

# 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*:

•	Payroll - Documents - Rosters - Ta												
	Payroll Wizard												
ľ	Pay Periods												
1	Payslips												
	Payments, Allowances and Deductions												
_	IRD Schedule												
	Payment Schedule												
b	Final Pay												

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

Location	Team Member		
all	•		
			۹
		all	-
		George Hamilton	
		Harry Brown	
		Jane Smith	
To	Ame	Lisa Glass	
10	AIIIC	Sally White	У

#### 4. Click GO

Γ	Location	Team Member	From	То	Employee Type	Remuneration Type
	all	Sally White 🔻	Jun 1 2019	Aug 19 2019	all 🔻	all
			Zero Pay Amount show all	GO		
			or Pay Period : all	*		

#### 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 <u>Adding Prior Pay Periods</u> help <i>document* 

Team Employ Remunera	Team Member : <u>Sally White</u> Employee Type : Full-time Remuneration type : Salary													
viewing records : 1 to 2 of 2														
Payslip	From	То	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	ß				
+	Jul 15 2019	Jul 28 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	0.00	Ø	×			
		Total :	4615.38	4615.38	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 Employ Remunera	Team Member : Sally White Employee Type : Full-time Remuneration type : Salary viewing records : 1 to 2 of 2													
Payslip	From	То	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	đ				
+	Jul 15 2019	Jul 28 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	0.00	Ø	×			
		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 v *	
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	

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

Payslip	From	То	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	6	
+	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	ß	×

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

Payslip	From	То	Amount paid	Standard salary	Minimum wage top-up		Adjustments		Adjustments N		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	Ø			
+	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	Ø	×		

Process your pay as normal via the Payroll Wizard. Please refer to the <u>Processing a Pay Run</u> help document if you would like to know more about this process.