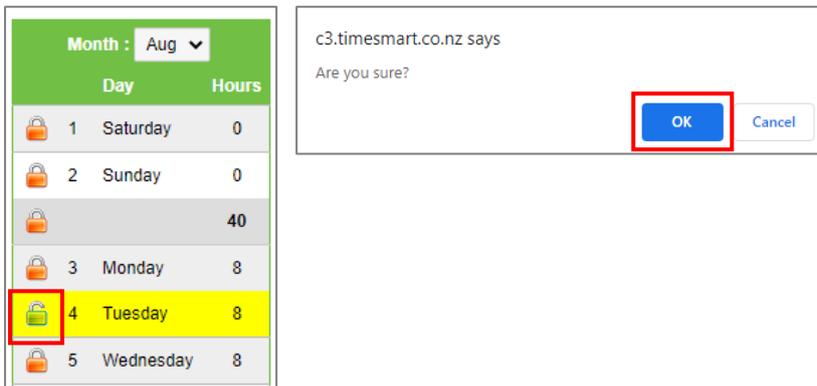


## PAST PERIOD PAY CORRECTION

*Situation: A timesheet entry was not added to a pay period that you have now closed and filed to the IRD. You want to pay the team member the extra amount they are owed, today.*

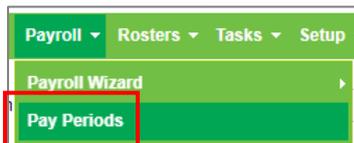
1. Contact AgriSmart via [support@agrismart.co.nz](mailto:support@agrismart.co.nz) to unlock the day(s) for the team member(s)
2. Enter the timesheet entry(ies)
3. Click the green padlock icon(s) in *My Timesheet* to lock the day(s), then click *OK*:



The screenshot shows a 'My Timesheet' table with columns for Day and Hours. The entry for Tuesday (Day 4) is highlighted in yellow and has a green padlock icon next to it. To the right, a confirmation dialog box is open, displaying 'c3.timesmart.co.nz says Are you sure?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

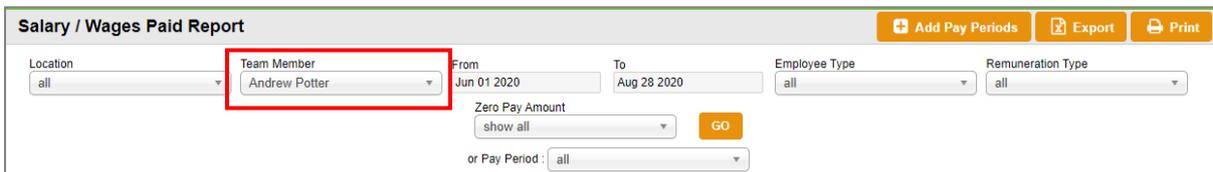
Month	Day	Hours
Aug	1 Saturday	0
Aug	2 Sunday	0
Aug	3 Monday	40
Aug	4 Tuesday	8
Aug	5 Wednesday	8

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



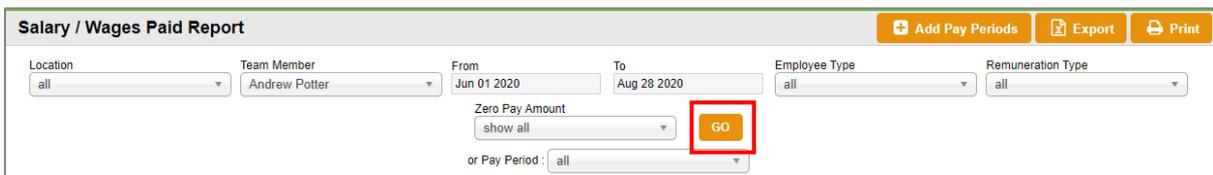
The screenshot shows a navigation menu with 'Payroll' selected. A sub-menu is open, showing 'Payroll Wizard' and 'Pay Periods'. The 'Pay Periods' option is highlighted with a red box.

5. Select the team member from the *Team Member* filter box:



The screenshot shows the 'Salary / Wages Paid Report' filter section. The 'Team Member' dropdown menu is open, and 'Andrew Potter' is selected. The 'GO' button is highlighted with a red box.

6. Click *GO*:



The screenshot shows the 'Salary / Wages Paid Report' results page. The 'GO' button is highlighted with a red box.

7. Locate the pay period that encompasses the timesheet entry(ies) you just added:

Payslip	From	To	Amount paid	Adjustments		Extra payments	
				Annual leave	Statutory holiday worked		
+	Aug 10 2020	Aug 23 2020	0.00	0.00	0.00	+	0.00
✓	Jul 27 2020	Aug 09 2020	1796.08	0.00	0.00	+	0.00

8. Click on the *tick* icon to open the payslip for the applicable period:

Payslip	From	To	Amount paid	Adjustments		Extra payments	
				Annual leave	Statutory holiday worked		
+	Aug 10 2020	Aug 23 2020	0.00	0.00	0.00	+	0.00
✓	Jul 27 2020	Aug 09 2020	1796.08	0.00	0.00	+	0.00

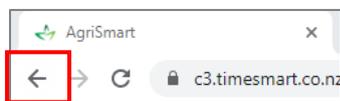


9. You will see the following error:

Payments			
	Hours	Amount	
<div style="border: 1px solid red; padding: 2px; display: inline-block;">  Pay Period(1796.08) and Payslip amounts do not match         </div>			
Ordinary Pay	80	1511.85	
- Holiday pay - pay as you go	80	120.95	
<b>Total Taxable Payments</b>		<b>1632.80</b>	

10. Deduct the amount in the error (e.g. \$1796.08) from the *Total Taxable Payments* amount (e.g. \$1632.80). This will be the *Extra Payment* amount (e.g. \$163.28). **Write this figure down.**

11. Click the back button to go back to the *Salary/Wages Paid Report*:



12. Click the *edit* icon in line with the pay period from Step 7:

Payslip	From	To	Amount paid	Adjustments		Extra payments		
				Annual leave	Statutory holiday worked			
+	Aug 10 2020	Aug 23 2020	0.00	0.00	0.00	+	0.00	
✓	Jul 27 2020	Aug 09 2020	1796.08	0.00	0.00	+	0.00	<div style="border: 1px solid red; padding: 2px;"></div>

The following screen will appear:

### Edit Pay Period

Start Date : Jul 27 2020 \*

End Date : Aug 09 2020 \*

Pay Frequency : fortnightly ▾ \*

Auto-calculate Unpaid leave :

Team Member : Andrew Potter

Pay amount : 1796.08

Days paid : 11

Daily contracted hours : 0.00

Average daily pay : 163.28

13. Adjust the *Pay Amount* to the amount in the *Total Taxable Payments* field of the payslip (found in Step 9). E.g. \$1796.08 will get changed to \$1632.80:

### Edit Pay Period

Start Date : Jul 27 2020 \*

End Date : Aug 09 2020 \*

Pay Frequency : fortnightly ▾ \*

Auto-calculate Unpaid leave :

Team Member : Andrew Potter

Pay amount : 1632.80

Days paid : 11

Daily contracted hours : 0.00

Average daily pay : 163.28

14. Click Save:

**Edit Pay Period**

Start Date:  \*

End Date:  \*

Pay Frequency:  \*

Auto-calculate Unpaid leave:

Team Member: Andrew Potter

Pay amount:

Days paid:

Daily contracted hours:

Average daily pay: 163.28

15. Close this screen:

**Edit Pay Period**

Start Date:  \*

End Date:  \*

Pay Frequency:  \*

Auto-calculate Unpaid leave:

Team Member: Andrew Potter

Pay amount:

Days paid:

Daily contracted hours:

Average daily pay: 163.28

✕

16. Locate the pay period to add the Extra Payment into:

**NB: This pay period must be unprocessed. This means that there has to be a plus icon in the 'Payslip' column, not a tick icon**

Payslip	From	To	Amount paid	Adjustments		Extra payments		
				Annual leave	Statutory holiday worked			
+	Aug 10 2020	Aug 23 2020	0.00	0.00	0.00	+	0.00	✎
✓	Jul 27 2020	Aug 09 2020	1632.80	0.00	0.00	+	0.00	✎ *

17. Click on the plus icon to open the Extra Payment screen for the applicable period:

Payslip	From	To	Amount paid	Adjustments		Extra payments		
				Annual leave	Statutory holiday worked			
+	Aug 10 2020	Aug 23 2020	0.00	0.00	0.00	+	0.00	✎
✓	Jul 27 2020	Aug 09 2020	1796.08	0.00	0.00	+	0.00	✎

18. Ensure the Date field matches the date the team member is receiving the extra payment:

**NB: It defaults to the last day of the pay period you are working in**

**Add Extra Payment**

Team Member:  ▼

Date:

19. In the *Extra Payment Amount* field, enter the figure you wrote down in *Step 10*:

**Add Extra Payment**

Team Member : Andrew Potter ▼

Date : Aug 14 2020

Extra Payment Amount : 163.28

20. Click the *calculator* icon:

**NB: This works out the Tax and Student Loan (if applicable)**

**Add Extra Payment**

Team Member : Andrew Potter ▼

Date : Aug 14 2020

Extra Payment Amount : 163.28

Student Loan On Extra Payment: 0.00

Exclude ACC Levy & KiwiSaver :  (Redundancy Payments)

Exclude From Average :  (Final Payments)

Tax Amount : 30.84 

21. Add a *Description*:

**Add Extra Payment**

Team Member : Andrew Potter ▼

Date : Aug 14 2020

Extra Payment Amount : 163.28

Student Loan On Extra Payment: 0.00

Exclude ACC Levy & KiwiSaver :  (Redundancy Payments)

Exclude From Average :  (Final Payments)

Tax Amount : 30.84 

Description : Underpayment from PE 09/08/2020

22. Select a *Category*:

**Add Extra Payment**

Team Member : Andrew Potter ▼

Date : Aug 14 2020

Extra Payment Amount : 163.28

Student Loan On Extra Payment: 0.00

Exclude ACC Levy & KiwiSaver :  (Redundancy Payments)

Exclude From Average :  (Final Payments)

Tax Amount : 30.84 

Description : Underpayment from PE 09/08/2020

Category : Adjustment ▼

23. Change the *Frequency* to *All periods other than weekly to monthly*, then click *Save*:

**Add Extra Payment**

Team Member : Andrew Potter

Date : Aug 14 2020

Extra Payment Amount : 163.28

Student Loan On Extra Payment : 0.00

Exclude ACC Levy & KiwiSaver :  (Redundancy Payments)

Exclude From Average :  (Final Payments)

Tax Amount : 30.84

Description : Underpayment from PE 09/08/2020

Category : Adjustment

Type : Non-discretionary

Frequency : All periods other than weekly to monthly - e.g quarterly or annual

 save

24. Work out the net amount payable:

- Extra Payment Amount (e.g. 163.28)
- Minus Student Loan (e.g. \$0)
- Minus Tax Amount (e.g. \$30.84)
- Minus KiwiSaver Employee Contribution. This amount is not displayed in the *Extra Payment* screen so you will have to go into *Team Manager* and check whether the employee is a KiwiSaver member, and if so, what percentage are they contributing (e.g. Andrew is contributing 3% so 3% of \$163.28 = \$4.90)
- Net amount payable = \$127.54 (\$163.28 - \$0 - \$30.84 - \$4.90)

The net amount payable is the amount you will pay directly into the employee's bank account (e.g. \$127.54). Write this amount down.

25. Close this screen:



26. Click on the team member's name:

Team Member : Andrew Potter

Location : woods Farm

Employee Type : Casual

Remuneration type : Wages

viewing records : 1 to 6 of 6 Show Extra Columns

Payslip	From	To	Amount paid	Adjustments		Extra payments		
				Annual leave	Statutory holiday worked			
+	Aug 10 2020	Aug 23 2020	163.28	0.00	0.00	+ 163.28		

27. Click on the *Payroll* tab:

**Edit Team Member**

General   Employment Details   **Payroll**   Payroll Audit

Username : \* Andrew  
 Password : \*  
 First Name : \* Andrew  
 Last Name : \* Potter

28. Click the *plus* icon in the *Regular Deductions* section:

**Regular Deductions**

Add regular deductions this team member will pay each pay where the end date falls between from and to.  
 If dates are left empty, deductions will be included indefinitely.

Category	Description	Amount	From	To		+

29. Select a *Category* and/or enter a *Description*:

Category	Description	Amount	From	To		+
Adjustment	Adjustment	\$ amount *	from	to		x

30. In the *Amount* field, enter the net amount payable (amount from *Step 24*):

Category	Description	Amount	From	To		+
Adjustment	Adjustment	\$ 127.54	from	to		x

31. Enter the pay period dates from *Step 16* in the *From* and *To* fields:

Category	Description	Amount	From	To		+
Adjustment	Adjustment	\$ 127.54	Aug 10 2020	Aug 23 2020		x

32. Scroll down to the bottom of the screen and click *Save*:

**Regular Deductions**

Add regular deductions this team member will pay each pay where the end date falls between from and to.  
 If dates are left empty, deductions will be included indefinitely.

Category	Description	Amount	From	To		+
Adjustment	Adjustment	\$ 127.54	Aug 10 2020	Aug 23 2020		x

**Other Deductions**

Add Payslip deductions  
 If dates are left empty, deductions will be included indefinitely.

Category	Description	Total Amount	From	Amount Per Pay Period	Balance		+
	Regular Child Support Payments :						
	Regular Taxable Extra Pay :						
	Tax on Extra Pay :						
	Compulsory Student Loan Deductions :	0	% From	to			
	Voluntary Student Loan Deductions :	\$ 0	from	to			

**Payroll Opening Balances**

This only needs to be done once when migrating from another payroll system during the financial year.

Opening Balance Date : Apr 01 2019  
 Opening YTD Payments : 25158.79  
 Opening YTD Deductions : 4372.76  
 Opening YTD Non-Taxable Allowances : 0.00

save >>

