

PAYROLL AUDIT: ASHTON WHEELANS

The Chamber has partnered with Business Advisors and Chartered Accountants Ashton Wheelans Limited to provide an exclusive membership benefit to Chamber members. As a preferred partner for payroll audits, Ashton Wheelans is able to provide a free one-hour needs identification session and a 10% discount on the following pre-approved scope of works.

Why should you do a payroll audit?

- Payroll is often one of the largest expenses within an entity with risk of under or over payment
- Under New Zealand employment law, the employer is responsible for accuracy and compliance, particularly in accordance with Holidays Act 2003
- A payroll audit will help you to identify and resolve any potential problems or issues
- Payroll has become increasingly complex and reliance on software is only as robust as the interpretation of payroll data itself.

Recently MYOB has contacted their clients regarding Annual Leave – and in particular the recalculation of leave balances when work patterns change or have changed for employees. Many clients were not aware that this function did not update automatically in the payroll system. Employees are entitled to request for employers to go back up to the last six years to check they have been paid correctly when leave was taken.

MYOB has now released a software update that will automatically recalculate the leave balances when the work pattern changes and has reminded clients around their responsibilities related to the Holidays Act 2003. They have recommended that clients review their HR and Payroll practices.

Ashton Wheelans can review any Annual Leave/Holiday Pay payments to ensure you have included all that you should in the holiday payment, as well as the areas below.

What is involved in the one-hour free needs identification session?

Ashton Wheelans will review your payroll on a sample basis to see if wider issues exist. They may then complete a scope of works (subject to approval) to review any number of the following areas:

- Employee payments against contracts, checking pay rates, tax rates, public holiday payments, casual, part time, full time criteria, Kiwisaver and termination final pay
- Spot checks on a sample of employee pays e.g. part time, casual and full-time employees and those who have allowances and deductions
- Holiday pay is paid correctly as per Holidays Act 2003 – as stated above
- Payroll processes and procedures in place for your business are best practice to minimise risk factors, such as approval processes around time recording, annual leave, sick leave, changes in bank accounts
- Pay Day filing is being done correctly
- Other items relevant to your entities contract or industry
- Recommendations to aid efficiencies with payroll.

To take up this member benefit, please contact The Chamber on 0800 50 50 96 or info@cecc.org.nz for a referral.