



INTEPEOPLE™

YOUR PEOPLE & CULTURE PARTNERS

Temps Guide to Karmly / PayHero

BRANNIGANS

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the people collective™

Karmly Guide for Temp Contractors and Employees

(name change from Invoxy to Karmly 18/07/24)

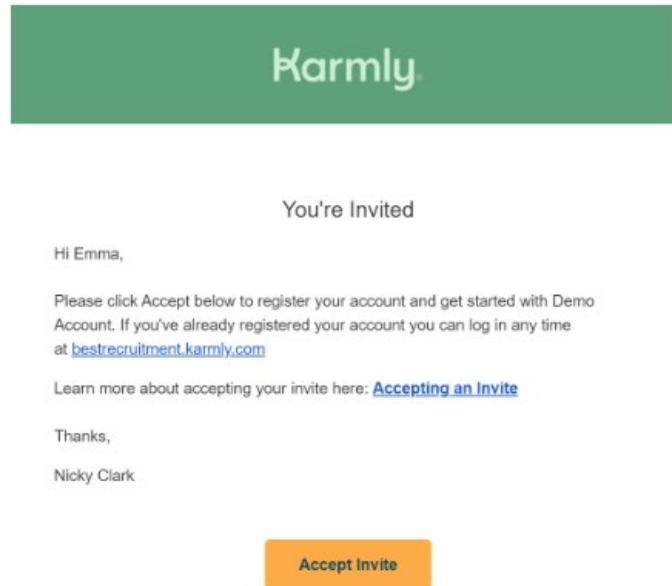
Contents

Accepting your Invite & Logging In.....	3
Accepting an Invite.....	3
How do I login?.....	4
Time Tab – Desktop Login	5
Record Hours by entering time into the day that was worked	5
Edit or Delete Time.....	6
Record Time by Copying Previous Week	8
Recording Public / Statutory Holiday's.....	8
Request Approval	9
Request Approved/Declined.....	9
Leave Requests.....	10
Payslips Tab	11
Other Functionality.....	12
Personal Details.....	12
Alternative way to enter time via Mobile App.....	13
Record Time using the Stop/Start Time in the Mobile App.....	13
Karmly Mobile App for Resources.....	13

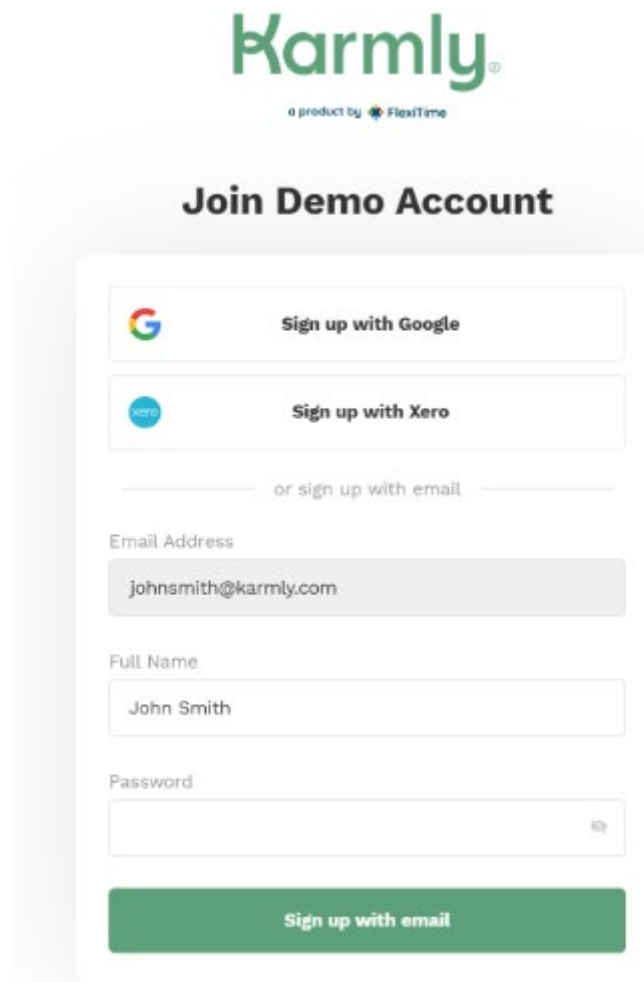
Accepting your Invite & Logging In

Accepting an Invite

[Accepting an Invite](#) - When you're first invited to Karmly you will receive an email invite as per below - simply click the Accept Invite button in your email invitation to join our company Karmly account.

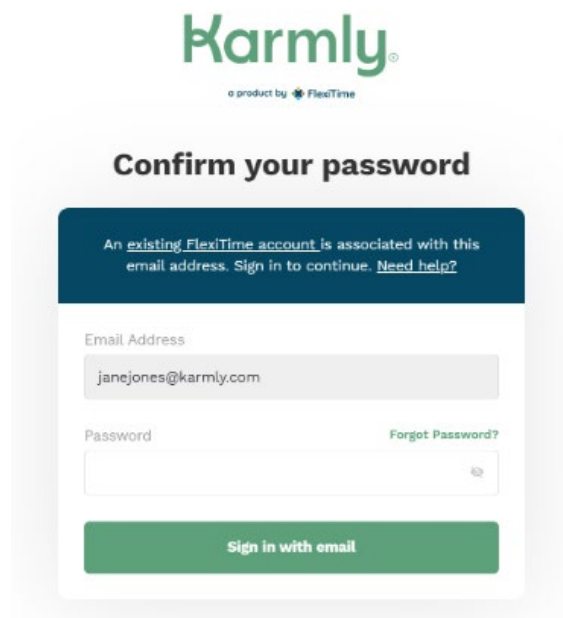


You'll be taken to the 'Join' screen to create a new password. Enter a password of your choice, and click 'Sign up with email' to create your account and sign in.

The image shows a screenshot of the "Join Demo Account" screen. At the top, there is the Karmly logo, which includes the text "a product by FlexTime". Below the logo, the heading "Join Demo Account" is displayed. The screen features two social login options: "Sign up with Google" and "Sign up with Xero". Below these, there is a link that says "or sign up with email". The form includes three input fields: "Email Address" with the value "johnsmith@karmly.com", "Full Name" with the value "John Smith", and "Password". At the bottom of the form, there is a green button labeled "Sign up with email".

Alternatively, you can choose the Sign up with Google or Sign up with Xero options if you wish to use your existing Google or Xero login details to access Karmly.

If you already have an account associated with the same email address as your new invite, you'll be taken to the 'Confirm your password' screen, with only one password field available.

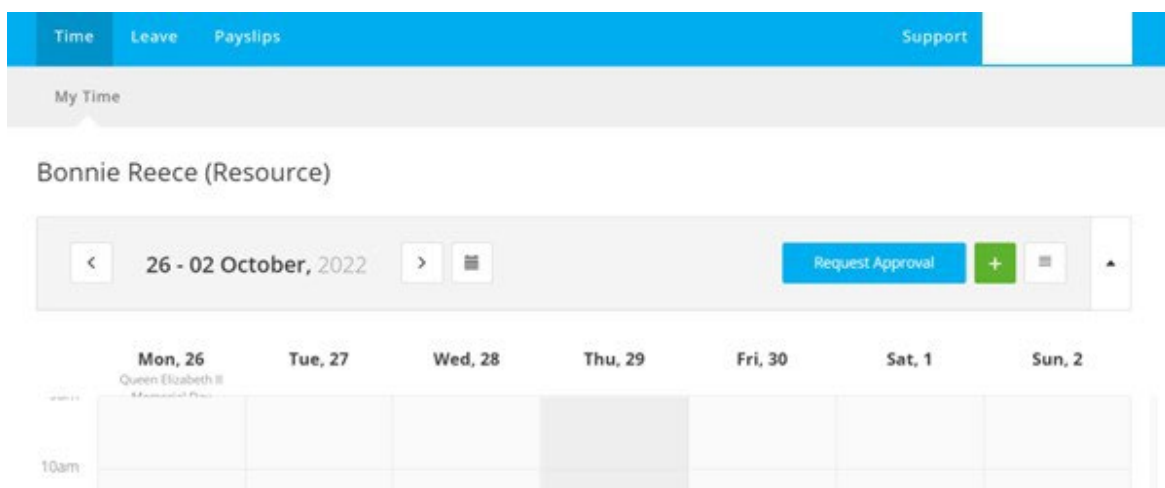


Simply enter the password you already use for Karmly (or any other FlexiTime Workforce Management accounts, such as PayHero or Droppah), tick the acknowledgements, and click Confirm - your new invite will be joined to your existing access.

How do I login?

[How do I log in?](#) – Login to Karmly using this link -[Sign In | Karmly](#). Enter your username – this will be the email address the invite was sent to and enter the password you created then click Login.

Once you've accepted an invite to use Karmly you'll be able to record your time and request approval of these time entries alongside submitting leave requests for approval. There are 3 tabs in Karmly for Employees – Time, Leave and Payslips.



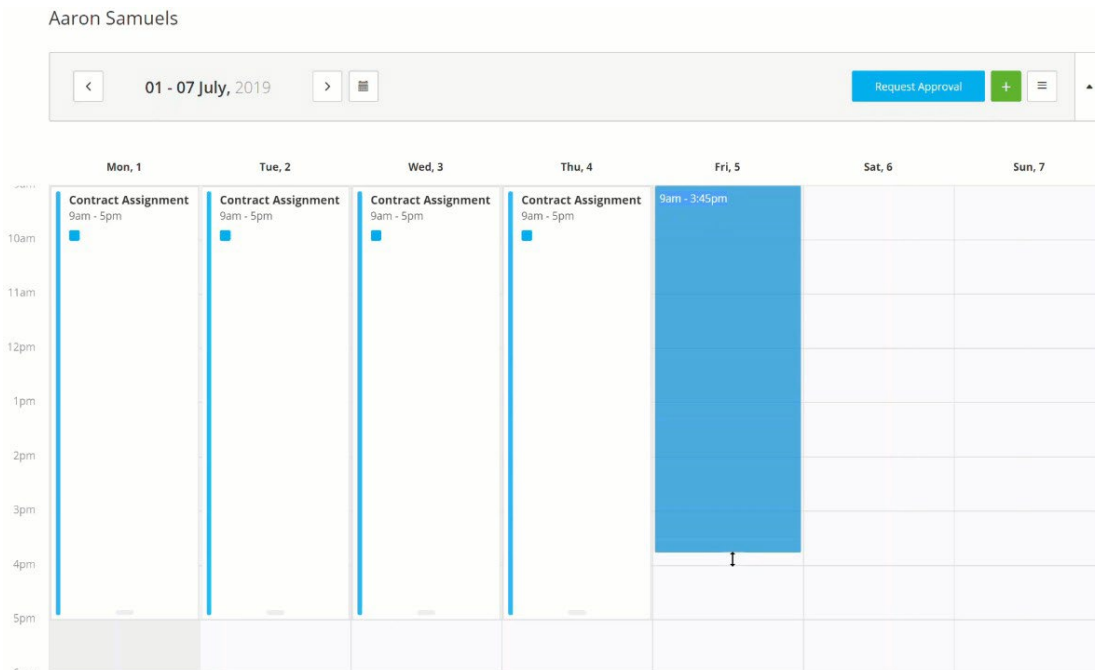
Time Tab – Desktop Login

There are a few different ways that you can load your time into Karmly

- Record Hours Worked by entering time into the day that the time was worked
- Record Hours Worked in the Work Summary by entering total hours for each day
- Copying the previous week's entry if there has been no change in the hours worked
- Using the stop and start work timer in the mobile app (*notes at the end of this manual*)

Record Hours by entering time into the day that was worked

Click and drag your mouse over the times on the day you wish you create a time entry for.



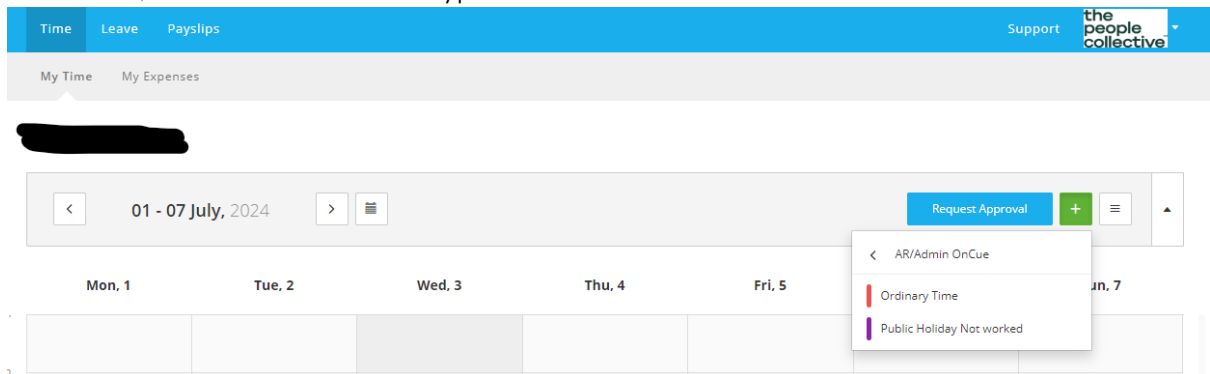
In the pop up that appears, input the following

- Placement – If you have multiple clients you work for you will be asked to select the client from the drop down menu. Select the appropriate client to load time for
- Work Option – type of time being recorded
- Start & Stop Times, Break Duration – Enter your stop and start time and add any un-paid break times and adjust any details as needed before selecting Save.

Please log your time to the nearest 15 minutes as this is what we pay to.

- Notes - You can also load notes against the timesheet entries from within this screen.

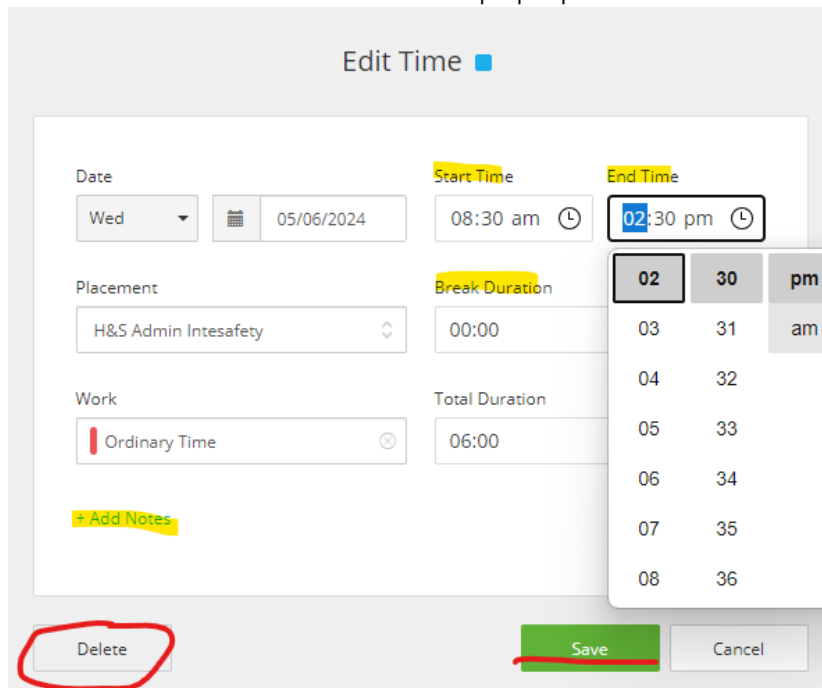
Alternatively, instead of clicking and dragging on the timesheet you can click the Green + button in the top right (or bottom left) of the screen, select the appropriate placement, then select the work type



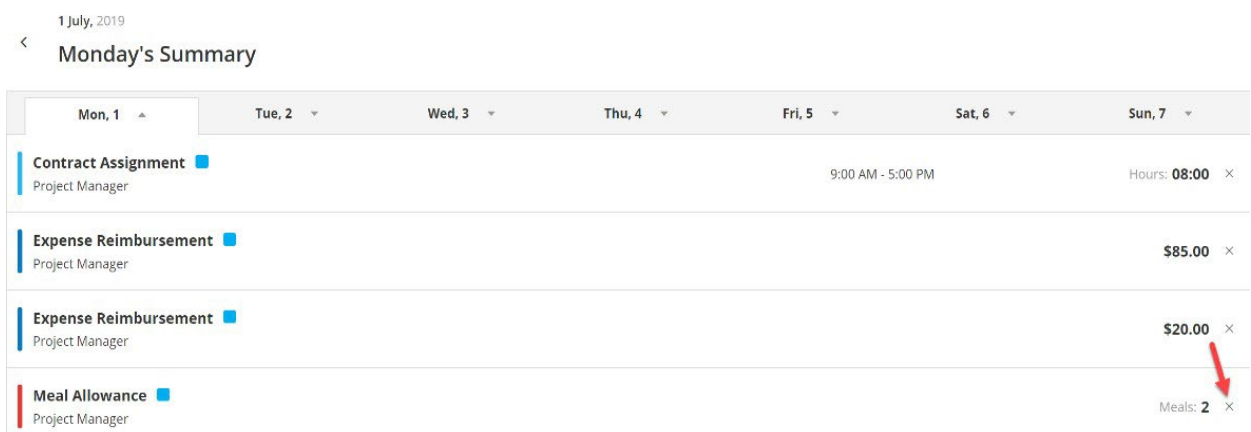
You'll then be able edit the time and date details in the pop up that appears.

Edit or Delete Time

Click on the time entry you wish to edit or delete and edit the required details or select the Delete button on the bottom left corner of the pop up to delete the entry.



Alternatively, you can click the down arrow for the day in the Work Summary to view the Daily Summary, showing a list of all entries for the day. Then click the x to delete the entry.



Record Hours Worked in the Work Summary by entering total hours for each day

At the bottom of your timesheets, you'll see the Work Summary, which provides an overview of all time and unit entries for the week. Click the down arrow to minimise the calendar view to get to the work summary screen.

1 - 7 July, 2024

Work Summary

Mon, 1	Tue, 2	Wed, 3	Thu, 4	Fri, 5	Sat, 6	Sun, 7
Board Minutes NSN Museum (2024) Ordinary Time Hours: 00:00 ×						
00:00	00:00	00:00	00:00	00:00	00:00	00:00
Board Secretariat - TRU Ordinary Time Hours: 00:00 ×						
00:00	00:00	00:00	00:00	00:00	00:00	00:00
Minutes - Nelson Tasman Emergency Management (2024) Ordinary Time Hours: 00:00 ×						
00:00	00:00	00:00	00:00	00:00	00:00	00:00

You can also add and edit your entries by typing in the cells available in the Work Summary.

- Hours** - Adding hours to an empty day will create a time entry based on your Default Start Time. You can set your Default Start Time in your Personal details tab. Adjusting hours on a day that already has a time entry will adjust the existing time entry. For example, changing 8 hours to 7 hours will change the end time of your time entry to be 1 hour earlier.
- Days, Expenses & Units** - Type the total Quantity in an empty cell to create a new entry for the day. If you've already recorded days, expenses or units for the day you can type in the cell to adjust the total Quantity recorded.

1 - 7 July, 2024

Work Summary

Mon, 1	Tue, 2	Wed, 3	Thu, 4	Fri, 5	Sat, 6	Sun, 7
Board Minutes NSN Museum (2024) Ordinary Time Hours: 08:00						
08:00	00:00	00:00	00:00	00:00	00:00	00:00
Board Secretariat - TRU Ordinary Time Hours: 02:00						
00:00	00:00	02:00	00:00	00:00	00:00	00:00
Minutes - Nelson Tasman Emergency Management (2024) Ordinary Time Hours: 02:30						
00:00	00:00	00:00	00:00	02:30	00:00	00:00

If you've already recorded more than one entry against a Work on a day the cell will be greyed out and you won't be able to edit the quantities from the cells. Instead, you can click on the cell or click the down arrow beside the day to view the **Daily Summary** where you can click through to edit or remove individual entries as required.

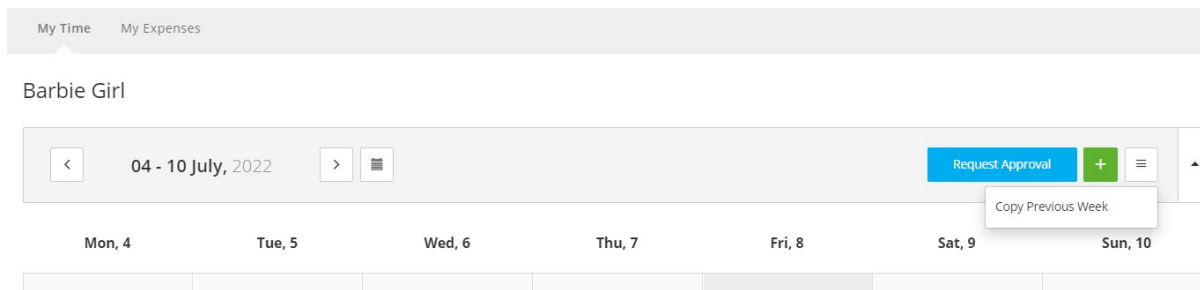
1 July, 2019

Monday's Summary

Mon, 1	Tue, 2	Wed, 3	Thu, 4	Fri, 5	Sat, 6	Sun, 7
Contract Assignment ■ Project Manager 9:00 AM - 5:00 PM Hours: 08:00 ×						
Expense Reimbursement ■ Project Manager \$85.00 ×						
Expense Reimbursement ■ Project Manager \$20.00 ×						
Meal Allowance ■ Project Manager Meals: 2 ×						

Record Time by Copying Previous Week

If you would like to copy your time entries from the previous week into the week you're currently viewing, click the options box in the top right corner of your screen and select Copy Previous Week. This is useful if there have been minimal or few changes between weeks, this will allow you to populate entries as per last week and modify for the current period to save time on entering.

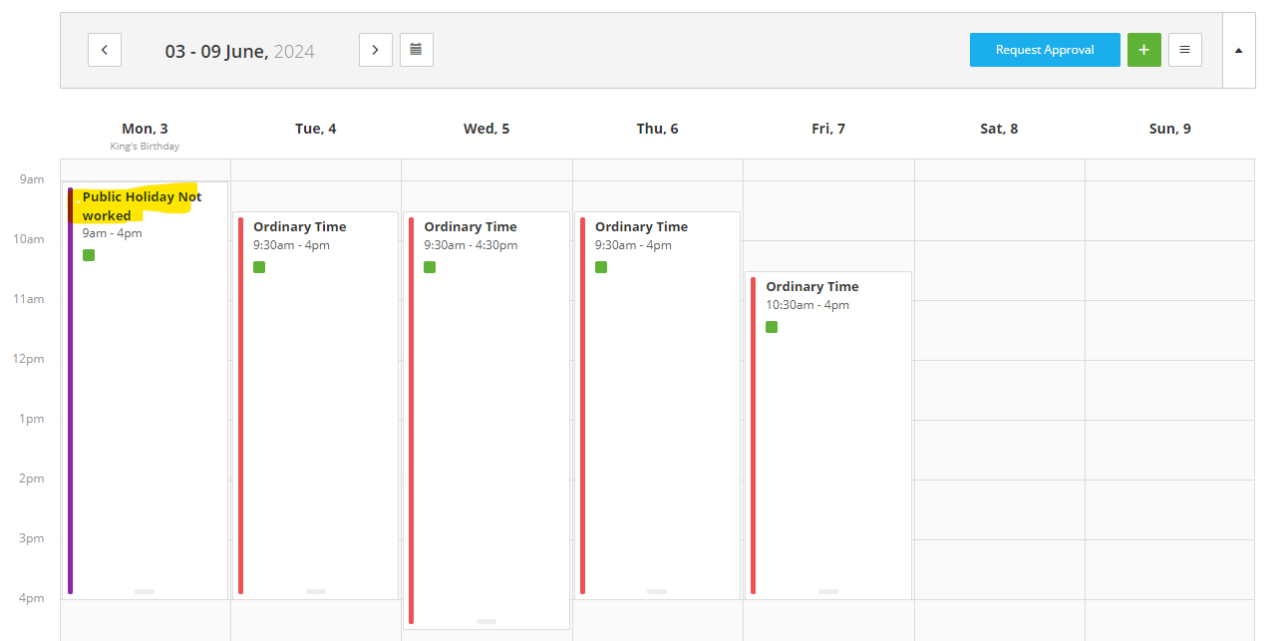


Your entries will all appear as per the recorded time and units from the previous week.

Recording Public / Statutory Holiday's

If you are entitled to be paid on a Public Holiday please enter the day in your time logs using the work type 'Public Holiday Not Worked' along with your usual number of hours worked on that day of the week ie if you usually work 7 hours on a Monday then for any Monday Public Holiday you log 7 hours, if you usually work 4 hours on a Friday then you will log 4 hours for Friday Public Holidays such as Good Friday & Matariki etc.

If you are asked to work on a Public Holiday, please let us know so we can ensure everyone is aware of their obligations around this.

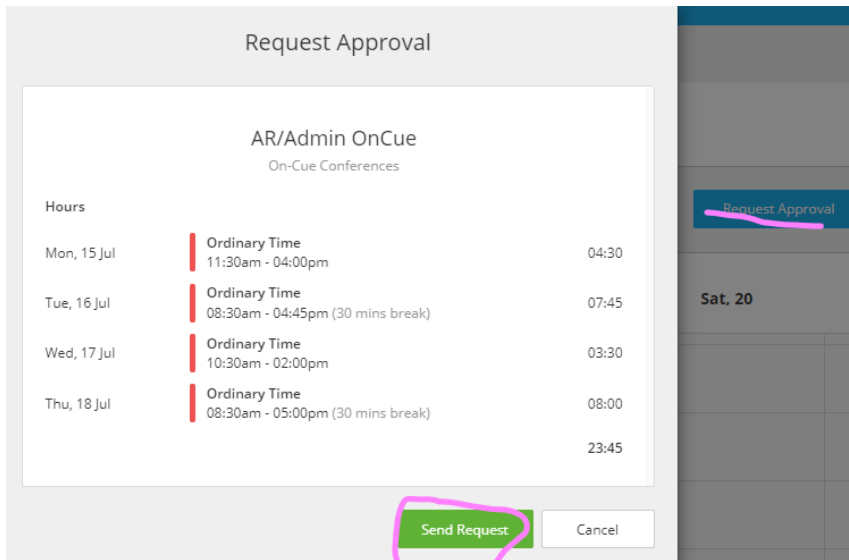


The Intepeople payroll team will also run a check at the time payroll is processed to ensure any Statutory Holiday payments made are following your usual work patterns as to whether you 'normally' work that day of the week and how many hours are usually worked on that day by checking the previous four week work pattern or confirmed placement terms.

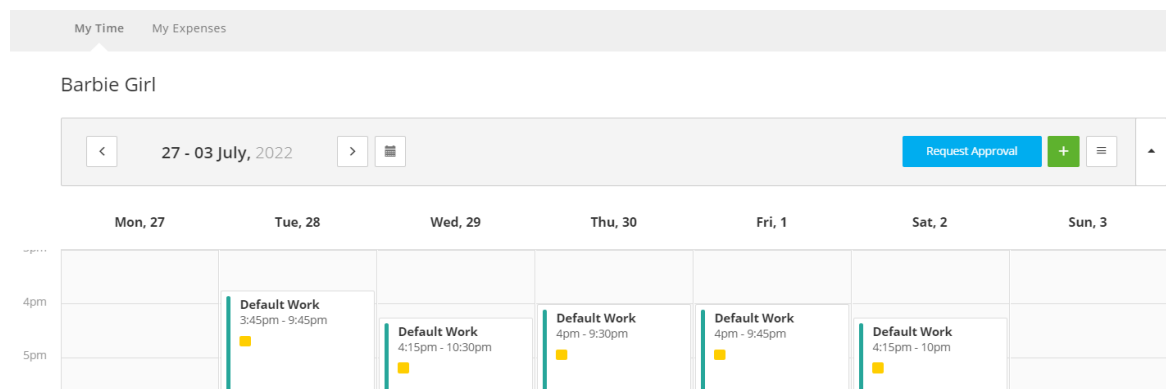
Request Approval

Once you've finished recording your time for the current period, click the blue Request Approval button in the top right. You'll be prompted to review the entries that will be included in the request - this will include all time and entries that you've entered but haven't yet requested approval for.

If you're happy with the time, click Send Request and the request will be sent to your approver(s) for approval.

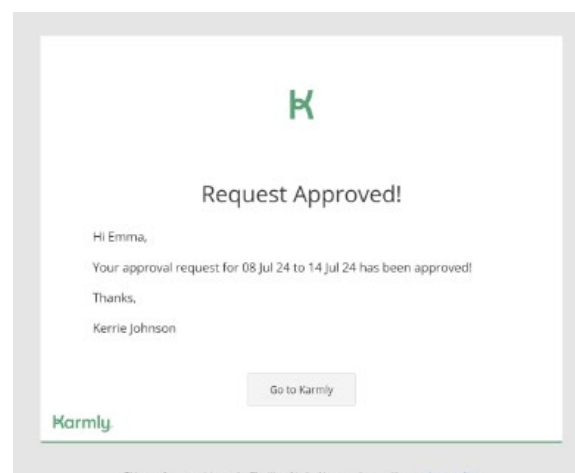


The time will display a yellow Pending Approval label when the time has been sent to your approver, which will become a green Approved label once they've approved your request. You can hover your mouse over the label to check what it means.



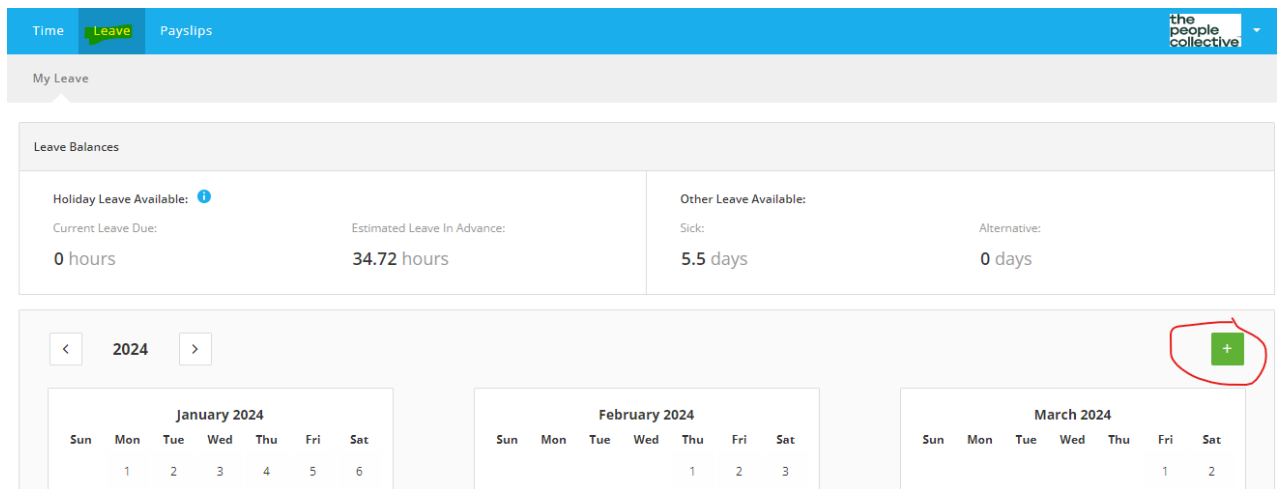
Request Approved/Declined

Once the request is actioned, you will receive an email notification that your time has either been approved or rejected and can go back into the app and amend/resubmit your request if required.



Leave Requests

To apply for leave, tap the  button on the Leave page.

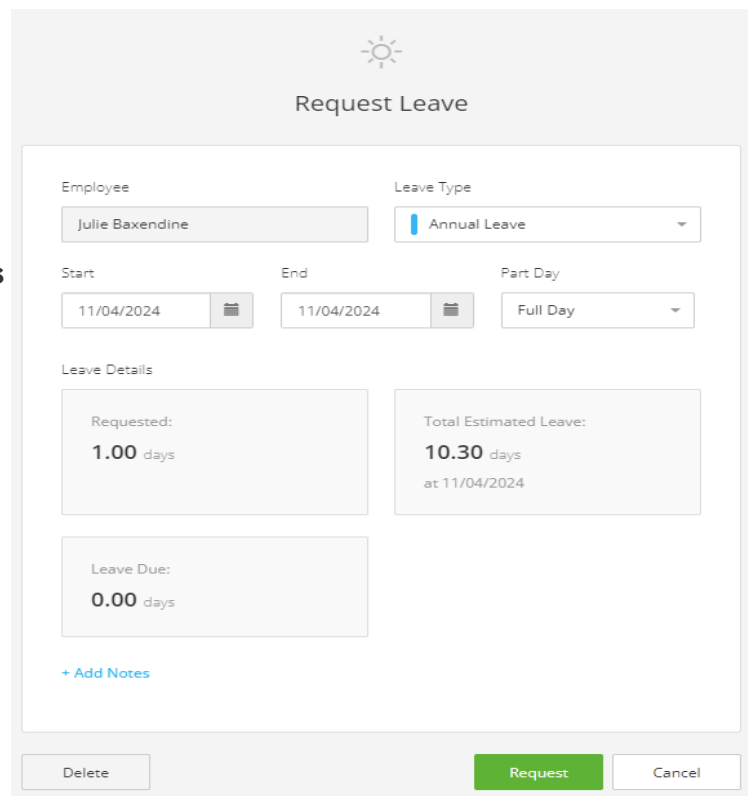


Enter the details, including the type of leave (*annual/sick etc*), note that leave can only be paid in half & full days (or hours if that is how yours is displayed), then hit the Request button.

This request will be sent to the Intepeople payroll team for processing.

Please ensure you ask your site Manager for any future leave requests and only apply for the leave once approval has been granted. Preferably with consent provided in writing.

Once approved the details will flow through to payroll for payment.



Payslips Tab

The Pay tab shows your pay history in Karmly.

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My Payslips

Most Recent Pay

16 Jun, 2024 For Period: 10 Jun - 16 Jun, 2024	Hours: 32 Days: 5	Earnings: \$896.00	Deductions: \$152.28	Take Home Pay: \$743.72
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Last 12 Months

Earnings: \$1,806.00	Averages: 6.5 hours / day 64.5 hours / 10.0 days	\$28.00 Current Rate: \$28.00	\$180.60 / day \$1,806.00 / 10 days
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You can click on a pay to get a detailed view of all payslips processed in prior periods which includes the time entries and expenses paid in that pay.

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← Back

18 Jun, 2024 [Download Payslip](#)

For Period: 10 Jun - 16 Jun, 2024	Hours: 32	Days: 5	Earnings: \$896.00	Deductions: \$152.28	Take Home Pay: \$743.72
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Earnings

	Quantity	Rate	Total
Ordinary Time - Default Work	32 Hours	\$28.00	\$896.00
			\$896.00

Deductions

Tax			\$152.28
			\$152.28

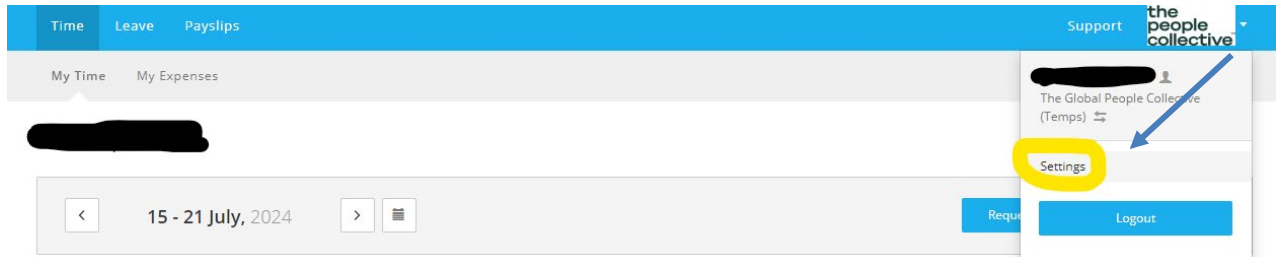
Payments

Direct Credit			\$743.72
			\$743.72

Other Functionality

Personal Details

You can update some of your own personal details by clicking on your company logo in the top right corner of Karmly, then click Settings.



This will bring up the Personal page, which allows you to manage your own personal details. Any fields you update will be highlighted with an orange dot. Once you click Save your changes will be submitted for approval by an Administrator

Barbie Girl Save

Personal Tax

First Name	<input type="text" value="Barbie"/>
Last Name	<input style="border: 1px solid orange;" type="text" value="Boy"/>
Display Name	<input type="text" value="Barbie Girl"/>
Email	<input type="text" value="sheetal4pink@gmail.com"/>
Mobile	<input type="text" value="Mobile"/>
Office Phone	<input type="text" value="Office Phone"/>
Date of Birth	<input type="text" value="DD/MM/YYYY"/>
Address	<input type="text" value="Address"/>
Bank Account	<input type="text" value="00-0000-0000000-000"/>
Tax Number	<input type="text" value="111-111-111"/>
Default Start Time	<input type="text" value="09:00 AM"/>

Tax Details - This page allows you to manage your tax details. Any fields you update will be highlighted with an orange dot. Once you click Save your changes will be submitted for approval by an Administrator.

Time Leave Payslips Support the people collective

Settings

[Redacted Name] Save

Personal Tax

Tax Code	<input type="text" value="M"/>
KiwiSaver Employee Deduction	<input type="text" value="Not Enrolled"/>

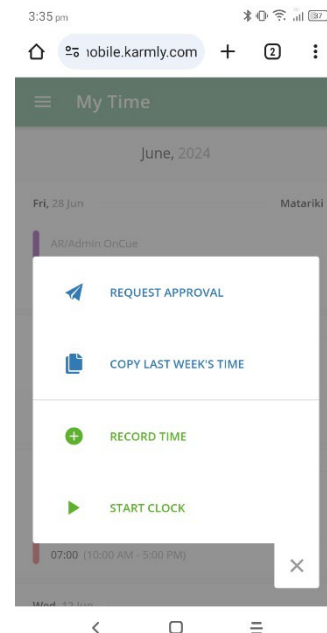
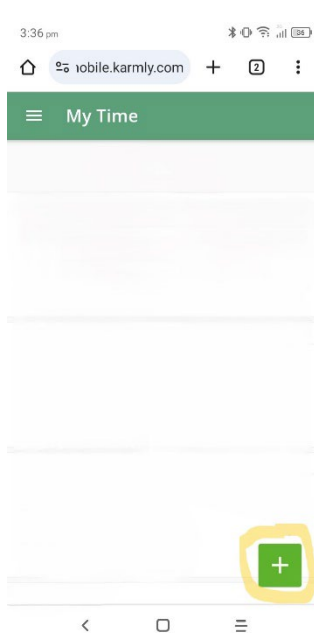
Alternative way to enter time via Mobile App

Record Time using the Stop/Start Time in the Mobile App

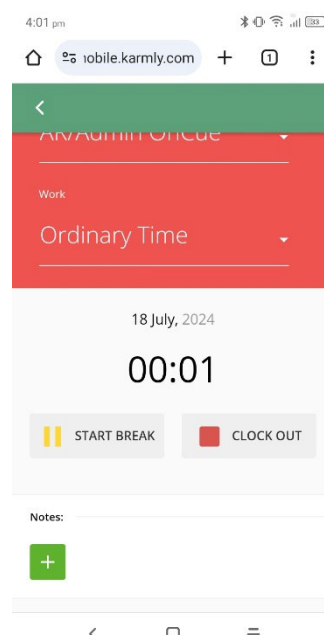
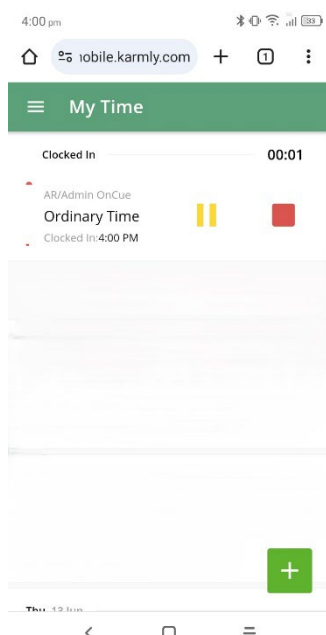
Karmly Mobile App for Resources

The [Karmly Mobile Web](https://mobile.karmly.com/) App allows employees to record time against their Placements on their smartphone. Go to <https://mobile.karmly.com/> in your web browser. Once you've opened the mobile app, you can simply log in using your user credentials.

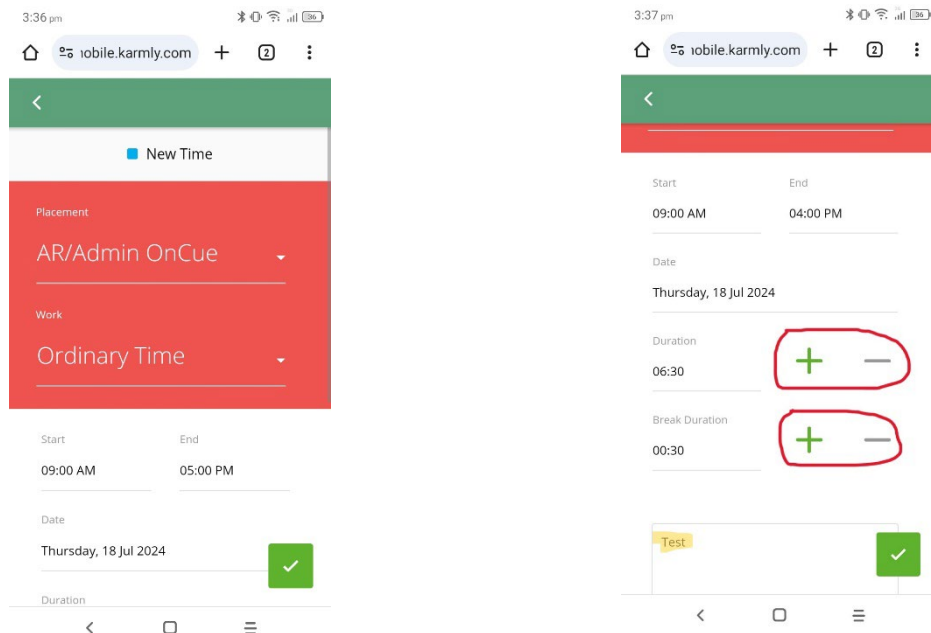
Login to Karmly using mobile.Karmly.com.app from your web browser on your phone. Click on the Green + icon to record time. Select Start Clock to begin recording time against a placement or the Record Time option.



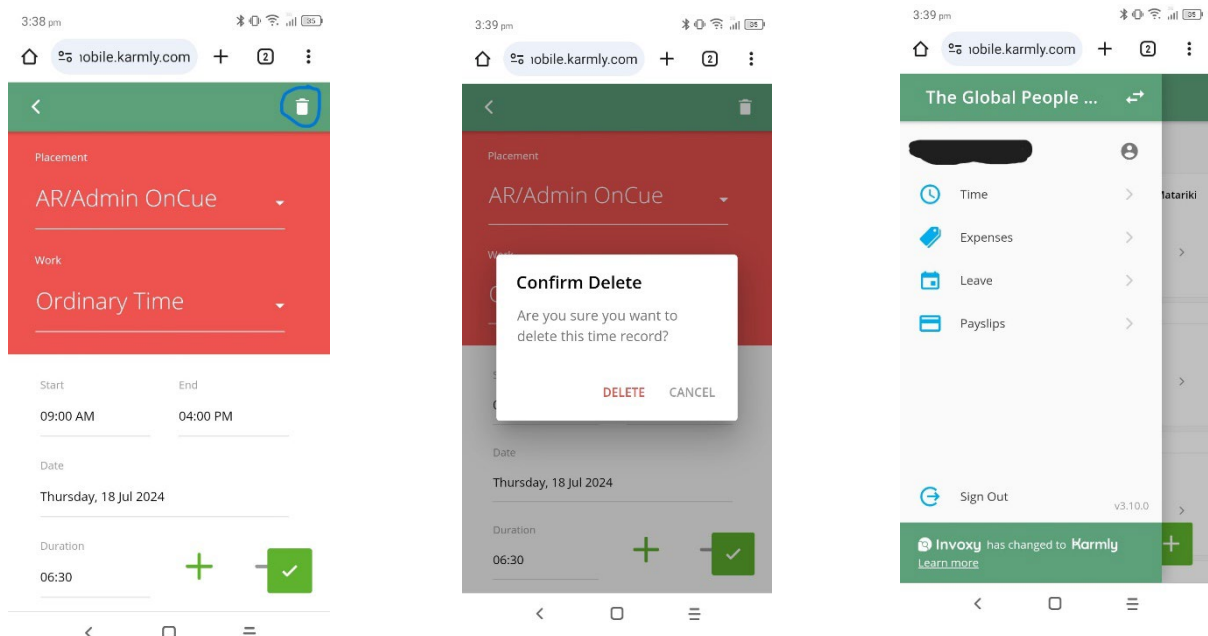
This will default to the first available work option and begin recording your time against this. Ensure that you have selected the appropriate work option to record time against.



You can modify the work option or placement by clicking on the time entry being recorded – it will default to the following screen. Just click on Placement to see a list of placements allocated to you or click on work to change the work option the time is being recorded against. You can also stop the time entry in this screen, record a break or delete this as well if done in error.



To delete the entry just click the rubbish icon in the top right corner and use the < to get to the sign out screen, or to review time, expenses, leave and payslips.



For more detailed notes on using the web app go to the support page;

[Karmly Mobile App for Resources – Karmly Support Centre](#)