

MicrOpay New Zealand End of Year 2026

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 Enquires.
- 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.

Bonus Inclusion:

New Zealand Employee Maintenance and Payroll Processing Manuals.