



Have You Broken the Law?

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.

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.

Employers need to understand the accrual and calculation of holidays and leave and how that then applies to their business. The consequences of getting these calculations wrong can be severe; you, the employer, may risk being liable for penalties of up to **\$19,999**.

If you are using our products; NetPay (*Online Payroll*), EasiPay (*Bureau Service*) or DataPay (*Enterprise Payroll*), our system will automatically work this out for you. Only if it is used correctly.

It is important to note that 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. 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.

The recent holiday season should serve as a timely reminder for businesses to address the Holidays Act and get accurate information on wage payments to all staff.

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 pleased to share their expertise with you.

MyPay (Version 3)

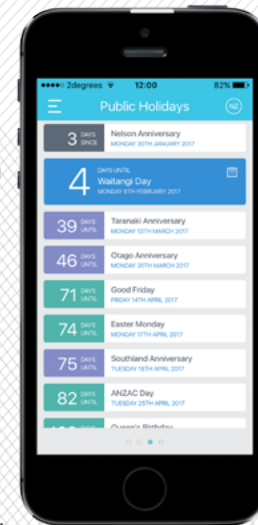
It is hard to believe that it has been over 2 years since we made the first release of our payroll app MyPay in the mobile space.

To celebrate this anniversary we have released the latest version of MyPay which is now available on the App Store and Google Play. The following list summarise new features available in release:

- **Enable Fingerprint Login** – User can now login using their fingerprint (*only for supported devices*).
- **Edit Profile Details** – The profile screen is now editable. These fields are based on the permissions set by the company.
- **Attach Photo to Leave Requests** – Users are now able to attach a photo (*i.e. an image of a doctor's certificate*) to a leave request. As an employee you are able to attach a photo to an existing leave request but are not allowed to remove it.
- **Password Protection for Payslip Sent via E-mail** – The user now has an option to enter a password when sending their full payslip via e-mail.
- **Negative Balance Warning on 'Approve Leave'** – For a manager (*or approver*) on the Approve Leave screen a warning icon will appear for any employee who has a negative balance related to that leave request.
- **View Notifications** – Notifications can be enabled (*or disabled*) once you have registered with a PIN login. A new screen is available to users to show notifications they have received. The notification can be marked as read by clicking on it, cleared by swiping left and clicking the icon, or clearing all by clicking 'Clear All'.
- **View Public Holidays** – A new home screen for Public Holidays has been added. This can be accessed by swiping right and is now the second to last home screen.
- **View Payroll Summary** – A new Payroll Summary home screen has been added.
- **View Payslip** – Drilling down on the Payslip screen provides a summary of the payslip lines where applicable.

We'd like to thank all our users for the expansive feedback and recommendations which you have provided. It has driven our purpose further to provide our customers with a great mobile app and to challenge ourselves to produce a world-leading product.

As always, we will be progressively adding more functions whilst improving the overall experience. If you would like to find out more or share your thoughts with us, you can reach us on **0800 72 97 97**.



New Employee Portal - DataPay Direct Access

Datacom has now released a new employee portal called **DataPay Direct Access**. This new product has been designed to better meet the needs of users and is much more intuitive than DataESS and EasiESS.

The older employee portals continue to be supported, but we expect that most companies will want to move to **DataPay Direct Access** at some point as we continue to build new features into it.

Like our other employee portals, **DataPay Direct Access** provides all of the usual functions such as viewing and updating personal and payroll information, applying for and approving leave, timesheets, etc.

However **DataPay Direct Access** adds options to access a number of helpful new features. **These include:**

- Recording employee training and certifications
- Recording employee work eligibility status
- A repository for key employee documents

We have also improved the analytics available to managers about their work force in order to meet modern requirements and will continue to further enhance these capabilities.

We have also created two separate views with **DataPay Direct Access**:

1. **Employee Direct Access** – Making it easy to access information that an employee might like to access about themselves.
2. **Manager Direct Access** – Making it easy to access information about the workforce that they manage.

Both views provide home page widgets that are relevant to their role. Employees see a countdown to payday and their leave balances, while managers see outstanding leave approvals, who is away, upcoming anniversaries, etc. Of course a manager is also an employee and can switch between views.

DataPay Direct Access does not include “Flash” technology, making it a lot faster, and also enabling it to work on a wider range of devices that will not run the old code. In fact the new portal can be used on any device, including tablets and smart phones.

If you would like to find out more about **DataPay Direct Access**, send an email to Answers@datacom.co.nz or give us a call us on **0800 72 97 97**.



Minimum Wage Increase

New Zealand's minimum wage is set to rise later this year as the government pushes ahead with its plan to boost incomes and grow the economy.

Workplace Relations and Safety Minister Michael Woodhouse confirmed the new minimum wage will rise by **50 cents** and to sit at **\$15.75** which will come into force on **April 1**.

“At a time when annual inflation is 0.4%, a 3.3% increase to the minimum wage will give our lowest paid workers more money in their pockets, without hindering job growth or imposing undue pressure on businesses,” he said.

“The government had been careful to strike the right balance between protecting low-paid workers and ensuring businesses aren't forced to cut jobs,” added Mr. Woodhouse.

The increase is expected to benefit approximately 119,500 workers and will increase wages throughout the economy by \$65 million per year. The starting-out and training hourly minimum wage rates will also increase, from **\$12.20** to **\$12.60** per hour, remaining at 80% of the adult minimum wage.

Should there be further details on the subject, we will release it in our April edition of the Respondent.

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