

Widget Music Venue

EMPLOYEES SALARY CHANGES EMPLOYMENT CHANGES MOTOR EXPENSES CAPITAL EXPENDITURE PER EMPLOYEE BONUS PARTICIPATION AUTOMATIC EMPLOYMENT CHANGES

Salaries ADD ENTRY

Job Title	Start Month	Employees Number	Annual Salary
<input type="checkbox"/> Sales	1	3	£ 30,000
<input type="checkbox"/> Marketing	1	1	£ 21,000
<input type="checkbox"/> Manager	1	1	£ 50,000

Average Trip Cost Pension Scheme Member Hourly Pay Hours worked per Month

£ 0.000 Yes

£ 0.000 Yes

£ 0.000 Yes

TAX TABLE WHAT IF CALCULATE

Employees

Job Title Or Employee Name

Start Month

Number of Employees

Salary Type

Annual Salary

Business Trips Per Mth

Average Trip Cost

Pension Scheme Member

- 1 Select the "G & A Salaries" tab and
- 2 then select the "Employees" on the menu.
- 3 Select "Add Entry" which will display the employees data table.
- 4 Enter a Job Title or an Employee Name, job titles could represent individuals or groups of employees. For example this could be R&D (Research and Development) which can be a group of employees in that role.
- 5 Now enter the start month of the individual or group and
- 6 enter the number of employees for this position.
- 7 Select the salary type, our two options are either an annual salary or a hourly salary depending on how you would like to input salaries. Selecting an hourly salary will give you the option to input hours worked per month.
- 8 Enter the base salary and if applicable
- 9 enter the number of business trips per month for each employee in this group,
- 10 followed by the average trip cost.
- 11 Select "Yes" if an individual or if all the group of employees are pension scheme members.
- 12 Saves the entries.