




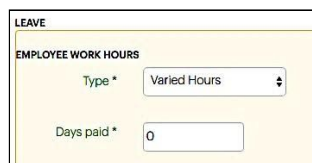
## PaySimple: Adding a new Waged Employee

### Adding a new waged 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. If the employee is on a casual agreement, you'll have the extra option to select **Automatically pay out leave each period**. This is not mandatory for casual staff, and whether they should accrue leave or be paid out will depend on their employment agreement.
3. If the employee is not casual, but works varied hours, select **Varied Hours** in the **Type** box. If the days they work are not standard, enter **0** in the days paid box.

A screenshot of a web form titled "LEAVE". Under the heading "EMPLOYEE WORK HOURS", there are two fields: "Type \*" with a dropdown menu showing "Varied Hours" and "Days paid \*" with a text input field containing the number "0".

You'll later enter the days they've worked each cycle when you run each pay.

4. Enter **4** in the **Weeks holiday** box unless the employee is entitled to extra holidays (as agreed in their employment agreement).

5. 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 whichever is 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.
6. 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 \*  ↻

7. Select **Yes** for Allow sick leave accrual (The Rate rule will show as **Average**).
8. Set the **Sick Leave anniversary**. Click the circular arrows inside the date box to set this anniversary to a year 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 an employee working **standard hours**:

1. Click the **Plus Sign** to add a new payment. 
2. Click **Yes** for **Taxable**.
3. Set the **Rule** to **Hourly** and the **Frequency** to **Regular**.



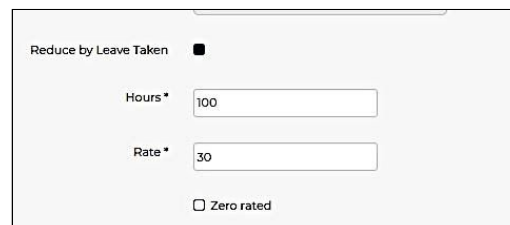
Taxable \*  Yes  No

Frequency \* Regular

Use Template \*  Yes  No

Template \* <Select One>

4. Enter a **Title** such as 'Wages' - this is what your employee will see on their payslips.
5. Enter the standard **Hours** the employee will work, as well as their hourly **Rate**. Check **Reduce by Leave Taken** to make sure the system reduces the standard hours worked in the periods that the employee takes leave.



Reduce by Leave Taken

Hours \* 100

Rate \* 30

Zero rated

6. 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.

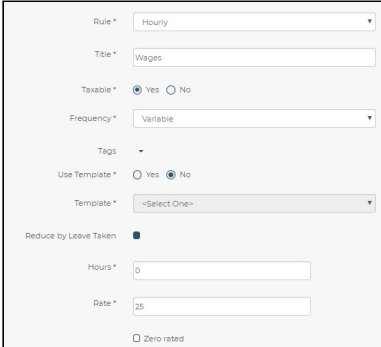


CURRENT ALLOWANCES		
P	L	Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Basic Rate

7. 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.

## Setting up wages for an employee working **non-standard hours (including casuals):**

1. Click the **Plus Sign** to add a new payment.
2. Click **Yes** for **Taxable**.
3. Set the **Rule** to **Hourly** and the **Frequency** to **Variable**.
4. Enter a **Title** such as 'Wages' - this is what your employee will see on their payslips.
5. Click **No** to **Use Template**.
6. Enter **0** in the **Hours** field. Every time you run a pay for this employee, you will need to input the number of hours they worked in that period.



The screenshot shows a form for setting up a payment. The fields are: Rule (Hourly), Title (Wages), Taxable (Yes selected), Frequency (Variable), Tags (dropdown), Use Template (No selected), Template (Select One), Reduce by Leave Taken (checkbox), Hours (0), Rate (25), and a Zero rated checkbox.

7. 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"/>	<input type="checkbox"/>	Basic Rate

8. 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.