INTRODUCING:
Donna Delaney
(*Senior Consultant - Payroll Systems*)

Datacom Payroll welcomes Donna Delaney as a Senior Consultant with a comprehensive understanding of complex Payroll and HRIS environments.

Donna is a seasoned Payroll and HRIS leader with extensive experience in managing all aspects of complex, 24/7, rostered, multi-disciplinary and multi-cultural workforces.

With a background in resolving issues in troubled systems, she understands what it takes to ensure essential service provision. Alongside developing strategic post-implementation solutions within very complex employment environments, she has held key roles in successful large remedial Holidays Act projects.

This in-depth knowledge of both strategic and operational payroll, combined with a focus on continuous process improvement has Donna ideally placed to help and support your business with:

- Risk assessment – Fraud, Legislative Compliance, Contractual Compliance, Audit Requirements and Accuracy.
- Managing and interpreting complex awards and agreements.
- System 'Warrant of Fitness' – review and assessment of system compliance, configuration and efficiency.
- Subject Matter Expertise for Projects, Implementations and Governance.
- Managing change in Payroll - Lessons Learned through Novopay, Holidays Act and Post-implementation reviews.
- Identifying and resolving retrospective Holidays Act issues.
- Streamlining processes and recommending cost reduction strategies.
- Review and recommendations for optimal models of service delivery.

With increased scrutiny and management accountability for payroll accuracy and compliance, do you know how your business' payroll system and service business would stack up?

If you would like to discuss your payroll challenges, request a payroll review or wish to arrange a meeting with Donna, call us on **0800 729 797**.

Dangers of the Holidays Act

The fact that the Holidays Act is made up of relatively simple concepts and is explained in simple terms belies both the complexity and the dangers to employers contained within this Act.

When you read through the Holidays Act it tells you what you should be doing, but when applying that to the business in practical, it can be difficult.

This is definitely a case of theory versus practice and expert advice ought to be sought out; the Act has to apply to every business but every business is different in the way it runs and provides holiday and leave to employees. Employers need to understand the accrual and calculation of holidays and leave and how that then applies to their business.

Compliance is simple when an employee works standard hours each week and is paid a normal salary. However things can get complicated pretty quickly when there is overtime or additional payments beyond a simple salary.

There are numerous aspects of the Holidays Act that could catch an employer out; the calculation of Relevant Daily Pay and Average Daily Pay for sick leave, bereavement leave, alternative holidays, and public holidays would appear at the top of the list. The other is the accrual of annual holidays when the employee goes on parental leave, and what they are entitled to in terms of payment if they take further leave after they return to work.

The consequences of getting calculations wrong can be severe. The most widely published example is the case of NZ Post where the Supreme Court found that they had incorrectly paid certain leave types using Relevant instead of Average Daily Pay. NZ Post were then required to make remediation payments for current and ex-staff going back many years.

Datacom's payroll software will correctly calculate leave payments, **but only if it is used correctly**. Employees need to be set up correctly, particularly their normal work patterns, and these settings need to be updated if the employees' work patterns change. All of the various payment types made to staff must also be correctly included or excluded in the calculations, depending on their nature.

We have **standard reports** that are specifically designed to highlight employees who may be configured incorrectly. We have also recently undertaken a large project where we have worked with our **DataPay** and **EasiPay** clients to ensure that they are using our software correctly, and are thereby complying with the requirements of the Holidays Act.

If you have concerns about the Holidays Act, or are seeking some advice on compliance, give us a call on **0800 72 97 97** and one of our consultants will be please to share their expertise with you.

2015 End-of-Year(*EOY*) Payroll Processing Report Card

With the holiday processing period well behind us, we are glad to announce that all of our clients were paid successfully.

This article will provide an unofficial report card assessing our work and performance during this period. We will follow a typical report card approach using a grading scale to determine the quality of our EOY processing.

We have chosen a handful of processing components listed below, along with some interesting figures and the final grade we have given ourselves.

Number of Pay Packets Processed:
A total of **562,009** pay packets were processed in the month of December; figures were slightly below what we desired. The only thing larger than the figure itself would be our expectation.
Grade: B

Number of Reports Processed and Distributed:
397,733 reports were processed, **24,207** reports more than the previous year. Although the numbers would seem quite high, we did not think we deserved a good grade for this… More effort needed (*we grade ourselves pretty harshly*).
Grade: B

Number of Employees Paid:
More than **180,000** employees were paid using our system. Despite being over the **180K** mark, we owe it to ourselves to bring these figures higher in the coming year.
Grade: B+

Amount Banked:
We had **$704 million** banked in the month of December. Over the target we had set for ourselves at the start of last year.
Grade: A+

IRD Payments:
A total of **$80 million** was paid to the IRD for the month of December. An increase of **20 million** compared to the previous year.
Grade: A+

It is interesting to note that the sheer volume which was processed within a narrow timeframe does place an enormous strain on our payroll system. From the results of our EOY 'Report Card', it's apparent that we do our fair bit of payroll processing through our cloud based software.

We would like to take this opportunity to thank all of our customers for their patience, understanding and cooperation during the 'Silly Season'. We look forward to achieving a higher standard of support and service for our clients in the coming year in order to exceed expectations.

Custom Report Writer

Our DataPay database is a tremendous repository of information that is buried from plain view. Although DataPay includes an extensive library of standard reports to meet most business requirements, you can extract specific information from the database and create reports that are exclusively for your organisation with our custom report writer.

Unlike most other systems, our custom report writer was specifically developed to allow you to create virtually any print or on-screen report without specialist report writing skills; providing greater insight and awareness on any payroll related information such as employee master file, staff turnover, head count, starters/termination, staff pay increases, gross pays over specified date range, fulltime equivalent (*FTE*), financial year end report etc.

All you have to do is to design the report structure that you want; then simply drag and drop the required fields onto the report, and then run the report to test it, playing around until you get exactly what you want.

Custom reports can be exported as **Excel** or **CSV** files. This enables further data manipulation and can be automatically generated and sent to a specific user as part of their day to day employee management. What's more you have the ability to import it into other applications.

Multiple users can have access to this report writer within the executive team. Users can access this concurrently and this can be loaded on any PC or laptop as needed by the business.

Both standard and custom reports can be scheduled and automatically delivered by email to recipients as part of the payroll process. This allows internal and external stakeholders to view relevant information for their employees; these reports can be filtered or restricted as required allowing information to be tailored to a particular user's needs.

DataPay also includes a report archiving facility. Reports can be saved and retrieved from the archive by authorised users and these will be password protected using the user's current password. The custom report writer will provide the ability to access information at an instant, giving a clear view of the entire payroll information for your organisation through precise reporting.

In fact, we will be running scheduled courses through-out the year so you can learn ways to fully utilise the functionality of the custom report builder to your advantage and have the visibility of all payroll data at your fingertips.

Do visit our 'Events Page' on our website from time to time in order to take advantage of the courses. Should you be interested or would like to find out more, give us a call on **0800 72 97 97** and allow/ us an opportunity to help you de-stress.