



For those clients that have advised us of your temporary address details due to office relocations thank you and we trust that you have received your IMS Payroll Partner upgrade CD.

If you require assistance please contact our help desk on 03 693 1121 option 2.

### Payroll Group Training

We are offering group training sessions at our Christchurch & Geraldine Offices:

#### Christchurch Office

Thursday, 28<sup>th</sup> April 2011, 1pm – 3pm

#### Geraldine Office

Friday, 29<sup>th</sup> April 2011, 10am – 12pm

#### Details

Two hour session @ \$185 p.p. + GST

Includes hand out  
Sessions are limited to 6 attendees

Book your seat or register your interest today  
[amanda@helenhenderson.co.nz](mailto:amanda@helenhenderson.co.nz)

### Payroll Health Checks

Now is the time to have us perform a Health Check on your database to ensure you are getting the most from IMS Payroll Partner.



We check to ensure everything is reporting as expected for your Accountant and all your leave rates are correct.

#### Our Health Check Covers:

- Company and Employee setup
- Backup procedure
- Use of deductions and reducing balance
- Managing Pay Points & Cost Centres
- All Paid Leave
- Use of allowances
- IRD/KiwiSaver administration
- Reporting and use of lists
- A review of your future requirements

Arrange your Online or On-site Health Check today

### Resources Available

HHA Associates Limited – IMS Payroll Support  
[www.helenhenderson.co.nz](http://www.helenhenderson.co.nz) – 03 693 1121

Department of Labour – Employment Relations  
[www.dol.govt.nz](http://www.dol.govt.nz) – 0800 20 90 20

Work and Income – Employment Support Package  
[www.workandincome.govt.nz/](http://www.workandincome.govt.nz/) - 0800 779 997

### ONLINE SUPPORT

With the ever-increasing cost of fuel, as well as the many constraints on everyone's time, we are now offering Online Support using Mikogo. This desktop sharing solution will enable you to receive immediate personal support using a very secure and simple procedure:

- Our Help Desk will be in contact with you by phone.
- Our Help Desk will start a session from their desktop, receive a unique 9-digit session ID from the Mikogo server, and email the session ID to you.
- You will open your email and click on the link provided. There are no installations or registrations required for participants. You simply enter your name and run the software.
- A connection is instantly established, and you can view the organizer's screen in real time via the Mikogo viewer window.

All you need is a broadband connection for this to work. We have found this to be a great tool to assist with queries, training and payroll Health Checks from the comfort of our own office, thus saving you a travel charge.



### Processing & Data Entry

#### For Wages and Accounting

We have had a very positive response from our clients who have contracted our services to process their wages and/or accounts on a temporary or permanent basis.

This is a great service while you are recruiting staff or when staff are heading away on annual leave, maternity leave or extended leave.

We can process online or on-site



Ring now to arrange a demonstration before 30<sup>th</sup> June 2011 and be in line to win an iPad.

Contact Andy or Shirl on 03 693 1121

## IMS Payroll Partner

### Making Donations to Red Cross for Christchurch Quake support.....

Payroll Giving is a voluntary scheme for both Employers and Employees.

Donations to an authorised organisation will attract a tax credit of 33.33% which is offset against the PAYE for that pay period. The main points of the scheme are as follows:

- Voluntary for both employers and employees.
- Only those employers who file their returns electronically to Inland Revenue via the IR-Filing website can adopt the scheme. To view the Authorised Donee Organisations list, go to [www.ird.govt.nz/doneeorganisations](http://www.ird.govt.nz/doneeorganisations)
- It is the employee's responsibility to provide the details of any approved Donee organisation to which they wish to donate to.
- Any tax credit granted in a pay period cannot subsequently be donated to another Payroll Giving Donee Organisation within that pay period i.e.: you are not entitled to a Tax Credit on a Tax Credit used for an additional Payroll Giving deduction.
- The maximum tax credit allowed is limited by the tax portion of the PAYE for that period i.e.: the ACC Earner Levy portion of the P.A.Y.E cannot be utilised for the credit.
- Tax credits cannot be generated for Payroll Giving deductions where an employee has a 'WT' Tax Code.
- Additionally, tax relating to 'Schedular' payments cannot be reduced by any tax credit calculation.

**Note:**

Refer to [www.ird.govt.nz](http://www.ird.govt.nz) for further information OR purchase our Fact Sheet on this subject for just \$10 + GST.

## IMS Payroll Partner

### 'Contractor' payments processing facility...

You may now mark the status of any employees in your database as being a 'Contractor' and/or 'GST Registered'.

Tax Details		Override % Rates	
IRD No:	032 222 226	PAYE	0
Tax Code:	WT	Student Loan	
Expires:		Extra Pays	
Student?	<input type="checkbox"/>		
Contractor?	<input checked="" type="checkbox"/>	GST Registered?	<input checked="" type="checkbox"/>

Selecting the 'Contractor?' status for an existing employee will affect the following;

- The WT tax code will automatically be assigned with a PAYE Override of 0%. These values cannot be changed.
- The contractor cannot be setup with KiwiSaver contributions.
- You will be prompted to address the employee's leave and KiwiSaver tabs if required.

Entering a new employee with a 'Contractor?' status will;

- Default their Annual Leave type to Casual with 0% of Gross.

A customised report is now available from IMS Ltd to print a 'Buyer Created Tax Invoice' for the contractor. (The format of this report will need to be approved by Inland Revenue).

## Maternity Leave...



**Do you have an employee going on Maternity Leave;** here are a few tips in regard to IMS Payroll Partner.

- Print off a screen shot of the employees 'Leave' page following the closing of the last payrun before going on leave.
- Set up a payment in Company Controls for Maternity Leave. This will ensure the employee keeps accruing Annual Leave and that the value reduces during the absence.
- Alter the employee's permanent page to show the new Maternity Leave payment and not their previous entries.

A Fact Sheet is available for \$10 + GST.