New Zealand Payroll

Getting Started Guide

January 2020

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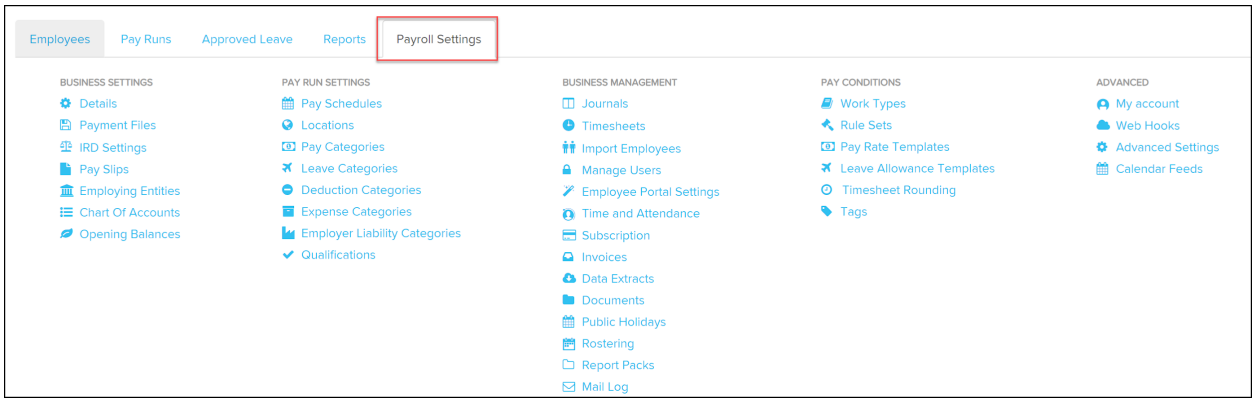
1. Add a new business

Before you can add employees and process pay runs, you will first need to add a new business.

Once you have created an account, you will be prompted to add a new business. You can do this by following these instructions.

2. Payroll settings tab

This is an important section to be aware of as this is where you can configure all the business level settings that are specific to your business. There are a number of default settings in place when you first sign up but you can change any of these settings and add new ones if required.



2.1. Business settings

2.1.1. Details

The Business Details holds the general company information and basic payroll system settings.

2.1.2. Payment files

Bank payment files are generated once a pay run has been finalised and then imported via internet banking. The available bank format file options are here.

2.1.3. IRD settings

The business IRD settings are required to enable Payday filing - Employee Details, Employment Information and Employment Information Amendment for the manual upload to MyIR portal or connecting to the IRD gateway services.

2.1.4. Pay slips

This feature allows you to customise pay slips generated for your employees.

2.1.5. Employing entities

If you pay employees from multiple NZBNs, you may use employing entities to do so. You can set up additional entities and the associated details from the Employing Entities screen.

2.1.6. Chart of accounts

Once you have connected a journal service and imported your chart of accounts, you can map those accounts to different payroll transaction types. The mapping to transaction type instructions can be found here.

2.1.7. Opening balances

The purpose of the Opening Balances settings page is to:

- allow the user to configure the initial financial year for the business;
- import/export employee opening balances; and
- import/export historic gross earnings for employees in the business.

2.2. Pay run settings

2.2.1. Pay schedules

Pay Schedules are used to set up pay runs. The pay schedule's settings are used each pay run to calculate what to pay employees.

There is no limit to the number of pay schedules you can create and they can be configured for any combination of pay frequencies so you can have multiple weekly, fortnightly and monthly pay schedules all running at the same time.

2.2.2. Pay categories

Pay Categories are used to define the rates that employees are paid. Setting up your pay categories will help simplify the management of employee pay rates by:

- Automatically calculating linked rates through loading and penalty rate multipliers;
- Defining what is exempt from KiwiSaver, PAYE and ACC Levy;
- Configuring leave accruals;
- Excluding certain pay components from being calculated as part of Average Weekly Earnings and Ordinary Weekly Pay.

The default set up for a new business includes several already configured Pay Categories.

2.2.3. Leave categories

Leave categories allows you to set up your leave categories and control which of them accrue automatically, how they will behave in the pay run, whether or not to include them in termination payments, and whether they should appear in your employee's pay slips and portal.

The default set up for a new business includes the following leave categories:

- Alternative Holiday Leave;
- Annual Holidays;
- Bereavement Leave;
- Domestic Violence Leave;
- Leave Without Pay;
- Parental Leave; and
- Sick Leave.

2.2.4. Deduction categories

Deduction categories allows you to set up specific deduction categories which can be tailored to the needs of your business.

The default deduction categories include:

- Pre- Tax Deduction
- Child Support Payment
- Student Loan Deduction (SLCIR)
- Student Loan Deduction (SLBOR)
- Payroll Donation
- Family Tax Credit OVerpayment
- Post-Tax Deduction

2.2.5. Expense categories

The expense categories are used to define the various employee expense categories used by your business. You can add, edit and delete expense categories, for more information refer here.

2.2.6. Employer liability categories

Employer Liability Categories is used to define the various employer liability categories used by your business. You can set up employer liability categories to track liabilities on a per employee basis.

2.2.7. Qualifications

Full access users along with restricted users (who have been given the relevant permission) are able to create, edit, update and monitor an employee's qualifications. Qualifications are important so you are aware of an employee's formal qualification/s, documentation and skill set. This then allows you to allocate an employee to a particular task/s they are qualified to do.

2.3. Business management

2.3.1. Journals

Journals allows you to configure an external service (or file export) for your business to integrate with to export accounting journals.

Connecting to a service will allow data to flow into other systems that you use to run your business. Journal service options include:

- File Export
- Detailed File Export
- Xero

2.3.2. Timesheets

If employees are configured to use timesheets, they are able to view, create and delete timesheets from within the WorkZone app. This feature is available for both iOS and Android phones.

2.3.3. Import Employees

Importing employees from a XLSX or CSV file is a great way to get set up and running quickly. It is also a handy way to perform bulk updates of employee data.

The best way to get started is by exporting the XLSX or CSV template file, adding data to it and then re-importing it.

2.3.4. Manage Users

The Manage User settings allows you to set up and control what users have access to in the business as well as the type of access and permissions.

2.3.5. Employee portal settings

You can bulk manage access to the employee portal. The employee portal management features will allow you to quickly see the status of your employee portal accounts and then bulk update them to quickly give your employees access to powerful features such as:

- Online pay slips
- Leave management
- Submitting timesheets
- Editing details online
- Shift acceptance
- Submitting expenses

2.3.6. Time & attendance

Time & attendance is relevant for businesses requiring staff to clock in and out to capture shift and/or meal break data. Kiosks need to be created from within your business and then accessed via Clock Me In, the iPad app. Once logged in, employees will be able to clock in and out from Clock Me In which will create timesheets ready for manager approval.

2.3.7. Subscription

Direct debit to a valid Visa or Mastercard are the only payment options available to use the payroll platform. To add, view, edit or update your billing details by following these steps.

2.3.8. Data extracts

There are a number of data extracts available from within your payroll file which can be exported as either CSV and Excel files. For the list of data extracts available and the instructions, click here.

2.3.9. Documents

Documents allows you to upload documents that can then be shared to ALL employees or a group of employees. Documents such as employee handbooks, company policies, etc are good examples of what can be uploaded here. You can also require employees to acknowledge certain documents and such acknowledgement is tracked in the platform.

2.3.10. Public holidays

Up to date national public holidays and regional anniversary dates are provided in each business, automatically. For more details on how to manually set up public holidays, configuring regional anniversary days or setting up public holidays with pay conditions can be found here.

2.3.11. Rostering

The Rostering settings page allows you to configure various options such as budget settings, additional rostering features, shift cutoff times and custom notification messages.

2.3.12. Report packs

Report packs are individual or a bundle of reports that can be generated at any time, and sent to a list of email recipients either at specific times (ad hoc) or on a recurring schedule, as specified by the user.

This feature is provided to full access users and affords the ability of:

- setting up a schedule once, and then walking away, knowing that the system will do the rest of the work on an ongoing basis;
- adding recipients that do not have access to your account to receive assigned reports via email;
- saving an abundant amount of time by not having to download, save, email, attach, etc, to send a report.

2.3.13. Mail log

If an employee notifies you that they have not received an email (pay slips, shift notifications, etc) you are able to check the mail log for emails that have bounced or dropped and are able to unblock them from within the business settings.

2.4. Pay conditions

2.4.1. Work types

Work types are used when creating timesheets or clocking on/off via the kiosk. The purpose of work types is to automate any exception to an employee being paid their base rate of pay. You can create new work types and map them to Pay Categories or Leave Categories.

2.4.2. Rule sets

You can create tailored rule sets based on your business or employees pay conditions. For detailed information on this process, refer to these instructions.

2.4.3. Pay rate templates

Pay rate templates enable you to create pre-defined sets of pay rates which can then be applied to new and existing employees.

2.4.4. Leave allowance templates

The purpose of leave allowance templates is to, once assigned to an employee, automate the entitlements and accrual of leave for an employee when processed in a pay run.

2.4.5. Timesheet rounding

If your employees are clocking in/out via the WorkZone app or Clock Me In, it's unlikely they'll be able to clock in and out at exactly the right time each day and if this is the case then their actual start and stop times might be for eg. 7 hrs 58mins. If you want your employees to clock in and out and you expect to pay a standard 8 hour day, then you can do this by using timesheet rounding.

2.4.6. Tags

Tags are a useful tool that can be used to:

1. Set as a criteria when setting up employee groups;
2. Identifying certain scenarios within pay condition rules.

Once tags have been added, you are able to use the Employee Details Report using the 'Tags' filter option to view which employees have tags.

2.5. Advanced

2.5.1. My account

If you need to manage your account username, email address and/or turn on two factor authentication, it can be accessed via My account.

2.5.2. Web hooks

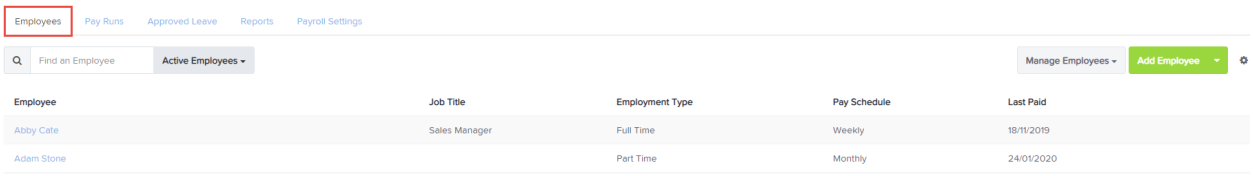
Web hooks allow an external URL to be called, upon certain events occurring in the system. For more information about web hooks, please refer to this Wikipedia article.

2.5.3. Calendar feeds

You can create internet calendar feeds for popular events that occur throughout the system. The use of calendar feeds allows you to share important dates without having to be logged into the platform. Rather, you and your staff can be made aware of events such as birthdays and leave from your own calendars such as Outlook, Google and Hotmail.

3. The Employees tab

Here you will see a list of all the employees you have in the payroll account and there is also a bit of information about each employee. You can see their name, a job title (if provided), employment type, pay schedule and the last time they were paid.



Within this tab you are also able to access timesheets and leave for employees, as well as rostering, expenses, and the settings for your personal notifications.

3.1. Add Employee

Once you have set up your business and configured the business settings, you can add an employee. There are 3 methods of adding employees:

3.1.1. Employee self setup

Employee Self Setup lets employers manage the onboarding process from start to finish quickly and seamlessly. This process puts the onus on the employee to complete their own details online in a secure manner without the need for filling out tons of paperwork. Click here to read instructions on this process.

3.1.2. Importing an employee

Importing Employees from a XLSX or CSV file is a great way to get set up and running quickly. It is also a handy way to perform bulk updates of employee data. Click here to read instructions on this process.

3.1.3. Utilising the employee wizard

To manually add an employee, click on “Add Employee”. You will then be taken through the employee wizard to complete the essential information required to set up an employee so they can then be included in the pay run. The employee wizard does not run you through ALL employee information. As stated above, the wizard is designed as a ‘shortcut’ to setting up an employee easily and quickly. Click here to read instructions on this process.

3.2. Manage Employees

3.2.1. Timesheets

3.2.1.1. Create timesheets

Managers can submit timesheets on behalf of employees who are enabled to use timesheets. To do this, refer to the instructions here.

Timesheets can also be imported from a variety of sources, including CSV file formats as well as direct import from third party providers.

3.2.1.2. Import timesheets

To import timesheets, you need to ensure the timesheet service is enabled within the Timesheet service page under payroll settings. From there you will be able to enable timesheets and configure providers.

3.2.1.3. Approve timesheets

You can also approve employee timesheets, this is explained by reading these instructions.

3.2.2. Leave

3.2.2.1. Create and approve leave

Managers can create and approve leave on behalf of employees if they have been setup with the correct permission to do so. Detailed information on permission options can be found here.

3.2.2.2. Leave calendar

There is also a leave calendar which provides a visual glimpse of all of the leave that employees have applied for on a monthly basis. You can use several filters in the leave calendar and toggle between list format and calendar format.

3.2.3. Misc

3.2.3.1. Rostering

Rostering is available to all users on the Plus subscription plan. This article lists all the key features of rostering with links to more detailed pages on each of the individual functions.

3.2.3.2. Expenses

You can add an expense request on behalf of an employee, as well as edit, approve, decline or delete requests. The instructions on how to do this is here.

3.2.3.3. Notifications

With the email notification feature you can configure the email notifications that you require and disable the notifications that you don't need. These settings are available for both full access users and restricted users.

3.2.4. Important employee leave configurations

3.2.4.1. Opening balance initial values

If you are transitioning from another payroll system and you need to convert your employees leave balances from hours into days and or weeks, then here are the instructions on how to do this.

3.2.4.2. Historical gross earnings

Importing historic gross earnings is to assist in determining the average weekly earnings (AWE) when an employee takes annual holidays or average daily pay (ADP) for daily based leave such as sick leave, alternative holiday leave; especially where the business has moved to a new payroll system.

3.2.4.3. Leave pay rates

It is also important to check the employee's leave pay rates settings to ensure that the applicable calculation method is to be applied in a pay run for daily based leave (such as sick, domestic violence, alternative leave) and weekly based leave (such as annual holidays) for an employee.

3.2.4.4. Standard work week/ advanced standard hours

It is important that the employees basic or advanced work week and hours are provided to ensure accuracy in leave calculations.

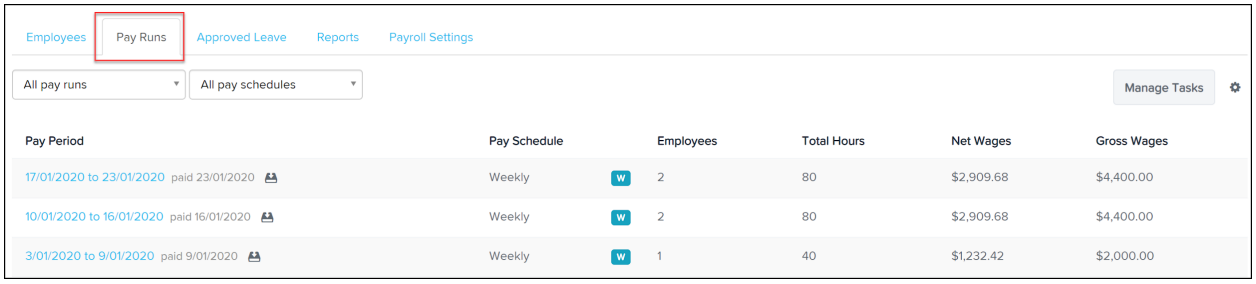
The default setting is the 'Basic' option and allows the user to enter the employee's hours per week and hours per day. You can also use the 'Advanced' option which will allow you to enter the employee's standard working hours for each day of the week.

3.2.4.5. Pay As You Go 8%

For casual employees working on an irregular basis who are entitled to Pay As You Go 8% (PAYG 8%) as opposed to the 4 weeks annual holidays entitlement, then follow these instructions so that PAYG 8% can be applied to the employee per pay run.

4.The Pay Runs tab

Here you will see a list of all the pay runs that have been processed in the payroll account. There are a few details for each pay run as well. You can see the pay period, the paid date, pay schedule, the number of employees, total hours and the gross and net wages. You are also able to access pay run tasks from here.



4.1. Manage tasks

Pay run tasks makes it easy to track all your pay run processing steps by allowing you to set up recurring and one off pay run tasks that can be applied to the entire pay run or specific employees.

4.2. Create a pay run

Once you have configured your business settings, added employees and set employee configurations (if required), you can create a pay run.

4.2.1 Payday filing

Payday filing consists of the Employee Details - New and Departing, Employment Information and Employment Information Amendments.

The below articles detail the step by step instructions if you wish to connect to the IRD gateway services:

- Employee details
- Employment information
- Employment information amendment

Alternatively, you can also upload payday filing manually through to MyIR portal:

- Employee details - manual upload
- Employment Information - manual upload
- Employment information amendment - manual upload

4.2.2 Leave and leave calculations within a pay run

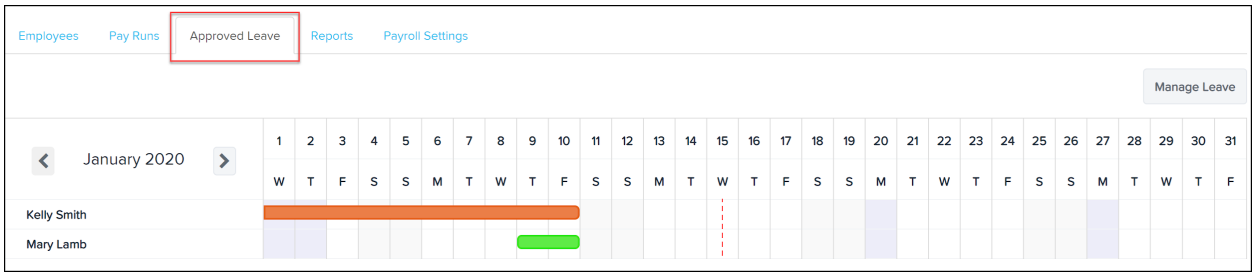
Some important support articles below which may assist you regarding leave and the calculations within a pay run for an employee:

- Managing Annual Holidays
- Managing Sick Leave and Domestic Violence Leave
- How Relevant Daily Pay (RDP) and Average Daily Pay (ADP) for daily-based leave is calculated in a pay run
- How Average Weekly Earnings (AWE) and Ordinary Weekly Pay (OWP) for annual holiday is calculated in a pay run
- How the Leave Unit Conversion is Calculated
- How is the 8% Holiday Pay Calculated on Termination Pays

5. Approved Leave tab

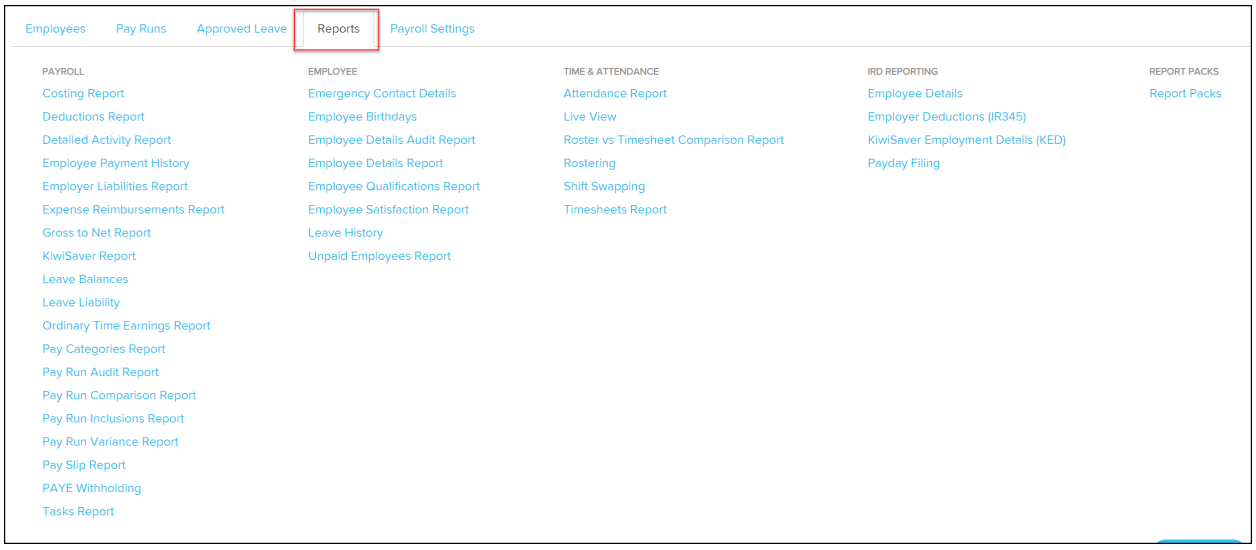
This is a monthly view of all the approved leave in the payroll account.

Refer to the leave calendar for more information.



6. Reports tab

Here we have a full suite of all the available reports and they are grouped into the following categories - Payroll, Employee, Time and attendance, IRD reporting and Report packs.



If you have any questions or feedback please let us know via support@nzpayroll.co.nz

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