

Kinetic Recruitment Online Payroll System

For any Payroll Support please contact Pam Helleur
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STEP ONE: To start please either follow the link initially sent to you via email or follow the link on Kinetic Recruitment's website – under the 'KINETIC PAYROLL' tab.

STEP TWO: Enter your login details and password, and push on the LOGIN button.

STEP THREE: You will come to the main screen – we suggest if it is your first time in FlexiTime to check your personal details under the 'TOOLS' and 'MY ACCOUNT' tab.

STEP FOUR: Select the date range for the time you are entering.

STEP FIVE: Select 'RECORD TIME' and this will bring up a second screen where you can enter in your time.

STEP SIX: To start, select the drop down box named 'WORK' and select the name of the company you have completed work at. The 'JOB' drop down box should automatically change to have your name and role in it.

STEP SEVEN: Select the date for the time you are entering.

STEP EIGHT: Enter the Start and Finish time for your day. HINT: You can either use the drop down box; or you can type in the box (e.g. 9a for 9AM – 5p for 5PM). For the break duration, enter in the total of breaks taken for the day, make sure you round it to the nearest 15minutes. The 'Net Duration' will show you your total paid hours for the day.

STEP NINE: Ensure you check and 'SAVE' your time entry and repeat for each day you have worked.

STEP TEN: Once you have entered all the time for the week please select 'REQUEST APPROVAL' under Timesheets > Summary.

You have now completed your first time entry. Please also see our instruction videos on our website. If you have had any problems please contact Kinetic Recruitment Payroll on the above details.