



User Guide: Payroll

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1. Welcome to StaffSavvy

StaffSavvy is designed to streamline and automate many of the processes leading up to payroll. It may seem like extra work and effort at the start but it will make it easier & quicker day to day.

StaffSavvy has a lot of different functions from shifts to timesheets, training to online exams, digital contracts to performance reviews.

This quick guide focuses purely on exporting time entries for your payroll run and is designed to help get you up and running quickly. There are more options and features available than discussed here.

If you have any questions or problems, please contact StaffSavvy support who will be happy to help you with any problems as quickly as possible.

Email: support@staffsavvy.com

2. The Basics

2.1. Access Anywhere

So you can manage your shifts and wages on the go, StaffSavvy is designed to work on as many screen sizes and devices as possible. Due to the vast array of devices and screen sizes available, it's not always possible to offer every feature in every situation.

Some features are only available to large screens as they are very difficult to use on small monitors. Please ensure you have your browser window maximised when using the site on a desktop computer.

2.2. Glossary

Many of the key phrases on the site can be customised as needed to suit your workplace. Below is a list of the terms this guide will use and what they mean.

2.2.1. Staff Member

An individual account on the site. This grants the user access to their shifts, training, events and much more. Individuals can have different levels of access to the site (allowed to see/do different things) and also have access to one or more venues.

Common alternatives: crew, colleagues

2.2.2. Venues

These are single locations within your business group. They might be shops; coffee stalls, night clubs or nurseries. Each outlet's rota is managed separately. Staff have access to one or more venues; granting them access allows them to work at that venue. Staff also have a "home" venue which allows staff to be grouped into teams easily.

Common alternatives: outlets, departments, branches, locations, rooms

2.2.3. Teams

These are sub-groups of staff. They can combine different venues together. It is used for team building primarily; it does not affect rotas or any other part of the staff management.

Common alternatives: squad, group, troop, division

2.2.4. Roles

This is how staff are selected for certain shifts; a role comes with a requirement on the job the staff member will be performing for that shift. Different roles can also be paid different hourly rates.

A staff member can only work a shift if they have been assigned the same role. A duty manager shift can only be worked by a staff member that has been added to the Duty Manager role.

Common alternatives: skills, group, type

2.2.5. Levels

A level is the access a staff member has on the site. This dictates what they can see and what they can't on the site. Normally the levels of access mirror your internal levels of seniority within your workplace; staff, team leader, duty manager, venue manager, chief executive.

2.2.6. Wage sheets

A wage sheet is a finalised set of time entries that are ready to be paid or has been paid to the staff members. Wage sheets can contain time entries from one or many venues and can be created several different ways.

Once included in a wage sheet, time entries cannot be edited.

Wage sheets can refer to any time period and include time entries from any time period or date range.

3. Understanding Wage sheets

Wage sheets are a package of finalised and locked time entries. The time entries can be from one or multiple venues and contain different staff member's hours.

Once a wage sheet has been created, the attached time entries are locked and cannot be edited or removed.

The wage sheets can be downloaded in various formats and viewed for audit purposes. Staff are also able to view the time entries included in the wage sheets but they are not shown pay figures.

3.1. Wage sheet Context

To provide you with some background to how the wage sheets work, we will explain how the time entries are managed and how wages and pay element accounts are used.

Time entries are normally created when staff clock in and out for shifts. Each time entry has a start and end time. They might also have break records which are attached to the time entry. Any unpaid break periods will be deducted from the time entry when it is exported.

Time entries also contain a pay element level. A pay element is effectively a combination of the hourly rate plus accounting code to allocate the cost correctly.

Each pay element level is assigned to a pay element account. A pay element account is designed to allow reporting for each account and it is also used by some export formats to group hours together.

Depending on your export options, you will be requested for references, costs codes, pay rules etc on either the wage, the pay element account, the venue, the date of the shift and even each time entry itself. Further details are included in the [Downloading Wage sheet Data](#) section.

3.2. Creating Wage sheets

Wage sheets can be created "globally" using previously approved time entries or it can be created by selecting individual time entries and finalising them into a wage sheet.

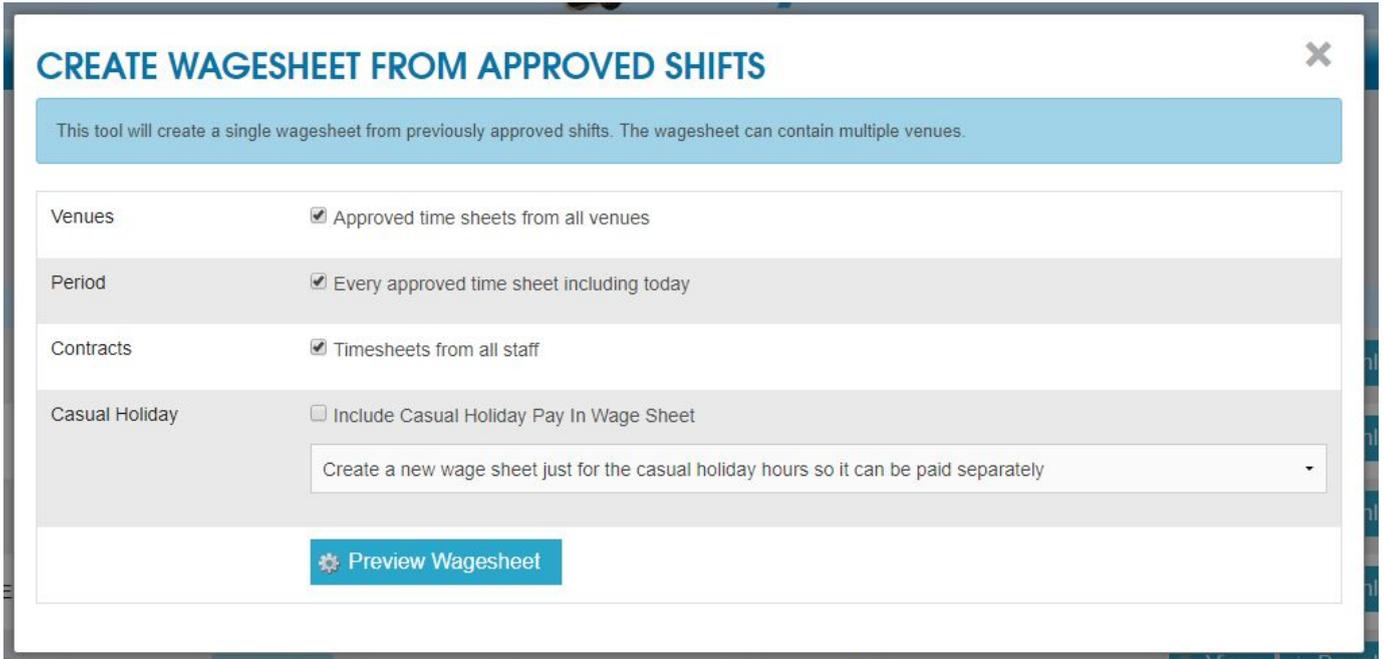
The global approach is perfect for day to day exporting of wages. The individual approach is perfect for creating a wage sheet for each venue or exporting a few additional time entries to address a problem.

3.2.1. Global Wage sheet

To create a wage sheet from previously approved time entries simple go to Pay > View Wage sheets in the menu.

On this page, you will see a list of all of your previous wage sheets (if there are any). On the right hand side, you will see the Create Wage sheet button.

When clicked, the button will display some options to filter which time entries you should include in your wage sheet. You can export certain venues, shifts worked up to a certain date (perfect to process a pay period that finished a few days ago) and also a contracts filter.



The contracts filter allows you to choose certain staff members to be included. This allows you to pay some staff weekly, some fortnightly and some monthly (or any combination).

The casual holiday option allows you to split automatic holiday pay into a different wage sheet. This allows the holiday pay to be kept back and paid on a different schedule. You can either create a new wage sheet or assign the holiday pay to another holiday wage sheet.

Note: This method of creating a wage sheet requires that all time entries have been reviewed and approved by the relevant manager. This is normally done using the daily shift review or process wages pages. Any shifts not approved to be paid will not be included but a warning message will be displayed.

Once you click the preview button, you will be shown a summary of all of the staff that will be paid and how many hours they will be paid for. This will also provide a summary of the total cost.

You can enter a caption on this popup that will be used on the list of wage sheets. Most people tend to use a week number or "Week Ending XX/XX/XXXX" so they can see the period it refers to.

4. Downloading Wage sheet Data

Note: Automatically emailing and Re-exporting data via email will be discontinued in StaffSavvy V4.4.X due to privacy concerns. Email notifications will be maintained but they will link to view/download the data directly from the StaffSavvy system.

The wage sheet data can be downloaded in multiple formats. Most of the export formats require configuration to ensure they produce the correct data to be used by third-party services such as Sage Payroll or Pegasus Opera. The export formats marked with a * below will only be enabled if you require this format. You can have multiple formats enabled; please speak to us if this is required

4.1. CSV

This format will produce a list of each staff member's name with the number of hours they are owed per wage. Each pay element will be listed on a different line so staff can appear in multiple rows. This is followed by the hourly rate in £ and the total hours in decimal minutes.

Rob abashekh	TOFS rate 1	7.05	5.82
Joy Ashurst	TOFS rate 1	7.05	11.87
Stephanie Ashurst	TOFS rate 1	7.05	5.03
Stephanie Ashurst	Ents rate 1	7.05	5.55
Michael atkin	TOFS rate 1	7.05	10.12
Sara Bailey	TOFS rate 1	7.05	4.95
Heather Brandum	Ents rate 1	7.05	3.8
James Burtally	Ents rate 3	7.35	7.03
Joseph Camps	TOFS rate 1	7.05	10.25
Alice carstairs	TOFS rate 1	7.05	6.77
Emma Carter	TOFS rate 1	7.05	11.1

4.2. Sage 50 Accounts File*

This file is formatted for use with Sage. The file includes your staff member's Employee number used in Sage followed by the Sage payment reference to use and the decimal hours and decimal hourly rate.

This format requires the Payment Reference to be set on the Wage's Account plus the employee's Sage reference being assigned.

Employee Reference	Payment Reference	Hours	Rate
3135	11	5.82	7.05
3157	11	11.87	7.05
3188	11	5.03	7.05
3188	21	5.55	7.05
3214	11	10.12	7.05
3225	11	4.95	7.05
3111	21	3.8	7.05
2856	23	7.03	7.35
3194	11	10.25	7.05
3120	11	6.77	7.05

4.3. Sage Payroll

We provide two different formats for Sage Payroll; both the official default format their documentation recommends and a custom format that can be used with a custom import template. This provides names of employees and removes their rate of pay so Sage Payroll will use the rates set on their account.

4.3.1. Sage Payroll File: Default Format*

This format is designed for Sage Payroll Column A is Sage Payroll employee reference, Column B is the pay element ID, column C is the decimal hours worked and column D is the hourly rate.

This format requires the employee's Sage Payroll reference being assigned. This can be done via the Control Staff page under Staff > Staff Settings.

You will also need to assign the payment reference (Pay Element ID) to each wage. This is configured under the Payroll / Journal Reconciliation section of each Pay Element.

Employee Reference	Payment Reference	Hours	Rate
3135	11	5.82	1.00

3157	13	11.87	2.00
3188	11	5.03	1.00
3188	14	5.55	2.00
3214	11	10.12	1.00
3225	11	4.95	1.00
3111	11	3.8	1.00
2856	11	7.03	1.00
3194	12	10.25	1.00
3120	14	6.77	1.00
3134	11	0	1.00

4.3.2. Sage Payroll File: With Names*

This format is designed for Sage Payroll. It is similar to the default format but provides an employee name and drops the rate of pay column. This format can be imported to Sage Payroll using a custom import template you create within Sage Payroll.

Column A is the employee name, column B is Sage Payroll employee reference, column C is the pay element ID and column D is the decimal hours worked.

This format requires the employee's Sage Payroll reference being assigned. This can be done via the Control Staff page under Staff > Staff Settings.

You will also need to assign the payment reference (Pay Element ID) to each wage. This is configured under the Payroll / Journal Reconciliation section of each Pay Element.

Name	Employee Reference	Payment Reference	Hours
James Andrew	3135	11	5.82
Andrea Franks	3157	13	11.87
John Hopkin	3188	11	5.03
James Edwards	3188	14	5.55
Stephanie Jones	3214	11	10.12

Tom Aindow	3225	11	4.95
Jennifer Jenkins	3111	11	3.8
Annabell Rice	2856	11	7.03
Thea Bolton	3194	12	10.25
Boris Hugo	3120	14	6.77
Peter Westwood	3134	11	0

4.3.3. Dealing with multiple rates per Sagepay Element ID

Sage Payroll badly handles multiple rates of pay per Pay Element Id. It will simply error or fail to import a second line for the same Sage Payroll Pay Element Id. This means that pay might be missed.

To resolve this issue, StaffSavvy will export just one line per SagePay Element Id. If there are multiple rates of pay for that Pay Element Id (e.g. the rate of pay changed mid-month), then the export will report the highest rate of pay.

We'll then also add an "adjustment" line to that staff member. This adjustment line will contain a negative number to adjust the gross pay back down to the correct level for the wage sheet.

The Sage Payroll Element Id that you want the system to use for this adjustment line must be set under the Global Settings for Sage Payroll.

4.4. Sage Payroll Bureau File*

This is a human readable format designed to support a format used by external Sage Payroll Bureaus. The format includes full names, employee numbers, departments and holiday hours. The format also allows for manual edits to be made in pre-set columns.

This format requires the Sage Payroll Rule to be set on the pay element plus the employee's Sage reference being assigned.

4.5. Midland iTrent Export File*

This format is designed to be used with Midland iTrent and supports the iTrent employee numbers, Element codes and cost codes.

This format requires the Element code to be set on the Wage, the default Cost Code set per Venue plus the employee's iTrent reference being assigned.

You can also decide on additional information and split the time entries per occupancy codes or employee references based on how your iTrent system is configured.

4.5.1. Export per_ref_no (one reference per staff member)

This is the default option. Every employee as a single employee reference that is assigned via Control Staff. This is used for all time entries)

4.5.2. Export occ_ref_no (one occupancy reference per staff member per venue)

This allows you to specify different occupancy references per staff member per venue. It allows you to assign the staff costs to different cost centres within iTrent. The default occupancy reference is still assigned via Control Staff but other occupancy references can then be assigned for each employee for each of the venues where they work. When this mode is enabled, an additional column is added to the Mange Venues page (under the employee’s profile page and click Actions menu to find this page).

Here you can then set the occupancy code per venue. If no code is provided then the system will use the employee’s default code set on the Control Staff page.

Staff Member	Home Venue	Access to Venue?	iTrent Occ Ref
Administration	<input type="radio"/>	<input checked="" type="checkbox"/>	Defaulted to: 482948
Community Wardens	<input type="radio"/>	<input checked="" type="checkbox"/>	29403912
Dylans Kitchen and Bar	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Defaulted to: 482948
Insight & Policy	<input type="radio"/>	<input checked="" type="checkbox"/>	345342324

4.5.3. Export reference per role (one reference per staff member per role)

This allows you to override the employee’s iTrent reference for particular roles so that they can be assigned to different cost centres in iTrent.

Cost codes can also be overwritten per day on Manage Shifts and on each time entry under Daily Shift Review or Unprocessed Wages.

4.6. StaffSavvy Simple One*

This format is designed to be the start of a manual process to provide hours to a third party. The export includes employee names, employee numbers, total pay, total hours and breakdowns of hours for holiday and sickness.

The export also breaks the hours per venue (not per venue export name but the actual venue name) and also per rate.

Total hours are shown along with a total cost per that rate.

Additional columns such as gratuity, additions and deductions can be edited/added outside of StaffSavvy.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Week Endi	Week No	Date Paid											
2	DD/MM/Y	XX	DD/MM/YYYY											
3	Name	Employee	Dept.	Contracte	Rate	Hours	Salary	Holiday	Gratuity	Additions	Sub-Total	Deductior	Total	Notes
4	James Bailey		Uno	Var	7.35	4.066667	29.89	0						
5	Jesica Bailey		Uno	Var	7.05	7.25	51.11	0						
6	Sam barnsdale		Uno	Var	7.05	5.05	35.6	0						
7	Peter Bollons		Uno	Var	7.05	14	98.7	0						
8	Charlotte Boyton		Uno	Var	7.05	5.95	41.95	0						
9	Charlotte Boyton		Uno	Var	7.35	11.51667	84.65	0						
10	Alice Brinkley		Uno	Var	7.05	5.716667	40.3	0						
11	Heather Bryant		Uno	Var	7.05	6.533333	46.06	0						
12	Anisha Burrows		Uno	Var	7.05	6.05	42.65	0						
13	Tara Connell		Uno	Var	7.05	5.75	40.54	0						
14	Jack Dart		Uno	Var	7.05	6.733333	47.47	0						
15	Joseph Forni		Uno	Var	7.05	8.866667	62.51	0						
16	Alice Garvie		Uno	Var	7.05	5.183333	36.54	0						
17	Johnny Gerrard		Uno	Var	7.05	11.1	78.26	0						
18	Emmeline Gibson		Uno	Var	7.05	5.183333	36.54	0						

4.7. Pegasus Opera 3*

This format is designed to create the standard import format used by Pegasus Opera 3.

To create the format, the system needs to know the Transaction Code on each pay element. Set this under the Pay > Pay Settings > Pay Elements. Any pay rates with the same Transaction Codes will be merged together in the exported file.

Each employee will also need their Opera Employee Reference number. Set this under Staff > Staff Settings > Control Staff.

4.8. Exchequer Journal*

Contents and details to be confirmed following approval of this format.

4.9. ADP Freedom*

This format works with the ADP Freedom software. It allows for a staff employee reference, cost centre code and earn code to be assigned.

The format also includes GL BUS Code but this will use the cost centre code.

Employee_c ode	EARN_CODE	EE_EARN_A MT	EE_EARN_QT Y	EE_EARN_RA TE	COST_CENTR E_CODE	GL_BUS_CO DE	TRANS_DATE
-------------------	-----------	-----------------	-----------------	------------------	----------------------	-----------------	------------

625833	TEAM		1		ENTS	ENTS	23/01/2017
485932	TEAM		1		ENTS	ENTS	06/02/2017
484932	TEAM		1		ENTS	ENTS	13/02/2017
484932	TEAM		1.42		SHOP	SHOP	15/02/2017
284921	FINANCE		3		OFFICE	OFFICE	15/02/2017
222374	ENTS		8.25		ENTS	ENTS	15/02/2017

4.10. Miracle*

This format works with the MircalePay NAV software. It allows for a staff employee reference, global dimension codes and job titles.

To configure this, you will need to assign each employee their Miracle reference under Staff > Staff Settings > Control staff.

Each venue will then need to have it's Miracle Global Dimension 1 Code assigned. Go to System > Venues > Control Venues and set the dimension 1 code as needed.

Finally the details about each pay element account needs to be set. Go to Wages > Wage Settings > pay element Accounts. Set both the Miracle Global Dimension 2 Code and the Miracle Column Title. The column title is used to determine which columns should be added to the Miracle export format.

4.11. Carval*

This format works with the Carval HR software and provides the correct payroll numbers and cost centres to export the data in an importable format.

All staff need their Carval employee references set. Do this under Staff > Staff Settings > Control Staff. You should then see a column for each staff member's Carval Employee reference. Every staff member just needs to have their reference added.

The Carval cost centres are the codes used to link the hourly rates of pay to the department. These are managed via pay element Accounts (Wages > Wage Settings > pay element Accounts). You'll need a pay element account for each Carval cost centre.

4.12. Raw Data including shift breakdown

This format will export every time entry for each employee within the wage sheet. It will include an employee number, their names, a name per venue, date worked, start and end times, hours, hourly rate and gross pay.

OCCUPANCY REF	FIRST NAME	LAST NAME	VENUE	WORK ORDER	DATE	START	END	HOURS	WAGE	VALUE
	Rob	abashekh	Old Fire Station		2017-04-06	21:45	03:35	5.82	7.05	41.01
	Joy	Ashurst	Old Fire Station		2017-04-06	20:30	03:45	6.75	7.05	47.59
	Joy	Ashurst	Old Fire Station		2017-04-07	22:32	03:38	5.12	7.05	36.07
	Stephanie	Ashurst	Old Fire Station		2017-04-07	22:30	03:32	5.03	7.05	35.49
	Stephanie	Ashurst	Old Fire Station		2017-04-06	22:00	03:32	5.55	7.05	39.13
	Michael	atkin	Old Fire Station		2017-04-06	22:30	03:34	5.07	7.05	35.72
	Michael	atkin	Old Fire Station		2017-04-07	22:30	03:33	5.05	7.05	35.6
	Sara	Bailey	Old Fire Station		2017-04-07	22:32	03:29	4.95	7.05	34.9
	Heather	Brandum	Old Fire Station		2017-04-07	20:30	00:18	3.8	7.05	26.79

4.13. Excel Export Format 1

Note: This format can be enabled and renamed under Global Settings.

Excel Format 1 is designed to provide a summary of all time entries to be transcribed to another system. It will also highlight staff on permanent and casual contracts.

Hours are shown as a total number of hours that includes holiday and sick pay. The notes column provides a breakdown of holiday and sick page hours.

Yellow rows denotes staff on casual contracts, white rows are everyone else.

	A	B	C
1	WE 3.4.17		Weekly
2	Only showing entries from 26/03/2017		Monthly
3	Staff	Hours after breaks	Comments
4	James Bailey	4.07	
5	Jesica Bailey	7.25	
6	Sam barnsdale	5.05	
7	Peter Bollons	14	
8	Charlotte Boyton	17.47	
9	Alice Brinkley	5.72	
10	Heather Bryant	6.53	
11	Anisha Burrows	6.05	
12	Tara Connell	5.75	
13	Jack Dart	6.73	
14	Joseph Forni	8.87	
15	Alice Garvie	5.18	
16	Johnny Gerrard	11.1	
17	Emmeline Gibson	5.18	
18	Millicent Gibson	4.98	
19	Charlie Gilfoy	4.63	
20	Harry Grafton	8.32	

4.14. Excel Export Format 2

Note: This format can be enabled and renamed under Global Settings.

Excel Format 2 provides a breakdown of hours per staff member per venue export name. It allows total costs (not hours) to be seen per cost centre and provides breakdown of working, holiday and sickness costs.

The Venue Export Name is set under each venue and hours from venues with the same export name will be combined. This allows you to create your own cost centres covering one or more venues and have this export display them separately.

Each staff member will be listed with the venue export name and the total costs. If the staff member has worked in multiple venues that have multiple export names then they will be listed several times. If the venues all share the same export name then only one line will be shown.

	A	B	C	D	E
1	WE 3.4.17				
2	Staff	Rate	Hours after breaks	Holiday hours	Sickness hours
3	James Bailey	7.35	4.07	0	0
4	Jesica Bailey	7.05	7.25	0	0
5	Sam barnsdale	7.05	5.05	0	0
6	Peter Bollons	7.05	14	0	0
7	Charlotte Boyton	7.05	5.95	0	0
8	Charlotte Boyton	7.35	11.52	0	0
9	Alice Brinkley	7.05	5.72	0	0
10	Heather Bryant	7.05	6.53	0	0
11	Anisha Burrows	7.05	6.05	0	0
12	Tara Connell	7.05	5.75	0	0
13	Jack Dart	7.05	6.73	0	0
14	Joseph Forni	7.05	8.87	0	0
15	Alice Garvie	7.05	5.18	0	0
16	Johnny Gerrard	7.05	11.1	0	0
17	Emmeline Gibson	7.05	5.18	0	0
18	Millicent Gibson	7.05	4.98	0	0
19	Charlie Gilfoy	7.05	4.63	0	0
20	Harry Grafton	7.05	8.32	0	0
21	Megan Green	7.05	3.02	0	0

4.15. Excel Export Format 3

Note: This format can be enabled and renamed under Global Settings.

Excel Format 3 is designed to provide a summary of all time entries to be transcribed to another system. It will also highlight staff on permanent and casual contracts.

Hours are shown as a total number of hours that includes holiday and sick pay. The notes column provides a breakdown of holiday and sick page hours.

	A	B	C	D	E
1	WE 3.4.17				
2	Staff	Venue Ref	Normal Pay (£)	Holiday Pay (£)	Sickness Pay (£)
3	James Bailey		29.89	0	0
4	Jesica Bailey		51.11	0	0
5	Sam barnsdale		35.6	0	0
6	Peter Bollons		98.7	0	0
7	Charlotte Boyton		126.6	0	0
8	Alice Brinkley		40.3	0	0
9	Heather Bryant		46.06	0	0
10	Anisha Burrows		42.65	0	0
11	Tara Connell		40.54	0	0
12	Jack Dart		47.47	0	0
13	Joseph Forni		62.51	0	0
14	Alice Garvie		36.54	0	0
15	Johnny Gerrard		78.26	0	0
16	Emmeline Gibson		36.54	0	0
17	Millicent Gibson		35.13	0	0
18	Charlie Gilfoy		32.67	0	0
19	Harry Grafton		58.63	0	0
20	Megan Green		21.27	0	0
21	Georgia Harding		33.84	0	0

4.16. Excel Export Format 4

Note: This format can be enabled and renamed under Global Settings.

Excel Format 4 is designed to provide a total cost per venue export name. This can then be used for journal entries.

	A	B
1	WE 3.4.17	
2	Venue Ref	Total Expenditure
3	VO	3343.17
4		
5		
6		

The total is provided as a cost in pounds (£) for each of the different venue export names.

Any venue with the same export names will be combined into a single line in this export.

This allows different cost centres to be created that might include several venues under one export name.

4.17. Excel Export Format 5

Note: This format can be enabled and renamed under Global Settings.

This format is designed to provide wage sheet information in a format for import. This format includes the Sage Reference from each employee, their full name, hours to be paid, rate of pay and cost code.

The cost code is taken from the venue where the work was completed. You can set this per venue as the “title for exports”.

Shifts with the same venue, rate of pay and employee will be combined together into one row. Staff who work multiple pages or for different rates of pay will be listed multiple times.

	A	B	C	D	E	F	G	H	I	J
1					WEEK ENDING:	WE 24.01.10				
2					PAY DAY:					
3					CHARGED TO:					
4					AUTHORISED SIG:					
5	Ref	Full Name		Grade	Hours Adjustment	Hourly Rate of Pay	Cost Code	Sick	Comments/Notes	
6		Nick	Bailey		31.9	5.8	XX			
7	1606	Jon	Barr		89.32	5.8	XX			
8		Robert	Barrow		45.92	5.8	XX			
9		Amy	Beasley		30.74	5.8	XX			
10		Ben	Bennett		49.92	6.95	XX			
11		Harry	Bennett		17.21	5.8	XX			
12	1580	Guillermo	bollons		73.08	5.8	XX			
13		David	brien		25.83	6.95	XX			
14		Terence	Burns		71.92	5.8	XX			
15	1604	Jessica	carstairs		28.81	5.8	XX			
16		Tammy	carstairs		36.83	5.8	XX			
17	1631	Nikki	Carter		35.77	5.8	XX			
18		rebecca	Carter		33.93	5.8	XX			

4.18. Excel Export Format 6

Note: This format can be enabled and renamed under Global Settings.

This format simply includes your employee reference number, names, normal pay as a total, holiday pay (if included), an empty advance pay for manual editing and a final gross pay column.

Payroll Number	Surname/Forename	Normal Pay (£)	Holiday Pay (£)	Advance Pay (£)	Gross Pay (£)
70	BAILEY / Nick	14.39	0	0	14.39
	BARR / Jon	0	0	0	0
0	BARROW / Robert	0	0	0	0
52	BEASLEY / Amy	6.79	0	0	6.79
14	BENNETT / Ben	0	0	0	0
15	BIGGS / David	18.82	0	0	18.82
30	BOLLONS / Guillermo	10.88	0	0	10.88
33	BRIEN / David	15.15	0	0	15.15
65	BRYANT / Simon	7.05	0	0	7.05
40	BURNS / Terence	7.3	0	0	7.3
83	CARSTAIRS / Tammy	19.93	0	0	19.93
53	CARTER / Madeleine	4.28	0	0	4.28
84	CARTER / Nikki	6.87	0	0	6.87
10	CLARKE / Clare	7.3	0	0	7.3

4.19. Excel Export Format 7

Note: This format can be enabled and renamed under Global Settings.

This format provides a raw export of rates and decimal hours for each employee. The column names for the rates and hours can be edited under the settings.

In addition, a notes column can be added and automatic notes applied for different contract types.

Each of the employee's rates of pay will be listed and the totals shown.

Payroll Number	Surname	First Name	Rate 1	Hours 1	Rate 2	Hours 2
70	BAILEY	NICK	1.23	11.7		
	BARR	JON	0	14.87		
66	LAAKSONEN	JONATHAN	1.23	5.72	1	5.53
0	BARROW	ROBERT	0	30.98		
52	BEASLEY	AMY	1.23	5.52		
14	BENNETT	BEN	1	0		
15	BIGGS	DAVID	1.23	15.3		
30	BOLLONS	GUILLERMO	1.23	8.85		
33	BRIEN	DAVID	1	15.15		
65	BRYANT	SIMON	1.23	5.73		
40	BURNS	TERENCE	1.23	5.93		
83	CARSTAIRS	TAMMY	1.23	16.2		
53	CARTER	MADELEINE	1.23	3.48		
84	CARTER	NIKKI	1.23	5.58		
10	CLARKE	CLARE	1.23	5.93		
6	COLLINS	CHRIS	1	7.5		
79	COOPER	SAMANTHA	1.23	12.12		
37	COWEN	JACK	1.23	2.75		

4.20. Excel Export Format 8

Note: This format can be enabled and renamed under Global Settings.

This format provides a raw export of rates and decimal hours for each employee. The column names for the rates and hours can be edited under the settings.

Each of the employee's rates of pay will be listed and the totals shown. The file will automatically adjust based on the rates that are included in the file. Only rates of pay that one of the staff members has been paid within that wage sheet will be included.

The file also includes a subtotal column, number of holiday hours and total holiday value. Finally, it also shows a total pay.

4.21. Excel Export Format 9

Note: This format can be enabled and renamed under Global Settings.

This format will provide a total number of hours per staff member including the rate of pay, total hours and a grand cost. Staff will have multiple lines if they have multiple rates of pay per wage sheet.

Reference	Staff	Rate	Hours after breaks	Row Total
230	James Bailey	7.35	422	3101.7
230	Jesica Bailey	7.05	528	3722.4
44	Sam barnsdale	7.05	403	2841.15
44	Sam barnsdale	7.35	407	2991.45

4.22. Excel Export Format 10

Note: This format can be enabled and renamed under Global Settings.

This format provides an export of all wage sheet costs grouped per venue, cost code 1 and cost code 2.

It is perfect to provide a total value of time sheet per cost code during the wage sheet.

WE 09.04.22			
Venue	Cost Code 1	Cost Code 2	Total Expenditure
Example 1			3840.57
Example 2			3840.57

4.23. Excel Export Format 11

Note: This format can be enabled and renamed under Global Settings.

This format creates an Excel file with the following columns:

- Reference
- First name
- Last name
- Date Worked
- Pay Element (special reference on each pay element)
- Hours (decimal)
- Event Cost Code (if provided)
- Venue (Using the Title for Exports)
- Custom Field (Ability to add a custom field to the export)

There will be a single row for each combination of staff, date worked, pay element, cost code and venue.

Reference Number	First Name	Last Name	Date Worked	Pay Element	Hours	Event Cost Code	Venue	[Custom Field]
10302310A	James	Bilal	2019-05-29	GRADE C	3		Uno	
10302310A	James	Bilal	2019-05-31	GRADE C	2.5		Uno	
0023AA	Amy	Chalakova	2019-05-28	GRADE C	3.25		Uno	
00013AM	Lara	Coull	2019-05-31	GRADE B U25	6.25		Uno	

5. Excel Export Format 12

Note: This format can be enabled and renamed under Global Settings.

This format is designed as a cross-charging report. It will produce a report showing hours worked per staff member outside of their home venue. This allows departments to cross-charge for staff hours.

This format creates an Excel file with the following columns:

- Reference for staff member
- Staff Member Name
- Home Venue
- Value of hours and pay items (in organisation's currency)

Reference	Name	Venue	Value
10302310A	James	Uno	301.00
10302310A	James	Uno	56.12
0023AA	Amy	Coffee	120.25
00013AM	Lara	Coffee	99.50

5.1. Excel Export Format 13

Note: This format can be enabled and renamed under Global Settings.

This format allows you to produce a report showing the “standard” hours for a staff member and a currency cost for any additional hours.

Once you've enabled the report, you will need to update the pay elements. Under the Payroll/Journal Reconciliation title, choose if that pay element will be exported as Hours or as Cash values.

Payroll / Journal Reconciliation

Account:

Sage Payroll Rule / Elements Code:

Export item as...:

Once set, this will tell the report format which pay items should be included in their regular hours or within the cash total.

This format creates an Excel file with the following columns:

- Staff Member's Name
- Month that the item was earned (YY-MM format)
- Home Venue
- Rate of Pay (for standard hours)
- Number of standard hours
- Cash Addition
- Authorised (one of the authorising staff members)

Note: if the staff member has multiple pay elements that are marked as per hours OR standard rate of pay changes then they will have multiple rows in the file (one for each rate of pay for standard hours). Cash total will only be displayed on the first row for that staff member and won't be repeated.

Name	Month	Venue	Rate of Pay	Hours	Cash Addition	Authorised
John Smith	21-02	Uno	10.00	50.25	25.00	James Smith
Adam Jones	21-02	Bilal	10.00	10.12	423.00	James Smith
Frank Clark	21-02	Coffee Hut	10.00	105.0	3.25	Anne Jones
James Bowen	21-02	Uno	15.00	80.50	60.75	James Smith

6. Combining Wage sheets

If you have created multiple wage sheets for any reason then you are able to combine them into a single file and export it in your preferred format.

Simply use the checkboxes on the View Wage sheet page to select the required wage sheets. Then use the “Combine Selected Wage sheets into Export” option under the Actions menu to download your preferred format.

The popup will confirm how many sheets are being combined and will allow you to choose the format.

7. Good To Know

7.1. Changes to employee numbers and wage details

Any updates made to staff records or to pay element references or pay element account references will be used when downloading any files. This allows you to correct any issues with staff employee numbers, cost codes etc as needed.

However, the hourly rate assigned to the shift at the point that the wage sheet was created is locked and this will be maintained. You can edit the hourly rate before the wage sheet is created by two methods:

1. Edit the hourly rate of pay under the Pay > Pay Settings > Pay Elements section and mark it as a correction rather than a new rate. The system will then back-date the rates of pay to match.
2. The other way is to edit the time entry and change the hourly rate to a different rate of pay. This will then update the rate per hour too.

Hourly rates of pay cannot be edited on a timesheet entry once it is in a wage sheet.

7.2. Changing the Hourly Rate

From time to time it is often necessary to change the hourly rate paid to employees. You can edit the hourly rates any time. When editing the hourly rate, you are able to set when this rate will take effect. This is stored with the rate so that all time entries will have the correct hourly rate assigned.

You can correct a problem with an hourly rate when editing the figure however this will only affect time entries using that hourly rate that have not been included in a wage sheet yet.

7.3. Staff View: My Time Entries & Pay

StaffSavvy allows staff to see the hours and shifts they were paid for within their account.

This allows staff to see a breakdown in terms of their skills and shifts so they can check it is correct.

It does not display total pay but may display hourly rates so staff can confirm this is correct.

MY WAGES			
WAGE PACKETS			
Date	Caption	Total Hrs	
20/03/17 Mon	WE 20/3/17	24.97	
13/03/17 Mon	WE 12.03.17	15.03	
07/03/17 Tue	W.E 7.3.17	28.78	
27/02/17 Mon	WE 26.02.17	12.93	
21/02/17 Tue	WE 21.02.17	28.08	
14/02/17 Tue	PROMO W.E 13.2.17	6.50	
13/02/17 Mon	W.E 13.2.17	16.28	
06/02/17 Mon	Promo 30/01-05/02	24.48	

SHIFTS			
Started	Finished	Hours Worked	
13/03/17 12:00PM	13/03/17 2:00PM	2.00	
14/03/17 12:00PM	14/03/17 2:00PM	2.00	
16/03/17 10:37AM	16/03/17 4:57PM	5.83	
16/03/17 9:10PM	17/03/17 1:27AM	4.28	
17/03/17 12:00PM	17/03/17 3:00PM	3.00	
18/03/17 8:30PM	19/03/17 4:51AM	7.85	

TOTALS			
Role	Type	Hours Paid	
Duty Managers Bar	Hours Worked	12.13	
Promotional Crew	Hours Worked	7.00	
Engine Room Cafe Crew	Hours Worked	5.83	
Grand Total	-	44.10	

Any issues can then be raised and resolved as soon as possible. This might be via a new wage sheet, adjusted hours in the next wage sheet or a manual adjustment in your payroll service.

If you have any feedback or require additional help then please contact us directly

support@staffsavvy.com