

# MYOB PayGlobal

## New Zealand Tax Year End Procedures 2023

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## Introduction

Welcome to the *MYOB PayGlobal NZ Tax Year-End Procedures* manual.

This manual assumes that you are a supervisor user who can run the entire end-of-year procedure. It also assumes that you have upgraded your database to the NZ tax release version. If you have not upgraded your database, then see the NZ tax release upgrade documentation on the PayGlobal website.

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**Note:** *If you need help installing the April 2023 tax release software or completing tax year-end procedures, then contact Customer Support. Please be aware that if the help you need relates to system configuration, you may be handed over to our Professional Services and/or Account Management teams.*

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## Tax and Payroll Compliance changes for April 2023

Changes impacting payroll and/or PayGlobal for the 2023-24 tax year are described as follows:

### ACC Earners' Levy Thresholds

- ACC levy rate increases to **\$1.53** (was \$1.46) per \$100 of liable earnings
- Maximum liable earnings threshold increases to **\$139,384** (was \$136,544)

### PAYE Rates and Thresholds

No PAYG changes

The ESCT rate/thresholds remain as:

ESCT Rate Threshold Amount	Tax Rate
\$1 - \$16,800	10.5%
\$16,801 - \$57,600	17.5%
\$57,601 - \$84,000	30%
\$84,001 - \$216,000	33%
\$216,000 upwards	39%

### Student Loan Repayment Rates and Threshold

The following Student Loan threshold values apply from 1 April 2023:

Frequency	2023 – 2024 Tax Year
Annual threshold	\$22,828
Weekly pay period (Threshold divided by 52)	\$439
Fortnightly pay period (Threshold divided by 26)	\$878
Monthly pay period (Threshold divided by 12)	\$1,902.33
Four-weekly pay period (Threshold divided by 13)	\$1,756

The standard student loan repayment rate remains at 12%.



## Kiwi Saver

There are no changes for 2023/2024

## Minimum Wage

Minimum hourly rates will increase from 1<sup>st</sup> April 2023 to.

- Adults = \$22.70
- Starting and Training = 80% of the Adult rate, i.e. \$18.16



## Tax Year-End Checklist

The following table contains a summary of the tax year-end procedures. Print the checklist and tick each checkbox as you complete the step.

**Important:** When you close the first pay period of the new tax year, all accumulators are reset. When the accumulators are reset, all the previous year's tax information is cleared from the employee record. You should always backup your database before you close the first pay period, so you can report on historical data.

Description	Complete
Complete and close all standard and manual pay sequences for the current tax year.	<input type="checkbox"/>
Upgrade your database to the new tax release version (Refer to the Upgrade manuals in your Tax pack).	<input type="checkbox"/>
Run <b>tax year-end reports</b> (on page 7)	<input type="checkbox"/>
Implement KiwiSaver Changes	
<b>Important:</b> Only complete the following KiwiSaver tasks if your organization is making changes to current contribution rates over and above minimum requirements	
<b>Run KiwiSaver Update Tool</b> (on page 10)	<input type="checkbox"/>
<b>Update KiwiSaver Superannuation Fund record</b> (on page 15)	<input type="checkbox"/>
<b>Check Superannuation Configurations</b> (on page 20)	<input type="checkbox"/>
<b>Recalculate ESCT rates</b> (on page 17) when you open the first pay of the new tax year	<input type="checkbox"/>
<b>Add Minimum Wages Records</b> (see "Minimum Wage Compliance" on page 21)	<input type="checkbox"/>
<b>Check for Tailored Tax Codes</b> (on page 22)	<input type="checkbox"/>
<b>Create calendar with Period Calendars Creation Tool</b> (on page 23)	<input type="checkbox"/>
<b>Maintain Holidays</b> (on page 26)	<input type="checkbox"/>
<b>Clear cost center amounts</b> (on page 32)	<input type="checkbox"/>
<b>Check latest Payday Filing Certificate is installed</b> (on page 33)	<input type="checkbox"/>
<b>Important:</b> This task is for on-premise customers only. Our online services team handles this for our online customers	<input type="checkbox"/>



## Tax Year-End Reports

You must run payroll tax year-end reports to reconcile your financial records for the tax year.

### Preparation

You must run your end-of-year reports before you close any pay periods for the 2023-2024 tax year. Closing the first pay period of the new tax year resets all year-to-date accumulators. When the accumulators are reset, all the previous year's tax information is cleared from employee records.

If you need to start working on pays in the new tax year before you finish reconciling your end-of-year reports, then we strongly recommend that you:

Take a backup of the database that contains your end-of-year balances.

Restore from this back up to create a new database.

Use this new database for end-of-year reporting.

You must run these reports for all employees who worked for your organisation during the 2020-2021 tax year. Make sure that you deactivate any PayGlobal queries before you run the reports.

### Reports

Run the following reports.

#### *PGPREMPL005 - Employee YTD Summary*

This report displays each employee's yearly total of allowances, deductions and tax, which is based on their year-to-date accumulators.

Recommended report settings:

- *Employees* tab / *Employees* sub-tab / *Terminated Employees* = "Include"
- No selections on the other sub-tabs
- *Query* tab = "No Restrictions"
- *Sorting* tab | *Show Detail Band* selected.

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**Important:** This report must be run after closing all pays for the 2022-2023 tax year and before closing the first pay for the 2023-2024 tax year. Also, if using internal company filtering, the employee will only appear against the company linked to pay period the employee is linked to at the time of running this report.

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### PGPRPRIM004 - Pay Sequence Detail Report

This report is based on the summarised totals of each pay sequence in the database. As a result, it reports on pay sequences only; you cannot sort it on employees or transactions.

Recommended report settings:

- *Period Type* = "Y.YTD"
- *Period Range* = "2022-2023 Tax Year"<sup>1</sup>
- *Standard / Manual* = "Both"
- *Query* tab = "No Restrictions".

### PGPRTAXA021A - Employer Deductions (IR345 – v0003)

PGPRTAXA021A shows the amounts that you paid to the IRD for the tax year so you can compare these values with the other reports. The amounts are based on the allowance and deduction transactions in the database for the selected period.

Recommended report settings:

- *Period Type* = "Y.YTD"
- *Period Range* = "2022-2023 Tax Year"
- All other options set to "No".

## Tax Year-End Reports - Results

Print the following table to record and reconcile your YTD report results:

Fields	Employee YTD Summary PGPREMPL005	Pay Sequence Detail PGPRPRIM004	Employer Deductions (IR345 – v0003) PGPRTAXA021A
Allowances Taxable			N/A
Allowances Non-Taxable			N/A
Deductions Taxable			N/A
Deductions Non-Taxable			N/A
PAYE*			
Earners Levy*			
*PAYE and EL values are combined in the <i>Pay Sequence Detail</i> and <i>Remittance Certificate</i> reports.			





## Tax Year-End Reports - Troubleshooting

If your reports do not balance, then you need to identify the source of the imbalance.

### Compare PAYE Figures

If the combined PAYE and EL values in the *Pay Sequence Detail* and *IR345* reports are the same, but you cannot balance the *Pay Sequence Detail* with the *Employee YTD Summary* values, then someone may have manually changed employee accumulators.

You need to run the *Rebuild Accumulators* command to reset existing accumulator values and recalculate them based on actual pays. Then run the *Employee YTD Summary* report again. It should now balance with the *Pay Sequence Detail* report.

### Run Further Checks

If you run *Rebuild Accumulators* and the reports still do not balance, then check the following:

- a. Do you have a query applied to the database or one of the reports? For example, you may have applied a query to view only current employees, which would exclude details of terminated employees.
- b. Are all checkboxes deselected on the filter tabs (such as *Departments* and *Locations*) so all employees are reported on? Check the information at the bottom of the last page of the report to confirm that no filtering was applied.
- c. Have you used the recommended report settings?
- d. Is internal company filtering active on any of the reports?
- e. Are you opening the correct report in the destination area, such as the Inbox? If you are unsure, then run the report again and check values when the report appears in the PayGlobal Report Viewer.
- f. Are pay sequences associated with the correct YTD records?

If you find any problems, then correct them and run the reports again.

If you complete all these checks, but you are still unable to reconcile the reports, then contact [support@payglobal.com](mailto:support@payglobal.com) for assistance.



## KiwiSaver

### Implement KiwiSaver Changes

The current minimum compulsory employee and employer KiwiSaver contribution rate is 3.00%. There are no compulsory increases for 2023, therefore you only need to follow the instructions in this section if your organisation is making voluntary increases.

You can use the *KiwiSaver Update Tool* to quickly update *Employee Super Fund* records. However, the tool does not update contribution values in *Superannuation Fund* and *KiwiSaver* records, so you must manually update these values.

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***Important:*** Please ensure you check your company superannuation policies and/or employee IEAs before applying any adjustments to Employee Super Fund records because some employees could be exempt and may not require any changes.

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### Exceptions

You can make voluntary employer contributions for the following employees, but you are not required to make compulsory employer contributions:

- Employees under 18
- Employees over 65 (unless they were 64 when they joined and have not been in the fund for at least 5 years).



## Run KiwiSaver Update Tool (Optional)

The *KiwiSaver Update Tool* automates the process of updating employer and/or employee contributions when your required minimums are not met. It simplifies and speeds up the process of updating KiwiSaver and complying fund Employee Super Funds records to meet both legislative requirements for employer and/or employee contributions and/or minimums defined in your company superannuation policies or employee IEAs. The tool identifies employees who need to have their employer and/or employee contributions updated to meet the required minimums. For each Employee Super Funds record that requires updating, the tool end dates the old record and then models it to create a record with the new contribution values.

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**Important:** *The KiwiSaver Update Tool command is displayed only for users who have the Supervisor checkbox ticked in their User Profiles record.*

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If increases apply from the first pay period, for example, starting on or after 01/04/2022 but this date does not align with your pay period dates then the Application Date could vary according to the employee's pay period. For example, if your first weekly pay in 2022-2023 was 31/03/2022-06/04/2022, the Application Date for weekly employees would be 07/04/2022. For this reason, we recommend that you update employees by pay period.

We strongly recommend that you run the tool using the Run Report Only button until you are satisfied with the results in the audit log; only then should you run the tool using the Update Details button.

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**Note:** *For employees aged 18 and under or 64 and over, you should consider running the KiwiSaver Update Tool twice to update employer and employee contributions independently.*

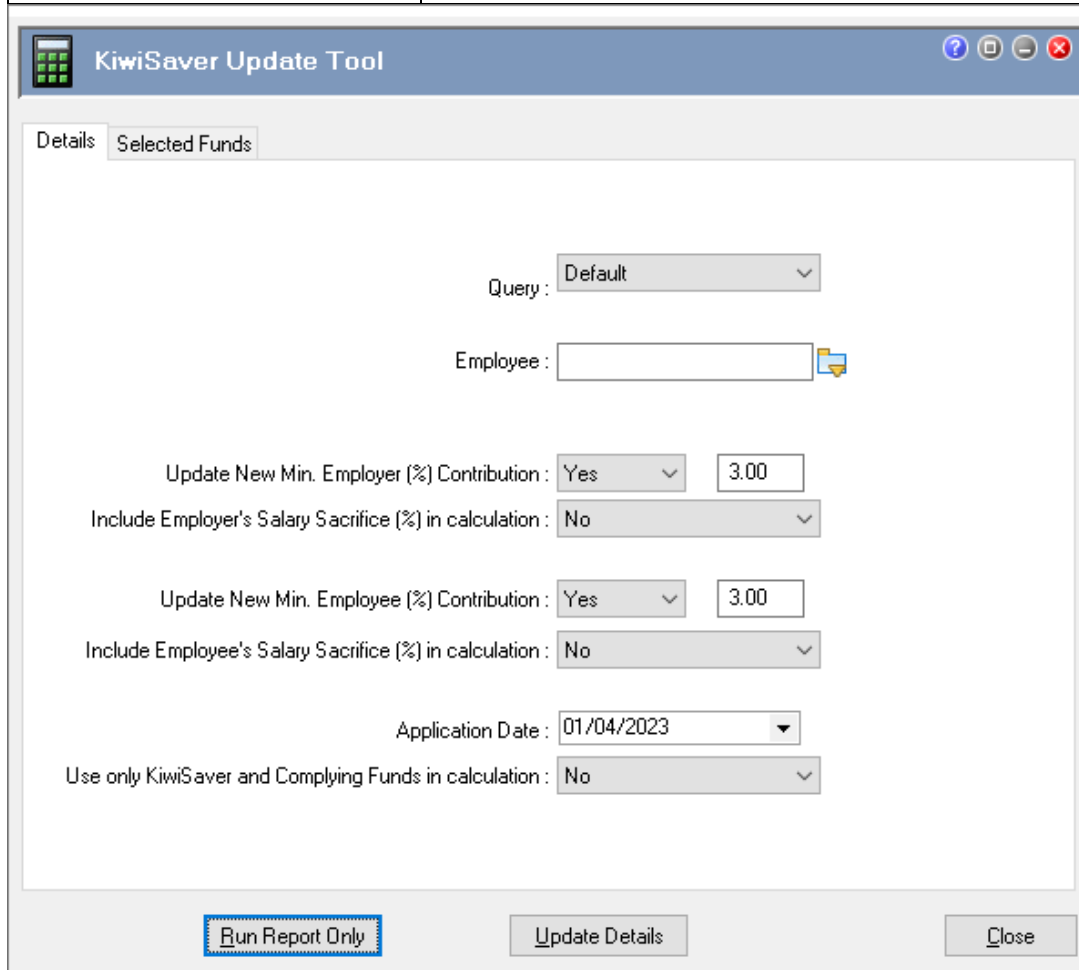
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## Steps

1. In the Payroll | Superannuation folder, double-click KiwiSaver Update Tool.
2. Enter the following types of values in the KiwiSaver Update Tool | Details tab:

Field	Data	Details
Query	Weekly	Select a query to filter employees or accept the "Default" value to update all employees.  We recommend that you apply a query that covers only one pay period (or periods that share the same PTDs) because they may have different <i>Application Date</i> values. For example, update all weekly employees, then all monthly employees. We also recommend that the query covers employees aged between the ages of 18 and 64 inclusive.
Employee	Select an employee or leave blank to update all employees.	
Note: You can select current employees only (termination date is blank).		
Update New Min. Employer (%) Contribution	Yes 3.00	New percentage for the employer's contribution for 2023-2024.
Include Employer's Salary Sacrifice (%) in calculation	Yes/No field that determines whether salary sacrifice contributions are included in the employer's contributions.	
Update New Min. Employee (%) Contribution	Yes 3.00	New percentage for the employee's contribution for 2023-2024.
Include Employee's Salary Sacrifice (%) in calculation	Yes/No field that determines whether salary sacrifice contributions are included in the employee's contributions.	
Application Date	Mandatory field.  Any new contribution values apply from the first pay period starting on or after the 1 <sup>st</sup> of April so the <i>Application Date</i> could vary according to the employee's pay period.  For example, if your first weekly pay was 31/03/2023-06/04/2023, you would enter 07/04/2023.  Your first monthly pay would normally start on 01/04/2023 so you would enter this date.	
Important: The <i>Application Date</i> must occur after any open or closed pays in the database. You can run the <i>KiwiSaver Update Tool</i> for dates in unopened pay sequences only.		

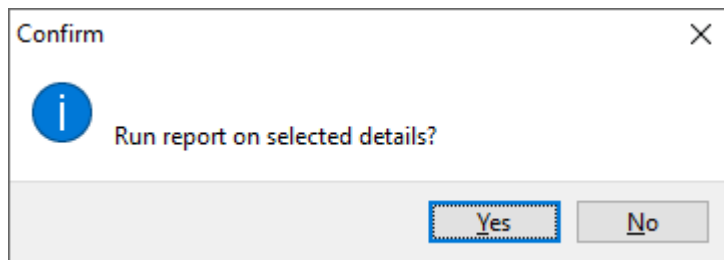
Field	Data	Details
Use only KiwiSaver and Complying Funds in calculation		Yes/No field that determines whether employer contributions to superannuation funds that are neither KiwiSaver nor complying funds are included when calculating contributions.



- On the Selected Funds tab, ensure that you select only the superannuation funds you want to update. If you want to update all funds, leave all checkboxes unticked.

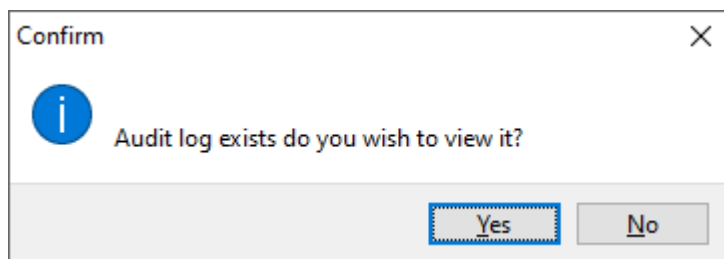
**Important:** If an employee has multiple current KiwiSaver and complying fund Employee Super Funds records, the tool will sum the employer or employee contributions to determine whether an update is required. For example, if Update New Min. Employer (%) Contribution = "3.00", and an employee has a KiwiSaver fund with a 2% employer contribution and a complying fund with a 1% employer contribution, and you have selected both funds, the tool will not update that employee because their total employer contribution is already 3%.

- Click the **Run Report Only** button to verify the details on the form.  
If some details are incorrect, then a warning message will appear. You must enter correct details before you can continue.



If all details are correct, then a confirm message appears.

- Click **Yes** and PayGlobal runs the *KiwiSaver Update Tool* in report-only mode.  
An audit log confirm message appears.



- Click **Yes** to view the audit log.  
The log contains the following information for the selected superannuation funds:  
**Section A** - Employees whose *Employee Super Funds* records do not require processing because the employer and employee are already contributing enough.  
**Section B** - Employees who have one *Employee Super Funds* record that requires updating. If the employee has multiple funds, then the fund that requires updating is marked with an asterisk (\*).  
**Section C** - Employees who have *Employee Super Funds* records that the *KiwiSaver Update Tool* cannot update because it cannot identify which of the employee's funds requires updating for any of the following reasons:
  - More than one of the employee's funds has insufficient employer and/or employee contributions.
  - The fund that required updating already contains a future-dated *Employee Super Funds* record.

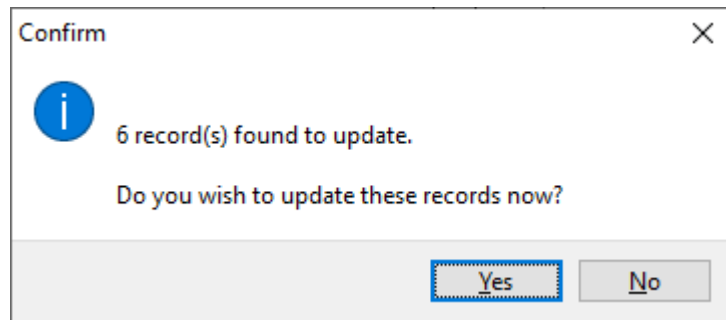
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**Note:** An employee can be in only one of these sections.

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- Press **Esc** to exit the log.

If any records were listed in Section B, the following type of confirm message appears.



8. Click **Yes** to update these records.

An audit log confirm message appears.

9. Click **Yes** to view the audit log.

The log shows details of the *Employee Super Funds* records that were updated for Section B employees. If the report-only log contained any Section C employees, you would have to check their *Employee Super Funds* records and manually update them if necessary.

**Please note:** The screen shot is a sample only. On your copy the values on lines 1-21 will show what you selected in the KiwiSaver Update Tool

File Edit Search Click to easily find and sort errors and warnings: [Advanced Viewer ...](#)

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PayGlobal  
KIVISAVER UPDATE TOOL - UPDATE DETAILS Audit Log  
TREESTOP LIMITED User: QA  
Started on Monday, February 14, 2022, at 03:35:31 PM Ver: 4.59.0.0

---

```

1
2 KiwiSaver Update Tool Commenced - Updating Details
3
4 Update New Min. Employer (%) Contribution : 3.00
5
6 Update New Min. Employee (%) Contribution : 3.00
7
8 Application Date : 01/04/2022
9
10 Include Employer's Salary Sacrifice (%) in calculation : No
11
12 Include Employee's Salary Sacrifice (%) in calculation : No
13
14 Use only KiwiSaver and Complying Funds in calculation : No
15
16 Selected Superannuation Funds (ALL)
17
18 Selecting active employees where termination date is empty
19 Employee Filter: E WEEKLY Weekly
20 Pay Period Code is equal to 'U' and Termination date is empty
21
22 Section B - All records in this section have been updated as follows (The fund marked with a '*' indicates the chosen fund updated)
23 =====
24
25 Employee Details Superannuation Details KiwiSaver Status Start Date End Date (---Employee %---) (---Employer %---)
26 Current New Current New
27
28 1008 Johnstone, Linda Janet * COLFSPFC Colonial First State First Cho Not Applicable 0.00 3.00 9.00 9.00
29
30 1020 Kingston, Patricia * NAVIGATOR Navigator Not Applicable 0.00 3.00 9.00 9.00
31
32 1201 Jones, Nicholas * HOST+ Host-Plus Superannuation Fund Not Applicable 0.00 3.00 9.00 9.00
33
34 1210 Garrison, Julian Albert * MACQUARIE Macquarie Superannuation Sol. Not Applicable 0.00 3.00 9.00 9.00
35
36 1220 Jefferson, Patricia Joyce * MERCER Mercer Retirement Trust KiwiSaver scheme 0.00 3.00 9.00 9.00
37
38 1234 Non KS employee * MLC MLC Financial Planning Not Applicable 0.00 3.00 9.00 9.00
39
40
41
42 KiwiSaver update tool completed for specified user selection
43
44 Number of employees in section B - updated = 6
45
46
47
48
49
50

```

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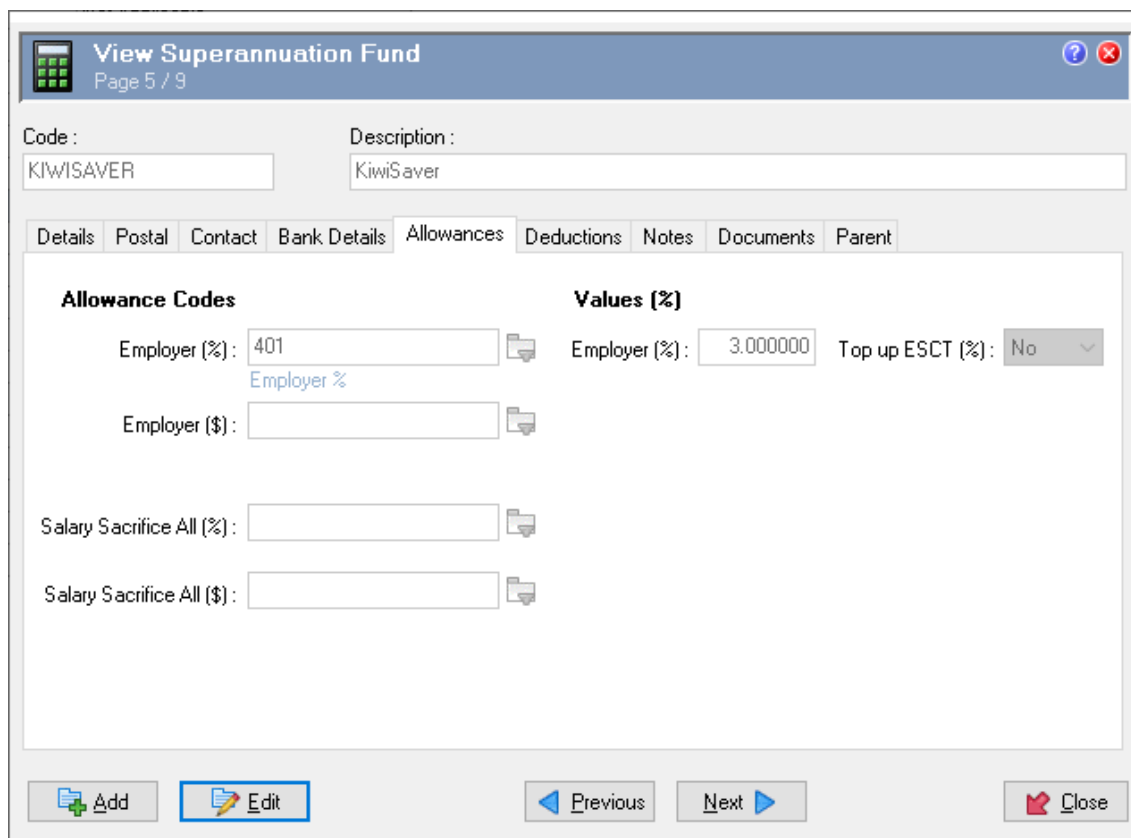
Number of lines : 50 Filename : KiwiSaver\_Update\_Tool\_UPDATE\_Details\_QA\_C93A4D921B164B5B81C90ECD45733159.TXT  
Completed on Monday, February 14, 2022, at 03:35:32 PM

## Update KiwiSaver Superannuation Fund Record

In *Superannuation Fund* records, the *Values (%)* fields determine the default values applied when you create new *Employee Super Funds* records (such as when you add new employees). Changing these values will not affect existing *Employee Super Funds* records. You must manually edit contribution values to ensure that new *Employee Super Funds* records contain the correct default values.

For KiwiSaver and complying superannuation funds, the minimum employer and employee contribution value is 3.000000. If your company policy provides for a greater amount, then enter your company minimum. If an employee's IEA provides for a greater amount, then enter that amount in the employee's *Employee Super Funds* record.

1. Navigate to **Payroll | Superannuation | Superannuation Fund**.
2. Double-click the **KiwiSaver Fund** record to open it.
3. Click the **Allowances** tab.
4. Click in the **Values (%) | Employer (%)** field.
5. Enter the appropriate value, which must be at least **3.000000**.



The screenshot shows the 'View Superannuation Fund' window, Page 5 / 9. The 'Code' field contains 'KIWISAVER' and the 'Description' field contains 'KiwiSaver'. The 'Allowances' tab is selected. The 'Allowance Codes' section shows 'Employer (%)' with a value of '401' and a link to 'Employer %'. The 'Values (%)' section shows 'Employer (%)' with a value of '3.000000' and a 'Top up ESCT (%)' dropdown set to 'No'. There are also fields for 'Employer (\$)', 'Salary Sacrifice All (%)', and 'Salary Sacrifice All (\$)'. At the bottom, there are buttons for 'Add', 'Edit', 'Previous', 'Next', and 'Close'.



6. Click the **Deductions** tab.
7. Click in the **Values (%) | Employee (%)** field.
8. Enter the appropriate value, which must be at least **3.000000**.

**View Superannuation Fund**  
Page 6 / 9

Code :  Description :

Details Postal Contact Bank Details Allowances **Deductions** Notes Documents Parent

Deduction Codes	Values (%)
Employee (%) : <input type="text" value="802"/>	Employee (%) : <input type="text" value="3.000000"/>
Employee (\$) : <input type="text"/>	
Other Member (%) : <input type="text"/>	
Other Member (\$) : <input type="text"/>	
Salary Sacrifice Ded (%) : <input type="text"/>	
Salary Sacrifice Ded (\$) : <input type="text"/>	

Add Edit Previous Next Close

**Note:** If you have multiple KiwiSaver Superannuation Fund records, use Model Field to model the new Employer (%) and Employee (%) values to those records.

9. Click **Save + Close**.



## Recalculate ESCT Rates

When you open the first standard pay of the new tax year, PayGlobal automatically recalculates employee ESCT rates for all current employees in that pay period. The updated ESCT rates are based on the employees' income in the previous tax.

**Limitation:** For employees that started in the previous tax year PayGlobal does not calculate the ESCT rate as per IRD specifications/Income Tax Income Tax Act (2007) YA 1 Definitions. You will need to manually check/up the rate PayGlobal has calculated for these employees before closing the first standard pay of the new tax year.

The following describes how the ESCT rates are automatically calculated for existing employees:

1. Close all pays in the previous tax year so employee income information for the previous tax year is complete.

**Important:** If you open standard pays for the new tax year before you process pays for the previous tax year, then PayGlobal will apply the new ESCT rate to pays for the previous tax year.

2. Navigate to the **Open Standard Pay** command.
3. Open the **first** standard pay in the 2023-2024 tax year.
4. Check the resultant audit log.

PayGlobal automatically recalculates ESCT rates for all current employees in the pay period, based on their earnings in the previous tax year. If no employee ESCT rates have changed, then the audit log will not list any employees. If any employee ESCT rates have changed, the audit log will show whether the new rate is based on a full year or a part year. For example:

4 The following Period YTD's were selected for calculating ESCT : TY2021. 5 Employee 1000 Brown, Bryan ESCT rate was recalculated to 33%. Based on a full year. 6 Employee 1011 Jones, Geoffrey ESCT rate was recalculated to 30%. Based on a full year.
--

- For employees that were employed for all of the previous tax year, their ESCT rate is based on:

GROSS EARNINGS FOR PREVIOUS TAX YEAR + GROSS EMPLOYER'S SUPERANNUATION CONTRIBUTIONS IN PREVIOUS TAX YEAR.

- For employees that started within the last tax year, their ESCT rate is based on:

(GROSS FOR PREVIOUS TAX YEAR \* NUMBER OF PAY PERIODS IN THE TAX YEAR / NUMBER OF PERIODS PAID) + (GROSS EMPLOYER SUPERANNUATION PAID IN THE PREVIOUS TAX YEAR \* NUMBER OF PAY PERIODS IN THE YEAR/NUMBER OF PERIODS PAID)

▪

However, the legislation requires these employees ESCT rates to be based on an estimate of what the employee is expected to be paid in the new tax year. The IR require you to do this by determining what the employee is expected to be paid (i.e. taxable gross income + employer superannuation contributions) within the first 14 days of the new tax year, dividing by 14, then multiplying the total number of days in the tax year (i.e. usually \* 365 unless its a leap year then \* 366)

- For employees that start within the first pay of the new tax year, PayGlobal will use the ESCT already set on the employee record.

As per IR requirements it is expected that you have set the employee's ESCT rate based on income from their first pay in the new tax year (i.e. taxable gross + employer superannuation contributions), divide by number of days those earnings relate to, then multiplied by the remaining days in the new tax from the employees employment start date.

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**Important:**

1. *Pay processing will fail if any employees have an ESCT rate set to 0.00*
  2. *If you subsequently reset (remove) the first standard pay of the new tax year, PayGlobal does not roll back the ESCT rate changes it made when you opened the pay. You can run the Recalculate ESCT Rates command, but you should only use this tool to update employees who started before the start date of the previous tax year.*
-

## Superannuation Configuration

PayGlobal's Payday Filing solution has a more precise way of calculating superannuation data so that KiwiSaver and other Funds are correctly reported.

To correctly report superannuation data to IR your setup must meet the following criteria:

Criteria	Complete
Employee's must have an Employee Superannuation <b>Fund</b> record for all fund types to which contributions are made – <i>not just KiwiSaver Funds</i> .	<input type="checkbox"/>
Employee's must have the correct ESCT rate	<input type="checkbox"/>
Super Fund Code on payroll transactions in Transaction View <b>MUST</b> be linked to the correct Employee Superannuation Fund record.	<input type="checkbox"/>
Superannuation Fund records must have the correct KiwiSaver Status type – <i>KiwiSaver, Complying Fund or RSS Fund etc.</i>	<input type="checkbox"/>
<p>Allowances for Employer Superannuation Contributions must have the following settings to correctly report ESCT:</p> <ul style="list-style-type: none"> <li>▪ Tax Override Type = S.ESCT...<i>this override type calculates ESCT based the Employee's ESCT rate.</i></li> <li>▪ Tax Override rate = leave blank</li> </ul> <p>If the Superannuation fund is exempt from ESCT, then please ensure the Tax override type is left blank.</p>	<input type="checkbox"/>

### Impact of incorrect setups:

- EI file/myIR automated IR345 appear to show a lesser ESCT than expected.
- EI file rejected due to negative "ACC Earning not liable" value.
- EI file reporting amounts for some employer contributions against tax code "WT" ...*this happens when your super allowance has Tax override type of "W. Scheduler payment.*
- EI file reporting amounts for some employer contributions as "Earning not liable for ACC Earner Levy" ...*this happens when your super allowance has Tax override type of "W. Scheduler payment.*



## Minimum Wage Compliance

To ensure PayGlobal, correctly manages your minimum wage compliance, your database must contain a date-effective Minimum Wage records; i.e. you need to create a new record each time the Government announces changes to the rate of the "Adult", "Starting-Out" or "Training" wage rates.

Each time you open or process a pay, PayGlobal will review the relevant Minimum Wage record to verify the employee's Standard Default hourly rate is equal to or greater than the rate on this Minimum Wage record. If an employee is found to be paid less than this rate, the employee will be flagged in the Open/Process pay audit log.

The following table shows the new minimum wage rates that take effect from 01/04/2023:

Wage rate type	Active rate since 1 April 2022	New rates from 1 April 2023
Adult	\$21.20	\$22.70
Starting-out	\$16.96	\$18.16
Training	\$16.96	\$18.16

When creating new records, you must ensure you check the following:

1. The old record has had an end date added.
2. The dates do not overlap for the same Wage rate type.
3. There are no gaps in the dates between records of the same Wage rate type.
4. There is only one current record per Wage rate type at any time.

## Check for Tailored Tax Codes

The IRD reviews the tax rate applied to employees with a Tailored Tax Code (STC) annual.

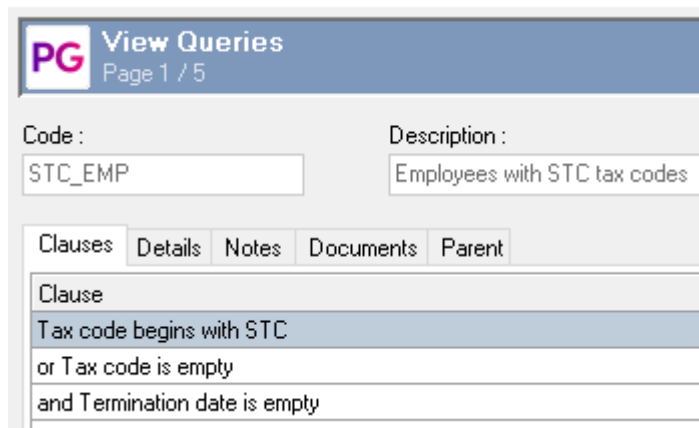
Unless the IRD issue you with a new *Tailored tax code or deduction rate (IR23) certificate* or advise you to continue using the old rate you should advise your employees that you are obligated to set their tax code to "ND". This will result in their tax being calculated at the highest rate and stopping student loan repayments. Stopping of student loan repayments could also result in further implications for they employee by means of late payment penalties.

In the week before 01/04/2023, you should identify and advise effected employees of the consequences of not receiving their new year's tax rate.

To identify which employees have Tailored Tax Codes, you can setup an employee query and then generate a grid report.

1. Customise columns in the *Employees* grid to display:
  - **Employee Code**
  - **Name**
  - **Tax Code**
  - **Tax Rate.**
2. Apply a query to the *Employees* grid to display only **current** employees with the following tax codes:
  - **[Blank]**
  - **STC**
  - **STC SLM**
  - **STC SLS**

You need to use brackets to group the *Tax Code* parameters.



**PG View Queries**  
Page 1 / 5

Code : STC\_EMP Description : Employees with STC tax codes

Clauses Details Notes Documents Parent

Clause

Tax code begins with STC  
or Tax code is empty  
and Termination date is empty

**Note:** PayGlobal treats [Blank] tax codes as STC.

3. Generate a grid report (Ctrl+G) and print it.
4. Identify those employees for whom you have not yet received an updated *Tailored tax code or deduction rate (IR23) certificate*.
5. Remind those employees they need to complete the IR330 and/or IR23BS forms for the 2023-2024 tax year and of obligations/consequences of setting their or their Tax Code to ND (Non-Declaration).
6. Before you process the first pay for the 2023-2024 tax year, update the **Tax Code** field for these employees with the appropriate values.

## Pay Period Calendars

PayGlobal provides a Period Calendar Creation Tool.

This tool automates the process of creating all your accumulator records (PTDs, TTD, MTD, YTD, FYTD etc) and removes the necessity to “Roll the calendar”.

### Using the Period Calendars Creation Tool

In PayGlobal, you can use the *Period Calendars Creation Tool* to quickly and easily set up a complete period calendar for a taxation year. You can run the tool from the PayGlobal Tree by double-clicking the *Period Calendars Creation Tool* command in the *Organisation | General Periods* folder.

1. If you have already used the *Period Calendars Creation Tool*, click the **Find History** button to display the *Period Calendars History* form.

**Important:** If you are using the *Period Calendars Creation Tool* for the first time, then see the *Period Calendars Creation Tool manual* or the *Help file* for information on how to create a new period calendar.

PG Period Calendars History						
Period Code	Frequency	Start Date of First Ptd	Last Ptd End Date	Date Created	Name	
F	Fortnightly	30/03/2020	28/03/2021	18/06/2019 2:42:08 PM	Period_	Period_F_Frequency_
W	Weekly	30/03/2020	28/03/2021	19/05/2020 8:47:18 PM	Period_W_Frequency_Wee	
W	Weekly	01/04/2019	29/03/2020	5/02/2020 4:52:34 PM	Period_W_Frequency_Wee	
...	...	...	...	...	...	...

**Note:** Alternatively, you could start the *Period Calendars Creation Tool*, select *Period = W* and enter the required values.

This example shows how to create a weekly *Period Calendar* for 2021-2022.

2. Select the **W - Weekly** history record to populate the *Period Calendars Creation Tool* fields with the values that you set up for 2020-2021.
3. Click the **Roll Calendar** button to update the *Start date of first PTD* value to reflect the 2021-2022 calendar.

For example, for 2020-2021 the Start date of first PTD was 30/03/2020 so the *Period Calendars Creation Tool* shows that the Last period end date was 28/03/2021.

The screenshot shows the 'Period Calendars Creation Tool' interface. The 'Details' tab is selected. The 'Period' is set to 'W'. The 'Description' is 'Weekly'. The 'Frequency' is 'Weekly'. The 'Payment date is' is 'After Period End Date' with '0' days. The 'If date on weekend' is 'Pay Before'. The 'Start date of first PTD' is '30/03/2020' (highlighted with a red box), with a date range of '(01/04/2020 - 31/03/2021)'. The 'Start period number' is '1' (Maximum number of periods in year 52). The 'Number of periods required' is '52' (highlighted with a red box), with a last period end date of '(Last period end date 28/03/2021)' (highlighted with a red box).

When you click the *Roll Calendar* button, the tool changes *Start date of first PTD* to 30/03/2020 to ensure that no gaps occur between the 2020-2021 and 2021-2022 calendars, and it changes the *Last period end date* to 28/03/2021.

The screenshot shows the 'Period Calendars Creation Tool' interface. The 'Details' tab is selected. The 'Period' is set to 'W'. The 'Description' is 'Weekly'. The 'Frequency' is 'Weekly'. The 'Payment date is' is 'After Period End Date' with '0' days. The 'If date on weekend' is 'Pay Before'. The 'Start date of first PTD' is '29/03/2021' (highlighted with a red box), with a date range of '(01/04/2021 - 31/03/2022)'. The 'Start period number' is '1' (Maximum number of periods in year 52). The 'Number of periods required' is '52' (highlighted with a red box), with a last period end date of '(Last period end date 27/03/2022)' (highlighted with a red box).





You do not need to update other *Start date* values, such as *Start date of MTD* and *Start date of financial YTD* because the tool calculates them correctly based on the *Start date of first PTD* value. However, if any *Code* fields contained set values instead of wildcards, you would need to update them.

4. Click **Preview Only** and check the resultant audit log.
5. Click **Run Update**.

---

**Further Reading:** For more information, see the [Period Calendars Creation Tool manual](#).

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## Maintain Holidays

Employees are entitled to many public and statutory days off each year. Your organisation may also grant certain days off as staff holidays.

You need to set up *Public Holidays* records in PayGlobal to ensure that appropriate payments are made if an employee works on a public holiday, and that payments are also made if the employee is rostered to work, but does not work on a public holiday. You can use rules to calculate payments for employees who have worked on a designated holiday. The rules will pay those employees special benefits, such as overtime.

At the beginning of each year, you must create a new holiday list because PayGlobal uses the full date of the holiday in each record. For example, you need to add a new record for Christmas Day each year, so the dates would be 25/12/2015, 25/12/2016, and so on. You can then add these new *Holidays* records into the appropriate *Holiday Groups*, which apply to sets of employees with the same holiday requirements, such as employees in the same state or region.

## Create Holidays

When you set up *Holidays* records we recommend coding holidays in chronological order (YYYYMMDD) to group each year's holiday dates, because certain public holidays, such as Christmas and New Year, usually occur on the same day every year. For example, Christmas and New Year public holidays for 2021 and 2022 could be:

- 20211225 - Christmas Day 2021
- 20211226 - Boxing Day 2021
- 20220101 - New Year's Day 2022
- 20220102 - New Year's Holiday 2022
- 20221225 - Christmas Day 2022
- 20221226 - Boxing Day 2022

### Public Holiday Dates

The observed date is when employees get the holiday. Please be mindful of the impact Mondayisation has on employees that work weekends and Mondays – they are only entitled to observe a specific public holiday once.

### Anniversary Dates

Each province within New Zealand also celebrates its anniversary – these are treated as Public Holidays too. The observed date is when a public holiday is celebrated, which may or may not be the actual anniversary date.

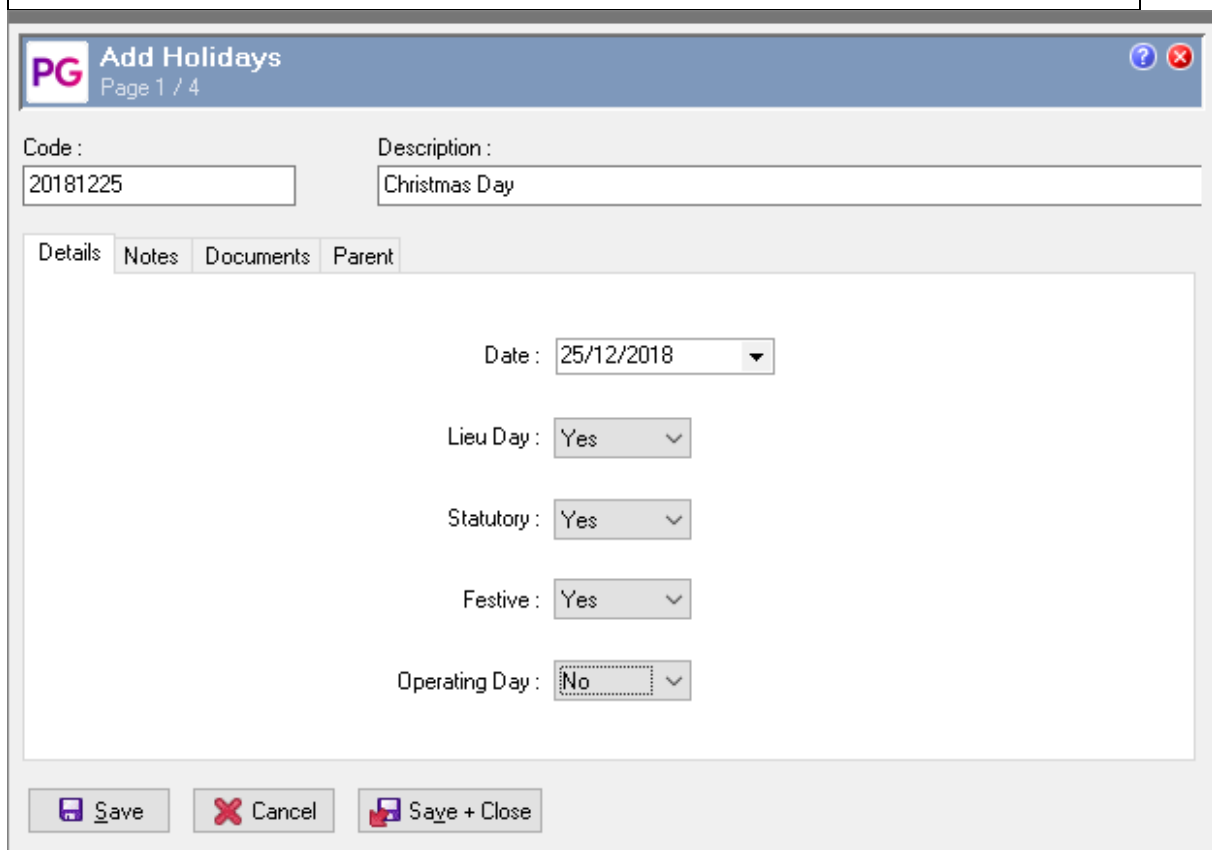
### NZ public holidays list

The complete list and further guidances are published on the Employment New Zealand website <https://www.employment.govt.nz/leave-and-holidays/public-holidays/public-holidays-and-anniversary-dates/>

## How to create holidays

1. Navigate to **Organisation | Entitlements | Holidays**.
2. Press **Insert**.  
The *Add Holidays* form appears.
3. Enter an appropriate **Code** and **Description**.
4. Complete the following fields on the *Details* tab:

Field	Details
Date	Date of the holiday.
Lieu Day	Yes/No field that indicates whether employees who work on this day are entitled to take another day off in its place.  This field setting may be based on legislative requirements.
Statutory	Yes/No field that indicates whether this is a legislated holiday.
Festive	Yes/No field that indicates whether this holiday occurs in a festive period, such as Christmas or Easter.
Operating Day	Yes/No field that indicates whether this holiday is a normal operating day for your organisation.



**Add Holidays**  
Page 1 / 4

Code : 20181225      Description : Christmas Day

Details | Notes | Documents | Parent

Date : 25/12/2018

Lieu Day : Yes

Statutory : Yes

Festive : Yes

Operating Day : No

Save   Cancel   Save + Close

5. Click **Save + Close**.

---

**Note:** Alternatively, if you need to add several holidays, click **Save**, and then click **Add**.

---

## Add Holidays to Holiday Groups

*Holiday Groups* allow you to organise *Holidays* records into sets that you can apply to employees in specific legislative regions, such as states or provinces. You can attach the appropriate *Holiday Groups* record to an employee to identify when a holiday occurs. The holiday is highlighted in Daily View, and award rules can use this information to generate correct payments to employees.

After you create *Holidays* records for the new year, you must add them to the appropriate *Holiday Groups*.

1. Navigate to **Organisation | Entitlements | Holiday Groups**.
2. Double-click the first **Holiday Groups** record.  
The *View Holiday Groups* form appears.
3. Click the **Holidays** tab.
4. Click **Edit**.
5. Press **Insert**.

The *Add Holiday Group Holidays | Details* tab appears


6. Complete the following fields:


Field	Details
<b>Holiday</b>	Select the <i>Holidays</i> record that you want to add to this group.
<b>Reason</b>	Optional field that categorises a holiday group by a value, such as "Public Holiday (not worked)". When you generate non-clocked data, PayGlobal adds this <i>Reason</i> code to the timebands of employees who did not clock on or off that day.




**PG Add Holiday Group Holidays**  
Page 1 / 3

Code : CANT      Description : Canterbury Public Holidays

Details   Notes   Documents

Holiday : 20181225   
Christmas Day

Reason : LPH   
Public Holiday (not worked)

 Save    Cancel    Save + Close

7. Click **Save + Close** to add this holiday to the holiday group.

---

**Note:** Alternatively, if you need to add several holidays to this group, click **Save**, and then click **Add**.

---

8. On the *Holiday Groups* form, click **Save + Close**.  
You would repeat this process to add new *Holidays* to all relevant *Holiday Groups*.



### Modeling Holidays to other Holiday Groups

1. After you add a *Holidays* record to a holiday group, you can model it to other holiday groups.
2. On the *Holiday Groups* | *Holidays* tab, click *Edit*.
3. Right-click the holiday that you want to model and click *Model Record*.
4. In the *Select Holiday Groups* form, click checkboxes for the *Holiday Groups* that you want to model this *Holidays* record to.
5. Click *OK*.

### Transferring Public Holidays

Employers and employees can agree to transfer the observance of public holiday to another working day as either a full or part-day. Thus, you may have to set up new *Holiday* and *Holiday Group* records to facilitate public holiday transfers.

In this example, you agree to Bryan Brown's request to transfer the observance of Queen's Birthday on 01/06/2021 to Rosh Hashanah on 18/09/2021.

1. Create a *Holiday* record for Rosh Hashanah on 18/09/2021.
2. On the *Notes* tab, enter an explanation of the transfer. For example, "Employee requested transfer of Queen's Birthday to Rosh Hashanah".
3. Model an existing public holiday allowance record to create a **public holiday transfer allowance** with a suitable description, such as "PH Transfer".
4. Create a *Reason* record with a suitable description, such as "Public Holiday Transfer".
5. In the *Payroll* allowance field, select the public holiday transfer allowance record (PH Transfer).
6. Model Bryan Brown's current *Holiday Group* record and name it accordingly. For example, "Canterbury Public Hols - Brown".
7. In the new *Holiday Group* record:
8. Delete the *Holiday Group* *Holiday* record for Queen's Birthday (01/06/2021).
9. Add a *Holiday Group* *Holiday* record for Rosh Hashanah (18/09/2021) with *Reason* = "Public Holiday Transfer".
10. On Bryan Brown's *Payroll* | *Contract* tab, change his *Holiday Group* to "Canterbury Public Hols - Brown".

## Public Holiday Transfer Transactions

You can implement public holidays from ESS, T&A or Payroll, depending on your business process. However, all these options result in a public holiday allowance transaction in Transaction View.

In Transaction View, edit the public holiday transfer allowance transaction and explain the transfer on the Text tab. For example, "Transfer of Queen's Birthday to Rosh Hashanah".

Edit setting for the following reports so you can see public holiday transfer details:

- PGPRPRIM001 - Pay Period Calculation Listing  
In report settings, on the *Details* tab, select **Show transaction text**.
- PGPRPRIM003 - Employee Pay Slip Report  
In report settings, on the *Details (ii)* tab, select **Transaction text**.
- PGPRPRIM903 – A4 Designer Payslip (or any derivative of this report)  
Edit your report definitions to ensure that the *VirtualPayslip* fields *TaxableTrText1* to *TaxableTrText10* are included in your payslip template.

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**Note:** *If you customise the Transaction View Drill Down area to show Text and Leave Details columns, and run these reports as suggested, then the reports will display the same details as Transaction View.*

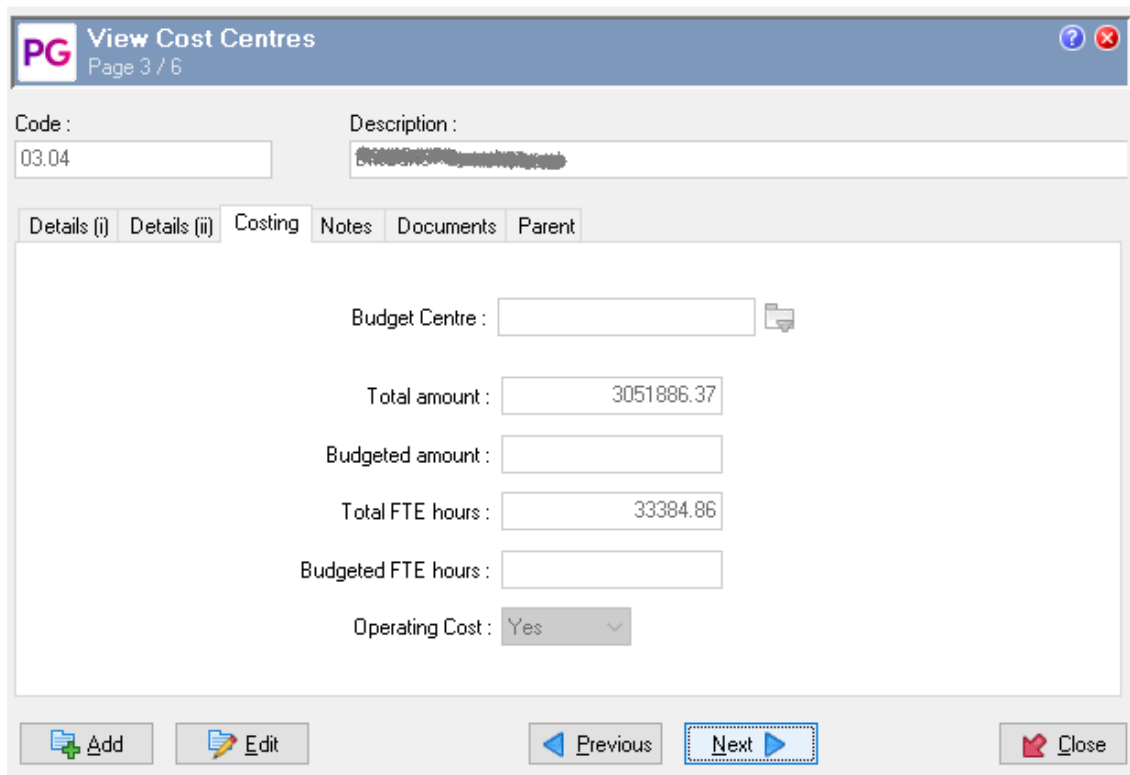
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## Clear Cost Centre Amounts

If you use the *Cost Centres* | *Costing* tab fields, then you must:

1. Clear the values from the Total amount and Total FTE hours fields to restart them for the new year.
2. Enter Budgeted amount and Budgeted FTE hours values for the new year.

**Note:** You can use Model Field to 'zero' field values or enter new values in multiple Cost Centres records.



**View Cost Centres**  
Page 3 / 6

Code : 03.04      Description : BUDGETING

Details (i)   Details (ii)   **Costing**   Notes   Documents   Parent

Budget Centre :






Total amount :

Budgeted amount :

Total FTE hours :

Budgeted FTE hours :

Operating Cost : Yes ▼

 Add    Edit    Previous    Next    Close





## Payday Filing Certificate

To ensure that your installation of PayGlobal can submit data for Payday Filing via the **Gateway solution**, you must have the latest certificate installed. This task is typically part of the Upgrade procedures. However, new certificates will not always be linked to a software upgrade.

The latest certificate has an expiry date of 24/02/2024. This certificate should have been installed as part of the March 2021 upgrade.

As the existing certificate will expire before the end of the 2023/24 tax year, the a new certificate will be available to install with MYOB PayGlobal's 2023 NZ tax release.

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**Important:** For our *on-premise customers*, it is recommended that the new certificate be installed as soon as possible after upgrading to v4.65 to avoid any authorisation/submission error at the end of Feb 2024.

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