

Employee Kiosk - Navigation Overview

**Computer Version

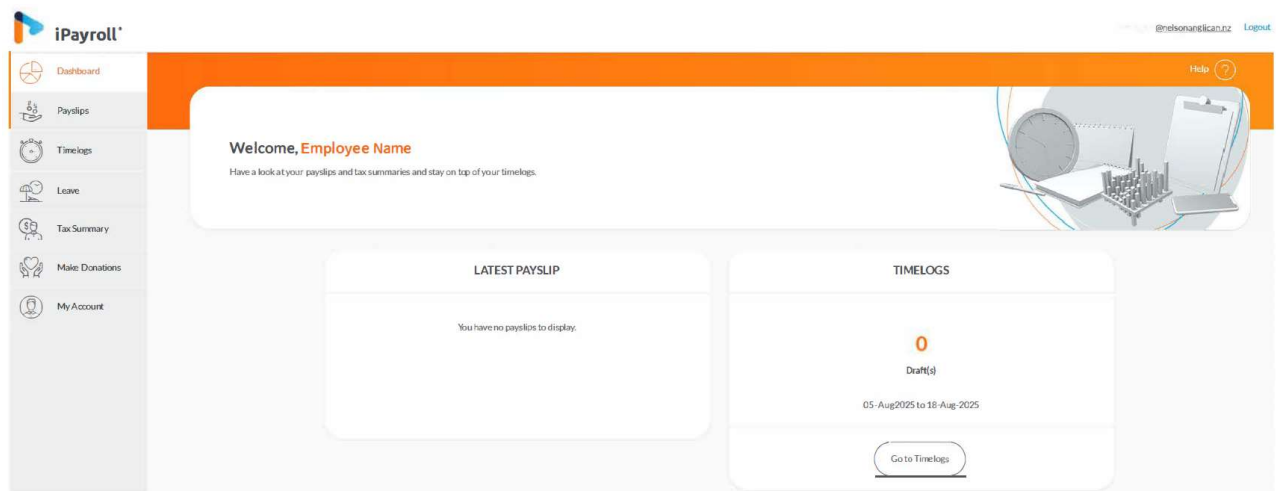
1. Once you've logged in to your Employee Kiosk account, you will see the Dashboard, which provides a summary of your payroll and leave information.

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."

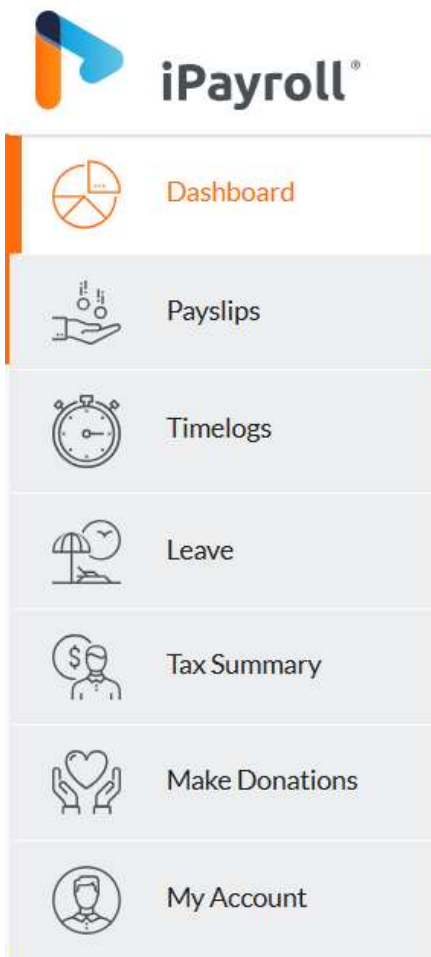
My Leave

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

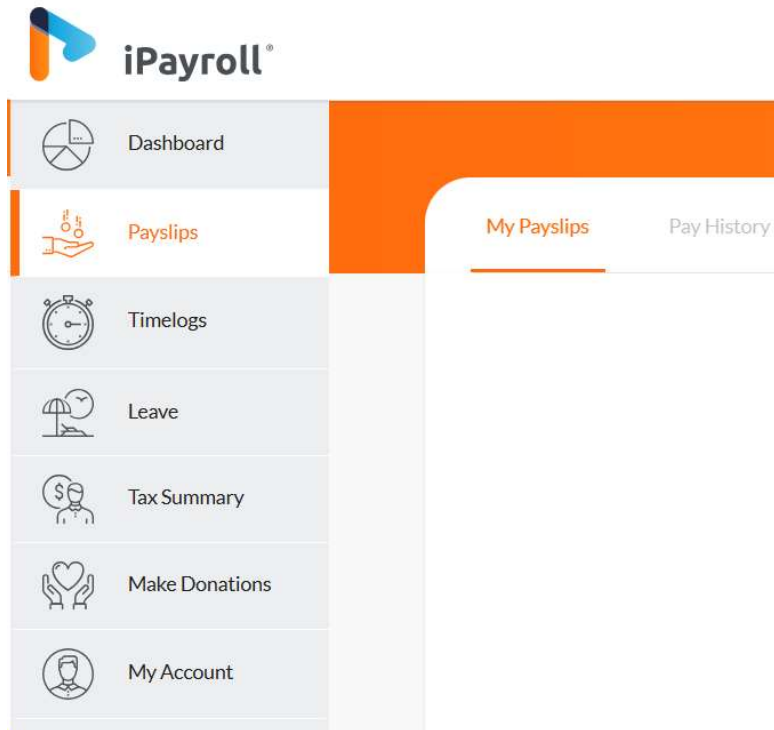


2. From the menu, we can explore more options such as:

- Payslips
- Timelogs
- Leave
- Tax summary
- Make Donations
- My Account

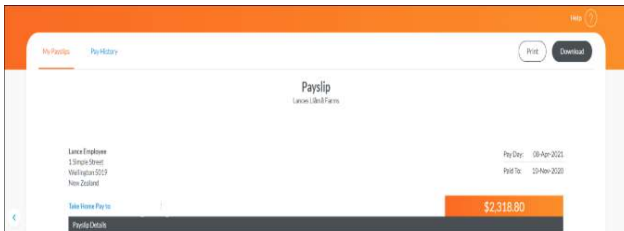


A) Payslips



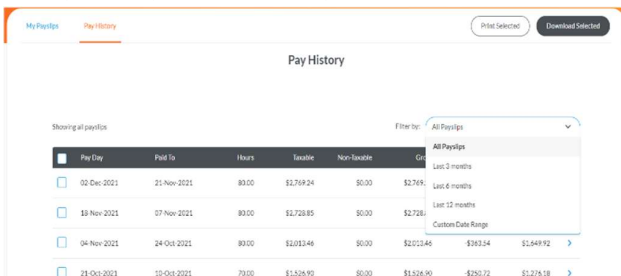
My Payslips

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.



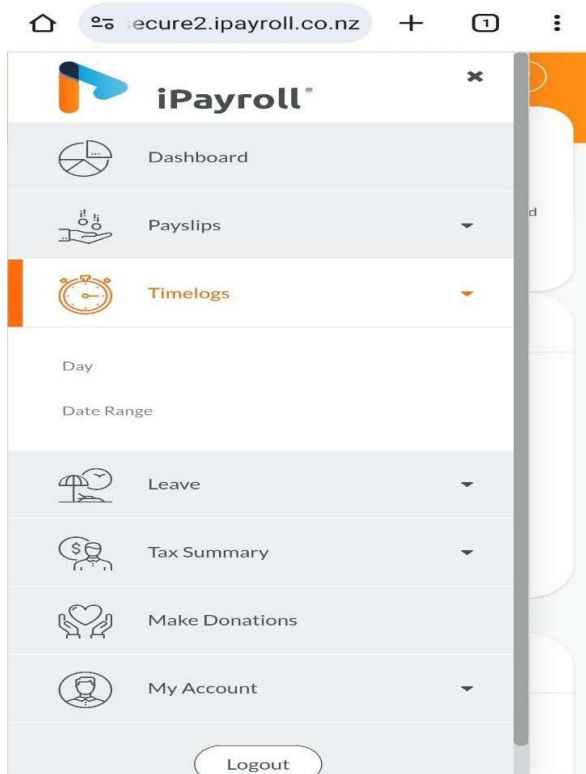
B) Timelogs

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.

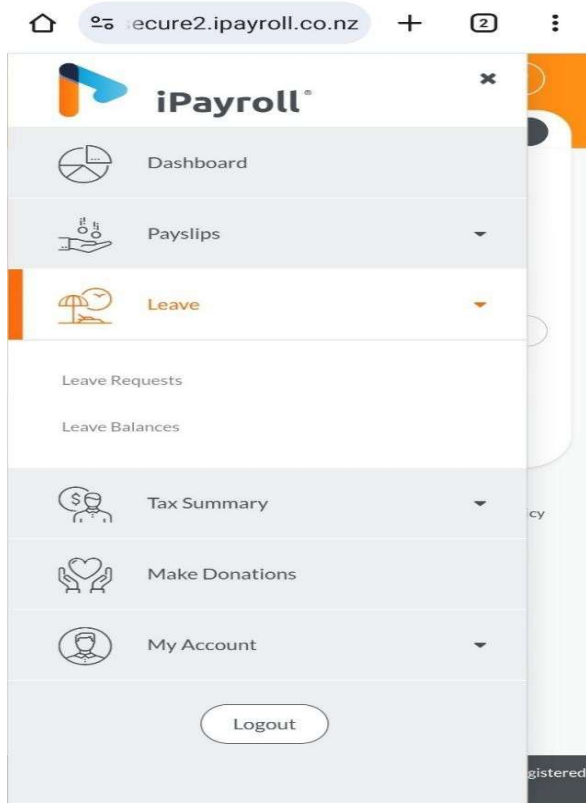
Leave Requests

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.



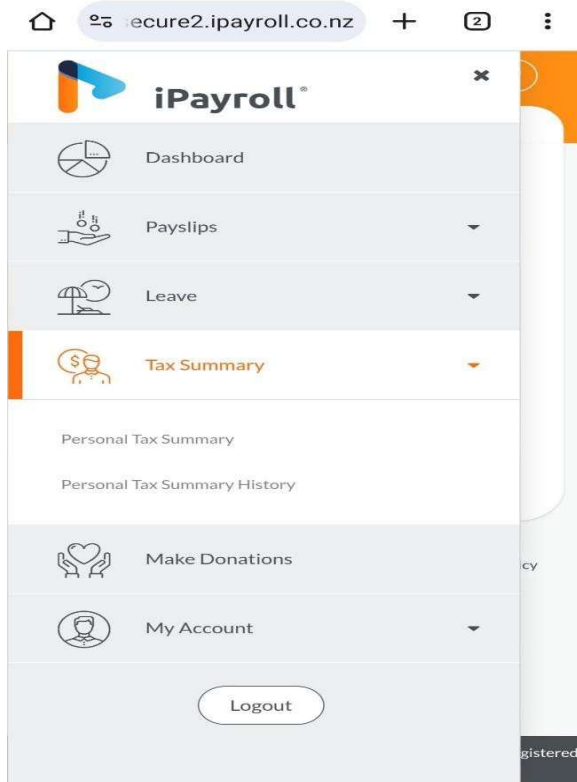
D) Tax Summary

Personal Tax Summary

Current Tax Year Information > Print or Download Options

Personal Tax Summary History

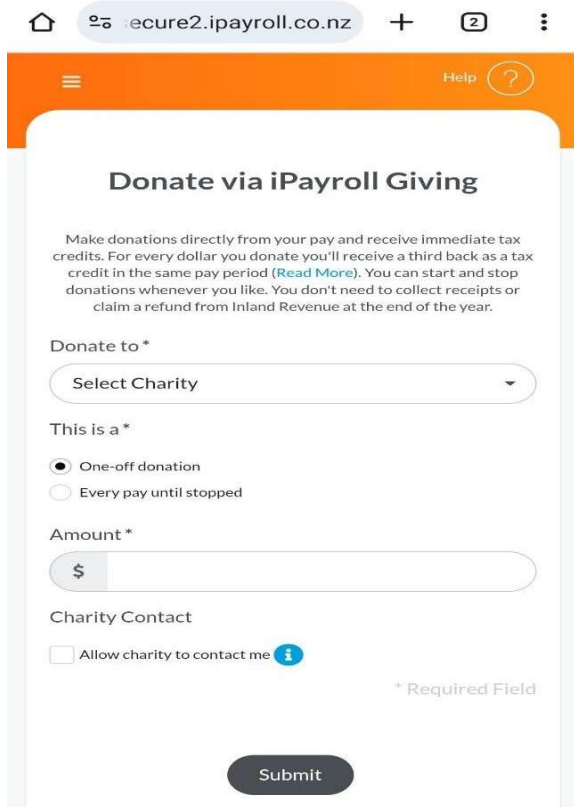
Current and Previous Tax Year Information > Select the year > View, Print or Download



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 and a 'Help' link. The main content area is titled 'Donate via iPayroll Giving' and includes a descriptive paragraph about the program. Below this, there are several form fields: 'Donate to*' with a dropdown menu labeled 'Select Charity', 'This is a*' with two radio button options ('One-off donation' and 'Every pay until stopped'), 'Amount*' with a currency input field, and 'Charity Contact' with a checkbox labeled 'Allow charity to contact me'. A small information icon is next to the checkbox. At the bottom right, there is a note '* Required Field' and a 'Submit' button.

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

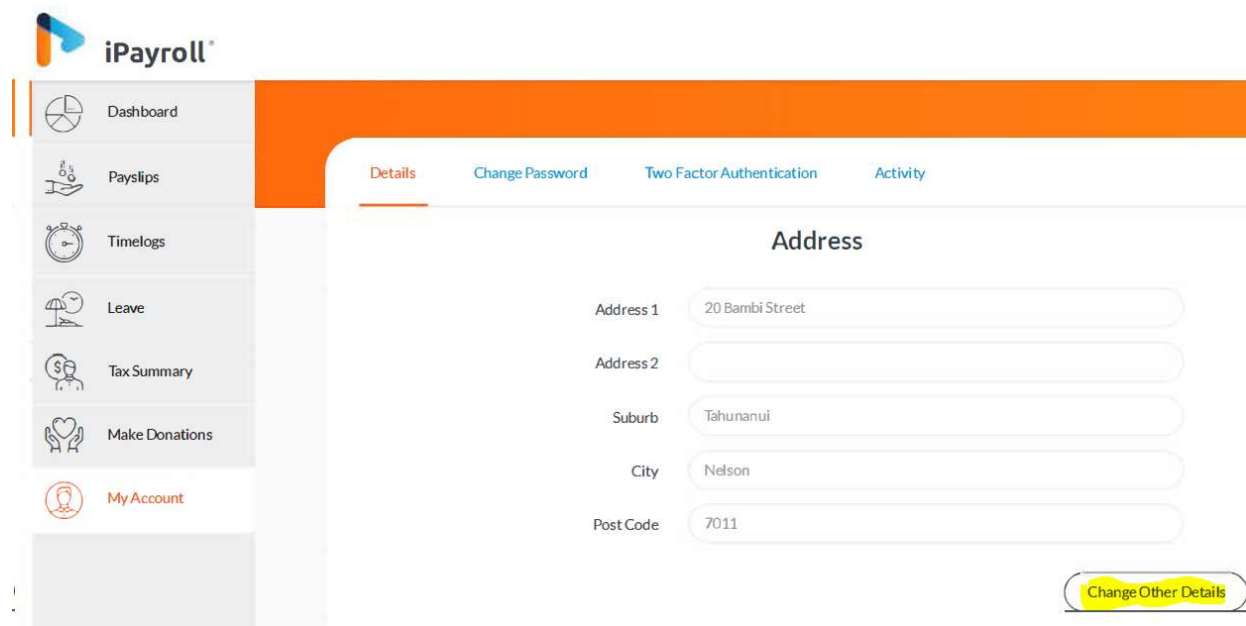
* Required Field

Submit

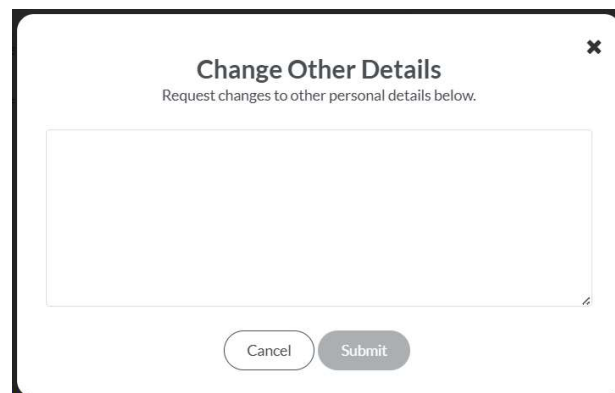
F) My Account

Your Personal Information

- Details: Your Address and Phone Number
- To change this information – Send a message via “Change Other Details”
- 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 the iPayroll 'My Account' interface. On the left is a sidebar with icons and labels for Dashboard, Payslips, Timelogs, Leave, Tax Summary, Make Donations, and My Account (which is highlighted). The main content area has a top navigation bar with 'Details', 'Change Password', 'Two Factor Authentication', and 'Activity'. The 'Details' tab is active, showing the 'Address' section. It contains five input fields: Address 1 (with '20 Bambi Street' entered), Address 2, Suburb (with 'Tahunanui' entered), City (with 'Nelson' entered), and Post Code (with '7011' entered). A yellow 'Change Other Details' button is at the bottom right.



The screenshot shows a modal dialog titled 'Change Other Details' with a close button (X) in the top right corner. Below the title is the text 'Request changes to other personal details below.' and a large empty text area for input. At the bottom are two buttons: 'Cancel' and 'Submit'.