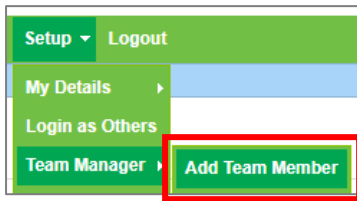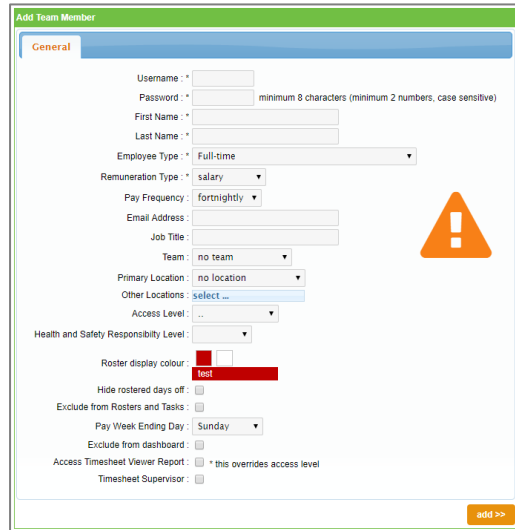# ADDING A CASUAL TEAM MEMBER

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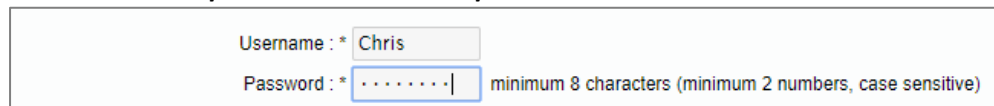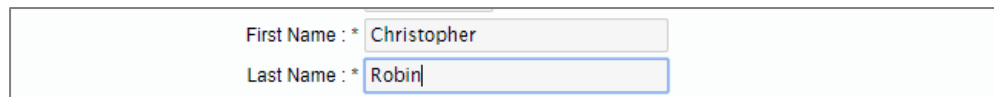

The following screen will appear:

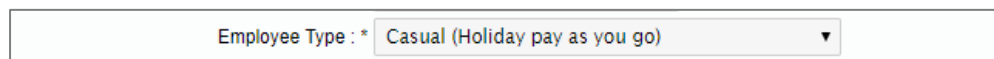2. Enter in a *Username* and *Password*:
NB: You cannot have the same username for more than one person, and you cannot have the username in the password. Follow the password instructions next to the Password box

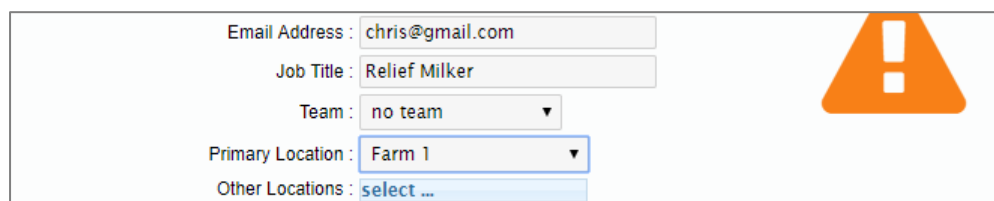3. Enter in a *First Name* and *Last Name*:

4. Change the *Employee Type* from *Full-Time* to *Casual (Holiday pay as you go):*

5. Change the *Remuneration Type* and *Pay Frequency* (if applicable):

6. Enter in an *Email Address*, *Job Title*, and *Location(s)* (if applicable):

7. Select an applicable *Access Level* i.e. *Relief Milker*:
NB: If an access level that you want isn't on your licence, please contact us and we can create it for you

Access Level : Relief Milker   ▼

8. If you have the Health & Safety module, select an applicable Health & Safety Responsibility Level i.e. *Worker*:

Health and Safety Responsibilty Level : worker   ▼

9. If the Casual is going to be on the Roster, select a *Roster display colour*. To do this:
NB: Skip this step if they will be excluded from the Roster

Roster display colour :   test

Click here to choose the text colour

Click here to choose the background colour

Clicking on either display colour boxes will bring up the following screen:

Theme Colors

Standard Colors

More Colors History
#ff99ff   #974806

To bring up more colours, click on the circled area below:

Theme Colors

Standard Colors

More Colors History
#ff99ff   #974806

This will bring up the following screen:

Less Colors History
#ff99ff   #7d7d7d

Select your desired colours.

10. Tick any of the following boxes if they apply:

11. Ensure the *Pay Week Ending Day* is correct:

12. Click *Add*:

The following tabs will appear:

13. Click on the *Employment Details* tab:

14. Enter the *IRD Number*, *Tax Code*, and *Bank Account Number* (if you have the Payroll module):

15. Enter an *Employee Code* (if applicable)

16. Enter in the *Start Date*:

17. Select the applicable KiwiSaver option:

18. If applicable, enter in the KiwiSaver Contributions:

19. If applicable, enter in the *KiwiSaver Opted Out Date*:

20. Enter in the *Actual Hourly Rate Paid*:

NB: This must include the 8% Holiday pay i.e. an hourly rate of $17.70 will be entered as $19.12

21. Change the *pay period start and end* dates (if applicable) by clicking on the calendar icons:

22. Click *Save*:

23. If you have the Payroll module, click on the *Payroll* tab:

NB: If you don't have the Payroll module, you have finished setting up your team member

24. Add in any *Regular Payments*, *Non-taxable Allowances*, and/or *Regular Deductions* by clicking on the plus icon:

Regular Payments

Add regular payments this team member will receive each pay where the end date falls between from and to.

If dates are left empty, payments will be included indefinitely.

category	⚙	description	amount	from	to	exclude from KiwiSaver ❓	+

Regular Non-Taxable Allowances

Add regular non-taxable allowances team member will receive each pay where the end date falls between from and to.

If dates are left empty, payments will be included indefinitely.

category	⚙	description	amount	from	to	+

Regular Deductions

Add regular deductions this team member will pay each pay where the end date falls between from and to.

If dates are left empty, deductions will be included indefinitely.

category	⚙	description	amount	from	to	+

25. Enter in *Child Support Payments* or extra *Student Loan Deductions* (if applicable):

Other Deductions

Regular Child Support Payments :	
Regular Taxable Extra Pay :	
Tax on Extra Pay :	
Compulsory Student Loan Deductions :	0 % from ___ to ___
Voluntary Student Loan Deductions :	$ 0 from ___ to ___

26. Enter in *Year to Date* figures (if applicable):

Payroll Opening Balances

This only needs to be done once when migrating from another payroll system during the financial year.

Opening Balance Date :	Apr 01 2018 📅
Opening YTD Payments :	0.00
Opening YTD Deductions :	0.00
Opening YTD Non-Taxable Allowances :	0.00

27. Click *Save:*
NB: if you need to add prior pay periods, please click here.

General	Employment Details	Payroll	Payroll Audit	Notes	Reminders	User Files	Skills	Preferences

Payslips : Report
Tax Code : M
IRD Number : 111-222-333
Autocreate Payslips : ☐ (will be created 0 days after the end of the pay period)

Regular Payments

Add regular payments this team member will receive each pay where the end date falls between from and to.

If dates are left empty, payments will be included indefinitely.

category	⚙	description	amount	from	to	exclude from KiwiSaver ❓	+

Regular Non-Taxable Allowances

Add regular non-taxable allowances team member will receive each pay where the end date falls between from and to.

If dates are left empty, payments will be included indefinitely.

category	⚙	description	amount	from	to	+

Regular Deductions

Add regular deductions this team member will pay each pay where the end date falls between from and to.

If dates are left empty, deductions will be included indefinitely.

category	⚙	description	amount	from	to	+

Other Deductions

Regular Child Support Payments :	
Regular Taxable Extra Pay :	
Tax on Extra Pay :	
Compulsory Student Loan Deductions :	0 % from ___ to ___
Voluntary Student Loan Deductions :	$ 0 from ___ to ___

Payroll Opening Balances

This only needs to be done once when migrating from another payroll system during the financial year.

Opening Balance Date :	Apr 01 2018 📅
Opening YTD Payments :	0.00
Opening YTD Deductions :	0.00
Opening YTD Non-Taxable Allowances :	0.00

save >>