

October Newsletter 2019

Techno Tips



PAYING STAT HOLIDAYS

The required practice is to pay Stat holidays when they fall rather than pay as you go.

With Labour Day approaching, here's a quick refresher

1. Enter the **STAT (Alternate Day) Pay Type** for each employee on a tally sheet line or employee payslip
2. The system calculates the rest using the employees average daily pay over the past 52 weeks.
3. Qty/Hours, Rate, Gross and Days all automatically calculate (these can be overtyped)
4. Done

Full instructions via : [Online Help](#)
> Payroll > Statutory Days NZ

OFFICE STUFF

In the course of the last month while helping our customers online, we have noticed a couple of practices that are worth mentioning.

- Staff **base rates** MUST be the legal minimum rate or above
- Those on a 'Total Rem' basis, the base rate must be minimum + 3%
- When changing rates via **Update Rates**, only select the correct pay types, not all
- When sending payroll files to IRD or ATO, print preview and check first
- **Australia**—Add Super to ALL employees before their first pay
- **Australlia**—To avoid Super-Stream errors every Super pay type MUST have a Super Fund set and a Contribution Type eg Standard, Salary Sacrifice etc

UPDATES

As always, Lisa has been working on some new Paybiz features and improvements. These have been suggested by you over the last couple of months.

There will be an update soon, so watch out for an email outlining all these cool new features.

IRD Payday Filing Update

Late filing or non-filing: Penalties and notifications

This week IRD will be identifying employers who have filed late with a due date in September and later next week, employers who haven't filed at all for September. These employers will get a penalty notice.

If an employer has any enquiries on penalties they will need to contact IRD on 0800 377 772

Now & Then



REMINDERS

Month End

This is an important practice at the end of each month—it rolls over all your data to the current working period keeping everything current.

[Tools > Month End > Period End](#)

Backing Up

Paybiz has built-in backup processes in place (to the C drive) but it is **vital** that you continually make other copies as well.

View the new backup docco below:

http://www.shebiz.nz/pbhelp/docs/PB_Backup.pdf

info@shebiz.nz

Shearing Sports



The 2019 / 2020 National Shearing Circuit kicked off in Alexandra earlier this month with the NZ Merino Shearing Champs. The first of 59 shows on the NZ calendar. Always an exciting start to the season. Keep up to date with the action, live streams, results and great photos and videos at:

<https://www.facebook.com/www.shearingsports.co.nz>



If you need help, or just want some guidance, call us:

+64 3 445 1345 or +64 20 445 1345

"There are NO stupid questions"

