

## Summary of each Agrismart report

### Activity Code

- Easily see total hours for one/ all codes for a selected period of time.
- Compare team worked hours for a selected period of time (who worked the most hours last season?)

### Alternate days

- Enter opening balance of Alternate days for a new user
- Alter existing balance of Alternate days for a member of the team

### Bonus Payments (Part of Payroll module)

- Easily record Bonus Payments with amounts, notes dates etc.
- One click works out the tax on the bonus payment

### Confirmed Hours

- When the team are sent their timesheet entries from the Timesheet Overview Report then it is registered as having been sent in the Confirmed Hours report.
- Once timesheet entries have been confirmed this will register in the report
- Additional messages seeking timesheets be confirmed can be sent from this report with a single click

### Final Pay Calculator

- It is one thing to measure Annual Leave for the team whilst they work for you, however when someone leaves there are several different formulae that need to be employed to work out a final pay. This calculator is easy to follow and very accurate.

### Gross Holiday Pay Entitlement

- Taking into account Rosters, contracted daily and weekly hours of work and trying figure out Annual leave can be tricky. As long as your team are set up correctly in Agrismart this report is accurate in determining current Annual Leave.

### IRD Monthly Schedule (Part of Payroll module)

- IR345's and IR348's are automatically populated so long as the team are set up correctly in the Agrismart Payroll module
- Both IR's can be edited, stored, printed as well as be sent directly to IRD.

### Payslips (Part of Payroll module)

- A full summary of all Payslips can be found here with Gross pay per pay period, all allowances, deductions and bonuses displayed as well as Net Pay measured and paid.
- All Payslips created in Agrismart can be accessed from this Report
- Send Payslips to the team from here.

### Rostered Time Off (new report due out)

### Salary / Wages paid

- Report to go to for all top up requirements for all staff for any/ all pay periods
- See total paid for any period for any team member (Standard salary vs Amount that should have been paid)
- Create Payslips (If you have Payroll module)

### Timesheet Overview

- Select all staff and their respective timesheet entries for any pay period – send out timesheet entries to be confirmed by staff from here.
- See all timesheet entries for all staff for any period of time
- Find actual total worked hours for any period
- See all Annual Leave taken for all staff for any period of time
- Export time for anyone and any period.