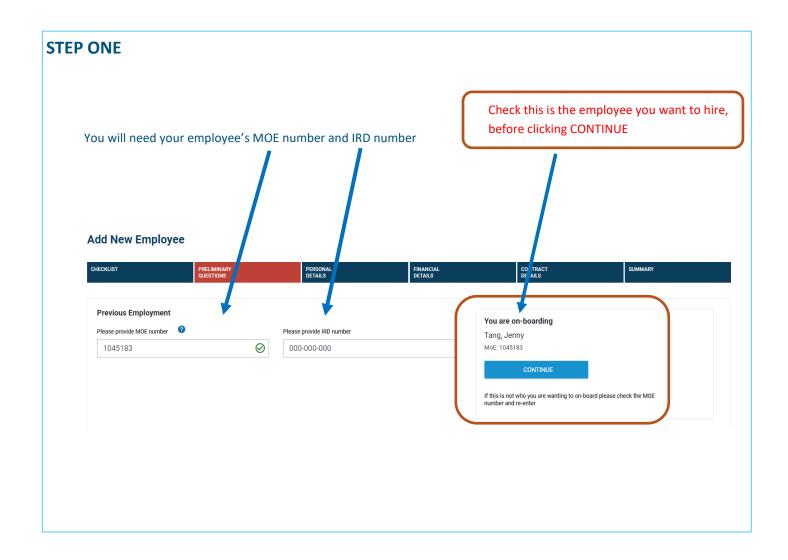


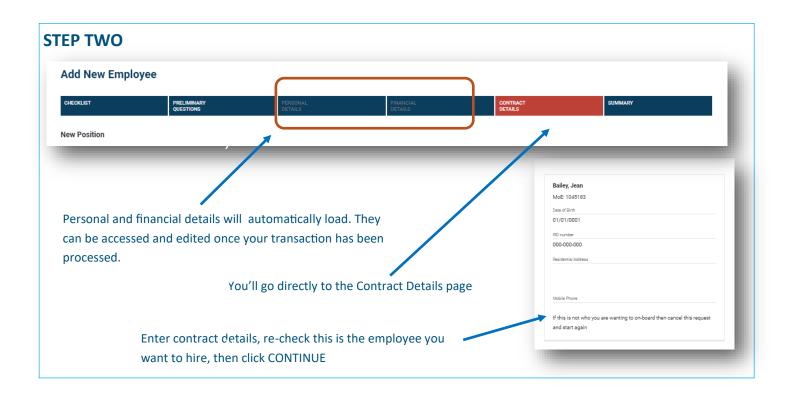
# On-boarding quick start guide a simpler way to add a new employee

www.edpay.nz



### On-boarding a new employee





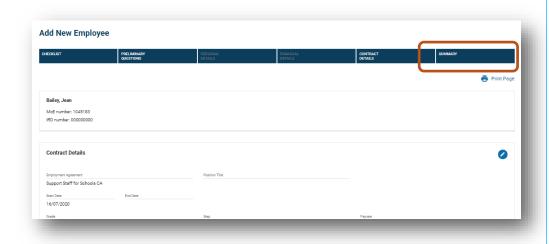
#### **STEP THREE**

Some on-boarding transactions will be processed immediately, saving time. As we develop Edpay, the proportion of immediate processing will increase.

Once you've added contract details and clicked CONTINUE, what you see will tell you whether your transaction will be immediately processed.

#### **EITHER**

You will go directly to the summary page. This means that once you submit, your transaction will be immediately processed. You can then view the employee in the My Employees dashboard and review/update personal and financial details, then add allowances.



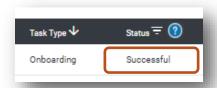
#### OR

The add allowance field will appear, so you can add allowances, then CONTINUE to the summary page. This means your transaction needs to be processed by our school account team.



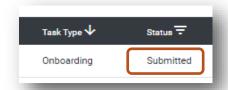
#### **STEP FOUR**

After SUBMIT go to ACTIVITY HISTORY



Successful means....

Your transaction has been processed immediately. You can now view the employee in the My Employees dashboard and review/update personal and financial details, then add allowances.



Submitted means.....

Your transaction has been sent to our school account team for processing. You will receive an email once processing is being completed. You will then be able to view the employee in the My Employees dashboard and review/update personal and financial details.

## **Your proof of transaction**

