

February 2011



Welcome to our February 2011 issue...

We have been busy booking annual Health Checks. If you would like to receive a Health Check for your IMS Payroll Partner, please give me a call on 03 693 1121 option 2.

Congratulations to those that were in the January 2011 draw to win a 4GB data stick. These have been drawn and posted to the winners.

Don't forget to diarise the 1st of April 2011, which is when the new amendments to the Holidays and Employment Acts will become effective.

Payroll Group Training

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

Christchurch Office

Thursday, 24th February 2011, 1pm – 3pm

Geraldine Office

Friday, 25th February 2011, 10am – 12pm

Details

Two hour session @ \$185 pp + GST

Includes hand out

Sessions are limited to 6 attendees

Book your seat or register your interest today - email amanda@helenhenderson.co.nz

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 remotely or on site. If you would like to make use of this service, give us a call on 03 693 1121 option 2 and let us help you.

Working on a public holiday under the Holidays Act 2003

What happens when the public holiday falls at a weekend?

Public holidays that fall at the weekend are treated in two ways:

- **Christmas** and **New Year** holidays are "Mondayised" (i.e. shifted to the following Monday or Tuesday) for those who do not normally work at the weekend, but are celebrated at the weekend by those that do. However, no employee is entitled to more than four day's worth of public holiday payments for these holidays.
- **ANZAC Day** and **Waitangi Day** are celebrated on the day they fall, so only those **working** on the weekend are covered by the public holiday provisions.



Did You Know? ... Costing Code Import

There is a great tool to save you time when you need to **set up new** or **modify existing** costing codes.

For more information on Costing Code Import phone Shiril on 03 693 1121 option 2

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 before the end of the PAYE year.

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 appointment today for your annual payroll Health Check.
Phone Shirl on 03 693 1121, option 2.

IMS Payroll Partner Selling Your Business?

If this is the year that you are considering selling your business for a new exciting venture, or you are currently in the midst of selling, here are a few tips in regard to IMS Payroll Partner.

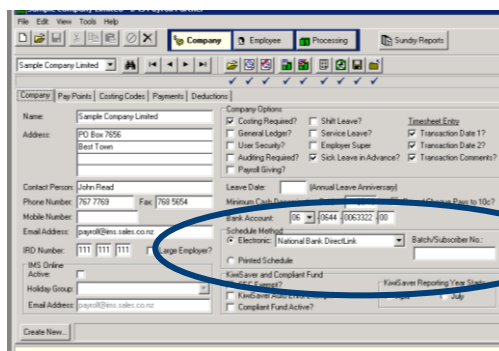
1. Final pays for your employees – dependant on the agreement.
2. If it is a simple change of ownership, then contact us to assist with setting up a new database with your employees' data.
3. Inform IMS Limited and HHA Associates Limited of the change.
4. If you are selling the software with the business, you will need to advise IMS Limited in writing, and include a copy of the relevant section of the sale agreement.

Please call if you require assistance with any of the steps above and let us make it a simple smart step for you – phone Shirl at 03 693 1121 option 2

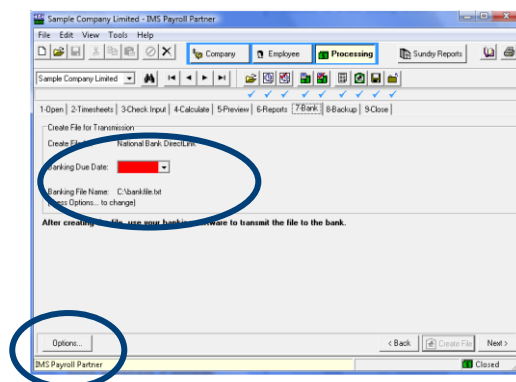
IMS Payroll Partner Pay your employees by importing a file into your Banking Software

If you have a **business log-on** to your internet banking, then importing a Direct Credit file for paying your wages should be an option. This **removes** the **possibility** of any **errors** when manually keying your payments.

To set it up in IMS Payroll Partner you will need to set up the **Company** page with the bank account you are paying your wages from. Under the heading **Schedule Method** select Electronic and using the drop down menu, select your banking software description.



When you process your next pay run you will have details to complete in the **7-Bank** tab.



Under **7-Bank**, click on the Options button located bottom left and follow the instructions to direct your file to the selected file path where you would like your bank file to be kept. (Please note you will only have to do this once).

Now continue as normal and enter your banking due date and click on **Create File** at the bottom. The file will be created in the file path you selected when you clicked on the options button.

This file is then ready to be uploaded to your banking software. To register for banking software, you will need to contact your bank.