



Isn't it nice to have daylight saving back!

There is always so much to do at this time of year, not least of which is to ensure all your office procedures are in place before the really busy Christmas period comes around.

A Health Check on your IMS Payroll Partner database is the best way to ensure you are making the correct entries when processing pays to get the right leave rates.

Shirley Walls

Personnel & Wages Manager

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

"Backup Strategy"

Natural Disaster/Theft/Just Gave Up..

Having backups off-site is something that we cannot mention enough!

Being prepared for any type of disaster is essential in today's fragile business environment not only our natural disasters, but also more localised events such as power outages, gas leaks, fire, theft, burst pipes just to name a few.

There are many options for backups including data-sticks, CD's, tape drives, external hard drives and with both on and off site options. Another option is to have your systems hosted, this ensures as long as you have the internet you can be working anywhere.

Here are some tips for setting up your "Backup Strategy"

1. **Identify and analyse risk** - What potential hazards that could interrupt your business
2. **Have a documented disaster recovery plan in place** - Outline your process and who is responsible
3. **Organise a disaster recovery kit** - A copy of your recovery plan, contact numbers of key people, essential equipment, recovery disks relevant business information. This should be stored away from the business.
4. **Ensure daily back-ups** - Completed on a daily bases and stored away from the business.
5. **Store hard copies safely** - Store away from your business premises.
6. **Ensure safe management of sensitive material** - All business have a duty to care when taking custody of customers or employee personal information to keep safe.

Payroll Group Training

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



September saw our Christchurch group training bursting at the seams – please book early to ensure your seat.

Dunedin

Monday, 10th October 2011, 10am – 12pm

Christchurch Office

Thursday, 20th October 2011, 10am – 12pm

Geraldine Office

Thursday, 27th October 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

IR-filing

Electronic Filing of Employer Monthly Schedules

If you deducted more than \$100,000 of PAYE and ESCT in the previous tax year, you MUST file your IR348 electronically.

- If you are required to file electronically and chose not to, Inland Revenue may impose a non-electronic filing penalty. The penalty is the greater of \$250 or \$1 for each person employed at any time during the month of the employer schedule.
- The penalty is payable by the 5th of the next month and will incur late payment penalties and interest if unpaid.

HOT TIP...



IMS Payroll Partner software makes IR-filing easy. We have a fact sheet available (for a small fee). Contact our

help desk if you require assistance.

Dunedin Visit

For those of you in the Dunedin area - Shirl will be available for on-site visits/training and health checks on the 11th & 12th October 2011. Book early.

Payroll Health Checks

Priced at \$150 plus GST – It is really worth it.

Now is the time to have 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 that all your leave rates are correct.

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 Online or On-site Health Check today. Contact shirl@hhaassociates.co.nz

Alana's Tip of the Month



Reducing Balance function in Deductions

If an employee requires an amount to be deducted in each pay until all is paid, e.g. Court deductions OR Staff account deductions, then using the reducing balance function is a great time saver. You can set up the deduction

with this balance, thereby allowing IMS Payroll Partner to cease

deducting when the balance reaches zero.

In Company Controls / Deductions create the deduction required and tick the box indicating 'reducing balance'.

When adding or changing a reducing balance deduction on an employee's Permanent Page, you will be prompted to enter the total amount to recover in the outstanding balance field on the Transaction Details Window.

The deductions automatically stop when they are fully repaid.

Note: You will also need to have "Allow Partial" option ticked as

the final deduction is common to be a partial amount.

IMS Timesheet Entry Module

The IMS Timesheet Entry Module is designed to capture timesheet information that is destined for the IMS Payroll Partner system, such as employee hours, leave and allowance payments.

Do you want your managers/supervisors to key timesheets for their staff?

This module is designed for managers/supervisors who are on site OR in remote locations, to enter or review timesheets for their employees only, run summary reports relating to timesheets entered for a particular Pay Period and create a file for importing into an IMS Payroll Partner payroll via the IMS Time Import Utility.

Do you want to key timesheets for more than one pay period?

This functionality can be utilised to process multiple payrolls in advance which is especially great for the busy holiday season, e.g. in early December the Timesheets can be entered for the four Weekly pays from mid December to mid January.

There is no waiting on payruns to be finished.

The types of employees which can be processed within the module are Waged and/or Salaried employees with pay frequencies of 'Weekly' or 'Fortnightly' only.

A comprehensive user security function, enables a particular user access to enter timesheets for employees within pre-defined Pay Points or Home Cost Codes. In addition, **employee pay rates can be hidden** or, if displayed, may be overwritten if applicable. Access to other functions within the module can also be assigned at user level. If salaried employees are accessed, no salary, daily or hourly rates are displayed within the modules entry or reporting process.

Enquiries to shirl@hhaassociates.co.nz

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