



Seasons Greetings

Merry Christmas

We have enjoyed assisting you over the past year and are looking forward to 2009.

The HHA Associates Limited Personnel & Wages team would like to wish you, your employees and your families a

Merry Christmas and Happy New Year

Our Office hours over the Christmas period:

Closed From 23rd December 2008 – 1.30pm
Open From 8th January 2009 – 9.00am



If you require assistance after hours please phone 03 693 1121

We can help you by processing your pays

The Personnel & Wages team is available on an **interim** contract basis to process your pays when:

- Your payroll administrator is on leave
- Your are in the process of hiring a new payroll administrator

We can either visit your office to process your pays or log on remotely. To discuss our competitive rates OR for further information please give us a call 03 693 1121.

How to Enter 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.

Reducing the Salary

When a Salary transaction is entered onto the Timesheet manually, the rate will default to the employee's "Per Day" rate. This is used to reduce the standard Salary payment by the number of days Leave the employee is taking.

Payment or Deduction	Quantity	Rate	Date 1	Date 2	Comment
Salary	1	795.0000			
Salary	-3	159.0000			
Annual Leave Taken	3	159.0000	29/12/2008	31/12/2008	Christmas Break
P.A.Y.E.	1	M			
KiwiSaver	1	4%			
Child Support	1	56.0000			

To achieve this, key an additional "Salary" payment transaction with a negative quantity equivalent to the number of leave days. Eg A fortnightly salaried worker (8 hours per day, 80 per period) takes 3 days Annual Leave.

Processing your Christmas Payruns



Some of you may choose to process your payruns for the Christmas period as a bulk payrun and some of 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 this is a handy feature;

On the timesheet entry page click on the **Global Load** button, that will allow you to select the entry Statutory Holiday payment to be added on your timesheets as mentioned in our October newsletter.

Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2	Comment
Ordinary Time	24	15.0000	1002	Clerical			
Statutory Holiday	2	120.0000	9000	Labour Overhead Co	25/12/2008	26/12/2008	Christmas Holidays
P.A.Y.E.	1		M				

One weeks Pay

The screen shot to the left is an example of PE281208 and payment date 23 December 2008. Please remember to use the Date 1, Date 2 and Comment fields to note actual days being paid. This is important for reporting purposes.

Payment or Deduction	Quantity	Rate	Date 1	Date 2	Comment
Ordinary Time	24	15.0000			
Statutory Holiday	2	120.0000	25/12/2008	26/12/2008	Christmas Holidays
Statutory Holiday	2	120.0000	01/01/2009	02/01/2009	New Years Holidays
Annual Leave Taken	3	120.0000	29/12/2008	31/12/2008	
Annual Leave Taken	5	120.0000	05/01/2009	09/01/2009	
P.A.Y.E.	3				

Three weeks Pay

This 2nd screen shot is an example of a PE110109 but payment date 23 December 2008, 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".

Unpaid Leave – Timesheet entry

Payment or Deduction	Quantity	Rate	Date 1	Date 2	Comment
Ordinary Time	24	15.0000			
Time & One Half	0	15.0000			
Statutory Holiday	2	120.0000	25/12/2008	26/12/2008	Christmas Stats
Statutory Holiday	2	120.0000	01/01/2009	02/01/2009	New Years Stats
Annual Leave Taken	3	120.0000	29/12/2008	31/12/2008	Christmas Break
Annual Leave Taken	2	120.0000	05/01/2009	06/01/2009	Christmas Break
Leave Without Pay	5	0.0000	07/01/2009	09/01/2009	No Annual Leave left
P.A.Y.E.	3				
Child Support	3	60.0000			

Days Paid For:

Standard: 5.00

Holiday Rate: 12

Relevant Rate: 12

If you have any employees who do not have sufficient Annual Leave balances to cover them for the full Christmas break and you do not allow taking Annual Leave in advance you will need to record these unpaid days for reporting purposes at a later date.

The entries above relate to an employee who is being paid for three 5 day weeks of Christmas pays in one payrun (i.e. 15 days of time off work) The entry for "Days Paid For" will be;

Holiday Rate 12
Relevant Rate 12

As there are 3 days of leave without pay in this timesheet and we do not wish to reduce the employees Annual Leave rate.

For longer periods of "Unpaid Leave" you will need to refer to Holidays Act 2003.

Sample Company Limited - IMS Payroll Partner

Company: [Company] Employee: [Employee] Processing: [Processing] Sundry Reports: [Sundry Reports]

Leave Without Pay

Description: Leave Without Pay Data Entry Code: LWOP

Calculation Method: Fixed: \$0.0000 Default Qty: []

Tax Type: Taxable Extra Pay Withholding Tax - Override: %

Hourly: % of Non-Taxable Reimbursing

Earnings Type: Annual Leave / Holiday Pay Allowance Alternative Holiday

Apply Relevant Rate? Overtime Annual Leave Time in Lieu

Penal Time Sick Leave Other Leave

Factor: 1.0000 Sequence: 189

The payment for "Unpaid Leave" will need to be setup in Company/Payments