

Welcome to Great Time Saving Tips, a brief look at some of the easy to use features in **SmoothPay** that will save you **TIME** and **MONEY**

### Top Tip #1 – Tracking TOOL MONEY (and other monies owed)

Staff often book up tools, or ask you to pay back a debt they owe.

In **SmoothPay**, it's really easy to cater for these situations by using "*Group Schemes*".

*Group Schemes* are a way of collecting deductions from Employees and paying it over to a particular "scheme", like Tool Money or Loans (your Company would be the scheme owner), Tax Arrears (paid to IRD), Superannuation (other than KiwiSaver), Insurance Premiums and so on.

If the *Scheme* has a Bank Account, then Employee's contributions can be included automatically in your Direct Credit batch, as individual transactions with a reference particular to the Employee, or as a single bulk amount.

You can also set a *total amount owed*, and **SmoothPay** will stop the Deduction when it's all paid back. Of course you can alter the *amount owed* at any time if the Employee has paid off extra, or has incurred additional debt.

And not only that, but you can report on Deductions for any period, or range of periods - forever.

To find out more about *Group Schemes*, check out our website, or call the **HelpDesk**.

### Top Tip #2 – KiwiSaver, Compulsory Employer Contributions and Tax Credits

KiwiSaver has thrown many Employers into a tizz, but it's really quite easy in SmoothPay, as it's fully compliant with all the KiwiSaver issues.

Employees can be enrolled into KiwiSaver simply by ticking the *KiwiSaver enrolled option* when adding a new Employee, or on an existing *Employee's Edit screen*. For most users that's all you need to do!

To "unenrol", simply *untick* the *KiwiSaver enrolled option*.

**SmoothPay** provides for any combination of Employee and Employer contribution, and will automatically apply the *Compulsory Employer Contribution Percentages* as they occur.

IR345 reports are produced automatically at the end of each tax period, or on demand, for any period, anytime, forever)

You can save even more time by *ir-Filing* your KiwiSaver enrolments (KS1) (rather than filling in tedious paper or web-forms), along with your IR345 and IR348 returns too - all electronically (*though the IR web service is a little cumbersome*)!

To find out more about KiwiSaver, check out the dedicated KiwiSaver page on our website or call the **HelpDesk**.