

We made it through the PAYE End of Year, well done everyone!

It was encouraging to see that ALL of our Personnel & Wages clients have successfully made their way through the PAYE end of year and we are now well on our way into the 2011 year.

Make use of our Helpdesk during office hours. There is always someone to assist at 03 6931121, option 2.



Module of the Month

Do you have employees that you need to move from one database to another, within the same company??

Then

Employer Transfer Module may be for you!

This utility enables you to move records belonging to an employee from one payroll company database to another.

This can save you time when you move employees between salary / waged companies or need to restructure a payroll.

The screenshot shows the 'Employee Transfer Utility' window. It has two main sections: 'Select Payroll Databases' and 'Select Employee To Transfer'.
 - 'Select Payroll Databases': 'Source Payroll' is set to 'C:\Database Files\' and 'Target Payroll' is set to 'C:\Database Files\Test\8Nov2009\'.
 - 'Select Employee To Transfer': 'Name' is 'BLOXHAM, Peter' and 'Number' is '1012'.
 - 'Data to Transfer': 'All' is selected under 'Retain Employee in Source Database'. Under 'Data to Transfer', 'All' is selected, and several checkboxes are checked: 'Static Data', 'Timesheet History/Total Earnings History', 'Permanent Transactions', 'Leave Earnings History (Rate Calculations)', 'Year to Date Accumulators', 'Employee Notes', and 'Company Employer Super Contribution History'.
 - 'New Employee Details': 'Number' is '1012'.
 - A 'Transfer Employee' button is at the bottom right.

For further information contact Shirl on 03 693 1121 option #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 may receive 1 hour of free training. (Conditions apply)

We would like to take this opportunity to thank all who have already referred friends to us for IMS Payroll Partner.



Timely Tips with Theresa Why record Leave Without Pay?

Recording "Leave without Pay" (LWOP) assists you when a request is made by ACC to furnish details of an Employees Gross Taxable Earnings for the four full pay weeks and for 52 weeks prior to any injury.

"LWOP" also assists in maintaining accurate records for an employee's Annual Leave allowance if unpaid leave of more than a week is taken during the year. If you have any queries regarding the implications of extended LWOP in relation to Annual Leave entitlements please contact us.

The screenshot shows the 'Leave Without Pay' entry screen in the IMS Payroll Partner software. It includes fields for 'Company', 'Pay Points', 'Payments', 'Deductions', 'User Codes', and 'Auditing'. The 'Description' is 'Leave Without Pay' and the 'Data Entry Code' is 'LWOP'. There are sections for 'Calculation Method' (Fixed, Hourly, % Earnings), 'Tax Type' (Taxable, Non-Taxable, Reimbursing), 'Earnings Type' (Ordinary Time, Overtime, Annual Leave, Penial Time, Allowance, Annual Leave, Sick Leave, Alternative Holiday, Time in Lieu), and 'Accumulates Into' (ACC Liable Earnings, Company Superannuation Contrib Earnings, Apprentices Hours, Special Total, KiwiSaver Employer Contribution Earnings, KiwiSaver Employer Contribution Earnings, Compliant Employer Contribution Earnings, Compliant Employer Contribution Earnings). There are also checkboxes for 'Leave Accumulation' (Average Gross, Ordinary Gross, Include In Current Rate).

"If it is to be, it is up to me!"

Pay Period Exception Report

Processing/Reports - Enhancements to the Pay Period Exceptions report since the 3.50 version are:

Shirl's Favourite

Tax Analysis – Extra Pay Tax Rate.

Report on the tax rate calculated when making Extra Pay type payments such as Bonus or Backpay.

Tax Analysis – Override PAYE Amount.

Report on 'PAYE Deductions' which have a fixed override percentage present during this payrun.

Other Leave Anniversaries.

Reports on pending Company, Long Service, Additional Annual Leave and Shift Leave anniversaries, where applicable.

Note: This option will only be available when one of these leave types have been activated within the Company Controls and print when the pay period is in an open state.

The screenshot shows the 'Pay Period Exceptions - Report Options' dialog box. Key sections include:

- Report Sequence:** Options for 'Group By Pay Point?' and 'New Page for each Pay Point?'.
- Pay Point Range:** Fields for 'All', 'From: Pay Point:', and 'Range: To: Pay Point:'.
- Sort Employees By...:** Radio buttons for 'Employee Name' and 'Employee Number'.
- Pay Frequencies:** Checkboxes for 'All', 'Weekly', 'Fortnightly', 'Half-Monthly', 'Four-Weekly', and 'Monthly'.
- Earnings Analysis:** Fields for 'Ordinary Hours' (40.00), 'Overtime Hours', 'Total Hours', 'Amount \$', 'Hourly Rate', 'Gross Pay', and 'Take Home Pay' (1,000.00).
- Annual Leave Analysis:** Checkboxes for 'Taken In Advance', 'Negative Balance', 'Anniversary', 'Negative Holiday Pay Owing', and '12 Month Anniversary - "Casuals"'. There is also a 'Check expiry within' field set to 1 month.
- Tax Analysis:** Checkboxes for 'NDI Tax Code', 'Missing Child Support Deduction', 'PAYE Deduction Quantity', 'Negative PAYE Deduction', 'Extra Pay Tax Rate', 'Override PAYE Amount', and 'STC Tax Code'.
- Other:** Checkboxes for 'Check Days Worked (Perm/Set Hrs)', 'Negative Alternative Holiday', '16th/18th Birthday Next Pay Period', 'Deduction Reducing Balance of Zero', 'Expired Date Due Back', and 'Other Leave Anniversaries'.
- Review Date:** Radio buttons for 'Pending' and 'Expired'.
- Notes Follow Up:** Radio buttons for 'Pending' and 'Expired'.
- Sick Leave Analysis:** Checkboxes for 'Negative Balance' and 'Anniversary'.
- KiwiSaver:** Checkboxes for 'Employees within Opt Out Period', 'Invalid Contributions', 'Auto Enrol Exemption Expiry', and '65 Years Old'.

Do you have Kiwisaver members being paid accommodation allowances?

You may have been receiving letters every month from Inland Revenue querying the under-deduction of compulsory employer contributions (CECs).

This is because the accommodation allowance is deducted from your employee's gross pay prior to calculating the CEC.

Until now you've needed to contact IRD every month to tell them you've deducted an accommodation allowance.

IRD now have a new process and are updating their records for those employers they know are deducting an accommodation allowance. When the new process is in place you'll no longer receive a letter every month querying the under-deduction of your CEC.

They'll contact you after 12 months to check if you are still providing an accommodation allowance or if your circumstances have changed.



Group Training Sessions

We have held three very successful and enjoyable training sessions in Christchurch and Geraldine during the last month.

Watch out for the dates for our intermediate course shortly. If you want to be sure not to miss the next round, call 03 6931 121 option 2.



WEBSITE DESIGN

How to Generate Amazing Results Online!

FREE AUDITS AVAILABLE

- Before you even consider getting a new website or revamping an old website, you need to know exactly what you want to achieve by going online.
- Done right - your website can be the most successful and cost-effective 'sales rep' that you have ever hired!
- Websites aren't magic! They require a good product or service and hard work.
- The performance of any website on the planet is determined by a small set of key 'success metrics'



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