

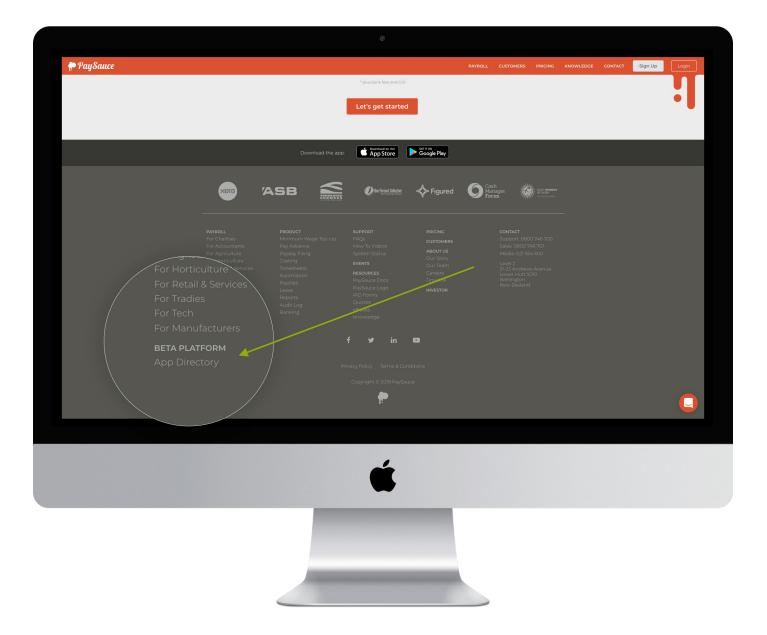
Getting Started with the Contract Builder

A snappy guide to the Federated Farmers Contract Builder.

We take you through step-by-step, from account set-up to sending off your first contract.



Finding the Contract Builder



- Head to the very bottom of paysauce.com and find the link marked "App Directory" or go to <u>https://www.paysauce.com/app/contract-builder/</u>
- 2. If you already have a PaySauce account, click 'Login to Platform' and enter your details

Then skip ahead to **Building Your First Contract**

Existing Customer

Login to Platform

New Customer

Create Account

Making an Account

Help your:	Sign Up self to some PaySauce	MOLL OUTOMES PICTO COTTACT BIR UP		
re of business pay with one click more pair one mainter analysment contain	First Name	Last Name		
utatima you oon alectoole engloyment contra- fange levea good and entitlement scores Paylauce arywhere, arytime	Example	Person		
	Email* example@example.co.nz			
	Password Must be at least 8 characters, w Show Password Show Password	ith 1 capital and lowercase letter and at least	l number	
	Cre	eate Free Account	-	

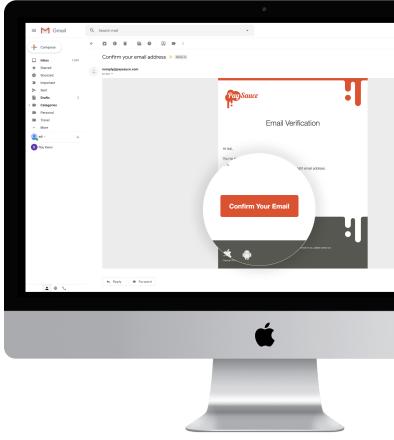
 If you don't have a PaySauce account, click 'New: Create Account'. Pop in your details, making sure you use a current email address.

Click 'Create Free Account'.

Check your inbox for a verification email from PaySauce. If you can't find it, check your spam folder - it might've snuck in there.

4.

Click 'Confirm your email'. This will bring you right back to us.



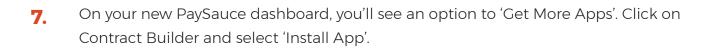


5. Click 'employer' and fill in your company details. If you've chosen an agri industry, you'll also see an option to enter your Feds membership number. This gives you \$50 joining credit if you choose to use PaySauce Payroll, as well as a significantly lower price on your contract.

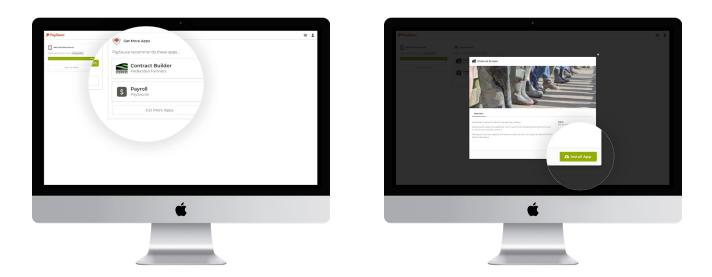
6. Click "Save and Continue". You're ready to get started with the contract builder!

🗭 PaySauce	
	Employer Details
	Company Name*
	Roy Farming
	Is your trading name different from above?*
	Yes No
	Address *
	7-11 Kauri Drive, Waiuku, 2123
	Primary Phone*
	02929191911
	Are you a registered charity?*
	Yes No
	Industry Category*
	Beef Farming •
	Claim a \$50 credit All Federated Farmers members are entitled to a \$50 credit on sign-up.
	Federated Farmers Membership # If you don't remember your membership number call 0800 327 646
	mmm
	Save & Continue
	-

Building Your First Contract



You're now set up and ready to create a contract.

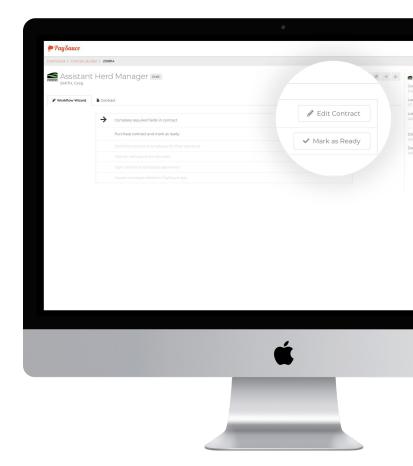


8. Open the Contract Builder app. Click 'New Contract' and choose the type of employment agreement that you want. In this example, we've used Fixed Term.

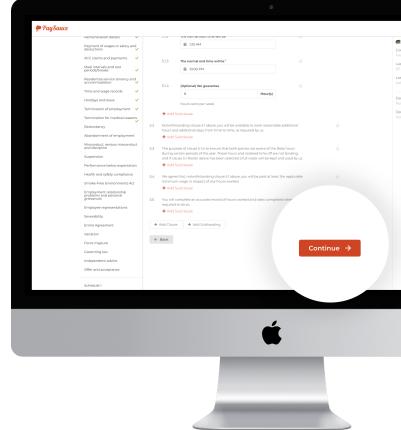
PaySauce			II 1
Contract Builder	ning Virke 08-laug 2019	Cet Mane Apps PaySouce recommends these boos.	
Unsent	noary	S Payloure	
Sent		Get More Apps	
Returned			
View Contract	Builder		
		é	
		Ś.	
		É	

🗭 PaySauce				
Dashtoont > Contract Builder				
Contract Builder		+ •	New Contract	
(second comments) Q	All Unsent	Sert		bas not yet been purchased or is not so sent to employee.
Name	Job Title			
CONTRACT, New	Casual			act has been purchased and is ready to b Cit to employee.
CONTRACT, New	Assistant Hend Manager	Dans		Contract is with the employee and ability to m edits are tempionarily includ.
				Change Dequested
				The employee has requested changes to the contract.
				Accepted
				The employee has accepted and signed the contract.
				signed
				Both parties have accepted and signed the contract.
				Desired The employee has declined contract.
				The emproyee has decined contract.
		é		
		-		

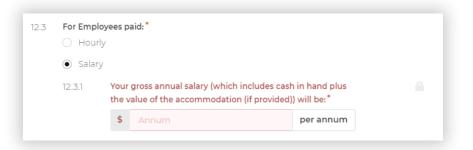
9. You'll be taken into our 'workflow wizard'. This shows you a list of steps you'll follow to get the contract finished and signed.



10. Click 'Edit Contract' and start filling in the details of the employment agreement. Work your way down through the sections. When you're finished with a section, click 'Continue' on the bottom right of the page. You can also jump to a section by clicking on the title on the left hand side.



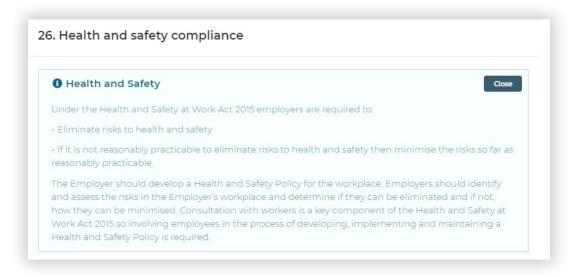
11. Fields marked with a red asterix * are mandatory and have to be filled in. If one of these isn't relevant (for example, your employee doesn't have a phone number), fill it in with a placeholder (ie "111111").



12. Sections marked with a cross [x] are optional and can be removed from the contract entirely. Click the cross to remove them from the contract.

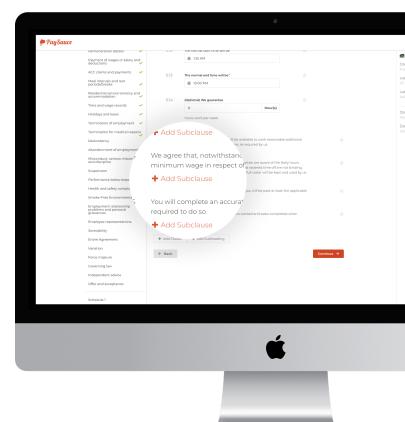
16.9	We will give you a receipt upon receiving this bond (stating the address of the property, the name of the payer, the date of the payment and the amount and nature of the payment) and will forward the bond to the Department of Building and Housing within 23 working days.	×
	Remove if not applicable	
	+ Add Subclause	

13. If you want to know more about your responsibilities as an employer, click 'Open' in the blue box you'll see at the top of some sections. This will show you information on legislation and the requirements of an employment agreement.



.

14. Throughout the contract, you can add extra subclauses where needed.



15. As you build your contract, you'll see a list of sections on the left side of your screen. A green tick means that section is completed and good to go. A red exclamation mark means there are some required fields that still need to be filled in.

accommodation Time and wage Holidays and lea	rice tenancy and n	S12 S13	The normal set care was by 125 AM The normal end time will be * 1000 PM (Optional) We guarantee 8				0' Li
eriods/breaks Residential serv accommodation Time and wage Holidays and lea	rice tenancy and n	513	(Optional) We guarantee				Fi Li O'
Residential serv accommodation Time and wage Holidays and lea	n ¯ 🗸	513	(Optional) We guarantee				14 07 14
accommodation Time and wage Holidays and lea	n ¯ 🗸		(Optional) We guarantee				07 La
accommodation Time and wage Holidays and lea	n ¯ 🗸						La
Holidays and lea	records 🗸						
Holidays and lea	records 🗸		8				
-				Hour(s)			Da
-			hours work per week.				
	ave 🥻	id Su	ibclause				Da
		athsta	anding clause 51 above, you will be avai	ilable to work reasonable addit	ional		
lermination of e	employment 🗸 🗸	rs and	additional days, from time to time, as r	required by us.			
		Add Su	ibclause				
Termination for	medical reasons	The purpo	se of clause 5.1 is to ensure that both pa	arties are aware of the likely ho	urs		
	×	during cer	tain periods of the year. These hours ar se S.1-Roster above has been selected a				
dundancy		+ Add Su	bclause				
	~	5.4 We agree t	that, notwithstanding clause 5.1 above,	you will be paid at least the ap	plicable		
Smoke	e+Free Environments Act	minimum	wage in respect of any hours worked.				
Emplo	syment relationship ims and personal nces	+ Add Su	loclause				
grievan	nces	5.5 You will co required to	mplete an accurate record of hours wo	orked and tasks completed wh	en		
Emplo	ayee representations	+ Add Su					
Severa	ibility						
Entire	Agreement	+ Add Clause	+ Add Subheading				
Variati	on						
Force	majeure	← Back			Continue	*	
Govern	ning law						
Indepe	endent advice						
Offer a	and acceptance						
Sched	ule 1						
					_		

.

16. At the bottom of this list, you'll see several "schedules". These are additional sections that you can choose to add to the contract, like a job description or Drug and Alcohol Policy.

For each schedule you want to use,

don't need it, just select "no".

select "yes" and fill in the details. If you

17.

Assistant Herd Mana	1Aci nau		
Parties	Schedule 1		
Position Fixed Agreement 90 day trial pariod	✓ Will the employer be using a jo ● Yes ○ No	ab description?	
Agreed hours of work	Job Description		
Cancellation of shifts Policy and rules Employee obligations	Role (mset employees job title)		
Requirement for a drive and use of the Employe whicles Wet weather gear and p clothing	protective Location (nsert location)		
Reimbursing allowance Remuneration details Payment of wages or sa deductions	Reports to		
Force majeure Governing law	Hours of work (meet hours of work)		
Schedule 1	Issue date (insert date that job description issued)		
Schedule 2	Purpose of position (mert a brief summary describing the	Inset Brief Summary	
Schedule 3			
		Ú	

CONTRACT, Net	nt Herd Manager 🖻 "						
₽ Workflow Wizard	Contract	Schedule 1					
	Parties						
	Position	Will the employe	r be using a job descr				
	Fixed Agreement	 Yes 					
	90 day trial period	- - N-					
	Agreed hours of work Cancellation of shifts	O No					
	Policy and rules						
	Employee obligations						
	Requirement for a driver licence and use of the Employer's vehicles	Job Descriptic	n				
	Wet weather gear and protective clothing	Locatu. (ment location)					
	Reimbursing allowances						
	Remuneration details Payment of wages or salary and deductions	Reports to (insert position of person reporting to)					
	Force majeure			*			
	Coverning law	Hours of work					
	Independent advice			6			
	Offer and acceptance	Issue date					
	Schedule 1	(insert date that job description issued)					
	Schedule 2						
	Schedule 3	Purpose of position					

18. Once the list on the left side shows all green ticks, you're all set!

Sign your contract digitally using your mouse and then select "Mark as Ready." A purchase window will come up - just enter your card details to securely pay for your contract, then select "send" to fire it off to your employee.

PaySauce			CONTRACT DETAILS	1
	Parties Position	36. Offer and acceptance	Contract Type Fixed Term	
	Position 🗸	Offer and Acceptance Open	Last Saved	
	90 day trial period			
	Agreed hours of work	36.1 We, in signing this agreement, are making an offer of employment that will remain open for the Employee to accept until "	Last Modified By Adl Roy	
	Cancellation of shifts	🏥 August 16, 2019 2:00 РМ		
	Policy and rules	at which time it will be automatically withdrawn.	Date Sent Not sent	
	Employee obligations	L, have read and agree to the terms of this Agreement.	Date Returned Not returned	
	Requirement for a driver licence and use of the Employer's vehicles	EMPLOYEE		
	Wet weather gear and protective clothing	The employee will sign here.		
	Reimbursing allowances	EMPLOYER		
	Remuneration details	• You can wait for the signed contract to be returned before signing.		
	Payment of wages or salary and deductions	Name "		
	ACC claims and payments	Adi Roy		
	Meal intervals and rest periods/breaks			
	Residential service tenancy and accommodation			
	Time and wage records	Adithoy		
	Holidays and leave	Advir		
	Termination of employment			
	Termination for medical reasons	X Clear Signature		
	Redundancy	Date "		
	Abandonment of employment			
	Misconduct, serious misconduct and discipline	You must complete Schedules 1-8 before sending to employee		
	Suspension	← Back ✓ Mark as Ready or Continue →		
	Performance below expectation			
		_		

19. The contract will be sent direct to your employee's email address as entered in the 'employee's contact details' section. If your employee doesn't receive an email, please double check that their contact details have been entered correctly.

They can sign and send it back, or suggest changes. Either way, we'll notify you.

Congratulations! You just successfully used a digital contract. Welcome to the future of hiring.