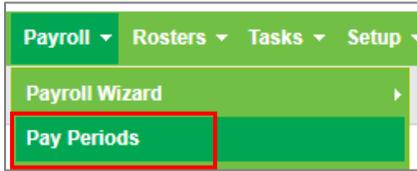
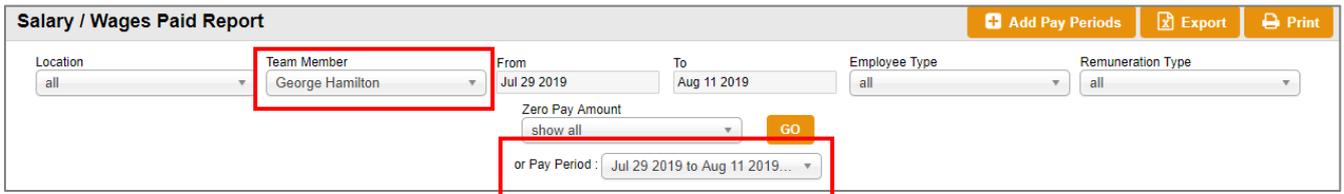


## DELETING A DRAFT/CHECKED PAYSLIP

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



2. Select the *Team Member* whose payslip it is that you want to delete and/or select the *Pay Period* you are processing:



The screenshot shows the 'Salary / Wages Paid Report' form. The 'Team Member' dropdown is set to 'George Hamilton' and is highlighted with a red box. The 'or Pay Period' dropdown is set to 'Jul 29 2019 to Aug 11 2019...' and is also highlighted with a red box. Other fields include 'Location' (all), 'From' (Jul 29 2019), 'To' (Aug 11 2019), 'Employee Type' (all), and 'Remuneration Type' (all). There are buttons for 'Add Pay Periods', 'Export', and 'Print' at the top right. A 'GO' button is located next to the 'Zero Pay Amount' dropdown.

This will automatically bring up the correct pay period for the correct team member(s):

Team Member : [George Hamilton](#)  
Location : Waihou Farm  
Employee Type : Full-time  
Remuneration type : Salary

viewing records : 1 to 1 of 1 [Show Extra Columns](#)

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
✓	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	0.00	+	0.00	✎
		<b>Total :</b>	<b>2346.97</b>	<b>2323.08</b>	<b>0.00</b>	<b>23.89</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	

3. Click on the tick icon:

Team Member : [George Hamilton](#)  
Location : Waihou Farm  
Employee Type : Full-time  
Remuneration type : Salary

viewing records : 1 to 1 of 1 [Show Extra Columns](#)

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
✓	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	0.00	+	0.00	✎
		<b>Total :</b>	<b>2346.97</b>	<b>2323.08</b>	<b>0.00</b>	<b>23.89</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	

This will bring up the current payslip:

Payslip : George Hamilton

### 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 :	381

#### Payments

	Hours	Amount
Standard Salary	80	1503.26
Annual Leave (3 days)	30	643.71
Rent *		200.00

#### Deductions

	Amount
PAYE :	468.23
KiwiSaver : 4%	85.88
Rent :	200.00
Salary Sacrifice :	60.00

#### Non-Taxable Allowances

Wet Weather Gear	14.25
Phone Allowance	8.50

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** 1555.61

4. Click the *Delete* button:

**NB: If there is no 'Delete' button, this means you have finalised the payslip – contact us if this is the case**

Payslip : George Hamilton

### 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
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#### Payments

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#### Deductions

	Amount
PAYE :	468.23
KiwiSaver : 4%	85.88
Rent :	200.00
Salary Sacrifice :	60.00

#### Non-Taxable Allowances

Wet Weather Gear	14.25
Phone Allowance	8.50

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** 1555.61

5. Click *OK*:

c3.timesmart.co.nz says  
Delete Payslip, are you sure?

This will take you back to the *Salary/Wages Paid Report* where you will see that the tick icon is no longer there – indicating that there is no payslip:

Team Member : [George Hamilton](#)  
 Location : Waihou Farm  
 Employee Type : Full-time  
 Remuneration type : Salary

viewing records : 1 to 1 of 1

[Show Extra Columns](#)

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
+	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	0.00	+	0.00	✎
		Total :	2346.97	2323.08	0.00	23.89	0.00	0.00		0.00	