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Techno Tips



Quick Entry Keyboard Strokes

Learning keyboard strokes makes repetitive jobs faster.

Here's some Examples:

Alt and Tab together

- to switch between windows

Ctrl C for copy

Ctrl V for paste

Ctrl X for cut

The underlined letter on Paybiz buttons can be used with **Alt** to get to the next screen using the keyboard.

Details

Alt T will take you to details

Exit

Alt X to Exit

Display

Alt D to Display And so on

End Of Tax Year—30/6/20

It is very quickly approaching the end of the financial year for many.

Time to prepare your reports and tidy up the books.

Your accountant will ask for a number of reports and information to finalize your company tax.

- Aged Trial Balances for Debtors and Creditors
- Employee Pay Summaries
- GST Calculation
- GL Reports (if applicable)

NB: Aus Group Certificates are no longer required.

'End of Year' has never been easier

Contact us for help if required.

info@shebiz.nz

June Newsletter 2020



View [Training Videos](#)

Covid-19 & Our Move Forward

At last we are moving away from lockdown and towards some normality.

Work is starting to build again and we're all able to move around more freely.

Staff may start moving to new jobs and regions and you may be looking to hire new staff.

In this uncertainty it is imperative that you get employment contracts and resignations completed and signed.

Many will be claiming the Wage Subsidy for their staff and MSD must be informed of all staff leaving.

When completing employment contracts, Consider the individual employment terms, eg Permanent, Fixed Term etc.

Also, are they Employees or are they Contractors?

Definitions

Employees

An employee is a person employed to do any work for hire or reward under a contract of services (commonly called an employment agreement). The hire or reward

Contractors

Self-employed people are sometimes referred to as contractors, or independent contractors; these terms mean the same thing. A contractor is engaged by a principal

Different terms apply to each, rights and responsibilities are very different.

Continue reading:

<https://www.employment.govt.nz/starting-employment/who-is-an-employee/difference-between-a-self-employed-contractor-and-an-employee/>

It is common practice within the Shearing Industry to hire contractors, make sure you've got it right.

Set this up in Paybiz—it's easy

Contractor ☒

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Wage Subsidy—NZ

Government has announced a Wage subsidy extension, which will be available from 10 June 2020. Eligible businesses will need to reapply through Work and Income once their current 12-week subsidy has come to an end.

Visit Work and Income for more info:

<https://workandincome.govt.nz/covid-19/wage-subsidy-extension/index.html>

www.shebiz.nz/pbhelp/docsPB_Covid19NZ.pdf

JobKeeper—Aus

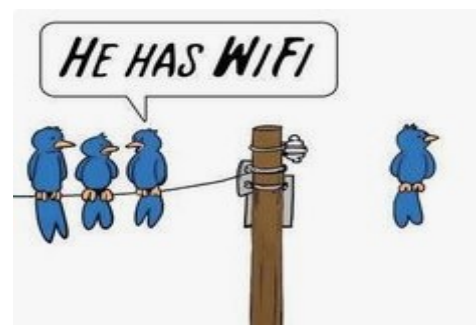
The JobKeeper payment supports businesses significantly affected by COVID-19 to help keep more Australians in jobs. The JobKeeper payment is administered by the [Australian Taxation Office](#) (ATO).

Visit the ATO for more info:

<https://www.ato.gov.au/General/JobKeeper-Payment/>

www.shebiz.nz/pbhelp/docs/PB_Covid19AusJobKeeper.pdf

As always, contact us if you have questions or need help.



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