

ADDING/EDITING A NON-TAXABLE ALLOWANCE 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"/>
Totals :			5102.69	4744.96	5102.69	32.75	999.67	158.54	0.00	0.00	480.00	1638.21	0.00	0.00	3497.23		

← 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
Total Taxable Payments			2346.97	Total Deductions		814.11
Total Extra Payments			0.00	Total Extra Tax		0.00
Total Non-Taxable Payments			22.75			

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
Total Taxable Payments			2346.97	Total Deductions		814.11
Total Extra Payments			0.00	Total Extra Tax		0.00
Total Non-Taxable Payments			22.75			

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		Deductions	
	Hours	Amount	Amount
Standard Salary	80	1503.26	PAYE : 468.23
Annual Leave (3 days)	30	<input type="checkbox"/> exclude from KiwiSaver 643.71	KiwiSaver : 4 % 85.88
Rent	hours	<input checked="" type="checkbox"/> exclude from KiwiSaver 200.00	Student Loan : 0.00
			Compulsory Student Loan Deductions (0%) : 0.00

4. Scroll down to the *Non-Taxable Allowances* section:

Non-Taxable Allowances

Wet Weather Gear	Wet Weather Gear ▼	\$	14.25	\$	✕
Phone Allowance	Phone Allowance ▼	\$	8.50	\$	✕
+ Add Non-Taxable Allowance					

a. To edit an existing Non-Taxable Allowance, simply adjust the *amount* and/or *description*:

Non-Taxable Allowances

Wet Weather Gear	Wet Weather Gear ▼	\$	14.25	\$	✕
Phone Allowance	Phone Allowance ▼	\$	8.50	\$	✕
+ Add Non-Taxable Allowance					

b. To add a one-off Non-Taxable Allowance, click *Add Non-Taxable Allowance*:

Non-Taxable Allowances

Wet Weather Gear	Wet Weather Gear ▼	\$	14.25	\$	✕
Phone Allowance	Phone Allowance ▼	\$	8.50	\$	✕
+ Add Non-Taxable Allowance					

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

Non-Taxable Allowances

Wet Weather Gear	Wet Weather Gear	14.25	\$
Phone Allowance	Phone Allowance	8.50	\$
+ Add Non-Taxable Allowance			
Reimbursement	Reimbursement	150	\$

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	\$
+ Add Non-Taxable Allowance			
Reimbursement	Reimbursement	150	\$

Total Taxable Payments	2346.97	Total Deductions	814.11
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 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

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