



PaySimple: Running a Pay

Calculating the pay amount:

1. Log in to PaySauce
2. Click **Run a Pay**.

You'll see your employees' names as well as some information about their hours and rates.

× Brown Jacki				660.00 period pay	
Days paid in period *	Hours *	Rate *			
<input type="text" value="5"/>	Hours / Rate	<input type="text" value="40"/>	<input type="text" value="16.50"/>		Submit

3. Enter or check your team's hours. If hours have been entered through the employee's mobile app, click the **Timesheet** icon to view details.
4. For staff who don't work standard hours, check that the **Days paid in period** box shows the correct number of days. This should show the number of days that are being paid, including leave taken, but excluding leave cash-ups.

Staff that do work standard hours won't have a **Days paid in period** box, as this information is already recorded in their **Leave Settings**.

To check the details for an individual staff member, click the **Preview** button on the top right side of the employee's pay panel. Scroll down to view details like annual leave accrual and termination pay values.

× Brown Jacki				660.00 period pay	
Days paid in period *	Hours *	Rate *			
<input type="text" value="5"/>	Hours / Rate	<input type="text" value="40"/>	<input type="text" value="16.50"/>		Submit

NET PAY

Employee Total Hours: 02/10 - 08/10/17

\$492.74
net pay

SUMMARY

Hours / Rate	\$660.00
PAYE	\$105.82
Student Loan	\$35.04
KiwiSaver	\$26.40
Accrued Leave	3.00 Pys
Daily Rate	\$132.00
Daily Hours	8.00 Pys

5. If everything checks out, click the **Calculate** button.

This employee's pay has now been calculated.

The calculated value for that employee will now show at the bottom of the screen.

net pay	492.74	total 660.00		DONE
paye	105.82			Calculating 0
student loan	35.04	NOTE: This total does not include Kiwi Saver employer contribution of \$19.80.		Calculated 1
kiwi saver	26.40			Unpaid 0

Finalising the pay amount and double checking reports:

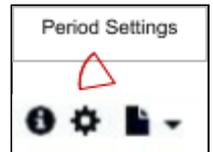
- Click the **Finalise** tab at the top of the screen.
- Check that the reports like **Banking** and **Summary** are accurate.
- The pay isn't closed just yet. Payslips and reports should be reviewed and sent, and there's one more check before closing the pay.

Sending payslips and other reports:

- In the **Finalise** tab, click **Period Settings** (displayed below **Processing** on the tab bar) and select the payslips and reports to send as emails.

These will send automatically when the pay is closed.

Payslips can also be downloaded individually and bulk emailed to any email address.



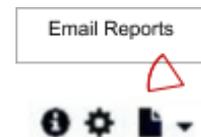
To download individual payslips:

- Select **Detail** (under the **Finalise** tab)
- Select the employee's name on the left
- Click the **View Payslip** icon on the far right of the **Detail** area 

*Note: The **Detail** section also shows employee **Settings**, **Balances**, **Leave** and more.*

To send reports before closing the pay:

- Click the **Email Reports** button (displayed below 'Processing')
- Enter the receiving email address
- The reports will be sent immediately.



Closing the pay:

- Click the **Close and Pay** button on the right (in the **Finalise** tab).

A **Final Check** window will open for you to review settings, payment date, and payment method. If the payment date is incorrect, amend it here.

Close Pay - Final Check!

PAYMENT PROCESSING AMOUNT

13/11 - 26/11/17

\$1462⁰⁰
payment processing amount

CHECK SETTINGS

Deduction Account *
Main Bank Account - Direct

Account No.
00/12/2017

Check the total to be paid in this screen

Payment date is Friday, 01/12/2017.

Amend Payment date

SUMMARY

Payment Type	Direct
Employees	1
Net Pays	\$1,223.54
IRD	\$238.46
Deductions	\$0.00
Email Payslips	Yes
Email Reports	Yes
Period is recurring	Yes
Period is billing	No

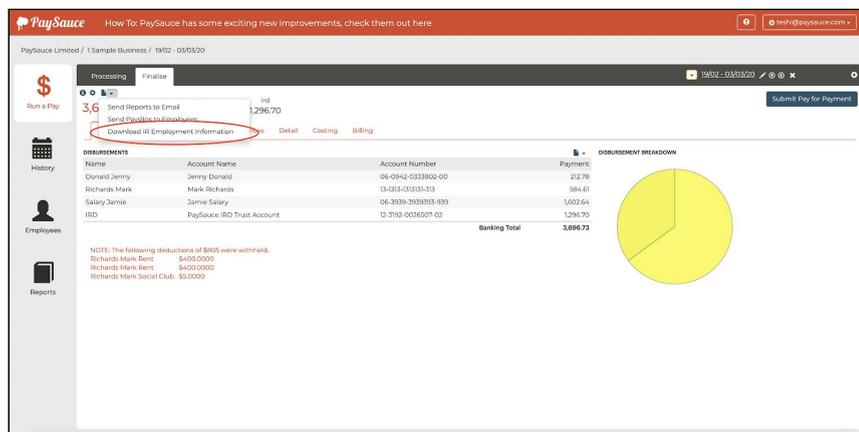
Close Back **Finish**

- The **Summary** box will show whether the payslips and/or reports will be emailed for this pay.
- If everything is correct, click **Finish** to close the pay.
- The pay period will now close off, and the next pay cycle will be opened automatically.
- Payslips will be emailed to the employees (if this has been set up).
- The Payday Filing report must be downloaded and submitted to myIR.
- The Banking File should be downloaded and uploaded to your bank to process the payment.

Downloading the IR Payday Filing report for myIR:

PaySimple doesn't automatically handle payday filing with the IR, but does allow you to download a neatly formatted report that can then be uploaded to myIR to fulfill your payday filing requirements.

When finalising your pay, you can download this report by clicking **Download IR Employment Information**.



You can also have this report emailed to yourself every time you run a pay, and also download this report from pays that have already been closed. Check our other How-To guide on IR Filing for details.

Downloading the bank file to upload to your bank:

When finalising a pay, you can download the banking file from [Run a Pay | Finalise | Banking](#).

PaySauce Limited / 1 Sample Business / 29/03 - 11/04/20

Processing Finalise 29/03 - 11/04/20

Run a Pay 7,502.59 netpay 5,729.69 ird 1,772.90

Banking Summary Payments Balances Detail Billing

Name	Account Name	Account Number
Donald Jenny	Jenny Donald	06-0942-0333802-00
Kiwifruit Jo	Jo Kiwifruit	
McKewen Monique	Monique McKewen	06-0942-0333802-00
Richards Mark	Mark Richards	13-1313-13131-313
Salary Jamie	Jamie Salary	06-3939-3939393-939
IRD	PaySauce IRD Trust Account	12-3192-0026507-02

Download Banking Report
ANZ DC Download
ASB DC Download
BNZ DC Download
Westpac DC Download
Rabobank DC Download

Banking Total 7,502.59

If you need to download a banking file from a pay that's already been finished and closed, you can do so from [History | Pay Period | Banking](#).

PaySauce Limited / 1 Sample Business / Dec 2018 / 12/11 - 25/11/18

Run a Pay 7,397.35 netpay 5,473.27 ird 1,924.08

History 12/11 - 25/11/18

Banking Summary Payments Balances Timesheets Pay Cards Detail Costing Billing

Name	Account Name	Account Number
Casual Mark	Mark Casual	13-1313-13131-313
Contractor Frank	Frank Contractor	34-3563-4343434-343
Salary Jamie	Jamie Salary	06-3939-3939393-939
Variedhrs Clint	Clint Variedhrs	13-4323-2323232-323
IRD	PaySauce IRD Trust Account	12-3192-0026507-02

Download Banking Report
ANZ DC Download
ASB DC Download
BNZ DC Download
Westpac DC Download
Rabobank DC Download

Banking Total 7,397.35

Downloading reports after a pay is closed:

If you need to print or view reports after the pay is processed:

1. Click the [History](#) icon on the navigation panel.
2. Select the relevant pay period.
3. The reports will appear exactly as they were before the pay was processed. To download an individual report click the **Download** icon and select a report and an email address to send it to.

To download all reports click the down-arrow beside **Reports** icon and select an email address to send it to.

Reports will be sent to the selected email address and can be downloaded from there.

Resending payslips to an employee:

1. Select the down-arrow beside the **Reports** button at the top of the screen, then select **Send Payslips to Employees**
2. Select all staff or particular individuals.

Staff: 02/01 - 15/01/17

5,3 service

Send Reports to Email 3.12

Send Payslips to Employees

Disbursements Pay Summary Payment De