



PUSHING NEW EMPLOYEES TO KEYPAY

MANTRA

Cloud HR Software to
Build a Better Workplace

ADDRESS

Level 4/58 Riley St,
Darlinghurst NSW 2000



WWW.EMPLOYEECONNECT.COM

INTRODUCTION

Please follow the below instructions when pushing new employees from EmployeeConnect to KeyPay for the first time:

Note:

While EmployeeConnect does push new employee data to KeyPay, some manual steps will need to be performed in KeyPay as a once-off, for each new employee.

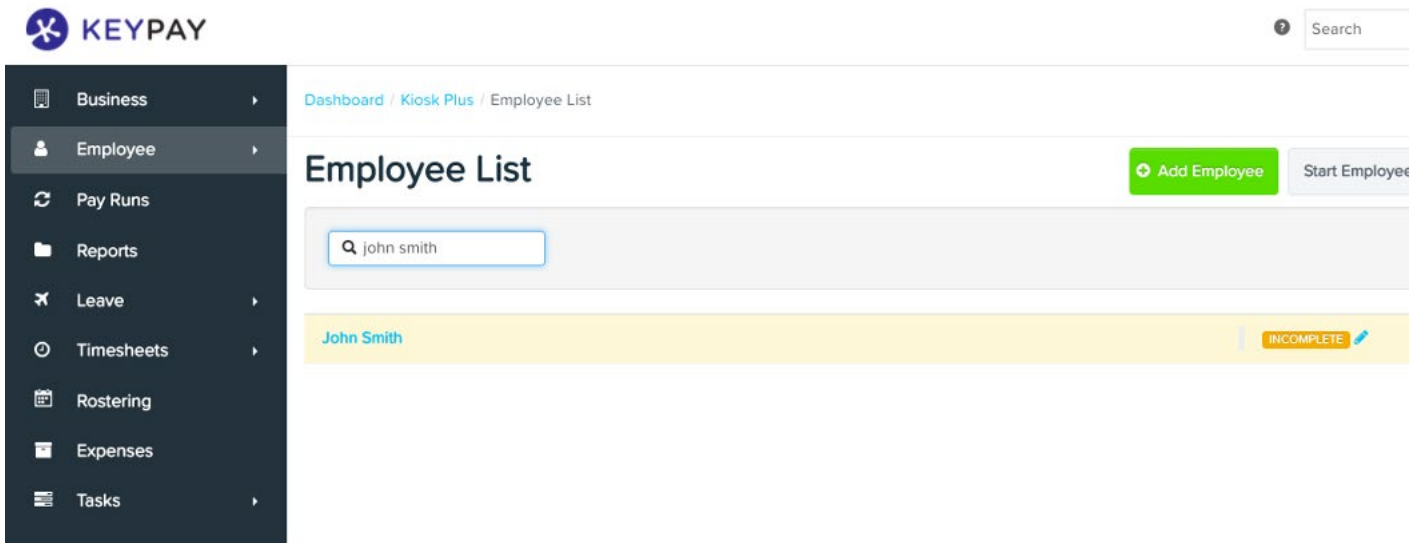
Please note that the below steps cannot be performed in bulk, and will need to be performed for each new employee that has been pushed from EmployeeConnect to KeyPay.

STEP 1



Search and select the new employee that has been pushed from EmployeeConnect to KeyPay, an **'Incomplete'** error will appear on the employee file in KeyPay.

- Select the employee



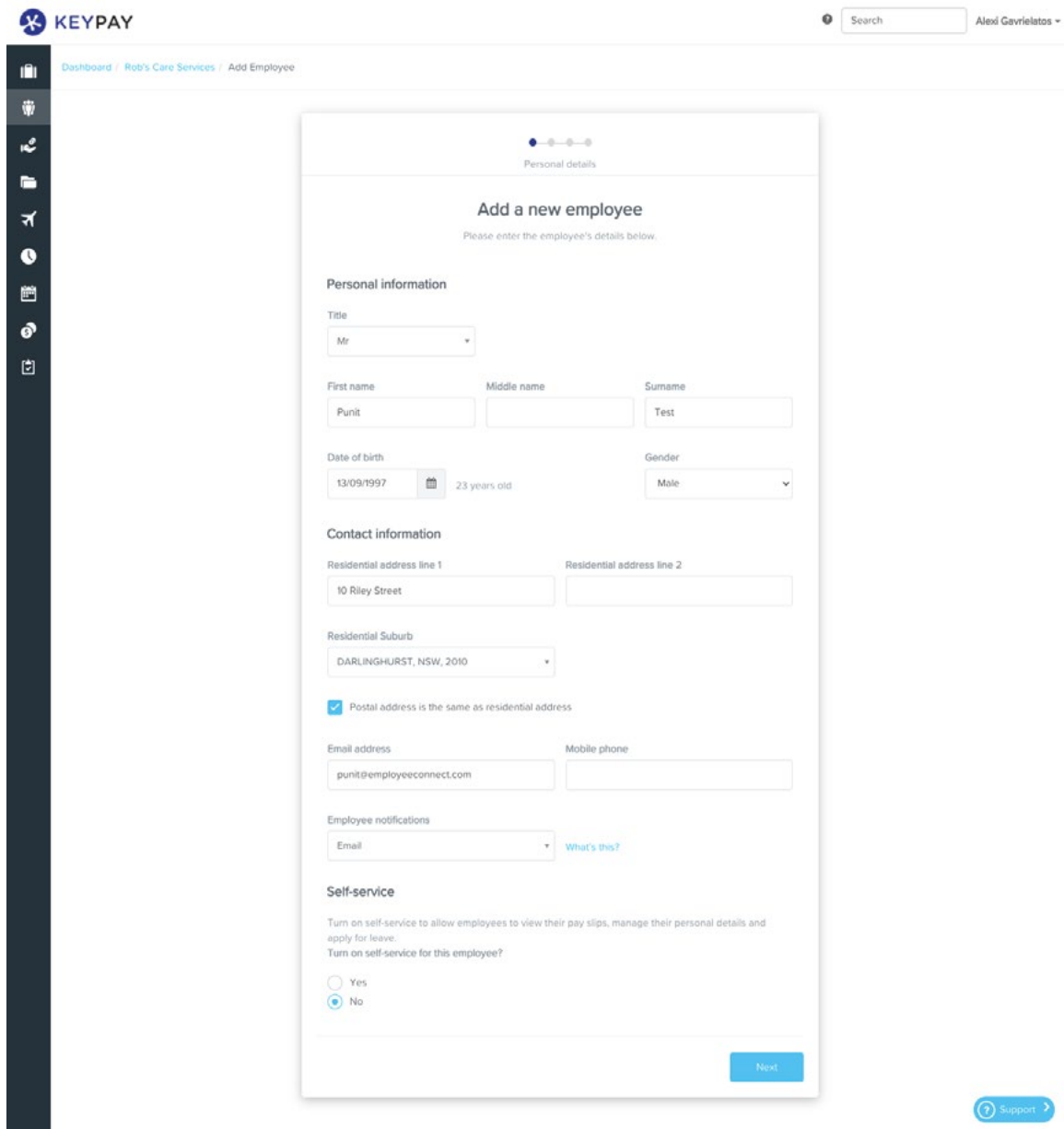
The screenshot displays the KeyPay web interface. On the left is a dark navigation sidebar with the KeyPay logo at the top and a list of menu items: Business, Employee, Pay Runs, Reports, Leave, Timesheets, Rostering, Expenses, and Tasks. The main content area is titled 'Employee List' and includes a search bar with 'john smith' entered. Below the search bar, a single employee entry for 'John Smith' is highlighted in yellow. To the right of the name, there is a status indicator that reads 'INCOMPLETE' with a small blue pencil icon next to it. At the top right of the main area, there are buttons for 'Add Employee' and 'Start Employee'.

STEP 2



After selecting the employee, you will be taken to the **'Add A New Employee'** wizard. Make any necessary changes to the **'Postal Address'** or **'Self-Service'** options, then select the **'Next'** button.

- All other data for this screen will have been pushed from EmployeeConnect and should already be complete.



KEYPAY Search Alexi Gavriletos

Dashboard / Rob's Care Services / Add Employee

Add a new employee
Please enter the employee's details below.

Personal information

Title: Mr

First name: Punit Middle name: Surname: Test

Date of birth: 13/09/1997 (23 years old) Gender: Male

Contact information

Residential address line 1: 10 Riley Street Residential address line 2:

Residential Suburb: DARLINGHURST, NSW, 2010

Postal address is the same as residential address

Email address: punit@employeeconnect.com Mobile phone:

Employee notifications: Email [What's this?](#)

Self-service

Turn on self-service to allow employees to view their pay slips, manage their personal details and apply for leave.
Turn on self-service for this employee?

Yes No

Next

[Support](#)

STEP 3

After completing the **'Personal Details'** screen, you will be taken to the **'Employment Details'** screen. Ensure to check the **'Primary Location'**, **'Pay Schedule'**, and **'Primary Pay Category'**, as these attributes will be set to default values for new employees, then select the **'Next'** button.

- **Note:** Ensure to define relevant **'Award'**, **'Employment Agreement'**, **'Pay Rate Template'**, **'Pay Condition Rule Set'**, and **'Leave Allowance Template'** details, as this information will not be pushed from EmployeeConnect.
- **Note:** Ensure to amend **'Hours Per Week'**, as this information defaults to zero.

[Support](#)

STEP 4



After completing the **'Employment Details'** screen, you will be taken to the **'Banking & Super'** screen. Manually enter the employee's **'Super Fund'** details, then select the **'Next'** button.

KEYPAY

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Dashboard / Rob's Care Services / Add Employee

Banking & super

Bank details

Electronic [What's this?](#)

Account name	BSB - Account number	
Punit Test	112-879	123456789

Super fund

Fund name	Product code	Member number
NO FUND SUPPLIED		

If an employee hasn't supplied you with a super fund, you can add super funds later.

Back Next

Support

STEP 5



After completing the **'Banking & Super'** screen, you will be taken to the **'Tax File Declaration'** screen. Make any necessary amendments if required, then select the **'Done'** button.

KEYPAY Search Alexi Gavrielatos

Dashboard / Rob's Care Services / Add Employee

Tax file declaration

Tax File Declaration ATO TFN Declaration Form

Tax File Number
123-456-789

[I don't have a tax file number for this employee](#)

Previous Surname

Tax Calculation Options

- Australian resident for tax purposes
- Claim tax free threshold
- Is approved working holiday maker (and business is a registered employer of working holiday makers)
- Claim seniors and pensioners tax offset
- Claim zone, overseas forces or dependent (invalid and carer) tax offset
- Has accumulated STSL debt
- Has approved withholding variation

Medicare Levy Exemption
None

Date Signed
9/11/2020

Date Signed is the date the hard copy of the tax file declaration was signed by the employee. If you don't know what it is, it's ok to leave it blank.

Lodge with ATO
 Lodge this Tax File Declaration electronically with ATO now

Back Done

Support

STEP 6



After completing the **'Tax Declaration'** screen, you will be taken to the **'Complete'** screen.

- You can select the **'Employee's Name Details'** button to view or make any further adjustments to the new employee's file.

