

Map staff to Xero employees

Match each BondiByte staff member to their employee record in Xero, so their approved timesheets go to the right person when you send them.

WHO IT IS FOR Owner, Admin	TIME NEEDED About 8 minutes	LAST REVIEWED 2 October 2026
-------------------------------	--------------------------------	---------------------------------

Who this is for

Permissions: You need **Can manage integrations** to choose Xero employees and save. Owners and Admins have it. A role that can open the page without it sees the **Mappings** section, but the Xero employee lists are greyed out and there is no **Save mappings** button.

Before you begin

- Xero Payroll must be connected first. Until it is, the **Payroll calendars** and **Mappings** sections do not appear. The same happens while the card says **Xero needs to be reconnected before pay item and employee mappings can be managed**. See Set up Xero Payroll.
- The people you want to send are **Active** in **Staff Records**. Only active staff are listed. See Create a staff member.
- Each of those people has an employee record in Xero with a payroll calendar. If the **Xero employee** list does not offer a person, they are not available to BondiByte in Xero.



Steps

1 Go to Configuration > Xero Payroll > Mappings

- 1 In the left menu, under **Administration**, choose **Configuration**. Then, under **Integrations**, choose **Xero Payroll**. The **Xero Payroll Settings** page opens.
- 2 Choose **Manage mappings** on the connection card. The page scrolls down to the **Mappings** section. You can also scroll down to it yourself.

Note: The **Mappings** section says **Match BondiByte staff and pay items to Xero. Nothing is sent to Xero until you save.** Saving mappings does not send any timesheets.

The screenshot shows the 'Configuration' page for Xero Payroll. The left sidebar has a 'Settings' icon with a blue circle and the number '1'. The main content area is titled 'Xero Payroll Settings' and includes a 'Manage mappings' button with a blue circle and the number '2'. The 'Payroll calendars' section contains a table with the following data:

CALENDAR	TYPE	CURRENT PERIOD	EMPLOYEES MAPPED	ALIGNMENT
Fortnightly (Monday start)	Fortnightly	28/09/2026 to 11/10/2026	1	Aligned
Weekly (Wednesday start)	Weekly	30/09/2026 to 06/10/2026	0	Not aligned

The right sidebar shows 'Setup Health' with a 'Full health' status and a list of items that need attention: Setup, Organisation, Access, Communication, Operations, Security, AI, and Xero Payroll.

Choose Configuration under Administration and then Xero Payroll (1), then choose Manage mappings (2).



2 Read the staff table

The staff table is at the bottom of the **Mappings** section. Above it you may see settings for earnings rates. They are covered in Map earnings rates in Xero.

- 1 In **BondiByte staff**, find the person. Only active staff are listed, in order of last name.
- 2 Read **State**. **Mapped** means a Xero employee is saved for the person. **Not mapped** means none is saved yet. **Xero employee unavailable** means a saved Xero employee can no longer be found in Xero.
- 3 A row that already shows a Xero employee with **Suggested** beside it has a likely match that is not saved yet.

BondiByte staff: The staff member's name from **Staff Records**.

State: **Mapped**, **Not mapped** or **Xero employee unavailable**.

Xero employee: A list of the Xero employees you can choose from. **Not mapped** means no person is chosen.

BONDIBYTE STAFF	XERO EMPLOYEE	2	STATE
1 Morgan Demo	Morgan Demo	SUGGESTED 3	Not mapped
Sam Demo	Not mapped		Not mapped
Casey Example	Casey Example	SUGGESTED	Not mapped
Taylor Example	Taylor Example	SUGGESTED	Not mapped
Jordan Sample	Jordan Sample	SUGGESTED	Not mapped
Riley Sample	Riley Sample		Mapped

Rows 50

Back 1-6 of 6 staff Next

Save mappings

Find the person in BondiByte staff (1), read their State (2) and look for Suggested rows (3).



3 Choose the Xero employee for each person

- 1 For a row marked **Suggested**, check that the name in **Xero employee** is the same person. If it is, leave it. If it is not, open the list and choose the right person.
- 2 For a row that is **Not mapped**, open the **Xero employee** list and choose the person. A person you already chose for another row is not offered again.

Nothing is saved yet. The **State** column changes only after you save.

Warning: Check every **Suggested** row before you save. A suggestion is only a match BondiByte found. It is saved as it stands when you choose **Save mappings**.

Important: A Xero employee can be matched to one staff member only. If two rows end up with the same person, a message under the list says **Also mapped to** followed by the other name, and **Save mappings** stays greyed out until you change one of them.

BONDIBYTE STAFF	XERO EMPLOYEE	STATE
Morgan Demo	1 Morgan Demo ▼	SUGGESTED Not mapped
Sam Demo	2 Samuel Demo ▼	Not mapped
Casey Example	Casey Example ▼	SUGGESTED Not mapped
Taylor Example	Taylor Example ▼	SUGGESTED Not mapped
Jordan Sample	Jordan Sample ▼	SUGGESTED Not mapped
Riley Sample	Riley Sample ▼	Mapped

Rows 50 ▼

Back 1-6 of 6 staff Next

Save mappings

Check a Suggested row (1), then choose the Xero employee for a row that is Not mapped (2).



4 Choose **Save mappings**

- 1 Choose **Save mappings** below the table. The button reads **Saving...** for a moment. It is greyed out when there is nothing new to save.
- 2 A message says **Employee mappings saved.** and every row you matched now shows **Mapped** under **State**. A person you left as **Not mapped** stays that way.

BONDIBYTE STAFF	XERO EMPLOYEE	2 STATE
Morgan Demo	Morgan Demo	Mapped
Sam Demo	Samuel Demo	Mapped
Casey Example	Casey Example	Mapped
Taylor Example	Taylor Example	Mapped
Jordan Sample	Jordan Sample	Mapped
Riley Sample	Riley Sample	Mapped

Rows 50

Back1-6 of 6 staffNext

Save mappings

1

Choose *Save mappings* (1). Every matched row now shows *Mapped* (2).



5 Check the payroll calendars

Scroll up to the **Payroll calendars** section, above **Mappings**. It lists the payroll calendars in Xero.

- 1 Check **Employees mapped**. It counts the matched employees on each calendar.
- 2 Check **Alignment**. **Aligned** means the calendar's periods match your roster period. **Not aligned** means they start on a different weekday.

If a calendar with matched employees is **Not aligned**, a note under the table says what to change. Timesheets for those employees are held when you send. See Troubleshooting below.

Calendar: The name of the payroll calendar in Xero.

Type: How often it pays, such as **Weekly** or **Fortnightly**.

Current period: The dates of its current pay period.

Employees mapped: How many of your matched employees are on this calendar.

Alignment: **Aligned** or **Not aligned** against your roster period.

CALENDAR	TYPE	CURRENT PERIOD	1 EMPLOYEES MAPPED	ALIGNMENT
Fortnightly (Monday start)	Fortnightly	28/09/2026 to 11/10/2026	6	Aligned
Weekly (Wednesday start)	Weekly	30/09/2026 to 06/10/2026	0	2 Not aligned

Rows 50 ▾ Back 1-2 of 2 payroll calendars Next

Check Employees mapped (1) and Alignment (2) for each payroll calendar.

What happens next

The people you matched are no longer held for having no Xero employee when you check a period before sending.

Next, choose the Xero earnings rates your hours are sent against. See Map earnings rates in Xero. Then see Send approved timesheets to Xero. When a new person starts, come back here to match them before the next pay run.

Important notes

Important: Matching does not send anything to Xero. It only tells BondiByte which Xero employee each timesheet belongs to.



Good practice

- Match everyone paid through Xero before your first send. Anyone without a match is held, with the reason **This staff member has no mapped Xero employee**.
- Check each **Suggested** row before you save.
- Keep names and emails in **Staff Records** the same as in Xero, so BondiByte can suggest the match.

Troubleshooting

The **Payroll calendars** and **Mappings** sections are missing, or **Mappings** says **Xero is not connected**.

Why it happens: Xero is not connected, it needs to be reconnected (the card says **Xero needs to be reconnected before pay item and employee mappings can be managed.**), or the connection ended while the page was open.

What to do: Connect or reconnect Xero, then reload the page. See Set up Xero Payroll.

A staff member is missing from the table, or the table says **No staff to map** and **Add staff to your organisation to map them to Xero employees**.

Why it happens: Only active staff are listed. The person is not **Active** (for example **Inactive** or **Terminated**), or there are no active staff yet.

What to do: Make the person **Active** in **Staff Records**, or add staff there, then reload the page. See Create a staff member.

The **Xero employee** lists are greyed out and there is no **Save mappings** button.

Why it happens: Your role does not include **Can manage integrations**.

What to do: Ask an Owner or Admin to match the staff, or to add **Can manage integrations** to your role.

The **Xero employee** list does not offer the person I need.

Why it happens: The person is not available to BondiByte in Xero, or they are already chosen for another row.

What to do: Check the person's employee record in Xero, and check no other row uses them. Then reload the page.

A row says **Also mapped to another staff member's name**, and **Save mappings** is greyed out.

Why it happens: The same Xero employee is chosen for two staff members. **Save mappings** is also greyed out when there is nothing new to save.

What to do: Change one of the two rows to the right person, or to **Not mapped**.

A row says **Xero employee unavailable**.

Why it happens: The Xero employee saved for this person can no longer be found in Xero.

What to do: Choose the person's current Xero employee in the list and choose **Save mappings**.

A calendar in **Payroll calendars** says **Not aligned**, with a note that starts **Your roster period runs**, or the section says **No Xero payroll calendars were found**.

Why it happens: The calendar's periods start on a different weekday from your roster period, so timesheets for the people on it are held. Or Xero has no payroll calendars for the connected organisation.

What to do: In Xero, add a payroll calendar of the same type that starts on the same day as your roster period and move those employees onto it, then reload the page. Or change your roster period start. See Choose a Sunday or Monday week start.



Need more help?

Guides: bondibyterobotics.com.au/guides | Support: support@bondibyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 2 October 2026.*