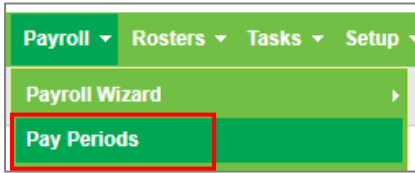


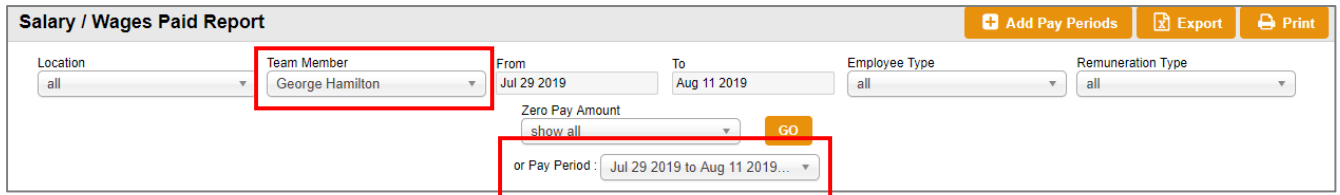
CREATING A ONE-OFF PAYSリップ

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



2. Select the *Team Member* whose one-off payslip it is and select the *Pay Period* you are processing:

NB: If you are doing one-off payslips for multiple team members, keep the Team Member filter box set at All



This will bring up the correct pay period for the correct team member(s):

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	
Total :			2346.97	2323.08	0.00	23.89	0.00	0.00	0.00		

3. 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			
+	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	0.00	+	0.00	
Total :			2346.97	2323.08	0.00	23.89	0.00	0.00	0.00		

4. Click *OK*:

c3.timesmart.co.nz says

Please ensure all timesheet entries for pay period are up to date before continuing! Add Payslip, are you sure?

5. 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			
✓	Jul 29 2019	Aug 11 2019	2346.97	2323.08	0.00	23.89	0.00	0.00	+	0.00	
Total :			2346.97	2323.08	0.00	23.89	0.00	0.00		0.00	

This will bring up the payslip:

Payslip : George Hamilton
[Delete](#) [Send](#) [Email](#) [Print](#) [Edit](#)

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

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

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

Non-Taxable Allowances		Amount
Wet Weather Gear		14.25
Phone Allowance		8.50
Total Taxable Payments		2346.97
Total Extra Payments		0.00
Total Non-Taxable Payments		22.75

Net Pay **1555.61**

6. Click the *Edit* button:

Payslip : George Hamilton
[Delete](#) [Send](#) [Email](#) [Print](#) [Edit](#)

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
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Non-Taxable Allowances		Amount
Wet Weather Gear		14.25
Phone Allowance		8.50
Total Taxable Payments		2346.97
Total Extra Payments		0.00
Total Non-Taxable Payments		22.75

Net Pay **1555.61**

7. Here you can do the following:

Payslip

George Hamilton
29 Liverpool Street
Hamilton 3204
0800110172

employee message ...

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 : 411

Payments

	Hours	Amount
Standard Salary	80	1493.17
Annual Leave (3 days)	30	536.81
Rent	hours	200.00

Deductions

	Amount
PAYE	\$ 482.00
KiwiSaver	\$ 85.20
Student Loan	\$ 0.00
Compulsory Student Loan Deductions (0%)	\$ 0.00
Voluntary Student Loan Deductions	\$ 0.00
Child Support	\$ 0.00
Rent	\$ 200.00
Salary Sacrifice	\$ 60.00

Non-Taxable Allowances

Wet Weather Gear	\$ 14.25
Phone Allowance	\$ 8.50

Total Taxable Payments: 2329.98
Total Extra Payments: 0.00
Total Non-Taxable Payments: 22.75

Total Deductions: 808.10
Total Extra Tax: 0.00

Change the Pay Date if applicable

Add one-off deduction if applicable

Add one-off non-taxable allowance if applicable

8. When you have finished editing the payslip, change the *Status* from *Draft* to *Paid*:

Payslip

George Hamilton
29 Liverpool Street
Hamilton 3204
0800110172

employee message ...

Pay Period : Jul 29 2019 to Aug 11 2019
Pay Date : Aug 15 2019
Tax Code : M
Status : Paid
Bank Account Number : 12-2343-4755532-50
Payslip ID : 411

9. Scroll down to the bottom of the payslip and click *Save*:

Net Pay \$ 1544.63

Employer KiwiSaver : 3 % \$ 63.90
(ESCT) 17.5 % \$ 11.18

* Excluded from KiwiSaver calculations

Save

10. You can now *Email* and/or *Print* the payslip by clicking the applicable button(s):

Payslip : George Hamilton		Send	Email	Print												
Payslip																
George Hamilton 29 Liverpool Street Hamilton 3204 0800110172		<table border="1"> <tr> <td>Pay Period :</td> <td>Jul 29 2019 to Aug 11 2019</td> </tr> <tr> <td>Pay Date :</td> <td>Aug 15 2019</td> </tr> <tr> <td>Tax Code :</td> <td>M</td> </tr> <tr> <td>Status :</td> <td>Paid</td> </tr> <tr> <td>Bank Account Number :</td> <td>12-2343-4755532-50</td> </tr> <tr> <td>Payslip ID :</td> <td>411</td> </tr> </table>			Pay Period :	Jul 29 2019 to Aug 11 2019	Pay Date :	Aug 15 2019	Tax Code :	M	Status :	Paid	Bank Account Number :	12-2343-4755532-50	Payslip ID :	411
Pay Period :	Jul 29 2019 to Aug 11 2019															
Pay Date :	Aug 15 2019															
Tax Code :	M															
Status :	Paid															
Bank Account Number :	12-2343-4755532-50															
Payslip ID :	411															

11. Make the payment to the team member:

Payslip																							
George Hamilton 29 Liverpool Street Hamilton 3204 0800110172																							
<table border="1"> <tr> <td>Pay Period :</td> <td>Jul 29 2019 to Aug 11 2019</td> </tr> <tr> <td>Pay Date :</td> <td>Aug 15 2019</td> </tr> <tr> <td>Tax Code :</td> <td>M</td> </tr> <tr> <td>Status :</td> <td>Paid</td> </tr> <tr> <td>Bank Account Number :</td> <td>12-2343-4755532-50</td> </tr> <tr> <td>Payslip ID :</td> <td>411</td> </tr> </table>		Pay Period :	Jul 29 2019 to Aug 11 2019	Pay Date :	Aug 15 2019	Tax Code :	M	Status :	Paid	Bank Account Number :	12-2343-4755532-50	Payslip ID :	411										
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Status :	Paid																						
Bank Account Number :	12-2343-4755532-50																						
Payslip ID :	411																						
Payments	Deductions																						
<table border="1"> <thead> <tr> <th></th> <th>Hours</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Standard Salary</td> <td>80</td> <td>1493.17</td> </tr> <tr> <td>Annual Leave (3 days)</td> <td>30</td> <td>636.81</td> </tr> <tr> <td>Rent *</td> <td></td> <td>200.00</td> </tr> </tbody> </table>		Hours	Amount	Standard Salary	80	1493.17	Annual Leave (3 days)	30	636.81	Rent *		200.00	<table border="1"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>PAYE :</td> <td>462.90</td> </tr> <tr> <td>KiwiSaver : 4%</td> <td>85.20</td> </tr> <tr> <td>Rent :</td> <td>200.00</td> </tr> <tr> <td>Salary Sacrifice :</td> <td>60.00</td> </tr> </tbody> </table>		Amount	PAYE :	462.90	KiwiSaver : 4%	85.20	Rent :	200.00	Salary Sacrifice :	60.00
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Total Deductions	808.10																						
Total Extra Tax	0.00																						
Net Pay	1544.63																						

12. File the payslip(s) to the IRD. For help on this, refer to the [Payday Filing](#) help document (Page 5)