



Software Features with Shirl

A great new feature Easy View of Casual Employees Holiday Pay Owing

The ability to view the amount of Casual Holiday Pay owing to an employee set to 'Casual' Annual Leave type is now displayed on the leave page of these employees.

Annual Leave Values		
Outstanding Entitlement:	0.00	Average Rate
+ Accrued This Year:	0.00	Gross Earning
- Paid in Advance:	0.00	Amount in Adv.
Leave Balances (Accrued To 15/11/2009)		
Annual Leave:	\$234.23	Sick Leave:

Module of the Month

Do you need to keep track of the Companies Tools of Trade...

Gear Issue Module making life easy for you...

The IMS Payroll Partner Gear Issue Module (GIM) is a system for automating the issuing of gear to employees, dealing with replacements and items not returned. It will integrate with IMS Payroll Partner in so far as when required or when employees terminate their employment, any outstanding items will be charged and an associated deduction created in the employee's final pay.

Issue Date	Issue Type	Item Description	Units	Reference	Quantity	Issue Cost	Return Status	Return Date
11/01/2010	STANDARD	Cell Phone		Sanyo	1	\$500.00		

Sample Company

Date Run: 15/01/2010 Time: 11:33 a.m. **GEAR RETURN FORM**

EMPLOYEE: ASHTON, Colin DEPARTMENT: Management

GEAR ISSUED:	UNIT	ISSUE VALUE (\$)	(R) RETURNED (C) CHARGE	AMOUNT TO CHARGE (If different to Issue Value)
Cell Phone	1	\$500.00	<input type="checkbox"/>	\$

I acknowledge the items marked as being returned, in acceptable condition (fair wear and tear accepted)

Signed Supervisor _____

FAYROLL USE ONLY Gear Entered: Signed: _____ Date: _____

Notes

Reports available for tracking remember if you require more information on how this module works please give us a call 03 693 1121 press 2.



Timely Tips with Theresa

Child Support Deductions

IMS Payroll Partner makes it easy with the Child Support Deduction already set up in Company Controls with a protected amount of 60% as per legislation.

If an **employee earns less pay than usual** you may need partial payment to do this ensure Allow Partial is ticked under Company Controls.

Description:	Child Support
Calculation Method	
<input type="radio"/> Fixed:	
<input type="radio"/> % Earnings: % of	
<input checked="" type="radio"/> PAYE / KiwiSaver / Student Loan / Child Support	
Limit	
Maximum:	
Priority:	0
Protected:	60 %
<input checked="" type="checkbox"/> Allow Partial?	
Options	
<input type="checkbox"/> Deduct Before Tax?	
<input type="checkbox"/> Reducing Balance?	
<input type="checkbox"/> Repay on Leaving?	
<input type="checkbox"/> IRD Authorised?	
If Gross <	
Deduct	

If the **full amount of Child Support is not deducted**, then do not make up the difference from future pays.

For **multiple pay periods** in a single payrun, you will need to adjust the deduction to suit. To do this you simply change the **Quantity** to reflect the number of pay periods as you would with PAYE.

Now on your **Employer Monthly Schedule (IR348)** to inform IRD of any differences in the amount that has been deducted. These are as follows:

- A – Payment in Advance**
- D – Previously Deducted**
- P – Protected Earnings**
- S – Short Term Absences**
- C – Ceased Employment**
- O – Other**

New Payroll Staff?

Are you looking for training for new or existing payroll staff for 2010? We are offering group training sessions to be held at our Christchurch Office.

Termination Pays

This session covers termination pays including Annual Leave, Alternative Leave and/or Time in Lieu and Service Leave entitlements on termination. We will also briefly cover Redundancy payments.

Basic Training

This session will give an overview of IMS Payroll Partner and is designed for any new payroll processors or as a refresher course for existing users.

NB: includes a free Hand Out

Contact us for further details on 03 6931121 ext.2



Tell A Friend about IMS Payroll.....



2010 is the year for fresh starts and tidying up procedures ...Get a friend to sign up with us for IMS Payroll Partner

and you will receive 1 hour of free training (Conditions apply).

Employee section / Standard tab Preferred Name

You now have the ability to hold an employee's preferred name on their standard page details.

This is purely for the payroll clerks information remember it does not flow through to any reporting.

File Edit View Tools Help

Company Employee Processing Sundry Reports

WEBLEY, Janet

Emp# 1007 IRD# 032-164-021

Standard Payment Leave KiwiSaver Permanent Notes Totals History

Personal

First Names: Janet Surname: Webley

Address: 44 Fergusson Street Preferred Name: Rest Town Gender:

Department of Labour

Department of Labour
TE TARI MAHI



Waitangi and ANZAC Holidays

This year Waitangi Day falls on a Saturday. Employees who do not normally work on a Saturday do not have an entitlement to payment for Waitangi Day.

Anzac Day falls on a Sunday. Employees who do not normally work on Sunday do not have an entitlement to payment for Anzac Day.

Retail are not permitted to open before 1pm on Anzac Day. For additional information on Public Holidays, or to use the Department of Labour Holidays online Tool to work out your staff entitlements please visit:

http://ers.govt.nz/holidays_act_2003/public_holidays.html

"Most of our obstacles would melt away if, instead of cowering before them, we should make up our minds to walk boldly through them."

Orison Swett Marden

Website Presence



Is your Website Producing Amazing Results?

- Tired of your website looking like something out of the 90's?
- Think it's about time the web started making money for you?
- Do you see a need for a new branch/office without any premises?
- What's the competition doing on the web?

It's time to have a presence on the web..... with a zeald.com website.

Visit: www.helenhenderson.co.nz



We have received notification from the Inland Revenue that Tax Tables for 2010 will not be sent to employers.

Annual Tax Table Mail Out

In previous year's we've automatically issued copies of PAYE tax tables to employers and payroll intermediaries for each new tax year. We'll no longer be doing this. Tax table information will now be available either online or through the PAYE calculators on our website:

- To view online go to www.ird.govt.nz (keywords: PAYE tax table).
- To work out PAYE tax using calculator go to www.ird.govt.nz under "Work it out" – PAYE/Kiwisaver calculator.

