

MicrOpay New Zealand Payroll Processing

Overview:

This manual-based learning focuses on the New Zealand payroll process in MicrOpay, along with the routine maintenance required prior to pay. The course explores the similarities and differences between the two regions, with a high-level exploration of all the New Zealand (NZ)-specific MicrOpay functions.

What do you need to know?

A working knowledge of MicrOpay is assumed in the manual design.

Delivery Method

- A selection of eLearning modules to view in your own time.
- Two manuals.

Duration

With a NZ Employee Maintenance manual, NZ Payroll Processing manual and access to eLearning, two to three hours.

What does this course cover:

- KiwiSaver:
 - Configuration in the employee file and various KiwiSaver statuses.
 - KiwiSaver Funds vs. Complying funds.
 - ESCT and the ESCT Salary Threshold.
- Configuration of NZ-specific Additions and Deductions such as:
 - ACC Earners Levy.
 - Workplace donations and Payroll Giving Tax Credit.
 - Child Support.
 - Employee Share Scheme.
- Employee tax details and Student Loans.
- Banking configuration.
- Leave types and calculated leave pay rates.
- The Payday Filing process and the resulting Employment Information and Employee Details files.
- The steps of an NZ payroll process.

Course Outline

Objectives:

- ✓ Understand the key differences between New Zealand and Australian MicrOpay systems.
- ✓ Configure and manage KiwiSaver and payroll additions and deductions.
- ✓ Set up and maintain payroll system settings.

New to MicrOpay?

Talk to us about access to the live **Employee Maintenance Learning Unit 1** (Virtual Instructor-Led Training (VILT)) course and **Run Your Pay Learning Unit 2 VILT**. While this has an Australian focus, it explores many functions present in the NZ system.