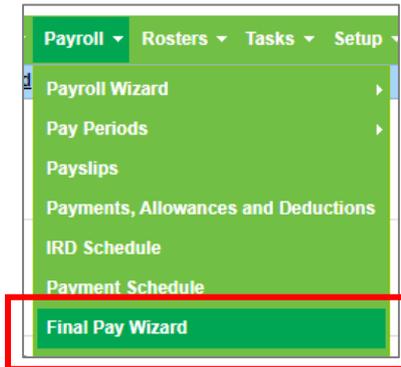
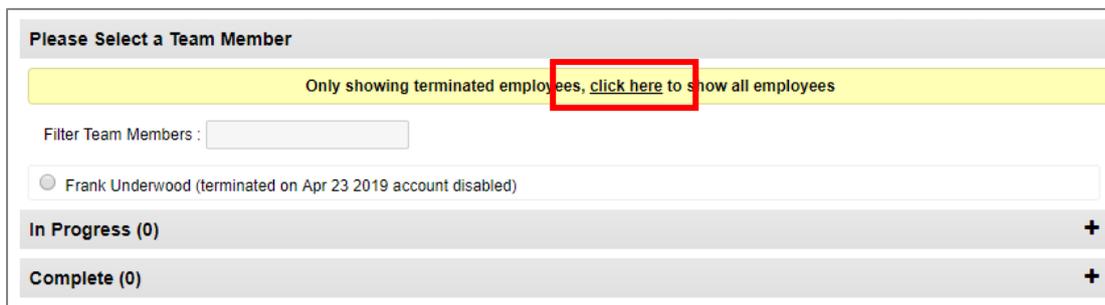


## FINAL PAY

1. Hover on **Payroll** and click on **Final Pay Wizard**:

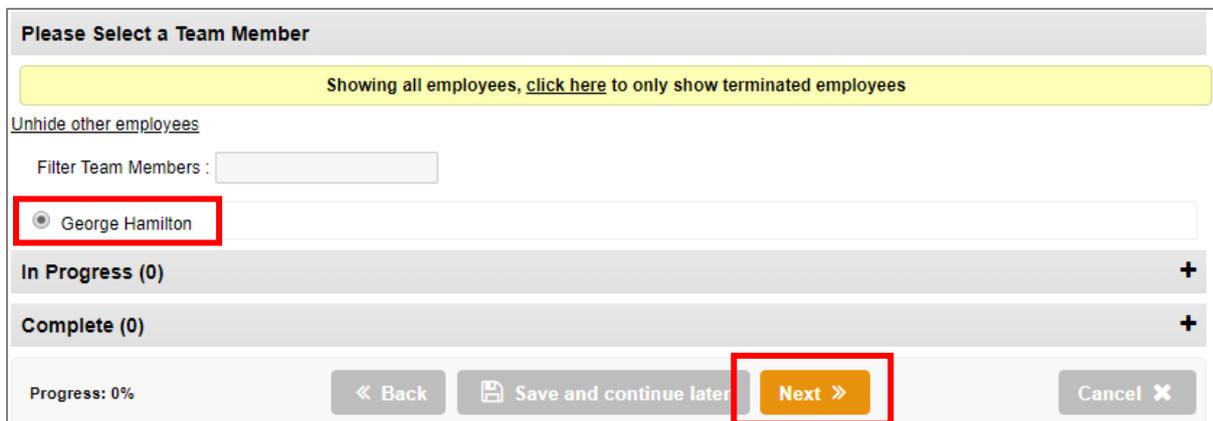


2. Click on **click here** to bring up your employee list:



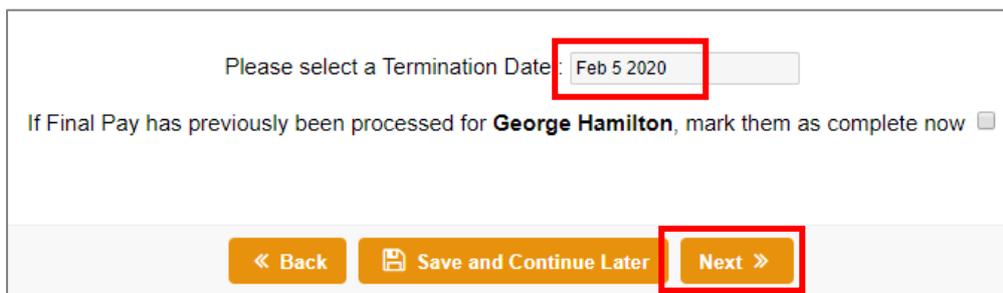
A screenshot of a dialog box titled 'Please Select a Team Member'. It contains a yellow banner with the text 'Only showing terminated employees, [click here](#) to show all employees'. Below this is a 'Filter Team Members' input field and a list of employees. The first employee listed is 'Frank Underwood (terminated on Apr 23 2019 account disabled)'. At the bottom, there are two expandable sections: 'In Progress (0)' and 'Complete (0)', each with a plus sign icon.

3. Select the applicable employee by clicking their name, then clicking **Next**:



A screenshot of the same dialog box as above, but now showing 'Showing all employees, [click here](#) to only show terminated employees'. The 'Unhide other employees' link is visible. The 'Filter Team Members' field is empty. The employee list now shows 'George Hamilton' selected, which is highlighted with a red box. At the bottom, there are four buttons: 'Back', 'Save and continue later', 'Next >', and 'Cancel X'. The 'Next >' button is highlighted with a red box.

4. Enter in the **Termination Date** then click **Next**:



A screenshot of a dialog box titled 'Please select a Termination Date'. It features a date input field with 'Feb 5 2020' entered, which is highlighted with a red box. Below the input field is a checkbox with the text 'If Final Pay has previously been processed for **George Hamilton**, mark them as complete now'. At the bottom, there are three buttons: 'Back', 'Save and Continue Later', and 'Next >'. The 'Next >' button is highlighted with a red box.

5. Review the timesheet entries for the period, then click **Next**:  
**NB: The timesheet entries only go as far as the termination date and you can add, edit and/or delete any entries at this step**

Please ensure timesheet entries are correct

George Hamilton - Jan 27 2020 to Feb 05 2020 ↻

	Date	Activity Code	Activity	Start Time	End Time	Hours	Paid Hours	No. of Milking's
<input checked="" type="checkbox"/>	Jan 27 2020	RTO	Rostered Time off			10.0000	0.0000	0
+						10.0000	0.0000	0
<input checked="" type="checkbox"/>	Jan 28 2020	GEN	General Farm Work			9.0000	9.0000	0
+						9.0000	9.0000	0
<input checked="" type="checkbox"/>	Jan 29 2020	GEN	General Farm Work			10.0000	10.0000	0
+						10.0000	10.0000	0
<input checked="" type="checkbox"/>	Jan 30 2020	GEN	General Farm Work			9.0000	9.0000	0
+						9.0000	9.0000	0
<input checked="" type="checkbox"/>	Jan 31 2020	GEN	General Farm Work			9.0000	9.0000	0
+						9.0000	9.0000	0
+	Feb 01 2020					-	-	-
+	Feb 02 2020					-	-	-
+	Feb 03 2020					-	-	-
<input checked="" type="checkbox"/>	Feb 04 2020	RTO	Rostered Time off			10.0000	0.0000	0
+						10.0000	0.0000	0
<input checked="" type="checkbox"/>	Feb 05 2020	RTO	Rostered Time off			10.0000	0.0000	0
+						10.0000	0.0000	0
						<b>Grand Total</b>	<b>67.0000</b>	<b>37.0000</b>

Progress: 33%

< Back
Save and Continue Later
Next >
Cancel ✕

6. Review their Termination Pay information then click **Next**:  
**NB: If the team member has Entitlement Days for Annual Leave, they may be entitled to be paid out for statutory holidays in the future. If this is applicable, click on 'Number of statutory days falling between XX and XX' and select the amount of statutory days to be paid out**

Start Date : Jun 20 2018  
 Anniversary Date : Jun 20 2019  
 Termination Date : Feb 05 2020  
 Cut-Off Date : Jan 26 2020  
 Number of Days Employed : 595  
 Daily Average (4 weeks) : 214.32 - Dec 29 2019 to Jan 26 2020  
 Daily Average (12 months) : 242.85 - Jan 26 2019 to Jan 26 2020  
 Standard Daily Pay : 214.38

**Subtotals**

Annual Leave Entitled Value : 621.02 (as at Feb 05 2020) ?  
 Annual Leave Entitled 8% : 49.68  
 Annual Leave Accrual Value : 3210.35 (as at Jan 26 2020) ?  
 Alternate Leave Value : 857.51 (4 days x Standard daily pay as at Feb 05 2020) ?  
 Alternate Leave 8% : 68.60  
 -----  
 Termination Pay : 4807.16

**Future Statutory Holidays**

Number of statutory days falling between Feb 06 2020 and Feb 09 2020 :  ?  
 -----  
 Total Owing for Statutory Days : 428.76 ?

**Total**

**Total Termination Pay : 5235.92**

< Back
Save and Continue Later
Next >
Cancel ✕

7. Review the Pay Period Details then click **Next**:

### Pay Period Details

Start Date : Jan 27 2020  
End Date : Feb 09 2020  
Days in Period : 14  
Days Worked : 4  
Normal Days Paid : 10.944  
Less Unpaid Leave Days : 6.944

---

Total Gross Pay Amount : 857.51

« BackSave and Continue LaterNext »

8. Review the Pay Period Gross Summary then click **Next**:

### Pay Period Gross Summary

Amount for Pay Period Worked : 857.51  
Plus Final 8% : 68.60  
Total Amount for Pay Period Worked : 926.11  
Plus Termination Pay : 5235.92

---

Total Amount Payable : 6162.03

« BackSave and Continue LaterNext »

9. Ensure you **do not** deactivate the team member here, instead do it through **Team Manager**:

#### 1. System Access

George is still **active** and may still have access to AgriSmart, [click here](#) to make George inactive now!

10. View the Extra Payment/Final Leave Calculator (optional):

**NB: If you are using GL Codes, ensure you View the Extra Payment. Once you have the Extra Payment screen open, ensure you select the applicable Category. Once the applicable Category has been selected, click Save.**

### 2. Extra Payment Details

An extra payment of **5235.92** has been created for **George**.

View Extra Payment View Final Leave Calculator

11. Click on either **Yes** or **No** to paying the team member at the same time as your other team members:

### 3. Paying Team Member

Will you be paying **George** at the same time as your other team member(s)?

12. If you select **Yes**, go to Section 1. If you select **No**, go to Section 2:

#### Section 1:

1. Click on ***click here to do this now:***

### 4. Paying 1 or more team members

If you are going to use the **Payroll Wizard**, you will need to complete a Pay Run for all of your employees at once.

This does not have to be done straight away [click here](#) to do this now.

If you do not wish to use the Payroll Wizard, you can [create a payslip now](#)

2. Follow the Payroll Wizard help document then complete your Payday Filing as normal (help documents below):

- [Payroll Wizard](#)
- [Payday Filing](#) (page 3)

**Very important note:** *When you get to **Step 4 of the Payroll Wizard**, click on the team member's name whose final pay it is. This will bring up their **payslip**. Here you will see a **Calculate Final Pay** button. **Click this**, then **click Save**. Please note, this is not applicable for Fixed-Term or Casual employees.*

#### Section 2:

1. Click on ***create a payslip now:***

### 4. Paying George only

If you do not wish to use the Payroll Wizard, you can [create a payslip now](#)

2. Click **OK**:

c3.timesmart.co.nz says

Create payslip, are you sure?

3. Click on **View Payslip**:

**4. Paying George only**

A payslip has already been created, view or modify in the section below.

**Current Payslip**

A Payslip has already been created for this Pay Period.

This Payslip was created on **Jun 25 2019** by **Elizabeth Green**.

The Payslip is for **3942.56** and has a status of **Draft**

Check and / or delete this payslip using the buttons below

[View Payslip](#)

Delete Payslip

4. Click on the **Edit** button to make any adjustments such as:

- Updating the **Pay Date**
- Adjusting Rent (**on the Deductions side ONLY**)
- Adjusting **Non-Taxable Allowances**
- Adding in any one-off Deductions/Non-Taxable Allowances

Payslip : George Hamilton

✕ Delete
Send
Email
Print
Edit

### Payslip

George Hamilton  
29 Liverpool Street  
Hamilton 3204  
0800110172

Pay Period :	Jun 17 2019 to Jun 30 2019
Pay Date :	Jul 19 2019
Tax Code :	M
Termination Date :	Jun 19 2019
Status :	Draft
Bank Account Number :	12-2343-4755532-50
Payslip ID :	344

**Payments**

	Hours	Amount
Standard Salary	29	464.88
Rent *		200.00
Final Pay		53.19

calculate final pay

**Deductions**

	Amount
PAYE :	97.94
KiwiSaver :	4% 237.92
Rent (3 Day) :	42.86

**Extra Payments**

Final Leave Payout	5429.86
--------------------	---------

**Extra Tax**

Final Leave Payout Tax	1704.43
------------------------	---------

**Non-Taxable Allowances**

Wet Weather Gear (3 Days)	3.05
Phone Allowance (3 Days)	2.20

5. When you are happy with the payslip, update the status from Draft to Paid:

Pay Period :	Jun 17 2019 to Jun 30 2019
Pay Date :	Jul 19 2019
Tax Code :	M
Termination Date :	Jun 19 2019
Status :	Paid
Bank Account Number :	12-2343-4755532-50
Payslip ID :	344

6. Click Save (found at the bottom and top of the payslip):

<b>Net Pay</b>		\$ 4070.03
Employer KiwiSaver :	3 %	\$ 178.44
	(ESCT) 17.5 %	\$ 32.28
* Excluded from KiwiSaver calculations		
		

7. Click **Email** to email the payslip to the team member:

Payslip : George Hamilton				
<b>Payslip</b>				
<u>George Hamilton</u>				
29 Liverpool Street Hamilton 3204 0800110172				
Pay Period :	Jun 17 2019 to Jun 30 2019			
Pay Date :	Jul 19 2019			
Tax Code :	M			
Status :	Paid			
Bank Account Number :	12-2343-4755532-50			
Payslip ID :	344			

8. Complete your Payday Filing as normal (help document linked below):

- [Payday Filing](#) (page 5)

9. [Deactivate the team member](#)