

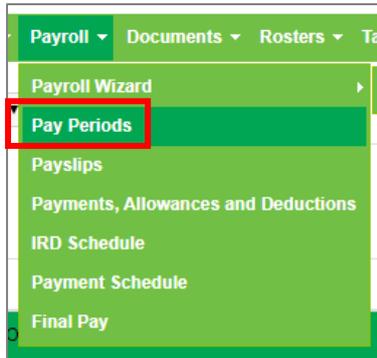
ADDING AN EXTRA PAYMENT

Contents

Via the Salary/Wages Paid Report:	2
Via the Payroll Wizard:.....	4

Via the Salary/Wages Paid Report:

1. Hover on *Payroll* and click on *Pay Periods*:



2. Filter via *Team Member*, *Pay Period*, etc. if desired, by using the filter boxes and click *Go*:

location: all | team member: John Lime | from: Jun 01 2018 | to: Oct 10 2018 | employee type: all | remuneration type: all | go

or Pay Period: all

3. Find the correct pay period for the correct team member:

location: all | team member: John Lime | from: Sep 20 2018 | to: Oct 03 2018 | employee type: all | remuneration type: all | go

or Pay Period: Sep 20 2018 to Oct 03 2018 (fortnight)

Team Member: John Lime
Employee Type: Full-time
Remuneration type: Salary

viewing records: 1 to 1 of 1

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave							
+	Sep 20 2018	Oct 03 2018	1,468.53	2,307.69	0.00	0.00	0.00	-839.16	11	133.5027	0.00	0.00	0.00		
Total :			1,468.53	2,307.69	0.00	0.00	0.00	-839.16	11	133.5027	0.00	0.00	0.00		

viewing records: 1 to 1 of 1

4. Click on the *Add Extra Payment* icon to add in any extra payment(s) for an employee(s) i.e. bonus, annual leave paid out, etc:

location: all | team member: John Lime | from: Sep 20 2018 | to: Oct 03 2018 | employee type: all | remuneration type: all | go

or Pay Period: Sep 20 2018 to Oct 03 2018 (fortnight)

Team Member: John Lime
Employee Type: Full-time
Remuneration type: Salary

viewing records: 1 to 1 of 1

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave							
+	Sep 20 2018	Oct 03 2018	1,468.53	2,307.69	0.00	0.00	0.00	-839.16	11	133.5027	0.00	0.00	0.00		
Total :			1,468.53	2,307.69	0.00	0.00	0.00	-839.16	11	133.5027	0.00	0.00	0.00		

viewing records: 1 to 1 of 1

5. The following screen will appear:

The screenshot shows the 'Add Extra Payment' form for George Hamilton. The form includes the following fields and callouts:

- Team Member:** George Hamilton (Callout: Change Team Member (if applicable))
- Date:** Aug 11 2019 (Callout: Change Date)
- Extra Payment Amount:** (Callout: Enter in Gross Amount)
- Student Loan On Extra Payment:** (Callout: Enter in Gross Amount)
- Tax Amount:** (Callout: Click this icon to calculate Tax and Student Loan (if applicable))
- Description:** (Callout: Enter in a Description)
- Category:** -- select category -- (Callout: Select a Category (if applicable))
- Type:** Non-discretionary (Callout: Change Type if applicable)
- Frequency:** Weekly to Monthly (Callout: Change Frequency if applicable)
- Buttons:** '+ add extra payment', 'extra payments report', and 'save' (Callout: Click Save)

6. The *Amount Paid* will now be increased by the *Extra Payment* amount:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments
						Annual leave	Statutory holiday worked	Unpaid leave	
+	Jul 29 2019	Aug 11 2019	4346.97	2323.08	0.00	23.89	0.00	0.00	2000.00
✓	Jul 15 2019	Jul 28 2019	2338.64	2323.08	0.00	15.56	0.00	0.00	0.00

7. Complete your Pay Run as normal

Via the Payroll Wizard:

NB: Please refer to the [Processing a Pay Run](#) help document to learn more about the Payroll Wizard

1. Step 3 of the Payroll Wizard is where you can enter in any Extra Payments:

	Employee	Pay Period	Adjustments			Extra Payments	Pay Advance	Gross Pay
			Annual Leave	Statutory Holiday Worked	Unpaid Leave			
1	George Hamilton	Oct 07 2019 to Oct 20 2019	0.00	0.00	-2346.15	0.00	0.00	0.00
2	Harry Brown	Oct 07 2019 to Oct 20 2019	0.00	0.00	0.00	0.00	0.00	136.80
3	Jane Smith	Oct 07 2019 to Oct 20 2019	0.00	0.00	0.00	0.00	0.00	200.00
4	Jen Gollop	Oct 07 2019 to Oct 20 2019	0.00	0.00	0.00	0.00	0.00	0.00
5	Lisa Glass	Oct 07 2019 to Oct 20 2019	0.00	0.00	0.00	0.00	0.00	2421.88
Total :			0.00	0.00	-2346.15	0.00	0.00	2758.68

2. Click on the Extra Payments column to add in any extra payment(s) for an employee(s) i.e. bonus, annual leave paid out, etc.

	Employee	Pay Period	Adjustments			Extra Payments	Pay Advance	Gross Pay
			Annual Leave	Statutory Holiday Worked	Unpaid Leave			
1	George Hamilton	Oct 07 2019 to Oct 20 2019	0.00	0.00	-2346.15	0.00	0.00	0.00
2	Harry Brown	Oct 07 2019 to Oct 20 2019	0.00	0.00	0.00	0.00	0.00	136.80
3	Jane Smith	Oct 07 2019 to Oct 20 2019	0.00	0.00	0.00	0.00	0.00	200.00
4	Jen Gollop	Oct 07 2019 to Oct 20 2019	0.00	0.00	0.00	0.00	0.00	0.00
5	Lisa Glass	Oct 07 2019 to Oct 20 2019	0.00	0.00	0.00	0.00	0.00	2421.88
Total :			0.00	0.00	-2346.15	0.00	0.00	2758.68

3. The below screen will appear. Enter in the applicable details:

4. The *Gross Pay* will now be increased by the *Extra Payment* amount:

◀ 1 2 3 4 5 ▶

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

Please check for extra payments and adjust by clicking the row

	Employee	Pay Period	Adjustments			Extra Payments	Gross Pay
			Annual Leave	Statutory Holiday Worked	Unpaid Leave		
1	George Hamilton	Jul 29 2019 to Aug 11 2019	23.89	0.00	0.00	2000.00	4346.97
2	Harry Brown	Jul 29 2019 to Aug 11 2019	0.00	0.00	0.00	0.00	0.00
3	Jane Smith	Jul 29 2019 to Aug 11 2019	0.00	0.00	0.00	0.00	200.00
4	Lisa Glass	Jul 29 2019 to Aug 11 2019	0.00	0.00	0.00	0.00	2421.88
Total :			23.89	0.00	0.00	2000.00	6968.85

◀ Previous Next ▶

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