

January 2011



## Welcome to our January 2011 issue...

The team at HHA Associates Limited would like to welcome all of our clients back after Christmas and New Year. We trust you had a safe and happy break.

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

## IMS Payroll Partner

### \* 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, that everything is reporting correctly 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

**Be in the draw to win one of five 4GB data sticks. Book your annual health check by 31.01.2011 to go into the draw!**



To arrange an appointment for your annual Health Check, please phone Shirl on 03 693 1121, option 2.

## IMS Payroll Training...

### Christchurch

- Thursday 24<sup>th</sup> February 2011

### Geraldine

- Friday 25<sup>th</sup> February 2011

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

## Backup Your Business for 2011!!!

Remember the **Backup Plan** that you did in 2010? Have you tested it to ensure it is in working order?

### What should I back up?

1. Business emails, both new and historical
2. Customer and supplier history, information and billing
3. Accounting files
4. Business documents as well as employment information
5. Advertising material
6. Phone calls and voicemails
7. Your business website design

Electronic files can all be easily backed up by using the appropriate backup software.

### How should I back up?

1. Secure all backups **off site**, away from the office
2. Check backups regularly to ensure that you can access them and that the files are good.

If you run a physical backup system, you should be rotating the media on a regular basis.

Put a system in place to ensure that the backups are being removed from your site every day. Randomly check to ensure this procedure is being followed.

### Online backups

Online backups are much easier to manage for small businesses that do not have a centralised office, office network or server.

### Checking your backups

Make one person responsible for restoring a few files every week from the weekly backup and checking the files to make sure that they are not corrupted.

### Phone/Fax

Talk to your phone provider about options they may be able to offer to divert your phone and fax in the event of an emergency.

### Business Website

Ask your web designer to show you how to make a backup copy of your website.

If you require assistance with your backup plan, please give us a call. We are happy to help.