

# SmartPayroll

It pays to get it right.

## 4 simple steps to start using SmartPayroll!



### **Step 1: Sign up**

Sign up online or let us know if you want a form emailed to you.

### **Step 2: Set up training**

Our Account Services team will give you a call within the next business day, to start getting you set up and discuss any training you require.

### **Step 3: Provide documents and employee's information**

We'll then send you an email with your login details so you can start setting your employees up. Or you can send us some reports from your existing payroll provider to speed this up. We'll also send some documents for you to sign and return.

### **Step 4: Get started!**

Once your employees are set up, you can use SmartPayroll for your next pay run. To start automating payments, we'll need all signed documents and confirmation from your bank. We'll let you know when we have bank confirmation, this usually takes up to 5 days, or for ASB banking customers around 2 weeks.

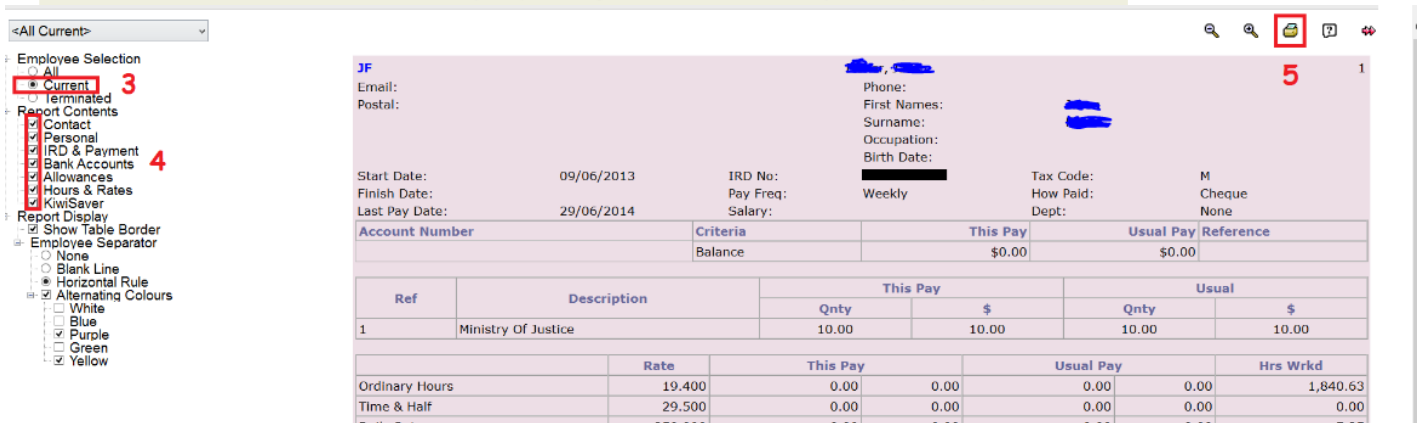
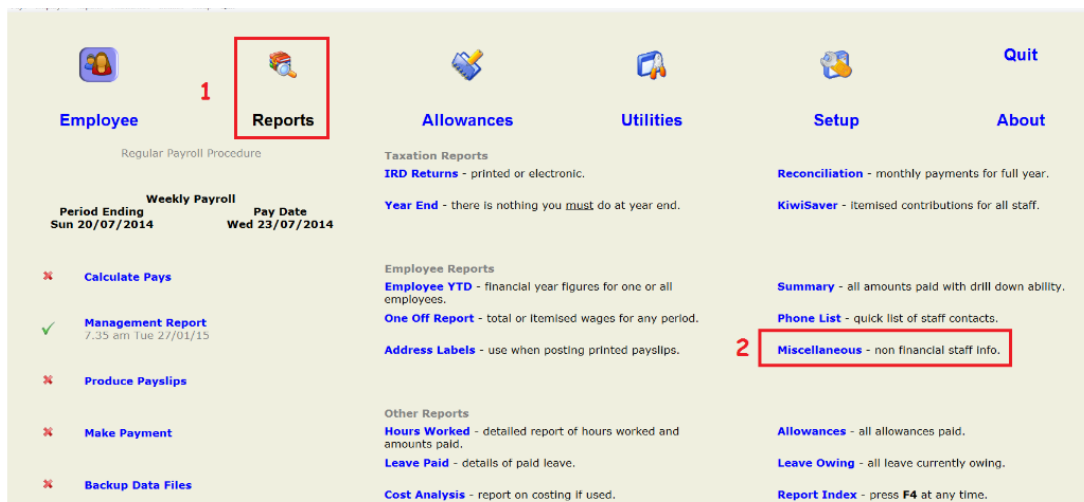
# Switching from Ace Payroll

When switching from Ace Payroll, there's a couple of reports you can provide us to make the transition easier for you.

## Ace Payroll reports to provide:

### Report One: Employee Details Report

- Found under the reports tab in the miscellaneous subsection of Ace Payroll. This will let us load your employee details for you, and can be sent to us at any time during set up. Follow the numbered steps in the screenshots below.



### Report Two: Leave Owing Report

- Once you've run your last pay through Ace, please send us the Leave Owing Report found in the main reports tab. We will use this to ensure all balances are transferred correctly and start accruing from the correct date.