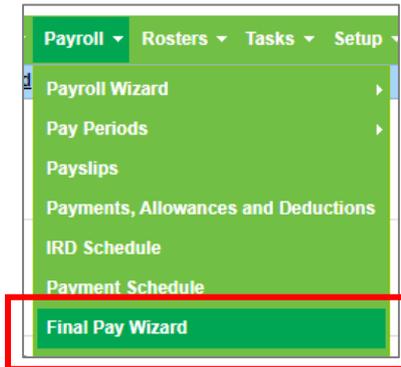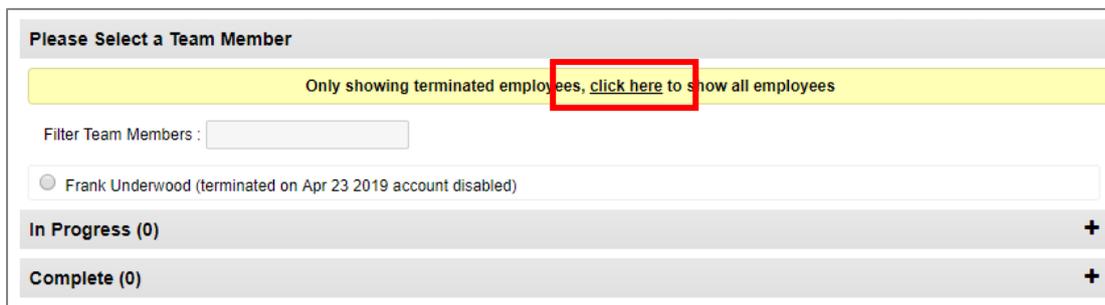# FINAL PAY

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

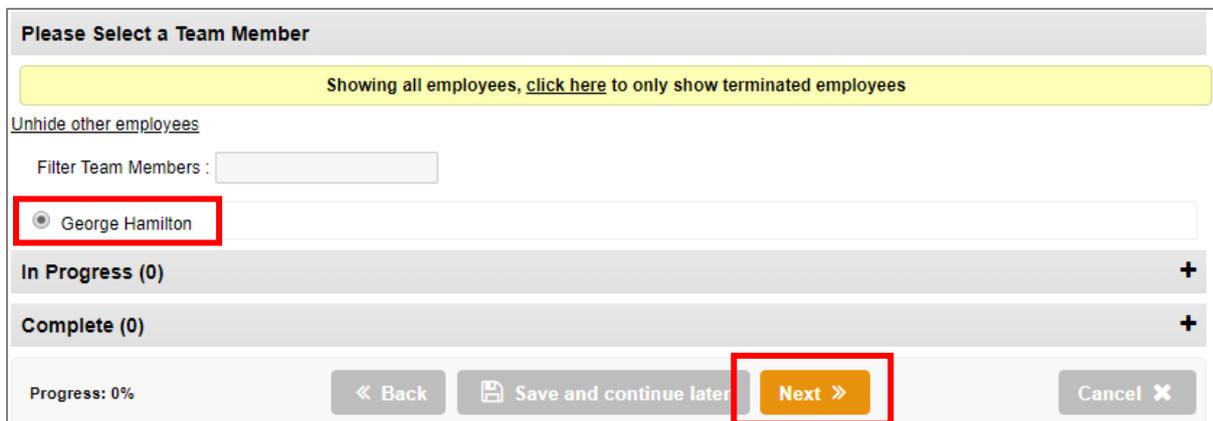2. Click on *click here* to bring up your employee list:

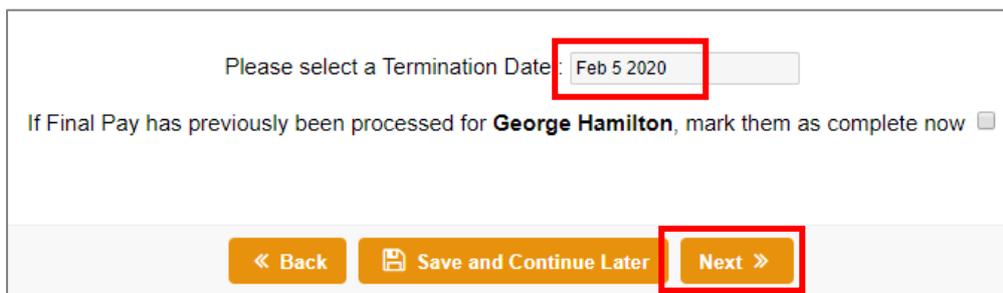3. Select the applicable employee by clicking their name, then clicking *Next*:

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

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

	Date	Activity Code	Activity	Start Time	End Time	Hours	Paid Hours	No. of Milking's
☐ George Hamilton - Jan 27 2020 to Feb 05 2020								↻
✎	Jan 27 2020	RTO	Rostered Time off			10.0000	0.0000	0
+						10.0000	0.0000	0
✎	Jan 28 2020	GEN	General Farm Work			9.0000	9.0000	0
+						9.0000	9.0000	0
✎	Jan 29 2020	GEN	General Farm Work			10.0000	10.0000	0
+						10.0000	10.0000	0
✎	Jan 30 2020	GEN	General Farm Work			9.0000	9.0000	0
+						9.0000	9.0000	0
✎	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					-	-	-
✎	Feb 04 2020	RTO	Rostered Time off			10.0000	0.0000	0
+						10.0000	0.0000	0
✎	Feb 05 2020	RTO	Rostered Time off			10.0000	0.0000	0
+						10.0000	0.0000	0
					Grand Total	67.0000	37.0000	0

Please ensure timesheet entries are correct

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 : [2 ▼] ❓

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

« Back   🖫 Save and Continue Later   Next »

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

« Back   🖫 Save and Continue Later   Next »

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:

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*:

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*:

2.   Click *OK*:

3. Click on *View 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

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

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

Net Pay		$ 4070.03
Employer KiwiSaver :	3 %	$ 178.44
	▦	(ESCT) 17.5 % ▼ $ 32.28

* Excluded from KiwiSaver calculations

💾 Save

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

Payslip : George Hamilton   💬 Send   ✉ Email   🖶 Print

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
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