

USING SMOOTHPAY FOR THE FIRST TIME ?

INITIAL SMOOTHPAY SETUP

To ensure your payroll is set up correctly and to get the most out of SmoothPay we recommend these procedures are completed **before** you process your first pay.

1. **Company Setup**
 2. **Enter employee details**
 3. **Enter Opening Totals**
 4. **Setup employee holiday entitlements & balances**
-

1. Company Setup

The minimum information required is completion of the General screen including the first pay period and pay dates you wish to process.

Your first pay should be at the start of a new IR348 reporting period (so that your next IR345 and IR348 reports are for a complete period.)

2. Enter employee details

Select Edit Employee from the Control Centre to add your first employee. Subsequent employees may be added by right-clicking any employee from the Control Centre employee list. The minimum information required is the employee's name, employment status, IRD number, Tax Code and start date. Set employee's pay cycle and method of payment.

3. Enter Opening Totals

This is **not** required

- if the company is new and has **NEVER** paid any previous pays or
- you wish to input **EVERY** previous pay period for the current financial year separately.

Entering Opening Totals captures the opening financial totals for each employee which are used for IRD reporting and Holidays Act pay calculations and accruals. The totals entered for Tax Year should include **only totals already reported to the IRD for the current tax year** starting 1 April. Anniversary Year totals provide the basis for calculating leave liability. This is particularly important when leave balances are being brought on for existing employees. These financial totals are entered via Edit Employee...Opening Totals.

4. Setup employee holiday entitlements & balances

From Edit Employee select Holiday Setup and then choose the method of entitlement best suited to the employee. We recommend weeks for all staff (except casuals who should be set to percentage each pay or paid an inclusive pay rate). Employees' on Parental Leave should be set to Percentage each Pay.

To establish current leave balances for employees on existing payrolls enter the leave balance required in the white field ie. balance to **last pay** or balance from **last anniversary**. Check employee's date of last anniversary and change if necessary.

Sick Leave setup should be in days and requires checking of last anniversary date, annual entitlement and maximum accrual. Enter number of days remaining from accruals to last anniversary in the white field.

Negative balances are accepted in any setup field where employees have taken leave in advance of their entitlement. When entering opening balances for any leave type we recommend that the comments field be used for notations.

If you have any questions about these procedures or any other features of SmoothPay please contact our HelpDesk for assistance on 06 353 6462 Office hours are 9am–5pm Mon-Fri.