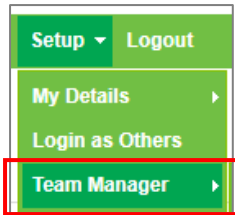


## ADDING/EDITING CHILD SUPPORT

1. Hover on *Setup* and click on *Team Manager*:



2. Click on the applicable team member:

| Team Manager                  |                 |               |               |                   |                                     |               |                        |                   |               |                           |               |                | Add Team Member | Leave Calendar |
|-------------------------------|-----------------|---------------|---------------|-------------------|-------------------------------------|---------------|------------------------|-------------------|---------------|---------------------------|---------------|----------------|-----------------|----------------|
| Search                        | Job Title       | Access Level  | Team          | Remuneration Type | Pay Frequency                       | Employee Type | Location               | Status            |               |                           |               |                |                 | GO             |
| viewing records : 1 to 6 of 6 |                 |               |               |                   |                                     |               |                        |                   |               |                           |               |                |                 |                |
| Actions (selected)            |                 |               |               |                   |                                     |               |                        |                   |               |                           |               |                |                 |                |
| <input type="checkbox"/>      | Team Member     | Job Title     | Access Level  | Team              | Email / Username                    | IRD Number    | Daily Contracted Hours | Remuneration Type | Pay Frequency | Gross Annual Remuneration | Employee Type | Location(s)    | Actions         |                |
| <input type="checkbox"/>      | Elizabeth Green |               | Administrator |                   | Liz                                 |               | -                      | salary            | fortnightly   | -                         | Admin only    | • no location  |                 |                |
| <input type="checkbox"/>      | George Hamilton | Farm Manager  | Farm Manager  |                   | george@gmail.com / George           | 123-456-789   | 10.00                  | salary            | fortnightly   | 60400.00                  | Full-time     | • Waihou Farm  |                 |                |
| <input type="checkbox"/>      | Harry Brown     | Relief Milker | Relief Milker |                   | hannah.raza@agrismart.co.nz / Harry | 111-222-333   | -                      | wages             | fortnightly   | -                         | Casual        | • Kaireka Farm |                 |                |

This will bring you to the following screen:

Edit Team Member George Hamilton

General | Employment Details | **Payroll** | Leave | Payroll Audit | Notes | Reminders | User Files | Skills | Preferences

Username : \* George

Password : \* minimum 8 characters (minimum 2 numbers, case sensitive)

First Name : \* George

Last Name : \* Hamilton

Employee Type : \* Full-time

Remuneration Type : \* salary

Email Address : george@gmail.com

Job Title : Farm Manager

Team : no team

Primary Location : Waihou Farm

Other Locations : Select Some Options

Access Level : Farm Manager

Health and Safety Responsibility Level : manager

Roster display colour :   test

Hide rostered days off :

Exclude from Rosters and Tasks :

Pay Week Ending Day : Sunday

Exclude from dashboard :

Access Timesheet Viewer Report :  \* this overrides access level

Timesheet Supervisor :

save >>

3. Click on the *Payroll* tab:

Edit Team Member George Hamilton

General | Employment Details | **Payroll** | Leave | Payroll Audit | Notes | Reminders | User Files | Skills | Preferences

Paylips : Record | Latest

Tax Code : M

IRD Number : 123-456-789

Autocreate Paylips :  (will be created 0 days after the end of the pay period)

Paylip Option :  Email  Print  Email & Print  No Email / Print

**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 | <input checked="" type="checkbox"/> |  |

**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**

4. Scroll down to the *Other Deductions* section:

**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 |  |
|----------|--------------------------------------|----------------------|-----------------------------|-------------------------|---------|--|
|          | Regular Child Support Payments :     | <input type="text"/> |                             |                         |         |  |
|          | Regular Taxable Extra Pay :          | <input type="text"/> |                             |                         |         |  |
|          | Tax on Extra Pay :                   | <input type="text"/> |                             |                         |         |  |
|          | Compulsory Student Loan Deductions : | 0                    | % From <input type="text"/> | to <input type="text"/> |         |  |
|          | Voluntary Student Loan Deductions :  | \$ 0                 | from <input type="text"/>   | to <input type="text"/> |         |  |

5. Find the *Regular Child Support Payments* field:

**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 |  |
|----------|--------------------------------------|----------------------|-----------------------------|-------------------------|---------|--|
|          | Regular Child Support Payments :     | <input type="text"/> |                             |                         |         |  |
|          | Regular Taxable Extra Pay :          | <input type="text"/> |                             |                         |         |  |
|          | Tax on Extra Pay :                   | <input type="text"/> |                             |                         |         |  |
|          | Compulsory Student Loan Deductions : | 0                    | % From <input type="text"/> | to <input type="text"/> |         |  |
|          | Voluntary Student Loan Deductions :  | \$ 0                 | from <input type="text"/>   | to <input type="text"/> |         |  |

6. Enter/edit the per period amount:

**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 |  |
|----------|--------------------------------------|----------------------|-----------------------------|-------------------------|---------|--|
|          | Regular Child Support Payments :     | 200                  |                             |                         |         |  |
|          | Regular Taxable Extra Pay :          | <input type="text"/> |                             |                         |         |  |
|          | Tax on Extra Pay :                   | <input type="text"/> |                             |                         |         |  |
|          | Compulsory Student Loan Deductions : | 0                    | % From <input type="text"/> | to <input type="text"/> |         |  |
|          | Voluntary Student Loan Deductions :  | \$ 0                 | from <input type="text"/>   | to <input type="text"/> |         |  |

7. Click *Save*:

**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 |  |
|----------|--------------------------------------|----------------------|-----------------------------|-------------------------|---------|--|
|          | Regular Child Support Payments :     | 200                  |                             |                         |         |  |
|          | Regular Taxable Extra Pay :          | <input type="text"/> |                             |                         |         |  |
|          | Tax on Extra Pay :                   | <input type="text"/> |                             |                         |         |  |
|          | Compulsory Student Loan Deductions : | 0                    | % From <input type="text"/> | to <input type="text"/> |         |  |
|          | Voluntary Student Loan Deductions :  | \$ 0                 | from <input type="text"/>   | to <input type="text"/> |         |  |

**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 >>**