



Christmas & New Year Processing 2017

We would like to briefly draw your attention and advise you of our processing timetable, and to also clarify other important points for your consideration for the upcoming holiday period.

Statutory Holidays

Datacom will be observing the following statutory days:

- | | | |
|---|----------------|---------------------------|
| • | Monday | 25th December 2017 |
| • | Tuesday | 26th December 2017 |
| • | Monday | 1st January 2018 |
| • | Tuesday | 2nd January 2018 |

If you use our **EasiPay** service, your consultant will be in touch with you to discuss your processing requirements. There will be no **EasiPay** processing on **Friday 22nd** and **Friday 29th December 2017**.

Clients processing their own payrolls using **DataPay**, be aware that payrolls need to be completed and sent before **11.00 am** on **Friday 22nd** and **29th December 2017**. **Datacom Payroll will be closing at midday on the 22nd and 29th December 2017.**

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. The funds will be transferred into your employee's bank accounts on the evening of this date.

PAYE and E-filing

The IRD does not require the first PAYE payment and E-filing for 2017 until **15th January 2018**.

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

What Your ACC Levies Pay For

As New Zealanders we pay levies in numerous ways; such as income, businesses, petrol, vehicle registration, or through government funding.

When someone has an accident, ACC will cover their injury to help fund and facilitate the recovery. This includes treatment, health, rehabilitation and support services, loss of income or financial help, and injury prevention in the community.

The funds ACC collects goes into five accounts, each of the accounts cover specific types of injuries:

1. **Work Account** - The Work levy is used to cover injuries that happen at work.
2. **Earners' Account** - The Earners' levy is used to cover injuries that happen during everyday activities, *e.g. on the sports field or at home doing DIY*.
3. **Motor Vehicle Account** - The Motor Vehicle levy is to cover people injured on public roads involving a moving vehicle.
4. **Non-Earners' Account** - To cover people in New Zealand who don't pay levies but still need support when they're injured, *e.g. children, beneficiaries, students or visitors to the country*.
5. **Treatment Injury Account** - The Treatment Injury covers injuries that are caused by, or happen during, medical treatment.

ACC uses each of the five levy accounts to fund the services and support to help with recovery in an event of an accident (*listed below*):

Loss of Income - These levies collected will pay for up to 80% of your income if you are unable to work because of an injury which ACC covers.

Treatment and Rehabilitation - Your levies will fund for treatments and visits to health providers. Health providers include treatment providers, registered health professionals and locums at a practice, rehabilitation programmes and equipment that may aid in your recovery.

Help with Everyday Activities - ACC also uses levies to help in day-to-day life scenario. This may be assistance with childcare, at home or transport to school and work.

Preventing Injury - Investment in injury prevention programmes to help stop injuries before they happen. Preventing injuries helps lower the personal impact that injuries might have.

If you wish to get further details you can visit <https://www.acc.co.nz>.

Case Study

Bestaff - Hospitality for Festivities

Bestaff, an Auckland based Hospitality Recruitment Company provides permanent and temporary hospitality staff for conventions, hotels, caterers, restaurants, bars and cafes. They have been providing top talent in the industry from waiters to chefs, from baristas to bartenders since 2011.

Challenge

The hospitality world is very specialized and unique; and with over **400** staff, their previous payroll vendor had reached its capacity and were unable to provide Bestaff the service they required. The company needed to upgrade their payroll system to accommodate their growth and remove the practise of time consuming manual processes. They also required a more automated approach to minimise 'human error' with timesheet entries which eliminates manual input from staff.

Solution

A scalable and flexible solution was sought and Datacom was chosen as their preferred provider. With 50 years of being in the payroll industry, our wealth of knowledge and level of support meant that Bestaff could seamlessly migrate to the **DataPay** solution.

Now, Bestaff takes care of their dynamic staff rostering and payroll dilemma such as holiday pay, non-worked public holiday pay, sick and bereavement leave, special leave, PAYE tax, ACC levies, KiwiSaver contributions, bonuses or discretionary payments with DataPay.

Feedback

There was a relatively steep learning curve at the start but they have now noticed a significant savings with the time spent on payroll. DataPay has slashed the time it takes to process a pay-run; after the upload of their timesheet onto the system, it takes a little over an hour to complete the pay-run.

Results

- Excel timesheets, which contains data of all employees, are imported in one batch making payroll processing effortless
- Excellent support from the DataPay Support Team who are responsive and competent
- Increased performance; the system is always available when needed
- Comprehensive reporting

“**DataPay is powerful and flexible. We like it. The HelpDesk people are knowledgeable and helpful. They have never let me down.**”

- Blair Park, CEO, Bestaff



**Merry
Christmas
&
Happy
Holidays**



DATACOM Payroll

Get time back to work on your business, call:

0800 72 97 97

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

www.datacompayroll.co.nz