



Here's where you enter employee information, including personal details, pay details and tax information. There are required (yellow) fields across multiple tabs. You won't be able to save the employee until you've completed all these required fields.

Employee details	Tax	Pay items - earnings & deductions	Leave	KiwiSaver	Pay history	Notes
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## Annual leave

Annual entitlement:  weeks (pro-rata)  
 160.00 hrs/year (fixed)

**Estimated entitlement: 160.00 hrs**  
All employees are entitled to 4 weeks of leave per year. We estimate your employee's entitlement by multiplying their contracted hours by 4. [Learn more](#)

Holiday pay:  %

Anniversary date:  dd/mm

### Current balances [show help](#)

Display current balances in:  Hours  
 Days  
 Weeks

Available balance: 3.50 hours

Available balance adjustment:  hrs

Estimated leave accrued since anniversary: 150.77 hours

Estimated leave accrued adjustment:  hrs

### Opening balances [show help](#)

Opening available balance: 0.00 hrs

Opening estimated leave accrued since anniversary: 0.00 hrs

## Annual leave

### Annual entitlement

Choose how to accrue this employee's annual leave and enter how much they're entitled to.

### Fixed hours per year (recommended)

Employees are entitled to 4 weeks of annual leave. Work out the employee's annual entitlement in hours by multiplying their normal weekly contract hours by 4.

Estimated leave accruals are calculated based on the number of hours per year you've entered.

### Pro rata weeks

Enter how many weeks of annual leave the employee gets per year. The estimated leave accrued is based on the number of hours the employee works in each pay period.

### Holiday pay

For permanent and part-time employees, this is the percentage at which accrued holidays are paid on termination. For example, if an employee has earned \$10,000 since their anniversary date and has holiday pay of 8%, they'll receive \$800.

For casual and fixed-term employees, this percentage is added to the employee's gross salary each pay period.

The minimum legal rate for holiday pay is 8.00%. For more details, see [Employment New Zealand's](#) page.

## Sick leave

### Annual entitlement

All employees are entitled to sick leave. The first entitlement becomes available after 6 months, and then every 12 months.

### Maximum accrual

Unused sick leave is carried over to the next period up to the maximum amount defined.

## Alternative holidays

Opening balance:  days [show help](#)

Current balance available: 0.00 days

## Sick leave

Annual entitlement:  days

Maximum accrual is:  days

Opening balance:  days [show help](#)

Anniversary date:  dd/mm

Current balance available: 8.00 days

Next

Save

Cancel