
MYOB IMS Payroll 6.70.4019

Release Notes

March 2022

myob

Contents

Introduction	1
Installing your upgrade.....	1
To install the desktop upgrade.....	1
To install the IMS Payroll Cloud upgrade.....	1
New Features	2
Tax updates.....	2
ACC rates and thresholds	2
Student loan thresholds	2
Minimum wage rate increase.....	2
Enhancements.....	3
Renamed average rate (AWE) and ordinary rate (OWP).....	3
Parental leave updates	3
Definition of a week update.....	3
HR/Notes tab update.....	4
Standard hours worked report update.....	4
Resolved issue	5
How to know if the issue affected you.....	5

Introduction

The 6.70.4019 release resolves a PAYE calculation issue identified in the original 6.70 release. For information on the issue and how to know if it affected you, see the [resolved issue section](#).

These release notes also cover original 6.70 release, which:

- Added compliance tax updates.
- Improved clarity in the user interface of several screens.

Installing your upgrade

To install the desktop upgrade

Note: If you're using version 6.65 or earlier, close any open pays, then upgrade. If you're using version 6.70 and have an open pay, you should upgrade before closing the pay.

Before you install the desktop version:

1. Close all **Open** payroll periods in your payroll companies.
2. Back up each of your payroll companies via the **Tools** menu.
3. 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:

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

To install the IMS Payroll Cloud upgrade

Note: If you've already upgraded to version 6.70, the **Upgrade** button won't appear. To upgrade, log out of MYOB IMS Cloud and log back in. This automatically installs the upgrade. If you haven't upgraded to 6.70, follow the steps below.

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

Tax updates

Note: For more information on what to do before you start a pay in the new financial year, see the 2022–2023 tax year end procedures document.

ACC rates and thresholds

Changes to ACC apply from your first pay period with an end date on or after 1 April 2022. MYOB IMS Payroll has been updated to incorporate the following changes:

Detail	Current Value	New Value
ACC earner levy rate	1.39%	1.46%
ACC income maximum	\$130,911.00	\$136,544.00
Maximum ACC earner levy	\$1,819.66	\$1,993.54

Student loan thresholds

This release updates the student loan thresholds for the 2022–2023 financial year. The new thresholds are:

Period	New Value
Annual	\$21,268
Monthly	\$1,772.33
4-weekly	\$1,636
Fortnightly	\$818
Weekly	\$409

Minimum wage rate increase

From 1 April 2022, Wage Rate increases apply. To apply the new rates, go to the **Tools** menu and choose **Hourly Rate Update**.

Rate	Current rate	New rate
Adult	\$20.00	\$21.20
Start Out and Training	\$16.00	\$16.96

Enhancements

Renamed average rate (AWE) and ordinary rate (OWP)

This release renames some terms:

- **Average rate** is now **52 week Rate**
- **Ordinary rate** is now **4 week Rate**
- **Current Rate** is now **Curr. rate (OWP)**.

This ensures that the terms IMS Payroll uses are better aligned with the terms defined in the Holidays Act.

Parental leave updates

On the **Employee Leave > Annual leave** tab, the **Parental A/L** field has been moved, so it's now above the **Accrued This Year** field. This is to clarify the order in which annual leave units are used.

If an employee has **Parental A/L** units, they are used after the **Outstanding Ent** annual leave values, and before the **Accrued This Year** values.

Annual Leave Values		
	Days	Weeks
Outstanding Ent:	0.00	0.00
+ Parental A/L:	0.00	0.00
+ Accrued This Year:	15.50	3.92
- Paid in Advance:	0.00	0.00

Definition of a week update

The **AL Days Balances Recalculated** window now opens when changing the definition of a week for an employee who only has **Accrued This Year** annual leave units. This lets you review and print the change.

Emp# 1012 IRD# 049-497-970

Standard | Payment | Leave | KW

Annual Leave | Other Leave

Annual Leave Type (Permanent / Casual) Set Hours Variable Hours

Annual Leave Entitlements - Days

Full Yrs Entitlement: 16.00

Next Entitlement: 16.00

Due Date: 02/04/2022

Annual Leave Values - Days

Outstanding Ent: 0.00

+ Parental A/L: 0.00

+ Accrued This Year: 15.50

- Paid in Advance: 0.00

AL Days Balances Recalculated

You've updated this employee's Agreed Definition of a Week.

The system will recalculate the Annual Leave Days balance from 19.50 day(s) to 15.50 days. This new balance is calculated as 3.92 week(s) multiplied by the new Agreed Days Per Week value of 4 day(s).

Refer to the table below for details of the calculation.

	Agreed Days Per Week	Balance (Weeks)	Balance (Days)	Entitlement (Weeks)	Entitlement (Days)	Leave Rate	Termination Value \$
Before Change	5.00	3.92	19.50	4.00	20.00	\$226.0257	\$3590.68
After Change	4.00	3.92	15.50	4.00	16.00	\$282.5321	\$3590.68
Difference	1.00	0.00	4.00	0.00	4.00	\$56.5064	\$0.00

Click Yes to continue updating the Days balance, No to keep the existing Days balance - this will adjust the Weeks balance instead (not recommended), otherwise click Cancel.

Yes No Cancel

HR/Notes tab update

On the **Employee > HR / Notes** tab, to create a note you need to click inside the table area then press Insert or right click and select Add Note from the menu.

We've added instructions on the bottom left of the screen that explain this.

The screenshot shows the HR/Notes tab interface. At the top, there are tabs for Standard, Payment, Leave, KiwiSaver, Permanent, Super, HR / Notes, Totals, and History. Below the tabs is a table with columns: Author, Created, Last Modified, Relevant Date, Category, Snippet, and Followup. The table contains several rows of notes. Below the table, there is a text area with the content: "Peter pay rate increased to \$21 per hour effective from 1/7/2015. Backpay calculated on 248 hours." Below this is an Attachments section with a header "Attachments" and a sub-header "Drag a column header here to group by that column". Below that is a table with columns: Name, Category, Date, Type, Location. The table is empty and contains the text "<No data to display>". At the bottom left, there is a yellow box with the text: "Add a Note, press Insert key or right click and select Add Note from the menu". At the bottom right, there is a button labeled "Current Weekly Wa".

Standard hours worked report update

To help you decide if an employee has worked the minimum required days or hours to be entitled for sick leave or bereavement leave, this release adds hours and days paid for average daily pay to the Standard Hours Worked report.

Two new **Hours** and **Days** columns have been added in a **Units Paid for ADP** section. Also, the existing **Hours**, **Days**, **AL In Weeks** and **LWOP Weeks** columns are now grouped in a **Units Paid for Holiday Rate** section.

The screenshot shows the Standard Hours Worked Report for Sample Company Limited. The report is titled "STANDARD HOURS WORKED REPORT" and is for "Sample Company Limited". The date run is "03/02/2022" and the time is "12:13 PM". The report is for "Leave Types: All | For All Pay Periods | Details". The report is divided into two main sections: "Units Paid for Holiday Rate" and "Units Paid for ADP". The "Units Paid for Holiday Rate" section has columns for "Hours", "Days", "AL In Weeks", and "LWOP Weeks". The "Units Paid for ADP" section has columns for "Hours" and "Days". The report shows data for employee "1002 ASHTON, Colin" for various periods ending from 27/09/2015 to 01/11/2015. The values for "Hours" and "Days" are consistently 40.00 and 5.00 respectively for each period.

NAME	Period Ending	Units Paid for Holiday Rate				Units Paid for ADP	
		Hours	Days	AL In Weeks	LWOP Weeks	Hours	Days
1002 ASHTON, Colin	27/09/2015	40.00	5.00			40.00	5.00
	04/10/2015	40.00	5.00			40.00	5.00
	11/10/2015	40.00	5.00			40.00	5.00
	18/10/2015	40.00	5.00			40.00	5.00
	25/10/2015	40.00	5.00			40.00	5.00
	01/11/2015	40.00	5.00			40.00	5.00

The report sources **Units Paid for ADP** values from the **ADP Hrs** and **ADP Days** columns on an employee's **History > Leave Earnings** tab.

For more details about leave eligibility criteria see the New Zealand government's [information on sick leave entitlements](#).

Resolved issue

The 6.70.4019 release resolves a PAYE calculation issue that was identified in the original 6.70 release.

If an employee with a salary higher than \$180,000 had an extra pay processed in March 2022, their PAYE was incorrectly calculated at 33% instead of 39%.

How to know if the issue affected you

If you previously upgraded to version 6.70, but the issue didn't affect you, then you don't need to upgrade to version 6.70.4019.

You can use the **Pay Period Exceptions** report to check if the issue affected you.

In the **Pay Period Exceptions - Report Options** window, select the **Extra Pay Tax Rate** and **Show Calculation** checkboxes.

The screenshot shows the 'Pay Period Exceptions - Report Options' window. The 'Tax Analysis' section is highlighted with a red circle around the 'Extra Pay Tax Rate' and 'Show Calculation' checkboxes. The window is divided into several sections:

- Report Sequence:** Group By Pay Point?, New Page for each Pay Point?
- Pay Point Range:** All From: Pay Point: [dropdown], Range To: Pay Point: [dropdown]
- Sort Employees By:** Employee Name, Employee Number
- Pay Frequencies:** All, Weekly, Fortnightly, Half-Monthly, Four-Weekly, Monthly
- Earnings Analysis:** Table with columns for Hours and Amount, and rows for Ordinary, Overtime, Total Ord/Ovt, Penal Time, Total of All. Includes fields for Hourly Rate, Gross Pay, and Take Home Pay.
- Annual Leave Analysis:** Taken In Advance, Negative Balance, Anniversary, Negative Holiday Pay Owing, 12 Month Anniversary - 'Casuals', Cash Up Balance Used
- KiwiSaver:** Employees within Opt Out Period, Invalid Contributions, Auto Enrol Exemption Expiry, 65 Years Old
- Tax Analysis:** "ND" Tax Code, Missing Child Support Deduction, PAYE Deduction Quantity, Negative PAYE Deduction, Extra Pay Tax Rate, Show Calculation, Override PAYE Amount, "STC" Tax Code, Check expiry within 1 months
- Compare Last Pay:** Compare Last Standard Pay?, Compare [dropdown] Gross Pay, Compare with Tolerance? Amount [dropdown] 0.00, Include new Employees?
- Other:** Check Days Worked (Perm/Set Hrs), Negative Alternative Holiday, No 'Credit' for 'Statutory Worked', 16th/18th Birthday Next Pay Period, Deduction Reducing Balance of Zero, Expired Date Due Back, Other Leave Anniversaries, Termination Pay - Deduction Notification, ADP Rate less than Base Rate
- Review Date:** Pending, Expired
- Notes Follow Up:** Pending, Expired

When previewing the report, if **Annualised + EP** is greater than \$180,000, then **System Calculated** should be **39%**. See the screenshot on the following page.

Pay Frequency: Weekly

Exception Type: Review Date Expired			
1002 ASHTON, Colin	Review Date = 28/03/2022	1019 SKUDDER, Kate	Review Date = 11/01/2022

Exception Type: Notes Follow Up Date Expired			
1022 ASHTON-BROWN,	01/04/2021 Bonus	1017 FLOWERS, Andrew	04/01/2022 Annual Review
1005 REDSHAW, Kevin	03/08/2021 Forklift Licence	1019 SKUDDER, Kate	31/03/2021

Exception Type: Extra Pay Tax Rate - excluding applicable ACC Earners Levy	
1002 ASHTON, Colin	Payment Date System Calculated 39.00% EP: \$80,000.00 Tax Code: M
	23/03/2022 \$1,471.15
	30/03/2022 \$1,471.15
	03/04/2022 \$1,471.15
	10/04/2022 \$2,259.61
	17/04/2022 \$1,765.38
	Last 4 Weeks: \$8,438.44 Annualised + EP: \$189,699.00

**** End Of Report ****