

Enhanced clarity for Payroll details

We've recently added some improvements to the way we display payroll information at the detail level. This improvement should make it easier for both payroll creators and checkers to identify where changes occur in the payroll run.

The following graphic is illustrative of the changes:

	Name	Salary	Variable Income	Allowances	Deductions BT	Deductions AT	Reimburse	W/H tax	Net Pay	
Admin										
<input type="checkbox"/>	41987 Park Hyung Seok LWOP	48,000.00	0.00	900.00	4,800.00	3,150.00	0.00	0.00	40,950.00	 
<input type="checkbox"/>	4559 Suzy Bae bank a/c change verified	40,000.00	0.00	100.00	0.00	750.00	0.00	727.35	38,622.65	 
<input type="checkbox"/>	1022 Troye Sivan (Toy)	100,000.00	0.00	300.00	0.00	5,750.00	0.00	8,950.36	85,599.64	 
Total		188,000.00	0.00	1,300.00	4,800.00	9,650.00	0.00	9,677.71	165,172.29	

click on picture to enlarge

On the LHS of the display next to the user name any changes occurring in the pay period that relate to:

- LWOP
- Change of employee's bank account (also shows verified or unverified)
- New Joiner
- Resigned or terminated staff
- If manual adjustments in tax or provident fund

On the RHS of the display, changes from the previous months are highlighted. Increases in values from the previous month show in Green. Reductions show in Blue. The threshold level for the display can be changed in settings. The default change value to show is 1,000 Baht.

We think these changes are important in that they now allow involved staff to more clearly view changes that have occurred in payrolls to allow better focus and checking. Let us know what you think.

We've also improved the communication of the approval process steps. With Totem Payroll, approval of payrolls can be a multi step process. For example, a typical scenario may be:

1. Preparer
2. Checker
3. 1st approver
4. 2nd Approver

These steps are created in settings, and then every step is identified and a record is kept of the involved staff with date and time and individual details. These become part of the auditable record. Once a sign off occurs at one level, the next person in the chain is notified by mail, with complete details showing of the process.

The graphic below is a sample of the mail sent to the next processor on the list when the current process is marked as completed.

Dear Krystian,

A payroll package entitled Payroll for everyone is pending your approval at <http://payroll.co.th/payroll/index.php>.

Details are contained in the PDF file attached with this mail.

Preparation and Approval process

Steps	Name	Result	Reviewed Date	Review Note
#1	Nok	prepared	17 Sep 2019 12:06	
#2	Nok	send for approval	17 Sep 2019 15:06	
#3	Kris	pending		
#4	Robert	waiting		

A few points:

- You will be able to approve or reject the payroll package. You cannot change the package, but if changes are necessary, a note can be made in the comment field, either on a line basis or for the package as a whole, and if rejected, the payroll preparer will receive a notice of your rejection and any comments you have made.
- If you are not the final approver, following your approval of the package, a notification will be sent to the next approver for action.
- If you are the final approver the package will be marked as approved and a notification returned to the payroll preparer for final processing.
- Full audit details of the preparation/approval process are kept by the system.

[review payroll](#)

click on picture to enlarge

When changes have been made to an employee bank account the change and the verification details are stored with the employee record. See below:

Salary & O/T	Income	Deductions	Provident Fund	Tax Deductions	Bank	SSO	Previous Employment
Bank:		TMB Bank Public Company Limited			Last change by Hyung Seok on 14 Sep 2019, 13:18		
Bank Account No:		877223445			Verified by Jammie Smith on 16 Sep 2019, 11:46		
Bank Branch No:		877					

click on picture to enlarge