

## ADDING/EDITING A DEDUCTION IN A PAYSリップ

1. Process your pay as normal via the Payroll Wizard, until you get to *Step 4*. For help on this, refer to the [Processing a Pay Run](#) help document:

Pay Run Wizard - Payslips \$ payday filing notes Print

← 1 2 3 4 5 →

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

Please check the payslip figures. Click on a row to view the actual payslip.  
1 - ticking this will send the payslip to the employee when you click next

Team Member	Pay Period	Pay Date	Pay Period Amount	Normal Pay	Gross Pay	Non-Taxable Allowances	PAYE	KiwiSaver	Student Loan	Child Support	Other Deductions	Total Deductions	Extra Payments	Extra Payments Tax	Net Pay	Checked	Send!
1 George Hamilton	Jul 29 2019 to Aug 11 2019	Aug 15 2019	2346.97	2323.08	2346.97	22.75	468.23	85.88	0.00	0.00	260.00	814.11	0.00	0.00	1555.61	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Harry Brown	Jul 29 2019 to Aug 11 2019	Aug 15 2019	133.84	-	133.84	0.00	15.91	0.00	0.00	0.00	0.00	15.91	0.00	0.00	117.93	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Jane Smith	Jul 29 2019 to Aug 11 2019	Aug 15 2019	200.00	-	200.00	10.00	23.78	0.00	0.00	0.00	220.00	243.78	0.00	0.00	-33.78	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Lisa Glass	Jul 29 2019 to Aug 11 2019	Aug 15 2019	2421.88	2421.88	2421.88	0.00	491.75	72.66	0.00	0.00	0.00	564.41	0.00	0.00	1857.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Totals :</b>			<b>5102.69</b>	<b>4744.96</b>	<b>5102.69</b>	<b>32.75</b>	<b>999.67</b>	<b>158.54</b>	<b>0.00</b>	<b>0.00</b>	<b>480.00</b>	<b>1638.21</b>	<b>0.00</b>	<b>0.00</b>	<b>3497.23</b>		

← Previous Next →

2. Click on the applicable team member to bring up their payslip:

Payslip : George Hamilton next payslip (1 of 4) Print Edit

### Payslip

George Hamilton  
29 Liverpool Street  
Hamilton 3204  
0800110172

Pay Period : Jul 29 2019 to Aug 11 2019  
Pay Date : Aug 15 2019  
Tax Code : M  
Status : Draft  
Bank Account Number : 12-2343-4755532-50  
Payslip ID : 385

Payments		Hours	Amount	Deductions		Amount
Standard Salary		80	1503.26	PAYE		468.23
Annual Leave (3 days)		30	643.71	KiwiSaver	4%	85.88
Rent *			200.00	Rent		200.00
				Salary Sacrifice		60.00
<b>Total Taxable Payments</b>			<b>2346.97</b>	<b>Total Deductions</b>		<b>814.11</b>
<b>Total Extra Payments</b>			<b>0.00</b>	<b>Total Extra Tax</b>		<b>0.00</b>
<b>Total Non-Taxable Payments</b>			<b>22.75</b>			

**Non-Taxable Allowances**

Wet Weather Gear	14.25
Phone Allowance	8.50

3. Click *Edit*:

Payslip : George Hamilton next payslip (1 of 4) Print **Edit**

### Payslip

George Hamilton  
29 Liverpool Street  
Hamilton 3204  
0800110172

Pay Period : Jul 29 2019 to Aug 11 2019  
Pay Date : Aug 15 2019  
Tax Code : M  
Status : Draft  
Bank Account Number : 12-2343-4755532-50  
Payslip ID : 385

Payments		Hours	Amount	Deductions		Amount
Standard Salary		80	1503.26	PAYE		468.23
Annual Leave (3 days)		30	643.71	KiwiSaver	4%	85.88
Rent *			200.00	Rent		200.00
				Salary Sacrifice		60.00
<b>Total Taxable Payments</b>			<b>2346.97</b>	<b>Total Deductions</b>		<b>814.11</b>
<b>Total Extra Payments</b>			<b>0.00</b>	<b>Total Extra Tax</b>		<b>0.00</b>
<b>Total Non-Taxable Payments</b>			<b>22.75</b>			

**Non-Taxable Allowances**

Wet Weather Gear	14.25
Phone Allowance	8.50

This will make areas on the payslip editable:

**Payslip : George Hamilton**
next payslip ▶
(1 of 4)
✎ Edit

### Payslip

**George Hamilton**  
29 Liverpool Street  
Hamilton 3204  
0800110172

employee message ...

Pay Period :	Jul 29 2019 to Aug 11 2019
Pay Date :	Aug 15 2019
Tax Code :	M ▼
Status :	Draft ▼
Bank Account Number :	12-2343-4755532-50
Payslip ID :	385

#### Payments

	Hours	Amount
Standard Salary	80	1503.26
Annual Leave (3 days)	30	643.71 <small>exclude from KiwiSaver</small>
Rent	hours	200.00 <small>exclude from KiwiSaver</small>

#### Deductions

	Amount
PAYE :	\$ 468.23
KiwiSaver :	\$ 85.88 <small>4 %</small>
Student Loan :	\$ 0.00
Compulsory Student Loan Deductions (0%) :	\$ 0.00

4. Scroll down to the *Deductions* section:

### Deductions

	Amount
PAYE :	\$ 468.23
KiwiSaver :	\$ 85.88 <small>4 %</small>
Student Loan :	\$ 0.00
Compulsory Student Loan Deductions (0%) :	\$ 0.00
Voluntary Student Loan Deductions :	\$ 0.00
Child Support :	\$ 0.00
Rent <input type="text" value="Rent"/> <span style="float: right;">Rent ▼</span>	\$ 200.00 ✘
Salary Sacrifice <input type="text" value="-- choose category --"/> <span style="float: right;">-- choose category -- ▼</span>	\$ 60.00 ✘
<a href="#" style="color: #0070c0; text-decoration: none;">+ Add Deduction</a>	

a. To edit an existing Deduction, simply adjust the *amount* and/or *description*:

Deductions		Amount
PAYE :		<input type="text" value="468.23"/> \$
KiwiSaver :	<input type="text" value="4"/> %	<input type="text" value="85.88"/> \$
Student Loan :		<input type="text" value="0.00"/> \$
Compulsory Student Loan Deductions (0%) :		<input type="text" value="0.00"/> \$
Voluntary Student Loan Deductions :		<input type="text" value="0.00"/> \$
Child Support :		<input type="text" value="0.00"/> \$
<input type="text" value="Rent"/>	<input type="text" value="Rent"/> ▼	<input type="text" value="200.00"/> \$ ✘
<input type="text" value="Salary Sacrifice"/>	<input type="text" value="-- choose category --"/> ▼	<input type="text" value="60.00"/> \$ ✘
<a href="#">+ Add Deduction</a>		

b. To add a one-off Deduction, click *Add Deduction*:

Deductions		Amount
PAYE :		<input type="text" value="468.23"/> \$
KiwiSaver :	<input type="text" value="4"/> %	<input type="text" value="85.88"/> \$
Student Loan :		<input type="text" value="0.00"/> \$
Compulsory Student Loan Deductions (0%) :		<input type="text" value="0.00"/> \$
Voluntary Student Loan Deductions :		<input type="text" value="0.00"/> \$
Child Support :		<input type="text" value="0.00"/> \$
<input type="text" value="Rent"/>	<input type="text" value="Rent"/> ▼	<input type="text" value="200.00"/> \$ ✘
<input type="text" value="Salary Sacrifice"/>	<input type="text" value="-- choose category --"/> ▼	<input type="text" value="60.00"/> \$ ✘
<a href="#">+ Add Deduction</a>		

Enter in the *Description*, *Category* (optional), and *Amount*:

[+ Add Deduction](#)

description *	-- choose category -- ▾	amount * \$
---------------	-------------------------	-------------

5. Scroll down to the bottom of the payslip and click *Save*:

**Non-Taxable Allowances**

Wet Weather Gear	Wet Weather Gear ▾	14.25	\$	✕
Phone Allowance	Phone Allowance ▾	8.50	\$	✕
<a href="#">+ Add Non-Taxable Allowance</a>				
Reimbursement	Reimbursement ▾	150	\$	

Total Taxable Payments	2346.97	Total Deductions	614.11
Total Extra Payments	0.00	Total Extra Tax	0.00
Total Non-Taxable Payments	22.75		

**Net Pay** \$ 0.00

Employer KiwiSaver : 3 % \$ 64.41  
(ESCT) 17.5 % ▾ \$ 12.32

\* Excluded from KiwiSaver calculations

[Save](#)

6. Exit out of the payslip:

Payslip : George Hamilton [next payslip ▸](#) (1 of 4) [Print](#) [Edit](#) [✕](#)

**Payslip**

George Hamilton  
29 Liverpool Street  
Hamilton 3204  
0800110172

Pay Period :	Jul 28 2019 to Aug 11 2019
Pay Date :	Aug 15 2019
Tax Code :	M
Status :	Draft
Bank Account Number :	12-2343-4755532-50
Payslip ID :	385

7. Complete your pay run as normal. For help on this, refer to the [Processing a Pay Run](#) help document.