PaySauce

PaySimple: Running a Pay

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.

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.

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.

6. Click the Finalise tab at the top of the screen.

7. Check that the reports like Banking and Summary are accurate.

8. 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:

9. 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.

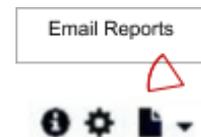   Payslips can also be downloaded individually and bulk emailed to any email address.
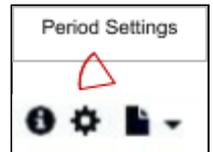
   To download individual payslips:

   - 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:

10. 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.

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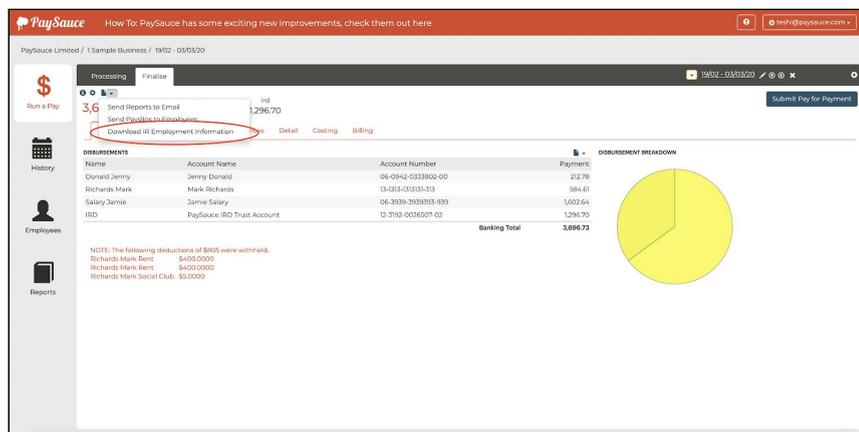
You can also have this report emailed to yourself every time you run a pay, and also download this report from pays that have already been closed. Check our other How-To guide on IR Filing for details.

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.

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.

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.