



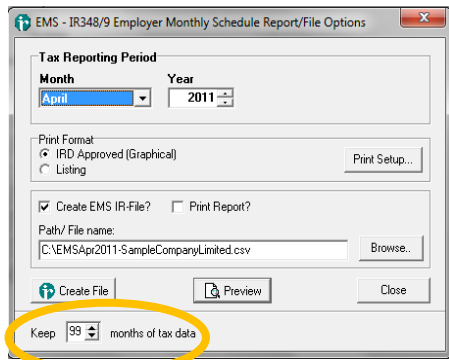
Now that you have begun your new PAYE year it is time to look at all your office systems and ensure you are getting the best from them. Have you thought about your Health & Safety procedures? See page 2 for more info.

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

### IMS Payroll Partner

### IRD Reporting – EMS IR348/9 Employer Monthly Schedule Report

When you next print your EMS (IR348/9) reports please ensure that you have 99 months present in the ‘Keep \_\_ months of tax data field’.



**Note:** This will ensure you have the same amount of data being kept for all areas of the database and also that you retain 7 years for auditing purposes.

### Time Sheets - Days Paid For

It is important to note that since the legislative introduction of Average Daily Pay as at 1 April 2011 the Days Paid For are **whole days only!**

Payment or Deduction	Quantity	Rate	Costing Code	Costing Description
Ordinary Time	40	14.5000	1001	Reception
Extra Ord Hours	5	14.5000	1001	Reception
<b>P.A.Y.E.</b>	<b>1</b>	<b>M</b>		

The above screen shot above is an example of an employee who, in addition to their normal week, has worked some hours on a Saturday.

**Important**  
If these entries are not correct IMS Payroll Partner cannot calculate the correct leave rates.

**Days Paid For:**

Standard: **5.00**

Holiday Rate: **5**

Relevant Rate: **6**

For a Fact Sheet or any queries regarding these entries please do not hesitate to contact us.

### Leave without Pay

**Why record Leave Without Pay for time off without pay? E.g. No Sick Leave left OR No Annual Leave available.**

Recording “Leave without Pay” (LWOP) assists you when a request is made by ACC to furnish details of an Employees Gross Taxable Earnings for the four full pay weeks and for 52 weeks prior to any injury.

“LWOP” also assists in maintaining accurate records for an employee’s Annual Leave allowance if unpaid leave of more than a week is taken during the year.

If you have any queries regarding the implications of extended LWOP in relation to Annual Leave entitlements please contact us. Fact Sheet available

### Annual Leave ‘Cash Up’ – Handy Tips

- Only available after the employees next Annual Leave Anniversary.
- When making a payment using the Annual Leave Cash Up payment the rate will default to the higher of Average Gross OR Ordinary Gross.
- The Annual Leave Cash Up balance seen on the Leave page and in the drill down of the Annual Leave balance on the Timesheet Entry page are for your information only.
- Annual Leave Cash Up balance is included in the Outstanding balance also and cannot go in to a negative balance.
- When paying Annual Leave Cash Up both balances will reduce.
- The Annual Leave Cash Up balance for variable hour Annual Leave type employees is shown as 2% of the outstanding balance following their first roll-over after 1 April 2011.
- Annual Leave Cash Up balance will not show on employees payslips.
- Annual Leave Cash Up balance is ‘Use It OR Lose It’ – it cannot accumulate.



## Health & Safety Compliance Management Software

**H&S**  
COMPLIANCE MANAGER



Three Editions for organisation's of any type or size – from contractors to corporate enterprises & local bodies.

**H&S Compliance Manager EXPRESS** (smallest edition) Easy to use health and safety management software for New Zealand smaller businesses with up to 20 employees. The **EXPRESS** edition is for small business and contractors.

It is easy to use and very economical. Yet it is comprehensive and contains all the tools you need to get an effective health & safety system in place.

### Main features

- Library including default set of policies and procedures, ready for you to customise, links to codes of practice hazards and industry guidelines
- Employee tasks, processes, work locations, hazard exposure, emergency contact details, training records
- Accident & incident register
- Hazard register with controls
- Equipment issues & checks
- Certificates renewal & licences
- Staff training & induction
- Rehabilitation
- Notifiable diseases
- Hazardous substances
- OSH notifications & reporting
- Incident costs, graphs & statistics
- Extensive reporting
- Interface with most payrolls
- All this and more ...

Pricing starts at NZ \$595+GST for up to 5 users – including a full year of support

For an online demo.....



Go to [www.helenhenderson.co.nz](http://www.helenhenderson.co.nz)  
Health and Safety software  
Click on the 'Demo' button.

## Payroll Group Training

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

### Christchurch Office

Thursday, 26<sup>th</sup> May 2011, 1pm – 3pm

### Geraldine Office

Friday, 27<sup>th</sup> May 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)



Get your payslips and documents to your employees. Employees can advise of updated contact details and apply for leave.

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

## 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  
Contact Shirl on 03 693 1121, option 2

## Resources Available

HHA Associates Limited – IMS Payroll Support  
Implementing Customised Office Systems that Work  
[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