

EmployeeConnect



PUSHING NEW EMPLOYEES
TO KEYPAY

Pushing new employees to KeyPay

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 application interface. At the top left is the KeyPay logo. A search bar in the top right contains the text 'Ari Kopoulos'. A dark sidebar on the left lists navigation options: Business, Employee, Pay Runs, Reports, Leave, Timesheets, Rostering, Expenses, and Tasks. The main content area is titled 'Employee List' and includes buttons for 'Add Employee', 'Start Employee Self Setup', 'Import', and 'Export'. A search input field contains 'john smith'. Below the search bar, a table lists an employee named 'John Smith' with a yellow background and an 'INCOMPLETE' status indicator. A 'Support' button is located in the bottom right corner.

PERSONAL DETAILS

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 Gavrielatos

Dashboard / Rob's Care Services / Add Employee

Personal details

Add a new employee

Please enter the employee's details below.

Personal information

Title
Mr

First name Middle name Surname
Punit Test

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

Contact information

Residential address line 1 Residential address line 2
10 Riley Street

Residential Suburb
DARLINGHURST, NSW, 2010

Postal address is the same as residential address

Email address Mobile phone
punit@employeeconnect.com

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

EMPLOYMENT DETAILS

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.

The screenshot shows the 'KEYPAY' interface for adding an employee. The 'Employment details' form is displayed with the following fields and values:

- Award:** No award
- Employment Agreement:** No employment agreement
- Pay Rate Template:** Manually set rates
- Pay Condition Rule Set:** Select a Rule Set
- Start Date:** 13/10/2020
- Employment Type:** Full Time
- Primary Location:** Rob's Care Services / SYD
- Pay Schedule:** Weekly
- Pay rate:** \$ 80000.0000 per annum based on a standard 0 hour week
- Standard hours per day:** 7.6 Use standard business daily hours
- Primary Pay Category:** Salary
- Leave Allowance Template:** No leave allowance template
- Timesheets:** Do not use timesheets

Buttons for 'Back' and 'Next' are visible at the bottom of the form. A 'Support' link is located at the bottom right of the page.

Step 4 - After completing the **'Employment Details'** screen, you will be taken to the **'Banking & Super'** screen.

- All data for this screen will have been pushed from EmployeeConnect and should already be complete, unless the new employee's super fund is a **SMSF**, in which case you will need to **manually enter** this information, then select the **'Next'** button.

KEYPAY

Search Alexi Gavrielatos

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

TAX FILE DECLARATION

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.

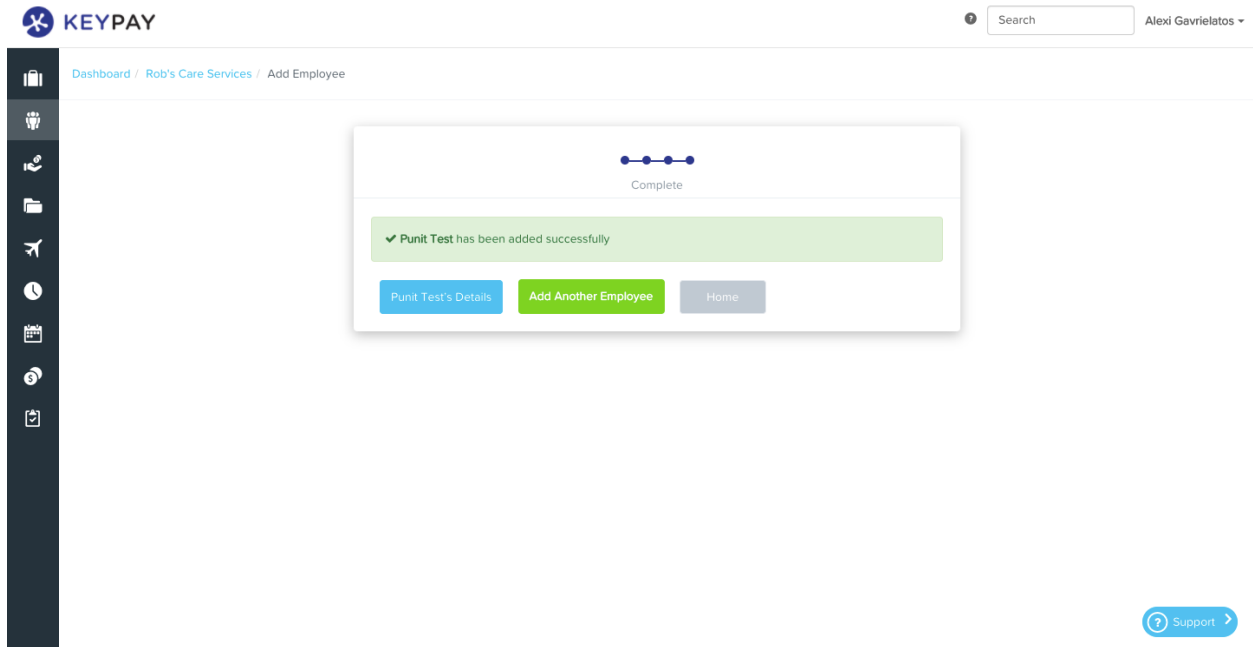
The screenshot shows the KeyPay interface for the 'Tax File Declaration' form. The page header includes the KeyPay logo, a search bar, and the user name 'Alexi Gavrielatos'. The breadcrumb trail is 'Dashboard / Rob's Care Services / Add Employee'. The form itself is titled 'Tax file declaration' and contains the following fields and options:

- Tax File Declaration** (with a toggle for 'ATO TFN Declaration Form')
- Tax File Number**: Input field containing '123-456-789'. Below it is a link: 'I don't have a tax file number for this employee'.
- Previous Surname**: Empty input field.
- 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**: Dropdown menu set to 'None'.
- Date Signed**: Input field containing '9/11/2020' with a calendar icon. Below it is a note: '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

At the bottom of the form are 'Back' and 'Done' buttons. A 'Support' button is located at the bottom right of the page.

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.



The screenshot displays the KeyPay web application interface. At the top left is the KeyPay logo. To the right is a search bar and the user name 'Alexi Gavrielatos'. Below the header is a breadcrumb trail: 'Dashboard / Rob's Care Services / Add Employee'. A central modal window shows a progress indicator with four dots, the word 'Complete', and a green success message: '✓ Punit Test has been added successfully'. Below the message are three buttons: 'Punit Test's Details' (blue), 'Add Another Employee' (green), and 'Home' (grey). A 'Support' button is located in the bottom right corner of the main content area.