



# **Xero**

## **Payroll Guide**

### **Setting up Employees**

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## Xero Payroll

In this guide, we will show you how to set up employees in Xero. This includes recording contact details, tax information and pay rates.

### Set up an Employee

We will set this casual employee up in Xero for a Charcoal Chicken shop. Click on the Payroll dashboard tab and select Employees.

Lauren Lisel	Casual Employee – Generally 5 hours per week
Superannuation Fund: REST #NEW	TFN: 156 456 757 – Tax free Threshold
Rate of Pay: As per Award	DOB: 30/5/2001 (16 years as of 2017)
Start Date: 5/7/17	
Level 1 – Junior Rates	

1. Click on Add Employee and enter the following details for each tab

**Details**

**Basic Information**

**Title (optional)**

**First Name**

**Middle Name (optional)**

**Last Name**

**Date of Birth** Lauren is 16 years old

May

▼

**Job Title (optional)**

**Gender (optional)**

 ▼

**Contact Information**

**Phone Number (optional)**

**Mobile Number (optional)**

**Email (optional)**

**Address**

**Address Line 2 (optional)**

**Suburb**

**State**

 ▼

**Postcode**

Employee Name <b>Lauren Lisel</b>		Salary View	Earnings YTD View	Next Payment Date ---	Options			
Details	<b>Employment</b>	Taxes	Leave	Bank Accounts	Payslips	Pay Template	Opening Balances	Notes

**Employment**

Start Date: 05 Jul 2017  
 Classification: Fast Food - Level 1  
 Payroll Calendar: Weekly  
 Employee Group:   
 Holiday Group: New South Wales  
 Ordinary Earnings Rate: Ordinary Hours  
 Authorised to Approve Leave  Authorised to Approve Timesheets

**Superannuation Memberships**

REST Industry Super (Retail Employees Superannuation Trust) - USI NEW

Employee Name <b>Lauren Lisel</b>		Salary View	Earnings YTD View	Next Payment Date <b>12 Jul</b>	Options			
Details	Employment	<b>Taxes</b>	Leave	Bank Accounts	Payslips	Pay Template	Opening Balances	Notes

**Tax Declaration** Status: No Activity

Tax File Number (TFN): 156-456-757 OR TFN Exemption:   
 Employment Basis: Casual employment  
 Residency Status: Australian Resident

Tax Free Threshold Claimed  
 Trade Support Loan  
 Other Tax Offset Claimed

HECS or HELP Debt  
 Financial Supplement Debt  
 Student Startup Loan  
 Upward Variation Requested

Eligible to Receive Leave Loading  
 Senior and Pensioners Tax Offset Claimed  
 Has Approved Withholding Variation

File Now
Save Only
Cancel

Lauren does not get entitlements as she is a casual.

Employee Name ▾  
**Lauren Lisel**

Salary

Earnings YTD

Next Payment Date  
**12 Jul**

---

Details
Employment
Taxes
Leave
Bank Accounts
Payslips
**Pay Template**
Opening Balances
Notes

**Pay Template**

Earnings Rate	Hours	Rate	Total
Ordinary Hours	<input type="text"/>	10.042100	<input type="text"/>
<input type="button" value="+ Add Earnings Line"/>			
<input type="button" value="+ Add Deduction Line"/>			

  

Superannuation Fund	Percentage
REST Industry Super - SGC - USI	Statutory Rate
<input type="button" value="+ Add Superannuation Line"/>	
<input type="button" value="+ Add Reimbursement Line"/>	

The Standard Pay for casual employees should be 0 as their pay is based on their weekly timesheet hours. Based on the Fast Food Industry Award, the Level 1 minimum wage is \$763.20 per week. As Lauren is 16 years old, she gets 50% (junior rates come into play) of that, which is \$381.60. Therefore, the Hourly Rate is  $381.60 / 38 = \$10.0421$ .

**17. Minimum weekly wages**

[17 varied by PR997880,PR509034,PR522865,PR536668,PR551591,PR566668,PR579748,PR592098 ppc 01Jul17]

Classifications	Per week \$
Level 1	763.20
Level 2	809.10
Level 3—In charge of one or no persons	821.50
Level 3—In charge of two or more persons	831.60

  

**18. Junior rates**

Junior employees will be paid the following percentage of the appropriate wage rate in clause 17—Minimum weekly wages:

Age	% of weekly wage
Under 16 years of age	40
16 years of age	50
17 years of age	60
18 years of age	70
19 years of age	80
20 years of age	90