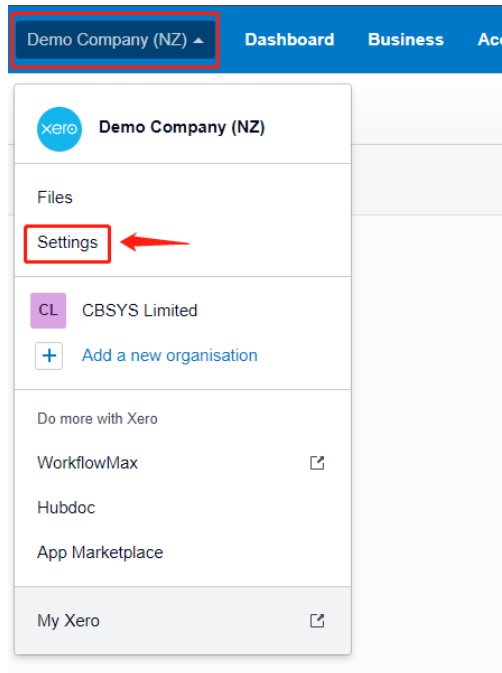


Xero Implementation Document

1. Xero Payroll Calendars Setup to match Clevertime Pay Group

In Xero, please check the payroll calendar's name, period type, and period start date:

- First of all, go to organization settings, then payroll settings. On the second bar of Calendars settings.



Organisation settings

General	Features
Organisation details Address, logo and basic financial information	Invoice settings Create branding themes for documents, add payment services and auto reminders for invoices
Users Add, remove or modify users of this organisation	Payment services Add and manage online payment options for your sales invoices
Currencies Manage the currencies your business uses	Email settings Set a reply-to email address and email template content
Connected Apps Add and manage third party connections to Xero	Payroll settings Manage your payroll settings
	Xero to Xero Connect with other Xero users to automate invoices and bills
	Custom contact links Create shortcuts for your favourite Xero contacts and other tools

[Looking for advanced settings?](#)

Payroll settings

[Organisation](#)
[Calendars](#)
[Holidays](#)
[Pay Items](#)

Pay Calendars

[Add](#)

Name	Pay Period	Next Pay Period	Next Payment Date	
Monthly	Monthly	01 Aug 2019 - 31 Aug 2019	23 Aug 2019	⋮
Weekly - Default	Weekly	08 Jul 2019 - 14 Jul 2019	16 Jul 2019	⋮

- b) Make sure the pay calendar's name, pay period, and period start date is matching the pay group settings in CleverTime.

Payroll settings

[Organisation](#)
[Calendars](#)

Pay Calendars

[Add](#)

Name	Pay Period	Next Pay Period	Next Payment Date	
Monthly	Monthly	01 Aug 2019 - 31 Aug 2019	23 Aug 2019	⋮
Weekly - Default	Weekly	08 Jul 2019 - 14 Jul 2019	16 Jul 2019	⋮

Edit Pay Calendar

Pay Period

Weekly

Name

Weekly

Next Pay Period

08 Jul 2019 - 14 Jul 2019

Next Payment Date

16 Jul 2019

☒ Make this my default pay calendar for new employees

Your pay calendar will run weekly. It will start on 08 Jul 2019 and employees will be paid on 16 Jul 2019.

Cancel

Update

Modify a pay group

* Name:

Weekly

Pay Period:

Weekly

Pay Period Started:

2019-07-08

Status:

☒ Active

Monthly Start Date:

1st

of every month

Time Zone:

WorkTime(hours):

5.5

* Break deduct:

By Day

BreakTime(hours):

0.5

Max length of shift(hour):

10

BreakTimeException(mins):

0

Max Shift Gap(mins):

Penalty Time In(min):

1

Penalty Time Out(min):

2

Pay on finish day:

☐

Convert Unit:

8

Hours/Per Day

Leave options:

☒ Skip holiday

☒ Skip unscheduled

☒ By schedule

Calculate options:

☐ Skip Exception

Calculate Holiday:

☒ Enable Public Holiday

☒ Enable Alternative Holiday

☐ Enable Public Holiday Absent

Validators:

☐ Accept Early Arrival

☐ Accept Late Departure

☒ Manually Approve OT

☒ Accept Unscheduled Work

☐ Time Pairing By Punch

Memo:

Save

2. Xero Pay Items Setup to match Pay Types in CleverTime

In Xero, please check the Pay Items' name are the same as Clevertime Pay Types' name

a) On the fourth bar of Pay Items settings

Organisation

Calendars

Holidays

Pay Items

Earnings

Leave

Reimbursements

Deductions

Statutory Deductions

Superannuation

Earnings

Add

Earnings Name	Earnings Category	Rate	Account	
ACC (First Week)	Other Gross Earnings	0.8x of employee's ordinary earnings rate	477: Salaries	
Accommodation Allowance	Other Gross Earnings	\$200.00 per Unit	477: Salaries	
Bonus	Discretionary Payments	Fixed Amount	477: Salaries	
Directors Fees	Withholding Income	\$1,000.00 Fixed Amount	477: Salaries	
Employee Share Scheme	Withholding Income	Fixed Amount	477: Salaries	
First Aid Allowance	Other Gross Earnings	\$2.00 per Unit	477: Salaries	
Holiday Pay	Holiday Pay	Fixed Amount	477: Salaries	
Labour Hire	Withholding Income	Rate per Unit	477: Salaries	
Ordinary Time	Regular Earnings	Rate per Unit	477: Salaries	
Overtime (1.5)	Other Gross Earnings	1.5x of employee's ordinary earnings rate	477: Salaries	
Overtime (2.0)	Other Gross Earnings	2x of employee's ordinary earnings rate	477: Salaries	

b) In Clevertime, go to Settings and then Pay Types. For example, pay type NT(normal time) is named "Ordinary Time", the same as Xero earning rate.

The screenshot displays the 'Pay Types' configuration interface within the 'CBSYSTEMS Dev Test' environment. The left sidebar contains navigation links: Customer, My Company, Dashboard, Timesheet, Schedules, Leave Requests, Report, Import & Export, Tools, and Settings (highlighted with a red box). Below 'Settings' are sub-links for Jobs, Tasks, Play Types (also highlighted with a red box), Play Groups, Rounding Rules, Public Holidays, Company Structure, Mobile Sites, Leave Balance, and Kiosk Content.

The main area shows a table of pay types. At the top right, there are controls for '+ New', '- Delete', and a search icon labeled 'Search'. A filter input field is also present. The table has columns for Code, Name, Export Code, Daily Hours, Status, Is Leaves, and Operation. The row for 'NT Ordinary Time' is highlighted with a red border.

Code	Name	Export Code	Daily Hours	Status	Is Leaves	Operation
ACC	Annual Leave	ACC	-	Active	<input checked="" type="checkbox"/>	
AHC	Alternative Holiday Credit	AHC	1.0	Active	<input type="checkbox"/>	
AHT	Alternative Holiday Taken	AHT	1.0	Active	<input type="checkbox"/>	
AL	Annual Leave	AL	1.0	Active	<input checked="" type="checkbox"/>	
<input type="checkbox"/> ALTL T1	Alternative Leave T1	441	1.0	Active	<input checked="" type="checkbox"/>	
<input type="checkbox"/> ALTL T125	Alternative Leave T125	430	1.0	Active	<input checked="" type="checkbox"/>	
<input type="checkbox"/> ALTL T15	Alternative Leave T15	499	1.0	Active	<input checked="" type="checkbox"/>	
<input type="checkbox"/> ALTL T2	Alternative Leave T2	401	1.0	Active	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BL	Bereavement Leave	BL	-	Active	<input checked="" type="checkbox"/>	
<input type="checkbox"/> DW	Days Worked Count		-	Active	<input type="checkbox"/>	
<input type="checkbox"/> EXCD	Exceeded hours		-	Active	<input type="checkbox"/>	
<input type="checkbox"/> MA	Mental Allowance		-	Active	<input type="checkbox"/>	
<input checked="" type="checkbox"/> NT	Ordinary Time	NT	-	Active	<input type="checkbox"/>	
<input type="checkbox"/> OT	Over Time	OT	1.0	Active	<input type="checkbox"/>	
<input type="checkbox"/> PHL	Public Holiday Leave	PHL	1.0	Active	<input type="checkbox"/>	
<input type="checkbox"/> PWH	Public Holiday Worked	PWH	1.0	Active	<input type="checkbox"/>	
<input type="checkbox"/> SL T1	Sick Leave T1	438	1.0	Active	<input checked="" type="checkbox"/>	
<input type="checkbox"/> SL T125	Sick Leave T1.25		1.0	Active	<input checked="" type="checkbox"/>	

3. Synchronize Xero data to Clevertime

After all the Pay Calendar/Pay Group and Pay Items/Pay Types checked in both systems. Please go to Clevertime's - "Import & export" menu, then "Payroll Transfer". On the top right corner there will be a "Sync Xero" button.

The screenshot shows the CB SYSTEMS interface for Payroll Transfer. The left sidebar has a menu with 'Import & Export' highlighted, and 'Payroll Transfer' selected. The main area displays a table with the following data:

Period Code	From	To	Closed	Exported	Paygroup	Operation
31/03/2021	01/03/2021	31/03/2021	<input type="checkbox"/>	<input type="checkbox"/>	test monthly	<input type="checkbox"/>
07/03/2021	01/03/2021	07/03/2021	<input type="checkbox"/>	<input type="checkbox"/>	test weekly	<input type="checkbox"/>
07/03/2021	01/03/2021	07/03/2021	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
28/02/2021	22/02/2021	28/02/2021	<input type="checkbox"/>	<input type="checkbox"/>	test weekly	<input type="checkbox"/>
28/02/2021	22/02/2021	28/02/2021	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
21/02/2021	15/02/2021	21/02/2021	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
21/02/2021	15/02/2021	21/02/2021	<input type="checkbox"/>	<input type="checkbox"/>	test weekly	<input type="checkbox"/>
14/02/2021	08/02/2021	14/02/2021	<input type="checkbox"/>	<input type="checkbox"/>	test weekly	<input type="checkbox"/>
14/02/2021	08/02/2021	14/02/2021	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
28/02/2021	01/02/2021	28/02/2021	<input type="checkbox"/>	<input type="checkbox"/>	test monthly	<input type="checkbox"/>

Showing 1 to 10 of 29 entries

4. Authorize Clevertime access a set of scopes

After click on the Sync Xero button. For the first time, Clevertime will request authorization from your Xero organization & ask for a set of scopes. These scopes will be displayed and describe what data Clevertime will be able to access.

The screenshot shows the Xero authorization screen. The Xero logo is at the top. Below it, the text "Adam's Dashboard App wants access to:" is displayed. A dropdown menu shows "Demo Company (NZ)". Under "Organisation data", there is a list of scopes: "Demo Company (NZ)", "View and manage your:", "Organisation settings", "Business transactions", "View your:", "Contacts". At the bottom, there is a blue "Connect" button and a "Cancel" button.

5. *After authorizing Clevertime a full access, we will fetch the following data from Xero:*
 - a) Pay items
 - b) Pay calendars
 - c) Employees

And you are ready to export the payroll data back to Xero timesheet.