



Gone Phishing

Phishing is a fraudulent attempt by a third party to acquire sensitive personal information, usually made through email and often for malicious reasons.

Early last month we experienced a phishing scam attempt by an external entity masquerading as Datacom Pay Systems. The email contained bogus payslips intended to trick the recipient into clicking on an attachment that may have included malware. The virus in the attachment appears to be self-propagating and connects to the recipients email contact list and then emails out to everyone on the recipients email contact list.

During the attack, we let our client base know that they may receive this type of email and to ignore and delete it. We would like to assure all of our clients that their data is still safe and secure, and has not been compromised.

What to do if you receive a phishing email:

- Do not click on the link contained in the email
- Do not reply to the email
- Delete the email from your mailbox

If you have mistakenly clicked on the attachment, we highly advise you to get in contact with your operations team to:

- Update and perform an anti-virus scan on your computer
- Update and perform an anti-spyware scan on your computer

We appreciate the diligence of our clients and cannot stress enough that we have to be wary of unsolicited emails that contain attachments. All emails from Datacom Payroll are personalised, and include a password protected .pdf payslip.

We take your security extremely seriously. If you think you've been targeted, please call us on 0800 72 97 97 and we will assist where we can.

Icebreaker Reduces Costs by Outsourcing Payroll

As the New Zealand brand that pioneered outdoor merino wool apparel, Icebreaker has been evolving to become a multi-channel integrated business with 19 company-branded retail stores, over 4000 wholesale customers, direct eCommerce and over 400 employees worldwide.

About four years ago, Icebreaker was set-up to operate as eight relatively independent country- based teams supported by a small global head office in Wellington, NZ and a design and online hub in Portland, Oregon, USA.

They began to consider how best to outsource the processing of their New Zealand payrolls to reduce the error rates and costs. Their in-house business payroll system solution was outdated with limited reporting. They wanted to leverage the benefits of online employee and manager self-service, including online leave management.

Icebreaker chose to partner with Datacom Payroll and signed up to a managed service for their three fortnightly NZ payrolls, including two salary based payrolls and an hourly rate retail payroll. With a smooth transition to the [EasiPay](#) solution and a positive response from the team, it was a straight forward and logical decision to bring their Australian payroll processing to Datacom.

The responsibility for coordinating the Australian payroll which had previously sat with the Australian Finance Manager was easily integrated into the responsibilities of the existing Global HR Payroll & Systems Coordinator located in Wellington.

Icebreaker has a dedicated Datacom consultant available to solve any issues that may come up for the global HR and Finance teams. Their employees and managers across both New Zealand and Australia are using the self-service portal to maintain their payroll information, manage their leave requests and share pay-slips and payment summaries. Part-timers are also submitting their hours through the system.

With the decision to outsource its payrolls to Datacom, Icebreaker are now benefiting from the single point of contact and the same software solution for both their New Zealand and Australian payrolls and managers working across both geographies are grateful for only having to learn and use one type of system.

They also report the following positive outcomes:

- Better control of payroll with one person now spending about 10% of their week coordinating both the New Zealand and Australian payrolls
- Cost saving as a result of the reduced workload for both the human resource and finance teams and online leave request approval process
- Reduced error rates as a result of the file upload functionality as well as access to payroll expertise
- Happier employees as they can now access their payroll information through the self-service portal at their own convenience (*including payslips and leave balances*)

"It's great dealing with a local company that can provide cost-effective payroll services for both our New Zealand and Australian teams in an easy-to-use system. Our managers, with people in both countries, also really appreciate having only one system to learn and I'm particularly grateful for our consultant's dedication to helping us navigate the complexities of both the New Zealand and Australian payroll environments." **Emma Ludvigsen – Global Head of HR Service, Icebreaker**

End-of-Year Payroll Processing 2015

As we draw closer to the holiday period, we wish to advise you of our holiday processing timetable and confirm some other important points for your consideration.

STATUTORY DAYS -

Datacom will be observing the following statutory days:

Friday	25th December 2015
Monday	28th December 2015
Friday	1st January 2016
Monday	4th January 2016

IF YOU USE OUR EasiPay SERVICE, your consultant at Datacom will be in touch with you to discuss your processing requirements.

There will be no EasiPay processing on 24th OR 31st December 2015.

CLIENTS PROCESSING THEIR OWN PAYROLLS using DataPay, be aware that payrolls need to be completed and sent before **11.00 am on Thursday 24th December 2015 and 31st December 2015.**

Datacom Payroll will be closing at midday on 24th and 31st December 2015.

DIRECT CREDITS - If you have your direct credits submitted by Datacom through the automatic direct credit facility, please note that **funds cannot be released on a Saturday, Sunday or a Statutory holiday.** Clients may be using alternative banking dates over this period and so we ask that you always check the direct credit release date.

If you have any queries please do not hesitate to call us on **0800 72 97 97.**

Predictive Leave Balances

The holiday season is fast approaching and many businesses will start winding down for the calendar year. A majority of staff will be looking forward to a well-deserved break from work to enjoy the fruits of their labour with family and friends.

Spare a thought for the payroll professionals as the impending holiday season literally is the "Silly Season" for those involved in this industry. There are bonus calculations, holiday pays, processing of leave requests etc. whilst balancing the complexities of payroll calculations and legislations; things can get pretty stressful.

One common area of concern is with pre-approved future leave requests from staff in the coming New Year, particularly when a company has an annual shut-down period which could leave the employee with a negative balance. Datacom can alleviate some stress and assist the payroll department with the calculation of leave balances effortlessly.

With the employee self-service module, you will be able to identify the leave balance in an instant. Your staff will be able to establish if they have enough leave prior to their application for any leave request. This will be visible to both the employee and manager prior to approval.

What's more, the employee will have **24/7** access, availability to their leave balances, and have the ability to apply for the leave at their leisure without having to bother the payroll department.

If you would like to find out more or are feeling utterly stressed out, give us a call on **0800 72 97 97** and give us an opportunity to help you de-stress.

Goodie Bag Give Away

As 2015 comes to a close, this will be our final competition for the year. Which means... this will be your last chance to get your hands on our **"Goodie Bag"** worth up to **\$150!**

Entry is easy! All you have to do is to submit your answer to us by **15th January 2016** to the below email address: Answers@datacom.co.nz

If your answer to the question below is correct, you will automatically be in the draw to win!

The Question –

What's the first PAYE due date in 2016 for a **Large** employer to pay IRD?

A winner will be drawn by **29th January 2016** and the winner will be notified through post/email and/or in the first issue of our Respondent publication for 2015 scheduled for February 2016.

CONGRATULATIONS to **Sue Potter** from **City Care Ltd** who was our winner for the last competition. We would also like to thank all our readers for making this competition such a success and we look forward to receiving more submission in the coming year.

Until then, keep safe and have fun in the sun!

The last payroll upgrade you'll ever need.



DATACOM Payroll

To get time back to work on your business, call:

0800 72 97 97

We'll discuss what will suit your needs - big or small.

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