



With the countdown on towards Christmas cheer and holiday fun, we are reminded of company shut-downs and annual leave compliance.

We are holding a Payroll Group Training session this month to assist with Annual Leave settings and compliance. If this is of interest to you, please refer to our training section below for the dates, and email Amanda.

There are a few firms working through what has been headed up as "Back-Pay Nightmare" as a result of the 2003 Holidays Act changes. This is said not to be an uncommon mistake, as a lot of employers were not aware of the changes and had continued doing what they were doing before! Staffs who receive part of their pay in bonuses could find that they've been shortchanged on holiday pay due to employer confusion over changes to the Holiday Act. The question is whether the bonuses or commissions should be included in the average weekly earnings for the year. That will hinge on whether the payment is written into the employment contract, regardless if the amount paid is discretionary or whether it's a one-off unplanned payment.

This could be the timely reminder you need to check your settings and contracts?

Shirley Walls
Personnel & Wages Manager

Health & Safety Update

Compliance Manager – New Update

Compliance Solutions celebrates 16 years supplying health and safety software in NZ



H&S Compliance Manager Version 8.0 was released on Tuesday 18 October 2011 and all users should have received their updates by now.

Software that helps you manage your health & safety - ACC, WSMP, employee training, contractors, human resources and much more...



Who uses H&S Compliance Manager?

New Zealand Businesses... Councils, Crown research institutes, manufacturers, transport and logistics, forestry and timber processing, ports and power utilities, manufactures, builders, and contractors. Any business type or sizes may use one of the H&S Compliance Manager editions.

Integration with other systems

All versions integrate with NZ payroll software - IMS, Ace, Comacc, MYOB, iPayroll and many others.

To get your **FREE** 30-day trial call HHA Associates Limited on 03 693 1121 ext 2.

Payroll Group Training

Put your best foot forward and get the most out of your payroll software.



Topics for November:

- Annual Leave
- Company Shutdown settings
- How to calculate relevant daily pay
- Relevant daily pay OR average daily pay?

Christchurch Office

Thursday, 8th December 2011, 10am – 12pm

Geraldine Office

Friday, 9th December 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@hhaassociates.co.nz

Getting Ready for Holidays

Public holidays are celebrated on the day they fall unless the employer and employee agree in writing to transfer the observance of the public holiday to another working day, or where Christmas Day, Boxing Day, New Years Day and 2nd of January fall on either a Saturday or Sunday.

If these public holidays fall on either a Saturday or Sunday employees who normally work on these days celebrate the public holiday then – for employees who don't normally work Saturday or Sunday the public holiday is transferred to the Monday or Tuesday respectively. To help you decide whether an employee is entitled to take the public holiday you will need to determine if the public holiday falls on an otherwise working day. The Department of Labour has an Online Holiday tool that can help you with this; visit www.dol.govt.nz/holidaytool.

Once you have worked out if the day is an otherwise working day you can use chart to determine which day the public holiday will be taken.

Public Holiday	Not an otherwise working day	Is an otherwise working day
Christmas Day (Sunday 25th December 2011)	Christmas Day is transferred to is Tuesday 27 th January	Christmas Day is observed on the day it falls
Boxing Day (Monday 26th December 2011)	Not entitled to the public holiday	Boxing Day is observed on the day it falls
New Years Day (Sunday 1st January 2012)	New Years Day is transferred to Tuesday 3 rd January	New Years Day is observed on the day it falls
New Year Holiday (Monday 2nd January 2012)	Not entitled to the public holiday	New Year Holiday is observed on the day it falls.

IMS - Annual Leave Assistance

Christmas Time

Now is the time to book an onsite visit if you require assistance with your annual leave settings, compliance, global load etc ready for the holiday season.

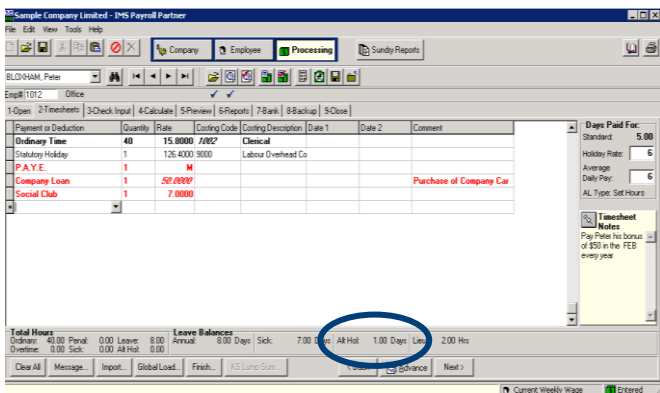


Spaces fill up fast our charge is as per our Terms of Business.

Arrange your On-site Annual Leave Assistance today. Contact shirl@hhaassociates.co.nz

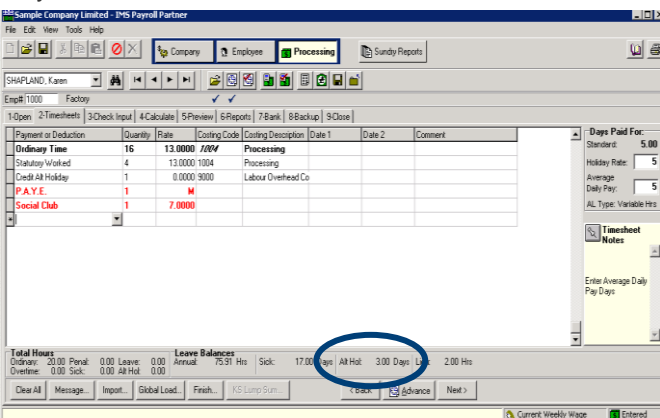
Timely Tips for IMS Payroll Partner

When an employee **has not worked** on a statutory holiday - use the **“Statutory Holiday”** payment entry when processing the time for that day.



NB: The **“Quantity”** for ‘Statutory Holiday’, i.e. days or hours, will be the same as the employee’s settings for Alternative Holidays (Alt Hol).

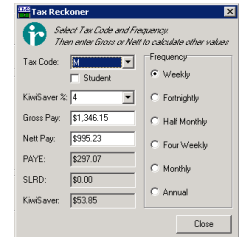
When an employee **has worked** on a statutory holiday and becomes entitled to an Alternate Holiday due to this falling on a normal day of work, use the **“Statutory Worked”** entry, and enter in a **“Credit Alternate Holiday”** transaction for the amount of days or hours. This will then reflect the employees Alternative Holiday days or hours.



NB: If the employee is on call or it is not their normal day of work, please call for assistance before processing.

Tax Reckoner - Tools

All you need to do is fill in the gross or nett amount, tax code, KiwiSaver and frequency, and the reckoner will work out the rest for you.

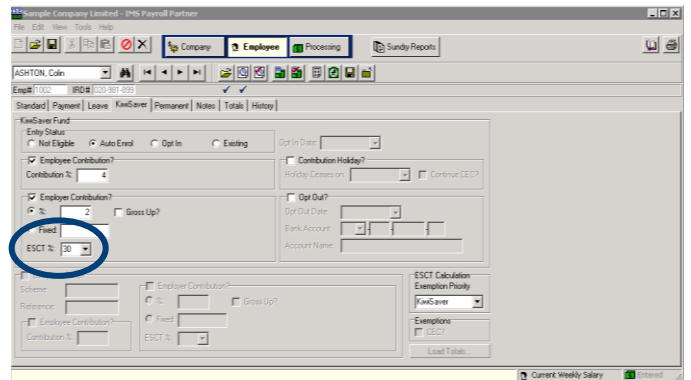


KiwiSaver Update

What are the changes to KiwiSaver in Budget 2012 that affect the employer?

From **1 April 2012**, the Government proposes that compulsory employer contributions to employees’ KiwiSaver accounts will be subject to ESCT. In addition, you would need to calculate ESCT at a rate equivalent to the employee’s marginal tax rate, as the option to apply ESCT at a standard rate would cease from **1 April 2012**.

ESCT applies to all payments of gross salary or wages after the employee either starts new employment or the employer has been given a notice to make KiwiSaver deductions (that notice being received from either the employee or Inland Revenue Department).



ESCT applies to all payments from that date onwards regardless of the period that the payment may be for.

Employer contributions exempt from employer superannuation contribution tax (ESCT)

Employer contributions to KiwiSaver schemes and complying funds are exempt from ESCT. The exemption applies to employer contributions up to the amount of compulsory employer contribution required to be paid. Any contributions over the exemption are subject to employer’s superannuation contribution tax.

Contact our Help Desk on 03 693 1121 option 2 for a Fact Sheet on the Kiwisaver update.

Resources Available

HHA Associates Limited – IMS Payroll Support
www.hhaassociates.co.nz – 03 693 1121

Department of Labour – Employment Relations
www.dol.govt.nz – 0800 20 90 20

Work and Income – Employment Support Package
www.workandincome.govt.nz/ - 0800 779 997