

The process around setting up a new employee and arranging payment through our services can be summarized as follows:

* When a new employee starts working for you, have them complete the new [**employee form**](https://docs.wixstatic.com/ugd/44bd84_76953ca71ba3471ba9be109f28cc1104.docx?dn=New%20Employee%20Setup%20Form.docx)**.** After you receive the from from your employee, you will need to add their pay details
* It is recommended that you follow a weekly payment cycle with a 5pm cutoff on the Thursday for the Friday payroll payments. Note that we can provide the payroll summary, but you will need to process the physical payment to the employee’s bank account. The bank account details will be stored against the employee details in Xero.
* Approach this timeline also with timesheets for casuals. We suggest that each Thursday by 5pm, have your employees submit their timesheets for your approval. We will process the approved timesheets on the Friday morning and send you a summary of what each person needs to be paid. You then make the payment.

For time sheets here is an overview:

**Step 1:** When we add the employee in Xero, we also setup the timesheet feature for them if they are a casual.

**Step 2:** We then add in any overtime categories in the time sheet.

**Step 3:** You will need to notify your staff that they will receive an invite to “My Portal” from Xero and they will need to accept the login. This area also provides the employee with access to payslips and end of year payment summaries saving you time.

**Step 4:**  Here you have two options.

The first one is to process the time sheet yourself, this can be easier if you only have one employee. For further guidance on how to do this see <https://tv.xero.com/detail/video/5130996378001>.

The second option is to get your employee (Casual) to complete the time sheet and submit it to you via xero for approval. We suggest you hold a strict policy of 5pm on the Thursday before the Friday payments.

**Step 5:** Some clients do this themselves, but we can certainly provide the service if require. On the Friday morning we run the payroll for the week ending and send through the payroll summary by person for you to process the payment.



PAY RUNS

A pay run is simply a process of calculating the payroll payable to each employee for a period, this part of the process doesn’t include payment.

This process is covered in a step by step guide provided by Xero, see <https://tv.xero.com/detail/videos/featured/video/5131005550001/how-to-add-a-pay-run-in-xero-australia>

An important part of payroll is having permanent staff apply for leave and sick leave, through “My Portal” in Xero. By doing this, you approve the leave and also, we can see that leave has been taken. We then check the payrun and make adjustments as required. For an overview of these areas see the following Xero videos:

<https://tv.xero.com/detail/videos/featured/video/5131000084001/how-to-manage-leave-in-xero-australia>

https://tv.xero.com/detail/videos/featured/video/5131045665001/how-to-use-my-payroll-australia



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Paying Super contributions for your employees

* Super contributions calculated from employees’ salary can be paid to their respective funds using Auto super. Unlike payroll, Xero does make this payment for you after you authorize the batch.
* Due date for paying super is 28th of the month following the quarter end except for June, when it is best to pay super before end of the month to allow the payment to be tax deductible.
* To comply with the payment due dates, please process auto super every 14th of the month following the end of the quarter, or 14th of June during year end.
* This way, there is enough time for the payment to be processed and reach the funds on time
* If we are preparing your quarterly BAS return, we will run the Auto super if we see that it hasn’t been processed.

If you want to know how to use the Autosuper feature in Xero, please watch this 2mins video:

<https://tv.xero.com/detail/videos/featured/video/5131029610001/paying-superannuation-australia>