

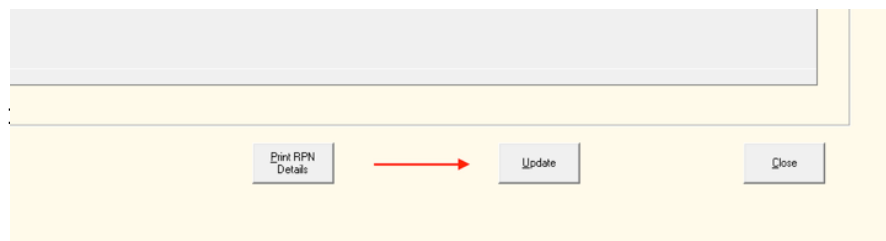
5 Step Guide on Completing your Payroll in Thesaurus Payroll Manager

Document for supporting you while the Forsa School secretaries and caretakers – strike action for pension parity is ongoing

Step 1:

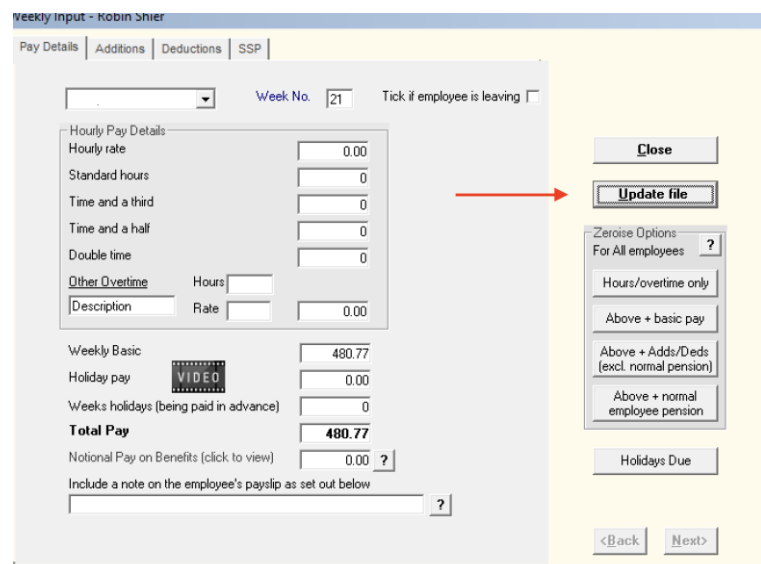
Click on icon 2 to request the RPN's

Once they have been retrieved ensure to click on the update button at the bottom of the screen.



Step 2:

Click on icon 3 to enter the employees pay details, once all pay is entered, please ensure to click on Update File

weekly input - Robin Shier

Pay Details | Additions | Deductions | SSP

Week No. 21 Tick if employee is leaving ☐


Hourly Pay Details

Hourly rate	0.00
Standard hours	0
Time and a third	0
Time and a half	0
Double time	0

Other Overtime

Hours	
Description	Rate
	0.00

Weekly Basic 480.77

Holiday pay  0.00

Weeks holidays (being paid in advance) 0

Total Pay 480.77

Notional Pay on Benefits (click to view) 0.00 ?

Include a note on the employee's payslip as set out below ?

Buttons: Close, Update file, Zeroise Options For All employees ?, Hours/overtime only, Above + basic pay, Above + Addns/Deds (excl. normal pension), Above + normal employee pension, Holidays Due, <Back, Next>

Step 3:

Click on icon 5 to update the payslips

5



Latest RPN imported

Date of file	02-09-2025
Date imported	02-09-2025

Last payroll update

Last week updated	20
Last pay date	16-05-2025

Details of this update

Week number	21
Pay date (ddmmYYYY)	28052025

Optional (for inclusion on payslip)

Period that is being paid - Week ended (ddmmYYYY)	
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Close

Update

Status: Idle...

Step 4:

Click on icon 6 which will now indicate that there is a submission outstanding and select prepare PSR first and then select submit PSR to Revenue.

6



Payroll Submission Request (PSR)

Pay Period: Week 21

PSR prepared and ready for submission

PSR Summary

PAYE	0.00
USC	6.15
PRSI	19.71
LPT	0.00
	25.86

View

Submit PSR to Revenue

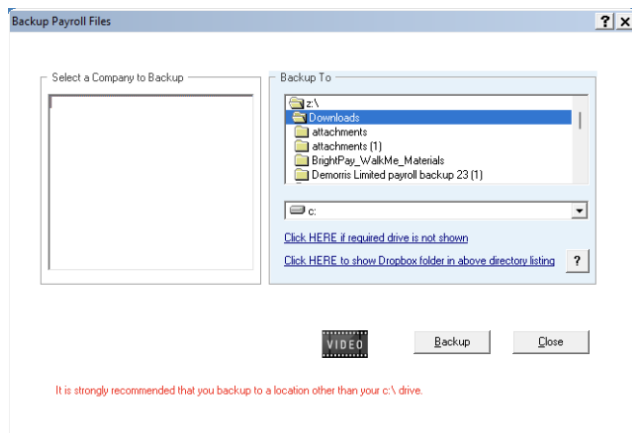
Response from Revenue

Close

It will then ask you do you want to view ERR submission for this period while the industrial action is taking place please click on No to this message and keep note of the week/month number to advise the secretary when they are back incase they need to make a submission for this upon their return

Step 5:

You will now be asked to perform a backup, please click on backup and save the file to the default location



You have now completed the payroll run.

Further information can be found from our online Support Documents:

<https://www.thesaurus.ie/docs/>