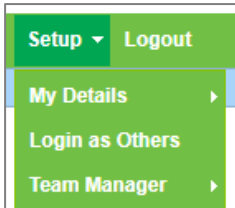
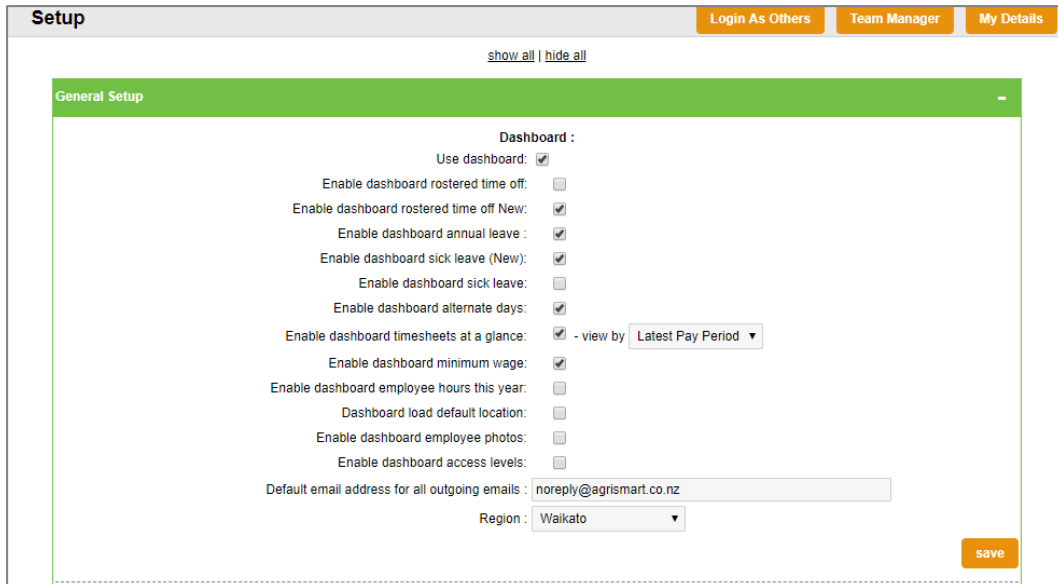


## SETUP AREA

Click on *Setup*:



This will take you to the following area:

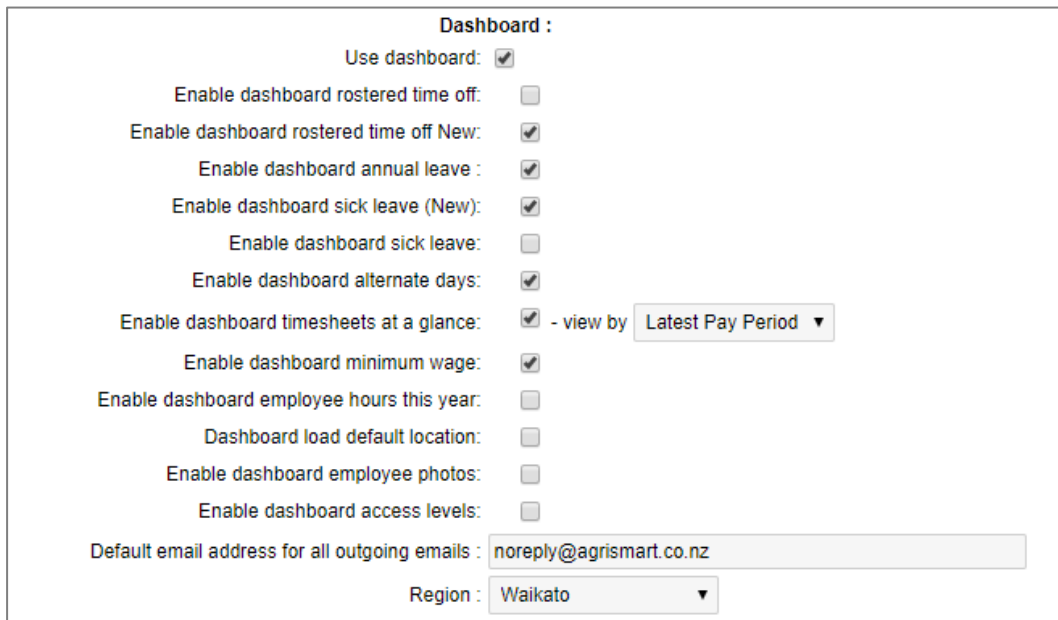


A screenshot of the 'Setup' page. At the top, there are tabs for 'Login As Others', 'Team Manager', and 'My Details'. Below the tabs, there are links for 'show all' and 'hide all'. The main content area is titled 'General Setup' and contains the following settings:

- Dashboard :
  - Use dashboard:
  - Enable dashboard rostered time off:
  - Enable dashboard rostered time off New:
  - Enable dashboard annual leave :
  - Enable dashboard sick leave (New):
  - Enable dashboard sick leave:
  - Enable dashboard alternate days:
  - Enable dashboard timesheets at a glance:  - view by Latest Pay Period ▼
  - Enable dashboard minimum wage:
  - Enable dashboard employee hours this year:
  - Dashboard load default location:
  - Enable dashboard employee photos:
  - Enable dashboard access levels:
- Default email address for all outgoing emails :
- Region :

A 'save' button is located at the bottom right of the settings area.

You can update Dashboard Settings:



A detailed view of the 'Dashboard' settings section from the previous screenshot. The settings are:

- Dashboard :
  - Use dashboard:
  - Enable dashboard rostered time off:
  - Enable dashboard rostered time off New:
  - Enable dashboard annual leave :
  - Enable dashboard sick leave (New):
  - Enable dashboard sick leave:
  - Enable dashboard alternate days:
  - Enable dashboard timesheets at a glance:  - view by Latest Pay Period ▼
  - Enable dashboard minimum wage:
  - Enable dashboard employee hours this year:
  - Dashboard load default location:
  - Enable dashboard employee photos:
  - Enable dashboard access levels:
- Default email address for all outgoing emails :
- Region :

You can update User Settings:

**Users :**

Show contracted hours in timesheets :

Default Order : access level ▼

Messages Require Confirmation :

Show Benefits and Deductions :

**Team Viewer :**

Team viewer time rounding : real time ▼

Break Code : BR

Break Terminology : Paid Break

Enable Bulk Mode :

Enable Modify Time :  (requires Bulk Mode enabled, also access level driven)

Require Team Member Pin :  (when pin set in team manager)

**Leave Applications :**

Default Create Timesheets : never, I will add manually ▼

**User Files :**

Default Categories :

You can update Team & Location Settings:

**Teams :**

[+ add team](#)

---

**Locations :**

Farm 1 : ✘

Kaireka Farm : ✘

Waihou Farm : ✘

You can update Timesheet Overview Report Settings:

**Timesheet Overview Report Settings :**

Email Default From :

Agent Email Addresses :  \* 1 address per line

Agent Email Default Subject : Employee Hours

Agent Email Default Message : \* set this up in setup page

Employee Email Default Subject : Please check your hours

Employee Email Default Message :  
Hi {name},  
please find a link to the hours you've done in the most recent pay period.  
After you have reviewed, please confirm  
{link}

**\* replacement fields:**  
{name} = employee/user first name  
{link} = link to approval page

Hide Job Fields :

You can update Health and Safety Responsibilities Settings:

**Health and Safety :  
Responsibilities :**

Under the Health and safety Act 2015 , you are classified as an officer.  
An officer will usually be a director of a company, a partner in a partnership or a trustee in a trust.  
An officer may also be a someone who exercises significant influence over the management of the business. Officers have a responsibility to exercise due diligence to ensure the PCBU meets their obligations, therefore you are required to:

officer :

- 1- Acquire and maintain knowledge of work health matters
- 2- Understand the hazards and associated risks on the farm
- 3- Ensure that there are sufficient resources available to effectively manage the hazards and risks on the farm
- 4- Ensure there are appropriate processes for managing information related to the hazards and risks on the farm

Under the Health and safety Act 2015 , you are classified as a "Manager". You responsibilities are therefore to:

manager :

- 1- Implement and maintain the Farm Health and Safety system.
- 2- Ensure that farm staff are capable of carrying out their responsibilities safely
- 3- Ensure that all workers understand their health and safety responsibilities
- 4- Report to the relevant authorities and investigating notifiable events.
- 5- Communicate safety information to families, workers, contractors and visitors as appropriate.
- 6- Promote a positive farm safety culture

You can update Payroll Settings:

**Payroll :**

Employer IRD : 876-546-987

Payroll Contact Person : Elizabeth Green

Payroll Contact Phone : 0800 110 172

Payroll Contact Email : info@agrismart.co.nz

Payslip Message Subject : Your Payslip is ready

Payslip Message Email : Hi {name} here is your latest payslip: {link}

**\* replacement fields:**

{name} = team member name  
{pay} = net pay amount  
{paydate} = pay date  
{link} = link to induction page

Payroll Bank Export : ASB ▼

Payslip Autocreate Default :  (whenever a new team member is added)

Autocreate Payslips : 0 ▼ days after end of pay period

Payslip Paydate Offset : 4 ▼ days after end of pay period

You can update Export code Settings:

**Export Codes :**

Company Number :

Total Taxable : \*.40.4000

Total Taxable Pay As You Go : \*.40.4001

Total Non-Taxable Allowances : \*.44.4450

PAYE : 10.95.9575

Student Loan : 10.95.9575