

## INCORRECT PAYSリップ IN PAYROLL WIZARD

At times, a payslip(s) generated in Step 4 of the Payroll Wizard is incorrect.

To delete the incorrect payslip, make the necessary corrections, and then recreate the payslip, follow the instructions below:

1. Process your pay as normal via the Payroll Wizard, until you get to *Step 4*. For help on this, refer to the [Processing a Pay Run](#) help document:

Pay Run Wizard - Payslips \$ payday filing notes Print

◀ 1 2 3 4 5 ▶

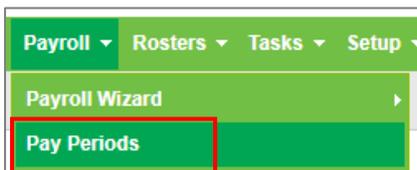
Using Payday Filing? [Click Here](#) to connect now!

Please check the payslip figures. Click on a row to view the actual payslip.  
1 - ticking this will send the payslip to the employee when you click next

Team Member	Pay Period	Pay Date	Pay Period Amount	Normal Pay	Gross Pay	Non-Taxable Allowances	PAYE	KiwiSaver	Student Loan	Child Support	Other Deductions	Total Deductions	Extra Payments	Extra Payments Tax	Net Pay	Checked	Send <sup>1</sup>
1 George Hamilton	Jul 29 2019 to Aug 11 2019	Aug 15 2019	2346.97	2323.08	2346.97	22.75	468.23	85.88	0.00	0.00	260.00	814.11	0.00	0.00	1555.61	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Harry Brown	Jul 29 2019 to Aug 11 2019	Aug 15 2019	133.84	-	133.84	0.00	15.91	0.00	0.00	0.00	0.00	15.91	0.00	0.00	117.93	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Jane Smith	Jul 29 2019 to Aug 11 2019	Aug 15 2019	200.00	-	200.00	10.00	23.78	0.00	0.00	0.00	220.00	243.78	0.00	0.00	-33.78	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Lisa Glass	Jul 29 2019 to Aug 11 2019	Aug 15 2019	2421.88	2421.88	2421.88	0.00	491.75	72.66	0.00	0.00	0.00	564.41	0.00	0.00	1857.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Totals :</b>			5102.69	4744.96	5102.69	32.75	999.67	158.54	0.00	0.00	480.00	1638.21	0.00	0.00	3497.23		

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



3. Select the *Team Member* whose payslip is incorrect and select the *Pay Period* you are processing:

Salary / Wages Paid Report Add Pay Periods Export Print

Location: all Team Member: **George Hamilton** From: Jul 29 2019 To: Aug 11 2019 Employee Type: all Remuneration Type: all

Zero Pay Amount: show all GO

or Pay Period: **Jul 29 2019 to Aug 11 2019...**

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

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	0.00	<input type="checkbox"/>
		<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>	<b>0.00</b>	

4. 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		
<input checked="" type="checkbox"/>	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	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>	<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

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

	Amount
PAYE :	468.23
KiwiSaver : 4%	85.88
Rent :	200.00
Salary Sacrifice :	60.00
<b>Total Deductions</b>	<b>814.11</b>
<b>Total Extra Tax</b>	<b>0.00</b>

	Amount
Wet Weather Gear	14.25
Phone Allowance	8.50
<b>Total Taxable Payments</b>	<b>2346.97</b>
<b>Total Extra Payments</b>	<b>0.00</b>
<b>Total Non-Taxable Payments</b>	<b>22.75</b>

**Net Pay** **1555.61**

5. Click the *Delete* button:

**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

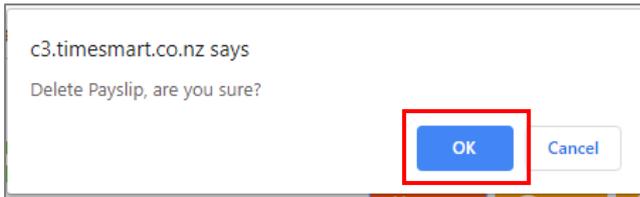
	Hours	Amount
Standard Salary	80	1503.26
Annual Leave (3 days)	30	643.71
Rent *		200.00

	Amount
PAYE :	468.23
KiwiSaver : 4%	85.88
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Salary Sacrifice :	60.00
<b>Total Deductions</b>	<b>814.11</b>
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	Amount
Wet Weather Gear	14.25
Phone Allowance	8.50
<b>Total Taxable Payments</b>	<b>2346.97</b>
<b>Total Extra Payments</b>	<b>0.00</b>
<b>Total Non-Taxable Payments</b>	<b>22.75</b>

**Net Pay** **1555.61**

6. Click OK:



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

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			
<b>+</b>	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	0.00	<b>+</b>	0.00	
	Total :		2346.97	2323.08	0.00	23.89	0.00	0.00	0.00		

7. Make the necessary changes to the pay period i.e. correct timesheet entries, adjust the Amount Paid, etc.

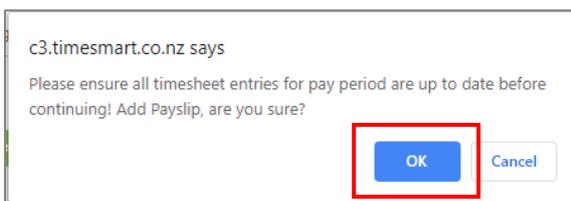
8. To recreate the payslip, click on the plus icon:

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			
<b>+</b>	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	0.00	<b>+</b>	0.00	
	Total :		2346.97	2323.08	0.00	23.89	0.00	0.00	0.00		

9. Click OK:



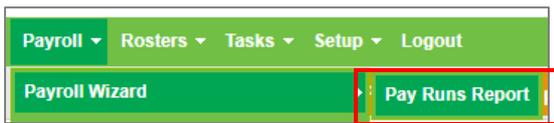
You will see that the new payslip has been created:

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			
<b>✓</b>	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	0.00	<b>+</b>	0.00	
	Total :		2346.97	2323.08	0.00	23.89	0.00	0.00	0.00		

10. Hover on *Payroll*, hover on *Payroll Wizard*, and click on *Pay Runs Report*:



11. Click on the pay run you are currently processing:

**Pay Runs**

pay date from: Jul 01 2019    pay date to: Aug 31 2019    location: -- all --    status: -- all --    go

Pay Date	Location	Status	Step	Team Member	
Aug 15 2019		incomplete	4	Elizabeth Green	✘
Jul 18 2019		complete	6	Elizabeth Green	
Jul 02 2019		complete	6	Elizabeth Green	



This will take you back to *Step 4* of the *Payroll Wizard*:

**Pay Run Wizard - Payslips**    \$ payday filing    notes    Print

1 2 3 4 5

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1 - ticking this will send the payslip to the employee when you click next

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<b>Totals :</b>			<b>5102.69</b>	<b>4744.96</b>	<b>5102.69</b>	<b>32.75</b>	<b>999.67</b>	<b>158.54</b>	<b>0.00</b>	<b>0.00</b>	<b>480.00</b>	<b>1638.21</b>	<b>0.00</b>	<b>0.00</b>	<b>3497.23</b>		

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12. Click on the team member's name whose payslip it is you recreated, and check that the correct payslip is now coming through.

13. Complete your pay run as normal. For help on this, refer to the [Processing a Pay Run](#) help document.