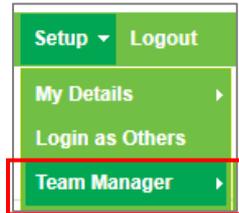


ADDING/EDITING A REGULAR PAYMENT

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
		-- all --	-- all --	-- all --	-- all --	-- all --	-- all --	active	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"/> <input type="checkbox"/>	
<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"/> <input type="checkbox"/>	
<input type="checkbox"/>	Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	Kaikara Farm	<input type="checkbox"/> <input type="checkbox"/>	

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

Payrolls : Report | Latest

Tax Code : M

IRD Number : 123-456-789

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

Payroll 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"/>	<input 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	<input type="checkbox"/>
Phone Allowance	Phone Allowance	\$ 8.50	from	to	<input type="checkbox"/>

Regular Deductions

4. Scroll down to the *Regular Payments* section:

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	
	⚙					exclude from KiwiSaver ⓘ	+

5. Click the plus icon to add a *Regular Payment*:

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	
	⚙					exclude from KiwiSaver ⓘ	+

6. Select a *Category* (optional), enter a *Description*, enter the per period *Amount*, and enter in a *From* and *To* date (if applicable):

NB: If this payment is ongoing and does not have an end date, you can leave the 'From' and 'To' fields blank. Also, please ensure the 'exclude from KiwiSaver' box is ticked if the 'Regular Payment' is Rent, as per legislative requirements

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	\$ 400	from	to	<input checked="" type="checkbox"/>	x

7. To edit a *Regular Payment* amount, simply adjust the figure in the *Amount* field:

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	\$ 400	from	to	<input checked="" type="checkbox"/>	x

8. Click *Save*:

Regular Child Support Payments :

Regular Taxable Extra Pay :

Tax on Extra Pay :

Compulsory Student Loan Deductions : 41.67 % From Aug 5 2019 to

Voluntary Student Loan Deductions : \$ 0 from to

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