



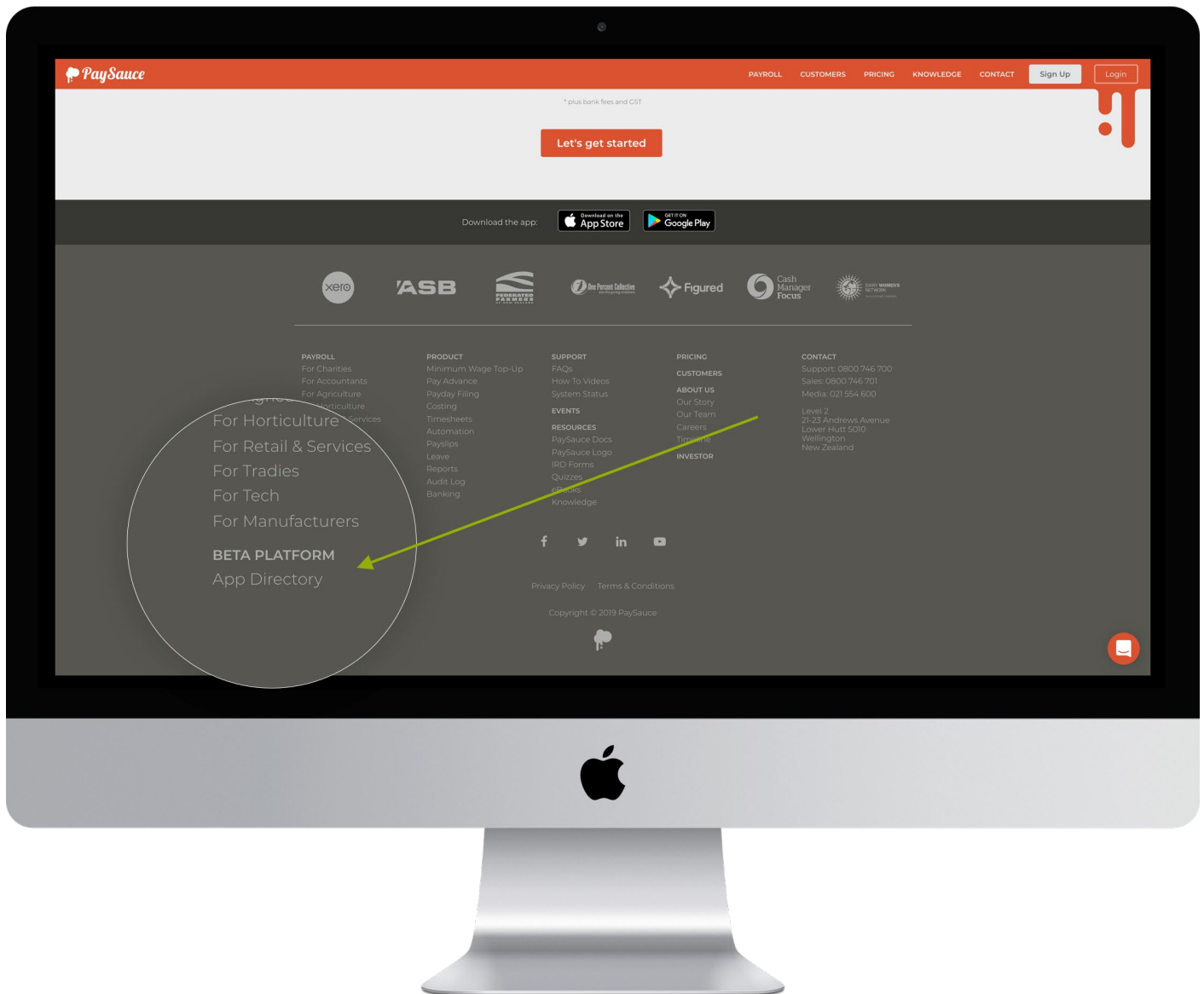
Getting Started with the Contract Builder

*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



1. Head to the very bottom of paysauce.com and find the link marked “App Directory” or go to <https://www.paysauce.com/app/contract-builder/>

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



Sign Up
Help yourself to some PaySauce

Take care of business

- Run pays with one click
- Customise your own electronic employment contract
- Manage leave approval and entitlements
- Access PaySauce anywhere, anytime

First Name
Example

Last Name
Person

Email *
example@example.co.nz

Password
Must be at least 8 characters, with 1 capital and lowercase letter and at least 1 number
.....

☐ Show Password

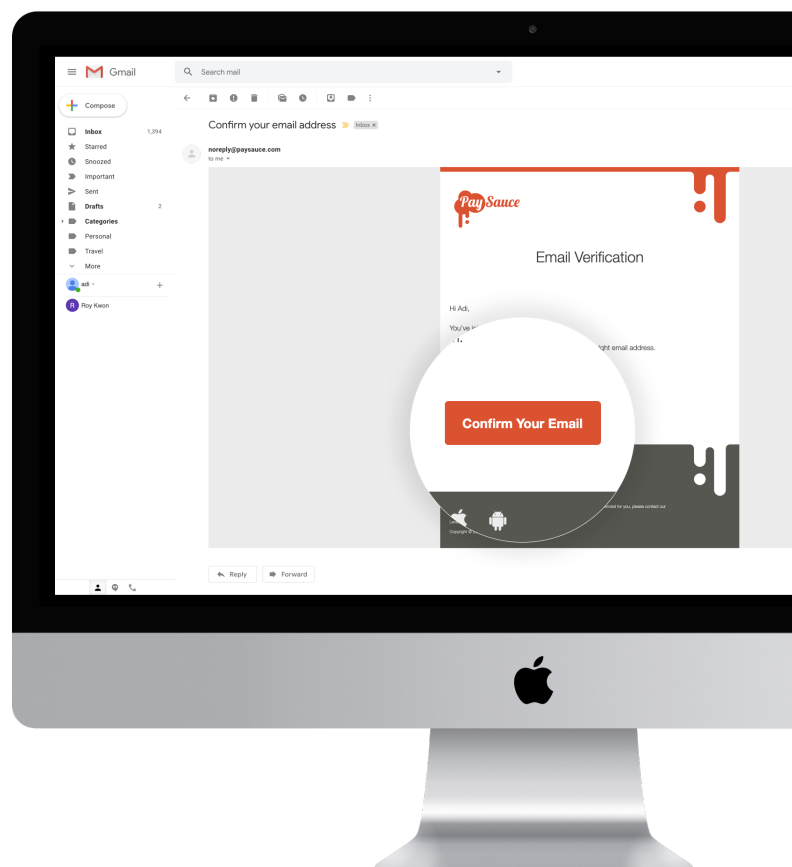
Create Free Account

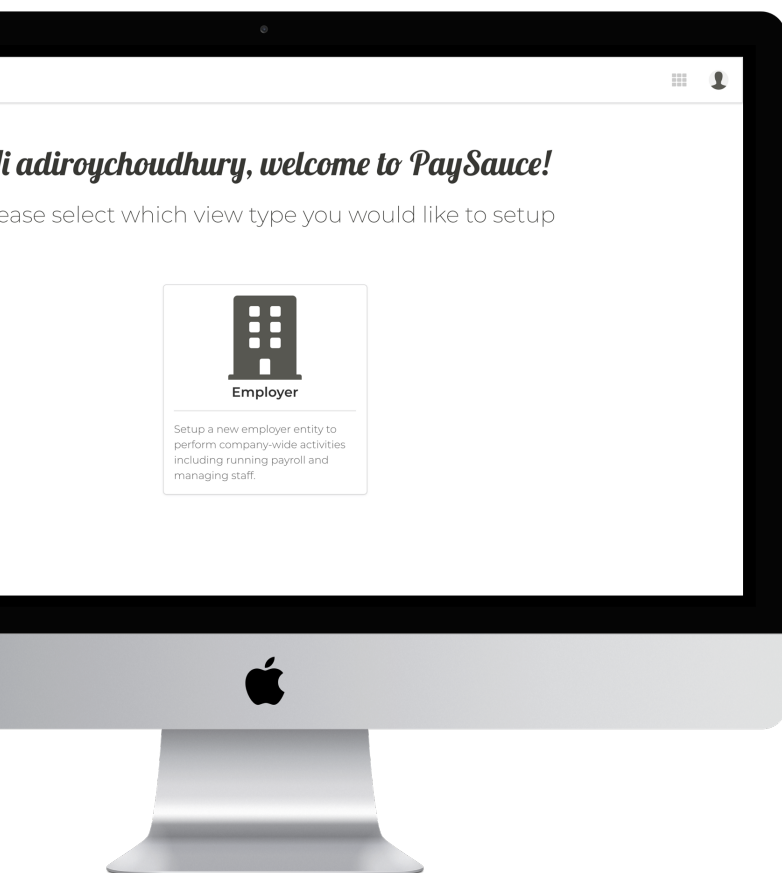
3. If you **don't** have a PaySauce account, click 'New: Create Account'. Pop in your details, making sure you use a current email address.

Click 'Create Free Account'.

4. 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.

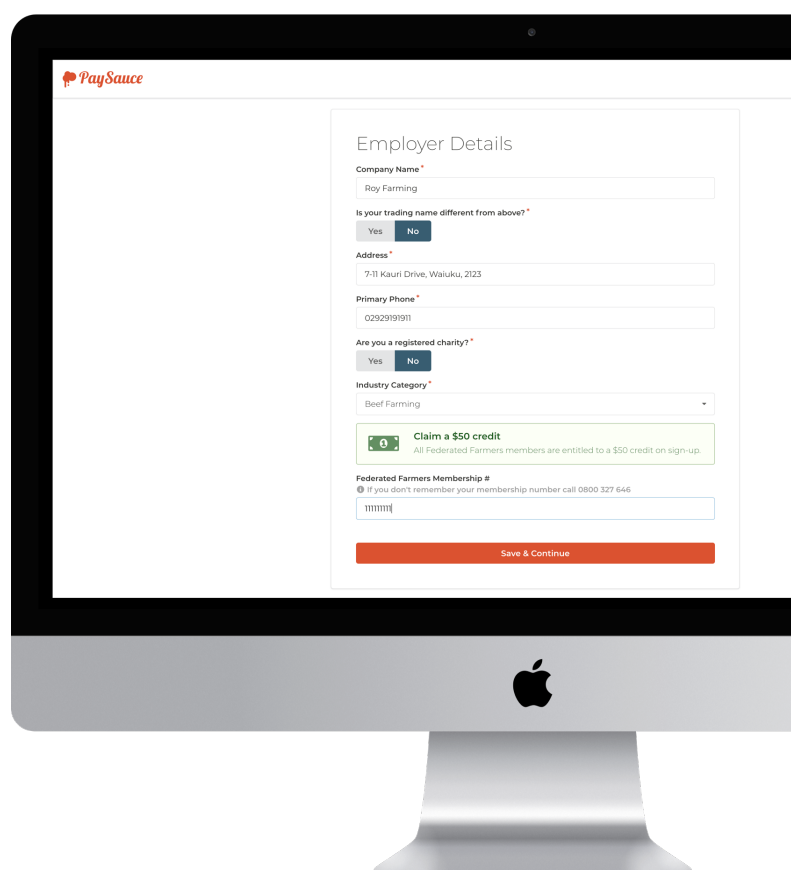
Click 'Confirm your email'. This will bring you right back to us.





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!

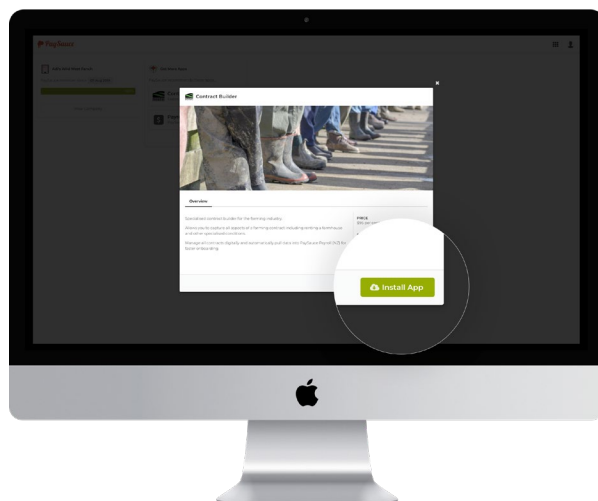
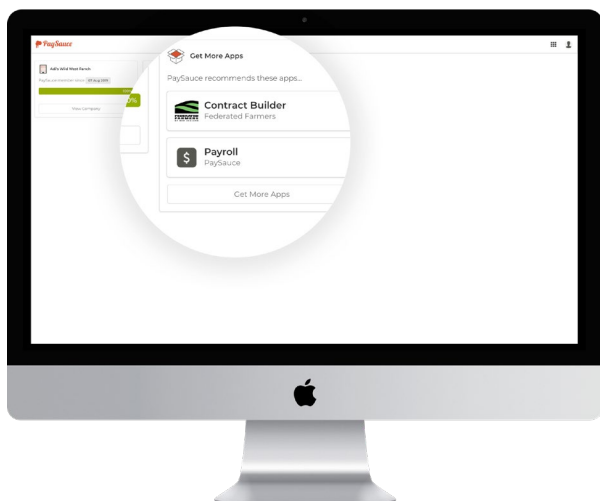


Building Your First Contract

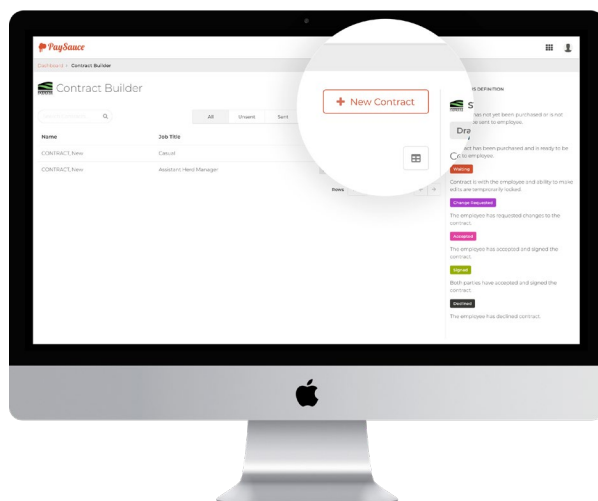
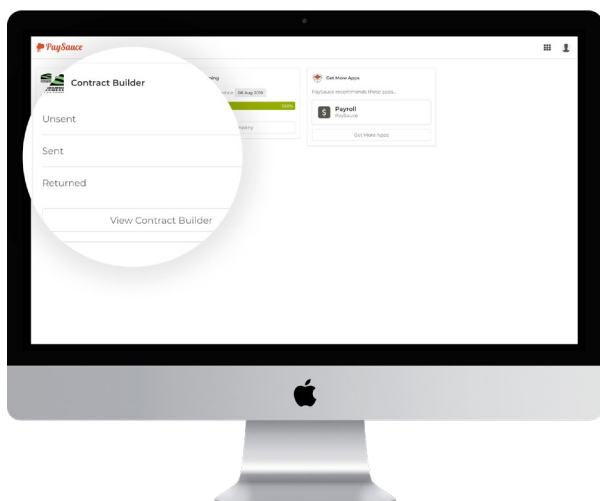


- 7.** On your new PaySauce dashboard, you'll see an option to 'Get More Apps'. Click on Contract Builder and select 'Install App'.

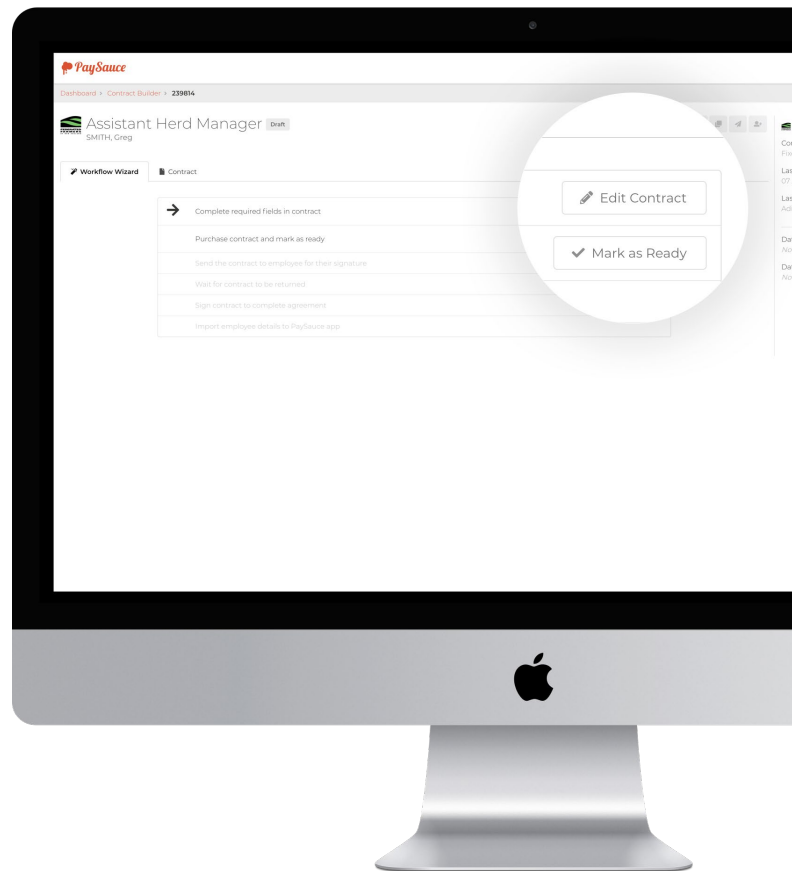
You're now set up and ready to create a contract.



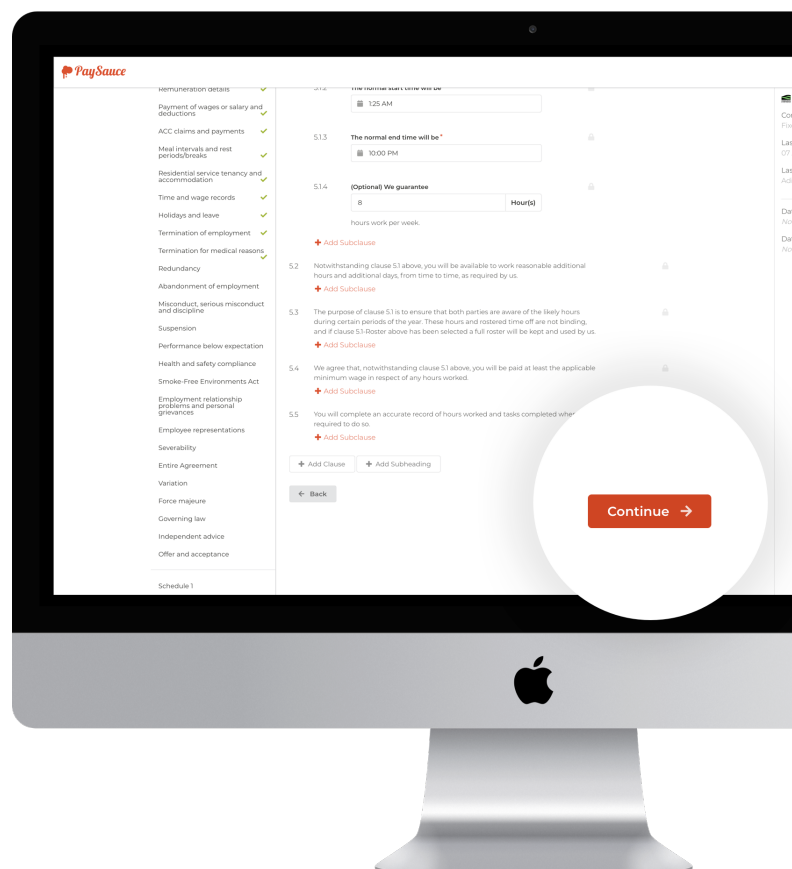
- 8.** Open the Contract Builder app. Click 'New Contract' and choose the type of employment agreement that you want. In this example, we've used Fixed Term.



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 asterisk * 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").

12.3 **For Employees paid: ***

☐ Hourly

☒ Salary

12.3.1 **Your gross annual salary (which includes cash in hand plus the value of the accommodation (if provided)) will be: ***

\$ Annum per annum

- 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.

26. Health and safety compliance

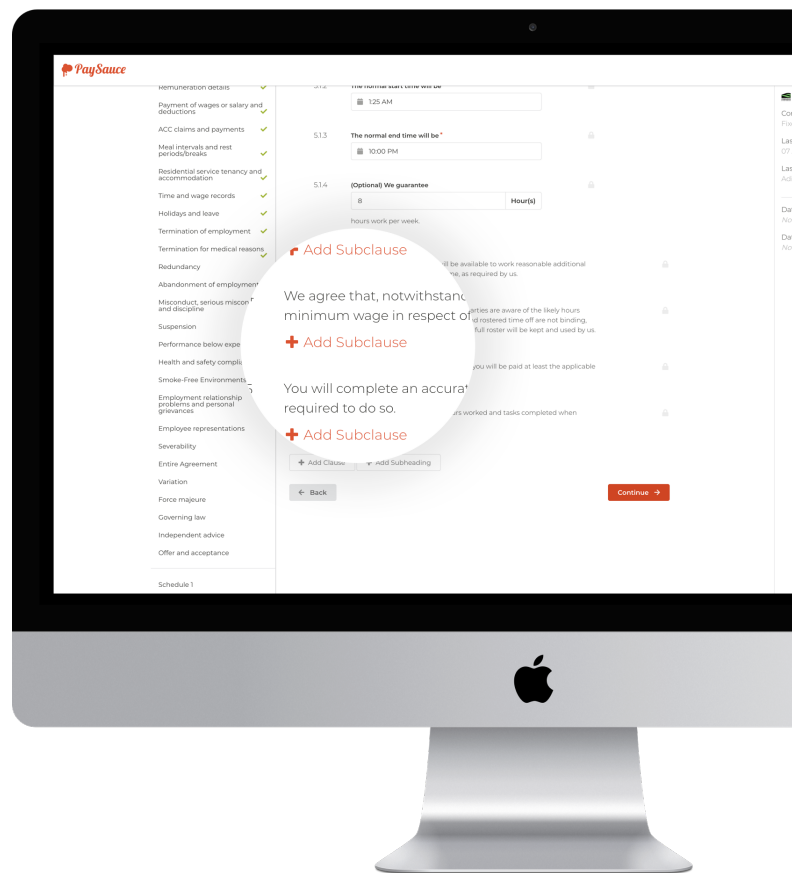
Health and Safety

Under the Health and Safety at Work Act 2015 employers are required to:

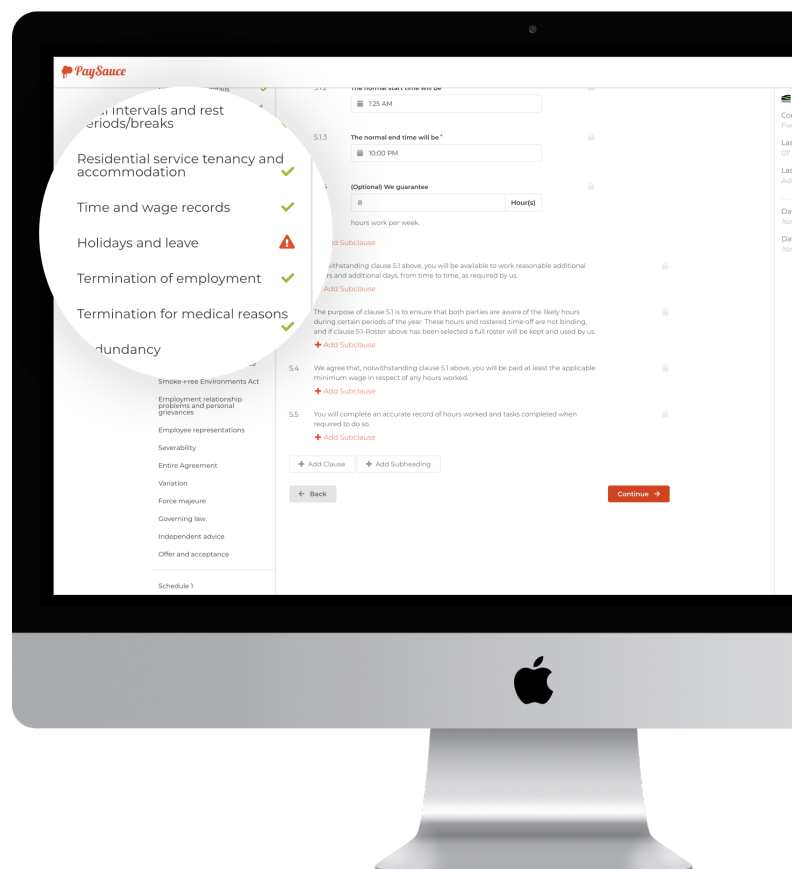
- Eliminate risks to health and safety
- If it is not reasonably practicable to eliminate risks to health and safety then minimise the risks so far as reasonably practicable.

The Employer should develop a Health and Safety Policy for the workplace. Employers should identify and assess the risks in the Employer's workplace and determine if they can be eliminated and if not, how they can be minimised. Consultation with workers is a key component of the Health and Safety at Work Act 2015 so involving employees in the process of developing, implementing and maintaining a Health and Safety Policy is required.

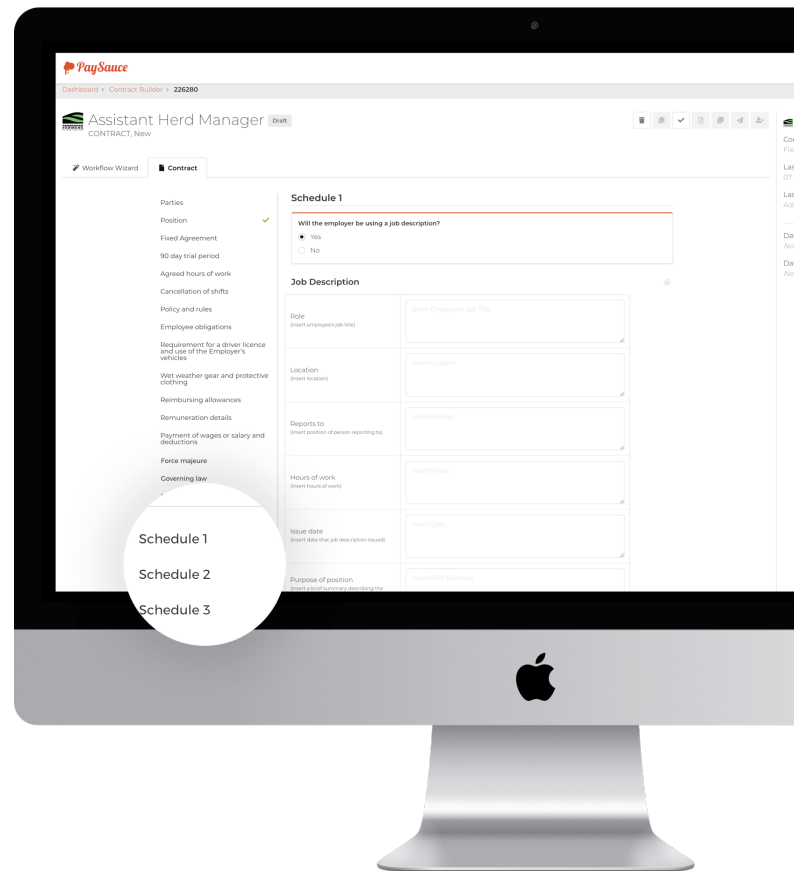
14. Throughout the contract, you can add extra subclauses where needed.



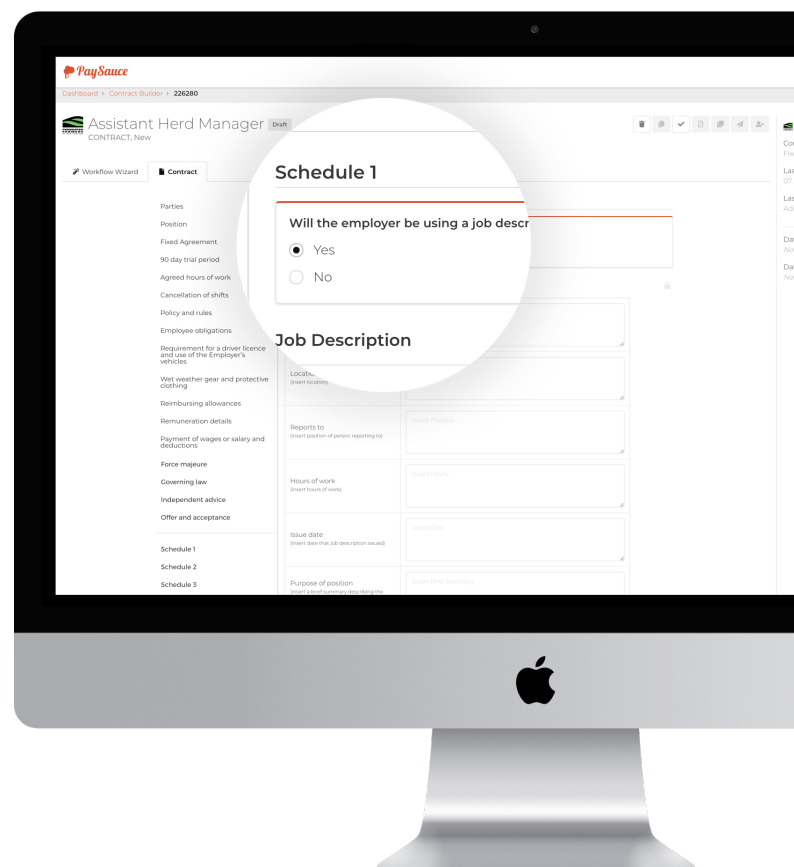
15. As you build your contract, you'll see a list of sections on the left side of your screen. A green tick means that section is completed and good to go. A red exclamation mark means there are some required fields that still need to be filled in.



- 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.

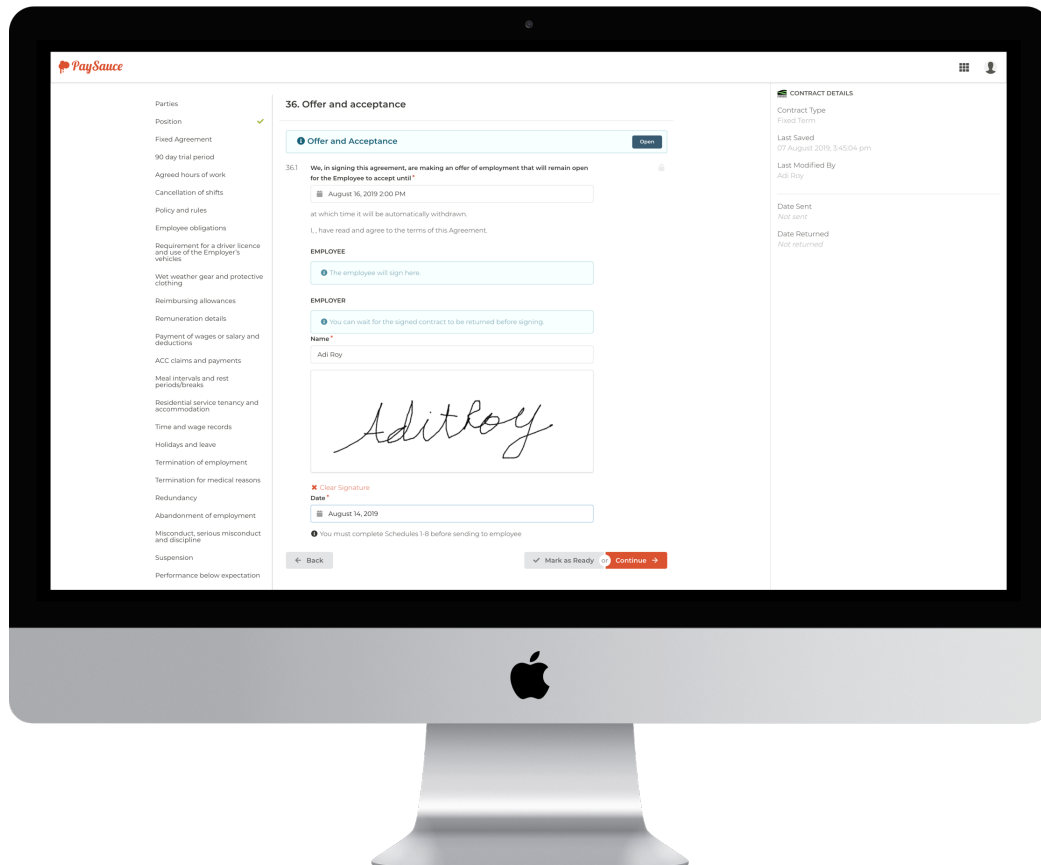


- 17.** For each schedule you want to use, select "yes" and fill in the details. If you don't need it, just select "no".



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.



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.