

Run a final pay

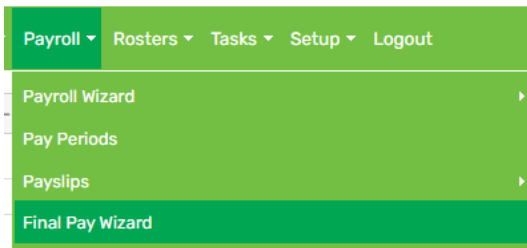
This can be done for multiple employees at once

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How-to

1. Hover on **Payroll > Final Pay Wizard**:



2. Select the employee(s) you are doing the final pay for by clicking the checkbox, then click **Next**:

Select Team Member(s) you are completing a final pay for.

Filter Team Member: or Filter Team: - [show all selected](#) [hide all selected](#)

<input type="checkbox"/>	Team Member	Team	Start Date	Employee Type	Remuneration Type
<input checked="" type="checkbox"/>	April Ludgate	Rec	Apr 01 2021	Full-time	Salary
<input checked="" type="checkbox"/>	Donna Meagle	Rec	Apr 01 2021	Full-time	Per Unit

Progress: 0% Next >>

3. Select the **termination date**:

Please select a Termination Date : (required)

4. If there are any upcoming statutory holidays, select the number from the **future statutory holidays** field:

Please select a Termination Date : (required)

Future statutory holidays :

5. By default, team members will be deactivated from the system once their final pay is completed. Only untick this setting if necessary:

Please select a Termination Date : (required)

Future statutory holidays :

Disable Team Members on completion :

6. Enter an **identifier** (optional):

Please select a Termination Date : (required)

Future statutory holidays :

Disable Team Members on completion :

Identifier :

Notes :

7. Enter any **notes** (optional):

Please select a Termination Date : (required)

Future statutory holidays :

Disable Team Members on completion :

Identifier :

Notes :

8. Click **Next**

9. Review the final pay breakdown, then click **Next**:

Click [here](#) to learn more about this breakdown

#	Team Member	Start Date	Termination Date *	Cut-Off Date	Final Pay Period	8%			8%			Alternate Leave			8%			Future SH			Final Pay		
						Hours	\$	\$	Days	\$	\$	\$	Days	\$	\$	Hours	\$	\$	Days	\$	\$	\$	\$
1	✘ April Ludgate	Apr 01 2021	<input type="text" value="16/08/2022"/>	<input type="text" value="14/08/2022"/>	Aug 15 2022 to Aug 21 2022	16.00	641.03	51.28	10.002	3205.74	256.46	2157.98	3	961.44	76.92	0	0.00	0.00	1	131.60	6841.42		
2	✘ Donna Meagle	Apr 01 2021	<input type="text" value="16/08/2022"/>	<input type="text" value="14/08/2022"/>	Aug 15 2022 to Aug 21 2022	17.00	374.00	29.92	0.752	164.12	13.13	1039.37	0	0.00	0.00	8.5	187.00	14.96	1	176.00	1624.50		

10. Review the final pay summary, then click **Complete**:

Click [here](#) to learn more about this summary

#	Team Member	Termination Date	Cut-Off Date	Final Pay Period (\$)	Termination Pay / Bonus Payment Amount (\$)	Only pay termination amount		
1	April Ludgate	Aug 16 2022	Aug 14 2022	641.03	6841.42	<input type="checkbox"/>		
2	Donna Meagle	Aug 16 2022	Aug 14 2022	374.00	1624.32	<input type="checkbox"/>		

Key : ■ not ready ■ ready to pay ■ paid

11. Click either **Yes** or **No** to paying these employees at the same time as the rest of the team:

Will you be paying these team members at the same time as your other team members?

Yes No

12. If you selected **Yes**, go to [Section 1](#). If you selected **No**, go to [Section 2](#)

Section 1

1. Go to the **Payroll Wizard** and complete your pay run as normal:
For help on this, click [here](#)

Will you be paying these team members at the same time as your other team members?



Great! Visit the **Payroll Wizard** when you're ready to pay your team!

If you are using GL codes, ensure you amend the extra payment in the Payroll Wizard. See below for help on this:

1. Get to step 3 of the Payroll Wizard
2. Click on the extra payment:

Employee	Pay Period	Adjustments			Extra Payments	Pay Advance	Gross Pay
		Annual Leave	Statutory Holiday Worked	Unpaid Leave			
1 April Ludgate (inactive) (Ceased employment Aug 16 2022)	Aug 15 2022 to Aug 21 2022	0.00	0.00	-1282.05	6841.42	0.00	7482.45

3. Click anywhere on the employee's row to open the **Edit Extra Payment** screen:

Team Member	Payment Date	Extra Payment Amount	Description	Category	Paid?
April Ludgate	Aug 16 2022	6841.42	Final Pay		x
Total		6841.42			

4. Select a **category**:

Edit Extra Payment

Team Member: * April Ludgate ▼



Date: Aug 16 2022

Extra Payment Amount: 6841.42

Student Loan On Extra Payment:

Exclude ACC Levy & KiwiSaver: (Redundancy Payments)

Exclude From Average: (Final Payments)

Tax Amount: 2357.55  

Description: Final Pay

Category: -- select category -- ▼

Type: Non-discretionary ▼

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

5. Click **Save**

Section 2

1. Select **Yes** to paying these employees now:

If you are not ready to pay these employees yet, come back to this screen when you are

Will you be paying these team members at the same time as your other team members?

Yes No

Do you wish to pay these team members now?

Yes No

2. Select the **pay date** > **pay now**:

Will you be paying these team members at the same time as your other team members?

Yes No

Do you wish to pay these team members now?

Yes No

Please enter the Pay Date: 17/08/2022

3. This will take you to step 3 of the Payroll Wizard. You can now run your pay as normal:

For help on this, click [here](#)

	Employee	Pay Period	Adjustments			Extra Payments	Pay Advance	Gross Pay
			Annual Leave	Statutory Holiday Worked	Unpaid Leave			
1	April Ludgate (inactive) (Ceased employment Aug 16 2022)	Aug 15 2022 to Aug 21 2022	0.00	0.00	-1282.05	6841.42	0.00	7482.45
2	Donna Meagle (inactive) (Ceased employment Aug 16 2022)	Aug 15 2022 to Aug 21 2022	0.00	0.00	0.00	1624.32	0.00	1998.32
Total :			0.00	0.00	-1282.05	8465.74	0.00	9480.77

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			Annual Leave	Statutory Holiday Worked	Unpaid Leave			
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3. Click anywhere on the employee's row to open the **Edit Extra Payment** screen:

Team Member	Payment Date	Extra Payment Amount	Description	Category	Paid?	
April Ludgate	Aug 16 2022	6841.42	Final Pay			x
Total		6841.42				

4. Select a **category**:

Edit Extra Payment

Team Member: * April Ludgate ▼

Date: Aug 16 2022

Extra Payment Amount: 6841.42

Student Loan On Extra Payment:

Exclude ACC Levy & KiwiSaver: (Redundancy Payments)

Exclude From Average: (Final Payments)

Tax Amount: 2357.55

Description: Final Pay

Category: -- select category -- ▼

Type: Non-discretionary ▼

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

5. Click **Save**

Explanations

Final pay breakdown explained

- Click the cross icon to remove a team member from the Final Pay Wizard:

#	Team Member	Start Date	Termination Date *	Cut-Off Date
1	<input checked="" type="checkbox"/> April Ludgate	Apr 01 2021	16/08/2022 <input type="button" value="🗑️"/>	14/08/2022
2	<input checked="" type="checkbox"/> Donna Meagle	Apr 01 2021	16/08/2022 <input type="button" value="🗑️"/>	14/08/2022

- The **cut-off date** is the final day of the previous pay period (used for annual leave accrual calculations):

#	Team Member	Start Date	Termination Date *	Cut-Off Date
1	<input checked="" type="checkbox"/> April Ludgate	Apr 01 2021	16/08/2022 <input type="button" value="🗑️"/>	14/08/2022
2	<input checked="" type="checkbox"/> Donna Meagle	Apr 01 2021	16/08/2022 <input type="button" value="🗑️"/>	14/08/2022

- The **hours** column pulls through the time entered in the final pay period:

Final Pay Period		8%	
	Hours	\$	\$
Aug 15 2022 to Aug 21 2022	16.00 <input type="button" value="▼"/>	641.03	51.28
Aug 15 2022 to Aug 21 2022	17.00 <input type="button" value="▼"/>	374.00	29.92

- Click the arrow icon to view, add, edit or delete timesheets:
Timesheets will only show up to the termination date

Final Pay Period		8%	
	Hours	\$	\$
Aug 15 2022 to Aug 21 2022	16.00 <input type="button" value="▼"/>	641.03	51.28
Aug 15 2022 to Aug 21 2022	17.00 <input type="button" value="▼"/>	374.00	29.92

- This shows the amount payable for the hours worked in the employee's final pay period:

Final Pay Period				8%
	Hours		\$	\$
Aug 15 2022 to Aug 21 2022	16.00	▼	641.03	51.28
Aug 15 2022 to Aug 21 2022	17.00	▼	374.00	29.92

- This is 8% of the final pay period earnings:

This will be nil for HPAYG employees

Final Pay Period				8%
	Hours		\$	\$
Aug 15 2022 to Aug 21 2022	16.00	▼	641.03	51.28
Aug 15 2022 to Aug 21 2022	17.00	▼	374.00	29.92

- This is the number of annual leave entitlement days that the employee has:

Annual Leave Entitlement		8%
Days	\$	\$
10.002	3205.74	256.46
0.752	164.12	13.13

- This is the value of annual leave entitlement that the employee has:

Annual Leave Entitlement		8%
Days	\$	\$
10.002	3205.74	256.46
0.752	164.12	13.13

- This is 8% of the annual leave entitlement value:

Annual Leave Entitlement		8%
Days	\$	\$
10.002	3205.74	256.46
0.752	164.12	13.13

- This is 8% of the employee's earnings from their anniversary date (or start date if they haven't been employed for more than 12 months) to their cut-off date:

Annual Leave Accrual (on cut off date)
\$
2157.98
1039.37

- This is the number of alternate leave days that the employee has:

Alternate Leave		8%
Days	\$	\$
3	961.44	76.92
0	0.00	0.00

- This is the value of alternate leave that the employee has:

Alternate Leave		8%
Days	\$	\$
3	961.44	76.92
0	0.00	0.00

- This is 8% of the alternate leave value:

Alternate Leave		8%
Days	\$	\$
3	961.44	76.92
0	0.00	0.00

- This is the number of time bank hours that the employee has:

Time Bank		8%
Hours	\$	\$
0	0.00	0.00
8.5	187.00	14.96

- This is the time bank value that the employee has:

Time Bank		8%
Hours	\$	\$
0	0.00	0.00
8.5	187.00	14.96



- This is 8% of the time bank value:

Time Bank		8%
Hours	\$	\$
0	0.00	0.00
8.5	187.00	14.96



- If any of the employees have annual leave entitlement days and there is an upcoming statutory holiday, they may be entitled to this. If so, the days & value will be populated in the columns below:

Future SH	
Days	\$
1	131.60
1	176.00

- This is the sum of all \$ columns except for the **Final Pay Period \$** column (the employee's earnings for the period):




Final Pay	
\$	
6841.42	
1624.50	

- Click the information icon to pull up a printable breakdown report for the employee:

Final Pay	
\$	
6841.42	
1624.50	





Final pay summary explained

- This is the earnings for the final pay period (generated from timesheets):

#	Team Member	Termination Date	Cut-Off Date	Final Pay Period (\$)	Termination Pay / Bonus Payment Amount (\$)	Only pay termination amount		
1	April Ludgate	Aug 16 2022	Aug 14 2022	641.03	6841.42	<input type="checkbox"/>		
2	Donna Meagle	Aug 16 2022	Aug 14 2022	374.00	1624.32	<input type="checkbox"/>		





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- This is the total amount of leave to pay out (annual, alternate, time bank, future stat days):

#	Team Member	Termination Date	Cut-Off Date	Final Pay Period (\$)	Termination Pay / Bonus Payment Amount (\$)	Only pay termination amount		
1	April Ludgate	Aug 16 2022	Aug 14 2022	641.03	6841.42	<input type="checkbox"/>		
2	Donna Meagle	Aug 16 2022	Aug 14 2022	374.00	1624.32	<input type="checkbox"/>		

Key: ■ not ready ■ ready to pay ■ paid

- If an employee has already been paid their final pay period earnings and only need to receive their termination pay, click the checkbox in the **only pay termination amount** column:

#	Team Member	Termination Date	Cut-Off Date	Final Pay Period (\$)	Termination Pay / Bonus Payment Amount (\$)	Only pay termination amount		
1	April Ludgate	Aug 16 2022	Aug 14 2022	641.03	6841.42	<input type="checkbox"/>		
2	Donna Meagle	Aug 16 2022	Aug 14 2022	374.00	1624.32	<input type="checkbox"/>		

Key: ■ not ready ■ ready to pay ■ paid

- Click the information icon to pull up a printable breakdown report for the employee:

#	Team Member	Termination Date	Cut-Off Date	Final Pay Period (\$)	Termination Pay / Bonus Payment Amount (\$)	Only pay termination amount		
1	April Ludgate	Aug 16 2022	Aug 14 2022	641.03	6841.42	<input type="checkbox"/>		
2	Donna Meagle	Aug 16 2022	Aug 14 2022	374.00	1624.32	<input type="checkbox"/>		





Key: ■ not ready ■ ready to pay ■ paid

- Click the paper icon to pull up the final pay estimator:

#	Team Member	Termination Date	Cut-Off Date	Final Pay Period (\$)	Termination Pay / Bonus Payment Amount (\$)	Only pay termination amount		
1	April Ludgate	Aug 16 2022	Aug 14 2022	641.03	6841.42	<input type="checkbox"/>		
2	Donna Meagle	Aug 16 2022	Aug 14 2022	374.00	1624.32	<input type="checkbox"/>		

Key: ■ not ready ■ ready to pay ■ paid

- Refer to the key in regard to whether the final pay run can be completed (should be blue at this point):

#	Team Member	Termination Date	Cut-Off Date	Final Pay Period (\$)	Termination Pay / Bonus Payment Amount (\$)	Only pay termination amount		
1	April Ludgate	Aug 16 2022	Aug 14 2022	641.03	6841.42	<input type="checkbox"/>		
2	Donna Meagle	Aug 16 2022	Aug 14 2022	374.00	1624.32	<input type="checkbox"/>		

Key: ■ not ready ■ ready to pay ■ paid