

ADDING A PAY ADVANCE

1. Run your pay as normal through the Payroll Wizard until you get to Step 3. For help on this, click [here](#).
2. When you get to step 3, you will see a *Pay Advance* column:

◀ 1 2 3 4 5 ▶

Using Payday Filing? [Click Here](#) to connect now!

If relevant, please add an Extra Payment(s) and/or Pay Advance(s) by clicking on the applicable column for the applicable team member

Employee	Pay Period	Adjustments			Extra Payments	Pay Advance	Gross Pay
		Annual Leave	Statutory Holiday Worked	Unpaid Leave			
1 George Hamilton	Sep 23 2019 to Oct 06 2019	0.00	0.00	0.00	0.00	0.00	2346.15
2 Harry Brown	Sep 23 2019 to Oct 06 2019	0.00	0.00	0.00	0.00	0.00	1137.64
3 Jane Smith	Sep 23 2019 to Oct 06 2019	0.00	0.00	0.00	0.00	0.00	2863.75
4 Lisa Glass	Sep 23 2019 to Oct 06 2019	8.78	0.00	0.00	0.00	0.00	2430.66
Total :		8.78	0.00	0.00	0.00	0.00	8778.20

◀ Previous Next ▶

3. Click in the *Pay Advance* column for the applicable team member:

◀ 1 2 3 4 5 ▶

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Total :		8.78	0.00	0.00	0.00	0.00	8778.20

◀ Previous Next ▶

4. The below screen will appear:

Pay Advance for George Hamilton on Oct 10 2019

Advance Details

Advance Date : Oct 10 2019

Advance Amount :

Advance Description :

Advance Category : -- choose payment category -- ▼

Repayment Details

Repayment Start Date :

Repayment Amount / Period :

Repayment Description :

Repayment Category : -- choose repayment category -- ▼

Save

5. Enter the *Advance Details*:

- *Advance Amount* – the full amount that is being advanced to the team member
- *Advance Description* – the details that will appear on the team member’s payslip
- *Advance Category* (optional) – for GL purposes

Advance Details

Advance Date : Oct 10 2019

Advance Amount :

Advance Description :

Advance Category :

6. Enter the *Repayment Details*:

- *Repayment Start Date* – this defaults to the next pay period, but you can change this if need be
- *Repayment Amount / Period* – the amount the team member will repay each pay period
- *Repayment Description* - the details that will appear on the team member’s payslip when the repayment process begins
- *Repayment Category* (optional) – for GL purposes

Repayment Details

Repayment Start Date :

Repayment Amount / Period :

Repayment Description :

Repayment Category :

7. Click Save:

Pay Advance for George Hamilton on Oct 10 2019

Advance Details

Advance Date : Oct 10 2019

Advance Amount :

Advance Description :

Advance Category :

Repayment Details

Repayment Start Date :

Repayment Amount / Period :

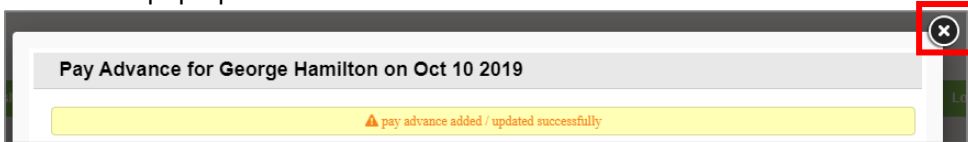
Repayment Description :

Repayment Category :

You will be informed that the pay advance was added/updated successfully

Pay Advance for George Hamilton on Oct 10 2019

8. Exit the pop-up window:



You will see that the pay advance amount is now sitting in the *Pay Advance* column for the applicable team member:

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If relevant, please add an Extra Payment(s) and/or Pay Advance(s) by clicking on the applicable column for the applicable team member

	Employee	Pay Period	Adjustments			Extra Payments	Pay Advance	Gross Pay
			Annual Leave	Statutory Holiday Worked	Unpaid Leave			
1	George Hamilton	Sep 23 2019 to Oct 06 2019	0.00	0.00	0.00	0.00	1000.00	2346.15
2	Harry Brown	Sep 23 2019 to Oct 06 2019	0.00	0.00	0.00	0.00	0.00	1137.64
3	Jane Smith	Sep 23 2019 to Oct 06 2019	0.00	0.00	0.00	0.00	0.00	2863.75
4	Lisa Glass	Sep 23 2019 to Oct 06 2019	8.78	0.00	0.00	0.00	0.00	2430.66
Total :			8.78	0.00	0.00	0.00	1000.00	8778.20

9. Complete your pay run as normal. Click here for [help](#) on this.