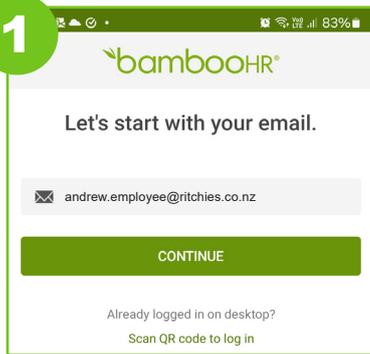


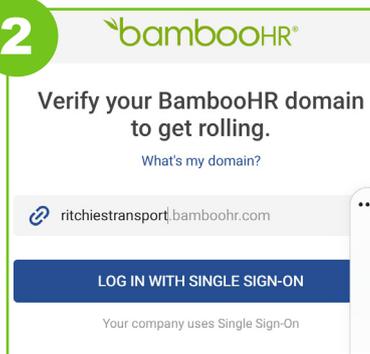
DataPay Payroll

Finding your Payslip

Your DataPay payslip is loaded into your BambooHR account from 7pm on the evening you receive your pay into your bank account. To find your payslip follow the steps below on the BambooHR Mobile App to navigate to your Payslip folder.



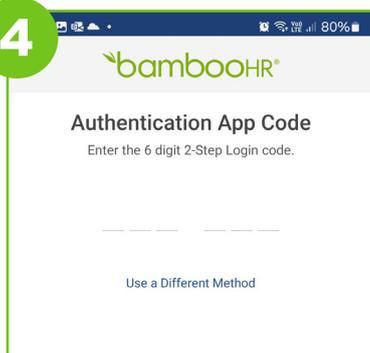
1 Open your BambooHR App on your mobile phone and enter your email.



2 If asked to verify the domain - enter **ritchiestransport** (one word).

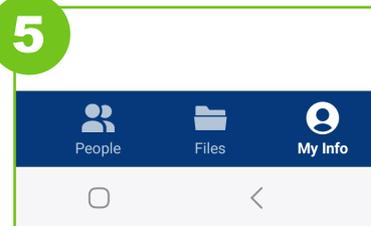


3 Fill in your password and select **LOG IN**

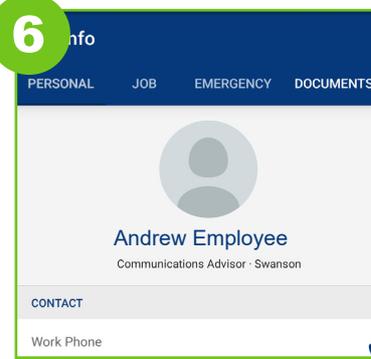


4 Open your Multi-factor authentication app or message and enter the 6-digit code.

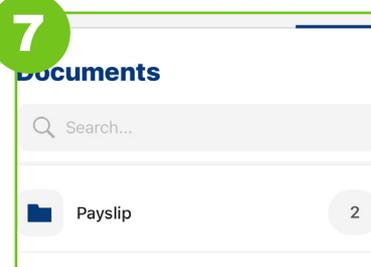
NOTE: If you have not signed up to BambooHR please go to ritchies.co.nz/bamboo and download the guide.



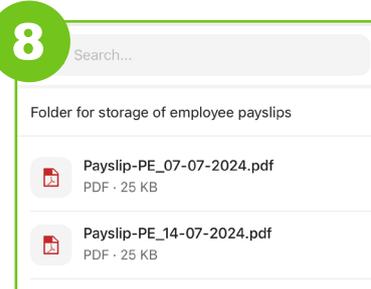
5 From your BambooHR Home screen select the **My Info** icon.



6 Select the **DOCUMENTS** tab



7 Open the Payslips folder to view you payslip - the latest will be at the top of the list.



8 Open the Payslips folder to view you payslip - the latest will be at the top of the list.

Please remember;

- Your payslip will be deposited into your BambooHR account normally from 7pm on your payday.
- The DataPay system only allows for a single bank account to receive 100% of the payment due.

For information on how to read and understand your Payslip see over page

DataPay Payroll

Understanding your Payslip

- Blue Box** - Your employee details.
- Pink Box** - Your gross pay related to the total hours worked and allowances awarded.
- Green Box** - Your total Student Loan, KiwiSaver and PAYE.
- Yellow Box** - Any personal deductions and total direct credit made to your account.
- Light Blue Box** - Ritchies Kiwisaver employer contribution payment.
- Payment Summary** - A summary of payments made year to date.
- Additional Information** - A summary of your annual leave balance in weeks and hours, other leave balances in days, and ordinary hours year to date.

Please note: The Datapay Payslip Year-to-Date summaries for earnings, payments, and ordinary hours become effective from your first pay period issued through Datapay. Your initial payslip will reflect only the current pay period's year-to-date summary. To determine your total year-to-date earnings from 1st April 2024, you must add the year-to-date summary data from your last MYOB payslip.

(1234) Ritchies Transport Holdings Ltd

Pearsons 

Pay packet 1234567890

Employee Andrew Nielu
572 Swanson Road Ranui

Ranui

1/5790
Period Ending 18 July 2024

Andrew Nielu Employee

Employee Code 1234

Tax code: M SL

IRD Number: 000-000-000

Name	Summary	Amount	YTD
Ordinary Pay	\$00.00 00.00 Hours @ \$00.00000	\$00.00	\$00.00
Tour - Pearsons	\$00.00 00.00 Hours @ \$00.00000	\$000.00	\$000.00
Annual Leave Payment	00.00 Hours (0.00 Weeks)	\$000.00	\$000.00
Gross Pay		\$000.00	\$000.00
PAYE	M SL Tax Code	\$000.00	\$000.00
Student Loan		\$00.00	\$00.00
KiwiSaver EE	4% of Taxable Earnings	\$00.00	\$00.00
Total Deduction		\$000.00	
Net Pay		\$000.00	
Banking			
Direct Credit Balance	00-0000-0000-0000-00	\$000.00	
Total Banking		\$000.00	
Superannuation			
KiwiSaver ER	\$00.00 less ESCT of \$0.00	\$00.00	\$00.00

Payment Summary	Current	YTD
Gross Taxable	000.00	000.00
PAYE	000.00	000.00
Student Loan	000.00	000.00
Taxable Deductions	000.00	000.00
Direct Credit	000.00	000.00

Additional Information	
Annual Leave Balance	0.85 Weeks (30.49 Hours)
Sick Leave Balance	4.50 Days
Alternate Days	1.00 Days
YTD Ordinary Hours	30.00