



South Island
Reseller of the Year 2009
HHA Associates Limited

Shirley accepted the IMS Reseller of the year 2009, South Island trophy on behalf of HHA Associates Limited well done team. IMS have only been recognising resellers for the last 3 years and HHA Associates Limited can claim to have both the 2007 and 2009 trophies.

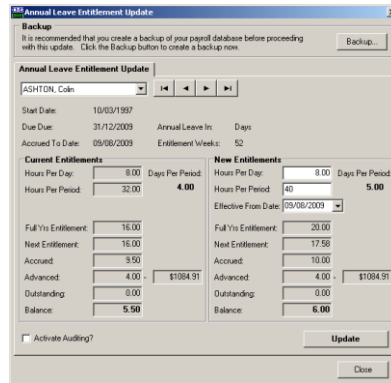
Annual Leave Entitlement Update

The Annual Leave Entitlement Update facility is a tool designed to recalculate an employee's leave entitlements when the employee's hours and/or days worked changes part-way through the current leave year.

The update section itself is split in to two sections; The left side displays the selected employee's current entitlements.

The right side displays the pending New Entitlements based on the current/modified hours per day and period.

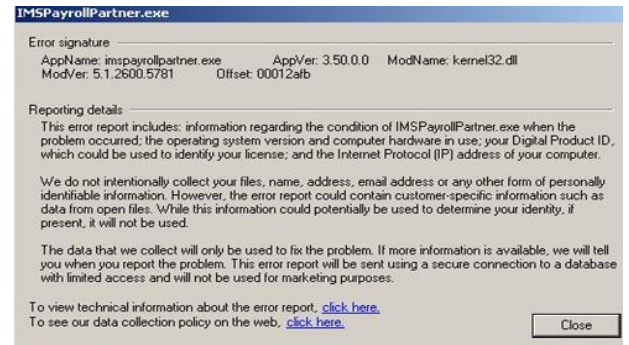
The new hours per day and/or hours per period and the effective from date should be entered into the appropriate fields under the section New Entitlements. The new Full, Next and Accrued entitlements will automatically calculate and be displayed.



Phone 03 693 1121 (press 2) if you require assistance

Windows Error on Exit

You may be finding that they are receiving the following error when exiting out of IMS Payroll Partner due to Microsoft Service Packs recently released.



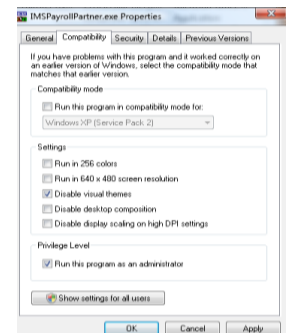
This is rectified using the following settings;

Go to:

Start/My Computer/C Drive/Program Files/IMS/IMS Payroll Partner/IMS Payroll Partner.exe

Right click over this IMS Payroll Partner.exe.

- Go to Properties
- Go to Compatibility
- Tick Disable Visual Themes
- Click on OK



Phone 03 693 1121 (press 2) if you require assistance



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 years 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.





Software features with Shirl

IMS Conference 2009

Shirl attended the 2009 IMS Conference this year and can report that there are some very exciting things happening with IMS Payroll Partner in the near future. We cannot let the cat out of the bag yet but will keep you informed as things progress.

Payslip Reporting Options

A new option is now available when generating the payslip report; You can now select whether you wish to include the employees Tax Code on their payslip. This will ensure employees privacy due to the new ME & ME SL codes being income dependant.

Emailing Payslips a Great New Feature

The '**Advanced**' email payslips facility now has an option to preview the 'send' status of each emailed payslip for each recipient. The new '**Show Report**' option is provided to allow generation of a Recipient Report. The report lists all employees who have been emailed a payslip in the current session detailing their name, address and the status of the email sent. The report is generated into a preview window immediately after the last payslip has been processed. The 'Recipient Report' button can be used to reprint the report. If emailing/printing was initiated via the "print list" button and there are other reports to be printed, the payroll application will print any additional reports in the usual manner.

IMS Time Import – version 2.46

You now have the ability to "Delete Previously Imported Transactions" by Pay Point if required. This will enable you to work with a smaller group of employees if errors have occurred.



Timely Tips with Theresa

Where has the year gone??? Well it is that time of year again to think of our Christmas and New Year Holiday dates and we have noted some tips for you.

- When Christmas Day and New Year's Day fall on a week day, they are observed on the actual day.
- When they fall on a Saturday/Sunday
 - If the employee normally has worked on the Saturday, the public holiday is observed on the Saturday ie 26th December and 2nd January.
 - If the employee does **not** normally work on the Saturday, the public holiday is observed on the following Monday ie Monday 28th December and Monday 4th January.

An employee's **maximum** entitlement is **4 days** Statutory Holiday payments over this period.

Day	Actual Date	Observed
Christmas Day	25 Dec 09	Friday 25 Dec 09
Boxing Day	26 Dec 09	Saturday 26 Dec 09 or Monday 28 Dec 09
New Years Day	1 Jan 2010	Friday 1 Jan 2010
Day after New Years Day	2 Jan 2010	Saturday 2 Jan 2010 or Monday 4 Jan 2010



NB: Remember we are available to help with your Christmas payroll preparation and processing.

While this information has been compiled in good faith from resources provided by the Department of Labour, HHA Associates Limited can provide no guarantees of accuracy and takes no responsibility for the results of any actions taken on the basis of information provided, or any errors or omissions.

Sundry Reports

The Schedule of Earnings Report appears to Freeze when requested. Please be patient as the report **will** finish successfully, this will be addressed in the November release of IMS Payroll Partner.