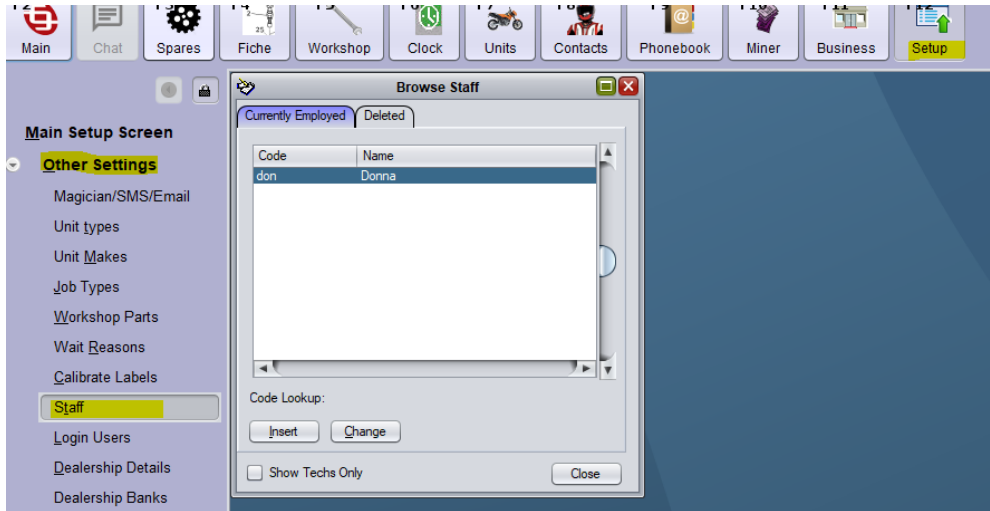


## ADDING STAFF

SETUP ->OTHER SETTINGS->STAFF



CLICK INSERT – ENTER STAFF GENERAL DETAILS FIRST INCLUDING STAFF TYPE

**Modifying Staff**

General Staff | W/Shop - Tech | Permissions | Notes | Payroll | Payroll Advanced

Payroll Stats

Code: DON Screen Name: Donna

Firstname: DONNA Middle Name: CORINNE Last Name: FORREST

DOB: 1/10/1962

Address 1: 21 KAALAK LANE Town: MANDURAH

Address 2: State / PC: WA 6210

Phone 1: 0422998263 Phone 2:

Email: donna62@gmail.com

**Employment Status**

Currently Employed (Active)  Not Currently Employed (Deleted)

**Staff Type**

Not Set

1st Year Apprentice  2nd Year Apprentice  3rd Year Apprentice

4th Year Apprentice  Qualified Technician  Foreman /Wshop Manager

Admin  Spares  Sales

Availability - Leave etc OK Cancel

SELECT WORKSHOP TECH TAB IF STAFF IS A MECHANIC. CHECK MECHANIC WITH REGULARLY SCHEDULED WORK BOX. IGNORE HOURLY RATE FIELDS.

**Modifying Staff**

General Staff | W/Shop - Tech | Permissions | Notes | Payroll | Payroll Advanced

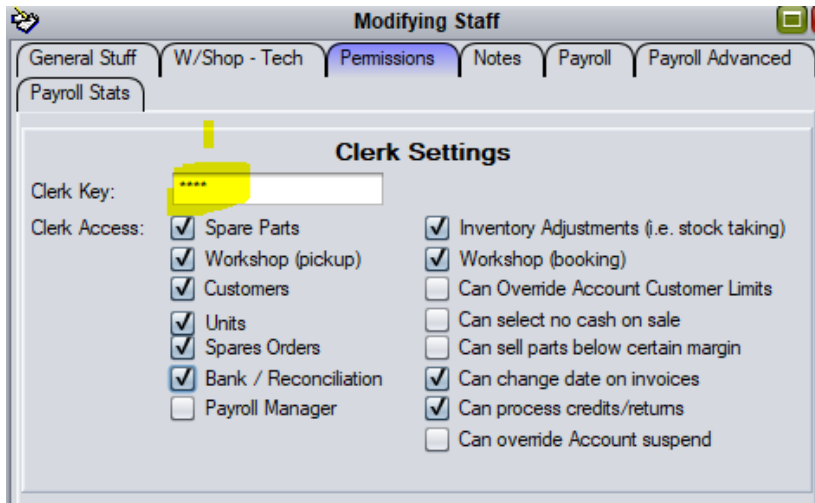
Payroll Stats

**Workshop Mechanic**

Mechanic With Regularly Scheduled Work

Hourly Rate: (before GST) (after GST)

CLICK ON PERMISSIONS TAB. ASSIGN A CLERK KEY AND SELECT PERMISSIONS FOR THAT STAFF MEMBER. BELOW IS A TYPICAL SETUP FOR REGULAR STAFF.



**Modifying Staff**

General Staff | W/Shop - Tech | **Permissions** | Notes | Payroll | Payroll Advanced

Payroll Stats

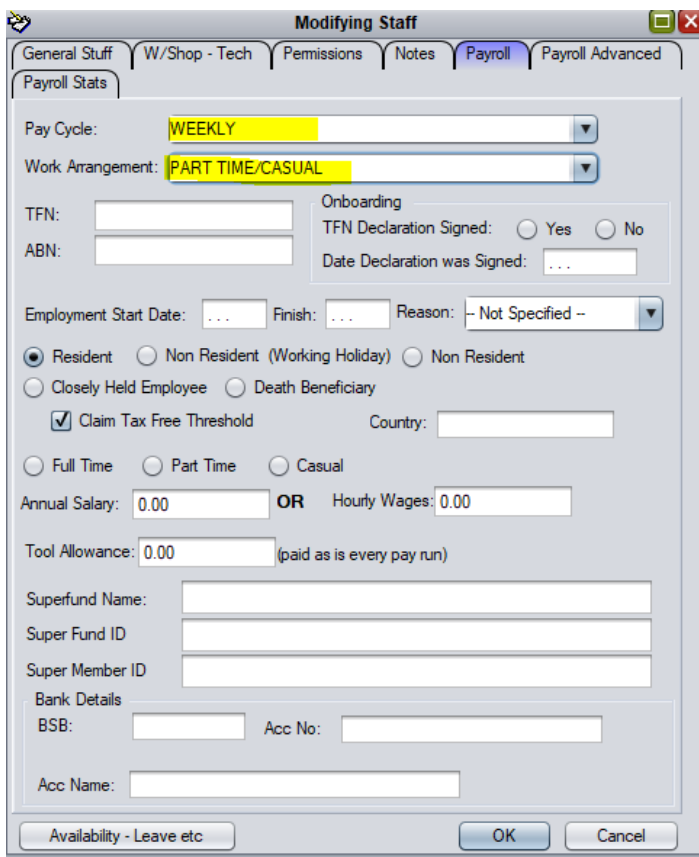
**Clerk Settings**

Clerk Key: \*\*\*\*\*

Clerk Access:

<input checked="" type="checkbox"/> Spare Parts	<input checked="" type="checkbox"/> Inventory Adjustments (i.e. stock taking)
<input checked="" type="checkbox"/> Workshop (pickup)	<input checked="" type="checkbox"/> Workshop (booking)
<input checked="" type="checkbox"/> Customers	<input type="checkbox"/> Can Override Account Customer Limits
<input checked="" type="checkbox"/> Units	<input type="checkbox"/> Can select no cash on sale
<input checked="" type="checkbox"/> Spares Orders	<input type="checkbox"/> Can sell parts below certain margin
<input checked="" type="checkbox"/> Bank / Reconciliation	<input checked="" type="checkbox"/> Can change date on invoices
<input type="checkbox"/> Payroll Manager	<input checked="" type="checkbox"/> Can process credits/returns
	<input type="checkbox"/> Can override Account suspend

SELECT PAYROLL TAB AND ENTER PAYROLL DETAILS FOR STAFF MEMBER ENSURING YOU SELECT PAY CYCLE AND WORK ARRANGEMENT FROM DROP DOWNS.



**Modifying Staff**

General Staff | W/Shop - Tech | Permissions | Notes | **Payroll** | Payroll Advanced

Payroll Stats

Pay Cycle: WEEKLY

Work Arrangement: PART TIME/CASUAL

TFN:

ABN:

Onboarding

TFN Declaration Signed:  Yes  No

Date Declaration was Signed:

Employment Start Date:  Finish:  Reason: -- Not Specified --

Resident  Non Resident (Working Holiday)  Non Resident

Closely Held Employee  Death Beneficiary

Claim Tax Free Threshold Country:

Full Time  Part Time  Casual

Annual Salary:  0.00 OR Hourly Wages:  0.00

Tool Allowance:  0.00 (paid as is every pay run)

Superfund Name:

Super Fund ID:

Super Member ID:

Bank Details

BSB:  Acc No:

Acc Name:

Availability - Leave etc

OK Cancel

CLICK ON PAYROLL ADVANCE TAB AND MAKE ANY NECESSARY SELECTIONS REQUIRED.