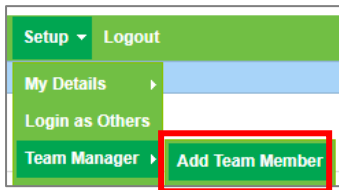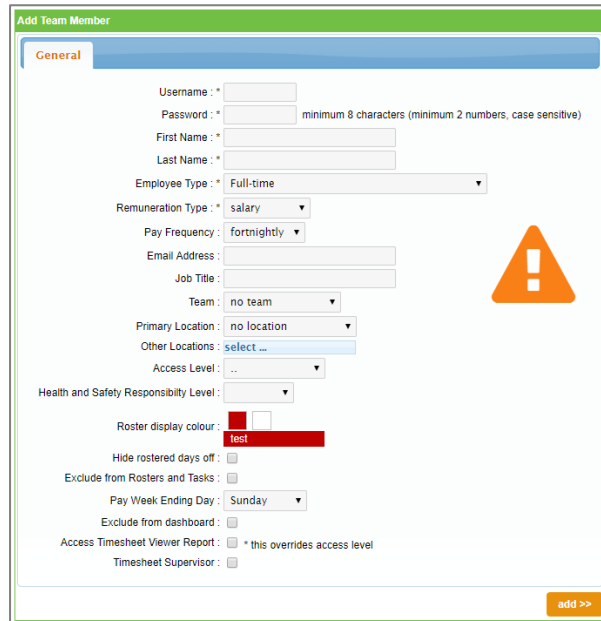# ADDING A FULL-TIME/PART-TIME/FIXED TERM TEAM MEMBER ON WAGES

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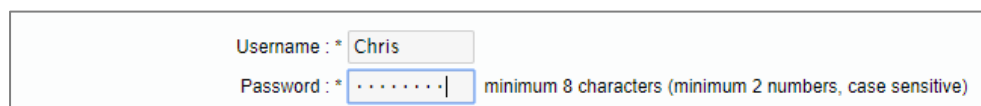

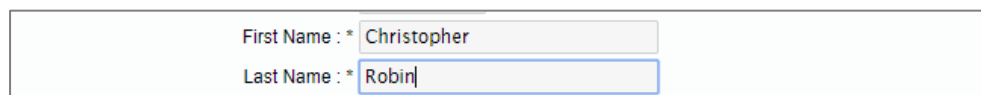The following screen will appear:

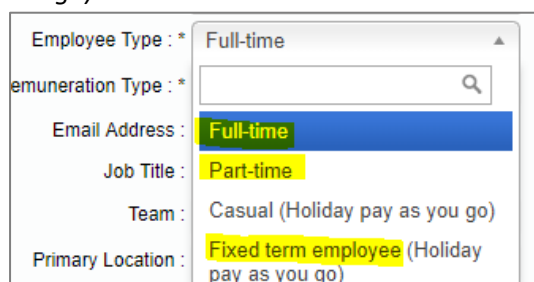

2. Enter in a *Username* and *Password*:
    NB: You cannot have the same username for more than one person, and you cannot have the username in the password. Follow the password instructions next to the Password box

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

4. Select the applicable *Employee Type* i.e. *Full-Time, Part-Time*, or *Fixed Term (holiday pay as you go):*

5. Change the *Remuneration Type* to *Wages*:

Remuneration Type : * | wages ▼

6. Update the *Pay Frequency* (if applicable):

Pay Frequency : | fortnightly ▼

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

Email Address :	chris@gmail.com
Job Title :	Farm Manager
Team :	-- all -- ▼
Primary Location :	Farm 1 ▼
Other Locations :	Select Some Options

8. Select an applicable *Access Level* i.e. *Farm Manager:*
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 : | Farm Manager ▼

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

Health and Safety Responsibilty Level : | manager ▼

10. 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 background colour

Click here to choose the text 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:

This will bring up the following screen:

Select your desired colours.

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

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

13. Click *Add*:

The following tabs will appear:

14. Click on the *Employment Details* tab:

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

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

17. Enter in the *Start Date*:
NB: Once you click *Save*, the *Date Entitled to Sick Leave* will automatically populate

18. Select the applicable KiwiSaver option:

19. If applicable, enter in the *KiwiSaver Contributions*:

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

21. Enter in the *Number of Weeks Holiday Entitlement*:

NB: Minimum is 4

* Number of Weeks Holiday Entitlement :	4

22. Enter in the Roster as per the Employment Contract:

For help on this, please click [here](#).

* Rostered Days On :	3.68	▦ (click to calculate)
* Rostered Days Off :	1	▦ (click to calculate)

23. Enter in the *Daily Contracted Hours* as per the Employment Contract:

NB: The *Weekly Contracted Hours* and *Actual Hourly Rate Paid* will automatically calculate once the *Daily Contracted Hours* have been entered in

* Daily Contracted Hours :	10.00	
* Weekly Contracted Hours :	55.04	▦
* Actual Hourly Rate Paid :	21.1036	▦

24. Enter in the *Actual Cash Hourly Rate*:

NB: If this is for a Fixed-Term employee, ensure you enter their hourly rate in with the 8% Holiday Pay on top of it i.e. Hourly rate = $25 plus 8% Holiday Pay = $27 per hour

Actual Cash Hourly Rate :	25

25. Ignore the *Annual Non-Cash Benefit* section:

Annual Non-Cash Benefit :	0.00	- Converted to Hourly Rate :	0.00

26. Enter in the *Per Period Non-Cash Benefit* (if applicable):

NB: Use this when Rent is on top of the team member's hourly rate. For example, the team member gets $200 Rent each fortnight, which is on top of their hourly rate of $25

Per Period Non-Cash Benefit :	200

27. The *Actual Hourly Rate Paid*, *Gross Annual Remuneration*, and *Amount Payable/Pay Period* should have automatically pulled through. If it hasn't, click on the calculator icons to pull the information down (shown below):

* Actual Hourly Rate Paid :	25.00	▦ (click to calculate)
Minimum Hourly Rate :	0.00	(leave this blank to use default rate of 17.70)
* Gross Annual Remuneration :	76756.00	▦ (click to calculate)
Amount Payable / Pay Period :	2952.15	

28. Only change the following fields if applicable:

Minimum Hourly Rate :	0.00	(leave this blank to use default rate of 17.70)
Sick Day entitlement for the full year :	5	
Maximum number of sick days available :	20	

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

Latest pay period start :	Nov 04 2019
Latest pay period end :	Nov 17 2019

30. Click *Save*:

31. If you have the Payroll module, click on the *Payroll* tab:
NB: If you don't have the *Payroll* module, skip to the *Leave* tab

32. Add in any *Regular Payments*, *Regular 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		＋

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 ❓	＋
Rent ▼		Rent	$ 200.00	from	to	☑	✖

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	＋
Wet Weather Gear ▼		Wet Weather Gear	$ 14.25	from	to	✖
Phone Allowance ▼		Phone Allowance	$ 8.50	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	＋
Rent ▼		Rent	$ 200.00	from	to	✖

33. Add in any *Other Deductions* such as Courts and WINZ. For help on this click here:
NB: This section is used for deductions that are going into a specific bank account

Other Deductions

Add Payslip deductions

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

Category	⚙	Description	Total Amount	From	Amount Per Pay Period	Balance	＋

34. Enter in *Child Support* payments or *Extra Student Loan* payments (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 _____

35. 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

36. Click *Save:*
NB: If you need to add prior pay periods, please click here for assistance

37. Click on the *Leave* tab
NB: If you are setting up a Fixed-Term employee, this tab won't come up so please skip to the Preferences tab

38. Ensure the *Cut-off date of Holiday Pay* field shows is your new employee's start date (i.e. 20/06/18):

39. Change the *Opening Anniversary Date* field from *January 1* to the same day and month of the employee's start date i.e. June 20:

40. Change the *Cut-off Date of Alternate Days* to the employee's start date i.e. 20/06/19:

41. Leave the blank *Cut-off Date of Sick Leave* as is:

42. Click *Save:*

43. Click on the *Preferences* tab:

44. Update the desired information such as *Phone Number*, *Address*, and *Date of Birth*:

45. Click Save: