

# MicrOpay New Zealand End of Year 2025

## Overview:

Conclude your New Zealand payroll year with surety.

Embark on your end of year with instruction from the Access Group's expert team.

This interactive eLearning course is self-paced so you can learn at your own speed.

## What do you need to know?

A working knowledge of MicrOpay and the New Zealand payroll processing requirements.

## Delivery Method

Interactive eLearning

## Duration

45 minutes with 12 weeks of access to our online learning.

## What does this course cover:

The 19-step End of Year process includes:

- Impact of Payday Filing on the last pay of the year.
- Reports to be produced before the March upgrade.
- Different forms of backup depending on the reason.
- Timing of the MicrOpay March upgrade in your end of year process.
- Application of the EOY Balance Worksheet to tally values from various standard reports, IQ and Employee Enquiries.
- Changing the tax year.
- Confirming the Tax Parameters.
- Updating Employees' ESCT Salary Thresholds for the new tax year.

## Objectives:

- ✓ Understand the impact of Payday Filing and the tax year changes on payroll processes.
- ✓ Prepare and produce accurate reports before system upgrades to ensure compliance.
- ✓ Apply the EOY Balance Worksheet to verify and reconcile payroll data effectively.
- ✓ Update system parameters, including tax settings and salary thresholds for the new tax year.