



Aah ... spring! The days are getting longer, the weather is getting warmer, and soon the trees and flowers will be making a display. But, those pesky business costs never seem to change ... or can they?



On the 1st of April 2011 the **Accident Compensation Corporation (ACC)** introduced **experience rating**. Historically, the work levy has been based on injury rates across industry categories. Under the experience rating framework, employers who have lower-than-average injury rates, with better-than-average rehabilitation or return to work rates, may receive a discount on their ACC work levy. The new rating system now helps make levies fairer because what a business pays will more accurately reflect the safety performance in the workplace.

The other biggest compliance hurdle for most businesses is of course taxation for **employees** which can include a variety of deductions; PAYE, KiwiSaver, Child Support, Student Loan and also **are they using the correct tax code**. This is definitely an area of strict compliance for all taxation. The IRD has the resources and systems to ensure that you comply, so it makes a huge amount of sense to get it right the first time. What it does require is to ensure you set up your processes and timelines to meet all your employee tax requirements before you have tax impacts.

Another important area relates to the employee. Like tax, this area should be dealt with before and not after the event. The **employment contract** is a critical document that you just can't afford to get wrong.

There are great software/tools available to assist with these matters. To assist with ACC levies we have a very effective **Health & Safety software** package that complies with all legislation to help keep your workplace a safer place. In regard to employee taxation, if you use **IMS Payroll Partner**, all your tax reports are available either in printable form or for filing online with the IRD, and you are also able to keep a file copy of the employee contract in the Notes section.



Spring time also brings a **new member of staff** to HHA Associates Limited. **Alana** will be assisting on our Help Desk and will be working alongside Julie and myself in supporting Payroll and emPOWER clients.

Shirley Walls

Personnel & Wages Manager

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

Payroll Group Training



We have had positive feedback on our group training sessions; remember we are holding a training session in **Dunedin on 10th October 2011** so book now as there are limited spaces left.

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

Christchurch Office

Friday, 16th September 2011, 10am – 12pm

Geraldine Office

Friday, 23rd September 2011, 10am – 12pm

Dunedin

Monday, 10th 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



Payroll Health Checks

The price is still only \$150 + 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 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. Email: shirl@hhaassociates.co.nz

IMS Payroll Partner Update

How many employees are you licensed for?

You may find that your business has grown and you will soon exceed the number of employees you are licensed for with IMS Payroll Partner. If this is the case, contact us on **03 693 1121 option 2** and we will arrange for you to upgrade to the next level.

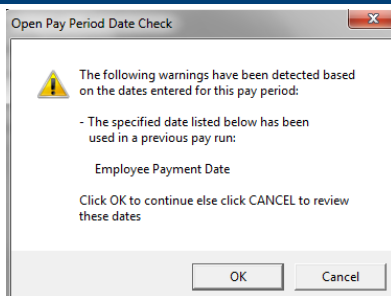
IMS Payroll Partner ... V 4.0 Release

Those of you who opted for **ALL** releases will have received your Version 4.0 by now. This release only contains some enhancements, and has no legislative changes.

New Feature:

Warning message

If you are attempting to open a Pay Period with the same **Period End date AND Employee Payment dates** as an already processed payrun, you will receive a warning message.




Note:

1. You will not get this warning message when opening a Non-Standard payrun with the same dates as an existing payrun.
2. You will not get this warning message when opening a payrun with only one of these dates the same as an existing payrun.

Minimum Employment Rights

Annual Holidays

- Employees get their **Department of Labour**  annual holiday entitlements on their first and subsequent anniversaries after starting work.
- Some agreements may provide for one or more “additional” weeks of holidays on top of the statutory entitlement.
- Annual holidays can be taken at any time agreed between the employer and the employee. Employees must be given the opportunity to take at least two of the four weeks’ holidays continuously, if they wish to do so.
- Employees can ask (in writing) to cash-up up to one week of their annual holidays each year. Employers can’t pressure employees to cash up annual holidays and requests to cash up can’t be included in employment agreements.
- If an employee leaves before completing a full year of employment, annual holiday pay would be 8% of their gross earnings, less any holiday pay already received.
- Genuinely casual employees (those who work intermittently) and fixed term employees can agree to receive holiday pay on a “pay as you go basis” if certain conditions are met.

- Employers can require employees to take annual holidays during a closedown period (as can happen over Christmas/New Year), providing they give at least 14 days’ notice. If an employer has a closedown period that includes public holidays, then the employee is entitled to be paid for public holidays if they would otherwise be working days for them.



HOT TIP...

IMS PAYROLL PARTNER IMS Payroll Partner software defaults the Annual Leave due date to reflect the employee’s start date unless you have a company shut down and universal anniversary date in place.

Bereavement Leave

There are two separate entitlements to bereavement leave after six months’ employment:

- On the death of an immediate family member, the Act provides for up to three days’ paid leave. This can be taken at any time and for any purpose genuinely relating to the death. “Immediate family members are: the employee’s spouse or partner, parent, child, sibling, grandparent, grandchild or the spouse’s parent. Where there is more than one bereavement, the employee is entitled to three days’ bereavement leave in respect of each death.
- In the event of a death outside the immediate family that causes a person to suffer bereavement, up to one day’s paid leave may be taken if the employer accepts that the employee has suffered bereavement. In considering whether a bereavement has occurred, the employer should take into consideration:
 - how close the association was between the employee and the other person
 - whether the employee is responsible for any aspects of the ceremonies around the death
 - whether the employee has any cultural responsibilities they need to fulfil in respect of the death.

HOT TIP...

IMS PAYROLL PARTNER To record any Bereavement Leave, use the **Ttransaction Date 1, Transaction Date 2** and **Transaction Comment** fields in the timesheet entry.

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