

**Ace Bean Counters
Payroll Form**

**Mail to Ace Bean Counters
PO Box 2584
Taren Point NSW 2229**

Fax to :- 02-9531-2060

Client Name :-

Employee Master Details

Title	<input type="text"/>	(Mr/Ms/Mrs/Rev/Dr)	COMPLETE
First Name	<input type="text"/>	Middle Initial <input type="text"/>	One Set Of Forms per Employee
Last Name	<input type="text"/>		
Home Phone	<input type="text"/>	Gender	<input type="text"/> (Male/ Female)
Date of Birth	<input type="text"/>	(dd/mm/yyyy)	

Address	<input type="text"/>		
Street 1	<input type="text"/>		
Street 2	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/> Post Code <input type="text"/>

Status	<input type="text"/>	P = Permanent PPT = Permanent Part Time C = Casual
Pay Period	<input type="text"/>	W = Weekly F = Fortnight M = Monthly B = Bi-Monthly
Award	<input type="text"/>	E.g. Manager, Secretary, Sheet metal worker
Department	<input type="text"/>	
Position	<input type="text"/>	
Date Started	<input type="text"/>	} dd/mm/yyyy
Date Casual	<input type="text"/>	
Date Part Time	<input type="text"/>	
Date Permanent	<input type="text"/>	

Tax File #	<input type="text"/>	Yes / No
Tax Scale Circle Scale	1 Tax Free Threshold not claimed	<input type="checkbox"/> Exclude Pays from Payroll Tax
	2 Tax Free Threshold claimed	<input type="checkbox"/> Exclude from payment summary
	3 Non Resident	<input type="checkbox"/> CDEP Funding
	4 Tax File # not provided	<input type="checkbox"/> HECS Debt
	5 Full exemption from Medicare	<input type="checkbox"/> SFSS Repayment
	6 Half exemption from Medicare	
	7 Not eligible for leave loading	
	8 TFN - Not provided non residents	
	9 Voluntary agreement - <input type="text"/> % Rate	
	10 Flat 15%	

Extra Tax	\$ <input type="text"/>
Less Tax	\$ <input type="text"/>

Client Name :-

Employee Master Details

Employee Name _____

Employee Number

Please complete 1 or more of the following where appropriate

Pay Period	In Hours	Pay rate per hour	
Weekly	<input style="width: 80px;" type="text"/>	Pay per week	E.g. \$15.7998 (to four decimals)
Fortnight	<input style="width: 80px;" type="text"/>	Pay per fortnight	
Monthly	<input style="width: 80px;" type="text"/>	Pay per month	
Bi-Monthly	<input style="width: 80px;" type="text"/>	Annual Salary	

Is a bonus paid Y/N	<input style="width: 80px;" type="text"/>	Payment Method	Mark by X
How often _____	Monthly , each quarter	Cash	<input style="width: 60px;" type="text"/>
		Cheque	<input style="width: 60px;" type="text"/>
		Bank	<input style="width: 60px;" type="text"/>

Allowances	\$	Tax (Y/N)		By Units	Super (Y/N)
Car Allowance	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>		<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
Mileage Allowance	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>		<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
Travel Allowance	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>		<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
Other Allowance 1	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>	Specify _____	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
Other Allowance 2	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>	Specify _____	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
Other Allowance 3	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>	Specify _____	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
Other Allowance 4	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>	Specify _____	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>

Deductions	\$	Before Tax (Y/N)		By Units
Union Dues	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>		<input style="width: 80px;" type="text"/>
Child Support	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>		<input style="width: 80px;" type="text"/>
Loans Repaid	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>		<input style="width: 80px;" type="text"/>
Other Deduction 1	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>	Specify _____	<input style="width: 80px;" type="text"/>
Other Deduction 2	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>	Specify _____	<input style="width: 80px;" type="text"/>
Other Deduction 3	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>	Specify _____	<input style="width: 80px;" type="text"/>
Other Deduction 4	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>	Specify _____	<input style="width: 80px;" type="text"/>

Superannuation Details

Superannuation Guarantee Charge			
Superannuation	Y N	SGC Rate	<input style="width: 80px;" type="text"/> %
Fund Name	_____		
Member #	_____		
Date joined	_____ dd/mm/yyyy		
Salary Sacrifice	Y N	Rate	<input style="width: 80px;" type="text"/> \$ / %
Fund Name	_____		
Member #	_____		
Date joined	_____ dd/mm/yyyy		

Employee Optional			
Superannuation	Y N	Rate	<input style="width: 80px;" type="text"/> \$ / %
Fund Name	_____		
Member #	_____		
Date joined	_____ dd/mm/yyyy		
Spouse	Y N	Rate	<input style="width: 80px;" type="text"/> \$ / %
Fund Name	_____		
Member #	_____		
Date joined	_____ dd/mm/yyyy		

Client Name :-

Employee Master Details

Employee Name _____

Employee Number

How do we deal with the net pay. This pay can be deposited into up to 4 bank accounts, have a cheque drawn and the remainder paid in cash.

Net Pay

Split	Bank	Branch	BSB	Account #	Amount	Type
Cash						
Cheque						
Bank 1						
Bank 2						
Bank 3						
Bank 4						

At least one of the above must be completed and the type shown as type R
 R stands for Remainder - i.e. That is the balance of the net pay is dealt with this line item

- Type**
- \$ - Number of dollars & cents applied
 - % - The per centum of the net pay to be applied
 - R - When all other items have been allocated this is what happens to the balance
- If one type only leave amount blank and type as R**

Leave Calculations

Leave values accrued as at point of taken on.

Annual Entitlements

	Weeks	Days	Hours
Annual	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Sick	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Long Service	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

	Weeks	Days	Hours
Annual	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Sick	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Long Service	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

Express hours as decimals

- 1 Hour 1.0000
- Half Hour 0.5000 Where necessary
- Quarter Hr 0.2500

Year to date Amounts

As at :- dd/mm/yyyy

	Hours	Amount		Units	Amount
Normal Pay	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	Allowances	Car Allowance	<input style="width: 80px;" type="text"/>
Overtime	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>		Mileage Allowance	<input style="width: 80px;" type="text"/>
OT Other	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>		Travel Allowance	<input style="width: 80px;" type="text"/>
Annual Leave	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>		Allow 1	<input style="width: 80px;" type="text"/>
Sick Leave	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>		Allow 2	<input style="width: 80px;" type="text"/>
Other	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	Deductions		<input style="width: 80px;" type="text"/>
Other	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>			<input style="width: 80px;" type="text"/>
Tax Paid		<input style="width: 80px;" type="text"/>			<input style="width: 80px;" type="text"/>
Net Pay		<input style="width: 80px;" type="text"/>			<input style="width: 80px;" type="text"/>