

STEPS TO RUN A PAY

Step 1

Dashboard Payroll People Tax Reports Setup

1. OPEN

1. Open
2. Enter
3. Check
4. Confirm

Open a payroll

To begin processing a new payroll, go to the Open Payroll page, check the dates are correct and press the Open button.

Select "Open a new payroll"

Step 2

Dashboard Payroll People Tax Reports Setup

2. ENTER

1. Open
2. Enter
3. Check
4. Confirm

Enter one off changes to each person's Timesheet

Timesheet Entry is where you do most of the work in iPayroll, actually entering the details to pay each person. Hopefully you have set up your Timesheet Templates so you are only entering the transactions that change each pay.

Select each name and enter their Timesheet

To Add a new transaction to the timesheet, enter the Quantity in the green box below. Select a Payment or Deduction Pay Element from the drop-down list, then press the Add button to add the transaction to the Timesheet.

To change the transaction after it has been added, just click on that transaction, or select the bin to remove.



Dashboard Payroll People Tax Reports Setup

3. CHECK

1. Open
2. Enter
3. Check
4. Confirm

Check the payroll you have completed

After entering all of your payments on the Timesheet Entry page, you can print your payslips and other reports from here. You will find reports on the submenu where you can check or print them. These are from "Reports" then "Payroll" reports, for the payroll you have completed at 2.Enter.

Value of Payroll		
Fortnightly, Monthly Pay Day 11-Jun-2014		
Total Value of Payroll		\$17,693.31
Processing Fees Invoiced (Includes \$320.00 one-off set up fees)		\$414.17
Superannuation Subsidies (Gross)		\$352.91
KiwiSaver		\$352.91
Gross Pay Costed		\$16,926.23
Ordinary Time Worked		\$16,668.63
Taxable Allowances		\$57.60
Non-Taxable Allowances		\$200.00
Total Deductions		-\$17,693.31
Processing Fees Invoiced		-\$414.17
Tax Deductions		-\$4,561.04
PAYE		-\$3,337.62
Student Loan		-\$510.00
KiwiSaver		-\$360.51
KiwiSaver Employer Contribution		-\$298.22

Submenu Reports

1. Payroll Control
2. Payslips
3. Invoice
4. Transactions
5. Audit Trail

Under the 'Reports' menu select 'History' reports, then select 'Payroll History' report, select a date range then open the report in Excel. This report gives you most of the information required for year end financial reporting.

Step 4

Dashboard Payroll People Tax Reports Setup

4. CONFIRM

1. Open
2. Enter
3. Check
4. Confirm

The deadline for confirming each payroll is 2 PM (NZST) on the day it is due to be debited by iPayroll.

By pressing the "Confirm Payroll" button, you are giving authority the payroll can be debited and advanced through for payment. You can unconfirm the payroll to make a change right up until the 2 PM deadline.