

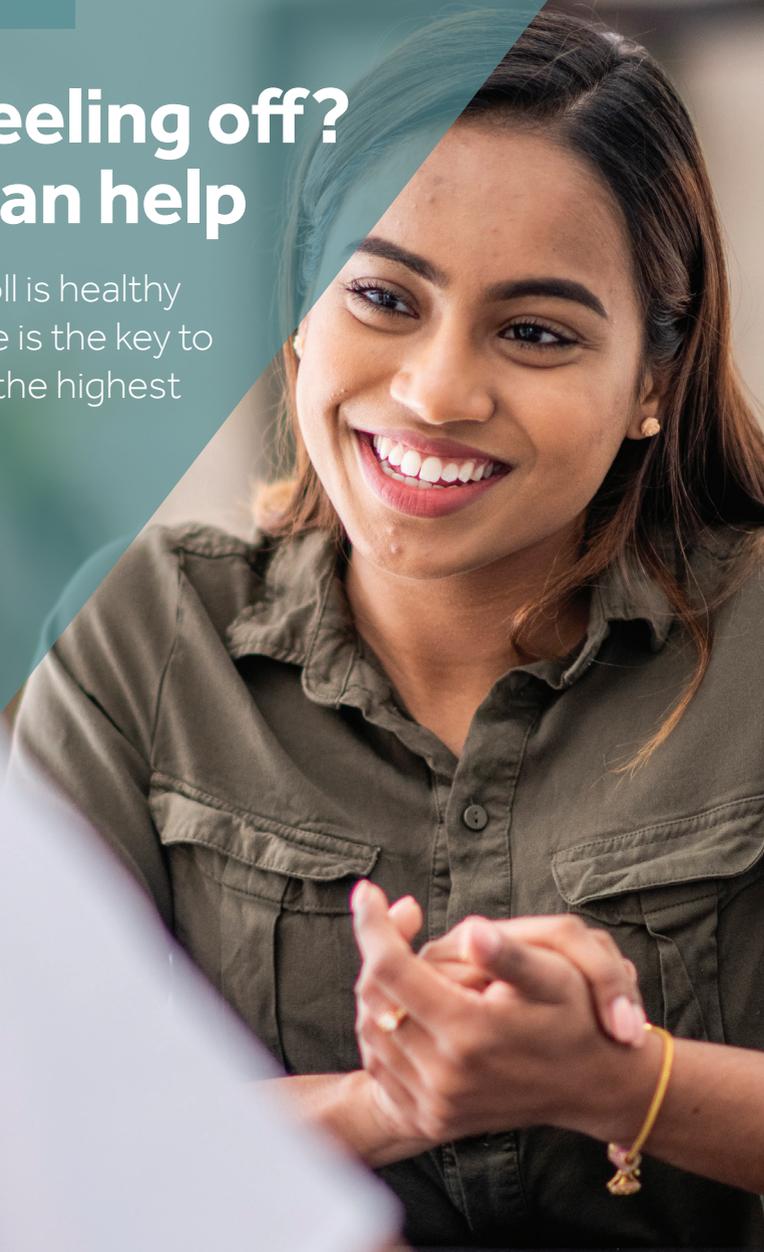


New Zealand
Payroll Practitioners
Association

Developing and Supporting
Payroll Professionals

Payroll feeling off? NZPPA can help

Making sure payroll is healthy and fit for purpose is the key to managing one of the highest costs of business.



ema.co.nz





We have partnered with NZPPA

NZPPA offer Health Checks and Payroll Pulse to avoid the risks of getting it wrong, including:

- Cost such as underpayment of employees, fines and potential court action
- The loss of confidence and trust between employees and the business
- Negative perception by external stakeholders' because of poor payroll practices.

When should Health Checks and Payroll Pulse be undertaken?

Every business should consider an external payroll Check to be proactive and fix issues up front, especially with many legislative changes forecast that will change the way your business needs to do things.

The Payroll Health Check is a starting point that provides a foundation of where payroll sits against compliance and will identify any issues present. The Payroll Pulse Check should be done annually to keep you on track.



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Who will be doing your Health Check or Payroll Pulse?

A team of highly experienced payroll SME practitioners will undertake thorough Pulse and Health Checks and the next steps that need to be undertaken.

The Payroll Health Check covers:

- End-to-end payroll process check questionnaire
- Remote access to the system with payroll practitioner
- Payroll policy documents and collectives
- Review of any payroll manuals, processes, and policies, plus payroll-related employment agreement clauses
- Payroll system configuration check on the Holidays Act leave setup and all code setups (including deduction priority and tax tables)
- Three employee samples (data seven years to assess six years)
- Payday filing including file setup IR346K and EI
- Online assessment of payroll team's competence.

A Payroll Health Check Findings Report is delivered at that conclusion of the process, which is based on approximately 32 hours of analysis.

Payroll Health Check cost:

Member rate: \$4,500.00 + GST

Non member rate: \$5,500.00 + GST

Pricing subject to complexity, a quote will be provided.

The NZPPA Payroll Pulse Check covers:

This is a very basic high-level check. It covers two main areas:

1. A one-to-one walkthrough with the payroll system's payroll practitioner to review payroll is processed end-to-end in terms of compliance, security, payroll cost and time.
2. Review of system configuration, including all codes, leave setup and leave calculations.

The Pulse Check is based on 25 hours of analysis and the outcome is a Payroll Pulse Check Findings Report that details any issues and recommendations to address them.

NZPPA Payroll Pulse Check cost:

Member rate: \$3,500.00 + GST

Non member rate: \$4,500.00 + GST

Pricing subject to complexity, a quote will be provided.

To find out more **0800 300 362** or **advice@ema.co.nz**



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How will you benefit from a membership?

The EMA is committed to helping member businesses succeed.

We have been helping New Zealand businesses succeed for over 130 years. As one of the longest standing member associations in New Zealand, our longevity is directly tied to the growth and prosperity of the businesses we support.

Through advice, learning and advocacy, we provide a voice on critical issues that impact the business landscape in New Zealand.



Grow your network

Get to know New Zealand business people and grow your knowledge of the enterprise landscape at our events.



Secure your future

Make sure your people get the best learning and your business gets the best results with our range of courses.



Advice & support

We've got a team of experts in legal, HR and ER to help you. Our free AdviceLine is open Monday to Friday.



Exclusive resources

Our member-only resources offer a range of templates for every kind of employment issue. You'll also get all the latest business news.

To keep up to date with everything Payroll, sign up to the weekly NZPPA ePayroll newsletter here: www.nzppa.co.nz/subscribe/