

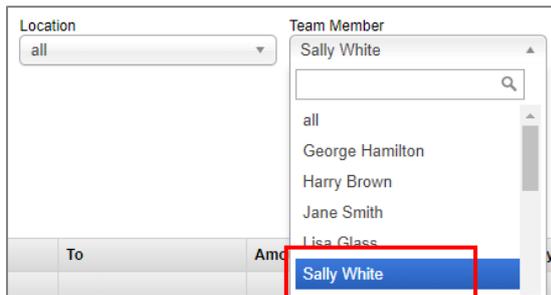
## FIRST PAY

If your new team member is on a salary and starts part way through a pay period, you will need to process a part pay for them:

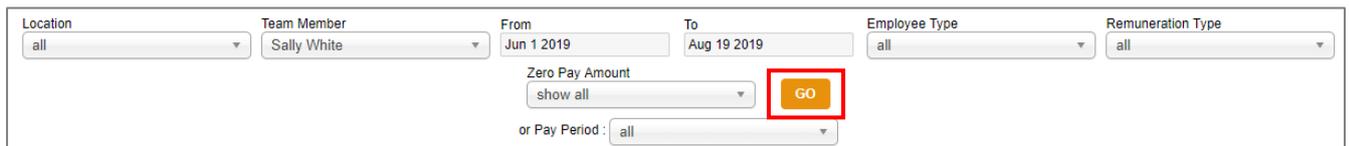
1. Ensure all their timesheets are in for the applicable period
2. Hover on *Payroll* and click on *Pay Periods*:



3. Select the team member whose first pay it is:



4. Click *GO*



5. Find their first pay period:

E.g. Sally started on 25/07/2019, so her first pay period will be 15/07/2019-28/07/2019

**NB: If you need to create this pay period, please refer to the [Adding Prior Pay Periods help document](#)**

Team Member : [Sally White](#)  
 Employee Type : Full-time  
 Remuneration type : Salary

viewing records : 1 to 2 of 2 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	2307.69	2307.69	0.00	0.00	0.00	0.00	0.00	0.00	
+	Jul 15 2019	Jul 28 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	0.00	0.00	x
	Total :		4615.38	4615.38	0.00	0.00	0.00	0.00	0.00	0.00	

Here you will note that the *Amount Paid* has not yet been adjusted according to the number of days worked.

6. Click on the *edit* icon:

Team Member : [Sally White](#)  
 Employee Type : Full-time  
 Remuneration type : Salary

viewing records : 1 to 2 of 2 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	2307.69	2307.69	0.00	0.00	0.00	0.00	+	0.00	
+	Jul 15 2019	Jul 28 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	+	0.00	x
Total :			4615.38	4615.38	0.00	0.00	0.00	0.00		0.00	

The following screen will appear:

**Edit Pay Period**

Start Date : Jul 15 2019 \*

End Date : Jul 28 2019 \*

Pay Frequency : fortnightly \*

Days in period : 14

Days worked : 4

Unpaid leave : 7.014 days (\$1469.57)

Auto-calculate Unpaid leave :

Team Member : Sally White

Employment start date : Jul 25 2019

Pay amount : 2307.69

Days paid : 4

Daily contracted hours : 10.00

Average daily pay : 209.52

reset
Save

7. Click the *Auto-Calculate Unpaid Leave* box, then click *Save*:

**Edit Pay Period**

Start Date : Jul 15 2019 \*

End Date : Jul 28 2019 \*

Pay Frequency : fortnightly \*

Days in period : 14

Days worked : 4

Unpaid leave : 7.014 days (\$1469.57)

Auto-calculate Unpaid leave :

Team Member : Sally White

Employment start date : Jul 25 2019

Pay amount : 2307.69

Days paid : 4

Daily contracted hours : 10.00

Average daily pay : 209.52

reset
Save

The *Amount Paid* will now be reduced by the *Unpaid Leave* amount:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave							
+	Jul 29 2019	Aug 11 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	11.014	209.5233	0.00	0.00	+	0.00	
+	Jul 15 2019	Jul 28 2019	838.12	2307.69	0.00	0.00	0.00	-1469.57	4	209.5300	0.00	0.00	+	0.00	x

The *No. of Days Paid* column has also reflected the number of days the team member has worked:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave							
+	Jul 29 2019	Aug 11 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	11.014	209.5233	0.00	0.00	+	0.00	
+	Jul 15 2019	Jul 28 2019	838.12	2307.69	0.00	0.00	0.00	-1469.57	4	209.5300	0.00	0.00	+	0.00	x

Process your pay as normal via the Payroll Wizard. Please refer to the [Processing a Pay Run](#) help document if you would like to know more about this process.