BUSINESS PORTAL

+	Add Item
—	Delete Item
⬤	Next/Save Button
✉	Email Link
📄	Run Reports
👤+	Add Client/Employee
⊞	Add Time Entry
🕐	Approve Time
✎	Edit
▼	Drop Down Menu

Paymate

- Dashboard
- Payroll Configuration
- Employee Onboarding
- Time Entry Management
- Payroll Reports
- Settings

Overview

10 days until payday

Tasks

- [ ]
- [ ]
- [ ]
- [ ]

+ − ✎

Quick Actions

⊞ Add Time Entry

👤+ Add Employee

🕐 Approve Time

📄 Run Report

✉ Invite Team

Helpful Resources

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

Time Entry Management

Payroll Reports

Settings

Dashboard

Expenses
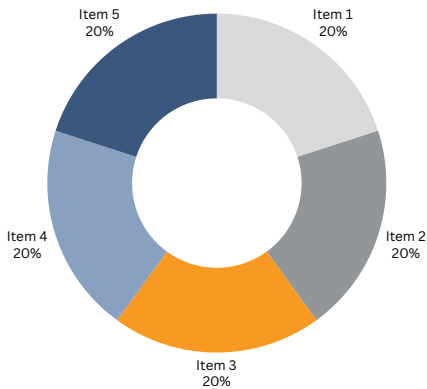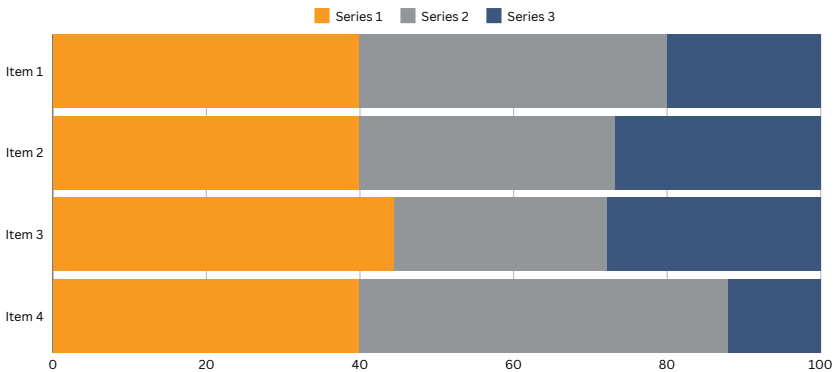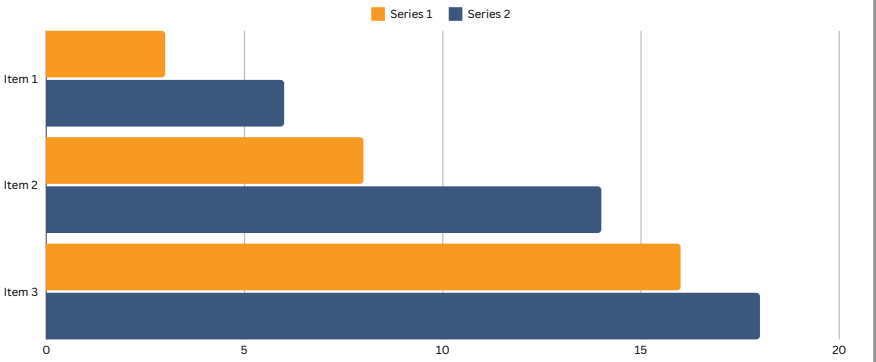
Item 5 20%
Item 1 20%
Item 2 20%
Item 3 20%
Item 4 20%

PAYE

Series 1 · Series 2 · Series 3

NPF

Series 1 · Series 2

ACC

Series 1 · Series 2

Paymate

Dashboard

Payroll Configuration

- **Set Up**
- Payment Agency
- Codes

Employee Onboarding

Time Entry Management

Payroll Reports

Settings

Payroll Configuration

| **Payroll Policy** | Contract | Leave Entitlements | Deductions |

Payroll Start Date

Payroll End Date

Pay Schedule

Next

Paymate

Payroll Configuration

Payroll Policy   **Contract**   Leave Entitlements   Deductions

Type of Employees

Pay Types

Departments

Cost Centers

Next

Paymate

Payroll Configuration

Payroll Policy   Contract   **Leave Entitlements**   Deductions

Annual Leave

Sick Leave

Time in Lieu

Maternity

Bereavement

Next

Public Holiday

Paymate

- Dashboard
- **Payroll Configuration**
  - **Set Up**
  - Payment Agency
  - Codes
- Employee Onboarding
- Time Entry Management
- Payroll Reports
- Settings

Payroll Configuration

Payroll Policy	Contract	Leave Entitlements	**Deductions**

Mandatory

Agency

Rate Amount

Particulars

Payslip Note

Save

Paymate

Dashboard

Payroll Configuration

- Set Up

- **Payment Agency**

- Codes

Employee Onboarding

Time Entry Management

Payroll Reports

Settings

Payment Agency

| Create New | Modify |

Samoa National Provident Fund

Accident Compensation Corporation

Pay As You Earn

Savings

Paymate

Dashboard

Payroll Configuration

- Set Up
- **Payment Agency**
- Codes

Employee Onboarding

Time Entry Management

Payroll Reports

Settings

Payment Agency

Create New | Modify

Samoa National Provident Fund

Samoa National Provident Fund

| Title |

Accident

| Email |

| Phone Number |

Pay As Yo

| Address |

| Holding Account ▼ |

Savings

| Calculation ▼ |

☐ Payslip YTD

☐ Statutory

Payee Details

| Bank ▼ |

ANZ
BSP
NBS
SCB
Others/Overseas

| Account Name |

| Account Number |

| Country |

| Employer # at fund |

Bank
Wages
Savings
Loans

Amount per pay period
Percentage
Time x Rate
Earning Rate

Save

Paymate

Dashboard

Payroll Configuration

- Set Up

- Payment Agency

- **Codes**

Employee Onboarding

Time Entry Management

Payroll Reports

Settings

Codes

Create New

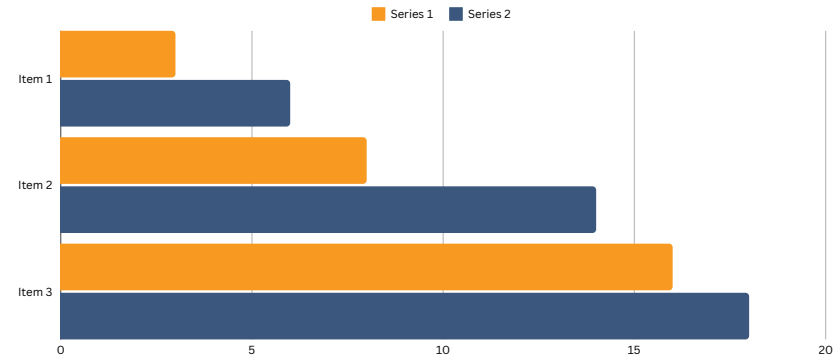| Categories |
| --- |
| Activity |
| Allowance |
| Cost Center (Accounts) Codes |
| Departments |
| Leave Codes |
| Payment Agency |

Paymate

- Dashboard
- **Payroll Configuration**
  - Set Up
  - Payment Agency
  - **Codes**
- Employee Onboarding
- Time Entry Management
- Payroll Reports
- Settings

Codes

Categories

Activity

Allowance
- Net pay advance
- Back pay
- Bonus
- Retirement

Cost Center (Accounts) Codes

Departments

Leave Codes

Payment Agency

— + 🖨

Edit Tool

✏️

Abbreviation	ADVANCE
Description	Net pay advance
Classification	Non-taxable
Calculation	Units x Rate

Amount per pay period
Units x Rate
Time x Rate
Earnings x Rate

☐ Payslip YTD

☐ Include in SNPF Calculations

Save

Paymate

Add New Employee

Personal Details:

| First Name | Middle Name | Surname |

| Date of Birth | Personal Email Address | Phone Number |

| Gender | Address |

Next

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

- **Add New Employee**

- **View All Employees**

Time Entry Management

Payroll Reports

Settings

Add New Employee

Employment Details:

Status ▼
Active
Inactive

Job Title	Department	Employee ID
Manager	Work Location	Pay Schedule

Next

Add New Employee

Payment Methods

| Payment Method ▼ | Bank Name | Account Number |

Direct Debit
Cash

Pay Type

☐ Hourly   ☐ Rate per hour   ☐ Salary   ☐ Salary Amount

☐ Allowances/Reimbursements   ☐ Commission

Pay Frequency ▼

Weekly
Fortnightly
Monthly
Other

Next

Paymate

- Dashboard
- Payroll Configuration
- **Employee Onboarding**
  - **Add New Employee**
  - View All Employees
  - View Employee Profile
- Time Entry Management
- Payroll Reports
- Settings

Add New Employee

Deductions

Statutory Deductions

- ☑ ACC
- ☑ NPF
- ☐ PAYE

Recurring Deductions:

| Pay to: | Rate/Amount | Priority |

Compulsory
Zero if unpayable

| Reference | Payslip Note |

Notes:

| Date | Subject | Summary |

☐ Time Entry Access Email

Save

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

- Add New Employee

- **View All Employees**

- View Employee Profile

Time Entry Management

Payroll Reports

Settings

View All Employees

Run Payroll

Next payroll due Thursday 11/07/2024
Next payroll due Thursday

| Find Employee 🔍 | Active Employees ▼ | | Add an employee |

Active
Inactive
All Employees

Employee ID	Name	Pay Rate	Pay Method	Status	Email Address	Phone Number

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

- Add New Employee

- View All Employees

- **View Employee Profile**

Time Entry Management

Payroll Reports

Settings

Employee Profile

Personal Details:

Name
Email
Phone Number
Date of Birth
Address

Employment Details:

Status
Employee ID
Job Title
Department
Manager
Work Location Pay Schedule

Payment Method:

Payment Type:

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

- Add New Employee

- View All Employees

- **View Employee Profile**

Time Entry Management

Payroll Reports

Settings

Employee Profile

Deduction and Contributions

Statutory Deductions
- ACC
- NPF
- PAYE

Recurring Deductions

Payroll History

Pay Date	Name	Total Pay	Net Pay	Pay Method	Status

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

Time Entry Management

- **Time Entry**

- Time Entry Review

Payroll Reports

Settings

Time Entry/Review

| Employee | Date Range | Search Employee 🔍 | Add Time ▼ |

Name	Total	Regular	Overtime	Action
				Approved
				Approved

Paymate

- Dashboard
- Payroll Configuration
- Employee Onboarding
- Time Entry Management
- Run Payroll
- **Payroll Reports**
  - PAYE
  - **NPF**
  - ACC
  - Expenses
- Settings

Reports

Report *	From Date	To Date	
Select ▼	24-06-2024	23-07-2024	**Run Report**

NPF Report
ACC Report
PAYE Report
Expenses Report

SAMOA NATIONAL PROVIDENT FUND

Employer: 4321
Name: BRAVOS LIMITED
Address: MATAFELE, APIA SAMOA
Contact: TAUALAI FONOTI

C O N T R I B U T I O N   S C H E D U L E

Page: 1		Month : Jul-23					
CONTRIBUTIONS FOR PAY PERIOD ENDING							
		1	2	3	4	5	TOTAL
NPF #	NAME OF EMPLOYEES	756.78	0.00	684.55	0.00	166.67	1,608.00
1 CQO17	Employee 1	109.32	0.00	110.94	0.00	0.00	220.26
2 KYP80	Employee 2	32.40	0.00	57.72	0.00	0.00	90.12
3 KYM84	Employee 3	64.00	0.00	64.00	0.00	0.00	128.00
4 KDY32	Employee 4	115.36	0.00	69.22	0.00	0.00	184.58
5 KYY94	Employee 5	216.00	0.00	216.00	0.00	0.00	432.00
6 VRO38	Employee 6	53.04	0.00	0.00	0.00	0.00	53.04
7 KPY59	Employee 7	166.66	0.00	166.67	0.00	166.67	500.00

Paymate

- Dashboard
- Payroll Configuration
- Employee Onboarding
- Time Entry Management
- Run Payroll
- **Payroll Reports**
  - PAYE
  - NPF
  - **ACC**
  - Expenses
- Settings

Reports

Report *	From Date	To Date	
Select ▼	24-06-2024	23-07-2024	**Run Report**

- NPF Report
- **ACC Report**
- PAYE Report
- Expenses Report

ACCIDENT COMPENSATION CORPORATION

Employer: 1234
Name: BRAVOS LIMITED
Address: MATAFELE, APIA SAMOA
Contact: TAUALAI FONOTI

C O N T R I B U T I O N   S C H E D U L E

		Page: 1		Month :	Jul-23		
		CONTRIBUTIONS FOR PAY PERIOD ENDING					
		1	2	3	4	5	TOTAL
NPF#	**NAME OF EMPLOYEE**	59.01	0.00	51.79	0.00	0.00	110.80
1 CQO17	Employee 1	10.93	0.00	11.09	0.00	0.00	22.03
2 KYP80	Employee 2	3.24	0.00	5.77	0.00	0.00	9.01
3 KYM84	Employee 3	6.40	0.00	6.40	0.00	0.00	12.80
4 KDY32	Employee 4	11.54	0.00	6.92	0.00	0.00	18.46
5 KYY94	Employee 5	21.60	0.00	21.60	0.00	0.00	43.20
6 VRO38	Employee 6	5.30	0.00	0.00	0.00	0.00	5.30

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

Time Entry Management

Run Payroll

Payroll Reports

- **PAYE**

- NPF

- ACC

- Expenses

Settings

Reports

Report *

| Select ▼ |

From Date

| 24-06-2024 |

To Date

| 23-07-2024 |

Run Report

NPF Report
ACC Report
PAYE Report
Expenses Report

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

Time Entry Management

Run Payroll

Payroll Reports

- PAYE

- NPF

- ACC

- **Expenses**

Settings

Reports

Report *

| Select ▼ |

From Date

| 24-06-2024 |

To Date

| 23-07-2024 |

Run Report

NPF Report
ACC Report
PAYE Report
Expenses Report

Paymate

Dashboard

Payroll Configuration

Employee Onboarding

Time Entry Management

Run Payroll

Payroll Reports

Settings

- **User Management**

- Payroll Management

Settings