

PayBiz – Employee Details Report

24/02/2026

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Employee Details

PayBiz main menu > Reports > Employee Details

Prints contact, tax, bank account and kiwisaver / super details of staff.
It is useful to provide to another contractor when sharing staff.

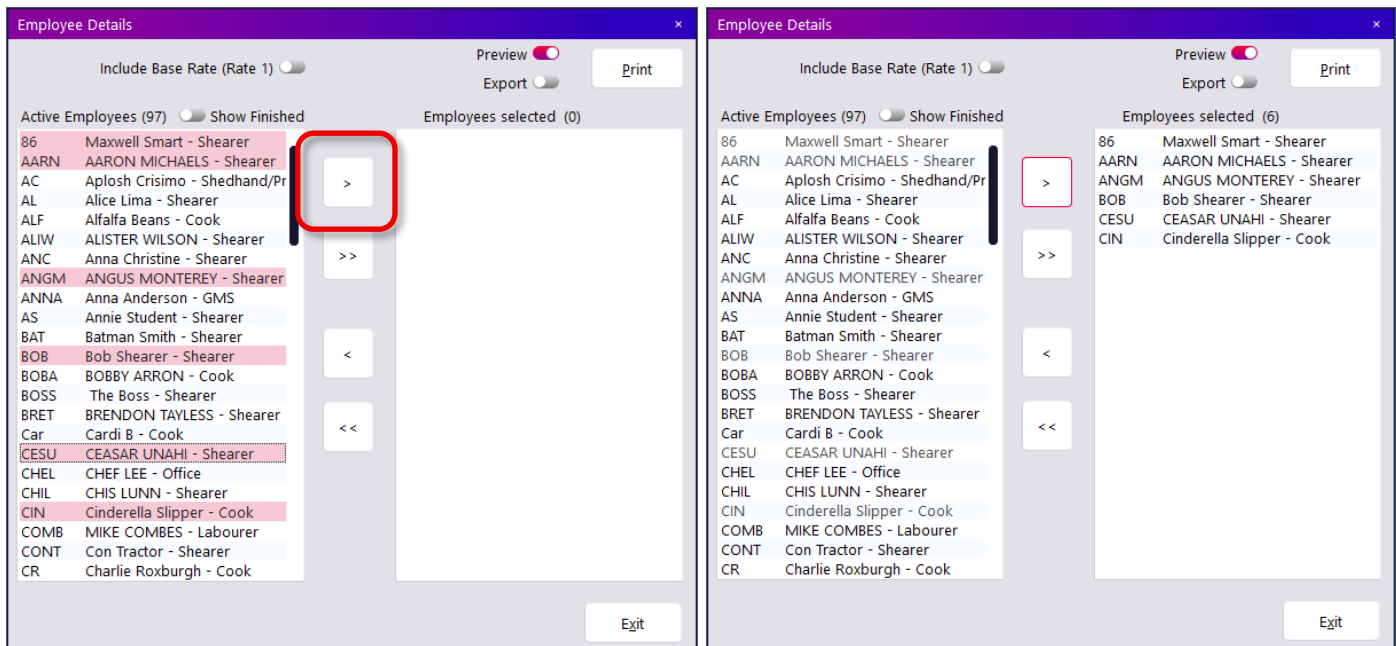






Figure 1: Employee Notes screen

Field	Description
Include Base Rate	Switch ON to print the Employee Rate 1 value on the report
Show Finished	Switch ON to include employees with a Finished date
Active/All Employees list	Select the employees to include on the report <ul style="list-style-type: none"> • Hold down the Shift key to select a range of employees • Hold down the Ctrl key to select multiple employees not in a range
	Move highlighted employee to the Selected list
	Move ALL employees to the Selected list
	Remove selected employee from the Selected list
	Remove ALL employees from the Selected list

Click the **Print** button to generate the report:

PAYBIZ		Employee Details				Printed 24/02/2026 15:23:07			
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Name / Address	Gender	D.O.B.	Employee Type	IRD No	Tax Code	Phone / email	Bank Account	KS	KS Contrib
Maxwell Smart HQ,	Male		Shearer	123123123	M	027 000 0086 getsmart@shebiz.nz		N	
AARON MICHAELS 21 Bark Road, Woodville	Male	1/12/1988	Shearer	051134346	M SL	0204451345 aaron@shebiz.nz	03-1753-0126886-000	Y	3%
ANGUS MONTEREY 10 Merino Dr, Woolston, 3013			Shearer	123123123	M		06-0866-0404546-000	Y	4%
Bob Shearer 10 Merino Dr, Woolston 3013	Male	1/01/1972	Shearer	123123123	M	020 445 1345 bob@shebiz.nz	06-0869-0304454-000	Y	8%
CEASAR UNAHI			Shearer	022298119	CAE	0236543210	06 0869 0304454 000	N	
Cinderella Slipper			Cook	555555555	CAE			N	

Figure 2: Employee Details Sample Report

Preview - preview the report prior to printing

Export - Save the report as a PDF or email.