

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

[Loop to zoho article](#)

## SET UP

Need access to xero wit payroll access

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## STEPS

STEP 1 EMAIL PAY SLIPS - SEE VIDEO GUIDE

### [VIDEO GUIDE](#)

STEP 2- FILE WAGES ENTRY

Click FILE

NAME	EMPLOYEE	STATUS/DESCRIPTION	DATE	GROSS PAY	TOTAL DEDUCTIONS	TOTAL TAXES	NET PAY	
Van	Tran	Dismantling	24 Apr 2019 0...	1,367.32	310.00	129.90	1,057.32	✓
Viatcheslav	Avroutski	Dismantling	24 Apr 2019 0...	1,474.29	347.00	140.08	1,127.29	✓

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View Reports Pay Run Options **File** Close

Make sure ticked and then submit

### Authorisation to file

Leah Trajico

- I have reviewed the information to be filed in this payroll report and that it is true and correct.
- I am authorised to file the information in this payroll report to the commissioner and make this declaration.
- I have read and accepted the terms and conditions of the [SBR end user agreement](#).
- I understand that Xero Australia Pty Ltd is not providing an agent service and is not responsible for the accuracy of what I am filing, preparation of any taxation, superannuation or other related documents on behalf of my business/entity.

By clicking 'Submit to ATO' you are signing this declaration and authorising Xero Australia Pty Ltd to file this report with the ATO on your behalf using Xero's AUSkey.

☒ I, Leah Trajico, have read and accept the Authorisation to file.

**Submit to ATO**

Will say PENDING but monitor to make sure turns into FILED

### STP filing

Filed by	File date	Status
Leah Trajico	26 Apr 2019	Pending

Calendar	Period	Payment Date	Wages	Tax	Super	Net Pay	STP Filing
Weekly Wages	<a href="#">Latest</a> Week ending 19 Apr 2019	25 Apr 2019	30,901.43	6,766.00	3,685.74	24,135.43	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

Accounting Payroll Contacts

## Employee

Overview  
Employees  
Pay employees  
Leave  
Timesheets  
Superannuation

Hide help!

Set up an employee with their Payroll Calendar and Earnings Rates.

Also enter details such as Tax Declarations, Leave, Bank Accounts and

Employee related information here. Find out more in our [help guide for Xero Payroll](#).

Current History

### Current Employees

End of year reports Add Employee

Invite to My Payroll Search Employees






	First Name	Last Name	Employee Group	Calendar	Next Payment Date
<input type="checkbox"/>	Ahmad	Raza	Dismantling	Weekly Wages	07 Mar 2019
<input type="checkbox"/>	An	Vu	Operations	Weekly Wages	07 Mar 2019
<input type="checkbox"/>	Annabelle	Perfrement	Management	Weekly Wages	07 Mar 2019

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

Employee Name: **Ahmad Raza** Annual Salary: View Earnings YTD: View Next Pay Day: **07 Mar 2019**

Details Employment Taxes Leave Bank Accounts **Payslips** Pay Template Opening Balances Notes

### Payslip History

Period	Payment Date	Total Pay	
Week ending 22 Feb 2019	28 Feb 2019	1,024.3	
Week ending 15 Feb 2019	21 Feb 2019	1,016.94	
Week ending 08 Feb 2019	14 Feb 2019	1,128.71	
Week ending 01 Feb 2019	07 Feb 2019	1,049.80	
Week ending 25 Jan 2019	31 Jan 2019	978.58	

Create and email to requester and have Matthew on CC

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# FAQ

## **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

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## **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