PAY SLIPS - WEEKLY TASK - EMAIL PAY SLIPS AND FILE IN REPORT

Loop to zoho article

SET UP

Need access to xero wit payroll access

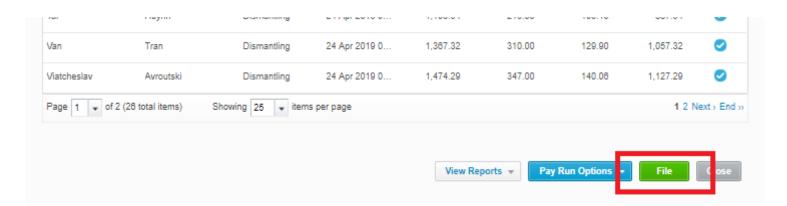
STEPS

STEP 1 EMAIL PAY SLIPS - SEE VIDEO GUIDE

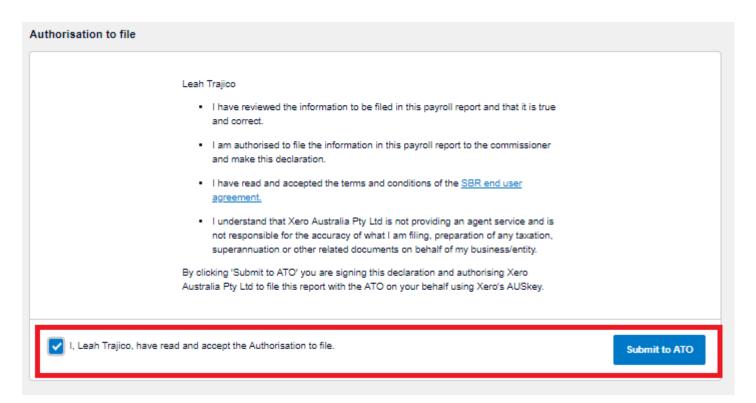
VIDEO GUIDE

STEP 2- FILE WAGES ENTRY

Click FILE



Make sure ticked and then submit



Will say PENDING but monitor to make sure turns into FILED

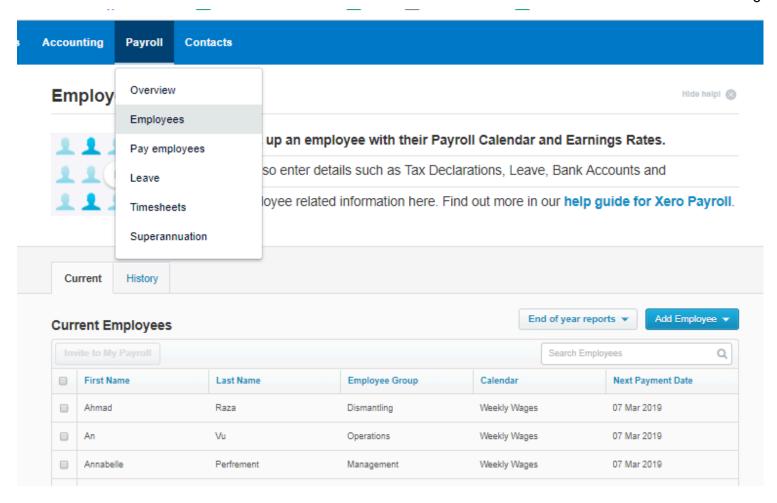


NOTE:

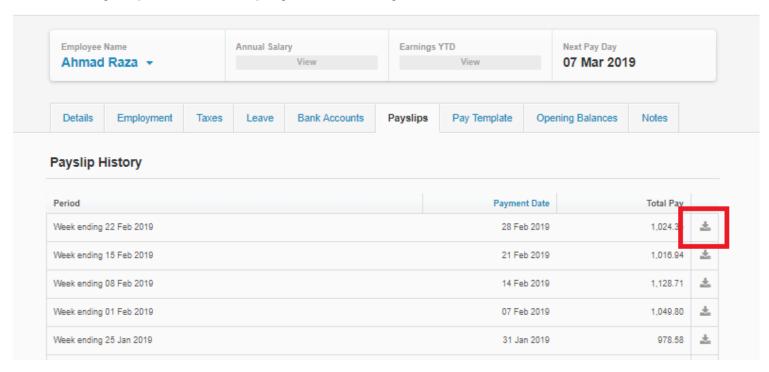
If payrun isn't done, you cant email payslips. Please email/contact the person that does wages urgently.

If an employee ask for a copy of previous payslips

Go to Xero - Payroll - Employees - select employee that is requesting for payslip



Go to Payslip - click on payroll week you need and download file



Create and email to requester and have Matthew on CC



What if payslips not processed and i cant email?

this means that payslips not actioned yet - in that case then call matthew and advise /remind him to do that task immediately

If cant contact matthew instantly then CALL other sydney manager to pass message to matthew to action payslips

What if day that we usually email payslips is a public holiday?

In this case we still do payments as usual (this is separate task) but just email payslips as high priority task on the first working day after the public holiday