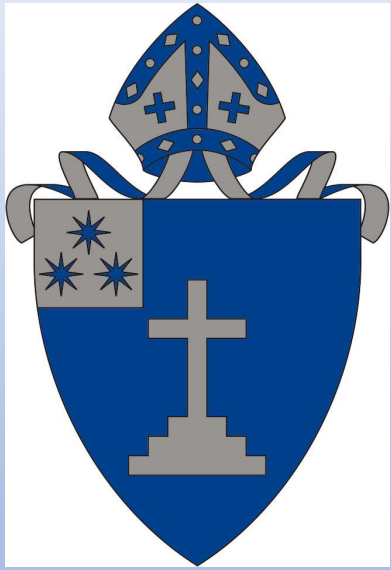
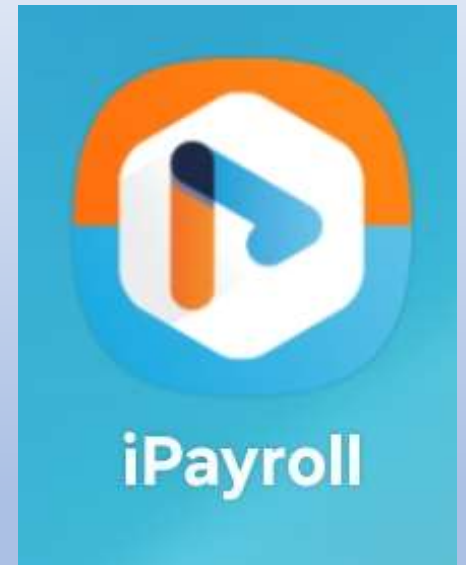




Module 1 iPayroll Overview





You Can DO IT!

If you use any of these

- Internet banking
- Trademe
- Facebook
- Food App (e.g. Dominos, McDonalds, Uber eats)
- Airpoints
- Messenger
- News Apps (e.g. 1 news)
- Weather Apps

YOU CAN USE iPayroll App/Employee Kiosk

We will look at 1



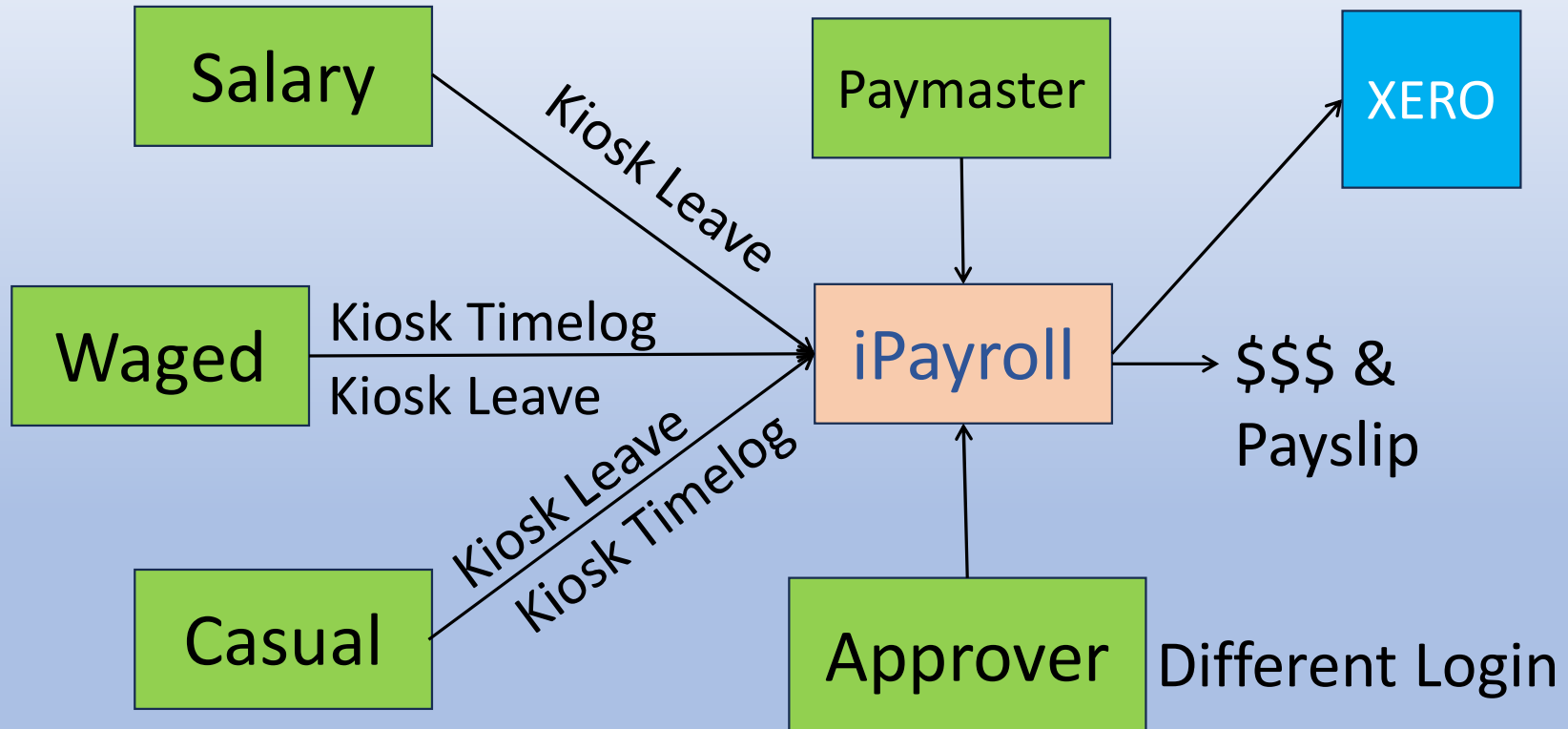
- How iPayroll works overall
- How you put information into iPayroll
- Who sees what
- Phone or computer – up to you

We will look at 2



- Overview of training
- Where to get help and guides
- When do we start
- Pay timeline for each pay

How iPayroll works

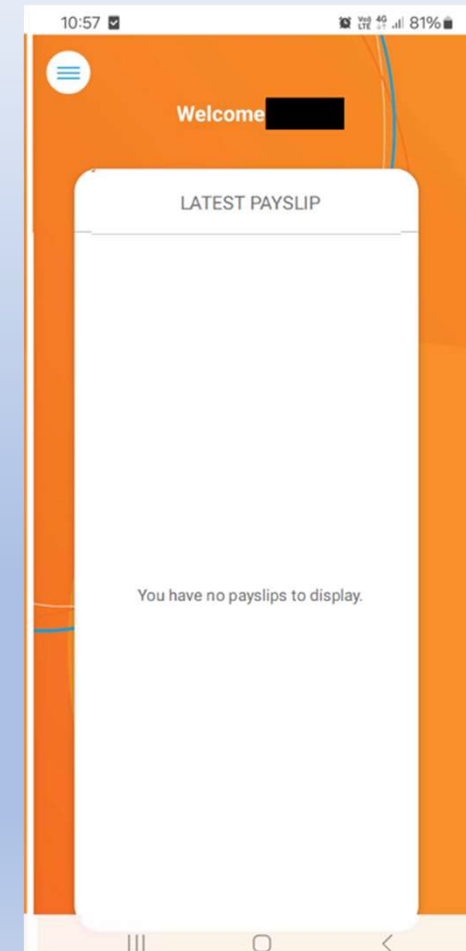
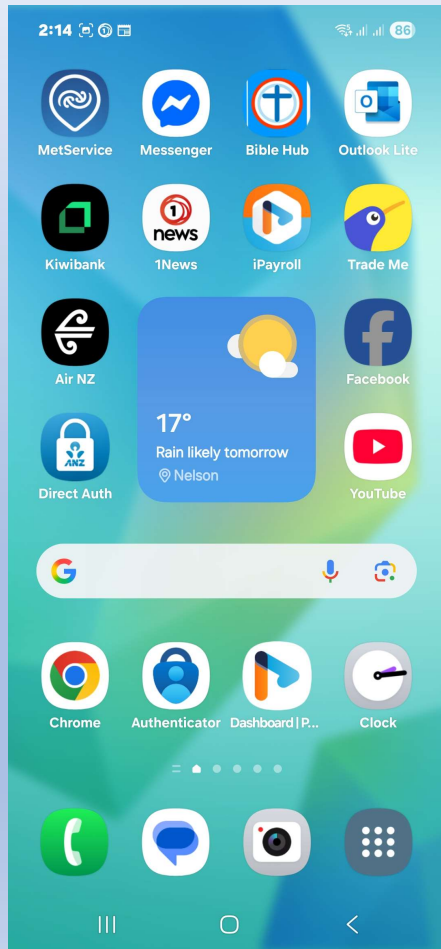


Who sees what?



Who?	What do they See?
Employee	Their own pay history, payslips, timelogs, donations (if any), leave requests (and their status), profile (name, address, email, phone and preferences) Leave balances (from 16 October 2025)
Approver	Timelogs, leave requests, approved timelogs and leave requests, leave balances and leave calendar. For your Team only
Paymaster	We see everything. Address right through to your pay rate.

You Can Use Your Phone



You Can Use Your Computer

New look Employee Kiosk

We are pleased to announce that shortly we will be launching the new version of the Employee Kiosk.

[Homepage](#)

You Can Use Your Computer

The screenshot shows a web browser window displaying the iPayroll dashboard. The browser's address bar shows the URL `secure2.ipayroll.co.nz/webkiosk/dashboard`. The dashboard has a blue header with the iPayroll logo on the left and the user's email `ed@nelsonanglican.nz` and a `Logout` link on the right. A left sidebar contains navigation links: `Dashboard` (highlighted), `Payslips`, `Leave`, `Tax Summary`, `Make Donations`, and `My Account`. The main content area has a blue banner with the text `Welcome, Edward` and `Have a look at your payslips and tax summaries.` To the right of the text is an illustration of a clock, a notepad, a bar chart, and a clipboard. Below the banner is a white box titled `LATEST PAYSリップ` containing the message `You have no payslips to display.` The Windows taskbar is visible at the bottom, showing the search bar, task view button, and several application icons. The system tray on the right shows the date `12/09/2025`, time `12:19`, and language `ENG US`.

Overview of training



Module 2 Types of Leave

Module 3 Processing Leave in iPayroll

Module 4 Processing Timelog in iPayroll

Module 5 Approving Leave and Timelogs

Who Can Help - the Paymasters



Erin	Email	payroll@nelsonanglican.nz
	Phone	03 548 3124
Mags	Email	magna@nelsonanglican.nz
	Phone	03 548 3124
Ed	Email	ed@nelsonanglican.nz
	Phone	03 548 3124
	Mobile	021 206 5885

Guides Available On Website



www.nelsonanglican.nz/documents

Under iPayroll

1.1 Employee Kiosk Navigational Over View (Phone)

1.2 Employee Kiosk Navigational Over View (Computer)

Documents

Forms and guides to support you or your parish.

GRANTS & FUNDING



QUICK GUIDES



POLICIES & PROCEDURES



FORMS



PARISH STATUTES



DIOCESAN STATUTES



SYNOD



IPAYROLL



When do we start?



Pay period 30 September to 13 October 2025

You will be able to start processing from
30 September 2025

Please note we will have done three parallel runs before this date.

Timeline for a pay run

What Entered for a Pay Period?	Who is Responsible?	When in Pay Period	Date for First Pay
Timelog and/or Leave Request	Employee	Last day of pay by Midnight	Monday 13 October Midnight
Approval of Timelog and/or Leave Request	Approver	First Day after Last Day of Pay by Noon	Tuesday 14 October Noon
Payment made and payslip sent	Paymaster & iPayroll	Second Day after Last Day of Pay by 4pm	Wed 15 October 4pm

Any Questions?