

Run a manual pay

1. Unlock and add/amend the applicable timesheet(s) via **My Timesheet**
2. Hover on **Payroll** > hover on **Payslips** > click on **Manual Pay**
3. Select the **Team Member**
4. Select the **Pay Period** that the missing/amended timesheet(s) relates to
5. Select the **Pay Date** for this manual payment
6. Update the **Type** (if applicable)
7. Check the table has a tick in line with the new/amended timesheet(s):

Date	Activity	Hours	
Jan 31	Statutory Holiday Observed	8h 00m	
Feb 1	General Farm Work	8h 00m	
Feb 2	General Farm Work	8h 00m	
Feb 3	General Farm Work	8h 00m	
Feb 4	General Farm Work	8h 00m	
Feb 5	General Farm Work	2h 00m	
Feb 6	General Farm Work	2h 00m	✓

8. Click the calculator icon to calculate the extra payment amount:

Payment Amount : 

9. Add a **Payment Description** (optional). This will be displayed on the payslip:

Payment Description :

10. Add any **Admin Notes** (optional)
11. Click **Create Payslip**
12. Click **Save**
13. You will be notified that the manual pay has been saved:

 manual pay saved

14. Click **View** to view the payslip:

Payslip : [View](#)

15. Click **Edit**:

Payslip : Ann Perkins Send Email Print Delete Edit

Payslip

Ann Perkins

Pay Period :	Jan 31 2022 to Feb 06 2022
Pay Date :	Feb 17 2022
Hourly Rate :	22.00
Tax Code :	M SL
Status :	Draft

16. Update **Status** from **Draft** to **Paid** > **OK** > **Save**:

Payslip : Ann Perkins

Email

Delete

Save

Payslip

Ann Perkins

employee message ...

Pay Period :	Jan 31 2022 to Feb 06 2022
Pay Date :	Feb 17 2022
Hourly Rate :	22.00
Tax Code :	M SL
Status :	Paid

17. Repeat if applicable

18. Pay the team member(s) the additional amount. This amount can be found on the payslip or via **Payroll > Payslips**

19. File the manual pays(s) with the IRD. For help on this, click [here](#)