

LALAAI Adding personnel to a company

There comes a time that as a company owner you want to employ a new staff member to lighten your workload. LALAAI has a built in personnel system to manage that for you.

Here is what you do:

- Company Owner: enters the new Manager or Worker's details and submits the record.
- LALAAI: records the person as pending and notifies the Super Administrator.
- Super Administrator: checks the submitted details, then accepts or declines the person.
- After acceptance of the new member, he can log in and edit/update his personal details.

Log in as the Company Owner, select Personnel and confirm the displayed company is the company adding the new person. The Personnel page shows active Owner, Manager and Worker counts.

Personnel

LALAAI Documentation Farm
Farm - Official New Zealand (NZ) - NZD

1 Active owner 0 Active managers 0 Active workers

Personnel workflow
Jump directly to the personnel task you need. Options follow your current business role and permissions.

[Personnel list](#) → [Add manager or worker](#)

Add manager or worker
Job title, hourly rate and standard security role are set automatically from the selected employment type and this business record.

Employment type: Worker (Required field)

First name: [] Last name: []

Date of birth: [dd/mm/yyyy] Personal tax identifier: [] Username: [] Initial password: []

Private cell phone: [] Private / login email: [] Home address line 1: [] Home address line 2: []

Home city: [] Home country: New Zealand Business cell phone: [] Business email: []

Employment start date: [10/10/2020]

Current and former personnel

Name	Employment	Job / rate	Business contact	Private contact	Dates	State	Security role
Test Owner testowner	Owner	Business Owner	0274933751 testcompany@vt.net.nz	02733445566 testowner@vt.net.nz	2026-09-28	Active	Business Owner

In the “Add manager or worker” card, the Company Owner selects Manager or Worker and completes the required fields (marked by a red asterisk and yellow background). The current screen requests first and last name, date of birth, personal tax identifier, username, initial password, personal/login email, home address and city/country, plus employment start date. Private and business contact fields are also available. Check all entries for accuracy before submitting. This is the existing form; it is not an email invitation.

Test Owner

Business Owner - LALAAYI Documentation Farm

Dashboard
Personnel
Payroll
Business
Animals
Breeding
Health
Sales & Purchases
Notifications
Messages
My Profile
Locations
Farm Yard
Appearance
Help
Sound Enabled
Logout

Personnel

LALAAYI Documentation Farm

Farm - Official New Zealand (NZ) - NZD

1

Active owner

0

Active managers

0

Active workers

Personnel workflow

Jump directly to the personnel task you need. Options follow your current business role and permissions.

Personnel list

Add manager or worker

Pending approvals

Awaiting Super Administrator approval

These people have been submitted, but no active login or personnel membership exists yet.

Name	Employment	Username	Private contact	Business contact	Requested	State
Test Worker	Worker	testworker	master@vt.net.nz Tax ID IRD-123-456-789 - 077-123 4567	master@vt.net.nz 027-111 1111	2026-10-10 09:00:01	Pending approval

Add manager or worker

Job title, hourly rate and standard security role are set automatically from the selected employment type and this business record.

Employment type

Worker

First name

Test

Last name

Worker

Date of birth

01/01/1990

Personal tax identifier

IRD-123-456-789

Username

Initial password

Private cell phone

077-123 4567

Private / login email

master@vt.net.nz

Home address line 1

100 Kuku Beach Road

Home address line 2

Home city

Kuku, Levin

Home country

New Zealand

Business cell phone

027-111 1111

Business email

master@vt.net.nz

Employment start date

01/10/2026

Add person

Current and former personnel

Name	Employment	Job / rate	Business contact	Private contact	Dates	State	Security role
Test Owner	Owner	Business Owner	0274933751 testcompany@vt.net.nz	02733445566 testowner@vt.net.nz	2026-09-28	Active	Business Owner

LALAAYI LIMITED

Company No. 9457644 • NZBN 9429053945617

LALAAYI Helpdesk

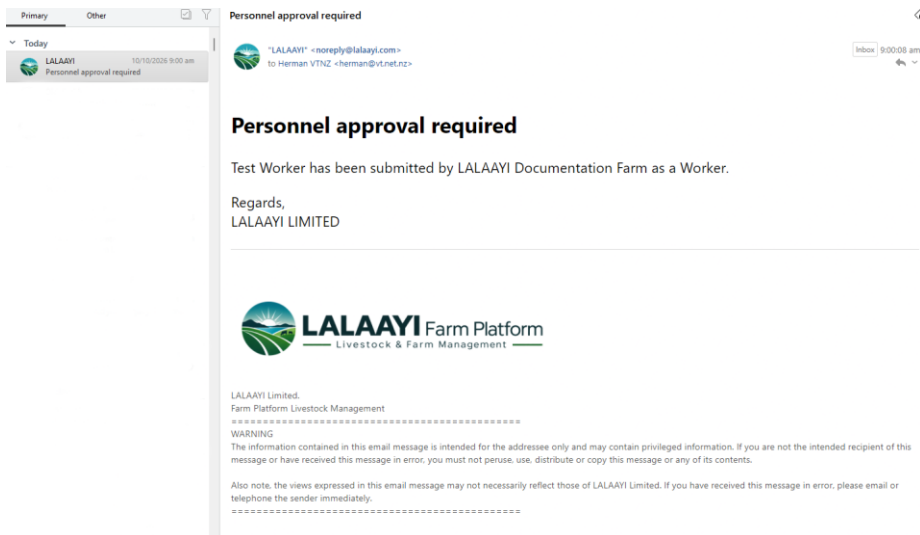
0274933751 • support@lalaayi.com

Website

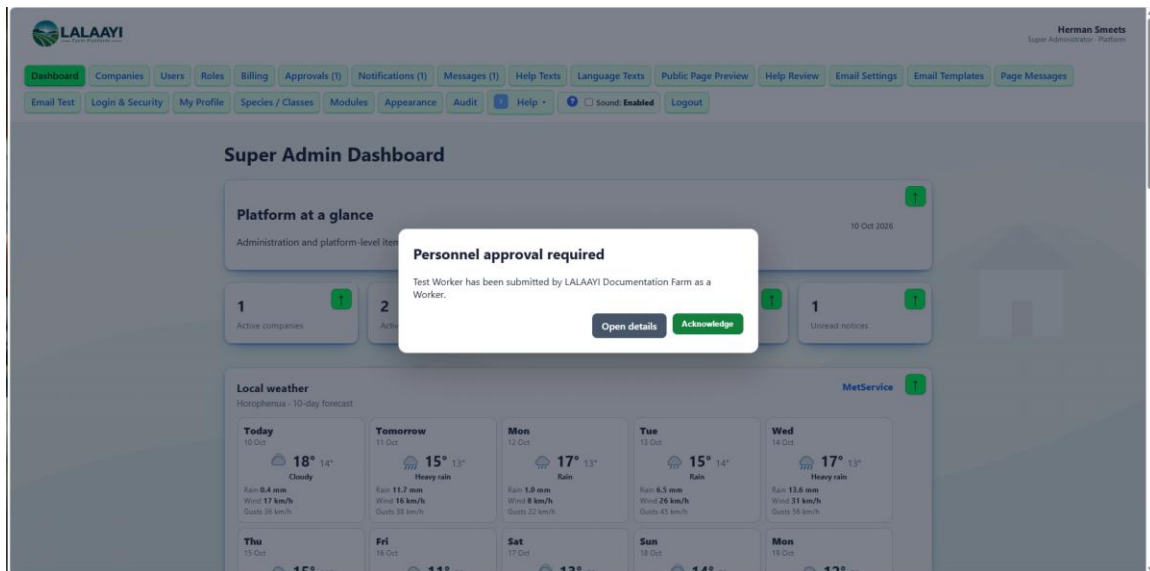
lalaayi.com

When selecting “Add person”. LALAAYI records the request as pending Super Administrator approval and sends a notification to the site Super Administrator. The submission itself does not approve or activate the new person.

The Owner can see submitted personnel in the “Awaiting Super Administrator approval” section. Verify the name, employment type, username, requested date and Pending approval state. Do not resubmit simply because approval is still pending.



The Super Administrator opens the relevant approval page or notification and checks the person's submitted details and associated company. The reviewer decides whether the request is valid and complete.



The Super Administrator accepts or declines the new person. For a decline, record or communicate the reason where supported by the current application. We will confirm the precise effect of each decision and the emails issued during live testing; do not treat a submitted request as approved.

LALAAAYI Herman Smeets
Super Administrator - Platform

Dashboard Companies Users Roles Billing **Approvals (1)** Notifications Messages (1) Help Texts Language Texts Public Page Preview Help Review Email Settings Email Templates Page Messages Email Test

Login & Security My Profile Species / Classes Modules Appearance Audit Help Sound: Enabled Logout

Registration Approvals

New personal account applications 1

No personal account applications are awaiting approval.

Approval queue 1

0 Business registrations	1 Personnel request
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Nothing becomes an active LALAAAYI business, manager or worker until approved here.

New business registrations 1

No business registrations are awaiting approval.

Manager and worker requests 1

Test Worker — Worker

Business: LALAAAYI Documentation Farm - requested by Test Owner

Username: testworker **Personal tax identifier:** IRD-123-456-789 **Private:** master@vt.net.nz **077-123 4567**

Business contact: master@vt.net.nz **027-111 1111** **Start:** 2026-10-01

Home: 100 Kuku Beach Road, Kuku, Levin, New Zealand

Decision notes 1

[Approve and create account](#) [Decline](#)

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Website lalayl.com

The company owner received an email confirmation about the approval or declining status of the new user.

Unread (1)

Today

LALAAAYI 10/10/2026 12:17 pm

Personnel request approved

"LALAAAYI" <noreply@lalayl.com>
to "Test Owner" <testowner@vt.net.nz>

Test Worker was approved as Farm Worker.

Regards,
LALAAAYI LIMITED

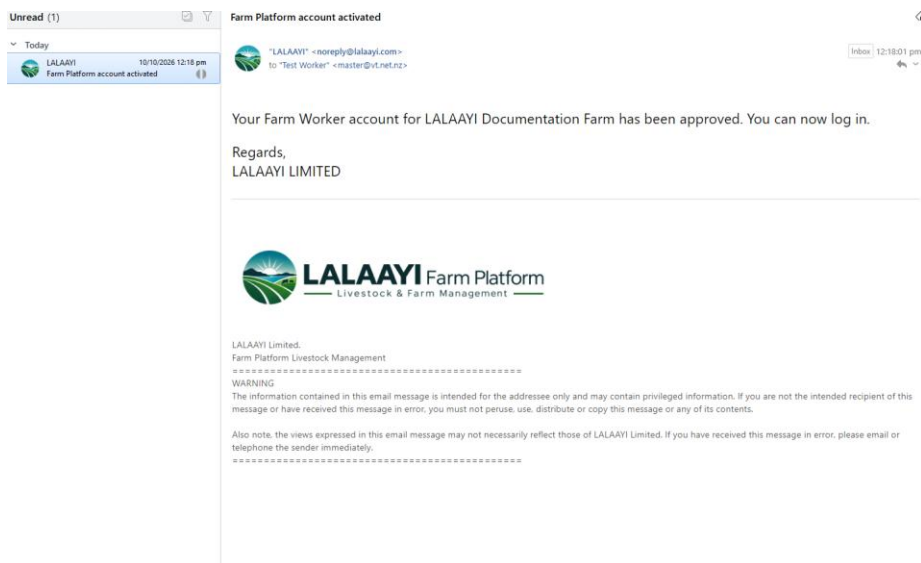
LALAAAYI Farm Platform
Livestock & Farm Management

LALAAAYI Limited.
Farm Platform Livestock Management

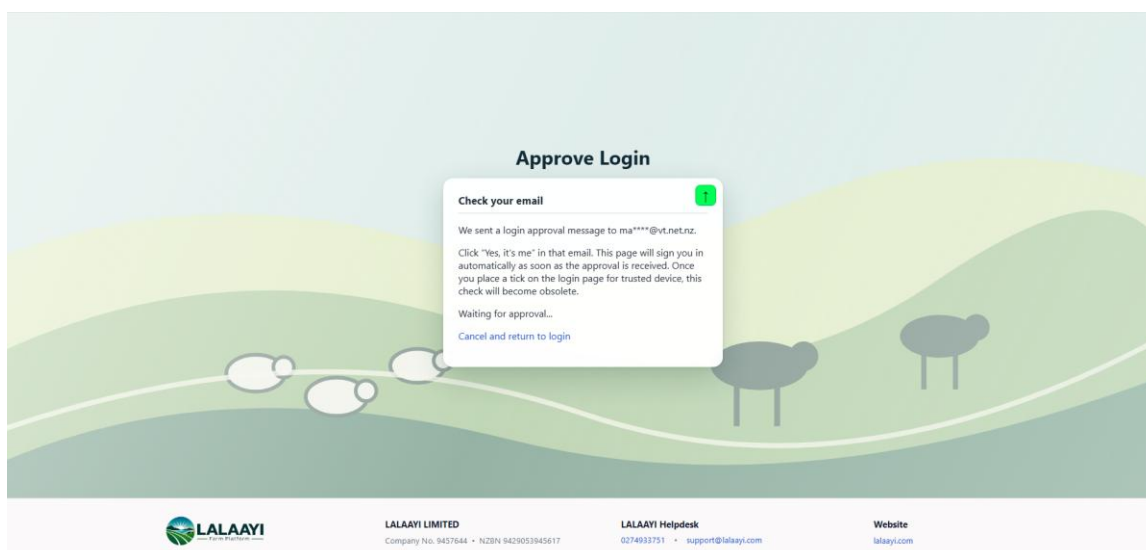
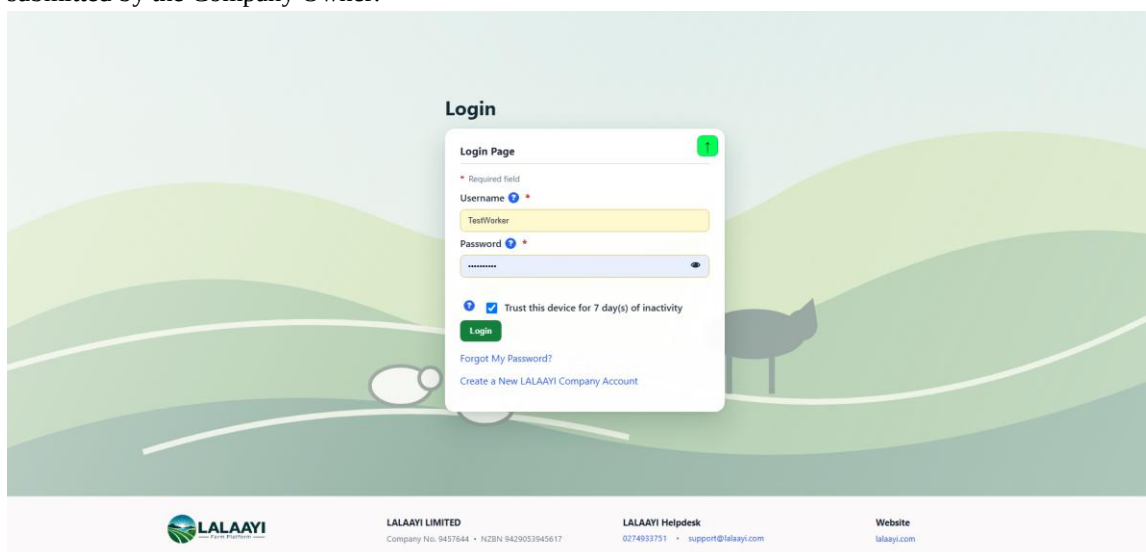
WARNING
The information contained in this email message is intended for the addressee only and may contain privileged information. If you are not the intended recipient of this message or have received this message in error, you must not peruse, use, distribute or copy this message or any of its contents.

Also note, the views expressed in this email message may not necessarily reflect those of LALAAAYI Limited. If you have received this message in error, please email or telephone the sender immediately.

At the same time, the new farm worker will receive an email informing him that his account is approved and that he can log in into LALAAAYI.

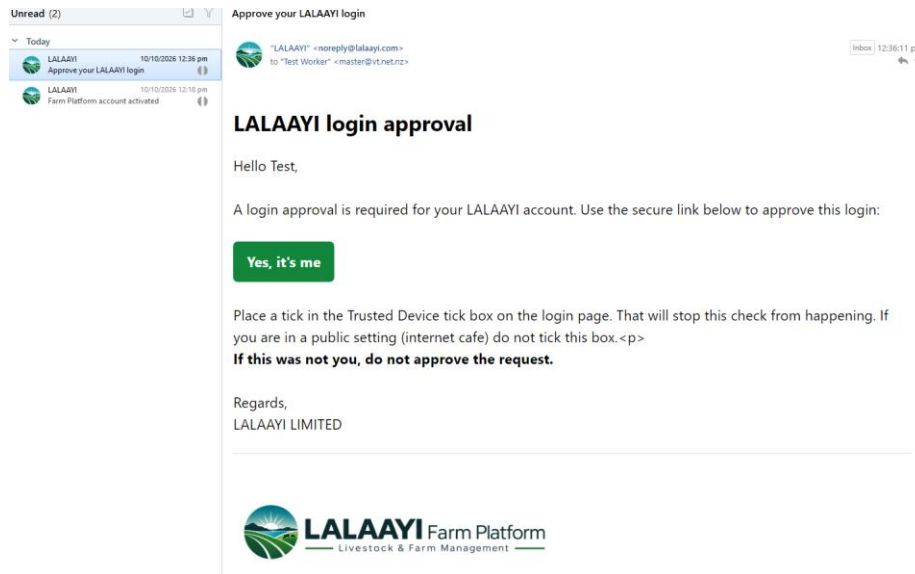


The new farm worker goes now to the LALAAYI log in page and enters his account details as they were submitted by the Company Owner.

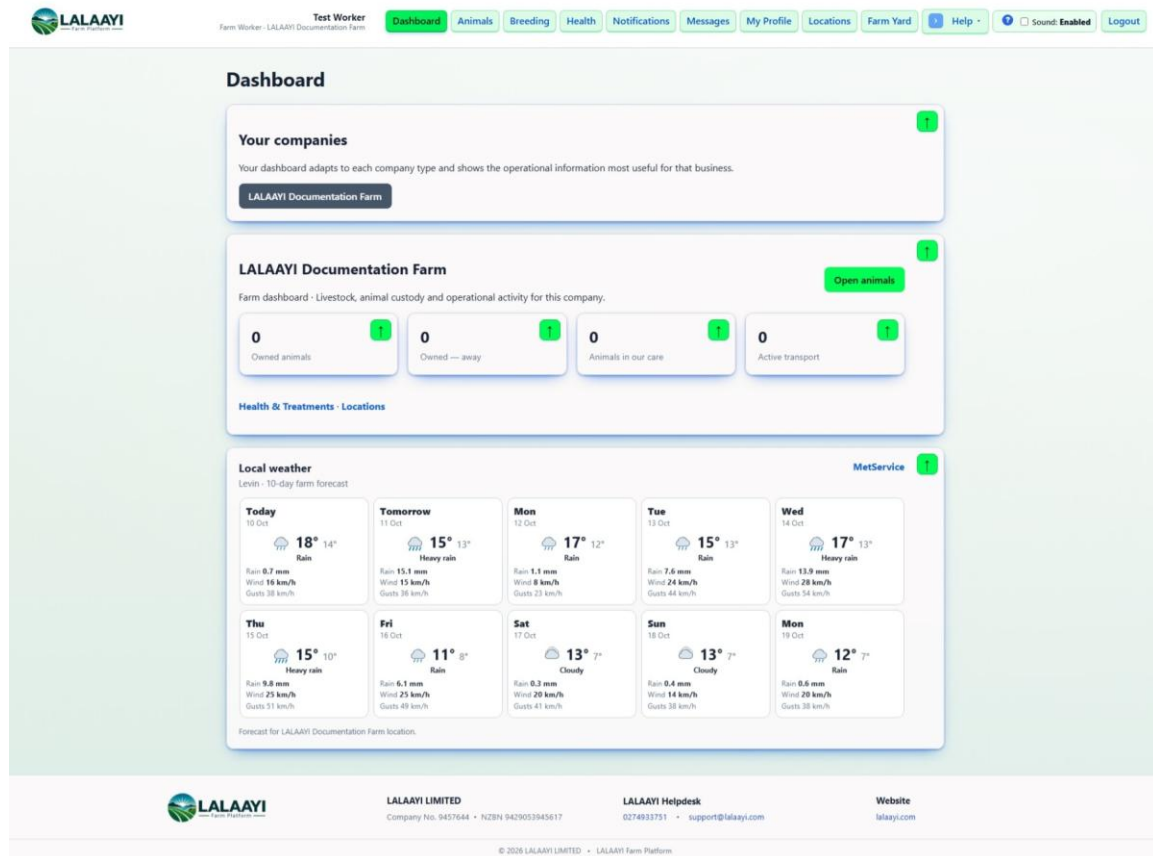


The first time the new farm worker logs in, he sees the above notification, informing him to check his email

and confirm his email address.



In the email he clicks on the green button “Yes, it’s me”



Once he confirms the log in attempt, he can log in and finds himself on the dashboard of his account. The new test worker clicks on the “My profile” button in the top menu.

Test Worker

Farm Worker - LALAAYI Documentation Farm

Dashboard

Animals

Breeding

Health

Notifications

Messages

My Profile

Locations

Farm Yard

Help

Sound: Enabled

Logout

Profile updated.

My Profile

Your personal contact details are private. This page contains your personal profile only. Your personal tax identifier is payroll-controlled after you are linked to a business; ask the Business Owner or payroll administrator if it needs correction. Your company role and business contact details are shown on the Business and Personnel pages instead of being mixed into your personal profile.

Required field

Username

testworker

Private / login email

master@vt.net.nz

First name

Test

Last name

Worker

Date of birth

01/01/1990

Personal tax identifier

IRD-123-456-789

Private cell phone

077-123 4567

Home address line 1

100 Kuku Beach Road

Home address line 2

Home city

Kuku, Levin

Home country

New Zealand

New password (leave blank to keep the current password)

Confirm new password

Current password (required to save any changes)

Save my private details

Required field

Effective from

10/10/2026

Tax code

M --- main income

I confirm this is the tax code I am declaring for my payroll.

☐

Current password

Submit tax code change

Required field

Effective from

10/10/2026

Account holder name

Test Worker

New Zealand bank account number

00-0000-000000-00

Enter bank, branch, seven-digit account number and a 2-3 digit suffix.

Bank name

e.g. ANZ, ASB, BNZ, Westpac

I confirm wages should be paid to this account from the effective date.

☐

Current password

Save payroll bank account

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LALAAYI Helpdesk

0274933751 • support@lalaayi.com

Website

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He can now edit/update his personal details. He can now enter his tax code, his bank and his personal bank account number. Again, compulsory fields have Yellow backgrounds and a red star. Fields that can't be edited/updated have grey backgrounds. These fields can only be edited/updated by the Company Owner or the Company Administrator.

Personal IRD number	IRD-123-456-789	Maintained by payroll administrator
Tax code	Missing	—
Bank account	Not set	—

Submit a new tax code

Use the code you would supply on your IR330. Tailored tax certificates (STC) and "no declaration" status are handled by the payroll administrator because they require separate evidence.

Effective from Tax code

☐ I confirm this is the tax code I am declaring for

H01887:
Tick this box to agree with the tax code update used in my payroll.

Current password

Submit tax code change

Change payroll bank account

The full account number is stored for payroll payment processing but is masked on normal screens. A new account can start today or on a future date.

Effective from Account holder name

☐ I confirm wages should be paid to this account from the effective date.

Current password

Save payroll bank account

New Zealand bank account number
Enter bank, branch, seven-digit account number and a 2-3 digit suffix.

Bank name

After the test worker chooses the tax code from the drop down list and ticks the checkbox to confirm the tax code change he enters his password and clicks the brown “Submit tax code change” button.

LALAAYI Farm Platform

Test Worker Dashboard Animals Breeding Health Notifications Messages My Profile Locations Farm Yard Help Sound: Enabled Logout

Tax-code declaration saved. Payroll will use it from 2026-10-13.

My Profile

Your personal contact details are private. This page contains your personal profile only. Your personal tax identifier is payroll-controlled after you are linked to a business; ask the Business Owner or payroll administrator if it needs correction. Your company role and business contact details are shown on the Business and Personnel pages instead of being mixed into your personal profile.

Username Private / login email First name

Last name Date of birth Personal tax identifier Private cell phone

Home address line 1 Home address line 2 Home city Home country

New password (leave blank to keep the current password) Confirm new password Current password (required to save any changes)

Save my private details

Employee Payroll Details

These details feed payroll automatically. Your IRD number is maintained by the Business Owner/payroll administrator. You can submit a new IR330 tax code and change the bank account used for wages. Every change is effective-dated and audited.

The green bar at the top tells the test worker that his tax code declaration is saved.

Scroll down to the bottom card and enter the bank name and bank account details.

Tax code
M
2026-10-13

Bank account
Not set

Submit a new tax code

Use the code you would supply on your IR330. Tailored tax certificates (STC) and "no declaration" status are handled by the payroll administrator because they require separate evidence.

Effective from
13/10/2026

Tax code
M — main income

☒ I confirm this is the tax code I am declaring for my payroll.

Current password

Submit tax code change

Change payroll bank account

The full account number is stored for payroll payment processing but is masked on normal screens. A new account can start today or on a future date.

Effective from
13/10/2026

Account holder name
Test Worker

New Zealand bank account number
02-1234-1234567-001

Enter bank, branch, seven-digit account number and a 2-3 digit suffix.

Bank name
BNZ

☒ I confirm wages should be paid to this account from the effective date.

Current password

Save payroll bank account

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Place a tick in the tick box to confirm the bank account details for wage/salary payments. Then click the green “Save payroll bank account” button.

Test Worker
Farm Worker - LALAAYI Documentation Farm

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Sound: Enabled
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Payroll bank account saved. The change is effective from 2026-10-13.

My Profile

Your personal contact details are private. This page contains your personal profile only. Your personal tax identifier is payroll-controlled after you are linked to a business; ask the Business Owner or payroll administrator if it needs correction. Your company role and business contact details are shown on the Business and Personnel pages instead of being mixed into your personal profile.

Username
testworker

Private / login email
master@vt.net.nz

First name
Test

Last name
Worker

Date of birth
01/01/1990

Personal tax identifier
IRD-123-456-789

Private cell phone
027-123 4567

Home address line 1
100 Kuku Beach Road

Home address line 2

Home city
Kuku, Levin

Home country
New Zealand

New password (leave blank to keep the current password)

Confirm new password

Current password (required to save any changes)

Save my private details

Employee Payroll Details

These details feed payroll automatically. Your IRD number is maintained by the Business Owner/payroll administrator. You can submit a new IR330 tax code and change the bank account used for wages. Every change is effective-dated and audited.

The green bar at the top, tells you that the bank details are saved and that the changed will take place from the listed date.

to a business; ask the Business Owner or payroll administrator if it needs correction. Your company role and business contact details are shown on the Business and Personnel pages instead of being mixed into your personal profile.

* Required field

Username  Private / login email  First name 

testworker master@vt.net.nz Test

Last name  Date of birth  Personal tax identifier  Private cell phone 

Worker 01/01/1999 IRD-123-456-789 027-123 4567

Home address line 1  Home address line 2  Home city  Home country 

100 Kuku Beach Road Kuku, Levin New Zealand

New password (leave blank to keep the current password)  Confirm new password  Current password (required to save any changes) 

[Save my private details](#)

Employee Payroll Details

These details feed payroll automatically. Your IRD number is maintained by the Business Owner/payroll administrator. You can submit a new IR330 tax code and change the bank account used for wages. Every change is effective-dated and audited.

Payroll item	Current value	Effective
Personal IRD number	IRD-123-456-789	Maintained by payroll administrator
Tax code	M	2026-10-13
Bank account	**-****-***4567-**- Test Worker - BNZ	2026-10-13

Submit a new tax code

Use the code you would supply on your IR330. Tailored tax certificates (STC) and "no declaration" status are handled by the payroll administrator because they require separate evidence.

When you click the “My profile” button in the top menu, you will see that the Employee Payroll Details are updated. It also shows the date from which the updates will be effective.