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How do I prepare a Final Pay?

Question

When an employee finishes you will need to prepare a FINAL pay for them. It is easy if you use the following procedure.

Answer

Preparing a Final Pay:

1. Go to Prepare Pays > Enter Pays > Select Employee
2. Enter in **ORD hours etc** worked in the final pay period. (This may differ from the normal hours if the pay is for a longer period, please ensure this is adjusted accordingly)
3. Click the **Final Pay** button on the left hand side of the screen. The **Final Pay Details** window will appear.
4. Enter the employee's **Finish Date** and **Finish Reason**. Click **OK** to proceed.

The employee's pay details have now been updated and the pay is now marked as a **Final Pay**.

5. You may also need to use the Tax Override button on the left hand side of the screen to adjust the amount of weeks these earnings are to be spread over.
e.g if the employee is normally paid weekly and this pay also includes their holidays as well the tax will be too high and will need to be adjusted accordingly.

Example: Ella is normally paid for 40 hours **per week** and her Gross earnings are usually.....\$ 400.00
Her FINAL Pay includes 3 weeks Annual Leave (3 x \$400) and \$ 500 accrued Holiday Pay.....\$ 1700.00

\$ 2100.00

Over-riding the Tax:

1. Still within the employee's Final pay **click** your **cursor** into the Rate column of the **TAX/PAYE** line and then click the **Tax Over-ride** button.
2. Change the '**weeks this pay is for**' accordingly then click **OK**.

Example: Ella's normal Gross pay was \$ 400.00 for 1 week, with the Final Pay included it worked out to \$ 2100.00 (approx 5 times the normal.).
We would suggest changing the '**weeks this pay was for**' from **1 to 5**.

Processing the Pay and Points to Note:

1. Continue processing the pay as you would normally. The employee's pay slip will show any outstanding leave as being paid out (or deducted if in arrears).
2. It should be noted that the employee is entitled to be paid for any 'Statutory Holiday' that falls in the period that their Annual Leave would have covered.

For more information [Click here](#)

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