



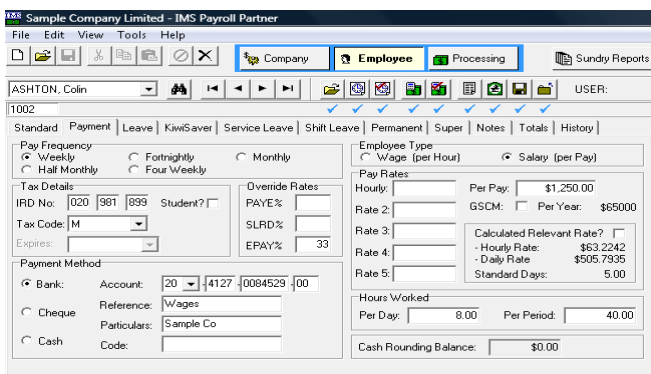
## Software features with Shirli

### Redundancy Payments

Unfortunately we are coming across more and more instances requiring information on how to make redundancy payments. Suggested options are:

#### 1. EPAY as a Set Rate per employee

If you wish to put a set rate, as per page 12 in your 2010 PAYE deduction tables, against an employee for **Extra Pay tax** rates this can be done on the employees 'Payment' tab in the **Override Rates** section. EPAY% = 33



#### 2. EPAY - self calculating on the Payment

You can setup a new payment called Redundancy by going to the Company section and clicking on the payment tab. Create a new payment (CtrlN).

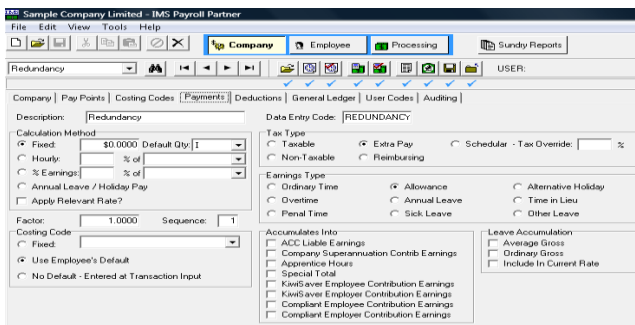
<b>Description:</b>	<b>Calculation Method:</b>
Redundancy	Fixed \$0.00
<b>Tax Type:</b>	<b>Earnings Type</b>
Extra Pay	Allowance

#### Accumulates Into:

No tick in ACC Liable Earnings and no tick in Kiwisaver fields

#### Leave Accumulation:

- Only tick Average Gross if you wish to pay 8% holiday pay on top of the redundancy payment.
- Leave unticked if you deem this to be a one off discretionary payment.



#### IR348

You will find that there is a column on the IR348 showing "Lump Sums taxed at low rate" and if a lower rate has been used a "Y" will be present.

If you have a specific requirement please do not hesitate to contact us.



## Timely Tips with Theresa

Payday can be the busiest time of the working week for many Payroll Staff and sometimes the simplest of actions that we don't necessarily have to think about are the ones that save time.

Processing is faster when entering data and navigating through IMS Payroll using the quick keys and tabs provided.

### Database Sections Short Cut Key

Company Controls	Ctrl / 1
Employee Information	Ctrl / 2
Payroll Processing	Ctrl / 3

### Navigation Short Cut Key

New Record	Ctrl / N
Save Changes	Enter
Cancel Changes	Esc
Next Field	Tab
Previous Field	Shift / Tab
Find Record	Ctrl / F
First	Ctrl / Home
Previous	Page Up
Delete Record	Ctrl / Del
Next	Page Down
Last	Ctrl / End

### Timesheet Entry Short Cut Key

Days Worked	Ctrl/Plus – numeric keypad
Employee Number	Plus – numeric keypad



## Small Business Expo – August 09

IMS Payroll Partner in conjunction with HHA Associates will be attending the Small Business Expo in Christchurch on from 5<sup>th</sup> – 7<sup>th</sup> August 2009 at the Christchurch Convention Centre. We hope to see you there.

## Twice Montly PAYE Threshold

Effective from 1 April 2009 the threshold for paying PAYE twice-monthly decreased from \$100,000 to \$500,000 based on annual PAYE and ESCT (employer superannuation contribution tax). If your annual PAYE, including ESCT, is less than \$500,000, you need only pay/file PAYE once a month. If you're registered for PAYE, both your *Employer deductions (IR345)* form and *Employer monthly schedule (IR348)* are due by the 20<sup>th</sup> of the month following the month PAYE was deducted in. You would have received a letter from Inland Revenue in April if this change was going to affect you. Please note the threshold requiring you to file electronically using ir-File is still \$100,000.

For further information, contact us and we can provide fact sheets on how to activate this facility within **IMS Payroll Partner**.

## Tax Code Delaration – IR330

If your employee gives you a signed IR330 with a new tax code, you must change their tax code to the one on their signed declaration. If an employee is unsure what their tax code is please visit [www.ird.govt.nz](http://www.ird.govt.nz) for more information.

## PAYE tables column change

Inland Revenue have made a small change to the layout of the PAYE tables (the IR340 weekly and fortnightly, and IR341 four-weekly and monthly). The 2010 tables (in the April 2009 version) have combined the student loan and PAYE amounts with the ME SL tax code in one column.

### Previous version of tables with stand-alone ME SL column

Weekly Pay Periods – Earnings \$881							
Earnings	Codes						
	M	ME	ML	M SL			
				PAYE	Loan ded	ME SL	
\$	\$	\$	\$	\$	\$	\$	
881.00	177.10	171.63	177.10	177.10	51.40	223.03	1
882.00	177.32	171.98	177.32	177.32	51.50	223.48	1
883.00	177.55	172.34	177.55	177.55	51.60	223.94	1
884.00	177.78	172.70	177.78	177.78	51.70	224.40	1
885.00	178.01	173.06	178.01	178.01	51.80	224.86	1

The new combined column has been divided to show PAYE and student loan amounts. This will make it easier to complete your employer monthly schedule.

### New 2010 version of tables with combined M SL and ME SL column

Weekly Pay Periods – Earnings \$386 to \$4							
Earnings	Codes						
	M	ME	ML	M SL & ME SL			
				M PAYE	ME PAYE	SL Loan ded	
\$	\$	\$	\$	\$	\$	\$	
391.00	65.87	65.87	65.87	65.87	65.87	2.40	7.8
392.00	66.09	66.09	66.09	66.09	66.09	2.50	7.8
393.00	66.32	66.32	66.32	66.32	66.32	2.60	7.8
394.00	66.55	66.55	66.55	66.55	66.55	2.70	7.8

New versions available online soon.

## A Simple Smart Move.....

Enrich your knowledge of IMS Payroll Partner

- Have you had a change in your payroll staff?
- Do you need more training?

HHA Associates Limited is offering the following training options for IMS Payroll Partner:

### Group Training

A two hour session @ \$160 per person  
(Group Training will be held at our Christchurch Office)

### One on One Training

A two hour session @ \$185 per session  
(Training will be held at our Christchurch Office, unless otherwise arranged)

### On Site Training

A two hour session @ \$185 per session  
(Training will be held in your Office)

All prices are exclusive of GST. Travel costs may apply



Contact Shiril on 03 693 1121  
for more information

## Update – Our Phone System

As many of you were aware we have been having a few technical issues with our phones. This has now been fixed (crossing all fingers and toes). We have implemented a new phone structure to help make your life easier when calling us.

You will be greeted by Shirley's lovely voice who will instruct you to choose from the following:

- **Press 1** – for all Intersoft and Freight Management Software Support
- **Press 2** – for all Personnel & Wages Software Support
- **Press 3** – for Office Connections Limited
- **Press 4** – for all other enquiries

We do hope this will assist you better and we thank you for your patience while our phones were being repaired.



## Processing your Payrun....

The Personnel & Wages team is available on an **interim** contract basis to process your pays when, your payroll administrator is on leave or in the process of hiring a new payroll administrator. We can either visit your office to process your pays or log on remotely. Give us a call 03 693 1121.