_TOTPENS	TDTP Pension Paid	N	10	2	Cumulative pension paid in the tax year includingthis period
WL_TOTSSPR	TDTP SSP Received	N	10	2	Cumulative SSP received in the tax year includingthis period
WL_TOTSMP	TDTP SMP Received	N	10	2	Cumulative SMP received in the tax year includingthis period
WL_TOTCHRT	TDTP Charity Paid	N	10	2	Cumulative charity paid in the tax year includingthis period
WL_TOTCMEE	TP EES COMP COMPPer	N	10	2	Cumulative employees COMP for the COMP periodincluding this period
WL_TOTCMER	TP ERS COMP COMPPer	N	10	2	Cumulative employers COMP for the COMP periodincluding this period
WL_TCMEEYR	TDTP EES COMP	N	10	2	Cumulative employees COMP for the tax yearincluding this period
WL_TCMERYR	TDTP ERS COMP	N	10	2	Cumulative employers COMP for the tax yearincluding this period
WL_TOTPENL	TDTP Pensionable	N	10	2	Cumulative pensionable pay in the tax yearincluding this period
WL_TOTPAY	TP Gross Pay	N	10	2	Gross pay this period
WL_TOHOL	TDTP Holiday	N	5	1	Cumulative days holiday taken including thisperiod
WL_TXB	TP Taxable Pay	N	10	2	Taxable pay this period
WL_TAX	TP Tax	N	10	2	Tax due this period
WL_NET	TP Net Pay	N	10	2	Net pay this period
WL_ERNI	TP ERS NI	N	10	2	Employers NI due this period
WL_EENI	TP EES NI	N	10	2	Employees NI due this period
WL_CNONI	TP C/O NI	N	10	2	Contracted out NI this period
WL_NIEN	TP N'able Pay	N	10	2	N'able pay this period
WL_NIECO	TP C/O N'able Pay	N	10	2	Contracted out N'able pay this period
WL_COMPEE	TP EES COMP	N	10	2	Employees COMP this period

WL_COMPER	TP ERS COMP	N	10	2	Employers COMP this period
WL_PEN	TP Pension	N	10	2	Pension this period
WL_PENBL	TP Pensionable	N	10	2	Pensionable pay this period
WL_ROUNDCHF	Rounding C/Fwd	N	10	2	Rounding value added to pay this period
WN_SSP1	SSP 1 Calc Gross Pay	N	10	2	Gross pay for SSP calculation this period
WN_SSP2	SSP 2 Calc Gross Pay	N	10	2	Gross pay for SSP calculation period -1
WN_SSP3	SSP 3 Calc Gross Pay	N	10	2	Gross pay for SSP calculation period -2
WN_SSP4	SSP 4 Calc Gross Pay	N	10	2	Gross pay for SSP calculation period -3
WN_SSP5	SSP 5 Calc Gross Pay	N	10	2	Gross pay for SSP calculation period -4
WN_SSP6	SSP 6 Calc Gross Pay	N	10	2	Gross pay for SSP calculation period -5
WN_SSP7	SSP 7 Calc Gross Pay	N	10	2	Gross pay for SSP calculation period -6
WN_SSP8	SSP 8 Calc Gross Pay	N	10	2	Gross pay for SSP calculation period -7
WN_SSPRATE	SSP Rate	N	1	0	SSP rate
WN_SSPDATE	LP Last SSP Date	D	8	0	Date of last day of illness for which SSP was paidup to the last pay period
WL_SSPDATE	TP Last SSP Date	D	8	0	Date of last day of illness for which SSP was inthis pay period
WL_ABSTP	TP Abs Days	N	3	0	Number of days absence in this pay period
WL_HOLTP	TP Holidays	N	5	1	Number of days holiday in this pay period
WN_MEMO	Memo	M	10	0	Employees memo field
WN_PROF	Profile Number	N	3	0	Employees profile number
WN_UELVAL	U.E.Limit	N	10	2	Employees upper earnings limit value
WL_HOLIP	Holiday days flag	L	1	0	Flag to indicate if the number of days annualholiday has been entered on the employees record..T. indicates that an entry has been made and willbe used in preference to an entry for the company..F. is the default and will allow the use of thenumber of days entered for the company
WN_HOLENT	Holiday Entitlement	N	5	1	Employee holiday entitlement
WL_KTAX	Tax Not Deducted	N	10	2	Tax not taken in this period because of K CodeOverriding Regulatory Limit
WN_BOBSBDC	BOBS BDC Code	N	4	0	BOBS Beneficiary Number
WN_BSREF	B/S Roll No.	C	18	0	Building society roll number for use with BOBSpayments
WN_GROUP	Group	C	1	0	Group
WN_NICHDAT	NIC Hol. Start Date	D	8	0	Start Date for Employer's NIC Holiday
WN_NICHAMT	NIC Hol. Amount	N	10	2	NIC Holiday amount reclaimed by Employer
WN_BOBSTAT	BOBS Status	N	1	0	BOBS Status 0 = normal, 1 = new 2 = amended
HR_ONLYPER	Only Personnel Flag	L	1	0	Only Personnel Flag, .T. = record only in use inpersonnel .F. record in use in payroll
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	8	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	
WN_SCON1	Current SCON	C	9	0	Current Scheme Contracted Out Number
WN_SCON2	Previous SCON 1	C	9	0	First Previous Scheme Contracted Out Number
WN_SCON3	Previous SCON 2	C	9	0	Second Previous Scheme Contracted Out Number
WN_SCON4	Previous SCON 3	C	9	0	Third Previous Scheme Contracted Out Number
WN_P11D	Flag for csv file	L	1	0	set to True if record exported to ?_p11d.csv file
WN_CCCOF	Code C Cont Out Flag	L	1	0	
WL_TPLEE	Ern up to LEL TP	N	10	2	
WL_TPTEE	Ern up to THR TP	N	10	2	
WL_TPTUE	Ern up to UEL TP	N	10	2	
WL_NIRBTP	NI Rebate TP	N	10	2	
WN_REQP11D	P11D Required	L	1	0	P11D Required for employee
WL_GROSSTD	Total Gross Pay TPTD	N	10	2	Total of all Gross Pay TD including TP
WN_GROSSTD	Total Gross Pay TD	N	10	2	Total of all Gross Pay TD
WN_STCDE	Scottish Code Prefix	C	1	0	
WL_NIRBTPE	EE NI Rebate TP	N	10	2	
WL_WFTCTP	Tax Credit TP	N	10	2	
WN_WFTCBF	Tax Credit B/fwd	N	10	2	
WL_WFTCCF	Tax Credit C/fwd	N	10	2	

WN_SLFLAG	Student Loan Flag	L	1	0	
WN_SLBFW	Student Loan B/fwd	N	10	2	
WL_SLCFWD	Student Loan C/fwd	N	10	2	
WL_SLTP	Student Loan TP	N	10	2	
WL_SSPABLE	SSPable Pay	N	10	2	
WN_TCPERYR	Tax Credit End Date	C	6	0	
WN_SNAPSHO	Employee Snapshot Filename	C	200	0	Path and filename for employee snapshot image file.
WL_NIEREFT	EE NI Refund TP	N	10	2	
WN_HOLAV	13 Week Average Pay	N	10	2	
WN_PIWST	PIW Start Date TD	D	8	0	SSP Start of PIW, 'to date'
WN_PIWEND	PIW End Date TD	D	8	0	SSP End of PIW, 'to date'
WN_WAITDAY	No. Wait. Days TD	N	2	0	SSP number of waiting days, 'to date'
WN_SSPWKS	No. Wks SSP TD	N	6	3	Number of weeks of SSP paid (including decimal fraction of a week), 'to date'
WN_SSPPAYB	SSP Paybl. PIW TD	L	1	0	Specifies whether SSP is payable in the current PIW, 'to date'
WN_SSPLNKL	SSP Link Lett. Start	D	8	0	Start date of SSP linking letter
WN_SSPAVG	SSP Avg. Earn. TD	N	12	4	Average weekly earnings for SSP, 'to date'
WL_PIWST	PIW Start Date TDTP	D	8	0	SSP Start of PIW, 'to date this period'
WL_PIWEND	PIW End Date TDTP	D	8	0	SSP End of PIW, 'to date this period'
WL_WAITDAY	No. Wait. Days TDTP	N	2	0	SSP number of waiting days, 'to date this period'
WL_SSPWKS	No. Wks SSP TDTP	N	6	3	Number of weeks of SSP paid (including decimal fraction of a week), 'to date this period'
WL_SSPPAYB	SSP Paybl. PIW TDTP	L	1	0	Specifies whether SSP is payable in the current PIW, 'to date this period'
WL_SSPAVG	SSP Avg. Earn. TDTP	N	12	4	Average weekly earnings for SSP, 'to date this period'
WN_SPPBRTH	SPP Birth TD	N	10	2	Statutory Paternity Pay for Birth, To-Date
WN_SPPADOP	SPP Adoption TD	N	10	2	Statutory Paternity Pay for Adoption, To-Date
WN_SAP	SAP TD	N	10	2	Statutory Adoption Pay, To-Date
WL_SPPBRTH	SPP Birth TDTP	N	10	2	Statutory Paternity Pay for Birth, To-Date-This-Period
WL_SPPADOP	SPP Adoption TDTP	N	10	2	Statutory Paternity Pay for Adoption, To-Date-This-Period
WL_SAP	SAP TDTP	N	10	2	Statutory Adoption Pay, To-Date-This-Period
WN_TNIER	ERs NI To-Date	N	10	2	
WN_TNIEE	EEs NI To-Date	N	10	2	
WN_TNICO	EEs C/O NI To-Date	N	10	2	
WN_TNIERN	NI'able Earnings To-Date	N	10	2	
WN_TNICOE	NI'able C/O Earnings To-Date	N	10	2	
WL_TNIER	ERs NI TDTP	N	10	2	
WL_TNIEE	EEs NI TDTP	N	10	2	
WL_TNICO	EEs C/O NI TDTP	N	10	2	
WL_TNIERN	NI'able Earnings TDTP	N	10	2	
WL_TNICOE	NI'able C/O Earnings TDTP	N	10	2	
WN_DIRDTAP	Directors Date of Appointment	D	10	0	
WN_TCMEEYD	Ee's COMP 'As Director' TD	N	10	2	
WN_TCMERYD	Er's COMP 'As Director' TD	N	10	2	
WL_TCMEEYD	Ee's COMP 'As Director' TDTP	N	10	2	
WL_TCMERYD	Er's COMP 'As Director' TDTP	N	10	2	
WN_TRDISP	Employee on trade dispu	L	1	0	Employee on trade dispute
WN_TXRFWT	Tax Refund withheld To-date	N	10	2	Tax Refund withheld to-date
WL_TXRFWT	Tax Refund withheld TDTP	N	10	2	Tax Refund withheld To date this period
WN_PROJECT	Default Nominal Project	C	8	0	Default Nominal Project
WN_JOB	Default Nominal Department	C	8	0	Default Nominal Department
WN_DIRAPP	Appropriate Personal Pension	L	1	0	Director had an appropriate personal pension whilst on code A
WN_PRVTXCD	Tax Code At Prev Period	C	7	0	Tax code as at previous pay period.
WN_FRPAYTD	Total Free Pay To-Date	N	10	2	Total free pay To-Date.
WN_ADPAYTD	Total Additional Pay To-Date	N	10	2	Total additional pay To-Date.
WL_FRPAYTD	Total Free Pay To-Date TP	N	10	2	Total free pay To-Date This-Period.
WL_ADPAYTD	Total Additional Pay TDTP	N	10	2	Total additional pay To-Date This-Period.
WL_EENIADJ	EE's NI Adjustment TP	N	10	2	Employee's NI adjustment this period.
WL_ERNIADJ	ER's NI Adjustment TP	N	10	2	Employer's NI adjustment this period.

WN_NIADJ	NI Adjusted This Tax Year	L	1	0	NI has been adjusted this tax year.
WN_PRVWK1	Week 1 AT Prev Period	C	1	0	Week 1 as at previous pay period.
WN_WIDORPH	Widows & Orphans TD	N	10	2	Widows and Orphans To Date
WN_DECEASE	Deceased	L	1	0	employee deceased ?
WN_P45SPRV	P45 Status Prev. emp.	N	2	0	P 45 Status Previous Employment
WN_P46SPRV	P46 Statement class Prev.Emp.	N	2	0	P46 Statement Class previous employment
WN_LVDTPRV	Leave Date Prev. emp.	D	8	0	Leave date previous employment
WN_TXNOPRV	Office No. Prev Emp.	C	3	0	Office No. previous employment
WN_TXRFPRV	Office Ref Prev. Emp.	C	10	0	Office refrence previous employment
WN_TXCDPRV	Final Tax Code Prev. Emp.	C	7	0	Final tax code previous employment
WN_W1M1PRV	Wk1/Mth1 Prev. Emp.	C	1	0	Week1 /Month1 previous employment
WN_WMTYPRV	Wk1/Mth1 Type Prev. Emp.	N	2	0	Week1/Month1 type previous employment
WN_WMNOPRV	Wk/Mth No Prev. Emp.	N	2	0	Week/Month previous employment
WN_AGRSPRV	Pay as Shown on P45	N	10	2	Pay as Shown on P45
WN_ATAXPRV	Tax as Shown on P45	N	10	2	Tax as Shown on P45
WN_NOPYAPR	No Pay Until Next April	L	1	0	No Pay Until Next April
					<i>Default Value :</i> .F.
WN_LVRTP	Lvr.Set Curr.Prd	L	1	0	Set as leaver during current pay period
					<i>Default Value :</i> .F.
WN_P45	P45 Done	L	1	0	scr 33069
					<i>Default Value :</i> .F.
WL_TPTUA	Ern up to UAP TP	N	10	2	
WN_RCNTBRV	Recently Bereaved	L	1	0	
WN_ANNPEN	Annual Pension	N	10	2	
WN_EEACOM	EEA or Common Ind	L	1	0	
WN_EPM6	EPM6 Ind	L	1	0	
WN_P453	P45(3) Produced	L	1	0	
WN_P46	P46/Pen/Expat Produced	L	1	0	
WN_ASPPBRT	ASPP Birth TD	N	10	2	ASPP Birth 'To Date'
					<i>Default Value :</i> 0
WL_ASPPBRT	ASPP Birth TDTP	N	10	2	ASPP Birth 'To Date inc. This Period'
					<i>Default Value :</i> 0
WN_ASPPADO	ASPP Adopt TD	N	10	2	ASPP Adopt 'To Date'
					<i>Default Value :</i> 0
WL_ASPPADO	ASPP Adopt TDTP	N	10	2	ASPP Adopt 'To Date. This Period'
					<i>Default Value :</i> 0

Table : **WNITB** Table Description : **NI Tables**

Field Name	Description	Type	Length	DPs	Further information
WT_NUMBER	NI Number	N	2	0	Number in NI table
WT_WEEKLY	Weekly Earnings Lvl	N	10	2	Weekly earnings level
WT_MONTHLY	Monthly Earnings Lvl	N	10	2	Monthly earnings level
WT_ANNUAL	Annual Earnings Lvl	N	10	2	Annual earnings level
WT_AER	ERS Code A Rate	N	5	2	Employers rate for code A
WT_BER	ERS Code B Rate	N	5	2	Employers rate for code B
WT_CER	ERS Code C Rate	N	5	2	Employers rate for code C
WT_DER	ERS Code D Rate	N	5	2	Employers rate for code D
WT_EER	ERS Code E Rate	N	5	2	Employers rate for code E
WT_FER	ERS Code F Rate	N	5	2	Employers rate for code F
WT_GER	ERS Code G Rate	N	5	2	Employers rate for code G
WT_SER	ERS Code S Rate	N	5	2	Employers rate for code S
WT_AEE	EES Code A Rate	N	5	2	Employees rate for code A
WT_BEE	EES Code B Rate	N	5	2	Employees rate for code B
WT_CEE	EES Code C Rate	N	5	2	Employees rate for code C
WT_DEE	EES Code D Rate	N	5	2	Employees rate for code D
WT_EEE	EES Code E Rate	N	5	2	Employees rate for code E
WT_FEE	EES Code F Rate	N	5	2	Employees rate for code F
WT_GEE	EES Code G Rate	N	5	2	Employees rate for code G
WT_SEE	EES Code S Rate	N	5	2	Employees rate for code S
WT_JER	ERS Code J Rate	N	5	2	ERS Code J Rate
WT_JEE	EES Code J Rate	N	5	2	EES Code J Rate
WT_LER	ERS Code L Rate	N	5	2	ERS Code L Rate
WT_LEE	EES Code L Rate	N	5	2	EES Code L Rate

Table : WNOML		Table Description : Nominal Transfer			
Field Name	Description	Type	Length	DPs	Further information
WX_NACNT	Account	C	8	0	Nominal ledger account number
WX_NCNTR	Cost Centre	C	4	0	Nominal ledger cost centre
WX_TYPE	Type	C	1	0	Transaction type
WX_DATE	Date	D	8	0	Transaction date
WX_VALUE	Value	N	12	2	Transaction value
WX_TREF	Reference	C	40	0	Transaction reference
WX_COMMENT	Comment	C	40	0	Transaction comment
WX_DONE	Transferred	C	1	0	Completed flag, set to "Y" after transfer tonominal
WX_FCURRE	Currency	C	3	0	Currency Code of Nominal Account
WX_FVALUE	Foreign Value	N	12	0	
WX_FCRATE	Exchange Rate	N	11	6	Exchange Rate at time of Posting
WX_FCMULT	FC.Multiply	L	1	0	
WX_FCDEC	FC.Decimal Places	N	1	0	
WX_SRCCO	Source Company	C	1	0	Source Company That This Analysis Line Has BeenPosted From
ID	Unique ID	N	10	0	
				<i>Default Value :</i>	NEWID(ALIAS())
WX_PROJECT	Nominal Project	C	8	0	
WX_JOB	Nominal Department	C	8	0	
WX_JRNL	Journal Number	N	8	0	Journal Number
WX_UNIQUE	Unique ID	C	10	0	Unique ID
WX_NLPDATE	NL Posting Date	D	8	0	Nominal posting date

Table : WP32PY		Table Description : P32 Payments			
Field Name	Description	Type	Length	DPs	Further information
WPY_COMP	Company Code	C	1	0	
WPY_YEAR	Tax Year	C	4	0	Tax Year the payment record belongs to.
WPY_WEEK	Week	N	2	0	Tax Week the payment record belongs to
WPY_FRMONTH	From Month	N	2	0	From month
WPY_DTEPD	Date Payment Made	D	8	0	Date Payment Made
WPY_AMNTPD	Payment Amount	N	12	2	Payment Amount
WPY_REF	Reference	C	30	0	Reference
WPY_MEMO	Memo	M	10	0	
WPY_NETTAX	Net Tax	N	12	2	Net Tax
WPY_NETNIC	Net NIC	N	12	2	Net NIC
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	8	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	
ID	Unique ID	N	10	0	
				<i>Default Value :</i>	NEWID(ALIAS())
WPY_TOMONTH	To Month	N	2	0	To month

Table : WP32TR		Table Description : P32 Transactions			
Field Name	Description	Type	Length	DPs	Further information
W3_COMP	Company Code	C	1	0	ID Code of the company that the P32 record belongs to.
W3_YEAR	Tax Year	C	4	0	Tax Year the P32 record belongs to.
W3_WEEK	Week	N	2	0	Tax Week the P32 record belongs to.
W3_MONTH	Month	N	2	0	Tax Month the P32 record belongs to.
W3_PERIOD	Pay Period	N	2	0	Pay Period the P32 record belongs to.
W3_TYPE	Posting Type	C	1	0	Posting Type
W3_GROUP	Group	C	1	0	Payroll Group Code
W3_GRTAX	Income Tax	N	12	2	Income Tax
W3_STLNDED	Student Loan Deductions	N	12	2	Student Loan Deductions
W3_TXCRPD	Tax Credits Paid	N	12	2	Tax Credits Paid
W3_NTTAX	Net Tax	N	12	2	Net Tax
W3_GRNIC	Gross NICs	N	12	2	Gross NICs

W3_SSPREC	SSP Recovered	N	12	2	SSP Recovered
W3_SMPREC	SMP Recovered	N	12	2	SMP Recovered
W3_SPPREC	SPP Recovered	N	12	2	SPP Recovered
W3_SAPREC	SAP Recovered	N	12	2	SAP Recovered
W3_NICHOL	NIC Holiday Claimed	N	12	2	NIC Holiday Claimed
W3_NICDED	Deductions from NICs	N	12	2	Deductions from NICs
W3_NETNIC	Net NIC	N	12	2	Net NIC
W3_AMOUNT	Amount Due	N	12	2	Amount Due, i.e. payable, to the Inland Revenue
W3_DTEPAID	P32 Payment Date	D	8	0	Date Paid to Inland Revenue
W3_SSPPD	SSP Paid	N	12	2	SSP Paid
W3_SMPPD	SMP Paid	N	12	2	SMP Paid
W3_SPPPD	SPP Paid	N	12	2	SPP Paid
W3_SAPPD	SAP Paid	N	12	2	SAP Paid
W3_SMPCOMP	SMP NIC Compensation	N	12	2	SMP NIC Compensation
W3_SPPCOMP	SPP NIC Compensation	N	12	2	SPP NIC Compensation
W3_SAPCOMP	SAP NIC Compensation	N	12	2	SAP NIC Compensation
W3_DESC	Description	C	30	0	Description
W3_MEMO	Memo	M	10	0	
SQ_CRDATE	Creation Date	D	8	0	
SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
W3_PAYDATE	Calculation Payment Date	D	8	0	
W3_GRPNAME	Group name	C	30	0	
W3_PAYFREQ	Pay Frequency	C	4	0	
ID	Unique ID	N	10	0	
<i>Default Value :</i>					
W3_SSPREC	SSP Recovery Percentage	N	5	2	NEWID(ALIAS()) SSP Recovery Percentage
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time
SQ_AMUSER	Amendment User	C	8	0	Amendment User
W3_SMPRERP	SMP recovery % 'regular'	N	6	2	
W3_SMPCMRP	SMP compensation % 'regular'	N	6	2	
W3_SMPRESP	SMP recovery % 'SER'	N	6	2	
W3_SMPCMSP	SMP compensation % 'SER'	N	6	2	
W3_SER	SER	L	1	0	Small employers relief indicator
W3_ASPPPD	ASPP Paid	N	12	2	Total ASPP Paid 'This Period' for the Payroll Group.
<i>Default Value :</i>					
W3_ASPPREC	ASPP Recovered	N	12	2	0 Total ASPP Recovered 'This Period' for the Payroll Group.
<i>Default Value :</i>					
W3_ASPPCOM	ASPP NIC Compensation	N	12	2	0 Total ASPP Compensation 'This Period' for the Payroll Group.
<i>Default Value :</i>					
0					

Table :	WPARM	Table Description :	Options			
Field Name	Description	Type	Length	DPs	Further information	
WP_COMP	COMP Flag	L	1	0	COMP flag, .T.=COMP scheme in use	
WP_COMPER	COMP ERS pays EES	L	1	0	Set to .T. when employer pays employees COMP	
WP_COMPNIL	COMP NI LEL and UEL	L	1	0	Set to .T. when NI LEL and UEL used for COMP calculation	
WP_ANALDEP	Departments	L	1	0	Set to .T. when payroll departments in use, mayonly be set to .F. when nominal ledger costcentres are used	
WP_WKDHOL	Company Hols. Weeks	N	1	0	Number of weeks for company holiday	
WP_PAYPERD	Pay Periods	C	4	0	Permitted pay periods	
WP_HRSDORM	Hours & Minutes	L	1	0	Flag to indicate if hours+decimals or hours+minutes are used	
WP_LELVAL	LEL for Pension Calc	N	10	2	Lower earnings limit value for pension calculation	
WP_UELPEN	UEL for Pension Calc	N	10	2	Upper earnings limit value for pension calculation	
WP_CHARITY	Max. Charity	N	10	2	Maximum annual tax free charity deduction	
WP_TAXRBAT	Max Tax Refund	N	10	2	Maximum tax refund permitted for new starter without reference to tax office	
WP_PAYEREF	PAYE Reference	C	14	0	Company PAYE reference number	

WP_TAXDIST	Tax District	C	30	0	Tax district
WP_CONONUM	ECON Number	C	9	0	Employer's Contracted Out Number
WP_SUMMPP	History Periods	N	3	0	Number of periods to keep summary history records
WP_SLIPPP	Payslip Hist. Pers.	N	3	0	Number of periods to keep payslip images in summary history records
WP_TPERIOD	Current Period	N	2	0	Current period number
WP_LPERIOD	Previous Period	N	2	0	Previous period number
WP_NLNICST	Nominal A/C ERS NI	C	8	0	Nominal ledger account for employers contribution
WP_NLNIEER	Nominal A/C EES NI	C	8	0	Nominal ledger account number for employers and employees contributions
WP_NLPAYE	Nominal A/C PAYE	C	8	0	Nominal ledger account number for PAYE
WP_NLCOMPR	Nominal A/C ERS COMP	C	8	0	Nominal ledger account for employers COMP
WP_NLCOMPE	Nominal A/C EES COMP	C	8	0	Nominal ledger account number for employers and employees COMP
WP_NLWGCON	Nominal A/C Contra	C	8	0	Nominal ledger account number for contra entry
WP_NLWGSUS	Nominal A/C Suspense	C	8	0	Nominal ledger account number for suspense account
WP_NOFRMIN	Minimum Coinage Note	N	2	0	Number in coinage table for minimum notes
WP_MIMNUM	Minimum No. of Notes	N	2	0	Minimum number of notes
WP_CHQUPLM	Upper Cheque Limit	N	10	2	Upper cheque limit
WP_BSRTPNT	Base Rate PAYE Table	N	2	0	Pointer to PAYE base rate in PAYE tables
WP_BKSORT	Cmpy Bank Sort Code	C	6	0	Sort code of company bank account
WP_BKACNO	Cmpy Bank Account	C	8	0	Company bank account number
WP_ETCODE	Emergency Tax Code	C	7	0	Emergency tax code to be used as default for new starters
WP_PAYMTH	Permitted Pay Methods	C	10	0	Permitted pay methods
WP_OLDLEL	Old LEL	N	2	0	Lower earnings limit pointer for old LEL
WP_NEWLEL	New LEL	N	2	0	Lower earnings limit pointer for new LEL
WP_OLDUEL	Old UEL	N	2	0	Upper earnings limit pointer for old UEL
WP_NEWUEL	New UEL	N	2	0	Upper earnings limit pointer for new UEL
WP_OLDDTE	Date of Old NI Table	D	8	0	Date of old NI tables
WP_NEWDTE	Date of New NI Table	D	8	0	Date of new NI tables
WP_OLDWEEK	Week No. Old NI	N	2	0	Implementation week number for old NI tables
WP_NEWWEEK	Week No. New NI	N	2	0	Implementation week number for new NI tables
WP_OLDMTH	Month No. Old NI	N	2	0	Implementation month number for old NI tables
WP_NEWMTH	Month No. New NI	N	2	0	Implementation month number for new NI tables
WP_OLDYEAR	Year No. Old NI	C	4	0	Year number for old NI tables
WP_NEWYEAR	Year No. New NI	C	4	0	Year number for new NI tables
WP_YEAR	Current Year	N	4	0	Current year number, e.g. 9394 is the year number for the April 93 to April 94 tax year
WP_ROUND	Rounding Value	N	4	2	Value to use for rounding calculation
WP_COSTCNT	Default Cost Centre	C	4	0	Default cost centre
WP_BACS	BACS flag	C	15	0	BACS system in use
WP_BKACNAM	Cmpy Bank Acc Name	C	18	0	Company bank account name
WP_BOBCNUM	BOBS Customer Num.	N	4	0	BOBS customer number
WP_BOBSTNA	BOBS Statmnt Narr.	C	18	0	BOBS statement narrative
WP_BOBPYRE	BOBS Payment Ref.	C	18	0	BOBS payment reference
WP_BOBAPPL	BOBS App. Number	N	2	0	BOBS application number
WP_LOWGROS	Low Gross Value	N	10	0	Value to use for checking low gross value incalculation routine
WP_LOWNET	Low Net Value	N	10	0	Value to use for checking low net pay incalculation routine
WP_KLIMIT	K Code % Limit	N	5	2	% limit for tax deducted under K code
WP_NLROUND	Rounding NL Account	C	8	0	Rounding NL Account
WP_NLERPC	ERS Pens. NL Cre A/C	C	8	0	Employer's Pension Nominal Ledger Credit Account
WP_NLHOLC	Holiday NL Cre A/C	C	8	0	Holiday Accrual Nominal Ledger Credit Account
WP_COHOL	Days Company Holiday	N	2	0	No of days company holiday
WP_SLIPDTE	Payslip Date	D	8	0	Date used on last payslip print
WP_NLCOID	N/L Company Code	C	1	0	Company code to be used for nominal ledger transfer.
WP_NCNICST	ER NI Cost Centre	C	4	0	Nominal ledger cost centre for employers NI contribution

WP_NCNIEER	ERS & EES NI CC	C	4	0	Nominal ledger cost centre for employers andemployees NI contributions
WP_NCPAYE	PAYE Cost Centre	C	4	0	Nominal ledger cost centre for PAYE
WP_NCCOMPR	ERS COMP Cost Centre	C	4	0	Nominal ledger cost centre for employers COMP
WP_NCCOMPE	ERS & EES COMP CC	C	4	0	Nominal ledger cost centre for employers andemployees COMP
WP_NCWGCON	Contra Cost Centre	C	4	0	Nominal ledger cost centre for contra entry
WP_NCWGSUS	Suspense Cost Centre	C	4	0	Nominal ledger cost centre for suspense
WP_NCROUND	Rounding Cost Centre	C	4	0	Nominal ledger cost centre for rounding
WP_NCERPC	ERS Pens Cre A/C CC	C	4	0	Employer's Pension Nominal Ledger Credit Account
WP_NCHOLC	Hol. NL CRE A/C CC	C	4	0	Holiday Accrual Nominal Ledger Cost Centre
WP_EMPHOL	Individual Hol Days	L	1	0	Flag to indicate if holiday entitlement can beentered on employees record. .T. = Yes .F.= No
WP_BOBSBDC	Next BOBS B/D/C No.	N	4	0	Next unique BOBS B/D/C number
WP_NLMASK	N/L mask flag	L	1	0	Nominal ledger mask flag
WP_MCODES	N/L mask codes	C	24	0	Nominal ledger mask codes
WP_NMNICST	ER NI N/L mask flag	L	1	0	Employers national insurance nominal ledger maskflag
WP_NMNIEER	EE NI N/L mask flag	L	1	0	Employee national insurance mask flag
WP_NMPAYE	PAYE N/L mask flag	L	1	0	PAYE nominal ledger mask flag
WP_NMCOMPR	ER COMP NL mask flag	L	1	0	Employer COMP nominal ledger mask flag
WP_NMCOMPE	EE COMP NL mask flag	L	1	0	Employee COMP nominal ledger mask flag
WP_NMWGCON	Contra N/L mask flag	L	1	0	Contra nominal ledger mask flag
WP_NMWGSUS	Suspense NL mask flg	L	1	0	Suspense nominal ledger mask flag
WP_NMROUND	Rounding NL mask flg	L	1	0	Rounding nominal ledger mask flag
WP_NMERPC	ERS Pens NL mask flg	L	1	0	Employers pension nominal ledger mask flag
WP_NMHOLC	Hol Accr NL Mask flg	L	1	0	Holiday Accrual nominal ledger mask flag
WP_GROUP	Group Code	C	1	0	Group Code
WP_USEGRP	Use Groups Flag	L	1	0	Use Groups Flag
WP_CCENTRE	Blank Ctrl A/C CCtre	L	1	0	Post Blank Ctrl A/C Cost Centres
WP_EOYPERM	DSS EOY PERMIT NO	C	12	0	
WP_EOYCODE	DSS EOY CODE	C	6	0	
WP_SCON	Default SCON	C	9	0	Default Scheme Contacted Out Number
WP_TXTONLY	Text only P/Sl Image	L	1	0	Keep Text only Payslip Image in Windows
WP_NEWTL	NI PT Level	N	2	0	
WP_OLDTL	Old NI PT Level	N	2	0	
WP_FORMTYP	Default P14 form	N	1	0	Default form type for P14's.If = 1 then 80 chrs wide,2 = 132 chrs wide,3 = laser form (windows only)
WP_NEWETL	UAP level	N	2	0	
WP_OLDETL	Old UAP level	N	2	0	
WP_SLTHR	Student Loan Threshold	N	5	0	
WP_SLPERC	Student Loan %	N	5	2	
WP_P45STD	Pre-Printed P45's	L	1	0	
WP_HOLPAYL	Holiday Pay List	C	50	0	
WP_HOLPAYN	Holiday Pay Payment Number	N	3	0	
WP_HOLPAYW	Holiday Pay Weeks	N	2	0	
WP_HOLPAYC	C Week Hol Pay	L	1	0	
WP_HOLPAYE	Edit Hol Pay History	L	1	0	
WP_P45TYPE	P45 Type	N	1	0	
WP_P35TYPE	P35 Type	N	1	0	
WP_CHQTYPE	Cheque Type	N	1	0	
WP_FULLLSSP	Use Full SSP	L	1	0	Specifies whether full SSP processing is to be used.
WP_SSPQDSU	SSP QD Ind Sun	L	1	0	SSP Qualifying Day Pattern Indicator for Sunday (for the company default qualifying days pattern)
WP_SSPQDMO	SSP QD Ind Mon	L	1	0	SSP Qualifying Day Pattern Indicator for Monday (for the company default qualifying days pattern)
WP_SSPQDTU	SSP QD Ind Tue	L	1	0	SSP Qualifying Day Pattern Indicator for Tuesday (for the company default qualifying days pattern)
WP_SSPQDWE	SSP QD Ind Wed	L	1	0	SSP Qualifying Day Pattern Indicator for Wednesday (for the company default qualifying days pattern)

WP_SSPQDTH	SSP QD Ind Thu	L	1	0	SSP Qualifying Day Pattern Indicator for Thursday (for the company default qualifying days pattern)
WP_SSPQDFR	SSP QD Ind Fri	L	1	0	SSP Qualifying Day Pattern Indicator for Friday (for the company default qualifying days pattern)
WP_SSPQDSA	SSP QD Ind Sat	L	1	0	SSP Qualifying Day Pattern Indicator for Saturday (for the company default qualifying days pattern)
WP_QDAYS	SSP Qualifying Days	N	1	0	SSP Qualifying Days (for the company default qualifying days pattern)
WP_FULLSMP	Use Full SMP	L	1	0	Specifies whether full SMP processing is to be used.
WP_SER	Small ER Relief	L	1	0	Species whether company is entitled to Small Employers Relief for SMP
WP_RETSSMP	SSP/SMP Retain Yrs	N	2	0	Number of years that SSP and SMP historical details are to be retained for.
WP_PREVLEL	Previous LEL Value	N	10	2	Previous LEL value from old table
WP_SUPJT	NL Journal Type	C	5	0	Journal Type for SU Payroll Nominal Export file
WP_SUPJS	NL Journal Source	C	5	0	Journal Source for SU Payroll Nominal Export file
WP_SUPCA	NL C/Centre Analysis Category	N	1	0	Cost Centre Analysis Category for SU Payroll Nominal Export file
WP_SUPEP	NL Export Path	C	254	0	Export Path for SU Payroll Nominal Export file
WP_P32COMP	P32 Consolidation Company Code	C	1	0	P32 Consolidation Company Code
WP_P32FREQ	P32 Pay Frequency	N	1	0	P32 Payment Frequency 1= Monthly, 2 = Quarterly
WP_ACCOREF	Accounts Office Ref	C	13	0	Account Office Reference
WP_ADVPEN	Use Advanced Pensions	L	1	0	Use advanced pensions processing within Payroll.
WP_TRDISP	Group on trade dispute	L	1	0	Group on trade dispute
WP_SUPPA	NL Project Analysis Category	N	2	0	Nominal Ledger Project Anaysis category
WP_SUPJA	NL Project Dept Category	N	2	0	Nominal Ledger Departmental Analysis Category
WP_AOADM	Ded. Att Ord Adm Fee	L	1	0	Deduct attachment order admin fee.
WP_AOSTDF	Std AO Admin Fee	N	5	2	Standard attachment order admin fee
WP_AOSCOF	Scott AO Admin Fee	N	5	2	Scottish attachment order admin fee
WP_FULLSPP	Use Full OSPP Birth Processing	L	1	0	Use Full OSPP Birth Processing
WP_SSPEOPD	Pay SSP to End of Period	L	1	0	Pay SSP to end of period
WP_SMPEOPD	Pay SMP/SPP/SAP End of Period	L	1	0	Pay SMP/SPP/SAP End of Period
WP_BCVOLID	BACS Vol. ID (Irish)	C	6	0	BACS Volume ID for Irish Banks
WP_BCAUTID	BACS Aut. ID (Irish)	C	6	0	BACS Authorisation ID for Irish banks
WP_RETHTRN	Keep History Transactions	N	3	0	
WP_OSSPRTE	Old SSP Rate 1	N	10	2	Old SSP Rate 1
WP_SPLITPY	Split-Week Payments of SMP/SAP	L	1	0	Split-Week Payments of SMP/SAP
WP_BCBTREF	BACS Bulk List Template Ref.	C	20	0	Holds the BACS bulk list template reference most recently entered by the user; only used by Bankline banking link.
WP_FULLSPA	Use Full OSPP Adopt Processing	L	1	0	Use Full OSPP Adopt Processing
WP_FULLSAP	Use Full SAP Processing	L	1	0	Use Full SAP Processing
WP_P32VIEW	P32 by income tax month	L	1	0	What kind of P32 view is required
WP_FULLASP	Use Full ASPP Processing	L	1	0	Use Full ASPP Processing
					<i>Default Value :</i> .F.
WP_NEWST	NI ST Level	N	2	0	NI ST Level
					<i>Default Value :</i> 0
WP_OLDST	Old NI ST Level	N	2	0	Old NI ST Level
					<i>Default Value :</i> 0
WP_CMECREF	CMEC Ref.	C	12	0	CMEC Ref.

Table : **WPAYD** Table Description : **Payments & Deductns**

Field Name	Description	Type	Length	DPs	Further information
WY_CDE	Code	C	4	0	Payment/Deduction code in the format ANN, payments are prefixed with an "A", deductions are prefixed with a "D"
WY_DESC	Description	C	10	0	Payment or deduction description
WY_TYPE	Type	C	1	0	Payment or deduction type
WY_NLCD	NL Account	C	8	0	Nominal ledger account number
WY_PZERO	Prt If Zero	C	1	0	If set to "Y" the payment/deduction is to be printed even when the value for the period is zero

WY_MHOL	Mult. Holiday	C	1	0	Multiply for holidays flag, if set to "Y" the payment/deduction is to be multiplied when a weekly paid employee is paid in advance
WY_PBAL	Print Balance	C	1	0	Print balance, if the flag is set to "Y" then the accumulated balance is to be printed on the payslip
WY_BALDES	Bal. Description	C	10	0	Description to be printed with the balance
WY_ALGN	Imp. Alignment	C	1	0	Input alignment, a number in the range 1 to 4 indicates the first column the cursor will go to in the payment/deduction screen
WY_RETAIN	Retain	C	1	0	Retain units flag, if set to "Y" the entered units will be carried forward from one period to the next
WY_TAXABLE	Taxable	C	1	0	Taxable flag, "Y" indicates the payment/deduction is to be included in the tax calculation
WY_NIABLE	NI'able	C	1	0	NI'able flag, "Y" indicates the payment/deduction is to be included in the NI calculation
WY_PENABLE	Pens'able	C	1	0	Pensionable flag, "Y" indicates the payment/deduction is to be included in the pension calculation
WY_SSPABLE	SSP'able	C	1	0	SSP'able flag, "Y" indicates the payment/deduction is to be included in the SSP calculation
WY_HOLABLE	Hol'able	C	1	0	Holable flag, "Y" indicates the payment/deduction is to be included in the holiday type calculation
WY_BALNO	Bal. Number	N	3	0	Balance number, indicates the deduction balance number that a payment is to be deducted from
WY_MODALDATE	Last Modified	D	8	0	Date Payment/Deduction parameter was last modified
WY_MASK	N/L mask flag	L	1	0	Nominal ledger mask flag
WY_NEGBAL	Neg. Hol	C	1	0	Allow Holiday Fund to go Negative
WY_BASE	Base for rate	C	2	0	
WY_PERC	% on base	N	8	4	
WY_PENCD	Pension Scheme Code	C	10	0	Scheme Code of related pension
WY_ATTCHBL	Attachable	L	1	0	For a payment, is it attachable, for a deduction, is it to be taken before calculation of attachable earnings
WY_AOATYPE	Attach. Order Type	N	2	0	Attachment Order Type (deductions only)

Table : **WPAYE** Table Description : **Tax Tables**

Field Name	Description	Type	Length	DPs	Further information
WE_NUMBER	Tax Number	N	2	0	PAYE table entry number
WE_INTX	Percentage	N	4	2	Tax %
WE_CMBW	Cumulative Bandwidth	N	10	2	Cumulative tax bandwidth

Table : **WPAYES** Table Description : **Tax Tables**

Field Name	Description	Type	Length	DPs	Further information
WE_NUMBER	Tax Number	N	2	0	
WE_INTX	Percentage	N	4	2	
WE_CMBW	Cumulative Bandwidth	N	10	2	

Table : **WPNPY** Table Description : **Pay. Pen. Sch. Paymt**

Field Name	Description	Type	Length	DPs	Further information
WPN_CODE	Pension Scheme Code	C	10	0	Scheme Code of related pension
WPN_PAYCDE	Payment Prof Code	C	4	0	Payment Profile Code
WPN_COMMENT	Comment	C	40	0	

Table :	WPNSC					Table Description :	Pay. Pension Schemes				
Field Name	Description	Type	Length	DPs	Further information						
WPS_CODE	Pension Scheme Code	C	10	0	Pension Scheme Code						
WPS_DESC	Scheme Description	C	40	0	Pension Scheme Description						
WPS_TYPE	Scheme Type	N	2	0	Pension Scheme Type						
WPS_SCON	SCON	C	9	0	Pension Scheme SCON						
WPS_ERMIN	ERs Min Contribution	N	10	2	Employer minimum pension scheme contribution per period						
WPS_EEMIN	EEs Min Contribution	N	10	2	Employee minimum pension scheme contribution per period						
WPS_EREEM	ERs+EEs Min Contribution	N	10	2	Combined employer and employee minimum pension scheme contribution per period						
WPS_ERMAX	ERs Max Contribution	N	10	2	Employer maximum pension scheme contribution per year						
WPS_EEMAX	EEs Max Contribution	N	10	2	Employee maximum pension scheme contribution per year						
WPS_ERPER	ER Cont Val or Perc	N	1	0	Is employer contribution a percentage (or an amount)						
WPS_ERDCT	Default ER Cont	N	10	2	Default employer contribution (percentage or value)						
WPS_EEPER	EE Cont Val or Perc	N	1	0	Is employee contribution a percentage (or an amount)						
WPS_EEDCT	Default EE Cont	N	10	2	Default employee contribution (percentage or value)						
WPS_ERRST	ER Earn Restr	N	2	0	Employers earnings restriction indicator						
WPS_ERLEL	ER Restr LEL	N	10	2	Employer restricted LEL						
WPS_ERUEL	ER Restr UEL	N	10	2	Employer restricted UEL						
WPS_EERST	EE Earn Restr	N	2	0	Employees earnings restriction indicator						
WPS_EELEL	EE Restr LEL	N	10	2	Employee restricted LEL						
WPS_EEUUEL	EE Restr UEL	N	10	2	Employee restricted UEL						
WPS_EEBTAX	EE Cont Net Tax	L	0	0	Employee contribution to be net of basic rate tax (indicator)						
WPS_ALLPAY	Perc All Paym	L	0	0	Employee and employer percentage deductions apply to all payment profiles (indicator).						
WPS_EOYCLR	Clear Contr YEnd	L	0	0	Clear contributions at tax year end (indicator)						
WPS_SHP	Stakehold Based	L	0	0	Stakeholder pension based (indicator)						
WPS_PRNAME	Provider Name	C	40	0	Pension Provider Name						
WPS_PRADD1	Provider Address 1	C	40	0	Provider Address Line 1						
WPS_PRADD2	Provider Address 2	C	40	0	Provider Address Line 2						
WPS_PRADD3	Provider Address 3	C	40	0	Provider Address Line 3						
WPS_PRADD4	Provider Address 4	C	40	0	Provider Address Line 4						
WPS_PRADD5	Provider Address 5	C	40	0	Provider Address Line 5						
WPS_PRPSCD	Provider Postcode	C	8	0	Provider Postcode						
WPS_PRTEL	Provider Tel No	C	20	0	Provider Telephone Number						
WPS_PRFAX	Provider Fax No	C	20	0	Provider fax number						
WPS_PREML	Provider Email	C	40	0	Provider Email Address						
WPS_PRCNT	Provider Contact	C	40	0	Provider Contact Name						
WPS_PRREF	Provider Ref	C	25	0	Providers ref. that identifies the employer						
WPS_SCREf	Scheme Ref	C	25	0	Reference that identifies the specific scheme with the provider						
WPS_ADNAME	Administrator Name	C	40	0	Administrator Name						
WPS_ADADD1	Administrator Addr 1	C	40	0	Administrator Address Line 1						
WPS_ADADD2	Administrator Addr 2	C	40	0	Administrator Address Line 2						
WPS_ADADD3	Administrator Addr 3	C	40	0	Administrator Address Line 3						
WPS_ADADD4	Administrator Addr 4	C	40	0	Administrator Address Line 4						
WPS_ADADD5	Administrator Addr 5	C	40	0	Administrator Address Line 5						
WPS_ADPSCD	Administrator Postcode	C	8	0	Administrator Postcode						
WPS_ADTEL	Administrator Tel No	C	20	0	Administrator Telephone Number						
WPS_ADFAX	Administrator Fax No	C	20	0	Administrator Fax Number						
WPS_ADEML	Administrator Email	C	40	0	Administrator Email Address						
WPS_ADCNT	Administrator Contact	C	40	0	Administrator Contact Name						
WPS_ADREF	Administrator Ref	C	25	0	Reference that identifies the administrator						
WPS_MEMO	Memo	M	10	0							
SQ_CRDATE	Creation Date	D	10	0							

SQ_CRTIME	Creation Time	C	8	0	
SQ_CRUSER	Creation User	C	8	0	
SQ_AMDATE	Amendment Date	D	10	0	
SQ_AMTIME	Amendment Time	C	8	0	
SQ_AMUSER	Amendment User	C	8	0	
ID	Unique ID	N	10	0	
					<i>Default Value :</i> NEWID(ALIAS())
WPS_ERBTAX	ER Cont Net Tax	L	0	0	Employer contribution to be net of basic rate tax (indicator)

Table : **WPROF** Table Description : **Profiles**

Field Name	Description	Type	Length	DPs	Further information
WF_NUMBER	Profile Number	N	3	0	Employee profile number
WF_COMP	COMP Flag	L	1	0	COMP flag, if set to .T. then employees in thisprofile are in the COMP scheme
WF_SSPDAYS	SSP Days	N	1	0	SSP days in a normal working week for employees ina profile
WF_HOLENT	Ann.Holiday	N	5	1	Annual holiday entitlement in days for employeesin a profile
WF_MODDATE	Last Modified	D	8	0	Date the profile details were last changed
WF_DESCRIP	Description	C	25	0	Profile description
WF_PAYMTH	Pay Method	C	1	0	Pay method
WF_DIR	Dirs.Flag	L	1	0	Director flag
WF_CAR	CCar.Flag	L	1	0	Company car flag
WF_PAYDED	Payments /Deductions	C	100	0	Flag settings for payments & Deductions, set to"Y" to indicate item is in use for the profile
WF_TRF2CB	Cashbook Transfer	L	1	0	
WF_NLCD	NL Bank Account	C	12	0	
WF_CBTYPE	Cashbook Type	C	2	0	
WF_PAY	List of Pay Ids	C	200	0	
WF_DED	List of Ded Ids	C	200	0	
WF_QDCODE	SSP QDs Profile Code	C	10	0	SSP qualifying days profile code
WF_TRDISP	Emp. profile on trade dispute	L	1	0	Employee profile on trade dispute
WF_KEEPNPR	Keep Ee Nominal Project	L	1	0	Keep employee nominal project
WF_KEEPNJB	Keep Ee Nominal Department	L	1	0	Keep employee nominal department

Table : **WSCON** Table Description : **SCON Transactions**

Field Name	Description	Type	Length	DPs	Further information
WC_REF	Employee Reference	C	8	0	Employee Reference
WC_SCON	SCON Code	C	9	0	SCON Code
WC_NICDE	NI Code	C	1	0	NI Code
WC_YEAR	NI Year	C	4	0	NI Year
WC_GROUP	Payroll Group	C	1	0	Payroll Group
WC_TNIER	Total Employer NI	N	10	2	Total Employer NI
WC_TNIEE	Total Employee NI	N	10	2	Total Employee NI
WC_TNICO	Total Contracted Out	N	10	2	Total Contracted Out NI
WC_TNIERN	Tot NI'able Earnings	N	10	2	Total NI'able Earnings
WC_TNICOE	Total C/O Earnings	N	10	2	Total Contracted Out Earnings
WC_CNIER	C/fwd Employer NI	N	10	2	C/fwd Employer NI
WC_CNIEE	C/fwd Employee NI	N	10	2	C/fwd Employee NI
WC_CNICO	C/fwd Contracted Out	N	10	2	C/fwd Contracted Out
WC_CNIERN	C/F NI'able Earnings	N	10	2	C/fwd NI'able Earnings
WC_CNIOE	C/fwd C/O Earnings	N	10	2	C/fwd Contracted Out Earnings
WC_TLEE	Ern up to LEL Total	N	10	2	
WC_TEEE	Ern up to THR Total	N	10	2	
WC_TUEE	Ern up to UEL Total	N	10	2	
WC_CLEE	Ern up to LEL C/fwd	N	10	2	
WC_CEEE	Ern up to THR C/fwd	N	10	2	
WC_CUEE	Ern up to UEL C/fwd	N	10	2	
WC_TLEEE	Ern up to EET Total	N	10	2	
WC_CLEEE	Ern up to EET C/fwd	N	10	2	

Table : WSQDDT		Table Description : SSP QDs Prof Details				
Field Name	Description	Type	Length	DPs	Further information	
WO_CODE	SSP QD Pattern Code	C	10	0	Code for this SSP qualifying days pattern profile header (i.e. the link to this record's parent).	
WO_SSPQDSU	SSP QD Ind Sun	L	1	0	SSP Qualifying Day Pattern Indicator for Sunday (for this week of the qualifying days pattern profile)	
WO_SSPQDMO	SSP QD Ind Mon	L	1	0	SSP Qualifying Day Pattern Indicator for Monday (for this week of the qualifying days pattern profile)	
WO_SSPQDTU	SSP QD Ind Tue	L	1	0	SSP Qualifying Day Pattern Indicator for Tuesday (for this week of the qualifying days pattern profile)	
WO_SSPQDWE	SSP QD Ind Wed	L	1	0	SSP Qualifying Day Pattern Indicator for Wednesday (for this week of the qualifying days pattern profile)	
WO_SSPQDTH	SSP QD Ind Thu	L	1	0	SSP Qualifying Day Pattern Indicator for Thursday (for this week of the qualifying days pattern profile)	
WO_SSPQDFR	SSP QD Ind Fri	L	1	0	SSP Qualifying Day Pattern Indicator for Friday (for this week of the qualifying days pattern profile)	
WO_SSPQDSA	SSP QD Ind Sat	L	1	0	SSP Qualifying Day Pattern Indicator for Saturday (for this week of the qualifying days pattern profile)	
WO_QDAYS	Qualifying Days	N	1	0	Number of SSP Qualifying Days (within this week of the qualifying days pattern profile)	
WO_WEEKNO	Week Number	N	3	0	Week Number (i.e. position of this week within the qualifying days pattern profile)	
SQ_CRDATE	Creation Date	D	8	0	Creation Date	
SQ_CRTIME	Creation Time	C	8	0	Creation Time	
SQ_CRUSER	Creation User	C	8	0	Creation User	
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date	
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time	
SQ_AMUSER	Amendment User	C	8	0	Amendment User	
ID	Unique ID	N	10	0		
					<i>Default Value :</i> NEWID(ALIAS())	

Table : WSQDHR		Table Description : SSP QDs Prof Header				
Field Name	Description	Type	Length	DPs	Further information	
WJ_CODE	SSP QD Pattern Code	C	10	0	Code for this SSP qualifying days pattern profile.	
WJ_DESC	SSP QD Pattern Desc	C	40	0	Description for this SSP qualifying days pattern profile.	
WJ_MEMO	SSP QD Pattern Memo	M	10	0	Memo for this SSP qualifying days pattern profile.	
SQ_CRDATE	Creation Date	D	8	0	Creation Date	
SQ_CRTIME	Creation Time	C	8	0	Creation Time	
SQ_CRUSER	Creation User	C	8	0	Creation User	
SQ_AMDATE	Amendment Date	D	8	0	Amendment Date	
SQ_AMTIME	Amendment Time	C	8	0	Amendment Time	
SQ_AMUSER	Amendment User	C	8	0	Amendment User	
ID	Unique ID	N	10	0		
					<i>Default Value :</i> NEWID(ALIAS())	
WJ_STARTDT	Profile start date	D	8	0		

Table : WSSMP		Table Description : SSP/SMP Parameters				
Field Name	Description	Type	Length	DPs	Further information	
WM_NUMBER	Table Number	N	2	0	NI/PAYE/SSP/SMP Table Number this record is associated with	
WM_WAITDYS	Max SSP Wait. Days	N	2	0	Maximum number of SSP waiting days	
WM_PIW DYS	SSP PIW Days	N	2	0	Number of days required to form a PIW	
WM_PIW LINK	SSP PIW Link Days	N	3	0	Maximum number of days for a PIW to link.	
WM_MAXSPWK	Max SSP Wks Paybl.	N	3	0	Maximum number of weeks SSP that can be paid	

WM_WARNSSP	SSP Warning Weeks	N	3	0	Number of weeks at which to warn that the max. number of weeks SSP payable is approaching.
WM_MAXPIW	Max PIW Years	N	2	0	Maximum number of years that PIWs can link for
WM_SSPRECP	SSP Recov. Perc.	N	5	2	SSP recovery percentage rate
WM_QD1FR	SSP QD 1 Fraction	N	5	3	Decimal fraction that represents qualifying days of 1
				<i>Default Value :</i>	1
WM_QD2FR	SSP QD 2 Fraction	N	5	3	Decimal fraction that represents qualifying days of 2
				<i>Default Value :</i>	0.5
WM_QD3FR	SSP QD 3 Fraction	N	5	3	Decimal fraction that represents qualifying days of 3
				<i>Default Value :</i>	0.334
WM_QD4FR	SSP QD 4 Fraction	N	5	3	Decimal fraction that represents qualifying days of 4
				<i>Default Value :</i>	0.25
WM_QD5FR	SSP QD 5 Fraction	N	5	3	Decimal fraction that represents qualifying days of 5
				<i>Default Value :</i>	0.2
WM_QD6FR	SSP QD 6 Fraction	N	5	3	Decimal fraction that represents qualifying days of 6
				<i>Default Value :</i>	0.167
WM_QD7FR	SSP QD 7 Fraction	N	5	3	Decimal fraction that represents qualifying days of 7
				<i>Default Value :</i>	0.143
WM_HIGHPER	SMP Higher Rate	N	5	2	SMP higher percentage rate
WM_LOWAMT	SMP Lower Rate	N	6	2	SMP lower rate amount
WM_HIGHWKS	SMP Higher Weeks	N	2	0	Number of weeks that the higher rate of SMP applies for.
WM_LOWWKS	SMP Lower Weeks	N	2	0	Number of weeks that the lower rate of SMP applies for.
WM_REGRPER	SMP Reg. Rec. Rate	N	6	2	SMP reclaim percentage rate for regular (i.e. not small) employers.
WM_REGCPER	SMP Reg. Comp. Rate	N	5	2	SMP NIC compensation percentage rate for regular (i.e. not small) employers.
WM_SERRPER	SMP SER Recl. Rate	N	6	2	SMP reclaim percentage rate for small employers relief (SER)
WM_SERCPER	SMP SER Comp. Rate	N	5	2	SMP NIC compensation percentage rate for small employers relief.
WM_MPPWKS	SMP MPP Weeks	N	2	0	SMP - number of weeks the maternity pay period (MPP) applies for.
WM_MPSTWKS	SMP MPP Start Weeks	N	2	0	SMP - number of weeks the maternity pay period can start at the earliest.
WM_MEDWKS	SMP Medical Weeks	N	2	0	SMP - number of weeks that medical evidence can be accepted at the earliest.
WM_QUALWKS	SMP Qualifying Weeks	N	2	0	SMP - number of weeks the qualifying week applies from.
WM_CONTWKS	SMP Cont. Employ Wks	N	2	0	SMP - number of weeks for continuous employment.
WM_PENDWKS	SMP Preg. End Wks	N	2	0	SMP - number of weeks for pregnancy end.
WM_PILLWKS	SMP Preg. Illn. Wks	N	2	0	SMP - number of weeks for pregnancy related illness.
WM_NTIFYDYS	SMP Notify Days	N	3	0	SMP - number of days employee must give notification by.
WM_RPSMP	SMP Relevant Period	N	2	0	SMP Relevant Period
WM_RPSSP	SSP Relevant Period	N	2	0	SSP Relevant Period
WM_MINVAL	Underpin SMP rate	L	1	0	Minimum rate of SSP applies
WM_MPPST	Any Day MPP Start	L	1	0	Indicates whether the MPP can start on day (for certain circumstances, e.g. early birth).
WM_SPPHIGH	Higher Rate for SPP	N	5	2	Higher earnings rate for SPP
WM_SPPLOW	Lower Rate for SPP	N	6	2	Lower earnings rate for SPP
WM_SPPWKS	PPP Maximum Weeks	N	2	0	SPP - Maximum number of weeks paternity pay period applies for
WM_SPPLDYS	SPP Leave Limit in Days	N	3	0	SPP - Limit, in days, within which leave must be taken

WM_SPPNDYS	SPP Days Notification	N	3	0	SPP - number of days notification employee must give
WM_SAPHIGH	Higher Rate for SAP	N	5	2	
WM_SAPLOW	Lower Rate for SAP	N	6	2	
WM_SAPWKS	APP Maximum Weeks	N	2	0	
WM_APSTWKS	SAP APP Start Wks	N	2	0	
WM_ASPHIGH	Higher Rate for ASPP	N	5	2	ASPP Earnings Related % Rate. <i>Default Value : 0</i>
WM_ASPLOW	Lower Rate for ASPP	N	6	2	ASPP Standard Rate. <i>Default Value : 0</i>
WM_ASPWKS	APP Maximum Weeks	N	2	0	Weeks for APPP <i>Default Value : 0</i>
WM_ASPSWKS	ASPP Start Wks	N	2	0	ASPP Start Wks <i>Default Value : 0</i>
WM_ASPMWKS	APL Min. Weeks	N	2	0	APL Min. Weeks <i>Default Value : 0</i>
WM_ASPNDYS	ASPP Days Notification	N	3	0	ASPP Days Notification <i>Default Value : 0</i>

Table : **WSSPT** Table Description : **SSP Tables**

Field Name	Description	Type	Length	DPs	Further information
WS_NUMBER	SSP Number	N	2	0	SSP table entry number
WS_SSPRT	SSP Rate	N	10	2	Weekly SSP pay rate
WS_SSPRG	SSP Range	N	10	2	Weekly SSP pay range

Table : **WTRAN** Table Description : **Transactions**

Field Name	Description	Type	Length	DPs	Further information
WR_REF	Employee Reference	C	8	0	Employee reference
WR_TRNCDE	Code	C	4	0	Payment/deduction code
WR_PERMVAL	Perm. Value	N	10	2	Permanent value
WR_TEMPVAL	Temp. Value	N	10	2	Temporary value
WR_UNITS	Units	N	10	2	Units
WR_RATE	Rate	N	10	4	Rate
WR_PAYVAL	TP Value	N	10	2	Value for the pay period
WR_BALTD	TD Balance	N	10	2	Cumulative balance up to the last pay period
WR_BALTDTP	TDTP Balance	N	10	2	Cumulative balance up to and including the currentpay period
WR_PERPRM	Perc.Flag	C	1	0	Flag to indicate if the % calculation is to be used
WR_PERTMP	Temp.Zero.Flag	C	1	0	Flag to indicate if a temporary value of zero is to be used in the current pay period
WR_GROUP	Group Code	C	1	0	Group Code
WR_TCORIDE	Tax Credit Override	L	1	0	
WR_PROJECT	Nominal Project	C	8	0	
WR_JOB	Nominal Department	C	8	0	
WR_TAXYEAR	Tax Year	C	4	0	Tax Year
WR_PAYPRD	Period	C	2	0	Period
WR_PAYFRQ	Pay Frequency	C	1	0	Pay Frequency
WR_PAYDTE	Actual Payment Date	D	8	0	Actual Payment Date

Table : **WVIEW** Table Description : **Payroll Views**

Field Name	Description	Type	Length	DPs	Further information
WV_CODE	View Code	C	3	0	
WV_NAME	View Name	C	30	0	
WV_SYSVIEW	System View	L	1	0	
WV_LVL1	Level 1 View	C	20	0	
WV_LVL2	Level 2 View	C	20	0	
WV_LVL3	Level 3 View	C	20	0	
WV_LVL4	Level 4 View	C	20	0	
WV_LVL5	Level 5 View	C	20	0	
WV_LVL6	Level 6 View	C	20	0	
WV_DEFAULT	Default View	L	1	0	

Accreditation Training Courseware

Other Guides and Help

The following user documents are also provided with the respective software. Guides are available from various sources including Answerlink, the Opera 3 CD and from the Opera 3 Client installation's main folder, normally *C:\Program Files\Pegasus\Client XXX\User documents (where XXX is either VFP or SQL)*. Some guides are also available from the Opera 3 Help menu or respective software Help menu.

Readme File

The Readme file is an HTML document. It contains late breaking news and any other release specific important information.

Note: This file can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Release Guide

When new versions are released such as Opera 3, they are normally accompanied by a Release Guide that contains information such as What's New in this Release, Release History, and Functional Differences between versions.

Note: This guide can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Installation Guide

The Installation Guide is provided to help you install the application in your chosen Windows environment. It contains technical information and advice to ensure the installation process is successful.

Demonstration Data Guide

This guide is provided to assist the use of the demonstration data and contains pertinent information that is not contained elsewhere in the product documentation. It is recommended that the Help be used at the same time.

Implementation Guide

The Implementation Guide provides a high-level view of an application such as Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.

System Requirements Guide

The System Requirements Guide details the minimum and recommended computer hardware and software requirements that are required to install and use software such as Opera 3 Enterprise and Opera 3 Enterprise SQL.

It also includes guidance on using Opera 3 Enterprise and Opera 3 Enterprise SQL in a Terminal Services environment run in Windows Server 2003 and Windows Server 2008 (32-bit & 64-bit).

Help

F1 Help provides details of all the functions available in the application.

Document Management & Executive Dashboards Guides

Installation Guides are available for both Document Management and Executive Dashboards. A user guide is also available for Executive Dashboards. Help for Document Management is in the Opera 3 Help.

Note: The guides are in the respective folders on the Opera 3 CD and can be accessed from the Opera 3 CD Installation Menu.
