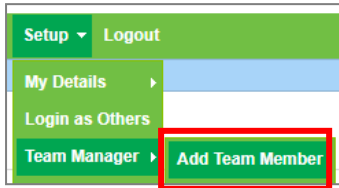
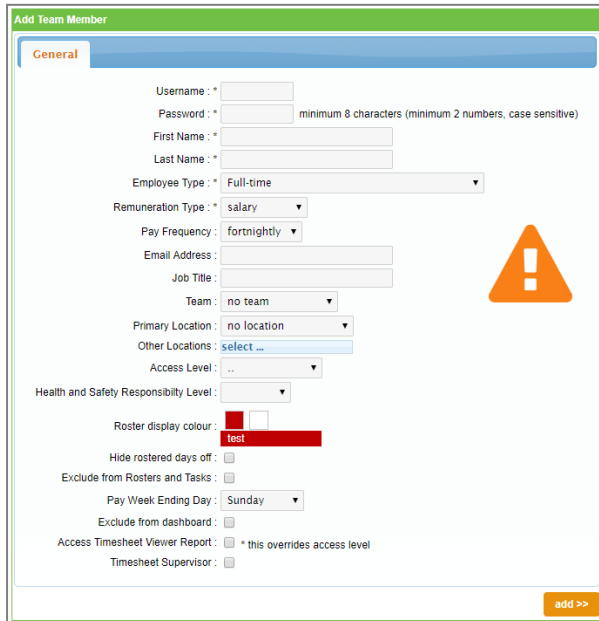


ADDING A CONTRACTOR

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

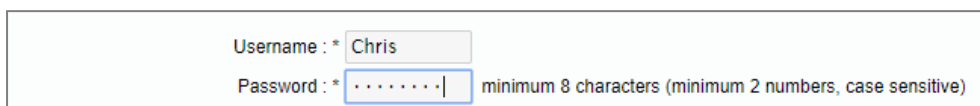


The following screen will appear:

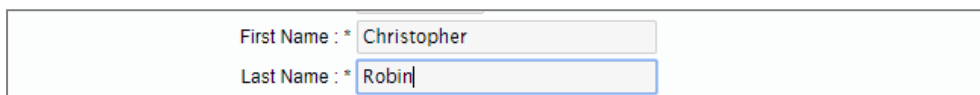


2. Enter in a *Username* and *Password*:

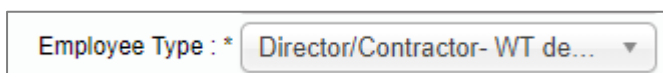
NB: You cannot have the same username for more than one person, and you cannot have the username in the password. Follow the password instructions next to the Password box



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



4. Select *Director/Contractor – WT deducted* as the *Employee Type*:



5. Select *Per Unit* as the *Remuneration Type*:

Remuneration Type : *

6. Leave the *Unit Divisor* at 1:

Remuneration Type : * - unit divisor

7. Change *Pay Frequency* to *Weekly* (this will allow payments to be made within any pay period):

Pay Frequency :

8. Enter an *Email Address*:

Email Address :

9. Enter *Job Title*, *Team*, and *Location(s)* (if applicable):

Job Title :
Team :
Primary Location :
Other Locations :

10. Select *Contractor* as the *Access Level*:


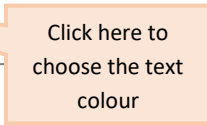
Access Level :

11. If you have the Health & Safety module, select an applicable *Health & Safety Responsibility Level*:

Health and Safety Responsibility Level :

12. Select a *Roster display colour*:

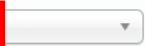
NB: Skip this step if they will be excluded from the Roster

Roster display colour :  

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

Hide rostered days off :
Exclude from Rosters and Tasks :
Pay Week Ending Day :
Exclude from dashboard :
Access Timesheet Viewer Report : * this overrides access level
Timesheet Supervisor :

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

Hide rostered days off :
Exclude from Rosters and Tasks :
 
Exclude from dashboard :
Access Timesheet Viewer Report : * this overrides access level
Timesheet Supervisor :

15. Click Add:

The following tabs will appear:

16. Click on the *Employment Details* tab:

17. Enter the *IRD number*:

IRD Number : 111-222-333

18. Enter the *Employee Code* (optional):

Employee Code : 001

19. Select *WT* as the Tax Code and enter the rate:

Tax Code : WT 33 %

20. Select the Start Date:

* Start Date : Jun 1 2020

21. The default *10 (minutes)* will show in the *Agreed Paid Break* field – ignore this:

Agreed Paid Break : 10 (minutes)

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

Latest pay period start : Jun 08 2020
Latest pay period end : Jun 14 2020

23. Enter the *Bank Account Number* (optional):

Bank Account Number : XX-XXXX-XXXXXXXX-XXXX

24. Click *Save*:

Christopher Robin

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

Please save changes before sending to IRD

IRD Number : 111-222-333
Employee Code : 001
Tax Code : WT 33 %
* Start Date : Jun 1 2020
Termination Date :
Send to IRD

Pay Frequency : weekly
Agreed Paid Break : 10 (minutes)
Latest pay change : Jun 10 2020
Latest pay period start : Jun 08 2020
Latest pay period end : Jun 14 2020
Bank Account Number : XX-XXXX-XXXXXXXX-XXXX more accounts

save >>

25. The setup is now complete – you do not need to worry about any of the other tabs

Christopher Robin

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

Please save changes before sending to IRD

IRD Number : 111-222-333
Employee Code : 001
Tax Code : WT 33 %
* Start Date : Jun 1 2020
Termination Date :
Send to IRD

Pay Frequency : weekly
Agreed Paid Break : 10 (minutes)
Latest pay change : Jun 10 2020
Latest pay period start : Jun 08 2020
Latest pay period end : Jun 14 2020
Bank Account Number : XX-XXXX-XXXXXXXX-XXXX more accounts

save >>