



Thank you

Thanks to our very loyal customers and welcome to all our new ones. We look forward to working with you all in 2014.

This newsletter re-iterates the importance of processing your annual leave and public holidays correctly - and we've loads of handy guides for all types of leave on our website too - just click Help, Documentation.

Remember, if you're stuck, just call the HelpDesk and we'll be pleased to assist.

Christmas Payroll

We're often asked how payroll should be processed for the Christmas period.

Legally, employees are entitled to receive their holiday pay before they go on leave.

However, with their agreement you can process pays using regular pay cycles instead and schedule the direct credits to occur on their regular pay day.

One Big Pay

Determine exactly how many regular hours, public holiday days and annual leave weeks are to be paid out and make those entries (*SmoothPay will suggest an appropriate adjustment to the number of pay periods the employee is receiving so that the tax and any period-based allowances and deductions get calculated correctly*).

Try to work to a usual period end cycle if you can (*the one before staff return to work is ideal*). Your direct credit should occur on the last day of work (*or on the regular payday*).

Multiple Pays

Process each pay period as usual (*substituting Annual Leave and Public Holidays as appropriate and estimating ordinary time if necessary*).

As each pay period is completed upload the direct credit file and **MAKE SURE** that the value date is on the correct pay day (*some banking systems default to today's date rather than the pay date embedded in the direct credit file*).

Terminations and Public Holidays

Termination pays near Public Holidays may mean payment is required for those days as well.

Any leave remaining unused from the employee's annual accruals (*NOT their estimated or pro-rated or percentage accrual*) casts a "shadow" from their last day - if that shadow covers any eligible Public Holiday then the employee should be paid.

SmoothPay HelpDesk will be closing on Friday 20 December, re-opening Monday 13 January.

If you need us urgently during the holiday period, please email or call and leave a message - we'll contact you as soon as we can.

Our website is chock-full of documentation covering leave processing, and everything from ANZ to Xero - just click the Help icon in SmoothPay's toolbar.

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Christmas and New Year 2013/14

Employees are entitled to up to four public holidays over the festive season, depending on their work or shift pattern.

Monday to Friday workers

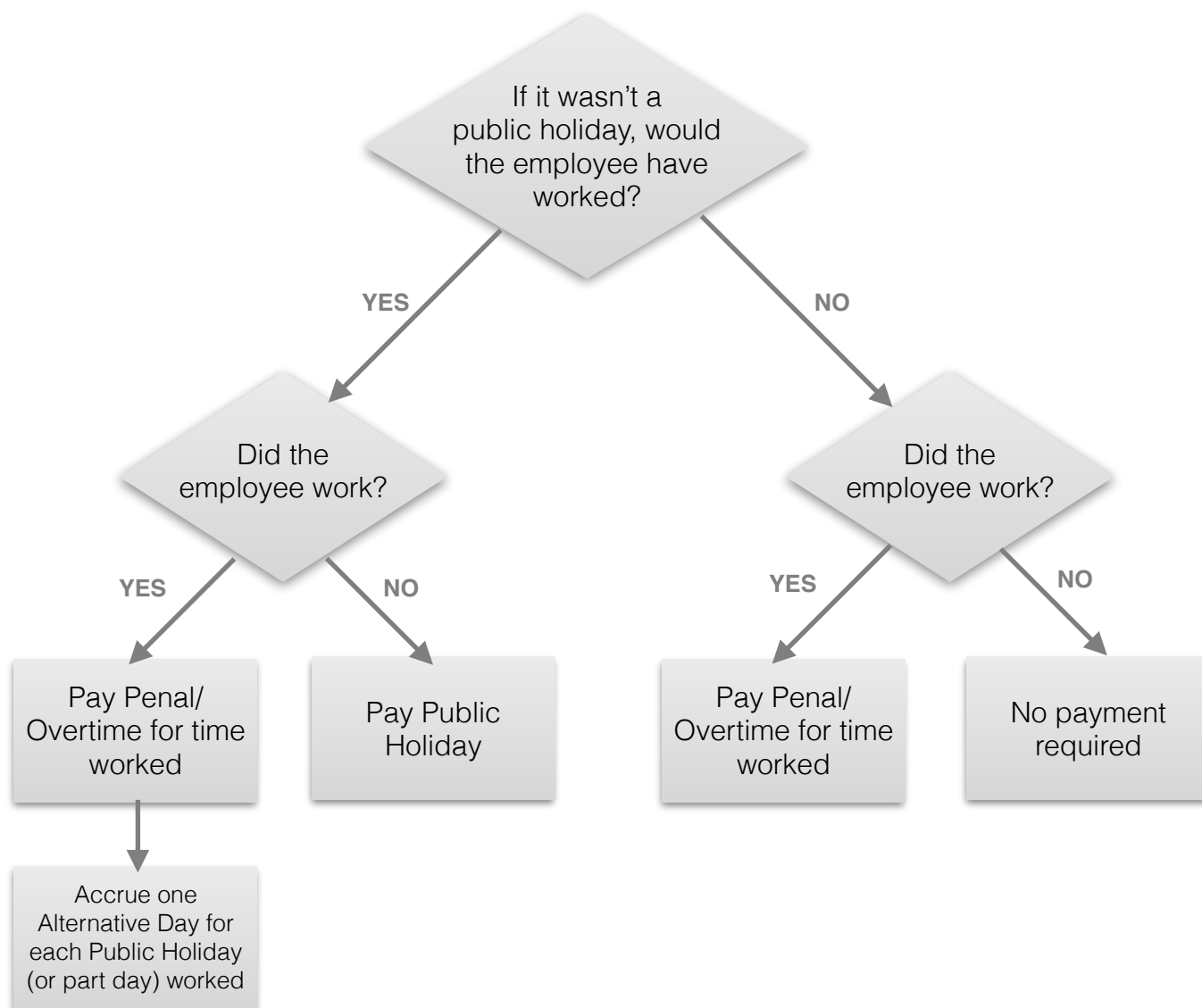
Christmas Day and New Year's Day will be observed on the days they fall (Wed 25th Dec and Wed 1st Jan). Boxing Day and the day after New Year's Day will be observed on the days they fall (Thurs 26th Dec and Thurs 2nd Jan).

Transferring public holidays

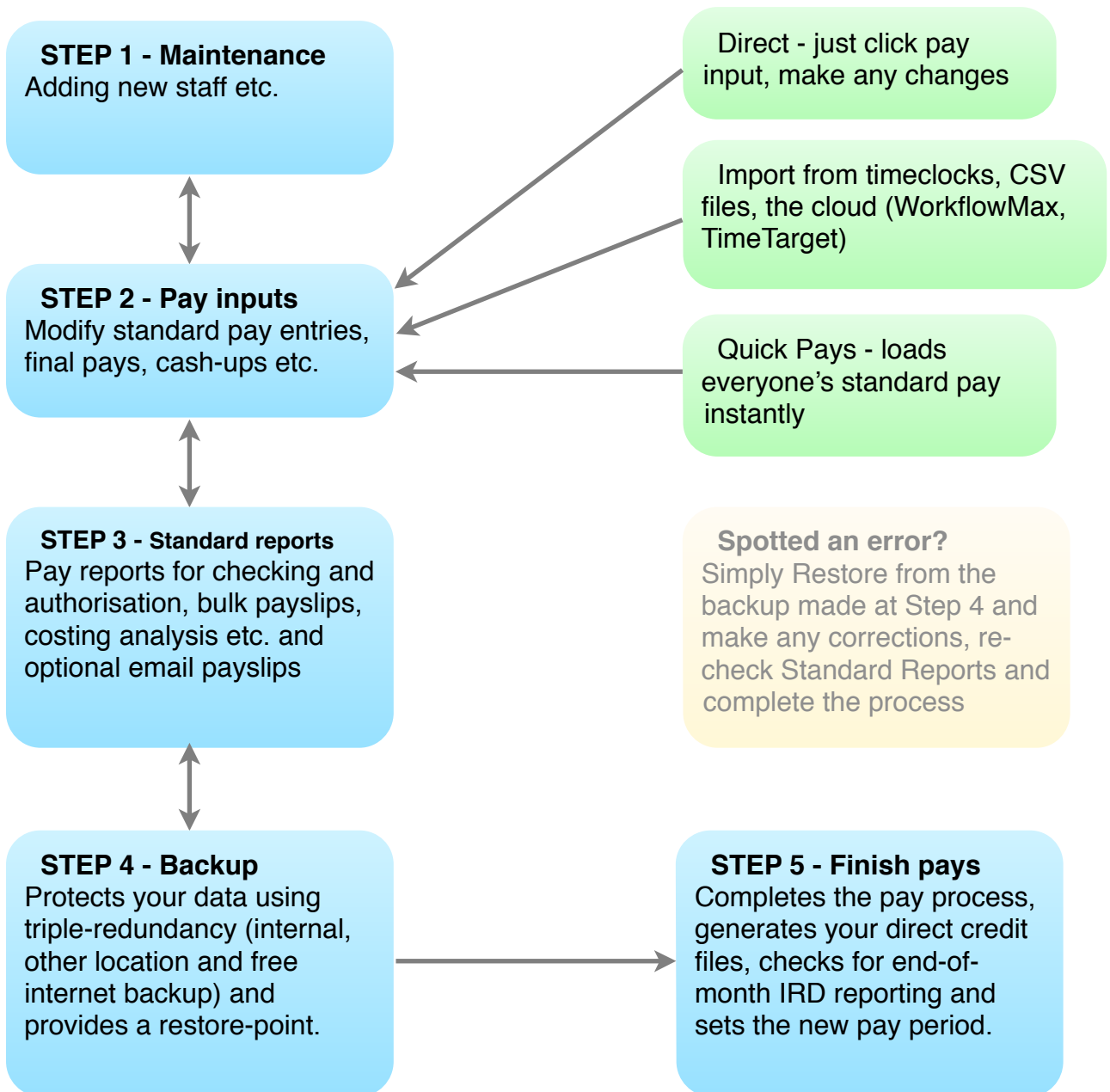
Following the Holidays Amendment Act 2010 an employer and employee can now agree to transfer a public holiday from the day listed in the Holidays Act 2003 to another day. This must be with the agreement of both the employee and the employer and must be made in writing.

For more information on transferring public holidays, or on employee entitlements during Christmas and New Year please contact the Ministry of Business, Innovation & Employment..(aka Dept of Labour) on 0800 20 90 20.

Here is a handy chart you can use to check an employee's Public Holiday entitlement



SmoothPay's easy 5-step pay process



More detailed coverage, examples and tutorials are available in the online help (F1 and Help menu) and from the SmoothPay website.

At all times you are welcome to call our helpdesk and request assistance, ask questions and get additional training. Just call:

(06) 353 6462