

Techno Tips



Handy Tips

Ctrl + Space in a date field, clears the date, pressed again will enter today's date

Right Click on a tally sheet line opens a new line for data input.

Ctrl + P prints your screen display.

Esc closes the current open window.

Click your custom side menu to close all open windows at once.

Double click in any quantity field to open the calculator.

See lots more at http://www.shebiz.nz/pbhelp/docs/PB_ShortcutKeys.pdf



"It's the latest innovation in office safety. When your computer crashes, an air bag is activated so you won't bang your head in frustration."

Important To Note

Annual Leave Cash Up

- maximum of 1 week of entitlement per year. This must be requested in writing from the employee.

(NB: Does not apply to 8% accrued leave.)

MBIE state: If the employer has not been given a written request to cash up annual holidays from the employee, the employee can keep both the cash up money and still take the portion of annual holidays cashed up as paid holidays.

• The employer may also face a penalty.

March Newsletter 2020

End Of Year—March 31

END OF FINANCIAL YEAR

It is very quickly approaching the end of the financial tax year for us in NZ.

Time to prepare your reports and tidy up the books.

Print:

- Aged Trial Balances for Debtors and Creditors
- Payroll Summaries
- 31 March Bank Statements
- Reconciliation Report
- GST Calculation
- Gear Purchases / Advance Totals
- Non-tax Allowances
- GL Reports (if applicable)
 - Profit and Loss
 - Balance Sheet
 - Trial Balance

Your accountant may request additional information, so for these or any other 'end of year' queries, please contact us:

[03 445 1345](tel:034451345) or info@shebiz.nz

Some Things to Note:

Minimum Wage NZ

From 1st April, the new minimum wage will increase to \$18.90.

- This **MUST** be the new minimum base rate

All other allowances are added to this minimum.

Updates

An new update is required to integrate the new tax thresholds.

Update your Paybiz now.

Contact us for assistance if needed.

OFFICE STUFF

Pay Day Frequency

Many contractors pay per shed or monthly in favour of regular weekly pay periods. Whilst this is perfectly acceptable, it can be problematic.

Have you considered paying weekly and filing weekly?

The benefits are:

- ♦ Fewer or no draws – staff get regular pays and are happier
- ♦ Easier to manage any draws - within the short period of a week
- ♦ Maximise your office time by planning ahead
- ♦ No more unexpected shed cut-outs, draw requests or last minute pays
- ♦ Better organised – with set office times.

- ♦ Easier to keep everything current and up to date
- ♦ Easier to track job costs

These are only some of the benefits, and whilst Paybiz can handle all pay frequencies, it is our recommendation for a more productive office.

We are happy to discuss these benefits with you and how easy it is to make the change.

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After Hours Support

Ph. +64 (0)20 445 1345
for assistance outside of
normal office hours.

