Course Outline | **MicrOpay New Zealand Payroll Processing**

Extend your Australian MicrOpay experience to NZ payroll processing

This manual-based learning focuses on a New Zealand payroll process in MicrOpay, along with the everyday maintenance required before the pay.

The manual assumes knowledge of Australian payroll in MicrOpay, exploring the similarities and differences between the two regions. In turn there is a high-level exploration of all the NZ-specific MicrOpay functions.

New to MicrOpay?

Talk to us about access to the **live Learning Unit 1 VILT** (virtual instructor led training) course. While this has an Australian focus, it explores many functions present in the NZ system.

What does the manual 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.

Target audience

This course is for Payroll Officers using MicrOpay's New Zealand database.

What do you need to know?

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

Delivery method

An 88-page NZ Payroll Processing manual.