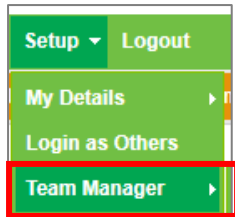


CHANGING THE PAY FREQUENCY FOR A TEAM MEMBER

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



2. Click on the applicable team member:

Team Manager													Add Team Member	Leave Calendar
Search: <input type="text"/> Job Title: <input type="text"/> Access Level: -- all -- Team: -- all -- Remuneration Type: -- all -- Pay Frequency: -- all -- Employee Type: -- all -- Location: -- all --													Status: active GO	
viewing records : 1 to 7 of 7														
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	2		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	61000.00	Full-time	Farm 1			
<input type="checkbox"/>	Harry Brown	3		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	Farm 1			

The following screen will appear:

Edit Team Member
George Hamilton

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

Username : *

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

First Name : *

Last Name : *

Employee Type : *

Remuneration Type : *

Email Address :

Job Title :

Team :

Primary Location :

Other Locations :

Access Level :

Health and Safety Responsibility Level :

Daily Contracted Milkings :

3. Click on the *Employment Details* tab:

Edit Team Member
George Hamilton

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

IRD Number :

Employee Code :

Tax Code :

* Start Date : ✘

Date Entitled To Sick Leave : ✘ (casual employees not entitled to sick leave)

Termination Date : ✘

Employee KiwiSaver Contribution : %

Employer KiwiSaver Contribution : %

Kiwisaver Status :

Kiwisaver Opted Out Date : ✘

Pay Frequency :

* Gross Annual Remuneration : (total package value)

Amount Payable / Pay Period :

* Number of Weeks Holiday Entitlement : (only leave this field as zero if the employee is a Casual Employee)

* Rostered Days On :

* Rostered Days Off :

* Daily Contracted Hours :

* Weekly Contracted Hours :

* Actual Hourly Rate Paid :

Minimum Hourly Rate : (leave this blank to use default rate of 17.70)

Sick Day entitlement for the full year :

Maximum number of sick days available :

4. Change the *Pay Frequency*:

Pay Frequency : fortnightly

* Gross Annual Remuneration :

Amount Payable / Pay Period : weekly

* Number of Weeks Holiday Entitlement : fortnightly

* Rostered Days On : 4 weekly

* Rostered Days Off : monthly

* Daily Contracted Hours : from setup

5. Update the *Latest Pay Change* field to reflect the date the change in pay frequency was effective from:

NB: Ensure this date is at the beginning of an unprocessed pay period

Pay Frequency : weekly

* Gross Annual Remuneration : 61000.00 (total package value)

Amount Payable / Pay Period : 1173.08

* Number of Weeks Holiday Entitlement : 4 (only leave this field as zero if the employee is a Casual Employee)

* Rostered Days On : 3.58 (click to calculate)

* Rostered Days Off : 1 (click to calculate)

* Daily Contracted Hours : 10.00

* Weekly Contracted Hours : 54.72 (click to calculate)

* Actual Hourly Rate Paid : 21.4379 (click to calculate)

Minimum Hourly Rate : 0.00 (leave this blank to use default rate of 17.70)

Sick Day entitlement for the full year : 5

Maximum number of sick days available : 20

Latest pay change : Sep 9 2019

Latest pay period start : Sep 09 2019

Latest pay period end : Sep 22 2019

6. Click *Save*:

Latest pay change : Sep 09 2019

Latest pay period start : Sep 09 2019

Latest pay period end : Sep 22 2019

Bank Account Number : 12-2343-4755532-50 [+ more accounts](#)

save >>

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

Payroll Documents Rosters Ta

Payroll Wizard

Pay Periods

Payslips

Payments, Allowances and Deductions

IRD Schedule

Payment Schedule

Final Pay

8. Select the team member's name from the *Team Member* filter box, then click *Go*:

Salary / Wages Paid Report Add Pay Periods Export Print

Location: all **Team Member: George Hamilton** From: Jun 01 2019 To: Oct 01 2019 Employee Type: all Remuneration Type: all

Zero Pay Amount: show all **GO**

or Pay Period: all

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

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
+	Sep 09 2019	Sep 22 2019	2346.15	2346.15	0.00	0.00	0.00	0.00	+	0.00	
✓	Aug 26 2019	Sep 08 2019	2346.15	2346.15	0.00	0.00	0.00	0.00	+	0.00	

10. Click on the *edit* icon:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
+	Sep 09 2019	Sep 22 2019	2346.15	2346.15	0.00	0.00	0.00	0.00	+	0.00	
✓	Aug 26 2019	Sep 08 2019	2346.15	2346.15	0.00	0.00	0.00	0.00	+	0.00	

11. Update the pay period dates:

Edit Pay Period

Start Date: Sep 09 2019
End Date: Sep 15 2019

Pay Frequency: fortnightly *

Days in period: 14
Days worked: 14

Auto-calculate Unpaid leave:

Team Member: George Hamilton
Pay amount: 2346.15
Days paid: 10.944
Daily contracted hours: 10.00
Average daily pay: 214.38

12. Update the *Pay Frequency*:

Edit Pay Period

Start Date: Sep 09 2019 *
End Date: Sep 15 2019 *

Pay Frequency: weekly *

Days in period: 14
Days worked: 14

Auto-calculate Unpaid leave:

Team Member: George Hamilton
Pay amount: 2346.15
Days paid: 10.944
Daily contracted hours: 10.00
Average daily pay: 214.38

