



QuickBooks Online Payroll

Getting Started Guide

NOVEMBER 2017

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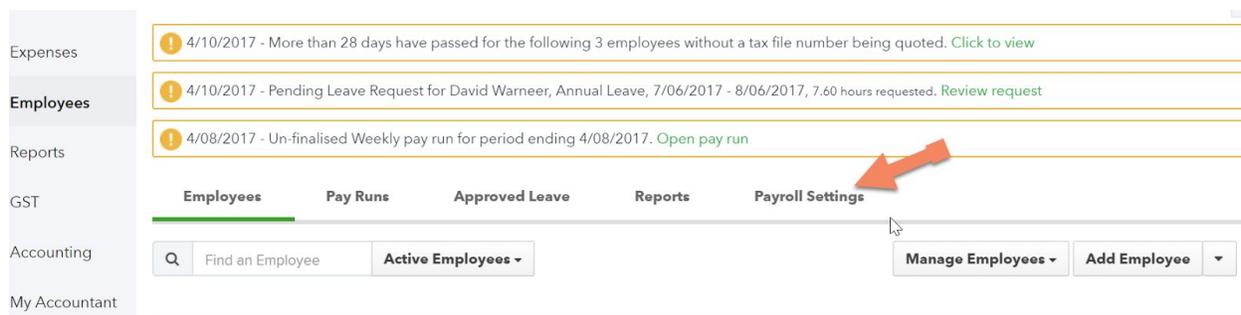
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Payroll Settings

Once you have turned on payroll and set up the business details you can access the payroll settings. The payroll settings allow you to configure the main setup for your payroll.

You can view all your main payroll settings by selecting > Employees > Payroll Settings:



The main categories under payroll settings are:

Business Settings

Pay Run Settings

Business Management

Pay Conditions

Under each of these categories you will have the ability to configure the settings for each feature.

Business Settings

ABA Settings

An ABA file is a file that is used by all major Australian financial institutions to specify payments to be made from one bank account to one or more bank accounts.

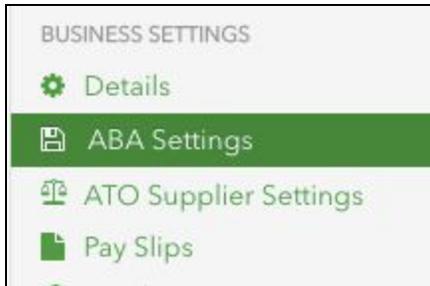
The most common way for employers to pay employees is via an ABA file which is automatically generated by their payroll software. Once you have your ABA file, it's usually a simple matter of uploading it to your business internet banking portal and authorising the payments.

Setting up your business to generate an ABA file

Before you can generate an ABA file, you need to first setup the ABA settings for your business using the

following steps:

From the “Payroll Settings” menu, select “ABA Settings”



Click “Add” to create a new set of ABA settings for your business. You are also allowed to set up multiple ABA files to pay employees from but, as a minimum, you should set up one account.

What are each of the ABA settings for?

The table below provides more information on the purpose of each of the ABA settings:

Setting	Required	Description
BSB Number	YES	The BSB number of the account that payroll payments will be made from.
Account Number	YES	The Account number of the account that payroll payments will be made from.
Account Name	YES	The Account Name of the account that payroll payments will be made from.
Financial Institution Code	YES	The official 3 letter abbreviation of the financial institution that the bank account that payroll payments will be made from is registered with. e.g. the official Westpac code is WBC.
Lodgement Reference	YES	The description of the payroll payment that will appear on the employee’s bank statement. e.g. “Payroll” or “Weekly wages”. You can also then choose to append (a) pay period end date, (b) pay date or (c) employee Id.
Name Of User Supplying File	YES	This is the name of the user or business that is creating the ABA file. The most common value is the business name.
APCA Number	YES	This is a 6 digit number provided by your bank. If you’re not sure what this number is, you’ll need to contact your bank. It’s often listed on their website and for some banks

such as the ANZ you can provide any 6 digit number (such as 000000).

Include Self Balancing NO
Transaction

Selecting this option adds an additional “Self balancing” transaction to the end of the ABA file which is required by some financial institutions when generating the ABA files. You’ll need to check with your financial institution to determine if you’ll need to select this option (it’s often available on their website). If you choose Yes, you can also enter a reference and then choose to append (a) nothing, (b) pay period end date, (c) pay date or (d) pay run Id.

Merge multiple NO
payments for the same
account into a single
transaction

Select this option if your financial institution requires that only a single transaction be made per bank account within the one ABA file. This is occasionally required if you have spouses that have their pay paid to the same bank account, or an employee has multiple payments going to the same bank account. In this case, certain financial institutions require that those payments be merged into a single transaction.

Once you’ve completed the ABA details click “Save” and you will now be able to generate ABA files from within your pay runs.

Generating ABA files

You can generate ABA files using the following steps:

After you have finalised a pay run, click the “Download ABA” button from the pay run actions tab:



If you only have one ABA file setup, this will download automatically. If you have multiple ABA files, click on the arrow to select which ABA file to use:

Please select the ABA details to use

ABA Payment Account ✓ Test 000000-587679
Test2 000000-654759697

Pay PAYG via ABA to a nominated bank account

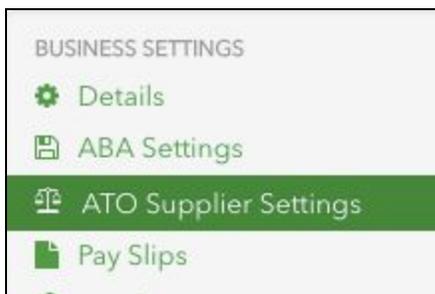
Save ABA Details Close

Once you've selected the correct ABA file, click on "Save ABA Details".

We will remember which ABA settings you last used to generate your ABA file and will automatically select it for next time.

ATO Supplier Settings

These details are used to populate the supplier information when generating reports to be submitted to the ATO.



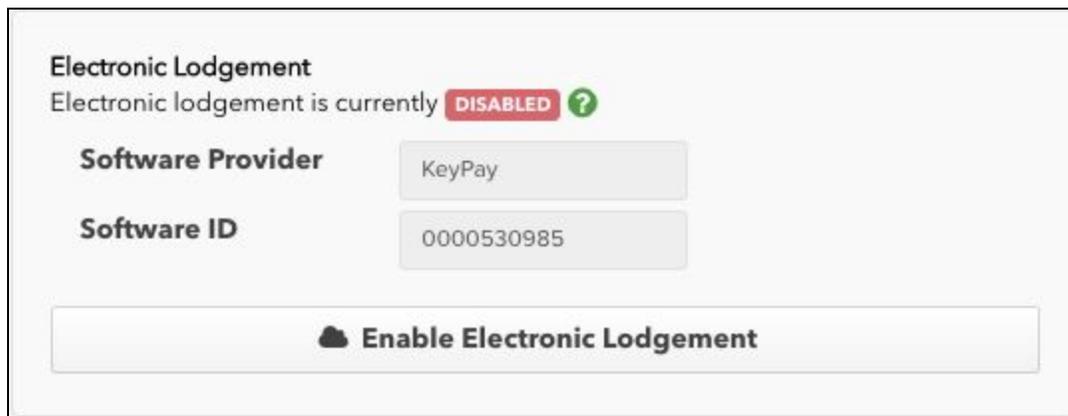
The "ATO Supplier Settings" section allows you to enter the following information:

- ABN
- Branch Number
- Name
- Address Line 1
- Address Line 2
- Suburb
- Contact Name
- Signatory Name
- Phone Number
- Fax Number

All are required fields apart from "Branch Number", "Address Line 2", "Signatory Name" and "Fax Number".

Additional settings on this screen include:

- (a) "Is this employer exempt from FBT under section 57A of the FBTA 1986?" This setting defaults to "No". You can change this to "Yes" if this applies to your business.
- (b) Enable Electronic Lodgement: This will then allow you to electronically lodge ATO paperwork directly from KeyPay. To enable follow the instructions provided and then click on "Enable Electronic Lodgement".



Electronic Lodgement
Electronic lodgement is currently **DISABLED** ?

Software Provider KeyPay

Software ID 0000530985

Enable Electronic Lodgement

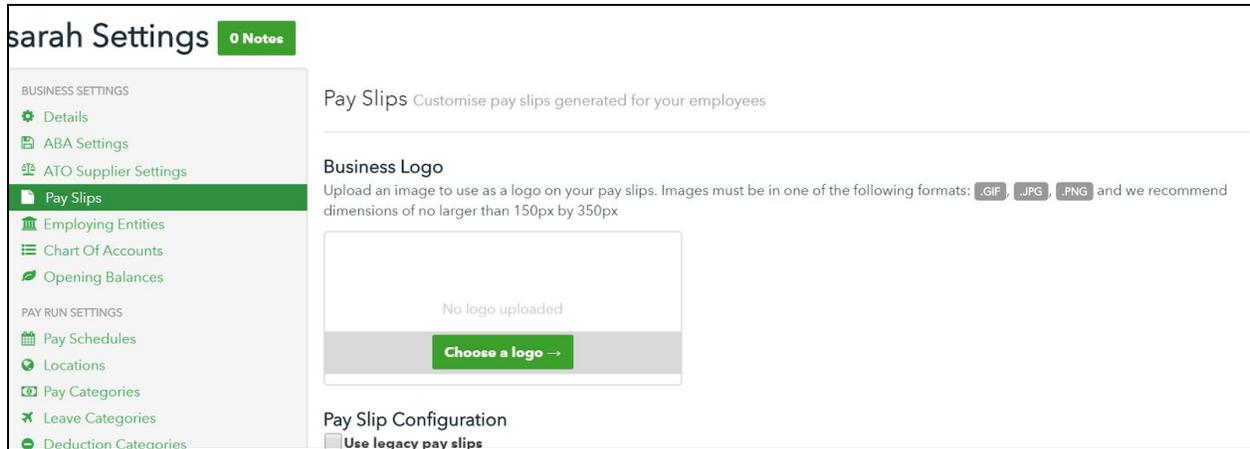
A handy feature in this screen is the ability to "Copy from Business Settings". If you click this button (to the right of the "Save" button, it will populate the relevant fields from the information entered in your Business Details.

Pay Slips

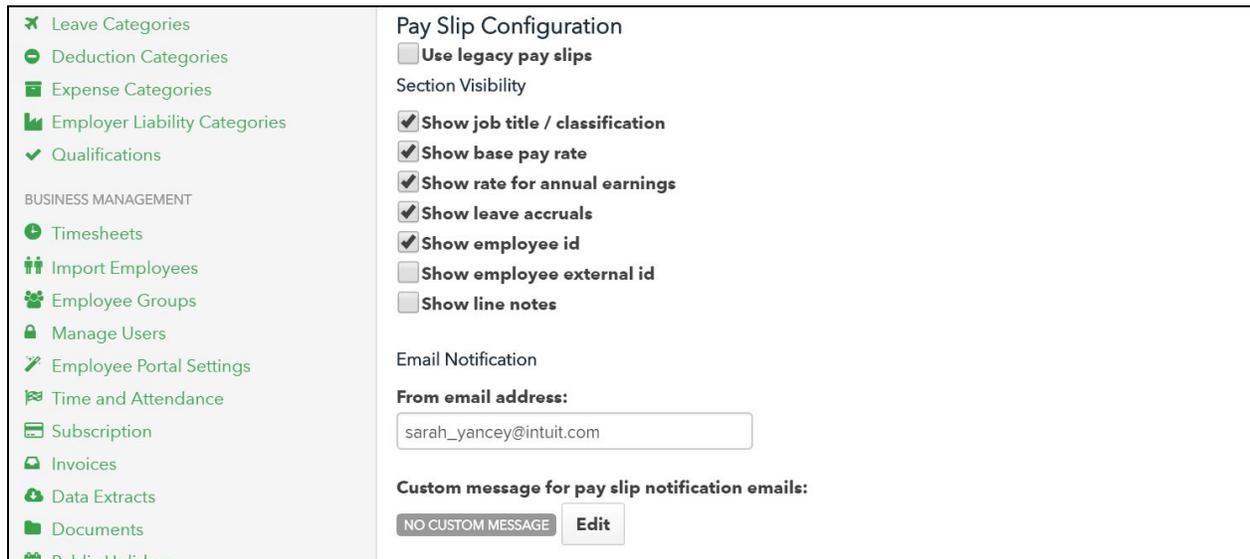
Pay Slips can be configured via the Pay Slip settings.

You have the ability to upload a company logo which will be visible on all pay slips.

Select > Pay Slips > Choose a logo > Select File > Confirm upload (we recommend dimensions of no larger than 150px by 350px)

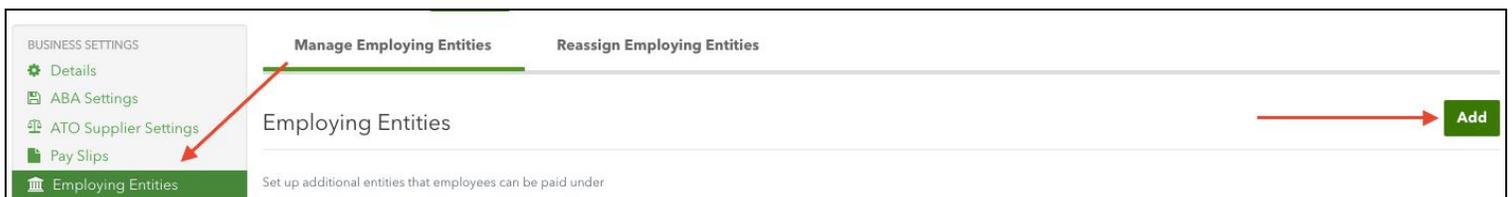


You can also configure the settings by selecting what information you would like visible on the pay slips. Once you are happy with your settings simply select Save.



Employing Entities

If your business employs staff using more than one employing entity, you can setup the additional employing entities via this setting.



The "Employing Entities" section allows you to enter the following information:

- Name
- ABN
- Contact Name
- Signatory Name
- Contact Email Address
- Contact Phone Number
- Contact Fax Number
- Address Line 1
- Address Line 2
- Suburb
- External Id

All are required fields apart from "Signatory Name", "Contact Fax Number", "Address Line 2" and "External Id".

Additional settings on this screen include:

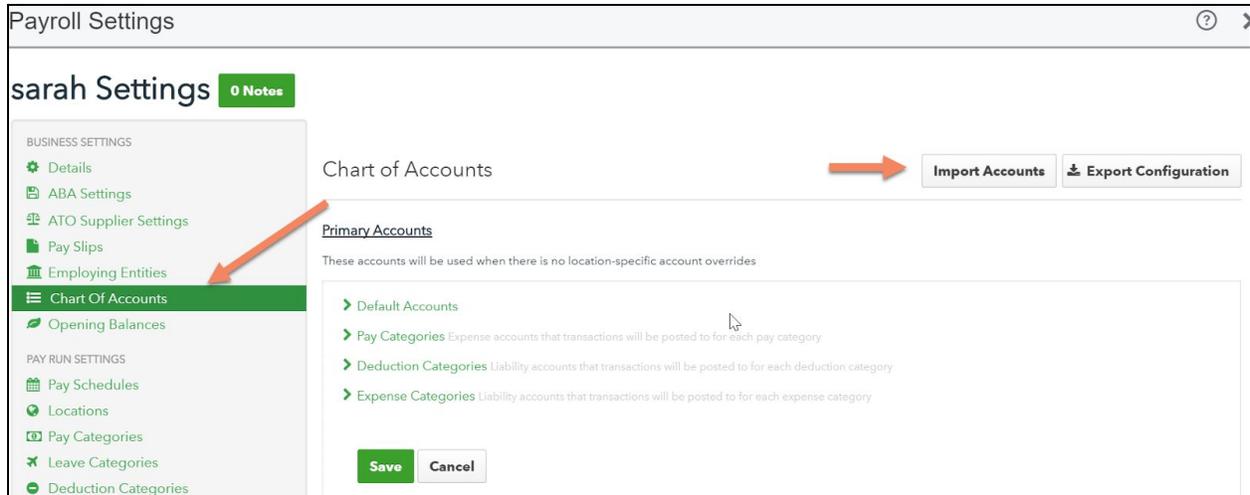
- (a) "Is this employer exempt from FBT under section 57A of the FBTA 1986?" This setting defaults to "No". You can change this to "Yes" if this applies to your business.
- (b) Choose a pay slip logo: You can upload a logo if you want a different one for this employing entity to appear on the employee's pay slip.
- (c) Enable Electronic Lodgement: Once you save the Employing Entity settings, you will then see this option that allows you to electronically lodge ATO paperwork directly from KeyPay. To enable follow the instructions provided and then click on "Enable Electronic Lodgement".

Chart of Accounts

With the QuickBooks + KeyPay online integration, once you import your chart of accounts the journals will be exported directly to QuickBooks each time you finalise a pay run.

To set up the Chart of Accounts:

Click on "Chart Of Accounts" > "Import Accounts":



You will then be redirected to your available accounts:

IMPORT	ACCOUNT CODE	ACCOUNT NAME	ACCOUNT TYPE
<input type="checkbox"/>		Accountancy	Expense
<input type="checkbox"/>		Accounts receivable	Asset
<input type="checkbox"/>		Accumulated depreciation on furniture & fittings	Asset
<input type="checkbox"/>		Accumulated depreciation on motor vehicles	Asset
<input type="checkbox"/>		Accumulated depreciation on property, plant & equipment	Asset

Select each account you wish to import/map into the Chart of Accounts. Once you are happy with your selected accounts, click on "Save Accounts List".

Once saved you will be taken back to the Chart of Accounts screen to map your QuickBooks Online Accounts to your Payroll Accounts.

Select > Default Accounts and begin mapping each pay component.

For each journal transaction type that you want classes and locations to be assigned to, click the "Split by location" option against each transaction type. In this case, we're going to split the wages expenses by location:

Primary Accounts

These accounts will be used when there is no location-specific account overrides

Default Accounts

Payment Account: Payroll clearing Split by location

Wages Expense Account: Wage expenses Split by location

Default Payroll Liability Account: Payroll Liabilities Split by location

PAYG Liability Account: PAYG Withholdings Payable Split by location

You also have the option to map Pay Categories, Deductions, Expense Categories, Employer Liability Categories and Locations to specific GL accounts.

Location Specific Accounts Add

These accounts will be used for earnings that match the specified location

You don't have any location specific accounts set up yet. Would you like to add one now?

Once you are happy with your mapped accounts, click on "Save".

Opening Balances

The Opening Balances settings screen allows the user to configure the initial financial year for your business as well as import/export the opening balances for employees in the business. This is beneficial for businesses who have used a different payroll system throughout the financial year and want to consolidate all their FY data so staff only receive one payment summary. Additionally, this setting allows you to transfer YTD leave balances for each employee across to KeyPay.

To access Opening Balances, go to Payroll Settings, then Opening Balances.

The following page will be displayed:

Opening Balances

Configure the year-to-date figures for PAYG, Gross Earnings and Super as well as opening Leave balances when moving from another payroll system.

To ensure that opening balances are reported under the desired location, please ensure that the default location of each employee is correct.

Initial Financial Year

This is the financial year that the year-to-date figures pertain to. It should be set to the financial year that you have migrated from your previous payroll system.

Financial year

The initial financial year for the company may be adjusted here. This is the year that the opening balances for Gross/PAYG/Super will apply. (Leave balances are simply adjusted by the opening balance specified).

Note that opening balances have an effective 'Date Paid' of 2nd of July in the financial year that you specify. To include opening balances in reports, the report period should be run from 1/7 of the initial financial year.

Additional Functions:

- To Import the opening balances, click on the Import button
- To Export the opening balances to a CSV or Excel file, click the Export button
- To configure the opening balances for a specific employee, open up the employee file and then go to the Opening Balances section.

Pay Run Settings

Pay Schedules

Pay Schedules are created to set up one or more pay runs. A pay schedule will already be created based on the pay run frequency you chose when first setting up your business details. You can always change the name and other settings of this default pay run.

Pay schedule settings include:

- Name
- Frequency
- Included employees

- Pay PAYG via ABA to a nominated bank account

All settings are required except for the PAYG setting - do not tick this if you do not wish to pay PAYG via the ABA file as part of the pay run process.

Selecting the correct frequency is essential as this determines how the employee's PAYG is calculated.

Locations

Employees are assigned to locations so that their wages can be reported against them and labour costs can be determined accordingly.

You can import existing locations from QuickBooks to set up the locations within KeyPay:

The screenshot displays the 'Locations' management page in KeyPay. On the left, a sidebar lists settings under 'BUSINESS SETTINGS' (Details, ABA Settings, ATO Supplier Settings, Pay Slips, Employing Entities, Chart Of Accounts, Opening Balances) and 'PAY RUN SETTINGS' (Pay Schedules, **Locations**, Pay Categories, Leave Categories). The 'Locations' menu item is highlighted with a green bar and a red arrow. The main content area is titled 'Locations' and includes buttons for 'Add', 'Export', and 'Import QuickBooks Locations'. Below the buttons is a search filter 'Filter by name' and a table of existing locations. A red arrow also points from the 'Import QuickBooks Locations' button to the table area.

NAME	STATE	AVAILABLE TO ALL	ACTION
Taormina Bed & Breakfast		No	Add new
Administration		No	Add new
Cleaning		No	Add new

Within each location setting, you can:

Location
✕

Name

State

NSW
▾

1.

is a sub location of

Bed & Breakfast
▾

QuickBooks Class

Kitchen
▾

2.

Make this location available to all employees 3.

This location correlates with a record in another system 4.

Make all sub-locations report to this location. 5.

Delete

Cancel

Save

1. Assign a State/Territory - particularly important if you have locations in more than one state. This will ensure the payroll tax report correctly assigns wages to the correct State/Territory.
2. Assign a class to a location (this will then feed through to the payroll journal).
3. Make the location available to all staff automatically - particularly relevant when it comes to rostering and timesheets.
4. If you are using an external system to generate employee timesheets, you can add the Id/Code of the location used by the that system so that it picks up the correct location when importing the timesheets.
5. Whether or not you want sub-locations to report to this location - when this is enabled, reports will not split data into sub-locations. Rather, all report data will be "rolled up" and included in this location.

Pay Categories

Pay Categories are used to create the different pay components that make up an employee's pay. When you create a new business, a number of common pay categories are automatically added by default, however you are able to delete and/or modify these and create new ones that match your business needs.

Create a Pay Category

You can create a Pay Category by following these steps:

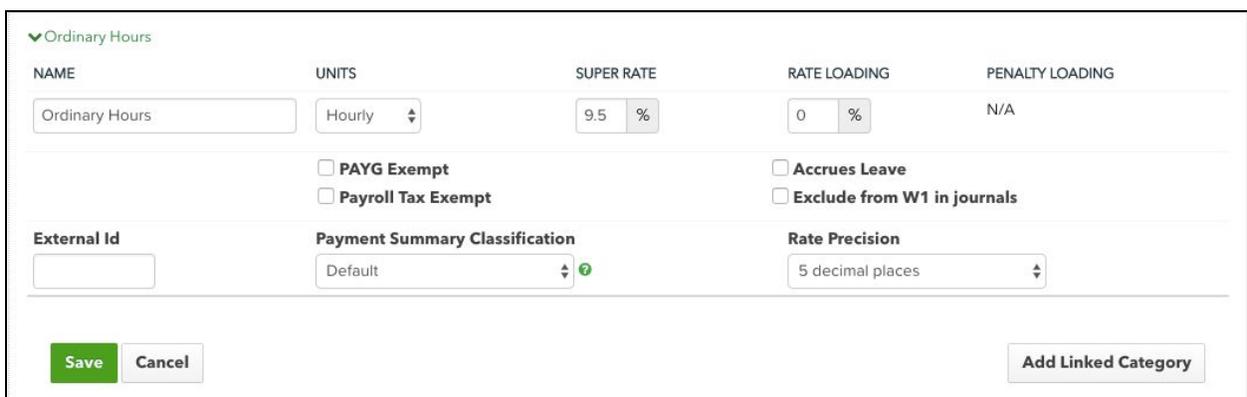


This will redirect you to the following page:



Clicking on “Add” will open the new Pay Category pop up box. Type the name you want the Pay Category to be called and click on “Add”.

The pay category will be saved and you can then begin to adjust further settings:



The screenshot shows the configuration form for a new Pay Category. The form includes fields for Name, Units, Super Rate, Rate Loading, Penalty Loading, External Id, Payment Summary Classification, and Rate Precision. There are also checkboxes for 'PAYG Exempt', 'Payroll Tax Exempt', 'Accrues Leave', and 'Exclude from W1 in journals'.

NAME	UNITS	SUPER RATE	RATE LOADING	PENALTY LOADING
Ordinary Hours	Hourly	9.5 %	0 %	N/A

PAYG Exempt Accrues Leave
 Payroll Tax Exempt Exclude from W1 in journals

External Id:

Payment Summary Classification: Default

Rate Precision: 5 decimal places

Buttons: Save, Cancel, Add Linked Category

- **Units:** is the pay category an hourly, annual, fixed or daily unit? Choose hourly where the pay category is to be paid based on hours worked; choose annual if you are setting up salaried

employees; choose fixed for allowances; choose daily if you are setting up day rates.

- **Super Rate:** by default, the figure here will be as per the current legislated amount. You can override this figure as per your circumstance. For example, if you are creating an overtime pay category that super is not paid on, you can change the figure to '0'.
- **Rate Loading:** This is loading that is applied on top of the base rate that the pay category is linked to. For example, for a casual employee earning a 25% casual loading, the rate loading will be specified as 25%. So where the base hourly rate is \$20, when adding the casual loading, the casual rate will be \$25 per hour. *N.B. The Rate Loading only applies to hourly unit pay categories.*
- **Penalty Loading:** This option is available for linked pay categories - this is detailed further below.
- **PAYG Exempt:** Tick the checkbox if the pay category is non-taxable.
- **Accrues Leave:** Tick the checkbox if you want leave to accrue on this pay category. *N.B. You cannot accrue leave on a fixed unit pay category.*
- **Payroll Tax Exempt:** Tick the checkbox if the pay category does not incur payroll tax.
- **Exclude from W1 in journals:** Tick the checkbox if earnings against this pay category is not to be classified as W1.
- **External Id:** If you are using an external system to generate employee timesheets that includes the pay categories, you can add the pay category Id/Code in this field so that the correct pay category is assigned when importing the timesheets into the pay run.
- **Payment Summary Classification:** Keep as 'Default' unless the pay category is not to be displayed in the 'Gross Payments' field of the payment summary.
- **Rate Precision:** Here you have the option of setting how many decimal places the dollar value of the pay category should be. Regardless of this setting, you can change it in the pay run also.

Once you have completed setting up the Pay Category, click on 'Save'.

Linking Pay Categories

Linked pay categories can be used to easily manage employee pay rates by automatically calculating linked rates through the loading and penalty rate multiplier settings. For example, you could create a pay category called "Weekday - Ordinary Hours" and then create a linked pay category called "Saturday" which has a 25% penalty loading on "Weekday - Ordinary Hours". Because the "Saturday" pay category is linked to "Weekday - Ordinary Hours", you then only need to specify the hourly rate for "Weekday - Ordinary Hours" against the employee and the linked "Saturday" hourly rate will automatically be calculated.

To create a linked pay category as per the above example, click on the "Add Linked Category" button in the bottom right hand corner of the chosen pay category:

Weekday - Ordinary Hours

NAME	UNITS	SUPER RATE	RATE LOADING	PENALTY LOADING
Weekday - Ordinary Hours	Hourly	9.5 %	0 %	N/A
<input type="checkbox"/> PAYG Exempt <input type="checkbox"/> Payroll Tax Exempt		<input type="checkbox"/> Accrues Leave <input type="checkbox"/> Exclude from W1 in journals		
External Id	Payment Summary Classification	Rate Precision		
	Default	5 decimal places		

Save Cancel Add Linked Category

A pop up box will appear where you will type the name of the linked pay category. Then click on “Add”.

N.B. You have the opportunity to delete the linked pay category before actually using it. To do this, move your cursor towards the end and you will see the delete action button . Click on this to delete the new linked pay category.

Once the linked pay category is saved, complete the additional settings as per the instructions above. Using the “Saturday” example above, you can see the 25% penalty has been entered in the ‘Penalty Loading’ field:

Weekday - Ordinary Hours Accrues leave + 1 linked pay category

NAME	UNITS	SUPER RATE	RATE LOADING	PENALTY LOADING
Weekday - Ordinary Hours	Hourly	9.5 %	0 %	N/A
<input type="checkbox"/> PAYG Exempt <input type="checkbox"/> Payroll Tax Exempt		<input checked="" type="checkbox"/> Accrues Leave <input type="checkbox"/> Exclude from W1 in journals		
External Id	Payment Summary Classification	Rate Precision		
	Default	5 decimal places		
Linked Pay Categories				
Saturday	Hourly	9.5 %	0 %	25 %
<input type="checkbox"/> PAYG Exempt <input type="checkbox"/> Payroll Tax Exempt		<input checked="" type="checkbox"/> Accrues Leave <input type="checkbox"/> Exclude from W1 in journals		
External Id	Payment Summary Classification	Rate Precision		
	Default	5 decimal places		

Save Cancel Add Linked Category

Once you have completed all the linked pay category settings, click on “Save”.

Leave Categories

Leave Categories are used to create the different leave components that an employee is entitled to, whether paid or unpaid.

When you create a new business, a number of common leave categories are automatically added by default, however you are able to delete and/or modify these and create new ones that match your business needs.

To access the Leave Category settings, go to the Payroll Settings tab and then click on “Leave Categories” located under the Pay Run Settings heading. From this screen you can add a new leave category by clicking on “Add” (located on the top right hand side of the screen). You will then be presented with the following screen:

The screenshot shows a form for creating or editing a leave category. The fields and options are as follows:

- Name:** A text input field containing "category name".
- External Id:** A text input field containing "External Id".
- Leave Loading:** A numeric input field containing "0" and a percentage sign (%) button.
- Leave Category Type:** A dropdown menu with "Standard" selected.
- Employee leave balance:** A dropdown menu with "Tracked" selected and a help icon (question mark in a green circle).
- Options (all unchecked):**
 - Automatically Accrues
 - Exclude from termination payout
 - Hide accruals from pay slips ?
 - Hide balances from pay slips and in employee portal ?
- Payment Setup:** A group of radio buttons with "Basic ?" selected.
 - Basic ?
 - Don't pay for the leave taken
 - Report the earnings for the leave taken against another pay category
 - Custom

At the bottom of the form are two buttons: a green "Save" button and a grey "Cancel" button.

Complete the leave category settings as follows:

- **Name:** Enter the name of the leave category
- **External Id:** If you are using an external system to generate employee timesheets that includes the leave categories, you can add the leave category Id/Code in this field so that the correct leave category is assigned when importing the timesheets into the pay run.
- **Leave Loading:** if leave loading applies when the employees takes this leave then the loading percentage should be specified here. For example, if an employee receives 17.5% leave loading when taking annual leave, enter 17.5 in this field. This will then automatically calculate the leave loading in the pay run.
- **Leave Category Type:** Select either 'Standard' or 'Long Service Leave' from the drop down.
- **Employee Leave Balance:** Select either 'Tracked' or 'Not tracked' from the drop down. 'Not tracked' is usually selected for leave types that don't accrue in the usual way (e.g. leave without pay) and so does not make sense for an employee to have a 'balance'. If you select 'Tracked', the following settings will appear:
 - (a) **Automatically Accrues:** tick the checkbox if the leave type has automatic accruals, for eg annual leave or personal leave.
 - (b) **Exclude from termination payout:** tick the checkbox if the leave type is not paid out upon termination.
 - (c) **Hide accruals from pay slips:** tick the checkbox if you don't want employees to see the leave hours they have accrued in the pay run on their pay slip.
 - (d) **Hide balances from pay slips and in employee portal:** tick the checkbox if you don't want employees to see their leave balance on their pay slip and employee portal.
- **Standard Allowance:** This setting appears if you have ticked the 'Automatically Accrues' setting and is where you enter the accrual rate. The accrual rate can be set on a per hour worked or per pay run basis.



The image shows a screenshot of a software interface for setting leave category parameters. The 'Standard Allowance' field is highlighted with a black border. It contains the number '0'. To the right of the input field is a small calculator icon. Further right is a dropdown menu with the text 'Hours per hour worked' and a double-headed arrow icon. A red arrow points from the calculator icon to the dropdown menu.

You can enter the accrual rate directly in the field or you can click on the calculator to assist in determining the correct accrual rate. The following pop up will appear and the example provided shows the accrual rate per hour worked for 4 weeks of annual leave:

Calculate Leave ×

hours per hour worked
▾
based on

hours per day

Is the equivalent of:

- 152 hours per year
- 20.00 days per year
- 4.00 weeks per year

An employee that works **hour(s) per week will accrue:**

- 2.92308 hours per weekly pay run
- 5.84615 hours per fortnightly pay run
- 12.66667 hours per monthly pay run

- **Payment Setup:** This determines whether the employee is paid for the leave taken and the pay category that is assigned when leave is taken. Select from one of the following options:
 - **Basic:** When an employee does not use timesheets (specifically, if an employee's timesheet setting = Do not use timesheets OR Use timesheets for exceptions only), the employee's leave balance will be reduced. When an employee is using timesheets to submit all time worked, an earnings line will be created and the leave balance will be reduced.
 - **Don't pay for the leave taken:** When an employee does not use timesheets (ie, is set up as autopay), a negative earnings line will be added to reduce the earnings for the employee. When an employee is using timesheets to submit all time worked, no earnings line will be created.
 - **Report the earnings for the leave taken against another pay category:** When wanting to report payments for leave taken in a separate pay category (for reporting/journaling purposes), select this option. The earnings related to the leave taken will be assigned against the specified pay category instead of the employee's primary pay category. When this alternative is selected, the option will be given to use the rate of pay from the employee's primary pay category. If the leave rate of pay differs to the employee's base rate of pay then untick this option.

Report the earnings for the leave taken against another pay category

Annual Leave Taken

Use pay rate of Employee's primary pay category

- **Custom:** For advanced users only, this option allows the user to deduct hours from an arbitrary pay category and transfer them to another arbitrary pay category when leave is taken.

Custom

Deduct hours from Employee's primary pay category

Transfer hours to Annual Leave Taken

Use pay rate of Employee's primary pay category

To change the setting of an existing Leave Category, simply click on the leave category name. This will then expand to display the settings. Make any relevant changes and click on "Save".

Deduction Categories

Deduction categories are used to define the different types of deductions applicable in the business. Once deduction categories are set up, they can then be assigned against an employee.

When you create a new business, a number of standard deduction categories are automatically added by default, however you are able to delete and/or modify these and create new ones that match your business needs.

To add a new deduction category, click on "Add" and complete the following settings:

- **Name:** Enter the name of the deduction category. As this name will appear on pay slips, ensure it is something employees will be familiar with.
- **Deduction Type:** Select from either Pre-Tax or Post-Tax deduction.
- **Impact on SGC Calculations:** This option will only appear if the deduction is pre-tax. Select from either (a) No impact; (b) Reduce Ordinary Times Earnings (OTE) or (c) Reduce OTE and offset super contribution. Options (b) and (c) will affect SGC calculations as follows:

Impact on SGC Calculations ×

Depending upon written agreement between employer and employee, salary sacrifice arrangements may effect SGC contributions.

Here are some sample scenarios based on \$2,000 OTE with a deduction amount of \$100 and a 9.5% SGC super rate

SETTING	ORDINARY TIME EARNINGS	DEDUCTION AMOUNT	CALCULATION	SGC AMOUNT
No impact	\$2,000	\$100	$2000 * 9.5\%$	\$190
Reduces OTE	\$2,000	\$100	$(2000 - 100) * 9.5\%$	\$180.50
Reduces OTE and offsets SGC contribution - when salary sacrificed to a super fund	\$2,000	\$100	$((2000 - 100) * 9.5\%) - 100$	\$80.50
Reduces OTE and offsets SGC contribution - when paid manually or to a bank account	\$2,000	\$100	$(2000 - 100) * 9.5\%$	\$180.50

- **External Id:** If you are using an external system to manage deductions, you can add the deduction category Id/Code in this field so that the correct deduction is assigned to the employee when importing into the pay run.
- **Payment Summary Classification:** Keep this setting to 'Default' unless the other 2 options apply, being 'Union or Professional Association Fees' (any amounts you pay to unions or professional associations on behalf of your employees) or 'Workplace Giving' (any amounts you pay to deductible gift recipients on behalf of your employees). What you choose here will determine where the deduction amount is specified in the employee's payment summary.

Once all settings are complete, click 'Save'.

To change the setting of an existing Deduction Category, simply click on the deduction category name. This will then expand to display the settings. Make any relevant changes and click on "Save".

Expense Categories

Expense categories define the different types of out-of-pocket claimable expenses your employees incur through the course of their employment. You can process employee expenses as part of the normal pay run (or in a separate pay run) that will then generate an ABA file you can then upload through your bank portal. This is a time-saving method of managing the reimbursement of employee expenses.

Expense reimbursements are not considered as earnings and so are not included in net or gross amounts calculated in pay runs. Additionally, they are not included in payment summaries generated at the end of the financial year.

To add a new expense category, click on “Add” and complete the following settings:

- **Name:** Enter the name of the expense category. As this name will appear on pay slips and the employee portal, ensure it is something employees will easily understand.
- **External Id:** If you are using an external system to manage expenses, you can add the expense category Id/Code in this field so that the correct expense is assigned to the employee when importing into the pay run.
- **Tax Code:** If you have activated GST, a drop down of the tax codes setup in QBO will appear to select. By assigning a tax code, the GST will be calculated accordingly and posted in the pay run journal.

Once all settings are complete, click ‘Save’.

To change the setting of an existing Expense Category, simply click on the expense category name. This will then expand to display the settings. Make any relevant changes and click on “Save”.

Employer Liability Categories

You can set up employer liability categories to track liabilities on a per employee basis.

To add a new employer liability category, click on “Add” and complete the following settings:

- **Name:** Enter the name of the employer liability category.
- **External Id:** If you are using an external system to manage employer liabilities, you can add the category Id/Code in this field so that the correct employer liability is assigned to the employee when importing into the pay run.
- **Hide from pay slips:** Tick this checkbox if you don’t want the employer liability category appearing on the employee’s pay slip. For example, you could be tracking an internal liability such as workers compensation that the employee doesn’t need to see. Alternatively, you could be tracking portable long service leave and want this viewable on the employee’s pay slip.

- **Show total payments in pay slips:** This option will only appear if you haven't ticked the above setting. Ticking this checkbox will display the total cumulative value of the liability category on their pay slip.
- **Include in shift cost calculations:** This is relevant if using pay condition rule sets and allows the employer liability cost to be included as part of the shift cost.

Once all settings are complete, click 'Save'.

To change the setting of an existing Employer Liability Category, simply click on the liability category name. This will then expand to display the settings. Make any relevant changes and click on "Save".

Qualifications

Qualifications are a useful way of managing employee certifications, police checks and expiring qualifications just to name a few. Creating qualification categories allows you to then assign against an employee profile, add relevant documents to each qualification and monitor when a qualification is due to expire. You can also attach required qualifications to rostered shifts and ensure only qualified employees work those shifts.

To add a new Qualification, click on "Add" and enter the name of the qualification.

Business Management

Timesheets

This section is relevant to a business that requires their employees to record start and finish times using timesheets. The timesheets can then be used to import into the pay run and/or be used for record keeping purposes.

To activate Timesheets, click on "Enable". You will then be presented with the following timesheet settings:

- **Require start/stop times when entering timesheets:** If this is unchecked, employees will have the option of entering the number of hours worked each day as well as start/stop times. If pay conditions or awards are in use, start/stop times should be required for proper interpretation.
- **Require a work type when entering timesheets:** If this is checked, employees must enter a work type when submitting a timesheet. If no work types are set up or this is not compulsory ensure it remains unchecked.
- **Require a location when entering timesheets:** If this is checked, employees must enter a location when submitting a timesheet. If this is unchecked and the employee does not select a

location, it will assign the timesheet to the employee's primary location.

- **Include all timesheet notes in the pay run:** If this is checked, any notes entered by employees and/or manager in the timesheet will appear in the pay run. (You can determine whether you want these notes then appeared on pay slips via the Pay Slips settings).
- **Notify employees when their timesheets are rejected:** Managers have the ability of rejecting timesheets submitted by employees. If this setting is checked, employees will receive a notification informing them as such.
- **Managers can create timesheets for all employees that aren't enabled for timesheets:** If an employee is not set up to use timesheet, this setting will allow a manager to submit a timesheet on behalf of that employee without the need to enable timesheets for that employee.

The above settings will apply when creating timesheets through the business portal, employee portal, WorkZone and the web kiosk.

Import Employees

Please refer to the section "Setting up Employees".

Manage Users

This section is where full access users are able to provide access to other users. There are 2 tabs on this screen - 'Manage Users' and 'Manage Employee Groups'.

There are 2 types of access levels:

- (a) **Full access:** This gives the user access to ALL areas of payroll.
- (b) **Restricted access:** This type of access is commonly given to managers. Here you can select what specific areas you want the user to access and restrict by employee group and/or location.

Manage Users tab

To create a new user, click on "Add" (located on the top right hand side of the screen) in the Manage Users tab. Then:

1. Enter the user's email address;
2. Enter the user's full name;
3. Select the access level for that user by clicking on either 'Full Access' or 'Restricted Access';
4. If 'Full Access' is selected, then click 'Save'. The user will then receive 2 emails with instructions on creating a password and logging into payroll.
5. If 'Restricted Access' is selected, further settings will be activated for you to complete. The 3 sub-settings are:

- **Employee access:** choose an employee or group of employees the user can access. To create an employee group, click on 'Create' for the context panel to appear. From there enter a name for the employee group and complete the criteria required to make up this group. You can include more than one criteria by clicking on "Add another criteria" and then choose whether the multiple criteria must match ALL or ANY of the criteria selected. You can also create employee groups from the 'Manage Employee Groups' tab, which is explained further below.
- **Location:** choose a location(s) the user can access. You can choose the criteria location or location and any sub-locations (this means that the user will have access to all sub-locations sitting underneath the location selected).
- **Reporting:** provide the user with access to some or all reports.

6. The different permissions relating to Employee access and Location are as follows:

- **View Leave Requests:** Can only view leave requests (read-only).
- **Create Leave Requests:** Can only create leave requests but not approve or view leave requests.
- **Approve Leave Requests:** Permissions of 'View Leave Requests' and 'Create Leave Requests' as well as the ability to approve requests.
- **View Employee Expenses:** Can only view expenses (read-only).
- **Create Employee Expenses:** Can only submit expense requests for other employees but not approve or view expense requests.
- **Approve Employee Expenses:** Permissions of 'View Employee Expenses' and 'Create Employee Expenses' as well as the ability to approve requests.
- **View Employee Rosters:** Users can only view the roster.
- **Manage Employee Rosters:** Users can create, edit, delete and publish shifts as well as add employee unavailability.
- **Create Timesheets:** Users can create and import timesheets for other employees. They can also edit and delete timesheets submitted by employees.
- **Approve Timesheets:** Permissions of 'Create Timesheets' plus ability to approve timesheets.
- **View Shift Costs:** Users can see the shift and/or timesheet costs.

You can select one or a combination of these permissions to assign to a user.

Manage Employee Groups tab

You can also set up Employee Groups to create segments/groups of employees through this tab. To create an employee group click on "Create" (located on the top right hand side). The context panel will appear where you can then follow the above instructions on creating a group.

From this screen, you can view the employees who form part of an employee group. To do this, click on

the 'x matching employees' text to the right of the employee group name.

Employee Portal Settings

This section is where you configure the employee permissions and areas you want to activate for employees to access when they log in to the employee portal. This can be done from the 'Settings' tab.

The 'Access' tab is where you can grant or revoke access - this can be done for one employee or in bulk. Employee Portal access is not automatically granted to employees - this must be done through here or from within the employee file. Once access has been granted to an employee, they will receive 2 emails with their login details and instructions on setting up a password.

N.B. Employees must be set up with an email address in order for them to be given access to the employee portal.

WorkZone



If you activate the employee portal, you should also advise staff of the WorkZone app. This smartphone app is basically the employee portal on their phone. You can download the app from here:

iOS: <https://itunes.apple.com/au/app/workzone/id1145223287?mt=8>

Android: <https://play.google.com/store/apps/details?id=au.com.webscale.workzone.android&hl=en>

Time & Attendance

This section is relevant for businesses requiring staff to clock in and out to capture shift and/or meal break data. To enable the settings on this screen, you will need to be subscribed to the **QuickBooks Payroll Advanced** plan.

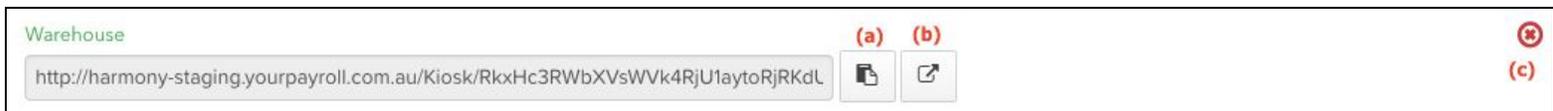
Businesses need to be logged in to a "kiosk" so that time can then be captured. Each kiosk has its own unique URL that can be pasted to a browser to activate the clock in/out functionality.

Kiosk Management tab

To create a kiosk, click on "Add Kiosk" and complete the following settings:

1. Enter the name of the Kiosk - this name should be easily identifiable to others.
2. Select a location from the dropdown list.
3. Confirm the correct time zone of the location selected in (2) above.
4. **Allow employees to select a higher classification when clocking on:** tick this option only if employees are attached to employment agreements and work higher duties. They will then be able to choose an employment agreement containing a higher rate of pay when clocking in.
5. **Restrict employees to approved locations only:** if this option is ticked then staff can only clock in against the locations they are attached to.
6. **Allow employees to apply rostered start/finish times when clocking on/off:** This setting is only relevant if you are using the Rostering feature. Ticking this option will allow you to configure when a rostered shift start/finish time should be used in lieu of the employee's clock in/out time. For example, you apply the setting "Employees can apply the rostered start time up to 30 minutes before their shift is due to start". An employee is rostered to start at 9am but clocks in at 8.38am. As this is within 30 minutes of their rostered start time, the employee can choose to record their clock in time as 9am.
7. **Employees must select a work type for their shift and Employees must select a location for their shift:** these settings are determined in the "Timesheets" settings and are locked. Changes can only be made from the "[Timesheets](#)" screen.
8. Click on 'Save'.

The kiosk will then appear on your screen as follows:



- (a) click on this icon to copy the URL and past to browser
- (b) click on this icon to launch the kiosk
- (c) click on the 'x' to delete the kiosk

Launching the kiosk takes you to the screen below. From here, employees can enter their employee Id and PIN to clock in/out of their shifts and meal breaks.

You can create multiple kiosks for different locations within the business.

Employee Access tab

From here, you can grant or revoke employee access to the kiosk. This can be done for one employee or in bulk. Employee kiosk access is not automatically granted to employees - this must be done through here or from within the employee file.

Once access has been granted to an employee, they will receive an email containing their employee ID and PIN details. If an employee does not have an email address you can set up their PIN through their employee profile and communicate that PIN to the employee directly.

Clock Me In



Clock Me In is an iPad app (free of charge) that allows you to capture clock in/out information in real time. Employees clock in and out from the kiosk using their PIN as provided to them from the above instructions.

Clock Me In can be downloaded from [here](#).

More information regarding Clock Me In can be found [here](#).

Subscription

By default, all QBO users are attached to the “QuickBooks Payroll Standard” plan. Details regarding pricing can be found on the Subscription page.

The second plan available to QBO users is “QuickBooks Payroll Advanced”. The price for the use of Advanced Payroll features is \$6.00 per active employee per month. An active employee is one that gets paid during the period of a calendar month.

In addition to the features contained within the “Standard” plan, the “Advanced” plan includes:

- Automated Pay Conditions Engine
- Pre-packaged Modern Awards
- Time & Attendance Kiosk
- Employee Rostering
- Clock Me In (iPad App)

To upgrade to the “QuickBooks Payroll Advanced” plan, click on “View other plans” and then click on “Upgrade”. You will then be upgraded to the Advanced plan and the additional features will be enabled

within seconds. Additionally, enter in your credit card details via the “Enter Payment Information” if not already supplied.

Please note you can downgrade your plan at any time by clicking on “View other plans” and then clicking on “Downgrade”.

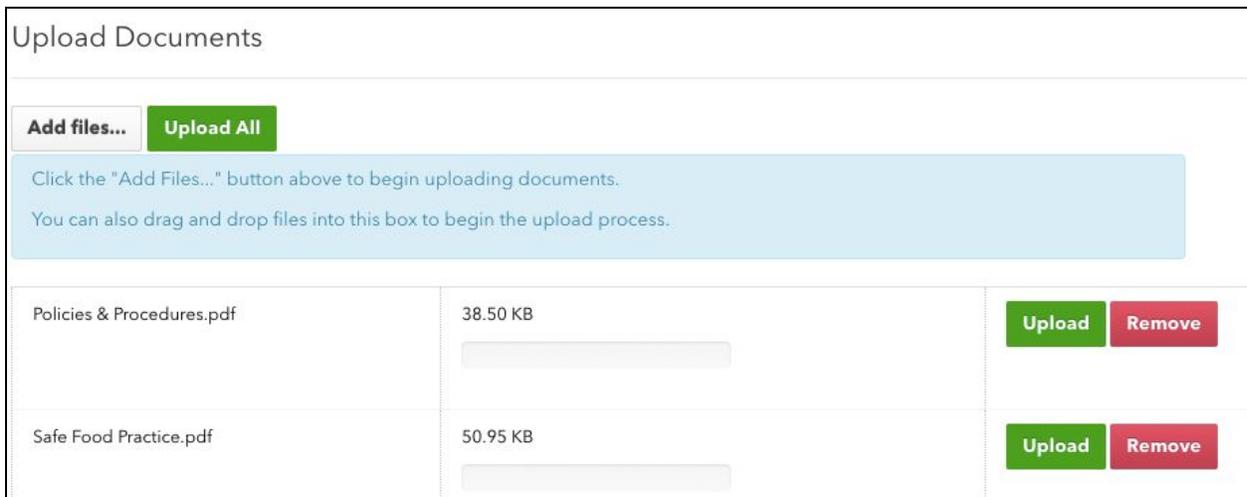
Documents

This section allows you to upload documents that can then be shared to ALL employees or a group of employees. Documents such as employee handbooks, company policies, etc are good examples of what can be posted here.

To add a document, either:

- (a) Click on “Add files...” and upload from your computer; or
- (b) Drag and drop the document into the blue box

Then click on “Upload” or “Upload All” if you have attached multiple documents:



The screenshot shows the 'Upload Documents' interface. At the top, there are two buttons: 'Add files...' and 'Upload All'. Below these is a light blue instructional box with the text: 'Click the "Add Files..." button above to begin uploading documents. You can also drag and drop files into this box to begin the upload process.' Below the instructional box is a table listing two files:

File Name	Size	Actions
Policies & Procedures.pdf	38.50 KB	Upload Remove
Safe Food Practice.pdf	50.95 KB	Upload Remove

If you have uploaded a document in error, click on “Remove”.

Once the document has been uploaded, you then need to configure who should have access to viewing the document. To do this click in the “Visible to Employee Groups” field for that specific document where you will then see a dropdown list. The dropdown includes ‘All Employees’ and then employee groups you have created. (Instructions on setting up employee groups is found in the [Manage Users](#) section).

Uploaded Documents

Any files you upload here can be made available to either all Employees of this Business, or to specific Employee Groups within the Business.

NAME	ADDED	VISIBLE TO EMPLOYEE GROUPS
Policies & Procedures.pdf	03/11/2017	<input type="text"/> <ul style="list-style-type: none"> All Employees FT Staff Kitchen
Safe Food Practice.pdf	03/11/2017	<input type="text"/>

Select “All Employees” if the document is to be viewed by all employees.

If you want to restrict who views a document (for eg the document could be specific to just one department), select the appropriate employee group.

NAME	ADDED	VISIBLE TO EMPLOYEE GROUPS
Policies & Procedures.pdf	03/11/2017	<input type="text" value="x All Employees"/>
Safe Food Practice.pdf	03/11/2017	<input type="text" value="x Kitchen"/>

N.B: Individual employee documents or documents that should only be viewed by one employee should not be set up from this section. Rather, they would be uploaded via the employee’s file.

Public Holidays

Setting up public holidays is particularly useful when it comes to:

- staff applying for leave (and so not counting the day as a leave day)
- automating payment of penalties for applicable staff when working a public holiday

Gazetted public holidays are automatically configured in the system. If you need to set up additional public holidays, ie regional public holidays, click on the date in the calendar. A popup box will appear as follows:

1. The date will pre-populate based on the date you clicked on in the calendar however you can change the date if initially selected incorrectly;
2. Enter the name of the Public Holiday - this is required and should be clearly identifiable to employees
3. Entering a note is optional
4. Select who the public holiday should apply to. If the public holiday applies to a state(s) then select the relevant states. However, if the public holiday is regional/location based DO NOT select a state - rather you would have to select the location it applies to.
5. Click "Save".

You can delete a public holiday set up by the user by clicking on the public holiday (whereby the popup will appear) and then clicking on "Delete".

Any public holidays set up by the system cannot be deleted. Rather, you will need to untick each state you don't want that public holiday applied to. N.B. System generated public holidays are identifiable as they have "SYSTEM" written on the top right hand side:

Edit Public Holiday

Date
Mon 25th Dec 2017

Description
Christmas Day

Note

States

<input checked="" type="checkbox"/> ACT	<input checked="" type="checkbox"/> SA
<input checked="" type="checkbox"/> NSW	<input checked="" type="checkbox"/> TAS
<input checked="" type="checkbox"/> NT	<input checked="" type="checkbox"/> VIC
<input checked="" type="checkbox"/> QLD	<input checked="" type="checkbox"/> WA

Specific Locations
Select one or more locations

Rostering

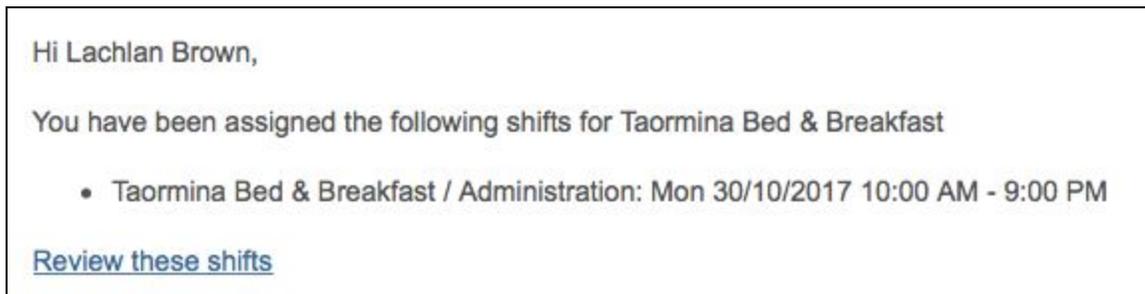
This section is only applicable if you are on the “QuickBooks Payroll Advanced” plan and will be using the roosting features.

Below is an explanation of the settings:

- **Managers can edit roster templates:** Tick this setting if you want restricted users with “Manage Rosters” permission to be able to create and/or edit [roster templates](#). If this is not selected, only full access users can create and edit roster templates.
- **Managers can edit roster budgets:** Tick this setting if you want restricted users with “Manage Rosters” permission to be able to add and/or edit budget amounts in the roster. If this is not selected, only full access users can manage roster budgets.
- **Rostering budget warning %:** If you are using the roster budget, you can enter a figure here that will then be used to show a warning in the roster when rostered wages vs budgeted wages are at or exceeding this percentage amount.
- **Rostering Budget entry:** If you are using the roster budget, select from the dropdown whether amounts should be entered as a percentage of sales or as amounts entered directly.
- **Employees can decline shifts that have been assigned to them:** Tick this setting to allow staff the option of declining a shift (via the platform) once the shift has been published. If an employee declines a shift, it will be unassigned from the employee and will move to the

unassigned row in the roster.

- **Employees must accept shifts that have been assigned to them:** Tick this setting if it compulsory for staff to implicitly accept shifts (via the platform) once the shift has been published. When an employee accepts the shift, the status will change from published to accepted.
- **Default Shift Action:** If BOTH settings (above) to decline and accept shifts have been switched on, this setting will then appear. This setting will configure the default shift action if an employee has not actioned the shift within the shift action cut off time. Options are for the shift to be either automatically accepted or declined.
- **Shift Action Cut Off:** If either setting to decline and/or accept shifts has been switched on, this setting will then appear. Enter the number of hours the employee has before the rostered shift commences to action the shift. For example, if “12” is entered, this means the employee deadline for actioning the shift is 12 hours before the shift commences.
- **Employee Reminders:** If the setting to accept shifts has been switched on, this setting will then appear. Configure whether you want employees to receive a reminder notification to accept the shift. If yes, then set the number of hours before the shift action cut off time that the notification should be sent. The reminder will be sent out via the method chosen against the employee’s rostering notification settings.
- **Custom message for shift notification emails:** Shift notification emails contain default content. Here is an example:



If you want to add a tailored message to the shift notification emails, enter the text in this section by clicking on “Edit” > enter the text > click “Apply”.

- **Custom message for shift notification SMS:** SMS shift notifications contain default content. If you want to add a tailored message to the SMS, enter the text in the box.

You MUST click “Save” on the bottom of the screen if any configuration or setting changes are made.

Report Packs

Report Packs is a very resourceful tool when required to regularly send reports to managers or business stakeholders or anyone who does not have user access to the payroll system. You can automate the scheduling of reports to recipients on a recurring frequency or at specific times.

Add a Report Pack

To set up a Report Pack, click on “Add” (located on the right hand side of the screen) and complete the following details:

- **Name:** Enter the name of the report pack. Make sure the name is easily identifiable, especially if you will be setting up various report packs.
- **Period:** Select the period from the dropdown list in which you would like the date range report filters to generate (you can however leave this blank if you want to set custom dates instead).
- **Set up a schedule:** This is where you can automate the frequency, date and time you want the report pack sent out.
- **Send out at these times:** In addition to, or instead of setting up a recurring schedule, you can select a specific date and time for the pack to be emailed. You can set up multiple times by clicking on “Add another time”.
- **Reports:** Select the report(s) you want to add to the pack. When selecting a report you will need to ensure the report filter is set up correctly. If you have defined the ‘report period’ in the second step and want to use that date range then tick the “Use Report Pack Period” option.
- **Recipients:** This is where you set up the people who should be receiving the report pack. Enter the email address and name of the person in the relevant field. To add an additional recipient, click on “Add Recipient” and enter the details.
- **Custom Message:** If you want to add custom content to the email the recipients receive and/or the ‘from’ email address, you can do this here. Click on “Edit” to enter an alternative ‘from’ email address. If you want to edit the custom message of the email, click on “edit” > enter the text > click on “Apply”.
- Click on “Save” to finalise the report pack settings.

Repeat the above steps if you want to add more report packs.

Report Pack Default Configuration

There are two components here and both are optional:

1. **From email address:** The system’s default setting for the ‘from’ email address displayed to the recipient when they receive the report pack is the email address entered in the “Contact Email Address” field within the *Details* payroll settings screen. To change this default setting, click on the “Configuration” button (located on the top right hand side) and enter the email address. Then click on “Save”.
2. **Email custom message:** Similarly, if you want to change the system’s default email content, click on the “Configuration” button (located on the top right hand side) and enter the customised content. Then click on “Save”.

Whatever you have entered in this section will become the ‘new’ default settings for report packs. You can tailor these details on a per report pack basis by following the instructions on adding a report pack.

Pay Conditions

Most settings under this heading are only available to users subscribed to the “QuickBooks Payroll Advanced” plan, unless stated otherwise.

Manage Awards

Users can install pre-built Modern Awards available for use. To express interest for a specific Modern Award not yet available, click on “Express Interest”.

To install an available award, click on “Install”, then “Install” again and then “Accept”. Detailed instructions on installing awards can be found here: <https://yourpayroll.zendesk.com/hc/en-gb/articles/115000280086--Installing-and-Configuring-a-Pre-Built-Award-or-Employment-Agreement>

You can also an award from this page by clicking on “Actions” > “Uninstall” > “Uninstall”.

Employment Agreements

Employment agreements combine rule sets, leave allowance templates and pay rate templates. Employment agreements also automate employee pay increases by updating the employee’s pay rate template upon a birthday event and/or anniversary date.

If a Modern Award is installed, it will include the employment agreements relevant to that Award. You only then need to assign the applicable agreement to an employee. Once an employment agreement is assigned to an employee (which is done via the employee’s Pay Run Defaults screen), the following settings will pre-populate:

- Pay Rate Template
- Rule Set
- Primary Pay Category

If you have not installed an Award, you can still create employment agreements. To do this, click on “Add a custom agreement” and follow the detailed instructions found here: <https://yourpayroll.zendesk.com/hc/en-gb/articles/200432260-Employment-Agreements>

Work Types

Users subscribed to the “QuickBooks Payroll Standard” plan can access work types without upgrading their plan.

Work Types are used when creating timesheets or clocking on/off via the kiosk. The purpose of work types is to automate any exception to an employee being paid their base rate of pay.

To create a work type, click on “Add” (located on the top right hand side of the screen) and complete the following:

- **Name** (required)
- **External Id:** If you are using an external system to manage timesheets, you must add the work type Id/Code in this field so that the correct work type is mapped when importing the timesheets into the pay run. Otherwise, this field can be left blank.
- **Automatically enabled for:** Only tick any of these checkboxes if you want staff classified as any of those employment types to automatically have access to the work type. Otherwise, if these are not ticked, you can manage this on an individual basis by ticking the work type for an employee via the ‘Work Types’ screen from the employee’s profile.
- **Work maps to:** This setting is required and what you tick depends on the reason for the work type:
 - **Employee’s Primary Pay Category:** Use this setting if you want the employee to be paid at their base rate of pay. For example, you could create a work type called ‘Ordinary Hours’ that is to be used for all timesheets created for Monday through Friday.
 - **Pay Category:** Use this setting if you want the employee to be paid a different pay category to their primary pay category. For example, you could create a work type called ‘Sunday’ that is then mapped to a ‘Sunday’ pay category and used for all timesheets created for Sundays. The purpose of doing this would be to differentiate the higher hourly rate paid on Sundays.
 - **Leave Category:** Use this setting if the employee is creating a timesheet for a leave day. For example, you could create a work type called ‘Rostered Day Off’ that is then mapped to the ‘Rostered Day Off’ leave category. This will ensure that leave balances are updated correctly when processing the timesheets in the pay run.
 - **Leave Category (Apply to pay run as leave accrual):** Use this setting if the employee is creating a timesheet for hours worked that are to be converted to accrued leave. For example, you could create a work type called ‘Accrue RDO’ that is then mapped to the ‘Rostered Day Off’ leave category and the checkbox to accrue leave is ticked. The result here will be that the employee is not paid for the hours worked on this timesheet but rather the number of hours are automatically added to the employee’s RDO balance.
 - **None (Shift Condition):** Use this setting if you need to satisfy more than 1 exception to a timesheet. Because you can only assign one work type to a timesheet, using a shift condition will allow you to assign a work type as well as a shift condition. For example, if an employee works on a Sunday they are to be paid the Sunday rate and a meal allowance. When creating the timesheet, you would assign the ‘Sunday’ work type and then add the shift condition ‘Meal Allowance’, as follows:

Edit Timesheet Sun 29 Oct, 5 hrs

Employee
Sarah Cook

Work Type
Sunday

Location
Bed & Breakfast / Cairns

Date Sun 29 Oct

Start - End 5 hrs
7:00 AM - 12:00 PM

Breaks Add

Notes

Clear Cancel Apply

A short code is required as part of setting up the shift condition. The code will be viewed by employees so ensure it is something easily recognisable.

Rule Sets

If a Modern Award is installed, it will include the rule sets relevant to that Award. You can unlock the rule set to see each rule created in detail. To do this, go to “Manage Awards” > click on “Actions” > select “Unlock Rules” > accept the conditions and click on “Unlock”.

If you have not installed an Award, you can still create tailored rule sets. To do this, click on “Add” (located on the top right hand side). Depending on your scenarios will determine how your rules should be created. Detailed instructions on creating rules can be found here: <https://yourpayroll.zendesk.com/hc/en-gb/articles/200346875-Pay-Condition-Rules>

The following video shows examples of how to create rules:

<https://yourpayroll.zendesk.com/hc/en-gb/articles/207687906-VIDEO-Pay-Condition-Rule-Set-Recipes-Video-Series>

Pay Rate Templates

Users subscribed to the “QuickBooks Payroll Standard” plan can create pay rate templates without upgrading their plan. For this to work effectively however, we suggest work types are also created to then map the correct pay categories accordingly if timesheets are being used and imported into the pay run.

If a Modern Award is installed, it will include the pay rate templates relevant to that Award. From an employee perspective, the pay rate template will automatically be assigned once you assign an employment agreement to that employee.

Pay rate templates enable you to create pre-defined sets of pay rates which can then be applied to new and existing employees. To create a pay rate template, click on “Add” (located on the top right hand side of the screen) and complete the following:

- **Name:** Enter a name for the pay rate template
- **Primary Pay Category:** Assign a primary pay category from the drop down list.
- **Super thresholds:** the legislated default amounts are entered here but you can override this by ticking the “Override” checkbox.
- **Pay Rates:** There are 3 parts to this: (a) under the “Enabled” column, deselect any pay categories that are not applicable to this template; (b) for those pay categories that are relevant, enter the rate of pay under the “Rate” column and (c) the super rates specified under the ‘Super Rate’ column are auto-populated based on the settings of the relevant pay category. If you want to change the super rate, tick “Override” and enter the new super rate.
- Click “Save”.

Leave Allowance Templates

Users subscribed to the “QuickBooks Payroll Standard” plan can create leave allowance templates without upgrading their plan. Additionally, there are two system generated leave allowance templates that can be used and/or amended to suit business requirements.

The purpose of leave allowance templates is to, once assigned to an employee, automate the entitlements and accrual of leave for an employee when processed in a pay run.

To create a leave allowance template, click on “Add” (located on the top right hand side of the screen) and complete the following:

- **Template Name:** Enter a name for the leave allowance template
- **Enabled Leave Categories:** Select the leave categories you want to activate for employees who will be attached to this template. Employees can then access these leave categories when

requesting leave.

- **Leave Allowances:** All leave categories that are set to accrue automatically will appear in this section. If the leave category is not applicable for this template, enter '0' in the "Units" field. For those categories that are applicable, enter the units and unit type. If the leave is subject to leave loading (for eg annual leave) enter the loading amount in that field. Clicking the calculator icon will allow you to work out the units that should be entered:

The screenshot shows a 'Calculate Leave' calculator window. At the top, it says 'Calculate Leave' with a close button (X) on the right. Below this, there are input fields: a text box containing '0.000000', a dropdown menu set to 'days per year', and a text box containing '7.60'. The text 'based on' is between the dropdown and the '7.60' box, and 'hours per day' is to the right of the '7.60' box. Below these fields, it says 'Is the equivalent of:' followed by a bulleted list: '0.000000 hours per hour worked', '0 hours per year', and '0.00 weeks per year'. Further down, it says 'An employee that works' followed by a text box containing '38.00', then 'hour(s) per week will accrue:'. Below this, there is another bulleted list: '0 hours per weekly pay run', '0 hours per fortnightly pay run', and '0 hours per monthly pay run'.

- Click "Save".

Timesheet Rounding

There are 2 setup options here - Shifts and Rostered Shifts. Both options can be used in tandem.

For the "Shifts" settings, users subscribed to the "QuickBooks Payroll Standard" plan can apply these settings without upgrading their plan.

Shifts

Here you can configure rounding settings required for timesheets that have been created by employees.

For example, using the setting "Start Time" = Round to the nearest 5 minutes. An employee's timesheet has a start time of 8.43am - the rounding settings will change the timesheet start time to 8.45am. Alternatively, if the employee's timesheet has a start time of 8.41am - the rounding settings will change the timesheet start time to 8.40am.

Rostered Shifts

Here you can configure the start and end times of timesheets created via the kiosk to match the rostered start and end time if they are within the specified threshold.

For example, using the setting “Round up to rostered start time within” = 20 minutes. An employee has been rostered to start work at 8.30am however clocks on at the work site at 8.15am. As this start time is within 20 minutes of their rostered shift time, the rounding settings will change the timesheet start time to 8.30am.

Setting up Employees

You can set up employees into the payroll system using various methods:

1. Employee Wizard
2. Import employees
3. Employee Self Setup

1. Employee Wizard

To manually add an employee, click on “Add Employee”. You will then be taken through the employee wizard to complete the essential information required to set up an employee so they can then be included in the pay run. The employee wizard does not run you through ALL employee information. As stated above, the wizard is designed as a ‘shortcut’ to setting up an employee easily and quickly.

A few notes regarding this process:

- **Employee Notifications (Screen 1):** This setting determines what method of notification the employee will receive for pay slips and/or rostering. You can then tailor the rostering notifications within the employee file. If you choose ‘email’ you must enter an email address for the employee, otherwise it will not let you progress to the next screen. This also applies if you choose ‘sms’ as the notification type in that you must enter a mobile number for the employee.
- **Turn on self-service for this employee? (Screen 1):** If you select ‘Yes’, you must also have an email address entered for the employee. The employee will then be sent emails with instructions on logging into the employee portal once you have completed the wizard. If you select ‘No’, you can always activate self service for the employee at another time.
- **Bank Details (Screen 2):** Bank details must be entered otherwise you will not be able to progress to the next screen and complete the employee wizard.
- **Super Fund (Screen 2):** You do not need to complete the super details at this stage in order to complete the wizard. However, if you enter a super fund you MUST also enter a membership number.
- **Primary Pay Category (Screen 3):** You can select any of the system created or your own pay categories. Bear in mind that if you choose the system generated ‘Casual Ordinary Hours’ pay

category, this incorporates a 25% loading in the settings and so the employee's hourly rate of pay should be entered exclusive of the 25% loading.

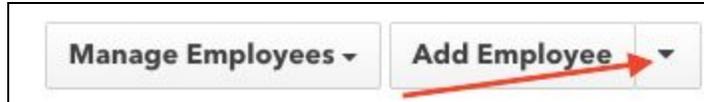
- **Timesheets (Screen 3):** If you select 'Do not use timesheets', the employee will be set up as "auto-pay", that is, the pay run will automatically mark them to be paid based on the standard hours entered on this screen. You can switch off the auto-pay setting in the employee's Pay Run Defaults screen.
- **Tax File Number (Screen 4):** This field is compulsory. If the employee has not provided you with a TFN for whatever reason, select from the scenarios listed on the screen.
- **Lodge Tax File Declaration with ATO (Screen 4):** If you have enabled electronic lodgement, you are able to electronically submit the employee's Tax File Declaration to the ATO as part of the employee wizard.

Once you have completed the employee wizard, you will be able to go into the employee's file and complete all other details.

2. Import Employees

The import functionality allows you to add employees in bulk. You can access the import via 2 ways:

1. Click on the arrow to the right of "Add Employee" on the payroll dashboard and then click on



"Import Employees". There are a selection of methods from the dropdown to import employees. If you do not use any of the external systems listed, choose the "Standard Format file upload". To obtain a template of this format, click on "Export" located on the top right hand side of the screen. Select "Empty Template" from the dropdown and then click on "Download".

2. Go to "Payroll Settings" > "Date Extracts" (located under the Business Management menu). Select "Empty Template" from the dropdown and then click on "Download".

Once you have downloaded the template spreadsheet, you can commence filling in the employee details. Detailed instructions on how to complete this import can be found here: <https://yourpayroll.zendesk.com/hc/en-gb/articles/200143414-Employee-Import-via-CSV>

To import the completed spreadsheet, click on the arrow to the right of "Add Employee" on the payroll dashboard and then click on "Import Employees". Import option = "Standard Format file upload". Click on "Select File..." and upload the document from your browser. Click on "Confirm upload?". The import will commence and, once complete, will receive confirmation if successful, or be advised of any errors or warnings.

Additionally, you can use the template employee file to update existing employee data in bulk. To do

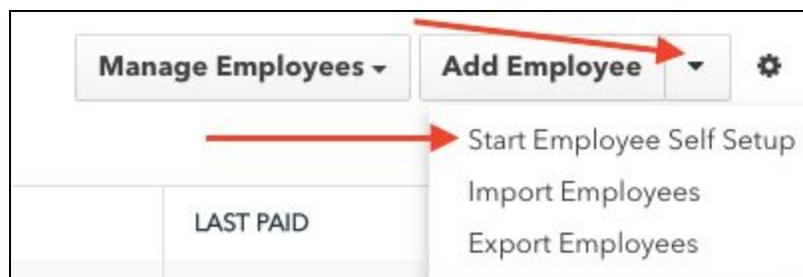
this, click on the arrow to the right of “Add Employee” on the payroll dashboard and then click on “Export Employees”. Regarding the *Data Type* dropdown, you can choose from either “Template with employee data” or “Template with employee data (including terminated employees)”, depending on your scenario. Then click on “Download”. Make the relevant updates on the spreadsheet and import back into the payroll.

3. Employee Self Setup

In short, Employee Self Setup puts the onus on the employee to complete their details online, all of which is then stored in the payroll.

The full access user is only required to enter minimal information and then the employee receives an email with a link to complete the rest.

To access Employee Self Setup, click on the arrow to the right of “Add Employee” on the payroll dashboard and then click on “Start Employee Self Setup”.



A context panel will appear. Complete the following information:

1. First Name (required)
2. Surname (required)
3. Email Address (required)
4. Mobile Number (this is not required but **STRONGLY** recommended to add. The reason is that when the employee completes the tax file declaration they will receive an sms with a unique code (to meet the ATO’s authentication requirements). The employee will then need to enter this code in one of the fields as part of their onboarding process. If you do not enter a mobile number, you will need to rely on the employee to do this and if they don’t they will not receive the code. This will result in an inability to lodge the employee’s tax file declaration online.
5. Select if you want employees to enter their qualifications as part of the self setup process. N.B. if there is a warning icon next to this option it means you have not created qualifications as part of your payroll settings and so will not be able to select this option until you do so.



6. Select if you want employees to enter their emergency contact details as part of the self setup process.
7. Click "Save".

The employee will now receive an email with a link to commence their self setup process. You can, at any time, see an update of what the employee has completed from the payroll dashboard.

Summary notification of employees in the self setup process:

6/11/2017 - There are 2 self setup employees. [Click to view.](#)

Send follow up email to employee by clicking on envelope icon to complete process:



Icons coloured in green indicate they have been completed:



You can complete the employee's employment details at any time during the process:



Employee Profile

You can access a 'complete' employee's profile at any time by clicking on the employee's name from the payroll dashboard.

A few notes regarding the employee profile:

- **Anniversary Date ('Details' screen):** This field is relevant if the employee's anniversary date varies from their start date and where their rate of pay is based on such anniversary. For example, an apprentice who commenced their apprenticeship on 1/4/16 but started with the company on 18/10/16. In this scenario, the employee's anniversary date should be entered as 1/4/16. If this field is left blank, the system will take the employee's start date as their anniversary date.
- **Tags ('Details' screen):** If you have installed any Awards or have created rules through the pay conditions engine that use tags, this field is where you would add the tag for that employee. Additionally, tags can be set up against employees to then report on and use to create employee

groups.

- **ATO Lodgement Status ('Tax File Declaration' screen):** From here you are able to electronically lodge an individual employee's tax file declaration with the ATO or alternatively mark as being lodged manually.
- **Standard Work Week ('Pay Run Defaults' screen):** From here, you can use the advanced setting to set up an employee's standard work. Click on "Advanced" and this will activate the schedule table. Click on "Edit" and you can then start entering the employee's standard hours (as start/finish times or hours):

Standard Work Week **Basic** **Advanced**

Normally works hours per week

Pay these earnings by default in a pay run

EDIT

	MON	TUE	WED	THU	FRI	SAT	SUN
Week 1	8:00 AM 3:00 PM	8:00 AM 3:00 PM	8:00 AM 3:00 PM			7:00 AM 12:00 PM	7:00 AM 12:00 PM

- **Auto-Pay Setting ('Pay Run Defaults' screen):** From the above screenshot, you can see the setting "Pay these earnings by default in a pay run". If this setting is ticked, the employee's hours per week will appear in the pay run by default. If an employee is to be paid by timesheet, ensure this option is unticked. If you see the warning message (shown below) this means that you have select to pay the employee based on timesheets as well as auto-pay. This should be corrected ASAP to ensure the employee is paid correctly.

Pay these earnings by default in a pay run

Warning: You have selected to use timesheets to submit all time worked as well as electing to 'pay these earnings by default in a pay run'. This may result in the employee being overpaid.

- **Rostering/Pay Slip Notifications ('Pay Run Defaults' screen):** You can change/update how you want an employee to be notified of their pay slip and, separately, rostered shifts.
- **Super Thresholds ('Pay Run Defaults' screen):** The system automatically sets the thresholds for when an employee should start earning super in a calendar month and when super should be capped on a quarterly basis (as per legislation). If you want to override any of these default settings, tick the "Override" box and enter the new threshold amount.
- **Payroll Tax ('Pay Run Defaults' screen):** If an employee is exempt from payroll tax, you need to tick this checkbox so that the Payroll Tax report provides accurate data. For reporting purposes, the employee will be deemed to be payroll tax exempt from the day you tick the checkbox. Additionally, they will no longer be payroll tax exempt when you untick the checkbox.
- **Additional Earnings Lines ('Pay Rates' screen):** Here you can set up any additional payment the employee is entitled to on an ongoing basis (that will not be captured via timesheets) that will then automatically appear in the pay run. An example is where an employee receives an annual \$10,000 car allowance and is paid on a monthly basis:

Car Allowance

Location
 Bed & Breakfast / Rockhampton x ▾

Earnings (per pay run) **Rate in pay run** **Super Rate**

UNITS 1 * @ \$ 833.3333! * PER UNIT 9.5000 %

Override

Notes (will appear for this earnings line in every pay run)

This earnings line should be included in
 All future payruns ▾

Alternatively, you can set up additional earnings lines to split auto-pay employee hours between locations. For example, a full time employee works equally between 2 locations and their earnings should be split accordingly:

Permanent Ordinary Hours • 19 x \$40.00 per hour • Included in all future pay runs • Rockhampton
Permanent Ordinary Hours • 19 x \$40.00 per hour • Included in all future pay runs • Cairns

N.B. If you choose the above setup, ensure that the “Pay these earnings by default in a pay run” setting is unticked - otherwise 76 hours will appear in the weekly pay run.

- **Locations (‘Locations’ screen):** From here, you can tick additional locations (outside of the employee’s primary location which is set up from the Pay Run Defaults screen) that the employee can work. The employee will then be able to select these additional locations when creating timesheets, submitting expenses, etc.
- **Recurring Deductions, Tax Adjustments, Expenses, etc (‘Pay Run Inclusions’ screen):** From here, you can set up recurring pay run inclusions for an employee and also set a start and expiry date (if applicable) for each inclusion. This will then flow into the pay run automatically so you don’t have to worry about manually adding to the pay run each time. Detailed instructions on setup can be found here: <https://yourpayroll.zendesk.com/hc/en-gb/articles/115000225063-Setting-up-Pay-Run-Inclusions>
- **Employee Portal Access (‘Employee Portal Access’ screen):** You can set up or revoke an individual employee’s access from this screen.
- **Kiosk Details (‘Time and Attendance’ screen):** You can grant or revoke an individual employee’s kiosk access from this screen. You can also change the employee’s PIN on their behalf.

Miscellaneous

My Notifications

To access your notification settings, click on “Manage Employees” (pay run dashboard) > Notifications.

The full suite of notifications you can select are as follows:

Email me when an employee that I supervise requests leave

Email me when an employee that I supervise cancels their leave request

Email me when an employee that I supervise declines a roster shift

Email me when an employee that I supervise is unavailable to work

Email me when an employee that I supervise requests an expense reimbursement

Email me when an employee that I supervise cancels their expense reimbursement request

Email me when an employee completes the Employee Self Setup process

Send me a daily reminder email

On these specific days at

Mon Tue Wed Thu Fri Sat Sun

Include pending leave requests

Include pending timesheets

Include pending expense reimbursement requests

Include pending shifts

Depending on your subscription plan and configured settings, you may not see all of these notification types. Tick each notification setting you want to receive. Additionally, you can choose to receive ‘reminder’ emails for certain scenarios on a daily basis or select day.

Remember to click on “Save” before you close the screen.

Calendar Feeds

You can set up calendar feeds for approved leave, pay runs and birthdays. Once configured, a unique link is provided to you that can then be used to import into your calendar application. This link can also be communicated to staff so that they also have access to leave, pay run and/or birthday information. You can choose to set up only one or all of these events as a calendar feed.

To set up a calendar feed, click on “Add” (located on the top right hand side of the screen) and then complete the following:

- **Name:** Enter the name of the calendar feed. Make sure to name it something the employees will understand.
- **Event Type:** Select from either approved leave; pay runs; or birthdays. Each event type requires

it's own calendar feed.

- **Employee Group:** This field appears for Birthday and Approved Leave event types. If you want to restrict the data contained in this feed for a select group of employees ensure an employee group has been created and then select that employee group from the dropdown list. If the feed to contain all employee data, then select 'None'.
- **Date Type/Pay Schedule:** This field appears for Pay Run event types. If you have more than one pay schedule, you can tailor the feed for each pay schedule. Additionally, select whether you want the feed to be based off pay date or pay period end date.
- Click on "Save".