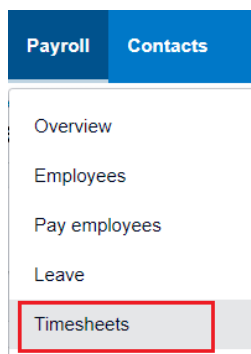


## Processing Payroll in Xero (including Timesheets)

### If your employee's use timesheets – start here

1. Log into Xero open the correct company file



2. Select the Payroll drop down menu and select Timesheet
3. This will display all timesheets and whether they have been processed, awaiting payment or awaiting approval.

Timesheets > James Lebron

### Timesheet for the Fortnight ending 14 Feb 2019

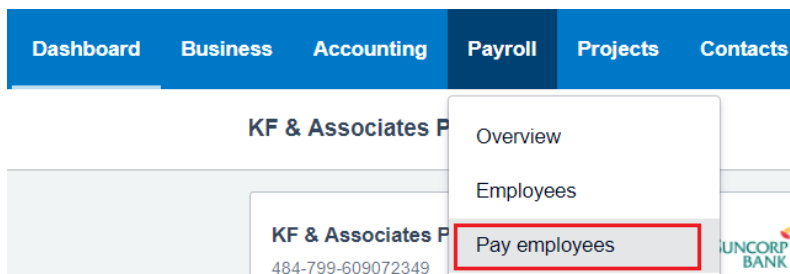
Employee <b>James Lebron</b>	Status <b>Draft</b>	Week ending ◀ <b>14 Feb 2019</b> ▶	Fortnightly Total <b>205.00</b>
---------------------------------	------------------------	---------------------------------------	------------------------------------

Earnings Rate	Department	Fri 08 Feb	Sat 09 Feb	Sun 10 Feb	Mon 11 Feb	Tue 12 Feb	Wed 13 Feb	Thu 14 Feb	Hours
Ordinary Hours	Marketing	25.00	0.00	0.00	20.00	30.00	20.00	25.00	120.00
+ Add another line		25.00	0.00	0.00	20.00	30.00	20.00	25.00	120.00

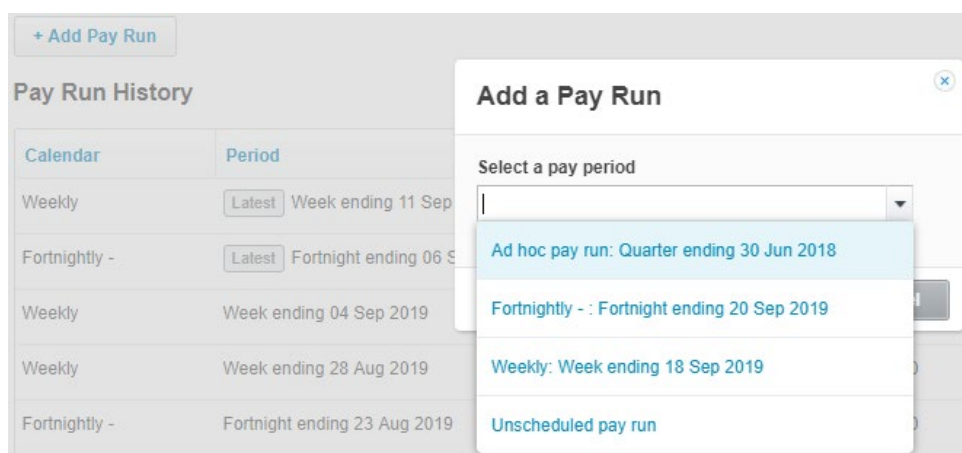
4. Select the employee's timesheets that you wish to approve (ensure they are correct before approving)
5. Select Approve

If not using timesheets --- start here

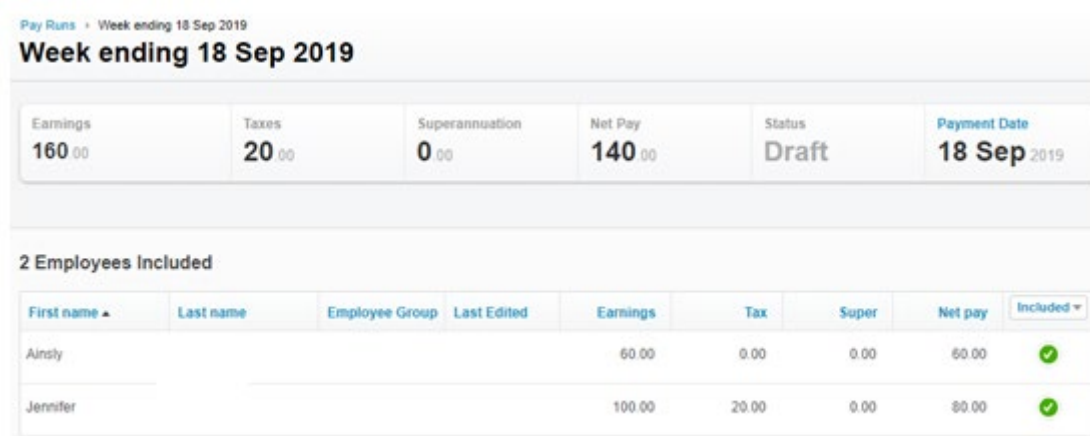
Once you have approved the timesheets – now you need to process payroll



6. Select the Payroll drop down menu and select Pay Employees
7. Select the +Add Pay Run button



8. Select the required Pay frequency, this will be specific to the client. The client may have multiple payment runs (weekly, fortnightly etc).
9. Select Next



10. Remove any employees that aren't included in this particular payment run. This can be done by selecting the green tick against their name.

11. If the information displayed is correct, then continue to Post the Pay Run, however if the hours, salary sacrifice etc need to be adjusted for the employee, then select the required Employee to open.
  - a. Please note, any changes to an Employee will only change this payment run, it will not update their Employee file and change future payment runs.

Pay Runs > Week ending 18 Sep 2019 > Ainsly Caliguri

### Week ending 18 Sep 2019

Earnings	Taxes	Superannuation	Reimbursements	Net Pay	Total Payment
160.00	20.00	0.00	0.00	140.00	140.00

Employee: **Ainsly** Employee's Net Pay: **60.00**

Earnings Rate	Hours	Rate	Total
Ordinary Hours	2.0000	30.000000	60.00
			<b>60.00</b>

+ Add Deduction Line	Amount
	<b>0.00</b>

Tax Type	Amount
PAYG Tax - With tax-free threshold, no leave loading	0.00
<b>0.00</b>	

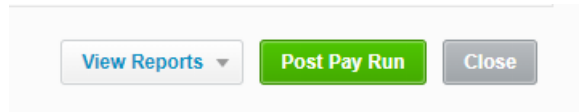
Superannuation Fund	Percentage	Amount
Fund Details Pending - SGC	9.50	0.00

12. Adjust hours, hourly rate, additional tax etc. Once all changes have been made

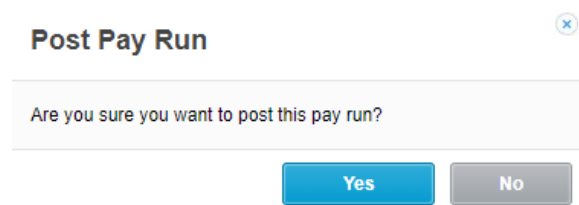
Earnings Rate	Hours	Rate	Total
Ordinary Hours	21.6000	31.376518	677.73
			<b>677.73</b>

13. If processing payroll by timesheets, this information will be pre-filled for the employee (as long as the timesheet has been approved for the correct period).

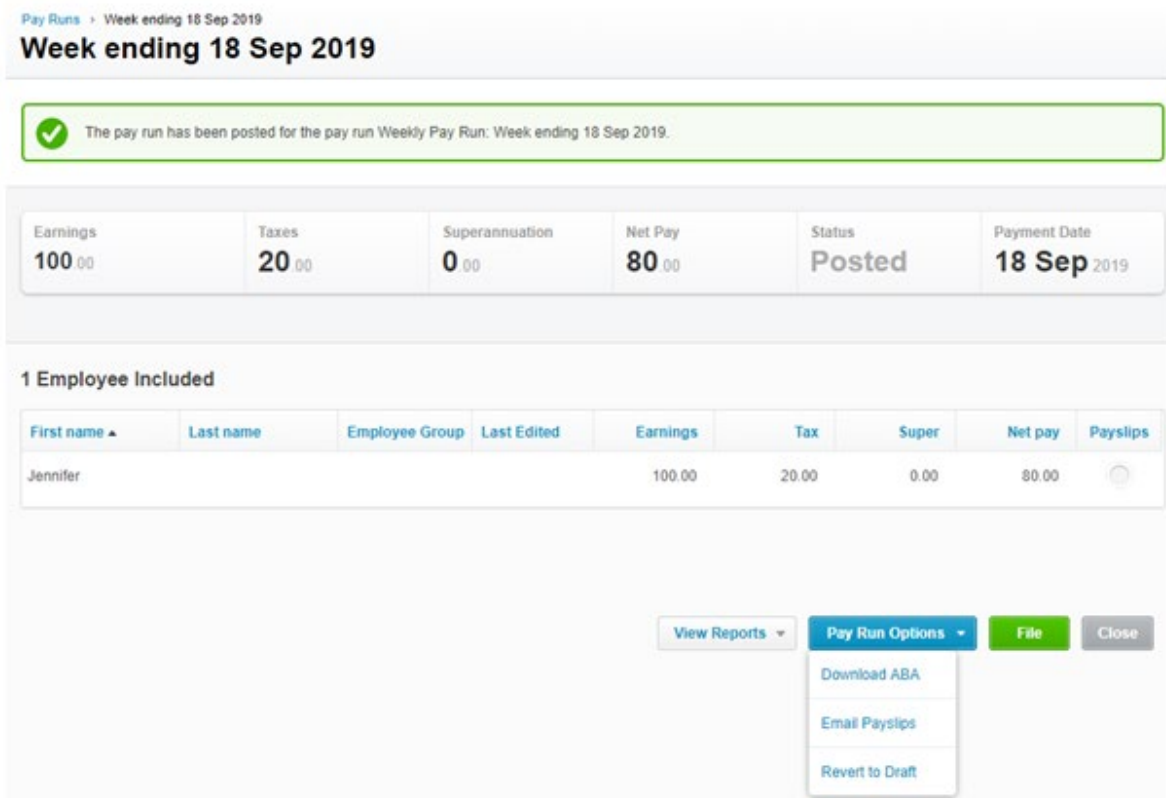
14. Select Save at the bottom of the screen.



15. This will return you to the main payroll processing screen. Select Post Pay Run

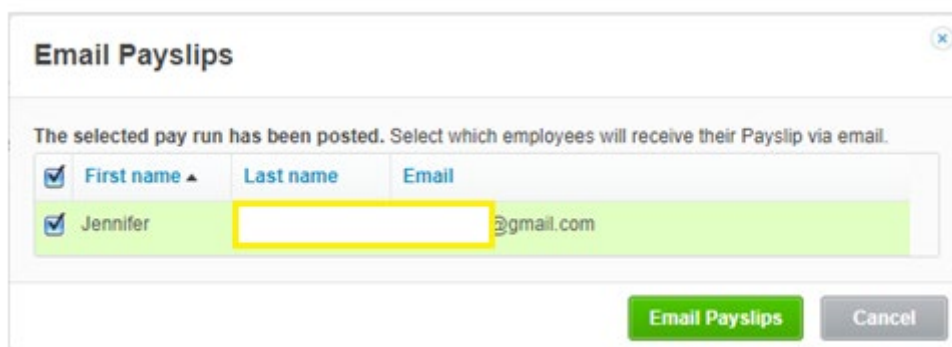


16. Select Yes to confirm to Post the Pay Run

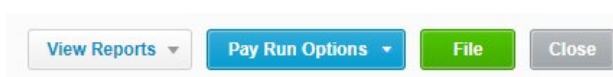


17. Some clients may require you to Download the ABA file (which can then be uploaded into banking software for payment) – if so, then select Download ABA. This will save to your Downloads

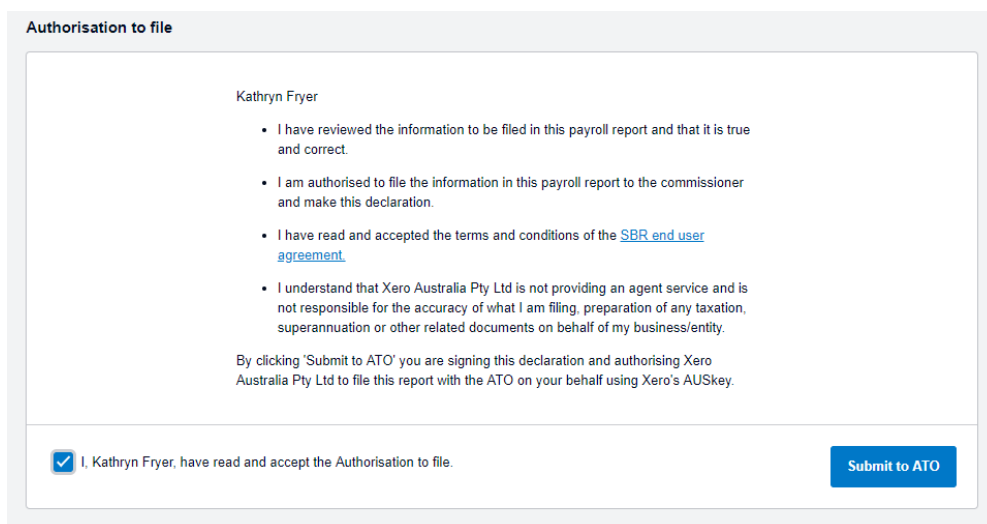
18. Otherwise select Email Payslips



19. Select Email Payslips to confirm for PaySlips to be sent.



20. Select File – this will lodge the payment run with the ATO.



21. Tick that you have authorisation to lodge and select Submit to ATO.

**Pay Run History**

Calendar	Period	Payment Date	Wages	Tax	Super	Net Pay	STP Filing
Weekly	Latest Week ending 11 Sep 2019	11 Sep 2019	100.00	20.00	0.00	80.00	Filed
Fortnightly -	Latest Fortnight ending 06 Sep...	06 Sep 2019	2,884.62	672.00	274.04	2,212.62	Filed

22. You will be returned to the main payroll dashboard and can see the payment run listed. The payment run may be listed as Pending (orange) and will later change to green Filed.

23. Reports can be downloaded and saved if required.