
MYOB IMS Payroll 6.55

Release Notes

November 2020

myob

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Introduction

What's New in this Release?

The 6.55 release updates the payday filing functions to use the new v2021 format, ensuring that your payday filing remains compliant.

Installing Your Upgrade

Desktop Installation

Before you install this version:

- Close all “Open” payroll periods in your payroll companies.
- Back up each of your payroll companies, via the Tools menu, after closing the last payroll period processed in each company.
- 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 any custom payroll software and modules will need to be reinstalled.

If you're downloading the installer:

- Double-click the executable file that you download (.exe as contained in the link).
- You need to install the new version on every computer that has MYOB IMS Payroll installed.

IMS Payroll Cloud Installation

1. Log in to IMS Payroll Cloud.
2. Click the gold **Upgrade** button that appears at the bottom left of your screen. The **Upgrade** button will only appear when you click on a company with the “Closed” status.
3. Repeat for each payroll company you manage.

After installing, log in to a payroll company, go to **Help > About IMS Payroll Partner** and check that the version is Version 6.55 November 2020.

If you have any issues, please call us on 0800 600 110.

New Features

Payday Filing Updates

This release updates MYOB IMS Payroll to produce files for payday filing in the new v2021 format. This includes the EI Return file and the Employment Details (ED) file.

Note: These updates were introduced in the 6.54 EAP release.

Updates to KiwiSaver

The Employee Details (ED) file now includes information on employees starting and finishing/opting out of KiwiSaver. The KiwiSaver information included in payday filing has been expanded to include information on employees who opt out of KiwiSaver after the normal opt out period.

Employees can opt out of KiwiSaver between the ends of the second and eighth weeks of their employment (i.e. between days 14 and 56)—see [“Opting out of KiwiSaver” on the IRD website](#) for more information.

To opt out after the end of this period, the employee must send their KS10 to the IRD or apply online. The IRD will let you know if they’ve approved the late opt out reason and when to stop deductions and contributions. New fields have been added to the Employee Information > KiwiSaver tab to capture the late opt out reason:

The screenshot shows the 'KiwiSaver Fund' section of the software. The 'Entry Status' is set to 'Auto Enrol'. The 'Opt Out?' checkbox is checked, with the 'Opt Out Date' set to 01/09/2020. The 'Late Opt Out Reason Code' dropdown is highlighted in red and shows 'OTHR' selected. Below this is the 'Other Reason' text field, which is currently empty. The 'Bank Account' is 06-0421-0026081-00 and the 'Account Name' is ASHTON, Bronwyn. Other fields include 'Employee Contribution' (8%), 'Employer Contribution' (3%), and 'ESCT Calculation' (33.0%).

The **Late Opt Out Reason Code** dropdown contains a list of possible reasons and their codes, as well as an “OTHR” option, if the reason is not covered by any of the other codes. When “OTHR” is selected, you must enter the reason into the **Other Reason** field.

Because KiwiSaver information is now included in the ED file, it is no longer necessary to produce and send the KS1 KiwiSaver Employment Details (KED) file. You can still produce a KED file from IMS Payroll and send it to the IRD for now, but the KED file will not be accepted from 1 April 2021. A note has been added to the KED window to indicate this:

KED - KS1 KiwiSaver Employment Details Report/File - Options

Reporting Period

Month: August Year: 2020 [Print Setup...]

Create KED myIR File?

Note: You no longer need to provide a KED file - this information is now included in the Employee Details (ED) file for payday filing. The KED file will not be accepted from 1st April 2021.

Path/ File name: C:\KEDAug2020-SampleCompanyLimited.csv [Browse..]

[Print and Create File] [Preview] [Close]

Payday Filing File Paths

The **Path** field on the EI – Payday Filing Report window is now read-only—the only way to alter the path is to use the **Browse** button. This removes the possibility of accidentally entering an invalid path.

EI - Payday Filing Report/File Options

Payment Date to Report / Export

Payment Date	Period Type	Gross Taxable	PAYE
19/07/2020	Standard	\$12,203.66	\$2,416.17
15/07/2020	Standard	\$14,570.72	\$2,830.66
08/07/2020	Standard	\$14,598.53	\$2,836.28
01/07/2020	Standard	\$14,336.40	\$2,786.84
24/06/2020	Standard	\$15,390.26	\$2,990.12
17/06/2020	Standard	\$14,580.57	\$2,822.82

Create Files
Create digital Payday files to submit to Inland Revenue using myIR. You can also print a report for your own records.

Create the Employee Details file - Print Report

Create the EI Return file - Print Report

Path: C:\Payday Filing [Browse...]

Employee Details File name: Employee_Details_2020-07-15-922_SampleCompanyLimited.csv

EI Return File name: EI_Return_2020-07-15-922_SampleCompanyLimited.csv

When an EI or ED file is printed or previewed, the file path of the generated CSV file is now displayed at the end of the report:

MYOB IMS PAYROLL		Sample Company Limited										Page: 2			
EI Return Report															
Date Run: 02/10/2020 Time: 2:05 PM				For Payment Date: 15/07/2020				Company IRD Number: 029-322-155							
Period Number: 922															
Surname Firstname	Start Date		Gross Earnings	Earnings not liable for EL	Lump Sum	PAYE/Schedular Tax	CS Code	Child Support	Student Loan	SLCIR	SLBOR	KiwiSaver Employee Contributions	Net KiwiSaver Employer Contribution	Payroll Giving ESCT	Payroll Giving Tax Credit
IRD Number	Tax Code	Finish Date													
Shapland Karen 049016999 M			510.30	0.00		77.54	0.00	0.00				0.00	0.00	0.00	0.00
TOTALS:			14570.72	0.00		2837.32	125.00	56.40	0.00	0.00		405.36	205.29	64.93	6.66
TOTAL DEDUCTIONS:			3694.30												
Path / File name: C:\Payday Filing\EI_Return_2020-07-15-922_SampleCompanyLimited.csv															

Updates to Data File Extraction

Options for extracting report data to a file have been added to the Employee Audit, Company Audit and Employee Notes Listing reports:

The screenshot shows the 'IMS Sundry Reports' dialog box. On the left is a 'Report' list with 'Employee Notes Listing' selected. The main area contains various filters and options. At the bottom, a red box highlights the 'Data File Extract?' section, which includes a checked checkbox, a 'Preview this report to have the Data File Extracted' link, a checked 'Include Column Headers?' checkbox, a 'File Delimiter' dropdown set to 'CSV', a 'File Path / Name' text box containing 'C:\Employee_Notes_2020_10_02.csv', and a 'Browse...' button. Other sections include 'Sort Order', 'Print Range', 'Date Ranges', 'Additional Information', and 'Category Filter'.

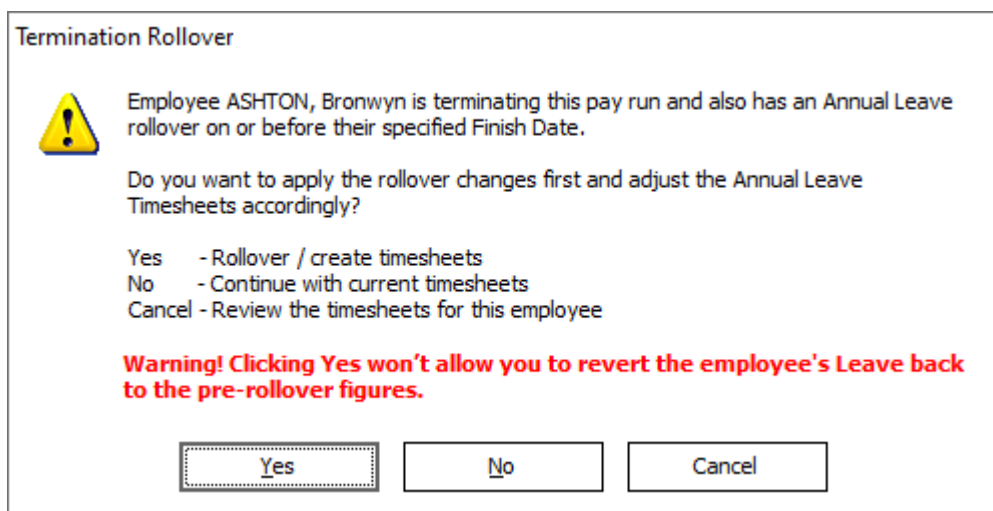
These options behave in the same way as the existing Data File Extract options on other reports.

Note: For the Employee Notes Listing report, only employee note data is extracted. The Data File Extract options can only be enabled if the **Employee Notes?** option is ticked under Additional Information.

The label “Preview this report to have the Data File Extracted” has been added to all reports that include Data File Extract options—this emphasises to the user that they do not have to print out the report to extract data; the extraction happens on previewing the report.

Payroll Update

MYOB IMS Payroll now detects and accounts for the situation where an employee is terminated and their Annual Leave anniversary date falls within the termination period. In this case, the following message window appears on the 3-Check Input tab:



Clicking **Yes** applies the Annual Leave rollover and updates the employee’s timesheet with new items as necessary. You are then given the option of returning to the 2-Timesheets tab to review the updates.

Note: Once the rollover has been applied, it cannot be reversed.

Updates to Annual Leave in Weeks

Labels have been added to the Leave > Annual Leave tab of the Employee Information screen, to make it clearer what the units of the various values are:

Sample Company Limited - MYOB IMS Payroll

File Edit View Tools Help

Company Employee Processing Sundry Reports

ASHTON, Bronwyn

Emp# 1022 IRD# 089-417-163

Standard Payment Leave KiwiSaver Permanent HR / Notes Totals History

Annual Leave Other Leave

Annual Leave Type (Permanent / Casual Employment)

Set Hours Variable Hours Casual Annual Leave In Hours Days

Annual Leave Entitlement

Hours	Weeks
Full Yrs Entitlement: 160.00	4.00
Next Entitlement: 160.00	4.00
Due Date: 16/11/2020	

Annual Leave Values

Hours	Weeks
Outstanding Ent: 0.00	0.00
+ Accrued This Year: 104.62	2.62
+ Parental A/L: 0.00	0.00
- Paid in Advance: 37.50	0.94

Average Rate (AWE): Gross earnings for last 12 months: \$58,584.55

Ordinary rate (OWP): Gross earnings for last 4 weeks: \$4,400.00

Weekly Rate: \$1,126.6260

Agreed Definition of a Week: Hours/week: 40.00 Days/week: 5.00

When an employee's Annual Leave is calculated in weeks, the **Weeks** values are clearly labelled. For all employees, values are labelled **Hours** or **Days** depending on their **Annual Leave In** setting.

The History > Leave Earnings tab now displays extra information about the employee's Leave in Weeks status:

Sample Company Limited - MYOB IMS Payroll

File Edit View Tools Help

Company Employee Processing Sundry Reports

ASHTON, Bronwyn

Emp# 1022 IRD# 089-417-163

Standard Payment Leave KiwiSaver Permanent HR / Notes Totals History

Total Earnings Leave Earnings KiwiSaver Timesheet History

Period Ending	Average Gross	Ordinary Gross	Hours/Week	Days/Week	H/Rate Hrs	ADP Hrs	H/Rate Days	ADP Days	Hours Per Day	L
22/03/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
29/03/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
05/04/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
12/04/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
19/04/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
26/04/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
03/05/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
10/05/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
17/05/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
24/05/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
31/05/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
07/06/2020	\$1,125.19	\$1,125.19	0	0	40	40	5	5	8	
14/06/2020	\$1,109.48	\$1,109.48	0	0	40	40	5	5	8	
21/06/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	
28/06/2020	\$1,100.00	\$1,100.00	0	0	40	40	5	5	8	

Leave Type: Set Hours

AL In Weeks : Yes

AWE Weeks : 52

OWP Weeks : 4

Holiday Rates:

Units: Hours

Average: \$28.1656

Ordinary: \$27.5000

Current: \$25.0000

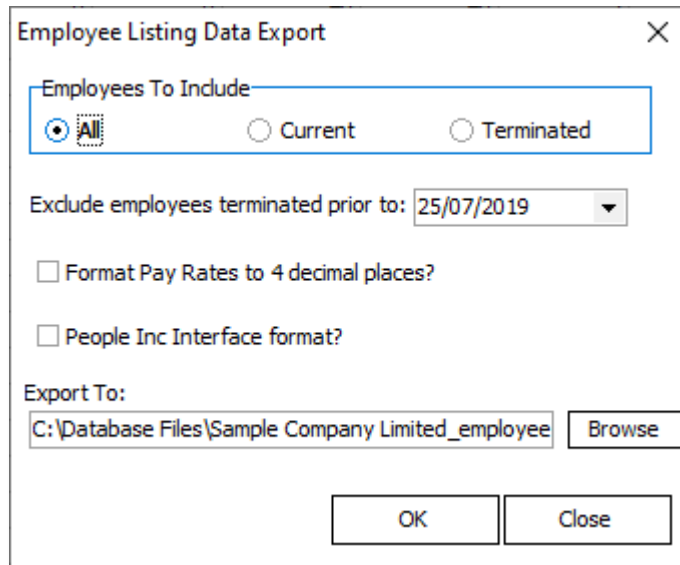
Average Daily Pay:

Hourly: \$28.1656

Daily: \$225.3252

Employee Data Export

A new Employee Listing Data Export utility is available at **Tools > Files Export > Employee List**.



The screenshot shows a dialog box titled "Employee Listing Data Export" with a close button (X) in the top right corner. The dialog contains the following elements:

- Employees To Include:** A group box containing three radio buttons: "All" (selected), "Current", and "Terminated".
- Exclude employees terminated prior to:** A date field containing "25/07/2019" and a dropdown arrow.
- Format options:** Two unchecked checkboxes: "Format Pay Rates to 4 decimal places?" and "People Inc Interface format?".
- Export To:** A text field containing "C:\Database Files\Sample Company Limited_employee" and a "Browse" button.
- Buttons:** "OK" and "Close" buttons at the bottom.

This utility extracts employee details from the following tabs of the Employee Information screen:

- Standard
- Payment
- Leave
- KiwiSaver
- Superannuation

This data can be then imported into an external HR system

The options on this window are the same as the existing Visual Personnel Data Export utility, with the addition of an **Export To:** file that lets you specify a file name and location before exporting. By default, file names are named in the format:

<payroll company>_employee list_<date>.txt

Resolved Issues

The following table details the issues that are addressed by this release.

Problem ID	Description
-	When integrating with People Inc., if an employee's Hours Worked were updated from People Inc., their Agreed Definition of a Week was not updated accordingly. This has been resolved.
-	Ticking the Include Periods Prior to Start Date option on the Leave Earnings History tab could cause an employee's AWE and OWP to be calculated incorrectly. This has been resolved.
-	When exporting the Leave Rate report, the column header row would not be exported if the user had previously saved the report as PDF or CSV from the preview. This has been resolved.
-	When running the Leave Rate report with the Period set to "Current", in some cases the Ordinary Gross was not calculated correctly for employees who had taken Leave Without Pay in the previous period. This has been resolved.
-	If an employee was set to calculate Annual Leave in weeks, the Days/Hours columns did not appear on the Average Daily Pay report. This has been resolved.
-	The Leave History report displayed Accrued values for employees who had been terminated in the pay period being reported on. This has been resolved.
-	When using the Global Load function to load payments, if the payment type's unit was set up in hours, entering 1 unit would set the payment's quantity to the amount of set hours instead of 1. This has been resolved.