MYOB IMS Payroll version 6.71

Release Notes

October 2022



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Introduction

What's new in this release?

The 6.71 release adds new options for reports, as well as adding a new family violence leave report. It also adds the ability to automatically calculate salary per pay for new employees. Other minor improvements make the user interface easier to use. This release also resolves issues identified in previous releases.

Installing your upgrade

Note: Before installing the desktop upgrade, you must close all **Open** payroll periods in your payroll companies

To install the desktop upgrade

Before you install the desktop version:

- 3. Close all **Open** payroll periods in your payroll companies.
- 4. Back up each of your payroll companies via the **Tools** menu.
- 5. Close all IMS applications on your PC.

Note: Uninstalling an earlier version of IMS Payroll prior to installing this version is not recommended or required, as you'll need to reinstall any custom payroll software or modules.

If you're downloading the installer:

- 3. Double-click the executable file (.exe) that you downloaded.
- 4. Install the new version on every computer that has MYOB IMS Payroll installed.

To install the IMS Payroll Cloud upgrade

- 1. Log in to IMS Payroll Cloud.
- 2. At the bottom left, click the gold Upgrade button.

Note: The Upgrade button only appears after you click on a company with the Closed status.

3. Repeat steps 1–2 for each payroll company you manage.



New Features

Family violence leave report

The new **Family Violence Leave Report** lets you see how much family violence leave your employees are entitled to. You can run the report from the **6-Reports** tab of the **Processing** screen.



Printing payslips and reports for selected employees

When printing a payslip or the leave rate report, you can now choose which employees you want to include by selecting **Pick List** in the **Print Range** section. This opens the new **Employee Pick List** screen.

🚥 Emplo	yee Pick List	_		<			
Select the	Employees you wish to filter				A	ctions 🔻	
EmpNo	Full Name	Paypoint	AL Type	AL In	Employee Type	Selected	
1002	ASHTON, Colin	Management	Set Hours	Days	Salary	Z	
1022	ASHTON-BROWN, Bronwyn	Management	Set Hours	Hours	Salary		
1012	BLOXHAM, Peter	Office	Set Hours	Days	Wage		
1051	BLUE, Wendy	Office	Variable Hours	Hours	Wage		
1015	CLARK, Andrea	Office	Set Hours	Hours	Wage		
1017	FLOWERS, Andrew	Factory	Set Hours	Days	Salary	✓	
1020	GARDINER, Anne	Factory	Variable Hours	Hours	Wage	~	
1050	ORANGE, Dorothy	Factory	Set Hours	Days	Salary		
1005	REDSHAW, Kevin	Factory	Set Hours	Days	Wage		
1000	SHAPLAND, Karen	Factory	Variable Hours	Hours	Wage		
1019	SKUDDER, Kate	Factory	Set Hours	Hours	Wage		
1024	TAYLOR, Walter	Management	Casual	Hours	Wage		
1023	ZZREYNOLDS, Trevor	Management	Set Hours	Days	Salary		-
1018	ZZRITCHIE, Susan	Office	Set Hours	Days	Salary		-
						Close]



Saving the certificate of earnings

You can now save a copy of end of tax year earnings certificates.

After opening the report preview from **Tools** > **End Of Tax Year** > **Certificate of Earnings**, click the new **Save** button on the top left.

🎫 End Of Tax Year Earnings Certific	ate - Report Preview
😂 日 🗉 🖶 Fit to Width 🦷	• 🖂 🚽 🕨 🍽 Page: 1 of 11
C	Colin ASHTON
3	06 Park Road North
E	arkvale
Ц р	agttown
	ICSCLOWII

Displaying outstanding annual leave in weeks on payslips

When creating a payslip or historical payslip, you can now choose to display annual leave in weeks outstanding. In the **Report Options** window, select the **AL In Weeks Outstanding** checkbox.

🚥 Payslip - R	eport Options			×
Sort Order:				
 Employee 	Name		 Employee Number 	
O Pay Point	then Employee Name		O Pay Point then Employee Number	
Print Range				
) All	From: Pay Point:	·	Employee:	
○ Range: ○ Pick List	To: Pay Point:	•	Employee:	
Show Figures	for:			
Annual Le	ave Outstanding?	Sick Leave Outstanding?		
🗹 🗛 In Wee	eks Outstanding?	DV Leave Balance?		
Annual Le	ave Accrued?	Alternative Holidays?		
🗌 Annual Le	ave Balance?	Time in Lieu?	KiwiSaver Employer Contribution?	
🗌 AL In Wee	eks Balance?	Apprentice Hours?		
🗌 AL Cash U	Ip Balance?	Outstanding Deduction Balances?	Company Super Employer Contribution?	



Automatically calculated salary per pay

You no longer need to manually work out how much an employee earns per pay. Now, on the **Payment** tab of the **Employee** screen, you can enter an employee's salary in the **Per Year** field, which automatically updates the **Per Pay** field.

Sample Company Limited - MYOB IMS Payroll	_		×
File Edit View Tools Help			
🗅 😂 🖬 🐇 🐘 💼 🖉 🗙 Table Company 🐧 Employee 📑 Processing] 🖨
ASHTON, Colin 🔽 🛤 🖼 🗲 🕨 🕼 😂 🗐 🕼 🖬 🖬 🖬 🖬			
Emp# 1002 IRD# 020-981-899 🗸 🗸 🗸 🗸 🗸 🗸			
Standard Payment Leave KiwiSaver Permanent Super HR / Notes Totals History			
Pay Frequency Fortnightly Monthly Half Monthly Four Weekly Student Loans Tax Details Student Loans Pay Rates Tax Dotails Student Loans Pay Rates Tax Code: Income Type: Pay Certificate: Per Year: \$76,500 © Payres: Expiry Tax Code: Per Year: \$76,500 © PAYE override % Contractor? Expiry Tax Code: Per Day: 8.00 Per Period: 40.00 Click here to edit the Agreed Definition of a Week Standard Days: 5.00			
Cheque Reference: Wages Cash Rounding Balance: \$0.00 Particulars: Sample Co No Payslips No IMS Online Payslip			
Cash Code:			
Displays Employee Downersk details			
Displays Employee Payment details 🔯 Current Weekly Salary	<u>/</u>	Close	

Additionally, you can now choose how you want to enter salaries for new employees, as a per pay amount or a per year amount. On the **Company** tab of the **Company** screen, set the **Default Salary Entry** option to either **Per Pay** or **Per Year**.

MS Sample Company Limited - MYOB IMS Pavroll	- 🗆 X
Eile Edit View Teels Help	
	any 🛐 Employee 🖪 Processing 🖺 Sundry Reports
Sample Company Limited 🗾 🙀 🛛 🖛 🕨	😂 🚇 🚳 📳 🌆 🖩 🗰 🖬
Company Pay Points Costing Codes Payments Deduct	ions
Name: Sample Company Limited Client ID: 1111111 Address: PO Box 7656 Best Town	Company Options Costing Required? Shift Leave? Immesheet Entry General Ledger? Service Leave? IV Leave in Advance? Transaction Date 1? User Security? Employer Super? Minimum Wage Top Ups? Transaction Date 2? Payrol Giving? If Transaction Comments? Transaction Comments?
Contact Person: Bronwyn Ashton	Payday Filing Payday Filing Automatically create the Payday files after dosing the pay (dick here for setup) Annual Leave In Weeks ✓ Active: Change of Agreed Weekly Hours/Days Behaviour: Auavs recalculate the AL Balance in Hours/Days
Phone Number: 767 7769 Fax: 768 5654	Click here to activate for existing employees Always ask whether to recalculate the AL Balance Ask only when the AL Balance in Hours/Days will reduce
Email Address: imsupport@myob.com IRD Number: 1111 1111 1111 1110 Large Employer?	Company Annual Leave Anniversary: Minimum Cash Denomination Paid: \$0.10 Bank Account: 06 - 0644 - 0063322 - 00 Round Cheque Pays to 10c? \$0.20
Last Audit Report Seg #: 28 IMS Online — Active:	Schedule Method Schedule Method Per Pay Per Pay
Holiday Group: Auddand - observed Mon-Fri 💌 Email Address: Imssupport@myob.com	KiwiSaver and Compliant Fund CEC Exempt?
Create New	Company Location: C:\Database Files\
Displays Company details	S Closed



Historical trial balance report update

When running the **Historical Trial Balance** report, you can now choose to display pay periods breakdowns by selecting the **Group by Period Ending Date?** checkbox. This displays amounts per closed pay period, where the period end date falls within the date range you selected in the **Date Range** section.

Sundry Reports	×
Report	
O Employee Listing	Sort Order Order Employee Name Demployee Number
O Employee Notes Listing	Pay Point then Employee Name Pay Point then Employee Number
Costing Code Listing	Print Range
O Pay Point Listing	⊙ All ⊂ Range
O Payment Code Listing	Employee Range
 Deduction Code Listing 	From: Pay Point: Employee:
 Transaction Listing 	To: Pay Point: 🔽 Employee:
ACC Levy Report	Date Range
Employee Service	○ All
C Employee Audit	From: 12/05/2022 V To: 21/10/2022 V
	Options V New Page for each Pay Point? V Group by Period Ending Date?
C Leave Rate Report	Print Totals Only?
Schedule of Earnings	Data File Extract? Preview this report to have the Data File Extracted
O Name/Address Labels	☑ Indude Column Headers?
O Historical Payslips	File Delimiter File Path / Name
O Costing Employee History	CSV C: Historical_InalBalance_2022_10_21.csv Browse Browse
Company Audit	
 Historical Trial Balance 	
General Ledger Codes	
C Leave History Report	
Standard Hours Worked	
Print Screen P	rint Setup Close Print Q Preview



Minor improvements

Updated AL Days Balances Recalculated screen

After updating an employee's agreed definition of a week, the **AL Days Balances Recalculated** screen now shows the name of the employee you've updated. This makes it easier to audit your records after you've printed the screen.

Also, if you only recalculated the employee's accrued annual leave, the buttons at the bottom of the screen are now labelled more descriptively.

AL Days Balances Recalculated - 🗆 🗙										
You've updated ASHTON-BROWN, Bronwyn's Agreed Definition of a Week.										
The system will recalculate the Annual Leave Days balance from 16.00 day(s) to 19.40 days. This new balance is calculated as 3.25 week(s) multiplied by the new Agreed Days Per Week value of 6 day(s).										
Refer to the ta	ble below for d	letails of the	calculation.							
Agreed Days Per Week (Weeks) (Days) Entitlement (Days) Leave Rate Value \$										
Before Change	5.00	3.25	16.00	4.00	20.00	\$294.2323	\$5119.64			
After Change	6.00	3.25	19.40	4.00	24.00	\$245.1936	\$5119.64			
Difference	1.00	0.00	3.40	0.00	4.00	\$49.0387	\$0.00			
When you choose Keep Balance(Hours) the Balance in weeks will be adjusted (not recommended). Image: Comparison of the Balance (Hours) Image: Compar										

Exporting annual leave in weeks information

If you go to **Tools** > **Files Export** and choose either **Vizual Personnel** or **Employee List**, the exported files now include annual leave in weeks information.

Deduction calculation method warning

When editing an existing deduction or setting up a new one, a warning message appears if you set the **Calculation Method** to **PAYE / KiwiSaver / Student Loan / Child Support (CSE,NCP)**.



Costing code reminder

When changing an employee's default costing code, you're now prompted to check their KiwiSaver and compliant fund costing codes.

Note: You'll only see the prompt if the employee's default costing code is the same as their KiwiSaver or compliant fund costing codes.



Relocated average daily pay and standard days information

On the **Employee** screen, average daily pay (ADP) information has moved from the **Payment** tab to the **Leave** > **Other Leave** tab.

Sample Company Limited -	MYOB IMS Payroll	-	
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ASHTON, Colin	▲ ◄ ► ►		
Emp# 1002 IRD# 020-981-6	399 🗸 🗸 🗸 🗸 🗸 🗸		
Standard Payment Leave	KiwiSaver Permanent Super HR / Notes Totals History		
Annual Leave Other Leave			
	- Sick Leave In Family Violence Leave In Alternative Holiday In	– Time in Lieu —	
Use Average Daily Pay?	⊖ Hours ⊙ Days ⊖ Hours ⊙ Days ⊖ Hours ⊙ Days	 Hours 	🔿 Days
- ADP Hourly Rate: \$37.3557	- Sick Leave Entitlements	Pay on Term	ination?
- ADP Daily Rate: \$298.8457	Full Cycle Ent.: 10.00 Full Cycle Ent.: 10.00		
Standard Days: 5.00	Next Entitlement: 10.00 Next Entitlement: 10.00		
	Due Date: 21/03/2023 ▼ Due Date: 21/03/2023 ▼		
	Months: 12 Months: 12		
	Maximum: 20.00		
	% of Gross:		
Annual Leave Cash Up			
Entitlement Pai	d Out Balance Parental AL		
Days: 5.00	0.00 5.00 Cash Up?		
Weeks: 1.00	0.00 1.00		
Balances Accrued To 27/03	2022		
Days	Weeks Days Days Days Days		Hours
Annual Leave: 11.	DU 2.32 SICK. 14.00 FVL: 10.00 AILEFIIdTIVE Holiday:	0.00 111:	0.00
Displays Employee Leave details	2 Current Week	ly Salary	Closed //

ADP information also now appears on the right side of the **History** > **Leave Earnings** tab.

MS Sample C	Company Limite	d - MYOB IN	1S Payroll									_	
File Edit V	/iew Tools H	lelp											
D 😰 🖬 🖄 🖄 🛍 🖉 X Sundry Reports													
ASHTON, Colin	•	MA 14	4 F FI	🖻 🔮) 🚳 🛃	🍯 🔲 AN	² 🖬 📹						
Emp# 1002	IRD# 020-98	1-899		 ✓ 	< <	< < <	< < <						
Standard P	Payment Leave	KiwiSaver	Permanent	HR / Notes	Totals	listory							
Total Earnings	Leave Earning	s KiwiSaver	Timesheet Hist	tory									
Period Ending	Average Gross O	rdinary Gross	Hours/Week	Days/Week	H/Rate Hrs	ADP Hrs	H/Rate Days	ADP Days	Hours Per Day	LWOP Weeks	^	Leave 1	уре:
03/07/2022	\$1,500.00	\$1,500.00	40	5	. 40	40	5	5	8	0		Set	Hours
10/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0		AL In W	eeks : Yes
17/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0		AWE	Weeks : 52
24/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0		OWP	4 Weeks : 4
31/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0		Holiday	Rates:
07/08/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0		Units:	Davs
14/08/2022	\$2,100.00	\$1,600.00	40	5	40	40	5	5	8	0		CO Marala	*222.2006
21/08/2022	\$2,782.35	\$2,000.00	40	5	40	40	5	5	8	0		52 Week:	\$332.3906
28/08/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0		4 Week:	\$400.0000
04/09/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0		Current:	\$400.0000
11/09/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0			\sim
18/09/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0		Average	Daily Pay:
25/09/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0		Use ADP?	No
02/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0		Hourly:	\$41.5488
09/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0		Della	¢222 2006
16/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0		Daily:	\$332.3900
23/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0		chude	Dorio
30/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0	~	To St	art Date?
Add	Modify	Delete	Add <u>R</u> ar	nge M <u>o</u> dir	fy Range D	elete Range				_			
									2	Current Week	dy Salan	у 🖪	Closed

Standard days information is now shown in two places: the **Leave** > **Other Leave** tab and the **Hours Worked (Minimum)** section of the **Payment** tab.



Image: Sample Company Limited - MYOB IMS Payroll		
File Edit View Tools Help Imperi 1002 ISD# 1020-981-999 Standard Payment Leave Kwisaver Pay Frequency Fortnightly Haif Monthly Fortnightly Haif Monthly Fax Details Student Loans IRD No: 202 981 B99 Student Loans Income Type: Certificate: Income Type: Payreauency Student Loans Student Loans Income Type: Certificate: Income Type: Payreauency Certificate: Income Type: Certificate: Payreauency Standard Days: 5.00 Cash Code: Paylep Paysip: No Paysip: Paysip: </td <td>Sample Company Limited - MYOB IMS Payroll</td> <td>– 🗆 X</td>	Sample Company Limited - MYOB IMS Payroll	– 🗆 X
ASHTON, Coin ASHTON, Coin <td< td=""><td>File Edit View Tools Help</td><td></td></td<>	File Edit View Tools Help	
ASHTON, Coln Image: Coll of the second s	D 🗃 🖬 🖄 🕸 🛍 🖉 🗙 September 1997 September 1998 September 199	indry Reports
Emp# 1002 IRD# 020-981-899 Standard Payment Leave KiwiSaver Pay Frequency Fortnightly Weekly Fortnightly Monthly Four Weekly Tax Details Student Loans RD No: 020 Income Type: Per Pay: Certificate: none Expires: Expiry Tax Code: PAYE override % Contractor? Extra Pays override % Contractor? Payment Method Gist Registered? Or heque Particulars: Sample Co No IMS Online Paysip Or hop Paysip No IMS Online Paysip V Printed Emailed	ASHTON, Colin 🔽 🎮 🦽 ► ► 🖬 🔓 🚳 📳 🏭 ANZ 🖬 🖆	
Standard Payment Leave KiwlSaver Permanent Super HR / Notes Totals History Pay Frequency Weekly Fortnightly Monthly Fax Details Student Loans Per Pay: Student Loans Student Loans<td>Emp# 1002 IRD# 020-981-899</td><td></td>	Emp# 1002 IRD# 020-981-899	
Pay Frequency Fortnightly Monthly Half Monthly Four Weekly Wage (per Hour) Salary (per Pay) Pay Rates Pay Rates Pay Rates Income Type: Pay Rate 3: Per Pay: \$1,471.15 Income Type: Pay Rate 3: GSCM PAYE override % Certificate: none Rate 3: GSCM PAYE override % Contractor? Hourly: Per Pay. \$40.00 Pay Rates Contractor? Rate 4: Rate 5: Per Day: \$0.00 Payment Method GST Registered? Per Day: \$0.00 Payslips \$0.00 Cheque Particulars: Sample Co No Payslip No IMS Online Payslip No IMS Online Payslip Cash Code: Printed Emailed Printed Emailed	Standard Payment Leave KiwiSaver Permanent Super HR / Notes Totals History	
Particulars: Sample Co Orash Code: Image: Sample Co Image: Sample Co	Pay Frequency Fortnightly Monthly • Weekly Fortnightly Monthly • Tax Details Student Loans Pay Rates • Tax Details Student Loans Hourly: Per Pay: \$1,47 IRD No: 020 981 999 Student Loan override % Rate 2: Per Pay: \$1,47 Tax Code: M Certificate: none ¥ Rate 3: GSCM PAYE override % Contractor? Extra Pays override % Contractor? Hours Worked (Minimum) Per Pay: 8.00 Per Pay: 8.00 Per Pay: 8.00 Per Pay: 0.00 Standard Days: 5.00 • Bank: Account: 20 4127 0084529 00 Cash Rounding Balance: \$0.00 9aucling	Pay) 1.15 C 500 C 40.00 Week
Code:	Particulars: Sample Co	
	Cash Code:	
Displays Employee Payment details	Displays Employee Payment details	Current Weekly Salary

Default options updating ESCT rates

On the ESCT (Employer Superannuation Contribution Tax) Rate Update screen, the two checkboxes in the Options section are now selected by default: Update Employees with Estimated EST % Rate? and Update Company Superannuation ESCT % Rate?.

Easier-to-understand SLCIR rates

When selecting the rate for an employee's student loan commissioner (SLCIR) deductions, the **SLCIR Rate** dropdown now shows the percentage on gross income. For example, **8.33% (equivalent 1%)**.

Additionally, the **Rate Override** window now explains how the rate is applied.

Rate Override	
SLCIR Rate:	8.33% (equivalent 1%) 🔻
The Rate override the Student Loan r Example: Employee \$45.90 then the Su \$45.9=\$19,12	selected here will be applied on epayment amount. e Student Loan repayment is LCIR will be 41.67% x
	OK Cancel

(IMS Cloud only) Optimising tables with NanoRepair

Companies with IMS Cloud can now select the **Optimize Tables** checkbox when using the **NanoRepair Maintenance Utility** to repair a company. This helps prevent issues that can occur if backup files become too large.



To be able to see the **Optimize Tables** checkbox, you first need to go to **Tools** > **Options** > **Advanced Repair Options**.

File Tools Help Maintenance Operation © Repair Company Company Location: C:\Database Files	C Backup Company	C <u>R</u> estore Compa	any Browse
Maintenance Operation © Repair Company Company Location: C:\Database Files	C Backup Company	C <u>R</u> estore Compa	any Browse
Repair Company Company Location: C:\Database Files	C <u>B</u> ackup Company	C <u>R</u> estore Compa	Browse
Company Location: C:\Database Files			Browse
C:\Database Files			Browse
Company Location Status			
Company: Sample Company Limited Version: 6.71 Pay Frequency: Closed - Weekly Pay Trep Day: 0.21/02/1020			
Payment Date: 30/03/2022			
Table Name:			
Progress:			
Repair Options			Start
🔲 Delete Locking Files 👘 🔲 Delete	Upgrade Files	🔲 Verify Index Defs	_
🔽 Clean Temp Files 👘 🔲 Replac	e Static Files		Stop
🗌 Verify 📃 Replac	e Options Files		
🔽 Rebuild/Repair 🛛 🌔 🗌 Optimiz	e Tables	Upgrade Error Report	Fuit

Negative leave balance warning

When entering timesheets, if any annual leave values become negative, you'll see a warning message that suggests you should review the values.

Occupation field improvement

On the **Standard** tab of the **Employee** screen, clicking the **Occupation** field now opens a list of options. You no longer need to click the arrow next to the field to open the list.



Resolved Issues

MYOB IMS Payroll and IMS Cloud

Issue description	Resolution
When an employee was on leave without pay for more than 12 months, clicking the Leave tab on the Employee screen for that employee caused an error: "Invalid floating point operation."	This has been resolved.
There were issues preventing general ledger integration with Xero Online.	This has been resolved.
If an employee had been transferred using the Employee Transfer Utility , then you wouldn't be able to preview historical payslips for them.	This has been resolved.
For companies using the Employee Transfer Utility module, if you transferred an employee using the module, you wouldn't be able to run the Leave History Report for that employee.	This has been resolved.
When exporting a general ledger to Xero Online, an error could occur: "Error creating bill to pay, a validation exception has occurred Xero Online GL Export has not been completed."	This occurred if you didn't enter a name in the Contact Name field. To make it easier to avoid this issue in the future, this release adds a message window that lets you know if you haven't entered a contact name. The error could also occur if the Contact Name field contained either a < or > character. A separate message window appears if the field contains either of these characters.
When running the Leave History Report in days, values were incorrect for employees with variable hours.	 This has been resolved. As part of this resolution, other updates were made to the Leave History Report: Terminated employees no longer appear on the report. Previously, casual employees with an accumulated leave balance weren't included in the report unless the Print Zero Balances checkbox was selected. They now appear in the report even if the checkbox isn't selected.
In the EI Return file, the PAYE amount included payroll giving.	This has been resolved.



Issue description	Resolution
The due date automatically calculated for family violence leave didn't match the due date automatically calculated for sick leave.	This has been resolved.
The gross earnings amount used to calculate protected earnings incorrectly included some non-taxable payments.	This has been resolved.



Updates to other modules

Employee Transfer Utility

You can now choose whether to transfer full history or only history from a certain date for Leave Earnings History, Company Employer Super Contribution History or KiwiSaver Employer Contribution History. To do so, select the new Use Records From Date checkbox. To be able to select this checkbox, you need to have selected the Records from Date option.

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Target Payroll:	ο μπο ταγιοίται απότει γ	browsen
C:\Payroll Company 1\		Browse
<u>C</u> lear Databases		
Select Transfer Type - Employee	🔿 Pay Point	O Finish Date
Employee Name:		Number
	•	•
Retain Employee in S	Source Database	New Employee Details Number:
7 Retain Employee in : Retain Employee ID 7 All ▼ Static Data 7 Transfeet Walnu (Tal	Source Database (if possible)	New Employee Details Number:
Retain Employee in S Retain Employee ID All Static Data Timesheet History/Tot C All Records F	Source Database (if possible) al Earnings History Records from Date : 0	New Employee Details Number:
Retain Employee in 3 Retain Employee ID All Static Data Timesheet History/Tot All Records All Records Permanent Transaction Leave Earnings History Year to Date Accurula	Source Database (if possible) al Earnings History Records from Date : (Rate Calculations) ators	New Employee Details Number:

Note: If you need to update this module, please contact support.

