

ADDING EXTRA COMPULSORY STUDENT LOAN DEDUCTIONS

1. Hover on *Setup* and click on *Team Manager*:



2. Click on the applicable team member:

Теа	am Manager										Add Team I	Aember Le	ave Cal	lendar
Searce I	h ns (selected) v		Job Title		Access Level	v Team	I - v - al Status active v viewing records : 1 to	GO 6 of 6	ay Frequency - all	Employee Type		V Cocation		Ŧ
	Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Act	tions
	Elizabeth Green		Administrator		Liz			salary	fortnightly		Admin only	no location	8	O
	George Hamilton	Farm Manager	Farm Manager		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	 Walhou Farm 	3	O
	Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	 Kaireka Farm 	Ø	C

This will bring you to the following screen:

Ed	it Team Mem	ber							G	eorge Ham	ilton 🔹
٢	General	Employment Details	Pavroll	Leave	Pav	roll Audit	Notes	Reminders	User Files	Skills	Preferences
Ľ			· · ·								
		Username : *	George								
		Password : *				minimum 8 cl	haracters (mir	nimum 2 numbers, o	case sensitive)		
		First Name : *	George								
		Last Name : *	Hamilton								
		Employee Type : *	Full-time		Ŧ						
		Remuneration Type : *	salary		Ŧ						
		Email Address :	george@gmail.	com							
		Job Title :	Farm Manager								
		Team :	no team		Ŧ						
		Primary Location :	Waihou Farm		Ŧ						
		Other Locations :	Select Some C	ptions							
		Access Level :	Farm Manage	r	v						
	Health and	Safety Responsibility Level :	manager		Ŧ						
		Roster display colour :	test								
		Hide rostered days off :	1								
	Exclud	de from Rosters and Tasks :									
		Pay Week Ending Day :	Sunday		Ŧ						
		Exclude from dashboard :									
	Access	Timesheet Viewer Report :	* this overrid	es access lev	el						
		rimesneet Supervisor :									
											save >>
<u> </u>											

3. Click on the *Payroll* tab:

Team Member	_								George	Hamilton	_
General Employment	Detail	Payro	ll .eave	Payroll Audit	Notes	Reminders	User Files	Skills	Preferences		
	Auto	Pa Tax IRD Nu ocreate Pa Payslip C	yslips : <u>Report L</u> Code : M Imber : 123-456-1 yslips : (will t Option : Email	atest 789 ≫ created 0 days after I ◯ Print ® Email &	the end of the Print O No Er	e pay period) mail / Print					
Regular Payments											
Add regular payments this team	n member w	ill receive	each pay where th	he end date falls betwe	een from and to	0.					
f dates are left empty, payment	ls will be inc	luded inde	finitely.								
						F			and the form		+
Category	۰	Descript	tion	Amo	unt	FIOM	10		exclude from	Kiwisaver @	
Rent	•	Rent	tion	Amo \$ 2	unt 00.00	from	to		exclude from	Kiwisaver U	×
Category Rent	•	Rent	lion	Amo \$ 2	unt 00.00	from	to		exclude from	Kiwisaver G	×
Category Rent Regular Non-Taxable Al	¢ • lowances	Rent	lion	Amo \$ 2	unt 00.00	from	to		exclude from	Kiwisaver 🗸	×
Category Rent Regular Non-Taxable All Add regular non-taxable allowa	v lowances nces team r	Descript Rent member wi	lion Il receive each pa	S 2	unt 00.00 falls between fr	from and to.	to		exclude from	Kiwisaver 🔮	×
Category Rent Regular Non-Taxable All Add regular non-taxable allowa f dates are left empty, payment	v	Descript Rent member wi	llon Il receive each pa finitely.	Amo	unt 00.00 falls between fr	from from	to		exclude from	Kiwisaver 🖌	×
Category Rent Regular Non-Taxable All Add regular non-taxable allowa f dates are left empty, payment Category	Iowances nces team r is will be inc	Rent Rent nember wi	ll receive each pa finitely. escription	Amo	unt 00.00 falls between fr Amo	from from	From		To	RIMISAVER V	*
Category Rent Regular Non-Taxable All Add regular non-taxable allowa f dates are left empty, payment Category Wet Weather Cear	Cowances Iowances Inces team r Is will be inc	Rent Rent member with cluded inde	ll receive each pa finitely. escription Wet Weather Ce.	Amo	ant 00.00 falls between fr Amo \$ 14	from and to.	From from		exclude from		* *

4. Scroll down to the Other Deductions section:

Other Deductions							
Add Payslip deductions							
If dates are left empty, o	deduction	s will be included indefinitel	у.				
Category	•	Description	Total Amount	From	Amount Per Pay Period	Balance	+
	Regul	ar Child Support Payments					
		Regular Taxable Extra Pay :					
		Tax on Extra Pay					
Co	mpulsor	Student Loan Deductions	0	% From	to		
	Voluntar	Student Loan Deductions	\$ 0	from	to		

5. Find the Compulsory Student Loan Deductions field:

Other Deduction	ons						
Add Payslip deduct	ions oty, deductior	ns will be included indefinitely.					
Category	٥	Description	Total Amount	From	Amount Per Pay Period	Balance +	•
	Regul	ar Child Support Payments : Regular Taxable Extra Pay : Tax on Extra Pay :					
	Compulsor	y Student Loan Deductions :	0	% From	to		
	Voluntar	y Student Loan Deductions : \$	5 0	from	to		

6. Enter the percentage (generally 41.67%):

Other Deductions							
Add Payslip deductions If dates are left empty, dec	luction	s will be included indefinitely.					
Category	٥	Description	Total Amount	From	Amount Per Pay Period	Balance	+
Com	Regul: pulsory	ar Child Support Payments : Regular Taxable Extra Pay : Tax on Extra Pay : r Student Loan Deductions : \$ r Student Loan Deductions : \$	41.67 0	% From	to to		

7. Select the date the deduction is effective from:

NB: If you don't know the date the deduction goes until, don't worry about selecting the 'To' date, just remember to manually stop this deduction when you know it has finished. Also, ensure the date selected here falls in the applicable pay period, not the pay date.

Other Deductions							
Add Payslip deductions If dates are left empty, de	eductior	ns will be included indefinitely.					
Category	•	Description	Total Amount	From	Amount Per Pay Period	Balance	+
Cor	Regul npulsor /oluntar	ar Child Support Payments : Regular Taxable Extra Pay : Tax on Extra Pay : y Student Loan Deductions : S y Student Loan Deductions : S	41.67 0	% From At	ig 5 2019 o		

8. Click Save:

Other Deduct	tions							
Add Payslip dedu	ctions							
f dates are left er	npty, deduction	ns will be included indefinitely						
Category	0	Description	Total Amount	From	Amount Per	Pay Period	Balance	+
	Regula	ar Child Support Payments :						
		Regular Taxable Extra Pay :						
		Tax on Extra Pay :						
	Compulsory	y Student Loan Deductions :	41.67	% From /	Aug 5 2019	to		
	Voluntary	y Student Loan Deductions :	\$ 0	from		to		
Payroll Open	ing Balance	s						
This only needs to	be done once	when migrating from anothe	er payroll system during the	financial year.				
		Opening Balance Date :	Apr 01 2018	*				
		Opening YTD Payments :	0.00					
		Opening YTD Deductions :	0.00					