



## Software features with Shirl

The team at HHA Associates Limited would like to thank you for your continued support throughout the year and welcome our new clients. We wish you all a Safe, Merry Christmas and a Happy New Year.

## Office hours over the Christmas period:

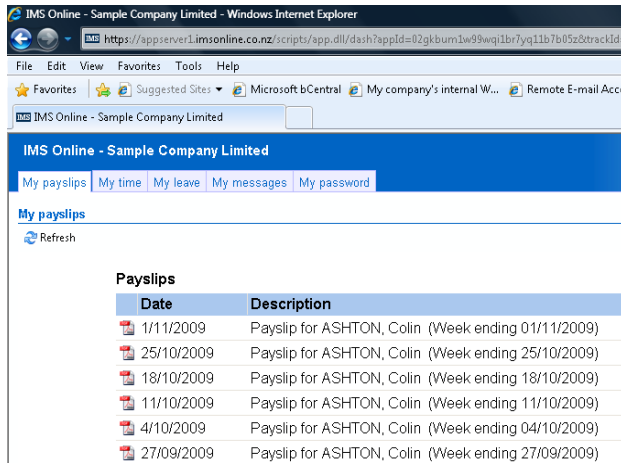
**Closed From** 24 December 2009 – 1.00pm  
**Open From** 5 January 2010 – 8.30am

**If you require assistance after hours phone 03 693 1121 and leave a message we will be in contact asap.**

## IMS Online Modules

# BRILLIANT

You will have received a brochure regarding new modules with the release of version IMS 3.52. For a demonstration of these modules, please do not hesitate to contact us.



## Merry Christmas

### IMS Payroll Partner Version 3.521

You may have discovered that you are unable to create a backup via 'Tools' menu. If this is the case please let us know and we will ensure that you receive version 3.521 of IMS Payroll Partner.

### Version 3.52 - Enhancements

#### Mouse Scrolling

When previewing any report the mouse wheel (scroll wheel) will now scroll up and down the display rather than zoom.

#### Sundry Report – Employee Listing

**Annual Leave** – it is now possible to select employees by their Annual Leave type i.e. Set Hours/Variable Hours or Casual.

**Terminated Employees** – it is now possible to select a date range to view employees terminated within the specified range.



## Timely Tips with Theresa

To ensure leave payments calculate correctly to your interpretation of Holidays Act 2003 it is important to constantly check

and, if necessary, override the 'Days Paid For' field to the nearest ¼ day.

<b>Days Paid For:</b>	
Standard:	<b>5.00</b>
Holiday Rate:	<b>5</b>
Relevant Rate:	<b>6</b>

*(NB: The keyboard shortcut to this field is Ctrl + Plus. When the value is adjusted manually it will be RED)*

An example of when to change the Days Paid for would be if an employee's normal contracted hours span 5 days a week (Monday to Friday) and they work an extra day (Saturday), the Holiday Rate would be **5** and the Relevant Rate would be adjusted to **6**.

### Standard

This represents the standard Days Paid per Period, as per the employees 'Payment' tab.

### Holiday Rate

This value is recorded for all employees and used in Leave Rate calculations for **Permanent Employees with Set Hours of work** where leave units are in days. It consists of the number of ordinary (or standard) days worked during the pay period. The Holiday Rate is automatically calculated and updated based on data entered on the Timesheet. You can compare with **Standard** days above.

*Tip – should be equal to OR less than 'Standard' days.*

### Relevant Rate

This value is used in Relevant Rate calculations and consists of the total number of ordinary (standard) and additional (overtime) days worked during the pay period. Relevant Rate is automatically calculated and updated based on data entered on the Timesheet.

*Tip - Should be equal to OR more than 'Holiday Rate' days*



## Leave for a Salaried Employee

### Processing – Timesheet tab

It is important to record leave for salaried employees correctly as this could impact the leave rates and ensures a record of leave taken. When a paid leave transaction is added to an employee's timesheet it will be in addition to the employee's regular salary. To make sure that the employee receives the equivalent of their standard Salary for the period.

The following entry is required:

Payment or Deduction	Quantity	Rate	Date 1	Date 2	Comment
Salary	1	1250.0000			
Salary	-4	250.0000			
Statutory Holiday	1	250.0000	25/12/2009		Christmas D
Annual Leave Taken	3	296.4293	22/12/2009	24/12/2009	
P.A.Y.E.	1		M		

## Processing Christmas Pays

You may choose to process your payruns for the Christmas period as a bulk payrun or you may choose to process your payruns for the Christmas period as usual but with forward dated payment dates.

For either of the above mentioned methods **Global Load** is a handy feature; on the timesheet entry page click on the **Global Pay** button, this will allow you to select any payment OR deduction therefore we can enter the payment Statutory Holiday.



### One Weeks Pay

The screen shot below is an example of PE27122009 and payment date 23 December 2009. Please remember to use Date 1, Date 2 and Comment fields to note actual days being paid. This is important for reporting purposes.

Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2	Comment
Ordinary Time	24	15.0000	Z982	Clerical			
Statutory Holiday	2	120.0000	9000	Labour Overhead Costs	25/12/2009	26/12/2009	Christmas Holidays
P.A.Y.E.	1						

### Three Weeks Pay

This second screen shot is an example of a PE10012010 but payment date 23 December 2009, in order to pay prior to leave being taken. This would involve paying three weeks in advance so it is important to alter the **PAYE** to a quantity of **3**. Any **Child Support** or other **Deductions** may also require the quantity to be altered to **3**. As **Kiwisaver** is calculated as a percentage of the Gross Salary do not changed

Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2	Comment
Ordinary Time	32	15.0000	Z982	C			
Statutory Holiday	2	120.0000	9000	L			
Statutory Holiday	2	120.0000	9000	L			
Annual Leave Taken	3	121.9231	9000	L			
Annual Leave Taken	4	121.9231	9000	L			
P.A.Y.E.	3						

## Department of Labour

Department of Labour  
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### Entitlements on Resignation

On resignation, the employee becomes entitled to accrued payments that can both affect and be affected by public holidays, accrued alternative holidays, sick leave and bereavement leave.

### Public Holidays

On resignation or termination, the employee's final date of work is notionally extended by any annual holiday entitlements not taken, and any public holidays falling during that period must be dealt with in accordance with the Holidays Act 2003.

### Alternative Holidays

If an employee has alternative holidays that accrued from working on a public holiday and that have not yet been taken or paid out, the days are paid on resignation at the same rate as the relevant daily pay for the last day of the employee's work, regardless of the rate of pay at the time they accrued. Accrued alternative holidays do not extend the period of employment for the calculation of annual holiday pay.

### Sick Leave and Bereavement Leave

Employees continue to be entitled to sick leave and bereavement leave during the period they are working out their notice. There is no entitlement to receive payment for unused sick leave on resignation.

## Employee Section / Standard tab

### Contract

You now have the ability to hold an employee's contract details on their standard page details. This field is user defined, meaning, that you can add/delete/rename via the drill down button, from the pick list you have created.

Pay Point:	Office	Finish Date:	
Costing Code:	1002	Due Back:	
ACC Class Unit:		Review Date:	
Contract:			

# Christmas



The Courage to speak must be  
matched by the wisdom to listen