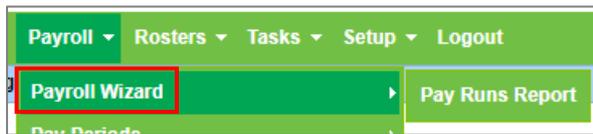


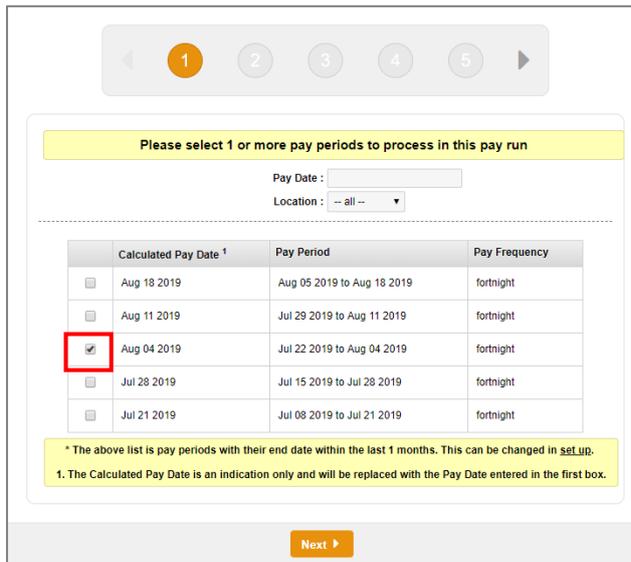
PROCESSING A PAY RUN

1. Hover on *Payroll* and click on *Payroll Wizard*

NB: Click on the words *Payroll Wizard*, and not the pop-up option - *Pay Runs Report*



2. Select the pay period you wish to process by ticking the box next to the *Calculated Pay Date*



Please select 1 or more pay periods to process in this pay run

Pay Date :

Location : -- all --

	Calculated Pay Date ¹	Pay Period	Pay Frequency
<input type="checkbox"/>	Aug 18 2019	Aug 05 2019 to Aug 18 2019	fortnight
<input type="checkbox"/>	Aug 11 2019	Jul 29 2019 to Aug 11 2019	fortnight
<input checked="" type="checkbox"/>	Aug 04 2019	Jul 22 2019 to Aug 04 2019	fortnight
<input type="checkbox"/>	Jul 28 2019	Jul 15 2019 to Jul 28 2019	fortnight
<input type="checkbox"/>	Jul 21 2019	Jul 08 2019 to Jul 21 2019	fortnight

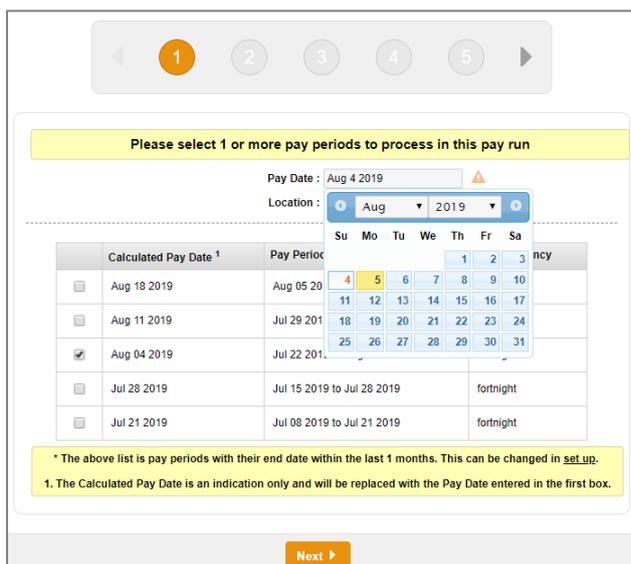
* The above list is pay periods with their end date within the last 1 months. This can be changed in [setUP](#).

1. The Calculated Pay Date is an indication only and will be replaced with the Pay Date entered in the first box.

Next ▶

3. Confirm the *Pay Date* by selecting it on the calendar:

NB: If you are using Internet Explorer, the calendar box will not come up which will lead to payroll issues. Please exit out of that browser and use Google Chrome instead



Please select 1 or more pay periods to process in this pay run

Pay Date : Aug 4 2019

Location : Aug 2019

	Calculated Pay Date ¹	Pay Period	Pay Frequency
<input type="checkbox"/>	Aug 18 2019	Aug 05 2019	
<input type="checkbox"/>	Aug 11 2019	Jul 29 2019	
<input checked="" type="checkbox"/>	Aug 04 2019	Jul 22 2019	
<input type="checkbox"/>	Jul 28 2019	Jul 15 2019 to Jul 28 2019	fortnight
<input type="checkbox"/>	Jul 21 2019	Jul 08 2019 to Jul 21 2019	fortnight

* The above list is pay periods with their end date within the last 1 months. This can be changed in [setUP](#).

1. The Calculated Pay Date is an indication only and will be replaced with the Pay Date entered in the first box.

Next ▶

4. Click Next

5. Check over your team's timesheet entries:

NB: You can add, edit and/or delete entries at this step by clicking on the corresponding day

George Hamilton - Jul 29 2019 to Aug 11 2019 (fortnight) ↻							
	Date	Activity Code	Activity	Start Time	End Time	Hours	Paid Hours
<input checked="" type="checkbox"/>	Jul 29 2019	AL	Annual Leave			10.0000	10.0000
+						10.0000	10.0000
<input checked="" type="checkbox"/>	Jul 30 2019	AL	Annual Leave			10.0000	10.0000
+						10.0000	10.0000
<input checked="" type="checkbox"/>	Jul 31 2019	AL	Annual Leave			10.0000	10.0000
+						10.0000	10.0000
<input checked="" type="checkbox"/>	Aug 01 2019	RTO	Rostered Time off			10.0000	0.0000
+						10.0000	0.0000
<input checked="" type="checkbox"/>	Aug 02 2019	RTO	Rostered Time off			10.0000	0.0000
+						10.0000	0.0000
<input checked="" type="checkbox"/>	Aug 03 2019	RTO	Rostered Time off			10.0000	0.0000
+						10.0000	0.0000
<input checked="" type="checkbox"/>	Aug 04 2019	GEN	General Farm Work			10.0000	10.0000
+						10.0000	10.0000
<input checked="" type="checkbox"/>	Aug 05 2019	GEN	General Farm Work			10.0000	10.0000
+						10.0000	10.0000

6. Once you have checked over the timesheet entries for your first team member, tick the box to the left-hand side of their name to confirm it:

<input type="checkbox"/> George Hamilton - Jul 29 2019 to Aug 11 2019 (fortnight) ↻							
	Date	Activity Code	Activity	Start Time	End Time	Hours	Paid Hours
<input checked="" type="checkbox"/>	Jul 29 2019	AL	Annual Leave			10.0000	10.0000

This will minimise the timesheet entries for that team member, and bring up the next team member

<input checked="" type="checkbox"/>	George Hamilton - Jul 29 2019 to Aug 11 2019 (fortnight) ↻						
<input type="checkbox"/>	Harry Brown - Jul 29 2019 to Aug 11 2019 (fortnight) ↻						
	Date	Activity Code	Activity	Start Time	End Time	Hours	Paid Hours
<input checked="" type="checkbox"/>	Jul 29 2019	GEN	General Farm Work			7.0000	7.0000
+						7.0000	7.0000

Follow this process until you have checked all your team's timesheet entries, and then click Next:

Please check and update timesheets. If this is already done skip this step now

- George Hamilton - Jul 29 2019 to Aug 11 2019 (fortnight) ↻
- Harry Brown - Jul 29 2019 to Aug 11 2019 (fortnight) ↻
- Jane Smith - Jul 29 2019 to Aug 11 2019 (fortnight) ↻
- Lisa Glass - Jul 29 2019 to Aug 11 2019 (fortnight) ↻

◀ Previous
Next ▶

Alternatively, you can click *Skip This Step* if you already know the timesheet entries are correct:

Please check and update timesheets. If this is already done skip this step now

George Hamilton - Jul 29 2019 to Aug 11 2019 (fortnight) ↻

	Date	Activity Code	Activity	Start Time	End Time	Hours	Paid Hours
	Jul 29 2019	AL	Annual Leave			10.0000	10.0000
+						10.0000	10.0000

- Click on the *Extra Payments* column to add in any extra payments for an employee(s) i.e. bonus, annual leave paid out, etc. If there are no extra payments to add, skip this step by clicking *Next*:
NB: For help on this, please refer to the [Adding an Extra Payment](#) help document

◀ 1 2 3 4 5 ▶

Please check for extra payments and adjust by clicking the row

	Employee	Pay Period	Adjustments			Extra Payments	Gross Pay
			Annual Leave	Statutory Holiday Worked	Unpaid Leave		
1	George Hamilton	Jul 29 2019 to Aug 11 2019	23.89	0.00	0.00	0.00	2346.97
2	Harry Brown	Jul 29 2019 to Aug 11 2019	0.00	0.00	0.00	0.00	133.84
3	Jane Smith	Jul 29 2019 to Aug 11 2019	0.00	0.00	0.00	0.00	200.00
4	Lisa Glass	Jul 29 2019 to Aug 11 2019	0.00	0.00	0.00	0.00	2421.88
Total :			23.89	0.00	0.00	0.00	5102.69

◀ Previous Next ▶

- This step of the Wizard shows the payslip figures for each team member. You can click on any row to view the actual payslip for the corresponding team member:

◀ 1 2 3 4 5 ▶

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 <input checked="" type="checkbox"/>	Send <input type="checkbox"/>
1	George Hamilton	Jul 29 2019 to Aug 11 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	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	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	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"/>
Totals :			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		

◀ Previous Next ▶

Payslip : George Hamilton next payslip ▶ (1 of 4) [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:	388

Payments		Hours	Amount	Deductions		Amount
Standard Salary		80	1503.29	KiwiSaver:		492.23
Annual Leave (3 days)		30	643.71	WiiSaver:	4%	65.88
Rent *			200.00	Rent:		200.00
				Salary Sacrifice:		60.00
Non-Taxable Allowances				Total Deductions		
Wear Weather Gear:			14.25	814.11		
Phone Allowance:			8.50	Total Extra Tax		
Total Taxable Payments			2346.97	0.00		
Total Extra Payments			0.00			
Total Non-Taxable Payments			22.75			
Net Pay				1555.61		
Employer KiwiSaver:			3%	94.41		
Leave Balances:		Annual Leave	Alternate Days			
		0.5 days	7 days			
Year To Date:		Total Payments	Total Deductions	Net Pay	Non-Taxable Allowances	
		2498.11	8472.58	1635.03	327.50	

9. You can edit and navigate through each payslip in this step by clicking the applicable action button, which is located at the top right-hand side of each payslip:
NB: If you edit anything on a payslip, ensure you scroll down to the bottom of the payslip when you are done and click the Save button

next payslip ▶
(1 of 5)
 print
 edit

10. Once the payslips have been checked, return to the table in Step 4 of the Wizard (shown below):

◀
1
2
3
4
5
▶

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 <input checked="" type="checkbox"/>	Send ¹ <input type="checkbox"/>
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"/>
Totals :			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		

◀ Previous
Next ▶

Here you will see the *Checked* and *Send* columns:

Checked	Send ¹
<input checked="" type="checkbox"/>	<input type="checkbox"/>

11. The *Checked* column will have been automatically ticked:

NB: Untick the *Checked* column for any team member who needs to be excluded from the pay run

12. Click the *Send* column to send the payslips to your team members via their AgriSmart Messages:

NB: This can be done by clicking the box next to *Send* to tick all at once, otherwise, it can be done individually by clicking the checkbox next to each employee

13. Click *Next*

14. Step 5 shows the Net Payment that needs to be made by you to your team members:

1 2 3 4 5

Please check the payments. Clicking any of the buttons will mark the payslips as PAID and will complete the pay run.

Payslip ID	Pay Date	Team Member	Bank Account	Account Name	Particulars	Code	Reference	Payment	Email	Print
1	366	Aug 15 2019	George Hamilton	12-2343-4755532-50	AGRISMART LIMITED		SALARY	1555.61	✓	✓
2	367	Aug 15 2019	Harry Brown	12-0007-6653200-08	AGRISMART LIMITED		WAGES	117.93	✓	✓
3	368	Aug 15 2019	Jane Smith	12-3445-6666667-76	AGRISMART LIMITED		WAGES	-33.78	✓	✓
4	369	Aug 15 2019	Lisa Glass	06-7784-0009944-50	AGRISMART LIMITED		SALARY	1857.47	✓	✓
Total :								3497.23		

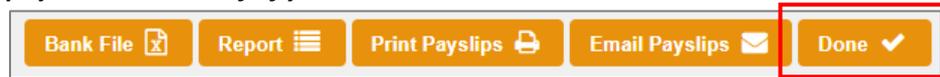
Bank File Report Print Payslips Email Payslips Done

15. Click on any of the following buttons if desired:



16. Click *Done*:

NB: Please ensure you make the payment to your team members as AgriSmart does not make any payments on behalf of you



17. Once you have clicked *Done*, a *File with IRD* button will appear. Click this to complete your Payday Filing:

NB: For help on this, please follow the [Payday Filing](#) help document

