



Welcome to our June 2011 newsletter..... We have had some clients querying how and why to transfer Statutory Holidays. We have outlined the rules surrounding this action on the back page of this issue and trust you will find this useful.



If you require assistance please contact our Help Desk on 03 693 1121 option 2.

IMS Payroll Partner

Take a moment and learn something new.....

Quick Keys - easier data entry

Payday can be the busiest time of the working week for many Payroll Staff and sometimes the simplest keystrokes that we don't necessarily have to think about are the ones that save time.



Processing is faster when entering data and navigating through IMS Payroll using the quick keys and tabs provided.

Database Sections	Short Cut Key
Company Controls	Ctrl / 1
Employee Information	Ctrl / 2
Payroll Processing	Ctrl / 3
Navigation	Short Cut Key
New Record	Ctrl / N
Save Changes	Enter
Cancel Changes	Esc
Next Field	Tab
Previous Field	Shift / Tab
Find Record	Ctrl / F
First	Ctrl / Home
Previous	Page Up
Delete Record	Ctrl / Del
Next	Page Down
Last	Ctrl / End

Timesheet Entry	Short Cut Key
Days Worked	Ctrl / Plus – numeric keypad
Employee Number	Plus – numeric keypad

Do you need to keep track of the Company's Tools of Trade?

Gear Issue Module Making life easy for you...

The IMS Payroll Partner Gear Issue Module (GIM) is an additional module for automating the issue of gear to employees, dealing with replacements and items not returned. It integrates with IMS Payroll Partner for employees' termination pays - any outstanding items will be charged and an associated deduction created in the employee's final pay as items not returned. Reports are available for tracking. If you require more information on how this module works, please give us a call 03 693 1121 option 2.

Payroll Group Training

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

Christchurch Office

Tuesday, 14th June 2011, 10am – 12pm

Geraldine Office

Friday, 17th June 2011, 1pm – 3pm

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

Time Target Enhancement ...

If you are using Time Target as your Time and Attendance software and if you track your leave in hours in IMS, you might wish to have Time Target default to Relevant Hours.



This is a recent enhancement in the latest version of Time Target.

To turn this setting on:

- Payroll Setup
- Payroll Companies
- Select your company
- Edit Payroll Company

If the employee works on the day the public holiday is transferred to, then they are entitled to be paid time and a half for the hours worked and to receive a whole day's alternative holiday. An employer and employee must both agree that the employee will work on the day the public holiday is transferred to.

Where the employee would have been working on a day that a public holiday is transferred to but cannot work due to sickness, the payment for the day is as if they had a paid, unworked public holiday.

Transferring part of a public holiday

Employees working shifts that start and end on different days can transfer the public holiday, by agreement with their employer, so that the public holiday covers one whole shift. It is important to note that the transfer can only take place if certain requirements are met, such as that the employee is due to work a shift in the period to which the public holiday is transferred. The purpose of the transfer cannot be to avoid paying the employee time and a half for working on a public holiday or providing them with an alternative holiday (although this may be the effect of the transfer).

Example: Transferring part of a public holiday

An employee is to work from 10 pm on 24 April to 6 am on Anzac Day and from 10 pm on Anzac Day to 6 am on 26 April.

The employer and employee can agree to treat 10 pm to midnight on Anzac Day as not part of a public holiday in exchange for treating a period of 24 hours that finishes on Anzac Day as a public holiday. Just when the 24-hour period starts before or finishes after a work period is a matter for the parties to agree on. For instance, they could agree that it runs from midday on 24 April to midday on Anzac Day.

Employers may have a workplace policy that they will not transfer public holidays. This may refer to the transfer of part or the whole of a public holiday, and can relate to the whole of a business or some parts of the business. If employees agree, this policy could be included in an employment agreement.

The purpose of a transfer cannot be to avoid paying the employee time and a half for working on a public holiday or providing them with an alternative holiday (although this may be the effect of the transfer).

Public Holidays

Transferring Public Holidays....

Why? How? When?

As of 1 April 2011, employers and employees are able to agree to transfer the observance of public holidays to another working day to meet the needs of the business or the individual needs of the employee. An employer and employee should make the agreement in writing.

The public holiday to be observed by the employee must be on another identified or identifiable calendar day or 24-hour period and otherwise be a working day for the employee.

A request can be made by either employee or employer and must be considered in good faith by the other party and any agreement must meet the minimum requirements set out in law. The agreement can't reduce the number of public holidays which an employee is entitled to. An employee is entitled to a paid day off on the day the public holiday is transferred to. The employee should be paid their relevant daily pay or average daily pay for the day.