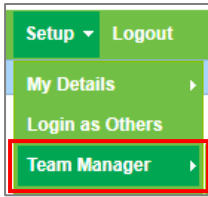


REINSTATING A TEAM MEMBER

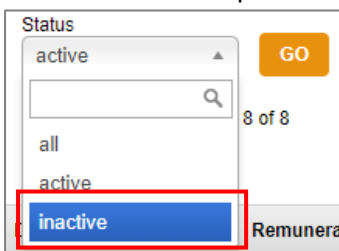
1. Hover on *Setup* and click on *Team Manager*



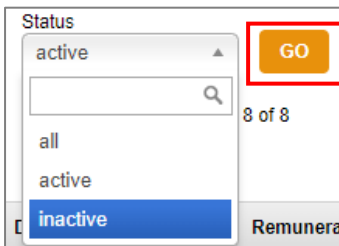
This will bring up a list of all current team members:

Team Manager													Add Team Member	Leave Calendar
Search <input type="text"/> Job Title <input type="text"/> Access Level <input type="text"/> Team <input type="text"/> Remuneration Type <input type="text"/> Pay Frequency <input type="text"/> Employee Type <input type="text"/> Location <input type="text"/>														
Status <input type="text"/> <input type="button" value="GO"/>														
viewing records : 1 to 9 of 9														
Actions (selected) <input type="text"/>														
<input type="checkbox"/>	Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions	
<input type="checkbox"/>	Elizabeth Green		Administrator		Liz		-	salary	fortnightly	-	Admin only	no location	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	George Hamilton	Farm Manager	Farm Manager		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	Waihou Farm	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	Kaikara Farm	<input type="checkbox"/>	<input type="checkbox"/>

2. Click on the dropdown menu in the *Status* field and select *Inactive*:



3. Click *GO*:



This will bring up a list of all inactive team members:

Team Manager													Add Team Member	Leave Calendar
Search <input type="text"/> Job Title <input type="text"/> Access Level <input type="text"/> Team <input type="text"/> Remuneration Type <input type="text"/> Pay Frequency <input type="text"/> Employee Type <input type="text"/> Location <input type="text"/> Status <input type="text"/> <input type="button" value="GO"/>														
viewing records : 1 to 29 of 29														
Actions (selected) <input type="text"/>														
<input type="checkbox"/>	Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions	
<input type="checkbox"/>	Ben Grey		..		ben	123-456-789	10.00	salary	fortnightly	50000.00	Full-time	no location	<input type="checkbox"/>	<input type="checkbox"/>

4. Find the team member to reactivate e.g. Ben Grey:

<input type="checkbox"/>	Ben Grey	..	ben	123-456-789	10.00	salary	fortnightly	50000.00	Full-time	no location		
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5. Click on the *activate* switch:

<input type="checkbox"/>	Ben Grey	..	ben	123-456-789	10.00	salary	fortnightly	50000.00	Full-time	no location		
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6. Click *OK*:

c3.timesmart.co.nz says

Activate user, are you sure? You can reverse this by changing the "user status" to "active" above

The team member will now appear in the current employees list.

7. Click into the reinstated team member and the following screen will appear:

Edit Team Member Ben Grey

General Employment Details Payroll Payroll Audit Notes Reminders User Files Skills Preferences

Username: * ben
Password: * minimum 8 characters (minimum 2 numbers, case sensitive)
First Name: * Ben
Last Name: * Grey
Employee Type: * Casual (Holiday pay as you...
Remuneration Type: * wages
Email Address: ben_grey@gmail.com
Job Title: Relief Milker
Team: no team
Primary Location: no location
Other Locations: Select Some Options
Access Level: Relief Milker
Health and Safety Responsibility Level: worker
Roster display colour: test
Hide rostered days off:
Exclude from Rosters and Tasks:
Pay Week Ending Day: Sunday
Exclude from dashboard:
Access Timesheet Viewer Report: * this overrides access level
Timesheet Supervisor:

8. Ensure all the details in the *General* tab are correct

9. Click on the *Employment Details* tab:

Edit Team Member Ben Grey

General **Employment Details** Payroll Payroll Audit Notes Reminders User Files Skills Preferences

IRD Number: 123-456-789
Employee Code:
Tax Code: M
* Start Date: Mar 27 2018 ✘
Termination Date: Nov 15 2018 ✘
Employee KiwiSaver Contribution: 3 %
Employer KiwiSaver Contribution: 3 %
KiwiSaver Status: Active KS Member
KiwiSaver Opted Out Date: ✘
Pay Frequency: fortnightly
* Actual Hourly Rate Paid: 19.1200
Minimum Hourly Rate: 0.00 (leave this blank to use default rate of 17.70)
Latest pay change: Aug 08 2019
Latest pay period start: Apr 22 2019
Latest pay period end: May 05 2019
Bank Account Number: xxx-xxxx-xxxxxxx-xxxx

Here you will see the *Termination Date* field:

The screenshot shows the 'Edit Team Member' form for 'Ben Grey'. The 'Employment Details' tab is active. The 'Termination Date' field is set to 'Nov 15 2018' and has a black cross symbol to its right. A grey arrow points to this field. Other fields include IRD Number (123-456-789), Employee Code, Tax Code (M), Start Date (Mar 27 2018), Kiwisaver Status (Active KS Member), and Pay Frequency (fortnightly). A red box highlights the pay-related fields, and a warning icon is present.

10. Click the black cross symbol to remove the *Termination Date*:

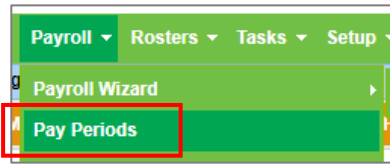
The screenshot shows the same 'Edit Team Member' form. The black cross symbol next to the 'Termination Date' field is now highlighted with a red box, indicating it should be clicked to remove the date.

11. Ensure all other the details in the *Employment Details* tab are correct i.e. correct *Start Date* and correct *Hourly Rate/Gross Annual Remuneration*.

12. Click *Save*:

The screenshot shows the 'Edit Team Member' form with the 'Save >>' button at the bottom right highlighted by a red box, indicating it should be clicked to save the changes.

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



14. Select the applicable employee from the *Team Member* filter box, change the *From* date to a date far in the past, and click *GO* (highlighted in yellow below):

Salary / Wages Paid Report Add Pay Periods Export Print

Location: all Team Member: Ben Grey From: Jun 1 2017 To: Aug 22 2019 Employee Type: all

Remuneration Type: all Zero Pay Amount: show all **GO**

or Pay Period: all

Here you will note that the current pay period has not been created (29/07/19 – 11/08/19):

Team Member : Ben Grey
Employee Type : Casual
Remuneration type : Wages

viewing records : 1 to 17 of 17 Show Extra Columns

Payslip	From	To	Amount paid	Adjustments		Extra payments			
				Annual leave	Statutory holiday worked				
✓	Nov 05 2018	Nov 18 2018	191.20	0.00		0.00	+	0.00	✎ *
✓	Oct 22 2018	Nov 04 2018	1999.32	0.00		0.00	+	0.00	✎ *
✓	Oct 08 2018	Oct 21 2018	0.00	0.00		0.00	+	0.00	✎ *
✓	Sep 24 2018	Oct 07 2018	0.00	0.00		0.00	+	0.00	✎ *

15. To create the current pay period, click the *Add Pay Periods* button:

Salary / Wages Paid Report Add Pay Periods Export Print

Location: all Team Member: Ben Grey From: Jun 1 2017 To: Aug 22 2019 Employee Type: all

Remuneration Type: all Zero Pay Amount: show all **GO**

or Pay Period: all

Team Member : Ben Grey
Employee Type : Casual
Remuneration type : Wages

viewing records : 1 to 17 of 17 Show Extra Columns

Payslip	From	To	Amount paid	Adjustments		Extra payments			
				Annual leave	Statutory holiday worked				
✓	Nov 05 2018	Nov 18 2018	191.20	0.00		0.00	+	0.00	✎ *
✓	Oct 22 2018	Nov 04 2018	1999.32	0.00		0.00	+	0.00	✎ *

The following screen will appear:

Pay Periods

this page allows you to add backdated Pay Periods

Team member	Oldest pay period		Go back until (end date)	Pay amount	Days paid	Daily contracted hours
<input type="checkbox"/>	(start date)	(end date)	Aug 08 2018	\$ 0.00	0	0
<input type="checkbox"/> Ben Grey	Mar 26 2018	to Apr 08 2018	Apr 08 2018	\$ 1923.08	10	10.00

Save

16. In the *Go back until (end date)* field, you will need to enter in a past date that doesn't already fall in a pay period for the particular employee. For example, Ben's earliest pay period is 26/03/18-08/04/18. As there is no pay period earlier than the 26/03/18, we can use the date 25/03/18 in the *Go back until (end date)* field and then click *Save*:

Pay Periods

this page allows you to add backdated Pay Periods

Team member	Oldest pay period		Go back until (end date)	Pay amount	Days paid	Daily contracted hours
	(start date)	(end date)				
<input type="checkbox"/>			Aug 08 2018	\$ 0.00	0	0
<input checked="" type="checkbox"/>	Ben Grey	Mar 26 2018 to Apr 08 2018	Mar 25 2018	\$ 1923.08	10	10.00

Save

You will be notified that *additional pay period(s) have been created*:

Pay Periods

this page allows you to add backdated Pay Periods

additional pay period(s) created

Team member	Oldest pay period		Go back until (end date)	Pay amount	Days paid	Daily contracted hours
	(start date)	(end date)				
<input type="checkbox"/>			Aug 08 2018	\$ 0.00	0	0
<input type="checkbox"/>	Ben Grey	Mar 12 2018 to Mar 25 2018	Mar 25 2018	\$ 1923.08	10	10.00

Save

17. Exit the pop-up window, and you will see that the prior pay period has been created:

<input checked="" type="checkbox"/>	Apr 23 2018	May 06 2018	586.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	*
<input checked="" type="checkbox"/>	Apr 09 2018	Apr 22 2018	1989.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	*
<input checked="" type="checkbox"/>	Mar 26 2018	Apr 08 2018	1100.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	*
<input checked="" type="checkbox"/>	Mar 12 2018	Mar 25 2018	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	x
Total :			12341.52	0.00	0.00	0.00				

NB: If the prior pay period is not appearing, ensure the *Zero Pay Amount* field has the *Show All* option selected:

Salary / Wages Paid Report

Add Pay Periods **Export** **Print**

Location: all | Team Member: Ben Grey | From: Jun 1 2017 | To: Aug 22 2019 | Employee Type: all

Remuneration Type: all | **Zero Pay Amount** | show all | **GO**

or Pay Period: all

18. Click on the *Edit* icon to change the dates of the pay period you just created:

<input checked="" type="checkbox"/>	Apr 23 2018	May 06 2018	586.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	*
<input checked="" type="checkbox"/>	Apr 09 2018	Apr 22 2018	1989.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	*
<input checked="" type="checkbox"/>	Mar 26 2018	Apr 08 2018	1100.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	*
<input checked="" type="checkbox"/>	Mar 12 2018	Mar 25 2018	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	x
Total :			12341.52	0.00	0.00	0.00				

The following screen will appear:

Edit Pay Period

Start Date : Mar 12 2018 *

End Date : Mar 25 2018 *

Pay Frequency : fortnightly *

Auto-calculate Unpaid leave :

Team Member : Ben Grey

Pay amount : 0.00

Days paid : 0

Daily contracted hours : 10.00

Average daily pay : 0.00

[reset](#) [Save](#)

19. Change the *Start Date* and *End Date* to reflect the current pay period (i.e. 29/07/19 – 11/08/19), then click *Save*:

Edit Pay Period

Start Date : Jul 29 2019 *

End Date : Aug 11 2019 *

Pay Frequency : fortnightly *

Auto-calculate Unpaid leave :

Team Member : Ben Grey

Pay amount : 0.00

Days paid : 0

Daily contracted hours : 10.00

Average daily pay : 0.00

[reset](#) [Save](#)

20. Exit out of the pop-up window to see that the pay period has been updated to reflect the current pay period:

Team Member : Ben Grey
Employee Type : Casual
Remuneration type : Wages

viewing records : 1 to 18 of 18 [Show Extra Columns](#)

Payslip	From	To	Amount paid	Adjustments		Extra payments		
				Annual leave	Statutory holiday worked			
+	Jul 29 2019	Aug 11 2019	0.00	0.00		0.00	0.00	*
✓	Nov 05 2018	Nov 18 2018	191.20	0.00		0.00	0.00	*
✓	Oct 22 2018	Nov 04 2018	1999.32	0.00		0.00	0.00	*

21. Click on the *Edit* icon:

Team Member : Ben Grey
Employee Type : Casual
Remuneration type : Wages

viewing records : 1 to 18 of 18 [Show Extra Columns](#)

Payslip	From	To	Amount paid	Adjustments		Extra payments		
				Annual leave	Statutory holiday worked			
+	Jul 29 2019	Aug 11 2019	0.00	0.00		0.00	0.00	*
✓	Nov 05 2018	Nov 18 2018	191.20	0.00		0.00	0.00	*
✓	Oct 22 2018	Nov 04 2018	1999.32	0.00		0.00	0.00	*

22. Click *Reset*:

Edit Pay Period

Start Date : *

End Date : *

Pay Frequency : fortnightly ▼ *

Auto-calculate Unpaid leave :

Team Member : Ben Grey

Pay amount :

Days paid :

Daily contracted hours :

Average daily pay : 0.00

23. Exit the pop-up window and you will notice that if there are any timesheet entries, the *Amount Paid* will be updated:

Payslip	From	To	Amount paid	Adjustments		Extra payments		
				Annual leave	Statutory holiday worked			
+	Jul 29 2019	Aug 11 2019	1082.19	0.00	0.00	+	0.00	
✓	Nov 05 2018	Nov 18 2018	191.20	0.00	0.00	+	0.00	
✓	Oct 22 2018	Nov 04 2018	1999.32	0.00	0.00	+	0.00	
✓	Oct 08 2018	Oct 21 2018	0.00	0.00	0.00	+	0.00	

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