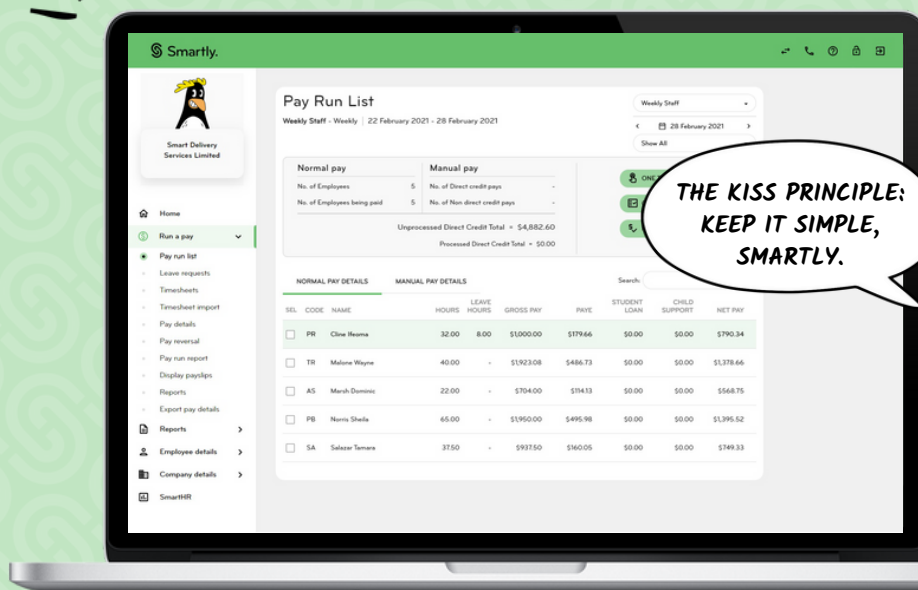




Running a pay the Smartly way.

Everything you need to know about processing pays in Smartly.



THE KISS PRINCIPLE:
KEEP IT SIMPLE,
SMARTLY.





The fundamentals of running a pay

Smartly is all about making it super easy for you to sort your payroll! This guide walks you through the run a pay process.



Contents of this guide:

Running a pay, the Smartly way

3. Pay your people in 7 easy steps.

Entering pay details

4. Adding hours worked.

6. Importing a timesheet.

7. Adding allowances, benefits, and deductions to pays.

10. Adding and editing one-off payments.

11. Adding and editing leave.

13. Terminating an employee.

15. Turning parental leave on or off.

Finalising your pay

16. Viewing your pay run reports.

16. Processing the pay.

Sending payslips

17. Emailing payslips.

17. Viewing and printing payslips.

Generating a bank file

18. Generating a bank file.

Exporting pay details for your accounting package

19. Exporting to Xero.

21. Exporting a CSV file.

Running a pay, the Smartly way

Smartly is all about making it super easy for you to sort your payroll! This guide walks you through how to run a regular or "normal" pay.

There are some things that you need to do differently when running a one time or "manual" pay, or settings you can change to automate certain processes which you'll see in blue info boxes. You will also find links to other guides and help articles throughout.

Pay your people in 7 easy steps

1 Choose your pay group and pay period

Start by clicking Run a pay on your left hand menu. Then, choose your pay group and period end date from the top right hand corner of your page.

2 Enter hours worked for your employees

For your regular pay cycle, you will process this as what Smartly calls a "normal pay". If you need to make a payment separate from your regular pay run, you process a "manual pay". The 'Entering pay details' section of this guide outlines all your different options for adding employee hours.

3 Add any leave taken or special payments like allowances or bonuses

Any additional payments you need to make to your employees can be added after you've double clicked into the employee from 'Run a pay'. If your team are also making use of the Smartly app to apply for leave, pending items will show in the 'Leave requests' screen under Leave.

4 Check the pay run

Before finalising the pay it's always good to check it over. Once you've added everything you need to, the 'Check payroll' button will bring up a summary report of the pay run and the details of each employee's pay.

5 Process the pay run and send the payroll to the bank

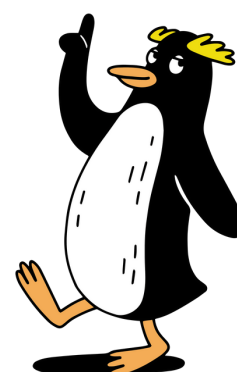
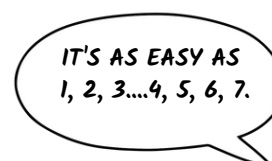
Finalising your pay run will update all your reports, so your records are correct. Choose the date you want to pay your team and submit your payroll to the bank. If Smartly is connected to your bank account for payroll, and you bank with ANZ, BNZ or Westpac, your team will be paid within a couple of hours. If you bank with ASB, pays will process overnight. For all other banks, you will be on our direct debit service and pays will be credited to employees two days later.

6 Send payslips to your employees

Depending on who you bank with you can automate your payslips to go out when you process your pay. Otherwise email them out to your team and you're done!

7 Export pay details for your accounting package

If you're using Xero, all of your payroll data can flow through to Xero automatically allocated to GL Accounts. For any other accounting package, you can export a CSV file with your pay run data to upload into your system.



Entering pay details

Run a pay

There are many options to enter your team's hours and the best way for you will depend on how many people you have, and how varied your staff arrangements are.

Adding hours worked

For employees on standard hours

If you have staff who work the same hours every pay period, we recommend using One touch pay which prefills their hours with only a single click. Employees need to be set up on Standard Hours under their Employee payment screen under Employee details.

- 1 Click on 'Run a pay'. Make sure you are on the right pay group and pay period.
- 2 Click on 'One touch pay'. Your employees' pay information will appear in the 'Normal pay details' tab. Simple as that!

Note: This feature will override any pays that have already been entered for the pay run. Any pending leave should be approved before clicking 'One touch pay'.

Pay Run List
New Weekly - Weekly | 11 March 2023 - 17 March 2023

This pay period includes Taranaki Anniversary. Visit our [Help Centre](#) if you need any assistance.

Normal pay		Manual pay	
No. of Employees	3	No. of Direct credit pays	-
No. of Employees being paid	2	No. of Non direct credit pays	-

Unprocessed Direct Credit Total = \$1,290.63
Processed Direct Credit Total = \$0.00

NORMAL PAY DETAILS | MANUAL PAY DETAILS

SEL	CODE	NAME	HOURS	LEAVE HOURS	GROSS PAY	PAYE	STUDENT LOAN	CHILD SUPPORT	NET PAY
<input type="checkbox"/>	JJ	Jones Jane	40.00	-	\$880.00	\$148.61	\$0.00	\$0.00	\$704.99
<input type="checkbox"/>	OM	MacDonald Old	20.00	-	\$723.08	\$118.75	\$0.00	\$0.00	\$585.64

For employees on variable hours

If you have employees on variable hours, you can either enter them manually or import a timesheet.



You can also manually enter timesheets or get your team to enter their own time entries through the Smartly self-service app. Check out our [Digital timesheeting guide](#) to see how it all works.

Manually entering your team's hours

- 1 Double-click on your employee's name from Run a pay.
- 2 Enter their hours worked and the number of days paid.
- 3 If you are entering hours manually for more than one person, click 'Save & Go to next employee' which will take you to the next name on the list. Or you can skip straight to the next team member that has no pay details entered by clicking 'Save & Go to next unpaid employee'.
- 4 When you're finished, click 'Save' and then click 'Back to Pay Run'.

Pay Run List
PayGroup A - Fortnightly | 6 September 2021 - 19 September 2021

Normal pay		Manual pay	
No. of Employees	39	No. of Direct credit pays	-
No. of Employees being paid	36	No. of Non direct credit pays	-
Unprocessed Direct Credit Total = \$65,469.04		Processed Direct Credit Total = \$0.00	

Normal pay details for Farrah Barrera
6 Sep 2021 - 19 Sep 2021
PayGroup A, Fortnightly | Wages employee | Paid up to: 5 Sep 2021
DC Date - 5 Oct 2021

This employee has pending leave requests relating to this pay period. Please approve pending requests if the leave is to be paid out in the current pay period.

COVID-19 PAYMENT UPDATE:
If paying your employee the COVID-19 Wage Subsidy, please make sure that you record all necessary information:

- Record the Wage Subsidy payment amount using the COVID-19 Leave Payment allowance
- Record the hours the employee did not work using the COVID-19 Leave Hours leave type
- Record the total number of days the employee would have normally worked this pay period in the Days Paid field

 Failure to record unpaid hours and days while they are receiving the Wage Subsidy will result in incorrect leave calculations when they return. Please refer to our COVID-19 Guidance if you are unsure of how to enter this information.

Earnings	HOURS	RATE	AMOUNT
Wages	55	\$ 28.4100	\$1,562.55
Time and a half		\$ 42.6150	

No. of days paid: 10 | Taxable periods: 1

Actions:
 ← Back to Pay Run
 → Save & Go to next unpaid employee
 → Save & Go to next employee

Summary:
 Gross Pay: \$1,562.55
 Ordinary Pay Tax: PAYE \$537.17, Deductions \$46.87
 Net Pay: \$978.51

- i** If you're running a pay that's separate from your normal pay cycle, the process is slightly different:
- Click on the 'Manual pay details' tab instead.
 - Choose an employee from the 'Select employee' drop down field.
 - Click '+ Add Manual pay'.
 - Continue with steps 2-4 above.
 - Tick the 'Direct credit this pay' in the pay summary box.
 - Click 'Save' and then click 'Back to Pay Run'.

MANUAL PAY DETAILS

SEL	CODE	NAME	HOURS	LEAVE HOURS	GROSS PAY	PAYE	STUDENT LOAN	CHILD SUPPORT	NET PAY
No data available in table									

Barrera Farrah | + ADD MANUAL PAY

Importing a timesheet

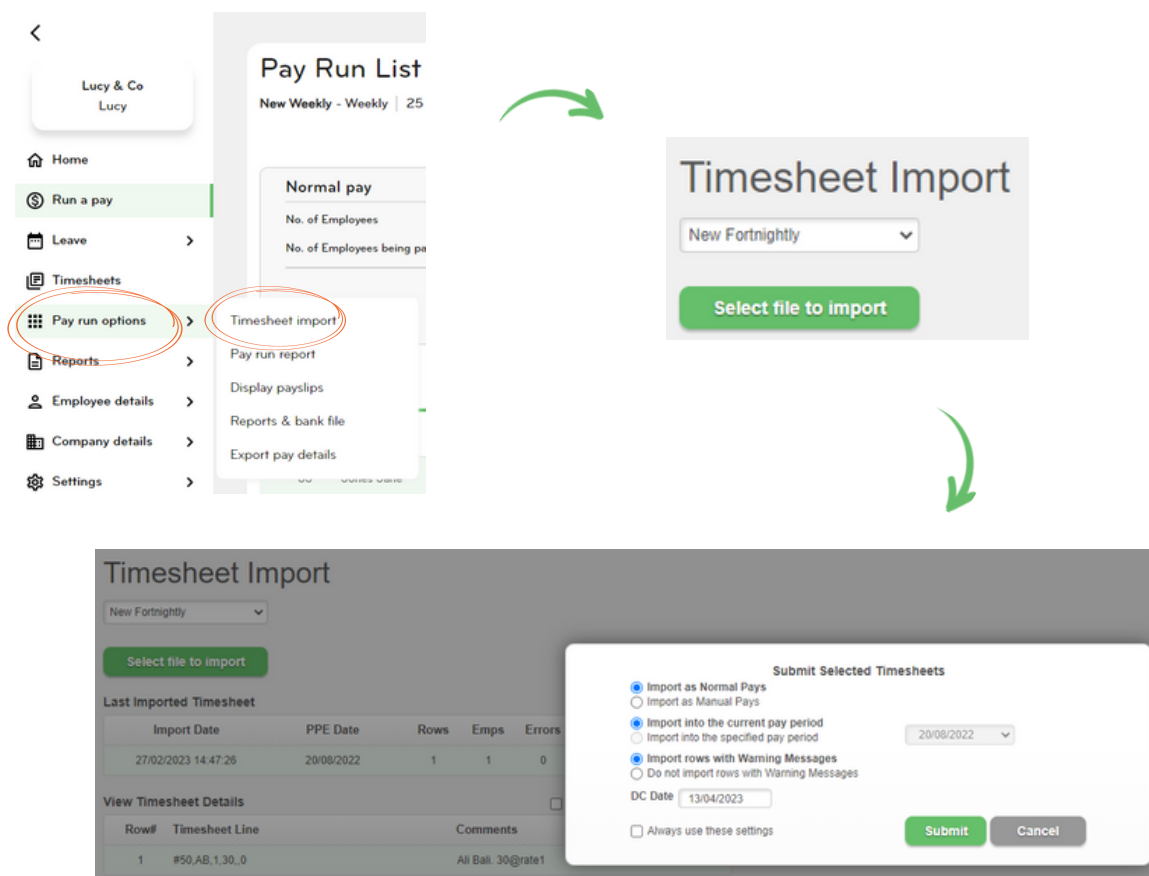
If you're using another software package to manage your team's time and attendance, you can import your timesheet data to prefill your payroll.

Smartly integrates with over 15 time and attendance products with new partners added monthly. If you are set up with one of these third parties, Smartly accepts the exports just as they are. All you need to do is import the file and you're good to go!

For all other products you'll need to reformat your data and import using a supplied template and supporting guide. Email helpdesk@smartly.co.nz for more information.

Steps to import your timesheet

- 1 Click 'Pay run options' and then select 'Timesheet import'. Click on 'Select file to import'.
- 2 Choose a pay group and click 'Select file to import'.
- 3 Upload your CSV file and click 'Submit'.
- 4 A pop up will appear where you can choose to import as a normal or manual pay, add to either the current or a specific pay period and select a direct credit date for the pays.
- 5 Submit and go to the 'Run a pay' screen to finalise your pay.



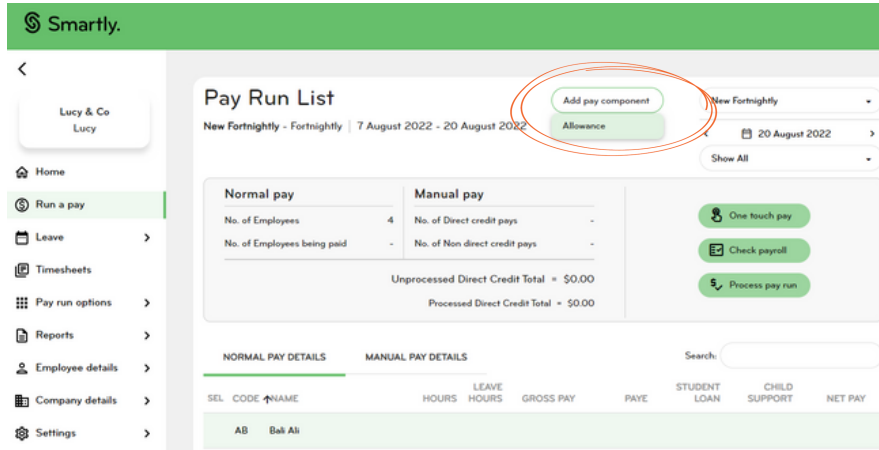
Adding allowances, deductions and benefits to pays

Run a pay

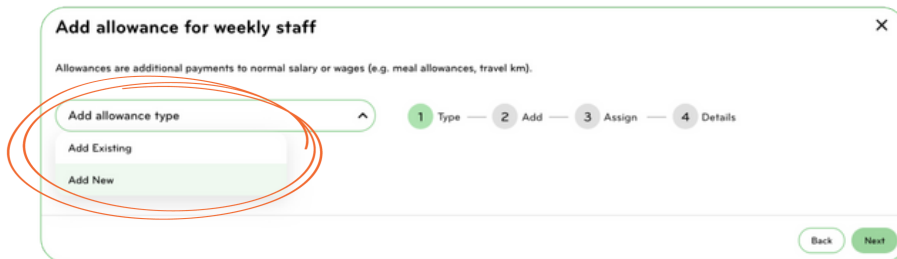
Pay components such as allowances, deductions, benefits and special leave can easily be set up at any time under Company details > Pay components. But, if you've forgotten to set up an allowance when you've already started running your pay, there's a shortcut you can use to quickly add it to the pay packet right then and there.

Adding a pay component while running a pay

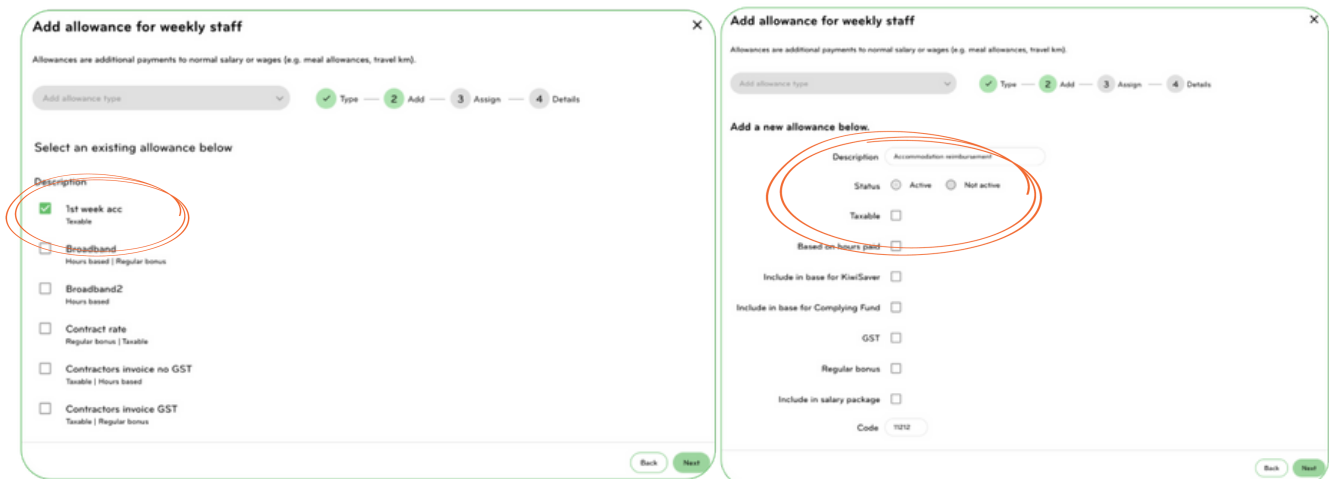
- 1 Click on 'Add a pay component' and choose allowance.



- 2 A pop-up window will appear. From the dropdown field, choose if you'd like to add a new or existing item and click 'Next'.



- 3 If you're adding an existing allowance, just select an option from the list of allowances that have already been set up, by selecting the checkbox (left screenshot). If you're adding something new, first give it a name and turn on any other applicable options (right screenshot).



- 4 Choose who to assign the allowance to by selecting the checkboxes.

Add allowance for weekly staff

Allowances are additional payments to normal salary or wages (e.g. meal allowances, travel km).

Add allowance type Type Add **3** Assign 4 Details

Assign to employees
Select the employees you wish to assign this allowance to.

<input type="checkbox"/>	EMPLOYEE NAME	CONTACT GROUP
<input type="checkbox"/>	Sally Smith (SS)	Waged employees
<input checked="" type="checkbox"/>	Allan Jones (A.J.)	Waged employees
<input checked="" type="checkbox"/>	Georgia Adams (GG)	Waged employees
<input type="checkbox"/>	Bartholomew Montgomery (BM)	Salaried employees
<input type="checkbox"/>	Clementine Alessandro (CA)	Salaried employees
<input type="checkbox"/>	Allan Jones (A.J.)	Waged employees
<input type="checkbox"/>	Allan Jones (A.J.)	Waged employees

Back Next

- 5 If you want to make this a reoccurring allowance for your employee(s), you can set up the default payment details. Otherwise click 'Next' to skip and continue.

Add allowance for weekly staff

Allowances are additional payments to normal salary or wages (e.g. meal allowances, travel km).

Add allowance type Type Add Assign **4** Details

Setup default details for allowance reimbursement
If the payment is the same each pay period, set up default payment details for your employees here. If this allowance amount is one off, or will vary from pay to pay, skip this step. Click "Finish" to complete setup.

NAME	QUANTITY	RATE	AMOUNT	TAXED OVER
Allan Jones (A.J.)	1	12	\$75.00	Month 12
Georgia Adams (GG)	1	12	\$100.40	Month 0

Back Next

- 6 A success message will appear as well as the option to add another component.

Success

The changes have been applied successfully.

Add another pay component

Allowance

Deduction

Benefit

Special Leave

OK

VIEW ALL LEAVE REQUESTS APPROVE ALL

Set up options for the different pay components

When adding a pay component there are different set up options to consider. The following table explains what each of the options do for allowances, deductions and benefits. You can set up these components under Company details > Pay components.

Options	Description
For allowances	
Taxable.	Non-taxable allowances are generally reimbursements for things that the employee is out of pocket for (can include mileage, travel expenses, tools etc). Taxable allowances on the other hand, are included in PAYE calculations, not taxed at lump sum rates, and include things like commission invoices, company car costs, or accommodation.
Based on hours paid.	Bases the allowance on how many hours someone works.
Include in base for KiwiSaver.	Includes the allowance in calculations for KiwiSaver benefits and deductions.
Included in base for Complying Fund.	Includes the allowance in calculations for Complying Fund benefits and deductions.
GST.	Turn on if the allowance is a GST component.
Regular bonus.	Spreads the allowance across a duration of months. Useful for things like quarterly bonuses.
For deductions	
Direct credit.	Turn this on if you want the amount to be paid to a specific bank account.
Consolidated direct credit.	Consolidates the payment and pays it into a specific account.
Payroll giving.	Turn this on if the payment is a charity donation.
Debt repayment.	Pays the deduction amount as installments.
SLBOR.	Turn this on if the deduction is a voluntary payment towards a student loan.
SLCIR.	Turn this on if the deduction is a compulsory student loan repayment.
For benefits	
Direct credit.	Turn this on if you want the amount to be paid to a specific bank account.
Consolidated direct credit.	Consolidates the payment and pays it into a specific account.
Share scheme.	Turn this on if the benefit is from an employee share scheme.
Taxable.	Related to benefits from an employee share scheme. Turn this on if you want to tax the benefit through the payroll.
Include in leave earnings.	Includes the value of share benefits in gross earnings for leave calculations.

Once you've set up the pay component at a company level, you then need to apply it to the relevant employee(s). Refer to our [allowances](#) or [deductions](#) articles for step by step instructions on how to do this.

Adding and editing one-off payments

Extra payments for things like tips earned or Christmas bonuses are entered into Smartly as one-off payments.

- 1 From Run a pay, double click on the employee you want to add a one-off payment for.

Pay Run List
PayGroup A - Fortnightly | 6 September 2021 - 19 September 2021

Normal pay		Manual pay	
No. of Employees	39	No. of Direct credit pays	-
No. of Employees being paid	36	No. of Non direct credit pays	-
Unprocessed Direct Credit Total = \$65,469.04			
Processed Direct Credit Total = \$0.00			

Normal pay details for Farrah Barrera
6 Sep 2021 - 19 Sep 2021
PayGroup A, Fortnightly | Wages employee | Paid up to: 5 Sep 2021
DC Date - 5 Oct 2021

NORMAL PAY DETAILS

SEL	CODE	NAME	HOURS
<input type="checkbox"/>	CS	Baird Mais	70.00
<input type="checkbox"/>	KS	Barrera Farrah	55.00
<input type="checkbox"/>	GD	Battle Nadine	70.00
<input type="checkbox"/>	SS1	Blankenship Luke	70.00

Earnings

	HOURS	RATE	AMOUNT
Wages	55	\$ 28.4100	\$1,562.55
Time and a half		\$ 42.6150	

COVID-19 PAYMENT UPDATE:
If paying your employee the COVID-19 Wage Subsidy, please make sure that you record all necessary information:

- Record the Wage Subsidy payment amount using the COVID-19 Leave Payment allowance
- Record the hours the employee did not work using the COVID-19 Leave Hours leave type
- Record the total number of days the employee would have normally worked this pay period in the Days Paid field

Failure to record unpaid hours and days while they are receiving the Wage Subsidy will result in incorrect leave calculations when they return. Please refer to our COVID-19 Guidance if you are unsure of how to enter this information.

Summary:
Gross Pay: \$1,562.55
Ordinary Pay Tax: PAYE \$537.17, Deductions \$46.87
Net Pay: \$978.51

- 2 Click '+ Add one off payment'.

- 3 Enter a name for the payment and the payment amount (without the dollar sign), enable or disable any relevant options and click 'OK' to go back to the employee's details.

Add one off payment for Farrah Barrera
Please enter the details for the one off payment below

Enter the payment name:

Enter the payment amount \$:

Tax rate to apply:

More info
The Auto setting will calculate a tax rate based on an estimate of the employee's annual income plus the One Off Payment amount. A higher tax rate can be chosen if the employee requests this based on other income that they may receive from other sources. Please click More info for the tax rates to apply.

Apply ACC Earner Levy: Yes No

Include the one off payment amount in:

Leave earnings
This may increase the value of annual leave paid to the employee.

KiwiSaver
Please contact our payroll helpdesk if this payment is not liable for KiwiSaver deductions. For more details on KiwiSaver obligations, please see [here](#).

Complying fund

Tax rate to apply

When set to 'Auto' the tax rate will be based on the employee's annual income plus the one-off payment. You can choose to apply a higher tax rate if necessary.

Apply ACC Earner Levy

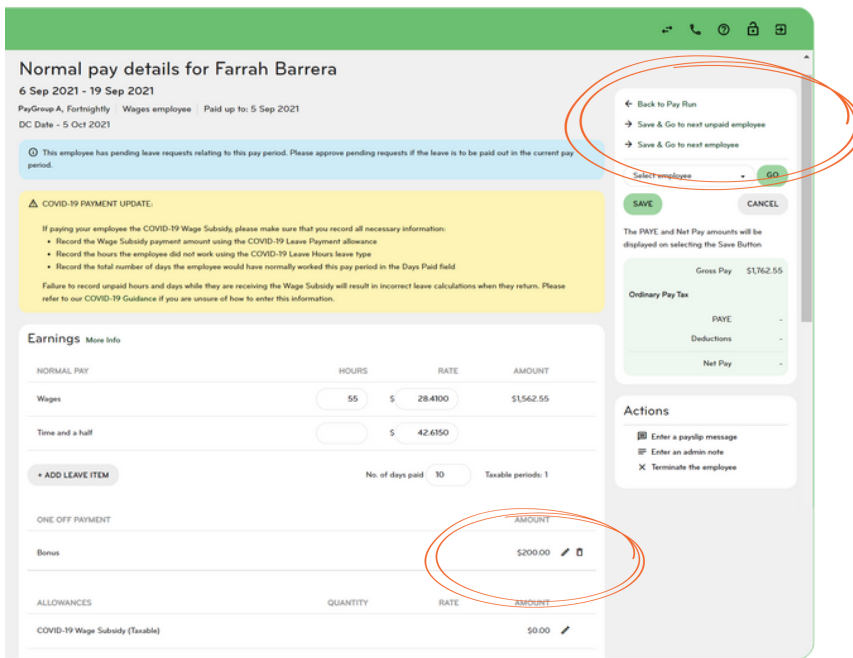
The only time this should be set to 'No' is if the payment is a redundancy or retirement payment.

Leave earnings

The Leave earnings box must be ticked if the payment is part of the employee's normal earnings (i.e. in their employment agreement) and should therefore increase the value of their annual leave. Only untick if the payment is an intermittent, one-off or discretionary payment, or a redundancy payment.

The payment will show up in the 'Earnings' section under any hours worked and/or leave taken.

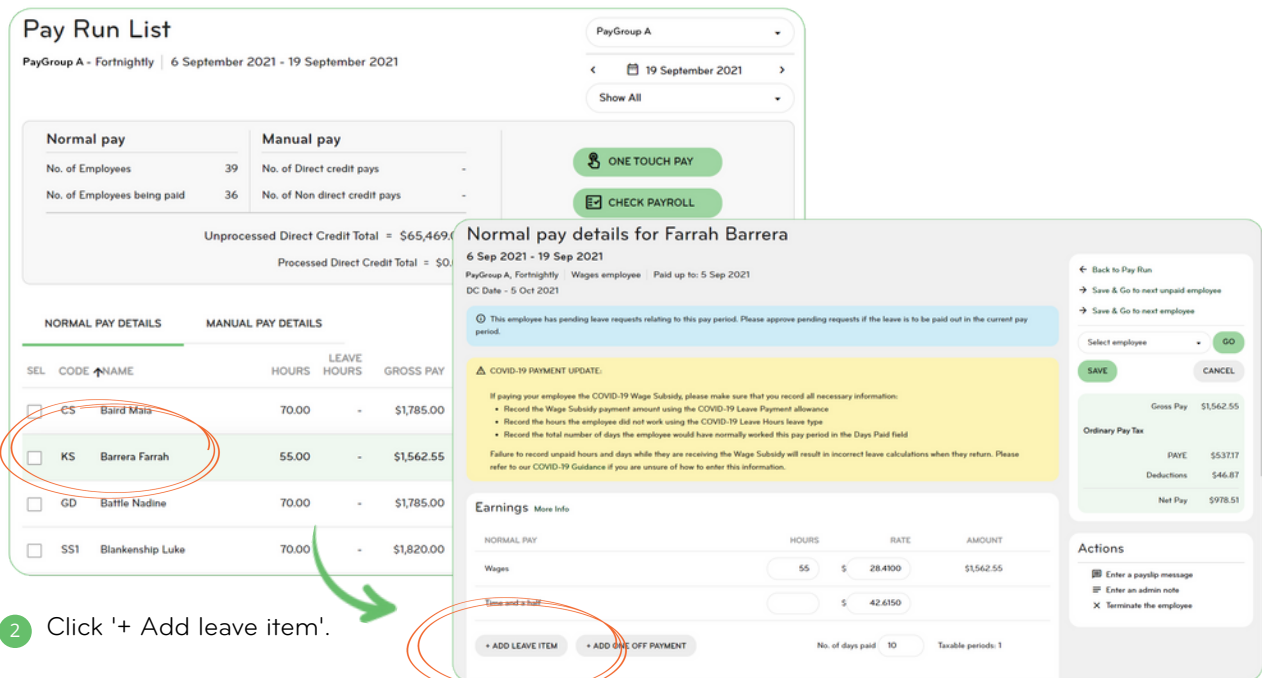
- 4 Click 'Save' and 'Back to pay run' or 'Cancel' to exit the screen.
- 5 To edit or delete the entry, click on either the pencil or trashcan icon and follow the prompts.



Adding and editing leave

Manually adding leave for employees

- 1 From Run a pay, double click on the employee you want to add leave for.



- 2 Click '+ Add leave item'.

- 3 Select a leave type from the dropdown field and set the 'From' and 'To' dates. The hours, days and/or weeks values will pre-populate. Edit these if you need to.

The system will automatically calculate the rate. If you see that the rate is higher than the employee's normal hourly rate, it's because the system is calculating the average earned over the last 4 or 52 weeks. This is legally correct and should not be changed. If you have any questions about this, call our helpdesk on 0800 10 10 38.

- 4 Optional: Click on 'Add another leave item' at the bottom of the pop up window to add another entry for the same employee.
- 5 Click 'OK' to go back to the employee's pay details. The payment will show up in the 'Earnings' section under any hours worked.

Add/Edit leave for Farrah Barrera
Please enter the leave details for the period 6 Sep 2021 - 19 Sep 2021 below

Current leave balances

Annual Leave	Lieu Earned	Long Service Leave	Sick Leave	Alt. Public Holiday Earned
243.75 hrs	0.00 hrs	0.00 hrs	25.00 Days	0.00 Days

LEAVE TYPE	DATE FROM	DATE TO	HOURS	RATE	AMOUNT	LEAVE DAYS
Select a leave...						
Select a leave...						
Annual Leave						
Sick Leave						
Domestic Violence Leave						
Alt. Public Holiday Earned						
+ ADD ANOTHER LEAVE ITEM						

Calendar: October 2021

OK CANCEL

Approving leave requests submitted through the Smartly app

If your employees are also making use of the Smartly app to apply for leave, pending and approved items will show up in the 'Leave requests' screen under 'Leave'. To approve a request, click on the pencil and a pop up screen will appear where you can make changes and approve or decline.

Smartly.

Lucy & Co
Lucy

Home
Run a pay
Leave
Timesheets
Pay run options
Reports
Employee details
Company details
Settings

ACTIVE HISTORICAL New Fortnightly

Approve all Add leave

Search: Leave Type: 9 options selected Status: 3 options selected

CODE	EMPLOYEE	LEAVE TYPE	FROM DATE	TO DATE	STATUS
		Annual Leave	27/01/2023	27/01/2023	Pending

5 1-1 of 1

Leave Request for Ali Bali

Leave Type: Annual Leave

Leave Date: From 27/01/2023 To 27/01/2023

Hours: 7.5

Leave Available After Request: 2.06 weeks (77.25 hours)

Status: Pending

Comment:

Pay Now

Approve Decline

Terminating an employee

Termination pay or the final payment an employee receives when their employment ends includes:

- Any time worked since the last pay period.
- Any leave entitlements owed to the employee.
- Any other contractual benefits such as notice periods or redundancy compensation.
- Any other agreed payments, such as a bonus or commission.

It is paid on their last day of work, or no later than the next pay period from the actual termination date. An employee's contract should state when termination pay needs to be processed so make sure you check and confirm. See our [termination FAQs](#) article for more information.

Steps to running a final pay for an employee

A few points to note before you begin:

- If an employee is terminating right before a Public Holiday, you'll need to check if they have any earned leave (entitled leave under the Holidays Act).
- If the termination is a redundancy then this is entered as a one-off payment (see page 10).
- If you're terminating an employee who is not coming back from parental leave, it's best to contact our Helpdesk to ensure the employee's Annual Leave entitlement is correct before terminating.
- To enter an extra payment for 'In Lieu of Notice', add this as an allowance (see page 8).

- 1 Double click on the employee you want to terminate from Run a pay. Enter any hours worked (See pages 5-6) as well as any one off or special payments and/or leave items (See pages 11-13).

Pay Run List
PayGroup A - Fortnightly | 6 September 2021 - 19 September 2021

Normal pay		Manual pay	
No. of Employees	39	No. of Direct credit pays	-
No. of Employees being paid	36	No. of Non direct credit pays	-

Unprocessed Direct Credit Total = \$65,469.04
Processed Direct Credit Total = \$0.00

Normal pay details for Farrah Barrera
6 Sep 2021 - 19 Sep 2021
PayGroup A, Fortnightly | Wages employee | Paid up to: 5 Sep 2021
DC Date - 5 Oct 2021

This employee has pending leave requests relating to this pay period. Please approve pending requests if the leave is to be paid out in the current pay period.

COVID-19 PAYMENT UPDATE:
If paying your employee the COVID-19 Wage Subsidy, please make sure that you record all necessary information:
• Record the Wage Subsidy payment amount using the COVID-19 Leave Payment allowance
• Record the hours the employee did not work using the COVID-19 Leave Hours leave type
• Record the total number of days the employee would have normally worked this pay period in the Days Paid field
Failure to record unpaid hours and days while they are receiving the Wage Subsidy will result in incorrect leave calculations when they return. Please refer to our COVID-19 Guidance if you are unsure of how to enter this information.

Earnings		More info	
NORMAL PAY	HOURS	RATE	AMOUNT
Wages	55	\$ 28.400	\$1562.55
Time and a half		\$ 42.6150	

No. of days paid: 10 | Taxable periods: 1

Actions

- Enter a payroll message
- Enter an admin note
- Terminate the employee

- 2 Click 'Terminate the employee' in the 'Actions' box.

- Enter the final date of work and the termination reason (optional). The leave showing includes the balances of annual leave, lieu hours and alternate public holiday hours. All leave should be ticked on, unless there is a very good reason the employee would not be entitled to these payments.

Terminate Farrah Barrera

Please enter the termination details below

Enter the Employee's final date of work: 06/10/2021

Reason for termination: Resignation

Please select the leave to be included in the employee's final pay

The leave termination pay balances displayed below are calculated up to the employee's last saved pay record.

Annual Leave \$7,345.19

Any negative leave balances are not included in the Leave Termination Pay amount.

For more detailed information, please go to the Leave Balance screen under Employee Details.

OK CANCEL

Back to Pay Run
 Save & Go to next unpaid employee
 Save & Go to next employee

- You will now see Terminated at the top of the page with the date of the termination and the amount they'll receive in their final pay in the breakdown on the right hand side.

Normal pay details for Farrah Barrera

6 Sep 2021 - 19 Sep 2021

Pay Group A, Fortnightly Wages employee Paid up to: 5 Sep 2021

Doc Date: 5 Oct 2021 Terminated (06/10/2021)

COVID-19 PAYMENT UPDATE:

If paying your employee the COVID-19 Wage Subsidy, please make sure that you record all necessary information:

- Record the Wage Subsidy payment amount using the COVID-19 Leave Payment allowance
- Record the hours the employee did not work using the COVID-19 Leave Hours leave type
- Record the total number of days the employee would have normally worked this pay period in the Days Paid field

Failure to record unpaid hours and days while they are receiving the Wage Subsidy will result in incorrect leave calculations when they return. Please refer to our COVID-19 Guidance if you are unsure of how to enter this information.

The employee has been terminated. To make changes to this pay packet, unterminate the employee first by clicking "Edit termination" and removing the termination date. Once changes have been saved, you can terminate the employee again.

Earnings More Info

NORMAL PAY	HOURS	RATE	AMOUNT
Salary	375	\$ 1,153.8461	\$1,153.85
Admin		\$ 46.1538	

• ADD LEAVE ITEM • ADD ONE OFF PAYMENT No. of days paid: 5 Taxable periods: 1

Back to Pay Run

Select employee GO

OK CANCEL

Gross Pay \$1,338.47
 Termination Pay \$184.62

Ordinary Pay Tax

PAYE \$211.93
 ACC Earner Levy \$16.03

Extra Pay Tax

PAYE \$32.31
 ACC Earner Levy \$2.56
 Deductions \$244.06
 Net Pay \$831.58

Actions

- Enter a payroll message
- Enter an admin note
- Edit termination

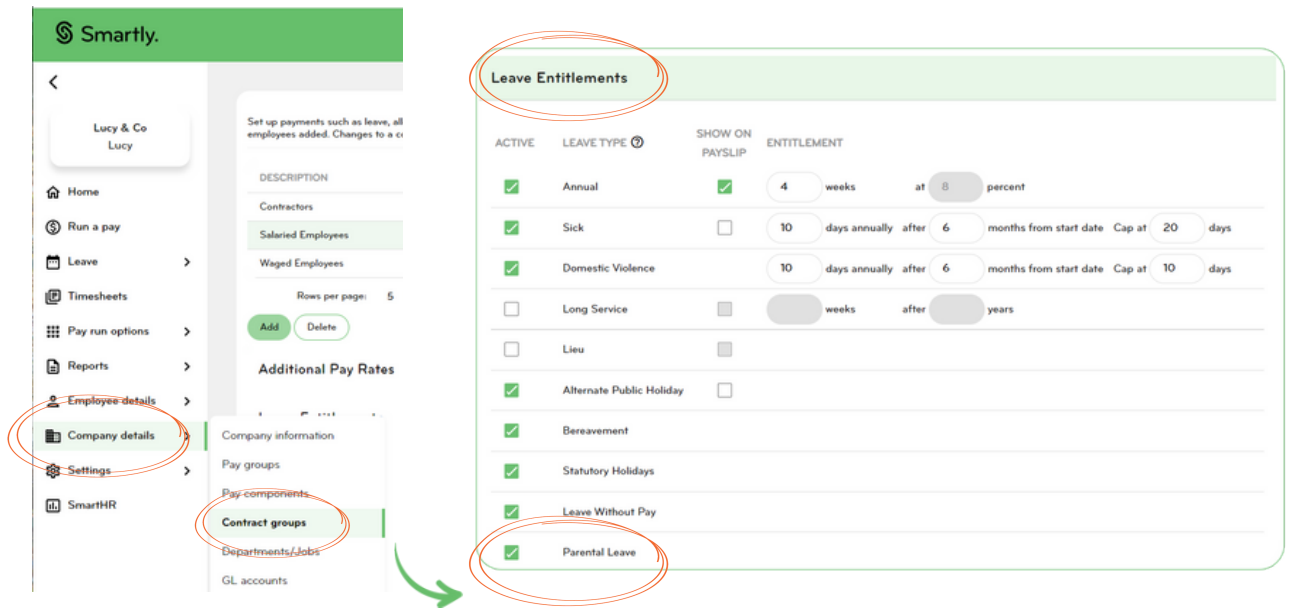
i Whether you're terminating someone all as a part of your normal pay run or separately, the process is the same – the only difference is where you start. See the info box on page 4 for the steps on how to create a 'manual pay'.

Turning parental leave on or off

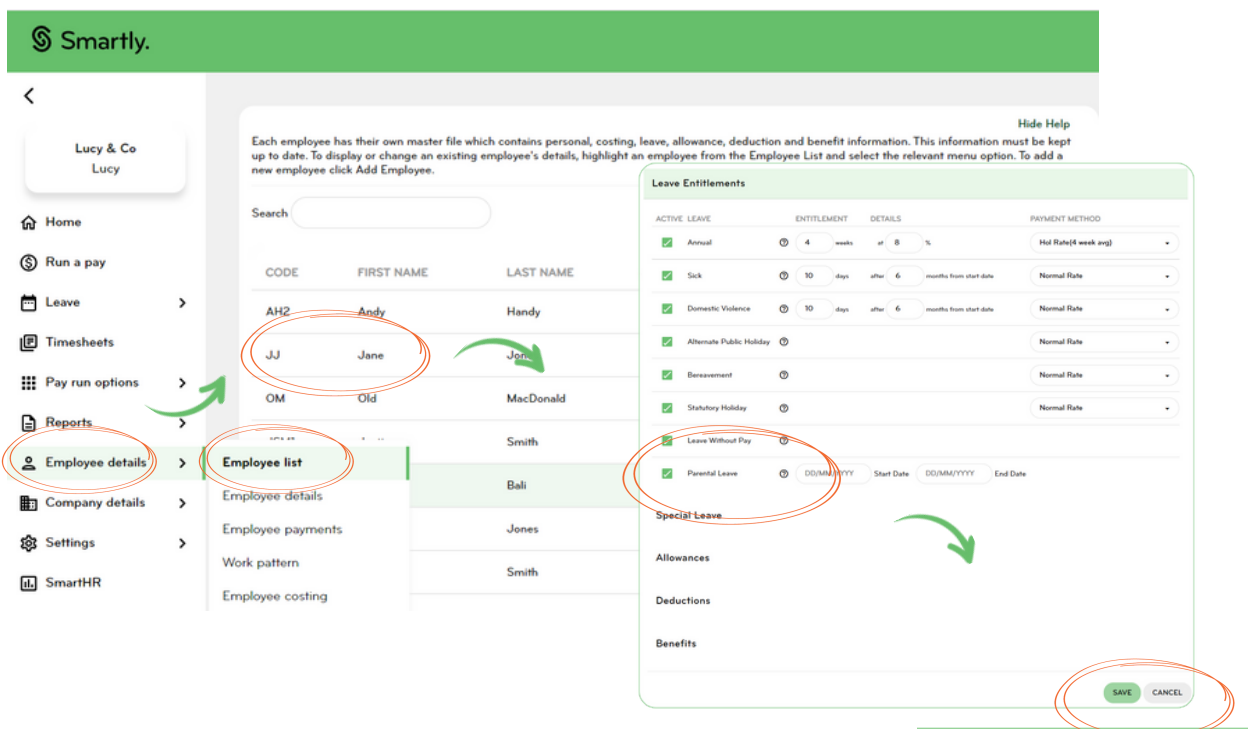
Company details > Contract groups

To turn on parental leave you need to enable it for the whole 'Contract group' before you can turn it on for an employee. For more information on contract groups, see our Employee set up and management guide.

- 1 In 'Company details' go to the 'Contract groups' screen. Expand the leave entitlements section, enable the parental leave checkbox and save.



- 2 Now go to 'Employee details', select the employee you want to turn parental leave on for and click into 'Employee payments'. Enter the dates the person will be on leave and save. Smartly will then automatically add a parental leave entry when you enter the pay.



Go to www.smartly.co.nz/help-centre and search 'Parental leave' to find out more about parental leave entitlements. As well as general information, it covers:

- Workers who aren't eligible.
- Special leave for pregnant employees.
- Partners leave.
- Returning to work.

Finalising a pay

Run a pay

- 1 In the 'Run a pay' screen, click 'Process pay run'.
- 2 In the pop up window that appears, enter the date you want the payroll to be sent to the bank.
Note: Pays can only be processed up to four weeks in advance.
- 3 Click 'Submit'.

Finalising your pay will update all reports so your records are correct.

The screenshot shows the 'Pay Run List' interface for 'Lucy & Co Lucy'. The main content area displays 'New Weekly - Weekly' for the period '11 March 2023 - 17 March 2023'. A blue banner indicates that the pay period includes Taranaki Anniversary. The interface is divided into 'Normal pay' and 'Manual pay' sections. The 'Normal pay' section shows 3 employees and 2 employees being paid. The 'Manual pay' section shows 0 direct credit pays and 0 non-direct credit pays. The 'Unprocessed Direct Credit Total' is \$1,290.63, and the 'Processed Direct Credit Total' is \$0.00. On the right side, there are three buttons: 'One touch pay', 'Check payroll', and 'Process pay run'. The 'Process pay run' button is circled in red. A green arrow points from this button to a 'Process Pay Run' modal window. The modal window contains a warning message: 'Please ensure you have checked your payroll carefully. Once processed and authorised it cannot be cancelled.' Below the warning, there is a date field 'Enter Direct Credit Date:' set to '14/04/2023' and a dropdown menu 'Select Pay Type:' set to 'All Pays'. At the bottom right of the modal, there are two buttons: 'Submit' (circled in red) and 'Cancel'.

Payslips

Pay run options > Display payslips

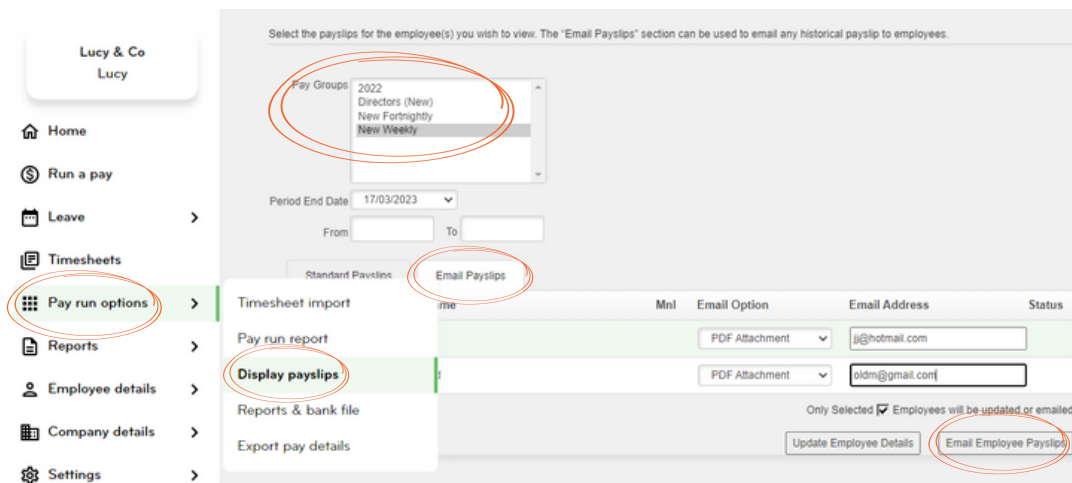
Emailing payslips

To email payslips out to your team, head to the 'Display payslips' page under 'Pay run options' and follow the steps below. Don't forget, employees can also view their payslips as soon as they're available at any time in the Smartly app.

- 1 Click on the 'Pay run options' tab and then click 'Email payslips'.
- 2 Select a pay group from your list.
- 3 Choose a pay period from the drop down menu or enter a date range.

Your filtered group of employees will show up in the table. By default they will all be selected, so you will need to untick any you don't want to send a payslip too.

- 4 Optional: Enter any missing email addresses and click 'Update employee details'.
- 5 Click 'Email employee payslips' and you're done!



- i** If you bank with ANZ, BNZ or Westpac and Smartly makes your staff payments, you can opt to send out payslips automatically. Go to Company details > Options > tick on Email payslips when the bank file has been successfully processed > Save.

Viewing and printing payslips

To display your payslips, click on the 'Standard payslips' tab and choose a pay group and pay period following the same steps as outlined above.

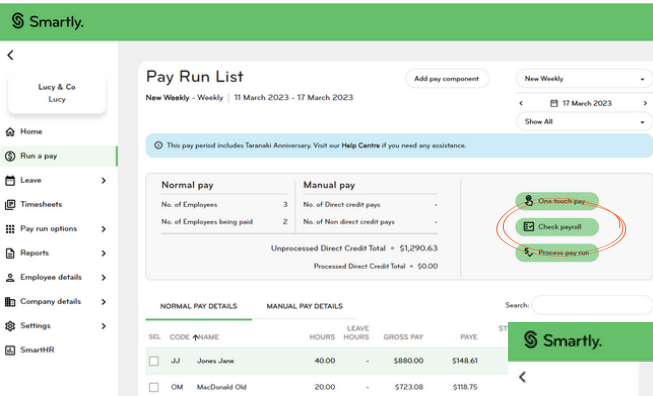
Note: If you have entered a date range, rather than choosing a period end date, you can only select one employee to view. Click display to view the PDF and from here you can choose to download or print.

Pay run reports and bank files

Viewing your pay run reports

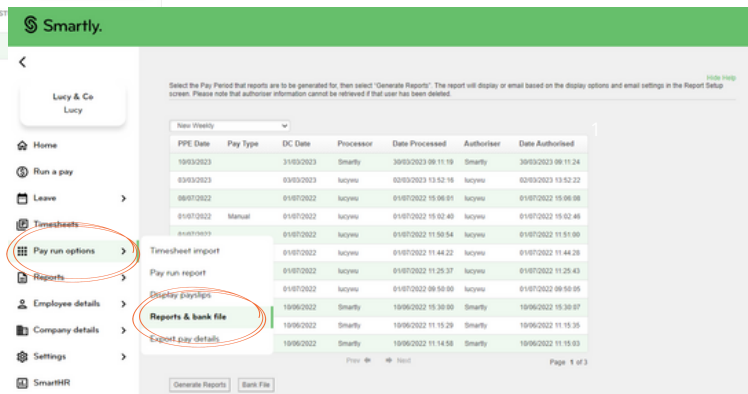
Run a pay > Reports

- 1 If you want to see a summary of the pay run and the direct credit schedule before you finalise it, click 'Check payroll' from the 'Run a pay' screen.



- 2 To view and download reports for the pay after it's been processed, go to 'Pay run options > Reports (or Reports & Bank file)' and click 'Generate reports'.

See our reporting guide for more information on setting up reports for open and closed pay runs.

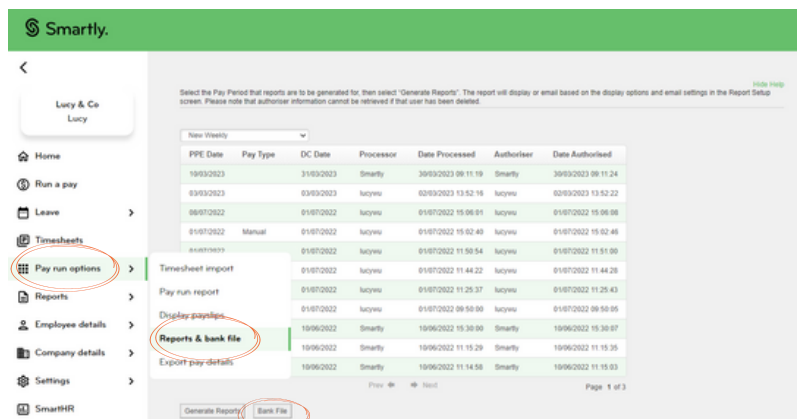


Generating a bank file

Pay run options > Reports & bank file

If you choose to make payments to your employees and the IRD yourself, you can extract a bank file from Smarty to upload via internet banking.

- 1 In the 'Reports & bank file' screen under Pay run options, choose a pay.
- 2 Click on 'Bank file' and a CSV file will download.



Exporting pay details for your accounting package

Pay run options > Export pay details

Exporting to Xero

Connecting Xero to your Smartly site

You will need to configure your General Ledger Accounts (GL Accounts) under Company details first. You can then export your pay data to Xero by establishing a connection. Smartly will prompt you to connect when you manually export your pay details for the first time, or when you turn on the automatic exports feature.

Configuring your export settings for Xero

There are different options you can choose to generate different results when you view your bill in Xero. These are configured in the 'Manual Export' section of 'Pay run options' > 'Export Pay Details'.

1 Invoice status.

You can choose to export your bill to Xero as 'Draft' or 'Authorised'. Authorised exports will appear in Xero as a bill 'Awaiting Payment'. Draft exports show up as draft bills.

2 Exporting employee details.

Tick this option if you want payments to be broken down by employee. The employee's name will appear in the 'Description' column in your Xero bill. This option is not available if you use Xero for project costing and have the 'Export using Xero costing structure' enabled.

3 Exporting Employee Hours.

- If you don't want employee hours to appear in your Xero bills, choose 'Do not Export Hours' from the dropdown menu. This option groups the total number of hours worked and doesn't show their hourly rate. For example, if an employee works 40 hours and they are paid \$25 per hour, your bill will present the data as: Quantity = 1, Unit Price = \$1000, Amount = \$1000.
- If you want your employee hours and rate to show, then choose 'Export Hours Paid'. Using the example above, your bill will instead show: Quantity = 40, Unit Price = \$25, Amount = \$1000.
- If you use the Record hours worked without affecting salary feature, a third option will appear in the dropdown called 'Export Hours Worked', this option exports the actual hours the employee worked, as opposed to the number of hours they were paid for.

Pay Type	DC Date	Date Processed	Date Exported	Reference No.
	14/12/2022	14/12/2022 15:01:35		
	08/12/2022	08/12/2022 14:40:38		

Steps to automate your exports

Once you have configured your export settings you can choose to automatically export your pay details each time a pay run is closed.

- 1 From 'Export pay details', tick the 'Automate Xero Exports' checkbox and click 'Save'.

Export Pay Details Hide Help

Select the pay run you would like to export pay details for. Pay Details can be exported straight into Xero or to a generic CSV file. Use GL Accounts under the Company Details section to set up account codes for pay components.

Automate Xero Exports

Automatically export pay details to Xero each time a pay run is closed.
Pay details will be exported using the Manual Export settings below. These settings can be updated and saved at any time.

Manual Export

Pay Group: Weekly Staff | Export Department/Job Descriptions: | Export Invoice Status As: Draft | **EXPORT**

Export To: Xero | Do not Export Hours: | Export using Xero costing structure: ?

Export Employee Details: | Initial Reference Number: | Auto-generate: ?

Things to note about this feature.

- This is a company-level feature. If you have multiple pay groups, enabling this will automatically export the pay runs from all pay groups within your site.
- Upon processing a pay, if your system loses its connection with Xero the auto export will fail. You will need to export the pay run manually and when you do, you'll be prompted to reconnect to Xero. Once reconnected, your automatic exports will continue.
- If a pay run cannot be exported to Xero, this does not impact the success of the pay run processing - it will still be completed.
- When your pay run has successfully processed, you'll see a note on the system "Success pop up message" noting that your pay details have been successfully exported to Xero.

Manually exporting your data to Xero

If you'd prefer not to automate your exports, or you need to re-export a pay run, you do this in the 'Manual Export' section.

- 1 From 'Export Pay Details', select the pay run you want to export.
- 2 Enter an 'Initial Reference Number', or tick 'Auto-generate' if you want the reference number to auto-populate*.
- 3 Click 'Export'.

Export Pay Details Hide Help

Select the pay run you would like to export pay details for. Pay Details can be exported straight into Xero or to a generic CSV file. Use GL Accounts under the Company Details section to set up account codes for pay components.

Automate Xero Exports

Automatically export pay details to Xero each time a pay run is closed.
Pay details will be exported using the Manual Export settings below. These settings can be updated and saved at any time.

Manual Export

Pay Group: New Fortnightly | Export Department/Job Descriptions: | Export Invoice Status As: Draft | **EXPORT**

Export To: Xero | Do not Export Hours: | Export using Xero costing structure: ?

Export Employee Details: | Initial Reference Number: | Auto-generate: ?

Search: | Records per page: 10

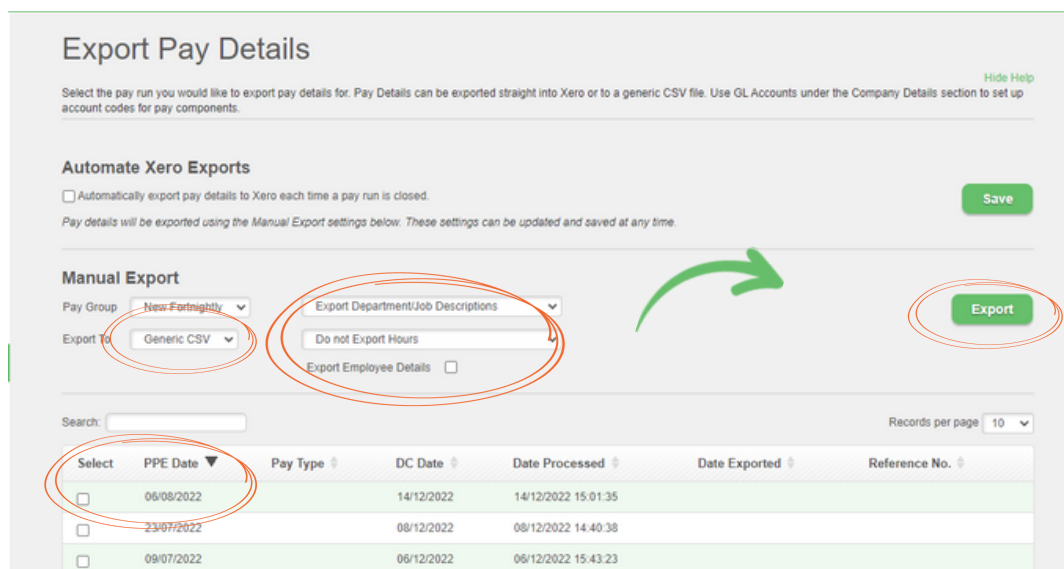
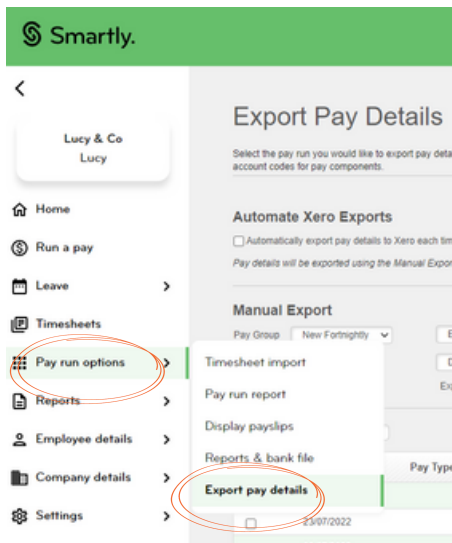
Select	PPE Date	Pay Type	DC Date	Date Processed	Date Exported	Reference No.
<input checked="" type="checkbox"/>	06/08/2022		14/12/2022	14/12/2022 15:01:35		
<input type="checkbox"/>	23/07/2022		08/12/2022	08/12/2022 14:40:38		

*Note: You cannot use a reference number which has already been used before. Auto-generated reference numbers cannot be used more than once, so if you have already exported this pay run before with an auto-generated reference number, you will need to untick this option and enter your own reference number for the pay run.

Exporting a CSV file

For all other accounting packages, you can export a CSV file that you can reconfigure to upload to your system.

- 1 Go to 'Export pay details' under 'Pay run options' and select a pay run.
- 2 Choose a pay group and select 'Generic CSV' from the 'Export to' drop-down field and opt to include:
 - Employee details
 - Employee hours
 - Departments.
- 3 Click 'Export'.



We're here to help

Whether you're after some information, or you've got something niggly or urgent that you want to chat through with an expert – we've got you!

Our customer support team can be reached on 0800 10 10 38, Monday to Friday, excluding public holidays.

