

Employee Kiosk - Navigation Overview

****Phone Version**

1. Once you've logged in to your Employee Kiosk account, you will see the Dashboard, which provides a summary of your payroll and leave information.

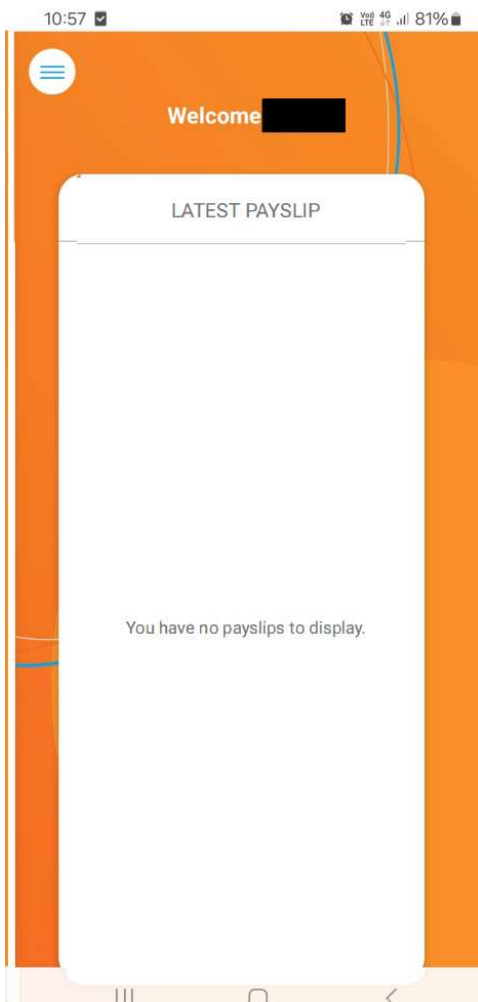
Latest Payslip

- Shows your most recent payslip.
- If you're new or haven't been paid yet, it may display:
"You have no payslips to display."

My Leave

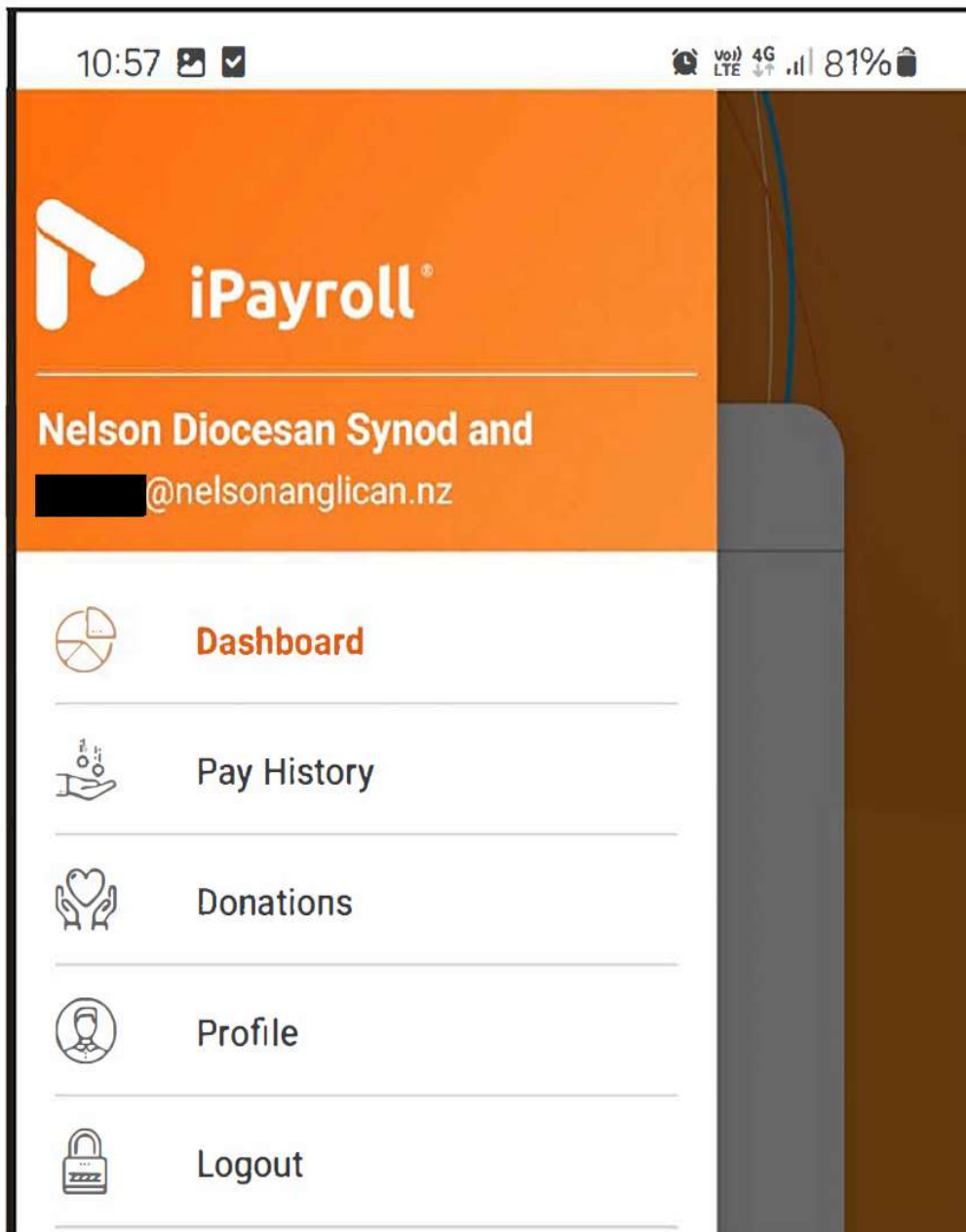
- View your current and past leave requests.
- Shows messages like:
"You have no leave requests to display" if you haven't submitted any.

Use the menu icon (≡) at the top-left corner to explore more options.



2. From the menu, we can explore more options such as:

- Pay History
- Timelogs
- Leave
- Tax summary
- Donations
- Profile



A) Pay History



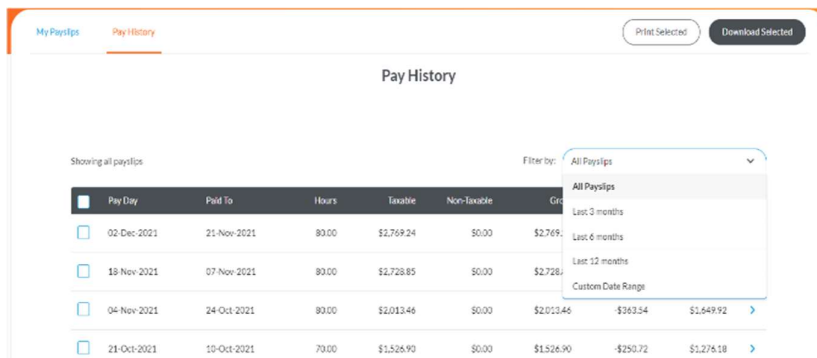
My Payslips

Details of your pay > use side arrow keys to view Current and Past > Print or Download Options.



Pay History

Lists your payslips > Filter by > Print or Download Selected Options.



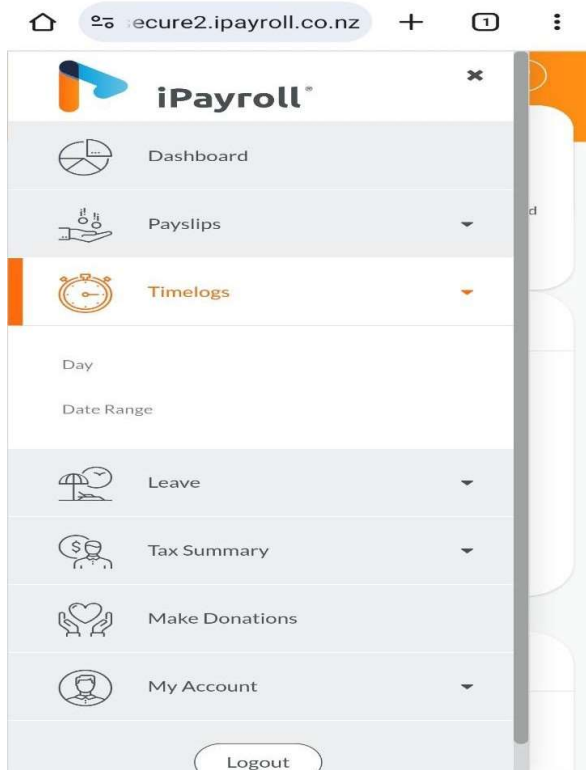
B) Timelogs

Timelogs are the way to tell your employer how many hours you worked on a given day so that you can get paid accordingly.

After adding a timelog it is important to send it for approval. We will only notify your employer about “sent” timelogs, which they can check and approve to be included in your pay.

You can add timelogs from both

- Day
- Date Range



C) Leave

Note: You would not be able to see the leave balances for your very first pay in Kiosk, as it will get updated once the first PayRun gets completed/closed.

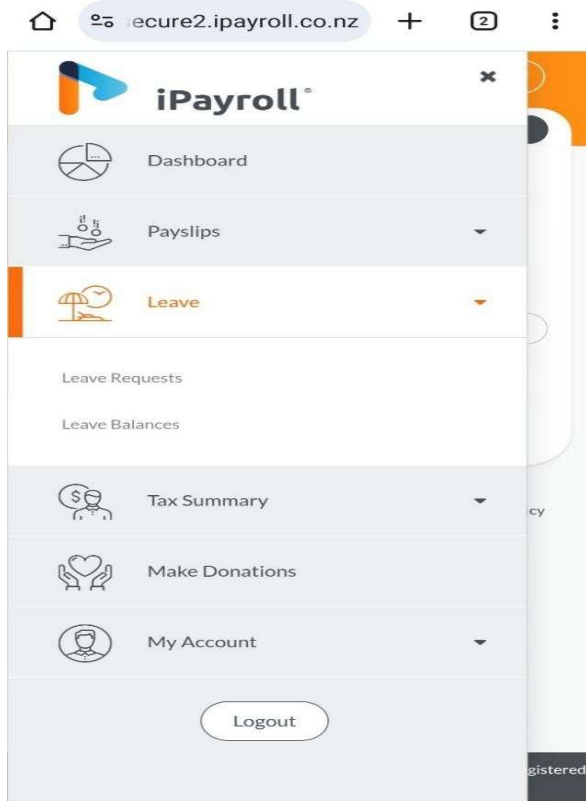
Leave Requests

To submit a Leave request for approval.

An email is generated to a leave approver with the details of your leave request.

Leave Summary

A summary of leave requests current and past with their status.



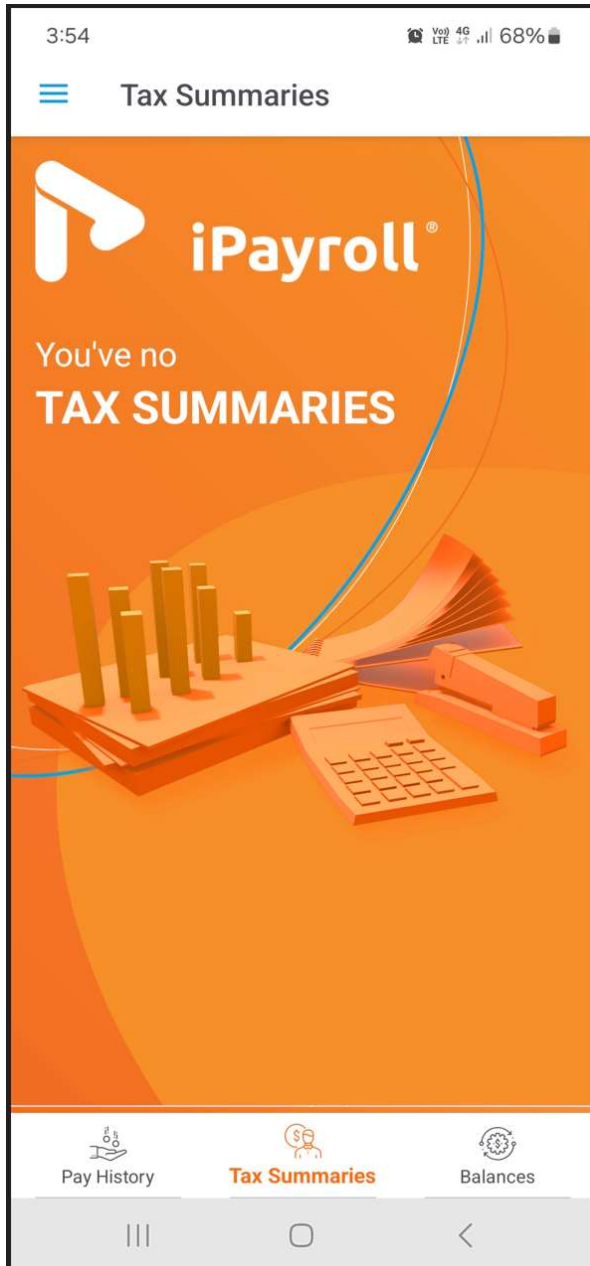
D) Tax Summary

Personal Tax Summary

Current Tax Year Information > Print or Download Options

Personal Tax Summary History

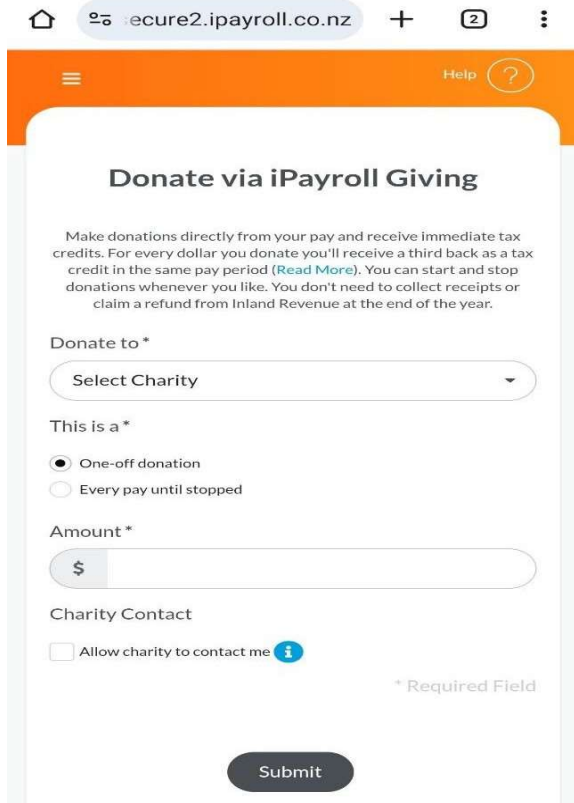
Current and Previous Tax Year Information > Select the year > View, Print or Download



E) Make Donations

iPayroll Giving

Donate via iPayroll Giving (any Registered Charity that uses iPayroll to pay their employees can be listed here. Your donation goes to the charity, and you receive the tax credit back in your pay so you will not need a receipt for tax purposes).



The screenshot shows a web browser window with the address bar displaying "secure2.ipayroll.co.nz". The page has an orange header with a menu icon, a "Help" link with a question mark icon, and a title "Donate via iPayroll Giving". Below the title is a paragraph explaining the service: "Make donations directly from your pay and receive immediate tax credits. For every dollar you donate you'll receive a third back as a tax credit in the same pay period ([Read More](#)). You can start and stop donations whenever you like. You don't need to collect receipts or claim a refund from Inland Revenue at the end of the year." The form includes a "Donate to *" dropdown menu with "Select Charity" as the placeholder. Below this is a "This is a *" section with two radio button options: "One-off donation" (selected) and "Every pay until stopped". The "Amount *" field is a text input with a dollar sign icon. The "Charity Contact" section has a checkbox labeled "Allow charity to contact me" with an information icon. A footnote at the bottom right states "* Required Field". A "Submit" button is located at the bottom center of the form.

Donate via iPayroll Giving

Make donations directly from your pay and receive immediate tax credits. For every dollar you donate you'll receive a third back as a tax credit in the same pay period ([Read More](#)). You can start and stop donations whenever you like. You don't need to collect receipts or claim a refund from Inland Revenue at the end of the year.

Donate to *

Select Charity

This is a *

☒ One-off donation

☐ Every pay until stopped

Amount *

\$

Charity Contact

☐ Allow charity to contact me [i](#)

* Required Field

Submit

F) Profile

Your Personal Information

- Select **Change request** them to change this information.
- Change Password - Enter your current password > the new password you want and confirm your new password (with the complexity rules).
- Two Factor Authentication - You can choose to enable a secondary security setting that requires an authentication app to access your information.
- Activity - Records when you have logged on and accessed your Employee Kiosk.

The screenshot shows a mobile application interface for an Employee Kiosk. At the top, the status bar displays the time 1:46, signal strength, 4G LTE, and 74% battery. The app header has a hamburger menu icon, the title 'Profile', and a 'Change Request' button. Below the header is a dark grey section titled 'PERSONAL DETAILS'. This section contains several input fields with labels and values: Name (Name Surname), Email (name@nelsonanglican.nz), Phone (234 5622), Address Line 1 (39 Bambi Avenue), Address Line 2 (empty), Suburb (Richmond), City (Nelson), and Post Code (7020). Below this is another dark grey section titled 'PREFERENCES'. It includes a toggle switch for 'Send email when paid' (which is turned on), a 'Sign Out' button, and a 'View Privacy Policy' link. At the very bottom, there is an Android-style navigation bar with three icons: a hamburger menu, a square, and a back arrow.

1:46 74%

Profile Change Request

PERSONAL DETAILS

Name Name Surname

Email name@nelsonanglican.nz

Phone 234 5622

Address Line 1 39 Bambi Avenue

Address Line 2

Suburb Richmond

City Nelson

Post Code 7020

PREFERENCES

Send email when paid ☒

Sign Out

View Privacy Policy