Key Concepts

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Area	Must Know
Day-to-Day vs Setup	**Day-to-day** operations are on the left-hand sidebar, and you will typically work top-down. Anything to do with *setup* is in the top navigation menu bar under **Setup**
Pay Definitions	All pay and deductions must be *defined* by the company before they can be applied to an employee; hence, the name **Pay Definition**. For example, to add *Bonus* pay items to employees, you will first need to create a *Bonus* Pay Definition for the company. Import will automatically create the typically needed Pay Definitions. For convenience, Pay Definitions are grouped by *payment*, *deduction*, etc.
Report Definitions	Any reports required must first be *defined* as **Report Definitions** for the company, for example, bank or pension reports. Report definitions are mostly used to generate data *from* the company. However, they can also bring data *into* the company, for example, tax codes, pension opt-out, starters or shifts. In this case, they are known as **Data Feed** Report Definitions. Report definitions run automatically, so unlike other systems, you will need to set them up *before* completing a pay run, not after! Import will automatically create the typically needed Report Definitions.
Finalisation	Live payslips and other documents are continuously available and marked as "draft" or in-progress before approval. As such, a finalisation step is not required. Optionally, you can make documents appear final by removing the draft marking. You can also hide "draft" or in-progress documents at any time so employees or clients don't see them before they are ready.

Area	Must Know
Approval	When a pay run is approved, all submissions are made automatically - for example, FPS, EPS, Pension and bookkeeping submissions. After approval, all documents lose their draft marking. Once everything has completed, the next pay run is automatically started.
Self-service	Clients and employees will access and generate their own documents using self-service. Employees can also update their details by self-service, which can be disabled if required.
paiyroll® Debbie	paiyroll® Debbie is our automated assistant who automates a large number of tasks: for example, auto-run director payrolls and tax codes.