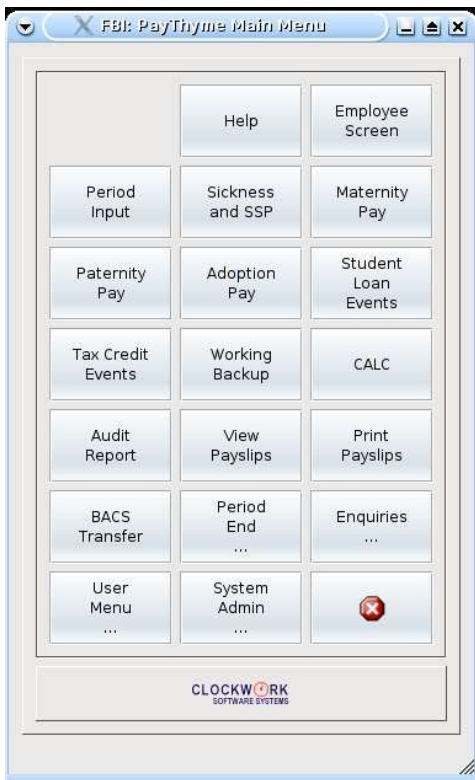


PayThyme

the new deal in payroll software

Much thought has gone into the layout of the PayThyme screens and menus, with end-users at our alpha and beta test sites playing an essential role in ensuring that what was a technically sound payroll also met their needs regarding layout and ease of use.



PayThyme Main Menu

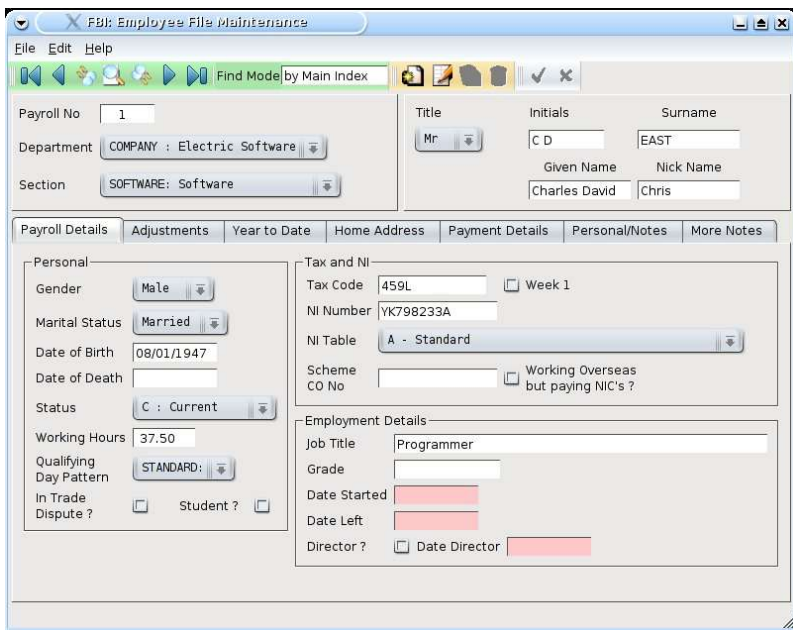
Having selected which PayThyme payroll you are going to run, the main menu is the first screen you see and every part of PayThyme is accessed through the options it offers.

The main menu is laid out in button-block style because that is what feedback from end-users told us they preferred, but if you would like it configured more traditionally, we can customise it for you.

Clicking on a menu option opens either a screen to enter, update and review data or to carry out an action appropriate to the function described on the button, or it opens a relevant sub-menu (options opening sub-menus are identified by three dots below the option name).

Everything you need to create, update and run your payroll on a day to day basis is accessed through the PayThyme Main Menu.

And when it comes to preparing, validating and then submitting your EoY returns online to HMRC, these essential functions are also accomplished via sub-menus of the Period End main menu option.



PayThyme Employee screen

This screen 'homes' all the basic mandatory payroll information for individual employees.

Amendments to the payroll such as pay increases or changes to pension amounts can be input in the Adjustments section.

As well as mandatory payroll information, the screen includes a facility to record non-mandatory information such as contact information for next of kin, a digital image of the employee etc.

www.paythyme.com

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Payroll No: 1
 Department: COMPANY: Electric Software
 Section: SOFTWARE: Software
 Title: Mr
 Initials: C D
 Surname: EAST
 Given Name: Charles David
 Nick Name: Chris

Year to Date

Pay		Statutory Deductions		Employer's Contributions	
Gross Pay	25200.00	Income Tax	4289.82	Nat Ins	2617.71
Gross Taxable	25200.00	Nat Insurance	2249.61	NI Rebate	0.00
Gross NI'able	25200.00	NI Rebate	0.00	Student Loan	0.00
Gross Pensionable	0.00	Student Loan	0.00		
Previous Employment		Statutory Additions		Pension	
Gross Taxable	0.00	SSP	0.00	Employee's Contribution	0.00
Tax Paid	0.00	SMP	0.00	AVC's	0.00
		SPP	0.00	Employer's Contribution	0.00
		SAP	0.00		
		Tax Credits	0.00		

PayThyme Employee screen

The Year to Date tab of the Employee screen allows the input of employee P45 pay and tax data from previous employment.

This section displays all YTD figures for an employee including gross pay figures, tax and NI, together with other statutory additions, deductions and pension contributions from both employee and employer.

Employee No: 8
 NI Number: JR1308178
 Start Date: 01/07/2004
 Stop Date:
 Event: CONTRARY
 Name: Mary Mary

Student Loan Notification Event

Student Loan repayments are one of the statutory deductions that appear automatically in the YTD section of the employee screen.

Clicking the Student Loans main menu option displays this screen and an event, once created, is automatically included in all pay calculations in accordance with the rules laid down by HMRC.

EMPLOYEE: 1 Charles David EAST
 Dept: COMPANY 66 Broad Street
 Headless Cross

Date	Payment Method	Nat.ins.No.	Tax Cd	Per	Gross Pay	Deductions	Tax Free Pay	NET PAY	
31/3/2005		K798233A	A	459L	12	2100.00	545.09	1554.91	
Gross Pay T/D		Tax Paid T/D		Employers NI T/D		Employees NI T/D		S.S.P. T/D	Co.Pension T/D
27300.00		4647.36		2835.95		2437.16		0.00	0.00

ADDITIONS				DEDUCTIONS	
Description	Quantity	Unit	Rate	Amount	Amount
Salary				2100.00	
					Nat.ins. 187.55
					Tax deducted 357.54

Payslip Viewer

After you have run a payroll for any given payroll period this option lets you review individual payslips before printing them.

If any anomalies are identified the payroll can be re-run either for a specific employee, for a range of employees or for all employees.

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Dept	Employee	First Name	Surname	Start Date	Return Date	Current	Amount Paid
COMPANY 000002	Una Georgina	MARTIN	UNA	2004_07_15	2004_07_19	0.00	0.00
COMPANY 000002	Una Georgina	MARTIN	UNA	2005_01_06	2005_01_13	0.00	26.46
COMPANY 000003	James Ransom	EWING	JAMES	2005_02_07	2005_02_08	0.00	0.00
COMPANY 000005	Bernadette	WOO	BERNADETTE	2005_02_16	2005_02_22	0.00	0.00
COMPANY 000008	Mary Mary	CONTRARY	MARY	2005_01_18	2005_01_19	0.00	0.00
COMPANY 000010	Alistar Frederic	GHUM	ALISTAR	2005_02_03	2005_02_04	0.00	0.00
COMPANY 000010	Alistar Frederic	GHUM	ALISTAR	2005_04_05	2005_04_06	0.00	0.00

View sickness record

If you use the PayThyme sickness recording facility (essential if you wish to reclaim SSP), this screen allows you to view sickness records for all employees, including the dates of the sickness event and amount of sick pay.

If you choose not to include SSP as a statutory pay adjustment, this facility is still useful for keeping detailed records of absences due to employee sickness.

The screen is accessed via the sub-menu of the Enquiries main menu option.

Employee Number: 1, Charles David, EAST
 Tax Year: 2003, Period: 1
 Status: U, Tax Code: 461L, W1/M1
 Pay Day: 30/04/2003, NI Table: A, Working Overseas and Paying NIC's?:
 Holiday Weeks: 0, Old NI Table: , SCON:

Current Period	To Date	Statutory Pay Recovery	NI Analysis
Gross Pay for period	1350.00	Student Loan Deduction	0.00
Gross Pay for Tax	1350.00	Employee's Pension Contribution	0.00
Gross Pensionable Pay	0.00	Employee's AVC	0.00
Gross Pay for NI	1350.00	Employer's Pension Contribution	0.00
Ee's NI Contributions	106.15	PAYE for Period	193.10
Er's NI Contribution	123.52	Tax Credit for Period	0.00
Ee's NI Rebate	0.00	Net Pay for Period	0.00
Er's NI Rebate	0.00	Rounding B/F	0.00
SSP Paid	0.00	Rounding C/F	0.00
SMP Paid	0.00	Actual Money Paid	0.00
SAP Paid	0.00		
SPP Paid	0.00		
SSP Paid			
SMP Paid			
SAP Paid			

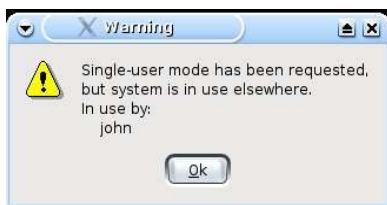
Employee P11 File Enquiry

This enquiry screen is populated automatically and updated as each payroll period calculation is processed. It is accessed via the sub-menu of the Enquiries main menu option.

All the information expected on a P11 is displayed and is available for individual pay periods and as cumulative figures.

There are full details of statutory pay recovery and an NI analysis.

Some users choose to use the current period information on this screen rather than use the payslip viewer.



Single-user mode identifies PayThyme activities where more than one user working on a record or function can affect data integrity. This warning is displayed automatically if a second user attempts to open a screen in which information can be input or amended. Access will be denied until the first user has saved any changes and closed the screen.

Users can also access a help guide from the Help main menu option if they are unsure about any aspects of PayThyme in particular or Payroll procedures in general. Help includes links to HMRC.

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