

NZ Ezy Systems – April 2008

Setting up Kiwi Saver Compulsory Employer Contributions & 08/09 Financial Year PAYE Deduction Table Updates effective from 1 April 2008

For further details in relation to both the Inland Revenue Guides for PAYE Deduction Tables and Kiwi Saver please refer to the below documents on the Inland Revenue Website:

IR340 Weekly and Fortnightly PAYE Deduction Tables

<http://www.ird.govt.nz/taxagents/forms-guides/keyword/employers/ir340-guide-payee-2009-weekly.html>

KS4 Kiwisaver Employer Guide

<http://www.ird.govt.nz/forms-guides/keyword/kiwisaver/ks04-guide-ks-employer-guide.html>

Changes to note (extract from the 2009 IR340 Guide)

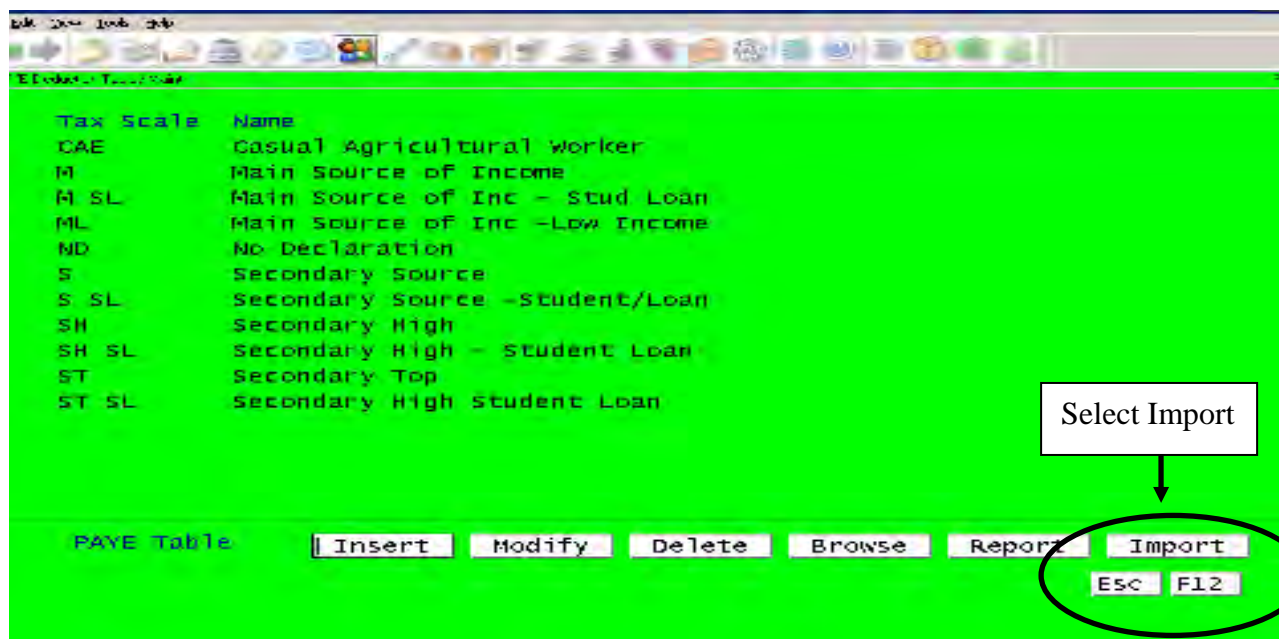
From 1 April 2008, the following changes come into effect:

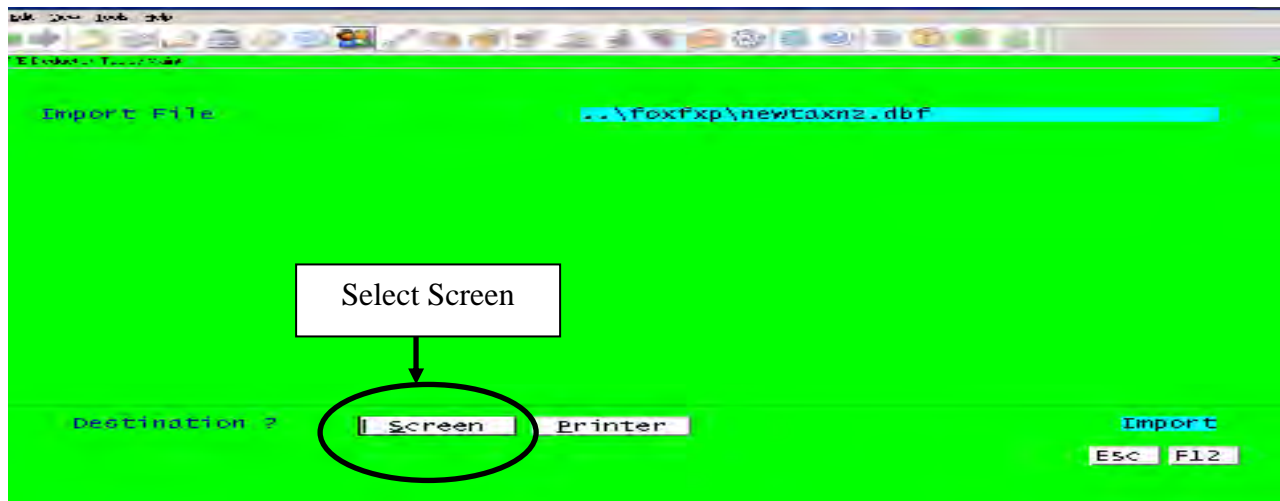
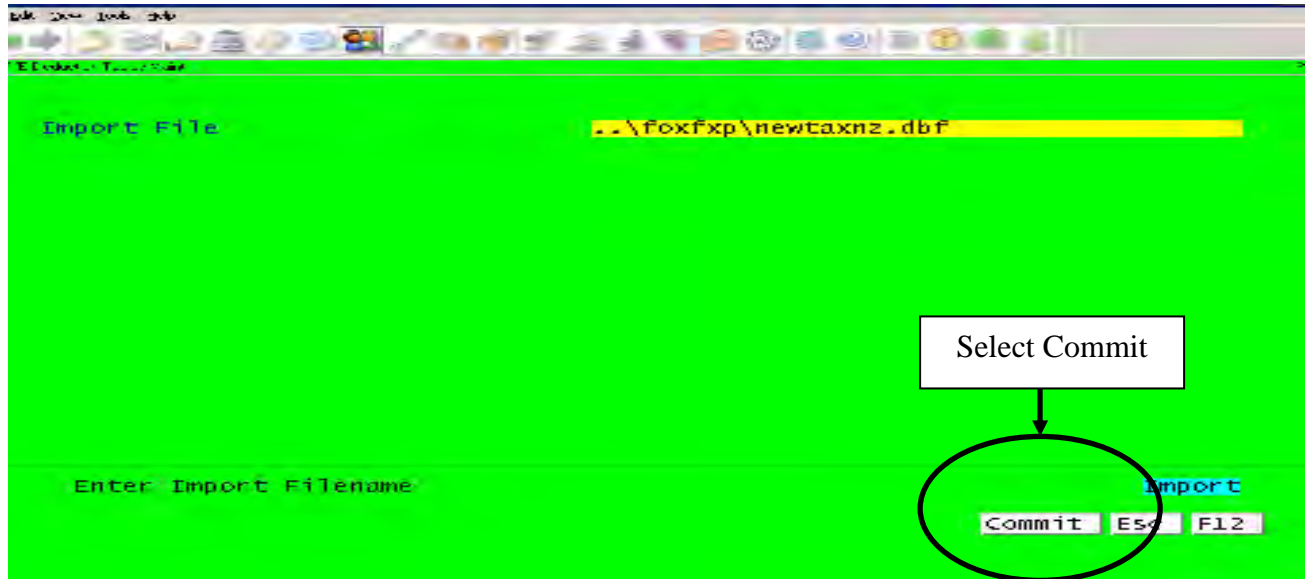
- The maximum earnings on which the ACC earners' levy is payable will increase to \$102,922.
- The student loan repayment threshold will increase to \$18,148 per annum (\$349 per week).
- The annual holiday entitlement is 4 weeks or 8% of gross earnings.
- A non-payment penalty of the amount advised in an *Employer monthly schedule (IR 348)* (EMS) will come into effect. For more information see the "Penalties" section.

Updating your PAYE Deduction Tables Maintenance

Firstly please save the attached dbf file to where your Ezy System Database is saved under the folder called "Foxfxp". Please ensure the dbf file is saved before carrying out the next step.

Then go into Payroll & Human Resources> Payroll Administration> PAYE Deduction Tables Maintenance> Select from the Bottom of the screen "Import"> Then Select Commit> Then Select Screen> The PAYE tables will now appear and you can check through this screen to see all the changes that have been updated for the 08/09 Financial Year. (See below screen dumps detailing the process)





Tax Scale Name

CAE	Casual Agricultural worker	CAE	Co-Efficients			
Income	Type	A	B	C		
999999	PAYE Tax	0.00	0.2230	0	Deleted	
999999	PAYE Tax	0.00	0.2230	0	Imported	

M	Main Source of Income	M	Co-Efficients			
Income	Type	A	B	C		
9500	PAYE Tax	0.00	0.1500	0	Deleted	
38000	PAYE Tax	1425.00	0.2100	9500	Deleted	
60000	PAYE Tax	7410.00	0.3300	38000	Deleted	

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Superannuation Schemes Set Up

Go into Payroll & Human Resources> Payroll Reference Maintenance> Superannuation Schemes> Insert/Modify (depending on new or existing fund)> Then Enter across to the Column called "Employer" and insert 1% (see below)> Enter through transaction line> Commit Yes or No appears at bottom of screen>Select Yes to save the changes.

Super Scheme	Name	Employee	Employer	Employee	Employer
EMP	Empire Super	4.00 %	0.00 %	0.00 %	0.00 %
KS	Kiwisaver	4.00 %	1.00 %	4.00 %	0.00 %
NIL	Nil	0.00 %	0.00 %	0.00 %	0.00 %
OPT	Opted out	0.00 %	0.00 %	0.00 %	0.00 %

Enter 1 % Compulsory Employer Contribution Component

Home PageUp Up Down PageDown End Modify
Highlight Entry. Press [Enter] To Select Search Esc F12

Employee Set Up

Please note: if existing employee currently with Kiwisaver Employee Contributions the Compulsory Component will automatically update the 1% from the above step and you will not need to make any changes in this screen for them.

Go into Payroll & Human Resources> Payroll Reference Maintenance> Employees> Insert/Modify (depending on new or existing employee or fund)> Enter down to the field "Super Scheme" and select from pick list the employee's nominated Super Scheme> Enter in the field "Super Policy" Enter Employee's Member Number for the fund> Enter through Screen or Page Down> Commit Yes or No appears at bottom of screen>Select Yes to save the changes.

Employee ADAMS R
Alias
Title Mr Initials R
Given Names ROGER
Surname ADAMS
Address
Postcode Birth Date 26/11/1962
Phone
Department VINE
Group SALA
EFT Ref
Super Scheme OPT
Super Policy 1254668
Super GL A/C 319343 Cashflow Group PAY

Commenced 01/02/1995
Type Full Time
Termination / /
Pay Period Weekly
Automatic Pay Yes
I.R.D. Number 032109039
Base Pay Rate SAL
Tax Scale M
Position
Extra Tax 0.00
Leave Rules:
Holiday ANNL
Sick SICK
In Lieu INLI
Stat Days ANNL
L.S.L. ANNL

Enter Alternate Key [PICK LIST] Modify
Commit Esc F12

Select Employees Super Scheme Details from pick list & Enter Employee Fund Member Number