

**NZQA's
Specialist Workforce**

**How to:
Access your payslip
in Tuia**

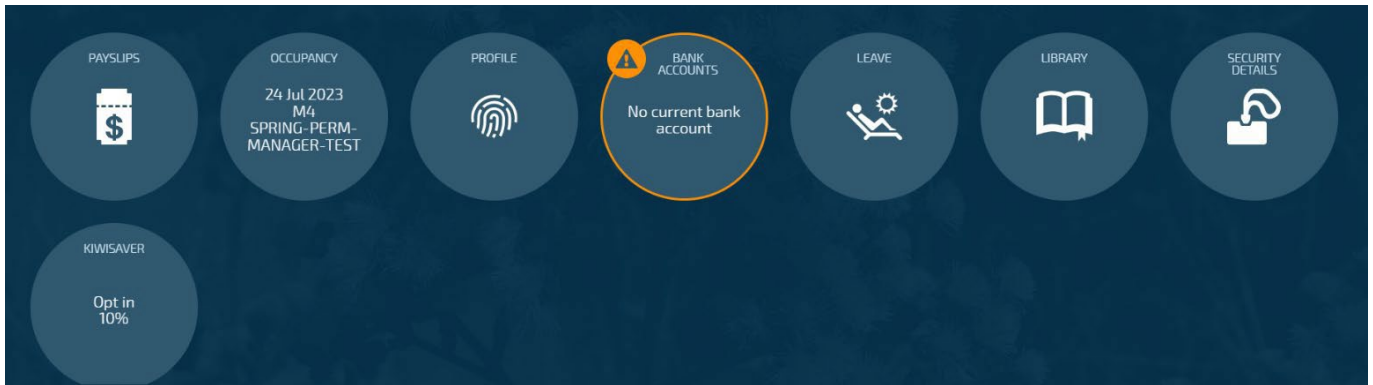
How to: Access your payslip in Tuia

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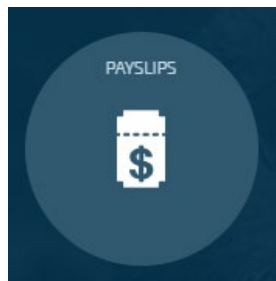
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Accessing your Payslip

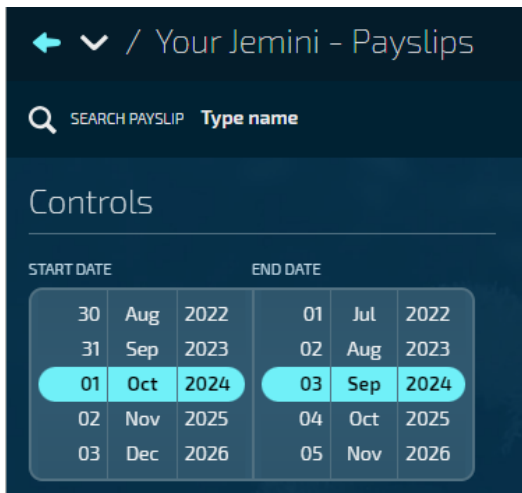
1. Log into Tuia and click your profile - you will see a home screen with 'Bubbles' that look something like this:



2. Click on the '**Payslips**' bubble



3. Filter to locate specific payslips based on the payment date using the controls on the left



NOTE: To scroll through the dates, either:

- Use your mouse wheel to scroll up or down in each column

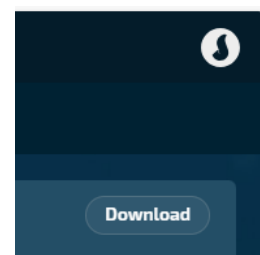
OR

- Click the column you would like to change e.g. Start Date Month and use your keyboard arrows to change up or down.

4. Click on the timesheet located under the date filter to view.

You will be able to view all payslips from here whilst you have access to Tuia.

If you would like to download a copy of your payslip for your records select the '**Download**' button on the top right hand corner of the timesheet.



Example of SWF Employee payslip (e.g. Exam Centre Officer and Exam Centre Manager)

Employee Name

Payslip

PAY DATE
20 Sep 2024

PAY PERIOD
04 Aug 2024 - 03 Sep 2024

Employer details

EMPLOYER NAME
NZQA

EMPLOYER IRD
053038735

EMPLOYER PAY CONTACT NAME
Payroll@nzqa.govt.nz

EMPLOYER PAY CONTACT PHONE
+64 4 463 3000

EMPLOYER PAY CONTACT EMAIL
Payroll@nzqa.govt.nz

— This section shows NZQA's details.

Payroll transaction	Quantity	Rate	Dates	This pay
— Pay transactions / claims will be recorded under here.				
LEAVE PAYG PAYMENTS				
8% Holiday Pay (585)	8.0000%		01/08/24	\$0.00
TAX DEDUCTION				
PAYE (500)				The amount of tax deducted through PAYE — \$0.00
MANDATORY AFTER-TAX DEDUCTION				
KiwiSaver - Employee Contribution (570)	3%			\$0.00
EMPLOYER SUPER				
KiwiSaver - Employer (550)	3%			\$0.00
ESCT (560)				\$0.00
Net pay				\$0.00

Employee details

EMPLOYEE ID
SWF00000

EMPLOYMENT STATUS
Casual

ANNUAL SALARY
\$0.00

BASE HOURLY PAY RATE
\$0.0000

POSITION
Position Title e.g. Examination Centre Manager

— This section shows your details.

Employee pay details

ACCOUNT NAME
Employee Account Name

BANK ACCOUNT NUMBER
00-0000-00000000-00

GROSS PAY
\$0.00 — The amount you earned before taxes and other payroll deductions were taken.

Employee YTD pay summary

GROSS PAY	GIWISAVER EMPLOYEE	\$0.00	\$0.00
PRE TAX DEDUCTIONS	GIWISAVER EMPLOYER	\$0.00	\$0.00
GROSS TAXABLE	SUPER EMPLOYEE	\$0.00	\$0.00
POST TAX DEDUCTIONS	SUPER EMPLOYER	\$0.00	\$0.00
TAX	NET PAY	\$0.00	\$0.00

EXAMPLE
Exam Centre Payslip

Example of SWF Contractor payslip (Withholding tax)

Employee Name

Payslip

PAY DATE
20 Sep 2024

PAY PERIOD
04 Aug 2024 - 03 Sep 2024

Employer details

EMPLOYER NAME
NZQA

EMPLOYER IRD
053038735

EMPLOYER PAY CONTACT NAME
Payroll@nzqa.govt.nz

EMPLOYER PAY CONTACT PHONE
+64 4 463 3000

EMPLOYER PAY CONTACT EMAIL
Payroll@nzqa.govt.nz

This section shows NZQA's details.

Employee details

EMPLOYEE ID
SWF00000

EMPLOYMENT STATUS
Contractor

ANNUAL SALARY
\$0.00

BASE HOURLY PAY RATE
\$0.00000

POSITION
Position Title e.g. Panel Leader / Marker / Materials Developer etc.

This section shows your details.

Employee pay details

ACCOUNT NAME
Employee Account Name

BANK ACCOUNT NUMBER
00-0000-00000000-00

GROSS PAY
\$0.00 — The amount you earned before taxes and other payroll deductions were taken.

Employee YTD pay summary

GROSS PAY \$0.00	KIWISAVER EMPLOYEE \$0.00
PRE TAX DEDUCTIONS \$0.00	KIWISAVER EMPLOYER \$0.00
GROSS TAXABLE \$0.00	SUPER EMPLOYEE \$0.00
POST TAX DEDUCTIONS \$0.00	SUPER EMPLOYER \$0.00
TAX \$0.00	NET PAY \$0.00

Payroll transaction	Quantity	Rate	Dates	This pay
— Pay transactions / claims will be recorded under here.				
TAX DEDUCTION				
PAYE (500)				\$0.00
Net pay				\$0.00

EXAMPLE
Withholding Tax Contractor Payslip