



PaySimple: Adding a New Salaried Employee

Adding a new salaried employee:

1. Click on **Employees**.
2. Click the **Plus Sign** to add a new employee. 
3. Select **No** for **Invite Employee** if you want to add personal, banking, and tax details for the employee.

Select **Yes** for **Invite Employee** if you want the employee to receive an email invitation to download the PaySauce mobile app and enter their own details.
4. Click **Next**.
5. Enter the employee's details unless you clicked **Yes** to **Invite Employee** and the employee can be expected to enter their own details.

If you don't have bank account details on hand, you can click **Bypass account** and enter them later.
6. Enter the employee's start date and click **Next**.
7. Select the correct **Tax Code**.
8. Highlight the checkbox for **KiwiSaver** if the employee is contributing, then click the **KiwiSaver** tab to select the correct options (ESCT can be left on auto-calculate).

Setting up leave:

1. Highlight the checkbox for **Leave** then select the correct leave options:
2. As the employee is salaried, select **Standard Hours** in the **Type** box. Enter the **Standard Hours** worked in the pay period and the **Standard Days** that the employee is expected to work in the pay period.

For example, a typical salaried employee paid fortnightly might work 80 Standard Hours over 10 Standard Days.
3. Enter **4** in the **Weeks holiday** box unless the employee is entitled to extra holidays (as agreed in their employment agreement).
4. Select the **Rate** rule (Average or Average+). This is the rule the system will use to calculate the leave rate for the employee.
 - **Average** = The employee's leave rate will be whichever is the highest out of either the last 52 weeks' average rate or the current rate.
 - **Average+** = The employee's leave rate will be the highest out of either the 52 weeks' average rate or the last 4 weeks' average rate or the current rate.

- We recommend selecting **Average+** if the employee's current rate is hard to know. This might occur if the employee earns extra taxable payments during a pay cycle.
5. Enter the employee's Leave Anniversary. You can click the circular arrows inside the box to set this anniversary to a year after the employee's start date.



ANNUAL LEAVE

Weeks holiday *

Rate Rule *

Leave anniversary *

6. Select **Yes** for Allow sick leave accrual (The Rate rule will show as **Average**).
7. Set the **Sick Leave anniversary**. Click the circular arrows inside the date box to set this anniversary to six months after the employee's start date.
9. Select **Yes** for Allow other leave types (Rate rule will show as **Average**).
10. Select the checkbox next to each type of leave required.



OTHER LEAVE

Allow other leave types Yes No

Rate Rule

Types

- Statutory
- Lieu
- Special
- Bereavement

11. Current Rate: Select **Always use Primary Payment**. Override Rate will be blank.

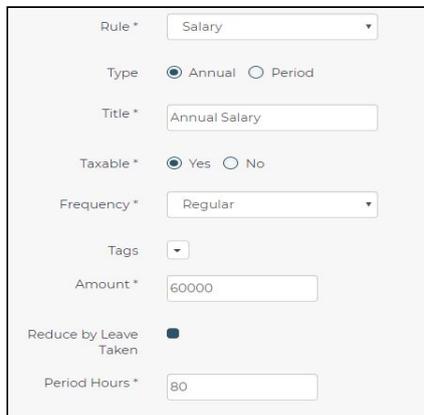
Setting up child support:

1. If required, highlight the checkbox for **Child Support** in the settings list near the top of the screen and then click on **Child Support** and enter the deduction amount.
2. Click **Next** to move on to setting up wages and payments.

Setting up wages for employees working **standard salaried hours**:

1. Click the **Plus Sign** to add a new payment. 
2. Set the **Rule** to **Salary**.
3. Select whether the salary is **Annual** or for a specific **Period** (if in doubt select **Annual**).
4. Enter a **Title** such as 'Salary' - this is what your employee will see on their payslips.
5. Click **Yes** for **Taxable**.
6. Set the **Frequency** to **Regular**.

- Enter their Salary and click **Reduce by Leave Taken** to make sure the system handles salary correctly when the employee takes leave.
- Enter the standard **Period Hours** the employee is expected to work in a pay period.



Rule *

Type Annual Period

Title *

Taxable * Yes No

Frequency *

Tags

Amount *

Reduce by Leave Taken

Period Hours *

- Click **Ok**. This will bring you back to the list of payments for the employee. Click the checkbox under the letter **P** for this payment to mark it as the primary payment.



CURRENT ALLOWANCES		
P	L	Title
<input checked="" type="checkbox"/>		Basic Rate

- Click **Finish**. Your new employee will now appear on the **Employees** List. You can add further details as required, such as any additional payments or deductions.