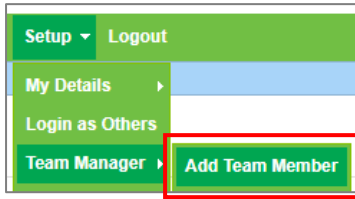
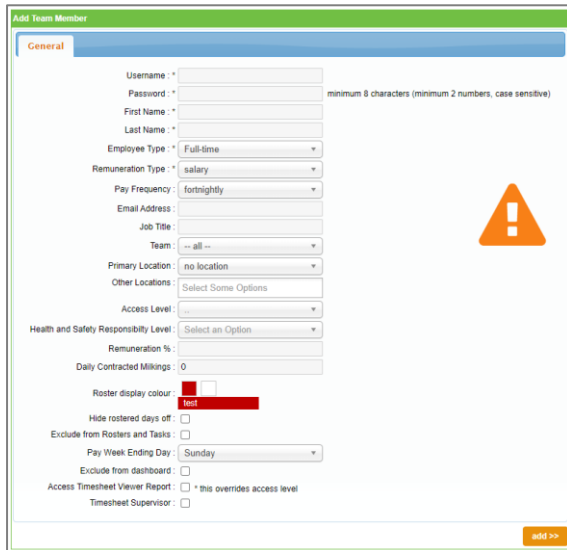


## ADD A TEAM MEMBER WHO IS PAID ON A PER UNIT/HOURLY RATE BASIS

1. Hover on *Setup*, hover on *Team Manager*, and click on *Add Team Member*:

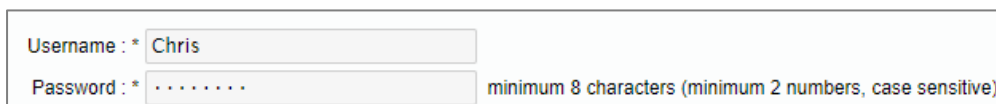


The following screen will appear:

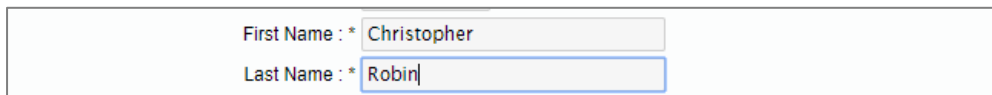


2. Enter a *Username* and *Password*:

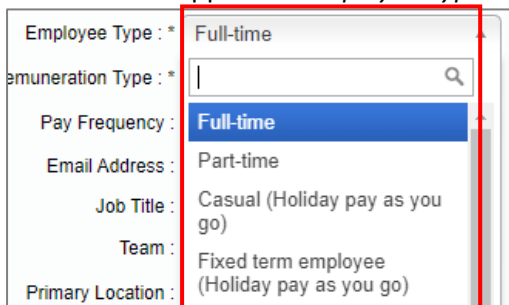
**NB: You cannot have the same username for more than one person, and you cannot have the username in the password. Follow the password instructions next to the Password box**



3. Enter a *First Name* and *Last Name*:



4. Select the applicable *Employee Type*:



5. Change the *Remuneration Type* to *per unit*:

Follow the applicable help document from here:

- [Add a Casual Team Member](#)
- [Add a Full-Time/Part-Time/Fixed Term Team Member on Wages](#)

***Please note, when you enter the hourly rate in the Employment Details tab, this is the rate the employee will be paid if they are paid on an hourly basis. If this is not defined, enter in the current minimum wage, and if the employee is receiving holiday pay as they go, enter their hourly rate as the minimum wage + 8%. The unit rate comes from the Activity Code. For help on this, please [click here](#).***